NPS
new frontier group

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Microsoft Partner

Microsoft

Microsoft Dynamics 365 Business Central
Short guide for
HRM & Payroll (Serbia)

- *Microsoft Dynamics 365 Business Central HRM & Payroll extension*

HRM features

FEATURE	DESCRIPTION
Organization and systematization	• Organizational scheme • Subordinate and superior organizational units • Line, matrix and project structure • Defining a line manager for OJ • Job catalog

Workplace management	• Workplace requirements
	   o Education
	   o Skills and knowledge
	• Belonging to OJ
	• Location and Place cost
	• Defining the salary rank
	• Workflow documentation flow

Master Data Administration	• Administering employee data • Managing personal responsibilities of employees • Vacation management • The process of drafting documents related to employees • Data control and update process
Personal and family data	• Member information • Detailed records of indebted ZO stamps • Making lists for New Year's packages with the age of the children • Birthday lists • Lists by completed length of service inside and outside the bank

Years of service	• Arbitrary number of types of work experience
	• Calculation per day
	   o In the bank
	   o In total

Catalog of competencies	• Official code lists of the NES
	o Codebook of special knowledge and skills
	o School codebook
	o Occupational codebook
	o Vocational school code list
Training	• Trainings
	o Internal and external
	o Periodic
	o Legally
	o Arbitrary
	• Registration for training
	• Training costs
Employment legal documentation	• Employee documents
	o Entering standard documents, creating by templates (Contracts, Annexes, Solutions)
	o Online site templates, available for editing
	o Possibility of production according to the given specification
Reports and analyzes	• Reporting
	o Predefined reports
	o Ability to create reports according to specifications
	o Export data according to specification
	o Export data to MS Excel or MS Word
Understanding needs	• Customer care
	• Safety at work
	o Roles
	o Rights
	• Integration (WEB)
	• Integration with payroll
	• HRM-Payroll synchronization
	• Data accuracy control
	• Missing data control
	• Work support

Payroll features

FEATURE	DESCRIPTION
Calculations	- Legal types of billing - Regular work - Transportation - Maternity - Sick leave up to and over 30 days) - Disability - Temporary and occasional jobs - Royalties, Work Contracts - Lease - Severance pay - Dividends - Management and Supervisory Board… - Advances - Advances for all types of payments - As a percentage or with a predefined budget - Management of current and cumulative amounts - Automatic creation of final payment - Ability to enter the net or gross contracted amount, the coefficient at the level of the workplace or individually, the price of labor per hour or per month, at the level of the organization or position - Calculation of all types of legally defined salaries and allowances as well as other incomes - Business process automation - The calculation is transparent - Automatic worksheet generation - Automatic update of hours - Billing statuses - Integration with external clock import systems - Collecting data from multiple sources

- Business process automation
  - Integration with external clock import systems
  - Collecting data from multiple sources
- Status
  - Preparation
  - Calculation
  - Confirmation
  - Posting calculation
  - Cancelling calculation
- Multiple status change before posting
- Taxes
- Contributions
- Suspensions
  - Local and foreign currencies
  - Repayment plan with installments and due dates
  - Credit control as a percentage of net or gross
  - Group creation and modification of suspensions
  - Priorities
  - Over-indebtedness control
- Three-level error control (information, warning, error)
  - Before the calculation
    - Data accuracy control
    - Missing data control
  - After the calculation
    - Employees on SD bases, below the fund, above the fund, end of position or beginning of position during the month, salary change, no past work, with more than one carnet, with zeros...
- Posting models
  - Preparation of orders without posting by MT
  - Directly at the General Ledger account level by MT
  - Export data to other applications

- - o No posting
  - Possibility to cancel the calculation
  - Billing items for posting, exporting, or analytics
    - o Basic earnings
    - o Total earnings
    - o Past years of work
    - o Hot meal
    - o Allowances (annual leave, overtime, night and shift work, sick leave)
    - o Suspensions from net earnings

Calculation parameterization	• Accounting periods
	o Legal parameters
	o Defining the price of labor, recourse and hot meal
	o Analytics at the level of the accounting period
	• Hours and work calendar, globally or depending on the employee.
	• Bank accounts for the payment of public revenues
	o Possibility of changes
	o Group allocation by municipalities
	o Group change
	o Special accounts for each type of payment
	• Employee bank accounts
	o More bank accounts per employee
	o Payment through the cash register
	• Work experience of employees
Performance and monitoring	• Performance control
	• Track record changes through the app
	• Possibility of archiving

Forms	• Legal forms
	o OPJ
	o OD
	o PPP
	o M4
	o OZ
	o NZ
	o Refunds of the city and the republic
	o Integration with CVPO
Reporting	• Standard reports
	o Recapitulations
	o Payroll
	o Cost overview
	o Analytics
Integrations	• Import / Export
	o Txt format
	o XML format
	o SQL
	• Record of presence
	• Performance

Priorities

Our development direction for all MS Dynamic NAV/365 BC applications are defined through wide and thorough consultations with our clients and partners, our constant research and permanent following of law and regulatory changes with the purpose of assuring continued compliance with them.

Our daily efforts go towards:

- Covering and incorporating all law and regulation changes,

- Providing simple implementations to our clients, with lower costs and efficient usage of solutions,

- Maximum standardization of all local specific needs, with absolute regards to rules and logic built in Microsoft Dynamics NAV/ 365 BC solutions

- Constant striving towards knowledge with the goal of finding better and simpler ways of process automatization, with desire to find ideal balance between simplification and high-quality processes handling
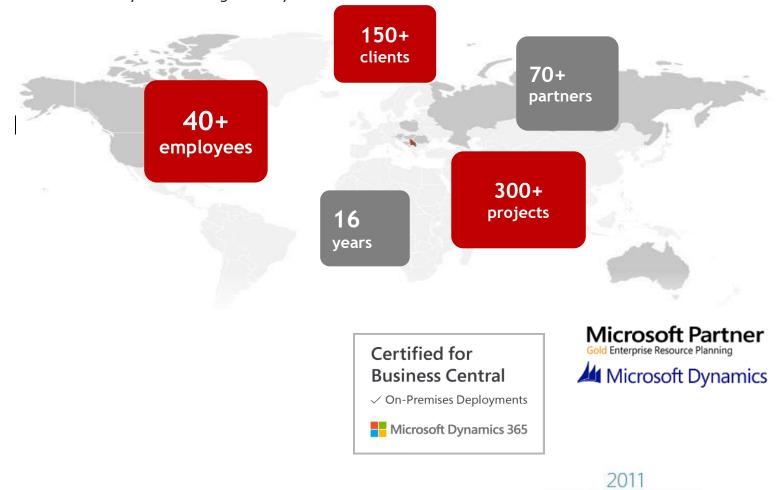
Coming soon...

FEATURE	DESCRIPTION
Travel orders	• Developed for easier way to keep records on employees travel orders
Document management functionality	• Developed to serve in quality incoming and outgoing document sorting ability

About us

NPS is member of New Frontier group (www.newfrontier.eu) that gathers large number of IT companies operating in almost all continents. Through intensive cooperation with members of the group, and especially in synergy with SAGA, we are able to expand the range of products and services we offer to almost all products and services from the ICT segment ("one-stop-shop").

We have been collecting the knowledge and experience, adopting and selflessly sharing since our founding (1996 in Ljubljana / 2003 in Belgrade) which has made us not just a Microsoft Gold Certified Partner but one of the leading Microsoft Dynamics partners in the country and the region for years.

150+
clients

70+
partners

40+
employees

16
years

300+
projects

Certified for
Business Central

✓ On-Premises Deployments

Microsoft Dynamics 365

Microsoft Partner
Gold Enterprise Resource Planning

Microsoft Dynamics

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