

How to Set Up Update Nominal from SelectPay to Dimensions

TEMPLACMS

Version: 1 (CMS 5.4.6, April 2016)



COMMERCIAL STATEMENT

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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

The screenshot shows the 'Payroll Configuration' window with the 'Standard Nominals' tab selected. The window has a title bar 'Payroll Configuration' and a 'Save & Close' button. Below the title bar is a tabbed interface with the following tabs: General, Daily Rates, Holidays, Sickness, Reports, Report File Paths, Standard Nominals (selected), System Nominals, and Nominal Update. The 'Standard Nominals' tab contains a table with the following data:

Payroll Expense	3000	NIC Control	8600
Employer's NIC	3100	Pension Control	8700
Pension Expense	3200	Payroll Control	8800
Non-cost Expense	3900	Deductions Control	9900
Bank Account	7100	Non-cost Control	9990
PAYE Control	8500	Suspense	9999

Below the table, there is a section titled 'When a Standard paytype is added to Standard Pay' with three radio button options:

- Use Nominals from this Configuration
- Use Nominals from Master Paytype
- Use Nominals from Department record

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

The screenshot shows the 'Payroll Configuration' window with the 'System Nominals' tab selected. The window has a title bar 'Payroll Configuration' and a 'Save & Close' button. Below the title bar is a tabbed interface with the following tabs: General, Daily Rates, Holidays, Sickness, Reports, Report File Paths, Standard Nominals, System Nominals (selected), and Nominal Update. The 'System Nominals' tab contains a table with the following data:

Attachments Control	8900	SAP Expense	3500
Attachments Admin Charge	4000	Company Adoption Pay	3510
Student Loan	8500	SAP Adjustments	3520
Gross Adjustment	3000	SPP Expense	3600
SSP Expense	3300	Company Paternity Pay	3610
Company Sick Pay	3310	SPP Adjustments	3620
Sickness Adjustments	3320	SHPP Expense	3400
OSP Expense	3330	Company Shared Pay	3410
SMP Expense	3400	SHPP Adjustments	3420
Company Maternity Pay	3410	Joiner/Leaver Adjustments	3000
SMP Adjustments	3420	Salary Adjustments	3000

Below the table, there is a section titled 'When any of these System paytypes are included in Standard Pay' with three radio button options:

- Use Nominals from this Configuration
- Use Nominals from Master Paytype
- Use Nominals from Department record

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

Welcome x Department List x System - Department Record - ADM x

Code: ADM Sort Key: HO ADMIN

Name: HO Admin Approve Department From HR

General	Standard Nominals	System Nominals	Notes	Custom
Payroll Expense	3000	NIC Control	8600	
Employer's NIC	3100	Pension Control	8700	
Pension Expense	3200	Payroll Control	8800	
Non-cost Expense	3900	Deductions Control	9900	
Bank Account	7100	Non-cost Control	9990	
PAYE Control	8500	Suspense	9999	

SYSTEM NOMINALS

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SMP Expense	3400	ShPP Adjustments	3420	
Company Maternity Pay	3410	Joiner/Leaver Adjustments	3000	
SMP Adjustments	3420	Salary Adjustments	3000	

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.

Nominal Update Report		11:08:22 03-Oct-2012	
DJbusiness - Payroll		Page 1	
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 EmployeeNIC - Payroll. 2
8600	PAYROLL2		1,747.96 EmployerNIC - Payroll. 2
8800	PAYROLL2		18,600.00 Gross pay - Payroll. 2
8800	PAYROLL2	2,669.00	PAYE - Payroll. 2
8800	PAYROLL2	1,510.80	EmployeeNIC - Payroll. 2
8800	PAYROLL2	14,420.20	NetPay - Payroll. 2

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:

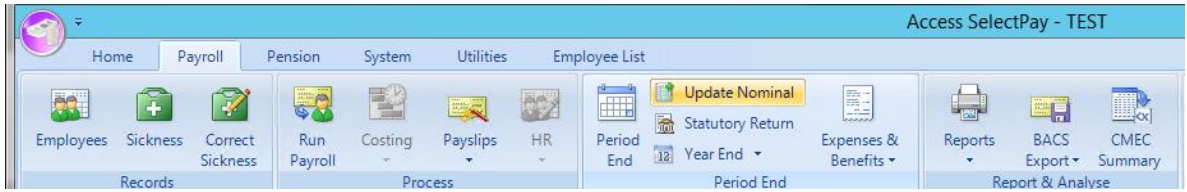
<p>3000 Gross Pay</p> <table border="1"> <tr><td>Dr</td><td>Cr</td></tr> <tr><td>8,900</td><td></td></tr> <tr><td>9,700</td><td></td></tr> <tr><td>(a) 18600</td><td></td></tr> </table>	Dr	Cr	8,900		9,700		(a) 18600		<p>3100 ER's NIC</p> <table border="1"> <tr><td>Dr</td><td>Cr</td></tr> <tr><td>969.87</td><td></td></tr> <tr><td>778.09</td><td></td></tr> <tr><td>1747.96</td><td></td></tr> </table>	Dr	Cr	969.87		778.09		1747.96		<p>7100 BANK</p> <table border="1"> <tr><td>Dr</td><td>Cr</td></tr> <tr><td>(d)</td><td>14,420.20</td></tr> </table>	Dr	Cr	(d)	14,420.20
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<p>8500 PAYE</p> <table border="1"> <tr><td>Dr</td><td>Cr</td></tr> <tr><td>(b)</td><td>2669.00</td></tr> </table>	Dr	Cr	(b)	2669.00	<p>8600 NIC CONTROL</p> <table border="1"> <tr><td>Dr</td><td>Cr</td></tr> <tr><td>(c)</td><td>1510.80</td></tr> <tr><td></td><td>1747.96</td></tr> </table>	Dr	Cr	(c)	1510.80		1747.96	<p>8800 PAYROLL CONTROL</p> <table border="1"> <tr><td>Dr</td><td>Cr</td></tr> <tr><td>2669.00</td><td>18,600.00</td></tr> <tr><td>1510.80</td><td></td></tr> <tr><td>14,420.20</td><td></td></tr> </table>	Dr	Cr	2669.00	18,600.00	1510.80		14,420.20			
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Gross Pay (a) 18600 – PAYE (b) 2669 – EE's NIC (c) 1510.80 = Employee Payment from bank (d) 14420.20

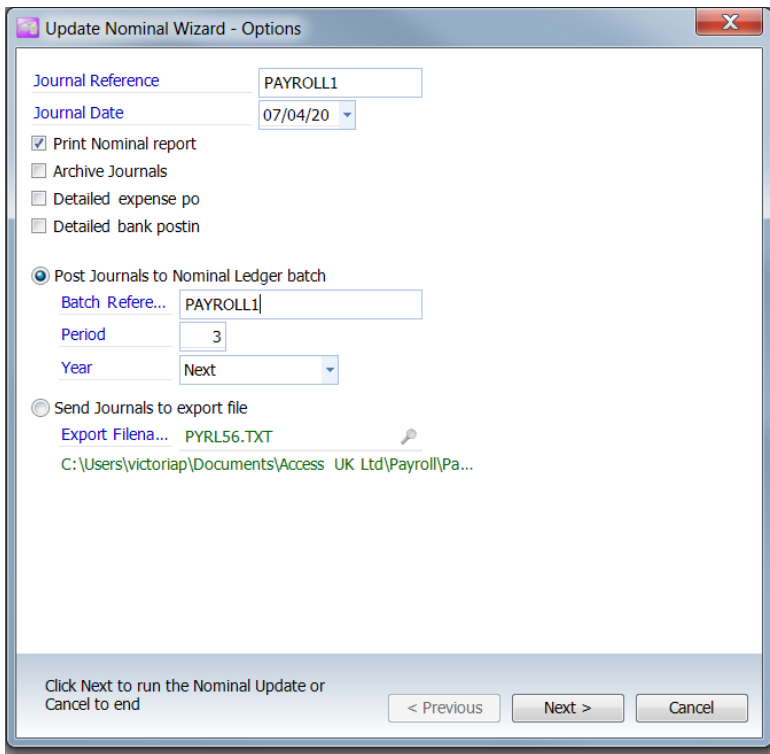
UPDATE NOMINAL

Update the Nominal

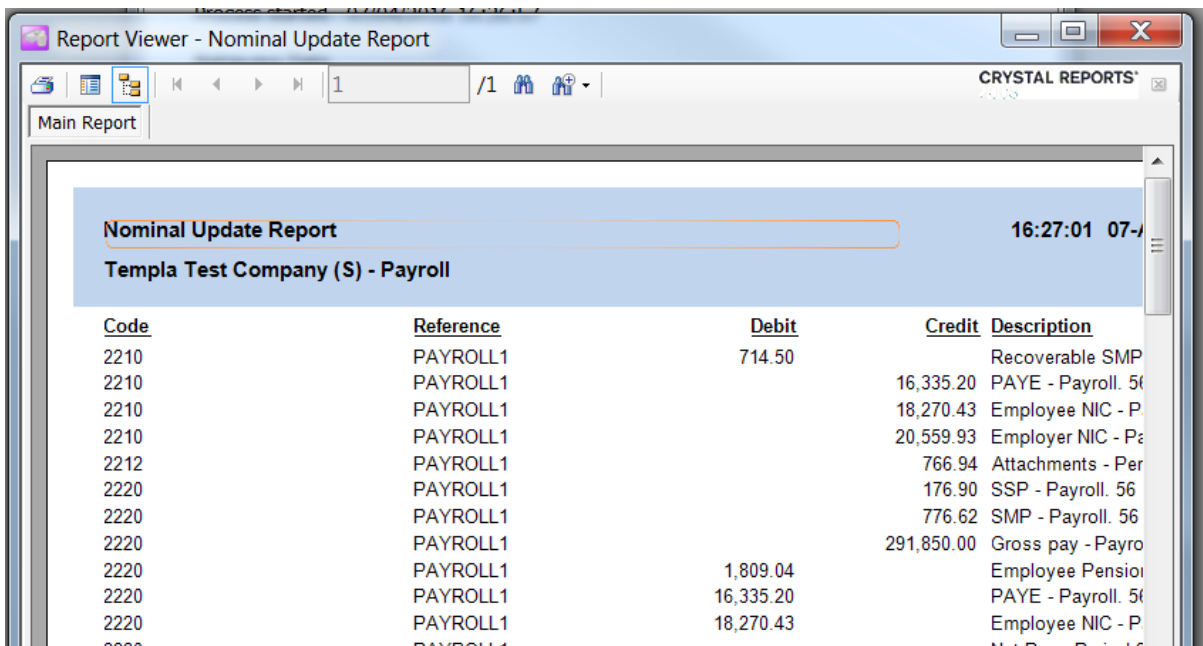
From the Payroll menu click on 'Update Nominal':



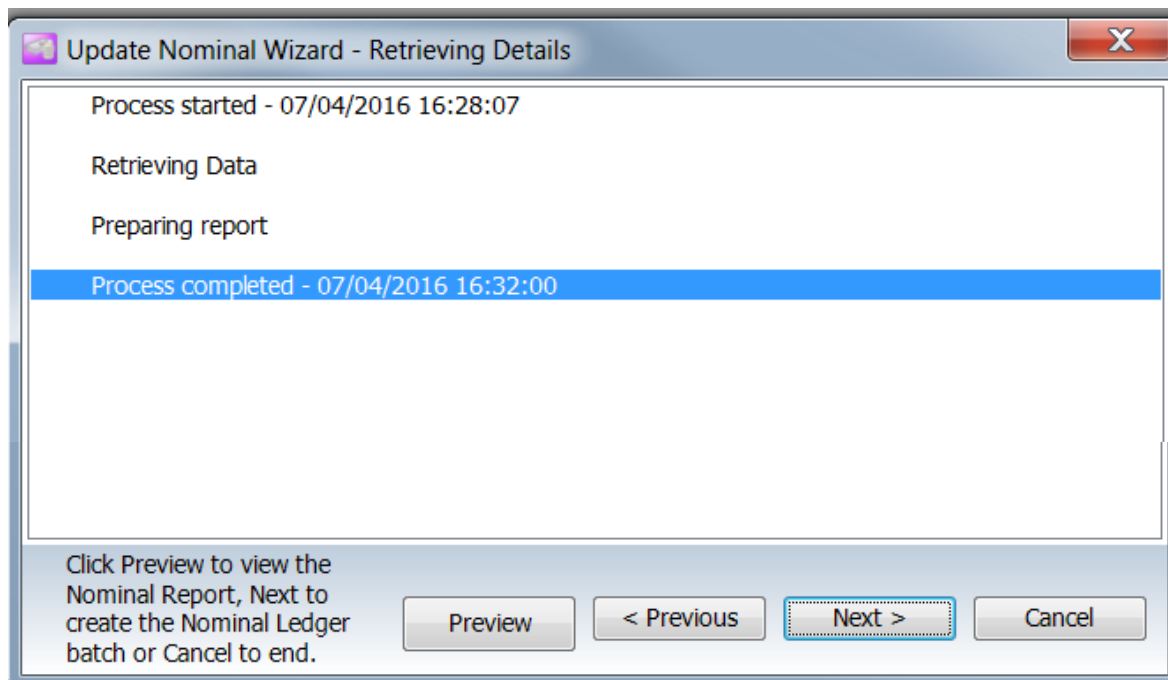
On the below screen tick the option 'Post Journals to Nominal Ledger batch', enter the 'Batch Reference' & Nominal Ledger Period the payroll journal should be posted to and click 'Next'.



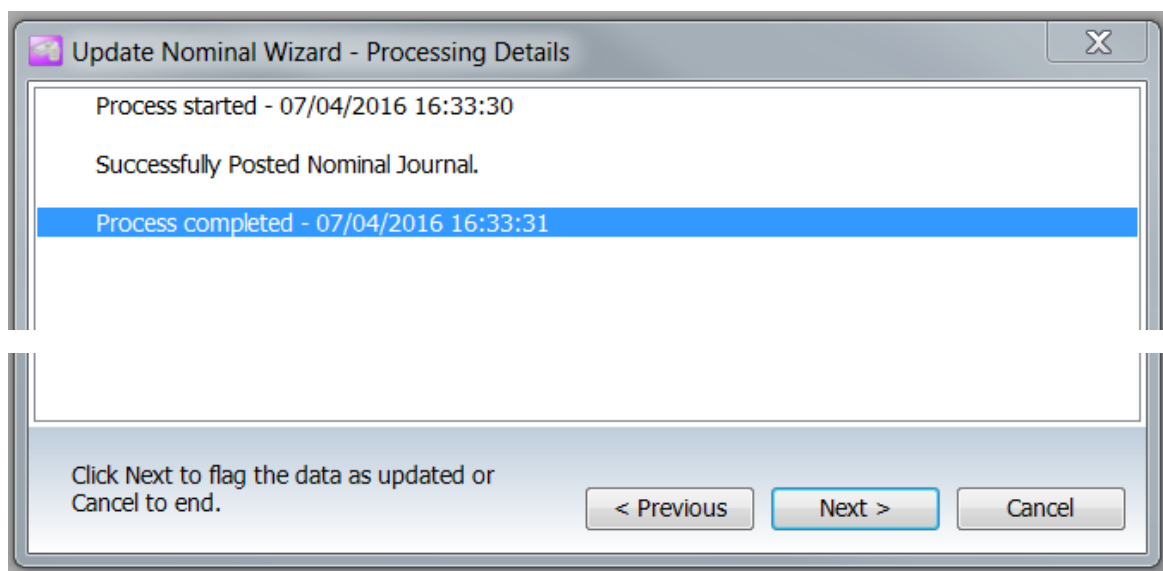
Print a copy of the 'Update Nominal Report' and then close the screen:



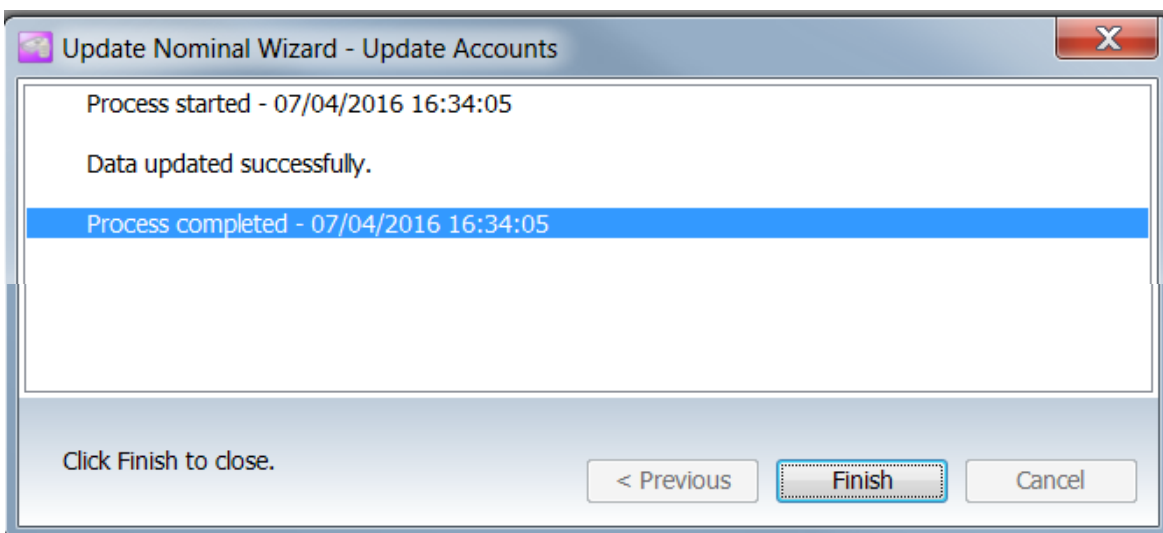
Click on **'Next'** to show the following screen:



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



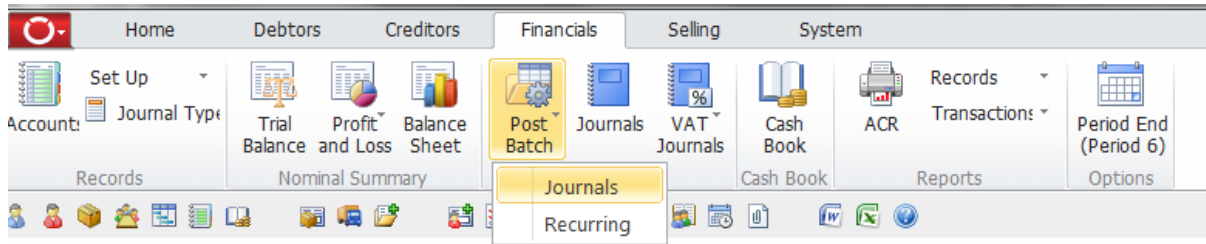
The following screen will appear once the journal batch have been posted to Access Dimensions then click on **'Finish'**.



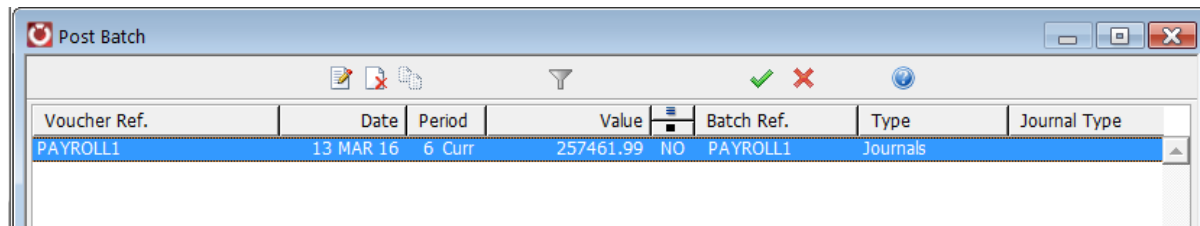
Access Dimensions

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':

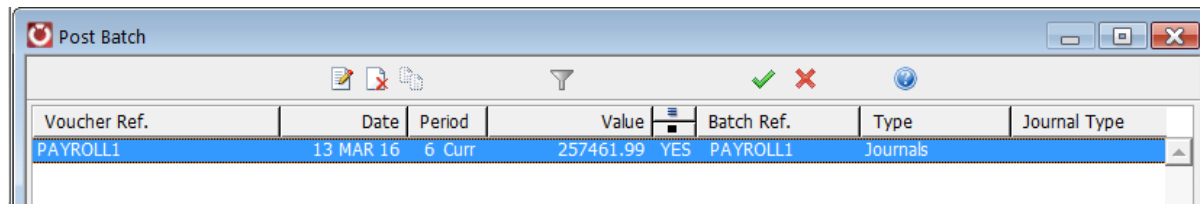


On the screen that comes up hit 'enter' on the keyboard to display all journals waiting to be posted:

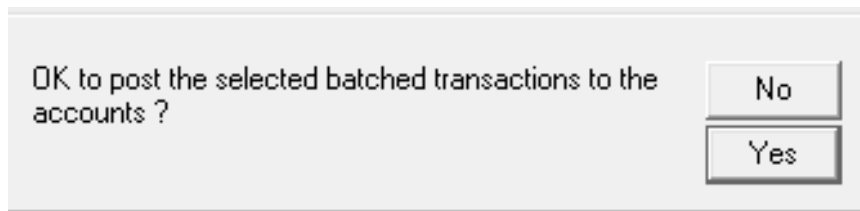


Check that the 'Batch Ref', date & period match what was entered in SelectPay and that the value agrees with the 'Update Nominal Report'.

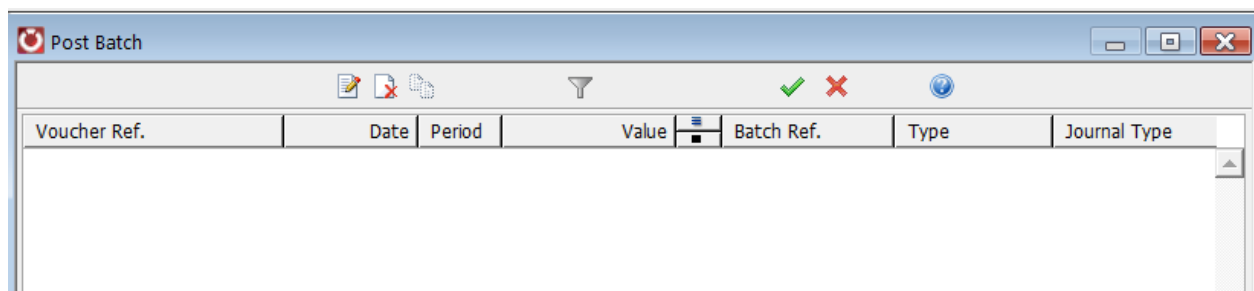
To post the journal to the accounts double click on it to toggle the stats from 'NO' to 'YES':



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



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





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