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Building 201, USP ICT Park, USP Statham Campus, Suva, Fiji Islands. Phone: +679 328 1399, www.LinkPac.com

GL Integration Design SIGN OFF

Client: Reddy Group of Companies/Tanoa Hotels

Project: GL Integration for Tanoa Hotels

Initiated by: Link Technologies

Date: 11/09/2018

Deliverable Reference

Type:

Development of GL Integration

Deliverable Description:

File Definition.

Below file definition has been provided by the Reddy Group Team. This file needs to be output in CSV format.

Field	Type	Size	Column
Posting Date	Date		A
Document No.	Text	20	B
Account No.	Code	20	C
Description	Text	30	D
Amount	Decimal		E
Shortcut Dim 1	Code	20	F
Shortcut Dim 2	Code	20	G
Shortcut Dim 3	Code	20	H
Shortcut Dim 4	Code	20	I
Shortcut Dim 5	Code	20	J
Shortcut Dim 6	Code	20	K
Shortcut Dim 7	Code	20	L
Shortcut Dim 8	Code	20	M

1. Column A = pay period ending date. (This is the Pay Bank Date from Linksoft)

Format: dd/mm/yyyy

2. Column B = paysequence number (pay number and pay run year from Linksoft)
3. Column C = GL Account code/ Vendor code/ Bank Account code (Paycode GL Field from Linksoft)
4. Column D = (max 30 characters, free text) (This is the description of the pay code from Linksoft)
5. Column E = debits (positive value), credits (negative value)
6. Column F = Dim 1 (GL Code from Branch Table)
7. Column G = Dim 2 (GL Code from Cost Center Table)
8. Column H = Dim 3 (Leave Blank)
9. Column I = Dim 4 (Leave Blank)
10. Column J = Dim 5 (Leave Blank)
11. Column K = Dim 6 (Leave Blank)
12. Column L = Dim 7 (Additional Field 1 of the Position in Linksoft)

13. Column M = Dim 8 (Leave Blank)

Rules for GL Integration:

Rule 1: Grouping to be done by "Pay code", "GL Account", Branch, "Cost Centre" and "Additional field 1" in the Position Form(aka Manning)

1. Description of "Pay code" needs to be populated in Column D.
2. Group by Pay code, Branch, Cost Centre, and Manning.
3. **Note: In this example I have not incorporated the FNTC levy and Employers superannuation in the debit entry. We will discuss that in detail in rule 9.**

Business Scenario

Employee 1132 and 1155 are paid Normal hours (ANHRS) of \$215.20 each and Night allowance (NTALLOW) of \$8 and \$15 respectively.

- Group GL transactions for these pay codes (ANHRS and NTALLOW) is set to Yes
- The GL account code set for both pay codes is 3001.
- The GL code set at the branch for both employees is TIH
- The GL code set at Cost Centre for both employees is ADM
- Both employees positions additional field 1 is populated with A02 as their manning.
- The debit entry for this line should look as below.

14/08/2018	33-2018	3001	Normal Hours	430.40	TIH	ADM				A02
14/08/2018	33-2018	3001	Night Allowance	23.00	TIH	ADM				A02

Any GL account code that has a debit and credit of its own should not net off each other. Debit and Credit to show separately in the GL file.

Employee 1132 has

- a leave transaction of 8 hours.
- paid at a rate of \$5.38/hours.
- Annual leave Hotel 5 - 9 assigned to him and has periodic leave accruals of 2.62 hours per pay.
- Employees bank account is BSP
- The GL code set at the branch for this employee is TIH
- The GL code set at Cost Centre for this employee is ADM
- The employee manning is set as A02.

Pay code Setup:

- ALH5 "GL account code" is set as 3004 and "Group GL transactions" is set to "Yes"
- GL Account Leave Liability at menu 233 is set as 6109
- BSP "GL account Code" is blank, "Creditor Code" is set as "TANOA" and "Group GL transactions" is set to "Yes"
- **Note: In this example I have not incorporated the FNTC levy and Employers superannuation in the debit entry. We will discuss that in detail in rule 9.**

The GL output file for the above should look as below:

14/08/2018	33-2018	6109	Annual Leave Hotel 5-9	43.04	TIH	ADM												A02
14/08/2018	33-2018	Tanoa	Bank Of South Pacific	- 43.04														
14/08/2018	33-2018	3004	Annual Leave Hotel 5-9	14.07	TIH	ADM												A02
14/08/2018	33-2018	6109	Annual Leave Hotel 5-9	- 14.07	TIH	ADM												A02

Rule 2: Deductions with Group GL transactions flagged as No.

1. For Deduction PayCodes, display "employee id" in column C instead of "GL account" from Pay codes.
2. The employee id should have a prefix 'E'.
3. Deduction Pay codes should also display the GL code defined at "Branch Maintenance" in column F.

Business Scenario:

Employee 1619 and 1947 are deducted Staff Loan of \$100 and \$200 respectively. The Pay code used for this deduction is FSL.

- Group GL transactions for this pay code is No.
- The GL code set at the branch for both employees is TIH
- The credit entry for this line should look as below.

14/08/2018	33-2018	E1619	Staff Loan	- 100.00	TIH													
14/08/2018	33-2018	E1947	Staff Loan	- 200.00	TIH													

Rule 3: NonTaxable Allowances Refund for Deductions with GL Grouping as No

1. For non-taxable allowances "pay code" that have "additional field 1" mapped to a deduction "pay code" is treated as a refund for that deduction.
2. The *Group GL transactions* for such pay codes is also set to No.
3. The GL file for this line should display the "employee id" in column C instead of "GL account"
4. The "employee id" should have a prefix 'E'.
5. This entry should display the GL code defined at "Branch Maintenance" in column F.

Business Scenario

Employee 1155 and 1619 were paid shoe refund using pay code ESHOEREFUND with an amount as \$5 and \$10 respectively. This indicates that

- this pay code has user-defined field 1 value set as FSHOEDEDUCT.
- Group GL transactions for this pay code is No.

- The GL code set at the branch for both employees is TIH
- The Debit entry for this line should look as below.

14/08/2018	33-2018	E1155	SHOE REFUND	5.00	TIH						
14/08/2018	33-2018	E1619	SHOE REFUND	10.00	TIH						

Rule 4 : Rules to apply for entries where the GL account is defined in 233 as "GL Account Government Levy", "GL Account Leave Liability", "GL Account Super Liability", "GL Account Tax on Benefit Liability", "GL Account Non-Cash Benefit", "GL Account Non-Pay Items Liability "

1. All accounts set at payroll configuration (Menu 233) should display the account number in column C.
2. For these entries, Columns F to Column M will be left blank except for leave liability GL. For leave liability GL, all dimensions needs to be displayed.

Rule 5: Rule to apply for pay code where pay classification is Banking or Deduction. The "GL grouping" for these pay codes is Yes

1. The "GL account code" from "pay codes" menu should be displayed in column C.
2. Columns F to Column M will be left blank.

Business Scenario for Rules 4 and 5.

Employee 1155 is paid the following items in pay number 33

- Normal Hours of \$215.20 (ANHRS)
- Night Allowance of \$15 (NTALLOW)
- Employer Superannuation deducted of \$23.02 (HSUPE)
- Employee Superannuation of \$18.42 (FSUPE)
- Pay as you earn Tax of \$10 (FPAYE)
- Leave Accruals of \$9.93 (ALH1)
- Employees Net Wages is Deposited in Westpac Bank \$201.78 (WBC)

Employees Dimensions

- The GL code set at branch for this employees is TIH
- The GL code set at Cost Centre for both employees is ADM
- The employee manning is set as A02.

Pay code Setup:

- ANHRS "GL account code" is set as 3001 and "Group GL transactions" is set to "Yes"
- NTALLOW "GL account code" is set as 3001 and "Group GL transactions" is set to "Yes"
- HSUPE "GL account code" is set as 3001 and "Group GL transactions" is set to "Yes"
- FSUPE "GL account Code" is set as "VF008" and "Group GL transactions" is set to "Yes"
- FPAYE "GL account Code" is set as "VF036" and "Group GL transactions" is set to "Yes"
- WBC "GL account Code" is set as "TANOA" and "Group GL transactions" is set to "Yes"
- GL Account Leave Liability at menu 233 is set as 6109
- GL Account Government Levy at menu 233 is set as VF006

- GL Account Super Liability at menu 233 is set as VF008

The GL output file for Superannuation Liability (Credit Entry), Government Levy Liability (Credit Entry), Pay as You earn Liability (Credit Entry), Leave Liability (Credit Entry), Banking amount (Credit Entry) and Duavata Saminiti Club Refund (Debit Entry) would look as below:

14/08/2018	33-2018	VF008	Employer Super Contribution	- 23.02						
14/08/2018	33-2018	VF008	Employee Superannuation Fund	- 18.42						
14/08/2018	33-2018	VF006	Government Levy	- 2.30						
14/08/2018	33-2018	VF036	PAYE	- 10						
14/08/2018	33-2018	6109	Annual Leave Hotel 0-4	- 9.93	TIH	ADM				A02
14/08/2018	33-2018	TANOA	Westpac Banking Cooperation	-201.78						

Rule 6: Leave flagged as "One Time Accrual = Yes" and "Rollover Method = Calendar" should be expensed when taken.

Business Scenario

Employee 1132 has

- A leave transaction of 8 hours for leave Type BL.
- Paid at a rate of \$5.38/hours.
- Employees bank account is BSP
- The GL code set at branch for this employee is TIH
- The GL code set at Cost Centre for this employee is ADM
- The employee manning is set as A02.

Pay code Setup:

- Leave code BL has Leave setup as "One Time Accrual" = 'Yes' and "Rollover Method" as "Calendar"
- Pay code setup for pay code "BL" has "GL account code" set as 3008 and "Group GL transactions" is set to "Yes"
- GL Account Leave Liability at menu 233 is set as 6109
- BSP "GL account Code" set as "TANOA" and "Group GL transactions" is set to "Yes"

The GL output file for the above should look as below:

14/08/2018	33-2018	3008	Bereavement Leave	43.04	TIH	ADM				A02
14/08/2018	33-2018	Tanoa	Bank Of South Pacific	- 43.04						

Rule 7: Create 10% Employer Superannuation and 1% Government Levy on leave accrual amount for Leave flagged as "One Time Accrual = No" OR "Rollover Method IN (Anniversary, Other)

Business Scenario

Employee 1132 :

- Is paid at a rate of \$5.38/hours.
- Has Annual leave Hotel 5 - 9 assigned to him and has periodic leave accruals of 2.62 hours per pay.
- The GL code set at branch for this employee is TIH
- The GL code set at Cost Centre for this employee is ADM
- The employee manning is set as A02..
- The GL code set at branch for for this employee is TIH
- The GL code set at Cost Centre for this employee is ADM
- The positions additional field 1 is populated with A02 as the manning.
- ALH5 "GL account code" is set as 3004 and "Group GL transactions" is set to "Yes"
- GL Account Leave Liability at menu 233 is set as 6109
- The GL entry for this transaction should look as below.

14/08/2018	33-2018	3004	Annual Leave Hotel 5-9	14.10	TIH	ADM					A02
14/08/2018	33-2018	3005	FNU Levy	.14	TIH	ADM					A02
14/08/2018	33-2018	3006	FNPF Employer Contribution	1.41	TIH	ADM					A02
14/08/2018	33-2018	6109	Annual Leave Hotel 5-9	- 15.65	TIH	ADM					A02

Employer Superannuation and Government Levy on Leave Taken

Employee 1132 :

- Is paid at a rate of \$5.38/hours.
- 2.62 hours of taken leave of leave type Annual leave Hotel 5 - 9
- The GL code set at branch for this employee is TIH
- The GL code set at Cost Centre for this employee is ADM
- The employee manning is set as A02..
- The GL code set at branch for for this employee is TIH
- The GL code set at Cost Centre for this employee is ADM
- The positions additional field 1 is populated with A02 as the manning.
- ALH5 "GL account code" is set as 3004 and "Group GL transactions" is set to "Yes"
- GL Account Leave Liability at menu 233 is set as 6109
- GL account for Westpac Bank is Tanoa
- The GL entry for this transaction should look as below.

14/08/2018	33-2018	6109	Annual Leave Hotel 5-9	15.65	TIH	ADM					A02
14/08/2018	33-2018	Tanoa	Westpac Banking Corporation	- 12.97							
14/08/2018	33-2018	VF006	Government Levy	- 0.14							
14/08/2018	33-2018	VF008	Employer Super Contribution	- 1.41							
14/08/2018	33-2018	VF008	Employee Superannuation Fund	- 1.13							

Rule 8: Commission on Pay Codes

1. All "Pay codes" with "Commission %" and "Commission GL code", should display the "Commission GL account" in Column C and calculated commission amount in Column E.

2. The Description for this GL transaction to be "Commission"- "Commission%Value"- "Description of the Pay code".
3. The Dimension for this GL Transaction should be left as blank

Business Scenario

Employee 1155 and 1132 are deducted \$50 and \$80 of BSP Life insurance every pay. BSP gives the employer 2.5% commission in collecting the premium on behalf of BSP Life. Pay code used for this deduction is FBSPLIFE.

Pay code Setup:

- FBSPLIFE "GL account Code" set as "VB015, "Commission %" is set as 2.5 , "Commission GL Code" set as VR021 and "Group GL transactions" is set to "Yes".

The GL file for Commission would look as below:

14/08/2018	33-2018	VR021	Commission-2.5%-BSP Life Assurance	-	3.25								
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Rule 9: Employer Superannuation and Government Levy Debits Entries

Employer Superannuation and Government Levy will now have separate accounts. It will **NO LONGER** Split Employer Compulsory Super and Government Levy Expense account to the GL account Pay Codes where Employee has worked.

Business Scenario

Employee 1155 is paid the following items in pay number 33

- Normal Hours of \$215.20 (ANHRS)
- Night Allowance of \$15 (NTALLOW)
- A leave transaction of 8 hours. (ALH1)
- Paid at a rate of \$5.38/hours.
- Has Annual leave Hotel 0 - 4 assigned to him and has periodic leave accruals of 1.85 hours per pay. (ALH1)
- Employees Net Wages is Deposited in Westpac Bank (WBC)
- The GL code set at branch for this employee is TIH
- The GL code set at Cost Centre for this employee is ADM
- The employee manning is set as A02.

Pay code Setup:

- ANHRS "GL account code" is set as 3001 and "Group GL transactions" is set to "Yes"
- ALH1 "GL account code" is set as 3004 and "Group GL transactions" is set to "Yes"
- NTALLOW "GL account code" is set as 3001 and "Group GL transactions" is set to "Yes"
- WBC "GL account Code" is set as "TANOA" and "Group GL transactions" is set to "Yes"
- FSUPE "GL account Code" is set as "VF008" and "Group GL transactions" is set to "Yes"
- HSUPE "GL account Code" is set as "3006" and "Group GL transactions" is set to "Yes"
- HGOVL "GL account Code" is set as "3005" and "Group GL transactions" is set to "Yes"
- GL Account Leave Liability at menu 233 is set as 6109
- GL Account Government Levy at menu 233 is set as VF006
- GL Account Super Liability at menu 233 is set as VF008

The complete GL file for the above scenario would look as below:

14/08/2018	33-2018	3001	Normal Hours	215.20	TIH	ADM														A02
14/08/2018	33-2018	3001	Night Allowance	15	TIH	ADM														A02
14/08/2018	33-2018	3005	FNU Levy	2.40	TIH	ADM														A02
14/08/2018	33-2018	3006	Employer Superannuation	24.02	TIH	ADM														A02
14/08/2018	33-2018	6109	Annual Leave Hotel 0-4	47.77	TIH	ADM														A02
14/08/2018	33-2018	3004	Annual Leave Hotel 0-4	9.95	TIH	ADM														A02
14/08/2018	33-2018	6109	Annual Leave Hotel 0-4	-	11.05	TIH	ADM													A02
14/08/2018	33-2018	VF006	Government Levy	-	2.73															
14/08/2018	33-2018	VF008	Employer Super Contribution	-	27.32															
14/08/2018	33-2018	VF008	Employee Superannuation Fund	-	21.86															
14/08/2018	33-2018	Tanoa	Westpac Banking Corporation	-	251.38															

The rules above will be designed exactly as per the business scenario attached to each rule. Should there be any change or variation required to any of the rules, it would come at an additional cost which should be agreed between Reddy Group and Link Technologies.

Signed for

Reddy Group of Companies

~~Date: 15/10/2018~~




17/10/18

Signed for

Link Technologies

Date: 15/10/2018



Vineet Ram (Link - Consulting Manager)