

Employee Loan Repayment

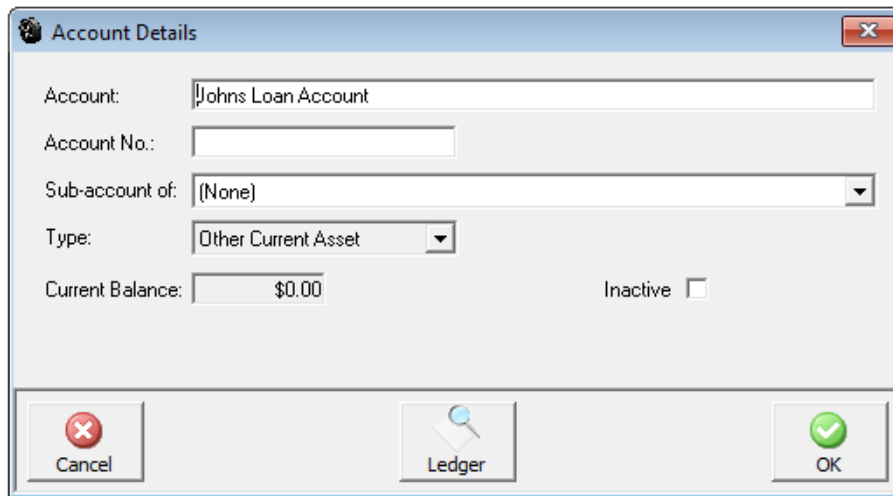
This document outlines how to handle the setup and process of employee's loan repayments.

Scenario: Employee John purchases either one item such as a toolbox or multiple items on a regular basis using the businesses account, John would then like to pay off the purchase/purchases by having his wages reduced by a set value each week/month.

Setup Internal Accounts:

Account 1: Lists – Employees edit employee, Payroll tab under Deductions click in the next empty cell and choose Loan Repayments, next cell on the right click on the square button with three dots.

In the Payroll section of the chart of accounts click New and fill out form as per image below replacing John with your employee's name.



Account Details

Account: Johns Loan Account

Account No.:

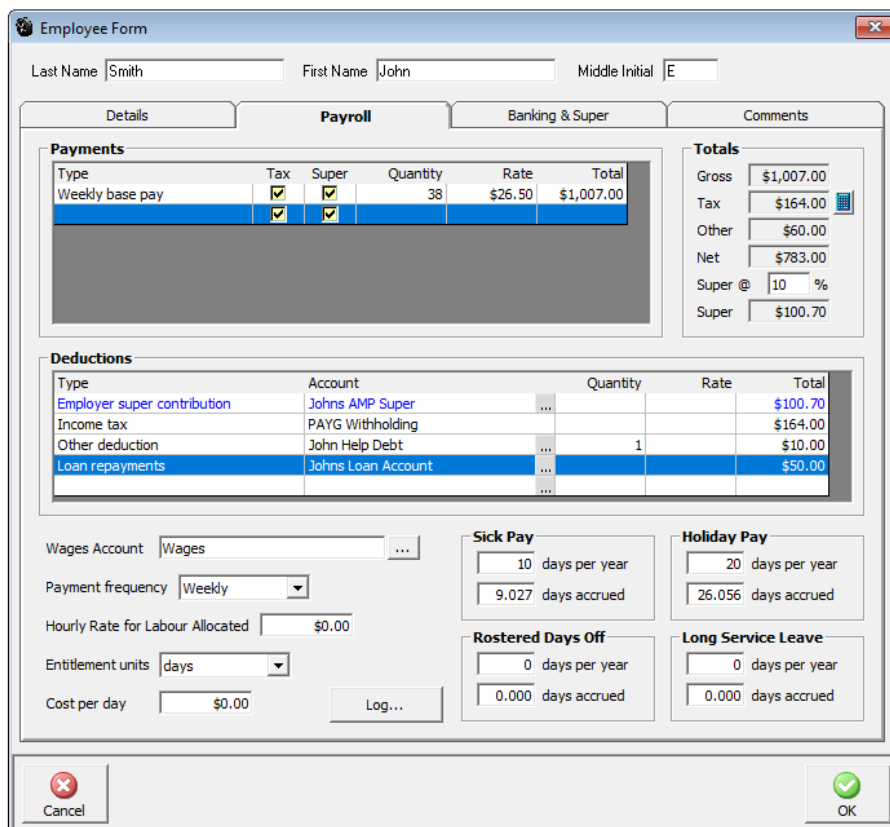
Sub-account of: (None)

Type: Other Current Asset

Current Balance: \$0.00 Inactive

Cancel Ledger OK

Once filled out click OK, this will return you to the employee's payroll form then enter the amount to be deducted each week/month. Click OK to close and save changes.



Employee Form

Last Name: Smith First Name: John Middle Initial: E

Details Payroll Banking & Super Comments

Payments

Type	Tax	Super	Quantity	Rate	Total
Weekly base pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38	\$26.50	\$1,007.00

Totals

Gross	\$1,007.00
Tax	\$164.00
Other	\$60.00
Net	\$783.00
Super @	10 %
Super	\$100.70

Deductions

Type	Account	Quantity	Rate	Total
Employer super contribution	Johns AMP Super	...		\$100.70
Income tax	PAYG Withholding			\$164.00
Other deduction	John Help Debt	1		\$10.00
Loan repayments	Johns Loan Account	...		\$50.00

Wages Account: Wages

Payment frequency: Weekly

Hourly Rate for Labour Allocated: \$0.00

Entitlement units: days

Cost per day: \$0.00 Log...

Sick Pay

10 days per year
9.027 days accrued

Holiday Pay

20 days per year
26.056 days accrued

Rostered Days Off

0 days per year
0.000 days accrued

Long Service Leave

0 days per year
0.000 days accrued

Cancel OK

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Account 2: Clients – New in the client form fill out the employee's details, suggest minimum to be Surname – Christian name – Address & Email.

The screenshot shows the 'Client Form' window with the 'Contact Details' tab selected. The 'Client' field contains 'Smith', and the 'Private' checkbox is checked. The 'Parent' field is empty. The 'Contact Details' section includes fields for Title, First Name (John), Contact, Salutation, ABN, Ph (Work), Ph (Home), Mobile, Fax, and Email (js@ozemail.com.au). The 'Address' section includes fields for Address (123 Harry Street), Suburb (Hamilton Hill), State/City (WA), and PostCode/Province (6163). There are checkboxes for 'Inactive' and 'Opt-out of all marketing'. The bottom toolbar contains buttons for Cancel, Vehicles, Estimate, Search, and OK.

Click on Profile tab and enter trading terms IE (*Suggestion*) 30 Days with \$500.00 credit limit.

The screenshot shows the 'Client Form' window with the 'Profile' tab selected. The 'Account' field contains 'C31', and the 'Charge Account' and 'Blocked' checkboxes are unchecked. The 'Category' field is empty. The 'Preferred payment type...' and 'Account Keeping Fee' checkboxes are also present. The 'Discount' section shows 'None.' and a 'Set discount...' button. The 'Payment' section is highlighted in yellow and includes 'Terms' (30 days), 'Credit Limit' (\$500.00), and 'Cheque Authorisation' (unchecked). The 'Balance' section shows 'Current: \$50.00' and 'Sales YTD: \$100.00'. The 'Pricing Profile' section has radio buttons for 'Standard', 'Wholesale', and 'Trade' under 'Fixed Price Services', 'Mechanical Services', 'Labour', and 'Parts'. The 'How did this client hear of us?' section has checkboxes for 'Recommended', 'Just passing', 'Radio', 'Yellow Pages', 'Newspaper', 'TV', 'Direct Mail', 'Internet', 'Google', 'Facebook', and 'Twitter'. The bottom toolbar contains buttons for Cancel, Vehicles, Estimate, and OK.

Click OK to close and Save changes.

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As the employee purchases items, process them as per normal through purchasing either as a Buy-In or an Inventory item.

Processing Employee's purchases on a monthly basis.

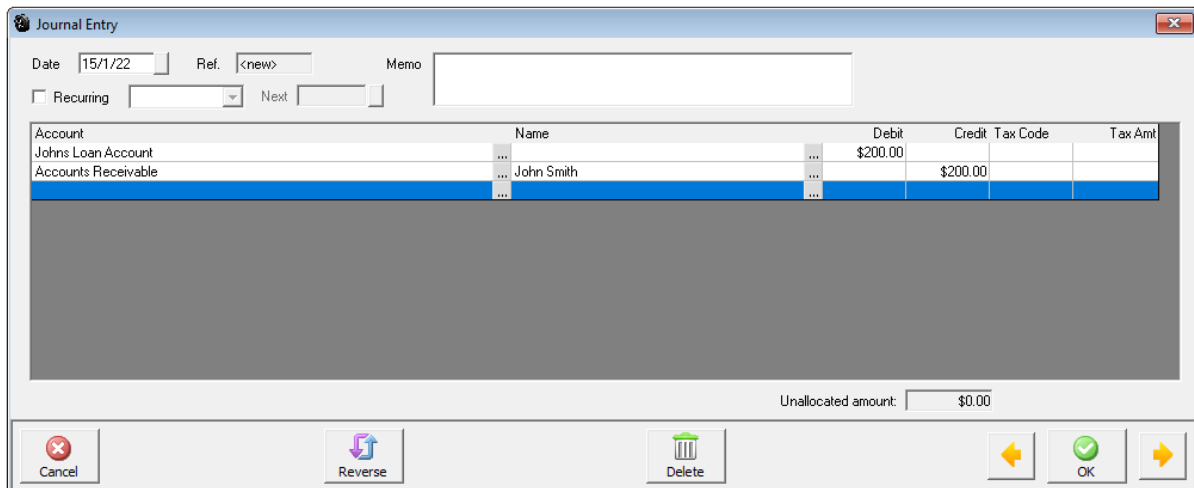
Process 1: Invoices – Charged Invoice – choose employee this will open an empty charged invoice, click OK to save this will place the charged invoice in to Sales as an ongoing invoice you can also access this invoice in the diary week view, bottom right hand corner under Open Invoices.

As the employee either purchases items or takes items out of inventory (*Stock*) you can then add them to the charged invoice.

Process 2: Payroll, process your employee's pays as per normal, this will add the loan repayment deduction to the Loan Repayment account in the chart of accounts.

Process 3: At the end of the month close the employees charged invoice this will then show an outstanding amount in Sales.

Process 4: Admin – Journal Entry, fill out journal as per the image below replacing your employee's name and monthly payroll deducted value.



The screenshot shows a 'Journal Entry' window with the following fields and table:

Date: 15/1/22, Ref: <new>, Memo: [empty]
 Recurring [dropdown], Next: [empty]

Account	Name	Debit	Credit	Tax Code	Tax Amt
Johns Loan Account	...	\$200.00			
Accounts Receivable	John Smith		\$200.00		

Unallocated amount: \$0.00

Buttons: Cancel, Reverse, Delete, OK, [Left Arrow], [Right Arrow]

Click OK to close and save changes.

Process 5: Activities – Receive Payment, fill out payment form in order below.

1. Client = Employee Name.
2. Amount = Payroll deduction amount.
3. Media = Unapplied credits.
4. Tick Journal entry first.
5. Tick invoice if multiple invoices tick oldest first until journal value is used up.

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Payment Receipt Form

Client Details

Client: John Smith
 Include subaccounts
Payment Terms: 30 days
Current Balance: **\$200.00**
Unallocated: \$0.00

Payment Details

Amount: \$0.00 Date: 15/1/22
Media: Unapplied credits
Account:
Record:

Payment Allocation

Date	Inv#	Client/Company	Value	Paid	Balance	Payment
15/1/22	84	Smith	\$400.00	\$200.00	\$200.00	\$200.00 <input checked="" type="checkbox"/>
15/1/22	Journal 19	Smith	-\$200.00	-\$200.00	\$0.00	-\$200.00 <input checked="" type="checkbox"/>

Allocated: \$0.00 Remainder: \$0.00 Auto Apply Reset

Cancel Payments Receipt Email ← OK →

Click OK to close and save changes.

Repeat processes 1 through 5 on a monthly basis.