

## Have you linked your Accounting to your Payroll?

### Create your Payroll Accounts

The first step is to create the relevant Payroll Accounts in your Accounting. If you have not created them the only account which will be available, by default, is "Salaries & Wages"...

**List of Accounts**

Buttons: Add an Account, Import Accounts, Account Reporting Groups

Search: salaries View: Search Results

Name	Category	Account Description	Balance	Active	Default VAT Type	Actions
<input checked="" type="checkbox"/> Salaries & Wages	Expenses		R-122,136.22	<input checked="" type="checkbox"/>	No VAT	Actions

Page: 1 of 1

Accounts can be created by selecting "Accounts" then "Add Account" from your menu bar

Accounts > Accountant's Area > **Add an Account**

- Lists
- Account Reporting Groups
- Adjust Account Opening Balances
- Reports

The following screen will be displayed where you can create all your Payroll Accounts:

**New Account**

Record Navigation: << < > >>

Account Name: Medical Aid Expense

Category: Expenses

Active:

Opening Balance: R 0.00

Opening Balance as At: 24/04/2018

Which category should I choose?

Default VAT Type: (No Default)

Description:

The following can be used as a guideline in terms of what accounts must be created (*less or more can be created based on your Payroll transactions*):

<b>Expense Accounts (Recommended)</b>	<b>Current Liability Accounts (Recommended)</b>
Salary Expense / Salaries & Wages Expense	Salary Control / Salaries & Wages Control
Commission Expense	PAYE Liability
Overtime	UIF Liability
Bonuses	SDL Liability
PAYE Expense	Medical Aid Liability
UIF Expense	
SDL Expense	
Medical Aid Expense	

**Integrate Accounting to Payroll**

You will need to login to your payroll and select the relevant cycle which applies

Monthly Salaries - Period ending 31 March 2017 Show Cycle

Tax year: 1 March 2017 - 28 February 2018  
Pay Cycle: Monthly

Click on "Accounting" then select "Integration setup".

Accounting ▾ Reports

Integration setup

View journal entries

The following screen will then be displayed:

### Accounting Integration Setup

Use the Accounting module in this company (no additional cost)

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Accounting username:

Accounting password:

#### Setup for Monthly Salaries

Accounting Company:

Include all Fringe Benefit definitions when posting to Accounting where payslip values exist?  ?

Please link the payslip definitions to your Accounting accounts

The values of the payroll cycle where you are currently logged in, can be posted to a company that you have setup in Accounting. The companies you have set up in Accounting are listed in the drop down. Select the correct company from the list.

## Link your Accounts


The financial values in your payroll need to be debited and credited to specific accounts. The payslip definitions you have linked in your Payslip Definition Template, or any definition with a financial value will be listed on this view.

Click on the drop down lists next to the definition you want to link – the list of accounts you have setup in Accounting will display. Select the correct account from the list in both the Debit account and Credit account columns (*Based on how you'd like the journals to be posted*).

Payslip Definition	Debit Account	Credit Account
▼ Earnings		
Basic salary	Salaries & Wages (Expenses)	
Commission	Interest Paid (Expenses)	
Overtime 1.5	Interest (Expenses)	
Overtime 2.0	Medical Aid Expense (Expenses)	
13th Cheque	Motor Vehicle Expenses (Expenses)	
Unpaid leave	Overtime Expense (Expenses)	
Shift allowance	PAYE Expense (Expenses)	
Tool allowance	Printing & Stationery (Expenses)	
Computer allowance	Rent Paid (Expenses)	
	Repairs & Maintenance (Expenses)	

Click on Save once you have selected your accounts. Click on Undo to reverse any changes you have made.

If the account you want to link the definition to is not listed, please login to Accounting to add the account.



If the account you want to link the definition to is not listed, please login to Accounting to add the account.

## Which accounts do I debit and credit?

Generally, the following principles are applied when posting payroll journals:

- Earnings are debited to an expense account and credited to a salary control account,
- Deductions are debited to a salary control account and credited to liability accounts (such as PAYE, medical aid, etc),
- Company contributions are debited to an expense account and credited to liability accounts,
- Fringe benefits are debited and credited through the salary control account, unless the debit needs to be expensed (such as medical costs paid on behalf of the employee).

You have to add and edit all account descriptions in Accounting. Click on the **Refresh** button to update the changes you have made, if it has not yet updated in the payroll.

**Posting your journal**

Click on **Accounting...View journal entries**.

All the payroll periods for which you can post journals will display here.

Status	Batch Number	Reference	Adjustment	Transaction Date
	Post journal for the current period to Accounting			

**i** You can also post your journal from the Processing Checklist.

When you select to Post the journal you may receive the following message...

**Not all definitions with values have been linked to a debit and credit account.**

- The account linking screen will display. Definitions with values that are not linked to a debit and credit account are indicated with an exclamation mark (!)  
Link these definitions, then click 'Save'. Click on the 'Generate' button again.

If all definitions with values are linked to a debit and credit account you will then be requested to "Generate" the journal entries and audit report

Post Accounting Journal Entries

Click on Generate to create the journal entries and audit report.

Check the values in the audit report, click the checkbox to indicate that you agree with the values to be posted, then click on Post Journal to send the journal entries to Accounting.

I have checked the audit report and want to post the journal

**Generate**

A summary and detail audit report is generated. Please check the values that will be posted and the accounts to which they will be posted.

If the values are being posted to the correct accounts, click in the checkbox next to "I have checked the audit report and want to post the journal". Then click the 'Post Journal' button.

This is a direct post to your journal in Accounting. Ensure that you reconcile before posting the journal.

Post Accounting Journal Entries

Click on Generate again to create the journal entries and audit report.

Check the values in the audit report, click the checkbox to indicate that you agree with the values to be posted, then click on Post Journal to send the journal entries to Accounting.

I have checked the audit report and want to post the journal

Summary Audit Report Detail Audit Report

Accounting Summary Audit Report

Printed for transaction date 31-03-2017  
Printed for VIP Limited: Monthly Salaries

Accounting Account	Debit Amount	Credit Amount	Total
PAYE Liability	0.00	2554.94	-2554.94
Salaries & Wages	31666.67	0.00	31666.67
SDL Expense	311.67	0.00	311.67
SDL Liability	0.00	311.67	-311.67
Suspense	2852.30	31666.67	-28814.29
UIF Expense	297.44	0.00	297.44
UIF Liability	0.00	594.88	-594.88
TOTALS	35 126.16	35 126.16	0.00

Back Post

You will then get a message to confirm that the journals have been processed successfully

**i** Journal posted successfully

Your payroll journal for 31 Mar 2017 was posted successfully. Please login to Accounting to view your journal.

OK

You should be able to see the journal entries in your Accounting once this has been completed

Process Journal Entries

Show Previous Journal Entries

From Date 31/07/2017

To Date 31/07/2017 Refresh Export Data

Import

Select the account and enter the amount exclusive of VAT to be posted to that account. The amount inclusive of VAT will be posted to the "By Affecting Account".

Date	Effect	Account	Reference	Description	VAT Type	Amount	VAT	Incl. VAT	by Affecting Acc.	
31/03/2017	Debit	Salary Control	Monthly Sala...	Journal: Tax for 31 Mar ...	No VAT	R 2,554.94	R 0.00	R 2,554.94	PAYE Liability	
31/03/2017	Debit	Salaries & Wages	Monthly Sala...	Journal: Basic salary for ...	No VAT	R 31,666.67	R 0.00	R 31,666.67	Salary Control	
31/03/2017	Debit	SDL Expense	Monthly Sala...	Journal: Skills developm...	No VAT	R 311.67	R 0.00	R 311.67	SDL Liability	
31/03/2017	Debit	UIF Expense	Monthly Sala...	Journal: Unemployment ...	No VAT	R 297.44	R 0.00	R 297.44	UIF Liability	
31/03/2017	Debit	Salary Control	Monthly Sala...	Journal: Unemployment ...	No VAT	R 297.44	R 0.00	R 297.44	UIF Liability	

## Frequently Asked Questions

### **Can I undo a post?**

- No, once you have posted the journal, you cannot undo it.

### **Can I repost a journal I have already posted?**

- No, you cannot repost a journal. You can however post an adjustment journal if you make any changes to the payroll after you've posted the journal for a period.

### **If I have posted values to the wrong accounts, how do I correct it?**

- You must manually make the corrections in Accounting. Remember to change the accounts linking in the payroll to ensure that future values are posted correctly.

***Avoid the call queues and try out our online help centre now! Available to you 24/7!***

***Explore our friendly self-help options:***

***Help Centre:*** [http://help.accounting.sageone.co.za/en\\_za](http://help.accounting.sageone.co.za/en_za)

***Video Hub:*** <https://www.sageone.co.za/video-hub/> ***Webinars:*** <https://www.sageone.co.za/webinars/>

***Support Notification Page:*** <https://www.sageone.co.za/support-notifications/>

***Getting Started Guide:*** [https://www.sageone.co.za/pdfs/2017/SOA\\_User\\_Guide\\_v1.1.pdf](https://www.sageone.co.za/pdfs/2017/SOA_User_Guide_v1.1.pdf)

***YouTube:*** <https://www.youtube.com/user/SageOneZA> ***Vimeo:*** <https://vimeo.com/sageoneza/videos>