



365 MAKERS

365 PAYROLL IMPORTING

# USER MANUAL

365 BUSINESS CENTRAL EXTENSIONS



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# 1. Introduction

The purpose of this application is to import into Business Central an Excel file with the employees' payroll information and generate the ledger entries. In addition, all the information will be saved in a historical table of payroll movements to be able to analyze the amounts paid and group them by date, department...

Payroll is a very sensitive issue because of the amount of personal information it contains. That is why the application is designed to import, not only the file with the payroll as such, but also a file with the list of employee codes. The agency can send the payroll file with the amounts paid according to the different concepts with an internal code used in its application and at the same time import a file of correspondence between the employee codes used in the agency program and those used in Business Central.

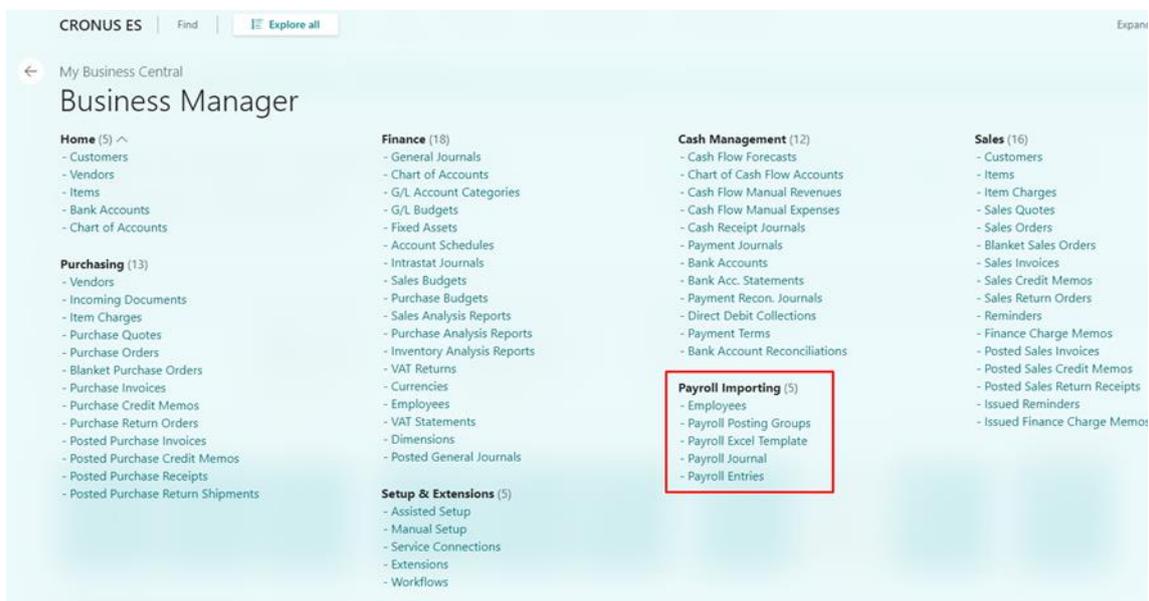
In this way, when loading the payroll file, the employee's data will be accessed in Business Central that are necessary at the information level (dimensions, department...) and sensitive employee information will never be stored or traveled in the payroll file.

Both the payroll file and the employee code relationship file will be Excel files.

If the user who is going to work with this development is configured with the "Business Manager" role, they will have all the menu options accessible from the main screen of their role,



either from the menu.





## 2. Set up

Before start working with the application user must make a series of configurations:

- Create import templates: At this point the user must define the format of the payroll import Excel file, indicating where each payroll concept will come from.
- Payroll posting groups: At this point the user must define each of the ledger accounts to which each of the payroll concepts will be posted.
- Employee set up: Employees will need to report the ID and posting group. Each employee can have a different posting group and thus assign the payroll concepts to different ledger accounts based on, for example, the employee's department.

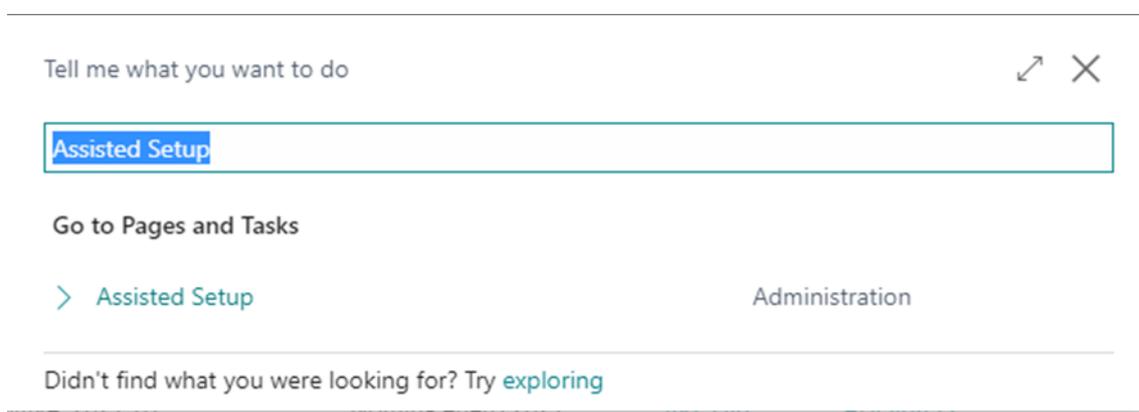
To set up employees, you will need to access the employees' card and complete the indicated data. The configuration of templates and payroll posting groups can be done from the card of each or from the assisted setup. Here is how to make each of the configurations.

### a. Set up payroll posting groups

To set up payroll posting groups we have two options:

From assisted setup: to do this you will have to follow the following steps

In "Tell me what you want to do" search for "Assisted Setup".



In the list shown select "365 Payroll Importing – Payroll Posting Groups".



Assisted Setup | Work Date: 29/01/2021

Search  Open in Excel | More options

Name	Completed	Help	Video	Description
<b>Set up your company</b>	<input type="checkbox"/>	-	-	
<a href="#">Set up exchange rates</a>	<input type="checkbox"/>	Read	<a href="#">Watch</a>	Set up exchange rates
Configurar mi empresa	<input type="checkbox"/>	Read	-	Indíquenos alguna inform
Configurar IVA	<input type="checkbox"/>	Read	-	
Set up VAT Group Management	<input type="checkbox"/>	Read	-	VAT Group Management
Actualizar usuarios desde Office	<input type="checkbox"/>	-	-	
<b>Install extensions to add features and integrations</b>	<input type="checkbox"/>	-	-	
365 Payroll Importing - Excel Template Assistant	<input checked="" type="checkbox"/>	Read	-	Payroll Excel Template Ass
365 Payroll Importing - Payroll Posting Group	<input checked="" type="checkbox"/>	Read	-	Payroll Posting Group Ass
<b>Get ready for the first invoice</b>	<input type="checkbox"/>	-	-	
Set up email	<input type="checkbox"/>	Read	-	Set up email accounts tha
Customize document layouts	<input type="checkbox"/>	Read	-	Make invoices and other v
<b>Report on financial health</b>	<input type="checkbox"/>	-	-	
Set up reporting data	<input type="checkbox"/>	Read	-	Create data sets that you
<b>Get ready for business</b>	<input type="checkbox"/>	-	-	

Initially a screen is displayed informing what to do in this wizard. Press "Next" to continue.

### Payroll Posting Group Assistant



Welcome to the payroll posting group creation assistant.

This wizard will help you create a payroll posting group, indicating each of the accounting accounts where the amounts corresponding to each section within the payroll will be posted.

Back

Next

Finish

The following screen requests that you enter the payroll posting group code, as well as payroll, performance in kind, bonuses, and pension plans accounts.



**Payroll Posting Group Assistant**
↗ ✕

⚙️

On this screen you can fill in the posting group code as well as some accounts.

Code .....	<input type="text" value="INT_GRP"/>
Payroll Account .....	<input type="text" value="6400001"/>
Performance in Kind Account .....	<input type="text" value="6400002"/>
Bonus Account .....	<input type="text" value="6400003"/>
Pension Plans Account .....	<input type="text" value="6400004"/>

Back Next Finish

Selecting the "Next" option we move to another configuration screen, in which again a series of accounts will be requested, in this case the indemnifications account, the Social Insurance Company, the other compensations account and the expenses account.

**Payroll Posting Group Assistant**
↗ ✕

⚙️

In this screen you must continue to fill in some accounting accounts. With this we finish the DEBIT accounts in the payroll entry.

Code .....	<input type="text" value="INT_GRP"/>
Indemnifications Account .....	<input type="text" value="6410001"/>
Social Insurance Company Acc. ....	<input type="text" value="6420001"/>
Other compensation Account .....	<input type="text" value="6490001"/>
Expenses Account .....	<input type="text" value="6290001"/>

Back Next Finish

By selecting the "Next" option we move to another setup screen, where several accounts will be requested again, in this case we will have to indicate the Social Insurance balance account, the fiscal Tax account, the remuneration advances account and the payroll garnishment account.

**Payroll Posting Group Assistant**
↗ ✕

⚙️

Now the credit accounts must be filled in. Start with these.

Code .....	<input type="text" value="INT_GRP"/>
Social Insurance Balance Acc. ....	<input type="text" value="4760001"/>
Fiscal Tax Account .....	<input type="text" value="4751001"/>
Remuneration Advances Account .....	<input type="text" value="4600001"/>
Payroll Garnishment Account .....	<input type="text" value="4759001"/>

Back Next Finish



By pressing "Next" we get to the last configuration screen. It will have to report the last three accounts, two for company services and for outstanding payment.

**Payroll Posting Group Assistant** ↗ ✕

---

We finish with this last screen. Fill in the last three accounts and press 'Finish' to save the changes.

Code .....

Company Services 1 Account .....  ▼

Company Services 2 Account .....  ▼

Outstanding Payment Account .....  ▼

---

By pressing "Next" we reach a screen that tells us that the wizard has finished. Pressing the "Finish" button on that screen will save the payroll accounting group we just created to the database.

**Payroll Posting Group Assistant** ↗ ✕

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✓

Congratulations!  
Setup has finished.

---

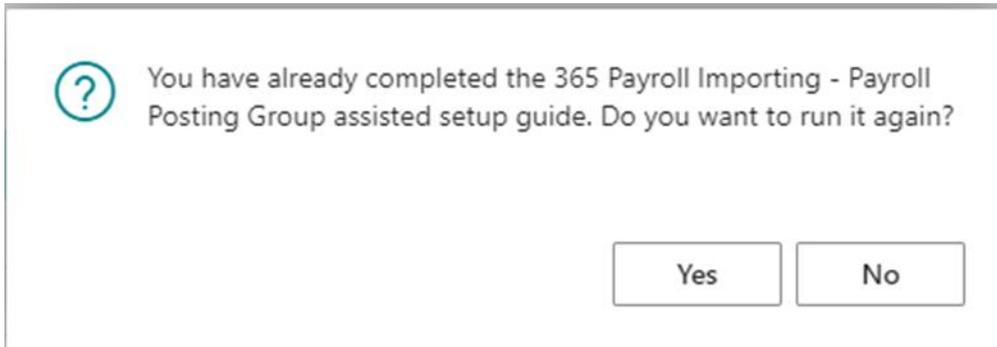
At any time of the configuration, we can go back to the previous screens by pressing the "Back" option.

Once the configuration of our registration posting group in the "Assisted Setup" is completed it will be marked as completed.

Name	Completed	Help	Video	Description
<b>Set up your company</b>	<input checked="" type="checkbox"/>	-	-	
Set up exchange rates	<input type="checkbox"/>	Read	Watch	Set up e
Configurar mi empresa	<input type="checkbox"/>	Read	-	Indique
Configurar IVA	<input type="checkbox"/>	Read	-	
Set up VAT Group Management	<input type="checkbox"/>	Read	-	VAT Gro
Actualizar usuarios desde Office	<input type="checkbox"/>	-	-	
<b>Install extensions to add features and integrations</b>	<input type="checkbox"/>	-	-	
365 Payroll Importing - Excel Template Assistant	<input checked="" type="checkbox"/>	Read	-	Payroll E
365 Payroll Importing - Payroll Posting Group	<input checked="" type="checkbox"/>	Read	-	Payroll F
<b>Get ready for the first invoice</b>				Open record *365 Payroll Importing - Payroll Posting Group

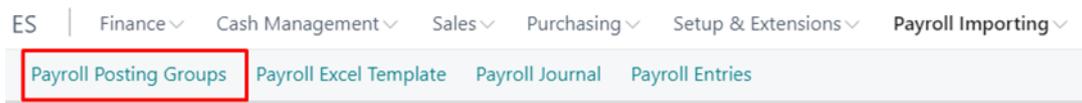
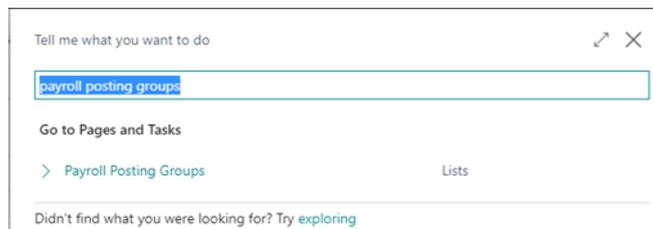


This simply means that a configuration has already been made, but it does not mean that a new group can be created from this option. We will simply be informed that the assisted setup has already been run but selecting "Yes" will return to the first screen of the assisted setup.



From the payroll posting groups tab itself: The other way to create a payroll posting group is from the payroll group list itself.

This option can be accessed directly from the user's role menu (if defined with a "Business Manager" role) or from the "Tell me what you want to do" option by searching for "Payroll posting groups".



From both options the user will access the list of payrolls posting groups and by clicking on the menu option "New" you will access a tab where you can set up all the ledger accounts where the different sections of the payroll will be allocated.

CRONUS ES | Finance | Cash Management | Sales | Purchasing | Setup & Extensions | Payroll Importing

Payroll Posting Groups: All | Search | **+ New** | Delete | Edit List | Open in Excel

No. ↑	Description	Payroll Account	Performance in Kind Account	Bonus Account	Pension Plans Account	Indemnificati... Account	Social Insurance Company Acc.	Other compensation Account	Expenses Account	Social Insurance Balance Acc.	Fiscal Tax Account
INT_GRP	:	6400001	6400002	6400003	6400004	6410001	6420001	6490001	6290001	4760001	4751001



Payroll Posting Group Card

---

**General**

No. .... [ ] Description ..... [ ]

---

**Accounts**

<b>Debit Accounts</b>		<b>Credit Accounts</b>	
Payroll Account .....	[ ]	Social Insurance Balan...	[ ]
Performance in Kind ...	[ ]	Fiscal Tax Account .....	[ ]
Bonus Account .....	[ ]	Remuneration Advanc...	[ ]
Pension Plans Account ..	[ ]	Payroll Garnishment A...	[ ]
Indemnifications Acco...	[ ]	Company Services 1 A...	[ ]
Social Insurance Com...	[ ]	Company Services 2 A...	[ ]
Other compensation ...	[ ]	Outstanding Payment...	[ ]
Expenses Account .....	[ ]		

Before you begin setting up payroll posting groups, the user must define in the chart of accounts all the accounts that he or she will need. If you do not have any of them defined, you can do so at the time you are creating the payroll posting group, both from the assisted setup and from the posting group card itself. To do this, when deploying to the account selection you will select the "New" option that will take you to a screen to create a new account.

**Accounts**

<b>Debit Accounts</b>		<b>Credit Accounts</b>	
Payroll Account .....	[ ]	Social Insurance Balan...	[ ]
Performance in Kind ...	[ ]		
Bonus Account .....	[ ]		
Pension Plans Account ..	[ ]		
Indemnifications Acco...	[ ]		
Social Insurance Com...	[ ]		
Other compensation ...	[ ]		

No.	Name	Income/Ba...	Bloc...	Direct Post...
→ 1	FINANCIACIÓN BÁSICA	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
10	Capital	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
100	Capital social	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
1000001	Capital social	Balance Sh...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
101	Fondo Social	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
+ New		Select from full list		

**b. Setting up payroll import templates**

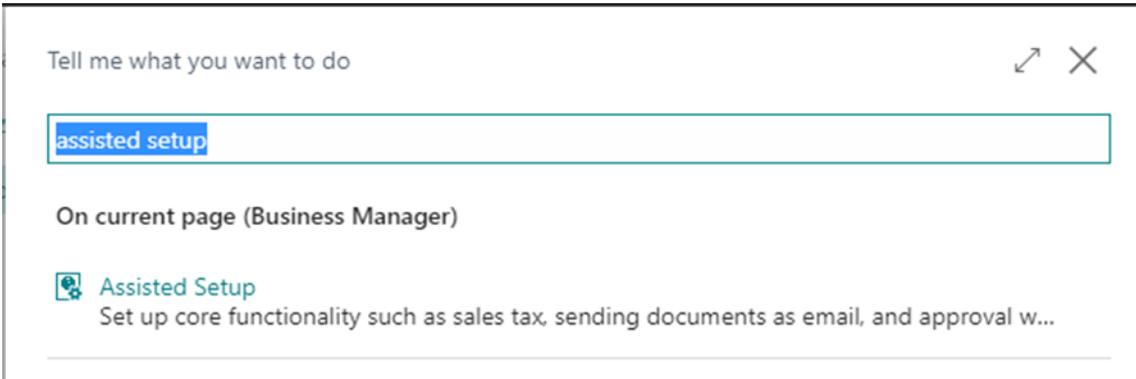
The next point in the initial configuration of the application is to configure the payroll import templates. In this configuration the user must indicate on which line the payroll data begins (some rows within the Excel file may be explanatory or header) and in which column the employee identification is reported, as well as the different concepts of payroll.



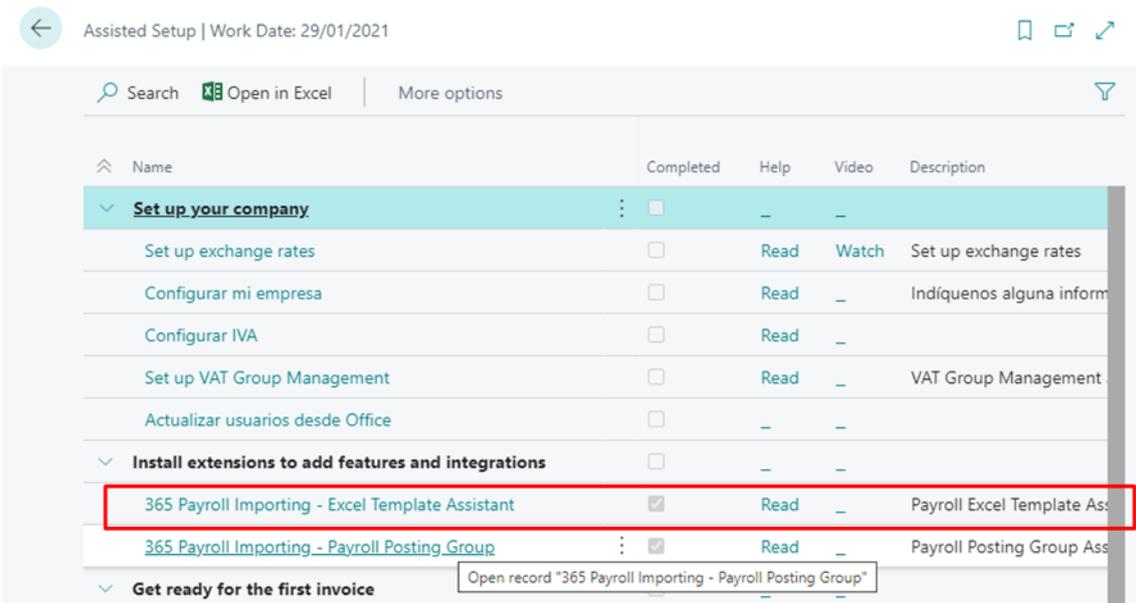
As in the previous case we have two options:

From assisted setup: to do this you will have to follow the following steps

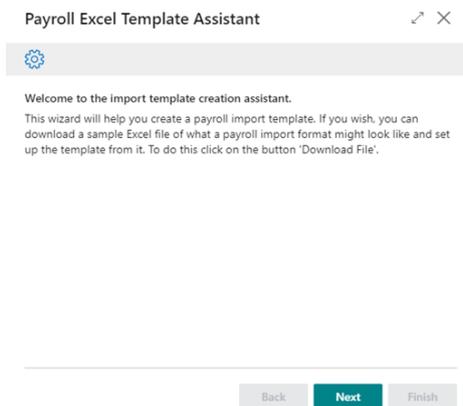
Under "Tell me what you want to do" look for "Assisted Setup"



In the list that is displayed select "365 Payroll Importing – Excel Template Assistant"



Initially a screen is displayed informing you what to do in this wizard. Press "Next" to continue.





On the next screen you will have to report the template code, the first row of the file where payroll data will go and the columns where the employee ID, payroll amount, performance in kind, bonus and pension plans are reported. Columns must be indicated with the corresponding letter in the Excel file. Pressing "Next" accesses the next configuration window.

**Payroll Excel Template Assistant**
↗ ✕

⚙️

In this screen you can fill in the template code and some of the fields to be imported.

Code .....

First Data Row .....

Employee Identification .....

Payroll Amount .....

Performance in Kind .....

Bonus .....

Pension Plan .....

Back
Next
Finish

Selecting the "Next" option accesses the following configuration screen, where you will have to indicate the columns where the amounts of the indemnifications are reported, Social Assurances in charge of the company, other compensations, expenses, and social assurances in charge of the employee.

**Payroll Excel Template Assistant**
↗ ✕

⚙️

On this screen you must continue to fill in some of the fields to be imported.

Code .....

Indemnifications .....

Social Assurances Company .....

Other Compensations .....

Expenses Amount .....

Social Assurances Employee .....

Back
Next
Finish

By pressing "Next" you reach the last screen of the configuration where you would only have to report the columns where PIT amounts, remuneration advances, payroll garnishment and company services come from.



**Payroll Excel Template Assistant** ↗ ✕

We are almost done, just a few more fields to fill in. When you are done, press 'Finish' to save your changes.

Code .....

PIT Amount .....

Remuneration Advances .....

Payroll Garnishment .....

Company services 1 .....

Company services 2 .....

Finally, by pressing "Next" you reach the screen that tells us that we are done with the configuration. Pressing "Finish" will save the data that we have indicated.

**Payroll Excel Template Assistant** ↗ ✕

**Congratulations!**  
Setup has finished.

At any time of the configuration, we can go back to the previous screens by pressing the "Back" option.

Once the import template configuration is complete in the "Assisted Setup" it will be marked as completed.

⌵ Name	Completed	Help	Video	Description
<b>Set up your company</b>	<input type="checkbox"/>	–	–	
Set up exchange rates	<input type="checkbox"/>	<a href="#">Read</a>	<a href="#">Watch</a>	Set up exchange rates
Configurar mi empresa	<input type="checkbox"/>	<a href="#">Read</a>	–	Indíquenos alguna inform
Configurar IVA	<input type="checkbox"/>	<a href="#">Read</a>	–	
Set up VAT Group Management	<input type="checkbox"/>	<a href="#">Read</a>	–	VAT Group Management
Actualizar usuarios desde Office	<input type="checkbox"/>	–	–	
<b>Install extensions to add features and integrations</b>	<input type="checkbox"/>	–	–	
<a href="#">365 Payroll Importing - Excel Template Assistant</a>	<input checked="" type="checkbox"/>	<a href="#">Read</a>	–	Payroll Excel Template Ass
365 Payroll Importing - Payroll Posting Group	<input checked="" type="checkbox"/>	<a href="#">Read</a>	–	Payroll Posting Group Ass
<b>Get ready for the first invoice</b>	<input type="checkbox"/>	–	–	



This simply means that a configuration has already been made, but it does not mean that a new import template can be created from this option. We will simply be informed that the assisted setup has already been run but selecting "Yes" will return to the first screen of the configuration.

 You have already completed the 365 Payroll Importing - Excel Template Assistant assisted setup guide. Do you want to run it again?

Yes No

From the payroll import template list itself: The other way to create a payroll import template is from the template list itself.

This option can be accessed directly from the user's role menu (if defined with a "Business Manager" role) or from the "Tell me what you want to do" option by searching for "Excel Payroll Templates".

Tell me what you want to do 

excel payroll template

**Go to Pages and Tasks**

> Payroll Excel Template Lists

---

Cash Management ▾ Sales ▾ Purchasing ▾ Setup & Extensions ▾ Payroll Importing ▾

Groups Payroll Excel Template Payroll Journal Payroll Entries

(preview) for test, demo, or development purposes only. Don't show this again

From either option the user will access the list of import templates and by clicking on the "New" option will be published and you can create a new template indicating the code of this, the first row of data and the columns where you will be informed in the Excel file of the amounts of each of the concepts.

CRONUS ES | Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Setup & Extensions ▾ Payroll Importing ▾

Payroll Excel Template: All ▾ Search **+ New** Delete Edit List Open in Excel

Code	Description	First Data Row	Employee Identificat...	Payroll Amount	Performan...	Bonus	Pension Plan	Indemnic...	Social Assurances Company	Other Compensa...	Expenses Amount	Social Assurances Employee	PIT Amount	Remunerat... Advances	Payroll Gar.
NORMALP...		2	A	B	C	D	E	F	G	H	I	J	K	L	M

An example of a payroll import file based on the template that was set up in the previous example would be:



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Employee ID	Payroll Amount	Performance In Kind	Bonus	Pension Plan	Indemnifications	Social Assurances Company	Other Compensations	Expenses	Social Assurances Employee	PIT Amount	Remuneration Advances	Payroll Garnishment	Company Services 1	Company Services 2
EMP_001	5416,66		3500			1172,25			238,2	2947,85	43,57			
EMP_002	7650	30,5				1172,25			238,2	2509,22				
EMP_003	4333,35	30,5				1172,25			238,2	869,28	1350,5			
EMP_004	825,65					258,02			52,44	16,51	30,5			

### c. Employee set up

The last step in setting up before you start working with payroll import is to set up employees. For each employee, the payroll accounting group must be reported, its identification (NIF, CIF...) and, if the SEPA file is to be issued from Business Central for the bank to make the payment of payroll, the IBAN and the SWIFT.

To do this, we will access the list of employees directly from the user's role menu (if defined with a "Business Manager" role) or from the "Tell me what you want to do" option by searching for "Employees".

Tell me what you want to do ↗ ✕

Go to Pages and Tasks Show all (10)

> [Employees](#) Lists

CRONUS ES | Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Setup & Extensions ▾ **Payroll Importing ▾**

**Employees** [Payroll Posting Groups](#) [Payroll Excel Template](#) [Payroll Journal](#) [Payroll Entries](#)

In the list shown we will select the employee to modify and by means of the "Edit" option we will access the card.

No. ↑	Name	First Family Name	Job Title	Company Phone No.	Search Name	Comment
AG	Avelino	García	Ayudante producción	0678-2135-4649	AGARCIA	No
AM	Alfredo	Maldonado	Ayudante producción	0678-8712-5466	AMALDONADO	No
BD	Brenda	Díaz	Diseñadora	0678-1234-5466	BDIAZ	No
BH	Hurtado	Secretaria		4465-4899-4643	BHURTADO	No
JR	Juan	Roca	Dtor. General	6549-3216-7415	JROCA	No
MS	Miguel	Severino	Dtor. ventas	0678-9012-3456	MSEVERINO	No

In the employee's card we will inform the payroll accounting group, identification, IBAN and SWIFT.



**Payroll**

Accounting Group ..... INT\_GRP ..... VAT Registration No. .... 44587985J

---

**Payments**

Employee Posting Group ..... Bank Account No. ....

Application Method ..... Manual ..... IBAN ..... ES7501280558858100014412

Bank Branch No. .... SWIFT Code ..... CAIXESBBXXX

### 3. Payrolls import and posting

The import of the payroll file as well as its postgin will be executed from the "Payroll Journal" menu option. To access this option, we can do so from the main screen of the user's role (if defined with a "Business Manager" role) or from the "Tell me what you want to do" option by searching for "Payroll Journal".

Tell me what you want to do ↗ ✕

payroll jc

**Go to Pages and Tasks**

> Payroll Journal Tasks

Didn't find what you were looking for? Try [exploring](#)

Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Setup & Extensions ▾ Payroll Importing ▾

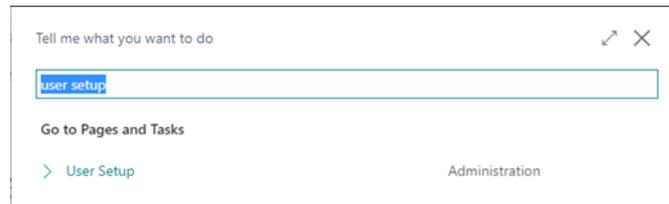
|| Posting Groups Payroll Excel Template **Payroll Journal** Payroll Entries

When you first select this option, you will see an error message indicating that the user does not have access to this information. Because payroll information is sensitive information, in addition to having the necessary permissions set up in BC, the user who will process the payroll needs to have an additional check marked in the user settings.

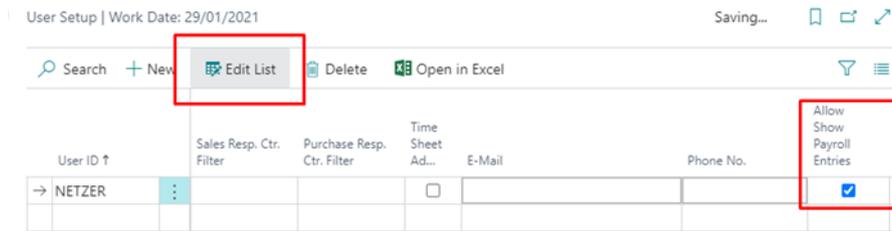
 You do not have access to this information, please contact system administrator.

**OK**

To give the user permissions we must access the user setup screen and check the permission "Allows Show Payroll Entries." To do this, in the option "Tell me what you want to do" we search for "User Setup".

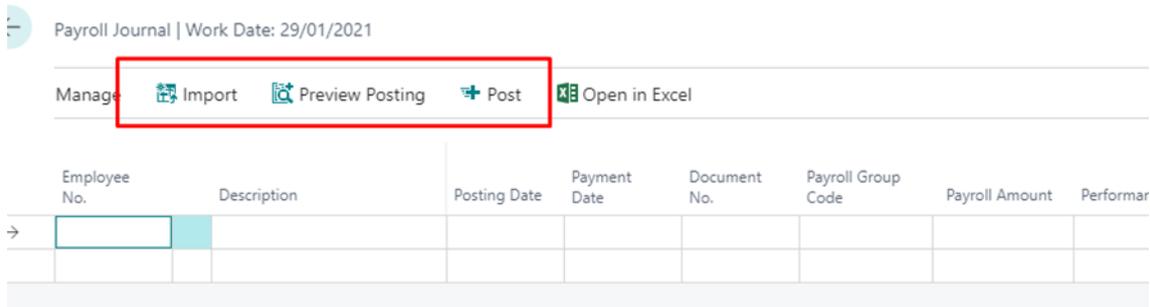


In the users list (if the user is not in this list, it will have to be registered using the "New" option) select the user we want to give permission and selecting "Edit list" mark the check.



Once this is done, the payroll journal can be accessed.

On the payroll journal screen you can see three options: "Import", "Preview Posting" and "Post". Let us check them.



### a. "Import" option

This is the option that will allow us to import employee payroll files. Selecting it will show us a screen where we must indicate certain data.



### Import Payroll ↗ ✕

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Use default values from ..... Last used options and filters ▾

#### Options

---

Payroll Template Code ..... NORMAL\_PAY ▾

Doc No. .... PAYROLL\_2021\_01

Posting Date ..... 25/01/2021 📅

Payment Date ..... 29/01/2021 📅

Description ..... January 2021 payroll

Bank No. .... AHORROS ▾

#### Payroll File

Workbook File Name ..... January Payroll 2021.xlsx ⋮

Worksheet Name ..... Payroll

#### Employee Link File

Workbook File Name ..... Employee link.xlsx ⋮

Worksheet Name ..... Link

#### Advanced >

---

OK
Cancel

- Payroll template code: indicates the template (that is, the format of the Excel file) to be used for import. As already explained, we can configure as many import templates as we want, depending on the different payroll formats that we may have in the company.
- Doc No.: is the document number with which the post is to be made.
- Posting Date: date on which the post will be made.
- Payment Date: is the payroll payment date. This date will be used when the user issues the SEPA file for the bank to pay the employee.
- Description: description of the posting.
- Bank No.: The bank by which different payments will be made to employees.
- Payroll File: In this section you must select the Excel file and the sheet inside it where the payroll information is. To do this you have to follow the steps below:

Click on the dots to the right of the field



**Payroll File**

Workbook File Name ..... January Payroll 2021.xlsx ...

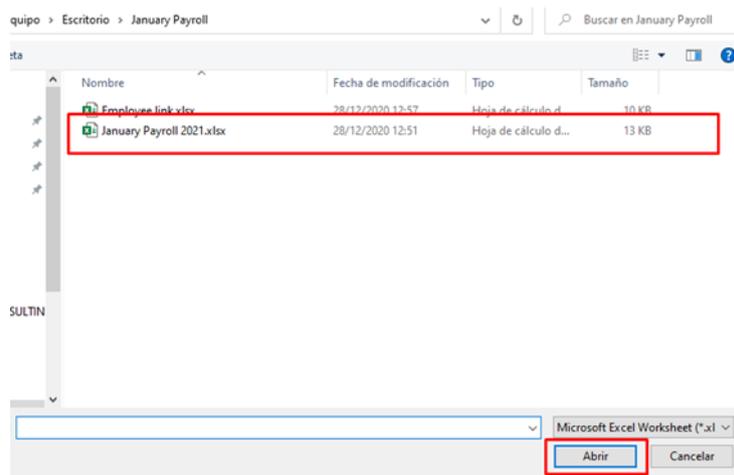
Worksheet Name ..... Payroll

Employee Link File

Select "Choose" on the next screen to display the file selection screen.

**Import from Excel**

Select the corresponding file and "Open".



If the Excel file has only one sheet it will be reported directly in the "Worksheet Name" field. If you have more than one, after selecting the file a window will be displayed to select the sheet where the payroll information is.

Name/Value Lookup | 🔍 ...

Name	Value
1	Payroll
2	Concepts
3	Summary

Selecting the sheet will fill in the field "Worksheet Name".

**Payroll File**

Workbook File Name ..... January Payroll 2021.xlsx ...

Worksheet Name ..... Payroll

An example of a payroll Excel file might look like the following:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Employee ID	Payroll Amount	Performance in Kind	Bonus	Pension Plan	Indemnifications	Social Assurances Company	Other Compensations	Expenses	Social Assurances Employee	PIT Amount	Remuneration Advances	Payroll Garnishment	Company Services 1	Company Services 2
1	EMP_001	5416,66		3500			1172,25			238,2	2947,85	43,57			
2	EMP_002	7650	30,5				1172,25			238,2	2509,22				
3	EMP_003	4333,35	30,5				1172,25			238,2	869,28	1350,5			
4	EMP_004	825,65					258,02			52,44	16,51	30,5			

Employee link file: As previously discussed, payroll information is sensitive information. In order not to enter personal information in the payroll file, you can upload an additional file that relates the employee ID in the management program to the employee ID in BC. In this way only the person who does the payroll import into BC will have all the information. To select this file, you will have to proceed in the same way as with the payroll file, first selecting the Excel employee relationship file and the sheet within the file if necessary.

**Employee Link File**

Workbook File Name ..... Employee link.xlsx Emplo

Worksheet Name ..... Link

The employee relationship file will simply indicate the employee code in the management program and the employee ID in BC (this identifier is not the registration code in BC, it will be the VAT number, CIF...). An example of an employee relationship Excel file would be as follows:

	A	B	C
1	EMP_001	44587985J	
2	EMP_002	55587985J	
3	EMP_003	66587985J	
4	EMP_004	77587985J	
5	EMP_005	55899784L	
6	EMP_006	88789255L	
7	EMP_007	33789245X	
8			

If the employee identifications are directly reported in the payroll file, it is not necessary to select this second file.

Once all the data has been reported and the files have been selected, we can select the "OK" option to have the files read and the records uploaded to the payroll journal.

The payroll journal displays the user ID, description, posting and payment date, document number, and amounts for each of the concepts. It also shows the payroll posting group that will indicate the general ledger accounts where each concept will be posted.



Payroll Journal | Work Date: 29/01/2021 ✓ Saved

Manage **Import** **Preview Posting** **Post** **Open in Excel**

Employee No.	Description	Posting Date	Payment Date	Document No.	Payroll Group Code	Payroll Amount	Performance L.	Bonus	Pension Plan	Indemnificatio...	Other Compensations	Expenses Amount	Social Assurances Company	Social Assurances Employee	PIT Amount
EMP_001	January 2021 payroll	25/01/2021	29/01/2021	PAYROLL_2	INT_GRP	5.416,66		3.500,00					1.172,25	238,20	2.947,85
EMP_002	January 2021 payroll	25/01/2021	29/01/2021	PAYROLL_2	INT_GRP	7.650,00	30,50						1.172,25	238,20	2.509,22
EMP_003	January 2021 payroll	25/01/2021	29/01/2021	PAYROLL_2	INT_GRP	4.333,35	30,50						1.172,25	238,20	869,29
EMP_004	January 2021 payroll	25/01/2021	29/01/2021	PAYROLL_2	INT_GRP	825,65							258,02	52,44	16,57

### b. "Preview posting" option

Once the payroll lines are loaded, and before posting them, we can see what the ledger entry would look like using the "Preview posting" option. This option works the same as in BC general journals, showing a window with a simulation of what the posting would look like.

Journal | Work Date: 29/01/2021

Manage **Import** **Preview Posting** **Post** **Open in Excel**

Posting Preview | Work Date: 29/01/2021

Search Show Related Entries Open in Excel More options

Related Entries	No. of Entries
G/L Entry	10
Bank Account Ledger Entry	1

5720001 Banco euros | Work Date: 29/01/2021

G/L Entries Preview Search Open in Excel More options

Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type
25/01/2021	***		4600001	Payroll 2021 January				-1.424,57	G/L Account
25/01/2021	***		4650001	Payroll 2021 January				-13.252,19	G/L Account
25/01/2021	***		4751001	Payroll 2021 January				-6.342,86	G/L Account
25/01/2021	***		4760001	Payroll 2021 January				-4.541,81	G/L Account
25/01/2021	***		6400001	Payroll 2021 January				18.225,66	G/L Account
25/01/2021	***		6400002	Payroll 2021 January				61,00	G/L Account
25/01/2021	***		6400003	Payroll 2021 January				3.500,00	G/L Account
25/01/2021	***		6420001	Payroll 2021 January				3.774,77	G/L Account
29/01/2021	***		4650001	Payroll 2021 January				13.252,19	G/L Account
29/01/2021	***		5720001	Payroll 2021 January				-13.252,19	G/L Account

### c. "Post" option

Once the payroll journal has been reviewed, we will proceed to register it. To do this we select the option "Post".

Payroll Journal | Work Date: 29/01/2021

Manage **Import** **Preview Posting** **Post** **Open in Excel**



The payroll ledger entry is posted, and the system asks us if we want to see the generated entries. These entries will be a history of the imports and payroll records made. Selecting the "Yes" option will display the list of saved payroll import entries.

Payroll lines have been posted, do you want to show generated entries?

Yes No

**View - Payroll Entries** ↗ ✕

Search Payroll Open in Excel | Related Fewer options ☰ ⓘ

Employee No.	Amount to Pay Employee	Posting Date	Payment Date	Document No. ▼	Description	Pay Co
EMP_001	5.687,04	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	IN
EMP_002	4.933,08	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	IN
EMP_003	1.905,87	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	IN
EMP_004	726,20	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	IN

If payroll entries are uploaded to the journal and exited without posting, the data is deleted and reloaded when the user wants to post it. This performs one more security filter preventing sensitive data in the database from being pending registration.

## 4. Payroll entries and analysis

As in the previous case to access the payroll entries the user must have marked the check "Allow Show Payroll Entries" in the user setup.

We can access this option from the main screen of the user's role (if defined with a "Business Manager" role) or from the "Tell me what you want to do" option by searching for "Payroll Entries"



From this screen you can display all imported payroll entries.

CRONUS ES | Finance | Cash Management | Sales | Purchasing | Setup & Extensions | Payroll Importing

Payroll Entries: Custom filtered | Search | Payroll | Open in Excel | Related | Fewer options

Employee No.	Amount to Pay Employee	Posting Date	Payment Date	Document No.	Description	Payroll Group Code	Payment Bank	Department Code	Customergr... Code	Payroll Amount	Performance L...	Bon
EMP_001	5.687,04	25/01/2021	29/01/2021	PAYROLL_2021_01	January 2021 payroll	INT_GRP	AHORROS			5.416,66		3.500,00
EMP_002	4.933,08	25/01/2021	29/01/2021	PAYROLL_2021_01	January 2021 payroll	INT_GRP	AHORROS			7.650,00	30,50	
EMP_003	1.905,87	25/01/2021	29/01/2021	PAYROLL_2021_01	January 2021 payroll	INT_GRP	AHORROS			4.333,35	30,50	
EMP_004	726,20	25/01/2021	29/01/2021	PAYROLL_2021_01	January 2021 payroll	INT_GRP	AHORROS			825,65		
EMP_001	5.687,04	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	INT_GRP	AHORROS			5.416,66		3.500,00
EMP_002	4.933,08	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	INT_GRP	AHORROS			7.650,00	30,50	
EMP_003	1.905,87	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	INT_GRP	AHORROS			4.333,35	30,50	
EMP_004	726,20	25/01/2021	29/01/2021	PAYROLL_2021_01.	January 2021 payroll	INT_GRP	AHORROS			825,65		

From this list of entries, we can navigate (Find entries by...) to the ledger and bank ledger entries, analyze information or generate the SEPA file.

### a. "Navigate" option

From this option the user can navigate to the entries by posting date or by payment date.

Finance | Cash Management | Sales | Purchasing | Setup & Extensions | Payroll Importing

Custom filtered | Search | Payroll | Open in Excel | Related | Fewer options

Amount to Pay Employee	Posting Date	Payment Date	Description	Payroll Group Code	Payment Bank	Department Code
5.687,04	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	
4.933,08	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	
1.905,87	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	
726,20	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	
5.687,04	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	
4.933,08	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	

Find entries by posting date.  
Find entries by payment date.  
Payroll Entries Analysis  
Export SEPA File

Selecting either option will show us the standard navigation BC screen considering the document number and posting date of the ledger entry or payment date. The entries that will be displayed are ledger entries, bank entries, and payroll entries.

Find entries | Work Date: 29/01/2021 | Saved

Document  
Document No. : PAYROLL\_2021\_01 | Posting Date : 25/01/21  
Bill No. :

Show Related Entries | Find | Print... | Open in Excel | More options

Related Entries	No. of Entries
GL Entry	8
Payroll Entry	4



Find entries | Work Date: 29/01/2021 ✓ Saved

Document  
 Document No. .... PAYROLL\_2021\_01.      Posting Date ..... 29/01/21  
 Bill No. ....

Show Related Entries   Find   Print...   Open in Excel   More options

Related Entries	No. of Entries
→ G/L Entry	2
Bank Account Ledger Entry	1

### b. "Payroll Entries Analysis" option

This option will be useful in case we want to analyze the data imported from the payroll files and we need to have the employee's information (their code within BC and their name).

If the payroll file has been imported with the employee codes of the management and the employee relationship file, we will not have the data of the BC employee in the payroll entries. This option will re-request this employee link file and display a screen showing the data saved in BC.

To do this we will run the option "Payroll > Payroll Entries Analysis" and the following screen will be displayed.

**Payroll Analyze Data** ↗ ✕

---

**Employee Link File**

Workbook File Name .....  ...

Worksheet Name .....

---

**Filter: Payroll Entry**

× Document No. .... PAYROLL\_2021\_01.

× Posting Date .....

× Payroll Group Code .....

× Department Code .....

× Customergroup Code .....

+ Filter...

---

**Advanced** >

---

On this screen you can filter by the fields in the payroll entry table, in addition to selecting the employee relationship file (to select this file it will be done in the same way as explained in the import section of the payroll). Selecting the "OK"



option will display a screen like that of payroll entries, but with the data of the BC employee.

Employee No.	Employee No. in BC	Employee Name in BC	Amount to Pay Employee	Posting Date	Payment Date	Document No.	De
EMP_001	AG	Avelino García	5.687,04	25/01/2021	29/01/2021	PAYROLL_2...	Jar
EMP_002	AM	Alfredo Maldonado	4.933,08	25/01/2021	29/01/2021	PAYROLL_2...	Jar
EMP_003	BD	Brenda Díaz A.	1.905,87	25/01/2021	29/01/2021	PAYROLL_2...	Jar
EMP_004	BH	Begoña Hurtado	726,20	25/01/2021	29/01/2021	PAYROLL_2...	Jar

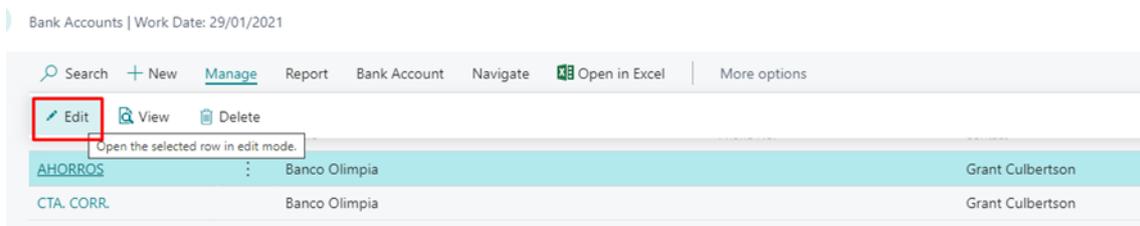
This data can be sent to Excel for handling with some information analysis program.

### c. "Export SEPA File" option

The last thing to do with payroll is to send the SEPA payment file to the bank. To do this we have to set up the export format of the payment file in the payment bank. When the application is installed in BC an export format is automatically created in the bank import/export settings called "SEPAPAYROLL". To indicate this format in the payment bank, in the "Tell me what you want to do" option we will search for "Bank Accounts".



Then, in the list of banks shown we will select the payment bank and the option "Manage → Edit".



On the card shown, in the "Payment Export Format" field we will select "SEPAPAYROLL".



**Transfer**

CCC Bank No. ....

CCC Bank Branch No. ....

CCC Control Digits ....

CCC Bank Account No. ....

CCC No. ....

IBAN ..... ES4367867125536728

E-Pay Export File Path .....

Last E-Pay Export File Name .....

Transit No. ....

SWIFT Code .....

Bank Statement Import Format .....

Payment Export Format .....

Code ↑	Name
NS8	Remesa - Exportar NS8
PAGO ELECTRÓNICO	Pago electrónico
SEPACT	Transferencia de crédito SEPA
SEPAD0	Abojido directo SEPA
→ SEPA PAYROLL	Payroll SEPA Credit Transfer
+ New	select from full

Once the bank is set up, in the payroll entries we will select the option "Payroll Export SEPA File".

CRONUS ES | Finance | Cash Management | Sales | Purchasing | Setup & Extensions | **Payroll Importing**

Payroll Entries: Custom filtered | Search | Payroll | Open in Excel | Related | Fewer options

Employee No.	Amount to Pay Employee	Posting Date	Payment Date	Description	Payroll Group Code	Payment Bank	Dep Cod
EMP_001	5.687,04	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	
EMP_002	4.933,08	25/01/2021	29/01/2021	January 2021 payroll	INT_GRP	AHORROS	
EMP_003	1.905,87	25/01/2021	29/01/2021	PAYROLL_2021_01		AHORROS	

Export SEPA File: Exports a SEPA file with payroll payment information to be sent to the bank.

On the displayed screen we can apply filters to payroll entries (by default it is filtered by the document number in which we are positioned). We are also asked for an issue date and the employee relationship file (to select this file will be done in the same way as explained in the import section of the payroll). The latter is necessary to be able to access the data that is stored in the employee's BC such as the IBAN.

**Export Payroll SEPA**

Use default values from: Last used options and filters

**Options**

Delivery Date: 26/01/2021

**Employee Link File**

Workbook File Name: Employee Link.xlsx

Worksheet Name: Link

**Filter: Payroll Entry**

Document No.: PAYROLL\_2021\_01

+ Filter...

**Advanced**

OK Cancel



Selecting the "OK" option will generate the SEPA file and save it to our downloads folder.



The SEPA payment file has been generated. Please check your download folder.

OK