Softera.PAYROLL

USER GUIDE

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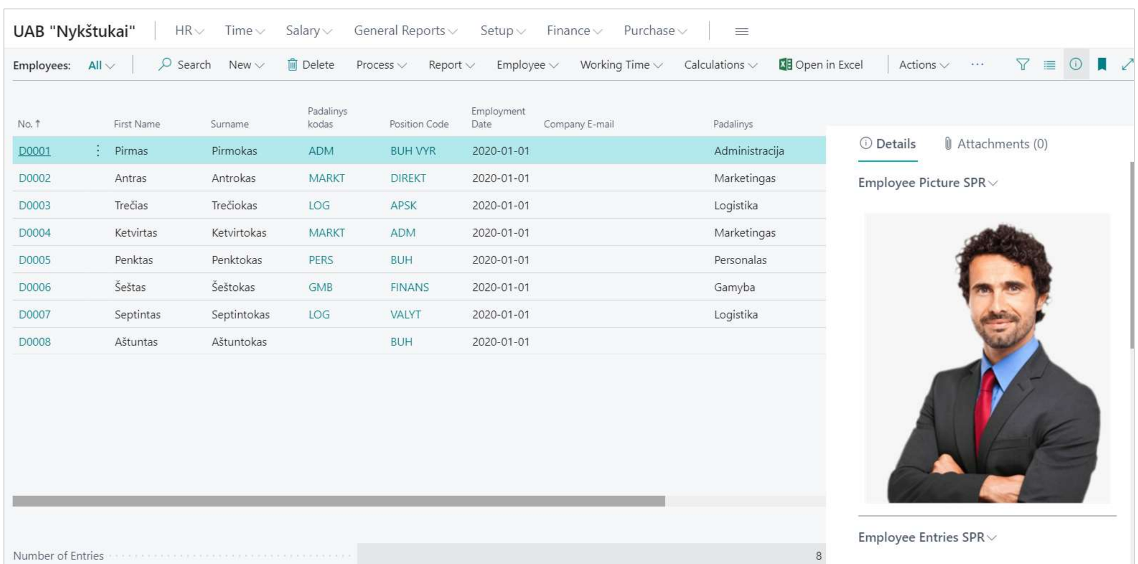
Content

RECRUITMENT OF THE EMPLOYEE

When recruiting employee an employee card must be created, job contracts and working conditions must be described. It is also possible to describe the bank accounts, children and sickness rates held by the employee. When entering information about the employee, it is possible to form acceptance documents: employment contract, acceptance order, application of the NPD, etc. documents.

CREATE EMPLOYEE CARD

The employee card stores employee's personal information, which changes or changes very rarely over time. Other information related to the employee can also be accessed from the employee card. Employee cards are listed in the employee list, where you can choose to create or open the employee card that you want. The list of employees opens when you select: **HR → Employees**. The Employee list opens.



No 1. List of employees

Click **New** on the action bar**.** The employee card opens. Fill in the fields:

"General" section

No. – enter the employee card (tabular) number. If the Payroll setup field **Employee No. series** has been set, pressing the <**Enter**> button on the keyboard or by using the mouse on any card location, the next number in sequence will be automatically recorded according to the set number of series.

- **The first name** – enter employee first name.
- **Surname** – enter employee last name.

"Administration" section

- **Employment date** – enter the date of recruitment of the employee.

- **Length of service from** – enter the date from which the employee's length of service should be calculated. The field is filled in if it does not match the value in the **Employment Date** field. The value is used to calculate additional vacation days for an employee that depends on the time worked accordingly.

"Connections" section

- **Phone No.** – enter employee home or work telephone number.
- **Mob. Phone No.** – enter employee mobile phone number.
- **Personal E-mail** - enter personal e-mail address of the employee.
- **Company E-mail** – enter the mail address used by the employee in the company.
- **Payslip E-mail** – select to which e-mail address, personal or company, will be sent Payslip.
- Possible values:
  - *"Blank"*– Payslip will be sent to company's e-mail. If it is empty, to personal e-mail.
  - *Companies* – Payslip will only be sent to company's e-mail.
  - *Personal* – Payslip will only be sent to personal e-mail.

"Address" section

- **Address** – enter address of employee place of residence.
- **City** - displays the name of the city where the employee lives.
- **Post code** – enter the postal code of the employee place of residence. When a post code is entered, the **City** field on the employee card is automatically filled in.
- **Country code** – enter the country code of the employee place of residence.

"Personal information" section

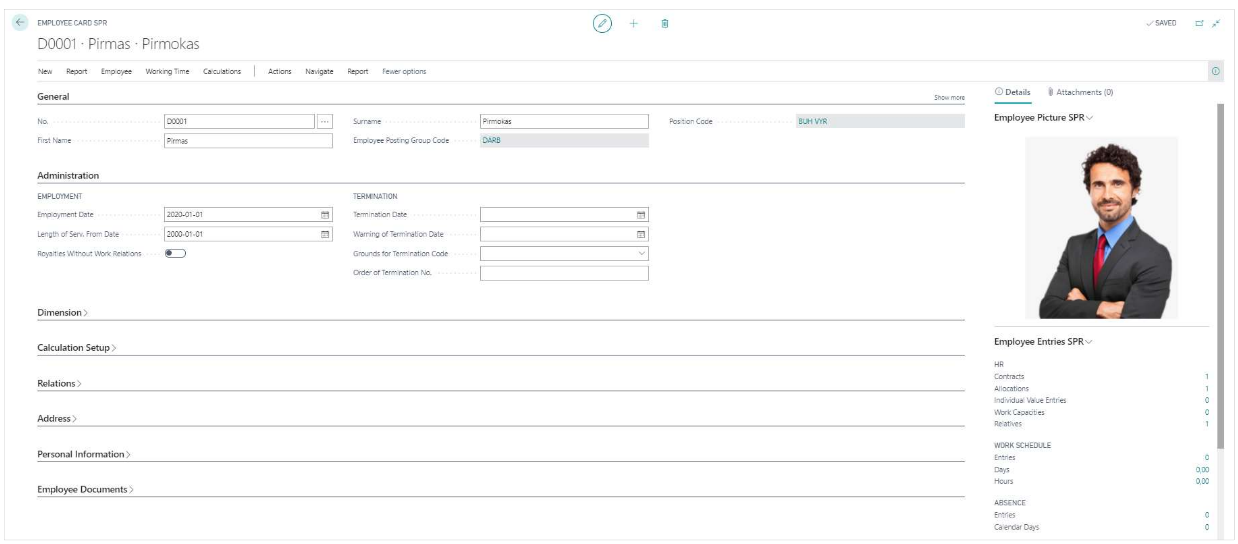
- **Personal code** – enter employee personal ID number. The field is mandatory for Sodra reports.
- **Birth date** – enter employee date of birth.
- **Gender** – select employee gender.
- **Foreigner** – select if the employee is a foreigner.
- **Nationality code** — enter the nationality code of the employee.
- **Marital status code** – enter family status code of the employee.
- **Retired from** – enter the date of the employee retirement.
- **Document type** – select the type of personal document provided by the employee. Possible meanings: *Passport*, *Personal Identity card*, *Permission to live in Lithuania.*
- **Document No**. – enter the number of the identity document provided by the employee in the Document **Type** field.
- **Document Issue Authority** - enter the name of the authority which issued the passport to the employee.
- **Document Issue Date -** enter the date of issue of the passport.
- **Document Expiry Date –** enter the date of validity of the passport.

- **Social Insurance No**. – enter the Sodra certificate number.
- **W Visa** – mark if employee is not a resident. The amount of Sodra paid by the company to these employees is calculated according to a separate tariff specified in the field of the Sodra Rates setup fields **Company- SSI W Visa Fixed-Term Contract** and **Company- SSI W Visa an Open-Ended Contract**. Non-residents do not pay Sodra contributions.

"Employee Documents" section

Displays a list of documents attached to the employee. For example, documents that can be attached: employment contract, employee certificate, applications, etc. When selecting the **Employee Documents SPR** button in the document subform a list of available actions is displayed:

- **Import File –** uploads the new document to the document list.
- **Save file** – saves current document to computer.
- **Delete file** – deletes the document from the list.



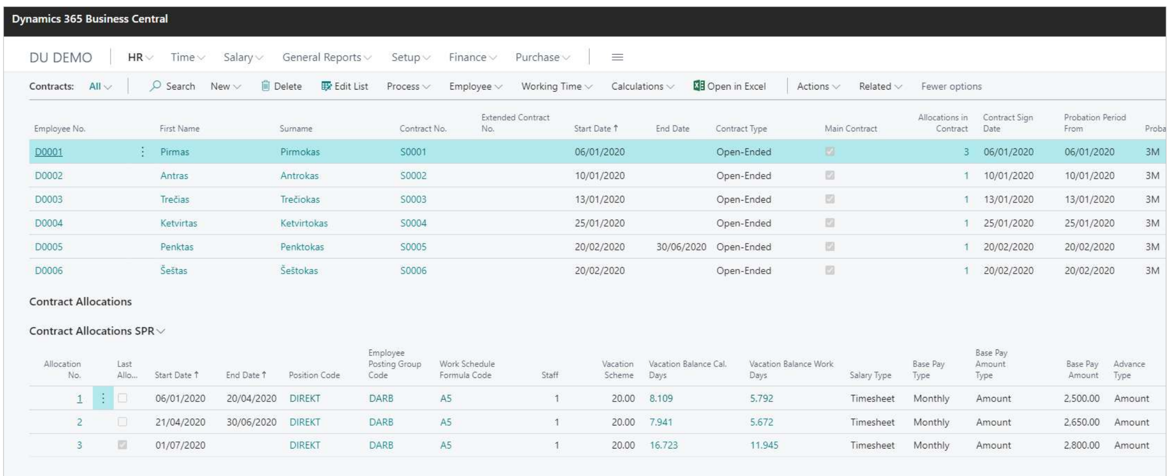
No 2. Employee card

CREATE EMPLOYEE'S EMPLOYMENT CONTRACT

After employee card is filled in, employee contract must be created. The new contract can be created from employee card. Click **New** on the action bar → **New Contract** or at the action pane select **HR** → **Contracts** → **New** → **New.** Fill in the fields:

- **Contract No.** – enter the employment contract number. Number series must be set up at the **Payroll Setup SPR** field **Employee No. Series.**
- **Start date** – specifies the start date of the employment contract. If the employee is created with the first contract, the field is filled in automatically with the value from employee card field **Employment Date.**

- **Contract type** – select the type of employment contract. Possible values: *Open-ended*, *Fixed-term*, Temporary, *Apprenticeships*, *Undetermined Volume*, *Project based, Job-Sharing, With Several Employers*, Seasonal.
- **Contract Sign Date** - enter the date when the contract of employment was signed.
- **Probation Period From** – enter the date on which the probation period calculations should be started.
- **Probation period** – enter the calculation formula for the probationary period, e.g. with **3M** formula, the employee will be subject to a 3-month probation period.
- **Probation Period Until** – displays the probation period end date.



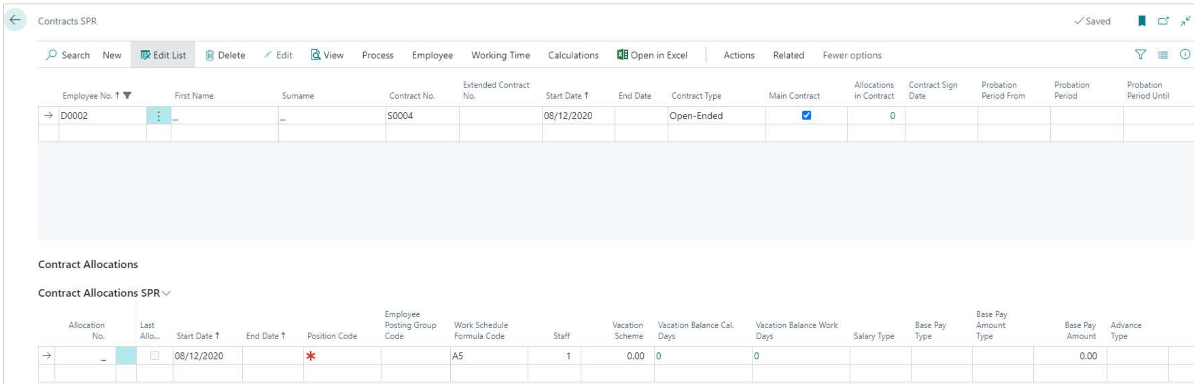
No 3. List of employee contracts

CREATE EMPLOYEE ALLOCATION

The allocation card stores information about the terms and conditions specified in the employee's employment contract, which may change over time. The employee's allocation card shall contain the employee's work schedule, position, salary amount and other information. A new appointment card shall be created when the information of the employment contract is changed, or additional terms of employment becomes available. The new card will extend the previous card with new terms. The validity of the allocation card is determined by using the **Start Date** and **End Date** fields on the allocation card. This shall ensure that the information on the terms of the contract for the relevant periods of time is preserved and, where appropriate, available.

The new allocation of an employee can be created in several ways:

- at the same time when employee contract is created. After filling in the required employment contract fields, fill in the allocation information below:



No 4. Allocation information to be filled in when creating a new employment contract

- if the contract has already been created earlier, then select the contract and on the actions bar select **New → New Allocation.**
- another option, in the action bar select **HR → Allocations → New → New**.
- If the employee has already had an allocation and currently new one is creating, it is recommended to you use **New Using Current** function. The system copies existing information and it is possible to change only working conditions that have changed.

Fields to be filled in on the allocation card:

"General" section

- **Start Date** – specifies the start date of the allocation. If the first allocation is created, the field is filled in automatically with the value from the employee card field **Employment Date**.
- **Position Code** – enter the employee position code.
- **Employee Posting Group Code** - enter the code for the employee posting group.

"Time" section

- **Work Schedule Formula C ode** – enter the formula code for the employee work schedule.
- **Staff** – enter employee work staff, e. g. 1 or 0,5.
- **Accum. Length of service** – select whether to the employee must be calculated additional days of leave for length of service. Possible values: *Yes, No*. Note: If selecting the value **No** and running the Extra Days Calculation function will not calculate additional days of leave for employee length of service.
- **Vacation Scheme** – enter vacation scheme for the employee, according to which vacation days are accrued. Note: If additional days of vacation per year are included in the employee service, then these days should be entered through the individual values page. These values can be entered automatically running function **Additional Vacation Days.**

- **Vacation Balance Cal. Days** – displays the number of calendar days of unused vacation accumulated by the employee. The value is recalculated each time allocation card is opened. The value is calculated up to the work date set in BC system, or to the date set in the field **Termination Date** on the employee card.
- **Vacation Balance Work Days** – displays the number of unused vacations working days accumulated by the employee. The value is recalculated each time allocation card is opened. The value is calculated up to the work date set in BC system, or to the date set in the field **Termination Date** on the employee card.

"Salary" section

- **Salary type** – select type of the salary. Possible values: *Timesheet* – if the employee salary is calculated based on a timesheet, *Piecework* - if employee is paid a salary for the work done. *Note*: In this case, amounts are not calculated based on timesheet, *Fixed and variable parts.*
- **Base Pay Type** – select base pay type Possible values:
  - *Monthly* – a fixed monthly salary is paid to the employee.
  - *Hourly* – salary is paid to the employee for hours worked.
  - *Daily* - salary is paid to the employee for days worked.
- **Base Pay Amount Type** – select the base pay type. Possible values:
  - *Amount* – the base of the amount to be deducted before tax.
  - *Min. Wage Rate* – a fixed minimum wage coefficient based on which the base pay for the amount to be deducted is calculated.
  - *Net Pay* - the amount paid to the employee in the hands.
- **Base Pay Amount** - the base to be charged to the employee is introduced for the month, hours or days, respectively.
- **Advance type** – select advance type. Possible values:
  - *Amount* – the employee is paid a fixed advance amount specified in the field **Advance Amount** of the allocation card.
  - *Payable amount Percentage* – a fixed advance amount is paid to the employee, calculated according to the percentage indicated in the **Advance Amount** field of the allocation card from the employee's Base Pay.
  - *Base Pay Percentage* – a fixed advance amount is paid to the employee, calculated according to the percentage of the employee's Base Pay specified in the **Advance Amount** field of the allocation card. The base is not recalculated in proportion to the time worked.
- **Advance Amount**– the advance amount or percentage of the deduction base is entered, depending on the value specified in **Advance Type** field on the allocation card.

"Calculation Setup" section

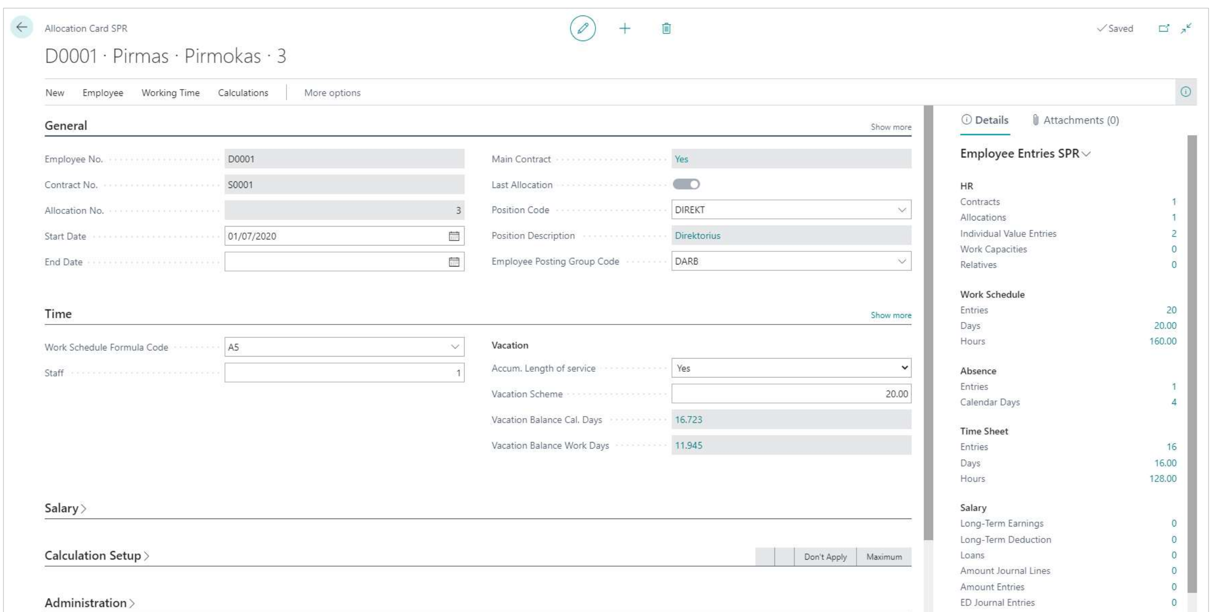
- **ED Amounts by** – select time measure for calculating ED amounts. Possible values:

- <*Blank*> – ED amounts will be calculated based on the days actually worked in the timesheet.
- *Days* – ED amounts will be calculated based on the days actually worked in the timesheet.
- *Hours* – PI amounts will be calculated based on the hours actually worked in the timesheet.

- **Average by** – select a measure of the average calculation time. Possible values:
    - <*Blank*> – Average amounts will be calculated based on the days actually worked in the timesheet.
    - *Days* – Average amounts will be calculated based on the days actually worked in the timesheet.
    - *Hours* – Average amounts will be calculated based on the hours actually worked in the timesheet.
- **TEA type** – select if the employee must be subject to the TEA. Possible values: *Apply*, *Do Not*.
- **Pension Accumulation method** – specify the accumulation method. Possible values: *Not accumulate*, *Maximum, Growing.*

"Dimension" section

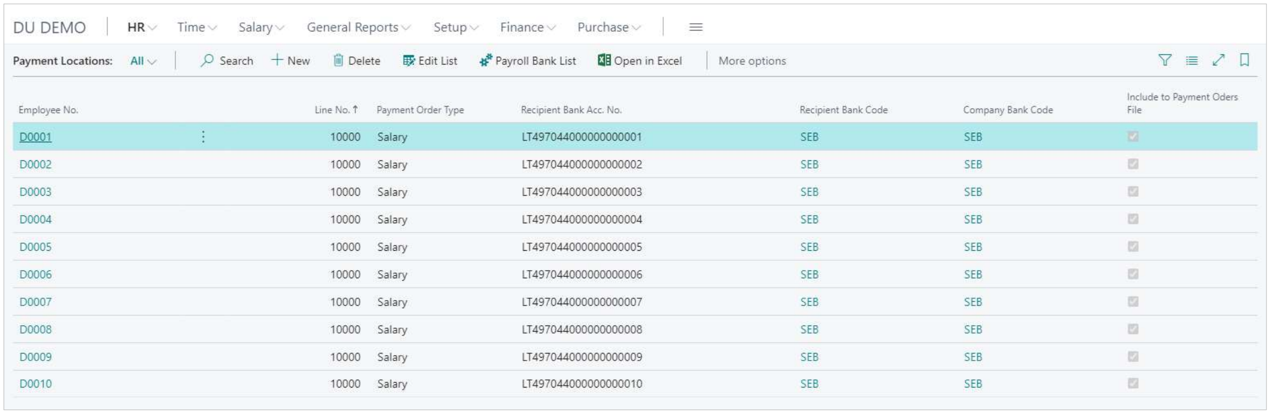
Select or enter Dimension values.



No 5. Allocation card

ENTER EMPLOYEE BANK ACCOUNTS

On the action pane select **HR → Payment Locations**. Here you enter information about the employee's bank accounts.



Employee No.	Line No. ↑	Payment Order Type	Recipient Bank Acc. No.	Recipient Bank Code	Company Bank Code	Include to Payment Oders File
D0001	10000	Salary	LT497044000000000001	SEB	SEB	☑
D0002	10000	Salary	LT497044000000000002	SEB	SEB	☑
D0003	10000	Salary	LT497044000000000003	SEB	SEB	☑
D0004	10000	Salary	LT497044000000000004	SEB	SEB	☑
D0005	10000	Salary	LT497044000000000005	SEB	SEB	☑
D0006	10000	Salary	LT497044000000000006	SEB	SEB	☑
D0007	10000	Salary	LT497044000000000007	SEB	SEB	☑
D0008	10000	Salary	LT497044000000000008	SEB	SEB	☑
D0009	10000	Salary	LT497044000000000009	SEB	SEB	☑
D0010	10000	Salary	LT497044000000000010	SEB	SEB	☑

No 6. Payment Locations

Fill in the fields:

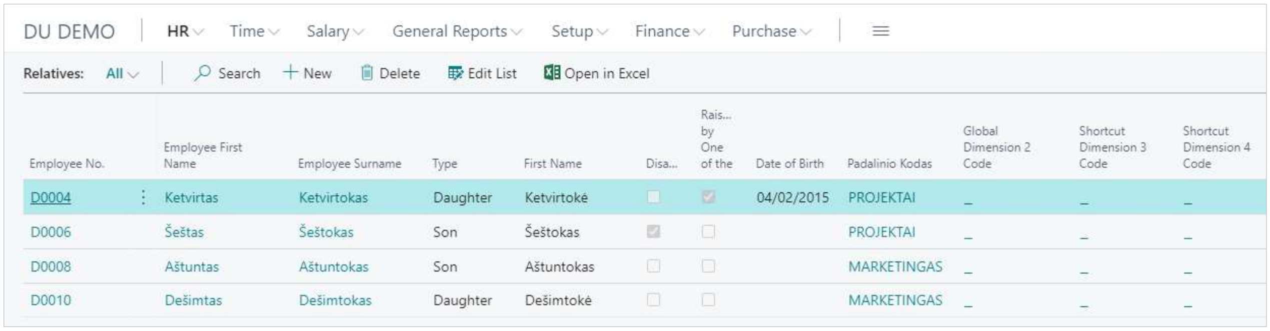
- **Employee No.** – displays the card number of the employee to whom the bank account entry is entered. The field is filled in automatically.
- **Payment Order Type** – select the type of order. Possible values:
  - *<Blank>* or *Salary* – the employee's salary is transferred to the bank account.
  - *Deduct. Trans.* - deductions of employee amounts are transferred to the bank account.
  - *Business trip* - the amounts of business trip are transferred to a bank account.
- **Recipient Bank Acc. No.** – the number of the account to which the employee's amounts will be transferred.
- **Recipient Bank Code** - is the code of the bank to which the employee's amounts will be transferred to the account.
- **Company Bank Code** – the code of the company bank from which payments will be made.
- **Include to Payment Order file** – select if necessary that the amount paid through this account must be included into the Payment Order file (**. XML*). The Payment Order file can be formed by printing a payment journal sheet and by placing a check mark in the Create Payment Orders file in the options in the report request form.

ENTER EMPLOYEE'S CHILDREN

On the Action Pane select **HR → Relatives.** Enter information about the employee's children. Fields to be filled in:

- **Employee No.** – displays the card number of the employee.
- **Type** – select the employee's relationship with the child. Possible meanings: *Daughter, Son, Other*.
- **First name** - the child's name.
- **Disabled** – select if the child is disabled.
- **Raised by one of the parents** - select if the child is raised by one parent.

- **Date of birth** – date of birth of the child.

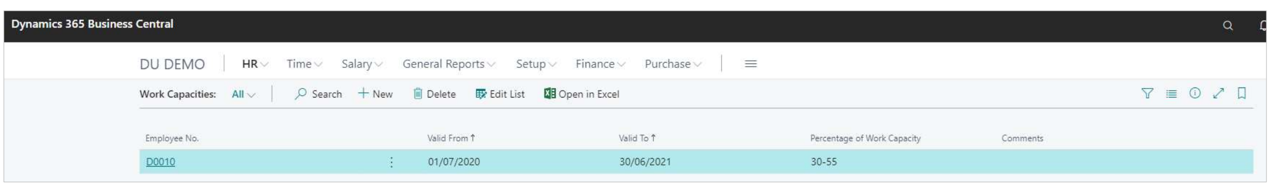


No 7. List of relatives

ENTER THE LEVEL OF WORKING CAPACITY

The Work Capacities page contains information about the level of working capacity of the employees. On the Action Pane select **HR → Work Capacities.** Fields to be filled in:

- **Employee No.** – displays the card number of the employee.
- **Valid from** - specify from when the record is valid.
- **Valid To** – specify until the record is valid.
- **Percentage of Work Capacity** – select a percentage of the working capacity level. Possible values: *0-25*, *30-55*, *100*.



No 8. Employee's work capacities

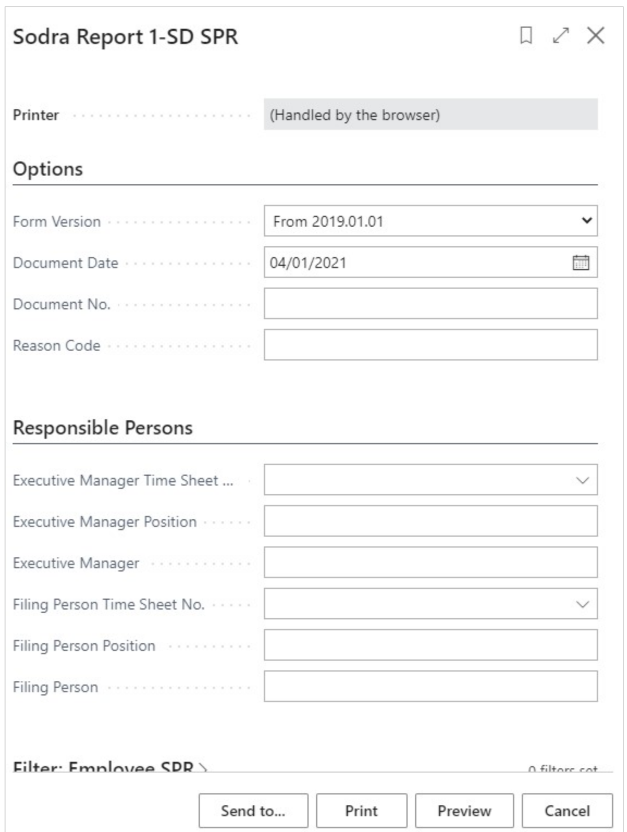
ANNEX

SODRA REPORT 1-SD

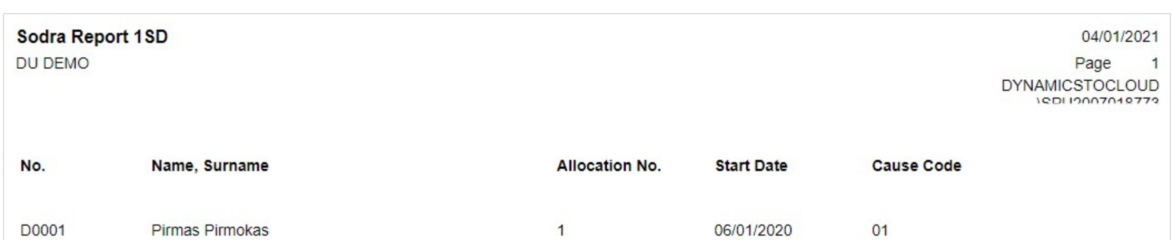
Sodra report is used to notify Sodra about newly hired employee. On the action bar select **General Report →** **Sodra Reports →** **Sodra Report 1-SD**. Specify report filters:

- **Document date** – displays the working date.
- **Document No.** – if necessary, enter the number of the document.

If necessary, enter the filter criteria in **the Filter: Employee CPR No.→**



No 9. Example of a Sodra Report 1-SD filter page

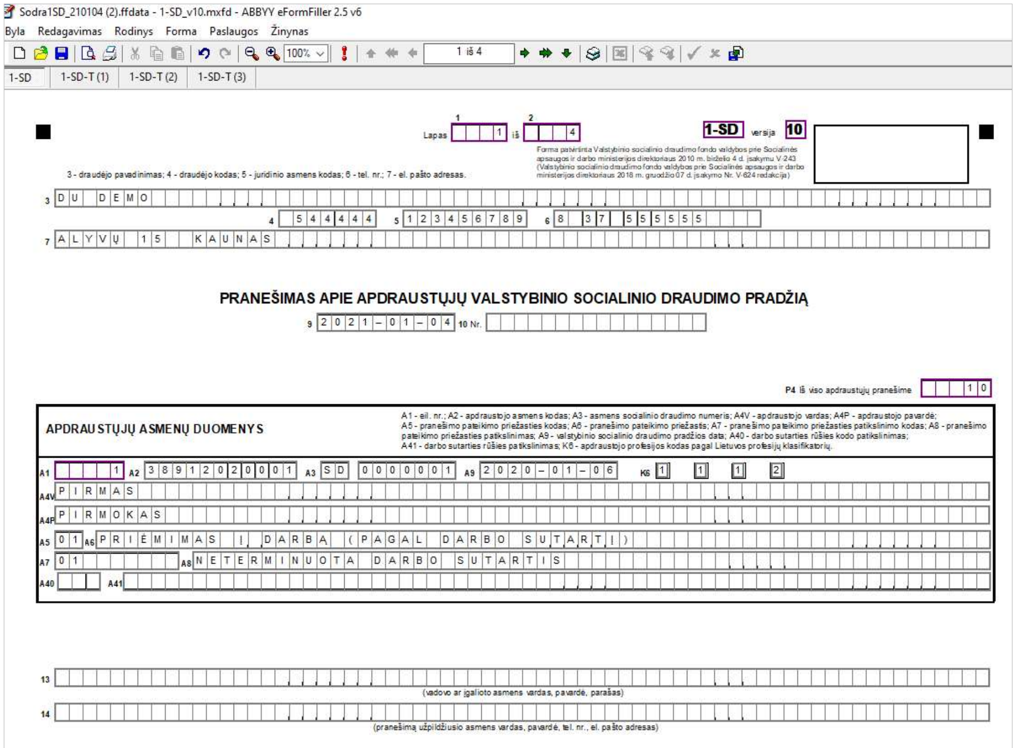


Sodra Report 1SD
DU DEMO

04/01/2021
Page 1
DYNAMICSTOCLOUD

No.	Name, Surname	Allocation No.	Start Date	Cause Code
D0001	Pirmas Pirmokas	1	06/01/2020	01

No 10. Example of the Sodra Report 1-SD report



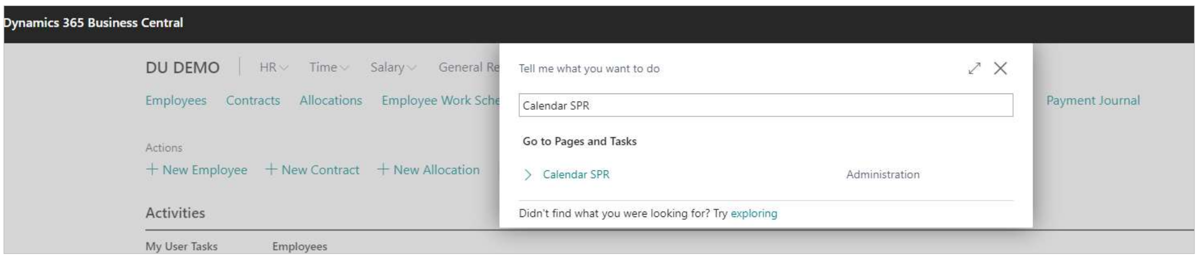
No 11. Example of a Sodra report 1-SD report

FILLING THE WORK SCHEDULE

The system allows to describe general (standard) and employee work schedules. It is possible to describe different formulas for work schedules by days and shifts. Filling in work schedules is available in two ways: by allowing the "Fill" function or importing from Excel based on the specified template.

CREATE CALENDAR

In the search box type "**Calendar SPR**" and select "Calendar SPR" from the list.

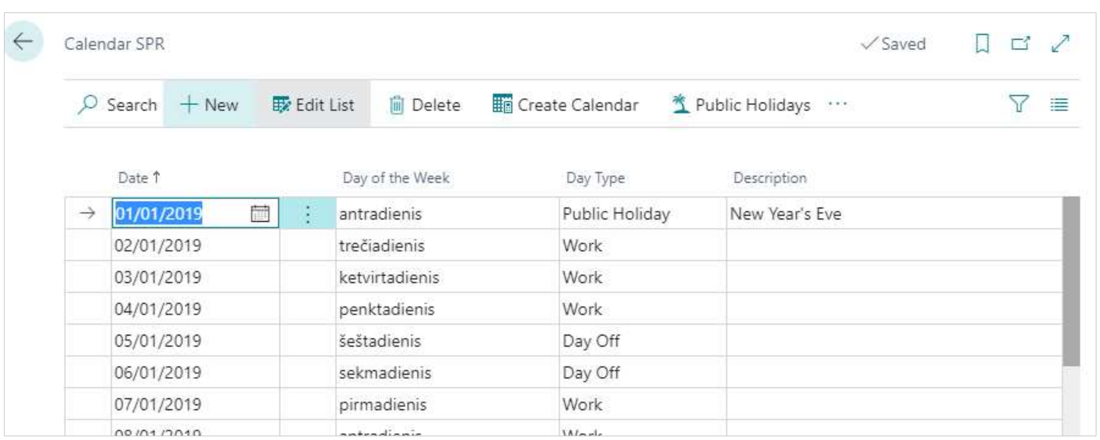


No 1. Search for a calendar

The calendar page opens. On the Action Pane, click the "Create Calendar" function. In the Date from field, Date to field, enter the date interval for which you want to create a calendar. Click the "OK" button.

If necessary, you can adjust the completed lines. On the action bar, click "Edit List". Select the row you want, change the Day Type, and the description. Day type possible values: *Work, Day off, Public Holiday.*

We recommend that you create a working year calendar at least a year ahead so that you do not have to run this function every month.

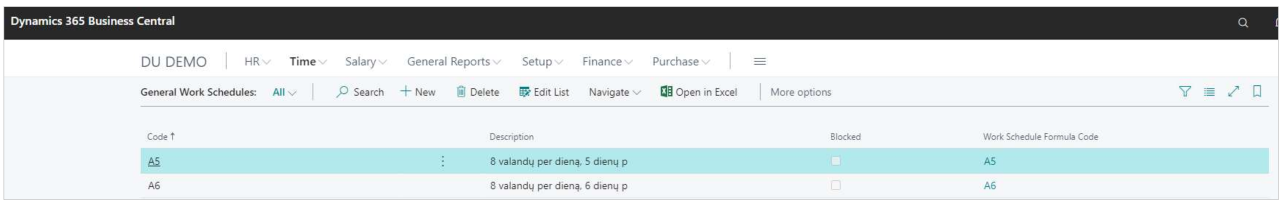


No 2. Calendar

GENERAL WORK SHEDULES

When you start working with the system, general (standard) work schedules and assigned schedule formulas are already described. On the Action Pane click **Time → Work Schedule → General Work Schedules.** Here you can see:

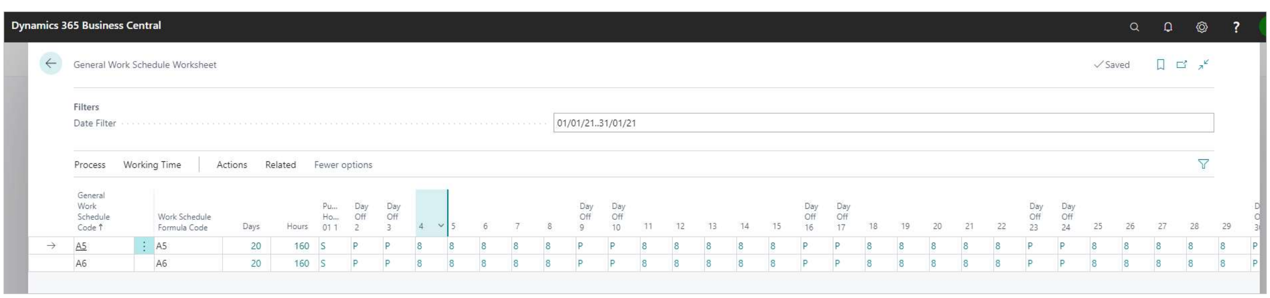
- ***A5*** – 8 hours per day, 5 days per week work schedule.
- ***A6*** – 8 hours per day, 6 days per week work schedule.



No 3. General Work Schedules

FILL GENERAL WORK SCHEDULES

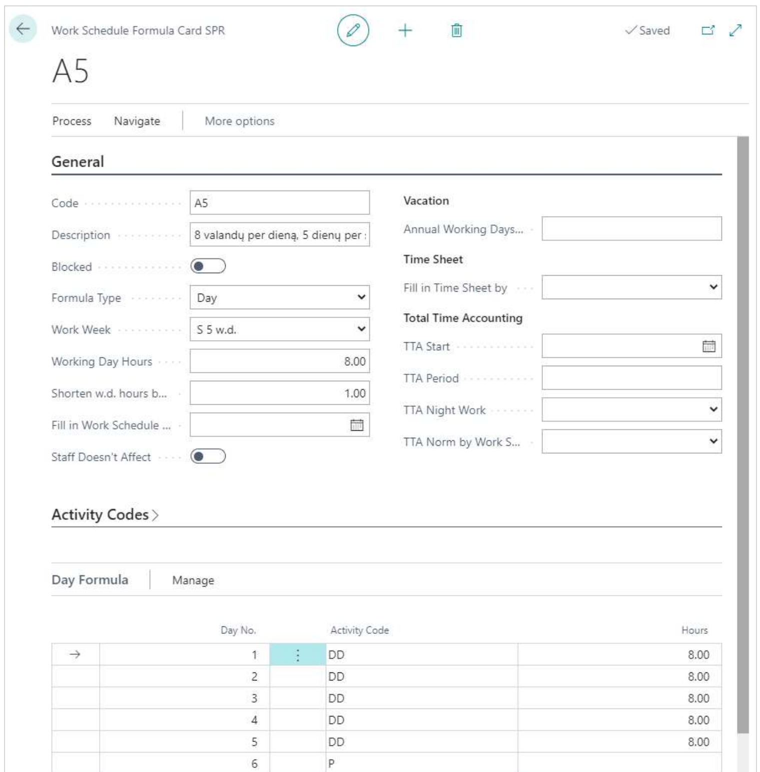
On the Action Pane click **Time → Charts →General Work Schedule Worksheet.** Opens the general work schedule worksheet. Specify the date interval for the work schedule in the **Date Filter** field. Interval can be specified by using the **Previous Month** and **Next Month** buttons in the Action Pane. Select one or more work schedules that you want, and in the Action Pane press the **Fill** button. Marked fields are filled in according to the work schedule formula.



No 4. General Work Schedule Worksheet

CREATE EMPLOYEE WORK SCHEDULE FORMULA

The employee's allocation card contains the formula code for the employee's work schedule. If an employee is working on a standard work schedule (8 hours per day, 5 days a week), then you can assign **A5,** if the employee is working on a different schedule, then you need to create a schedule formula. Work schedule formulas are created: On the action bar select **Time → Work Schedule → Work Schedule Formulas.** Click **New** or **New Using Current** (This function creates the same work schedule formula (with a new code) which settings can be adjusted). When you click the **New** button, enter the data in the appropriate form fields:



No 5. Work Schedule formula card

- **Code** - enter the formula code for the work schedule. It will have to be indicated on the employee's allocation card.
- **Description** – enter a description of the work schedule formula.
- **Formula type** – select formula type that will be used to fill in the work schedules. Possible values:
  - **Day or <Blank>** – the work schedule is filled in according to the formula set up in the Daily formula section of the work schedule setup.
  - **Shift** – the work schedule is filled in according to the formula set up in the Shift formula section of the work schedule setup.

- **Work week** – determines whether the minimum sizes for 5 or 6 working days will be used in the calculations in the minimum setup form.
- **Working Day Hours** – enter the average working day hours. The value is used in average wage calculations.
- **Shorten W.d. hours before Pub. Holiday** – enter the duration in hours, the number of hours that should be shortened on the working day before the Public holiday.
- **Fill in Work Schedule From** – enter the date from which the schedule is to start.
- **Staff Doesn't Affect** - mark if necessary, that the staff indicated in the employee's allocation does not affect the working time scheduled for the employee.

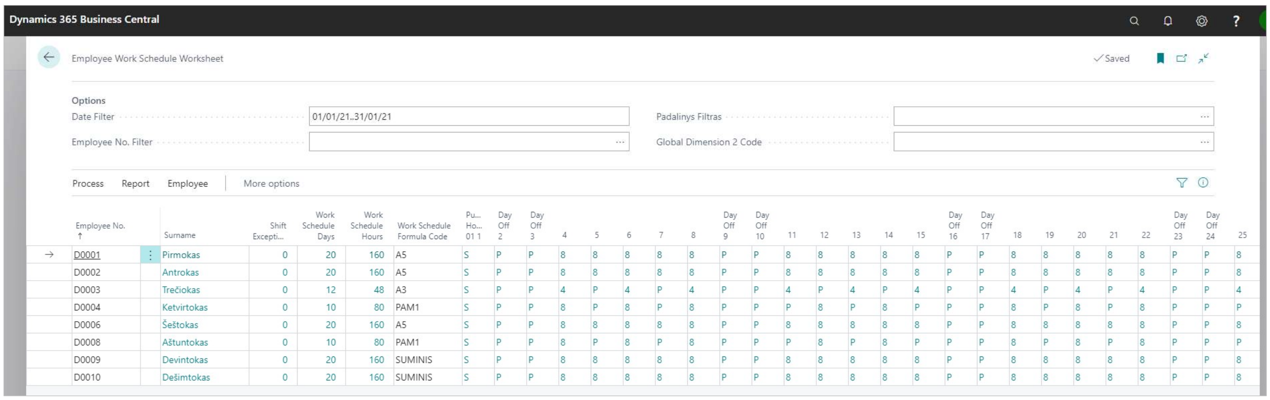
If the working time according to this work schedule formula has periodicity, fill in the formula for the work schedule:

- Fill in the schedule formula in the **Day Formula** section:
  - **Day No.** – enter the day number of the schedule. For example, the first day will be 1. The first working day does not have to be Monday. The value is relevant if the schedule is scrolling when the first day of the schedule can be any day of the week.
  - **Activity code** – enter the activity code to be used to indicate the time of that day. If the hours of the same day are to be marked with different activity codes, then a separate line must be placed, indicating the hours to be marked. In this case, the day number must be the same.
  - **Hours** – enter the number of hours to be entered for the specified day.
- Fill in the formula in the **Shift formula** section:
  - **Day No.** – enter the day number of the schedule. For example, the first day will be 1. The first working day does not have to be Monday.
  - **Shift code** – enter the code of the shift according to which the work will be completed in the schedule. This field is left blank on days that will not be worked (e.g., rest days).
  - **Shift start** – displays the start of the shift specified in the shift settings. The field is filled in automatically when a value in the **Shift Code** field is entered.
  - **Shift End** – displays the end of the shift work specified in the shift setup. The field is filled in automatically when a value in the **Shift Code** field is entered.
  - **Shift Lunch Break Start** – displays the start of the shift lunch time specified in the shift settings. The field is filled in automatically when a value in the **Shift Code** field is entered.
  - **Shift Lunch Break End** – displays the end of the shift lunch time specified in the shift settings. The

field is filled in automatically when a value in the **Shift Code** field is entered.

FILL IN EMPLOYEE WORK SCHEDULE

On the Action Pane click **Time → Work Schedule → Employee Work Schedule Worksheet.** The employee work schedule worksheet opens. Specify the date interval for the work schedule in the **Date Filter** field. Interval can be specified by using the **Previous Month** and **Next Month** buttons in the Action Pane. Select one or more employees you want and press the **Fill** button. Marked fields are filled in according to the work schedule formula.

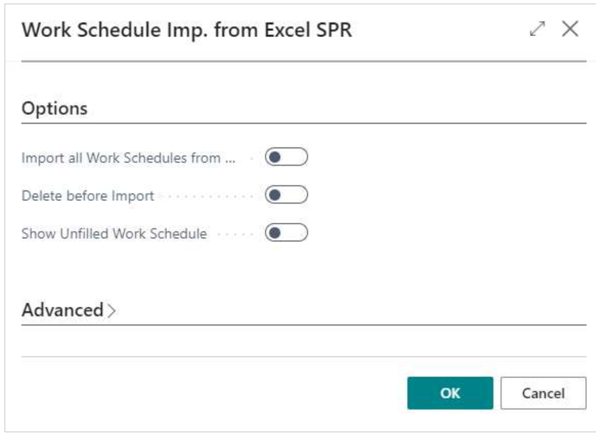


No 6. Employee Work Schedule Worksheet

IMPORT EMPLOYEE WORK SCHEDULES

On the Action Pane click **Time → Work Schedule → Employee Work Schedules Worksheet.** The employee schedule worksheet opens. Specify the date interval for the work schedule in the **Date Filter** field. Interval can be specified by using the **Previous Month** and **Next Month** buttons in the Action Pane. Select one or more work schedules for employees, and then click the **Import from Excel** button in the Action Pane. Before importing, it is possible to specify filters:

- **Import all Work Schedules from file** – mark if necessary to import all work schedules from the Excel file. _Note:_ When you select this field, all graphs are imported, regardless of what was selected in the work schedule list form.
- **Delete before Import** – select if necessary to clear existing work schedule data and load the data from the Excel file.
- **Show Unfilled Work Schedule** – mark if necessary to receive an error message about the selected work schedules, the data of which was not loaded, i.e., the work schedule before import was selected but the file was not containing its data.



No 7. Employee work schedules import from Excel form

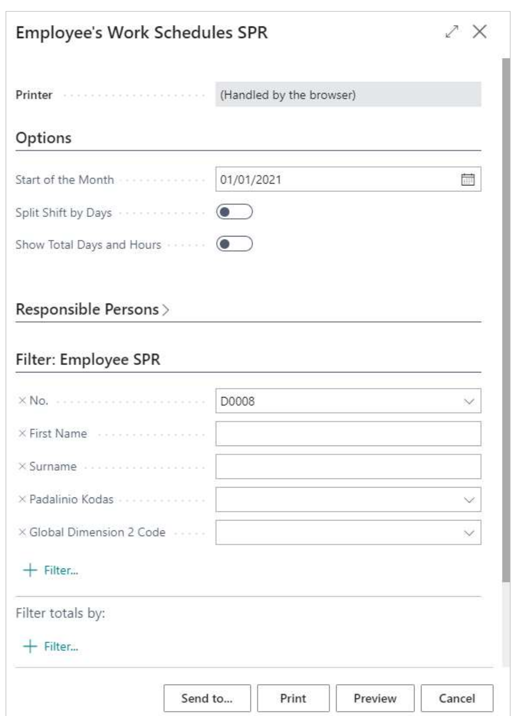
ANNEX

WORKERS' SHIFT WORK SCHEDULE REPORT

The formed report presents the work schedules (shifts) of employees for the selected month. Before creating a report, the required settings fields must be selected in the **Reports** section of the **Payroll Setup SPR**:

- **GPP 4 Column** – specify what should be shown in column 4 of the shift work schedule for employee's Possible values:
  - *Work schedule* – Column 4 of the report will always display the formula code for the employee's work schedule.
  - *Position* – Column 4 of the report will always display the name of the employee's position.
- **GPP Show Lunch Break** – indicate whether it is necessary to indicate in the report the start and end time of the lunch break for employees' shift schedules.
- **GPP Show Shift Code** - indicate whether the code of the shift for which the work is performed on that day is required to be reported in the work shift schedule of the employees.

The report is printed from the Employee Work Schedule Worksheet on the Action bar selecting **Report → Employee' Work Schedules → Work Schedules** or from the Action Pane selecting **Time → Reports → Employee Shift Work Schedules.**



No 8. Employee shift work schedules

1 Page

Approved by: ____________________

Employees Shift Work Schedules

DU DEMO

2021 January

Employee: No.: D0008

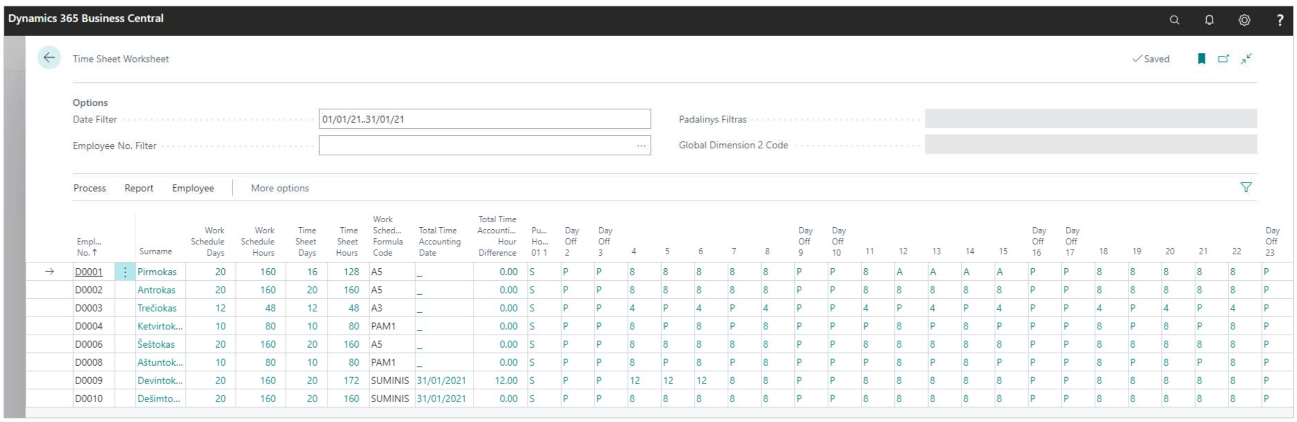
Line No.	Time Sheet No.	Name, Surname	Work Schedule Formula Code	Type	Days																															Signature	Comments
					S 1	P 2	P 3	4	5	6	7	8	P 9	P 10	11	12	13	14	15	P 16	P 17	18	19	20	21	22	P 23	P 24	25	26	27	28	29	P 30	P 31		
1	D0008	Aštuntas Aštuntokas	PAM1	Work				8:00 17:00		9:00 18:00		8:00 17:00				8:00 17:00		9:00 18:00				9:00 18:00		8:00 17:00		9:00 18:00				9:00 18:00		8:00 17:00					

No 9. Example of employee shift work schedule report

FILLING THE TIME SHEET

There are several ways to fill in the Time sheet in the system: the ability to fill for a whole month or fill every day or can also import data from Excel. Before filling the timesheet, the work schedule must be filled in the system and employee absences must be entered.

On the Action Pane click Business **Time → Time Sheet → Times Sheet Worksheet.** The Time Sheet worksheet opens. Specify the timesheet date interval in the **Date Filter** field. Interval can be specified by using the **Previous Month** and **Next Month** buttons in the Action Pane. Select one or more employees you want and press the **Fill** button. Marked fields are filled in according to the work schedule formula.



Empl... No. ↑	Surname	Work Schedule Days	Work Schedule Hours	Time Sheet Days	Time Sheet Hours	Work Sched... Formula Code	Total Time Accounting Date	Total Time Accounti... Hour Difference	Pu... Ho... 01 1	Day Off 2	Day Off 3	4	5	6	7	8	Day Off 9	Day Off 10	11	12	13	14	15	Day Off 16	Day Off 17	18	19	20	21	22	Day Off 23
D0001	Pirmokas	20	160	16	128	A5	_	0.00	S	P	P	8	8	8	8	8	P	P	8	A	A	A	A	P	P	8	8	8	8	8	P
D0002	Antrokas	20	160	20	160	A5	_	0.00	S	P	P	8	8	8	8	8	P	P	8	8	8	8	8	P	P	8	8	8	8	8	P
D0003	Trečiokas	12	48	12	48	A3	_	0.00	S	P	P	4	P	4	P	4	P	P	4	P	4	P	4	P	P	4	P	4	P	4	P
D0004	Ketvirtok...	10	80	10	80	PAM1	_	0.00	S	P	P	8	P	8	P	8	P	P	P	8	P	8	P	P	P	8	P	8	P	8	P
D0006	Šeštokas	20	160	20	160	A5	_	0.00	S	P	P	8	8	8	8	8	P	P	8	8	8	8	8	P	P	8	8	8	8	8	P
D0008	Aštuntok...	10	80	10	80	PAM1	_	0.00	S	P	P	8	P	8	P	8	P	P	P	8	P	8	P	P	P	8	P	8	P	8	P
D0009	Devintok...	20	160	20	172	SUMINIS	31/01/2021	12.00	S	P	P	12	12	12	8	8	P	P	8	8	8	8	8	P	P	8	8	8	8	8	P
D0010	Dešimto...	20	160	20	160	SUMINIS	31/01/2021	0.00	S	P	P	8	8	8	8	8	P	P	8	8	8	8	8	P	P	8	8	8	8	8	P

No 1. Time sheet worksheet

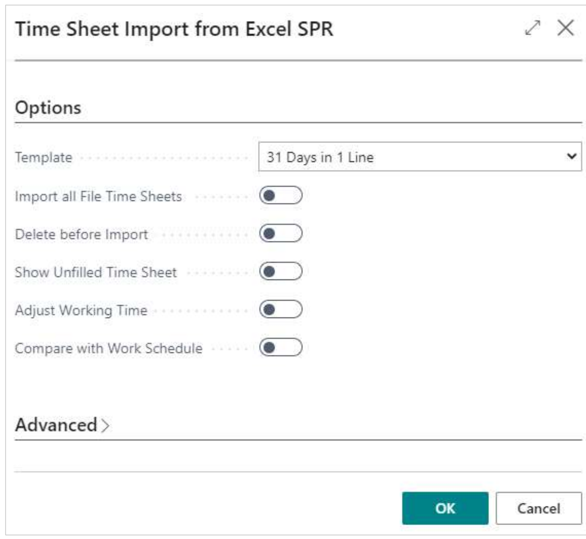
IMPORT TIME SHEET FROM EXCEL

On the Action Pane click **Time → Time Sheet → Time sheet Worksheet.** The timesheet worksheet opens. Specify the timesheet date interval in the **Date Filter** field. Interval can be specified by using the **Previous Month** and **Next Month** buttons in the Action Pane. Select one or more employees that you want, and then click the **Import from Excel** button in the Action Pane. Before importing, it is possible to specify filters:

- **Template** - specify which Excel template is being imported.
- **Import all File Time Sheets** – mark if necessary to import all work schedules from the Excel file. *Note:* Selecting this field imports all time sheets regardless of the time sheets in the list form.
- **Delete before Import** – select if necessary to clear existing time sheets data and load the data from the Excel file.
- **Show Unfilled Time Sheet** - mark if necessary to receive an error message about the selected time sheets, the data of which was not loaded.
- **Adjust working time** – mark if necessary, that the employee time sheet is filled in with the appropriate activity codes in the case of overtime, on the day of rest of the work.

- **Compare with Work Schedule** – mark if necessary, that the imported one-day working time is comparable to the corresponding duration of the working schedule day. If the time is not matched, a message would be saved to the error list and the time sheet would not be imported.

Press the **OK** button. Time sheet import is in progress. At the end of the import function, the columns of the imported tables in the table list form show the uploaded data. If errors were detected, a list of errors is displayed.



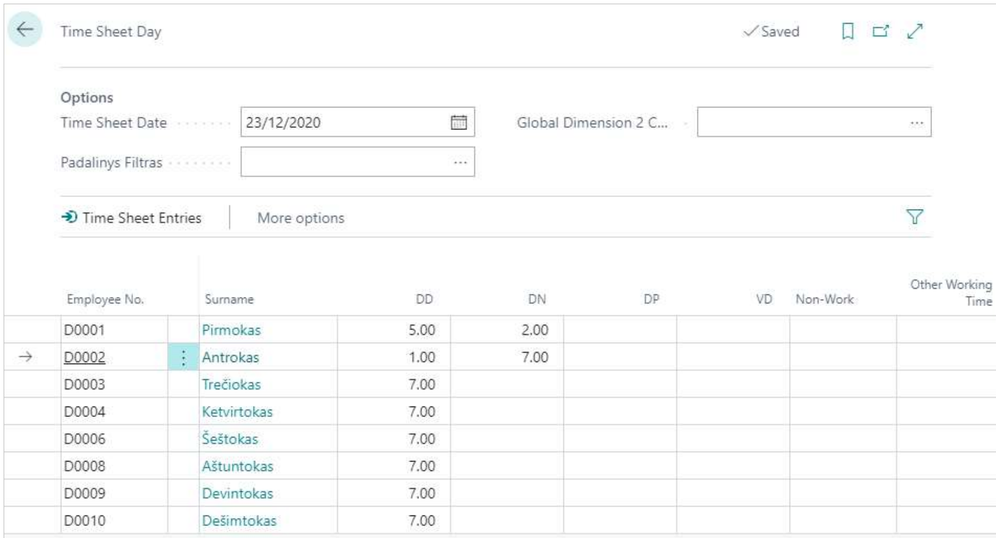
No 2. Import Time sheet from Excel

FILL INN TIME SHEET FOR ONE DAY

Employee timesheets can be filled in every day. The **Time sheet day** form is used for more convenient input. On the action bar select **Time → Time Sheet→ Time Sheet Day.** Specify additional parameters:

- **Time Sheet Date** – indicate the date on which the time sheets will be filled.
- **Global Dimension 1 Code** – enter the value of the first global dimension that the time sheet time will be placed with.
- **Global Dimension 2 Code** – enter the value of the second global dimension that the time sheet time will be placed with.

In the rows, enter time sheet hours next to the relevant employees in the corresponding columns.



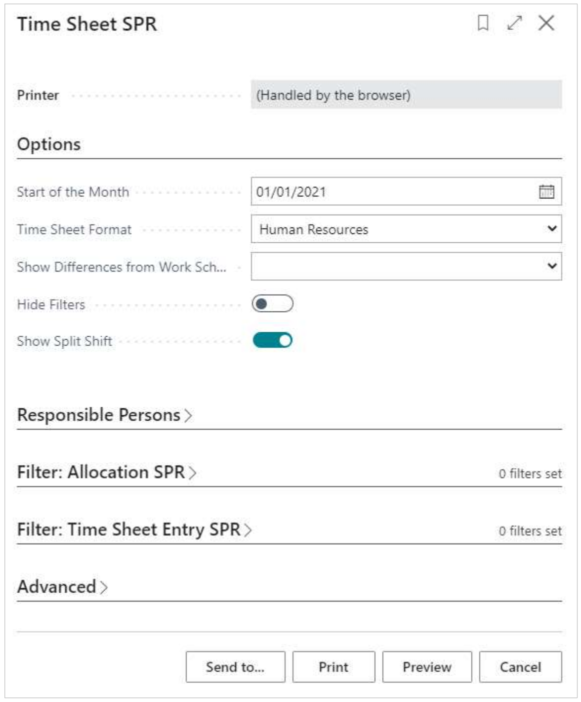
No 3. Time sheet Day

PRINT TIME SHEET

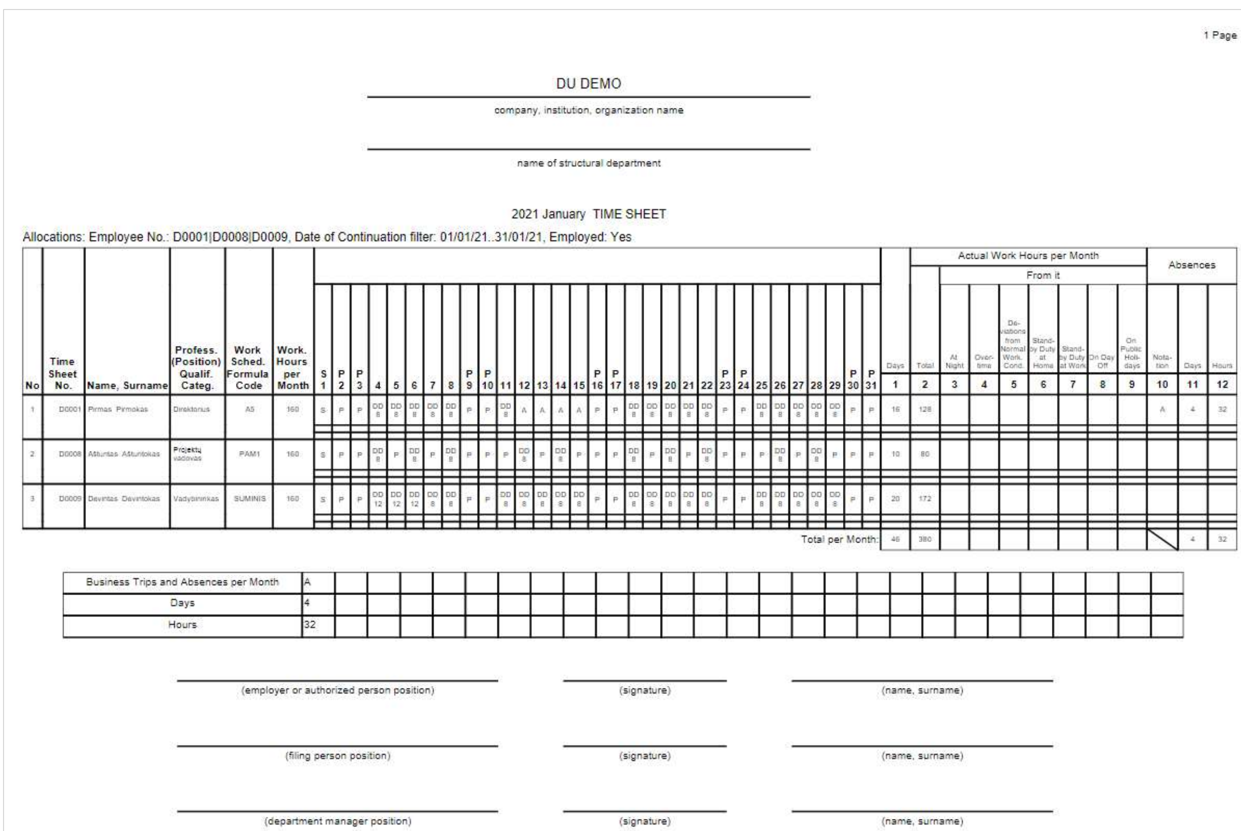
You can print a timesheet from a Time sheet Worksheet by selecting **Report → Time Sheet A4** in the action bar, or in the action pane **Time → Reports → Time Sheet.** Specify the report options:

- **Start of the Month** – enter the start date of the month for which the time sheet is printed.
- **Time Sheet Format** – select the format of the printed time sheet. Possible values:
  - *Full* – the printed time sheet lines display activity codes and working times.
  - *Human Resources* – the printed time sheet lines represent only working time.
  - *Bookkeeping* – the printed time sheet lines represent the total working time entered on the time sheet, i.e., represents the working time that is not marked as actually worked. It also displays all the activity codes that have hours on the time sheet, regardless of whether **Don't Show in Time Sheet Report** check mark is selected on the activity code cards.
- **Show Differences from Work schedule** –select he method of the difference between the printed time sheet and the time sheet is selected. When you select a value, this field will display the deviations from the schedule in the printed time sheet form. Possible values:
  - *Detailed* – the deviation from the graph is displayed according to each activity code separately.
  - *Total* – the total deviation of the hours from the graph is displayed.
- **Hide Filters** - mark if you need to hide the selected values for filter criteria in the formed report.
- **Show split Shift** – select if is necessary to see the split shift time.

If necessary, enter filtering criteria in the **Allocation** and **Time Sheet Entry** sections (you can filter data by employee, dimension, posting group, etc.).



No 4. Time sheet report filters page



No 5. Sample time sheet report

CALCULATE/POST SALARY

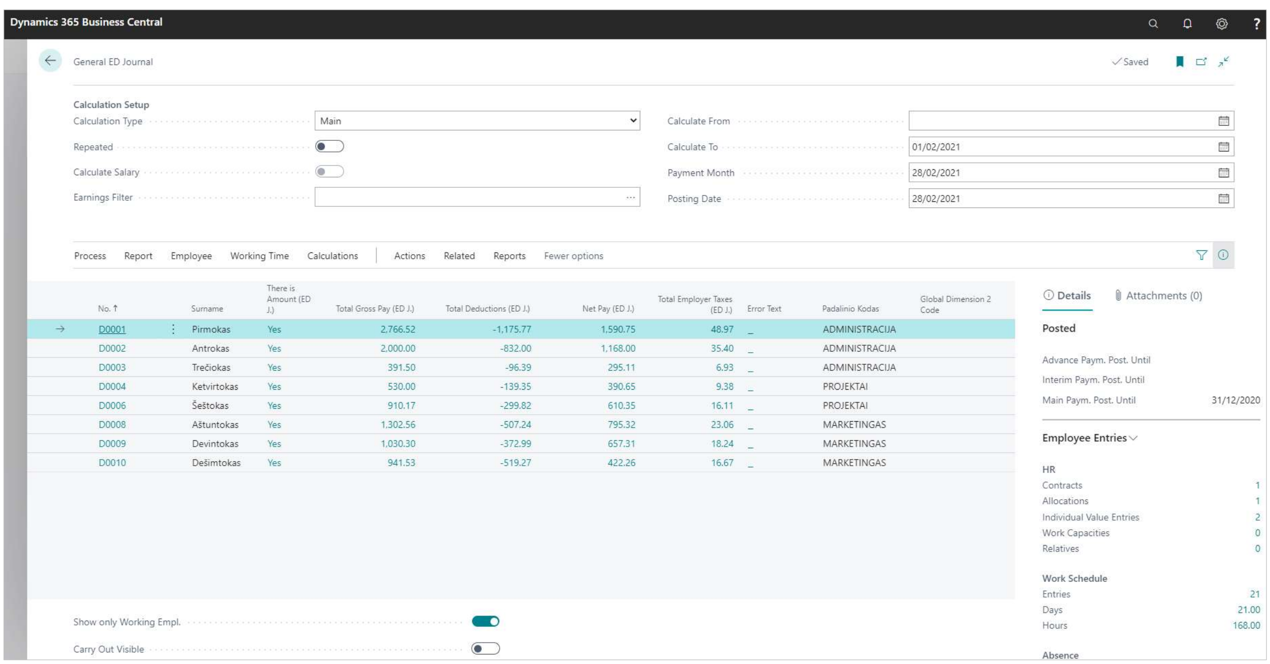
There are three different calculation types for calculating salary: Advance, Interim, Main. Advance – intended for the calculation of advances; Interim – used for the calculation of holidays, illnesses and bonuses or bonuses when the amounts are paid during the month, Main – calculates employees' salary.

CALCULATE SALARY

Payroll calculations are made in the General ED Journal. On the action bar click **Salary → Journals → General ED Journal.**

The general ED journal is intended to perform payroll calculations for all or part of employees (depending on the filter criteria selected or the selected lines). The list lists all employees entered in the company. When you place a check mark **Show only Working Empl.** at the bottom of the journal, it will show the employees working during the calculation period. If you select the **Carry Out Visible** check box, it will show employees who meet the filtering criteria specified in the filter area.

Clicking on the amounts allows you to see detailed ED log entries.



No 1. General ED Journal

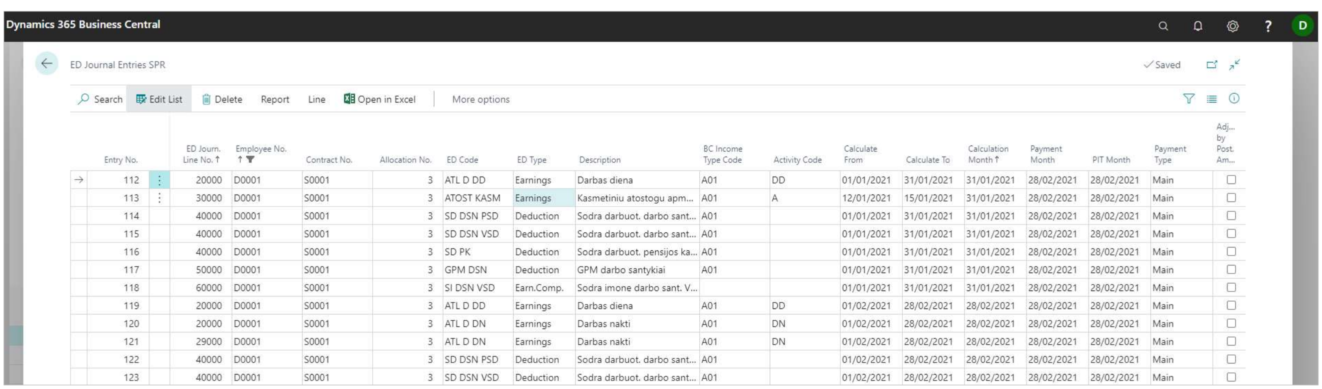
Before starting the calculation function, calculation parameters must be selected:

- **Calculation Type** – select the calculation type. Possible values:
    - *Advance* – select when an advance payment is calculated for the employee.

- *Interim* – select when the employee is subject to an interim calculation e.g., holiday, sickness allowance, etc..
- *Main* – select when the main amount of compensation is calculated for the employee.

- **Calculate From** - enter the starting date of the calculation period. *Note:* It cannot be earlier than the date of registration of the latest main payment.
- **Calculate To** - enter the end date of the calculation period.
- **Payment Month** – enter the month in which the calculated amount will be paid to the employee. The value is used for the calculation of the income tax.
- **Posting Date** – enter the date on which ED journal and G/L entries should be posted during the calculation. The value is used by running the Post function in the ED journal.
- **Repeated** – selects if necessary to recalculate the amount for the employee for the same period.
- **Calculate Salary** – mark, if necessary, that when calculating the interim amount, the main salary of the employee for the specified period is also calculated. The field is active when the Calculation Type field in the ED Journal is set to Interim.

Select the lines for which employees want to count and click the **Calculate** button or the <**F8**> button on the action pane. A payroll calculation is in progress. Calculated amounts are shown on the lines. When you click on the calculated amounts, you can see detailed ED journal entries filtered by the type of ED (Earnings, deductions, company taxes). To view all the employee's ED journal entries in general, click **Calculations → ED Journal Line Entries** on the action bar.



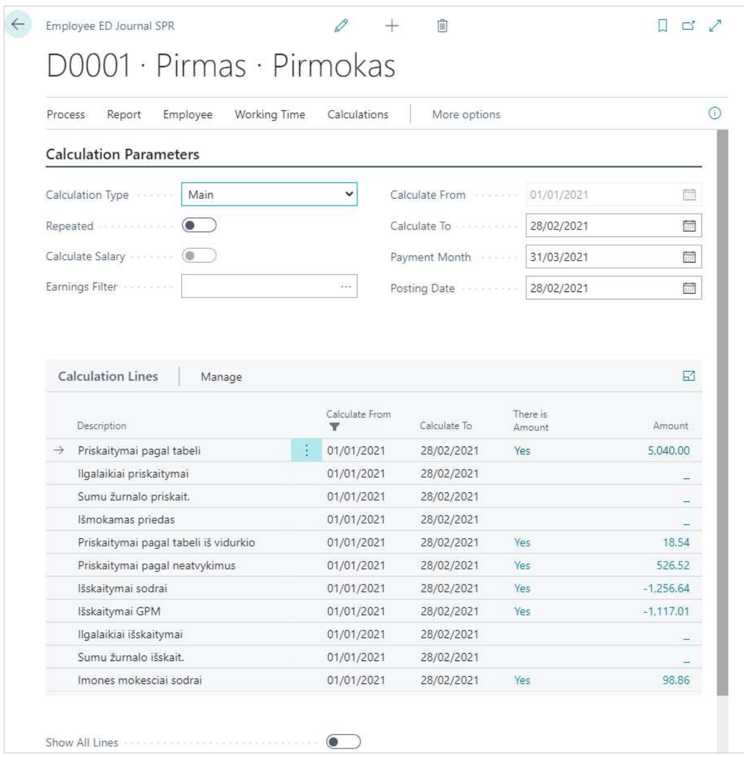
Entry No.	ED Journ. Line No.	Employee No.	Contract No.	Allocation No.	ED Code	ED Type	Description	BC Income Type Code	Activity Code	Calculate From	Calculate To	Calculation Month	Payment Month	PIT Month	Payment Type	Adj... by Post. Am...
112	20000	D0001	S0001	3	ATL D DD	Earnings	Darbas diena	A01	DD	01/01/2021	31/01/2021	31/01/2021	28/02/2021	28/02/2021	Main	☐
113	30000	D0001	S0001	3	ATOST KASM	Earnings	Kasmetiniu atostogu apm...	A01	A	12/01/2021	15/01/2021	31/01/2021	28/02/2021	28/02/2021	Main	☐
114	40000	D0001	S0001	3	SD DSN PSD	Deduction	Sodra darbuot. darbo sant...	A01		01/01/2021	31/01/2021	31/01/2021	28/02/2021	28/02/2021	Main	☐
115	40000	D0001	S0001	3	SD DSN VSD	Deduction	Sodra darbuot. darbo sant...	A01		01/01/2021	31/01/2021	31/01/2021	28/02/2021	28/02/2021	Main	☐
116	40000	D0001	S0001	3	SD PK	Deduction	Sodra darbuot. pensijos ka...	A01		01/01/2021	31/01/2021	31/01/2021	28/02/2021	28/02/2021	Main	☐
117	50000	D0001	S0001	3	GPM DSN	Deduction	GPM darbo santykiai	A01		01/01/2021	31/01/2021	31/01/2021	28/02/2021	28/02/2021	Main	☐
118	60000	D0001	S0001	3	SI DSN VSD	Earn.Comp.	Sodra imone darbo sant. V...			01/01/2021	31/01/2021	31/01/2021	28/02/2021	28/02/2021	Main	☐
119	20000	D0001	S0001	3	ATL D DD	Earnings	Darbas diena	A01	DD	01/02/2021	28/02/2021	28/02/2021	28/02/2021	28/02/2021	Main	☐
120	20000	D0001	S0001	3	ATL D DN	Earnings	Darbas nakti	A01	DN	01/02/2021	28/02/2021	28/02/2021	28/02/2021	28/02/2021	Main	☐
121	29000	D0001	S0001	3	ATL D DN	Earnings	Darbas nakti	A01	DN	01/02/2021	28/02/2021	28/02/2021	28/02/2021	28/02/2021	Main	☐
122	40000	D0001	S0001	3	SD DSN PSD	Deduction	Sodra darbuot. darbo sant...	A01		01/02/2021	28/02/2021	28/02/2021	28/02/2021	28/02/2021	Main	☐
123	40000	D0001	S0001	3	SD DSN VSD	Deduction	Sodra darbuot. darbo sant...	A01		01/02/2021	28/02/2021	28/02/2021	28/02/2021	28/02/2021	Main	☐

No 2. ED journal line entries

CALCULATE WAGES FOR THE EMPLOYEE INDIVIDUALLY

Employee ED journal is designed to perform payroll calculations for each employee individually. Detailed earned and deducted amounts are also displayed. When you click on the amounts in the **Amount** field, you can see the detailed entries in the ED journal. Employees' ED journal can be opened in two ways:

- On the action bar click **Salary → Journals → Employee ED Journal.**
- In the General ED Journal on the action bar click **Calculations → Employee ED Journal.**



No 3. Employee's ED journal

POST CALCULATED PAY AMOUNTS

After calculating the salary amounts, the amounts must be posted. Posting amounts can be executed in the **General ED Journal** or in the **Employee ED journal**. Before posting, check the data in the following fields:

- **Payment Month** – the amounts must be calculated by indicating the month of payment in which the amounts will be paid. The value is used for the calculation of the Income Tax.
- **Posting date** – specify the date on which ED journal and G/L entries should be posted during the calculation.

In the General ED Journal, select the employees to whom the amounts will be posted and select on the action bar **Process → Post.** Displays an information message that the entries will be posted on the posting date specified in the **Posting Date** field.

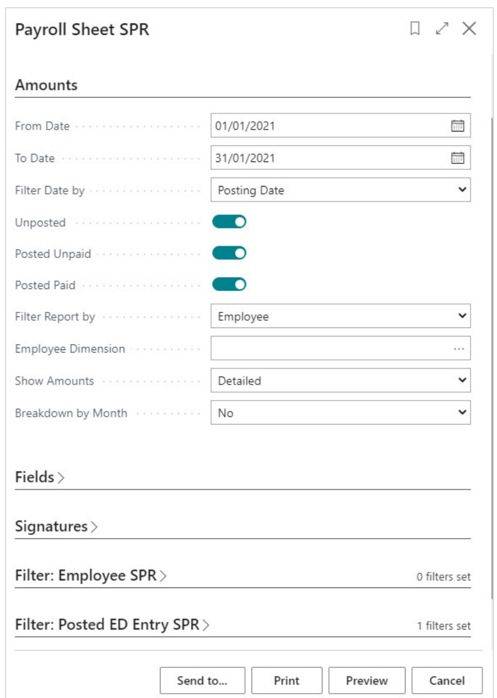
Press **Yes** button. Posting entries is in progress. Amounts on journal lines are cleared after posting. Displays an information message that the data has been posted.

If in the Payroll setup, in the **General Ledger** section, the **Integrate with G/L** setting is selected, but not **Automatic Posting to Gen. Journ**., then general journal entries were created (but not posted to G/L) that must be posted after review. The general journal and its package, in which the amount records are created, are set in the Payroll setup fields **Gen. Journ. Template** and **Gen. Journ. Post Batch.**

If in the Payroll setup, in the **General Ledger** section, the **Integrate with G/L** and **Automatic Posting to Gen. Journ**. are selected, then the amounts were posted to the accounts of G/L and vendors, which were indicated in the appropriate setup forms.

PRINT PAYROLL SHEET

The report is intended to represent the various amounts earned, deducted, paid or payable to employees. The report can be formed from: **Salary → Journals → Employee ED journal → Report → Payroll sheet** or **Salary → Reports → Payroll Sheet.**

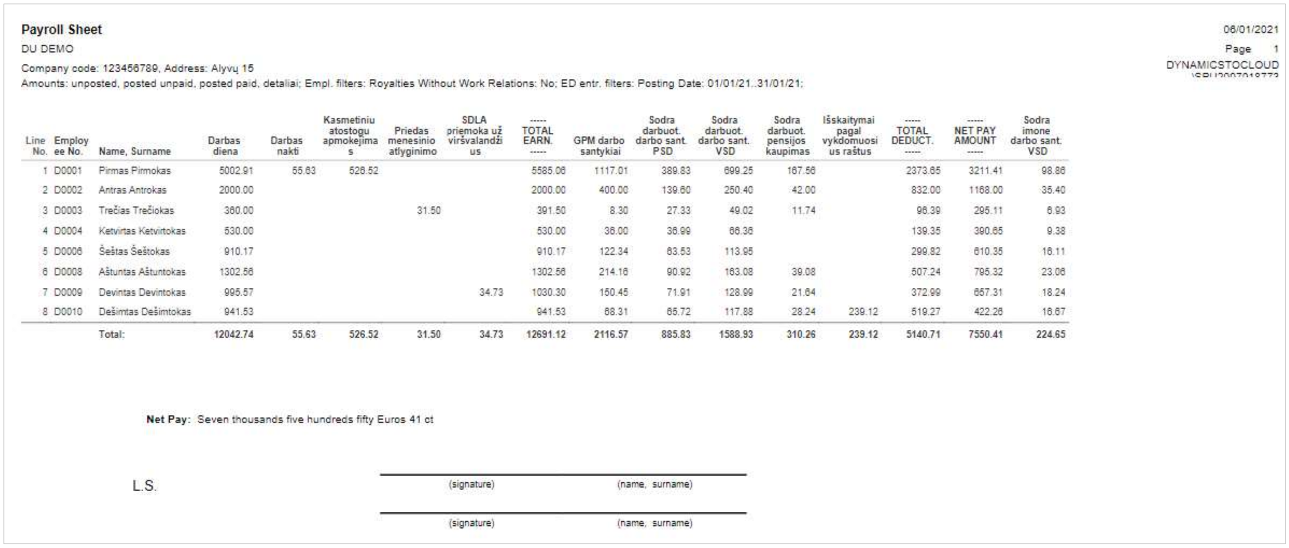


No 5. Payroll sheet form

Specify the report options:

- **From Date** -enter the start date of the period for which the employee's information is to be retrieved.
- **To Date** – enter the end date of the period for which the employee's information is to be retrieved.
- **Filter Date by** – select how the date of the ED records will be filtered. Possible values:
    - *Calculate To* - entries are drawn to the report according to the date specified in the **Calculate to** of ED entries.

    - *Posting Date* – entries are drawn to the report according to the date specified in the **Posting Date** field of ED entries.
- **Unposted** - mark if the amounts, that must be drawn to the report are calculated but not yet posted.
- **Posted Unpaid** – mark if the amounts, that must be drawn to the report are posted, but not yet paid.
- **Posted Paid** – mark if the amounts, that must be drawn to the report are posted and paid.
- **Filter Report by** - select filtering of report records. Possible values:
    - *Employee* – the report will show employee earnings/deductions.
    - *Empl. Dimension* – the report will show dimension earnings/deductions amounts for the selected period, that will be combined and represented by the value specified in the **Employee Dimension** field.
- **Employee Dimension** – enter dimension according to which earnings/deductions are to be drawn to the report.
- **Show Amounts** – select the detail of the amounts shown in the report Possible values:
    - *Detailed* – amounts with different ED codes are represented in separate columns.
    - *By ED Code Group 1* – amounts with different ED codes are represented in grouped columns, by ED code groups, which are indicated on the cards of the relevant ED codes.
- **Breakdown by Month** – If necessary select the breakdown of amounts by months and representing on separate lines. Possible values:
    - *No* – amounts are not broken down.
    - *Report* - amounts are broken down by months specified in the Filter Date by field.
    - *Posting* - amounts are broken down by the months of posted ED entries, according to Posting Date field of ED entries.
    - *Calculation* – amounts are broken down by the months of calculation of ED entries, according the Calculate to field in the ED entries.



Payroll Sheet

DU DEMO

Company code: 123456789, Address: Alyvų 15

Amounts: unposted, posted unpaid, posted paid, detaliai; Empl. filters: Royalties Without Work Relations: No; ED entr. filters: Posting Date: 01/01/21..31/01/21;

06/01/2021
Page 1
DYNAMICSTOCLOUD

Line No.	Employee No.	Name, Surname	Darbas diena	Darbas nakti	Kasmetiniu atostogu apmokejimas	Priedas menesinio atlyginimo	SDLA priemoka už viršvalandžius	----- TOTAL EARN. -----	GPM darbo santykiai	Sodra darbuot. darbo sant. PSD	Sodra darbuot. darbo sant. VSD	Sodra darbuot. pensijos kaupimas	Išskaitymai pagal vykdomuosius raštus	----- TOTAL DEDUCT. -----	----- NET PAY AMOUNT -----	Sodra imone darbo sant. VSD
1	D0001	Pirmas Pirmokas	5002.91	55.63	526.52			5585.06	1117.01	389.83	699.25	167.56		2373.65	3211.41	98.86
2	D0002	Antras Antrokas	2000.00					2000.00	400.00	139.60	250.40	42.00		832.00	1168.00	35.40
3	D0003	Trečias Trečiokas	360.00			31.50		391.50	8.30	27.33	49.02	11.74		96.39	295.11	6.93
4	D0004	Ketvirtas Ketvirtokas	530.00					530.00	36.00	36.99	66.36			139.35	390.65	9.38
5	D0006	Šeštas Šeštokas	910.17					910.17	122.34	63.53	113.95			299.82	610.35	16.11
6	D0008	Aštuntas Aštuntokas	1302.56					1302.56	214.16	90.92	163.08	39.08		507.24	795.32	23.06
7	D0009	Devintas Devintokas	995.57				34.73	1030.30	150.45	71.91	128.99	21.64		372.99	657.31	18.24
8	D0010	Dešimtas Dešimtokas	941.53					941.53	68.31	65.72	117.88	28.24	239.12	519.27	422.26	16.67
		Total:	**12042.74**	**55.63**	**526.52**	**31.50**	**34.73**	**12691.12**	**2116.57**	**885.83**	**1588.93**	**310.26**	**239.12**	**5140.71**	**7550.41**	**224.65**

Net Pay: Seven thousands five hundreds fifty Euros 41 ct

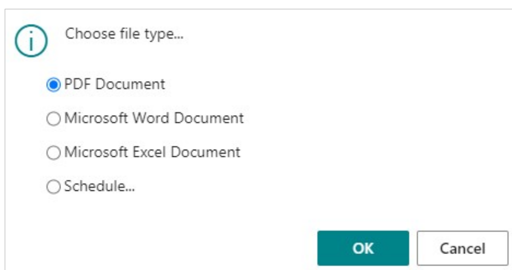
L.S.

(signature) (name, surname)

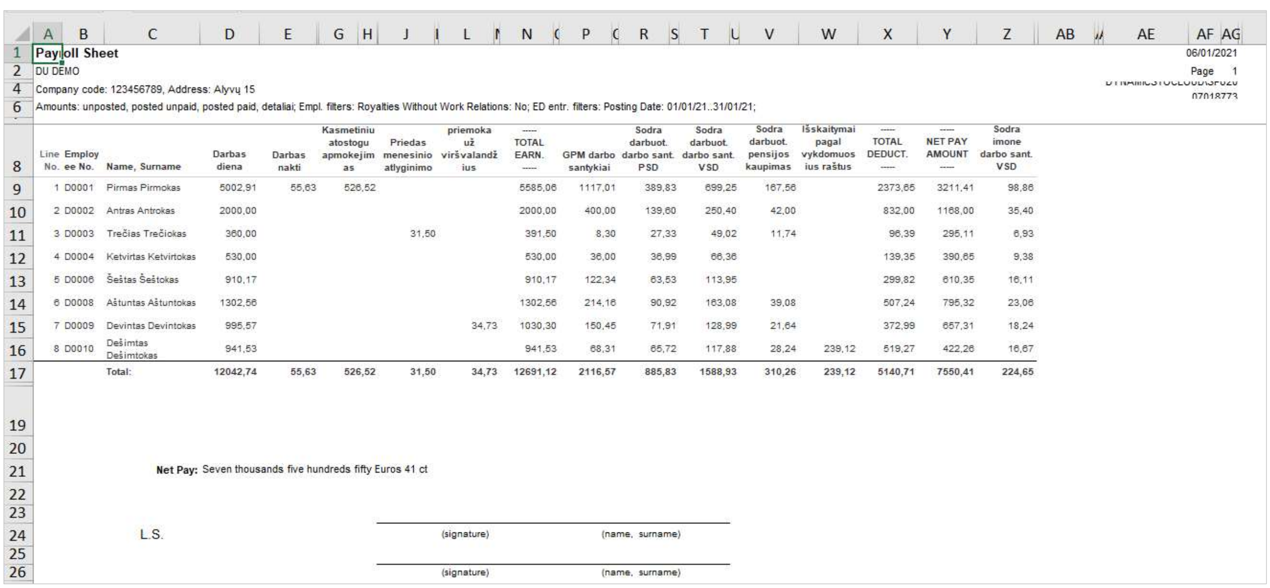
(signature) (name, surname)

No 6. Payroll Sheet Example

There is a possibility to generate the report in Excel. On the Filters page, you must select **Send to** and select **Microsoft Excel Document.**



No 7. Payroll Sheet Generation in Excel



Payroll Sheet

DU DEMO

Company code: 123456789, Address: Alyvų 15

Amounts: unposted, posted unpaid, posted paid, detaliai; Empl. filters: Royalties Without Work Relations: No; ED entr. filters: Posting Date: 01/01/21..31/01/21;

06/01/2021
Page 1

Line No.	Employee No.	Name, Surname	Darbas diena	Darbas nakti	Kasmetiniu atostogu apmokejimas	Priedas menesinio atlyginimo	priemoka už viršvalandžius	----- TOTAL EARN. -----	GPM darbo santykiai	Sodra darbuot. darbo sant. PSD	Sodra darbuot. darbo sant. VSD	Sodra darbuot. pensijos kaupimas	Išskaitymai pagal vykdomuosius raštus	----- TOTAL DEDUCT. -----	----- NET PAY AMOUNT -----	Sodra imone darbo sant. VSD
1	D0001	Pirmas Pirmokas	5002,91	55,63	526,52			5585,06	1117,01	389,83	699,25	167,56		2373,65	3211,41	98,86
2	D0002	Antras Antrokas	2000,00					2000,00	400,00	139,60	250,40	42,00		832,00	1168,00	35,40
3	D0003	Trečias Trečiokas	360,00			31,50		391,50	8,30	27,33	49,02	11,74		96,39	295,11	6,93
4	D0004	Ketvirtas Ketvirtokas	530,00					530,00	36,00	36,99	66,36			139,35	390,65	9,38
5	D0006	Šeštas Šeštokas	910,17					910,17	122,34	63,53	113,95			299,82	610,35	16,11
6	D0008	Aštuntas Aštuntokas	1302,56					1302,56	214,16	90,92	163,08	39,08		507,24	795,32	23,06
7	D0009	Devintas Devintokas	995,57				34,73	1030,30	150,45	71,91	128,99	21,64		372,99	657,31	18,24
8	D0010	Dešimtas Dešimtokas	941,53					941,53	68,31	65,72	117,88	28,24	239,12	519,27	422,26	16,67
		Total:	**12042,74**	**55,63**	**526,52**	**31,50**	**34,73**	**12691,12**	**2116,57**	**885,83**	**1588,93**	**310,26**	**239,12**	**5140,71**	**7550,41**	**224,65**

Net Pay: Seven thousands five hundreds fifty Euros 41 ct

L.S.

(signature) (name, surname)

(signature) (name, surname)

No 8. Example of Payroll Sheet in Excel format

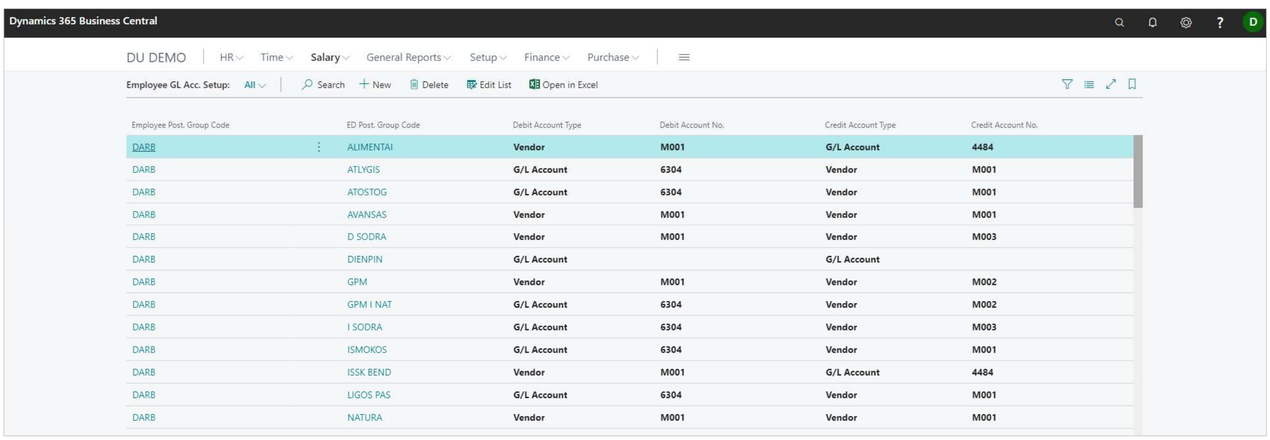
ANNEX

EMPLOYEE AMOUNT POSTING SETUP

The setup of the accounts to which the amounts will be posted is performed in the Employee G/L Acc. Setup form. The form opens by selecting **Salary → Setup→ Employee G/L Acc. Setup**. If you need the amounts to be posted to the general ledger depending on the dimension values, then the setups must be made on the **Dimensions G/L Acc. Setup** page.

In the **Employee G/L Acc. Setup** form, accounts are set up for combinations of employee and ED posting groups that cannot be repeated. For each combination, a debit (account to which the increase is posted) and credit accounts (account to which the decrease is posted) must be entered.

These settings are used when posting calculated employee amounts in a general or employee ED journal.



Employee Post. Group Code	ED Post. Group Code	Debit Account Type	Debit Account No.	Credit Account Type	Credit Account No.
DARB	ALIMENTAI	Vendor	M001	G/L Account	4484
DARB	ATLYGIS	G/L Account	6304	Vendor	M001
DARB	ATOSTOG	G/L Account	6304	Vendor	M001
DARB	AVANSAS	Vendor	M001	Vendor	M001
DARB	D SODRA	Vendor	M001	Vendor	M003
DARB	DIENPIN	G/L Account		G/L Account	
DARB	GPM	Vendor	M001	Vendor	M002
DARB	GPM I NAT	G/L Account	6304	Vendor	M002
DARB	I SODRA	G/L Account	6304	Vendor	M003
DARB	ISMOKOS	G/L Account	6304	Vendor	M001
DARB	ISSK BEND	Vendor	M001	G/L Account	4484
DARB	LIGOS PAS	G/L Account	6304	Vendor	M001
DARB	NATURA	Vendor	M001	Vendor	M001

No 9. Employee G/L Acc. Setup

- **Employee Post. Group Code** - the code for the employee posting group. In this field and in the field ED Post. Group Code the combination of values entered must be unique.
- **ED Post. Group Code** - the code for the ED posting group. In this field and in the field Employee Post. Group Code the combination of values entered must be unique.
- **Debit Account Type** – the type of account to which the earnings/deduction amount debit will be posted. Possible values: *G/L Account, Customer, Vendor, Bank Acc., Fixed Asset, IC Partner.* The most common types are:
    - G/L Account - amounts must be posted directly to the general ledger.
    - Vendor - amounts must be posted to the vendor card and general ledger (vendor posting group setup).

- **Debit Account No.** – the debit account number.
- **Credit Account type** – the type of account to which the earnings/deduction amount credit will be posted. Possible values: *G/L Account, Customer, Vendor, Bank Acc., Fixed Asset, IC Partner.* The most common types are:
  - G/L Account - amounts must be posted directly to the general ledger.
  - Vendor - amounts must be posted to the vendor card and general ledger (vendor posting group setup).
- **Credit Account No.** - the credit account number.

DIMENSION G/L ACCOUNT SETUP

The setup of the accounts to which amounts will be posted depending on the dimension values is set up on the **Dimensions G/L Acc. Setup** page. The form opens by selecting **Salary → Setup→ Dimensions G/L Acc. Setup.**

In the Dimensions G/L Acc. Setup. page, accounts are set up for the first global dimension, the second global dimension, the employee, and the ED posting group combinations that cannot be repeated. For each combination, a debit (account to which the increase is posted) and credit accounts (the account to which the decrease is posted) must be entered.

These settings are used when posting calculated employee amounts in a general or employee ED journal.

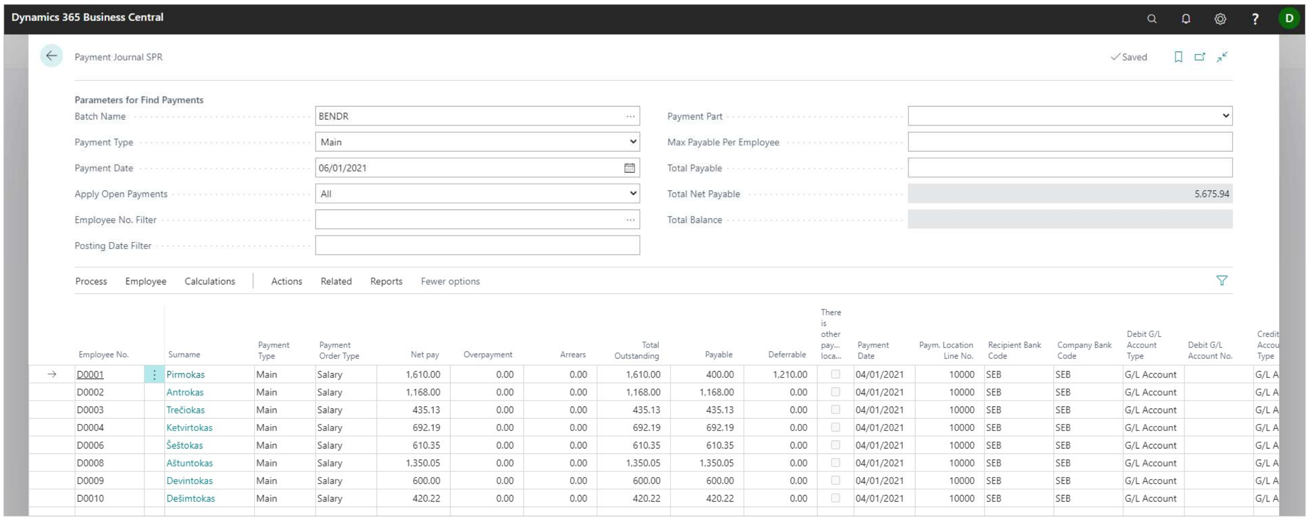
- **Global Dimension 1 Code** (for example, Department Code) – the value filter for the first global dimension.
- **Global Dimension 2 Code** (for example, Project Code) – the value filter for the second global dimension.

PAY SALARY

After calculating and posting payable amounts, it is possible to form payments for employees. The payment journal is intended to post the payment of employee amounts in the payroll module. In this journal, you can form a payment order file, which can then be imported into the banking system.

COLLECT ACCOUNTS PAYABLE BY EMPLOYEES

On the action bar click **Salary → Journals → Payment Journal.** Opens the list of payment journals, select one.



No 1. Payment Journal

In the journal filters area, enter the payment collection settings in the appropriate fields:

- **Payment Type** - select the payment type. Possible values: *Advance*, *Interim*, *Main*.
- **Payment Date** - enter the date of payment to be made. When collecting the payments, ED entries are selected for which the specified payment month matches the month of the date entered in this field. When the selected payments are posted, this date will be indicated as the date of payment of the amount shown in the entries.
- **Apply Open Payments** – select the type of matching type of amounts paid (e.g. advance) or unpaid (for example, partially paid amounts) is selected. Once the matching type has been selected, the amounts previously paid or unpaid will be estimated and the final amount payable to the employee will be proposed. <u>*Note*</u>: In most cases, the **All** is selected only when you collect **Main** payments. Possible values:
  - *No* – payments are not applied.
  - *Negative* – payments paid to employees (advance) and employees' underpayments (partially paid amounts).
  - *Positive* – matching overpayments to employees.
  - *All* - both positive and negative payment entries are applied.
- **Employee No. Filter** – if necessary, enter employees number filter to whom payments are to be collected.

On the Action Pane click **Process → Find payments** button. Search for payments based on the following filtering criteria. The payments found are listed in the journal lines.

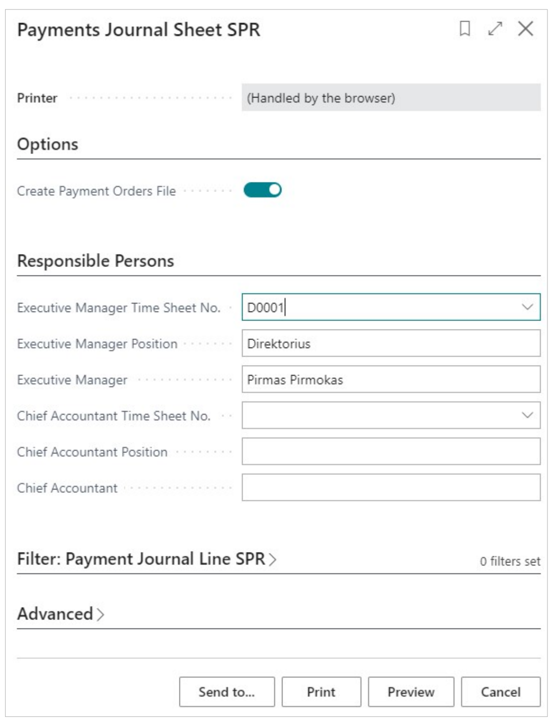
If necessary, change the values in the fields on the journal line:

- **Payment Type** – select the amount to be paid to the employee in this payment. The amount can be reduced to zero. The remaining outstanding amount may be paid with another payment.
- **Paym. Location Line No.** - if necessary, select different payment location number entered for the employee, to which the amount will be paid.
- **Company Bank Code** - specify the code of the company bank from which the payment will be made. According to the specified value, the payment order file will be formed. *Note:* This field is filled in automatically if this code is specified at the employee's payment locations.
- **Include to Payment Orders File** – if necessary, select to have the payment drawn into the payment order file when it is formed. *Note:* This field is filled in automatically if this code is specified at the employee's payment locations.

FORM A BANK PAYMENT FILE

On the action bar click **Process → Payments Journal Sheet.** Specify the report options:

1. **Create Payment Orders File** – select to form payment order files based on the banks specified in the **Company bank code** field on the payment journal line. *Note:* As many files are formed as the number of different banks specified in the entries.



No 2. Payments Journal Sheet form

Payments Journal Sheet
DU DEMO
Payment Document No.: MOK000004

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Line No.	Time Sheet No.	Name, Surname	Company Bank Code, Employee Account No./ Cash	Transferred Deductions	Deductible Advance Paym.	Transferred Amount	Paid in Cash Amount
1	D0001	Pirmas Pirmokas	SEB, LT497044000000000001			400.00	
2	D0002	Antras Antrokas	Cash			0.00	1,168.00
3	D0003	Trečias Trečiokas	Cash			0.00	435.13
4	D0004	Ketvirtas Ketvirtokas	SEB, LT497044000000000004			692.19	
5	D0006	Šeštas Šeštokas	SEB, LT497044000000000006			610.35	
6	D0008	Aštuntas Aštuntokas	SEB, LT497044000000000008			1,350.05	
7	D0009	Devintas Devintokas	SEB, LT497044000000000009			600.00	
8	D0010	Dešimtas Dešimtokas	SEB, LT497044000000000010			420.22	
			Total:	0.00	0.00	4,072.81	1,603.13
			Total Net Pay Amount (transfer+ cash):				5,675.94

Bank Code	Name	Account No.	Transferred Amount
SEB	AB SEB bankas		4,072.81

L.S.

(signature) (name, surname)

(signature) (name, surname)

No 3. Payments Journal Sheet

POST AMOUNTS PAID

Payment journal entries must be posted when payments are made to the bank. Payment order entries and entries to the general ledger are created during posting.

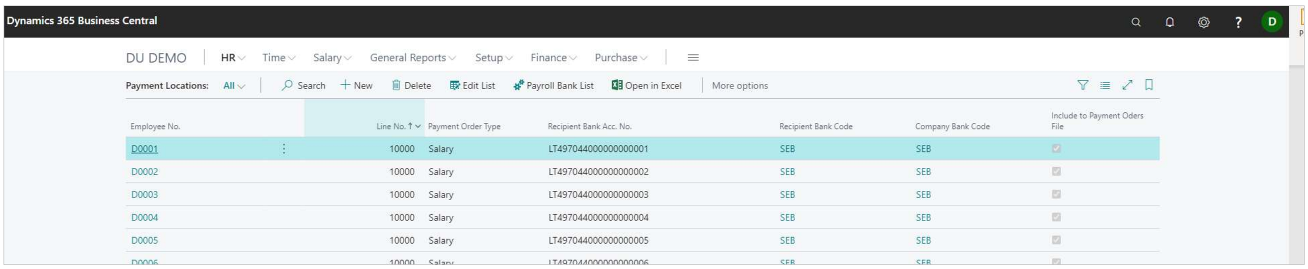
When orders are approved in the bank, we run the posting of amounts in the system. In the payment journal on the action bar click **Process → Post**. Displays an action approval message with the specified number of entries to be posted. Press **Yes** button. Posting entries is in progress. Amounts on journal lines are cleared after posting.

ANNEX

SPECIFY THE BANK ACCOUNT FOR THE EMPLOYEE'S PAYROLL PAYMENT

The payment locations form contains information about the employee's bank accounts. Enter as many lines as bank accounts will be used. Specify the accounts to which the employee's salary and other amounts will have to be paid.

In the search box type **Payment Locations**. A list of payment locations opens.



No 4. List of Payment Locations

Enter data in the main fields:

- **Employee No.** – enter employee number.
- **Payment Order Type** – select value Salary.
- **Recipient Bank Acc. No.** - enter the number of the bank account to which the employee's amounts will be transferred.
- **Recipient Bank Code** - enter the bank code of the recipient. According to the field **Recipient Bank Acc. No.** system selects bank code.
- **Company Bank Code** – enter the code of the company bank from which the payments will be made.
- **Include to Payment Orders File** – mark if necessary, that the amount paid through this account would be included into payment order file.

FORM DECLARATIONS OF GPM313/GPM312

The system can create *.ffdata format files, which are provided to the State Tax Institution (STI). Depending on the information provided, the following reports are formed: **GPM313** -Monthly Income Tax Return and **GPM312** - Annual declaration of benefits paid to residents for class A and Class B income.

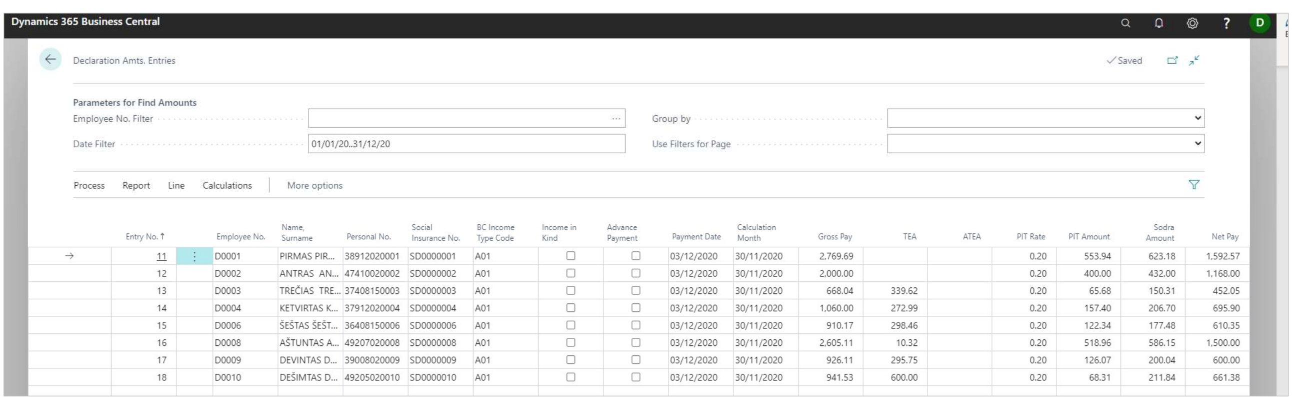
These reports are prepared in two stages. First, the required data is collected and prepared in the declaration amounts entry form. Reports are then formed based on the data in this form. This way you can always easily and simply find the history of what data was used to form declarations.

COLLECT DECLARATION TOTALS RECORDS

The declaration amounts entries page collects and prepares data to be drawn up in the formable STI declarations (GPM313, GPM312). On the action pane select **General Reports → STI Reports → Declaration Amts.** On the page that opens, select the filters (described below) and on the action bar click **Process → Find Amounts.**

- **Employee No. Filter**– if necessary, enter employee number filter.
- **Date filter** – enter the date interval in which you want to generate amount entries. The data is pulled from the employees' Registered ED entries on the date specified in the **Payment Date** field.
- **Group by** – select the method of merging the records. Possible values:
    - *Don't Group* – the default value, amounts will not be grouped and included by payment date.
    - *Month* – the ending date of the month in which the payment was made.
    - *Year* – the ending date of the year in which the payment was made.

In the rows the amount entries were created from the Posted employee ED entries.

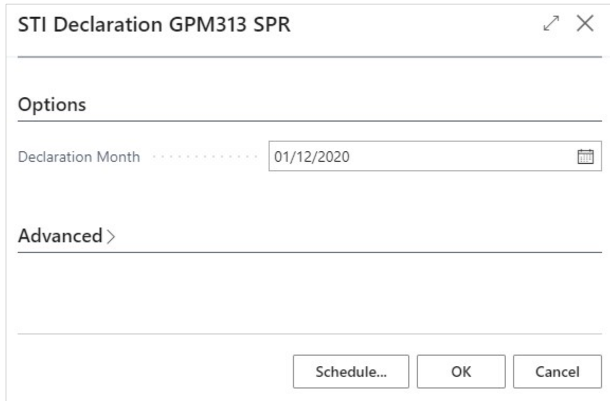


Entry No.	Employee No.	Name, Surname	Personal No.	Social Insurance No.	BC Income Type Code	Income in Kind	Advance Payment	Payment Date	Calculation Month	Gross Pay	TEA	ATEA	PIT Rate	PIT Amount	Sodra Amount	Net Pay
11	D0001	PIRMAS PIR...	38912020001	SD0000001	A01	☐	☐	03/12/2020	30/11/2020	2,769.69			0.20	553.94	623.18	1,592.57
12	D0002	ANTRAS AN...	47410020002	SD0000002	A01	☐	☐	03/12/2020	30/11/2020	2,000.00			0.20	400.00	432.00	1,168.00
13	D0003	TREČIAS TRE...	37408150003	SD0000003	A01	☐	☐	03/12/2020	30/11/2020	668.04	339.62		0.20	65.68	150.31	452.05
14	D0004	KETVIRTAS K...	37912020004	SD0000004	A01	☐	☐	03/12/2020	30/11/2020	1,060.00	272.99		0.20	157.40	206.70	695.90
15	D0006	ŠEŠTAS ŠEŠT...	36408150006	SD0000006	A01	☐	☐	03/12/2020	30/11/2020	910.17	298.46		0.20	122.34	177.48	610.35
16	D0008	AŠTUNTAS A...	49207020008	SD0000008	A01	☐	☐	03/12/2020	30/11/2020	2,605.11	10.32		0.20	518.96	586.15	1,500.00
17	D0009	DEVINTAS D...	39008020009	SD0000009	A01	☐	☐	03/12/2020	30/11/2020	926.11	295.75		0.20	126.07	200.04	600.00
18	D0010	DEŠIMTAS D...	49205020010	SD0000010	A01	☐	☐	03/12/2020	30/11/2020	941.53	600.00		0.20	68.31	211.84	661.38

No 1. Declaration Amounts Entries

FORM GPM313 DECLARATION

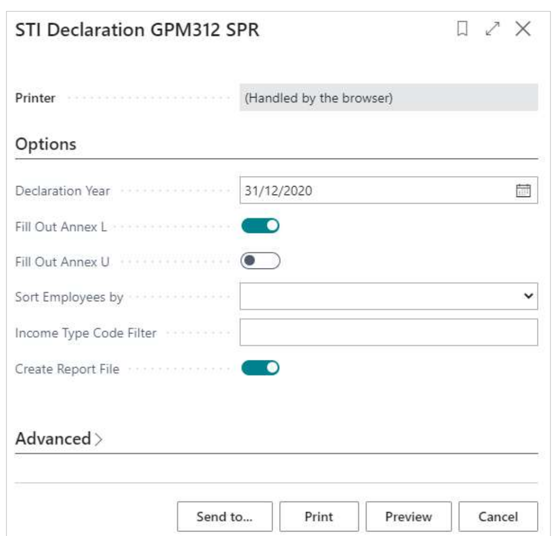
The report is intended to form a file in *the *. ffdata* format that is provided to the STI. GPM313 declaration is intended to collect data on the monthly income tax on income. Report data is formed from declaration amounts entries page. The report can be formed from the Declaration Amounts Entries page by selecting at the action bar **Report → GPM313** or on the action pane select **General Reports → STI Reports → Declaration GPM313.** On the filters page, specify the start date of the month for which the declaration is formed and press **OK**.



No 2. Declaration GPM313 form

FORM GPM312 DECLARATION

The report is intended to form a file in *the *. ffdata* format that is provided to the STI. GPM312 declaration is intended to collect data on the annual income of the employee and the amounts of income tax deducted and paid from them. Report data is formed from declaration amounts entries page. The report can be formed from the Declaration Amounts Entries page by selecting at the action bar **Report → GPM312** or on the action pane select **General Reports → STI Reports → Declaration GPM312.**

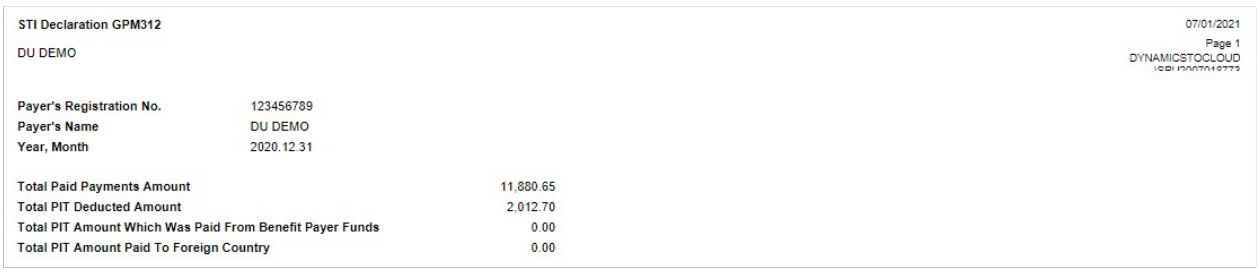


No 3. Declaration GPM312

- **Declaration Year** – enter the end date of the year for which the declaration is made.
- **Fill Out Annex L** – if necessary, mark to complete Annex L to the declaration (information on permanent residents of Lithuania).

- **Fill Out Annex U** – if necessary, mark to complete Annex U to the declaration (information on the non-permanent residents of Lithuania).
- **Sort Employees by** – select the way employees are sorted in the declaration. Possible values: *Name Surname, Employee No.*
- **Income Type Code Filter** – enter code if you want to filter data by income type code.
- **Create Report File** - if necessary, mark to transfer the data to a file in **.ffdata* format.

After you have specified filters, press **OK**. A declaration is drawn up and a summary report on the income of the residents is shown.


STI Declaration GPM312

DU DEMO

07/01/2021

Page 1

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Payer's Registration No.	123456789
Payer's Name	DU DEMO
Year, Month	2020.12.31

Total Paid Payments Amount	11,880.65
Total PIT Deducted Amount	2,012.70
Total PIT Amount Which Was Paid From Benefit Payer Funds	0.00
Total PIT Amount Paid To Foreign Country	0.00

No 4. Declaration GPM312 report

ANNEX

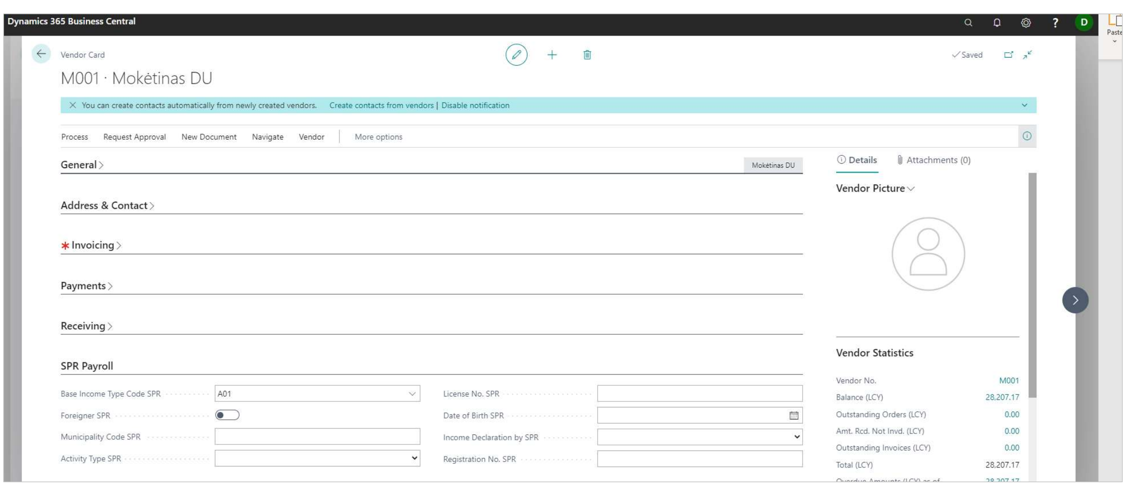
PREPARATION OF THE VENDOR CARD

For the STI declarations, to include entries from vendor's, it is necessary to filled in correct information in vendors card **SPR Payroll** section and when registering amounts select the correct **Income Type Code** (if it is different from the one specified on the vendor's card) and **Entry Type**. _Note_: The data in the declaration amounts entries will be recorded based on the data entered in the **Income Type Code** and **Entry Type** fields.

Fill in the fields on the vendor card:

- **Basic Income Type Code** SPR - select the type of income code.
- **Activity Type SPR** – select the type of activity of the vendor. Possible values: *Individual Activity, Business License*. _Note_: If this field is filled in, then you must enter the activity certificate number in the **License No. SPR.**
- **Income Declaration by SPR** – select the which amounts to be drawn into the declaration amounts entries form. Possible values:
    - *Payment* – only the amounts paid according to the payment date will be entered in the declaration amount entries.
    - *Invoice* – the amounts posted according to the date of registration will be entered in the declaration amount entries.

  Note: this setting is used if in the **Payroll Setup SPR**, in the **Reports** section, in the **PIT Declar. Vendor Entries** field is selected value **Primary only.**
- **Registration No. SPR** – enters the vendor's personal identification number/company code. _Note:_ If the vendor is selected for the type of activity and the certificate number is indicated, then the certificate number will be included in the declaration, but not the personal identification number.



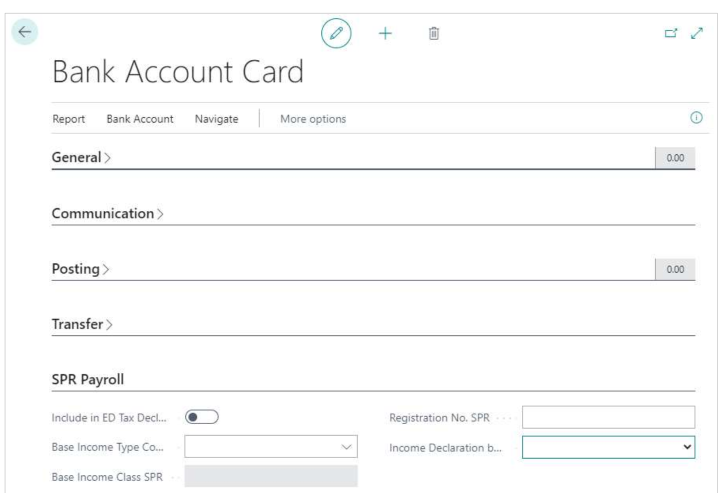
No 5. Vendor Card

PREPARATION OF THE BANK ACCOUNT CARD

For the STI declarations, to include entries from Bank Account Ledger Entries, it is necessary to fill in correct information in bank account card **SPR Payroll** section and when registering payment amounts select the correct **Entry Type** - **Payment.** Note: If the bank account card contains an income type code, then when you post amounts in the journal with **Document type** - **Payment** it will automatically fill in with the entry type - **Payment**, and the **Income Type Code** from bank account card.

The list of bank accounts opens by entering **Bank Accounts** in the search box. On the bank account card, the fields in **SPR Payroll** section are filled in:

- **Included in ED Tax Declar. SPR** – mark if the amounts recorded should be included in the GPM declarations. Note: The field is used if the bank account card is used to post amounts with different income type codes and the **Base Income Type Code SPR** is not entered on the card.
- **Base Income Type Code CPR** – select the income type code. Note: If the bank account card is used to post amounts with different income type codes, then this field can be not filled in, but it is necessary to specify the income type code when posting amounts in journals.
- **Registration No. SPR** – enter the employee's personal identification number.
- **Income Declaration by SPR** – select which amounts to be drawn into the declaration. Possible values:
  - *Net Pay* – only the amounts paid according to the payment date will be entered in the declaration amount entries.
  - *Gross Pay* – the posted amounts according to the registration date will be entered in the declaration amount entries.



No 6. Bank Account Card

ADJUST POSTED VENDOR OR BANK ACCOUNT NO. LEDGER ENTRIES

If vendor or bank account entries have already been posted for which the income type code or type has not been specified or is incorrectly specified, this data can be adjusted by **Vendor Ledger Entries SPR** or **Bank Account Ledger Entries SPR** pages.

Adjust **Vendor Ledger Entries**:

On the action pane select **General Reports → STI Reports → Vendor Ledger Entries SPR.** The page that opens contains ledger entries for all vendors. Use filters to find the vendors who have been posted with the amounts that are required to be included in the declaration. On the action bar click **Process → Edit/View.** *Note:* Editing can be done separately for each entry on a line (in the **Income Type Code SPR** and *Entry* **Type SPR** fields) or for multiple entries at once. To change the data for the filtered rows, you need to specify the data in the option fields:

- **New Income Type Code** – enter or select an income type code.
- **New Entry Type** – select the appropriate amount type: *Gross Pay, Net Pay, PIT, Social Insurance. Note:* because the amounts are adjusted at once, you should filter the amounts by type separately.
- **Change method** – select which entries should be changed based on the filters specified in the previous fields: *Income Type Code SPR, Entry Type SPR,* or *both.*

On the action bar click **Process → Modify all records.**

Adjust **Bank Account Ledger Entries:**

On the action pane select **General Reports → STI Reports → Bank Acc. Ledg. Entries SPR.** The page that opens lists ledger entries for all bank accounts. Use filters to find the bank accounts that have been posted with the amounts needed to be included in the declaration. On the action bar click *Process* **→ Edit/View.** *Note:* Editing can be done separately for each record on a line (in the **Income Type Code SPR** and *Entry* **Type SPR** fields) or for multiple entries at once. To change data for the filtered rows, you need to specify the data in the option fields:

- **New Income Type Code** – enter or select an income type code.
- **New Entry Type** – select the appropriate amount type: *Gross Pay, Net Pay, PIT, Social Insurance. Note:* because the amounts are adjusted at once, you should filter the amounts by type separately.
- **Change method** – select which entries should be changed based on the filters specified in the previous fields: *Income Type Code SPR, Entry Type SPR,* or *both.*

On the action bar click **Process → Modify all records.**