BM ONLINE

NetSuite Australian Payroll – (ICS Payroll)

NETSUITE SOLUTION PROVIDER

Jcurve

Featurelist

Pay Run

Pay Type

Support for both Salaried (employee paid a base salary) and Waged (employee paid based on the hours they work).

Pay Frequency

Manage multiple pay frequencies in your organization, supports Weekly, Fortnightly and Monthly. Further filter your payrun by employee settings including department, class, location, pay date and country.

Easy To Use Step Based Process

Simple step based process takes you through selection, time entry, variable entry, processing, and pay through to posting. At each step data is presented cleanly to ensure focused timely completion.

Time Entry Step

Review summary of employee time collated based on the employee's configuration. Summary automatically includes public holiday's and approved leave requests*. Summary time can be adjusted as necessary to reflect overtime payments, whilst ensuring OTE (ordinary time earnings) remains unaffected.

requires leave module

Variable Entry Step

Enter and confirm variable components of an employee's package. The flexible configuration of employees allows the payroll officer to easily enter this data.

One Off Payment Entry Step

Prior to processing; enter individual one off values for bonuses, commissions or expenses to be included on the employees pay.

Approve and Post Step

Review the detail and variance report comparing gross and net pay against the previous payslip. Approve and post with options to override pay date and posting period.

Adjustment Runs

Quite often adjustments need to be made to reflect corrections, or payments of one offs outside of the normal pay run. These can be easily achieved with an adjustment pay run, offering options as to whether leave should be accrued, and whether tax calculations should take into account other payslips within the period.

Autopay

For companies running payroll with minimal variations, automate the process between steps using Autopay. Select your start and end step and Autopay will complete the process in the background, sending you an email on completion.

Rollback

Full capability to rollback any payrun; from and to any stage. Rollback ensures all records are rolled back and year to date fields are recalculated.

Pay Slip

Detailed Representation

Every payslip records a snapshot of over 50 fields fully reportable, including gross pay, super contributions, tax and allowances. Associated to each payslip are detail records that provide further granular information.

Printing

Flexible template based approach to printing. Set your logo and choose from a range of standard templates, includes support for Z fold. Alternatively create a custom template.

All payslips are generated as non editable PDF documents, stored securely and can be distributed physically (a complete payrun PDF file is available), emailed or made available in the employee self service (ESS).

Manual Adjustments

After the initial payslip generation, adhoc changes can be made to edit existing, or add additional payslip detail lines, allowing the payslip to then be recalculated reflecting these amendments.

Employee Pay Configuration

Configurable Employee Pay Components

We cater for all types of allowances,deductions, salary sacrifice,commissions, & bonuses. Enter these as one offs or if they are a regular payment (e.g. quarterly bonuses or commissions) add as a variable pay component at the individual employee level, allowing them to flow into the pay run and only an amount is then required to be entered. You also have the flexibility to alter the paid for period for taxation variation as per ATO rules. E.g. Paying a quarterly bonus within a weekly pay run. Below are examples of some of the most common pay components, however you have the flexibility to create your own as required.

Allowances

LAFHA, Car Allowance, On Call, Tool

Salary / Wages

Commissions, Bonuses, Overtime

Deductions

Child Support, Union Fees, Superannuation, Healthcare Funds

Salary Sacrifice

Laptops, Novated Lease, Superannuation, Fringe Benefit, Exempt Benefit

Tax

Manual PAYG (catering for reductions, additions or override percentages)

Setup

Installation Wizard

Easy to use installation wizard provides a step by step process to configure payroll. Specify company wide defaults, employee defaults and manage pay component types.

Managed Updates

Legislative and functional updates are automatically updated into your account. Updates are securely pushed without requiring any remote access to your account.

Employee Self Service (ESS)*

Access Management

Manage employee access from the employee record, secure access via HTTPS using 128 Bit Encryption.

View Payslips and Pay Summaries

Allow employees to view and access their payslips online. Each payslip and pay summary is available in PDF format and all previous documents are stored and available historically.

Manage Bank Accounts

Employees can create and update their own bank account details, specifying a primary account, and up to two secondary accounts. Payment can be split across the accounts as desired.

Leave Management**

Employees can review their leave calendar and statutory holidays for their region. Employees can view their accrued and available leave for annual, personal and long service leave.

Employees can make requests, calculating the required leave based on the employee's working week, and statutory holiday. If leave is for a future period, available leave will be forecast based on accrual.

Leave Approval

Supervisors can also approve and decline leave requests made by their sub ordinates, viewing a hierarchy of their team, helping identify short resourcing.

For more information on leave management clickhere
* ESS requires employee center license per employee
** Leave Management.

*Multi Company**

Multi Jurisdiction within Single Account

Infinet Cloud Payroll uses the same core functionality and record structure for all jurisdictions. This enables a company with Australian and New Zealand subsidiaries to be maintained in the one account with no additional management.

Configuration Per Subsidiary

Manage a specific configuration per subsidiary, to ensure employee defaults and region specific options are set correctly.

Report Rollup

NetSuite One world allows reports to be run across multiple subsidiaries providing a holisitic overview of your entire business.

* No additional charge is made for multi company support, however NetSuite One World is required to support subsidiaries.

Reporting

Over 50 Standard Reports and Searches Built In

Ships with a wide range of standard reports for employee, pay, superannuation and tax. Each report can be filtered by selected fields and can be used as a basis for your own customized report.

Search and Report Builder

All payroll records are exposed to the highly flexible search and reporting builder. Use the flexibility of the builder to create customized searches and reports, filtering on direct or joined fields, apply highlights to particular result criteria. Searches can be used across the product as list views providing seamless customization throughout payroll.

Now comes with Pivot reporting providing a drag and drop interface to convert your searches into rich complex reports (requires bundle installation)

Scheduled Reports

Schedule your reports to be emailed to you or others automatically with simple configuration. As an example its simple to configure the system to send an unapproved leave report at the end of the month to the HR department.

User Permissions And Audit

User Permissions

Benefit from the full use of NetSuite roles and user permissions. We have also created the Payroll Administrator role, that you can assign as required, giving that user their own role for all things payroll.

Audit Log

All payroll records log field changes, including the previous and new value, the date they were changed and the person who changed this field.

Payrun History

All payroll records are available for access at anytime. View payruns, payslips and all associated records quickly and easily.

Accounting

Full General Ledger

Proven financial management that includes NetSuite integration to general ledger, accounts receivable, accounts payable and financial reporting

Business Activity Statement (BAS)

Your payroll information is automatically included as part of the standard Business report, no integration or configuration is needed.

Employee & Vendor Accounts Payable

The payrun process automatically creates journals for both employees and vendors (Tax Agency and Super Funds) for easy transfer through EFT or bill payment.

Account Defaulting

Specify default accounts for super, payroll expense, employee accounts payable and accrual accounts, ability to override on an employee basis.

Part Period Calculations

For employees joining mid way through a pay period specify how the part period calculation should be made; Days in Period, Working Days or Working Hours.

Accrue Expenses

Accrue Payroll expenses on a pro-rata basis based on the difference between the pay date and the end date of a pay component.

Employee Classification

Option to use employee level classifications (department, class, and location) on expenses and accounts payable; offering a greater granularity in your reporting.

Electronic Fund Transfer

Australian Bankers Association (ABA) File

If you have chosen EFT/ABA as your payment preference we automatically generate the ABA file for each pay run, allowing you to quickly and easily upload to your bank and pay your employees.

Time*

*Required NetSuite Time module

Integration

CSV Import Assistant

Comes with full import assistant, allowing data from external systems to be imported using CSV files. The assistant provides a step by step process, validating your input file and allowing columns to be mapped to the data structures.

SOAP Web Service

Robust SOAP based API (Suitetalk) or rest based API (REST API**) enables automated integration using any modern language including Microsoft .NET, Java, PHP, Ruby.

Historical Data

Import historical information such as leave accrual balances, leave history, or YTD pay slip details, eliminating the need to maintain legacy systems for payment summary purposes.

External Time

If you manage your time logging, award interpretation outside of NetSuite these details can be imported directly and used as the basis to calculate Wages pay.

* Rest API exposed via Restlet functionality requires additional development
** Time based integration requires NetSuite feature Time.

Customisation

Custom Records, and Fields

Add custom data fields and records (columns and tables) through an easy to use UI interface. All custom fields and records can be used with searches and reports.

Advanced Features

Create parent child relationships, source data from associated records, and filter or restrict options based on criteria.

Workflow*

Leverage the NetSuite workflow

Workflow required Suiteflow functionality and can only be applied to records, not available for JCurve Accounts.

 Call **03 8414 8290** or email **info@bmonline.com.au** for more information.

 ***Note some feature above are not available in the JCurve Payroll version.**