

MANUAL FOR PAYROLL SOFTWARE

INDEX

Introduction

1. System

1.1.Password

1.2.Calculator

1.3.Calendar

1.4.Import

A Setup window

A.1 Formula Setup

A.2 Payroll Setup

A.3 Bank Master

A.4 Employee Master

A.5 Arrear Entry

A.6 Leave Encashment

A.7 Late Plan Setup

A.8 Salary Lock/Unlock

B Data Processing

B.1 Pay Processing

B.2 Canteen Processing

B.3 Performance Analysis

B.4 Hold Salary

C Report

C.1 Payroll Report

C.2 TOS Monthly Report

D Reimbursement

D.1 Transaction

D.2 Pay Amount

E Loan and Advances

E.1 Load and Advance Setup

E.2 Loan and advance adjustment

F TDS

F.1 TDS Calculation

F.2 Professional Tax

G Piece Setup

G.1 Piece Master

G.2 Piece Entry

H Final Setup

H.1 Bonus Processing

H.2 Gratuity Processing

H.3 Full and Final

INTRODUCTION

Payroll software is basically for generate salary reports, ESI reports, PF report, Reimbursement reports, Loan/advance reports, arrear/bonus reports, master reports , piece information and statement.



Figure 1: Main Window

1. System

In system you can change password, and see calendar and use calculator and import data.

1.1. Password

You can set password to restrict unauthorized user for access the time office software. If you are giving password first time, you have to leave blank the old password textbox and enter password which you want to give in the new password textbox then confirm it in the confirm new password textbox Press "Ok" button to activate the new password. You can change password through this option. Enter old password in the old password textbox and continue the same process as new password creation and press "Ok". The new password will activate after pressing "Ok" button.

To cancel the new password creation process press "Cancel" button.



Figure 2: Password Change Window

1.2. Calculator

You can do any mathematical calculation through this calculator as you do through the pocket calculator.

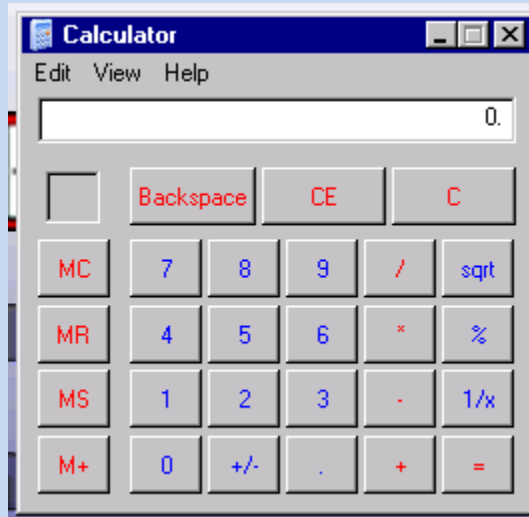


Figure 3: Calculator

1.3. Calendar

You can see calendar and set date from this option.



Figure 4: Calendar

1.4. Import

This option is used for import data from the excel sheet. If You are doing master feeding in the excel sheet, you have to careful of one thing ;The excel sheet is in the proper format(The format is given in the software.). If you want to know the proper format, press "Excel file structure" button. The proper format will shown in the excel sheet.

For import the data from the excel sheet press "Select Excel File" button, select file dialog box will open select the file in which you save the master data and press "Open" button, the selected excel file path will shown in the "Select File Textbox". Press "Import Data" button. Import data message will appear in the screen press "Ok" button. The import data process will do successfully.

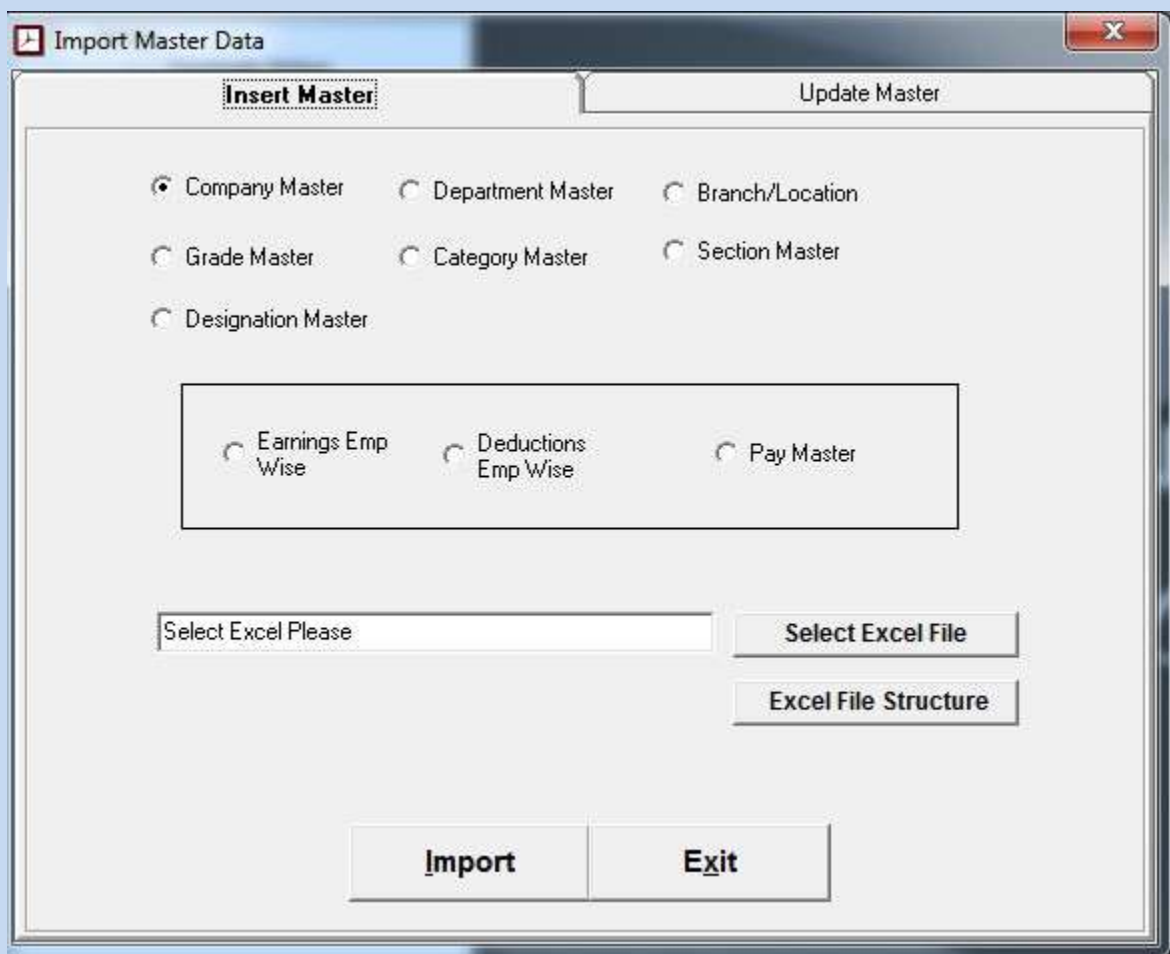


Figure 5: Import Data (insert Master)

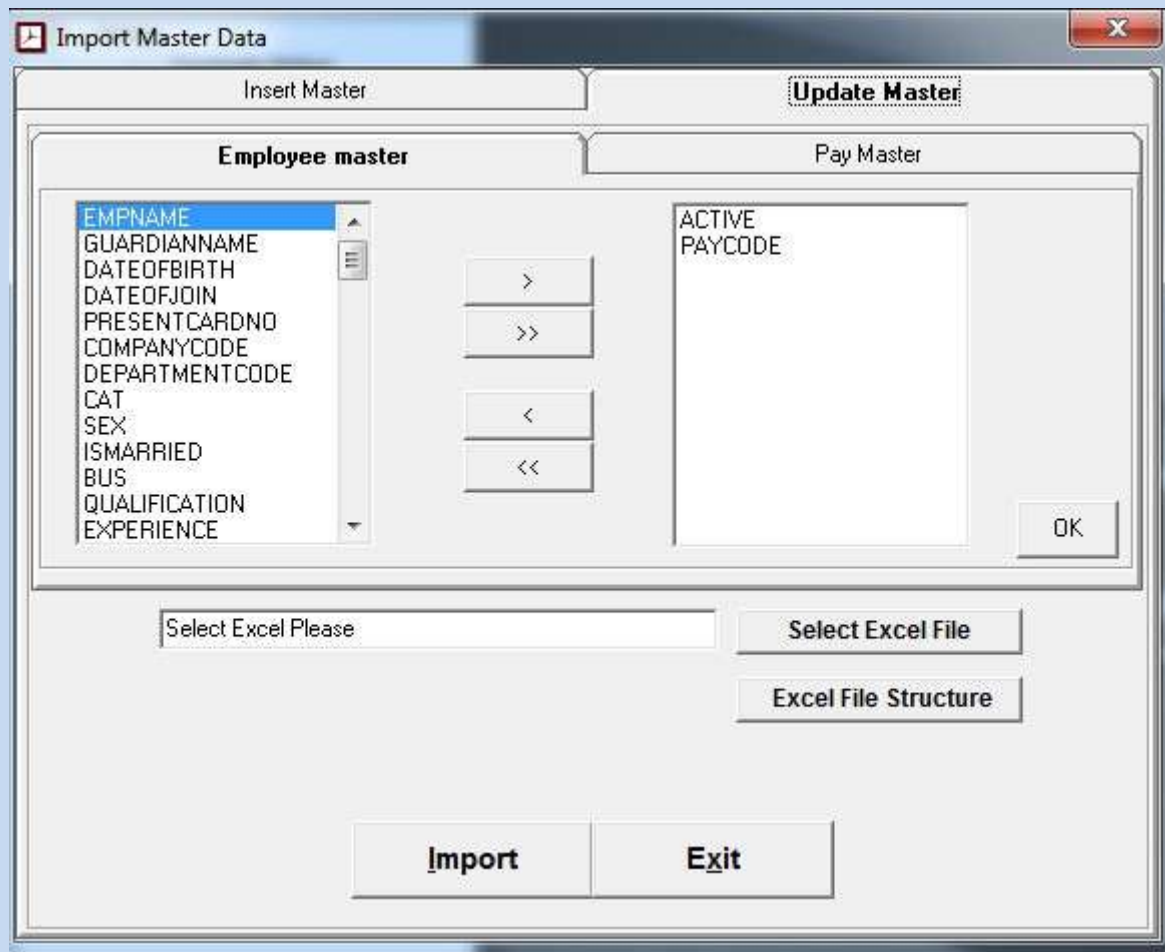


Figure 5: Import Data (Update Master)

A.1.1 Formula setup

You can create Formula for the further calculation of earnings and deduction's over the salary through this option of the payroll software. You can also do modification in the existing formula and search the formula and delete the existing formula. When you press the Formula setup tab of setup window menu , you will see a Formula setting window in which you see the following button's like append, modify, delete, previous, find, next and close.

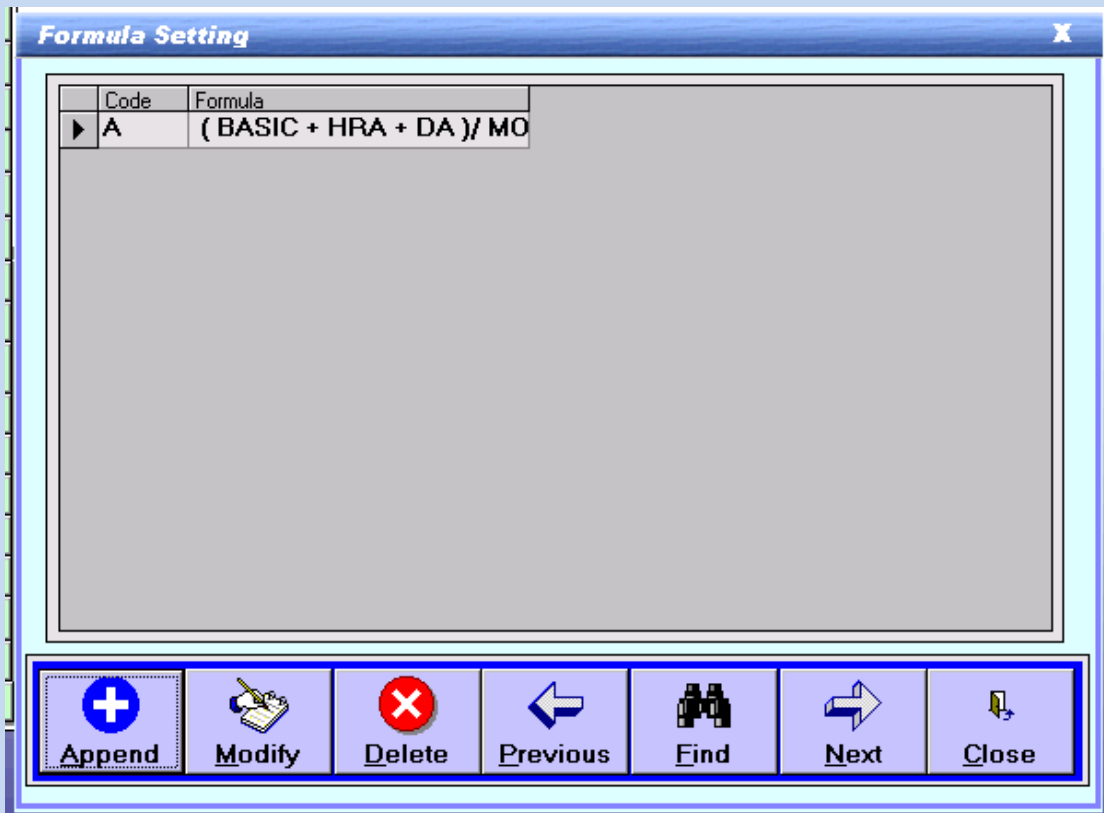


Figure A.1.1: Formula Setup-1

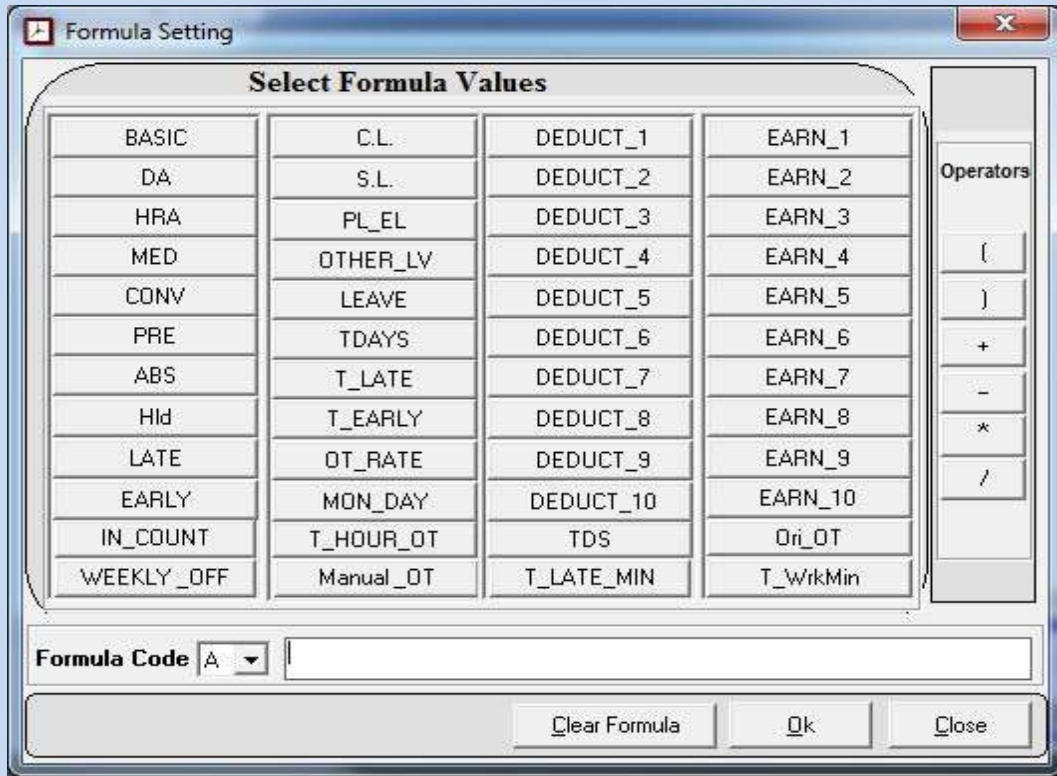


Figure A.1.2: Formula Setup-2

A.2.1 Payroll setup

In this payroll setup, you can feed information about all employees by using general setup, bonus setup, allowed, PF setup, ESI setup and extra setup.

There are 6 parameters in payroll setup:

1: General Setup: In general set you can set earnings and deductions on rate per amount by using formulas which you made in formula setup. You can allot these earnings and deductions and TDS to selective employees.

Earnings					Deductions				
Description	Rate / Amt	Formula	Rnd	S	Description	Rate / Amt	Formula	Rnd	S
1	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	1	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
2	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	2	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
3	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	3	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
4	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	4	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
5	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	5	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
6	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	6	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
7	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	7	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
8	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	8	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
9	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	9	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
10	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>	10	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>
					TDS :	0000000.00	None	<input type="checkbox"/>	<input type="checkbox"/>

Basic Round Conveyance Round
 Hra Round Medical Round
 DA Round OT Amount Round

Apply Close

Figure A.2.1: General Setup-1

2: Bonus/Gratuity Setup: You can give bonus to employee on wages or on basic pay.

- ❖ You have to enter minimum working days on which you want to give bonus.
- ❖ You can set bonus wages limit.
- ❖ You can set bonus amount limit.
- ❖ You can set bonus rate.
- ❖ You can allow bonus on arrear by ticking on this box.
- ❖ You can set minimum year for gratuity but it will apply when an employee work more than 5 years.
- ❖ By tick on the box show "bonus on salary slip", you can add this option in salary slip and can also set for 6 months for which you are giving bonus.
- ❖ Gratuity will automatically calculate through formula $\{\{\text{basic}/26\}*\text{years}\}$

General Setup

Gen Setup | PF Setup | ESI Setup

Bonus Wage Limit | Allowed | Extra Setup

Bonus On Wage Limit Bonus On Basic Pay

Minimum Working Days for Bonus: 000.00

Bonus Wages Limit: 000000.00

Bonus Amount Limit: 000000.00

Bonus Rate: 000.00

Total Maximum Bonus Limit: 000000.00

Gratuity Limit: 000000.00

Bonus Allowed on Arrear Allow:

Gratuity Formula: (1 BASIC + DA * 15 / 26 * YEAR)

Gratuity Maximum Amount Limit: 000000.00

Apply To Selected Employees

Bonus Setup With Salary Slip

Show Bonus On Salary Slip:

Bonus Duration From: 23/01/2008 To: 03/03/25

Apply Close

Figure A.2.2: Bonus/Gratuity Setup

3. **Allowed:** This option is used for activating reimbursement and leave incash on.

- ❖ In General if you tick on options Prof. Tax, PF, ESI, VPF, Bonus, Gratuity, and then ticks will automatically generate in employee setup.
- ❖ If you want to give reimbursement but don't want to show on salary slip but want to maintain in software, you have to tick on boxes in reimbursement.
- ❖ If you want to leave incash on basic ,HRA, DA , earnings then you have to tick on boxes in Leave Incash on. and if you want to deduct PF on leave incash , tick on "PF allowed on leave incash on".

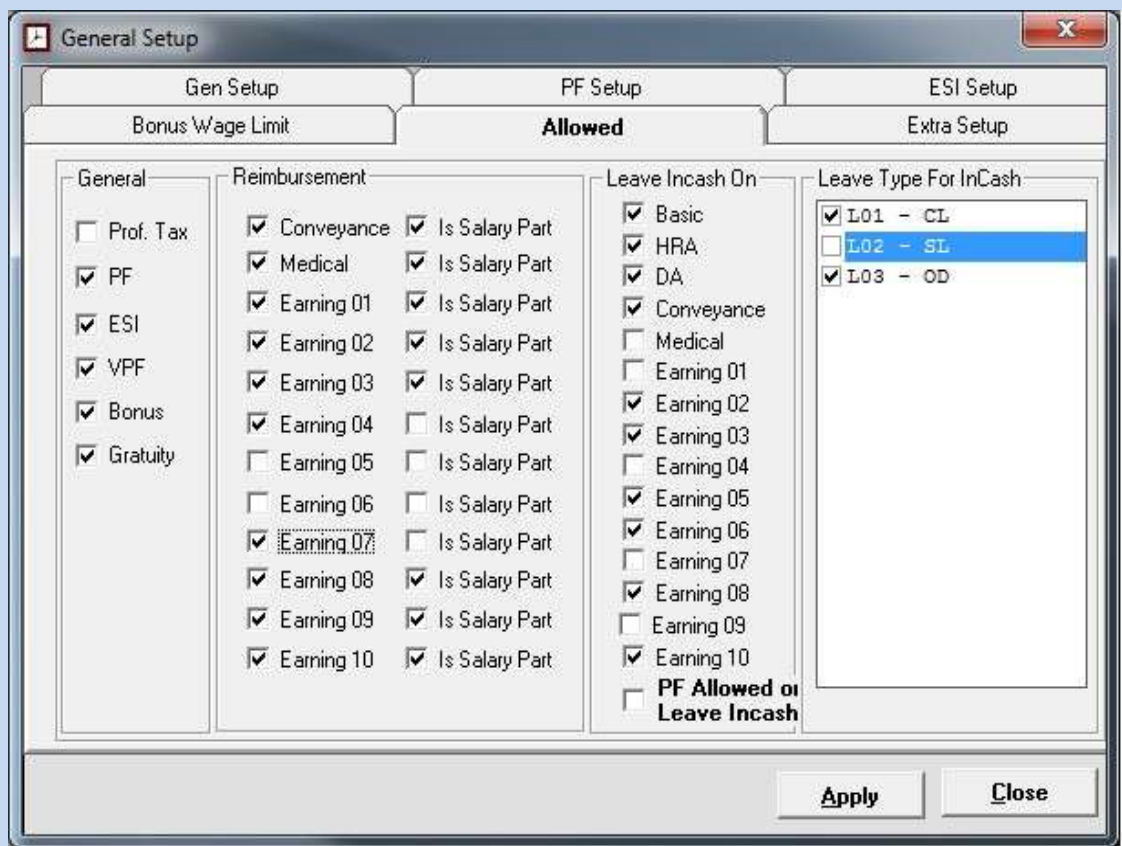


Figure A.2.3: Allowed

4. PF Setup: In PF setup, employer can set limit of basic salary on which PF from the employee salary.

- ❖ By tick on fixed on limit of basic salary will be fixed.
- ❖ You can set percentage of PF deduction will be deducted from employer's account. This PF will be deducting into 2 parts.
 1. Percentage of Employee PF (EPF) will deduct from employer's account.
 2. Percentage of Family PF (FPF) will deduct from employer's account.
- ❖ Employee's PF deduction: This percentage of amount will be deduct from employee's salary.
- ❖ PF A/C 02, PF A/C 21, and PF A/C 22: Some amount of PF will be deposited in government's account.
- ❖ Amount on which PF will deduct: you can select option on which you want to deduct PF.

Bonus Wage Limit		Allowed		Extra Setup	
Gen Setup		PF Setup		ESI Setup	
Limit of PF Deduction	015000.00	Amount on Which PF will Deducted	Amount on Which VPF will Deducted		
Employer's PF Deduction	04.00	<input checked="" type="checkbox"/> Basic	<input type="checkbox"/> Basic	Limit of VPF Deduction	000000.00
Employer's EPF Deduction	03.00	<input type="checkbox"/> HRA	<input type="checkbox"/> HRA		
Employer's FPF Deduction	05.00	<input type="checkbox"/> DA	<input type="checkbox"/> DA		
Employee's PF Deduction	12.00	<input type="checkbox"/> Conveyance	<input type="checkbox"/> Conv		
Employee's VPF Deduction	00.00	<input type="checkbox"/> Medical	<input type="checkbox"/> Medical		
Rounding with Decimal Place of	0	<input type="checkbox"/> Earning 01	<input type="checkbox"/> Earning 01		
PF A/C 02	00.000	<input type="checkbox"/> Earning 02	<input type="checkbox"/> Earning 02		
PF A/C 21	00.000	<input type="checkbox"/> Earning 03	<input type="checkbox"/> Earning 03		
PF A/C 22	00.000	<input type="checkbox"/> Earning 04	<input type="checkbox"/> Earning 04		
Fix EDIL on Pf Limit Deduction	<input type="checkbox"/>	<input type="checkbox"/> Earning 05	<input type="checkbox"/> Earning 05		
Fixed	<input type="checkbox"/>	<input type="checkbox"/> Earning 06	<input type="checkbox"/> Earning 06		
On Work Days	<input type="checkbox"/>	<input type="checkbox"/> Earning 07	<input type="checkbox"/> Earning 07		
		<input type="checkbox"/> Earning 08	<input type="checkbox"/> Earning 08		
		<input type="checkbox"/> Earning 09	<input type="checkbox"/> Earning 09		
		<input type="checkbox"/> Earning 10	<input type="checkbox"/> Earning 10		

Apply Close

Figure A.2.4: PF Setup

5. **Extra Setup:** This option is used to create financial year in the starting of the year.

The screenshot shows the 'General Setup' dialog box with the 'Extra Setup' tab selected. The dialog is divided into three main sections: 'Gen Setup', 'PF Setup', and 'ESI Setup'. The 'Extra Setup' section is further divided into 'Bonus Wage Limit', 'Allowed', and 'Extra Setup' sub-sections.

Gen Setup:

- Show Arrear On Salary Slip

Welfare Fund Contribution:

- Employer's Share: 00.00
- Employee Share: 00.00

Financial Year Duration:

- Year From: 10/2007
- Year To: 06/2025

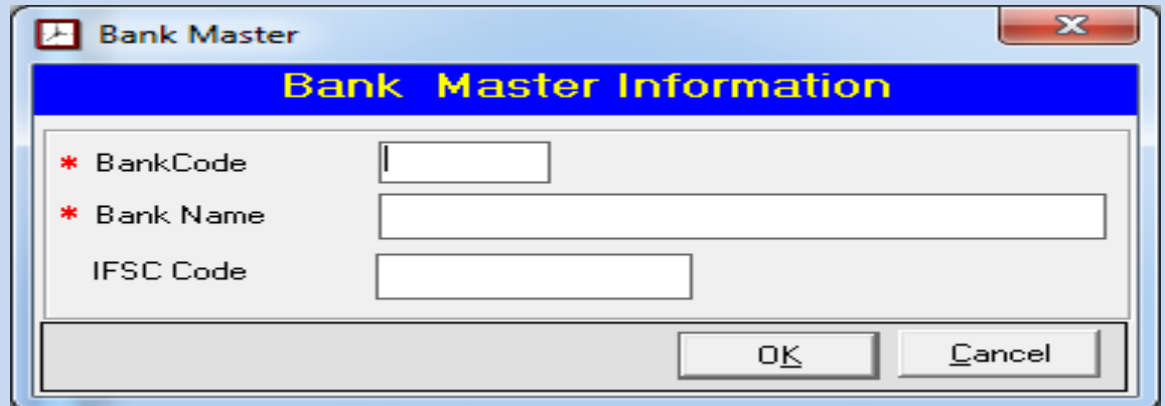
Salary Head Percentage Table:

Salary Head	Percentage
Basic	00.00
HRA	00.00
Convenience	00.00
Medical	00.00
DA	00.00
Earning 01	00.00
Earning 02	00.00
Earning 03	00.00
Earning 04	00.00
Earning 05	00.00
Earning 06	00.00
Earning 07	00.00
Earning 08	00.00
Earning 09	00.00
Earning 10	00.00
Total	000.00

Buttons: Apply, Close

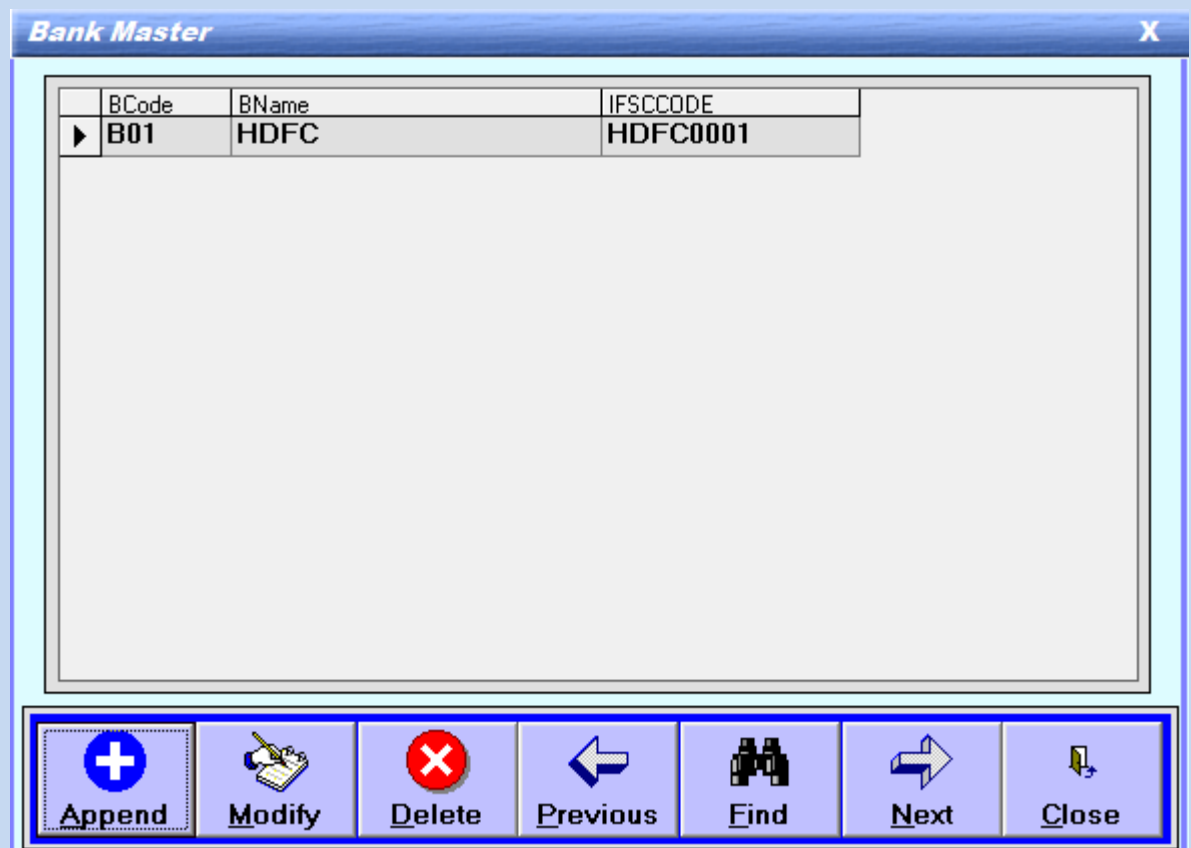
Figure A.2.5: Extra Setup

A.3.1 Bank Master:



A dialog box titled "Bank Master" with a blue header bar containing "Bank Master Information". It contains three input fields: "BankCode" (marked with a red asterisk), "Bank Name" (marked with a red asterisk), and "IFSC Code". At the bottom right are "OK" and "Cancel" buttons.

Figure A.3.1: Bank Master



A main window titled "Bank Master" with a blue header bar. It contains a table with the following data:

	BCode	BName	IFSCCODE
▶	B01	HDFC	HDFC0001

Below the table is a toolbar with seven icons and labels: Append (plus sign), Modify (pencil), Delete (red X), Previous (left arrow), Find (binoculars), Next (right arrow), and Close (hand cursor).

Figure A.3.2: Bank Master

A.4. Setup window

A.4.1 Employee setup:-

Like time office software, you have to do master feeding of all active employees in payroll software. There are following button in employee setup:

Append: By using this button, you have to create new employee setup.

- ❖ Enter payroll code in this setup. This payroll code should be unique.
- ❖ You have to set Basic salary for an employee.
- ❖ Enter PF No., ESI No and PAN No.
- ❖ You can select payment to employee by cash or by cheque or by Bank.
- ❖ Enter employee's account no.
- ❖ You can set employee's working on daily wages or on roll or piece rate.
- ❖ You can set DA, Conveyance, medical and HRA on per day basis or fixed for month.

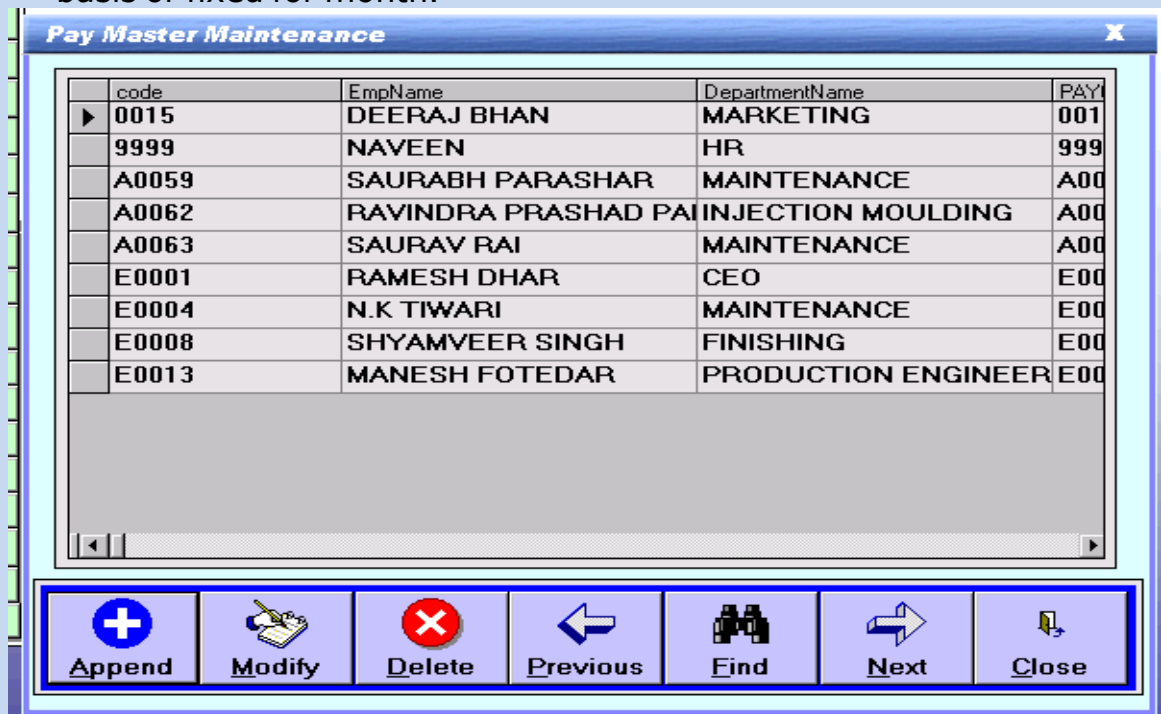


Figure A.4.1: Employee Setup-1

- ❖ You can set earnings and deductions in the employee setup.
- ❖ You can set P& GS code, GGS code and LIC ID to employee.
- ❖ You can tick on professional tax, ESI, VPF, Gratuity for activate these options.

Master Information

Paycode: 2222 Card No.: 00002222 Name: ALOK SRIVASTAV
 Gross Salary: Department: IT

Basic: 0015000.00 DA: 0003000.00 Fixed
 PF No: 00000000000 2121 Conveyance: 0001500.00 PDays
 ESI No: 000000000001 Medical: 0000500.00 PDays
 PAN No: gashy0065j HRA: 0001000.00 PDays
 Payment by: Cash O.T. Rate Per Hour: 000.00 None
 Bank Name: B01 HDFC TDS: 0001000.00 None
 Bank A/c No: 000000111111 GGS Code:
 Type Of Employee: OnRoll P&GS Code:
 LIC ID:

Allowed
 Prof. Tax
 PF PF Entry
 ESI No Limit
 VPF
 Bonus 00.00
 Gratuity
 Late Arrival

Gross Salary: 21150

Deduction 1 to 5			Deduction 6 to 10		
Description	Rate / Amt	Formula	Description	Rate / Amt	Formula
1	0000000.00	None			
2	0000000.00	None			
3	0000000.00	None			
4	0000000.00	None			
5	0000000.00	None			

Earning 1 to 5			Earning 6 to 10		
Description	Rate / Amt	Formula	Description	Rate / Amt	Formula
1	petrol	0000100.00	P		
2	washing	0000050.00	A		
3		0000000.00	None		
4		0000000.00	None		
5		0000000.00	None		

Buttons: OK, Close, Prev PF NO, Prev UAN NO, AADHAR NO, IFSC CODE, Nominee Information, Gen Setup

Figure A.4.2: Employee Setup-2

- ❖ If you want to activate PF, tick on it and you have to feed PF information of employee.

Paycode: 2222	Card No.: 00002222	Name: ALOK SRIVASTAV
Gross Salary: <input type="text"/>	<input type="text"/>	Department: IT

PF Details Entry		
Limit of PF Deduction	<input type="text" value="015000.00"/>	<input type="checkbox"/> Fixed
Employer's PF Deduction	<input type="text" value="04.00"/>	<input type="checkbox"/> On Work Days
Employer's EPF Deduction	<input type="text" value="03.00"/>	<input checked="" type="checkbox"/> Basic
Employer's FPF Deduction	<input type="text" value="05.00"/>	<input type="checkbox"/> HRA
Employee's PF Deduction	<input type="text" value="12.00"/>	<input type="checkbox"/> DA
Employee's VPF Deduction	<input type="text" value="00.00"/>	<input type="checkbox"/> Conveyance
Rounding with Decimal Place of	<input type="text" value="0"/>	<input type="checkbox"/> Medical
PF A/C 02	<input type="text" value="00.000"/>	<input type="checkbox"/> Earning 01
PF A/C 21	<input type="text" value="00.000"/>	<input type="checkbox"/> Earning 02
PF A/C 22	<input type="text" value="00.000"/>	<input type="checkbox"/> Earning 03
<input type="checkbox"/> Pension Employer's EPF Deduction <input type="text" value="00.00"/> Employer's FPF Deduction <input type="text" value="00.00"/>		<input type="checkbox"/> Earning 04
		<input type="checkbox"/> Earning 05
		<input type="checkbox"/> Earning 06
		<input type="checkbox"/> Earning 07
		<input type="checkbox"/> Earning 08
		<input type="checkbox"/> Earning 09
		<input type="checkbox"/> Earning 10

Amount on Which PF will Deducted	Amt on Which VPF Will Deducted	Limit of VPF Deduction
<input checked="" type="checkbox"/> Basic	<input type="checkbox"/> Basic	<input type="text" value="000000.00"/>
<input type="checkbox"/> HRA	<input type="checkbox"/> HRA	
<input type="checkbox"/> DA	<input type="checkbox"/> DA	
<input type="checkbox"/> Conveyance	<input type="checkbox"/> Conv	
<input type="checkbox"/> Medical	<input type="checkbox"/> Medical	
<input type="checkbox"/> Earning 01	<input type="checkbox"/> Earning 01	
<input type="checkbox"/> Earning 02	<input type="checkbox"/> Earning 02	
<input type="checkbox"/> Earning 03	<input type="checkbox"/> Earning 03	
<input type="checkbox"/> Earning 04	<input type="checkbox"/> Earning 04	
<input type="checkbox"/> Earning 05	<input type="checkbox"/> Earning 05	
<input type="checkbox"/> Earning 06	<input type="checkbox"/> Earning 06	
<input type="checkbox"/> Earning 07	<input type="checkbox"/> Earning 07	
<input type="checkbox"/> Earning 08	<input type="checkbox"/> Earning 08	
<input type="checkbox"/> Earning 09	<input type="checkbox"/> Earning 09	
<input type="checkbox"/> Earning 10	<input type="checkbox"/> Earning 10	

Figure A.4.3: PF Setup

A.5 Arrear Entry

By using this option, you can set arrear for a month or multiple months. You can also set basic salary, DA, HRA, Conveyance, medical and incentive on which you want to give arrear. You can give arrear to employee by two types: 1- as per actual paid days, paid days by user.

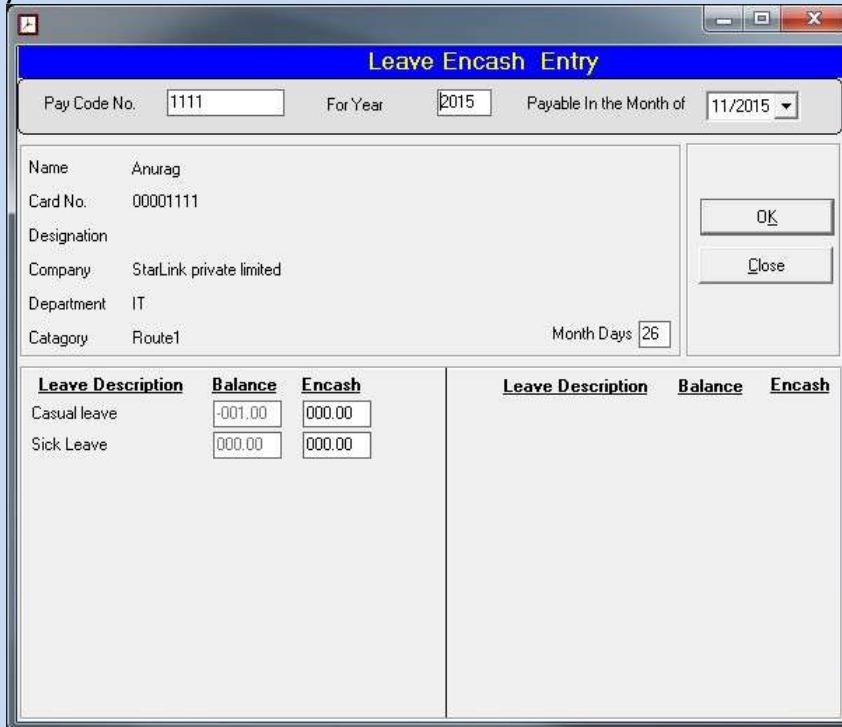
When you will tick on paid day user, a window of "number of paid days will show and you can enter days.

	Rates	Calculated Amount		
Basic	000000.00	000000.00		
D.A	00000.00	00000.00		
H.R.A	00000.00	00000.00	P.F	00000.00
Conveyance	00000.00	00000.00	V.P.F	00000.00
Medical	00000.00	00000.00	E.S.I	00000.00

Figure A.5.1: Arrear Entry

A.6 Leave Encash Entry:

This option is related to leave accrual of time office software. You can see how many leaves are balanced in leave accrual and when you will enter paycode in Leave Encash Entry window and press "tab", information of that employee will automatically show on that window. And balance leaves will show with leave description will show in leave encash window. You have to enter number of leaves you want to encash.



<u>Leave Description</u>	<u>Balance</u>	<u>Encash</u>
Casual leave	-001.00	000.00
Sick Leave	000.00	000.00

Figure A.6.1: Leave Encash Entry

A.7 Late Plan Setup:



Figure A.7: Late Plan Setup

A.8 Salary Lock/Unlock:-

The screenshot shows a dialog box titled "Salary Lock/Unlock". It is divided into four main sections:

- Unlock:** A "Month & Year" dropdown menu set to "03/2025" and an "Unlock" button.
- Lock:** A text label "All previous month salary will lock before this month", a "Month & Year" dropdown menu set to "03/2025", and a "Lock" button.
- Report:** "Month" and "To" dropdown menus both set to "25/03/2025" and a "Report" button.
- Change Password:** Three text input fields labeled "Old Password", "New Password", and "Confirm Password", followed by a "Change Password" button.

Figure A.8: Salary Lock/Unlock

B. Data Processing:

B.1.1 Pay Processing

By using this option, you can process for attendance data. There is three types of data, you can process:

The screenshot shows a dialog box titled "Processing Attendance Data". It contains the following elements:

- Employee Paycode:** "from:" field with "0000000000" and "To:" field with a hatched pattern.
- From Date:** "01/02/2025" and **To:** "28/02/2025".
- Options:** Three radio buttons: "Capture Data From Time office and Process", "Process On Current Master Setup" (which is selected), and "Process as previous setup".
- Buttons:** "Capture", "Close", and "Selection".

Figure B.1.1: Pay Processing

- I. Capture Data from Time Office and process: If you want to give salary to employee for actual days, you have to run this process.

- II. Process on Current Master Setup: if you have made entry on performance analysis and process this option, report will generate on this captured data.
- III. Process on Previous Data: If you want to see report for previous month, run this process.

B.2.1 Canteen Processing:

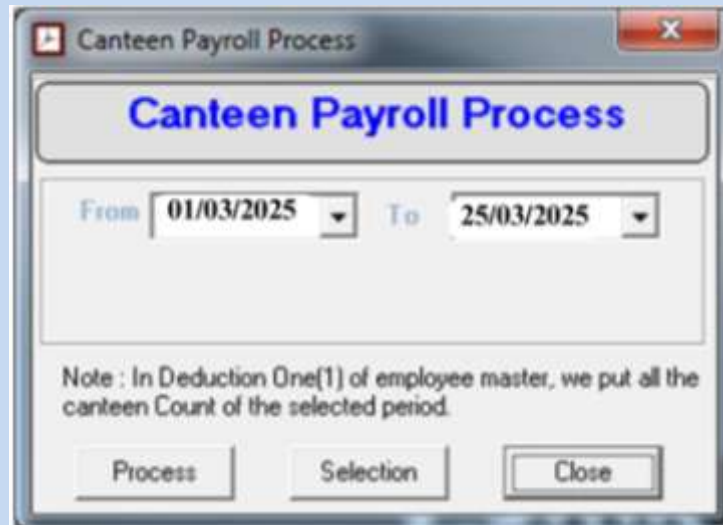


Figure B.2.1: Canteen Processing

B.3.1 Performance Analysis

By using this window you can maintain an employee's data. You can set how many days that employee worked? His absent, his OT hours, Late hours, Early hours, WO, CL,SL,PL/EL, Other leave, Late days, Early days, Holiday.

The 'Data Maintenance' window contains the following fields:

Pay Code	<input type="text"/>	Name :	<input type="text"/>
Month	02/2025	Department :	<input type="text"/>
Card No.	<input type="text"/>	Designation	<input type="text"/>

Days Worked	00.00	CL	00.00
Absent / LWP	00.00	SL	00.00
O.T. Hours	00.00	PL/EL	00.00
Late Hours	000.00	Other Leave	00.00
Early Hours	000.00	Late Days	00.00
WO	00.00	Early Days	00.00
Holidays	00.00	Total PayableDays	00.00

Buttons: Ok, Close

Figure B.3.1: Performance Analysis

B.4.1 Hold Salary

The 'Hold Salary' window contains the following elements:

If You want to Hold Salary of Particular Employee or Any Department then select the department from the Department List. Then Uncheck that employee from the List Box then Press

Department List: NONE

Select All

Paycode	EmployeeName	Salary
---------	--------------	--------

Buttons: Hold Salary, Close

Figure B.4.1: Hold Salary

C:-Reports

C.1.1 Payroll Report:-

In this section you can generate Salary Reports, PF reports, ESI reports, Reimbursement reports, Statuary reports, Loan/Advance reports, Arrear & Bonus reports, Master reports, Piece information, and statement.



Figure c.1.1:- Reports

C.2.1 TOS Monthly Report:-

The screenshot shows a software window titled "Monthly Attendance Report". At the top, there are two date pickers: "From Date" set to 01/02/2025 and "To" set to 28/02/2025. To the right of these are three radio buttons for output format: "Text" (selected), "Excel", and "Word".

The main area contains a list of report options, each with a radio button:

- Performance Register
- Late Arrival Register
- Early Departure Register
- Absenteeism Register
- Over Time Register
- Over Stay Register
- Shift Schedule
- Lunch Duration Report
- Location Wise Punch
- Employee Wise Percentage
- Department Wise Percentage
- Employee wise Performance
- Employee Wise Attendance
- Employee Attendance Detail
- Department Wise Attendance
- Shift Wise Attendance
- Over Time Summary
- Over Time Summary New
- Employee Status
- Manual OT Deduction
- Night Shift Punch

There are two rounded rectangular boxes on the right side containing additional options:

- Box 1: Muster Roll, Form No - 12, Form No - 12 New, Form No - 25, Form No - 25 New, Form No - 26
- Box 2: Early Departure, Total Loss and OverStay, Late and Over Stay

A "GatePass Reports" button is located below these boxes. At the bottom left, there is a "Lines Per Page" field set to 75 and a "Department Wise Skip" checkbox which is checked. At the bottom right, there are three buttons: "Close", "Generate", and "Selections..."

Figure C.2.1:-TOS Monthly Reports

D.1.1 Reimbursement:

Reimb Setup: In this setup, you can see reimbursement description will automatically show. Just enter payroll code and press "tab" and details of that employee will automatically generate. You can set financial year. Now you feed opening balance for these reimbursement and then save this setup.

Gen Setup	PF Setup	ESI Setup
Bonus Wage Limit	Allowed	Extra Setup
General	Reimbursement	Leave Incash On
<input type="checkbox"/> Prof. Tax	<input checked="" type="checkbox"/> Conveyance <input checked="" type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> Basic
<input checked="" type="checkbox"/> PF	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> HRA
<input checked="" type="checkbox"/> ESI	<input checked="" type="checkbox"/> Earning 01 <input checked="" type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> DA
<input checked="" type="checkbox"/> VPF	<input checked="" type="checkbox"/> Earning 02 <input checked="" type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> Conveyance
<input checked="" type="checkbox"/> Bonus	<input checked="" type="checkbox"/> Earning 03 <input checked="" type="checkbox"/> Is Salary Part	<input type="checkbox"/> Medical
<input checked="" type="checkbox"/> Gratuity	<input checked="" type="checkbox"/> Earning 04 <input type="checkbox"/> Is Salary Part	<input type="checkbox"/> Earning 01
	<input type="checkbox"/> Earning 05 <input type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> Earning 02
	<input type="checkbox"/> Earning 06 <input type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> Earning 03
	<input checked="" type="checkbox"/> Earning 07 <input type="checkbox"/> Is Salary Part	<input type="checkbox"/> Earning 04
	<input checked="" type="checkbox"/> Earning 08 <input checked="" type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> Earning 05
	<input checked="" type="checkbox"/> Earning 09 <input checked="" type="checkbox"/> Is Salary Part	<input checked="" type="checkbox"/> Earning 06
	<input checked="" type="checkbox"/> Earning 10 <input checked="" type="checkbox"/> Is Salary Part	<input type="checkbox"/> Earning 07
		<input checked="" type="checkbox"/> Earning 08
		<input type="checkbox"/> Earning 09
		<input checked="" type="checkbox"/> Earning 10
		<input type="checkbox"/> PF Allowed on Leave Incash
		Leave Type For InCash
		<input checked="" type="checkbox"/> L01 - CL
		<input type="checkbox"/> L02 - SL
		<input checked="" type="checkbox"/> L03 - OD

Figure D.1.1: Reimbursement Setup

E. Loan/ Advance

E.1.1 :- Loan and advance Setup:-

You can make entries of advance or Loan through this option. First you have to enter payroll number of a employee and press button tab to details of that employee like card no, company, employee name, department and category will automatically come on the screen.

I. Entries about Advance:

- ❖ If you want to take advance, tick on advance.
- ❖ Company ID number will automatically generate in the case of advance.
- ❖ If you want to deduct that advance from salary, tick on box (deduct from salary).
- ❖ You have to select on advance type by option advance/loan type.
- ❖ If you can see entry of existing advance, just tick on box (view).
- ❖ By clicking on new to create new window for advance. You can enter month in which employer is giving advance, total advance, you can make amount in installment and number of installment will be generated automatically.
- ❖ By clicking on delete, you can delete existing window for advance.

The screenshot shows a software window titled "Loan & Advance Setup". The window contains the following elements:

- Buttons: View, New, Delete (radio buttons).
- Fields: Pay Code, ID No., Card No., Company, Employee Name, Department, Category.
- Controls: Deduct From Salary (checked checkbox), Loan/Adv Type (dropdown menu set to Advance), Advance/Loan (radio buttons, Advance selected).
- Month Selection: Advance Month (dropdown set to 03/2025), Transaction From Month (dropdown set to 03/2025).
- Amount Fields: Total Advance, Installment Amount, Number Of Installment.
- Bottom Buttons: Save, Close.

Figure E.1.1: Loan/Advance Setup

II. Entries for loan:

- ❖ If you want to take loan, tick on box (loan).
- ❖ If you want to deduct that loan from salary, tick on box (deduct from salary).
- ❖ You have to select on Loan type(personal loan, home loan, vehicle loan, other loan) by option advance/loan type.
- ❖ If You can see existing loan, just tick on box (View).
- ❖ By clicking on new to create new window for Loan. You can enter month in which bank is approved loan, total loan, you can make amount in installment and number of installment will be generated automatically.
- ❖ By clicking on delete, you can delete existing window for loan.

E.2.1 Loan/Advance Adjustment

The screenshot shows a software window titled "Loan & Advance Adjustment". It features several input fields: "Pay Code" (text box), "ID No." (dropdown menu), "Card No." (text box), "Company" (text box), "Employee Name" (text box), "Department" (text box), and "Category" (text box). Below these fields is a row of radio buttons with labels: "Advance", "Loan", "Salary(Inst_AMT)", "Cash(Cash_AMT)", and "Edit Installment". The "Advance" radio button is selected. To the right of the radio buttons is an "Adjustment Amount" field with a value of "0". Below the radio buttons is a table with two columns and two rows. At the bottom of the window are "Save" and "Close" buttons.

Figure E.2.1: Loan/Advance Adjustment

If an employee took some loan or advance and he want to return it as soon as possible, he will use this option.

F.1.1 TDS calculation

The screenshot shows a software interface for TDS calculation. At the top, there are several input fields and buttons:

- Employee Details:** Period, Company Name, Employee Name, Designation, Department, Date Of Join.
- Financial Details:** Financial Year (From 2018 To 2020), Assessment Year (From 2018 To 2017), Category (Select).
- Tax Details:** Salary paid, Professional Tax Ded., PF Deducted, Sec Tax Deducted.
- Actions:** Proposed, Update TDS (with Refresh Calculation button), Final, Save, Delete, Close.

Below these fields is a large empty table area. To the right, there is a section titled "Income and Tax Calculation" with various input fields for different tax components:

- Basic, HRA, Dear Allowance, Medical, DA, Other Tax, Gross Income, Yearly Income.
- State Tax, From Excess, PF, Prof Tax, Other Ded., Yearly Ded.
- Yearly Excess, Taxable Income, Yearly Tax, Edu. Cess, H. Edu. Cess, US To A Relief, Gross Tax, Monthly Tax.
- PF Excess, Cess Excess, HRA Excess, New Yearly Tax, New Yearly Tax, Tax Pay, Other Tax.

Figure F.1.1: TDS Calculation

F.2.1 Professional tax slab

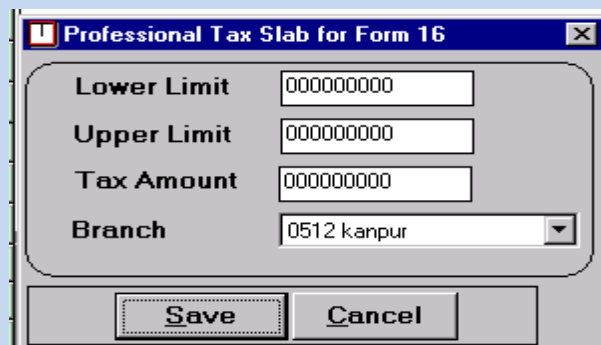
Professional tax always deduct from the gross salary.
Professional tax slab rates different from state to state because it comes under government jurisdiction. If an employee's salary is vary between from Rs. 3,000/- to Rs. 5000/- , professional tax will deduct Rs. 30/-.

Lower limit: you have to put lower limit of salary.

Upper limit: you have to put upper limit of the salary.

Tax amount: you have to put professional tax amount.

Branch: you have to select City or state where it'll applicable.



The image shows a software dialog box titled "Professional Tax Slab for Form 16". It contains four input fields: "Lower Limit" (00000000), "Upper Limit" (00000000), "Tax Amount" (00000000), and "Branch" (0512 kanpur). At the bottom, there are "Save" and "Cancel" buttons.

Figure F.2.1: professional Tax Slab

G. Piece Setup

G.1.1 Piece master: This option is used in Export houses. You can set piece code and what type of work an employee did (name of work) and per rate a employer want to give on that piece. You can create new piece master and modify to edit in existing Piece master and delete to delete in existing piece master, etc.

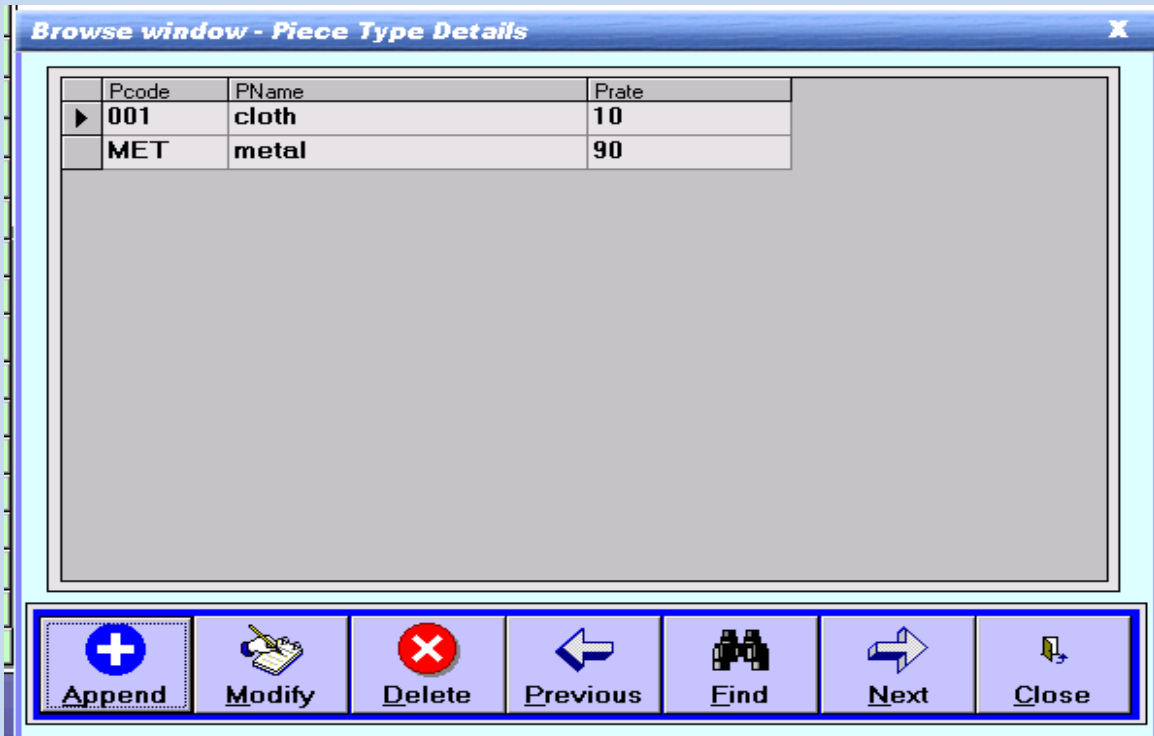


Figure G.1.1: Piece Master-1

Piece Type Code: 001
Description: cloth
Rate: 010.00

OK Cancel

Figure G.1.2: Piece Master-2

H. Final Setup

H.1.1 Bonus Processing:

In Bonus processing, you have to enter that date till that you want to process for bonus.

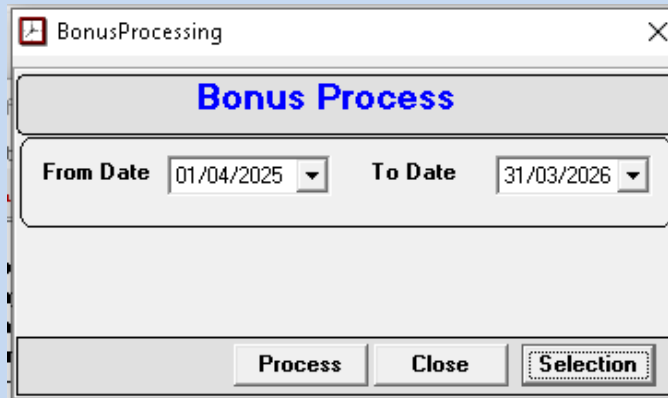


Figure H.2.1: Bonus Processing

H.2.1 Gratuity Process:

In gratuity process, you have to enter that date till that you want to process for gratuity.

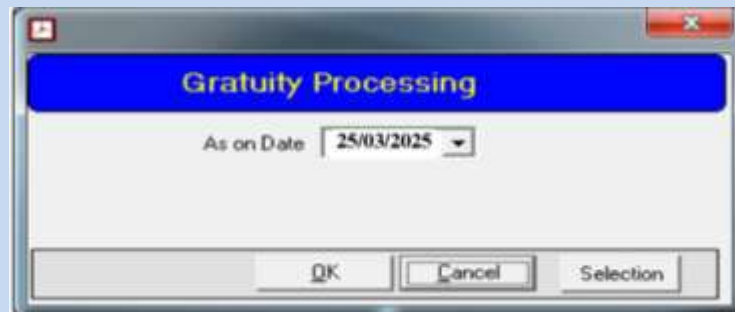


Figure H.2.1: Gratuity Process

H.2.3 Full and Final Entry:

This option is used for full and final entry for an employee. If an employee is leaving his job, enter paycode and enter resign date and enter payable month in which you give him all amount.

- ❖ Tick on box Net Salary with previous month's salary.
- ❖ You can enter Gratuity's amount.
- ❖ You can select leaves for incash.
- ❖ If an employee has resigned one month before, employer has to pay for 30 days in Notice Days Paid.
- ❖ This full n final window will show pending loan/advance.
- ❖ If you tick on PF on leave encash in option allowed on payroll setup, pressing apply setting, amount will automatically come in PF on leave in cash portion in full & final window.

Figure H.2.3: Full & Final Entry

Exit: Close payroll software.