



PAYPRO365 CONFIGURATION MANUAL

Microsoft Dynamics Business central



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1. Purpose & Scope of Document

Solution User Configuration Guide of Microsoft Dynamics NAV & Microsoft Dynamics 365 Business Central PAYPRO365 explains the following for,

- Payroll Setup Details
- Leave Setup Details
- Employee Movement Setup Details
- Gratuity Setup Details
- Rule Engine Details
- Formula Builder Details

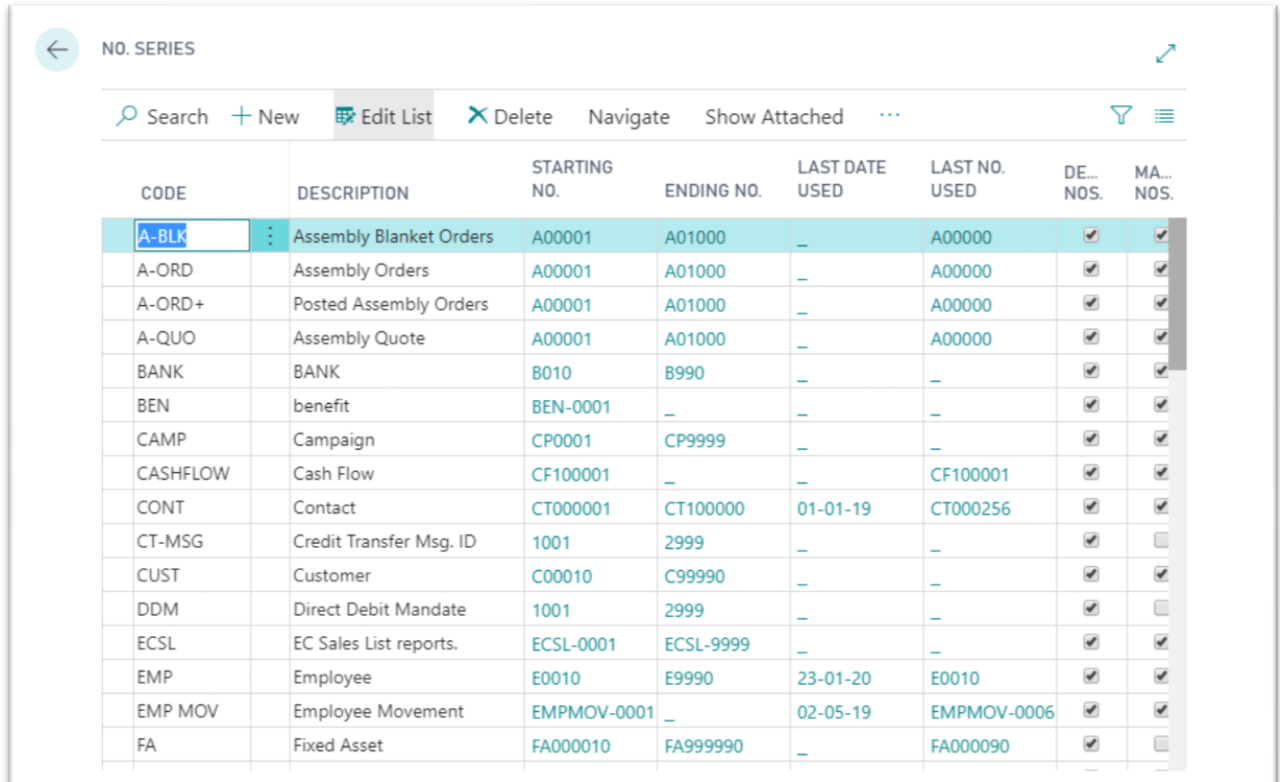
Target audience of this document are,

- End Users

2. Payroll Setup Details

2.1 How to create number series?

1. Click New 



CODE	DESCRIPTION	STARTING NO.	ENDING NO.	LAST DATE USED	LAST NO. USED	DE... NOS.	MA... NOS.
A-BLK	Assembly Blanket Orders	A00001	A01000	—	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A-ORD	Assembly Orders	A00001	A01000	—	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A-ORD+	Posted Assembly Orders	A00001	A01000	—	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A-QUO	Assembly Quote	A00001	A01000	—	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BANK	BANK	B010	B990	—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BEN	benefit	BEN-0001	—	—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAMP	Campaign	CP0001	CP9999	—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CASHFLOW	Cash Flow	CF100001	—	—	CF100001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CONT	Contact	CT000001	CT100000	01-01-19	CT000256	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CT-MSG	Credit Transfer Msg. ID	1001	2999	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CUST	Customer	C00010	C99990	—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DDM	Direct Debit Mandate	1001	2999	—	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ECSL	EC Sales List reports.	ECSL-0001	ECSL-9999	—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EMP	Employee	E0010	E9990	23-01-20	E0010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EMP MOV	Employee Movement	EMPMOV-0001	—	02-05-19	EMPMOV-0006	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FA	Fixed Asset	FA000010	FA999990	—	FA000090	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Code – Enter a code that is meaningful or relevant for the table. Such as for Revision table specify a code as REV like that.
3. Description – Specify the description for the number series.
4. Starting number – Specify a starting number, System will automatically generate the other number by using starting number as base for the next documents.
5. Ending number – Specify an ending number, System can't generate automatic numbers after the ending number.
6. Last date used – System will update the field automatically.
7. Last no. used – System will update the field automatically.
8. Default no. – Select, if system need to automatically generate the number series.
9. Manual no. – Select, it will allow to enter the number series manually.

2.2 How to setup Payroll?

1. Map the number series for their table respectively.
 - a) Rule engine number.
 - b) Revision number.
 - c) Resignation number.
 - d) Settlement number.
 - e) Employee Movement number.
 - f) Salary number.
 - g) G/L Settlement number.
 - h) G/L Benefit number.
 - i) Benefit number.

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Payroll Setup

Show Attached

General

Rule Engine Nos.	RE	Settlement Nos.	SETT
Revision Nos.	REV	Employee Movement...	EMP MOV
Resignation Nos.	RESI	Consider Employmen...	<input checked="" type="checkbox"/>

Leave

Leave Year Start Date ...	01-01-19
Leave Year End Date ...	31-12-19

Posting

2. Consider Employment date – Select if system need to take employment date over date of joining.
3. Leave Year Start Date – Provide a start date for leave according to the company policy. Employee can't take leave before this date.
4. Leave Year End Date – Provide an End date for leave according to the company policy. Employee can't take leave after this date.

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Payroll Setup

Show Attached

Posting

Consolidated Salary P... ☒

Journal Template Na...

Journal Batch Name

Salary Nos.

Consol. Settlement P... ☒

GL Settlement Nos.

GL Benefit Nos.

Benefits Management

Benefit Nos.

Benefits Taken

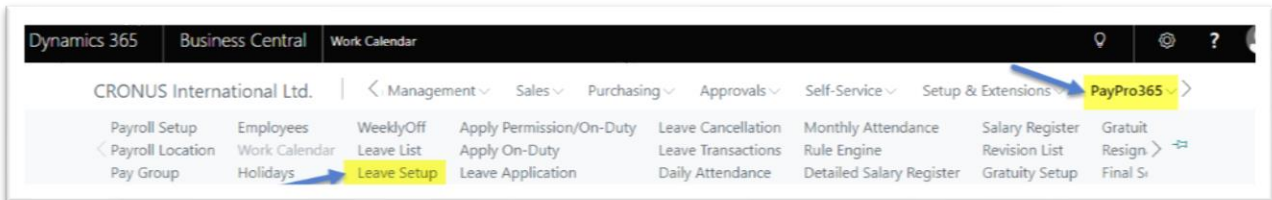
5. Consolidated Salary Posting – Select to post Net salary amount only. Otherwise all pay components will post in general ledger entries.
6. Consolidated Settlement posting – Select to post Net settlement amount only. Otherwise settlement for all pay components will post in general ledger entries.
7. Journal Template Name – Create/Select a journal templet that contain a number series to post the salary in general ledger entries.
8. Journal Batch Name – Create/Select a Journal batch to from which general journal the salary going to post in general ledger entries.
9. Benefits Taken – specify how the benefit treat by Amount, Quantity or both.


3. Leave Setup Details

3.1 How to setup leave in paypro365?

1. Click on Leave setup

Path: (Paypro365/Leave Setup)



2. Click New 
3. Select Location code for where the leave going to define.
4. Select Pay Group where it going to define.
5. Select the Leave code.
6. Start date - From which date the leave going to applicable.
7. End date - Last date to apply for leave.
8. Select Leave Applicable for Full day or Half day.
9. Full day - If it is a full day then the employee can't take Half day leave.
10. Half day - If it is a Half day then the employee can take Half day as well as Full day as leave.
11. Select Leave Credit Frequency for Year or Month. If it is year then leave credit once in a year, if it is a month then leave credit once in a Month.
12. Select Leave Credit Day as Beginning or End of the Month.
13. Leave Entitlement- Enter as per the company policy how many Leave days the employee entitled.
14. Leave carry forward date- If the leave can carry forward then specify the date which the carry forward leave going to credit.
15. Rule code- Select the Rule code which link to this Leave setup.
16. In Actions menu- Select Credit Leave Balance, it will credit the leave to the Employees

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LEAVE SETUP CARD

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DXB · DXB-ADMIN · CL

Process

Show Attached

Actions

Less options

Credit Leave Balance

Credit Carry Forward Leave

📄 Copy From Holiday

📄 Copy To Holiday

⌵

Location Code ······ DXB ······

Pay Group Code ······ DXB-ADMIN ······

Leave Code ······ CL ······

Start Date ······ 01-01-19 ······

End Date ······ 31-12-19 ······

Leave Applicable For ······ Half Day ······

Leave Credit Frequency ······ Year ······

Leave Credit Day ······ beginning ······

Leave Entitlement ······ 10.00 ······

Leave Carry Forward ... ······ 01-01-20 ······

Rule Code ······ ······

Note:

Please make sure following fields in Purchase order has correct values

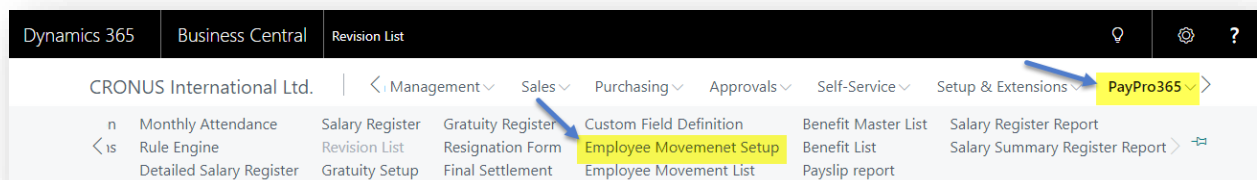
- Location code – (Under General tab) This field must have location code of the employee who entitle for the leave.

4. Employee Movement Setup Details

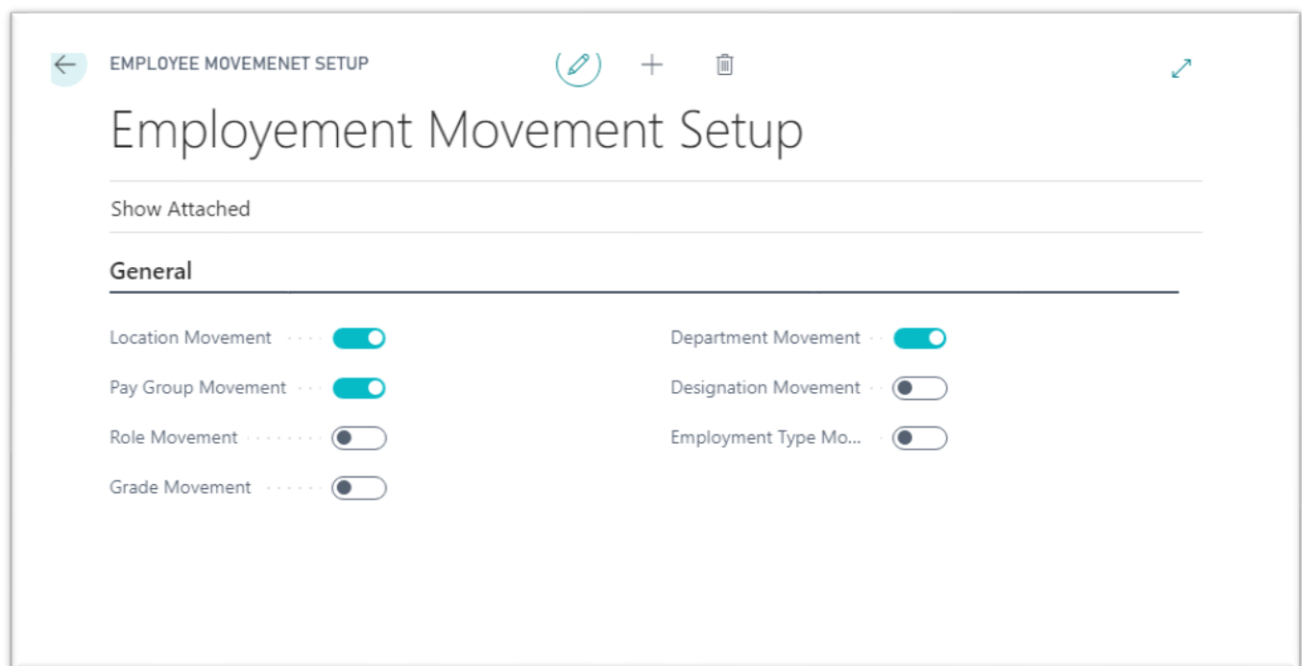
4.1 How to setup Employee Movement?

1. Click on Employee Movement Setup

Path: (Paypro365/ Employee Movement setup)



2. Location Movement – Select if employee can allow to transfer from one location to another location.
3. Pay Group Movement – Select if employee can allow to transfer from one pay group to another pay group.
4. Role Movement – Select if employee can allow to transfer from one role to another role.
5. Grade Movement – Select if employee can allow to transfer from one grade to another grade.
6. Department Movement – Select if employee can allow to transfer from one department to another department.
7. Designation Movement – Select if employee can allow to transfer from one designation to another designation.
8. Employment Type Movement – Select if employee can allow to transfer one employment type to another employment type.



The screenshot shows the 'EMPLOYEE MOVEMENT SETUP' page. At the top, there is a title bar with a back arrow, the text 'EMPLOYEE MOVEMENT SETUP', and icons for edit, add, and delete. Below the title bar is the main heading 'Employement Movement Setup'. Underneath, there is a 'Show Attached' link. The 'General' section is highlighted with a horizontal line. It contains two columns of toggle switches. The first column includes 'Location Movement' (checked), 'Pay Group Movement' (checked), 'Role Movement' (unchecked), and 'Grade Movement' (unchecked). The second column includes 'Department Movement' (checked), 'Designation Movement' (unchecked), and 'Employment Type Mo...' (unchecked).

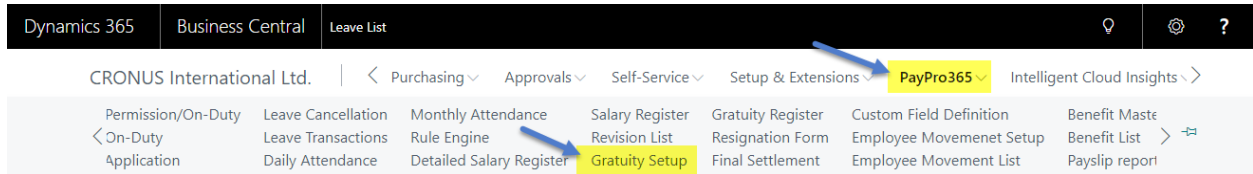
Setting	Status
Location Movement	Checked
Pay Group Movement	Checked
Role Movement	Unchecked
Grade Movement	Unchecked
Department Movement	Checked
Designation Movement	Unchecked
Employment Type Movement	Unchecked

5. Gratuity Setup Details

5.1 How to set gratuity details?

1. Click on Gratuity Setup

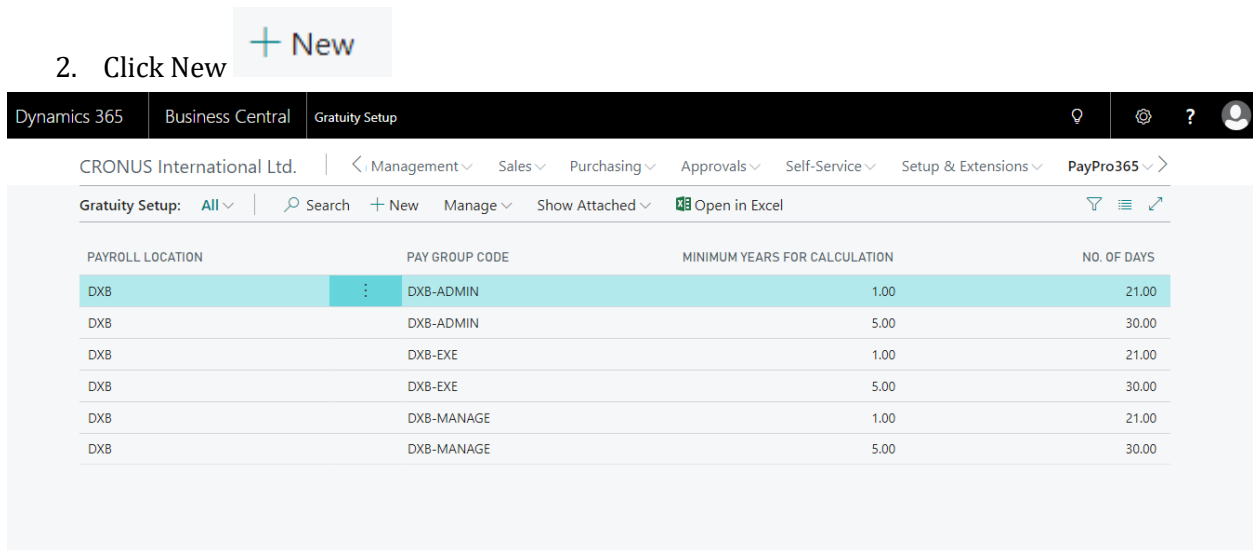
Path: (Paypro365/ Gratuity setup)



Navigation menu showing the path to Gratuity Setup:

- CRONUS International Ltd.
- Purchasing
- Approvals
- Self-Service
- Setup & Extensions
- PayPro365**
 - Permission/On-Duty Application
 - Leave Cancellation
 - Leave Transactions
 - Daily Attendance
 - Monthly Attendance Rule Engine
 - Detailed Salary Register
 - Salary Register Revision List
 - Gratuity Setup**
 - Gratuity Register Resignation Form
 - Final Settlement
 - Custom Field Definition
 - Employee Movement Setup
 - Employee Movement List
 - Benefit Master Benefit List
 - Payslip report
- Intelligent Cloud Insights

2. Click New



Gratuity Setup: All Search + New Manage Show Attached Open in Excel

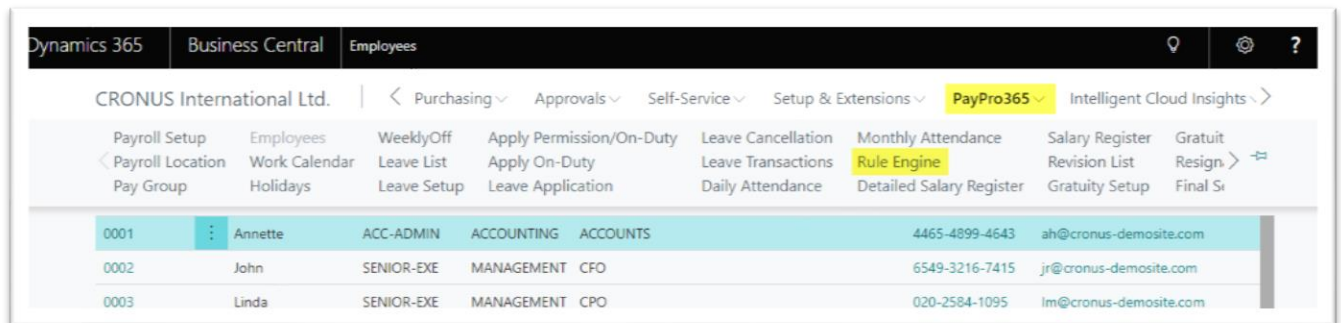
PAYROLL LOCATION	PAY GROUP CODE	MINIMUM YEARS FOR CALCULATION	NO. OF DAYS
DXB	DXB-ADMIN	1.00	21.00
DXB	DXB-ADMIN	5.00	30.00
DXB	DXB-EXE	1.00	21.00
DXB	DXB-EXE	5.00	30.00
DXB	DXB-MANAGE	1.00	21.00
DXB	DXB-MANAGE	5.00	30.00

3. Define a Payroll location where it is going to apply.
4. Define a Pay group code where it is going to apply.
5. Minimum Years for Calculation – Specify a minimum year an employee need to work to get gratuity.
6. No. of Days – Specify a number of days in a year an employee can get a gratuity according to the company regulation.

6. Rule Engine Details

6.1 How to set up Rule Engine?

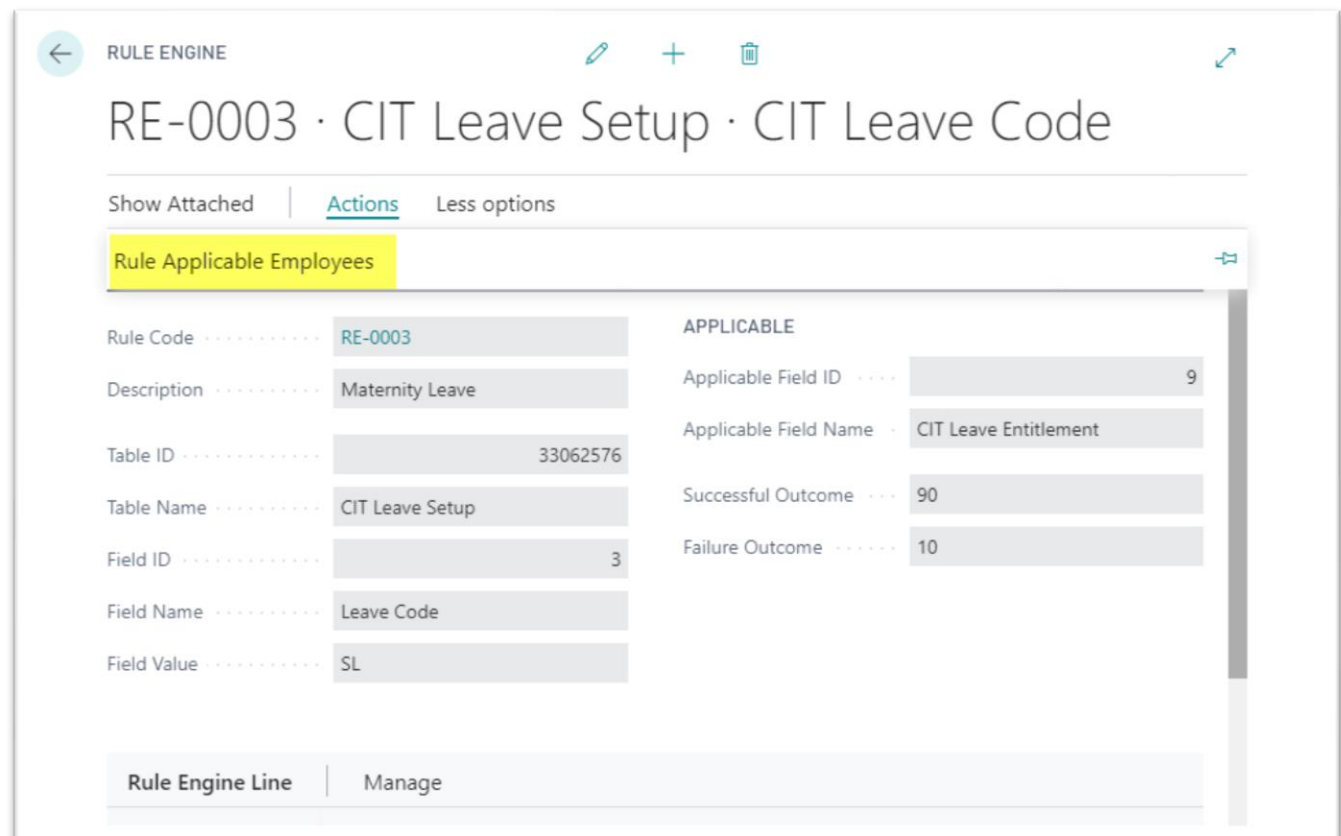
1. Click on Rule Engine
(Path: Paypro365/Rule Engine)



The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Employees'. Below this, the 'PayPro365' tab is selected, showing a list of employees. The 'Rule Engine' option is highlighted in the navigation pane.

Employee ID	Name	Job Title	Department	Location	Phone	Email
0001	Annette	ACC-ADMIN	ACCOUNTING	ACCOUNTS	4465-4899-4643	ah@cronus-demosite.com
0002	John	SENIOR-EXE	MANAGEMENT	CFO	6549-3216-7415	jr@cronus-demosite.com
0003	Linda	SENIOR-EXE	MANAGEMENT	CPO	020-2584-1095	lm@cronus-demosite.com

2. Click on 



The screenshot shows the 'RULE ENGINE' setup page for 'RE-0003 · CIT Leave Setup · CIT Leave Code'. The page includes a 'Show Attached' button, an 'Actions' menu, and a 'Rule Applicable Employees' section. The rule details are as follows:

Field	Value	Field	Value
Rule Code	RE-0003	APPLICABLE	
Description	Maternity Leave	Applicable Field ID	9
Table ID	33062576	Applicable Field Name	CIT Leave Entitlement
Table Name	CIT Leave Setup	Successful Outcome	90
Field ID	3	Failure Outcome	10
Field Name	Leave Code		
Field Value	SL		

At the bottom, there is a 'Rule Engine Line' section with a 'Manage' button.

3. Rule code – System will generate Rule code number.

4. Description – Specify the Rule Engine name.
 5. Table ID – Specify the Table id which need to use for this Rule Engine.
 6. Table name – System will Automatically flow the table name by the reference of table id.
 7. Field ID – Specify the Field id which going to use in the table.
 8. Field name – System will automatically flow the field name by the reference of field id.
 9. Applicable Field ID – Specify the Applicable field id which going to use in the field.
 10. Applicable Field Name – System will automatically flow the Applicable field name by the reference of Applicable field id.
 11. Successful Outcome – Specify the number of leave days allowed for the employee if the rule engine condition satisfied.
 12. Failure Outcome – Specify the number of leave days allowed for the employee if the rule engine condition not satisfied.
13. Click on [Rule Applicable Employees](#) to see the which employees are applicable for the rule.

6.1.1 How to set Rule Engine Line?

1. Table ID – Specify the Table id which the rule going to get value.
2. Table Name – System will automatically flow the table name by the reference of table name.
3. Field ID – Specify the Field id which going to use in the table.
4. Field Name - System will automatically flow the field name by the reference of field id.
5. Field Caption - System will automatically flow the field caption by the reference of field id.
6. Operator – specify the operator use in the Rule such as =, <, >, =<, => etc.,
7. Value type – Specify the value as a Field Value or Fixed value.
8. Value – Specify the Value according to the value type.

Rule Engine Line	Manage						
TABLE ID	TABLE NAME	FIELD ID	FIELD NAME	FIELD CAPTION	OPERAT...	VALUE TYPE	VALUE
5200	Employee	33062479	CIT Gender	Gender	=	Fixed Value	FE
5200	Employee	33062522	CIT Marital Status	Marital Status	=	Fixed Value	MARRI

7. Formula Builder Details

7.1 How to Set formula in the Pay Component?

1. In Paypro365 all values can easily calculate with the help of pay component formula.
2. If Component Type is 'Formula', those components are always auto calculated based on the formula definition. That cannot be entered manually by any chance. The formula builder can handle 'If', 'Else', 'Then', 'And', 'Or' Scenarios.
3. If some pay component calculate based on other component then specify the component and how the component going to calculate from other component by using arithmetic operator such as +, -, *, / etc., and specify the type such as percentage, fixed value etc. and specify the amount or percentage value.

Example: If House Accommodation calculate based on basic salary with 30%, then use the formula as follows.

1. Create Basic salary component as fixed component.
2. Create House accommodation component as formula component.
3. In pay component formula, specify calculation type as Component.
4. Specify Computed from component is Basic salary.
5. Specify Condition if any need. Such as <, >, =, <=, >= etc. as a condition.
6. Specify Arithmetic Operator such as +, -, *, / etc. In this example case use * as operator.
7. Specify the Type such as percentage, fixed value etc. In this example use percentage.
8. Specify the calculation percentage as per company rules, in this case 30%

Pay Component Formula		Manage				
CALCULATION TYPE	COMPUTED FROM COMPONENT	CONDITION	ARITHMETIC OPERATOR	TYPE	CALCULATION PERCENTAGE	
Component	BASIC		*	percentage	30.00	

4. If the pay component calculation needs to differ by some value that time Then, Else formula type useful. Specify the fixed value and specify the condition such as =, <, > etc., then specify the fixed value for the then value and then specify the else value. If the condition is true, then value will be taken for pay calculation. If the condition is false, Else value is taken for pay calculation.

Example: If pay component need to calculate by using 'Then' & 'Else' condition.

1. Specify a Calculation type as 'Totaling' or 'Component'
2. Specify a component name or Totaling components.
3. Specify a Condition such as <, >, =, <=, >= etc. as a condition.
4. Specify a Condition type such as 'Fixed value' or 'Field value'
5. Specify a Condition value, if it is field value then specify the field or if it is a fixed value then enter the fixed value.
6. Specify a Logical operator if any need such as 'And' or 'Or'
7. Specify a Then type as Fixed value or Field value and specify the value.
8. Specify an Else type as Fixed value or Field value and specify the value.
9. Specify Arithmetic Operator if need, such as +, -, *, / etc.
10. Specify the Type such as percentage, fixed value etc.
11. Specify the calculation percentage as per company rules.

Pay Component Formula		Manage								
CALCUL... TYPE	TOTALING	CONDITL...	CONDITL... TYPE	CONDITION VALUE	LOGICAL OPERAT...	THEN TYPE	THEN VALUE	ELSE TYPE	ELSE VALUE	ARITH- OPER
totaling	1..2	>=	Fixed Value	50,000.00		Fixed Value	5,000.00	Fixed Value	1,500.00	