

## Document On How To Generate The Paybill

Normally all the **Global Master** data are preloaded, if any changes require asked the administrator to made the modification(Call Agnimitra Ghosh - 9434641149 / Sumanta Mondal- 9836858060)

To start the **PIS & Pay-Roll** in a new location first define the data in the **Installation Master** form (only one time)

### Pre Steps:-

- 1) **Create the DDO Code using the Define DDO Form**
- 2) Create the establishment, for doing the sub divisional payroll create different establishment for each subdivision by the name of the subdivision , but give the print description as the actual establishment which will be printed in the paybill(**this modification of giving the print description will be available shortly in the website**), give the financial account code of the establishment , this will be printed in the paybill outer sheet , also map the ddo code against the establishment.
- 3) Fill the employee master data, the columns which are directly related to payroll are PF type , GIS Type and grade, Scale and basic , next increment month, so put these figure from the paybill from which user wants to the run the payroll. For example if a office wants to start payroll from the April 2008 , then collect those information from the paybill of april 2008 (this is a one time job)(**If increment month of any employee is the starting payroll month then put the basic of the previous month , in the above example the data will come from march 2008 paybill**)
- 4) Finally map the employee code the as DDO using the **Map employee to DDO** form. Here employee will be a employee number from the login location ie the location for which payroll will be generated. **If DDO is not a employee of that unit then that data will not come in the list, in that case enter the employee name and designation directly in the respective fields.**

### The following steps are required to create a Normal Pay-Bill ----

**Step 1:** Give Payroll Start date in Installation Master, if Unit is already installed, then modify the installation master and give the payroll start date .

**Step 2:** User has to capture employee's house rent information those who are reside in Govt. Quarter (see employee list) by using **Employee's House Rent** form.

**Step 3:** Then capture employee's running Advance/Overdrawn/Installment, P.F. Arrear and Loan data (if these are exist) by using **Advance/Overdrawn, P.F. Arrear** and **Loan Entry** Forms respectively.

**Step 4:** For generating monthly salary data for the employee of a particular month of a year of the establishment, user has to enter **Monthly Salary Data** and press **Add New** button, after giving the mandatory data whenever user press the **populate** button, monthly salary data of that employee is generated (here all the auto generated earning/deduction should be generated with running PF loan,

arrear and Normal loan also be displayed(if these data are exist)).Now user can enter the P.F. Subscription by pressing **PF Detail** tab and save the data.

User can populate other employees as the same way---Once an employee's salary populated, user can not repopulated that employee's salary until user delete that employee's record by using Delete button in list page.

**NB: At the time of population for a particular month, previous or next monthly salary should be either locked or deleted.**

**Step 5:** Now user can also add other earnings, deductions manually and also modify P.F. subscriptions (if PF subscriptions are not in predefined range then user should give the valid remarks to entry that employee's subscription amount in remarks field of **PF Detail** tab.) by pressing modify button. After modification save the record by pressing save button. Delete button is used to delete unnecessary records which user want to delete.

**Step 6:** Now user has to lock employees monthly salary data for a particular month of a year of that establishment by using **Confirmed(lock) Monthly Salary Data**. Whenever user press the populate button generally all the monthly salary data are selected to lock by default, but user has the option not to select other employee by click on the tick mark in select field (means to off). Now press **Start Process** button to lock monthly salary data.

User has to check whether those data are perfect or not by using Check List Inner Sheet [see Report→Payroll Report->Check List Inner Sheet].

**NB: If user already generated normal pay bill for that month, user has to delete the bill amount (see Step 8)and then lock the employees monthly salary data.**

**Step 7:** If user want to modify the locked monthly salary data, he has to unlock that salary data for that month by using **Roll back (unlock) Monthly Salary Data**. Then repeats **Step 6 to Step 7**.

**Step 8:** After locking all monthly salary data, user has to generate bill amount and other related information by using **Bill Updation** form. User has to give all the mandatory data and choose bill type (say normal pay bill) and press **Calculate** button to generate bill amount. now user has to give the total allotment amount and total expense amount(here total expense amount must be greater than or equal to the bill amount).

User can capture the acting arrangement information(This will be printed in the outer sheet) by pressing the Acting arrange button and insert information and save it. Finally save the bill details records by pressing save button. User can also modify manual bill no, bill date, voucher no, date and acting arrangement details information by pressing Modify button.

**NB : User can not generate more than one normal pay bill for a particular month of a year under the establishment of that unit(location).User should delete the bill record first then locked all employees salary data to which he want to generate pay bill.**

**Step 9: Finally,** for copy the same Salary Data, user has to scroll the monthly salary data by using **Scroll Employees Salary Data** for next month and follows the **Steps 7 to Step 9**.

Now for generating pay bill report user has to go the following lick---  
Report→Payroll Report→Common Report