



Payfocus

Australian Payroll for Microsoft Dynamics 365 Finance and Operations
Australian Payroll for Microsoft Dynamics 365 Business Central
Australian Payroll for Microsoft Dynamics NAV



Dialog's Payfocus is a Microsoft Certified Australian Payroll module for Dynamics 365 Finance & Operations and Dynamics 365 Business Central and Microsoft Dynamics NAV. It inherits all the key aspects of the Dynamics 365 Finance and Operations, Dynamics 365 Business Central and Dynamics NAV solution such as the intuitive Microsoft Office style user interface, seamless integration with Word, Excel, Outlook and the ability to simply navigate to, and reproduce all historical information as required.

Designed for the Australian business environment, it is constantly updated to maintain full compliance with all the ATO taxation and reporting requirements. It caters equally well to small and large workforces and both employees and contractors.

Payfocus supports various separate payrolls across multiple pay cycles (weekly, fortnightly and monthly). It also supports payroll including single company/multi payroll, multi-company/single and multi-company/multi payroll environments.

Payfocus readily handles the distribution of payroll costs across multiple companies, where payrolls are managed from within one entity. Pay expense and leave accruals can be automatically costed across multiple departments and cost centres and posted to jobs where job costing is used.

Payfocus for Dynamics 365 Finance & Operations, Dynamics 365 Business Central and Dynamics NAV provides strong process controls, checks and balances and audit capabilities, ensuring completeness and accuracy of payroll data before committing bank deposits and distribution of payslips.

Payfocus makes maximum use of current technology and with the support of best in practice solutions to fulfil your payroll and HRIS requirements.

- Employee Self Service capabilities
- Transmission of the Single Touch Payroll PAYEVENT files
- Email Distribution of Payslips
- EFT Lodgement of Pays to Employee Bank Accounts
- Electronic Submission of Superannuation Contributions payment data
- Using best in practice cloud HR solutions, Payfocus seamlessly integrates with the Subscribe HR Cloud solution and is considered a very flexible and easily configurable Human Resource software solution
- Also integrates with various workforce management systems such as Deputy, Time Target and other major best in practice solutions, Payfocus can automatically import timesheet entries and leave balances for payroll processing
- Using BI tools such as Power BI or Jet reports to complement your adhoc enquiries

Features & Benefits

- Fully integrated to Microsoft Dynamics NAV and Dynamics 365 Finance & Operations and Dynamics 365 Business Central
 - Processed pays automatically posted to the GL &/or jobledger
- Single Touch Payroll Compliant
- SuperStream compliant
- Fully integrated with MS Office
- Reduces the time and cost involved in processing payroll
- Adaptable to your unique business processes, enhancing your company's competitive edge
- Ensures compliance with all legislative requirements
- Supports multiple payroll companies
- Supports all of your payroll processing needs including:
 - Timesheet entry for job costing & payroll processing
 - Leave calculations
 - Back pay processing
 - Unlimited deductions and allowances
 - Unlimited bankaccounts
 - Flexible payment periods
 - Electronic submission of employee declarations
 - Payroll Tax Calculations
 - Work cover support
 - Terminations
 - EFT Payments – compliant with all Australian Bank formats
- Variety of reporting features
 - Standard reporting needs
 - Inquiry feature supports drill down to source transactions
 - Develop customised reports for your organisations' requirements
- Flexibility
 - Can be modified to suit individual business requirements
 - Control users' login access as needed with flexible security options





Payfocus—Dialog Australian Payroll for Microsoft Dynamics365 Finance & Operations, Microsoft Dynamics 365 Business Central and Microsoft Dynamics NAV

Base Payroll Functions

Payfocus provides you with a complete picture for each employee, with the ability to record and maintain:

- Full employee contact and next of kin details
- Employee Photograph
- Details of qualifications & certificates with expiry dates
- Unlimited attached documents, of multiple types
- Unlimited dated notes and comments
- Details of company property issued, by type and ID#

Pay processing automatically accommodates pay rates by awards & classifications, or individual rates per employees, and staff can be auto-paid or paid by timesheet hours.

Each pay run provides the payroll staff with a detailed overview of all pay details by employee and the ability to adjust individual employees pays, or reverse individual or all employee pays before reprocessing and finalisation. Control reports identify all exceptions and errors that must be corrected before pay processing

Leave Management

Payfocus supports all statutory leave types (annual, sick, carer's and long service), as well as your own user-defined types including time in lieu.

Payfocus leave management processing includes the ability to:

- Calculate leave based on hours or days worked
- Define maximum entitlements for a period
- Grant leave immediately or establish non-entitlement period
- Establish and define leave loadings
- RDO accruals

Allowances and Deductions

An unlimited number of allowances and deductions can be defined within Payfocus which can be reducing balances, dollar or percentage values. All categories of allowances, including before tax, after tax and tax adjustments are supported. Deduction can be based on a fixed value, percentage, rate per hour, unit and once off.

A full history of all employee allowances and deductions is available.

Security

The Payroll User Security feature governs which particular user (or branch/division) has access to specific payrolls and whether they have view only access or the ability to edit records.

Dynamics NAV's Audit Trail feature provides additional security through logging all changes to records recording the user id, time and date of the change, original and new values.

Timesheets & Integration

Dialog's Payfocus supports timesheets being entered against the employee for both payroll and job costing purposes. While timesheet data can be keyed directly into the Payroll system, integration is also supported in situations where you need to import finalised and interpreted timesheet data from rostering, time & attendance and award Interpretation systems.

Back Pays

Automated back pay calculations, allows back pays to be processed quickly and easily with back pays processed as a percentage or dollar value applied to previously paid amounts.

Customised messages can be added to the employee's pay advice to notify them of the payment.

A global back pay can also be applied across a group of associated employees.

Terminations

Payfocus simplifies the employee termination process through the use of the Termination Wizard. The Wizard automatically calculates the employee's leave entitlements up to their termination date, correctly allocates pay amounts to the appropriate termination pay components and calculates the applicable tax for each component. It also automatically calculates the pre- and post-July 1983 days of service.

Reporting

Payfocus provides a comprehensive range of payroll reports to meet your common reporting needs. In addition, Dynamics NAV's powerful inquiry feature enables quick and easy reporting without the need to print a report as well as drill down to the source transactions.

In addition to the standard payroll reports available, custom reports can be developed to supplement your unique reporting requirements.

Superannuation Support

All Australian superannuation funds and related transactions with contributions are supported and able to be set up as either Employer or Employee type and any number of contributions can be added to an employee or fund.

It also provides the ability to:

- Define unlimited superannuation funds for each employee
- Ensures legislative compliance to calculate superannuation for casual employees
- Define superannuation contributions as a fixed amount or a percentage of earnings
- Drill down to individual superannuation transactions on the employee record
- Generate superannuation fund payments