





*Time and resource savings for any business sector
when generating payroll accounting entries.*



*Control over imported data, verifying unbalanced entries,
or mistaken employee's data.*



*Simple and agile configuration process,
be ready to use Payroll Import in a few minutes.*

User Guide

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01. Introduction

Payroll Import by Nunsys allows you to **import payrolls from an Excel file and generate accounting entries** in a very agile way. With a simple configuration process and the possibility of importing the Excel file and generating the General Journal, you will obtain in a few minutes the accounting entries of your employees' payrolls.

Import Excel spreadsheet files generated by the different payroll management software and then, through the posting process, accounting entries of these.

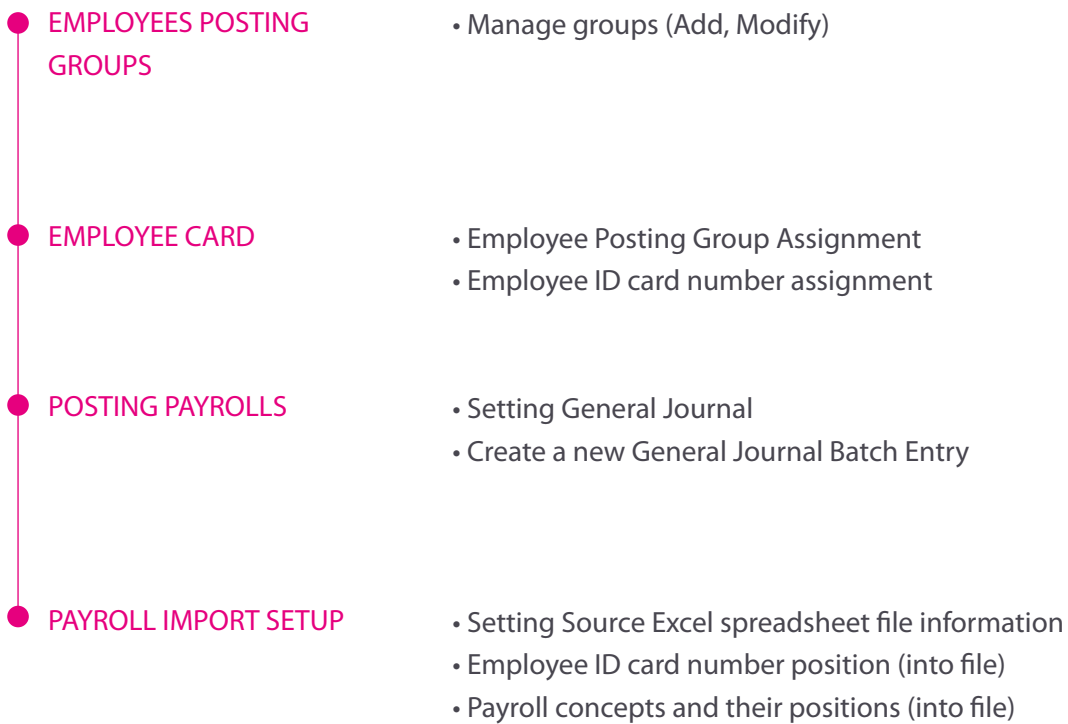
The app also allows the treatment of files with different structures, whether they are organized in rows (horizontal) or columns (vertical) and even with different ordination of this data.

The **assisted configuration process** allows you to start using our app in a few minutes in a fully functional way. This process consists of 3 steps:

- Configuration of Employee Groups and Employee Cards
- Human resources configuration
- Payroll import settings

02. Configuration

2.1. Setup workflow



2.2. Step by step setup

• Trial subscription setup

If you have the app already installed, you need a trial subscription. This message appears to open business central or the extension's pages while you don't have a trial subscription. Select "Yes" to create a trial subscription.

?

Thank you for download the PayRoll Import app. Do you want to create a trial subscription?

Yes

No

If you have a trial subscription, you can follow steps in automatic configuration wizard "Configure Payroll Import EXCEL", or perform the manual configuration as follows.

Employee accounting groups have to be defined and set the G/L account number which represents employees payables.

← EMPLOYEE POSTING GROUPS | WORK DATE: 28/02/2021 ✓ SAVED ✎

Search + New Edit List Delete Show Attached Open in Excel

CODE	PAYABLES ACCOUNT
GENERAL	4650000

At every employee card, it is necessary to inform the ID number as well as the corresponding posting group.

← EMPLOYEE CARD | WORK DATE: 28/02/2021 ✎ + 🗑 ✓ SAVED ✎

BH · Begoña · Hurtado

Process Employee Navigate Show Attached More options ⓘ

General Show more

No. 34 x ...

Search Name BHURTADO

Name Begoña

Gender Female

First Family Name Hurtado

Company Phone No. 4465-4899-4643

Second Family Name

Company Email

Initials BHURTADO

VAT Registration No. 44444444D

Job Title Secretaria

Employee Picture ∨

Address & Contact >

4564-4564-7831 6743 4465-4899-4643 bh@cronus-demosite.com

Administration >

01/06/1996 Active

Attachments

Documents

Notes +

(There is nothing to show in this view)

<div> <div> <div>Search</div> <div>+ New</div> <div>Edit List</div> <div>Delete</div> <div>Process</div> <div>Report</div> <div>Navigate</div> <div>Show Attached</div> <div>Open in Excel</div> <div>More options</div> </div> </div> <div>GENERAL JOURNAL BATCHES + New</div>									
NAME	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	REASON CODE	COPY VAT SETUP TO JNL LINES	ALLOW VAT DIFFEREN	
CAJA	Recibos efectivo y pagos	G/L Account	5700001	DIAG-GEN			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NOMINAS	Sección para asientos Nóminas	G/L Account					<input type="checkbox"/>	<input type="checkbox"/>	
PREDET.	Sección predet.	G/L Account		DIAG-GEN			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Human Resources Setup

ProcessEmployeeDocumentsShow AttachedMore options

Numbering

Employee Nos.EMP

Base Unit of MeasureD/A

PAYROLL

Journal Temp. Name PayrollGENERAL

Journal Batch Name PayrollNOMINAS

Source codeNOMINAS

Auto registerON

The assisted configuration tool "Setup Payroll Import Excel NUNSYS" will guide you through the process:

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- EXCEL file type configuration (horizontal or vertical)
- Set employee ID location into EXCEL file
- Setup and locate payroll concepts into EXCEL file

PAYROLL IMPORT SETUP | WORK DATE: 28/02/2021

Notifications: 2 You can create a new Payroll import setup or create a new concept. | You need a premium subscription for this feature. Do you want to upgrade?

Search + New Edit List Delete Show Attached Open in Excel

TYPE	TYPE DESCRIPTION	READ BY	ROW	COL	TEXT	PROCESS BY	SIGN	ACCOUNT TYPE	ACCOUNT
Process by	Procesar por		0	0		Row			
Row/col init	Fila/columna inicio	Row	2	0					
Employee	Empleado	Col	0	91					
Value	Total devengado	Col	0	64	Total devengado		Debit	G/L Account	6400001
Value	Coste Seguridad Social	Col	0	83	Coste Seguridad social		Debit	G/L Account	6420001
Value	Retenciones IRPF	Col	0	66	Retenciones IRPF		Credit	G/L Account	4751001
Value	Seg social Acreedora	Col	0	84	Seg social Acreedora		Credit	G/L Account	4760001
Value	Liquido Empleado	Col	0	71	Liquido Empleado		Credit	Employee	

NOTE: At any time, you can add new or remove concepts if it is necessary.

03. Payroll Import

To import a new payroll spreadsheet file, we have to open “Payroll Import List” page, and there, click on “Actions” and then on “Import Payroll”.

PAYROLL IMPORT LIST | WORK DATE: 28/02/2021

Search Manage Show Attached Open in Excel Actions Fewer options

Generate Journal Import Payroll Show detail

AG	Avelino García	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	238	2970
AM	Alfredo Maldonado	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2975
BD	Brenda Díaz A.	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2980
BH	Begoña Hurtado	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2985
EV	Elena Vélez	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2990

Payroll Import Detail

TYPE DESCRIPTION SIGN

(There is nothing to show in this view)

At this point, we have to set the posting date we want, search the file, and after that, if there is no errors, payrolls will be imported.

EDIT - PAYROLL IMPORT

Options

Payroll Date: 28/02/2021

Sheet Name: FEBRUARY PAYROLL

Row/col init: 2

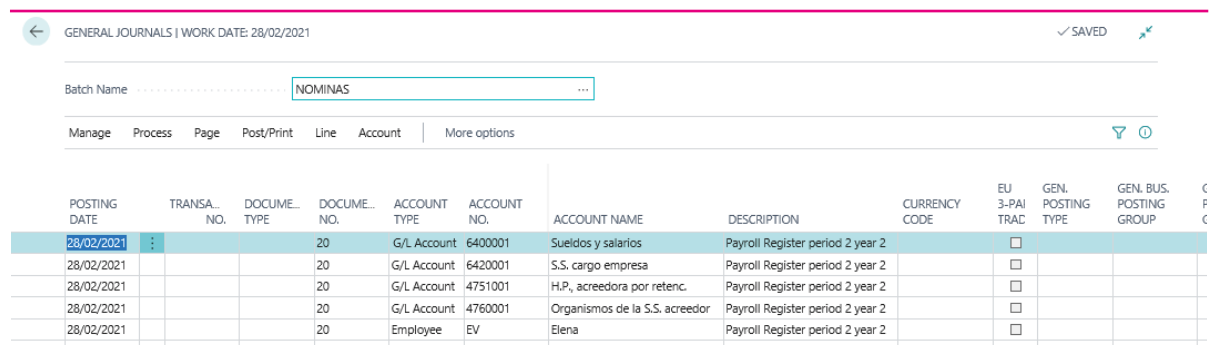
OK Cancel

04. Posting Payrolls

4.1. Generate Journal

After import process finished, we will proceed to post each payroll or all those selected.

Clicking on “Actions” and on “Generate Journal”, a General Journal Page will be opened and we can see the concepts before to be posted using Microsoft Dynamics 365 Business Central standard functionality.



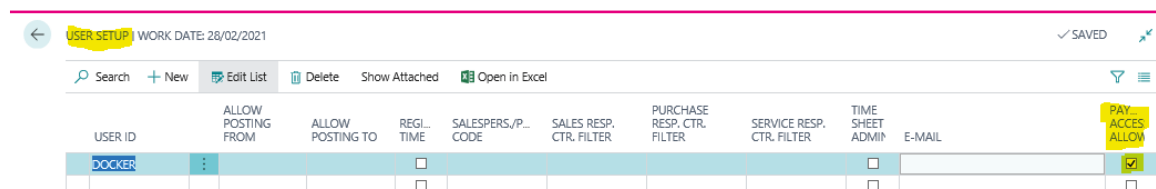
POSTING DATE	TRANSA. NO.	DOCUME. TYPE	DOCUME. NO.	ACCOUNT TYPE	ACCOUNT NO.	ACCOUNT NAME	DESCRIPTION	CURRENCY CODE	EU 3-PAI TRAC	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	C. F. C.
28/02/2021			20	G/L Account	6400001	Sueños y salarios	Payroll Register period 2 year 2		<input type="checkbox"/>			
28/02/2021			20	G/L Account	6420001	S.S. cargo empresa	Payroll Register period 2 year 2		<input type="checkbox"/>			
28/02/2021			20	G/L Account	4751001	H.P., acreedora por retenc.	Payroll Register period 2 year 2		<input type="checkbox"/>			
28/02/2021			20	G/L Account	4760001	Organismos de la S.S. acreedor	Payroll Register period 2 year 2		<input type="checkbox"/>			
28/02/2021			20	Employee	EV	Elena	Payroll Register period 2 year 2		<input type="checkbox"/>			

NOTE: This step is only necessary if “Auto-Register” is not activated at Human Resources Setup Page.

4.2. Reverse G/L Entries coming from PAYROLL / Delete Employee's payrolls

Reverse G/L Entries: This process must be done from the Ledger Entries page, using the standard Microsoft Dynamics 365 Business Central procedure.

NOTE: To show entries with Source code = Payroll, users must have the appropriate permissions (User Setup page).



USER ID	ALLOW POSTING FROM	ALLOW POSTING TO	REGL. TIME	SALES PERS./P... CODE	SALES RESP. CTR. FILTER	PURCHASE RESP. CTR. FILTER	SERVICE RESP. CTR. FILTER	TIME SHEET ADMIN	E-MAIL	PAY ACCESS ALLOW
DOCKEY			<input type="checkbox"/>					<input type="checkbox"/>		<input checked="" type="checkbox"/>
			<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>

Once the G/L entries are reversed, we can remove payroll lines on “Payroll import list” page.

The screenshot shows the 'PAYROLL IMPORT LIST' page with a work date of 28/02/2021. The page includes a search bar, a 'Delete' button, and a table of payroll entries. A confirmation dialog is displayed over the table, asking 'Go ahead and delete?' with 'Yes' and 'No' buttons.

EMPLOYEE NO.	EMPLOYEE NAME	PERIOD	FISCAL YEAR	REG.	REV.	TRANSAC. NO.	EMPLOYEE ENTRY NO.
AG	Avelino García	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	238	2970
AM	Alfredo Maldonado	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2975
BD	Brenda Díaz A.	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2980
BH	Begoña Hurtado	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2985
EV	Elena Vélez	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2990
JR	Juan Roca	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	2995
MS	Miguel Severino	9	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	239	3000
PR	Pablo Rovira						
AG	Avelino García						
AM	Alfredo Maldonado						
BD	Brenda Díaz A.						
BH	Begoña Hurtado						
JR	Juan Roca						
MS	Miguel Severino	10	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	240	3035
PR	Pablo Rovira	10	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	240	3040
AG	Avelino García	2	2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	241	3045
AM	Alfredo Maldonado	2	2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	242	3050
BD	Brenda Díaz A.	2	2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
BH	Begoña Hurtado	2	2021	<input type="checkbox"/>	<input type="checkbox"/>	0	0
EV	Elena Vélez	2	2021	<input type="checkbox"/>	<input type="checkbox"/>	0	0
JR	Juan Roca	2	2021	<input type="checkbox"/>	<input type="checkbox"/>	0	0
MS	Miguel Severino	2	2021	<input type="checkbox"/>	<input type="checkbox"/>	0	0
PR	Pablo Rovira	2	2021	<input type="checkbox"/>	<input type="checkbox"/>	0	0
AG	Avelino García	9	2019	<input type="checkbox"/>	<input type="checkbox"/>	0	0
AM	Alfredo Maldonado	9	2019	<input type="checkbox"/>	<input type="checkbox"/>	0	0
BD	Brenda Díaz A.	9	2019	<input type="checkbox"/>	<input type="checkbox"/>	0	0
BH	Begoña Hurtado	9	2019	<input type="checkbox"/>	<input type="checkbox"/>	0	0

Payroll Import Detail

TYPE DESCRIPTION	SIGN
Total devengado	Debit
Coste Seguridad Social	Debit
Retenciones IRPF	Credit
Seg social Acreedora	Credit
Líquido Empleado	Credit

05. Importing more than one file in the same accounting period

If while running import process, it is detected that payrolls already exist for that same period, the app asks us what to do:

- If answer is “No”: ONLY payrolls that are not duplicated will be imported.
- If Answer is “Yes”: ALL payrolls will be imported, and duplicates will exist. (usual situation in some cases like extra-payments).



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