

PAYROLL ACCOUNT

The Payroll Account is a separate auxiliary account intended for payments related to the remuneration of company employees.

Managing the payroll account in *BiznesPl@net*

1. The Payroll Account functions together with the supply account (current or auxiliary account designated in the system).
2. The execution of payments from a payroll account with an auto-supply service must be performed in a system with a specific payroll package functionality.
3. Individual transfers / import of orders made from the payroll account must be saved in the package.
4. In the package creation form, the **[Payroll package]** checkbox is ticked automatically.

ONLY THEN WILL AUTOMATIC ACCOUNTING BE PERFORMED CORRECTLY, I.E.:

- the supply account will be charged with one aggregate amount,
- a single payment will be credited to the payroll account.



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PAYROLL ACCOUNT

IMPORT OF PAYMENTS

1

In the module *Administration and tools* → *Import* → *View templates* from the displayed list of templates, select e.g. *MultiCash PLI*

Template name	Template type	Template author
CIX Przelew MT101	MT101 CIX Transfer	Predefined by bank
EB CSV Kontrahenci Krajowi	EB CSV domestic contractors	Predefined by bank
EB CSV Kontrahenci zagraniczni	EB CSV foreign contractors	Predefined by bank
EB TXT przelewy krajowe	EB TXT domestic transfers	Predefined by bank
EB TXT przelewy zagraniczne	EB TXT foreign transfers	Predefined by bank
Import XML R2019	Import XML R2019	Predefined by bank
MultiCash PLA	MultiCash Pro PLA	Predefined by bank
MultiCash PLD	MultiCash PLD	Predefined by bank
MultiCash PLI	MultiCash Pro PLI	Predefined by bank
MultiCash RFT	MultiCash RFT	Predefined by bank
Polecenia krajowe PLI R2019	Domestic orders PLI R2019	Predefined by bank
Polecenia zagraniczne PLA R2019	Foreign orders PLA R2019	Predefined by bank
Polecenie zapłaty XML	XML direct debit	Predefined by bank
Przelew MT101 XML	XML MT101 transfer	Predefined by bank
Przelew krajowy XML	XML domestic transfer	Predefined by bank
Przelew zagraniczny SEPA XML	XML foreign SEPA transfer	Predefined by bank
Przelew zagraniczny XML	XML foreign transfer	Predefined by bank

2

After selecting the name of the template, using the **[VIEW]** button, select the file to be imported, and then click the **[IMPORT]** button.

Data import

When importing by Multicash PLI, Domestic orders PLI R2019 and Multicash PLD templates, the "-" and "." symbol at the beginning of the details line or Contractor's name will be replaced by spaces

Data type template: MultiCash PLI

Character coding: Windows-1250

Transfer type: Read the data from the file

Transfer of funds from the account: Read the data from the file

File to import: **Wybierz plik** Nie wybrano pliku

Verify account number

Append contractors during import

Verify MD5

Cancel **Import**

IMPORTS OF TRANSFERS — the execution of payments from the payroll account using the auto-supply mechanism from the related account



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EXECUTION OF PAYMENTS WITH AN AUTO-SUPPLY SERVICE

1

Select the **[CREATE A PACKAGE]** button.

The screenshot shows the 'Administration & tools' menu on the left and the 'Transactions data import' section on the right. The 'Create package' button is highlighted with a red box.

Principal account	Contractor Contractor identifier Contractor account	Operation title	Transfer amount	Status	Errors details
71160011270003012235918001	TEST1 43160010550002321858585001	TEST1	10000.00 PLN	Correct	
71160011270003012235918001	TEST2 43160010550002321858585001	TEST1	10000.00 PLN	Correct	Date updated
71160011270003012235918001	TEST3 43160010550002321858585001	TEST1	7500.00 PLN	Correct	Date updated

2

The **Payroll package** checkbox is automatically marked in the package creation form. Then enter the name of the package and then select **[CONFIRM THE PACKAGE]**.

The screenshot shows the 'Create a new package' form. The 'Payroll package' checkbox is checked and highlighted with a red box. The 'Confirm package' button is also highlighted with a red box.

Package name:

Package type: Domestic package

Reject the entire package if any of the transfers cannot be executed

Payroll package

Company name: Firma ABC

Total orders in the package: 3

Amount: 27 500.00 PLN

Principal account	Contractor Contractor identifier Contractor account	Operation title	Transfer amount	Status	Errors details
71160011270003012235918001	TEST1 43160010550002321858585001	TEST1	10000.00 PLN	Correct	
71160011270003012235918001	TEST2 43160010550002321858585001	TEST1	10000.00 PLN	Correct	Date updated
71160011270003012235918001	TEST3 43160010550002321858585001	TEST1	7500.00 PLN	Correct	Date updated

In order to sign and send the **Payroll package**, go to the module **Transfers → To be sent**.



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EXECUTION OF A SINGLE TRANSFER

ORDER FROM THE PAYROLL ACCOUNT — the entry of single transfers → adding orders to the package

1

In the *Domestic transfer* template

- in the *Transfer of funds from the account* field, select *Payroll account*
- after entering and validating all the data, select **[SAVE]** or **[ADD TO THE PACKAGE]** if there was a predefined package in the system.

Accounts Cards Deposits Loans Transfers Trade finance Templates & Contractors Bookkeeping Administration & tools Others Leasing

Jan Kowalski Log out
235918 - Firma ABC

Last login 21.10.2019 10:44:18
Failed logging attempt 12.10.2019 14:20:52
Time until session expires 15:00s

▼ Transfers
► Transfers review
Domestic transfer

Domestic transfer

Company name Firma ABC

Use payment template ---- Select ----

Transfer funds from account 71 1600 1127 0003 0122 3591 8001 CURRENT ACCOUNT (PLN)

Current account balance 1 596 304.51 PLN

Available balance 596 304.51 PLN

2

In the module

Transfers → *To be sent*

- mark the transfer and select the option **[CREATE THE PACKAGE]** (for a transfer with an 'entered' status), or
- if a payroll package was previously defined in the system, add the order to the package by selecting the **[ADD TO A PACKAGE]** button

Accounts Cards Deposits Loans Transfers Trade finance Templates & Contractors Bookkeeping Administration & tools Others Leasing Factoring

Jan Kowalski Log out
235918 - Firma ABC

Last login 21.10.2019 11:40:02
Failed logging attempt 12.10.2019 14:20:52
Time until session expires 15:00s

▼ Transfers
▼ Transfers review
To send
Sent
Executed
Rejected
Waiting
Search
Domestic transfer
Split payment transfer
Instant transfer
Internal transfer
Card repayment
Tax transfer
Currency conversion
Cross-border transfer
SEPA Credit Transfer

Package name Paczka placowa_235918 Save changed name

Package number PAC241922576

Package type Domestic package

Status Entered

Total orders in the package 3

Amount 27 500.00 PLN

Transfer created/imported Jan Kowalski Date 21.10.2019 Time 11:37

Account	The Principal's name	Recipient's name, address and account number	Payment title	Date	Signed	Amount	Status
<input type="checkbox"/>	EARNING ACCOUNT (-140) Firma ABC	TEST1 4316001055...5001	TEST1	21.10.2019		7 500.00 PLN	Entered
<input type="checkbox"/>	EARNING ACCOUNT (-140) Firma ABC	TEST2 4316001055...5001	TEST1	21.10.2019		10 000.00 PLN	Entered

Back Modify date Remove package Remove transfer from ... Add to a package
Notify ----Select---- Move to a package Sign package Sign and send

THE SIGNED AND SENT ORDERS ARE BOOKED ACCORDINGLY:

- on the supply account, there is a collective debit amount with a description of the operation:
The supply of the payroll account,
- on the payroll account, there is a collective amount of credit and individual amounts of payroll charges.



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