

# **FRINGE BENEFITS TAX**

## **Quick Start Guide**

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**Version 3.0**

## **Introduction**

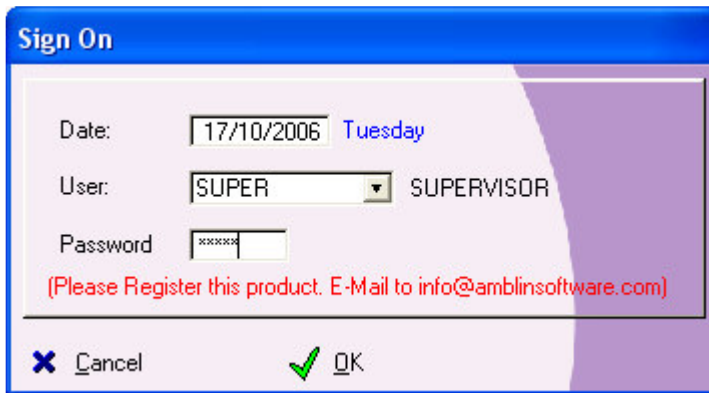
The Quick Start Guide is written for experienced Accountants or Sysadmins who want to get straight into the setup and calculation phase.

The following steps will be followed for a quick start:

1. Register the product
2. Delete Sample Data
3. Import Employee and Vehicle Data or enter it manually
4. Use the "Create MV Transactions" utility to create FBT Detail records automatically
5. Enter any exempt days
6. Create any other category transactions
7. Print the IR420

## 1.0 Login and Register the Product

The default User is "SUPER" and so is the password. <TAB> to the <OK> button. Once the product is registered the message below in red disappears and limitations are removed. You will have received the registration details from [info@amblinsoftware.com](mailto:info@amblinsoftware.com)



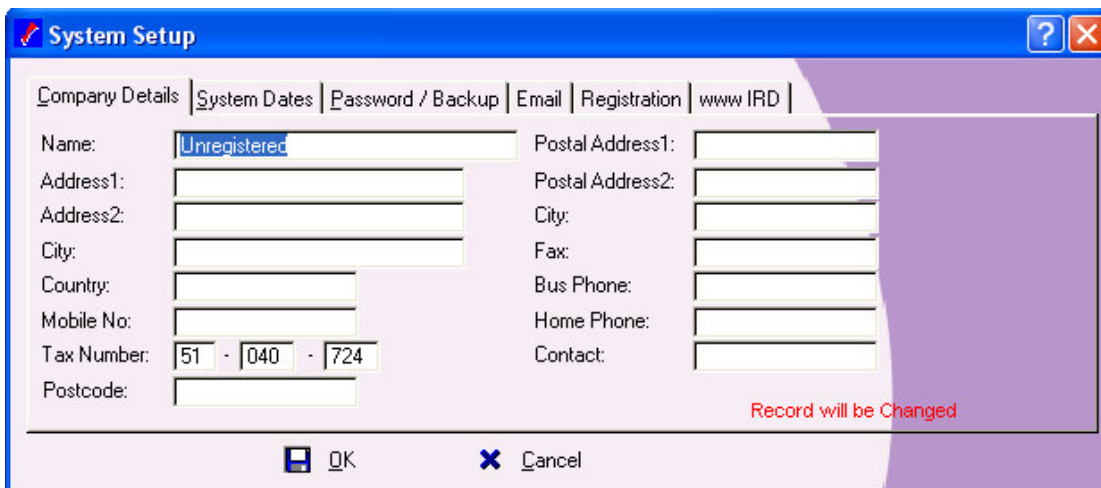
The image shows a 'Sign On' dialog box with a blue title bar. It contains the following fields and text:

- Date: 17/10/2006 Tuesday
- User: SUPER (dropdown menu) SUPERVISOR
- Password: [masked]
- Red text: (Please Register this product. E-Mail to [info@amblinsoftware.com](mailto:info@amblinsoftware.com))
- Buttons: X Cancel, OK

The printouts and splash screens are licensed to UNREGISTERED until it is purchased. This also applies to purchaser numbers and names. This is to ensure against piracy and ensure customer satisfaction.

There is a Registration Form under the HELP menu if you want to register the product. Re-registration is required on an annual basis and serial keys are handed out at the end of December, ready for the new year. The Annual License fee entitles you to Free upgrades, software support via phone, fax or e-mail. You may choose not to pay this fee, however if the tax brackets change, you will not be eligible for the upgrade. Once you are logged in navigate to the "Maintain System Setup" under the "System" toolbar. Enter your company details on the first <TAB> and choose your parameters. These will be the same as what you have provided when registering.

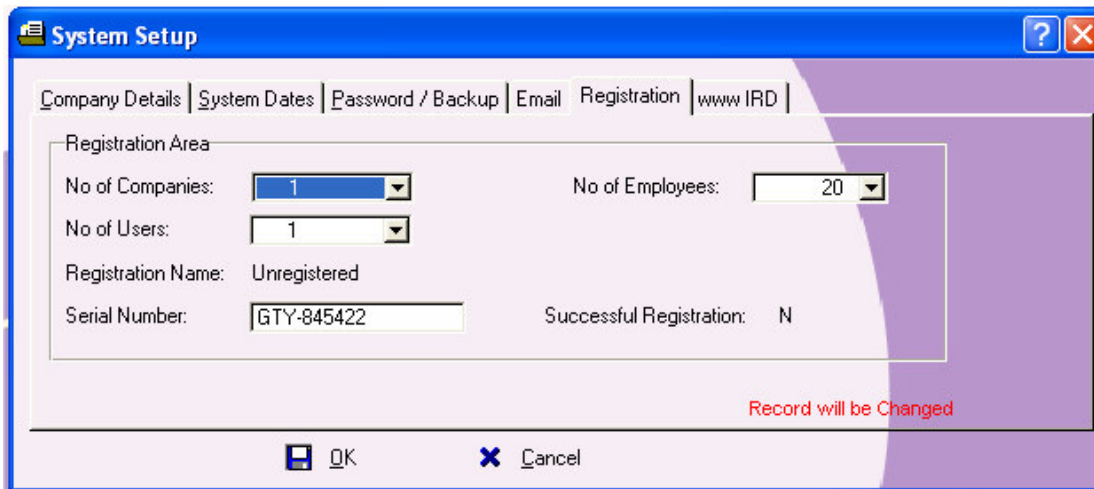
Enter the Company name exactly as provided by Amblin Software and then move to the "Registration" <TAB>.



The image shows a 'System Setup' dialog box with a blue title bar and a tabbed interface. The 'Company Details' tab is selected. It contains the following fields and text:

- Company Details | System Dates | Password / Backup | Email | Registration | www IRD
- Name: Unregistered
- Address1: [empty]
- Address2: [empty]
- City: [empty]
- Country: [empty]
- Mobile No: [empty]
- Tax Number: 51 - 040 - 724
- Postcode: [empty]
- Postal Address1: [empty]
- Postal Address2: [empty]
- City: [empty]
- Fax: [empty]
- Bus Phone: [empty]
- Home Phone: [empty]
- Contact: [empty]
- Red text: Record will be Changed
- Buttons: OK, X Cancel

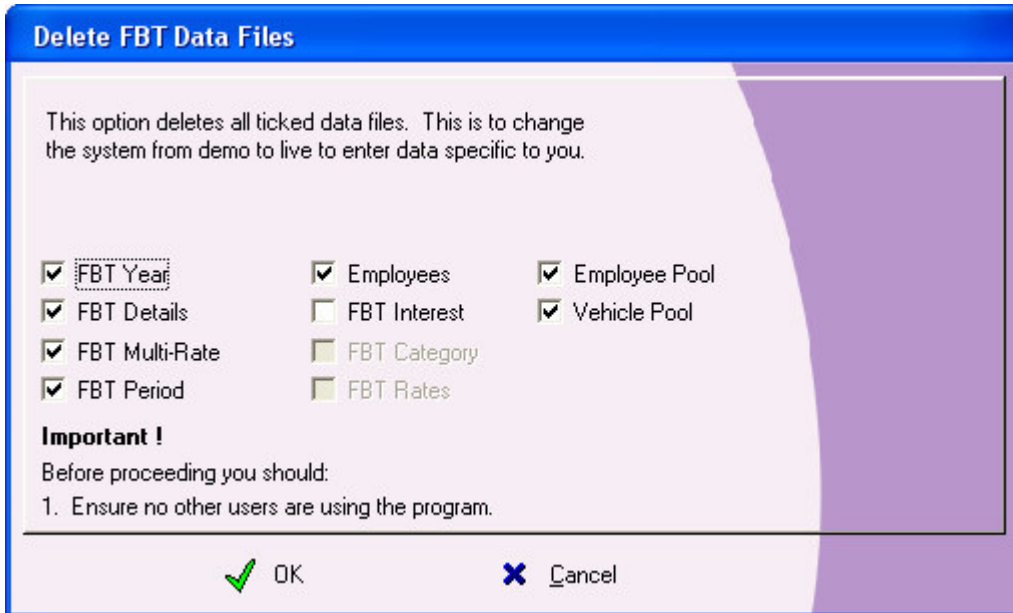
Please note that the Serial number is based on the Company name (case sensitive), the number of users and the number of employees. A good rule of thumb is to choose number of employees as one and a half times what you currently have eg, if you have 50 employees, choose  $50 \times 1.5 = 75$ , but the next option up is only 100.



You MUST have "Successful Registration" = "Y" when finished. If you don't then go over the parameters again, including the Registration name which must be exact. If you still have problems copy the screen <Alt> <Print Screen> and drop it into an email to [info@amblinsoftware.com](mailto:info@amblinsoftware.com) (by hitting <Ctrl V> to paste) and we will investigate.

## 2.0 Delete Sample Data

Now that you have entered your company details, it is time to delete the sample data and get the system ready to accept data specific to your company.



**Delete FBT Data Files**

This option deletes all ticked data files. This is to change the system from demo to live to enter data specific to you.

<input checked="" type="checkbox"/> FBT Year	<input checked="" type="checkbox"/> Employees	<input checked="" type="checkbox"/> Employee Pool
<input checked="" type="checkbox"/> FBT Details	<input type="checkbox"/> FBT Interest	<input checked="" type="checkbox"/> Vehicle Pool
<input checked="" type="checkbox"/> FBT Multi-Rate	<input type="checkbox"/> FBT Category	
<input checked="" type="checkbox"/> FBT Period	<input type="checkbox"/> FBT Rates	

**Important !**  
Before proceeding you should:  
1. Ensure no other users are using the program.

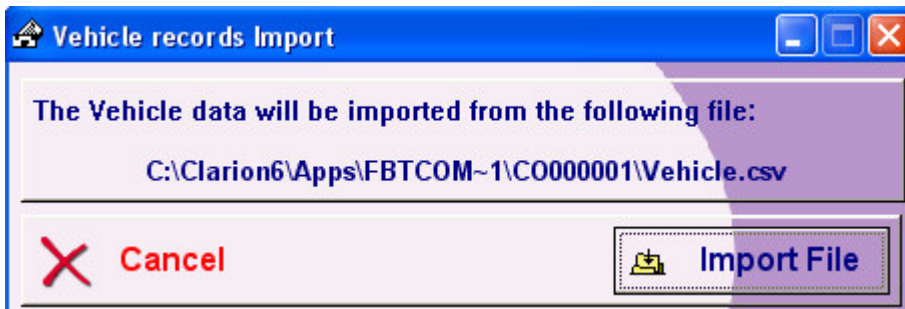
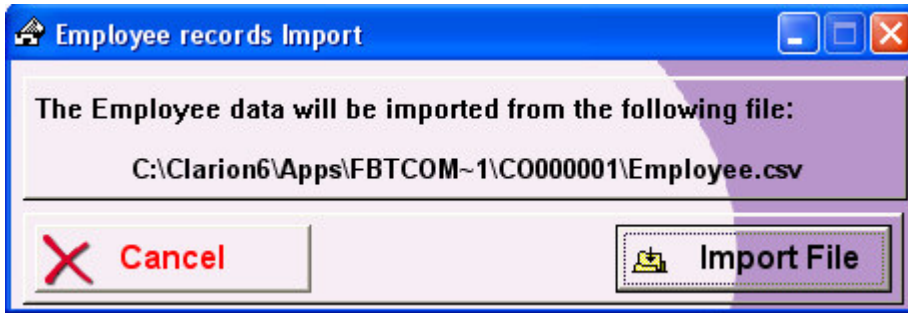
OK  Cancel

By ticking the “FBT Year” checkbox, it turns on all the other relevant tick boxes needed to delete all traces of the “Sample” company. And because you have put in your own company name and registration you now have a blank slate to start entering your company data.

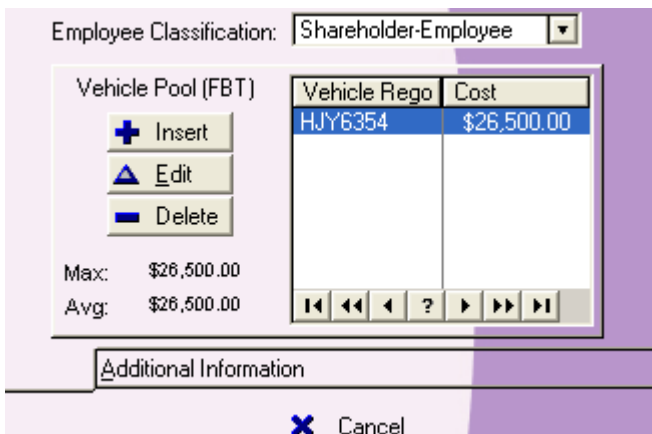
### 3.0 Enter/Import Employee and Vehicle Data

Now that you have entered your company details and deleted the sample data its time to enter vehicle and employee data. There are two ways of doing this. Import from a comm.-separated values (csv) file or enter through manually. The main manual has the file format needed to import employees and vehicles. Another way to find out is to export the sample data employees and vehicles and open the csv file in excel or notepad. When you are importing make sure the numeric values do not have commas eg, 120,000 X, 120000 ✓

The following options are available from the “Utilities” toolbar.



Once you have successfully imported the two master files, you will need to link the vehicle to the employee in the “Employee” master file.



This is where you need to insert the vehicle for each employee or multiple vehicles if it is a vehicle pool.

**Note:** After importing you also need to run the “Create FBT Price Change” utility to create the initial FBT Price record.

If all this importing is too complicated you have the option of manually entering all the employee and vehicle information. There are some mandatory fields that need to be populated. These fields are marked in red. Remember to add the vehicle (if applicable) to the "Vehicle Pool" section.

**Adding a Employee Record (New)**

IRD Number: [red] ID: 29  
 Employee No: 29 [red]  Active  
 First Name: [ ]  
 Middle/Last: [ ] [red]  
 Title: [ ]  
 Date of Birth: [ ] ... Age: 6  
 Sex: [ ]  
 Department: [red]  
 Street: [ ]  
 Suburb: [ ]  
 City: [ ]  
 Area: [red] ...  
 Employee Phone Numbers: [ ]

Employee Pool (FBT)

Employee Name

Employee Classification: [red]

Vehicle Pool (FBT)

Vehicle Rego	Cost

Max: \$0.00  
 Avg: \$0.00

Employee Information Additional Information

Ok Cancel

For the vehicle master file it is also important to enter the "Purchase/Lease Price" shown below.

**Adding a Vehicle Record**

VIN: [red]  
 Year: 1980  
 Make: [red]  
 Model: [red]  
 Asset Type: [ ]  
 Department: [ ]  
 Vendor/Lessor: [ ]  
 Contact: [ ]  
 Phone: [ ]  
 Fuel Type: [ ]  
 Location: [ ] ...  
 Auto Trans: [ ] Seats: 0  
 Body Type: [ ]  
 Capacity: [ ]

Registration No: [red]  Active  
 Default Employee: 000000 ...

Valuation Details

Tax Method:  Cost  Taxable  
 Purch/Lease Price: \$0.00 [red]  
 Purch/Lease Date: [ ] ... 2006 YRS  
 Depreciation Type: [ ]  
 Rate: 0.00%  Scrap  
 Book Value: \$0.00  
 Disposal Date: [ ] ...  
 Disposal Price: [ ]

Odometer Details

Current Reading: 0  
 Reading Taken On: [ ] ...

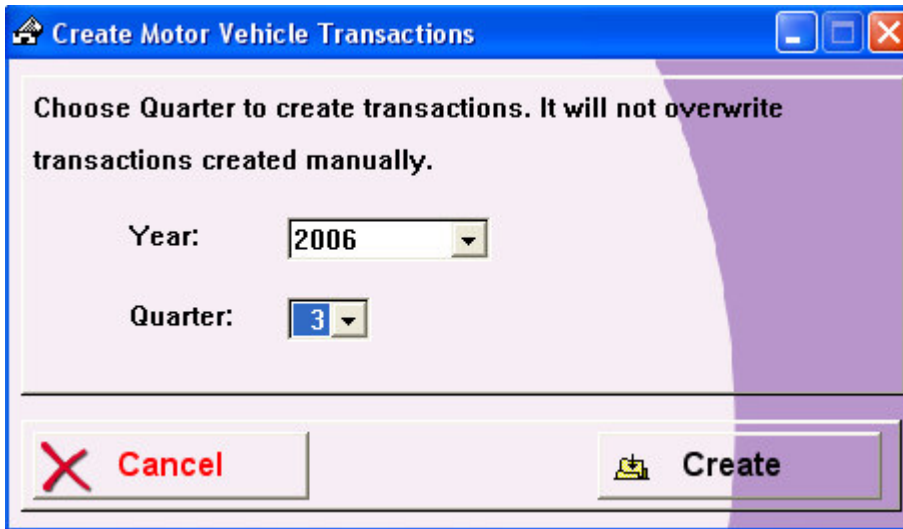
Vehicle Information Additional Information

Ok Cancel

It's up to you which method you want to use to enter your company data but the safer option perhaps is to enter everything manually. It will take longer but you will get a good feel for the system. Once all the data is entered the hard work is done and all you will need to do is enter any changes or new employees from quarter to quarter.

## **4.0 Use the “Create MV Transactions” Utility to Create FBT Transactions Automatically**

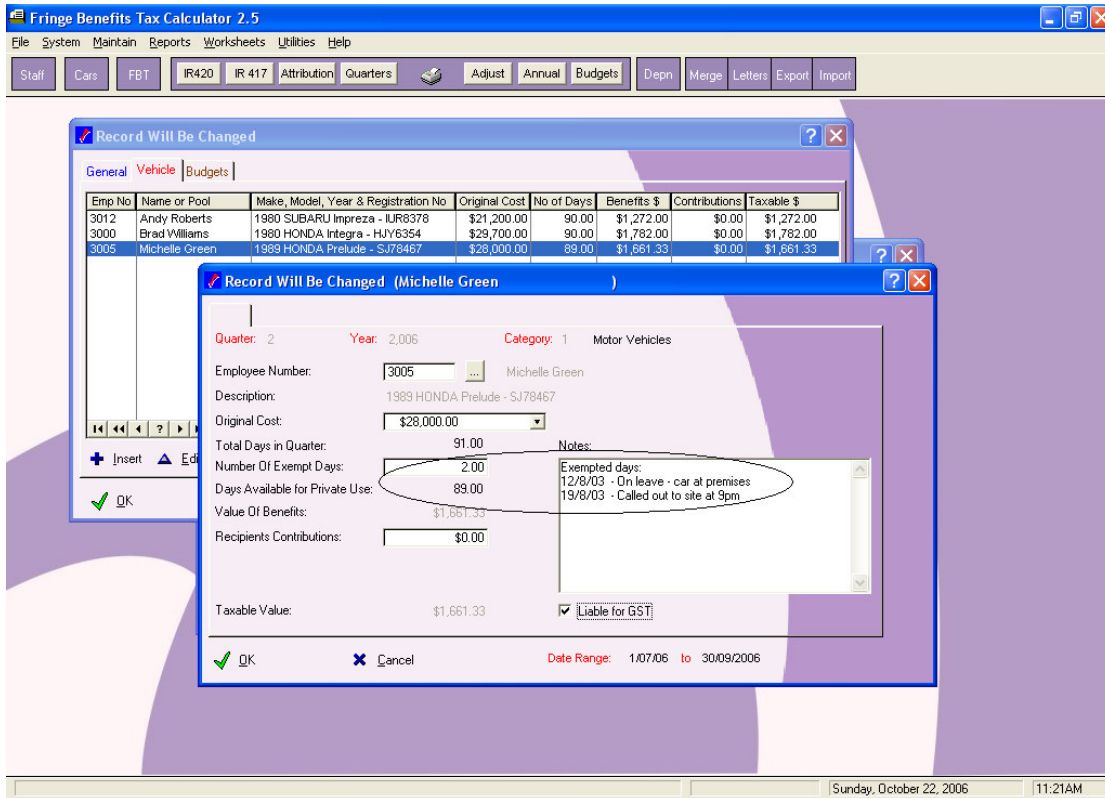
Now that your vehicles and employees are entered and the link from employee to vehicle has been completed in the “Employee” database we are ready to mass generate all the FBT transactions for every valid Employee/Vehicle (pool) combination.



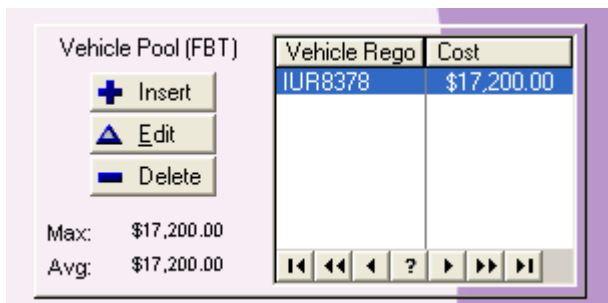
The above utility is found under the “Utilities” toolbar. Choose the Year and Quarter combination to mass generate. Firstly if the “Year” does not exist then it is created. Secondly if the “Quarter” does not exist then it also created. Then it goes through the “Employee/Pool” database and creates FBT detail records for all active vehicles. Finally it updates the Multi-rate tables and finishes. All you have to do now is enter any exempt days or change/create any records where vehicles may have changed hands during mid quarter. If its Quarter 4 then you need to enter/import the gross salaries before printing the IR420.

## 5.0 Enter any Exempt Days

After generating the employee x vehicle transactions you find that they all have the full quarter usage by default ie the number of days in that quarter. You now have to enter in the exempt days to reduce the amount of FBT to pay. To do that you have to go into the individual transaction record and enter the “Number of Exempt Days” and put the reason for the exemption in the “Notes” section.



If the vehicle has changed hands mid-quarter then you need to put the remaining days that the employee did not use the vehicle as exempt, in addition to any other exempt days that may have accrued. If the vehicle was transferred to another employee then you need to create another transaction with the first part of the quarter being exempt for the second employee. To illustrate this say Employee1 had the car for 35 days of the 90 day quarter then 55 days would be exempt. Employee2 had it for 55 days and exempt for the first 35 days. Together the company is liable for the full 90 days less any genuine exempt days. Because Employee1 had the car allocated to him/her when you mass generated the transactions the record for Employee2 does not exist and must be entered manually. Don't forget to add the vehicle to employee2 in "Staff" (shown below).



## 6.0 Create Any Other Category Transactions

Although Motor Vehicle may be the main category for Fringe Benefits Tax in your company, there are also 6 other categories that may apply. These are:

- Subsidized Goods and Services
- Subsidized Transport
- Low Interest Loans
- Contribution to specified insurance funds of friendly societies
- Contributions to any superannuation scheme.
- Contributions to sick, accident or death fund

An easy way to replicate an existing “Quarter” record is to use the “Replicate Category” button. Highlight a record that contains the “year” and “quarter” that you want to replicate and hit the “Replicate Category” button. This will generate all the remaining categories for that year and quarter. You may delete the categories that do not apply. Alternatively just insert a new “Quarter” record with the required category manually.

The screenshot shows a software window titled "Record Will Be Changed" with a table of transactions. The table has the following columns: Year, Period, Category, Description, Rate, Start, End, Days, Heading, Taxable \$, and GST. The data in the table is as follows:

Year	Period	Category	Description	Rate	Start	End	Days	Heading	Taxable \$	GST
2007	3	3	Subsidised Transport		1/10/07	31/12/07	92	3rd Quarter	\$1,500.00	
2007	3	4	Low Interest loans		1/10/07	31/12/07	92	3rd Quarter	\$332.24	
2007	3	5	Contribution to specified insura		1/10/07	31/12/07	92	3rd Quarter	\$16,500.00	
2007	2	1	Motor Vehicles		1/07/07	30/09/07	92	2nd Quarter	\$13,408.31	
2007	2	2	Free, Subsidised, or discounte		1/07/07	30/09/07	92	2nd Quarter	\$600.00	
2007	1	1	Motor Vehicles		1/04/07	30/06/07	91	1st Quarter	\$4,595.40	
2007	1	2	Free, Subsidised, or discounte		1/04/07	30/06/07	91	1st Quarter	\$0.00	
2007	1	3	Subsidised Transport		1/04/07	30/06/07	91	1st Quarter	\$1,500.00	
2007	1	4	Low Interest loans		1/04/07	30/06/07	91	1st Quarter	\$328.62	
2007	1	5	Contribution to specified insura		1/04/07	30/06/07	91	1st Quarter	\$16,500.00	
2007	1	6	Contributions to any superannu		1/04/07	30/06/07	91	1st Quarter	\$8,000.00	
2007	1	7	Contributions to sick, accident		1/04/07	30/06/07	91	1st Quarter	\$300.00	

Below the table, there is a toolbar with buttons for "ReplicateCategory" (circled), "Subs. Goods", "Insert", "Edit", and "Delete". There are also color-coded indicators for MR (64% and 49%) and a total taxable amount of \$63,564.57. A "Close" button is at the bottom left.

If you have as one of your categories you will have to run the mandatory “Subs. Goods” button above. This will check records for “Category 2 – Subsidised Goods and Services” and ensure that if you have exceeded the \$15,000 4 quarter maximum then it will reverse the \$200 exemption per employee calculated at the transaction level.

The colour coding of the lines does not occur until the IR420 is printed. For more information on all the categories refer to the IR409 IRD publication.

**Note:** If you are submitting 4<sup>th</sup> Quarter IR420 you will have to ensure that you have entered data for the first 3 quarters otherwise, the multi-rate calculations will not be accurate. For example if you started entering data in the 3<sup>rd</sup> quarter and filed the IR420. Now you are in the 4<sup>th</sup> quarter, make sure you enter details of the first and second quarter retrospectively.

## 7.0 Print the IR420

Now that you have entered all the categories applicable to your company for the quarter you are ready to print the IR420 – The FBT Quarterly return.

**Report Progress...**

**Choose Year:** 2007  
(1 January to 31 March)

**Choose Quarter:** 2

**Taxable Value:** \$14,008.00

**GST Taxable Value:** \$14,008.31

**Fringe Benefit Tax Rate:**  49%  64%  
 64%  Multi Rate

**Fringe Benefit tax to pay / refund** \$8,965.12

**GST on taxable value of FB** \$1,556.48

**Tax to: Pay** \$10,521.60

Choose your year and quarter and the FBT rate. If its quarter 1 to 3 then you may choose either 49% or 61%. If it's the fourth quarter then your options are limited to 61% or Multi-Rate. You can do a quick what-if test by clicking on either percentage to see what "Tax to Pay" amount would be. Once you hit the <Go> button and print the IR420 it is assumed that that is what will be paid to the IRD and no further changes should be made to the FBT transactions for that quarter. If you do make changes, you should run the utility "Un-print IR420 Print" utility. If you have posted the IR420 to the IRD then under no circumstances should you change any transactions. You may be able to claim in the subsequent quarter for anything missed out but check with your IRD Consultant.

### Note:

The FBT Quick Guide should be used in conjunction with the full FBT Manual and the IR409 FBT Guide. In addition you should have the FBT News publications from the IRD for changes to FBT since April 2006. Also every field has context sensitive help associated with it. All you have to do is <Right Click> on the field to find out more about it.

**Valuation Details**

**Tax Method:**  Cost  Taxable

**Purchase Price:** \$17,200.00

**Purchase Date:** 19/05/2000

Enter the Purchase price or the book value (at the start of the lease) if it is a Lease vehicle.  
This price is GST Inclusive.