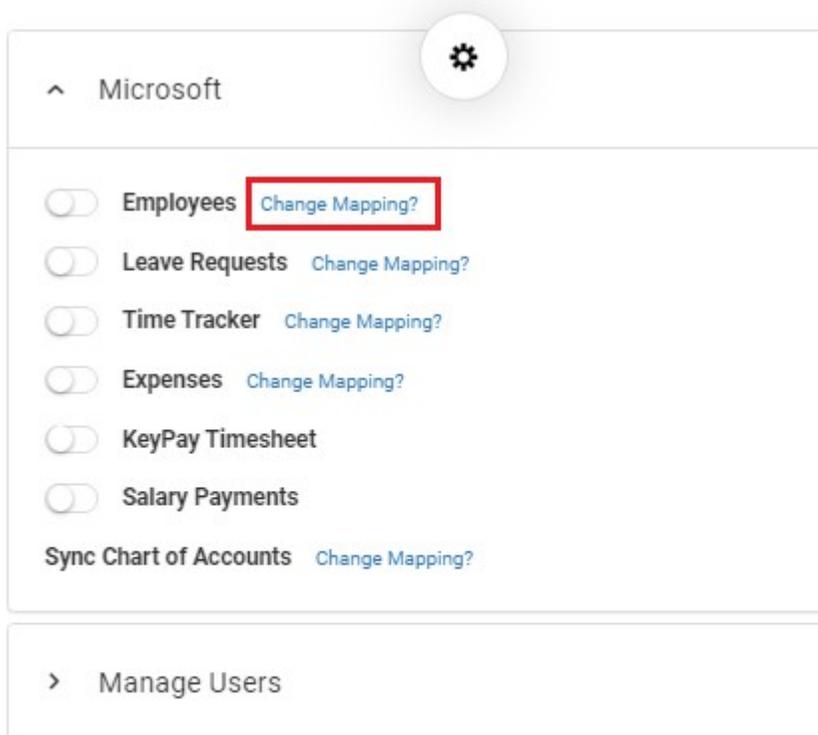


How Data Synced between Payroll Hub and Business central Application

1. Syncing Data from Business Central Application to Payroll Hub

1. You can sync various Business Central modules with Payroll Hub like Employees, Leaves, Time-sheet and Expenses.
2. You should enable the module and change the field mapping before enabling the sync.
3. You can see changing field mapping for the Employees, Leave Requests, Time Tracker and Expenses module, when you click on Microsoft in Payroll Hub as shown below.



SYNC NOW

4. We sync the data based on your field mapping.
5. Some of the fields will be mapped automatically on click of Change Mapping? for Employee module. You can add, edit and delete fields.

Employee Field Mapping

Key Pay		Business Central	
Date Of Birth	→	Date of Birth	 
Email Address	→	Email Address	 
Employment Type	→	Employment Type	 
First Name	→	First Name	 
Job Title	→	Job Title	 
Middle Name	→	Middle Name	 
Mobile Phone	→	Mobile Phone	 
Residential City	→	Residential Suburb	 
Residential Country	→	Residential Country	 
Residential Post Code	→	Residential Post Code	 
Residential Street Address	→	Residential Street Address	 
Start Date	→	Start Date	 

6. You can add custom fields for Mapping.

Key Pay		Business Central	
Date Of Birth	→	Date of Birth	 
Email Address	→	Email Address	 
Employment Type	→	Employment Type	 
First Name	→	First Name	 
Job Title	→	Job Title	 
Mobile Phone	→	Mobile Phone	 
			

Add field x

Custom Value

7. You can sync the data manually by enabling the modules like Employees, Leave Requests, Time Tracker, Expenses to Sync the data from Business Central application into KeyPay and click on **Sync Now** button in **Payroll Hub** setting.

Microsoft 

Employees [Change Mapping?](#)

Leave Requests [Change Mapping?](#)

Time Tracker [Change Mapping?](#)

Expenses [Change Mapping?](#)

KeyPay Timesheet

Salary Payments

Sync Chart of Accounts [Change Mapping?](#)

> **Manage Users**

SYNC NOW

2. Syncing Data from Keypay to Business Central

1. You can sync the data manually by enabling the modules like Keypay Timesheet to sync timesheets and Salary Payments to sync payruns from keypay to Business Central application.

3. Chart of Accounts

1. Keypay chart of accounts will be created within keypay as soon as you register with Payroll Hub application and mapped with Default Accounts automatically and the keypay COA account codes starts from KPA001.KPA002 so on..

Account Code	Account Name	Select an account	   
KPA0001	Payg Liability Account	Liability	 
KPA0002	Payg Expense Account	Expense	 
KPA0003	Superannuation Expense Account	Expense	 
KPA0004	Superannuation Liability Account	Liability	 
KPA0005	Payment Account	Expense	 
KPA0006	Default Expense Account	Expense	 
KPA0007	Employee Expense Account	Expense	 
KPA0008	Employer Liability Expense Account	Expense	 
KPA0009	Employer Liability Liability Account	Liability	 

2. As soon as you connect with MICROSOFT, the Chart of accounts from Keypay will Sync with Business Central application and vice versa automatically.

3. You can see the sync errors in error logs, which you can access from Payroll Hub setting.

Microsoft 

Employees [Change Mapping?](#)

Leave Requests [Change Mapping?](#)

Time Tracker [Change Mapping?](#)

Expenses [Change Mapping?](#)

KeyPay Timesheet

Salary Payments

Sync Chart of Accounts [Change Mapping?](#)

> **Manage Users**

SYNC NOW

- [? Need Help?](#)
- [i Keypay Support](#)
- [Error Logs](#)

4. When will be the 'Sync' button disabled in Payroll Hub Setting?

1. When there is no module enabled for data syncing.

