# sage MicrOpay

# **Release Notes**

# Sage MicrOpay Version 8.0.323 SP3/ Sage MicrOpay ESP Version 8.0.323 SP3

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## Introduction

### Sage MicrOpay

Once again, the primary focus of this release is STP Reporting. A number of changes and fixes have been added in this release, including several to address issues that caused Pay Events and/or Update Events to error, fail validation or be rejected, either at the Sage STP Gateway or by the ATO.

STP-related enhancements include:

- A new STP Adjustment, which enables amendment of previously reported, year-to-date employee values.
- New functionality that allows a Deduction Before Tax to be set up as an employer contribution for employees on total remuneration, which enables correct reporting of contribution values as Super in STP Reporting.
- Intermediary STP reporting to allow an intermediary, such as a parent company reporting for a subsidiary or tax agent reporting for a customer, to complete STP Reporting on an employer's behalf.
- Ability to exclude specific employees from STP Reporting.
- Full-file replacement functionality, to enable a user to replace a pay event previously reported to the ATO.

Amongst the other enhancements included in this release, the most notable one is Pegg. Pegg is our brand new online assistant that you can query directly from Sage MicrOpay.

For more information about these and other changes as well as fixes, refer to *What's in this Sage MicrOpay release?* (see page 3) for more information.

### Sage MicrOpay ESP

There are no Sage MicrOpay ESP-specific changes in this release, however if you use Sage MicrOpay ESP you must still install the Sage MicrOpay ESP upgrade file.



#### For our Payroll Online customers

Please note that installation and upgrade of Sage MicrOpay and Sage MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.



Before updating your Sage MicrOpay software, both the **Payroll** and the **Common** database **must** be backed up. For more details, please see e-Knowledge answers **62** and **391**.

# What's in this Sage MicrOpay release?



### **Introducing Pegg**

• In this release, we would like to introduce you to Pegg.

#### What is Pegg?

Pegg is our brand new smart assistant and can answer a wide range of Sage MicrOpay and payroll-related questions for you, instantly.



#### How does Pegg work?

Pegg is a chatbot. When you select **Chat with Pegg** from the Sage MicrOpay tool bar, a chat window opens in a browser.

M S	iage Mio	rOpay												
<u>F</u> ile	<u>V</u> iew	<u>U</u> tilities	<u>A</u> dministration	<u>M</u> aintenance	<u>R</u> eports	ĮQ	<u>T</u> ransactions	<u>E</u> nquiries	<u>H</u> uman Resources	<u>C</u> harts	<u>H</u> elp	憗 C	hat with	Pegg

Type your question into the chat window and Pegg will respond.



Depending on the type of question you ask, Pegg may have a direct answer for you, or may point you towards other resources, such as eKnowledge, where your answer can be found.



Pegg will 'learn' based on the questions you ask and the feedback you provide, so the more questions Pegg gets, the better the experience will become.

#### How to get the most out of Pegg?

This is the first version of Pegg and we encourage you to try it out. Pegg may not always be able to answer your questions immediately, but will 'learn' over time.

There are a few guidelines for getting the most from Pegg:

- You will get a more focused response if you frame your query as a full question, instead of single words or incomplete phrases. For example, 'What is the latest version of Sage MicrOpay?' instead of 'version', or 'How do I submit an STP Pay Event?' instead of 'STP'.
- If Pegg can't provide a direct answer for you, sometimes re-framing the question in a different way can help.
- Feedback is important to helping Pegg improve. After each interaction, Pegg will ask you to provide feedback by selecting Thumbs Up, if you got what you were looking for, or Thumbs Down if you didn't.



Your response is logged and used to help us to plug the gaps in Pegg's knowledge.

Please note, that to accommodate Pegg in the menu bar, we have moved the **Utilities** menu option. It now sits between the **View** and **Administration** options.



### **STP Adjustment**

 The new STP Adjustment allows you to adjust employee values previously reported. What can be adjusted for an employee depends on whether you are changing current or previous financial year values. To process an STP Adjustment, go to *Payroll > Transactions > Import and Export > STP Adjustment*. Company totals cannot be adjusted via STP Adjustment.



Like STP Update, you are prompted to apply filters when the STP Adjustment window is opened, and your choices determine the records that are loaded into the grid. The available filters are **Payroll Company**, **Location**, **Employee** and **Financial Year**. You can change the filter selections by clicking the **Filters** button. Adjusted values are reported to the ATO by selecting the **Update ATO** button. Then the process is the same as reporting a Pay Event or Update Event, i.e. complete the STP Declaration and report the changes to the ATO.

Please note that to report an employee's adjusted values to the ATO, you must select them in the grid by ticking the Selection checkbox for their record, before clicking **Update ATO**.

Reported Adjustments can be viewed under *Reported Pay Events* in the STP Reporting grid and will have **Event Type** of *Adjustment*.

#### Changing current financial year values

The only available option for current financial year values is to zero them out, by selecting the **Zero YTD Values** button. This zeros out all previously reported, YTD values for the employee for the current year.

Please note that once employee YTD values are zeroed out for the current financial year, they must continue to be reported with zero values for the rest of the year. For this reason, zeroing an employee's YTD values also marks them to be excluded from STP Reporting, by setting their **Payment Summary Print** (and **Payment Summary ETP)** status to *Suppress*. Values can only be zeroed out for employees whose **Payment Summary Print** status is not already **Suppress**.

Submitting an STP Adjustment also reports the employees final event indicator for the year.

#### Changing values for a previous year

Selecting a previous Financial Year allows you to edit specific employee values reported for that year. Double click on an employee in the grid to open the *STP Adjustment - Edit Employee* window. Edit Employee displays values reported for the employee in the specified financial year and is divided into the following sections:

- Year to Date Values, i.e. salary/wage and withholding values such as INB Gross and Tax, RESC, Reportable Fringe Benefit amounts
- Allowances, i.e. reportable Allowances such as Car, Laundry, Other
- Deductions, i.e. Union Fee and/or Workplace Giving amounts
- Terminations, i.e. ETP values and codes, Termination Date and Lump Sum amounts.

Existing values can be edited and/or new values entered. All values are manually calculated and directly keyed into the appropriate fields, there is no facility for system-calculated values within STP Adjustment. You can only enter or edit values applicable to the employee, e.g. INB Gross and INB Tax amounts cannot be entered for a person with a Basis of Payment that is Business/Personal Services.

Submitting an STP Adjustment for a previous year will also reset the date of the employee's final event indicator for the selected year to 30 June.

The Zero YTD Values option is not available for previous financial years.

Please also refer to the Known Issues section of these notes for details of known issues related to STP Adjustment.



For further details on using STP Adjustment, refer to e-Knowledge **Answer Number 898**.



### Intermediary reporting

- We've added new functionality that enables intermediaries to carry out STP Reporting on an employer's (entity's) behalf. This includes:
  - changing the layout of Company Details maintenance and adding new fields for setting up intermediary reporting.
  - adding a new STP Declaration that is displayed when an intermediary, who is also a registered Tax Agent, is reporting STP Pay Events or Update Events. Refer to the separate item on changes to the STP Declaration.
  - updating the Pay Event and Update Event file layouts to include intermediary contact information.
  - populating the Intermediary fields in the STP Pay Event and Update Event reports.

#### **Changes to Company Details**

The Company Details maintenance window is now divided into two tabs, *Company Details* and *Single Touch Payroll*. The Sage STP Gateway fields, i.e. **Client ID**, **Password** and **Test Connection**, and **BMS ID** have been moved to the *Single Touch Payroll* tab.

Several new fields have also been added to the *Single Touch Payroll* tab. These fields are applicable when STP Reporting is carried out by an intermediary.

impany Details	×
ompany Details Sing	gle Touch Payroll
-Sage STP Gateway	
Client ID	1482.j#1
Password	Show
	Test Connection
Intermediary Details	
Reporting as Inte	ermediary
ABN	24915423307
Tax Agent Number	25122447
Contact Name	Gemma Warden
Email	gem.warden@micropay.com
Telephone	02 9884 4000
BMS ID	75FEFDD3-4E0D-425D-88AE-5D0D80583AB1
Field	Description
eporting a itermedia	as Tick this checkbox if you are completing STP Reporting as an intermediary. Ticking the checkbox activates the remaining field

Enter the **ABN** of the intermediary, i.e. if you are reporting on behalf of an employer, enter your ABN not that of the employer.

ABN

Field	Description
Tax Agent Number	If you are a registered tax or BAS agent, enter your Agent number in this field. Please note that if a <b>Tax Agent Number</b> is recorded when Pay Events and Update Events are reported, the STP Declaration contains slightly different wording that is specific to registered agents.
Contact Name	Enter the name of the authorised contact for the intermediary. This name is used as the default name of the authorised person completing the STP Reporting Declaration before data is sent to the ATO.
Email	Enter a contact <b>Email</b> address for the intermediary, in a valid format, e.g. mail@company.com.au
Telephone	Enter a contact <b>Telephone</b> number for the intermediary.

ABN, Contact Name, Email and Telephone are all mandatory fields when Reporting as Intermediary is ticked.

### stp Full File Replacement

Full File Replacement (FFR) is a new feature that allows you to replace a Pay Event that has already been reported to the ATO to be replaced.

#### When should it be used?

Please note that FFR is only intended for use in exceptional circumstances, such as disaster recovery scenarios that result in the payroll database being restored and potential mismatch of reported data between Sage MicrOpay and the ATO. Run-of-themill corrections to reported data should be made through regular STP Reporting processes, i.e. either through an Update Event or in the next Pay Event to be reported.

There are specific criteria to be met before FFR can be initiated:

- The reported Pay Event must have been successfully reported the ATO, e.g. replacements for reported Pay Events that are pending or failed will be rejected by the ATO.
- You must be able to supply the Submission ID of the reported Pay Event.
- The reported Pay Event (Submission ID) must no longer exist in Sage MicrOpay, e.g. because the payroll database has been restored to a point before the Pay Event was created.
- The replacement Pay Event is like-for-like, i.e. it relates to the same Payroll Company, Pay Frequency and Pay Period.

Please note that the Submission ID is available from the Pay Event report for the reported Pay Event. If you did not produce the Pay Event report and do not have a record of the Submission ID, you may need to contact the ATO.

Additionally, ATO guidance on FFR is that it may only be used to replace the latest reported Pay Event and should not occur if any employee information reported in the original Pay Event has been changed by a subsequent Pay or Update Event. For example, you have reported Pay Events for pay periods with Period End dates of 06/09/2018 and 13/09/2018, respectively. You should not submit a replacement for the 06/09/2018 Pay Event because the employee values would have been updated when the 13/09/2018 Pay Event was reported. If you have haven't submitted any subsequent Pay Events, or Update Events that amend the previously reported data, you could replace the 13/09/2018 Pay Event.

#### How does it work?

FFR is initiated from the STP Reporting window. We've added a new button, that looks like a down arrow, next to **Report to ATO**.

In the STP Reporting grid, select an unreported Pay Event to use as the replacement, then click the down arrow button and select **Full File Replacement**.

M STP Reporting	
STP Reporting	
View Details Report to ATO	
Re Full File Replacement	
Pay Event Created D Payment Date	EFT

The next window prompts you for the Submission ID of the reported Pay Event.



If the Submission ID exists in Sage MicrOpay, you will not be able to proceed.

After you enter the Submission ID and click **OK**, the rest of the process is the same as regular Pay Event reporting. The STP Declaration is displayed, complete the Declaration to submit the replacement Pay Event. The replacement Pay Event is displayed under Reported Pay Events in the grid, with *Full File Replacement* shown under Event Type.



For further details on using Full File Replacement, refer to e-Knowledge **Answer Number 897**.



### Other STP enhancements and changes

#### Maintenance and set up

• It's now possible to exclude an employee from STP Pay Event and Update Event reporting, similar to suppressing an employee's Payment Summary Print status to exclude them from the EMPDUPE file and payment summary production.

To exclude an employee from STP Reporting, go to their **Termination Details** and change the **Payment Summary Print** status to *Suppress*.

Employees who are excluded from STP Reporting are not shown in the STP Reporting grid. They will still appear in the STP Update and STP Adjustment grids, however there is an option to customise both grids to add a column, **Excluded from STP Reporting**. The column shows a tick for each employee who has been excluded from STP Reporting. Reporting.

Please note that processing an STP Adjustment for the current financial year will automatically set an employee's **Payment Summary Print** (and **Payment Summary ETP**) status to Suppress. Refer to the separate item on STP Adjustment for more information.

- We have fixed an issue that prevented new Sage MicrOpay customers from completing the STP Setup wizard. When **Finish** was selected to finalise setup, the error *Invalid Parameters* was displayed.
- In Company Details maintenance, **Country** is now a mandatory field in both physical and postal Address fields.
- We have added new functionality to allow correct STP reporting of superannuation values for employees on salary packages based on total remuneration, e.g. base salary plus SG. You can now set up a Deduction Before Tax that can be flagged as an employer superannuation contribution for STP. A new checkbox, Employer Contribution (STP) has been added to the Addition/Deduction maintenance window and can be selected for Deductions Before Tax with a Type of Amount or Percent.

	IIIS RDO & ATO Reporting				
Code	010	ĸ	She	rtout Key 010	
Description	DBT Employer Super Contrib	ution Pack	aging		
Parametera					
Category	Deduction Before Tax	~	<u>T</u> ype	Amount	
Amount		=			
Hours Type	(None)	~	<u>O</u> vertime Type	Actual	· · ·
Other Leave Reason	< All >	~	Specify Hours in '	Transaction	
User <u>D</u> efined Leave	< All >	~			
<u>R</u> ate Type	Normal (Normal)	~			
Deduction Options		Loa	iding		
Include in Deduction (	Calculation	Inc	ude in Loading		
Process Deduction Ca	alculation	Pro	ocess Loading		
Super Contributions					
Employee Contribution					
Employer Contribution	(STP) 🗹				
Other					
Reducing <u>B</u> alance					
Apply Costing Split					
Alternate Addition/Der	duction Salact an Add	tions & Dev	ductions	$\sim$	

Employer contribution amounts processed in this way are reported under *Super* in the Pay Event, in both current period Company totals and employee YTD Totals.

Please note that this method, using the Deduction Before Tax to calculate the employer contribution, is intended for employees on total remuneration packages only. For most other employees, the appropriate method will be to use an Employer Contribution.



For further details on setting up a Deduction Before Tax as an employer contribution, refer to e-Knowledge **Answer Number 896**.

### **STP Reporting**

#### New STP Audit IQ available

- A new IQ report, *IQB-STP STP Audit Report*, has been added to the list of standard IQs available in Sage MicrOpay. This IQ identifies:
  - employee details which are invalid and could result in a Partial Success when the Pay Event/Update Event is reported i.e. the event is accepted by the ATO but contains records for individual employees that cannot be processed
  - Payroll Company address details which could result in a Pay Event/Update Event failing validation.

The best time to run the IQ is prior to processing transactions. This ensures that you can make required changes as part of regular payroll maintenance, and correct potential issues before Pay Events/Update Events are created.

The IQ identifies the following Payroll Company and employee field values/scenarios:

#### Payroll Company

 Apostrophes and brackets used in the first line of the Postal Address (Address 1) and Telephone.

#### Employee Details

- Street in employee physical address is too long, i.e. contains more than 38 characters.
- Postal addresses that are empty except for Postal Country and Postal Suburb.
- Employee's Date of Birth and Date Hired are the same.
- TFN Declaration details: no **Country** entered in TFN Declaration address; a future date is entered in **Date Declaration Signed.**

The IQ also identifies employees whose TFN code is *000000000*, which is a valid value for STP Reporting and will not prevent an employee's information from being accepted by the ATO.

#### Changes in the STP Reporting

- To select a single Pay Event to be reported, the Selection checkbox for the Pay Event row must now be ticked. Previously, clicking anywhere in the row to highlight it was sufficient to select it.
- When a single Pay Event is selected using the Selection checkbox, the STP Declaration form will now display the Contact Person from the applicable Payroll Company as the default declarer, instead of the Contact Person recorded in *Maintenance > Company Details*.

- **Payroll Company Code**, **Payroll Company Name** and **Payroll Company ABN** are now available in the list of columns that can be added to customise the STP Reporting grid.
- A new message is displayed when **Report to ATO** is clicked but no Pay Events are selected.



• A new button is displayed next to the **Report to ATO** button. This button looks like a down arrow and is used to access the Full File Replacement option. Refer to the separate item on Full File Replacement.



#### Pay Event and Update Event reporting

 When an ETP is reported in a Pay Event, the ETP Payment Date will now reflect the Payment Date from the Pay Event. For payments made via EFT, this will generally be the **Date to be Processed by Bank** from the EFT Export. For non-EFT payments, the Payment Date is manually entered before the Pay Event can be reported.

Please note that the ETP Payment Date is not visible in the Pay Event Details grid, but can be viewed in the Pay Event Report.

- We've made the following improvements to the STP Event report, i.e. the report generated when you click **Print Report** in the STP Reporting or STP Update grids.
  - The report can now be produced for reported Pay Events as well as unreported ones. This corrects a known issue reported in Sage MicrOpay 8.0.207 SP2
  - When you click **Print Report** in the STP Reporting grid, a message now asks you to confirm that you want to produce the report for the Pay Event that is currently highlighted.

Please note that the report will only be produced for the Pay Event that is highlighted in the grid, i.e. you've clicked on the row in the grid. Ticking the Selection checkbox for one or more Pay Events does not select them for the report.

• To make the confirmation message that is displayed when reporting multiple Pay Events for different Payroll Companies an altogether more pleasant visual experience, it's changed from this:



#### To this:

Confirm			
Are you sure you want to rep	ort the following Pay Ever	nts?	
Payroll Company	Payroll Company ABN	Pay Frequency	Period End Dat 🗠
MPAYPL - MicrOpay Pty Ltd	24915423307	1W01 - Weekly	30/08/2018
MPAYRCT - MicrOpay Recr	24915423307	1W01 - Weekly	30/08/2018
MPAYHLD - MicrOpay Hol	24915423307	1W01 - Weekly	30/08/2018

• We've made some changes to the STP Declaration form, including changes to content and layout to make it clearer and new versions of the form for multiple pay event reporting and intermediary reporting:

#### Content and layout changes:

The Declaration statement starting 'I declare the information transmitted in this payroll report....' was next to the Declaration checkbox but is now a paragraph on its own.

The sentence '*Tick this box to sign the declaration...*' has been moved next to the Declaration checkbox.

The **Full Name** field has been moved to the bottom of the Declaration form, below the Declaration checkbox.

#### When multiple pay events are being reported at one time by an employer or by an intermediary who is not a registered tax agent:

The Declaration for multiple Pay Event reporting is basically the same, but we have made some minor changes to the wording. It now reads '...for the purposes of transactions...send (and receive) those transactions...' instead of '...for the purposes of its transactions...sends (and receives)...'

#### When pay events are being reported by an intermediary who is registered Tax Agent:

When a registered Tax Agent is carrying out STP Reporting on behalf of a client, a new STP Declaration is displayed, which reflects ATO requirements.

Please note that for the correct STP Declaration to be displayed, the intermediary must be configured as a registered Tax Agent in Sage MicrOpay Company Details. Refer to the separate item on intermediary reporting for STP.

The example below is the STP Declaration displayed for Tax Agents reporting a single Pay Event or Update Event. When multiple Pay Events/Update Events are reported, the wording changes to '*my clients*' or '*each client*' instead of '*my client*'.

M Report to ATO	×
Declaration	
I am notifying the ATO that:	
<ul> <li>SuperChoice provides my client with lodgement transaction services; and</li> </ul>	
<ul> <li>my client (the entity), for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via SuperChoice.</li> </ul>	
<ul> <li>I have prepared this payroll report in accordance with the information supplied by the entity.</li> </ul>	
<ul> <li>I have received a declaration from the entity stating that the information provided to me is true and correct.</li> </ul>	
<ul> <li>I am authorised by the entity to give this document to the Commissioner.</li> </ul>	
Tick this box to sign the declaration with your full name and to authorise lodgement with SuperChoice's AUSkey.	
Full Name	
Gemma Warden	
Report	

• We have corrected an issue that caused the following error when a Pay Event or Update Event was reported.

Sage MicrOpay	×
Unable to retrieve Pay Event data. Reported error: An error occurred whilst generating ATO Report Data.	
Reported error: Subquery returned more than 1 value. This is permitted when the subquery follows =, $!=$ , <, <=, >, >= or when the subquery is used as an expression	not
ОК	

The issue occurred when an employee had a transaction processed, with a Gross amount under the tax-free threshold, and also had a tax value added under a Tax Adjustment code.

This item corrects a known issue that was reported in Sage MicrOpay 8.0.210 SP2 B1.

- The following items are related to correct reporting of OTE values.
  - When an employee has more than one Employer Contribution, their OTE values will now only include the primary Employer Contribution.
  - After a Manual Calc (Subtract) that reduces or reverses Employer Contribution values is processed, the employee's OTE values will now also reflect the reduced contribution amount in the next Pay Event/Update Event that is reported.

- Reported Pay Events with a Partial Success status will no longer prevent End of Pay from being run. A Partial Success occurs when a reported Pay Event is received and accepted by the ATO, but individual records are rejected, e.g. because an employee has an invalid TFN or similar.
- On the subject of TFNs, we have corrected an issue that caused employees who have the *TFN not supplied* code (00000000) to be rejected by the Sage STP Gateway. The leading zero of the TFN code was being dropped from the employee details in the Pay Event, which caused the rejection.



### **Employee Maintenance**

• In employee Tax Details, the **Fringe Benefit Amount** and **Exempt Fringe Benefit** fields have been renamed **RFB Taxable** and **RFB Exempt**. This is to make the naming of these fields more in-line with corresponding fields in the STP Update and STP Adjustment grids (RFB Taxable and RFB Exempt) and column headings in the Reconciliation report (RFB and Exempt RFB).



### Implement HR Changes (Implement eHR)

 When BSB codes are imported via Implement eHR, Sage MicrOpay will now validate the format and also check if a BSB code already exists containing the same sequence of digits, before saving the new code. Previously, it was possible to implement a BSB code that did not conform to Sage MicrOpay's rules for BSB format, e.g. an Australian BSB code that had a dash in the wrong place.



### New Employee wizard

 For new employees added via the New Employee Wizard, changing their Basis of Employment from Labour Hire to Employee will also change their Basis of Payment from Labour Hire to Full-time by default. This applies if the change is made while completing the New Employee wizard, i.e. before you save and exit the wizard, or when selecting an in-progress employee from the New Employees grid. A different Basis of Payment, e.g. Part-time or Casual, can be selected if applicable.



### Superannuation File Layout

• A new field, **Middle Name**, is available to be added to all Superannuation file layouts in Sage MicrOpay. After upgrade, the field is shown in *Source List* of fields and can be added to the *Destination List*. The field reports the value from the **Middle Name** field in employee Personal Details.

Please note that when a **Middle Name** is present in an employee record, and the superannuation file layout includes both **Middle Name** and **Given Name - Second** fields, both fields will report the employee's Middle Name.



### **Database and system**

- The length of the Gender field in the staged employee table (\_*iptblStagedEmployee*) is increased from 6 to 20 characters. This addresses an issue where New Starters created in Sage ESS failed validation on import, because the value for Gender was too long.
- We've changed system behaviour to permit one active session of Sage MicrOpay only, i.e. if you have signed into Sage MicrOpay already on your PC, you will not be able to launch a second session. This is to prevent multiple instances of the same process being initiated concurrently in different sessions, which could result in unexpected or inconsistent processing results.
- The way that the software version is displayed is simplified in this release. Previously the version number displayed on the sign in screen and at the top of the *Help > About* page included the software build number, e.g. Version 8.0.207 SP2. The build number will now be omitted, e.g. Version 8.0 SP2. The build number is still available in *Help > About* under the *Registration Information*.

# What's in this Sage MicrOpay ESP release?

There are no Sage MicrOpay ESP-specific enhancements or fixes in this release, however if you upgrade Sage MicrOpay to version 8.0.323, you must also download and install the corresponding Sage MicrOpay ESP upgrade.



For further details about options for downloading and installing this upgrade, refer to e-Knowledge **Answer Number 511** or perform a keyword search using the keyword(s) **upgrade, install, ESP**.

# After you upgrade

#### For our Payroll Online customers

Please note that installation and upgrade of Sage MicrOpay and Sage MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

After the upgrade is installed, you should check that the correct software and database versions are displayed. If the latest version numbers are not displayed, Sage MicrOpay may not have been successfully upgraded.

#### To check the version of Sage MicrOpay

After the upgrade is installed the version number displayed should be 8.0 SP3.

From this release, the Sage MicrOpay software version will no longer include the software build number, on the sign in screen and at the top of the Help > About page. You will still be able to locate the build number by going to Help > About then scrolling through the Registration Information.

The version number is displayed on the Sage MicrOpay login window.

M Sign in to Sage MicrOpay	– 🗆 X
Sage Mic	rOpay
Admin *****	~ 
Database: SMP_PAYR	OLL ^
<pre>4 (local) SMP_PAYROLL</pre>	Edit     Remove
	¥
Save Password	
	Sign in



After you have logged in you can check the version number by going to Help > About.

#### To check the Sage MicrOpay database version

Your new database version number after the upgrade should be 5170.

The first time you log in to Sage MicrOpay after installing the upgrade, the payroll and common databases will be updated. You can check the new database version from the Confirm Database Details window.



Ensure you click **Finish** to proceed with the database update.

#### To check the Sage MicrOpay ESP version

After upgrade, the software version should be **8.0.323 SP3** and the database version should be **5170.** 

Employee Services Portal	Thursday, 13 Sep 2018
Welcome to Sage M	licrOpay ESP online employee self-services!
LOGIN	
Please log in to access you	ur information:
Username:	
Password:	et Password
	Log In
ESP8.0.323 SP3	3 (SW5170 DB5170)
	<u>↑</u>
ESP8.0.323 S	SP3 (SW5170 DB5170) Powered by Sage Software Australia Pty Ltd. © All rights reserved. Sage

## Known Issues reported in this release

The following new, known issue is reported for Sage MicrOpay in this release. There are no new, known issues reported for Sage MicrOpay ESP in this release.

# Cannot print Pay Event report before reporting STP Adjustment that is zeroing YTD values for current financial year

*Known Issue:* When **Zero YTD Values** is clicked in the STP Adjustment grid, to zero out values for the current financial year, the STP Declaration is immediately displayed so there is no opportunity to produce the Pay Event report before the adjustment is reported.

**Workaround:** Report the STP Adjustment, then produce the report for the reported Adjustment by going to *Payroll > Transactions > Import and Export > STP Reporting* and locating the Adjustment under the list of reported events.

When viewing reported STP Adjustment (previous year) in STP Reporting grid, original values are displayed

**Known Issue:** When viewing a reported STP Adjustment, which adjusted previous year values, in the STP Reporting grid, Sage MicrOpay displays the original values in the Summary grid and Pay Event Details grid instead of the adjusted ones. Please note that this issue only affects the way that the values are displayed in the STP Reporting grid, it does not impact the correct reporting of the adjusted values to the ATO.

*Workaround:* Go to *Payroll > Transactions > Import and Export > STP Reporting*, locate the reported STP Adjustment and click **Print Report** to generate the Pay Event report. The report shows the correct, adjusted values as reported to the ATO.

Final Event checkbox ticked by default for employees loaded into STP Adjustment grid



stp

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*Known Issue:* The Final Event checkbox should only be ticked for employees whose final event indicator has already been reported for the selected year, however currently it is ticked by default for all employees loaded into the STP Adjustment grid.

Please note that this is a display issue only. By processing a current-year STP Adjustment to zero an employee's YTD values you are also marking them as final for STP Reporting for the year and the Final Event status will apply as soon as the STP Adjustment is reported. For previous years, in most cases, the final event indicator will already have been reported so the Final Event status in STP Adjustment is valid.



For a list of current known issues, go to eKnowledge answer 575.