

# Wages Manager Basics



# Wages Manager

Wages Manager simplifies payroll by assisting employers with calculating wages, leave, tax, termination pays and superannuation. Single Touch Payroll and SuperStream is also available within Cashflow Manager Gold, Wages Manager and Wages 1-4.

**Please Note:** This guide includes all the existing features of both Wages Manager and Wages 1-4, however those customers making use of Wage 1-4 are unable to make use of multiple business files, more than 4 active employees or the Backpackers Tax functions.

As the Australian Tax Office (ATO) may release tax changes each financial year (1<sup>st</sup> July until the 30<sup>th</sup> of June each year), it's important to ensure that you are always using the latest version of our software. This is actively available via the Cashflow Manager website for those customers with a current subscription

Wages Manager will use the current tax scales and superannuation rates to ensure that you are calculating everything correctly for your employees, in preparation for completing their tax returns each year, as well as Single Touch Payroll (STP) which become mandatory as of 1/7/19.

To get started, check that you are in the current financial year. The financial year is determined by what year the financial year ends.

**For example:** 1<sup>st</sup> of July 2019 – 30<sup>th</sup> of June 2020 would be the financial year 2020.

Click on **[Employees]** on the left side of the main Dashboard and check the financial year that appears along the top of the screen.

**Please Note:** If you have a welcome screen that has appeared, select **[No]** to import an existing Wages Manager File and then fill out the remaining screens with your ABN and address. You can switch on SuperStream at a later time.

Financial Year Ending 2018				Functions
Employee Number	First Name	Surname	Active	
10	Paul	Wilson	<input checked="" type="checkbox"/>	Pay Single Employee
11	Larry	Jones	<input checked="" type="checkbox"/>	Multiple Pays
12	Geoff	Watson	<input checked="" type="checkbox"/>	Single Touch Payroll
13	John	James	<input checked="" type="checkbox"/>	Transfers
14	Peter	Smith	<input checked="" type="checkbox"/>	Daily Hours
15	Steve	Thompson	<input checked="" type="checkbox"/>	Information
16	Robert	King	<input checked="" type="checkbox"/>	Employee Diary
18	Brian	Peterson	<input checked="" type="checkbox"/>	Leave Register
				Employees
				Add Employee
				Modify Employee
				Terminate Employee
				<input type="checkbox"/> Show Terminated
				Re-instate Employee



**Please Note:** The Pay Process Date selected needs to be a date within the financial year set on your Employees screen.

You are also able to adjust how many pay periods the pay should be taxed over.

**.For example:** You may need to record a pay that covers two weeks even though the employee is set up as a weekly pay period. In this instance, you would simply change the pay periods to be taxed over to 2.

There are also options located on the right side of the *Pay Single Employee* to enable you to access additional functions such as deleting a pay or recording different types of payments such as Bonuses or Commissions.

For more information on Salary and Hourly Payments click [here](#).

For more information on Nominated Gross Payments click [here](#).

For more information on Piece Work Payments click [here](#).

Single Touch Payroll (STP) functionality is also available as per the latest changes rolled out by the ATO and requires business registration with My Gov and with Single Touch.

Include	Employee Name	Pay Event Date	PaymentType	Previously	Final Event
<input checked="" type="checkbox"/>	Paul Wilson	04/03/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Frank Jones	04/03/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Kylie Bottrell	04/03/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sarah Watson	04/03/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Peter Grey	04/03/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Terry McMahon	04/03/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test Test	04/03/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>

**Please Note:** To learn more on how to prepare and how to lodge this reporting within our software please read the Single Touch Payroll Guide.

## Superannuation

When you record each pay, superannuation will automatically calculate for each employee. This means that when it comes time to working out what superannuation needs to be paid, you can simply run a *Superannuation Remittance* report. The reports provided will be covered in further detail, during the reporting section of this guide.

Superannuation payments are generally made for a quarter or a monthly period and there are two options to record this type of payment to ensure you are compliant with SuperStream. SuperStream



You will find that Cashflow Manager is a simple yet powerful tool to help you get the best out of your business financials and to make your bookkeeping a more straightforward part of your work. If you have questions please feel free to contact our expert Customer Engagement Team at [info@cashflow-manager.com](mailto:info@cashflow-manager.com) or chat to us via web-chat on our website.



Simplicity you can count on

[cashflow-manager.com.au](http://cashflow-manager.com.au)