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Driving Success Through Innovation

2016

NOVA™

Payroll End-of-Year v11.1x

Procedural Instructions

Revision History

Revision	Date	Comments
Original	May, 2014	
Revised	May, 2015	
Revised	May, 2016	

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Payroll End-of-Year (EOY) for v11.1

Preliminary

Print both the 'Leave Analysis Register' and the 'Leave Entitlement Summary' reports, [Payroll], Menu 15, [Leave Analysis].

It is advisable that **all balances** are checked and confirmed before proceeding, to ensure that Employee's entitlements are correct.

Please file these reports in a secure place as they will be the only record of leave taken during the financial year.

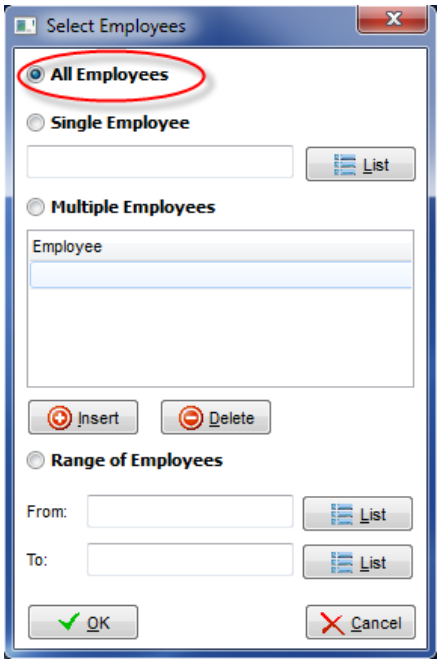
A 'Print to File' copy of both reports should also be made.

Process

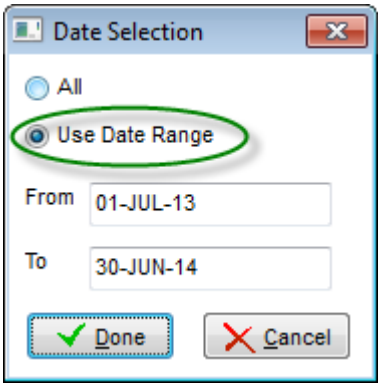
1. Ensure the final payroll for the current year has been run, printed and accepted.
2. Carry out a Diskback and End of Day, [System Maintenance], Menu 1, [End-of-Day Processing]

> **NOTE:** If your Ledgers do not balance, call Support before proceeding.

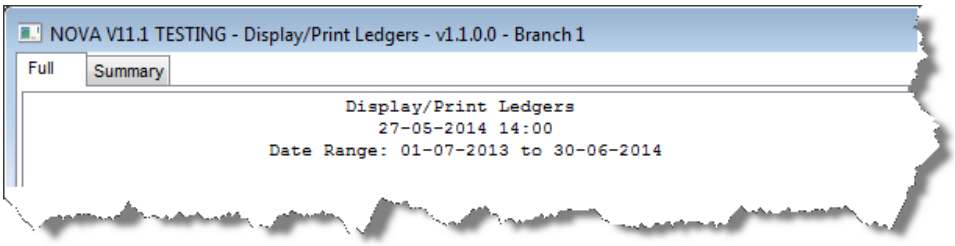
3. Print ALL 'Employee Ledgers', [Payroll], Menu 9, [Display/Print Ledgers].



   a. Select "All Employees".
   b. Click [OK]; the Date Selection screen will be displayed.



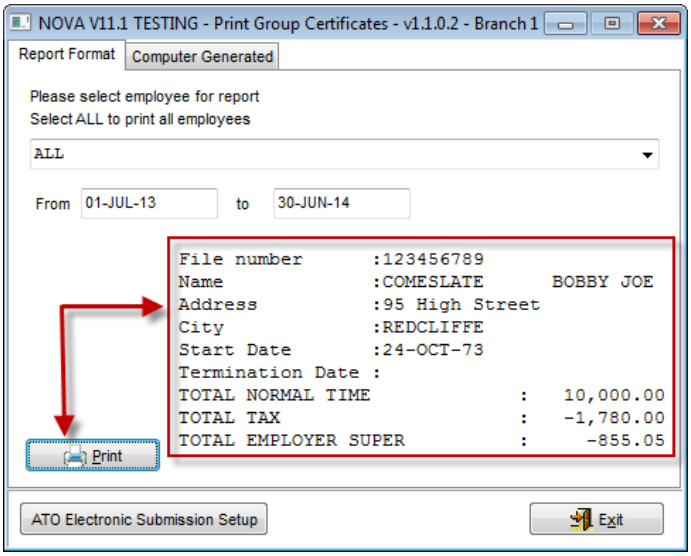
c. Select 'Use Date Range'
d. Enter the date range
e. Select [Done]; the Display/Print Ledgers screen will be displayed.



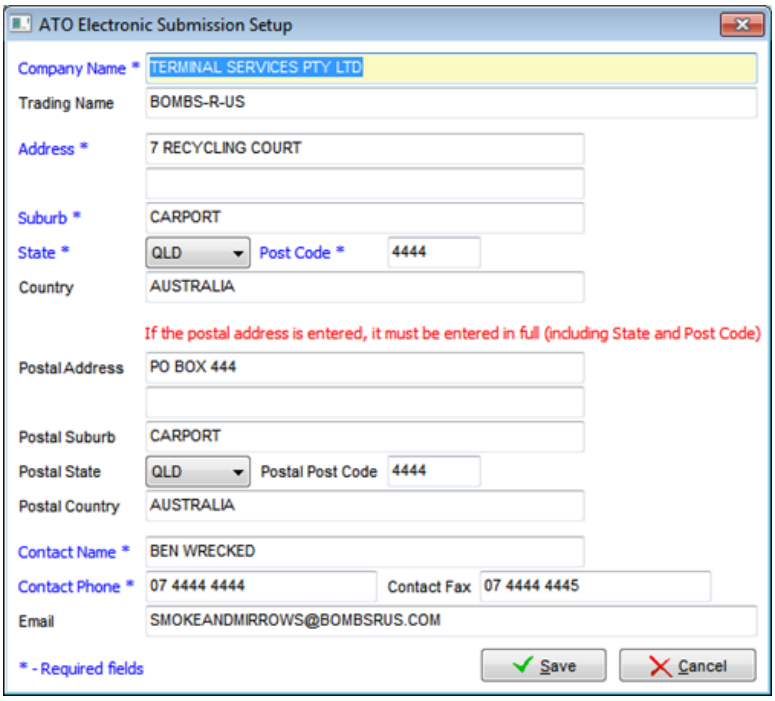
f. [Print] the Full report. It would be wise to also 'right click' on the [Print] button and select 'Print to file' as well.
g. [Print] the Summary Report;)
h. These printouts are essential as they will contain all pay details for all employees for the last year.

4. Print 'Group Certificates', [Payroll], Menu 11, [Print Group Certificates].
   a. Pre-printed forms are supplied by the ATO (Australian Taxation Office) for those still using 'DOT Matrix' printers. You will need to check the printer alignment for the first certificate, then all following should print correctly.
   b. Electronic submission of Payroll data is available from within NOVA
      1) [ATO Electronic Submission Setup] must be completed prior to the report being created and **approval, from the ATO, must be obtained before sending the file**.
      2) The file containing all employee data is called 'empdupe'. This file can be forwarded to the ATO if **PRIOR APPROVAL** is given.
      3) Group Certificates can be printed on Plain Paper (A4), using the 'Computer Generated' option.

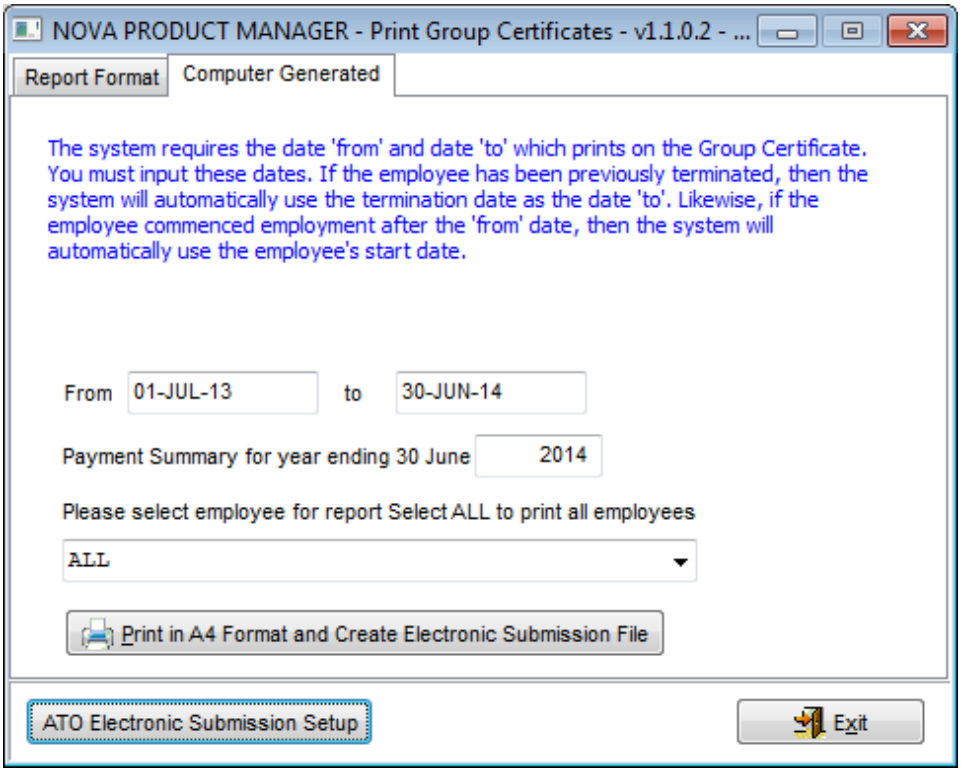
5. Report Format Print (First Tab) – Print Group Certificates
   a. Prints a summary for ALL Employees. This is useful for quickly looking up data, for Auditing purposes and is also used if manually filling in ATO Group Certificates.



b. The [ATO Electronic Submission Setup] provides the following form to complete. If using this option, all fields marked in blue must be filled.

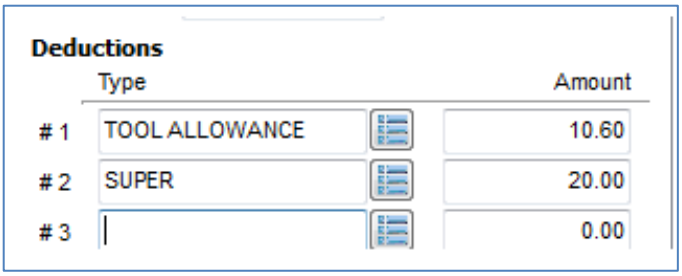


c. The “Computer Generated” Group Certificate popup should automatically have the date range and year entered, if not, the date range must be entered before proceding.

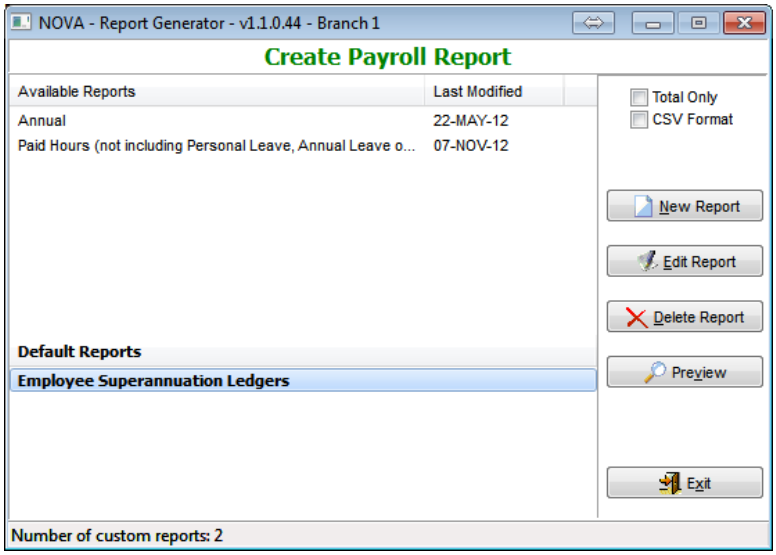


d. Before you select [Print in A4 Format and Create Electronic Submission File] you will need to carry out the following steps:

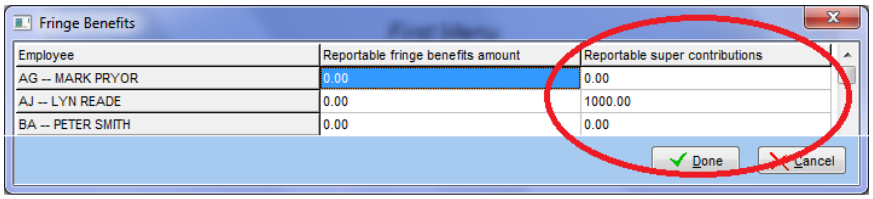
1) If you have any employees with added Superannuation as a "Pre-Tax" Salary Sacrifice Deduction you will need to run a report on the deductions, to fill out the added field on the Fringe Benefits sheet correctly.
2) Check the setup to confirm – [Payroll], Menu14, [Allow/Ded File Maintenance], check for 'super' deductions, look for any reference to Superannuation Deductions or Salary Sacrifice for the purpose of Superannuation.



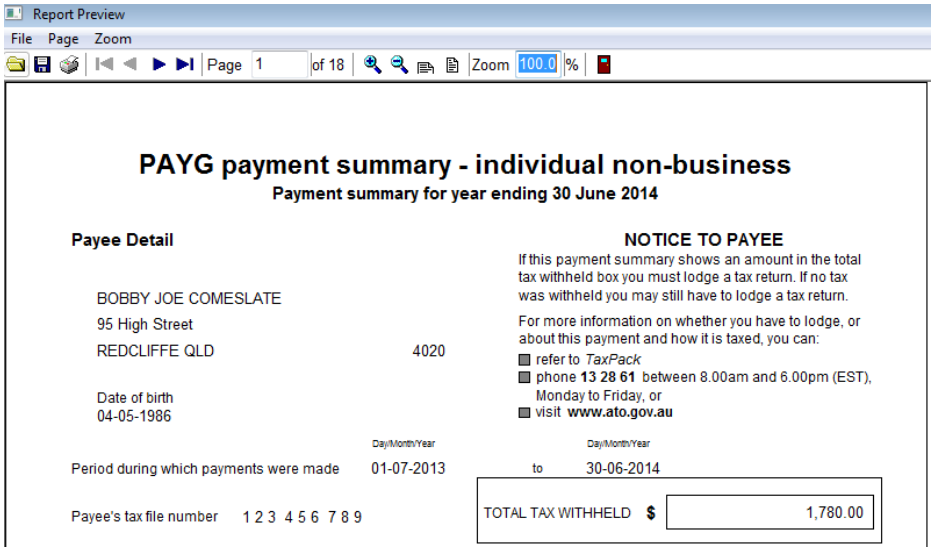
3) Run [Payroll], Menu 19, [Report Generator], Default Reports, "Employee Superannuation Ledgers". The Report will display all Ledger entries with the letters "super" in the description. If you have not used wording including 'super' in your description then you will need to edit the report [Edit Report] query to identify your change. Contact Support, if needed.



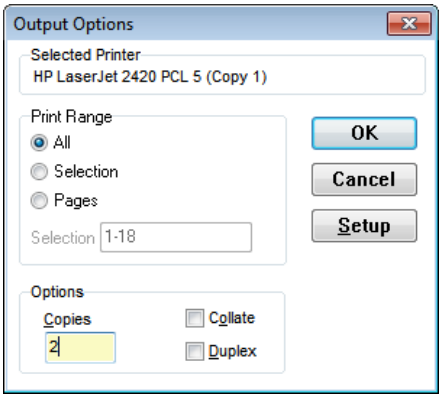
4) Preview the Report, identify any amounts that will need to be separately reported, [Print] it, then click the [Print in A4 Format and Create Electronic Submission File] on the Print Group Certificates screen under the "Computer Generated" Tab. Enter the required information in the added field on the fringe benefits sheet correctly, then select [Done]



5) When you select [Done] you will be asked to save the 'EMPDUPE' file. In most cases this will save to the default data folder, in cases where the 'Cloud' setting is enabled [System Maintenance], Menu 10, [System Setting] entry 130, you will need to select a location which you can access. Group Certificates will print to the screen. (See below example)



6) Before Printing it is suggested that you go to the 'File' Button at the top of the Print Preview Screen and select the Print option – then change the number of copies to at least 2 (one for filing and one for the employee). If you forget you can print again. It is suggested that you save in PDF format to your PC if possible, for reprinting at any time in the future.



6. **Do a full Tape Backup, USB copy or CD/DVD burn of the NOVA directory for History.**
7. It is suggested that you also create a snapshot of the data base. [System Maintenance], Menu 40, [Create Snapshot]. This is the equivalent of the old "Year End Database".

NOTE: Purging of Terminated Employees is now part of the general purging procedure.

Superannuation Changes

> **NOTE:** The following change must be made to your Payroll Department File prior to running your first payroll in the new financial year. This only affects Australian based customers.

Incorporate the following required ATO change to the Employer Superannuation C-Super (Compulsory Superannuation Contribution).

> **NOTE:** The changes to be made in the following step must be made for each department set up in NOVA.

Go to [Payroll], Menu 4, [Department File]. Select a department then click **Edit**; the Edit Department screen (see Figure 1) will be displayed. Change the **C-Super%** column from 9.25% to 9.50% from the 1st July, 2014. Repeat this step for each department in Payroll.

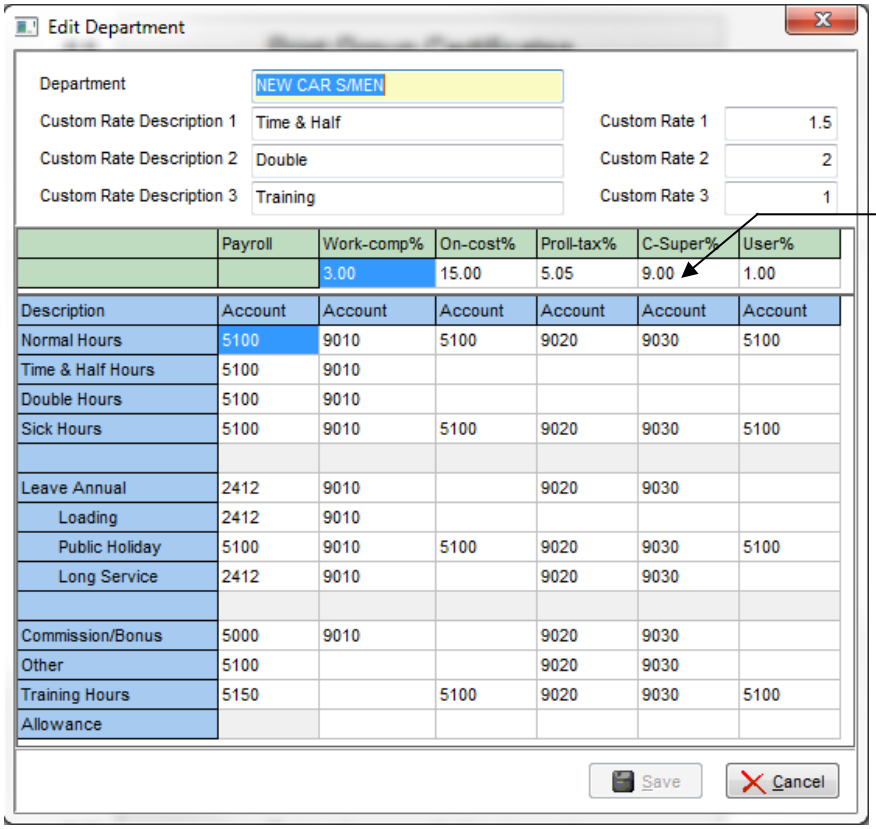
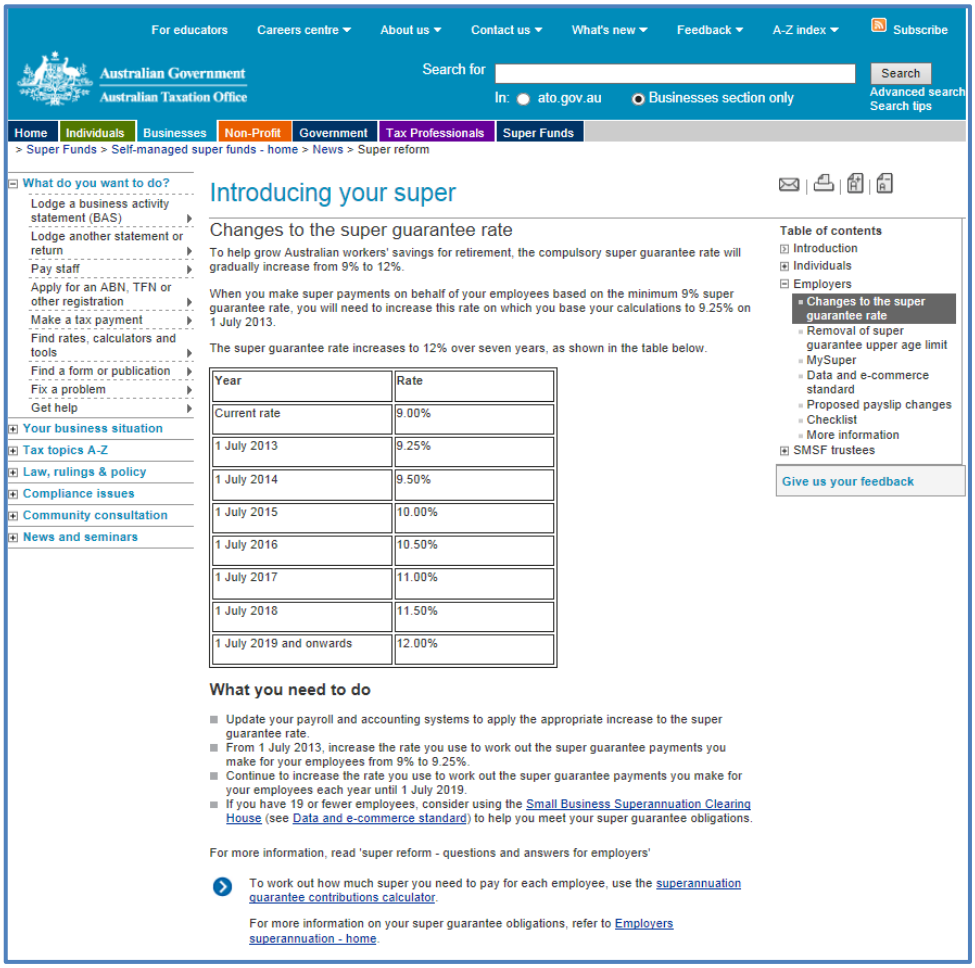


Figure 1. Edit Department Screen

Specific information to superannuation changes can be found at the Australian Government's Australian Tax Office web site.

A screen shot of the required change for 2014 has been captured for convenience and is shown below.



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> Super Funds > Self-managed super funds - home > News > Super reform

What do you want to do?
- Lodge a business activity statement (BAS)
- Lodge another statement or return
- Pay staff
- Apply for an ABN, TFN or other registration
- Make a tax payment
- Find rates, calculators and tools
- Find a form or publication
- Fix a problem
- Get help

Your business situation
Tax topics A-Z
Law, rulings & policy
Compliance issues
Community consultation
News and seminars

Introducing your super

Changes to the super guarantee rate

To help grow Australian workers' savings for retirement, the compulsory super guarantee rate will gradually increase from 9% to 12%.

When you make super payments on behalf of your employees based on the minimum 9% super guarantee rate, you will need to increase this rate on which you base your calculations to 9.25% on 1 July 2013.

The super guarantee rate increases to 12% over seven years, as shown in the table below.

Year	Rate
Current rate	9.00%
1 July 2013	9.25%
1 July 2014	9.50%
1 July 2015	10.00%
1 July 2016	10.50%
1 July 2017	11.00%
1 July 2018	11.50%
1 July 2019 and onwards	12.00%

What you need to do

- Update your payroll and accounting systems to apply the appropriate increase to the super guarantee rate.
- From 1 July 2013, increase the rate you use to work out the super guarantee payments you make for your employees from 9% to 9.25%.
- Continue to increase the rate you use to work out the super guarantee payments you make for your employees each year until 1 July 2019.
- If you have 19 or fewer employees, consider using the Small Business Superannuation Clearing House (see Data and e-commerce standard) to help you meet your super guarantee obligations.

For more information, read 'super reform - questions and answers for employers'

To work out how much super you need to pay for each employee, use the superannuation guarantee contributions calculator.

For more information on your super guarantee obligations, refer to Employers superannuation - home.

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