



# How to export payroll accounting entries from Payroll Mauritius for integration into your accounting software

FAQEN164

Prerequisites : Administrator + Accounting knowledge

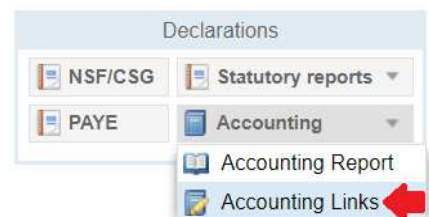
V1.0

## Objective

Once a month's payroll has been calculated, **Payroll Mauritius** allows you to export a personalised report in CSV format compatible with Microsoft® Excel® so that you can have the Miscellaneous Transactions payroll accounting entries available for re-import into your own accounting software.

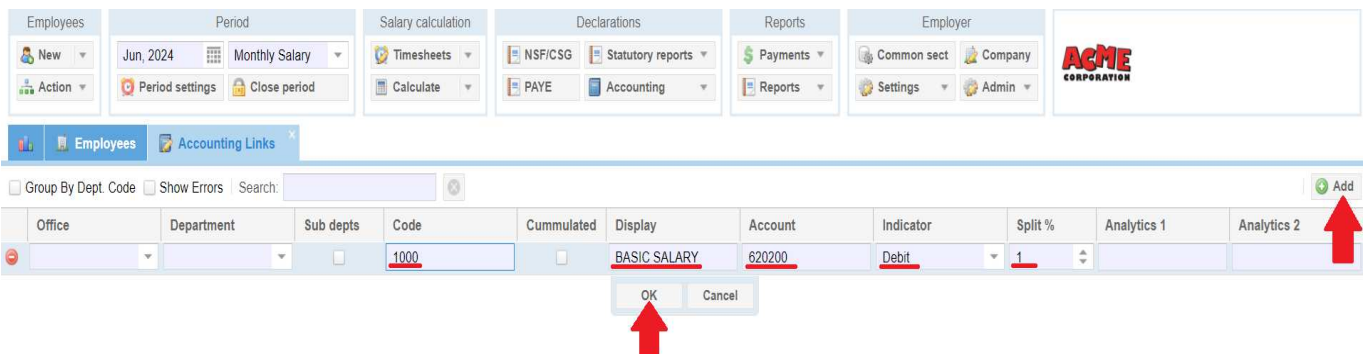
## How to do this ?

First of all, you need to set up the template once and for all (which will then be available for the other months) by providing the system with the accounting account numbers corresponding to the payroll sections used.



To do this, in the 'Declaration' section, select the 'Accounting' menu and choose the '**Accounting Links**' option.

The screen then shows you the list of payroll sections associated with the accounting accounts, which is empty for the first time. Click on the **[Add]** button: this will enable you to set up your first payroll section <=> accounting account number equivalence.



At the very least, enter the Payroll section **Code**, then in the **Display** zone enter the name of the accounting **account** you want, the associated Accounting Account No., and in the **indicator** set the Debit or Credit direction and in the **% Split**, enter 1 (meaning 100% split); finish your entry by clicking **[OK]**.

Note that you can also specify an Office/Site, so that the line set up will only take into account the amounts for the Employees in that Office/Site; the same logic applies to departments and, if you tick the box, to sub-departments.



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You can also define a breakdown percentage by entering an amount less than 1 (<100%) in order, for example, to divide it between one or more of the 3 available Analytical sections: enter the desired percentage (e.g. 0.3 for 30%) and in Analytics 1, enter, for example, "PRODUCTION"... then repeat the same line by recreating it (button [Add]) and enter 0.7 and "ADMINISTRATIVE" in Analytics 2. As you can see, you are then entirely free to make the desired breakdown.

Set up all the payroll items you want, and when you've finished, you should see a list of accounts set up, as in the example below:

| Office | Département | Sub depts | Code          | Cumulated | Affichage         | Compte | Indicateur | % Séparation.. | Analytics 1 |
|--------|-------------|-----------|---------------|-----------|-------------------|--------|------------|----------------|-------------|
|        |             |           | 1000          |           | BASIC SALARY      | 620200 | Débit      | 1,00           |             |
|        |             |           | 2000          |           | TRANSPORT EMPL.   | 623100 | Débit      | 1,00           |             |
|        |             |           | 3660          |           | HOUSING BENEFITS  | 623000 | Débit      | 1,00           |             |
|        |             |           | 4010          |           | CSG               | 621002 | Débit      | 1,00           |             |
|        |             |           | 4100          |           | NSF               | 621003 | Débit      | 1,00           |             |
|        |             |           | 9000          |           | MEDICAL ALLOWA... | 623150 | Débit      | 1,00           |             |
|        |             |           | 5000          |           | PAYE              | 621000 | Débit      | 1,00           |             |
|        |             |           | 3130          |           | SPECIAL BONUS     | 620240 | Débit      | 1,00           |             |
|        |             |           | 4200_EMPLOYER |           | LEVY              | 454000 | Crédit     | 1,00           |             |
|        |             |           | 4010_EMPLOYER |           | CSG               | 454000 | Crédit     | 1,00           |             |
|        |             |           | 7900          |           | PRGF              | 454300 | Crédit     | 1,00           |             |
|        |             |           | 7900          |           | PRGF              | 621001 | Débit      | 1,00           |             |
|        |             |           | 3900          |           | ABSENCE DEDUC...  | 620200 | Crédit     | 1,00           |             |
|        |             |           | 7900_EMPLOYER |           | PRGF              | 454300 | Crédit     | 1,00           |             |
|        |             |           | 4100_EMPLOYER |           | NSF               | 454000 | Crédit     | 1,00           |             |
|        |             |           | net_pay       |           | NET SALARY        | 455000 | Crédit     | 1,00           |             |

**Important Note:** Net payable is obtained by entering the section code **net\_pay**. Note also that the employers' sections of the social security contributions (e.g. CSG, LEVY, etc.) are obtained by entering the section code immediately followed by the radical **\_employer**.

Once you have finalised the settings for the payroll sections, you can run the report by going to the 'Declaration' section, and in the 'Accounting' menu selecting the 'Accounting Report' option.

**Note:** If you omit to set up one or more payroll sections, and then go to the report export, the missing sections will be displayed in red:

| Account                   | Name   | Debit      | Credit | Analytics 1 | Analytics 2 | Analytics 3 |
|---------------------------|--|------------|--------|-------------|-------------|-------------|
| 620200                    | BASIC SALARY                                   | 1250309.76 | 0.00   |             |             |             |
| [NO_ACCOUNT_NUMBER][1110] | * => Overtime @1.5x - PRODUCTION               | 472.00     | 0.00   |             |             |             |
| [NO_ACCOUNT_NUMBER][2000] | * => Transport - PRODUCTION/Galitos            | 40178.00   | 0.00   |             |             |             |
| [NO_ACCOUNT_NUMBER][3140] | * => Special Bonus - PRODUCTION                | 15000.00   | 0.00   |             |             |             |
| [NO_ACCOUNT_NUMBER][3500] | * => Special Allowance Attendance - PRODUCTION | 1500.00    | 0.00   |             |             |             |

If the settings are correct, the calculations (including any breakdowns) are performed and the report is then presented to you on the screen:



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|        |                   |                  |                  |
|--------|-------------------|------------------|------------------|
| 620200 | BASIC SALARY      | 596542,52        | 0,00             |
| 623100 | TRANSPORT EMPL.   | 26185,63         | 0,00             |
| 623000 | HOUSING BENEFITS  | 26463,12         | 0,00             |
| 621002 | CSG               | 10586,00         | 0,00             |
| 621003 | NSF               | 4365,00          | 0,00             |
| 623150 | MEDICAL ALLOWANCE | 7764,00          | 0,00             |
| 621000 | PAYE              | 9022,00          | 0,00             |
| 620240 | SPECIAL BONUS     | 25000,00         | 0,00             |
| 454000 | LEVY              | 0,00             | 8951,00          |
| 454000 | CSG               | 0,00             | 21167,00         |
| 454300 | PRGF              | 0,00             | 28047,00         |
| 454000 | NSF               | 0,00             | 10920,00         |
| 455000 | NET SALARY        | 0,00             | 642454,27        |
|        |                   | <b>705928,27</b> | <b>711539,27</b> |

Click on the [Export] button to generate the CSV file corresponding to your settings:

|    | A       | B                 | C         | D         |
|----|---------|-------------------|-----------|-----------|
| 1  | Account | Name              | Debit     | Credit    |
| 2  | 620200  | BASIC SALARY      | 596542.52 |           |
| 3  | 623100  | TRANSPORT EMPL.   | 26185.63  |           |
| 4  | 620240  | SPECIAL BONUS     | 25000     |           |
| 5  | 623000  | HOUSING BENEFITS  | 26463.12  |           |
| 6  | 621002  | CSG               | 10586     |           |
| 7  | 454000  | CSG               |           | 21167     |
| 8  | 621003  | NSF               | 4365      |           |
| 9  | 454000  | NSF               |           | 10920     |
| 10 | 454000  | LEVY              |           | 8951      |
| 11 | 621000  | PAYE              | 9022      |           |
| 12 | 454300  | PRGF              |           | 28047     |
| 13 | 623150  | MEDICAL ALLOWANCE | 7764      |           |
| 14 | 455000  | NET SALARY        |           | 642454.27 |

Note: If you manage your accounting in multiple currencies, you can export each currency in turn by filtering with :

Currency: