



**VijayErp**

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# Payroll

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V-Software (9213676208)

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# KEY BENEFITS OF INVOICE SOFTWARE

- No skilled operator is required to operate the software.
- The interface is user-friendly, making it easy to use for anyone.
- Multi-user support allows more than one user to access the software simultaneously.
- The software can be accessed on any device, making it convenient for users to create invoices from anywhere.
- Creating invoices is very quick and easy, saving users a lot of time.
- The software auto-generates GST return data, making it easy to file taxes.
- It also auto-generates JSON files for eInvoicing and E-way bills.
- Sale invoices can now be easily posted in Tally as sale vouchers.
- The software is scalable, allowing users to work in more than one place.
- Users can create or view invoices on their mobile devices, making it easy to work on-the-go.
- The data entered in the software is fully secure, ensuring data security.
- We continuously improve and update the software to meet the latest GST requirements.
- Every report and screen can be exported to Excel.
- The user is free to adjust the print page size and margins according to their preferences.
- It is possible to save any report or invoice in PDF format.

# MASTER



## CUSTOMER NAME :

Party Name Master can help us maintain the customer name, address and other records related to wages.

Part A [Customer Info]The basic Name master is divided into two parts one is billing information and the second is wages calculation-related rules. code is unique and under the group for salary cases is sundry debtor.

Part B [Wages/ Salary Rules]in this case, you set the rules that apply to salary calculation



## DEPARTMENT :

Department is the name of where an employee works and this helps to employer to decide how much salary he gives every department. salary sheet also gives you a summary of every department employee so it this very important to select the correct department name with the employee name master



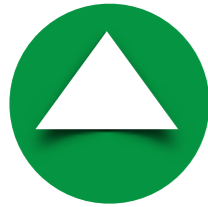
## DESIGNATION :

An employee designation master description typically refers to a comprehensive list or database that contains information about various job titles, positions, or designations within an organisation. This database is used for reference and management purposes and can include details about the roles, responsibilities, qualifications, and other relevant information associated with each job title



## DOCUMENT HEADER :

The salary Header option gives freedom to decide which party want his different heading on the reports sheet.  
1. Print On Invoice option Decide what name you want to print when we make an invoice against this customer. you are also able to change the heading on the salary sheet format no Headinh Salary Sheet FORM XVII, Salary Slip FORM XIX, Employee Card, Accident Register, Overtime Register



## EMPLOYEE NAME :

*This option helps keep track of essential details about each employee within an organisation. you can also export and import data from CSV files an option given on top. Edit and add new records also help to create a employee master record*



## SALARY REGISTER / Generate New Salary:

The salary register feature is a useful tool that allows you to generate a customised salary based on specific rules. To add a new salary, all you need to do is click on the + sign located at the top of the screen. If you need to make any changes to an existing salary, simply click on the [x] icon that is situated in front of the salary that requires editing. To view the salary sheet, click the Register button, and to see the employee slip, press the Slip button. Additionally, if you prefer to view your salary in a table format, you can click on the Bank Sheet button. Utilising these features can help you manage your salary with ease and efficiency



## MONTHLY RETURNS A

- ▶ **Left** :To Intimate And Provide Declaration For The Captioned Matter, That There Were Employee Transfer Out To Another Location Out Of Which Is Reliever During The Month And Entries Of Left Out Has Been Duly Entered In Register Of Workman
- ▶ **Declaration For New Join** : JoinDeclaration For New Join. These new hires have been carefully selected to contribute their skills, talents, and expertise to our company growth and success.
- ▶ **ESi-PF Employees & Employer Contribution** : ESi-PF :this report is very helpful to see the ESI and PF Deduction on a sheet both share employees and employer.

## MONTHLY RETURNS A

- ▶ **BonusD : Annual Return - Bonus Paid To Employees For The Accounting Year Ending In**
- ▶ **XX Register Damage or Loss :** Register of deductions for damage or loss - In every factory in which deductions for damage or loss are made the paymaster shall maintain the register.
- ▶ **XXI Fines Register :** Every employer shall maintain such registers and records giving such particulars of persons employed by him the work performed by them the wages paid to them the deductions made from their wages the receipts given by them and such other particulars and in such form as may be prescribed
- ▶ **XXII Advance Register :** This covers establishment as well as principal employer particulars, nature of work, location of work, employee details, wage period, advance amount paid and date, number of instalments, date and amount of each instalment, date on which last instalment was paid, and remarks.
- ▶ **XXIII (OT Register)(2) :** A register of overtime shall be maintained by every employer in Form IV in which entries under the columns specified therein shall be made as and when overtime is worked in any establishment. The register shall be kept at the work-spot and maintained up to date.
- ▶ **Accident :** Each employer shall maintain a Register with particulars of accidents and dangerous occurrences as per the given format. This covers details such as name of injured person (if any), date of accident or dangerous occurrence, time and mode of message to the Inspector, fate of report
- ▶ **Lwf :** This Is To Certify That The LWF (Labour Welfare Contribution) Of The Following Employees Employed has been Deducted By Us.
- ▶ **SrvCrt : Service Certificate** Service Certificate From No XI (See Rule 76/77) Service Certificate be issued to the worker whose service has been terminated in form XI. Total Period For Which Employed from to and other rated detail shown only Left employee in this month.
- ▶ **BonusC** Every employer shall prepare and maintain the following registers, namely:— (a) a register showing the computation of the allocable surplus referred to in clause (4) of section 2, in Form A; (b) a register showing the set-on and set-off of the allocable surplus, under section 15, in form B; (c) a register showing



▶ **ESI :**

- ▶ *SheetAllMonthly Deduction ESI amount every employee with both share employee and employer All Company insert in this unit*
- ▶ *Sheet Detail Monthly Deduction Monthly Deduction ESI amount every employee with both share employee and employer*
- ▶ *Summary : Monthly Deduction ESI amount in Summary Format single company*
- ▶ *SummaryAllsummary sheet for all company deduction ESI amount*



▶ **PF :**

- ▶ *ECR AllECRall button can create ECR file for all companies*
- ▶ *Sheet Detail Monthly Deduction Monthly Deduction PF amount every employee with both share employee and employer*
- ▶ *Summary : Monthly Deduction PF amount in Summary Format single company*



▶ **MONTHLY RETURNS :**

- ▶ *Gratuity Calculated Sheet Every Month*
- ▶ *Leave Encash Reports Every Month*



▶ **SHEET YEAR :**

- ▶ *Join Data : JoinThis button displays the employee joining data within a specific time frame, along with their associated company. Leave Encash Reports Every Month*
- ▶ *Left : This button displays the employee Left data within a specific time frame, along with their associated company.*
- ▶ *Male + Female jan to dec : Clicking this button generates a report that organises data by parties and their male and female employees for a Jan to Dec range, using the salary sheet as the source.*
- ▶ *Party Employee Salary Summary : Clicking this button generates a report that organises data by parties and their employees for a specified date range using the salary sheet as the source.*
- ▶ *Party Wise Salary Summary : By clicking this button, you can view a report that displays all data organized by parties for a given date period, sourced from the salary sheet.*
- ▶ *Salary Register Detail all Salary Heads in Summary : Button [Salary Register Detail]By clicking on this button, you can access yearly reports. All reports are based on the salary sheet. The earnings and deductions are summed up in a summary format.*



▶ **LABOUR WELFARE FUND :**

- ▶ *Return format jan to dec : ReturnThis report shows the amount of employee welfare deductions for both the employee and employer from January to December of the current year in a single sheet.*
- ▶ *Sheet Detail monthly employee wise : SheetCalculating the Factor for this LWF Sheet : [GrossAmt] = grossamt, [Lwf-Rate] = lwf%, [Paid Days] = wday, [Lwf-Amt-Employee] = empwell Amt, [Lwf-Amt-Employer] = empwell \* 2 ,[Total]=empwell + (empwell\* 2)*



▶ **SUMMARY SHEETS OT / SALARY :**

- ▶ *Salary : The salary summary sheet for the selected month only displays earnings and net pay but does not include OT amounts or deductions.*
- ▶ *OT : The salary summary sheet for the selected month only displays earnings and net pay OT Earning amounts or deductions.*
- ▶ *Salary + OT : The summary sheet for the selected month displays only earnings and net pay, including amounts for overtime earnings and deductions.*



▶ **FULL AND FINAL :**

- ▶ **Calculation :** To select an employee, simply click on the date on the left-hand side. Several fields - such as EmpCode, Designation, Date of Appointment, and Basic Rate - will automatically be filled in for you. In the "Monthly Payment Due" section of the form, be sure to enter the name of the month. If there are any working days in that month, they will be automatically calculated based on the formula: [oneday = gross / totdays], and [noticepayamtx = oneday \* noticepayday].



- ▶ **LEAVE REGISTER SL/CL :** This feature enables you to manage employee records for holidays, sick leave, casual leave, and earned leave manually or automatically through salary payments. The "+" sign allows you to enter leave details for individual employees, while the CLSL button displays the ledger for casual and sick leave, and the EL button displays the earned leave ledger. You can also filter by date range for better organisation.
- ▶ **LEAVE REGISTER EL :** This is a report that displays all employees current leave balance in a table format. It shows the type of leave, the earned, taken, and remaining balance within a given time period.





## ▶ EMPLOYEE HISTORY

- ▶ **Salary Sheet** : In the History section, you can view the salary sheet of a single employee from the previous month.
- ▶ **PF** : Single employee table format report show all month pf deduction record
- ▶ **ESI** : Single employee table format report show all month ESI deduction record
- ▶ **LWF** single employee table format report show all month LWF deduction record.



## ▶ EMPLOYEE .DOCUMENTS

- ▶ This software provides an option to save links to employee documents such as Aadhar cards, offer letters, resumes, and academic certificates.



## ▶ Bonus

- ▶ **BonusB** option allows creating a bonus sheet with specific dates, parties, maximum wages, and minimum percentage of monthly bonus amount.
- ▶ **Calculation Bonus Wages:**  $[\text{BonusWages}] = \text{basicamt} > \$\text{maxwages}$  then  $\$ \text{maxwages}$  else  $\text{basicamt}$ ,
- ▶ **Calculation bonus amount :**  $\text{bonusamt} = \text{bonusWages} * \text{bonuspercentage} / 100$ .



- ▶ **Salary Register** : a salary Sheet for distribution and signature with last page summary page

▶ **Salary Slip** : a govt define format

▶ **Salary slip** : customise

▶ **Salary register** : a sheet like excel sheet