

Payroll Checklist

This document covers areas in Automation that need to be filled out with the correct information for Payroll STP and Super to work correctly.

Site Settings – Details:

Settings

Site details Database settings Accounts Local settings Online settings

Organisation Site ID

Trading name

Site contact

ABN Branch

Phone Fax

Email

Website

License

Address

Suburb

State Postcode

Special Messages:

Invoices Statements Sign-off Receipts Loan cars

Thank You For The Business

Cancel OK

No Commas Allowed

Payroll Checklist

Site Settings - Accounts

Settings

Site details Database settings **Accounts** Local settings Online settings

Default parts and services accounts

Parts - Income: Parts
Parts - COGS: Cost Of Goods Sold
Services - Income: Labour

Default payment accounts

Accounts Payable Accounts Receivable

Media Type	Account
Cash	Cash On Hand
Cheque	Undeposited Funds
Credit Card	Credit Card - Visa Card
Direct	AA Automotives Trading Account
EFT	AA Automotives Trading Account
Online	AA Automotives Trading Account

Inventory accounts

Gain: Inventory Adjustments Gain
Loss: Inventory Adjustments Loss

Banking details

Account name: AA Automotives
Bank: National
BSB number: 182512
Account number: 30025127
Bank UID: Bank code: Link to account: AA Automotives Trading Account

Tax

Default tax code: GST
PAYG installment percent: 8.00 %
PAYG installment amount: \$2,580.00
☒ Tax included by default

Default payroll payment

Media: Online Account: AA Automotives Trading Account

PAYG gross inclusions

Pay type	Included
Tool allowance	☒
Other payment	☒
Zone allowance	☒
Other allowance	☒
Vehicle allowance	☒

Default payroll frequency

Frequency: Weekly

STP

☒ STP enabled
SSID: Manage...

Credit card surcharges

Manage...

Entitlement calculation

365 days

PAYG payment summaries

☒ Show employer super contribution
☒ Show employee super contribution

OZEDI Superstream

☒ OZEDI enabled Settings...

Cancel OK

All Banking Details Except Bank UID And Code To be Filled Out.

Accounts Payable, Media Direct, To Be Assigned To The Business Trading Account.

Default Payroll Account, Media Set To Online, Account Set To Business Trading Account.

Default Payroll Frequency Can Be Set To Either:

Weekly
Fortnightly
Monthly
Quarterly

Based On The Business Pay Frequency.

Payroll Checklist

Site Settings – Accounts – OZEDI Superstream – Settings:

The screenshot shows the 'Ozedi settings' dialog box. It contains four input fields: 'Login (email)' with the value 'peter@microbase.com.au', 'Password' with masked characters '*****', 'Account number' with the value '358387486816084', and 'Client ID' with the value '5968897582'. Below these fields are four buttons: 'Cancel' (red X icon), 'Help' (blue question mark icon), 'Check' (blue circular arrows icon), and 'OK' (green checkmark icon). The 'Check' button is highlighted with a red box and a red arrow pointing to it from the text 'Enter All Information, Click Check To Validate.' in the annotation box. The 'OK' button is also highlighted with a red box. A red box on the right contains four lines of text, each with a red arrow pointing to a specific field: 'Second Email Address During Account Creation.' points to the 'Login (email)' field, 'Password After Reset.' points to the 'Password' field, 'OZEDI Account Number (Member).' points to the 'Account number' field, and 'Client Identifier.' points to the 'Client ID' field. Below the dialog box, there is a label 'OZEDI Superstream' and a checked checkbox 'OZEDI enabled'. To the right of the checkbox is a 'Settings...' button with a gear icon.

Second Email Address During Account Creation.

Password After Reset.

OZEDI Account Number (Member).

Client Identifier.

Enter All Information, Click Check To Validate.

Continue To Complete Employees Information:

Payroll Checklist

Lists – Employees: Edit An Employee - Details.

Employee

Last name: Harris First name: Fred Middle initial: Inactive

Details Payroll Banking & Super Comments

Emp. No. 7 TFN 99 999 984 226
Joined 09/10/25 Left
☐ Service advisor Reason
Type Full-time Class Technician
D.O.B. 09/10/20 Gender Male
☒ Technician Daily hours 8 ☒ Custom colour
Phone Mobile 0455 787 391
Email fredharris@gmail.com
Drivers license Expiry
Alternate contacts ...

Address
22 Smith Street
Suburb Perth
State WA
Postcode 6000

Licenses

License name	License#	Valid from	Valid to
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Add Edit Delete

Available
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday
☐ Sunday

Unavailable
From
To

Cancel OK

Enter Minimum Employee Details As Per Image.

No Comma's Allowed

Payroll Checklist

Lists – Employees: Edit An Employee – Banking & Super.

Employee

Last name: Harris First name: Fred Middle initial: ☐ Inactive

Details Payroll **Banking & Super** Comments

Banking

Account name: Fred Harris
Bank: Macquarie
BSB number: 182512
Account number: 1234567

Super funds

Fund	Member No.	Joined D...	ABN
Ozedi Super 1	655474	09/10/25	76005890853

Add Edit Remove

Employer super

Fund: Ozedi Super 1
Account: Employer Super Contribution ...

Employee super

Fund: Ozedi Super 1
☒ Salary sacrifice

Cancel OK

Enter All Employees Bank Details.

Highlight The Super Fund And Click Edit, Fill All Required Details As Per Next Image.

Enter The Employees Super Fund In Both Employer & Employee Fund Fields.

Payroll Checklist

Lists – Employees: Edit An Employee – Banking & Super - **Unique Superannuation Identifier (USI)** Fund.

Fund

Super fund: Ozedi Super 1

Member No.: 655474

Date joined: 09/10/25

USI: 76005890853001

ABN: 76005890853

BPAY biller code:

Payment method: DirectCredit

ESA:

Account name: OZEDI Super 1

BSB number: 689114

Account number: 35785410

Buttons: Cancel, OK

Standard Super Fund

Enter All Details Of The Employees Super Fund.

Enter Member Number.

Date Joined Is Not Compulsory.

Enter Super Funds USI Number.

Enter Super Funds ABN Number

BPAY Biller Code To Remain Empty.

Payment Method = DirectCredit.

At This Point Click On The Button With Blue Arrows At The End Of The USI Number To Validate And Import The BSB & Account Details.

Click OK To Save.

Payroll Checklist

Lists – Employees: Edit An Employee – Banking & Super - **Electronic Service Address (ESA)** Fund.

Fund

Super fund: Ozedi Super 2

Member No.: 01

Date joined: 09/10/25

USI: [Empty field]

ABN: 76005890853

BPAY biller code: [Empty field]

Payment method: DirectCredit

ESA: smsfdataflow

Account name: OZEDI Super 2

BSB number: 222587

Account number: 69851142

Buttons: Cancel, OK

Self-Managed Super Fund

Enter All Details Of The Employees Super Fund.

Enter 01 or 02 In Member Number.

Date Joined Is Not Compulsory.

USI Number To Remain Empty.

Enter Super Funds ABN Number

BPAY Biller Code To Remain Empty.

Payment Method = DirectCredit

At This Point You Will Be Required To Enter The Account Name, BSB Number & Account Number Manually, You Are Responsible to get The **Correct** details.

Click OK To Save