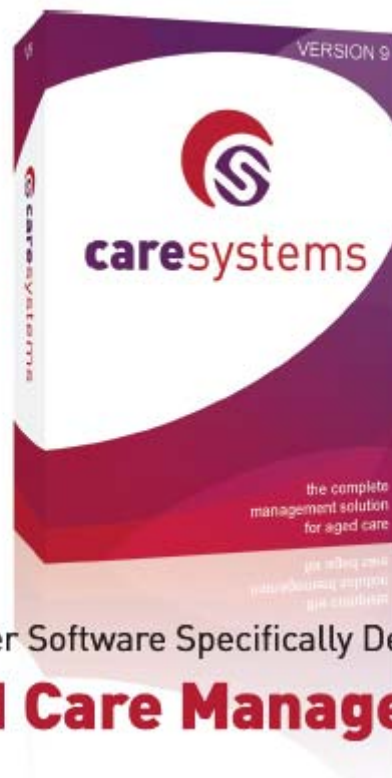


Care Systems June 2011 Financial Year End Procedure



Computer Software Specifically Designed for
Aged Care Management

This document has been prepared to assist users of Care Systems software with the processes required at year end. The information provided is general and may not be comprehensive for individual sites.

It is the Users responsibility to ensure that the year end process is completed satisfactorily. Care Systems support services are available to assist should this be required.

The Help Desk service is appropriate for the odd query that may arise from the Year End process.

Where more comprehensive assistance is required Care Systems suggests that a block of Operational Support is booked in advance. This may be provided onsite or using a remote connection.

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1 INTRODUCTION

The notes included in this document are designed to assist your site to plan successful Year-End using Care Systems Version 9 software. They should not be interpreted as a definitive Year-End procedure but rather as the basis of a plan suitable to your site. You have the ultimate responsibility for ensuring that your Year-End works.

Before starting the Year-End process please read the whole of this document carefully. This is particularly important where multiple Care Systems programs are in use as the overall order of processing may be critical to a successful year-end. Generally, the Year-End process in the LegiCare system should be run after all other modules have had their Year-End procedures completed.

The suggested sequence for closing modules in a fully integrated environment is as follows:

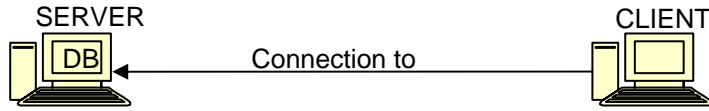
- 1 PayCare
- 2 CrediCare
- 3 ResCare
- 4 CashCare
- 5 BondCare
- 6 AssetCare
- 7 TaxCare
- 8 LegiCare

2 BACKUP

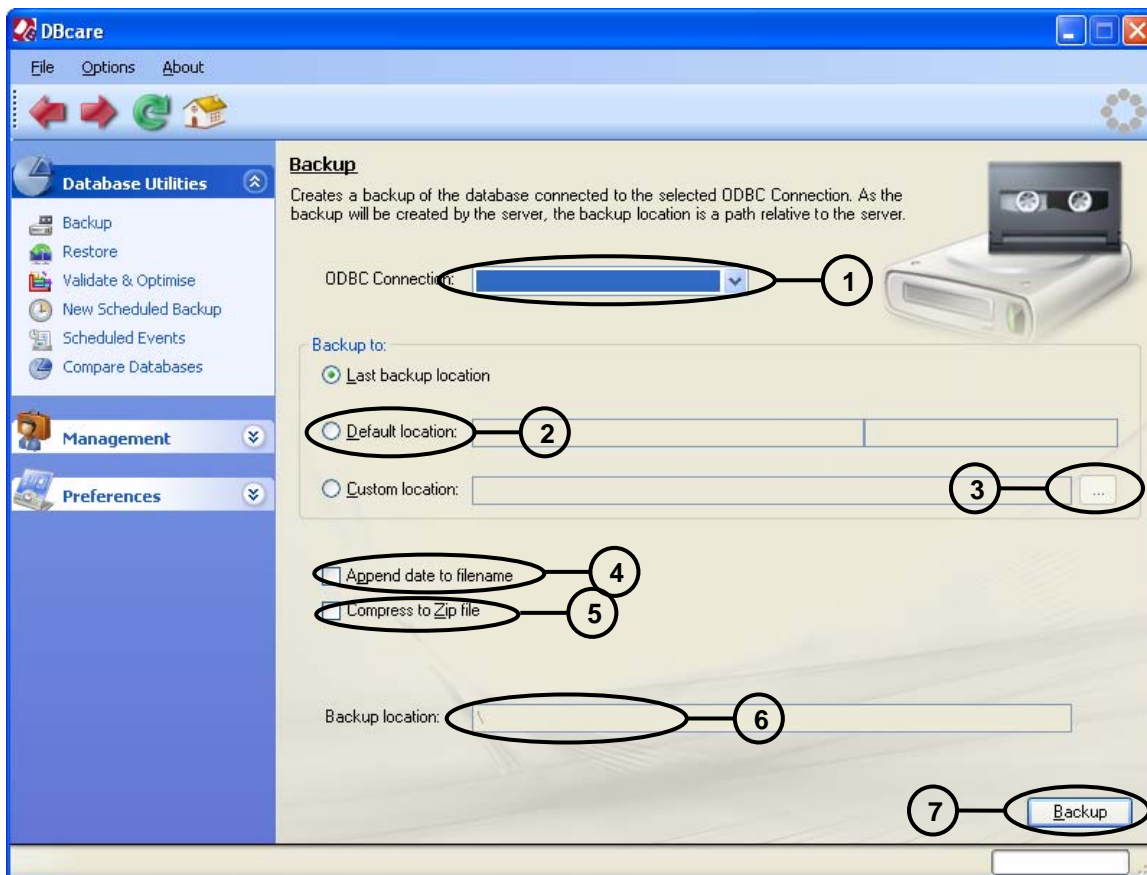
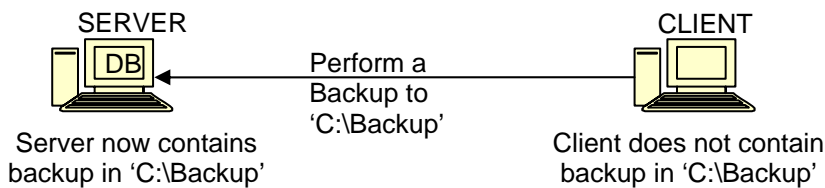
2.1 Taking a Year End Backup

The Care Systems utility program, **DBcare**, is designed to assist you to take backups of Version 9 databases.

It is important to remember the backup will be saved on the computer hosting the database server. This means the backup will be saved to a path relative to the computer hosting the database server.



If a Backup is run from Client and the saved to the location 'C:\Backup' then the backup will be located on the Server's hard drive at 'C:\Backup'.



1. [ODBC Connection](#): Used to select the SQL Anywhere 9 database you wish to backup.
2. Default Location: The second text box is used to specify the name to give the backup. The default location can be changed in [General Configuration](#).
3. Browse: Used to browse the folder hierarchy on the server computer to choose a backup location.
4. Append Date: Appends the current date to the end of the chosen name.
5. Compress to Zip: Saves the backup as a [Zip File](#).

6. Backup Location: The absolute path on the server where the backup will be saved.
7. Backup: Start creating the backup.

A most important part of the Year-End procedure is to take **Database backups** to:

- external disk [More than one is a good idea]
- an internal drive – to a clearly identified folder - called FY_2011_Year_End perhaps.
- and to copy your live data to a TEST database

IT IS VERY IMPORTANT TO TAKE BACKUPS AND CHECK THEM, BEFORE YOU RUN THE YEAR-END PROCESSES.

If there is a problem during the Year-End process (invalid data, power loss, etc.) which corrupts the database, the process can be performed again from the backup of your database.

It may be advisable to take several Year-End backups, as Year-End processes for different modules can be run weeks or even months apart. If you are unsure how many and what type of backups to take, please call Care Systems for assistance.

IF IN DOUBT, TAKE ANOTHER BACKUP.

Backups mean you have a record of your year's data that can be restored and referred to at any time, and in the event of an audit in the coming years, any reports that may be misplaced can be re-printed.

It is vital to accurately document backups. You may well have several backups from the Year End processes. It is important that you understand which is which. The best way to do this is to clearly identify each media that contains a backup and write accurate details of the stage in the process that has been reached.

Example backup naming:

BACKUP_YE2011_1_before_paycare_yearend

Backup taken after all PayCare processing for FY 2011 completed. Changes may yet be made in AssetCare & LegiCare.

BACKUP_YE2011_2_after_paycare_yearend

Backup taken after PayCare year end process for FY 2011 completed. Changes may yet be made in AssetCare & LegiCare.

BACKUP_YE2011_3_before_legicare_yearend

Backup taken before the LegiCare systems is rolled over. This backup may not be taken for several weeks or even months after 30 June, as all year end adjusting journals must be posted to the system before this backup can be taken.

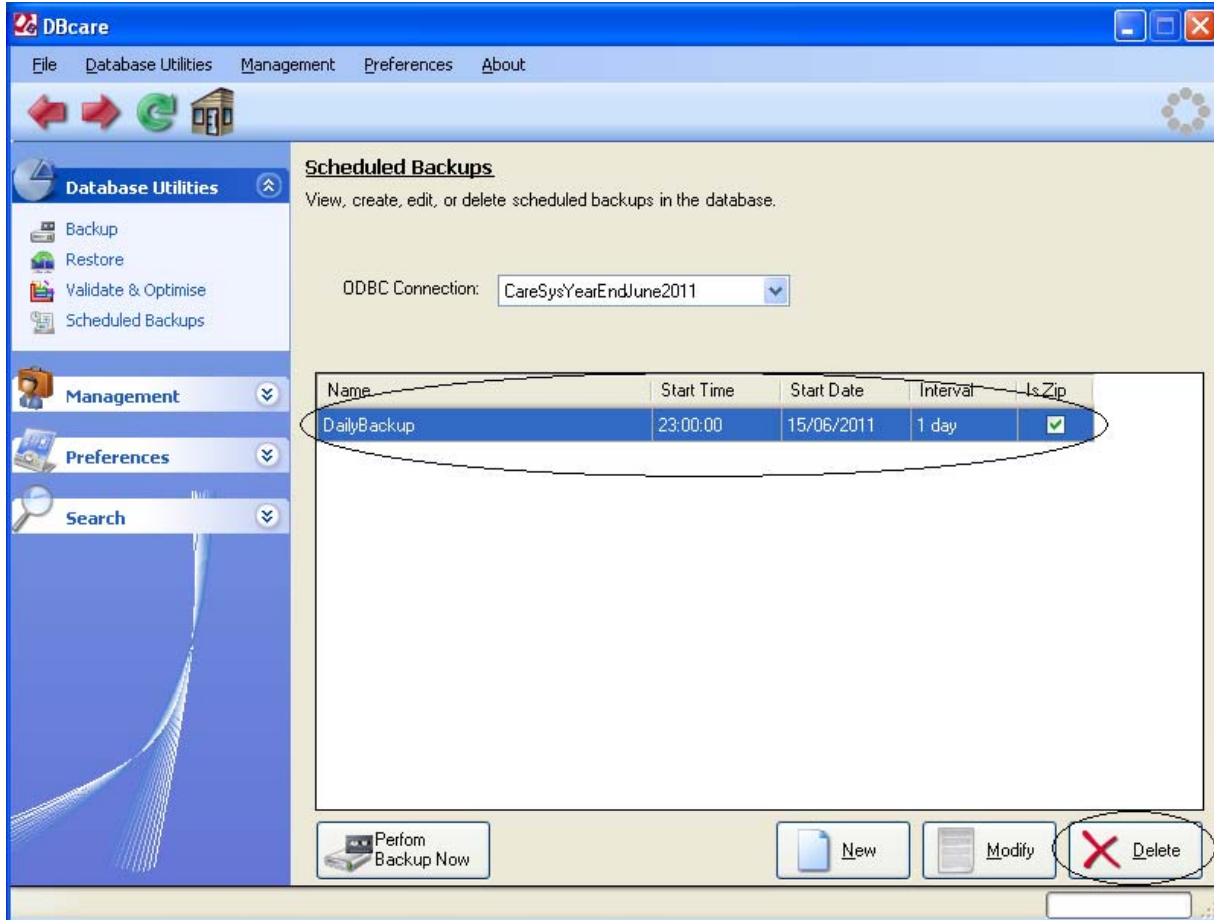
2.2 Check Year End Databases for scheduled backups

If you plan to copy your data to a test or “Year End database” so that it can be accessed later, it is important to check that all test and year end databases have had all scheduled backups removed. Test databases with scheduled backups can interfere with the backup of your live database.

In DBcare, go to Database Utilities> Scheduled Backups.

For each test or year end database (i.e. all databases except your live database/s), select the ODBC connection and check that there are no scheduled databases shown in the list.

If there is a scheduled backup, select it by clicking on it and then click the Delete button to remove the scheduled backup. Be sure not to delete scheduled backups on the live database.



3 PAYCARE

3.1 Do you have the correct version of PayCare?

PayCare Version 9.06.00 or later is required to produce 2010-2011 Plain Paper Payment Summaries which are acceptable to the ATO.

3.2 Introduction

The Year-End process in PayCare creates a set of pay periods for the new year, and moves the 'current year' setting to these new periods. While the pay data for the old year's pays are not deleted, many of the standard reports only print information for the current year. For this reason it is very important to print all necessary reports from the system BEFORE running the Year-End process.

3.3 When to do the PayCare Year End Process

The Year End process should be run after you have updated the last pay that is **paid** in the Financial Year ending 30th June 2011.

Strictly, the date that the payment is made (not the last day of the pay period) determines the year that the payment belongs to. So, for example, where the last day of the pay period is 30th June 2011 and payment is made on the 2nd of July 2011 the payment belongs in the year that ends on the **30th June 2012**.

Where this is the case and PayCare is integrated with LegiCare you need to force the payment into the correct financial year.

3.3.1 To Force a Pay Period into the Next Financial Year

If you have a pay period with an end date on the 29th or 30th June 2011, which will be paid in July, you can move the pay period into the new financial year by going to Menu Selection: **Maintenance -> Period Schedule** and following the procedure below:

- Select the Period that is to be forced into the next Financial Year
- Double Left Click it to open it
- Click on the Tick Box called "Move This Period To The Next Ledger Period".
- Click the Accept button
- Check that the Ledger Period has changed
- Click the Save All Changes Icon for the Period Schedule.

3.4 Reports

All the monthly reports should have been printed such as:

- Employee - Balances
- Employee - Leave summary
- Employee - Superannuation balances
- Employee - Payment summary figures
- Management - Hours and dollars
- Management - Costed leave
- Management - Employee - Tax
- Management - Superannuation - Contribution return
- Management - Deductions – Pay-item
- Management – Deductions – Pay-item dissection – Cost Centre & Classification

Or

- Management – Deductions – Pay-item dissection – Cost Centre & Employee

It should be confirmed with your accounting authority if any other reports are required.

3.5 Year End Scripts

There are three scripts which are pertinent to the June 2011 year end process.

The three files are:

- **Tax_1112.sql** : This file updates tax rates for employees for 2011/12. It is important this script is not run until after the final pay for 2010/11 has been updated.
- **Tax_1112e.sql** : This file updates tax rates for employees for 2011/12 who are exempt from the flood levy. This script only needs to be run where the database contains employees who are exempt from the flood levy. See section 3.11.2 for more information.
- **Suburb_1112.sql** : This file will update the care systems list of suburbs to the latest suburb list issued by Australia Post. Running this file is optional.

These files can be downloaded from the following location:

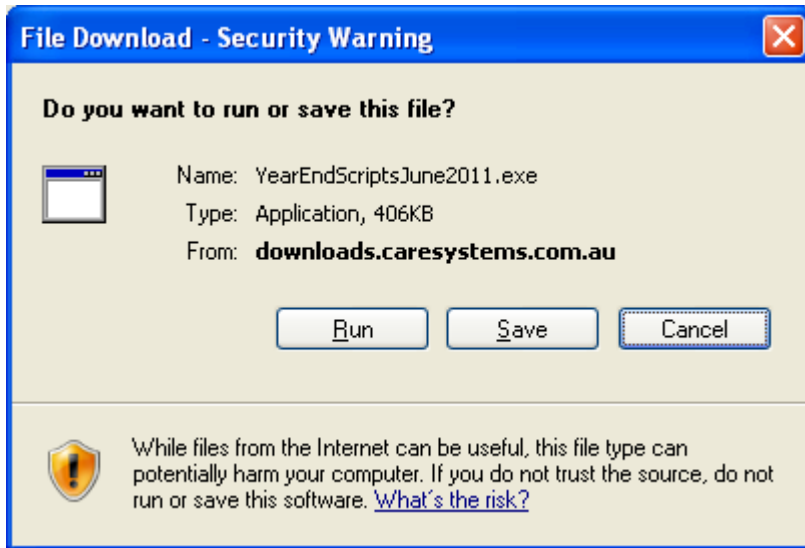
<http://downloads.caresystems.com.au/YearEndJune2011/YearEndScriptsJune2011.exe>

Download the file and unpack the three script files to a folder that you can access from the PayCare program.

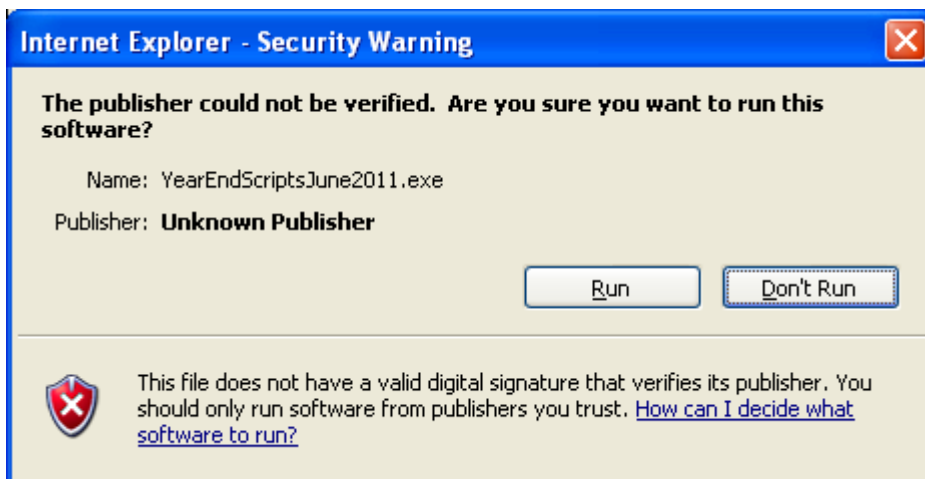
The screens you see when you click on the link may vary depending which browser you use. Some examples using common web browsers can be found on the following pages.

3.5.1 In Microsoft Internet Explorer:

You may see the following message.



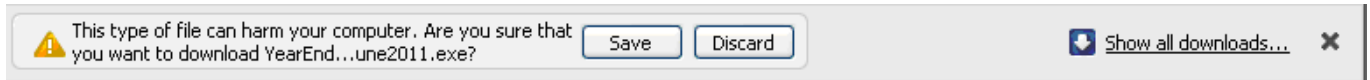
Click on "Run"



Click on "Run"

3.5.2 In Google Chrome:

You may see this message at the bottom of the browser window:



Click on Save

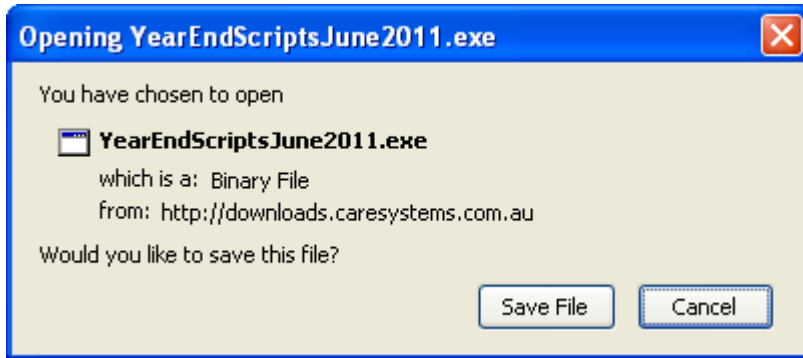


Click on the arrow to the right of the file and select Open

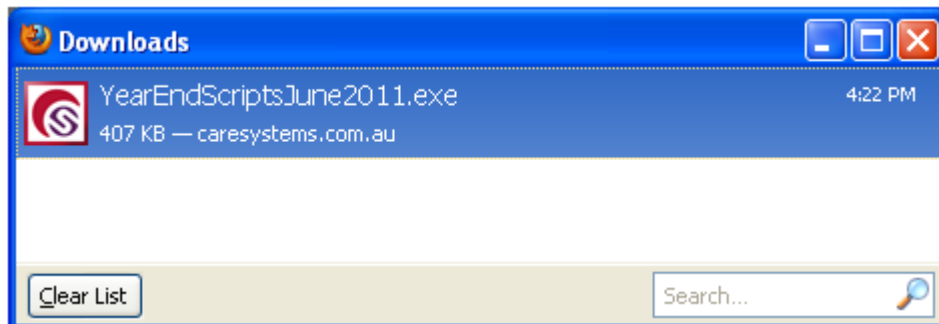


Click on Run

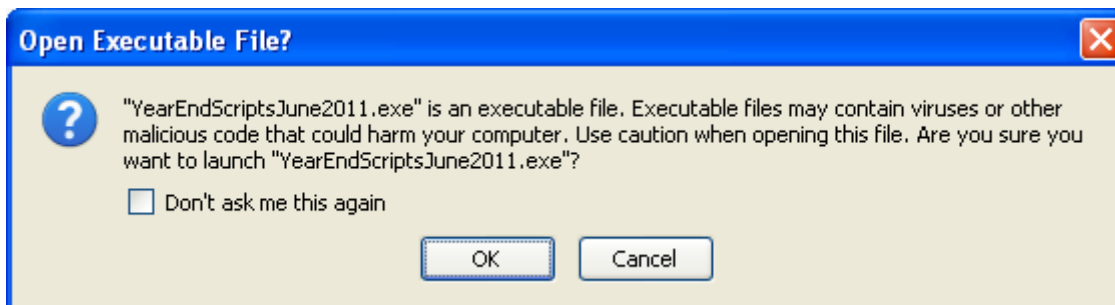
3.5.3 In Mozilla Firefox:



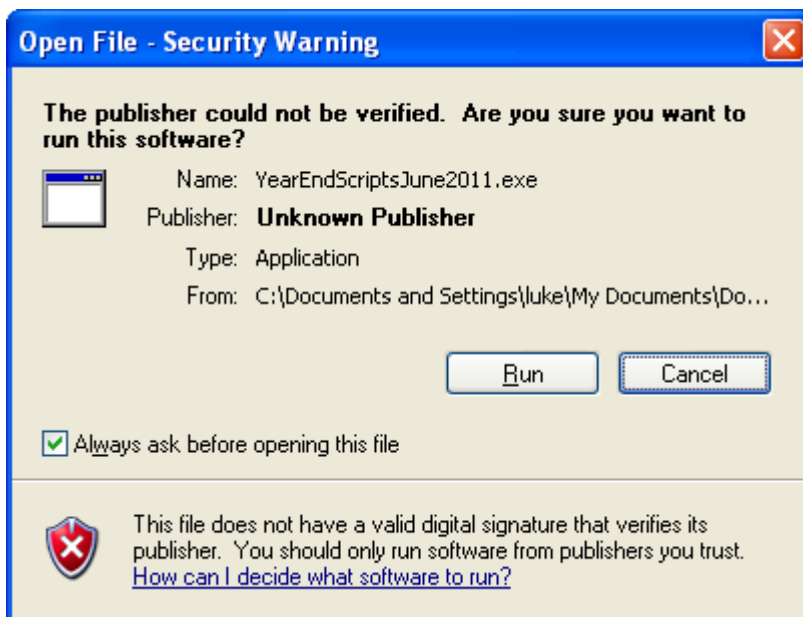
Click on Save File



Double click on the file.

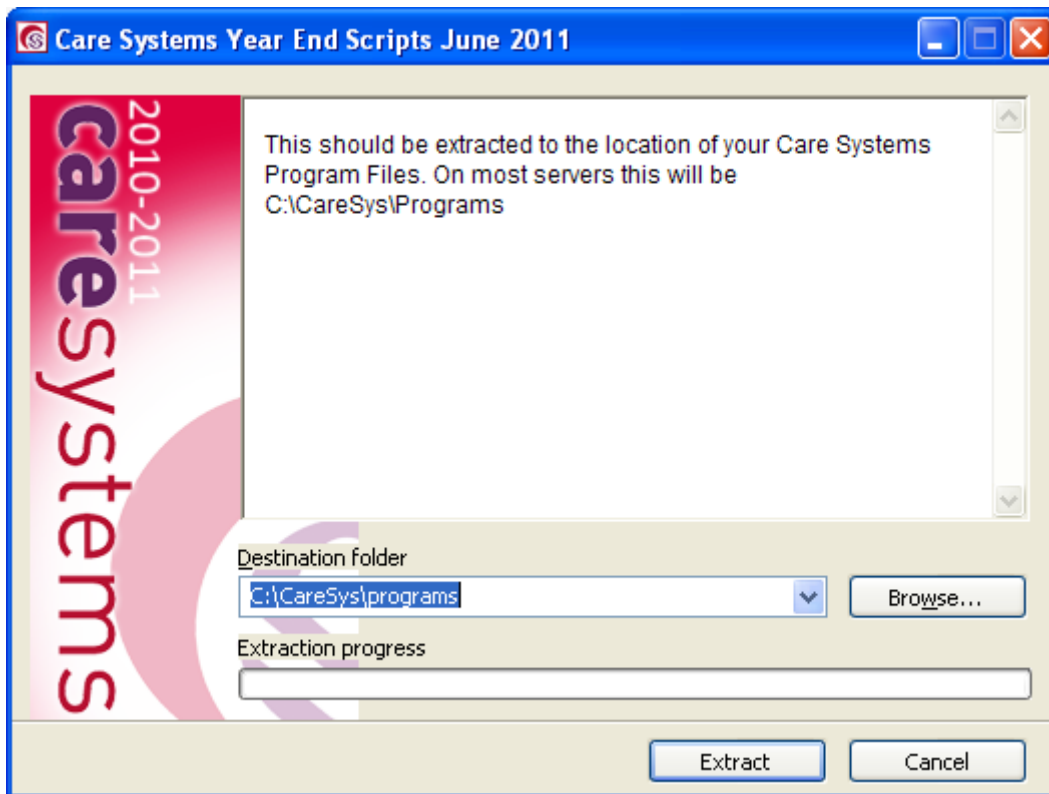


Click on OK

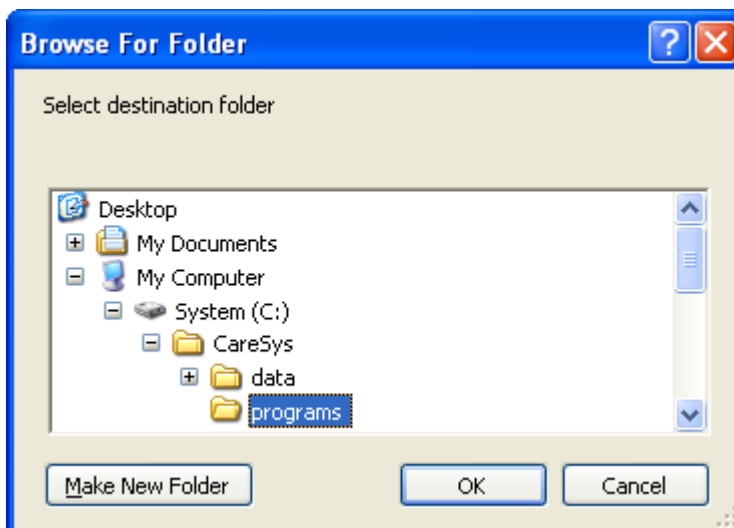


3.5.4 Installing the updates to your “programs” folder.

Click on Run



Select your Care Systems 9 program folder using the Browse button.



If you are not sure where your Care Systems 9 program folder is located, ask your system administrator or contact Care Systems for assistance.

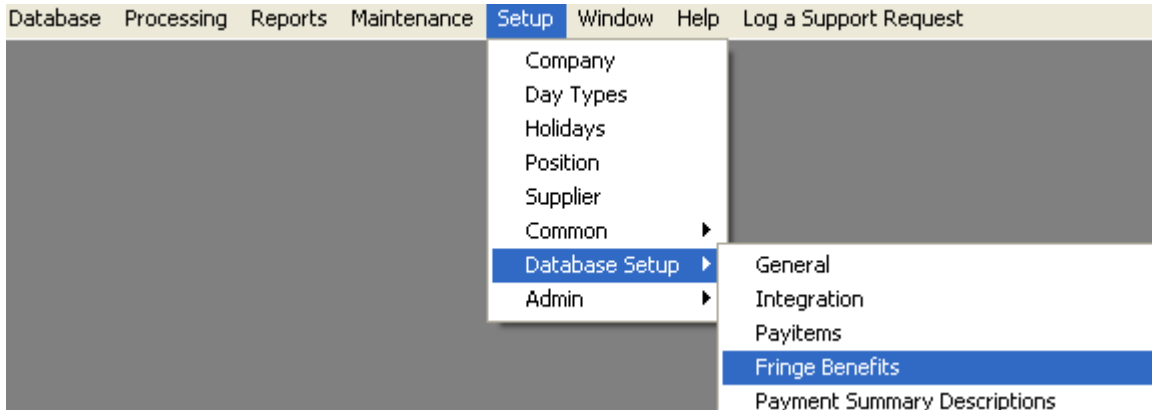
Once you have selected the folder, click on OK. When the files have been extracted then the window will close.

3.6 Fringe Benefit information

PayCare will automatically Gross-up Reportable Fringe Benefit values stored in the Payment Summary table during the Payment Summary Generation Process.

3.6.1 Fringe Benefit parameters

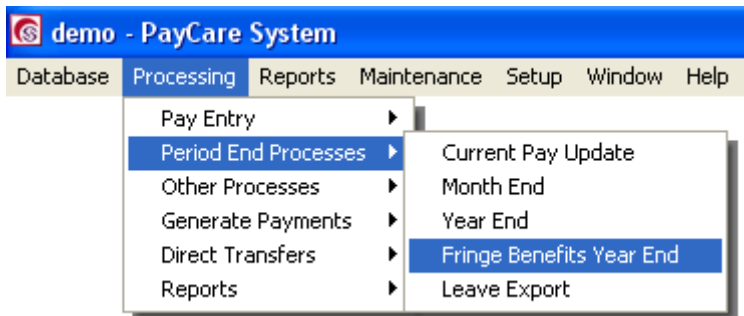
Where the Fringe Benefits option has been licenced you may view and edit the “FB Gross Up Rate Taxable Supply” and “FB Gross Up Rate GST Free” fields at Menu Selection:
Setup -> Database Setup -> Fringe Benefits.



3.6.2 Fringe Benefit Year End Process

Menu Selection: **Processing->Period End Processes->Fringe Benefit Year End**

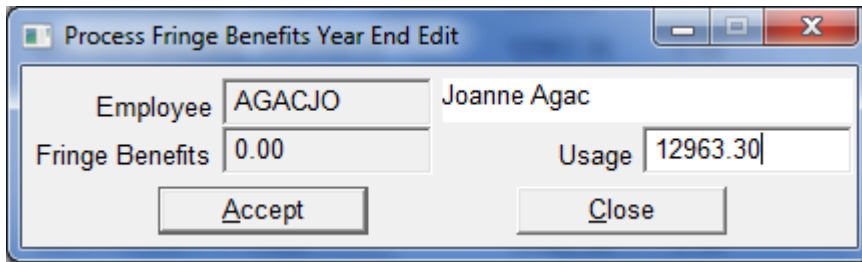
Where the Fringe Benefits option has been licenced and the payments have been sent to a Third Party they would normally provide you with a report listing the amounts of money spent by the employee. These figures must be recorded in the system.



The screen will display a list of employees that have been paid Fringe Benefits through the payroll system

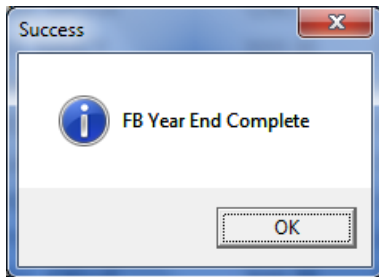
Employee	FB Accrued	FB Used
AGACJO Agac, Joanne	12963.30	0.00
BAKBA Baker, Barbara	8400.00	0.00
BANAEL BANASH, ELIZABETH	12963.30	0.00

- Enter the actual amount paid on behalf of the employee during the Fringe Benefit Year that ended on March 31st 2011 in the box labelled **Usage**



- Select Accept to accept that persons entry and continue to the next person
- When the records for all employees have been edited Select the Start button.

When it has completed processing the Success dialogue box will appear

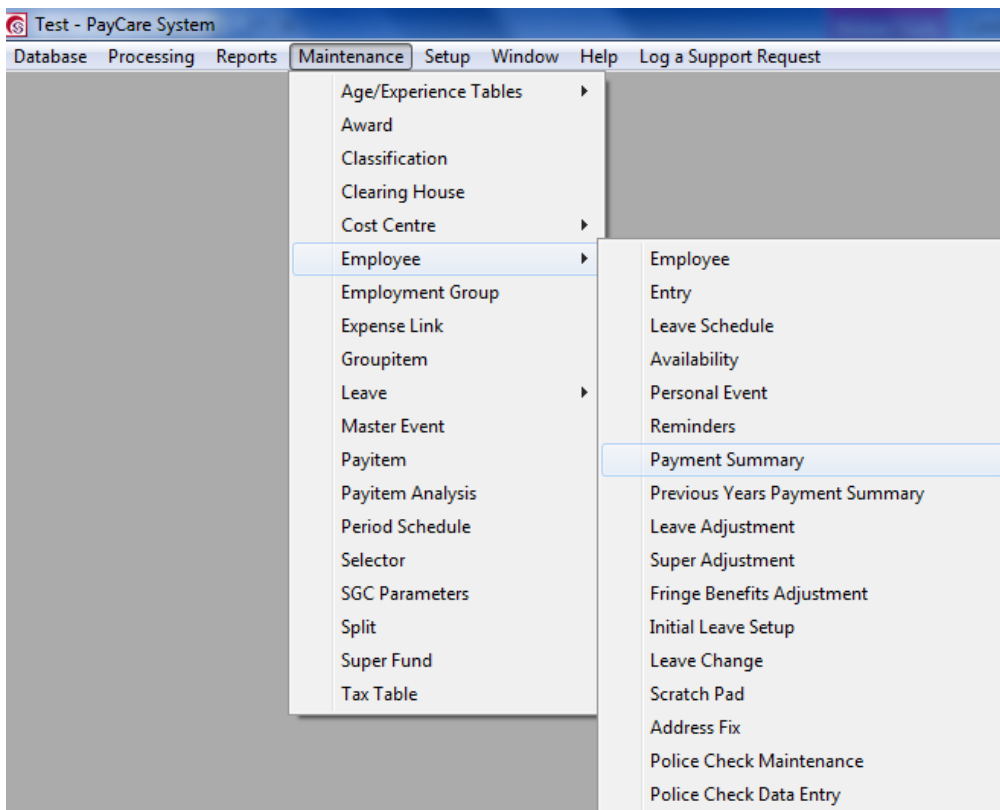


- Select OK

The values entered will be added to the System Fringe Benefit Type 2 field on the Payment Summary Screen.

3.6.3 Manually entering Fringe Benefit payment summary figures.

Where the Fringe Benefits option has not been licenced, or you need to edit the pre-grossed-up values for an employee or move the balances between the various fringe benefit types use Menu Selection:- **Maintenance ->Employee -> Payment Summary**.



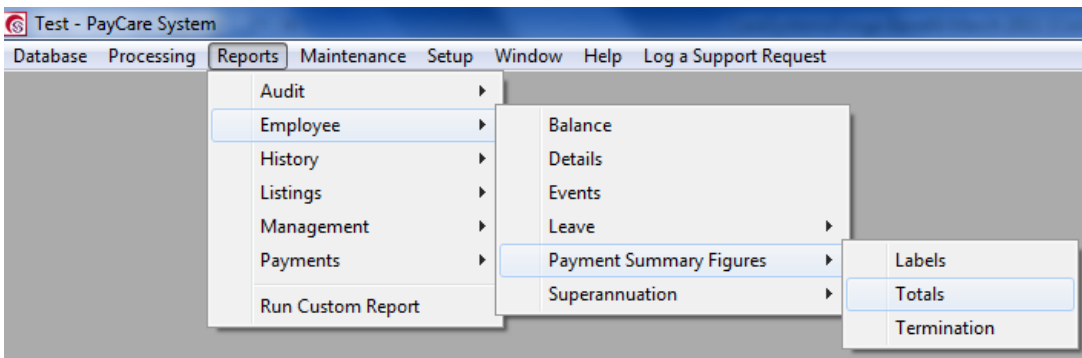
- Global Browse and Select the Employee
- Select the Fringe Benefits Tab

The screenshot shows the 'Employee Payment Summary Maintenance' window. At the top, the 'Person Id' is 'AGACJO' and the name is 'Joanne Agac'. The 'Fiscal Year' is '2011'. Below this, there are tabs for 'Totals', 'Boxes1', 'Boxes2', 'Fringe Benefits', and 'Termination'. The 'Fringe Benefits' tab is active, showing a table with columns for 'Rep FB Type 1', 'Rep FB Type 2', 'Exc FB Type 1', and 'Exc FB Type 2'. The table is divided into 'Pre April FB' and 'Post April FB' sections. The 'Pre April FB' section includes rows for Manual, System, and Total values for various payment and return categories. The 'Post April FB' section includes a row for System values.

Pre April FB		Rep FB Type 1	Rep FB Type 2	Exc FB Type 1	Exc FB Type 2
Manual			0.00	0.00	0.00
System	0.00	12963.30	0.00	0.00	0.00
Total	0.00	12963.30	0.00	0.00	0.00
Manual Payment Summary Gross	0.00	0.00	0.00	0.00	0.00
System Payment Summary Gross	0.00	24231.00	0.00	0.00	0.00
Total Payment Summary Gross	0.00	24231.00	0.00	0.00	0.00
Manual Annual Return Gross	0.00	0.00	0.00	0.00	0.00
System Annual Return Gross	0.00	24231.00	0.00	0.00	0.00
Total Annual Return Gross	0.00	24231.00	0.00	0.00	0.00
Post April FB		Rep FB Type 1	Rep FB Type 2	Exc FB Type 1	Exc FB Type 2
System	0.00	0.00	0.00	0.00	0.00

- Enter the required figures into the Manual columns. Note that negative values are acceptable in the Manual fields provided the Total value is not less than zero. This allows you to change the effect of the system generated values where the system generated values are too high. **The system generated values themselves may not be edited.**
- Select Save when you have finished editing each employee.

Once all edits have been completed Print a report to check your entries and balance.
 Menu Selection: **Processing->Reports->Employee->Payment Summary Figures->Total**



30/03/2011
02:00:53 pm

Page 1 of 1

PayCare Summary Employee Payment Summary Report - Totals by Employee

Employees From "AGACJO" to "BANAEL" Emp. Cost Centres From " " to "ZZZZZZZZZZ" Emp. Classifications From " " to "ZZZZZZZZZZ"
 Period Schedules From " " to "ZZZZZZZZZZ" Employee Type - All Employee Status - Any
 Last Period 27/12/2010 -> 09/01/2011

Employee	Gross Pay	Ded.Bef.	Tax Paid	Ded.Aft.	Nett Pay	Lve Load.	Rep. Super	FB Pre Rep.	FB Grs Rep.	FB Post Rep.	FB Pre Exc.	FB Grs Exc.	FB Post Exc.
Agac, Joanne	19,081.35	0.00	-2,448.00	0.00	16,633.35	157.10	0.00	10,983.30	20,492.60	0.00	0.00	0.00	0.00
Baker, Barbara	14,759.94	0.00	-1,582.00	0.00	13,177.94	22.50	0.00	8,400.00	15,701.28	0.00	0.00	0.00	0.00
BANASH, ELIZABETH	14,529.36	0.00	-1,508.00	-231.00	12,790.36	275.18	0.00	12,963.30	24,231.00	0.00	0.00	0.00	0.00
Totals								32,326.60	60,424.88	0.00	0.00	0.00	0.00

Balance the FBPRE Rep figures to the third party report or your own records.

3.7 Employee Address information

The electronic Payment Summary records must have a valid suburb in the Suburb field. Currently PayCare does not force an entry in the Suburb field in the Address record.

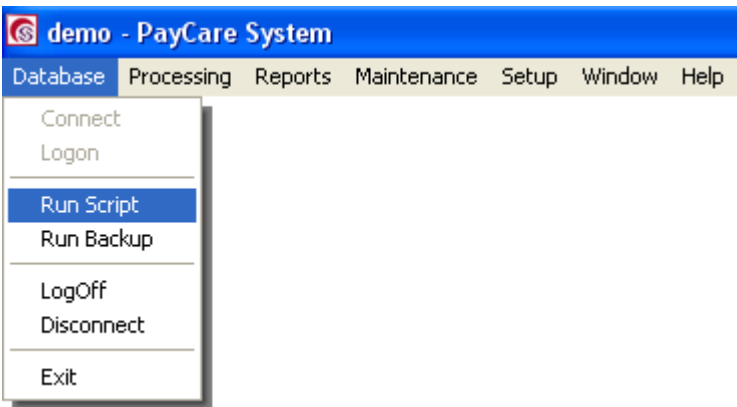
Where there is no entry in the Suburb field, the Payment Summary creation process will fail.

To avoid this situation follow the procedure below.

We suggest taking backups before running these processes.

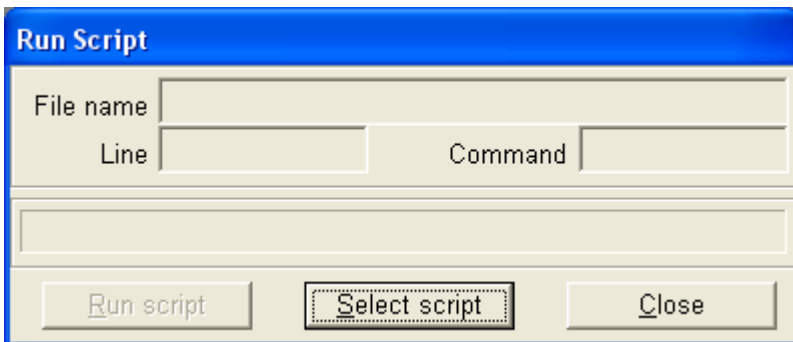
3.7.1 Run the SUBURB_1112.SQL script to ensure you have the latest suburb records.

Menu selection **Database -> Run Script**

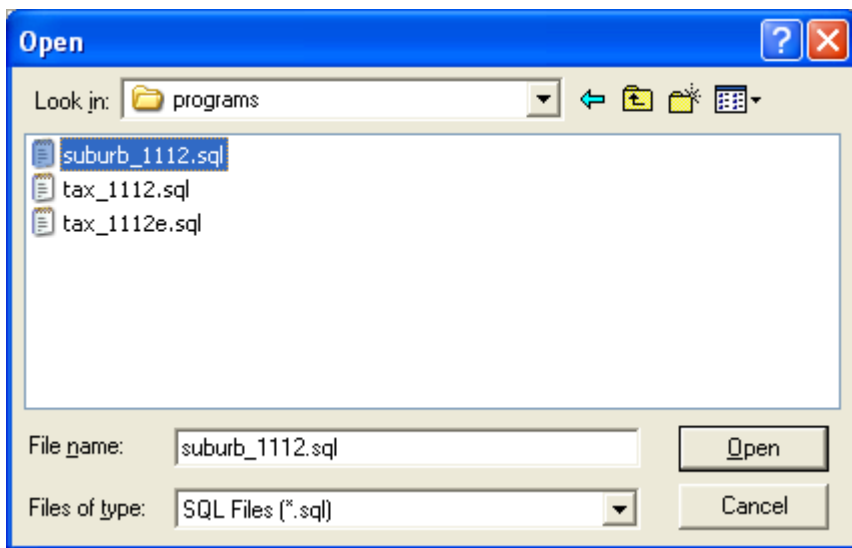


Then:

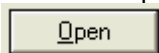
- Click the "Select Script" button



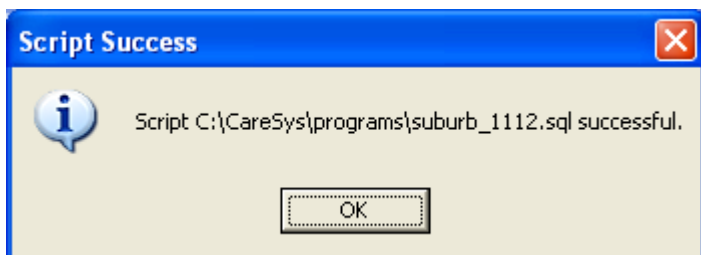
- Browse to the folder where you downloaded the script files to, and highlight the required script **suburb_1112.sql**:



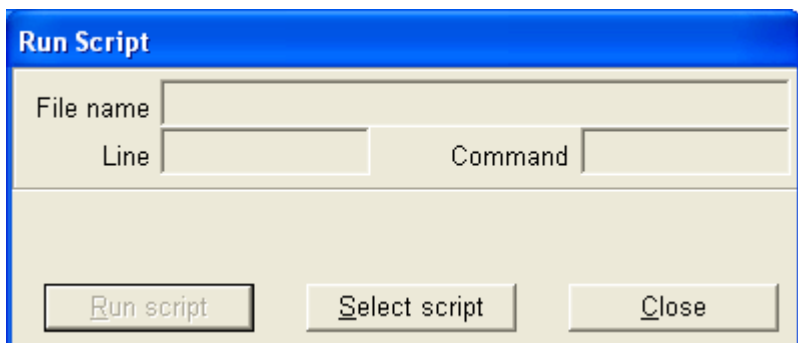
- Click the “Open” button



- Click the “Run Script” button.



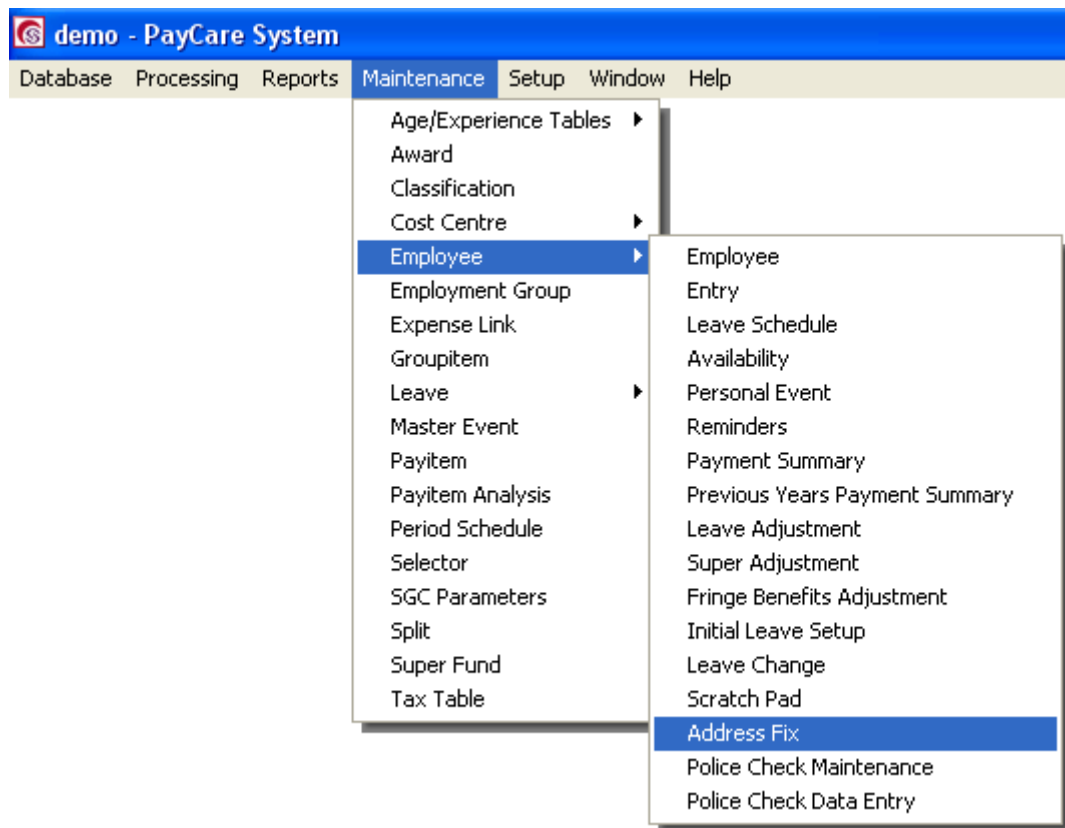
- Click the “OK” button.



- Click the “Close” button.

3.7.2 Check Employee Addresses using the “Address Fix” option in PayCare

Run the Address Fix Utility in PayCare. This can be found at Menu Selection: **Maintenance -> Employee -> Address Fix**.



The process will scan all Addresses in the database and pause at any address that does not have a valid Suburb record. The browse screen will be displayed and you may select the correct Suburb for the Address record.

3.8 Payment Summaries

Payment Summaries may be produced either before or after the PayCare Year End process is run.

There are several types of Payment Summary document. The notes here relate to the PAYG Payment Summary. This is the Payment Summary that must be given to each employee at the end of the financial year (or, where requested, when an employee leaves your employment).

Payment Summaries for 2010/11 are based on version 5 of the ATO payment summary specification. Previous years are based on different version numbers. Depending on the year being printed, Paycare will select the correct format.

The normal means of sending Payment Summary information to the ATO is via an electronic file and this is the process that is used to create that file and print the Plain Paper Payment Summaries. A considerable amount of information is required and the first time that Payment Summaries are generated this must be entered. The entry process is in the form of a Wizard. After the first time the process is accepted this will be retained for future runs of the process. It may be edited again of course.

3.8.1 Introduction

The first three screens record the details of the organisation that generates the file and sends it to the ATO.

Where the payroll is processed by a third party (say a payroll bureau) the details here are for that third party otherwise they are the employer details (NOT Care Systems details).

The fourth and fifth screens record the details of the employer for the payroll so where your payroll is processed "in house" your details will go on all five screens.

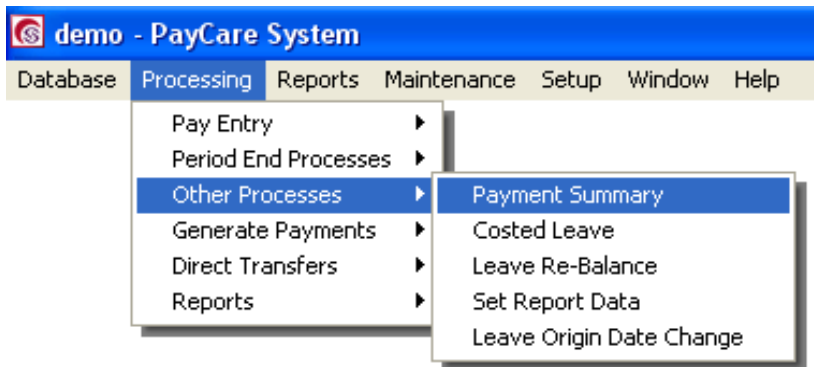
The details entered on the first five screens on the first occasion will be retained so you will only need to re-enter them if they change.

The information on the sixth screen will change from year to year but most of it will be set automatically.

Note that the Payment Summary Year field is set automatically to the **current calendar year**. This means that Payment Summaries generated immediately after the Year End Process (and up to 31st December) will default to the Financial Year that has just closed. The database retains Payment Summary Details for all years so Payment Summaries may be produced after the Year End Process.

3.8.2 The Data Entry Wizard

To produce the file and plain paper Payment Summaries go to **Processing -> Other Processes -> Payment Summary.**



The first three screens of the Wizard record information about the organisation that used the software to process the pays.

3.8.2.1 Screen 1 - Supplier Details

Where PayCare is being used to process pays **in house** this will be your own details as recorded in the Registration Screen. You may load some of the required information by clicking the "Pre-fill" button. Fill all other fields manually. This information is used by the ATO if they need to contact you.

The 'Supplier Details' dialog box contains the following information and fields:

- NB -** The supplier is the organisation sending the data file.
- User Id:** [Empty field]
- ABN:** 59009566125
- Name:** Your Company Name
- Contact:** Your Contact Person
- Phone:** Phone [Empty field]
- Fax Number:** Fax Number [Empty field]
- Fax:** Fax [Empty field]
- Email:** Your Email Address for ATO Correspondance
- File Reference:** GARDENS
- Buttons:** Pre-fill, < Back, Next >, Cancel, Help

Where PayCare is being used to process pays on behalf of a **third party** the details must be entered manually. The details will be for the organisation that processed the pays and is now creating the electronic Payment Summary file. Any ATO queries relating to the format of the file will be directed to the organisation identified here.

User ID: This is for your ATO Corporate External Gateway User ID. This field is optional and where you do not have such an ID you should leave this field blank.

ABN: This field is mandatory and is checked for validity.

Reference: This field is mandatory if creating the ATO file. This is a text field and is used as a reference by the ATO to link all information associated with the created file.

NOTE: you will need to note this reference number on all items sent to the ATO relating to this process.

3.8.2.2 Screen 2 - Supplier Street Address

Where PayCare is being used to process pays in house this will be your own details as recorded in the Registration Screen. You may load some of the required information by clicking the Pre-fill button. Fill all other fields manually. This information is used by the ATO if they need to contact you.

Supplier Street Address

Street1 Your Street Address

Street2

Suburb The Suburb of your Office

State NSW PostCode 2744

Country*

* Not needed to be filled in if address is in Australia.

Pre-fill

< Back Next > Cancel Help

Where PayCare is being used to process pays on behalf of a third party the details must be entered manually. The details will be for the organisation that processed the pays and is now creating the electronic Payment Summary file. Any ATO queries relating to the format of the file will be directed to the organisation identified here.

3.8.2.3 Screen 3 - Supplier Postal Address

Where PayCare is being used to process pays in house this will be your own details. Fill all fields manually. This information is used by the ATO if they need to contact you.

Supplier Postal Address

Street1 Your PO Box

Street2

Suburb Suburb wher PO Box is

State NSW PostCode 2744

Country*

* Not needed to be filled in if address is in Australia.

< Back Next > Cancel Help

Where PayCare is being used to process pays on behalf of a third party the details must be entered manually. The details will be for the organisation that processed the pays and is now creating the electronic Payment Summary file. Any ATO queries relating to the format of the file will be directed to the organisation identified here.

Note: This screen may be left blank where the address supplied on Screen 2 is your postal address.

3.8.2.4 Screen 4 Employer Information

The fourth screen headed Employer Details records information about the organisation which made the payments. This should be the Registration Information stored on the Registration Screen and the “Pre-fill” button will pick up most of the required information (from the Registration screen provided it has been entered there).

Employer Details

NB - The employer is the payer organisation.

Branch ABN

Business

Trading Name

Contact

Phone Fax Number

Branch: This field is normally set to 0 unless the paying organisation has several branches, which submit Payment Summaries separately. In this case the number will be supplied by the ATO

ABN: This field is mandatory and is checked for validity.

3.8.2.5 Screen 5 Employer Business Address

These details would normally be stored in the Registration Screen and may be loaded using the Pre-fill button. Where this is not the case enter the details manually.

Employer Business Address

Street1

Street2

Suburb

State PostCode

Country*

* Not needed to be filled in if address is in Australia.

3.8.2.6 Screen 6 Processing Details

Payment Summary Year: This is the calendar year in which the payment year being reported ends. This will default to the current calendar year. For example any Payment Summaries printed in 2011 will be for the year that ended on June 30th 2011.

You may change the year to another year should it be necessary to print a Payment Summary for a different year. You would need to change the year, for example, where an employee leaves between 1st July and 31st December and requests a Payment Summary.

Run Transfer: Where this is set to "Yes", the Transfer File, which is to be sent to the ATO will be generated. Yes is the default setting.

Run Report: Where this is set to Yes, the Plain Paper Payment Summaries, which are given to the employees, will be generated. Yes is the default setting.

Process Date: This is the date that the process was run. It defaults to today's date.

Run Type: This may be set to Production or Test. Test is useful for checking the quality of your Plain Paper Payment Summary with the ATO for example. Production is the real thing of course.

Amended: Selecting Yes will print payment summaries with a note at the top indicating the payment summaries have been amended. Use this option where you have issued an employee with a payment summary and some details need to be changed.

The electronic transfer file to the ATO can also be amended and resent. This should only be done where the file has already been sent and monetary values have changed for an employee. When answering Yes, the system will ask which employees need to be amended.

Description: A default description will be set automatically. You may edit this.

File Name: This is the full path to the transfer file that is to be produced. E.g. "C:\EMPDUPE.A01". Note that the file name should always be of the form:

EMPDUPE.Ann: where *nn* is numeric between 01 and 99. Where multiple files are stored on the same media (disk) the numeric part of the suffix for each file should be sequential starting from 01 - EMPDUPE.A01, EMPDUPE.A02, EMPDUPE.A03 etc.

Signature: You may fill in this field only where you have prior approval from the ATO. Otherwise each paper Payment Summary must be signed. It is a good idea to get approval especially where you have a lot of Payment Summaries to print.

3.8.3 How Many Copies?

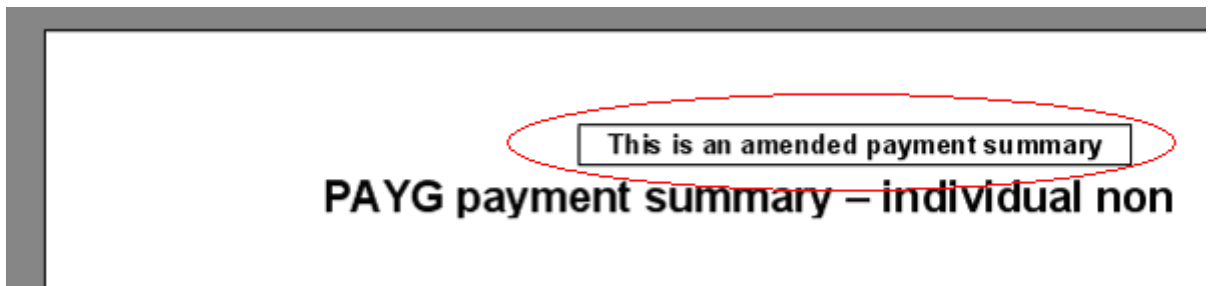
The Old Payment Summary has two sets of details per page - One for the employee to send to the ATO, and one for the employee to retain. Nowadays few, if any, Payment Summaries are actually sent to the ATO and only one New Payment Summary will be produced by default. Should you require two change the number to be printed.

3.9 Amending Payment Summaries

The payment summaries now allow for amended payment summaries to be printed and amended payment summary data files to be sent.

There is a new field that allows you to flag payment summaries to be amended. Processing->Other Processes->Payment Summary

When set to yes, the payment summary report will show payment summaries with an amended banner at the top:



The “Run Transfer” data file can also be amended, this would only need to be run where it has already been sent to the ATO and there are changes to payment summary dollar amounts to advice of changes.

When amending a datafile, the following screen will display:

Select employees to appear on amended electronic file. Employees that have no changes should not be included. Only changes to amounts should be sent as amendments. New employees not previously sent can be sent by marking as original.

All Employees

- 0 - Walpamuer, Wally
- 1012 - Walpamuer, AIDEN
- 1015 - Walpamuer, KADEN
- 1026 - Walpamuer, GAVIN
- 1028 - Walpamuer, ELIJAH
- 1030 - Walpamuer, TRISTAN
- 1037 - Walpamuer, ANDREW
- 1046 - Walpamuer, ZACHARY
- 1048 - Walpamuer, RYAN
- 1050 - Walpamuer, NATHANIEL
- 1054 - Walpamuer, MASON
- 1070 - Walpamuer, ADRIAN
- 1072 - Walpamuer, HAYDEN
- 1078 - Walpamuer, COLTON
- 1081 - Walpamuer, ISAAH
- 1089 - Walpamuer, CAMERON
- 195 - Walpamuer, TAYLOR
- 197 - Walpamuer, JULIA
- 199 - Walpamuer, RUBY
- 201 - Walpamuer, CAROLINE

Employees to save to file

- 1001 - A - Walpamuer, CAROLINE
- 1007 - A - Walpamuer, JASMINE
- 1008 - A - Walpamuer, MEGAN
- 1010 - A - Walpamuer, AMBER

Send As:

Original

Amended

Process Cancel

The only employees selected should be employees that have:

- Dollar changes to payment summary values. These should be marked as Amended.
- Employees missed entirely from a previous payment summary file. These should be marked as Original.

Please note that the letter immediately after the employee code indicates that the record is either Amended or Original.

- A indicates Amended
- O indicates Original

By default, when an employee is moved to the file list they are set to Amended. If an employee has been missed altogether from the payment summary, they can be sent as an original record (ie not amended) by using the Send As: Original button. At this point the A will change to an O. For example:

EMP0212 – A – Walpamur, Benjamin

To:

EMP0212 – O – Walpamur, Benjamin

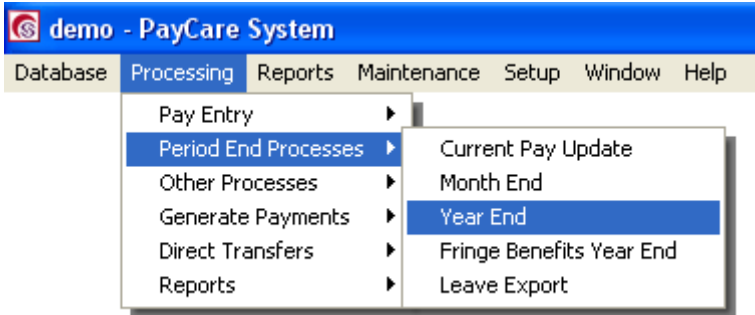
If the payment summaries were selected to print after selecting the employees, the report will only show the employees selected and mark the payment summaries as amended appropriately.

3.10 The PayCare Year-End Process

After completing all of the reports and verifying all figures, the Year End process is the next task.

Ensure that you have a backup before performing the Year End.

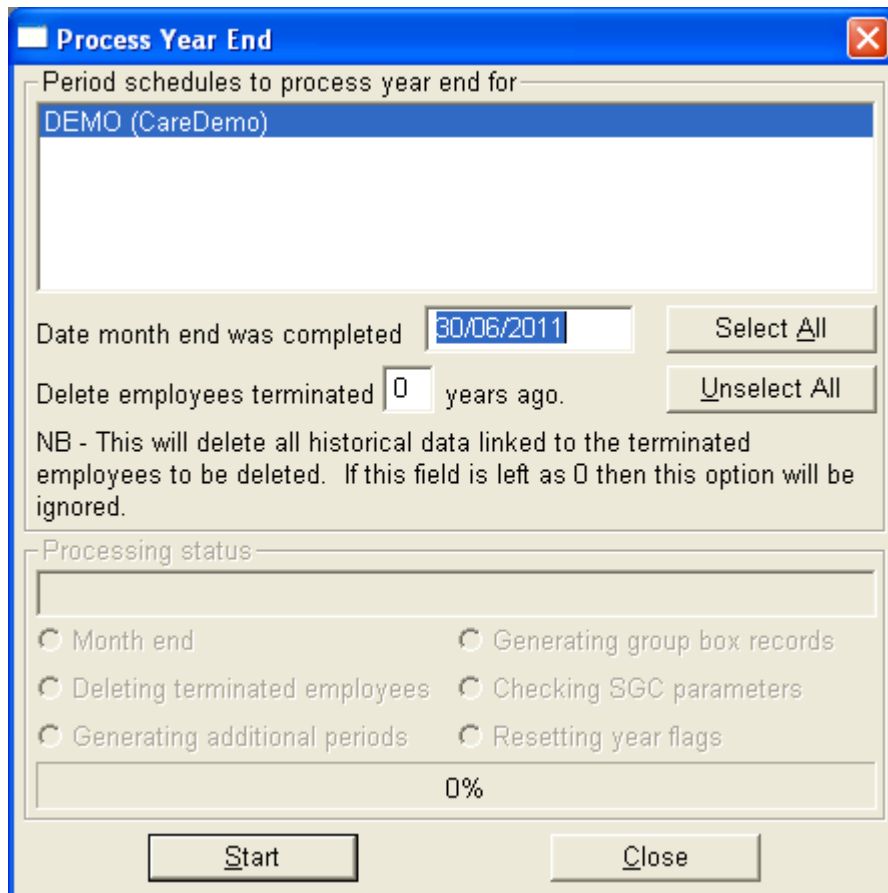
Go to **Processing -> Period End Processes -> Year End**.



The Year End process clears the Year To Date and Month To Date values from the balance files.

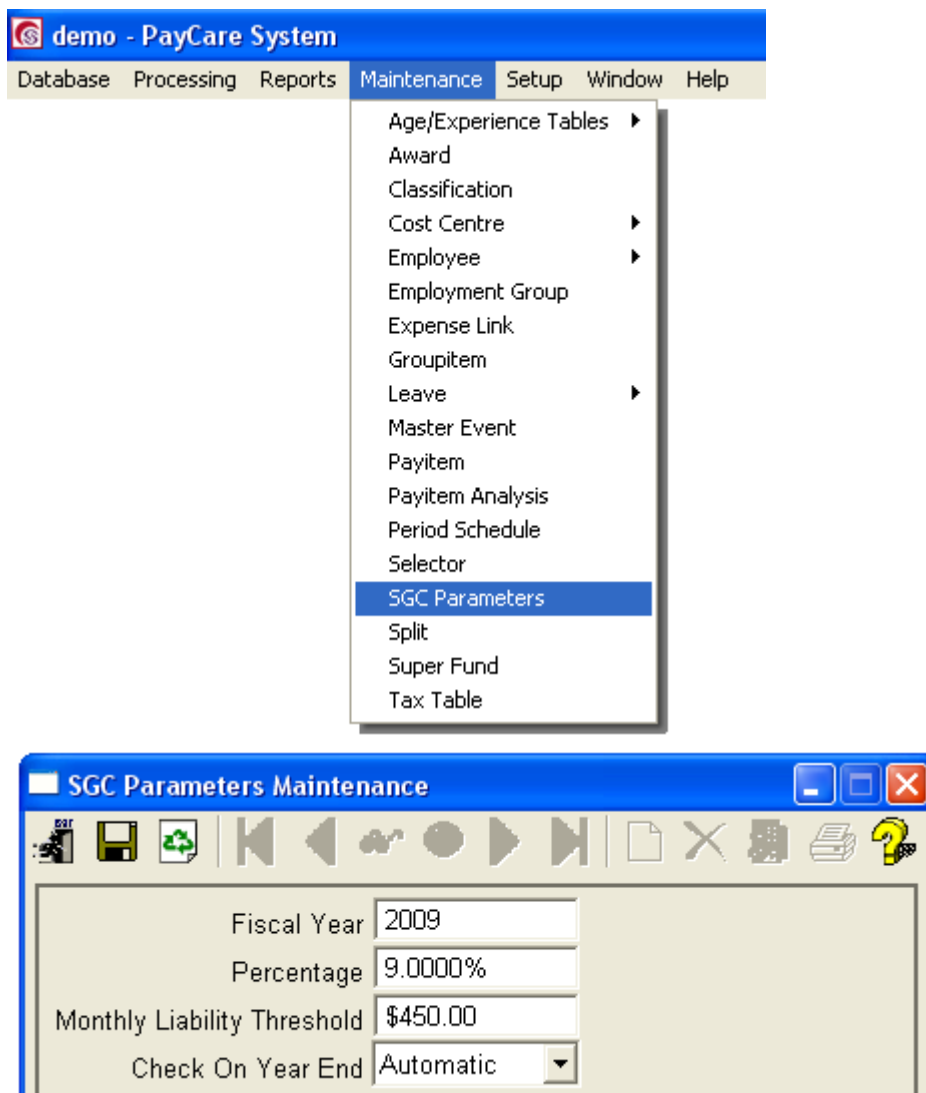
Period Schedules List: This will list all of the Period Schedules for which a Year End process is due. [All pay Periods for that year will have been updated]. Note that the Period Schedule will not appear on the list until this is the case.

You may select the Period Schedules to be processed now. Click on the ones you wish to process. Use the Select All Button to select them all for processing.



Checking SGC Details During Year....

This process checks the superannuation details for the next financial year. This information is obtained from **Maintenance -> SGC Parameters** Screen.



Fiscal Year: This is year in which the next financial year ends. E.g. The year that ends on June 30th 2011 is fiscal year 2011.

Percentage: This is the Superannuation Guarantee percentage that will apply for the next Fiscal Year. Currently it is 9%.

Monthly Liability Threshold: This allows you to set the monthly earnings threshold below which the employer is not liable to make a Superannuation Contribution for an employee.

Check On Year End: You are recommended to set this to Automatic. You will then be asked to check the parameters and edit them as necessary as part of the Year end Process. This should help to ensure that any changes required are not forgotten.

If this is set to Manual you will have to remember to make any changes yourself. i.e. you will not receive the 'Checking SGC Details During Year...' window during the Year End Process.

To do this, please go to **Maintenance -> SGC Parameters** and check settings.

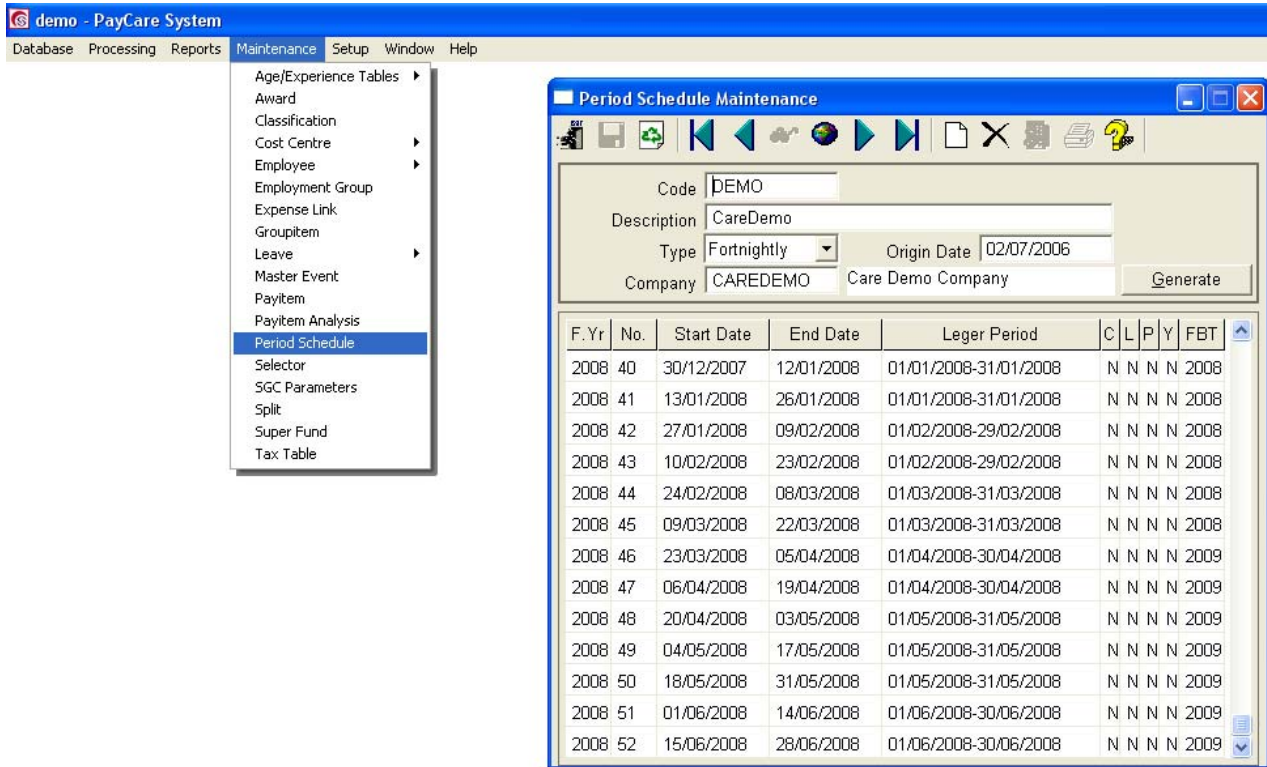
Date Month End Was Completed: As part of the Month End process triggered by the Year End process PayCare will, where integrated with LegiCare, create a Workfile of accruals for leave balances and pays which will be split over the Month End. This date is incorporated into the Description of the Workfile. It defaults to today's date. Usually this date should be set to the **last day of June**, or the **last day of the last pay period in June**.

Delete Employees Terminated N Years Ago

Due to the complexity of deleting employees from the database, we do not recommend that you use this process. Set this value to 0. If you wish to delete terminated employees, please contact Care Systems.

Note that payment, leave and superannuation values are retained until the employee record is deleted and Payment Summaries may be generated for the previous year even though the Year End has been completed. Deleting terminated employees does tidy up your database but remember that you can be asked for employees payment history for a long way back so it might be a good idea to ensure that a backup database is readily available.

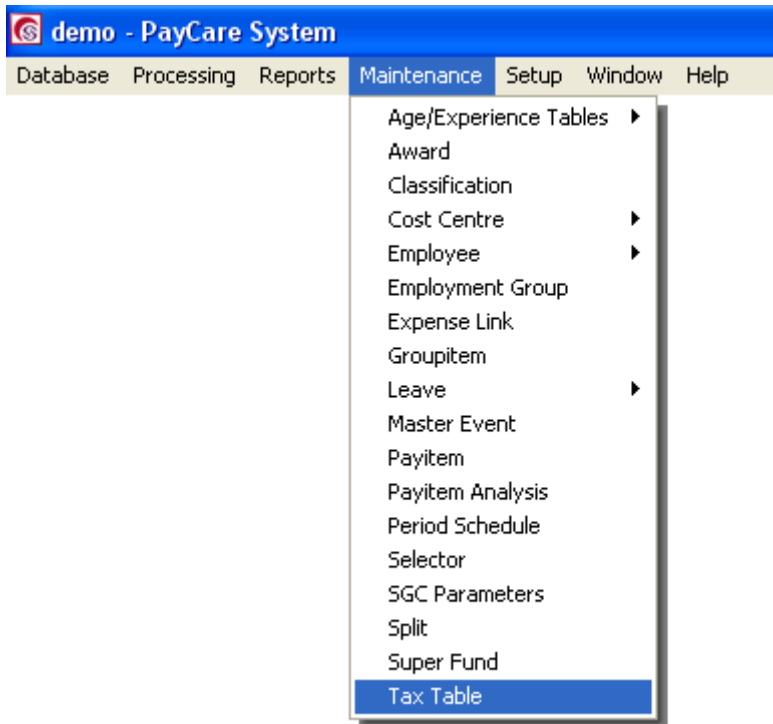
After the process has completed, check in **Maintenance-> Period Schedule** that the dates are correct and the system is now ready for the first pay in the new financial year.



NOTE: You do not need to run a Month End for June before running the Year-End process, the Year End process will do both together. Where the Month End process has been run this will not have any implications on the Year End process.

3.11 Update your Tax Table & Fringe Benefits Settings

The settings for Tax Co-efficient (Menu Selection: **Maintenance -> Tax Tables**), must be updated before the first pay for the new financial year is processed.



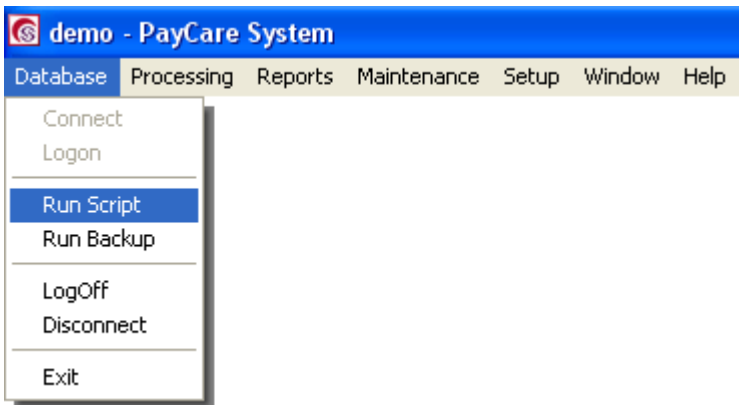
The new settings for the Tax Tables are listed on the following pages. A script, **Tax_1112.sql** that will update the PayCare Tax Tables automatically can be downloaded from the Care Systems website.

Follow the instructions on page 8 to obtain the scripts.

Follow the instructions on the next page to apply this script to the database.

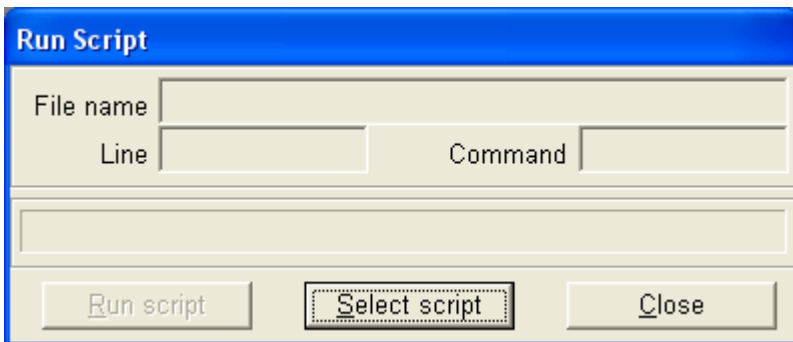
3.11.1 Updating your tax settings using the TAX_1112.SQL script file.

The extracted files should be run from within the PayCare Module using the following Menu selection **Database -> Run Script**

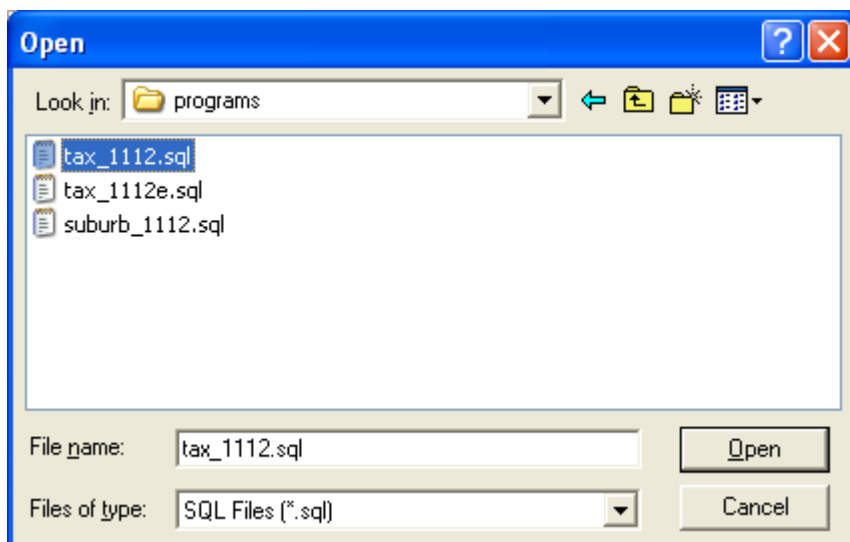


Then:

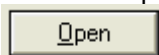
- Click the “Select Script” button



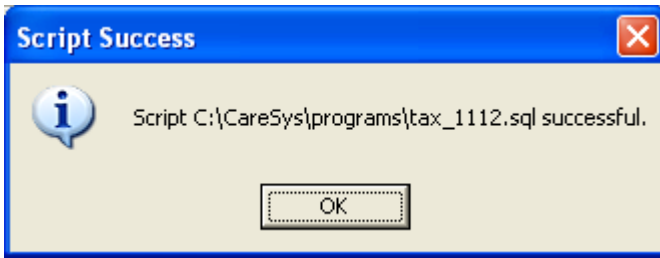
- Browse to the folder Highlight the required script



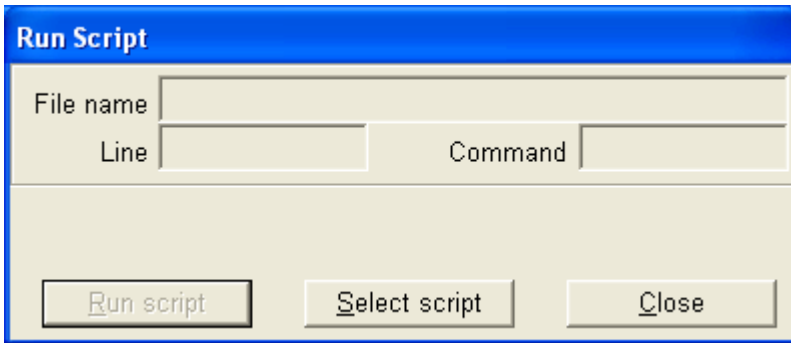
- Click the “Open” button



- Click the “Run Script” button.



- Click the “OK” button.



- Click the “Close” button.

Please NOTE: The script updates tax tables with the following codes. It will not update tables with other codes but remember that the codes may be edited where necessary.

CODES	Description
1 1H 1S 1SH	Tax Free Threshold NOT Claimed Tax Free Threshold NOT Claimed (HECS Debt) Tax Free Threshold NOT Claimed (FS Debt) Tax Free Threshold NOT Claimed (FS & HECS)
2 2H 2S 2SH	Tax Free Threshold Claimed Tax Free Threshold Claimed (HECS Debt) Tax Free Threshold Claimed (FS Debt) Tax Free Threshold Claimed (FS & HECS)
3 3H 3S 3SH	Foreign Resident Foreign Resident (HECS Debt) Foreign Resident (FS Debt) Foreign Resident (FS & HECS)
4 4N	No Tax File Number No Tax File Number (Non Resident)
5 5H 5S 5SH	FULL MediCare Exemption Claimed FULL MediCare Exemption Claimed (HECS Debt) FULL MediCare Exemption Claimed (FS Debt) FULL MediCare Exemption Claimed (FS & HECS)
6 6H 6S 6SH	HALF MediCare Exemption Claimed HALF MediCare Exemption Claimed (HECS Debt) HALF MediCare Exemption Claimed (FS Debt) HALF MediCare Exemption Claimed (FS & HECS)
7 7H 7S 7SH	No Leave Loading, Threshold Claimed No Leave Loading, Threshold Claimed (HECS Debt) No Leave Loading, Threshold Claimed (FS Debt) No Leave Loading, Threshold Claimed (FS & HECS)
S1 S2 S3	Senior Australians – Single Senior Australians – Illness Separated Senior Australians – Member of a Couple

To check which tax tables your employees are linked to, print the Employee Pay Details report (Reports, Listings, Employee Pay).

To check that the rates have been updated correctly refer to copies of the ATO Tax Tables:

<http://www.ato.gov.au/businesses/pathway.asp?pc=001/003/024/005/006&mnu=&st=&cy=1&mf=>

3.11.2 Updating tax settings for employees who are exempt from the Flood Levy

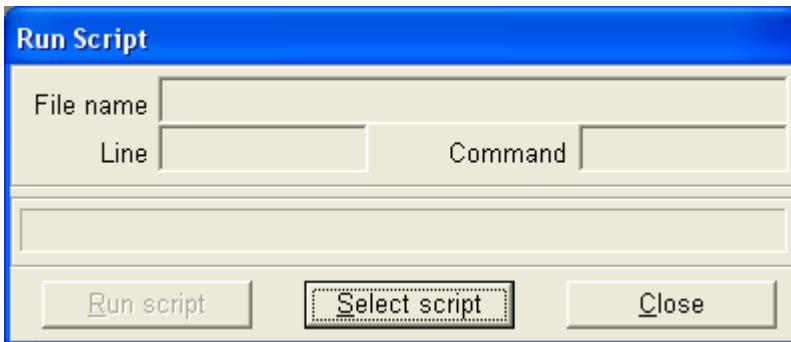
For the 2011-12 financial year, most employees must pay a once off “flood levy” as part of their PAYG tax. The ATO Website describes how the flood levy works:

<http://www.ato.gov.au/businesses/content/00276940.htm>

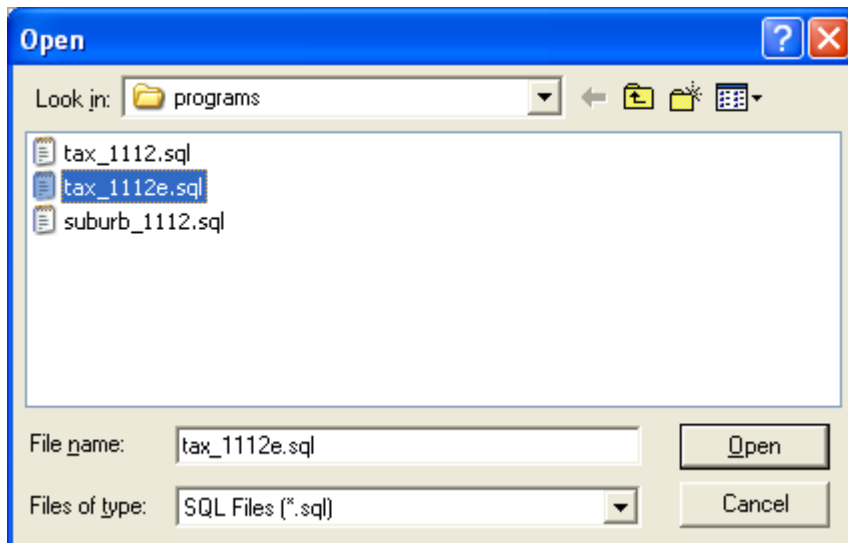
Most employees will have to pay the flood levy. If some of your employees are exempt from paying the flood levy, you may wish to add extra tax tables which contain the appropriate tax rates for these employees:

3.11.2.1 Installing the Flood Levy Exempt tax tables

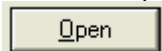
In PayCare, choose menu selection **Database -> Run Script**, then click the “Select Script” button



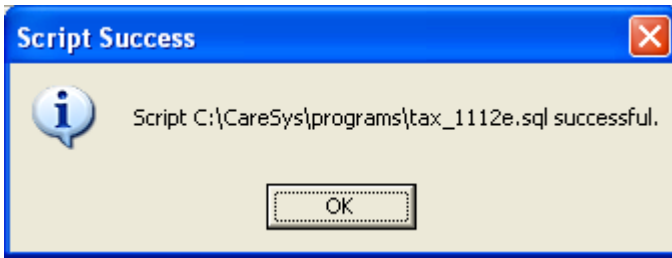
- Browse to the folder Highlight the required script



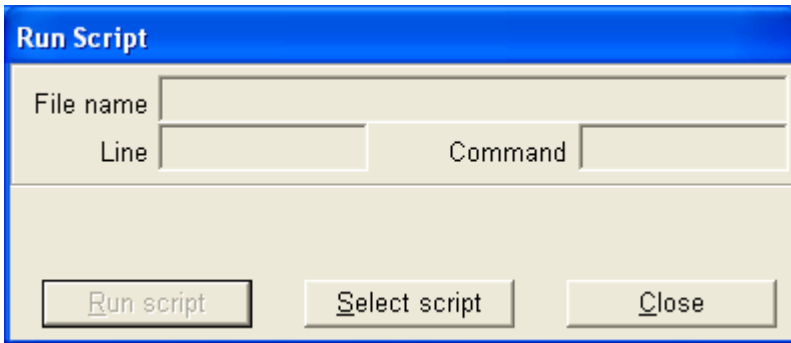
- Click the “Open” button



- Click the “Run Script” button.



- Click the “OK” button.



- Click the “Close” button.

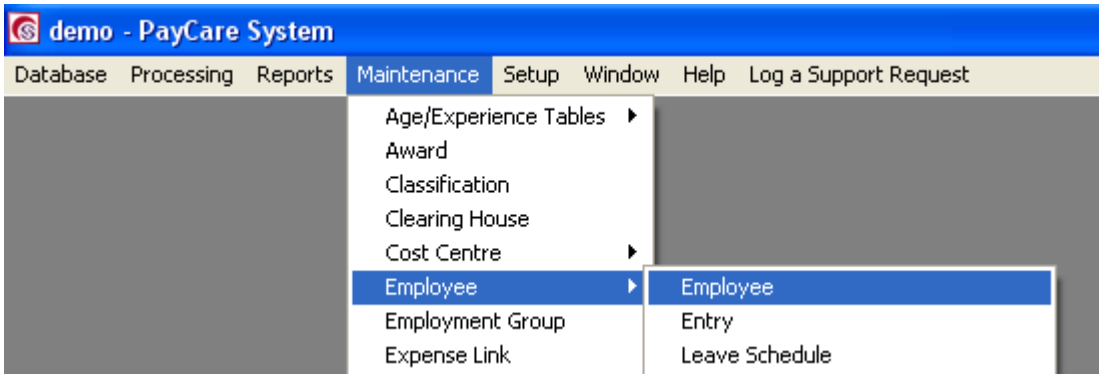
Please NOTE: The script updates tax tables with the following codes. It will not update tables with other codes but remember that the codes may be edited where necessary.

CODES	Description
1E 1HE 1SE 1SHE	Exempt Tax Free Threshold NOT Claimed Exempt Tax Free Threshold NOT Claimed (HECS Debt) Exempt Tax Free Threshold NOT Claimed (FS Debt) Exempt Tax Free Threshold NOT Claimed (FS & HECS)
2E 2HE 2SE 2SHE	Exempt Tax Free Threshold Claimed Exempt Tax Free Threshold Claimed (HECS Debt) Exempt Tax Free Threshold Claimed (FS Debt) Exempt Tax Free Threshold Claimed (FS & HECS)
3E 3HE 3SE 3SHE	Exempt Foreign Resident Exempt Foreign Resident (HECS Debt) Exempt Foreign Resident (FS Debt) Exempt Foreign Resident (FS & HECS)
4E 4NE	Exempt No Tax File Number Exempt No Tax File Number (Non Resident)
5E 5HE 5SE 5SHE	Exempt FULL MediCare Exemption Claimed Exempt FULL MediCare Exemption Claimed (HECS Debt) Exempt FULL MediCare Exemption Claimed (FS Debt) Exempt FULL MediCare Exemption Claimed (FS & HECS)
6E 6HE 6SE 6SHE	Exempt HALF MediCare Exemption Claimed Exempt HALF MediCare Exemption Claimed (HECS Debt) Exempt HALF MediCare Exemption Claimed (FS Debt) Exempt HALF MediCare Exemption Claimed (FS & HECS)
7E 7HE 7SE 7SHE	Exempt No Leave Loading, Threshold Claimed Exempt No Leave Loading, Threshold Claimed (HECS Debt) Exempt No Leave Loading, Threshold Claimed (FS Debt) Exempt No Leave Loading, Threshold Claimed (FS & HECS)
S1E S2E S3E	Exempt Senior Australians – Single Exempt Senior Australians – Illness Separated Exempt Senior Australians – Member of a Couple

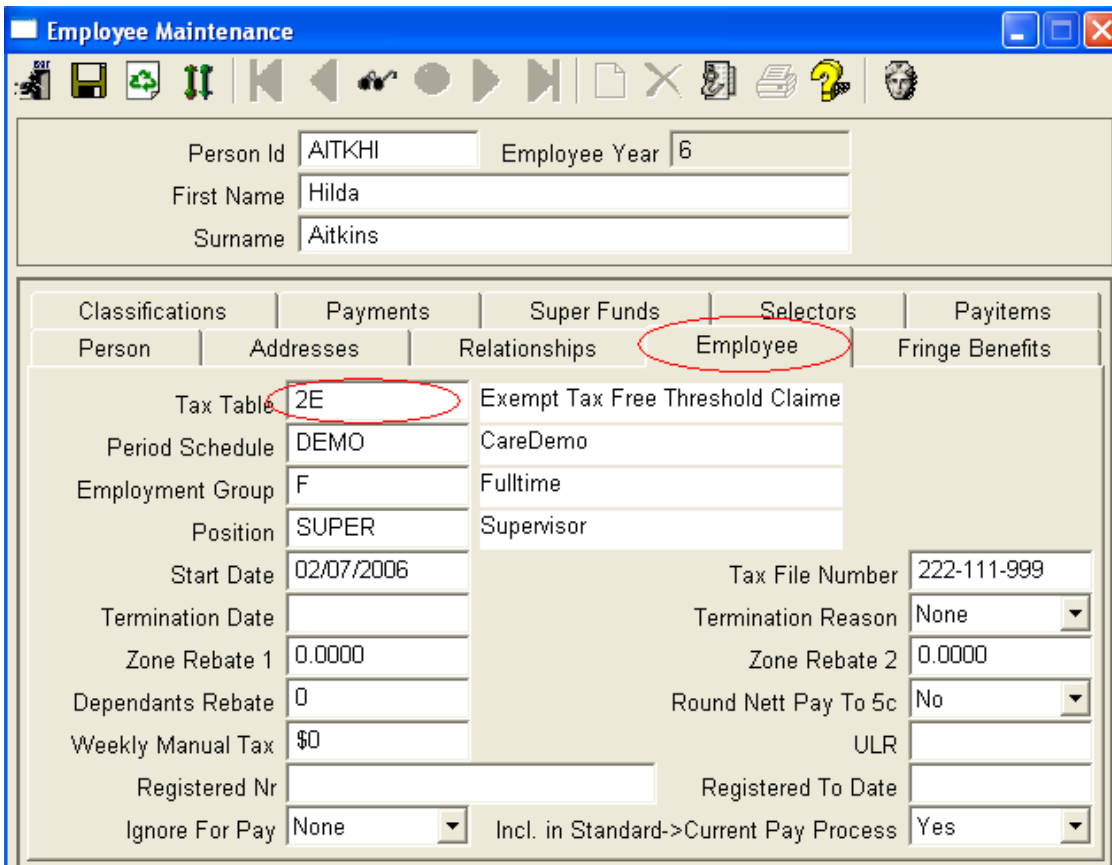
3.11.2.2 Updating employee tax settings to be exempt from the flood levy.

If an employee is exempt from the flood levy, their employee record should be updated to record this.

In PayCare, choose menu selection **Maintenance -> Employee -> Employee**



Browse and select the employee to be updated, then click on the Employee tab.



Update the Tax Table setting by adding an "E" to the end of the employee's current tax table.

Press F12 or the Save button to save the change.

4 CREDITORS

NOTE – As with your month end processes it is very important that you complete all processing and print all the relevant reports before you commence processing for the next financial year/period. Failure to do this will prevent you from printing the necessary reports to reconcile the Creditors to the general ledger at year/period end.

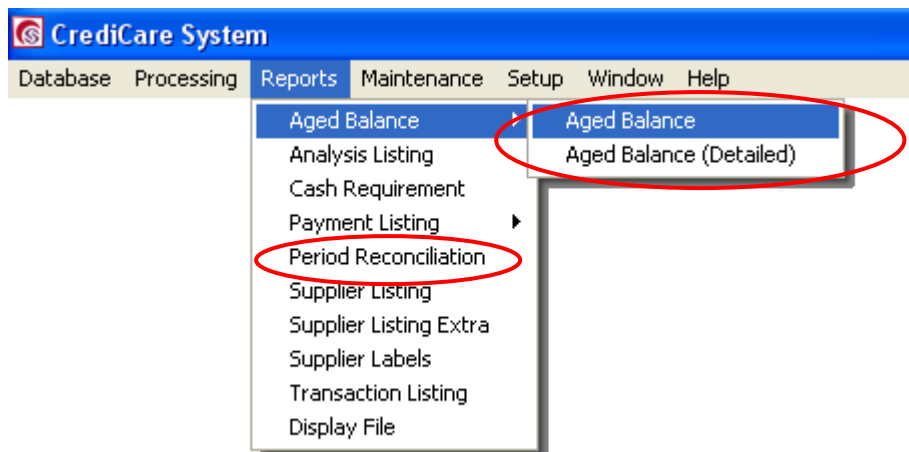
4.1 Processing

Before you commence processing creditors for the July 2011 period in creditors it is important that you complete processing all June creditors and print the relevant reports below. It is advisable that anything that was not processed at year end prior to close off, that belongs in the current year, be accrued and the accountant with the ability to open the ledger for prior period adjustments post such a journal in the ledger.

NOTE: If you are using BondCare & ResCare you will need to make sure you finalise all Resident Recharges, Bond Terminations and payouts prior to closing the sub-ledger in June 2011

4.2 Reports

Before operators commence processing any Transactions that relate to the Next Financial Year/Period reports must be printed.



We suggest that the Aged Trial Balance reports and the Period Reconciliation Reports be printed and step 4.3 and 8.6 be completed before operators are allowed to commence processing of Creditors relating to the next period.

4.3 Reconcile with the General ledger

Make sure that all Creditors Journals have been posted in LegiCare and that the Month End Reports Agree with the Balance of the Creditors (Accounts Payable) Control Account in the General Ledger.

Once the General Ledger Control Account has been balanced to the Reports it is strongly recommended that the Accountant or System Administrator reset the Period Posting Date as described in 8.6 below.

NOTE: If the Integration has been set up correctly you should not need to nor should operators be putting manual journals through to this account.

5 RESCARE, CASHCARE & BONDCARE

The recommended sequence for finalisation and closure of the ResCare CashCare & BondCare Sub ledgers is outlined in the sequence of steps below:

1. Make sure that any termination and payout that is to occur has been processed in BondCare.
2. Make sure that all billing for June 2011 is completed in ResCare.
3. Process all receipts in CashCare for both BondCare & ResCare. It is advisable but not essential that all monies received on the last day of the financial year are deposited on this day prior to close of business.
4. Update all Bonds before closing the Resident ledger. This way where residents are charged interest on monies due for outstanding bonds on their normal debtors statement these charges will automatically update the relevant resident accounts.
5. All Resident Recharges & Bond Payouts are processed in CrediCare are completed (when this function is being used) and the subsequent work files are posted in ResCare.
6. Print the relevant Month End reports in ResCare along with Invoice/Statements to be sent to the Residents.

Suggested Year End Reports for Reconciliation and Audit purposes are:

Aged Trial Balance Report
 Period Billing Analysis
 Outstanding Balances

You should check with your auditors about other reports they would like to see at year end.

7. Print the relevant Month end Reports in BondCare.

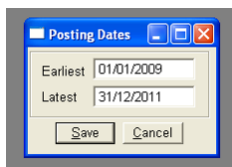
It is advisable to print:

Bond Register Statements
 Bond Register Summary
 Accommodation Bond Ledger Statement by Accommodation
 Accommodation Bond Ledger Statement by Resident

You should check with your auditors about other reports they would like to see at year end.

8. Post all relevant batched created by the above processes in LegiCare and reconcile the relevant control Accounts.
9. In ResCare prevent posting to an earlier period by adjusting the Earliest Posting Date.

Menu: Setup -> Database Setup -> Posting Range



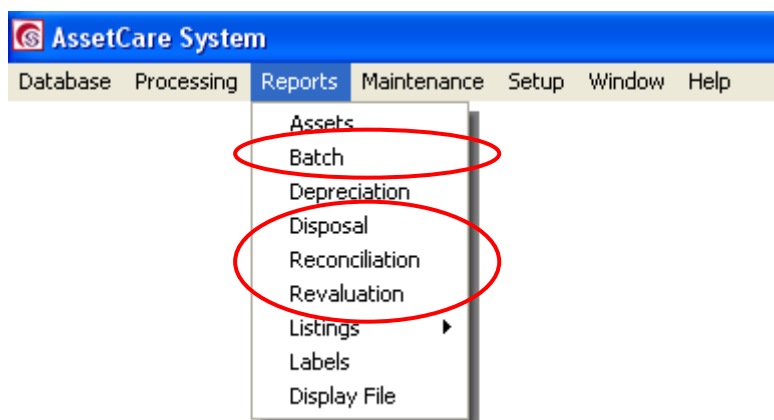
10. File hard Copies of all Year End reports. Always make sure you print the Final Report for this file.

6 ASSETCARE

6.1 Ensure that all new assets have been entered in AssetCare.

6.2 Ensure that all disposed assets have been disposed in AssetCare.

6.3 Reports



We suggest that you run the following reports:

- Reports -> Depreciation (AssetCare Asset Depreciation Report)
Set Depreciation Dates as the financial year dates being processed
- Reports -> Disposal (AssetCare Asset Disposal Report)
Set Disposal Dates as the financial year dates being processed
- Reports -> Assets (AssetCare Asset Report)
Set Purchase Dates as the financial year dates being processed
- Reports -> Reconciliation (AssetCare Asset Report)
Set Reconciliation Dates as the financial year dates being processed

It should be confirmed with your accounting authority if any other reports are required.

6.4 Check the Reports

Check the reports to ensure that the information is correct.

- Depreciation report – check that the expected values match the report.
- Disposal report – check that all assets that were disposed of appear on the report with the correct information and figures.
- Asset report – check that all acquired asset for the year appear on the report.

Ensure that all values in this report reconcile back to the General ledger Accounts. e.g. opening Written Down Values, Closing Written Down values, Gain or Loss on Disposals, etc.

It would be advisable to save these reports in excel files for future use.

6.5 Depreciate the Assets

Once the reports are checked and figures are confirmed as correct the depreciation process can be run.

Go to **Processing -> Depreciate Assets**.

The Depreciation Date will normally be 30/06/2011.

To check the depreciation is correct, run the depreciation process and print out the report that is displayed. After closing the report preview screen, select Cancel if you do not wish to save the depreciation data, and select Accept to accept the depreciation.

7 TAXCARE

Before finalising the Year End it is strongly recommended that you finalise your BAS. This will enable you to reconcile your GST Control Account.

Where a Clearing Account is setup you may need to process a final Creditor or Debtor entry and this should be completed before moving to the Year End Process in LegiCare.

You should note that if a final entry is processed in either CrediCare or ResCare the relevant Year End Reports should be reprinted and re-checked against the Control Accounts after the Relevant General Ledger Work files have been posted.

8 LEGICARE

NOTE - It is not necessary to run the LegiCare Year-End process before postings for the next year are made. It is possible to post transactions and report from LegiCare for a full year after the end of the current year.

WARNING: If your system is integrated and you bill in advance it is imperative that you do a year end in sufficient time to open up the periods from 1 July 2011 onwards before you do any billing that overlaps these periods (e.g. billing period 15/06/11 to 14/07/11). Failure to do so will cause your system to be out of balance as the journals for the period 1 July onwards will not be created.

See below in 8.4 for details on checking if your system was rolled over last year or not.

The Year-End process in LegiCare moves the current year date forward to the new financial year. No figures are actually changed by the Year-End process, **but further adjustments are no longer allowed to the year being closed off.**

Please note that the dates quoted in the paragraphs below relate to closing the financial year that finishes on 30th June 2011.

8.1 Post Work Files

- Ensure that all the outstanding work files for 2010/2011 financial year have been posted prior to the Year-End process.
- The program will check if there are any outstanding work files for the 2010/2011 financial year existing and will not do the Year-End until these are posted.
- Those Work Files with transactions for the 2011/2012 year do not have to be posted and are unaffected by the Year-End process
- Ensure that all Bank and General Ledger Reconciliations are done as you will require these for Audit purposes.

8.2 Reports

All the monthly reports, such as the Profit And Loss Statements, Trial Balance, and Balance Sheets, should have been printed.

It should be confirmed with your auditors which other reports are required.

One such report could be the Account Ledger for all accounts which, although a lengthy report, shows details of all transactions for the financial year. Another is a copy of all Batch Reports

These reports can be re-printed later, as the transactions will not be removed by the Year-End process.

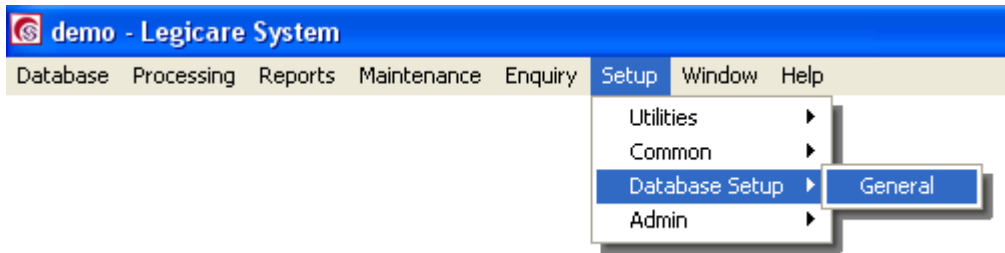
8.3 Take Some Backups

It is a good idea to have a backup taken just before year end readily accessible on your server. It can be most convenient to be able to access previous years without having to load backups.

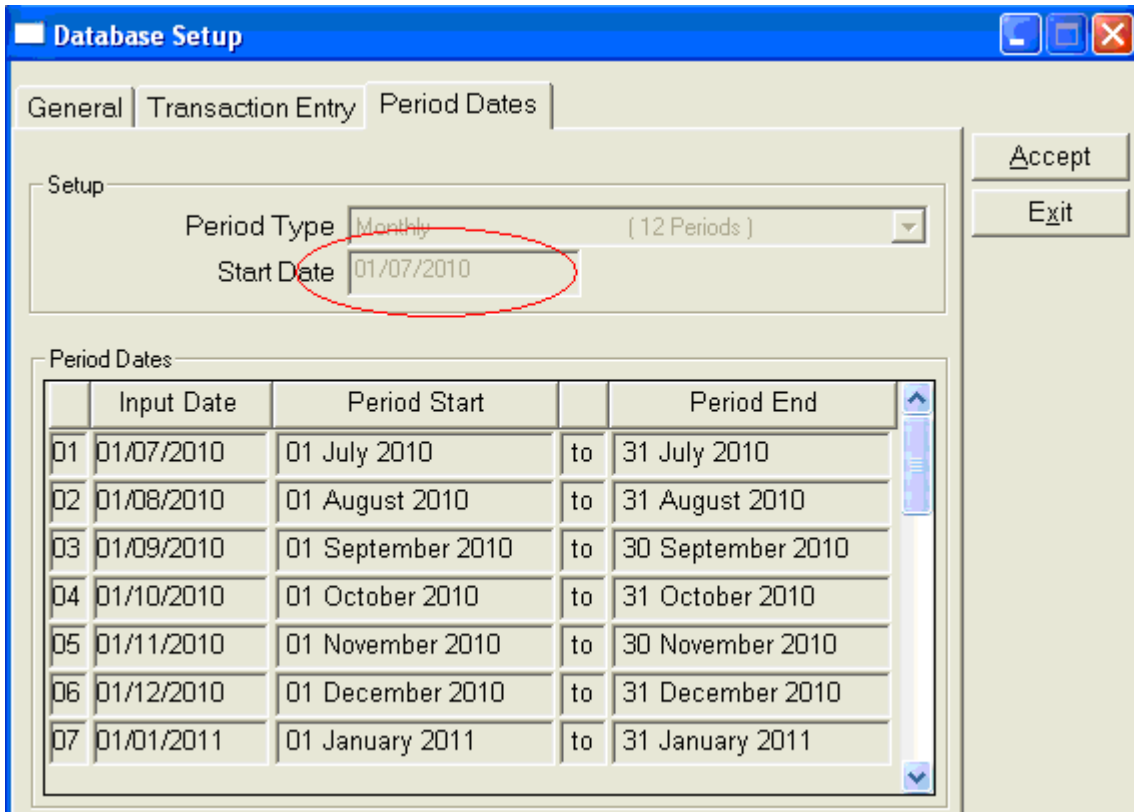
It is very wise to have at least one backup on media that may be stored away from the premises that house the database server. Copies at more than one physical location, one of which is "off site", is strongly recommend.

8.4 Check you are in the correct Financial Year.

Go to **Setup -> Database Setup -> General**,



Go to the Period Dates tab.

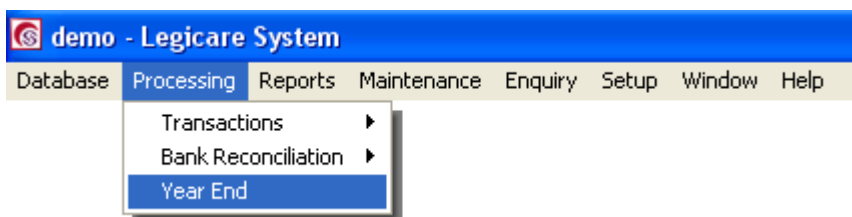


If the Start Date field is showing 01/07/2009, you will need to run the Year-End process for last year. You will not be able to enter journals for July 2011 where the system is not rolled forward to start at 01/07/2010.

Where the Start Date field is showing 01/07/2009, go to **Processing -> Year End** and run the Year-End process. If the system asks if you wish to update your budget figures, say "No".

8.5 The LegiCare Year End Process

After completing all of the above, perform this function using **Processing -> Year End**

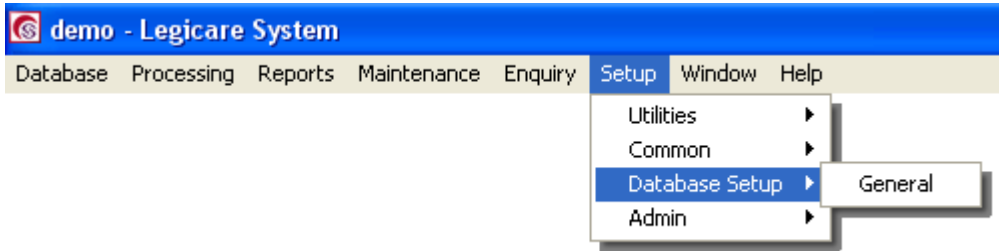


If the system asks if you wish to update your budget figures, say "No".

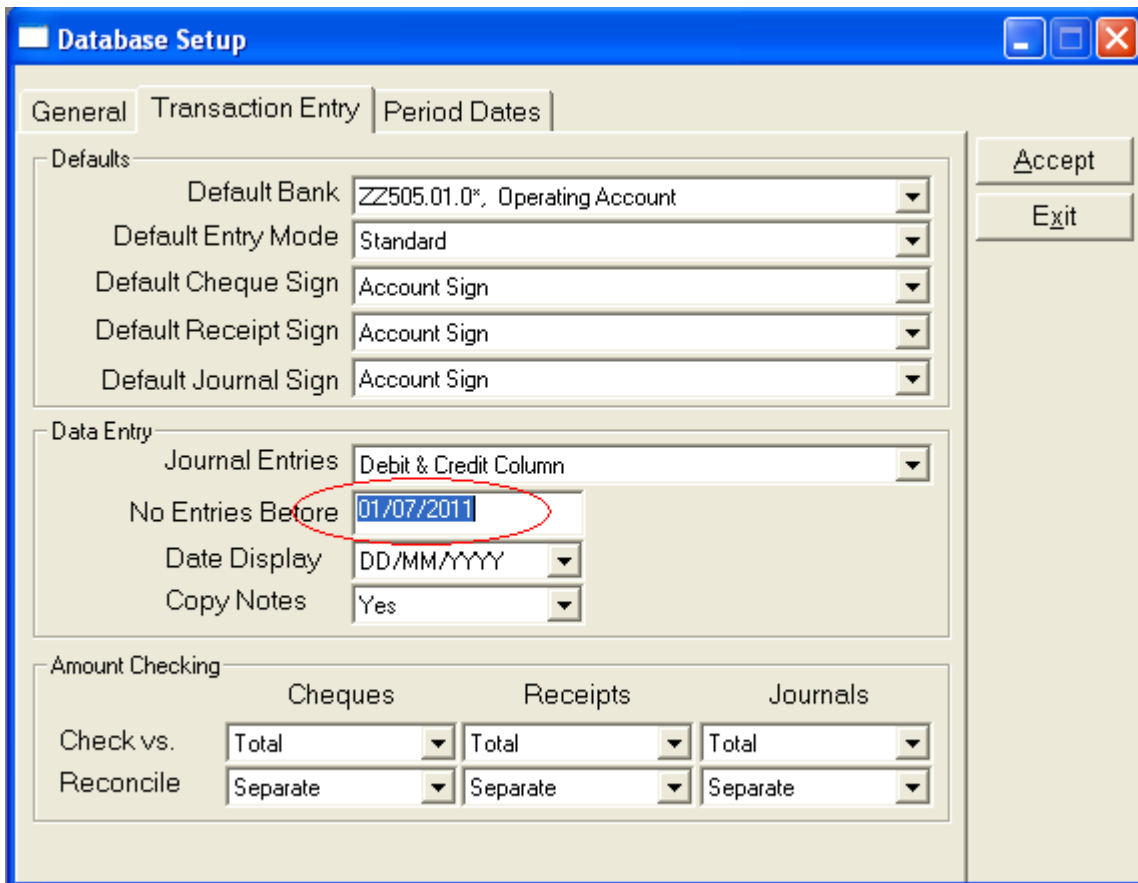
8.6 Prevent operators from posting to a prior period.

It is highly advisable that you prevent the operators from inadvertently processing transactions to period that has been closed off. This is a routine that we advise is done on a monthly basis but it is something we strongly suggest you do at year end.

To prevent posting to a prior period go to **Setup ->Database Setup -> General**



Select the Transaction Entry Tab.



To prevent posting to a period prior to the 1 July, 2011 set the No Entries Before field highlighted above.

This has the effect of preventing General Ledger journals for Creditors invoices and payments with dates prior to 1 July 2011 being entered in prior months. All entries earlier than the 1 July, 2011 will be processed in July 2011.

It is advisable that this is done at the end of each month end after the Creditors Ageing Report and Period Reconciliation Report has been printed. These reports should balance with the GL at month end and cannot be reprinted later.