



Payroll Documentation

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:

Company | HR ▾ Attendance ▾ Payroll ▾ Training ▾ | □

[General Journals](#) [Payment Journals](#) [Chart of Accounts](#)

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
- > إفادة عمل

Insights

Activities

Human Resources

Birth Dates 0 >	New Employees 0 >	Leavers 0 >	MOF Declaration 0 >	NSSF Declaration 0 >	Employee Loan 0 >	Probation Date 0 >	Employee Over 64 0 >
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Driving Licence Passport Valid Date Work Residenc... Date Work Permit V... Date Contracts Term... Date Visa Expiry Date Employee Absent Journals

Absent Employees Open Journals

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 ✓ Saved

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  Picture  options

 Employee  **Employee**  **Relatives**  Misc. Article Information  Relatives

Then fill in the info here:

Employee Relatives | Search + New Edit List Delete Open in Excel More options

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
→ <input type="text" value=""/>					Male	Single	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No

Code ↑ Description

- 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	TRANS_MONT	Applicant No.	
Customer Group Code		Disciplinary Action	<input type="checkbox"/>
Employee Code	E0010	Last Date Modified	5/26/2022
Business Unit		Related to file	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	
Pay Frequency	Monthly
Payroll Group Code	GENERAL
Posting Group	ALL
Declaration Type	Declared
Declaration Date	5/12/2022
Personal Finance No.	
NSSF Date	*
NSSF No.	
IsForeigner	<input checked="" type="checkbox"/>
Foreigner	
No Exemption	<input type="checkbox"/>
Don't Deserve Family Allowance	<input type="checkbox"/>
Spouse / Husband Secured	<input type="checkbox"/>
Husband Unemployed	<input type="checkbox"/>
Total Exemption	7,500,000.00
Last Finalized Pay Date	2/28/2022
Family Allowance Retro Date	
Previous Social Security Registra... ..	<input checked="" type="checkbox"/>
Social Security Information	

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

Salary Info

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

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
 ✎ + 🗑
✓ Saved 🔗

LEB_CAL · Lebanese Calender

✎ Maintain Base Calendar Changes | Actions Related Fewer options

General

Code
Name

Go to “Maintain Base Calendar Changes”

✎ Maintain Base Calendar Changes | Actions Related Fewer options

General

Code
Name

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

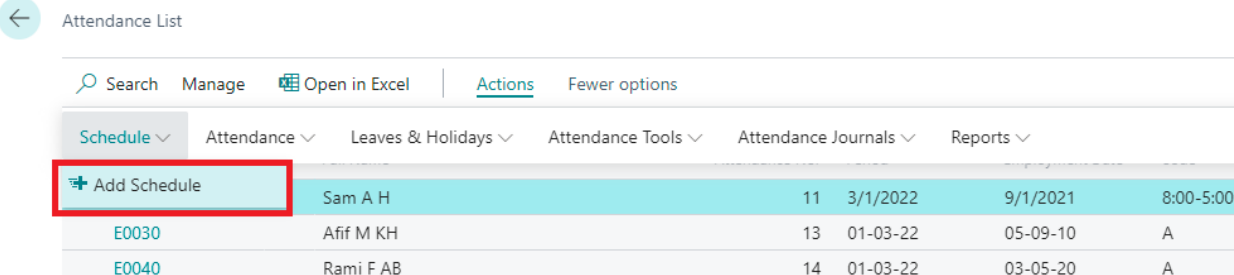
Base Calendar Change List |
 🔍 Search ➕ New ✎ Edit List 🗑 Delete 📄 Open in Excel
🔍 ☰

	Recurring System ↑	Date ↑	Day ↑	Description	Nonworking
→	Annual Recurring ▾	1/1/2022		New Year	✓
	Annual Recurring	01-05-22		Labor's Day	✓
	Annual Recurring	22-10-22		Independance Day	✓
	Annual Recurring	25-12-22		Christmas	✓

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



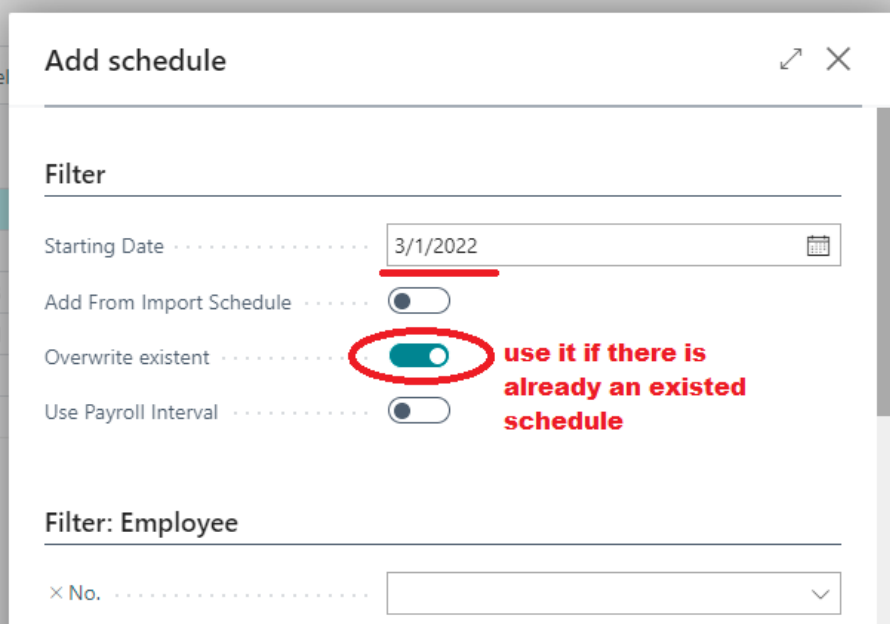
Attendance List

Search Manage Open in Excel Actions Fewer options

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 ☐

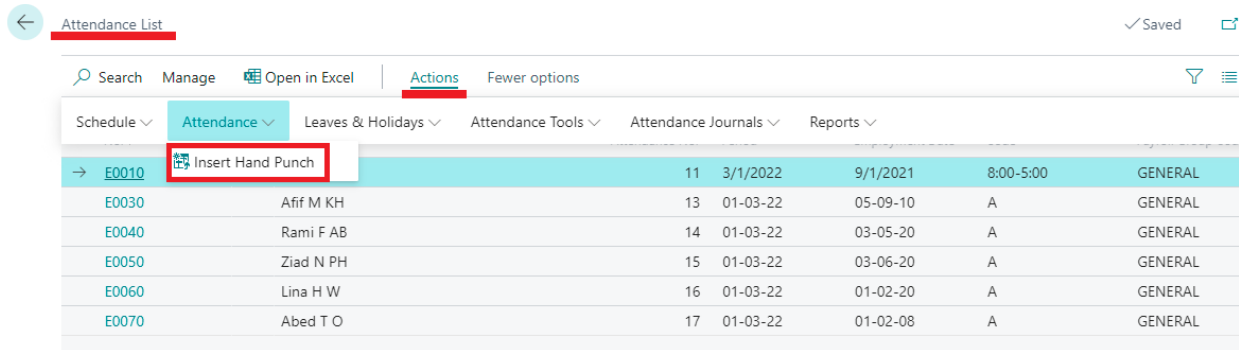
Overwrite existent ☒ **use it if there is already an existed schedule**

Use Payroll Interval ☐

Filter: Employee

× No.

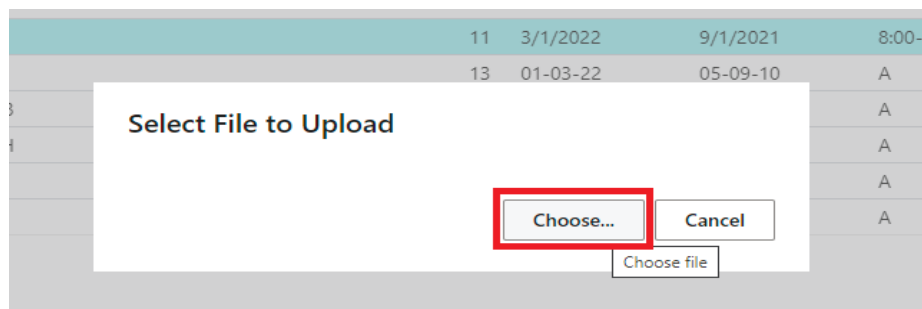
After adding the schedule, click “Actions”, “Attendance”, then “Insert Hand Punch” to add the IN and OUT schedule to the system:



The screenshot shows the 'Attendance List' page. At the top, there's a navigation bar with 'Attendance List' and a 'Saved' status. Below it, a menu bar includes 'Search', 'Manage', 'Open in Excel', 'Actions', and 'Fewer options'. The 'Attendance' dropdown menu is open, showing options like 'Leaves & Holidays', 'Attendance Tools', 'Attendance Journals', and 'Reports'. The 'Insert Hand Punch' option is highlighted. Below the menu, a table lists attendance records with columns for ID, Name, Period, Start Date, End Date, Time, and Category.

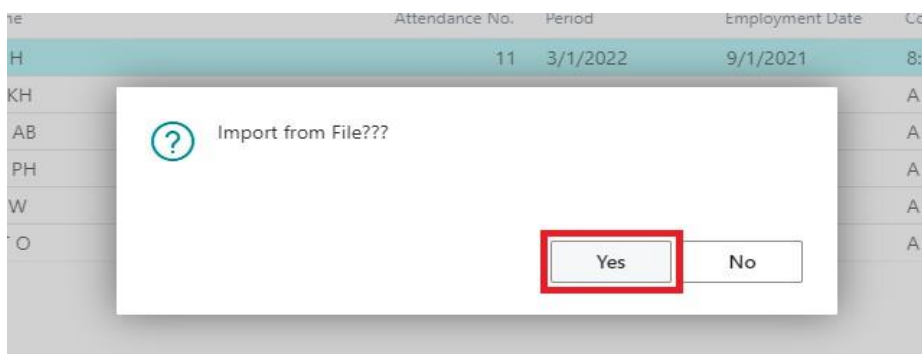
ID	Name	Period	Start Date	End Date	Time	Category
E0010		11	3/1/2022	9/1/2021	8:00-5:00	GENERAL
E0030	Afif M KH	13	01-03-22	05-09-10	A	GENERAL
E0040	Rami F AB	14	01-03-22	03-05-20	A	GENERAL
E0050	Ziad N PH	15	01-03-22	03-06-20	A	GENERAL
E0060	Lina H W	16	01-03-22	01-02-20	A	GENERAL
E0070	Abed T O	17	01-03-22	01-02-08	A	GENERAL

“Choose” the excel file from the desktop



The screenshot shows a 'Select File to Upload' dialog box. It has a 'Choose...' button highlighted with a red box, a 'Cancel' button, and a 'Choose file' button below it.

Then click “YES” to import:



The screenshot shows an 'Import from File???' dialog box. It has a 'Yes' button highlighted with a red box and a 'No' button.

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

Attendance SubForm		Manage								
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	
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	

Attendance SubForm		Manage									
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		✓ Saved					
Search		Manage	Open in Excel	Actions	Fewer options		
Schedule	Attendance	Leaves & Holidays	Attendance Tools	Attendance Journals	Reports		
→ E0010	:	Sam A H	Attendance Matrix	11	3/1/2022	9/1/2021	8:00-5:00
E0030		Afif M KH	Attendance View	13	01-03-22	05-09-10	A
E0040		Rami F AB		14	01-03-22	03-05-20	A
E0050		Ziad N PH		15	01-03-22	03-06-20	A
E0060		Lina H W		16	01-03-22	01-02-20	A
E0070		Abed T O		17	01-03-22	2/1/2008	A






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 ✓ Saved 


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
→ E0010	Sam A H	AL	????	Late Arrive	OVERTIME	WEEKEND	WEEKEND	WD	W



“Attendance Matrix” shows the Sum of working hours



Employee Attendance Matrix ✓ Saved 



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 



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)

Employee Attendance Matrix ✓ Saved 

 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
→ E0010	Sam A H	AL	????	[8.42] : 8:40:0...	[9.73] : 7:56:0...	WEEKEND	WEEKEND	[9] : 8:00:00 ...

Open record "[8.42] : 8:40:00 AM - 5:05:00 PM"

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

No. ↑	Full Name ↓	09-03-22 Wednesday
→ E0010	Sam A H	[9] : 8:00:00 AM...

Shift Code ↑

ABS

AL YOU CHOOSE THE NEW SHIFT CODE TO ASSIGN IF IT IS ABSENCE OR ANNUAL LEAVE ETC...

BT

DAYOFF

DEATH

FI FX

+ New Select from full list

New Shift Code

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 ...

Filters

From Date 3/9/2022

Till Date 3/9/2022

Employee E0010

Employee Category Group

Manager No

Customer Group Code

Re-Assign New Shift Code

Open in Excel

More options

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 Re

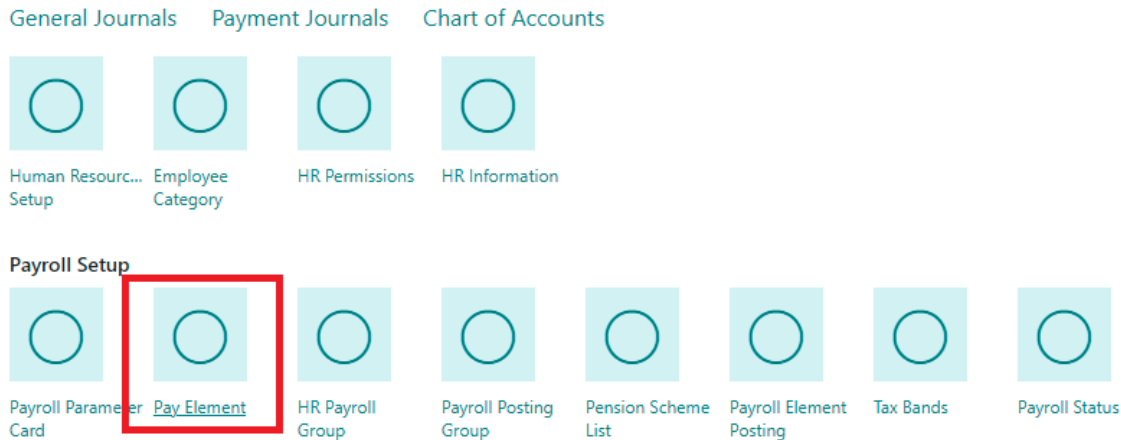
E0010	Sam A H			
E0030	Afif M KH			
E0040	Rami F AB		14	01-03-22
→ E0050	⋮ Ziad N PH		15	3/1/2022
E0060			16	01-03-22

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.



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 exclamed from the payroll calculation (Pay Detail Table)

Pay Element ✓ Saved

Search + New Edit List Delete Open in Excel More options

Code ↑	Type	Affect Inco... Tax	Affect NSSF	Show in Dyn... Rep...	Description in Dynamic Report	Show in Dyn... Pay...	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”

← Pay Element

Search + New Edit List Delete Open in Excel Related Fewer options

Element ▾

Specific Calculation

			Type	Inco... Tax	Affect NSSF	Dyn... Rep...	Description in Dynamic Report	Dyn... Pay...	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)

← Specific Pay Element

✎ + 🗑️ ✓ Saved 📄

003

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

✎

+

🗑

✓ Saved

🔗

E0010

Actions

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

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	✓
GENERAL	E0010	002		Transportation	Addition	1,690,000.00	0.00	0.00	✓
GENERAL	E0010	003		Family Allowance	Addition	0.00	0.00	0.00	✓
GENERAL	E0010	005		Housing Allowance	Addition	0.00	0.00	0.00	✓
GENERAL	E0010	006		Car Allowance	Addition	0.00	0.00	0.00	✓
GENERAL	E0010	016		Phone allowance	Addition	0.00	0.00	0.00	✓

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

Ban

📄 Calculate Pay for All Employees

📄 Calculate Pay for Employee

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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

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Bank Payment

Post Payn

Dynamic Report

Dynamic Summary List

Dynamic Report Grp by Dim

Payroll Group

Pay Frequency

Employee No.

Employee Name

...

...

E0010

Sam H

Payroll Date

Period Start Date



Period End Date

3,

3,

3,

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 Mon Period Start Date
 Employee No. E0010 Period End Date
 Employee Name Sam H

Payroll journals Matrix
Employee Journals Matrix
 Reports >

Choose the Transaction Type (Manual Factors / Pay Elements)

← Employee Journals Matrix

Group

Transaction Type 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
CHUPTITLE	Change Job Title

Select from full list

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

Employee Journals Matrix ✓ Saved

choose the needed filters

Group:

Transaction Type:

From Date:

Till Date:

Employee:

Employment Type:

Has Bonus System: ☐

Payroll Group:

Posting Group:

Employee Category Group:

Manager No:

Customer Group Code:

Employee Code:

Department:

Declared:

to Edit the lines

No. ↑	Full Name	01-06-22 Wednesday							
→ E0010	Sam A H	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

put the amount to be added or deducted

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 GENEI
Pay Frequency Mont
Employee No. E0010
Employee Name Sam H

Payroll Date 3/31/2022

Pay Detail Subform

Payroll Group Code	Employee No.	Pay Element Code ↑	Payroll Date
→ GENERAL	E0010	001	3/31/2022
GENERAL	E0010	002	31-03-22
GENERAL	E0010	003	31-03-22
GENERAL	E0010	005	31-03-22

Reports

- Payroll journals Matrix
- Employee Journals Matrix
- Payroll Summary by Location
- 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 Taxes
- Payroll R3
- Payroll R10
- Payroll R5
- R6 List
- Payroll R4-1
- Payroll R4
- Payroll R7
- Payroll R6

In addition to all the needed NSSF Reports

Actions

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

Payroll Group GENEI
Pay Frequency Mont
Employee No. E0010
Employee Name Sam H

Payroll Date 3/31/2022

Pay Detail Subform

Payroll Group Code	Employee No.	Pay Element Code ↑	Payroll Date
→ GENERAL	E0010	001	3/31/2022
GENERAL	E0010	002	31-03-22
GENERAL	E0010	003	31-03-22
GENERAL	E0010	005	31-03-22

Reports

- Payroll journals Matrix
- Employee Journals Matrix
- Payroll Summary by Location
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- 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

employer Amount	R
0.00	
0.00	
0.00	
0.00	

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

Actions

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

Payroll Group GENERAL **Test Finalize Pay** 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

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

General Journals

✓ Saved

Batch Name

PAYROLL

Manage

Process

Page

Post/Print

Line

Account

More options

Posting Date	Document No.	Account Type	Account No.	Source Name	Account Name	Description	Amount	Amount (LCY)	VAT Am...	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	

←

Payment Journals

Batch Name

PAYROLL

New

Manage

Process

Bank

Prepare

Post/Print

Line

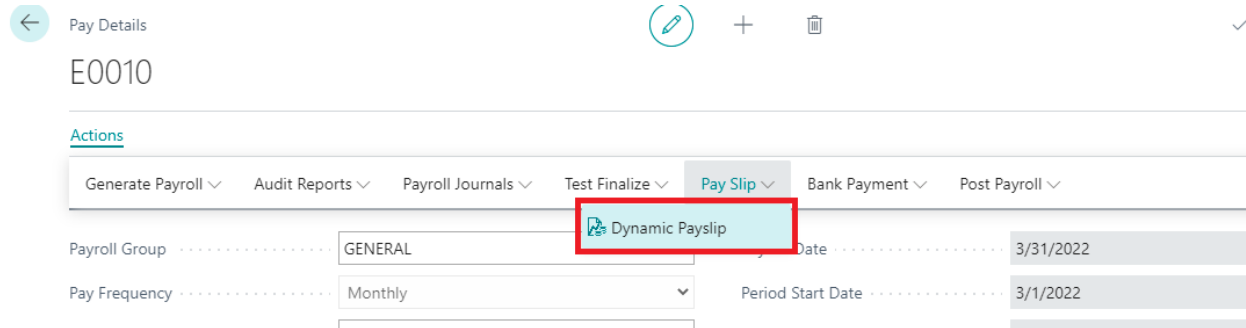
Account

Check

More options

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

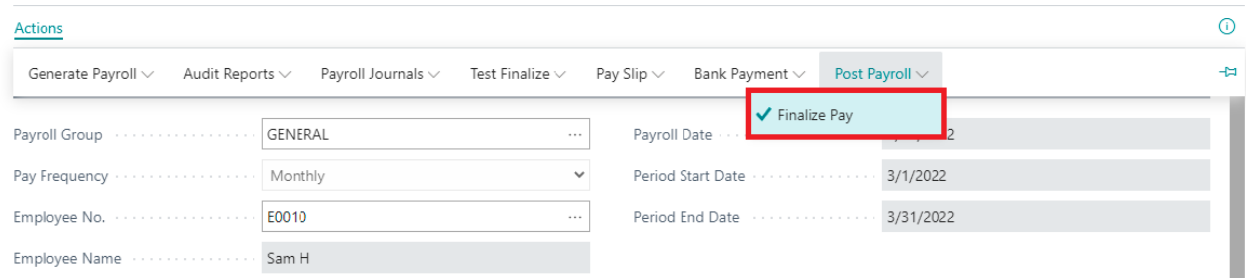
Generate Payroll ▾ Audit Reports ▾ Payroll Journals ▾ Test Finalize ▾ **Pay Slip ▾** Bank Payment ▾ Post Payroll ▾

Dynamic Payslip

Payroll Group GENERAL Date 3/31/2022

Pay Frequency Monthly 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 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

Thank You

