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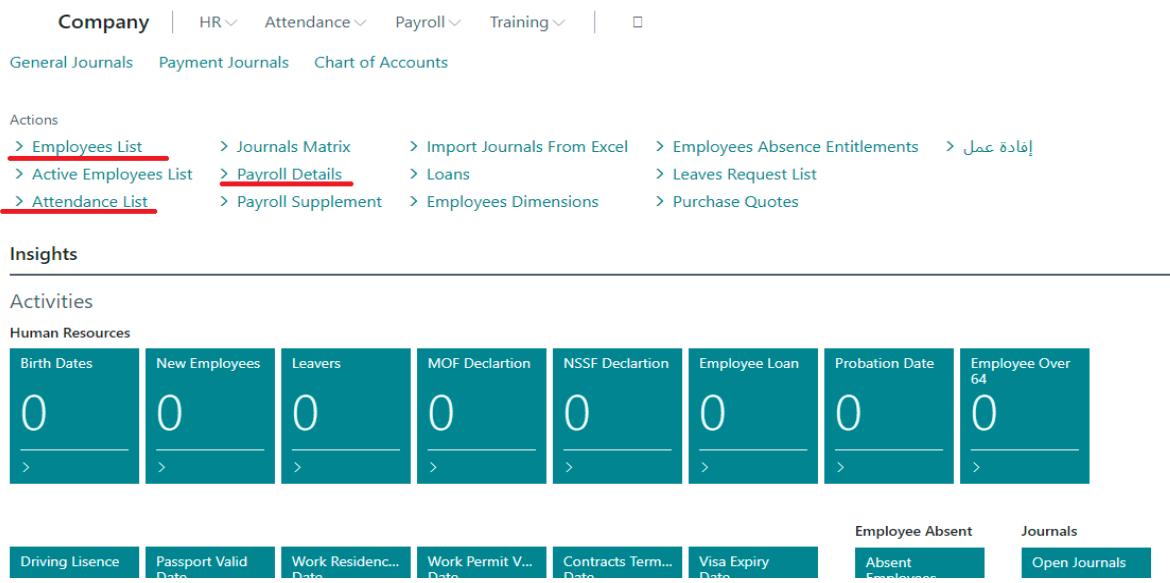
## Payroll Documentation

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## Introduction:

The Payroll Module customized by Coders in Microsoft Dynamics 365 Business Central is designed to manage the complete payroll process efficiently and accurately. It enables users to define detailed employee information, calculate salaries, allowances, deductions, and taxes, and generate all required official reports. The module includes integrated tools to handle employee data, attendance and leave control, pay details, and allowance management, ensuring that every payroll cycle is processed smoothly and in full compliance with organizational and governmental requirements. Moreover, it provides automated generation of social security and MOF reports, dynamic pay slips, and comprehensive audit and summary reports, giving HR and finance teams full control over payroll operations from data entry to final posting.

## Below is the Dashboard of the HR Role center in the Business Central:



Actions

- > Employees List
- > Active Employees List
- > Attendance List
- > Journals Matrix
- > Payroll Details
- > Payroll Supplement
- > Import Journals From Excel
- > Loans
- > Employees Dimensions
- > Employees Absence Entitlements
- > Leaves Request List
- > Purchase Quotes

Insights

Activities

Human Resources

Birth Dates	New Employees	Leavers	MOF Declaration	NSSF Declaration	Employee Loan	Probation Date	Employee Over 64
0	0	0	0	0	0	0	0
>	>	>	>	>	>	>	>

Employee Absent

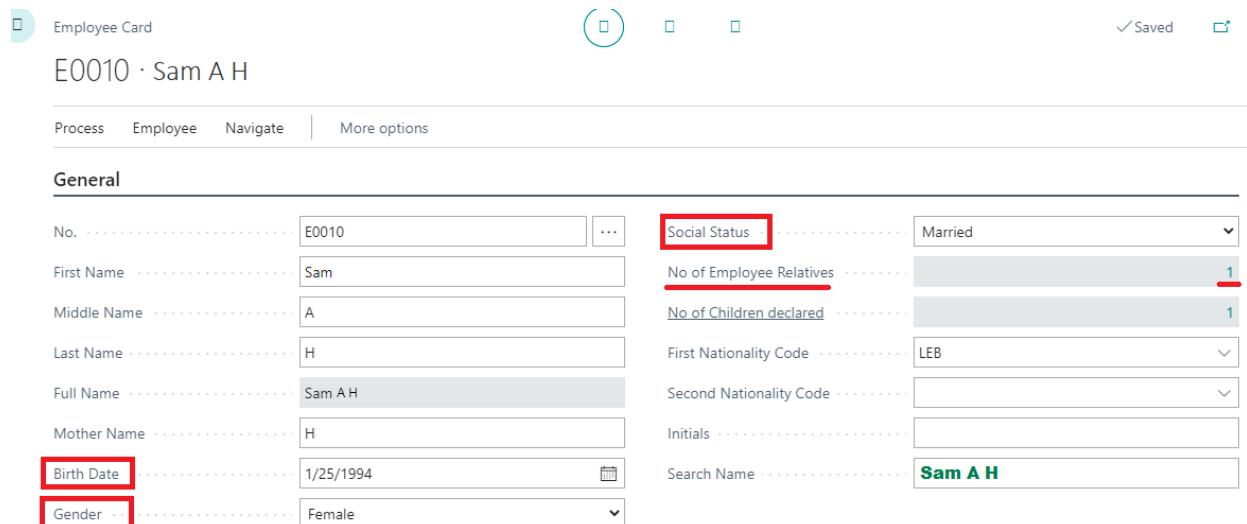
Journals

Driving Liscence	Passport Valid Date	Work Residenc... Date	Work Permit V... Date	Contracts Term... Date	Visa Expiry Date	Absent Employees	Open Journals
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## The Payroll Module is Divided into Four Managements:

### 1. Employee Management:

Starting from the Employee Card to define all the related fields, mentioning the mandatory ones below (if not filled, may lead to errors in generating attendance and payroll):



Employee Card

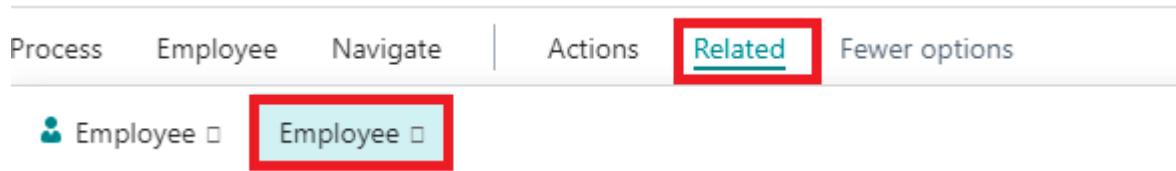
E0010 · Sam A H

Process Employee Navigate More options

**General**

No. ....	E0010	Social Status	Married
First Name .....	Sam	No of Employee Relatives	1
Middle Name .....	A	No of Children declared	1
Last Name .....	H	First Nationality Code	LEB
Full Name .....	Sam A H	Second Nationality Code	
Mother Name .....	H	Initials	
Birth Date .....	1/25/1994	Search Name	Sam A H
Gender .....	Female		

To add the info of the Employee Relatives, click on “Related” then “Employee”



Process Employee Navigate Actions **Related** Fewer options

**Employee** Employee

A list will pop out, click on “Relatives”



Process Employee Navigate **Relatives** options

**Employee** Employee

Misc. Article Information **Relatives**

Then fill in the info here:

Employee Relatives												<input type="button" value="Search"/>	<input type="button" value="New"/>	<input type="button" value="Edit List"/>	<input type="button" value="Delete"/>	<input type="button" value="Open in Excel"/>	<input type="button" value="More options"/>	<input type="button" value=""/>	<input type="button" value=""/>
Relative Code	First Name	Birth Date	Phone No.	Last Name	Gender	Social Status	Wor...	Student	Eligible Child	Eligible Exempt Tax	Does not Has NSSF	Permenant Disability							
CHILD1		1/1/2000			Male	Single	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No							
→					Male	Single	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No							
Code ↑																			
CHILD2	Second Child																		
CHILD3	Third Child																		
CHILD4	Fourth Child																		
CHILD5	Fifth Child																		
FATHER	Father																		
HUSBAND	Husband																		

Once done, go back to the Employee Card and proceed.

Below, the Employee Category categorizes the employees upon their allowances.

#### Administration

Employee Category Code .....	<input type="text" value="TRANS_MONT"/>	Applicant No. ....	<input type="text"/>
Customer Group Code .....	<input type="text"/>	Disciplinary Action .....	<input type="checkbox"/>
Employee Code .....	<input type="text" value="E0010"/>	Last Date Modified .....	<input type="text" value="5/26/2022"/>
Business Unit .....	<input type="text"/>	Related to file .....	<input type="text" value="E0010"/>

Employment Date when the employee started working in the company

Employment Type Code is the schedule

Status is whether the Employee is active, inactive (unpaid leave), terminated (not employed anymore)

Attendance number is the hand punch number when checking IN/OUT

Period is the first day of the payroll period

Employment Info

Employment Date	9/1/2021	Grounds for Term. Code	
Employment Type Code	8:00-5:00	Inactive Date	
Def. WTD No. of Hours	45.00	Cause of Inactivity Code	
Actual Service Years	0.77	Attendance No.	11
End of Service Date	1/25/2058	Annual Leave Start Date	11/1/2021
Status	Active	Period	3/1/2022
Termination Date			

In the Finance Section, many fields are mandatory to define whether the employee is declared or non-declared and when is the declaration date. Moreover, affect the exemptions and family allowances.

Payroll Group Code, either use it as one General group or divide the employees into groups for generating the payroll

Posting Group is the posting setup that affects the GL Accounts on the journals

Declaration Type: Declared/Non-Declared/Contractual...

Declaration Date: when the employee is declared

Turn the “Is Foreigner” on if the employee is not native, and specify whether he has End of Service or not.

Finance

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Pay Frequency .....	Monthly	No Exemption .....	<input checked="" type="checkbox"/>
Payroll Group Code .....	GENERAL	Don't Deserve Family Allowance .....	<input type="checkbox"/>
Posting Group .....	ALL	Spouse / Husband Secured .....	<input checked="" type="checkbox"/>
Declaration Type .....	Declared	Husband Unemployed .....	<input checked="" type="checkbox"/>
Declaration Date .....	5/12/2022	Total Exemption .....	7,500,000.00
Personal Finance No. ....		Last Finalized Pay Date .....	2/28/2022
NSSF Date .....	*	Family Allowance Retro Date .....	
NSSF No. ....		Previous Social Security Registr...	<input checked="" type="checkbox"/>
IsForeigner .....	<input checked="" type="checkbox"/>	Social Security Information .....	
Foreigner .....			

Basic Pay is the taxable salary. Extra Salary, the non-taxable.

#### Salary Info

Basic Pay .....	4,000,000.00	Hourly Basis .....	<input checked="" type="checkbox"/>
Extra Salary .....	0.00	Hourly Rate .....	21,164.02
Salary (ACY) .....	0.00	Daily Rate .....	190,476.19
Total Basic + allowances .....	4,000,000.00	Freeze Salary .....	<input checked="" type="checkbox"/>

Hourly & Daily Rates are calculated automatically.

As for the other fields in the Employee Card, are additional info that has to be filled in, but will not affect the Attendance & Payroll Generation.

## 2. Attendance Management:

The yearly official holidays that affect the attendance days, will be calculated automatically once creating the Base Calendar.

#### Attendance Setup



Employment Type



Daily Shift



Cause of Attendance



Base Calendar

#### Journals Setup

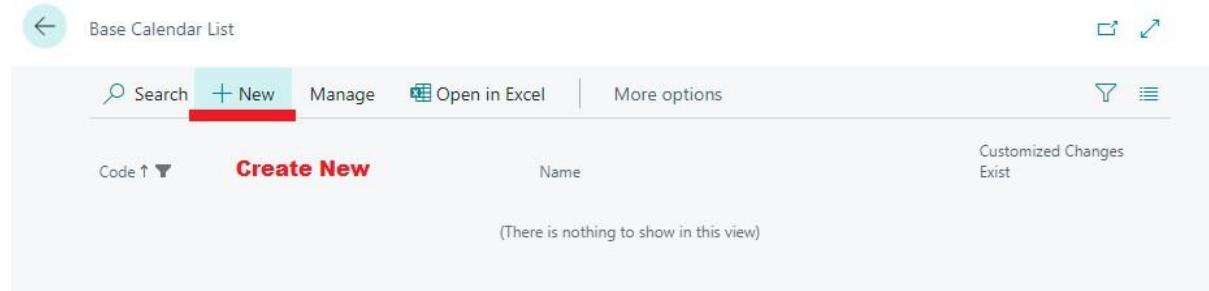


HR Transaction Type



HR System Code

Click "New" to create a new Calender



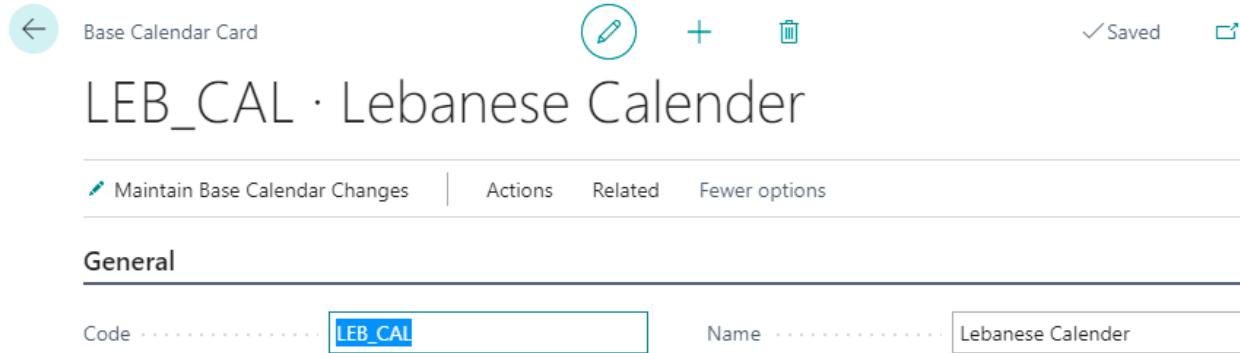
Base Calendar List

Search **+ New** Manage Open in Excel More options

Code ↑ **Create New** Name Customized Changes Exist

(There is nothing to show in this view)

Insert the Code (Required), and the Name.



Base Calendar Card

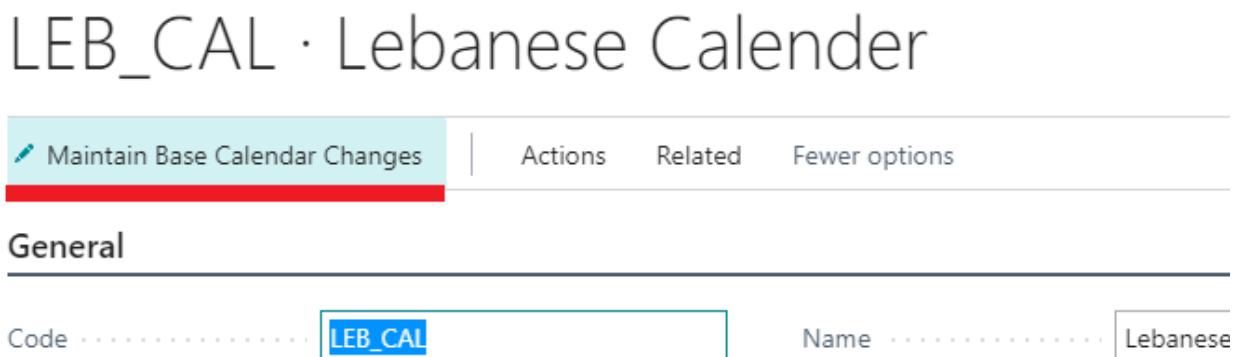
LEB\_CAL · Lebanese Calender

Maintain Base Calendar Changes Actions Related Fewer options

**General**

Code ..... **LEB\_CAL** Name ..... **Lebanese Calender**

Go to "Maintain Base Calendar Changes"

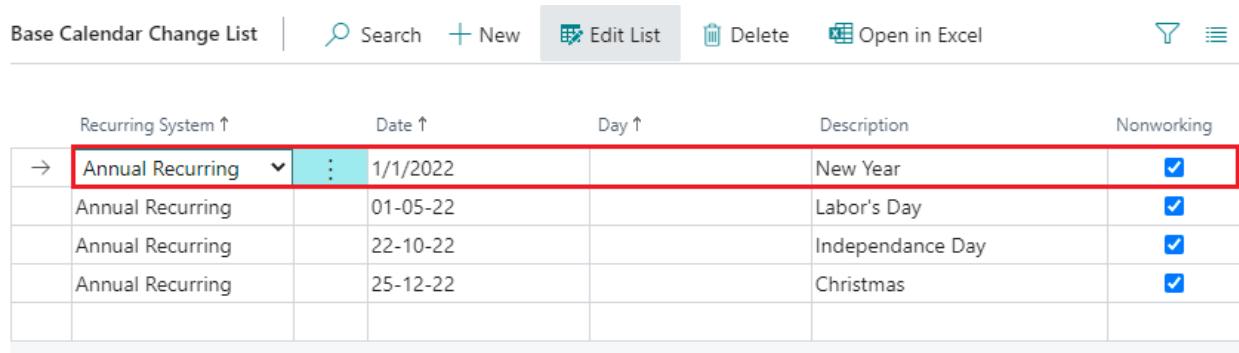


Maintain Base Calendar Changes Actions Related Fewer options

**General**

Code ..... **LEB\_CAL** Name ..... **Lebanese**

Insert the Official Holidays according to the Labor's Law.



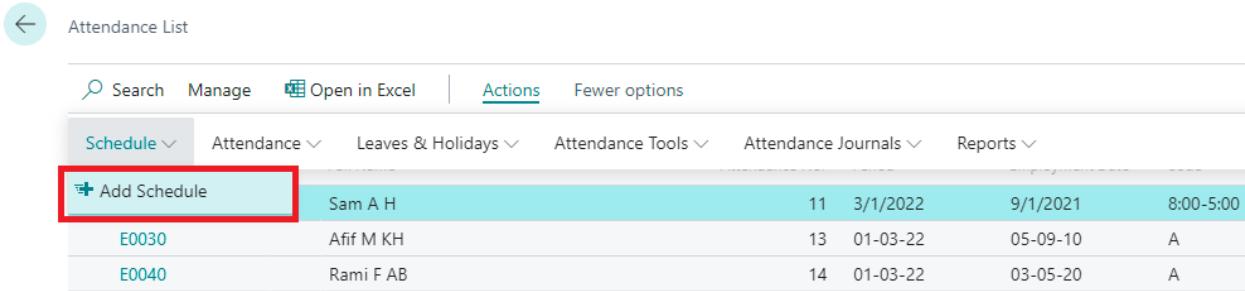
Base Calendar Change List Search + New Edit List Delete Open in Excel

Recurring System ↑	Date ↑	Day ↑	Description	Nonworking
→ Annual Recurring	1/1/2022		New Year	<input checked="" type="checkbox"/>
Annual Recurring	01-05-22		Labor's Day	<input checked="" type="checkbox"/>
Annual Recurring	22-10-22		Independance Day	<input checked="" type="checkbox"/>
Annual Recurring	25-12-22		Christmas	<input checked="" type="checkbox"/>

After creating the card for each employee with the needed information, and setting the Calendar, we can proceed to the attendance.

Go to Attendance List on the Home page.

In “Actions”, click on “Schedule”, then “Add schedule” when working for the first time with the Attendance



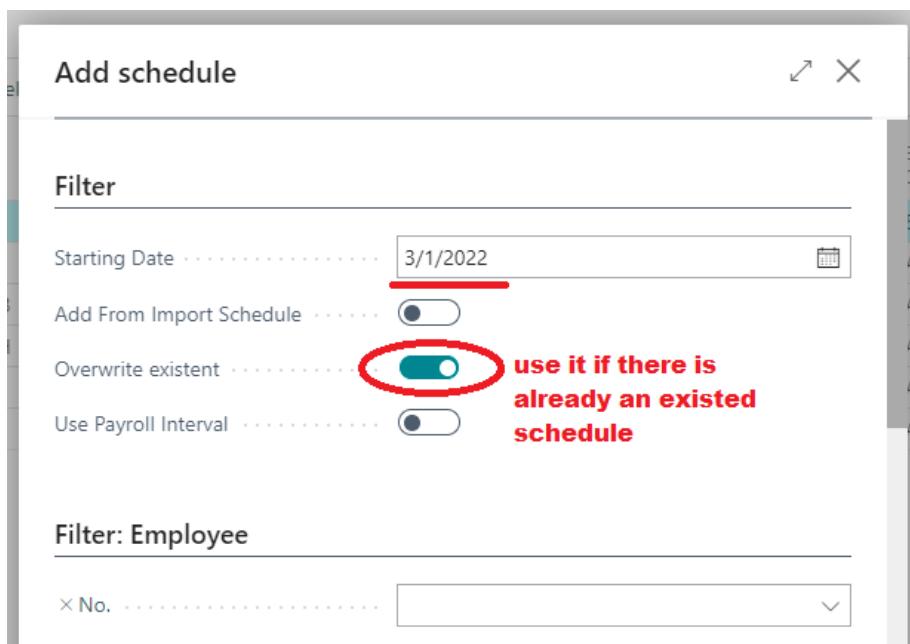
Attendance List

Actions

Schedule **Add Schedule** Attendance Leaves & Holidays Attendance Tools Attendance Journals Reports

	Sam A H	11	3/1/2022	9/1/2021	8:00-5:00
E0030	Afif M KH	13	01-03-22	05-09-10	A
E0040	Rami F AB	14	01-03-22	03-05-20	A

Choose the currently generating payroll period:



Add schedule

Filter

Starting Date ..... 3/1/2022

Add From Import Schedule .....

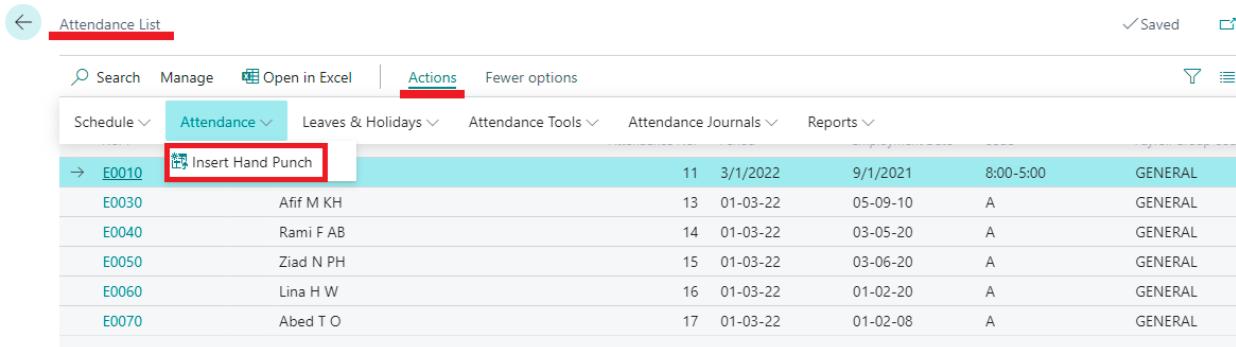
Overwrite existent .....  **use it if there is already an existed schedule**

Use Payroll Interval .....

Filter: Employee

× No. ....

After adding the schedule, click “Actions”, “Attendance”, then “Insert Hand Punch” to add the IN and OUT schedule to the system:



Attendance List

✓ Saved

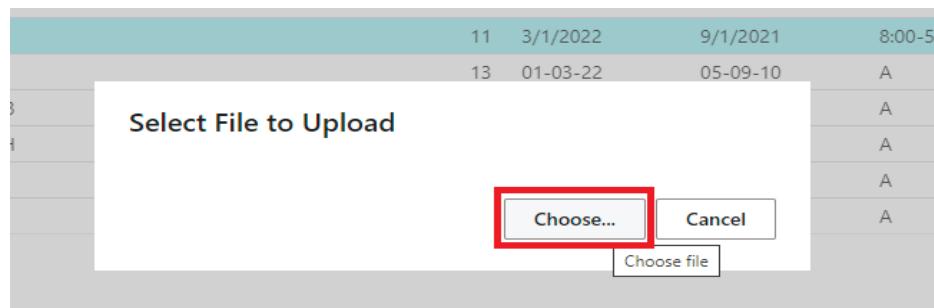
Actions

Schedule Attendance Leaves & Holidays Attendance Tools Attendance Journals Reports

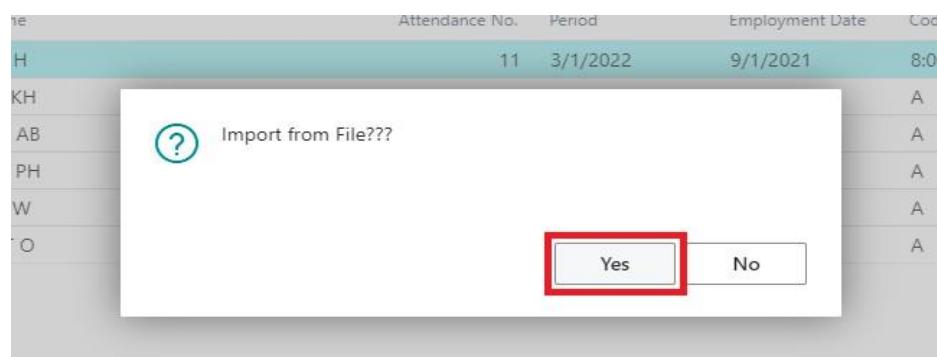
→ E0010 Insert Hand Punch

		11 3/1/2022	9/1/2021	8:00-5:00	GENERAL
E0030	Afif M KH	13 01-03-22	05-09-10	A	GENERAL
E0040	Rami F AB	14 01-03-22	03-05-20	A	GENERAL
E0050	Ziad N PH	15 01-03-22	03-06-20	A	GENERAL
E0060	Lina H W	16 01-03-22	01-02-20	A	GENERAL
E0070	Abed T O	17 01-03-22	01-02-08	A	GENERAL

“Choose” the excel file from the desktop



Then click “YES” to import:



If the line is in **Red**, means “Hand Punch Exist” is “**No**” and the “Shift Code” gives the Cause of Absence. (AL – WEEKEND – HOLIDAY...)

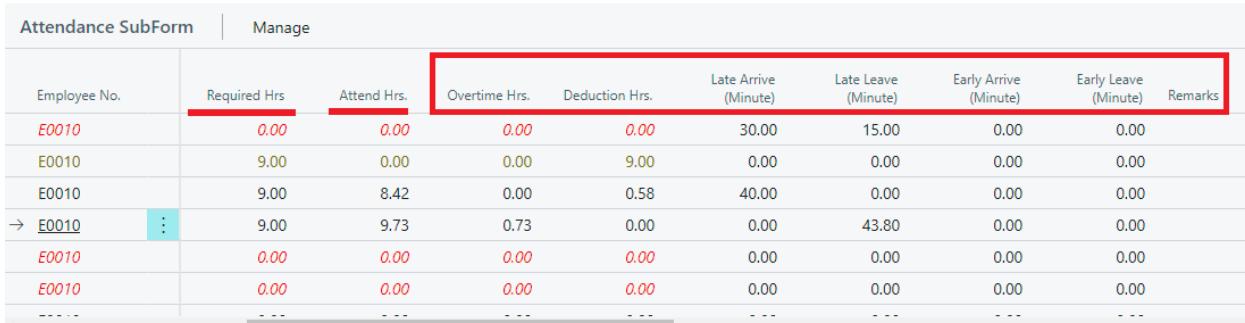
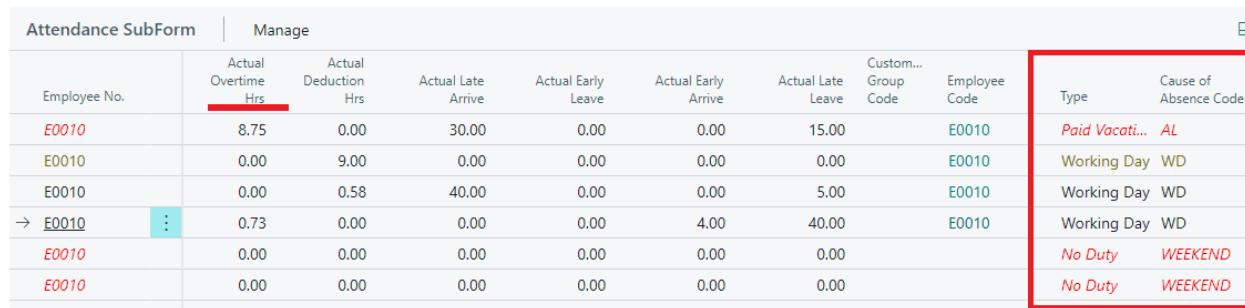
If the line is in **Yellow**, means “Hand Punch Exist” is “**Yes**” with a **missing punch** gives the Cause of Attendance

If the line is in Black, means “Hand Punch Exist” is “**Yes**” gives the Cause of Attendance

General >

Attendance SubForm		Manage								
Employee No.	Day of the Week	Date ↑	Shift Code	From Time	To Time	Hand Punch Exist	Required Hrs	Attend Hrs.	Overtime Hrs.	Deduction Hrs.
→ E0010	: Tuesday	3/1/2022	AL	12:00:00 PM	12:00:00 PM	No	0.00	0.00	0.00	0.00
E0010	Wednesday	02-03-22	8-5	8:00:00 AM	5:00:00 PM	Yes	9.00	0.00	0.00	9.00
E0010	Thursday	03-03-22	8-5	8:00:00 AM	5:00:00 PM	Yes	9.00	9.00	0.00	0.00
E0010	Friday	04-03-22	8-5	8:00:00 AM	5:00:00 PM	Yes	9.00	9.00	0.00	0.00
E0010	Saturday	05-03-22	WEEKEND	12:00:00 PM	12:00:00 PM	No	0.00	0.00	0.00	0.00
E0010	Sunday	06-03-22	WEEKEND	12:00:00 PM	12:00:00 PM	No	0.00	0.00	0.00	0.00

In the table, view the Required hours vs the Attended hours with the calculations of overtimes and deduction hours, late arrive/leave, and early arrive/leave

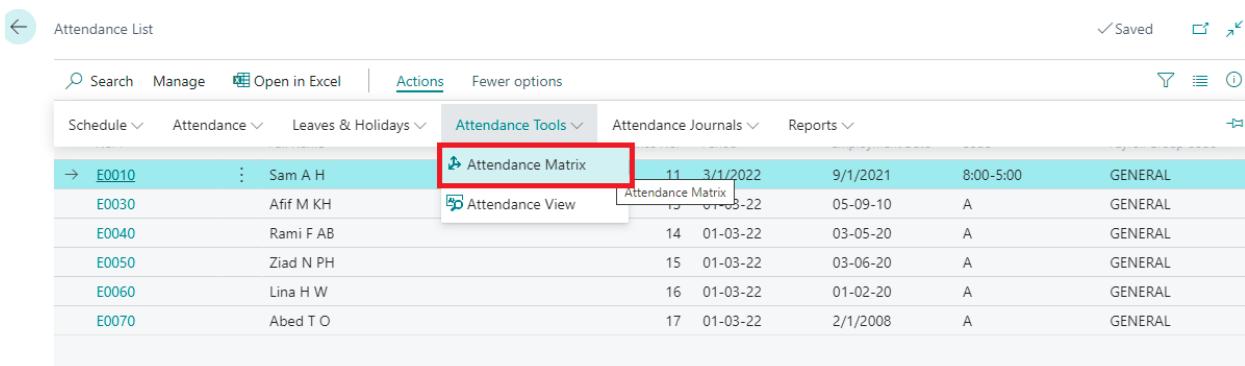
Employee No.	Required Hrs	Attend Hrs.	Overtime Hrs.	Deduction Hrs.	Late Arrive (Minute)	Late Leave (Minute)	Early Arrive (Minute)	Early Leave (Minute)	Remarks
	E0010	0.00	0.00	0.00	0.00	30.00	15.00	0.00	0.00
E0010	9.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00	
E0010	9.00	8.42	0.00	0.58	40.00	0.00	0.00	0.00	
→ E0010	9.00	9.73	0.73	0.00	0.00	43.80	0.00	0.00	
E0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Employee No.	Actual Overtime Hrs	Actual Deduction Hrs	Actual Late Arrive	Actual Early Leave	Actual Early Arrive	Actual Late Leave	Custom... Group Code	Employee Code	Type Cause of Absence Code
	E0010	8.75	0.00	30.00	0.00	0.00	15.00	E0010	Paid Vacati... AL
E0010	0.00	9.00	0.00	0.00	0.00	0.00	E0010	Working Day WD	
E0010	0.00	0.58	40.00	0.00	0.00	5.00	E0010	Working Day WD	
→ E0010	0.73	0.00	0.00	0.00	4.00	40.00	E0010	Working Day WD	
E0010	0.00	0.00	0.00	0.00	0.00	0.00		No Duty WEEKEND	
E0010	0.00	0.00	0.00	0.00	0.00	0.00		No Duty WEEKEND	

Go back to the “Attendance List”

In “Actions”, “Attendance Tools”, click “Attendance Matrix” to view the Attendance:



Attendance List		Actions		Attendance Tools		Attendance Journals		Reports		
Schedule	Attendance	Leaves & Holidays	Attendance Tools	Attendance Matrix	Attendance View	Attendance Matrix	Attendance View	Attendance Matrix	Attendance View	
→ E0010	Sam A H	E0030	Afif M KH	11 3/1/2022	15 01-03-22	9/1/2021	05-09-10	8:00-5:00	A	GENERAL
E0040	Rami F AB	E0050	Ziad N PH	14 01-03-22	15 01-03-22	03-05-20	03-06-20	A	A	GENERAL
E0060	Lina H W	E0070	Abed T O	16 01-03-22	17 01-03-22	01-02-20	2/1/2008	A	A	GENERAL

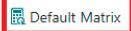
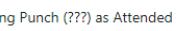
Choose the required filters:

Filters

From Date	3/9/2022	
Till Date	3/9/2022	
Employee	E0010	
Employment Type		
Payroll Group		

When clicking on “Default Matrix” it shows the Cause of Attendance Code

Employee Attendance Matrix   

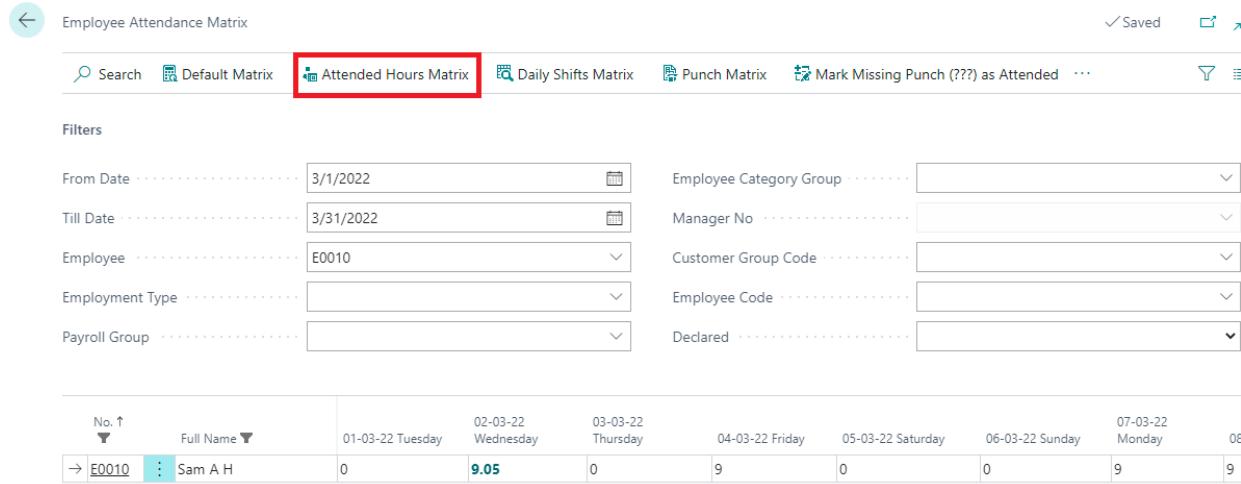
 Search        

Filters

From Date	3/1/2022		Employee Category Group	
Till Date	3/31/2022		Manager No	
Employee	E0010		Customer Group Code	
Employment Type			Employee Code	
Payroll Group			Declared	

No. 	Full Name 	01-03-22 Tuesday	02-03-22 Wednesday	03-03-22 Thursday	04-03-22 Friday	05-03-22 Saturday	06-03-22 Sunday	07-03-22 Monday	08-03-22 Tuesday
→ E0010	Sam A H	AL	????	<b>Late Arrive</b>	<b>OVERTIME</b>	WEEKEND	WEEKEND	WD	W

“Attendance Matrix” shows the Sum of working hours



Employee Attendance Matrix

✓ Saved Print Export Close

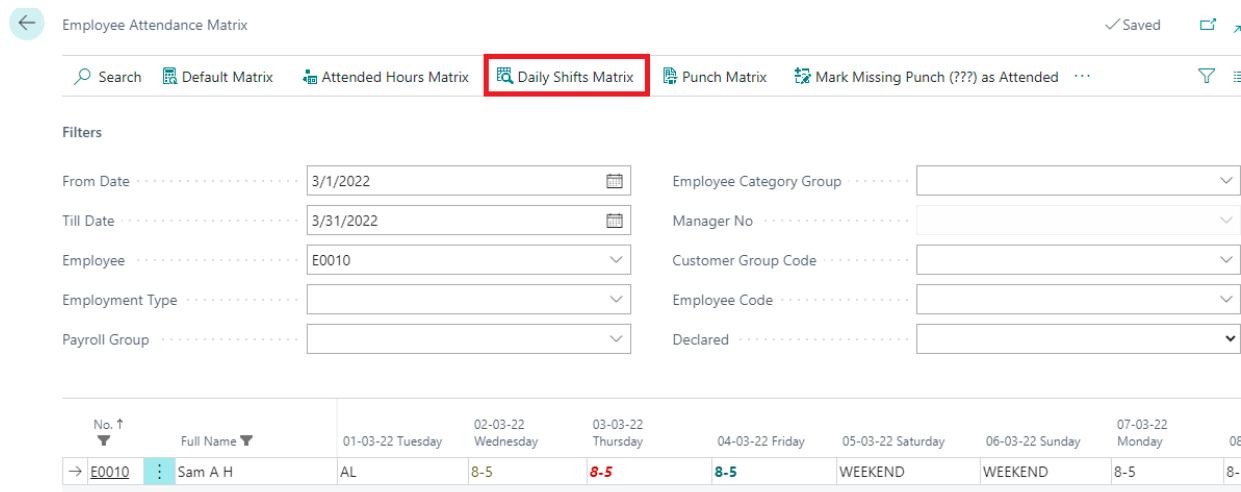
Search Default Matrix Attended Hours Matrix Daily Shifts Matrix Punch Matrix Mark Missing Punch (???) as Attended ...

Filters

From Date	3/1/2022	Employee Category Group	▼
Till Date	3/31/2022	Manager No	▼
Employee	E0010	Customer Group Code	▼
Employment Type	▼	Employee Code	▼
Payroll Group	▼	Declared	▼

No. ↑	Full Name ▼	01-03-22 Tuesday	02-03-22 Wednesday	03-03-22 Thursday	04-03-22 Friday	05-03-22 Saturday	06-03-22 Sunday	07-03-22 Monday	08-03-22 Tuesday
→ E0010	Sam A H	0	9.05	0	9	0	0	9	9

“Daily Shift Matrix” shows the Daily Shift Code



Employee Attendance Matrix

✓ Saved Print Export Close

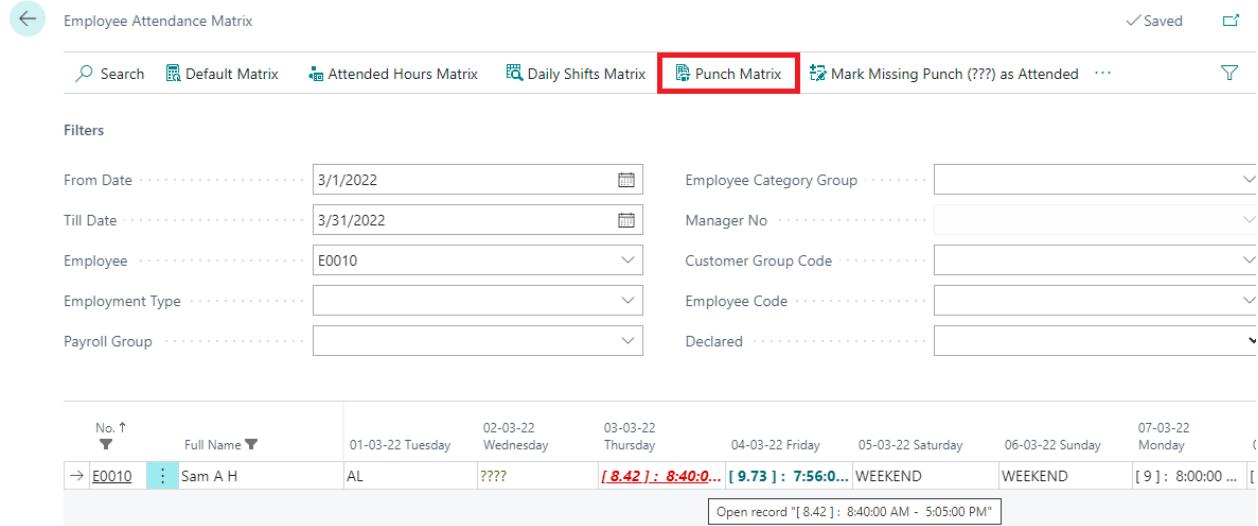
Search Default Matrix Attended Hours Matrix Daily Shifts Matrix Punch Matrix Mark Missing Punch (???) as Attended ...

Filters

From Date	3/1/2022	Employee Category Group	▼
Till Date	3/31/2022	Manager No	▼
Employee	E0010	Customer Group Code	▼
Employment Type	▼	Employee Code	▼
Payroll Group	▼	Declared	▼

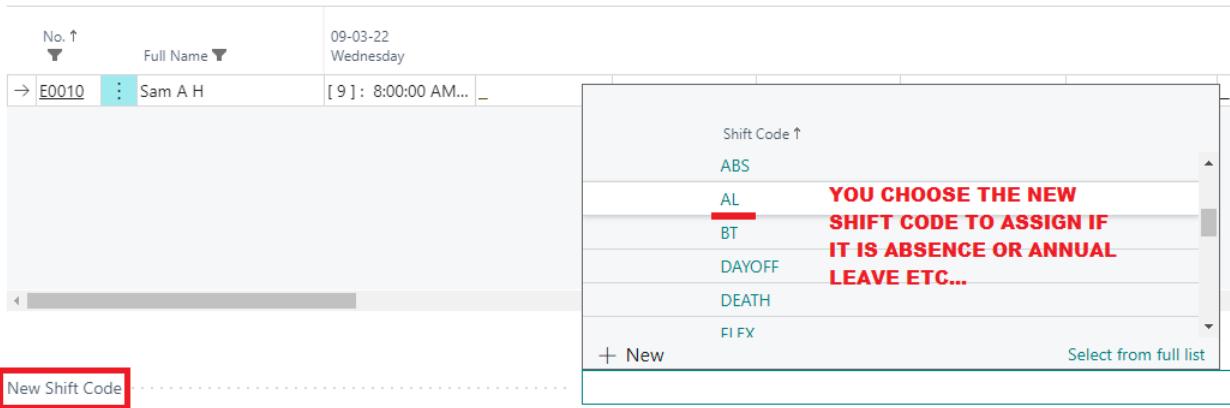
No. ↑	Full Name ▼	01-03-22 Tuesday	02-03-22 Wednesday	03-03-22 Thursday	04-03-22 Friday	05-03-22 Saturday	06-03-22 Sunday	07-03-22 Monday	08-03-22 Tuesday
→ E0010	Sam A H	AL	8-5	8-5	8-5	WEEKEND	WEEKEND	8-5	8-5

“Punch Matrix” shows the Punch time (In & Out)



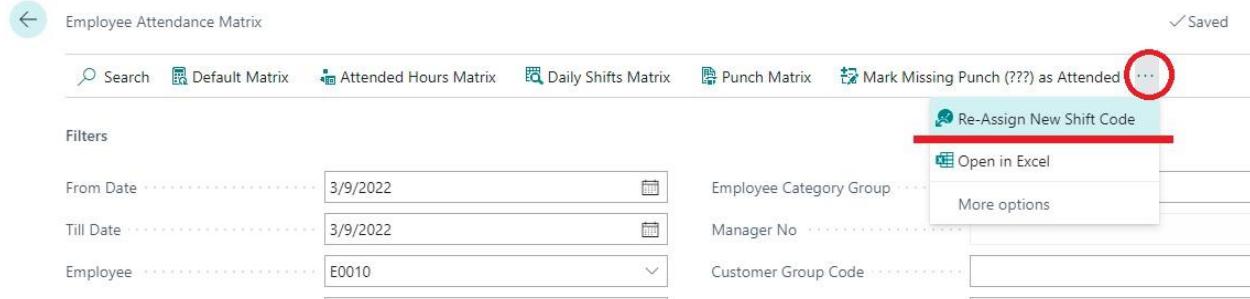
The screenshot shows the 'Employee Attendance Matrix' interface. The 'Punch Matrix' tab is highlighted with a red box. The interface includes a search bar, filter sections for date, employee, and category, and a grid view showing attendance data for employee E0010 on March 1, 2022. The grid shows columns for the date (01-03-22 Tuesday), time (08:40:00), and shift code (AL). A tooltip 'Open record "[8.42] : 8:40:00 : [9.73] : 7:56:00 : WEEKEND : WEEKEND : [9] : 8:00:00 ..."' is visible over the grid cell.

Or, to Re-Assign a New Shift Code, insert the new code below “New Shift Code”, then choose the new code



The screenshot shows the 'Employee Attendance Matrix' interface with a dropdown menu for shift codes. The menu is titled 'Shift Code ↑' and lists options: ABS, AL (highlighted in red), BT, DAYOFF, DEATH, and FI FX. A red annotation in the center of the menu reads: 'YOU CHOOSE THE NEW SHIFT CODE TO ASSIGN IF IT IS ABSENCE OR ANNUAL LEAVE ETC...'. The 'New Shift Code' input field is highlighted with a red box at the bottom left of the menu.

And click on the Three Dots then select the “Re-Assign New Shift Code” to execute



Employee Attendance Matrix

✓ Saved

Search Default Matrix Attended Hours Matrix Daily Shifts Matrix Punch Matrix Mark Missing Punch (???) as Attended

Re-Assign New Shift Code

Open in Excel More options

Filters

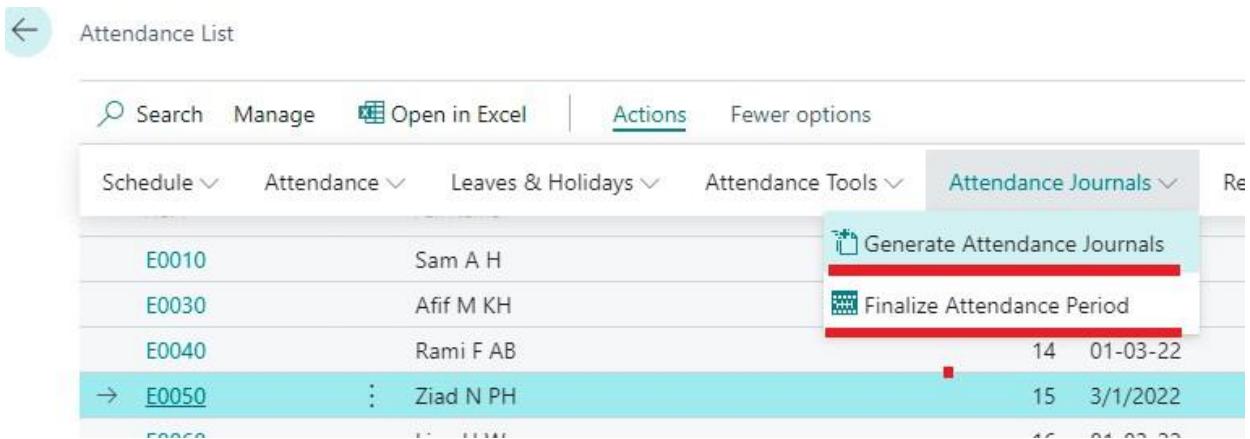
From Date: 3/9/2022

Till Date: 3/9/2022

Employee: E0010

Employee Category Group Manager No Customer Group Code

Once all the attendances are imported and checked, Go Back to the Attendance List, click “Actions”, then “Attendance Journals” to generate and then finalize to proceed for payroll



Attendance List

Search Manage Open in Excel Actions Fewer options

Schedule Attendance Leaves & Holidays Attendance Tools Attendance Journals

E0010 Sam A H

E0030 Afif M KH

E0040 Rami F AB

→ E0050 Ziad N PH 14 01-03-22

15 3/1/2022

16 01-03-22

17 01-03-22

Generate Attendance Journals

Finalize Attendance Period

### 3. Allowance Management:

In the Allowance Management, all the factors that affect the Net Pay of the employee are located in the Pay Element on the Home Page.

General Journals   Payment Journals   Chart of Accounts



Each Pay Element has code that defines it, and the type is whether Addition or Deduction.

Tick if it Affects Income Tax or Affects NSSF

Choose the Line No. to be shown in the R-Reports (if needed)

Calculated Amount is excluded from the payroll calculation (Pay Detail Table)

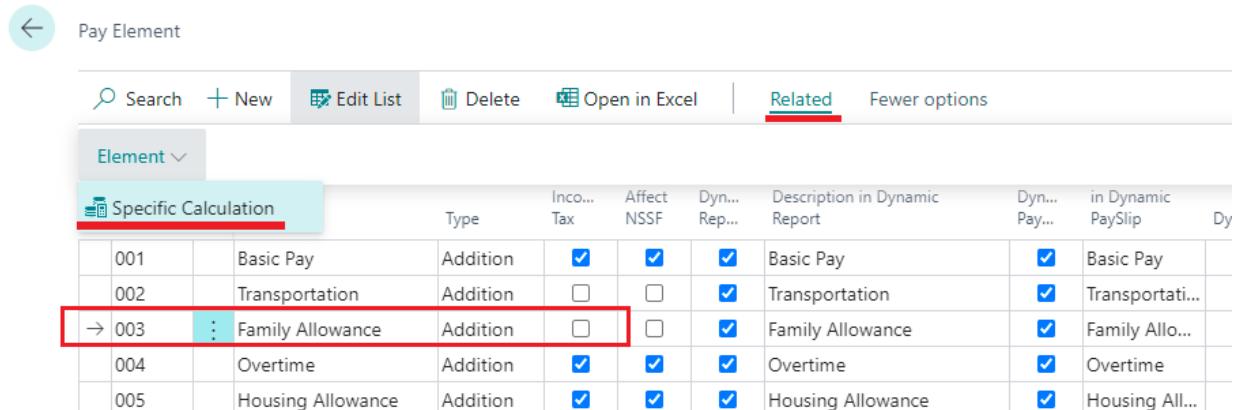
Pay Element

✓ Saved 

Code ↑	Type	Affect Inco... Tax	Affect NSSF	Show in Dyn... Rep...	Description in Dynamic Report	Show in Dyn... PaySlip	Description in Dynamic PaySlip	Order Sequ... in Dyna...	R6 No.	R5 No.	R 10 No.	Calculated Amount
→ 001	⋮ Addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Pay	<input checked="" type="checkbox"/>	Basic Pay	1	100	100	100	94,000,000.00
002	⋮ Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Transportation	<input checked="" type="checkbox"/>	Transportati...	2	130	130	130	11,388,000.00
003	⋮ Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Family Allowance	<input checked="" type="checkbox"/>	Family Allo...	3	170	170	170	324,000.00
004	⋮ Addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Overtime	<input checked="" type="checkbox"/>	Overtime	4	100	100	100	0.00
005	⋮ Addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Housing Allowance	<input checked="" type="checkbox"/>	Housing All...	5	110	110	110	9,400,000.00
006	⋮ Addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Transportation Allowance	<input checked="" type="checkbox"/>	Transportati...	6	110	110	110	0.00
007	⋮ Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Business Trip Allowance	<input checked="" type="checkbox"/>	Business Tri...	7				0.00
008	⋮ Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scholarship	<input checked="" type="checkbox"/>	Scholarship	8	110	110	110	0.00
009	⋮ Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gift Allowance	<input checked="" type="checkbox"/>	Gift Allowa...	9	130	130	130	0.00

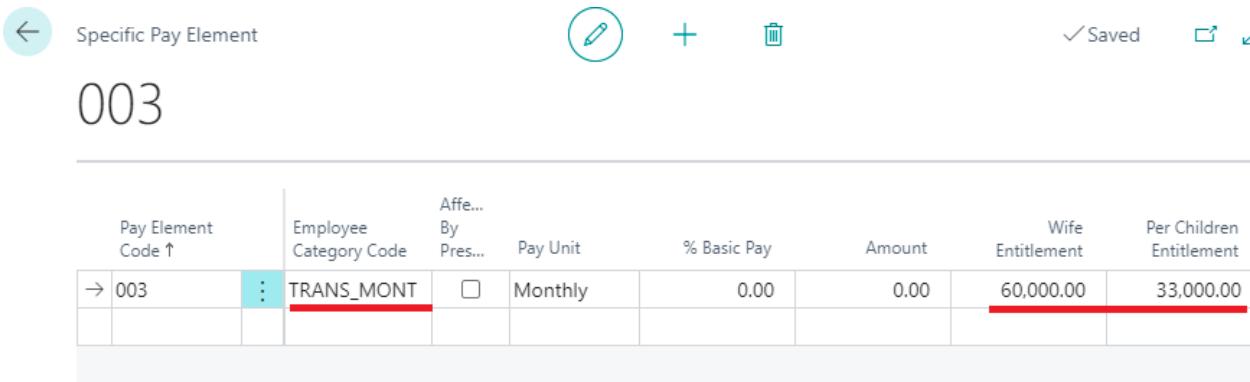
A Pay Element can have a specific fixed amount to be calculated

Select the needed Element, in the “Related”, click “Element”, the “Specific Calculation”



Code	Element	Type	Inco...	Affect	Dyn...	Description in Dynamic Report	Dyn...	in Dynamic PaySlip	Dy
001	Basic Pay	Addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Pay	<input checked="" type="checkbox"/>	Basic Pay	
002	Transportation	Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Transportation	<input checked="" type="checkbox"/>	Transportati...	
→ 003	Family Allowance	Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Family Allowance	<input checked="" type="checkbox"/>	Family Allo...	
004	Overtime	Addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Overtime	<input checked="" type="checkbox"/>	Overtime	
005	Housing Allowance	Addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Housing Allowance	<input checked="" type="checkbox"/>	Housing All...	

Choose the recommended “Employee Category”, then put the amount in the needed field (depending on the Element type)

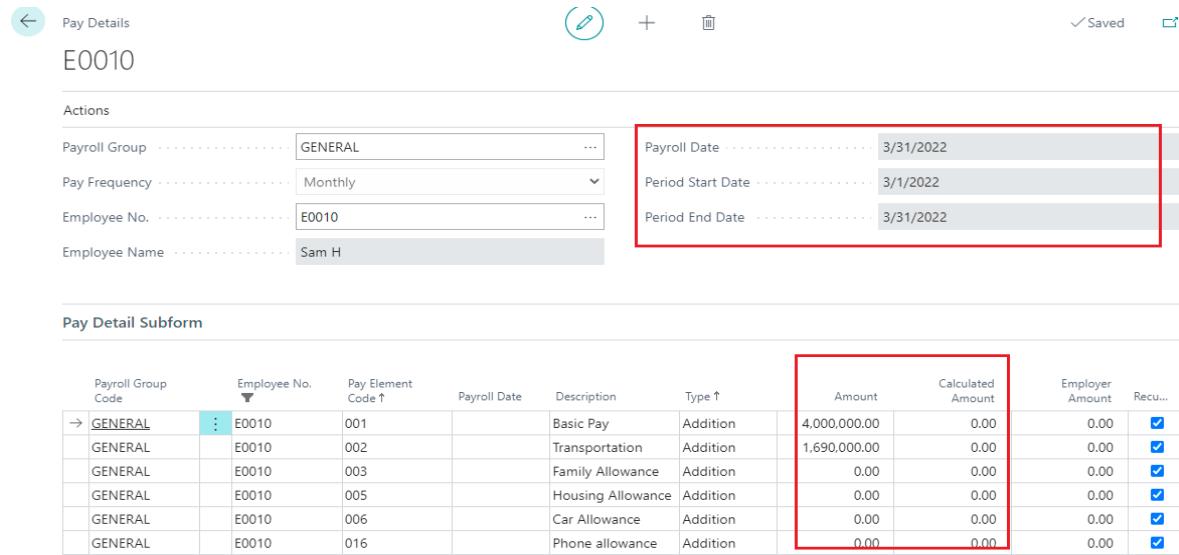


Pay Element Code ↑	Employee Category Code	Affe...	By Pres...	Pay Unit	% Basic Pay	Amount	Wife Entitlement	Per Children Entitlement
→ 003	TRANS_MONT	<input type="checkbox"/>	Monthly		0.00	0.00	60,000.00	33,000.00

#### 4. Payroll Management:

From the Home Page, Open the Pay Detail

The details of the payroll period and the amounts are shown



Pay Details

E0010

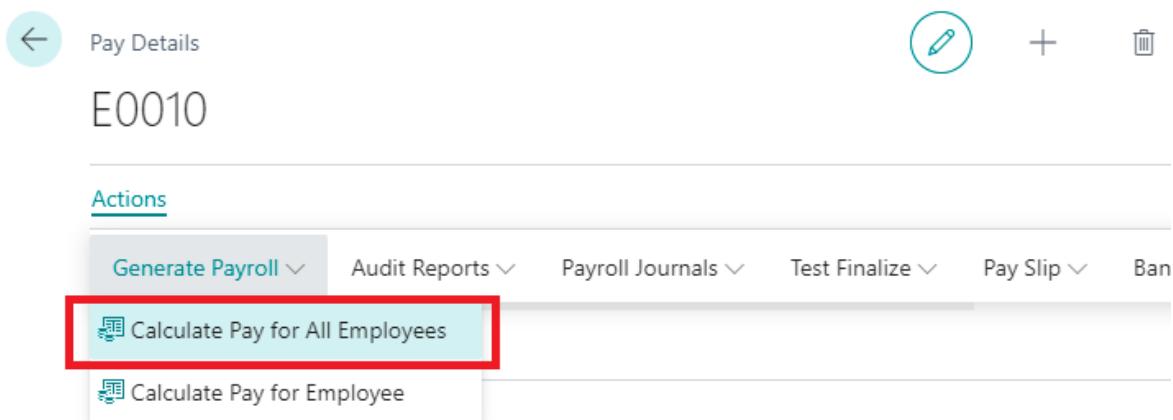
Actions

Payroll Group	GENERAL	Payroll Date	3/31/2022
Pay Frequency	Monthly	Period Start Date	3/1/2022
Employee No.	E0010	Period End Date	3/31/2022
Employee Name	Sam H		

Pay Detail Subform

Payroll Group Code	Employee No.	Pay Element Code ↑	Payroll Date	Description	Type ↑	Amount	Calculated Amount	Employer Amount	Recu...
GENERAL	E0010	001		Basic Pay	Addition	4,000,000.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	002		Transportation	Addition	1,690,000.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	003		Family Allowance	Addition	0.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	005		Housing Allowance	Addition	0.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	006		Car Allowance	Addition	0.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	016		Phone allowance	Addition	0.00	0.00	0.00	<input checked="" type="checkbox"/>

Click on the “Actions” tab, “Generate Payroll”, “Calculate Pay for All Employees” or “Calculate Pay for Employee” to generate for a selected employee



Pay Details

E0010

Actions

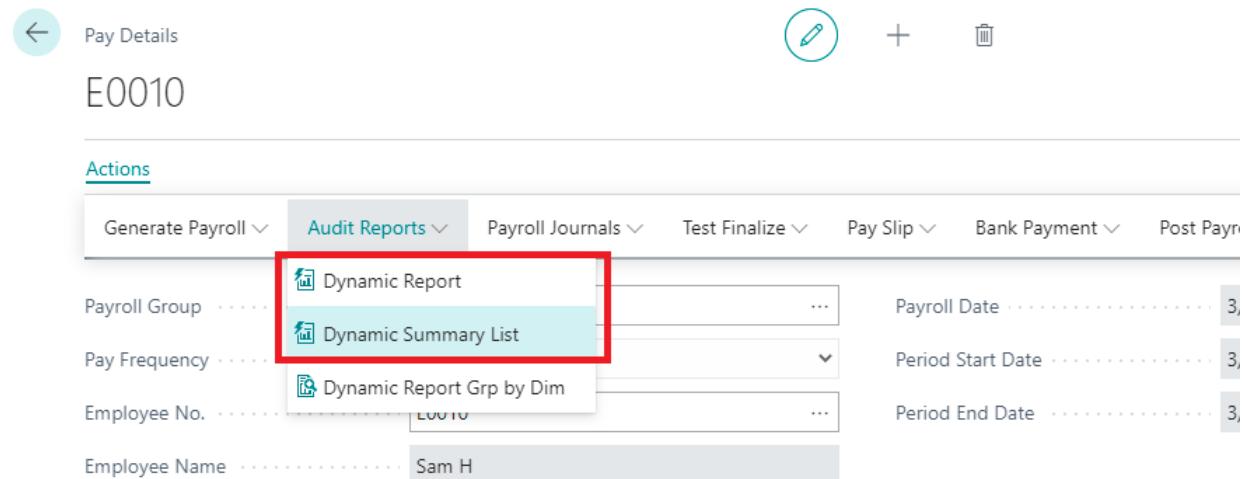
- Generate Payroll
- Audit Reports
- Payroll Journals
- Test Finalize
- Pay Slip
- Bank
- Calculate Pay for All Employees
- Calculate Pay for Employee

Once generated, the calculated amounts will be shown in the column “Calculated Amounts”

Pay Detail Subform

Payroll Group Code	Employee No.	Pay Element Code ↑	Payroll Date	Description	Type ↑	Amount	Calculated Amount	Employer Amount	Recu...
→ GENERAL	E0010	001	3/31/2022	Basic Pay	Addition	4,000,000.00	4,000,000.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	002	31-03-22	Transportation	Addition	1,690,000.00	1,690,000.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	003	31-03-22	Family Allowance	Addition	0.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	005	31-03-22	Housing Allowance	Addition	0.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	016	31-03-22	Phone allowance	Addition	33,000.00	33,000.00	0.00	<input type="checkbox"/>
GENERAL	E0010	026	31-03-22	Food Allowance	Addition	0.00	0.00	0.00	<input checked="" type="checkbox"/>
GENERAL	E0010	010	31-03-22	Salary Absence De...	Deduction	238,352.43	238,352.43	0.00	<input type="checkbox"/>
GENERAL	E0010	013	31-03-22	Income Tax	Deduction	201,000.00	201,000.00	0.00	<input type="checkbox"/>

Use the “Dynamic Reports” and “Dynamic Summary List” to check all the calculated amounts for the employees. Click “Actions”, “Audit Reports”, then choose your option



Pay Details

E0010

**Actions**

Generate Payroll ▾ **Audit Reports ▾** Payroll Journals ▾ Test Finalize ▾ Pay Slip ▾ Bank Payment ▾ Post Payr

Payroll Group ..... Pay Frequency ..... Employee No. ..... Employee Name ..... Sam H

Payroll Date ..... 3/31/2022

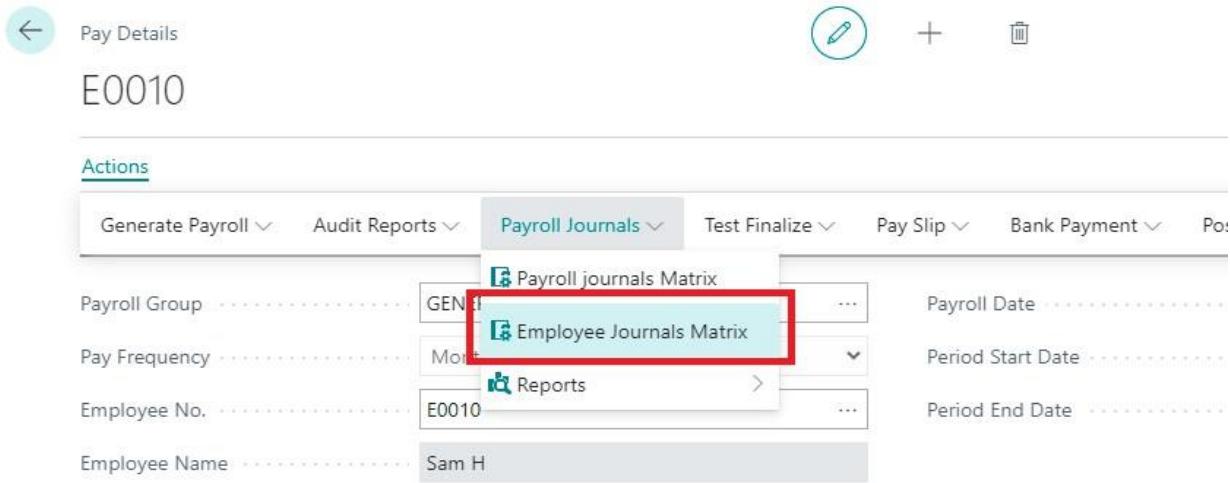
Period Start Date ..... 31-03-22

Period End Date ..... 31-03-22

**Dynamic Report**

**Dynamic Summary List**

In "Actions", "Payroll Journal", Open the "Employee Journal Matrix" for the HR Transactions (Additions & Deductions on Net Pay)



Pay Details

E0010

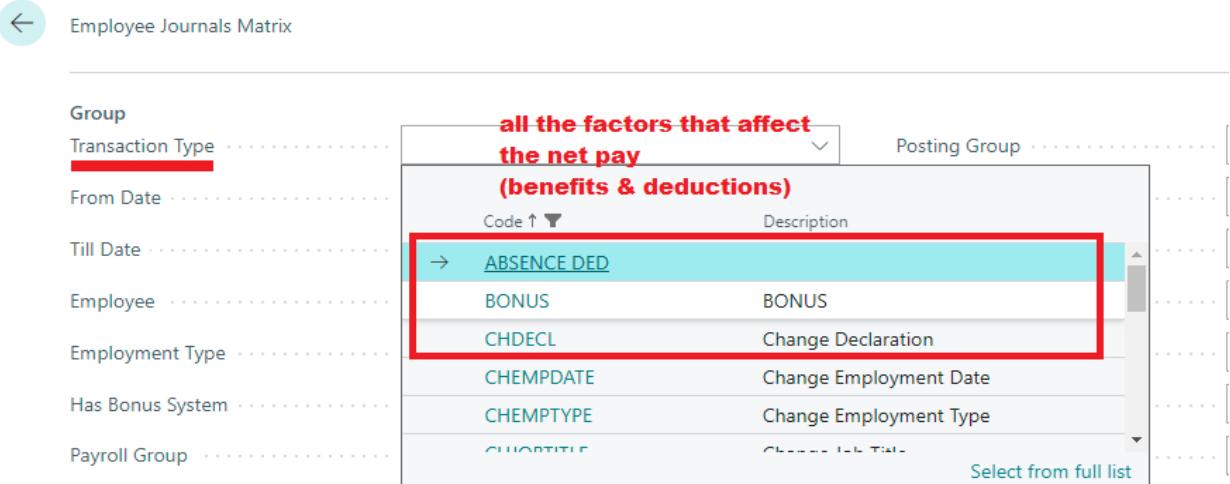
Actions

Generate Payroll ▾ Audit Reports ▾ **Payroll Journals ▾** Test Finalize ▾ Pay Slip ▾ Bank Payment ▾ Po:

Payroll Group ..... GEN ..... Payroll Date .....  
 Pay Frequency ..... Month ..... Period Start Date .....  
 Employee No. ..... E0010 ..... Period End Date .....  
 Employee Name ..... Sam H

**Employee Journals Matrix** is highlighted with a red box.

Choose the Transaction Type (Manual Factors / Pay Elements)



Employee Journals Matrix

Group

Transaction Type ..... **ABSENCE DED** ..... Posting Group .....  
 From Date .....  
 Till Date .....  
 Employee .....  
 Employment Type .....  
 Has Bonus System .....  
 Payroll Group .....

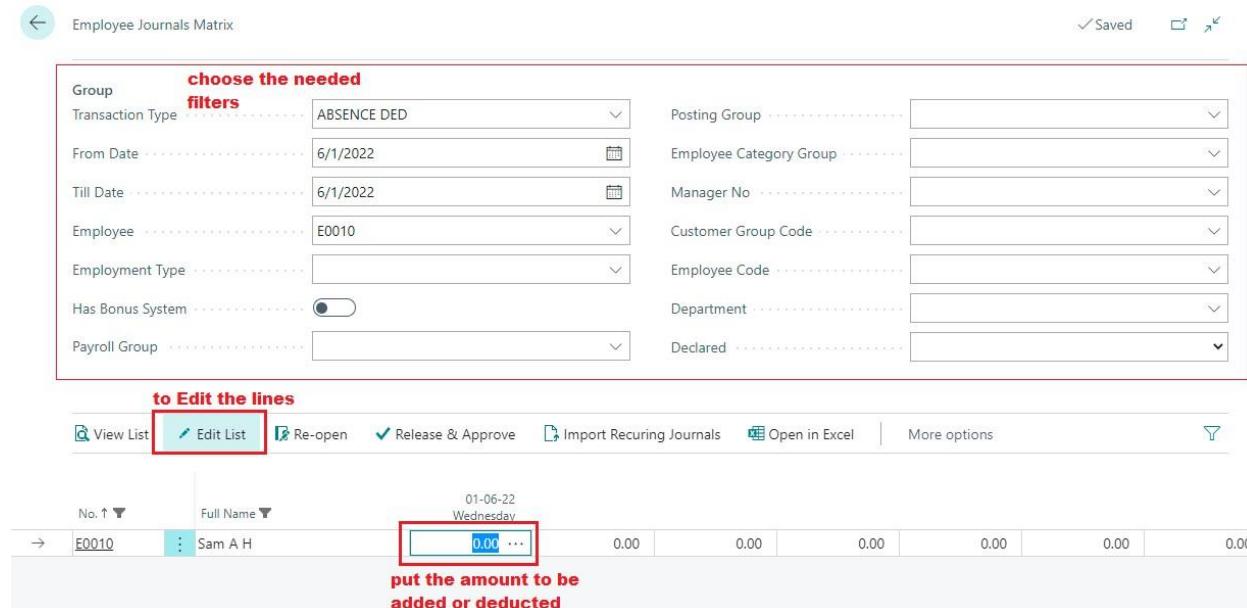
**all the factors that affect the net pay (benefits & deductions)**

Code ↑ ↴	Description
→ ABSENCE DED	
BONUS	BONUS
CHDECL	Change Declaration
CHEMPDATE	Change Employment Date
CHEMPTYPE	Change Employment Type
CHORTITLE	Change Job Title

Select from full list

The transaction type 'ABSENCE DED' is highlighted with a red box.

And the needed filters, click “Edit List”, then insert the amount



The screenshot shows the 'Employee Journals Matrix' interface. At the top, there are filter settings for 'Group', 'Transaction Type' (set to 'ABSENCE DED'), 'From Date' (6/1/2022), 'Till Date' (6/1/2022), 'Employee' (E0010), 'Employment Type', 'Has Bonus System' (checked), 'Payroll Group', 'Posting Group', 'Employee Category Group', 'Manager No', 'Customer Group Code', 'Employee Code', 'Department', and 'Declared'. Below the filters is a toolbar with 'View List', 'Edit List' (highlighted with a red box), 'Re-open', 'Release & Approve', 'Import Recurring Journals', 'Open in Excel', and 'More options'. The main area shows a table with columns for 'No.', 'Full Name', 'Date', and several amount fields. The 'Amount' field for employee E0010 is highlighted with a red box and contains '0.00 ...'. A note 'put the amount to be added or deducted' is overlaid on this field. The date '01-06-22 Wednesday' is displayed above the table.

Or, import from excel the transactions for multiple employees, from the Home Page, click on “Import Journals From Excel”



Excel Format:

	A	B	C	D
1	Employee No.	Transaction Type	Date	Amount
2	E0010	ABSENCE DED	31-03-22	150000
3	E0030	BONUS	15-03-22	200000
4	E0040	OVERTIME	31-03-22	233000

In the “Actions”, “Payroll Journals”, click “Reports” to ensure the MOF and the R-Reports

**Actions**

Generate Payroll	Audit Reports	Payroll Journals	Test Finalize	Pay Slip	Bank Payment	Post Payroll
Payroll Group	GENERAL	Payroll journals Matrix	Pavroll Date	3/31/2022		
Pay Frequency	Mont	Employee Journals Matrix	Payroll Summary by Location	3/1/2022		
Employee No.	E0010	Reports	Comparative Salary Report by location			
Employee Name	Sam H		Employee Statement of Account			
<b>Pay Detail Subform</b>						
Payroll Group Code	Employee No.	Pay Element Code ↑	Payroll Date			
→ GENERAL	E0010	001	3/31/2022			
GENERAL	E0010	002	31-03-22	M.O.F Reports	>	
GENERAL	E0010	003	31-03-22	NSSF Reports	>	
GENERAL	E0010	005	31-03-22			

...

Pavroll Date

3/31/2022

Payroll Summary by Location

3/1/2022

Comparative Salary Report by location

Employee Statement of Account

Salaries Comparative Report

Payroll Journals History

Salary EOS Report

Social Insurance

Salaries Grouped by PayGrp

**M.O.F Reports**

NSSF Reports

In addition to all the needed NSSF Reports

**Actions**

Generate Payroll	Audit Reports	Payroll Journals	Test Finalize	Pay Slip	Bank Payment	
Payroll Group	GENERAL	Payroll journals Matrix	Pavroll Date	3/31/2022		
Pay Frequency	Mont	Employee Journals Matrix	Payroll Summary by Location	3/1/2022		
Employee No.	E0010	Reports	Comparative Salary Report by location			
Employee Name	Sam H		Employee Statement of Account			
<b>Pay Detail Subform</b>						
Payroll Group Code	Employee No.	Pay Element Code ↑	Payroll Date			
→ GENERAL	E0010	001	3/31/2022			
GENERAL	E0010	002	31-03-22	M.O.F Reports	>	
GENERAL	E0010	003	31-03-22	NSSF Reports	>	
GENERAL	E0010	005	31-03-22			

...

Pavroll Date

3/31/2022

Payroll Summary by Location

3/1/2022

Comparative Salary Report by location

Employee Statement of Account

Salaries Comparative Report

Payroll Journals History

Salary EOS Report

Social Insurance

Salaries Grouped by PayGrp

**M.O.F Reports**

**NSSF Reports**

Salary NSSF

Monthly NSSF Report

Monthly Salary NSSF

NSSF Yearly Declaration Report

EOS Provision Report

تصريح عن استخدام اجير

اعلام عن استخدام اجير

تصريح ترك اجير عمله

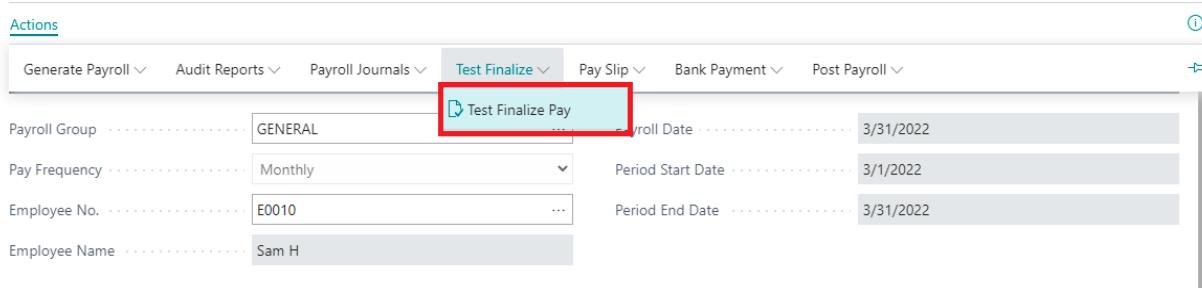
افادة بالاجر او الكسب الاخير

إفادة عمل

إفادة راتب

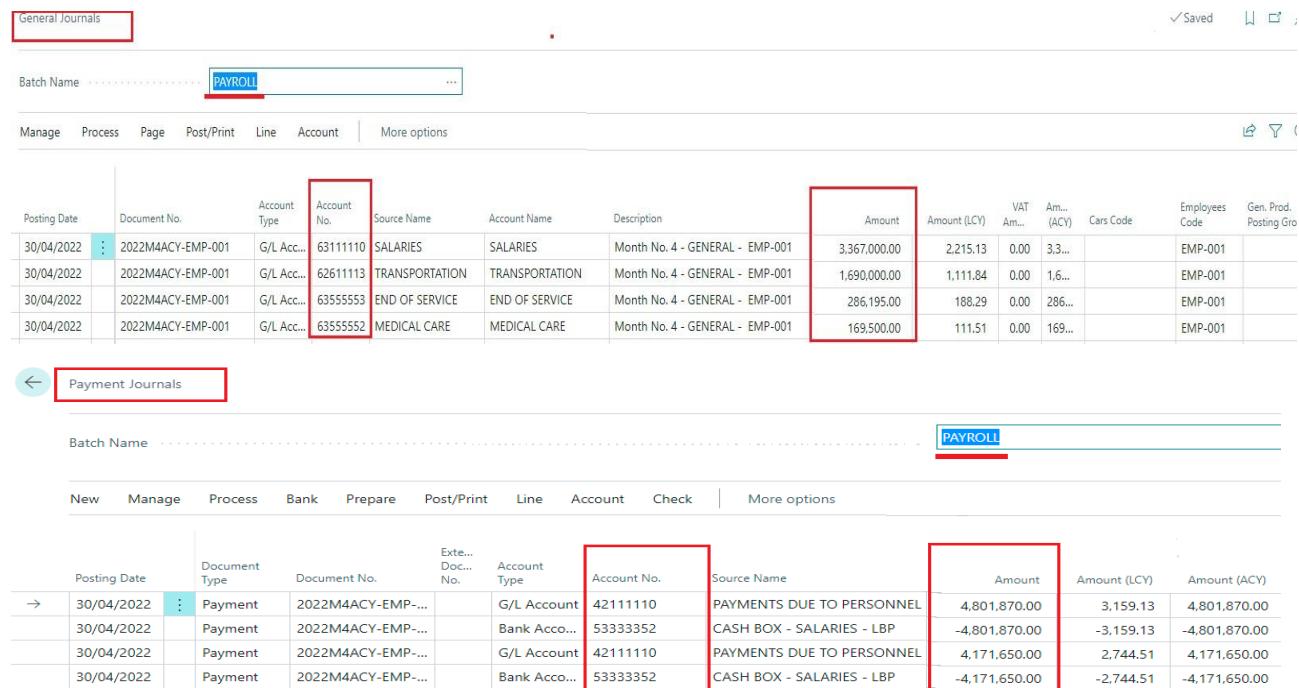
Embassy Letter

After finishing the calculation and checking on the amounts, select “Actions”, and “Test Finalize”, then “Test Finalize Pay” to send it to the general journals and payment journals



The screenshot shows the 'Actions' menu with the 'Test Finalize' option selected. Under 'Test Finalize', the 'Test Finalize Pay' button is highlighted with a red box. The form includes fields for Payroll Group (GENERAL), Pay Frequency (Monthly), Employee No. (E0010), Employee Name (Sam H), Payroll Date (3/31/2022), Period Start Date (3/1/2022), and Period End Date (3/31/2022).

Check the General Journals and Payment Journals in PAYROLL Batch with the correct G/L Accounts, then “Post”



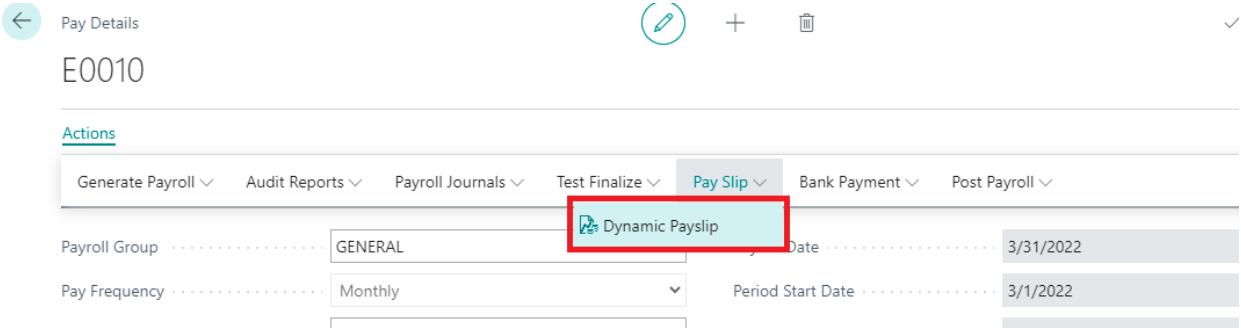
The screenshot shows two screens. The top screen is 'General Journals' with a 'Batch Name' of 'PAYROLL'. The bottom screen is 'Payment Journals' with a 'Batch Name' of 'PAYROLL'. Both screens show tables of journal entries with red boxes highlighting the 'Account No.' and 'Amount' columns. The data in the tables is as follows:

Posting Date	Document No.	Account Type	Account No.	Source Name	Account Name	Description	Amount	Amount (LCY)	VAT	Am... (ACY)	Cars Code	Employees Code	Gen. Prod. Posting Gro
30/04/2022	2022M4ACY-EMP-001	G/L Acc...	63111110	SALARIES	SALARIES	Month No. 4 - GENERAL - EMP-001	3,367,000.00	2,215.13	0.00	3,3...		EMP-001	
30/04/2022	2022M4ACY-EMP-001	G/L Acc...	62611113	TRANSPORTATION	TRANSPORTATION	Month No. 4 - GENERAL - EMP-001	1,690,000.00	1,111.84	0.00	1,6...		EMP-001	
30/04/2022	2022M4ACY-EMP-001	G/L Acc...	63555553	END OF SERVICE	END OF SERVICE	Month No. 4 - GENERAL - EMP-001	286,195.00	188.29	0.00	286...		EMP-001	
30/04/2022	2022M4ACY-EMP-001	G/L Acc...	63555552	MEDICAL CARE	MEDICAL CARE	Month No. 4 - GENERAL - EMP-001	169,500.00	111.51	0.00	169...		EMP-001	

Posting Date	Document Type	Document No.	Ext... Doc... No.	Account type	Account No.	Source Name	Amount	Amount (LCY)	Amount (ACY)
→ 30/04/2022	Payment	2022M4ACY-EMP-...		G/L Account	42111110	PAYMENTS DUE TO PERSONNEL	4,801,870.00	3,159.13	4,801,870.00
30/04/2022	Payment	2022M4ACY-EMP-...		Bank Acco...	53333352	CASH BOX - SALARIES - LBP	-4,801,870.00	-3,159.13	-4,801,870.00
30/04/2022	Payment	2022M4ACY-EMP-...		G/L Account	42111110	PAYMENTS DUE TO PERSONNEL	4,171,650.00	2,744.51	4,171,650.00
30/04/2022	Payment	2022M4ACY-EMP-...		Bank Acco...	53333352	CASH BOX - SALARIES - LBP	-4,171,650.00	-2,744.51	-4,171,650.00

Print the Payslips from “Actions”, “PaySlip”, then “Dynamic Payslip”



Pay Details

E0010

Actions

Generate Payroll ▾ Audit Reports ▾ Payroll Journals ▾ Test Finalize ▾ **Pay Slip ▾** **Dynamic Payslip**

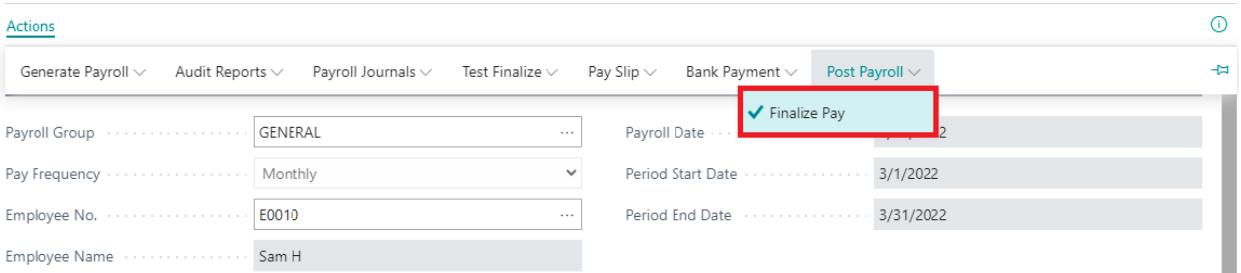
Payroll Group: GENERAL

Pay Frequency: Monthly

Payroll Date: 3/31/2022

Period Start Date: 3/1/2022

Finally, click on finalize pay to close the period and open a new one to generate



Actions

Generate Payroll ▾ Audit Reports ▾ Payroll Journals ▾ Test Finalize ▾ Pay Slip ▾ Bank Payment ▾ **Post Payroll ▾** **Finalize Pay**

Payroll Group: GENERAL

Pay Frequency: Monthly

Employee No.: E0010

Employee Name: Sam H

Payroll Date: 3/31/2022

Period Start Date: 3/1/2022

Period End Date: 3/31/2022

# Thank You

