

Arrears Tracking Payroll Code Setup

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Synopsis:

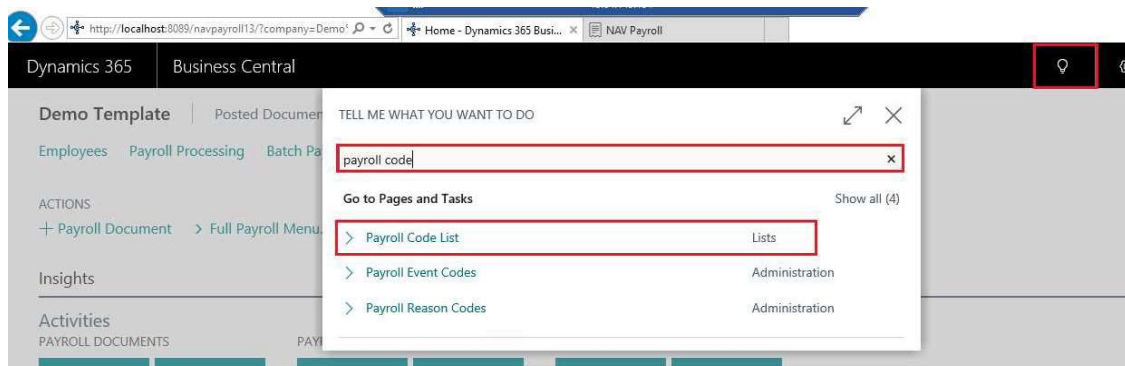
- To properly utilize the 'Arrears Tracking' function, you need to setup payroll codes with specific parameters. This manual will walk you through the process for setting up an Arrears Advance Code and an Arrears Deduction Code

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How to Create an Arrears Advance Payroll Code

Step 1. Enter 'Payroll Code' in 'Search Bar'. Select 'Payroll Code List'



Step 2. 'Payroll Code List' will open. Select '+New'



Payroll Code List

Search + New Manage Show Attached Open in Excel			
TYPE	CODE	DESCRIPTION	
Earnings	BONUS	Bonus	
Earnings	HOLIDAY	Holiday	
Earnings	OTHER	Other	
Earnings	OVERTIME	Overtime	
Earnings	PERSONAL DAY	Personal Day	
Earnings	REGULAR	Regular	
Earnings	SICK PAY	Sick Pay	
Earnings	VACATION PAY	Vacation Pay	
Deduction	401KPLAN	401K Plan	
Deduction	403BPLAN	403b Plan	

Step 3.

'Payroll Code Setup Card' will open. Select 'Advance / Loan' payroll code 'Type' from the drop down menu



Payroll Code Setup Card

Process Show Attached Navigate Less options

Payroll Code

Show more

Type	Earnings Deduction Withholding Employer Tax Direct Deposit Payment Employer Contribution Reimbursement Advance / Loan	Description	
Code	*	Manual Input Allowed	☐

Step 4.

Enter a Code to use for Arrears Advances in the 'Code Field' and a 'Description'



Payroll Code Setup Card

Process | Show Attached | Navigate | Less options 

Payroll Code Show more

Type	Advance / Loan	Description	Arrears Advance
Code	ADVANCE	Manual Input Allowed	☐

Step 5.**Click the 'Back' button to save the newly created Arrears Advance Code**



Payroll Code Setup Card

Process | Show Attached | Navigate | Less options 

Payroll Code Show more

Type	Advance / Loan	Description	Arrears Advance
Code	ADVANCE	Manual Input Allowed	☐

Posting Setups for Arrears Advance Payroll Code**Step 1. Click on 'Full Payroll Menu' from home page**

Dynamics 365 Business Central

Demo Template | Posted Documents ▾

Employees Payroll Processing Batch Payroll Processing

ACTIONS

+ Payroll Document > **Full Payroll Menu..** > Payroll Journal > PTO Journal Payroll Report Employee PTO Report

Insights

Activities

PAYROLL DOCUMENTS

ALL DOCUMENTS 5 >	OPEN DOCUMENTS 5 >
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PAYROLL BATCHES

ALL BATCHES 0 >	MY BATCHES 0 >
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WAITING FOR APPROVAL

HOURS APPROVAL 2 >	EMPLOYEE CH... APPROVAL 0 >
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Step 2. Select 'Payment Advances' in 'Posting Setup' column

←

D365 Payroll

Payroll Processing	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Posted Payroll	Transfer GL Entries to Vendor Ledger	Payroll Setup	Other Setups..	Employee Posting Groups
Payroll Processing	Payroll Ledger Entries	Transfer Payroll Employee to New Company	Payroll Codes	Additional Lists..	Earnings
Batch Payroll Processing	Payroll Statistics	Accrue Payroll Expenses into Financial Period	Process Procedures	Templates..	Withholdings / Deductions
Payroll Applicants	PTO Ledger Entries	Create Employee Deductions	Pay Cycle Periods	HR Setup..	Employer Taxes
Reports..	Hours Detail Entries	Create Employee PTO Setup	Earnings Rates	Update Tax Rates..	Employer Contributions
US Tax Reports..	Piece Rate Entries	Create Employee HR Tracking	Payroll Calculation Formulas	Position and Union Setup..	Reimbursements
PTO Management..	Employee Info Change Approval	EDI Document List	Customer Payroll Tax Setup	Security Group Setup..	Payment Advances
Enter Hours / Quantity..	Arrears Tracking Entries		Copy Payroll Setup to New Company		Payments
Employee Info Change Request	Payroll Commission Ledger				

Step 3. In the 'Payroll Payment Advance Setup' table;

- Enter / Select an Employee Posting Group
- Select the newly created Arrears Advance Payroll Code
- Enter necessary posting information

Payroll Payment Advance Setup

EMPLOYEE POSTING GROUP	PAYROLL TYPE	PAYROLL CODE	DEBIT ACCOUNT TYPE	DEBIT ACCOUNT NO.	CREDIT ACCOUNT TYPE	CREDIT ACCOUNT NO.
ALL	Advance / Loan	ADVANCE	G/L Account	62100		

How to Create an Arrears Deduction Code Payroll Code

Step 1. Enter 'Payroll Code' in 'Search Bar'. Select 'Payroll Code List'

Dynamic 365 Business Central interface showing the search process for 'Payroll Code List'.

The search bar contains the text "payroll code". The search results show the following options:

- Payroll Code List (Lists)
- Payroll Event Codes (Administration)
- Payroll Reason Codes (Administration)

Step 2. 'Payroll Code List' will open. Select '+New'

Payroll Code List

TYPE	CODE	DESCRIPTION
Earnings	BONUS	Bonus
Earnings	HOLIDAY	Holiday
Earnings	OTHER	Other
Earnings	OVERTIME	Overtime
Earnings	PERSONAL DAY	Personal Day
Earnings	REGULAR	Regular
Earnings	SICK PAY	Sick Pay
Earnings	VACATION PAY	Vacation Pay
Deduction	401KPLAN	401K Plan
Deduction	403BPLAN	403b Plan

Step 3.

'Payroll Code Setup Card' will open. Select 'Deduction' for Type field then enter a Code.

- **After you tab or click out of the 'Code' field, the 'Deduction Options' screen will appear.**
- **Select the 'Pre/Post taxx' that you wish to apply and then select 'Other' in Deduction Type**
- **Click 'Ok'**

Manage Show Attached

DEDUCTION SETTINGS ↻

Deduction Options

Pre/Post Tax Post-Tax ▾

Deduction Type Other ▾

Retirement Type

Family Plan ☐

OK Cancel

Step 4. Enter a 'Description'

The screenshot shows the 'Payroll Code Setup Card' interface. At the top, there are navigation icons: a back arrow, a pencil, a plus sign, and a trash can. Below the title, there are tabs: 'Process', 'Show Attached', 'Navigate', and 'Less options'. The 'Payroll Code' section is expanded, showing 'Type' as 'Deduction' and 'Code' as 'ADV DEDUCTION'. The 'Description' field is highlighted with a red box and contains the text 'Advance Deduction'. The 'Manual Input Allowed' toggle is turned off. The 'Deduction Setup' section is also expanded, showing various fields: 'Deduction Type', 'Deduction Limit' (0.00), 'Deduction Catch up Limit' (0.00), 'Total Contribution Limit' (0.00), 'Compensation Limit' (0.00), 'Garnishment' (toggle off), 'Use Arrears Tracking' (toggle off), 'Arrears Tracking Sequence', 'Custom Deduction Limit Code', 'Benefit Term, Date to Use' (Actual Employee Term, Date), 'Use Deduction Earnings Filter' (toggle off), and 'Deduction Earnings Filter'.

Step 5.

In 'Deduction Setup' tab, set 'Use Arrears Tracking' to True and then make any adjustments to the Federal or State / Local Exemptions. Click the 'Back' button to save the Arrears Deduction Code.

This screenshot shows the same 'Payroll Code Setup Card' interface, but with the 'Use Arrears Tracking' toggle in the 'Deduction Setup' section turned on. The back arrow icon at the top left is highlighted with a red box, indicating the next step is to click it to save the changes.

Step 6. Enter a number for the 'Arrears Tracking Sequence'

Process

Show Attached

Navigate

Less options

Type

Deduction

Description

Code

ADV DEDUCTION

Manual Input Allowed

☐

Deduction Setup

Show less

Deduction Type

Use Arrears Tracking

☒

Deduction Limit

0.00

Arrears Tracking Sequence

1

Deduction Catch up Limit

0.00

Custom Deduction Limit Code

Total Contribution Limit

0.00

Benefit Term, Date to Use

Actual Employee Term. Date

Compensation Limit

0.00

Use Deduction Earnings Filter

☐

Garnishment

☐

Deduction Earnings Filter

Check Deduction/Contribution L...

☒

Exclude Deduction Earnings Codes

☐

Step 7. Follow instructions for ‘Deduction Posting Setups’ to complete the Arrears Deduction Code Setup