1. How to get Company logo and address in Pay-slip?
   Payroll -> Master Company details --> Fill the required details ex. Company name, address --> select the check box "Consider as Master Company in Pay-slip".
   And to attach Logo -> click on select files, select the format -> save.

2. How to import various details?
   Payroll --> Import from excel--> select the particular template, select the month and choose the file which you have saved-> import.
   Ex: employee payroll details, Employee salary head info, Employee Pay days etc.

3. What is Use of "Is Locked" option in Pay-month?
    If you check this option you cannot make changes for that particular month.

4. What is mid of month concept?
   Attendance calculated for different period and salary processed for different date EX:ATT calculation is picked for 20th February to 21st March whereas Salary is processed for the month of March.

5. How to define salary heads as formula?
   Payroll Input →Assign Heads to salary structure →Cal type – select option "formula" and in the place of formula select the Formula defined for that particular head.

6. How to give particular component as only working days?
   Payroll Input→ Assign heads to salary --> structure – Calc basis - select paydays.

7. How to assign Structure to employees and mention theoretical Amount?
    A. Payroll -> Employees -> edit -> payroll details -> salary structure.
    B. Payroll -> employees -> view salary details -> mention the theoretical Amount
   You can check the video by using this link https://www.youtube.com/watch?v=847-HYW-QOg&feature=youtu.be

8. How to apply and approve employee expenses claim?
   From Admin Login
   Payroll -> employee expenses claim -> Add new employee expenses claim -> select the employee, pay month, expenses category and mention the other details and select check box "is approved", select the file -> update.
   For ESS - Payroll -> expenses claim -> select the expenses sub category -> select the date and mention the required details -> submit claim.
   Manger can approve from ess portal.
   Manager details -> employee expenses claim -> check-> edit-> check is approved option.
   You can check the video by using this link
   https://www.youtube.com/watch?v=tvh2PoNs60E&feature=youtu.be

9. How to give salary Advance/loan?
   Payroll -> pre salary transaction-> employee Advances-> create employee advances-> create-> add new-> Fill the required details -> save -> select the employee-> select the Month and mention the Amount and number of installment-> click on Allot employee advance
   You can check the video by using this link https://www.youtube.com/watch?v=zeQj-zauRsM&feature=youtu.be

10. How to Hold and release Employee salary?

    Payroll -> Salary transaction-> Hold employee salary-> click on hold employee salary -> select the employee-> click on hold salary. **Note** : you can also mention the reason for holding salary

    To release employee salary -Payroll -> salary transaction-> click on release-. Select release mode -> release Month mention remark Updates.

11. How to process salary?

    A. Payroll -> salary transaction-> process payroll -> quick process.
    B. And you can process salary with pay-slip -> Payroll -> salary transaction-> process payroll-> payroll process With Pay-slip
    And we have various filter option ex: department wise, branch vise, category wise etc.
    And after payroll process you can check the earned Amount in salary transaction -> employee earned salary
    You can check the video by using this link
    https://www.youtube.com/watch?v=TUa_k_eRbEk&feature=youtu.be

12. How to override Pay days?

    Payroll -> employee earned salary-> select employee-> right click-> override paydays-> mention the days-> updates. And you can also import in bulk through the excel sheet for pay days
    Import employee excel sheet -> select employee payday s-> select the month -> chose file from where you have saved -> click on import

13. How to see pay-slip?

    From Admin Login Payroll -> Payout-> generate pay-slip-> pay-slip.
    If you want send pay-slip through email click on send salary pay-slip email.
    From ESs login -> payroll -> salary slip -> generate.
    You can check the video at this link https://www.youtube.com/watch?v=Bad_Ms0vAVg&feature=youtu.be

14. Where to check and select the various pay-slip options?

    Payroll -> Advance Option-> other reports -> pay-slip gallery, select the format and click on save.

15. How to generate bank statement?

    Payroll -> payout-> bank statement-> select the month -> bank name-> mode of payment -> generate.
    You can also generate using various filters like, company, group by, bank name etc.
    You can check the video by using this link
    https://www.youtube.com/watch?v=aCnXVHAO5to&feature=youtu.be

16. How to send email to employees for birthday?

    Payroll -> Notification -> general Email -> select the employee ->Mention the subject-> select the file (GFI files, Or birthday greetings -> send

17. How to calculate PF /ESI for particular employee?

    Payroll -> employees -> edit -> payroll details -> Select both the option-> update.

18. How to calculate PF /ESI for particular Branch?

    Payroll -> master -> branch detail -> Add new -> mention the required details -> click on PF -> add new -> Mention Pf Number and Address -> save.
    Click on ESI -> Add new-> mention the details-> save.
    Select PF Group and ESI -> save.

19. How to restrict PF/ESI to the cut off limit ?
    Payroll-> Advance Options-PF ESI rate Editor-> select the Restrict employee and employer PF and ESI
    You can check the video by using this link
    https://www.youtube.com/watch?v=HbBrH23S37E&feature=youtu.be

20. How to remove ESI for one branch?
    Do not select the ESI Group while creating Branch

21. Why Branch details are mandatory and how to calculate PF and ESI as per branch wise?
    To calculate PF, PT and ESI the details are mandatory. Payroll -> master company details-> branch details->
    fill the required details-> save.
    You can check the video by using this link
    https://www.youtube.com/watch?v=oa_GzkLatHI&feature=youtu.be

22. How to restrict PF for particular employee?
    Payroll -> Employee -> edit -> payroll details -> check option override Pf -> select option employee PF restric

23. How to generate PF/ESI challan report?
    A. Payroll -> Payroll Reports-PF reports-> PF challan Report, Text file is ready upload file for PF website.
    B. Payroll -> Payroll Reports-ESI Reports-ESI Challan Reports.

24. What is Vol PF and how to process it?
    If an employee wants to deduct PF Amount more than 12% then the extra amount means Voluntary PF.
    A. Payroll -> Payroll input -> edit the salary head which you want consider as for Vol PF-> statutory details ->
    Select option of Vol PF-> save.
    B. Advance Option-> configure statutory settings -> employee voluntary PF-> create voluntary Pf -> select
    the Employees, -> check the option Vol % if percentage is applicable -> save.
    You can check the video by using this link https://www.youtube.com/watch?v=n1C3Yg-
    okzc&feature=youtu.be

25. How to verify HRA calculation or verify the same?
    You can generate the Month HRA expansion report
    Payroll -> advance option-> other reports-> Monthly HRA exemption.-> export to excel.

26. What is one time taxable?
    We can pay tax one time instead of dividing into 12 months EX:Tax on Bonus is paid onetime.

27. How to calculate TDS?
    Payroll -> Master Company details -> Select the TDS months.

28. How to deduct TDS only in last 6 months?
    Payroll -> Master company details -> Select TDS months in Master Co. Details Only For Last 6 Months.

29. How to calculate TDS for particular Component?
    Payroll -> payroll input -> Assign head to salary structure-> edit-> statutory details-> select the TDS ref and
    Select the option future tax projection, to calculate a TDS in future also.
    You can check the video by using this link https://www.youtube.com/watch?v=c3BJTjilvcs&feature=youtu.be

30. How to Override TDS Amount Manually?

Payroll -> advance option -> IT and form16 settings-> employee IT summary-. Select the employee -> mention the Amount. -> save.

And you can also Import through excel.

Payroll-> import from excel -> select the import templates as import employee TDS-> month -> choose the file which you have saved -> import

31. Where to check IT Calculation?

You can generate the IT computation report / IT projection report.

Payroll -> payroll reports-> Income TX report -> IT computation -> select the employee -> generate.

32. How to submit IT Declaration?

From Admin Login.

Payroll -> pre salary transaction->employee IT declaration -> click on IT declaration -> mention the required Details-> Save.

Employee can also submit IT declaration form ESS login.

Payroll -> IT declaration-> mention the required details-> save IT declaration

You can check the video at this link https://www.youtube.com/watch?v=440JUk-5MLc&feature=youtu.be

33. How to Generate Form 16?

A. Payroll-->Payroll Input--> Income tax Report--> Form 16-->Generate.

B. Payroll-->Payout--> Form16.

34. How to check all the employees' calculation in single sheet?

Payroll => payroll reports-> salary report -> earned salary report -> generate .here you can check for all the employees payroll calculation for particular month.

And you can generate various salary report like earning report , salary wage register report etc .

35. What is arrears and how to calculate arrears?

If hiked Amount of an employee is not paid that is called arrears.

A. Payroll Employee-> view salary details-> change the new salary in gross Amount-> save.

B. Payroll input-> Salary head -> add new -> create salary head name called arrear.

C. Assign head to salary structure-> Add new -> select Arrear filled for salary head name -> save.

D. Pre salary transaction-> Employee Arrear -> Allot Employee Arrear -> create -> add new -. Create head arrear select head to which it will reflect -> save-> select the employee and select the month-> Allot Arrear

You can check the video at this link https://www.youtube.com/watch?v=-HJqEhpKwNg&feature=youtu.be

36. How to verify Arrears calculation or check the break up?

Payroll -> Advance Option -> Arrear break up-> select the month, and you can export in excel.

You can also generate the report for Arrear.

Payroll->payroll report-> pre salary transaction-> employee arrear salary sheet.

37. How to process Full & Final settlement and generate settlement pay-slip?

A. Payroll -> Employees -> Edit -> separation details -> change the status as resigned ->Fill the details -> update.

B. Advance option->full and final settlement->stop employees salary->add new->filter status as resigned

C. Salary transaction ->full and final settlement ->create employee final settlements->select the employee-> Process payroll.

      D. Payout -> Generate pay-slip -> pay-slip type ->select settlement pay-slip -> generate
      E. Payout -> Pay-slip -> Select the pay-slip -> click on employee code.

38. What is FBP and its relation with income tax?
    Flexible Benefit Plan , For FBP need to submit Declaration or Proof then only amount will comes under exemption otherwise it will consider as Taxable income.

39. If one component is Pay as proof, how to submit proof for that head?
    A. From ESs/ Mobile App -> payroll -> FBP Proof submission-> select category -> fill the required details ex: bill number, bill date -> submit claim.
    B. From Admin Login: Advance option -> FBP /Reimbursement -> Reimbursement Approved -> fill the required details and update

40. Can I create a report format of my own ?
    Yes, we have two options. 1. Report writer   and   2. Customized Payroll report
    In Report writer you can pull Theoretical numbers and certain Employee details.
    In Customized Payroll report, you can generate certain Employee details and most of the earned details.

<div align="center">Thank you.</div>

And do check the list of Important Do's and Do not's of our software and the Payroll process.

For any further questions request you to contact our support team. Contact details available on the website – SmartOfficepayroll.com

Important list of Do's and Do not's of the software.

	Correct process	Process to be avoided
Locking the Month	Lock the month once salary process is completed	If you miss and update something from the previous months, then it will resulting in various issues
Importing Details	Prepare the data as per the format provided and import only after verification	Do not import unverified data, once the data is imported, changes cannot be undone
Importing Details	If you are still facing an issue, create a test employee and test things if you want or contact us	Do not import unverified data in active employee details.
Resignation Process	As soon as you get intimation of resignation letter submission	If you delay, the Income tax report and Form 16 might not be proper
PayDays	Put the Manual entries or OD if employee attendance needs to be corrected	Don't Override the Paydays, you wont be able to reverse this change.
Payroll Process	Process the payroll for every changes	All calculation related changes, will be visible only after processing the payroll once again
IT Declaration	Process the payroll after submitting IT declaration.	System needs to recalculate the numbers, so without process do not generate the reports
F&F	In Full and final settlement record : if you want to change anything, just delete the record and process the F&F once again	Don't edit F&F record and process, it will show processed but the new numbers will not reflect properly
Employee Structure changes	If you need to change the employee salary structure, it would be better to do it from the start of the Financial year	Please avoid changes in the employee salary structure changes in the middle of the Financial year
Resignation for Payroll employee	If those employees are under payroll, then resign the employee from payroll window and update DOR and DOL	Don't resign from attendance window
Employee Details	PAN number is Mandatory for FORM 16	Without PAN number form16 will not generate
PF Challan	PF and UAN number is mandatory for PF challan	Don't leave blank as challan will not generate
Arrears	For processing Arrears, we have to add the Arrear head in structure for calculation	Without adding arrear head, system will not be able to show the number in any specific head
Leave encashment or Gratuity	If you are not paying gratuity or leave encashment as part of F&F, then those heads needs to be added in the salary structure (Assign heads to salary structure window)	Without adding these salary heads, calculation will not reflect
Lock Declaration	Lock the IT declaration month once declaration is submitted so admin can cross verify with given hard copies.	If it declaration is not lock then employee can change the details after verification and the calculation will keep changing
Important base level changes	Please discuss with our team, so that we can guide our best solutions	Please avoid any changes without discussion, since some of them cannot be reverted back to original