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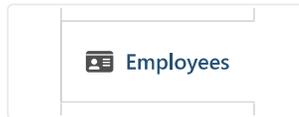
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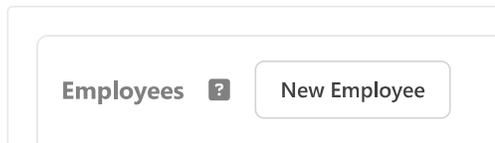
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Employees

The **Employees** tab helps you manage each employee's information within the business.



To create a new employee, click the **New Employee** button.



The **Employees** tab includes several columns:

Code

Employee code.

Name

Employee's name.

Email Address

Employee's email address.

Control Account

Specify the control account associated with the employee. If custom control accounts are not in use, the default account named **Employee clearing account** will be displayed.

Division

The division an employee is associated with (applicable if divisional accounting is utilized).

Balance

Issuing payslips to an employee increases their account balance, while paying them decreases it. Typically, an employee's balance should ideally be zero, indicating they've received full payment for their earnings.

Status

Enables quick determination of an employee's payment status as **Paid**, **Unpaid**, or **Paid in advance**:

- A balance of zero indicates the employee has been **Paid**.
- A positive balance signifies the employee is **Unpaid**.
- A negative balance means the employee has been **Paid in advance**.