

# Fleet Payroll

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## 1 Overview

Fleet Payroll is designed to simplify and automate creation of crew member's payroll as much as possible.

Fleet payroll utilize Fleet.Net crew planing system to retrieve personal and sea service data, assuring correctness of time periods and elimination of duplicate work in data entry and calculation of work/leave/travel days.

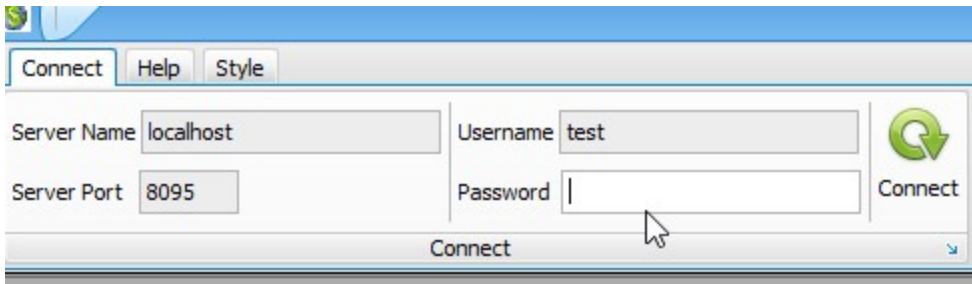
Fleet payroll fully supports defining wage scale according to standard **ITF** collective bargaining agreement (basic wage, leave pay, fixed/extra overtime etc.)

In addition, you can define any number of additional earning or deduction categories as well as tax rate (if tax applies) to tailor wage scale according to specific national legislation and/or your company specific requirement.

## 2 Connect and Login

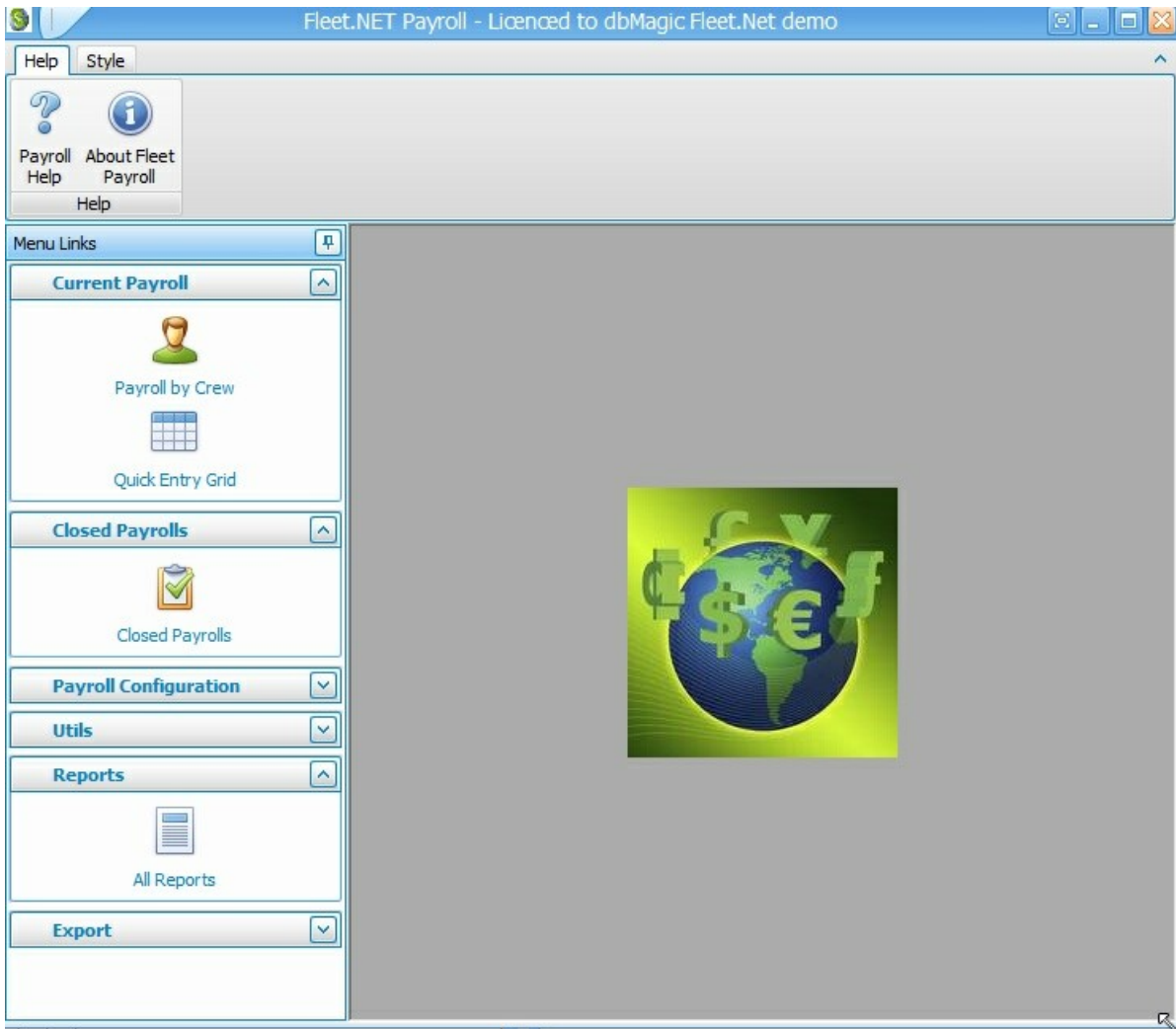
Fleet payroll uses same database and server application as Fleet.Net Crew planning system.

After Fleet Payroll starts, you need to set connection parameters in the main toolbar in the same way as for Fleet.Net crew planning application:



Enter server name or IP address of the Fleet.NET server, port on which server application is listening for connections, username and password and click 'Connect' button.

You can use same username/password as for main Fleet.NET application if you already have it. Once you login, you will see main application window with all available menu links on the left side:



After first login, you now need to configure Fleet Payroll. Please read [Payroll Configuration](#) topic for details.

### 3 Payroll Configuration

Fleet payroll system allows you to configure payroll in order to fit you exact needs.

Configuration of payroll need to be done with great care. You can change payroll configuration in any way **until you close payroll for first month.**

After first payroll is created and closed, you can only modify columns which are not used in closed payrolls.

You can add additional columns to payroll at any time.

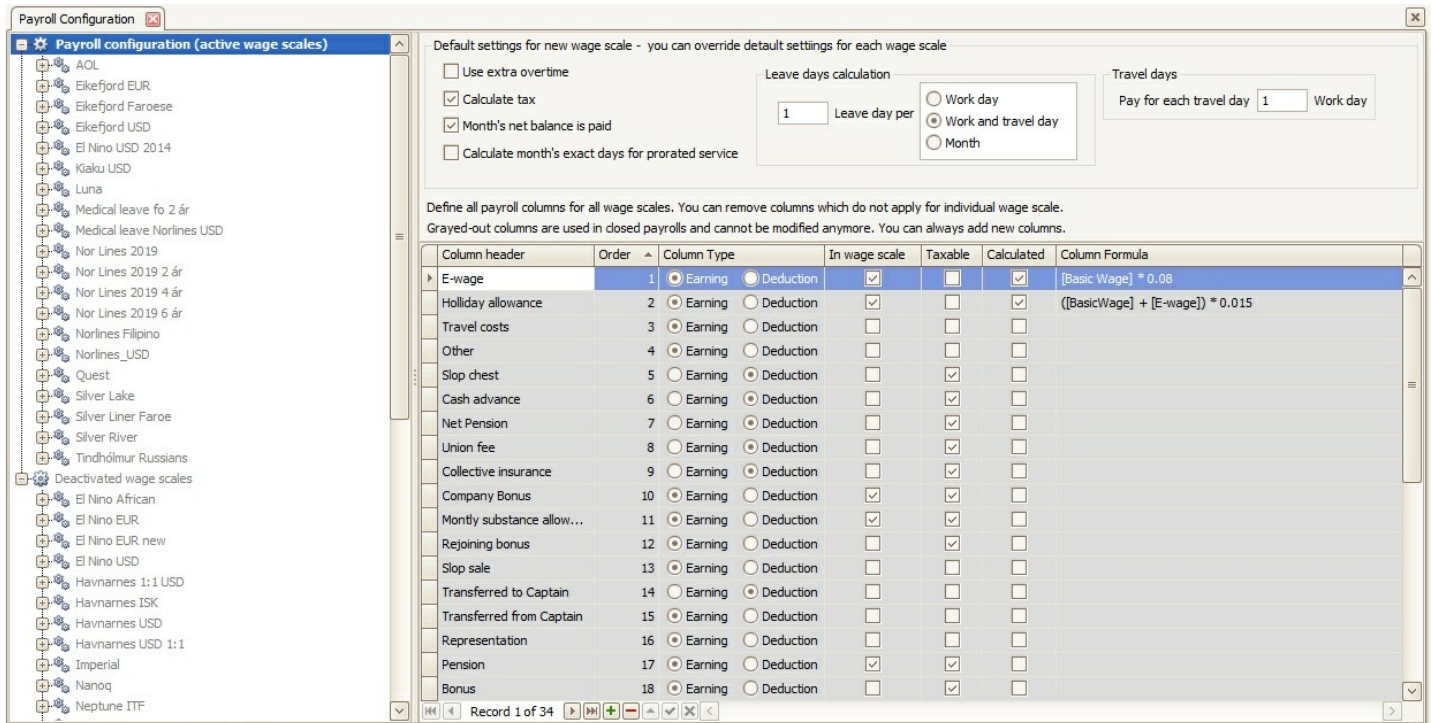
Same rule applies to wage scale definition. Wage scales can be modified only until first payroll which uses it get closed. After that, only modification allowed is to add ranks to wage scale.

To start configuration, from Menu links on left side, expand Payroll Configuration group and click on 'Payroll Configuration'

link:



You will see payroll configuration screen:



Payroll comes with **basic wage**, **leave wage**, **fixed** and **extra overtime** columns already defined.

You can configure unlimited number of additional earnings or deduction columns in order to have payroll to behave exactly in the way you want it.

Main configuration define **default settings** which will apply to new wage scales you will create and make configuration of each wage scale easier.

***This settings can be overridden for each wage scale, and values entered here act only as default for each wage scale.***

## Default configuration settings

### Use Extra Overtime

If you plan to use extra overtime, check this box. This will set same flag in each new wage scale and allow extra overtime to be used in new wage scale you create.

You can override this setting in each wage scale.

### **Calculate tax**

If you will be calculating tax in most of your wage scales check this box.

### **Month's net balance is paid**

Depending on how you calculate payroll, you might want to have net balance (earnings - deductions) as either balance you own to crew member (therefore being balance carried forward), or you might want to have that net balance is actually paid. This flag defines how balance is going to be calculated.

### **Calculate month's exact days for prorated service**

By default, for the purposes of calculating prorated service, each month is calculated to have 30 days.

If you want prorated service for payroll to be calculated according to exact number of days in any given month, select this check box.

You might have situation that for some crew members, prorated service must be calculated as each month having 30 days, while for the others you need to calculate exact days in the month.

In that case, in specific wage scale you can override this setting and for that wage scale month will be calculated as having 30 days.

### **Leave Days Calculation**

By default, leave days are calculated as 1 leave day for each day worked. This often depend on exact collective agreement and as well on flag state, so you can define it according to your specific requirement.

If for example leave days are to be calculated as half day for each day worked plus each travel day, you will enter 0.5 in text box and select "Work and travel day" option.

This setting can be overridden for each wage scale, and values entered here act only as default for each wage scale.

### **Travel days**

Here you specify how much each travel day will be paid. Usually travel day is paid the same as work day, but you can set any number or fraction of work days, e.g. 1.5.

If this does not apply for some wage scale, you can change it in same way as all other settings.

***If you were reading carefully this far, you probably already started to see pattern how Fleet payroll configuration works - each feature is either enabled or disabled first for whole payroll, and settings here become defaults for each new wage scale. If that wage scale have some specific requirements, it can override main settings. This way, effort to configure payroll properly is kept at minimum.***

## **Defining Payroll Columns**

In the above image, you can see several columns defined for this example.

***If column is already used in closed payroll, it will be grayed-out and you cannot modify it anymore.***

Columns can be either earnings or deductions, and if you do calculate tax, they can be in addition taxable or not. Column can have formula and be calculated based on values of some other columns.

If column is set to belong to wage scale, you will define amount in wage scale details for each rank to which wage scale applies, and then exact amount for that column will be calculated according to the number of days crew member was on board for each month.

**Predefined columns (basic, leave, fixed and extra overtime) are all part of wage scale.**

For columns which are not part of wage scale, you will be able to enter amounts in those columns manually.

Typically, various bonuses and such earnings will be part of wage scale, while columns like travel expenses, slop chest etc.

will be manual entry as they are unknown in advance.

If you have some predefined deductions like union dues, subscriptions or similar, you can include it in each wage scale and those deductions will be calculated automatically.

### Column Order

This column simply defines in which order custom columns will be shown on screen, and it's required to be entered.

If column is to be calculated based on other columns, formula can depend only on columns which have lower order than current column.

### Column Type

Each column is defined to be either earning or deduction, so select option which applies to column you are defining.

### Wage scale

If this check box is selected, this column will be included in wage scale and you will enter exact values for each rank in specific wage scale.

Similar to other settings, each custom column which is set to be part of wage scale can be disabled in that wage scale if it doesn't apply.

Wage scale columns can not be manually modified within payroll details form, they will be simply set to values defined in wage scale, and they will be prorated in the same way as any other regular wage scale column

### Taxable

If you are calculating tax, you can set each custom column to be either taxable or not, for both earning and deduction column. If tax is not calculated for payroll or wage scale, this setting for custom column has no effect.

### Calculated

Each custom column can be set to be calculated based on other existing columns.

If this check box is selected, "Column formula" field will become enabled and you can click on small (...) button on the right to open expression editor:

Expression editor

$$([Basic Wage] + [Fixed Overtime] + [Leave Wage]) * 0.01$$

Fields

- [Basic Wage]
- [Ewage]
- [Fixed Overtime]
- [holiday allowance]
- [Leave Wage]
- [Some deduction]
- [Some earning]
- [Subsistence]
- [Uniform Allowance]
- [Wage deductio]
- [Wage earning]

OK Cancel

In above example, custom column is defined to be calculated as 1% of all standard earnings. Setting column formula is similar as setting formula for field in Microsoft's Excel application, without equal sign. Columns which can be part of formula are shown in the list, and you can simply double-click on any of them to make it part of the formula.

Text box where formula is entered can as well be manually edited as in case above where formula is defined as 1 % of sum of basic, leave and fixed overtime amounts.

## Wage scales

You can have one or more wage scales. Crew member's payroll will be calculated according to wage scale which applies to him.

You will set which wage scale applies to specific crew member in [Crew payroll info](#) form.

Click on **"New wage scale"** button to create new wage scale with default settings.

If you already have one or more wage scales defined, you can create new wage scale based on selected wage scale by clicking on 'New wage scale from selected' button.

This will create new wage scale identical with existing one, including all ranks and salaries already entered. If you have several wage scales which are similar, this function will make it much faster to create new wage scale.

Wage scale **can be deleted only if there is no closed monthly payroll which uses that wage scale**. If wage scale can be deleted, button 'Delete wage scale' will be enabled.

Wage scale can be deactivated at any time.

**Note:**



**Deactivation or deleting wage scale will clear wage scale selection for all crew members who use that wage scale. you will have to assign new wage scale to those crew members.**

Wage scale definition is covered in detail in [Define wage scale](#) topic.

## 4 Define wage scale

Wage scale defines all earnings and deduction for crew members to whom it applies.

When you create new wage scale, it will 'inherit' all settings from payroll configuration.

If some of those settings do not apply to the wage scale, you can override defaults which are inherited from payroll configuration.

Earnings and deductions configured in wage scale are always pro-rated in case that crew member did not serve full month on board, and any values defined in wage scale can not be modified in payroll details.

***Only columns which are not part of wage scale can be manually entered in crew payroll form.***

Select any available wage scale in the tree on the left and you will see following screen:

## Define wage scale

Payroll Configuration - Fleet.NET Payroll - Licenced to dbMagic Fleet.Net demo

Help Style Payroll Configuration

Save Configuration New wage scale Remove payroll column New wage scale from selected Activate wage scale De-Activate wage scale Delete Wage Scale New Salary List

Configuration Configuration Wage Scale Salary List

Payroll Configuration

Payroll configuration (active wage scales)

- El Nino EUR
- El Nino USD**
- Havnames 1:1 USD
- Havnames ISK
- Havnames USD
- Imperial
- Karmsund 1:0.5
- Karmsund 1:1
- Karmsund danir
- Karmsund f royingar
- Nor Lines EUR
- Nor Lines filipino
- Nor Lines fo 2  r
- Nor Lines fo 4  r
- Nor Lines f royingar
- Nor Lines NOK
- Nor Lines nordm end
- Nor Lines USD
- Saga Shipping
- Wergeland DKK
- Wergeland NOK
- Wergeland USD

Wage scale name: El Nino USD

Wage scale type: Selected Crew

Currency: USD

☒ Calculate tax Tax rate: 35

☒ Calculate month's exact days for prorated service

☒ Month's net balance is paid

☒ Use extra overtime

Leave days calculation

30 Leave day per

Work day  
Work and travel day  
Full month

Travel days

Pay for each travel day: 1 Work day

You can disable columns which do not apply to this wage scale

Column Caption	Disable
Monthly substance allowance on leave	<input type="checkbox"/>
Cash advance	<input type="checkbox"/>
Net Pension	<input checked="" type="checkbox"/>
Slop chest	<input type="checkbox"/>
Slop sale	<input checked="" type="checkbox"/>
Company Bonus	<input type="checkbox"/>
Transferred to Captain	<input checked="" type="checkbox"/>
E-wage	<input checked="" type="checkbox"/>
Holiday allowance	<input checked="" type="checkbox"/>
Union fee	<input type="checkbox"/>
Collective insurance	<input type="checkbox"/>
Other	<input type="checkbox"/>
Pension	<input type="checkbox"/>
Travel costs	<input type="checkbox"/>
Transferred from Captain	<input checked="" type="checkbox"/>
Bonus	<input type="checkbox"/>
Representation	<input checked="" type="checkbox"/>

General Terms

### Wage Scale name

This is simply name by which wage scale will be recognized among other wage scales. **Name must be unique.**

### Currency

This define currency in which this wage scale is being calculated.

Crew payroll for each crew member will always be created using currency defined in wage scale.

If crew member want to change currency, all his balances need to be paid and new wage scale assigned to crew member, before new contract begin.

***Fleet payroll will always keep wage scale currency - any conversions shown on reports is calculated at report generation, original currency is always maintained.***

### Wage scale type

Wage scale type defines how calculation will be done for the crew members it applies.

Default wage scale type is "Nationality and Rank"

***This is very important setting because it affects the way how salary and carry forward balances are calculated.***

There are 3 wage scale types defined at the moment:

- **Nationality and Rank**
- **Selected Crew**
- **Monthly salary with accumulated leave pay**

They are all similar but with few important differences:

### **Nationality and Rank**

Most commonly in use is wage scale per Nationality and Rank. This wage scale will apply to all crew members who are set in [crew payroll info](#) to have their salary calculated by "Nationality and Rank".

For this type of wage scale, you will define Nationalities and Ranks to which wage scale apply. Fleet payroll will search database when payroll is created and match each crew member who has his payroll setting to be paid by nationality and rank with appropriate wage scale.

Wage scale of this type does not need to apply to all ranks and nationalities, you can select only those to which this wage scale applies.

You can have more than one wage scale of this type, in which case you can select only nationalities which are not already assigned to some other wage scale.

If you have more than one wage scale, they can not apply to same nationalities and rank. (eg, if you have 2 wage scale both defined for rank Master and nationality UK, match between crew member and wage scale will be ambiguous).

You can overcome this by defining wage scale per nationality and rank for prevailing number of crew members who are paid by the same wage scale, and then assign other crew members to specific wage scale.

### **Selected crew**

This wage scale applies only to crew members who are set to use this specific wage scale. You will not be assigning nationalities to this wage scale as it applies to selected crew regardless of their nationality.

***It is otherwise equivalent to "Nationality and Rank" wage scale in all aspects.***

Typically you will use this wage scale if you have crew members which are of the same nationality already defined for 'Nationality and Rank' wage scale, but they are paid different amounts, and therefore you can not use existing nationality and rank wage scale.

You can consider this wage as a contract which applies to more than one crew member, so instead of defining separate contract for each crew member, you can define it as a wage scale

### **Monthly salary with accumulated leave pay**

This is **very specific wage scale** which was developed according to Faroe Islands and Denmark national collective agreement and legislation, but it might apply to some other countries as well.

It works as follows:

Crew member is paid fixed monthly wage for period he is on board.

For each day on board, he will receive equal leave pay, but that leave pay is not paid but rather accumulated and carried forward. After crew member leave the vessel, crew member continue to receive salary, up to a fixed monthly amount defined in wage scale until he runs out of carried forward balance.

In essence, it is similar leave day calculation as for other types of wage scale, but it doesn't show leave wages explicitly. Leave wage is hidden and accumulated and paid either at the end of service or carried forward to next vessel.

This wage scale applies to selected nationalities and ranks for which is defined. You can as well assign this wage scale to any crew member regardless of nationality.

## Calculate Tax

If you select to pay tax for this wage scale, you will need to enter tax percentage as well.

Tax percentage can be different for different wage scales, and as well, you can have mix of wage scales which calculate tax and those who don't.

## Month's net balance is paid

Fact that crew member had some net balance at the end of the month, does not necessarily mean that balance is actually paid.

Depending on your preference, net balance for each crew member at the end of the month can be considered paid or not.

If for example crew member earned total of 1000 EUR, and had some deductions while on board, including home allotments during the month totaling 300EUR, his net balance at the end of the month will be 700 EUR.

When you select this option, it will be considered that remaining 700 was actually paid, and carry forward balance will be 0 without you having to enter 700 as either another deduction or final pay-off.

If you however consider that **only explicit deductions and payments** are actually paid, then leave this option blank and remaining 700 will be shown as carry forward balance.

***This option is not available for "Monthly salary with accumulated leave pay" wage scale as this wage scale, for other wage scale types it is up to you to decide.***

## Applies to Nationalities

In Nationalities list box you define to which nationalities this wage scale will apply.

Click on 'Edit List' button, and select nationalities to whom this wage scale will apply.

## Custom columns override

All custom columns defined in payroll configuration are available in each new wage scale you create.

In case that not all custom columns apply to this wage scale, you can disable them by selecting 'Disable' option next to each custom column.

Only columns which are defined as 'Wage scale' columns and which are enabled will be shown in 'Current salary list' node under wage scale name.

## Wage details

Once you have all configuration parameters set, you can enter actual salaries for each rank to whom wage scale applies. Expand wage scale node and click on 'Current salary list' node:

## Define wage scale

Payroll Configuration - Fleet.NET Payroll - Licensed to dbMagic Fleet.Net demo

Help Style Payroll Configuration

Save Configuration New wage scale Remove payroll column New wage scale from selected Activate wage scale De-Activate wage scale Delete Wage Scale New Salary List

Payroll Configuration (active wage scales)

- El Nino EUR
  - Current salary list from: 2013 - Decembe
- El Nino USD
  - Current salary list from: 2013 - Decembe
- Havnames 1:1 USD
  - Current salary list from: 2013 - March
- Havnames ISK
  - Current salary list from: 2012 - Septembe
- Havnames USD
- Imperial
- Karmsund 1:0.5
- Karmsund 1:1
- Karmsund danir
- Karmsund f royingar
- Nor Lines EUR
- Nor Lines flipino
- Nor Lines fo 2  r
- Nor Lines fo 4  r
- Nor Lines f royingar
- Nor Lines NOK
- Nor Lines nordm nd
- Nor Lines USD
- Saga Shipping
- Wergeland DKK
- Wergeland NOK
- Wergeland USD

General			Overtime	Extra Overtime	Other Earnings		Total	Deductions	Net	
Rank	Basic Wage	Leave Amo...	Fixed	Max Hours	Hour Rate	Company ...	Monthly sub...	Total Salary	Tax	Net Salary
AB / Cook	1347.69	0.00	1001.54	300	9.82	1610.77	193.85	4153.85	1453.85	2700.00
Able Seaman	1206.15	0.00	895.38	300	8.78	473.85	193.85	2769.23	969.23	1800.00
Chief Engineer <3000 kw	3693.85	0.00	2743.08	300	26.63	1830.76	193.85	8461.54	2961.54	5500.00
Chief Engineer >3000 KW	3693.85	0.00	2743.08	300	26.63	1830.76	193.85	8461.54	2961.54	5500.00
Chief Officer < 3000 GRT	3407.69	0.00	1603.08	300	18.92	995.38	538.46	6544.61	2290.61	4254.00
Cook	1206.15	0.00	895.38	300	9.82	781.54	193.85	3076.92	1076.92	2000.00
Fitter	1347.69	0.00	1001.54	300	9.82	1610.77	193.85	4153.85	1453.85	2700.00
Master <3000 GRT	4840.00	0.00	2350.77	300	29.31	2270.77	538.46	10000.00	3500.00	6500.00

Record 1 of 8

You can now enter actual earnings and deductions. In the grid in wage details you will see all available columns according to selections you made in payroll configuration.

First select ranks for which wage scale applies from drop-down list in Rank column, then enter actual amounts in appropriate columns.

If column is set to be calculated, it will automatically display values according to formula you defined.

Total earnings, net salary as well as taxes (if defined) will be shown as well.

If rank is already used in closed payroll, salary cannot be modified anymore. Those ranks are grayed-out. Ranks for which you can still modify salary will have white background.

## Modify Salary

If wage scale was used in any closed payroll, ranks which got used will be grayed-out and you won't be able to modify salaries anymore.

To modify salaries for such wage scale, click on **'New Salary List'** button. New salary list will be created with identical salaries as current ones, but you will be able to modify them.

All crew members who used current wage scale will have they salaries changed according to new salaries for this wage scale.

The screenshot shows the 'Payroll Configuration' window. On the left, under 'Payroll configuration (active wage scales)', there is a list of wage scales including 'El Nino EUR', 'El Nino USD', 'Havnames 1:1 USD', 'Havnames ISK', 'Havnames USD', 'Imperial', 'Karmsund 1:0.5', 'Karmsund 1:1', 'Karmsund danir', 'Karmsund f royingar', 'Nor Lines EUR', 'Nor Lines filipino', 'Nor Lines fo 2  r', 'Nor Lines fo 4  r', 'Nor Lines f royingar', 'Nor Lines NOK', 'Nor Lines nordm end', 'Nor Lines USD', and 'Saga Shipping'. A red box highlights the 'Nor Lines USD' entry, which is expanded to show 'Current salary list from: 2013 - November' and 'Previous salary list: 2012 - September'. On the right, a table titled 'General' shows the 'Rank' and 'Basic Wage' for various positions.

Rank	Basic Wage
2nd Engineer <3000	220
2nd Engineer >3000KW	220
Able Seaman	120
Chief Engineer <3000 kw	1150
Chief Engineer >3000 KW	1150
Chief Officer < 3000 GRT	270
Electrician	180
Fitter	140
Motorman	260
*	

Previous salary list will be preserved and you will see it in the list below current salary list.

After all wage scales are defined, you are ready to create payroll, but first you need to assign wage scale to crew members. Proceed to [Assign wage scale to crew member](#)

## 5 Assign wage scale to crew members

For each crew member you need to specify how payroll is going to be calculated and wage scale to be used for his payroll.

In most cases, crew members are paid by nationality and rank wage scale so this will be default setting. If you have crew members who need to be paid by specific wage scale or per specific contract, you will need to specify which wage scale is to be used.

To do this, you will use Crew payroll info form.

From menu links, click on 'Crew payroll info' option. You will see following screen:



## Assign wage scale to crew members

Crew Payroll Info - Fleet.NET Payroll - Licenced to dbMagic Fleet.Net demo

Help Style Crew Payroll Info

Save Payroll Info

Save Payroll Info

Payroll Configuration Crew Payroll Info

First Name	Last Name	Rank Name	Payroll Code	Calculate payroll by	Wage Scale	Crew Agency	Nationality	System	Exclude From Payroll
Eriks	Kukainis	AB / Cook		Per selected wage scale	Nor Lines filipino	BALTICS		Shipping/internt	<input checked="" type="checkbox"/>
Egils	Gerhards	Able Seaman		Per Nationality and Rank		BALTICS	Latvian	Shipping/Norlines	<input checked="" type="checkbox"/>
Martins	Krauze	Able Seaman		Per Nationality and Rank		BALTICS		Shipping/internt	<input checked="" type="checkbox"/>
Andrias	Jensen	Master <3000 GRT		Per selected wage scale	Nor Lines fo 4 ár	SHIPPING:FO	Faroe Island	Shipping/Norlines	<input type="checkbox"/>
Eydstein	Johansen	Master <3000 GRT		Per selected wage scale	Nor Lines fo 4 ár	SHIPPING:FO	Faroe Island	Shipping/Norlines	<input type="checkbox"/>
Jon Egil	Glyvradal	Bosun		Per selected wage scale	Nor Lines fýroyingar	SHIPPING:FO	Faroe Island	Shipping/Norlines	<input checked="" type="checkbox"/>
Vadim	Guzev	Chief Engineer >3000 KW		Per Nationality and Rank		BALTICS		Shipping/Norlines	<input checked="" type="checkbox"/>
Yurii	Moskalets	Able Seaman		Per Nationality and Rank		BALTICS		Shipping/Norlines	<input checked="" type="checkbox"/>
Igors	Stankevics	Cook		Per Nationality and Rank		BALTICS		Shipping/Norlines	<input checked="" type="checkbox"/>
Evgeny	Pozhidaev	Chief Engineer >3000 KW		Per Nationality and Rank		BALTICS		Shipping/Norlines	<input checked="" type="checkbox"/>
Leonid	Kot	Able Seaman		Per Nationality and Rank		BALTICS	Russian	Shipping/Norlines	<input checked="" type="checkbox"/>
Viktor	Berezovski	Ordinary Seaman		Per Nationality and Rank		BALTICS		Shipping/Norlines	<input checked="" type="checkbox"/>
Borgar	Ragnarsson	Able Seaman		Per Nationality and Rank		BALTICS		Shipping/internt	<input checked="" type="checkbox"/>
Gretar	Hrafnsson	Bosun		Per Nationality and Rank		SHIPPING:FO		Shipping/internt	<input checked="" type="checkbox"/>
Elmar	Petursson	Able Seaman		Per Nationality and Rank		BALTICS		Shipping/internt	<input checked="" type="checkbox"/>
Jon Valberg	Sigurjonsson	Able Seaman		Per selected wage scale		SHIPPING:FO	Iceland	Shipping/internt	<input checked="" type="checkbox"/>
Herman Lydur	Ragnarsson	Able Seaman		Per Nationality and Rank		BALTICS		Shipping/internt	<input checked="" type="checkbox"/>
Michael	Bustamente	Able Seaman		Per Nationality and Rank		OCEANWIDE		Shipping/internt	<input checked="" type="checkbox"/>
Olaf Theodor	Kruse	Master <3000 GRT		Per Nationality and Rank		SHIPPING:FO		Shipping/internt	<input checked="" type="checkbox"/>
Zanis	Silaraups	2nd Officer		Per Nationality and Rank		BALTICS		Shipping/internt	<input checked="" type="checkbox"/>
Grigorij	Kasap	Bosun		Per selected wage scale	El Nino USD	BALTICS	Lithuanian	Shipping/internt	<input type="checkbox"/>
Nikolajs	Savcisens	Chief Engineer <3000 kw		Per selected wage scale	El Nino USD	BALTICS	Latvian	Shipping/internt	<input type="checkbox"/>
Yuri	Redkin	Able Seaman		Per selected wage scale	Saga Shipping	BALTICS	Russian	Shipping/internt	<input checked="" type="checkbox"/>

Record 1 of 744

Crew payroll details

Soc. Sec. No

Bank details

Bank  IBAN

Account  Currency

When you open this form, all crew members will be shown.

By default, all crew members have wage scale set to 'Per nationality and rank'. with this setting, payroll will search all defined wage scales and match crew member with appropriate wage scale by rank and nationality, so no further setting is needed.

In case that crew member is paid by some specific wage scale, you will need to specify which one.

### To specify wage scale:

In column 'Calculate payroll by', select how salary is to be calculated.

If you select 'Per selected wage scale' option from drop-down list, you will then be able to select which wage scale is to be applied to selected crew members from wage scale drop-down list.

Selected wage scale must define salary for crew member's rank.

### Other details:

In bottom half of the screen, you can add bank account details which can be shown on printed payroll statement

**Payroll code** column have the purpose of linking payroll with your external accounting software.

If you want to export wage details, you might need to enter this code so that exported data can be matched with proper crew member in your accounting software. Use this code according to your accounting software to identify crew member.

### Exclude from payroll

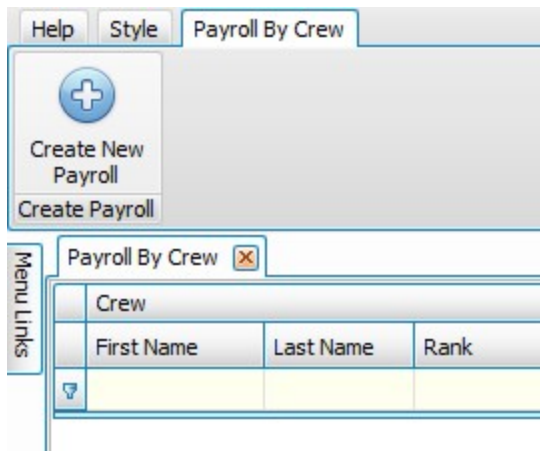
You might have some crew members who are being paid by third party. To prevent payroll being generated for these crew members, you can exclude them from payroll by selecting '**Exclude from payroll**' check box.

Once you have set for all crew member how they are going to be paid, you can proceed to [Create Payroll](#)

## 6 Create payroll

Once you have payroll configured and all wage scales defined, you can create your first monthly payroll. To create first payroll, from menu links click on '**Payroll by Crew**' link.

If this is first time you are creating payroll, or if all payrolls are closed you will get the message that all payrolls are closed, and 'Create payroll' button will be visible:



Click on 'Create New Payroll' to create new payroll.

If this is first payroll you are creating, you will be prompted for year and month for which to create first payroll. You can create first payroll for any month you want.

Each subsequent payroll can be created only for next month from last month for which payroll already exist. Last month must be closed to ensure that carry forward balances are properly updated.

***Once closed, payroll for month can not be modified anymore.***

For example, if you created first payroll for January 2012, you must first close it before creating payroll for February, and so on. You can not skip month and create payroll for March if you did not already created and closed payroll for February.

Payroll will be created for all crew in database who either had service on board in the selected month, or they had some balance carried over from previous months.

If crew member had no sea service in selected month, he will not be listed.

Payroll for all crew members is shown as a grid with summary columns on the left, and details for each sea service on the right:



## Create payroll

Payroll By Crew - 2013 November - Fleet.NET Payroll - Licensed to dbMagic Fleet.Net demo

Help Style Payroll By Crew

Save Payroll Print Statement Re-calculate Tools

Wage Scale Vessel Filter

Apply Filter Remove Filter

Close payroll for crew member Close month payroll for all crew

Crew Without Wage Scale Assign Wage Scale

Exclude from Payroll Add signed-off Crew

Payroll By Crew - 2013 November

Crew			Days payable			Total this month			Balance		
First Name	Last Name	Rank	Work	Leave	Travel	Earnings	Deductions	Net	Prev Month	Carry Fwd	Closed
Achilles D	Pestano	Able Seaman	30	30	0	3384.61	1184.61	2200.00	0.00	0.00	
Agnar	Gudmundsson	Master <3000 ...	11	11	0	54427.43	0.00	54427.43	54666.18	40152.20	
Alejandro Villal...	Sumagui	Cook	30	30	0	3846.15	1346.15	2500.00	0.00	0.00	
Alekssei	Buranov	Cook	30	0	0	4265.14	1599.66	2665.48	0.00	0.00	
Alevtina	Bykova	Cook	0	0	0	0.00	0.00	0.00	0.00	0.00	
Alexey Yurevich	Shpagin	Chief Officer ...	30	0	0	6544.61	2497.30	4047.31	0.00	0.00	
Anders Kjerstin	Sørensen	Chief Officer ...	0	0	0	0.00	0.00	0.00	0.00	0.00	
Andrej	Treflov	2nd Engineer...	30	0	0	7846.15	2746.15	5100.00	0.00	0.00	
Andrias	Jensen	Master <3000 ...	19	19	0	58059.65	0.00	58059.65	35807.45	71034.20	
Andrzej	Bak	Able Seaman	21	21	0	2692.31	942.31	1750.00	0.00	0.00	
Anthony	Bastin	Master <3000 ...	30	30	0	7692.31	2719.13	4973.18	0.00	7692.31	
Archie Jay Bajao	Pauya	Able Seaman	9	9	0	866.66	303.33	563.33	0.00	0.00	
Arthur	Jacobsen	Bosun	12	12	0	60897.12	1104.15	59792.97	57655.48	26585.52	
Arturo R.	Aldover	Cook	30	30	0	3846.15	1346.15	2500.00	0.00	0.00	
Atli	Poulsen	Bosun	20	20	0	37283.95	2513.77	34770.18	31924.20	44352.19	
Bjarti Lind	Nattestad	Chief Officer ...	1	1	0	46306.78	0.00	46306.78	81689.27	38469.61	
Boris	Bober	Chief Engineer...	18	0	0	8492.31	3266.10	5226.21	0.00	0.00	
Brian Jansson	Poulsen	Cadett - mate	15	15	0	36090.19	329.23	35760.96	58947.29	58947.29	
Brynjalfur	Niclasen	Cadett - mate	30	30	0	36090.19	234.00	35856.19	33684.15	69774.35	
Charles Puyos	Quimque	Motorman	30	30	0	3384.61	1184.61	2200.00	0.00	0.00	
Christian Gutt...	Mathisen	Chief Officer ...	0	0	0	0.00	0.00	0.00	0.00	0.00	
Clothilde	Braun	Chief Officer ...	30	30	0	5769.23	2019.23	3750.00	0.00	5769.23	
Danjal Jakup B...	Toftum	Chief Engineer...	16	16	0	50576.56	2914.30	47662.26	59930.79	63258.56	
Davur Petursson	Jacobsen	Chief Officer...	12	12	0	51579.32	0.00	51579.32	91902.20	81919.11	
Dennis	Anog	Cook	30	30	0	3846.15	1346.15	2500.00	0.00	0.00	
Domingo Patu...	Quiros	Able Seaman	30	30	0	3384.61	1184.61	2200.00	0.00	0.00	

Current payroll Closed payrolls

Pay Gross Pay Balance Add Opening Balance Change wage scale

**Earnings**

**Wage**

Basic Wage 1206.15

Leave Amount 0.00

Fixed Overtime 895.38

Company Bonus 781.54

Montly substance allowa 193.85

**Extra Overtime**

Hours 121.00

Hour Rate 9.82

Amount 1188.22

**Other Earnings**

Travel costs 0.00

Other 0.00

Rejoining bonus 0.00

Slop sale 0.00

Bonus 0.00

**Total Earnings 4265.14**

**Deductions**

Tax Amount 1492.80

Slop chest 106.86

Cash advance 0.00

Net Pension 0.00

Union fee 0.00

Collective insurance 0.00

**Total Deductions 1599.66**

**Wage Scale**

Wage Scale Havarnes...

Gross Salary 6022.92

Currency USD

Net Is Paid ☒

**Balance**

Previous Month 0.00

Paid out 2665.48

Carry Forward 0.00

**Service Details**

Vessel Haukur

Rank Cook

From Date 25-Jul-2013

To Date 07-Dec-2013

**Days Payable**

Period From 01-Nov-2013

Period To 30-Nov-2013

Days Worked 30

Leave Days 0

Travel Days 0

Columns on the left side in summary grid are always calculated automatically and they can not be edited.

You will be entering manually only values in details vertical grid on right side.

**Only rows which are not calculated need to be entered manually, and they have white background.**

All calculated columns have colored background.

## 6.1 Payroll by crew

### Toolbar options

In 'Payroll by Crew' form, you have various buttons available in ribbon toolbar:

#### 'Tools' section

In tools section, you have buttons to save changes, print payroll statement for crew member and to recalculate payroll for all crew.

Help Style Payroll By Crew

Save Payroll Print Statement Re-calculate Tools

**'Filter' section**

You can filter crew members according to wage scale or vessel where they had service. Select appropriate entry from drop-down list and click on 'Apply filter' button to display only crew members which satisfy criteria. to view all crew members, click on 'Remove filter' button.

The 'Filter' section contains two dropdown menus labeled 'Wage Scale' and 'Vessel'. To the right of these menus are two buttons: a green checkmark icon labeled 'Apply Filter' and a red 'X' icon labeled 'Remove Filter'. Below the buttons is a label 'Filter'.

**'Crew' section**

Here you have buttons to show crew members who do not have wage scale assigned, and for those without wage scale button 'Assign Wage Scale' will be enabled. Alternatively, you can assign wage scale from 'Crew payroll info' form and re-calculate payroll.

The 'Crew' section contains four buttons with icons: 'Crew Without Wage Scale' (three people), 'Assign Wage Scale' (person with gear), 'Exclude from Payroll' (document with red X), and 'Add signed-off Crew' (document with blue plus). Below the buttons is a label 'Crew'.

If some crew members are included in payroll by mistake, you can exclude them from payroll either from this form or again from 'Crew payroll info' form.

Last button is to enable you to add crew members which signed off before first payroll but still have some balance carried over. These crew members won't be included automatically because they already signed off before first month.

**Summary Grid**

On the left side, you will see summary grid showing totals for the month for each crew member.

Payroll By Crew - 2013 November  Quick Entry Grid - 2013 November Closed Payrolls Crew Payroll Info												
Crew			Days payable			Total this month			Balance			
First Name	Last Name	Rank	Work	Leave	Travel	Earnings	Deductions	Net	Prev Month	Carry Fwd	Closed	
▶ Achilles D	Pestano	Able Seaman	30	30	0	3384.61	1184.61	2200.00	0.00	0.00		
Agnar	Gudmundsson	Master <3000 ...	11	11	0	54427.43	0.00	54427.43	54666.18	40152.20		
Alejandro V...	Sumagui	Cook	30	30	0	3846.15	1346.15	2500.00	0.00	0.00		
Aleksei	Buranov	Cook	30	0	0	4265.14	1599.66	2665.48	0.00	0.00		
Alevtina	Bykova	Cook	0	0	0	0.00	0.00	0.00	0.00	0.00		
Alexey Yurevich	Shpagin	Chief Officer ...	30	0	0	6544.61	2497.30	4047.31	0.00	0.00		

**'Days payable' section**

In this section you will see total work, travel and leave days crew member had in current month. They are updated directly

from Crew planning system.

Number of leave days is calculated according to settings in payroll configuration and wage scale.

In example above, in wage scale is defined to pay 1 leave day for each working day, so number of work days is shown as 30, and leave days 30.

### 'Total this month' section

In this section you can see total earnings, deductions and net balance for each crew member.

### 'Balance' section

In this section you can see previous month and balance carried forward, as well as check box showing is it payroll closed for this crew member or not.

*If crew member does not have wage scale assigned, he will be displayed in red color as in image above.*

*If crew member's payroll is closed for this month, it will be shown in italics.*

## Details Grid

All data entry is done in details grid at the right side. Here as well you can have quick look into payroll history for this crew member. All his previous payrolls will be shown in 'Closed payrolls' tab:

Current payroll		Closed payrolls					
Period			Total for period			Balance	
	Year	Month	Earnings	Deductions	Net	Prev Month	Carry Fwd
▶	2013	October	58059.65	0.00	58059.65	87720.55	35807.45
	2013	September	58059.65	0.00	58059.65	72888.24	87720.55
	2013	August	58059.65	1228.00	56831.65	28391.29	72888.24
	2013	July	60447.17	15494.00	44953.17	81624.95	28391.29
	2013	June	52538.21	0.00	52538.21	31940.20	81624.95
	2013	May	55672.12	0.00	55672.12	46135.84	31940.20
	2013	April	55672.12	0.00	55672.12	53233.66	46135.84
	2013	March	57143.12	0.00	57143.12	0.00	53233.66
	2013	February	55672.12	0.00	55672.12	53233.66	0.00
	2013	January	64950.82	0.00	64950.82	51459.21	53233.66

Details grid is separated into several sections for easier visual identification:

All columns which are calculated have colored background. Only columns which might need manual entry have white background and they are enabled for data entry

## Create payroll

Current payroll		Closed payrolls																																																																																					
Pay Gross	Pay Balance	Add Opening Balance	Change wage scale																																																																																				
<b>Earnings</b> <table border="1"> <thead> <tr> <th colspan="2">Wage</th> </tr> </thead> <tbody> <tr><td>Basic Wage</td><td>1266.38</td></tr> <tr><td>Leave Amount</td><td>295.00</td></tr> <tr><td>Fixed Overtime</td><td>1461.00</td></tr> <tr><td>Company Bonus</td><td>0.00</td></tr> <tr><td>Monthly substance allowa</td><td>193.00</td></tr> <tr> <th colspan="2">Extra Overtime</th> </tr> <tr><td>Hours</td><td>0.00</td></tr> <tr><td>Hour Rate</td><td>0.00</td></tr> <tr><td>Amount</td><td>0.00</td></tr> <tr> <th colspan="2">Other Earnings</th> </tr> <tr><td>Travel costs</td><td>0.00</td></tr> <tr><td>Other</td><td>0.00</td></tr> <tr><td>Rejoining bonus</td><td>0.00</td></tr> <tr><td>Bonus</td><td>169.23</td></tr> <tr> <td><b>Total Earnings</b></td> <td><b>3384.61</b></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Deductions</th> </tr> </thead> <tbody> <tr><td>Tax Amount</td><td>1184.61</td></tr> <tr><td>Slop chest</td><td>0.00</td></tr> <tr><td>Cash advance</td><td>0.00</td></tr> <tr><td>Union fee</td><td>0.00</td></tr> <tr><td>Collective insurance</td><td>0.00</td></tr> <tr> <td><b>Total Deductions</b></td> <td><b>1184.61</b></td> </tr> </tbody> </table>		Wage		Basic Wage	1266.38	Leave Amount	295.00	Fixed Overtime	1461.00	Company Bonus	0.00	Monthly substance allowa	193.00	Extra Overtime		Hours	0.00	Hour Rate	0.00	Amount	0.00	Other Earnings		Travel costs	0.00	Other	0.00	Rejoining bonus	0.00	Bonus	169.23	<b>Total Earnings</b>	<b>3384.61</b>	Deductions		Tax Amount	1184.61	Slop chest	0.00	Cash advance	0.00	Union fee	0.00	Collective insurance	0.00	<b>Total Deductions</b>	<b>1184.61</b>	<b>Wage Scale</b> <table border="1"> <tbody> <tr><td>Wage Scale</td><td>Imperial</td></tr> <tr><td>Gross Salary</td><td>3215.38</td></tr> <tr><td>Currency</td><td>USD</td></tr> <tr><td>Net Is Paid</td><td><input checked="" type="checkbox"/></td></tr> <tr> <th colspan="2">Balance</th> </tr> <tr><td>Previous Month</td><td>0.00</td></tr> <tr><td>Paid out</td><td>2200.00</td></tr> <tr><td>Carry Forward</td><td>0.00</td></tr> <tr> <th colspan="2">Service Details</th> </tr> <tr><td>Vessel</td><td>Nordvær</td></tr> <tr><td>Rank</td><td>Able Seaman</td></tr> <tr><td>From Date</td><td>12-Jul-2013</td></tr> <tr><td>To Date</td><td>02-Jan-2014</td></tr> <tr> <th colspan="2">Days Payable</th> </tr> <tr><td>Period From</td><td>01-Nov-2013</td></tr> <tr><td>Period To</td><td>30-Nov-2013</td></tr> <tr><td>Days Worked</td><td>30</td></tr> <tr><td>Leave Days</td><td>30</td></tr> <tr><td>Travel Days</td><td>0</td></tr> </tbody> </table>		Wage Scale	Imperial	Gross Salary	3215.38	Currency	USD	Net Is Paid	<input checked="" type="checkbox"/>	Balance		Previous Month	0.00	Paid out	2200.00	Carry Forward	0.00	Service Details		Vessel	Nordvær	Rank	Able Seaman	From Date	12-Jul-2013	To Date	02-Jan-2014	Days Payable		Period From	01-Nov-2013	Period To	30-Nov-2013	Days Worked	30	Leave Days	30	Travel Days	0
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Columns displayed will be according to your configuration and wage scale assigned to crew member. In above image, 'Imperial' wage scale is defined as taxable, with net monthly balance paid and as well it uses extra overtime.

All other defined earnings and deductions are shown as well.

All columns which are part of wage scale are grouped together and they are not available for manual entry. In image above, you can as well see that some columns are calculated automatically and some are available for manual entry according to definition in payroll configuration.

If you have configured different wage scales in your configuration, only columns which are used in selected wage scale will be shown, all other columns will not be visible.

Similar as for earnings, deduction columns which are calculated based on formula or if they are part of wage scale will be calculated automatically and they are shown with red background and can not be edited. All other deduction columns can be entered manually.

In above example, Tax column is shown for this crew member because his wage scale is set to calculate taxes. Some deduction columns might be shown **before** tax column if that column is set to be **non-taxable deduction** column, so it will be deducted from total earning **before tax** is calculated.



## Create payroll

In above example, all columns are set to be taxable, so they are deducted after tax is applied to gross salary.

At the end of the deductions section you can see Total deductions column, totaling all deductions for this month.

In balance section, **Paid Out** column will be shown only if wage scale pays net in the end of the month ("**Month's net balance is paid**" setting in wage scale) and is just showing that you consider that net balance is paid (i.e. if you do not have carry forward balances, but pay everything at the end of the month).

If wage scale is not set to consider balance as paid, **'Paid out'** column will not be shown, however **'Balance Payoff'** column will be visible in 'Deductions' section where you can enter any remaining balance you pay to crew member when he sign off from vessel.

The screenshot displays the 'Payroll By Crew' interface for November 2013. It includes a toolbar with options like 'Save Payroll', 'Print Statement', 'Re-calculate', and 'Filter'. The main table lists crew members with columns for First Name, Last Name, Rank, Work, Leave, Travel, Earnings, Deductions, Net, Prev Month, Carry Fwd, and Closed. The right sidebar shows 'Current payroll' and 'Closed payrolls' sections, including 'Earnings' (Wage, Extra Overtime, Other Earnings) and 'Deductions' (Tax Amount, Slop chest, Cash advance, Union fee, Collective insurance). The 'Wage Scale' section shows 'Imperial' with 'Gross Salary' of 3215.38 and 'Net Is Paid' checked. The 'Days Payable' section shows 'Period From' 01-Nov-2013 and 'Period To' 30-Nov-2013.

## 6.2 Opening balances

### Opening balances

Crew member might have some balance carried from previous payroll system, so you will need to enter them manually in first month for which you create payroll for each crew member.

If for example John Smith had balance of 1000, when you create payroll for first month, you will enter that balance manually.

The screenshot shows the 'Payroll By Crew' interface with the 'Add Opening Balance' button highlighted. The button is located in the 'Current payroll' section, below the 'Pay Gross' and 'Pay Balance' buttons. The 'Closed payrolls' section is also visible.

Button **'Add opening balance'** is enabled only for first month of crew member's payroll,

Opening balance can be entered only in first payroll for each crew member, after that balance is calculated automatically.

## 6.3 Quick Entry Grid

'Quick entry grid' form is designed to allow you to enter payroll data as fast as possible.

For that reason, only columns which require manual entry are shown in Excel - like grid.

According to your preference, you can choose to have cursor to move to next row when you press 'Enter' key like MS Excel does, or to have it to move to next column on Enter key. Set check box in toolbar according to your preference.

Enter key moves to next row  
Hide Details Panel  
Behaviour

Details panel is shown on the right side, and depending on number of columns you have configured and size of your screen it might block large portion of the screen forcing you to scrool left-right to see all columns.

You can have it to auto-hide along right side by setting 'Hide Details Panel' check box in the toolbar.

By default, all columns you have defined in payroll are shown, and according to settings in each wage scale, those columns which are disable in wage scale will be grayed-out for crew members who use them.

Total							
Bonus	Wage Adjustment	Total Earnings	Slop chest	Cash advance	Net Pension	Union fee	Collec
169.23	0.00	3384.61	0.00	0.00	0.00	0.00	
0.00	34470.70	54427.43	0.00	0.00	0.00	0.00	
276.92	0.00	3846.15	0.00	0.00	0.00	0.00	
0.00	0.00	4265.14	106.86	0.00	0.00	0.00	
0.00	0.00	3450.26	0.00	0.00	0.00	0.00	
0.00	0.00	6544.61	206.69	0.00	0.00	0.00	
0.00	0.00	23635.53	0.00	0.00	0.00	0.00	

In example above, because of different wage scales, some crew members have 'Net pension' and 'Wage Adjustment' column enabled while others have them disabled.

If you apply filter by wage scale, grid will display only columns which are available in that wage scale, all columns whihc do not apply to that wage scale will be hidden.

Overtime		Earnings				Total	Deductions				
Extra Hours	Extra Amount	Travel costs	Other	Rejoining bonus	Bonus	Total Earnings	Slop chest	Cash advance	Union fee	Collective insurance	Total Deductions
0	0.00	0.00	0.00	0.00	0.00	2692.31	0.00	0.00	0.00	0.00	942.31
0	0.00	0.00	0.00	0.00	0.00	3466.67	0.00	36.46	0.00	0.00	1249.79
0	0.00	0.00	0.00	0.00	0.00	6666.67	0.00	0.00	0.00	0.00	2333.33
0	0.00	0.00	0.00	0.00	0.00	2692.31	0.00	51.04	0.00	0.00	993.35
0	0.00	0.00	75.00	0.00	0.00	2782.70	0.00	63.80	0.00	0.00	1011.49

## 6.4 Close Payroll

Payroll for the current month must be closed before you can create payroll for next month.

In order to close payroll, click on '**Close month payroll for all crew**' button.



Once payroll is closed for the month, it cannot be modified anymore.

Every time you open payroll, all payroll is updated in case something changed in crew plan and it's recalculated for all crew members.

You can close payroll for each crew member before whole month is closed to mark that you are done with that crew member.

***Once crew member's payroll is marked closed, it will not be recalculated or updated in case crew plan change.***

## 6.5 View Closed Payroll

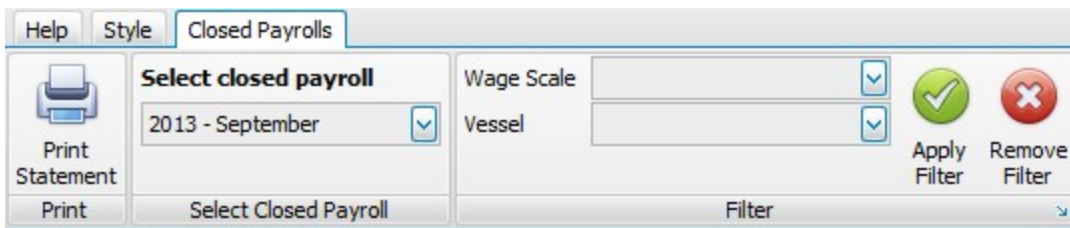
Once payroll is being closed, only way to access it is via 'Closed Payroll' form.

From main menu links, click on 'Closed Payrolls' link:



You will see identical interface as in 'Payroll by crew' form.

In main toolbar, you can select which closed payroll to display. From 'Select closed payroll' drop-down list, select month you want to see and payroll will be displayed.

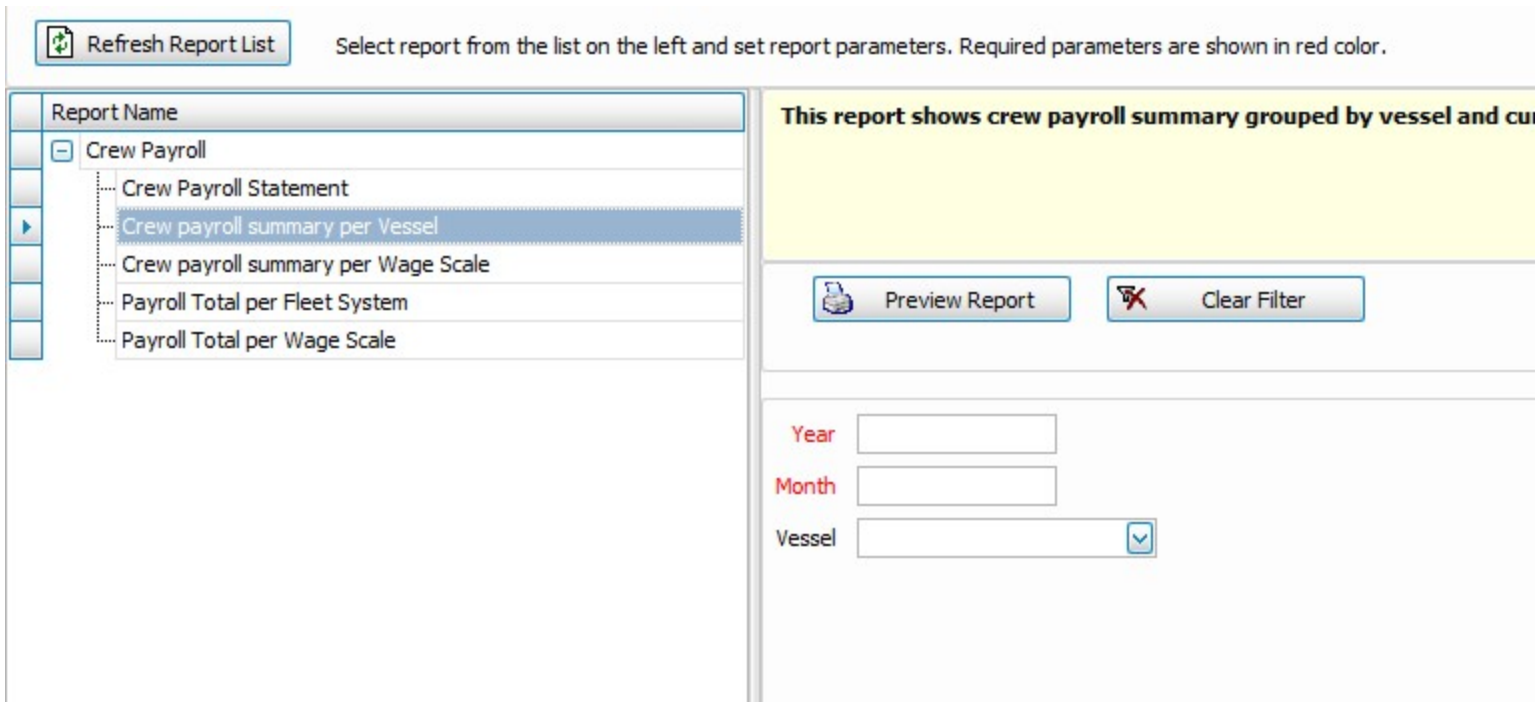


You can as well filter in same way as in 'Payroll by crew' form in case you are looking for some specific crew member.

You can as well print payroll statement for closed payrolls at any time.

## 6.6 Payroll reports

From main menu, click on 'All Reports' link to show available reports. You will see following screen:



All currently available reports will be shown in the list on the left.

Select report you want to print, set appropriate parameters and click 'Preview report' button to display report. Required parameters for each report are shown in red.

**Each report can be exported to Excel, Word, PDF and HTML formats**

## 7 Export Payroll

You might want to export payroll details from database for various reasons.

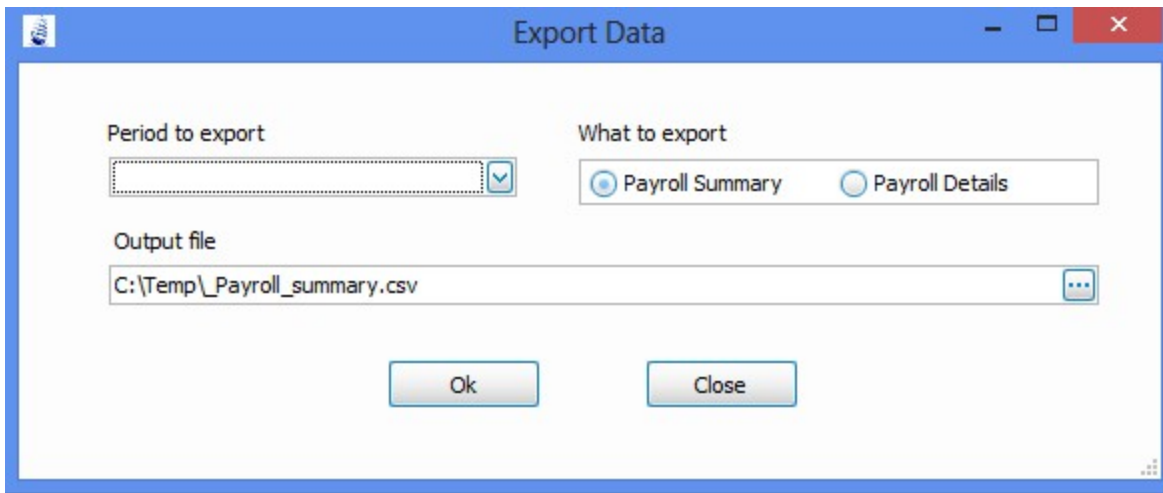
Currently, you can export either summary or full details for each month's payroll.

From menu links, click on 'Export' link:



You will see following dialog:



The image shows a Windows-style dialog box titled "Export Data". It has a blue title bar with standard minimize, maximize, and close buttons. The dialog contains three main sections: "Period to export" with a date range selector (from and to dates with a dropdown arrow), "What to export" with two radio buttons labeled "Payroll Summary" (selected) and "Payroll Details", and "Output file" with a text field containing "C:\Temp\\_Payroll\_summary.csv" and a browse button (three dots). At the bottom are "Ok" and "Close" buttons.

Select period to export from drop-down list, type of export and file name where you want export to be saved.

All payroll data will be exported into CSV format (comma separated values).

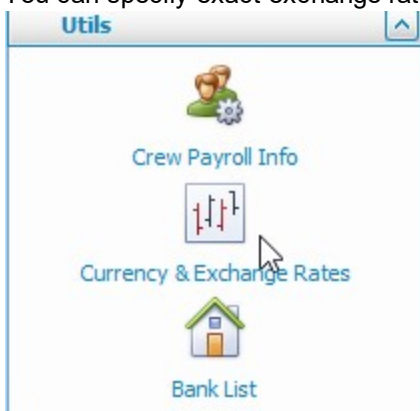
Once in text file, you can further analyze payroll in Excel, or import into your main accounting software.

Currently only generic CSV format is supported. In case you need any specific format, please contact dbMagic with details.

## 8 Currencies and Exchange Rate

Payroll for each crew member is kept in currency which is set in wage scale.

You can specify exact exchange rates to be used from main menu, 'Currency & Exchange rates' link:



Click on link and you will see following screen:

**Payroll currency exchange rates**

Save

Set exchange rates against base currency as  $\text{<currency>} = \text{rate} * \text{<base currency>}$   
 E.g. if your base currency is EUR, and 1 USD = 0.7 EUR, set exchange rate 0.7 for USD

To define base currency, set exchange rate to 1

Currency Name	Short Name	Exchange Rate
EURO	EUR	7.46219
USD	USD	5.43091
DKK	DKK	1
NOK	NOK	
SEK	SEK	
ISK	ISK	
*		

Historical exchange rates for calculating amount in base currency

Year	Month	Exchange Rate
*		

Record 3 of 6

Record 0 of 0

Various summary reports will use exchange rate specified here to calculate equivalent amount in home currency.

**To define home currency, set it's exchange rate to 1.**

Exchange rates need to be set in following format:  $\text{<Other currency>} = \text{<Exchange rate>} * \text{<home currency>}$

For example, if your home currency is Danish Krone, you will set exchange rate against US Dollar as 1 USD = 5.43091 DKK as on image above.

As exchange rates vary all the time, you can set exchange rate you want to use for each month.  
 If exchange rates for specific month are not entered, main exchange rate will be used for all months.  
 If exchange rate is not set at all, it will be calculated as 0.