

Create Other Transactions Documents (Payroll Expenses)

Your Rating:

Results:

0 rates

Introduction

Use the **Create Other Trans. Docs (Payroll Expenses)** job, to view the **payroll cost** of your company's employees and transfer it to the Financials module. From there, you can track the total employee's cost, i.e. the expenses from the payroll module, but also from all the sections of the Commercial management (e.g. travel expenses, mobile telephony, vehicles, etc.).

The job massively creates **Other transactions documents** for the employees, the Insurance & Pension Funds (IPF or Funds) and the Tax office, including all the debits/credits set per Payroll element and Fund.

You will find it available:

- in the Jobs Menu H.R. & Payroll Payroll Period Jobs,
- in the Jobs Menu Financials Other transactions,
- through the Employees List, by right-clicking on an entry/ies, to run the job for specific employees.

Create Other Trans. Docs (Payroll Expenses)

Payroll data

Payroll months: 1

Calculation date range: Current Month (1/1/2021 - 31/1/2021)

Expense document data

Date: 31/1/2021

Transaction series (Employees): 3003 EMEX

Transaction series (Ins. & Pension Funds): 3004 FCON

Transaction series (Tax Office): 3005 TEXP

Analysis into cost center: No

Payable analysis: Yes

Comment:

Executing job...

Job: Update from payroll calculation

Payable (employee) Fund contribution Tax on income

Code	Name	Cost center	Payable	Comments
105	Griffin John		1.850,00	Gross salary
105	Griffin John		508,01	Y.K.A.
105	Griffin John		-813,26	Y.K.A.
105	Griffin John		-194,03	Period Tax Amount
			1.350,72	

- [Configuration](#)
- [Operation & Examples](#)

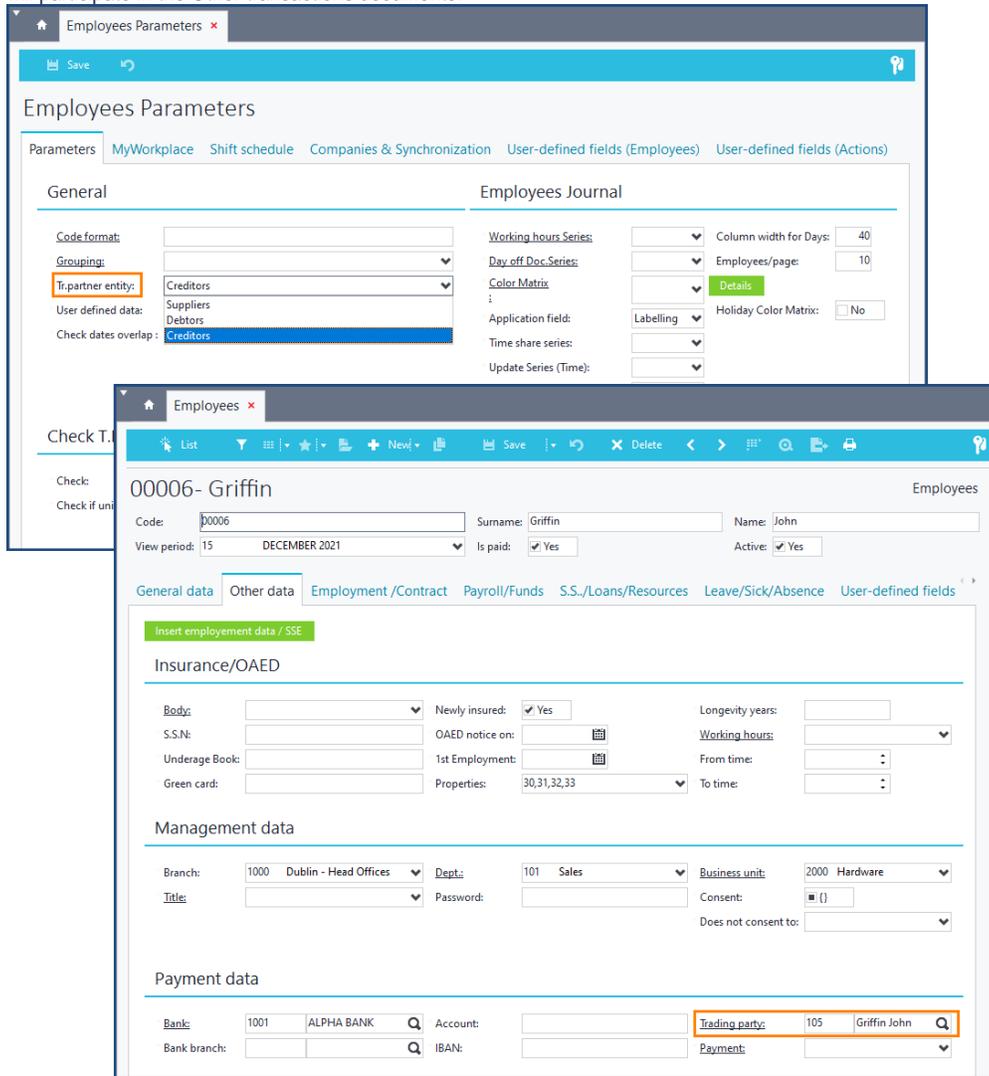
Configuration in Soft1

In short, the proper functioning of the job requires that:

- the employees, Funds and Tax Office, that participate in the creation of the documents, are linked to Trading parties.
- the proper debits/credits are set, in all the Payroll elements and Funds types involved in the creation of the documents.

In the **Employees Parameters** (Parameters C.R.M. Employees - Contacts) select the **Trading partner entity**, i.e. the type of trading party in which the employees' transactions will be monitored. For example, by selecting **Creditors**, the employees' documents created by the job, will be **Creditor other transactions**.

Next, you have to assign the Trading party (here Creditor) to the Employee, through the Employee's **Other data** tab. This will be the trading party, that will participate in the Other transactions documents.



2 Payroll parameters

In the Payroll parameters (Parameters menu H.R. & Payroll), set the **Expense document data**, that will be created by the job, i.e.:

- select the **Funds/Tax section**, i.e. the type of trading party in which the Funds' and Tax office's expenses will be monitored. For example, by selecting **Creditors**, the Funds' and Tax office's documents created by the job, will be **Creditor other transactions**,
- assign the **Tax office** to the trading party (here the Creditor), that will participate in Creditor other transactions. See how to assign the Fund to a Trading party in step 4,
- set the **Payable amount payroll elements**, e.g. the PE 3200 "Payable amount", the PE 3168 "Gross salary", e.tc. that will participate in the **employees'** Other transactions documents,
- set the **Taxation payroll elements**, e.g. the PE 3195 "Period tax amount", that will participate in the **tax office's** Other transactions documents,

Parameters

Calculate S.S. contribution

Total S.S. reprise (main S.S.): No
 Total S.S. contribution of subsidiary S.S. from the sum of eyr + eye: Yes

Payroll elements | Report marginal dates

Mass modification:
 Employees - Period Financial data:
 Income(Employees file):
 of hourly wage file of employees:
 Cost center distribution:
 General payroll data:
 Show General payroll data: No

S.I.S.:
 Other S.S.:
 Numeric tables:
 E.C.A. numeric tables:

Payroll payment files

Update transfer: No check Date Limit: Paid Payroll elements: No

Payment amount payroll elements:

Checks

Check upper limit of paid people: No

Expense document data

Payable amount payroll elements: 3200
 Funds section: Creditors Taxation payroll elements: 3195
 Tax Section: Creditors Tax office: 112

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Period payroll elements per employee

For each Payroll element you stated above in the Expense document data, you will need to set a **Debit/Credit**.

In the **Period payroll elements per employee** (Parameters menu H.R. & Payroll, Calculation parameters), select the Payroll elements, and define the Debits/Credits.

info!

 You can set the same or separate Debit/Credit per Payroll element. It is suggested that you use separate Debits/Credits, to achieve better results analysis.

Period payroll elemen...

3200- Payable amount | Period payroll elements

Code: 3200 Description: Payable amount Active: Yes
 Name: PAY_AMOUNT User name:

Element type | Calculation

Value element: Yes
 Edit type: Number
 Dates analysis: No
 Categorization: 340 Totals
 Display in: 2,3,4
 Order of display: 500
 Relative payroll element:
 Time type:

Periods:
 Calculation periods TCS:
 Special wage: No
 Balance in back pay: Yes
 In forecasts: No
 Calculated: Yes
 Decimals:
 Priority:

Grouping | Other

Group:
 Debit/Credit: 53.00.00.0000 Employees payable
 Sorting:
 Link to accounting: Yes

Aggregates:
 User defined aggregates:

4

Insurance & Pension Funds Types (Types - IPF)

In the **Types - IPF** (Parameters menu H.R. & Payroll Pension Funds), set the data that will participate in the Other transactions documents of the **Funds**, i.e.:

- the **Trading party**, e.g. the Creditor "Social insurance fund",
- the **Employee** and **Employer contributions** debits/credits,
- the **Total contributions** debit/credit,

- the **Other Employee/Employer Payroll Data**, e.g. the PE 3032 "Arrears deductions" etc. (Note that in each PE you select, a **debit/credit** must be defined.)

Types - IPF x

2- Pension Fund Types of S.S..

General

Code: 2 Description: Pension Fund Active: Yes

Account: Employer register: Employer register 2:

Expense details/Credits/Debits

Trading party: 113 Social insurance fund

Employee contribution: 60.03.00.0001 Employee contributions

Employer contribution: 60.03.00.0000 Employer contributions

Total contributions: 55.00.00.0000 Total contributions payable

Other Employee Payroll Data:

Other Employer Payroll Data:

Code	Description
<input type="checkbox"/> 3031	Arrears income (previous year)
<input type="checkbox"/> 3032	Arrears deductions SIC
<input type="checkbox"/> 3033	Arrears contributions SIC
<input type="checkbox"/> 3042	Other arrears deductions
<input type="checkbox"/> 3043	Other arrears contributions
<input type="checkbox"/> 3045	Arrears income (current year)
<input type="checkbox"/> -----	
<input type="checkbox"/> Select All	

Operational scenarios

Before running the job you need to decide how you want the **Employees Payable** to be calculated and displayed in the expense documents, e.g.:

- only the **payable amount** of employees,
- **analysis of the payable amount**, i.e. an analysis of the expenses from the calculation of which the payable amount is derived (e.g. Gross salary, employer contributions, employee contributions, Taxes, e.tc.). This scenario could be suitable for agreement with the G/L Accounting entry.

1

Scenario #1: Calculation based on the employees net payable amount

First of all, in the Payroll parameters, you need to select the PE **3200 "Payable amount"**, in the **Payable amount payroll elements** field.

1. Select the **Payroll months** (payroll periods) and
2. the **Calculation date range**, based on which the employees' payable amount will be calculated.

(Activate the **Analysis into cost center**, in case you want the results to be calculated per cost center.)

3. Set the **Payable analysis** to **No**, to calculate the payable based on the PE **3200 "Payable amount"**, selected on Payroll parameters.
4. Select **Update from payroll calculation** and
5. **Run** the job.

View the employees' payable, on the **Payable (employee)** tab.

Create Other Trans. Docs (Payroll Expenses)

Payroll data

Payroll months: 1
 Calculation date range: Current Month (1/1/2021 - 31/1/2021)

Expense document data

Date: Transaction series (Employees):
 Transaction series (Ins. & Pension Funds): Transaction series (Tax Office):
 Analysis into cost center: No Payable analysis: No
 Comment:

Executing job...

Job: Update from payroll calculation

Payable (employee) Fund contribution Tax on income

Code	Name	Cost center	Payable	Comments
103	Cungham Harry		489,38	Payable amount
105	Griffin John		1.319,82	Payable amount
107	Hanks Andy		1.116,30	Payable amount
108	Jacob Donald		522,61	Payable amount
111	MacKenna Thomas		478,89	Payable amount
104	McLoughlin Jacob		1.263,12	Payable amount
109	Reece Nick		1.890,47	Payable amount
110	Richardson Natalie		853,70	Payable amount
106	Whelan Margaret		890,31	Payable amount
			8.824,60	

In the **Fund contribution** tab, view in detail and per Fund, the contributions that correspond to the employee and the employer.

In the **Tax on income** tab, see the payable to the Tax Office amounts. In the example, the calculated taxes correspond to the payroll element PE 3195 "Period tax amount", selected in the Payroll Parameters.

Job: Update from payroll calculation

Payable (employee) Fund contribution Tax on income

Fund	Cost center	Employee	Employer	Comments
Y.K.A.		1.975,02	3.286,92	
Pension Fund		130,25	199,84	

Job: Update from payroll calculation

Payable (employee) Fund contribution Tax on income

Code	Tax office	Cost center	Tax	Comments
112	Tax office		1.245,94	
			1.245,94	

Issue the expense documents

Fill in the **Expense document data**.

Set the registration **Date** of the expense documents.

In the **Transaction series (Employees)/(Ins. & Pension Funds)/(Tax office)**, select the corresponding series, e.g. the Creditors Other transactions series, in case you have selected the employees, funds and Tax office to be Creditors.

Select **Issue documents** and **Run** the job.

Create Other Trans. Docs (Payroll Expenses)

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Expense document data

Date: 31/1/2021
 Transaction series (Employees): 3003 EMEX
 Transaction series (Ins. & Pension Funds): 3004 FCON
 Transaction series (Tax Office): 3005 TEXP
 Analysis into cost center: No
 Payable analysis: No

Executing job...

Job: Issue documents

Payable (employee) Fund contribution Tax on income

Code	Name	Cost center	Payable	Comments
103	Cungham Harry		489,38	Payable amount
105	Griffin John		1.319,82	Payable amount
107	Hanks Andy		1.116,30	Payable amount
108	Jacob Donald		522,61	Payable amount
111	MacKenna Thomas		478,89	Payable amount
104	McLoughlin Jacob		1.263,12	Payable amount
109	Reece Nick		1.890,47	Payable amount
110	Richardson Natalie		853,70	Payable amount
106	Whelan Margaret		890,31	Payable amount
			8.824,60	

Job results

The job creates as many Other transactions documents as the Employees, the Funds and the Tax Office, that have been calculated.

The Employees' and Tax office's documents include the debits/credits that correspond to the **Payable amount payroll elements** and **Taxation payroll elements**, selected on Payroll parameters.

The Funds documents include the debits/credits stated in the Types - IPF.

Tip!

After issuing the expense documents, you can create payment wire transfers for the employees of your company (e.g. creditor wire transfers), either manually or in bulk, through the **Payments Plan (wire transfers)** job.

Finally, you can generate SEPA bank payment files in bulk, using the **Create SEPA file** job.

2

Scenario #2: Calculation with analysis of the employees' payable amount.

In this scenario, the functionality differs only in terms of the calculation of the Employees Payable and the way the expenses are displayed in the Other transactions documents.

First of all, in the Payroll parameters, you need to select the PE 3168 "Gross salary", in the Payable amount payroll elements field.

In the job, after you fill in the necessary fields (see scenario #1):

- Set the Payable analysis to Yes,
- Select Update from payroll calculation and Run the job.

View on the Payable (employee) tab, the employees' payable that resulted from the calculation below:

Gross salary + Employer contributions - Period Tax Amount - Total contributions

info!

In the Fund contribution and Tax on income tabs, the contributions to the Funds and the payable to the Tax office are calculated in the same way as described in Scenario # 1.

Tip!

Enable Analysis into cost center, by selecting Cost values only, to analyze per cost center only the payroll elements that are real costs to the company (e.g. Gross salary and Employer contributions).

The screenshot shows the 'Create Other Trans. Docs (Payroll Expenses)' window. Key fields include:

- Payroll data:** Payroll months: 1; Calculation date range: Current Month (1/1/2021 - 31/1/2021).
- Expense document data:** Date: [calendar icon]; Transaction series (Employees): [dropdown]; Transaction series (Ins. & Pension Funds): [dropdown]; Transaction series (Tax Office): [dropdown]; Analysis into cost center: No; Payable analysis: Yes (checked).
- Executing job...:** Job: Update from payroll calculation.
- Payable (employee) tab:** Shows a table with columns: Code, Name, Cost center, Payable, Comments.

Code	Name	Cost center	Payable	Comments
103	Cungham Harry		586,08	Gross salary
103	Cungham Harry		160,94	Y.K.A.
103	Cungham Harry		-257,64	Y.K.A.
105	Griffin John		-813,26	Y.K.A.
105	Griffin John		-224,93	Period Tax Amount
105	Griffin John		508,01	Y.K.A.
105	Griffin John		1.850,00	Gross salary
107	Hanks Andy		1.500,00	Gross salary
107	Hanks Andy		411,90	Y.K.A.
107	Hanks Andy		-123,67	Period Tax Amount
107	Hanks Andy		-659,40	Y.K.A.
108	Jacob Donald		-330,09	Pension Fund
			9.271,49	

Job Results

After you Issue the documents (see in scenario #1), the Other transactions documents of the Creditors, include the Debits/Credits, that were stated in the Payroll elements and the Types - IPF, i.e.:

- the debit/credit 55.00.00.0000 "Total contributions payable", stated in the Type of the Fund, in the Employee contribution field,
- the debit/credit 54.04.00.0000 "Taxes", stated in the PE 3195 "Period tax amount",
- the debit/credit 60.03.00.0000 "Employer contributions", stated in the Type of the Fund, in the Employer contribution field,

- the debit/credit 60.00.00.0000 "Employees Gross Pay", stated in the PE 3168 "Gross salary".

info!



The Tax office's and Funds documents are created in the same way as described in Scenario # 1.

EMEX000023- 31/1/2021

Series: 3003 EMEX Type: 3003 Employees expenses Document: EMEX000023 Number: 23
 Date: 31/1/2021 Branch: 1000 Dublin - Head Offices

General data Other data International transactions

Creditor: 105 Griffin John Status: Approved Approval status: Approved
 Creditor branch: Shipping: No Cancelled: No
 Buyer: Payment: No Printed: No

Currency: 100 Trans. Exch. Rate: 1 TRP Exch. Rate: 1 VAT Status: Normal

Comment:

Code	Description	Account	Value	VAT	VAT value
1 55.00.00.0000	Total contributions payable	53.00.00.0000	-813,26	VAT 0%	0,00
2 54.04.00.0001	Taxes	54.04.00.0000	-224,93	VAT 0%	0,00
3 60.03.00.0000	Employer contributions	60.03.00.0000	508,01	VAT 0%	0,00
4 60.00.00.0000	Employees Gross Pay	60.00.00.0000	1.850,00	VAT 0%	0,00

Expenses: 283,08 VAT value: 0,00 Total value: 1.319,82

At the same time, the expenses included in the Other transactions documents of the Creditors, agree with the payroll elements found in the Employee's Payroll financial data.

00006- Griffin Payroll financial data

Payroll year: 2021 2021 Calculated periods only: No

Brief financial overview Period data Detailed overview

Payroll period: 1

Code	Description	Value	Employee contribut...	Employer contribut...
3102	Calculated work days	25	0	0
3201	Company Cost	2358,01	0	0
3202	Directors Fee (Taxable/Non Insurable)	94,32	0	0
3171	Employee SIC deductions	305,25	0	0
3172	Employer SIC contributions	508,01	0	0
3192	Extra Amounts Insurances	1850	0	0
3168	Gross salary	1850	0	0
3197	Net salary	1319,82	0	0
3200	Payable amount	1319,82	0	0
3160	Period Insurable income minus Holiday Fund	1850	0	0
3195	Period Tax Amount	194,03	0	0
3182	Period taxable gross income	1850	0	0
3167	Period Taxable Income Before Deductions	1850	0	0
3348	Scale 20% Amount	30,9	0	0
3318	Standard Insurable Amount	4316,67	0	0
3199	Total employee cost	2358,01	0	0
3177	Total employee fund deductions	305,25	0	0
3198	Total employer contributions	508,01	0	0
3178	Total fund amount	813,26	0	0
3173	Total SIC amount	813,26	0	0
3183	Total taxable income	1544,75	0	0