

Sage WageEasy

CHANGE OF OWNERSHIP FULL PROCEDURE

Purpose: The purpose of this fact sheet is to outline the procedures you will need to go through in preparing your database for selling your company and transferring the ownership and database over to the new owner.

Original Owners

The first part of this document will talk about what the original owners have to do in preparing Sage WageEasy both for the new owners and for record keeping requirements for themselves.

Part 1. Finalising payroll of original company

The following instructions will depend on the arrangements made with the incoming owners.

- The first instructions will cover the case where the original owners are paying out all leave entitlements to employees prior to their starting again with the new owners.
- The second set of instructions will cover where the new owner has 'bought out' the leave entitlements from the original owner and so these are simply carried over to the new owner.

1.1 Leave paid out by original owner

1. In your original database, Select the last PPE date of process for the original owners.
2. Process each employee's timesheet in turn. There are a couple of alternatives in doing this and feel free to choose the one most appropriate to your situation.
 - If you are terminating your contract with the employees and they are re-signing with the new owners, For Full Time employees use the termination wizard to process the leave payments in order to tax the payments correctly. This will apply 32% tax to ADO, Sick and other leave payments paid out and treat these payments as ETP's, Tax on annual and long service leave will be applied according to tax office guidelines. For further confirmation, please consult the Tax office Guide for Unused leave payments on termination of Employment or your accountant.
 - If the employee is continuing employment and is being transferred across, you can also process these as normal leave payments paying out the full entitlement at the Leave screen. This will result in a higher tax calculation as it will tax the leave payment as though it is earned in the current pay period. Consult your accountant for advice in which method to choose.
 - For casual employees and/or those who have no leave entitlements to pay out and who are carrying on with the new owners, there is no need to process a termination payment.

If there are casual employees who are not transferring to the new owners you can either use the termination wizard or simply type a date in the termination field in the Employee file under Employment, Employment.

3. Send Sage WageEasy Payroll the completed "Change of ownership form" (below), which indicates that you have transferred legal ownership.
4. Print out Payment Summaries for all employees in the original database.

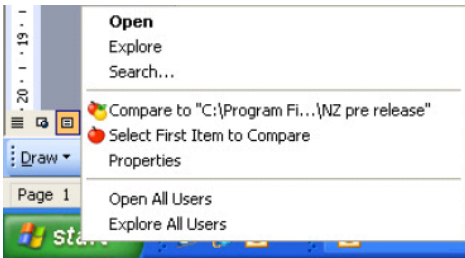
1.2 Leave entitlements transferred to the new owner

1. Select the last PPE date of process for the original owners.
2. Process each employee's timesheet in turn as per normal.
3. If the program has been included as part of sale of the property, please provide notification to Sage WageEasy (or complete our change of ownership form - below), which indicates that you have transferred legal ownership.
4. Print out Payment Summaries for all employees in the original database

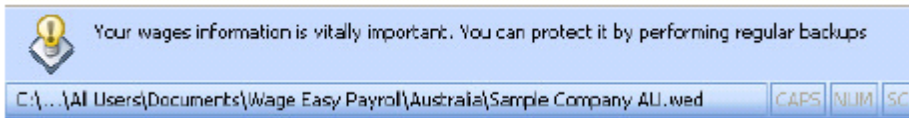
Part 2. Copy database and Change Company details and houseclean

1. Backup the database.
2. Copy the database

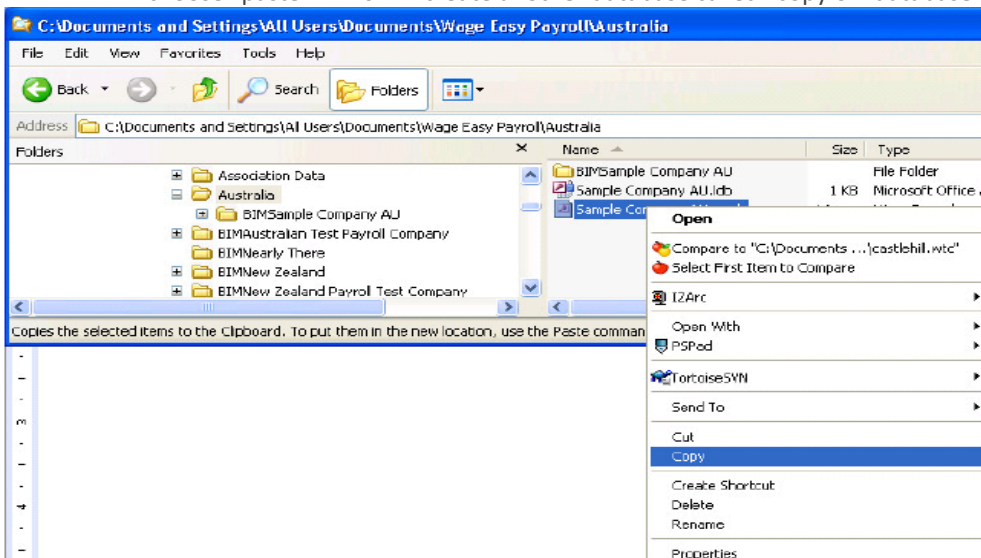
Making sure the database is closed, right click on the “Start” button on the bottom left hand side of your computer screen, then left click on “explore” to find the location of your current database.



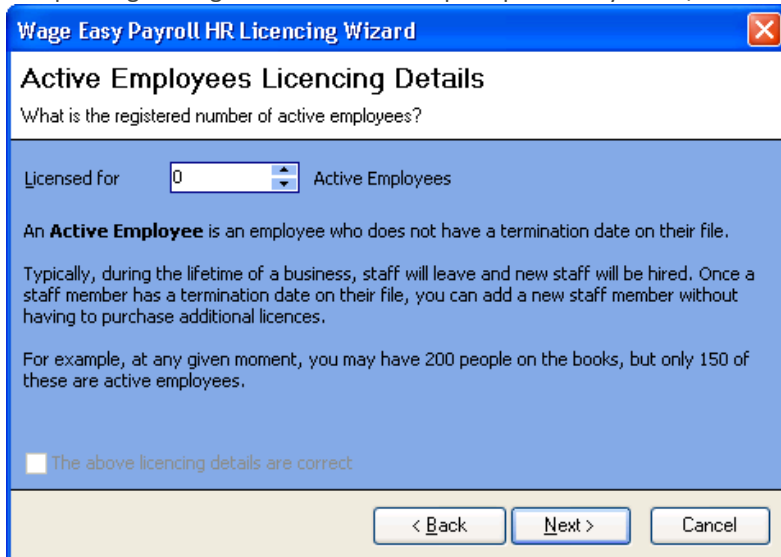
This file will have a platinum or grey cup icon on a piece of white paper and a file extension .wed. (This is often found at C:\Users\Public\Documents\Sage WageEasy Payroll or C:\Documents and Settings\All Users\Documents\Sage WageEasy Payroll). If you have problems locating it, open Sage WageEasy and you will see the file path where the database is located in the bottom left hand corner of the screen.



- Right mouse click on the database and go to “copy”, then right click again in a blank space on the screen and choose “paste”. This will create another database called “copy of” database name.



- Rename this file by right mouse clicking on the file and selecting Rename and type in the name of the new database. If you are not aware of the new company name, just rename the file NEW. You now have two databases clearly named as the original and the new company.
3. Open up Sage WageEasy again. In the original company database click on HELP | Show Licence, and select Next and then Change Licence Details. Click Next until the below screen appears. Take the number of employees down to zero or simply highlight the number in the box and type 0 – continue through the wizard printing the registration form when prompted ready to fax/email to Sage WageEasy.



You may also have other combinations of final payments required for employees. If you need assistance or further advice on how to process these, please contact us at 1300 924 332 or email support.wageeasy.au@sage.com

This part of the document will cover items required to be completed by the original owners prior to handing the database over to the new owners.

Part 3. Clearing the NEW database for use

1. Open up the new company database file. In here you will still have all the values from the original company: payslips, payrates, awards, personnel etc. which we will now clean off. If you copied your database prior to terminating the employees you can move to step 4. You should first place termination dates against those employees not continuing with the new owner.
2. If the employees were terminated with the original employer to pay out leave or other entitlements prior to copying the database you will need to remove the termination date. If they were terminated through inputting a date in the Employee file (casual employees at 2.1), you will be able to delete the termination date from the employee file as follows.
 - a) If the employee was terminated through Employee, Click on the “EMPLOYEE” icon on the menu bar and select an employee, then click on the “EMPLOYMENT” bar on the left hand side and then the blue dot beside “EMPLOYMENT” in that list on the left hand side.
 - b) Click in the “TERMINATED” field and press “DELETE”.
 - c) Do this for each continuing employee. Leave termination dates in the files of employees who are not continuing.
3. If they were terminated through the wages screen (the termination date will be greyed out, you will need to delete off the last payslip for each of these employees. If they were terminated in Wages, click on “FILE”, “MAINTENANCE”, and “DELETE PAYSIP”, selecting the employee and pay period of termination to delete this final payslip.
4. It is now time to House Clean the database in preparation for the new owners. Go to “FILE”, “MAINTENANCE” and choose “HOUSECLEAN”. This will clear out all payslips, leave records and ATO summaries for employees. Start with the oldest financial year first. When you get to the current financial year you will need to set your pay week ending date to the first pay week in the **NEXT** new financial year. Then, it is important to select to Delete ATO Payment Summary’s as part of the Housecleaning process in order to assure correct year to date values for continuing employees. NOTE: If your active

licence on the company file does not extend beyond June 30 you will need to send the database to the Sage WageEasy support team so that they can Houseclean the current Financial Year.

5. If you are handing over the leave entitlements with the database you will not need to make any changes in the database for these. If however, you paid out the leave entitlements you will need to start each employee with a 'clean slate'. To do this we will need to go to each employee in turn and add a new line with the takeover date. We will then need to delete out any lines below this line. An adjustment may be required to be entered to adjust the total entitlement back to 0. We would strongly suggest making a notation in the comments area as to what the adjustment related. This will be required in the Annual, Sick, long Service and any other leave types that were used by the original owners.
6. You may also like to remove details such as your banking, superannuation and taxation setups as well as any passwords prior to handing the database over to the new owners. Please also check any of the HR areas to remove items such as disciplinary actions and reviews.

New Owners

The following instructions apply in assisting the new owners in setting up their database ready for use

Part 4. Working With Your New Company Database

1. In the new database click on "FILE", and select "COMPANY DETAILS" then the button "CHANGE COMPANY DETAILS". This will open the Change Company Details Wizard. Click "NEXT"
 - o Enter the new company name, trading name, ACN and ABN and click "NEXT".
 - o If the number of employees has increased, select "YES" and increase the number of employees accordingly. (An increase in employee numbers will incur additional cost.) If the total number of employees has decreased, select "YES" but take the numbers down to the required number of employees. When you have made any necessary changes, click "NEXT", "FINISH" OK. Please print the registration form.
2. Go to "FILE", "COMPANY DETAILS" and ensure the details are accurate in "COMPANY", "BANKING" and in "TAXATION", "TAX CONFIGURATION". From "SETUP", also check that your "SUPERANNUATION FUNDS" have been updated for the new employee contact details and numbers.
3. Any passwords will also need to be changed to avoid any incorrect use of the new or original files.
4. You may like to check the items in "SETUP" and "AWARDS" files to ensure that your interpretation of your award is the same as the previous owners. As the new employer, you are responsible for the setup, so we do recommend that you take a few moments to check it through.

IMPORTANT REMINDER Printing out and faxing through Registration forms to Sage WageEasy

Please note you need to print out and send Registration Forms for both companies (the original one at zero and the new one as the number of licences you need) as well as the Change of Ownership form before you can be licensed for the new company.

Please consult our below checklist to ensure you have completed all the required steps in transferring your database from one owner to the next

If you have not sold Sage WageEasy as part of the business, please inform us by means of completing the Change of Ownership form indicating this. You can then use these licences at subsequent businesses in the future should you require after taking the database back to 0 as instructed in Part 2.

Checklist for Changing Ownership of Sage WageEasy

Purpose: This checklist list is designed as a Sanity check - to be of assistance to you after completion of Parts 1-4 of this Change of Ownership of Sage WageEasy Instructions.

Please place a tick in the box provided upon completion of Parts 1-4

Change of Ownership processes COMPLETED	Tick as completed ✓
<p><u>To Be Completed By Original Owners</u></p> <p>Part 1 - Finalising payroll of original company</p> <p>1.1 Pay out leave if required</p> <p>1.2 Process final payment for employees as per normal</p> <p>1.3 Place termination dates against files of employees who are not continuing over with new owners or process through termination wizard.</p>	
<p>Part 2 Copying original database</p> <p>2.1 Backup company database</p> <p>2.2 Copy original database & rename</p>	
<p>Part 3 Relicensing original database</p> <p>3.1 Original database taken down to 0 active employees using the Change licence details found at Help (next to PPE date) and registration form printed & faxed/emailed to Sage WageEasy</p>	
<p>Part 4 – Clearing the NEW database for use</p> <p>3.1-3.3 For those employees that are continuing remove termination dates if required. For employees that were terminated using the termination wizard (termination dates greyed out), delete last payslip.</p> <p>3.4 HOUSECLEANING completed</p>	
<p>3.5 Make leave adjustments and changes if required in employee files</p> <p>3.6 Remove original company details such as banking, superannuation, passwords & HR items</p>	

<p><u>To Be Completed By New Owners</u></p>	
<p>Part 4 – NEW Company Details</p> <p>4.1 Change Company details including company name and ABN & faxed through registration form to Sage WageEasy.</p> <p>4.3 Banking details, Tax Configuration and Superannuation Funds checked</p> <p>4.4 Set-up-Passwords - changed and added new users</p>	
<p>4.5 Set-up - Awards</p> <p>Check Award interpretation is same as previous owners – make adjustments where necessary</p>	
<p>IMPORTANT!!</p> <p>WE CANNOT REGISTER YOUR NEW COMPANY UNTIL WE RECEIVE CHANGE OF OWNERSHIP FORM (following), COMPLETED REGISTRATION FORM FOR ORIGINAL COMPANY AND REGISTRATION FORM FOR NEW COMPANY ALL FAXED TO SAGE WAGEEASY PAYROLL AT (03) 9947 9250</p> <p><i>To assist us in providing prompt receipt of permanent licence number please ensure these are faxed or emailed.</i></p>	

As you are now closing your Sage WageEasy company file for one of your businesses, we would like to ensure that all of our records are correct and up to date. We ask that you take a few moments to complete and return the following form to us via fax on (03) 9947 9250 or email licensing.wageeasy.au@sage.com along with your Sage WageEasy registration form reflecting the reduction in your Sage WageEasy active licences. This will help us to ensure that the ownership of Sage WageEasy Active Licences are registered to the correct party and invoiced accordingly going forward.

I, _____ of the closing business/entity _____ and customer number _____ hereby declare that _____ number of registered Sage WageEasy active employees **have / have not** (please cross out as appropriate) been included in the sale of the business.

The new business/entity _____ **will require/not require** invoicing for _____ active employees. Therefore please **reduce/do not reduce** my purchased active employee count by _____ number of active licences.

If Sage WageEasy has not been included as part of the sale and you wish to retain the capacity to use the active licences for other businesses under your ownership please indicate above "do not reduce" my purchased active employee count. Could you please also advise us the contact details of the new business owners so we may organise invoicing for the Sage WageEasy program and active employees should the business wish to use Sage WageEasy for payroll processing going forward. This will not be necessary should the new owners not wish to use Sage WageEasy as their payroll product going forward.

Closing Business Name*: _____ Customer Number: _____

Contact: _____ Phone: _____

ABN*: _____ ACN*: _____

**please ensure that the Company Name and ABN/ACN are correct as registered with the Australian Government (as per the ABR or ASIC website)*

The New Company Details

Business name*: _____ Contact: _____ Position\Title: _____

ABN*: _____ ACN*: _____

**please ensure that the Company Name and ABN/ACN are correct as registered with the Australian Government (as per the ABR or ASIC website)*

Address: _____ Postcode: _____

Telephone: _____ Facsimile: _____ E-mail: _____

Signed _____ Date _____

Please note: It is recommended Sage WageEasy be notified of all authorised user contacts under your Sage WageEasy customer account to enable them to receive assistance from our support team. Please send authorisation to support.wageeasy.au@sage.com along with Full name, Position, Phone and Email address.