Screen
software BMCC

ELEED ERP ENTERPRISE
USER MANUAL –
HR OBJECTS

Screen
software BMCC

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1. Working with directories

1.1 Directory - Subdivisions/Department

Purpose – This directory is designed to store list of different subdivisions or departments in a company. The values from this directory gets referenced in other directories and documents like Employee directory and more.

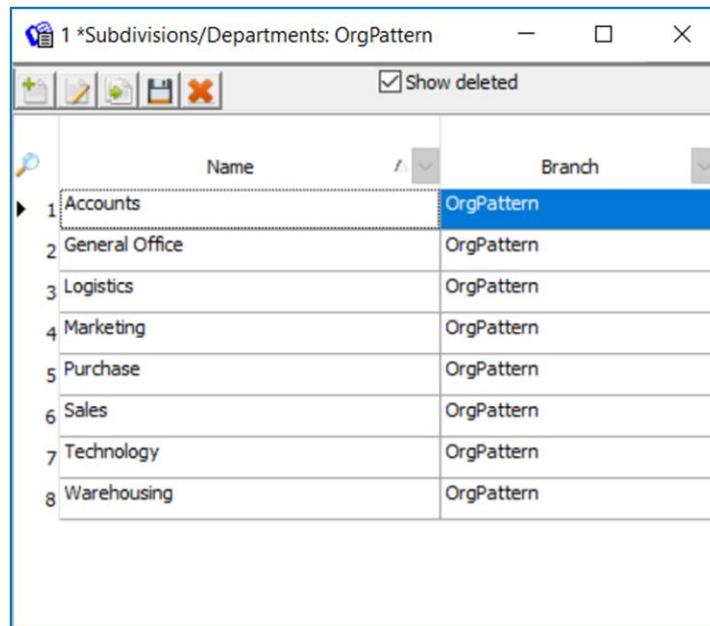**Menu** – Directories > Personnel and Salary > Subdivisions/Department

Fig. Directory – Subdivisions/Departments

Input and Editing –

All the editing in the directory is done through directory display window. Display of the directory shows list of the subdivision names. Following buttons are present on directory display:

- - Add new subdivision, creates a new record to add name
- - Edit existing record, allows to change name of existing record
- - Copy existing entry and create new one, duplicates selected record
- - Save the directory
- - Delete existing record

All directory data is available in all functional units and units of the information system.

Directory Fields -

There are two fields in this directory:
- Name – indicates name of the subdivision/department. Editable, text field.
- Branch – indicates the branch in which this record was created. Non-editable field.

1.2 Directory - Employee Categories

Purpose – This directory is design to store the list of possible employee categories in a company

Menu – Directories > Personnel and Salary > Employee Categories
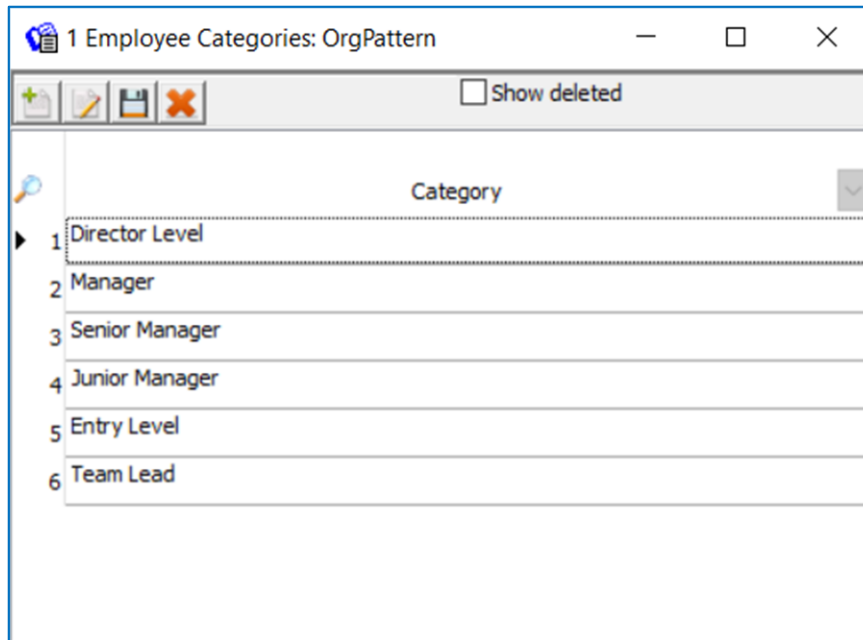
Fig. Directories - Employee Categories

Input and Editing –

The input and editing in this directory is done inline from the directory window using buttons present. After making changes, the directory must be saved using save icon. All directory data is available in all functional units and units of the information system.

Directory Fields -

There is only one field in this directory:
- Category – indicates name of the record. Editable, text field.

1.3 Directory – Job Positions

Purpose – This directory is designed to store the list of job positions in a company. The values from this directory gets referenced in other directories and documents like Employee directory and more.

Menu – Directories > Personnel and Salary > Job Positions

Fig. Directory – Job Positions, Directory Display

Input and Editing –

All the creation and editing in the directory is done through editing form. Display of the directory shows list of the job positions in the system. All directory data is available in all functional units and units of the information system.

Fig. Directory – Job Positions, Add/Edit Window

Directory Fields -

The input and editing form consists of:

- Position Title – editable text field to store name of the job positions
- Table "Sales KPI (Key Performance Indicators)" – this table stores the KPI for a job positions.
  - When entered, the percentage sum for all KPI should be 100%
  - Any number of KPI can be entered to store performance evaluator for a job position
  - KPI can be added, edited or deleted using the buttons at the top of table

1.4 Directory - Marital Status

Purpose – This directory is designed to store the list of marital status. The values from this directory gets referenced in other directories like Employee directory.

Menu – Directories > Personnel and Salary > Marital Status

Fig. Directory - Marital Status

Input and Editing –

The input and editing in this directory is done inline from the directory window using buttons present. After making changes, the directory must be saved using save icon. All directory data is available in all functional units and units of the information system.
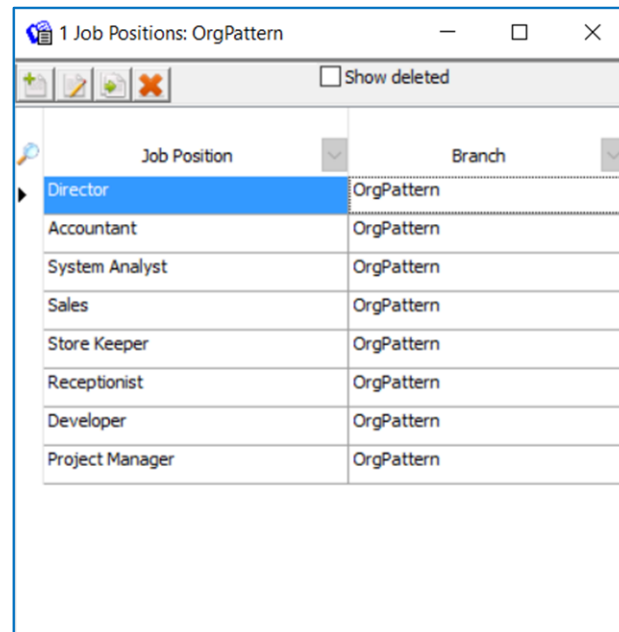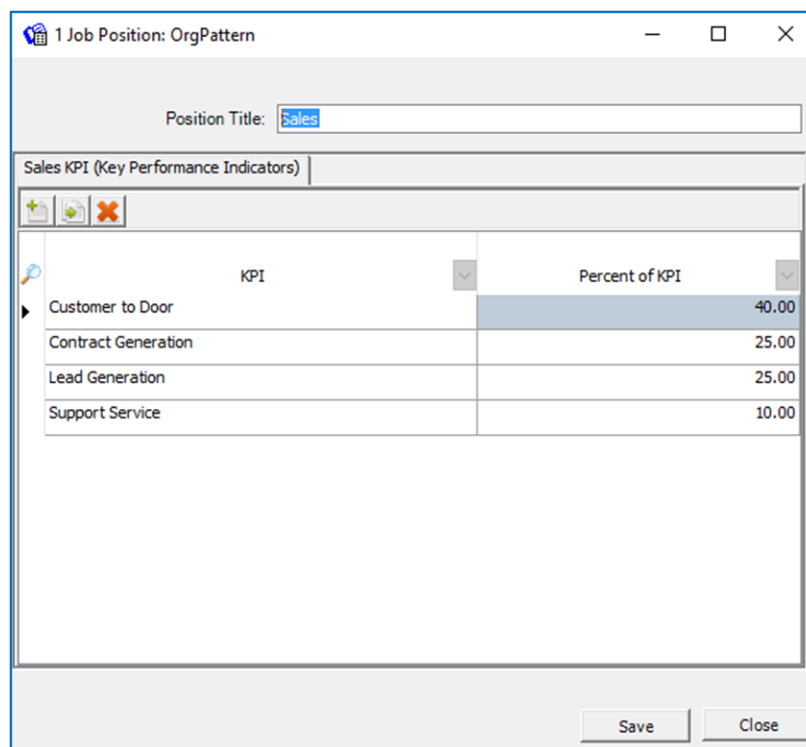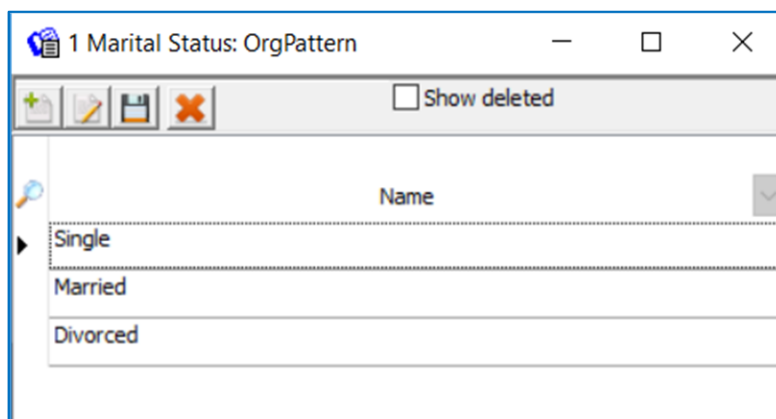
Directory Fields -

There is only one field in this directory:
- Name – indicates name of the record. Editable, text field.

1.5 Directory – Schedules

Purpose – The directory is designed to store working time schedules for a company. The solution can support multiple time schedules being worked upon in an organization.

A time schedule needs to be generated for each month indicating working days, time-offs and more. The solution can support multiple time schedule being worked upon in a company like 5-day schedule, 6-day schedule, night shift and more. The schedules created are further used in calculating the hours worked by employees for a given month/time period, which in turns automate the payroll calculations.

Menu – Directories > Personnel and Salary > Schedules
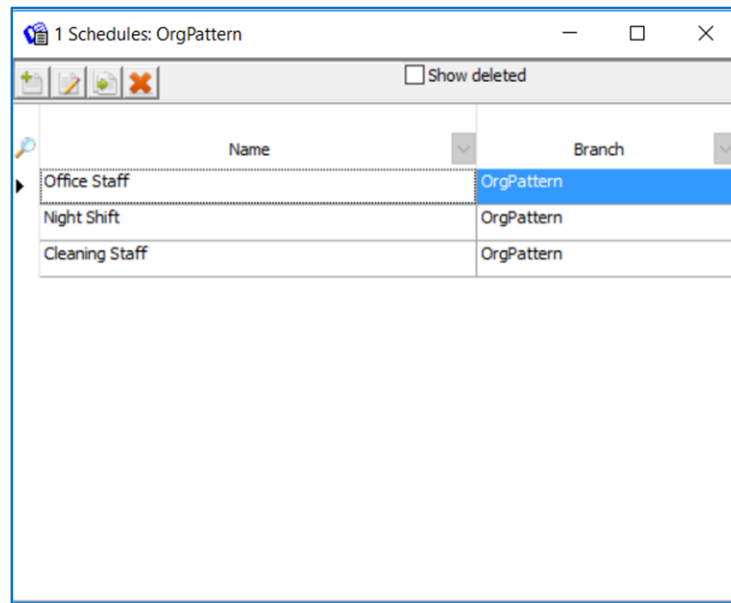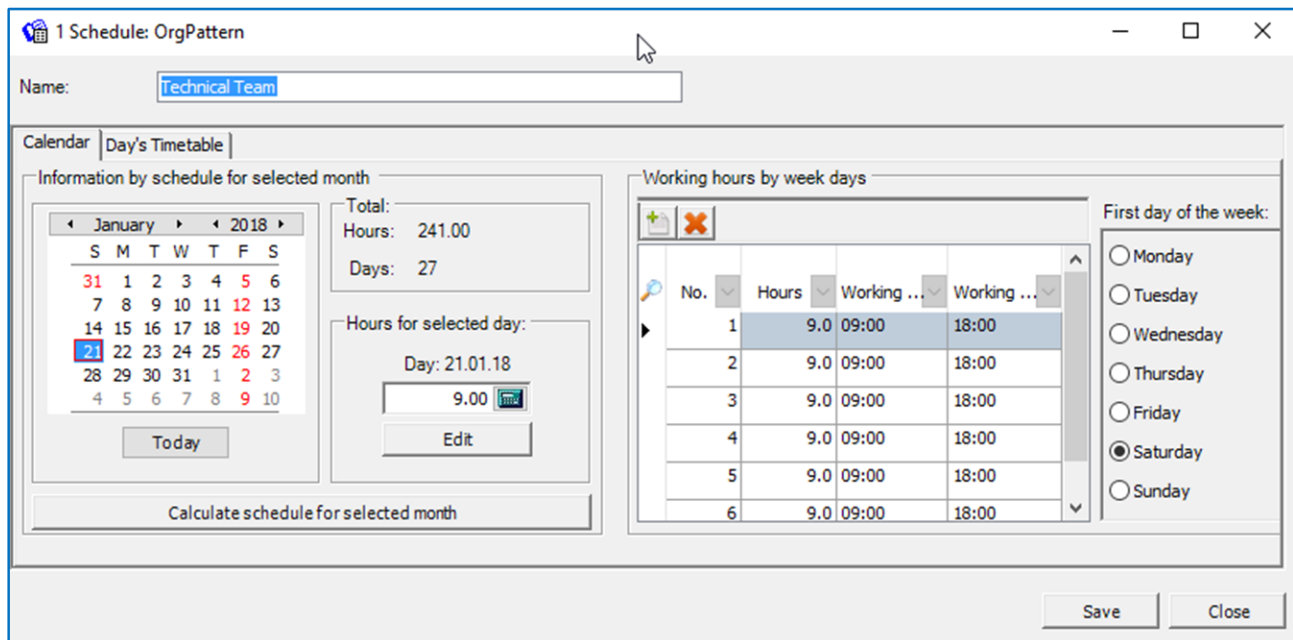
Fig. Directory Display - Schedules

Input and Editing –

All the creation and editing in the directory is done through editing form. Display of the directory shows list of the job positions in the system. All directory data is available in all functional units and units of the information system.

Directory Fields –

Fig. Directory – Schedules, editing a schedule

The input and editing form contains text box to store schedule name. The window consists of:

Tab "Calendar" –

This tab displays the calendar wise information for the working schedule of the selected month. It consists of following section:

Section "Information by schedule for selected month"

This section contains:

- Calendar – The month selected in the calendar is the active month. For the months where schedule has been made, all days in black indicates working days and selecting a day will display working hours. The red days are the non-working days. Months whose schedule is not yet made appear in red.
- Section "Total"– this section contains 2 labels. Total hours indicates total working hours in the selected month. Total days indicate total working days in the selected month.
- Section "Hours for selected day" – this section displays the date and hours for the selected day. If for any day the working hours are less than the working hours entered in working hour's section, the user can manually edit the hours.
  When editing the hours the, the system would confirm via a display message that the working hours will be edited for a particular date.

Section "Working hours by week days" –

This section contains table to input working hours in a day in a week. The table consist of:

- No. – Displays serial number for the week. By default 7 days added.
- Hours – displays number of working hour in the day, editable. By default 8 hours.
- Working Day Start Time – displays time of starting of work day, editable. By default, 9:00.
- Working Day End Time – displays time of ending of work day, editable. By default, 18:00.

Section "First day of the week" –

This section allows user to setup first day of the week. Example for UAE, the first working day of the week for offices is Sunday hence, Sunday should be selected.

Button "Calculate Schedule for selected month" –

- Clicking on this button will add the days in the active month in the Day's timetable tab.
- The hours added in each day will be taken from section "Working hours by week days" starting based upon the selection made in the Section "First day of the week".
- Once added, the user can also make edits in the working hours using the section "Hours for the selected day"
- After adding a month, users can still edit the working hours from working hour's section. Re-clicking on this button will update the working hours in Day's timetable tab.

Tab "Day's Timetable"

For the added months, this tab displays all the dates. It is a tabular view containing following columns:
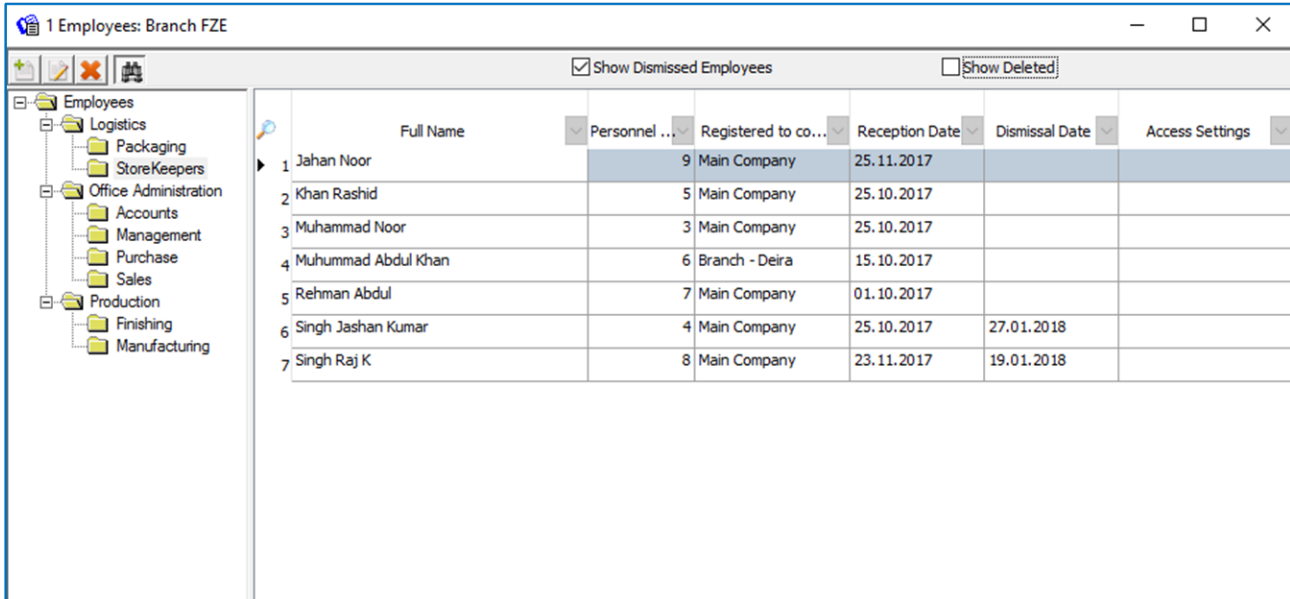
- Date – displays the date of month
- Hours – displays working hours of the date. Editable, if user edits this working hours, total working hours for the month gets adjusted.
- Working day start time – displays the working day start time for the date. Editable.
- Working day end time – displays the working day end time for the date. Editable.

In one schedule, multiple months can be added. It is up to user preference to create schedules weekly, bi-weekly, monthly, quarterly, semi-annually, annually or more.

1.6 Directory – Employees

Purpose – This directory is designed to store the details about employees in a company.

Menu – Directories > Personnel and Salary > Employees

Fig. Directory - Employees

Input and Editing –

This directory has a hierarchical structure and the data is only available in the branch in which they are created. All the input and editing is done through input and editing form. Buttons to create, edit and delete and employee are available based on user access settings.

The directory display consists of:
- Employee folder hierarchy – the records in this directory can be organized under different folder. Root folder is Employee and further folders can be created based upon departments, seniority and more. Selecting sub folders would display employees present in the folder in the directory display table.
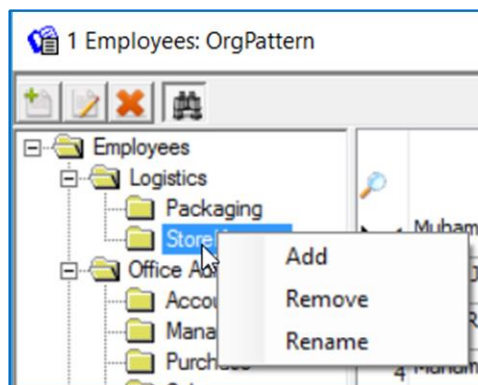
Fig. Directory – Employees, Editing Sub folders

- Directory Display – Following columns are present in the tabular display. Fields in this table are editable via editing form or order document:
  - Full Name – text field displaying name of the employee
  - Personnel Number – unique numeric field assigned to each employee on reception. Every new employee record must be first created via order document which assigns them a unique personnel number. This field cannot be edited via employees or any other document once assigned. Can only be edited by super user.

- o Registered to Company – indicates the company in which employee is registered. Added via order document.
  - o Reception Date – indicates the date of joining of the employee. Added via order document.
  - o Dismissal Date – indicates the dismissal date of employee. Added via order document.
  - o Access settings – displays the name of organizations access setting assigned to employee. Useful when multiple organization data is running in one ERP system.
- Customizing display – Following flags are present to customize directory display:
  - o Flag "Show Dismissed Employees" – Be default, dismissed employees are not visible on the directory display. Selecting this flag would display dismissed employee.
  - o Flag "Show Deleted" – Be default, deleted employees are not visible on the directory display. Selecting this flag would display deleted employee.
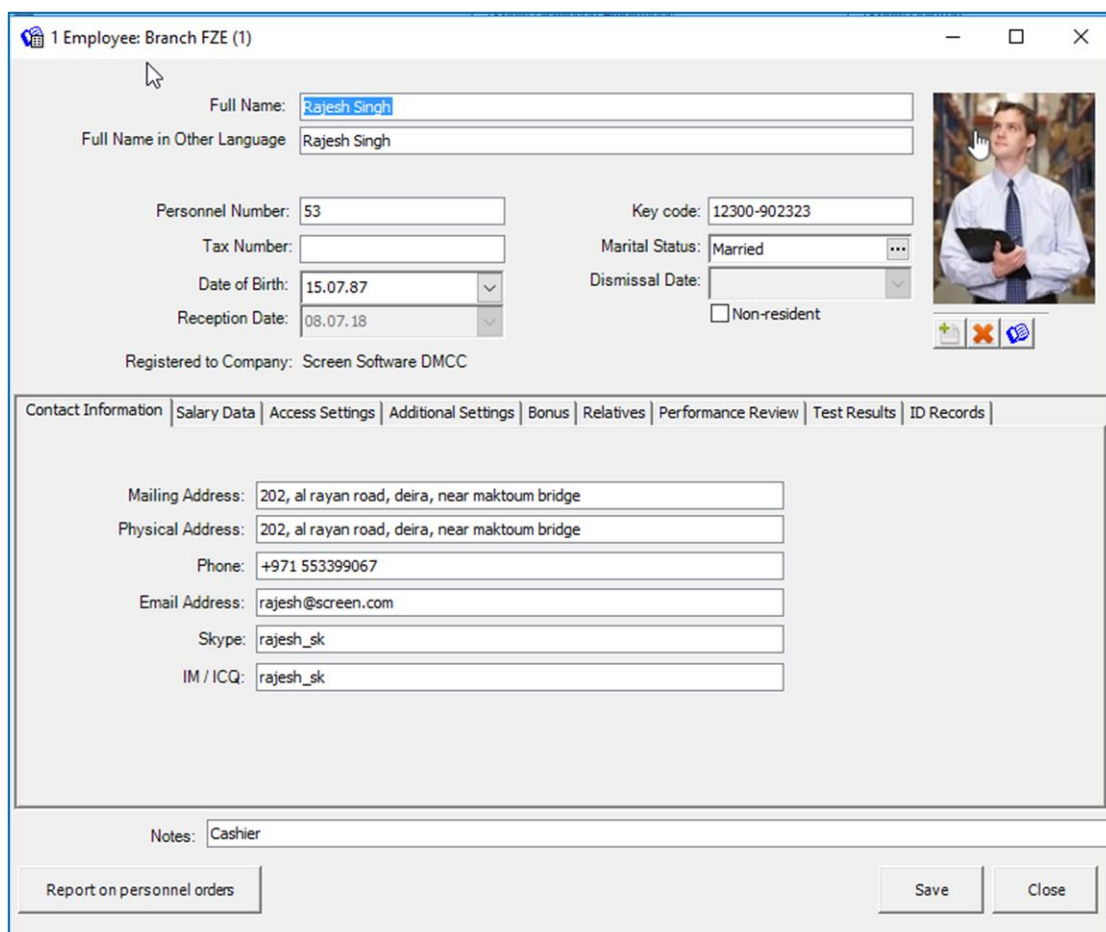
Directory Fields –

Fig. Directory – Employees, Input and Editing Form

The Input and editing form consist of:

General details –

Following can be stored in general details:

- Full Name – editable text field to store full name of employee

- Full Name in Other Language – editable text field to store full name of employee in other language
- Personnel Number – non-editable numeric field assigned via order document on employee reception
- Key Code – editable text field to store key code number of the employee
- Tax Number – editable text field to store tax number for employee
- Marital Status – editable field to store marital status of employee. Select value from marital status directory.
- Date of Birth – editable date field to store date of birth of employee
- Reception Date – non-editable reception date assigned via order document on employee reception
- Dismissal Date – non-editable dismissal date assigned via order document on employee dismissal
- Flag "Non-resident" – Editable flag field indicating if the employee is a resident in the country of employment
- Registered to Company – non-editable detail assigned via order document on employee reception
- Notes – editable text field to store notes about employee
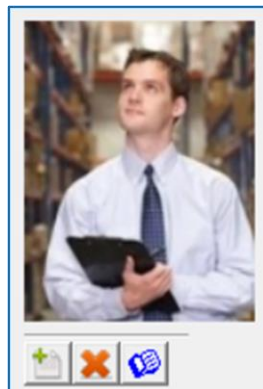
Section "Upload Photo" –
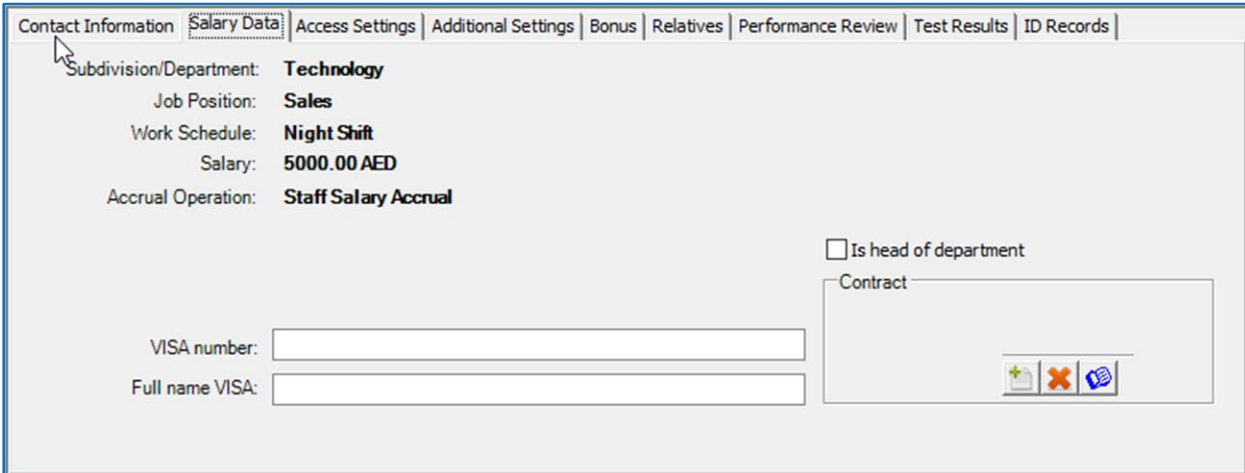

Fig. Uploading employee photograph

System allows to upload photograph of employee in the jpeg format.
- Clicking on Add button will open a file select dialog box, where a jpeg image file can be selected and saved.
- Clicking on delete button will delete the uploaded image
- Clicking on view button will open the image file

Tab "Contact Information" –
This tab contains fields for:
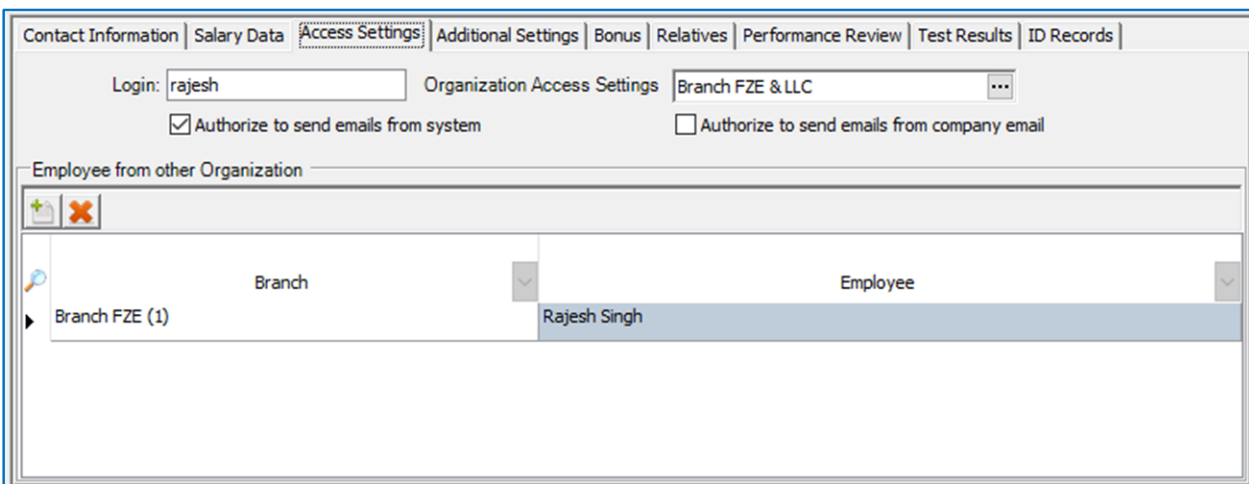- Mailing Address – editable text field to store mailing address of employee
- Physical Address – editable text field to store physical address of employee
- Phone – editable text field to store phone number of employee
- Email Address – editable text field to store email id of employee
- Skype – editable text field to store skype id of employee
- IM/ICQ – editable text field to store other messenger ID's of employee

Tab "Salary Data" –

This tab contains fields for:

- Subdivision/Department – Display only field added via order document on employee reception.
- Job Position – Display only field added via order document on employee reception
- Work Schedule – Display only field added via order document on employee reception
- Salary – Display only field added via order document on employee reception
- Accrual Operation – Display only field added via order document on employee reception
- Visa Number – editable text field that can be used to store bank account or card details for an employee
- Full Name Visa – editable text field that can be used to store name of employee on bank account/card.
- Contract – System allows to upload contract file with the employee record.
    - Clicking on Add button will open a file select dialog box, where pdf/word/text file can be selected and saved.
    - Clicking on delete button will delete the uploaded file.
    - Clicking on view button will open the uploaded file.

Tab "Access Settings" -

This tab contains fields for:

- Login – displays the login name of the employee for the ERP system
- Flag "Authorize to send emails from system" – If selected, user will be able to send emails from the system else not.
- Flag "Authorize to send emails from company email" – If selected, user will be able to send emails from company email settings.
- Organization Access Setting – displays the name of access setting for the employee. For ERP systems having multiple organizations in one system, this field defines to what all organization's data the employee will have access to. Set by admin.
- Table "Employee from other organization" - For cases where an employee is working in multiple organizations, this table links all employee names under one login name.

Tab "Additional Settings" -

This tab contains fields for:
- Storekeeper Form's Refresh Time (in minutes) – If employee is involved in storekeeping, this field can be used to set time in which the storekeeper form should refresh.
- Counterparty (By default) – If employee is involved in sales, this field can be used to set the counterparty he make most sales to. In invoice documents, this counterparty will come pre-selected.
- Store (By default) - If employee is involved in sales, this field can be used to set the store he make most sales to. In invoice documents, this store will come pre-selected.
- Default Employee – display field for cashier form document.

Tab "Bonus" -

This tab contains a text box to store comments about the bonus details of employee.

Tab "ID Records" –

This tab displays all the ID records attached to the counterparty.
Users can also add new records or delete existing records using add and delete icon.

- Clicking on add icon will load a new ID records document with this employee pre-selected, user can further select record type and upload new record.
- Clicking on delete icon will prompt user for confirmation, if confirmed, the Id record document will be marked for deletion.
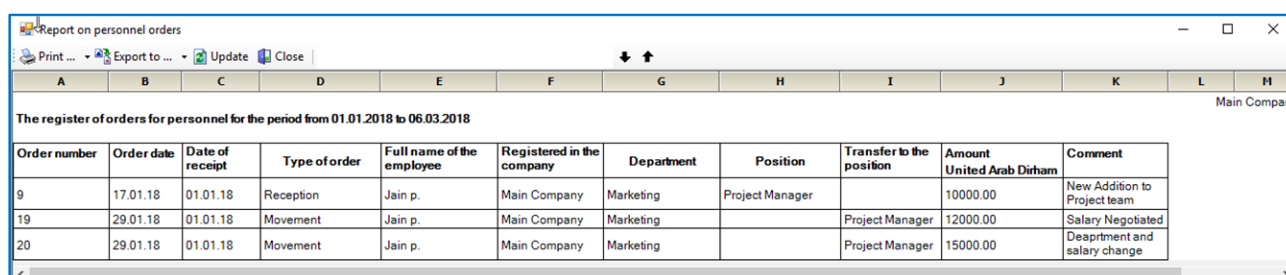
The data in the tab is loaded from the posted ID record documents linked to this employee and displayed in ascending order for posting date.

Clicking the row opens the posted Id record documents for further analysis.

Buttons –

Following Buttons are there:
- Report on Personnel orders – Clicking on this button generates report on the order documents issued for the selected employee.
- Save and Close
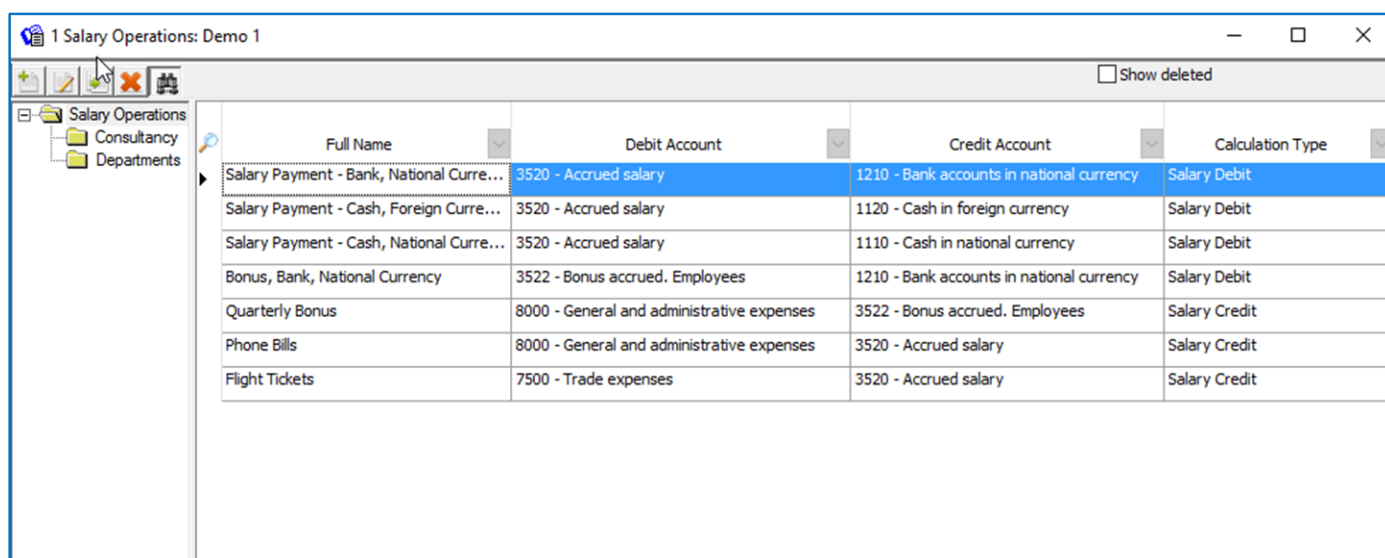
Fig. Report on Personnel Orders

Note – It is required to first enter employee via order document using type – reception. Further data should be added using this directory.

1.7 Directory - Salary Operations

Purpose – This directory is used to store salary operations defining accrual and deductions for employee salary. They are used in multiple directories and documents.

Menu – Directories > Personnel and Salary > Salary Operations

Fig. Directory – Salary Operations

Input and Editing –

The directory display consist of operations hierarchy displaying root folder Salary operations and user customizable folders. New sub-folders can be created by right clicking the selected folder and exercising the options.
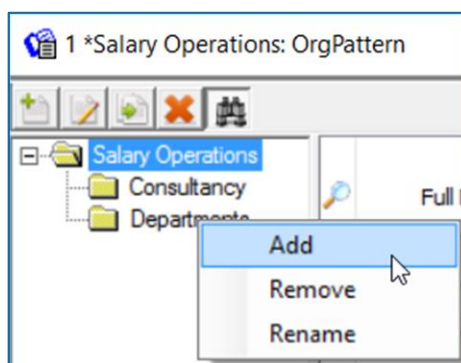
Fig. Directory – Salary Operations, Customizing hierarchy folders

The directory window shows the list of salary operations and associated credit and debit account with them.

The set of buttons on the toolbar depends on the user's access rights. A user can:

- Filter records by groups or display them in a common list, click the button ⌗. Press F5 to perform text search on the grid
- View detailed information by double-clicking on a record or selecting an entry and clicking on the button 🖉
- Create a new entry, click on the button 🗋 - in the window that appears, fill out the form and click on save.
- Mark / unmark the deletion of the selected record, press the button ✖
- Copy the selected entry, press the button 🗐
- Edit the current record, press the button 🖉 - a window will appear with a half-filled and s. Click on the button 🗝, carry out the necessary changes and save.
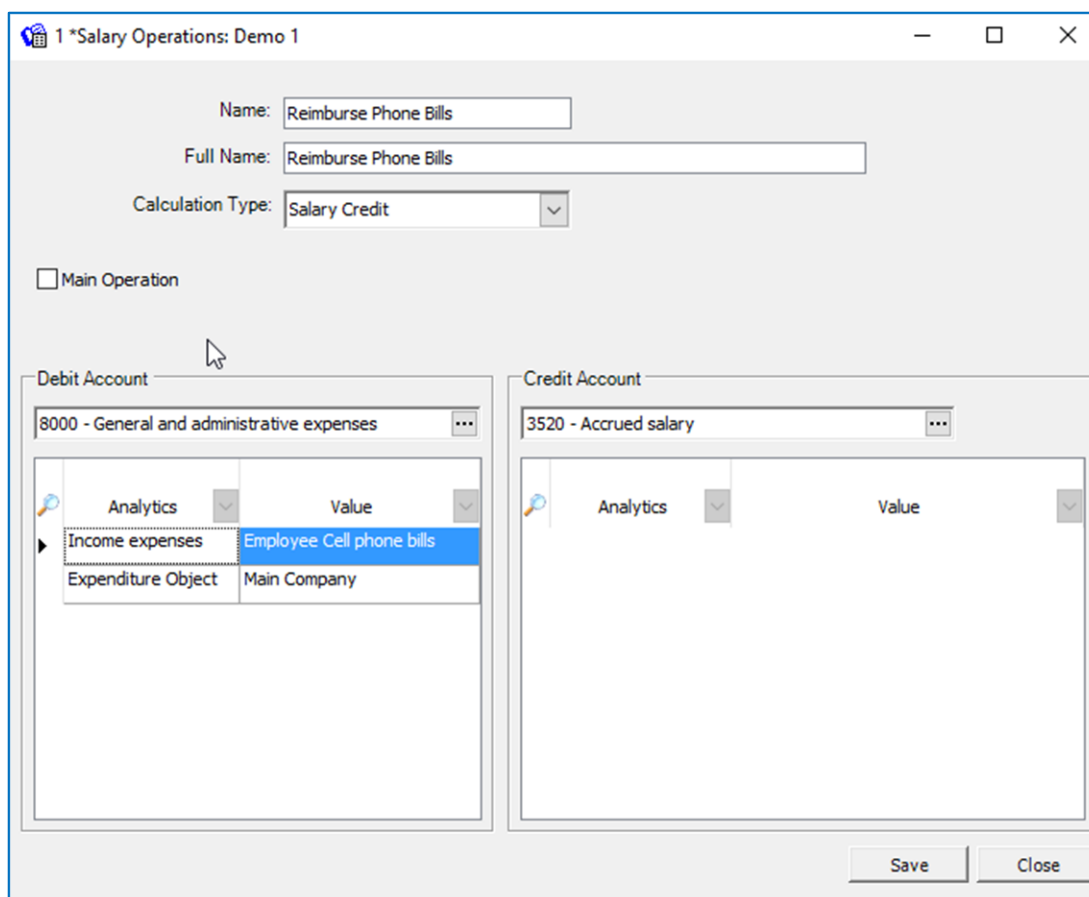
Fig. Directory – Salary Operations, Add/Edit Window

Directory Fields -

The directory add/edit window contains following fields:
- Name – editable text field indicating name of the operations
- Full Name - editable text field indicating full name of the operations
- Calculation Type – filed to indicate if the operation is to accrue salary or deduct salary. The dropdown contains 2 options – Salary Credit and Salary Debit.
- Flag "Main Operation" – indicates if this operation is majorly used for salary accruals. When this flag is selected, the operation appears for selection in order document > accrual operations

Section "Debit Account" –

This section consist of:
- Debit account selection – select the debit account for the salary operation
- Analytics table – this table displays the analytics associated with selected chart of account in debit account. If the table shows analytics user must select them to save the operation.

Section "Credit Account" –

This section consist of:
- Credit account selection – select the debit account for the salary operation
- Analytics table – this table displays the analytics associated with selected chart of account in debit account. If the table shows analytics user must select them to save the operation.

Creating Salary operations –

Salary operations acts as a base to accrue or deduct amounts from calculated salary of an employee.

- When calculation type selected is Salary Credit, the credit account should be a salary or bonus account as such operations will accrue amount on employee salary. The debit account should be the expenses account.
- When calculation type is salary debit, the debit account should be a salary or bonus account as such operations will deduct amounts from employee salary. The credit account will the expenses account.

Some example:

Name	Debit	Credit	Calculation Type
Leaves	3520 - Accrued Salary	7500 - Trade Expense	Salary Debit
Reimburse Phone bills	8000 - General Expense	3520 - Accrued Salary	Salary Credit
Reimburse Travel bills	8000 - General Expense	3520 - Accrued Salary	Salary Credit
Quarterly Bonus	7500 - Trade Expense	3522 - Bonus	Salary Credit

1.8 Directory – Organization Access Settings

Purpose – The directory is designed to created different combinations of access settings, to be used when multiple organizations are running in one ERP system.

Please note, users will see options to select/switch between different organizations across reports and set organization option based upon the organization access setting assigned to them in employee directory > access setting tab.

Menu – Directories > Personnel and Salary > Organization Access Settings

Fig. Directory Display - Organization Access Settings

Input and Editing –

All the creation and editing in the directory is done through editing form. Display of the directory shows list of the job positions in the system. All directory data is available in all functional units and units of the information system.
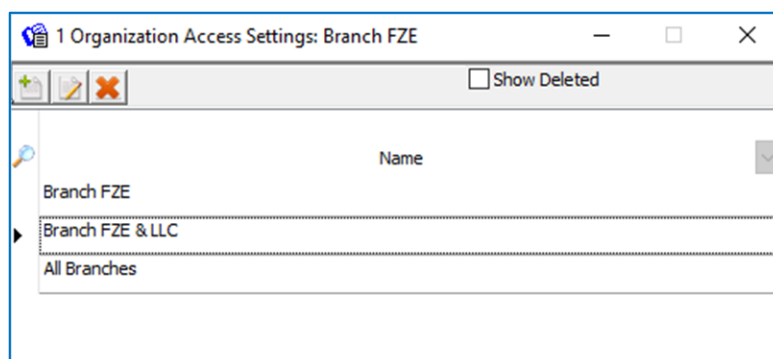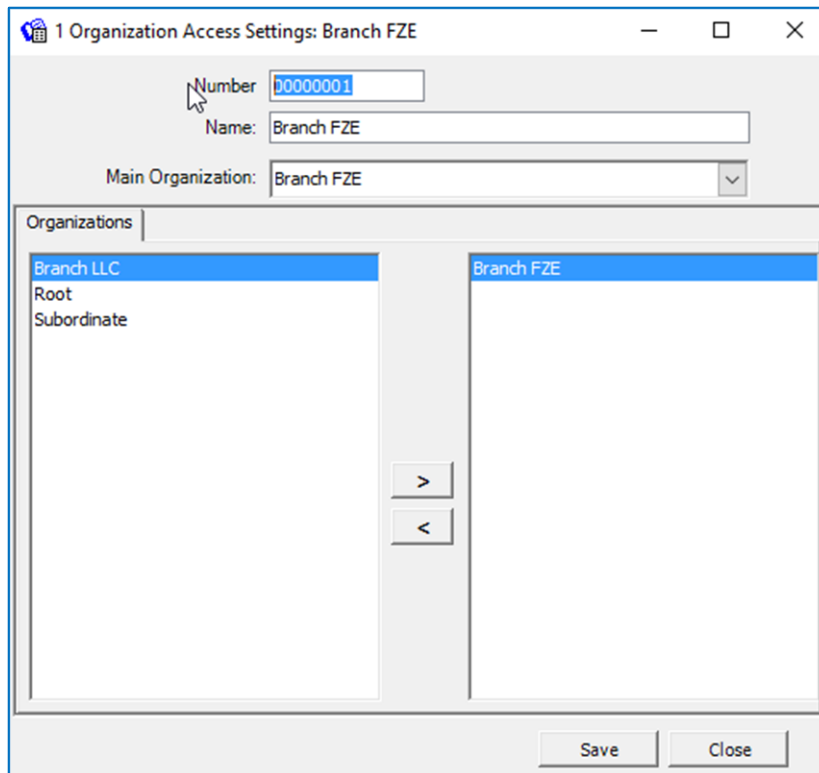
Fig. Directory - Organization Access Settings, Add/Edit Form

Directory Fields –

The directory add/edit window contains following fields:
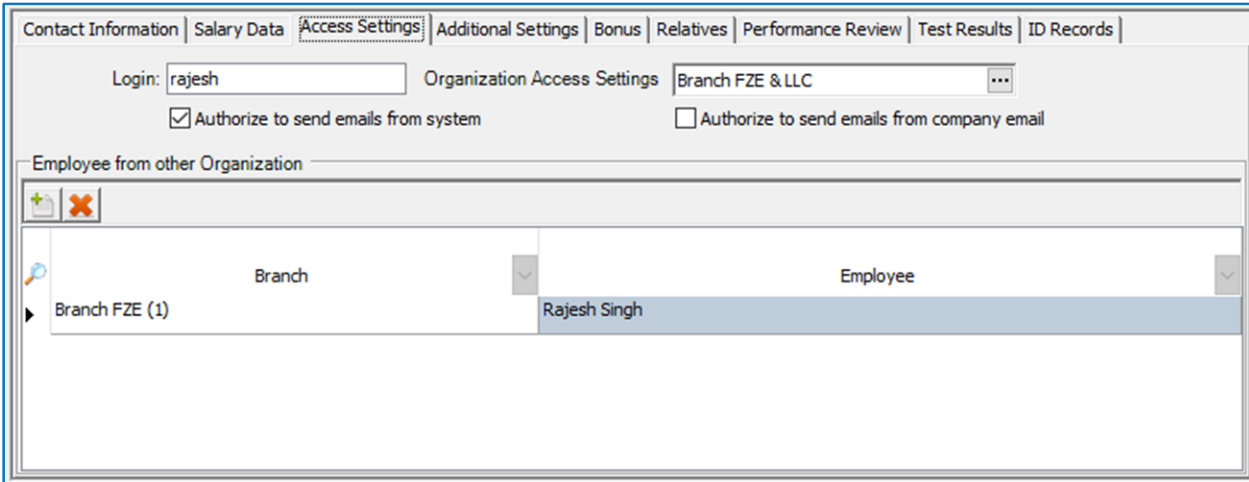
- ID – displays non-editable unique ID for each access setting. Assigned automatically on creation.
- Name – Name of the access setting. Editable text field.
- Main Organization – indicates the main organization in the access setting.
- Organizations - list of all available organization, allows user to select one or more organization for the access setting.

Note – This directory is useful in ERP systems running multiple organizations in one system. The access settings allows to create combinations of organization access that can be given to an employee. Example – a system has 3 organization/branches running in it and an employee is a part of 2 branches then then an access setting can be created for 2 branches and assigned to the employee.

1.9 Admin Access

The Employee directory have some tabs and field which are only visible/editable for the admin login. Some of them are:

Employee Directory > Access Settings Tab –

The field Organization Access Setting can be only edited by admin. This field grants access to a user to multiple branches data. The values can be selected from organization access setting directory.
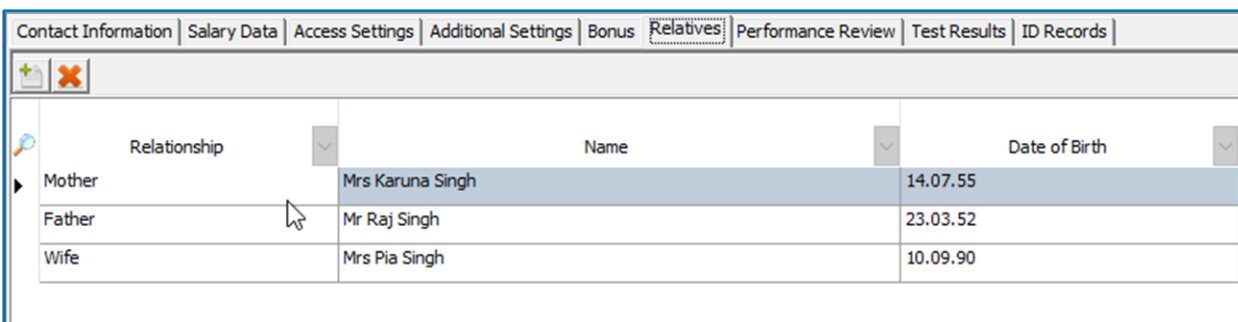
Tab "Access Settings" -

This tab contains fields for:

- Login – displays the login name of the employee for the ERP system
- Flag "Authorize to send emails from system" – If selected, user will be able to send emails from the system else not.
- Flag "Authorize to send emails from company email" – If selected, user will be able to send emails from company email settings.
- Organization Access Setting – displays the name of access setting for the employee. For ERP systems having multiple organizations in one system, this field defines to what all organization's data the employee will have access to. Set by admin.
- Table "Employee from other organization" - For cases where an employee is working in multiple organizations, this table links all employee names under one login name.

Employee Directory > Relatives Tab –

This tab allows to store information about the relative of employee. The table contains following fields:

- Relationship – Select the relationship of the employee with the relative
- Name – editable text to store name of the employee's relative
- Date of Birth – editable date field to store the date of birth of the relative

This tab can be useful for storing information on the dependents of employee.

Employee Directory > Performance Review Tab –

This tab allows to store the texts on performance review of the employee. A company can have multiple performance reviews through a year and the same can be stored in the system.
Fields in this tab are:
- Date – editable date field to store the date of review
- Text – editable text field to store the text/notes on the review done

Employee Directory > Test Results Tab –

This tab allows users to upload the test results of an employee. This can be used to store result files for medical tests, performance tests and more.

2. Working with documents

2.1 Document - Order

Purpose – The purpose of this document is to store different movements of an employee in a company including reception, position change and dismissal.

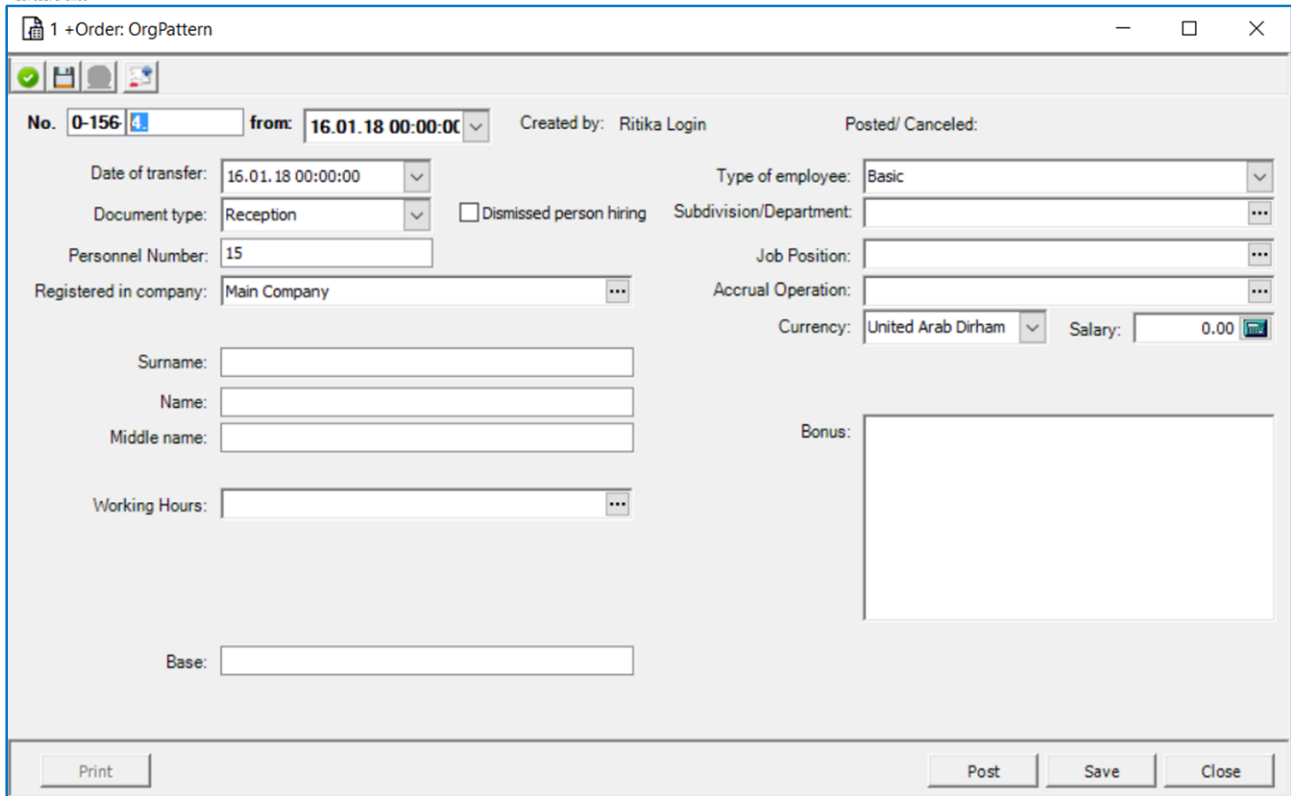**Menu –** Document > Personnel and Salary > Order

Fig. Document – Order, default load

Structure of the document –

This fields in this document are governed by the document type selected.

General Fields present for all document types are:

- Document number, date and time – prefilled document number, date and time of posting document.
- Document Type – editable dropdown field containing three options – Reception, Movement and Dismissal. Based upon the document type selected, other fields appear/disappear on the document.
- Action Date – editable date field indicating the date for the selected action in the document. Example for type – reception, action date becomes the date of reception of the employee. This date can be different than document posting date. When posting successive document types for an employee, action date should be greater than last document's action date. Example – If for an employee, action date for document type reception is 10 Jan 2018, the dismissal or movement date should be post 10 Jan 2018.
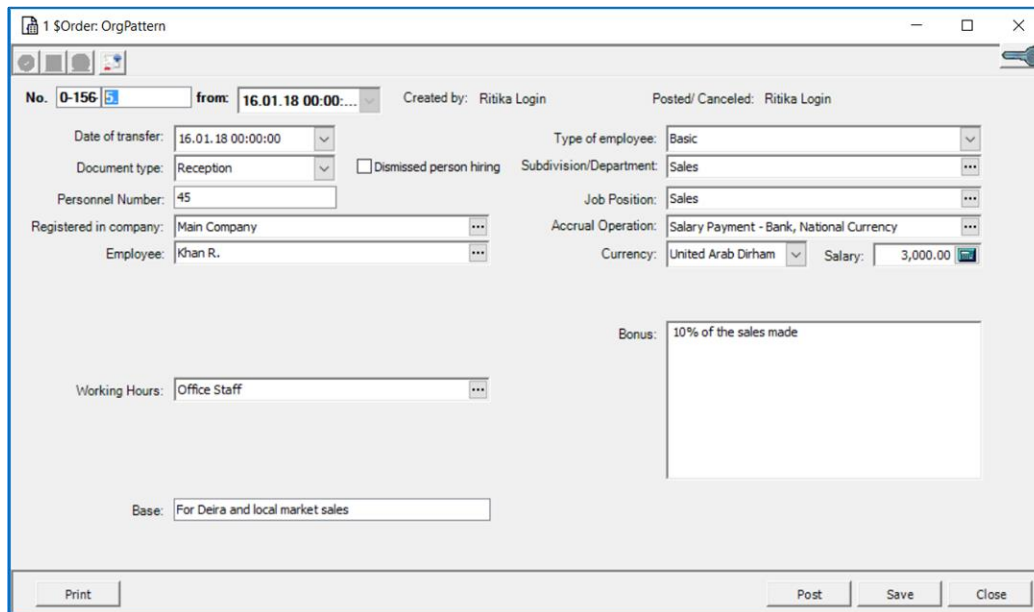
Fig. Document Order, Type - Reception

Fields for document type "Reception" –

Following fields are present in the document:

- Personnel Number – Editable numeric field. Preselected with 1 greater value than last saved personnel number. This is unique for each employee.
- Registered to Company – select the company in which employee will be working. Required field.
- Flag "Hiring Ex-Employee" – this flag should be selected if hiring back any old dismissed employee.
- Employee – For the movement type reception, if flag "Hiring Ex-Employee" is selected, this field is visible and allows user to select a record from employee's directory.
- Name fields - For the movement type reception, if flag "Hiring Ex-Employee" is not selected, three name fields are visible namely, Last Name, Name and Middle name. They are editable text field and can be used to enter name of the employee. Required field.
- Work Schedule – Editable required field, select a schedule for employee from schedule directory
- Subdivision/Department – Editable required field, select a value from subdivision/department directory
- Job Position – Editable required field, select a value from Job positions directory
- Accrual Operation – Editable required field, select a value from salary operation directory. Only those operations marked as Main operation appear for selection here.
- Currency – Editable required field, select a value from currency directory. Be default, the currency selected in solution settings as salary currency appears here.
- Salary – Editable required field, enter salary amount of the employee
- Bonus – Editable field to store comments about employee bonus.
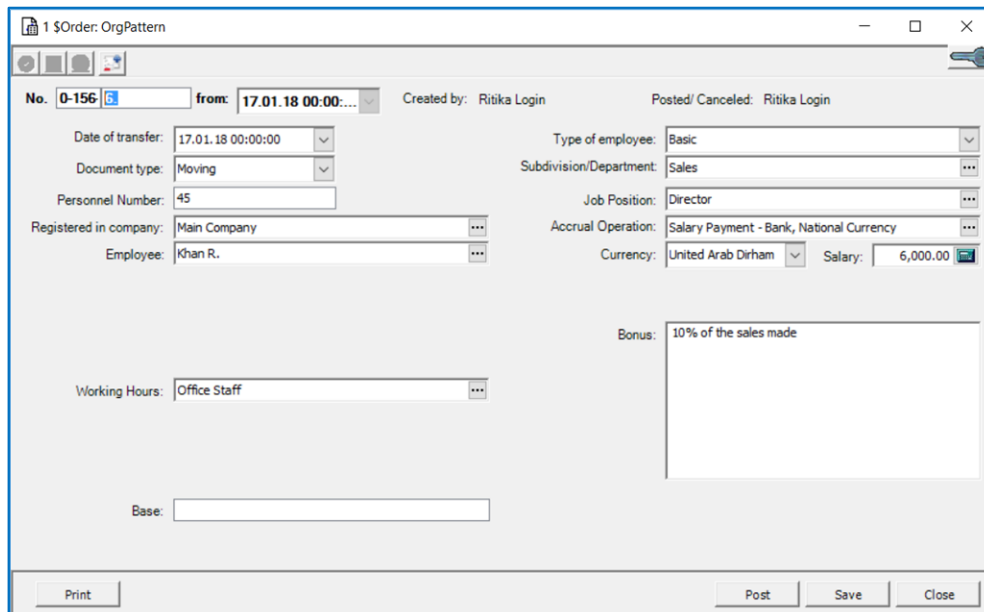- Base – editable text field to store comments about the document.

Fig. Document Order, Indicating type Movement

Fields for document type "Movement" –

Following fields are present in the document:

- Personnel Number – Non-editable numeric field indicating the unique id of the employee.
- Registered to Company – displays the company in which employee will be working. Editable. Required field.
- Employee – Allows user to select the employee for movement. Once employee selected from employee directory, all other fields display the data from last order document posted for this employee.
- Work Schedule – displays work schedule for the employee. Editable required field, select a schedule for employee from schedule directory
- Subdivision/Department – displays department of employee. Editable required field, select a value from subdivision/department directory
- Job Position – displays job positions of the employee. Editable required field, select a value from Job positions directory
- Accrual Operation – displays last accrual operations. Editable required field, select a value from salary operation directory
- Currency – displays last salary currency. Editable required field, select a value from currency directory. Be default, the currency selected in solution settings as salary currency appears here.
- Salary – displays last salary of the employee. Editable required field, enter salary amount of the employee
- Bonus – displays last comments about employee's bonus. Editable field to store comments about employee bonus.
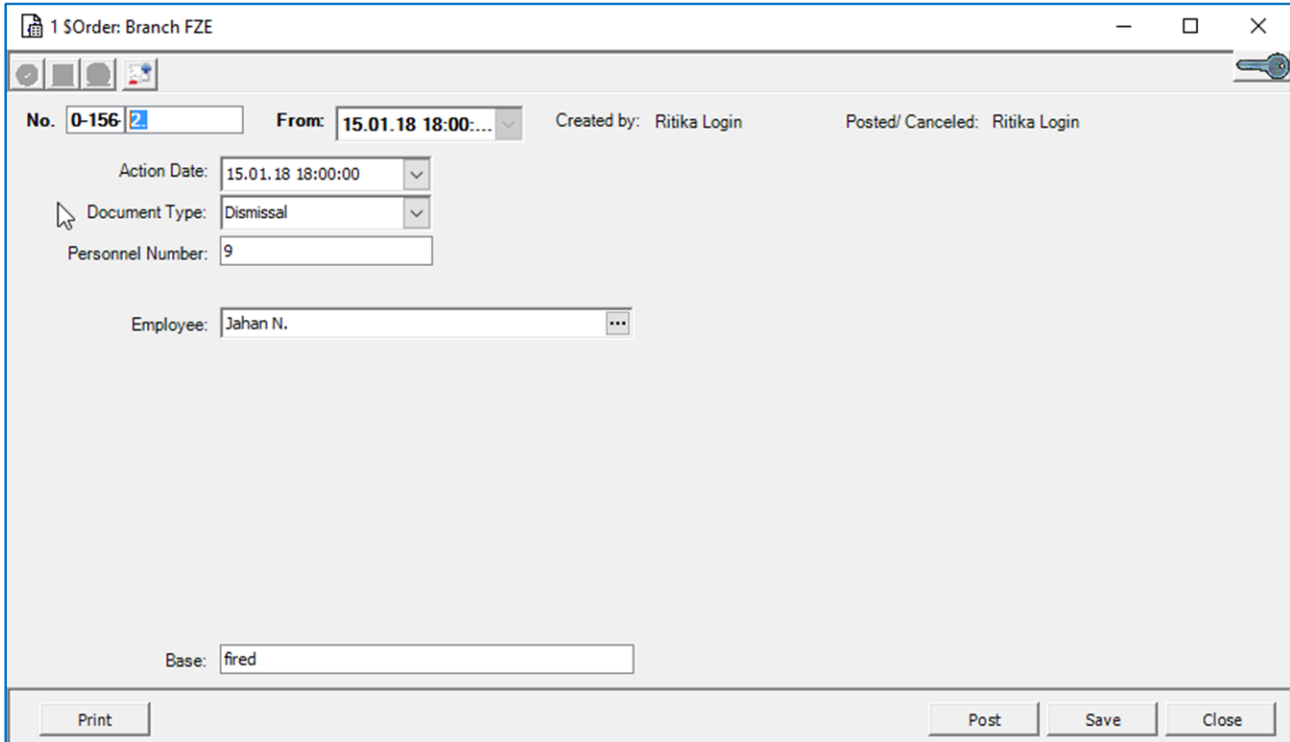- Base – editable text field to store comments about the document.

Fig. Document Order, Indicating type Dismissal

Fields for document type "Dismissal" –

Following fields are present in the document:
- Personnel Number – Non-editable numeric field indicating the unique id of the employee.
- Employee – Allows user to select the employee for dismissal.
- Base – editable text field to store comments about the document.

Following buttons are present –
- Print
- Post, Save and Close

Filling out the document –

This document can be used for following actions:
- Admitting new employees – Create a document with type as Reception, enter dates and other required fields as explained in section above. On posting the document, a new employee record will be created and visible in employee's directory. Further details about the employee can be added in the employee's directory.
- Admitting ex-employees – Create a document with type as reception, select flag Hiring ex-employees and select a dismissed employee from the employee's directory. Edit the required details and post the document. The employee will get new reception date.
- Movement of employees – this type can be used to store job position changes, salary changes, branch changes, department changes and more for an employee. Create a document with type as Movement, select required employee, edit required details and post the document.
- Dismissal of employees – Create a document with type as dismissal, select employee for dismissal and post the document.

Once filled the document can be saved, posted and printed.

Fig. Print form, Order document

Movement of Entries –

This document do not have any movement of entries. The data is stored in accumulators and used across different documents, directories and reports.

2.2 Document – Timesheet

Purpose – The purpose of this document to store the details of hours worked by employees in a given time period. This document forms basis for salary accruals.

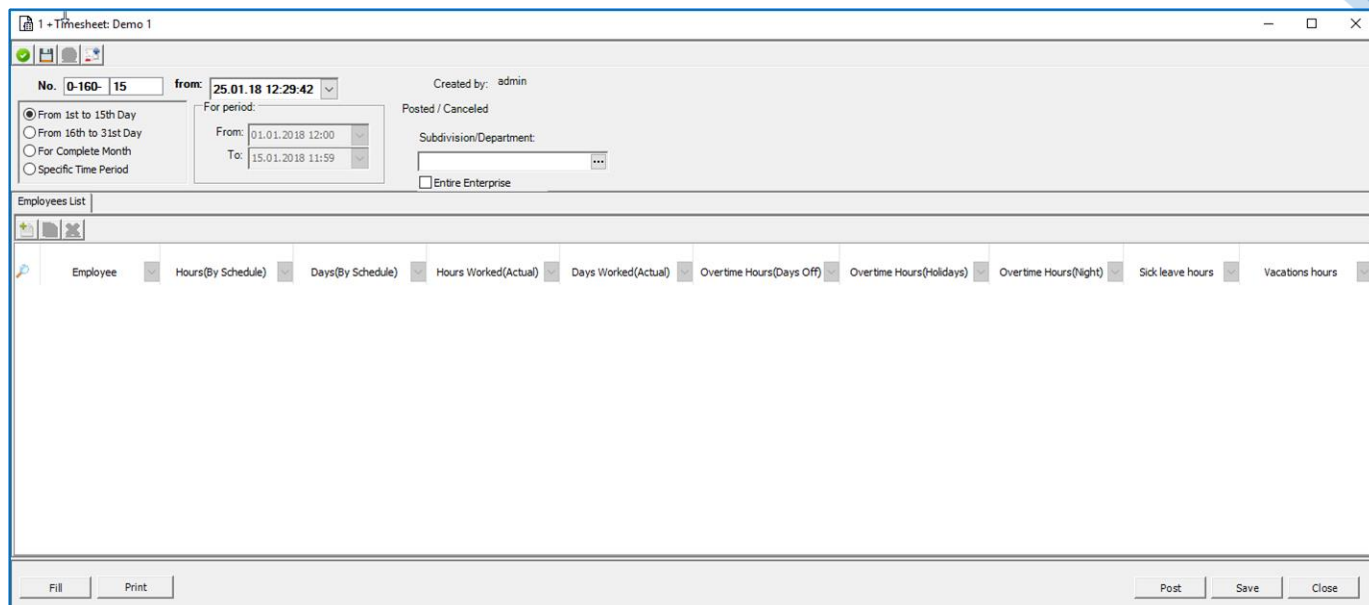**Menu –** Document > Personnel and Salary > Timesheet

Fig. Document – Timesheet

Structure of the document –

This document contains general details and Employees list table. General details consists of:
- Document number, date and time – prefilled document number, date and time of posting document.
- Time Period Selection – User can select out of following 4 options to post timesheet document:
  - From 1st to 15th Day
  - From 16th to 31st Day
  - For complete month
  - Specific Time period – If this option is selected, then the timesheet can be created for any range of dates.
- Subdivision/Department – This allows user to select department for the employees of which the timesheet needs to be generated. If Flag "Entire enterprise" is selected, then this field is greyed out.

Table "Employees List" –

This table gets populated by clicking on button fill. If a subdivision is selected, the employees in the selected subdivision which have order document posted for them will load in the table for calculation of hours worked in the selected time period. These hours worked will be further used in calculation of salary.
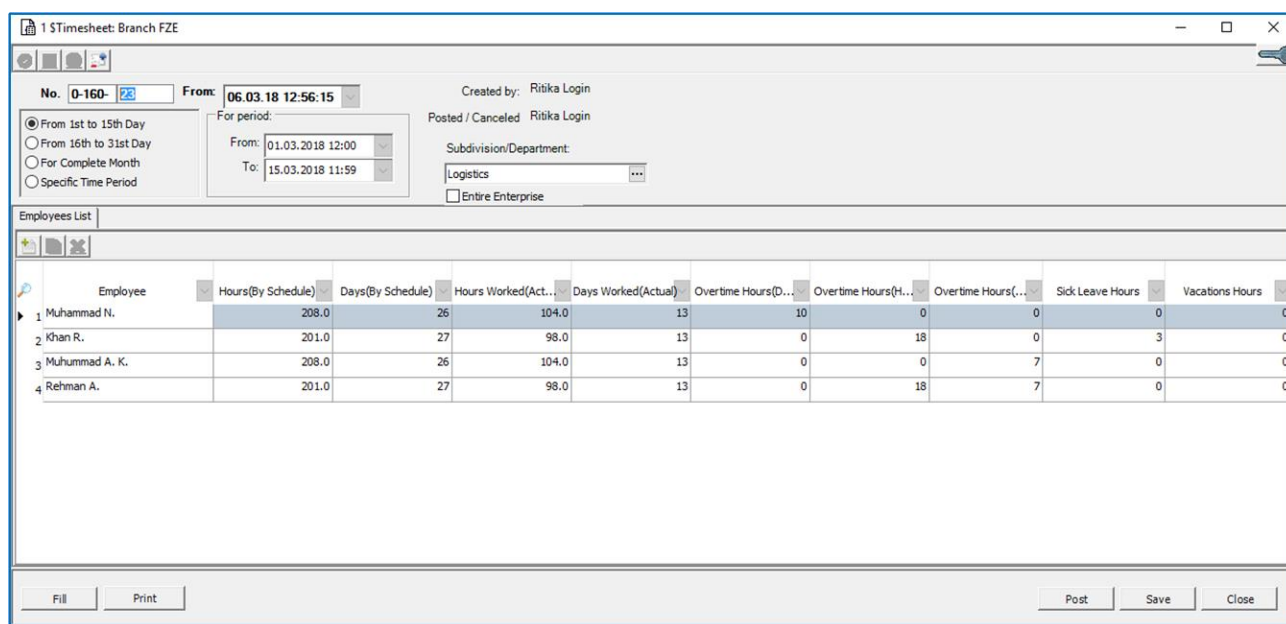
This table consist of following columns:
- Employee – indicates the name of employee for which time sheet is being made. In one timesheet can contain many employees.
- Hours(By Schedule) – This field shows the working hours required to be completed by the employee in the selected time period, derived from the schedule selected in the employee order document. Non-editable.

- Days(By Schedule) – This field shows the working days required to be completed by the employee in the selected time period, derived from the schedule selected in the employee order document. Non-editable.
- Hours Worked (Actual) – This field indicates the working hours actually completed by the employee. On load, this field is equal to Hours (By Schedule). Editable.
  Note – If an employee took leaves for which pay needs to be deducted, users can deduct the time from hours worked and payroll will be adjusted accordingly.
- Days Worked (Actual) - This field indicates the working days actually completed by the employee. On load, this field is equal to Days (By Schedule).
- Overtime Hours (Off Hours) – indicates any overtime hours done by the employee out of fixed working timings or on weekends. Editable field.
- Overtime Hours (Holidays) – indicates any overtime hours done by the employee on public or government declared holidays. Editable field.
- Overtime Hours (Night) – indicates any overtime hours done by employee during night hours. Editable field.
- Sick Leave Hours – non-editable field which takes value from posted document Vacation/Sick leaves Deduction for type sick leaves.
- Vacation Hours – non-editable field which takes value from posted document Vacation/Sick leaves Deduction for type vacations.

Following buttons are present –
- Fill – Clicking on this button populates the Employees list table with the employees having schedule set in the selected time period.
- Print
- Post, Save and Close

Filling out the document –

Employee	Hours(By Schedule)	Days(By Schedule)	Hours Worked(Act...)	Days Worked(Actual)	Overtime Hours(D...)	Overtime Hours(H...	Overtime Hours(...	Sick Leave Hours	Vacations Hours
1 Muhammad N.	208.0	26	104.0	13	10	0	0	0	0
2 Khan R.	201.0	27	98.0	13	0	18	0	3	0
3 Muhummad A. K.	208.0	26	104.0	13	0	0	7	0	0
4 Rehman A.	201.0	27	98.0	13	0	18	7	0	0

Fig. Document Timesheet, with values

To fill out this document there are two pre-requisites:
1. For the selected dates, there should be a schedule created with defined hours of work.

2. For the selected department/enterprise, there should be at least one employee with order document created with the schedule where hours of work have been defined for the selected period.
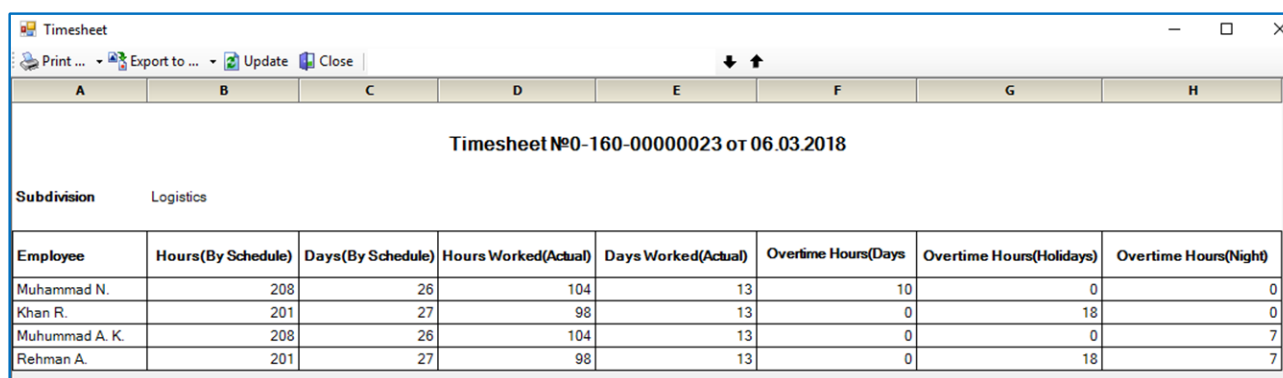
If either of the condition is not true, system will show error message to fix schedule or create employees with defined in the selected division.

For employees with defined schedules, users can select the department or chose to create time sheet for the complete enterprise at one.

Clicking on Fill button will load the employees. Following hours can be added/edited as per the hours worked by the employee:

- Hours Worked (Actual)
- Overtime Hours (Off Hours)
- Overtime Hours (Holidays)
- Overtime Hours (Night)

Once filled the document can be saved, posted and printed.

Fig. Print Form, Timesheet

Movement of Entries –

This document do not have any movement of entries. The data is stored in accumulators and used across different documents, directories and reports.

2.3 Document - Payroll

Purpose – This document is designed to automate payroll calculations for employees in company. Payrolls are created based upon posted timesheet and can be done at once for one or many employees.

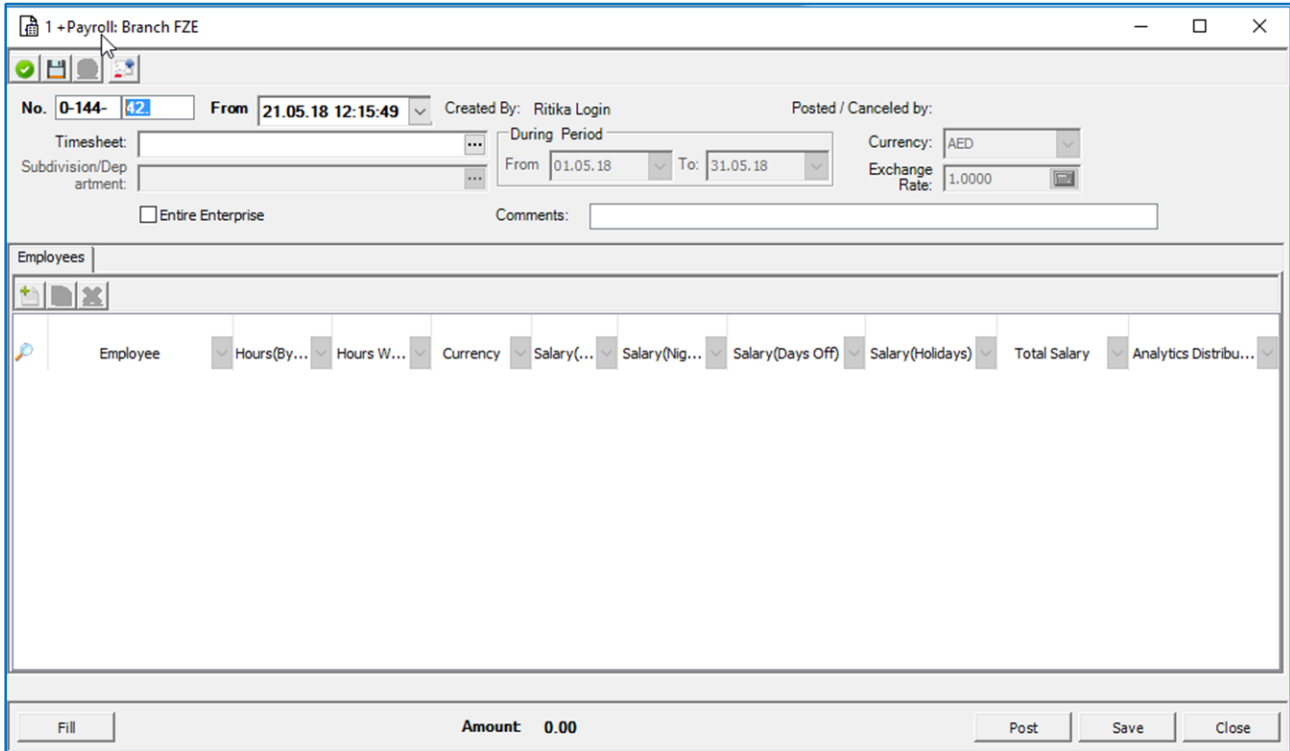**Menu –** Document > Personnel and Salary > Payroll

Fig. Document - Payroll

Structure of the document –

This document contains general details and Employees table. General details consists of:
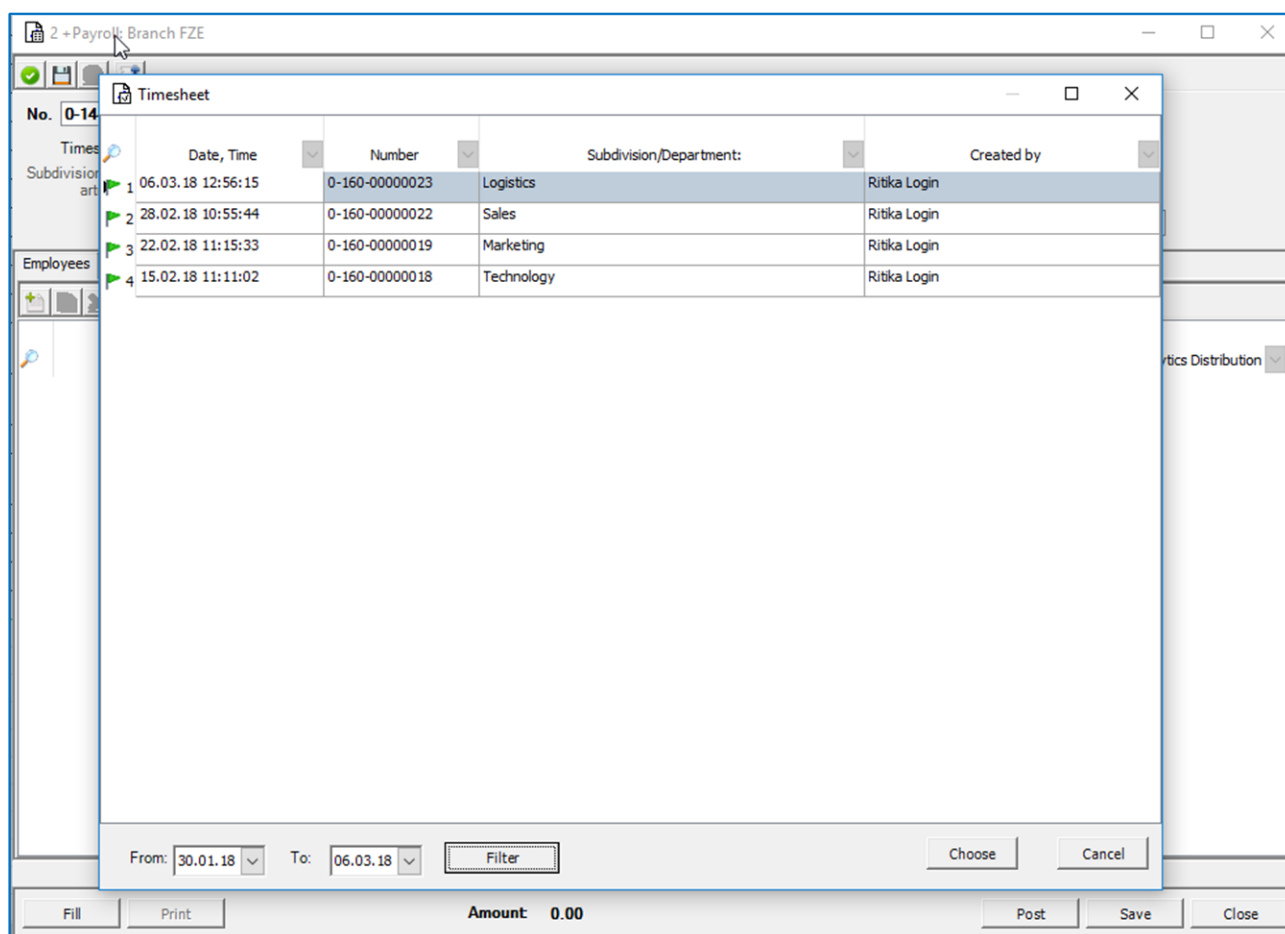
- Document number, date and time – prefilled document number, date and time of posting document.
- Timesheet – This field allow users to select posted timesheet document on which salary needs to be accrued. Once a timesheet is selected, clicking on document fill will populate employees table with the employees present in the timesheet.
- Subdivision/Department – display only field to show the subdivision/department selected in the timesheet. Non-editable fields.
- Time Period – this field indicates the time period in the selected time sheet. Non-editable fields.
- Currency – displays main currency of the system for salary payment.
- Comments – editable text field to store notes about the document.

Timesheet selection window –

Clicking on timesheet selection window opens up a window with list of posted time sheet. The selection window shows following column:

- Date Time – Date time posting of the timesheet document
- Number – Document number of the timesheet
- Subdivision/Department – displays the subdivision/department, if selected in the timesheet.
- Created by – displays the name of the employee who created this timesheet.

The timesheets can be further filtered based on dates. Once a timesheet selected, click on Choose button.

Fig. Document Payroll – Timesheet selection window

Employees Table –

This table is populated based upon the employees present in the timesheet document.

This table consist of following columns:

- Employee – indicates the name of employee for which payroll is being generated.
- Hours(By Schedule) – This field shows the working hours required to be completed by the employee in the selected time period, derived from the schedule selected in the employee order document. Non-editable.
- Hours Worked (Actual) – This field indicates the working hours actually completed by the employee, derived from timesheet document. Editable in case of manual changes.
- Currency – Indicates the currency in which the employee will be paid. Taken from employee's directory. Non-editable.
- Salary (Hours Worked) – indicates the amount in respective currency, for the scheduled hours worked by the employee. Non-editable, calculated based on hourly wages and hours worked by employee.
- Salary (Night Shift) - indicates the amount in respective currency, for the overtime night shift hours worked by the employee. Editable.
- Salary (Days Off) - indicates the amount in respective currency, for the overtime days off hours worked by the employee. Editable.
- Salary (Holidays) - indicates the amount in respective currency, for the overtime holiday hours worked by the employee. Editable.

- Total Salary – indicates employees total salary based in currency as in currency column. Calculated as sum of all salary columns.
- Analytics distribution – indicates the department which the employee is a part of.

System allows to set special salary coefficients for overtime hours, which are used when calculating salary for overtime hours worked by an employee.

Example – If as per company policy, employee working in nightshift is entitled to get 1.5 times of normal wages, the coefficient can be set in the solution settings.

Following buttons are present –
- Post, Save and Close

Solution Settings -

It is required to setup following in the solution settings for this document to work.

Setting up salary coefficients -
Go to Solution Settings > Employees tab and set respective coefficients in following fields:
- Salary coefficient, Overtime (Off Hours)
- Salary coefficient, Overtime (Holidays)
- Salary coefficient, Overtime (Night)

Filling out the document –

To fill out this document, it is necessary to have posted timesheet document. A timesheet document contains details about the hours worked by an employee.
Once a time sheet document is selected, user needs to click on Fill button to load the employees in the timesheet. The following fields are fields automatically populated based upon employee's hourly wages, hours worked and company's salary coefficient settings.
User can further adjust the amounts in case of changes.
On posting, the document looks into the salary operation attached to each employee and accrue salary accordingly.

Fig. Payroll Document, Posted

Example – Payroll Calculations

Total Salary	Scheduled Hours	Hourly Salary
10000	250	40

	Scheduled Hours	Night Hours	Holidays	Days Off
Hours Worked	250	10	8	8
Salary Coefficient**	1	1.5	2	2
Wages Rate	40	60	80	80
Salary(by Hours)	10000	600	640	640

*** From solution settings*   **Total Salary**   **11880**

Movement of Entries –

For every employee, based upon the salary accrual operation tagged to the employee, the amount calculated on payroll is credited to account 3430 and debited to respective expense account.

Please note all salary amounts will always be stored in main currency of the system.

2.4 Document – Vacation/Sick Leaves Deduction

Purpose – This document is designed to allow users to post salary deductions for vacations and sick leaves taken by the employee.

Menu – Document > Personnel and Salary > Vacation/Sick Leaves Deduction
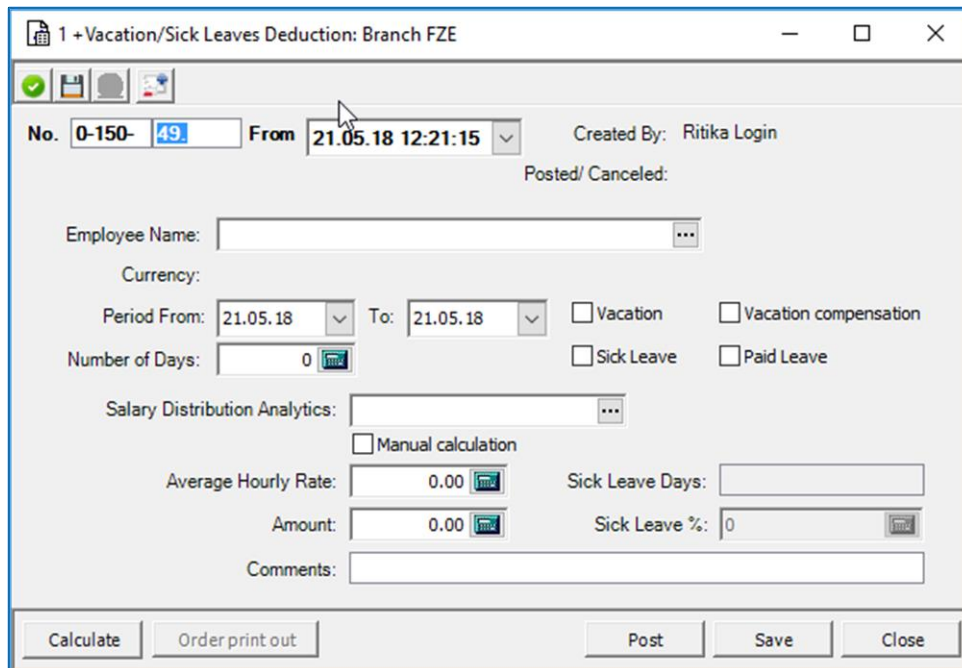
Structure of the document –

This document contains following fields:
- Document number, date and time – prefilled document number, date and time of posting document.
- Employee Name – allows to select the employee for whom the deductions need to be made.
- Currency – displays the salary accrual currency of the employee. Non-editable field taken from the employee directory.
- Period From and To – editable date field to enter dates on which the employee was on vacation or had taken sick leaves.
- Number of Days – calculated as per the From and To dates.
- Vacation Type – Following three flags can be selected depending upon the vacation type
  - Flag "**Vacation**" – Select this flag when employee went on vacation and 100% salary needs to be deducted for the vacation hours.
  - Flag "**Sick Leave**" – select this flag when employee went on sick leave and 0-100% salary needs to be deducted for the sick leave hours. This flag allows to deduct salary as per percentage rather than deducting 100% salary
  - Flag "**Paid Leave**" – select this flag when employee went on leave but his/her salary should not be deducted as the leaves are part of annual leaves.

- o Flag "**Vacation Compensation**" – select this flag when employee went on vacation and but shall be compensated for the vacation taken.
- Salary Distribution Analytics - indicates the subdivision for the salary distribution. Editable field, select from subdivision/department directory.
- Flag "Manual Calculation" - Allows to manually enter the amount to be deducted for leaves. If selected Average hourly rate field is greyed out.
- Average Hourly Rate – indicates the average hourly basic pay of the employee. Non-editable. Calculated as per the basic pay and monthly scheduled hours for the selected employee.
- Amount – indicates the amount for deduction from the employee salary.
  - o If flag Vacation or Vacation compensation is selected then gets calculated as a product of Number of days * Average Hourly Rate * % entered in solution settings for vacation calculation.
  - o If flag sick leave is selected then gets calculated as a product of Number of days * Average Hourly Rate * % entered in sick leave % field.
  - o If flag paid leave is selected, amount deducted would be ZERO.
- Sick Leave, Days – indicates number of days taken sick leave by employee. Editable.
- Sick Leave % - indicates the % of salary that needs to be deducted for the sick leaves taken.
- Comments – editable text field to store notes about the document.

Following buttons are there –
- Calculate – Calculates the value in number of days, average hourly rate and amount based upon the employee selected, dates added and % for salary deduction
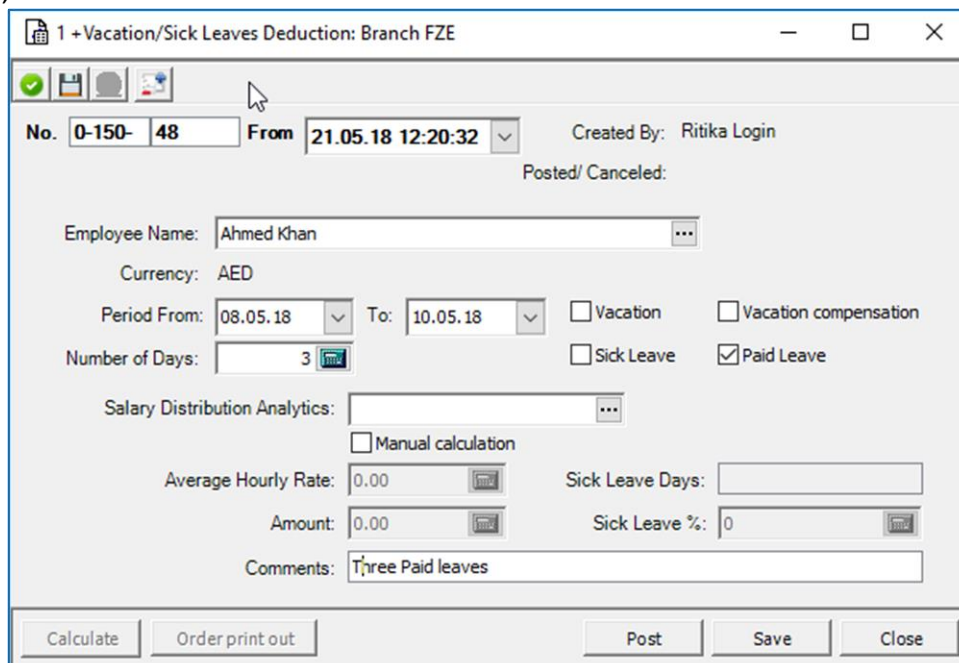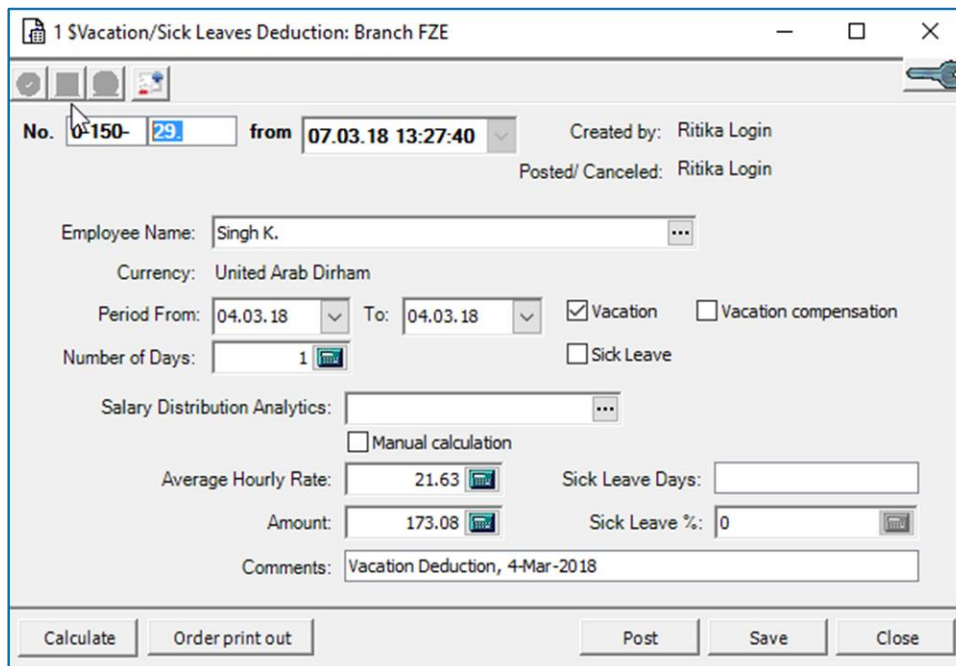- Order Print out
- Post, Save and Close

Fig. Paid Leaves

Solution Settings -

It is required to setup following in the solution settings for this document to work.

- Salary Percent for Vacation Calculation – set value to the percentage of salary that needs to be deducted for the vacation taken by employee.
- Vacation Payment Accrual – select a salary operation which debits account 3520 and credits expenses account.
- Sick Leave Payment Accrual – select a salary operation which debits account 3520 and credits expenses account.
- Leave Schedule – select working schedule.
- Schedule of vacation – select working schedule.

Fig. Document – Vacation/Sick Leaves Deduction, posted for vacation leaves

Filling out the document –

To fill out this document, it is necessary that the employee has been created via order document and has a schedule and salary attached.

The user needs to select the employee for salary deduction, enter From and To dates and click on button calculate. The amount will get calculated for the number of days based upon deduction % and the employee average hourly salary.

User can also enter amount manually, by selecting flag "Manual calculation".

On posting, the document looks into the salary operation for vacation/sick leaves in solution settings and the amount gets debited from the account 3520.

Movement of Entries –

The movement of entries for this document are based upon the operation selected in the solution settings. The debit account should always be 3520 and credit account will be the expense account for salaries.

Screen

A	B	C			D	E		F	G	H	I
No	Debit account	Analytics 1			Credit account	Analytics 1		Currency	Amount	Currency amount	Quantity
		Analytics 2				Analytics 2					
		Analytics 3				Analytics 3		Reverse rate	Posting content		
		Analytics 4				Analytics 4		Rate			
1	3520				7500	Staff Salary			173.080000	0	0
									Vacation		
								0.0000			
								0.0000			

2.5 Document – Additional Accruals/Deductions

Purpose – This document is designed to allow users to post additional accruals and deduction on salary like bonuses, company paid expenses, deducting fines and leaves and more.

Menu – Document > Personnel and Salary > Additional Accruals/Deductions

Fig. Document – Additional Accruals/Deductions

Structure of the document –

This document contains general details and Employees table. General details consists of:
- Document number, date and time – prefilled document number, date and time of posting document.
- Subdivision/Department – This allows user to select department for the employees of which the additional activity needs to be done. If Flag "Entire enterprise" is selected, then this field is greyed out.
- Operation – This allows user to select a salary operation. This operation could be a salary credit with credit account as 3520 or salary deduction with debit account as 3520.
- Base – editable text field to store notes about the document.

- Currency – select the currency for accrual or deduction
- Exchange Rate – displays exchange rate between main currency and selected document currency. Non-editable.

Section "Amount" –

This section allows user to update amounts for all employees in one action. If for a salary operation same amount or same percentage of salary needs to be accrued/deducted, this section can be used.

- To accrue/deduct amount, select amount and enter value in text box. Same amount will appear for employees.
- To accrue/deduct amount based on salary percentage, select percentage enter value in text box. The amounts in each row will be calculated based on salary and percentage of each employee.

Section "Fill in Lateness/Absence" -

This section is not functional in basic version.

Table "Employees" –

This table contains following columns:

- Employee – Employee for which the operation is being performed.
- Percent – This column appear if percent is selected. Editable, based upon the percent added and employee salary, the amount gets populated.
- Amount (Main Currency) – indicates the amount to be accrued/deducted in the operation in main currency. Editable field. Can be auto-calculated from percent or amount or added individually for each employee.
- Amount (Currency) – indicates the amount to be accrued/deducted in the operation in currency. Editable. Gets adjusted when Amount (Main Currency) is adjusted.
- Analytics Distribution – indicates the department. Non-editable taken from the employee directory.
- Toolbar Buttons – There are three buttons - . They can be used to add, copy or delete employees from this table.

Following buttons are there:

- Fill – Clicking on this button loads the employee of the selected department.
- Post, save and close.

Filling out the document –

This document can be used to perform any salary related accrual or deduction operation.

Adding employees -

- Select the subdivision/department in the field and click on fill. All employees of that department will load.
- Employees can be added/removed individually by selection from employee directory

Adding amount for deduction/accrual –

- Select amount and add value, the same amount gets added for all the employees added in the table. Example – to accrue fixed phone bill reimbursement to employees, enter amount and the same amount gets displayed for all employees.
- Select percentage and add the percentage. Based upon the employee salary and percentage, the amount gets added in the table. Example – to accrue 15% bonus to employees, enter 15 in percent field and amount will get calculated for all employees as per their salary.

Once employees and amount has been added, the document can be posted. The amount gets deducted or accrued on account 3520 based upon the salary operation.

Movement of Entries –

The movement of entries for this document are based upon the operation selected in the document.
For all additional accrual operations, the credit account will be 3520 and debit account will be the expense account.

For all additional deduction operations, the debit account will be 3520 and credit account will be the expense account.
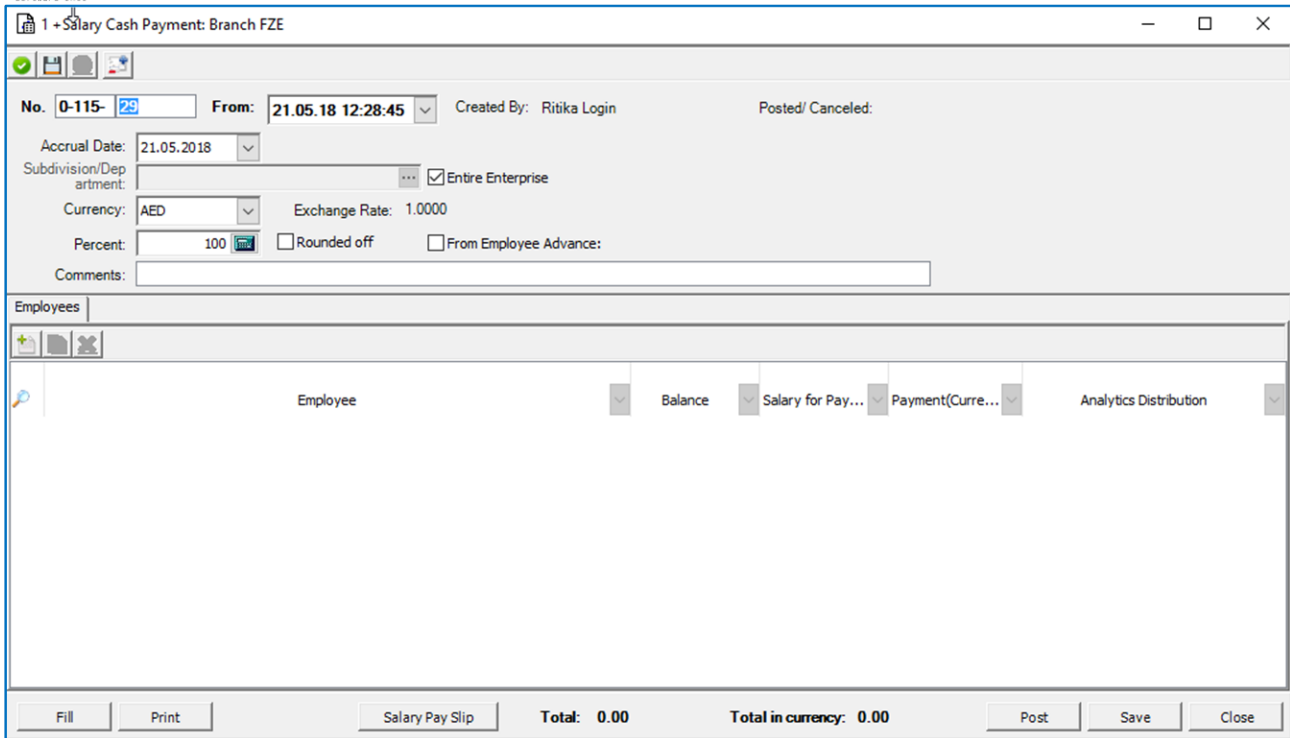
2.6 Document - Salary Cash Payment

Purpose – This document can be used to create records for cash payments done against employee salary.

Total salary payable for a tenure can be calculated by posting payroll document and Additional accrual/deduction document for an employee. The total amount accrued/deducted on account 3520 for the respective employee is automatically available on the salary cash payment document.

Menu – Document > Cash > Salary Cash Payment

Fig. Document – Salary Cash Payment

Structure of the document –

This document consists of general details and employee table.

General details consists of:
- Accrual Date – indicates salary payment date.
- Flag "Entire Enterprise" – This flag is selected by default. On clicking fill button, the employees from all divisions of the company will be loaded in employees table for salary payment.
- Subdivisions/Department – This field is greyed out by default. Available on unchecking the Flag "Entire Enterprise". User can select the department for which the salary payment needs to be done.
- Currency – indicates the currency in which salary is being paid. By default loads as main currency.
- Percent – allows the user to enter a percentage of wages that needs to be paid in this document. Editable numeric value. By default, 100% i.e. total balance for the employee on account 3520 will be paid.
- Flag "Rounded Off" – allows the user to round of the Payment (Currency) column for all employees to the nearest fils/decimal place.
- Comments – editable text field to store the comments about the document.
- Flag "From Employee Advance" – checking on this flag will allow user to select an employee who is paying the salary of the employees added in the table.
- Exchange Rate – displays the exchange rate between main currency and document currency.

Employees Table consists of:

- Employee – indicates the name of employee to whom the salary is being paid in cash.
- Balance – indicates the payroll balance for the respective employee. This cell shows the balance for the employee on the account 3520.
- Salary for Payment – indicates the salary being paid to the employee in main currency. Editable field. Auto-calculates if payment (currency) field is changed.
- Payment (Currency) – indicates the salary being paid to the employee in document currency. Editable field. Auto-calculates if salary for payment field is changed.
- Analytics Distribution – displays the subdivision/department of the respective employee.

Following Buttons are there:
- Fill – Clicking on this button will load employees in the employees table which have accrued balance on account 3520. If a subdivision is selected, the employees of that subdivision loads.
- Print – Generates print report of the employees table.
- Salary Pay Slip – Generates salary slip for the selected employee.
- Post, Save and Close
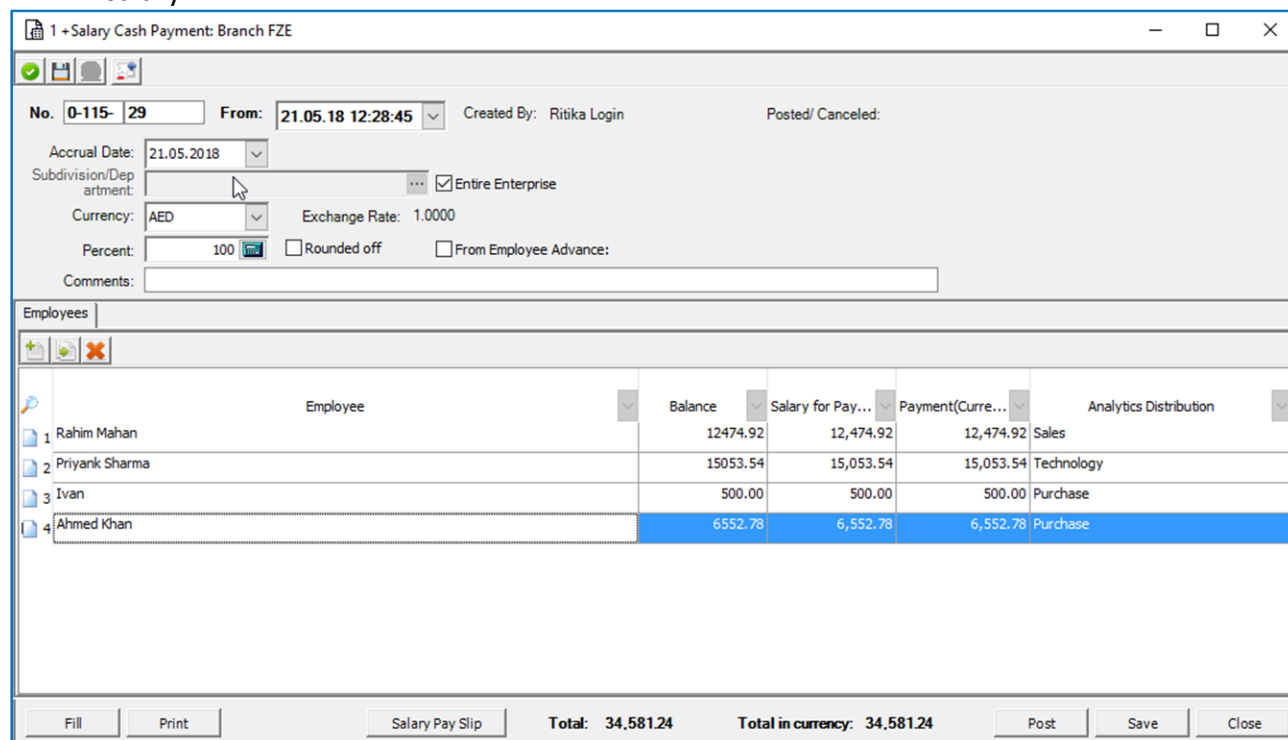
Solution Settings -

It is required to setup following in the solution settings for this document to work.
Solution Settings > Employees Tab:
- Operation of salary payment in National Currency – select a salary operation where debit account is 3520 and credit account is 1110 with analytic as cashier who pays employee salary.
- Operation of salary payment in Foreign Currency – select a salary operation where debit account is 3520 and credit account is 1120 with analytic as cashier who pays employee salary.

Fig. Document – Salary Cash Payment

Filling out the document –

This document can be used to pay cash salaries for following use cases:
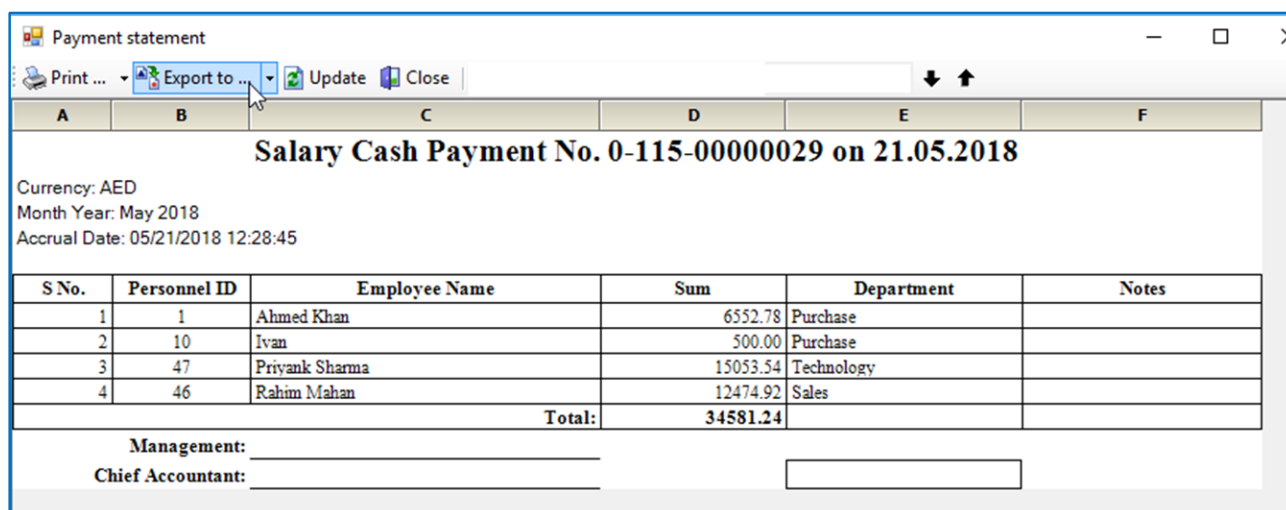
Paying salary for whole company –
- Select Flag Entire enterprise and click on button Fill
- All employees with balance on account 3520 will load.
- Adjust amount to be paid and click on post.

Paying salary for a department in the company –
- Select the department in the department field and click on button Fill
- All employees with balance on account 3520 will load.
- Adjust amount to be paid and click on post.

One employee paying salary to others –
- Select the flag "From Employee Advance", on selecting the flag, select the employee paying the other employee's salary.
- Add employees for salary payment through fill button.
- On posting, account 3520 gets debited for the amount paid and employee account 1520 gets credited of employee already has advance issues from company. If not, account 3630 gets credited.

S No.	Personnel ID	Employee Name	Sum	Department	Notes
1	1	Ahmed Khan	6552.78	Purchase	
2	10	Ivan	500.00	Purchase	
3	47	Priyank Sharma	15053.54	Technology	
4	46	Rahim Mahan	12474.92	Sales	
		Total:	34581.24		

Salary Cash Payment No. 0-115-00000029 on 21.05.2018

Currency: AED
Month Year: May 2018
Accrual Date: 05/21/2018 12:28:45

Management: _____
Chief Accountant: _____

Fig. Print Report – Salary Cash Payment Document

Fig. Print Report – Salary Pay Slip

Movement of Entries –

The posting entries for this document, debits the account 3520 for the total sum being paid in the document. The credit account depends upon the salary in which the amount is being paid. If the salary is equal to national currency, credit account is 1110. If the salary is being paid in any other currency, the credit account is 1120.

Fig. Document – Salary Cash Payment, Payment in national currency

Postings (entries)   — □ ✕

Print ... ▼ Export to ... ▼ Update Close   ⬇ ⬆

No	Debit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Credit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Currency / Reverse rate / Rate	Amount	Currency amount	Quantity / Posting content
1	3520		1120	Cashier	United States D / 0.2717 / 3.6800	475.000000	129.080000	0

Fig. Document – Salary Cash Payment, Payment in foreign currency

Postings (Entries)   — □ ✕

Print ... ▼ Export to ... ▼ Update Close   ⬇ ⬆

No	Debit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Credit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Currency / Reverse rate / Rate	Amount	Currency amount	Quantity / Posting content
1	3520		3630	Rahim M.	EURO / 0.2227 / 4.4900	2100.00	467.72	0

Fig. Document – Salary Cash Payment, Amount payable to employee

Postings (Entries)   — □ ✕

Print ... ▼ Export to ... ▼ Update Close   ⬇ ⬆

No	Debit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Credit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Currency / Reverse rate / Rate	Amount	Currency amount	Quantity / Posting content
1	3520		1520	Khan R.	United Arab Dir / 1.0000 / 1.0000	400.00	400.00	0

Fig. Document – Salary Cash Payment, Amount paid from advance with employee

2.7 Document - Salary Bank Transfer

Purpose – This document can be used to create records for bank payments done against employee salary.

Total salary payable for a tenure can be calculated by posting payroll document and Additional accrual/deduction document for an employee. The total amount accrued/deducted on account 3520 for the respective employee is automatically available on the salary cash payment document.

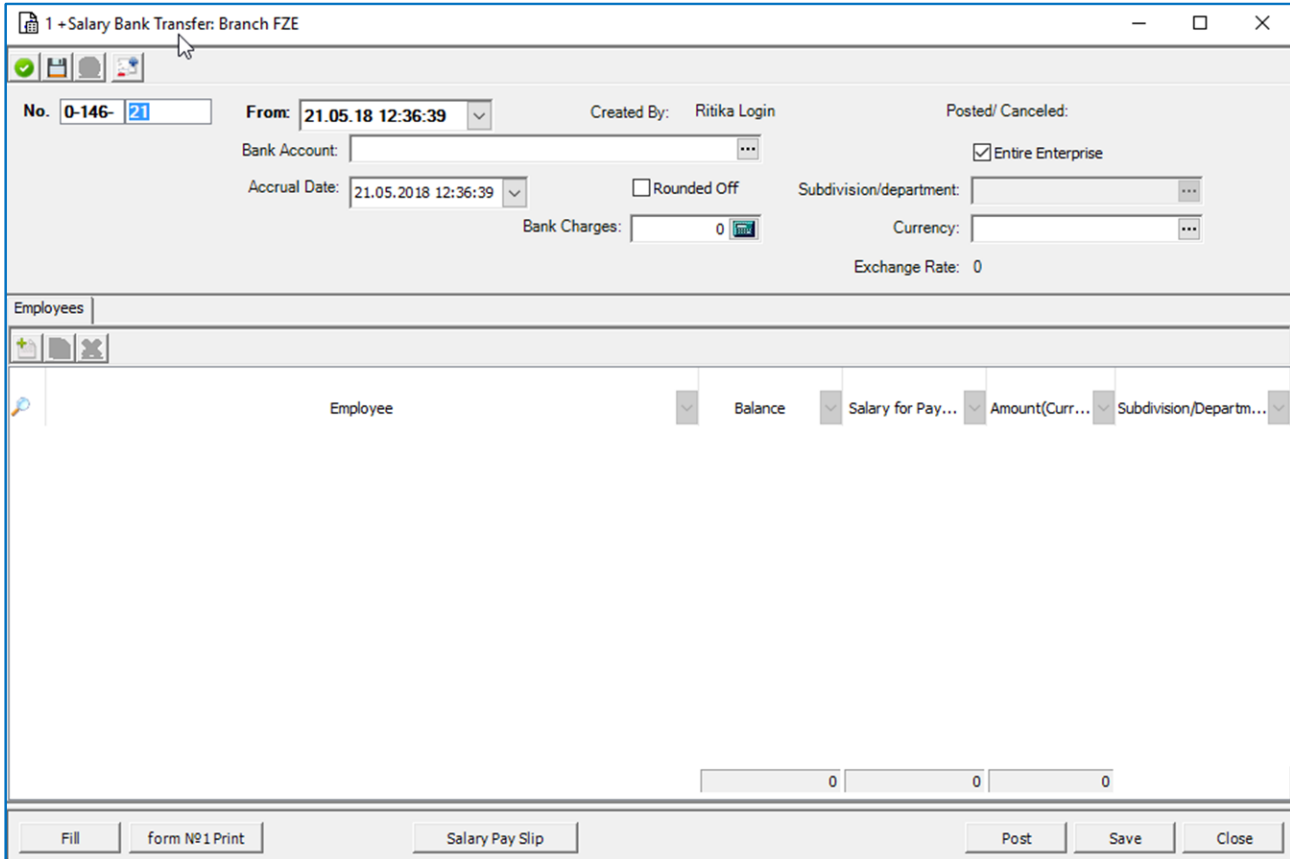**Menu –** Document > Bank > Salary Bank Transfer

Fig. Document – Salary Bank Transfer

Structure of the document –

This document consists of general details and employee table.

General details consists of:
- Accrual Date – indicates salary accrual date. Can be different than the document date.
- Bank Account – Select the bank account from which the amount will be transferred to the employees. Mandatory to select bank account before loading payroll data.
- Currency – Displays currency of the bank account. Non-editable.
- Flag "Rounded Off" – allows the user to round of the Payment (Currency) column for all employees to the nearest fils/decimal place.
- Bank Charges – allows user to enter any charges paid to bank
- Flag "Entire Enterprise" – This flag is selected by default. On clicking fill button, the employees from all divisions of the company will be loaded in employees table for salary payment.
- Subdivisions/Department – This field is greyed out by default. Available on unchecking the Flag "Entire Enterprise". User can select the department for which the salary payment needs to be done.

Employees Table consists of:
- Employee – indicates the name of employee to whom the salary is being paid in cash.
- Balance – indicates the payroll balance for the respective employee. This cell shows the balance for the employee on the account 3520.

- Salary for Payment – indicates the salary being paid to the employee in main currency. Editable field. Auto-calculates if payment (currency) field is changed.
- Amount (Currency) – indicates the salary being paid to the employee in document currency. Editable field. Auto-calculates if salary for payment field is changed.

Following Buttons are there:
- Fill – Clicking on this button will load employees in the employees table which have accrued balance on account 3520. If a subdivision is selected, the employees of that subdivision loads.
- Print – Generates print report of the employees table.
- Salary Pay Slip – Generates salary slip for the selected employee.
- Post, Save and Close

Solution Settings -
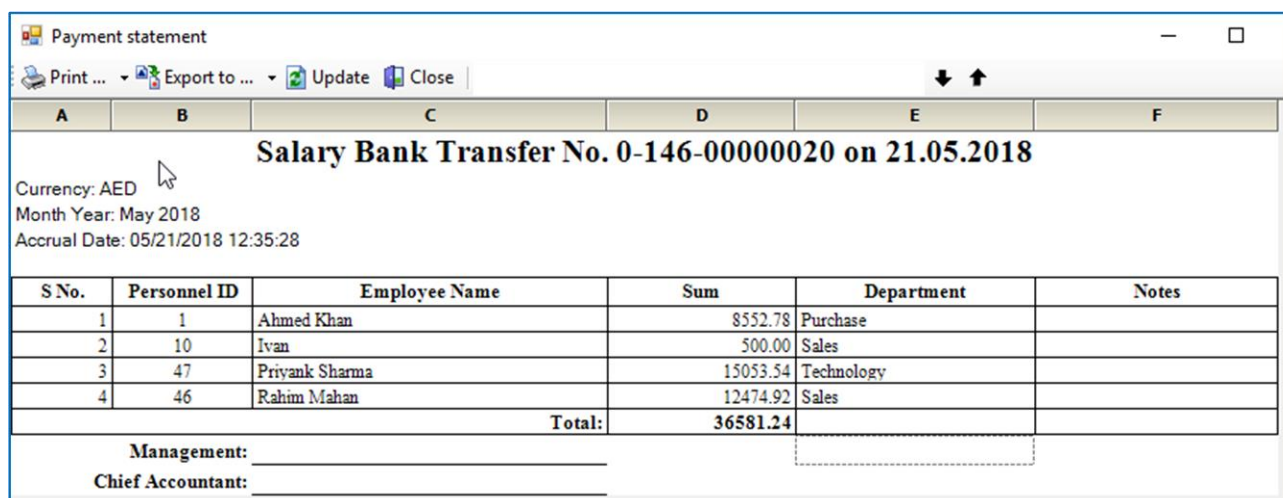
It is required to setup following in the solution settings for this document to work.
Solution Settings > Employees Tab:
- Salary Bank Transfer Operation – select a salary operation where debit account is 3520 and credit account is the bank account which pays employee salaries.

Filling out the document –

This document can be used to pay salaries via bank account for following use cases:

Paying salary for whole company –
- Load document and click on button Fill
- All employees with balance on account 3520 will load.
- Adjust amount to be paid.
- If bank account is selected, the respective bank account gets credited. If bank account is not selected, the bank account added to the operation specified in solution settings "Salary Bank Transfer Operation" will be credited.

Fig. Print From

Salary Pay Slip — □

Print ... ▾ | Export to ... ▾ | Update | Close | ⬇ ⬆

A	B	C	D	E	F

Company Name

ADDRESS - Office - 1807, Gold Crest Executive, JLT, Dubai
PO BOX - 720021
PHONE - 0 312 997700, FAX -
EMAIL - info@screen.ae, WEBSITE - www.screen.ae

Salary Pay Slip

Employee Name:	Ahmed Khan	**Month & Year:**	May 2018
Designation:	Project Manager	**Currency:**	AED

Earnings		Amount	Deductions		Amount
Basic & Overtime		12,000.00	Leaves		222.22
Reimburse Phone Bills		300.00			
Quarterly Bonus		4,000.00			
Total Additions		16,300.00	Total Deductions		222.22
			Net salary		16,077.78

Amount in words: AED Sixteen thousand seventy-seven Dirhams and seventy-eight Fils ONLY
Mode: Bank Payment
Date: 05/31/2018 23:59:57

Signature of Employee: Director:

Fig. Salary Bank Transfer – Pay Slip

Movement of Entries –

The posting entries for this document, debits the account 3520 for the total sum being paid in the document. The credit account depends upon the bank account selected. If no bank account selected, the account added to the bank account in the salary bank transfer operation in solution settings gets debited.

Postings (entries) — □ ×

Print ... ▾ | Export to ... ▾ | Update | Close | ⬇ ⬆

A	B	C	D	E	F	G	H	I
No	Debit account	Analytics 1	Credit account	Analytics 1	Currency	Amount	Currency amount	Quantity
		Analytics 2		Analytics 2				
		Analytics 3		Analytics 3	Reverse rate	Posting content		
		Analytics 4		Analytics 4	Rate			
1	3520		1210	Commercial Bank of Dubai 1988820105105555	United Arab Dir	3247.580000	3247.580000	0
					1.0000			
					1.0000			

3. Working with report

3.1 Salary Turnover Report

Purpose – This report can be used to view employee wise turnover on salary accounts.

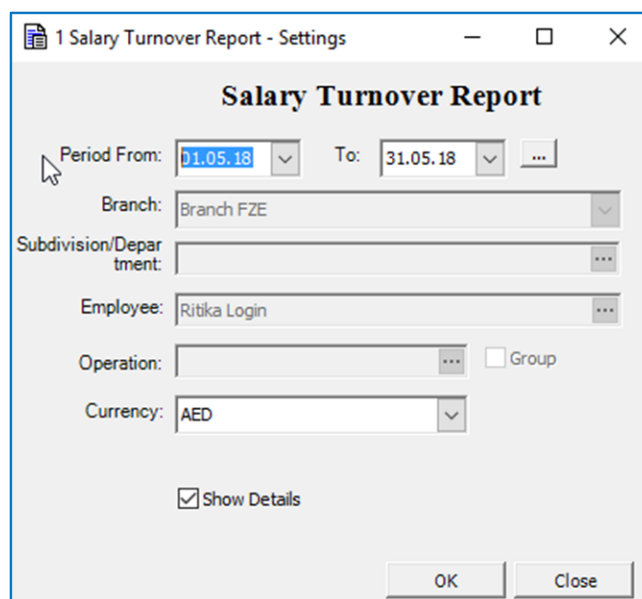**Menu –** Reports > Personnel and Salary > Salary Turnover Report
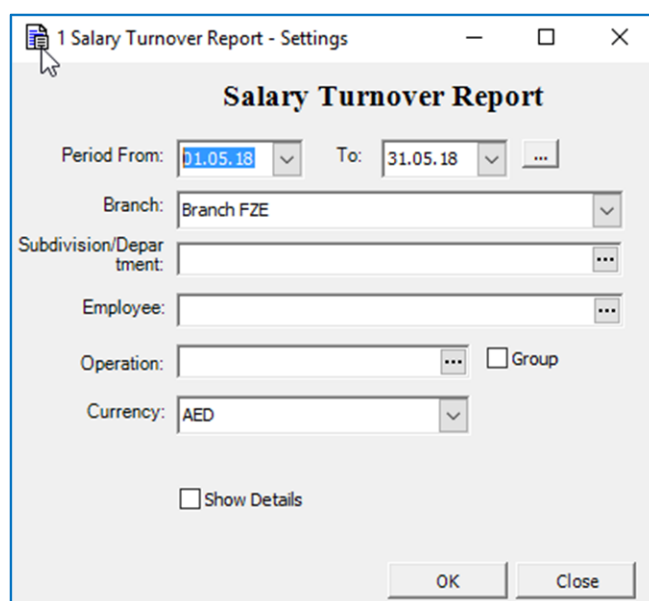
Fig. Salary Turnover Report, settings

Customizing data in the report –

Following parameters can be set to customize this report:
- For Period – The time period for which the history report is needed. The default selected period which loads can be set from solution settings and is usually set to month. Users can further customize it by clicking on [...] and selecting time period. Required field.
- Branch – the unit for which the report is generated. Required field, current branch is preselected.
- Subdivision/Department – select the department for whose employees the report needs to be generated. If no value selected, the report generated shows all employees.
- Employee - select the employee for whom the report needs to be generated. If no value selected, the report generated shows all employees.
- Operation – select the salary operation for which the report needs to be generated. If no operation selected, the report generated shows all operations. Use case – Viewing report for deduction done for leaves. Select the appropriate salary operation.

Customizing display of the report –

Users can use following options to customize data in the report:
- Currency – select the currency in which to view payroll data. By default national currency selected.
- Flag "Group" Period – Generating report with this flag checked will display the accrual/deduction amounts under each employee grouped by the operation names
- Flag "Show details" - Generating report with this flag checked will display the details of the document under which the accrual or deduction was done.

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the turnover for each employee on the account 3520 and 3522.

Users can click on each account and further view account records.

Fig. Salary turnover report, display with details

Fig. Salary turnover report, group by operation

The report is in print friendly format and can be printed on printer connected to system.
The report can be exported to Excel, HTML and XML formats for further analysis.

3.2 Salary Report (Employee)

Purpose – This report is created for logged in employees to view the payroll accrual and deductions done on their name.

Menu – Reports > Personnel and Salary > Salary Report (Employee)

Fig. Salary Report (Employee), Settings

Customizing data in the report –

Following parameters can be set to customize this report:
- For Period – The time period for which the history report is needed. The default selected period which loads can be set from solution settings and is usually set to month. Users can further customize it by clicking on ⋯ and selecting time period. Required field.
- Branch – the unit for which the report is generated. Required field, current branch is preselected. Greyed out.
- Subdivision/Department – displays the department of the current employee. Greyed out.
- Employee – displays the logged in employee. Greyed out.
- Operation – All operations by default. Greyed out.

Customizing display of the report –

Users can use following options to customize data in the report:
- Currency – select the currency in which to view payroll data. By default national currency selected.
- Flag "Show Details" - Generating report with this flag checked will display the details of the document under which the accrual or deduction was done.

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the turnover for the logged in employee on the account 3520 and 3522.

Users can click on each account and further view account records.

Fig. Salary turnover report for logged in employee

The report is in print friendly format and can be printed on printer connected to system.
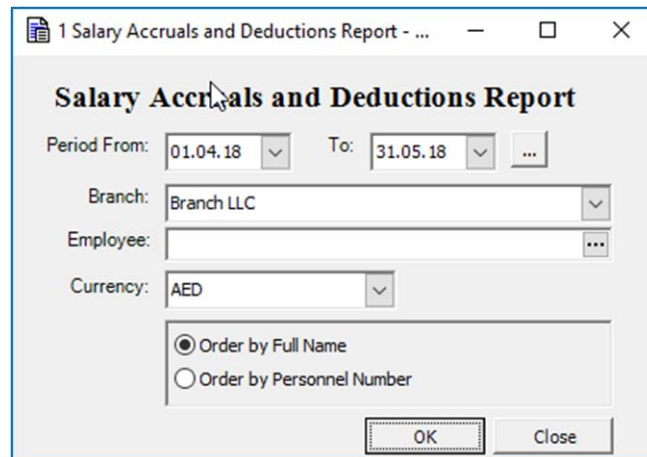The report can be exported to Excel, HTML and XML formats for further analysis.

3.3 Payroll Balance

Purpose – The purpose of this report is to view current payroll balance i.e. salary which needs to be paid to the employees.

Menu – Reports > Personnel and Salary > Payroll Balance

Fig. Payroll Balance, Settings

Customizing data in the report –
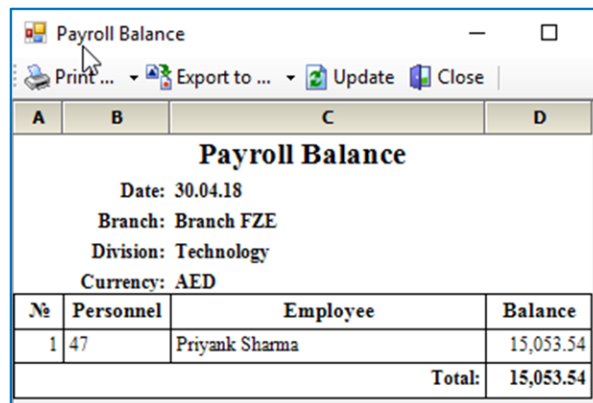
Following parameters can be set to customize this report:

- Date – indicates the date. By default, current date and time but can be generated for any point in past and future as well.
- Branch – indicates current unit;
- Subdivision/Department – select the department for which the payroll balance needs to be viewed. If not selected, will show data for all departments.
- Employee - select the employee for which the payroll balance needs to be viewed. If not selected, will show data for all.
- Currency – select the currency in which the payroll balance needs to be viewed

Customizing display of the report –

Users can use one of the following sort options to sort the data in the report.
- Sort by personnel ID
- Sort by balance
- Sort by name

Fig. Payroll Balance, Data

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the balance for each employee on the account 3520 and 3522. Only those employees will come in the list which have outstanding salary debt on the company.

The report is in print friendly format and can be printed on printer connected to system.
The report can be exported to Excel, HTML and XML formats for further analysis.

3.4 Salary Accruals and Deductions Report

Purpose – This report can be used to view the details on salary accruals and deductions.

Some of the business use cases that can be achieved through this report –
- Employee leaves accounting – Check which employee took how many leaves
- Employee Payroll accounting – Track how the payroll was awarded to an employee, cash or bank transactions
- Summarized report of all additional deductions and accruals
- Complete salary turnover for a branch

Menu – Reports > Personnel and Salary > Salary Accruals and Deductions Report

Customizing data in the report –

Following parameters can be set to customize this report:
- For Period – The time period for which the history report is needed. The default selected period which loads can be set from solution settings and is usually set to month. Users can further customize it by clicking on [...] and selecting time period. Required field.
- Branch – the unit for which the report is generated. Required field, current branch is preselected. Greyed out.
- Employee – select the employee for viewing salary transactions.
- Currency – select the currency in which the payroll balance needs to be viewed

Customizing display of the report –

Users can use following options to customize data in the report:
- Order by Full Name
- Order by Personnel Number

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the details of the accruals and deductions done for one/more employee.

Fig. Salary Accruals and Deductions Report

The report is in print friendly format and can be printed on printer connected to system. The report can be exported to Excel, HTML and XML formats for further analysis.

3.5 Salary Certificate

Purpose – This report can be used to quickly generate salary certificate for employees working with the company.

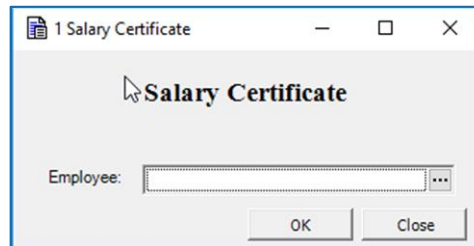**Menu –** Reports > Personnel and Salary > Salary Certificate

Fig. Salary Certificate, Settings

Generating Salary Certificates –

To generate salary certificates for employees, users need to select the employee name and the most recent salary and position of the employee would be printed in the salary certificate print form.

Fig. Salary certificate, Print Form
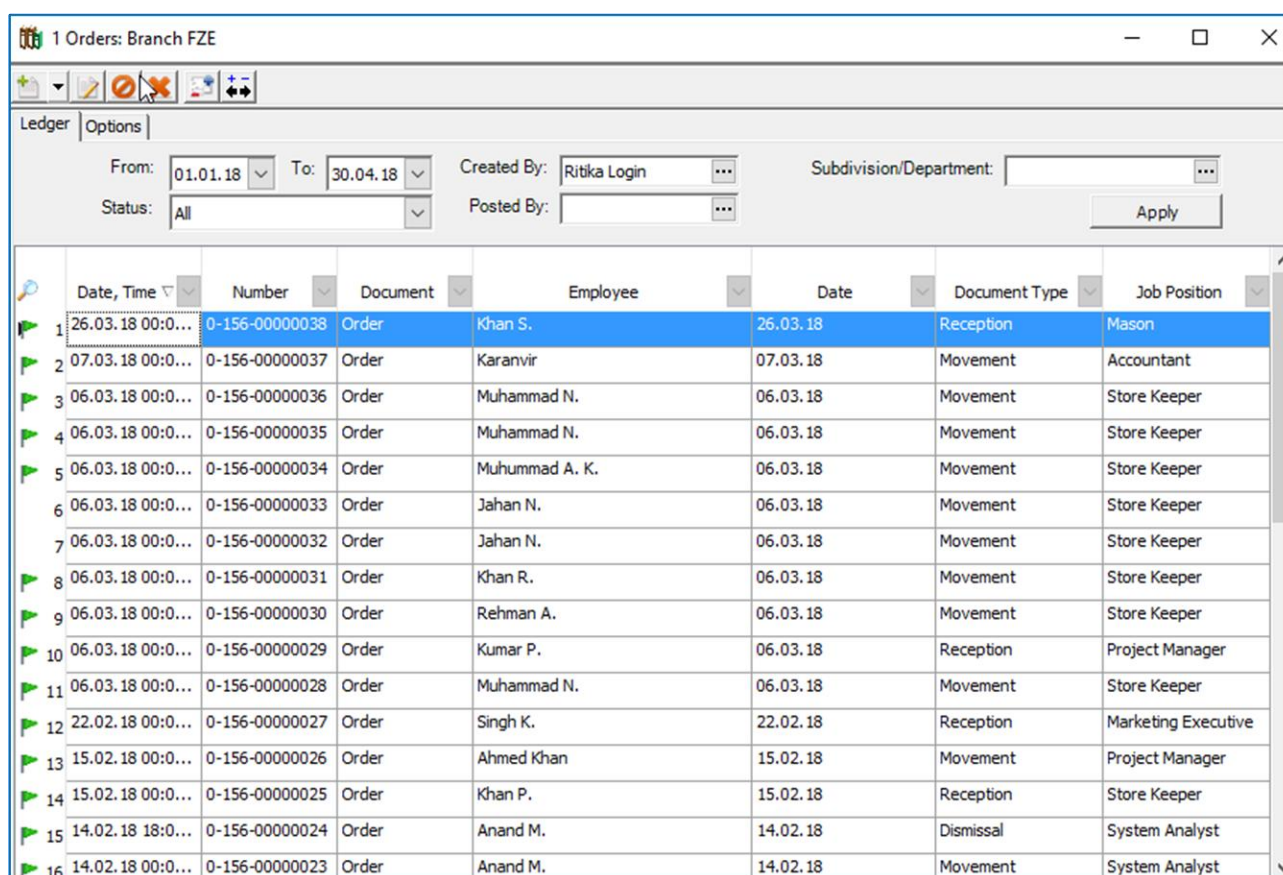
4. Working with Registries

4.1 Orders

Purpose – The purpose of this registry is to view order document which details about all hiring, movements and dismissals.

Following documents are included:
- Order

Menu – Registry > Personnel and Salary > Order

Fig. Registry - Orders

4.2 Personnel and Salary

Purpose – The purpose of this registry is to view all documents related to HR Modules in one place.

Following documents are included:
- Document - Order
- Document - Timesheet
- Document – Payroll
- Document – Vacation/Sick Leaves Deduction

- Document – Additional Accruals/Deductions
- Document - Salary Cash Payment
- Document - Salary Bank Transfer

Menu – Registry > Personnel and Salary > Personnel and Salary

Date, Time	Number	Document	Author	Subdivision/Department	Comment
12.02.2018 00:00:00	0-156-00000002	Order	Manager	HR	
12.02.2018 00:00:00	0-156-00000003	Order	Manager	Warehouse	
13.02.2018 00:00:00	0-156-00000004	Order	admin	Managment	
15.02.2018 00:00:00	0-156-00000005	Order	Analyst 1	Warehouse	
15.02.2018 00:00:00	0-156-00000006	Order	Analyst 1	Warehouse	
15.02.2018 16:21:46	0-160-00000001	Timesheet	Analyst 1		
15.02.2018 16:23:30	0-144-00000001	Payroll	Analyst 1		
15.02.2018 16:23:49	0-146-00000001	Salary Bank Transfer	Analyst 1		
24.02.2018 00:00:00	0-156-00000007	Order	Analyst 1	Sales	
01.04.2018 00:00:00	0-156-00000008	Order	Analyst 1	Sales	
22.04.2018 12:41:19	0-144-00000002	Payroll	Analyst 1		
22.04.2018 12:43:31	0-160-00000002	Timesheet	Analyst 1	Sales	
22.04.2018 12:44:18	0-115-00000001	Salary Cash Payment	Analyst 1	Sales	
22.04.2018 12:45:28	0-004-00000001	Additional Accruals/Deductions	Analyst 1	Sales	

Fig. Personnel and Salary Registry

Appendix 1 – Suggested Workflows

HR Scenarios - Maintaining employee DB
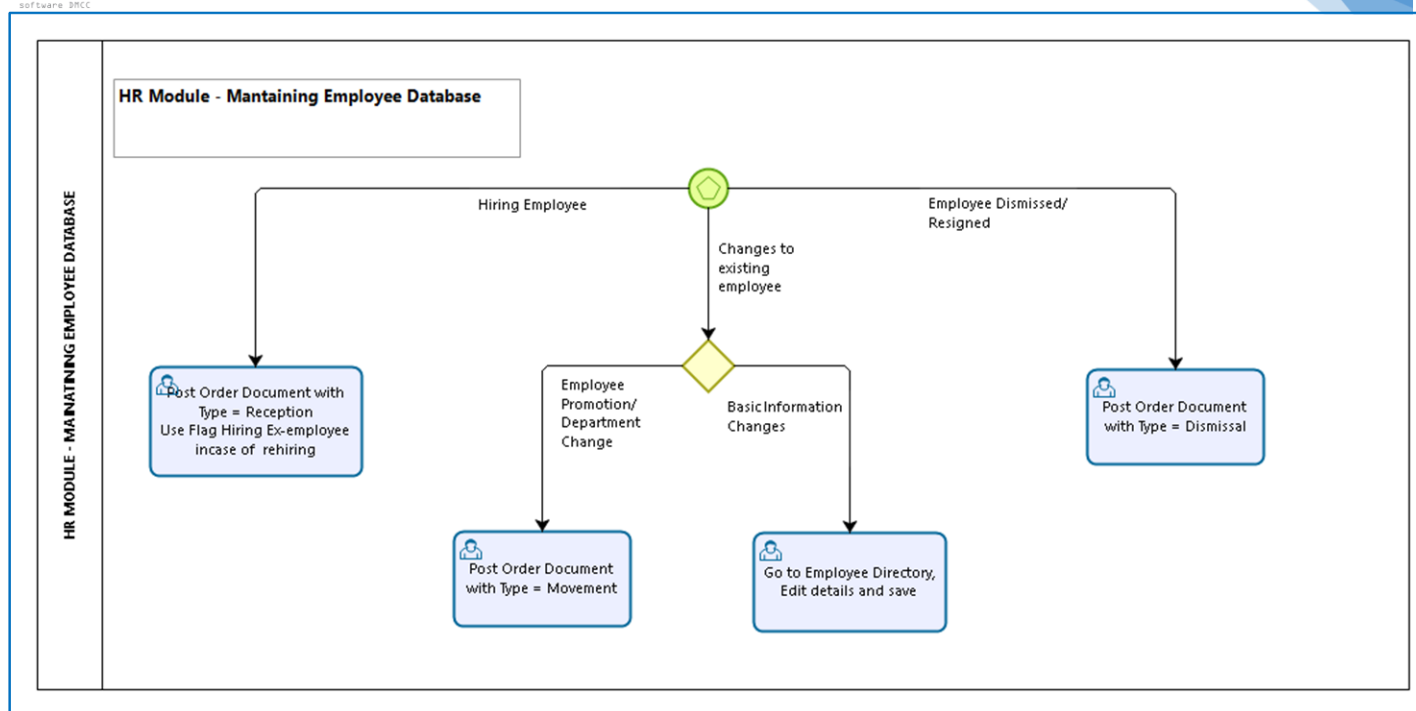
HR Scenarios - Monthly Payroll

HR MODULE - MONTHLY PAYROLL PROCESS