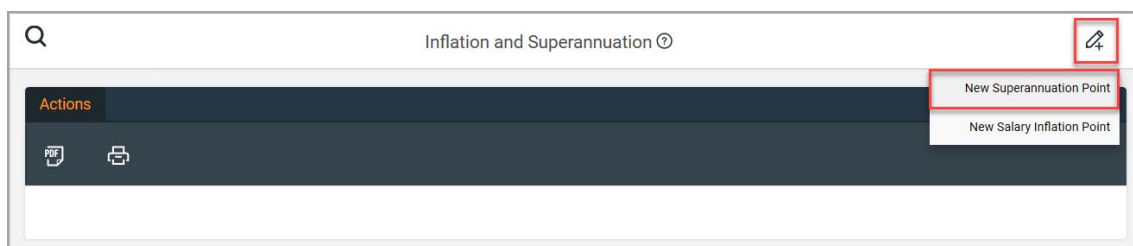


Create/Edit Superannuation or Inflation Points in IRIS Financial Planner

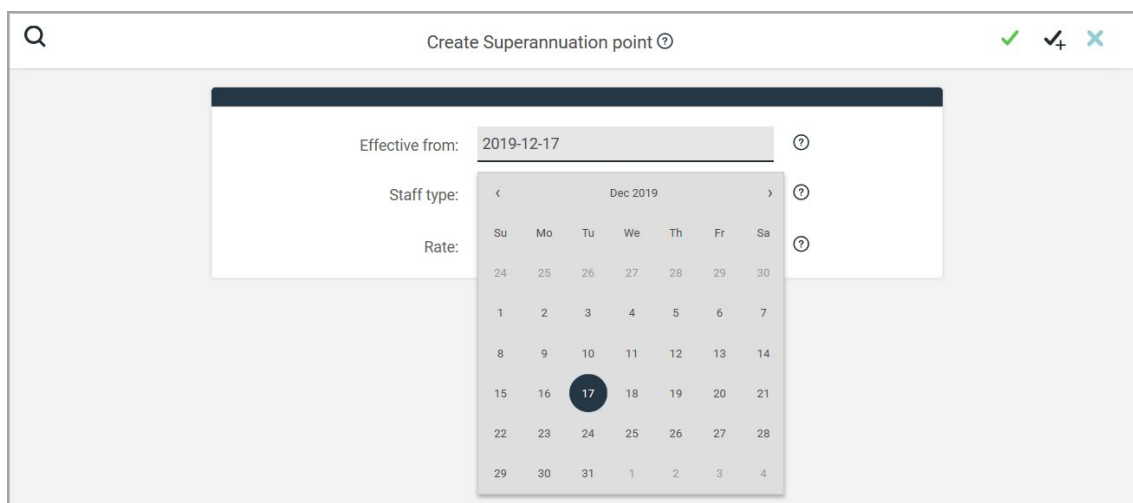
Within your planner you can set Inflation and Superannuation/Gratuity levels to apply to staffing costs. These are applied to the current budget and you will therefore need to ensure that the required budget is set to current.

Creating a Superannuation Point

1. Select **Staffing > Inflation and Superannuation** from the sidebar menu. The **Inflation and Superannuation** page is displayed listing any previously created rates.
2. Click the **Add New** icon then select **New Superannuation Point** from the drop-down menu.



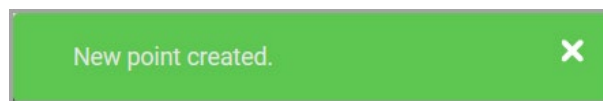
3. The **Create Superannuation point** page is displayed. Select the date from which the superannuation point should come into effect via the **Effective from** date picker.



4. Select either **Support** or **Teacher** from the **Staff type** drop-down list.
5. Enter the required superannuation **Rate** as a percentage.

- Click the **Save** icon (green tick) at the top of the page to save the rate. Alternatively, if you need to add more rates, click the **Save and Add New** icon to save and create a new record.

- You are then returned to the **Inflation and Superannuation** page. A message is displayed indicating that the new rate has been created which is then displayed in the list.



Actions	
Superannuation (flat-rate)	From 1st Dec, 2019
Superannuation - Support	23.68%

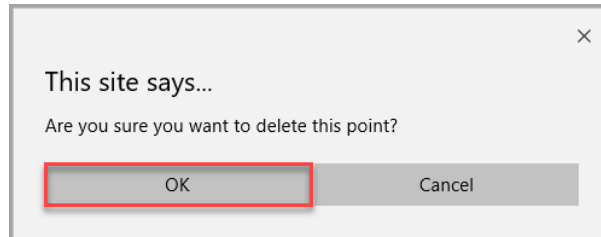
Editing or Deleting an Existing Superannuation Point

- Select **Staffing > Inflation and Superannuation** from the sidebar menu. The **Inflation and Superannuation** page is displayed listing any previously created rates.

Actions	
Superannuation (flat-rate)	From 1st Dec, 2019
Superannuation - Support	23.68%

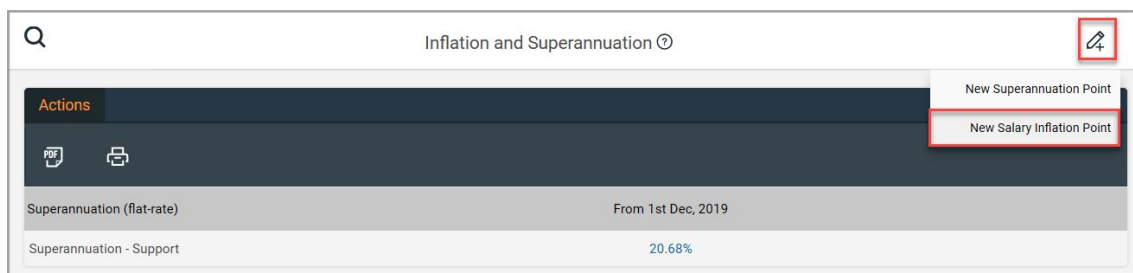
- Click the blue superannuation rate to display the **Edit Superannuation point** page.

3. Enter the required data then click the **Save** icon (green tick) at the top of the page. You will be returned to the **Inflation and Superannuation** page which will update to reflect the changes.
4. To delete the rate, click the **Delete** icon (red dustbin). A confirmation window will prompt for confirmation that you want to delete this rate. Click the **OK** button.

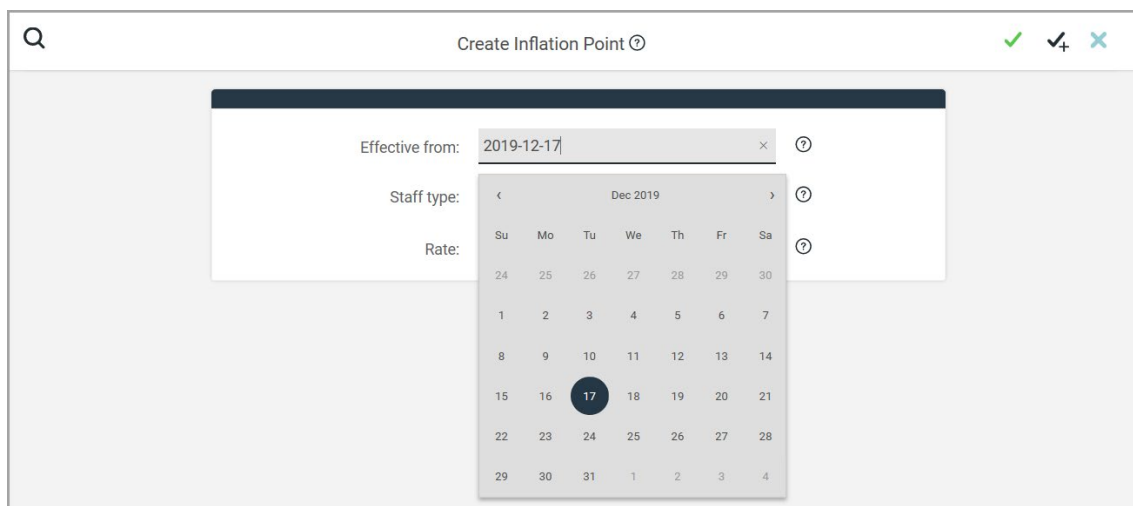


Creating a Salary Inflation Point

1. Select **Staffing > Inflation and Superannuation** from the sidebar menu. The **Inflation and Superannuation** page is displayed listing any previously created rates.
2. Click the **Add New** icon then select **New Salary Inflation Point** from the drop-down menu.



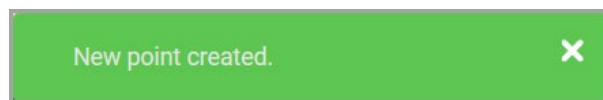
3. The **Create Inflation point** page is displayed. Select the date from which the inflation point should come into effect via the **Effective from** date picker.



4. Select either **Support** or **Teacher** from the **Staff type** drop-down list.
5. Enter the required inflation **Rate** as a percentage.

- Click the **Save** icon (green tick) at the top of the page to save the rate. Alternatively, if you need to add more rates, click the **Save and Add Item** icon to save and create a new record.

- You are then returned to the **Inflation and Superannuation** page. A message is displayed indicating that the new rate has been created which is then displayed in the list.



Superannuation (flat-rate)	From 1st Dec, 2019
Superannuation - Support	20.68%
Salary Inflation (cumulative)	From 17th Dec, 2019
Salary Inflation - Support	2.75%

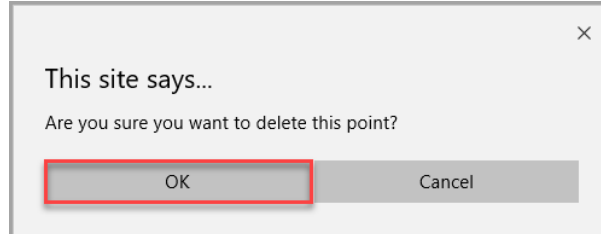
Editing or Deleting an Existing Inflation Point

- Select **Staffing > Inflation and Superannuation** from the sidebar menu. The **Inflation and Superannuation** page is displayed listing any previously created rates.

Superannuation (flat-rate)	From 1st Dec, 2019
Superannuation - Support	23.68%

- Click the blue inflation rate to display the **Edit Inflation point** page.

3. Enter the required data then click the **Save** icon (green tick) at the top of the page. You will be returned to the **Inflation and Superannuation** page which will update to reflect the changes.
4. To delete the rate, click the **Delete** icon (red dustbin). A confirmation window will prompt for confirmation that you want to delete this rate. Click the **OK** button.



Where to Get More Help and Information



Our currently available documentation can be found at the following address:
<https://psfinancials.zendesk.com/hc/en-us/categories/360000797219-User-Documentation>

You can also utilise information on our Support Portal at the following address:
<https://psfinancials.zendesk.com>

Providing Feedback on our Documentation

If you have any feedback, comments or suggestions regarding our documentation, please email:



documentation@psfinancials.com

DOCUMENT REFERENCE	DESCRIPTION
TM-171219-DBS-IFP-1.0	Initial release