



## Entering Payroll Taxes into Journals in SortMyBooks

### Step 1: Prepare Payroll Data

Ensure you have a **Gross to Net** report from your payroll software. Even if you pay wages weekly or biweekly, payroll journals are created **once a month**.

### Step 2: Set Up Nominals

1. Go to **Tools > Nominals**.
2. Scroll to **Current Liabilities**, click **Payroll**, then **New**.
3. Enter **PAYE/PRSI/USC**, and click **OK**.
4. Create a **Wages Control** nominal using the same steps.

This section lists all the nominals in the system, and how they are grouped.

To add or change these nominals, check out the How-To here.

To merge nominals, see the How-To here.

**Expenses**

- Purchases (51000)
- Direct Labour (52000)
- Sub-contractors (53000)
- Other Direct Costs (54000)
- Opening Stock (58000)
- Closing Stock (59000)

**Payroll**

Name: \* Payroll

Code: 22000

Description:

Reset to Default New Delete Save

**Other Expenses**

- Depreciation (71000)

**Cost of Sales**

- Purchases (51000)
- Direct Labour (52000)
- Sub-contractors (53000)
- Other Direct Costs (54000)
- Opening Stock (58000)
- Closing Stock (59000)

**Expenses**

- Advertising and Promotion (60000)
- Employee Payroll (61000)
- Employer's PRSI (61888)
- Directors Payroll (62000)
- Finance Charges (63000)
- Currency Difference (63100)
- Rounding Difference (63200)
- Insurances (64000)
- Legal and Professional Fees (65000)
- Office/Property (66000)
- Travel and Subsistence (67000)
- Motor (68000)
- Other (69000)
- Software Subscription

**Other Expenses**

- Depreciation (71000)

**Add new nominal**

Parent: Payroll

Name of new nominal: \* PAYE/PRSI/USC

Ok Cancel

**Payroll**

Name: \* Payroll

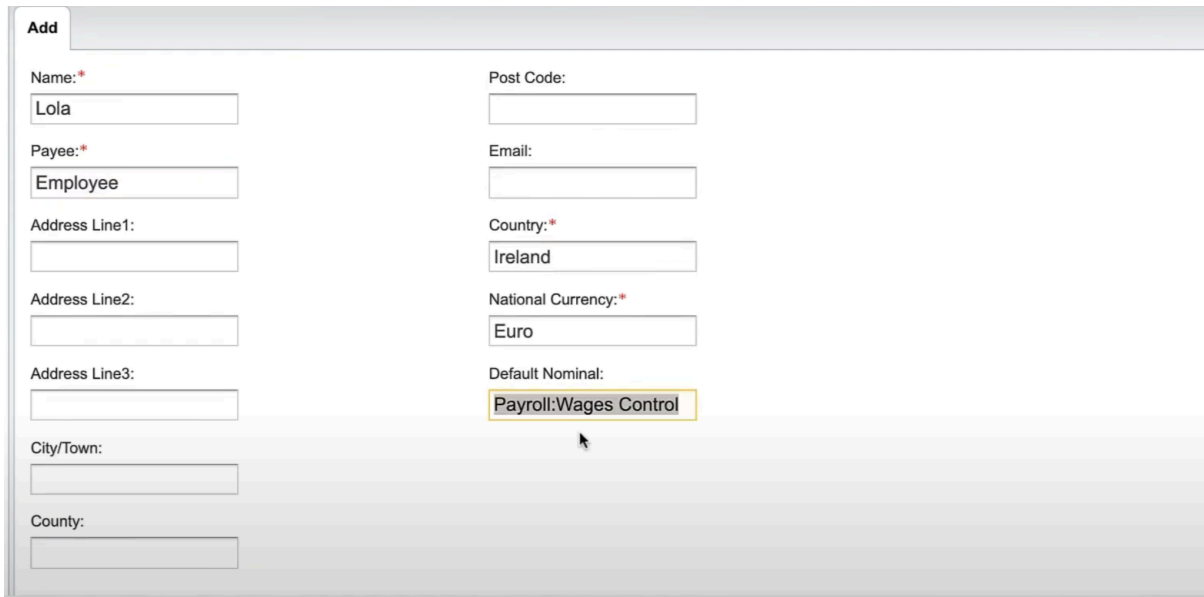
Code: 22000

Description:

Reset to Default New Delete Save

## Step 3: Set Up Employees

1. Navigate to **Purchases > Suppliers > Add**.
2. Enter the employee's name.
3. In **Payee** box, select **Employee**.
4. Set **Default Nominal** to **Payroll: Wages Control** (this records net payments).
5. Repeat for all employees.



**Add**

Name: \*  Post Code:

Payee: \*  Email:

Address Line1:  Country: \*

Address Line2:  National Currency: \*

Address Line3:  Default Nominal:

City/Town:

County:

## Step 4: Create a Payroll Journal

1. Go to **Accounts > Journals > Add**.
2. Enter the **last day of the month**, leave other fields blank, and click **OK**.
3. In the new screen, add a **Description** (e.g., *Jan 21 Payroll*).

### Step 4.1: Add Payroll Details

- Click **Add New Line** and enter:
  - **Debit Nominal: Employee Payroll**
  - **Description: Gross Pay**
  - **Amount: Gross Total** from the report Gross to Net
- Add a new line for Employer PRSI:
  - **Debit Nominal: Employer's PRSI**
  - **Description: ER PRSI**
  - **Amount: Total Employer PRSI** from the report Gross to Net

### Step 4.2: Match Debit and Credit Entries

- Add a new line:
  - **Credit Nominal: Wages Control**
  - **Description: Net Pay**



- **Amount: Net Pay total** from the report Gross to Net
- Add another line:
  - **Credit Nominal: Payroll: PAYE/PRSI EE&ER/USC**
  - **Description: PAYE/PRSI/USC**
  - **Amount: Total taxes (PAYE, PRSI EE, PRSI ER, USC, LPT)** from the report Gross to Net

Now, the **Debit and Credit amounts must match.**

### Details

Add New Line (+)

Debit	Credit	Description	Asset Name	Asset Class	Job	Debit Amount	Credit Amount	Reconciled	
	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:						9778.55	9778.55		

Duplicate

OK

Cancel

## Step 5: Duplicate for Future Months

1. Open the previous month's journal.
2. Scroll down and click **Duplicate**.
3. Update the **date** (last day of the following month) and **description** (e.g., *Feb 21 Payroll*).
4. Update figures, if needed, based on the new **Gross to Net** report.

Using this method saves time by avoiding manual journal entries each month.

**More in the video:** <https://www.youtube.com/watch?v=GN6YR3syJqM>