

Pay

DOCUMENTATION · STAFF & HR

Set up salaries and record payments

Record what each person is paid, the allowances and deductions that go with it, and every payment you make — and always know what has gone out and what is still owed.

At a glance

- **Each person has a salary record** — an amount, how it is worked out and how often it is paid.
- **A change of pay is a new record** with a start date; the history is kept.
- **Allowances and deductions** are recurring lines beside the salary.
- **You record each payment you make.** Filantis does not move money or calculate tax.
- **Every payment is posted to your books**, and Paid and Pending are worked out for the year.

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1 What payroll does — and does not

It does

Keep each person's pay and its history, list recurring allowances and deductions, record every payment, show what is paid and pending, and post wages to your books.

THE RECORD

It does not

Send money to anyone, or work out income tax and statutory deductions. Those rules differ in every country — your accountant or payroll provider gives you the figures; you record them here.

THE CALCULATION

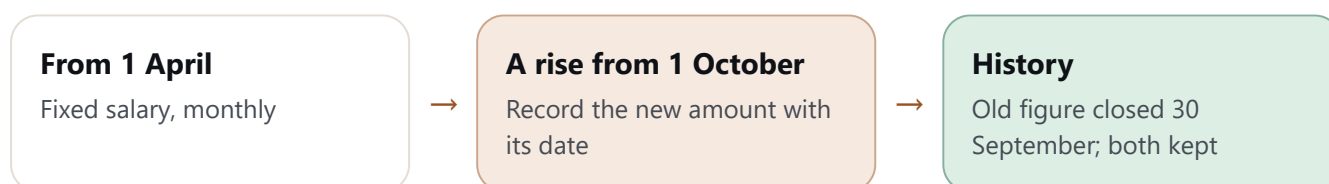
Payroll is under **Accounting** → **Payroll** and lists everyone on **Employees**, with a phone or without.

2 Set a salary

- 1 Open **Accounting** → **Payroll** and open the person.
- 2 Type the **Amount**.
- 3 Choose the **Kind** — how the amount is worked out — and how often it is **Paid**.
- 4 Set **Takes effect from**. The previous figure is closed the day before.
- 5 Fill in **Working days in a cycle** and **Hours in a day** if you use them, and click **Record**.

KIND	THE AMOUNT IS
Fixed salary	One agreed amount for each pay cycle.
Hourly rate	An amount for each hour worked.
Daily rate	An amount for each day worked.
Piece rate	An amount for each unit of work done.

Paid: Monthly, Twice a month, Every two weeks, Weekly, Daily.



A salary is never overwritten. Each change is a new line under History.

3 Allowances and deductions

These are the recurring extras — a housing allowance, a uniform deduction, an employer's contribution to a fund.

- 1 On the person's page, find **Allowances and deductions** and click **Add a line**.
- 2 Give it a **Name** and a **Kind**: **Allowance**, **Deduction** or **Employer contribution**.
- 3 Choose **Worked out as** — *A fixed amount* or *A percentage of basic* — and enter the **Amount**.
- 4 Set the date it applies **From**, tick **Taxable** if it is, and **Save**.

A one-off adjustment — a festival bonus, an advance recovered — belongs to a single payment, not here. Put it in the amount and the note when you record that month's payment.

4 Scheduled increments

If someone's pay rises on a schedule, record it under **Scheduled increment**: the **Kind** (a percentage or a fixed amount), how often (**Every**), when it is **Next due**, and a note.

When an increment falls due, the Payroll page says so at the top. **Nothing is applied automatically** — open the person and record the new figure from the date it takes effect.

5 Record a payment

After you have paid someone — by bank transfer or in cash — record it.

- 1 On the person's page, under **Payments**, click **Record**.
- 2 Choose **For which month** the payment is.
- 3 Enter the **Amount paid** and the date it was **Paid on**.
- 4 Choose **Paid by** — bank transfer or cash — and add a **Reference** and a **Note** if you like.
- 5 Click **Record**.

Record a payment

For which month	Amount paid
September 2026	32,000.00
Paid on	Paid by
1 Oct 2026	Bank transfer

This records that a payment was made. It computes nothing and does not move any money.

CancelRecord

A payment entered by mistake can be removed with the button on its row.

6 Paid and pending

The Payroll page lists everyone for the financial year you choose, with their **Pay**, its **Basis**, and two totals:



Paid

The total of payments recorded against the person for the year.



Pending

What the recorded salary owes for the months that have ended, less what was paid.



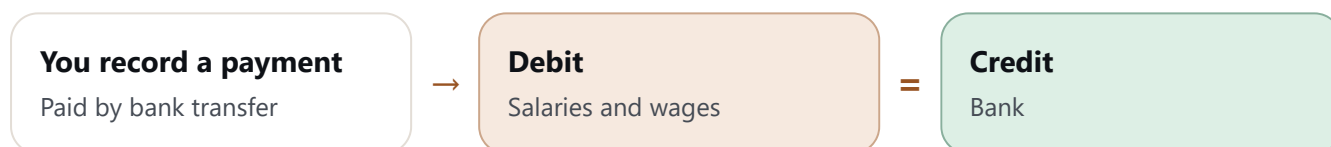
Salary summary

The year's salary summary for a person, as a PDF.

A dash under **Pending** means the amount cannot be worked out from the salary alone — as with an hourly, daily, piece-rate or weekly-paid salary, where it depends on the work actually done.

7 Where it goes in the books

Recording a payment posts it to your books by itself: a debit to salaries and wages, and a credit to the account the money left from.



It appears in the day book and in your profit and loss without a voucher.

The usual account is set once under **Accounting** → **Settings** → **Where wages are paid from**, and each payment can still say otherwise. See [Vouchers, ledger and day book](#).

8 Questions

– Does Filantis calculate income tax or statutory deductions?

No. Those rules are different in every country and change often. Record the figures your accountant gives you as deductions and employer contributions, and the net amount you actually paid.

– Does recording a payment pay the person?

No. It records a payment you have already made from your bank or in cash.

- **How do I give someone a rise?**

Record a new salary amount with the date it takes effect. The earlier figure closes the day before and stays in the history.

- **Is pay linked to attendance?**

Attendance is kept beside payroll so you can check one against the other, but a salary is not changed by it. For hourly or daily pay, enter the amount you worked out when you record the payment.

- **Who can see salaries?**

Admins, and anyone you have granted the **Accounting** area — see [Roles and permissions](#).

Know what you owe your people

The same person who is on the phone system and the attendance sheet has a salary record, a history of every rise and every payment — and their wages are already in your books.

One list of people

Staff, attendance and pay together.

History kept

Every change of pay is dated.

Books posted

Wages reach the ledger by themselves.

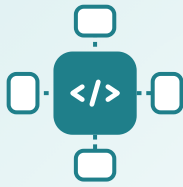
Create my free workspace

See Filantis for offices

What to do next

Decide who may see what: [Roles and permissions](#).

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Questions? hello@filantis.com



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