

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 GOconnect Biznes

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.



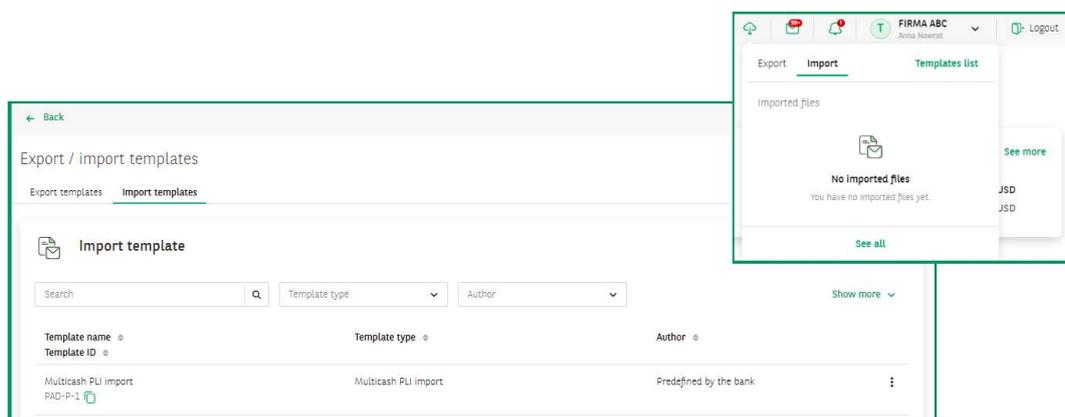
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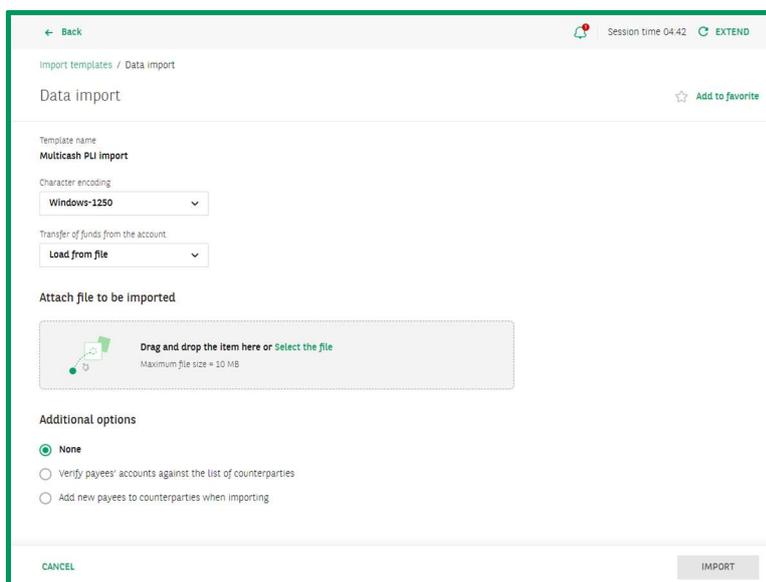
PAYROLL ACCOUNT

IMPORT OF PAYMENTS

1. Select the cloud icon from the top menu bar, then select from the drop-down list: Import → Templates list and from the displayed list select e.g. MultiCash PLI import.



2. After selecting the template name, using the **SELECT THE FILE** button, select the file to be imported, and then click the **IMPORT** button.



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 PACKAGE** button.

Import summary

Imported transfer details pending approval

File name: WYNAGRODZENIE_LISTOPAD_2023.txt Template name: Multicash PLI import Number of transactions: 5

Checksum: SHA256: 48035cd39cd879e3e72378ba3e744b45443c27c3e22be3902146c177ae514e9 MD5: aac4d14146a20f1e48e5116e8e950c00

Amount: 367,97 PLN

Transfer list

Correct (4) Corrected (4) Incorrect (1) ALL

ON	Exec date	Title	Account name Account number	Counterparty Account number	Amount / Currency
1.	04.12.2023	NOVIK ANNAKRAKOW	Rachunek placowy PL04 1600 1127 0003 0122 3591 8140	ABC S.A. 69 1750 1312 7040 0001 3847 5887	92,00 PLN
2.	04.12.2023	NOVIK BEATAWARSZAWA	Rachunek placowy PL04 1600 1127 0003 0122 3591 8140	ABC SP Z O.O. 39 1600 1505 2222 0100 8608 7502	135,00 PLN
3.	04.12.2023	KOWALSKA ANNAWROCLAW	Rachunek placowy PL04 1600 1127 0003 0122 3591 8140	ABC S.A. 30 1750 1312 3788 2000 0001 5884	56,00 PLN
5.	04.12.2023	KOWALCZYK BEATASZCZEDIN	Rachunek placowy PL04 1600 1127 0003 0122 3591 8140	ABC S.A. 51 1750 1312 7040 0000 0284 3013	84,97 PLN

Records per page: 10 | 1-4 of 4 items

CANCEL EXPORT ERRORS ADD TO PACKAGE CREATE PACKAGE SAVE

2. The **Payroll package** checkbox is automatically marked in the package creation form.

Then enter the name of the package and select **CREATE PACKAGE**.

Create package

Package name

Package settings

Self-provisioning of the payroll account will take place only in the payroll package.

Package execution mode

Standard ⓘ
 Package as a whole ⓘ
 Payroll package ⓘ

Package edition

Close the package to allow for its edition ⓘ

CANCEL CREATE PACKAGE

In order to sign and send the Payroll package, go to the module Order → 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 / funds available field, select Payroll account

— after entering and validating all the data, select **CONFIRM**

2. In the module Orders → Transfers → Your handlings or All

— mark the transfer and select the option **CREATE PACKAGE**

— if a payroll package was previously defined in the system, add the order to the package by selecting the **ADD TO PACKAGE** button

← Back Session time 04:49 [EXTEND](#)

Add to package

▲ Self-provisioning of the payroll account will take place only in the payroll package.

Summary

Total amount of transfers in PLN: **10,00 PLN** List of selected transfers: **1**

The list contains packages to which you can add selected transfers. Select one or [create new](#)

Search

Exec. date Creation date	Title Type	Amount / Currency	Status Signature
<input type="radio"/> 04.12.2023 04.12.2023	WYNAGRODZENIE_112023_235918 Domestic package (transfers: 2)	219,98 PLN	Entering
<input type="radio"/> 03.12.2023 30.11.2023	a_235918 Domestic package (transfers: 2)	1 619 550,79 PLN	Entering
<input type="radio"/> 30.11.2023 30.11.2023	Kubakuba_235918 Domestic package (transfers: 4)	30 835,23 PLN	Entering
<input type="radio"/> 24.11.2023 24.11.2023	TEST2_235918 Domestic package (transfers: 2)	25,84 PLN	Entering

[CANCEL](#) [CONFIRM](#)

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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