


Microsoft Dynamics® 365 Training Manual – PAYROLL

Prepared by:




Table of Contents

1.	Introduction	3
2.	Acronyms	4
3.	Payroll Module Setup	5
3.1	Set up General Parameters	5
3.2	Set Up End of Service Payslip Note	7
3.3	Set up Period Types	8
3.3.1	Create new Period Type	8
3.3.2	Generate pay periods	10
3.4	Set up Earnings and Deductions.....	12
3.5	Set up Posting Rule	15
3.6	Set up Payroll Category	18
3.7	Benefit Setup	21
3.7.1	Create Benefit Type	21
3.8	Enroll workers in Benefits	26
4.	Employee payroll setup	28
4.1	Integrate employee for Payroll	28
4.2	Define Salary Structure.....	29
5.	Processing payroll	33
5.1	Prerequisites	33
5.2	Generate Payslip.....	34
5.3	Add Periodic Adjustments	38
5.4	Generate Payslip Journal.....	42
5.5	Modify Payslip	44
5.5.1	Add Earning Lines to a Payslip.....	44
5.5.2	Remove earning lines from a Payslip	46
5.5.3	Prorate Salary	47
6.	Post Payment.....	48
6.1	Create payment Journal	48
6.2	Post payment Journal	50
7.	EOS Processing	52
8.	Generate Payroll Reports	53
9.	Close Pay Period	54

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 2	


1. Introduction

This training manual is prepared based on designed solution. This document will provide step by step representation of the system.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 3	

2. Acronyms

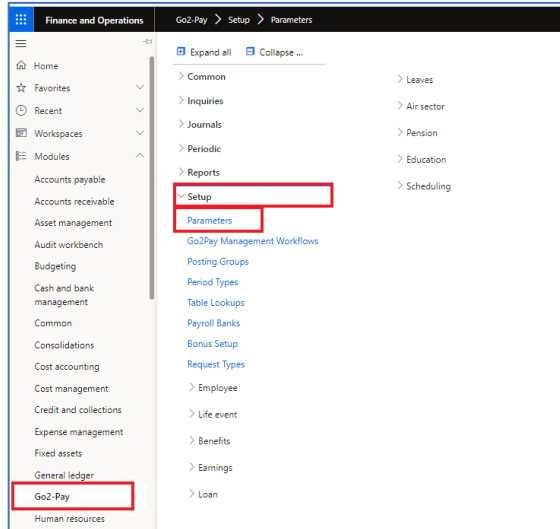
S/N	Acronym	Description
1.	ERP	Enterprise Resource Planning
2.	HR	Human Resources
3.	D365	Microsoft Dynamics 365
4.	ED	Earnings and Deductions
5.	EOS	End of Service
6.	TA	Travel Allowance

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 4	

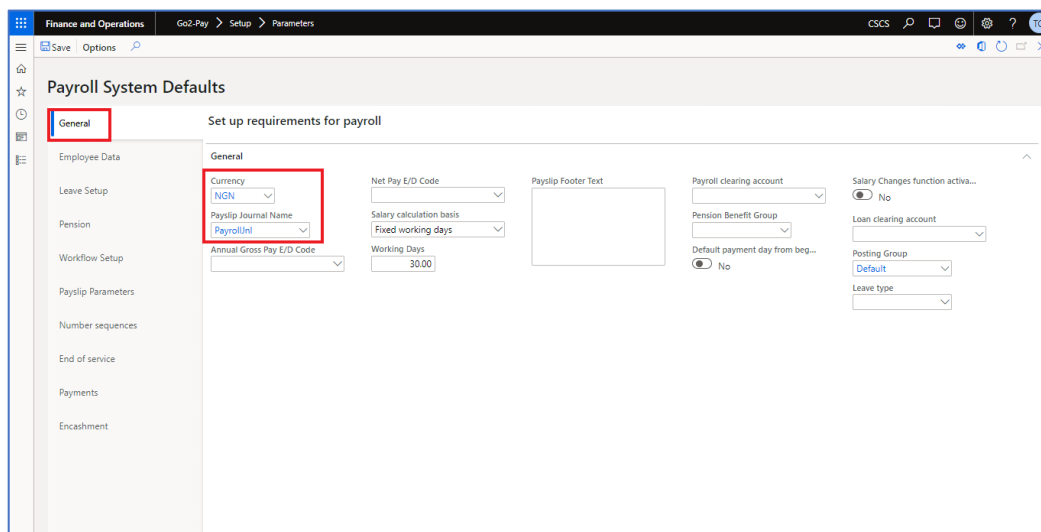
3. Payroll Module Setup

3.1 Set up General Parameters

1. Click **Go2pay > Setup > Parameters**.

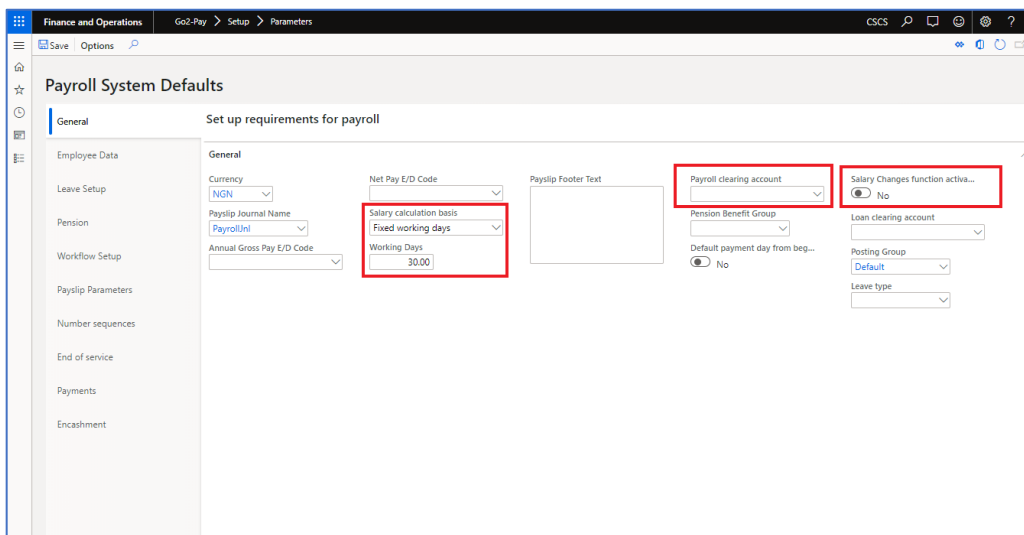


2. Click **General**.
3. In the **Currency** field, select the currency used for payroll.
4. In the **Journal Name** field, select the payroll journal to used.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 5	

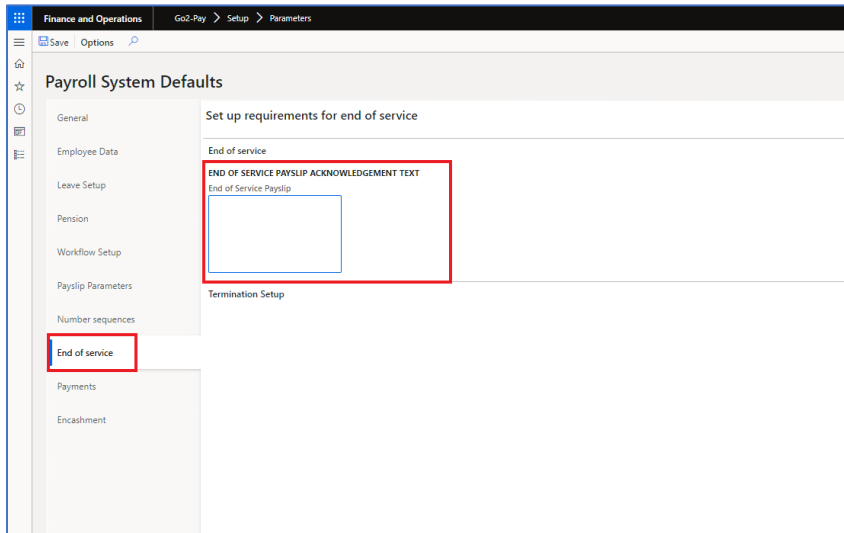
5. In the **Salary calculation basis** field, select:
 - a. **Fixed working days** – when the salary calculation is based on fixed working days regardless of which month.
 - b. **Calendar days** - when the salary calculation is based on calendar days. Which means salary will always be calculated based on the number of days of the specific month.
 - c. **Working days** - when the salary calculation is based on workings days specified by the company.
6. In the **Working days** field, specify the number of working days when the **Fixed calendar days** is selected.
7. In the **Payroll clearing account**, select the journal clearing to be use.
8. Set the **Salary Changes function activation** to “Yes”, to activate salary action changes workflow.




Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 6	

3.2 Set Up End of Service Payslip Note

1. Click **Go2pay > Setup > Parameters**.
2. Click **End of Service**.
3. In the **End of Service Payslip** field, enter the acknowledgement note you wanted to appear in the EOS payslip.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 7	

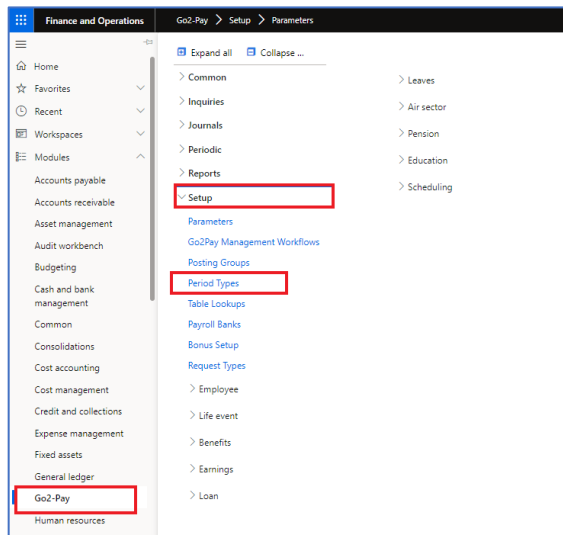
3.3 Set up Period Types

Period Types are required to control how often and when workers are paid.

3.3.1 Create new Period Type

A period type is used to specify the frequency of pay periods and the pay dates.

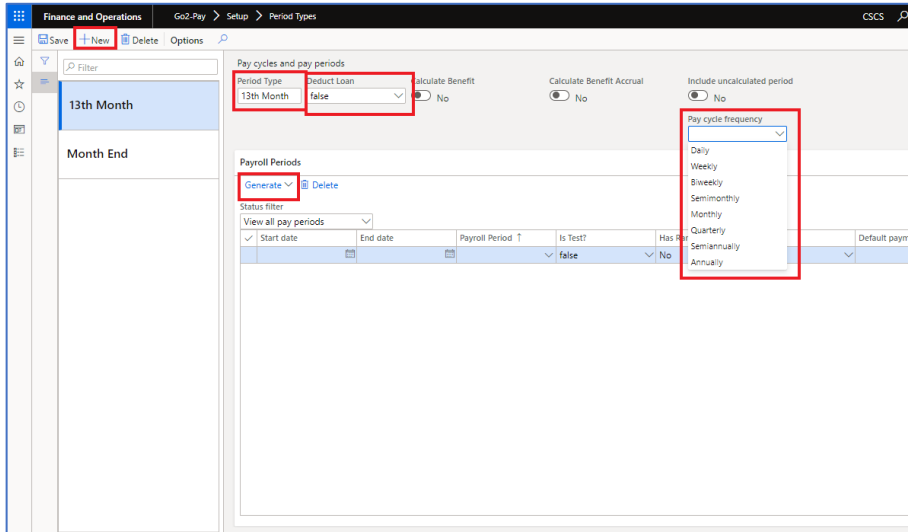
1. Click **Go2pay > Setup > Period Types**.
2. Click **New**.



3. In the **Period Type ID** field, enter the name of the period type. For example, you might enter 'Monthly' for the monthly payroll processing.
4. In the **Deduct Loan** field, specify to allow loan deduction or not to be processed on this period type.
5. In the **Pay cycle frequency** field, select the frequency to associate with this period type. The following pay cycle frequencies are available: Daily, Weekly, Biweekly, Semi-monthly, Monthly, Quarterly, Semi-annually, Annually.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 8	

6. Generate Pay periods.



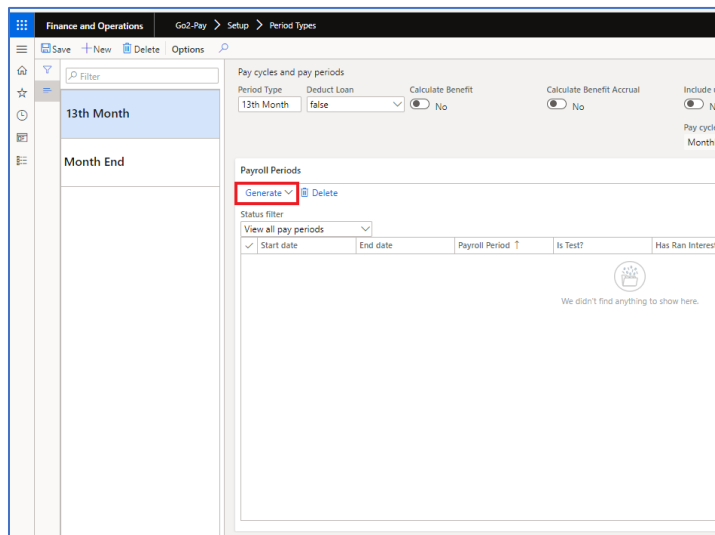
Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 9	

3.3.2 Generate pay periods

You can generate any number of pay periods for each pay cycle. Most organizations generate pay periods for one year at a time.

Pay can only be processed for pay periods that are in the system. You should plan to generate new pay periods before you use all the existing pay periods. Many organizations do this when they prepare for a new fiscal year.

1. Click **Go2pay > Setup > Period Types**.
2. Select a pay period.
3. In the **Payroll Periods** FastTabs, click **Generate**.

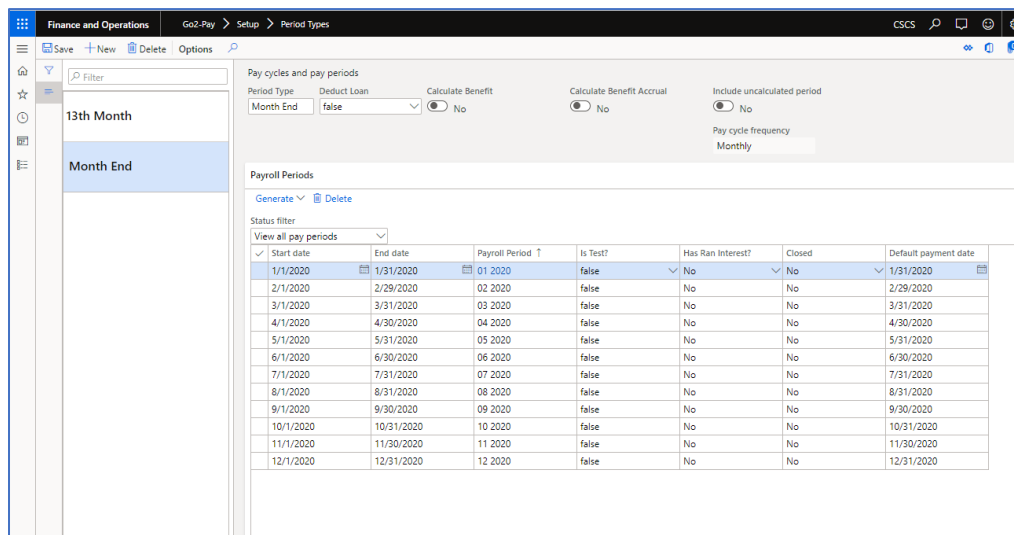
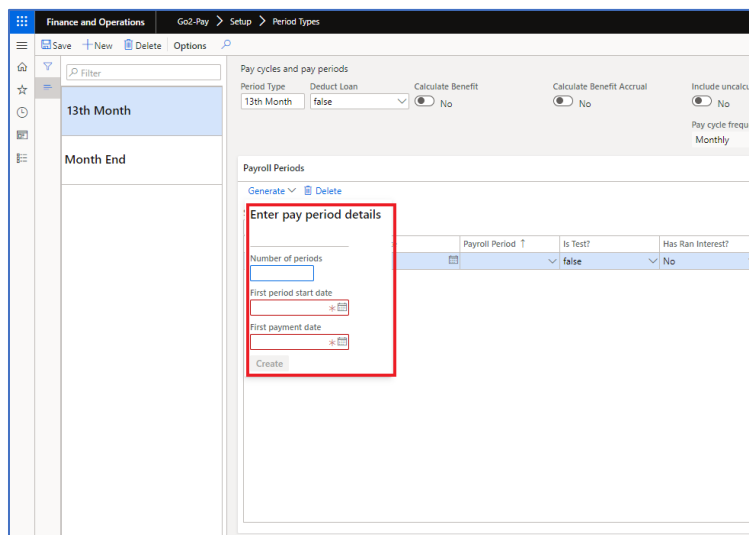


4. In the **Number of periods** field, enter the number of pay periods to generate. If the frequency is Monthly and you need to generate periods for one year, enter number 12.
5. The first time that you generate pay periods for a pay cycle, in the **First period start date** field, enter the date of the first day of the first pay period that you want to generate. This date is used to determine the first day of all periods that you generate for this pay cycle.

If you have already generated pay periods for this pay cycle, the **First period start date** is the first calendar day after the last day of the last existing pay period. It cannot be changed.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 10	

6. In the **First payment date** field, enter the pay date for the first pay period. This date is used to determine the default payment date for all pay periods that you generate for this pay cycle. For example, if this date occurs five days after the first period starting date, the default payment date will always occur five days after the pay period starting date for each pay period.
7. Click **Create**.



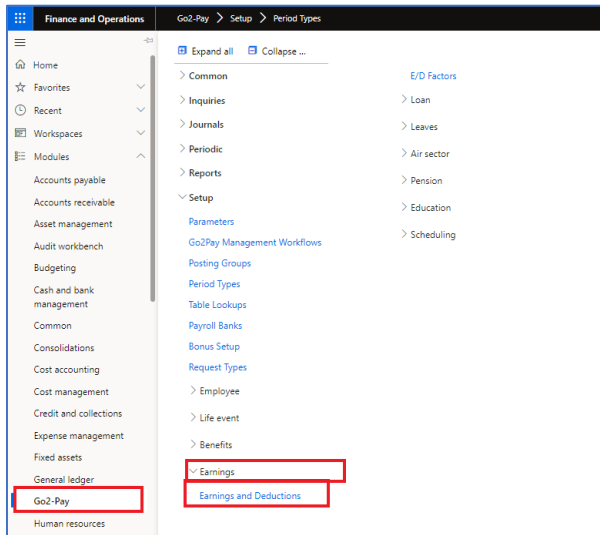
Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 11	

3.4 Set up Earnings and Deductions

Earnings are the base employer expense that is paid to the worker. Earning codes define the rules and calculation methods for a worker's earnings.

To create a new earning code:

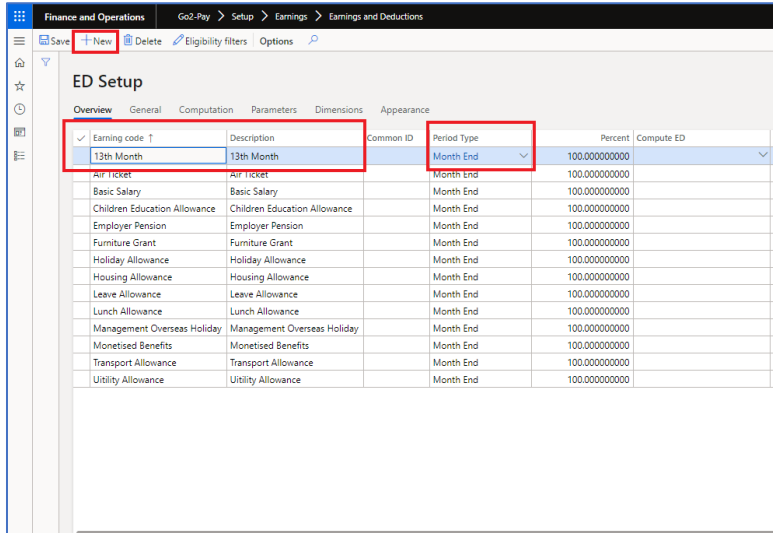
1. Go to **Go2pay > Setup > Earnings > Earnings and Deductions**.



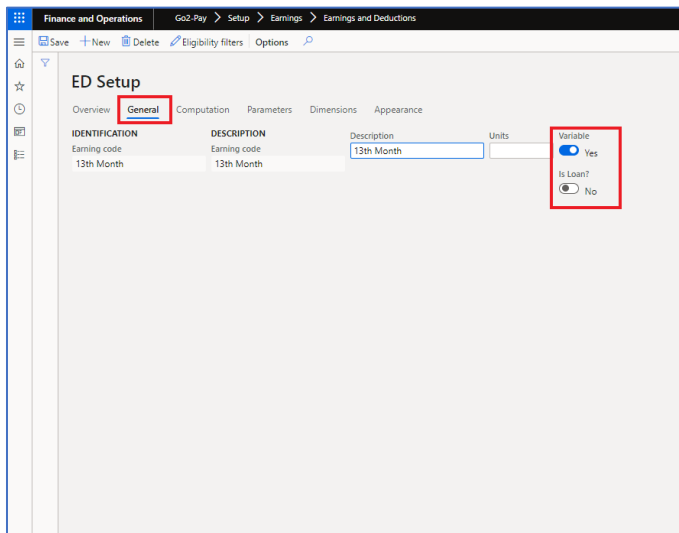
2. Click **New**.
3. In the **Earning code** and **Description** fields, enter the name and description of the earning or deduction code.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 12	

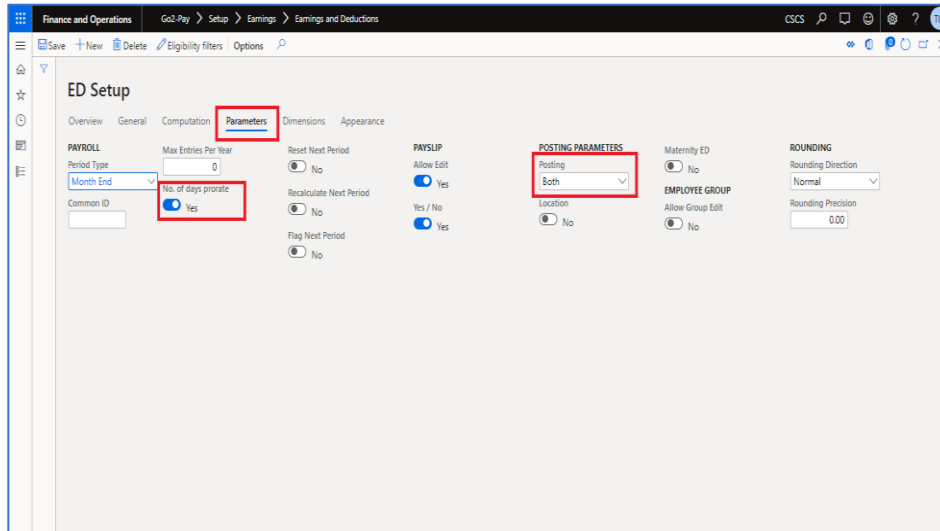
- In the **Period Type** field, enter the period type where earning or deduction code to paid.



- In the **General** tab, select if the earning code is a variable or loan.



6. In the **Parameters** tab, select or enter additional ED code parameters for the following.
 - No. of days prorate field – if the ED code is subject to proration.
 - Posting field – select the journal posting method. Posting method available are, None, Debit only, Credit only, Both.



Note: Other fields available in the form are not GCC specific functionality.

7. The **Sorting order** field is always set to 0, unless the earning code is part of the 4 Master pay elements: BASIC, HRA, TPT and OTHERS. Please make sure that these 4 elements have display order information in the desired order and all other codes have value 0. The information in this field has an impact of the display of the earning codes in:
Payslip and Reports.
8. Click **Save**.
9. Once the ED code is created, it can be used in the payroll processing.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 14	

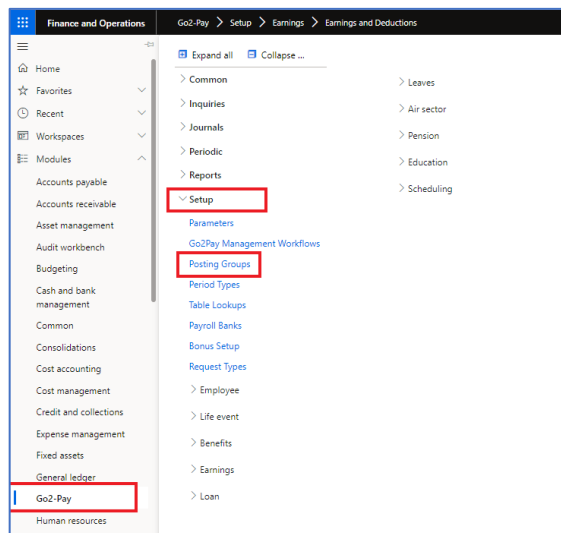
3.5 Set up Posting Rule

Posting Groups allows you to create set up how your posting will be grouped. You can create multiple posting groups and assign ED codes on it. An ED code can be assigned in different posting groups with different ledger account, depending on how you want to account or record your transactions on Finance.

Posting Groups are linked to employees. So, this allows you to be able to group the posting of expenses per employee group wise. For example, you have employees that uses different ledger account for recording of expenses.

To set up Posting rules for earnings and deductions code.

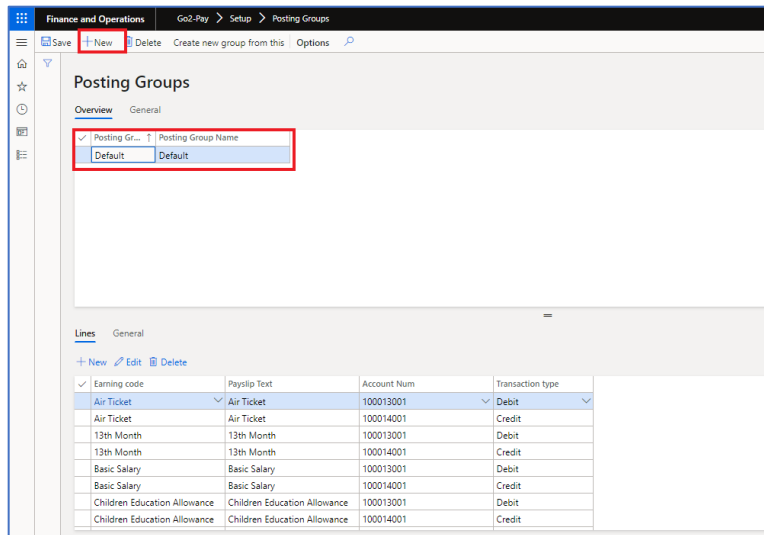
1. Go to **Go2pay > Setup > Posting Groups**.



2. Click **New** to create new Posting Group.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 15	

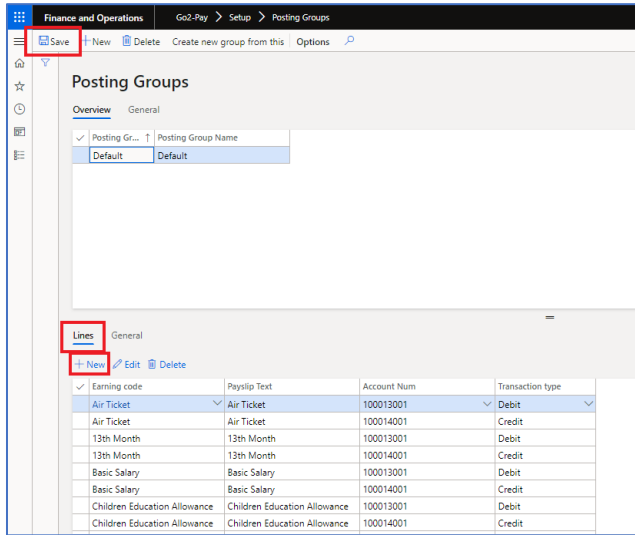
3. In the **Posting Group** and **Posting Group Name** fields, enter the posting group name and description.



4. In the Lines tab, add the earning codes that will be under this posting group.
 - a. Click **New**, to add new record.
 - b. In the **Transaction type** field, select the journal entry posting effect of the ED (Debit or Credit).
 - c. In the **Earning codes** field, select the ED to be added in the group.
 - d. In the **Account Number**, select the GL account in which the transaction for this ED will be posted.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 16	

5. Click **Save**.

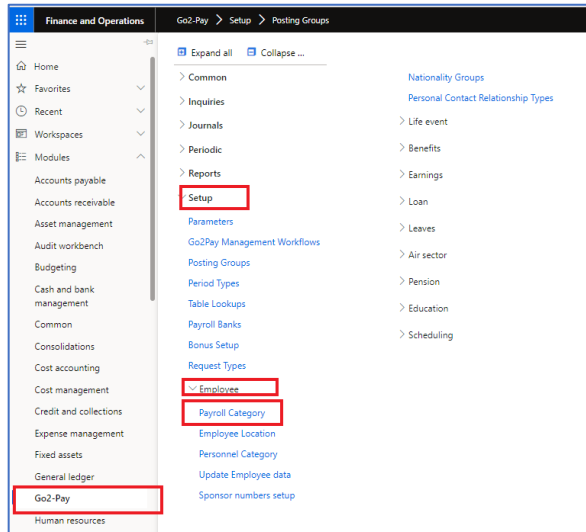


Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 17	

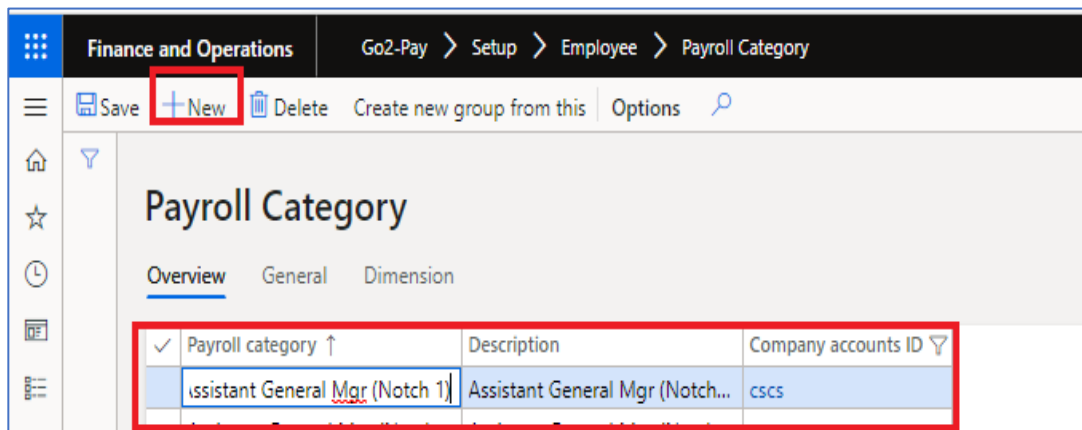
3.6 Set up Payroll Category

Use the Payroll Category to categorize the Pay elements per level or Grade

1. Go to **Go2pay > Setup > Employee > Payroll Category**.

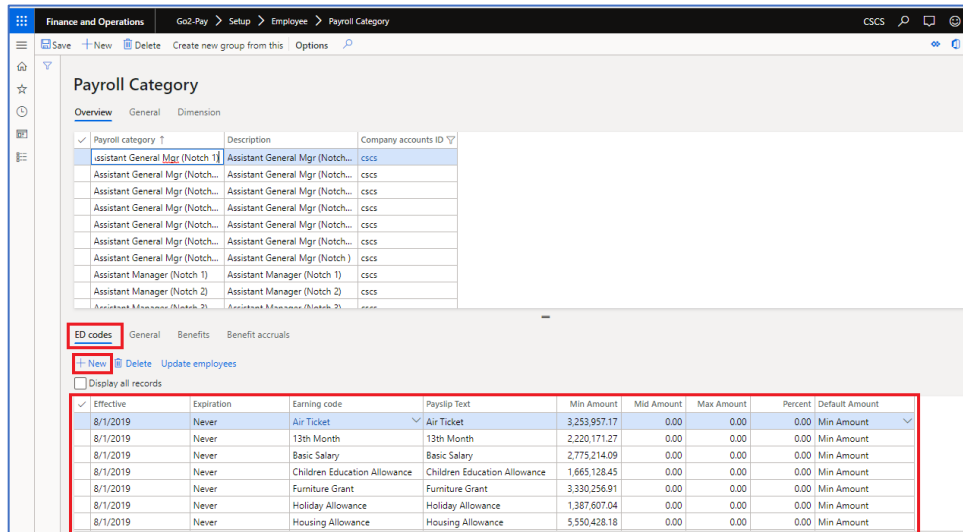


2. Click **New** to create new Payroll Category.
3. In the **Payroll Category** and **Description** fields, enter the payroll category name and description.



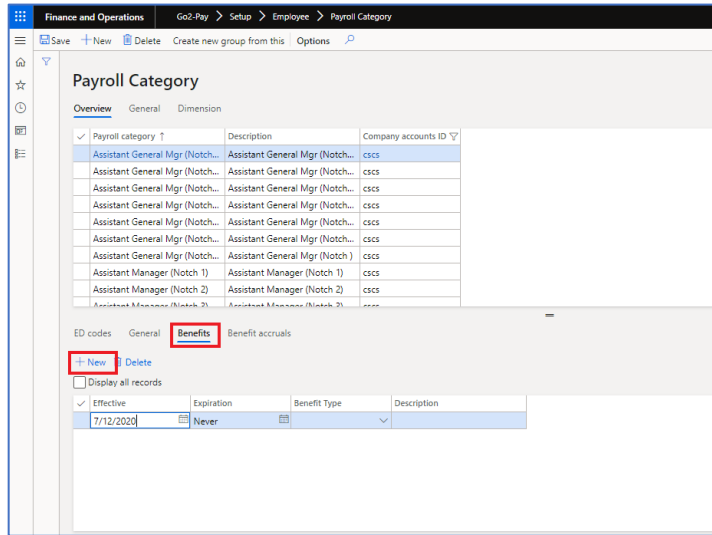
4. In the **ED Codes** tab, add the earning codes that will be under this Payroll Category.
 - a. Click **New** to add new ED code.

- b. In the **Effective and Expiration date** field, enter the date when the ED code will be effective and Expired.
- c. In the **Earning code** field, select the ED code to be added.
- d. Enter the **Min, Mid** and **Max** amount.
- e. Use the **Percent** field, if the ED code amount is based on a percentage of a certain ED. Keep the Min, Mid and Max amount field zero, as the system will automatically get the amount based on the percentage value of the specified ED.
- f. In the **Default Amount** field, select the default amount to be populated in the employee page. This amount serves as the rate reference. Default amount available are, Min Amount, Mid Amount, Max Amount and Percent.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 19	

- In the **Benefits** tab, add all the benefits to be included in this payroll category. When assigning this payroll category to employee.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 20	

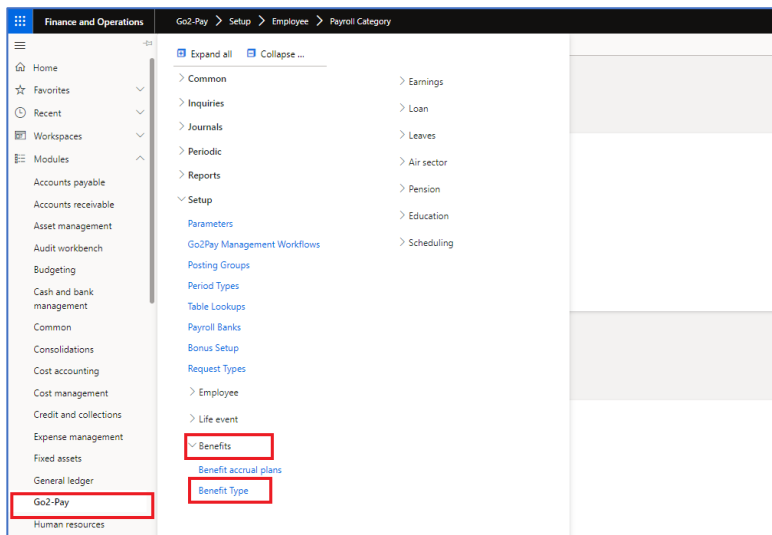
3.7 Benefit Setup

Before workers are enrolled in benefits, we must create the components of each benefit. The benefits default settings such as deduction rates and accounting details.

3.7.1 Create Benefit Type

To create new benefit type

1. Go to **Go2pay > Setup > Benefits > Benefit Type**.

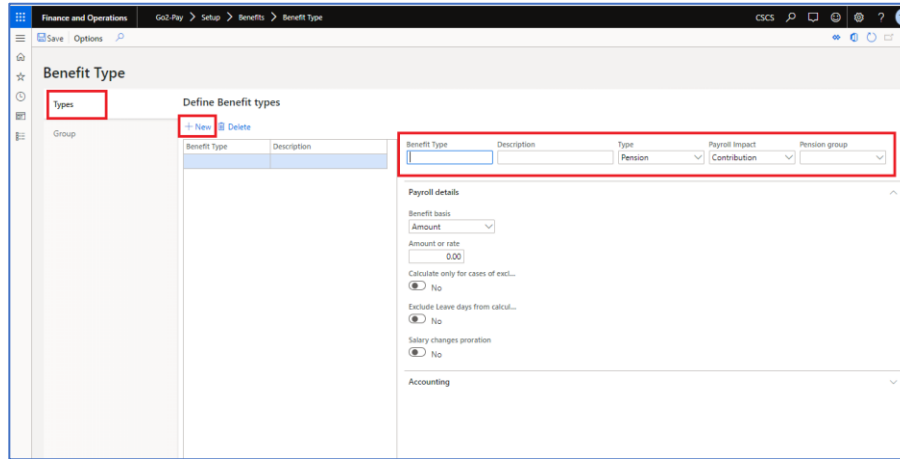


2. In the **Type** tab, click **New**.
3. In the **Benefit Type** and **Description** fields, enter a name and description.
4. In the **Payroll Impact** field, select the payroll impact if; Deduction or Contribution.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 21	

5. In the **Type** field, select the type of benefit you are creating.

- Pension
- Insurance
- Others



6. On the **Payroll Details** Fast Tabs, define the deduction and contribution amounts.

7. In the **Benefit basis** field, select the deduction and contribution is based on percentage or amount.

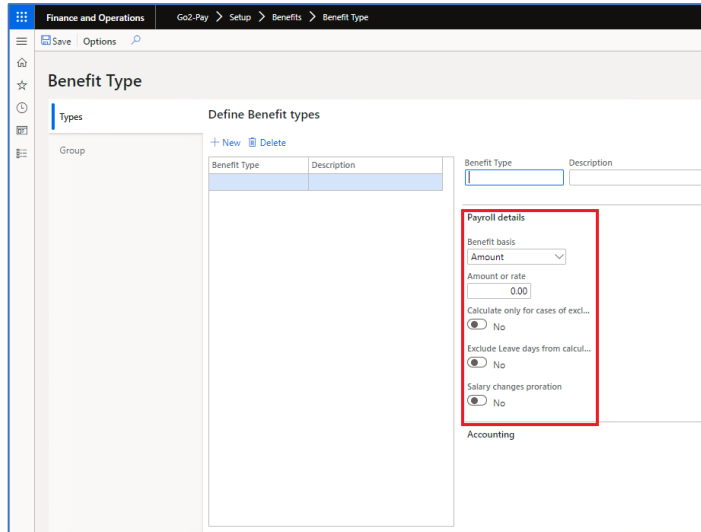
8. In the **Amount or rate** field, enter the amount or rate of the deduction and contribution.

9. The **Calculate only on cases of excluding Leaves** and **Exclude Leave days from calculation** button, allows you to exclude employee unpaid leave from deduction and contribution calculation.

- **Exclude Leave days from calculation** – in case employee goes on unpaid leave, this functionality will compute benefit contribution only for working days.

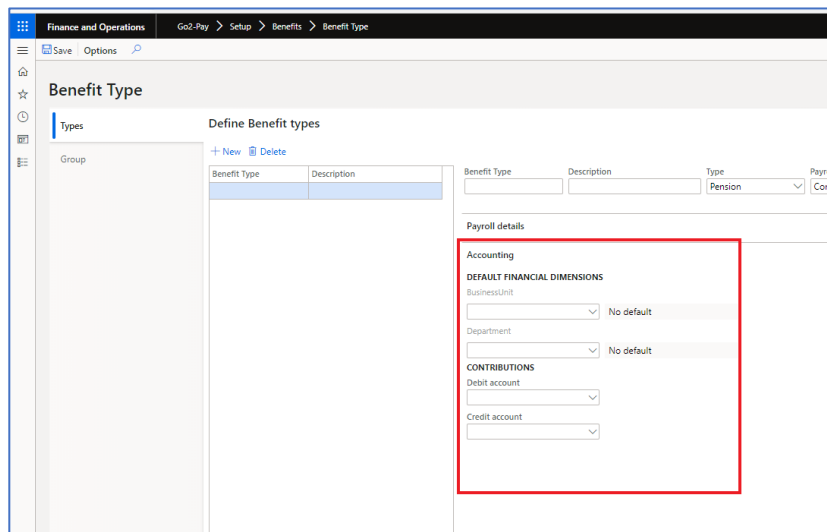
Document Date:	Customer Name	Document Version:	 Microsoft Partner Gold Enterprise Resource Planning
Private & Confidential	Document Name:	Document Page: Page 22	

- **Calculate only on cases of excluding Leaves** – when a benefit type is set to Exclude leave days from calculation. This functionality will compute only the contribution for those days as part of employee deduction.



10. In the **Accounting** Tab, specify **Financial Dimensions** for which the benefit type will be posted if necessary.

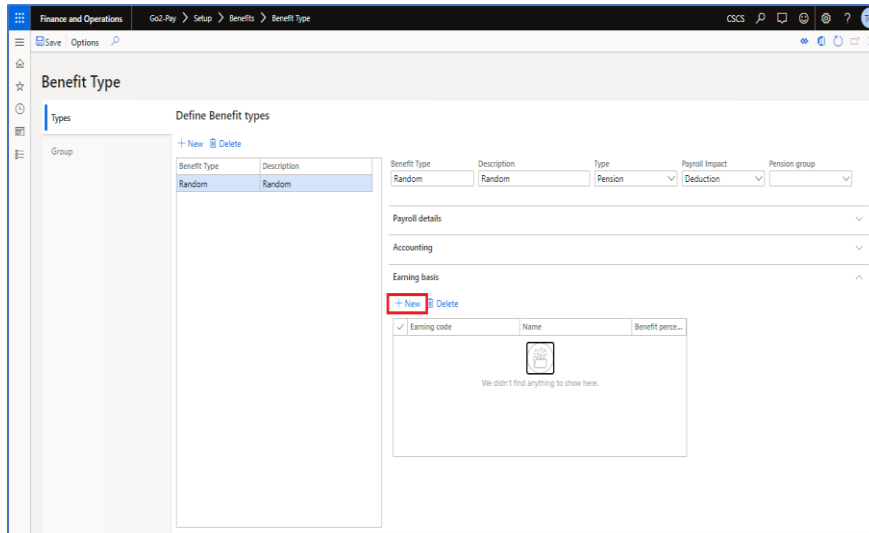
11. In the **Debit Account** and **Credit Account** field, specify a debit and credit GL account for which the amount will be posted or recorded.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 23	

12. In the **Earning Basis** Tab, enter the ED codes that start the worker deduction and employer contribution.

a. Click **New** to add.



b. In the **Earning code** field, select the ED codes that going to the basis of deduction and contribution.

c. In the **Benefit Percentage** field, enter the percentage value to be calculated against an ED code.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 24	

13. Click **Save**.

The screenshot shows the 'Benefit Type' configuration page. The breadcrumb trail is 'Finance and Operations > Go2-Pay > Setup > Benefits > Benefit Type'. The 'Save' button is highlighted in red. The 'Define Benefit types' section contains a table with one row: 'Random' for both 'Benefit Type' and 'Description'. The 'Type' is set to 'Pension' and 'Payroll Impact' is 'Deduction'. Below this are sections for 'Payroll details', 'Accounting', and 'Earning basis'. The 'Earning basis' section has a table with a red box around the header row: 'Earning code', 'Name', and 'Benefit perce...'. The value '0.00' is visible in the 'Benefit perce...' column.

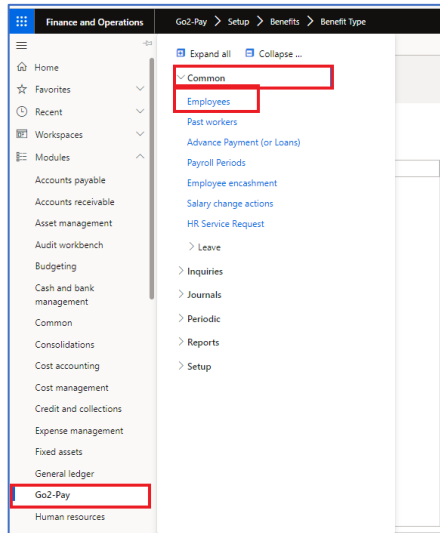
Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 25	

3.8 Enroll workers in Benefits

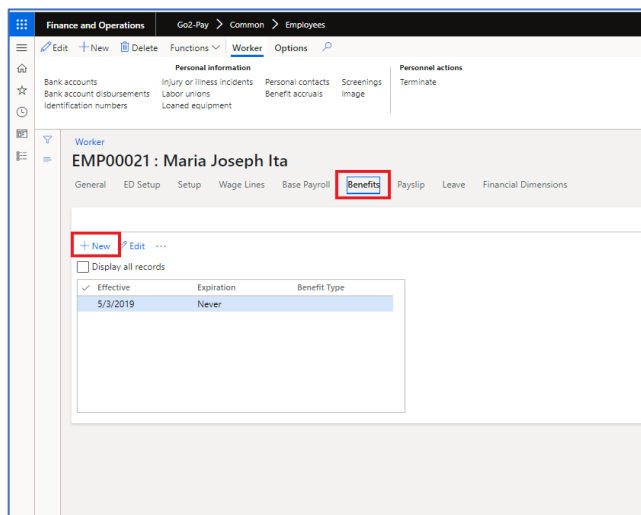
After benefits are created and added as options to the eligible workers, you can enroll the workers in the plans.

To enroll workers in Benefits

1. Go to **Go2pay > Common > Employees.**




2. Select a worker.
3. Click **Benefits** tab.
4. Click **New** to add.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 26	

5. Enter the effective and expiration date of the benefit.
6. In the **Benefit Type** field, select the benefit type.
7. Click **Save**.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 27	

4. Employee payroll setup

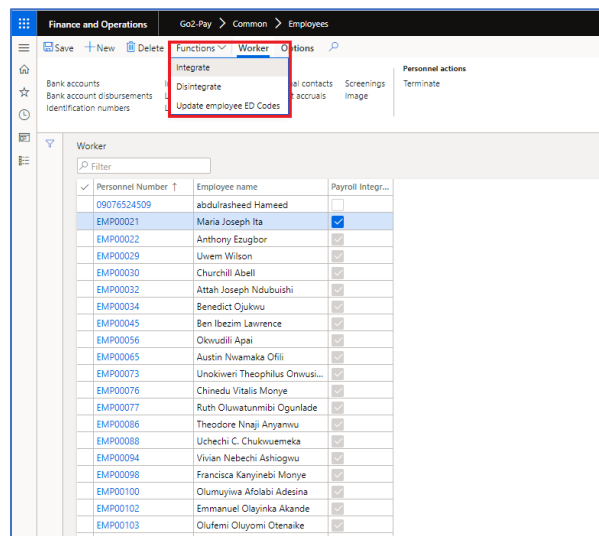
Before processing the employee salary, you first need to define some payroll information on employee level also.

4.1 Integrate employee for Payroll

For you to be able to process the employee payroll, you need to integrate employee to payroll. Otherwise, employee salary will not be processed.

To integrate employee for payroll processing

1. Go to **Go2pay > Common > Employees**.
2. Select an employee and check the **Payroll integration** check box.
3. Or, click to **Functions**, and then, click **Integrate** to integrate multiple or all employees.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 28	

4.2 Define Salary Structure

The salary structure of each employee is defined in the following steps:

1. Define the employee **Wage Line**.
 - a. Go to **Go2pay > Common > Employees**.
 - b. Select an Employee.
 - c. On the employee page, click to **Wage Lines** tab.
 - d. Click **New**, to add wage line.

The screenshot shows the 'Wage Lines' tab for employee EMP00021: Maria Joseph Ita. The 'New' button is highlighted with a red box. The Wage Lines table is as follows:

Effective	Expiration	Payroll category	Describe the wage line.	Annual Gross	Eligible For PIS
1/1/2020	Never	Officer (Notch 1)	Officer (Notch 1)	4,235,645.37	<input type="checkbox"/>

Note: When you open the form, the system will show only the active wage lines. Click the **Display records** check box to see all wage lines.

- e. On the **Line details** tab, in the **Effective** and **Expiration** field, enter the start and end date of the wage line. Default end date is set to "Never".
- f. You can enter a brief description on the **Describe the wage line** field.
- g. In the Reason Code field, select the reason code.
- h. In the **Payroll Category** field, select the payroll category to where the employee is under.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 29	

- i. When you select the Payroll category, select the following the actions you want the system to do.

The screenshot shows the 'Wage Lines' form for employee EMP00021: Maria Joseph Ita. The form is divided into several sections:

- Line details:** A label at the top left of the form.
- IDENTIFICATION:** Personnel Number: EMP00021.
- PAYROLL:** Effective: 1/1/2020, Expiration: Never.
- CAUSE:** Reason Code: (empty field).
- PAYROLL ALLOWANCE:** Payroll Premium: (empty field).
- PAYROLL CATEGORY:** Payroll category: Officer (Notch 1) (dropdown menu).

- **Override all from payroll category** – overwrites all existing employee salary structure with the current changes.
- **Add new elements only to existing employee structure** – only adds only the changes made to the current salary elements.
- **Add new elements and update existing elements of employee structure** – add new element and update changes to the current salary structure.

Document Date:	Customer Name	Document Version:	 Microsoft Partner Gold Enterprise Resource Planning
Private & Confidential	Document Name:	Document Page: Page 30	

j. Click **OK**.

2. Define employee pay elements.

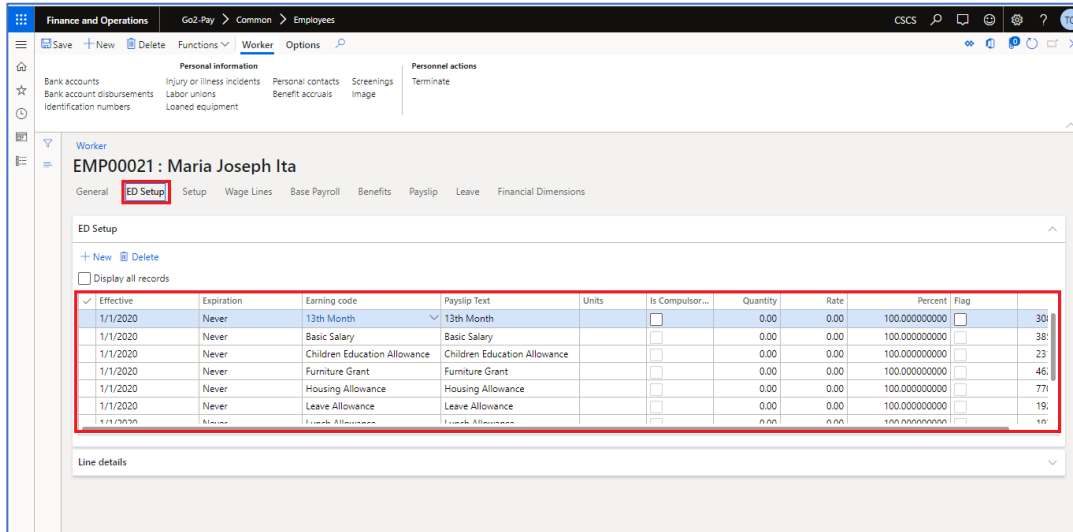
a. Click to **ED Setup** Tab.

System will bring all the pay elements set up on a Payroll Category to this form. From here, you can modify the amount, add or remove earnings to be given to an employee.

b. The **Effective** and **Expiration** date will automatically come from the effective date specified on wage line.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 31	

- c. In the **Amount** field, a default amount will be displayed. Edit the amount if necessary.



Note: When you open the form, the system will show only the active pay elements. Click the **Display records** check box to see all.


Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 32	

5. Processing payroll

5.1 Prerequisites

Before you can generate earnings for a worker, there is some required information that must be set up in the payroll system.

1. Set up the number sequence in the **Payroll parameters** form. This is already part of the initial configuration.
2. Refer to Sections: Employee setup to make sure all needed info is entered.
3. Make sure you're logged in on the legal entity for which you're about to process payroll.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 33	

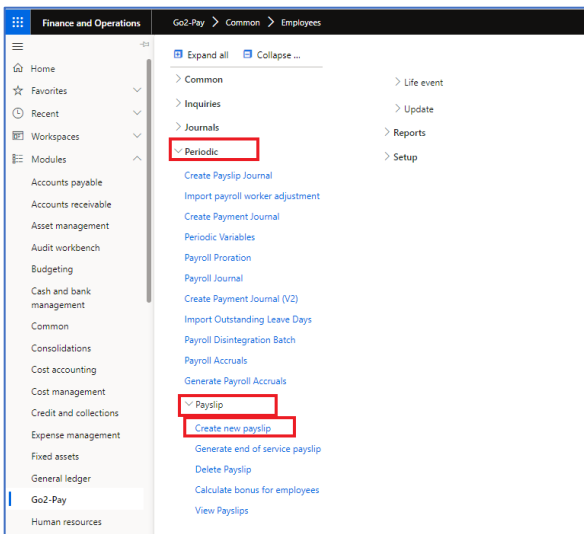
5.2 Generate Payslip

Earnings that are generated automatically use settings for the ED codes to identify the pay cycle, and the recurring earnings defined as a salary on the employee detail page.

When you generate worker earnings, you only designate the **Period Type** and **Payroll Period** to use. You do not specify the type of earning to generate. In other words, recurring earnings, salary, leave are all created in the same process.

To generate payroll for only a specific employee, in the **Records to include** tab, select the employee you want to generate payslip. If for all, leave the field empty.

1. Navigate to **Go2pay > Periodic > Payslip > Create new payslip.**



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 34	

Create new payslip

Parameters

SELECT PAYROLL PERIOD

Period Type

Payroll Period

Records to include

Run in the background

OK Cancel

2. Select Period Type

Create new payslip

Parameters

SELECT PAYROLL PERIOD

Period Type

Period Type ↑

13th Month

Month End

OK Cancel

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 35	

3. Select Payroll Period

Parameters

SELECT PAYROLL PERIOD

Period Type
Month End

Payroll Period

Payroll Period	Start date	End date
01 2020	1/1/2020	1/31/2020
02 2020	2/1/2020	2/29/2020
03 2020	3/1/2020	3/31/2020
04 2020	4/1/2020	4/30/2020
05 2020	5/1/2020	5/31/2020
06 2020	6/1/2020	6/30/2020
07 2020	7/1/2020	7/31/2020

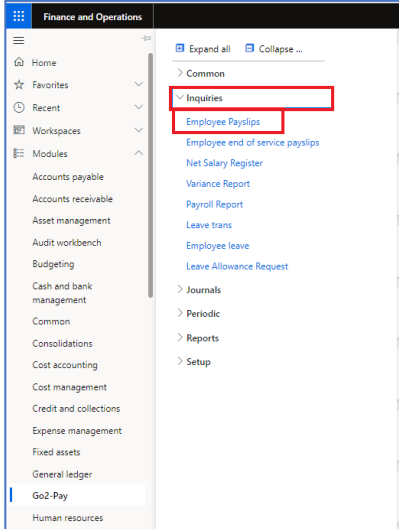
OK Cancel

4. Click **Ok**.

Document Date:	Customer Name	Document Version:	 Microsoft Partner <small>Gold Enterprise Resource Planning</small>
Private & Confidential	Document Name:	Document Page: Page 36	

To view the employee payslip that were created or updated, open the **Employee Payslips** list page.

1. Navigate to: **Go2pay > Inquiries > Employee Payslips.**



Payslip Id	Personnel Number	Employee name	Default payment date	Payroll Period	Start date	End date	Period Type	Payslip Journ...	Payslip Vouc...
CSCS-00002	EMP00021	Maria Joseph Ita	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00003	EMP00022	Anthony Ezugbor	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00004	EMP00029	Uwem Wilson	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00005	EMP00030	Churchill Abell	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00006	EMP00032	Attah Joseph Ndubuisi	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00007	EMP00034	Benedict Ojukwu	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00008	EMP00045	Ben Ibezim Lawrence	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00009	EMP00056	Okwudili Apai	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00010	EMP00065	Austin Nwamaka Ofili	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00011	EMP00073	Unokweri Theophilus Onwusi...	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00012	EMP00076	Chinedu Vitalis Monye	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00013	EMP00077	Ruth Oluwatunmbi Ogunlade	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		
CSCS-00014	EMP00086	Theodore Nnaji Anyanwu	7/31/2020	07 2020	7/1/2020	7/31/2020	Month End		

Journal batch number are automatically get updated when journal is generated. When journal is posted, status will be automatically updated to “Yes”. Once the payslip is posted, system will not allow you to do any modifications.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 37	

5.3 Add Periodic Adjustments

After the recurring earnings have been generated, there's a need of uploading periodic adjustments.

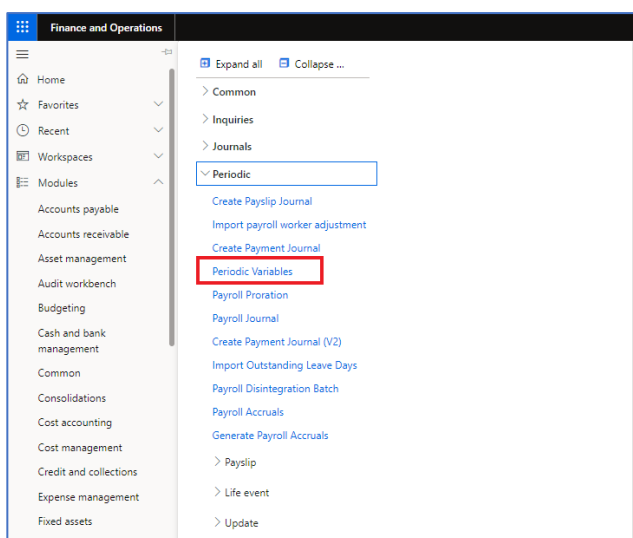
To do this, you must first prepare a csv file, in the following format:

	A	B	C	D	E	F
1	EmpId	EarningCode	PeriodCode	PeriodType	Percentage	Amount
2	EMP0024	13th Month	07 2020	Month end	100	500000
3						
4						
5						
6						
7	Employee ID	Earning Code	Period Code	Period type	Percentage	Amount

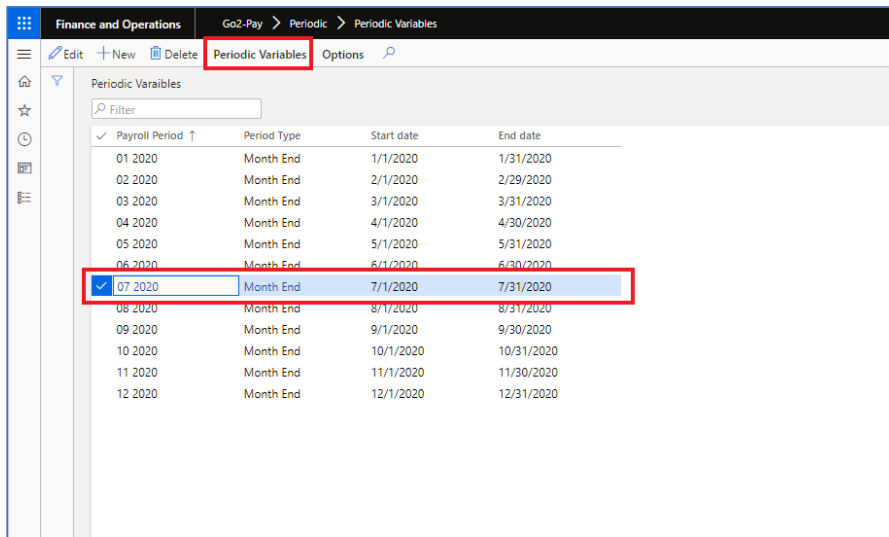
Fields that need to be in the file are:

1. Employee ID
2. Earning code
3. Period Code
4. Period Type
5. Percentage
6. Amount

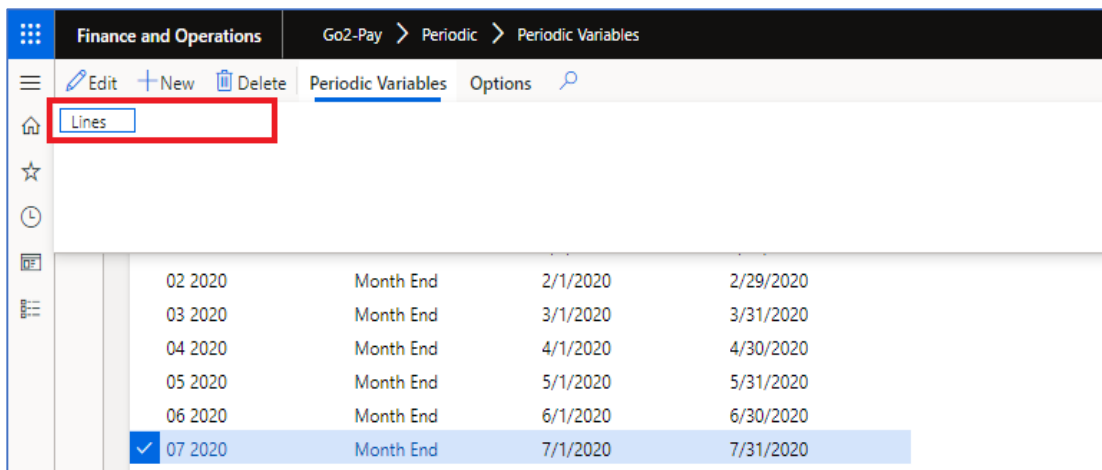
1. Once the file is prepared in this format, to upload it to the payslip, navigate to **Go2pay > Periodic > Periodic Variables**



2. Highlight the Payroll Period and click on **Periodic Variables** on the action pane.

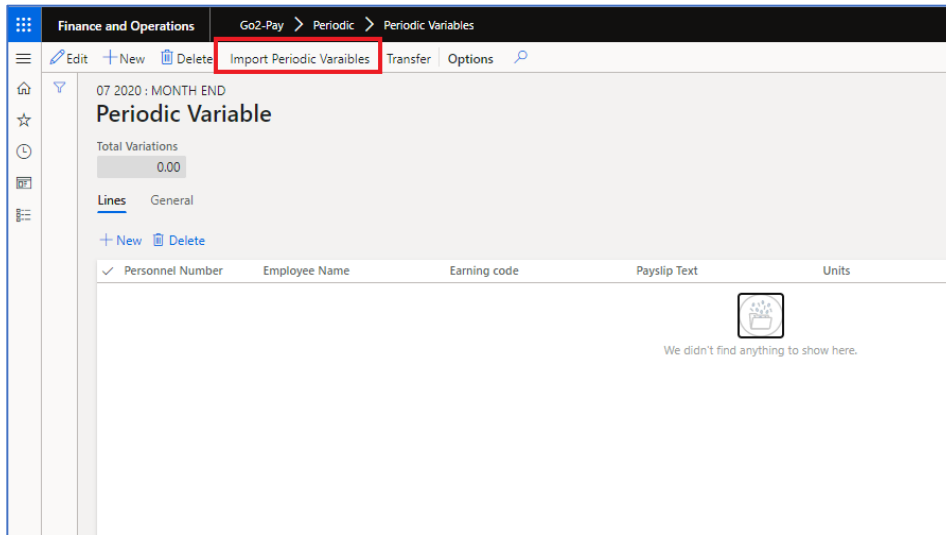


3. Click on **Lines**

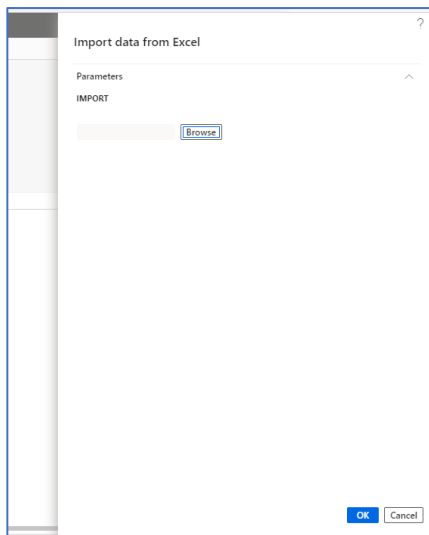


Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 39	

4. Click on **Import Periodic Variables** on the action pane.

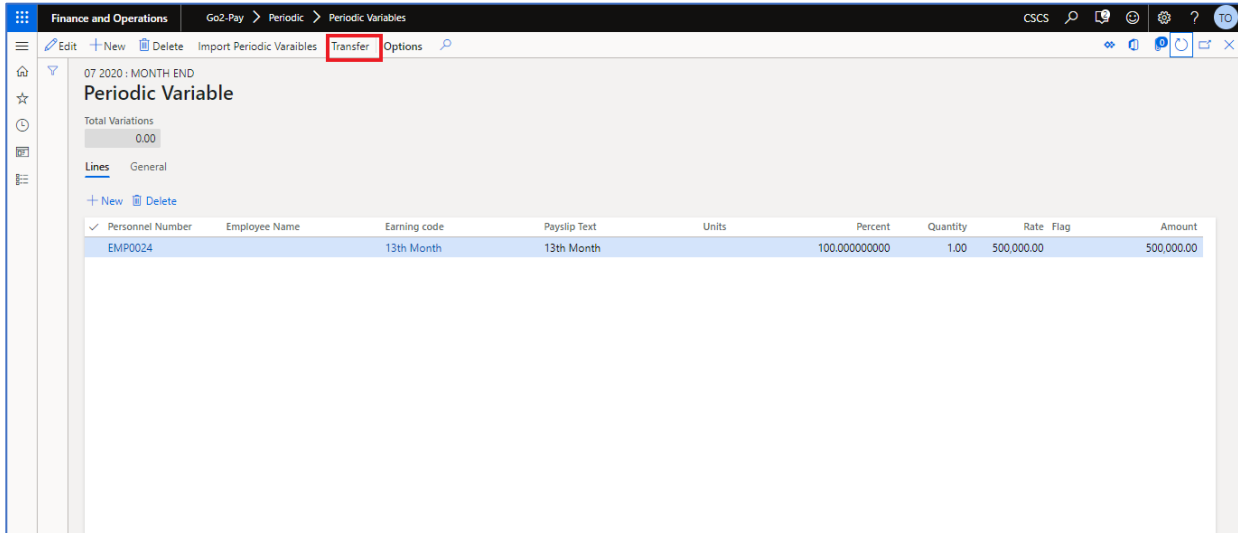


5. Upload file and lick OK.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 40	

6. Refresh the page and click on **Transfer** on the action pane.

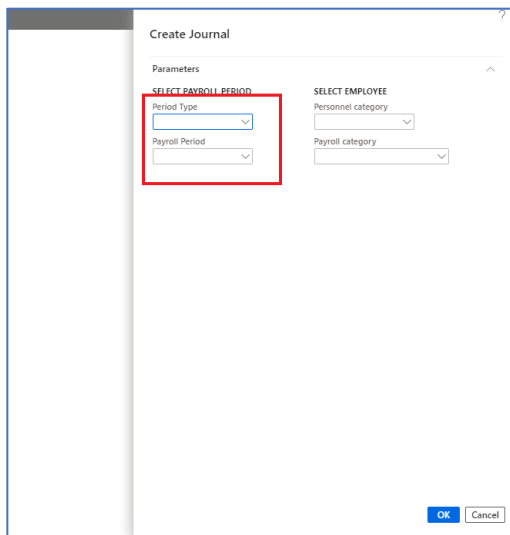
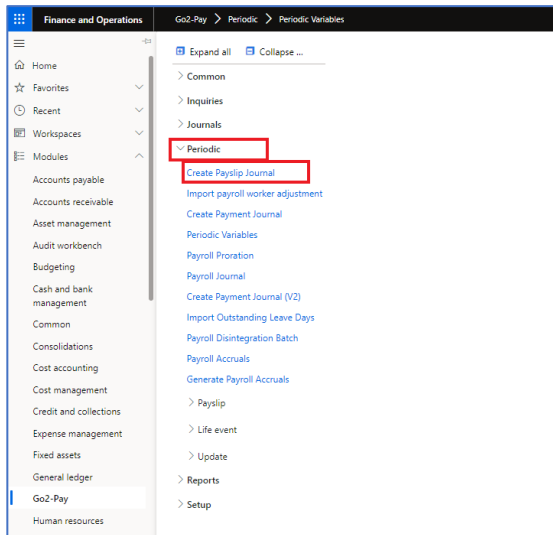


Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 41	

5.4 Generate Payslip Journal

To generate payslip journal, Navigate to:

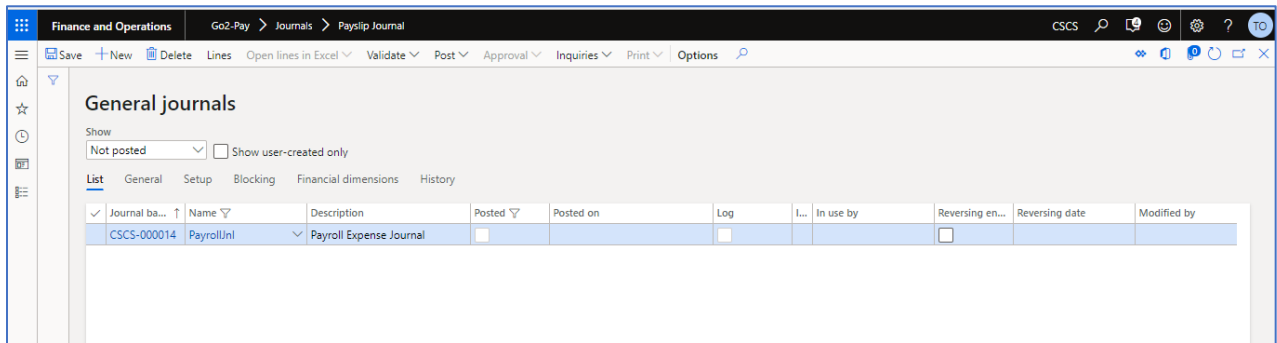
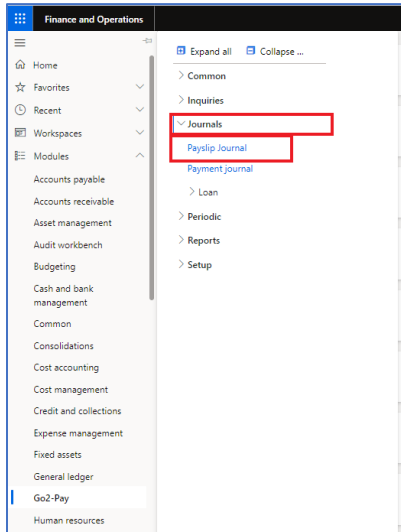
1. **Go2pay > Periodic > Create payslip journal.** Enter the **Period Type** and **Payroll Period** to generate and click **OK**.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 42	

The journal will be created. The default main account and dimensions for the earning line are based on the earning code posting rule that are defined in the Posting Group.

Journals generated can be viewed in **Go2pay > Journals > Payslip Journals**.



To review the line entry of the journals, click on the **Lines** in the Action Pane.

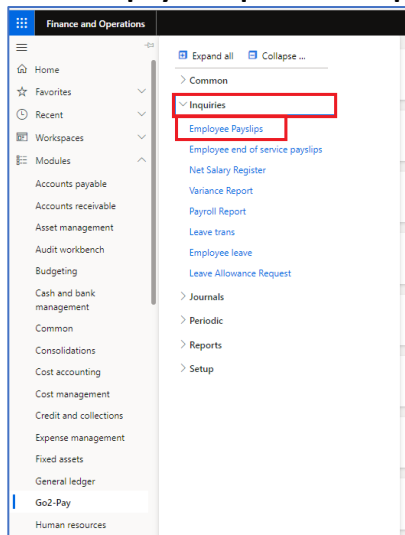
Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 43	

5.5 Modify Payslip


The system allows you to do modifications on payslips that are not yet posted.

5.5.1 Add Earning Lines to a Payslip

1. Click **Go2pay > Inquiries > Employee Payslips**.



2. Select the payslip.
3. Click **Add line** in the **Earning Lines** under the **Earnings tab**.
4. Enter the **Earning Date**, **Earning Code** and **Amount**.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 44	

5. Click **Save**.

The screenshot shows the 'Employee Payslip' interface for 'Maria Joseph Ita : CSCS-00002'. The 'Earnings' tab is selected. The 'Earning lines' table is as follows:

Earnings date	Earning code	Description	Amount
7/31/2020	13th Month	13th Month	0.00
7/31/2020	Basic Salary	Basic Salary	0.00
7/31/2020	Children Education Allowance	Children Education Allowance	0.00
7/31/2020	Furniture Grant	Furniture Grant	0.00
7/31/2020	Housing Allowance	Housing Allowance	0.00

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 45	

5.5.2 Remove earning lines from a Payslip

1. Click **Go2pay > Inquiries > Employee Payslips**.
2. Select the payslip.
3. Select the earning lines, and then click **Remove**.

The earning lines that you remove are not deleted from the payroll system. They can be included in a future pay statement.

4. Click **Save**.

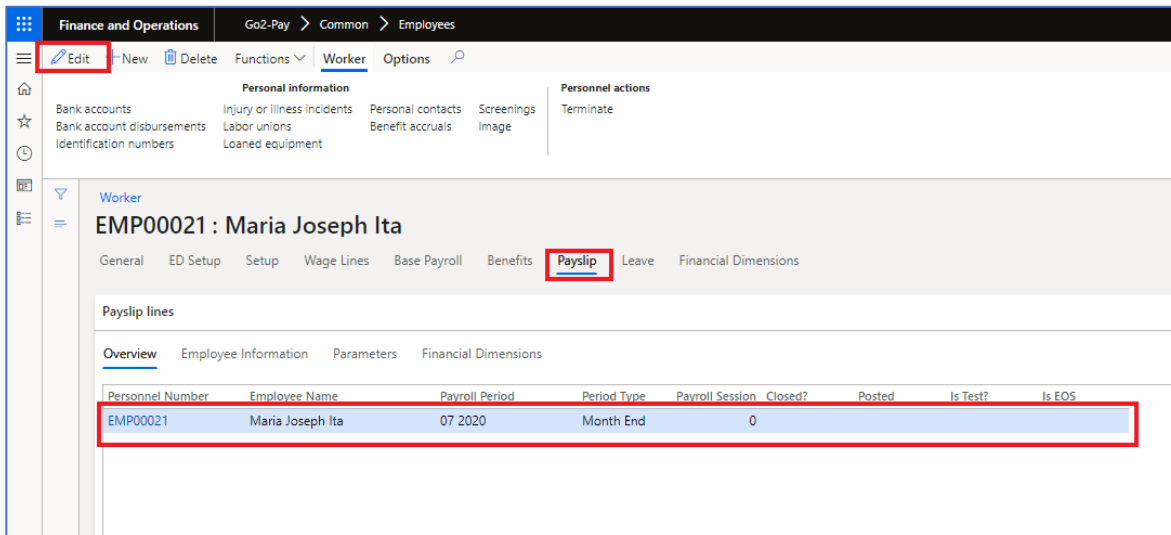
The screenshot shows the 'Employee Payslip' interface for 'Maria Joseph Ita : CSCS-00002'. The 'Earnings' tab is selected, displaying a table of earning lines. The table has columns for 'Earnings date', 'Earning code', 'Description', and 'Amount'. The first row is highlighted, showing '7/31/2020', '13th Month', '13th Month', and '0.00'. Below the table, there are buttons for '+ Add line' and 'Remove', with the 'Remove' button highlighted by a red box.

Earnings date	Earning code	Description	Amount
7/31/2020	13th Month	13th Month	0.00
7/31/2020	Basic Salary	Basic Salary	0.00
7/31/2020	Children Education Allowance	Children Education Allowance	0.00
7/31/2020	Furniture Grant	Furniture Grant	0.00
7/31/2020	Housing Allowance	Housing Allowance	0.00
7/31/2020	Leave Allowance	Leave Allowance	0.00

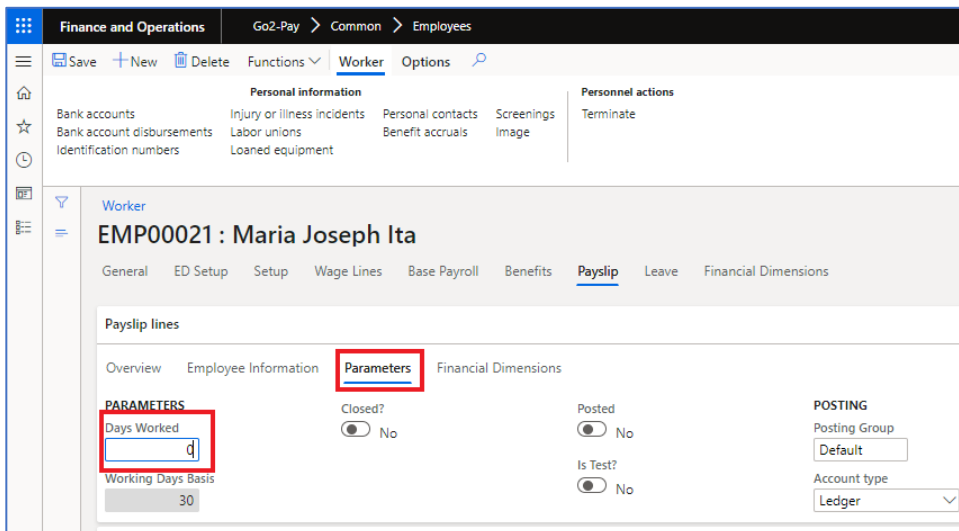
Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 46	

5.5.3 Prorate Salary

1. Click **Go2pay > Common > Employees**
2. Select employee
3. Click on **Edit** on the action pane.
4. Click on the **Payslip** tab and select the payslip



5. On the fast tab payslip lines, click on parameters.
6. Enter Days Worked and save.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 47	

6. Post Payment

Once the salary expense journal is posted, now payment journal can be generated and posted from Go2pay.

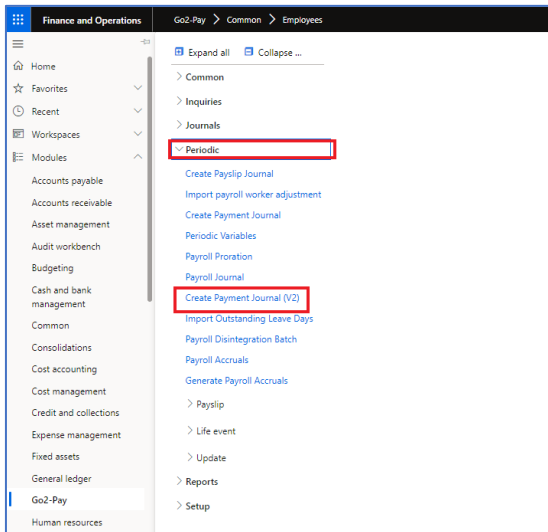
This process is divided in 2 sub processes:

6.1 Create payment Journal

There will be multiple payment journal user need to create depending on the method of payments.

Go to **Go2pay > Periodic > Create Payment Journal (V2)** and select the following

- Period Type
- Payroll Period



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 48	

Create Journal
?

Parameters

SELECT PAYROLL PERIOD

Period Type


Payroll Period

SELECT EMPLOYEE

Personnel category

Payroll category

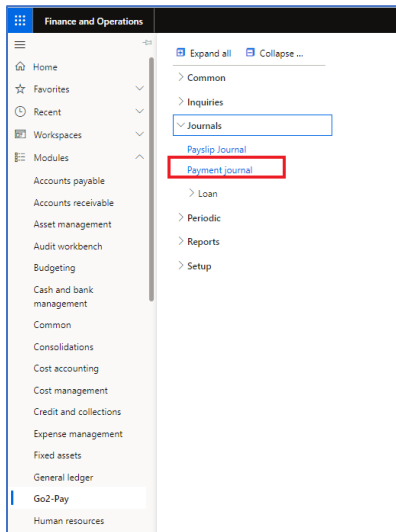
At this point we are only generating the payment journal, but not posting it.
 The generated payment journal can be viewed in **Go2pay > Journals > Payment Journals**, journal is listed as Not Posted.

Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 49	

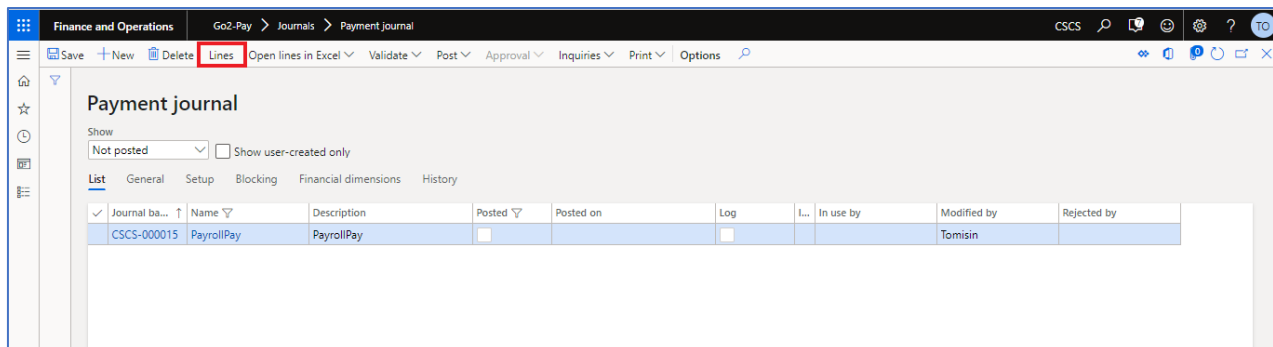
6.2 Post payment Journal

To for workers, follow these steps after you have generated the payment journal.

1. Go to **Go2pay > Journals > Payment journal**.

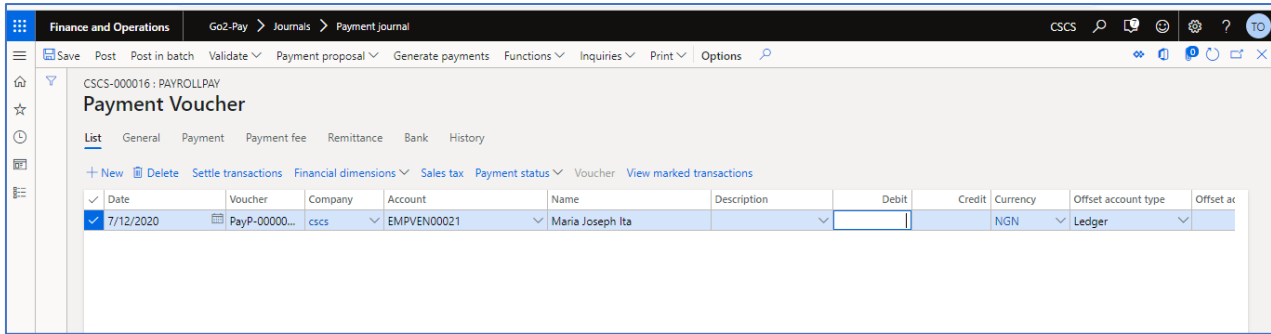


2. Select the payment journal and then click **Lines** in the action strip to view the Journal voucher.



3. Validate that the number of vouchers is correct. There will be one journal voucher line for each check pay statement and one or more journal voucher lines for each electronic pay statement.

Document Date:	Customer Name	Document Version:	 Microsoft Partner Gold Enterprise Resource Planning
Private & Confidential	Document Name:	Document Page: Page 50	



- From the Post menu, select **Post**. The payment journal lines will be settled to the payable GL account that was created and posted.
After this process is finished, the employees can view the payslips on their self-service page as well.

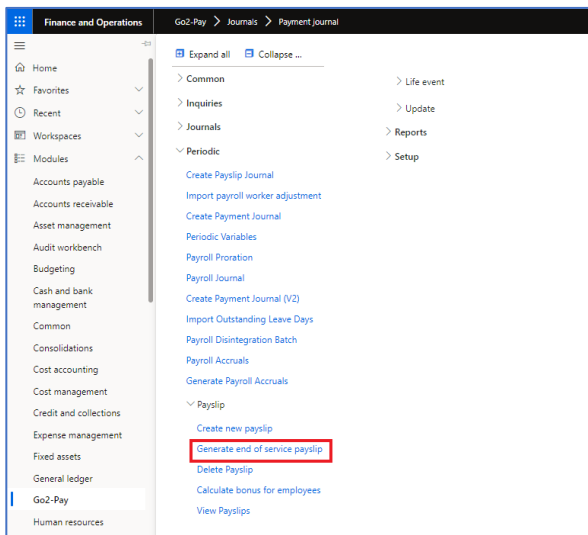
Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 51	

7. EOS Processing

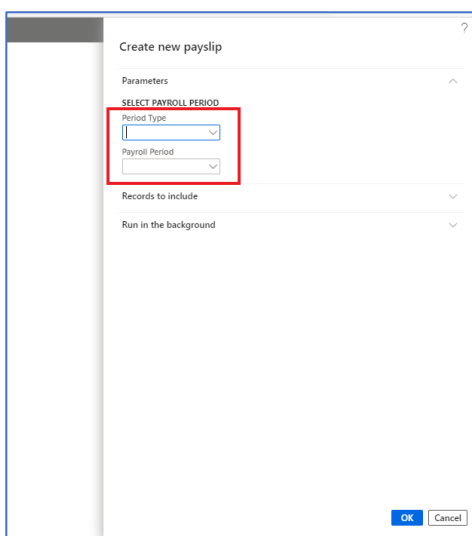
When we terminate an employee, an End of Service (EOS) statement need to be generated for this employee. You can't generate an EOS statement before terminating an employee. The calculation basis and factors will be setup as part of earnings and deduction setup.

After an employee has been terminated, the EOS statement generation can be started as following:

1. Generate End of service payslip, go to **Go2pay > Periodic > Payslip > Generate end of service payslip**.



2. Select the pay period in which the employee was terminated.

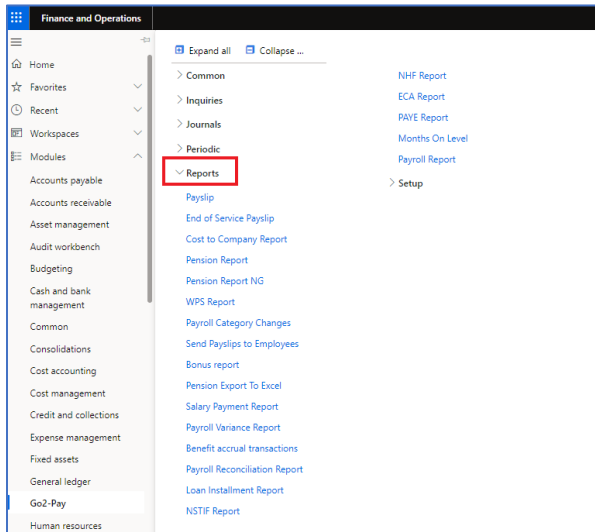


Document Date:	Customer Name	Document Version:	 Microsoft Partner Gold Enterprise Resource Planning
Private & Confidential	Document Name:	Document Page: Page 52	

8. Generate Payroll Reports

Lists of reports are available in the system.

To generate payroll reports, navigate to **Go2pay > Reports**

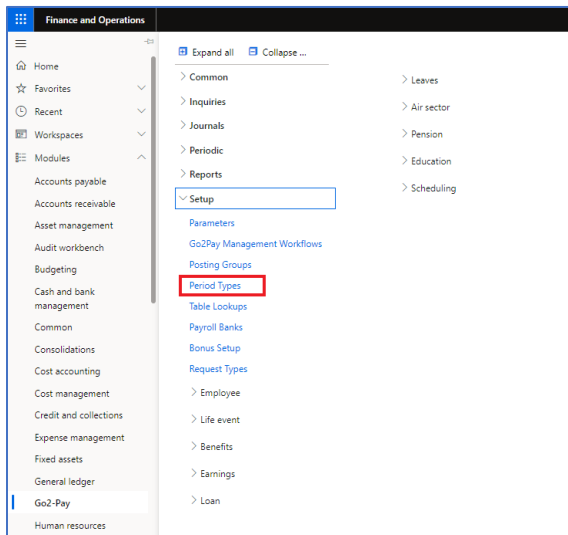


Document Date:	Customer Name	Document Version:	 Microsoft Partner <small>Gold Enterprise Resource Planning</small>
Private & Confidential	Document Name:	Document Page: Page 53	

9. Close Pay Period

Once the payroll processing is done, the last step is to close the pay period, so it won't be used again for payroll processing. Once the period is closed, it won't appear in the dropdown of available periods for payroll processing. To close a pay period, follow these steps:

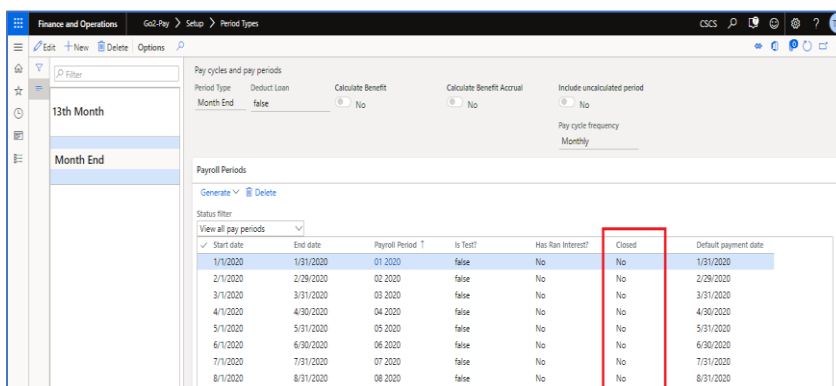
1. Navigate to Go2pay > Setup > Period Types



2. Select the correct period type.

3. Select a pay period from the grid of available open pay periods.

4. Change the Status field to: Closed.



Document Date:	Customer Name	Document Version:	
Private & Confidential	Document Name:	Document Page: Page 54	