Advania Payroll

Setup and instructions

Advania Payroll

Contents

1. ABOUT ADVANIA PAYROLL

Advania Payroll solution is customized to Icelandic labor market legislation. The solution is suitable for all wage processing, whether for employees on hourly wages or monthly wages, prepaid or postpaid wages. It is easy to connect it with other systems, with this solution the salary calculation can be broken down into the smallest units.

The most solution functionalities are available from corresponding role center, which can be selected from *Available Roles* page.

Go to *My Settings* and for *Role* field from *Available Roles* choose *Payroll*.
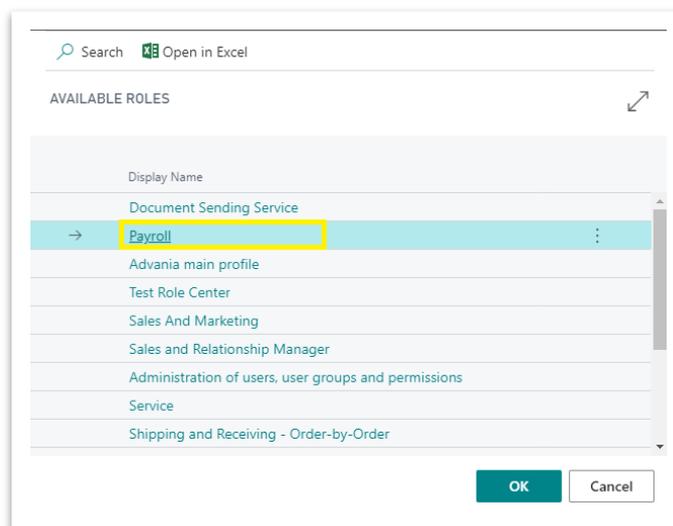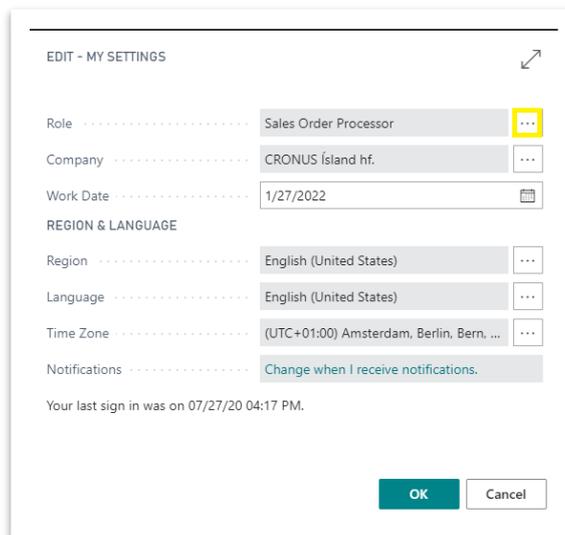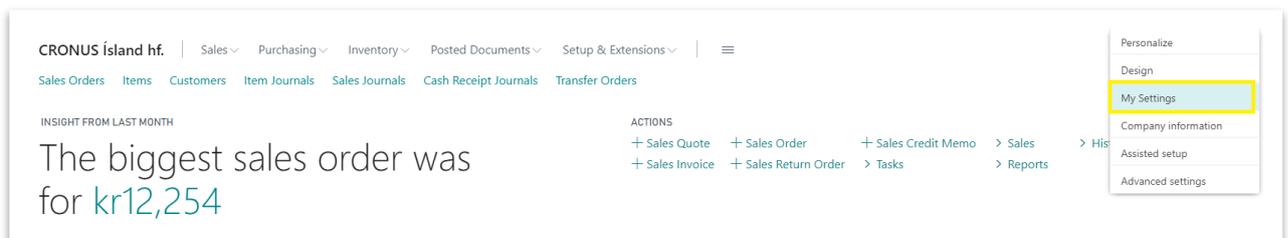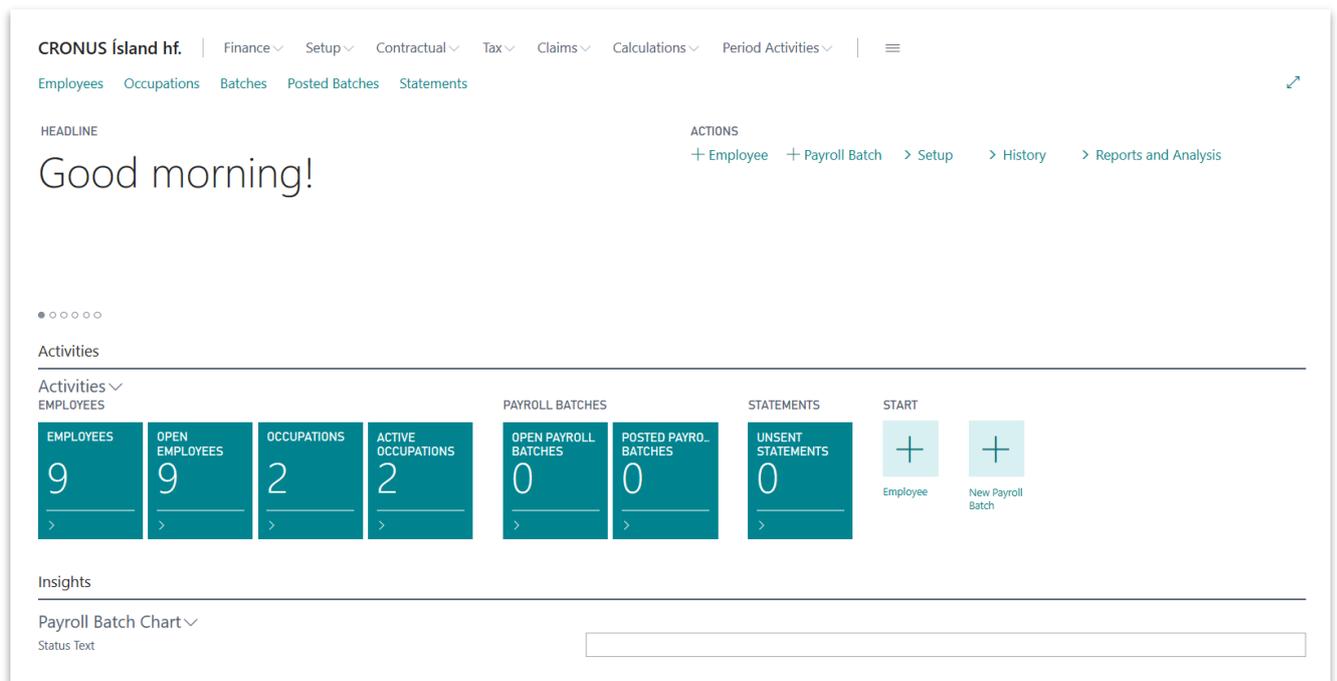
Payroll – Role Center
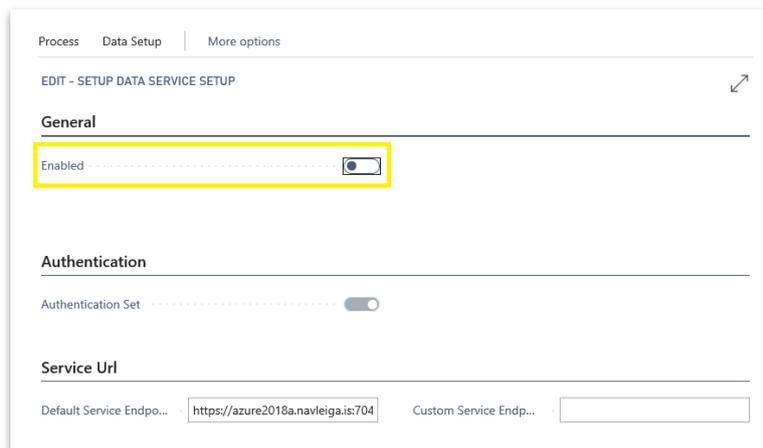
2. ADVANIA SETUP DATA SERVICES

To make our and customers lives easier, Advania developed *Setup Data Services* solution which can download and setup all necessary data for solutions. Following the steps below, setup data will be downloaded for standard tables, so even if database is empty, with downloaded data *Business Central* will be prepared for working.

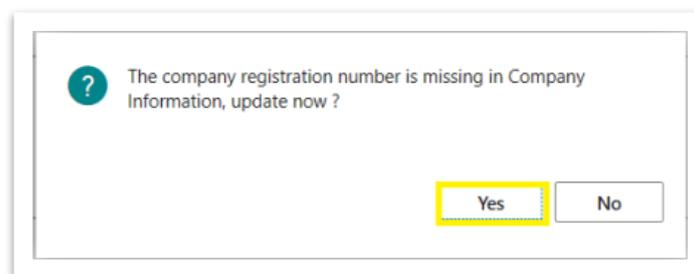On the Home Page, click Search icon and type **Setup Data Services Setup**
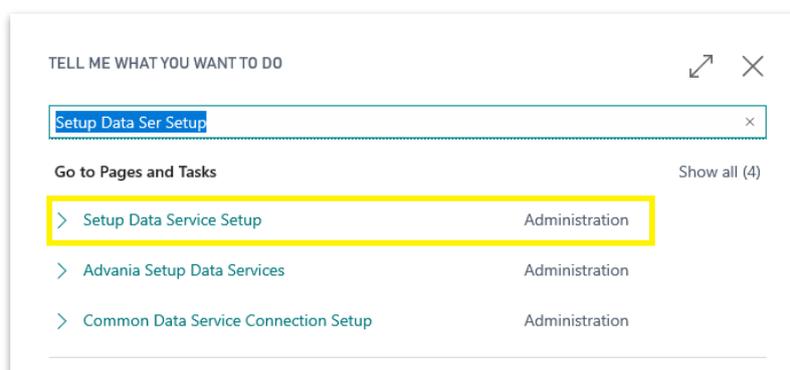
"Tell me"

Click Advania Setup Data Services and set *Enabled* to true.:
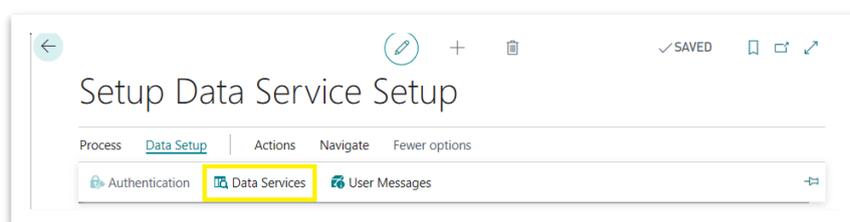
Setup Data Services Setup

In case that *Setup Data Service* functionality is not enabled and there is no *Registration No.* in *Company Information* table, confirmation dialog will pop up:

Registration No. needs to be filled on *Company Information* page in so the system can be able to download the data.
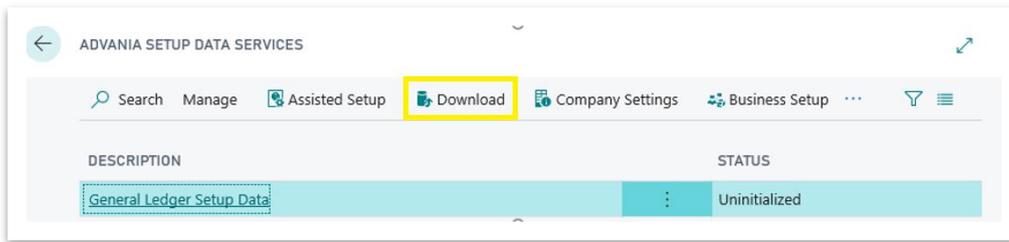
*Important: For testing purpose **Registration No. 5902697199** will be used, to be able to download.
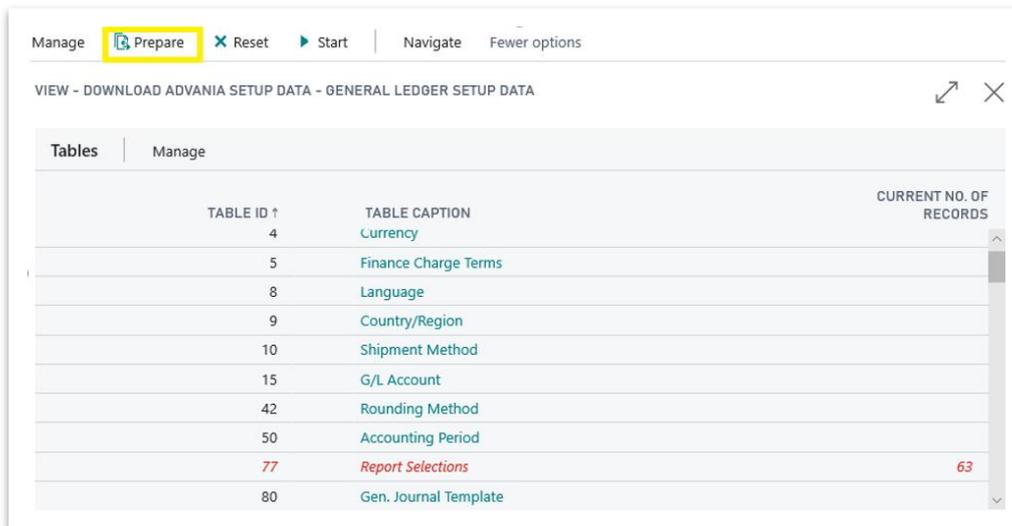
Run Data Services action:

Setup Data Services Setup

Setup Data Service Setup page is opened, click on *Download* action to open the Download page:
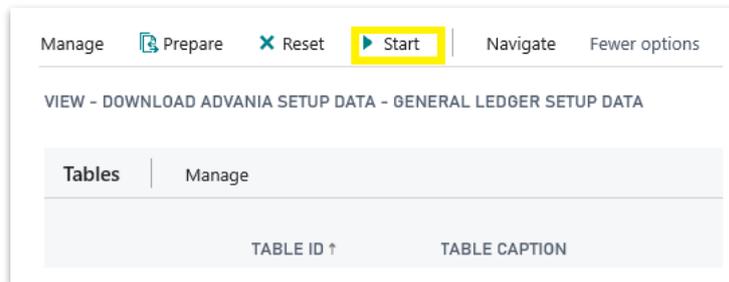
Advania Setup Data Services

Click Prepare page action to download the list of tables that are going to be filled in after the download:

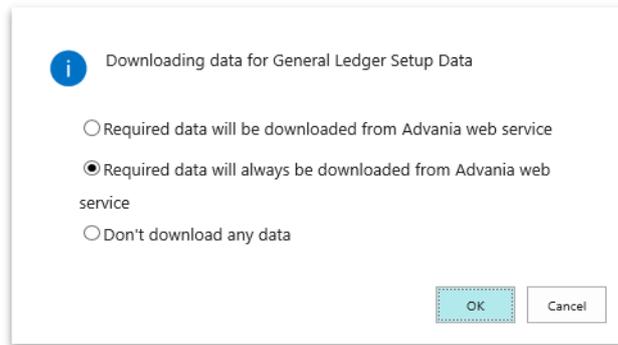
Download Advania Setup Data

The tables that are empty are colored in green. On the other hand, tables that already have some records, are colored in red.

Once the table list is prepared, click on Start page action to run the setup data download.
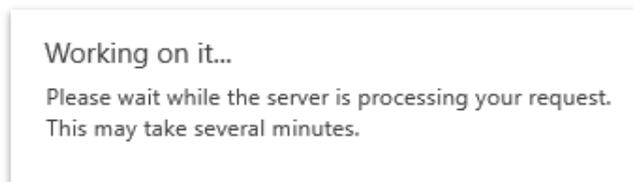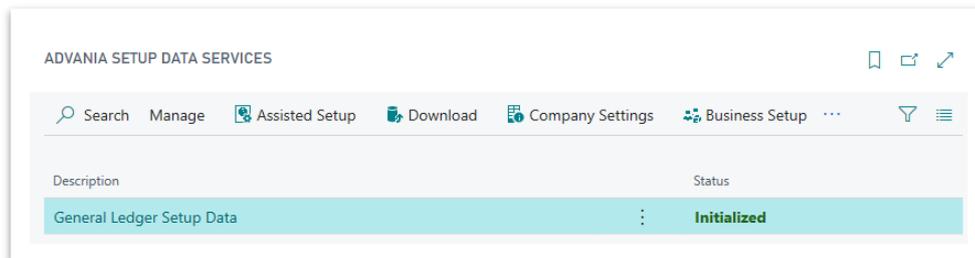

Download Advania Setup Data

Choose whether the data will be downloaded from Advania web service once, always or cancel the download by selecting one of the following options:

Wait until the system finishes the download:

Check if all tables in the list are colored in red, which means that data was downloaded. Close *Download Advania Setup Data* page. After the data was downloaded, *General Ledger Setup Data* will have status Initialized:
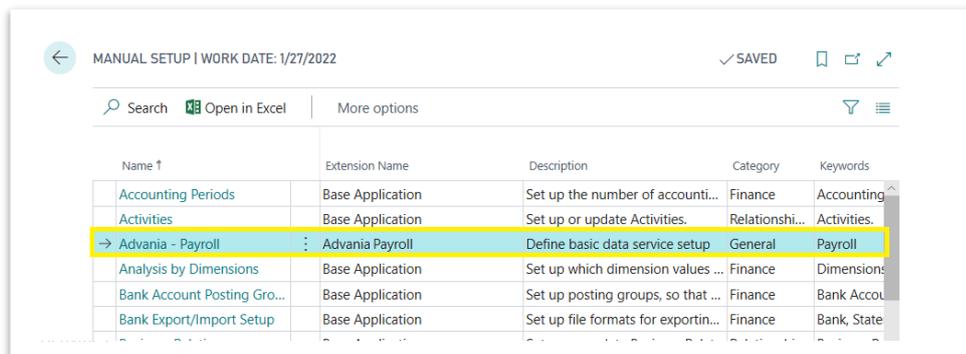

Advania Setup Data Services

3. SETUP OF ADVANIA PAYROLL

To start using a solution, *Payroll* solution need to be enabled in *Payroll Setup* page. **Payroll Setup** can be accessed from Role Center under *Setup* area.
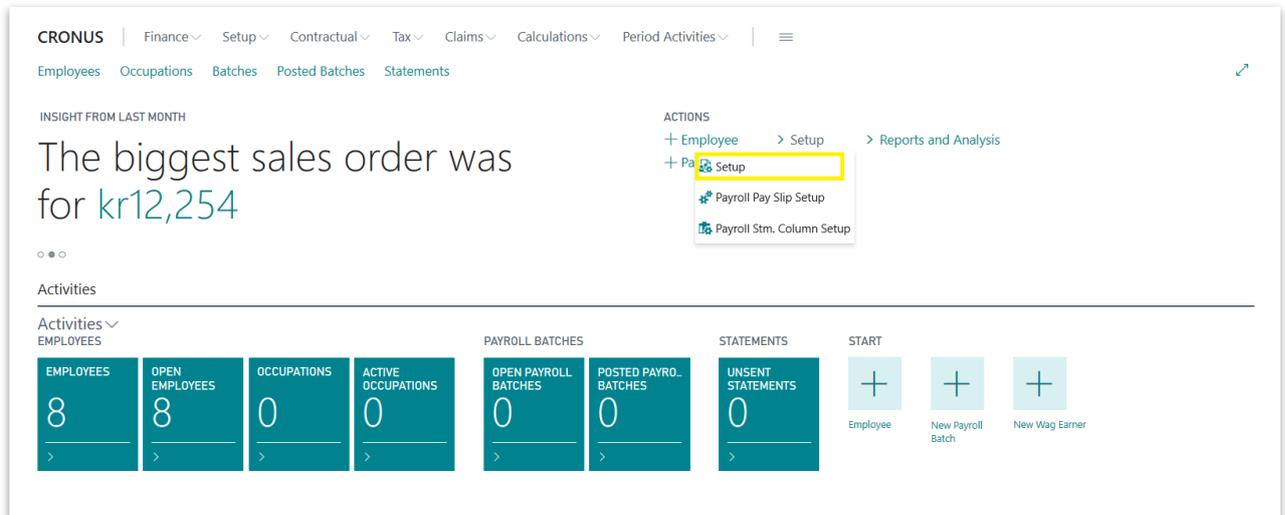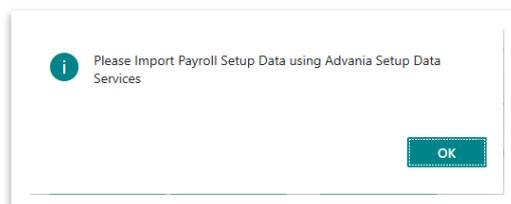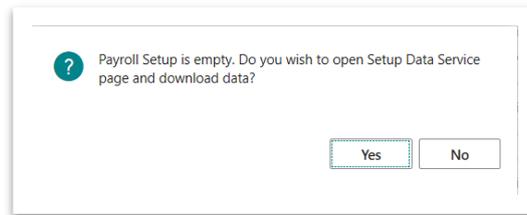

Payroll - Role Center

Or from **Manual Setup** page, choosing related link.

Manual Setup

Clicking on *Advania – Payroll* from *Manual Setup* (or on *Setup* from Role Center) message and confirmation dialog will pop up before open *Payroll Setup* page:

The easiest way to start using a Payroll solution is to download necessary data/setups with *Advania Setup Data Services*. Click **OK** and after that choose *Yes.*
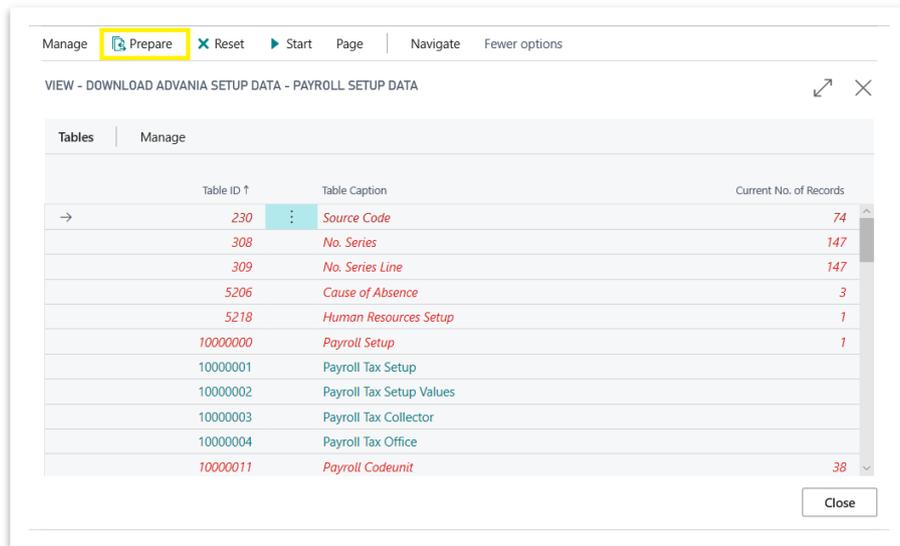
Download Payroll data from Setup Data Services

If you selected *Yes* on previous confirmation dialog, Setup Data Service Setup page will be opened. On Setup Data Service Setup page click on **Data Services** action.

On open page *Advania Setup Data Services* you should see *Payroll Setup Data*, which represent data service that will be used to download all necessary setup data for *Payroll* solution. *Download* page action will take you to *Download Advania Setup Data* page.
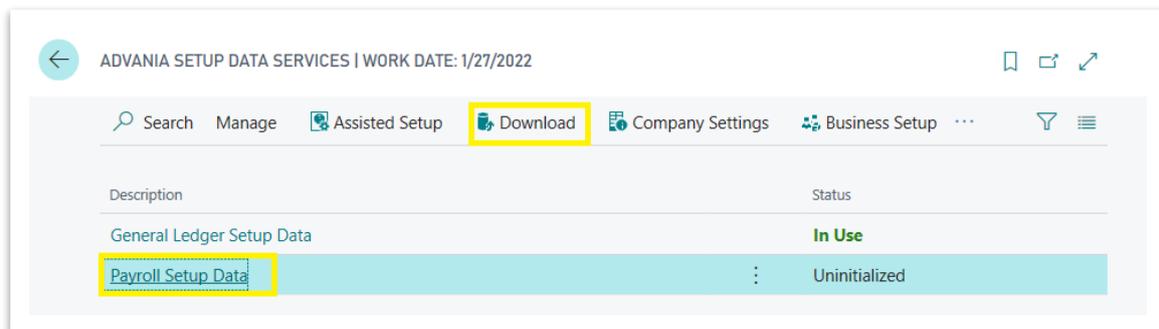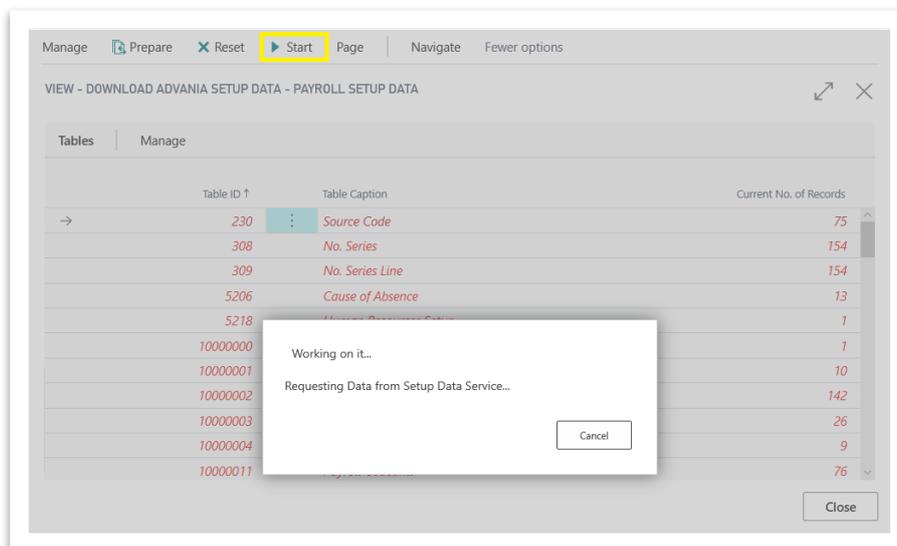

Advania Setup Data Services

Prepare action from *Download Advania Setup Data* page will add tables to the list, for which will be requested data from Data Service.
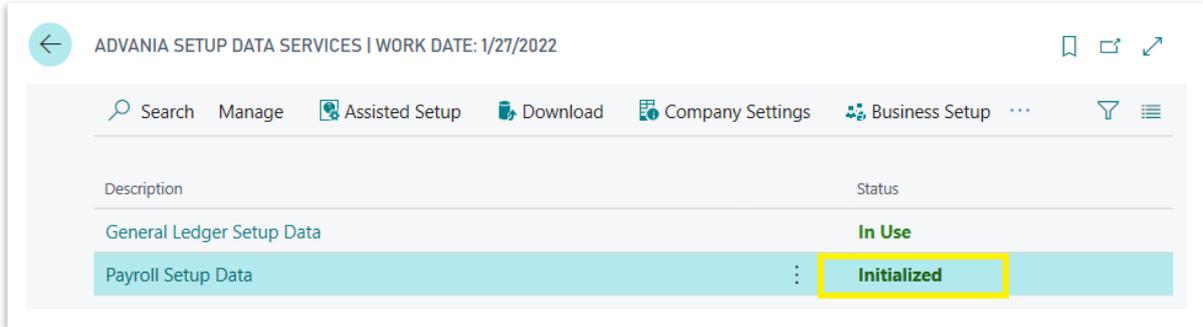
Download Advania Setup Data

On *Start* page action you can download data for tables from the list.
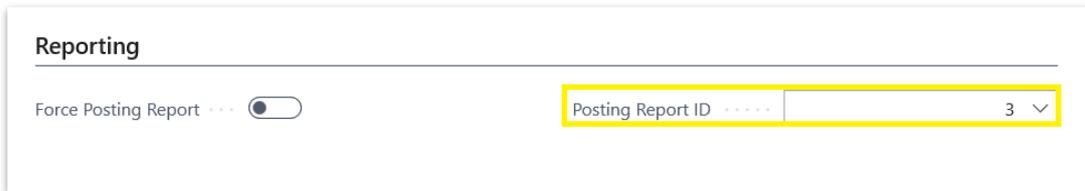

Downloading Data

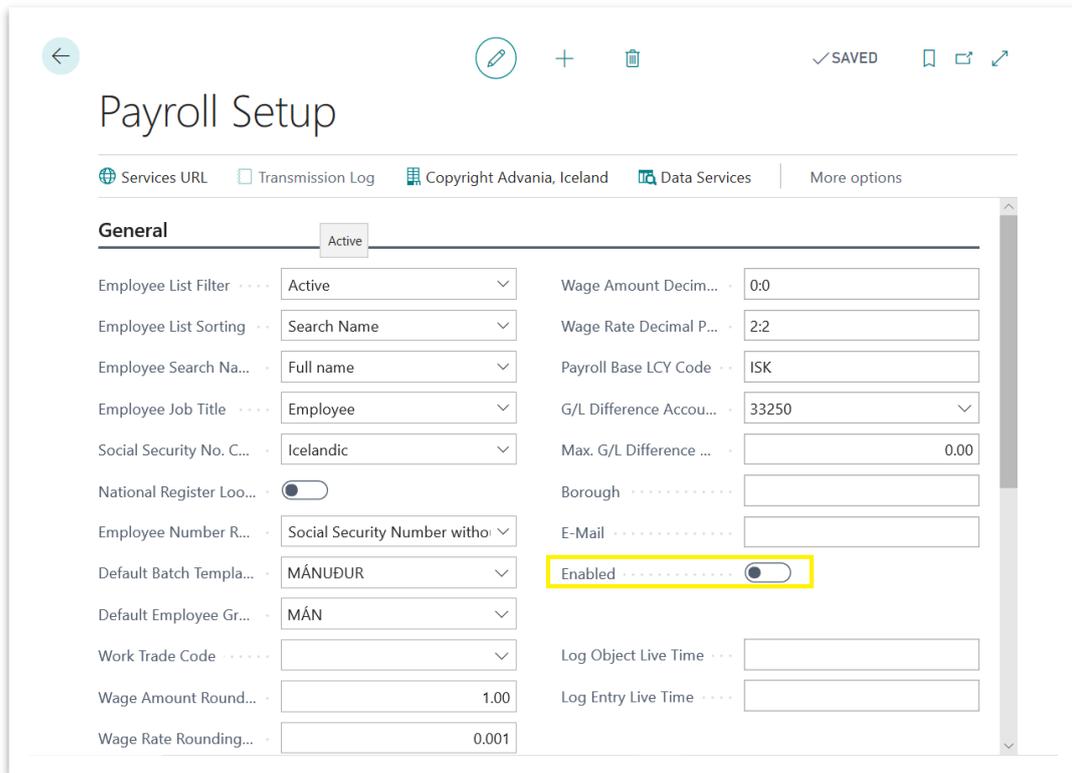After data are downloaded *Payroll* data service will get a status *Initialized*.

Advania Setup Data Services

After all payroll data have been downloaded from service, go back to *Payroll Setup* and in Reporting tab for *Posting Report ID* field select 3.

Payroll Setup – Reporting tab

Click on enable button and close the page. After solution has been enabled it is ready for use.

Payroll Setup

Payroll Setup

On Setup page there are several tabs:

General: in general tab can be found some basic setups like: which Employees will be visible in *Payroll Employee list* and how they will be sorted, some default values for Batch Templates and Employee group, rounding precision and decimal places for wage amount and rate, how long will records and their messages exist in Transmission Log, Enable button.

Payroll Setup – General tab

Numbering: in numbering tab are defined different No. series that will be used through the solution.

Payroll Setup – Numbering tab

Reporting: in reporting tab is defined report that will be printed when *Post and Print* action is run from *Payroll Batch*, here you can set up if confirmation dialog will pop up before every posting of payroll batch.

Payroll Setup – Reporting tab

Custom fields: this fields represent additional fields for Employee and Occupation. If those fields are defined, they will be visible in *Employee card* and *Employee Occupation list*.

Payroll Setup – Custom Fields tab

Payroll Employee Card – Communication tab

Employee Occupation

Calculation: in calculation tab can be found basic setups necessary for pay slip calculation.

Payroll Setup – Calculation tab

Receivers: in receivers tab can be found setup for default charges for some third parties such as pension funds, savings funds, trade unions.


Payroll Setup – Receivers tab

Cust./Vend.: if company sells or buys something from their employees, it can create them as customers or vendors from *Payroll Employee Card.* In Customer/Vendor tab can be found some default information that will be used for creation of vendors, customers or resources from Employees.

Payroll Setup – Cust. /Vend. tab

4. EMPLOYEE

There are new *Employee Card* and *Employee List* pages, created especialy for Payroll, which are often used in solution. *Payroll Employee List* can be opened from Payroll roll center through *Employees* action or search for Payroll Employee List.
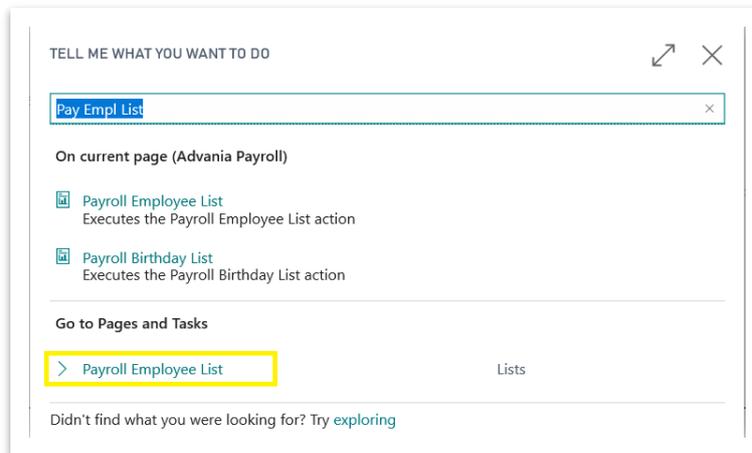
1. "Tell me"
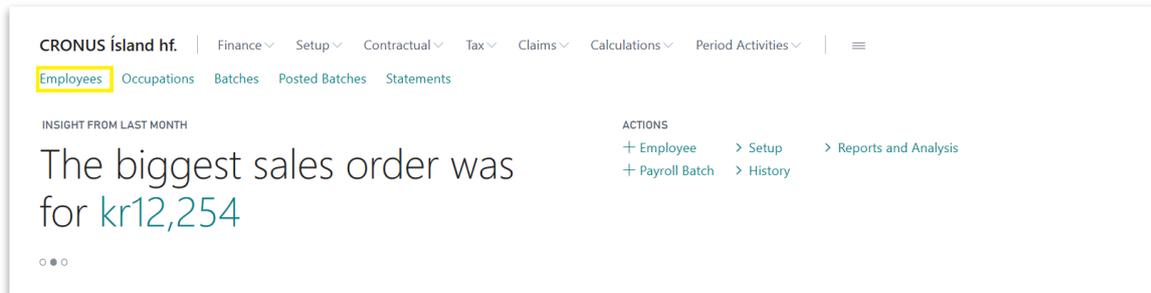
Payroll – Role Center

To create new *Employee* for payroll click on *New* action from Employee List or click on *Employee* action from *Payroll* role center.

Payroll Employee List

Payroll – Role Center

Enter value for *No.* field (don't use No. series), after that new page for fast insert will be opened.

Payroll Employee Card

In General group from the page fill next fields and close the page. For testing purpose enter **0802982779** as *Social Security No.*

EDIT – EMPLOYEE CREATION – EMPL001 · EGILL · KAREN · HJARTARSON

General

Social Security No.	0802982779	Home Phone No.	
Full Name	Egill Karen Hjartarson	Phone No.	
Address	Grenihlíð 2	Mobile Phone No.	
Address 2		Home E-Mail	
Post Code	540	Company Email	
City	Blönduós	Employment Date	1/1/2020
Gender	Female		

Close

Confirmation dialog will pop up, select **Yes**

Employee EMPL0001 was changed, Confirm Changes ?

Yes   No
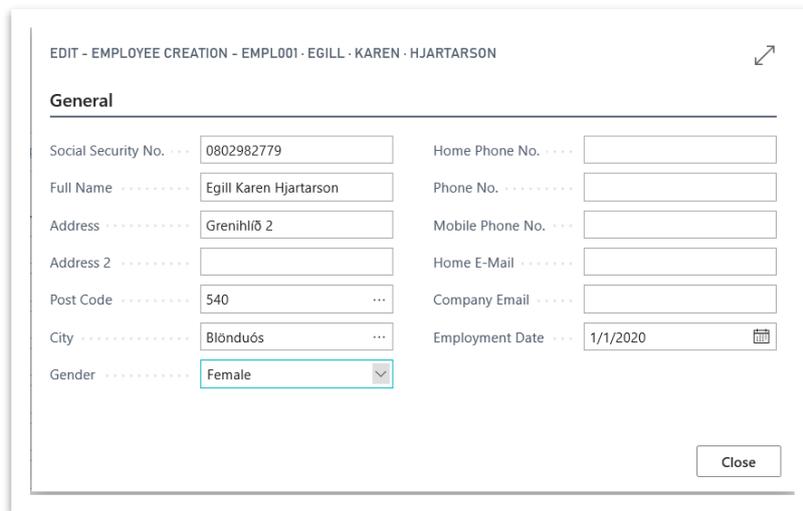
A Payroll System page for fast employee setup insert will be opened. For testing purpose fill next fields, confirm changes and close page:

- *Pension fund*: choose L500 from *Payroll Pension Funds List*,
- *Savings fund*: choose X941 from *Payroll Pension Funds List and set some percentages*,
- *Union*: choose F520 from *Payroll Trade Unions List*,
- *Bank Account No.*: must have 12 digits,
- *Bank Account No. for Vacation Savings*: must have 12 digits,
- *Last Used Date for Tax Card*: some date before *Employment Date*

Next mandatory thing is to define *Contract* and *Bracket Code* for *Occupation*. Go to *Occupation* tab for testing purpose for *Contract Code* choose **ALM 162,5** (General wage agreement) from *Payroll Contract List* and in *Bracket Code* insert 1.

Payroll Employee Card – Occupation tab

*Note: more information about Contract can be found in *Contract* part.

Previously entered employee data can be checked or changed on the payroll employee card through tabs or selected actions from next picture:

Payroll Employee Card

Bank Accounts

To open Employee Bank Accounts list click on *Bank Account* action from payroll *Employee* card.

- **Payment Type:** describes purpose of bank account,
- **Step Code and Description:** defines step for Pay slip calculation, it is transferred after insert from Employee's *Wage Method*.
  *Note: *more information about Steps and Wage Method can be found in Payroll Steps and Wage Method parts.*
- **Bank Branch No.:** takes first four digit from *Bank Account No.*,
- **Bank Account No.:** represents the number of employee bank account,
- **Fixed Amount:** if there are more than one Bank Account, in this field can be defined how much from payment will be paid to some particular account, and the rest will be paid to other bank account(s).
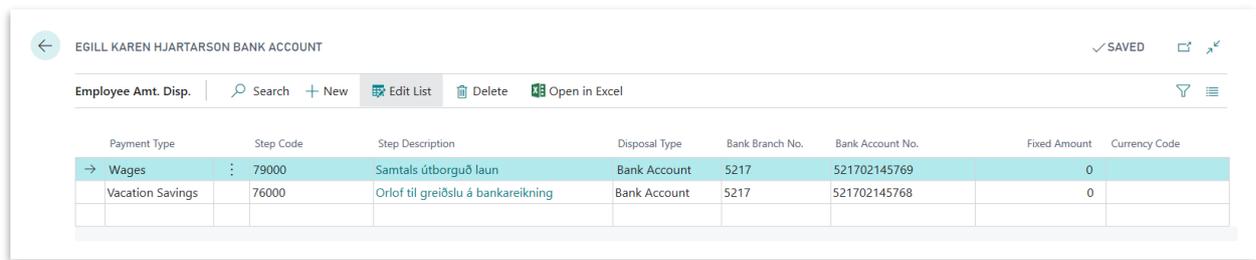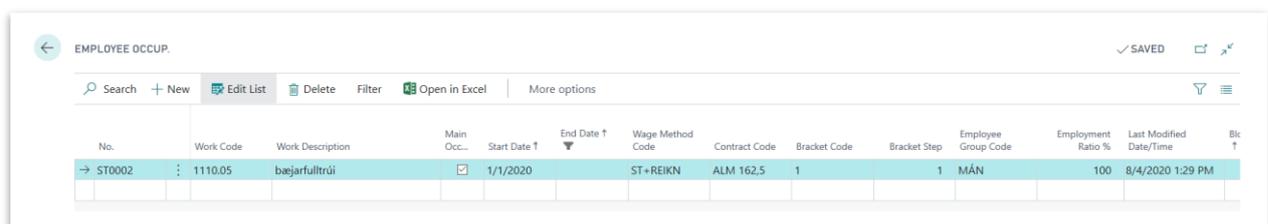
Employee Bank Account

Occupations

To see all occupations defined for some employee run *Occupations* action from payroll *Employee Card*.

- **No.:** represent next No. from *Occupation Nos.* that is defined in *Payroll Setup*,
- **Work Code:** is Job title code defined by Icelandic regulation, it can be used for statistical reports.
- **Main Occupation:** defines if this is Employee's main occupation,
- **Start Date:** represents the start date of the obligation,
- **End Date:** represents the end date of the obligation,
- **Wage Method Code:** defines the wage method which will be used for Pay slip calculation
- **Contract Code:** defines Contract Code for Employee,
- **Bracket Code:** defines Bracket from chosen Contract,
- **Bracket Step:** defines Bracket Step from chosen Contract,
- **Employee Group Code:** defines Employee's group,
- **Employment Ratio %:** defines if Employee is full time (100%) or part time (50%, 25%) employed.
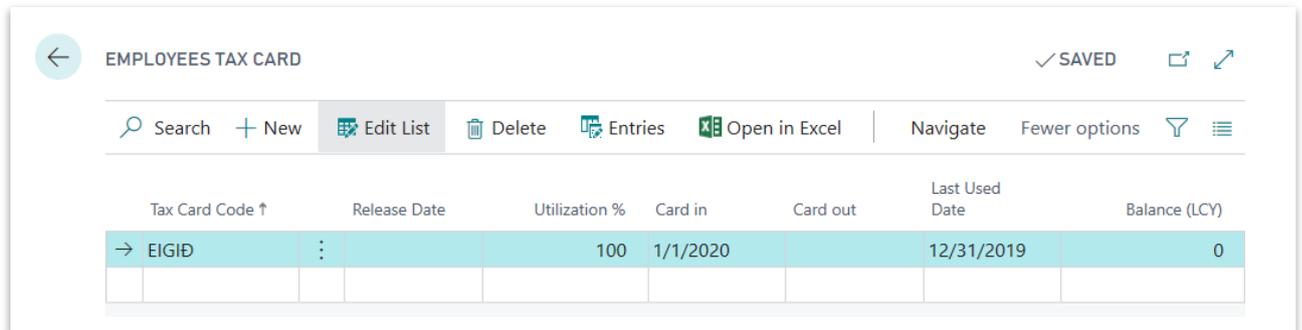

Employee Occupation list

*Note: more information about Wage Method, Contract, and Employee Group can be found in *Wage Method* , *Contract* and *Employee Group* parts

Tax Cards

To check all employee's Tax cards click on *Tax Cards* action from *Employee* card.

- **Tax Card Code**: represents kind of Tax card for personal tax credit,
- **Release Day**: represents tax card release date,
- **Utilization %**: defines efficiency percentage that are granted on each tax card,
- **Card in**: defines the date tax card came in system,

- **Card out**: defines the date tax card is taken out from the system and sent to the employee,
- **Last Used Date**: specifies the date when card was last time used,
- **Balance (LCY)**: specifies the amount of unused personal allowance.

Employees Tax Card

Pension and Savings Funds

To check employee's pension and savings funds click on *Pension Fund* action from *Employee* card.

- **Receiver No., Receiver Name**: represents some of Icelandic pension funds,
- **Fund Type**: defines fund type is it pension or savings,
- **Person %**: defines employee's deduction,
- **Employer %**: defines employer charge,
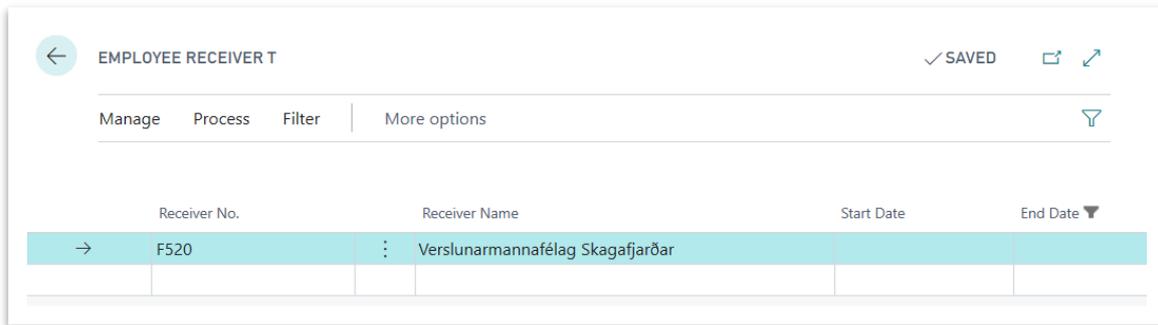- **Start Date**: specifies start date,
- **End Date**: specifies end date.
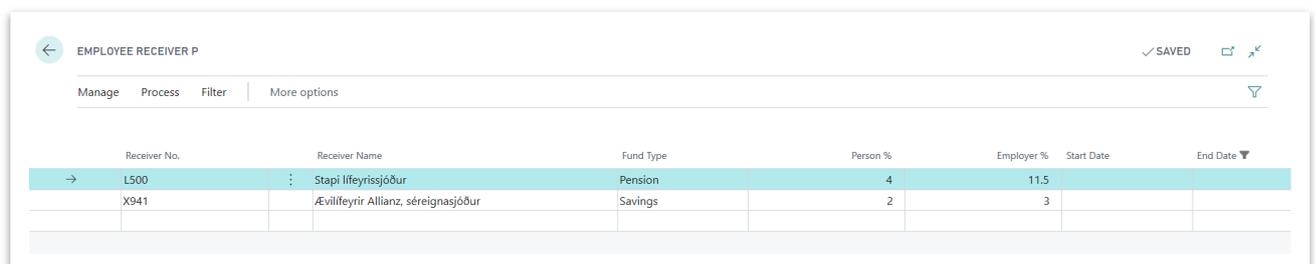
Employees Receiver

Trade Union

To check employee's *Trade Union* click on *Trade Union* action from *Employee* card.

- **Receiver No., Receiver Name**: represents some of Icelandic trade union,
- **Start Date**: specifies start date,
- **End Date**: specifies end date.

Employees Receiver

Wages

Wage is regular payment earned for work or services

To add *Wages* for employee, click on *Wages* action from payroll *Employee Card, Employee Wage Jnl.* page will open.
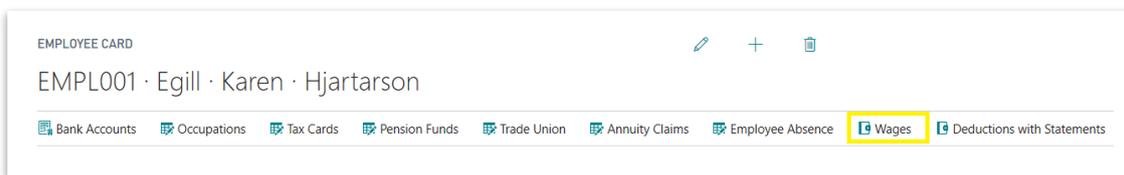
Employee Card

For testing purpose add base salary, enter next values:

- Occupation No.: ST0001,
- Wage Code: 100 (monthly salary),
- Units: 1

In second new line add 10h overtime, enter next values:

- Occupation No.: ST0001,
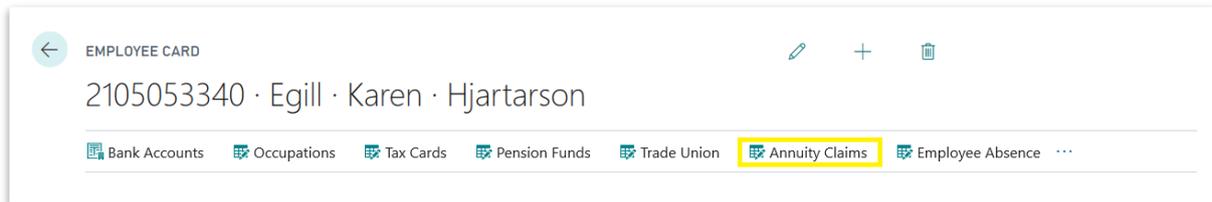- Wage Code: 400 (overtime),
- Units: 10

Employee Wage Jnl.

Annuity claim

Annuity claim represents afterward taxes and similar things.

To add Annuity claim to employee click on *Annuity Claim* action from payroll *Employee Card*, *Employee Annuity* page will open.

Employee Card

For testing purpose add claim on 15,000.00 that need to be paid to IRS in 3 payments starting from 01/01/2020, enter next values:

- Annuity Claim Code: SKATTUR,
- First Claim Date: 01/01/2020 (or date in future for which will be created Payroll Batch),
- Claim Amount (LCY): 15,000.00
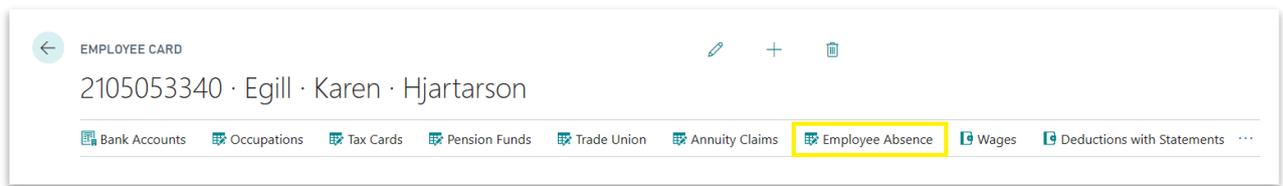- No. of Payments: 3
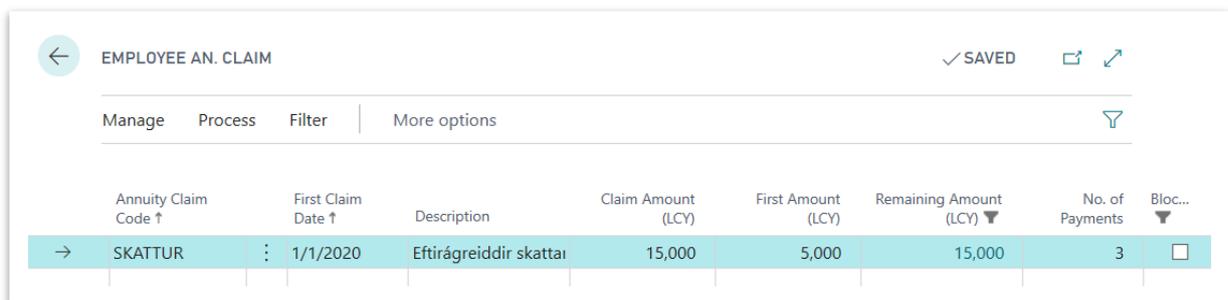
Employee Annuity Claim

Employee Absence

Employee Absence help us to calculate the compensation that an employee can receive for not using vacation. Employee can get that compensation once a year.
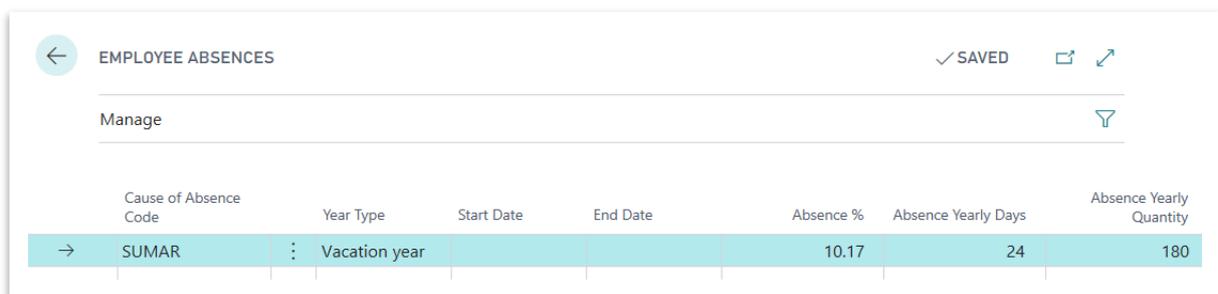
To add Employee Absence for employee, click on *Employee Absence* action from payroll *Employee Card, Employee Absences* page will open.

Employee Card

For testing purpose enter next values:

- **Cause of Absence**: SUMAR (Summer vacation),
- **Absence Yearly Days**: 24

Employee Absences

Deduction with Statements

Deduction with Statements represents employee's deduction or company charges in which some third party is involved, for example it can be trade union charges or child alimony.

To add *Deductions with Statements* for employee click on *Deductions with Statements* action from payroll *Employee Card. Employee Receiver* page will open.
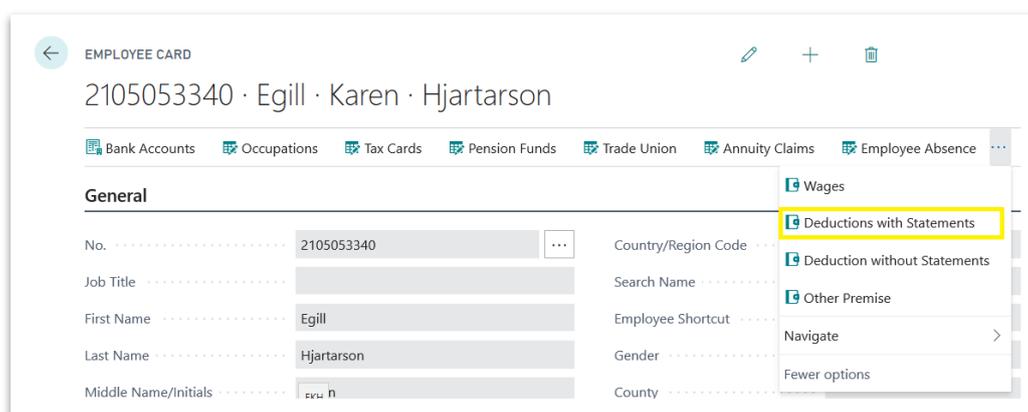
Employee Card

For testing purpose add some charges from Trade Union, enter next values:

- **Receiver No.**: ST,
- **Start Date**: 01/01/2020 (or date in future for which will be created Payroll Batch),

Employee Receiver

To check charges for *Deduction with Statement* click on *Charges* action from Employee Receiver page, *Employee Custom* list will open:
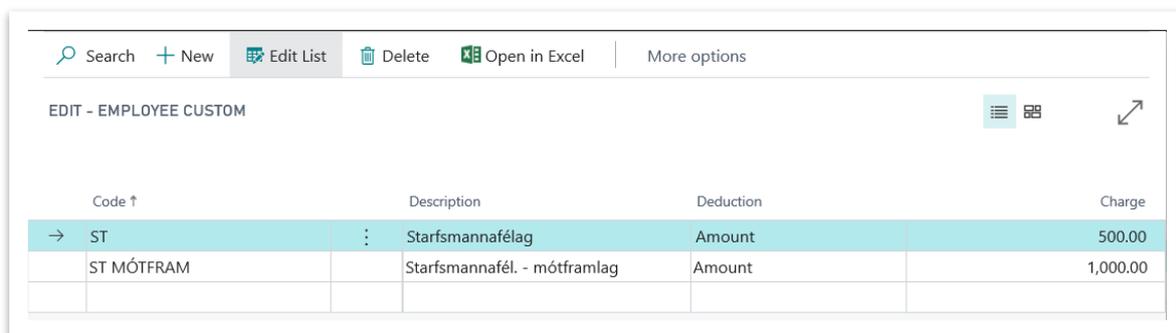
Employee Custom List

Here can be seen that 500.00 will be employee deduction and 1,000.00 will be company charge.

Deduction without Statements

Deduction without Statements represents employee's charges such as prepaid salary, cafeteria, Christmas gifts…

To add Deduction without Statements for employee click on Deduction without Statements action from payroll Employee Card, Employee Deduction Jnl page will open.
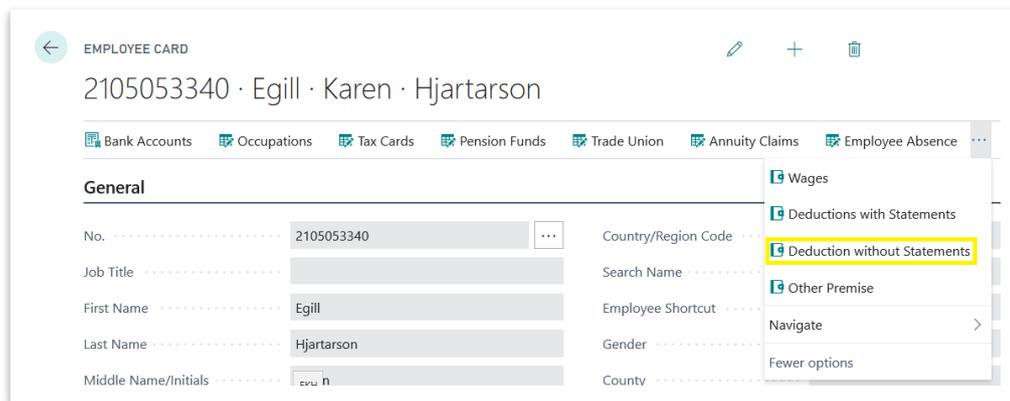
Employee Card

For testing purpose add prepaid salary, employee will pay back to company 10,000.00 each month from January to May, enter next values:

- *Occupation No.*: ST0001,
- *Wage Code*: 690 (Prepaid Salary),
- *Amount*: 10,000.00
- *End Date*: 05/31/2020 (or some date in month after start date)

2.

Employee Deduction Jnl.

Other Premise

Other Premise represents employee's salary from another employers. By Icelandic law, if employee have income from several sources, tax that should be paid depends on his total income earned from all employers. There are three ranges that define tax rate.

To add Other Premise to employee click on *Other Premise* action from payroll *Employee Card, Employee Const Jnl page* will open.
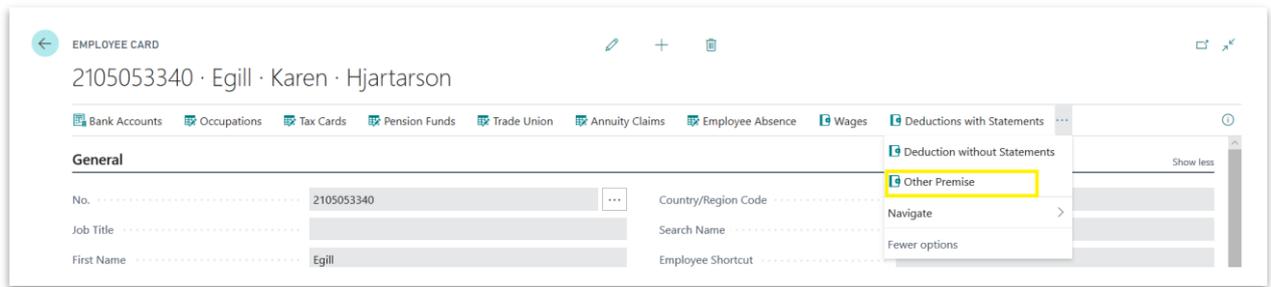
Employee Card

For testing purpose define premise that will increase employee tax amount, enter next values:

- **Occupation No.:** ST0001,
- **Step Code:** 50005 (other wages for tax base increase),
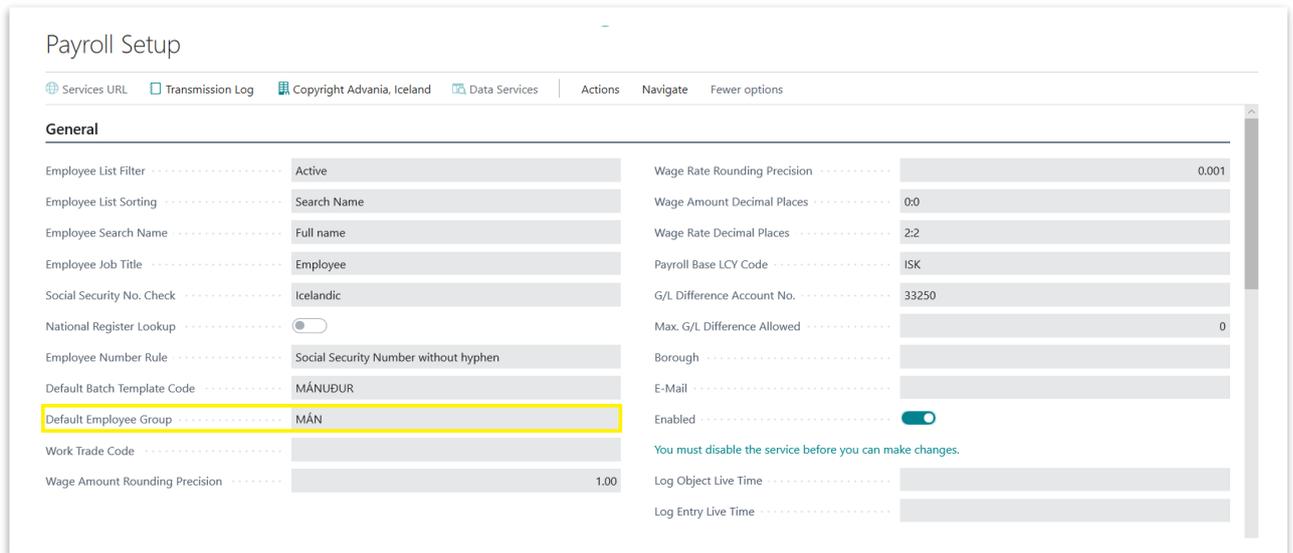- **Amount:** 500,000.00,
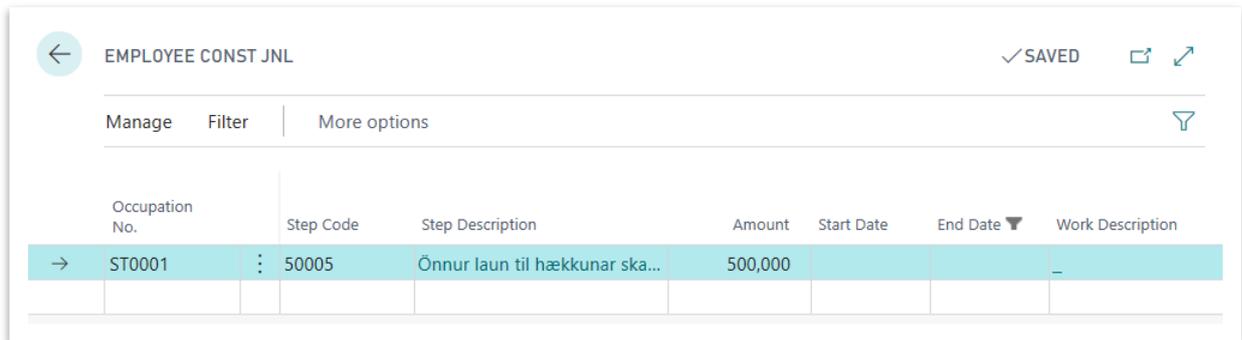
Employee Const Jnl.

***Note:** More about tax rate and tax calculation can be found in Tax Setup part.*

5. EMPLOYEE GROUP

Employee Group help us with creation of new employees and their pay slip calculation. Employee group include predefined values for some fields that will be automatically applied on new employee with current group. Usually Employee Group is created for employees from the same trade union.

On Payroll Setup is defined *Default Employee Group*, that Employee Group will be always used when new employee is created.

Payroll Setup

To demonstrate how *Employee Group* works, *Default Employee Group* will be modified and new employee will be created.

Click on the Employee Groups action from Setup tab in Payroll role center, or search for *Payroll Employee Groups, Employee Groups* page will open.

Payroll – Role Center

Click on default group from setup (in our case MÁN), *Employee Group* Card will open.

Employee Groups

Insert values in General tab and add new lines as in picture.

Employee Group Card

Close Employee Group Card and create new Employee, do the first five steps from Employee part. On fifth step, Pension Fund and Trade union should be already defined from Employee Group.

After Employee is created, check if predefined values are copied from Employee Group.
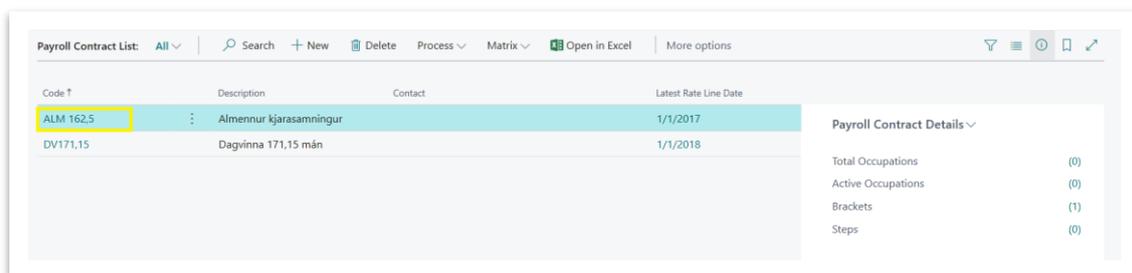

Payroll Employee Card

6. CONTRACT

Contract includes all information that are agreed between employee and employer.
To add new contract for employee do next:

In Payroll role center click on Payroll Contract List action from Contractual tab, or search for Payroll Contract List.


Payroll – Role Center

Payroll Contract List should be opened. There are two predefined groups of contracts. Click on ALM 162,5 (General wage agreement). Payroll Contract Card will open.
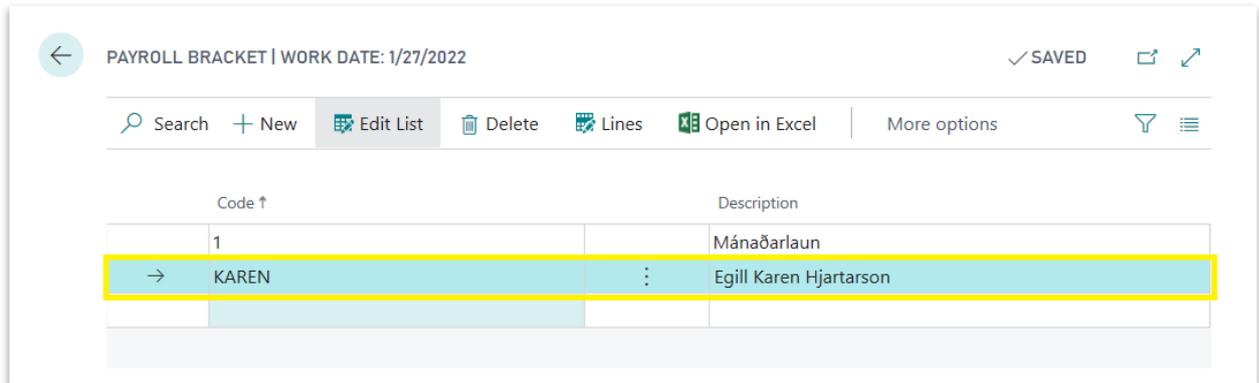

Payroll Contract List

On *Payroll Contract Card* can be found general information like *Daily Workhours, Monthly Average Workhours, Base Wage Amount (LCY).* For each employee or for group of employees can be created Bracket, with click on *Bracket* action. *Payroll Bracket* page will open.
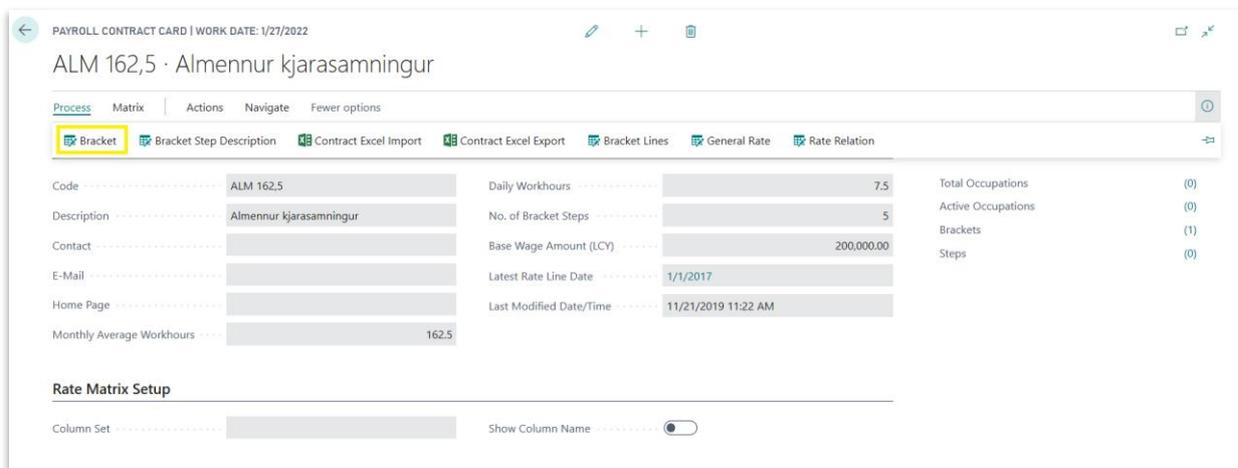
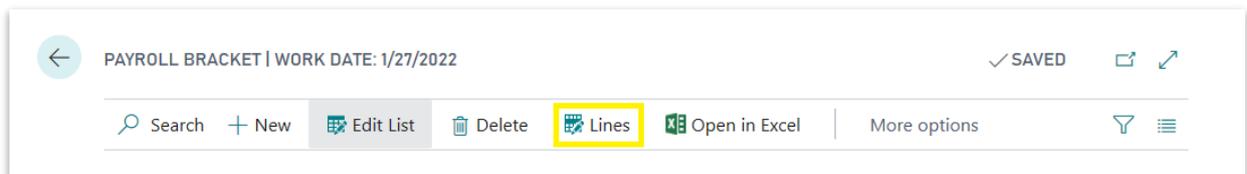*Payroll Contract Card*

In *Payroll Bracket* page insert new record.

Payroll Bracket

To add lines for created Bracket click on *Lines* action from *Payroll Bracket* page. Payroll Bracket Lines page will open.

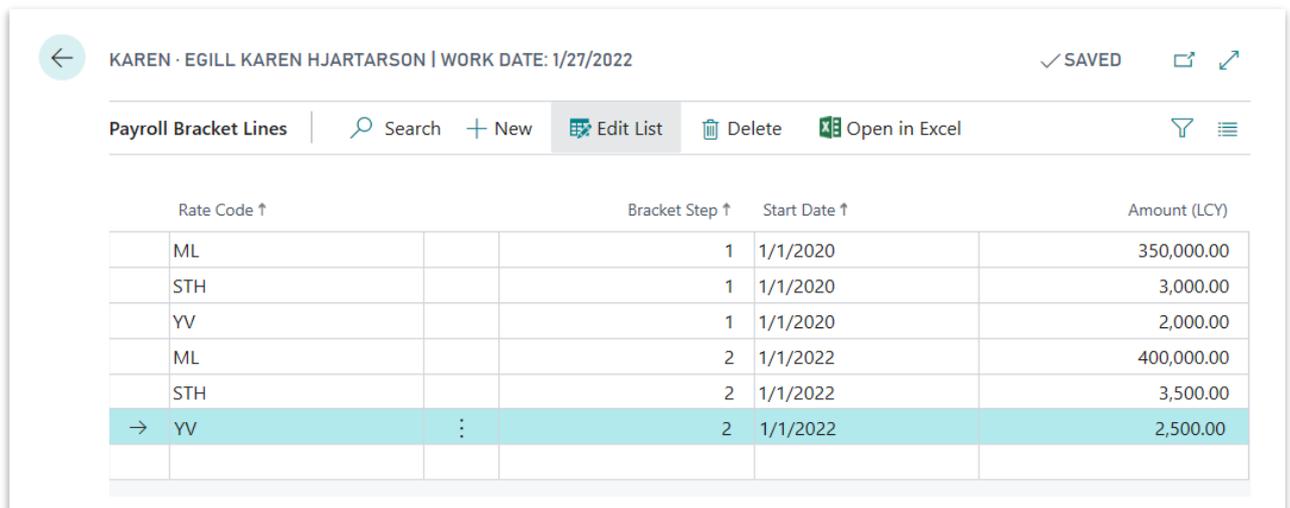

Payroll Bracket

Insert next lines in *Payroll Bracket Lines* page. ML rate code represent monthly wage, STH is wage during holidays, YV is overtime. In Iceland Bracket Step defines some kind of employee's loyalty to the employer, the longer the employee is in the company the higher bracket step it will have.
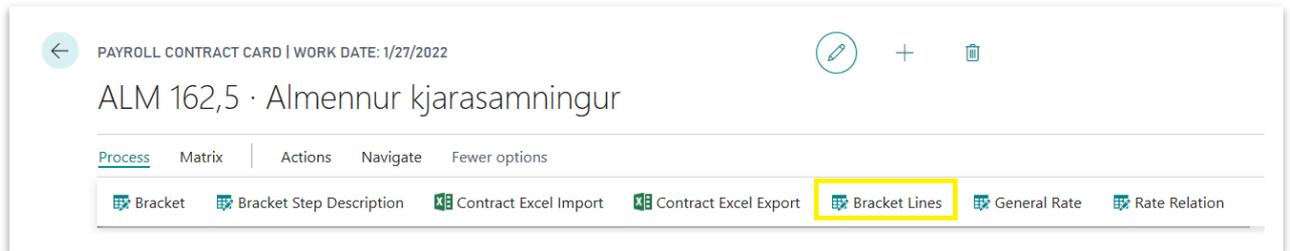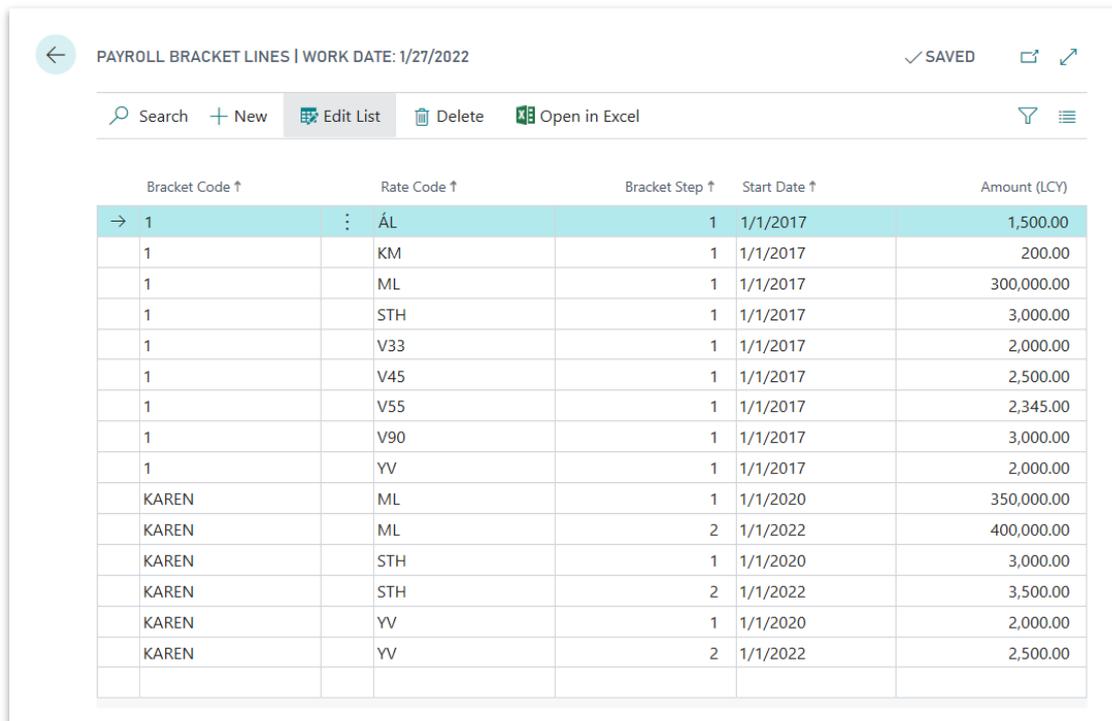

Payroll Bracket Lines

To check all Bracket and Bracket lines from Contract, go back to Contract card and click on *Bracket Lines* action.

Payroll Contract Card

Payroll Bracket Lines page should be opened, here can be seen all Bracket lines for current contract.
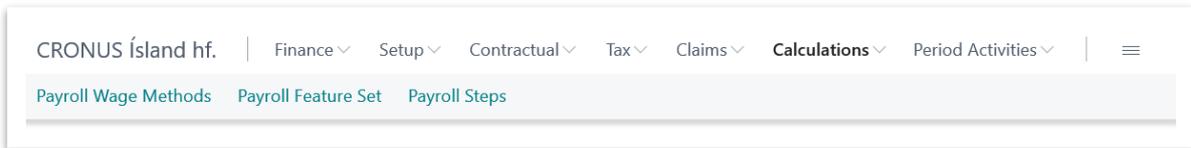

Payroll Bracket Lines

7. CALCULATION

In Calculations tab from Payroll role center can be found *Payroll Step*, *Payroll Feature Set* and *Payroll Wage Methods* actions*.*
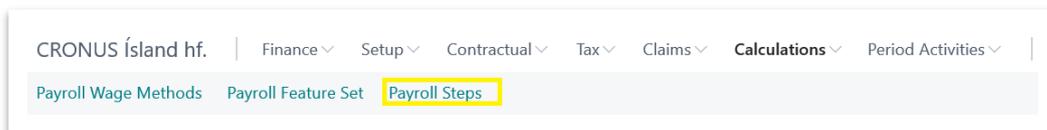

Payroll – Role Center

Payroll Steps

Payroll Steps are key part of this solution. They can be found like part of Payroll Feature Set, Payroll Wage Methods, Payroll Charges, Employee group, Payroll Wage Code Setup, Payroll Pay Slip Setup, Payroll Tax Setup, Payroll G/L setup…

The purpose of Payroll Steps is to help with the calculation and posting of payment slips. During calculation process, system will collect all steps that are involved in employee payment calculation, sort them by code and calculate their amount depending on step's formula, after that in *Payroll Pay Slip Setup* can be set which steps will be shown on pay slip and how.
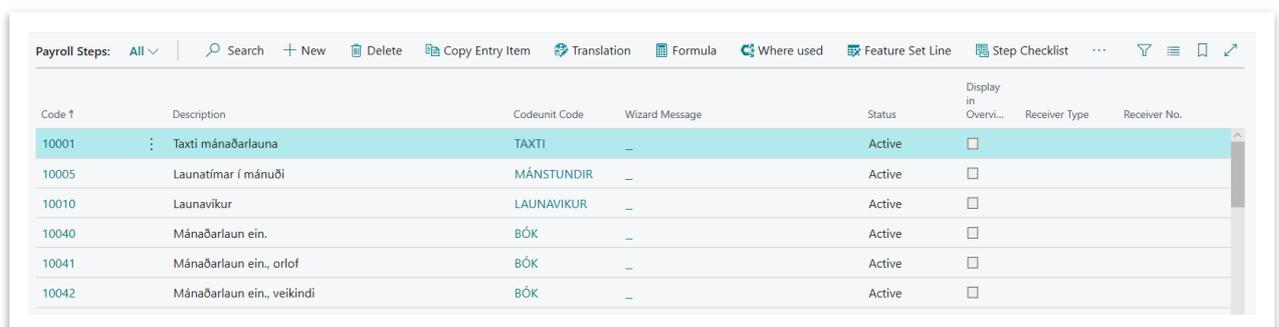
*Note: more information about new Steps and Payroll Pay Slip Setup can be found in Payroll Pay Slip Setup part.

To open *Payroll Step List* click on *Payroll Steps* action from *Calculations* tab of *Payroll* role center or search for *Step List*.
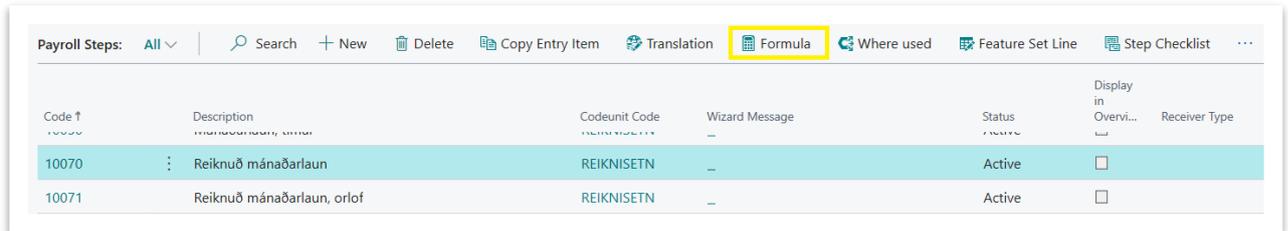

Payroll – Role Center

Payroll Steps list page will open, on this page can be found a predefined list of steps adapted to Icelandic payroll regulation.
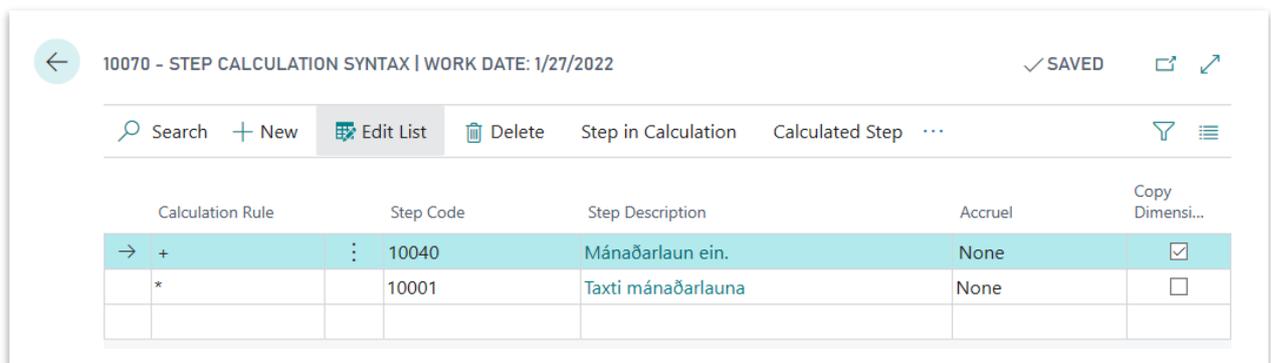

Payroll Steps

To see formula for Payroll Step click on *Formula* action from *Payroll Steps* page. For example check formula for code 10070 (Calculated monthly salary).
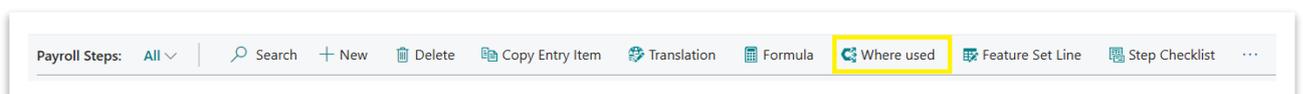

Payroll Steps

Step Calculation Syntax page will open for selected Payroll Step, here can be seen that step amount for 10070 (Calculated monthly salary) is result of multiplying step 10040 (Monthly salary credits) with 10001 (Rate of monthly salary).
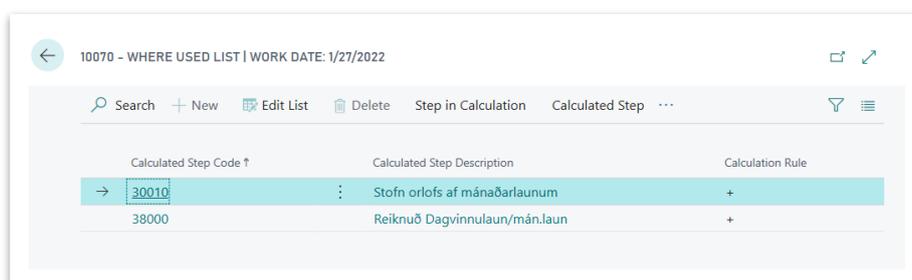

Step Calculation Syntax

To check if Payroll Step is part of other Payroll Step's formula go back to *Payroll Steps* page and click on *Where used* action.
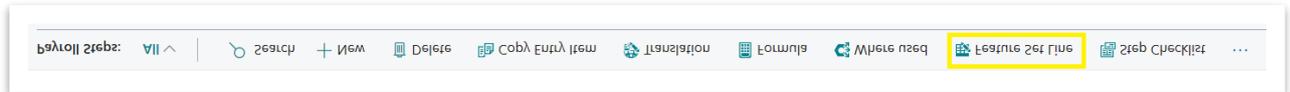

Payroll Steps

Where Used list will open for selected Payroll Step, here can be found a list of all Steps which have current step in their *Formula*.

Where Used List

To see a list off all *Payroll Feature Sets* which include a specific *Payroll Step,* go back to *Payroll Steps* page and click on *Feature Set Line* action.

Payroll Steps

Payroll Feature Set Steps List page will open. Here can be seen all *Payroll Features* with selected *Payroll Step.*
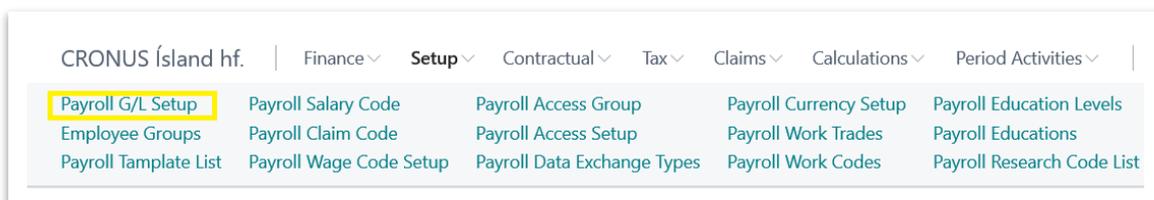

Payroll Feature Set Steps List

Payroll G/L Setup

Payroll G/L Setup help us to define which accounts will be affected by steps during posting.

To open *Payroll G/L Setup* page click on *Payroll G/L Setup* action from *Setup* tab in *Payroll* role center or search for *Payroll G/L Setup.*

Payroll – Role Center

Payroll G/L Setup represents list of all steps for which can be created G/L entries during posting, here is defined their Account Type, Account No, it's side of posting. Here can be created or changed existing G/L setup for some payroll steps.

Payroll G/L Setup

For testing purpose change Payroll G/L Setup for **92070** Step Code. Go to *Manage* tab and click on Edit List action.

Payroll G/L Setup

Payroll G/L Setup will open in edit mode, scroll down to the **92070** *Step Code* and set **22900** *Account No.* for debit, and **62550** *Account No.* for credit side.

Payroll G/L Setup
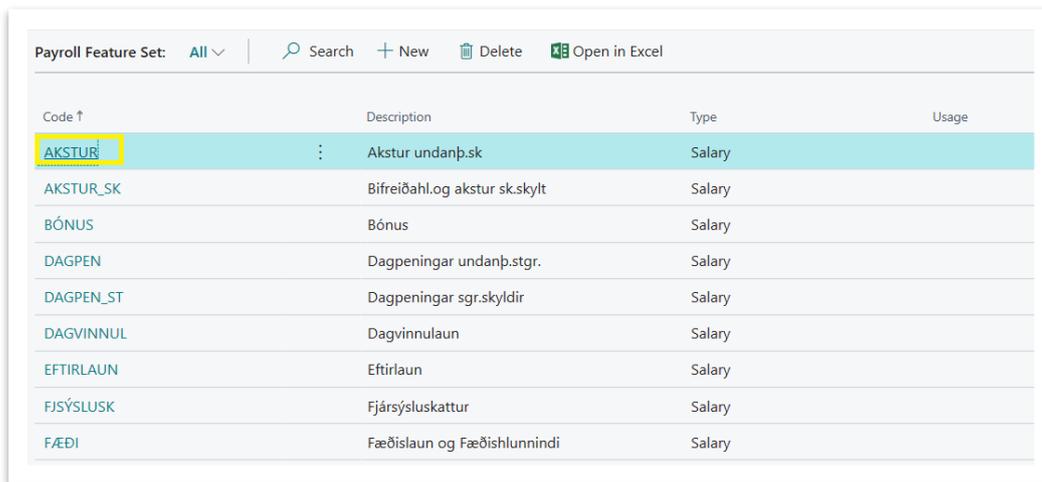
Close the page

Payroll Feature Set

Payroll Feature Set represent the group of *Payroll Steps* that can be included in pay slip calculation, for example like part of Employee Absence, Wage method or Payroll Wage Code Setup.

To check existing *Payroll Feature Sets* run *Payroll Feature Set* action from *Calculation* tab on *Payroll* role center, or search for *Payroll Feature Set List*.
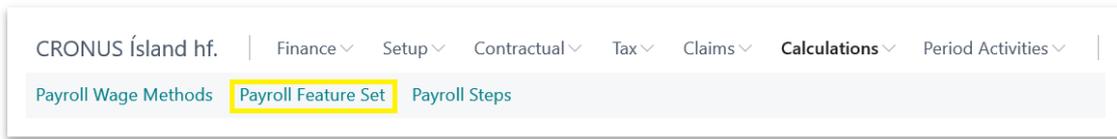
Payroll – Role Center

Payroll Feature Set list will open, click on some code to open Payroll Feature Set Card page.

Payroll Feature Set

On Payroll Feature Set Card page can be found all steps included in this feature.

Payroll Feature Set Card

Payroll Wage Method

Wage method defines steps and feature sets that are used for calculating extra on salary from overtime and vacation days that are not used.

To open Payroll Wage Methods list page click on Payroll Wage Methods action from Calculation tab or search for Payroll Wage Methods.

Payroll – Role Center

Payroll Wage Methods list will open. On the list click on some record to open *Wage Method* card.

Payroll Wage Methods

In the Wage Method card can be defined *Vacation Saving Step Code*, *Paid Wages Step Code* and features.

3.

Wage Method

8. PAYROLL BATCH

To create new Payroll Batch follow next steps:
If there is no existing employee with data for pay slip calculation, create new one following all steps from Employee part in order to have data for calculation.

Click on *Payroll Batch* action from Payroll role center. *Payroll Batch* page will open.

Payroll – Role Center

On *Payroll Batch* page go to the *Salary Start Date* field and for testing purpose insert date of employee employment to calculate his first salary (or insert date of first next period for which is not posted payroll batch, after posting of this batch it will be 02/01/2020).

Payroll Batch

After Salary Start Date is inserted, other fields from General tab will be automatically filled.

Payroll Batch – General group

Create new line by selecting Ocupation No. from created customer.
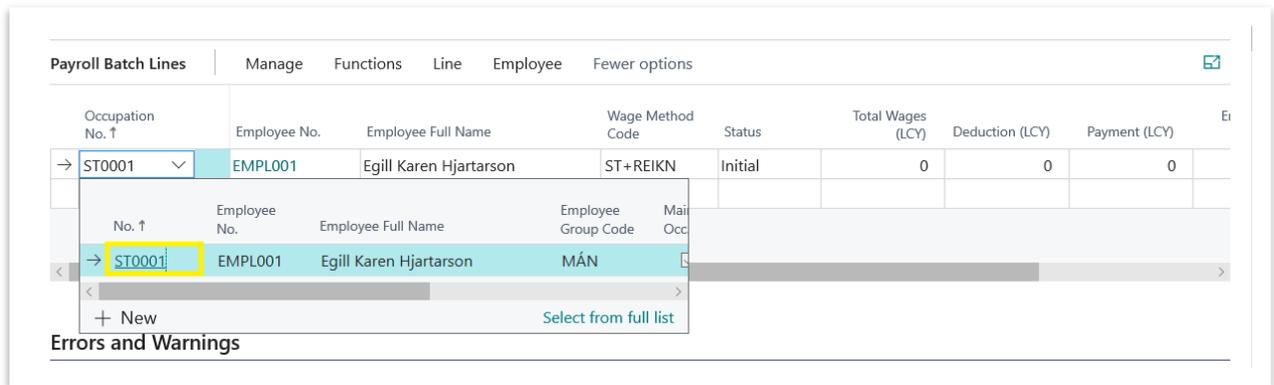
Payroll Batch – Payroll Batch Lines part

The same line can be created using next actions. These actions are used for creating lines when there are more than one employee. Depending on action, various filters can be used for Batch lines creation.

Payroll Batch

After line is created, actions from next picture can be used to check or change some of employee's Information.
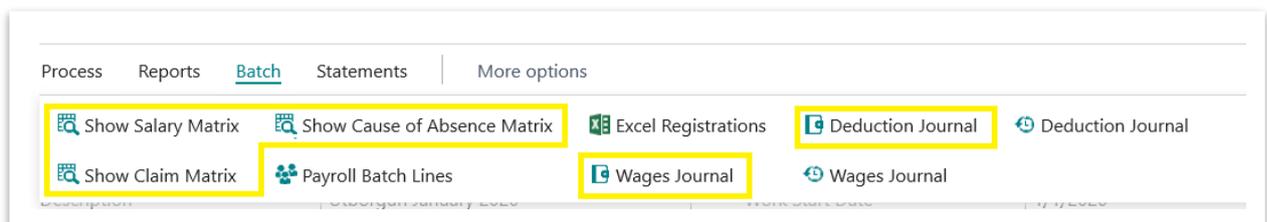
Payroll Batch

Wage Journal and Deduction Journal can be changed on Line level too, using next actions from line:

Payroll Batch – Payroll Batch Lines part

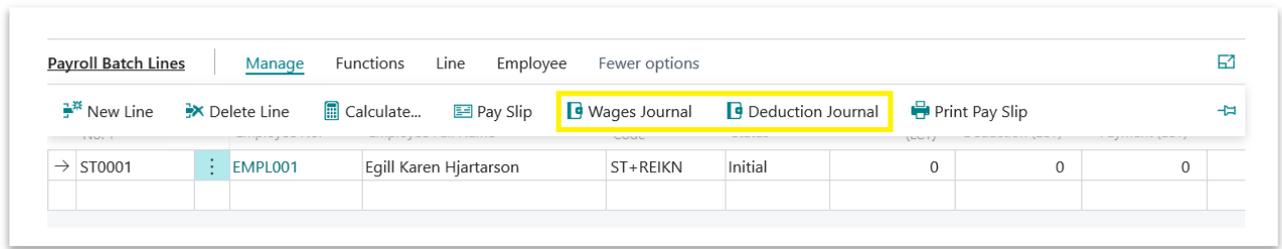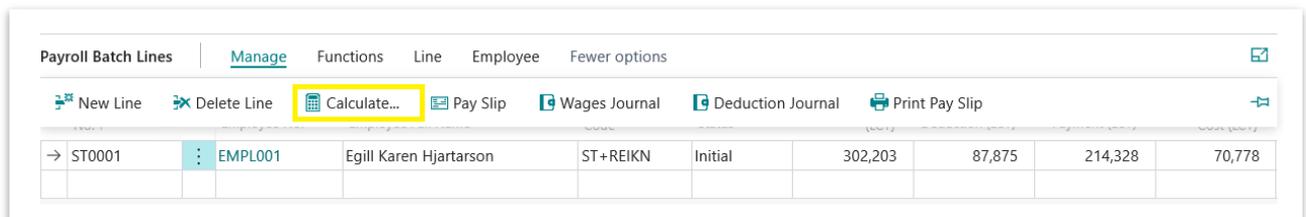After all desired lines are created batch can be calculated running *Calculate All* action.
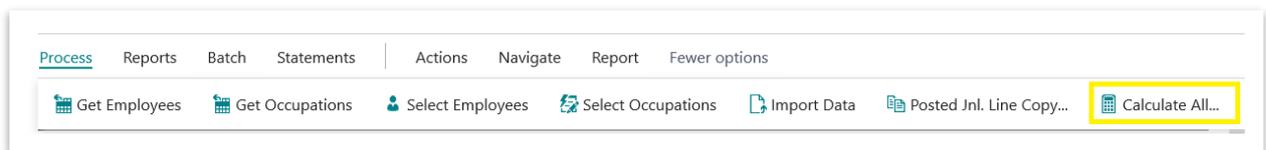
Payroll Batch

Or it can be calculated line by line with *Calculate* action from line part.

Payroll Batch – Payroll Batch Lines part

After calculation and before posting make sure there are no errors.

Payroll Batch

*Note: If steps from *Payroll G/L Setup* are not already done there will be errors for created line.

To check existing errors, select line with error and click on Errors field from Payroll Batch Line Details fast tab, Error Mesages page will open.

Payroll Batch Line Details fast tab

To see record that cause error click on *Open Related Record* action.

Error Messages

In this case Payroll Batch G/L Entries page will open, and from here can be concluded that cause of errors is missing Account No.

Payroll Batch G/L Entries

To fix this error follow all steps from *Payroll G/L Setup* part to modify Payroll G/L Setup for **92070** Step Code and after that return back to Payroll Batch.

In Payroll Batch click on Reinstall action from Functions tab on Payroll Batch Lines part.
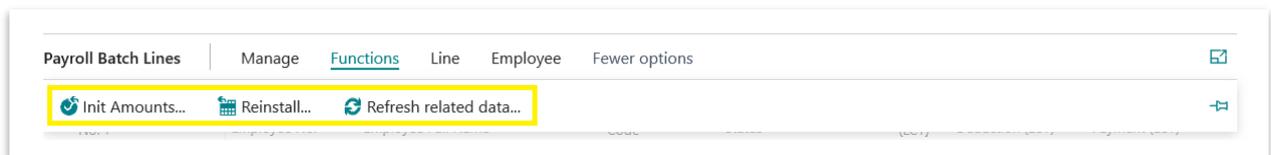

Payroll Batch – Payroll Batch Lines part

After fixing errors for some line or changing data on employee, next actions can be used for getting fresh data before calculating again:

- Init Amounts: initializes employee without deleting any imported data. Be able to change some basic
- information on employee such as tax etc. before calculating again.
- Reinstall: get all basic information from employee again. Same as if employee is deleted from batch and
- inserted again from beginnig.
- Refresh related data: refresh data from employee, refreshes lines in employee journal and get new
- rates.

They can be run only for one line or for entire payroll batch.

Payroll Batch – Payroll Batch Lines part
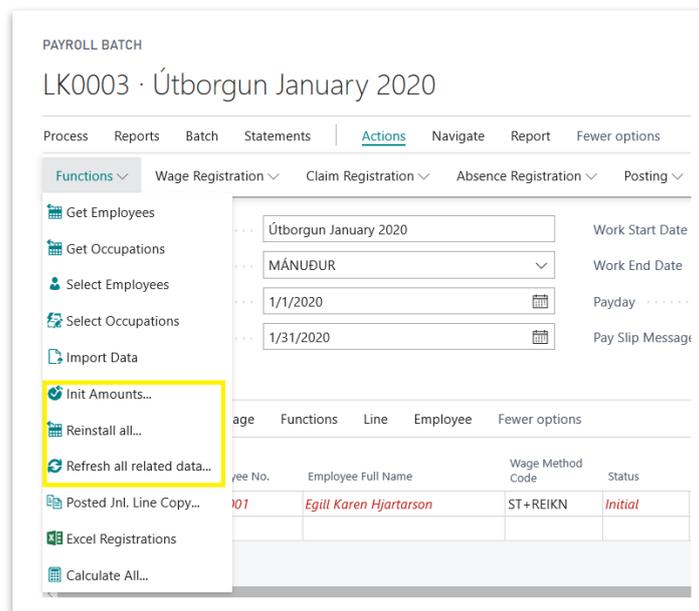
Payroll Batch

Run Calculate action again.

Payroll Batch – Payroll Batch Lines part

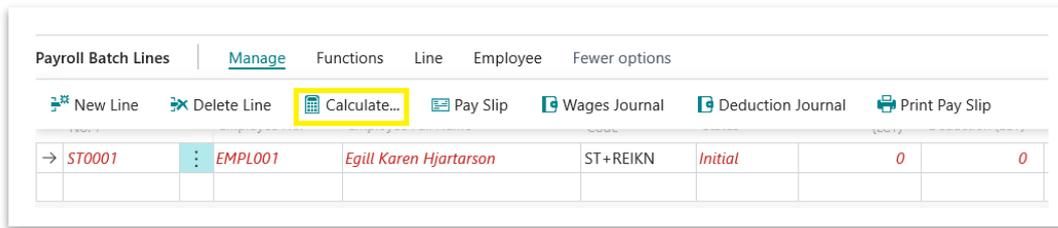Make sure there are no errors.

After successful calculation, calculated data for batch line can be checked using actions from *Calculation* tab in *Payroll Batch Lines* part of *Batch* card:
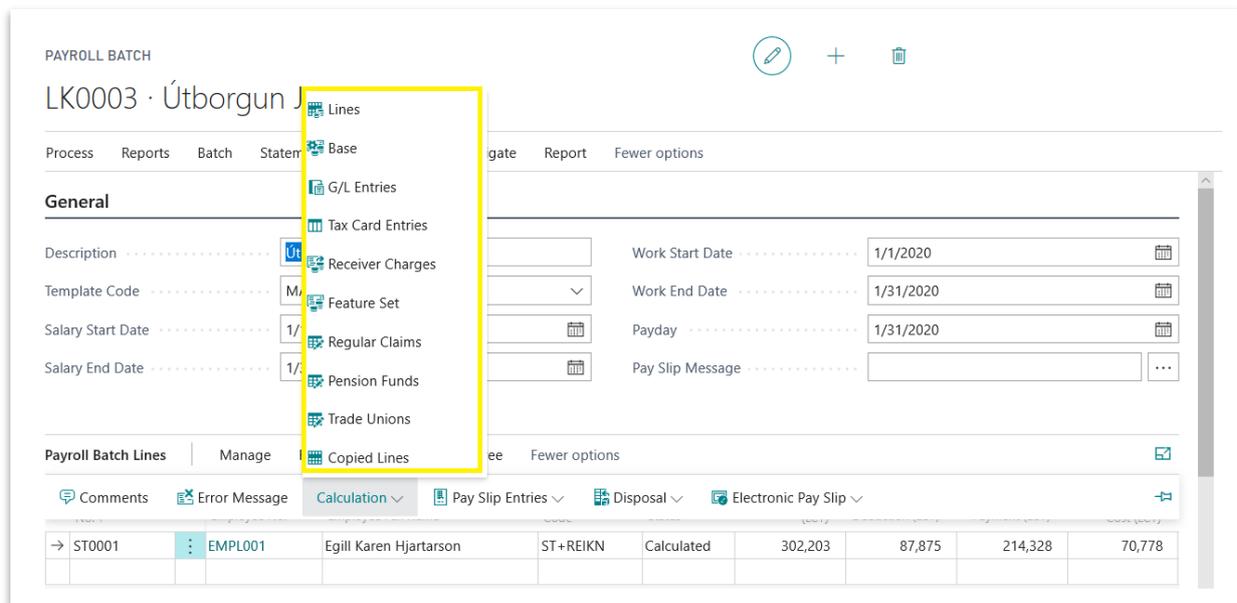
Payroll Batch – Payroll Batch Lines part

For example *Lines* action opens *Payroll Batch Wage Lines List* page, in this list can be found all steps included in current batch line, their amounts and other information:

Payroll Batch Wage Lines List

G/L Entries action opens *Payroll Batch G/L Entries page*, this page shows which accounts would be affected with posting this batch line and for what amount:

Payroll Batch G/L Entries

Also after calculation, data that would be included in pay slip can be checked using next actions from *Pay Slip Entries* tab in *Payroll Batch Lines* part of *Batch* card:
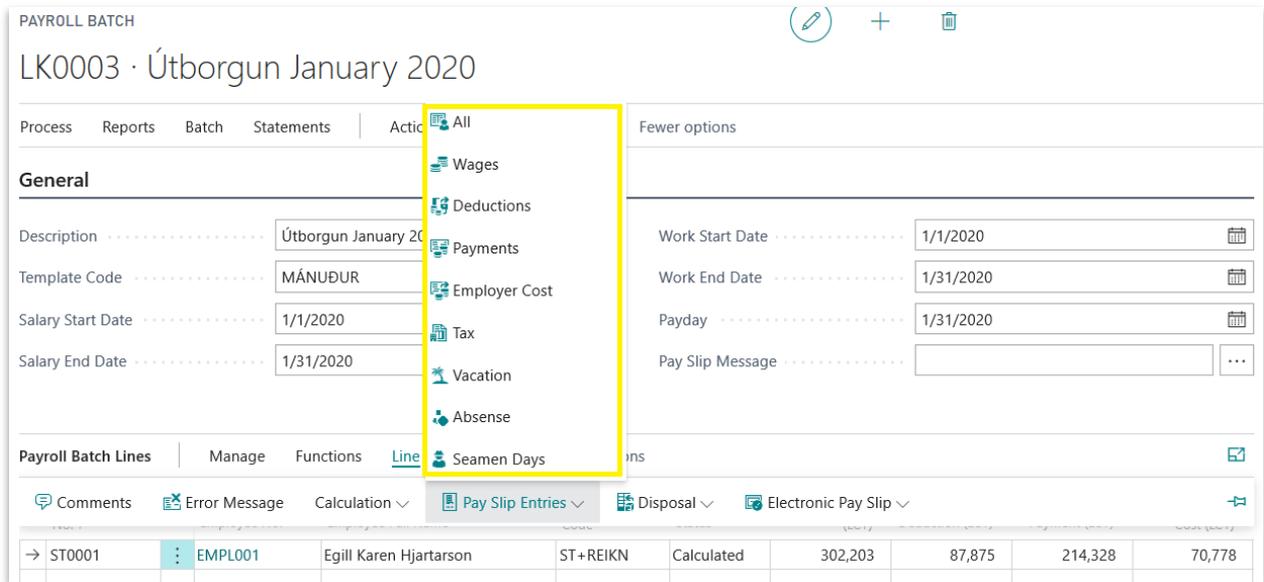
Payroll Batch – Payroll Batch Lines part

All action opens *All Batch Pay Slip Entries* page, here can be found all lines that will be part of pay slip, other actions from *Pay Slip Entries* tab can be used to see lines that are part of some segment from pay slip.

All Batch Pay Slip Entries

Pay slip for Payroll Batch Line can be previewed using *Pay Slip* action from *Manage* tab on *Payroll Batch Lines* part.

Payroll Batch – Payroll Batch Lines part

This action will open *Payroll Batch Pay Slip* page:

Payroll Batch Pay Slip

Pay Slip can be printed for entire batch using Pay Slips action from Reports tab:

Payroll Batch

Or it can be printed for one line only, with *Print Pay Slip* action from *Manage* tab on Payroll Batch Lines part:

Payroll Batch – Payroll Batch Lines part

CRONUS Ísland hf.
Vínland 1
Vesturbæ
999 Vesturvík
Social Security No. 5902697199

PAY SLIP

Period: 01/01/20 - 01/31/20
Payment dated January 31, 2020
LK0001

Social Security No. 0802982779

Egill Karen Hjartarson
Grenihlíð 2
540 Blönduós
Ísland

Employee No.   EMPL001

Message:

Description	Units	Rate	Amount	From New Year Yearly amount	Yearly units
Salary					
Monthly salary	100%	300,000.00	300,000	300,000	1
Overtime	10HRS	2,000.00	20,000	20,000	10
Vacation on overtime	10.17%	20,000.00	2,034	2,034	
Total salary			322,034	322,034	
Deduction					
Vacation account 521702145768			-2,034	2,034	
Union fee Verslunarmannafélag Skagafjarðar	1%	322,034.00	-3,220	3,220	
Pensions fee Stapi lífeyrissjóður	4%	322,034.00	-12,881	12,881	
Add.pension fee Ævilífeyrir Allianz, séreignasjóður	2%	322,034.00	-6,441	6,441	
Tax base		302,712			
Income tax General Tax Rate	37.19%	-112,579			
Income tax payment			-112,579	112,579	
Official charges			-5,000	5,000	
Employee association			-500	500	
Prepaid salary			-10,000	10,000	
Total deduction			-152,655	152,655	
Paid salary			169,379		
Bank account 521702145769			169,379	169,379	
Company contribution					
Sickness fund Verslunarmannafélag Skagafjarðar	1%	322,034.00	3,220	3,220	
Holiday fund Verslunarmannafélag Skagafjarðar	0.25%	322,034.00	805	805	
Retraining fund Verslunarmannafélag Skagafjarðar	0.3%	322,034.00	966	966	
Rehabilitation fund Stapi lífeyrissjóður	0.1%	322,034.00	322	322	
Pension fund Stapi lífeyrissjóður	11.5%	322,034.00	37,034	37,034	
Add.pension fund Ævilífeyrir Allianz, séreignasjóður	3%	322,034.00	9,661	9,661	
Employee association Starfsmannafélag			1,000	1,000	
Insurance fee	6.35%	368,729.00	23,414	23,414	
Total Company contribution			75,422	75,422	
Parental leave					
Aggregate now			15		
Total Credit Balance			15		

Pay Slip report

Pay Slips can be sent to e-bank, using action *XML Pay Slips* from *Reports* tab, XML file will be generated

Process   Reports   Batch   Statements | Actions   Navigate   Report   Fewer options

🖼 Pay Slips   🌐 XML Pay Slips   📊 Batch Reconciliation   📊 Payroll list - Unposted salary   📊 Payroll Unpos...ch G/L Entries

Payroll Batch

```xml
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE XML-S SYSTEM "XML-S.dtd">
- <XML-S>
    - <Statement XKey="00010001" Date="2020/01/31" Acct="590269719908029827791234">
            <?bgls.BlueGill.com DefinitionName=Microsoft Dynamics NAV - Advania Payslip Export?>
            <?bgls.BlueGill.com User1=0802982779?>
            <?bgls.BlueGill.com User3=SRLN-001?>
            <?bgls.BlueGill.com User4=590269719908029827791234100001?>
        <Field Name="PaymentDateLabel">Payment Date</Field>
        <Field Name="PayslipLabel">Payslip</Field>
        <Field Name="EmployeeNoLabel">Employee No.</Field>
        <Field Name="SocialSecurityNoLabel">Social Security No.</Field>
        <Field Name="PaymentNoLabel">Payment No.</Field>
        <Field Name="CompanyName">Documentation2</Field>
        <Field Name="CompanyAddr1">Documentation2</Field>
        <Field Name="CompanyAddr2">Borgartún 28</Field>
        <Field Name="CompanyAddr3">540 Blönduós</Field>
        <Field Name="CompanyAddr4"/>
        <Field Name="CompanyAddr5"/>
        <Field Name="CompanyAddr6"/>
        <Field Name="CompanyAddr7"/>
        <Field Name="CompanyAddr8"/>
        <Field Name="CompanySSN">5902697199</Field>
        <Field Name="EmployeeAddr1">Egill Karen Hjartarson</Field>
        <Field Name="EmployeeAddr2">Grenihlíð 2</Field>
        <Field Name="EmployeeAddr3">540 Blönduós</Field>
        <Field Name="EmployeeAddr4">Ísland</Field>
        <Field Name="EmployeeAddr5"/>
        <Field Name="EmployeeAddr6"/>
        <Field Name="EmployeeAddr7"/>
        <Field Name="EmployeeAddr8"/>
        <Field Name="PaymentDate">31. January 2020</Field>
        <Field Name="PaymentPeriod">Period: 01/01/20 - 01/31/20</Field>
        <Field Name="EmployeeNo">EMPL001</Field>
        <Field Name="SocialSecurityNo">0802982779</Field>
        <Field Name="PaymentNo">BL0001</Field>
      - <Section Name="HeaderRegion" Occ="1">
          - <Section Name="HeaderDetails" Occ="1">
                <Field Name="Column1">Description</Field>
                <Field Name="Column2">Units</Field>
                <Field Name="Column3"/>
                <Field Name="Column4">Rate</Field>
                <Field Name="Column5">Amount</Field>
                <Field Name="Column6">Yearly units</Field>
                <Field Name="Column7">Yearly amount</Field>
            </Section>
        </Section>
      - <Section Name="TopRegion" Occ="1">
          - <Section Name="TopDetails" Occ="1">
              - <Section Name="Column1" Occ="1">
                    <Field Name="Align">Left</Field>
                    <Field Name="FontBold">TRUE</Field>
                    <Field Name="Gildi">Salary</Field>
                </Section>
              - <Section Name="Column2" Occ="1">
                    <Field Name="Align">Right</Field>
                    <Field Name="FontBold"/>
                    <Field Name="Gildi"/>
                </Section>
              - <Section Name="Column3" Occ="1">
                    <Field Name="Align">Left</Field>
                    <Field Name="FontBold">TRUE</Field>
                    <Field Name="Gildi"/>
                </Section>
```
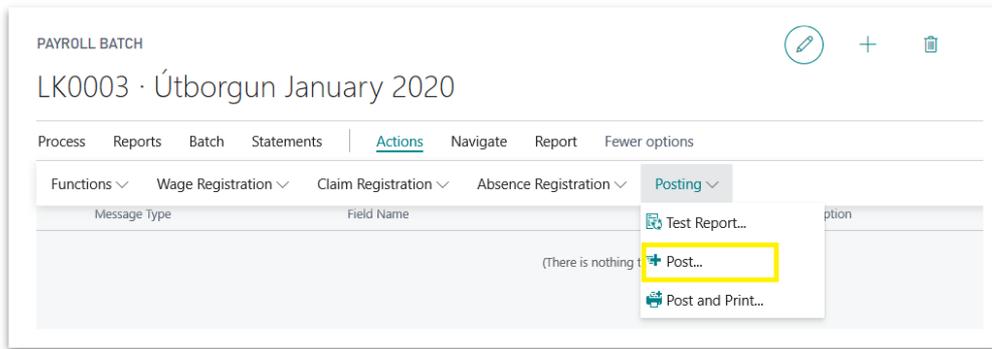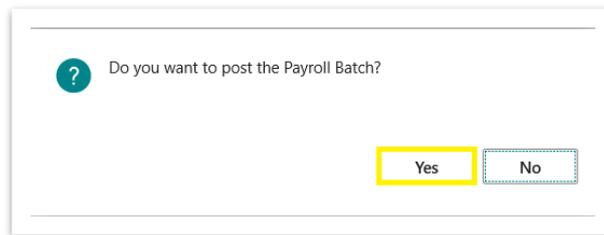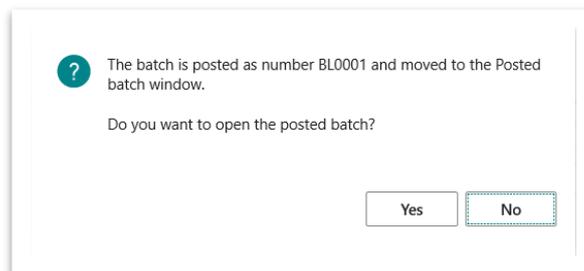
XML Pay Slip

To post *Payroll Batch* click on *Post* action.

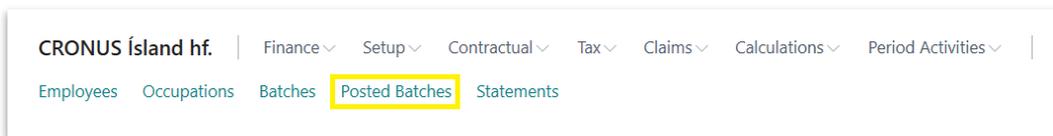*Payroll Batch*

Confirmation dialog will pop up, select YES

If Payroll Batch is successfuly posted, next confirmation dialog will pop up:

Posted Payroll Batch

To check list of all posted batches search for *Payroll Posted Batch List* or click on *Posted Batches* action from *Payroll* role center.
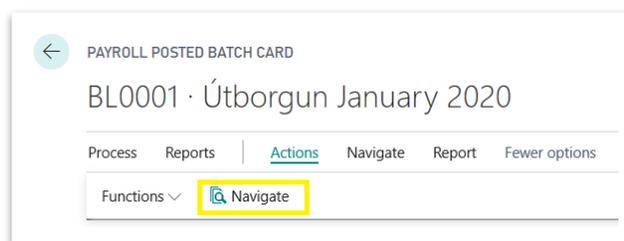
Payroll – Role Center

Posted Baches page will open, from here *Payroll Posted Batch Card* can be opened.
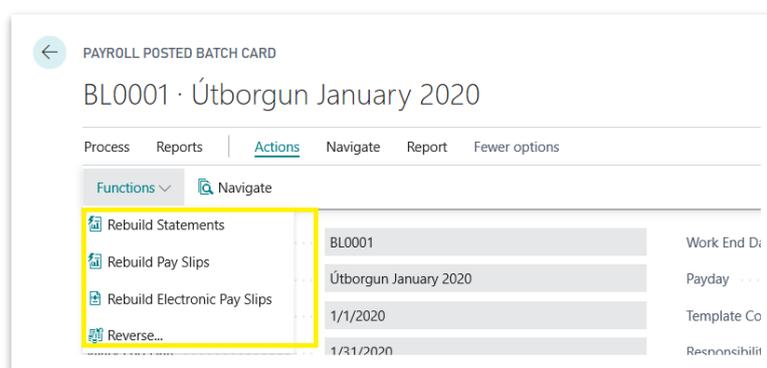

Posted Baches

Besides actions that can be found in *Payroll Batch Card*, there are some new actions on *Payroll Posted Batch Card,* for example *Navigate* action.

Payroll Posted Batch Card

In *Functions* tab are group of corrective actions:

Payroll Posted Batch Card

- *Rebuild Statements*: deletes all statement entries and batch statement setup and creates new data according to
- statement setup.
- *Rebuild Pay Slips*: deletes all pay slips and rebuilds them according to pay slip setup.
- *Rebuild Electronic Pay Slips*: deletes all electronic pay slips and rebuilds them according to pay slip setup.

- -*Reverse*: creates corrective G/L entries and new payroll batch according to posted batch.

Statements

Usually when some batch is posted statements are sent to their recievers. Under the *Report* tab in *Posted Batch Card* page is *Statements* group of actions.
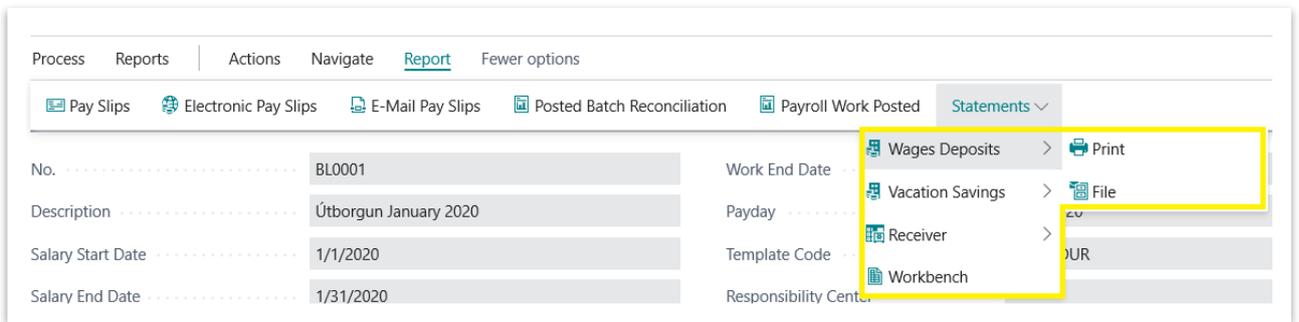

Payroll Posted Batch Card

From here can be printed or generated files for *Wages Deposits, Vacation Savings and Receivers. Workbench* action opens *Payroll Statements Workbench* page.
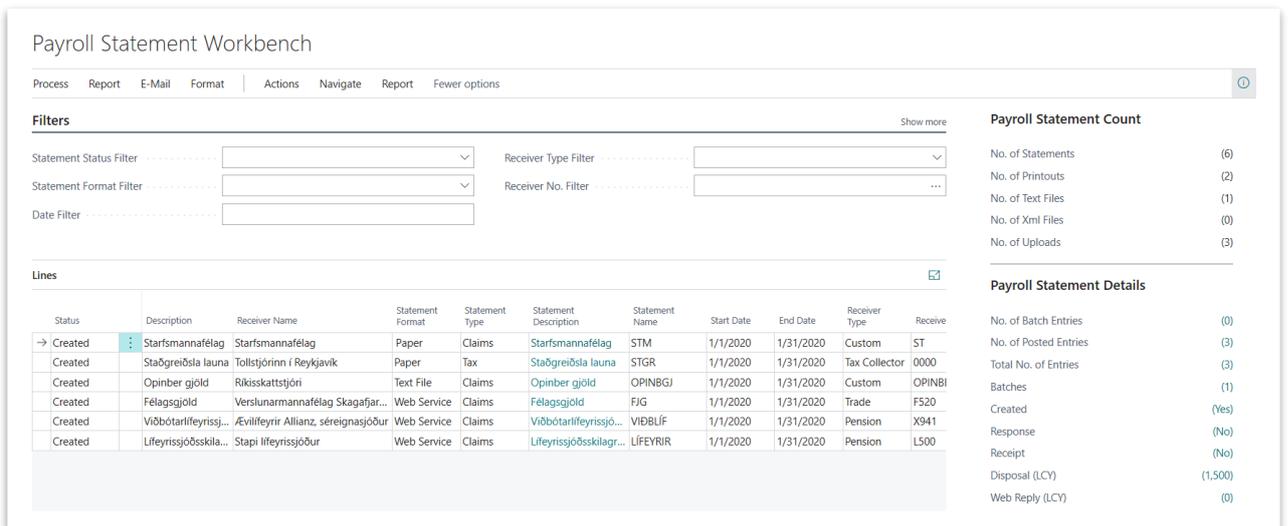

Payroll Statements Workbench

Payroll Statements Workbench is detailed list of all created statements. On this page statements can be checked and sent to their receivers.

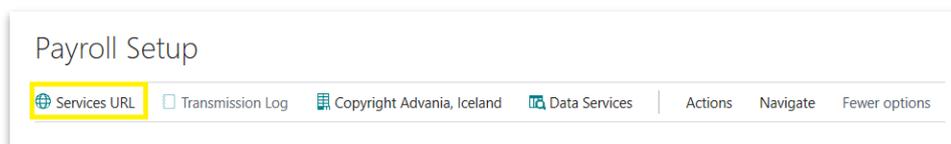To check information about receiver use *Receiver* action.
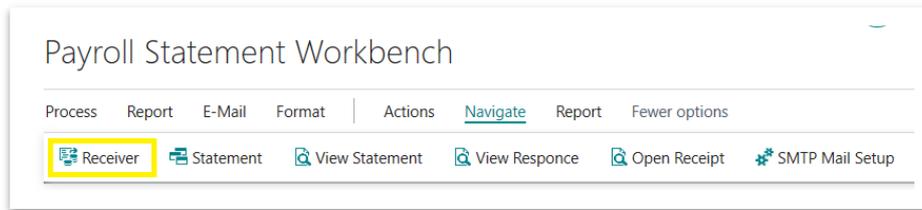
Payroll Statements Workbench

On receiver card in this case *Payroll Pension Fund Card,* are general information and information how statements should be sent, in which format and to which e-mail if it should be sent by e-mail.
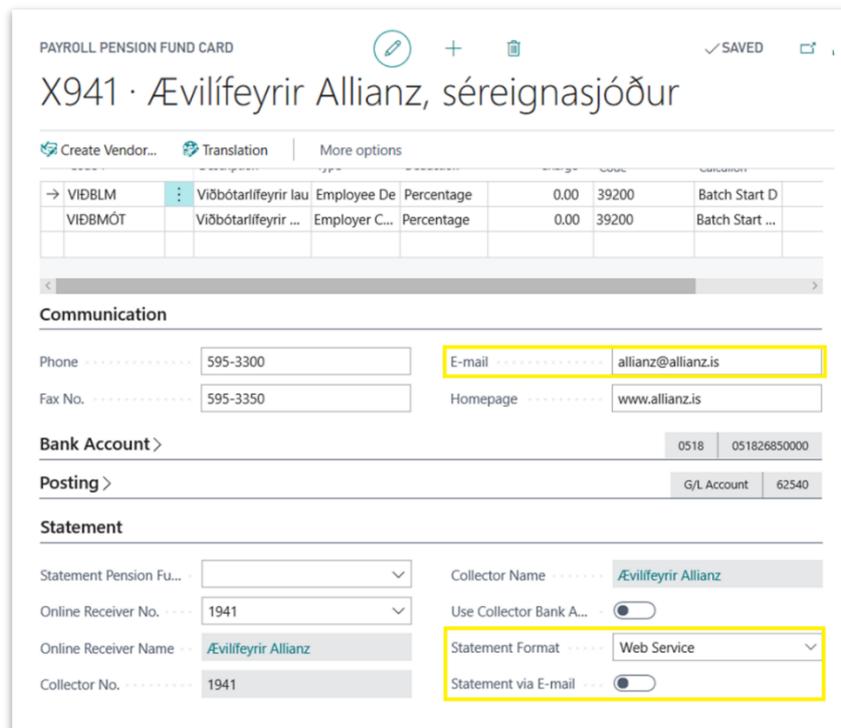
Payroll Pension Fund Card

If *Statement Format* is Web Service, URL can be checked on *Payroll Setup* with *Services URL* action. To be able to use this action *Payroll Setup* needs to be disabled (don't forget to enable it again).
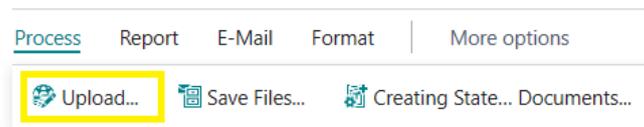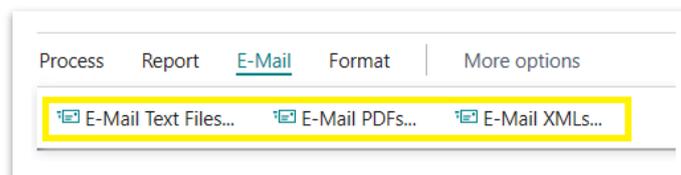

Payroll Setup

Services Url

From *Payroll Statements Workbench* statements can be sent to their receivers using next actions:

Payroll Statements Workbench

Upload: sends all statements where Statement Type is Web Service.

Payroll Statements Workbench

- *E-Mail Text Files*: sends text files by e-mail for collectors which are marked with send by e-mail,
- *E-Mail PDFs*: sends pdf document by e-mail for collectors which are marked with send by e-mail,
- *E-Mail XMLs*: sends XML files by e-mail for collectors which are marked with send by e-mail.

9. PAY SLIP SETUP

Pay Slip Setup is used for modifing pay slips and creating new ones. It can define what steps will be included in pay slip, where it will be placed, what description will be used.

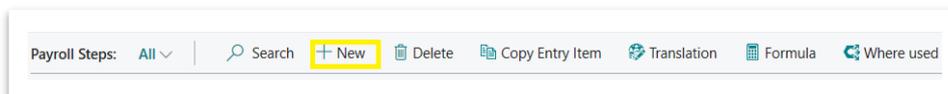To add new step in Payroll Slip follow next steps:

1. Create new *Payroll Step* and *Payroll Wage Code Setup (*for testing purpose create simple step for „special bonus").

   a) Open *Payroll Steps* page from Payroll role center.
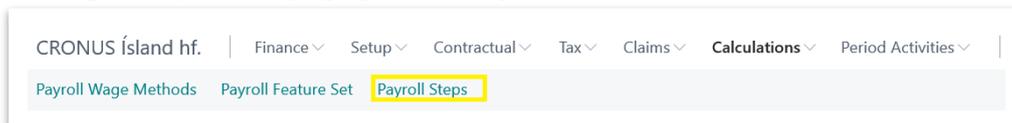
   Payroll – Role Center

   b) Click on *New* action.

   Payroll Steps

   c) In Payroll Step Card enter next fields:
   - *Code*: 11905
   - *Description*: Laun 6
   - *Codeunit Code*: BÓK
   - *Rounding precision*: 1

Payroll Step Card

d) If pay slip is printed in multiple languages click on *Translation* action, *Payroll Translation* page will open.

Payroll Step Card

Add translation and go back to Step card:

Payroll Translation

e) Click on *Feature Set Line* action to add feature, *Payroll Feature Set Steps List* will open:

Payroll Step Card

f) Select LAUNALIÐIR (Basis for salary calculation) for *Feature Set Code* field, and go back to *Payroll Step Card*.

Payroll Feature Set Steps List

g) Go back to *Payroll Steps* Page, in list find and select *Step Code* **38000** (Calculated daily wage/monthly wage), click on Formula action. *Step Calculation Syntax* page will open for this code.

Payroll Steps

h) Insert new line in *Step Calculation Syntax* page after line with *Step Code* **11904**,

Step Calculation Syntax

i) Crete new *Payroll Salary Code* for which will be created *Payroll Wage Code Setup* with new **11905** *Step.*
Click on *Payroll Salary Code* action from *Payroll* role center or search for it.

Payroll – Role Center

4. Payroll Salary Code page will open, insert new line with ***Code:*** 555 and ***Description:*** Laun 6

Payroll Salary Code

To add translation for Payroll Salary Code click on Translation action.
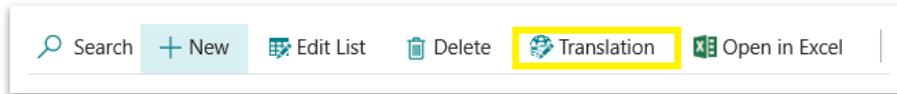
Payroll Salary Code

Insert translation and close *Payroll Salary Code* page.
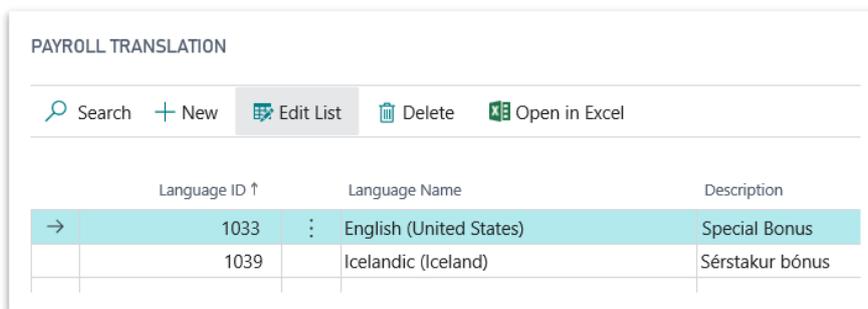
Payroll Translation

j) Crete new *Payroll Wage Code Setup*. Click on *Payroll Wage Code Setup* action from *Payroll* role center or search for it. *Payroll Wage Code Setup* page will open.
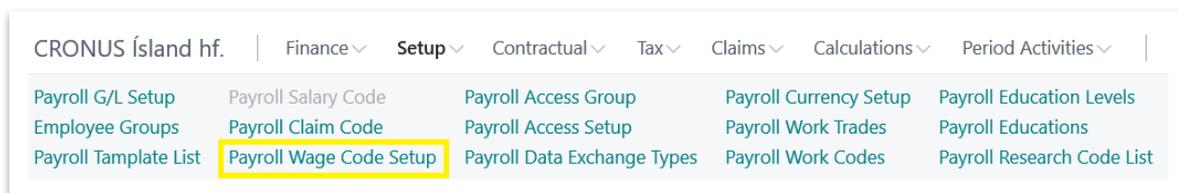
Payroll – Role Center

In *Payroll Wage Code Setup* page create new line, enter next values:

- Wage Code: 555,
- Feature Set Code: LAUNALIÐIR (feature defined in our created 11905 Step),
- Amount Step Code: 11905

Payroll Wage Code Setup

2. Go to *Payroll* role center and click on *Pay Slip Setup* action or search for *Payroll Pay Slip Setup*.
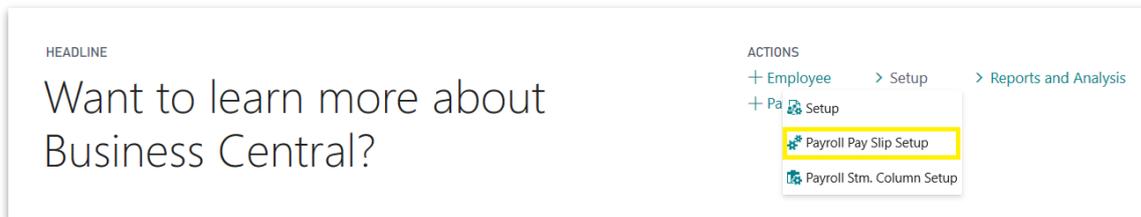
Payroll – Role Center

3. *Payroll Pay Slip Setup* page will open, to choose pay slip or create new one, drill down on *Pay Slip Name* field.

Payroll Pay Slip Setup

Payroll Pay Slip Names page will open, this is the list of all pay slips.

Payroll Pay Slip Names

For testing purpose existing pay slip will be modified, go back to *Payroll Pay Slip Setup*.

Note: Which pay slip will be used can be set in Payroll Template Card.

4. After **Laun 5** line, create new line and enter next fields:
   - **Description**: Laun 6,
   - **Line Type**: +,
   - **Amount Step Filter**: 11905,
   - **Year Amount Step Filter**: 11905,
   - **Show Line**: If amount not null,
   - **Other Decsription**: Wage Code,
   - **Electronic Decsription Layout**: %1 %2,
   - **Wages Section**: TRUE,

Description	Amount Step Filter	Year Units Step Filter	Year Amount Step Filter	Show Line	Accumulati... per Year	Unit of Measure	Show Det...	Show Units as Perc...	Show Global Dimension	Other Description	No. of Blank Lines	Paper Description Layout	Electronic Description Layout	Total	Wages Section
Laun 4	11903		11903	If amount n...	Calendar Year		☐	☐	Yes	Wage Code			%1 %2	☐	☑
Laun 5	11904		11904	If amount n...	Calendar Year		☐	☐	Yes	Wage Code			%1 %2	☐	☑
Laun 6	11905		11905	If amount no	Calendar Yea		☐	☐	Yes	Wage Code			%1 %2	☐	☑
Verkfæragjald	12010		12010	If amount n...	Calendar Year		☐	☐	Yes	Wage Code			%1 %2	☐	☑

Payroll Pay Slip Setup

5. If *Other Decsription* field is not defined for this line, description from this setup will be used on pay slip. To set translation select created line and drill down on *Description* field or click on *Description Translation* action.
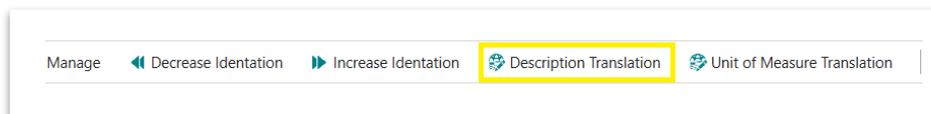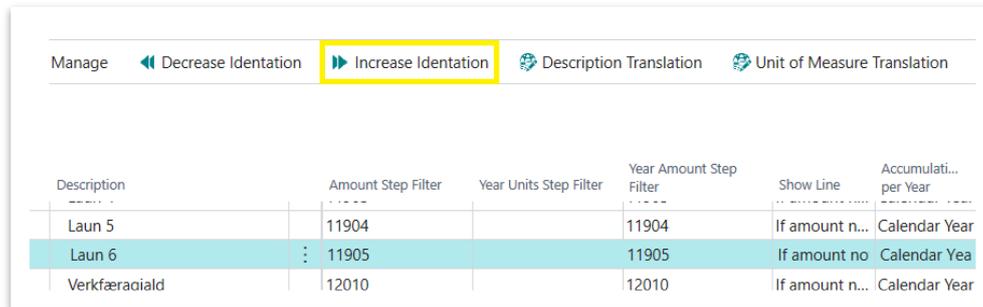

Payroll Pay Slip Setup

Add translation and close *Payroll Translation* page.

Payroll Translation

6. Select created line, click on *Increase Identation* action and close *Payroll Pay Slip Setup* page.

Payroll Pay Slip Setup

7. To be able to see new step on pay slip, create new *Payroll Batch* and in *Wage Journal* add wage with new step.

a) Follow first four steps from *Payroll Batch* part. In third step for *Salary Start Day* use first day of next month for which payroll batch is not posted for chosen employee.

b) After Batch is created click on *Wage Journal* action from line part. *Payroll Wage Journal* page will open.

Payroll Batch

c) Insert new line in Payroll Wage Journal and close page. Enter next values:
- *Contract Code*: ALM 162,5,
- *Wage Code*: 555 (Wage code created in first step of this section),
- *Amount (LCY)*: 15,000.00

Payroll Wage Journal

d) Select created line and click on Calculate action from line part.

Payroll Batch – Payroll Batch Lines part

8. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.

Payroll Batch – Payroll Batch Lines part

9. In Salary part of pay slip should be new **Salary Bonus** line.

Pay Slip report

10. Go back to *Payroll Pay Slip Setup* and set *Other Decsription* field to empty for **Laun 6** line.

Payroll Pay Slip Setup

11. Open created Payroll Batch and calculate it again.

Payroll Batch – Payroll Batch Lines part

12. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.

5.
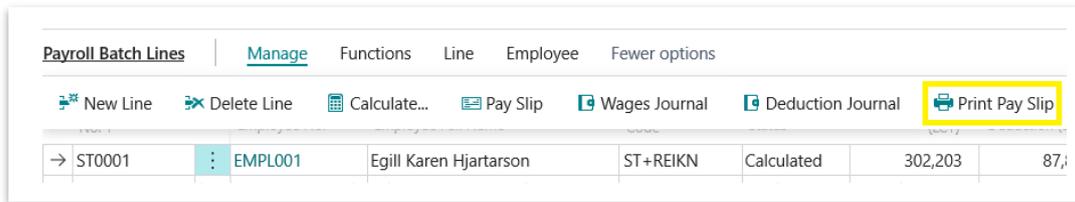
Payroll Batch – Payroll Batch Lines part

13. This time for new step in pay slip, description from *Payroll Pay Slip Setup* is used.

Pay Slip report

14. Go to the Employee Card of employee from Payroll Batch. Set ISL as Native Langue and confirm changes.

Payroll Employee Card

15. Open created Payroll Batch and calculate it again.
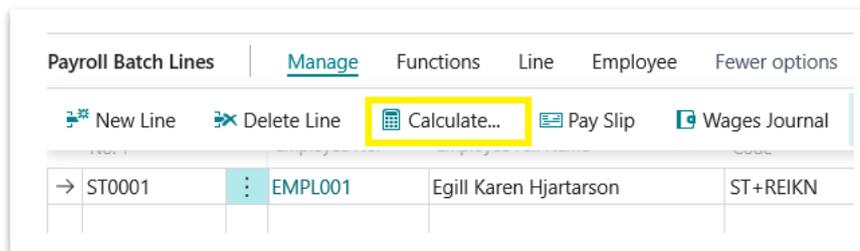
Payroll Batch – Payroll Batch Lines part

16. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.
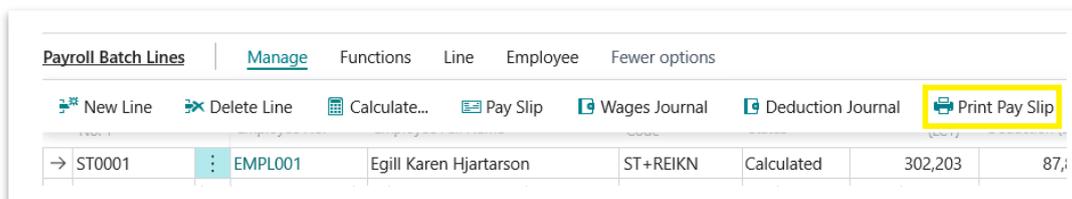
Payroll Batch – Payroll Batch Lines part

17. Pay slip should be printed in Icelandic

Pay Slip report

10. TAX SETUP

To check tax rates that are used for pay slip calculation click on *Payroll Tax Setup* action from *Payroll* role center or search for it.

Payroll – Role Center

Payroll Tax Setup page will open, this page is list of all existing tax setups. For example **ALM SKATT** represents general tax rate setup, **BARN SKATT** is tax rate setup for children...

Payroll Tax Setup

To open card for **ALM SKATT** tax setup click on it's *Code* field. *Payroll Tax Setup Card* page will open:

Payroll Tax Setup Card

In *Payroll Tax Setup Values* part can be checked ranges of tax steps for different periods.

Payroll Tax Setup Card - Payroll Tax Setup Values

Here can be seen that there are three steps. For all annual salaries (including other premises from employee) in 2020 bellow 4,042,995.00 will be used tax rate of 35.04%, for salaries over 11,350,472.00 will be used rate of 46.24% and for all salaries between this two amounts will be used tax rate of 37.19%.

To show how this tax steps work follow next steps:

1. Create new batch following first four steps from *Payroll Batch* part. In the third step for, *Salary Start Day* use first day of next month for wich payroll batch is not posted for chosen employee.

2. Select created line and click on Calculate action from line part.
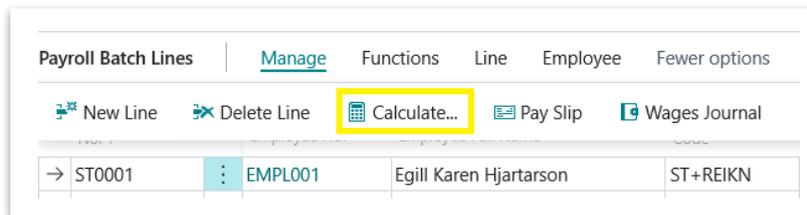
Payroll Batch – Payroll Batch Lines part

3. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.
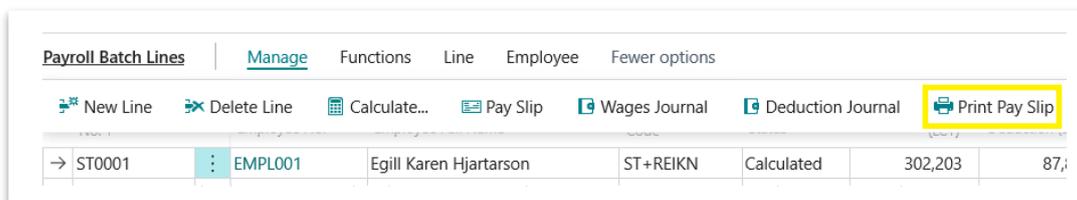
Payroll Batch – Payroll Batch Lines part

4. In deduction part of pay slip, tax rate is 37.19%.

Deduction				
Vacation account 521702145768			-2,034	2,034
Union fee Verslunarmannafélag Skagafjarðar	1%	322,034.00	-3,220	3,220
Pensions fee Stapi lífeyrissjóður	4%	322,034.00	-12,881	12,881
Add.pension fee Ævilífeyrir Allianz, séreignasjóður	2%	322,034.00	-6,441	6,441
Tax base		302,712		
Income tax General Tax Rate	37.19%	-112,579		
Income tax payment			-112,579	112,579
Official charges			-5,000	5,000
Employee association			-500	500
Prepaid salary			-10,000	10,000
Total deduction			-152,655	152,655

Pay Slip report

5. Go back to *Payroll Batch* and click on *Wage Journal* action from line part. *Payroll Wage Journal* page will open.

6. In *Payroll Wage Journal* increase *Rate (LCY)* for *Wage Code* 100 to 500,000.00

Payroll Batch Wage Journal

7. Go back to *Payroll Batch* and calculate it again.

Payroll Batch – Payroll Batch Lines part

8. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.

Payroll Batch – Payroll Batch Lines part

9. This time on one part of salary will be applied tax rate of 46.24% from the third step.

Pay Slip report

On Payroll Tax Setup card is *Payroll Personal Values* part, this part is list of government's tax benefit amounts for companies.

To check current tax rate from IRS's run *Current Tax* action from *Payroll Tax Setup Card* page.

Payroll Tax Setup Card

Payroll Tax Period Information page will open.

Payroll Tax Period Information

General

Month and Year	202008	Financial Activities Tax	5.5
Payroll Tax %	6.35	Personal Allowance A...	54,628
Payroll Seaman Tax %	0.65		

	Step No. ↑	Amount Threshold (LCY)	Amount (LCY)
→	1	0	35.04
	2	336,917	37.19
	3	945,874	46.24

Payroll Tax Period Information

To check tax rates for allowed periods from IRS's run *Allowed Tax Periods* action from *Payroll Tax Setup Card* page.
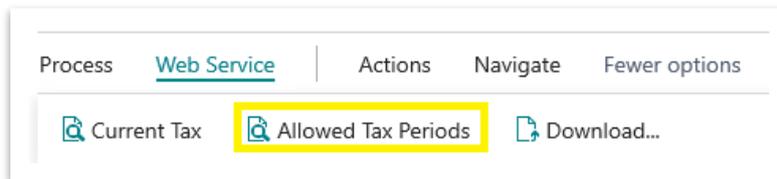
Payroll Tax Setup Card

Payroll Tax Allowed Periods page will open.

Payroll Tax Allowed Periods

To download the detailed settings for the current tax setup code from Advania web site click on *Download* action from *Payroll Tax Setup Card* page.
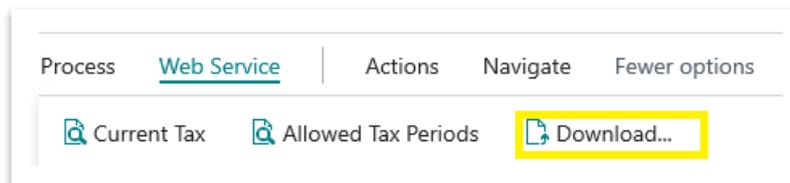
Payroll Tax Setup Card

11. BONUS CALCULATION

Payroll Bonus Calculation report helps with selection of employees for bonus, calculation of bonus according to predefined information from it's request page and updating payroll batch.

To demonstrate how this reports works, follow next steps:

1. If there are no posted batches for employee created from *Employee* part, follow all steps from *Payroll Batch* part.

2. Create new batch following first four steps from *Payroll Batch* part. In the third step for, *Salary Start Day* use first day of next month for wich payroll batch is not posted for chosen employee.

3. To run bonus calculation search for Payroll Bonus Calculation.

"Tell me"

4. Payroll Bonus Calculation request page will open:

For testing purpose include bonus in created batch for EMPL001 employee (previously created employee with posted batch from step 1 of this chapter), if he worked in period between 01/01/2020 and 01/31/2020. Bonus amount is 100,000, employee will get full bonus amount if he worked at least 4 weeks and his employment ratio is 100%. There is no bonus for this employee if he worked less then 3 weeks in this period.

- **Full Bonus:** 100.000,
- **Minimum Workhours:** 3,
- **100% Bonus at work at least:** 4,
- **Period from:** 01/01/20,
- **Period to:** 01/31/20,
- **Prepaid from:** 01/01/20,
- **Prepaid to:** 01/31/20,
- **Workhours Step Filter 1:** 10040..10044,
- **Workhours Step Filter 2:** 10005,
- **Bonus Salary Code:** 600,
- **Employment Ratio is Max Payment:** true,
- **Move to Batch:** Batch No. of created batch from step 2 of this chapter,
- **No. (Filter: Employee):** Employee No. of employee from step 1 of this chapter.

PAYROLL BONUS CALCULATION

Print Settings

Selected printer: · · · · · · · · · · · (Browser)

Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: · · · · · · · · Last used options and filters ⌄

Options

Full Bonus · · · · · · · · · · · · ·	100,000
Minimum Workhours · · · · · · · ·	3
100% Bonus if worked at least · · · · ·	4
Period from · · · · · · · · · · · ·	1/1/2020 📅
Period to · · · · · · · · · · · · ·	1/31/2020 📅
Prepaid from · · · · · · · · · · ·	1/1/2020 📅
Prepaid to · · · · · · · · · · · ·	1/31/2020 📅
Trade Union Filter · · · · · · · · ·	⌄
Workhours Steps Filter 1 · · · · · · ·	10040..10044 ···
Multiplier Workhours Steps Filter 1 ·	0
Workhours Steps Filter 2 · · · · · · ·	10005 ···
Bonus Payments Steps · · · · · · · ·	⌄
Bonus Salary Code · · · · · · · · ·	600 ⌄
Maximum Montly Workhours · · · · ·	0
Montly Details · · · · · · · · · · ·	⬤◯
Employment Ratio is Max. Payme...	◯⬤
Move to Batch · · · · · · · · · · ·	LK0002 ⌄

Filter: Employee

✕ No. · · · · · · · · · · · · · ·	EMPL001 ⌄
✕ Status · · · · · · · · · · · · ·	⌄
✕ Statistics Group Code · · · · · · ·	⌄
✕ Department Code · · · · · · · · ·	⌄

\+ Filter...

Filter totals by:

\+ Filter...

Send to...　Print　Preview　Cancel

Payroll Bonus Calculation – request page

5. Click on *Preview* from the request page, preview of *Payroll Bonus Calculation* report will open:

Payroll Bonus Calculation report

6. Close the preview of the report. In „tell me" search for *Payroll Batch List* and open batch created in step 2 of this chapter which is used in **Move to Batch** field from request page of the *Payroll Bonus Calculation* report.

7. In *Payroll Batch Card* run *Wages Journal* action from *Payroll Batch Lines* part.

Payroll Batch – Payroll Batch Lines part

8. *Payroll Batch Wages Journal* page will open, here can be seen that new line with *Wage Code* 600 (**Bonus Salary Code** from request page of the report) and *Amount (LCY)* of 100,000 is created.

Payroll Batch Wages Journal