



# Termination Payout Calculator

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1300 304 195

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## System requirements

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*Termination Payout Calculator* is supported on systems with the following minimum requirements:

- Microsoft Windows 2000 or above with the latest service packs. (Note: will not install on 64-bit versions of Windows.)
- Microsoft Office (Excel & Word) 97 or above with the latest service packs.
- The minimum hardware recommended for your versions of MS Windows and Office
- Adobe Acrobat Reader.

## Installation

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**Please Note:** It is recommended that users save and lock any terminations that belong to the prior income year before they install the current version. Failure to lock records may cause issues if those records are subsequently reopened due to tax changes incorporated in the latest release.

To install the *Termination Payout Calculator*, place your CD into the appropriate drive.

### Windows 2000 and above

From the **Start** menu select **Run** and enter the installation command:

*Driveletter:*\SETUP

The *Driveletter:* will be your CD drive identification, e.g. D:\SETUP.

This will initiate the InstallShield Wizard, which will prompt you for information about yourself and your computer, and then complete the installation for you.

If you do not already have **Adobe Reader** installed on your PC, please choose **Install Adobe Reader** from the installation menu first.

## Getting started & logging in

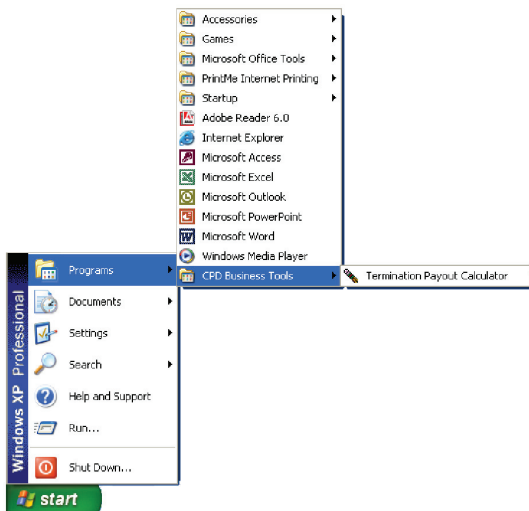
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In this section you will learn to open *Termination Payout Calculator* and become familiar with its layout.

*Termination Payout Calculator* is installed in a program group named **CPD Business Tools**.

### Windows 2000 and XP

Click on the **Start** button and select **Programs, CPD Business Tools** and then select *Termination Payout Calculator*.



### Windows Vista

An illustrated version of these instructions is available at:  
[http://services.thomsonreuters.com.au/downloads/Folio\\_Views\\_with\\_Windows\\_Vista.pdf](http://services.thomsonreuters.com.au/downloads/Folio_Views_with_Windows_Vista.pdf)

1. In the Windows **Start Menu**, select **Programs**, then **CPD Business Tools** and right-click on the product.
2. Select **Properties**.
3. Select **Show settings for all users**.
4. Tick the box for **Run this program as an administrator** and select **OK**.

5. Windows Vista may ask for permission from an Administrator to carry out this action. Click **Continue** and if required, enter an Administrator username and password.
6. Tick the box for **Run this program as an administrator** and select **OK**.
7. Run the product and check that links to documents (e.g. Guide Book) open those documents successfully.

## Logging on

The following dialog box will be displayed requiring a user name and password.

**The default user name is:  
admin**

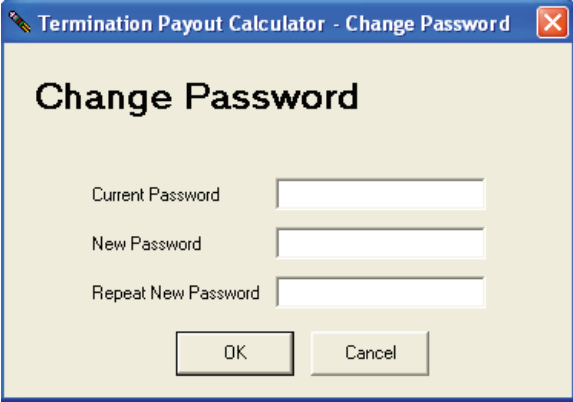
**The default password is:  
admin**

Once you have clicked **OK**, *Termination Payout Calculator* will be displayed on screen.

## Changing your password

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To change your password from the default setting, please select **Change Password** from the main menu.



The image shows a software dialog box titled "Termination Payout Calculator - Change Password". The dialog has a blue title bar with a pencil icon on the left and a close button (X) on the right. The main area has a light beige background and is titled "Change Password" in large black font. Below the title, there are three text input fields: "Current Password", "New Password", and "Repeat New Password". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Enter your current password in the **Current Password** field (when changing for the first time, please enter admin).

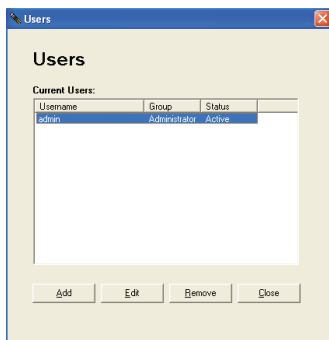
Enter your new password in the **New Password** field. Passwords are case sensitive.

Enter your new password in **Repeat New Password** to verify your password. Click OK.

Your password will be changed. You should record your new password in a safe place for future reference. If you forget your password, please call Thomson Reuters on **1300 304 195**.

## Users

To add different access rights for users to *Termination Payout Calculator*, please select **Users** from the main menu.



### Add

To add a new user, please select **Add**.

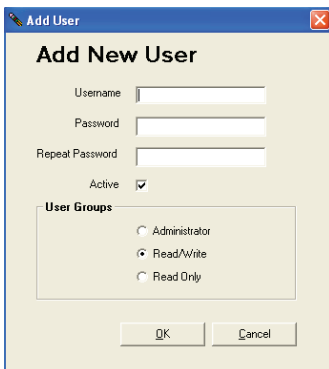
Enter your new **Username**, the associated **Password** and **Repeat Password** to ensure accuracy and select the appropriate security level.

**Administrator** allows access to all records and security functions.

**Read/Write** allows the user to view all records, add new records and alter existing unlocked records.

**Read Only** allows the users to view all records but not make any changes.

Then click **OK** to save.



## Edit

Edit can be used to change the passwords to these users and also change the access rights for that username.

To edit an existing user, please select **Edit**.

To change the password, click on **Set Password**. In the appropriate fields, enter the **New Password** and **Repeat New Password** and then click **OK**.

To change the access levels, select the new security level and then click **OK**.

## Remove

To remove an existing user, highlight the username and click **Remove**.

A dialog box will pop up asking “**Are you sure you want to delete this record?**” Click **Yes** to remove.

## Searching

To retrieve existing records, select **Existing Termination** from the main menu.

To display all existing terminations:

**Do not enter any information into the fields, just click View All.**

All existing terminations will be displayed in the bottom pane.

The screenshot shows a software window titled "Termination Payout Calculator - Search for Existing Termination". The window is divided into several sections:

- Search Section:** Contains input fields for "Employee Surname", "Payroll ID", "Termination Type", and "Paper". There are also checkboxes for "View Unlocked" and "View Locked", and a "Search on payment date range" section with "Start Date" and "End Date" dropdown menus.
- Action Buttons:** A row of buttons including "Search", "View All", "Clear", "Select All", and "Execute All".
- Table:** A table with columns for "Employee Name", "Payroll ID", "Term Type", "Status", and "Payment Date". The table area is currently empty.
- Footer Buttons:** A row of buttons including "Sign", "CSV Export", "XLS Export", "Clear Options", and "Close".

To retrieve a specific existing termination:

If you know specific details, enter those details in the appropriate fields i.e. **Employee Surname**, **Payroll ID** and click **Search**.

The search results will be displayed in the bottom pane. **Doubleclick** the entry to view or select the entry with your mouse and click **Show**. The termination details will be displayed.

If you are unsure of the employee's surname or payroll ID, but know the type of termination or payer, select the **Termination Type** or **Payer** from the drop down list and click **Search**.

The search results will be displayed in the bottom pane. **Doubleclick** the entry to view or select the entry with your mouse and click **Show**. The termination details will be displayed.

You can search by the **unlocked** or **locked** status of a record by clicking the check box next to the appropriate type.

Tick the type of record to be included in your search and click **Search**.

The search results will be displayed in the bottom pane. **Doubleclick** the entry to view or select the entry with your mouse and click **Show**. The termination details will be displayed.

You can also search on the date of payment. Check the box next to **Search on payment date range**. Then using the date boxes, enter the relevant search date range and click **Search**.

The search results will be displayed in the bottom pane. **Doubleclick** the entry to view or select the entry with your mouse and click **Show**. The termination details will be displayed.

All search parameters can be used on their own or in conjunction with other search options.

## Importing termination records

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The **Import** function allows you to quickly enter the basic details of one or more employees into *Termination Payout Calculator*. The details of the employee(s) are entered into a CSV-formatted file (comma separated), using Microsoft® Excel or a text editor, or even exported straight out of the client's existing (payroll) system.

A sample CSV-formatted file (**import\_template**) using Microsoft® Excel is included on the CD-ROM.



The first line contains a header. Subsequent lines will contain employee details; one employee per line. In the following example, the header line is in bold text.

```
PayrollID,Title,TFN,Surname,GivenNames,SecondName,  
Address,Suburb,Postcode,State,Country,Gender,DateOfBirth,  
NormalWage,AustralianResident,TaxFreeThreshold,  
IsLeaveLoading,MedicareLevy,MedicareFullExemption,  
Comments,Payer,TerminationType,PaymentDate,WorkPeriodStartDate,  
WorkPeriodEndDate,WorkType,HourlyPayRate,HoursPerDay,  
HoursPerWeek,PayFrequency
```

```
123,Mr,123123123,Smith,John,Michael,34 Bright St,Durry,3124,VIC  
,Australia,m,1/2/03,100.34,true,false,false,false,false,It had to be  
done,Employer Ltd,1,1/11/2009,5/4/2006,1/11/2009,1,14.50,7.6,38,1
```

### Backup database before importing

Backup your *Termination Payout Calculator* database before importing termination records.

- If you are running *Termination Payout Calculator* then exit same.
- Using Windows Browser, navigate to the named **C:\Program Files\CPD\TermCalc\TermCalc.mdb**. If you have installed *Termination Payout Calculator* in a directory other than C:\Program Files\CPD\, then look in that directory for TermCalc.mdb.
- Right-click your mouse on this file, and select **Copy**.
- Navigate to a safe backup directory.
- Right-click your mouse and select **Paste**.

### Import file rules

The file must adhere to the following rules before *Termination Payout Calculator* will import the records:

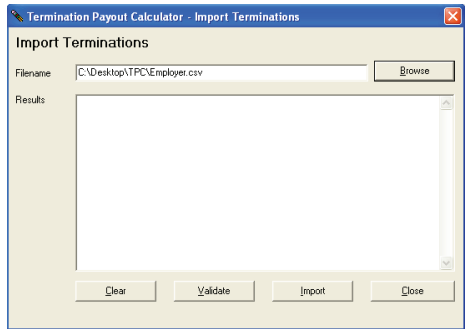
- Commas (,) and apostrophes (') must not be used as data.
- Text fields may optionally be quoted; e.g. "It had to be done". The import will ignore the quotes.

- TFN must be 9 digits; e.g. 956123654.
- State must be one of: ACT; NSW; QLD; NT; SA; TAS; WA; VIC; or OTH.
- Postcode must be no more than 4 digits; e.g. 5436.
- AustralianResident, TaxFreeThreshold, IsLeaveLoading, MedicareLevy, MedicareFullExemption must be either **true** or **false**.
- Termination Type must be a number representing the type of termination. The choices are:
  - 1 = resignation;
  - 2 = retirement;
  - 3 = dismissal;
  - 4 = redundancy;
  - 5 = approved early retirement;
  - 6 = invalidity;
  - 7 = death.
- The name of the Payer must be identical to the name of a payer already entered into *Termination Payout Calculator*.
- *Termination Payout Calculator* will not import the details of an employee with the same surname, given names and address of an existing employee. It considers this to be a potential duplicate.
- Comments is the only optional field; it can be left empty. You must provide a value for all other fields.
- Exactly one work period may be imported.
- WorkPeriodStartDate must be a date before WorkPeriodEndDate.
- WorkType must be a number representing the type of termination. The choices are:
  - 1 = full-time;
  - 2 = part-time;
  - 3 = casual.
- HourlyPayRate must be a number between 0.01 and 100000.00.
- HoursPerDay must be a number between 1.00 and 24.00.

- HoursPerWeek must be a number between 1.00 and 168.00.
- PayFrequency must be a number representing the type of termination. The choices are:
  - 1 = weekly;
  - 2 = fortnightly;
  - 3 = monthly;
  - 4 = 4-weekly.

### Validate file

- Click the **Import Terminations** button on the main menu.
- Browse and select your CSV import file.
- Click the **Validate** button.
- Review the messages in the Results box and make any corrections.



Always validate your CSV import file *before* attempting to import records.

### Import file

- Browse and select your CSV import file.
- Click the **Import** button.
- Review the messages in the Results box to ensure the import was successful.

If there are any errors detected during an import, **no records will be imported**.

### After the import

After the file has been successfully imported, you can edit the termination record and provide the remaining termination details.

## Exporting (CSV or for the Tax Office)

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### CSV exporting

To export data to a .csv file which can then be manipulated in Microsoft® Excel and imported into your main payroll system: from the **Existing Termination** screen, locate the record or records you wish to export using the search tools and using the checkboxes, tag them.

When you have tagged your list of records you wish to export, click the **CSV Export** button at the bottom of the Search screen.

You will be prompted for a filename and the location you wish to save the .csv file to. Navigate to that location and click **Open**.

This .csv file can be opened in Microsoft® Excel and the data can be manipulated as you wish.

### Exporting for the Tax Office

For detailed information about **Exporting for the Tax Office**, open the **Help** function from the main menu of *Termination Payout Calculator* and go to **Exporting Data from TPC** or for a worked example, open the **Examples** from the main menu and go to the **Exporting Records** example.

TPC includes an export function which allows you to send ETP Payment Summary and PAYG Payment Summary data electronically to the Tax Office. You can lodge these reports as required via the Internet or on to magnetic media (e.g. disk, CD, etc.) for lodgment.

### Where do I start?

Before using the export feature there are a few things you must do.

- Make sure you have updated any Payer details so that all information fields have been completed. If any of the Payer fields are left blank some reports may not function properly.
- Consider what you already lodge electronically (if anything) and how and what you report manually.

- Work out what features you want to use from *Termination Payout Calculator*. Will it be just the ETP Payment Summaries or everything? **Caution:** Make sure you don't also report the same data from your payroll system to the Tax Office.
- Determine whether you will lodge on magnetic media, for example, disk/CD or via the Internet. This may depend on what you already do with your main payroll reporting.
- Run through the **Examples** in *Termination Payout Calculator* to see how it all works.

Then from the **Existing Termination** screen, locate the record or records you wish to export using the search tools and using the checkboxes, tag them.

When you have tagged your list of records you wish to export, click the **ATO Export** button at the bottom of the **Search** screen. Follow the prompts, choose the option/s you are lodging (ETP Payment Summaries and/or PAYG Payment Summaries) and then click **Export** and your data will be exported to a file which can then be lodged with the Tax Office.

Don't forget to complete the **Magnetic Media Information** form (see below for more information).

### How are they lodged?

*Termination Payout Calculator* provides for two options, either:

- download and send the data in on disk or other magnetic media (e.g. CD, DVD, etc.); or
- transfer directly to the Tax Office via the Internet if you are set up for ECI.

### What can I lodge electronically with the Tax Office?

The latest version of *Termination Payout Calculator* allows you the option of electronically lodging:

- ETP Payment Summaries; and/or
- PAYG Payment Summaries.

You can lodge all of these or just the types that suit your transactions.

## How do I check the data is okay?

If you use ECI, there is a send/check function in ECI which makes sure the report meets the Tax Office specifications. For those lodging on disk, *Termination Payout Calculator* has been tested to meet the Tax Office requirements.

## Will the Tax Office accept the files?

Yes, providing you have followed the instructions, the data has been compiled into the required Tax Office formats and has been extensively tested. If you have any problems call us on **1300 304 195**.

Check the following before exporting to make sure everything will work:

- The date of termination must be on or prior to the date the reports are generated.
- Only records for one employer should be exported to each file.
- If you select to export ETP Payment Summaries for one or a group of records, at least one of those records must have an ETP Payment Summary due.

## Are there any forms I need to lodge with disks or Internet reporting?

For ETP Payment Summaries and/or PAYG Payment Summary reports being sent on magnetic media (e.g. disk) you must complete a Magnetic Media Information form (NAT 8106) with each magnetic media you send in.

A copy of this form is available by selecting the Forms button on *Termination Payout Calculator's* main menu screen and selecting Magnetic Media Information Payment Summary Annual Reports. This can be completed on screen then printed out.

Alternatively you can download copies from the Tax Office website at: [www.ato.gov.au/content/downloads/MAGMEDIAINFOPay.pdf](http://www.ato.gov.au/content/downloads/MAGMEDIAINFOPay.pdf).

For those lodging ETP Payment Summaries and/or PAYG Payment Summaries on disk or other magnetic media, the file and covering sheet must then be sent to:

Magnetic Information Processing Services  
Australian Taxation Office  
PO Box 923  
Albury NSW 2640

No special form is required if using the ECI via the Internet for any reports.

## What about directed termination payment forms?

These are not sent to the Tax Office but are given to the rollover fund nominated, with a cheque for the rollover amount. A copy must also be given to the employee.

## What if I get stuck?

If you have any issues with *Termination Payout Calculator*, please call us on **1300 304 195**.

If you have a query with the Tax Office on lodgment of these reports you can call the Magnetic Media Information area on **1800 642 933**.

For assistance with the Electronic Commerce Interface, call the Tax Office on **1300 139 373**.

For technical PAYG issues call the Tax Office Withholding Electronic Reporting Team on **1800 632 274**.

The following information may be useful for those who want to report electronically:

- how to submit your PAYG Withholding Report electronically  
<[www.ato.gov.au/content/downloads/N3367.pdf](http://www.ato.gov.au/content/downloads/N3367.pdf)>

## Forms & Reports — printing, saving & emailing

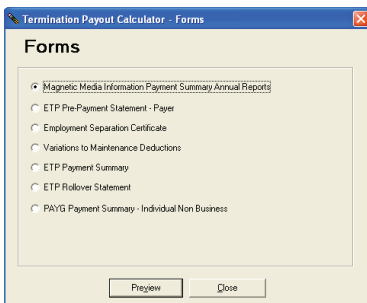
### Forms

Forms can be accessed in two ways:

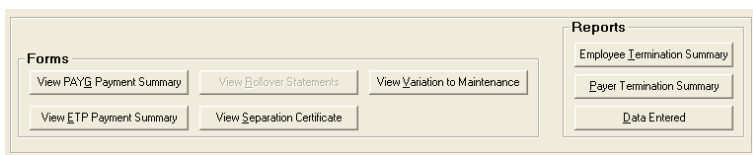
- 1 From the **Forms** button on the main menu

Here you will find a list of available forms for viewing.

These forms are pdf documents which require **Adobe Reader** to view. **Adobe Reader** is supplied as part of the installation if required. These are blank forms.



- 2 From the **Final Summary** tab in your termination calculation under the **Forms** section.



The screenshot shows a software interface with two main sections: 'Forms' and 'Reports'. The 'Forms' section contains five buttons: 'View PAYG Payment Summary', 'View Rollover Statements', 'View Variation to Maintenance', 'View ETP Payment Summary', and 'View Separation Certificate'. The 'Reports' section contains three buttons: 'Employee Termination Summary', 'Payer Termination Summary', and 'Data Entered'. The buttons are arranged in a grid-like fashion within their respective sections.

The specific forms required for your termination will be highlighted on the **Final Summary** tab of *Termination Payout Calculator*. If a form is not required for that particular termination, it will be greyed out.

## Printing

To print all highlighted forms, click on the relevant button and the filled in form will be displayed in your pdf viewer (in most cases, Adobe Reader). If you don't have Adobe Reader or Adobe Acrobat, it is essential that this program be loaded during the installation routine.

You should then print the form using the Adobe Reader menu system (**File | Print, Ctrl + P** or the **print icon** on the menu bar).

## Saving

If you have Adobe Acrobat, at this point you may wish to save a copy of the form onto your PC or network to enable emailing of the completed form. To save, use the Adobe Acrobat save as function: **File | Save as ...** or **Ctrl + Shift + S** and save the completed form into your filing system.

The save function is **not** available in Adobe Reader.

## Emailing

The saved completed form can then be inserted into an email message using your email software and sent to the relevant person.



## Reports

We have included 3 reports in the report section.

**Employee Termination Summary** — for the employee's records

**Payer Termination Summary** — for the payer's records

**Data Entered** — for audit puposes, a printout of all the data entered as part of the termination processing.

## Printing

To print a report, click on the relevant button and the filled in report will be displayed in your pdf viewer (in most cases, Adobe Reader).

If you don't have Adobe Reader or Adobe Acrobat, it is essential that this program be loaded during the installation routine.

You should then print the report using the Adobe Reader menu system (**File | Print, Ctrl + P** or the **print icon** on the menu bar).

## Saving

If you have Adobe Acrobat, at this point you may wish to save a copy of the report onto your PC or network to enable emailing of the completed report.

To save, use the Adobe Acrobat save as function: **File | Save as ...** or **Ctrl + Shift + S** and save the completed report into your filing system.

The save function is not available in Adobe Reader.

## Emailing

The saved completed report can then be inserted into an email message using your email software and sent to the relevant person.

## Printing screens

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Each data entry screen can be printed by clicking the **Print** button located in the bottom left corner of each screen. If data has been entered, the printout will include that data.

## Saving a termination

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To save a completed or partially completed termination, click the **Save** or **Update** button at the bottom of the termination screens.

You can retrieve this record using the **Search** function through **Existing Termination**.

## Locking a termination

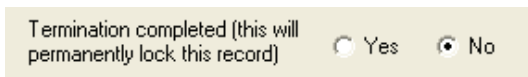
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When a termination has been completed and paid out, we advise you to lock your record. When you lock a termination, the information is preserved and **cannot** be altered. Terminations are locked when you follow the procedure below and click **Close**. Data can be changed until that point.

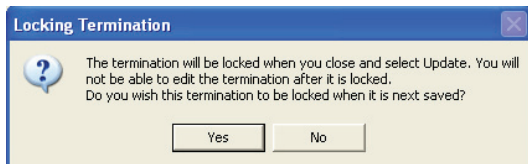
### To lock the termination record:

Ensure your termination is complete — **you cannot unlock a record**. Go to the **Final Summary** tab of your termination.

Above the **Reports** section you will see the following information:



Using your mouse, click **Yes**. The following warning message will appear:



To **temporarily** lock the record, click **Yes**.

If, at this stage, you don't wish to lock the record, change your choice at the **Termination completed** to **No** and select **Update**. Data can be changed so please be careful.

**To confirm the termination lock immediately**, click **Update**. This will lock the termination permanently. You can then click **Close** to exit the termination record.

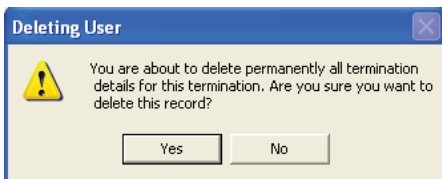
## Deleting a termination

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If you wish to delete a termination, open the relevant termination record and navigate to the **Final Summary** tab of the termination.

Click on the **Delete Termination** button at the bottom of your screen.

The following message will appear:



Click **Yes** to delete.

The termination record will be permanently deleted.

## Frequently asked questions

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**Q. While trying to edit or add new data to *Termination Payout Calculator*, an error message saying 'An error occurred in the operation performed' appears.**

If this occurs when clicking next or moving from the ETP tab to the next or any other tab where dates are required, this may be connected to your regional settings for Date.

*Termination Payout Calculator* requires that **Australian date** settings are used (as opposed to US date settings).

In many Microsoft operating systems you can find the regional settings in **Start | Settings | Control Panel**.

Open the **Regional Settings** options and click on the **Date** tab.

Ensure the **short date** and **long date** options begin with **DD** (rather than MM) and then click **OK**.

**Q. I am missing the buttons at the bottom of the screen (to save or update).**

*Termination Payout Calculator* is designed to run on a minimum screen resolution of **800x600**. To change your screen resolution, in many Microsoft operating systems you can find the regional settings in **Start | Settings | Control Panel**. Open the **Display** option and click on the **Settings** tab.

Change the desktop area to 800x600 or higher and then click **OK**.

**Q. When clicking on any of the Reports on the Final Summary tab, I get the following error message: The value entered does not match the format of the field [ currdate ]**

*Termination Payout Calculator* requires that **Australian date** settings are used (as opposed to US date settings).

In many Microsoft operating systems you can find the regional settings in **Start | Settings | Control Panel**.

Open the **Regional Settings** options and click on the **Date** tab.

Ensure the **short date** and **long date** options begin with **DD** (rather than MM) and then click **OK**.

If you have any problems with these instructions or have another problem, please don't hesitate to contact Thomson Reuters on **1300 304 195**.

For more Frequently Asked Questions on *Termination Payout Calculator* or other Thomson Reuters electronic products, please visit our website at [www.thomsonreuters.com.au](http://www.thomsonreuters.com.au) and select Support/Digital Support, then FAQs.

## Customer support

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### Thomson Reuters Helpline

Thomson Reuters Customer Service Team will be pleased to assist you with any questions about installing or using this product. Phone **1300 304 195** Monday to Friday between 8.45 am and 5.30 pm Eastern Standard Time.