Salary Bill Process

1. After Login in **PayManager** as **DDO**, For Salary Bill Process, Go in **Bill Processing** Menu and Click on **Bill No. Allocation**.
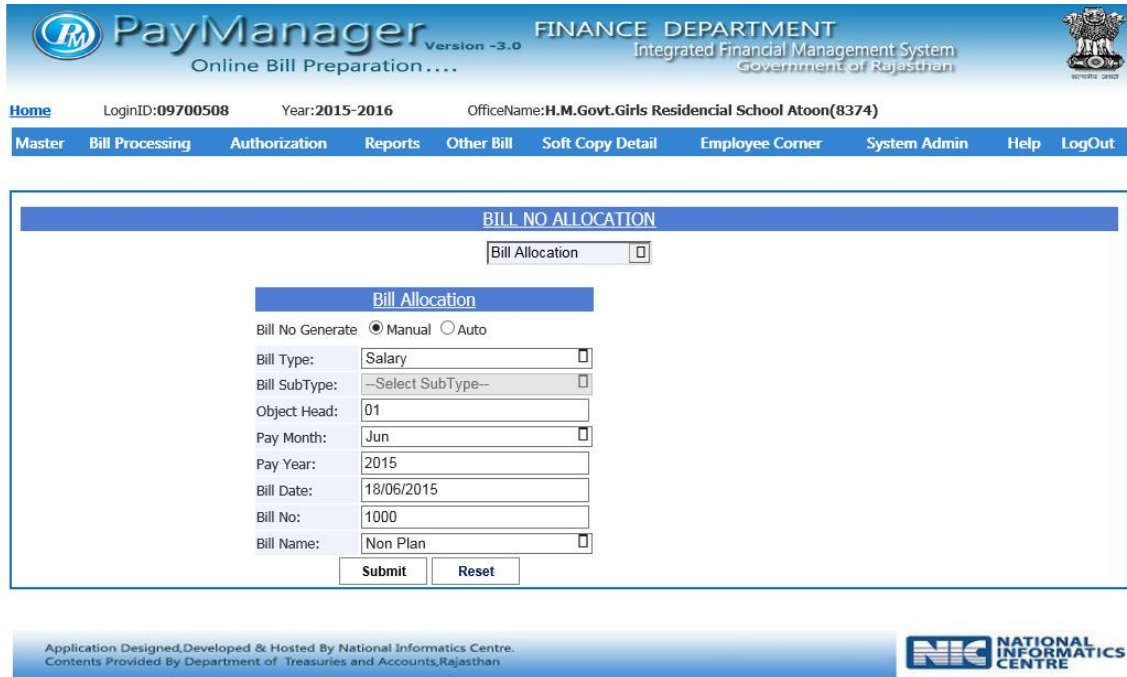

2. After Click on **Bill No. Allocation**, Choose **Bill Allocation** option from List.
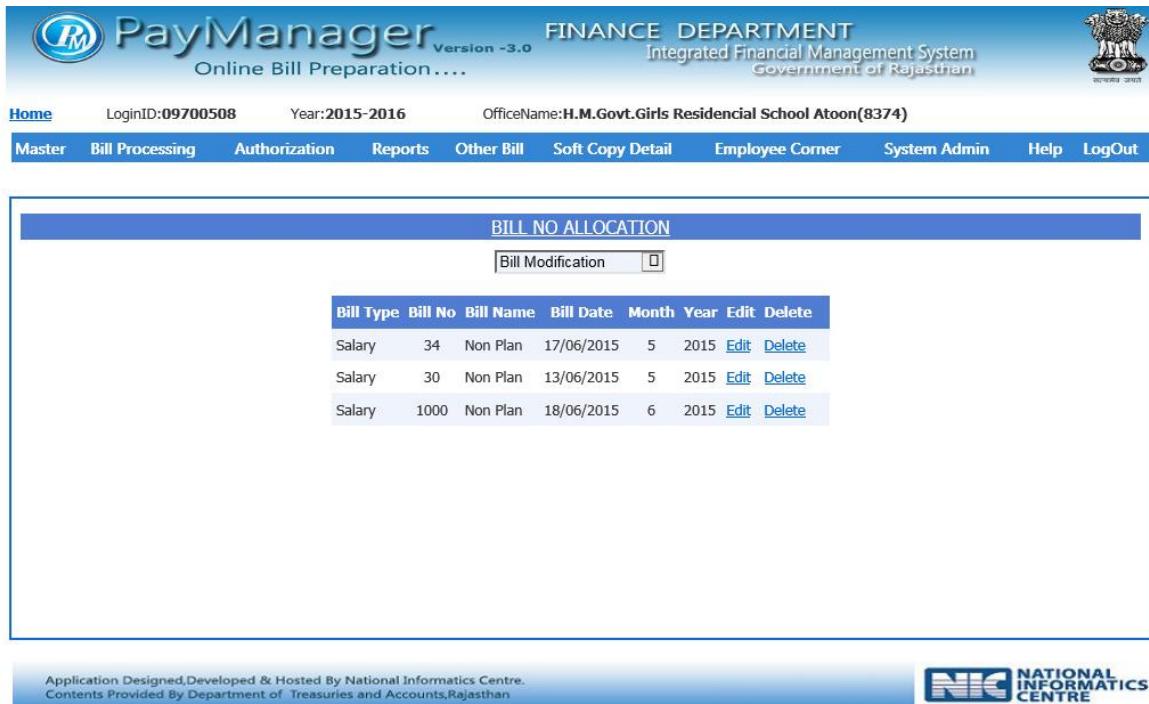
3. Select **Bill Type** (Salary), **Object head** (01), **Pay Month&Year** of the Bill, **Enter Bill Date** and **Bill No.** and Select **Group Name** for Specific Budget Head. After then Click on "**Submit"** Button.

4. To Modify Bill, Choose **Bill Modification** Option from List, in **Bill No. Allocation**.

5. Go to **Bill Processing** ->**Salary Preparation** ->**Add Group Allowance**

6. To Add **Group Allowance**, Select **Group Name**, **Allowance** from the List and Select **Type**(Formula/Amount or Slab). After Select Click on "**Submit**" Button.

7. Go to **Bill Processing** ->**Salary Preparation** ->**Add Group Deduction**
   To Add **Group Deduction**, Select **Group name**, **Deduction** from the list and **Deduction Type**
   (Amount, Formula or Slab). After Select Click on "**Submit**" Button.

8. Go to **Bill Processing** ->**Salary Preparation** ->**Add Bulk Allowance**
   To Add **Bulk Allowance**, Select **Bill Name**, **Allowance** Name and **Type** of the Allowance
   (Formula/ Amount or Slab). Select **Employee** from the **Employee List** and click on "**Submit**"
   Button.

9. Go to **Bill Processing** ->**Salary Preparation** ->**Add Bulk Deduction**
   To Add **Bulk Deduction**, Select **Bill Name**, **Deduction** Name and **Type** of the Deduction
   (Formula/ Amount or Slab). Select **Employee** from the **Employee List** and click on "**Submit**"
   Button.

10. Go to **Bill Processing** ->**Salary Preparation** ->**Employee Pay Details**
    Select Bill **Month**, **Year** and **Group**. **Employee List** will be show below on the page. After
    Click on **Employee Name**, **Employee Pay Details** will be show.
    Here you can **add**, **Edit** or **Delete** Allowance and Deduction by clicking on "**Add Allowance**"
    and "**Add Deduction**" Button respectively of any Employee.

11. In **Employee Pay Detail**, You can add **Partial Pay** of any Employee by clicking on "**Partial Pay**" Button.

PayPartial							
Name		**Father Name**		**Designation**		**Date Of Birth**	
POOJA PAREEK		RATAN KUMAR PAREEK		Lecturer		28/06/1982	
NICU ID	**Salary Month**	**Salary Year**	**Start Date**	**End Date**	**Pay Days**	**Paid Status**	**Action**
607899	1	2015	01/01/2015	13/01/2015	13	No	Edit Delete

Pay Partial	
Salary Year	2015 ☐
Salary Month	January ☐
From Date	01/01/2015
To Date	13/01/2015
Days:	13 ☐ HalfDay

☐ Deduction

Submit Exit

12. In **Employee Pay Detail**, You can add **LIC Detail** of any Employee by clicking on "**Add LIC**" Button.

Name	Father Name	Designation	Date Of Birth
POOJA PAREEK	RATAN KUMAR PAREEK	Lecturer	28/06/1982

Data not found

LIC Register	
Policy No	54896
Amount	23500
Start On	01/04/2015
End On	30/04/2020

submit Exit

13. In **Employee Pay Detail**, You can add **Loan Detail** of any Employee by clicking on "**Loan master**" Button.

Loan Details			
Deduction	SIL	Loan Account No.	56489
Drawn Date	01/06/2015	Loan Amount Drawn	60000
Loan Amount Deposite	0	Interest Amount Calculate	0
Interest Amount Deposite	0	Total Installment	12
Total Installment Deposite	0	Premium Amount	5000
Interest Amount	0	FullnFinal Amount	60000
Last Bill Month	May	Last Bill Year	2015
Bank	STATE BANK OF BII	Bank Branch	COLLECTORATE, B

Submit   Reset   Exit

14. In **Employee Pay Detail**, You can add **Dependent Deduction** of any Employee by clicking on "**Dependent Deduction**" Button.
To ADD Dependent in pay manager , DDO will submit data of employee's dependent in treasury..And treasury will add Dependent in treasury login..

Click on "Add Dependent Deduction"

Enter Office id , State , District , Bank, Branch, Account no , Dependent Name , Order no , and select Employee
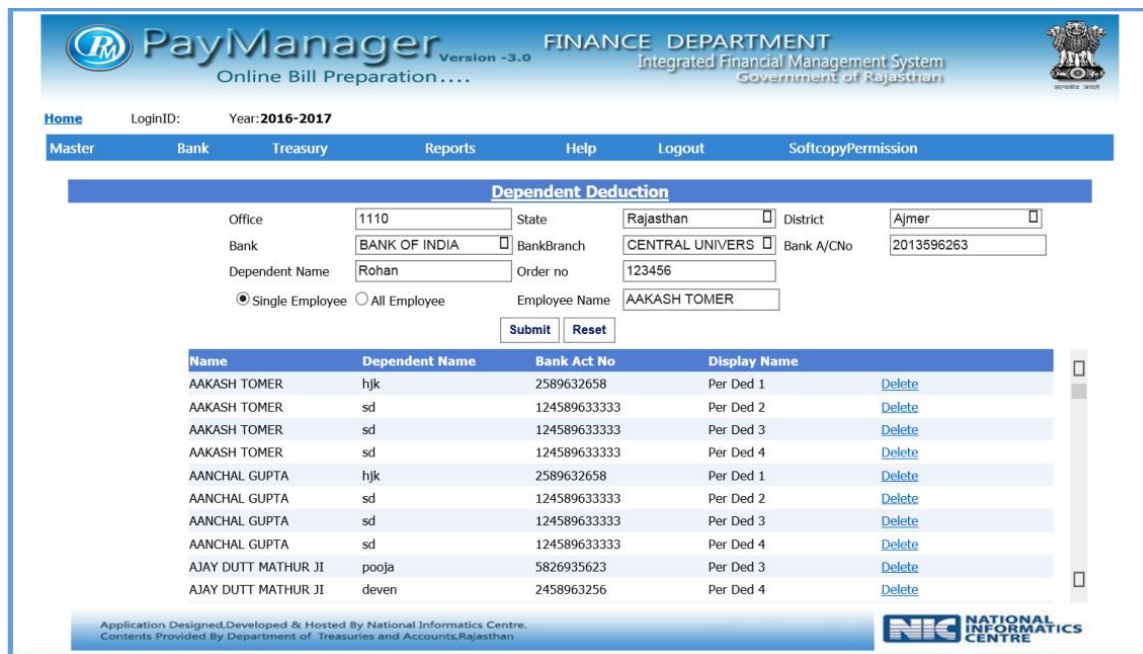
15. After Add Dependent Name by treasury , DDO will add Dependent Dedcution in Employee Detail.

Select Deduction and Enter Amount and click on Submit button . Deduction will add in Emplyee's data ..
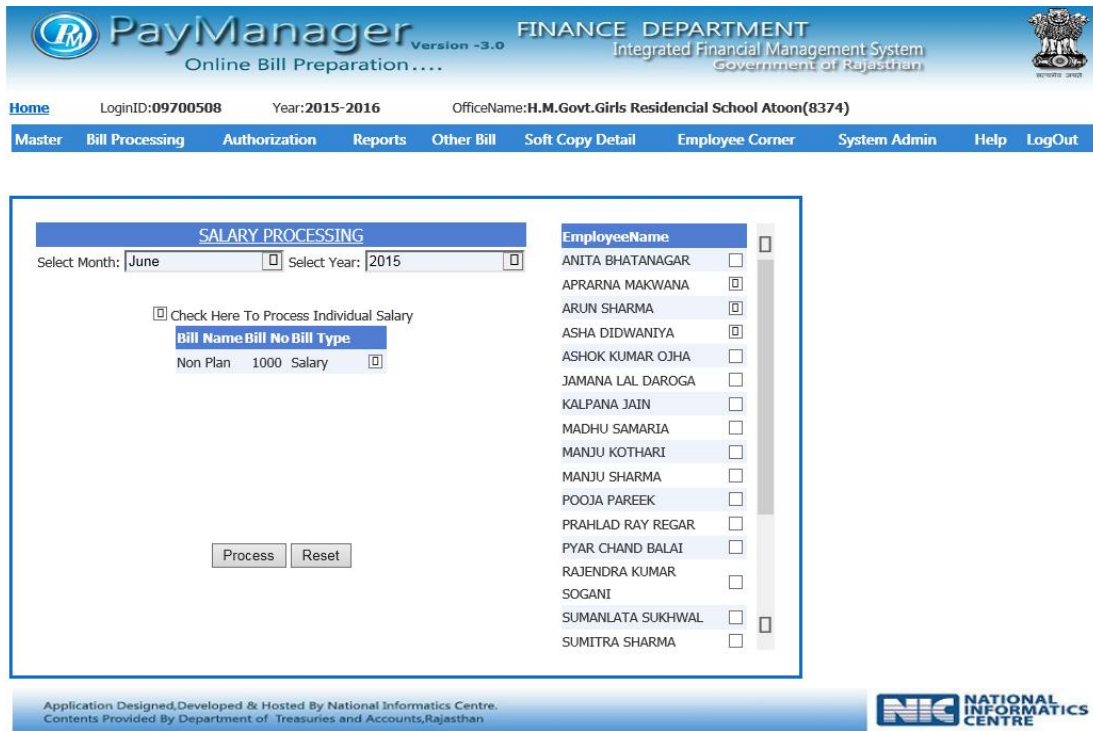
16. To Add nomiee in employee salary ,
    Click on Nomiee and select nominee and enter amount
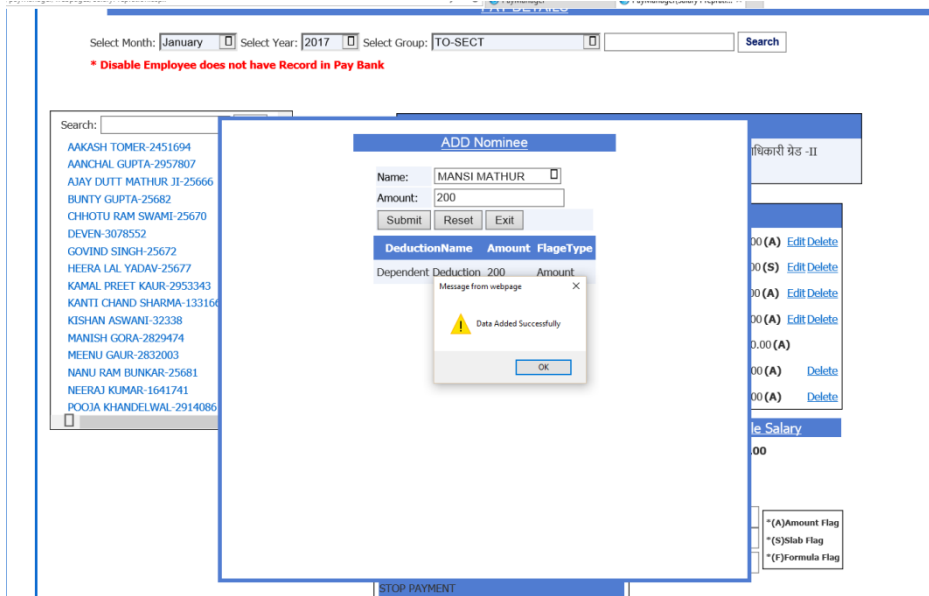
17. In **Employee Pay Detail**, You can add **Suspend Details** of any Suspended Employee by clicking on "**Suspend**" Button
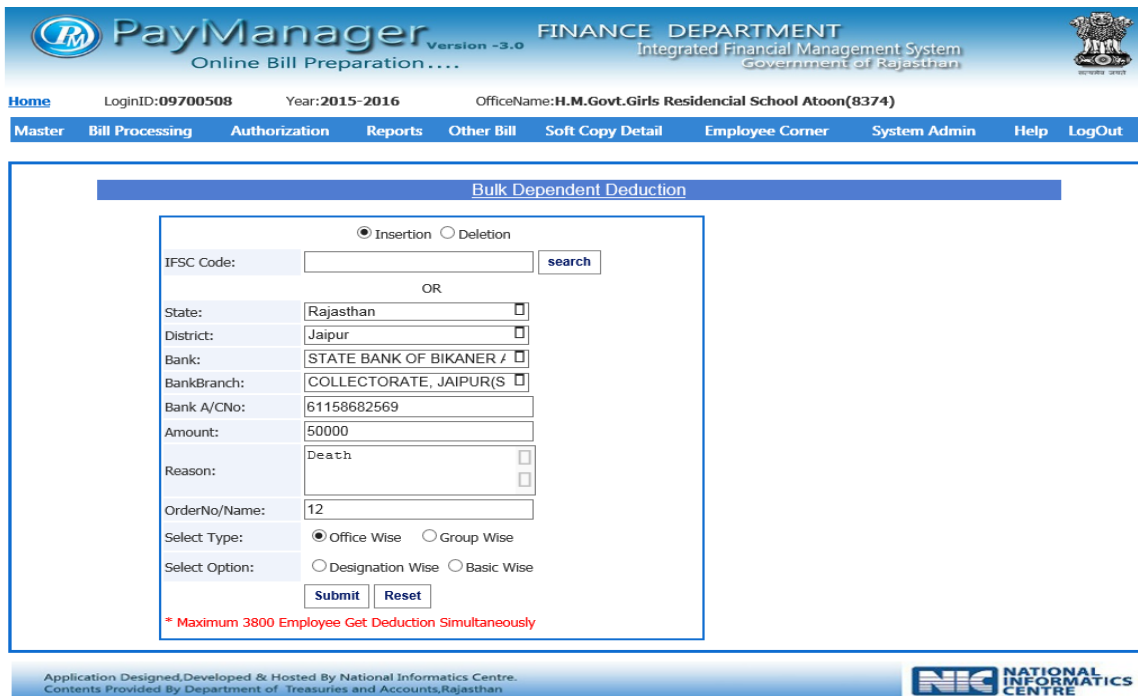
18. Go to **Bill Processing** ->**Salary Preparation** ->**Monthly Salary Process**
    Select **Month**, **Year** and **Employee Name** from the **Employee List** and then Click on "**Process**"
    Button.

19. Go to **Bill Processing -> Salary Preparation -> Bulk Dependent Deduction**
    To **insertDependent Deduction** to whole Group or Multiple Employees of a Group then **Add Details** here.

20. To **Delete** Dependent Deduction in Bulk, Select **Deletion** option in **Bulk Dependent Deduction**.
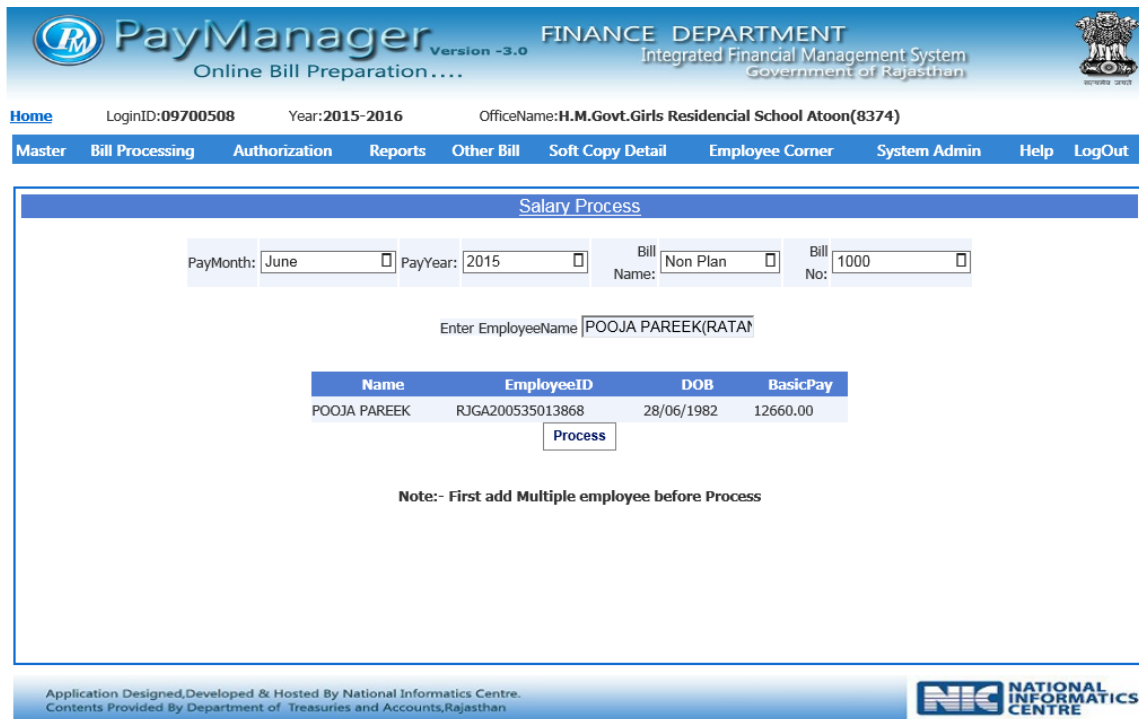
21. Go to **Bill Processing -> Salary Preparation -> Individual Salary Process**.
To Process salary of individual **Employee**, Select **Month**,**Year**, **Group** and **Bill No.** Enter **Employee Name** and Click on "**Process**" Button.

Bill Type - Salary Bill

1. After Bill Process, **Forward Bill to DDO**.
   To **Forward**, Select **Month**, **Year**, **Bill Type** and **Group**. Bill Details will be show below on the page.

2. If DDO wants to upload any **Certificate** with this Bill , Click on "**Upload Certificate.**
   Select **Document Type and** upload document (only **PDF file)..** and click "**Submit**" button

3. After Upload document , uploaded files will be shown below ..then click on "**Next** "

This certificate detail will view in Inner Report as below

4. To Forward Select **Bill Detail** and Click on "**Forward**" Button.

5. Go to **Authorization -> Bill Forward To Treasury**

6. After Forward Bill to DDO, DDO will **forward bill to Treasury**.
   To **forward**, Select Month, **Year**, **Bill Type** and **Group**. **Bill Details** will be show below on the page. To Forward Select **Bill Detail** and Click on "**Submit**" Button and then Click on "**Forward**" Button.

7. Go to **Reports -> Salary Report**

8. Go to **Reports -> Salary Report -> Pay Inner**
To Download Inner Report of Salary Select **Year**, **Month**, **Group** Name and **Bill No.** After then Click on "**Show Report**" Button.

9. Go to **Reports -> Salary Report -> Pay Outer**
   To Download Outer Report of Salary Select **Year**, **Month**, **GroupName** and **BillNo**. After then
   Click on "**Show Report**" Button.

10. Go to **Reports -> Salary Report -> Schedules**
    To Download Schedule of Salary Select **Year**, **Month**, **GroupName**,**BillNo**., **PayID** and then
    select **SequenceWise** or **NameWise**. After then Click on "**Submit**" Button

11. Go to **Reports -> Salary Report -> Schedule All Deductions**
    To Download Schedule of All DeductionsCombined Report of Employees Select **Year**, **Month**, **GroupName** and **BillNo**. After then Click on "**ShowReport**" Button.
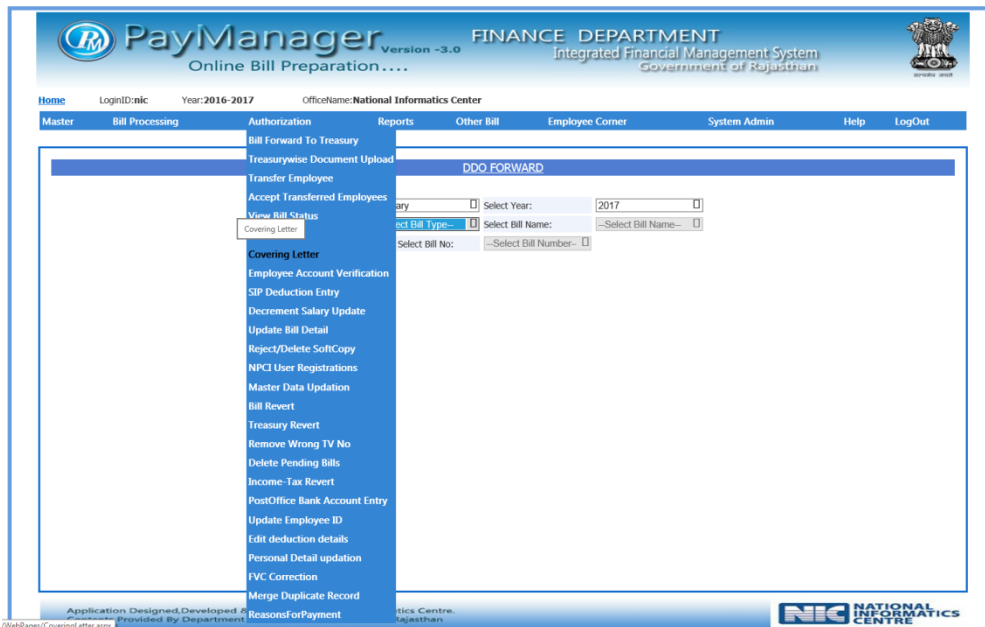
Covering latter :

All these reports (inner , Outer , and Schedules) will submit in treasury by DDO in 2 days . If DDO will not submit bill .Token will not generate after 2 days by treasury …
For this A Covering latter will Submit by DDO in treasury , then treasury can generate Token and process bill

A. For generate Covering latter, Go to **Authorization -> Covering latter**

B. Select month , Year , and click on Show detail … Select Bill no and Enter "Reason"(why Bill not submit in treasury). Then click on Submit button .. and Download Covering Latter

C. Covering latter ---