



Creating the Salary for the first time when a new company is started

1. Open the software
2. Give the password to start the software
3. In the Selection menu select the Create to create a new company.

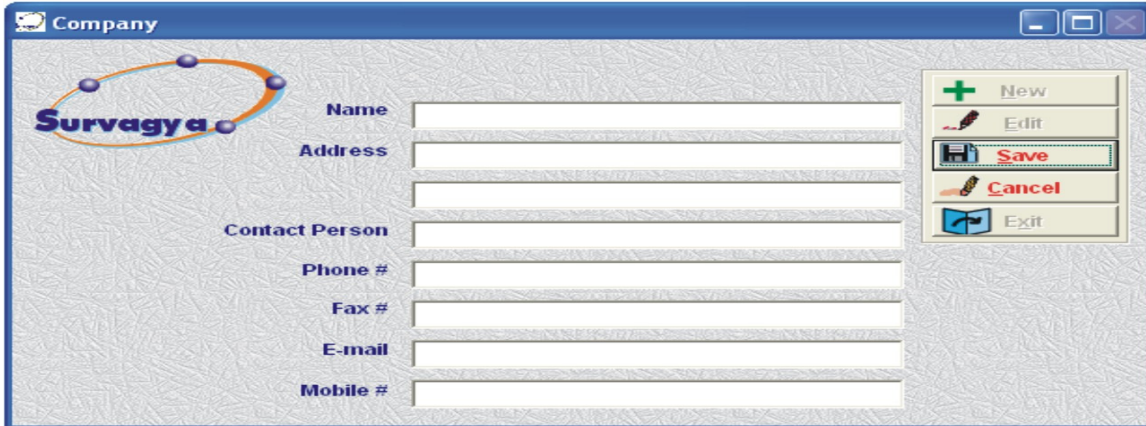


Figure – 1

In the above figure you find 5 buttons to be used. These buttons are common in the complete software. The functions of these buttons are as follows :

New	This button is used to insert the new name (anything, new company, new employee, new designation, new department or new branch etc).
Edit	This button is used to edit the record, already inserted in this file.
Save	Save button is used after you insert the complete record or modify the record and want to save the record in the file which is opened with the programme.
Cancel	Sometime you don't want to save the record or the modifications of record which you feel is not required to save, then Press cancel button, so that nothing has been changed and same old status of the record is maintained.
Exit	To exit from the programme, press the button Exit so that it has been closed.

4. Again go in the Selection menu and click on **SELECT to select the company** in which you have to work.

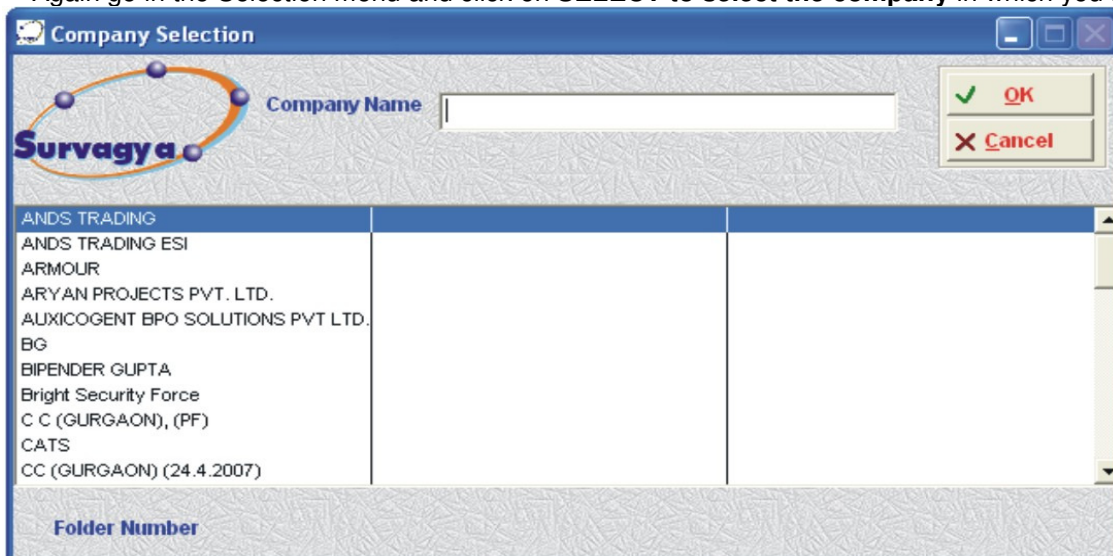


Figure - 2



Survagya IT Solutions

1/122, Sadar Bazar, Delhi Cantt - 110010

Phone : 9810111930, 011-5686043

E-mail : Infosurvagya@gmail.com

When you pressed the **Select**→**Select Company** you will get the above figure on your screen. You will get the list of Companies which are running in your software. Type the first few words of the company, the pointer will go at that point. When the desired company is highlighted, click button **OK** to go inside the company. Used button **Cancel** to come out without selecting the company.

5. Setup → Setup Company

The screenshot shows a 'Software Setup' window with a 'Company' tab selected. The form contains the following fields and values:

Company	P.F.	ESIC	Factory	Overtime	Bonus	T.D.S.	Leave Calculation
Company Name	ANDS TRADING PVT. LTD.						
Firm Address	2073-74/5, CHUNA MANDI						
	PAHARGANJ						
	NEW DELHI - 110055						
Starting Financial Year	2002			Bank Name			
Closing Financial Year	2003			Branch			
PF Status	No	Date	01/09/1995	City			
Pension Status	No	Date	01/09/1995	Account #			
EDLI Status	No	Date	/ /				
ESI Status	Yes	Date	01/09/1995				
Labour Welfare	Yes						
Software Type	Return						

Buttons:

Figure - 3

In the above picture, you have to give the name of the company, address of the company, PF, ESI, Labour Welfare status etc. of the company. If the PF is applicable to the company, then give Yes, otherwise give No to the fields. When every new employee is inserted, its status is already been filled with value, you mentioned here.

Similarly, on the next page, P.F. give the details of the company PF i.e. PF number, its local office etc. The very next page is ESIC to fill the details of the ESIC of the company. Similarly, on other pages, give the relevant details of the other acts prevailing in your company.

Note (Warning) :

- Please don't make any field blank specially those fields which is already been mentioned with some fields.
- Give the appropriate values i.e. Yes or No in the combo box fields. If any of the field is blank, software will unexpected result.
- Please don't change any percentage of the deduction by your own, if you have any doubt about it, kindly call me for the clarification.

6. Setup → Setup Allowance

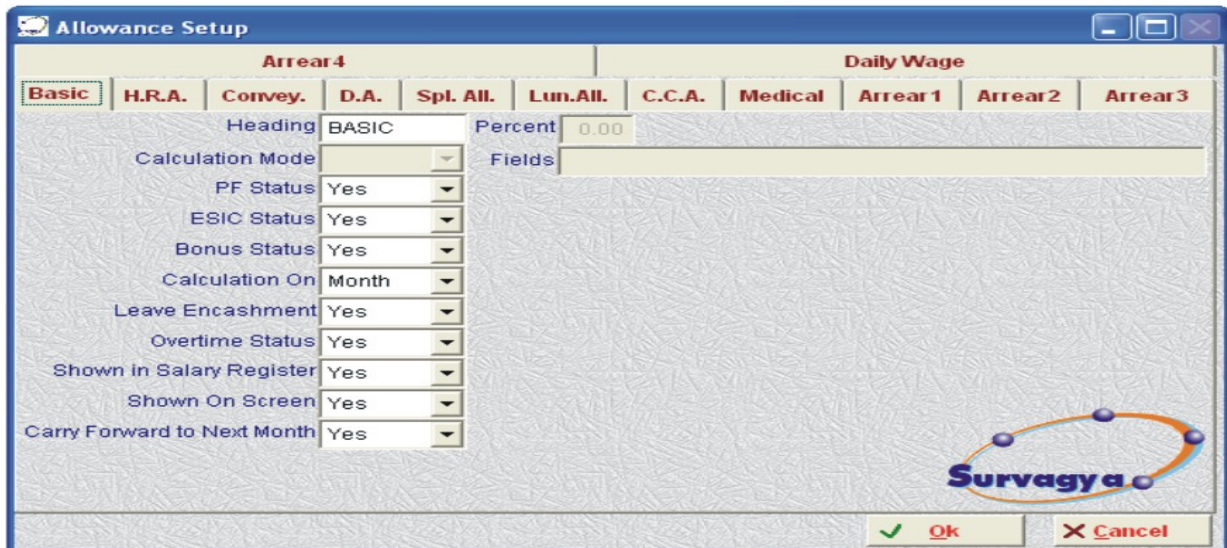


Figure - 4

The above option is used to set the salary fields of the salary register. It has the primary fields, which are generally been used by the company. But you have the option to change the fields name and set them as per your requirement.

Heading	If any of the heading in your salary sheet not existing above, then give the heading in this box of the unused field i.e. suppose your company giving the Education Allowance and it is not existing here while, your company not paying DA, so go in the DA field and change the heading to EDU.ALL. All the reports printing through the software, write the word EDU.ALL. in place of DA in each and every report.
Calculation Mode	This button is inactive for the first field i.e. basic, but in the rest of the column it has two option Simple/Percent. You have to used the word Simple for this fields. Percent word is only used for those company where something is paying in Percentage like the Public Schools, having the Govt. scale, where HRA is paid 30% of the Basic salary.
PF Status	Give the Option Yes/No in this field. i.e. PF is levied on the basic salary, so give the PF status Yes to the basic salary, but PF is not levied on HRA, Conveyance etc., then in the HRA page, give PF Status field No.
ESI status	Give the option like the above PF Status, Yes or No to the fields on which your company is paying the ESIC.
Bonus status	Like the above two fields i.e. PF and ESI status, give the bonus status Yes or No, to the fields on which your company is paying the Bonus amount.
Calculation On	You will get 3 options in this field, i.e. Fixed, Monthly and W.Day. Choose the one option on which your company is paying that emolument. i.e. some of the companies paid conveyance as the bus pass for their employee, which cost Rs.500/- pm. If an employee comes 10 days or 15 days or 20 days or full month, company has to pay Rs.500/- for the bus pass. Therefore, in that case, go to the conveyance allowance and give calculation mode as fixed. Monthly, is used to calculate the amount divided by total working days and multiply with with No. of days an employee is worked.
Leave Encashment	Use the Status Yes or No for the field, on which your company is paying the leave encashment.
Overtime Status	Give the Overtime status to Yes/No on which your company paying the overtime. i.e. Some companies pay overtime only on Basic, while some pay overtime on Basic, HRA and Conveyance.
Shown in	Only those fields are visible in the salary register, whose status you mentioned here as Yes. All

salary Register	other fields, whose status you mentioned as No will shown only the space there, but nothing else is written in the reports.
Shown on Screen	The fields having status Yes are active in the software for feeding, and all the fields having No status are inactive in the complete software
Carried forward to next month	The values you mentioned in the different heads of salary register will be carried forward as it is, when this field status is Yes. If any of the salary head field mentioned No., the amount will get zero in the next month

7. Setup → Setup Deduction

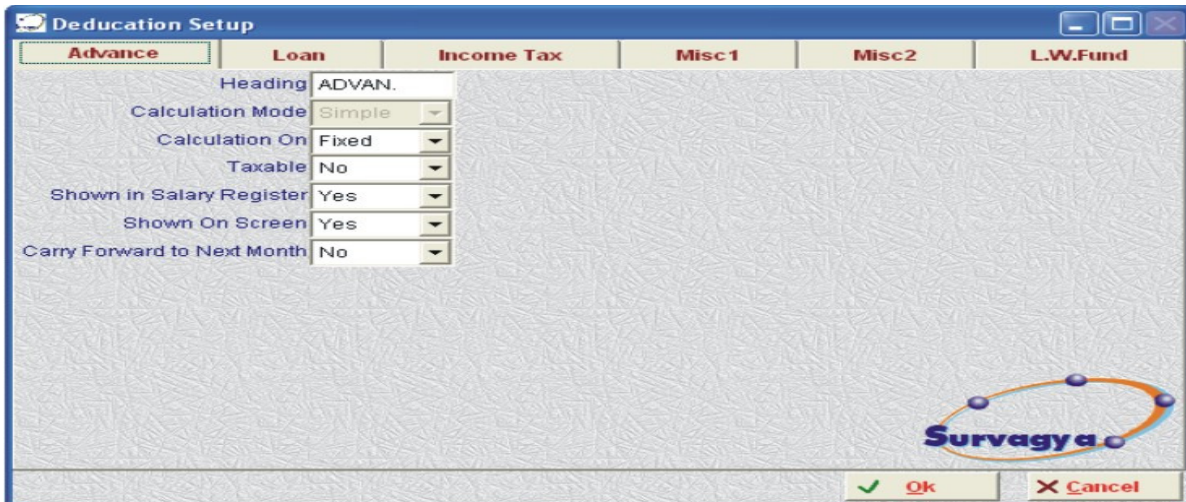


Figure - 5

The above picture is given for the setting of the deduction fields of your company salary register. All the fields and their function are same as of Allowances. Set the same as discussed above for allowances filed.

8. Master → Payment

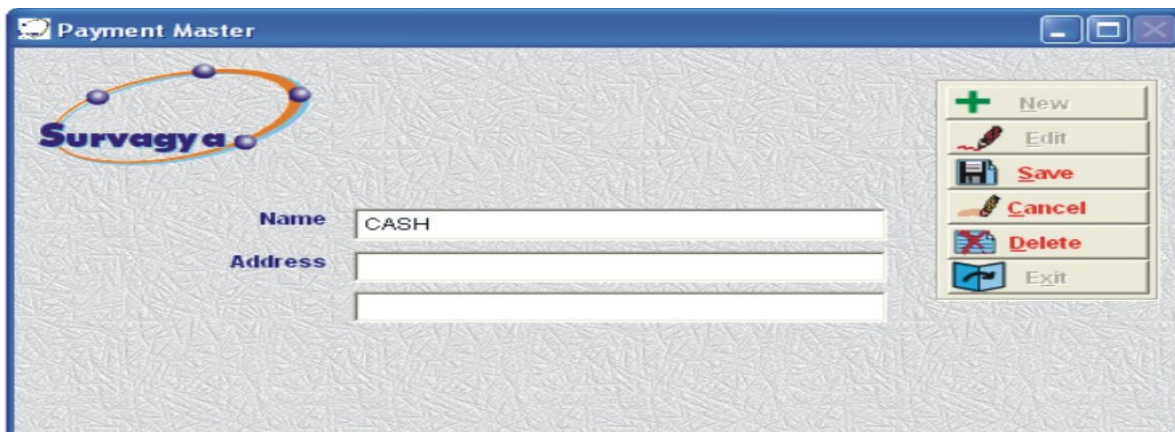


Figure - 6

We have already created the field cash for the payment. If your company is paying other than cash like bank transfer, or through cheque or anything else. then create the same in it using the buttons. The functions of these buttons are mentioned above.

9. Master → Branch

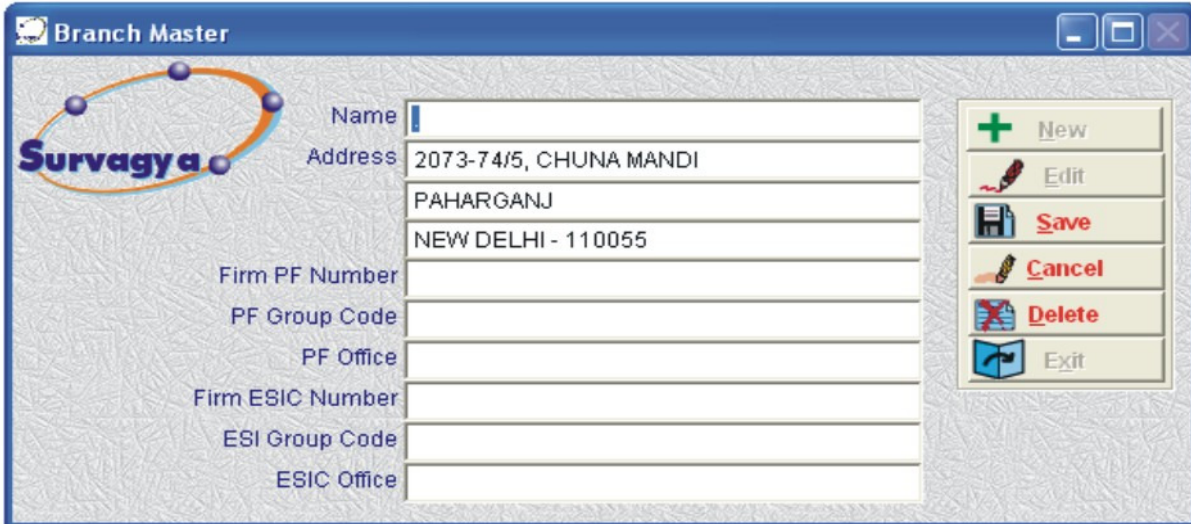


Figure - 7

Please give a branch name before start working in the software, otherwise master will not accept any of the new employee entries. If the company don't have any branch, kindly give "." or "-" as your branch for the company.

You may also give the ESIC number and PF Number if you have any of these as sub-code. Because, while you are taking the print out of Challans or returns etc. for the sub-code, then the address and PF and ESIC number will be picked up by the software from this part.

10. Master → Department

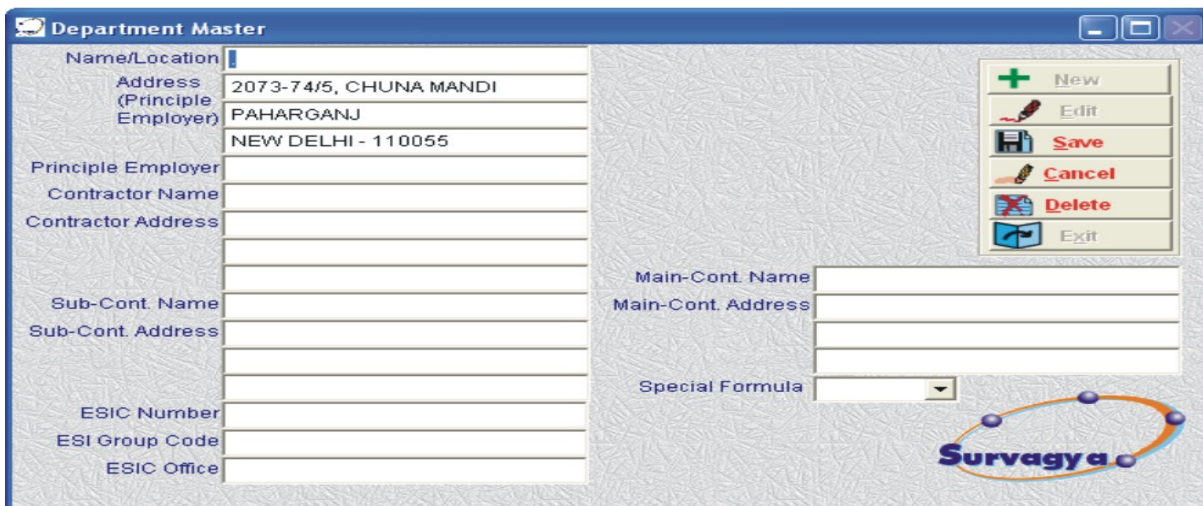


Figure - 8

Department part is the same as of the Branch Master part. If you don't have any department or Branch then create a department with "." or "-" as department name. Similarly, give the ESIC sub-code, if any of it is existing in the company for challans and returns as mentioned above in the Branch Department.

11. Master → Designation (if the designation are existing, in the available list)

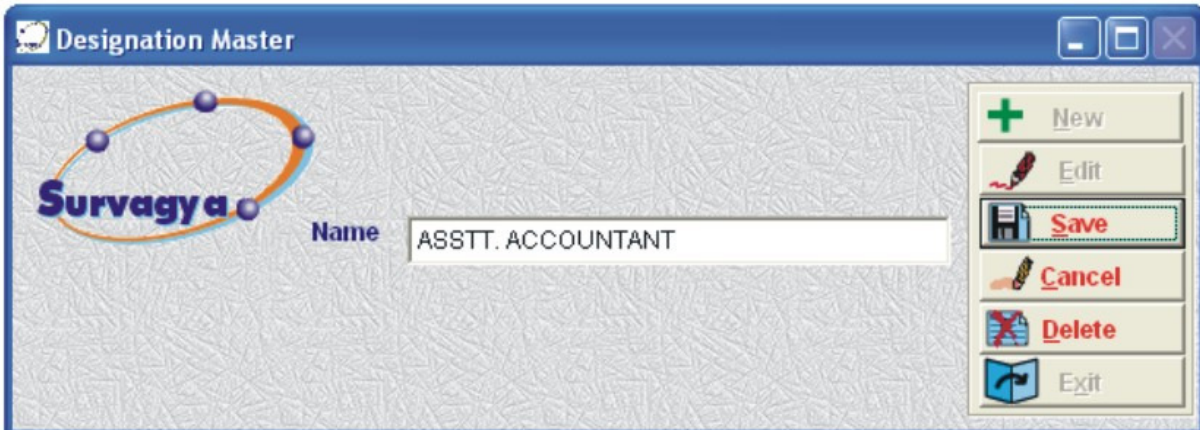


Figure - 9

We are already created the commonly used designation, which you don't have to recreate. If you feel, any of the designation not existing in the list of designation, then create the new designation using the buttons. The details of use of these buttons are given above for your reference.

12. Master → Employee (to create the new employees)

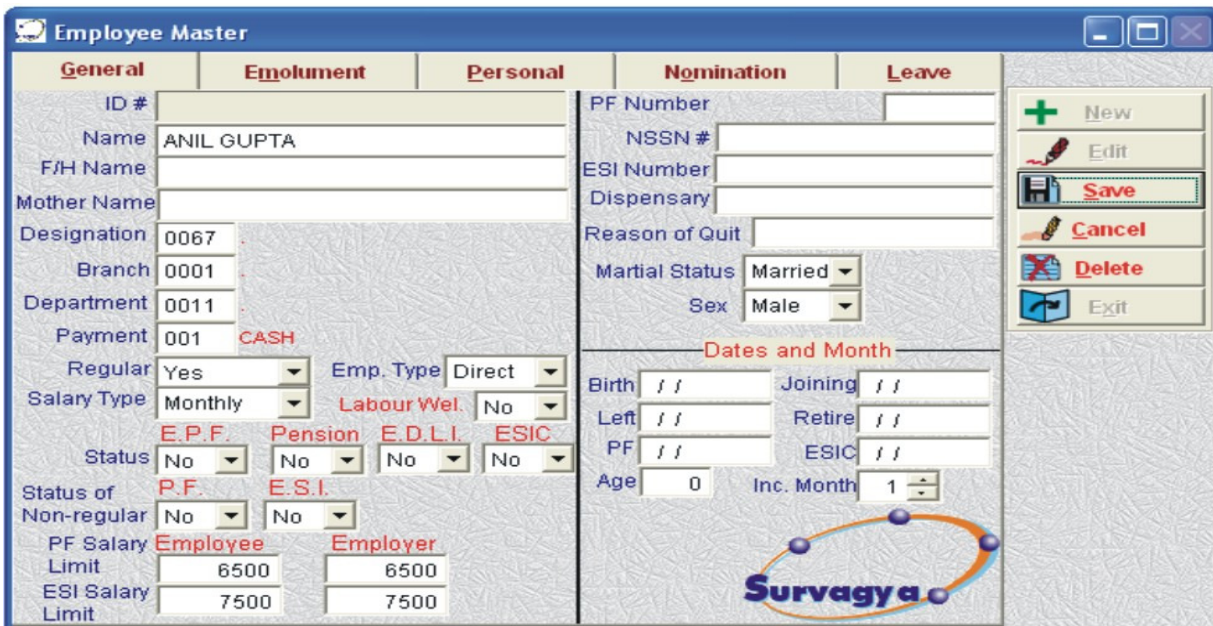


Figure - 10

The Employee master field is one of the most important part of the software. I will try to give the maximum details of this part here to ease your work, but if you have any doubt of any field, kindly contact me to clarify your doubt.

1.	id #	Give the unique Id or icard number here. Given the this field a number is important where large number of employees are existing and those engaged in the contract labour work.
2.	Name	Give the Employee Name. Don't insert the leading space in it, otherwise during the search of the name, you faced the problem.
3.	F/H Name	Give the Father or Husband Name here. There is no need to mention Father and



Survagya IT Solutions

1/122, Sadar Bazar, Delhi Cantt - 110010

Phone : 9810111930, 011-5686043

E-mail : Infosurvagya@gmail.com

		Husband Name in the different fields.
4.	Mother name	Give the mother name here. This field is important in those part of the country, where the PF office start disbursing the NSSN number, otherwise you have the option of leaving this field till the NSSN part by the PF office is not completed.
5.	Designation	Give the Designation code of the employee. If you don't know the Designation code, then put the mouse pointer on the designation field and right click on it, a menu will pop-up for you having the list of designation you created, in the designation master and choose the requisite designation of the employee from that field.
6.	Branch	Give the Branch code of the employee, if you don't remember the branch code, do the same method of using the mouse as mentioned above in the designation field.
7.	Department	Give the Department code of the employee, otherwise use the method mentioned above in designation
8.	Payment	Give the payment type code i.e. paying by cash, cheque or any other mode. Use the mouse method, if you don't know the payment code.
9.	Regular	Keep this field as Yes for creating the salary. If you are creating the salary off the payroll, then only give the No option.
10.	Emp. Type	Choose from the Combo list whether these employee is a Direct or On contract etc. useful to mention in the Form No. 12 of PF and monthly return of R-1 where NSSN method is started by PF Office.
11.	Salary Type	Give the option Monthly or 26 Days here. If the employee salary is being divided on the total days of the month, then the option should be Monthly. Some of the companies specially export houses and contract labour companies paid the salary by dividing the emoluments by only working days, no leave part is included, in that case give the option here to 26 Days.
12.	Labour status	Welfare Give the LWF status Yes or No from the available option, so that the labour welfare of the employee may be deducted.
13.	PF Status	Give the PF (12%) status to Yes if epf is levied on the employee, otherwise give 'No' to the option. Similarly, give the status to pension, edli (a/c 21) and esi status.
14.	PF salary Limit	Here you have to mentioned the salary limit on which PF may be deducted. There are three kind of cases in the PF limit, one is the standard limit i.e. both employee and employer is sharing their contribution on Rs.6,500/- as per the existing law, then both side of the column has Rs.6,500/-. Second case is where, employee and employer both are contributing on full basic salary i.e. Employee is drawing Rs.10,000/- and pf is to be deducted on the same amount of Rs.10,000/- then, u better give both the side salary limit as 99,999/- so that you have not to change the wages limit here after every increment of the employee. The logic is that, epf will be deducted at Rs. 10,000 in the first instance, but if the wages will get above 99,999/- then, it will restrict the amount to Rs.99,999/- as deduct the epf on it. Third case is where, employee is giving its contribution on full i.e. Rs.10,000/- and employer is paying the amount of Rs.6,500/-, in that case you have to mention the actual amount on which epf is to be deducted.
15.	ESI Salary Limit	The case is same as the PF and follow the same rules as in the case of PF salary limit.
16.	PF number, ESI Number NSSN number etc	Give the unique PF, ESIC, NSSN number etc in their respective column which is issued to each employee
17.	Dates	Similarly, mention the dates in their respective column.
18.	Emoluments	Then press the button emoluments and mention the emoluments of the employee in their respective column.

13. **Updation → Month Change**

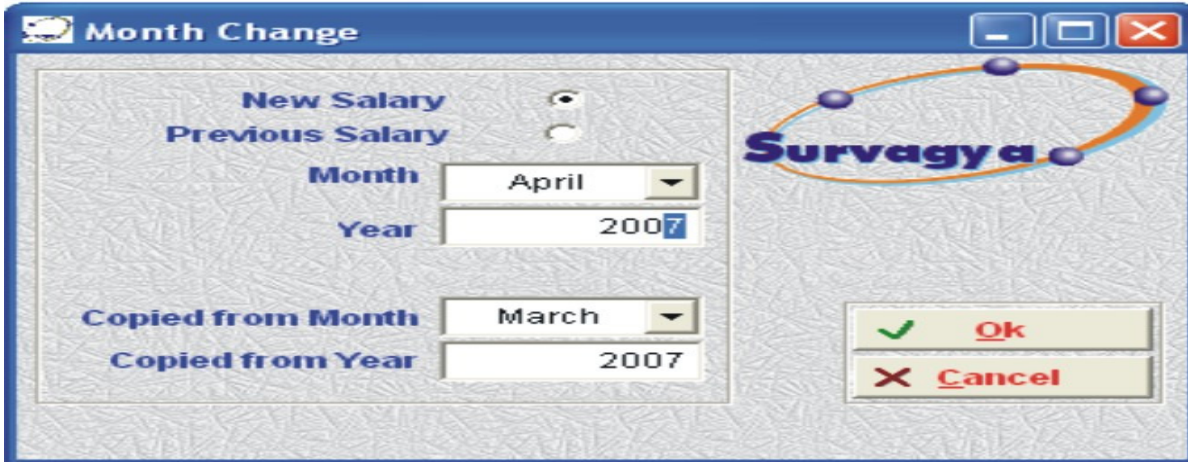


Figure - 11

This option pop-up in the updation part. First of all check the month from the top middle of the screen, whether the month you want to feed is there or not. If you have to change the month, first of all decide whether you are inserting the new salary or want to see the salary of already punched in the software. If you are supposed to enter the salary of the month, which is not existing then used the option NEW and if you want to see the salary of the month, which you have entered in the software, the used the option Previous.

Now select the month for which salary you are going to entered in the software, Similarly, choose the year of insertion.

Now select the month and year in the option Copied from Month/Year, i.e. in this mention the month and year whose emoluments rate i.e. basic, Hra etc you want to forward to the new month. Generally if you are preparing the New salary of April, 2007 then the Copied month and year willbe March, 2007 and so on.

If you choose the Previous month option, then the copied from month/year option has no relevance, hence they get hide.

14. **Updation → Insertion Working Day**

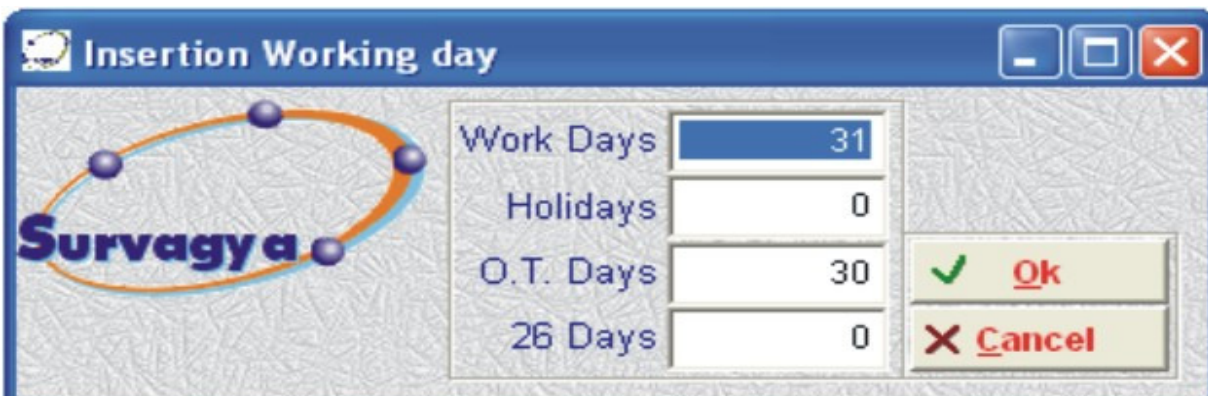


Figure - 12

In the above option, insert the total number of working days, Holidays, Overtime Days and 26 days option as per your requirement i.e. if in the employee master you mentioned an employee salary type as monthly, then the salary of it will be divided by Work days plus Holidays. Similarly, if you mentioned Salary Type as 26 Days, the figure you mentioned in 26 Days option will divide the employee emoluments. OT days option will divide the Overtime rate from this option.

15. **Updation → Master List add in Current File**

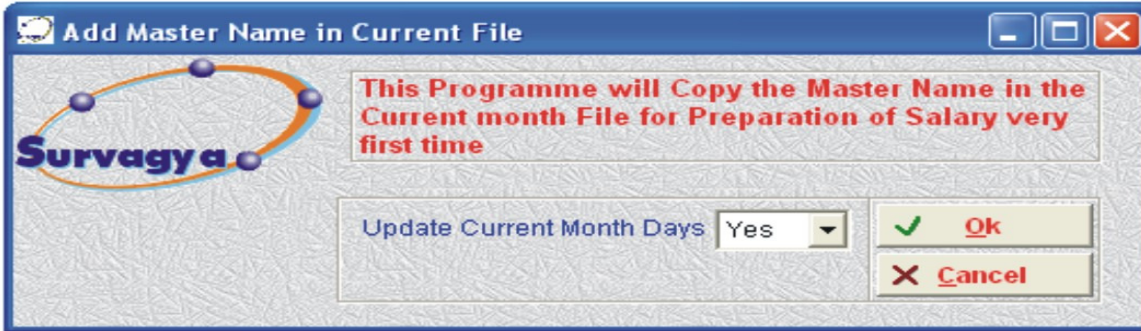
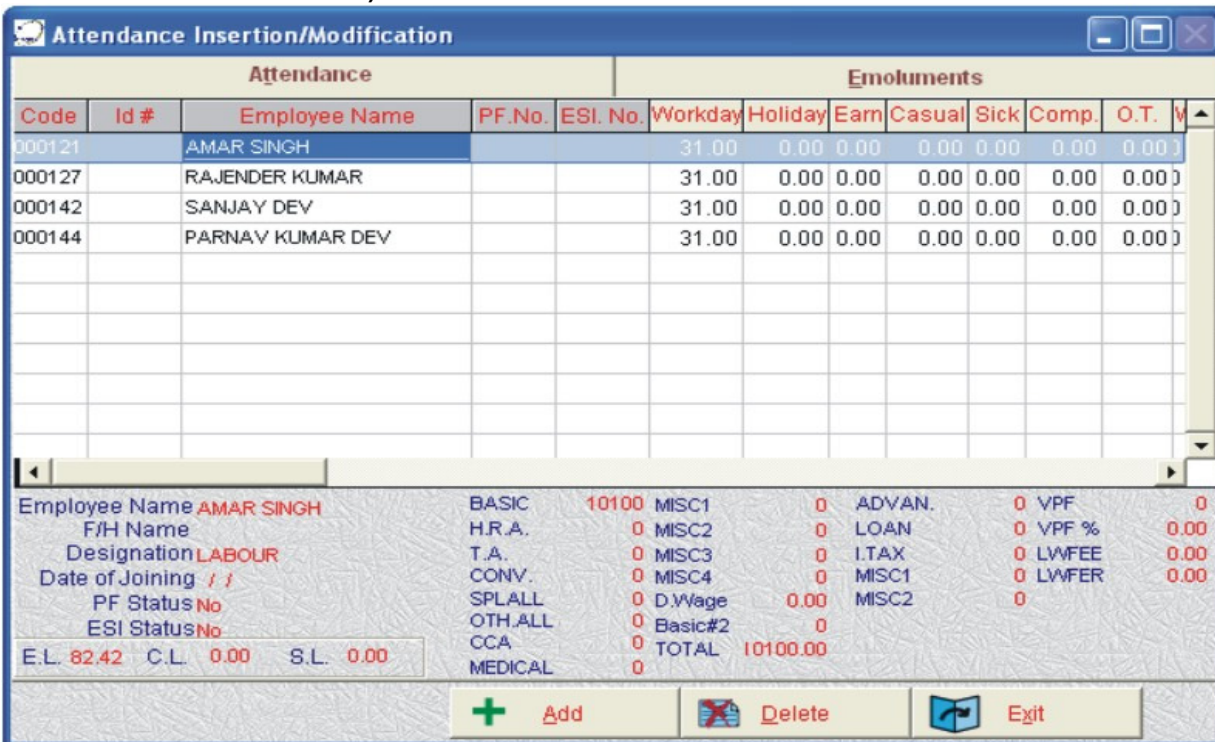


Figure - 13

You have 2 options of inserting the employee names in the attendance Sheet. One is click the Add button as shown in the down figure and choose the name one by one. Other option is the Add master name in current File. This way you will get all the names of the employees in the attendance sheet in one go.

Update Current Month Days means here is you want the working days and Holidays as full i.e. 30 or 31 as u mentioned in the insertion working day option. Yes option insert all days as per your working and Holiday option, No option will make all employees day as zero.

16. **Data Maintenance → Attendance → Attendance Insertion (Grid) (Insert the attendance in this menu)**



Attendance				Emoluments								
Code	Id #	Employee Name	PF.No.	ESI. No.	Workday	Holiday	Earn	Casual	Sick	Comp.	O.T.	W
000121		AMAR SINGH			31.00	0.00	0.00	0.00	0.00	0.00	0.00	
000127		RAJENDER KUMAR			31.00	0.00	0.00	0.00	0.00	0.00	0.00	
000142		SANJAY DEV			31.00	0.00	0.00	0.00	0.00	0.00	0.00	
000144		PARNAV KUMAR DEV			31.00	0.00	0.00	0.00	0.00	0.00	0.00	

Employee Name	AMAR SINGH	BASIC	10100	MISC1	0	ADVAN.	0	VPF	0
F/H Name		H.R.A.	0	MISC2	0	LOAN	0	VPF %	0.00
Designation	LABOUR	T.A.	0	MISC3	0	LTAX	0	LWFEE	0.00
Date of Joining	/ /	CONV.	0	MISC4	0	MISC1	0	LWFER	0.00
PF Status	No	SPLALL	0	D.Wage	0.00	MISC2	0		
ESI Status	No	OTH.ALL	0	Basic#2	0				
E.L.	82.42	C.L.	0.00	CCA	0	TOTAL	10100.00		
S.L.	0.00	MEDICAL	0						

Figure-14

In the above figure, you get all the names, kindly insert the employee working day, holiday and Earned, casual leave etc. if any of the leave is given to him. Similarly, insert the OT hours/days as per the case of the company. If you cannot get any name in this module, click the button Add from bottom, and choose the name of the employee you need to insert, its name will get added here.

Similarly, if any employee left the organization, then press the button Delete and Delete the employee name from the list. His name is remain in the master list, but from this month onwards, his name cannot be appeared in the attendance insertion sheet nor his name appeared in the salary register.



Survagya IT Solutions

1/122, Sadar Bazar, Delhi Cantt - 110010

Phone : 9810111930, 011-5686043

E-mail : Infosurvagya@gmail.com

17. Updation → Calculation Salary

After the completion of the attendance feeding, press the button Salary Calculation from the updation menu.

Note : Any kind of change in the attendance or emolument or PF, ESI status etc, you must press this button, so that the calculation of the salary take the change effects in it. If you cannot press this button, your salary will not come in the proper manner.

18. Report → View and print the report

After the completion of the above tasks, your salary and other reports are ready to view and taking the print out.

Creating the Salary for the Second time onwards

Note : I have already discussed almost all parts in the previous section, i.e. creating the salary with new company. I am going to give the details of only that part which I have not discussed in the previous section.

- Open the software
- Give the password to start the software
- Go in the Selection menu and click on SELECT to select the company in which you have to work.
- **Master → Employee (If new employees join)**
- **Updation → Month Change**
- **Updation → Insertion Working Day**
- **Updation → Previous Salary add in Current File**

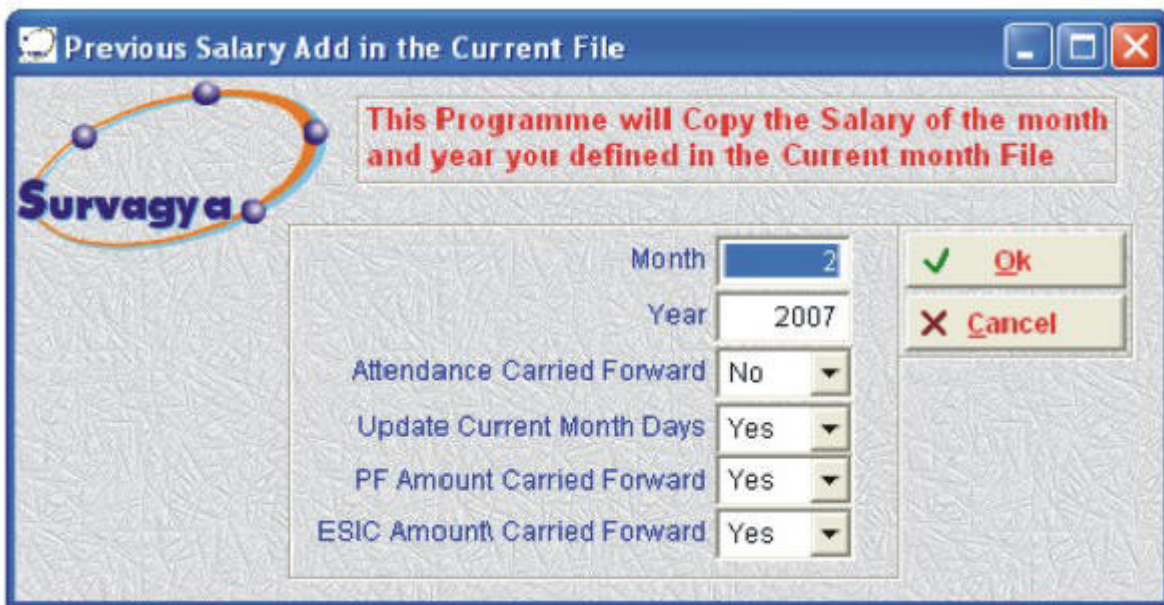


Figure - 15

This menu will pop-up in the Updation part of the software. The use of this screen is that you get all the names in one instant from the month and year you mentioned in this screen. This will reduce your time of entering the employee attendance as you don't have to search each and every name one by one. The details of each column are as follows :

Month and Year	Give the number of the month and year from which you want to carried forward your employee name and their emoluments. This will help you to get filled all the names in your attendance insertion and you don't have to pick the individual name one by one.
Attendance Carried Forward	By default you have this option 'No' which means, the last month or say the month and year you have given above, cannot forward the same attendance of individual employee of that month. If you give the option 'Yes', then it will carry forward all the attendance of the month and year you mentioned in the current month
Update Current Month Days	By default this option has "Yes" which means, all the employees name carried forward from the month and year you specified above, have the working days and Holidays self filled with the figures which you specified in the Insertion working day i.e. if you filled 31 in the working day of insertion working day, then all the employees has the value 31filled itself. If you give the option "No" then all the fields working day and Holiday has the value 0.



Survagya IT Solutions

1/122, Sadar Bazar, Delhi Cantt - 110010
 Phone : 9810111930, 011-5686043
 E-mail : Infosurvagya@gmail.com

PF amount Carried forward	As stated above the same working of Option "Yes" and "No" apply here. These option will take care of the PF salary you have inserted in the software. Note : This part is useful for those who are using the Direct Feeding of PF salary.
ESIC amount Carried forward	The same case is applicable with the ESIC as stated above with the PF salary.

- **Updation → New Employee add in Salary File**

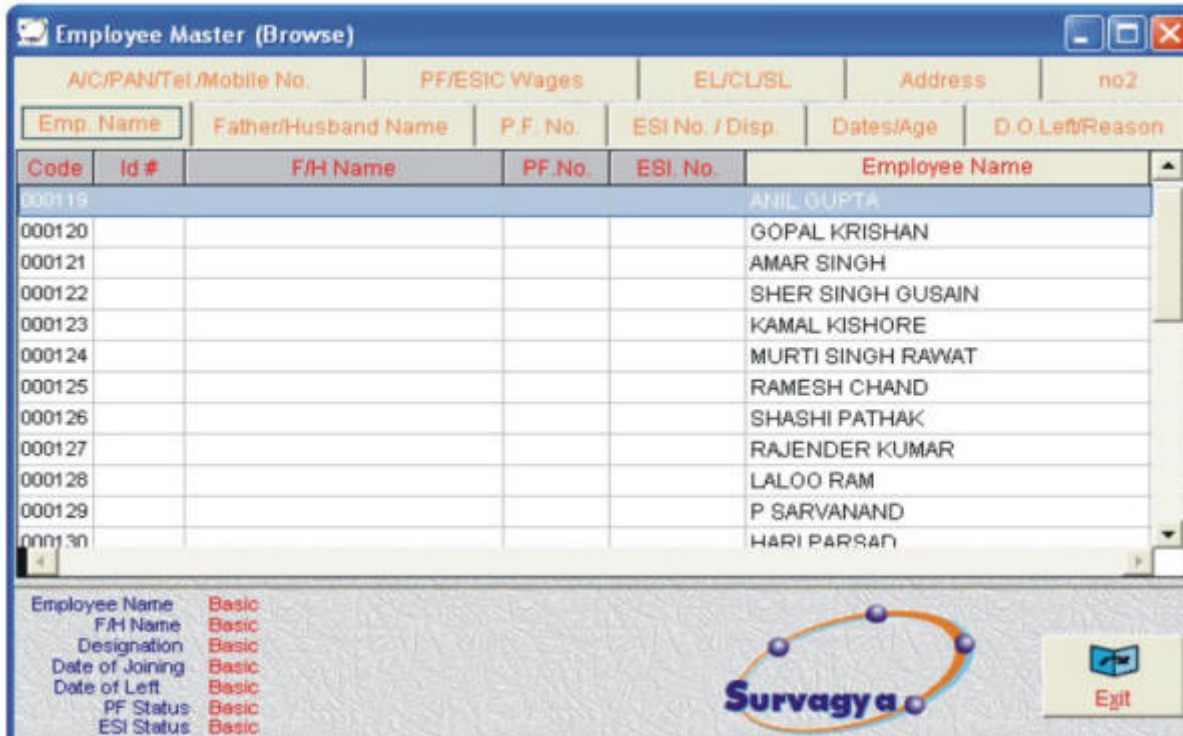


Figure - 16

New employee add in salary file is useful for those companies and situation, where the new employees joining rate are too high. In this option, you have to go first in the Master Employee Browse to get know the code number of the new employee. After taking the new employee code number go in the updation add new employees in the salary file and give the New employee code No. in the field. as stated in the figure given below.

Similarly, Update Current Month days has two option "Yes" and "No". If the option is "Yes" then all the new employees added in the salary file has auto-filled the total working days of the month, otherwise with "NO" option, working days of all new employees remain 0.



Survagya IT Solutions

1/122, Sadar Bazar, Delhi Cantt - 110010
Phone : 9810111930, 011-5686043
E-mail : Infosurvagya@gmail.com



Figure – 17

- Data Maintenance → Attendance → Attendance Insertion (Grid) (Insert the attendance in this menu)
- Updation → Calculation Salary
- Report → View and print the report