



User Manual

Payroll





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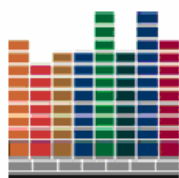


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PROCESSES BY FUNCTIONAL AREA

1. Purpose of document

The purpose of this document is to provide step by step instructions to the person, to carry out different transactions in IFS Applications based on the “To Be” processes finalized for respective module. This document will act as a user guide and can be also referred as trouble shooting guide in a limited manner. The trouble shooting section at the end of this document will evolved over a period of time. It is the responsibility of the AP TRANSCO process owners or execution team to update the trouble shooting section on a continuous basis as newer issues and solutions are progressively experienced.

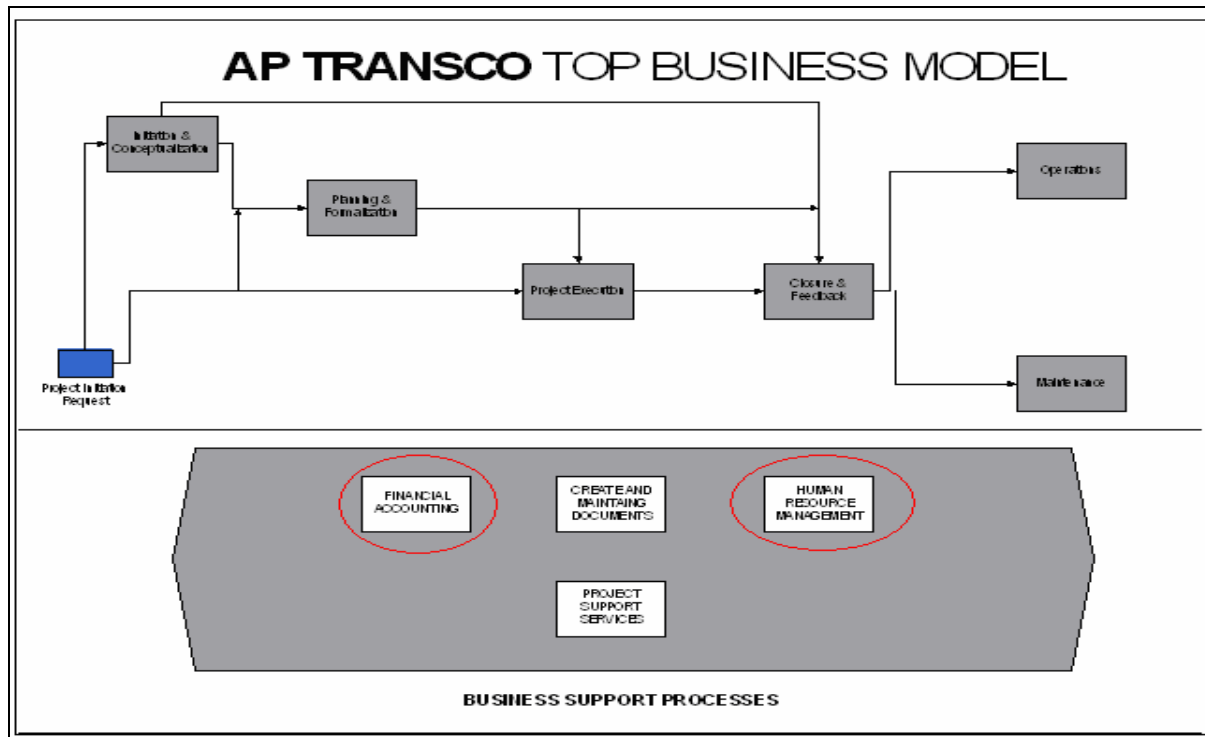
2. Assumptions

It is assumed that the person, who is referring this document, has undergone the IFS training for the respective module as per the finalized curriculum. The person should also knows the domain function of the respective module.



3. High Level Process Flow

This document contains execution instructions for the following process flow.

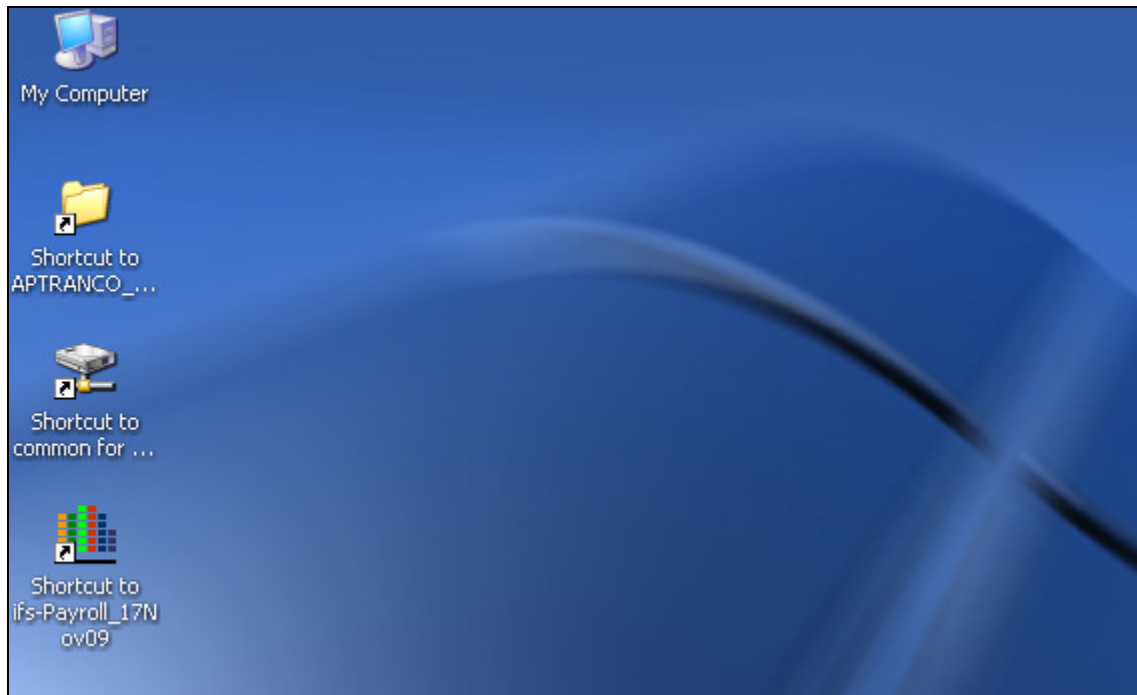




4. Operational Procedure

4.1 Starting IFS Application

Locate the icon for the application on the desktop and double-click on the same. Alternately, you may select the icon and press 'ENTER' key. Icon would appear on your desktop by the name **"SHORTCUT TO IFS-PAYROLL"**.



Once the icon is clicked, an application start up window would appear on your screen.





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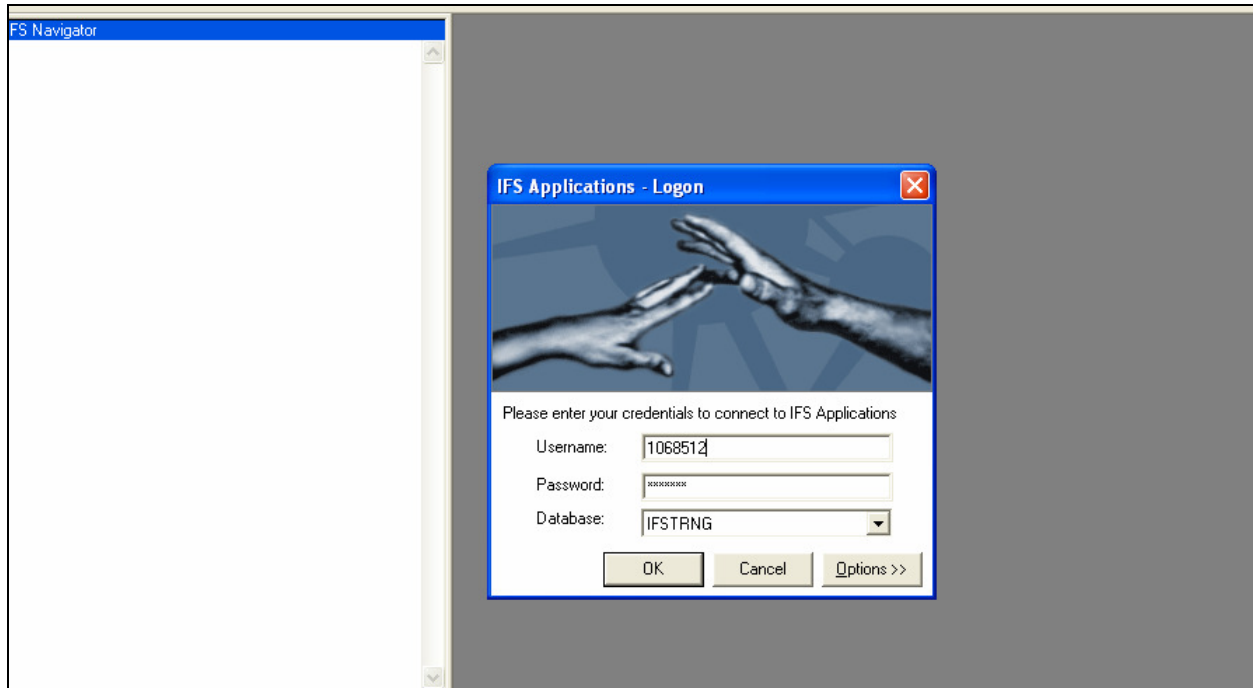
Note:

- The application may take a while to appear on the screen; no need to click again. Double-clicking more than once would lead to having multiple instances of the application open on your desktop. In such a case you can click cancel on the logon dialog, and then close each application window.





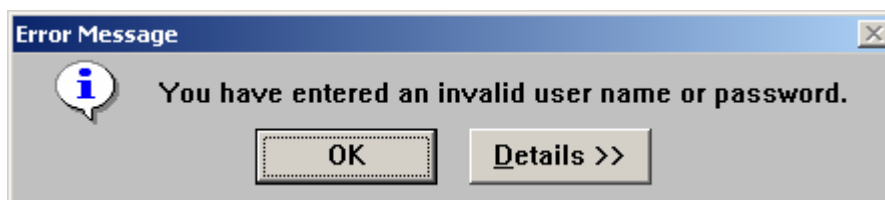
4.2 Log On Process



Before that the application can be made use of, the system needs to identify the user account that would be made use of in order to execute ones responsibilities; and this requires user credentials to be entered.

- In the first field 'Username', the user-ID should be entered.
- In the second field 'Password', the password applicable for the user-login should be entered.
- In the third item, a drop-down 'Database', the database you want to work upon needs to be identified from the options available.

In case that the user-ID - password combination entered, is not a valid one for the selected database, the system would not allow entry into the application. The system would flash the following message.





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Click 'OK' and proceed to enter the valid user-ID and password combination allocated to you, applicable for an identified database. The logon dialogue box would disappear and various components of the application would appropriately appear in the window frame, as per the rights available for the user account that the user has logged in with.












Note:

- Based upon the user credentials, the system would facilitate access to various functionalities in specified manner, viz., no access, referential access, read-only access, new-record-creation access, record-updation access, approval access, full-access (read-write-execute), etc., selectively across modules. This is the control mechanism in any standard system for identification of different users or user-groups. This is the methodology for segregation of duties in an organization, though that everybody is working on the same centralized system. So, availability of reports as well gets controlled with the user account.
- The User-ID and Password are not case-sensitive in IFS. Herein, they may be entered either in upper, lower, or mixed case; so, whether Caps Lock is on doesn't have any impact during logon process. However, other application screens may be case-sensitive as applicable.
- The User-ID and Password combination may be one for a given database, and may be different for another database.
- The password should be changed periodically.
- The password should never be the same as the User-ID. Such a case would allow somebody else in the organization (who has an access to a networked system having IFS installed on it) to logon as 'you' and 'play around with' the authority or accountability attached to 'your job role'.
- The options available on the Database dropdown are controlled by a system file. In case, your system is not showing the desired database names in the dropdown option, contact IT Department. In such situation, you wouldn't be able to type the database name and continue with the logon process. Only when the required entry has been created in the system file, IFS would show-up that database name on logon dialog.
- One of the features on logon dialog is 'Options' button. When you click on this, the logon screen expands showing various logon options. It is recommended not to click this button and change any preset value. 'Remember Password' is one of the options that would allow the system to remember your password on the given system once you have logged on furnishing the password for your user logon. The next time you (or somebody else) starts the application, the logon dialog would appear having your password preloaded, and it would require just a click on the OK button (and no more) to enter the application and have access to the functionalities that are available (to you or whosoever tries to click on). Therefore, it is being reiterated that the options should not be changed at all.





4.3 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.



5. Enterprise

5.1 Person

Creation of Person:




Path: IFS Applications → Enterprise → Person

Person has to be created before starting with the Payroll process

The screenshot displays the IFS Navigator on the left, with the 'Person' option highlighted under the 'Enterprise' folder. The main window shows the 'Person' creation form. The 'General' tab is active, displaying the following fields:

- Identity: 1068512
- Name: NIMMAGADDA VENKATA SIVA RAMAK
- User ID: (empty)
- Default Language: English
- Country: INDIA
- Creation Date: 11/2/2009
- Protected: ☐

Steps involved:

- 1) Click New  or F5
- 2) Give the Person Id and Name & User ID
- 3) Set the default language and country.
- 4) Save  or F12
- 5) Enter the information's like Address, Communication method.
- 6) Save  or F12

Note: Person ID and Employee ID & User ID are same in AP TRANSCO





5.2 Employee

Creation of Employee:

Path: IFS Applications → Enterprise → Company → Employee Tab

Employee Id	Person Id	Name	Expire Date
1568956	1568956	BHASKER RAD	
1600001	1600001	VENKATESH REDDY	
1600008	1600008	ANSARI ABDUL	
1600009	1600009	JUNAID KHAN	
1600010	1600010	GOPAL RAJU	
1600011	1600011	KUMAR RAJESH	
1700000	1700000	AJAY JAIN	
1700001	1700001	REDDY K PRASANNA	
1700002	1700002	RAO JAI VIJAY	
1700003	1700003	SUDHAKAR MARICHI	
1700004	1700004	URMILA REDDY	
2222210	2222210	TENDULKAR SACHIN	
2222211	2222211	UMASHANKAR MURTHY	
2222219	2222219	Rana Arjun	
2222220	2222220	Nagarajna	
2222222	2222222	VENKATESH PRASAD	
2222223	2222223	LAXMAN RAD	
2222225	2222225	RAMAKRISHNA RAJU	
2222226	2222226	RAMAKRISHNA RAJU	
2222250	2222250	Teja Kumar	

Steps involved:

- 1) On the above screen select the company Id or press F8 for LOV.
- 2) At the line level click New or F5.
- 3) Enter the Employee Id and select the corresponding Person Id. We are already made in the Person as the employee of the company.
- 4) Save or F12.








5.3 New Employee

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.



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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					
Location :	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD			
Category :	NWK	NON WORKMEN			
Grade :	NW-05	DE_AS_SAO_SECURITY_OFFICER			
Designation :	ADEMECH	ASSISTANT DIVISIONAL ENGINEER (MECHANICAL)			
Actual Cost Centre :	DIRPRQJOFF	DIRECTOR PROJECT AND COORDINATION OFFICE			
Deputed Cost Centre :	DIRTRNSOFF	DIRECTOR TRANSMISSION OFFICE			
Distribution Centre :	GEN	GENERAL (GPF)			
Direct/In-Direct	None				
Date Of Joining :	11/19/2000	<input type="checkbox"/> Super Annuate	Time Office Info.		
Location Join Date:	11/19/2000		Time Office Code : GEN		
Date Of Confirmation :		<input type="checkbox"/> Stop Increment	Essential Services : Essential		
Date Of Leaving :			Minimum Salary Info		
Settlement Month:			<input type="checkbox"/> Minimum Salary		
Date Of Increment :	8/26/2010	PR Start Date:		PR End Date:	
Previous Date Of Increment :	8/26/2009	REHS Location			
Work Permit Start Date:					
HPL Credit Date:					

- 4) Select Time Office Code from LOV  or press F8 and select Time Office Code
- 5) Select Essential or Non- Essential Services from drop down list.
- 6) Select Distribution Centre from LOV  or press F8 and select Distribution Centre.


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.			







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- 7) Select Comm/Trust Code from LOV  or press F8 and select Comm/Trust Code.
- 8) Enter P. F. No. belongs to given Comm/Trust Code.

Company :		9907		SAD / 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			Misc Info		
Payment Mode: Bank Transfer			PAN/GIR No: APC08567J		
Emp Bank Code: SBH			Promotion Date: 11/2/2009		
Emp Bank A/c No: 52108427048			Gratuity Start Date: 8/26/1991		
Issue Bank Code: SBH			Date Of Retirement: 1/26/2025		
DD Payable At PAR			Transport Info		
Emp Bank A/c No: (Reimbursement)			Mode		
Payment Method			Destination		
			Quarter Info		
			Quarter Type		
			Quarter #		

- 9) Select Payment Mode from drop down list (e.g. Bank Transfer, Cheque or Cash, as applicable to employee)
- 10) Select Emp Bank Code from LOV  or press F8 to select Emp Bank Code.
- 11) Enter Employee's Bank Account number.
- 12) Select Issue Bank Code from LOV  or press F8 to select Issue Bank Code.


Company :		9907		SAD / 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						
Variable Code	Variable Description	Sno	Value	Valid From	Valid To	Remarks
SSN	Social Security Number	1	100556	1/1/2010		
PNO	Passport No.	1	10G75964S	1/1/2000		





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13) Addition information such as SSN No., Mobile No, Passport No., or any other information can be given in Other Info II tab. (for this create New record , give the information and valid from date)

14) Save the record  or F12.

Note:

- 1) **Company Code should be Parent Company code only.**
- 2) **Person ID and Employee ID & User ID are same in AP TRANSCO.**
- 3) **Following data flow automatically from HR while creating new employee in payroll.**
 - Contact Number
 - Email ID
 - Qualification
 - Date of Birth
 - Marital Status
 - Location
 - Category
 - Grade
 - Designation
 - Date of Joining
 - Location Join Date
 - Date of confirmation
 - Date of Increment
- 4) **Distribution Centre will be used to segregate EPF Employees, GPF Employees and Deputation Employees.**
- 5) **Comm/Trust is used to define whether employee belongs to GPF or EPF or No PF.**
- 6) **Emp. Bank Code and Issue Bank Code should be the same for all employees having payment mode Bank Transfer.**





6. General data for payroll & leave accounting

6.1 Miscellaneous Master

Path: IFS Applications → IFS Payroll → General Data for Payroll & Leave Accounting → Miscellaneous Master

The screenshot shows the IFS Navigator on the left and the Miscellaneous Master table on the right. The Navigator tree is expanded to 'IFS Payroll' > 'General Data for Payroll and Leave Accounting' > 'Miscellaneous Master'. The table on the right has columns 'Rule Code' and 'Description'. It lists system-defined rule groups with red text for codes and black text for descriptions.

Rule Code	Description
01	Earnings
02	General Deduction
021	Deduction (Quarterly/Half-Yearly/Yearly)
03	Loans
03C	Loans-Charges
04	Interest (Loans)
05	Attendance
09	Investments/Savings
10	Bonus
11	IncentiveRating/RevenueEarned
12	Company Lease
14	Pharmacy/Medicine
15	Perks
51	Reimbursement Official
52	Reimbursement Non-Official
75	Establishment Bills
99	Misc/Others

This master is used to define various miscellaneous rule groups such as eligibility rules, calculation rules, marital status etc. The rule groups are system defined. This master is system master and most of the rules are system defined. We can add records only for the group's marital status and titles.



6.2 Account Code Master




Account codes are basically user-defined fields, which are used in calculation or if required user can directly enter the values into it. Though a few systems defined account codes are already created, we can always define our own codes. Create all the required account codes along with their corresponding account groups.

Path: IFS Applications → IFS Payroll → General Data for Payroll & Leave Accounting → Account Code Master

Step Process:

a. Create new account code in “Account Code master”

Steps Involved

1. Click New  or F5 to create a new record.
2. Enter the new account code in the Account Code field.
3. Enter short description in the short description field.
4. Enter long description in the long description field.
5. Put the account group code from LOV  or press F8 to select account group to which the account code belongs like Earning, Deduction, Loan, Interest etc.
6. Save the record  or press F12.





Notes:

While creating the new account code the account group to which the account code belongs must be selected carefully.

Following groups should be selected as per the nature of account codes

01	Earnings
02	General Deduction
021	Deduction (Quarterly/Half-Yeraly/Yearly)
03	Loans
03C	Loans-Charges
04	Interest (Loans)
05	Attendance
09	Investments/Savings



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6.3 Pre-defined Account Code Master

There are some pre-defined account codes in the system. After creation of the account codes it needs to be mapped with the pre-defined codes in the system.

Path: IFS Applications → IFS Payroll → General Data for Payroll & Leave Accounting → Pre-defined Account Code Master

IFS Navigator	Account	Short Description	Long Description	Account Group	Account Type
IFS Applications	192	TB-GPF	TERMINAL BENEFIT - GROSS PROVIDENT FUND	01	Gross Provident Fund Account
General	193	TB-GRATUITY	TERMINAL BENEFIT - GRATUITY	01	Gratuity Allowance Account
Info Services	194	TB-COMMUTATION	TERMINAL BENEFIT - COMMUTATION PENSION	01	Commutation Pension Account
Application Services	195	TB-INCENTIVES	TERMINAL BENEFIT - INCENTIVES	01	Incentive Account
Enterprise	196	MONTHLY PENSION	TERMINAL BENEFIT - MONTHLY PENSION	01	Original Pension Account
Accounting Rules	197	FAMILY PEN 50%	TERMINAL BENEFIT - FAMILY PENSION 50%	01	Family Pension Account 50
Document Management	198	FAMILY PEN 30%	TERMINAL BENEFIT - FAMILY PENSION 30%	01	Family Pension Account 30
IFS Payroll	101	BASIC PAY	BASIC PAY	01	Basic - (101)
General Data for Payroll and Leave Accounting	105	VDA	VARIABLE DEARNESS ALLOWANCE	01	Dearness Allowance - (105)
Miscellaneous Master	161	EL ENCASHMENT	EARNED LEAVE ENCASHMENT	01	Leave Encashment Account
Account Code Master	100	QUARTERS DETAILS	EMPLOYEE QUARTERS DETAILS	99	Quarter Type
Pre-Defined Account Code Master	221	EPF	EMPLOYEES PROVIDENT FUND	02	PF-Provident Fund - (201)
City Class Master	470	NOTICE PERIOD	NOTICE PERIOD	05	NOTICE PERIOD DAYS
Landlord Master	429	EOL PERIOD	EXTRA ORDINARY LEAVE PERIOD	05	EXTR ORDINARY ATTENDANCE
Sanction Code Master	999	GROSS AMOUNT	GROSS AMOUNT	99	Base/CTC Amount - (100)
PF Information Master	222	EPS	EMPLOYEE PENSION SCHEME	02	EPF-Employer Pension Scheme - (202)
Payroll Computation	242	PROFTAX	PROFESSIONAL TAX	02	Professional Tax - (216)
Leave Accounting	280	INCOMETAX	INCOMETAX	02	Income Tax - (211)
Reimbursement	281	ITSURCHARGE	INCOME TAX SURCHARGE	02	Income Tax-Surcharge - (212)
Employee Self Service	282	ITEDU CESS	INCOMETAX EDUCATION CESS	02	Income Tax-Cess - (213)
Favorites	996	TOTAL EARNINGS	TOTAL EARNINGS	99	Total Earnings - (996)
Start Up	997	TOTAL DEDUC	TOTAL DEDUCTIONS	99	Total Deductions - (997)
Recently Used	461	EL ENCASH DAYS	EARNED LEAVE ENCASHMENT DAYS	05	Super Annuation Leave Encashment Attendance
	401	SALDAYS	SALARY DAYS	05	Salary Days
	402	PHY DAYS	PHYSICAL DAYS	05	Physical Days
	954	PREV EMP TDS	PREVIOUS EMPLOYER'S TDS	99	Previous Year Tax - (211)
	998	NET AMOUNT	NET AMOUNT	99	Net Salary - (998)
	701	LEASE PAYMENT	LEASE PAYMENT	12	Lease Account(701)
	283	EMPRTAX	EMPLOYER TAX PAID	02	Employer Tax Paid
	284	EMP SURCHARGE	EMPLOYER INCOME TAX SURCHARGE PAID	02	Employer Surcharge Paid
	285	EMPRCESS	EMPLOYER CESS PAID	02	Employer Cess Paid
	985	INCOME LOSS HP	INCOME/LOSS FROM HOUSE/LETOUT PROPE	09	Income/Loss From House Property
	957	OTHER INCOME	OTHER INCOME	99	Other Taxable Income
	471	GRATUITY YEARS	GRATUITY YEARS	05	Gratuity Attendance Code For Super Annuation

System Information
Database: IFSPROD







6.4 Sanction Code Master

Sanction code master is used to define such allowances which are sanctioned by HR in between the month. This is the master where sanction code is defined and mapped with the account code and the attendance code. There are two flags in the master which identifies whether the code is dependent on the variable code or the entitled amount.

Path: IFS Applications → IFS Payroll → General Data for Payroll & Leave Accounting → Sanction Code Master

Sanction Code	Sanction Description	Earning A/c. Code	Earning A/c. Description	Attendance A/c. Code	Attendance A/c. Desc	Entitlement	Eligibility
MONETARY AWARD	MONETARY AWARD AS PERSONAL PAY	121	MONETARY AWARD	403	SPL_PGI DAYS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPORTSINC	SPORTS INCREMENT SANCTION CODE	104	SPORTS INCRMNT	404	SPORTS INC DAY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HOTLINEALLOW	HOTLINE ALLOWANCE SANCTION CODE	112	HOTLINE ALLOW	412	HOTLINE DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PESHIALLOW	PESHI ALLOWANCE SANCTION CODE	114	PESHI ALLOW	414	PESHI DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GENALLOW	GENERATION ALLOWANCE SANCTION CODE	134	GENERATION ALLOW	434	GENERATION DAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPALLOW_SAO	SPECIAL ALLOWANCE TO SAO SANCTION CODE	115	SPALLOW SAO	415	SPALLOW SAO DAY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUBSISTALLOW	SUBSISTANCE ALLOWANCE	138	SUBSISTN ALLOW	438	SUBSISTAN DAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SHIFTALLOW	SHIFT ALLOWANCE SANCTION CODE	110	SHIFT ALLOW	410	SHIFT DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DPE_ALLOWANCE	DPE ALLOWANCE SANCTION CODE	113	DPE ALLOW	413	DPE DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADDITIONALHRA	ADDITIONAL HRA SANCTION CODE	108	ADDL HRA	408	ADDIL HRA DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PGI	POST GRADUATE INCREMENT SANCTION CODE	103	PGI	403	SPL_PGI DAYS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHIFT_LMC_VS	SHIFT ALLOWNACE TO LMC ENGINEERS VID	111	SHIFT ALLOW/LMC	410	SHIFT DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CONVALLOW	CONVEYANCE ALLOWANCE TO SE_DYCCA_D	116	CONV ALLOW	416	CONVEYANCE DAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HILLSTNALLOW	HILL STATION ALLOWANCE	135	HILL STN ALLOW	412	HOTLINE DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BADCLIMTALLOW	BAD CLIMATE ALLOWANCE	136	BAD CLIMT ALLOW	412	HOTLINE DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPLCOMPALLOW	SPECIAL COMPENSATORY ALLOWANCE	137	SPL. COMP ALLOW	412	HOTLINE DAYS	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Steps Involved





1. Click New  or press F5 to create new record.
2. Enter the Sanction code.
3. Enter Description.
4. Enter corresponding account code from LOV  or press F8 to select account code from LOV.





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5. Enter Attendance Account Code from LOV  or press F8 to select Attendance Account Code from LOV.
6. If the sanction code is variable code dependent then click on Eligibility 
7. If the sanction code is dependent on the entitlement amount then click on Entitlement 
8. Save the record  or press F12.

Note:

Each sanction allowance must have separate attendance code.





7. Master set-up for payroll

Path: IFS Applications → IFS Payroll → Basic Data for Payroll Computation

1. COMPANY AND LOCATIONS
2. PROFESSIONAL TAX SETUP
3. HR & PAYROLL COMPANY INTEGRATION
4. CATEGORIES, GRADES, AND DESIGNATIONS
5. VARIOUS ACCOUNT CODES VALID FOR A PARTICULAR CATEGORY
6. MINIMUM SALARY LOGIC.
7. COUPLING CHECK
8. BANK MASTER.
9. COST CENTRE.
10. DISTRIBUTION CENTRE.
11. RULES AND RATES FOR VARIOUS ACCOUNT CODES.
12. OTHER DEDUCTION MASTER.
13. OUTSIDE AGENCY SETUP
14. COMM (PF) /TRUST MASTER
15. VOUCHER PARAMETER
16. OTHER DEDUCTION MASTER



7.1 Company and Locations

A new company is entered in Payroll Company and location. Under one company several locations can be created

Process: Entering details for new company and its corresponding locations





Step A

Path: IFS Payroll → Basic Data for Payroll Computation → Payroll Company and Location → General Tab

The screenshot shows the IFS Navigator on the left with the tree structure expanded to 'Payroll Company & Location'. The main window displays the 'General' tab of the 'Payroll Company & Location' form. The form contains the following fields and values:

- Company Code: APTRANSCO
- Short name: APTRANSCO
- Company Name: TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
- General | Location | Prof. Tax | Loan Interest Benefit | Inter Unit A/c Mapping | Tax Exempt Setup | Loan Interest Slab
- Address: VIDYUT SOUDHA
- City: KHAIRATABAD
- City: HYDERABAD
- Pin: 500082
- State: AP Andhra Pradesh
- Country: IN INDIA
- PAN: AABCT0088P
- TAN: HYDA00798A
- Registered Office:
- ☒ Loan & Interest Recovery Combined Rule
- ☐ Income Tax Refund Flag
- ☒ Interest Recovery For Last Installment
- Professional Tax Setup Info:
 - A/c. Code: 242 PROFITAX
 - State Applicability: LocationState

Steps Involved

1. Click New  or F5 to create new Record.
2. Select the company code from list of values  it will give the companies which are already defined in IFS Finance.
3. Enter the address information.
4. Give the account code for professional tax from LOV  and corresponding state applicability like it is distribution centre state or location state.
5. Save the record  or press F12.





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Notes:

1. This Screen is used to create new companies or modify information of the existing companies.
2. Professional tax setup information is also captured here we define the Account code for professional tax and the corresponding state applicability i.e. whether it is a distribution centre state or location state.
3. Professional Tax setup for APTRANSCO will always be with the option of "Location State".





Step B

Path: IFS Payroll → Basic Data for Payroll Computation → Payroll Company and Location → Location Tab

IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave Account
 - Payroll Computation
 - Payroll Company & Location**
 - Hr and Payroll Company Integration
 - Other Masters
 - Variable Group Codes
 - Employee Information Overview
 - Employee Information
 - Employee Entitlement/Eligibility
 - REHS-Banking Details
 - Compensation Processing
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan
 - External Interface
 - Lease
 - Tax
 - Bonus
 - Voucher
 - Queries
 - Admin
 - Leave Accounting

Company Code: Short name:

Company Name:

General Location Prof. Tax Loan Interest Benefit Inter Unit A/c Mapping Tax Exempt Setup Loan Interest Slab

Location Code: Short Name:

Long Name:

Address:

City: Pin:

State:

Country:

Authorised Signatory:

Tan No.

e-Mail Id.

Std. Code Contact No

☐ Master Location

Basic Account Code:

PF Account Code:

Round Off Account Code:

Retirement Age: Minimum Age: ☐ Reimbursement Summary





ESI Parameters

ESI Account Code:

ESI Account No: Esi Month Check:

ESI Out Base Code: Esi Limit:

Steps Involved

1. Click New  or F5 to create new record.
2. Give the new location code from LOV  or press F8 to get the LOV screen and select Location code, Give its short name and Long name.
3. Enter the address information.
4. Give the account code for Basic, PF, and Round off account code from LOV  or press F8 to get List of Value Screen.
5. Put retirement age and minimum age for joining the corporation.
6. Save the record  or F12.



**Notes:**

1. This screen is used to create new locations in a company.
2. If the company has different business centres we can create different location for each location.
3. We can have reports and other MIS queries for each of the locations separately or consolidated into one company.
4. Retirement age is applicable 58 and 60 years in entire AP Transco, in this case put 58 year in retirement age of Location Tab & those who have retirement age 60 year that can be change in employee information Screen. (Assumption: - 60 years retirement age cases are less then 58 year retirement age cases).



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Step C

Path: IFS Payroll → Basic Data for Payroll Computation → Payroll Company and Location → Prof. Tax Tab

Sno	Start Slab Amount	Tax Amount	Numerator	Denominator	Effective From (YYYYMM)	Till Month (YYYYMM)
1	0.00	0.00	1	1	199001	
2	1,500.00	0.00	1	1	199001	
3	1,501.00	16.00	1	1	199001	
4	2,001.00	25.00	1	1	199001	
5	3,001.00	35.00	1	1	199001	
6	4,001.00	45.00	1	1	199001	
7	5,001.00	60.00	1	1	199001	
8	6,001.00	80.00	1	1	199001	
9	10,001.00	100.00	1	1	199001	
10	15,001.00	150.00	1	1	199001	
11	20,001.00	200.00	1	1	199001	

Steps Involved

1. Click New or F5 to create new record.
2. Give the new state code and country code will automatically be selected.
3. Select the base code from LOV or press F8 to get the LOV screen,
4. Put professional tax type and its deduction type from drop down menu.
5. Click the check boxes for Active, Projection, and Refund (As Applicable).
6. Go to line level, Click new or press F5 at line level and put the start slab amount, Tax amount Applicable to State.
7. Put effective from date and effective till date.
8. Save the record or press F12.



**Notes:**

1. The system will take the slab from start slab amount till the next starting slab.
2. We can have different state codes and depending on them various different slab rates.
3. If we want to change the tax rate put the till month.
4. Create a new line and put the new tax amount and start month.
5. Base Code for professional Tax should be created first in “Base” tab of “Other Masters” screen.



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7.2 HR & PR Company Integration

This Screen facilitate to integrate HR Company with Payroll Location, it has one to many relation.

Process: Integration of HR Company and PR Location.

Links <input type="checkbox"/> BANK STATEMENT <input type="checkbox"/> EPF SCHEDULE <input type="checkbox"/> FORM 16 <input type="checkbox"/> GPF SCHEDULE <input type="checkbox"/> OUTSIDE SCHEDULE <input type="checkbox"/> PAY REG <input type="checkbox"/> PAY SLIPS <input type="checkbox"/> PAY REG SMRY <input type="checkbox"/> INCOME TAX <input type="checkbox"/> RECOVERY SCHEDULE							
Company	Name	Payroll Company	Name	Payroll Location	Location Description	Default	
2600	SE/TELECOM/HYDERABAD	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	2600	SE/TELECOM / HYDERABAD	<input checked="" type="checkbox"/>	
2601	SE / TLECOM / VIJAYAWADA	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	2601	SE/TELECOM / VIJAYAWADA	<input checked="" type="checkbox"/>	
2602	SE/TELECOM/KADAPA	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	2602	SE/TELECOM/KADAPA	<input checked="" type="checkbox"/>	
3100	SE/TLC/VISAKHAPATNAM	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3100	SUPERINTENDING ENGINEER / TLC / VISAKH	<input checked="" type="checkbox"/>	
3101	EE/TLC/RAJAHMUNDY	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3101	EXECUTIVE ENGINEER/TLC / RAJAHMUNDY	<input checked="" type="checkbox"/>	
3200	SE/TLC/KADAPA	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3200	SUPERINTENDING ENGINEER/TLC/KADAPA	<input checked="" type="checkbox"/>	
3202	EE/TLC/KURNOOL	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3202	EXECUTIVE ENGINEER/TLC/KURNOOL	<input checked="" type="checkbox"/>	
3203	EE/TLC/TIRUPATHI	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3203	EXECUTIVE ENGINEER/TLC/TIRUPATHI	<input checked="" type="checkbox"/>	
3300	SE/TLC/HYDERABAD	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3300	SUPERINTENDING ENGINEER/ TLC / HYDERA	<input checked="" type="checkbox"/>	
3303	SE /TLC/WARANGAL	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3303	SUPERINTENDING ENGINEER/TLC/WARANG	<input checked="" type="checkbox"/>	
3305	EE/TLC/ERRAGADDA	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3305	EXECUTIVE ENGINEER/TLC/ERRAGADDA	<input checked="" type="checkbox"/>	
3308	SE / TLC / VIJAYAWADA	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3308	SUPERINTENDING ENGINEER/TLC/VIJAYAWA	<input checked="" type="checkbox"/>	
3310	SE/400KV TL&SS /MAMIDIPALLY	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3310	SUPERINTENDING ENGINEER/ 400KV L&SS /	<input checked="" type="checkbox"/>	
3311	SE/400KV L&SS FIELD CIRCLE/ MC/HYD	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3311	SUPERINTENDING ENGINEER/400KV L&SS FI	<input checked="" type="checkbox"/>	
3312	SE/400 KV L&SS / VIJAYAWADA	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3312	SUPERINTENDING ENGINEER/ 400 KV L&SS /	<input checked="" type="checkbox"/>	
3400	SE / TLC / KARIMNAGAR	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	3400	SUPERINTENDING ENGINEER/TLC/KARIMNA	<input checked="" type="checkbox"/>	
5101	SE / TL&SS / WARANGAL	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5101	SUPERINTENDING ENGINEER/TL&SS/ WARA	<input checked="" type="checkbox"/>	
5102	SE/TL&SS/ SANGAREDDY	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5102	SUPERINTENDING ENGINEER/TL&SS / HYDC	<input checked="" type="checkbox"/>	
5103	SE/TL&SS/GAJUWAKA/ VISAKHAPATNAM	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5103	SUPERINTENDING ENGINEER/TL&SS/GAJUW	<input checked="" type="checkbox"/>	
5104	SE/TL&SS/CUDDAPAH	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5104	SUPERINTENDING ENGINEER/TL&SS/KADAP	<input checked="" type="checkbox"/>	
5106	SE/TL&SS/NIZAMABAD	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5106	SUPERINTENDING ENGINEER/TL&SS/NIZAMA	<input checked="" type="checkbox"/>	
5107	SE/TL&SS/NELLORE	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5107	SUPERINTENDING ENGINEER/ TL&SS / NELL	<input checked="" type="checkbox"/>	
5109	SE/TL&SS/RAJAHMUNDY	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5109	SUPERINTENDING ENGINEER/TL&SS/RAJAH	<input checked="" type="checkbox"/>	
5110	SE/TL&SS/KURNOOL	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5110	SUPERINTENDING ENGINEER/TL&SS/KURNO	<input checked="" type="checkbox"/>	
5111	SE/TL&SS/KARIMNAGAR	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5111	SUPERINTENDING ENGINEER/TL&SS/KARIM	<input checked="" type="checkbox"/>	
5112	SE/TL&SS/NALGONDA	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	5112	SUPERINTENDING ENGINEER/TL&SS/ NALGO	<input checked="" type="checkbox"/>	

Steps Involved

1. Click New  or F5 to create new record.
2. Enter HR Company from LOV .
3. Enter Payroll Company Code from LOV .
4. Enter Payroll Location code from LOV .
5. Check on "Default" flag.
6. Click on save .

Note:

In APTRANSCO HR company and PR Location will be identical and Payroll Company will always be "APTRANSCO".





7.3 Category, Grade and Designations

This screen is used to create categories and their corresponding grades. Each category can have number of grades. We can give starting amount increment amount and the maximum amount to which the slab is valid. If the multiplication factor check box is checked then system will automatically check for the slab.

Process: CREATING A NEW CATEGORY, GRADE AND DESIGNATIONS

Step A

Path: IFS Payroll → Basic Data for Payroll Computation → Other Master → Category → Minimum Salary Tab

The screenshot displays the 'Category' screen in the IFS Payroll application, specifically the 'Minimum Salary' tab. The left-hand pane shows the 'IFS Navigator' with the following structure:

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Company & Location** (Selected)
 - Other Masters
 - Variable Group Codes
 - Employee Information Overview
 - Employee Information
 - Employee Entitlement/Eligibility
 - REHS-Banking Details
 - Compensation Processing
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan
 - External Interface
 - Lease
 - Tax

The main data entry area contains the following fields and values:

- Company Code: APTRANSCO
- Location Code: 9100
- Category Code: DIR (Selected from dropdown)
- Category Level: 2
- Minimum Salary Base Code: MS
- Min Salary %Age: 25%
- Allow Negative Subtraction: ☒

Steps Involved

1. Populate the data or press F2
2. Click New or press F5 at category code field.
3. Enter the category code and description.
4. Enter the category Level.
5. Enter minimum salary base code and the minimum salary %age (If Applicable).
6. Save the record or Press F12.





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Note: If Minimum Salary obligation is exist, then this setup is required. The Minimum salary obligation should be in correspondence with category.

Step B

Path: IFS Payroll → Basic Data for Payroll Computation → Other Master → Category → Designation Tab

Company Code: **APTRANSCO** **APTRANSCO** **TRANSMISSION CORPORATION OF ANDHRA P**
Location Code: **9100** **AO/CPR** **AO/CPR/MIDYUT SOUDHA**

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

Category Code: **DIR** **DIRECTOR**
Authorised Signatory:
Negative Salary Code:
Validate Base Entitlement With Grade Slab For Employee:
Category Level: **2** ☒ Promoted Scale Check
Minimum Salary Designation Grade Account Coupling Check

Designation Code	Description
CMD	CHAIRMAN AND MANAGING DIRECTOR
DE	Divisional Engg
DE(LMC)	Divisional Engineer(LMC)
DE(RE)	Divisional Engineer(RE)
DE0IELEC	DIVISIONAL ENGINEERING ELECTRICAL
DEIT	DE IT
DETMPP	DIVISIONAL ENGINEER TECHNICAL MPP
DETNMPP	Divisional Engineer(Technical n MPP
DIR-TRN	DIRECTOR TRANSMISSION
DIR01APTHY	CHAIRMAN AND MANAGING DIRECTOR
DIRFIN	DIRECTOR FINANCE
DIRGRD	DIRECTOR GRID
DIRPRO	DIRECTOR PROJECTS
DIRTRN	DIRECTOR TRANSMISSION
DS	DEPUTY SECRETARY

System Information
Database: IFSTRNG
Sid: IFSTRNG
Fnd User: IFSAPP
CategoryMaster
frmCategoryDesigGradeAccount
IFSAPP.CATEGORY_MASTER
IFSAPP.CATEGORY_MASTER_API

Steps Involved

1. Populate the data or press F2
2. Click New or press F5 at the designation code field.
3. Give the new designation code and its corresponding description.
4. Save the record or press F12.



**Notes:**

1. We have to create all the designations which are applicable to this category.
2. For all the categories we need to create the designations.
3. If same designations we want to create for different category code then we can copy all the designation from one category to other.
4. Designation should be the same position id exists in HR.



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Step C

Path: IFS Payroll → Basic Data for Payroll Computation → Other master → Category → Grade Tab

The screenshot shows the IFS Payroll application interface. On the left is the IFS Navigator tree with 'Other Masters' selected under 'Basic Data for Payroll Computation'. The main window has two tabs: 'Category' and 'Grade'. The 'Category' tab is active, showing fields for Company Code (APTRANSCO), Location Code (3305), and Category Code (NW). The 'Grade' tab is also visible, showing fields for Grade (NW-01-1998), Grade Level (1), and Grade Scale Code (ORDINARY). Below these fields is a table with the following data:

Step No	Starting Amount	Increment Amount	Maximum Amount	From Month	To Month
1	13,400.00	450.00	13950	199804	
2	13,850.00	500.00	16350	199804	
3	16,350.00	550.00	18000	199804	

Steps Involved

1. Populate the data or press F2.
2. Click New or press F5 at the Grade field
3. Give the grade code and its corresponding description.
4. Give the grade Level
5. Select Grade Scale code thru LOV.
6. Select Master Scale code from List of Values applicable to grade code.
7. Save the record or press F12.
8. Click at the line level and click new or press F5.
9. Put the starting amount, Increment amount and Maximum amount
10. Similarly create all the slabs which are valid for that particular category by adding new lines.
11. Save the record or press F12.





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Step D

Path: IFS Payroll→ Basic Data for Payroll Computation→ Other master→ Category→ Account Tab

IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave Accounting
 - 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
 - External Interface
 - Lease
 - Tax

System Information

Database: IFSTRNG
Sid: IFSTRNG
Fnd User: IFSAPP
CategoryMaster
IrmCategoryDesigGradeAccount
IFSAPP.CATEGORY MASTER

Company Code: APTRANSCO APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PR
Location Code: 9100 AD/CPR AD/CPR/MIDYUT SOUDHA

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

Category Code: NWKM NON WORKMEN
Authorised Signatory:
Negative Salary Code:
Validate Base Entitlement With Grade Slab For Employee
Category Level 3 ☒ Promoted Scale Check

Minimum Salary Designation Grade Account Coupling Check

Account	Description	Account Group	Account Group Description	Arrear	Arrear Code	Arrear Code Description	0 A
101	BASIC PAY	01	Earnings	<input checked="" type="checkbox"/>			
102	FAMILY PLANNING INCREMENT	01	Earnings	<input type="checkbox"/>			
103	POST GRADUATE INCREMENT	01	Earnings	<input type="checkbox"/>			
104	SPORTS INCREMENT	01	Earnings	<input type="checkbox"/>			
105	VARIABLE DEARNESS ALLOWANCE	01	Earnings	<input checked="" type="checkbox"/>			
106	CITY COMPENSATORY ALLOWANCE	01	Earnings	<input checked="" type="checkbox"/>			
107	HOUSE RENT ALLOWANCE	01	Earnings	<input checked="" type="checkbox"/>			
108	MEDICAL ALLOWANCE	01	Earnings	<input type="checkbox"/>			
109	PESHI ALLOWANCE	01	Earnings	<input type="checkbox"/>			
110	INITIAL PAY IN PRESENT TIME SCALE	01	Earnings	<input type="checkbox"/>			
111	SHIFT ALLOWANCE	01	Earnings	<input type="checkbox"/>			
112	HOTLINE ALLOWANCE	01	Earnings	<input type="checkbox"/>			
113	CONVEYANCE ALLOWANCE	01	Earnings	<input type="checkbox"/>			
114	CONVEYANCE ALLOWANCE PHC	01	Earnings	<input type="checkbox"/>			

Steps Involved

1. Populate the data or press F2.
2. Click New or press F5 at the Account field.
3. Give the account code.
4. Check the arrear check box if we wish to calculate the arrear on this account code.
5. Save the record or press F12.

Notes:

1. Whenever a new category is created we have to attach the account codes which are valid for that particular category.
2. First the new account code must be defined in the account code master.





Step E

This screen is used to make coupling check. Check variable dependent, if check Account code is variable dependent. If check code is defined then codes at line level are not counted.

Path: IFS Payroll → Basic Data for Payroll Computation → Other master → Category → Coupling Check Tab

Check A/c. Code	Description	% Age	Variable Code	Variable Code Desc	Remarks
211	EPF	0			
212	EPS	0.00			

Steps Involved

1. Populate the data or press F2.
2. Click New or press F5 at the Account code field.
3. Give the account code.
4. Check the Variable Dependent check box if check account code. If variable dependent.
5. Save the record or press F12.
6. Come at Line Level and Create New or press F5.
7. Fill the entries with Similar Account Codes as shown in the example of GPF & EPF.

Note: All Control checks have been developed, no mapping required in couplink check.





7.4 Bank Master

This screen is used to create bank master with all the details of the bank, in order to distribute salaries through bank statement or through cheques. Enter full name and address. The bank name and branch address will be shown in the LOV for bank wherever required. Check the issue bank check box, if the salary is distributed from this bank.

Path IFS Payroll → Basic Data for Payroll Computation → Other master → Bank Master Tab.




Company Code: APTRANSCO APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PR
Location Code: 9100 AQ/CPR AQ/CPR/VIDYUT SODHA

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

Bank Code: SBH01
Name: STATE BANK OF HYDERABAD
Address: BELLAVISTA BRANCH
SOMAJIGUDA
City: HYDERABAD Pin: 500082
State: AP Andhra Pradesh
Country: IN INDIA
Contact No: 040-23390760,9959891116
Contact Person: K MURALI
Designation: BRANCH MANAGER
Cash Account: MICR No.:
IFSC Code: bank_code2:
bank_code3: bank_code4:

☒ Issue Bank

Steps Involved

1. Click New  or press F5 at the bank code field.
2. Give the bank code name and its corresponding address.
3. Select the state from list of values .
4. The country will automatically select.
5. Check the issue bank check box.
6. Save the record  or press F12.





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Notes:

1. All the banks whether it is an employee or company bank we need to define in bank Master.
2. Employee bank and issue bank will be the same.







7.5 Cost Centre

This master is used to define cost centres. Each location can have multiple cost centres or departments. We can also define direct or indirect cost centre.

Path: IFS Payroll → Basic Data for Payroll Computation → Other master → Cost Centre Tab

Company Code: APTRANSCO APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH	
Location Code: 9100 AD/CPR AD/CPR/IDYUT SOUDHA	
Outside Agency	Charge Type
Comm./Trust	ESI Depository
Category	Bank
Salary Round Off	Unit Pay Month
Lease Voucher Parameter	Bonus Param
Inter Unit Set	Voucher Param
Cost Centre	Cost Centre Description
Parent Cost Centre	Direct/Indirect
	Base
* AUDTANDEXP	AUDIT AND EXPENDITURE
CIVIL	CIVIL
CMDOFFICE	MANAGING DIRECTOR
COMMERLAPT	COMMERCIAL AP TRANSCO
COMMRAPCC	COMMERCIAL APPCC
COMPNSECTY	COMPANY SECRETARY
CONST400KV	CONSTRUCTION 400KV
CONSTRUCTN	CONSTRUCTION
CORDINATNS	COORDINATIONS
CORPTCOMMN	CORPORATE COMMUNICATIONS
DIRFINAOFF	DIRECTOR FINANCE & REVENUE OFFICE
DIRGRIDOFF	DIRECTOR GRID OPERATIONS OFFICE
DIRPROJOFF	DIRECTOR PROJECT AND COORDINATION OF
DIRTRNSOFF	DIRECTOR TRANSMISSION OFFICE
ENQUIRIES	ENQUIRIES
GRIDOPERN	GRID OPERATIONS
HRDANDTRNG	HRD AND TRAINING
HRSERVICE1	HR SERVICE 1(ADDITIONAL SECRETARY DEP
HRSERVICE2	HR SERVICE 2(CE MECHANICAL DEPT)
IPC	INVESTMENT AND PROMOTION CELL
JMDHRDOFFC	JMD HRD COMMERCIAL IPC AND IT OFFICE
JMDVIGLOFF	JMD VIGILANCE AND SECURITY OFFICE
OPERNANDRE	OPERATION AND RE

Steps Involved

1. Click New  or press F5 at the Cost Centre field.
2. Give the Cost Centre name and its corresponding description.
3. Put the Direct/Indirect Cost Centre.
4. Save the record  or press F12.

Notes:

1. The entire Cost centre we need to define.
2. It is important for reporting purposes.





7.6 Distribution Centre

This screen is used to define distribution centres, Further this will be used to distinguish EPF/GPF and DEP Employees.

Path: IFS Payroll→ Basic Data for Payroll Computation→ Other master→ Distribution Centre Tab

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 - 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

Company Code: APTRANSCO APTRANSCO TRANSMISSION CORPORATION OF ANDHRA P

Location Code: 9100 AQ/CPR AQ/CPR/MIDYUT SODHA

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

Distribution Centre: DEP DEPUTED EMPLOYEES

Address: ..

City: .. Pin: 500082



State: AP Andhra Pradesh

Country: IN INDIA

Contact Person: ..

Contact No: ..

Steps Involved

1. Click New  or press F5 at the Distribution Centre field.
2. Put the new distribution centre code and its corresponding description.
3. Save the record  or press F12.






7.7 Base

This master is used to define bases to calculate account codes which depend upon the other account codes. E.g. if we want to calculate professional tax based on gross pay then. We need to create the base code for that.

Path: IFS Payroll → Basic Data for Payroll Computation → Other master → Base Tab

Account Code	Account Description	Actual/ Base	Percentage	Print Priority	Account Group	Combined Account
101	BASIC PAY	Actual	100	01		
102	FAMILY PLANNING INCREMENT	Actual	100	01		
103	POST GRADUATE INCREMENT	Actual	100	01		
104	SPORTS INCREMENT	Actual	100	01		
105	VARIABLE DEARNESS ALLOWANCE	Actual	100	01		
106	CITY COMPENSATORY ALLOWANCE	Actual	100	01		
107	HOUSE RENT ALLOWANCE	Actual	100	01		
108	MEDICAL ALLOWANCE	Actual	100	01		
109	PESHI ALLOWANCE	Actual	100	01		
111	SHIFT ALLOWANCE	Actual	100	01		
112	HOTLINE ALLOWANCE	Actual	100	01		
113	CONVEYANCE ALLOWANCE	Actual	100	01		
114	CONVEYANCE ALLOWANCE_PHC	Actual	100	01		
115	WASHING ALLOWANCE	Actual	100	01		
116	TYPING ALLOWANCE	Actual	100	01		
117	STENO ALLOWANCE	Actual	100	01		
118	BLUE PRINT OPERATOR ALLOWANCE	Actual	100	01		
119	RONEO OPERATOR ALLOWANCE	Actual	100	01		

Steps Involved

1. Click New  or press F5 at the Base code field.
2. Put the new base code and its corresponding description.
3. Put the base code type.
4. Click New  or press F5 at the Account code field.
5. Put all the account codes on which the base will depend.
6. Put Actual/Base and percentage we want to consider.
7. Save the record  or press F12.





7.8 Rule and Rate

This master is used to define the rule for calculation and its corresponding rates.

Path: IFS Payroll → Basic Data for Payroll Computation → Other master → Rule & Rate Tab

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

Outside Agency Charge Type Salary Round Off Lease Voucher Parameter Inter Unit Set
Comm./Trust ESI Depository Unit Pay Month Bonus Param Voucher Param DocT
Category Bank Cost Centre Dist.Centre Base Rule &

Account Info.
Account Code: 105 VARIABLE DEARNESS ALLOWANCE Calculation/Print Priority:
C. A/c. Code: Calculation: 5
Pay Slip Print 5
A/c. Group Earnings




Rule Info.
Eligibility: Variable Code Dependent
Calculation: Fixed %age of Salary Base Code on Salary Range Dependent

Deduction Rule
☐ Mandatory
☐ Partially Deduct
☐ Recovery C.F.
☐ Quarter Dependent
☒ Payroll Affected
☐ Special Rule
☐ CPF

Parameters Rate AdditionRule For BaseAmt CPF Info

Category	Grade	Cost Centre	Variable Group	Starting Slab Value	Fixed Amount	%Age Amount	Numerator	Denominator	Amount(Min)	Amount(Max)
			DA_CMD			22	1	1		
			DA_DIR			130	1	1		
			DA_REG			27.782	1	1		
			DA_STA			60.288	1	1		

Steps Involved

- 1 Click New  or press F5 at the Account code field which is already created in Account Code master. After defining Account Code press Tab Button, Description will come. Save the Header  or press F12.
- 2 Define rules and rate in this master for each account code applicable to the company. An eligibility rule for particular account is defined in the Eligibility rule field; it can be defined employee, category, grade, cost centre, variable code wise or any combination of these.
- 3 Calculation of particular account will be dependent on Calculation Rule. Various calculation rules are defined in the system we have to select from the drop down menu as per the calculation required. Save it by clicking on .
- 4 Click on Parameter Tab. Define the slab base or percentage slab base on which the account code is dependent. If define the %age Base, then, it must be defined in Base Tab Give the unit code and attendance account code if any on which this particular account code is dependent.



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 - Employee Information
 - Employee Entitlement/E
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 - Compensation Processi
 - Payroll Transactions
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 - External Interface
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System Information
Database: IFSTRNG

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

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

Account Info.
Account Code: 105 VARIABLE DEARNESS ALLOWANCE
C. A/c. Code:
A/c. Group: Earnings

Calculation/Print Priority
Calculation: 5
Pay Slip Print: 5

Rule Info.
Eligibility: Variable Code Dependent
Calculation: Fixed %age of Salary Base Code on Salary Range Dependent

Deduction Rule
☐ Mandatory
☐ Partially Deduct
☐ Recovery C.F.
☐ Quarter Depend
☒ Payroll Affecte
☐ Special Rule
☐ CPF

Parameters | Rate | AdditionRule For BaseAmt | CPF Info |

More Rules
Slab Base:
%Age Base: DA DEARNESS ALLOWANCE
Unit Code: Monthly ☐ Apply Additional Rule For %age Base
Attend. A/c Code: 401 SAL_DAY

Loan Parameters
Loan Type:
Interest A/c. Code:
Process Charges A/c.:

Base Code For Compensation %Age: ☒ Compensation
Dependency Info.
☐ Child Dependency
☐ Other Dependency

Rounding Off Parameter
Round Off Code: Not Applicable
Round Off Value:

Account Info.
Account Code: 105 VARIABLE DEARNESS ALLOWANCE
C. A/c. Code:
A/c. Group: Earnings

Calculation/Print Priority
Calculation: 5
Pay Slip Print: 5

Rule Info.
Eligibility: Variable Code Dependent
Calculation: Cost Centre Dependent
Variable Code Dependent

Parameters | Rate | AdditionRule For BaseAmt | CPF Info |

More Rules
Slab Base:
%Age Base:
Unit Code:
Attend. A/c Code:
Cost Centre + Variable Code Dependent





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Account Info.		Calculation/Print Priority
Account Code:	105 VARIABLE DEARNESS ALLOWANCE	Calculation: 5
C. A/c. Code:		Pay Slip Print: 5
A/c. Group	Earnings	
Rule Info.		
Eligibility :	Variable Code Dependent	
Calculation :	Fixed %age of Salary Base Code on Salary Range Dependent	
	Fixed %age of Salary Base Code on Salary Range Dependent	
	Monthly Fixed Amount	
Parameters	Rate	Manual Input Always

Parameters	Rate	AdditionRule For BaseAmt	CPF Info
More Rules			
Slab Base :			
%Age Base :	DA	DEARNESS ALLOWANCE	
Unit Code:	Monthly	<input type="checkbox"/> Apply Additional Rule For %age Base	
Attend. A/c Code:	401	SAL_DAY	
Loan Parameters			
Loan Type:			
Interest A/c. Code:			
Process Charges A/c.			






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Company Code:	9907	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD				
Location Code:	9907	SAO/SLDC/VS/HYD	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD				
OutsideAgency	Charge Type	Salary Round Off	Lease Voucher Parameter				
Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param		Voucher Param		
Category	Bank	Cost Centre	Dist.Centre		Base		
Base Code:	DA	DEARNESS ALLOWANCE					
Base Code Type:	From Base Details						
Account Code	Account Description	Actual/ Base	Percentage	Print Priority	Account Group	Combined Account	
101	BASIC PAY	Base	100		01		

- 5 Give the calculation and pay slip print priority.
- 6 For deduction account codes give whether it is mandatory, partially deducted, recovery carry forward or quarter dependent.
- 7 Check the check box if this account code has payroll impact.
- 8 If we want to generate compensation check the box and give the base code for which the compensation percentage is to be calculated.
- 9 Give the round off parameters if it is applicable.
- 10 Save the record  or press F12.

Notes:

1. We must be careful while defining various parameters since based on these rules the system will calculate for a particular account code.
2. The percentage slab base must be selected carefully.
3. Unit code and attendance account code must be selected carefully.
4. If account group is loan put loan type and its interest account code.






7.9 Other Deductions

This master is used to define the account codes which will be available in other earning and deductions. The account codes for which we want to make entries in other earning and deduction in employee entitlement and eligibility needs to define first on this screen.

Path: IFS Payroll→ Basic Data for Payroll Computation→ Other master→ Other Deductions Tab

[illegible]

Steps Involved

1. Click New  or Press F5 at the Account code field; put account code as applicable to other earning and deduction.
2. Save the record  or press F12.
3. Put the payroll month for which this account code will be valid.
4. Check the Monthly, Quarterly, and Bi annually, Yearly check box depending on the deduction or earning.
5. Save the record  or press F12.



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Notes:

1. We must be careful while defining various parameters since based on these rules the system will calculate for a particular account code.
2. In the master of other earning and deduction, enter the recovery or earning which has some reference details and reference Amount such as LIC, APGLIS etc.





7.10 PF Information

This master is used to capture PF (GPF/EPF) information.



Path: IFS Payroll→ Basic Data for Payroll Computation→ Other master→ Comm /Trust Tab

The screenshot displays the IFS Payroll application interface. On the left is a tree view with the following structure:

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Le
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The main window shows the 'Comm /Trust' tab. At the top, there are fields for 'Company Code' (9907) and 'Location Code' (9907). Below these are several tabs: 'Category', 'Bank', 'Cost Centre', 'Dist.Centre', 'Base', and 'Rule & f'. The 'Comm./Trust' tab is selected, showing fields for 'Commissioner Trust' (EPF), 'Name' (EMPLOYEE PROVIDENT FUND TRUST), 'Address' (KHIARATABAD), 'City' (HYDERABAD), 'Pin' (500018), 'State' (AP), 'Country' (IN), 'Contact No.', 'Contact Person', 'Designation', 'Remarks', and 'Comm Trust Account No.' (AP/HY/44011). A checkbox labeled 'Comm Trust' is checked.

Steps Involved

1. Click New  or press F5 at the Commissioner Trust field.
2. Give the Name and corresponding Address information.
3. Give the Comm. Trust account no
4. Check the box if it is a PF commissioner address.
5. Save the record  or press F12.



7.11 Outside Agency

This master is used to define VARIOUS OUTSIDE AGENCIES THERE MAPPING WITH IFS FINANCE I.E. CORRESPONDING GL ACCOUNT CODES.

Path: IFS Payroll → Basic Data for Payroll Computation → Other master → Out Side Agency

Payroll A/c. Code	Description	%Age Value
231	LIFE INSURANCE CORPORATION OF INDIA	100

Steps Involved

1. Click New (📄) or F5 at the Out side agency field.
2. Put the out side agency code and its corresponding description.
3. Put the GL A/c Code.
4. Check the active check box if the code is active.
5. Save the record (💾) or press F12.
6. Put the corresponding payroll A/c code.
7. Save the record (💾) or press F12.

Notes:

1. We need to define all the outside agency codes and there corresponding account codes.





7.12 Vouchers

Define voucher parameters, based on these voucher will be created in IFS Financials. We have to map payroll account code with IFS Financials account code and define whether the posting should be done code part wise or just a summary. For all earning codes the debit check box must be checked.

Path: IFS Payroll → Basic Data for Payroll Computation → Other master → Voucher Param Tab

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

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

Voucher Parameters
GL Company: 9907 Currency Code: INR Voucher Type: W ☒ Approved(SV-JV)
Code B: Code E: Code H: ☐ Approved(Mixed-Paym
Code C: Code F: Code I: Cheque Series
Code D: Code G: Code J: Inter Company GI Code:

Account Code	Description	Secured GL-Code	A/c. Description	Distribution Centre	Debit (Dr.)?	A/c. Descr
101	BASIC PAY	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
102	FAMILY PLANNING INCREMENT	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
103	POST GRADUATE INCREMENT	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
104	SPORTS INCREMENT	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
105	VARIABLE DEARNNESS ALLOWANCE	075.300	DEARNNESS ALLOWANCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
106	CITY COMPENSATORY ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
107	HOUSE RENT ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
108	MEDICAL ALLOWANCE	075.710	MEDICAL EXPENSES (MONTHLY)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
109	PESHI ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
111	SHIFT ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
112	HOTLINE ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
113	CONVEYANCE ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
114	CONVEYANCE ALLOWANCE_PHC	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
115	WASHING ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
116	TYPING ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

System Information
Database: IFSTRNG
Sid: IFSTRNG
End User: IFSAPP
_frmNavigator





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Account Code	Description	Secured GL-Code	A/c. Description	Distribution Centre	Debit (Dr.)?
101	BASIC PAY	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PLANNING INCREMENT	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	GRADUATE INCREMENT	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	TS INCREMENT	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	BLE DEARNESS ALLOWANCE	075.300	DEARNESS ALLOWANCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	COMPENSATORY ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	E RENT ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	CAL ALLOWANCE	075.710	MEDICAL EXPENSES (MONTHLY)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	I ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SHIP ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
112	HOTLINE ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
113	CONVEYANCE ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
114	CONVEYANCE ALLOWANCE_PHC	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
115	WASHING ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
116	TYPING ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Application Services

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Other Masters

Variable Group

Employee Infor

Employee Infor

Employee Entit

REHS-Banking

Compensation

Payroll Transaction

Processing

Supplementary

Loan

Company Code: 9907

SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Location Code: 9907

SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Account Code: 101



BASIC PAY

Main GL Code: 075.100

SALARIES

Distribution Code	Distribution Description	Category Code	Category Description	Cost Centre Code	Cost Centre Description	Employee #	Employee Name	Secured GL-Code
DEP	DEPUTED EMPLOY	%	ALL	%	ALL	%	ALL	075.130
EPF	EPF EMPLOYEES	%	ALL	%	ALL	%	ALL	075.110
GEN	GENERAL (GPF)	%	ALL	%	ALL	%	ALL	075.100

Steps Involved


1. The voucher parameters at the header level are already defined.
2. Click New  or press F5 at the Account code field at the line level.
3. Put the account code from LOV  or press F8 to select account code.





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4. Put the corresponding main GL- code from LOV  or press F8 to select GL code.
5. For further division of Particular Account Code, select Account Code & Do RMB (Right Mouse Button) and click on Details.
6. Add all the GL Codes in respect of main Account Head.
7. Check the corresponding Distribution centre, Cost centre, Employee Check box depending upon the posting of that particular account code in IFS Finance.
8. Save the record.

Note

Posting of payroll Account code to GL code is distribution centre wise, so carefully segregate employees in EPF, GPF and DEP distribution Centres.





8. Variable Group Codes

Process: ENTERING & MODIFYING DETAILS FOR VARIABLE GROUP CODES

THIS MASTER IS USED TO DEFINE VARIABLE CODE FOR CALCULATING THE DIFFERENT ACCOUNT HEADS E.G. IF FOR THE SAME GRADE OF EMPLOYEE WE WANT TO DEDUCT DIFFERENT AMOUNT UNDER A SAME ACCOUNT CODE THEN THIS CAN BE DONE THROUGH THIS SCREEN. VARIOUS VARIABLE GROUPS CAN BE CREATED AND DIFFERENT RATES CAN BE DEFINED IN RULE AND RATE MASTER DEPENDING ON THE VARIABLE CODE THEN THE VARIABLE CODE CAN BE ATTACHED TO EMPLOYEE IN THE EMPLOYEE ENTITLEMENT AND ELIGIBILITY.

AN EXAMPLE OF THIS USED AT APTRANSCO IS OF ACCOUNT CODE 105 & 107 (VARIABLE DEARNESS ALLOWANCE & HRA) THE VARIABLE GROUP CREATED FOR THIS ACCOUNT CODE ARE Y AND N.

IF THE RATE OF VDA OR HRA OF A PERSON HAS TO BE GIVEN, THE ACCOUNT CODE 105 & 107 CAN BE ENTERED IN THE EMPLOYEE ENTITLEMENT / ELIGIBILITY SCREEN UNDER THE ELIGIBILITY TAB AND THE VARIABLE GROUP CODE (VALUE) CAN BE SELECTED FROM LIST OF VALUES.





Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Variable Group Codes

Variable Group	Variable Group Description	Default
SCA_A_H	SPL.COMP. ALLOW HILLS (PAY UPTO 10441) (Rs 475)	<input type="checkbox"/>
SCA_A_M	SPL.COMP. ALLOW MANDAL (PAY UPTO 10441) (Rs 400)	<input type="checkbox"/>
SCA_A_NM	SPL.COMP.ALLOW NON MANDAL(PAY UPTO 10441) (Rs 325)	<input type="checkbox"/>
SCA_B_H	SPL.COMP. ALLOW HILLS (PAY 10442TO13913) (Rs 550)	<input type="checkbox"/>
SCA_B_M	SPL.COMP. ALLOW MANDAL (PAY10442TO13913) (Rs 475)	<input type="checkbox"/>
SCA_B_NM	SPL.COMP. ALLOW NON MANDAL(PAY10442TO13913) Rs400	<input type="checkbox"/>
SCA_C_H	SPL.COMP. ALLOW HILLS (PAY 13914TO17410) Rs 625	<input type="checkbox"/>
SCA_C_M	SPL.COMP. ALLOW MANDAL (PAY13914 TO 17410) Rs 575	<input type="checkbox"/>
SCA_C_NM	SPL.COMP. ALLOW NON MANDAL(PAY13914TO17410) Rs 475	<input type="checkbox"/>
SCA_D_H	SPL.COMP ALLOW HILLS (PAY 17411 TO 20873) (Rs 700)	<input type="checkbox"/>
SCA_D_M	SPL.COMP. ALLOW MANDAL (PAY 17411 TO 20873) Rs 625	<input type="checkbox"/>
SCA_D_NM	SPL.COMP. ALLOW NONMANDAL (PAY17411TO20873) Rs 575	<input type="checkbox"/>
SCA_E_H	SPL.COMP. ALLOW HILL (PAY 20874 TO 27843) Rs 775	<input type="checkbox"/>
SCA_E_M	SPL.COMP. ALLOW MANDAL(PAY 20874 TO 27843) Rs 675	<input type="checkbox"/>
SCA_E_NM	SPL.COMP. ALLOW NONMANDAL(PAY20874TO27843) Rs 625	<input type="checkbox"/>
SCA_F_H	SPL.COMP. ALLOW HILL (PAY 27844 ABOVE) (Rs 850)	<input type="checkbox"/>
SCA_F_M	SPL.COMP. ALLOW MANDAL (PAY 27844 ABOVE) (Rs 725)	<input type="checkbox"/>
SCA_F_NM	SPL.COMP. ALLOW NON MANDAL (PAY27844 ABOVE) Rs 675	<input type="checkbox"/>





Steps Involved

1. Click New () or press F5 at the Account Code for which we want to create variable group code.
2. Select Account code from LOV () or press F8
3. In data type put “through variable code master details”.
4. Check the check box “Check employee eligibility”.
5. Click New () or press F5 at the line level.
6. Put the variable code and its corresponding description.
7. Save the record () or press F12.



9. Entering & modifying transactions

9.1 Fresh Employment - Entering a New Employee

A new employee is entered in HR module and the EMP No. of the same is picked up in the payroll module. However, in case, the employees are not to be maintained in the P&A department, the same shall be entered directly for generation of payroll.

Process: ENTERING DETAILS FOR FRESH EMPLOYEMENT

Step Process:

- Enter information in “Employee Information”
- Enter information in “Employee Entitlement / Eligibilities”.

Step A

Path: IFS Payroll→ Basic Data for Payroll Computation→ Employee Information→ General Tab

This employee information data flows from HR by using RMB “Update employee from HR” or using RMB button of “Update all Employee from HR”. This Update All Employee from HR option will update Payroll employee from HR according to Location.

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Company : 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Emp Code: 1049907 Title: Mr. First Name: MASOOD Middle Name: MD. Last Name: AHMED

Person Id: 1049907 Additional Id: Father/Husband Name: YASEEN AHMED Gender/Sex: Male ☒ Active ☒ Payroll

General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Childrer

Contact No: 9440679544

E Mail Id: masood.md@aptransco.gov.in

Qualification:

Date Of Birth: 1/26/1967 Access Card No

Marital Status: Married

For Payroll Computation

No Of Children Entitled :

No Of Dependent :

Mailing Info.

☐ Send Payslip

☐ Send Income Tax Worksheet

Update Employee From Hr

Update All Employee From Hr

Full & Final Settlement

Fetch Attendance Code

Fetch Attendance Code For All Emplo

Populate Query...

Create Shortcut...

Add to Favorites...




Copy Object

Paste Object

Properties



Steps Involved:

1. Click New  or press F5.
2. Enter the company from LOV  or press F8 to get the List of Values.
3. Enter the Employee Code in the EMP Code field from LOV  or press F8 to get the List of Values.
4. Enter Title, Name, and Date of Birth & Marital Status.
5. Now move to the Sensitive Tab.

Path: IFS Payroll--> Basic Data for Payroll Computation-> Employee Information-> Sensitive Tab

All the following entries will flow from HR database to Payroll automatically.

- Contact Number
- Email ID
- Qualification
- Date of Birth
- Marital Status
- Location
- Category
- Grade
- Designation
- Date of Joining
- Location Join Date
- Date of confirmation
- Date of Increment



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System Information

Database: IFSTRNG
Id: IFSTRNG
Ind User: IFSAPP
Employee Information

Company : 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Emp Code: 1068512 Title: Mr. First Name: VENKATA Middle Name: SIVA RAMAKRISHN Last Name: NIMMAGADDA

Person Id: 1068512 Additional Id: 1068512 Father/Husband Name: Gender/Sex: Male ☒ Active ☒ Payroll

General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children

Location : 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Category : WKM WORKMEN

Grade : WK-03 UDC_UD_STENO_JPO_SLJ_FM GR II_SK II GR

Designation : UDC UPPER DIVISIONAL CLERK

Actual Cost Centre : RESANDAUDT RESOURCE AND AUDIT

Deputed Cost Centre : RESANDAUDT RESOURCE AND AUDIT

Distribution Centre : EPF EPF EMPLOYEES

Direct/In-Direct : None

Date Of Joining : 3/30/2000 ☐ Super Annuate

Location Join Date : 3/30/2000

Date Of Confirmation : 3/30/2001 ☐ Stop Increment

Date Of Leaving :

Settlement Month:

Date Of Increment : 12/1/2010 PR Start Date: PR End Date:

Previous Date Of Increment : 6/1/2010 REHS Location:

Work Permit Start Date:

HPL Credit Date:

Time Office Info:
Time Office Code : GEN
Essential Services : Non-Essential

Minimum Salary Info:
☐ Minimum Salary
Minimum Salary Amount:

Steps Involved:

1. Enter time office code from LOV or press F8.
2. Select services from the drop down menu.
3. Enter the distribution centre, select from LOV or F8
4. Save the record or press F12.

Note:

Since the information is entered in the Employee Master, any wrong entry will lead to distorted payroll for the Employee. Therefore the data needs to be entered with high care and counterchecked.





Step B:

Path: IFS Payroll → Basic Data for Payroll Computation → Employee Information → PF/ESI Tab

This screen is mandatory to save any Employee database. Select Com. /Trust from LOV (List of Values). Fill all the entries and Save it.

The screenshot shows the 'Employee Information' screen with the 'PF/ESI' tab selected. The left sidebar shows the navigation tree with 'Employee Information' highlighted. The main form contains the following fields:

- Company:** 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERABAD
- Emp Code:** 1068512
- Title:** Mr.
- First Name:** VENKATA
- Middle Name:** SIVA RAMAKRISHN
- Last Name:** NIMMAGADDA
- Person Id:** 1068512
- Additional Id:** 1068512
- Father/Husband Name:** -
- Gender/Sex:** Male
- Active:** ☒
- Payroll:** ☒

Below the main form, there are two sections:

- PF Info:**
 - Comm/Trust Code:** EPF EMPLOYEE PROVIDENT FUND TRUST
 - P.F No:** APHY/44011/026
 - E.P.S No:** -
- ESI Info:**
 - Dispensary Code:** -
 - ESI No:** -
 - ESI In Date:** -
 - ESI Out Date:** -



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Step C:

Path: IFS Payroll → Basic Data for Payroll Computation → Employee Information → Others Tab

This Screen is used for defining Payment Mode, Employee Bank Code, Bank Account No., Issue Bank code, PAN no., Promotion Date, Retirement. Date of particular Employee.

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 - 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
 - External Interface
 - Lease
 - Tax

System Information

Database: IFSTRNG
Site: IFSTRNG

Company : 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Emp Code: 1068512 Title: Mr. First Name: VENKATA Middle Name: SIVA RAMAKRISHN Last Name: NIMMAGADDA

Person Id: 1068512 Additional Id: 1068512 Father/Husband Name: Gender/Sex: Male ☒ Active ☒ Payroll

General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Child

Bank Info

Payment Mode: Bank Transfer
Emp Bank Code: SBH02
Emp Bank A/c No: 62058892219
Issue Bank Code: SBH01
DD Payable At PAR

Misc Info

PAN/GIR No: BGOP28JSP7
Promotion Date: 12/1/2009
Gratuity Start Date: 3/30/2000
Date Of Retirement: 8/15/2029

Transport Info

Mode:
Destination:

Quarter Info

Quarter Type:
Quarter #:



Step D:

Path: IFS Payroll→ Basic Data for Payroll Computation→ Employee Information→ Other Info-II Tab

This Screen is used to capture any specific information that an organization requires an employee.

[illegible]



9.2 Bank Details


IFS have provisions to maintain bank information for each employee where the net salary shall be credited. The same is also reflected in the reports on bank transfer.

Process: Entering / Modifying Bank Details

Path: IFS Payroll → Basic Data for Payroll Computation → Employee Information → others tab

Company :		9907				SAO / SLDC / VIDYUT SOUDHA / HYDERABAD			
Emp Code:	Title:	First Name:	Middle Name	Last Name:	<input type="checkbox"/> Under Tran				
1068512	Mr.	VENKATA	SIVA RAMAKRISHN	NIMMAGADDA	<input type="checkbox"/> Lease				
Person Id:	Additional Id:	Father/Husband Name:	Gender/Sex	<input checked="" type="checkbox"/> Active		<input type="checkbox"/> Lease Hold			
1068512	1068512	-	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: SBH02 Emp Bank A/c No: 62058892219 Issue Bank Code: SBH01 DD Payable At PAR Emp Bank A/c No: (Reimbursement) Payment Method					Misc Info PAN/GIR No: BGOP28JSP7 Promotion Date: 12/1/2009 Gratuity Start Date: 3/30/2000 Date Of Retirement: 8/15/2029 Transport Info Mode Destination Quarter Info. Quarter Type Quarter #				

Steps Involved

1. Press F3 or Query Button  and select the Employee for which entries need to be made.
2. Select the payment mode from drop down menu. Payment Mode can be one of the following:



BANK TRANSFER	If payment is made through SBI then put the issue bank code for SBI
Cheque	If payment is made through Cheques.





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3. Move to next field and select the employee bank code from the List of Values  or (F8).
4. Write the employee bank account no in the field "Emp Bank A/c No."
5. save the record  or press F12.

Notes:

Enter all these details VERY CAREFULLY, as these details would impact all major payroll Reports later.

For all bank employees put only bank account number without adding any branch code or bank product code.

Bank transfer file will be generated as per the issue bank selected for an employee.

It is highly recommended that put same bank code in Emp. Bank and Issue Bank.





MOST OF THE INFORMATION RELATED TO EMPLOYEE PAYROLL DETAILS (OTHER THAN LOANS) IS MAINTAINED IN A SINGLE SCREEN IN IFS, THE PATH OF WHICH IS AS UNDER:

Path: IFS Payroll → Payroll Computation → Basic data for payroll → Employee Entitlement / Eligibility → Eligibility.

This screen contains multiple tabs. The following key tabs are discussed as under:

- a) Entitlement.
- b) Eligibility
- c) Adjustment Amount.
- d) FA-Adjustment
- e) Sanction Info.
- g) Other Earns / Deductions.



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. DA, 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.

9.3 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

FS Navigator	Emp #:	Title:	First Name:	Middle Name:	Last Name:
IFS Applications	1049907	Mr.	MD.	MASOOD	AHMED
General	Additional id:	Company:	Location:		
Info Services		9907	SAO / SLDC / VIDYUT SOUDHA / HYDE 9907 SAO / SLDC / VIDYUT SOUDHA / HYDERABAD		
Application Services	Category:	Grade:	Designation:	Actual Cost Centre:	Distribution Code:
Enterprise	NWKM	NW-05	CETLSS	DRTNRS	GEN
Accounting Rules	Time Office Code:	Essential Services:	Gender/Sex:	PF No:	Payment Mode:
Document Management	GEN	Non-Essential	M	GPF-23639	Bank Transfer
IFS Payroll					<input checked="" type="checkbox"/> Active Flag <input checked="" type="checkbox"/> Payroll Flag
General Data for Payroll and Leave A	Un Recovered Amount	Supplementary	Reimb. Adjustment	Compensation	Sanction
Payroll Computation	Entitlement	Eligibility	Adjustment Amount	FA-Adjustments	Other-Earns/Dedns Arrear A
Basic Data for Payroll Computation	Account	Account Description	Amount	Amount Type	Valid From Month
Payroll Company & Location	101	BASIC PAY	34,495.00	Fixed	200911
Other Masters	108	MEDICAL_ALLOW	200.00	Fixed	200911
Variable Group Codes	201	GPF_PROVINCIAL	4,000.00	Fixed	200911
Employee Information Overview	232	INCOME TAX	1,000.00	Fixed	200911
Employee Information					
Employee Entitlement/Eligibility					
REHS-Banking Details					
Compensation Processing					
Payroll Transactions					
Processing					
Supplementary					
Loan					
External Interface					
Lease					
Tax					

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)



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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.



9.4 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]



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.

9.5 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.

[illegible]

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

Emp #	Employee Name	Account	Short Description	Amount	Accounting Month	Rem
1000110	RAMAKRISHNA REDDY G.	101	BASIC PAY	1,500.00	200910	
1000306	BAL REDDY G	233	TEL_BILL	500.00	200909	
1049307	MD. MASOOD AHMED	201	GPF_PROVINCIAL	1,000.00	200911	
1059356	VENKATA RANGA RAO P.	201	GPF_PROVINCIAL	4,000.00	200911	
1068512	VENKATA SIVA RAMAKRISHNA NIMMAGADDA	201	GPF_PROVINCIAL	2,000.00	200911	

Steps Involved:

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



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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.



9.6 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.

[illegible]





Steps Involved:

1. Query for employee code () 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.



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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.



9.7 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. Save the record  or press F12.
11. The record is now in created state. Select this record and right click the mouse button.
12. 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.

10. 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.

10.1 Loan





Process: MAKING ENTRIES FOR SANCTIONED LOAN

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

[illegible][illegible]



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.



10.2 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. 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 Instalment	Recovery Start Month	Balance Amount
1	12/15/2009	1000	0.00	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

Make Loan History...

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

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

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 - Basic Data for Payroll Compu
 - Payroll Transactions
 - Processing
 - 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 : SAO / SLDC / VIDYUT SOUDHA / HYDERABAD

Name :

Loan Id : 1

Org. Amount :


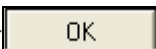
Balance Amt :

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.



10.3 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).





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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.



10.4 Loan Interest Computation

User can compute the interest of loans individually. It should be done after ending of the month so that current month transaction balance will be updated. User can create the JV for this.

PROCESS - Loan Interest Computation after Recovering Principle Amount.

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

Company Code:	<input type="text" value="9907"/>	<input type="text" value="SAO / SLDC / VIDYUT SOUDHA / HYDERABAD"/>
Location Code:	<input type="text" value="9907"/>	<input type="text" value="SAO / SLDC / VIDYUT SOUDHA / HYDERABAD"/>
Rev No:	<input type="text" value="1"/>	State: <input type="text" value="Created"/>
Loan Account Code:	<input type="text" value="301"/>	<input type="text" value="HOUSE BUILDING ADVANCE"/>
Emp Code:	<input type="text" value="1000306"/>	
Process Month:	<input type="text" value="200911"/>	From Month: <input type="text" value="200901"/> Till Month: <input type="text" value="200910"/>

GI Company:	<input type="text"/>
Voucher Type:	<input type="text"/>
Voucher Date:	<input type="text"/>
Voucher No:	<input type="text"/>

Company Code:	<input type="text" value="9907"/>	<input type="text" value="SAO / SLDC / VIDYUT SOUDHA / HYDERABAD"/>
Location Code:	<input type="text" value="9907"/>	<input type="text" value="SAO / SLDC / VIDYUT SOUDHA / HYDERABAD"/>
Rev No:	<input type="text" value="1"/>	State: <input type="text" value="Created"/>
Loan Account Code:	<input type="text" value="301"/>	<input type="text" value="HOUSE BUILDING ADVANCE"/>
Emp Code:	<input type="text" value="1000306"/>	
Process Month:	<input type="text" value="200911"/>	From Month: <input type="text" value="200901"/> Till Month: <input type="text" value="200910"/>

GI Company:	<input type="text"/>
Voucher Type:	<input type="text"/>
Voucher Date:	<input type="text"/>
Voucher No:	<input type="text"/>



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Company Code:	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD			
Location Code:	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD			
Rev No:	1	State:	Created		
Loan Account Code:	301	HOUSE BUILDING ADVANCE			
Emp Code:	1000306				
Process Month:	200911	From Month:	200901	Till Month:	200910

GI Company:	
Voucher Type:	
Voucher Date:	
Voucher No:	

Emp Code	Name	Process Month	Loan A/C Code	Loan A/C Desc	Loan Int Code	Loan Int A/C Desc	Loan Id	Rate Of Interest	Secure	Accounting Month	Loan Amount
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200901	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200902	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200903	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200904	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200905	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200906	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200907	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200908	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200909	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200910	3500

Company Code:	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD			
Location Code:	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD			
Rev No:	1	State:	Created		
Loan Account Code:	301	HOUSE BUILDING ADVANCE			
Emp Code:	1000306				
Process Month:	200911	From Month:	200901	Till Month:	200910

GI Company:	
Voucher Type:	
Voucher Date:	
Voucher No:	

Emp Code	Name	Process Month	Loan A/C Code	Loan A/C Desc	Loan Int Code	Loan Int A/C Desc	Loan Id	Rate Of Interest	Secure	Accounting Month	Loan Amount
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200901	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200902	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200903	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200904	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200905	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200906	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200907	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200908	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200909	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200910	3500

Re-Compute Interest...

Approved...

Jv Creation...

Cancel...

Populate

Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

Properties





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Company Code: 9907 SAO / SLDC / VIDYUT Soudha / HYDERABAD
Location Code: 9907 SAO / SLDC / VIDYUT Soudha / HYDERABAD
Rev No: 1 State: Approved
Loan Account Code: 301 HOUSE BUILDING ADVANCE
Emp Code: 1000306
Process Month: 200911 From Month: 200901 Till Month: 200910

GI Company:
Voucher Type:
Voucher Date:
Voucher No:

Re-Compute Interest...
Approved...
Jv Creation...
Cancel...
Populate
Query...
Create Shortcut...
Add to Favorites...
Copy Object
Paste Object
Properties


Emp Code	Name	Process Month	Loan A/C Code	Loan A/C Desc	Loan Int Code	Loan Int A/C Desc	Rate Of Interest	Secure	Accounting Month	Loan Amount
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200901	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200902	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200903	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200904	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200905	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200906	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200907	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200908	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200909	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	8.5	<input type="checkbox"/>	200910	3500

Company Code: 9907 SAO / SLDC / VIDYUT Soudha / HYDERABAD
Location Code: 9907 SAO / SLDC / VIDYUT Soudha / HYDERABAD
Rev No: 1 State: JvCreated
Loan Account Code: 301 HOUSE BUILDING ADVANCE
Emp Code: 1000306
Process Month: 200911 From Month: 200901 Till Month: 200910

GI Company:
Voucher Type:
Voucher Date:
Voucher No:

Emp Code	Name	Process Month	Loan A/C Code	Loan A/C Desc	Loan Int Code	Loan Int A/C Desc	Loan Id	Rate Of Interest	Secure	Accounting Month	Loan Amount
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200901	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200902	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200903	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200904	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200905	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200906	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200907	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200908	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200909	3500
1000306		200911	301	HOUSE BUILDING ADVANCE	333	INTEREST ON HOUSE BUILDING ADVANCE	1	8.5	<input type="checkbox"/>	200910	3500

Steps Involved:


- 1 Open the form / screen as given above.
- 2 Click on New Button  or press F5.
- 3 Enter Company code, Location Code, select the Loan Id for which calculates interest, Process Month in which interest will be calculated.
- 4 Enter from Month and To Month in header.





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- 5 Save the record  or press F12.
- 6 Rev. No. will come and State shows Created.
- 7 Do RMB on Re-compute Interest at Header and Refresh the screen by selecting Rev. No. again.
- 8 Detail part will come with Interest amount.
- 9 Go on Header and do RMB on Approved
- 10 Do RMB on JV created. Voucher No. Voucher Date, Voucher Type will come.
- 11 This interest amount will automatically flows in Loan Details also.





11. ARREARS

Employees may be given promotions / increments or arrears. IFS provide the functionality to put these entries in a single screen as given below. This is the basic setup for calculating arrear.

There are two types of Arrears-

- Promotion Arrear
- DA Arrear

11.1 Promotion Arrear

This type of promotion is used when promotion will be done on the Back date

Process: ENTERING PROMOTIONS / INCREMENTS / ARREARS




Path: IFS Payroll → Payroll Transactions → Promotion / Increment

Steps Involved

1. Open the form / screen as given above.
2. Populate (+) the data and select the employee from drop down menu for which promotions or arrears need to be paid.
3. The payroll month would automatically get populated.





4. Put in the months for which arrears need to be paid. For example, if the user has to process salary for Mar2006 and has to pay the arrears from January, put the 'Arrear From' as '200601' and 'Arrear to' as 200602. The payment for March would be picked up from the entitlement screen. Check if the Vigilance Clearance is required.
5. Save the record () or press F12.
6. Come to the **General** Tab.
7. All the fields in the Old Info slab would get populated and are non editable.
8. Fill New Info Tab details like Category, Grade (New Grade) and With Effect Date (w.e.f. Date)
9. W.E.D. can be back date or current Date.
10. Come to the **Promotion / Increment** Tab.
11. Click on New Button () or press F5.
12. Fill the entries as Account Code 101 for Basic Pay, With Effect Date, Fixed in Fixed / percentage field, Fill the new basic amount, select Increment Type as Incremented Amount
13. All the related components will be automatically calculated after processing
14. Save the record () or press F12.

Note:

At the time of payroll processing, the system will first check for entries made in this screen and then in the entitlement screen for all the employees. If for any employee, some entry has been made in this screen (for promotions); system would automatically update the entitlement screen for the employee.



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11.2 DA Arrear

This type of arrear is used when DA rates are changed.

Process: ENTERING DA RATES

Path: IFS Payroll → Payroll Computation → Basic data for Payroll Computation → Other Masters → Rule & Rate

Company Code:	APTRANSCO	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED									
Location Code:	9100	AD/CPRA/VS	ACCOUNTS OFFICER/CPRA/VIDYUT SOUDHA									
OutsideAgency		Charge Type	Salary Round Off	Lease Vouch								
Comm./Trust		ESI Depository	Bonus Param	Voucher Param								
Category		Bank	Cost Centre	Dist.Centre								
				Base								
Account Info.												
Account Code:	105	VARIABLE DEARNESS ALLOWANCE										
C. A/c. Code:												
A/c. Group	Earnings											
Rule Info.												
Eligibility :	Category Dependent											
Calculation :	Fixed %age of Salary Base Code on Salary Range Dependent)											
Calculation/Print Priority												
Calculation:	2											
Pay Slip Print	5											
Deduction Rule												
<input type="checkbox"/> Mandatory												
<input type="checkbox"/> Partially Deduct												
<input type="checkbox"/> Recovery C.F.												
<input type="checkbox"/> Quarter Dependent												
<input checked="" type="checkbox"/> Payroll Affected												
<input type="checkbox"/> Special Rule												
<input type="checkbox"/> CPF												
Parameters Rate AdditionRule For BaseAmt CPF Info												
Category	Gra	Cost C	Varial Group	Star Valu	Fixed Amour	%Age Amount	Numerator	Denominator	Amount(Min)	Amount(Max)	From Month (YYYYMM)	Till Month (YYYYMM)
DEP						35.731	1	1			201001	201004
DEP						0	1	1			201004	201006
NW						35.731	1	1			201001	201004
NW						0	1	1			201004	201006
WM						35.731	1	1			201001	201004
WM						0	1	1			201004	201006
STDEP						9.416	1	1			201002	201002
POLIC						9.416	1	1			201002	201002
DIR						130	1	1			200801	
MD						35	1	1			201001	
NW						6.888	1	1			201007	
WM						6.888	1	1			201007	
DEP						6.888	1	1			201007	
STDEP						16.264	1	1			201007	
POLIC						16.264	1	1			201007	

Steps Involved



1. Open the form / screen as given above.
2. Populate () the data and select Location Code.
3. Query (F4) or F3 for VDA code as "105".
4. Come to the Rate Tab





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5. Enter the Till month in open rows of DA which is already going on.
6. Enter the new Record for DA by pressing new button () or F5.
7. Enter the new Percentage rate and From Month in YYYYMM Format.
8. Save record () or press F12
9. GO to the Promotion / Increment Screen same as above mentioned DA Arrear Screen





12. Tax

Basic data set up is required to be done for tax before starting tax module which includes activities like creating groups, attaching a group to main group, defining section master and group section master various slab rates.

Process: ENTERING DETAILS FOR MASTERS AND TRANSCATIONS

Step A

Path: IFS Payroll--> Payroll Computation→ Tax→ Master and Transaction→ Group Master

Group Code: **EARNINGS** Description: **EARNINGS**

Main Group: **Earnings**

Company Info

Company Code: **APTRANSCO** **TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

Account Code	Name	Projection
101	BASIC PAY	Rate Basis
102	FAMILY PLANNING INCREMENT	Rate Basis
103	POST GRADUATE INCREMENT	Rate Basis
104	SPORTS INCREMENT	Rate Basis
105	VARIABLE DEARNESS ALLOWANCE	Rate Basis
106	CITY COMPENSATORY ALLOWANCE	Rate Basis
107	HOUSE RENT ALLOWANCE	Rate Basis
108	ADDITIONAL HOUSE RENT ALLOWANCE	Rate Basis
109	MEDICAL ALLOWANCE	Rate Basis
110	SHIFT ALLOWANCE	Rate Basis
111	SHIFT ALLOWANCE TO ENGINEERS IN LOAD MONI	Rate Basis
112	HOTLINE ALLOWANCE	Rate Basis
113	ALLOWANCE TO ENGINEERS WORKING IN DPE UP	Rate Basis
114	PESHI ALLOWANCE	Rate Basis
115	SPECIAL ALLOWANCE TO SENIOR ACCOUNTS OFFI	Rate Basis
116	CONVEYANCE ALLOWANCE FOR SE DYCCA DS	Rate Basis
117	CONVEYANCE ALLOWANCE TO PHYSICALLY CHALL	Rate Basis
119	WASHING ALLOWANCE	Rate Basis
120	CYCLE ALLOWANCE	Rate Basis
125	TYPING ALLOWANCE	Rate Basis
126	STEND ALLOWANCE	Rate Basis
127	BLUE PRINT OPERATOR ALLOWANCE	Rate Basis
128	RONED OPERATOR ALLOWANCE	Rate Basis
129	PAPER CUTTING ALLOWANCE	Rate Basis
130	TELEPHONE OPERATOR ALLOWANCE FOR DIRECT	Rate Basis
131	TELEPHONE OPERATOR FOR EXCHANGE STAFF	Rate Basis
132	RISK ALLOWANCE	Rate Basis
133	SPORTS ALLOWANCE	Rate Basis
134	GENERATION ALLOWANCE	Rate Basis
135	HILL STATION ALLOWANCE	Rate Basis

This screen is used to create new groups and define various group components by assigning different account codes to that group, which is used to provide required data in worksheet used for FORM 16.






Steps Involved:





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1. Populate the records () or press F2.
2. Select the Group code and its corresponding description.
3. Select the Main group from drop down menu.
4. Save the records () or press F12.
5. Go to line level click new () or press F5.
6. Select the account codes from list of values () or press F8 to get “List of Value Screen” (as applicable under the group).
7. Select the criteria for projection.
8. Save the record () or press F12.

Notes:

1. All the groups which are in Income tax are to be defined on this screen.
2. Select the main group carefully since the impact of the group will depend on to which main group it is attached.






Step B

Path: IFS Payroll--> Payroll Computation-> Tax-> Master and Transaction-> Section Master

[illegible]

This screen is used to create sections, sub sections and its details under the income tax laws.


Steps Involved

1. Populate the records () or press F8.
2. Click new () or F5 at the section code field.
3. Enter the new section code and its corresponding description.
4. For the particular financial year put the section details.
5. Go to line level click new () or press F5.
6. Enter the start slab amount.
7. Enter qualifying percentage.
8. Enter the minimum amount and maximum amount allowed.
9. Enter the tax rebate percentage.
10. Enter the validity.



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11. Save the record () or press F12.

Notes:

1. Define all the section codes and corresponding sub section code.
2. Put the Tax rate and Tax percentage depending on which system will calculate the tax amount.





Step C

Path: IFS Payroll--> Payroll Computation → Tax → Master and Transaction → Sub Section Master

S No	Start Slab Amount	Qualifying %Age	Allowed Amount Minimum	Allowed Amount Maximum	Tax Rebate %Age	Gender
1	0.00	100%	0	50,000.00	0.00	Both

Steps Involved

1. Populate the records (📁) or press F2.
2. Click new (📄) or press F5 at the sub section code field.
3. Enter the new sub section code and its corresponding description.
4. For the particular financial year put the section details.
5. Go to line level click new (📄) or press F5.
6. Enter the start slab amount.
7. Enter qualifying percentage.
8. Enter the minimum amount and maximum amount allowed.
9. Enter the tax rebate percentage.
10. Enter the validity.
11. Save the record (💾) or Press F12.





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Step D

This form is used to attach account codes to the system defined perquisite groups. These groups are used to print form 12ba and the respective components.




Path: IFS Payroll--> Payroll Computation-> Tax-> Master and Transaction-> Group Section Master

Company Code: APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED						
Section Code	Section Description	Sub Section Code	Sub Section Description	Group Code	Group Description	
CESS PAID	CESS PAID	CESS PAID	CESS PAID	CESS PAID	CESS PAID	
CESS PAID	CESS PAID	CESS-PAID-OS	CESS PAID OUTSIDE	CESS PAID OS	CESS PAID OUTSIDE	
CESS PAID	CESS PAID	P-EMP-CESS-PAID	PREVIOUS EMPLOYER CESS PAID	PREV EMP CESS	Previous Employer's Cess	
CHAP IV	CHAPTER VI	80 E	80-E	CHAP VI(EDU)	80E-INT ON EDN LOAN	
CHAP IV	CHAPTER VI	80 G	80 G	80 G	80 G	
CHAP IV	CHAPTER VI	80 GG	80 GG	80-GG	80-GG	
CHAP IV	CHAPTER VI	DONATION	DONATION-100 - 80 G	DONATION-100	DONATION 100%	
CHAP IV	CHAPTER VI	MEDICLAIM	MEDICLAIM	CHAP VI(M)	CHAPTER VI-MEDICLAIM	
CHAP IV	CHAPTER VI	MEDICLAIM-SC	MEDICLAIM-SC	CHAP VI(M-SC)	CHAPTER VI-MEDICLAIM(SENIOR CITIZEN)	
CONVY	CONVEYANCE	CONVEYANCE	CONVEYANCE	CONV	CONVEYANCE DEDUCTION	
DED U/S 80C	Deduction Under section 80C	DED U/S 80C	Deduction Under section 80C	DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD	
DED U/S 80C	Deduction Under section 80C	DED U/S 80C-NEW	Deduction Under section 80C-NEW FOR INFRA	DED U/S 80C NEW	Deduction U/s 80C NEW FOR INFRA BOND	
DEDUCTION	DEDUCTION	DEDUCTION	DEDUCTION	DEDUCTION	DEDUCTION	
EARNINGS	EARNINGS	EARN-MED	Earnings Medical Payment	EARN-MED	Earning Medical Taxable	
EARNINGS	EARNINGS	EARN-PREV-EMP	EARNINGS PREVIOUS EMPLOYER	PREV-EMP-EARN	Previous Employer Earnings	
EARNINGS	EARNINGS	EARNINGS	EARNINGS	EARNINGS	EARNINGS	
EMPLR-CESS-PAID	EMPLR-CESS-PAID	EMPLR-CESS-PAID	EMPLR-CESS-PAID	EMPLR-CESS-PAID	Employer Cess Paid	
EMPLR-SURC-PAID	Employer Surcharge Paid	EMPLR-SURC-PAID	Employer Surcharge Paid	EMPLR-SURCH-PAID	Employer Tax Surcharge Paid	
EMPLR-TAX-PAID	Employer Tax Paid	EMPLR-TAX-PAID	Employer Tax Paid	EMPLR-TAX-PAID	Employer Tax Paid	
FEMALE-BEN	Female Benefit	FEMALE-BEN	Female Benefit	FEMALE-BEN	Female Benefit U/s 89C	
HRA	HRA	HRA	HRA	HRA	HRA RECEIVED AMOUNT	
HRB	HRB	HRB	HRB	HRB	HRA BASE AMOUNT	
OTH-INC	OTHER INCOME	OTH-INC	OTHER INCOME	OTHER INCOME	OTHER INCOME	
PERKS	PERKS	PERKS	PERKS	PERKS	PERKS	
PRE-YR-INC	PREVIOUS YEAR INCOME	PRE-YR-INC	PREVIOUS YEAR INCOME	PRE-YR-INC	PREVIOUS YEAR INCOME	
PROF-TAX	PROF-TAX	PROF-TAX	PROF-TAX	PROF-TAX	Professional Tax	
TAX PAID	TAX PAID	P-EMP-TAX-PAID	PREVIOUS EMPLOYER TAX PAID	PREV-EMP-TDS	Previous Employer's TDS	
TAX PAID	TAX PAID	TAX PAID	TAX PAID	TAX-PAID	TAX PAID	
TAX PAID	TAX PAID	TAX-PAID-OS	TAX PAID OUTSIDE	TAX PAID OS	TAX PAID OUTSIDE	
U/S-24 (A/B)	U/S-24 (A/B)	U/S-24 (A)	U/S-24 (A)	U/S 24 (A)	Income From the Let Out Property (-Ve)	
U/S-24 (A/B)	U/S-24 (A/B)	U/S-24 (B)	U/S-24 (B)	U/S 24 (B)	Interest on Housing Loan/Borrowed Capital	
U/S-80-DD	U/S-80-DD	80-DD-40K	80-DD-40K	80-DDB-40K	80-DD-40K (MINOR)	
U/S-80-DD	U/S-80-DD	80-DD-50K	80-DD-50K	80-DDB-50K	80-DD-50K	





Steps Involved

1. Populate the records () or press F2.
2. Click new () or press F5 at the line level.
3. Enter the new section code and its corresponding description.
4. Enter the new sub section code and its corresponding description.
5. Enter the group code.
6. Group description will automatically come.
7. Save the record () or press F12.

Notes:

1. This form is used to link the various Sections, Sub-Sections and corresponding groups.



Step E

Path: IFS Payroll--> Payroll Computation→ Tax→ Master and Transaction→ Perquisite Group Master

Account Code	Description
701	LEASE PAYMENT

Steps Involved

1. Populate the records (📁) or press F2.
2. Select the Financial year.
3. Click on the Perquisite group click new (📄) or press F5.
4. Give the Perquisite group.
5. Save the record (💾) or press F12.
6. Click new (📄) or press F5 at the line level.
7. Select the corresponding account code.
8. Save the record (💾) or press F12.

Notes:

1. This form is used to define various perquisite groups.





USER MANUAL- PAYROLL



Step F

Path: IFS Payroll--> Payroll Computation-> Tax-> Master and Transaction-> Overview Group Master

Company	C/IN	Group Code	Group Description	Account	Short Desc	Account Desc	Projection
APTRANSCO	TI 80 G	80 G		246	FLAG DAY FUND	FLAG DAY FUND	Curent Month
APTRANSCO	TI 80 G	80 G		247	CMRELIEF FUND	CHIEF MINISTER'S RELIEF FUND	Curent Month
APTRANSCO	TI 80-DDB-40K	80-DD-40K (MINOR)		669	DEDUS80D	DEDUCTION U/S 80-D	No Projection
APTRANSCO	TI 80-DDB-50K	80-DD-50K		667	80DD50K	DEDUCTION U/S 80-DD-50K	No Projection
APTRANSCO	TI 80-GG	80-GG		608	80GG	U/S 80GG	No Projection
APTRANSCO	TI 80U 100K	80U 100K (SEVERE)		989	80U100K	80U 100K	No Projection
APTRANSCO	TI 80U 75K	80U 75K (SEVERE)		988	80U75K	80 (U) 75K SEVERE	No Projection
APTRANSCO	TI 80U50K	80U50K Physically Handicapped		987	80U50K	80(U) MINOR	No Projection
APTRANSCO	TI CESS PAID	CESS PAID		282	ITEDU CESS	INCOMETAX EDUCATION CESS	No Projection
APTRANSCO	TI CESS PAID OS	CESS PAID OUTSIDE		672	CESS PAID	CESS PAID OUTSIDE	No Projection
APTRANSCO	TI CHAP VI	CHAPTER VI (PENSION FUND)		601	PENSION FUND	PENSION FUND	No Projection
APTRANSCO	TI CHAP VI	CHAPTER VI (PENSION FUND)		669	DEDUS80D	DEDUCTION U/S 80-D	No Projection
APTRANSCO	TI CHAP VI(EDU)	80E-INT ON EDN LOAN		673	EDU LOAN 80E	DEDUCTION U/S 80E- EDUCATION LOAN FOR	No Projection
APTRANSCO	TI CHAP VI(INT)	CHAPTER VI (INT)		604	NSCINT	ACCRUED INTEREST ON NATIONAL SAVING C	No Projection
APTRANSCO	TI CHAP VI(M)	CHAPTER VI-MEDICLAIM		605	MEDICLAIM	MEDICAL INSURANCE PREMIUM (NORMAL)	No Projection
APTRANSCO	TI CHAP VI(M-SC)	CHAPTER VI-MEDICLAIM(SENIOR CITIZEN)		606	MEDICLAIM-SENR	DED U/S 80D - MEDICAL INSURANCE PREMIU	No Projection
APTRANSCO	TI CONV	CONVEYANCE DEDUCTION		117	CONV PHC ALLOW	CONVEYANCE ALLOWANCE TO PHYSICALLY C	Rate Basis
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		201	GPF PROVINCIAL	GPF PROVINCIAL	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		202	GPF OM	GPF OSS	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		203	GPF IPS	GPF IPS	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		204	GPF IAS	GPF IAS	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		205	GPF CPDCL	GPF CPDCL	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		206	GPF ADV CPDCL	GPF ADVANCE CPDCL EMP	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		207	GPF SPDCL	GPF SPDCL EMP	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		208	GPF ADV SPDCL	GPF ADV SPDCL EMP	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		209	GPF GOVT	GPF STATE GOVERNMENT EMP	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		210	GPF ADV GOVT	GPF ADVANCE STATE GOVERNMENT EMP	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		211	GPF POLICE	GPF POLICE PERSONNEL	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		212	GPF ADV POLICE	GPF ADVANCE POLICE PERSONNEL	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		221	EPF	EMPLOYEES PROVIDENT FUND	Rate Basis
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		231	LIC	LIFE INSURANCE CORPORATION OF INDIA	Rate Basis
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		232	GSLIS	GROUP SAVINGS LINKED INSURANCE	Rate Basis
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		233	GIS APTRANSCO	GROUP INSURANCE SCHEME (APTRANSCO E	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		234	GIS CPDCL	GROUP INSURANCE SCHEME CPDCL EMP	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		235	GIS SPDCL	GROUP INSURANCE SCHEME SPDCL	Curent Month
APTRANSCO	TI DED U/S 80C	Deduction U/s 80C,80CCC, And 80CCD		236	GIS GOVT IAS	GROUP INSURANCE SCHEME GOVT IAS	Curent Month

This form / Overview Screen are used to view all the groups corresponding account code and there projections no changes can be made on this screen.





USER MANUAL- PAYROLL



Step G

Path: IFS Payroll--> Payroll Computation → Tax → Master and Transaction → Employee Tax Slab

Fin Year:	From Month:	Till Month:	Assessment Year:
2010-2011	201003	201102	2011-2012

Standard Deduction	Employee Tax Slab	Lease Tax Slab	I.Tax (Other Rules)	Concessional-Loan
--------------------	-------------------	----------------	---------------------	-------------------

	Gender	Start Slab Amount	End Slab Amount	Base Tax Amount	Tax Rate %Age	Surcharge Rate %Age	CESS Rate %Age	Non Pan Base Tax Amt
	Female	0.00	190,000.00	0.00	0.00	0.00	0.00	
	Female	190,000.00	500,000.00	0.00	10.00	0.00	3.00	
	Female	500,000.00	800,000.00	31,000.00	20.00	0.00	3.00	
	Female	800,000.00	999,999,999.00	91,000.00	30.00	0.00	3.00	
	Male	0.00	160,000.00	0.00	0.00	0.00	0.00	
	Male	160,000.00	500,000.00	0.00	10.00	0.00	3.00	
	Male	500,000.00	800,000.00	34,000.00	20.00	0.00	3.00	
	Male	800,000.00	999,999,999.00	94,000.00	30.00	0.00	3.00	
	Sr.Citizen	0.00	240,000.00	0.00	0.00	0.00	0.00	
	Sr.Citizen	240,000.00	500,000.00	0.00	10.00	0.00	3.00	
	Sr.Citizen	500,000.00	800,000.00	26,000.00	20.00	0.00	3.00	
	Sr.Citizen	800,000.00	999,999,999.00	86,000.00	30.00	0.00	3.00	

Steps Involved

1. Populate the records (📄) or press F2.
2. Select the Financial year.
3. Select the Gender code.
4. Enter the start slab amount.
5. Enter the end slab amount.
6. Enter the base tax amount.
7. Enter the tax percentage.
8. Enter the surcharge rate percentage.
9. Enter the CESS rate percentage.
10. Save the record (💾) or press F12.

This Screen is used to define various tax slab gender wise. Based on the tax slab defined the system will calculate the tax amount.





USER MANUAL- PAYROLL



Step H

Path: IFS Payroll--> Payroll Computation-> Tax-> Master and Transaction-> Form 16 Challan

Challan Sr. No	Payroll Month	Bank Code	Bank Name & Branch	TAX Deducted	Surcharge Deducted
1	200911	SBH01	SBH, HYDERABAD	1,000.00	

This Screen is used to capture the Challan details where the tax is submitted. Enter the date, place, authorizer code and remarks.

Steps Involved

1. Populate the records () or press F2.
2. Enter the header details.
3. Enter the payroll month.
4. Enter the bank code.
5. Enter the bank name and branch.
6. Enter no. of Challan.
7. Enter other Challan information.
8. Save the record () or press F12.






Step 1

Path: IFS Payroll--> Payroll Computation→ Tax→ Master and Transaction→ Employee Adjustment/Saving/HRA Receipt (TDS)

[illegible]

This Screen is used to Enter, modify and maintain the employee's information regarding saving, adjustment

Steps Involved

1. Populate the records () or press F12.
2. Select the financial year.
3. Select the employee.
4. Save the records () or press F12.
5. Enter the details of Saving/HRA receipts at the line level.
6. Save the record () or press F12.



13. 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.
- Ensure that all Increments and Fixation should be done by HR.
- Ensure that all sanctioned Leave must be entered in Leave Accounting Module.

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

- Change Return Migration
- Attendance calculation
- Attendance posting.
- Arrears calculation.
- Arrears posting.
- Payroll processing.
- Income tax calculation.
- Income Tax Posting.
- Payroll Processing.
- Outside Agency payments.
- Voucher Flat File Creation
- Mixed Payment Voucher Flat File creation
- Month End Processing – Attendance

- Month End Processing – Payroll

13.1 Change Return Migration

PROCESS A:



TRANSACTION ID CREATION FOR FLAT FILE MIGRATION

Path: IFS Application → Application service → Flat File Migration → Transaction / Table Info / Logic setup →

Before flat file migration, a setup should be mapped in a system for the purpose of migrating leave data (Monthly). This setup contains attendance table mapping for migration. It is one time setup for each location.

[illegible]

Steps Involved

1. Click new () or press F5.
2. Enter Trans Id and name.
3. Click new () or press F5 at line level.
4. Enter "Table info" & Select "Insert Type".
5. Enter Table Package. (It should be the name of Attendance table).



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6. Give Separator.

7. Save the record (💾) or press F12

Company: **APTRANSCO** **TRANSMISSION CORPORATION OF ANDHRA PRADESH**

Trans Id: **INTER**

Name: **Payroll Monthly Attendance Migration_APTransco**

Table Info	Insert Type	Table Package	Separator
IN	Package	MONTHLY_ATTEND_INF_API	.

- Transactions Details
- Insert Table Structure**
- Table
- Query...
- Copy Object
- Paste Object
- Undo Object Edits
- Properties

8. Do RMB at line level and click on “Insert Table Structure”

9. Do RMB at line level and click on” Transaction Details” (This will show the inserted table details).

Company: **APTRANSCO** Name: **TRANSMISSION CORPORATION OF ANDHRA PRADESH**

Trans Id: **INTER** Name: **Payroll Monthly Attendance Migration_APTransco**

Table Info: **IN** Table/Package: **MONTHLY_ATTEND_INF_API**

Insert Type: **Package** Separator: **.**

Row No	Field Name	Field Types	Field Length	Data Position/Seq No	Data To Postion	Required
1	COMPANY_CODE	Varchar2	20	2		✓
2	EMP_CODE	Varchar2	11	4		✓
3	ATTENDANCE_DATE	Date		3		✓
4	PAYROLL_MONTH	Number		6		✓
5	ORG_LEAVE_CODE	Varchar2	20	5		✓
6	HALF_IND	Varchar2	20			✓
7	ACC_MONTH	Number		7		✓

10. Do RMB on header part of Transaction ID and click on “Transaction Rights”





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Table Info	Insert Type	Table Package
IN	Package	MONTHLY_ATTEND_INF_API

11. Give User ID from LOV (🔍) or press F8 to get the LOV Screen and save the record (💾) or press F12. (Only Entered user ID will have the rights of this Transaction ID).

User Id	User Name
IFSAPP	IFS ADMIN

PROCESS B:

FLAT FILE MIGRATION

Path: IFS Payroll → Leave Accounting → Monthly Attendance Interface

This screen will be use to enter monthly change return details in the IFS System to calculate attendance. For loading change return details, every month one CSV file will be created and load via “Flat File Loading option” in Monthly Attendance Interface Screen.

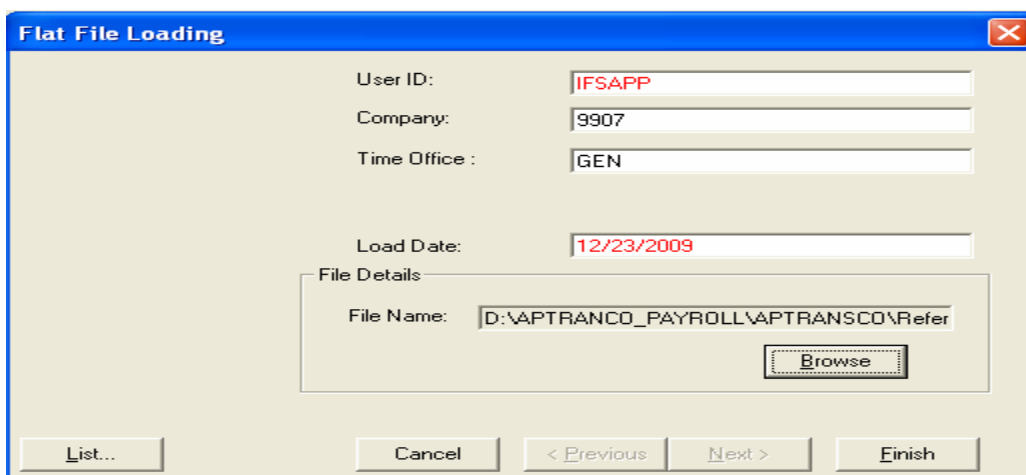
Emp #	Employee Name	Attendance Date	Time Office	Org Leave Code	Leave Code	Shift	Half Indicator	Acc Month	Pos	Rem
-------	---------------	-----------------	-------------	----------------	------------	-------	----------------	-----------	-----	-----





Steps Involved

1. This screen is used to upload monthly change return details of all employees.
2. Click on Header part RMB and select Option “Flat File Loading”.
3. It will open the dialogue window with following parameters as shown below: -
4. Fill Company from List, Time Office from List. Browse the path where the file is saved.



The image shows a 'Flat File Loading' dialog box with the following fields and buttons:

- User ID: IFSAPP
- Company: 9907
- Time Office : GEN
- Load Date: 12/23/2009
- File Details:
 - File Name: D:\APTRANCO_PAYROLL\APTRANSCO\Refer
 - Browse button
- List... button
- Cancel button
- < Previous button
- Next > button
- Finish button

5. Click on **Finish**. (Data will upload from .CSV file to IFS Leave Accounting)
6. RMB and click on “Confirm” and “post”. (All leave data get posted in Leave accounting)
7. If the data is posted successfully. In the remarks field ‘Successfully posted’ will be displayed.



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Company Code:	9907	SAD / SLDC / VIDYUT Soudha / HYDERABAD														
Location Code:	9907	SAD/SLDC/VS/HYD	SAD / SLDC / VIDYUT Soudha / HYDERABAD													
Payroll Month:	200910	From Date:	01-Oct-2009	To Date:	31-Oct-2009											
Payroll Month Wise																
Emp #	Employee Name	Attendance Date	Time Office	Org Leave Code	Leave Code	Shift	Half Indicatc	Acc Month	Post	Insert	Update	State				
1059356	VENKATA RANGA RAO P.	10/20/2009	GEN	EL	EL	0	Full	200910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posted	Posted Successfully.			
1000110	RAMAKRISHNA REDDY G.	10/16/2009	GEN	AB	AB	0	Full	200910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posted	Posted Successfully			
1068512	VENKATA SIVA RAMAKRISHNA NIMMA	10/15/2009	GEN	AB	AB	0	Full	200910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posted	Posted Successfully			
1049907	MD. MASOOD AHMED	10/12/2009	GEN	EL	EL	0	Full	200910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posted	Posted Successfully.			
<div><div>Confirm</div><div>Create</div><div>Post</div><div>Table</div><div>Query...</div><div>Create Shortcut...</div><div>Add to Favorites...</div><div>Copy Object</div><div>Paste Object</div><div>Undo Object Edits</div><div>Properties</div></div>																






13.2 Attendance Calculation


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

Attendance Calculation(Location-Wise)



Company:
Location:
Process Month:
Cut Off Date:

Attendance Calculation(Location-Wise)



Emp Category:
Emp Code:

Sr. No
Employee



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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 .





13.3 Attendance Posting

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

The screenshot shows the 'Employee Attendance Posting' window. It contains several input fields with dropdown menus. The 'Company' field is set to 'APTRANSCO' with the description 'TRANSMISSION CORPORATION OF ANDHRA PR'. The 'Location' field is set to '5108' with the description 'SE/TL&SS/METRO'. The 'Time Office' field is set to '5108A' with the description 'FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE'. The 'Process Month' field is set to '201010' with the description 'Oct.2010'. The 'Category Code' field is set to 'All Categories'. The 'Emp Code' field is set to 'All Employees'. At the bottom, there are buttons for 'List...', 'Cancel', '< Previous', 'Next >', and 'Finish'.

Company	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PR
Location	5108	SE/TL&SS/METRO
Time Office	5108A	FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE
Process Month	201010	Oct.2010
Category Code		All Categories
Emp Code		All Employees

Buttons: 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 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 .



13.4 Arrear Calculations

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

Arrear Calculation

Company:

Location:

Payroll Month:


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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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	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD																																					
Location :	9907	SAO / 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.



13.5 Posting of Arrears

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

Arrear Posting

Company:

Location:

Payroll Month:

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 .



Arrear Posting

Emp Category:

Emp Code:

Account Code

Arrear Type

Posting/ Re-Posting/ Delete

Sr. No

Employee

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.



13.6 Tentative Payroll Processing

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

Payroll Processing

Company Code:

Location Code:

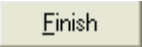
Payroll Month:

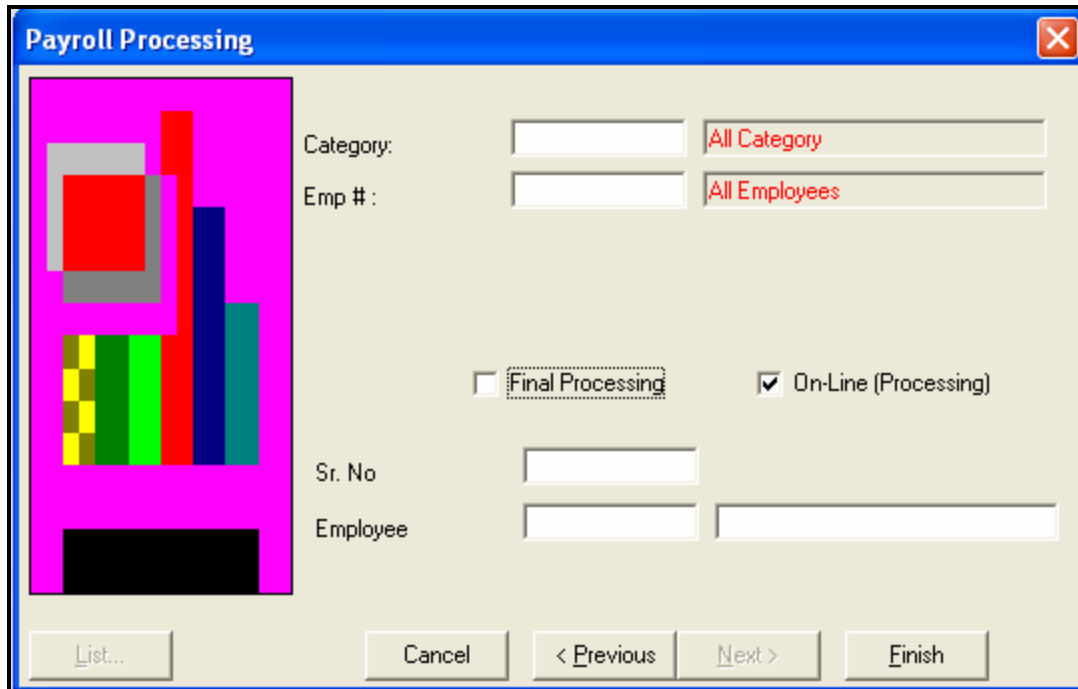
☐ Final Processing ☒ On-Line (Processing)

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.



Payroll Processing

Category:

Emp #:

☐ Final Processing ☒ On-Line (Processing)

Sr. No

Employee

11. User can check the data in **Pay slip Query**. Path of Pay Slip Query is as below



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:	DRTNS	e-mail Id.:	masood.md@aptrans
Deputed Cost Center:	DRTNS	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	Minimum Salary Info
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Full & Final	<input type="checkbox"/> Scheduled Amt.	<input type="checkbox"/> Minimum Salary
Hold/Release Salary Info		<input type="checkbox"/> Hold Salary	% Age 0.00
Hold By			Base Amount 0.00
Hold Date			Sub-Amt 0.00
Prof. Tax Info.		<input checked="" type="checkbox"/> Prof. Tax	Net-Amt 0.00
Slab Amount : 50,578.00			Minimum Salary 0.00
State AP IN			<input type="checkbox"/> Minimum Salary Exception
Payment Information			Remarks
Mixed Payment ID			Statement ID

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	





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Company:	9907	SAO / SLDC / VIDYUT SODHA / HYDERABAD	
Location:	9907	SAO/SLDC/VS/HYD	SAO / SLDC / VIDYUT SODHA / 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 Data	
General Info	PrevMonthInfo	Earnings	Deductions
Attendance	Entitlement	Eligibility	Adjustr
Account	Description	From Month	To Month
Amount	Base Amount	Pay Effect	Input Code
Trans Id	Ref. No		
201	GPF_PROVINCIAL	200911	200911
4,000.00	4,000.00	✓	RATE
201	GPF_PROVINCIAL	200911	200911
1,000.00	0.00	✓	FA/1
			FA-D
			YouType= VouNo
231	PROFESSIONAL TAX	200911	200911
200.00	200.00	✓	PROF-TAX
			G
			Prev/Current/Ph
232	INCOME TAX	200911	200911
1,000.00	1,000.00	✓	RATE
			G
220	LIC	200911	200911
2,815.00	0.00	✓	686593221
			OTH-D
			686593221
			REF_NOJ68659
220	LIC	200911	200911
445.00	0.00	✓	680796713
			OTH-D
			680796713
			REF_NOJ68079
220	LIC	200911	200911
234.00	0.00	✓	682127481
			OTH-D
			682127481
			REF_NOJ68212
220	LIC	200911	200911
98.00	0.00	✓	681271167
			OTH-D
			681271167
			REF_NOJ68127
221	GSLIS_APTRANSCO	200911	200911
128.00	128.00	✓	RATE
			G
222	GIS APTRANSCO	200911	200911
120.00	120.00	✓	RATE
			G





13.7 Income Tax Calculation

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

Tax Calculation

Company Code:

Location Code:

Payroll Month:

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. Click on .



13.8 Income Tax / Surcharge Posting

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

Tax/Surcharge Posting

Company Code:

Location Code:

Payroll Month:

Emp Category:

☐ Average Tax Prev. Fin. Year:

☐ Full and Final Posting

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. Select the employee category from .
6. Click on .
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.





13.9 Final Payroll Processing

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

Steps Involved:

Repeat the same process as done in the **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 .



13.10 Outside Agency Payments

All Remittances (Outside Payments) which needs to be made outside APTRANSCO, should be generate through below process, further this will be use for creating mixed payment from payroll which will be reflected in finance automatically for “Approval”

Path: IFS-Payroll→ Payroll Computation→ Vouchers → Outside Agency Payments → Generate Outside Agency Payments.

Generate Outside Agency Payments

Parameters

Company : APTRANSCO

Location : 9907

Payroll Month 201010

Outside Agency

Transaction Type OutsideAgency

Employee Code:

List

Exit

Generate

Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Enter Company Code from
3. Enter Location Code from
4. Enter Payroll Month from
5. Click on

13.11 Voucher Flat File Creation





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The Processed Month Should be posted in Finance for the purpose of maintaining GL entries. Following process with create salary voucher in finance automatically after verification of final pay bills.

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

Create Voucher File

Company: TRANSMISSION CORPORATION OF ANDH

Location: ACCOUNTS OFFICER/CPR/MIDYUT SOUD

Payroll Month: 01/10/2010 31/10/2010

Category:

Voucher Date:

Voucher Type:

Flat File Name:

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 .

Note: This Process will create all GL entries in Finance Automatically, and generated voucher number can be seen in Pay Slip Query header

13.12 Mixed Payment Voucher Flat File





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

The screenshot shows the IFS Navigator on the left with the following tree structure:

- Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan
 - External Interface
 - Lease
 - Tax
 - Bonus
 - Voucher
 - Payroll-Other/One-Time Payment
 - Mixed Payment Voucher Flat File
 - Voucher Flat File (Ext. Transaction)
 - Full & Final Voucher Creation
 - Employee Payroll Adjustment
 - Outside Agency Payments
 - Charges
 - Inter Unit Data
 - Queries
 - Admin
 - Leave Accounting
 - Reimbursement
 - Employee Self Service
- Favorites
- Start Up

The 'Create Payment Voucher File' dialog box is open, showing the following fields:

Company:	9907	SAD / SLDC / VIDYUT SOUDHA / HYDERA
Location:	9907	SAD / SLDC / VIDYUT SOUDHA / HYDERA
Payroll Month:	200911	11/1/2009 11/30/2009
Employee:		
Bank Code:		
Payment Mode:		<input type="checkbox"/> Full & Final <input checked="" type="checkbox"/> EmployeeWise
Payment Date:	12/31/2009	Voucher Type
Cash Account:		Statement No.

Buttons: 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. 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 PJV is generated.
10. All further process for approving the mixed payments and final postings to GL would be done.

13.13 Month End Processing – Attendance

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

La Month End Processing

Company: APTRANSCO TRANSMISSION CORPORATION OF ANDH

Time Office: 2600A FOR ALL CLASS I: CLASS II - ADE EQ. AND

Category: All Categories

Process Month: 201010 01/10/2010 31/10/2010

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 Time Office from List...
4. Select payroll month from List...
5. Click on Finish.

Note: Month End of all 4 Time offices will be done separately only.





13.14 Month End Processing - Payroll

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

Company	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA	
Location	3312	SUPERINTENDING ENGINEER/ 400 KV L&SS /	
Payroll Month	201009	01/09/2010	30/09/2010

Buttons: 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

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

14. Supplementary Payments

The Amount paid during the month as a supplementary payment will be calculated and paid via supplementary processing. As per the new Policy at APTRANSCO all supplementary payments will be made as an advance as per the employee, Amount will be rounded to lower 100 as per DDO decision.





14.1 Payment of Supplementary Amount

Path: Payments → Cash Book → Mixed Payment → Mixed Payment

General Information

Cash Account:	Statement No:	Payment Institute:	Payment Date:	Payment Status:
HIDRAWING	1577	STATE BANK OF HYDERABAD, V	22/03/2007	Approved
Currency:	Currency Rate:	Div Factor:	Currency Type:	Balance Method:
INR	1	1	1	Detailed

Voucher Information

Voucher Date:	User Group:	Voucher Type:	Voucher No:	Accounting Period:
22/03/2007	AP	N	200601784	2006 12 <input checked="" type="checkbox"/> Parent
Voucher Text:				

Balances

Calculated:	Actual Opening:	Actual Closing:
4825605.41	-21625597.59	-21636350.59

Balances in Accounting Currency

Calculated:	Actual Opening:	Actual Closing:
4825605.41	-21625597.59	-21636350.59

Bank To Bank Transfer

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

Employee Information

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

Steps Involved:

1. Open the form / Screen, the path of which is given above.
2. Create Mixed Payment by entering Employee Code, Account, Amount, Cheque No., Bank, Cheque Date and Supplementary Text in Transaction Tab.
3. Save the Mixed Payment.
4. Do RMB and click on "Payroll Loan Information Details"
5. Check on deduction Transfer and save the record.
6. Select Employee Record and click on "Confirm"





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IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - General Ledger
 - Report Generator
 - Consolidated Accounts
 - Invoice
 - Payment
 - Cash Book
 - Mixed Payment
 - Overview Mixed Payments
 - Overview Mixed Payment Detail
 - Mixed Payment**
 - Query - Mixed Payment Details
 - External Interface
 - Auto Cash External Interface
 - Bank Reconciliation
 - Cash Book: Queries And Reports
 - Cash Book: Basic Data
 - Payment Schedule
 - Automatic Payment
 - Payment Documents
 - Manual Payment
 - Customer Credit Management
 - AR Queries and Reports
 - AP Queries and Reports

General Transactions

Cash Account: **H (DRAWING)** Statement No: **1577** Remaining Amount: **0.00**

Totals
Debit: **0.00** Credit: **10753.00** Debit In Acc Curr: **0.00** Credit In Acc Curr: **10753.00**

Lump Sum Trans Number	Mixed Payment Transaction Type	Bank Transaction Code	Payment in Advance	Amount	Cheque No	Pre Posting	Manual Posting	Lump Sum Trans Date
				-10753.00	698850		<input checked="" type="checkbox"/>	22/03/2007

Match Payment...
Match All Payments...
Manual Posting...
Internal Manual Postings...
Pre Posting...
Reference Details...
Open Supplier Bills...
Open Supplier Checks...
Print Receipt...
Payment Voucher...
Check Printing...
Payroll Loan Details Information

Table
Query...
Copy Object
Paste Object
Undo Object Edits
Properties

7. Do RMB at Header and Click on “Approve” and release the payment to employee

General Transactions

Cash Account: **BH (RECEIPT)** Statement No: **5873** Payment Institute: **STATE BANK OF HYDERABAD, V** Payment Date: **12/02/2008** Payment Status: **Not Approved**

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

Voucher Information

Voucher Date: **12/02/2008** User Group: **AP** Voucher Type: **N** Voucher No: Accounting Period: **2007 11** ☒ Parent

Voucher Text: **Received from AD/CPR/APCPDCL/Hyd., towards remittance of Sri VSS Narayana,PO, Sri G.Hari Babu,Sr.Steno,Sri D.G**

Balances

Calculated: **890958719.50** Actual Opening: Actual Closing:

Balances in Accounting Currency

Calculated: **890958719.50** Actual Opening: **0.00** Actual Closing: **0.00**

Bank To Bank Transfer

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

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

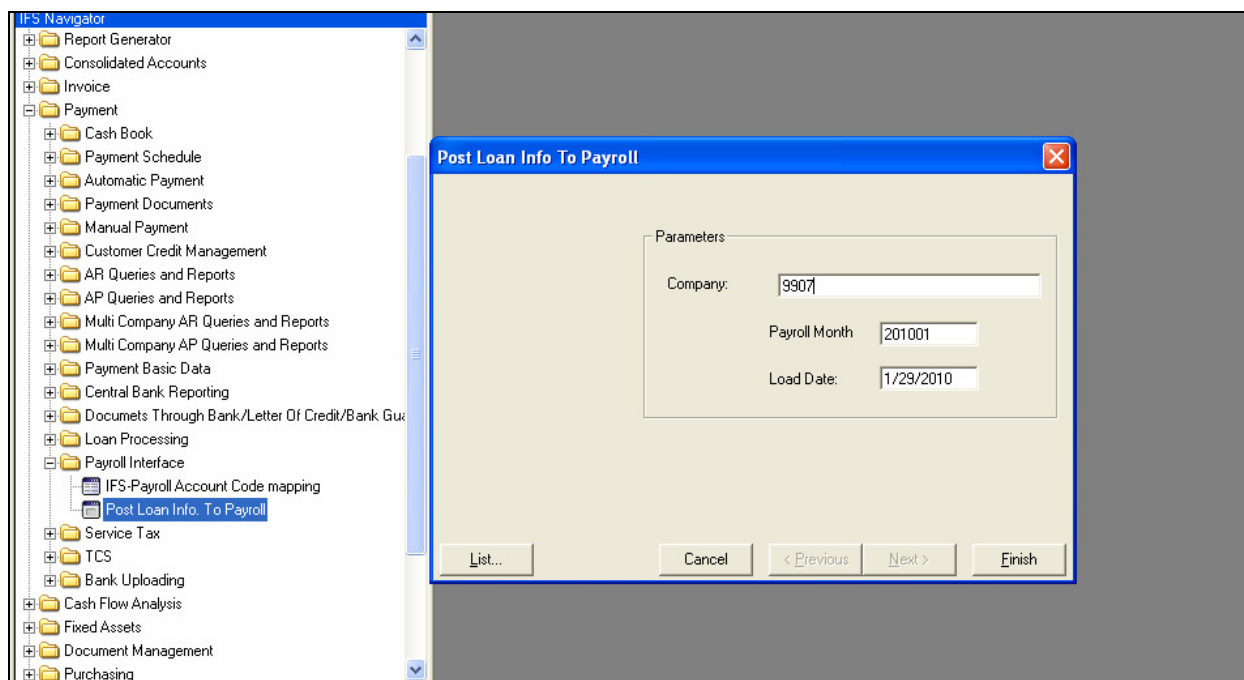
Approve...
Cancel...
Copy Cancelled Mixed Payment...
Print Mixed Payment...
Voucher Report...
Change Company...
Contra Mixed Payment...
Populate
Query...
Create Shortcut...
Add to Favorites...
Copy Object
Paste Object
Properties





14.2 Posting of Supplementary Amount

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”.



15.E-TDS

15.1 Form 16 Challan (Employee)

Use for entering the Challan of employees Quarter wise called Form-16 Challan (Employee wise)

Process: ENTERING DETAILS FOR FORM 16 CHALLAN (EMPLOYEE)

Path: IFS Payroll--> Payroll Computation→ Tax→ Master and Transaction→ Form-16 Challan (Employee)

Company Code: 9907 SAQ / SLDC / VIDYUT SOUDHA / HYDERABAD
Location Code: 9100 Short Name: AQ/CPR Long Name: AQ/CPR/VIDYUT SOUDHA
Financial Year Info
Fin Year: 2009-2010 From Month: 200904 Till Month: 201003 Assessment Year: 2010-2011
Employee Challan Details
Employee Challan Info
TDS Circle: Vizag
Date: Place:
Authoriser Code:
Remarks:
Quarter Details
Quarter1 Ack:
Quarter2 Ack:
Quarter3 Ack:
Quarter4 Ack:
Table with 7 columns: Challan Sr. No, Payroll Month, Bank Code, Bank Name & Branch, TAX Deducted, Surcharge Deducted



This Screen Is used to create header of Form 16

Steps Involved:

1. Populate the records (📁) or press F3.
2. Select Location Code (📁) or press F8.
3. Click on New (📁) for Financial Year.
4. Select Fin. Year from LOV (📁).
5. From Month, To Month and Assessment Year will come automatically.
6. Save the Record (💾) or press F12.



[illegible]



7. Click New () or press F5 on Employee Challan Details.
8. Enter TDS Circle, Date, Authorizer Code, Remarks, Place, and Quarter Acknowledgement Details.
9. Save the Record () or press F12.

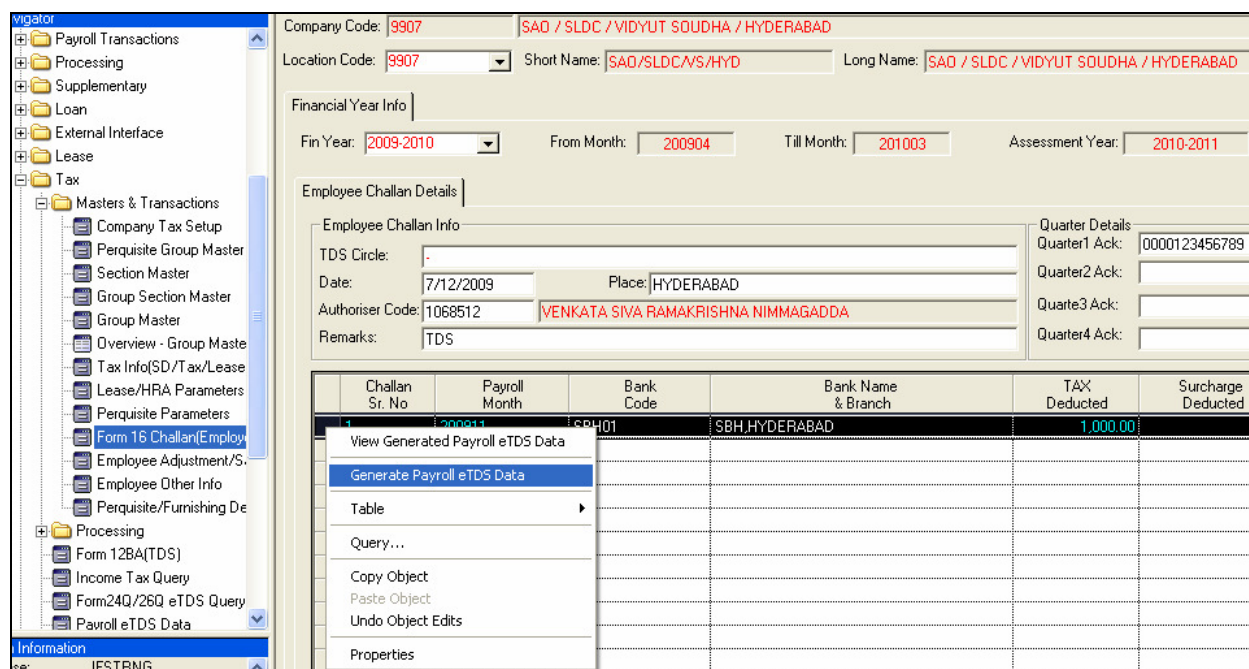
[illegible]



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10. Click on New () or press F5 to make Challan Entry at line level.
11. Enter Payroll Month, Bank Code, Bank Name, Interest (due to late Challan deposit), Challan No., Payment Date, Challan Amount, Cheque / DD No.
12. Save the Record () or press F12.



Challan Sr. No.	Payroll Month	Bank Code	Bank Name & Branch	TAX Deducted	Surcharge Deducted
1	200912	SBH01	SBH, HYDERABAD	1,000.00	

13. Select the line and Do RMB and click on **Generate Payroll eTDS Data**.
14. TDS File creation window will come with message **Data Successfully Generated**
15. Select the line and Do RMB and click on **View Generated Payroll eTDS Data**.
16. Payroll E-TDS Data Screen will open.





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Company Code: 9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD	Total Taxable Amount
Location Code: 9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD	Total Tax Amount (T)
Financial Year: 2009-2010	Payroll Month: 200911	Challan Amount (A) 1000
Challan No: 1234	Challan Serial No 1	Total Tax Paid (B) 1000
ETDS-Payroll	Challan Date 11/30/2009	Net Difference (A-B) 0
		(B = T + S + C)

Serial No	Employee Code	Employee Name	Tax Amount	Surcharge Amount	Cess Amount	Total Tax Amount	Taxable Amount	Manual	Ta
1	100005W	R K BHATIA	0	0	0	0	0		
2	100008K	ATIQ AHMED	3835	0	115	3950	74442		
3	100021T	D R NARANG	0	0	0	0	0		
4	100024F	H R GARG	0	0	0	0	0		
5	100028K	S P MALHOTRA	0	0	0	0	0		
6	100030V	S K KUMAR	0	0	0	0	0		
7	100034L	K S NAGARAJ	16436	0	494	16930	77783		
8	100052T	V K JAIN	18145	1604	593	20343	80020		
9	100057N	KAMAL KAPOOR	17680	1768	583	20031	91980		
10	100068Y	SUBHASH CHANDRA	11982	0	360	12342	68086		
11	100084W	J P SHARMA	0	0	0	0	0		
12	100099Y	S C GUPTA	17849	1785	589	20223	94217		
13	100100H	S K MAHAJAN	0	0	0	0	0		
14	100106K	TILAK RAJ SHARMA	37845	0	1136	38981	159770		
15	100111V	M P SINGH	68055	1733	573	70361	261045		
16	100113A	M K RAINA	20510	1840	671	23021	80042		
17	100117W	G N MATHUR	0	0	0	0	0		
18	100119F	G K KAPUR	0	0	0	0	0		
19	100126K	YOGENDRA	0	0	0	0	0		

17. On Header, Total Taxable Amount, Total Tax amount, Total Surcharge Amount, Total Cess Amount will come.

18. Total Tax Paid amount also shows.

19. **Net Difference** shows **Zero** amount.

20. This Net Difference value must be zero. If it **not shows Zero** then make the adjustments in Tax to make this difference Zero.

21. For doing Adjustments in Tax, Mentioned path will follow-

Note: -

Path: IFS Payroll--> Payroll Computation → Tax → Master and Transaction → Employee Adjustments / Saving / HRA Receipt (TDS)



[illegible]

22. After doing changes, there is no need to recalculate Tax.
23. Come to the Form-16 Challan (Employee).
24. Select the Financial Year and select the Line and do RMB on **Generate Payroll eTDS Data**.
25. See, the Payroll E-TDS Data by RMB on **View Generated Payroll eTDS Data**.
26. Above 19-23 steps will be repeated until Net Difference comes Zero.



15.2 Generate Form 24Q / 26Q e-TDS

Use to Process E-TDS of Payroll for Particular Quarter.

Path: IFS Payroll--> Payroll Computation→ Tax→ Processing→ Generate Form 24Q / 26Q eTDS

TDS File Creation

Company: 9907 Company Name: SAD / SLDC / VIDYUT SOUDHA /

Location: 9907 Location Name: SAD / SLDC / VIDYUT SOUDHA /

Deductor Type: C Deductor ID: 1068512

From Month: 200911 To Month: 200911

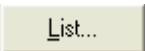
Period: Q3 Transaction Type: Payroll

RPU Type:

Address Changed:

List Cancel Genrate Exit

Steps Involved

1. TDS file Creation Window will open.
2. Enter Company & Location from .
3. Select Deductor Status from Drop down as 'C' (Company).
4. Select Deductor ID from List.
5. E-mail ID of Deductor ID should be in format as MAIL-ID ^ MAIL-ID in Employee Information Screen of Basic data for Payroll Computation as shown below.



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The screenshot displays the IFS Payroll application interface. On the left is the IFS Navigator tree with the following structure:

- Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and L
 - Payroll Computation
 - Basic Data for Payroll Com
 - Payroll Company & Loc.
 - Other Masters
 - Variable Group Codes
 - Employee Information C
 - Employee Information**
 - Employee Entitlement/E
 - REHS-Banking Details
 - Compensation Processi
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan
 - External Interface
 - Lease
 - Tax
 - Bonus
 - Voucher
 - Queries

The main form area shows the following details:

- Company : 9907 SAD / SLDC / VIDYUT SOUDHA / HYDERABAD
- Emp Code: 1068512 Title: Mr. First Name: VENKATA Middle Name: SIVA RAMAKRISHN Last Name: NIMMAGADDA
- Person Id: 1068512 Additional Id: 1068512 Father/Husband Name: Gender/Sex: Male
- Active: ☒ Payroll: ☒ Under Trans: ☐ Lease: ☐ Lease Hold: ☐ Hold Salary: ☐
- Tabs: General | Sensitive | PF/ESI | Others | Compensation | Address | Shift History | Attendance-Setup | OtherInfo-II | Location Transfer | Children Claim
- Contact No: 9849728587
- E Mail Id: srk_nimmagadda@yahoo.com
- Qualification: DEGREE
- Date Of Birth: 8/15/1971 Access Card No: [Empty]
- Marital Status: Married
- For Payroll Computation:
 - No Of Children Entitled : [Empty]
 - No Of Dependent : [Empty]
- Mailing Info:
 - ☐ Send Payslip
 - ☐ Send Income Tax Worksheet

6. Come to the TDS File Creation Window entries.
7. Enter From Month and To Month.
8. Select Period as Quarter No. from Drop-down.
9. Select Transaction Type as Payroll / Lease / Others
10. Click on Generate.
11. Message of **File is successfully created** will appear.
12. After Generation of ETDS data successfully Data will flow in mentioned path screen.

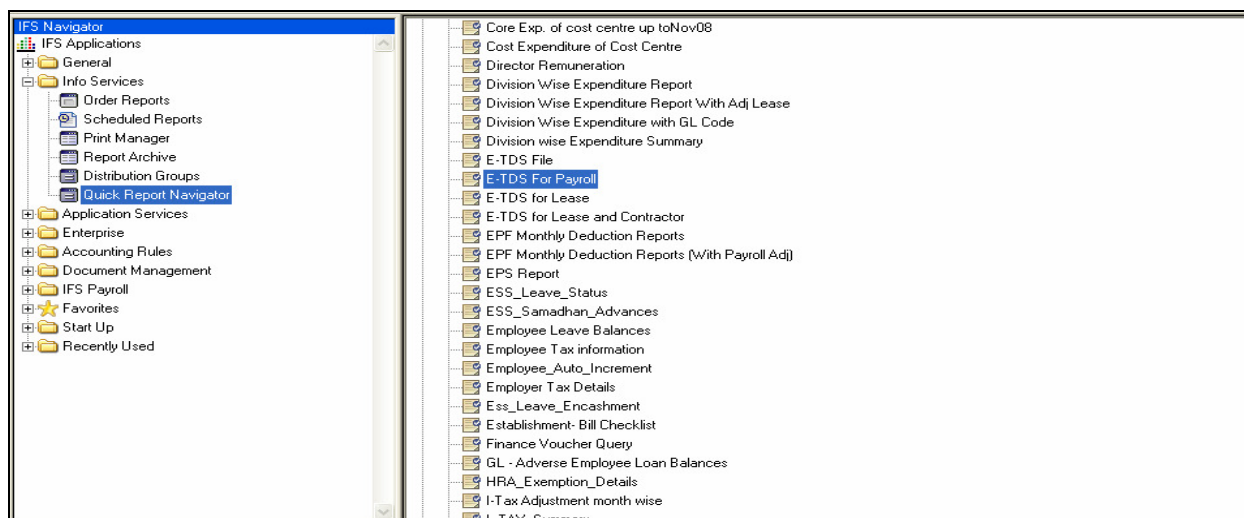




15.3 Output of e-TDS Generation Data

This screen is used to generate the Excel sheet of ETDS data.

Path: IFS Payroll--> Info Services→ Quick Report Navigator→ Payroll→ E-TDS Data for Payroll.



1. Following screen will open for entering input parameters as financial year, Quarter (eg.Q1), Location.

Item	Value
Fin Year	
Quarter	
Location	

Comments:
Generate the ETDS data for Trans Id 'Payroll' at
IFS Payroll>> Payroll Computation>>Tax>>Processing>>Generate Form24Q/26QeTds
Enter Location ;
Enter Financial Year (e.g. 2008-2009);
Enter Quarter in Upper case (e.g. Q1/Q2/Q3/Q4)





USER MANUAL- PAYROLL



- Following Screen will open with E-TDS data. User can take it into Excel sheet by using output channel.

Etds24q-2009-2010(q1)	
1"FH"SL1"R"14072009"1"D"RTKN01104F"1"~~~~~	
2"BH"1"14"24Q"~~~~~RTKN01104F"AAACN0149C"201011"200910"01"NHPC Ltd."CORPORATE OFFICE"SECTOR-33, NHPC OFFICE CO"~FARIDABAD"12"121003"~~~~~D"KRISHAN KUMAR GOEL"SENIOR MANAGER (FINA"NHPC Ltd."S	
3"CD"1"1"1517"N"~~~~~00321"0004329"07052009"928"8276139.00"92350.00"230122.00"0.00"0.00"8598611.00"8598611.00"8276139.00"92350.00"230122.00"8598611.00"0.00"0.00"01654731"N"~	
4"DD"1"1"1"0"100008"ADPK8442M"~ATIQ AHMED KHAN"3835.00"0.00"115.00"3950.00"3950.00"74442.00"29042009"29042009"07052009"~~~~~	
5"DD"1"1"2"0"100034"AAQPK7795G"~K S NAGARAJA"16436.00"0.00"494.00"16930.00"16930.00"77783.00"29042009"29042009"07052009"~~~~~	
6"DD"1"1"3"0"100052"AAJPU7167J"~V K JAIN"19750.00"0.00"593.00"20343.00"20343.00"80020.00"29042009"29042009"07052009"~~~~~	
7"DD"1"1"4"0"100057"AAIPK1504B"~KAMAL KAPOOR"19448.00"0.00"583.00"20031.00"20031.00"91980.00"29042009"29042009"07052009"~~~~~	
8"DD"1"1"5"0"100068"AAHPG4680M"~SUBHASH C GUPTA"11982.00"0.00"360.00"12342.00"12342.00"68086.00"29042009"29042009"07052009"~~~~~	
9"DD"1"1"6"0"100099"AEAPG9832R"~S C GUPTA"19634.00"0.00"589.00"20223.00"20223.00"94217.00"29042009"29042009"07052009"~~~~~	
10"DD"1"1"7"0"100106"ATVPS5511A"~TILAK RAJ SHARMA"37845.00"0.00"1136.00"38981.00"38981.00"159770.00"29042009"29042009"07052009"~~~~~	
11"DD"1"1"8"0"100111"AAAPS4002L"~M P SINGH"69788.00"0.00"573.00"70361.00"70361.00"261045.00"29042009"29042009"07052009"~~~~~	
12"DD"1"1"9"0"100113"AAEPR7750C"~M K RAINA"22350.00"0.00"671.00"23021.00"23021.00"80042.00"29042009"29042009"07052009"~~~~~	
13"DD"1"1"10"0"100131"AJPPS6660N"~A K SANDHIR"24812.00"0.00"364.00"25176.00"25176.00"107877.00"29042009"29042009"07052009"~~~~~	
14"DD"1"1"11"0"100203"AAEPA1584B"~ANAND BEHARI AGRAWAL"16495.00"0.00"496.00"16991.00"16991.00"79932.00"29042009"29042009"07052009"~~~~~	
15"DD"1"1"12"0"100205"AAJPM9128N"~A K MISHRA"14863.00"0.00"447.00"15310.00"15310.00"75262.00"29042009"29042009"07052009"~~~~~	
16"DD"1"1"13"0"100206"AFAPB2083F"~D P BHARGAVA"24757.00"0.00"744.00"25501.00"25501.00"80020.00"29042009"29042009"07052009"~~~~~	
17"DD"1"1"14"0"100230"AAAPC0655K"~ASHOK KUMAR CHHABRA"15223.00"0.00"457.00"15680.00"15680.00"75306.00"29042009"29042009"07052009"~~~~~	
18"DD"1"1"15"0"100233"AKWPS1035R"~J S SAMANT"56118.00"0.00"542.00"56660.00"56660.00"210230.00"29042009"29042009"07052009"~~~~~	
19"DD"1"1"16"0"100235"AAJPG8817C"~R K GUPTA"15062.00"0.00"453.00"15515.00"15515.00"75262.00"29042009"29042009"07052009"~~~~~	
20"DD"1"1"17"0"100236"AAZPS4038H"~R R SHARMA"15264.00"0.00"459.00"15723.00"15723.00"75224.00"29042009"29042009"07052009"~~~~~	

- Extract this file in text format by using Output Channel.
- Upload this Text File in File Validation Utility (FVU) for the validation of text file.





16. 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.



16.1 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)

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

Steps Involved

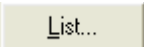
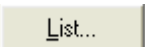
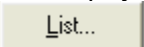
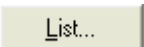
1. Click New (📄) or press F5 at the Outside Agency.
2. Enter Outside Agency Code and Name.
3. Enter GL Account Code from LOV (💡) or press F8 and Select GL Code.
4. Tick the check box of Active and Detail Wise Payment.
5. Enter Payment Mode from drop down (▼)
6. Save Header (💾) or press F12.
7. Click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

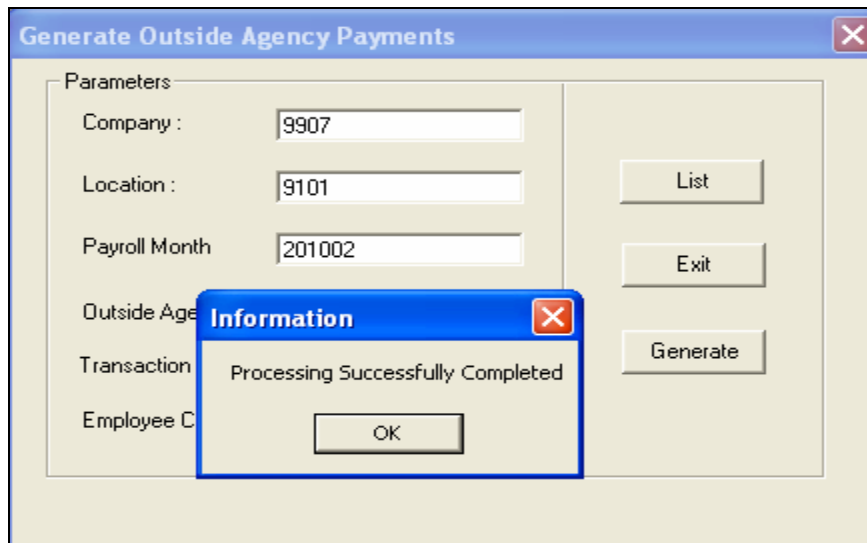




16.2 Generate Outside Agency Payment

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".



The screenshot shows the 'Generate Outside Agency Payments' window. It contains a 'Parameters' section with the following fields and values:

Field	Value
Company :	9907
Location :	9101
Payroll Month	201002
Outside Agency	
Transaction	
Employee Code	

Buttons on the right side of the form include 'List', 'Exit', and 'Generate'. An 'Information' dialog box is overlaid on the form, displaying the message 'Processing Successfully Completed' with an 'OK' button.



16.3 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	Cal
	9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIPA	200911	%	ALL	%		
	9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIPA	200910	%	ALL	%		

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**.

IFS Navigator	Company	Company Name	Location	Location Name	Outside Agency	Outside Agency Name	Payroll Month	Distribution Centre	Distribution Centre Desc	Cal
	9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIPA	200911	%	ALL	%		
	9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIPA	200910	%	ALL	%		

Details

Approve

Create

Create Mixed Payment

Rset Payment

Table

Populate

Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

Undo Object Edits

Properties

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

IFS Navigator	Emp No	Employee Name-1	Amount	Dist Centre	Distribution Centre Desc1	Category	Category Description	New Amount	Ar
	1049907	MD. MASOOD AHMED	3,592.00	GEN	GENERAL (GPF)	NWKM	NON WORKMEN	3,592.00	
	9000007	FAROOQUI 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.



16.4 Approve the Data

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

IFS Navigator

- External Interface
- Lease
- Tax
- Bonus
- Voucher
 - Payroll-Other/One-Time Payment
 - Mixed Payment Voucher Flat File
 - Voucher Flat File (Ext. Transactio
 - Full & Final Voucher Creation
 - Employee Payroll Adjustment
 - Outside Agency Payments
 - Generate Outside Agency Pa
 - Outside Agency Payments
 - Outside Agency Payments Lo
 - Overview - Outside Agency P
 - Charges
 - Inter Unit Data
- Queries
- Admin

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	%
		9907	SAO / SLDC / LIC		LIC, MEHDIP	200910	%	ALL	%

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.



16.5 Create the Payment

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

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 / LIC	LIC, MEHDIPA	200911	%	ALL	%		
9907	SAO / SLDC / 9907	SAO / SLDC / LIC	LIC, MEHDIPA	200910	%	ALL	%		

Steps Involved:

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

Create Multiple Payments

Parameters

Payment Date: 1/25/2010

Cash Account: SBH (DRAWIN

Voucher Type: N

Statement No:

List

Exit

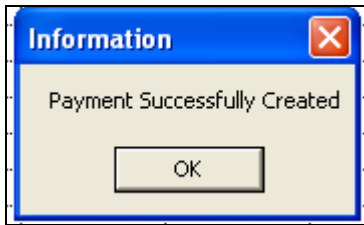
Create

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.



17.Full & Final Settlement


This Process include HR Functions, Payroll Function and Finance Function to deal with Final Payment to an Employee

Process A – HR Function in F & F

17.1 Full & Final Settlement

Path: IFS Payroll → Payroll Computation → Basic data for payroll computation → Employee Information

Steps Involved:

1. Enter “date of Leaving: and click on .
2. Settlement Month will come automatically.
3. Do RMB on “Sensitive Tab”.
4. Click on “Full & Final Settlement” as indicated below:





USER MANUAL- PAYROLL



IFS Navigator

IFS Applications

- General
- Info Services
- Application Services
- Enterprise
- Accounting Rules
- Document Management
- IFS Payroll
 - General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Company & Location
 - Hr and Payroll Company Integration
 - Other Masters
 - Variable Group Codes
 - Employee Information Overview
 - Employee Information
 - Employee Entitlement/Eligibility
 - REHS-Banking Details
 - Compensation Processing
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan
 - External Interface
 - Lease
 - Tax
 - Bonus

System Information

Database: IFSPROD
Sid: IFSPROD
End User: IFSCONS

Company: APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

Emp Code: 1052229 Title: Sri First Name: KUMARAM Middle Name: RAMA Last Name: PRASAD

Person Id: 1052229 Additional Id: Father/Husband Name: Gender/Sex: Male

Under Transfer: ☐ Lease: ☐ Lease Hold: ☐ Payroll: ☐ Hold Salary: ☒

General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim

Location: 9100 Category: NW Grade: NW-06-2010 Designation: AD2STAAC2 Actual Cost Centre: AUDEXREAC2 Deputed Cost Centre: AUDEXREAC2 Distribution Centre: GPF Direct/In-Direct: None Date Of Joining: 06/09/1979 Location Join Date: Date Of Confirmation: Date Of Leaving: 31/07/2010 Settlement Month: 201009 Date Of Increment: 06/01/2010 Previous Date Of Increment: Work Permit Start Date: HPL Credit Date:

ACCOUNTS OFFICER/CPR/MIDYUT SOUDHA
NON WORKMEN
ADE / AD AND EQUIVALENT
ACCOUTS OFFICER2 STORES AND TA ACCOUNTS2
AUDIT EXPENDITURE AND REVENUE
AUDIT EXPENDITURE AND REVENUE
GPF EMPLOYEES APTRANSCO

Time Office Info

Update Employee From Hr: 1000A
Update All Employee From Hr: Non-Essential
Full & Final Settlement
Fetch Attendance Code
Fetch Attendance Code For All Employee
Populate
Query...
Create Shortcut...
Add to Favorites...
Copy Object
Paste Object
Properties

5. Select Calendar year from [List...](#)

IFS Navigator

IFS Applications

- General
- Info Services
- Application Services
- Enterprise
- Accounting Rules
- Document Management
- IFS Payroll
 - General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Company & Location
 - Hr and Payroll Company Integration
 - Other Masters
 - Variable Group Codes
 - Employee Information Overview
 - Employee Information
 - Employee Entitlement/Eligibility
 - REHS-Banking Details
 - Compensation Processing
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan
 - External Interface
 - Lease
 - Tax
 - Bonus
 - Voucher
 - Queries
 - Admin
 - Leave Accounting

Company: APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

Emp Code: 1052229 Title: Sri First Name: KUMARAM Middle Name: RAMA Last Name: PRASAD

Person Id: 1052229 Additional Id: Father/Husband Name: Gender/Sex: Male

Under Transfer: ☐ Lease: ☐ Lease Hold: ☐ Payroll: ☐ Hold Salary: ☒

General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim

Location: 9100 Category: NW Grade: NW-06-2010 Designation: AD2STAAC2 Actual Cost Centre: AUDEXREAC2 Deputed Cost Centre: AUDEXREAC2 Distribution Centre: GPF Direct/In-Direct: None Date Of Joining: 06/09/1979 Location Join Date: Date Of Confirmation: Date Of Leaving: 31/07/2010 Settlement Month: 201009 Date Of Increment: 06/01/2010 Previous Date Of Increment: Work Permit Start Date: HPL Credit Date:

Full & Final Settlement of Leave

Company: APTRANSCO Employee: 1052229 Calendar Year: Settlement Month: (YYYYMM)

IFS Applications - Calendar Year

Selection

Company Code	Employee Code	Fin. Year	Leave Code	Leave Balance
APTRANSCO	1052229	2010-2011	EL	0
APTRANSCO	1052229	2010-2011	HP	0

Populate Query...

6. Select settlement month from [List...](#)





Process B – Payroll Function in F & F

17.2 Full & Final Processing

Path: IFS Payroll → Payroll Computation → Basic data for payroll computation → Employee Information

- Ensure that Date of Leaving & Settlement month should be available in employee information.
- Active and Payroll Flag should be in checked off state & Hold Salary should be in checked on state

The screenshot shows the 'Employee Information' screen in the IFS Payroll system. The left sidebar contains a tree view with 'IFS Applications' at the top, followed by 'General', 'Info Services', 'Application Services', 'Enterprise', 'Accounting Rules', 'Document Management', and 'IFS Payroll'. Under 'IFS Payroll', there are sub-items like 'General Data for Payroll and Leave Accountin', 'Payroll Computation', 'Basic Data for Payroll Computation', 'Payroll Company & Location', 'Hr and Payroll Company Intregation', 'Other Masters', 'Variable Group Codes', 'Employee Information Overview', 'Employee Information' (highlighted), 'Employee Entitlement/Eligibility', 'REHS-Banking Details', 'Compensation Processing', 'Payroll Transactions', 'Processing', 'Supplementary', 'Loan', 'External Interface', and 'Lease'. The main area displays the 'Employee Information' form for company 'APTRANSCO' (TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED). The form includes fields for Emp Code (1059396), Title (Sr), First Name (RALLABANDI), Middle Name (VENKATA), Last Name (SURYA RAO), Person Id (1059396), Additional Id, Father/Husband Name, Gender/Sex (Male), and checkboxes for Active, Payroll, Under Transfer, Lease, Lease Hold, and Hold Salary. The 'Payroll' checkbox is checked. Below these are tabs for General, Sensitive, PF/ESI, Others, Compensation, Address, Shift History, Attendance-Setup, OtherInfo-II, Location Transfer, and Children Claim. The 'General' tab is active, showing fields for Location (9100), Category (NW), Grade (NW-04-2010), Designation (SEOREI), Actual Cost Centre (EADPREITVS), Deputed Cost Centre (EADPREITVS), Distribution Centre (GPF), Direct/In-Direct, Date of Joining (04/04/1979), Super Annuate, Location Join Date, Date of Confirmation, Date of Leaving (31/08/2010), Settlement Month (201010), Date of Increment, PR Start Date, PR End Date, Previous Date, REHS Location, Time Office Info, Time Office Code (9100A), Essential Services (Non-Essential), Minimum Salary Info, and Minimum Salary Amount.

Path: IFS Payroll → Payroll Computation → Processing → Payroll → Full & Final Processing

- Ensure that all Loan Balances should be settled before proceeding with this process
- Ensure that automatic recoveries (if any) should be "0" in Entitlement screen, if such recoveries not affected in F & F process. If such recoveries not affected in F & F process, Professional Tax, and GIS etc.
- Ensure that outside loan recoveries should be stop, if such recoveries not affected in F & F process, Such as LIC, Bank Loans and Societies.





USER MANUAL- PAYROLL



The screenshot displays the 'Full & Final Calculation' window in the IFS Payroll system. The left pane shows a tree view with the following structure:

- Document Management
 - IFS Payroll
 - General Data for Payroll and Leave Accountin
 - 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
 - Terminal Benefit
 - Lease
 - Bonus
 - Tax
 - Salary Slip
 - Voucher

The right pane shows the following input fields:

Company Code:	APTRANSCO	TRANSMISSION CORPORATION
Location Code:	9100	ACCOUNTS OFFICER/CPR/VIDY
Payroll Month:	201010	01/10/2010 31/10/2010

At the bottom of the window, there are buttons: List..., Cancel, < Previous, Next >, and Finish.

Steps Involved:

1. Enter company code, Location and payroll month from .
2. Click on .
3. Leave category Null and enter Employee code from who's F & F needs to be process for payment.
4. Click on .
5. Calculated Amount can be viewed in Pay Slip Query Screen.





Process C – Finance Function in F & F

17.3 Full & Final Payment

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

The screenshot displays the IFS Payroll application interface. On the left, the 'IFS Navigator' tree shows the path: IFS Payroll > General Data for Payroll and Leave Accounting > Payroll Computation > Queries > Pay Slip Query. The 'Pay Slip Query' option is highlighted. The main window shows the 'Company' as 'APTRANSCO' and 'TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED'. The 'Payroll Month' is set to '201010' and 'Oct, 2010'. The 'Employee' field shows 'Emp #: 1059580' and 'Baini Balraj'. The 'Total Earnings' is '649,429.00' and 'Total Deduction' is '0.00', resulting in a 'Net Salary' of '649,429.00'. The 'Create Mixed Payment' option is highlighted in the 'Queries' menu. The 'Payment Information' section shows 'Mixed Payment ID: 29983'.

Steps Involved:

1. Query for Employee from
2. RMB – “Create Mixed Payment”
3. Enter Cash Account.
4. Click “OK”

The 'Create Mixed Payment' dialog box is shown with the following fields and values:

Company Code:	APTRANSCO
Location Code:	2600
Payroll Month:	201010
Emp Code:	1053780
Cash Account:	
Statement No.	
Voucher Date:	29/10/2010

Buttons: OK, Cancel, List...





USER MANUAL- PAYROLL



Path: FINANCE Module → Payments → Cash Book → Mixed Payment → Mixed Payment

Lump Sum Trans Number	Mixed Payment Transaction Type	Bank Transaction Code	Payment in Advance	Amount	Cheque No	Cheque Date	Bank Name	Pre Posting	Manual Posting
1	Direct Cash Payment	*	<input type="checkbox"/>	-649429.00	556433	05/10/2010	sbh	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Steps Involved:

1. Query for Statement No. generated in Payroll from
2. Enter Cheque Number, Cheque Date and Bank Name.
3. Click on
4. RMB at Header level and click on “Approve”

Calculated	Actual Opening	Actual Closing
3243102.29	4235867.29	3586438.29

Calculated	Actual Opening	Actual Closing
3243102.29	4235867.29	3586438.29





18. Ex-Gratia / Bonus

This Process includes calculation and payment of Ex-Gratia Payable amount to eligible employees. Below Explained process included master set up for Ex-Gratia (One Time Set-Up Only), Calculation and posting of Ex-Gratia Amount.

18.1 Ex-Gratia Master Set-Up

Path: IFS Payroll → General Data for payroll and leave accounting → Account code Master

Account Code Entry

Account Code:

159

Short Description:

EX-GRATIA

Long Description:

EX-GRATIA PAYBLE

Account Group Code:

01

Earnings

Steps Involved:

1. Click on .
2. Enter Account code, Short Description and Long Description.

Account Code Entry

Account Code:

801

Short Description:

BONUSABLE AMT



Long Description:

BONUSABLE AMOUNT

Account Group Code:

10

Bonus

3. Select Account group from 
4. Click on Save 

Account Code Entry




Account Code:	805
Short Description:	BONUS AMOUNT
Long Description:	BONUS AMOUNT
Account Group Code:	10 Bonus

Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Other Master → Bonus Param.

IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Company & Location
 - Hr and Payroll Company Integration
 - Other Masters

Steps Involved:

1. Click on .
2. Select Payroll Fin Year from LOV .
3. Enter Minimum Attendance days (as per declared policy).
4. Save .




USER MANUAL- PAYROLL



Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Other Master → Base

Category	Bank	Cost Centre	Dist.Centre	Base		
Base Code: BONUS Bunusable/Ex-Gratiabale Amount						
Base Code Type: From Base Details						
Account Code	Account Description	Actual/ Base	Percentage	Print Priority	Account Group	Combined Account
101	BASIC PAY	Actual	100	01		
109	VARIABLE DEARNESS ALLOWANCE	Actual	100	01		

Steps Involved:

1. Click on .
2. Create Base code set-up as per the screenshots.

Category	Bank	Cost Centre	Dist.Centre	Base		
Base Code: BON-ENT BUNUS ENTITLEMENT						
Base Code Type: From Base Details						
Account Code	Account Description	Actual/ Base	Percentage	Print Priority	Account Group	Combined Account
101	BASIC PAY	Base	100	01		
109	VARIABLE DEARNESS ALLOWANCE	Base	100	01		

3. Create Base code for Ex-Gratia Eligibility.
4. Create Base code for Actual Ex-Gratia Calculated Amount.

Category	Bank	Cost Centre	Dist.Centre	Base		
Base Code: BON BON - AMT						
Base Code Type: From Base Details						
Account Code	Account Description	Actual/ Base	Percentage	Print Priority	Account Group	Combined Account
801	BONUSABLE AMOUNT	Actual	100	10		







USER MANUAL- PAYROLL



Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Other Master → Rule & Rate

Company Code:	APTRANSCO	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED		
Location Code:	9100	AD/CPR	AD/CPR/MIDYUT SOUDHA		
Outside Agency	Charge Type	Salary Round Off	Lease Voucher Parameter	Inter Unit Setup	
Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param	Voucher Param	DocType
Category	Bank	Cost Centre	Dist.Centre	Base	Rule & Rate
Account Info.					
Account Code:	801	BONUSABLE AMOUNT			
C. A/c. Code:					
A/c. Group	Bonus				
Rule Info.					
Eligibility :	Category Dependent				
Calculation :	Fixed %age of Salary Base Code on Salary Range Dependent				
Calculation/Print Priority					
Calculation: <input type="checkbox"/>					
Pay Slip Print <input type="checkbox"/>					
Deduction Rule					
<input type="checkbox"/> Mandatory					
<input type="checkbox"/> Partially Deduct					
<input type="checkbox"/> Recovery C.F.					
<input type="checkbox"/> Quarter Dependent					
<input type="checkbox"/> Payroll Affected					
<input type="checkbox"/> Special Rule					
<input type="checkbox"/> CPF					
Parameters Rate AdditionRule For BaseAmt CPF Info					
More Rules					
Slab Base :	BON-ENT	BONUS ENTITLEMENT			
%Age Base :	BONUS	Bonusable/Ex-Gratiable Amount			
Unit Code:	Monthly	<input type="checkbox"/> Apply Additional Rule For %age Base			
Attend. A/c Code:	428	EXGRATIA DAYS			
Loan Parameters					
Loan Type:					
Interest A/c. Code:					
Process Charges A/c.					
<input type="checkbox"/> Compensation					
Base Code For Compensation %Age: <input type="text"/>					
Dependency Info.					
<input type="checkbox"/> Child Dependency					
<input type="checkbox"/> Other Dependency					
Rounding Off Parameter					
Round Off Code: Not Applicable					
Round Off Value: <input type="text"/>					

Steps Involved:

1. Click on .
2. Enter already created account code.
3. Enter base code detail
4. Enter Eligibility and calculation parameter.
5. Enter calculation and pay slip print priorities – if any.
6. Enter rate parameter in rate screen tab
7. Click on save .





USER MANUAL- PAYROLL



Company Code: **APTRANSCO** **APTRANSCO** **TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

Location Code: **9100** **AD/CPR** **AD/CPR/MIDYUT SOUDHA**

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

Account Info.

Account Code: **801** **BONUSABLE AMOUNT**

C. A/c. Code: **Bonus**

Rule Info.

Eligibility: **Category Dependent**

Calculation: **Fixed %age of Salary Base Code on Salary Range Dependent)**

Calculation/Print Priority

Calculation: ☐

Pay Slip Print: ☐

Deduction Rule

☐ Mandatory

☐ Partially Deduct

☐ Recovery C.F.

☐ Quarter Dependent

☐ Payroll Affected

☐ Special Rule

☐ CPF

Parameters: **Rate** **AdditionRule For BaseAmt** **CPF Info**

Category	Grade	Cost C	Variable Group	Starting Slab Value	Fixed Amount	%Age Amount	Numerator	Denominator	Amount(Min)	Amount(Max)	From Month (YYYYMM)
NW				0.00		8.33	1	1		291.67	201003
WM				0.00		8.33	1	1		291.67	201003
NW				10,001.00		0	1	1			201003
WM				10,001.00		0	1	1			201003

Company Code: **APTRANSCO** **APTRANSCO** **TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

Location Code: **9100** **AD/CPR** **AD/CPR/MIDYUT SOUDHA**

OutsideAgency	Charge Type	Salary Round Off	Leas
Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param
Category	Bank	Cost Centre	Dist.Centre

Account Info.

Account Code: **805** **BONUS AMOUNT**

C. A/c. Code: **Bonus**

Rule Info.

Eligibility: **Category Dependent**

Calculation: **Fixed %age of Salary Base Code on Salary Range Dependent)**

Calculation/Print Priority

Calculation: ☐

Pay Slip Print: ☐

Deduction Rule

☐ Mandatory

☐ Partially Deduct

☐ Recovery C.F.

☐ Quarter Dependent

☒ Payroll Affected

☐ Special Rule

☐ CPF

Parameters: **Rate** **AdditionRule For BaseAmt** **CPF Info**

More Rules

Slab Base: **BON** **BON - AMT**

%Age Base: **BON** **BON - AMT**

Unit Code: **Monthly** ☐ Apply Additional Rule For %age Base

Attend. A/c Code: **428** **EXGRATIA DAYS**

Loan Parameters

Loan Type: **EXGRATIA DAYS**

Interest A/c. Code: **EXGRATIA DAYS**

Process Charges A/c. **EXGRATIA DAYS**

Base Code For Compensation %Age: **EXGRATIA DAYS**

Dependency Info.

☐ Child Dependency

☐ Other Dependency

Rounding Off Parameter

Round Off Code: **Nearest**

Round Off Value: **1.000**





USER MANUAL- PAYROLL





Company Code: APTRANSCO		TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED									
Location Code: 9100		AD/CPR									
AD/CPR/MIDYUT SQUADHA											
Outside Agency	Charge Type	Salary Round Off	Lease Voucher Parameter	Inter Unit Setup							
Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param	Voucher Param	DocType	Salary-Group					
Category	Bank	Cost Centre	Dist Centre	Base	Rule & Rate	Other-Deduct					
Account Info:											
Account Code: 805		BONUS AMOUNT		Calculation/Print Priority							
C. A/c. Code:				Calculation: <input type="checkbox"/>							
A/c. Group: Bonus				Pay Slip Print: <input type="checkbox"/>							
Rule Info:				Deduction Rule							
Eligibility: Category Dependent				<input type="checkbox"/> Mandatory							
Calculation: Fixed %age of Salary Base Code on Salary Range Dependent				<input type="checkbox"/> Partially Deduct							
				<input type="checkbox"/> Recovery C.F.							
				<input type="checkbox"/> Quarter Dependent							
				<input checked="" type="checkbox"/> Payroll Affected							
				<input type="checkbox"/> Special Rule							
				<input type="checkbox"/> CPF							
Parameters: Rate AdditionRule For BaseAmt CPF Info											
Category	Grade	Cost C	Variable Group	Starting Slab Value	Fixed Amount	%Age Amount	Numerator	Denominator	Amount(Min)	Amount(Max)	From Month (YYYYMM)
NW						100	1	1		3,500.00	201003
WM						100	1	1		3,500.00	201003

Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Other Master → Voucher Param

Company Code: APTRANSCO		TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED						
Location Code: 9100		AD/CPR						
AD/CPR/MIDYUT SQUADHA								
Category	Bank	Cost Centre	Dist Centre	Base	Rule & Rate	Inter		
Outside Agency	Charge Type	Salary Round Off	Lease Voucher Parameter	Inter				
Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param	Voucher Param	DocType			
Voucher Parameters								
GL Company: 9100		Currency Code: INR	Voucher Type: M	<input checked="" type="checkbox"/> Approved(SV-JV)				
Code B: Employee		Code E: Employee	Code H: Employee	<input checked="" type="checkbox"/> Approved(Mixed-Payment)				
Code C: Employee		Code F: Employee	Code I: Employee	Cheque Series: Employee				
Code D: Employee		Code G: Employee	Code J: Employee	Inter Company GL Code: Employee				
Account Code	Description	Secured GL-Code	A/c. Description	Distribution Centre	Debit (Dr.)?	Cost Centre	Category	Employee
133	DP GRADE PAY	075.130	SALARIES - DEPUTATIONISTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134	SECURITY GUARD ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
135	KIT ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
136	SEVA PATHAKAM POLICE	075.430	O A - DEPUTATIONISTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
137	DEPUTATION ALLOWANCE POLICE	075.430	O A - DEPUTATIONISTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
138	CYCLE ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
139	SPECIAL COMPENSATORY ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
140	PAPER CUTTING OPERATOR ALLOWANCE	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141	PAID HOLIDAYS	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142	OTHER WELFARE MEASURES	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143	EARNED LEAVE ENCASHMENT	075.617	EARNED LEAVE ENCASHMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145	SUBSISTENCE ALLOWANCE	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146	EXGRATIA	075.500	BONUS/EX-GRATIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148	STIPEND	075.100	SALARIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
150	SHIFT ALLOWANCE TO ENGINEERS IN LOA	075.400	OTHER ALLOWANCES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Steps Involved:

1. Click on  at line level.
2. Enter payroll account code for Ex-Gratia and GL account code, check on Dr. flag
3. Click on save .





18.2 Ex-Gratia Calculation

Path: IFS Payroll → Payroll Computation → Bonus → Bonus → Bonus/Ex-Gratia Calculation

Bonus ExGratia Calculation

Company:

Location:

Payroll Financial Year:

Employee:

Sr. No:

Employee:

Steps Involved:

1. Enter Company Code, Location Code and Payroll Financial year from LOV .
2. Click on .



18.3 Ex-Gratia Posting

Path: IFS Payroll → Payroll Computation → Bonus → Bonus → Bonus Posting

The screenshot shows the 'Bonus Posting' window. On the left is a tree view with the following structure:

- IFS Payroll
 - General Data for Payroll and Leave Accountin
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Processing
 - Supplementary
 - Loan
 - External Interface
 - Lease
 - Tax
 - Bonus
 - Bonus/Ex-Gratia Calculation
 - Bonus Posting**
 - Bonus/Ex-Gratia Query
 - Bonus/Ex-Gratia Payment
 - Voucher
 - Queries
 - Admin

The main area of the window contains the following fields:

Company:	APTRANSCO	TRANSMISSION CORPORATION OF ANDH
Location:	9100	AD/CPR/MIDYUT SOUDHA
Payroll Month:	201010	01/10/2010 31/10/2010
Fin. Year:	2010-2011	March , 2010 to February , 2011

At the bottom, there are buttons: 'List...', 'Cancel', '< Previous', 'Next >', and 'Finish'.

1. Enter Company Code, Location Code and Payroll Financial year from LOV
2. Click on
3. Enter Earning Account code 159.
4. Select Posting/ Re-posting from
5. Click on