# MICROSOFT DYNAMICS 365 FINANCE AND OPERATIONS PAYROLL FACTSHEET

**Gems Consulting Company Limited**

Plot 2D Obasa Close, Off Oba Akran Road, Ikeja

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

## 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.



## 2.0   Variations:

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

### 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.
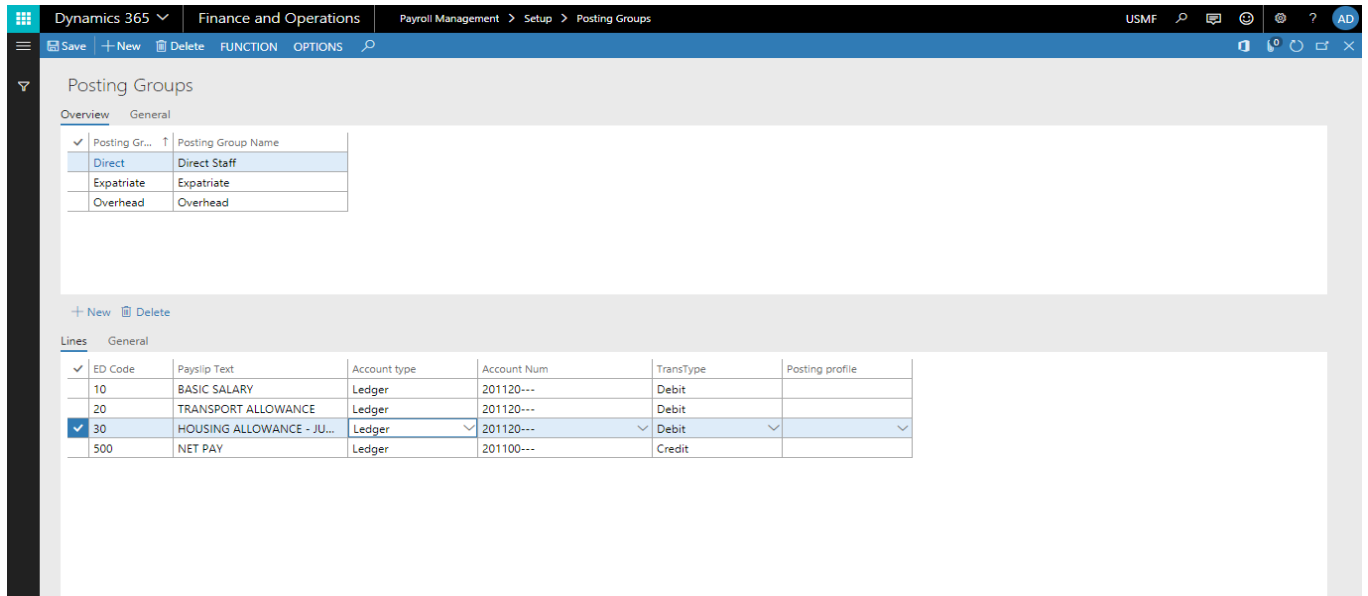


### 4.0 Loan:

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.

## 5.0    Monthly Payroll:

This is where the pay-slip is generated.

## 6.0    Payslips

Below is a copy of the pay-slip

## 7.0   Bank Advise:

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

**TEST COMPANY**
**BANK ADVICE SUMMARY**

Payroll Period : 06 2015        Period Type : Month End
                               Description : June 2015

| S/N | No. Of Staff | BANK CODE | NAME | AMOUNT =N= |
|-----|------|------|------|------|
| 1 | 234 | 127 | FIRST BANK AGEGE, MTR | 57,199,995.22 |
| 2 | 23 | 130 | MAINSTREET BANK PLC MMIA | 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 MMIA | 5,977,637.39 |
| 12 | 32 | 370 | STANBIC IBTC BNK PLC MMIA | 16,519,786.95 |
| 13 | 1 | 99 | CASH PAYMENT | 19,925.59 |
|   |   |   | Total(=N=) | 100,828,012.51 |

## 8.0   Bank Summary/Details:

**TEST COMPANY**
**BANK SUMMARY/DETAILS**

Location  ......: MMIA Lagos        Period Type : Month End
Payroll Period : 06 2015            Description : June 2015

Bank Identification : 127           Name : FIRST BANK AGEGE, MTR

| S/N | Empl No. | Name | Bank Account Number | Amount =N= |
|-----|------|------|------|------|
| 1 | Emp-00022 | ADEPOJU M. | 2013905451 | 45,442.75 |
| 2 | Emp-00046 | OLUMEKO E. O. | 2001372405 | 67,163.15 |
| 3 | Emp-00087 | BALOGUN S.O. | 3003080314 | 260,713.15 |
| 4 | Emp-00108 | EDEM-EFFIONG E.V. | 3013477425 | 107,357.41 |
| 5 | Emp-00207 | ODEDE J.J. | 2001626919 | 87,841.01 |
| 6 | Emp-00221 | OGUNFOWORA O.I | 2002222741 | 792,555.34 |
| 7 | Emp-00223 | OGUNLEYE S. A. | 2008884747 | 41,623.23 |
| 8 | Emp-00258 | OLOWOYEYE T.M | 2001372560 | 119,900.01 |
| 9 | Emp-00261 | OLUMEKUN M.I. | 2002787365 | 243,477.97 |
| 10 | Emp-00292 | PATIA AFOLABI | 2002712811 | 175,333.50 |
| 11 | Emp-00306 | ADESINA A.A | 2001829260 | 352,285.63 |
| 12 | Emp-00391 | BRIGHT ORIDAMI A | 2012569177 | 1,929,320.79 |
| 13 | Emp-00458 | OGUNKAN J.B | 2007628654 | 24,982.29 |
| 14 | Emp-00475 | ONOCHIEO.CHRISTIANA | 2003639416 | 1,487,525.97 |
| 15 | Emp-00491 | FYNEBOY FELIX I. | 2009385739 | 754,115.84 |
| 16 | Emp-00501 | AGBOOLA N.O. | 2002240552 | 642,722.01 |
| 17 | Emp-00658 | ADEOSUN B | 2000909152 | 148,317.01 |
| 18 | Emp-00664 | ADESANYA S.A. | 2000905305 | 351,029.65 |
| 19 | Emp-00667 | ADESHOLA  K. | 2002707792 | 75,235.84 |
| 20 | Emp-00670 | ADEWUMI O.B | 2023036442 | 638,831.27 |
| 21 | Emp-00675 | AFOLABI O.I. | 2000912507 | 66,403.17 |
| 22 | Emp-00676 | AGADA B.C | 2007100147 | 704,868.13 |
| 23 | Emp-00678 | AGORO ABAYOMI O | 3049838663 | 571,434.30 |
| 24 | Emp-00679 | AHMED B.S. | 2000908980 | 617,722.01 |
| 25 | Emp-00684 | AJIBOYE S. OMOTAYO | 3003696943 | 715,452.30 |
| 26 | Emp-00685 | AJOKU E. N. | 2012487215 | 46,167.18 |
| 27 | Emp-00691 | AKINLOTAN R. | 2001791215 | 97,216.26 |

## 9.0   Reports:

A lot of reports are readily available.

o   Payroll Overview

**TEST COMPANY**
**Payroll Overview**
**Reporting Period: 06 2015**

Location: 103 Akure, Department 2004 ENG-Electronic Communications    Record Count: 7

| EDCode | ED Name | Emp-02242 AMAIKWU C. R. 251 GL_13_10 | Emp-02271 IBITAYO A. 131 GL_13_10 | Emp-02299 ODIBA P. A. 131 GL_12_09 | Emp-02640 OLANIYI M. O. 131 GL_10_02 | Emp-02907 OBAMUYI KAYODE 131 GL_04_04 | Emp-03052 SUNDAY.E.ABBA 131 GL_05_04 | Emp-03205 OMOTEJI IGBEKELE 131 GL_05_03 |
|---|---|---|---|---|---|---|---|---|
| 10 | BASIC SALARY | 69,296.31 | 69,296.31 | 61,678.80 | 31,866.46 | 10,534.75 | 12,270.44 | 11,399.18 |
| 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 | 3,055.08 | 3,558.43 | 3,305.76 |
| 260 | PALIATIVE 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 |
| 550 | 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 | | | | | | | |
| 1150 | PROFICENCY ALLOWANCE | 17,324.08 | 17,324.08 | 15,419.70 | 7,966.62 | 2,633.69 | 3,067.61 | 2,849.80 |
| 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 EM BLOC | | | | | | | |
| 2450 | FGSHLB (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 |

o Pension Contribution

**TEST COMPANY**
**PENSION ADVICE DETAILS**

Payroll Period .....: 06 2015    Period Type ....: Month End
                                 Description ....: June 2015

350    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 | 17,510.84 | 31,519.51 |
| Emp-02179 | OPEYORI FEMI | PEN100108435202 | 5,064.57 | 6,330.72 | 11,395.29 |
| Emp-02190 | 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-02869 | ALIKALI DANJUMA | PEN100595948722 | 2,412.23 | 3,015.29 | 5,427.52 |
| Emp-02925 | OLAYINKA ABAYOMI | PEN100592953825 | 2,244.24 | 2,805.30 | 5,049.54 |
| Emp-03125 | ABDULAHI M. MUNIR | PEN100608643913 | 2,086.10 | 2,607.63 | 4,693.73 |
| Emp-03142 | EKWOBI B. A. N. | PEN200615890821 | 3,802.48 | 4,753.10 | 8,555.58 |
| Emp-03216 | ACHINIVU U. NKEM | PEN100615890617 | 3,802.48 | 4,753.10 | 8,555.58 |
| Emp-03255 | EDOSOMWAN U. I. | PEN200027667837 | 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 | OGUNNEYE O. L. | PEN100622989216 | 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 | PEN200545439119 | 4,184.78 | 5,230.98 | 9,415.76 |
| Emp-03559 | AKPABIO 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. | PEN100667765020 | 3,558.11 | 4,447.64 | 8,005.75 |
| Emp-03726 | ANYADIKE C. C. | PEN100687294018 | 3,558.11 | 4,447.64 | 8,005.75 |
| | | | | | 266,074.81 |

o Income Tax Report

o Staff Loan Summary and Details Report

o Monthly Pension Report

o Amounts per E/D

o 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