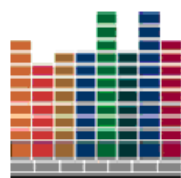




User Manual (Payroll)
















PAYROLL

PROCESSES BY FUNCTIONAL AREA

4.1 Key Short Cuts

S. No.	Button	Shortcut Key	Description
1.		F5	To create a new record
2.		F6	To create a duplicate record
3.		F7	To remove a record
4.		F4	To clear previous query and data from the screen
5.		F12	Save the entry.
6.		F2	Retrieve all records from the database for the selected window
7.		F3	Retrieve only a selected part of the available data
8.		F8	Displays the list of Values attached to that field.
9.		None	Move Forward
10.		None	Move Backward
11.		Ctrl P	Prints the selected screen / Display.






CHANGE OF BANK ACCOUNT NO., PAN, GPF/EPF A/C NOS. (Payroll)

Fetch Employee already created in HR Module (At the time of new employee joining)

Path: IFS Applications → IFS Payroll → Payroll Computation → Basic data for Payroll Computation → Employee Information

Steps involved:




- 1) Click New  or F5.
- 2) Select the Company Code from LOV  or press F8 and select Company Code.
- 3) Select Employee Code from LOV  or press F8 and select Employee Code.

Company :		9907					SAO / SLDC / VIDYUT SOUDHA / HYDERABAD				
Emp Code:	Title:	First Name:	Middle Name	Last Name:						<input type="checkbox"/> Under Transfer	
1049907	Mr.	MD.	MASOOD	AHMED						<input type="checkbox"/> Lease	
Person Id:	Additional Id:	Father/Husband Name:	Gender/Sex						<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Lease Hold	
1049907		YASEEN AHMED	Male						<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> Hold Salary	
General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim											
PF Info.											
Comm/Trust Code:		GPF									GPF TRUST
P.F No:		GPF-23639		E.P.S No.							

Company :		9907					SAO / SLDC / VIDYUT SOUDHA / HYDERABAD				
Emp Code:	Title:	First Name:	Middle Name	Last Name:						<input type="checkbox"/> Under Transfer	
1049907	Mr.	MD.	MASOOD	AHMED						<input type="checkbox"/> Lease	
Person Id:	Additional Id:	Father/Husband Name:	Gender/Sex						<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Lease Hold	
1049907		YASEEN AHMED	Male						<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> Hold Salary	
General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim											
Bank Info											
Payment Mode:		Bank Transfer									
Emp Bank Code:		SBH									
Emp Bank A/c No:		52108427048									
Issue Bank Code:		SBH									
DD Payable At PAR											
Emp Bank A/c No:		(Reimbursement)									
Payment Method											
Misc Info											
PAN/GIR No:		APCOB567J									
Promotion Date:		11/2/2009									
Gratuity Start Date:		8/26/1991									
Date Of Retirement:		1/26/2025									
Transport Info											
Mode											
Destination											
Quarter Info.											
Quarter Type											
Quarter #											





- 4) Select Payment Mode from drop down list (e.g. Bank Transfer, Cheque or Cash, as applicable to employee)
- 5) Select Emp Bank Code from LOV  or press F8 to select Emp Bank Code.
- 6) Enter Employee's Bank Account number.
- 7) Select Issue Bank Code from LOV  or press F8 to select Issue Bank Code.
- 8) Save the record  or F12.

Hints for easy identification of account codes which one should be fall in entitlement or eligibility or sanction info or other earning / deductions :-

Entitlement: -

Account code having no rates in rule and rate master

Account code having no variable group code in rule and rate master

Amount against account code should be in fixed amount / percentage and may vary employee to employee. E.g. Basic Pay

Eligibility: -

Account code having variable group code in rule and rate master.

Account code having multiple rates in rule and rate master. E.g. CCA, HRA, Convy. Etc

Adjustment Amount: -

If any adjustment amount need to be passing against "INCOME TAX" that amount should be enter in this screen only, NOT in Entitlement.

FA-Adjustment: -

Any payment release through Direct Mixed payment mid of the month from Finance will flow here after posting of "Loan Info to Payroll" from Finance. Such payment detail will be appearing here for the purpose of payment regularization along with regular payroll processing (Monthly).

Sanction Info: -

Allowances sanctioned by HR department & starts from sanction date that vary from employee to employee, will be consider as the sanction allowance. All Sanction Allowance first need to be define in Sanction Master before assigning it to an employee





Other Earns / Deductions: -

If any Account code need to be assign to an employee with some reference details, for example LIC recovery with Policy Number, must be entered in Other Earns/ & Deduction Tab NOT in Entitlement/ Eligibility Tab.

Entitlements

Process: ENTERING / MODIFYING ENTITLEMENTS

It refers to any account that an employee will be entitled to in his salary each month. Entitlement account can either be earning accounts or deduction account and can be fixed amount.

Path: IFS Payroll → Basic Data for Payroll Computation → Employee Entitlement / Eligibility → Entitlement Tab




Account	Account Description	Amount	Amount Type	Valid From Month	Valid To Month	Slab Base Code	% Age Base Code	Rule Based
101	BASIC PAY	34,495.00	Fixed	200911				✓
108	MEDICAL_ALLOW	200.00	Fixed	200911				✓
201	GPF_PROVINCIAL	4,000.00	Fixed	200911				✓
232	INCOME TAX	1,000.00	Fixed	200911				✓

Any Earning or Deductions account codes for which same amount / percentage has to be given to/ deducted from the employee can be used as Entitlements in IFS. Entitlement account can either be earning accounts or deduction account and can be fixed amount.

Example of Entitlements is given as under:

Steps Involved:



1. Select the employee by clicking at EMP# and pressing F3 or click on query .
2. Move to details window (Line Level)
3. To add any entitlement, create a new row by clicking new  or press F5 at line level, select the relevant account code and move to the amount column. You can enter the amount as fixed value (like in case of Basic pay) or fixed percentage.
4. Select the appropriate amount type in the next column and give valid from and valid to (If Applicable) months for the earnings / deductions.
5. Save the record  or press F12.

Eligibility

Process: ENTERING / MODIFYING ELIGIBILITY

It refers to any membership that an employee has subscribed to. This will entail monthly deduction/ earning for the amount of this allowances/ recoveries as per the prescribed rates.

Path: IFS Payroll → Basic Data for Payroll Computation → Employee Entitlement / Eligibility → Eligibility Tab

[illegible]



USER MANUAL- PAYROLL



Steps Involved:

1. Select the employee by clicking at Emp# and pressing F3 or click on query
2. Move to details window (Line Level)
3. To add any eligibility, create a new row or press F5, select the relevant account code from LOV and move to the variable code column.
4. Select variable group code as per the employee wise eligibility. (code should be select from LOV or press F8 to get the List of values Screen)
5. Save the record or press F12.

Note:

Carefully select variable group code, further this have major impacts on employee's salary calculation, system calculate as per the rate given to employee in eligibility master.

Adjustments

Adjustments Refer To Any Amount Which Has To Be Paid To / Deducted From an Employee for a Single Month (You Can Also Use the Screen Below To Pass Adjustments for More Than One Month)



Process: PASSING ADJUSTMENTS FOR AN EMPLOYEE

Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Employee Entitlement/Eligibility → Adjustment Amount.

Emp #:	Title:	First Name:	Middle Name:	Last Name:			
1049907	Mr.	MD.	MASOOD	AHMED			
Additional id:	Company:	Location:					
9907	SAD / SLDC / VIDYUT SOUDHA / HYDE	9907 SAD / SLDC / VIDYUT SOUDHA / HYDERABAD					
Category:	Grade:	Designation:	Actual Cost Centre:	Distribution Code:	Date Of Joining	Date Of Leaving	
NWKM	NW-05	CETLSS	DTRNS	GEN	11/19/2000		
Time Office Code:	Essential Services:	Gender/Sex:	PF No:	Payment Mode:			
GEN	Non-Essential	M	GPF-23639	Bank Transfer	<input checked="" type="checkbox"/> Active Flag <input checked="" type="checkbox"/> Payroll Flag		
Un Recovered Amount	Supplementary	Reimb. Adjustment	Compensation	Sanction In			
Entitlement	Eligibility	Adjustment Amount	FA-Adjustments	Other-Earns/Dedns	Arrear A		
Payroll Month: 200911							
Account	Account Description	Amount	Accounting From Month	Accounting To Month	Manual	Referenc No	Remarks
139	EL_ENCASHMENT	16,792.67	200911	200911	<input checked="" type="checkbox"/>		EL-Days={10}- Posted From Leave Encashment Screen



Steps Involved:

1. Select the employee by clicking on query  at EMP# or pressing F3.
2. Move to details window.
3. To pass any adjustments for this employee, create a new line and select the account code for which the adjustments needs to be made.
4. Enter the amount in the amount column.
5. Give the “Accounting from Month” and “Accounting to Month” in the respective columns. The adjustment (Whether Earning or Deduction will be made for all the months, as entered in this column).
6. Enter Remarks, as required.
7. Save the adjustment by click on  or press F12.

Process: PASSING ADJUSTMENTS FOR A GROUP OF EMPLOYEES

Path: IFS Payroll→ Basic Data for Payroll Computation→ Payroll Transactions→ Employee Adjustment Amount→ Adjustment II Tab

[illegible]



Steps Involved:

1. The data entry in this screen is very similar to data Entry in MS Excel Sheet.



USER MANUAL- PAYROLL



2. Select the payroll month from drop down menu
3. Click on the Tab Adjustment I or II
4. Click on the details and create a new line  or press F5 at Line Level.
5. Enter the EMP Code, account code, amount & accounting month in the respective column.
6. Enter Remarks, as required.
7. Save the adjustment by click on  or press F12.

Notes:

The tabs Adjustment-I and Adjustment-II are exactly the same in all respects except for one. The user can make multiple entries for a same Employee code and account combination in the Adjustment – II, which is not possible in the Adjustment – I tab.

Sanction Info.

Allowances sanctioned by HR department & starts from sanction date and that vary from employee to employee, will be consider as the sanction allowance. Those allowances will be entered in employees sanction info screen.

Process: MAKING ENTRIES FOR ALLOWANCES (SANCTIONED BY HR)

Path: IFS Payroll → Payroll computation → Basic Data for Payroll Computation → Employee Entitlements / Eligibilities → Sanction Info.

IFS Navigator		Employee Details																																																									
<ul style="list-style-type: none"> IFS Applications General Info Services Application Services Enterprise Accounting Rules Document Management IFS Payroll <ul style="list-style-type: none"> General Data for Payroll and Leave Account Payroll Computation <ul style="list-style-type: none"> Basic Data for Payroll Computation <ul style="list-style-type: none"> Payroll Company & Location Other Masters Variable Group Codes Employee Information Overview Employee Information 		Emp #:	Title:	First Name:	Middle Name:	Last Name:																																																					
		1555000	Mr.	ASHOK KUMAR		ATHELLI																																																					
		Additional id:	Company:	Location:																																																							
			9907	SAO / SLDC / VIDYUT SOUDHA / HYDE			9907	SAO / SLDC / VIDYUT SOUDHA / HYDERAB																																																			
		Category:	Grade:	Designation:	Actual Cost Centre:	Distribution Code:	Date Of Joining	Date Of Leaving																																																			
		NWKM	NW-07	ADE(LMC)	LMC	GEN	12/23/2000																																																				
		Time Office Code:	Essential Services:	Gender/Sex:	PF No:	Payment Mode:	<input checked="" type="checkbox"/> Active Flag	<input checked="" type="checkbox"/> Payroll Flag																																																			
		GEN	Non-Essential	M	123456789	Bank Transfer																																																					
		<table border="1"> <thead> <tr> <th>Entitlement</th> <th>Eligibility</th> <th>Adjustment Amount</th> <th>FA-Adjustments</th> <th>Other-Earns/Dedns</th> <th>Arrear An</th> </tr> <tr> <th>Un Recovered Amount</th> <th>Supplementary</th> <th>Reimb. Adjustment</th> <th>Compensation</th> <th colspan="2">Sanction In</th> </tr> </thead> <tbody> <tr> <th>Application S. No.</th> <th>Application Ref. No.</th> <th>Application Date</th> <th>Sanction Code</th> <th>Sanction Description</th> <th>Claimed Amount</th> <th>Approved Amount</th> <th>Effective From Date</th> <th>En T</th> </tr> <tr> <td>1</td> <td>1</td> <td>1/1/2009</td> <td>PGI</td> <td></td> <td>500</td> <td>500</td> <td>11/1/2009</td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>1/1/2009</td> <td>SP_INC</td> <td></td> <td>1000</td> <td>1000</td> <td>11/1/2009</td> <td></td> </tr> <tr> <td>3</td> <td>3</td> <td>1/1/2009</td> <td>MED_ALLOW</td> <td></td> <td>200</td> <td>200</td> <td>11/1/2009</td> <td></td> </tr> </tbody> </table>										Entitlement	Eligibility	Adjustment Amount	FA-Adjustments	Other-Earns/Dedns	Arrear An	Un Recovered Amount	Supplementary	Reimb. Adjustment	Compensation	Sanction In		Application S. No.	Application Ref. No.	Application Date	Sanction Code	Sanction Description	Claimed Amount	Approved Amount	Effective From Date	En T	1	1	1/1/2009	PGI		500	500	11/1/2009		2	2	1/1/2009	SP_INC		1000	1000	11/1/2009		3	3	1/1/2009	MED_ALLOW		200	200	11/1/2009	
		Entitlement	Eligibility	Adjustment Amount	FA-Adjustments	Other-Earns/Dedns	Arrear An																																																				
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1	1	1/1/2009	PGI		500	500	11/1/2009																																																				
2	2	1/1/2009	SP_INC		1000	1000	11/1/2009																																																				
3	3	1/1/2009	MED_ALLOW		200	200	11/1/2009																																																				

Steps Involved:





USER MANUAL- PAYROLL



1. Query for employee code (H) or press F3.
2. Click on Sanction Info. (Tab).
3. Go to Line Level.
4. Click new () or press F5.
5. Enter Application Reference Number.
6. Enter Application Date of applied allowance.
7. Select Allowance Sanction Code from LOV () or press F8.
8. Enter Claimed Amount. (If any Allowance is based on Eligibility, Select Variable group code from list of values () or press F8.
9. Enter Allowance Sanction date.
10. Save the record () or press F12
11. Select Record, do RMB, "Confirm" allowance.
12. Enter Approve Amount. (In case of Entitlement based Allowance).
13. Save the record () or press F12.
14. Select Record, do RMB, "Approve" allowance.



Other Earnings / Deductions





Insurance Policies as Opted by the Employees, Who's Premium Gets Deducted as a Part of Salary Can Be Stored in IFS. Further More Any Similar Earning Or Deduction, Which Is For A Specified Period Or Indefinite Period Can Also Be Entered And Stored. Such as: - LIC, Society Recovery, Court Attachments, Bank Loan – Personal and House Finance and APGLIS

Process: MAKING ENTRIES FOR EXTERNAL RECOVERIES


Path: IFS Payroll→ Payroll computation→ Basic Data for Payroll Computation→ Employee Entitlements / Eligibilities→ Other Earnings & Deductions.

[illegible]

Steps Involved:

1. Select the employee from drop down menu or through query  option, for which Insurance policy / any other earning and deduction, as specified above, needs to be entered.
2. Click on the Account and create new  or press F5. (If the account is already existing for this employee, skip step 2 and 3)
3. Enter the account for which record needs to be entered and save  or (F12).
4. Click in the details window and create a new line by pressing F5 or click on .
5. Enter the details of the policy no. / Any reference no. in the first column.



6. Enter the reference date for the policy.
7. Enter the reference premium amount which needs to be deducted from the salary.
8. Enter the frequency of earning / deduction in the next column from drop down menu (i.e. Monthly, Quarterly, Half Yearly or Yearly)
9. Enter the start month for payment / recovery.
10. Enter Outside Agency code from List of Values.
11. Save the record  or press F12.
12. The record is now in created state. Select this record and right click the mouse button.
13. Click on the ACTIVE to make the policy active.

Note:-

This Screen can be use for all type recovery and earning which have some reference number same as LIC policy Number. This Reference Number should be capture in payroll and its monthly processing.





Loans

Loans taken by any employee, whose principal amount and interest needs to be deducted from the salary, are maintained in the Loans folder in IFS Applications. The loan particulars should be entered in the system after the loan amount released by the finance.

Loan

Process: MAKING ENTRIES FOR SANCTIONED LOAN

Path: IFS Payroll → Basic Data for Payroll Computation → Loan → Loan Info

IFS Navigator

Application Services

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IFS Payroll

General Data for Payroll

Payroll Computation

Basic Data for Payroll Computation

Payroll Transaction

Processing

Supplementary

Loan

Loan Type

Loan Info

Overview - Loan

Loan Interest

External Interface

Lease

Tax

Report

Company : 9907

Name : SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Employee : 1068512

Title : Mr.

First Name : VENKATA

Middle Name : SIVA RAMAKRISHNA

Last Name : NIMMAGADDA

Loan Info

Loan Account : 306

FESTIVAL ADVANCE

Loan Detail

Loan Adjustment

Loan Id	Loan Date	Loan Amount	Interest Rate	Additional Interest	Slab Base Interest	Computation Method	EMI Case	EMI Gross Amount	No Of Installment	Monthly Installment
1	7/1/2009	2,000.00	0.00	0.00	<input type="checkbox"/>	Reducing Balance	<input type="checkbox"/>		10.00	200.00

Company : 9907

Name : SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Employee : 1068512

Title : Mr.

First Name : VENKATA

Middle Name : SIVA RAMAKRISHNA

Last Name : NIMMAGADDA

Loan Info

Loan Account : 306

FESTIVAL ADVANCE

Loan Detail





Loan Adjustment

Monthly Installment	Recovery Start Month	Balance Amount	Transaction Balance	Last Recovery Month	Reference No	Settled	Stop Monthly Installment	Next Recovery Start Month	No Of Instalments Balance	Interest Subsidy Till Month	Start Interest Subsidy
200.00	200907	1,000.00	1000			<input type="checkbox"/>	<input type="checkbox"/>		5		<input type="checkbox"/>





Steps Involved:

1. Open the form / Loan screen by following the path given above.
2. Select the employee for which loan entries need to be made by pressing F3 or click on  and entering EMP no.
3. Click on the loan account and using drop down option, check whether the account for which entries need to be made is existent. If yes, skip the next step.
4. Select the loan account no. from LOV 
5. Save the loan record  or press F12.
6. Move to the details window and create a new line.
7. Skip the loan id column, as it shall be automatically created once the line is saved.
8. Enter the loan date, loan amount and the interest rate. Based on this loan date, the interest amount would be calculated.
9. Enter the computation method as reducing balance.
10. Enter the no. of Instalments for this loan. Based on this, the monthly instalment amount will automatically come.
11. Enter the recovery start month of this loan. Based on this recovery start month date, the principal amount would be deducted.
12. Enter the batch no. for the loan and the remarks, as required.
13. Save the loan entry by clicking on  or press F12.



USER MANUAL- PAYROLL



Loan History

Process: MAKING HISTORY ENTRIES FOR BOARD LOAN

Path: IFS Payroll → Basic Data for Payroll Computation → Loan → Loan Info → RMB → view loan history data → RMB-Header → Make loan History

Company : 9907 Name : SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Employee : 1068512 Title : Mr. VENKATA SIVA RAMAKRISHNA NIMMAGADDA

Loan Info

Loan Account : 306 FESTIVAL ADVANCE

Loan Detail | Loan Adjustment

Loan Id	Loan Date	Loan Amount	Interest Rate	Additional Interest	Slab Base Interest	Computation Method	EMI Case	EMI Gross Amount	No Of Installment	Monthly Instalment	Recovery Start Month	Balance Amount
00		0.00				Reducing Balance			10.00	200.00	200907	1,000.00

View Transaction Data...
View History Data...
Update Interest Rate Benefit...
View Interest Benefit Data...
Transfer Loan To Another Location...
View Transfer Data
Secure...
Update with Trans. Balance
Update Loan...
Table
Query...
Copy Object
Paste Object
Undo Object Edits
Properties

Company : 9907 Name : SAO / SLDC / VIDYUT SOUDHA / HYDERABAD Org. Amount: 2000

Employee : 1068512 Name : Balance Amt: 1000

Loan Account : 306 Loan Id : 1 Trans. Balance: 1000

Transaction Type	Transaction Month	Sign	Transaction Amount	Transaction Location	Transaction Date	Type
	200911	-	200		12/15/2009	Payroll-Rec
	200910	-	200		12/3/2009	History
	200909	-	200		12/3/2009	History
	200908	-	200		12/3/2009	History
	200907	-	200		12/3/2009	History
	200907	+	2000		7/1/2009	Loan

Make Loan History...
Populate
Query...
Create Shortcut...
Add to Favorites...
Copy Object
Paste Object
Properties



Update Loan History

From Month: 200909 To Month: 200911

Transaction Type: Balance/Recovery Amount Adjustment

Amount: 200 ☐ Update Balance

Remarks: REF.

OK Cancel

IFS Navigator

IFS Applications

General

Info Services

Application Services

Enterprise

Accounting Rules

Document Management

IFS Payroll

General Data for Payroll and Lee

Payroll Computation

Basic Data for Payroll Compu

Payroll Transactions

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Supplementary

Loan

Loan Type

Loan Info

Overview - Loan Info

Loan Interest Computation

External Interface

Lease

Tax

Bonus

Voucher

Queries

Admin

Company : 9907

Employee: 1068512

Loan Account : 306

Name : SAQ / SLDC / VIDYUT SOUDHA / HYDERABAD

Name :

Loan Id : 1

Org. Amount:


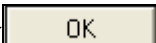
Balance Amt:

Trans. Balance:

Transaction Type	Transaction Month	Sign	Transaction Amount	Transaction Location	Transaction Date	Type	Remarks
	200911	-	200		12/15/2009	Payroll-Rec	Loan Installment
	200910	-	200		12/3/2009	History	RECOVERED
	200909	-	200		12/3/2009	History	RECOVERED
	200908	-	200		12/3/2009	History	RECOVERED
	200907	-	200		12/3/2009	History	RECOVERED
	200907	+	2000		7/1/2009	Loan	



Steps Involved:

1. To create loan history, Query for the employee by clicking on  or press F3
2. Select the Loan record at line in loan info for particular Loan.
3. Do RMB and select "View History Data".
4. Do RMB on Header and select "Make Loan History".
5. Update Loan History Window will open. Fill all the period for making loan history, select "Balance/Recovery Amount Adjustment" and enter remark (if Any).
6. Click on OK .
7. Loan History details will come on the screen. On this Screen, User can change the amount as per the details.
8. Close this screen and come to the Loan Info Screen. Select Loan Record at line level and do RMB on Update with Transaction Balance. It will update balance Transaction Amount.
9. To view Transaction Data of particular Loan, select the Loan Record at line level and do RMB on View Transaction Data.
10. There are two ways to make particular Loan as Secure, One is select the Loan and select the line and do RMB on Secure. This will hit the accounting Period and make the Pay Type Voucher with Voucher No. which comes in same line in Remarks or Voucher Type or Voucher No. Field. Other one is select the line and do RMB on Update Loan. One update Loan window will open and any loan information that user wants to change as well as can make a tick on Secure and click on OK. But this secure will never be click any Accounting entry. User can change this from Secure to Unsecured by the same process.



Closing / Making Adjustments in Existing Loans


An employee may close / adjust the loan amount by making early payments. In such cases, a closing / adjustment entry for the loan needs to be passed. The same can be done in the loan screen (Adjustment Tab)

Process: Passing Adjustment amount for Loan

Path: IFS Payroll → Basic Data for Payroll Computation → Loan → Loan Info → Loan Adjustment


Company :	9907	Name :	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD							
Employee:	Title :	First Name :	Middle Name :	Last Name :						
1000110	Mr.	RAMAKRISHNA	REDDY	G.						
Loan Info										
Loan Account :	307	EDUCATIONAL ADVANCE								
Loan Detail Loan Adjustment										
Loan Id	Reference No	Payroll/Process Month	Adjustment Code	Sign Code	Amount	Remarks	New Loan ID	Voucher No	Voucher Date	Voucher Err Msg
1		200912	Balance/Recovery Amount Adjustment		2,000.00					

Steps Involved:

1. Open the form / screen as path given above.
2. Select the employee for which loan entries needs to be made by pressing F3 or query for employee code by clicking on .
3. Select the loan account code which needs to be settled or adjusted and move to the LOAN ADJUSTMENT TAB.
4. Click the Right Mouse Button after select the detail line and select the loan id for which adjustment needs to be done.
5. The loan id will now be populated on your screen.
6. Enter (-ve) in the Sign code (as loan amount needs to be reduced).





7. Enter the amount with which the loan amount needs to be reduced.
8. Enter the remarks, as required.
9. Save the record  or press F12.
10. If want to change instalment amount of loan then above steps are repeated with sign Code (+ve)
11. Adjustment Code should be Change "Monthly Instalment".
12. This should be done after ending of previous month.





Processing of salary

Once all the entries have been made in the ifs-payroll, the payroll needs to be processed. Before actual processing of payroll, the following points need to be undertaken

- Ensure all the loans / policies / eligibilities have been created / modified, as required.
- Any corrections for the previous month have been entered in the system.
- All the entries made in the system have been checked.
- Adjustments, as required have been passed.
- Key checks have been made.

Once every entry has been validated, it is time to run the following processes in sequence.

- Attendance calculation
- Attendance posting.
- Arrears calculation.
- Arrears posting.
- Tentative payroll processing.
- Income tax calculation.
- Final income tax posting to payroll.





13.1 Attendance Calculation

Path: IFS-Payroll → Leave Accounting → Processing → Attendance Calculation (Location-wise)

Attendance Calculation(Location-Wise)

Company: 9907 SAD / SLDC / VIDYUT SOUDHA / HYDERA

Location: 9907 SAD / SLDC / VIDYUT SOUDHA / HYDERA

Process Month: 200911 11/1/2009 11/30/2009

Cut Off Date: 11/30/2009

List... Cancel < Previous Next > Finish

Attendance Calculation(Location-Wise)

Emp Category: All Categories

Emp Code:

Sr. No:

Employee:

List... Cancel < Previous Next > Finish





Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Select the company from
3. Select the location from
4. Select the process month from
5. Click on
6. Leave Blank in EMP Category field and EMP Code field for all employees.
7. Click on

Attendance Posting

Path: IFS-Payroll → Leave Accounting → Processing → Attendance Location wise Posting.

The screenshot displays the 'Employee Attendance Posting' window in the IFS Payroll application. The left-hand navigation pane shows a tree structure under 'IFS Payroll', with 'Attendance Location Wise Posting' highlighted. The main window contains several data entry fields: 'Company' (9907), 'Location' (9907), 'Time Office' (GEN), 'Process Month' (200911), 'Category Code' (All Categories), and 'Emp Code' (All Employees). At the bottom of the window, there are five buttons: 'List...', 'Cancel', '< Previous', 'Next >', and 'Finish'.

Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Select the company from





3. Select the location from
4. Select the Time Office Code from
5. Select the process month from
6. Leave Blank in EMP Category field and EMP Code field for all employees.
7. Click on .

Arrear Calculations

Path: IFS-Payroll/Payroll Computation / Processing / Payroll / Arrears Calculation.

Document Management

- IFS Payroll
 - General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Processing
 - Payroll
 - Attendance Posting
 - Payroll Processing
 - Month End Processing
 - Full & Final Processing
 - Arrears Calculation**
 - Arrears Posting
 - Lease
 - Bonus
 - Tax
 - Salary Slip
 - Voucher
 - Supplementary

Arrear Calculation

Company: 9907 SAD / SLDC / VIDYUT Soudha / HYDERA

Location: 9907 SAD / SLDC / VIDYUT Soudha / HYDERA

Payroll Month: 200911 11/1/2009 11/30/2009

Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Enter the company, location and payroll month from
3. Click .





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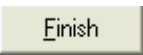


The screenshot shows the 'Arrear Calculation' window in the IFS Payroll application. The left-hand tree view shows the following structure:

- IFS Payroll
 - General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Processing
 - Payroll
 - Attendance Posting
 - Payroll Processing
 - Month End Processing
 - Full & Final Processing
 - Arrears Calculation**
 - Arrears Posting
 - Lease
 - Bonus
 - Tax
 - Salary Slip

The main window contains the following fields and controls:

- Emp Category: NWKM (dropdown), NON WORKMEN (text)
- Emp Code: (empty text box)
- Arrear Type: Promotion/Increment (dropdown)
- From Arrear Month: 200910 (text), OCTOBER ,2009 (text)
- To Arrear Month: 200910 (text), OCTOBER ,2009 (text)
- Remarks: (empty text box)
- Sr. No: (empty text box)
- Employee: (empty text box)
- Buttons: List..., Cancel, < Previous, Next >, Finish

4. Enter the category for which the arrears need to be processed. Alternatively user can only enter a specific EMP Code in the Next Field.
5. Select the Arrear Type from the List of Values given. The arrear type can be any one of the following: Promotion/Increment, DA Arrear or Others.
6. Enter the From Arrear Month and To Arrear Month, the period during which the Arrear needs to be calculated.
7. Enter Any Remarks, as required.
8. Leave the Sr. No. and Employee as blank.
9. Press 
10. This process will generate the Arrear for the employees, as per the details given.





View Arrear Calculated Data

Path: IFS-Payroll→ Payroll Computation→ Payroll Transaction→ Arrear (Promotion / Increment / DA / Others)

Company :	9907	SAD / SLDC / VIDYUT SOUDHA / HYDERABAD																																					
Location :	9907	SAD / SLDC / VIDYUT SOUDHA / HYDERABAD																																					
Payroll Month																																							
Payroll Month:	200911	November , 2009	Closed/Open: OPEN																																				
Employee																																							
Emp Code:	1049907	Emp First Name: MD.	Emp Middle Name: MASOOD																																				
		Emp Last Name: AHMED																																					
Arrear (Accounting Month Wise) Arrear (Account Code Wise) Prev. Info																																							
Arrear Accounting Month:	200910	Arrear Type:	Promotion/Increment																																				
<table><thead><tr><th>Account Code</th><th>Description</th><th>New Amount</th><th>Prev-Paid Amount</th><th>Arrear Amount</th><th>Arrear Actual</th><th>Payable</th><th>Remarks</th><th>Basic Amount</th></tr></thead><tbody><tr><td>101</td><td>BASIC PAY</td><td>10703</td><td>10301</td><td>402</td><td>402</td><td><input checked="" type="checkbox"/></td><td>Arrear</td><td></td></tr><tr><td>110</td><td>DA</td><td>8027</td><td>7726</td><td>301</td><td>301</td><td><input checked="" type="checkbox"/></td><td>Arrear</td><td></td></tr><tr><td>134</td><td>DEARNESS PAY</td><td>5351</td><td>5150</td><td>201</td><td>201</td><td><input checked="" type="checkbox"/></td><td>Arrear</td><td></td></tr></tbody></table>				Account Code	Description	New Amount	Prev-Paid Amount	Arrear Amount	Arrear Actual	Payable	Remarks	Basic Amount	101	BASIC PAY	10703	10301	402	402	<input checked="" type="checkbox"/>	Arrear		110	DA	8027	7726	301	301	<input checked="" type="checkbox"/>	Arrear		134	DEARNESS PAY	5351	5150	201	201	<input checked="" type="checkbox"/>	Arrear	
Account Code	Description	New Amount	Prev-Paid Amount	Arrear Amount	Arrear Actual	Payable	Remarks	Basic Amount																															
101	BASIC PAY	10703	10301	402	402	<input checked="" type="checkbox"/>	Arrear																																
110	DA	8027	7726	301	301	<input checked="" type="checkbox"/>	Arrear																																
134	DEARNESS PAY	5351	5150	201	201	<input checked="" type="checkbox"/>	Arrear																																

Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Query (H) for Location Code.
3. Query (H) for Payroll Month.
4. Details will come at detail part or can query for particular employee.
5. Check the data and verify it.





Posting of Arrears

Path: IFS-Payroll → Payroll Computation → Processing → Payroll → Arrears Posting

Arrear Posting

Company: 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERA

Location: 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERA

Payroll Month: 200911 11/1/2009 11/30/2009

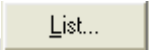
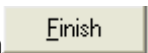
List... Cancel < Previous Next > Finish

Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Select the company from List...
3. Select location from List...
4. Select payroll month from List...
5. Click on Next >





6. Select the category code from  for which Arrears need to be posted.
7. Leave the employee code as blank, in case user wishes to post arrears for all employees for that category.
8. If the arrear needs to be given for only a specific account code, mention in the field "Account code", else leave it blank.
9. From the drop down menu, select whether posting / reposting or deletion needs to be done.
10. Click on .
11. This process will post all the Arrears to the payroll.



Tentative Payroll Processing

Path: IFS-Payroll → Payroll Computation → Processing → Payroll → Payroll Processing

Payroll Processing

Company Code: APTRANSCO TRANSMISSION CORPORATION

Location Code:

Payroll Month:

☐ Final Processing ☒ On-Line (Processing)


List... Cancel < Previous Next > Finish

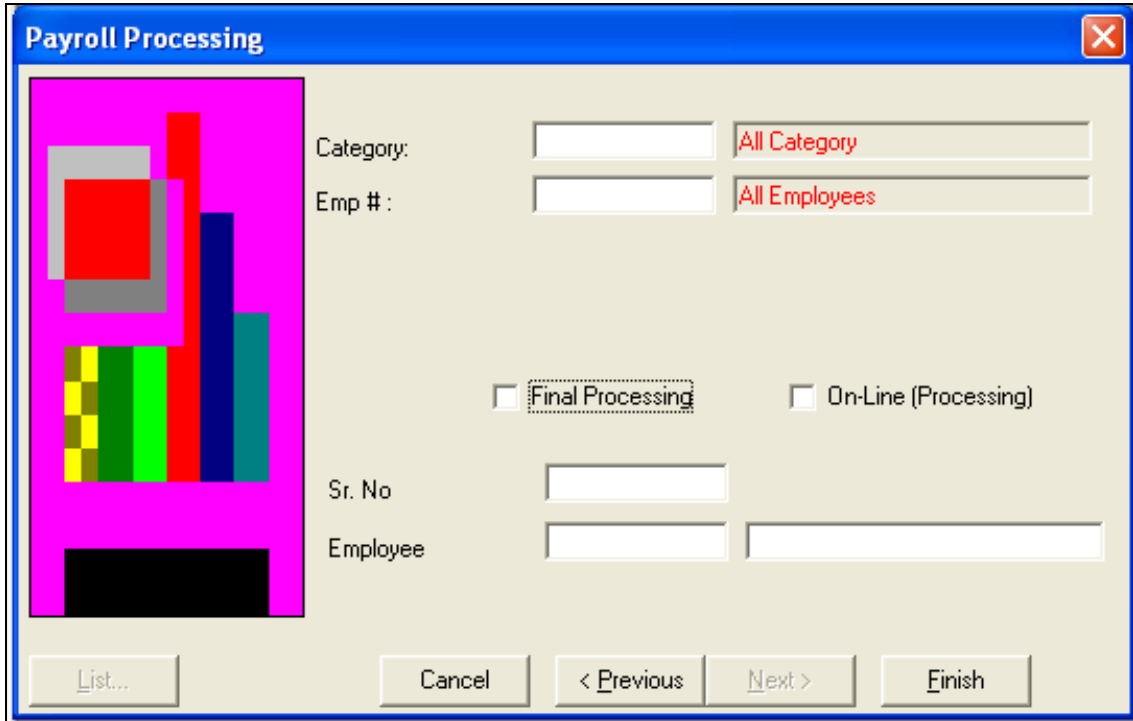
Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Select company from
3. Select location from
4. Select payroll month from .
5. Click on .
6. Do not click on final processing or On-Line Processing. The clicking of Final Processing will simultaneously close the current month and no corrections can be made, whatsoever.
7. Enter Space for all category





8. Enter Space for all employees.
9. Click on .
10. This will start the payroll processing jobs, the status of which can be seen in the background jobs.



11. User can check the data in **Pay slip Query**. Path of Pay Slip Query is as below
12. Ensure that On-Line (Processing) should check on always.



USER MANUAL- PAYROLL



Path: IFS-Payroll→ Payroll Computation→ Queries→ Pay Slip Query→ Pay Slip Query.

Company:	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD	
Location:	9907	SAO/SLDC/VS/HYD	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD
MonthWise EmployeeWise Transfer Location Info			
Employee	Payroll Month: 200911	Nov, 2009	Closed: OPEN
Emp #:	1049907	MD. MASOOD AHMED	
Total Earnings:	67,370.67	Total Deduction:	10,040.00 Net Salary 57,330.67
FA-Adjustment Supplementary Reimb-Adjustment Arrears UnRecovered Compensation Le			
General Info PrevMonthInfo Earnings Deductions Attendance Entitlement Eligibility			
Additional Id:		Designation:	CETLSS
Actual Cost Center:	DTRNS	e-mail Id.:	masood.md@aptrans
Deputed Cost Center:	DTRNS	Bank:	SBH
Comm/Trust:	GPF	Issue Bank:	99071
Grade:	NW-05	Payment Mode:	BNK Bank Transfe
Category:	NwKM	PF-able Salary:	44,078.00
Distribution Center:	GEN	ESI-able Salary:	0.00
Dispensary:		Bank A/c No:	52108427048
Lease Entitlement:		SuperAn No.:	
Marital Status:	Married	Cheque No:	
No Of Children:		Cheque Date:	
No Of Dependent:		Cheque MICR No:	
T.O. Code:	GEN	Direct/In-Direct:	None
Pay Slip No:		<input type="checkbox"/> Cash-Round	
<input checked="" type="checkbox"/> Active		<input type="checkbox"/> Full & Final	
<input type="checkbox"/> Scheduled Amt:			
Hold/Release Salary Info		<input type="checkbox"/> Hold Salary	
Hold By:			
Hold Date:			
Prof. Tax Info:		<input checked="" type="checkbox"/> Prof.Tax	
Slab Amount:		50,578.00	
State:		AP IN	
Payment Information		Mixed Payment ID	
Statement ID			
Minimum Salary Info			
<input type="checkbox"/> Minimum Salary			
% Age 0.00			
Base Amount 0.00			
Sub-Amt 0.00			
Net-Amt 0.00			
Minimum Salary 0.00			
<input type="checkbox"/> Minimum Salary Exception			
Remarks			

Company:	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD							
Location:	9907	SAO/SLDC/VS/HYD	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD						
MonthWise EmployeeWise Transfer Location Info									
Employee	Payroll Month: 200911	Nov, 2009	Closed: OPEN						
Emp #:	1049907	MD. MASOOD AHMED							
Total Earnings:	67,370.67	Total Deduction:	10,040.00 Net Salary 57,330.67						
FA-Adjustment Supplementary Reimb-Adjustment Arrears UnRecovered Compensation Leave Dat									
General Info PrevMonthInfo Earnings Deductions Attendance Entitlement Eligibility Adjust									
Account	Description	From Accounting Month	To Accounting Month	Amount	Base Amount	Pay Effect	Input Code	Trans Id	Ref. No
101	BASIC PAY	200911	200911	34,495.00	34,495.00	<input checked="" type="checkbox"/>	RATE	GI9907	
105	VARIABLE DEARNESS ALLOWANCE	200911	200911	9,583.00	34,495.00	<input checked="" type="checkbox"/>	RATE	GI9907	
106	CITY COMPENSATORY ALLOWANCE	200911	200911	300.00	300.00	<input checked="" type="checkbox"/>	RATE	GI9907	
107	HOUSE RENT ALLOWANCE	200911	200911	6,000.00	34,495.00	<input checked="" type="checkbox"/>	RATE	GI9907	
108	MEDICAL ALLOWANCE	200911	200911	200.00	200.00	<input checked="" type="checkbox"/>	RATE	GI9907	
110	INITIAL PAY IN PRESENT TIME SCALE	200911	200911	18,405.00	18,405.00	<input type="checkbox"/>	RATE	G	
139	EARNED LEAVE ENCASHMENT	200911	200911	16,792.67	0.00	<input checked="" type="checkbox"/>	ADJ-AMT	ADJ	





Income Tax Calculation

Path: IFS-Payroll → Payroll Computation → Tax → Processing → Income Tax Calculation

Tax Calculation

Company Code: 9907 SAO / SLDC / VIDYUT SOUDHA

Location Code: 9907 SAO / SLDC / VIDYUT SOUDHA

Payroll Month: 200911 11/1/2009 11/30/2009

List... Cancel < Previous Next > Finish

Steps Involved:

1. Open the Form / Screen, the path of which is given above.
2. Select the company from
3. Select location from .
4. Select payroll month from .
5. Click on .





Tax Calculation

Emp Category:

Emp Code:

Projections Months:

No Of Installments:

☐ Proof

☐ Include Current Month Tax

Sr. No

Employee

6. Select the EMP Category from for which the income tax needs to be processed.
7. Alternatively user can enter the EMP code for which income tax needs to be processed.
8. Enter the projection Month – the no. of months for which projections need to be made.
9. Enter the no. of instalments.
10. Check if the proofs are to be considered.
11. Check if the income tax for the current month needs to be considered.
12. Ensure that “Include Current Month” option should be check off always.
13. Click on .



Income Tax / Surcharge Posting

Path: IFS-Payroll → Payroll Computation → Tax → Processing → Tax / Surcharge Posting

Tax/Surcharge Posting

Company Code: 9907 SAO / SLDC / VIDYUT SOUDHA

Location Code: 9907 SAO / SLDC / VIDYUT SOUDHA

Payroll Month: 200911 11/1/2009 11/30/2009

Emp Category: DIR DIRECTOR

☐ Average Tax Prev. Fin. Year:

☐ Full and Final Posting

List... Cancel < Previous Next > Finish

Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Select company from List...
3. Select location from List...
4. Select payroll month from List...
5. Select the employee category from List...
6. Click on Finish.
7. This process will post the tax and surcharge to payrolls.
8. Data can see in Income Tax Query. The path is given below:

Path: IFS-Payroll → Payroll Computation → Tax → Income Tax Query.





Final Payroll Processing

Path: IFS-Payroll → Payroll Computation → Processing → Payroll → Payroll Processing

Steps Involved:

Repeat the same process as done in the **Tentative Payroll Processing**.

1. Open the form / Screen, the path of which is given above.

2. Select company from

3. Select location from

4. Select payroll month from

5. Click on

6. Enter Space for all category

7. Enter Space for all employees.

8. Click on

Month End Processing

Path: IFS-Payroll → Payroll Computation → Processing → Payroll → Month End Processing.

Month End Processing		
Company	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABA
Location	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABA
Payroll Month	200911	11/1/2009 11/30/2009





Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Select company from
3. Select location from
4. Select payroll month from
5. Click on

Note:

This will close the payroll month and no more corrections / modifications can be done in this payroll month.

Payment of Supplementary Amount

Path: IFS-Applications → Payments → Cash Book → Mixed Payment → Mixed Payment.

General | Transactions

Cash Account: **H (DRAWING)** Statement No: **1** Payment Institute: **STATE BANK OF HYD** Payment Date: **7/2/2007** Payment Status: **Approved**

Currency: **INR** Currency Rate: **1** Div Factor: **1** Currency Type: **1** Balance Method: **Detailed**

Voucher Information

Voucher Date: **7/2/2007** User Group: **AP** Voucher Type: **N** Voucher No: **200700000** Accounting Period: **2007** **4** ☒ Parent

Voucher Text:
Payment of salaries for the month of 06/07 paid in 07/07

Balances

Calculated:	Actual Opening:	Actual Closing:
662762.00	0.00	-1012424.70

Balances in Accounting Currency

Calculated:	Actual Opening:	Actual Closing:
662762.00	0.00	-1012424.70

Bank To Bank Transfer

Company	Short Name	User Group	Voucher Type	Voucher No	Statement No	Account	Cost Cent

Employee	Work Order	Assets	Project	Finance ID	Fund Agen	Code I	Code J

Note:

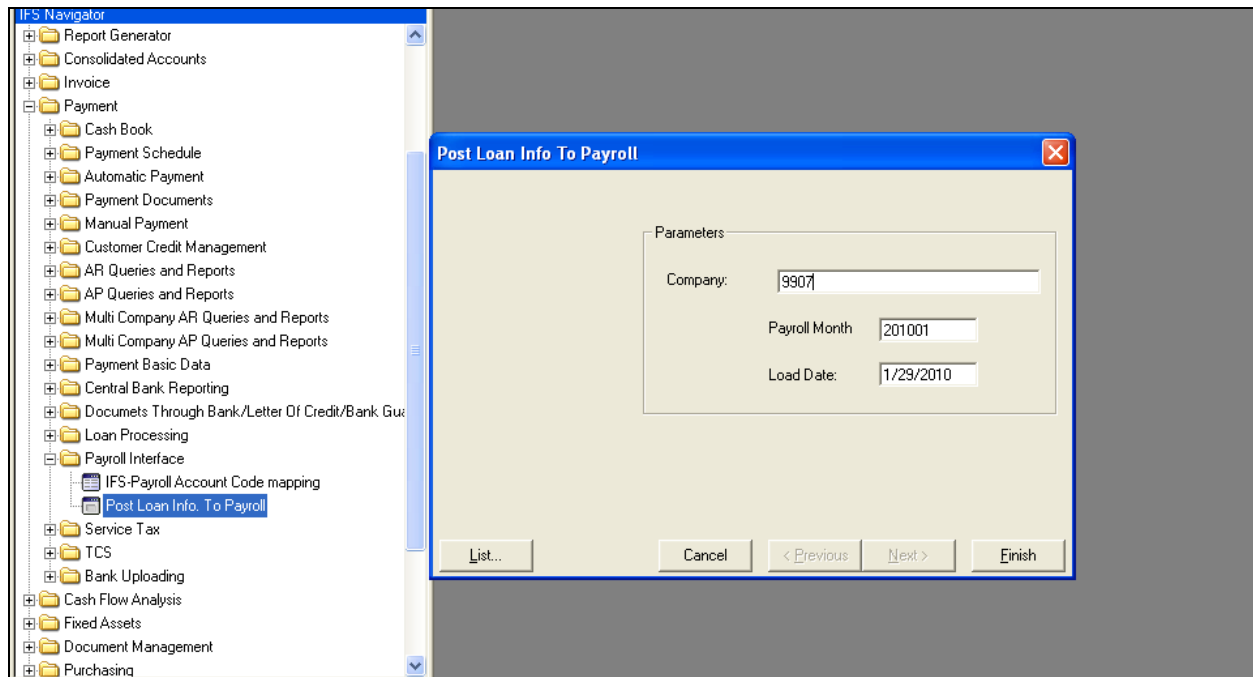




- The payment part further will be taken care by Finance through “Mixed Payment”.

Posting of Supplementary Amount to payroll

Path: IFS-Applications → Payments → Payroll Interface → Post Loan info. To Payroll.



Note:

At the end of each month, this process should be run by the finance, after running this process, all payment made mid of the month will be shown in “Deductions” and all calculated supplementary payment during the month will be shown in “Earnings”.





Outside agency payments

The amount deducted from employees with respect to various outside agencies like PF, LIC, TDS etc need to be deposited to the concerned agencies and a voucher needs to be passed in the mixed payments to generate cheque payment.

The entire process involves 5 steps:

1. Generate the payments for outside agencies.
2. Check the details of the employees who have together generated payment for the agency.
3. Approve the payments.
4. Create mixed payments.
5. Generate cheques in finance.

Basic Data Setup for Outside Agency Payments

Basic data set up is required to be done for outside agency payment before generating outside agency

Process: CREATING OUTSIDE AGENCY PAYMENT IN OTHER MASTERS

Step A

Path: IFS payroll → Payroll Computation → Basic data for Payroll Computation → Other Masters → Outside Agency (Tab)





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IFS Navigator

- Report Archive
- Distribution Groups
- Quick Report Navigator
- Application Services
- Enterprise
- Accounting Rules
- Document Management
- IFS Payroll
 - General Data for Payroll and Leave Account
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Company & Location
 - Other Masters**
 - Variable Group Codes
 - Employee Information Overview
 - Employee Information
 - Employee Entitlement/Eligibility
 - REHS-Banking Details
 - Compensation Processing
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan

Company Code: 9907 9907 SAO / SLDC / VIDYUT SQUADHA / HYDERABAD
Location Code: 9907 SAO/SLDC/VS/HYD SAO / SLDC / VIDYUT SQUADHA / HYDERABAD

Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param	Voucher Param
Category	Bank	Cost Centre	Dist.Centre	Base
OutsideAgency	Charge Type	Salary Round Off	Lease Voucher Parameter	Inter Unit Setu

Out-Side Agency: LIC Name: LIC, MEHDIPATNAM BRANCH, HYDERABAD
GL A/c. Code: 044.400 Description: STAFF DEDUCTIONS & RECOVERIES PAYABLE

☒ Active ☒ C

Code B	Code E	Code H
Code C	Code F	Code I
Code D	Code G	Code J

Payment Mode: Cheque Supplier Code:
Trust Code:

Payroll A/c. Code	Description	%Age Value
220	LIC	100

Steps Involved

1. Click New (📄) or press F5 at the Outside Agency.
2. Enter Outside Agency Code and Name.
3. Enter GL Account Code from LOV (📄) or press F8 and Select GL Code.
4. Tick the check box of Active and Detail Wise Payment.
5. Enter Payment Mode from drop down (▼)
6. Save Header (💾) or press F12.
7. Click New (📄) or press F5 at line level.
8. Enter Payroll account code and %age.
9. Save Record (💾) or press F12.

Generate Outside Agency Payment

Path: IFS Payroll → Payroll Computation → Voucher → Outside Agency Payments → Generate Outside Agency Payments





1. Open the form / screen as given above.
2. Select company from option.
3. Select location from option.
4. Select payroll month for which outside agency payment has to generate from option.
5. Select outside agency and employee from option or leave them blank if all outside agency data needs to generate.
6. Click on generate, system will show msg. "Processing Successfully Completed".

Generate Outside Agency Payments

Parameters:

Company : 9907

Location : 9101

Payroll Month : 201002

Outside Agency

Transaction

Employee C

List

Exit

Generate

Information

Processing Successfully Completed

OK

Check the Details of Employees for the Agency

Check the details of employees who have together generated payment for the agency

Path: IFS Payroll → Payroll Computation → Voucher → Outside Agency Payments → Overview Outside Agency Payments

IFS Navigator	Company	Company Name	Location	Location Name	Outside Agency	Outside Agency Name	Payroll Month	Distribution Centre	Distribution Centre Desc	Ca
External Interface	9907	SAO / SLDC / 9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIP4	200911	%	ALL	%	
Lease	9907	SAO / SLDC / 9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIP4	200910	%	ALL	%	
Tax										
Bonus										
Voucher										
Payroll-Other/One-Time Payment										
Mixed Payment Voucher Flat File										



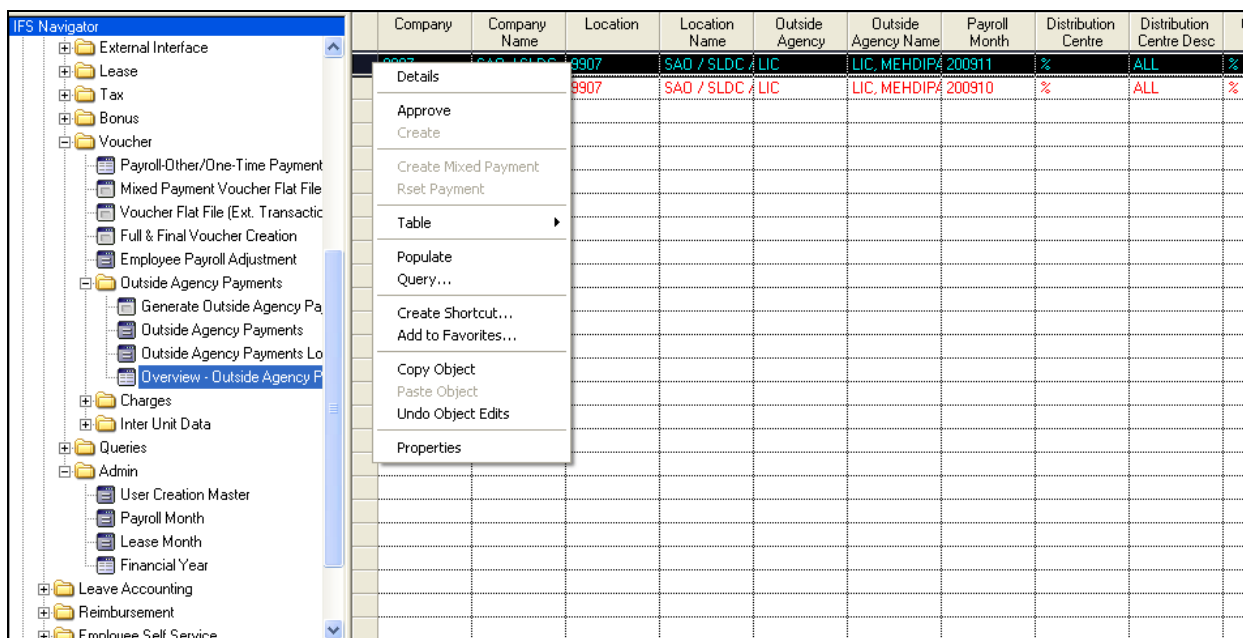


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Steps Involved:

1. Open the form / screen as given above.
2. Query (F8) for particular Payroll Month or press F8.
3. If want to see details of particular Outside Agency then select the line and do RMB and click on **Details**.

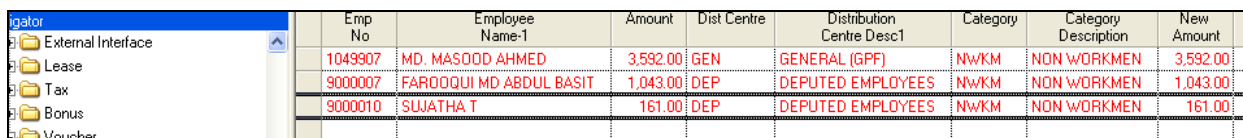


The screenshot shows the IFS Navigator on the left with the path: External Interface > Voucher > Payroll-Other/One-Time Payment > Mixed Payment Voucher Flat File > Full & Final Voucher Creation > Employee Payroll Adjustment > Outside Agency Payments > Overview - Outside Agency Payments. The main window displays a table with the following data:

Company	Company Name	Location	Location Name	Outside Agency	Outside Agency Name	Payroll Month	Distribution Centre	Distribution Centre Desc	C
9907	SAO / SLDC / LIC	9907	SAO / SLDC / LIC	LIC, MEHDIP	200911	%	ALL	%	
9907	SAO / SLDC / LIC	9907	SAO / SLDC / LIC	LIC, MEHDIP	200910	%	ALL	%	

A right-click context menu is open over the first row, with 'Details' selected.

4. Outside Agency Payment details screen will open as per Employee wise.



The screenshot shows the 'Overview - Outside Agency Payments' screen with the following table:

Emp No	Employee Name-1	Amount	Dist Centre	Distribution Centre Desc1	Category	Category Description	New Amount	A
1049907	MD. MASOOD AHMED	3,592.00	GEN	GENERAL (GPF)	NWKM	NON WORKMEN	3,592.00	
9000007	FARDOQUI MD ABDUL BASIT	1,043.00	DEP	DEPUTED EMPLOYEES	NWKM	NON WORKMEN	1,043.00	
9000010	SUJATHA T	161.00	DEP	DEPUTED EMPLOYEES	NWKM	NON WORKMEN	161.00	

5. Check or verify the data.

Approve the Data

Path: IFS Payroll → Payroll Computation → Voucher → Outside Agency Payments → Overview Outside Agency Payments





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Company	Company Name	Location	Location Name	Outside Agency	Outside Agency Name	Payroll Month	Distribution Centre	Distribution Centre Desc	Cat
9907	SAO / SLDC / LIC	9907	SAO / SLDC / LIC	LIC, MEHDIP	200911	%	ALL	%	Created
9907	SAO / SLDC / LIC	9907	SAO / SLDC / LIC	LIC, MEHDIP	200910	%	ALL	%	Created

Steps Involved:

1. Select the line level record.
2. Do RMB and Click on **Approve**. It will change the status from **Created** to **Approve**.
3. Once the status is Approved, System will not be allowed to change any data.

Create the Payment

Path: IFS Payroll → Payroll Computation → Voucher → Outside Agency Payments → Overview Outside Agency Payments





USER MANUAL- PAYROLL



The screenshot shows the IFS Navigator interface. On the left, the 'Outside Agency Payments' folder is expanded, and the 'Overview - Outside Agency Payments' option is selected. The main window displays a table with the following columns: Company, Company Name, Location, Location Name, Outside Agency, Outside Agency Name, Payroll Month, Distribution Centre, Distribution Centre Desc, and Ca. Two records are visible, both with Company '9907' and Location 'SAO / SLDC / 9907'. A right-click context menu is open over the first record, with 'Create Mixed Payment' highlighted. Other menu options include Details, Approve, Create, Rset Payment, Table, Populate, Query..., Create Shortcut..., Add to Favorites..., Copy Object, Paste Object, Undo Object Edits, and Properties.

Company	Company Name	Location	Location Name	Outside Agency	Outside Agency Name	Payroll Month	Distribution Centre	Distribution Centre Desc	Ca
9907	SAO / SLDC / 9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIP	200911	%	ALL	%	
9907	SAO / SLDC / 9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIP	200910	%	ALL	%	

Steps Involved:

1. Do RMB on selected record.
2. Click on "Create Mixed Payment".

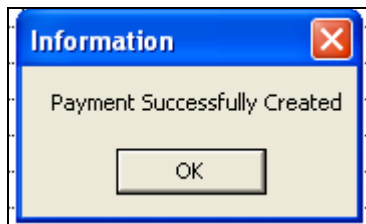
The 'Create Multiple Payments' dialog box is shown. It has a title bar with a close button. The 'Parameters' section contains four input fields: 'Payment Date' (1/25/2010), 'Cash Account' (SBH (DRAWIN), 'Voucher Type' (N), and 'Statement No' (empty). To the right of these fields are three buttons: 'List', 'Exit', and 'Create'.

3. Above screen will open.
4. Enter Cash Account from List.
5. Enter Voucher Type from List.





6. Click on Create button.



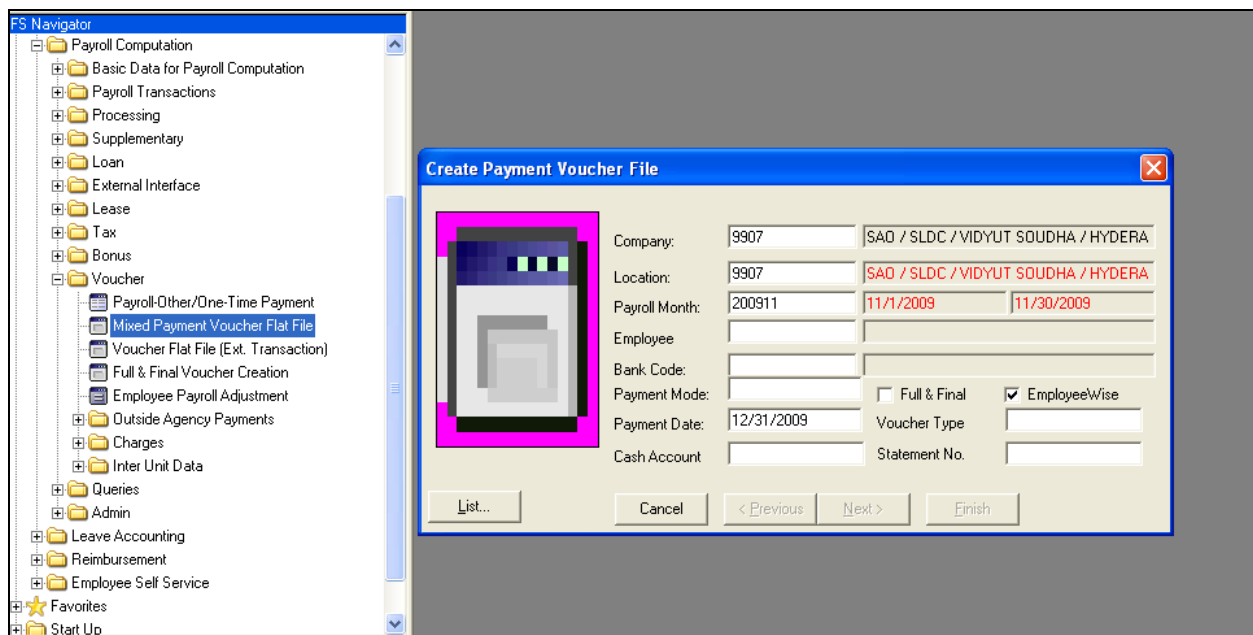
Message of Payment successfully generated will appear.

Finance and Payroll Integration

Payroll to Finance

The Salary Processed For The Employees And The Payments Made To The Outside Agencies Need To Be Accounted In The General Ledger. As Such, All The Payments Generated In IFS-Payroll Are Migrated To Finance (GL) Once The Processing & Payments Is Complete. The Process For Migration Of Payments Of Outside Agencies To Payroll Has Been Discussed And Here, The User Is Briefed About Salary Payments Posting To General Ledger.

Path: IFS-Payroll → IFS Payroll → Payroll Computation → Voucher → Mixed Payment Voucher Flat File





Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Select the company from
3. Select location from
4. Select Payroll Month from
5. Leave the category, bank code, payment mode as blank. (These are normally used when user which to post entries for a specific category or bank code or payment mode. In such a case, user can select the value from the list of values provided.)
6. The payment mode would automatically come as the System Date.
7. Do not make any changes to the 'Flat file name'. This functionality is used when user wishes to migrate the postings to some flat file for outside reference.
8. Press Finish to post all the entries from Payroll to GL, as per the mappings made in 'Other Masters >> Voucher Param.
9. A Mixed Payment voucher of the type N is generated.
10. All further process for approving the mixed payments and final postings to GL would be done.

Month End Processing

Path: IFS Payroll → Leave Accounting → Processing → Month End Processing





La Month End Processing



Company: SAO / SLDC / VIDYUT SOUDHA / HYDERA

Time Office: GENERAL

Category: All Categories

Process Month:

Steps Involved:

1. This screen is used to finally process the Leaves at the Month-End.
2. Enter Company from
3. Enter Time Office from
4. Enter Category from
5. Enter Process Month from
6. Click on to complete the Month End Processing.
7. This process will close the Leave month and no more corrections / modifications can be done in this month.



Trouble Shooting

Following are the most common problems/Errors and their resolution.

S. No.	Problem/Error	Resolution
1.	No Row Selected at the time of Attendance Calculation.	Check LA Control. Status should be 'Open' and Processed should be 'No'.
2.	Voucher is Mismatched.	Check the GL code of New Account Code in Master Data.
3.	Bank Statement is mismatched.	Check Employee Bank Code and Employee Bank Account No. in Employee Information.
4.	You are not authorized person to Recalculate the Salary	Check on Super User in User Creation Master.
5.	Sanction Data is not flowing in Salary.	Check the Status 'Approved' in Employee / Entitlement Eligibility Screen. Do Attendance Calculation and Posting.
6.	LA Control object does not exist.	Check Time Office code in Employee Information Screen.
7.	User wants to release last month Salary in Current Month.	User will select the payment through Mixed Payment available on RMB in Pay Slip Query.
8.	Lease for the Month has been processed / closed while processing of Lease.	Check Lease Month Master. Open / Closed field should be 'Open' and Lease Processed Month should be 'No'.
9.	Difference in Lease Perquisite calculation	If user is taking Lease then it will be calculated automatically in Salary. User will be taking Township then need to check Employee Information – Other info- II Tab.
10.	Difference in Income Tax	Recalculate / Reprocess Income Tax and Post it.

Note:

The above section will have to be updated on a continuous basis by the process owners or execution team as newer issues and solutions are progressively experienced.





Abstract of payroll process

MONTHLY CHANGE RETURN

Path: - IFS Payroll >> Leave Accounting >> Monthly attendance interface >> Select Location



ATTENDANCE CALCULATION AND POSTING

Path: - IFS Payroll >> Leave Accounting >> Processing >> Attendance calculation (Location wise)

Path: - IFS Payroll >> Leave Accounting >> Processing >> Attendance Location Wise Posting



ARREAR CALCULATION AND POSTING

Path: - IFS Payroll >> Payroll Computation >> Processing >> Payroll >> Arrear Calculation

Path: - IFS Payroll >> Payroll Computation >> Processing >> Payroll >> Arrear Posting

(For DA Arrears and Increment Arrears)



PAYROLL PROCESS

Path: - IFS Payroll >> Payroll Computation >> Processing >> Payroll >> Payroll Processing



TAX PROCESS AND POSTING

Path: - IFS Payroll >> Payroll Computation >> Tax >> Processing >> Income Tax Calculation

Path: - IFS Payroll >> Payroll Computation >> Tax >> Processing >> Tax/Surcharge Posting



PAYROLL PROCESS

Path: - IFS Payroll >> Payroll Computation >> Processing >> Payroll >> Payroll Processing





CHECK AND VERIFY EARNINGS, DEDUCTIONS, NET PAYMENT, TAX MODULE, PAY REGISTER REPORT AND PAY BILL SUMMARY REPORT

Path: - Info Services >> Order Reports >> all Payroll reports start with "PR" Prefix >> select report from drop down list >> give input parameter >> OK



CHECK AND VERIFY VOUCHER DIFFERENCE QUICK REPORT

Path: - Info Services >> Quick report >> Payroll >> Salary Voucher Difference >> Give Location and Payroll Month >> OK



ADMIN – PAYROLL MONTH

Path: - IFS Payroll >> Payroll Computation >> ADMIN >> Payroll Month >> Make "Yes" in the column of Payroll Processed, Release Salary and Tax Closed



GENERATE AND APPROVE OUTSIDE AGENCY PAYMENT

Path: - IFS Payroll >> Payroll Computation >> Voucher >> Outside Agency Payment >> Generate Outside Agency payment

Path: - IFS Payroll >> Payroll Computation >> Voucher >> Outside Agency Payment >> Overview Outside Agency Payment >> RMB – Approve >> RMB – Create Mixed Payment

Up To this level we can modify any transaction

No Modification will be allowed from here on wards

PAYMENT VOUCHER CREATION

Path: - IFS Payroll >> Payroll Computation >> Voucher >> Mixed payment Voucher Flat File



CREATION OF SALARY VOUCHER

Path: - IFS Payroll >> Payroll Computation >> Voucher >> Voucher Flat File (Ext. Transaction)





MONTH END PROCESSING – LEAVE ACCOUNTING

Path: - IFS Payroll >> Leave Accounting >> Processing >> Month End Processing (For all time offices – one by one)



MONTH END PROCESSING – PAYROLL

Path: - IFS Payroll >> Payroll Computation >> Processing >> Payroll >> Month End Processing



GENERATE FOLLOWING FINAL REPORTS

- Pay Register
- Pay Register Summary
- Pay Slips
- EPF Schedule
- Income Tax Schedule
- Bank Soft Copies
- Bank Statement Report
- Recovery Schedules
- Voucher Report
- GPF Soft Copy