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User Manual for Salary Register for Operations Team

1. Site

Type 20.244.24.149:9010 on your web browser like Chrome, Opera, Edge etc. The Login page is displayed as below.

2. Login

Type your Operations Login and Password. On successful Login, you will be taken to your operations Menu. In each of the Menu, user will be displayed the Companies or details of the Companies assigned to them by the administrator.

Login Details

Email:

Password:

3. Masters

The User will be able to see and modify only those companies that are assigned to him/ her.

Master ▾ Mapping ▾ Upload ▾ Report ▾ Priyanka ▾

- COMPANY
- CLIENT
- LOCATION
- HOLIDAY
- HEADERS

3.1 Company Master

EG. User Priyanka has been assigned only 5 companies. Hence she can view only those 5 companies for viewing, modification and deletion.

COMPANY MASTER

Show 10 entries Search:

Company Id	Company Name	Company Address	Action
2	Skechers South Asia Pvt Ltd	803 & 804, 8th Floor, Fulcrum, B-Wing, CTS No.48, Sahar Road Next to Hyatt Regency, Andheri (East), Mumbai - 400 099	Edit View Delete
50	India Transact Services Ltd	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete
51	AGS Transact Technologies Ltd	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete
52	Advanced Graphic Systems	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete
53	SECURE VALUE INDIA LTD	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete

Showing 1 to 5 of 5 entries



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The user has the option to create new company but can act on the same only when the Administrator assigns the company to him/ her.

COMPANY DETAILS

Company Name :

Company Address:

3.2 Client Master

Here the User is able to view the clients of the companies that are assigned to them.

CLIENT MASTER

Show entries Search:

Company Name	Client Name	Client Address	Action
Advanced Graphic Systems	Advanced Graphic Systems	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete
AGS Transact Technologies Ltd	AGS Transact Technologies Ltd	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete
India Transact Services Ltd	India Transact Services Ltd	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete
SECURE VALUE INDIA LTD	SECURE VALUE INDIA LTD	No. 601/ 602, Kamala City, Trade World Building B - Wing, Senapati Bapat Marg, Lower Parel West, Mumbai, Maharashtra 400013	Edit View Delete
Skechers South Asia Pvt Ltd	Skechers South Asia Pvt Ltd	803 & 804, 8th Floor, Fulcrum, B-Wing, CTS No.48, Sahar Road Next to Hyatt Regency, Andheri (East), Mumbai - 400 099	Edit View Delete

Showing 1 to 5 of 5 entries

User can modify, view or delete the details and also can create the clients for the assigned companies.

CLIENT DETAILS

Company Id: Client Name:

Client Address:

3.3 Location Master

Here the user is able to view the locations/ units of the companies/ clients that are assigned to them.



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LOCATION MASTER

[Create](#) [Upload](#)

Show entries Search:

Company Name	Client Name	State Name	City Name	Unit Name	Action
Advanced Graphic Systems	Advanced Graphic Systems	Maharashtra	Maharashtra	Navi Mumbai	Edit View Delete
AGS Transact Technologies Ltd	AGS Transact Technologies Ltd	Andhra Pradesh	ANDHRA PRADESH	Vijayawada	Edit View Delete
AGS Transact Technologies Ltd	AGS Transact Technologies Ltd	Assam	ASSAM	Guwahati	Edit View Delete
AGS Transact Technologies Ltd	AGS Transact Technologies Ltd	Bihar	BIHAR	Patna	Edit View Delete
AGS Transact Technologies Ltd	AGS Transact Technologies Ltd	Chhattisgarh	CHATTISGARH	Raipur	Edit View Delete
AGS Transact Technologies Ltd	AGS Transact Technologies Ltd	Goa	GOA	GOA S&E LIC PENDING	Edit View Delete

User can modify, view or delete the details and also can create the Locations for the assigned companies and their clients.

LOCATION DETAILS

Company Name:	<input type="text" value="Skechers South Asia Pvt Ltd"/>	City Name :	<input type="text"/>
Unit Name :	<input type="text"/>	State Name :	<input type="text" value="Andhra Pradesh"/>
Client Name:	<input type="text" value="Skechers South Asia Pvt Ltd"/>	Address :	<input type="text"/>
S&E Certificate Number :	<input type="text"/>	Name of the Manager as per S&E :	<input type="text"/>
Address of the Manager as per S&E :	<input type="text"/>	Principle Comapany Name:	<input type="text"/>
Principle Comapany Address :	<input type="text"/>	Contractor Comapany Name:	<input type="text"/>
Contractor Comapany Address:	<input type="text"/>	Nature of Business:	<input type="text"/>
Mobile no:	<input type="text"/>	Email id:	<input type="text"/>
Date of	<input type="text" value="dd-mm-yyyy"/>	Weekly off:	<input type="text"/>
Date of Commencement of business as per S&E :	<input type="text" value="dd-mm-yyyy"/>	Weekly off:	<input type="text"/>
Working Hrs:	<input type="text" value="HH:MM"/>	Interval Hrs :	<input type="text" value="HH:MM"/>
Name of the Labour Officer :	<input type="text"/>	Address of the Labour Officer :	<input type="text"/>
LWF No :	<input type="text"/>	PT No :	<input type="text"/>
ESI No :	<input type="text"/>	PF NO :	<input type="text"/>
Schedule Employment:	<input type="text" value="Shop And Establishment"/>	District :	<input type="text"/>
Post Office :	<input type="text"/>	Town Or Village :	<input type="text"/>
Head Office or Branch Office:	<input type="text" value="Yes"/>	Situation of FacTehshil :	<input type="text"/>
The Inspector :	<input type="text"/>	Nam eOf Chairman (Posh):	<input type="text"/>

[Submit](#) [Go Back](#)



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Another option is to upload the details from an Excel file. For this download the sample file. Enter the details.

The screenshot shows a web application interface. At the top, there is a 'Download Sample' button. Below it is a form titled 'LOCATION DETAILS'. The form has a section for 'Upload The File' with a 'Choose File' button and a text box showing 'No file chosen'. To the right, there is a 'Company Name' dropdown menu with 'Skechers South Asia Pvt Ltd' selected. Below the form are two green buttons: 'Upload' and 'Go Back'. Below the form is a table with two columns: 'CLIENT ID' and 'CLIENT NAME'. The first row shows '1' and 'Skechers South Asia Pvt Ltd'. To the right of this table is another table with two columns: 'SCHEDULE INDUSTRY SHORT' and 'SCHEDULE INDUSTRY'. The first row shows 'ENG' and 'Engineering'. There are also search boxes above these tables.

Enter some of the fields as indicated below. Like for state, enter the number from the list below. E.g. for Assam state enter 3 in the excel file. Next is the client id. E.g. enter client ID as 1 where the client is Skechers South Asia Pvt Ltd. for Schedule industry use the last table. E.g. if Engineering then enter 'ENG' in the excel file.

The screenshot shows an Excel spreadsheet titled 'Sample (10) [Protected View] - Excel (Product Activation Failed)'. The spreadsheet has a 'PROTECTED VIEW' warning bar. The data is as follows:

StateId	City Name	UnitName	ClientId	Address	SE Certificate Number	Name Of The Manager As Per SE	Address

When the Excel file is ready to be uploaded the user will click on 'choose file' and select the Excel file from its location then upload. After the upload, all the locations that were inserted in the file will be reflected in the Location Master individually.



3.4 Holiday Master

Here the user is able to view the Holidays for the companies/ clients that are assigned to them.

The screenshot shows the 'HOLIDAY MASTER' interface. At the top, there are navigation tabs: Master, Mapping, Upload, Report, and Priyanka. Below the title, there are 'Create' and 'Upload' buttons. A search bar is present with the text 'Search:'. Below the search bar is a table with columns: Company Id, Holiday, Date, Weekday, State, Unit, and Action. The table contains six entries for AGS Transact Technologies Ltd.

Company Id	Holiday	Date	Weekday	State	Unit	Action
AGS Transact Technologies Ltd	Pongal	1/15/2023 12:00:00 AM	Sunday	Andhra Pradesh	Vijayawada	Edit View Delete
AGS Transact Technologies Ltd	Republic Day	1/26/2023 12:00:00 AM	Thursday	Andhra Pradesh	Vijayawada	Edit View Delete
AGS Transact Technologies Ltd	Ram Navami	3/30/2023 12:00:00 AM	Thursday	Andhra Pradesh	Vijayawada	Edit View Delete
AGS Transact Technologies Ltd	Ambedkar Jayanti	4/14/2023 12:00:00 AM	Friday	Andhra Pradesh	Vijayawada	Edit View Delete
AGS Transact Technologies Ltd	May Day (Labours Day)	5/1/2023 12:00:00 AM	Monday	Andhra Pradesh	Vijayawada	Edit View Delete
AGS Transact	Id-ul-Zuha (Bakrid)	6/29/2023 12:00:00	Thursday	Andhra Pradesh	Vijayawada	Edit View

A user can modify, view or delete the details and also can create the Holidays for the assigned companies.

Enter the holiday date, holiday description like Ganesh Chaturti, and Weekday like Saturday, Sunday, etc.

The screenshot shows the 'HOLIDAY DETAILS' form. It has a green header. Below the header, there are fields for 'Company Name', 'Date', 'State Name', 'Holiday', 'Weekday', and 'Unit Name'. A dropdown menu is open for 'Company Name', showing options: Skechers South Asia Pvt Ltd, India Transact Services Ltd, AGS Transact Technologies Ltd, Advanced Graphic Systems, and SECURE VALUE INDIA LTD. There are 'Submit' and 'Go Back' buttons at the bottom.

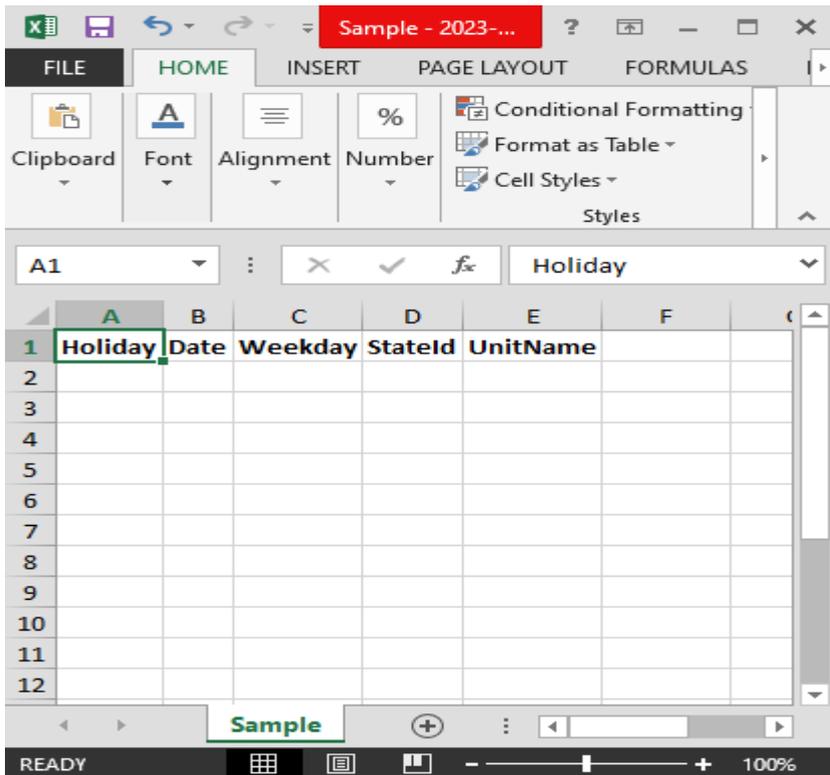
Another option is to upload the details from an Excel file. For this download the sample file. Enter the details.

The screenshot shows the file upload interface. At the top, there are navigation tabs: Master, Mapping, Upload, Report, and NakasheCommonUser. Below the tabs, there is a 'Download Sample' button. Below that is a green header for 'HOLIDAY DETAILS'. At the bottom, there are two fields: 'Upload Your File:' with a 'Choose file' button and 'No file chosen' text, and 'Company Name:' with a dropdown menu showing 'Skechers South Asia Pvt Ltd'. There are 'Submit' and 'Go Back' buttons at the bottom.



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Enter the fields as indicated below.

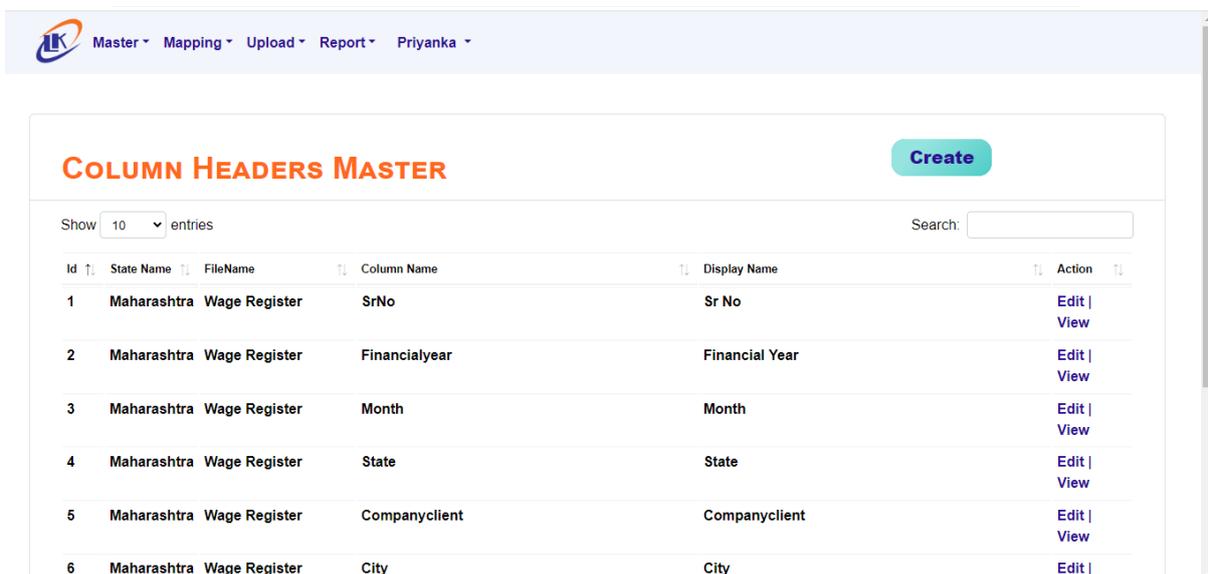


When the Excel file is ready to be uploaded the user will click on 'choose file' and select the Excel file from its location then submit. After the upload, all the holidays that were inserted in the file will be reflected in the Holiday Master individually.

3.5 Header Master

The Headers created for Company files are displayed here. The purpose of the Header Master is to create a unique header for a mapped column specific to a Company and/ or a state.

Click on Action, 'Edit' for modifying headers, 'View' for viewing the details





Select the Company, File, and state. The mapped columns for the combination are displayed. The column on the left is the mapped database column and the second is the display name. While mapping the system keeps the display name as the database column name. In case there is a need to change it for a company file or state, change the display name on the right side. So while the reports are generated, the headers are picked from the display column name changed or default.

Note the column ArrDays below. Display name changed to Arrear Days.

Master - Mapping - Upload - Report - Priyanka -

Select Company: Skechers South Asia Pvt Ltd | Select File: Wage Register | Select State: Assam

Show 10 entries | Search:

Column Name	Display Name
ActualWagesPaid	Actual Wages Paid
AdvanceRecovery	Advance Recovery
ArrDays	Arrear Days
ArrearBasic	Arrear Basic
ArrearConveyance	Arrear Conveyance
ArrearHouseRentAllowance	Arrear House Rent Allowance
ArrearMealCard	Arrear Meal Card
ArrearMedicalAllowance	Arrear Medical Allowance
ArrearBasic	Arrear Basic

4. Mapping

4.1 File to Report Mapping

This is the first step in designing the monthly salary data uploads for each company. This defines which file type uploaded for a company results in which statutory report.

The below index page displays the company-wise file report mapping done by user 'priyanka' for companies assigned to her.

Master - Mapping - Upload - Report - Priyanka -

FILE TO REPORT MAPPING | EXCEL TO DATABASE MAPPING

FILE RELATION Create

Show 10 entries | Search:

Company Name	File Name	Action
Advanced Graphic Systems	Wage Register	Edit View
Advanced Graphic Systems	Attendance	Edit View
Advanced Graphic Systems	Leave Book	Edit View
Advanced Graphic Systems	Advance File	Edit View
Advanced Graphic Systems	Damage And Loss File	Edit View
Advanced Graphic Systems	Fine File	Edit View
Advanced Graphic Systems	Overtime File	Edit View
AGS Transact Technologies Ltd	Wage Register	Edit View
	Attendance	Edit View

20.244.24.149:9010/ExcelToDBMapping/FileRelationIndex



Select the company name, file type that will be uploaded every month and the reports that will be generated from the file data.

FILE RELATION DETAILS

Company Name :

File Name :

Relation :

You can select multiple reports by just clicking the items in the dropdown or list. In this case, reports like wage register, advance file, damage and loss file, fine file and overtime file will get generated from the uploaded wage register for Sketchers South Asia Pvt Ltd.

4.2 Excel or Upload File to Report Mapping

In this step, the columns in the monthly upload file for a company should be mapped to the report columns.

FILE TO REPORT MAPPING

FILE RELATION

Show entries Search:

Company Name	File Name	Action
Advanced Graphic Systems	Wage Register	Edit View
Advanced Graphic Systems	Attendance	Edit View
Advanced Graphic Systems	Leave Book	Edit View
Advanced Graphic Systems	Advance File	Edit View
Advanced Graphic Systems	Damage And Loss File	Edit View
Advanced Graphic Systems	Fine File	Edit View
Advanced Graphic Systems	Overtime File	Edit View
AGS Transact Technologies Ltd	Wage Register	Edit View
	Attendance	Edit View

Please note: Steps in 4.1 and 4.2 need to be done only once for a company in the Salary Register Software. The monthly uploads would be done smoothly once the correct mappings are done as per the instructions provided in this manual and also in some references provided in the software.



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Click on Create to Map a new Company file.

4.2.1 Company Report Setup

Select the company for which the mapping needs to be done.

Select the state and the report or register for which the mapping needs to be done.



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Master Mapping Upload Report Priyanka

Choose File No file chosen **Upload** **Reference**

Note:- Please Check The File Before uploading, File Format Should Be .xlsx

Select Company: Advanced Graphic Systems | Select State: --SELECT-- | Select File: --SELECT--

Andhra Pradesh
Arunachal Pradesh
Assam
Bihar
Chhattisgarh
Goa
Gujarat

Show 10 entries | Search: | Add

Excel Name	Database Name
No data available in table	No data available in table

Showing 0 to 0 of 0 entries | Previous | Next | Showing 0 to 0 of 0 entries | Previous | Next

Show 10 entries | Search:

Display?	Excel Name	Database Name	Order No	Action
----------	------------	---------------	----------	--------

Master Mapping Upload Report Priyanka

Choose File No file chosen **Upload** **Reference**

Note:- Please Check The File Before uploading, File Format Should Be .xlsx

Select Company: Advanced Graphic Systems | Select State: --SELECT-- | Select File: --SELECT--

ADD NEW COLUMN | Wage Register | Attendance | Leave Book | Advance File | Damage And Loss File | Fine File | Add

Show 10 entries | Search: | Show 10 entries | Search:

Excel Name	Database Name
No data available in table	No data available in table

Showing 0 to 0 of 0 entries | Previous | Next | Showing 0 to 0 of 0 entries | Previous | Next

Show 10 entries | Search:

Display?	Excel Name	Database Name	Order No	Action
----------	------------	---------------	----------	--------

All the report columns are displayed as below on the right hand side. Right below the report columns, there is another table displayed with already mapped columns. These are a few default columns which the system maps on its own. These columns are mandatorily required in the Reports. **Users need not and should not map these columns again. The user must also ensure that the default columns mapped in 'Excel Name' column, matches with the corresponding column headers in the excel file used for upload, e.g. the default column 'Location' mapped in 'Excel Name' column, should also be 'Location' in the column header inside the excel upload file and not 'Unit name' or any other name.**



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The screenshot shows two empty tables side-by-side. The left table is titled 'Excel Name' and the right table is titled 'Database Name'. Between the tables are three orange buttons: 'Merge', 'Insert', and 'Save'. Below the tables are navigation links for 'Previous' and 'Next'.

4.2.2 File Format Upload

Click on choose file to upload the file (e.g. wage file here) for the intended Company (e.g. Sketchers here).

Please ensure the file uploaded for mapping should be in the same format as the file you will upload monthly, the column names should be the same. Also the header should be the first row of the excel file.

The screenshot shows the 'File Format Upload' interface. At the top, there is a 'Choose File' button and an 'Upload' button. Below this is a note: "Note:- Please Check The File Before uploading, File Format Should Be .xlsx". There are three dropdown menus: 'Select Company' (Sketchers South Asia Pvt Ltd), 'Select State' (Chandigarh), and 'Select File' (Form D (Regisyer of Wages of Employees)). Below these is a section titled 'ADD NEW COLUMN' with an 'Add' button. At the bottom, there are two empty tables for 'Excel Name' and 'Database Name', with 'Merge', 'Insert', and 'Save' buttons between them.

Click on 'Reference' button to follow certain steps for mapping.



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INSTRUCTIONS

- In Mapping Section
Go to File to Report Mapping in create section on the right side select the company for which you have to do the mapping ,file name and the relation of file then click on Submit.
- In Mapping Section
 - Upload the input file while uploading the file check whether state for which you have to do the mapping is there in the sheet or not.
 - Select Company , State and File for which mapping has to be done.(Company and filename must be same which you have selected in file to report mapping)
 - After doing above things Insert the following Columns one by one from database name
 - SrNo
 - Month
 - Year
 - CompanyId
 - Merge the following columns one by one Columns
 - UnitName Column on right side and Location/Office Location Column on left side

File name: [] All Files (*.*)
Open Cancel

Now click on upload button. The excel columns are displayed on the left hand side.

Upload **Reference**

***Note:- Please Check The File Before uploading. File Format Should Be .xlsx**

Select Company: Skedchers South Asia Pvt Ltd
Select State: Chhattisgarh
Select File: Form 1 (Register of Fines)

ADD NEW COLUMN **Add**

Excel Name	Database Name
<input type="checkbox"/> ScheduleIndustry	<input type="checkbox"/> AccountForYear
<input type="checkbox"/> CompanyClient	<input type="checkbox"/> CasualLeaveAvailed
<input type="checkbox"/> Working hours from	<input type="checkbox"/> CasualLeaveBalance
<input type="checkbox"/> Working hours To	<input type="checkbox"/> CasualLeaveDueNoOfDays
<input type="checkbox"/> Working hours from To	<input type="checkbox"/> CasualLeaveSalaryPaidAdvance
<input type="checkbox"/> Total Working hours from & To	<input type="checkbox"/> CasualLeaveSalaryPaidOrReturn
<input type="checkbox"/> Rest interval from	<input type="checkbox"/> CasualLeaveSalaryPaidOrRefusedLeaveDateAndAmountOfPayment
<input type="checkbox"/> Rest interval To	<input type="checkbox"/> CasualLeaveSalaryPaidOrRefusedLeaveDateOfDischarge
<input type="checkbox"/> Rest interval from to	<input type="checkbox"/> CompanyClient
<input type="checkbox"/> Total No Of Rest interval	<input type="checkbox"/> CompanyId

Showing 1 to 10 of 105 entries
Showing 1 to 10 of 42 entries



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4.2.3 File and Report Columns Mapping

Select the column from the left and select the matching column from the right and click on merge button. Continue in similar fashion. At a time ten columns (1 page) are shown on each side for convenience of the user. **Click on the page numbers to see the next set of columns.** **Search option is provided on both the sides for searching the columns.** **Kindly check the specific report formats while doing this activity. Because the right hand columns are derived from the report.**

As you click on 'Merge' button, the mappings are displayed in the bottom table as below.

Display?	Excel Name	Database Name	Order No	Action
<input checked="" type="checkbox"/>	Calculation	SrNo	10	Delete
<input type="checkbox"/>	Calculation	Month	20	Delete
<input type="checkbox"/>	Calculation	Year		Delete
<input type="checkbox"/>	Calculation	CompanyId	40	Delete
<input type="checkbox"/>	CompanyClient	Companyclient	50	Delete
<input type="checkbox"/>	SCHEDULEDINDUSTRY	ScheduleIndustry	60	Delete
<input type="checkbox"/>	UNIT	UnitName	70	Delete
<input type="checkbox"/>	State	State	80	Delete
<input checked="" type="checkbox"/>	CODE	EmployeeCode	90	Delete
<input checked="" type="checkbox"/>	EMP NAME	EmployeeName	100	Delete

There are few columns in the report which are required in the report but are not in the customer files. These columns hence cannot be mapped. Such columns need to be selected from the Database columns table on the right-hand side and then click on 'insert' button. They get added to the table below as 'Calculation'. For e.g. SrNo is required in the report to show the incremental sequential no. Hence it is inserted as a 'calculation' column. System generates the Serial Number when the report is generated.

Click on 'Save' button to save the mapped or merged data.

Please Note: Mapping of excel columns to report columns for a file type needs to be done for each state where the company operates. This is one time activity, but can be updated or modified at any point of time.

4.2.4 Mandatory Report Columns

There are few columns in the report which are required in the report but are not in the customer files. These columns hence cannot be mapped. Such columns need to be selected on the right-hand side and then click on 'insert' button. They get added to the below table as 'Calculation'. For e.g. SrNo is required in the report to show the in incremental sequential no. Hence it is inserted as a 'calculation' column. System generates the Serial Number when the report is generated.



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no data available in table

Showing 0 to 0 of 0 entries

Previous Next

Merge

Insert

Save

Showing 1 to 1 of 1 entries (filtered from 398 total entries)

Previous 1 Next

Show 10 entries

Search:

Display?	Excel Name	Database Name	Order No	Action
<input checked="" type="checkbox"/>	Calculation	SrNo	10	Delete
<input type="checkbox"/>	Calculation	Month	20	Delete
<input type="checkbox"/>	Calculation	Year	1	Delete
<input type="checkbox"/>	Calculation	CompanyId	40	Delete
<input type="checkbox"/>	CompanyClient	Companyclient	50	Delete
<input type="checkbox"/>	SCHEDULEDINDUSTRY	ScheduleIndustry	60	Delete
<input type="checkbox"/>	UNIT	UnitName	70	Delete
<input type="checkbox"/>	State	State	80	Delete
<input checked="" type="checkbox"/>	CODE	EmployeeCode	90	Delete
<input checked="" type="checkbox"/>	EMP NAME	EmployeeName	100	Delete

Showing 1 to 10 of 70 entries

Previous 1 2 3 4 5 6 7 Next

4.2.5 Add New Column

In case there is a new column in the excel file which is not in the report during the first mapping or even on a later date, user can add a new column to the report. Click on 'Add' button below.

Skechers South Asia Pvt Ltd

Maharashtra

Form II (Wages register)

ADD NEW COLUMN Add

Show 10 entries

Search:

Excel Name
No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Merge

Insert

Save

Database Name
<input type="checkbox"/> FoodAllowanceArrears
<input type="checkbox"/> FoodAllowanceDeduction
<input type="checkbox"/> Foodcoupons
<input type="checkbox"/> Foodcouponsdeduction
<input type="checkbox"/> Foodcouponsdeductionarrears
<input type="checkbox"/> FUELALLOWANCE
<input type="checkbox"/> FuelAllowanceArrears
<input type="checkbox"/> FuelReimb
<input type="checkbox"/> Fuelreimbursementarrears
<input type="checkbox"/> GadgetAllowance

Showing 1 to 10 of 397 entries

Previous 1 2 3 4 5 ... 40 Next

Enter the name of the field in the Column name field and click on Add Button.

The user while adding new Column must ensure that column name Has No Spaces or Special Character and that the column name Doesn't Already Exists.



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ADD NEW COLUMN Add

Column Name

Section Type

Add

Show 10 entries Search:

Excel Name
No data available in table

Showing 0 to 0 of 0 entries Previous Next

Merge
Insert
Save

Database Name
<input type="checkbox"/> FoodAllowanceArrears
<input type="checkbox"/> FoodAllowanceDeduction
<input type="checkbox"/> Foodcoupons
<input type="checkbox"/> Foodcouponsdeduction
<input type="checkbox"/> Foodcouponsdeductionarrears
<input type="checkbox"/> FUELALLOWANCE
<input type="checkbox"/> FuelAllowanceArrears
<input type="checkbox"/> FuelReimb
<input type="checkbox"/> Fuelreimbursementarrears

Master Mapping Upload Report Priyanka

20.244.24.149:9010 says
Are you sure to Add Column Name:TestAnjali Of Type: 1 in Right Side DB Columns ?

OK Cancel Reference

No file chosen

Note:- Please Check The File Before uploading, File Format Should Be .xlsx

Select Company **Select State** **Select File**

Skechers South Asia Pvt Ltd Maharashtra Form II (Wages register)

ADD NEW COLUMN Add

Column Name

Section Type

Add

Show 10 entries Search:

Excel Name
No data available in table

Showing 0 to 0 of 0 entries Previous Next

Merge

Database Name
<input type="checkbox"/> FoodAllowanceArrears
<input type="checkbox"/> FoodAllowanceDeduction

Please check if a similar column is already existing before you add a new column as done below. For e.g. if the report column name is 'Provident Fund', but your customer file has header as 'PF', do not create a new column as 'PF'. Instead map the column to 'Provident Fund' and then change the display name for the company in the Header Master Menu as described in the Masters section.



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Section Type:

Add

Show 10 entries Search:

Excel Name
No data available in table

Showing 0 to 0 of 0 entries Previous Next

Merge
Insert
Save

Show 10 entries Search: test

Database Name
<input type="checkbox"/> TestAnjali

Showing 1 to 1 of 1 entries (filtered from 398 total entries) Previous 1 Next

Show 10 entries Search:

Display?	Excel Name	Database Name	Order No	Action
<input checked="" type="checkbox"/>	Calculation	SrNo	10	Delete
<input type="checkbox"/>	Calculation	Month	20	Delete
<input type="checkbox"/>	Calculation	Year	30	Delete
<input type="checkbox"/>	Calculation	CompanyId	40	Delete
<input type="checkbox"/>	CompanyClient	Companyclient	50	Delete
<input type="checkbox"/>	SCHEDULEDINDUSTRY	ScheduleIndustrv	60	Delete

If the column you have entered is already present, below error is displayed.

Select Company: Skechers South Asia Pvt Ltd

20.244.24.149:9010 says
Error Occured Adding New Column: Please Check ColumnName Has No Spaces or Special Character And ColumnName Doesn't Already Exists.

Select File: (Wages register)

Add

Column Name: TestAnjali

Section Type:

Add

Show 10 entries Search:

Excel Name
No data available in table

Showing 0 to 0 of 0 entries Previous Next

Merge
Insert
Save

Show 10 entries Search: test

Database Name
<input type="checkbox"/> TestAnjali

Showing 1 to 1 of 1 entries (filtered from 398 total entries) Previous 1 Next

Show 10 entries Search:

Display?	Excel Name	Database Name	Order No	Action
<input checked="" type="checkbox"/>	Calculation	SrNo	10	Delete

Addendum for the mapping of Monthly Form B:

The proper mapping of the columns for calculation of "Others" and "DeductionOthers" in the Monthly Form B, is to be done as mentioned below:



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For calculation of "Others"

Excel Name	Database Name
Others	Others
Total	Total
Basic	Basic
SpecialBasic	SpecialBasic
DA	DA
PaymentsOvertime	PaymentsOvertime
HRA	HRA
LeaveEncashment	LeaveEncashment
Gratuity	Gratuity
Bonus	BonusStatutory

For calculation of " DeductionOthers"

Excel Name	Database Name
Deduction Others	DeductionOthers
Total Deduction	DeductionTotal
PF	DeductionPF
ESIC	DeductionESIC
Society	DeductionSociety
Income Tax	DeductionIncomeTax
Insurance	DeductionInsurance
Others	DeductionOthers
Recoveries	DeductionRecoveries
Fine	Fine
Damages	Damages
LWF	LWF
Professional tax	DeductionProfessionalTax

Please Note:

1. The name of the column in the Excel Upload file can be changed given that the same column is remapped with the changed name.



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2. Make sure that the Excel Upload file consist the “Others” & “Deduction Others” column with null value.

4.2.6 Mapped or Merged Columns

In table below with mapped columns there are few steps to be followed which are crucial for the generation and display of the Reports or Registers.

Display?	Excel Name	Database Name	Order No	Action
<input checked="" type="checkbox"/>	Calculation	SrNo	10	Delete
<input type="checkbox"/>	Calculation	Month	20	Delete
<input type="checkbox"/>	Calculation	Year		Delete
<input type="checkbox"/>	Calculation	CompanyId	40	Delete
<input type="checkbox"/>	CompanyClient	Companyclient	50	Delete
<input type="checkbox"/>	SCHEDULEDINDUSTRY	ScheduleIndustry	60	Delete
<input type="checkbox"/>	UNIT	UnitName	70	Delete
<input type="checkbox"/>	State	State	80	Delete
<input checked="" type="checkbox"/>	CODE	EmployeeCode	90	Delete
<input checked="" type="checkbox"/>	EMP NAME	EmployeeName	100	Delete

1. Display column is by default ticked means the column is displayable. In case you do not want to display the column, deselect the display column.
2. The 8 System mapped columns are order starting from 10 to 80 in multiples of 10. Rest of the mapped columns start from 90 and incremented so on. User need not bother about the order while mapping the column. But later should refer to the respective report format and set the order. In case a column needs to be inserted in the middle of 2 columns just put a greater number than the first number. It can be in decimals too. Like if you want to insert a column between order numbers 30 and 40 you can change the order of the said number to 30.5 or 31 or 35. You need not change all the numbers in the sequence. **Also while changing the order numbers do not push Space Key or Enter Key and just click out of the field.**
3. In case any of the mappings are incorrect, you may delete the mapping using the delete button against the column and remap.

For header or sub header change for any company or report, refer to the master section.

5. File Upload



5.1 Monthly Upload

Select the Company from the dropdown for whom you want to upload the file.

The screenshot shows the 'Monthly Upload' form with three main sections: 'Select Company', 'Select File', and 'Select Month'. The 'Select Company' dropdown is open, displaying a list of companies. The 'Select File' and 'Select Month' dropdowns are currently set to '--SELECT--'. There are 'Upload' and 'Error' buttons visible.

Select the File, whether it is a wage file, muster, leave book, fine and damage file etc.

The screenshot shows the 'Monthly Upload' form with three main sections: 'Select Company', 'Select File', and 'Select Month'. The 'Select Company' dropdown is set to 'Skechers South Asia Pvt Ltd'. The 'Select File' dropdown is open, displaying a list of file types. The 'Select Month' dropdown is set to '-----, ----'. There are 'Choose File', 'HELP', and 'Error' buttons visible.

Select the month year for which the file needs to be uploaded. Click on chose file, select the file from the folder as directed and click on upload.

The screenshot shows the 'Monthly Upload' form with three main sections: 'Select Company', 'Select File', and 'Select Month'. The 'Select Company' dropdown is set to 'Skechers South Asia Pvt Ltd'. The 'Select File' dropdown is set to 'Wage Register'. The 'Select Month' dropdown is set to '-----, ----'. The 'Choose File' button is clicked, and a file selection dialog is open, showing a calendar for the year 2023 with 'Jul' selected. There are 'Upload' and 'Error' buttons visible.

The statistics of the uploaded file will be displayed. In case the count is 0, that means the file has not been uploaded. You can check the error log to see the latest error.



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Click on 'HELP' button to check the instructions before uploading.

Master Mapping Upload Report Priyanka

Ske

Choose F

INSTRUCTIONS

1. Check Whether File Relation is set or not.
2. Check whether mapping is done properly or not according to the reference on the excel to db mapping screen.
3. Mapped columns name should be same for all the states.
4. a. Check in input file the column name should be same as mapped.
b. If there are more than one same columns with different names than the values of the columns must

5.2 Monthly Files Uploaded

The details of the files uploaded are displayed here for reference of the user.

Show 10 entries Search:

Year	Month	CompanyName	StateName	FileName	Count
All	All	All	All	All	All
2023	1	Skechers South Asia Pvt Ltd	Himachal Pradesh	HPFormII	1
2023	1	Skechers South Asia Pvt Ltd	Himachal Pradesh	HPFormII	1
2023	2	TURTLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED	Himachal Pradesh	HPFormI	2
2023	2	TURTLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED	Himachal Pradesh	HPFormI	2
2023	1	TURTLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED	Himachal Pradesh	HPFormI	2
2023	1	TURTLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED	Himachal Pradesh	HPFormI	2
2023	2	TURTLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED	Himachal Pradesh	HPFormI	2
2023	2	TURTLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED	Himachal Pradesh	HPFormI	2

5.3 Monthly Report Generation

Select the Company, Month and Year for report generation. Report is generated and downloaded as a zip for the company for the selected month and year. On opening the zip file you can drill down to the clients, state and units.

GENERATE REPORT

Company: Skechers South Asia Pvt Month: January Year: 2022

Generate

5.4 Monthly Report Generated

All the reports already generated for the month are displayed.

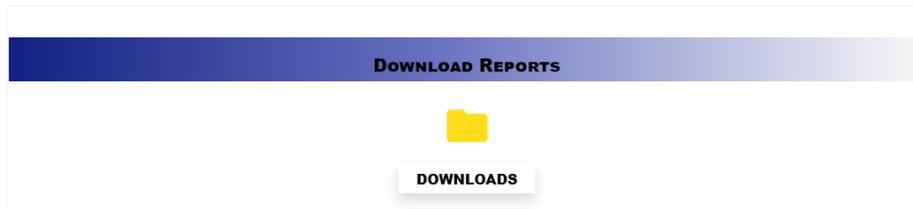


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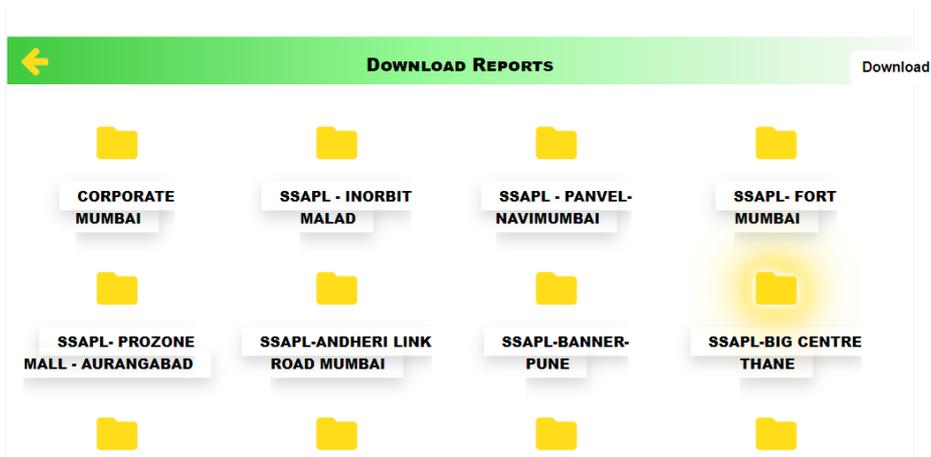
CompanyName	StateName	FileName	Month	Year	GeneratedAt
Skechers South Asia Pvt Ltd	Uttar Pradesh	NoticeOfHoliday	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Uttar Pradesh	NoticeOfHoliday	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Gujarat	RegisterOfEmployment	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Gujarat	RegisterOfEmployment	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Punjab	FormX	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Punjab	FormX	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Bihar	Noticeofperiodofworkofemployees	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Bihar	Noticeofperiodofworkofemployees	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Kerala	Noticeofperiodofworkofemployees	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Kerala	Noticeofperiodofworkofemployees	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Bihar	Service Card to Employee	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Bihar	Service Card to Employee	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Jharkhand	Service Card to Employee	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Jharkhand	Service Card to Employee	1	2023	26-05-2023 11:29:00
Skechers South Asia Pvt Ltd	Uttar Pradesh	RegisterofAttendanceAndWages	1	2023	26-05-2023 11:29:00

5.5 Monthly Report View

View and download the generated reports or registers.



Reports can be drilled down upto the state level and can be downloaded state wise and then unit wise. Click on the 'Download' button to download all the reports of displayed units.



Click on the 'Download' button to download all the reports of 1 unit.



User Manual for Salary Register for Operations Team

←**DOWNLOAD REPORTS**Download


FORM I (REGISTER OF FINE).XLSX


FORM II (REGISTER OF DAMAGE OR LOSS).XLSX


FORM IV (OVERTIME REGISTER).XLSX


FORM IV (REGISTER OF ADVANCE).XLSX

6. Annual/ Returns Upload

ANNUAL UPLOAD

Upload The File : No file chosen

Select File:

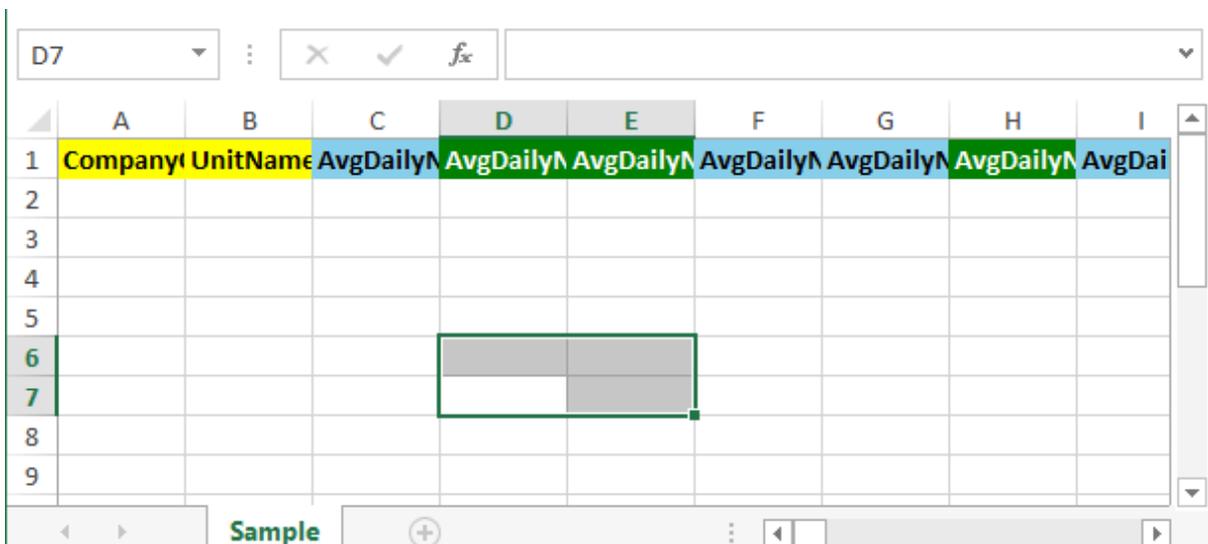
To :

Company Name:

From :

Location Master :	<input type="checkbox"/>	Company Master :	<input type="checkbox"/>
Holiday Master :	<input type="checkbox"/>	Minimum Wages :	<input type="checkbox"/>
Monthly Data Input from Salary :	<input type="checkbox"/>	Monthly Data Input from Attendance :	<input type="checkbox"/>
Monthly Data Input from Leave :	<input type="checkbox"/>	Input while generating return :	<input type="checkbox"/>

Select File like PW, Maternity or consolidated etc. Click on 'Download Sample'. The format for selected Annual file is downloaded. The file is self-explanatory. It has headers highlighted in various colours. One set of colours represent the data that needs to be entered by the user for the company, the other set of colours represent data that will be automatically picked from the monthly registers. User should not enter this data unless and until the user wants to override the monthly data. Third set of colours represent the data from the masters, which the system will pick automatically. All the legends have been placed in the screen for the benefit of the user.



	Company	UnitName	AvgDaily	AvgDaily	AvgDaily	AvgDaily	AvgDaily	AvgDaily	AvgDai
1									
2									
3									
4									
5									
6									
7									
8									
9									



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Select Company

ANNUAL UPLOAD

Upload The File : No file chosen

Company Name:

Select File:

From :

To :

Upload

Go

Location Master : Company Master :

Holiday Master : Minimum Wages :

Monthly Data Input from Salary : Monthly Data Input from Attendance :

Monthly Data Input from Leave : Input while generating return :

- Skechers South Asia Pvt Ltd
- TestTechnowin
- TURBLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED
- Rebel Foods Private Limited
- CMA CGM Agencies India Pvt Ltd
- Easy Home Finance Limited
- Aadhar Housing Finance Limited
- Executive Centre India Pvt Ltd
- TEST COMPANY
- Kewal Kiran Clothing Limited
- Westerly Retail Pvt Ltd
- Travelx India Private Limited
- Forever Living Products (India) Pvt LTD
- Forever Living Imports (India) Private Limited
- FLP TRADING PVT LTD
- Ultrafresh Modular Solutions LTD
- Fintech Blue Solutions Pvt LTD
- The Pavillion ICC Realty India Pvt Ltd
- AADHAR SALES AND SERVICES PRIVATE LIMITED
- Seclore Technology Pvt Ltd

Then select File type

ANNUAL UPLOAD

Upload The File : No file chosen

Company Name:

Select File:

From :

To :

Upload

Go Back

Download Sample

Location Master : Company Master :

Holiday Master : Minimum Wages :

Monthly Data Input from Salary : Monthly Data Input from Attendance :

Monthly Data Input from Leave : Input while generating return :

- AnnualPW
- AnnualCLRA
- AnnualEC
- AnnualHoliday
- AnnualFormIIIDetails
- AnnualMaternity
- AnnualSE
- AnnualLocalEmploymentAct
- AnnualConsolidatedMaharashtra
- AnnualConsolidatedKarnataka
- AnnualConsolidatedOdisha
- AnnualConsolidatedTelangana

Select 'from' and 'to' date from the calendar. If you want to generate a half yearly report for 2023 starting from January, then select 'from' as 01-Jan-2023 and 'to' as 30-Jun-2023. Even if you select 03-Jan, the month will be taken as January.

ANNUAL UPLOAD

Upload The File : No file chosen

Company Name:

Select File:

From :

To :

Upload

Go

Download Sample

Location Master : Company Master :

Holiday Master : Minimum Wages :

Monthly Data Input from Salary : Monthly Data Input from Attendance :

Monthly Data Input from Leave : Input while generating return :

2023

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Clear This month



User Manual for Salary Register for Operations Team

ANNUAL UPLOAD

Upload The File : No file chosen

Company Name:

Select File:

To :

Location Master :

Holiday Master :

Monthly Data Input from Salary :

Monthly Data Input from Leave :

Buttons: Upload, Go Back, Download Sample

Click on Upload.

6.1 Periodic/ Returns Files Uploaded

Already uploaded Periodic or Return Files statistics are displayed here for the reference of the user.

Show entries

Search:

Year	CompanyName	FileName	Rows	UploadedAt
All	All	All	All	All
	Skechers South Asia Pvt Ltd	AnnualEC	38	26-05-2023 04:56:00
	Skechers South Asia Pvt Ltd	AnnualEC	38	26-05-2023 04:56:00
	Skechers South Asia Pvt Ltd	AnnualCLRA	38	23-05-2023 11:34:00
	Skechers South Asia Pvt Ltd	AnnualCLRA	38	23-05-2023 11:34:00
	Skechers South Asia Pvt Ltd	AnnualLocalEmploymentAct	1	23-05-2023 01:21:00
	Skechers South Asia Pvt Ltd	AnnualLocalEmploymentAct	1	23-05-2023 01:21:00
	Skechers South Asia Pvt Ltd	AnnualMaternity	38	23-05-2023 01:20:00
	Skechers South Asia Pvt Ltd	AnnualMaternity	38	23-05-2023 01:20:00
	Aadhar Housing Finance Limited	AnnualMaternity	38	23-05-2023 01:10:00
	Aadhar Housing Finance Limited	AnnualMaternity	38	23-05-2023 01:10:00

6.2 Report Generation

Show entries

Search:

CompanyName	FileName	Month	Year	GeneratedAt
All	All	All	All	All

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Dropdown menu: Monthly Report Generation, Monthly Report Generated, Monthly Report View, Periodic Report Generation, Periodic Report Generated, Periodic Report View

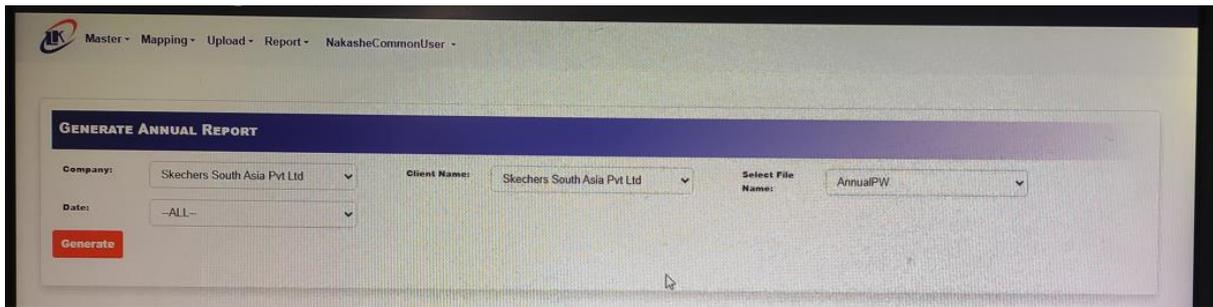
6.3 Periodic Report Generation

Please ensure that the monthly registers are uploaded for the period, masters are updated and the Periodic files are uploaded (Section 5 above) before Periodic Report Generation.

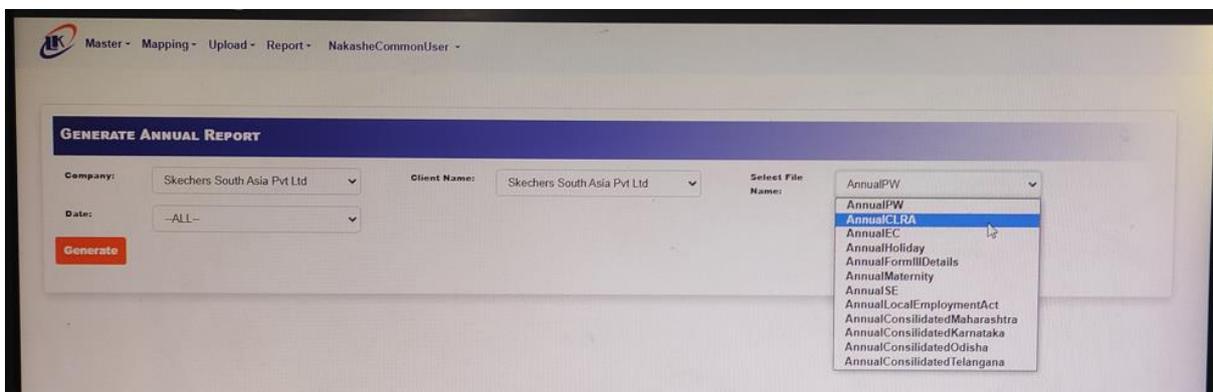


User Manual for Salary Register for Operations Team

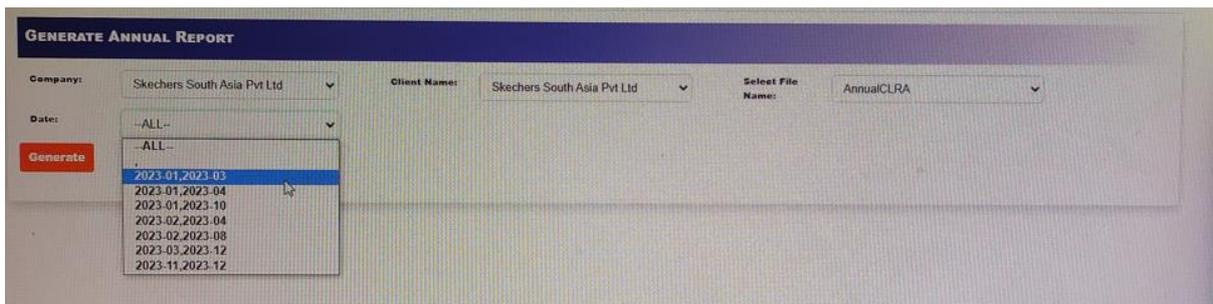
Select Company and Client Name.



All the file types uploaded for the Company and Client are displayed in the drop down. Select the File Type.



All the periods for which the annual data was uploaded is displayed. Select the period and then click on generate. Zip file is downloaded for the selected combination of Company, Client, file Type and Period.





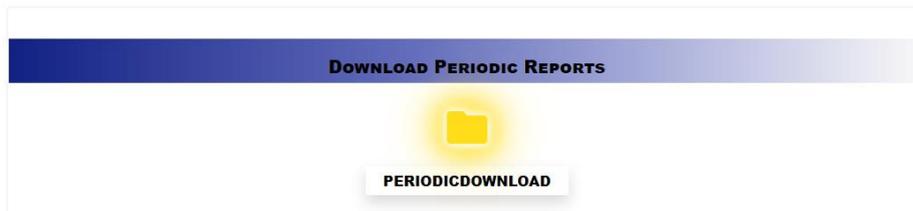
6.4 Periodic Report Generated

All the Returns or Periodic Reports already generated are displayed with statistics.

CompanyName	FileName	From Date	To Date	GeneratedAt
Skechers South Asia Pvt Ltd	OdishaReturnAstoCompensation	2023-01	2023-04	23-05-2023 11:56:00
Skechers South Asia Pvt Ltd	OdishaReturnAstoCompensation	2023-01	2023-04	23-05-2023 11:56:00
Skechers South Asia Pvt Ltd	PunjabECReturn	2023-01	2023-04	23-05-2023 11:56:00
Skechers South Asia Pvt Ltd	PunjabECReturn	2023-01	2023-04	23-05-2023 11:56:00
Skechers South Asia Pvt Ltd	PunjabPWFormIV	2023-01	2023-04	23-05-2023 11:56:00
Skechers South Asia Pvt Ltd	PunjabPWFormIV	2023-01	2023-04	23-05-2023 11:56:00
Skechers South Asia Pvt Ltd	Punjabformiii	2023-01	2023-04	23-05-2023 11:56:00
Skechers South Asia Pvt Ltd	Punjabformiii	2023-01	2023-04	23-05-2023 11:56:00

6.5 Periodic Report View

View and download the generated periodic reports or returns



Reports can be drilled down upto the Period level and then downloaded.