

Group Nominal / Accounting Code - Setup Instructions

1. Add New Group Nominal / Accounting Code

To set up the Group Nominal / Accounting Code for Payments and Deductions in Able go to the menu bar and follow the steps below.

Step 1 : Go to **Employer / Setup** menu.

Step 2 : Select **Chart of Setup**.

Step 3 : Click **Nominal / Accounting Link Setup** link under **NOMINAL & ACCOUNTING**.

Step 4 : Click **Group Nominal / Accounting Code Setup**.

Step 5 : Click **Add New**.

Step 6 : Select **Department / Cost Center** from the **Nominal Group Type** drop down menu.

For example, If you need to calculate the combined cost of Admin and Operation / Production departments, for the specific payment items such as BASIC PAY, Overtime1 and Paid Compassionate Leave. The figures in this document illustrates how you can setup the group nominal code based on this example.

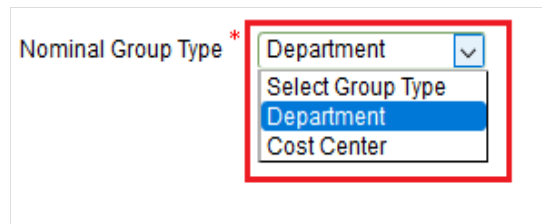


Figure 1.1

Note : To create Department / Cost Center, follow the road map below.

Employer / Setup → Chart of Setup → Department Setup / Cost Center Setup

Step 7 : Once you choose the group type, select the Department / Cost Center. You can select more than one Department / Cost Center from the options.

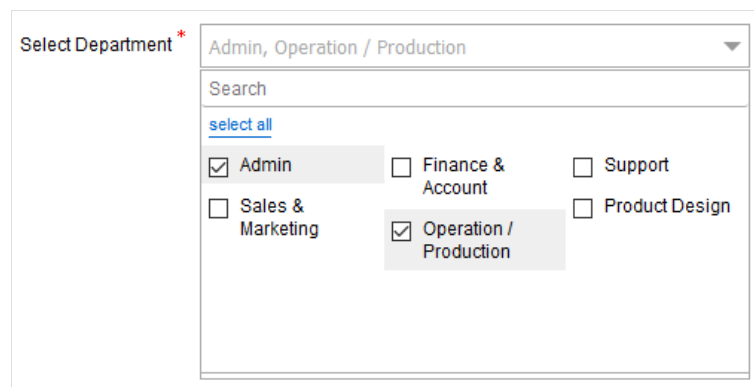


Figure 1.2

Step 8 : Select the **category** for which you want to setup code. Based on your requirement you are allowed to select any of Payment or Deduction, or both.

Select Codes For: *

- Both
- Payment
- Deduction

Figure 1.3

Step 9 : Select the **payment items / deduction items** from the drop down menu. You can select more than one item from the drop down.

Select Payment Items *

BASIC PAY, Overtime 1, Paid Compassionate Leave

select all

- BASIC PAY
- Overtime
- Overtime 1
- Other Payment
- Commission
- Allowance
- Bonus
- Normal Holiday
- Advance Holiday
- Paid Educational Leave
- Paid Compassionate Leave
- Paid Punctuality Leave
- Paid Trade Union Meeting
- Ongoing Holiday
- Small pot lump sum payments from occupational pension schemes
- Convertible Assets Transferred
- Payments reimbursed to the employee
- Cash vouchers redeemable as

Figure 1.4

Step 10 : Enter the **Group Nominal Code**. If you have chosen for both payment and deduction , you need to enter nominal code for both respectively. You can also add additional number of Payment / Deduction sets as per your requirement. To add another set click on '**Add Payment Set / Add Deduction Set**'. To remove any set, click on corresponding '**Remove**' button.

Group Nominal / Accounting Link Setup

Group Nominal / Accounting Link Setup Details

Nominal Group Name * Top Management

Nominal Group Type * Department

Select Department * Admin, Operation / Production

Select Codes For: * Both Payment Deduction

Set 1 Select Payment Items * BASIC PAY, Overtime 1, Paid Compassionate Leave

Group Nominal Payment Code * 1234

Set 2 Select Payment Items * Select options

Group Nominal Payment Code *

Set 3 Select Payment Items * Select options

Group Nominal Payment Code *

Buttons: Back, Save, Add Payment Set, Remove

Figure 1.5

IMPORTANT: You can enter the Group Nominal Code of your choice, but ensure that the code in the accounting software matches the code entered in Able.

Step 11 : Finally click **Save**.

2. View / Print Group Nominal Accounting Reports

You can view / print the various group nominal accounting reports from our application. To view / print the reports, please follow the road map below.

Road Map :

Reports -> Costing & Accounting Reports - View / Print -> Links under 'GROUP NOMINAL ACCOUNTING' header.