

MICROSOFT DYNAMICS 365 FINANCE AND OPERATIONS PAYROLL FACTSHEET

Gems Consulting Company Limited

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The Payroll module takes care of all payroll activities which includes the following:

The screenshot shows the Dynamics 365 Finance and Operations interface. The left-hand navigation pane lists various modules, with 'Payroll Management' highlighted. The main content area displays the 'Payroll Management' menu, which is organized into several sections:

- Common**
 - Employees
 - Advance Payment (or Loan)
 - Pension Managers
- Inquiries and reports** (highlighted)
 - Inquiries**
 - Employee Payslips
 - Payroll Exception Review
 - Employee Payslips' Lines
 - Employee Gratuity
 - Reports**
 - General Payroll Report
 - Straight To Bank
 - Pension Advice
 - Bank Advice
 - Pension Contribution Schedule
 - National Housing Fund
 - Payslip
 - Employee Union Dues
 - Employee Paye
 - NSITF Contribution
 - Employee Payslip
- Periodic tasks**
 - Generate Arrears
 - Payroll Periods
 - Periodic Variable
 - Calculate Period Interest
 - Create Payroll Journal
 - Create Loan Journal
 - Payroll Posted Status
- Payroll**
 - Update (highlighted with a dashed border)
 - Clean up
 - Setup



1.0 Earnings & Deductions:

This is the backbone of payroll. This is where the relationship between the earnings and the deductions as it relates to the net pay is setup. It tells how an allowance is calculated and how it should be treated. It shows us what is added to what and what is also subtracted from what. This is done through the earnings and deductions window.

ED Code	Payslip Text	Search Name	Common ID	Period Type	Percent	Compute ED	Compute Method	Factor Of	ED Factor	Look Up	Show In
5	ANNUAL BASIC SALARY	ANNUAL B...		Both	100.000000000		None				
6	ANNUAL DIFFERENTIAL	ANNUAL DI...		Month End	100.000000000		None				
10	BASIC SALARY	BASIC SALA...	BASIC	Month End	8.333333000	209	Add	5			
12	DIFFERENTIAL	DIFFERENTI...	BASIC	Month End	8.333333000	209	Add	6			
13	BASIC SALARY - CASUALS	BASIC SALA...	BASIC	Month End	100.000000000		None				
15	MID MONTH SALARY ADVICE	MID MONT...	BASIC	Mid Month	4.166670000		None	5			
17	GTC MID MONTH SALARY A...	GTC MID M...	BASIC	Mid Month	8.333333000		None	5			
20	TRANSPORT ALLOWANCE	TRANSPOR...		Month End	100.000000000		None				
21	TRANSPORT ALLOWANCE (M...	TRANSPOR...		Month End	100.000000000		None				
22	TRANSPORT ALLOW (PENSIO...	TRANSPOR...		Month End	100.000000000		None				
25	CAR USAGE ALLOWANCE	CAR USAGE...		Month End	100.000000000		None				
26	ACTING ALLOWANCE	ACTING ALL...		Month End	100.000000000		None				

2.0 Variations:

This captures the various additional costs, like overtime, that an employee has incurred while discharging his/her duty.

Payroll Period	Period Type	Start date	End date	Is Test?	Has Ran Inter...	Closed
2018-01	Month End	1/1/2018	1/31/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

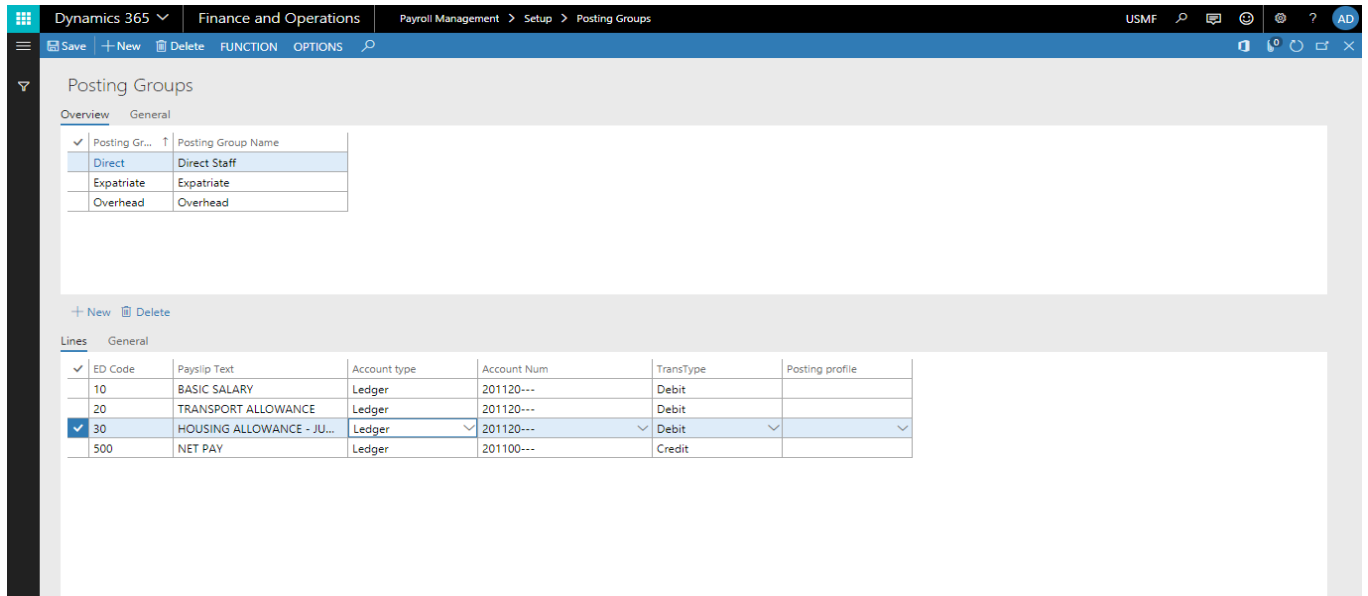
Personnel Number	Employee Name	ED Code	Payslip Text	Units	Percent	Quantity	Rate	Flag	Amount
000788	Evelyn Nwoko	396	MEAL SUBSIDY	Days	100.000000000	1.00	200.00	<input type="checkbox"/>	200.00
000738	Micheal Oladeji Salvic	396	MEAL SUBSIDY	Days	100.000000000	1.00	120.00	<input type="checkbox"/>	120.00



3.0 Posting Group:

This is used in mapping the payroll to the General Ledger.

After the payment of salaries, a payroll journal can be generated by the system and the journal uses the posting group to know which account to debit or credit.



4.0 Loan:

This allows every loan collected by a staff to be registered. Once a loan is registered, a payment can be generated automatically by the system. The deduction of the loan from the salary is done automatically by the system. It also includes interest calculation and deduction for loans that attracts interest.



Dynamics 365 Finance and Operations Payroll Management Common Advance Payment (or Loan) USMF

Save + New Delete FUNCTION OPTIONS

Loan

Overview General

Journal Name	Loan Balance: 0.00	Personnel Number: 00001	Loan Balance: 0.00	APPROVAL Approver: 001	INTEREST DETAILS Interest Method: Fixed
Loan Amount: 20,000.00	OVERVIEW Loan ID: LN-000000001	Employee Name	Status: Open	REPAYMENT Repayment Mode: Monthly	Percent: 0.00
Counter Account Type: Ledger	Loan Type ID: Personal Loan	ED Code: 225	Payroll Period: 2018-01	Repayment Amount: 5,000.00	Account type: Ledger
Account	Description	Loan Amount: 20,000.00	Journal batch number	Number Of Payments: 4	

Posted: No

Deductions

Amount	Entry Type	Entry Date	Period Type	Payroll Period	Line Type
We didn't find anything to show here.					

5.0 Monthly Payroll:

This is where the pay-slip is generated.

6.0 Payslips

Below is a copy of the pay-slip

Employee : 10024 Name : OLUWOLE OKUNOLA
Payroll Period : TEST2

<u>Earnings</u>	<u>Amount</u>
BASIC SALARY	49,104.42
BONUS	49,104.42
BONUS (HALF)	49,104.42
TRANSPORT	5,520.00
NO. OF DAYS BASIC	377.73
HOUSING	12,276.10
RELIEF	945.00
HOUSING	147,313.25
NON TAXABLE	0.00
MEAL SUBSIDY	0.00
WELFARE	0.00
MISCELLANEOUS	0.00
GROSS PAY	210,076.15

<u>Deductions</u>	<u>Amount</u>
HOURS NOT WORKED	2,257.67
DAYS NOT WORKED	2,257.67
UNION LEVY	150.00
NSITF EMPLOYEE	0.00
PAYE	0.00
DEVELOPMENT LEVY	100.00
PROVIDENT FUND -	12,276.10
NATIONAL HOUSING	1,227.61
NET PAY	204,267.43



7.0 Bank Advise:

The bank advise for the payment of the salary is generated by the system

TEST COMPANY					05-May-16
BANK ADVISE SUMMARY					09:58:00 am
Payroll Period : 06 2016		Period Type : Month End			
		Description : June 2016			
S/N	No. Of Staff	BANK CODE	NAME	AMOUNT =N=	
1	234	127	FIRST BANK AGEGE, MTR	57,199,995.22	
2	23	130	MAIN STREET BANK PLC MMA	5,932,270.95	
3	14	135	ECOBANK PLC NAHCO BRANCH	4,258,036.06	
4	23	136	GURANTY TRUST BANK IKEJA	3,515,296.67	
5	11	139	UBA OBA AKRAN IKEJA	5,520,731.14	
6	3	150	KEYSTONE BANK OBA AKRAN IKEJA	277,672.56	
7	5	164	ACCESS BANK IKEJA	624,746.98	
8	3	170	FCMB IKEJA DOMS	544,232.35	
9	2	173	DIAMOND BANK OPEBI ROAD IKEJA	148,841.80	
10	2	200	SKYE BANK PLC IKEJA	288,838.85	
11	28	230	ZENITH BANK PLC MMA	5,977,637.39	
12	32	378	STANBIC IBTC BNK PLC MMA	15,519,786.95	
13	1	99	CASH PAYMENT	19,925.59	
Total(N=N)				100,828,012.51	

8.0 Bank Summary/Details:

TEST COMPANY					10:02:37 am
BANK SUMMARY/DETAILS					May 5 2016
Location : MMA Lagos					Page 1
Payroll Period : 06 2016					
Period Type : Month End					
Description : June 2015					
Bank Identification : 127		Name : FIRST BANK AGEGE, MTR			
S/N	Empl No.	Name	Bank Account Number	Amount =N=	
1	Emo-00022	ADEPOJU M.	2013905451	45,442.75	
2	Emo-00046	OLUMENI E. O.	2001372405	67,163.15	
3	Emo-00087	BALOGUN S.O.	3003080314	260,713.15	
4	Emo-00109	EDENHEFFIONG E.V.	3013477425	107,357.41	
5	Emo-00207	ODEDE J.J.	2001628919	87,841.01	
6	Emo-00221	OGUNFOWORA O.I	2002222741	792,555.34	
7	Emo-00223	OGUNLEYE S. A.	2008884747	41,623.23	
8	Emo-00258	OLUNVOYEYE T.M	2001372500	119,900.01	
9	Emo-00281	OLUNMEJUN M.I.	2002787366	243,477.97	
10	Emo-00292	PATIA AFOLABI	2002712611	175,333.50	
11	Emo-00308	ADESINA A.A	2001829280	352,285.63	
12	Emo-00391	BRIGHT ORIDAMI A	2012569177	1,929,320.79	
13	Emo-00458	OGUNKAN J.B	2007829884	24,982.29	
14	Emo-00475	ONOCHIEO CHRISTIANA	2003639416	1,487,525.97	
15	Emo-00491	FYNEBOY FELIX I.	2009385739	754,115.84	
16	Emo-00601	AGBOLLA N.O.	2002240562	642,722.01	
17	Emo-00658	ADEOSUN B	2000909152	148,317.01	
18	Emo-00694	ADESANYA S.A	2000905305	351,029.65	
19	Emo-00907	ADESHOLA K	2002707792	75,235.84	
20	Emo-00970	ADEWUMI O.B	2023036442	638,831.27	
21	Emo-00975	AFOLABI O.I.	2000912507	66,403.17	
22	Emo-00979	AGADA B.C	2007100147	704,868.13	
23	Emo-00978	AGORO ABAYOMI O	3049838983	571,434.30	
24	Emo-00979	AHMED B.S.	2000908980	617,722.01	
25	Emo-00884	AJIBOYE S. OMOTAYO	3003696943	715,452.30	
26	Emo-00885	AJOKU E. N.	2012487215	46,167.18	
27	Emo-00691	AKINLOTAN R.	2001781215	97,216.26	

9.0 Reports:

A lot of reports are readily available.

- Payroll Overview



TEST COMPANY
Payroll Overview

Page 1
06/02/14
08:05:15 am

Reporting Period: 06 2015

Location: 110 Abuja Department 2004 ENG-Electronic Communications		Record Count: 7						
EOCode	EO Name	Emp-02342	Emp-02371	Emp-02259 ODBA	Emp-02640	Emp-02907	Emp-03062	Emp-03205
		AMAKWU C. R	BITAYO A. 131	P. A. 131 GL_12_09	OLANYIM. O. 131	OBAMUYI	SUNDAY E ABBA	OMOTEJI
		251 GL_13_10	GL_13_10	GL_10_02	GL_10_02	KA'OOE 131	131 GL_05_04	KBENKLE 101
						GL_01_04		GL_05_03
10	BASIC SALARY	69,296.31	69,296.31	61,678.80	31,866.46	10,534.75	12,270.44	11,389.18
100	HOUSING ALLOWANCE	41,577.79	41,577.79	37,007.28	19,119.88	6,320.85	7,362.26	6,839.51
105	SHIFT ALLOWANCES	13,859.26	13,859.26	12,335.76	6,373.29	2,106.95	2,454.09	2,279.84
200	TRANSPORT ALLOWANCE	20,095.93	20,095.93	17,886.85	9,241.27	3,095.08	3,558.43	3,305.76
260	PALLATIVE ALLOWANCE							
270	OUTFIT ALLOWANCE							
300	ANNUAL LEAVE ALLOWANCE		177,664.03	160,387.51	89,073.13		41,429.35	
400	UTILITY ALLOWANCE	6,250.00	6,250.00	6,250.00	4,000.00	3,000.00	3,000.00	3,000.00
450	FOOD SUBSIDY	10,833.33	10,833.33	10,833.33	10,000.00	8,333.33	8,333.33	8,333.33
500	SHIFT ALLOWANCE							
600	OTHER EARNINGS				28,572.00	50,000.00	50,000.00	50,000.00
650	DOMESTIC SERVANT							
700	HAZARD ALLOWANCE	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00
850	SECRETARY ALLOWANCE							
950	INDUCEMENT ALLOWANCE							
1000	ENTERTAINMENT ALLOWANCE							
1050	DRIVING ALLOWANCE							
1100	PROFESSIONAL ALLOWANCE	17,324.08	17,324.08	15,419.70	7,966.52	2,633.69	3,067.61	2,849.80
1150	PROFICIENCY ALLOWANCE							
1200	FURNITURE ALLOWANCE	27,718.52	27,718.52	24,671.52	12,746.58	4,213.90	4,908.18	
1205	MD FURNITURE ALLOWANCE							
1210	DIRECTORS FURNITURE							
1250	MEDICAL ALLOWANCE							
1300	RATING ALLOWANCE	220,000.00	220,000.00	220,000.00	30,000.00			
1500	TOTAL EARNINGS	438,455.22	616,119.25	577,970.75	260,459.23	101,698.55	147,883.69	99,507.42
2100	RENT & WATER DEDUCTION							
2150	CTCS CONTRIBUTION							
2200	AFSCMSL DEDUCTION	217,250.00						
2250	ELECTRICITY DEDUCTION							
2300	CAR REFURBISHING LOAN							
2350	REFUND TO NAMA							
2400	HOUSING III BLOC							
2450	FSSHLB (ASHS)							
2500	LOAN RECOVERY							
2550	MOTORCYCLE LOAN							
2600	PENSION - EMPLOYEE	10,477.60	10,477.60	9,325.83	4,818.21	1,592.85	1,855.29	1,723.56



- Pension Contribution

TEST COMPANY PENSION ADVICE DETAILS					
Payroll Period 05/2015		Period Type Month End		Page 3	
		Description June 2015		05-May-16 10:05:59 am	
STANBIC IBTC PENSION MANAGERS					
Empl No.	Name	Pension Pin	Employee	Employer	Amount
Emp-00598	AIBANGBEE E. E.	PEN100237339122	7,816.77	9,770.96	17,587.73
Emp-01898	ADENIRAN E. A.	PEN100108434993	12,198.59	15,248.24	27,446.83
Emp-01903	ONUSI OIZA S. (MRS)	PEN200237338325	14,008.67	17,510.54	31,519.51
Emp-02179	OREYORI FEMI	PEN100108435202	5,064.57	6,330.72	11,395.29
Emp-02180	IBE CHARLES	PEN100108435115	5,521.92	6,902.40	12,424.32
Emp-02348	EZIMAH P. N.	PEN100119452013	11,552.17	14,440.21	25,992.38
Emp-02359	ALIKALI DANJUMA	PEN100959948722	2,412.23	3,015.29	5,427.52
Emp-02928	OLAYINKA ABAYOMI	PEN100592953525	2,244.24	2,805.30	5,049.54
Emp-03128	ABDULAH M. MUNIR	PEN100608643913	2,086.10	2,607.63	4,693.73
Emp-03142	EKWOKI B. A. N.	PEN200615890821	3,802.48	4,753.10	8,555.58
Emp-03218	ACHINIVU U. NKEM	PEN100615890617	3,802.48	4,753.10	8,555.58
Emp-03245	EDOSOMWAN U. I.	PEN200027867837	13,491.43	16,864.28	30,355.71
Emp-03272	ADEOYE GBENGA	PEN130191136736	3,802.48	4,753.10	8,555.58
Emp-03441	OGUNNIVE O. L.	PEN100622985216	3,802.48	4,753.10	8,555.58
Emp-03479	IDOWU M. FOLUKE	PEN200625953418	3,802.48	4,753.10	8,555.58
Emp-03518	YUSUF BODE	PEN100633145517	3,802.48	4,753.10	8,555.58
Emp-03548	IGONOH I. RAMATU	PEN200645439119	4,184.78	5,230.98	9,415.76
Emp-03558	AKRABIO I. IFIOK	PEN100434984522	4,184.78	5,230.98	9,415.76
Emp-03701	CHIOKE MUKOSOLU. O		3,558.11	4,447.64	8,005.75
Emp-03708	OMIDI EMMANUEL E.	PEN100687765020	3,558.11	4,447.64	8,005.75
Emp-03728	ANYADIKE C. C.	PEN100687294018	3,558.11	4,447.64	8,005.75
					266,074.81

- Income Tax Report
- Staff Loan Summary and Details Report
- Monthly Pension Report
- Amounts per E/D
- Payroll Summary Report

10.0 Other Features and Functionalities:

- 1 The solution can perform the calculation and payment of salaries, wages and allowances in accordance with State Financial legislation and Civil Service Financial Regulations
- 2 The solution can perform the calculation and payment of salary, overtime, and other allowances
- 3 The solution can perform the calculation and payment of expenses, travel, subsistence and employee benefits.
- 4 The solution can be used for salaries at prescribed frequencies e.g monthly
- 5 The solution can allow for corrections and reissue of inaccurate payments within a user defined timescale
- 6 The solution can undertake the calculation of deductions and amounts due to third parties
- 7 The solution can undertake the calculation and payment of statutory allowances and deductions
- 8 The solution can undertake the administration of allowances and deductions in line with statutory guidelines e.g. pension contributions, transport allowances, housing loans, entertainment allowance, tax, rent arrears recovery



- 9 The solution can detail, for each allowance/deduction as appropriate, attributes such as taxable, pensionable status, along with links to cost codes.
- 10 The solution can provide bulk-update functionality for periodic data management tasks
- 11 The solution provides loan functionality and automatic loan deductions based on a pre-defined repayment plan
- 12 The solution can produce payslips and send payslips via email
- 13 Employee and employer contributions to (e.g.) pension schemes is recorded on each payslip as monthly and cumulative amounts
- 14 The solution supports the recovery and administration of any salary overpayments
- 15 The solution supports the ongoing maintenance of payroll and appropriate employee information (including historical payment data)
- 16 The solution supports the provision of regular and ad hoc reports
- 17 The solution implements increments in line with Grade Level and Grade Point rule sets
- 18 The solution is able to retain payroll records in line with policy regulation such as may be required by Internal Audit, and other internal and external bodies
- 19 The solution can be able to provide the schedule payments to the banks
- 20 The solution can be integrated with the banks such that employee payment can be made directly without having to generate a bank advice