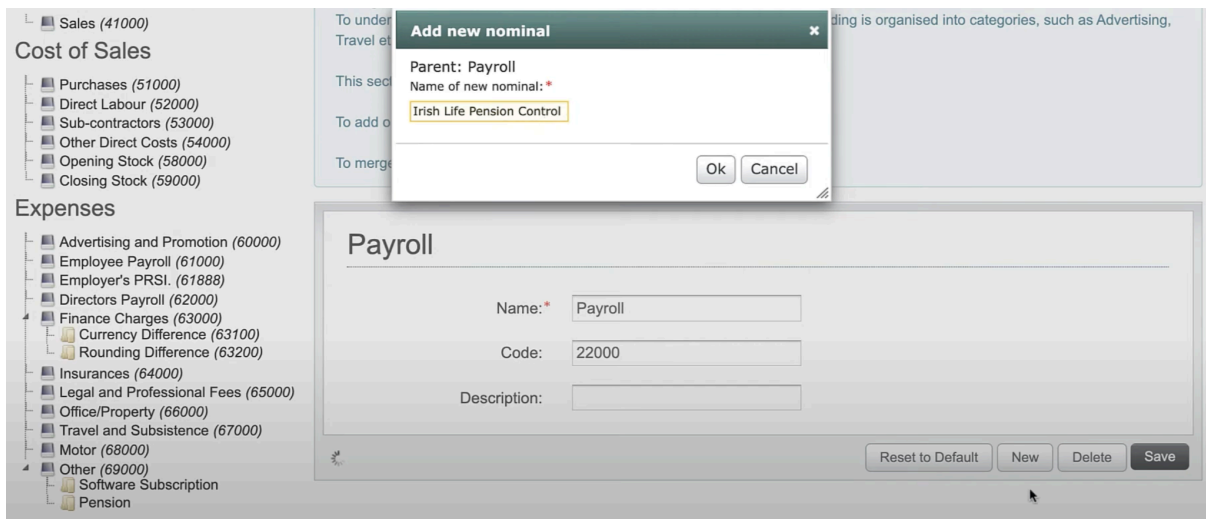


How to Enter Employer Pension Contributions in SortMyBooks

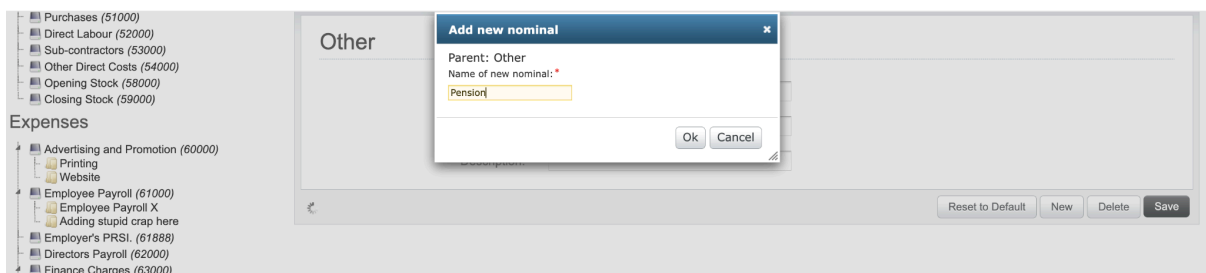
Step 1: Create a Pension Control Nominal

1. Go to **Tools > Nominals**.
2. Scroll to **Current Liabilities**, select **Payroll**, and **Add New Folder**.
3. Name it **Pension Control**. If multiple pension providers are used, create separate folders (e.g., *Acorn Life Pension Control*, *Irish Life Pension Control*).



Step 2: Create a Pension Expense Nominal

1. Go to **Tools > Nominals**.
2. Scroll to **Expenses**, select **Others**, and **Add New Folder**.
3. Name it **Pension**.



Step 3: Record Employer Pension Contributions in Payroll Journal

1. Go to **Accounts > Journals** and open the **payroll journal** for the relevant month.
2. Click **Add New Line** and enter:
 - **Debit Nominal:** *Others: Pension*
 - **Description:** *Pension Cost*
 - **Amount:** *Total Pension* from the **Payroll Summary Report**
 - Click **Save**.

Payroll Summary Report

Company Great Gifts Payroll Training Video
Period 5
Pay Date 31 Jan 2013

Name	Total Pay	Taxable Additions	Allowable Deductions	Taxable Gross	PAYE	EE PRSI	USC	LPT	Net Pay	Non-Tax Additions	Non-Allow Deductions	Payment	ER PRSI	Notional Pay	Total Pension
Stanley Smith	4333.33	0.00	0.00	4333.33	1065.17	173.33	246.54	0.00	2948.29	100.00	0.00	2948.29	0.00	0.00	800.00
Lola Albright	2666.67	0.00	0.00	2666.67	258.33	106.67	129.88	0.00	2171.79	0.00	0.00	2171.79	286.67	0.00	150.00
Kathleen Foley	2250.00	0.00	0.00	2250.00	289.42	90.00	100.71	0.00	1769.87	0.00	0.00	1769.87	241.88	0.00	200.00
	9250.00	0.00	0.00	9250.00	1612.92	370.00	477.13	0.00	6889.95	100.00	0.00	6889.95	528.54	0.00	1150.00

- Add a new line for each pension provider:
 - Credit Nominal:** *Pension Control (e.g., Acorn Life Pension Control)*
 - Description:** Name of the **Pension Company**
 - Amount:** Contribution amount for that company
 - Click **Save**.
- Ensure **Debits match Credits** in the journal.

Details

Add New Line (+)

Debit	Credit	Description	Asset Name	Asset Class	Job	Debit Amount	Credit Amount	Reconciled
	Irish Life Pension Control	Irish Life Pension			Payroll Journals Video	0.00	150.00	
	Acorn Life Pension Control	Acorn Life Pension			Payroll Journals Video	0.00	1,000.00	
Pension		Pension Cost			Payroll Journals Video	1,150.00	0.00	
	PAYE/PRSI/USC	PAYE/PRSI EE & ER/USC/LPT			Payroll Journals Video	0.00	2,988.60	
	Wages Control	Net Pay			Payroll Journals Video	0.00	6,789.95	
Employer's PRSI		ER PRSI			Payroll Journals Video	528.55	0.00	
Employee Payroll		Gross Pay			Payroll Journals Video	9,250.00	0.00	
Total:						10928.55	10928.55	

Duplicate OK Cancel

Step 4: Create a Pension Company as a Supplier

- Go to **Purchases > Supplier > Add**.
- Enter details (name, address, email).
- Select **Payee Type: Other**.
- Set **Default Nominal** to **Payroll: Pension Control**.
- Click **OK**.
- Repeat for multiple pension companies.

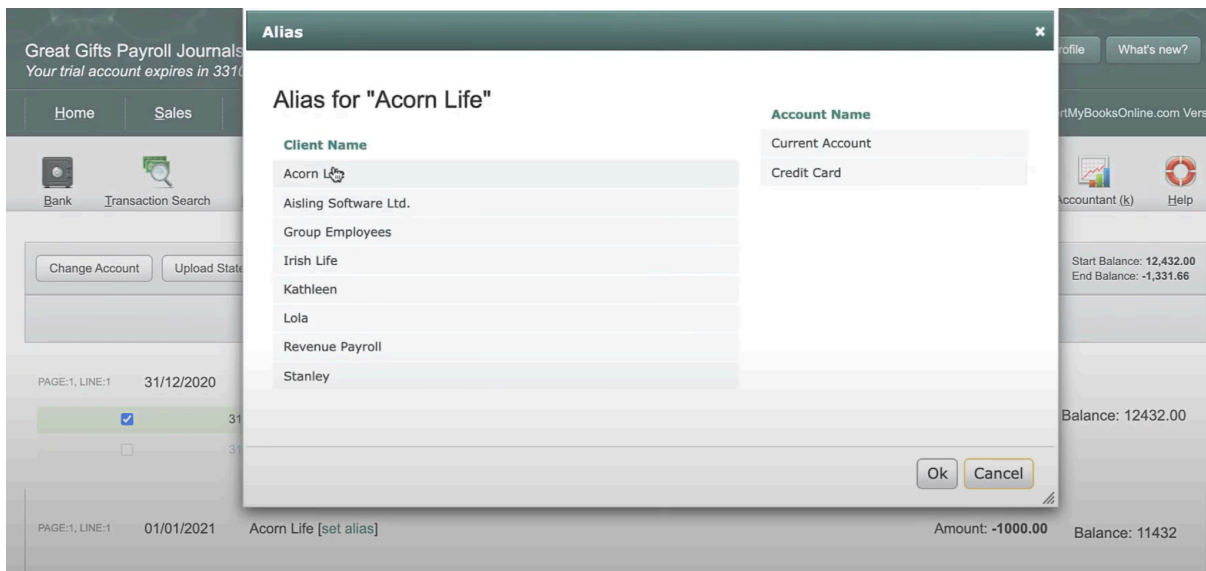
Add

Name:* <input type="text" value="Acorn Life"/>	Post Code: <input type="text"/>
Payee:* <input type="text" value="Other"/>	Email: <input type="text"/>
Address Line1: <input type="text"/>	Country:* <input type="text" value="Ireland"/>
Address Line2: <input type="text"/>	National Currency:* <input type="text" value="Euro"/>
Address Line3: <input type="text"/>	Default Nominal: <input type="text" value="Payroll:Acorn Life Pensi"/>
City/Town: <input type="text"/>	
County: <input type="text"/>	

Step 5: Match Pension Payments

If using a bank import:

1. Go to **Accounts > Statement**.
2. Locate the pension payment and set an alias to the pension company.



The screenshot shows the 'Alias' dialog box in the SortMyBooks interface. The dialog is titled 'Alias for "Acorn Life"'. It has two main sections: 'Client Name' and 'Account Name'. Under 'Client Name', there is a list of options: Acorn Life (selected), Aisling Software Ltd., Group Employees, Irish Life, Kathleen, Lola, Revenue Payroll, and Stanley. Under 'Account Name', there are two options: Current Account and Credit Card. At the bottom of the dialog are 'Ok' and 'Cancel' buttons. The background shows a payroll journal entry for 01/01/2021 with a payment to 'Acorn Life [set alias]' for an amount of -1000.00.

3. Click **Match**, select **Payment on Account (or Misc.)**, verify details, choose **Payment Method**, and click **OK**.

Search your records... - Refund

PAGE:1, LINE:1 2021-01-01 00:00:00 Acorn Life -1000.00 total; **1000.00 not allocated yet**

Match to Existing Payment Add new Payment to Purchase Invoice

▲ No Records Found ▲ No Records Found

Create new Transaction From Payment on Account (or Misc) Create New Bank Transfer To

▲ No Records Found Acorn Life Other Credit Card liability cc 0.000000000000

Ok Cancel

« Back

Supplier: * Acorn Life +

Date: * 01/01/2021 📅

Type: * Bank transfer

Slip No:

Invoice No: Acorn Life

Bank Account: * Current Account +

Amount: * 1000

Nominal: * Payroll:Acorn Life Pensio

Job: Payroll Journals Video +

Note: Acorn Life

Ok Cancel

If not using a bank import:

1. Go to **Accounts > Miscellaneous Payments > Add.**
2. Select **Payee: Pension Company.**
3. Choose **Nominal: Pension Control.**

Add Pay Salary or Expenses Export Q

Payee	Date	Type	Cheque No	Invoice No	Bank Account	Amount	Nominal	Job
Add								
Payee:*						Amount:*		
Acorn Life						0		
Date:*	18/11/2021					Nominal:*	Payroll:Acorn Life Pensi	
Type:*						Job:	Payroll Journals Video	
Cheque No:						Note:		

Step 6: Verify Transactions

1. Go to **Reports > Accountant Reports > Nominal Ledger Report (v2)**.
2. Filter by **Payroll: Pension Control**, apply the filter, and review all related transactions.

Report Type: List All Transactions x

Select range: current accounting year

Nominal: Payroll:Acorn Life Pensi

Job: All

- Suppress 0s

- Show descriptions

PDF Page Orientation: Portrait x

Apply Reset

Nominal Activity Report (v2)

Great Gifts Payroll Journals Video.

Period: from 01/01/2021 to 31/12/2021
Nominal: Acorn Life Pension Control
Job: All

Current liability

Payroll:Acorn Life Pension Control (22000)

Date	Nominal	Code	Contact	Ref	Job	Type	Debit	Credit
Link 01/01/2021	Payroll:Acorn Life Pension Control	22000	Acorn Life	Acorn Life	Payroll Journals Video	misc_payment	€ 1,000.00	€ 0.00
Link 31/01/2021	Payroll:Acorn Life Pension Control	22000		Jan 21 Payroll	Payroll Journals Video	journal	€ 0.00	€ 1,000.00
31/12/2021	Payroll:Acorn Life Pension Control	22000	Closing Balance			balance_c	€ 0.00	€ 0.00
-	Total in period:	-	-	-	-	-	€ 1,000.00	€ 1,000.00

More in the video: <https://www.youtube.com/watch?v=V5Gw-2MVg9E&t=92s>