Microsoft Dynamics® AX

Staff accounting update for HRP (Russian Federation)

White Paper

This white paper describes the updates released in January 2010 and July 2010 for the Human Resource and Payroll (HRP) functionality for the Russian Federation. For more information about download prerequisites, and to access the download, go to the Human Resource Management and Payroll for Microsoft Dynamics AX 2009 (Russia) page on PartnerSource.

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Microsoft Dynamics®

Table of Contents

Introduction

This white paper describes Microsoft Dynamics® AX features, released in two hotfixes, that are specific to users in the Russian Federation.

These new features were released in January 2010 and July 2010, and have been consolidated into a single white paper for your convenience. The features and their issue dates are as follows:

- Legislative changes related to NDFL – January 2010

- Legislative changes to off-budget fund contributions – January 2010

- Changes to Social Insurance Fund (SIF) labor requirements – January 2010

- Changes to sick list recalculation – January 2010

- Storno payroll operations – January 2010

- Recalculation of off-budget funds and generation of an Individual card of amounts payable (2010) report – July 2010

- Generation of insurance contribution and seniority data reports – July 2010

For more information about other regional features that apply to the Russian Federation, refer to the Applications and Business Processes Help. Information that is specific to the Russian Federation includes (RUS) in the title.

Legislative changes related to NDFL

In accordance with new Russian Federation labor laws effective on January 1, 2010, companies must implement changes in the social and property exemptions for personal income tax assessed against an employee's income. The tax exemptions are allowed if the employee has obtained an exemption right on the income tax that has already been accrued. Using Microsoft Dynamics AX, you can implement the following:

- Tax exemption for financial assistance provided to an employee at the birth or adoption of a child.

- Reversal adjustments of interest on loans for home purchase or construction.

Setting up parameters to calculate individual income tax

To calculate individual income tax, set up the following:

- Payroll rates for tax calculation. For more information, see "(RUS) Set up rates and dependencies for payroll calculation" and "(RUS) Payroll rates (form)" in the Applications and Business Processes Help.

- Deduction codes for tax calculation.

- Tax calculation counters for processing financial assistance.

- Income codes for financial assistance. For more information, see "(RUS) Set up the calculation of individual income tax" and "(RUS) Income codes (form)" in the Applications and Business Processes Help.

- Pay types for providing financial assistance. For more information, see "(RUS) Set up pay types" and "(RUS) Pay type setup (form)" in the Applications and Business Processes Help.

Set up deduction codes for tax calculation

Use the **Deduction, discount, and relief codes** form to set up deduction codes to calculate the tax exemption for financial assistance related to the birth or adoption of a child. For more information, see "(RUS) Deduction, discount, and relief codes (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Income tax** > **Setup** > **Income tax** > **Deduction, discount, and relief codes** to open the **Deduction, discount, and relief codes** form.

2. Create a new deduction code. For more information, see "(RUS) Set up the calculation of individual income tax" in the Applications and Business Processes Help.

3. Select the **For relatives** check box to indicate that the exemption is calculated for the birth or adoption of a child.

4. Select the **Financial interest storno adjustment** check box to indicate that the interest on an employee's loan is eligible for the exemption provision. This field is available only if the deduction type is **Standard**.

5. Close the **Deduction, discount, and relief codes** form.

Set up tax calculation counters for financial assistance processing

Use the **Payroll counter setup** form to set up tax calculation counters for processing the financial assistance for an employee related to birth of a child or adoption. For more information, see "(RUS) Payroll counter setup (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Setup** > **Calculation** > **Counters** to open the **Payroll counter setup** form.

2. Create a new counter or select an existing counter.

3. In the **Line type** field, select the line type of the tax calculation counter from the following options:

   - **Age (months)** – The employee's age in months from birth to the current date, calculated as an integer. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, the child's age is calculated from birth to the current date.

   - **Event (months)** – The duration of the relationship between the child and the employee in months, calculated as an integer. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, the relationship duration is calculated from the adoption date to the current date. Otherwise, the value is zero.

   - **Income amount** – The total income of the employee, calculated for the income code affected by the tax deduction. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, and the details for relatives are updated in the **Employees** form, the following conditions apply:

     - The income is calculated based on the income code.

     - The calculated income is displayed, based on the relative for whom the financial assistance payment and exemption provision are made.

   - **Exemption amount** – The total tax exemption amount for the employee, calculated for the income code affected by the tax deduction. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, and the details for relatives are updated in the **Employees** form, the following conditions apply:

     - The tax exemption is calculated based on the income code.

     - The calculated tax exemption is displayed, based on the relative for whom the exemption provision related to the financial assistance payment is made.

4. Close the **Payroll counter setup** form.

Update details of birth or adoption of a child for an employee

You can update the details of the birth or adoption of a child for an employee in the **Relatives** form.

1. Click **Staff accounting** > **Common Forms** > **Employee table** to open the **Employees** form.

Note: For more information, see "(RUS) Enter personal details of an employee" and "(RUS) Employees (form)" in the Applications and Business Processes Help.

2. Create a new employee or select an existing employee, and then click **Resume** > **Relatives** to open the **Relatives** form.

   Note: For more information, see "(RUS) Relatives (form)" in the Applications and Business Processes Help.

3. In the **Relationship** field, select **Son** or **Daughter**.

4. In the **Birth date** field, select the date of birth of the child.

5. In the **Child adoption date** field, select the adoption date. The adoption date cannot be earlier than the birth date. This field is available only if the **Relationship** field is selected as **Son** or **Daughter**.

6. Close the **Relatives** form and the **Employees** form.

Create standard deduction codes to implement a reversing adjustment on a housing loan interest

Before implementing a reversing adjustment of interest on a housing loan, you must create a standard deduction code with the **Financial interest storno adjustment** check box selected. For more information about the calculation logic for reversal of the financial interest, see [Reversing financial interest on a housing loan](#).

1. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Setup** > **Deduction codes** to open the **Standard deductions** form.

   Note: For more information, see "(RUS) Create and calculate standard deductions for borrowing, alimony, and other types" and "(RUS) Standard deductions (form)" in the Applications and Business Processes Help.

2. Select the deduction type as **Borrowing** and enter the deduction code details.

3. Click the **General** tab and select the **Financial interest storno adjustment** check box to indicate that the interest on the employee's loan is eligible for the exemption provision. This field is available only if the deduction type is **Borrowing**.

   Note: The financial interest on housing loan will not be accrued to an employee under the following conditions:

   - If the **Lucre calculation** and **Financial interest storno adjustment** check boxes are selected.

   - If the **Financial interest storno adjustment** check box is selected and if the employee has applied for an income tax assessed exemption for the current fiscal year.

4. Close the **Standard deductions** form.

5. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Standard employees' deductions** to open the **Standard employees' deductions** form.

   Note: For more information, see "(RUS) Standard employees' deductions (form)" in the Applications and Business Processes Help.

6. Click the **General** tab and select the **Financial interest storno adjustment** check box to indicate that the interest on the employee's loan is eligible for the exemption provision. This field is available only if the deduction type is **Borrowing**.

   Note: The financial interest on housing loan will not be accrued to an employee under following conditions:

- If the **Lucre calculation** and **Financial interest storno adjustment** check boxes are selected.

- If the **Financial interest storno adjustment** check box is selected and if the employee has applied for an income tax assessed exemption for the current fiscal year.

7. Close the **Standard employees' deductions** form.

8. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Borrowing** to open the **Borrowing** form.

   Note: For more information, see "(RUS) Borrowing (form)" in the Applications and Business Processes Help.

9. Click the **General** tab and select the **Financial interest storno adjustment** check box to indicate that the interest on the employee's loan is eligible for the exemption provision.

10. Close the **Borrowing** form.

Reversing financial interest on a housing loan

The calculation logic for reversing financial interest on a housing loan is based on the following information:

- The employee's records with the **Financial interest storno adjustment** check box selected for a deduction code in the **Standard deductions**, **Standard employees' deductions**, or **Borrowing** form are determined for the current fiscal year.

- All payroll wage lines related to the financial interest accrual that satisfy the following conditions are identified from the payroll journal:

  - Calculated by the financial interest calculation procedure.

  - Linked to the employee's standard deduction wages that are ready to be reversed.

  - Are within the calculation period that is within the exemption validity period, limited by the current fiscal year.

  - Are not yet reversed.

- The accrued financial interest is reversed by using the standard reversal process. A reversal entry is created in the current payroll period for each wage line.

The calculation logic for canceling the reversing adjustment is based on the following information:

- The records with the **Financial interest storno adjustment** check box cleared for the deduction code are determined for the current fiscal year.

- All payroll wage lines related to the financial interest accrual that satisfy the following conditions are identified from the payroll journal:

  - Calculated by the financial interest calculation procedure.

  - Linked to the employee's standard deduction wages that are already reversed.

  - Are within the calculation period that is within the exemption validity period, limited by the current fiscal year.

  - Are already reversed.

- The reversing adjustment for the payroll wages lines is canceled by applying the standard storno process. A reversal entry is created in the current payroll period for each wage line.

- The new storno adjusting wage line is created in the current payroll period for each adjusted wage line.

Calculating payroll with NDFL-related changes

To initiate the payroll calculation process in accordance with the NDFL-related changes, update the **Relative's name** field with the name of the relative of the employee for whose wages the exemption applies, in the following forms:

- **Payroll journal lines** form (**Staff accounting** > **Calculation procedures** > **Payroll journal** > **Payroll journal** > **Lines**)

- **Periodical payments** form (**Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Periodical payments**)

- **Income/retention registration** form (**Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Payments and retentions** –or– **Staff accounting** > **Queries** > **Payments and retentions**)

  Note: For more information, see "(RUS) Calculate and recalculate salaries using calculation procedures" in the Applications and Business Processes Help.

Examples: Calculating tax exemption with NDFL-related changes

Example 1: Basic payroll calculation

Financial assistance in the amount of 10,000 rubles has been granted beginning in December 2009 to an employee in association with birth or adoption of a child that occurred on May 3, 2009.

The accountant calculates the December 2009 payroll for the employee. The child-related standard tax exemption is 1,000 rubles. The financial assistance-related tax exemption is not allowed because the event took place prior to the tax exemption starting date of January 1, 2010. The accrual for the month of December 2009 is as shown below.

Accrual	Amount (in rubles)
Worked time-related pay	20,000
Financial assistance	10,000
Tax related to basic income	−2,470
Tax related to financial assistance	−1,300

Example 2: Payroll calculation with tax on housing loan interest and financial assistance

Financial assistance in the amount of 10,000 rubles was granted in January 2010 to an employee in association with a birth or adoption that took place on May 3, 2009. This employee also received an interest-free loan in January 2010 for purchase or construction of a home. The loan must be repaid on a monthly basis beginning in February 2010. Therefore, beginning in February 2010, the financial interest related to the housing loan has been accrued as taxable income to the employee.

The accountant calculates payroll and taxes for each month from January 2010 to March 2010. The standard employee tax exemption is 400 rubles for January and February, as shown below. The standard tax exemption related to the birth of a child is 1,000 rubles each month.

Accrual	Amount (in rubles) for January 2010)	Amount (in rubles) for February 2010	Amount (in rubles) for March 2010
Worked time-related pay	20,000	20,000	20,000
Financial assistance	10,000		
Financial interest on housing loan		200	200
Tax related to basic income	−2,418	−2,418	−2,418

Tax related to financial assistance	0	0	0
Tax related to financial interest on housing loan		−70	−70

Note: If the validity period of the financial assistance-related exemption rule configuration is **Unlimited**, a tax exemption amount of 10,000 rubles is provided to the employee in January. If the exemption rule configuration has the validity period **No**, the tax exemption is not provided to the employee in January, because the exemption was granted in December 2009 when the first financial assistance amount was paid.

Example 3: Payroll calculation with a reversing adjustment of housing loan interest and tax exemption on financial assistance

The employee submits the following documents in April 2010:

- Certificate confirming rights to obtain the income tax assessed exemption, starting from January 1, 2010.

- Application for personal income tax exemption in association with a second birth that took place on April 5, 2010.

The following amounts are accrued to the employee in April 2010:

- 10,000 rubles in financial assistance related to the first child that was born or adopted on May 3, 2009.

- 10,000 rubles in financial assistance related to the second child that was born or adopted on April 5, 2010.

In April 2010, the accountant registers the assessed exemption amount for the employee effective since January 1, 2010 and calculates the payroll for the month. The loan-related financial interest for an employee that is accrued in January, February, and March 2010 is reversed, and the tax that is related to the financial interest is returned, since the employee is eligible for the assessed exemption for the income tax. Also, the standard tax exemption of 2,000 rubles for financial assistance for both children is provided.

Accrual	Amount (in rubles) for April 2010
Worked time-related pay	20,000
Financial assistance	20,000
Financial interest on housing loan	0
Reversing adjustment of financial interest on housing loan	−400
Tax related to basic income	−2,340
Tax related to financial assistance	0
Tax related to financial interest (35 percent)	140

Note: If the validity period of the exemption rule configuration is **Unlimited**, a financial assistance-related tax exemption amount of 20,000 rubles for both children is provided to the employee in April. If the exemption rule configuration has the validity period **No**, the first tax exemption for the birth of a child is not provided to the employee in April because the exemption was already granted in December 2009 when the first financial assistance amount was paid.

Example 4: Payroll calculation with a reversing adjustment for housing loan interest and tax exemption on financial assistance for the subsequent year

The accountant calculates the payroll for an employee for all months prior to 2011, considering the financial assistance related to the birth or adoption of a child on April 5, 2010. Under federal law, the tax exemption related to financial assistance is limited to 50,000 rubles per child, and applies only for one year following the birth or adoption. The remainder of the financial assistance granted is taxable, as shown below.

Accrual	Amount (in rubles) for May 2010	Amount (in rubles) for December 2010	Amount (in rubles) for February 2011	Amount (in rubles) for May 2011
Worked time-related pay		20,000	20,000	20,000
Financial assistance	10,000	30,000	20,000	10,000
Financial interest on housing loan	−2,340	−2,340	−2,340	−2,340
Reversing adjustment of financial interest on housing loan	0	0	−1,300	−1,300

If the validity period of the financial assistance-related exemption rule configuration is **No**, the accruals are calculated as shown below.

Accrual	Amount (in rubles) for May 2010	Amount (in rubles) for December 2010	Amount (in rubles) for February 2011	Amount (in rubles) for May 2011
Worked time-related pay	20,000	20,000	20,000	20,000
Financial assistance for the second birth or adoption	10,000	30,000	20,000	10,000
Tax related to basic income	−2,340	−2,340	−2,340	−2,340
Tax related to financial assistance	−1,300	−1,300	−1,300	−1,300

Modified forms

This section contains information about the modified forms used for legislative changes related to NDFL.

Form name and locator	Description
Relatives (form) **Staff accounting** > **Common Forms** > **Employee table** > **Resume** > **Relatives**	**Overview** tab **Child adoption date** field Select the date of adoption of the child. This field is available only if the relationship type is **Son** or **Daughter**.

Deduction, discount, and relief codes (form) **Staff accounting** > **Income tax** > **Setup** > **Income tax** > **Deduction, discount, and relief codes**	**Overview** tab **For relatives** field Select this check box to indicate that an exemption is calculated for the birth or adoption of a child. This field is available only if the deduction type is **Others**. **Financial interest storno adjustment** field Select this check box to indicate that the interest on an employee's loan is eligible for an exemption provision. This field is available only if the deduction type is **Standard**.
Payroll journals lines (form) **Staff accounting** > **Calculation procedures** > **Payroll journal** > **Payroll journal** > **Lines**	**Relative's name** field Select the name of a relative of an employee for whose wages an exemption applies. This field lists the relatives whose **Relation type** is **Son** or **Daughter**. You can specify a relative name only if the payroll line contains a pay type that is associated with a deduction code for which the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form.
Periodical payments (form) **Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Periodical payments** -or- **Staff accounting** > **Queries** > **Periodical payments**	**Relative's name** field Select the name of a relative of an employee for whose wages an exemption applies. This field lists the relatives whose **Relation type** is **Son** or **Daughter**. You can specify a relative name only if the payroll line contains a pay type that is associated with a deduction code for which the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form.
Income/retention registration (form) **Staff accounting** > **Queries** > **Payments and retentions** -or- **Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Payments and retentions**	**Relative's name** field Select the name of a relative of an employee for whose wages an exemption applies. This field lists the relatives whose **Relation type** is **Son** or **Daughter**. You can specify a relative name only if the payroll line contains a pay type that is associated with a deduction code for which the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form.
Standard deductions (form) **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Setup** > **Deduction codes**	**General** tab **Financial interest storno adjustment** field Select this check box to indicate that the interest on an employee's loan is eligible for an exemption provision. This field is available only if the deduction type is **Borrowing**. **Note**: The financial interest on a housing loan will not be accrued to an employee under the following conditions: • If the **Lucre calculation** and **Financial interest storno adjustment** check boxes are selected. • If the **Financial interest storno adjustment** check box is selected and if an employee has applied for an income tax assessed exemption for the current fiscal year.

Standard employees' deductions (form) **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Standard employees' deductions**	**General** tab **Financial interest storno adjustment** field Select this check box to indicate that the interest on an employee's loan is eligible for an exemption provision. This field is available only if the deduction type is **Borrowing**. **Note**: The financial interest on housing loan will not be accrued to an employee under the following conditions: • If the **Lucre calculation** and **Financial interest storno adjustment** check boxes are selected. • If the **Financial interest storno adjustment** check box is selected and if the employee has applied for an income tax assessed exemption for the current fiscal year. If the **Lucre calculation** or **Financial interest storno adjustment** fields are modified for an existing employee, a record is created and displayed for the selected employee in the **Recent transactions** form (**Staff accounting** > **Payroll calculation** > **Recent transactions**).
Borrowing (form) **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Borrowing**	**General** tab **Financial interest storno adjustment** field Select this check box to indicate that the interest on an employee's loan is eligible for an exemption provision.
Payroll counter setup (form) **Staff accounting** > **Setup** > **Calculation** > **Counters**	**Line type** field Select from the following options: • **Age (months)** – The employee's age in months from birth to the current date, calculated as an integer. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, a child's age is calculated from birth to the current date. • **Event (months)** – The duration of the relationship between a child and an employee in months, calculated as an integer. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, the relationship duration is calculated from the adoption date to the current date. Otherwise, the value is zero. • **Income amount** – The total income of an employee, calculated for the income code affected by the tax deduction. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, and the details for relatives are updated in the **Employees** form, the income is calculated based on the income code and displayed in the order of the relative for whom a financial assistance payment and an exemption provision are made. • **Exemption amount** – The total tax exemption amount for an employee, calculated for the income code affected by the tax deduction. If the **For relatives** check box is selected in the **Deduction, discount, and relief codes** form, and the details for relatives are updated in the **Employees** form, the tax exemption is calculated based on the income code and displayed in the order of the relative for whom an exemption provision related to the financial assistance payment is made.

Legislative changes to off-budget fund contributions

According to the Russian Federal labor laws that were effective on January 1, 2010, the contributions to off-budget funds associated with the financial assistance for the birth or adoption of a child have been changed.

Each month, an employer contributes a fixed amount to an off-budget fund for each employee, based on the employee's salary. In the event of the birth of a child or adoption, financial assistance can be provided to the employee from the employer's salary fund, which becomes part of the base of the

employer's contribution to the off-budget fund. Under new Russian Federation labor laws, an employer who pays financial assistance to an employee is exempt from contributing part of the financial assistance value to the off-budget fund base. This exemption applies only for the year following the birth of a child or adoption. The amount that can be exempt from the off-budget contribution's base cannot exceed 50,000 rubles for each child.

Complete the following tasks to implement the changes to the off-budget fund contribution calculation:

- Set up a deduction code for off-budget contributions.

- Update details concerning the birth or adoption of a child for an employee. For more information, see Update details of birth or adoption of a child for an employee.

- Update details for relatives in journal lines for payroll calculation. For more information, see Calculating payroll with NDFL-related changes.

- Update the **Relative's name** field with the name of the relative of the employee in the **Payments to off-budget funds** form (**Staff accounting** > **Income tax** > **Payments to off-budget funds**).

Set up a deduction code for off-budget fund contributions

Use the **Reliefs and deductions on off-budget funds** form to set up deduction codes to calculate the exemption of employer's contribution to the off-budget fund. For more information, see "(RUS) Reliefs and deductions on off-budget funds (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Deduction, discount, and relief codes** to open the **Reliefs and deductions on off-budget funds** form.

2. Create a new deduction code. For more information, see "(RUS) Set up the calculation of single social tax" and "(RUS) Set up off-budget and labor remuneration funds" in the Applications and Business Processes Help.

   Note: If you specify the off-budget deduction type as **Tax deduction**, you can use the same standard income tax deduction code that has already been defined for the income tax exemption calculation.

3. Select the **For relatives** check box to indicate that the exemption of the employer's off-budget fund contribution is calculated separately for each child. You can select this check box only if the deduction type is **Deductions in income types**.

4. In the **Sequence** field, select the sequence code for calculation of the off-budget fund contribution exemption value.

5. Close the **Reliefs and deductions on off-budget funds** form.

Calculating payroll with changes to off-budget fund contributions

The following example shows payroll calculations with the exemptions to the off-budget fund contribution related to financial assistance for the birth or adoption of a child.

The monthly payroll for the first three months of 2010 is calculated for an employee, as shown below.

Accrual or deduction	January (in rubles)	February (in rubles)	March (in rubles)
Worked time-related payment	10,000	10,000	10,000

In April 2010, an employee submits the application associated with the birth of a child or adoption that occurred on April 5, 2010. Also, the employee is granted 10,000 rubles as financial assistance related to the birth of a child, and the payroll for the month of April 2010 is calculated as shown below.

Accrual or deduction	Amount (in rubles) for April 2010
Worked time-related payment	10,000
Financial assistance in association with the birth or adoption of a child	10,000

The off-budget fund exemption amount related to the financial assistance provided to the employee is calculated as 10,000 rubles for April 2010, and the employer's contribution amount is calculated as 1,400 rubles, as shown below.

Exemption period type	Payroll period	Fund code	Fund base (in rubles)	Assistance-related exemption (in rubles)	Calculation base (in rubles)	Contribution amount (in rubles)
Unlimited or No	April 2010	PF_INS	20,000	10,000	10,000	1,400

In December 2010, an employee is granted an additional 30,000 rubles as financial assistance related to the birth of a child, and the payroll and off-budget fund contribution for the month are calculated as shown below.

Exemption period type	Payroll period	Fund code	Fund base (in rubles)	Assistance-related exemption (in rubles)	Calculation base (in rubles)	Contribution amount (in rubles)
Unlimited	April 2010	PF_INS	40,000	30,000	10,000	1,400
No	April 2010	PF_INS	40,000	0	40,000	5,600

In February 2011, the employee is granted 20,000 rubles as financial assistance related to the birth of a child, and the payroll and off-budget fund contribution for the month are calculated as shown below.

Exemption period type	Payroll period	Fund code	Fund base (in rubles)	Assistance-related exemption (in rubles)	Calculation base (in rubles)	Contribution amount (in rubles)
Unlimited	February 2011	PF_INS	30,000	10,000	20,000	2,800
No	February 2011	PF_INS	30,000	0	30,000	4,200

- If the exemption period type is **Unlimited**, the financial assistance provided is 10,000 rubles. The remaining 10,000 rubles becomes the basis for the off-budget fund contribution calculation, because the maximum exemption of 50,000 rubles within one year from the birth or adoption of a child has been exceeded.

- When the exemption period type is **No**, financial assistance is not provided because it has already been provided to the employee for that child.

In May 2011, an employee is granted 10,000 rubles as financial assistance related to the birth of a child, and the payroll and off-budget fund contribution for the month are calculated as shown below.

Exemption period type	Payroll period	Fund code	Fund base (in rubles)	Assistance-related exemption (in rubles)	Calculation base (in rubles)	Contribution amount (in rubles)
Unlimited or No	May 2011	PF_INS	20,000	0	20,000	2,800

- When the exemption period type is **Unlimited**, the financial assistance is not provided because the maximum exemption of 50,000 rubles within one year from the birth or adoption of a child has been exceeded. The off-budget fund contributions are calculated from the total amount of the financial assistance.

- When the exemption period type is **No**, the financial assistance is not granted because it has already been provided to the employee for that child.

Modified forms

This section contains information about the modified forms used for legislative changes to off-budget fund contributions.

Form name and locator	Description
Reliefs and deductions on off-budget funds (form) **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Deduction, discount, and relief codes**	**Overview** tab **For relatives** field Select this check box to indicate that the exemption of the employer's off-budget fund contribution is calculated separately for each child. You can select this check box only if the deduction type is **Deduction in income types**. **Sequence** field Select the sequence code for the exemption value calculation.
Payments to off-budget funds (form) **Staff accounting** > **Income tax** > **Payments to off-budget funds**	**General** tab **Relative's name** field The name of a relative of an employee for whose wages the employer's off-budget fund contribution is exempt.
Payroll journal lines (form) **Staff accounting** > **Calculation procedures** > **Payroll journal** > **Payroll journal** > **Lines**	**Relative's name** field Select the name of a relative of an employee for whose wages an exemption applies. This field lists the relatives whose **Relation type** is **Son** or **Daughter**. You can specify a relative name only if the payroll line contains a pay type that is associated with a deduction code for which the **For relatives** check box is selected in the **Reliefs and deductions on off-budget funds** form.
Periodical payments (form) **Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Periodical payments** -or- **Staff accounting** > **Queries** > **Periodical payments**	**Relative's name** field Select the name of a relative of an employee for whose wages an exemption applies. This field lists the relatives whose **Relation type** is **Son** or **Daughter**. You can specify a relative name only if the payroll line contains a pay type that is associated with a deduction code for which the **For relatives** check box is selected in the **Reliefs and deductions on off-budget funds** form.

Income/retention registration (form)	**Relative's name** field
Staff accounting > **Queries** > **Payments and retentions** -or- **Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Payments and retentions**	Select the name of a relative of an employee for whose wages an exemption applies. This field lists the relatives whose **Relation type** is **Son** or **Daughter**. You can specify a relative name only if the payroll line contains a pay type that is associated with a deduction code for which the **For relatives** check box is selected in the **Reliefs and deductions on off-budget funds** form.

Changes to Social Insurance Fund (SIF) labor requirements

In Microsoft Dynamics AX, you can manage the changes to labor law requirements that took effect on January 1, 2010. The limits on the allowances paid from the SIF have been removed, depending on an employee's daily or monthly average earnings, and also on insurance seniority, in some employee categories.

Note: Insurance seniority is the period in months during which an employee contributed to the SIF, either voluntarily or indirectly through an employer contribution that is based on the employee's salary fund.

New allowance types have been added to cover an employee's temporary incapacity for work, occupational disease, and industrial injury.

Under the new legislation, SIF contribution calculation involves the following changes:

- For some incapacity work types, the average earning value for the period is calculated based on the starting date of the previous insured event.
- Introduction of an average daily earning limit.

The SIF contribution is calculated differently for employees who have left the company due to resignation, retirement, cancellation of service, or dismissal.

Setting up average earning and sick list calculation methods

Before you can set up the average earning and sick list calculation methods for employees, you must set up the following information:

- Parameters for payroll calculation. For more information, see "(RUS) Set up parameters for payroll calculation" in the Applications and Business Processes Help.
- Payroll rates. For more information, see "(RUS) Set up rates based on value type" and "(RUS) Payroll rates (form)" in the Applications and Business Processes Help.
- Counters, calculation sequences, calculation procedure groups, and calculation procedures. For more information, see "(RUS) About counter calculation line types" and "(RUS) Set up calculation procedures" in the Applications and Business Processes Help.

Set up sick list calculation methods for employees

Use the **Common setup of sick-lists** form to define the allowance limits for employees to calculate benefits for temporary work incapacity. For more information, see "(RUS) Set up sick list calculation methods for employees" and "(RUS) Common setup of sick-list calculation (form)"in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Sick-lists** > **Setup** > **Setup** to open the **Common setup of sick-list calculation** form.
2. Press CTRL+N to create a new average earning method.

3. Click the **Types of work incapacity** tab.

4. In the **Incapacity of work type** field, select **Industrial injury** or **Occupational disease**, if necessary.

    Note: You can select various types of work incapacity in the left pane.

5. In the **Previous insured event** field, select the rate to indicate whether the average earning period can be shifted to the previous insured event in case of unavailability of earnings.

6. In the **Apply limitations by amount** field, select the rate code to indicate whether the limitation by amount can be applied or not.

7. In the **Limitation by monthly amount** field, select the rate to define the maximum monthly allowance amount.

    Note: If the starting date of the insured period is earlier than January 1, 2010, the limitation is applied when the allowance amount is calculated. This condition applies only if the value of the rate **Apply limitations by amount** is **Yes**.

8. In the **Limitation by average daily earnings,** select the rate to define the maximum average daily earning amount.

    Note: If the starting date of the insured period is on or later than January 1, 2010 and if the calculation type is **In days**, the limitation is applied when the allowance amount is calculated. This condition applies only if the value of **Apply limitations by amount** is **Yes**.

9. In the **Limitation by average hourly earnings** field, select the rate to define the maximum average hourly earnings amount.

    Note: If the starting date of the insured period is on or later than January 1, 2010 and if the calculation type is **In hours**, the limitation is applied when the allowance amount is calculated. This condition applies only if the value of **Apply limitations by amount** is **Yes**.

10. In the **Apply limitations by seniority** field, select the rate code to indicate whether the limitation by insurance seniority can be applied.

11. In the **Limitation by seniority** field, select the rate to define the maximum allowance amount depending on the employee's insurance seniority.

12. In the **Limitation by seniority for resigned employees** field, select the rate to define the maximum allowance amount, depending on insurance seniority of employees who have resigned before the insured event.

    Note: You can calculate the temporary incapacity for work allowance payroll accruals when you define the incapacity for work type rates in the **Apply limitations by seniority** and **Limitation by seniority for resigned employees** fields. This condition applies only if the value of **Apply limitations by seniority** is **Yes**.

    When the allowance amount is calculated on the starting date of the insured period, the following conditions apply:

    - If the employee resigned on the starting date of the insured period, the rate specified in the **Limitation by seniority for resigned employees** field is used for the calculation. This condition applies only if the value of **Apply limitations by seniority** is **Yes**.

    - If the employee did not resign, the rate specified in the **Limitation by seniority** field is used for the calculation. This condition applies only if the value of **Apply limitations by seniority** is **Yes**.

13. Close the **Common setup of sick-list calculation** form.

Registering sick lists and calculating an SIF contribution for an employee

You can register sick lists that contain information about employee's temporary work incapacity due to illness, pregnancy, child care, industrial injury, and occupational disease. After you calculate the SIF contribution, the benefit amount is divided across the payment period. When you add the sick list to salary, it is processed at the start of the sick list calculation procedure. You must complete the following tasks before registering a sick list for an employee:

- Create a staff list that includes departments, positions, and employee categories. For more information, see "(RUS) Create a staff list" in the Applications and Business Processes Help.

- Create an employee record. For more information, see "(RUS) Create an employee ID card" and "(RUS) Employees (form)" in the Applications and Business Processes Help.

- Enter information of relatives. For more information, see "(RUS) Enter personal details of an employee," "(RUS) Relatives (form)," and "(RUS) Employees (form)" in the Applications and Business Processes Help.

- Create and accept an employment resolution. For more information, see "(RUS) Create a vacation resolution" and "(RUS) Vacation resolution lines (form)" in the Applications and Business Processes Help.

- Create and accept a dismissal resolution. For more information, see "(RUS) Create a dismissal resolution," "Dismissal resolutions (form)," and "Dismissal resolution lines (form)" in the Applications and Business Processes Help.

Register a sick list and update a calculation period for SIF contribution

1. Click **Staff accounting** > **Calculation procedures** > **Sick-lists** > **Sick-lists' input, calculation and adjustment** to open the **Sick-lists** form.

2. Press CTRL+N to create a new sick list. For more information, see "(RUS) Register a sick list for an employee" and "(RUS) Sick–lists (form)" in the Applications and Business Processes Help.

3. Click the **General** tab, and in the **Name of person** field, enter the name of the employee's relative.

   Note: Use this field only if the incapacity type is defined as **Child rearing leave** and the relative is selected as **Son** or **Daughter** in the **Sick-lists** form.

4. Click **Periodical payments** to open the **Periodical payments** form**.**

5. Modify the starting and ending dates to calculate the SIF contribution.

6. Close the **Periodical payments** form and the **Sick-lists** form.

Calculating a SIF contribution for an employee

According to the labor law changes, the payroll for an employee is calculated by taking into account the SIF contribution allowance. The labor law changes are explained with examples in the tables below.

Example 1: **Sick list calculation for employee involved in Chernobyl nuclear power plant accident**

According to labor legislation changes that are related to SIF, the payment of allowance for temporary incapacity for work should be calculated or adjusted at the rate of 100 percent of an employee's average earnings, regardless of the insurance seniority duration.

Sick list entry	Total years of incapacity to work	Average earnings (in rubles)	Calculation logic

Employee involved in Chernobyl nuclear power plant accident	3	1,500	If the calculation method is defined as **Apply limitation by amount**, then the average daily rate is considered as 1,500 rubles, even though the employee's insurance seniority at the incapacity start time is 3 years and the average daily rate value exceeds the allowable maximum limit of 1,13,699 rubles (41,500,000 / 365 days).

Example 2: **Sick list calculation for child care vacation**

According to labor legislation changes that are related to SIF, if the insured person did not have any earnings at the time of the insured events, such as temporary incapacity of work or maternity leave, the respective allowances are calculated as shown in the following table.

Sick list entry	Total years of incapacity to work	Average earnings (rubles)	Calculation logic
Child care vacation	1 Previous insured event registered on: February 10, 2009	1,500	The allowances are estimated based on the insured person's average earning calculated for the last twelve calendar months because the employee had no earnings for 12 months before the temporary incapacity began, and the previous insured event was registered on February 10, 2009. **Note:** When the previous event is not available, the average earnings during the month of the current insured event are considered; otherwise the base wage rate is used for the calculation.

Example 3: **Sick list calculation for a specific insured event**

According to labor legislation changes that are related to SIF, if the employee's temporary incapacity is related to an insured event, such as industrial injury or occupational disease, the SIF contribution is calculated as shown in the following table.

Sick list entry	Total years of incapacity to work	Average earnings (in rubles)	Calculation logic
Trauma caused by industrial injury or occupational disease	2.5	1,800	The average daily earning of 1,800 rubles is considered to calculate the industrial injury allowance because the insurance seniority limit and average daily earning maximum limit do not apply to industrial injury.

Example 4: **Sick list calculation limited to the employee's daily average earnings**

According to labor legislation changes that are related to SIF, temporary working incapacity, maternity, and vacation for the birth of a child, allowances are estimated based on the employee's daily average earnings, which cannot exceed the daily average earnings limit.

Sick list entry	Total years of incapacity to work	Average earnings (in rubles)	Calculation logic
Child care vacation up to 1.5 years	1.5 (Start date: April	1,800	**Note:** The vacation ending date exceeds the date calculated from the maximum limit allowed for such vacation.

Sick list entry	Total years of incapacity to work	Average earnings (rubles)	Calculation logic
	1, 2010
Finish date: June 1, 2011		The average earnings are calculated according to the child care incapacity for working type setup and based on average daily earnings of 1,13,699 rubles. This is the average daily earnings limit allowed for payment from the SIF source allowances.

Sick list entry	Total years of incapacity to work	Average earnings (rubles)	Calculation logic
Child care vacation up to 3 years	3
(Start date: April 1, 2010
Finish date: December 1, 2013	100	**Note:** The vacation ending date exceeds the date calculated from the maximum limit allowed for such vacation.
The child care allowance is calculated as double the minimum allowance amount of 1,873.10 rubles that is 3,746.20 rubles. This is calculated using the average daily earning and the rate value (100 * 30.4 = 3,040 rubles), which is less than minimum allowance amount for such employee category.

Example 5: **Sick list calculation for a resigned employee**

According to labor legislation changes that are related to SIF, if an employee is not able to work within 30 calendar days from the date of resignation due to illness or accident, the insured person is entitled to receive the allowance, paid by the insurer, the last employer, or the insurer's territorial entity.

Sick list entry	Total years of incapacity to work	Average earnings (in rubles)	Calculation logic
Resignation due to illness	10
(Start date: April 5, 2010
Finish date: April 13, 2010
Resigned on: March 15, 2010)	1,800	**Note:** Employee's insurance seniority at the beginning of the temporary incapacity is 10 years.
The allowance is calculated based on 60 percent of employee's average daily earnings. This is because 60 percent is defined until 30 days and zero percent after 30 days.

Modified form

This section contains information about a modified form used for SIF contribution labor requirements.

Form name and locator	Description
Common setup of sick-list calculation (form)
Staff accounting > **Calculation procedures** > **Sick-lists** > **Setup** > **Setup**	**Types of work incapacity** tab
Incapacity of work type field
Select the type of incapacity of work as **Industrial injury** or **Occupational disease**, if necessary.
Previous insured event field
Select a rate code to indicate whether the average earning period can be shifted to the previous insured event in case of unavailability of earnings.
Apply limitations by amount field
Select the rate code to indicate whether the limitation by amount can be

applied or not.

Limitation by monthly amount field

Select a rate to define the maximum monthly allowance amount.

Note: If the starting date of the insured period is earlier than January 1, 2010, the limitation is applied when the allowance amount is calculated. This condition applies only if the value of **Apply limitations by amount** is **Yes.**

Limitation by average daily earnings field

Select a rate to define the maximum average daily earning amount.

Note: If the starting date of the insured period is on or later than January 1, 2010 and if the calculation type is **In days**, the limitation is applied when the allowance amount is calculated. This condition applies only if the value of **Apply limitations by amount** value is **Yes**.

Limitation by average hourly earnings field

Select a rate to specify whether the maximum average hourly earnings amount or not.

Note: If the starting date of the insured period is on or later than January 1, 2010 and if the calculation type is **In hours**, the limitation is applied when the allowance amount is calculated. This condition applies only if the value of **Apply limitations by amount** is **Yes.**

Apply Limitation by seniority field

Select a rate code to specify whether the limitation by insurance seniority can be applied or not.

Limitation by seniority field

Select a rate to specify the maximum allowance amount depending on seniority of insurance period. When the allowance amount is calculated on the starting date of the insured period, the following conditions apply.

- If an employee resigned on the starting date of the insured period, the rate specified in the **Limitation by seniority for resigned employees** field is used for calculation.

- If an employee did not resign, the rate specified in the **Limitation by seniority** field is used for calculation.

  Note: This condition applies only if the value of **Apply limitations by seniority** is **Yes.**

Limitation by seniority for resigned employees field

Select a rate to define the maximum allowance amount depending on insurance seniority of employees who have resigned before the insured event.

Note: You can calculate the temporary incapacity for work allowance payroll accruals when you define the **Apply limitations by seniority** and **Limitation by seniority** rates for resigned employees. This condition applies only if the value of **Apply limitations by seniority** is **Yes.**

Changes to sick list recalculation

In accordance with the new Russian Federation labor laws, companies can recalculate the Social Insurance Fund (SIF) allowance for certain insured events, such as sick lists, that originated and were paid in the year 2009 and completed in the year 2010, under a new set of calculation rules. Any difference between the recalculated allowance and the original allowance is paid if the new value exceeds the original value.

Recalculating an employee's sick list

According to the new Russian Federation labor laws, the sick lists that were registered, calculated, and paid in the previous year are recalculated and updated. You can select only sick lists that started and were paid during the previous year and are completed during the current calculation period. You can define the recalculation period and select sick list types prior to recalculation.

Complete the following tasks to recalculate a sick list for an employee:

- Set up a calculation procedure. For more information, see "(RUS) Set up calculation procedures" in the Applications and Business Processes Help.

- Set up calculation methods. For more information, see "(RUS) Set up sick list calculation methods for an employee" in the Applications and Business Processes Help.

- Register a sick list for an insured event that occurred during the previous period. For more information, see "(RUS) Register a sick list for an employee" in the Applications and Business Processes Help.

Recalculate a sick list

Use the **Recalculation of sick-lists** form to recalculate a sick list that is started and paid in the previous year and completed in the current year. For more information, see "(RUS) Create recalculated sick lists" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Periodic** > **Recalculation of sick-lists** to open the **Recalculation of sick-lists** form.

2. Click **Select** to open the **Inquiry** form.

3. In the **Field** field, select **Recalculation period**, and in the **Criteria** field, select the starting date for the recalculation.

4. Click **OK** to close the **Inquiry** form.

5. In the **Sick leaves recalculation** form, click **OK** to recalculate the sick list. The sick list allowance value is calculated based on the following logic:

   - The part of the allowance calculated for the portion of the sick list period that ended before the starting date of the recalculation period is not recalculated, and is copied from the original sick list.

   - The part of the allowance calculated for the portion of the sick list period that began on or later than the starting date of the recalculation period is recalculated, based on the employee's new average daily earnings, which are, in turn, calculated based on the current legislative rules defined for the respective type of incapacity.

   - The difference between the recalculated allowance value and the original allowance value is paid if the new value exceeds the original value.

Storno payroll operations

In accordance with new Russian Federation business requirements, you can now create storno transactions for payroll transactions that were posted in an earlier calculation period. Previously, storno transactions could be created manually only in the payroll journal. You can create storno transactions for the following transactions using the forms listed below.

Type of transaction	Form name
Manual accrual to calculate and create a salary journal and the correcting tax register	**Income/retention registration** form and **Tax register journal** form
Vacation	**Vacations** form

Business trip	**Business trips** form
An accrual under a civil contract	**Civil contracts** form
Sick list	**Sick-lists** form
Alimony deductions made under a writ of execution	**Alimony** form
Borrowing transaction	**Borrowing** form
A standard deduction excluding individual income tax	**Others** form
Posted payroll journals	**Payroll journal** form

You can also establish a correlation between the original transaction and the storno transaction while creating the salary journal.

A percentage of an employee's income is used as the basis for calculating the standard deduction. When you create storno transactions for income transactions for a previous calculation period, you must include any difference between the income base from the previous calculation period and the current calculation period, as well as any differences in other deductions.

Microsoft Dynamics AX also contains a uniform reporting process to reflect corrections for the Single Social Tax (SST) on insurance income for the pension fund.

Creating storno transactions for a manual accrual

You can create storno transactions for a manual accrual to calculate deductions for off-budget funds. You can also create a salary journal and correcting tax registers.

Create storno transactions for a pay type transaction

Use the **Income/retention registration** form to create storno transactions for a selected pay type transaction. For more information, see "(RUS) Income/retention registration (form)" and "(RUS) Pay type transaction list (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Payments and retentions** to open the **Income/retention registration** form.

2. Select an accrual transaction and click **Storno**. This button is available only when:

   - The value in the **Calculation period** field is less than the current calculation period specified in the **Payroll parameters** form.

   - The reference identification of the selected transaction is not available in the **Reference to original transaction** field of the **Pay type transaction list** form.

   - A storno transaction is not yet created for the selected accrual.

3. Click **OK** to create a storno transaction for the selected pay type transaction.

   A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

   Information is updated in the following forms:

   - The reference identification of the transaction is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

   - The calculation period of the transaction is updated in the **Corrected period** field of the **Pay type transaction list** form.

   - The value in the **Calculation period** field in the **Income/retention registration** form is updated with the value in the **Calculation period** of the **Payroll parameters** form.

- The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form.

Create a correction transaction and storno transaction for a pay type transaction with correction

1. Click **Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Payments and retentions** to open the **Income/retention registration** form.

2. Select an accrual transaction, and click **Correction** to create a correction transaction.

3. In the **Correction** field, enter the corrected transaction amount, and then click **OK**. The **Amount** field of the correcting line in the **Pay type transaction list** form is updated with the corrected transaction amount.

4. In the **Income/retention registration** form, select the correction transaction, and click **Storno with correction** to create a storno transaction for a pay type transaction with a correction.

5. In the **Corrected amount** field, enter the corrected transaction amount, and then click **OK** to create a storno transaction for the selected pay type transaction.

   A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

   Information is updated in the following forms:

   - The reference identification of the transaction is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

   - The calculation period of the transaction in the **Income/retention registration** form is updated in the **Corrected period** field of the **Pay type transaction list** form.

   - The value in the **Amount** field is updated with the corrected transaction amount in the **Pay type transaction list** form.

Calculate off-budget funds and individual income tax

Use the **Data and funds calculation** form and the **Off budget funds calculation** form to calculate individual income tax and off-budget funds based on correcting lines in the **Pay type transaction list** form. For more information, see "(RUS) Calculate and recalculate salaries using calculation procedures" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Payroll calculation** > **Data and funds calculation** to open the **Data and funds calculation** form.

2. In the **Calculation period** field, select the calculation period, and then click **OK** and close the form.

3. Click **Staff accounting** > **Periodic** > **Off budget funds calculation** to open the **Off budget funds calculation** form.

4. In the **Calculation period** field, select the calculation period for the temporary recalculation of off-budget funds.

5. Click **OK** and close the form.

   Information is calculated or updated in the following forms:

   - The off-budget funds and the individual income tax are calculated, based on the calculated records in the **Pay type transaction list** form.

   - The **Corrected period** and **Payment period** fields are updated accordingly in the **Payments to off-budget funds** form. For more information, see "(RUS) View information on payments to off-budget funds" and "(RUS) Payments to off-budget funds (form)" in the Applications and Business Processes Help.

- Correcting lines are created in the **Off budget funds calculation** form.

Create correcting lines in the payroll expenses register

Use the **Tax register journal** to create and calculate a payroll expenses register with storno transactions.

1. Click **General ledger** > **Journals** > **Tax register journal** to open the **Tax register journal** form.

2. Create a new register journal, and then click **Lines** to open the **Register journal lines** form. For more information, see "(RUS) Create a tax register journal" and "(RUS) Register journal lines (form)" in the Applications and Business Processes Help.

3. Calculate the register. The payroll expenses tax register is calculated using the result of the records in the **Pay type transaction list** form. For more information, see "(RUS) Calculate the payroll expenses register" in the Applications and Business Processes Help.

   After calculation, you can view the correcting lines for the payroll expenses register with the correlation between the original transaction and the storno transaction in the **Tax register journal** form.

4. Close the **Register journal lines** form and the **Tax register journal** form.

Creating storno transactions for personnel payroll transactions and generating time sheet lines

You can create a storno transaction for a personnel payroll transaction, such as a vacation, a business trip, or a sick list transaction for a closed calculation period. Correcting lines are created in the journals and the transaction amounts are reversed.

Create a storno transaction for a vacation

Use the **Vacations** form to create a storno transaction for a vacation that was calculated and included in payroll for a closed calculation period.

1. Click **Staff accounting** > **Calculation procedures** > **Vacations** > **Vacation registration** to open the **Vacations** form. For more information, see "(RUS) Register a vacation for an employee" and "(RUS) Vacations (form)" in the Applications and Business Processes Help.

2. Select a vacation transaction, and in the **Corrected period** field, enter the calculation period for the original vacation transaction.

3. Click **Storno**. This button is available only when:

   - The value in the **Calculation period** field in the **Vacations** form is less than the current calculation period specified in the **Payroll parameters** form.

   - The **Add to salary** check box in the **Vacations** form is selected.

   - A storno transaction is not yet created for the selected transaction.

4. Click **OK** to create a storno transaction for the selected vacation transaction.

   Information is updated in the following forms:

   - The calculation period of the selected transaction is updated in the **Corrected period** field of the **Employee average earned calculation** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines**).

   - A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

   The following information is updated:

- The reference identification of the selected transaction is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

- The calculation period of the selected transaction is updated in the **Corrected period** field in the **Pay type transaction list** form.

- The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form, which cancels the income amount calculated in the original vacation period.

- The value in the **Calculation period** field is updated with the value in the **Calculation period** of the **Payroll parameters** form.

5. Close the **Vacations** form.

Create a storno transaction for a business trip

Use the **Business trips** form to create a storno transaction for a business trip that was calculated and included in payroll in a closed calculation period. For more information, see "(RUS) Register a business trip for an employee" and "(RUS) Business trips (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Business trips** > **Business trip registration** to open the **Business trips** form.

2. Select a business trip transaction, and in the **Corrected period** field, enter the calculation period of the original business trip transaction.

3. Click **Storno**. This button is available only when:

- The value in the **Calculation period** field is less than the current calculation period specified in the **Payroll parameters** form.

- The **Add to salary check** box in the form is selected.

- A storno transaction is not yet created for the selected transaction.

4. Click **OK** to create a storno transaction for the selected business trip transaction.

   Information is updated in the following forms:

- The calculation period of the selected transaction is updated in the **Corrected period** field of the **Employee average earned calculation** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines**).

- A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

   The following information is updated:

- The reference identification of the transaction in the **Business trips** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

- The calculation period of the transaction in the **Business trips** form is updated in the **Corrected period** field of the **Pay type transaction list** form.

- The value in the **Amount** field is displayed as a negative value for the storno transaction, which cancels the income amount calculated in the original business trip transaction in the **Pay type transaction list** form.

- The value in the **Calculation period** field in the **Business trips** form is updated with the value in the **Calculation period** of the **Payroll parameters** form.

5. Close the **Business trips** form.

Create a storno transaction for a sick list

Use the **Sick-lists** form to create a storno transaction for a sick list that was calculated and included in payroll in a closed calculation period. For more information, see "(RUS) Register a sick list for an employee" and "(RUS) Sick-lists (form)" in the Applications and Business Processes Help.

Note: If a sick list period extends from the year 2009 to 2010, and if the sick list compensation was paid to the employee in 2009, the compensation amount is recalculated using the new legislative rules. Any difference between the recalculated allowance and the original allowance is paid if the new value exceeds the original value.

1. Click **Staff accounting** > **Calculation procedures** > **Sick-lists** > **Sick-lists' input, calculation and adjustment** to open the **Sick-lists** form.

2. Select a sick list transaction, and in the **Corrected period** field, enter the calculation period of the original sick list transaction.

3. Click **Storno**. This button is available only when:

   - The value in the **Calculation period** field is less than the current calculation period specified in the **Payroll parameters** form.

   - The **Add to salary check** box in the form is selected.

   - A storno transaction is not yet created for the selected transaction.

4. Click **OK** to create a storno transaction for the selected sick list transaction.

   Information is updated in the following forms:

   - The calculation period of the selected transaction is updated in the **Corrected period** field of the **Employee average earned calculation** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines**).

     A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

     The following information is updated:

     - The reference identification of the transaction in the **Sick-lists** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

     - The calculation period of the transaction in the **Sick-lists** form is updated in the **Corrected period** field of the **Pay type transaction list** form.

     - The value in the **Amount** field is displayed as a negative value for the storno transaction **Pay type transaction list** form, which cancels the income amount calculated in the original sick list transaction.

     - The value in the **Calculation period** field in the **Sick-lists** form is updated with the value in the **Calculation period** of the **Payroll parameters** form.

5. Close the **Sick-lists** form.

Generating a time sheet with correcting lines

Use the **Time sheet journal** form (**Staff accounting** > **Working time registration** > **Time sheet journal**) to generate an employee time sheet that contains correcting lines. For more information, see "(RUS) Generate a time sheet for an employee" and "(RUS) Time sheet journal (form)" in the Applications and Business Processes Help.

If there are entries in the **Corrected period** field in the **Employee average earned calculation** form for any sick list, vacation, and business trip records, the time sheet lines are not created for these records.

For each sick list, business trip, or vacation record for which the **Corrected period** is equal to the current calculation period in the **Employee average earned calculation** form, the time sheet lines are created, based on the following logic:

- Time sheet lines are created in the **Time sheet totals** and **Table of working time registration** forms over the period of the storno transaction using the standard time sheet generation process. The time in the time sheet is updated according to the employee calendar. The created time sheet lines are processed and income is calculated accordingly. As a result, the pay type transactions are created in the current calculation period over the payment periods in which the storno transaction for a sick list, vacation, or business trip record was reflected. These pay type transactions correspond to payment for hours worked over this period.

- Additional lines that show the time of sick list, vacation, or business trip with a negative number of days (hours) are created in the time sheet. While saving the time sheet lines, the data related to hours worked over the last period in the **Resulting information about employee worked hours** form is updated. For more information, see "(RUS) Resulting information about employee worked hours (form)" in the Applications and Business Processes Help.

Working with storno transactions for civil contracts, employees' standard deductions, and posted payroll journal transactions

You can create storno transactions for civil contracts, standard employee deductions, and posted payroll journal transactions for a closed calculation period. Correcting lines are created in the journals and the transaction amounts are reversed. You can also recalculate a standard deduction that was calculated as a percentage of income and included in payroll in a closed calculation period.

Create a storno transaction for a civil contract

Use the **Civil contracts** form to create a storno transaction for an act of civil contract that was calculated and included in payroll in a closed calculation period. For more information, see "(RUS) Set up and calculate civil contract acts" and "(RUS) Civil contracts (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Contracts** > **Civil contracts** to open the **Civil contracts** form.

2. Select an act of civil contract, and in the **Corrected period** field, enter the calculation period of the original transaction.

3. Click **Storno**. This button is available only when:

   - The value in the **Calculation period** field is less than the current calculation period specified in the **Payroll parameters** form.

   - The **Add to salary check** box in the form is selected.

   - A storno transaction is not yet created for the selected transaction.

4. Click **OK** to create a storno transaction for the act of civil contract.

   Information is updated in the following forms:

   - The calculation period for the transaction is updated in the **Corrected period** field of the **Civil contracts** form.

     A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

     The following information is updated:

     - The reference identification of the transaction in the **Civil contracts** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

- The calculation period of the transaction in the **Civil contracts** form is updated in the **Corrected period** field of the **Pay type transaction list** form.

- The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form, which cancels the income amount calculated in the original civil contract transaction.

- The value in the **Calculation period** field in the **Civil contracts** form is updated with the current calculation period in the **Payroll parameters** form.

5. Click **View storno** to view the details of storno transactions.

6. Close the **Civil contracts** form.

Create a storno transaction for a deduction of alimony under a writ of execution

Use the **Alimony** form to create a storno transaction for an alimony transaction that was calculated and included in payroll in a closed calculation period. For more information, see "(RUS) Alimony (form)" and "(RUS) Create and calculate standard deductions for borrowing, alimony, and other types" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Alimony** to open the **Alimony** form.

2. Select an alimony transaction, and in the **Corrected period** field, enter the calculation period of the original transaction.

3. Click **Storno**. This button is available only if a storno transaction is not yet created.

4. Click **OK** to create a storno transaction for the alimony transaction.

    A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

    Information is updated in the following forms:

    - The reference identification of the transaction in the **Alimony** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

    - The calculation period of the transaction in the **Alimony** form is updated in the **Corrected period** field in the **Pay type transaction list** form.

    - The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form, which cancels the income amount calculated in the original alimony transaction.

    - The value in the **Calculation period** field in the **Alimony** form is updated with the current calculation period in the **Payroll parameters** form.

5. Close the **Alimony** form.

Create a storno transaction for a borrowing transaction

Use the **Borrowing** form to create a storno transaction for an employee loan transaction that was calculated and included in payroll in a closed calculation period. For more information, see "(RUS) Borrowing (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Borrowing** to open the **Borrowing** form.

2. Select a borrowing transaction, and in the **Corrected period** field, enter the calculation period of the original transaction.

3. Click **Storno**. This button is available only if a storno transaction is not yet created.

4. Click **OK** to create a storno transaction for the borrowing transaction.

A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

Information is updated in the following forms:

- The reference identification of the transaction in the **Borrowing** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

- The calculation period of the transaction in the **Borrowing** form is updated in the **Corrected period** field in the **Pay type transaction list** form.

- The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form, which cancels the income amount calculated in the original borrowing transaction.

- The value in the **Calculation period** field in the **Borrowing** form is updated with the current calculation period in the **Payroll parameters** form.

5. Close the **Borrowing** form.

Create a storno transaction for a transaction in the Others form

Use the **Others** form to create a storno transaction for a transaction that was calculated and included in payroll for a closed calculation period. For more information, see "(RUS) Others (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Others** to open the **Others** form.

2. Select a transaction, and in the **Corrected period** field, enter the calculation period of the original transaction.

3. Click **Storno**. This button is available only if a storno transaction is not yet created.

4. Click **OK** to create a storno transaction.

    A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

    Information is updated in the following forms:

    - The reference identification of the transaction in the **Others** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

    - The calculation period of the transaction in the **Others** form is updated in the **Corrected period** field in the **Pay type transaction list** form.

    - The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form, which cancels the income amount calculated in the original deductions.

    - The value in the **Calculation period** field in the **Others** form is updated with the current calculation period in the **Payroll parameters** form.

5. Close the **Others** form.

Create a storno transaction for a standard deduction

Use the **Standard employees' deductions** form to create a storno transaction for a standard deduction that was calculated and included in payroll for a closed calculation period. For more information, see "(RUS) Standard employees' deductions (form)" and "(RUS) Create and calculate standard deductions for borrowing, alimony, and other types" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Standard employees' deductions** to open the **Standard employees' deductions** form.

2. Select a standard deduction transaction, and in the **Corrected period** field, enter the calculation period of the original transaction.

3. Click **Storno**. This button is available only if a storno transaction is not yet created.

4. Click **OK** to create a storno transaction for the standard deduction transaction.

   A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

   Information is updated in the following forms:

   - The reference identification of the transaction in the **Standard employees' deductions** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

   - The calculation period of the transaction in the **Standard employees' deductions** form is updated in the **Corrected period** field in the **Pay type transaction list** form.

   - The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form, which cancels the income amount calculated in the original transaction.

   - The value in the **Calculation period** field in the **Standard employees' deductions** form is updated with the current calculation period in the **Payroll parameters** form.

5. Click **View storno** to view the details of storno transactions.

6. Close the **Standard employees' deductions** form.

Recalculate a standard deduction with accounting corrections of income base

Use the **Standard employees' deductions** form to recalculate a standard deduction that was calculated as a percentage of an employee's income base and included in payroll in a closed calculation period. For more information, see "(RUS) Standard employees' deductions (form)" and "(RUS) Create and calculate standard deductions for borrowing, alimony, and other types" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Standard employees' deductions** to open the **Standard employees' deductions** form.

2. Select a standard deduction transaction to recalculate, and then click **Previous period recalculation**. This button is available only when:

   - The **Corrected period** field is blank.

   - The **Start date** and **End date** fields are not blank.

   - The **Deduction percentage** field is greater than zero.

3. Click **OK** to recalculate the standard deduction. Correcting pay type transactions are created for each calculation period from the end of the month to the previous month of the current period for the calculated record.

   A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**).

   Information is updated in the following forms:

   - The reference identification of the transaction in the **Standard employees' deductions** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

   - The calculation period of the transaction in the **Standard employees' deductions** form is updated in the **Corrected period** field in the **Pay type transaction list** form.

- The value in the **Calculation period** field in the **Standard employees' deductions** form is updated with the current calculation period in the **Payroll parameters** form.

- The value in the **Amount** field is equal to the recalculated amount of standard deduction less the original transaction amount, and is displayed with the opposite sign in the **Pay type transaction list** form.

4. Close the **Standard employees' deductions** form.

Create a storno transaction for a posted payroll journal

Use the **Payroll journal** form to create a storno transaction for a posted payroll journal that was calculated and included in payroll in a closed calculation period. For more information, see "(RUS) Payroll journal (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Calculation procedures** > **Payroll journal** > **Payroll journal** to open the **Payroll journal** form.

2. Select a posted payroll journal transaction, and in the **Corrected period** field, enter the calculation period of the original transaction.

3. Click **Storno**. This button is available only if the **Posted** check box is selected.

4. Click **OK** to create a storno transaction for the selected payroll transaction.

   Information is updated in the following forms:

   - The **Journal number** field in the **Payroll journal** form is equal to **Journal number** field in the **Payroll journal lines** form.

   - The calculation period of the transaction is updated in the **Corrected period** field of the **Employee average earned calculation** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines**).

   - A correcting line is created in the **Pay type transaction list** form (**Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**) with the following details:

     - The reference identification of the transaction in the **Payroll journal** form is updated in the **Reference to original transaction** field in the **Pay type transaction list** form.

     - The calculation period of the transaction in the **Payroll journal** form is updated in the **Corrected period** field of the **Pay type transaction list** form.

   - The value in the **Amount** field is displayed as a negative value for the storno transaction in the **Pay type transaction list** form, which cancels the income amount calculated in the original posted payroll journal.

   - The value in the **Calculation period** field is updated with the current calculation period in the **Payroll parameters** form.

5. Click **View storno** to view the details of storno transactions.

6. Close the **Payroll journal** form.

Updating the history of pay transactions compression

When you begin the periodic process for closing a salary calculation period (**Staff accounting** > **Payroll calculation** > **Close the salary**), the payroll records are updated with the following details:

- The pay period is updated with the current calculation period.

- The pay transactions compression is updated with the value of the **Compression** field in the **Payroll parameters** form.

Based on the compression of the pay transactions, correcting transactions for previous periods are compressed and saved in the pay transactions compression history.

Reports for storno payroll operations

The following table provides information about storno payroll operations reports.

Report name	Locator	Purpose of the report
Single social tax return report	**Staff accounting** > **Reports** > **Income tax** > **Single social tax return**	Generate the yearly statutory report for Single Social Tax (SST) declarations.
Single social tax advance payments calculation report	**Staff accounting** > **Reports** > **Income tax** > **Single social tax advance payments calculation**	Generate the quarterly statutory report for SST advance payments.
Insurance incomes declaration report	**Staff accounting** > **Reports** > **Income tax** > **Insurance incomes declaration**	Generate the yearly statutory report for insurance incomes declarations.
Calculation of advance payment for insurance incomes report	**Staff accounting** > **Reports** > **Income tax** > **Calculation of advance payment for insurance incomes**	Generate the quarterly statutory report for insurance income advance payments.
Individual card of amounts payable report	**Staff accounting** > **Reports** > **Income tax** > **Individual card of amounts payable**	Generate the statutory report that displays the personal charges and assessments for non-budget funds.
Pivot card of payments accounted report	**Staff accounting** > **Reports** > **Income tax** > **Pivot card of payments accounted**	Generate the statutory report that displays the company's personal charges and assessments in total for non-budget funds.

Modified forms

This section contains information about the modified forms used for storno payroll operations.

Form name and locator	Description
Pay type transaction list (form) **Staff accounting** > **Average earned calculation** > **Average earned calculation lines** > **Functions** > **Payroll lines**	**Corrected period** field The calculation period of the original pay type transaction. **Reference to original transaction** field The reference identification of the original pay type transaction for which storno transactions are yet to be created. **Storno** button Create a storno transaction. **Storno with correction** button Create a storno transaction and an additional correction transaction. **Correction** button Create a correction transaction with the correcting amount applied to the original transaction.
Income/retention registration (form) **Staff accounting** > **Queries** >	**Corrected period** field The calculation period of the original pay type transaction. **Storno** button

Payments and retentions -or- **Staff accounting** > **Common Forms** > **Employee table** > **Payroll** > **Payments and retentions**	Create a storno transaction. **Storno with correction** button Create a storno transaction and an additional correction transaction. **Correction** button Create a correction transaction with the correcting amount applied to the original transaction. The buttons are available when: • The value in the **Calculation period** field is less than the value for the current calculation period. • The **Pay type transaction list** form does not contain any records in which the value in the **Reference to original transaction** field is equal to the value of the **Reference** field of the current record. • The **Reference table ID** and **Reference** fields of the current record are blank.
Sick-lists (form) **Staff accounting** > **Calculation procedures** > **Sick-lists** > **Sick-lists' input, calculation and adjustment**	**Corrected period** field Enter the calculation period of the original sick list transaction. **Storno** button Create a storno transaction. The **Storno** button is available only when: • The value in the **Calculation period** field is less than the value for the current calculation period in the **Payroll parameters** form. • The **Add to salary check** box is selected. • A storno transaction is not yet created. **View storno** button Review a storno transaction.
Vacations (form) **Staff accounting** > **Calculation procedures** > **Vacations** > **Vacation registration**	**Corrected period** field Enter the calculation period of the original vacation transaction. **Storno** button Create a storno transaction. The **Storno** button is available only when: • The value in the **Calculation period** field is less than the value for the current calculation period in the **Payroll parameters** form. • The **Add to salary check** box is selected. • A storno transaction is not yet created. **View storno** button Review a storno transaction.
Business trips (form) **Staff accounting** > **Calculation procedures** > **Business trips** > **Business trip registration**	**Corrected period** field Enter the calculation period of the original business trip transaction. **Storno** button Create a storno transaction. The **Storno** button is available only when: • The value in the **Calculation period** field is less than the value for the current calculation period in the **Payroll parameters** form. • The **Add to salary check** box is selected. • A storno transaction is not yet created. **View storno** button Review a storno transaction.
Civil contracts (form) **Staff accounting** > **Calculation procedures** > **Contracts** > **Civil**	**Corrected period** field Enter the calculation period of the original civil contract transaction.

contracts	**Storno** button
	Create a storno transaction.
	The **Storno** button is available only when:
	• The value in the **Calculation period** field is less than the value for the current calculation period in the **Payroll parameters** form.
	• The **Add to salary check** box is selected.
	• A storno transaction is not yet created.
	View storno button
	Review a storno transaction.
Payroll journal (form) **Staff accounting** > **Calculation procedures** > **Payroll journal** > **Payroll journal**	**Corrected period** field
	Enter the calculation period of the original payroll transaction.
	Storno button
	Create a storno transaction.
	Note: This button is available only if the **Posted** check box is selected.
	View storno button
	Review a storno transaction.
Alimony (form) **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Alimony**	**Corrected period** field
	Enter the calculation period of the original alimony transaction.
	Storno button
	Create a storno transaction.
Borrowing (form) **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Borrowing**	**Corrected period** field
	Enter the calculation period of the original borrowing transaction.
	Storno button
	Create a storno transaction.
Others (form) **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Others**	**Corrected period** field
	Enter the calculation period of the original transaction.
	Storno button
	Create a storno transaction.
Standard employees' deductions (form) **Staff accounting** > **Calculation procedures** > **Standard deductions** > **Standard employees' deductions**	**General** tab
	Corrected period field
	Enter the calculation period in which a storno transaction is created.
	Storno button
	Create a storno transaction.
	Note: This button is available only if a storno transaction has not yet been created.
	Previous period recalculation button
	Recalculate the standard employees' deduction.
	This button is available only when:
	• The **Corrected period** field is blank.
	• The **Start date** and **End date** fields are not blank.
	• The **Deduction percentage** field is greater than zero.
Payments to off-budget funds (form) **Staff accounting** > **Income tax** > **Payments to off-budget funds**	**Corrected period** field
	The calculation period of budget funds calculated, based on original transactions.
	Payment period field
	The payment period of the original transaction.

Recalculation of off-budget funds and generation of an Individual card of amounts payable (2010) report

This country-specific update pertains to Microsoft Dynamics AX 2009 SP1.

In accordance with Russian legislation, companies contribute to federal pension funds on behalf of employees with disabilities at a lower rate than for employees without disabilities. Companies are not required to contribute to federal social and medical off-budget funds for employees with disabilities. Also, companies are not required to contribute to off-budget funds for employees who do not hold residence permits because these employees do not receive fund benefits.

If an employee's status changes during a reporting period, for example, if an employee incurs a disability or if the employee obtains a residence permit, you must recalculate the statutory off-budget funds contribution from the date when the employee's status changed up to the current reporting period. You must also generate an Individual card of amounts payable (2010) report that provides all the recalculation results for an employee during a reporting period. You can generate this annual report based on a request from the employee or a representative from the Pension Fund of the Russian Federation (PFRF).

You can generate an Individual card of amounts payable (2010) report in Microsoft® Excel format as specified by the PFRF. This report contains individual worksheets that reflect your contributions to off-budget funds based on each status change of the employee during a reporting period.

Setup to recalculate off-budget funds contributions based on employee status change

Complete the following tasks before you recalculate the off-budget fund contributions for an employee based on the employee's change in status:

- Set up company information. For more information, see "(RUS) Company information (modified form)" and "Company information (form)" in the Applications and Business Processes Help.

- Set up an employee. For more information, see "(RUS) Create an employee ID card," "(RUS) Enter personal details of an employee," and "(RUS) Employees (form)" in the Applications and Business Processes Help.

- Set up a rate code for an employee. For more information, see "(RUS) Payroll rates (form)" and "(RUS) Set up rates and dependencies for payroll calculation" in the Applications and Business Processes Help.

- Set up a calculation procedure to calculate an employer's contribution to off-budget funds. For more information, see "(RUS) Set up calculation procedures," "(RUS) Calculation procedures (form)," and "(RUS) Payroll counter setup (form)" in the Applications and Business Processes Help.

You must also complete the following procedures before you recalculate the off-budget fund contributions:

- Set up a rate for an employee based on an employee status change

- Set up a deduction code for off-budget fund contributions based on an employee status change

- Set up off-budget funds based on an employee status change

- Set up tax calculation parameters for off-budget funds based on an employee status change

Set up a rate for an employee based on an employee status change

Use the **Setup general rates** form to set up a rate for an employee based on the employee's change in status. For more information, see "(RUS) Setup general rates (form)" in the Applications and Business Processes Help.

An employee's status changes when the employee incurs a disability or obtains a residence permit during a reporting period. You must define two rates for an employee—one rate is applied if the employee has a residence permit, and the other rate is applied if the employee has a disability. These rates determine the calculation scenario of the off-budget fund contributions for the employee. The calculation scenarios are explained in the table below.

Employee status	Option selected in the Value field	Calculation logic
Employee does not hold a residence permit	**No** for the first rate	The contributions to federal pension, social, and medical off-budget funds are not calculated, regardless of whether the employee incurs a disability, because employees who do not hold residence permits do not receive fund benefits.
Employee holds a residence permit and does not have a disability	**Yes** for the first rate and **No** for the second rate	The contributions to federal pension, social, and medical off-budget funds are calculated using the regular rates defined for the employee.
Employee holds a residence permit and also has a disability	**Yes** for both rates	The contributions to federal pension funds for this employee are calculated at a lower rate than for employees who do not have disabilities. The contributions to federal social and medical off-budget funds are not calculated.

1. Click **Staff accounting** > **Common Forms** > **Employee table** to open the **Employees** form.
2. Select an employee, and then click **Rate values** to open the **Setup general rates** form.
3. On the **Overview** tab, press CTRL+N to create a new line. Specify a date and criteria to calculate the off-budget funds for the employee. For more information, see "(RUS) Set up rates based on value type" in the Applications and Business Processes Help.
4. In the **Date** field, select the date when the employee's status changed.
5. In the **Value** field, select the criteria to calculate the off-budget funds for the employee.
6. Click the **General** tab, and then in the **Description** field, enter a description of the employee's change in status.
7. In the **Document date** field, select the issue date of the document that substantiates the employee's change in status.
8. In the **Series** and **Number** fields, enter the serial number and number of the document that substantiates the employee's change in status.
9. Close the **Setup general rates** form and the **Employees** form.

Set up a deduction code for off-budget fund contributions based on an employee status change

Use the **Reliefs and deductions on off-budget funds** form to set up a deduction code to calculate off-budget funds deduction amount for an employee based on the employee's change in status. An employee's status changes when the employee incurs a disability or obtains a residence permit during a reporting period. For more information, see "(RUS) Reliefs and deductions on off-budget funds (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Deduction, discount, and relief codes** to open the **Reliefs and deductions on off-budget funds** form.
2. Press CTRL+N to create a new deduction code for an employee with a disability.
3. In the **Deduction code** field, enter a deduction code for the off-budget funds calculation.
4. In the **Name** field, enter a description of the deduction code.

5. In the **Deduction type** field, select **Fund deduction** to indicate that the deduction code is used to calculate the off-budget funds deduction amount.

6. In the **Rate (reference)** field, select the rate code defined for the employee. The rate code and rate value are defined in the **Rates** form (**Staff accounting** > **Setup** > **Calculation** > **Rates**).

7. In the **Rate (value)** field, select the rate to be used to calculate the off-budget funds deduction amount for the employee. The deduction amount is calculated for the full reporting year, based on the different rates defined for the prior months.

8. In the **Sequence** field, select a sequence code for the calculation.

9. In the **Period of validity** field, select the period that the deduction code is valid for.

10. In the **Tax value** field, select the rate that determines the payment amount to the off-budget funds for the employee.

11. Close the **Reliefs and deductions on off-budget funds** form.

Set up off-budget funds based on an employee status change

Use the **Off-budget funds and labor remuneration fund taxes** form to set up off-budget funds for an employee based on the employee's change in status. An employee's status changes when the employee incurs a disability or obtains a residence permit during a reporting period. You can use the off-budget funds to define the tax base for each federal off-budget fund and to define the structure of payment types that are used in the payroll calculation. For more information, see "(RUS) Off-budget funds and labor remuneration fund taxes (form)" and "(RUS) Set up off-budget and labor remuneration funds" in the Applications and Business Processes Help.

You can view the **General** tab only when you open the **Off-budget funds and labor remuneration fund taxes** form by clicking **Staff accounting** > **Setup** > **Calculation** > **Funds**. To view the **Rate (percentage)** field and the **Posting profile** tab, you must close the **Off-budget funds and labor remuneration fund taxes** form and open the form again by clicking **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Off-budget funds**.

You can select a rate to calculate the off-budget fund contribution for an employee in either of the following fields:

*   **Rate (value)** – The off-budget fund contribution for the employee is calculated for the full reporting year, based on the last defined rate.

*   **Rate (percentage)** – The off-budget fund contribution for the employee is calculated for each month starting from the date when the status changed up to the current reporting period.

You must set up an account and a deviation account in the **Account** and **Deviation account** fields for an off-budget fund defined for the employee in the **Off-budget funds and labor remuneration fund taxes** form. When you modify the configuration of an off-budget fund that affects a pay type, the contributions for the employee are corrected. These corrections are posted to the deviation account that is set up in the **Deviation account** field for the off-budget fund. If this field is blank, the contribution corrections are posted to the account selected in the **Account** field.

1. Click **Staff accounting** > **Setup** > **Calculation** > **Funds** to open the **Off-budget funds and labor remuneration fund taxes** form.

2. Select an off-budget fund for an employee, and then click the **General** tab.

3. Under the **Deviation account** field group, in the **Account type** field, select the type of deviation account that the contribution correction for the prior reporting period is posted to.

4. In the **Deviation account** field, select the account number to post the contribution correction.

5. Under the **Deviation dimension** field group, in the **Department**, **Cost center**, and **Purpose** fields, select the dimension codes for contributions to off-budget fund for the prior reporting period.

6. Close the **Off-budget funds and labor remuneration fund taxes** form.

7. Click **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Off-budget funds** to open the **Off-budget funds and labor remuneration fund taxes** form again.

8. Select an off-budget fund, and then in the **Rate (value)** field, select the rate that determines the value of the contribution to the off-budget fund.

   Note: If you select a value in this field, you cannot select a value in the **Rate (percentage)** field.

9. In the **Rate (percentage)** field, select the rate that determines the percentage of the contribution to the off-budget fund.

   Note: If you select a value in this field, you cannot select a value in the **Rate (value)** field.

10. Click the **Posting profile** tab, and then verify the deviation account and deviation dimension details for the employee under the **Deviation account** and **Deviation dimension** field groups.

11. Close the **Off-budget funds and labor remuneration fund taxes** form.

Set up tax calculation parameters for off-budget funds based on an employee status change

Use the **Tax calculation settings** form to set up parameters to calculate the off-budget fund contributions for an employee based on the employee's change in status. An employee's status changes when the employee incurs a disability or obtains a residence permit during a reporting period. For more information, see "(RUS) Tax calculation settings (form)" in the Applications and Business Processes Help.

1. Click **Staff accounting** > **Income tax** > **Setup** > **Tax calculation settings** to open the **Tax calculation settings** form.

2. Click the **Pension fund export** tab, and in the **Contributions** field, select the appropriate pension fund. This fund determines the fund code used to calculate the insurance portion of the contribution to the pension fund.

3. In the **Deduction code for invalids** field, select the deduction code defined to calculate the off-budget fund contributions for an employee with a disability.

4. Close the **Tax calculation settings** form.

Recalculate off-budget fund contributions based on an employee status change

Use the **Off-budget funds calculation** form to recalculate the off-budget fund contributions when an employee's status changes or the configuration of off-budget fund for an employee changes.

The off-budget funds that you contribute for an employee are based on the employee's earnings and status. If an employee's status changes during a reporting period, your contribution to off-budget funds for that employee also changes. For example, if an employee incurs a disability or if the employee obtains a residence permit, you must recalculate the statutory off-budget fund contributions from the date when the employee's status changed up to the current payroll period.

To signify an employee's change in status, modify the employee's rate in the **Setup general rates** form. Your contribution to off-budget funds for that employee is recalculated based on the criteria set in the **Setup general rates** form. For more information, see Set up a rate for an employee based on an employee status change.

Your contribution to off-budget funds is recalculated for prior months of the reporting period, based on the value specified in the **Rate (percentage)** field in the **Off-budget funds and labor remuneration fund taxes** form. If an employee's status changed during a closed reporting period, the off-budget fund contribution is recalculated and the contribution value is stored as a negative

number. When the contribution value is recalculated based on the employee's modified rate, the corrected value is stored for the closed reporting period and the current calculation period.

1. Click **Staff accounting** > **Periodic** > **Off-budget funds calculation** to open the **Off-budget funds calculation** form.

2. In the **Employee** field, select the employee whose status has changed. If this field is blank, the off-budget fund contributions are calculated for all employees.

    Note: The default for the **Group** field is **Fund** and the **Fund type** field is **Off-budget fund**. You cannot modify the values in these fields. Click **Select** to modify the value in the **Counter** field and recalculate the off-budget fund contributions using another counter, if required.

3. Click **OK** to recalculate the off-budget fund contributions.

You can view the recalculated contributions and the total contributions made to off-budget funds for an employee in the **Payments to off-budget funds** form (**Staff accounting** > **Income tax** > **Payments to off-budget funds**).

Generate an Individual card of amounts payable (2010) report

Use the Individual card of amounts payable (2010) report to print a company's contribution to federal pension, social, and medical off-budget funds for an employee with a residence permit and who incurred a disability during a reporting period. This report provides all the recalculation results for an employee during a reporting period. This report comprises individual worksheets that reflect your contributions to off-budget funds based on each status change of an employee during a reporting period.

The report contains the following information:

- The company's name, taxpayer identification number (INN), and registry reason code.

- The employee's name, taxpayer identification number (INN), insurance number, citizenship, and date of birth.

- The calculation period of the off-budget fund contributions.

- Details of the employee's disability, including the issue date and expiration date of the document that substantiates the employee's disability.

- The tariff code, rate in percentage, and amount of off-budget fund contributions for the employee.

- The name of the company's chief accountant who is responsible for the report.

You can generate this annual report in Excel based on a request from an employee or a representative from the Pension Fund of the Russian Federation (PFRF).

1. Click **Staff accounting** > **Income tax** > **Payments to off-budget funds** to open the **Payments to off-budget funds** form.

2. In the **Year** field, enter the reporting year, and then select an employee to view the off-budget fund contributions and calculation details for the employee. For more information, see "(RUS) Payments to off-budget funds (form)" and "(RUS) View information on payments to off-budget funds" in the Applications and Business Processes Help.

3. In the **Percent** field, verify the percentage of the off-budget fund contribution for the employee.

4. Click the **Totals** tab, and then verify the off-budget fund code, tax basis for the payment calculation, percentage of off-budget fund contribution, and total contributions for the employee.

    Note: The **Totals** tab is available only if you select a fund code that uses the percentage value specified in the **Rate (percentage)** field in the **Off-budget funds and labor remuneration fund taxes** form (**Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Off-budget funds**) to calculate the off-budget funds contribution. You can specify a fund code for an

employee in the **Off-budget funds and labor remuneration fund taxes** form (**Staff accounting** > **Setup** > **Calculation** > **Funds**)**.**

5. Click **Print** > **Individual card of amounts payable (2010)** to open the **Individual card of amounts payable (2010)** report.

6. In the **Calculation period** field, select the month and year of the period for the calculation.

7. Select the **Correctional** check box to indicate that the report reflects the corrections in the fund calculation during the reporting period, regardless of the period in which the fund is calculated.

   You can clear this check box to indicate that the report reflects the fund calculation results during the reporting period.

   Note: The value in the **Employee** field is displayed based on the employee code selected in the **Payments to off-budget funds** form. Click **Select** to modify the value in the **Employee** field and generate the report for that employee, if required.

8. Click **OK** to generate the Individual card of amounts payable (2010) report.

You can also view and print the report from the **Individual card of amounts payable (2010)** report (**Staff accounting** > **Reports** > **Income tax** > **Individual card of amounts payable (2010)** or **Staff accounting** > **Income tax** > **Reports** > **Individual card of amounts payable (2010)**).

Modified forms

This section contains information about the modified forms used to recalculate the off-budget fund contributions for an employee based on the employee's change in status.

Form name and locator	Description
Off-budget funds and labor remuneration fund taxes (form) **Staff accounting** > **Setup** > **Calculation** > **Funds** **-**or- **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Off-budget funds**	**Overview** tab **Rate (percentage)** field Select the rate that determines the percentage of the contribution to the off-budget fund. If you select a value in this field, the contribution for the employee is calculated for each month starting from the date when the status changed up to the current reporting period. If you select a value in this field, you cannot select a value in the **Rate (value)** field. **Note:** This field is available only when you open the form by clicking **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Off-budget funds**. **General** and **Posting profile** tabs **Note:** The **General** tab is available only when you open the form by clicking **Staff accounting** > **Setup** > **Calculation** > **Funds**. The **Posting profile** tab is available only when you open the form by clicking **Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Off-budget funds**. **Deviation account** field group **Account type** field Select the type of deviation account that the contribution correction for the prior reporting period is posted to. When you modify the configuration for the off-budget fund that affects a pay type, the contributions for the employee are corrected. These corrections are posted to the deviation account that belongs to the account type selected in this field. **Deviation account** field Select the account number that the contribution correction for the prior reporting period is posted to. When you modify the configuration for the off-budget fund that affects a pay type, the contributions for the employee are corrected. These corrections are posted to the deviation account selected in this field.

	Deviation dimension field group
	Department field
	Select the department dimension code for payments to off-budget funds for the prior reporting period.
	Cost center field
	Select the cost center dimension code for payments to off-budget funds for the prior reporting period.
	Purpose field
	Select the purpose dimension code for payments to off-budget funds for the prior reporting period.
Payments to off-budget funds (form) **Staff accounting** > **Income tax** > **Payments to off-budget funds**	**Overview** tab
	Percent field
	The rate that determines the percentage of contribution to off-budget funds for an employee.
	Totals tab
	This tab is available only if you select a fund code that uses the percentage value specified in the **Rate (percentage)** field in the **Off-budget funds and labor remuneration fund taxes** form (**Staff accounting** > **Income tax** > **Setup** > **Off-budget funds** > **Off-budget funds**) to calculate the off-budget fund contributions.
	Fund code field
	The off-budget fund code for an employee. You can specify a fund code for an employee in the **Off-budget funds and labor remuneration fund taxes** form (**Staff accounting** > **Setup** > **Calculation** > **Funds**).
	Basis for calculation field
	The tax basis for calculation of payments to off-budget funds for an employee.
	Percent field
	The percentage value of off-budget fund contribution for an employee.
	Payment to the fund field
	The total payments to the selected off-budget fund for an employee.

Report

This section contains information about the report used to generate the Individual card of amounts payable (2010) report.

Report name and locator	Description
Individual card of amounts payable (2010) (report) **Staff accounting** > **Income tax** > **Payments to off-budget funds** > **Print** > **Individual card of amounts payable (2010)** **-**or- **Staff accounting** > **Reports** > **Income tax** > **Individual card of amounts payable (2010)** **-**or- **Staff accounting** > **Income tax** > **Reports** > **Individual card of amounts payable (2010)**	Use this report to print a company's contribution to federal pension, social, and medical off-budget funds for an employee who holds a residence permit and incurred a disability during a reporting period.
	General tab
	Calculation period field
	Select the month and year of the period that the off-budget fund contribution is calculated for.
	Correctional field
	Select this check box to indicate that the report reflects the corrections in fund calculation during the reporting period, regardless of the period in which the fund is calculated.
	Note: You can clear this check box to indicate that the report reflects the fund calculation results during the reporting period.
	Employee field
	The code of the employee that the Individual card of amounts payable

	(2010) report is generated for.
Select button	Open the **Inquiry** form to select the employee code to generate the Individual card of amounts payable (2010) report.

The Microsoft Knowledge Base article number for this country-specific update is 2276911.

Generation of insurance contribution and seniority data reports

This country-specific update pertains to Microsoft Dynamics AX 2009 SP1.

In accordance with Pension Fund of the Russian Federation (PFRF) requirements, companies must generate statutory reports for employee contributions either voluntarily or through an employer's contribution to federal pension and medical off-budget funds. You can now generate the following new reports in Microsoft$^{®}$ Excel or XML to track and report employee contributions:

- Insured person's application form ADV-1
- Insurance contributions and seniority data SZV-6-1
- Insurance contributions register SZV-6-2
- Insurance contributions and seniority data SPV-1

Setup to generate insurance contribution and seniority data reports

Complete the following tasks before you generate insurance contribution and seniority data reports:

- Set up an employee. For more information, see "(RUS) Create an employee ID card," "(RUS) Enter personal details of an employee," and "(RUS) Employees (form)" in the Applications and Business Processes Help.
- Set up and calculate off-budget funds. For more information, see "(RUS) Set up off-budget and labor remuneration funds" and "(RUS) Off-budget funds and labor remuneration fund taxes (form)" in the Applications and Business Processes Help.

You must also complete the following procedures before you generate insurance contribution and seniority data reports:

- Set up company information to generate insurance contribution and seniority data reports
- Set up insurance seniority types

Set up company information to generate insurance contribution and seniority data reports

Use the **Company information** form to set up the parameters to generate insurance contribution and seniority data reports. For more information, see "(RUS) Company information (modified form)" in the Applications and Business Processes Help.

1. Click **Basic** > **Setup** > **Company information** to open the **Company information** form.
2. In the **Organizational-legal form** field, enter the type of company, such as a limited liability company or private company.
3. Click the **Registration information** tab and, in the **Registration pension fund number** field, enter the company's registration pension fund number.
4. Close the **Company information** form.

Set up insurance seniority types

Use the **Insurance seniority types** form to set up types of insurance seniority to generate insurance contribution and seniority data reports. Insurance seniority is the length of time, in months, that an employee has contributed to the Social Insurance Fund (SIF), either voluntarily or through an employer's contribution based on the employee's salary fund. You can use the insurance seniority types to set up required timeframes for a specified seniority.

1. Click **Staff accounting** > **Income tax** > **Setup** > **Insurance seniority types** to open the **Insurance seniority types** form.

2. Press CTRL+N to create a new insurance seniority type.

3. In the **Insurance seniority type** field, enter the insurance seniority type code to indicate the employee's seniority. For example, enter MATERN for maternity.

   Note: The official list of codes is published by the PFRF.

4. In the **Description** field, enter the description of the insurance seniority type.

5. Close the **Insurance seniority types** form.

Generating insurance contribution and seniority data reports

You can generate insurance contribution and seniority data reports in Excel or XML for one or more employees. If an employee incurs a disability during a reporting period, you can generate multiple versions of these reports to reflect the different statuses of the employee. You can submit insurance contribution and seniority data reports to the PFRF either directly or through a third party, such as an insurance service provider.

Generate an Insured person's application form ADV-1 report in Excel

Use the Insured person's application form ADV-1 report to generate an employee's application form in Excel. You can submit this report to the PFRF to register the employee as an insured person. After registration, the employee becomes a member of the federal obligatory pension insurance program and earns coverage for retirement.

1. Click **Staff accounting** > **Reports** > **Income tax** > **Personified accounting** > **Insured person's application form ADV-1** to open the **Insured person's application form ADV-1** report.

   –or–

   Click **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insured person's application form ADV-1** to open the **Insured person's application form ADV-1** report.

2. Click **Select** to open the **Inquiry** form.

3. Select or modify the employee number, and then click **OK** to close the **Inquiry** form.

4. In the **Insured person's application form ADV-1** report, click **OK** to generate the report in Excel.

   Note: You can view the selected employee number in the **Employee** field. If the **Employee** field is blank, the report is generated for all employees.

Generate an Insurance contributions and seniority data SZV-6-1 report in Excel

Use the Insurance contributions and seniority data SZV-6-1 report to submit details of an employee, who is registered as an insured person, contributes to the pension fund during a reporting period, and has multiple insurance seniorities. You can generate a single report in Excel for each employee.

1. Click **Staff accounting** > **Reports** > **Income tax** > **Personified accounting** > **Insurance contributions and seniority data SZV-6-1** to open the **Insurance contributions and seniority data SZV-6-1** report.

   –or–

   Click **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insurance contributions and seniority data SZV-6-1** to open the **Insurance contributions and seniority data SZV-6-1** report.

2. In the **Kind of correction** field, select the type of correction from the following options:

   - **Original** – The report is generated to reflect the fund calculation results during the reporting period.

   - **Correctional** – The report is generated to reflect corrections in a fund calculation during the reporting period, regardless of the period in which the fund is calculated.

   - **Cancelling** – The report is generated to cancel a posted document that contains incorrect information.

3. In the **Year** field, enter the year of the reporting period, such as 2010.

   Note: You cannot enter a year prior to 2010.

4. In the **Period** field, select the reporting period from the following options:

   - **1st Quarter** – The period from January through March of the reporting year.

   - **1st Half-year** – The period from January through June of the reporting year.

   - **9 Months** – The period from January through September of the reporting year.

   - **Year** – The period from January through December of the reporting year.

   Note: If you enter 2010 in the **Year** field, you can select the period as **1st Half-year** or **Year**.

5. Click **Select** to open the **Inquiry** form.

6. Select or modify the employee number, and then click **OK** to close the **Inquiry** form.

7. In the **Insurance contributions and seniority data SZV-6-1** report, click **OK** to generate the report in Excel.

   Note: You can view the selected employee number in the **Employee** field. If the **Employee** field is blank, the report is generated for all employees.

Generate an Insurance contributions register SZV-6-2 report in Excel

Use the Insurance contributions register SZV-6-2 report to submit details of an employee who is registered as an insured person, contributes to the pension fund during a reporting period, and does not have any special seniorities. You can generate a single report in Excel for multiple employees with the same insured category type.

1. Click **Staff accounting** > **Reports** > **Income tax** > **Personified accounting** > **Insurance contributions register SZV-6-2** to open the **Insurance contributions register SZV-6-2** report.

   –or–

   Click **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insurance contributions register SZV-6-2** to open the **Insurance contributions register SZV-6-2** report.

2. In the **Kind of correction** field, select the type of correction from the following options:

   - **Original** – The report is generated to reflect the fund calculation results during the reporting period.

- **Correctional** – The report is generated to reflect corrections in a fund calculation during the reporting period, regardless of the period in which the fund is calculated.
- **Cancelling** – The report is generated to cancel a posted document that contains incorrect information.

3. In the **Year** field, enter the year of the reporting period, such as 2010.

   Note: You cannot enter a year prior to 2010.

4. In the **Period** field, select the reporting period from the following options:
   - **1st Quarter** – The period from January through March of the reporting year.
   - **1st Half-year** – The period from January through June of the reporting year.
   - **9 Months** – The period from January through September of the reporting year.
   - **Year** – The period from January through December of the reporting year.

   Note: If you enter 2010 in the **Year** field, you can select the period as **1st Half-year** or **Year**.

5. Click **Select** to open the **Inquiry** form.

6. Select or modify the employee number, and then click **OK** to close the **Inquiry** form.

7. In the **Insurance contributions and seniority data SZV-6-2** report, click **OK** to generate the report in Excel.

   Note: You can view the selected employee number in the **Employee** field. If the **Employee** field is blank, the report is generated for all employees.

Generate an Insurance contributions and seniority data SPV-1 report in Excel

Use the Insurance contributions and seniority data SPV-1 report to submit details of an employee who voluntarily retires during a reporting period. The PFRF uses this report to calculate the monthly retirement allowance for the retired employee. You can generate this report in Excel.

1. Click **Staff accounting** > **Reports** > **Income tax** > **Personified accounting** > **Insurance contributions and seniority data SPV-1** to open the **Insurance contributions and seniority data SPV-1** report.

   –or–

   Click **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insurance contributions and seniority data SPV-1** to open the **Insurance contributions and seniority data SPV -1** report.

2. In the **Kind of correction** field, select the kind of correction from the following options:
   - **Original** – The report is generated to reflect the fund calculation results during the reporting period.
   - **Correctional** – The report is generated to reflect corrections in a fund calculation during the reporting period, regardless of the period in which the fund is calculated.
   - **Cancelling** – The report is generated to cancel a posted document that contains incorrect information.

3. In the **Year** field, enter the year of the reporting period, such as 2010.

   Note: You cannot enter a year prior to 2010.

4. In the **Period** field, select the reporting period from the following options:
   - **1st Quarter** – The period from January through March of the reporting year.
   - **1st Half-year** – The period from January through June of the reporting year.

- **9 Months** – The period from January through September of the reporting year.

- **Year** – The period from January through December of the reporting year.

   Note: If you enter 2010 in the **Year** field, you can select the period as **1st Half-year** or **Year**.

5. Click **Select** to open the **Inquiry** form.

6. Select or modify the employee number, and then click **OK** to close the **Inquiry** form.

7. In the **Insurance contributions and seniority data SPV-1** report, click **OK** to generate the report in Excel.

   Note: You can view the selected employee number in the **Employee** field**.** If the **Employee** field is blank, the report is generated for all employees.

Generate an Insured person's application form ADV-1 report in XML

Use the Insured person's application form ADV-1 report to generate an employee's application form. You can submit this report to the PFRF to register the employee as an insured person. After registration, the employee becomes a member of the federal obligatory pension insurance program and earns coverage for retirement. You can generate this report in XML and submit it electronically to the PFRF.

1. Click **Staff accounting** > **Income tax** > **Pension fund export** > **Insured person's application form ADV-1** to open the **Insured person's application form ADV-1** report.

2. In the **Document package number** field, enter an identification number for the document package to be displayed in the XML file.

3. In the **Directory** field, specify a path to store the XML report.

4. Click **Select** to open the **Inquiry** form.

5. Select or modify the employee number, and then click **OK** to close the **Inquiry** form.

6. In the **Insured person's application form ADV-1** report, click **OK** to generate the report in XML.

   Note: You can view the selected employee number in the **Employee** field. If the **Employee** field is blank, the report is generated for all employees.

Generate Insurance contributions and seniority data reports in XML

Use the Insurance contributions and seniority data report to generate Insurance contributions and seniority data SZV-6-1 report, Insurance contributions register SZV-6-2 report, and Insurance contributions and seniority data SPV-1 report in XML. You can submit the Insurance contributions and seniority data report electronically to the PFRF.

The Insurance contributions and seniority data SZV-6-1 report is used to submit details of an employee, who is registered as an insured person, contributes to the pension fund during a reporting period, and has multiple insurance seniorities. You can generate a single report for each employee.

The Insurance contributions register SZV-6-2 report is used to submit details of an employee, who is registered as an insured person, contributes to the pension fund during a reporting period, and does not have any special seniorities. You can generate a single report for multiple employees with the same insured category type.

The Insurance contributions and seniority data SPV-1 report is used to submit details of an employee, who voluntarily retires during a reporting period. The PFRF uses this report to calculate the monthly retirement allowance for the retired employee.

1. Click **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SZV-6-1, SZV-6-2** to open the **Insurance contributions and seniority data** report.

–or–

Click **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SPV-1** to open the **Insurance contributions and seniority data** report.

2. In the **Kind of correction** field, select the type of correction from the following options:

    - **Original** – The report is generated to reflect the fund calculation results during the reporting period.

    - **Correctional** – The report is generated to reflect corrections in a fund calculation during the reporting period, regardless of the period in which the fund is calculated.

    - **Cancelling** – The report is generated to cancel a posted document that contains incorrect information.

3. In the **Year** field, enter the year of the reporting period, such as 2010.

    Note: You cannot enter a year prior to 2010.

4. In the **Period** field, select the reporting period from the following options:

    - **1st Quarter** – The period from January through March of the reporting year.

    - **1st Half-year** – The period from January through June of the reporting year.

    - **9 Months** – The period from January through September of the reporting year.

    - **Year** – The period from January through December of the reporting year.

    Note: If you enter 2010 in the **Year** field, you can select the period as **1st Half-year** or **Year**.

5. In the **Document package number** field, enter an identification number for the document package to be displayed in the XML file.

6. In the **Directory** field, specify a path to store the XML report.

7. Click **Select** to open the **Inquiry** form.

8. Select or modify the employee number, and then click **OK** to close the **Inquiry** form.

9. In the **Insurance contributions and seniority data** report, click **OK** to generate the report in XML.

    Note: You can view the selected employee number in the **Employee** field. If the **Employee** field is blank, the report is generated for all employees.

Form

This section contains information about the new form used to generate insurance contribution and seniority data reports.

Form name and locator	Description
Insurance seniority types (form) **Staff accounting** > **Income tax** > **Setup** > **Insurance seniority types**	Use this form to set up an employee's insurance seniority type. Insurance seniority is the period in months during which an employee contributed to the SIF, either voluntarily or indirectly through an employer contribution that is based on the employee's salary fund. **Insurance seniority type** field Enter the insurance seniority type code to indicate the employee's seniority. For example, you can enter MATERN for maternity. **Description** field Enter details of the employee's insurance seniority type.

Modified forms

This section contains information about the modified forms used to generate insurance contribution and seniority data reports.

Form name and locator	Description
Vacation types (form) **Staff accounting** > **Staff administration** > **Setup** > **Vacation types**	**Insurance seniority type** field Enter the insurance seniority type code to indicate the employee's seniority. For example, you can enter MATERN for maternity.
Common setup of sick-list calculation (form) **Staff accounting** > **Calculation procedures** > **Sick-lists** > **Setup** > **Setup**	**Insurance seniority type** field Enter the insurance seniority type code to indicate the employee's seniority. For example, you can enter MATERN for maternity.
Civil contracts (form) **Staff accounting** > **Calculation procedures** > **Contracts** > **Setup** > **Contract groups**	**Insurance seniority type** field Enter the insurance seniority type code to indicate the employee's seniority. For example, you can enter MATERN for maternity.

Reports

This section contains information about the reports used to generate the insurance contribution and seniority data reports.

Report name and locator	Description
Insured person's application form ADV-1 (report) **Staff accounting** > **Reports** > **Income tax** > **Personified accounting** > **Insured person's application form ADV-1** –or– **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insured person's application form ADV-1** –or– **Staff accounting** > **Income tax** > **Pension fund export** > **Insured person's application form ADV-1**	Use this report to generate an employee's application form. You can submit this report to the PFRF to register the employee as an insured person. After registration, the employee becomes a member of the federal obligatory pension insurance program and earns coverage for retirement. You can generate this report in Excel or XML. **Employee** field The employee number that the Insured person's application form ADV-1 report is generated for. **Select** button Open the **Inquiry** form to select the employee number to generate the Insured person's application form ADV-1 report. **Note:** The following fields are available only when you open the report by clicking **Staff accounting** > **Income tax** > **Pension fund export** > **Insured person's application form ADV-1.** **Document package number** field Enter an identification number for the document package to be displayed in the XML file. **Directory** field Specify a path to store the Insured person's application form ADV-1 report in XML.
Insurance contributions and seniority data SZV-6-1 (report) **Staff accounting** > **Reports** > **Income tax** > **Personified accounting** > **Insurance contributions and seniority data**	Use this report to submit details of an employee who is registered as an insured person, contributes to the pension fund during a reporting period, and has multiple insurance seniorities. You can generate this report in Excel or XML. **Kind of correction** field Select the correction type from the following options:

SZV-6-1 –or– **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insurance contributions and seniority data SZV-6-1** –or– **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SZV-6-1, SZV-6-2**	• **Original** – The report is generated to reflect the fund calculation results during the reporting period. • **Correctional** – The report is generated to reflect corrections in a fund calculation during the reporting period, regardless of the period during which the fund is calculated. • **Cancelling** – The report is generated to cancel a posted document that contains incorrect information. **Year** field Enter the year of the reporting period. **Period** field Select the reporting period from the following options: • **1st Quarter** – The period from January through March of the reporting year. • **1st Half-year** – The period from January through June of the reporting year. • **9 Months** – The period from January through September of the reporting year. • **Year** – The period from January through December of the reporting year. **Note:** If you enter 2010 in the **Year** field, you can select the period as **1st Half-year** or **Year**. **Employee** field The employee number that the Insured person's application form Insurance contributions and seniority data SZV-6-1 report is generated for. **Select** button Open the **Inquiry** form to select the employee number to generate the Insurance contributions and seniority data SZV-6-1 report. **Note:** The following fields are available only when you open the report by clicking **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SZV-6-1, SZV-6-2.** **Document package number** field Enter an identification number for the document package to be displayed in the XML file. **Directory** field Specify a path to store the Insurance contributions and seniority data SZV-6-1 report in XML.
Insurance contributions register SZV-6-2 (report) **Staff accounting** > **Reports** > **Income tax** > **personified accounting** > **Insurance contributions register SZV-6-2** –or– **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insurance contributions register SZV-6-2** –or– **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SZV-6-1, SZV-6-2**	Use this report to submit details of an employee who is registered as an insured person, contributes to the pension fund during a reporting period, and does not have any special seniorities. You can generate a single report in Excel or XML for multiple employees with the same insured category type. **Kind of correction** field Select the correction type from the following options: • **Original** – The report is generated to reflect the fund calculation results during the reporting period. • **Correctional** – The report is generated to reflect corrections in a fund calculation during the reporting period, regardless of the period in which the fund is calculated. • **Cancelling** – The report is generated to cancel a posted document that contains incorrect information. **Year** field Enter the year of the reporting period. **Period** field

Select the reporting period from the following options:

- **1st Quarter** – The period from January through March of the reporting year.
- **1st Half-year** – The period from January through June of the reporting year.
- **9 Months** – The period from January through September of the reporting year.
- **Year** – The period from January through December of the reporting year.

Note: If you enter 2010 in the **Year** field, you can select the period as **1st Half-year** or **Year**.

Employee field

The employee number that the Insurance contributions register SZV-6-2 report is generated for.

Select button

Open the **Inquiry** form to select the employee number to generate the Insurance contributions register SZV-6-2 report.

Note: The following fields are available only when you open the report by clicking **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SZV-6-1, SZV-6-2**.

Document package number field

Enter an identification number for the document package to be displayed in the XML file.

Directory field

Specify a path to store the Insurance contributions register SZV-6-2 report in XML.

Insurance contributions and seniority data SPV-1 (report) **Staff accounting** > **Reports** > **Income tax** > **personified accounting** > **Insurance contributions and seniority data SPV-1** –or– **Staff accounting** > **Income tax** > **Reports** > **Personified accounting** > **Insurance contributions and seniority data SPV-1** –or– **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SPV-1**	Use this report to submit details of an employee who voluntarily retires during a reporting period. The PFRF uses this report to compute the monthly retirement allowance for the retired employee. You can generate this report in Excel or XML. **Kind of correction** field Select the correction type from the following options: • **Original –** The report is generated to reflect the fund calculation results during the reporting period. • **Correctional –** The report is generated to reflect corrections in a fund calculation during the reporting period, regardless of the period in which the fund is calculated. • **Cancelling –** The report is generated to cancel a posted document that contains incorrect information. **Year** field Enter the year of the reporting period. **Period** field Select the reporting period from the following options: • **1st Quarter** – The period from January through March of the reporting year. • **1st Half-year** – The period from January through June of the reporting year. • **9 Months** – The period from January through September of the reporting year. • **Year** – The period from January through December of the reporting year. **Note:** If you enter 2010 in the **Year** field, you can select the period as **1st Half-year** or **Year**.

Employee field

The employee number that the Insurance contributions and seniority data SPV-1 report is generated for.

Select button

Open the **Inquiry** form to select the employee number to generate the Insurance contributions and seniority data SPV-1 report.

Note: The following fields are available only when you open the report by clicking **Staff accounting** > **Income tax** > **Pension fund export** > **Insurance contributions and seniority data SPV-1.**

Document package number field

Enter an identification number for the document package to be displayed in the XML file.

Directory field

Specify a path to store the Insurance contributions and seniority data SPV-1 report in XML.

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