USER GUIDE

LJP
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ODOO

NL Loonjournaalpost

Dutch payroll journal entry (loonjournaalpost) in Odoo: provider CSV from Nmbrs, Loket.nl, AFAS or a custom layout mapped to accounts, cost-centre analytics, a balanced draft entry and a GL reconciliation.

English

Odoo 18 · 19 · 20 · support@pokutsoft.com · pokutsoft.com

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1. Overview

Import the payroll journal file of your payroll provider with a template per provider, map each component code to an account, let the cost centre of each line drive the analytic distribution and create a balanced draft journal entry. Reconcile what was imported with the ledger per account.

2. Features

- **Templates per provider.** Delimiter, decimal separator, encoding, header row and the columns of code, description, debit, credit, cost centre and period.
- **Standard codes.** Mapping rows for the usual codes of Nmbrs, Loket.nl and AFAS are created without an account; you choose the accounts.
- **Mapping per code.** Account, analytic account or split rule and the posting side per component code.
- **Cost centres.** The cost centre of a line is matched on the code of an analytic account.
- **Split rules.** A percentage split over analytic accounts for components without a cost centre.
- **Checks before the entry.** Unmapped codes, codes without an account and an unbalanced file stop the entry; an entry is never created twice.
- **Draft entry.** A draft journal entry in the payroll journal, linked to the batch, ready to review and post.
- **Reconciliation.** Imported amounts per account against the ledger movement of the period.

3. Installation

Open Apps, search for “NL Loonjournaalpost” (technical name nl_loonjournaalpost_bridge) and install it. Required modules: account, analytic. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise. The interface is in English and Dutch.

4. Workflow

1. Open NL Loonjournaalpost > Templates and create a template for your payroll provider: provider, target journal, delimiter, decimal separator, encoding and the columns of code, description, debit, credit, cost centre and period.

2. Click Seed Standard Mappings for the usual codes of Nmbrs, Loket.nl or AFAS, and choose the Odoo account on each mapping. Add codes of your own file as needed.

3. For cost centres, give each analytic account the cost-centre code of the payroll file as its reference. Use Analytic Split Rules for components without a cost centre.

4. Open Import, choose the template, the posting date and the CSV of the provider. With Create Entry If Balanced & Fully Mapped the draft entry is created at once.

5. Open the batch: every line shows its mapping and account. Unmapped codes, codes without an account or an unbalanced file stop the entry.

6. Review and post the draft journal entry.

7. Open Reconciliation, choose the period and template and click Compute to compare the imported amounts with the ledger per account.

5. Roles and rights

NL Loonjournaalpost / User imports batches. NL Loonjournaalpost / Manager also manages templates, mappings, split rules and reconciliations. Invoicing users get the user rights and accounting administrators the manager rights automatically.

6. Questions

Does the app run payroll?

No. Your provider runs payroll and files the wage tax return; the app books the journal entry.

Can I import the same file twice?

A batch never creates a second entry while its first entry exists.

7. Support

Questions are answered at support@pokutsoft.com.