TEAM Software
by WORKWAVE

How to Set Up Update Nominal from SelectPay to Dimensions

TEMPLACMS

Version: 1 (CMS 5.4.6, April 2016)

COMMERCIAL STATEMENT

This document is subject to any terms as per teamsoftware.com/legal.

TABLE OF CONTENTS

SUMMARY

If Access Dimensions is used for the Company accounts the accounts can be updated with the payroll costs, from within the Access SelectPay software.

Considerations before updating

PREPARATION

Before attempting to use the Update Nominal routine, you need to ensure all the Nominal Ledger accounts that will be used have been configured in Access Dimensions.

LINKING

To post a journal batch for the payroll costs directly from Access SelectPay into Access Dimensions, the SelectPay database will have to be linked to the relevant Access Dimensions database. Please liaise with **TEAM Software** to get this done.

NOMINAL ANALYSIS

To successfully update the Nominal Ledger, please ensure that any accounts that will be used have been set up in the accounts database.

When using TemplaCMS, the "Update Nominal" can be done at one of the following levels:

1. System Default
2. Department

For the 'Department' nominals, it is important to ensure that the department that the employee belongs to have been recorded on the employee record. Each Department can be assigned the system default Nominal Ledger accounts, **but these can be changed so that each department's costs can be analysed separately in the accounts**.

SETUP

System Default

System-wide default nominal codes can be set up from the **System -> Application Configuration -> Payroll Configuration** menu via the *Standard & System Nominal* tabs:

STANDARD NOMINALS

Enter the relevant nominal account codes that should be used when posting the journal batch for the payroll costs from Access SelectPay to Access Dimensions.

SYSTEM NOMINALS

Enter the relevant nominal account codes that should be used when posting the journal batch for the payroll costs from Access SelectPay to Access Dimensions.

Department

Department-specific nominal codes can be set up from the **System -> Department menu**. Double click on the relevant department and then update the relevant nominal codes in both the *Standard and System Nominals* tabs.

STANDARD NOMINALS

SYSTEM NOMINALS

Nominal Update

From the **System -> Application Configuration -> Payroll Configuration** menu click on the Nominal Update tab and select the update option that should be used – i.e. department or system default:

The below example show the 'Update Nominal' report and double posting that will occur when the journal batch is posted from SelectPay and processed in Access Dimensions.

Code	Reference	Debit	Credit	Description
3000	PAYROLL2	8,900.00		Gross Pay - Period 1
3000	PAYROLL2	9,700.00		Gross Pay - Period 2
3100	PAYROLL2	969.87		Employers NIC - Period 1
3100	PAYROLL2	778.09		Employers NIC - Period 2
7100	PAYROLL2		14,420.20	Net Pay - Period 1
8500	PAYROLL2		2,669.00	PAYE - Payroll. 2
8600	PAYROLL2		1,510.80	Employee NIC - Payroll. 2
8600	PAYROLL2		1,747.96	Employer NIC - Payroll.2
8800	PAYROLL2		18,600.00	Gross pay - Payroll. 2
8800	PAYROLL2	2,669.00		PAYE - Payroll. 2
8800	PAYROLL2	1,510.80		Employee NIC - Payroll. 2
8800	PAYROLL2	14,420.20		NetPay - Payroll.2

Nominal Update Report — 11:08:22 03-Oct-2012
DJbusiness - Payroll — Page 1

The grid below shows the double entry

Debit	Account	Account Name	Amount	Credit	Account	Account Name	Amount
Debit	3000	Gross Pay	18,600.00	Credit	8800	Payroll Control	18,600.00
Debit	3100	ER's NIC	1747.96	Credit	8600	NIC Control	1747.96
Debit	8800	Payroll Control	2669.00	Credit	8500	PAYE	2669.00
Debit	8800	Payroll Control	1510.80	Credit	8600	NIC Control	1510.80
Debit	8800	Payroll Control	14420.20	Credit	7100	Bank	14420.20
Totals			38,947.96				38,947.96

Please note: the above example is for a Monthly payroll (Period 1) and a Weekly payroll (Period 2) from a single database with different pay frequencies:

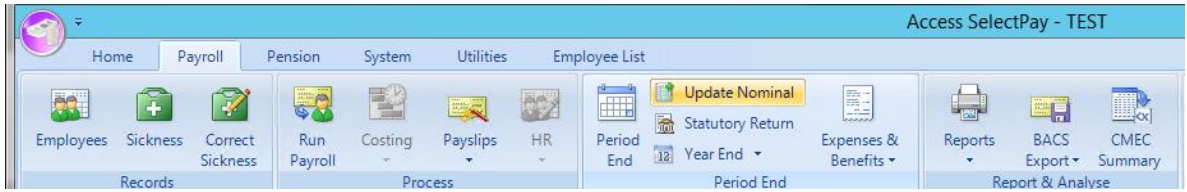The double entry postings (T-Accounts) are as follows:

Gross Pay (a) 18600 – PAYE (b) 2669 – EE's NIC (c) 1510.80 = Employee Payment from bank (d) 14420.20
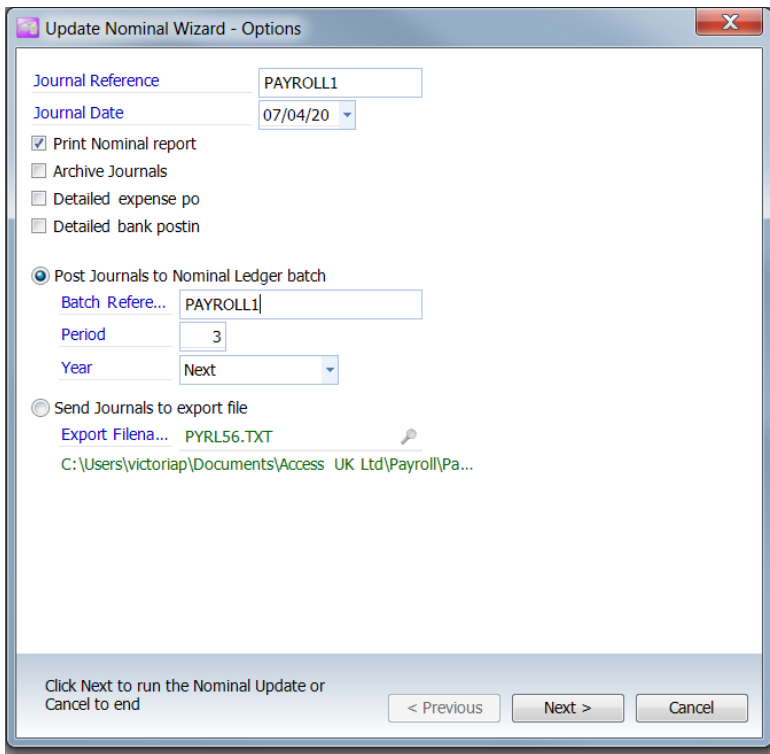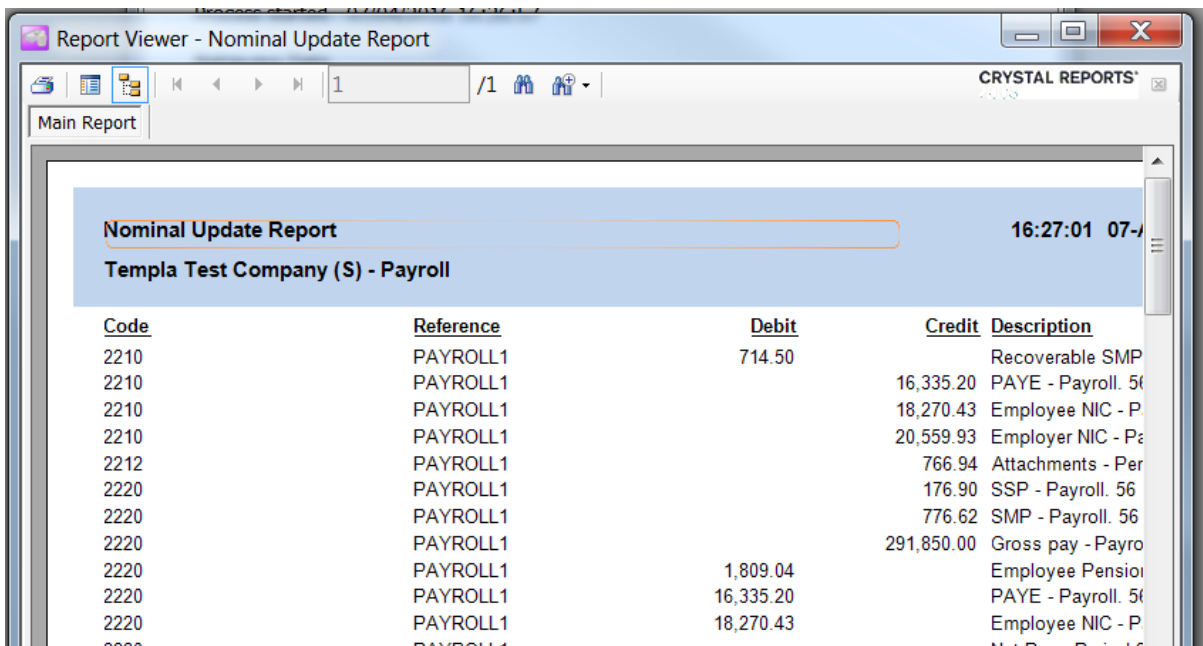
UPDATE NOMINAL

Update the Nominal

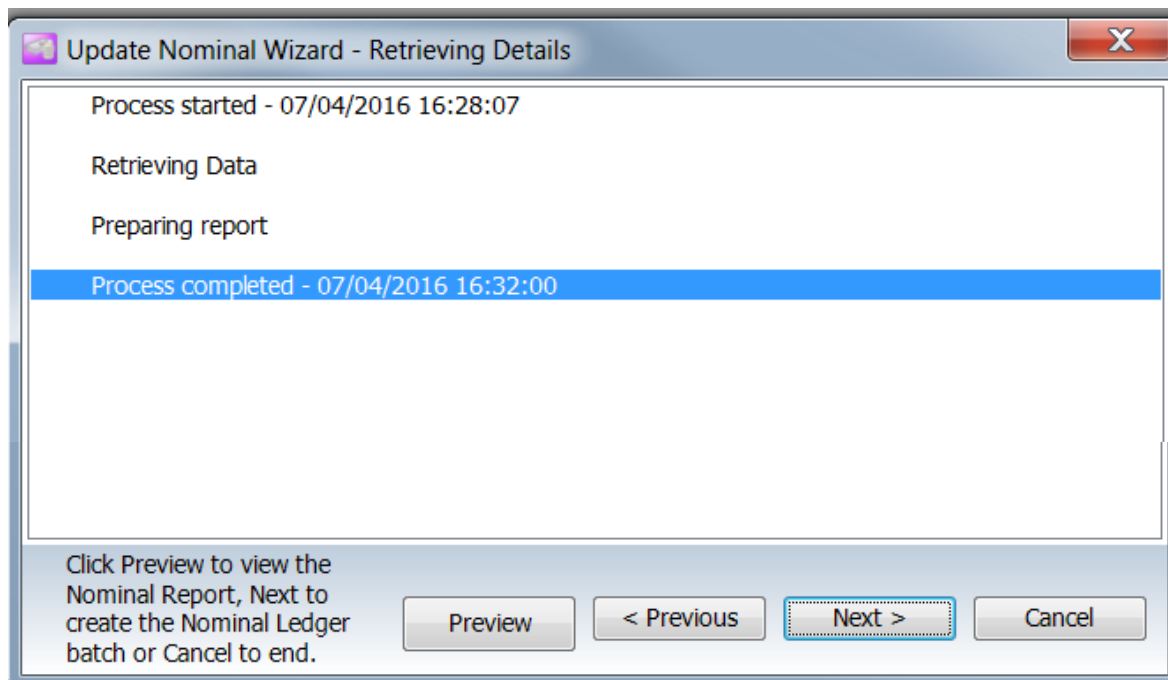From the Payroll menu click on 'Update Nominal':

On the below screen tick the option 'Post Journals to Nominal Ledger batch', enter the 'Batch Reference' & Nominal Ledger Period the payroll journal should be posted to and click 'Next'.
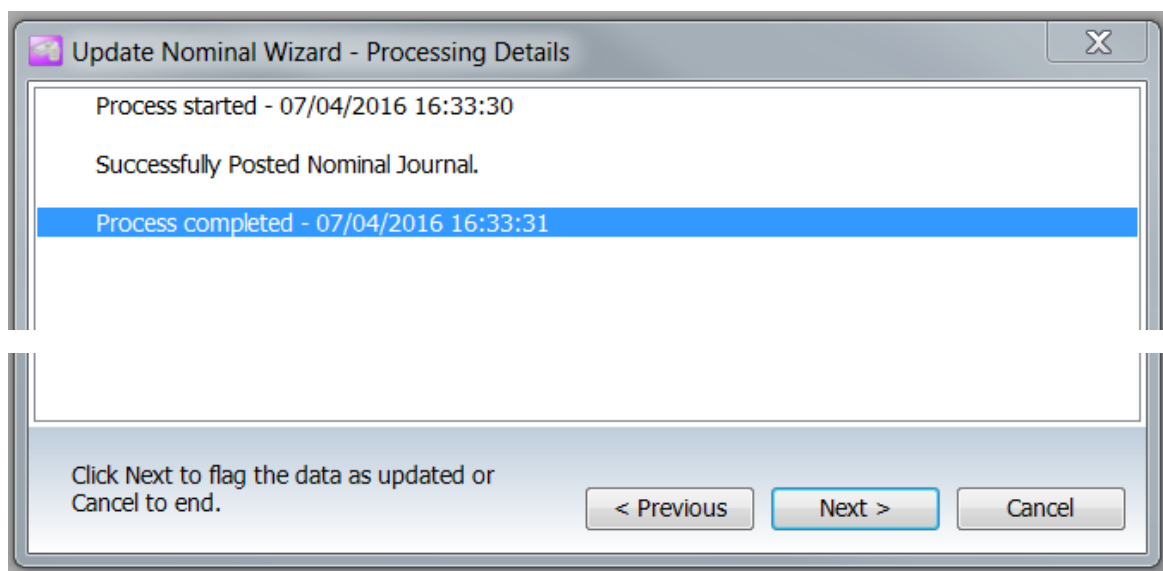

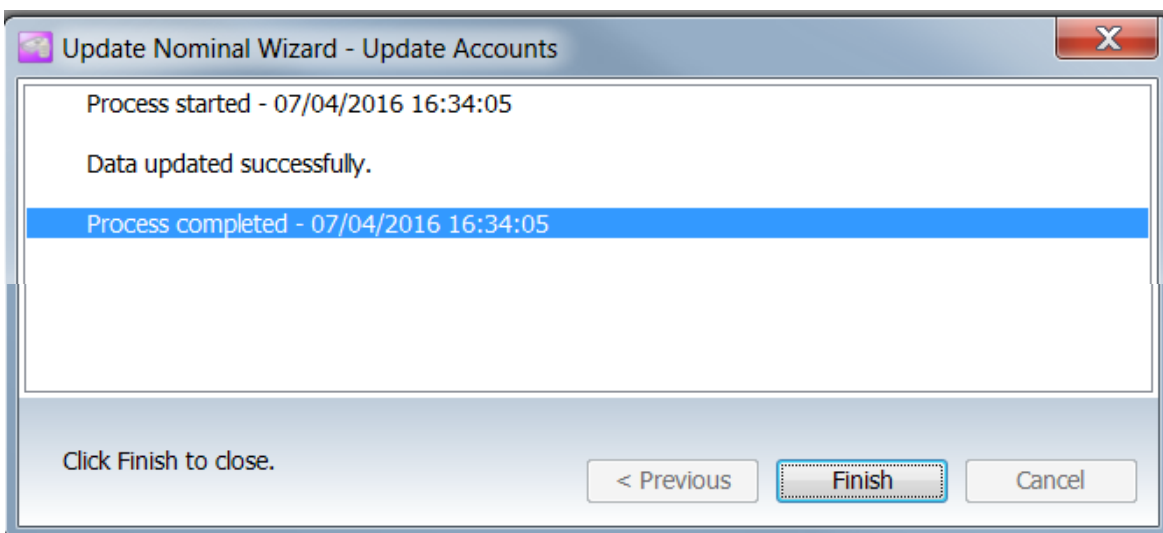Print a copy of the 'Update Nominal Report' and then close the screen:

Click on '**Next**' to show the following screen:

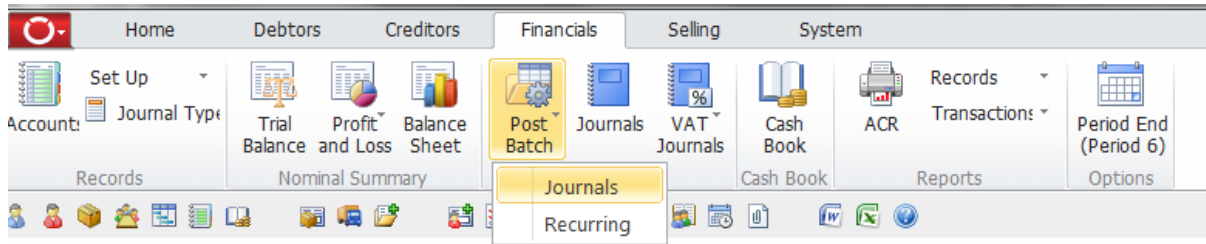Click on '**Next**' to continue:

The following screen will appear once the journal batch have been posted to Access Dimensions then click on '**Finish**'.
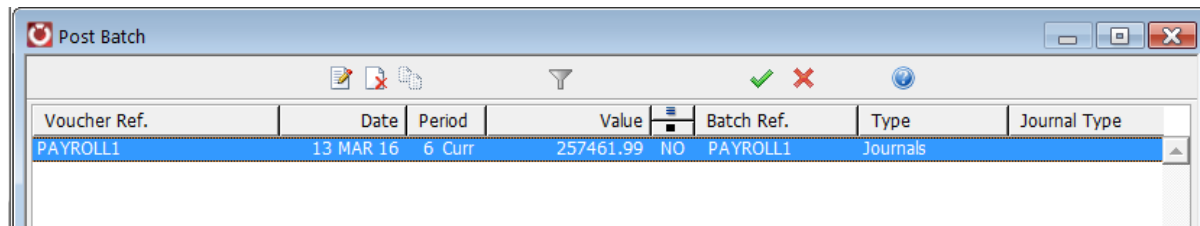
Access Dimensions

Check in Access Dimensions that the journal batch arrived.

This can be done from the Financials menu via clicking on the 'Post Batch' options and then selecting 'Journals':
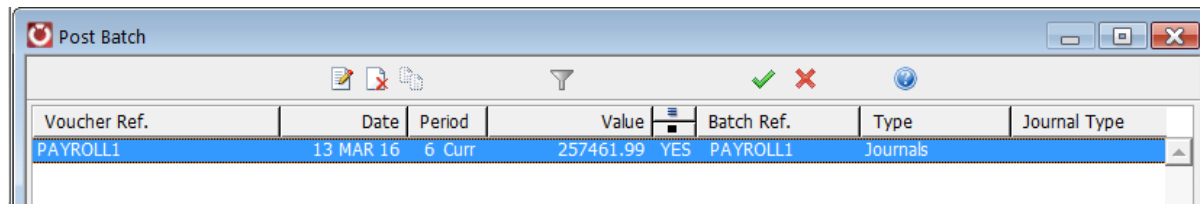

On the screen that comes up hit 'enter' on the keyboard to display all journals waiting to be posted:
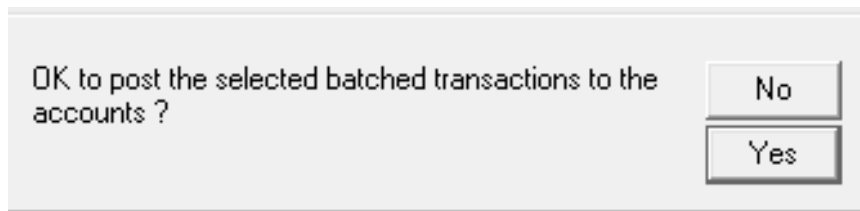

Check that the 'Batch Ref', date & period match what was entered in SelectPay and that the value agrees with the 'Update Nominal Report'.
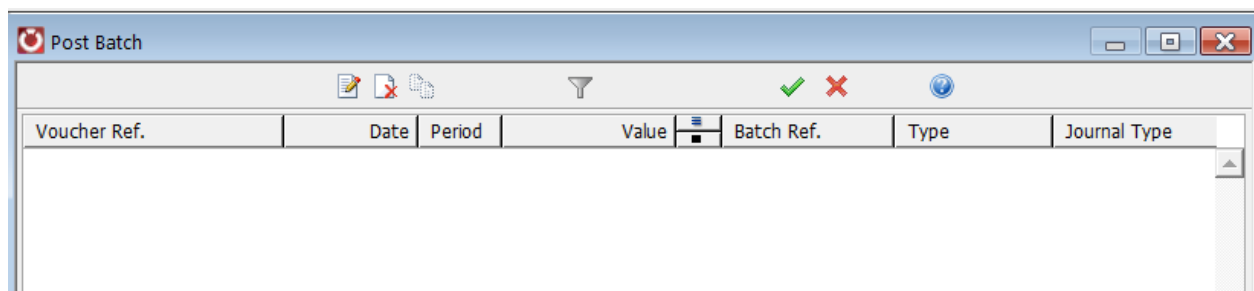
To post the journal to the accounts double click on it to toggle the stats from 'NO' to 'YES':

Click on the 'Green tick', the following message will appear:

Click on 'Yes' to continue - the batch should now have disappeared from the screen:

TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.