

## New Accentis Enterprise Payroll Tax Scales for 2017/2018



### Summary

New Tax Scales for the 2017/2018 financial year are now available for import into Accentis Enterprise. New key payroll thresholds may also be applicable.

### Details

The Australian Taxation Office has issued updated tax scales for all PAYG employee withholding tax calculations made on or after July 1, 2017.

All Accentis Enterprise customers using the payroll module will be required to update their tax scales prior to any pay run on or after July 1, 2017. A new tax scale import file is now available for customers to download and load into the Accentis Enterprise payroll module.

### What has changed?

- Tax scales have changed and need to be updated in Accentis Enterprise.
- Some key payroll thresholds may have changed such as the “Maximum superannuation contributions earnings base”

\* *Please note that Accentis Enterprise is not permitted by law to provide any advice regarding tax issues, so if you are unsure about which tax scales should be used, you should contact a qualified accountant or the Australian Taxation Office.*

### When should the new tax scales be loaded into Accentis Enterprise?

The new tax scales should be loaded into Accentis Enterprise prior to your first pay run for the 2017/2018 financial year. The new tax scales for 2017/2018 should NOT be loaded into Accentis Enterprise until **after you have finished your last pay run for the 2016/2017 financial year.**

### How are new tax scales loaded into Accentis Enterprise?

To load the new tax scales into Accentis Enterprise, you need to first download them from the Accentis web site and then use Accentis Enterprise to load them into your database as follows (you may require additional permissions to do this):

#### Step 1 Download the tax scales file from the Accentis website

1. Click on the link: [Tax Scales 2017-2018](#)
2. You will be asked if you want to Open or Save the file. Select **Save**.
  - (If you are using Chrome, the file will be displayed at the bottom of your browser and you can just drag it off onto the desktop)
  - Save the file to an appropriate location on your hard drive or desktop
  - The file should be named **Accentis Tax Scales (2017-2018).ats**

#### Step 2 Load and enable the new tax scales in Accentis Enterprise

**Note: This step should be repeated for each LIVE (not prior year) database in which you process pay runs**

1. In Accentis Enterprise, go to **Payroll** → **Setup** → **Tax scales**
2. From the menu, select **Special** → **Import tax scales...**
3. Locate the tax scales file from Step 3 above
4. Click **Open**
5. When successfully imported, a message will appear... **“Tax scales successfully imported”**

# Product Bulletin

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## What happens if I don't have permissions to download the tax scales?

If you are unable to download or save the tax scales onto your hard drive, you will need to contact your I.T. support to either relax download security or to download it themselves and give you the file.

## How do I tell if my tax scales are up to date?

When viewing your tax scales in Accentis Enterprise, each internal tax scale should have an "Effective to" date of 30/06/**2018**.

The Accentis Enterprise tax scales import file is provided free of charge and is prepared as carefully and accurately as possible using data from the ATO. However, after importing tax scales, adjusting tax rates or modifying payroll settings for any reason in Accentis Enterprise, you should always spot-check your next pay run to ensure that pays and PAYG withholding amounts are correct.

If in any doubt about the values in your tax scales, you can perform a cross-check of any of the weekly tax scale coefficients in Accentis Enterprise by comparing them with the published ATO Statement of Formulas which can be found at the following link:

<https://www.ato.gov.au/Rates/Tax-tables/>

## Can I load the scales now if I have finished the last pay run for the year?

Yes. You can load the new tax scales at any time ***after your last pay run*** for 2016/2017

## Can I load the scales now even though I haven't finished the last pay run for the year?

No. The new tax scales cannot be loaded in advance and then "activated" in the new financial year. Once loaded, they are activated immediately.

## What other payroll thresholds may require updating?

**Maximum superannuation contributions base:** This is the maximum monthly amount on which you are required to pay an employer SGC amount. The current thresholds can be found on the ATO website at the following link:

<https://www.ato.gov.au/Rates/Key-superannuation-rates-and-thresholds/>

This threshold can be found in the details of each employee, on the Superannuation tab, as shown below:

Superannuation rate:  % only for eligible monthly payments over \$  and only up to \$

Note: For an easy way to update this threshold for all employees, see the section "Performing bulk updates to employee thresholds" below.

**ETP cap amount:** This is the upper ETP cap amount used to calculate tax on Employment Termination Payments. This can be found on the **Payroll→Setup→Preferences** screen as shown below:

Employment termination payments tax

Tax the first \$  at  % if over  years

Tax remainder at  %

Details of Employment Termination rates and thresholds can be found on the ATO website at the following links:

[https://www.ato.gov.au/rates/key-superannuation-rates-and-thresholds/?page=14#Employment\\_termination\\_payments](https://www.ato.gov.au/rates/key-superannuation-rates-and-thresholds/?page=14#Employment_termination_payments)

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## Performing bulk updates to employee thresholds

Rather than manually updating thresholds for each employee, it is possible to perform a bulk update and set the thresholds for all employees at once. To do this

- 1) Go to **Payroll** → **Command** → **Update data for multiple employees** OR press **Ctrl+Shift+R**, enter **SA3981** in the report filter and click **Run**.
- 2) Place a tick next to each employee you wish to update (or tick the < ALL > option to update all employees)
- 3) Enter the required values in the “Data to update” filters. You should only enter data into the filter which you want to update... any filters left empty will be ignored in the update.
- 4) Click Run to perform the bulk update.

## Further information

The complete list of tax tables along with other associated information can be found on the ATO website at the following link:

<https://www.ato.gov.au/Rates/Tax-tables/>

If you have any questions or problems relating to this bulletin, please contact [support@accentis.com.au](mailto:support@accentis.com.au).