

Care Systems March 2011 Fringe Benefit 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.

INTRODUCTION

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

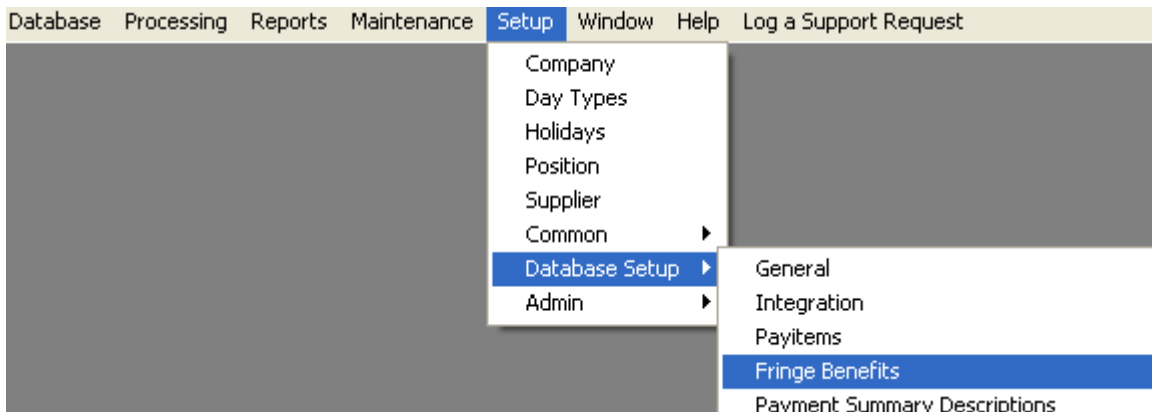
Before starting the process please read the whole of this document carefully.

The fringe benefit year end process can be completed any time between the 31st of March and the production of Payment summaries as part of the normal financial year end process.

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

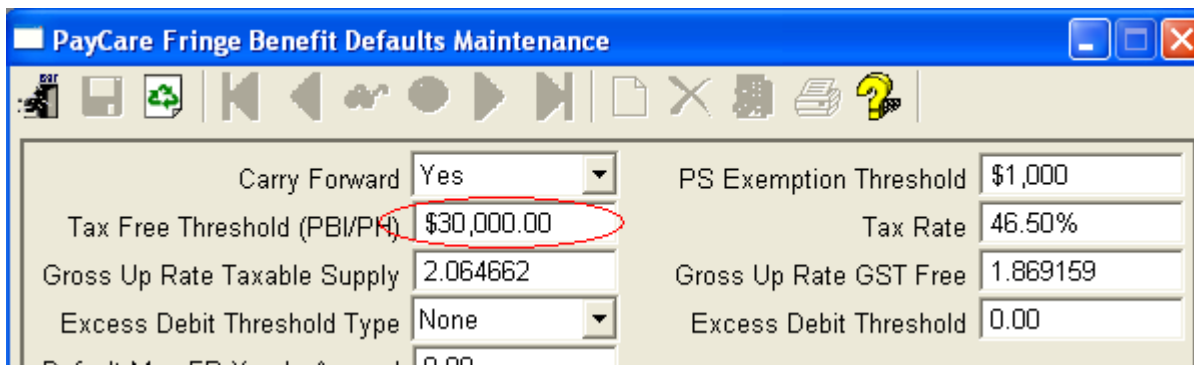
FRINGE BENEFIT PARAMETERS

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.**



NOTE: If the FB year end is not able to be run immediately after the last pay in March, the “Tax Free Threshold” field may need to be increased to avoid the system limiting the amount of fringe benefit calculated for pays in April.

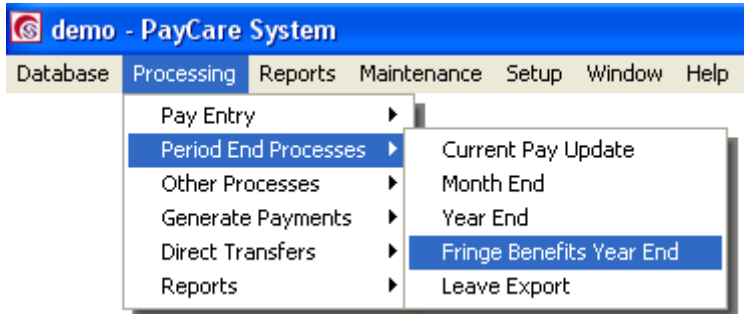
The value in this field can be increased (e.g. to \$50,000) until the fringe benefit year end is completed, then can be reset to the correct (usually \$30,000) figure later.



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**

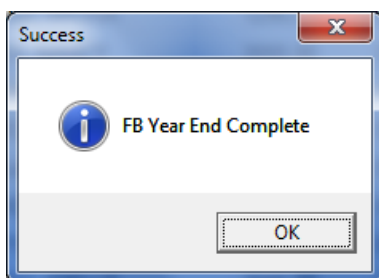
The dialog box shows the following fields and values:

- Employee: AGACJO Joanne Agac
- Fringe Benefits: 0.00
- Usage: 12963.30

Buttons: Accept, Close

- 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

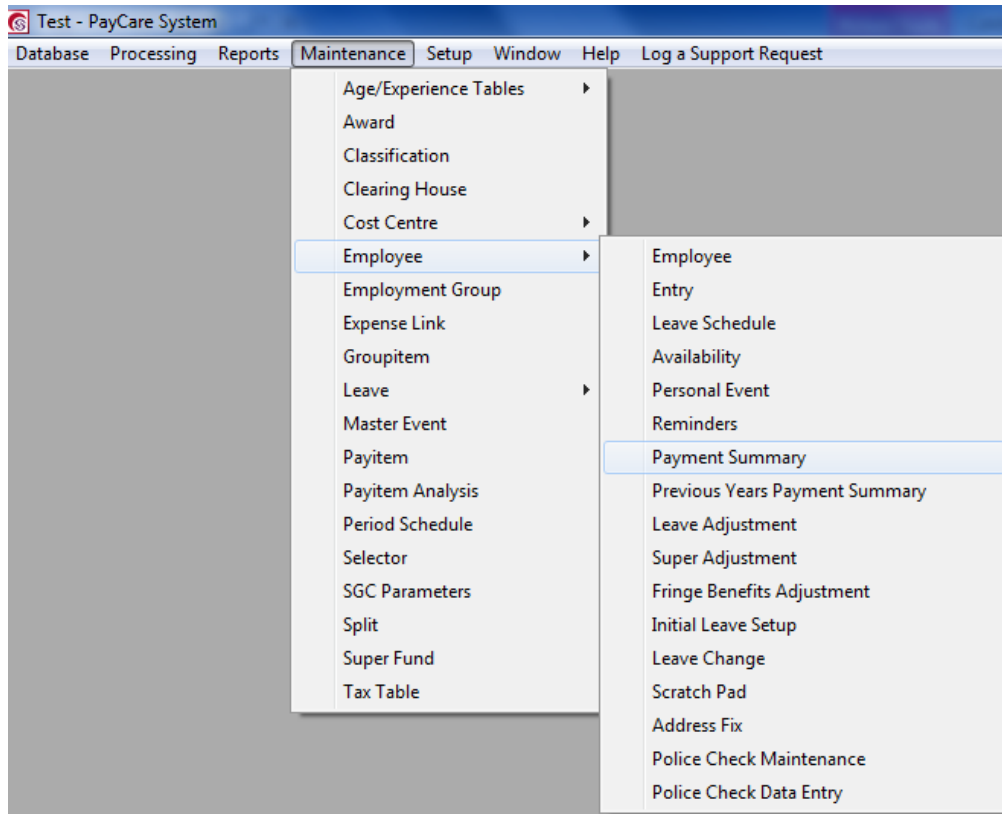


- Select OK

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

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

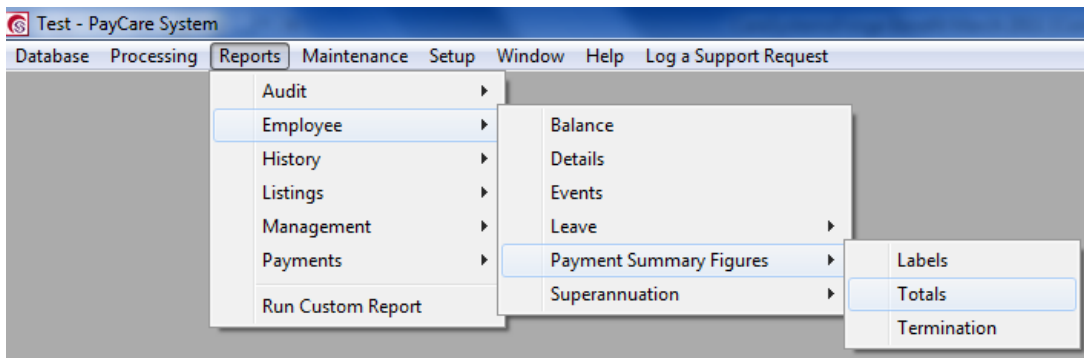
Employee Payment Summary Maintenance

Person Id Joanne Agac Fiscal Year

| Totals | Boxes1 | Boxes2 | Fringe Benefits | Termination | | |
|------------------------------|--------|--------|-----------------|---------------|---------------|---------------|
| <i>Pre April FB</i> | | | | | | |
| | | | 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 |
| Total | | | 0.00 | 12963.30 | 0.00 | 0.00 |
| Manual Payment Summary Gross | | | 0.00 | 0.00 | 0.00 | 0.00 |
| System Payment Summary Gross | | | 0.00 | 24231.00 | 0.00 | 0.00 |
| Total Payment Summary Gross | | | 0.00 | 24231.00 | 0.00 | 0.00 |
| Manual Annual Return Gross | | | 0.00 | 0.00 | 0.00 | 0.00 |
| System Annual Return Gross | | | 0.00 | 24231.00 | 0.00 | 0.00 |
| Total Annual Return Gross | | | 0.00 | 24231.00 | 0.00 | 0.00 |
| <i>Post April FB</i> | | | | | | |
| | | | 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 |

- 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

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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 | 10,963.30 | 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.