User Manual on

Computerized Government Payroll Management System

GPS

PAYROLL SOFTWARE PACKAGE
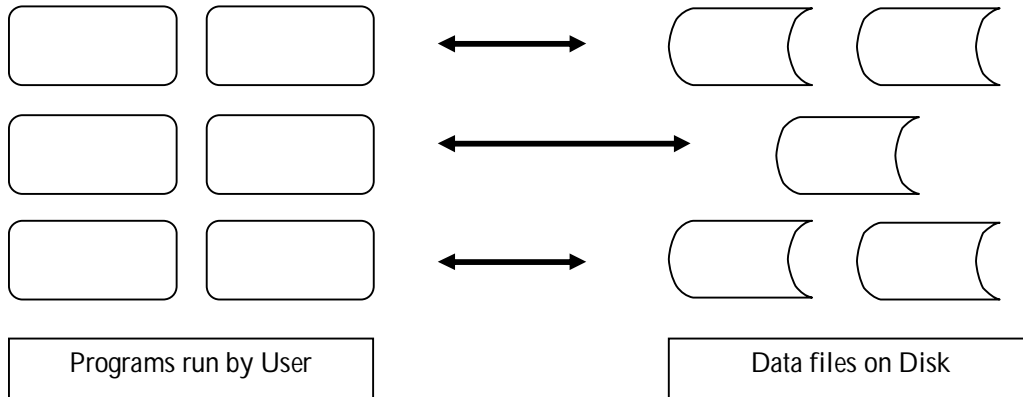
FOR

Government Institutions

(Version 7.1)

A Teaching Resource Material

Overview of Government Payroll System

1. PROGRAMAS AND DATA

The Payroll System consists of about 100 data files and a large number of programs

Programs run by User	Data files on Disk

The programs are the sets of instructions that have been given to the computer to perform required tasks. The programs read from the files write data to the files on the hard disk perform computations and print reports.

Programs that perform related set of tasks are grouped together for easy use and data management. This collection of programs, files and data are called software or the software system.

The user can even perform each task separately when the need arises, by selecting each from the menu in the systems user interface.

Most of the necessary to prepare the monthly payroll is stored in the payroll system and used automatically every month. Some of this data are available in the system when it is installed for the first time. The user inputs some data once, after the system is setup for the first time. Thereafter only a few items of data have to be input to the system each month.

Data input to the payroll system can be classified into four (4) types:

I. Reference Data such as names of sites, sections, and votes that do not include rupee values.
II. Reference Data of rupee values such as basic salary, loan capital and loan installment amount, which are stored and used every month.
III. Files in which reference data are stored are usually called "Reference Files" or "Master Files".
IV. Transaction Data such as allowances and insurance or bank deductions, which are the same, amount every month. These are called "Static Transaction Data".
V. Transaction Data such as overtime hours and telephone change the each month. These are called "Variable Data".

2. CREATION OF REFERENCE FILES AND MASTER FILES.

To begin using the system, the user must enter data in the following order.

i.   Reference data such as site names, votes, loan types, names of items (e.g.: "Basic salary, "OT", "Bank loan"), and names and address of banks, insurance companies etc.

ii. Reference data of master files such as Employee Master which contains employee names, basic salary, etc and Loan File which contains loan capital, installment amount etc. (some files have both reference data and transaction data)

iii. Static transaction data such as standard allowances common for all the employees.

3. MONTHLY DATA ENTRY.

The following data must be entered each month

i.   Changes to reference Data and Static Transaction Data.
E.g.: Data of new employees, transfers, promotions, new loans, new remittances.

ii. Variable Data.
Variable Data must be validated after entry using the "Validation Program" to find errors if any.
E.g. Salary arrears, OT hours.

4. PAYROLL PROCESS

After entry of monthly data and correction of errors, the "Payroll Process" must be run to prepare the current months' payroll.

This process reads data from all relevant files and does the needed computations, and stores the gross salary, total deductions, net salary etc in a payroll file. In case of any net salary being negative after the computations, the process will generate a Negative Salary Report. This can be used to change the deductions of those employees according to the procedures in the organization. If such changes are made, the payroll process must be run again. If there are no negative salaries, the process will continue.

5. ACCOUNT SUMMARY, PAYSHEETS & PAY SLIPS.

After the payroll process the user must run the following programs.

1. Remittance List
2. Account Summary

The user must read the Account Summary carefully to see whether **credits** tally with **debits** and everything is in order.

Pay sheet and Pay Slips should be printed only if the account summary is correct and balancing.

6. OTHER REPORTS

Reports of remittances, loans, etc can be obtained thereafter. The system provides the large number of reports and inquiry facilities.

7. MONTHLY DATA BACKUP

After obtaining all the reports, all data files must be copied to diskettes so that the data can be recovered if the computer or its heard disk fails. Alternatively data can be copied to another directory and if possible written to a CD.

8. MONTH-END PROCESS

The month-end process is run to update loan balances etc, and to initialize the system for next month payroll process.

9. HARDWARE REQUIREMENTS

Printers: Epson **LQ 2070**, Epson **LQ 2090**

CONTACT DETAILS OF DEPARTMENT OF STATE ACCOUNTS

You may contact Department of State accounts, if you need to upgrade the GPS to latest version from your previous versions are any other troubleshooting when preparing payroll using the GPS.

Department of State Accounts

Director	Mr.B.A.T.Rodrigo	2 484 735
Assistant Director	Mr.S.Tharshan	2 484 826
GPS help Desk instructors		
Programmer	Mr. R. Watagoda	
Development Officer	Ms.W.Hasari	2 484 899
Management Assistant	Ms. K.Rangika	

E-mail:

- rodrigot@sad.treasury.gov.lk
- payroll@sad.treasury.gov.lk
  - Web Site: **http://www.treasury.gov.lk** (Can download the application forms from this web-site)

DOS (Disk Operating System)

DOS is a non-visual operating system. You can do most of tasks by giving commands at the DOS prompt. And to execute the commands that you need in Government Payroll System (GPS) are given below.

To get the DOS prompt when you do the payroll system

Start ⟶ Programs ⟶ MS DOS Prompt

Start ⟶ All Programs ⟶ Accessories ⟶ Command Prompt

To change the directory. (CD)

CD   To change the directory to the root directory (C :\>)

               C:\Windows\Temp>**CD**

CD..   To change the directory to the previous directory (C:\WINDOWS>)

               C:\Windows\Temp>**CD..**

C:\>**CD\GPS**   To change/ open directory called GPS

To make a Directory (MD)

C:\>MD GPSNEW …….. To make a directory called **GPSNEW**

To display files and directories (DIR)

DIR/P ……………….. To display files and directories page by page.

DIR/W ………………… To display files and directories in wide mode.

DIR/P/W…………….. To display files and directories in wide mode, page by page.

To display the current date of the system or set a new Date

DATE ………………….. To display and change the current date of the computer.

E.g.:31st July 2013

Enter New Date :**(mm-dd-yy)** ⟶ First type the **Month** then **Day** then the **Year**.

<div align="center">

07-31-2013

</div>

Enter New Date :**(dd-mm-yy)** ⟶ First type the **Day** then **Month** then the **Year**

<div align="center">

31-07-2013

</div>

To open the DOS editor. (EDIT)

EDIT psheet.rpt ……………. To open the "psheet.rpt" file

To copy file(s) (COPY)

To copy all files in a floppy diskette to the directory "GPS" in the hard disk (C Drive).	1. C:\>**COPY A**:*. *C:\GPS
	2. C:\GPS>**COPY A:*. ***
To copy all **.dbf** files in the directory GPS of the hard disk to the floppy diskette.	1. C:\>**COPY C:\GPS*.dbf A:**
	2. C:\GPS>**COPY *.dbf A:**
To copy all files in the directory "GPS" in the hard disk (C Drive) to a directory called "GPSNEW" in the hard disk (C: Drive)	1. C:\>**COPY C:\GPS*. * C:\GPSNEW**
	2. C:\GPS>**COPY *. * C:\GPSNEW**
	3. C:\GPSNEW>**COPY C:\GPS*. ***

To delete files. (DEL)

C:\GPS>**DEL pyrempma.dbf** … To delete the pyrempa.dbf file in the GPS directory.

To delete a directory. (DELTREE)

C:\>**DELTREE GPS** ………………………. To delete the directory GPS with all the sub directories

To erase all the content of a floppy drive and to initialize it. (FORMAT)

(To make it as a new diskette)

C:\>**FORMAT A:** ………………………. To format the floppy diskette.

Windows XP – Operating System

Writing a folder to a CD (Compact Disk)

- Open Windows Explorer using one of following methods.
    - Method 01: **Right** click on the **Start** button & then Click **Explore**
    - Method 02: **Start All Programs** → **Accessories** → **Windows Explore**
- Right Click on the **Folder name which you want to copy to a CD**
- Then Click **Send To** → **CD/RW Drive:**

Coping a folder to a pen Drive

- Open Windows Explorer using one of following methods.
    - Method 01: **Right** click on the **Start** Button & then Click **Explorer**
    - Method 02: **Start** → **All Programs** → **Accessories** → **Windows Explore**
- Right Click on the **Folder name which you want to copy to a pen drive.**
- Then click **Send To** → **Pen Drive Letter E.g. Kingston (E:)**

Training Programme on Computerized Government Payroll System

- ## Exercise 01:

GETTING STARTED

- ❖ **We do this installation part to the "__install the payroll program (GPS)__" on your computer.**
- ❖ **You do not need to do this part, daily.**
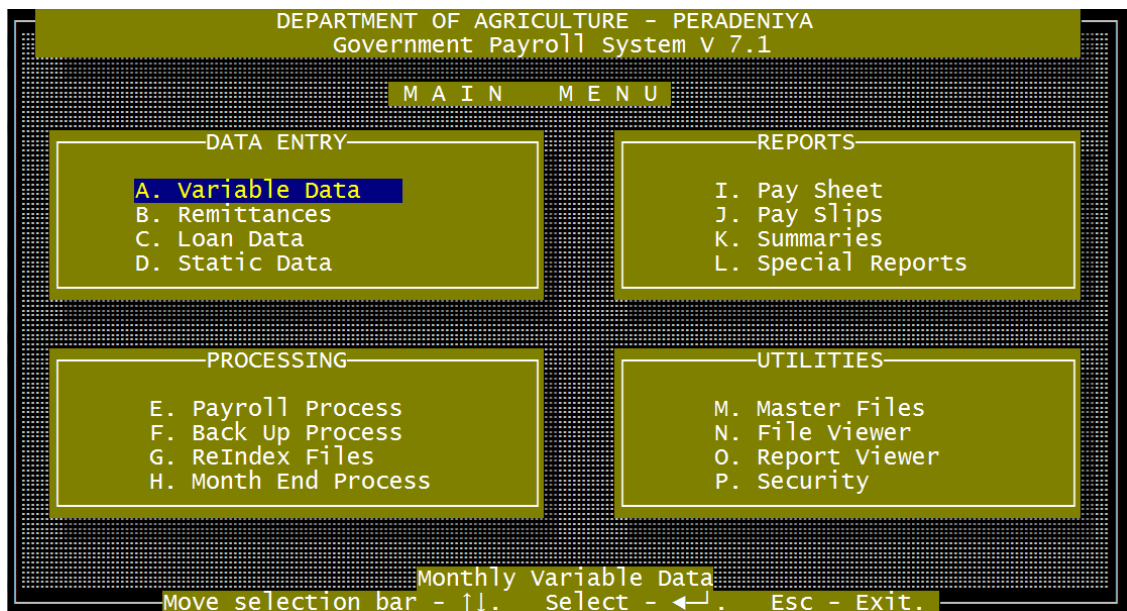
How to install GPS

- At the DOS (C :\>) prompt create a new directory using MD command.
  - E.g. **C:\>MD GPSNEW** (Press Enter key)
- Change the directory to the directory that you created or the directory that you already used.
  - E.g. **C:\>CD\GPSNEW** (Press Enter key)
- Insert the payroll installation diskette into Floppy drive. At the directory which you created, type A: GPSV7.
  - E.g. C:\GPSNEW>**C :\> GPSCD\GPSV7** (Press Enter key)

- Select | **Destination Directory** | from Installation Menu. Type the directory name which you created for the payroll directory.

  - E.g. C:\GPSNEW\

- Select | **Install /upgrade to Version 7.1** | m Installation Menu (press Enter key)

- Then select | **CONVERT DATA FILES** | ess Enter key)

- If the program is installed correctly a message will appear as follows.
  - **Files converted. Press any key.** (Press Enter or Any key in the Keyboard)

  Now you are ready to start GPS.

- C:\GPSNEW>Payroll (Press Enter key)
- **User Id:** | **GPS** | (Press Enter key)

- **Password:** | **URANUS** | (Press Enter key)

- Then you will see computer system date at the left bottom corner of the screen. When the **date** displayed, press **Enter** key again and you will see the **Main Menu** of the system

Training Programme on Computerized Government Payroll System

Login to the payroll program at any time you need

* Change the directory to the directory that you created or the directory that you already used. **C:\>CD\GPS** (Press Enter) or
C:\>CD\GPSNEW (Press Enter)

* Type PAYROLL and then press Enter Key.
C:\>GPS>PAYROLL (Press Enter) or
C:\>GPSNEW>PAYROLL (Press Enter)

* **User Id**: Input **GPS** and Press **Enter** key.

* **Password**: Input **URANUS** and press **Enter** key.

* When it displays the computer system DATE again press **Enter** key.

The Main Menu

The Main Manu of GPS four (4) groups of Options as shown below.

```
          DEPARTMENT OF AGRICULTURE - PERADENIYA
            Government Payroll System V 7.1

                  M A I N    M E N U

  ┌───────DATA ENTRY───────┐      ┌────────REPORTS────────┐
  │ A. Variable Data       │      │   I. Pay Sheet        │
  │ B. Remittances         │      │   J. Pay Slips        │
  │ C. Loan Data           │      │   K. Summaries        │
  │ D. Static Data         │      │   L. Special Reports  │
  └────────────────────────┘      └───────────────────────┘

  ┌───────PROCESSING───────┐      ┌───────UTILITIES───────┐
  │ E. Payroll Process     │      │   M. Master Files     │
  │ F. Back Up Process     │      │   N. File Viewer      │
  │ G. ReIndex Files       │      │   O. Report Viewer    │
  │ H. Month End Process   │      │   P. Security         │
  └────────────────────────┘      └───────────────────────┘

                  Monthly Variable Data
       Move selection bar - ↑↓.   Select - ↵.   Esc - Exit.
```

In order to commence payroll processing, it is necessary to first enter data to the **Master files.** You cannot enter data to the other data files without entering data to the relevant Master files are also called "**Reference Files."** Data must be entered to the following files using the option **M. Master Files** of the **Main Menu.**

*****Important*****

Follow the above sequence when entering data to the Reference Files.

You cannot enter data to Section Reference File without entering data to Site and Vote Files. Similarly, you cannot enter data to Employee Master without entering data to Site, Vote, and Section files.

1. Site Reference File
2. Vote Reference File
3. Section Reference File
4. Agent Reference File
5. Loan Reference File
6. Employee Master File

Exercise 2:

Creation of Master Reference Files

1. Creation of Site Reference File

- Select **M. Master File option** from **MAIN MENU**
- Select **Site Reference File**

Enter the data shown below.

Site No	1	2	3
Site Name	Colombo	Jaffna	Kandy
Address	OllcotteMawatha, Colombo 10	Colombo Rd, Jaffna.	Colombo Rd, Kandy.

You can have up to 999 sites.

- ♦ *Verification of data entered to the site Reference File*

- Verify the data using N.FILE VIEWER OF THE MAIN MENU
- Select Site Reference File
- Verify the file with the data you entered.

2. Creation of Vote Reference File

- Select **M. Master Files** option from **MAIN MENU**
- Select **Vote Reference File**

Training Programme on Computerized Government Payroll System

*****Important: To Select a **Site** use **Arrow Keys** and Press Enter key Enter the data shown below.

Site No	Vote No	Head	Program	Project
1(Colombo)	1	350	1	1
1(Colombo)	2	350	1	2
1(Colombo)	3	350	3	2
2(Jaffna)	1	350	1	1
2(Jaffna)	2	350	1	2
2(Jaffna)	3	350	3	2

♦ ***Verification of data entered to the Vote Reference File***

- Verify the data using N.FILE VIEWER OF THE MAIN MENU
- Select **Vote Reference File**
- Verify the file with the data you entered.

3. Creation of Section Reference File

- Select **M. Master Files option** from **Main Menu**
- Select **Section Reference File**

Enter the data shown below.

*****Important:

To Select a **Site** use **Arrow Keys** and Press Enter key

To Select a **Vote** use **Arrow Keys** and Press Enter key

Site No	Vote No	Section No	Section Name
1(Colombo)	1 (350-1-1)	1	Accounts
1(Colombo)	1 (350-1-1)	2	Personnel
1(Colombo)	2 (350-1-2)	1	Accounts
1(Colombo)	1 (350-1-2)	2	Personnel
2(Jaffna)	1 (350-1-1)	3	Accounts
2(Jaffna)	1 (350-1-1)	4	Personnel

♦ ***Verification of data entered to the section Reference file***
- Verify the data using **N.FILE VIEWER** OF THE **MAIN MENU**
- Select **Section Reference File**
- Verify the file with the data you entered.

4. Creation of Agent Reference File

Reference:

AGCODE   – Agent Code

ITCODE   - Item Code

Example   – START MONTH – Type the Current month or any Previous Month

                          END MONTH – 202012

Keep " 0 " (Zero) for Status field. Status is 0 (Zero) for Active Agent records and Status is 1(One) for Inactive Agent records.

Start month   ⟶Type the Current month

End month   ⟶ Type a year and a month forward to about 20 years

*** If you use remittance list for CIGAS program you must type the correct addressees of the agents.

Enter the data shown below.

- Select **M. Master Files option** from **MAIN MENU**
- Select **Agent Reference File**

AGCODE	ITCODE	NAME	ADDRESS	ADDRESS
PB01	152	Manager	People's Bank	Kandy
PB02	152	Manager	People's Bank	Galle
BC01	153	Manager	Bank Of Ceylon	Colombo 01
BC02	153	Manager	Bank Of Ceylon	Kalutara.
HN01	154	Manager	Hatton National Bank	Ratnapura
NSB1	154	Manager	Nat.Sav.Bank	Colombo 03
SA01	154	Manager	Sampath Bank	Head Office, Colombo 02
SE01	154	Manager	Seylan Bank	Kandy
SE02	154	Manager	Seylan Bank	Matara
AGRA	155	Manager	Sri Lanka Insurance (Pvt) Ltd	Vauxhall Street, Colombo
GOBA	156	Treasurer	GOBA	Head Office, Colombo 02.
LADY	159	Treasurer	Lady Lahore Fund	Colombo
EPFA	0	Treasurer	Central Bank	
ETFA	0			

♦ *Verification of data entered to the Agent Reference File*
- Verify the data using **N. File Viewer** OF THE **MAIN MENU**
- Select **Agent Reference File**
- Verify the file with the data you entered.

Training Programme on Computerized Government Payroll System

5. Creation of Loan Reference File

Loans are advances or payments made to Government Officers, which are to be recovered in installments with or without interest. The monthly salary advance is not treated as a loan because it is recovered the same month.

Explanations:

N – No Interest	FESTN – Festival Loan
F – Fixed Interest Component recovered each month.	SEPCF – Special Advance
B – Interest Calculated on balance amount.	VEHIB – Vehicle Loan /BICYB – Bicycle Loan INDPB - Ineptness Loan /PROPB – Property Loan /DISTB – Distress Loan

****Important:

When a user is introducing the loan types to the payroll system following things will be very important.

Loan Type: The **Loan type** has a code of **5- characters.**

The **First 4** letters should identify the __loan name__ and *the user must type the first 4 letters.*

The **Last Letter** of the Loan type indicates the **interest type.** But the *user __must not__ type the last letter (*5th **character**) *of the Loan type code.*

When a user typed first 4 letters and press **Enter** key, it displays the list of loan types. User should select the Loan Interest type (or in other words the **last character of the Loan the Loan type code)** from that list and press **Enter** key to continue.

User should select the Item Code, which is relevant to the Loan Type, by pressing f2 key on the keyboard, and also the user should never type the item codes using the keyboard. Type the interest and total number of installments of each Loan Type.

Start month → Type the Current year and current month or previous month

End month → Type a month and a year forward to 20 years. Eg.***202512***

Bal. Amt	=Loan Balance Amount
Red. Balance	=Reducing Balance
Rem. Inst	=Remaining No. Of Installments
Inst. Amt	=Installment Amount
Int. Rate	=Interest Rate

Training Programme on Computerized Government Payroll System

Insts   =Installments

Int_Rate   =Interest Rate

Max-Inst   =Maximum Number of Installments

Stmom   =Month in which the Loan type commenced in the Department

Endmon   =Month in which the Loan type ended in the Department

- Select **M. Master Files** option from **MAIN MENU**
- Select **Loan Reference File**

Loan Type	Item Code	Description	Interest Rate	Maximum No of Installment
VEHI**B**	185	Mo. Vehi. /Bic. Loan	4.20	999
FEST**N**	186	Festival Adv.	0.00	10
BICY**B**	187	Bicycle Loan	4.20	999
DIST**B**	188	Distress Loan	4.20	999
SPEC**F**	190	Special Adv.	9.18-(RS)	10
INDP**B**	191	Ineptness Loan	4.20	999
PROP**B**	192	Property Loan	4.20	999

♦ ***Verification of data entered to the Loan Reference File***

- Verify the data using **N. File Viewer** OF THE **MAIN MENU**
- Select **Loan Reference File**
- Verify the file with the data you entered.

6. <u>Modifications of Item Master File</u>

In all Institution, every Employee has Earnings or Deduction in pay sheets. So in this file user should have to define items (Earnings & Deductions) which are Institute has. <u>But the Item Reference File is already copied with the Installation,</u> with most common items in the Departments. Therefore user can modify the existing Items or Enter new Items to this file.

*****Important:

1. **If the existing Items codes are not used in your institution, do not delete those items.**
2. **You can modify that Item code or you can hide the Item code, (without printing in pay sheets) by set it's Column number to 99.**

ITEM CODE :- (Pay Item Code – Earning or Deduction)

CASUAL: - (Whether the Item is Static (For more than one month) or Variable (only for one month)

TYPE : -(Whether the item is Earning or Deduction)

PERMANENT :-(Whether the item is continuously in the payroll or not)

DATA TYPE :-(Type of the item, whether it is Variable, Calculated or Static type)

TAX :-(Whether the pay item is based on Tax or No tax)

DESCRIPTION :- (Description of the item Code)

COLUMN NUMBER :- (The column no that the item will printed in the pay sheet)

ROW NUMBER :- (The column no that the item will printed in the pay slip)

START MONTH :- (Month that the item introduce to the payroll)

END MONTH :- (month that the item should)

ACCOUNT HEAD :- (month that the item should)

100-138	Earning Range	140-209	Deduction Range
100	Basic Salary (Reserved)** 125 is a Deduction**	142	W & OP
125	No Pay	184-198	Loan Deduction Range
136	OT Pay -1	210	Total Deductions (Reserved)
137	OT Pay -2	212	Net Salary
139	Gross Salary (Reserved)	212	Net Salary

1. Hide an item in the Pay Sheet

- Select a Pay item Code **(111)**
- Change existing Column No (6) value to column No 99
- Press Enter to save the new value i.e.99
- Select a Pay item Code **(197)**
- **Move the cursor to COLNO field.**
- Press **F3** key, and Change the existing Column no (99) to new column number (18)
- Press Enter to save the new value.

2. Change the Description of an Item

- Select a Pay item Code **(132)**
- Move the cursor to Description field.
- Press F3 keys and Type using the keyboard (Int. Allow.)
- Press Enter to save new value.

Training Programme on Computerized Government Payroll System

ITCODE	TYPE	DATA TYPE	DESCRRIPTION	ST MON	END MON	CAS UAL	PER MT	TAX	ELT NO	RO WN O	CO LN O	ACC HEAD
100	E	2	Basic	0	0	0	1	0	4	1	3	1001
102	E	0	Arrears	0	0	1	0	0	9	2	3	1001
104	E	2	Act. Allow.	0	0	0	1	0	8	3	3	1001
105	E	2	Other All1	0	0	0	1	0	6	4	3	1002
111	E	2	C.O.L.	0	0	0	1	0	8	5	3	1003
120	E	1	Sub Total	0	0	0	1	0	0	1	4	
121	D	0	DontUse-Ovr Pay	0	0	1	0	0	16	2	4	
122	D	0	DontUse No Pay	0	0	1	0	0	15	3	4	
123	D	0	DontUse Sal Adv.	0	0	1	0	0	27	4	4	
126	E	1	Emp. Epf Total	0	0	0	1	0	0	5	99	
130	E	0	Other All2	0	0	1	0	0	11	1	5	1002
131	E	0	Other All3	0	0	1	0	0	21	2	5	1002
132	E	2	Spe.All1	0	0	0	1	0	12	3	5	1002
139	E	1	Gross Pay	0	0	0	0	0	25	4	5	
142	D	2	W. & 0.P.	0	0	0	1	0	39	1	6	
145	D	2	Emp. Epf/CP	0	0	0	0	0	57	2	6	
147	D	2	Thrift Society	0	0	0	1	0	0	3	7	
148	D	0	Absence ded				1	0		3	6	
149	D	2	Welfare	0	0	0	1	0	41	4	7	
150	D	2	SNC	0	0	0	1	0	0	5	7	
152	D	2	Bank Dedu1	0	0	0	1	0		1	8	
153	D	2	Bank Dedu2	0	0	0	1	0		3	8	
154	D	2	Bank Dedu3	0	0	0	1	0		2	12	
155	D	2	Insur.Medi.	0	0	0	1	0	0	5	8	
156	D	2	G.O.B.A	0	0	0	1	0	54	1	9	
157	D	2	GA GALLE CO0P	0	0	0	1	0	0	2	9	
158	D	2	Insurance	0	0	0	1	0	0	3	9	
159	D	2	Lady Lahore	0	0	0	1	0	0	4	9	
160	D	2	Sport Club	0	0	0	1	0	0	5	9	

Training Programme on Computerized Government Payroll System

161	D	2	Stamp	0	0	0	1	0	0	1	10	
162	D	2	Sp. Advance	0	0	0	1	0	0	2	10	
163	D	2	Telephone	0	0	0	1	0	0	3	10	
164	D	0	Fines	0	0	1	0	0	0	4	10	
165	D	2	Union 1	0	0	0	1	0	58	5	10	
166	D	2	Union 2	0	0	0	1	0	0	5	14	
167	D	2	Union 3	0	0	1	0	0	0	1	11	
168	D	2	Union 4	0	0	1	0	0	0	2	11	
169	D	2	Union 5	0	0	0	1	0	0	3	14	
170	D	2	Union 6	0	0	1	0	0	0	4	14	
171	D	2	Union 7	0	0	1	0	0	0	2	6	
172	D	2	Union 8	0	0	0	1	0	0	3	99	
173	D	2	Union 9	0	0	0	1	0	0	4	99	
175	D	2	Oth.Unions	0	0	0	1	0	0	5	6	
176	D	2	CeylincoInsu	0	0	0	1	0	0	2	7	
177	D	2	C.T.C.Insur.	0	0	0	1	0	58	1	13	
179	D	0	W&OP Arrears	0	0	1	0	0	45	3	13	
180	D	2	Millage	0	0	0	1	0	0	2	8	
182	D	0	Oth.Ded 4	0	0	0	1	0	0	3	11	
183	D	2	Oth.Ded 5	0	0	0	1	0	36	1	14	
184	D	2	Bank Loan	0	0	0	1	0	33	1	15	
185	D	2	M. Veh Loan	0	0	0	1	0	0	2	15	
186	D	2	Fest Adv.	0	0	0	1	0	28	3	15	
187	D	2	Bicy. Loan	0	0	0	1	0	0	4	15	
188	D	2	Dist. Loan	0	0	0	1	0	29	5	16	
189	D	2	House Loan	0	0	0	1	0	31	1	16	
190	D	2	Oth.Loan 1	0	0	0	1	0	0	2	16	
191	D	2	Oth.Loan 2	0	0	0	1	0	0	3	16	
192	D	2	Oth.Loan 3	0	0	0	1	0	0	4	16	
193	D	2	Oth.Loan 4	0	0	0	1	0	0	5	16	
194	D	2	Oth.Loan 5	0	0	0	1	0	0	4	11	
195	D	2	Oth.Loan 6	0	0	0	1	0	0	1	17	
196	D	2	Oth.Loan 7	0	0	0	1	0	0	3	17	
197	D	2	Oth.Loan 8	0	0	0	1	0	0	5	11	
207	D	2	Emp.Sup.1.Int	0	0	0	1	0	0	2	18	
210	D	1	Tot.Ded.	0	0	0	0	0	56	5	17	

Training Programme on Computerized Government Payroll System

212	E	1	Net Pay	0	0	0	1	0	0	1	18	
214	E	1	Dept.Epf	0	0	0	0	0	57	4	18	1004
216	E	1	ETF.CONT.	0	0	0	0	0	58	5	18	1005
218	E	2	Dept.Sup.L.Int	0	0	0	0	0	0	99	99	1506

7. Creation of Accounts Reference File

In the Government Institution **all the payment are paying under an account head.** So in this file, user should have to define all Account heads the Institute has. When you are entering these **account heads,** also you have to define the table and the Column numbers, which will be printed in the **Account Summary Report.**

*****Important:** Because of the all-earning items should have a Account Head in Item Reference File except total earning items.

7.1 Create Accounts Heads

Reference

1. You have to enter the **Account headings,** which are used in your department.
2. After you created your Account Reference File, according to that you must modify all the Account Heads in Item Reference File.
   - Select **M. Master File** of the Main Menu
   - Select **Account Reference File**

TABLE	COLUMN	HEADING
1	1	1001
1	2	1002
1	3	1003
1	4	1004
1	5	1005
1	6	1506

7.2 Assign Account Headings for Earning Items of Reference File according to the account Reference File

IT CODE	DESCRIPTION	ACCHEAD
100	Basic	1001
102	Arrears	1001
104	Act. Allow.	1002
105	Other All1	1003
130	Other All2	1003
131	Other All3	1003
132	Spe. All1	1003
214	Dept. EPF	1004
216	Dept. ETF	1005

- Select **N. File Viewer** of the Main Menu
- Select **Item Reference File**

Get the Highlighter bar to required **HEADING,** then press **F3** key and type the new Account heading and press **Enter** key to confirm the modification.

8. Creation of Employee Master File

Details of the Permanent employees are entered to the Employee Reference File.

- Select **M. Master File** of the Main Menu
- Select **Employee Master File**
- Enter the data from the list attached to this book. **(Page 22)**

*****Important:

1. **Do not delete or change this dummy (999999) record.** Several payroll system programs search for this record for this record for validation purposes.

   EMPLOYEE NO:- (Employee Identification purposes.

   EPF NO:-

   DATE:- (Computer System Date, or Data entry Date)

   SITE NO:- Employee's Site Number.

   VOTE NO:- Employee's Vote Number.

   SECTION:- Employee's Section Number.

PERSONAL DETAILS

TITLE:-Employee's Title (Mr.,Mrs.,ect.)

LAST NAME:-Employee's Surname.

INITIALS:-Employee's Initials.

OTHER NAMES:-Employee's other names (not essential for payroll)

DATE OF BIRTH:-Employee's Date of birth (not essential for payroll)

NIC NO:-Employee's National Identity Card No. (not essential for payroll)

RES: TEL:NO: -Employee's Resident Tel. No. (not essential for payroll)

PENSION NO:- Employee's Pension No. (not essential for payroll)

W & OP NO:- Employee's W&OP No. (not essential for payroll)

SERVICE:- Employee's Service. (Accountancy, Clerical, or Administrative etc)

APP.DATA:- Employee's Date of Appointment to the Service or Designation (not essential Payroll)

CLASS:- Employee's Class of the Service (not essential for payroll)

GRADE: -Employee's Grade of the Service (not essential for payroll)

DESIGNATION: - Employee's current Designation.

CATEGORY: -Employee's service category (A, B, C, D.)

OFFICE TEL NO: -Employee's Official Tel. No (not essential for payroll)

PENSION TYPE C/E/W: - Whether Employee entitles to the **C**ontributory pension, **E**PF, or **W**&OP   .

BASIC SALARY: - Employee's Basic Salary.

APPROVED SALARY: -Employee's Approved Salary.

SPECIAL OT RATE RS/HR: - Employee's over time rate per Hour.

NORMAL OT RATE RS/HR: - Employee's over time rate per Day.

EPF RATE% : -Employee's EPF or **C**ontributory pension rate.

COP EPF RATE% : -Employer's (Company or Department) EPF or CP rate.

ETF RATE% : - ETF rate.

W & OP RATE% : -Employee's W&OP rate.

SALARY TO BANK: - Whether Employee sends his or her net salary to the Bank.

AGENT CODE: -If Employee sends his or her net salary to the Bank, what is the Bank Code

REFERENCE NO: -If Employee sends his or her net salary to the Bank, what is the Account No

WORK STATUS: -Whether the Employee exists or not in the Institution.

TAX STATUS: -Whether the Employee entitle to the Tax or not.

EMP TYPE: -Employee's group number.

Training Programme on Computerized Government Payroll System

♦ *Verification of the data entered to the Employee Master File*

- Verify the data using **N. File Viewer** of the Main Menu

- Select **Employee Master** File

- Verify the file with the data you entered.

9. Creation of Other Reference File

In this exercise, you can introduce to the payroll system, earnings or deduction that effect to all the employees in the institution.

E.g.: Stamp Deduction, Cost Of Living Allowance

- Select **MASTER FILE** of the **MAIN MENU**

- Select **Other Ref. File**

Reference:

ITCODE - The item code is the type of deduction or Earning.

VAL - The amount or percentage to be deducted.

MIN - The minimum value of the pay item.

MAX - The maximum value of the pay item.

ITEM - The pay item from which the deduction is calculated.

PECENT - The field determines whether the VAL field contains and actual value of percentage

➢ Define Stamp Deduction

- Select **MASTER FILE** of the **MAIN MENU**

- Select **Other Ref. File**

This amount will be change as Government circulars.

F22 ITCODE	F22 VAL	F22 MIN	F22 MAX	F22 ITEM	F22 PECENT
161 (Stamp)	25	25000.00	500000.00	139	F

- Verify the data entered **Other Ref. File** through **File Viewer** option of the Main Menu.

Training Programme on Computerized Government Payroll System

> ## Define Cost of Living Allowance

- Select **M. Master File** of the Main Menu
- Select **Item Reference** File

This amount will be change as Government circulars.

ITCODE	TYPE	DAT TYPE	Description	ROWNO	COLNO	ACCHEAD
112	E	2 (Static)	Cost of Liv. All	5	4	1003

- Select **M. Master File** of the Main Menu
- Select **Other Ref. File**

F22 ITCODE	F22 VAL	F22 MIN	F22 MAX	F22 ITEM	F22 PECENT
112(Cost of Liv. All)	2500	1.00	100000.00	100	F

- Verify the data entered **Other Ref. File** through **File Viewer** option of the Main Menu.

10. Employee Inactive/ Active facility

If an employee transferred to another Institution or on No pay leave or Retired; now you do not need to delete or change active status of his/her records one by one. (Active status from "0" To "1") When you use this new facility, all records of particular employee will be automatically inactive in all Data Files. (Employee master file, Loan data file, Static data file, Group items file, Remittance/Standing order file, Remit up to a total file, & Other reference file)

Employee Master File

Emp No	Site	Vote	Sect	Title	Last Name	Initials	Service	Designation Cate.	Emp	Pension Type	Basic Salary	Normal OT Rate	Special OT Rate	EPF	EPF Co	ETF Co	W&OP Rate	Sal to Bank	Agent Code	Ref-No	Emp Type
1	1	1	1	Mr.	Ratnayake	S.D	ADS	Director	A	E	48000.00		2400	10	15	3		T	PB01	45606005	1
2	1	1	1	Mr.	Perera	G.H.	ACS	Accountant	B	W	35000.00						7				1
3	1	1	2	Mrs.	Alwis	K.N.	GCS	Admin.Officer	B	W	25000.00						7				1
4	1	1	2	Mr.	Siriwardana	J.W.T.	GCS	Acc.Assistant	B	W	18500.00						7	T	PB01	60032896	1
5	1	1	2	Miss	Baduge	R.I.O.	AUS	Int. Auditor	B	W	18500.00						7				1
6	1	2	1	Mr.	Amarasinghe	C.G.	GCS	Chief Mngt. Asst.	B	W	17500.00	27	217				7				1
7	1	2	1	Mrs.	Riyaz	E.H.	GCS	Mngt. Asst.	C	W	15775.00	25	200				6	T	PB02	12235647	1
8	1	2	1	Mrs.	De Silva	P.B.	GCS	Mngt. Asst.	C	W	15000.00	24	193				6				1
9	1	2	1	Miss	Fernando	A.N.K.	GCS	Mngt. Asst.	C	W	15000.00	24	193				6				1
10	1	1	1	Mr.	Wijewikrama	D.L.	STS01	Mngt. Asst.	C	W	15000.00	23	183				6				1
11	1	1	1	Mr.	Silva	M.	STS	Mngt. Asst.	C	W	15000.00	16	125				6				1
12	1	1	1	Mr.	Amarapala	B.	STS	Mngt. Asst.	C	W	15000.00	16	125				6				1
13	1	1	1	Mrs.	Jayarathna	E.L.	SHS	Shroff	C	W	15000.00						6				1
14	1	1	1	Mr.	Attanayake	T.P.	LAG	KKS	D	W	14150.00						5				1
15	1	1	1	Mr.	Peiris	A.C.	DMV	Driver	C	W	14500.00						5				1
16	2	1	3	Mr.	Perera	S.F	GCS	Mngt. Asst.	C	W	15775.00						6				6
17	2	1	3	Mr.	Sivaruban	H.N	GCS	Mngt. Asst.	C	W	15000.00						6				6
18	2	1	3	Mr.	Dayananda	L.D.K	GCS	Mngt. Asst.	C	W	15000.00						6				6
19	2	1	3	Mrs.	Kandaraja	B.W.D.	STS	Mngt. Asst.	C	W	15000.00						6				6
20	2	1	3	Mr.	Sivakumaran	R.K.A	LAG	KKS	D	W	12150.00						5				6

Exercise 3:

Preparing Pay sheet & Pay slip

1. Pay sheet

   Preparing a Pay sheet is a combination of several **steps** described below.

   - Validation Run
   - Payroll Process
   - Pay Sheet

   - **Description of Validation Run**

   In this Process reads the control file to verify whether Monthly Variable Data has been validated. If the data has not been validated, processing is terminated with an error message. Validation is forced before running of payroll process, so that you must run the validation program just before selecting the payroll process, so that you must run the validation program just before selecting the payroll process option. Payroll Process can be invoked (started) only if the Variable Data has been validated successfully.

   - **Description of Payroll Process**

   The payroll process is a combination of several processes described below. The payroll processing programs post all necessary details to intermediate files, calculate totals of Earnings and Deductions and then Net Salary, and create the final **Payroll File.**

   The process first verifies the files. If there is a major shortfall in a file, it displays a message giving the file name.

   Validity of records and their status is verified while posting the data from each file. After posting all data, a payroll validation program is executed. The program contains several validation routines.

   An error report (Err.rpt) is printed if there are any errors.

   - **Description of Pay Sheet Process**

   At a time you can prepare a Pay Sheet for only one site (E.G. only for Kurunagala or only for Kandy) within a Site, <u>Vote wise</u> or <u>Section wise</u> Pay sheet will be printed.

❖ **How to Prepare a Pay Sheet**

In this Exercise a simple **pay sheet** is prepared with Basic salary and a few other items.

Step 1
- Select the **G. Re Index Files** of the **Main Menu**
- Select the **A. Variable Data** of the **Main Menu** and press **Enter key.**

- Select the option **Validation Run** and follow the instructions and messages to continue. If **Validation process is successful** press a key and come back to the Main Menu.

Step 2

- Select E. Payroll Process of the Main Menu and follow the instructions and messages displayed and press **Enter key** to continue. If **Payroll Process is successful** press a key and come back to the Main Menu.

*****Important:

In this exercise there is no Monthly Variable Data, Loan Data, or Static Data or any individual details of the employees. Therefore during Payroll Process, messages will be displayed to indicate that these files are empty, then press Enter to continue. At any time you do the Payroll Process if the files are empty, during the Pay roll Process, messages will be displayed to indicate that these files are empty, then press **Enter** to continue. If Payroll Process is not successful you have correct data in the reference file. All Error records in **Payroll Process** are displayed from **Error Report** in **Report Viewer.**

Step 3

- Select **I. Pay sheet** option of the **MAIN MENU.** When you invoke this option, the computer will display the data and time the payroll process was last executed. Verify it and decide to **continue** or **Cancel** the preparation of Pay Sheets.
- Select **Spool** File to view the Pay Sheet and to verify the correctness of the Pay Sheet. i. e. **Psheet.rpt**
- Press Enter key to continue, without changing Printer Setup
- Select one of the following **All** or **Cash** or **Bank**
- Select **With Page totals** or **Without Page totals**
- Select **Section wise** or (**Vote wise)**
- Select the Required Site, and Sections or Votes (Head-Project-Program) by pressing <**F2>** Key

When you are Selecting **Section Wise** select the followings using F2 key and press **Enter key** to continue. The Pay sheet will be generated for the **selected section** or **sections** within that **Site.**

Site No:

Starting Section No:

Ending Section:

❖ To Display Pay Sheet
- Select **O. Report Viewer** option of the **MAIN MENU**
- Select **PSHEET.RPT**

*****Important:

If **memory is not sufficient** *to display pay sheet,* **Exit from GPS,** and type **EDIT PSHEET.RPT:**
Get a hard copy of your Pay sheet and verify its accuracy.

❖ Change the Format of the Pay Sheet

In the Item Reference file (Print out is attached), each item is assigned A Row number. Rearranging the Rows and Columns can change the format of the pay sheet.

- ▪ Select **N. File Viewer** of the **MAIN MENU**
- ▪ Select **Item Reference File** (Pryitems.Dbf)
- ▪ Select **Display**

Move the Cursor to required Row and Column or Description and **Edit** by pressing **<F3>**and do the changes and press enter to confirm. You can follow that until you are satisfied with the format of the pay sheet.

♦ After any changes you do in data files, you have to follow the steps given bellow. After that you can prepare any report and display it with new details.

- • G. Re Index Files
- • A. Variable Data ⟶ Validation Run
- • E. Payroll Process
- • I. Pay sheet
- • O. Report Viewer ⟶ Pay sheet Spool File OR
- • Exit from GPS,
- • Type **EDIT PSHEET.RPT** and Press Enter Key

2. Pay slip

❖ How to prepare a Pay Slip

The preparing a Pay slip is a combination of several steps described below.

G. Re Index Files

A. Variable Data   Validation Run

E. Payroll Process

J. Pay sheet

- • Press Enter
- • Select **Spool (Payslip.rpt)** and Press Enter key
- • Select **Site** by Pressing **F2** key the Press Enter

- Then Select **Starting Section** by Pressing **F2** key the Press Enter
- Then Select **Ending Section** by Pressing **F2** key the Press Enter
- Type Employee number for one employee or Keep Zero (0) for all employees and Press **Enter** key.

❖ To Display a Pay Slip

- Report **Viewer** ⟶ Pay sheet Spool File
  OR **Exit** from **GPS,** and type **EDIT PAYSLIP.RPT** and Press **Enter** Key

Exercise 4:

Create Transaction Files

Transaction Files

After preparing the Reference Files, data can be entered in the transaction files as and when such data become available. Data can be entered to the following transaction types.
- **Variable Data**
- **Remittances**
- **Loans**
- **Static Data**

Description of Variable Data and Available Facilities.

"Variable Data" or "Monthly Variable Data" means pay items whose value for an employee changes from month to month. E.g. OT, Canteen Bill, and Telephone Charges the **"Variable Data"** option provides the following sub options.

1 Add Records

2 Validation

Input Monthly Variable items

Monthly variable data is entered is through this option. The input data is stored in the **PYMWORK** file.

❖ Variable Data ⟶ Add Records

Add records have two options.

1. **Input Monthly Variable items**
2. **Change the COL Amount**

❖ <u>Validation Run</u>

The Validation Process must be performed after entering all monthly variable data. And also the validation process must be executed again after the any modification. This process will identify the possible errors listed below

Duplicate Item Code

Invalid Employee Number

Invalid Item Code

A static Item Code is used for variable Data

Null value or negative value in amount field

Invalid pay Month

Invalid Sites, Votes, & Sections

If there are any errors, an error report is printed giving the error type and the record number. You must then correct those errors.

1. <u>Creation of Monthly Data File</u>

- Select **A. Variable Data** from **MAIN MENU**
- Select **Input Variable Data**
- Select **Input Monthly Variable Items**

***Important:** Press **F2** key to select **ITEM CODE**

Enter the data shown below:

Employee Number	Item Code	Amount
1	102 (Arrears)	1500.00
1	130 (Other All2)	120.00
2	102 (Arrears)	750.00
2	179 (W&OP Arrears)	57.50
2	182 (Oth.Ded. 4.)	100.00
3	102 (Arrears)	750.00
3	179 (W&OP Arrears)	57.50
4	182 (Oth.Ded. 4.)	45.00
5	130 (Other All2)	120.00
6	182 (Oth.Ded. 4.)	325.00
7	102 (Arrears)	650.00
7	179 (W&OP Arrears)	57.50
8	130 (Other All2)	120.00

♦ Validation the Data that was Input

- Select **A. Variable Data** of the **MAIN MENU**
- Select **Validation Run**

If there are errors, find the errors from the **Error Report (Err.rpt)**

Note: All reports can be displayed using **O. Report Viewer** of Main Menu

♦ Verification of data entered to the Monthly Variable File

- Verify the data using **N. File Viewer** of the **MAIN MENU**
- Select **Monthly Data File**

Verify the records of the file with the data you

♦**Prepare a simple Pay sheet & Pay slip and Display it with new details**
⟶ EDIT PSHEET.RPT OR EDIT PAYSLIP.RPT

2. **Creation of Remittances**

Remittances are fixed-amount deductions made from salary each month and remitted to specific institutions, such as insurance companies and banks.

1. Continuous Remittances

A fixed **sum** is remitted each month for many months.

E.g.: **Life insurance Premium**

2. Remit Up To Total

A **fixed installment** is remitted to each month until a specified total amount is remitted.

E.g.: A purchase from Singer Company. For this type of remittance, the computer maintains the total remitted and a report of balance due can be generated.

Reference:

AGENT CODE:	The Agent Code is a field 4-character, which uniquely identifies each External Agent such as a particular Bank Branch, an Insurance Company officer or a Union to whom money has to be sent. E.g.: **PB01 – Peoples Bank, Colombo 01.**
REFERENCE NUMBER:	Reference Number is the insurance policy number or bank loan number or bank account number or other reference number used by the external Agent to identify the insurance or loan of our employee. BE01, PB01 ⟶ Account No (Banks) **WN02, WN03 ⟶ Reference No (Other Organizations)**

STATUS:	Status Code = 0 – Means an active record. It will be applied to the employee. Status Code = 1 – Means an inactive record. It will be applied to the employee. The record can be later Activated so that the remittance will be sent.
TOTAL DUE:	Remittances will be sent until this total is reached. Reports of total remitted including the most resent remittance and balance to be remitted, can be obtained through "Remittance Balances" in "Special Reports" option of MAIN MENU. The total remitted is updated during month-end process.
START MONTH:	Start Month is **starting** month for a remittance
END MONTH:	End Month is the **ending** month for that remittance.

2.1 Creating Continuous Remittances

- Select **B. Remittances** from **MAIN MENU**
- Select **Continuous Remittance**

START MONTH: Current Month END **MONTH:** 202012

*****Important:** Press **F2** key to select **AGENT CODE**

Enter the data shown below:

EMP NO	AGN CODE	REF NO	TO RELATION	INSTALMENT AMT
1	SE01	123852966	To Employee	150.00
1	AGRA	AG8001	To Employee	60.00
2	SE02	10145697896	To Employee	100.00
3	SA01	23442365434	To Employee	250.00
3	GOBA	G00003	To Employee	75.00
3	AGRA	AG8003	To Employee	120.00
6	AGRA	AG8006	To Employee	120.00
5	AGRA	AG8005	To Employee	60.00
7	AGRA	AG8007	To Employee	60.00
8	LADY	L500008	To Employee	100.00
8	AGRA	AG8008	To Employee	60.00
9	GOBA	G000009	To Employee	75.00
11	GOBA	G000011	To Employee	75.00

♦ Verification of data entered to Continuous Remittance

- Verify the data using **N. File Viewer** OF THE **MAIN MENU**
- Select **Remittance/Standing Order File**
- Verify the records of the file with the data you entered.

♦ **Prepare a simple Pay sheet & Pay slip and Display it with new details**
  ⟶ EDIT PSHEET.RPT OR EDIT PAYSLIP.RPT

2.2 Creating Remit up to a Total File

- Select **B. Remittances** from **MAIN MENU**
- Select **Remit up to a Total**

START MONTH: Current Month END **MONTH:** 202012

*****Important: Press **F2** key to select AGENT CODE

Enter the data shown below:

EMP NO	AGENT CODE	REF NO	TO RELATION	INSTALMENT AMT	TOTAL DUE
10	**SE02**	8564529859	To Employee	300.00	30000.00
11	HN01	9563745213	To Relation Chamali Silva	100.00	10000.00
12	**SA01**	1445238745	To Employee	250.00	25000.00
13	SE02	8956357485	To Relation K.P. Jayanthi	200.00	12000.00
15	NSB1	1102563485	To Employee	150.00	15000.00

♦ Verification of data entered to Remit Up to a total

- Verify the data using **N. File Viewer** OF THE **MAIN MENU**
- Select **Remit Up to a Total File**
- Verify the records of the file with the data you entered.

♦ **Prepare a simple Pay sheet & Pay slip and Display it with new details**
⟶ EDIT PSHEET.RPT OR EDIT PAYSLIP.RPT

3. Creation of Static Data

1. Static for Individual Employees

Static Data, that is a constant-amount earning or deduction to be applied for more than one-month can be entered or amended using this option. The process contains an on line validation routine, which identifies errors in item code, Employee number, Amount other fields. The Status field in each data record gives the active status.

2. Static for Employee Groups

These items can be applied to a particular Site, or particular Section or particular Employee type or a combination thereof (e.g. Employees of Type "2" in Section "Accounts" of Site "Head Office"). If an item can be applied to all Sites then input 0 for Site. Similarly for Section and Employee Type.

Each item can be a constant Rupee amount or a percentage of another item called "Base Item". For an earnings item, the base item can be Consolidated Salary (100) or Gross Salary (139). If an item is a percentage of another item then you can specify a minimum amount for it. Then if the percentage calculated is less than the minimum specified (e.g. calculated amount = 242.50, minimum = 450.00) it will be increased to the minimum (i.e. 450.00) and if the calculated amount is more than the maximum (e.g. calculated amount = 15,000.00 and maximum 10,000.00) it will be decreased to the maximum (i.e. 10,000.00).

3.1 Creation of Static data for Individual Employees

START MONTH: Current Month, **END MONTH:** 202512
Enter the data shown below:

*****Important:** Press **F2** key to select **Item Code**

- Select **C. Static Data** from **MAIN MENU**
- Select **Static for Individual Employees**

EMP NO	ITCODE	AMOUNT
3	104 (Act.Allow)	200.00
4	162 (Sp.Advance)	150.00
6	162 (Sp.Advance)	200.00
6	104 (Act.Allow)	150.00
7	162 (Sp.Advance)	150.00
8	162 (Sp.Advance)	200.00
9	162 (Sp.Advance)	150.00
10	162 (Sp.Advance)	150.00

♦ Verification of data entered to Static for Individual Employees

- Verify the data using **N. File Viewer** OF THE **MAIN MENU**
- Select **Static Data File**
- Verify the records of the file with the data you entered.

    ♦ **Prepare a simple Pay sheet & Pay slip and Display it with new details**
    ⟶ EDIT PSHEET.RPT OR EDIT PAYSLIP.RPT

3.2 Creation of Static Data of Employee Groups

- Select **C. Static Data** from **MAIN MENU**
- Select **Static for Employee Groups**

*****Important:** Press **F2** key to select ITEM CODE

ITCODE	SITE NO	VOTE NO	SECT NO	EMP TYPE	BASE ITEM	PERCE /AMT	MIN AMT	MAX AMT
183 (Oth. Ded. 5)	2	1	3	6	0	50	-	-

♦ Verification of data entered to Static for Employee Groups

- Verify the data using **N. File Viewer** OF THE **MAIN MENU**
- Select **Static Data File**
- Verify the records of the file with the data you entered.

  ♦ **Prepare a simple Pay sheet & Pay slip and Display it with new details**
  ⟶ EDIT PSHEET.RPT OR EDIT PAYSLIP.RPT

4. Creation of Loan Data

Reference:

EMPNO	Employee Number
ITCODE	Item Code
LNTYPE	Loan Type, as entered to loan category File
LNDATA	Date on which the Loan was granted
TOTNSTL	Total number of installments
REMNSTL	Remaining number of installments
INSTANT	Installment Amount

Loan Processing

Loan data file (pyroloans.dbf) is used for input individual loan data on the employees. The Payroll process creates a temporary file and is called Loan Detail file (Temploan.dbf), which is used during processing and preparation of the pay sheet. Loan balances are updated in Loan Data File during the Month End Process.

Creation of Loan Data File

- Select **C. Loan Data** option from **MAIN MENU**

*******Important:** Press **F2** key to select **LOAN TYPE**

Loan Data: Last date of the Previous Month or Date of the Loan given to the **Employee**

Enter the data shown below:

LOAN TYPE	EMP NO	LOAN AMT	TOTAL INSNSTL	INST AMT	REM NSTL	BALANCE
DISTB	1	25000.00	-	2000.00	-	250000.00
DISTB	4	35000.00	-	3000.00	-	35000.00
DISTB	5	75000.00	-	4000.00	-	75000.00
SPECF	1	1000.00	10	Will be display.	10	10000.00
SPECF	2	1000.00	10	Will be display.	9	900.00
SPECF	3	1000.00	10	Will be display.	5	500.00
FESTN	3	3000.00	10	Will be display.	10	3000.00
FESTN	6	3000.00	10	Will be display.	10	3000.00
FESTN	7	3000.00	10	Will be display.	10	3000.00
FESTN	8	3000.00	10	Will be display.	5	1500.00
FESTN	5	3000.00	10	Will be display.	5	1500.00
VEHIB	1	965000.00	-	3500.00	-	560000.00
VEHIB	2	750000.00	-	2250.00	-	750000.00

♦ <u>Verification of data entered to the Loan Data file</u>
- Verify the data using **N. File Viewer** OF THE **Main Menu**
- Select **Loan Data File**
- Verify the records of the file with the data you entered.

♦ **Prepare a simple Pay sheet & Pay slip and Display it with new details**
⟶ EDIT PSHEET.RPT OR EDIT PAYSLIP.RPT

Exercise 5:

<u>Modification of Existing Data</u>

1. **Modification of Monthly Variable Data**
- Modify the following data using **Monthly Variable Data** Of **Main Menu**
  Or
- N. File Viewer of Main Menu and Select Monthly Data File and Display, then get the Highlighter Bar to the required place, using Arrow keys and press **F3** key and do the modifications and press enter key.

Employee Number	Item Code	Amount
1	182 (Oth.Ded.4.)	50.00
2	182 (Oth.Ded.4.)	100.00
3	102 (Arrears)	1000.00
3	179 (W&OP Arrears)	70.00
4	182 (Oth.Ded.4.)	50.00
6	182 (Oth.Ded.4.)	50.00
7	102 (Arrears)	700.00
8	182 (Oth.Ded.4.)	50.00

Training Programme on Computerized Government Payroll System

2. <u>Modification of Static Data</u>

- Modify the following data using **Static Data** Of **Main Menu**
  Or
- **N**. **File Viewer** Of **Main Menu and** Select **Static Data File** and Display, then get the Highlighter Bar to the required place, using Arrow keys and press **F3** key and do the modifications and press enter key.

EMP NO	ITCODE	AMOUNT
3	104 (Act. Allow)	250.00
4	104 (Act. Allow)	250.00
6	162 (Sp.Advance)	125.00
7	162 (Sp.Advance)	125.00
8	104 (Act. Allow)	250.00
10	162 (Sp.Advance)	125.00

3. <u>Modification of Remittance Data</u>

- Modify the following data using **Remittances** of **Main Menu**
  Or
- **N**. **File Viewer** Of **Main Menu and** Select **Remittance Standing Order File** and Display, then get the Highlighter Bar to the required place, using Arrow keys and press **F3** key and do the modifications and press enter key.

EMP NO	AGN CODE	REF NO	TO RELATION	INSTALMENT AMT
1	PB01	12385296688	To Employee	175.00
1	AGRA	AG8001	To Employee	80.00
3	GOBA	G00003	To Employee	75.00
3	AGRA	AG8003	To Employee	80.00
6	AGRA	AG8006	To Employee	80.00
5	AGRA	AG8005	To Employee	80.00
7	AGRA	AG8007	To Employee	80.00
8	AGRA	AG8008	To Employee	80.00

Training Programme on Computerized Government Payroll System

4. **Modification of Loan Data**

4.1   Modification of Loan Data File

*****Important:

In the Loan Data file you cannot do modifications by displaying the file using File Viewer.

- Modify the following data using Loan Data of Main Menu

Loan Type	EMP NO	LOAN AMT	TOTAL INSNSTL	INST AMT	REM NSTL	BALANCE
DISTB (This is a new Loan)	1	15000.00	-	100.00	-	15000.00
DISTB (This is a new Loan	1	25000.00	-	Modify this amount as 100.00	-	Modify this amount as 15000.00
SPECF	1	1000.00	10	Will be displaying the amount	6	600.00
SPECF	3	2000.00	10	Do	7	1400.00

4.2   Direct Receipts against Loans

In addition to monthly deduction of Loan installment and interest from salary, Employees may take direct payments in cash or by cheque to settle loans. Such direct receipts loans can be entered to the payroll system.

♦ To Input a Direct Receipt

- Select **Loan Data** from Main Menu
- Select the **LOAN TYPE** by Pressing **F2** key and **Employee Number**
- Then Press **F5** to view data of his existing loans.
- Select the particular loan for which there is a **Direct Receipt.**
- Press **F8** to input details of the Direct Receipt. **"Date Realized"** is the date on which actual money was received. The loan balance will be updated on Date realized and interest will be calculated by the computer accordingly.
- In a case of a cheque you can first write the details of the cheque before it is realized and inter updated "Date realized" or Cancel the cheque.
- You cannot input a Direct Receipt unless there is a loan. You can have several Direct Receipts against one loan even during the same month.

Training Programme on Computerized Government Payroll System

LOAN TYPE	EMPNO	LOAN AMT	TOTAL INSNSTL	INST AMT	REMNSTL	BALANCE
VEHIB (This is an existing Loan)	1	96500.00	-	350.00	-	56000.00

♦ <u>Verification of data entered to Direct Receipt</u>

- Verify the data using **N. File Viewer** of the **Main Menu**
- Select **Loan Direct Receipts File**
- Verify the records of the file with the data you entered.

4.3 Stop deducting loan installments
 *****Important:

In **April,** some government departments do not deduct installment amount of employees' loan. Only interest is deducted in that month.

♦ <u>To provide facility to do this process.</u>

Pyrcntrl.dbf contains a field **NOINSTAMT.** If the value of this field is 4, no installment amount will be deducted from employees' salary in April.

1. Select **File Viewer** option of **MAIN MENU**
2. Select Payroll Status (PYRCNTRL.dbf)
3. **Change the value of NOINSTAMT to the current month. (E.g. 4 or 12)**
4. Run Payroll Process, Prepare the Pay Slips and Pay Sheets
5. Verify the Loan Deduction.

Exercise 06:

➢ **Define Department Support Loan**

1. View Account Reference file (N. file Viewer ⟶ Account Reference File) and Check the Account Head **1506** is exist. If not, open Account Reference File (M. Master File ⟶ Account Reference File) and enter **1506** in a new column.
2. **Create Item Codes as follows.** (M. Master Files ⟶Item Reference File)
   For the amount paid by the Department, you should use the item code **218**only.

   For the amount deducted by the Employee, you should use an item code in the deduction range.

   Important ⟶ **do not use item codes in Loan Deduction Range (184-198).

ITCODE	TYPE	DAT TYPE	Description	ROWN O	COLN O	ACCHEAD
207	D	2(Static)	Emp.Sup.Loan	2	18	
218	E	2(Static)	Dept.Sup.Loan	99	99	1506

3. View **Payroll Status** (N. File Viewer ⟶ Payroll Status ⟶ pyrcntrl.dbf)
4. Move the highlighter bar to the **SUPPLOAN** column and press **F3** and type the relevant Item Code **(207),** which created in Item Reference File. If it is already in the file, no need to reenter.
5. Enter Supported loan details that you get from Banks.
    B. Remittances >>Dept Supported Loan

EM PNo	Agent Code	Ref No	Start month	No. Of Install ment	Inst_ Amt	Emp_ Interest	Dept_I nterest	Month_ Amount	Total Due
1	SA01	4488556	Current month	36	2000	1583.33	5125.33	8708.58	500000
2	NSB1	8856932	Current month	36	1000	750	2675	4425	250000

6. Then do the processes given below before getting the reports.

▪ A. Variable Data >> Validation Run
▪ E. Payroll Process
▪ L. Special Reports >> Remittance List
▪ L. Special Reports >> Account summary
▪ L. Special Reports >> Sup Loan Remittances
▪ I. Pay sheet & J. Pay Slip

Exercise 07:

➢ **Define EPF and ETF**

1. EPF **(Employee Provident Fund) and** ETF **(Employee Trust Fund)**
* Employees, who are in ***Authorities,*** will not be entitled for W&OP. They will be entitled only for the **EPF** and **ETF** or only for EPF.

To facilitate the above in the GPS follow the steps given below.

Step 1

1. In Employee Master File, now introduced a new field to enter the pension type of the Employee. You must fill that field with the correct letter.

<div align="center">

For **W&OP** employees ⟶ **"W"**
For **EPF** Employees ⟶**E"**

</div>

Other Employees ⟶ Blank

Step 2

1. Open or display the Employee master file.
2. Insert the **EPF** percentage from the employee (8 %), **EPF** percentage from the employer (Department) (12 %) and the **ETF** contribution (3 %) to the Employee Master file.

Step 3

1. Display the item Reference file. (File viewer ⟶Item Reference File)
2. Change values of Item codes as given below, by pressing **F3** key.
3. Mostly COLNO of the items given below will be containing **99** and you should give correct column number to print those items in pay slips and pay sheets.

ITCODE	TYPE	DAT TYPE	Description	ROWNO	COLNO	ACCHEAD
145	D	2	Member EPF	3	18	
214	E	1	Dept. EPF	4	18	1506

Step 4

*****Important:**

This is only an example for you how to apply modification within the Programme. You can do any changes, as your organization's need.

1. Display the **Accounts reference file.** (N. File Viewer ⟶Account Reference File)
2. Check for the availability of account headers of COMPANY EPF (1004)
3. If not available add the account headers. (M. Master Files ⟶Account Reference file)

Step 5

Therefore do the processes given below before getting the reports.

- A. Variable Data >> Validation Run
- E. Payroll Process
- L. Special Reports >> Remittance List
- L. Special Reports >> Account summary

Step 6

- I. Pay sheet & J. Pay Slip
- L. Special Reports >> W&OP/Pension Report
- L. Special Reports >>EPF Report
- L. Special Reports >> EPF Report
- L. Special Reports >> Category & Other >> EPF MONTH

> **Calculating the EPF based total**

Step 1

1. Display the Item Reference file. (N. File viewer ——Item Reference File
2. Filter or check the **Earning** Items.
3. Note down the codes and the description of the items that *are based for* EPF & ETF and the items that **are not based** for the ETF & EPF. (these item codes should be more than or equal to **100** and less than **138.)**
4. As an example we will take the earning item codes shown below, that **are based for** EPF & ETF.
   (100 – Basic, 102 – Arrears, 132 – Spe.All1)
5. As an example we will take the earning item codes shown below, that are **not based** for EPF & ETF.
   (104 – Act. All, 105 – Other. All, 130 – Other All2)
6. Exit the Payroll.
♦   Type **SECURE** [Press Enter key]
♦   Type the User ID and Password [Press Enter key]
♦   Select **UTILITIES** ⟶ **DEFINE EPF BASE TOTAL** [Press Enter key]

7. Enter the number of items that are calculated for the EPF and ETF.
♦   Number of Add Items: **3** [Press Enter key]
8. Enter the Item Codes one by one that are calculated for the EPF and ETF

ITCODE	1	100
ITCODE	2	102
ITCODE	3	132

9. Enter the number of items that are not for the EPF and ETF.
♦   Number of Subtract Items: **3** [Press Enter key]

ITCODE	1	104
ITCODE	2	105
ITCODE	3	130

10. Save the modification (s).

Outputs:

Two outputs have been modification as a result of above step

* Pay Sheet
* Pay Slips

Therefore do the processes given below before getting the reports.
▪ A. Variable Data >> Validation Run
▪ E. Payroll Process
▪ L. Special Reports >> Remittance List
▪ L. Special Reports >> Account summary
▪ L. Special Reports >> EPF Report

> ➤ **To get EPF, ETF amounts in Account Summary**

  1. Employee Provident Fund amount
  2. Employee Trust Fund Amount

1. Create **Agent Codes** as follows. (M. Master Files ➝ Agent Reference File)

AGCOD	ITCOD	NAME	ADDRESS	ADDRESS
EPFA	0			
ATFA	0			

2. View **Payroll Status** (N. File Viewer ➝**Payroll Status** ➝pyrcntrl.dbf)
3. Check new 3 columns are introduced as EPFAGENT, PENAGENT & ETFAGENT.
4. Move the highlighter bar to the relevant columns and press **F3** and type the relevant Agent Codes, which are created in Agent Reference File.
5. Check whether that you have entered EPF, ETF, & Contributory Pension rates for the employees in Employee Master File.
6. Then do the processes given below before getting the reports.

- A. Variable Data >> Validation Run
- E. Payroll Process
- L. Special Reports >> Remittance List
- L. Special Reports >> Account Summary

Exercise 08:

Creation of Over Time (OT) File

Before you enter OT, read this carefully.

- The Normal Overtime Rate (Rs) per Hour and the Special Overtime Rate (Rs) per Hour must be available in the Employee Master File. (Some organizations pay a 150% rate for normal OT and 200% for special OT i.e. after 5 p.m. on Sunday or a holiday.)
- The under must manually calculate the Total of Normal OT Hours and the Total of Special OT Hours of all employees of site.
- You should select an item code or item codes for overtime. This Item Code must be in the Earnings range and its row and column numbers for pay sheet must be specified in the Item Master File. This item code must not be used for other data entry Files. (For Loan, Remittance, Static or Variable Files)
- Data must be entered for one site at a time.
- The heading on the screen shows the site and the pay month, and the bottom row of the screen shows the total records for the site, the total normal hours for the site, the total special hours for the site and the total records in the file.
- Data of twenty (20) employees can be input on a screen.

Outputs:

Three outputs have been modified as a result.

- ***** Pay Sheet
- ***** Pay Slips
- ***** OT Report
- ***** Account Summary

- ## To facilitate the above in the GPS follow the steps given below

Step 1

Enter overtime **rates** (Normal OT Rate and Special OT Rate) of each employee to the Employee Master File

- Select **N. File Viewer** ⟶ **Employee Master File**
    Or
- Select **M. Master File** ⟶ **8.Employee Master File**

Step 2

View the **item Reference file** and select item code or item codes for enter the OT.

Or create one or two Item Codes for OT

You can use one item Code **(136)** for both **Normal OT** and **Special OT** or you can use two Item Codes for **Normal OT (136)** and **Special OT (137).**

- Select **M. Master Files** ⟶ **Item Reference File**
    Add new Item codes for OT

Step 3

Then you must specify an Item Code for OT in the OTCODE and OTCODE2 fields of PYRCNTRL file.

1. Select **N. File Viewer** ⟶ **Payroll Status (PYRCOLNO.DBF)**
   (In the list, this file is above **PYRCOLNO.DBF**)
2. Move to the fields **OTCODE** and **OTCODE2.**
3. Press **F3** and enter **136** to **OTCODE** and enter **137** to **OTCODE2 or** enter **136** to both fields **OTCODE** and **OTCODE2.**
4. You can use one Item code (130) for both fields and two Item codes for two fields.
5. Then press **Escape** and **EXIT** from Payroll and Start payroll again.
6. Now you are ready to enter OT details.
7. Select **A. Variable Data** ⟶ **Input OT Hrs (136)**

Site	EMPNO	NMLHRS	PHDAYS
1 [Colombo]	6	50	2
1 [Colombo]	7	75	2
1 [Colombo]	8	105	2
1 [Colombo]	9	95	2
1 [Colombo]	10	75	2

8. Then do the processes given below before getting the reports.

- A. Variable Data >> Validation Run
- E. Payroll Process
- L. Special Reports >> Remittance List
- L. Special Reports >> Account Summary
- L. Special Reports >> OT Report
- I. Pay sheet & J. Pay Slip

*****Important:

Whenever you change something in the control file PYRCNTRL.DBF, you must **Exit** from payroll and start payroll again. If you want OT facility you must input the OTCODES to the Control file and Exit from payroll and start payroll again.

Exercise 09:

Carrying Forward the Cents Part of Net Salary
The System is set to pay without cents or pay with cents.

Employees who collect their **net salary in cash** are paid the Rupee part of the salary and the cents part of their net salary is carried forward to the next month. Employees whose salary is remitted to a **Bank account** are paid net salary including cents. The amount actually paid is termed "Salary Paid".

Outputs:
Four outputs have been modified as a result.

- ***** Pay Sheet
- ***** Pay Slip
- ***** Account Summary
- ***** Coin Analysis

Files: several fields have been added to the Employee Master File PYREMPMA.DBF for carried forward amount, brought forward and salary paid. The Month End Process brings the carried forward amount forward.

- <u>To facilitate the above in the GPS follow the steps given below.</u>

1. Select **N. File Viewer**
2. Select the Control File **PYRCNTRL.DBF** (in the list, this file is above PYRCOLNO.DBF)
3. Display the Control File. Field **NOCENTS** will have **F**
4. If it is **F** then cents will be paid. Cents will not be carried forward.
5. If you want to play without cents (carried forward cents) then press **F3** and change the **F** to **T.** Then press **Enter** key.
6. If it is **T** then cents will be carried forward. Cents will not be paid for the current month.
7. Then press **Escape** (**Esc** key) and **EXIT** from Payroll.
8. Start payroll again.
9. Then do the processes given below before getting the reports.

   - A. Variable Data >> Validation Run
   - E. Payroll Process
   - L. Special Reports >> Remittance List
   - L. Special Reports >> Account Summary
   - I. Pay sheet
   - J. Pay Slip
   - K. Summaries >> 2. Coin Analysis

Exercise 10:

Creation of Monthly Reports

***Important

- Before you print any report, you should complete processors and the reports mentioned below.
  o Validation Process
  o Payroll Process
  o Remittance List
  o Account Summary
- Pay sheet and Pay Slips should be printed only if the account summary is correct and balancing.

Reports

- <u>Pay Sheet</u>

The Pay sheet is listing of all pay items of all employees. The detail lines of the report are in the employee number order.

- <u>Pay Slips</u>

Pay slips are printed 6 slips per 132-column page.

- **Summaries**

The "Summaries" provides the following.

1. **Monthly Item Report (**Monthly Detail Report of any Item**)**
2. **Coin Analysis**
3. **Payroll Summary**
4. **Net Salary Summary**
5. **Net Salary Bank**
6. **Designation Summary**
7. **Pay Reconciliation**

L. Special Reports

"Special Reports" provides the following submenu.

<div style="border:1px solid black;padding:10px;">

***** Important before print all other reports,

1. **Process Remittance List &**
2. **Prepare Account Summary.**

</div>

1. **Remittance Balance (**Report of Balances of Remit Up To a Total File**)**
2. **M R F Journal (**Journal of Additions and Changes made to Empmast, Loan, Remittance, and Static Data Files**)**
3. **EPF/Pension Report (**E P F Contribution Report / Pension Contribution Report**)**
4. **E T F / Report (**Contribution Report**)**
5. **Categ. & Other (**Section wise cadre report**)**
6. **I P R Report (**Annual individual pay records report. Use .mth files to create this report.**)**
7. **OT Report(**Overtime Detail Report**)**
8. **Remittance List (**Agent wise remittance detail report.**)**
9. **W&OP/Pension Report (**Site wise W&OP Report / Pension Contribution Report**)**
10. **Loan Summary (**Loan type wise loan balances report**)**
11. **Accounts Summary**
12. **Abatement (**Site and Section wise Agent Report**)**
13. **Salary Advance**
14. **Sup Loan Remittances**
15. **Emp. Pay Particulars (**Employee's Pay Particulars**)**
16. **Loan Inquiry (**Employee's Loan Particulars**)**

O. Report Viewer

Report Name	Report Description
Accerr.rpt	Account Summary Error Report
Account.rpt	Account Report
Catgsalr.rpt	Category wise Salary report
Coinrpt.rpt	Coin Analysis Report
Contrpen.rpt	Monthly Contributed Pension Report
empLoan.rpt	Employee Loan Particulars
Emppay.rpt	Employee(s) Pay Particulars
EPF.rpt	Six Month EPF Report

ETF.rpt	Six Month ETF Report
Err.rpt	Error Report
IPR.RPT	Annual I P R Report
Itemrep.rpt	Item Detail Report
Otreport.rpt	Overtime Report
Loan.rpt	Loan Ledger
Mrfjrnl.rpt	Master and Reference File Journal
Negnet.rpt	Employee With Negative Net Salaries
Netbank.rpt	Net Salary to Bank List
Netsumm.rpt	Net Salary Section wise Summary
Payslip.rpt	Pay slip Spool File
Pension.rpt	6m Contributed Pension Report
Psheet.rpt	Pay sheet Spool File
Pyrservc.rpt	Staff Summary by service, class and grade
Rem.rpt	Remittance List
Remerr.rpt	Remittance Error Report
Report.rpt	Report Generated by Reference file Option
Rmtotbal.rpt	Balance of Remit Up to a Total
Saladv.rpt	Salary Advance Report
Salrecon.rpt	Salary Reconciliation
Salsumm.rpt	Salary Summary
Siteagen.rpt	Abatements Report
W&OP.RPT	Monthly W & OP Report
CATGSALR.RPT	Category/Gross Pay Report
EPFMONTH.RPT	Monthly EPF/ETF Report
LONMONTH.RPT	Monthly Loan Report
PENMONTH.RPT	Monthly Contributed Pension Report

Annex 1:

Backup Process Using ASSIST

The Assistant **(ASSIST)** is a separate program outside the Payroll System. It can be use to backup and restore data file in a compressed form. Assist keeps data in a compressed fore so you need much less diskette space than before and when restoring it will restore properly because it gives different names to the different parts of a backup. The backup has the date embedded in the name of the backup. If you backup on **30th June 2008** and choose to backup only data files the first part of the backup will get the following name:

DB080630.SWR   **DB** ⟶ Data files only

080630 ⟶2008 June 30 (Year-Month-Day)

.SWR ⟶ First part of backup

The Maximum size of a Backup part is 1.2MB i.e. about 1300 Kilo Bytes. If your backup is bigger than 1.2MB assist will put the first part in the above backup file and ask for another diskette for the next part. The second part will be given the following name: **DB080630.001**

The name is the same as the first part but with extension .001 to indicate it is the first continuation. It also can go to a maximum of 1.2MB. If your backup is bigger than 2.4MB then ASSIST will ask for another diskette and name it **DB080630.002** and so on.

BACKUP   **RESTORE**   **QUIT**

Backup data files

Backup data files & month (.mth) file

Backup all files (Including program Files**)**

❖ **Backup Files**

▪ **Backup Data Files**
- Exit Payroll
- Type **ASSIST** at the directory
- Select **BACKUP DATABASE** ⟶ Press Enter
- Select **BACKUP DATA FILES** ⟶ Press Enter
- Select **Target Drive A:** ⟶ Press Enter
- File Extensions will be .SWR, .011, .002 ⟶ Press Enter
- Insert Formatted Floppy Diskette ⟶ Press Enter
- Select **BACKUP** ⟶ Press Enter (Write down the File Name displayed in RED Box)
- If not enough one diskette it will tell you to insert new formatted diskette for next fragment.

▪ **Backup Data & Month Files**
- Exit Payroll
- Type **ASSIST** at the directory
- Select **BACKUP DATABASE** ⟶ Press Enter
- Select **BACKUP DATA AND MONTH FILES** ⟶ Press Enter
- Select **Target Drive A:** ⟶ Press Enter
- File Extensions will be .SWR, .011, .002 ⟶ Press Enter
- Insert Formatted Floppy Diskette ⟶ Press Enter
- Select **BACKUP** ⟶ Press Enter (Write down the File Name displayed in RED Box)
- If not enough one diskette it will tell you to insert new formatted diskette for next fragment.

▪ **Backup All Files**
- Exit Payroll
- Type **ASSIST** at the directory
- Select **BACKUP DATABASE** ⟶ Press Enter
- Select **BACKUP ALL FILES** ⟶ Press Enter
- Select **Target Drive A:** ⟶ Press Enter
- File Extensions will be .SWR, .011, .002 ⟶ Press Enter
- Insert Formatted Floppy Diskette ⟶ Press Enter
- Select **BACKUP** ⟶ Press Enter (Write down the File Name displayed in RED Box)
- If not enough one diskette it will tell you to insert new formatted diskette for next fragment.

❖ **Retrieve Backup Files**

▪ **Retrieve Data Files**

- Exit Payroll and the directory
- Create a new directory at Command Prompt (For use temporary) →MD TEMP
- Change the directory to Temp →CD\TEMP
- Insert the GPS new Installation diskette to the Floppy drive.
- Install a new Payroll to the new directory. →C:\TEMP>A:GPSV7
- When Installation is completed insert the backup diskette with **Data** file.
- At the new directory type **ASSIST** →C:\TEMP>A:ASSIST
- Select **RESTORE DATABASES** → Press Enter
- Select Source Drive A: →Press Enter
- Type the path name of the backup file (the file name that you write down when get backup)
  e.g.: **A:DB080630**
- No need of typing a directory name if you are in the correct directory. If so Keep the space blank → Press Enter
- Select **RESTORE** → Press Enter
- If it ask Overwrite? Type **AY** and continue restoring process.

▪ **Retrieve Data and Month Files**

- Exit Payroll and the directory.
- Create a new directory at command prompt (For use temporary) → MD TEMP. then Change the directory to TEMP →CD\TEMP
- Insert the GPS new installation diskette to the floppy drive.
- Install a new Payroll to the new directory. →C:\TEMP>A:GPSV7
- When Installation is completed insert the backup diskette with **Month** & **Data** file.
- At the new directory type **ASSIST** →C:\TEMP>A:ASSIST
- Select **RESTORE DATABASES** →Press Enter
- Select Source Drive A: →Press Enter
- Type the path name of the backup file (the file name that you write down when get backup)
  e.g.: **A:DM080630**
- No need of typing a directory name if you are in the correct directory. If so Keep the space blank → Press Enter
- Select **RESTORE** → Press Enter
- If it ask Overwrite? Type **AY** and continue restoring process.

▪ **Retrieve All Files**
- Exit Payroll.
- At the existing directory type **ASSIST** →Press Enter
- Select **RESTORE DATABASES** → Press Enter
- Select Source Drive A: →Press Enter
- Type the path name of the backup file (the file name that you write down when get backup)
  e.g.: **A:AL080630**
- Type the directory which you want to restore the database. C:\TEMP\ →Press Enter

Training Programme on Computerized Government Payroll System

- Select **RESTORE** ⟶ Press Enter

If it ask Overwrite? Type AY and continue restoring process.

System Security

System security comprises protecting the system against unauthorized access and protecting against data loss.

Access Security

System Access is provided at three levels of security. Each level requires a USER_ID and PASSWORD.

i. System Administrator Level
A user who has Supervisor Level Authority is an officer with much responsibility. He has access rights for all the option of GPS.

ii. System Operator Level
Monthly Variable Data, Remittance Files, Loan Data Files, Static Data File, Back up Process, Re index Files, Pay sheet, Pay Slip, Summaries, Sp. Reports, Master Files, File Viewer, Report Viewer

iii. Data Entry Operator Level
A user who has Data Entry Operator level Authority has the rights to access the system for the following. Monthly Variable Data, Remittance Files, Loan Data Files, Static Data File, Back Up Process, Re index Files, Report Viewer

Add new user to the System

* **Exit the payroll and type SECURE** (Press Enter)

    User Id   : **GPS**

    Password   : **URANUS**
* **Add a New User to the System** (Press Enter)
* **User Id:** (Type new user Id and press enter)
* **Type the name and the designation of the new user**

* Type 1 or 2 or 3 for **Status** (Press Enter)
* Type a new password for new user (Press Enter)
* Reenter the same password (Press Enter)
* If you add or correct the information of the new user type
* Y and Press Enter
* If you are not save or add the new user to the system type **N** and Press Enter.

Training Programme on Computerized Government Payroll System

Exercise 13

<u>Month end Process</u>

This process is used to update and initialize certain files and to delete temporary files in order to prepare the system for the following month. A User Id & Password is introduction to avoid accidental execution of Month End Process.

****<u>Important</u>:

This should be done after you get all the reports and backups for the month.

- Select **<u>Month end Process</u>** option of the **<u>MAIN MENU</u>**
- Enter User Id: **GPS** & Password: **URANUS**

Facility to Change Agent Codes

If you have created Agent codes less than four (4) characters you cannot complete the "Validation Run ". It will give you an error message.

If this Error occurs:

1. Display the Agent Reference File. Note down all Agent Codes less than four (4) characters.
2. As Example:

Existing Agent Codes:	New Agent Code:
ASD	ASD1
PB1	PB01

3. Exit the Payroll.
4. Type **CHNGAGNT** & Press Enter key. :Password: **ZILKABOO** (Type in Capital Letters)
5. Type existing Agent Codes: New Agent Code: (With 4 Chars)

   ASD Press Enter   **ASD1** Press Enter
6. Repeat from **Step 4** for next Agent Code.

Training Programme on Computerized Government Payroll System

Exercise 14

Error Handling Routine

****Important

Carefully read and try to understand what the major areas of the error handling routine.

> **Before you print the pay sheet, you should complete processors and the reports mentioned below.**

- *Validation Process*
- *Payroll Process*
- *Remittance List*
- *Account Summary*

In each process, it produces an error report to view the file names and the records, which are with incorrect data. With those incorrect data processors will be not proceeding correctly.

> **Following list gives the names of the** Error Reports.

- ➢ Error Report **(When you run Validation Process Or Payroll Process)** ➔ **(Err.rpt)**
- ➢ Remittance Error Report **(Remerr.rpt)**
- ➢ Account summary error Report **(Accerr.rpt)**

****Important

Incorrect data can be saved to the files by two ways:

- ***** *When Entering Data*
- ***** *When modifying data with incorrect details (By Pressing F3 key or Deleting Records.)*

Most of these data entry errors are solved in GPS new version. But we have printed all the errors and the way of solving those problems, in this manual.

But as we have mentioned in this manual, (Printed with starts ****) most common errors that you get will be discussed in this training program. Therefore, you should learn how to solve those errors thoroughly.

> ## Validation Process:

A. Variable Data   Validation **Run**

Attention ****

Error number **6** is a most common **error that you** do when you entering data. So learn how to solve it thoroughly.

Error****	Solution
6.Invalid Month	**Check** system date and date in monthly data file If system month is not equal to your record date there will be error.

Error number 1 to 4 will not occur in GPS new version when you entering the data. But by your mistakes like by pressing F3 key or Deleting records those errors may occur.

Error	Solution
1. Duplicate item in variable data file	Check Monthly data file whether there are any records entered twice. If so, delete one of them.
2. Employee not found in Master file	Go to the Employee master file in Master file option of the main menu and enter that employee.
3. Item code not found in Item Master file.	Check whether that item code is available in item master file as a monthly item. If not so, correct it in Item Master file.
4. Not static Item in Item Master File	Do
5. Amount cannot be equal or less than zero	You can't input zero values in any individual data-entering file.
7. OT Code used in Variable Data File	Correct it in Monthly Data File or Use another item For OT.

➢ **Payroll Process:**

E. Payroll Process

Error Report (Err.rpt)

Attention**

Error number 1 and 6 are most common errors that you do when entering data. So learn how to solve those thoroughly.

Error ****	Solution
1. Duplicate recorded	This error occurs, when you are entering *continues Remittances* and *Remit up to a total.* So, display the above files and check whether an item code has more than one Agent (agent codes) but all those have same serial no (SNO). If it is so change those by pressing <F3> and change SNO s as 1, 2, 3 etc.
6. Invalid Month	Change the system date into current date. Or Correct the month of the Monthly Data file.

Error number 2 to 4 will not occur in GPS new version when you entering the data. But by your mistakes like by Pressing F3 key or deleting records those may occur.

Error	Solution
2. Employee not found in Master file.	Go to the Employee master file in Master file option of the main menu and enter that employee.
3. Invalid Item item cannot be less than 100.	You can't have an item code, which is less than 100. All time codes should be greater than 100.
4. Serial Number cannot be less than zero.	----
5. Amount less than zero.	You can't input zero values in any individual data-entering file.

Remittance Error Report (Remerr.rpt)

This report will be show two types of Errors. (**F** and **W**)

Error	**Solution**
F ⟶ Fatal Errors	**Check error record numbers from Remittance Details File and correct those errors in** *Agent Reference File* **or** *Remittance/Standing order file* **or in** *Employee Master File*
W ⟶ Warning Errors (These Errors will not effect to any other processes in the payroll system. But in the Remittance list , the Reference numbers, will not be printed**)**	**In Remittance/Standing order file, enter the Reference Numbers.**

Account Summary Error Report (Accerr.rpt)

Attention

Error number **7, 8, 10, 12, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26,** are most common errors that you do when you entering data. So learn how to solve those thoroughly.

Error	Solution
7. Agent Code in Remittance / Standing Order file is not found in agent reference file.	Check whether the agent code in Remittance/ Standing order file also exists in agent reference file. If not, create that particular agent.
8. Agent Codes are same but item codes are different in agent reference file and Remittance / Standing order file.	If you create an agent using same code and different item codes this error will occur, So, delete one of them.
10. Item in other reference file which already exists in Remittance / Standing order file.	You can't use an item codes in Remittance/Standing Order file. Use one item code in one file.
12. Item in Agent reference file, which also exists in Static data file.	If you create an agent from an item code, you can't use that particular item code to input data to static data file.
16. Invalid Loan date in Loan Data File.	Correct the Loan Date in Loan Data File.
17. Loan Installment is Zero in Loan Data File.	You can't input Zero as Installment Amount in Loan Data File.
18. Item Code on Loan reference files also exists in Static Data File. Loan Range should be 184 to 198	You can't use an Item Code in Loan ranger to input Static data.

Training Programme on Computerized Government Payroll System

19. Item Code on Loan reference files also exists in Variable Data File. Loan Range should be 184 to 198	You can't use an Item Code in Loan ranger to input Monthly data.
20. All earning Items (except Total earning items) should have Account head in Item reference file. Account head is not found in Account reference file.	All the Account heads of the earning items should be define in the Account reference file using Master file option of the Main menu.
21. Any deduction type item having no Account head. But in the item reference file there is an Account head for deduction item.	Remove All the Account heads of deduction items in Item reference file.
23. Dummy record not found in Employee Master file.	There must be Dummy record (999999) in Employee Master File.
24. Invalid starting month in Remittance/Standing Order file.	Correct the starting month in Remittance/Standing order file.
25. Invalid starting month in Remittance/Standing Order file.	Correct the starting month in Remittance/Standing order file.
26. Invalid starting month in Agent Reference file.	Correct the starting month in Agent Reference file.

Error number **9, 11, 13, 14, 15, 16, 22, 27** will not occur in GPS new version when you are entering the data. But by your mistakes like by Pressing F3 key or deleting records those may occur.

Error	Solution
9. Agent Code in Remittance/Standing order file is not found in agent reference file.	Check the agent code in Remittance / Standing order file also exists in agent reference file. If not, create that particular agent.
11. Item is duplicated in Loan reference file and Agent reference files. Loan range should Be 184 to 198	You can't use item codes, which are in loan range, to create agents
13. Item in Agent reference file, which also exists in Static data file.	If you create an agent from an item code, you can't use that particular item code to input data to monthly data file.
14. Item Code in Loan data file not found in Loan Reference file.	If you use an item code to enter the loans in Loan data file, you have to create a loan type using that item code.
15. Loan code not found on Loan reference file.	If you use Loan Code in Loan data file that should be created in Loan reference file.
16. Any deduction type item has no Account head. But in the Item reference file there is Account head for deduction item.	Remove All the Account heads of Calculation data type (1) items in Item reference file.
22. Invalid starting month in Agent Reference file.	Correct the starting month in Agent Reference file

Training Programme on Computerized Government Payroll System

Case Study for modified GPS Version 7.1

1. Install the Payroll to a new directory. (GPSCASE)
2. Department of Forest has to prepare 4 pay sheets for sub office including Colombo. (Ratnapura, Anuradhapura, Puttlum)
3. Department pay salaries under two votes, 473-1-2 and 473-2-1.
4. All Accounts and Account assistants are in Accounts Section in the Head office.
5. All these sub offices there are two sections Stores, and Transport.
6. All officers in the department are members of the Agrahara Insurance of National Insurance Cooperation, Union place, Colombo 02.
7. All the employees in the Department get a 2750/= of Cost of Living Allowance.
8. From the Employees who are get over 25,000/= Gross salary, will deduct stamp fee.
9. Mr.A.R.Warnasooriya Chief Accountant under vote 473-2-1 and his basic salary is Rs. 14500.00 per month. And he is also a member of Widow & Orphanage Fund (7%). He sends his salary to Seylan Bank – Borella. (Acc. No. is 987654123).

    i. Rs. 1900/= per month for Acting allowance and Rs. 250/= per month for Fuel Allowance.
    ii. Remits to Rs. 350/= per month to Seylan Bank – Borella. (Chamara – Acc. No. 997967200) only for another 20 months.
    iii. Fees for Life Insurance Rs. 500/= per month sending to Ceylinco Insurance.
    iv. Mr.A.R.Warnasooriya's Loan particulars from end of last month.

        a) Balance under Distress Loan is Rs. 25000/= and installment amount is 450/= per month.
        b) Special advance Rs. 1000/= was taken on two months ago.
        c) Balance of the Festival Advance Rs. 2000/= was taken on 3rd of this month.
        d) Second Distress Loan 75000/= was taken on 12th of last month. And now installment amount is 1250/=
        e) Vehicle loan balance is 285500/= and installment amount is 3250/= per month.

10. Mr.D.L.Amarasinghe Accountant. Salary draws under vote 473-2-1.

    i. Basic salary is Rs. 11500/= and entitle to the contributory pension scheme.
    ii. A salary arrears for six months is Rs. 1500/= It should be deducted contributory pension for salary arrears.
    iii. Membership fees for Government Account's Service union is Rs. 285/= per month.
    iv. Telephone bill, Water bill, House rent and Vehicle usage are 175/=, 55/=, 1250/=, and 200/= respectively.
    v. Loan particulars are as follows.

        a) Festival advance (Rs. 2000/=) balance is Rs. 1200/=.
        b) Special advance (Rs. 1000/=) balance is Rs. 500/=
        c) Property loan balance is Rs. 250500/= and installment amount is Rs. 2750/= per month.

Training Programme on Computerized Government Payroll System

11. Mr. H.K.P.Wanigasekara, who is working under vote 473-1-2 at Kandy, as an Acct. Assistant. His Basic Salary Rs. 1250/=. He joined to the department on 1st of last month.
    i. He remit Rs. 500 /= per month up to Rs. 50000/= to the National Savings Bank, Head office, Colombo 03. (Account no is 456123963)
    ii. Mr. H.K.P.Wanigasekara's loan particulars are as follows:

        a) He had paid 5 installments of Special Advance and 4 installments of Festival Advance.
        b) He has taken a loan amount of Rs. 2500/= to buy a bicycle two months ago and installment amount is Rs. 220/= per month.
        c) For six month his salary arrears is Rs. 750/=.
        d) He worked on two special government holidays and extra 175 hrs.

12. Mrs. A.P.R.Perera at Head office, (Accounts Section) under vote 473-2-1 who is an Administrative officer and her Basic Salary is Rs. 14500/= per month. She is also a member of Widow &Orphans Fund.
    Her salary is sent to People's Bank, Borella. (Acc. No. 1567895612).

    i. House rent is Rs. 1000/= per month.
    ii. For the Lady Lahore Loan Fund Rs. 315/= and to her son and daughter, (Harsha and Nalika) Rs. 250/= for each per month to Sampath Bank, City branch, Colombo. (Acc. Nos. are 100456238956 and 100445238956 respectively.)
    iii. Telephone bill is Rs. 175/= and water bill is Rs. 45/= for this month.
    iv. Her loan particulars are as follows:

        a) Distress loan balance is Rs. 45000/= and installment amount is Rs. 1000/= per month.
        b) There are 6 installments to pay under festival advance.
        c) And there are 5 installments to pay under special advance.
        d) Property loan balance is 175750/= and installment amount is 1025/= per month.
        e) And her 2nd distress loan amount is Rs. 55000/=. It was taken on 12th of previous month. And the installment amount is same as previous one.

13. Miss. Nishanthi Perera is a Computer operator works under Accounts Section – vote 473-1-2 at head office. Her basic salary is Rs. 11750/= per month.

    i. She is member of Government Clerical Service union and is also Public Service Mutual Provident Association. The monthly payments for these unions are Rs. 185/= and Rs. 315/= respectively per month.
    ii. She sends Rs. 450/= to Singer Sri Lanka, Head office, Colombo, for another 15 months.
    iii. Also she sends Rs. 750/= per month to National Insurance Corporation, Union Place, Colombo 02 up to Rs. 75000/=. Her reference number is INS-4562345.
    iv. Her language allowance is Rs. 300/= per month.
    v. Her loan particulars are as follows:
        a) He had paid Rs. 500/= for Special Advance and Rs. 800/= for Festival Advance.
        b) Balance of the Distress loan is Rs. 35750/= and installment amount is Rs. 650/= per month.
        c) She took her Property loan 1st of this month, amount Rs. 207500/= and installment is rs. 1050/= per month.

14. Mr. W.S.Premasiri Driver, Transport-Colombo Basic Salary is Rs. 4800/=, Vote 473-1-2.

   i. Membership fees for Driver's union is Rs. 65/= per month.
   ii. No pay amount is Rs. 350/= per month.
   iii. Mr. W.S.Premasiri Sends Rs. 150/= per month to Rural Development Bank, Padukka up to Rs. 15000/=.
   iv. Balance of the Special Advance is Rs. 500/= and balance of the Festival advance is Rs. 1200/= per month.
   v. Distress loan balance is Rs. 15580/=. Installment amount is Rs. 1750/= per month.
   vi. Property loan balance is Rs. 150960/= and installment amount is Rs. 1960/= per month.
   vii. Second distress loan that he was taken on 23rd of last month is Rs. 45000/= and installment amount will decrease 275/=.
   viii. He has an Indebtedness loan, balance is Rs. 45500/= and the installment amount is Rs. 750/= per month.

15. Prepare the Accounts Summary, if errors occurred correct those and again prepare the Account summary and balance it.

16. Prepare the Pay sheet and Pay slips.

> Before you enter these records to the new payroll read the case study carefully and prepare the details in correct order. First you fill in the blanks using the case study. ***Table formats*** are given below. But spaces are not enough for all records in the case study, and add rows to the tables that are not sufficient for the records.

SITE REFERENCE FILE

Site No	Site Name
1	Colombo
2	Ratnapura
	Anuradhapura
	Puttlum

VOTE REFERENCE FILE

Site	Vote No	Head	Program	Project
1	1	473	1	2
1	2	473	2	1
2				
2				
3				
3				
4				
4				

SECTION REFERENCE FILE

Site	Vote	Section Number	Section Name
1	1	1	Stores
1	1	2	Transport
1	1	3	Accounts
1	2	1	Stories
1	2	2	Transport
1	2	3	Accounts
2	1	4	Stories
2	1	5	Transport
2	2	4	Stories
2	2	5	Transport
3	1		
3	1		

AGENT REFERENCE FILE

Agent Code	Name	Address
AGRA		

LOAN REFERENCE FILE

Loan Type	Description	Interest	Installment
DISTB			

OTHER REFERENCE FILE

Item Code	Value	Min. Amt.	Max. Amt.	Item	Percent

Training Programme on Computerized Government Payroll System

CONTINOUS REMITTANCE FILE

EMPNO	AGCODE	TOWHOM	REF_NO	AMOUNT
1	AGRA			
1				
1				
1				
1				

REMIT TO A TOTAL FILE

EMPNO	AGCODE	REF NUMBER	INSTALLMENT	BALANCE

LOAN DATA FILE

LOANTYPE	EMPNO	LOAMT	TOT INSTALOR INSTAL.AMT	REMINSTALLMENTS	BALANCE

STATIC DATA FILE

EMP NO	ITCODE	AMOUNT

MONTHLY DATA FILE

EMP NO	ITCODE	AMOUNT

Training Programme on Computerized Government Payroll System