

**PAY2K Release Notes – Build 274**  
**20 June 2001**

Module	Area	Details
<p style="text-align: center;"><b>End Period</b></p>	<p><b>Group Certificates Plain Paper</b></p>	<p>Although Pay2K still refers to group certificates the Australian Taxation Office now refers to a group certificate as 'PAYG Payment Summary - Individual Non Business'. The format required for printing on plain paper has changed. A single A4 sheet is required for;</p> <ul style="list-style-type: none"> <li>• The employees tax return copy</li> <li>• The employees personal records copy</li> <li>• The notice to payee sheet that explains the payment summary.</li> </ul> <p>Pay2K gives you the option to print all of these at once (3 pages per employee), or you can selectively choose which sheets you want to print. (ie: you may wish to photo copy the notice to payee sheet instead of printing them through the laser printer, or you may need to reprint an employee's tax return copy only).</p> <p>The employer copy (not required by the ATO but provided for your own records) is also in the new format and takes a single A4 sheet per employee.</p>
	<p><b>Group Certificates Magnetic Media</b></p>	<p>The magnetic media specifications have been updated to the latest ATO requirement (ATO version 7.3). Important to note that the Employer Group number is no longer used in the file or the printing of the Group Certificates. The ATO require you to provide your ABN. Be sure to fill this in through system parameters under the maintenance menu prior to producing Group Certificates (use the field headed ACN/ARBN, this field will be renamed ABN in a future release of Pay2K).</p>
<p><b><u>Authorisation</u></b></p> <p>At present the Tax Office has not authorised the layout of the Payment Summary or the magnetic media transfer file. We will notify you when this occurs. Although we don't envisage any problems with the layout, we recommend that you don't issue the payment summaries, or send the disk to the ATO until this is finalised.</p>		
<p>You may do test run's in the interim to verify that the figures are correct. We recommend you check the payment summary figures against the Group Certificate report and the Employee History Summary Report (run for the full financial year). Cross check your tax paid against the tax totals of these reports.</p>		