



**App Number: 320010**

# Customised Payroll Bureau Report

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Powered by:  
**Greentree**<sup>®</sup>  
PRIMED FOR BUSINESS

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## Features

The Customised Payroll Bureau Reports App allows the user to provide custom details for the end of financial year Payment Summary and ETP Summary reports, as well as the ATO text file. The customised details are based on pay group settings, instead of company settings. The custom values for the company, ABN and branch fields are stored in Sticky Notes attached to the relevant pay group, and are substituted for the standard values when the reports are generated.

### *Other Requirements*

**Greentree Modules:** HR, CRM

**Associated Apps:** none

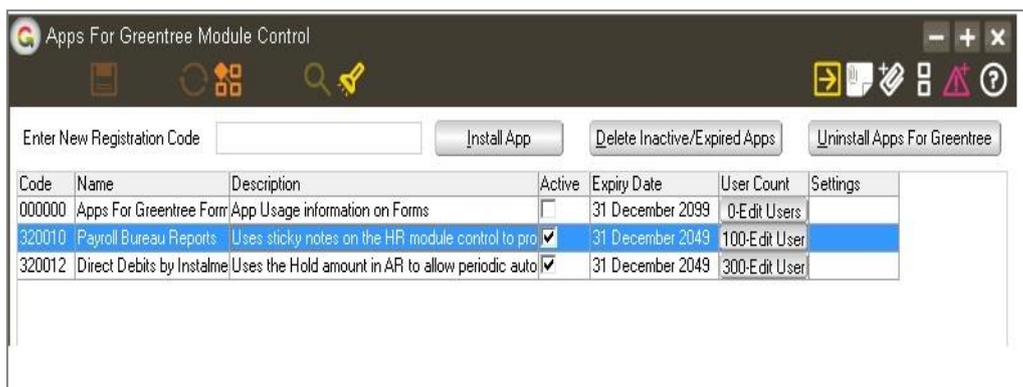
## Implementation Guide

### Installation

1. Log in to Greentree as the *Super* user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Enter the New Registration Codes supplied and click Install App



4. Select/Highlight the Payroll Bureau Reports App.



5. Click on the **Edit Users** button and select the users who will be configured to use Customised Payroll Bureau Reports, for which companies.



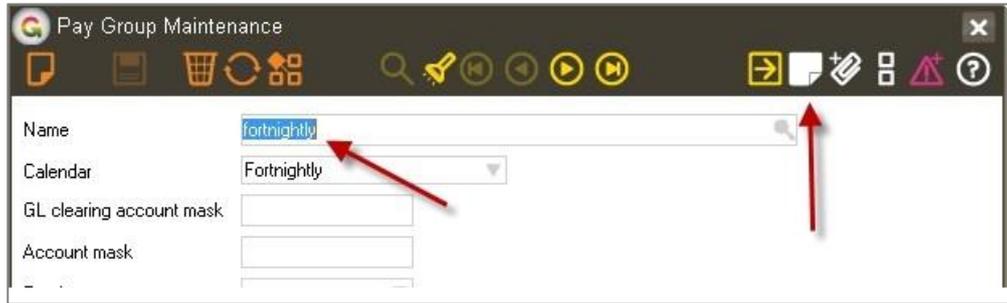
6. Once you have selected the users, **Save** the settings using the save icon in the header and **Close** the window.

## Configuration

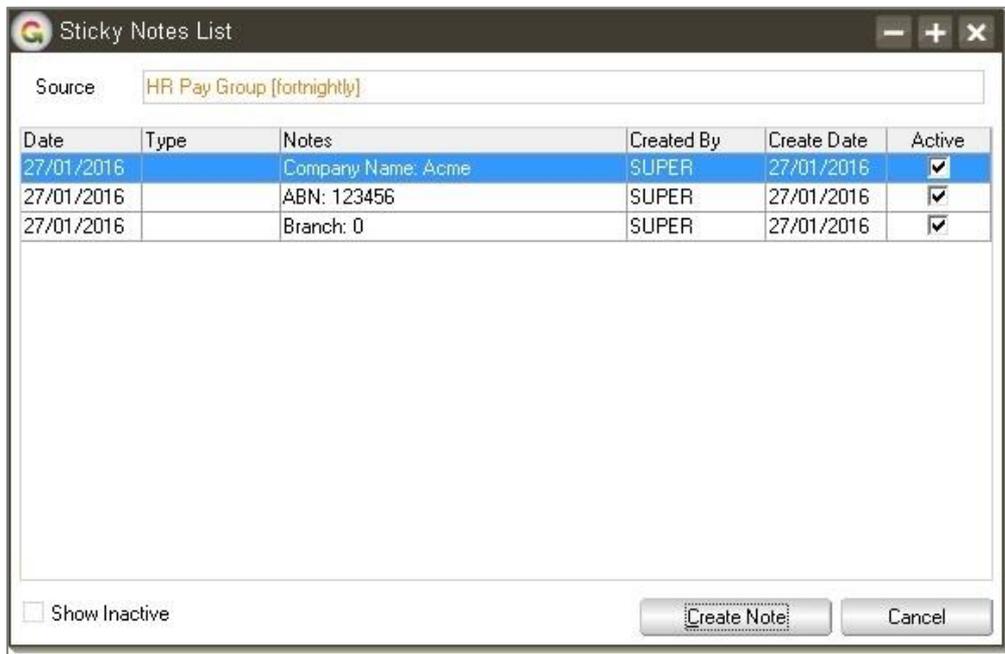
The App is controlled by attaching Sticky Notes to specific HR Pay Group records. When that Pay Group is selected in the HR Payment Summary Report, or the ETP Payment Summary Report, the values from the Sticky Notes for company name, ABN, and branch are used in the respective reports.

To configure the Sticky Notes, take the following actions.

1. Select the menu item |HR | System | Payroll | Pay Group Maintenance|
2. Select the required Pay Group and click the **Attach Note** button



3. Three separate notes need to be added, one each for the custom company name, ABN number and branch. Each note must start with the following text:
  - a. **Company Name:** <company name>
  - b. **ABN:** <ABN number>
  - c. **Branch:** <branch>



## User Setup

There is no user-specific setup required.

## User Guide

### Reporting

To run the HR Payment Summary Report, select the menu item | HR | Payroll Reports | Payment Summary |

HR Payment Summary Report

View Mode: All

Employee Code: 1000 to 9999

Pay Group: fortnightly

Profit Centre:

Branch:

Year End 30 June: 2016

Signature: Joyce Jones

Create ATO file

Amendments only

Employee Order:

Surname  Code

Note:

If you are NOT submitting your file electronically, you need to complete a "Electronic storage media information" form to send with your media. This is available from the ATO web site <http://www.ato.gov.au/Forms/Electronic-storage-media-information---Payment-summary-annual-reports/>

Configure

Tree: <None>

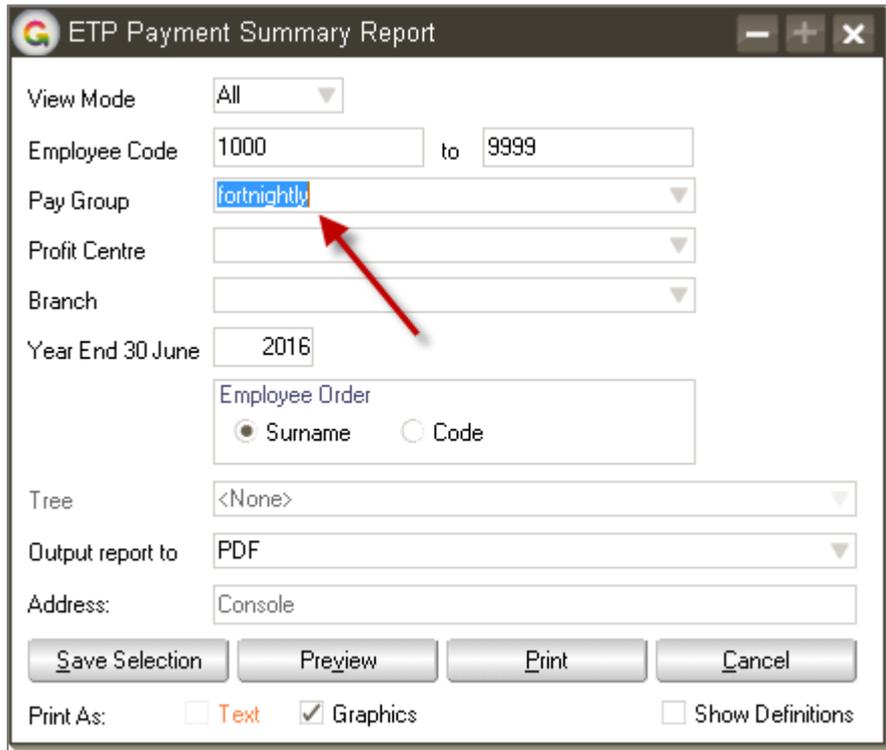
Output report to: PDF

Address: Console

Save Selection Preview Print Cancel

Print As:  Text  Graphics  Show Definitions

To run the ETP Payment Summary Report, select the menu item | HR | Payroll Reports | Payment Summary |



ETP Payment Summary Report

View Mode: All

Employee Code: 1000 to 9999

Pay Group: fortnightly

Profit Centre:

Branch:

Year End 30 June: 2016

Employee Order:  Surname  Code

Tree: <None>

Output report to: PDF

Address: Console

Buttons: Save Selection, Preview, Print, Cancel

Print As:  Text  Graphics  Show Definitions

The App will automatically look for the custom values for the report header and footer fields for the Pay Group selected in the report form. Values for all three fields must be present in the sticky notes for that Pay Group. If some or all of the values cannot be found for that Pay Group, the report will be printed with the default values. No further action is required from the user to use the custom field values in the respective reports.