

astutepayroll

Estimated Profit Report Guide

On-boarding

Timesheets

Pay Interpretation

Supplier Management

Payroll

Invoicing

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Guide Overview

This guide details the Astute Payroll (AP) Estimated Profit Report. It covers the configuration of Reporting Oncosts (ROC), explains the data used in the report, and details the ways in which you can manipulate the report.

It should be referred to if you have questions about how to operate the Estimated Profit Report.

Estimated Profit Report

The Estimated Profit Report calculates the profit of your business based on all of your income minus all of your costs.

Your income includes all of your sales and any negative payments you make to contractors.

Your costs include all of your payments to your employees, the associated ROC, and any negative invoices (Credit Notes) that you send to your customers.

The report picks up all income and costs, including items that you have manually added to payroll or invoices.

The report picks up all Pay Items and all Charge Items, including:

- Items added manually in payroll or invoicing; and
- Items that don't have an associated employee / job.

If an item does not have an Employee or a Job it will be included in the report with a “-”.

This means that no matter how you summarise the report it will always show the same figures.

Report Data Settings

You can set when you want to recognise your income and costs.

Item	Option	Action	Date Used	Default
Income	1	When the Invoice has been Sent	Invoice Transaction Date	✓
	2	When the Invoice has been Paid	Date of the payment that makes the outstanding balance of the invoice \$0.00	
Payments	1	When the Pay Run is Paid	Pay Date Transaction Date	✓
Leave	1	When the Liability is Accrued	Pay Date Transaction Date	✓
	2	When the Leave is Paid	Pay Date Transaction Date	

Notes:

- if you want leave to be considered when it is accrued then the Leave Item needs to be set to be “Liability”.
- If you need to change a Default setting, please contact support@astutepayroll.com

Transaction Dates

The Transaction Date is the reporting date that has been set for each Action. For most portals, this will be the Pay Date or Invoice Date, but if you are using the Reporting Period Management function you are able to set a specific Transaction Date when you take the Action.

Availability of Data

The data for the report is recorded (cached) on a nightly basis. This means that any changes you make “today” will not be available in the report until “tomorrow”.

It also means that any edits you make to data that has already been recorded will not be captured. For example, if your data was cached when the “invoice is sent”, and you were to edit a sent invoice – this change will not be added to the report.

If you have configured your portal incorrectly, in particular for the Reporting Oncosts, the cache can be rebuilt. This will delete all existing data in the cache and rebuild it from scratch.

Please note: if the corrections you need to make are minor, we highly recommend managing these changes outside of the system to ensure you maintain historic data in the portal.

If you need your cache rebuilt, please contact support@astutepayroll.com.

Reporting Oncosts

Reporting Oncosts are any additional costs that you wish to attribute to a particular Pay Rate for the purposes of reporting. If you use a particular Pay Rate in payroll, the ROC will be used to calculate the additional cost for that Rate for reporting purposes.

ROC are set as a percentage on each Rate you create in the system. This allows you to have a different percentage for different jobs and also for different Rates.

The Estimated Profit Report does not use any other “Oncost” that is calculated in the system, such as superannuation. If you want to include super in your Oncosts for reporting you need to include it in the percentage you set for a Rate.

Using a set percentage means that the report is treating each dollar that you earn and pay in the same way.

Note: ROC are not applied to Expenses.

Calculating your ROC %

ROC percentages need to be calculated outside of the system and inputted when you create your Rates.

ROC % is commonly calculated based on the statutory costs that you incur for certain payroll expenses.

For example:

Oncost	Description	ROC %
Superannuation	If the Pay Item you are using has super payable then you should include the applicable Rate in your calculation of the ROC %. If a particular Rate is non-superable, then the a ROC % should exclude super	9.50%
Payroll Tax	If the Pay Item is liable for payroll tax then you should include this in your calculation of the ROC %. If you want to have a different Rate for different States then you will need to create different Rate Cards with the applicable Rate.	4.85%
Workplace Insurance	If the Pay Item is liable for Workplace Insurance then you should include the applicable Rate in your calculation of the Oncost %. If you want to have a different Rate for different jobs then you will need to create different Rate Cards with the applicable Rate.	1.00%
Public Liability Insurance	If you want to assign a ROC for PL Insurance then you should include the applicable Rate in your calculation of the Oncost %.	1.00%
Admin Fee	If you want to assign a ROC for an Admin Fee then you should include the applicable Rate in your calculation of the Oncost %.	2.00%
Total ROC	Summing up all of the individual Oncost % will provide you with your Total ROC. This is the % that you should enter into the applicable Rate.	18.35%

Configuring Reporting Oncosts

Reporting Oncosts form part of the Rates that you set up in the system.

You will need to configure each Rate that you wish to assign a ROC % to.

Rates are found in two places on the system.

Base Rate: Are set directly on each Job.

Rate Cards: Are created in Config > Payroll > Rate Cards. You can create multiple Rate Cards and there can be multiple Rates within each Rate Card.

Rate	Pay Rate	Oncosts	Charge Rate	Start Date	Finish Date
Some Rate	55.0000	10.0000 %	60.0000	20.1.2016	
Some Other Rate	1.0000	1000.0000 %	2.0000	1.1.1970	

Report Filters and Columns

Standard Profit Columns

The following columns will always be presented - these are the standard profit columns.

- Incoming - all income relating to the item.
Income includes Charges to a Customer and negative amounts paid to an employee.
- Outgoing - sum of all costs all Oncosts relating to the margin
Costs include all payments and Oncosts to an employee and all Credit to a Customer
- Profit - \$ profit for the line (Incoming minus Outgoing)
- Profit % - % profit for the line (Profit as a %)

Summarise By

The report provides you with a range of ways to summarise the data. This allows you to build the report into the format that you require.

There are a number of "Key Summarisation Options" and "Standard Summarisation Options":

1. Key Summarisation Options don't appear any differently in the list of summarise options, but when selected they add extra columns to the report.
2. Standard Summarisation Options will only add a column for that item.

Report Summarisation Details

Report Settings ^

<p>Saved Settings</p> <p>Select one ▾</p> <p>Subtotal By</p> <p>None ▾</p> <p>Summarise By</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employee <input type="checkbox"/> Job <input type="checkbox"/> Workplace <input type="checkbox"/> Customer <input type="checkbox"/> Recruiter <input type="checkbox"/> Billing Group <input type="checkbox"/> Source Type <input type="checkbox"/> Source <input type="checkbox"/> Pay/Charge Item <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Transaction Entities <input type="checkbox"/> Pay Entity <input type="checkbox"/> Bill Entity <input type="checkbox"/> Branch <input type="checkbox"/> Division 	<p>Payroll Entity</p> <p>Any ▾</p> <p>Billing Entity</p> <p>Astute Payroll Melbourne ▾ +</p> <p>Transaction Date</p> <p>From: 1.2.2016 To: 10.3.2016</p> <p>Customer search</p> <p>keyword</p> <p>Employee Search</p> <p>keyword</p> <p>Recruiter Search</p> <p>keyword</p> <p>Permission Group</p> <p>-- All Permission Groups -- ▾</p>
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Save As Save Delete Go

No Summary Options selected

- If there is no Summarisation option selected you will see a single line for each pay and charge item
- If there is a Pay Item with an associated charge item they will be on a single line – and both items should be listed in the Pay / Charge Item column
- If there is a Pay Item without a Charge Item then it would have a single row

Columns presented:

Employee [link] | Job [link] | Customer [link] | Pay / Charge Items | Source [description] | Units Paid | Units Charged | Invoiced | Costs | Profit | Profit %

Subtotal Options

Subtotal Options	What is this?
Transaction Entities	See details in the Summarise Options table below
Pay Entity	
Bill Entity	
Sub Entity 1 Region	
Sub Entity 1	
Sub Entity 2	
Customer	
Recruiter	
Source Type	

Key Summarisation Options

1: Summarise by Employee

Columns: Employee [link] | Customers [count] | Jobs [count] | Invoiced | Costs | Profit | Profit %

2: Summarise by Customer

Columns: Customer [Link] | Employees [count] | Jobs [count] | Invoiced | Costs | Profit | Profit %

3: Summarise by Job

Columns: Employee [Link] | Job [link] | Customers [link] | | Invoiced | Costs | Profit | Profit %

4: Summarise by Recruiter

Columns: Recruiter [Link] | Margin Split| Employees [count] | Jobs [count] |Customers [count] | Charges | Costs | Profit | Profit %

5: Summarise by Source

Columns: Source [link] | Units Paid | Units Charged | Invoiced | Costs | Profit | Profit %

6: Summarise by Pay / Charge Item

Columns: Pay / Charge Item | Units Paid | Units Charged | Invoiced | Costs | Profit | Profit %

Standard Summarisation Options

When a Standard Summarisation option is selected it will present only that option and the Standard Margin Columns. Standard Summarise by Options are detailed below.

Summarisation Options

Summarise Options	Key or Standard	What is this?
Employee	Key	The employee being paid or whose work is being invoiced
Job	Key	The employee's Job.
Recruiter	Key	The Recruiter on the Job
Customer	Key	The Customer that was invoiced.
Billing Group	Standard	The Billing Group that the invoice was sent to
Workplace	Standard	<p>A Workplace is a location that belongs to a Customer. It is configured in the Customer record and then set on the Job.</p> <p>Note: if you have used Free Text Workplaces then these will all show as separate workplaces even if the name is the same. If you want to be able to roll this data up you need to use a Workplace that was set on the Customer.</p>
Source Type	Standard	<p>This is the type of object that created the transaction record. Options are: 'Timesheet / Expense / Leave Accrual / Manual'.</p> <p>Manual means that the item was manually added to payroll or to an invoice.</p>
Source	Standard	<p>This is the actual object that created the pay / charge item - for example "a timesheet for the week of 7 March 2016".</p> <p>If the Source was a Timesheet or an Expense it will provide a link to the object.</p> <p>If the Source was Manual or Leave Accrual then there will not be a link.</p>
Pay / Charge Item	Standard	This is the Pay Item or Charge Item used.
Month	Standard	This will include all transactions that occurred within the month. A month is defined as a calendar month - ie '1st to 31 st January'.
Week	Standard	This will include all transactions that occurred within the week. A week is defined as a Mon – Sun and displays based on the portal 'week beginning / week ending setting'.
Transaction Entities	Standard	This option will show a line for each unique combination of Pay Through and Bill Through Entities.
Pay Entity	Standard	This option will assign ALL charges to the Pay Through Entity (ignores the Bill Through Entity)
Bill Entity	Standard	This option needs to assign ALL costs to the Bill Through Entity (ignores the Pay Through Entity).
Sub Entity 1 Region	Standard	This is the Region set on the Sub Entity Level 1 associated with the Pay / Charge Item.
Sub Entity 1	Standard	This is the Sub Entity Level 1 associated with the Pay / Charge Item.
Sub Entity 2	Standard	This is the Sub Entity Level 2 associated with the Pay / Charge Item.

Examples of filters and results

The following screenshots illustrate the data set, and sub-total and summarisation options

Report Settings

Saved Settings: Select one

Subtotal By: None

Summarise By:

- Employee
- Job
- Workplace
- Customer
- Recruiter
- Billing Group
- Source Type
- Source
- Pay/Charge Item
- Month
- Week
- Transaction Entities
- Pay Entity
- Bill Entity
- Branch
- Division

Payroll Entity: Any

Billing Entity: Astute Payroll Melbourne

Transaction Date: From 1.3.2016 To 13.4.2016

Customer search: keyword

Employee Search: keyword

Recruiter Search: keyword

Permission Group: -- All Permission Groups --

Buttons: Save As, Save, Delete, Go

Summary		Total Amounts			
Period	1 Mar to 13 Apr 2016	Total Incoming	\$3,065.00	Profit	\$1,725.00
Data Created	13.4.2016 9:00am	Total Outgoing	\$1,340.00	Profit %	56.28%

Employee	Job	Customer	Pay/Charge Item	Source Type	Units Paid	Units Invoiced	Incoming	Outgoing	Profit	Profit %
-	-	City Council1	100xCharge	Manual	0.0000	-1.0000	\$0.00	\$950.00	-\$950.00	—
-	-	City Council1	Base Hourly	Manual	0.0000	1.0000	\$0.00	\$350.00	-\$350.00	—
EMPLOYEE, 2ndDraft	-	xxxAutotesters CBDxxx	Autotest Corp	Base Hourly	Timesheet	40.0000	0.0000	\$40.00	-\$40.00	—
EMPLOYEE, Amy	-	xxxCouncil Administration Departmentbox	City Council1	100xCharge	Manual	0.0000	1.0000	\$1,500.00	\$0.00	\$1,500.00 100.00%
EMPLOYEE, Amy	-	xxxCouncil Administration Departmentbox	City Council1	Base Hourly	Manual	0.0000	2.0000	\$480.00	\$0.00	\$480.00 100.00%
EMPLOYEE, Amy	-	xxxCouncil Administration Departmentbox	City Council1	Expense Reimbursement	Manual	0.0000	1.0000	\$450.00	\$0.00	\$450.00 100.00%
EMPLOYEE, AP4283	-	xxxCouncil Administration Departmentbox	City Council1	100xCharge	Manual	0.0000	1.0000	\$550.00	\$0.00	\$550.00 100.00%
EMPLOYEE, Amy	-	xxxDailyJobxxx	City Council1	Base Hourly	Timesheet	0.0000	1.0000	\$85.00	\$0.00	\$85.00 100.00%

Report Settings

Saved Settings: Select one

Subtotal By: None

Summarise By:

- Employee
- Job
- Workplace
- Customer
- Recruiter
- Billing Group
- Source Type
- Source
- Pay/Charge Item
- Month
- Week
- Transaction Entities
- Pay Entity
- Bill Entity
- Branch
- Division

Payroll Entity: Any

Billing Entity: Astute Payroll Melbourne

Transaction Date: From 1.3.2016 To 13.4.2016

Customer search: keyword

Employee Search: keyword

Recruiter Search: keyword

Permission Group: -- All Permission Groups --

Buttons: Save As, Save, Delete, Go

Summary		Total Amounts			
Period	1 Mar to 13 Apr 2016	Total Incoming	\$3,065.00	Profit	\$1,725.00
Data Created	13.4.2016 9:00am	Total Outgoing	\$1,340.00	Profit %	56.28%

Employee	Job	Customer	Recruiter	Margin Split	Incoming	Outgoing	Profit	Profit %
-	-	City Council1	-	100.00%	\$0.00	\$1,300.00	-\$1,300.00	—
EMPLOYEE, 2ndDraft	-	xxxAutotesters CBDxxx	Autotest Corp	-	100.00%	\$0.00	\$40.00	-\$40.00
EMPLOYEE, Amy	-	xxxCouncil Administration Departmentbox	City Council1	-	100.00%	\$2,430.00	\$0.00	\$2,430.00 100.00%
EMPLOYEE, AP4283	-	xxxCouncil Administration Departmentbox	City Council1	-	100.00%	\$550.00	\$0.00	\$550.00 100.00%
EMPLOYEE, Amy	-	xxxDailyJobxxx	City Council1	RECRUITER, Robbie	100.00%	\$85.00	\$0.00	\$85.00 100.00%

Displaying 1-5 of 5 Records

Report Settings

Saved Settings: Select one

Subtotal By: None

Summarise By:

- Employee
- Transaction Entities
- Pay Entity
- Bill Entity
- Branch
- Division
- Customer
- Recruiter
- Source Type
- Source
- Pay/Charge Item
- Month
- Week
- Transaction Entities
- Pay Entity
- Bill Entity
- Branch
- Division

Payroll Entity: Any

Billing Entity: Astute Payroll Melbourne

Transaction Date: From 1.3.2016 To 13.4.2016

Customer search: keyword

Employee Search: keyword

Recruiter Search: keyword

Permission Group: -- All Permission Groups --

Buttons: Save As, Save, Delete, Go

Summary		Total Amounts			
Period	1 Mar to 13 Apr 2016	Total Incoming	\$3,065.00	Profit	\$1,725.00
Data Created	13.4.2016 9:00am	Total Outgoing	\$1,340.00	Profit %	56.28%

Employee	Job	Customer	Incoming	Outgoing	Profit	Profit %
-	-	City Council1	\$2,980.00	\$1,340.00	\$1,640.00	—
-	-	City Council1	\$0.00	\$1,300.00	-\$1,300.00	—
EMPLOYEE, 2ndDraft	-	xxxAutotesters CBDxxx	Autotest Corp	\$0.00	\$40.00	-\$40.00
EMPLOYEE, Amy	-	xxxCouncil Administration Departmentbox	City Council1	\$2,430.00	\$0.00	\$2,430.00 100.00%
EMPLOYEE, AP4283	-	xxxCouncil Administration Departmentbox	City Council1	\$550.00	\$0.00	\$550.00 100.00%
RECRUITER, Robbie	-	City Council1	\$85.00	\$0.00	\$85.00	100.00%
EMPLOYEE, Amy	-	xxxDailyJobxxx	City Council1	\$85.00	\$0.00	\$85.00 100.00%