User Guide

02.23 Finance Management - Payroll-MA-25 to 61-All in one Payroll Ver 2.0.0

For

Supply, delivery, installation, Commissioning, Training and Maintenance of Enterprise Resource Planning System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Payroll

(Quick user Guide)

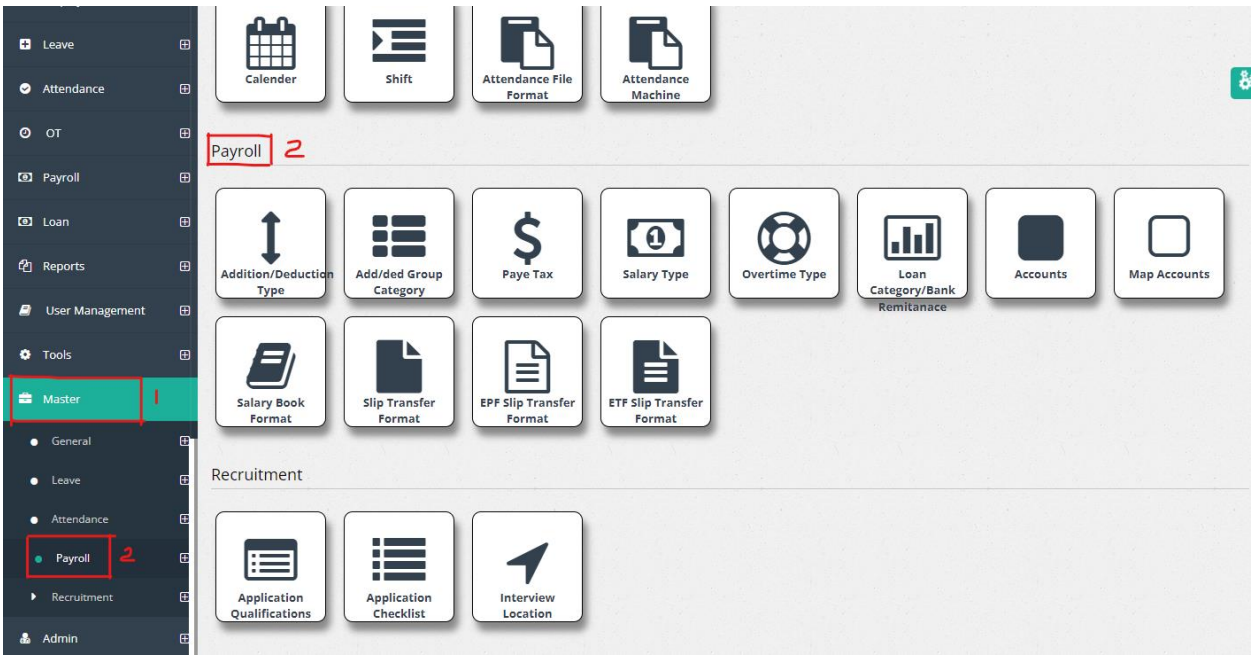
Payroll

Employee salaries

READ MORE

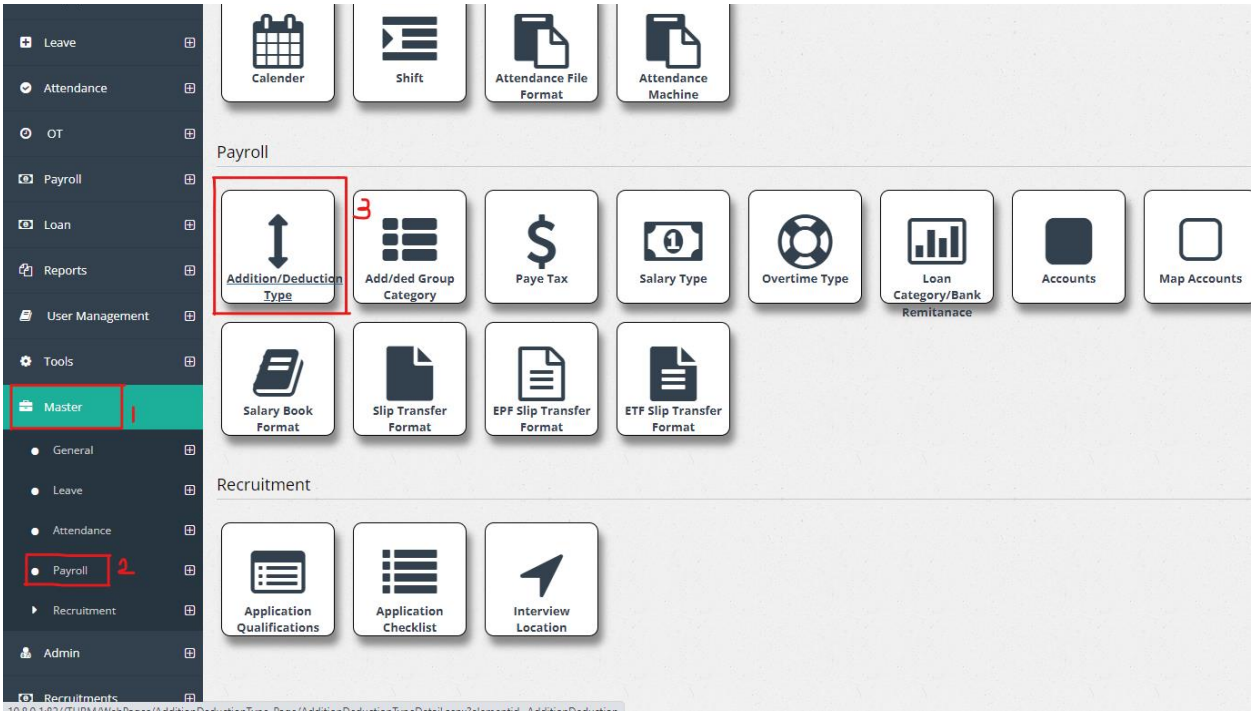
Payroll Process

1. Salary Master Data

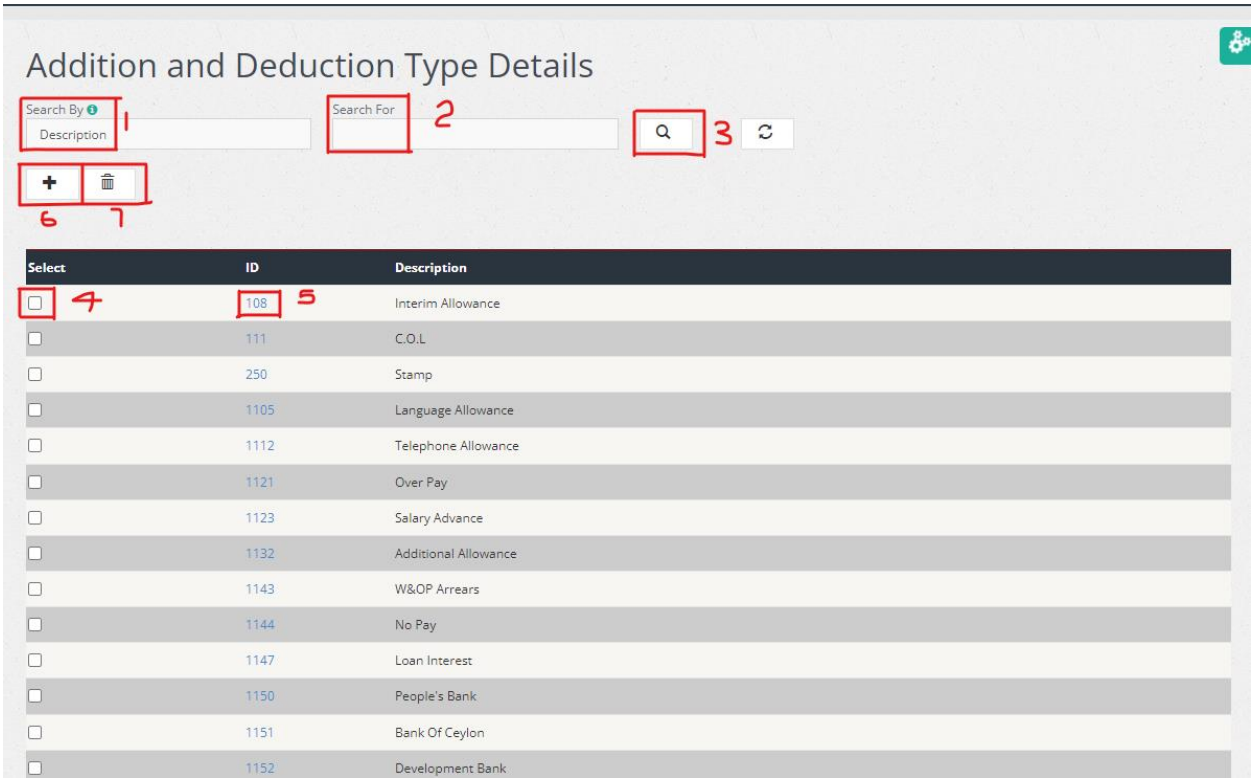


1. Under Master Option
2. Select Payroll

Addition Deduction Type

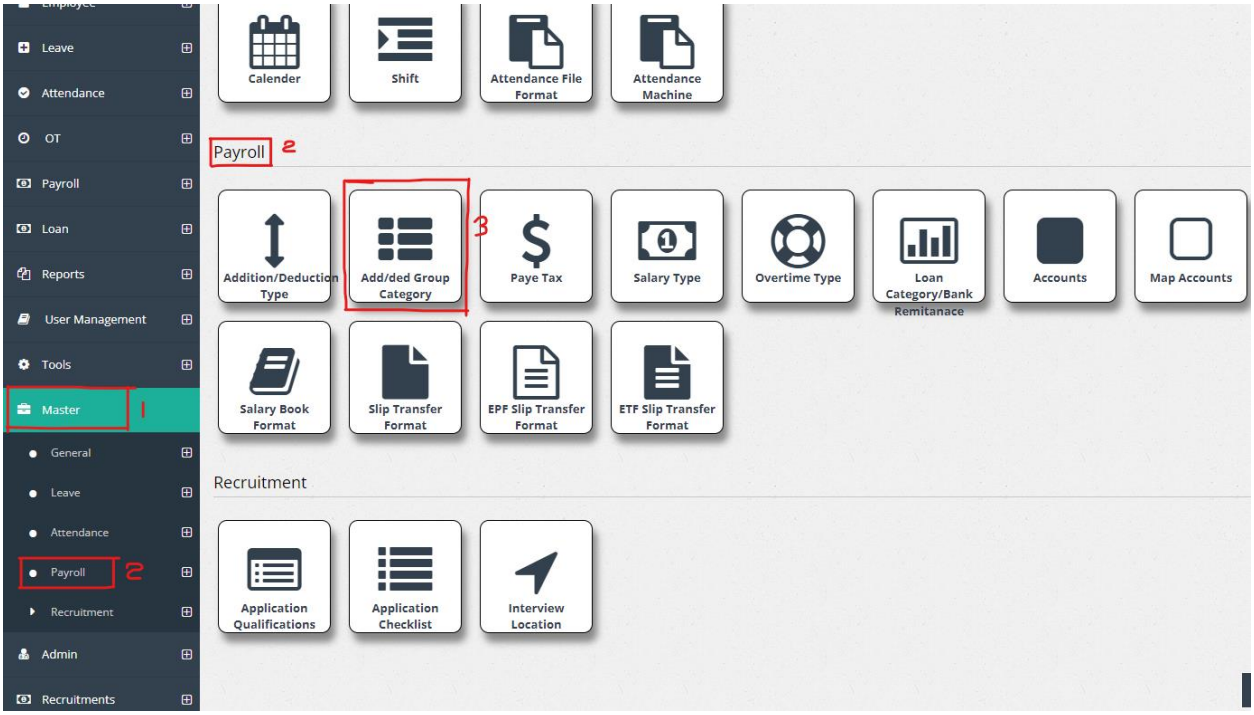


1. Under Master Option
2. Select Payroll
3. Select the option Addition/Deduction Type



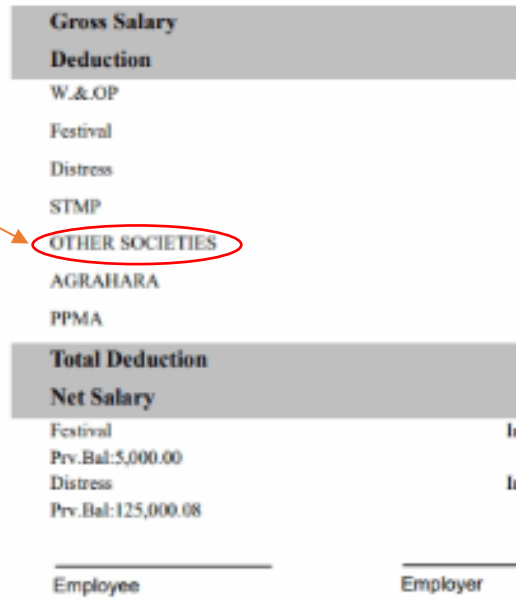
1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. Put the tick to select addition deduction types
5. By clicking can see the details
6. By clicking can add a new addition deduction type
7. By clicking can delete an existing addition deduction type

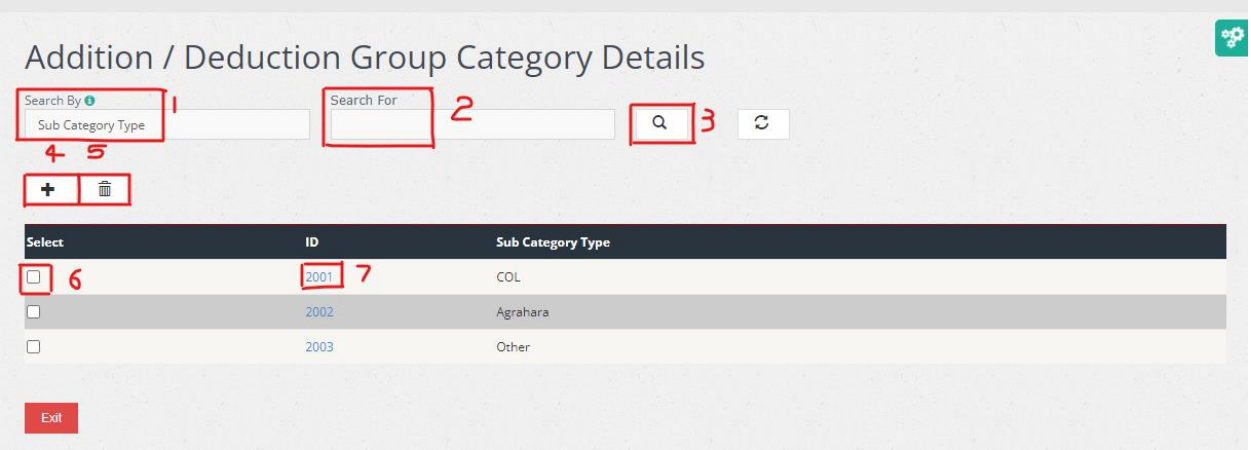
Add/ded Group Category



1. Under Master Option
2. Select Payroll
3. Select the option Add/ded Group Category

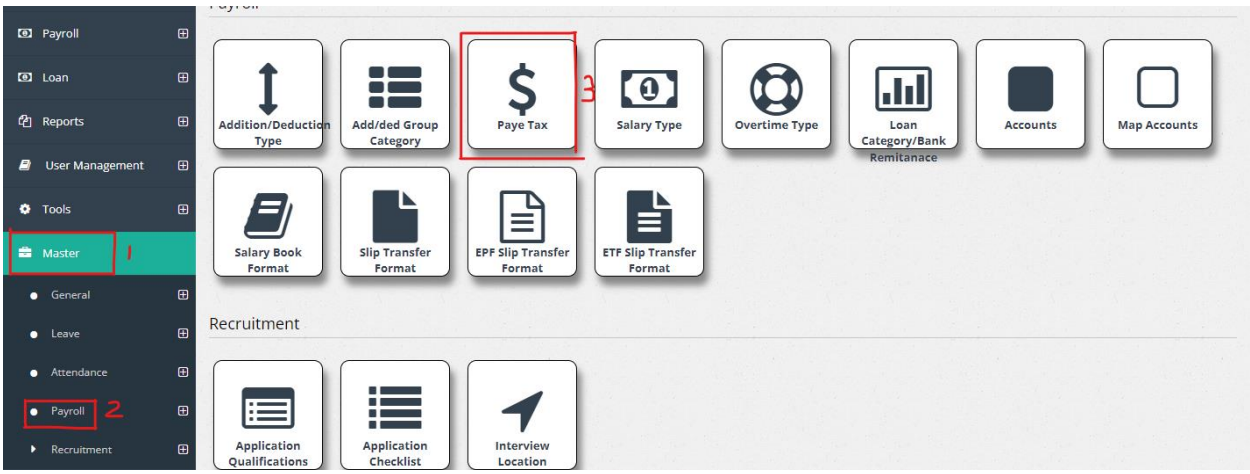
This is used to summarize addition and deduction in the pay slip. As example; Other welfare, welfare society, health welfare can be shown under single name like OTHER SOCIETIES.



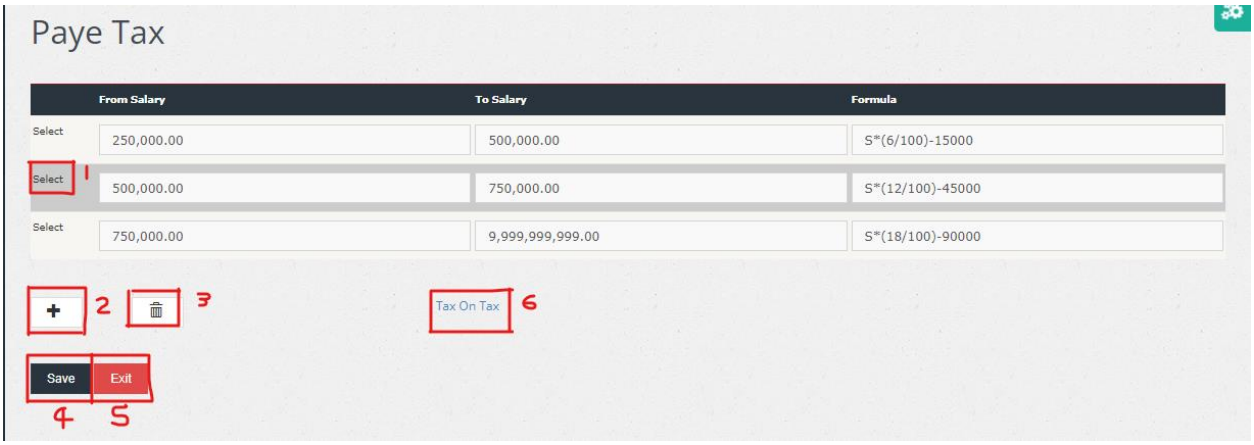


1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. By clicking can add a new addition deduction type
5. By clicking can delete an existing addition deduction type
6. Put the tick to select addition deduction types
7. By clicking can see the details

Payee Tax

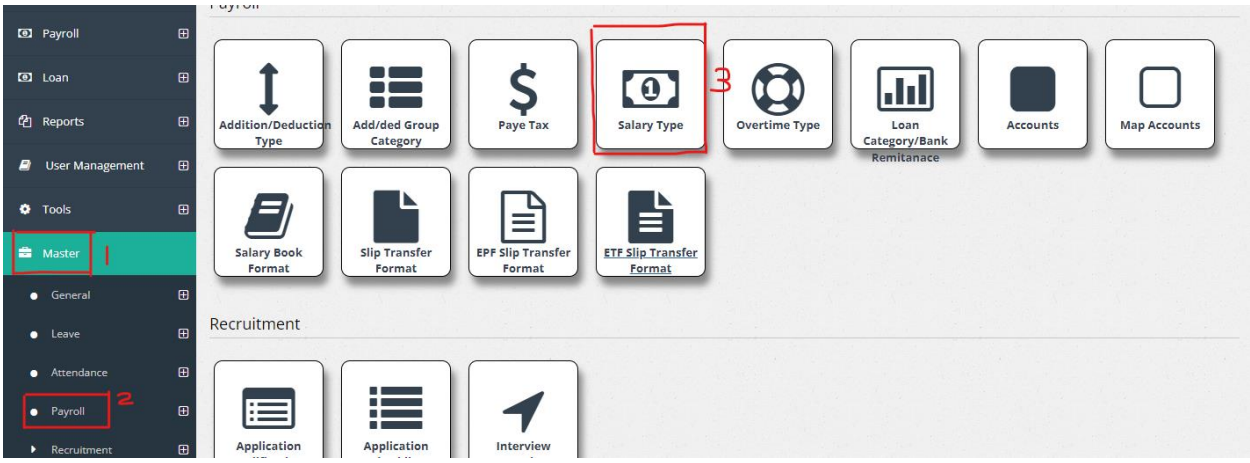


1. Under Master Option
2. Select Payroll
3. Select the option Paye Tax

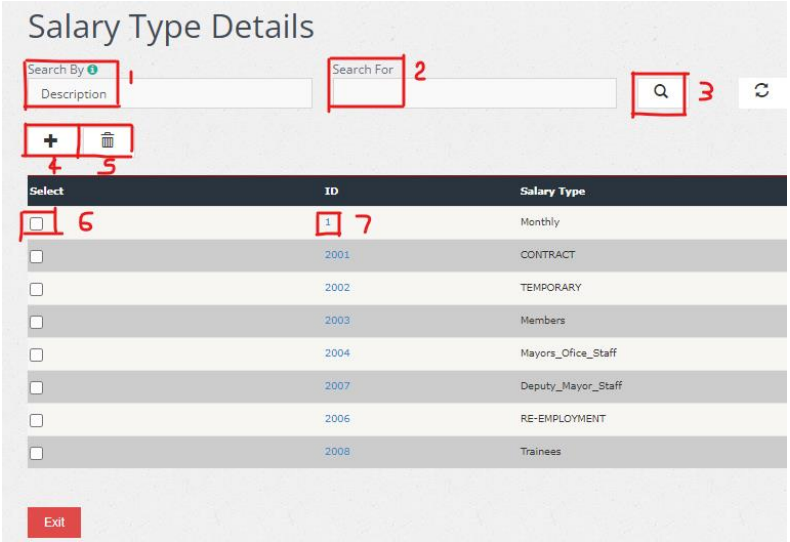


1. Click to select one
2. Click to add a new one
3. Click to delete one
4. Click to save
5. Click to exit
6. Click to see tax formulas

Salary Type



1. Under Master Option
2. Select Payroll
3. Select the option Salary Type

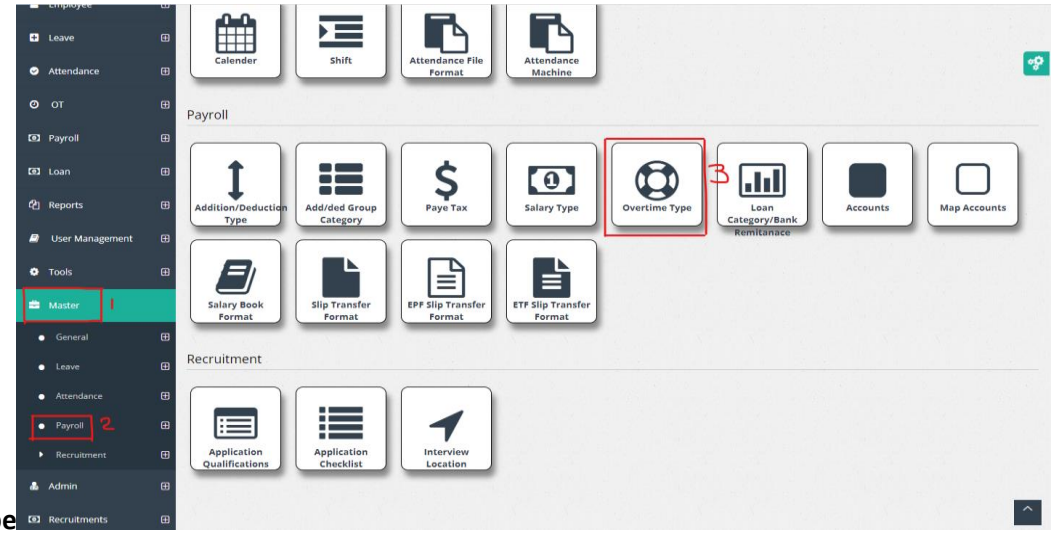


1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search

a. By clicking can add a new salary type

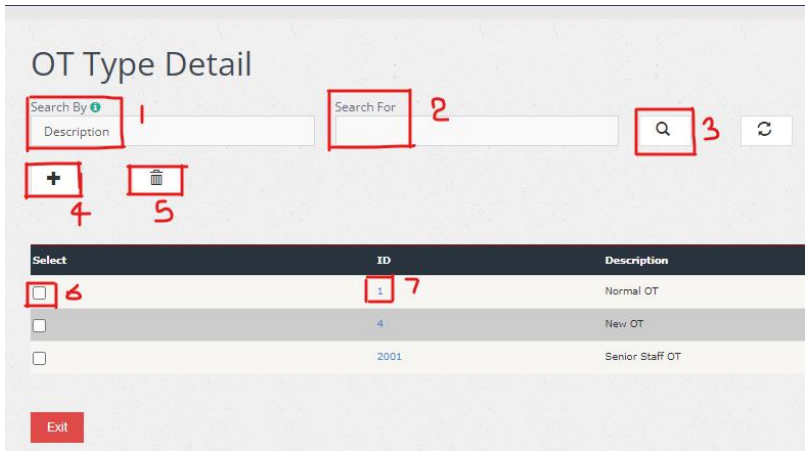
4. By clicking can delete an existing salary type
5. Put the tick to select salary types
6. By clicking can see the details

Overtime Type

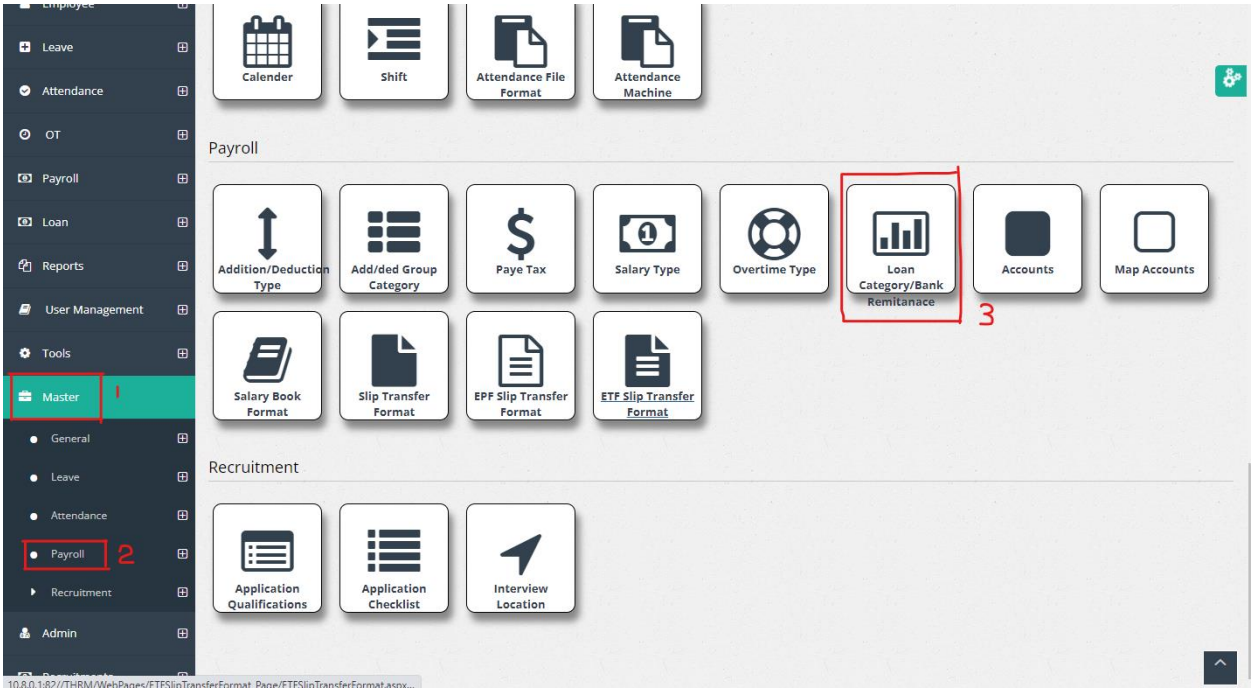


1. Under Master Option
2. Select Payroll
3. Select the option Overtime Type

1. Search By : Select the search from menu
2. Search For : Enter the relevant selected
3. Click to search
4. By clicking can add a new OT type
5. By clicking can delete an existing OT type
6. Put the tick to select OT types
7. By clicking can see the details



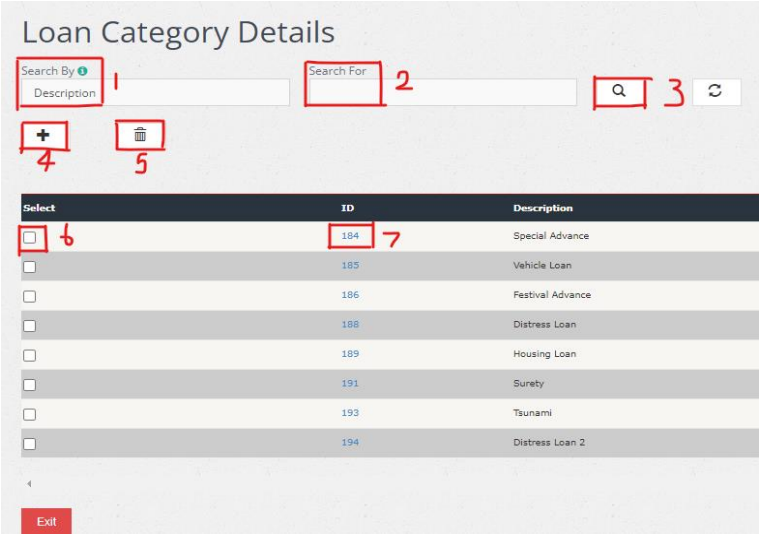
Loan Category/ Bank Remittance



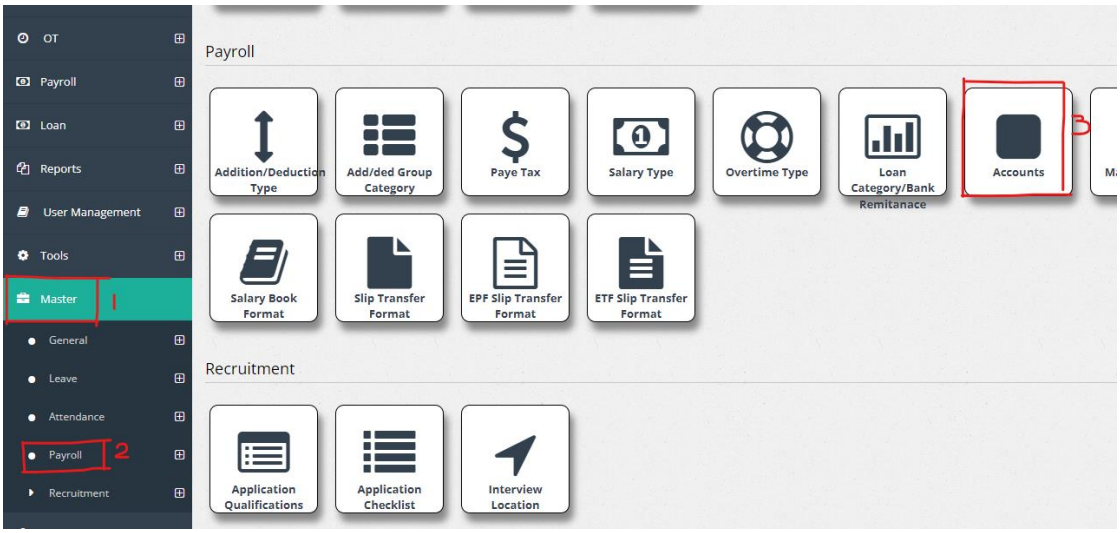
1. Under Master Option

2. Select Payroll
3. Select the option Loan Category/ Bank Remittance

1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. By clicking can add a new loan category
5. By clicking can delete an existing loan category
6. Put the tick to select loan categories
7. By clicking can see the details



Accounts

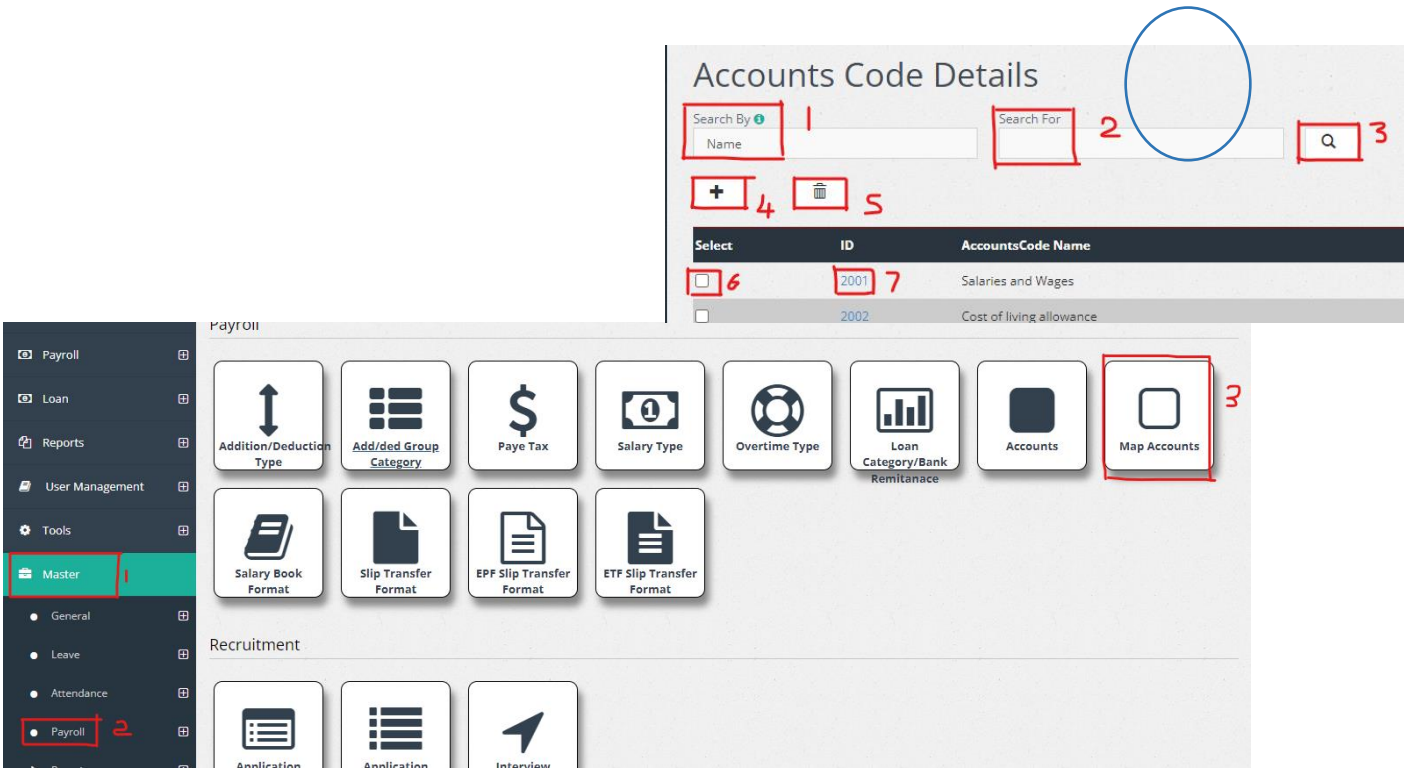


1. Under Master Option
2. Select Payroll
3. Select the option Accounts

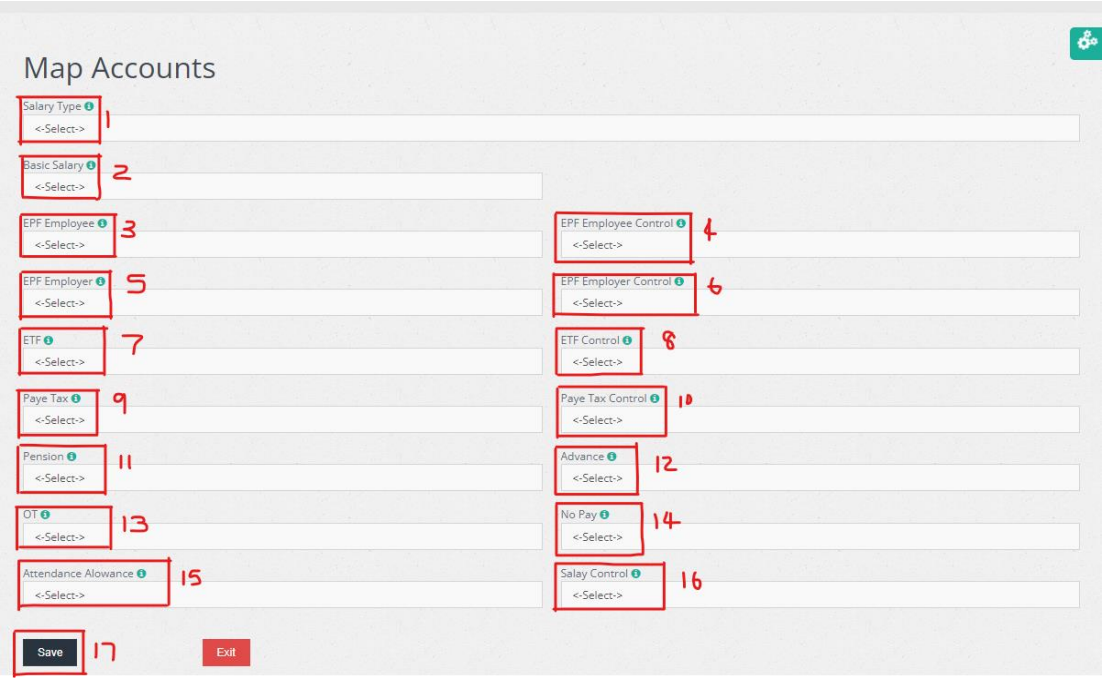
1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. By clicking can add a new account
5. By clicking can delete an existing account
6. Put the tick to select accounts
7. By clicking can see the details

Map Accounts

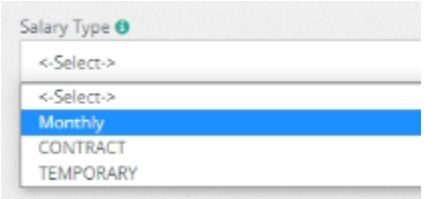
This is used to map the payroll with finance system accounts. Before mapping the accounts you have to create the accounts using the 'Accounts' icon shown below in blue color circle. (As in the previous step)



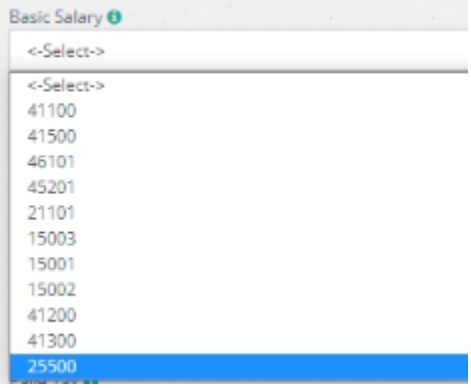
1. Under Master Option
2. Select Payroll
3. Select the option Map Accounts



1. Salary Type : Select the salary type from the drop down menu



2. Basic Salary : Select the basic salary account from the drop down menu

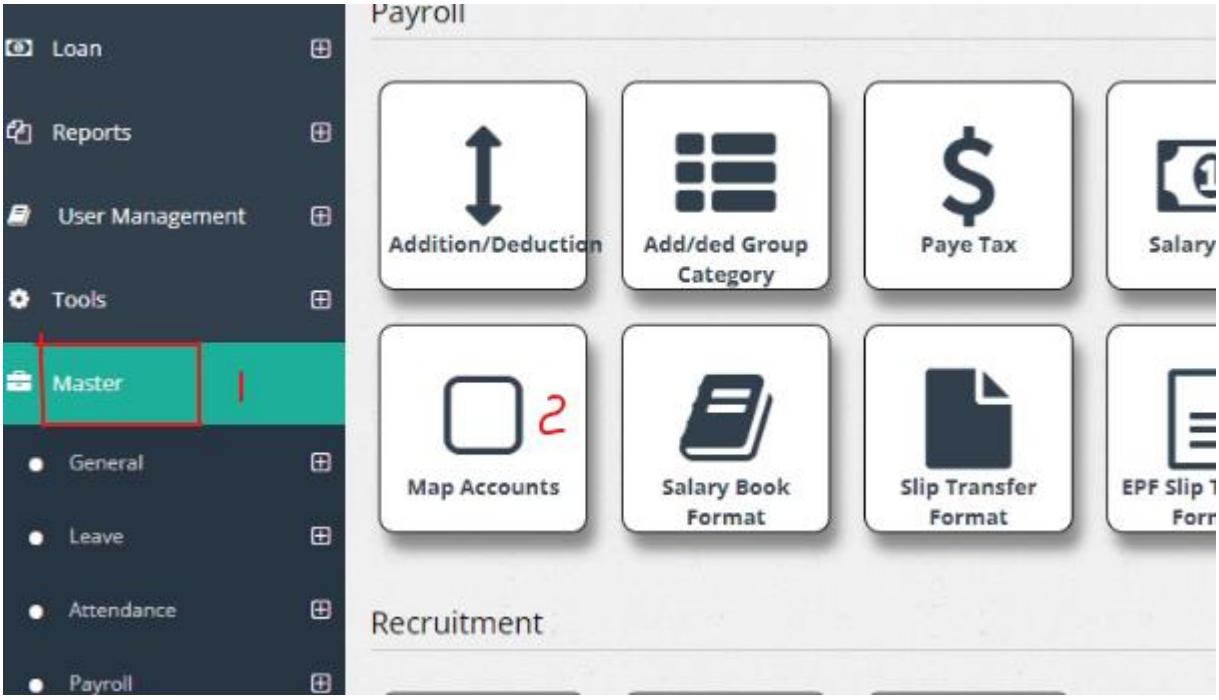


3. EPF Employee : Select the employee from drop down menu
4. EPF Employee Control : Select from the drop down menu
5. EPF Employer : Select the employer from the drop down menu
6. EPF Employer Control : Select from the drop down menu

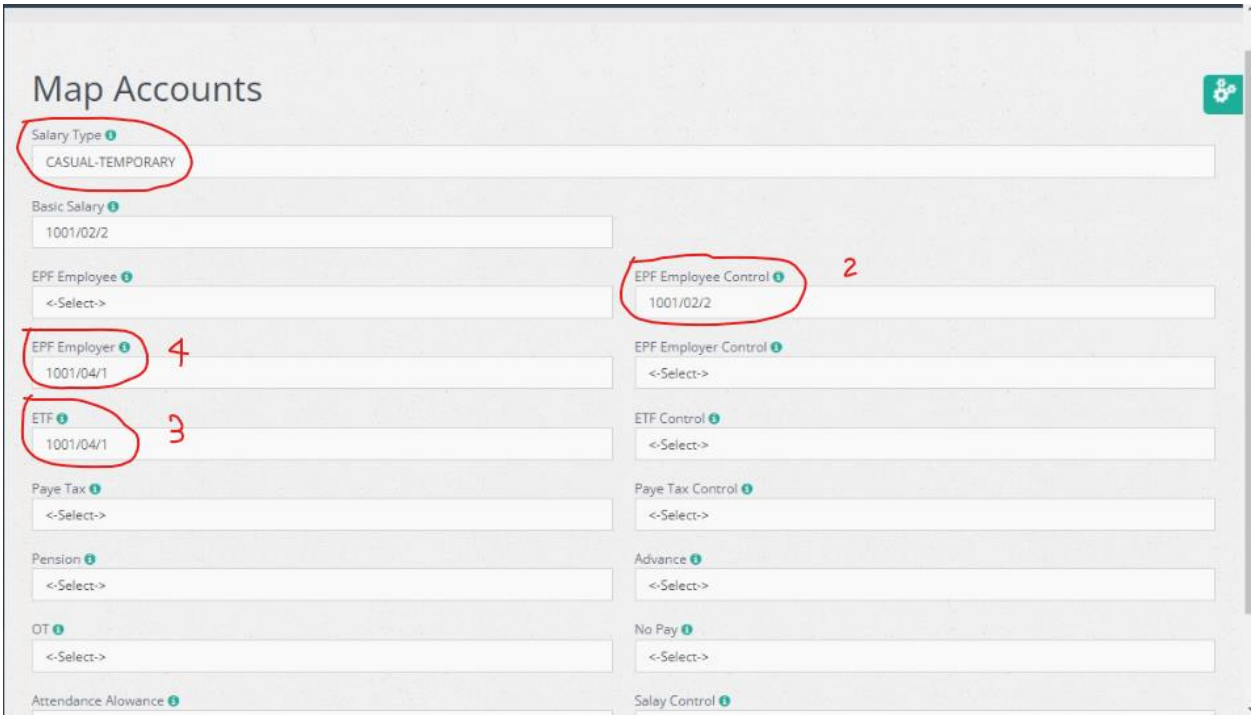
7. ETF : Select the ETF from the drop down menu
8. ETF Control : Select from the drop down menu
9. Paye Tax : Select the tax from the drop down menu
10. Paye Tax Control : Select from the drop down menu
11. Pension : Select the pension amount from the drop down menu
12. Advance : Select from the drop down menu
13. OT : Select the OT from the drop down menu
14. No Pay : Select from the drop down menu
15. Attendance Allowance : Select from the drop down menu
16. Salary Control : Select from the drop down menu
17. Click to save

EPF/ETF Related Salaries

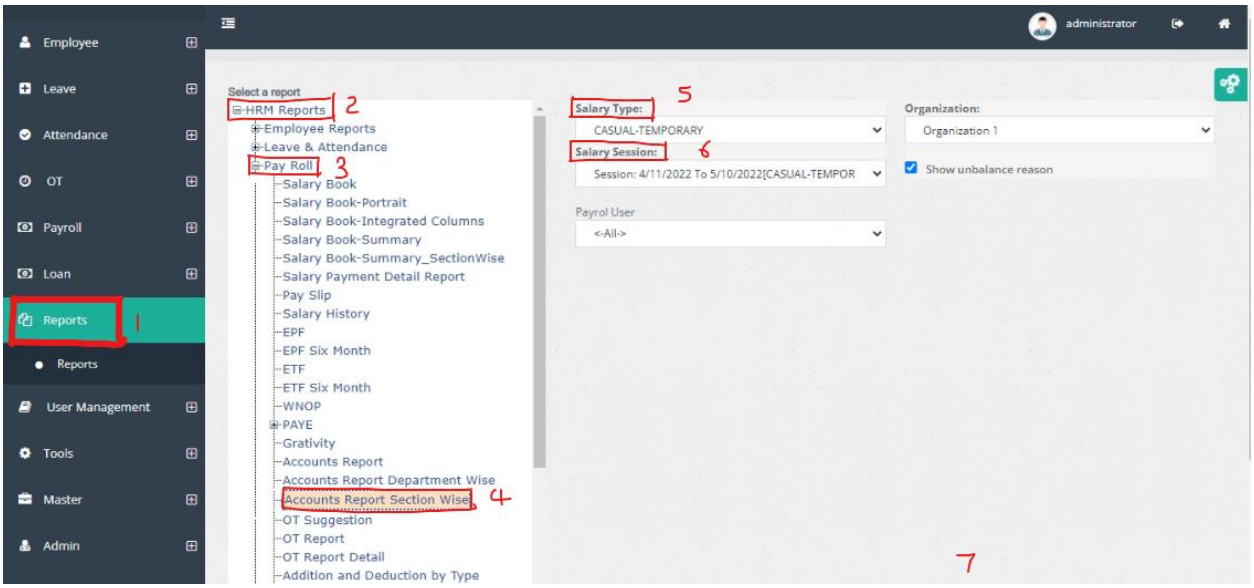
Master data for the EPF/ETF related salaries



1. Under Master option
2. Select Map Accounts option under payroll



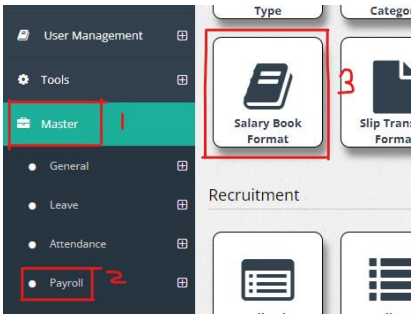
1. Salary Type : Select the relevant salary type (Eg: Casual Temporary)
2. EPF Employee Control : Enter the control account number
3. EPF Employer : Enter the employer account number
4. ETF : Enter the ETF account number or common salary account number



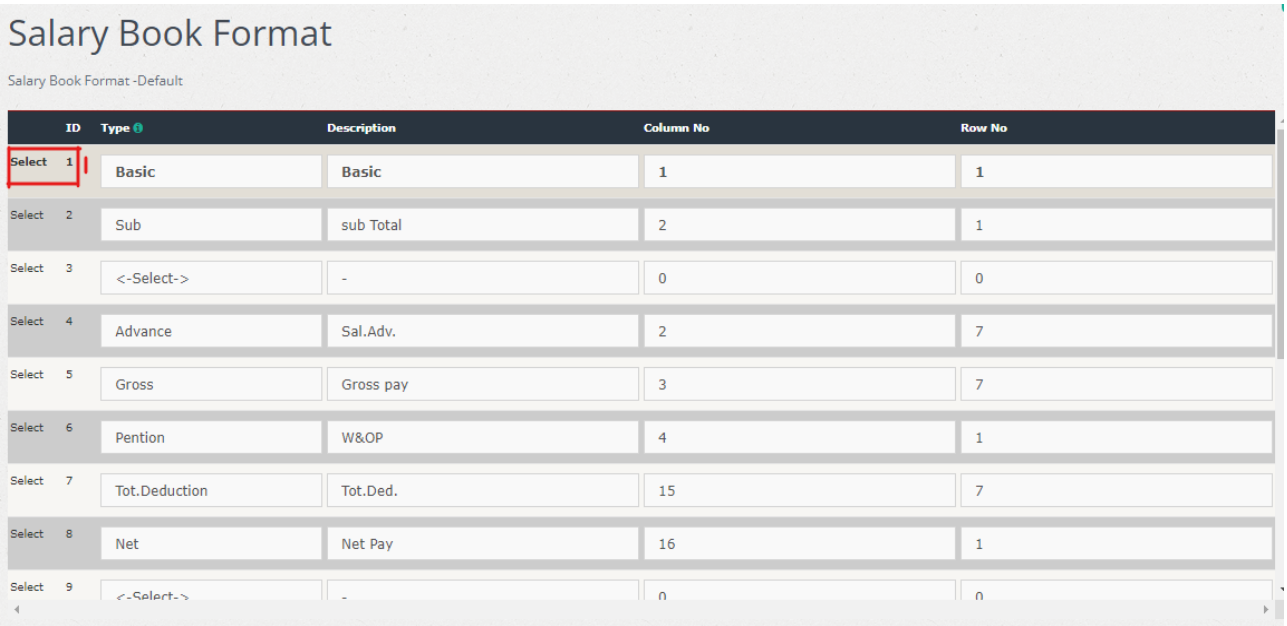
1. Under reports option
2. Under HRM reports
3. EPF Employer : Enter the employer account number
4. ETF : Enter the ETF account number or common salary account number

Salary Book Format

This can be used to layout the format of the paysheet.



1. Under Master Option
2. Select Payroll
3. Select the option Salary Book Format



Salary Book Format

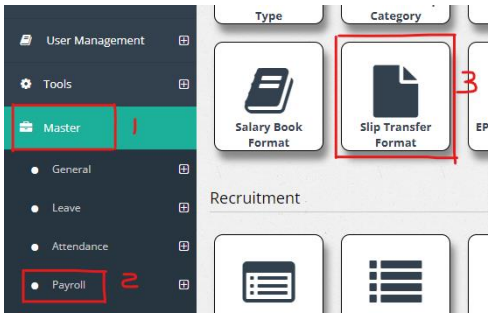
Salary Book Format -Default

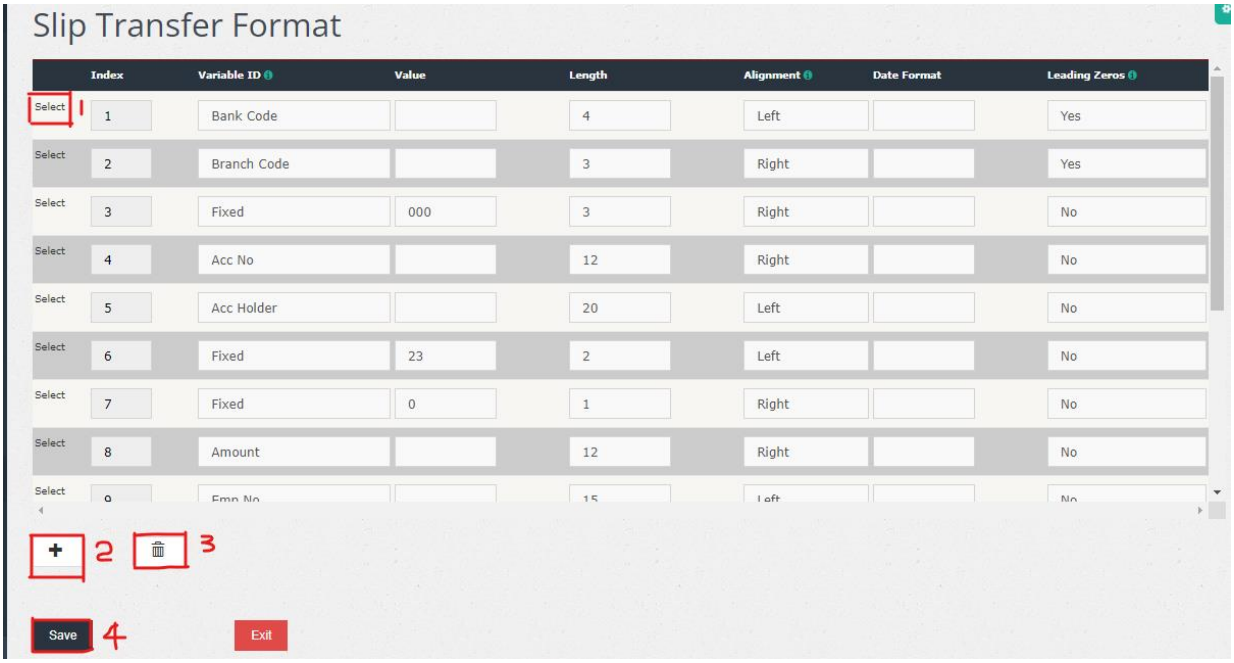
	ID	Type	Description	Column No	Row No
Select	1	Basic	Basic	1	1
Select	2	Sub	sub Total	2	1
Select	3	<-Select->	-	0	0
Select	4	Advance	Sal.Adv.	2	7
Select	5	Gross	Gross pay	3	7
Select	6	Pention	W&OP	4	1
Select	7	Tot.Deduction	Tot.Ded.	15	7
Select	8	Net	Net Pay	16	1
Select	9	<-Select->	-	0	0

1. Give column and row number for each addition and deduction. Can add extra rows if needed.

Slip Transfer Format

1. Under Master Option
2. Select Payroll
3. Select the option Slip Transfer Format

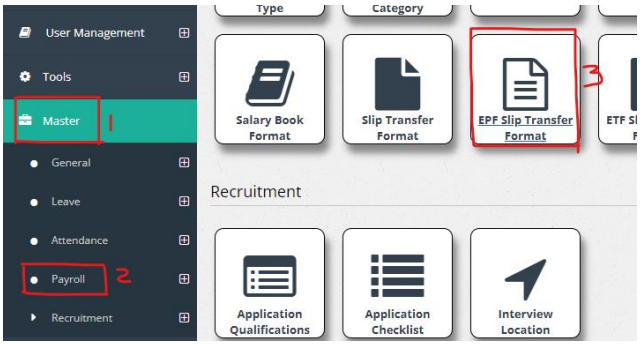




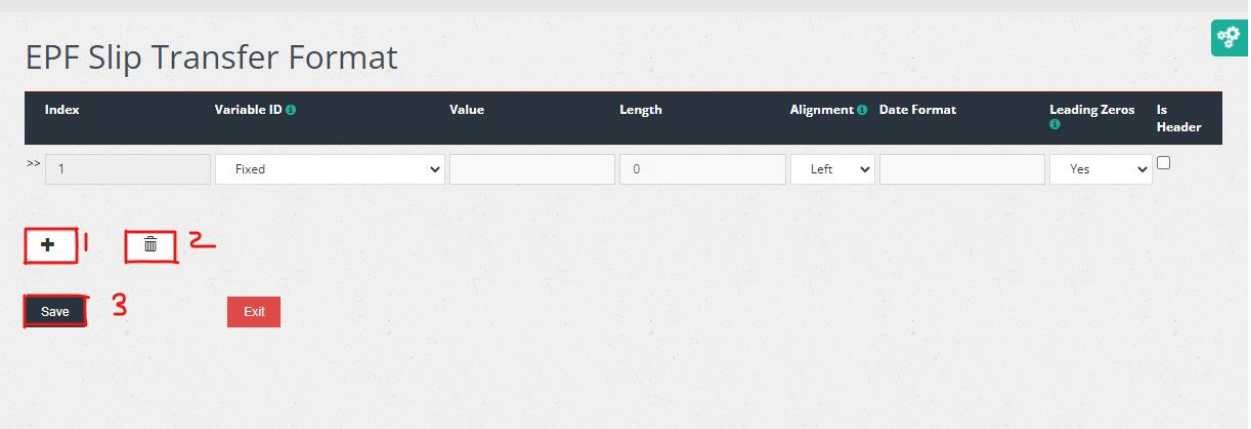
Set each cell with a given bank's slip transfer format. As an example ; BOC slip transfer format.

2. Click to add a new row
3. Click to delete a selected row
4. Click to save

EPF Slip Transfer Format



1. Under Master Option
2. Select Payroll
3. Select the option EPF Slip Transfer Format

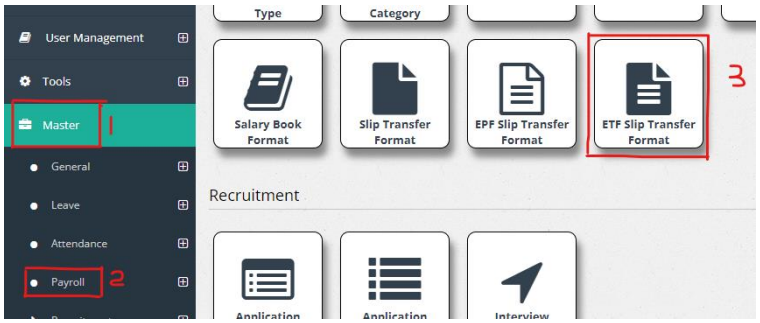


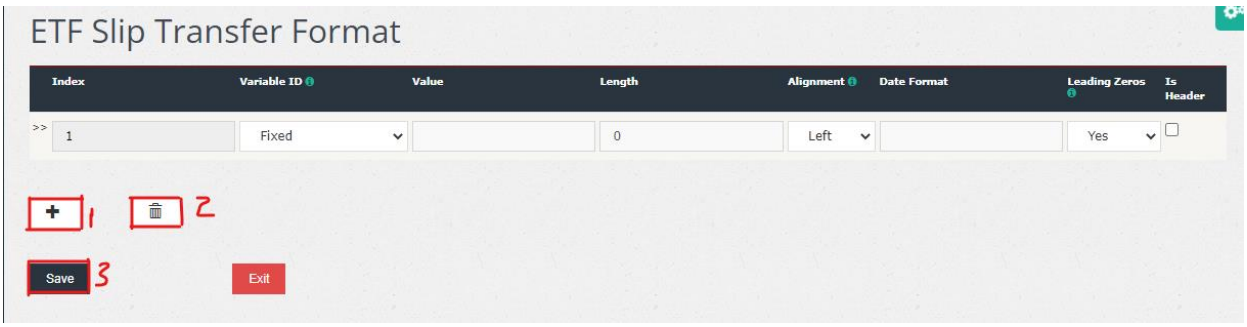
Select and fill each column with given EPF/ETF formats.

1. Click to add a new row
2. Click to delete a row
3. Click to save

ETF Slip Transfer Format

1. Under Master Option
2. Select Payroll
3. Select the option ETF Slip Transfer Format





Select and fill each column with given EPF/ETF formats.

1. Click to add a new ETF slip transfer format
2. Click to delete ETF slip transfer formats
3. Click to save

2. Identify the employees who's status is transferred, resigned or pensioned (WNOP).

Check the 'Pension Report' and 'Payroll Changes Report'

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

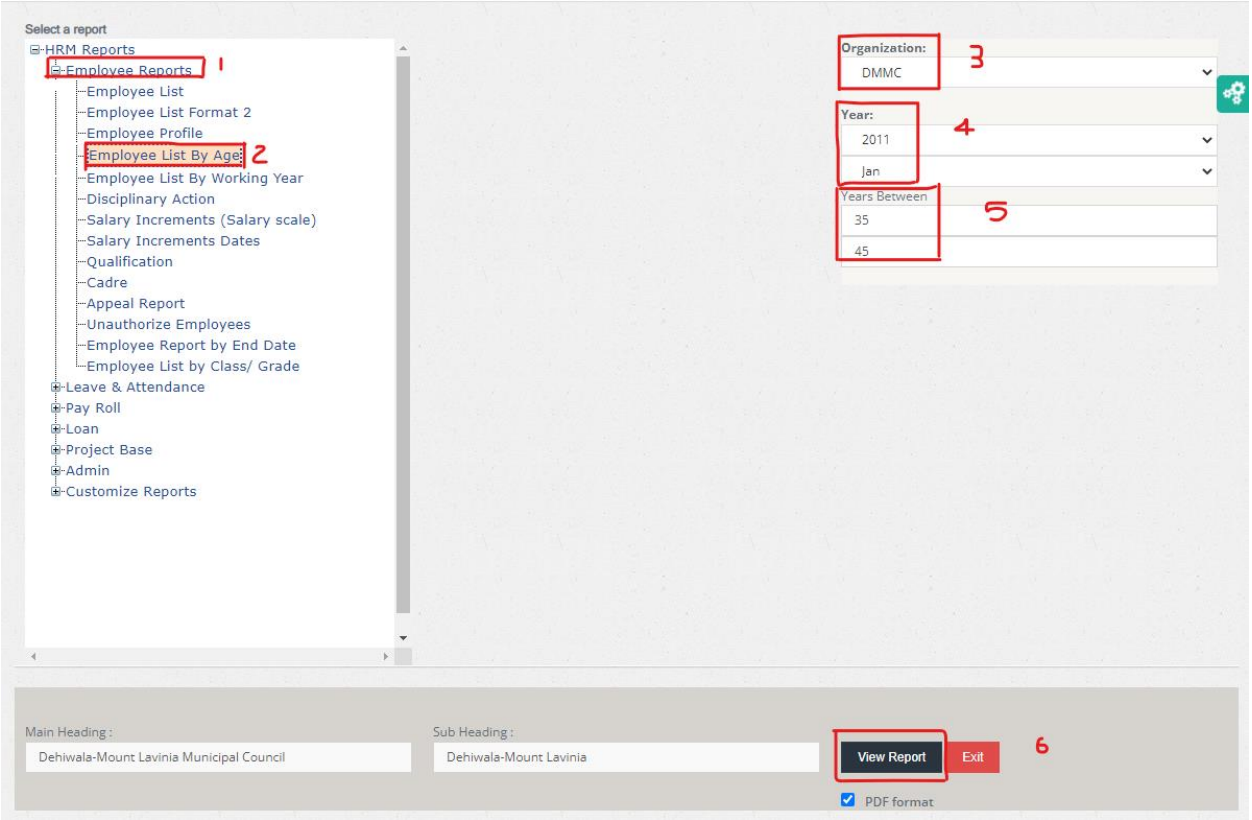
Payroll Changes Report

Session: 10/1/2021 To 10/31/2021[Monthly]

** Only the authorized changes are included for the report.*

Employee No	Employee Name	Designation	Section	Remarks
01. New Added Employee and their basic salary to payroll				**2**
5451	K.A.D. ATHULA	Driver	CENTRAL DEPOT	Start date: 09-Nov-2006
7187	S. H. Rupawathi	Management Assistant iii	Section 1	Start date: 11-Nov-2009
02. Removed Employees from this payroll(Partially paid)				**6**
5148	W. M. Karunadasa	Market Supervisor	MT - LAVINIA MASTER	End date: 22-Oct-2021
5363	D. W. Swarnalatha Mendis	Health Labourer	Clinic	End date: 07-Aug-2021
5436	M. D. Anura	Health Labourer	Kohuwala Cemetery	End date: 25-Sep-2021
6170	W. A. Priyantha	Health Labourer	Karagampitiya Muster	End date: 04-Aug-2021
6280	A. H. Thuwan Arif	Health Labourer	Kohuwala Muster	End date: 22-Oct-2021
6807	P. P. S. K. Peiris	Health Labourer	Kohuwala Cemetery	End date: 14-Sep-2021

a) Employee List Age Wise Report



1. Under the Employee Repots option
2. Select the report employee list by age
3. Organization : Select the relevant organization
4. Year : Select the year and month from the drop down menus
5. Years Between : select the years in between that want to search
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

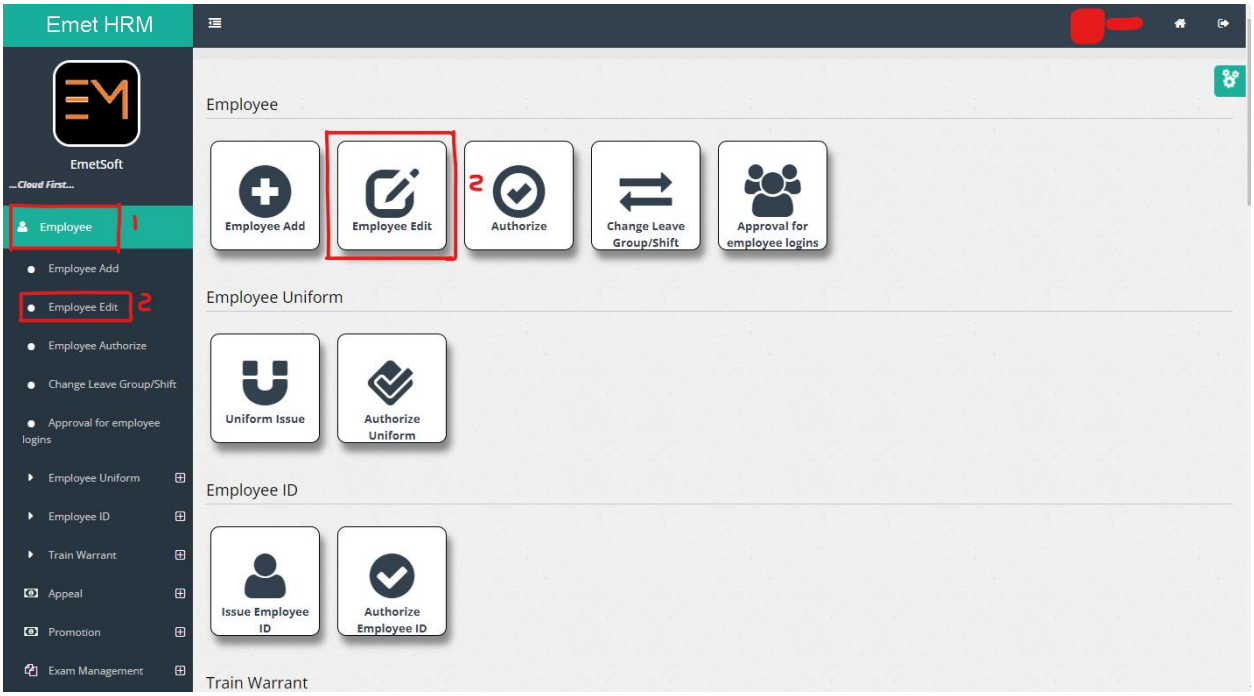
Dehiwala-Mount Lavinia

Employee List By Age

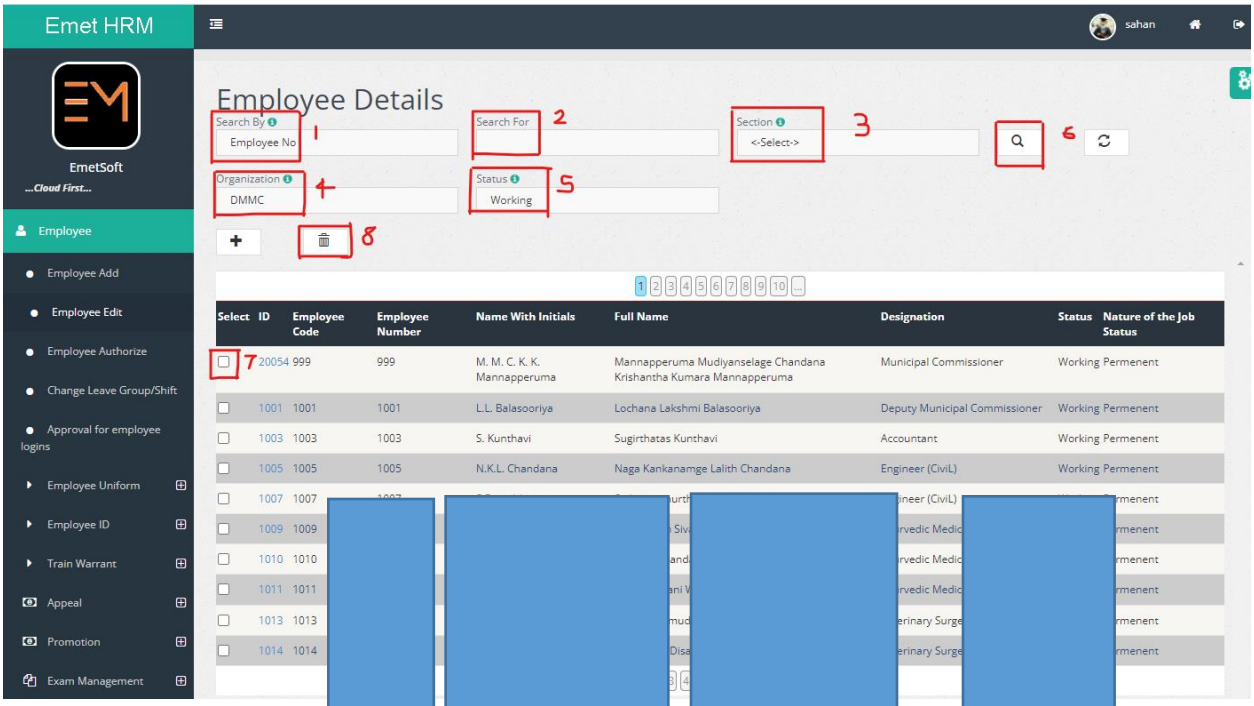
between 35 45 As At 1/31/2011

Employee No	Employee Code	Employee Name	Section	Date of Birth
Designation:			No of Employees: 1	
[redacted]		[redacted]	[redacted]	31-Dec-1973
Designation:		ficer	No of Employees: 1	
[redacted]		[redacted]	[redacted]	05-Feb-1970
Designation:		ser	No of Employees: 1	
[redacted]		[redacted]	[redacted]	09-Jul-1966
Designation:		1 Officer	No of Employees: 2	
[redacted]		[redacted]	[redacted]	27-Jan-1976
[redacted]		[redacted]	[redacted]	29-Jul-1967
Designation:			No of Employees: 1	
[redacted]		[redacted]	[redacted]	24-Apr-1973
Designation:			No of Employees: 2	
[redacted]		[redacted]	[redacted]	29-Dec-1968
[redacted]		[redacted]	[redacted]	16-Aug-1971
Designation:			No of Employees: 1	
[redacted]		[redacted]	[redacted]	06-Mar-1973
Designation:			No of Employees: 21	

3. Edit the status of identified employees' to transfer, resign or pension

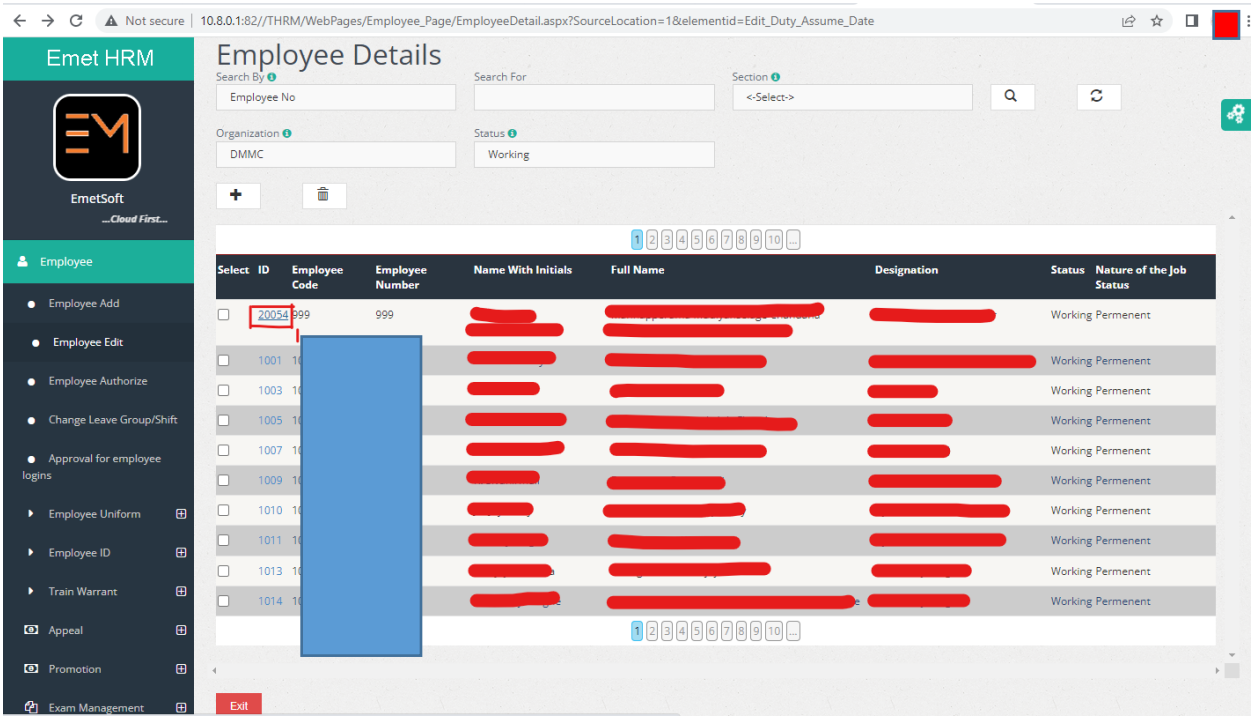


1. Click on Employee menu
2. Click on employee Edit option



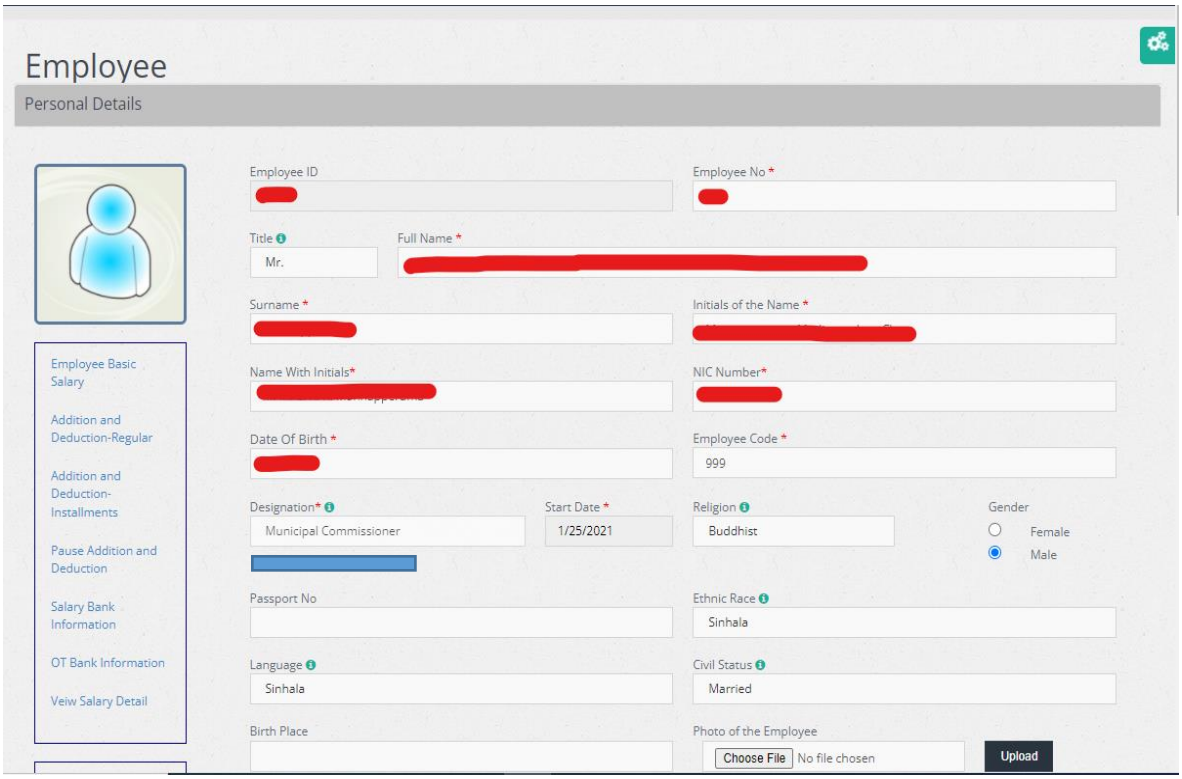
1. Search [redacted] drop
2. Search [redacted] tegor
3. Section [redacted] from the drop down menu
4. Organization : Select the organization
5. Status : Select the working status from the drop down menu
6. Click on to search
7. Click on the blue color employee number to edit the employee**. Change the employee status from working to resign, WNOP and transferred.**

4. Then check whether they are receiving half salaries and set those (E.g. Employees those who are having maternity leaves)

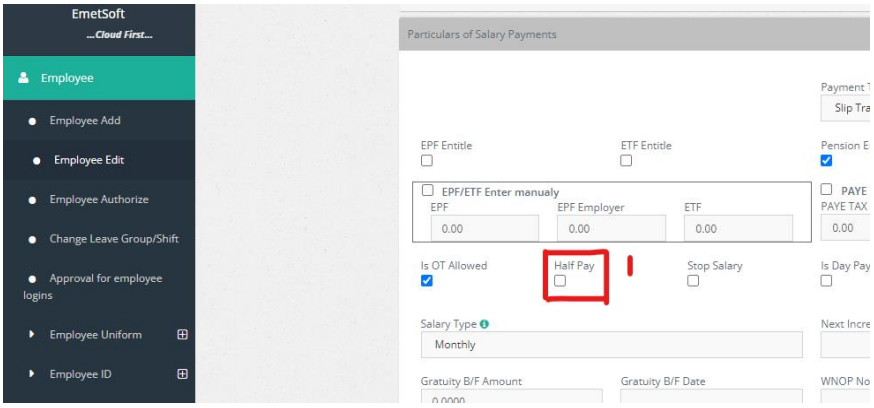


1. Go to employee profile by clicking on the blue color employee numbers

In the Employee profile



Put the tick on half salary



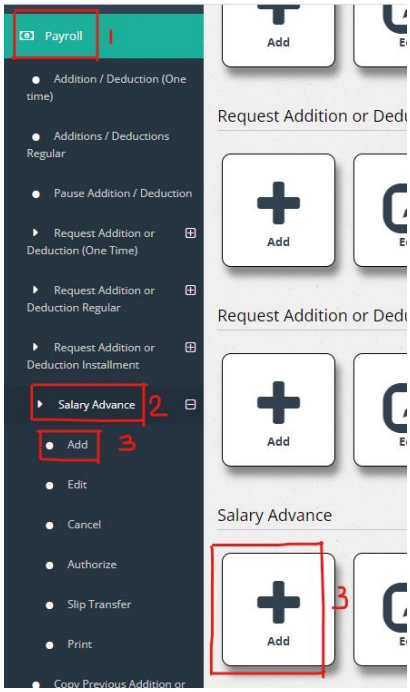
5. Individual Employee Salary Changes

1. Employee Basic Salary : Make the changes in basic salary and changes
2. Addition and Deduction Regular : To check the additions and deductions only for the selected employee
3. Addition and Deductions installments : If there are any additions or deductions in installment wise, add or delete from here and save
4. Pause Addition and Deduction : If want to pause any addition and deduction , select it and save
5. Salary Bank : The details of the bank account to which the net salary goes. And the payment type of the employee (slip/cheque)
6. OT Bank Information : The employee's bank details to which the OT payment goes to
7. View Salary Detail : If want to see the salary details , additions and deductions of the relevant month

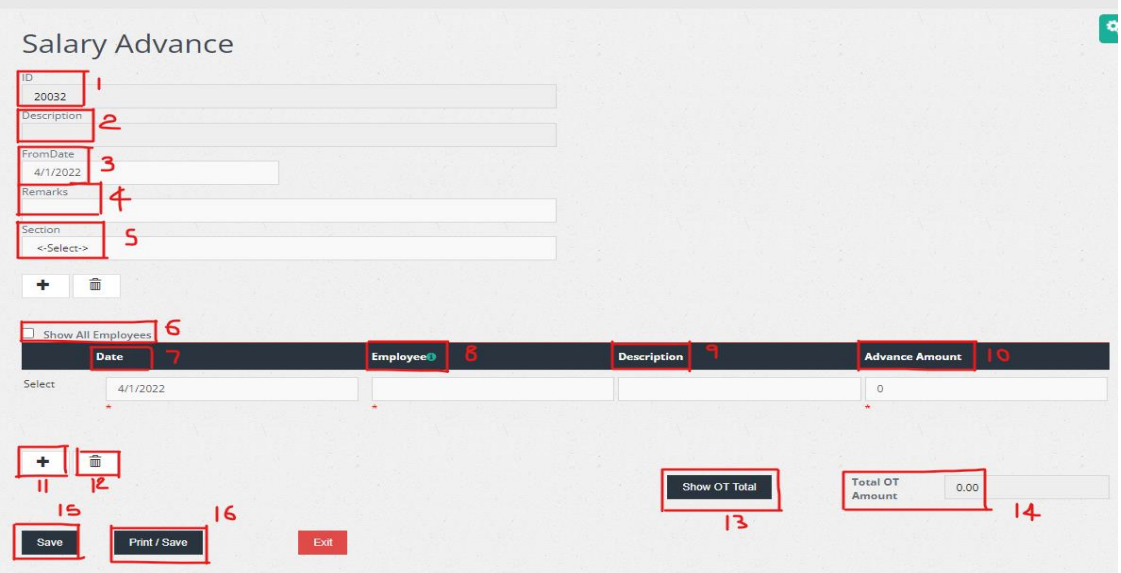
8. Transfers : The details of the transfers
9. Promotions : The details of the promotions
10. Training and Scholarships : The details of the trainings and scholarships
11. Qualifications : The details of the qualifications
12. Disciplinary Actions : The details of the disciplinary actions
13. Employee Attachment : If there are any attachments attach here
14. Emergency info : Fill up with the contact details in case of an emergency
15. Benefit : Enter the benefit details
16. Employee Dependence : Add the employee dependent details if there
17. Employee Skills : Enter the employee's skills details
18. Membership Info : Enter the details about the membership
19. Work Experience : Enter the details about the work experience
20. Language : Enter the language proficiency details
21. Health Condition : Enter the details about the health condition
22. Insurance claim : Enter the details about the insurance claim
23. Vehicle Permits : Enter the details about the vehicle permits
24. EB Result Details : Enter the EB result details
25. Service Letter Details : Enter the service letter details
26. Leave B/F : Enter the leave details
27. O/L Result : Enter the O/L results
28. A/L Result : Enter the A/L result
29. Recommendation Letter : Attach the recommendation letters
30. Employee Document : Attach the employee documents if there

6. Salary Advance

Add Salary Advance

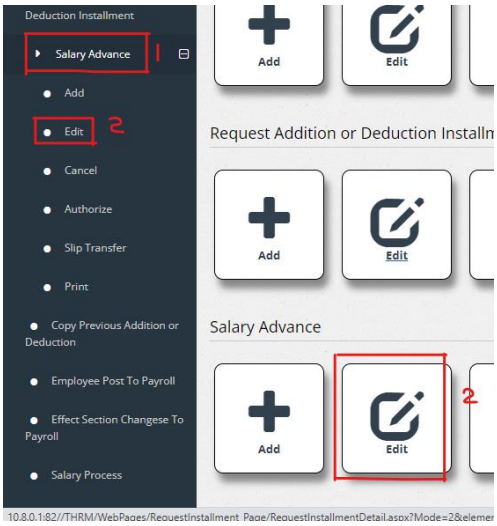


1. Under the payroll option
2. Under Salary Advance option
3. Select Add

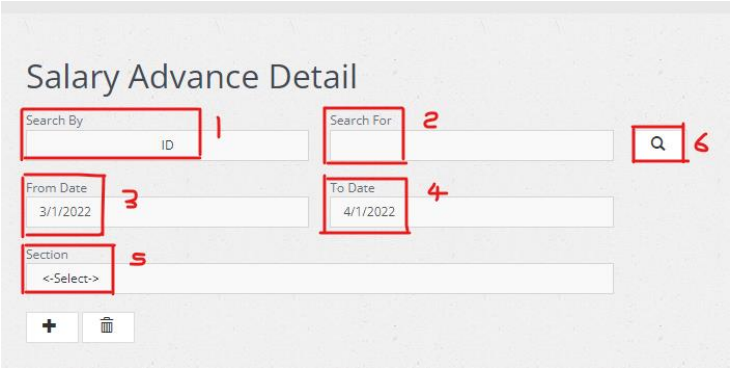


1. ID : Enter the ID
2. Description : Enter the description if necessary
3. From Date : Enter the date from which
4. Remarks : Enter the remarks if necessary
5. Section : Select the section from the drop down menu
6. Put the tick if want to select all employees
7. Date : Select the relevant date from menu
8. Employee : Select the employee
9. Description : enter the description if necessary
10. Advance Amount : Enter the advance amount
11. Click to add a new row
12. Click to delete a row
13. Click to view the OT total
14. Total OT amount is viewed here
15. Click to save
16. Click to print the salary advance

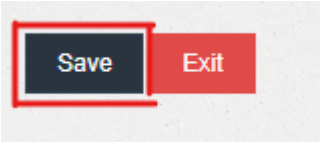
Edit Salary Advance



1. Under the Salary Advance
2. Select Edit



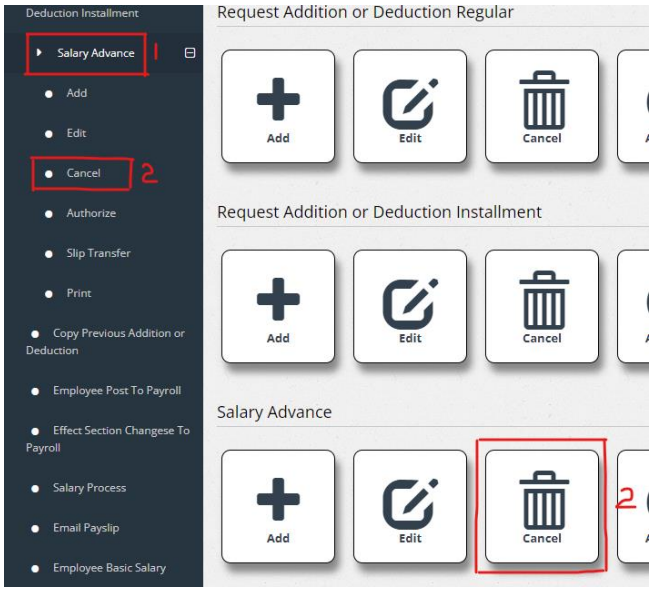
1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Click to search

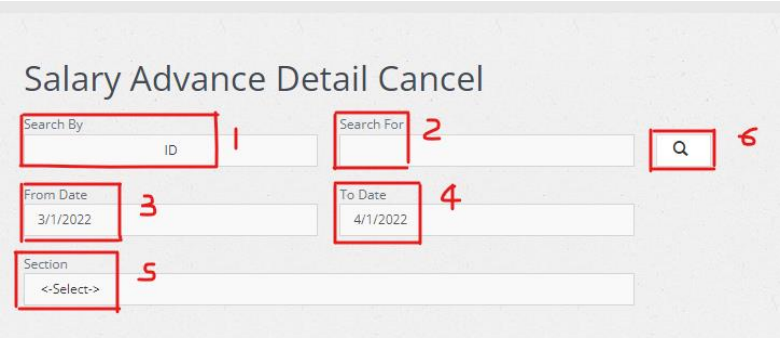


1. Click to save additions or deductions

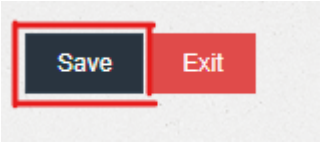
Cancel Salary Advance

1. Under the Salary Advance
2. Select Cancel



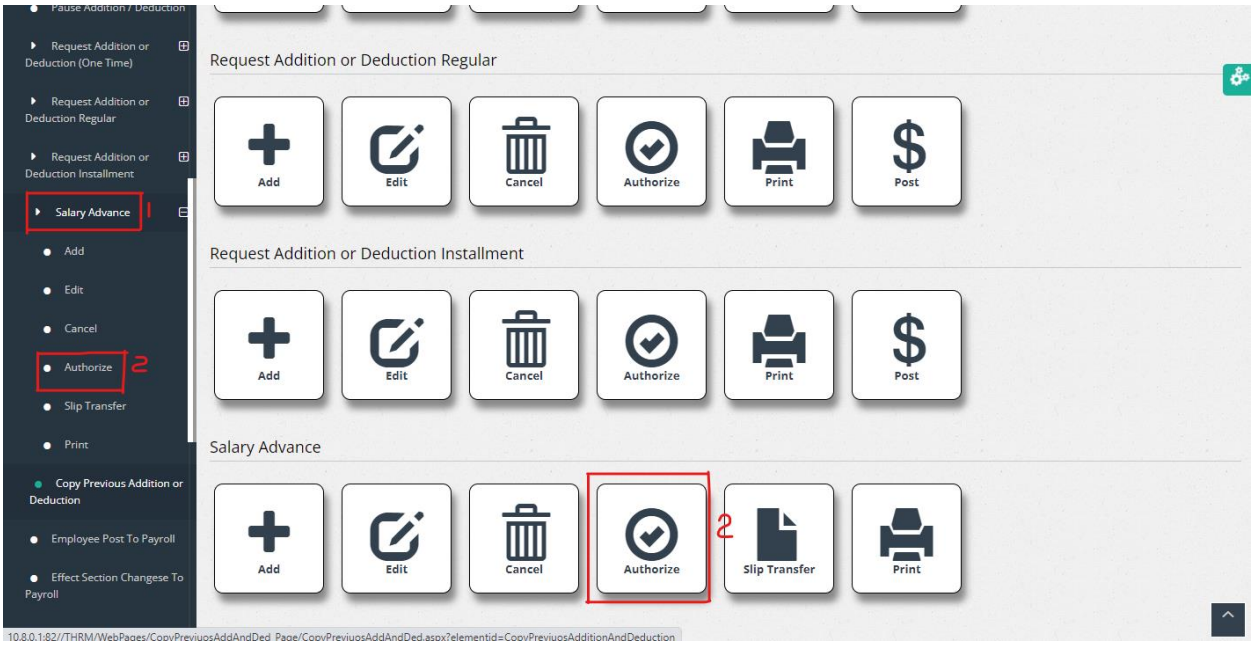


1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Click to search



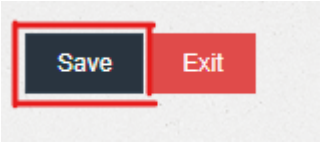
1. Click to save additions or deductions

Authorize Salary Advance



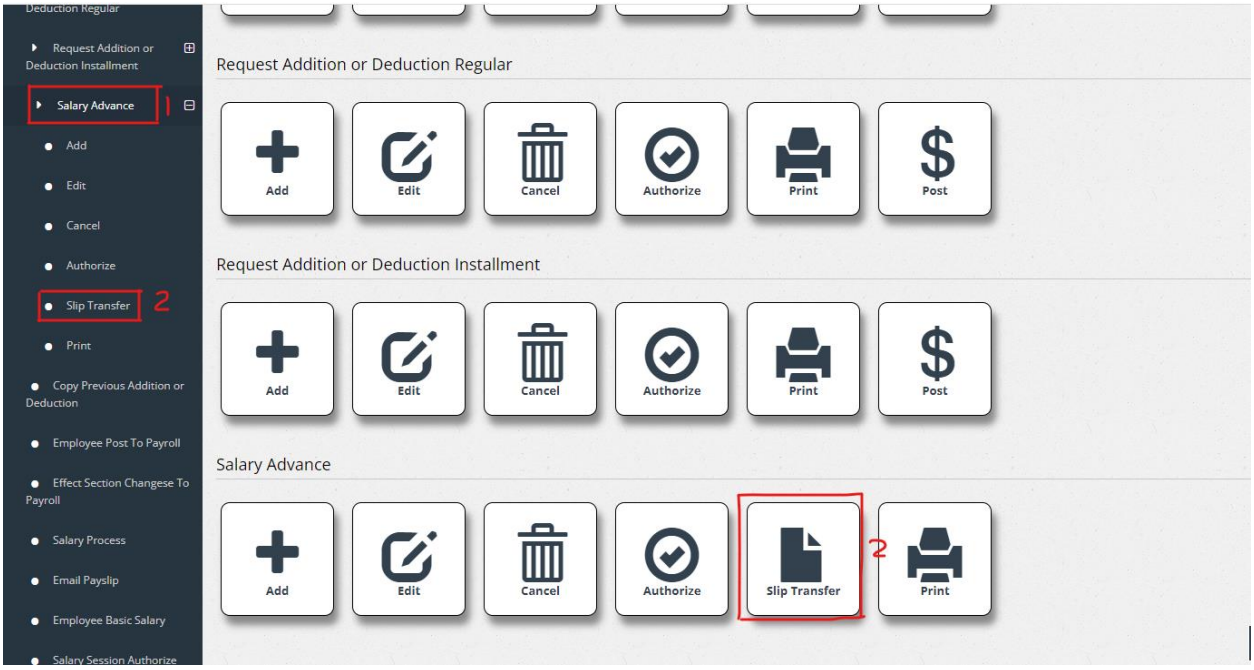
1. Under the Salary Advance
2. Select Authorize

1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Click to search

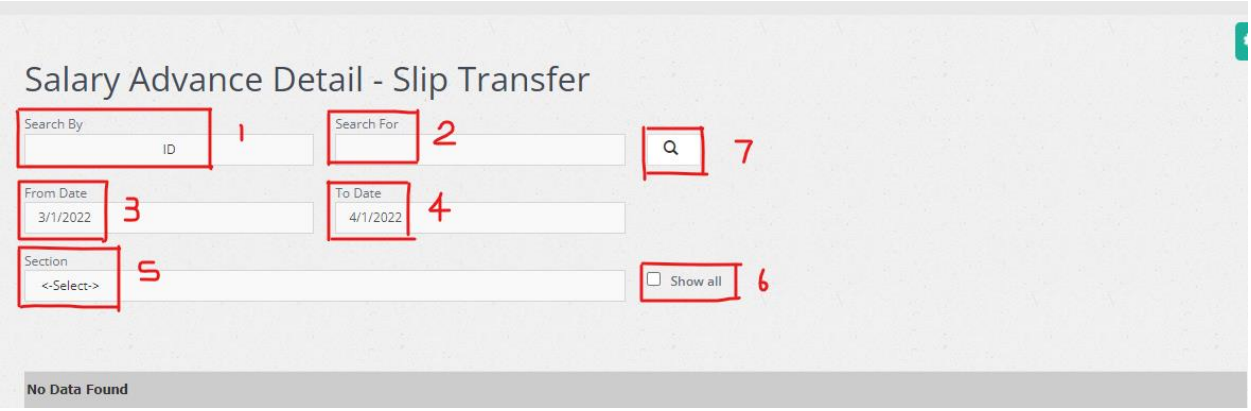


1. Click to save additions or deductions

Salary Advance Detail – Slip Transfer



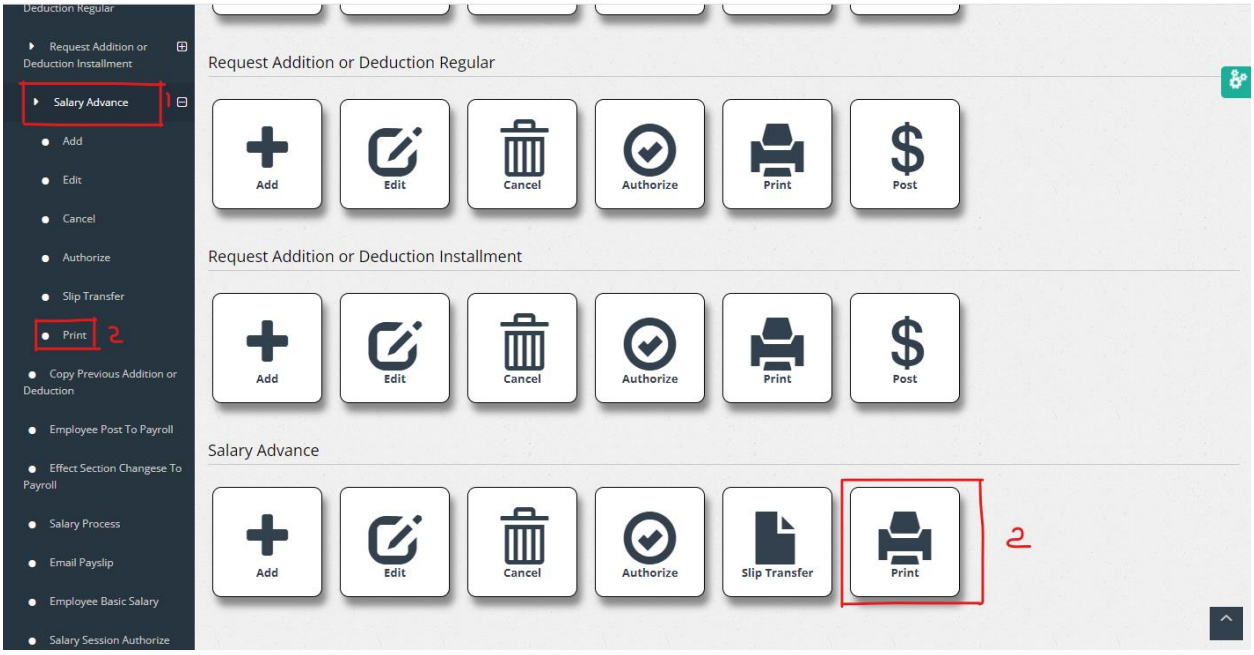
1. Under the Salary Advance
2. Select Authorize



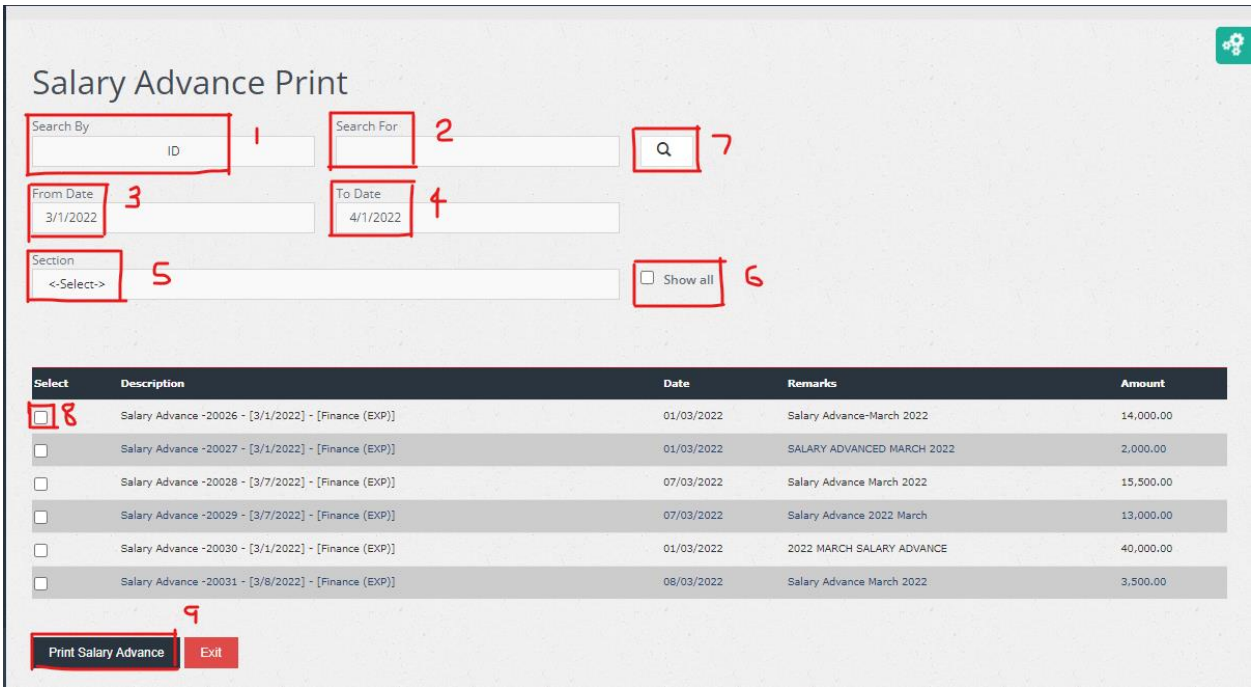
1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Put the tick to show all slips
7. Click to search

1. Click to create slip transfer file
2. Click to download the slip transfer file

Salary Advance Print

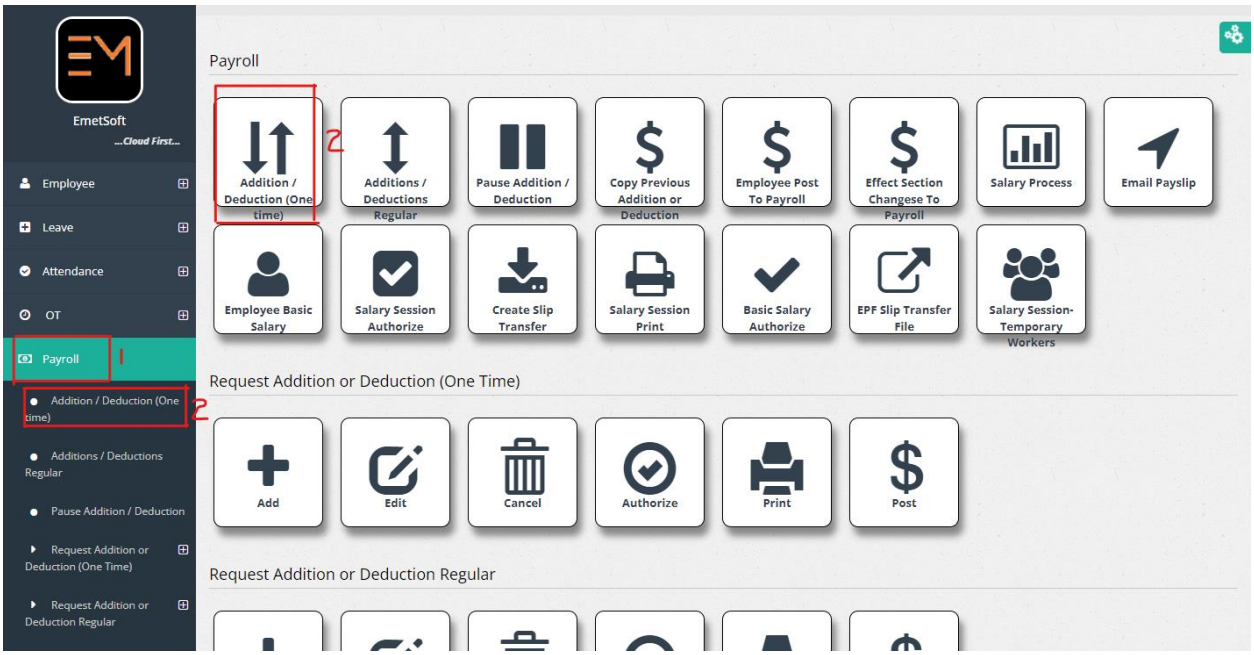


1. Under the Salary Advance
2. Select Authorize

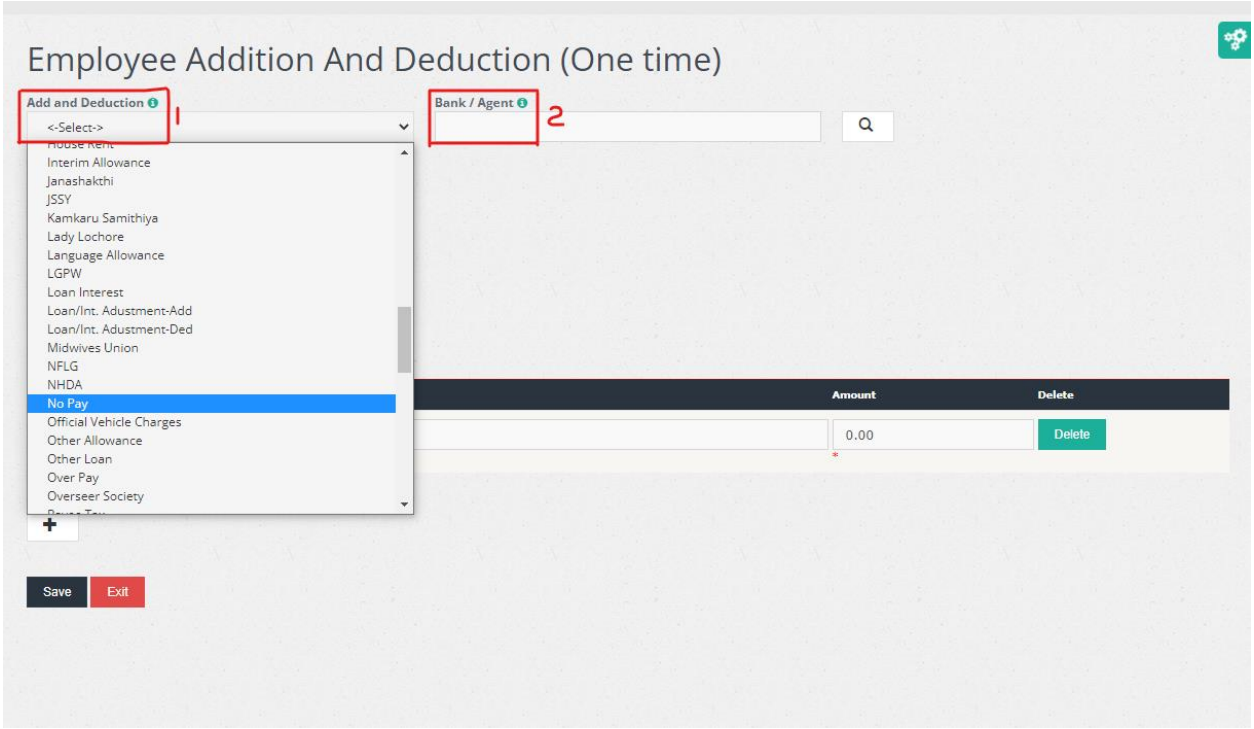


1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Put the tick to show all slips
7. Click to search
8. Put the tick to select
9. Click to print

7. No Pay Authorize

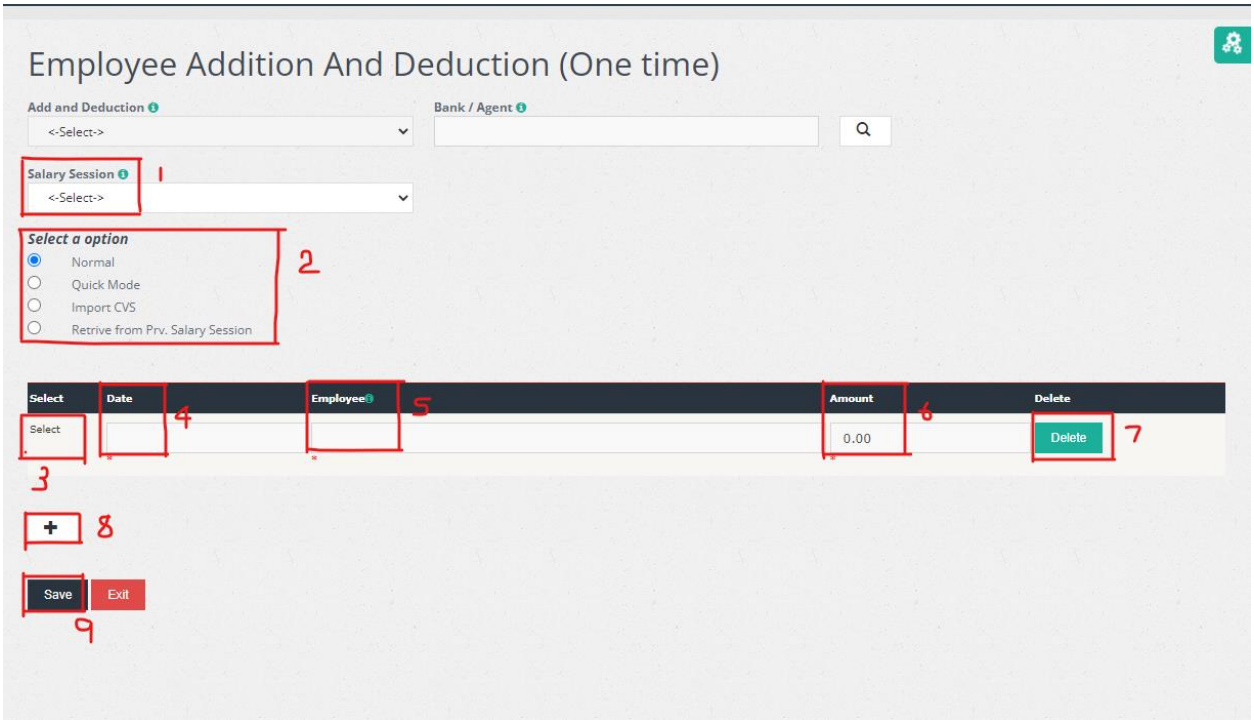


1. Under the option Payroll
2. Select Addition/Deduction(One Time)



1. Add and Deduction : Select the addition and deduction type as no pay

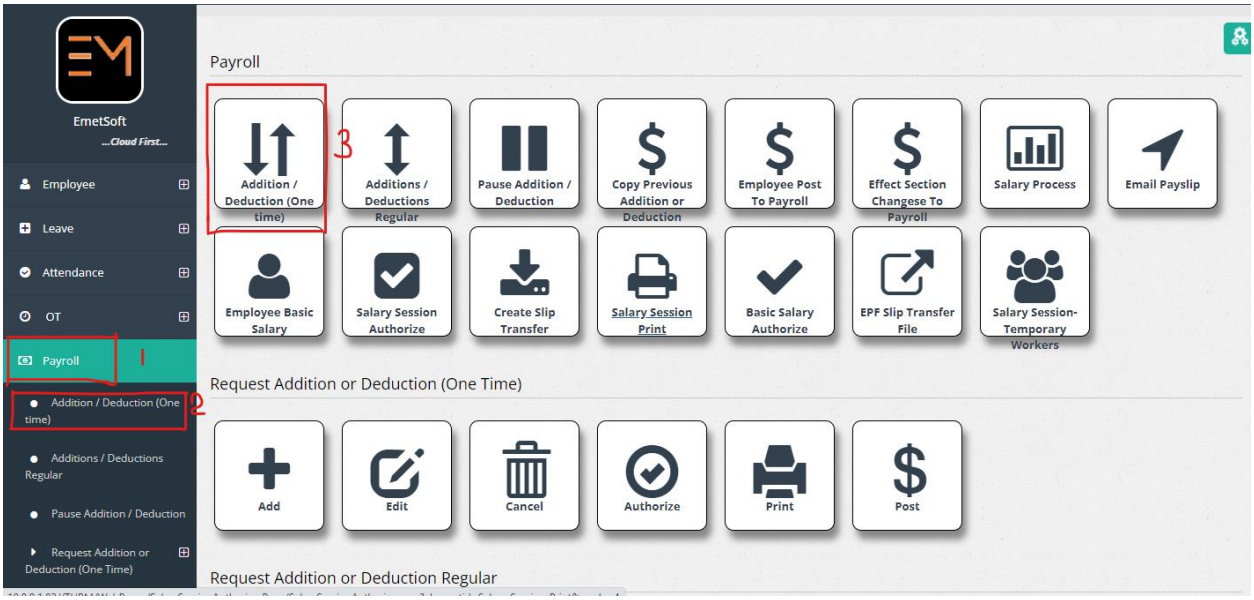
2. Bank/Agent : Enter the bank or agent



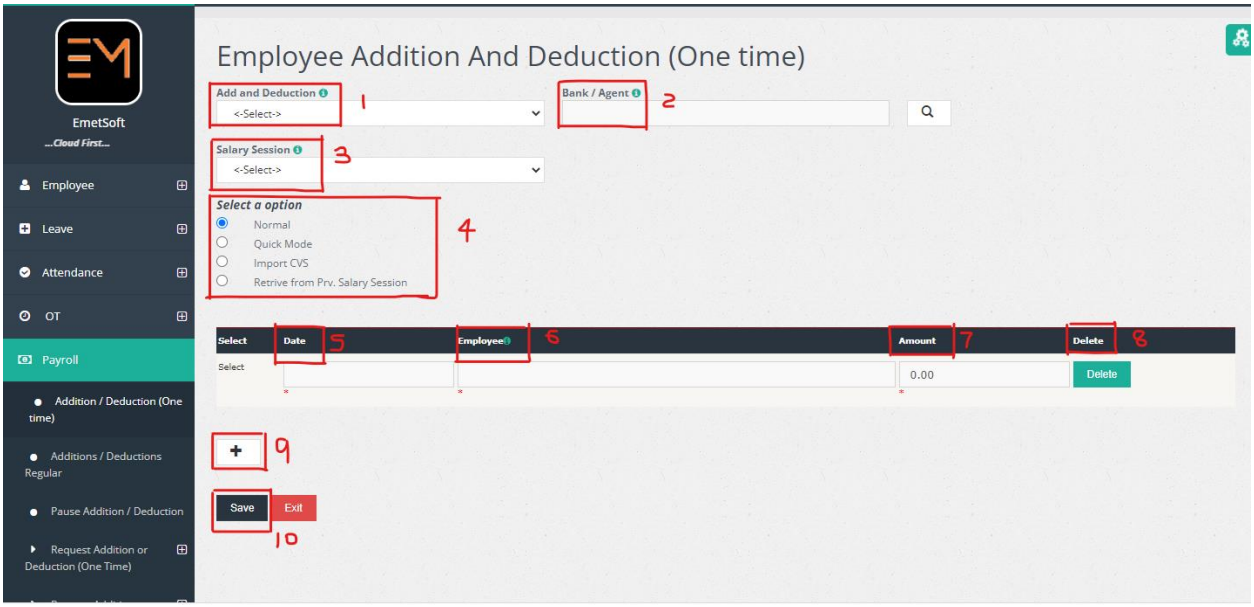
1. Salary Session : Select the relevant session from the menu
2. Put the tick to select an option
3. Click to select
4. Date : Enter the date
5. Employee : Enter the employee
6. Amount : Enter the amount
7. Delete : Click to delete
8. Click to add a new row
9. Click to save

8. Addition Deduction Add Edit

a. Addition Deduction One Time



1. Under the payroll option
2. Select Addition/Deduction One Time

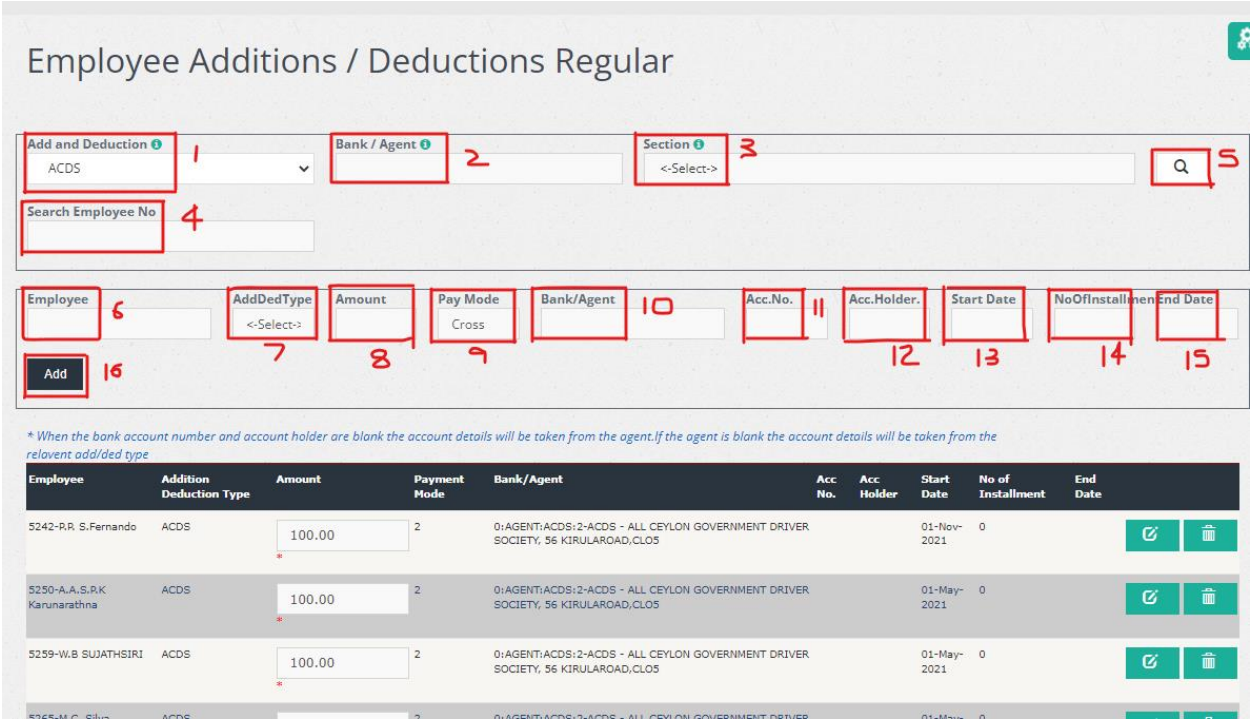


1. Select whether addition or deduction

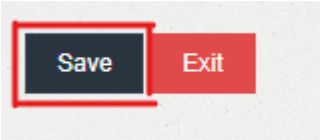
2. Enter the bank or agent
3. Select the salary session from the list
4. Put a tick before to select an option
5. Select the date
6. Employee : Enter the employee by selecting from the drop down menu
7. Amount : Enter the amount
8. Click to delete
9. Click to add a new row
10. Click to save

b. Addition Deduction Regular

1. Under the payroll option
2. Select Addition/Deduction Regular

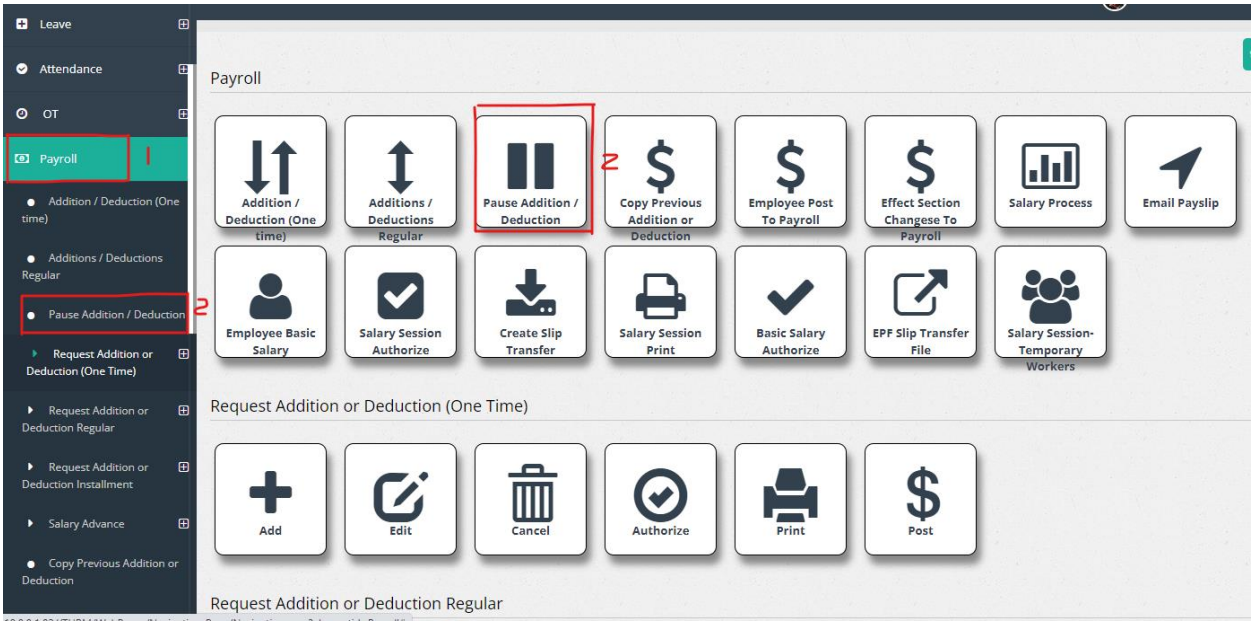


1. Add and Deduction : Select the add or deduction type from the drop down menu
2. Bank/Agent : Enter the bank or agent
3. Section : Select the section from the drop down menu
4. Search Employee Number : Enter the employee number to search
5. Click to search an employee
6. Employee : Enter the employee
7. AddDed Type : Select the addition deduction type
8. Amount : Enter the relevant type
9. Pay Mode : Select the pay mode form the drop down menu
10. Bank/Agent : Enter the bank or agent
11. Acc. No : Enter the account number
12. Acc. Holder : Enter the account holder’s name
13. Start Date : Enter the start date to add or deduct
14. No Of Installment : Enter the number of installment if there is
15. End Date : Enter the end date to add or deduct
16. Click to add a new Addition or deduction row

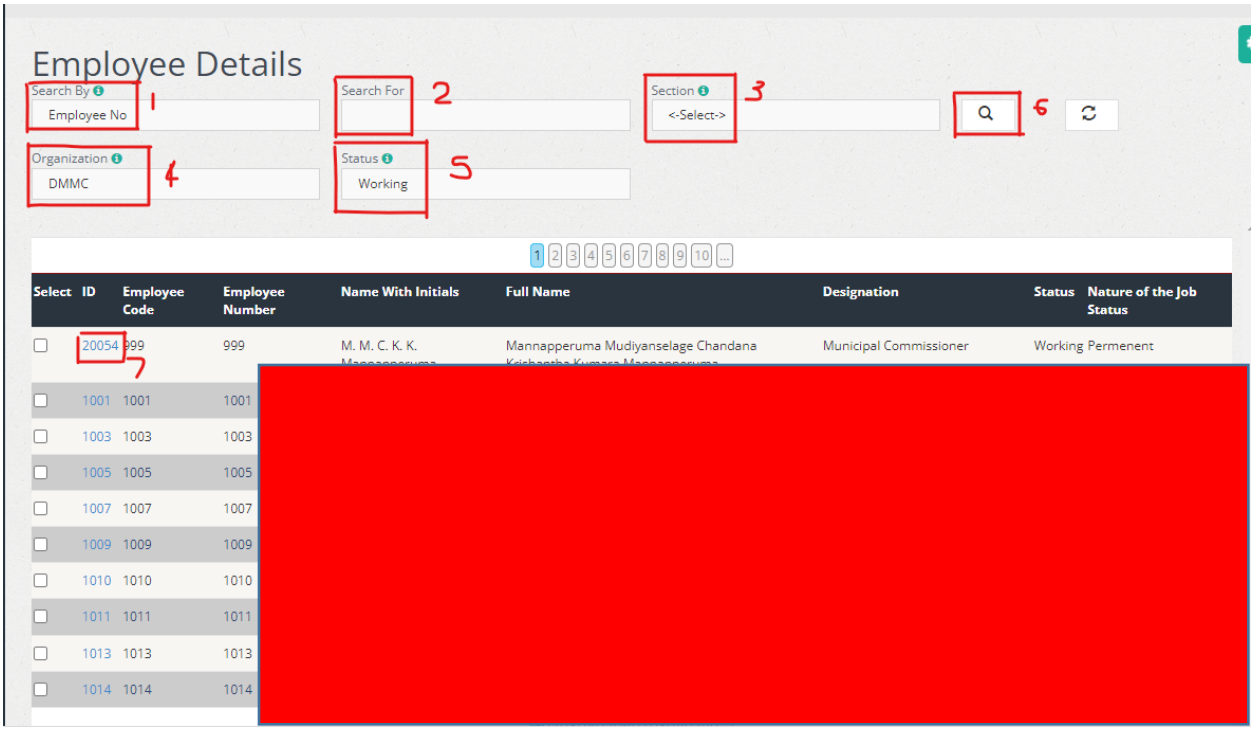


1. Click to save additions or deductions

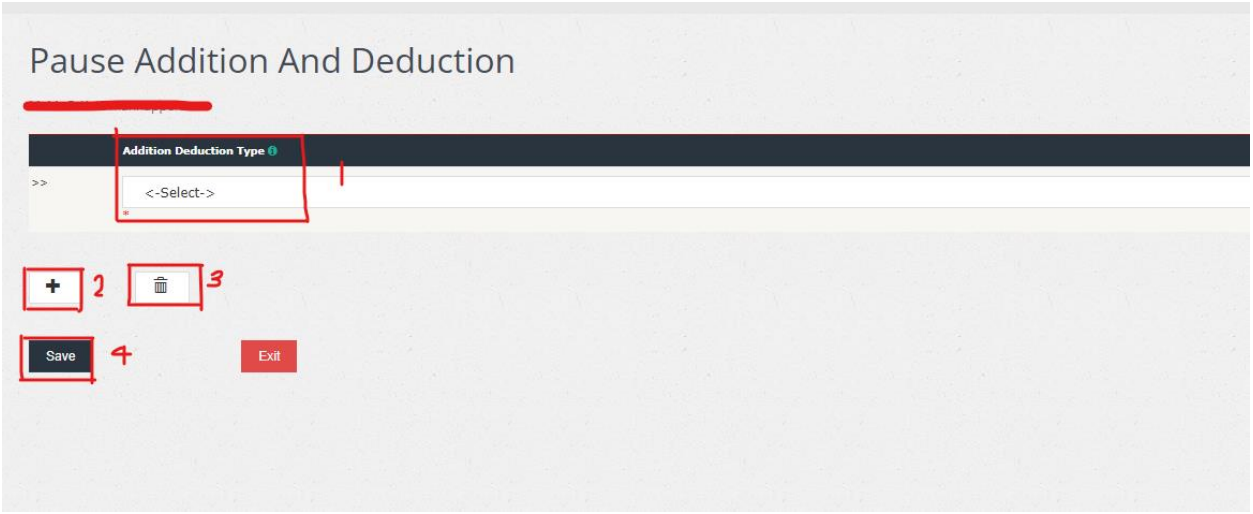
C. Pause Addition Deduction



1. Under the payroll option
2. Select Pause Addition/Deduction



1. Search By : Select the option from drop down menu to search by
2. Search For : Enter the relevant details to the selected category
3. Section : Select the relevant section from the drop down menu
4. Organization : Select the organization
5. Status : Select the status from the drop down menu
6. Click to search
7. By clicking on ID can go to the employee profile



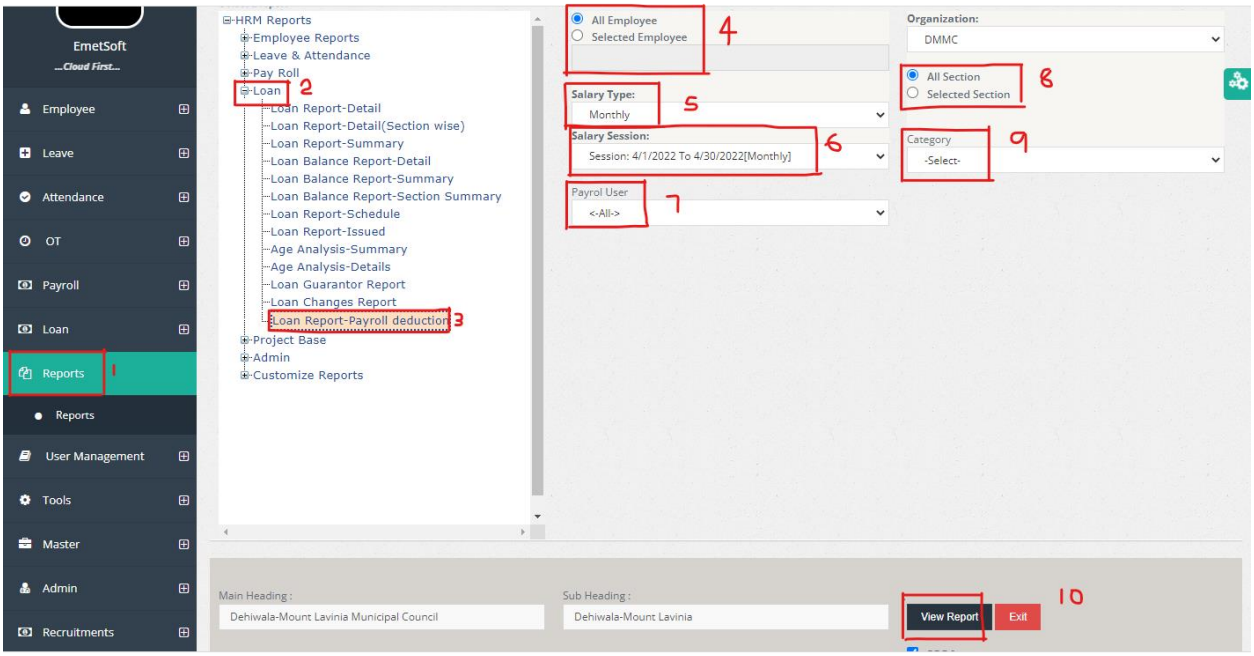
1. Addition Deduction Type : Select the addition deduction type from the drop down menu
2. Click to pause another addition or deduction
3. Click to delete a paused addition or deduction
4. Click to save a paused addition or deduction

9. Loans

Loans (Check in Payroll)

There are two reports that can be used to check loans in payroll

Loan Report Payroll Deduction



1. Under the option Reports
2. Under the loan option
3. Select the Loan report by payroll deduction report
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Salary Type : Select the salary type from drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Payroll User : Select the user if necessary
8. Put the tick on all section or selected section
9. Category : Select the relevant category
10. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

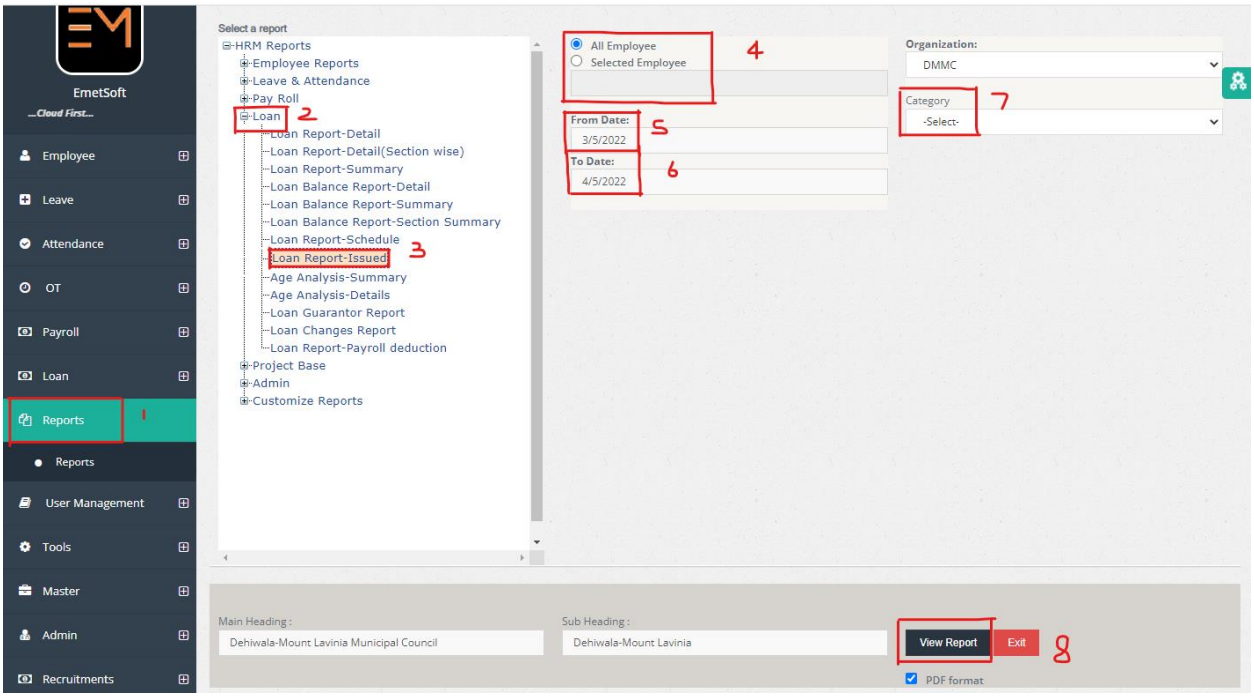
Dehiwala-Mount Lavinia

Salary Payment Detail Report

Salary Session : Session: 4/1/2022 To 4/30/2022[Monthly]

Employee No	Employee Name	Loan Category	Installment	Interest
Section :	**Admin**		11,404.02	1,088.23
Distress Loan			9,066.24	1,030.95
[redacted]	[redacted]	Distress Loan	4,166.67	670.83
[redacted]	[redacted]	Distress Loan	4,899.57	360.12
Distress Loan 2			2,337.78	57.28
[redacted]	[redacted]	Distress Loan 2	2,337.78	57.28

Loan Report Issued



1. Under the option Reports
2. Under the loan option
3. Select the Loan report issued
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Category : Select the relevant category
8. Click to view the report

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

Loan Report-Issued

Category All
Date : 3/5/2022 To 4/5/2022

Number:	Employee Name	Description:	Amount	No.of Ins	Start Date	End Date	Capital Ins	Voucher Amt.	Rate(%)	Status
New Loan								18,964,150.00		
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						pr-2023	2,500.00	32,500.00	4.20	Not Complted
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ar-2027	4,166.67	249,975.00	4.20	Not Complted
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	0.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	0.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused
[redacted]						ov-2022	1,250.00	10,000.00	0.00	Paused

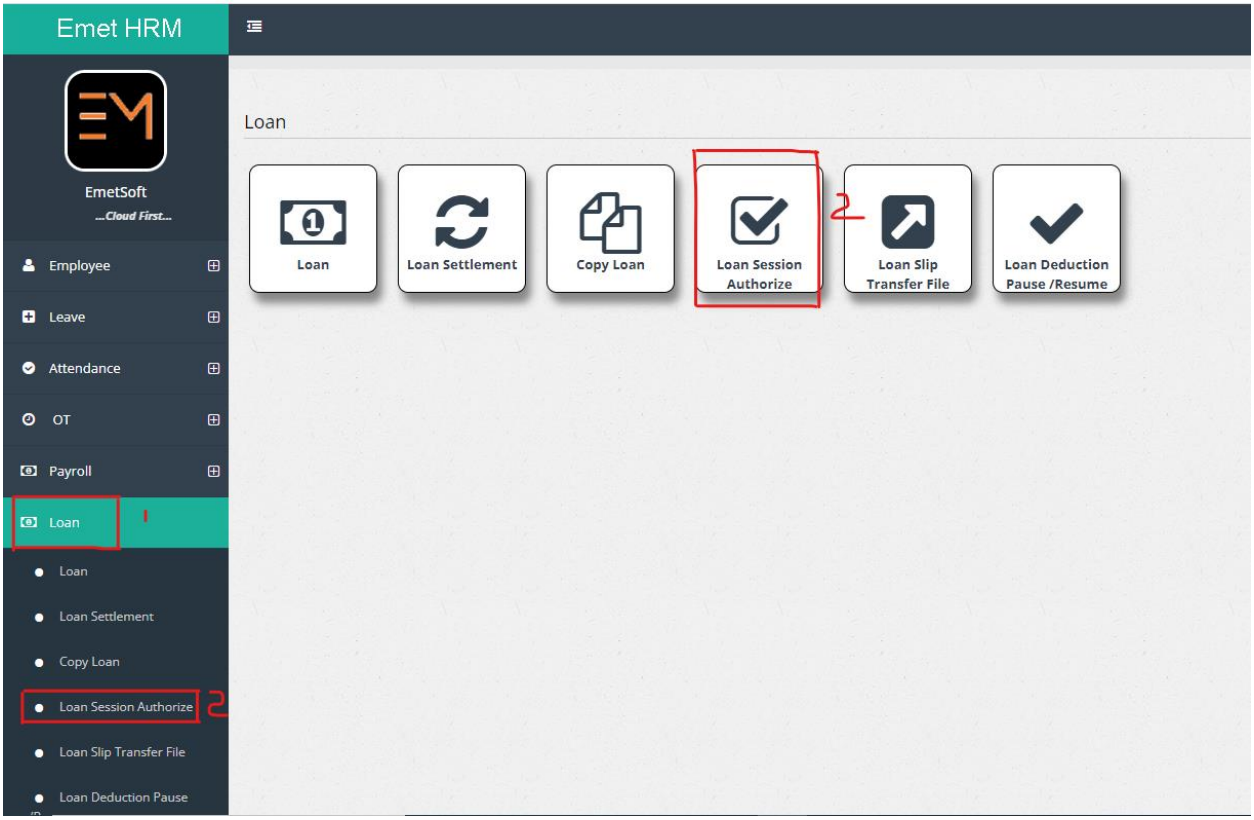
4/5/2022
10:00:13AM

Prepared By

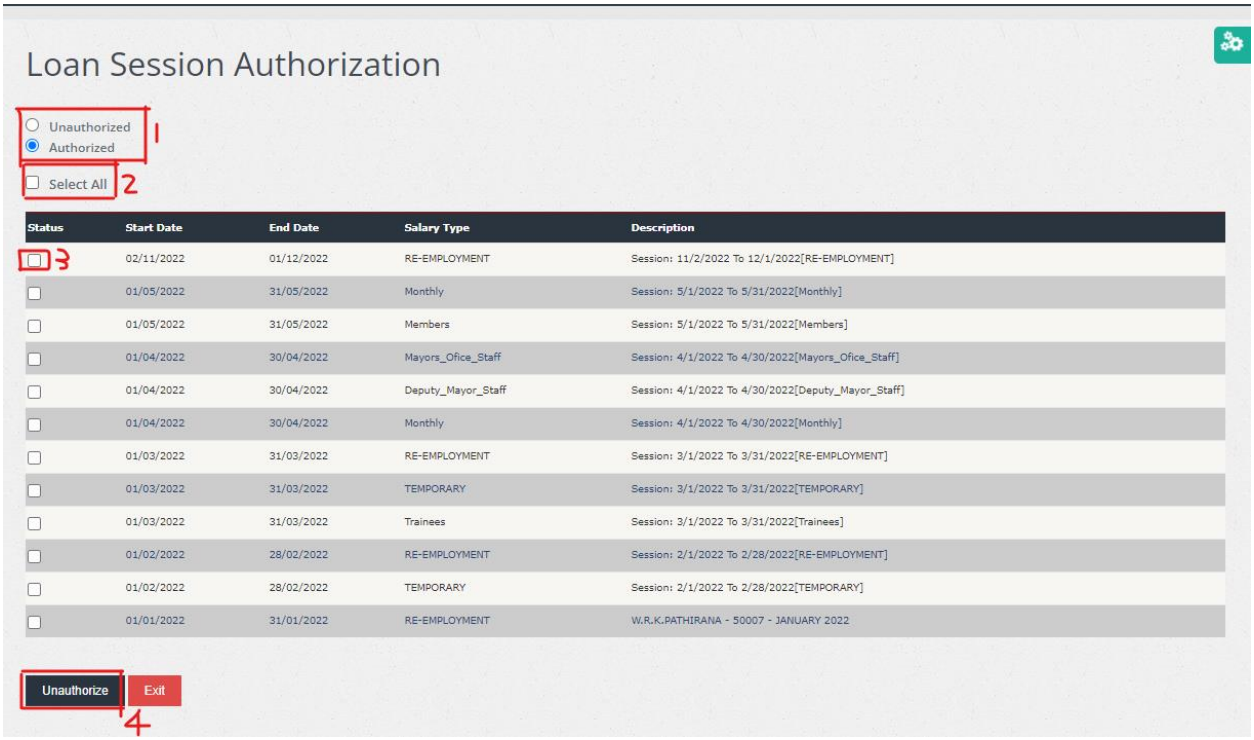
Checked By

Certified By

Post Loans to Salary



1. Under the option Loans
2. Under the loan session authorize

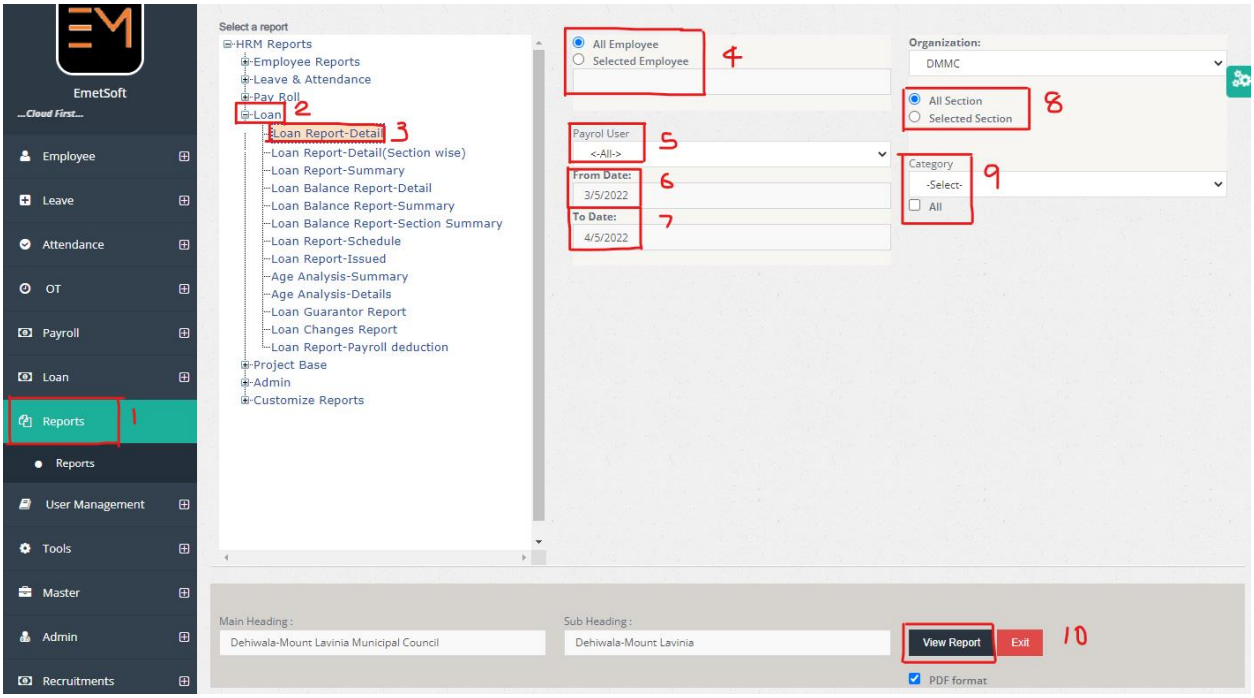


Status	Start Date	End Date	Salary Type	Description
	02/11/2022	01/12/2022	RE-EMPLOYMENT	Session: 11/2/2022 To 12/1/2022[RE-EMPLOYMENT]
	01/05/2022	31/05/2022	Monthly	Session: 5/1/2022 To 5/31/2022[Monthly]
	01/05/2022	31/05/2022	Members	Session: 5/1/2022 To 5/31/2022[Members]
	01/04/2022	30/04/2022	Mayors_Ofice_Staff	Session: 4/1/2022 To 4/30/2022[Mayors_Ofice_Staff]
	01/04/2022	30/04/2022	Deputy_Mayor_Staff	Session: 4/1/2022 To 4/30/2022[Deputy_Mayor_Staff]
	01/04/2022	30/04/2022	Monthly	Session: 4/1/2022 To 4/30/2022[Monthly]
	01/03/2022	31/03/2022	RE-EMPLOYMENT	Session: 3/1/2022 To 3/31/2022[RE-EMPLOYMENT]
	01/03/2022	31/03/2022	TEMPORARY	Session: 3/1/2022 To 3/31/2022[TEMPORARY]
	01/03/2022	31/03/2022	Trainees	Session: 3/1/2022 To 3/31/2022[Trainees]
	01/02/2022	28/02/2022	RE-EMPLOYMENT	Session: 2/1/2022 To 2/28/2022[RE-EMPLOYMENT]
	01/02/2022	28/02/2022	TEMPORARY	Session: 2/1/2022 To 2/28/2022[TEMPORARY]
	01/01/2022	31/01/2022	RE-EMPLOYMENT	W.R.K.PATHIRANA - 50007 - JANUARY 2022

1. Put the tick to see authorized or unauthorized loan sessions
2. Put the tick to select all employees at once
3. Put the tick to select employees\
4. Click to authorize unauthorized ones or unauthorized ones to authorize

Loan Reports

Loan Reports – Detail



1. Under the option Reports
2. Under the loan option
3. Select the Loan report detail
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Payroll User : Select the user from the drop down menu
6. From Date : Select the date from which
7. To Date : Select the date to which
8. Put the tick on all section or selected section
9. Category : Select the relevant category
10. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

Loan Report-Details

Category All
Date : 3/5/2022 To 4/5/2022

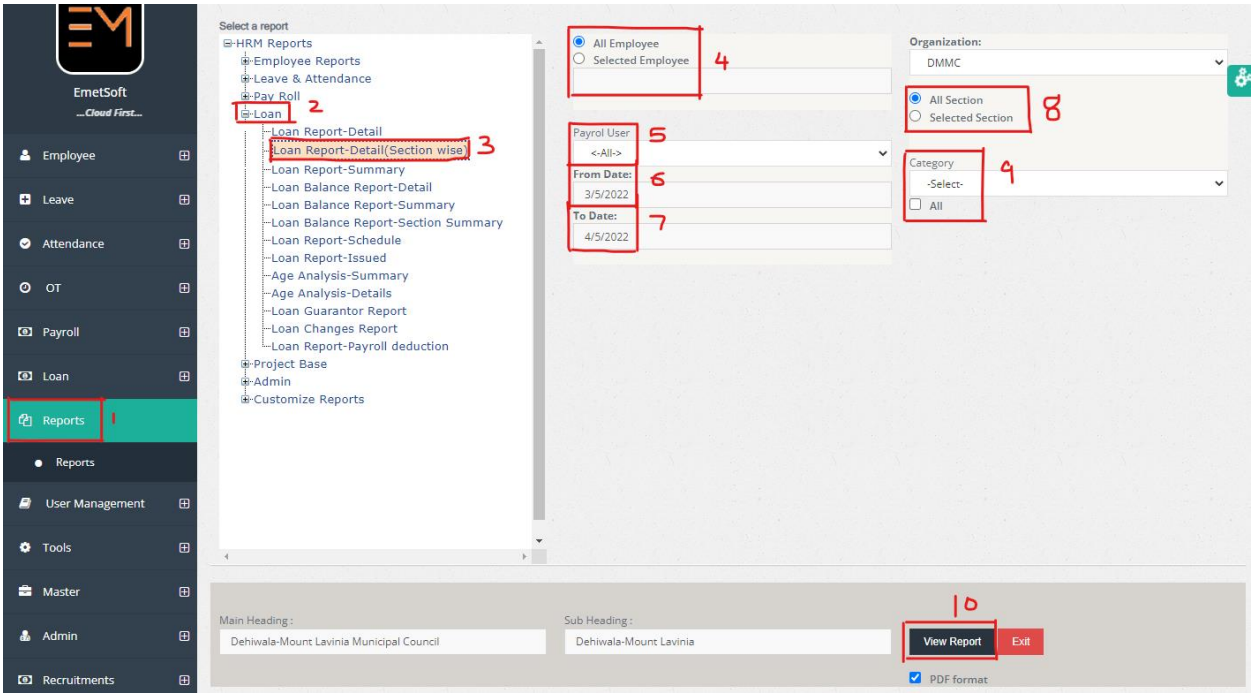
Number:	Description:	Amount	BF Amt	Instalment Amt	%	Interest Amount	Due Amt	Due Ins	Status
		250,000.00	195,833.29	4,166.67	4.20	685.42	191,666.62	46.00	Not Complted
		21,040.00	18,702.22	2,337.78	4.20	65.46	16,364.44	7.00	Not Complted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Complted
		195,833.29	108,333.22	4,166.67	4.20	379.17	104,166.55	25.00	Not Complted
		91,666.74	4,166.67	4,166.67	4.20	14.58	0.00	0.00	Complted
		233,333.52	145,833.45	4,166.67	4.20	510.42	141,666.78	34.00	Not Complted
		250,000.00	204,166.63	4,166.67	4.20	714.58	199,999.96	48.00	Not Complted
		250,000.00	204,166.63	4,166.67	4.20	714.58	199,999.96	48.00	Not Complted
		14,535.00	12,112.50	12,112.50	4.20	0.00	0.00	0.00	Complted
		250,000.00	195,833.29	4,166.67	4.20	685.42	191,666.62	46.00	Not Complted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Complted
		250,000.00	233,333.32	4,166.67	4.20	816.67	229,166.65	55.00	Not Complted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Complted
		208,333.30	120,833.23	4,166.67	4.20	422.92	116,666.56	28.00	Not Complted
		191,083.20	107,790.51	4,899.57	4.20	377.27	102,890.94	21.00	Not Complted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Complted
		10,000.00	6,250.00	0.00	0.00	0.00	6,250.00	5.00	Not Complted

4/5/2022 10:33:13AM

Prepared By ..... Checked By ..... Certified By .....

Page 1 of 106

Loan Reports – Detail(Section Wise)



1. Under the option Reports
2. Under the loan option
3. Select the Loan report detail
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Payroll User : Select the user from the drop down menu
6. From Date : Select the date from which
7. To Date : Select the date to which
8. Put the tick on all section or selected section
9. Category : Select the relevant category
10. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

HRM_LoanReport_Detail_SectionWise

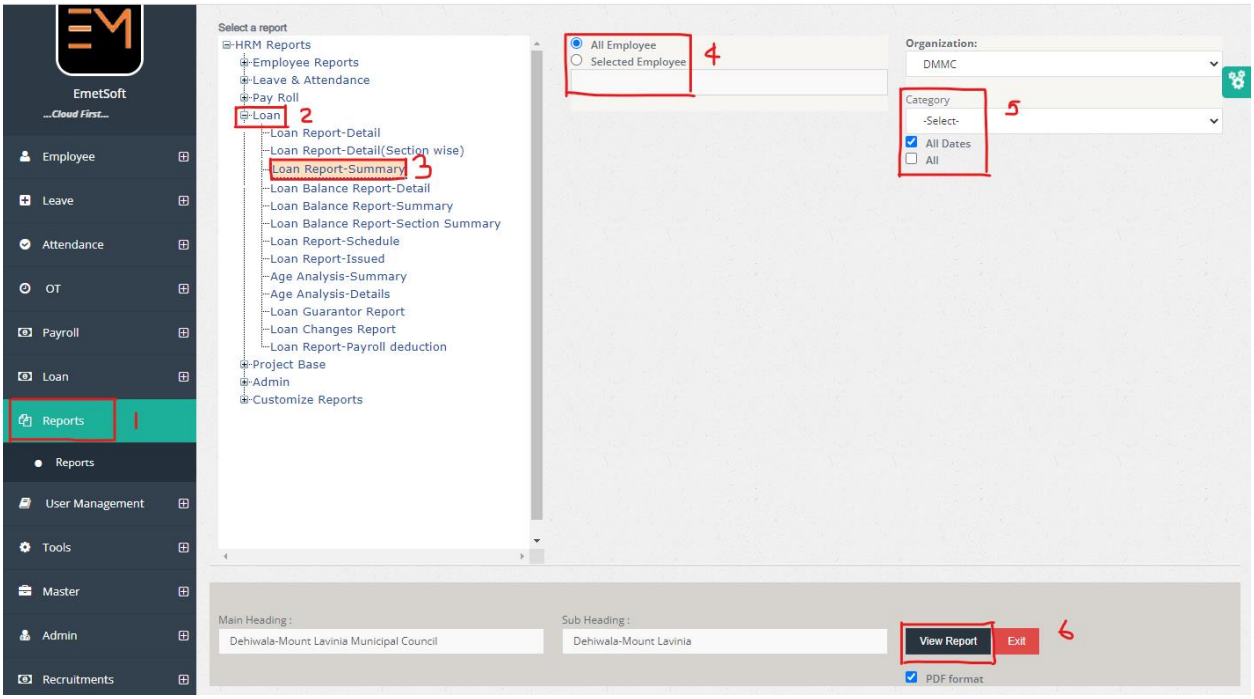
Category All
Date : 3/5/2022 To 4/5/2022

Number:	Description:	Amount	BF Amt	Instalment Amt	%	Interest Amount	Due Amt	Due Ins	Status
Admin-11				11,404.02		1,128.15			
		250,000.00	195,833.29	4,166.67	4.20	685.42	191,666.62	46.00	Not Compltted
		21,040.00	18,702.22	2,337.78	4.20	65.46	16,364.44	7.00	Not Compltted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Compltted
		191,083.20	107,790.51	4,899.57	4.20	377.27	102,890.94	21.00	Not Compltted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Compltted
				36,166.35		6,192.65			
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Compltted
		250,000.00	191,666.62	4,166.67	4.20	670.83	187,499.95	45.00	Not Compltted
		4,600.00	400.00	0.00	4.20	0.00	400.00	2.00	Compltted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Compltted
		250,000.00	205,357.10	4,464.29	4.20	718.75	200,892.81	45.00	Not Compltted
		4,000.00	4,000.00	400.00	0.00	14.68	3,600.00	9.00	Not Compltted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Compltted
		250,000.00	234,693.88	5,102.04	4.20	821.43	229,591.84	45.00	Not Compltted
		4,000.00	4,000.00	400.00	0.00	14.68	3,600.00	9.00	Not Compltted
		250,000.00	250,000.00	4,166.67	4.20	875.00	245,833.33	59.00	Not Compltted
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Compltted
		250,000.00	166,666.60	4,166.67	4.20	583.33	162,499.93	39.00	Not Compltted

4/5/2022 10:40:00AM

Prepared By ..... Checked By ..... Certified By .....

Loan Report – Summary



1. Under the option Reports
2. Under the loan option
3. Select the Loan report summary
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Category : Select the relevant category
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

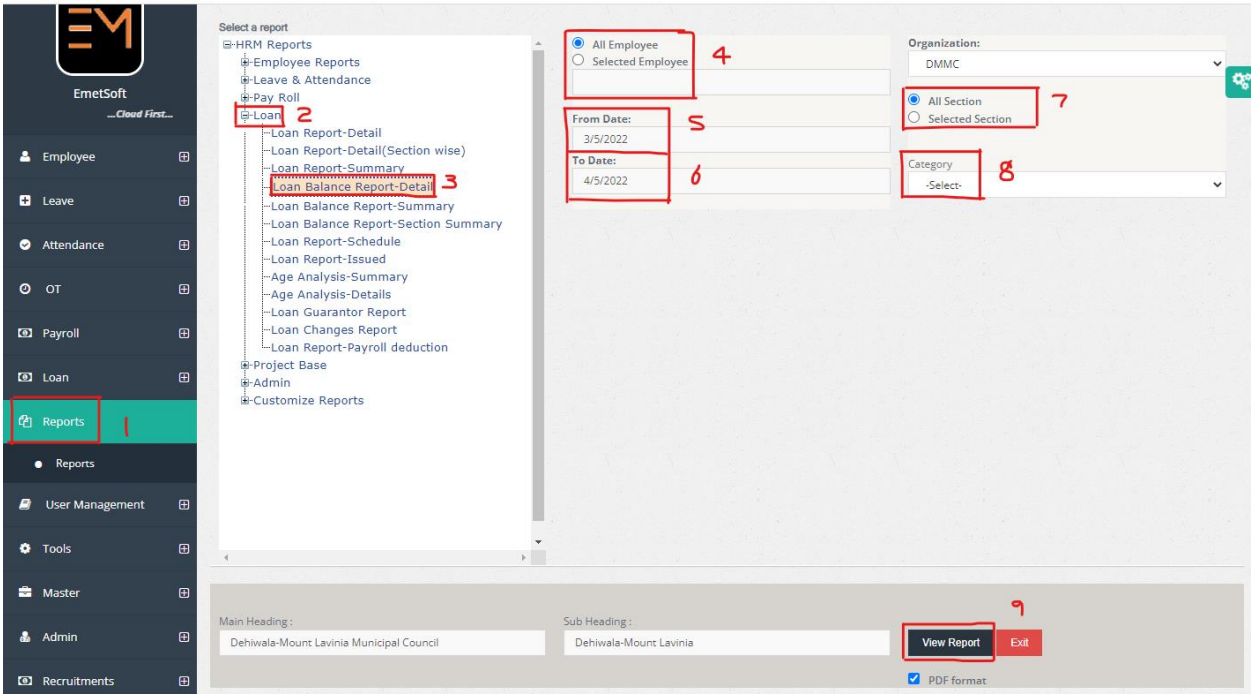
Loan Report-Summary

Category All
Date : All

785721101V

Description:	From Date:	To Date:	Amount	Status
DIRSR	08-Jan		250,000.00	Not Complted
Description:	**From D**		**Amount**	**Status**
DIRSR	20-Jan		250,000.00	Not Complted
Description:	**From D**		**Amount**	**Status**
DISTR	16-Ma		250,000.00	Not Complted
Description:	**From D**		**Amount**	**Status**
Festival Advance	01-Ma		10,000.00	Complted
Description:	**From D**		**Amount**	**Status**
DIRSR	08-Jan		250,000.00	Not Complted
Festival	30-Ma		10,000.00	Not Complted
Description:	**From D**		**Amount**	**Status**
BANKF	29-Feb		4,000.00	Complted
Description:	**From D**		**Amount**	**Status**
DIRSR	30-Sep		191,083.20	Not Complted
Description:	**From D**		**Amount**	**Status**
DIRSR	20-Jan		250,000.00	Not Complted
Distress	11-Feb		21,040.00	Not Complted
Description:	**From D**		**Amount**	**Status**
DISTR	16-Ma		250,000.00	Not Complted
Description:	**From Date:**	**To Date:**	**Amount**	**Status**

Loan Balance Report – Detail



1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Detail
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

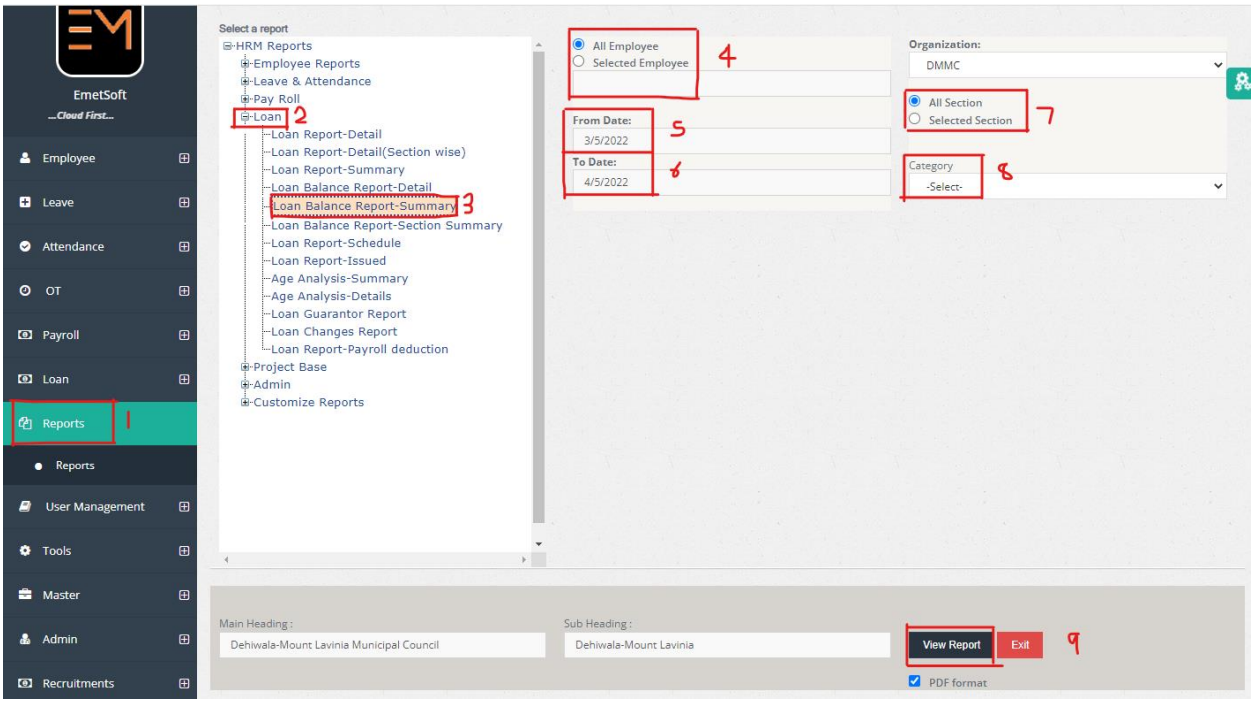
The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Loan Balance Report-Details

Category All
Date : 3/5/2022 To 4/5/2022

		B/F Amount	Transfer From a Section From	Given Loan From		Settle By Salary	Settle By Reciept	Transfer To a Section	Balance C/F
		March 2022	March 2022	March 2022	April 2022	March 2022	March 2022	April 2022	
	Distress Loan	(87,500.07)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(91,666.74)
	Distress Loan 2	18,702.22	0.00	0.00	0.00	(2,337.78)	0.00	0.00	16,364.44
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
	Distress Loan	(83,292.69)	0.00	0.00	0.00	(4,899.57)	0.00	0.00	(88,192.26)
	Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00
	Special Advance	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
		(161,690.54)	0.00	20,000.00	0.00	(11,404.02)	0.00	0.00	(153,094.56)
	Distress Loan	(132,905.19)	0.00	0.00	0.00	0.00	0.00	0.00	(132,905.19)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
	Distress Loan	(58,333.38)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(62,500.05)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
	Special Advance	(4,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(4,000.00)
	Vehicle Loan	(4,200.00)	0.00	0.00	0.00	0.00	0.00	0.00	(4,200.00)
	Distress Loan	30,104.35	0.00	0.00	0.00	(4,464.29)	0.00	0.00	25,640.06
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
	Special Advance	0.00	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)
	Distress Loan	(11,390.54)	0.00	0.00	0.00	(5,102.04)	0.00	0.00	(16,492.58)
	Festival Advance	(10,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(10,000.00)
	Housing Loan	(9,995.04)	0.00	0.00	0.00	0.00	0.00	0.00	(9,995.04)
	Special Advance	4,000.00	0.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00
	Distress Loan	249,975.00	0.00	0.00	0.00	(4,166.67)	0.00	0.00	245,808.33
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
	Tsunami	(25,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(25,000.00)
	Distress Loan	(83,333.40)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(87,500.07)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
	Distress Loan	(16,691.68)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(20,858.35)
	Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00
	Special Advance	4,000.00	0.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00

Loan Balance Report – Summary



1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Summary
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

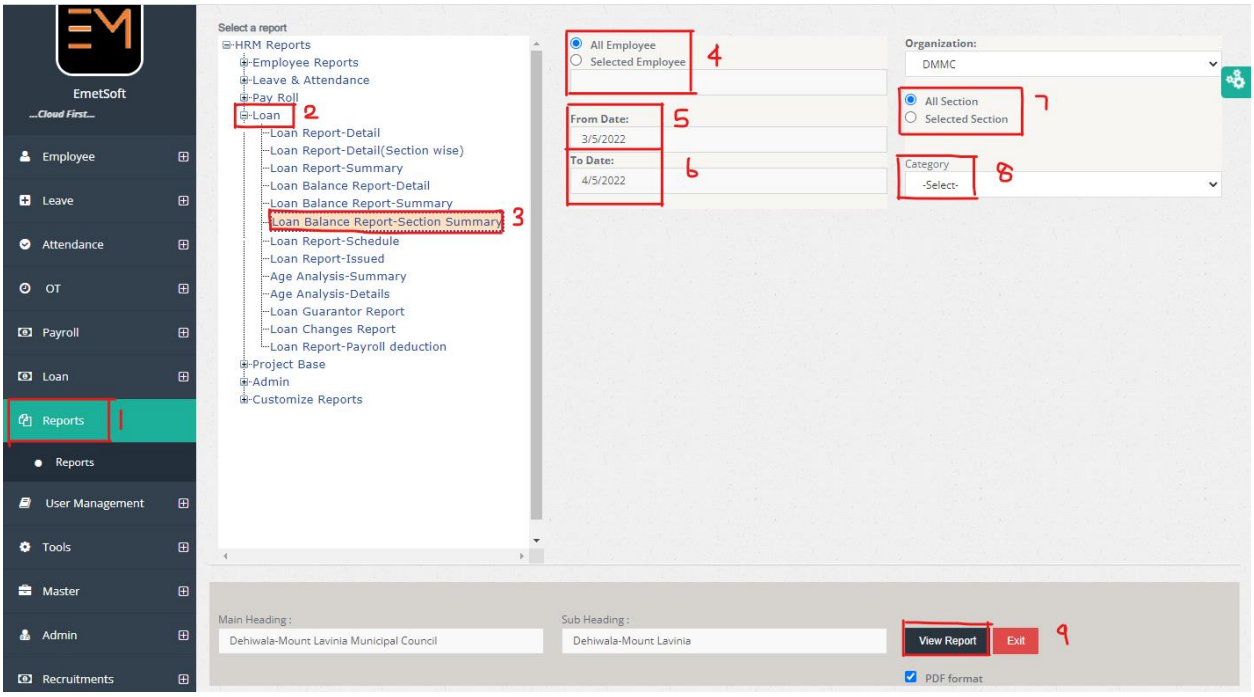
The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Loan Balance Report-Summary

Category All
Date : 3/5/2022 To 4/5/2022

		BF Amount	Transfer From a Section From	Given Loan From	Settle By Salary	Settle By Reciept	Transfer To a Section	Balance C/F
	Distress Loan	(87,500.07)	0.00	0.00	(4,166.67)	0.00	0.00	(91,666.74)
	Distress Loan 2	18,702.22	0.00	0.00	(2,337.78)	0.00	0.00	16,364.44
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Distress Loan	(83,292.69)	0.00	0.00	(4,899.57)	0.00	0.00	(88,192.26)
	Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	Special Advance	400.00	0.00	0.00	0.00	0.00	0.00	400.00
		(161,690.54)	0.00	20,000.00	(11,404.02)	0.00	0.00	(153,094.56)
	Distress Loan	(132,905.19)	0.00	0.00	0.00	0.00	0.00	(132,905.19)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Distress Loan	(58,333.38)	0.00	0.00	(4,166.67)	0.00	0.00	(62,500.05)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Special Advance	(4,000.00)	0.00	0.00	0.00	0.00	0.00	(4,000.00)
	Vehicle Loan	(4,200.00)	0.00	0.00	0.00	0.00	0.00	(4,200.00)
	Distress Loan	30,104.35	0.00	0.00	(4,464.29)	0.00	0.00	25,640.06
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Special Advance	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)
	Distress Loan	(11,390.54)	0.00	0.00	(5,102.04)	0.00	0.00	(16,492.58)
	Festival Advance	(10,000.00)	0.00	0.00	0.00	0.00	0.00	(10,000.00)
	Housing Loan	(9,995.04)	0.00	0.00	0.00	0.00	0.00	(9,995.04)
	Special Advance	4,000.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00
	Distress Loan	249,975.00	0.00	0.00	(4,166.67)	0.00	0.00	245,808.33
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Tsunami	(25,000.00)	0.00	0.00	0.00	0.00	0.00	(25,000.00)
	Distress Loan	(83,333.40)	0.00	0.00	(4,166.67)	0.00	0.00	(87,500.07)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Distress Loan	(16,691.68)	0.00	0.00	(4,166.67)	0.00	0.00	(20,858.35)
	Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	Special Advance	4,000.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00
	Distress Loan	237,474.99	0.00	0.00	(4,166.67)	0.00	0.00	233,308.32
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Special Advance	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Distress Loan	233,308.32	0.00	0.00	(4,166.67)	0.00	0.00	229,141.65
	Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
		333,013.43	0.00	90,000.00	(36,166.35)	0.00	0.00	386,847.08
	Distress Loan	(44,691.60)	0.00	0.00	(2,234.58)	0.00	0.00	(46,926.18)
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
	Special Advance	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)
	Distress Loan	(54,470.60)	0.00	0.00	(2,723.53)	0.00	0.00	(57,194.13)

Loan Balance Report – Section Summary



1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Summary
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

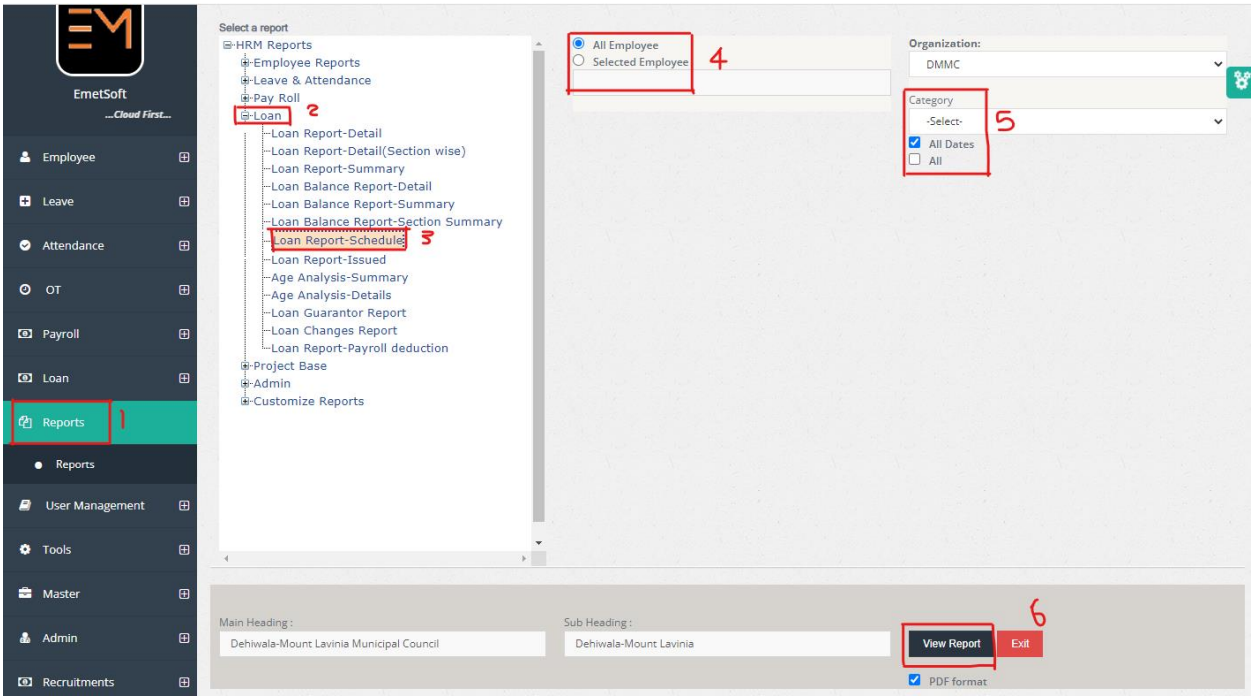
The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Loan Balance Report-Section Summary

Category All
Date : 3/5/2022 To 4/5/2022

	BF Amount	Transfer From a Section From	Given Loan From		Settle By Salary	Settle By Reciept	Transfer To a Section	Balance C/F
	March 2022	March 2022	March 2022	April 2022	March 2022	March 2022	April 2022	
Distress Loan	(170,792.76)	0.00	0.00	0.00	(9,066.24)	0.00	0.00	(179,859.00)
Distress Loan 2	18,702.22	0.00	0.00	0.00	(2,337.78)	0.00	0.00	16,364.44
Festival Advance	(10,000.00)	0.00	20,000.00	0.00	0.00	0.00	0.00	10,000.00
Special Advance	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
Total	(161,690.54)	0.00	20,000.00	0.00	(11,404.02)	0.00	0.00	(153,094.56)
Distress Loan	448,208.47	0.00	0.00	0.00	(34,566.35)	0.00	0.00	413,642.12
Festival Advance	(80,000.00)	0.00	90,000.00	0.00	0.00	0.00	0.00	10,000.00
Housing Loan	(9,995.04)	0.00	0.00	0.00	0.00	0.00	0.00	(9,995.04)
Special Advance	4,000.00	0.00	0.00	0.00	(1,600.00)	0.00	0.00	2,400.00
Tsunami	(25,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(25,000.00)
Vehicle Loan	(4,200.00)	0.00	0.00	0.00	0.00	0.00	0.00	(4,200.00)
Total	333,013.43	0.00	90,000.00	0.00	(36,166.35)	0.00	0.00	386,847.08
Distress Loan	279,061.35	0.00	172,641.77	0.00	(20,041.45)	0.00	0.00	431,661.67
Festival Advance	(50,000.00)	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00
Special Advance	4,000.00	0.00	0.00	0.00	(1,200.00)	0.00	0.00	2,800.00
Total	233,061.35	0.00	222,641.77	0.00	(21,241.45)	0.00	0.00	434,461.67
Distress Loan	432,833.15	0.00	0.00	0.00	(67,920.19)	0.00	0.00	364,912.96
Festival Advance	(103,750.00)	0.00	80,000.00	0.00	(6,250.00)	0.00	0.00	(30,000.00)
Special Advance	(16,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(16,000.00)
Total	313,083.15	0.00	80,000.00	0.00	(74,170.19)	0.00	0.00	318,912.96
Distress Loan	(10,020.26)	0.00	279,475.00	183,038.55	(53,323.30)	0.00	0.00	399,169.99
Festival Advance	(95,000.00)	0.00	60,000.00	0.00	(1,250.00)	0.00	0.00	(36,250.00)
Vehicle Loan	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(6,000.00)

Loan Report Schedule



1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Summary
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Category : Select the relevant category
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

Loan Report-Details

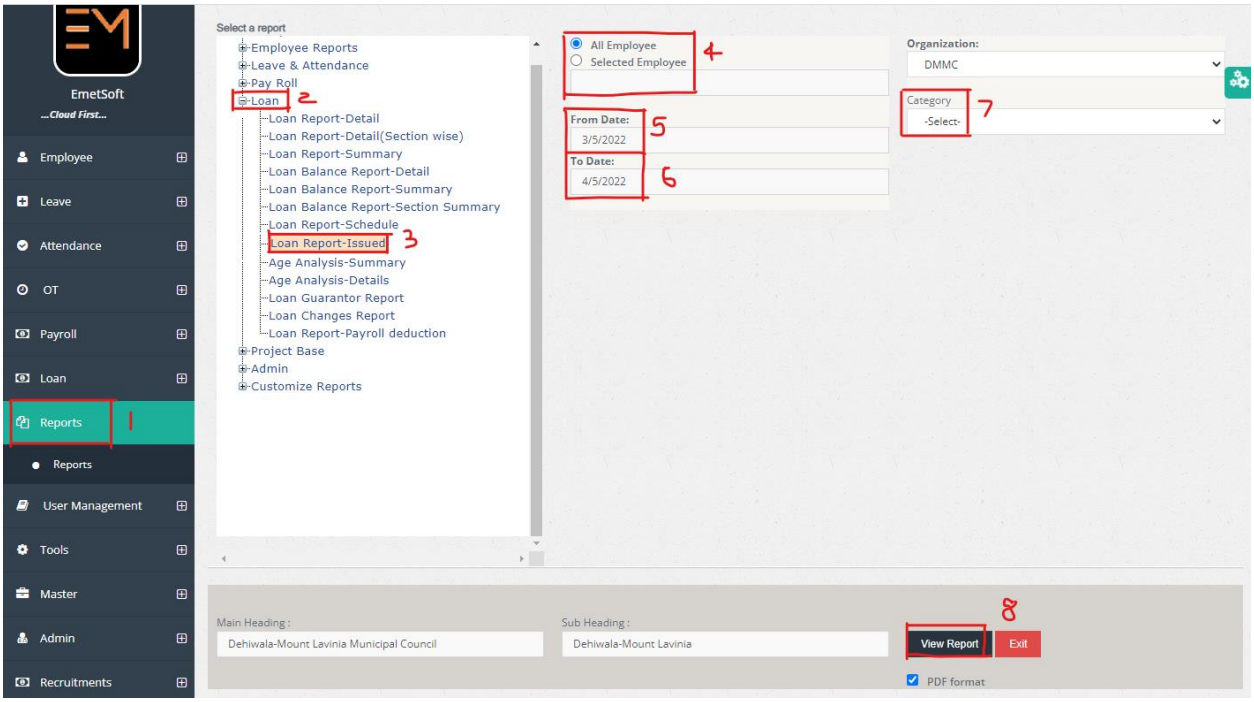
Category All
Date : All

Number:	Description:	From Date:	To Date:	Amount	Paid Amt	Status
	DIRSR				0.00	Not Complte

Paid Date	Paid Amount	Interest Amount	Due Amount
31-Jan-2021	4,167.00	875.00	245,833.00
28-Feb-2021	4,167.00	875.00	241,666.00
31-Mar-2021	4,167.00	875.00	237,499.00
30-Apr-2021	4,167.00	875.00	233,332.00
31-May-2021	8,334.66	816.66	229,165.33
30-Jun-2021	4,166.67	816.67	220,830.67
31-Jul-2021	4,166.67	802.08	216,664.00
31-Aug-2021	4,166.67	787.50	212,497.33
30-Sep-2021	4,166.67	772.92	208,330.66
31-Oct-2021	4,166.67	758.33	204,163.99
30-Nov-2021	4,166.67	743.75	199,997.32
31-Dec-2021	4,166.67	729.17	195,830.65
31-Jan-2022	4,166.67	714.58	191,663.98
28-Feb-2022	4,166.67	700.00	187,497.31
31-Mar-2022	4,166.67	685.42	183,330.64
30-Apr-2022	4,166.67	670.83	179,163.97

Number:	Description:	From Date:	To Date:	Amount	Paid Amt	Status

Loan Report Issued



1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Detail
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Category : Select the relevant category
8. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

Loan Report-Issued

Category All
Date : 3/5/2022 To 4/5/2022

Number:	Employee Name	Description:	Amount	No.of Ins	Start Date	End Date	Capital Ins	Voucher Amt.	Rate(%)	Status
New Loan								18,964,150.00		
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Distress	32,500.00	13	01-Apr-2022	30-Apr-2023	2,500.00	32,500.00	4.20	Not Complted
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		DIRSRESS	250,000.00	60	16-Mar-2022	15-Mar-2027	4,166.67	249,975.00	4.20	Not Complted
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	0.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	0.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused

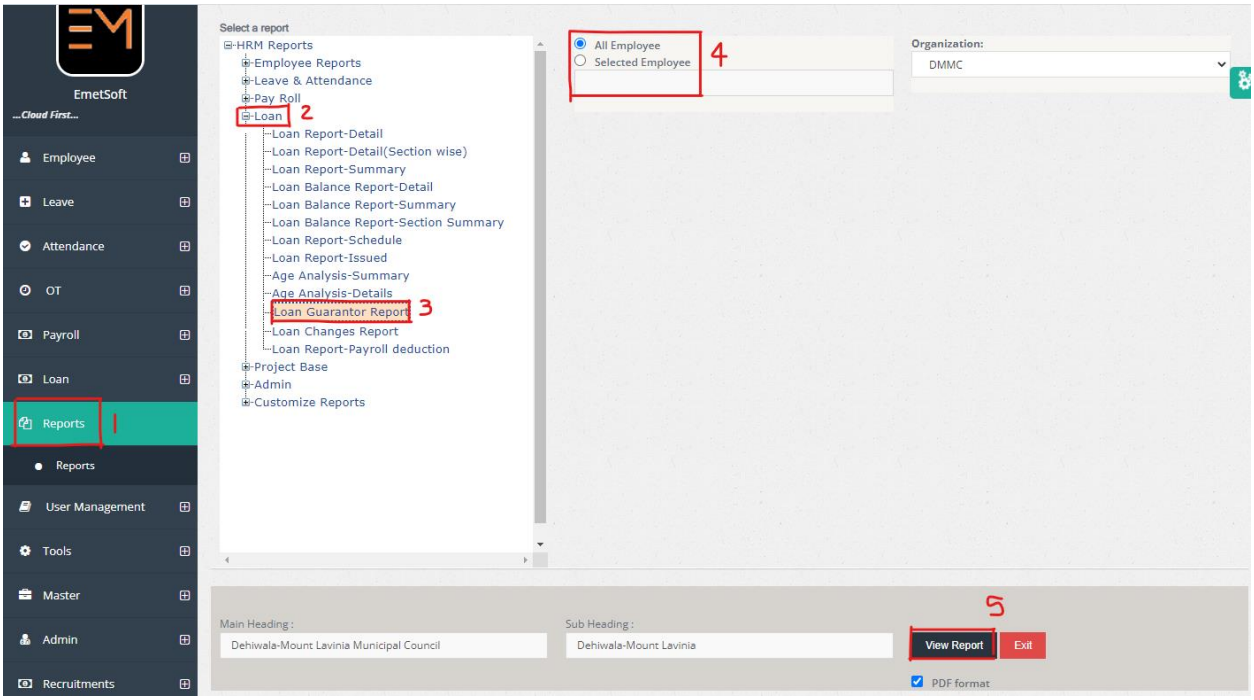
4/5/2022
11:30:26AM

Prepared By

Checked By

Certified By

Loan Gurantor Report



1. Under the option Reports
2. Under the loan option
3. Select the Loan Gurantor Report
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

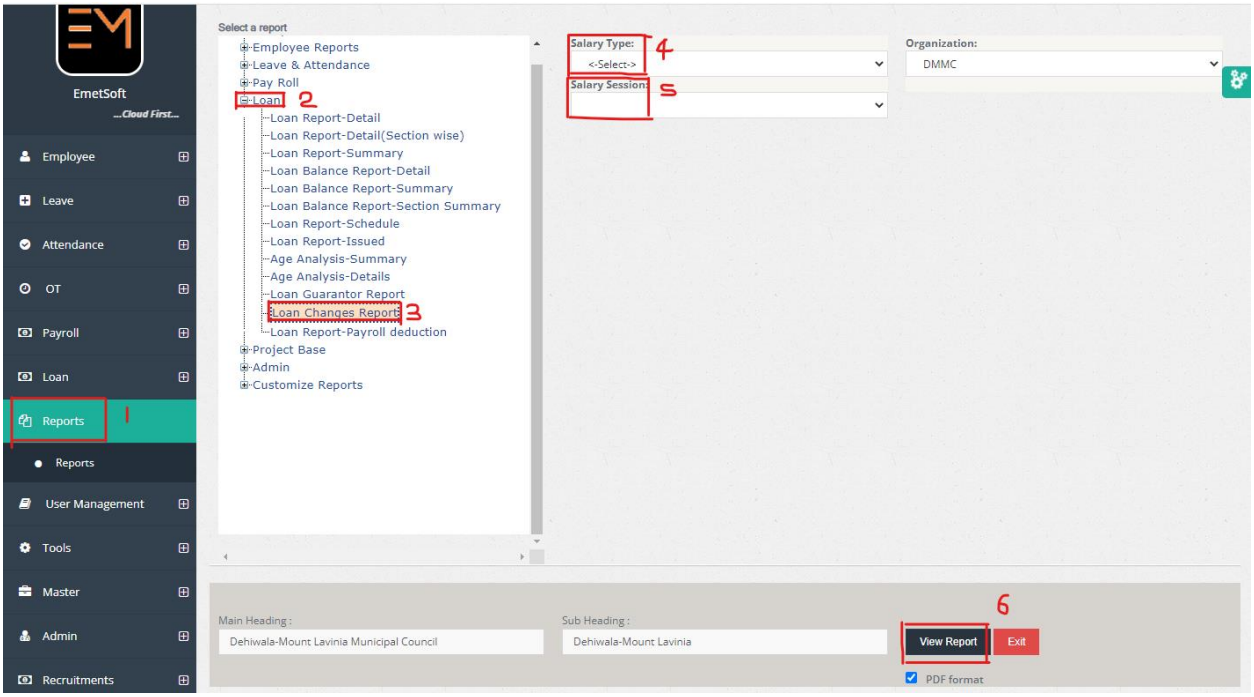
Dehiwala-Mount Lavinia

Loan Guarantor Report

Employee Name : All

Employee No	Employee Name	Start Date	End Date	Loan Category	Amount	Status
[redacted]	[redacted]	23-[redacted]021	22-Mar-2026	Distress Loan	247,500.00	Ongoing
[redacted]	[redacted]	14-[redacted]022	13-Mar-2027	Distress Loan	247,500.00	Ongoing
[redacted]	[redacted]	07-[redacted]021	06-May-2026	Distress Loan	242,500.00	Ongoing
[redacted]	[redacted]	22-[redacted]022	21-Mar-2027	Distress Loan	250,000.00	Ongoing
[redacted]	[redacted]	08-[redacted]021	07-Mar-2026	Distress Loan	250,000.00	Ongoing
[redacted]	[redacted]	15-[redacted]021	14-Mar-2026	Distress Loan	250,000.00	Ongoing
[redacted]	[redacted]	29-[redacted]021	28-Mar-2026	Distress Loan	250,000.00	Ongoing
[redacted]	[redacted]	18-[redacted]021	17-Oct-2026	Distress Loan	250,000.00	Ongoing
[redacted]	[redacted]	23-[redacted]021	22-Dec-2026	Distress Loan	167,595.00	Ongoing
[redacted]	[redacted]	28-[redacted]022	27-Mar-2027	Distress Loan	250,000.00	Ongoing
[redacted]	[redacted]	01-Feb-2022	31-Jan-2027	Distress Loan	245,000.00	Ongoing

Loan Changes Report



1. Under the option Reports
2. Under the loan option
3. Select the Loan Gurantor Report
4. Salary Type : Select the salary type from the drop down menu
5. Salary Session : Select the salary session from the drop down menu
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

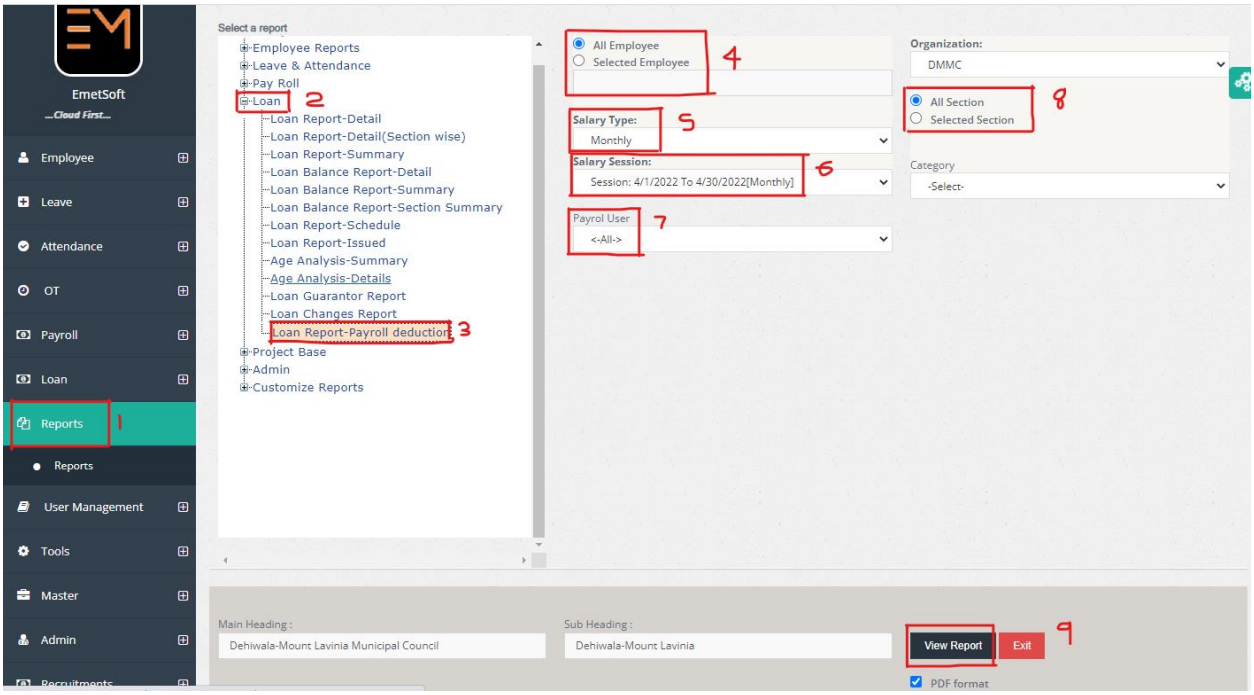
Loan Changes Report

Session: 4/1/2022 To 4/30/2022[Monthly]

Employee No	Employee Name	Loan Type	Amount	Installment	No. of Instll.	Start Date	Remarks
1. New Loan - Authorized for loan deduction from this salary							99
[redacted]		Distress Loan	32,500.00	2,500.00	13.00	1-Apr-2022	New Loan :2003636
		Distress Loan	250,000.00	4,166.67	60.00	16-Mar-2022	New Loan :2002679
		Distress Loan	250,000.00	4,166.67	60.00	23-Mar-2022	New Loan :2002704
		Distress Loan	141,347.46	6,145.54	23.00	25-Mar-2022	New Loan :2002713
		Distress Loan	250,000.00	4,166.67	60.00	30-Mar-2022	New Loan :2003111
		Distress Loan	250,000.00	4,166.67	60.00	28-Mar-2022	New Loan :2002788
		Distress Loan	250,000.00	4,166.67	60.00	23-Mar-2022	New Loan :2002706
		Distress Loan	250,000.00	4,166.67	60.00	31-Mar-2022	New Loan :2003519
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002676
		Distress Loan	250,000.00	4,166.67	60.00	21-Mar-2022	New Loan :2002691
		Distress Loan	250,000.00	10,869.57	23.00	14-Mar-2022	New Loan :2002669
		Distress Loan	250,000.00	4,166.67	60.00	22-Mar-2022	New Loan :2002701
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002677
		Distress Loan	250,000.00	4,166.67	60.00	10-Mar-2022	New Loan :2002653
		Distress Loan	250,000.00	4,166.67	60.00	10-Mar-2022	New Loan :2002656
		Distress Loan	250,000.00	4,166.67	60.00	8-Mar-2022	New Loan :2002650
		Distress Loan	250,000.00	4,166.67	60.00	18-Mar-2022	New Loan :2002689
		Distress Loan	250,000.00	4,166.67	60.00	14-Mar-2022	New Loan :2002664
		Distress Loan	250,000.00	6,250.00	40.00	30-Mar-2022	New Loan :2003184
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002674
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002672

Page 1 of 42 4/5/2022 11:39:50AM

Loan Report – Payroll Deduction



1. Under the option Reports
2. Under the loan option
3. Select the Loan Report Payroll Deduction
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

Dehiwala-Mount Lavinia Municipal Council

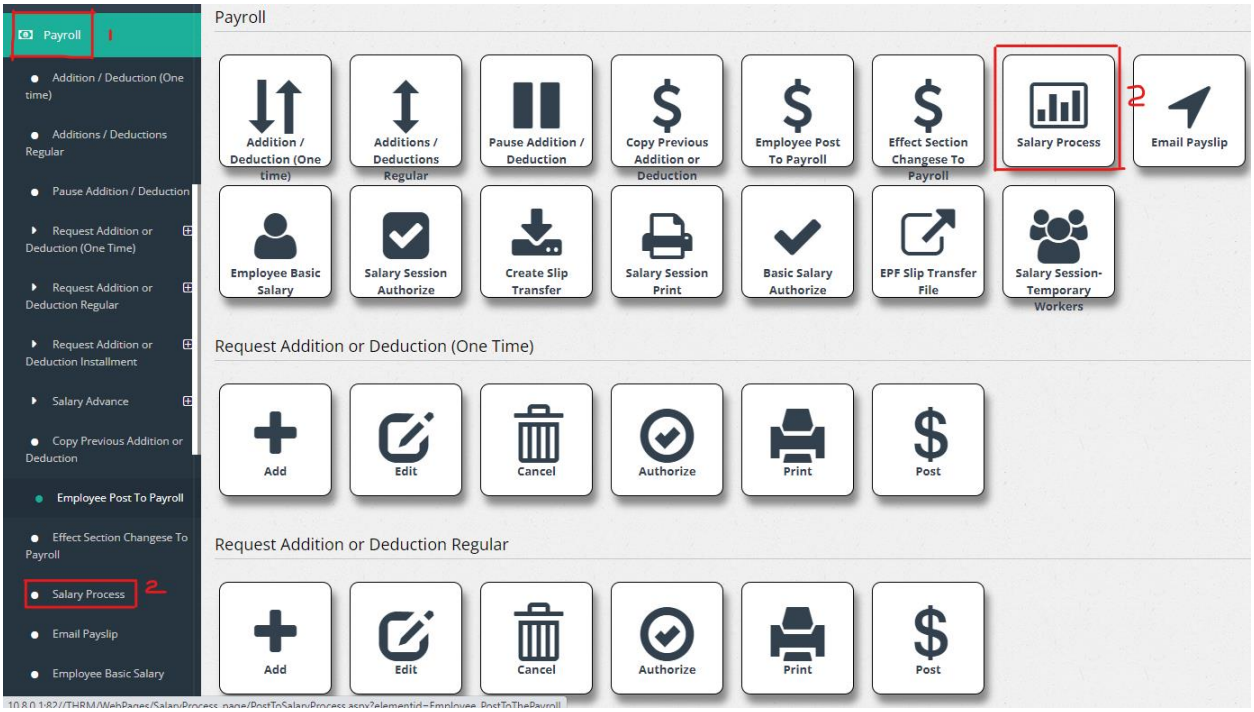
Dehiwala-Mount Lavinia

Salary Payment Detail Report

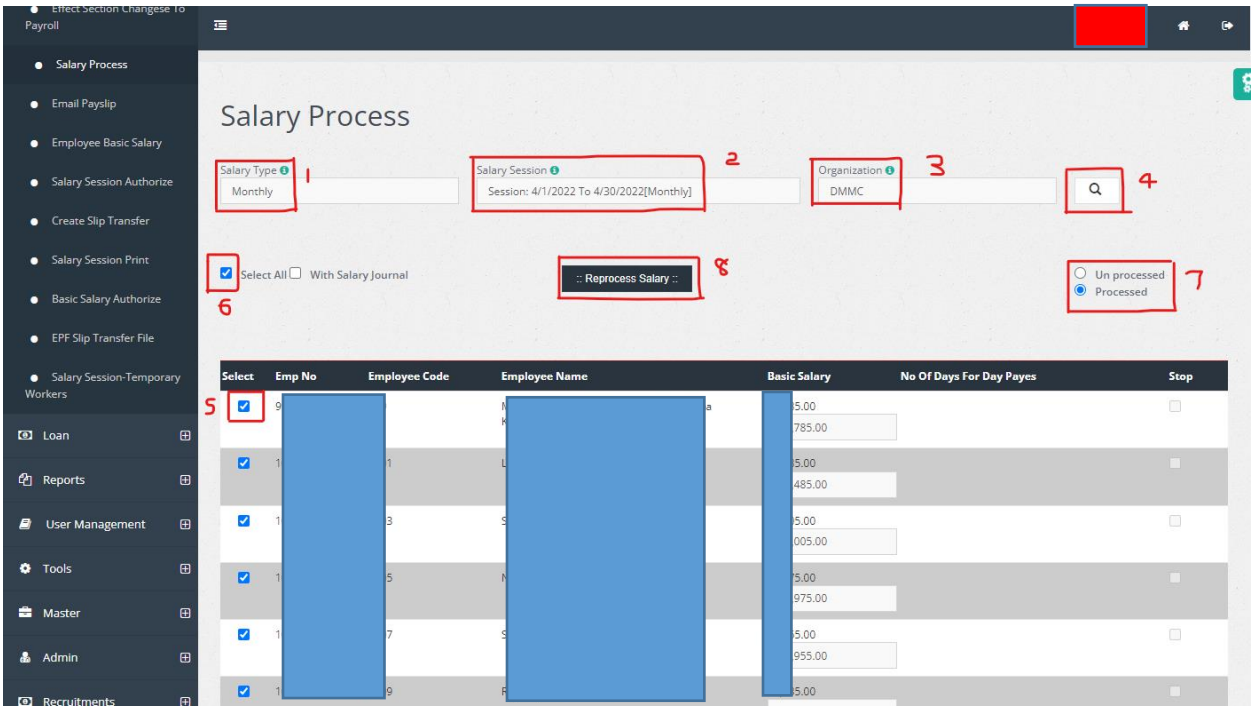
Salary Session : Session: 4/1/2022 To 4/30/2022[Monthly]

Employee No	Employee Name	Loan Category	Installment	Interest
Section :	**Admin**		11,404.02	1,088.23
Distress Loan			9,066.24	1,030.95
		Distress Loan	4,166.67	670.83
		Distress Loan	4,899.57	360.12
Distress Loan 2			2,337.78	57.28
		Distress Loan 2	2,337.78	57.28

10. Process the salary for the first time

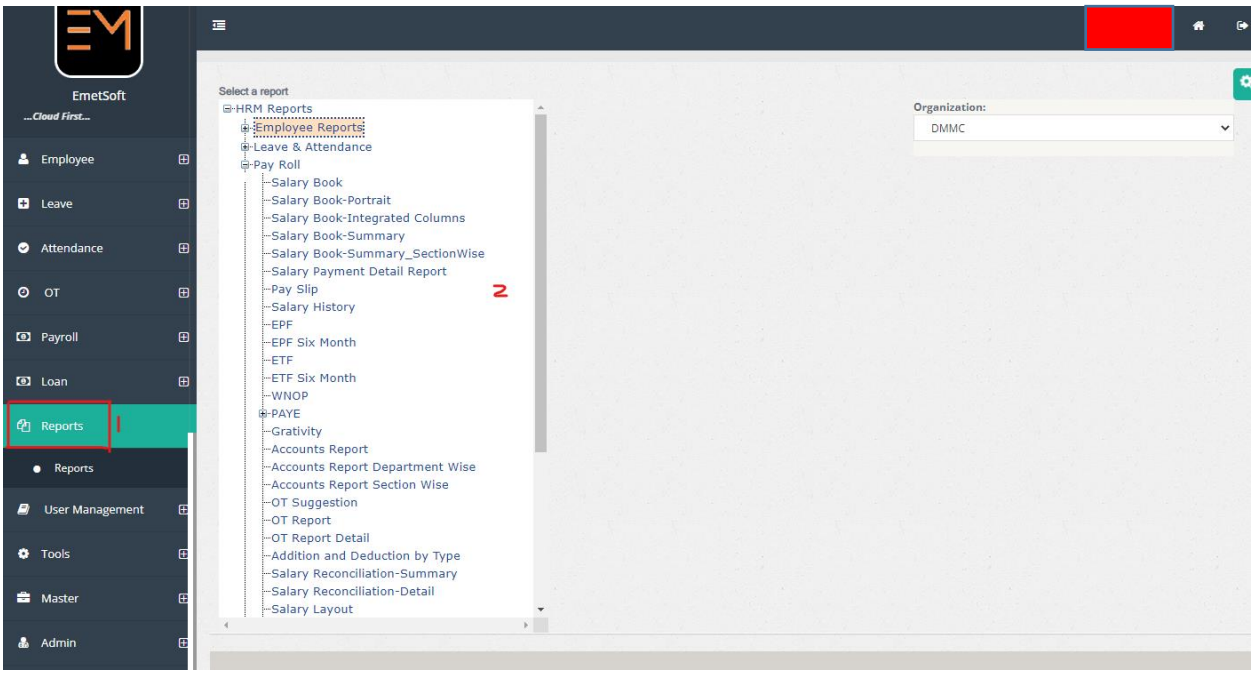


1. Click on Payroll menu
2. Select the Salary Process Option



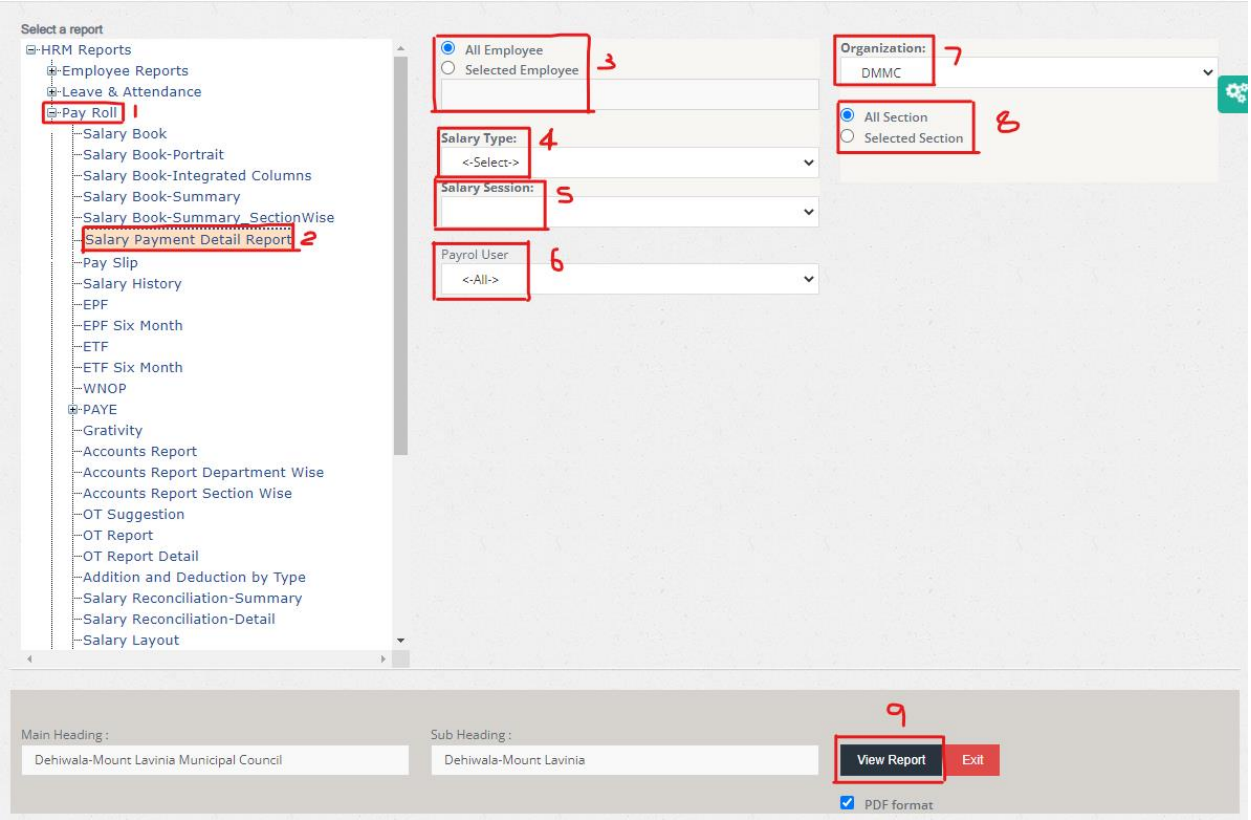
1. Salary Type : Select the salary type from the drop down menu
2. Salary Session : Select the salary session from the drop down menu
3. Organization : Select the organization
4. Click on to search
5. Put the tick to select an employee
6. Put the tick on to select all employees at once
7. Select whether processed or not
8. Click on to process the salary

5. Then tally the manual documents with the processed one
6. If there are any changes, do those
7. Then reprocess again
8. If there are any changes in the bank accounts enter those to the system
9. Then check whether if there are any changes in the bank accounts
10. Then check whether there are any changes in the bank accounts to which remittance is credited
11. Then check the total amounts with the loan report
12. Then again reprocess
13. Then take the reports pay slip, slip transfer file and accounts report



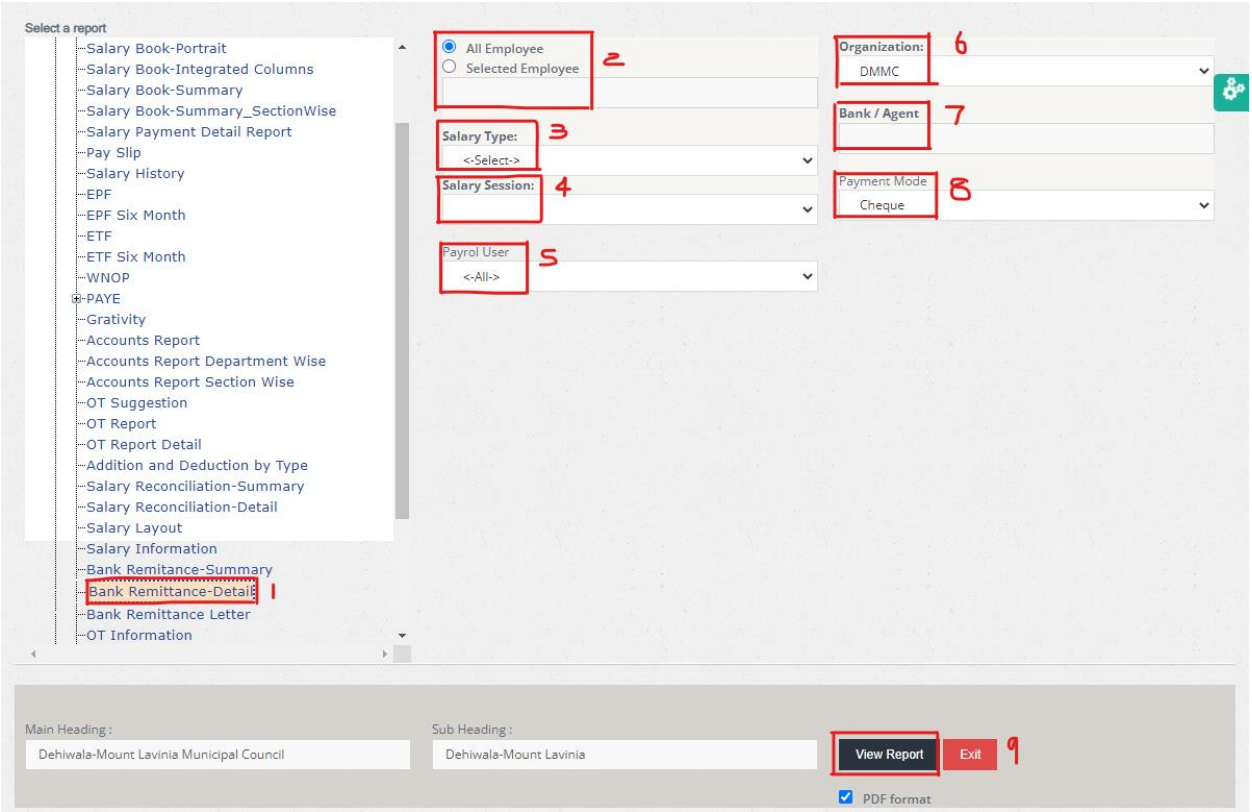
1. Select on reports menu and click on reports
2. Select the reports that want to print

11. Salary Payment Detail Report



1. Under the option payroll
2. Select the report Salary Payment Detail Report
3. Put the tick to all employee or selected employee. If the tick has put on selected employee type the employee number
4. Salary Type : Select the salary type from the drop down menu
5. Salary Session : Select the relevant salary session
6. Payroll User : Select the payroll user if want
7. Organization : Select the organization
8. Put the tick on all section or selected section
9. Click to view report

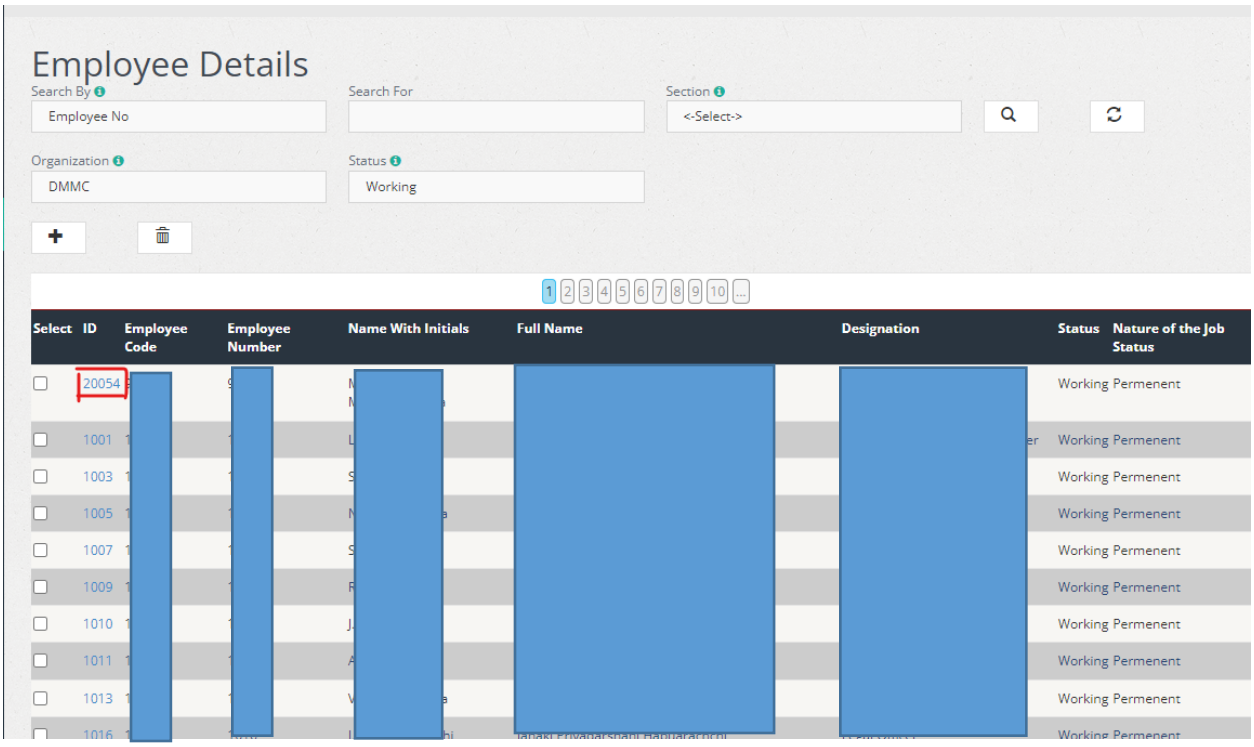
12. Bank Remittance Detail Report



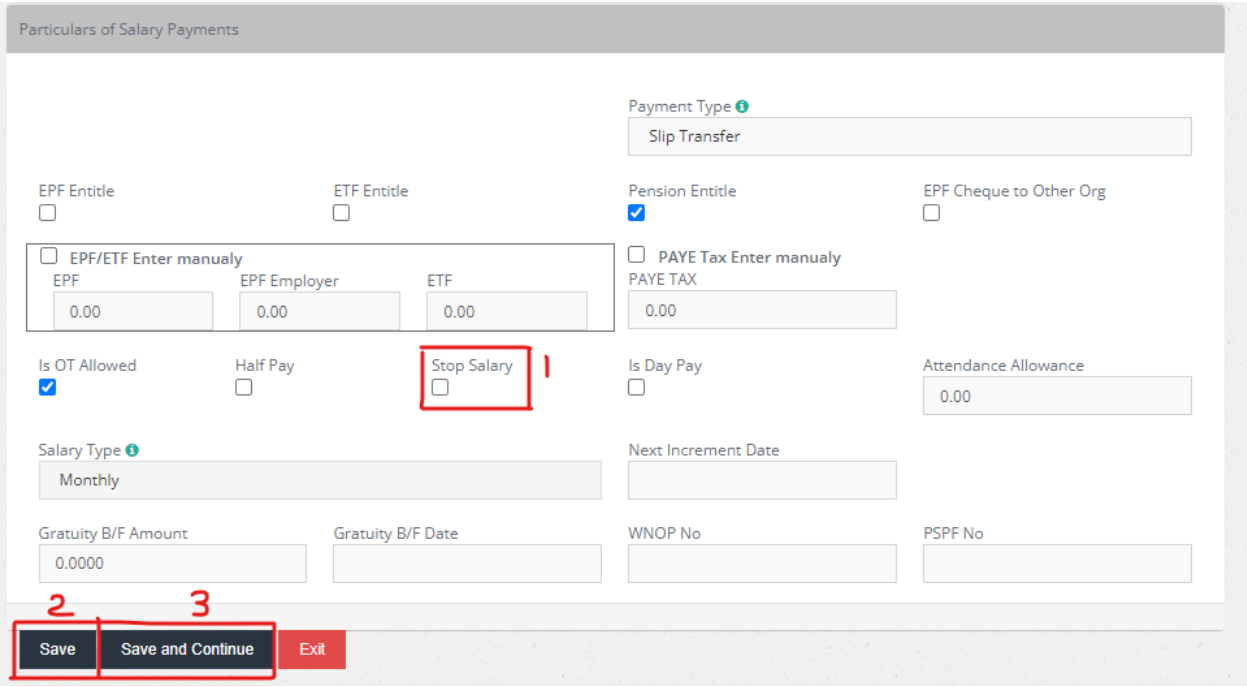
1. Select the report Bank Remittance Detail
2. Put the tick to all employee or selected employee. If the tick has put on selected employee type the employee number
3. Salary Type : Select the salary type from the drop down menu
4. Salary Session : Select the relevant salary session
5. Payroll User : Select the payroll user if want
6. Organization : Select the organization
7. Bank/Agent : Select the bank or agent from the drop down menu
8. Payment Mode : Select the payment mode from the drop down menu(cheque, cash, slip transfer, cross)
9. Click to view report

13. Employee Salary Stop

1. Under Employee Option
2. Select Employee Edit



1. By clicking go to employee profile

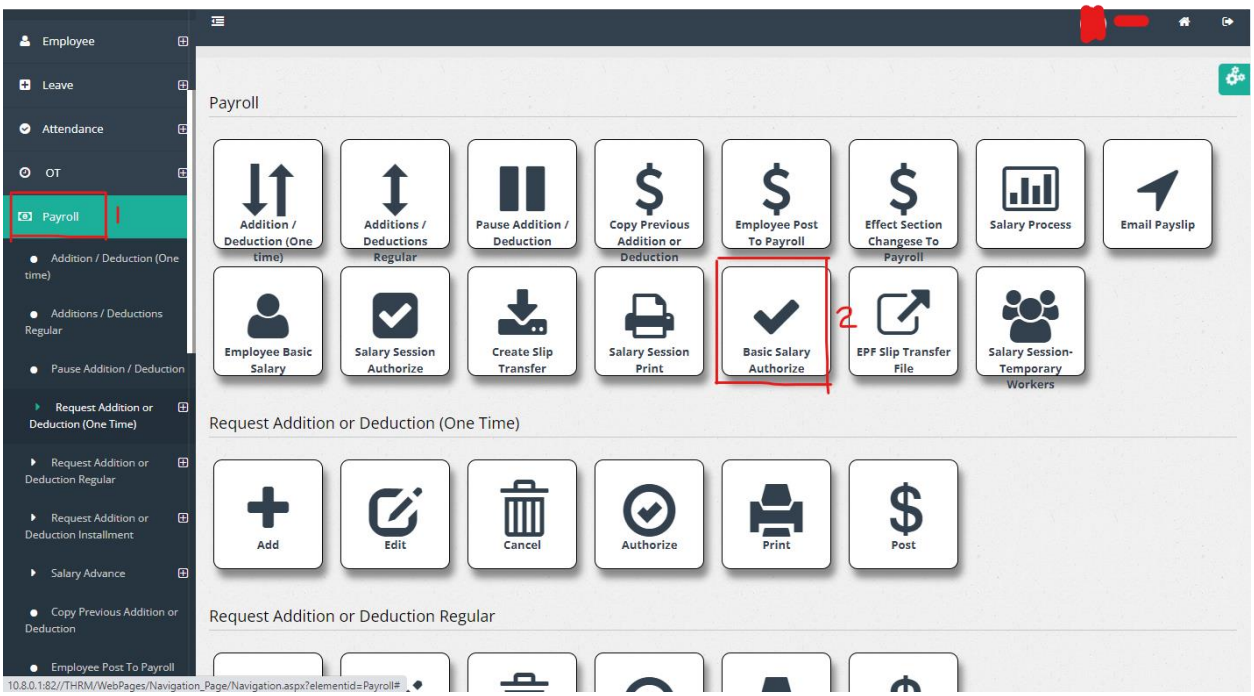


1. Put the tick to stop salary
2. Click to save
3. Click to save and do another task

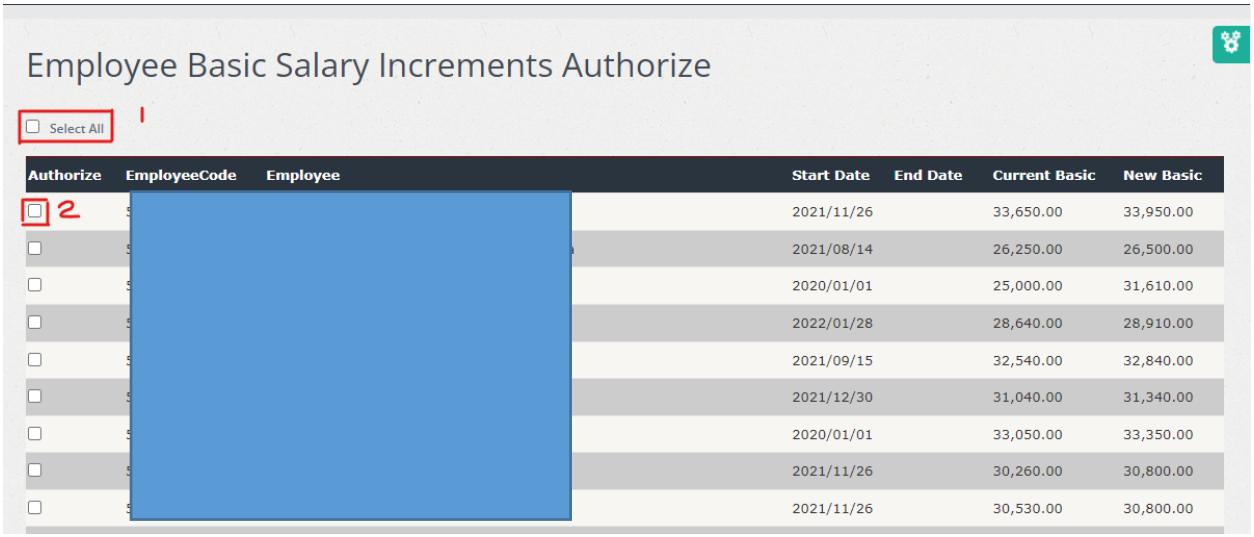
14. Salary Reprocess

15. Salary Authorize

Basic Salary Authorize



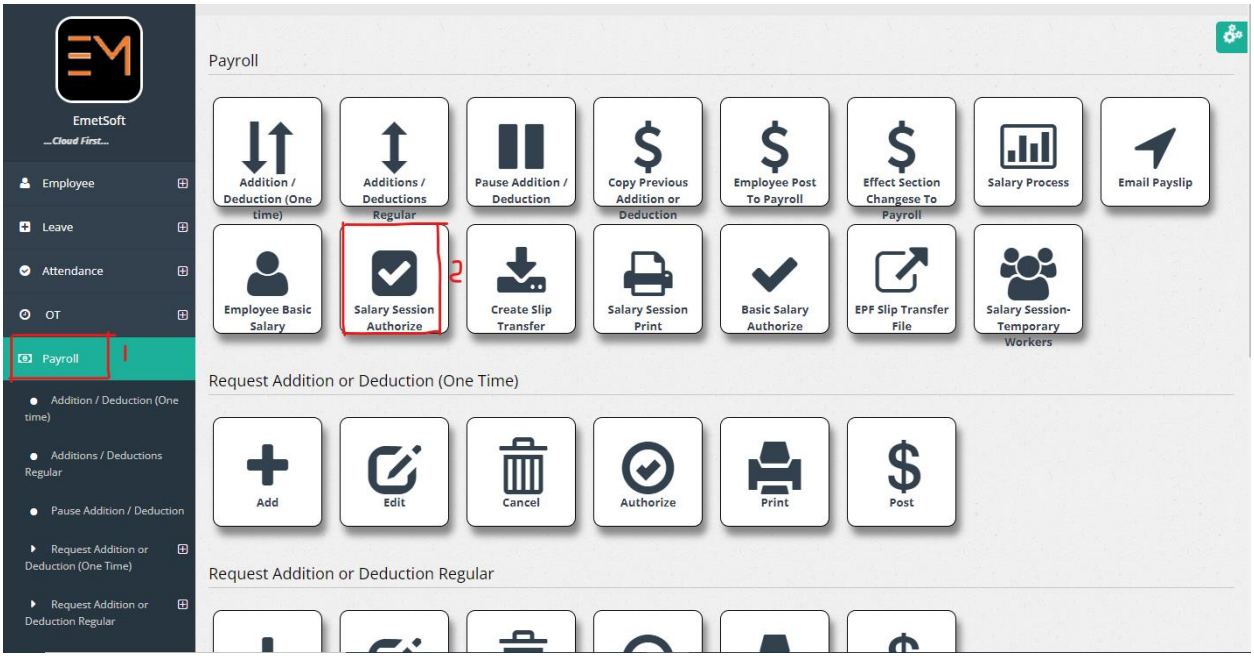
1. Under Payroll Option
2. Select Basic Salary Authorize



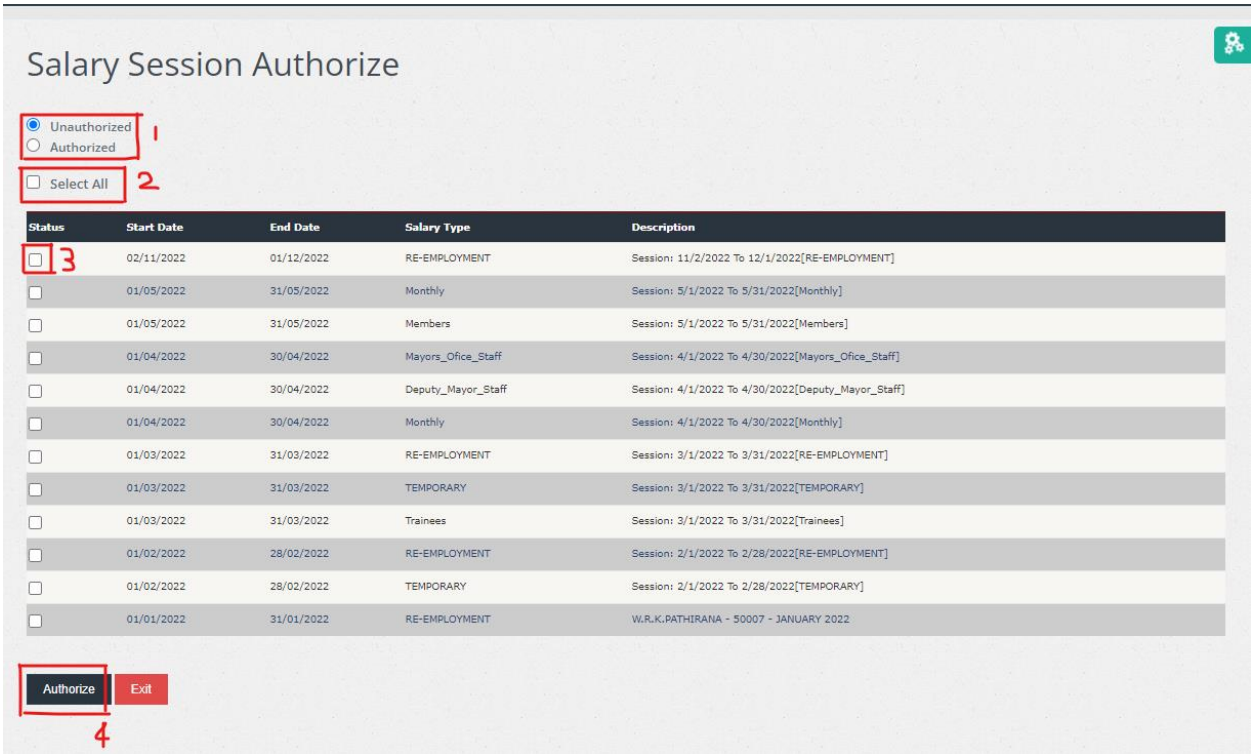
1. Put the tick to select all employees to authorize
2. Put the tick to select an employee

1. Click to authorize

Salary Session Authorize



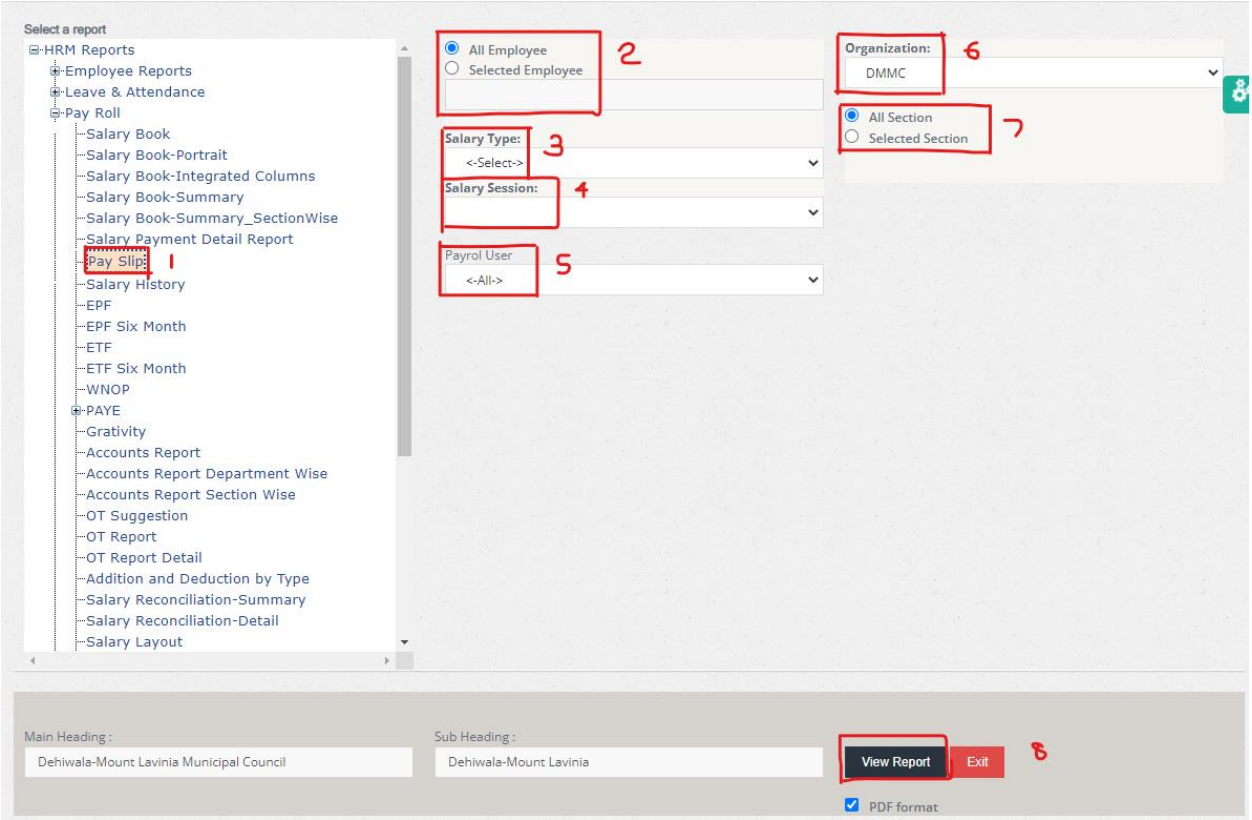
1. Under Payroll Option
2. Select Salary Session Authorize



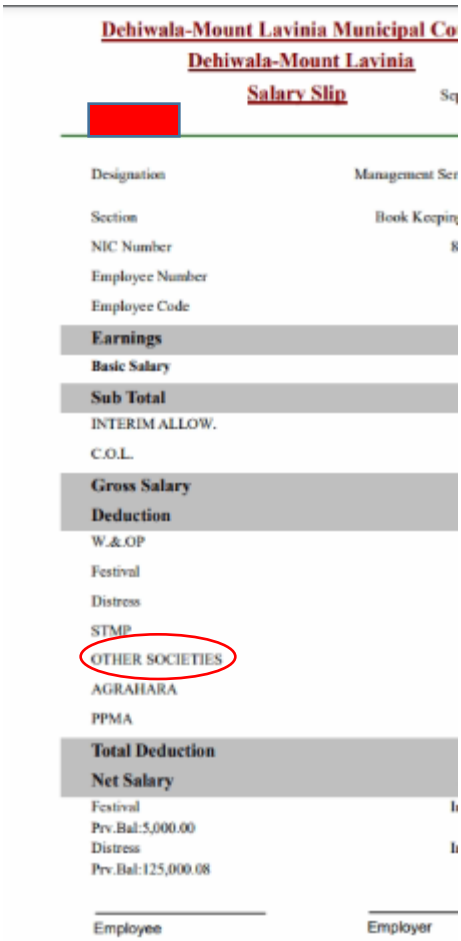
1. Put the tick to see authorized or unauthorized salary sessions

2. Put the tick to select all employees to authorize
3. Put the tick to select an employee
4. Click to authorize

16. Employee Pay Slip/Slip Transfer File/Bank Remittance Letter



1. Select the report pay slip
2. Put the tick to all employee or selected employee. If the tick has put on selected employee type the employee number
3. Salary Type : Select the salary type from the drop down menu
4. Salary Session : Select the relevant salary session
5. Payroll User : Select the payroll user if want
6. Organization : Select the organization
7. Put the tick on all section or selected section
8. Click to view report



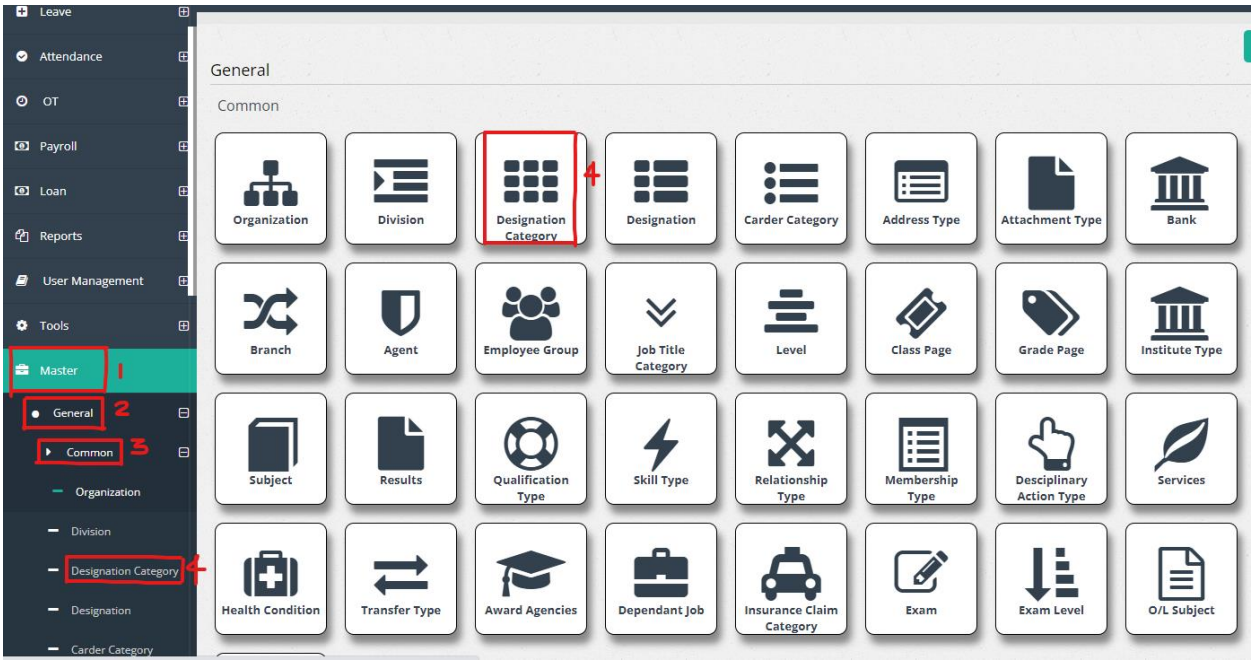
Dehiwala-Mount Lavinia Municipal Co
Dehiwala-Mount Lavinia
Salary Slip

Designation	Management Ser
Section	Book Keepin
NIC Number	8
Employee Number	
Employee Code	
Earnings	
Basic Salary	
Sub Total	
INTERIM ALLOW.	
C.O.L.	
Gross Salary	
Deduction	
W.&.OP	
Festival	
Distress	
STMP	
OTHER SOCIETIES	
AGRAHARA	
PPMA	
Total Deduction	
Net Salary	
Festival Prv.Bal:5,000.00	I
Distress Prv.Bal:125,000.08	I

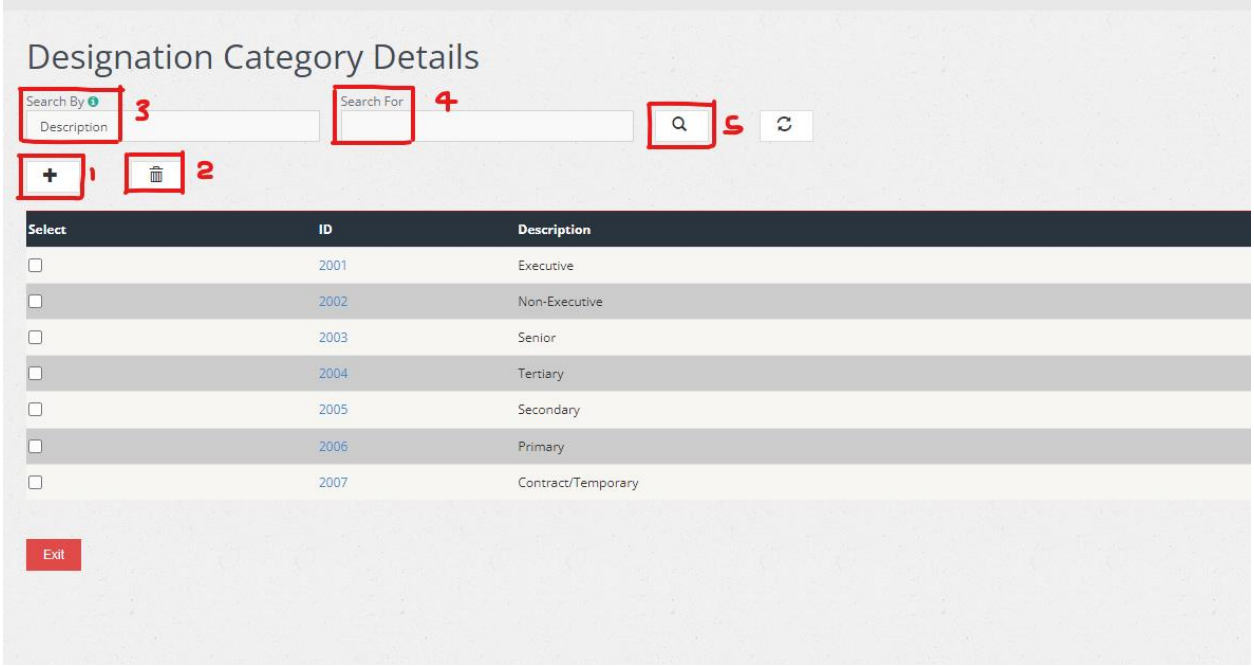
Employee Employer

17. Temporary Employees Salary

1. As the first step create a designation

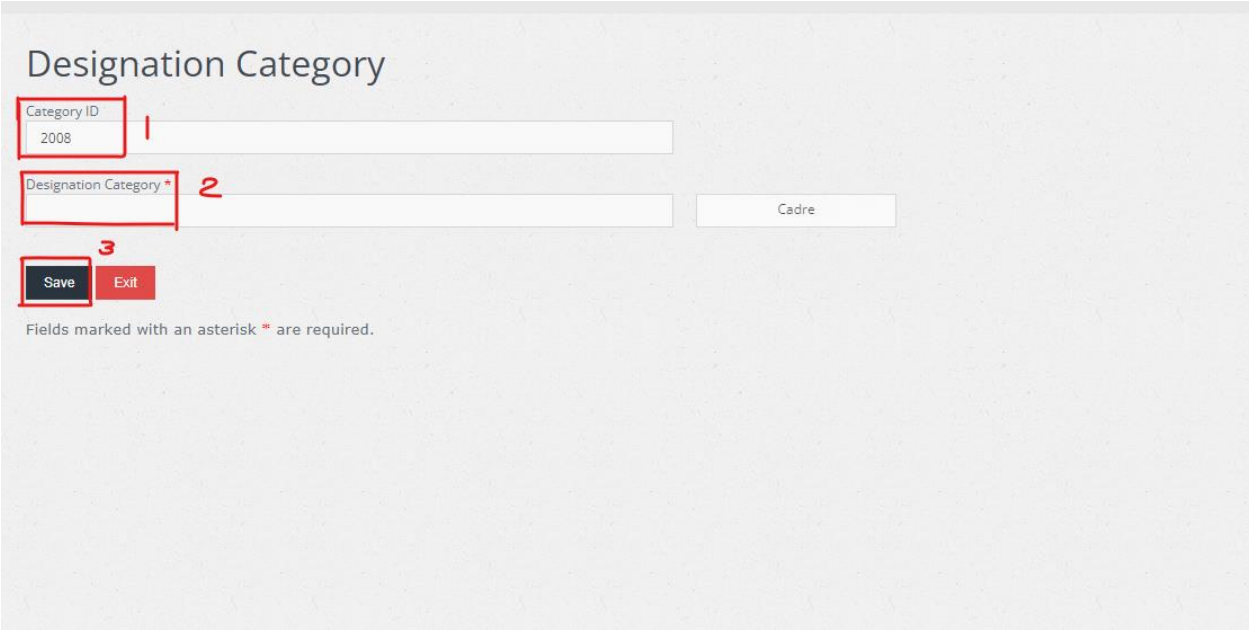


1. Under Master option
2. In the General option
3. In the Common option
4. Select the designation category option



1. Click to add a new designation category
2. Click to delete an existing designation category
3. Search By : Select the category to search from the drop down menu

4. Search For : Enter the details according to the selected category to search
5. Click on to search



1. Category ID : Enter the category ID
2. Designation Category : Enter the new designation category to add
3. Click to save a new designation category

Then go to employees profile

Fax

Job Details

Class <-Select->

Grade <-Select->

Service <-Select->

Nature of the Job Status Permenent 2

State Unauthorized

Supervisor

Division ME - Rathmalana

Is Shift Worker

Set working days for non shift workers Drivers

Leave Group MA

Employee Group CONTRACT 1

Occupation Classif. Grade

Insurance No

User Name

Appointment Date

Resigned Date

1. Employee Group : Select the employee group as temporary
2. Nature of the Job Status : Select the nature of the job status from the drop down menu

Particulars of Salary Payments

Basic Salary

Payment Type <-Select-> 3

EPF Entitle 1

ETF Entitle 2

Pension Entitle

EPF Cheque to Other Org

EPF/ETF Enter manualy

EPF

EPF Employer

ETF

PAYE Tax Enter manualy

PAYE TAX

Is OT Allowed 4

Half Pay

Stop Salary

Is Day Pay

Attendance Allowance

Salary Type CONTRACT 5

Next Increment Date

Gratuity B/F Amount

Gratuity B/F Date

WNOP No

PSPF No

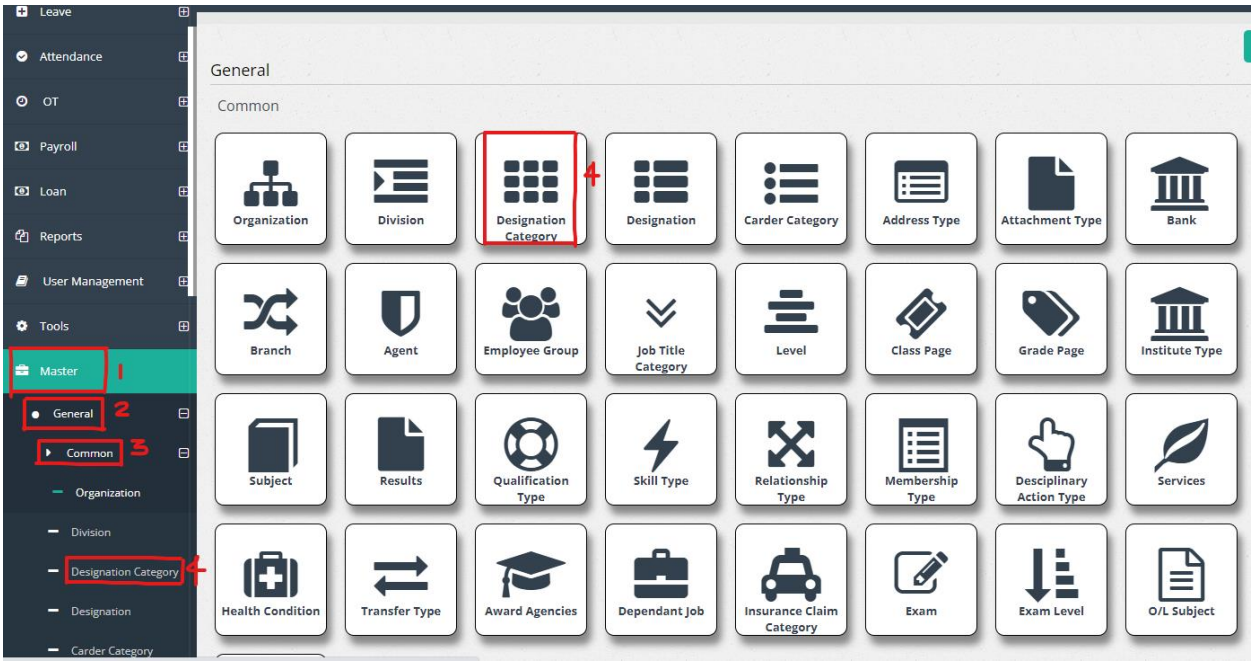
6

Save | Save and Continue | Exit

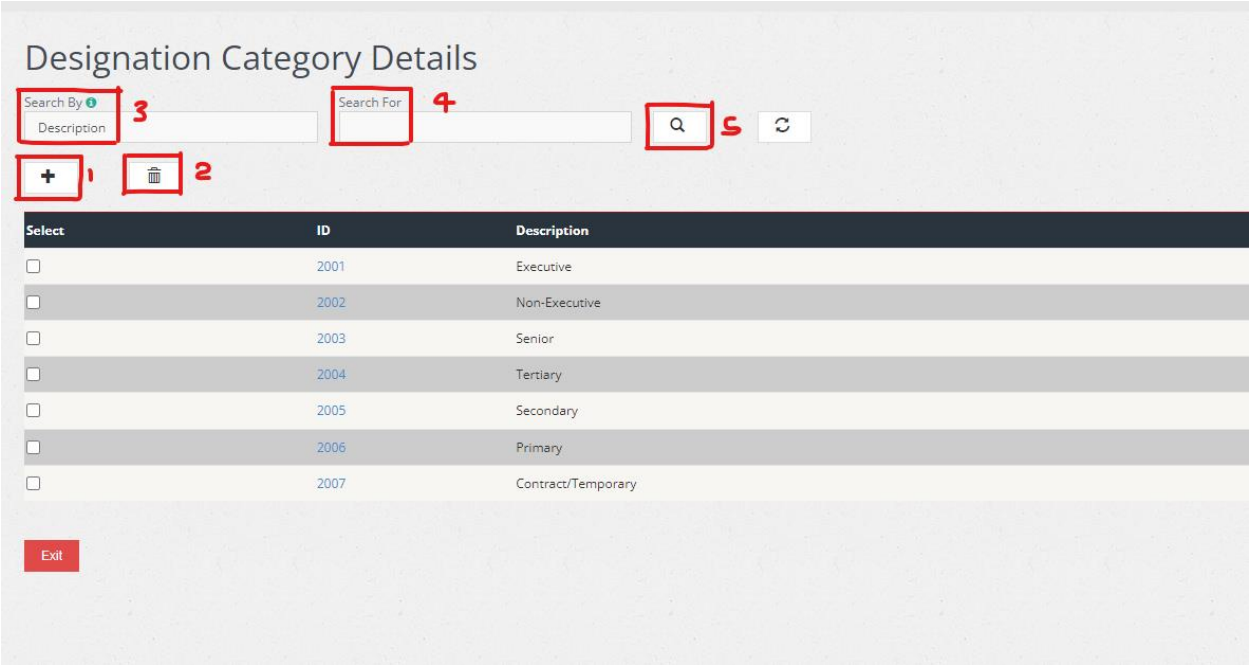
1. EPF Entitie : Don’t put the tick
2. ETF Entitie : Don’t put the tick
3. Payment Type : Select the payment type
4. Is OT Allowed : Don’t put the tick
5. Salary Type : Select the salary type from the drop down menu
6. Click to save

18. Members Salary

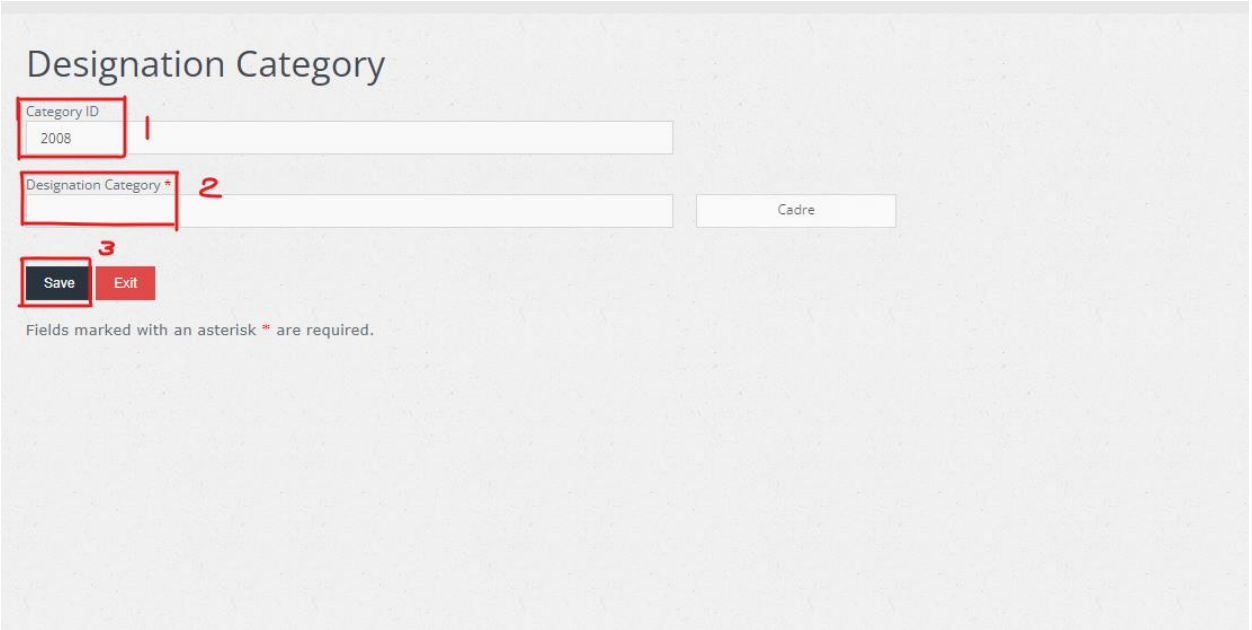
As the first step create a designation



1. Under Master option
2. In the General option
3. In the Common option
4. Select the designation category option



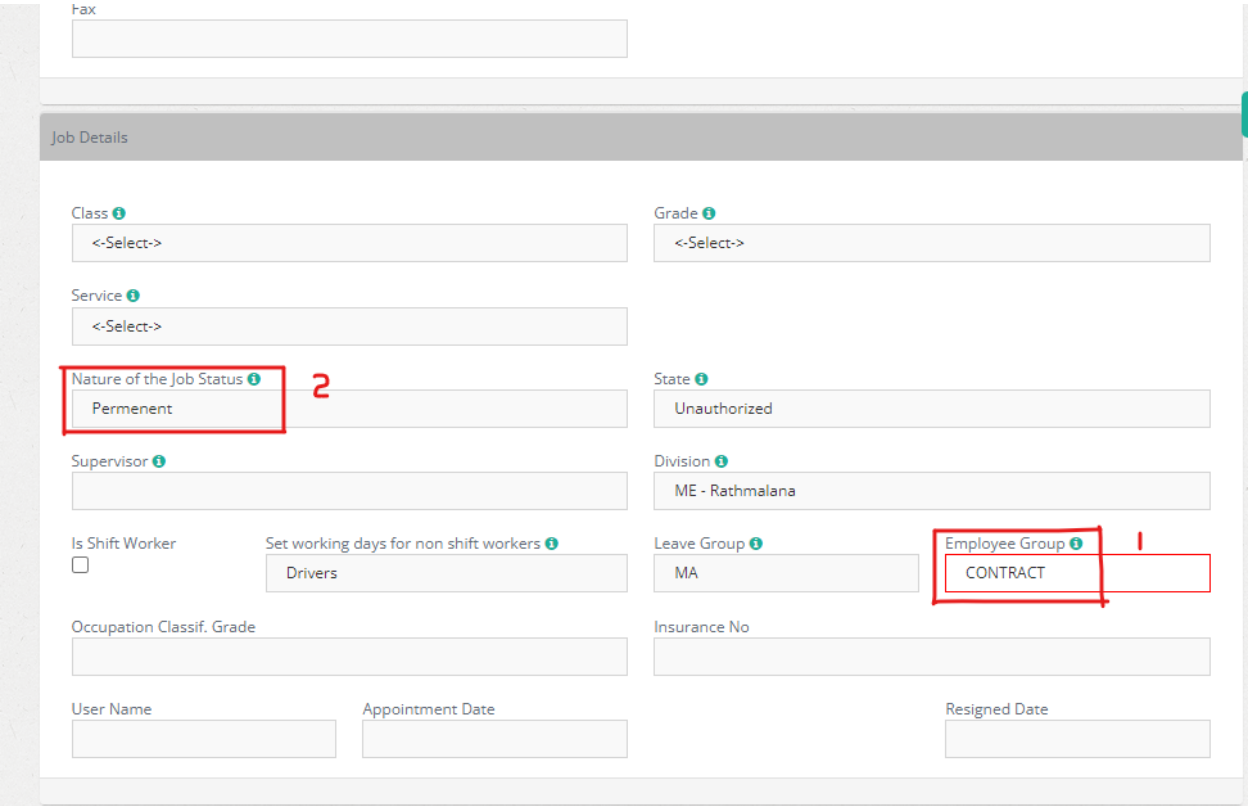
1. Click to add a new designation category
2. Click to delete an existing designation category
3. Search By : Select the category to search from the drop down menu
4. Search For : Enter the details according to the selected category to search
5. Click on to search



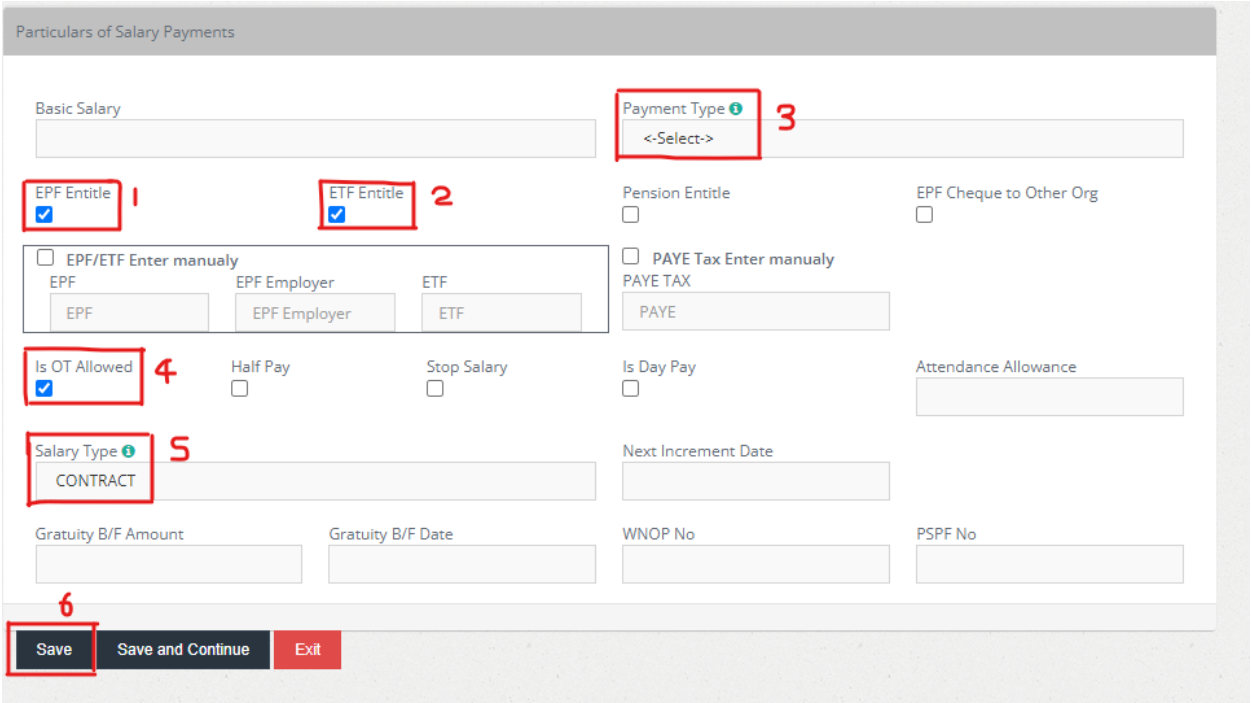
1. Category ID : Enter the category ID

2. Designation Category : Enter the new designation category to add
3. Click to save a new designation category

Then go to employee's profile



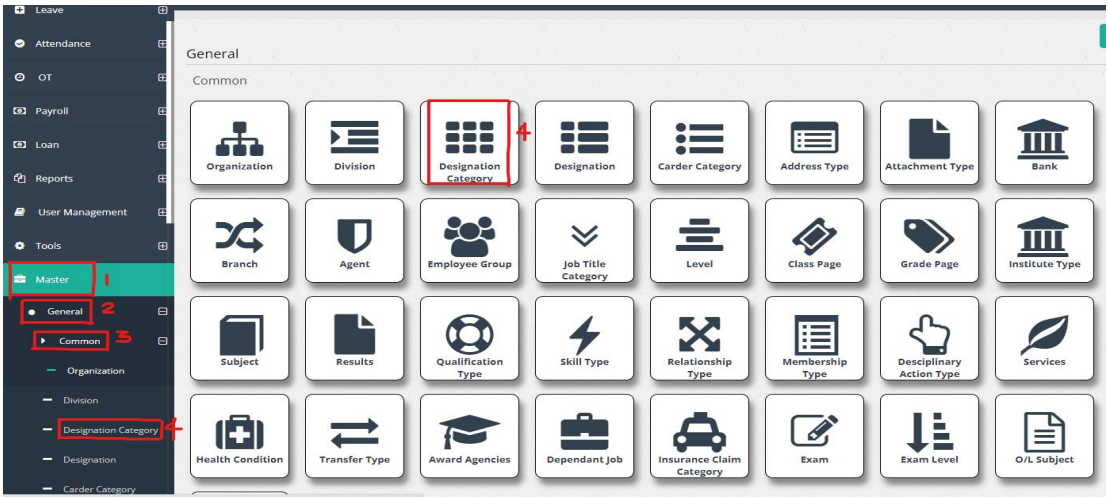
1. Employee Group : Select the employee group as members
2. Nature of the Job Status : Select the nature of the job status from the drop down menu



1. EPF Entitie : put the tick if necessary
2. ETF Entitie : put the tick if necessary
3. Payment Type : Select the payment type
4. Is OT Allowed : Put the tick if necessary
5. Salary Type : Select the salary type from the drop down menu
6. Click to save

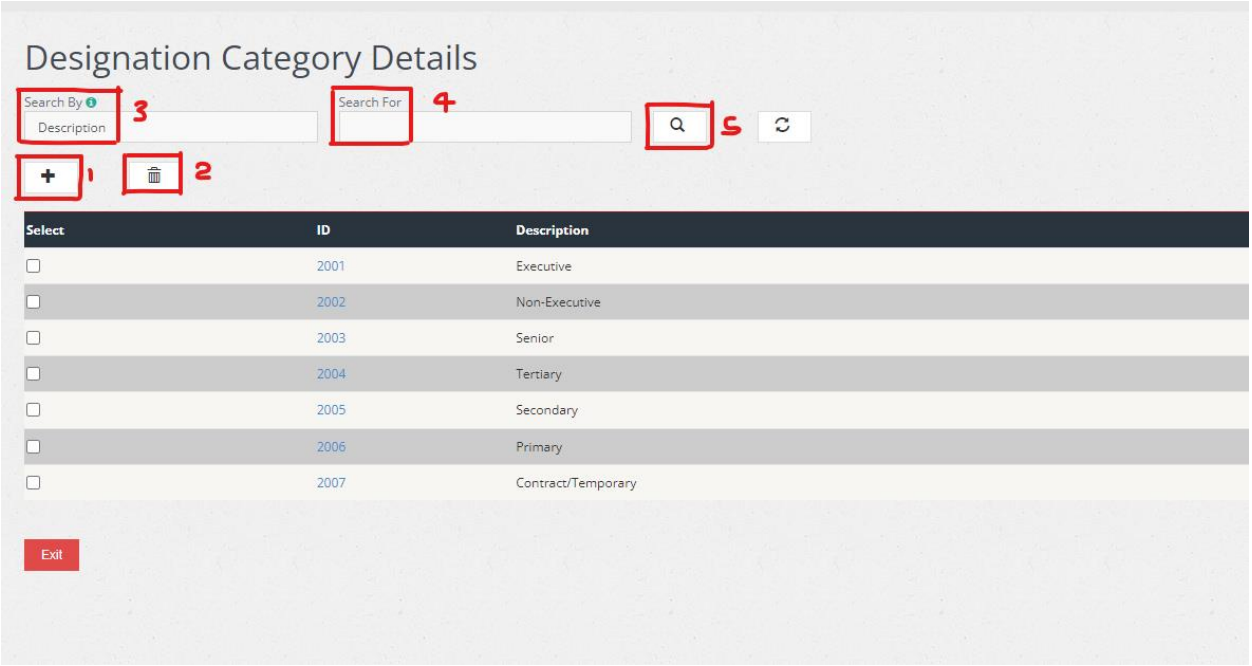
19. Re-employment Salary

As the first step create a designation

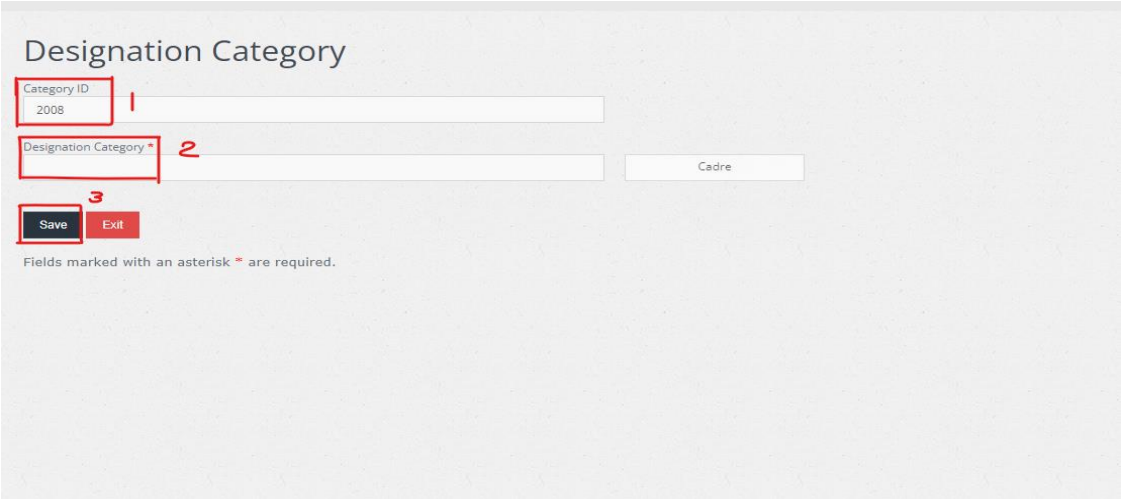


1. Under Master option

2. In the General option
3. In the Common option
4. Select the designation category option

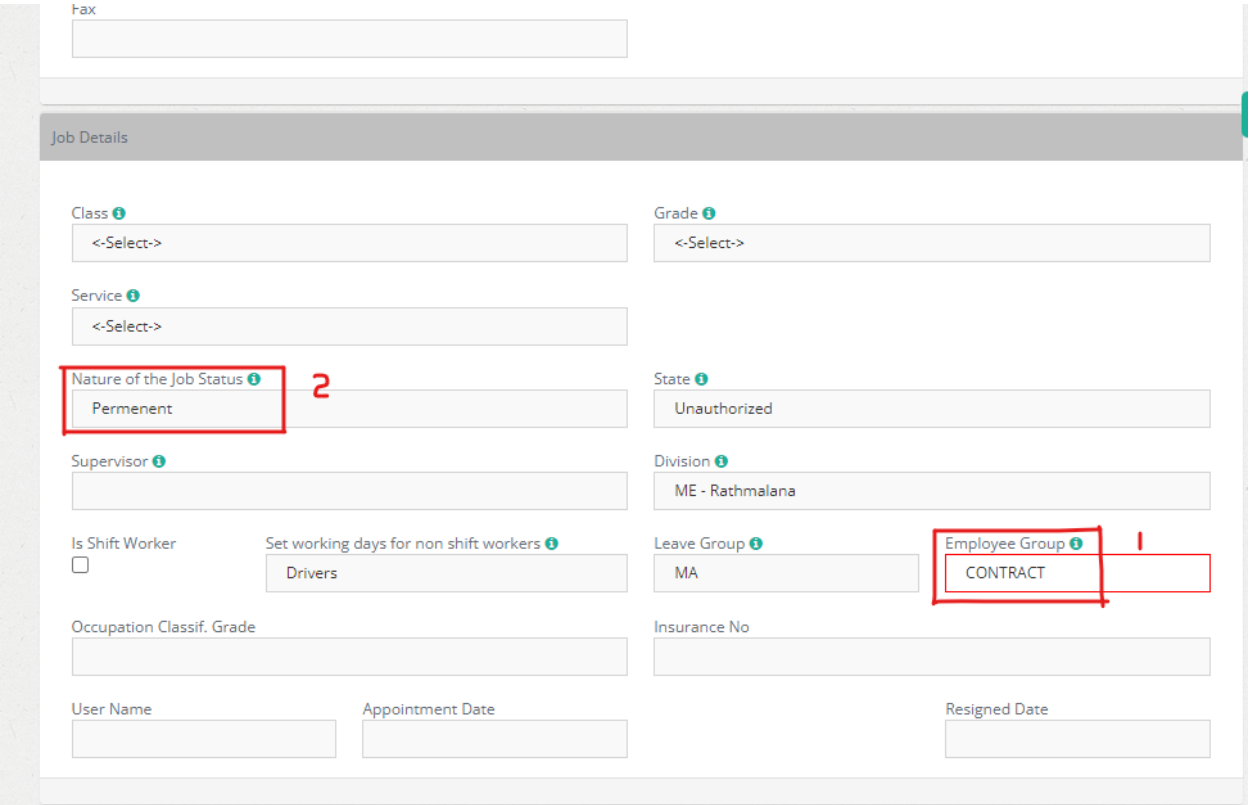


1. Click to add a new designation category
2. Click to delete an existing designation category
3. Search By : Select the category to search from the drop down menu
4. Search For : Enter the details according to the selected category to search
5. Click on to search

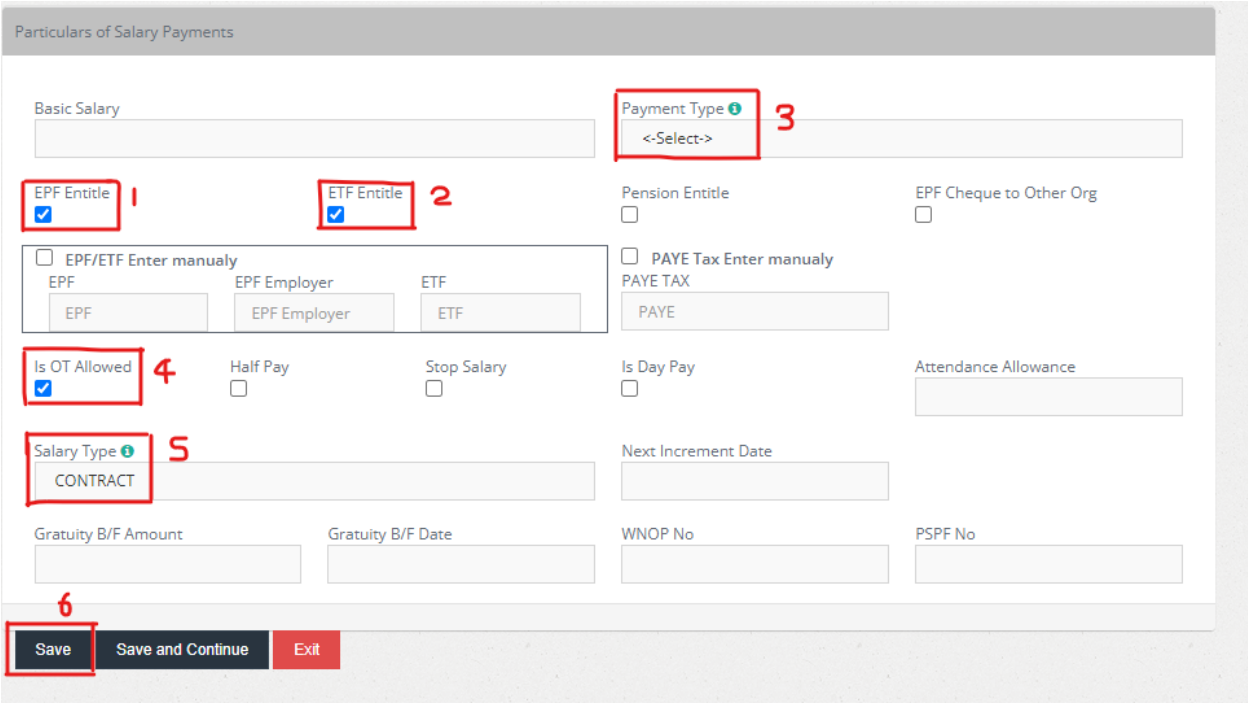


1. Category ID : Enter the category ID
2. Designation Category : Enter the new designation category to add
3. Click to save a new designation category

Then go to employees profile

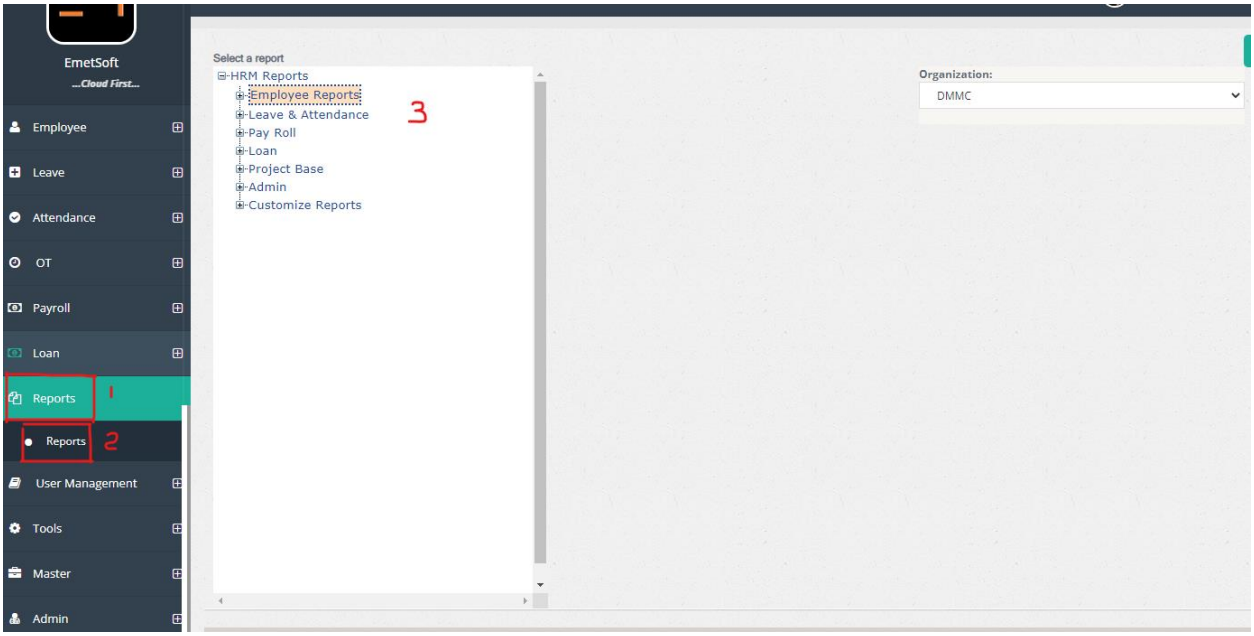


1. Employee Group : Select the employee group as reemployment
2. Nature of the Job Status : Select the nature of the job status from the drop down menu



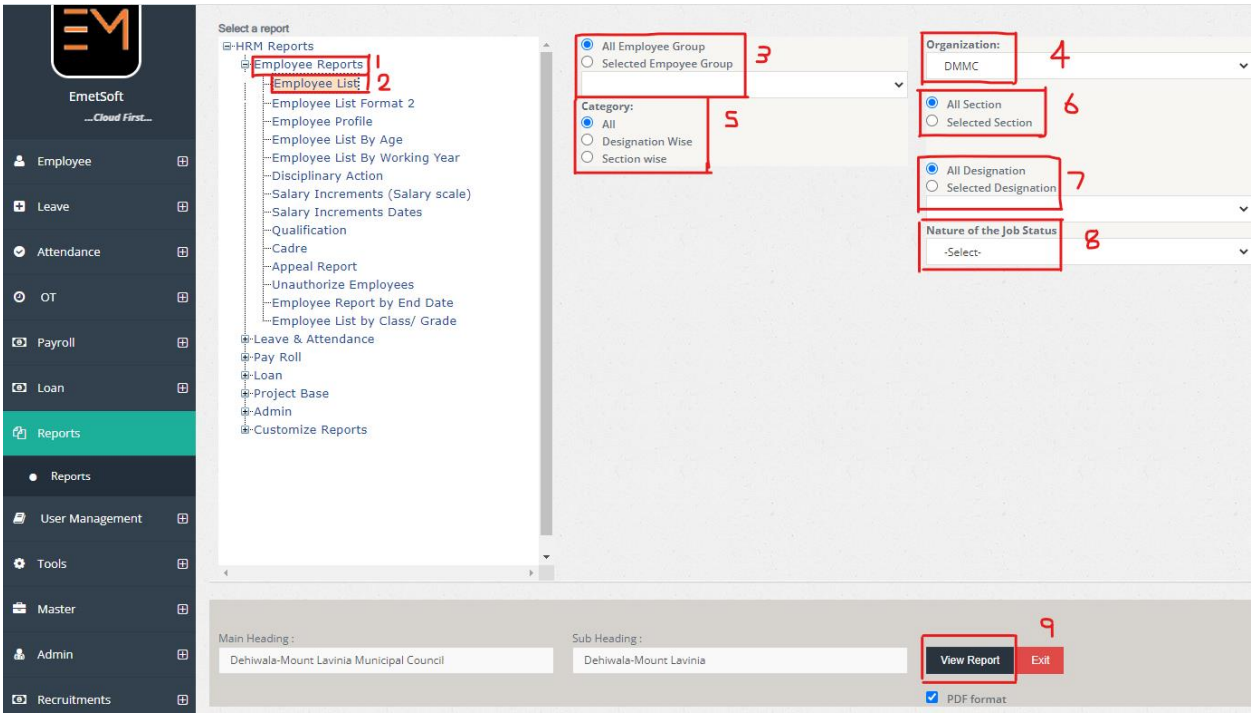
1. EPF Entitie : put the tick if necessary
2. ETF Entitie : put the tick if necessary
3. Payment Type : Select the payment type
4. Is OT Allowed : Put the tick if necessary
5. Salary Type : Select the salary type from the drop down menu
6. Click to save

20. All Reports



1. Under the reports option
2. Select the Reports menu
3. Then select any report by clicking

Report Employee List



1. Under Employee Reports option
2. Select the Employee list
3. Put the tick in all employee group if want to see all employee list or put the tick on selected employee group and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Category : Put the tick on selected category
6. Put the tick in All Section or Selected section
7. Put the tick on All designation or selected designation
8. Nature of the Job Status : Select the job status from the drop down menu
9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

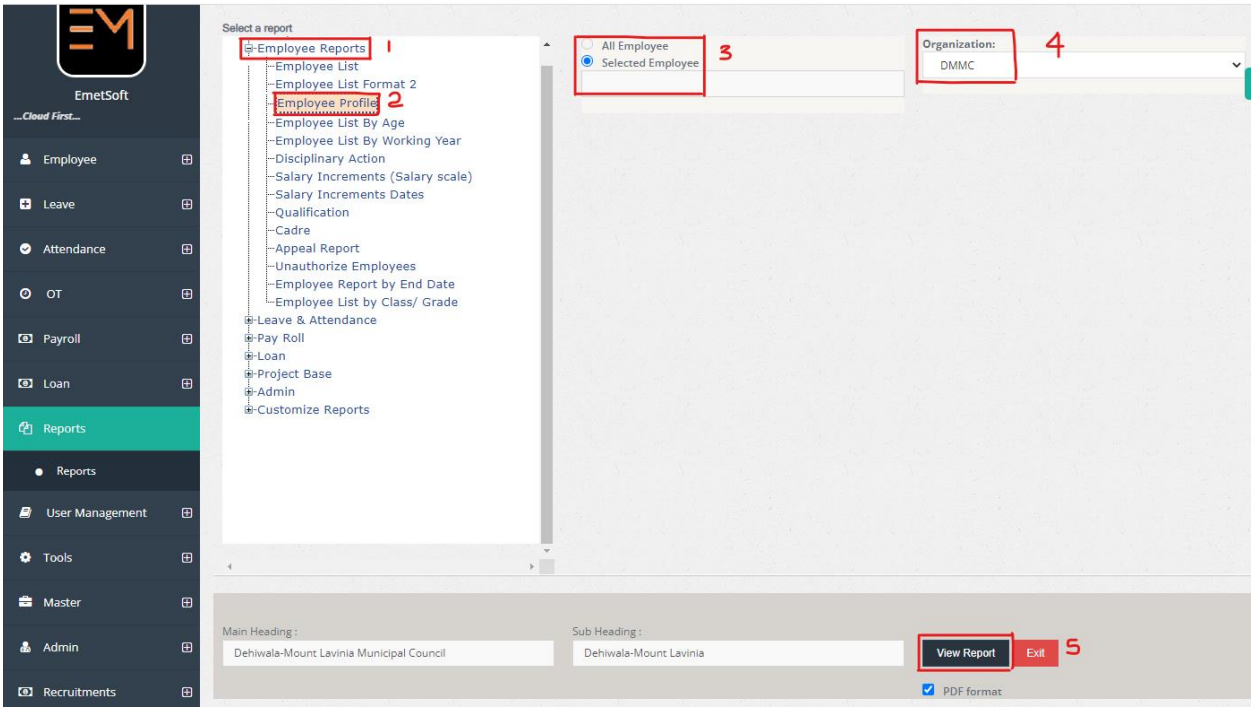
Dehiwala-Mount Lavinia

Employee List

Employee No	Employee Code	Employee Name	Designation	Section	Date of Birth
999	[redacted]	[redacted]	[redacted]	Admin	[redacted]
1001	[redacted]	[redacted]	[redacted]	Admin	[redacted]
1003	[redacted]	[redacted]	[redacted]	Finance (EXP)	[redacted]
1005	[redacted]	[redacted]	[redacted]	Engineer Department	[redacted]
1007	[redacted]	[redacted]	[redacted]	Engineer Department	[redacted]
1009	[redacted]	[redacted]	[redacted]	Ayurwedha	[redacted]
1010	[redacted]	[redacted]	[redacted]	Ayurwedha	[redacted]
1011	[redacted]	[redacted]	[redacted]	Ayurwedha	[redacted]
1013	[redacted]	[redacted]	[redacted]	Veterinary Surgeon Office	[redacted]
1014	[redacted]	[redacted]	[redacted]	Veterinary Surgeon Office	[redacted]
1016	[redacted]	[redacted]	[redacted]	Legal	[redacted]
1018	[redacted]	[redacted]	[redacted]	Finance (EXP)	[redacted]
1020	[redacted]	[redacted]	[redacted]	Establishment Branch	[redacted]
1024	[redacted]	[redacted]	[redacted]	Admin	[redacted]
1026	[redacted]	[redacted]	[redacted]	ME - Rathmalana	[redacted]
1030	[redacted]	[redacted]	[redacted]	Legal	[redacted]
1031	[redacted]	[redacted]	[redacted]	Ayurwedha	[redacted]
1032	[redacted]	[redacted]	[redacted]	Ayurwedha	[redacted]
1034	[redacted]	[redacted]	[redacted]	Mechanical Engineer Department	[redacted]
1035	[redacted]	[redacted]	[redacted]	Finance (REV)	[redacted]
1036	[redacted]	[redacted]	[redacted]	Planning Section	[redacted]
1037	[redacted]	[redacted]	[redacted]	Engineer Department	[redacted]
1038	[redacted]	[redacted]	[redacted]	Veterinary Surgeon Office	[redacted]

Employee No	Employee Code	Employee Name	Designation	Section	Date of Birth
2000	[redacted]	[redacted]	[redacted]	Members	[redacted]
2001	[redacted]	[redacted]	[redacted]	Members	[redacted]
2002	[redacted]	[redacted]	[redacted]	Members	[redacted]
2003	[redacted]	[redacted]	[redacted]	Members	[redacted]
2004	[redacted]	[redacted]	[redacted]	Members	[redacted]
2005	[redacted]	[redacted]	[redacted]	Members	[redacted]
2006	[redacted]	[redacted]	[redacted]	Members	[redacted]
2007	[redacted]	[redacted]	[redacted]	Members	[redacted]
2008	[redacted]	[redacted]	[redacted]	Members	[redacted]
2009	[redacted]	[redacted]	[redacted]	Members	[redacted]
2010	[redacted]	[redacted]	[redacted]	Members	[redacted]
2011	[redacted]	[redacted]	[redacted]	Members	[redacted]
2012	[redacted]	[redacted]	[redacted]	Members	[redacted]
2013	[redacted]	[redacted]	[redacted]	Members	[redacted]

Report Employee Profile



1. Under Employee Reports option
2. Select the Employee Profile
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Employee Profile

Basic Infomation

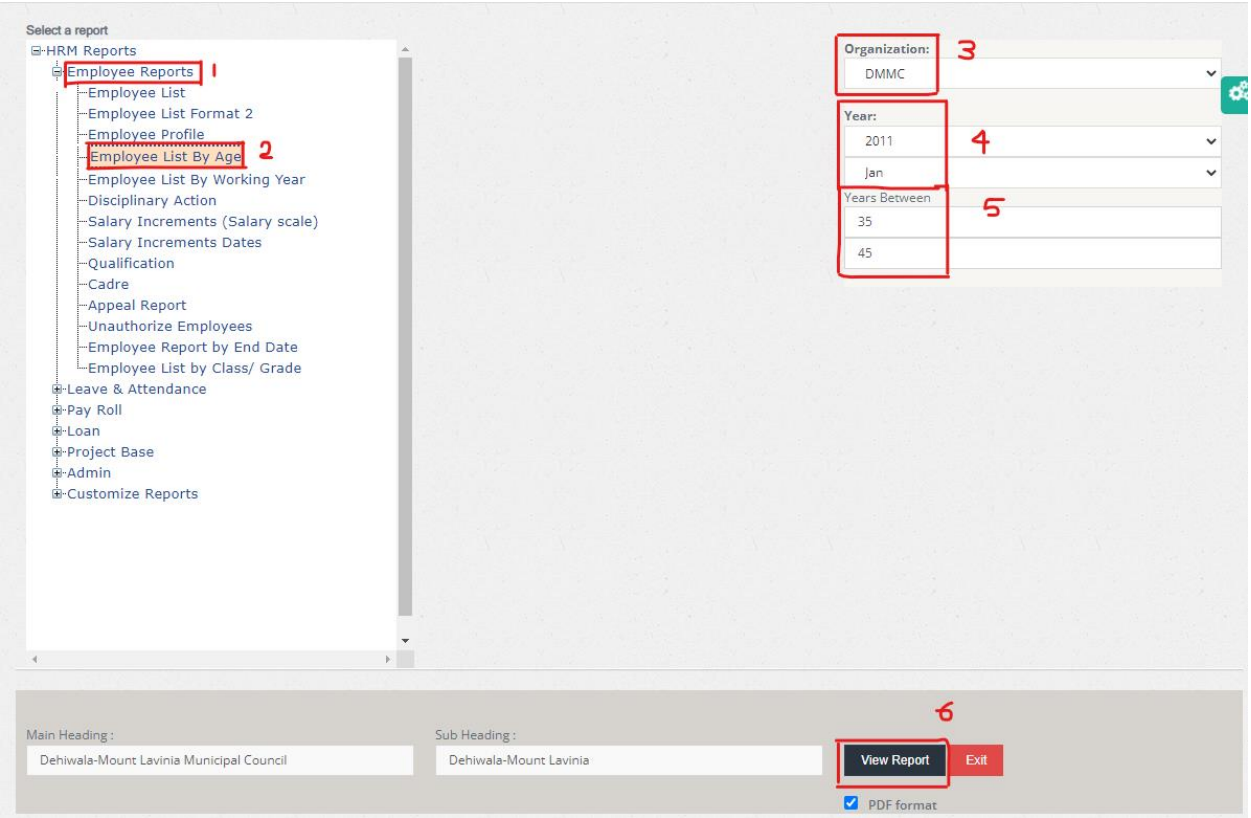
Employee No	[redacted]
Employee Code	[redacted]
Salary Code	
Employee Full Name	[redacted]
Name With Initial	[redacted]
Designation	[redacted]
NIC	[redacted]
Date of Birth	[redacted]
Date of join	[redacted]
Section	[redacted]
Organization	[redacted]
Employee Group	[redacted]
Address	
Phone	
E Mail	

Qualification

Qualification Description	Exam	Subject	Grade

Transfers

Report Employee List By Age



1. Under Employee Reports option
2. Select the Employee List By Age
3. Organization : Select the organization
4. Year : Select the year and the month\
5. Years Between : Select the years between
6. Click to view the report

Report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

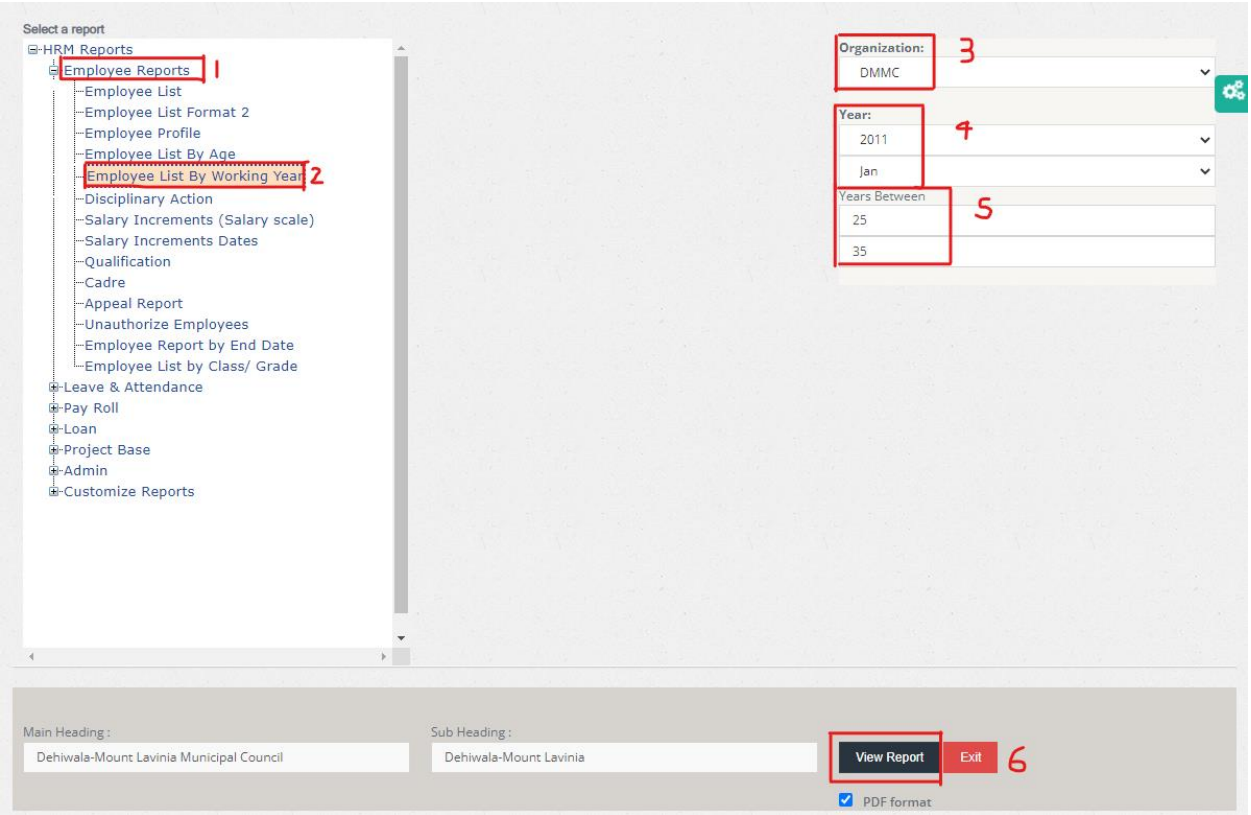
Dehiwala-Mount Lavinia

Employee List By Age

between 25 35 As At 1/31/2011

Employee No	Employee Code	Employee Name	Section	Date of Birth
Designation:	Administrative Officer	**No of Employees:**	1	
Designation:	Auto Electrician	**No of Employees:**	1	
Designation:	Ayurvedic Dispenser	**No of Employees:**	1	
Designation:	Ayurvedic Medical Officer	**No of Employees:**	4	
Designation:	Carpenter	**No of Employees:**	2	
Designation:	Council Member	**No of Employees:**	6	

Report Employee List By Working year



1. Under Employee Reports option
2. Select the Employee List By Age
3. Organization : Select the organization
4. Year : Select the year and the month\
5. Years Between : Select the years between
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

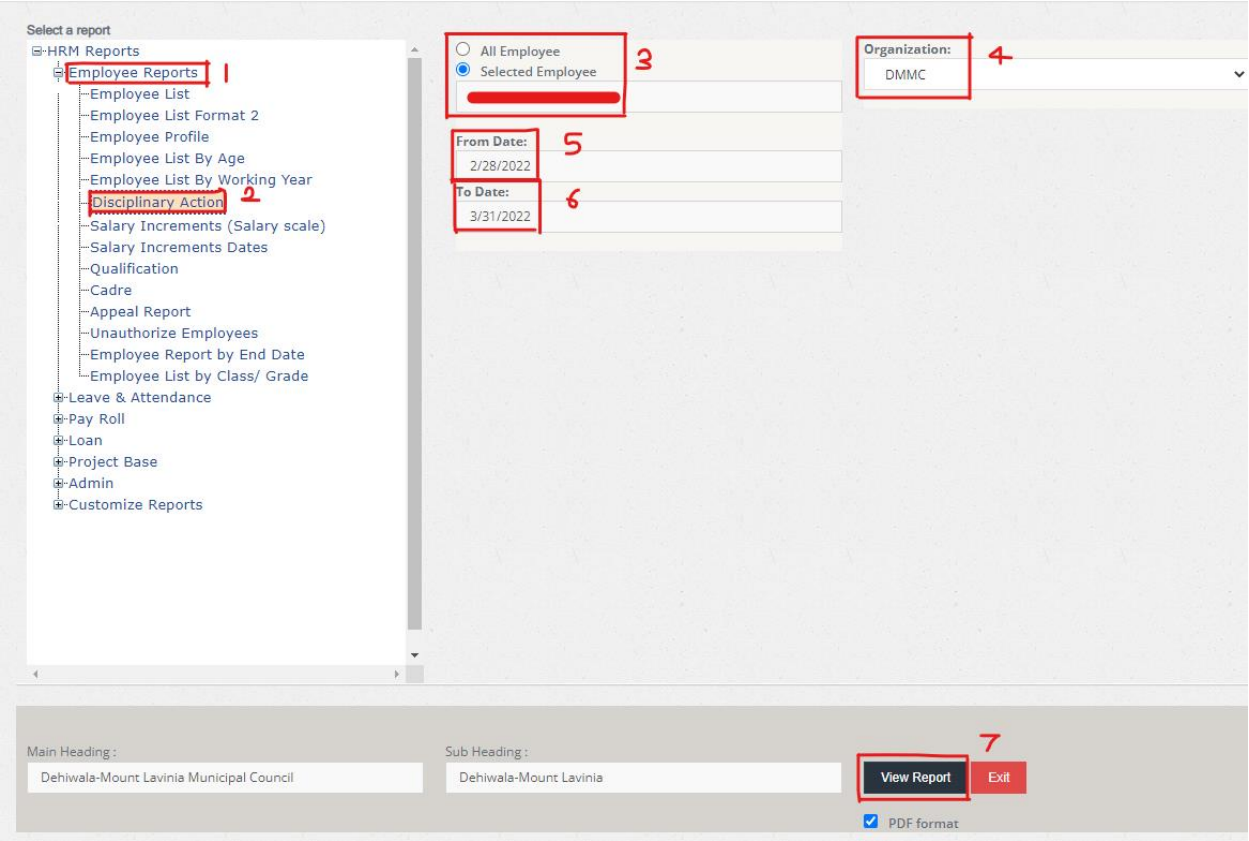
Dehiwala-Mount Lavinia

Employee List By Working Year

between 25 35 As At 1/31/2011

Employee No	Employee Code	Employee Name	Section	Date of Birth
Designation:	Carpenter	No of Employees:	1	

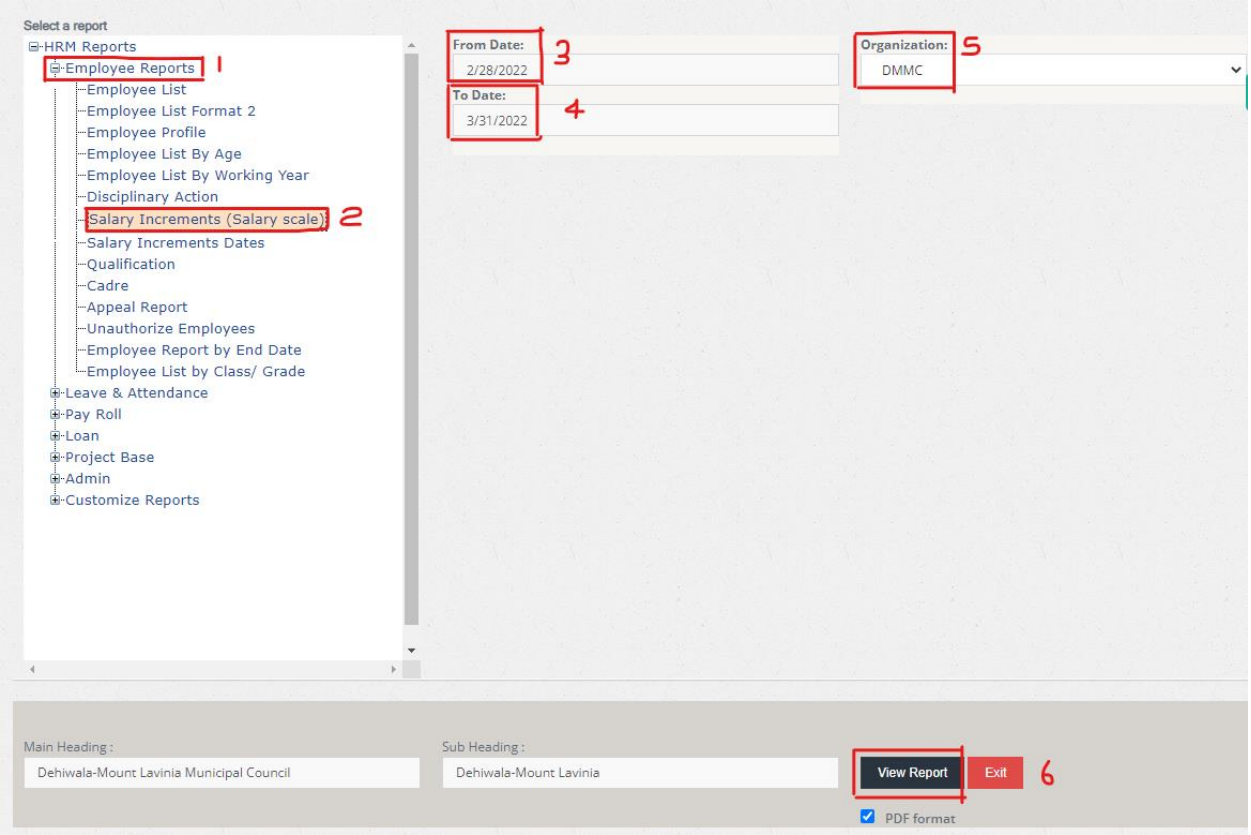
Report Disciplinary action



1. Under Employee Reports option
2. Select the Disciplinary Action
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

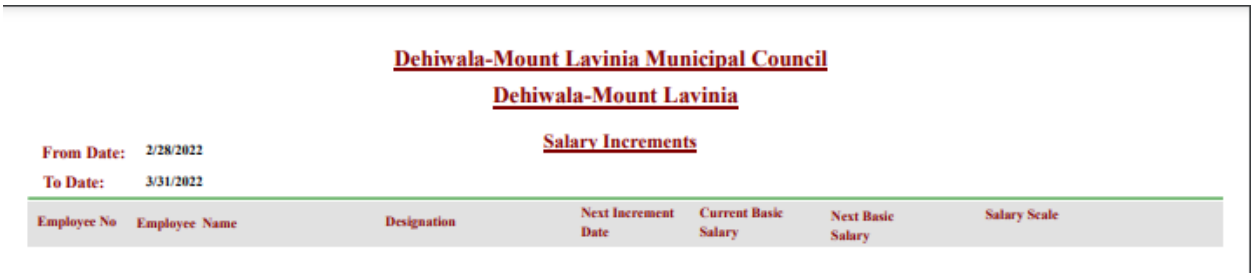
The report is viewed as follows

Report Salary Increments (Salary Scale)

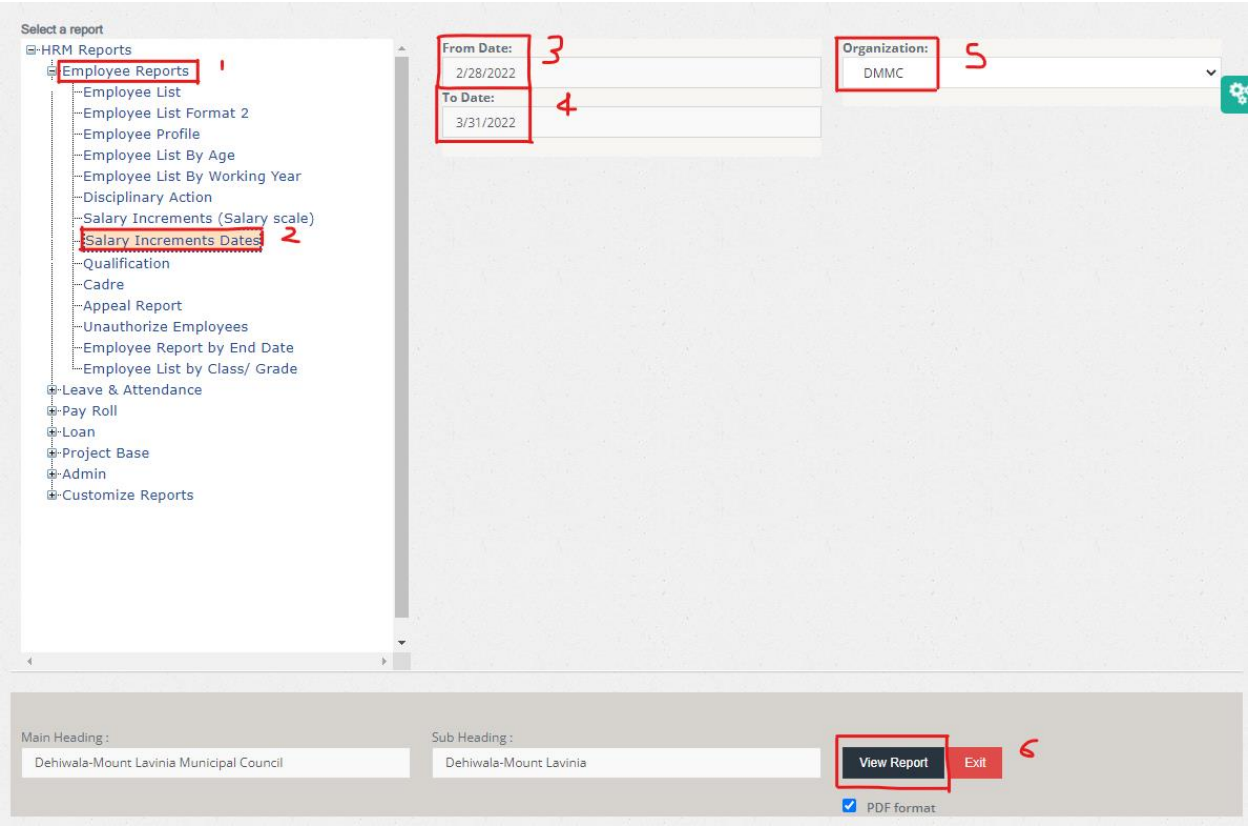


1. Under Employee Reports option
2. Select the Salary Increments
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Organization : Select the organization from the drop down menu
6. Click to view the report

The report is viewed as follows



Report Salary Increments Dates



1. Under Employee Reports option
2. Select the Salary Increments Dates
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Organization : Select the organization from the drop down menu
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

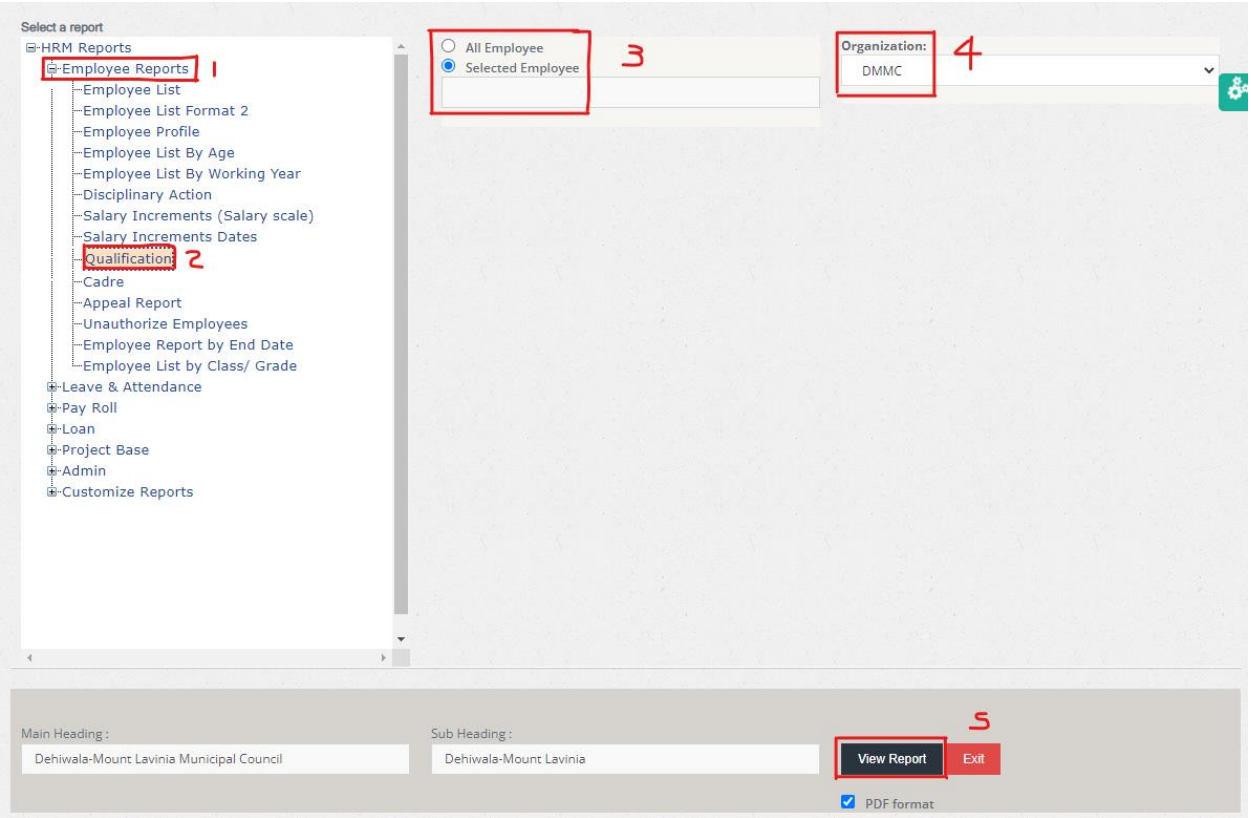
Salary Increment Employee List

From Date: 2/28/2022 **To Date :** 3/31/2022

Employee Code	Employee No	NIC	Employee Name	Designation	Section	Increment Date
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Valuation Branch	31-Mar-2022
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Establishment Branch	31-Mar-2022
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	CONTRACT	28-Feb-2022

Total No of Employees: 3

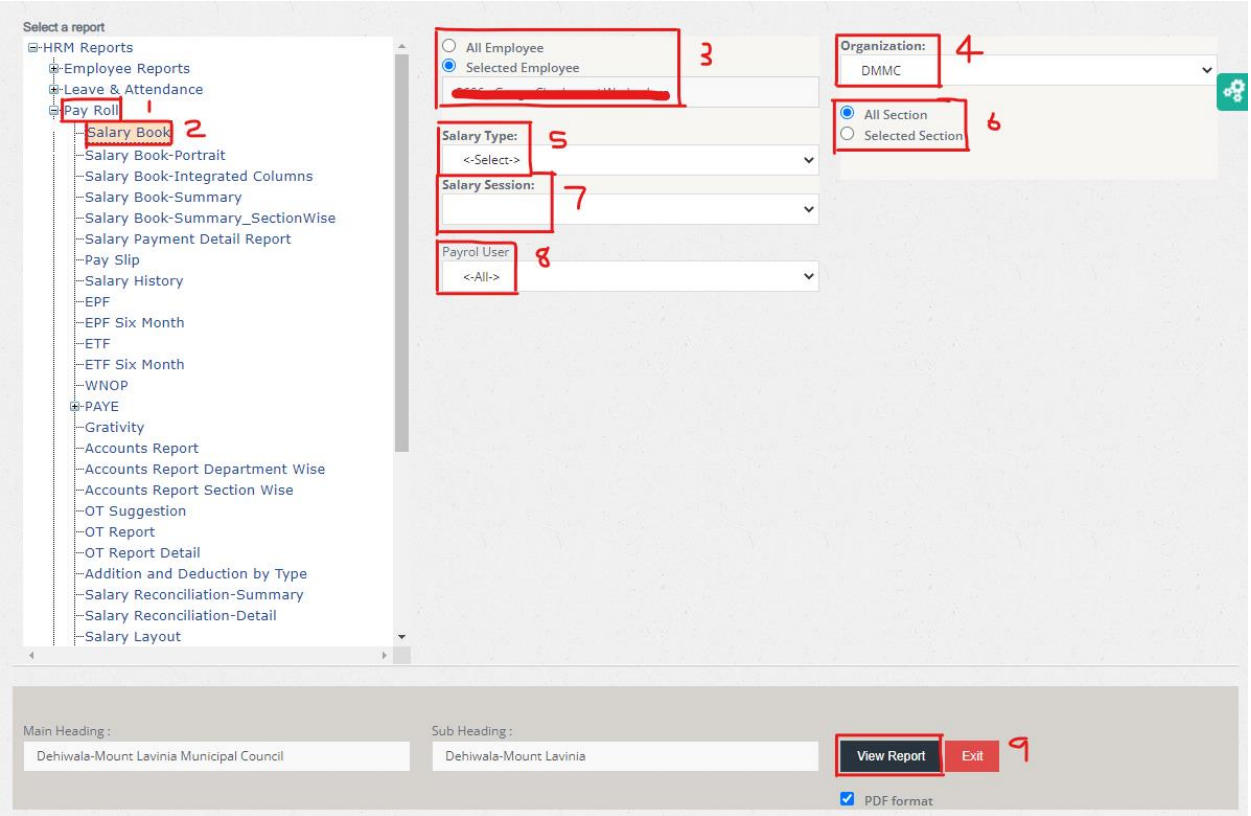
Report Qualification



1. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
2. Organization : Select the oganization

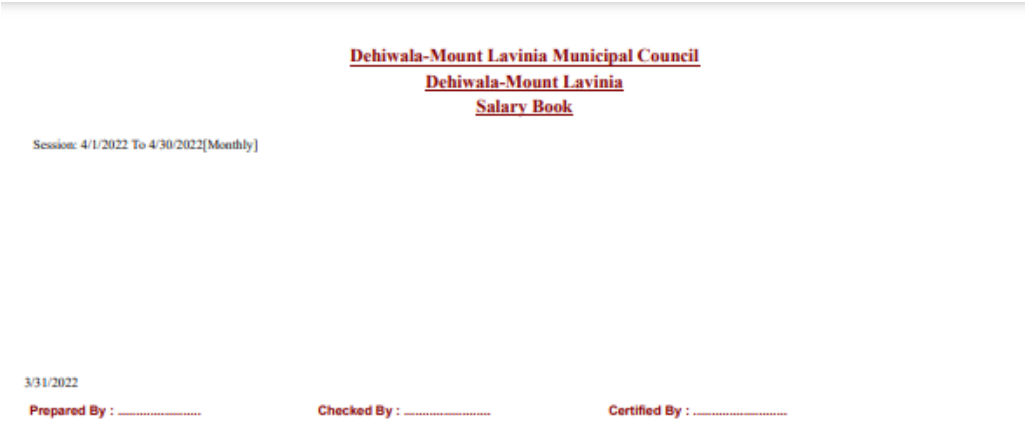
The report is viewed as follows

Report Salary Book



1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows

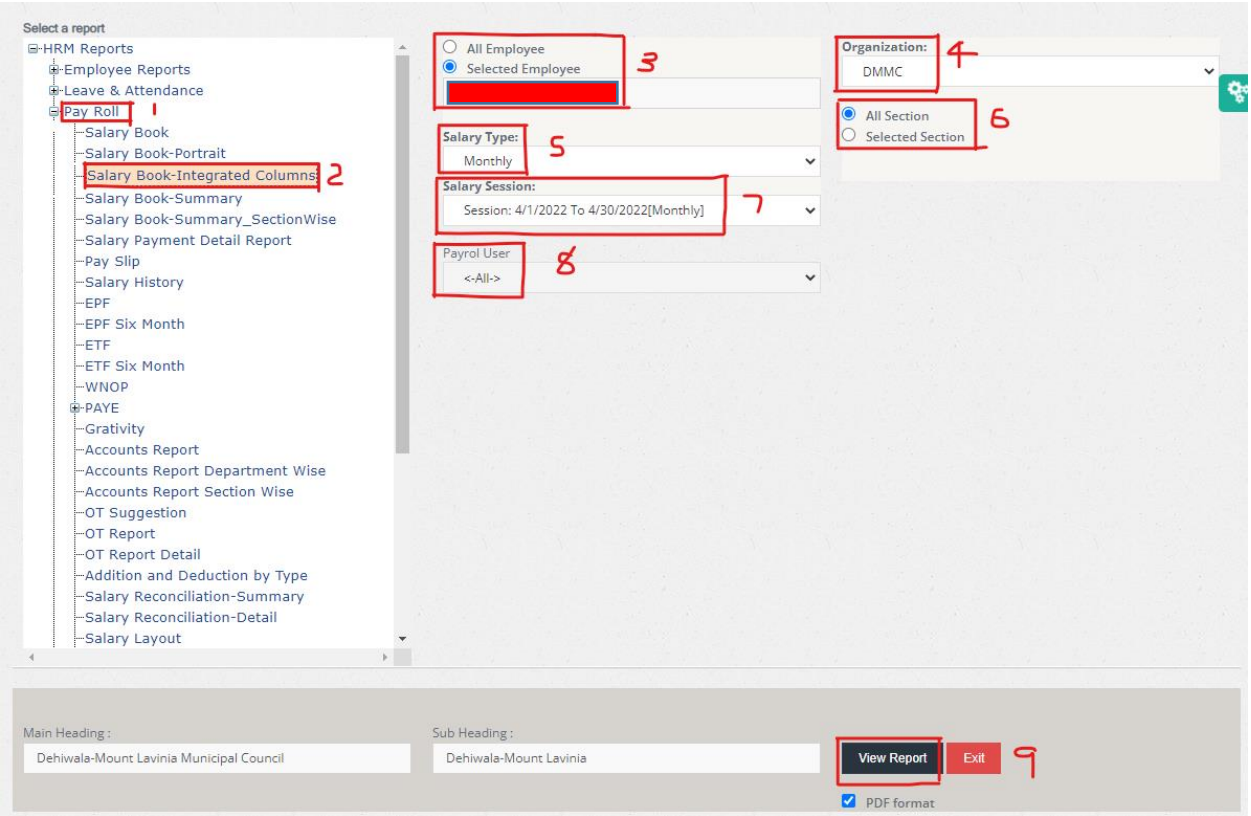

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Salary Book

Session: 4/1/2022 To 4/30/2022[Monthly]

3/31/2022

Prepared By : ..... Checked By : ..... Certified By : .....

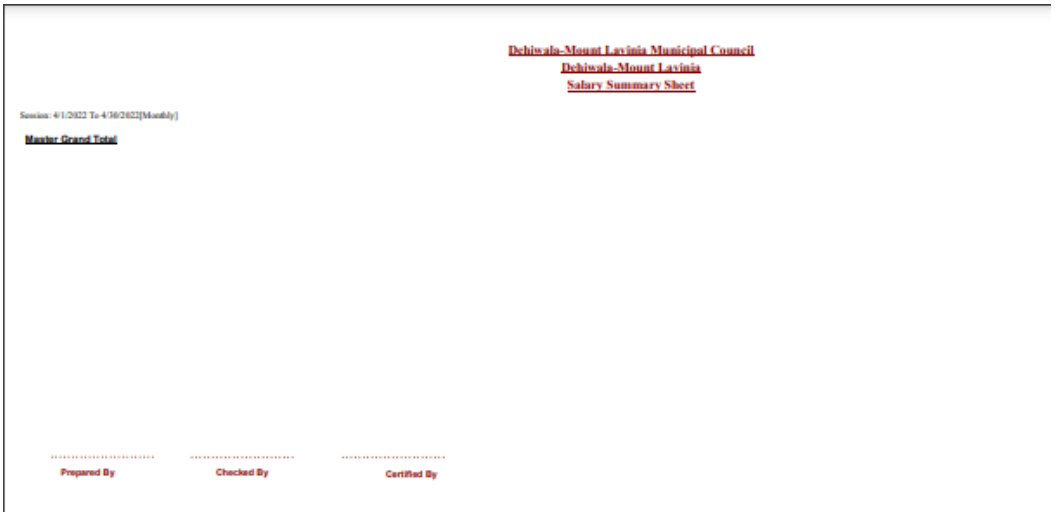
Report Salary Book Integrated Columns



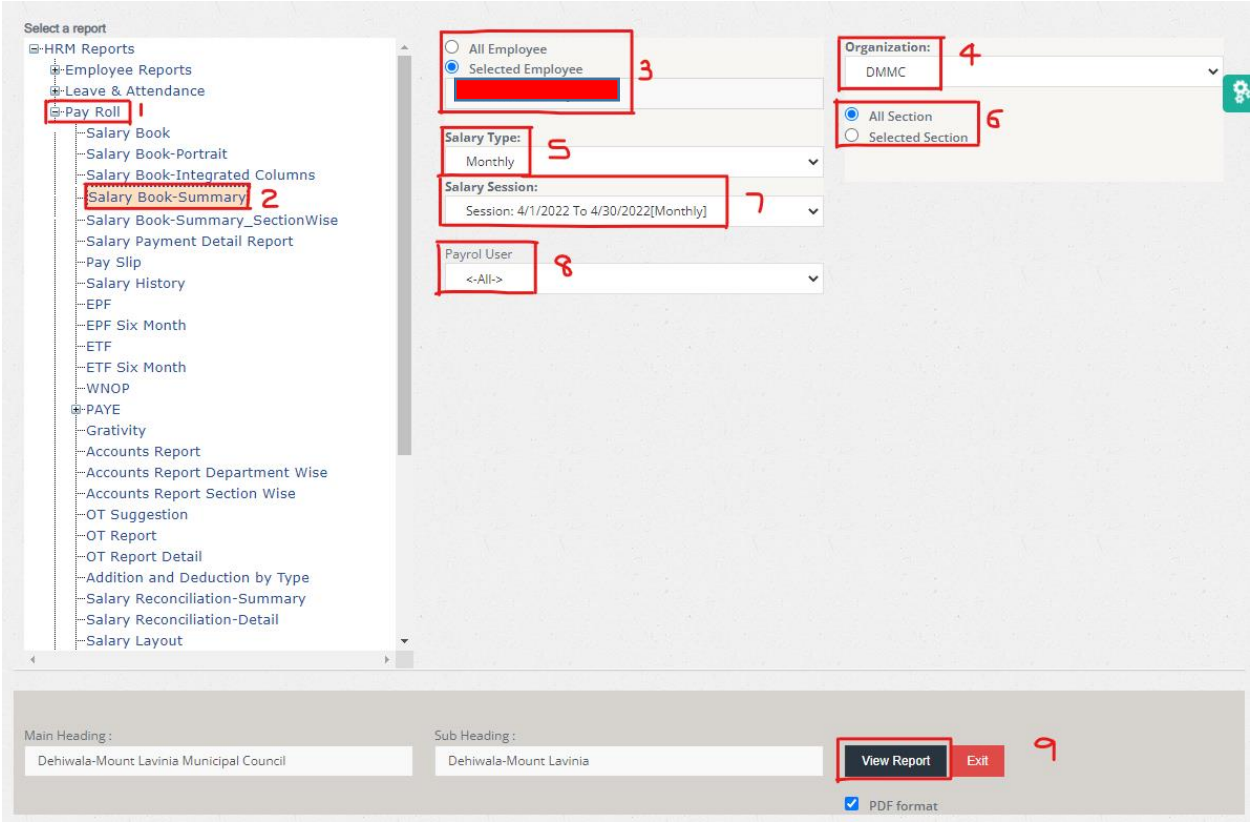
1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section

7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows



Report Salary Book Summary



1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows

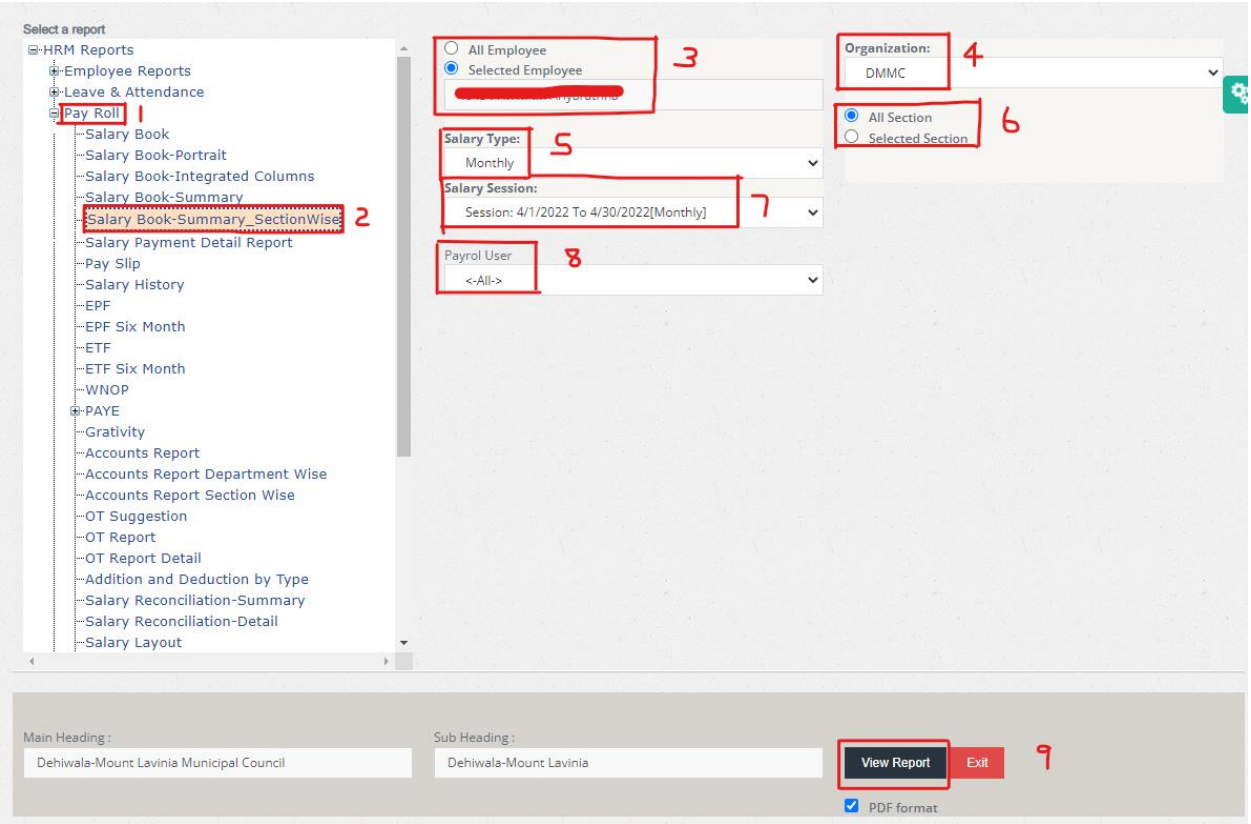
Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Salary Book - Summary

Session: 4/1/2022 To 4/30/2022[Monthly]

	Total
	-
Bank Remitance Summary	-
Cash Total	-
Cheque Total	-
Slip Transfer Total	-
Cross Total	-
Payble Total	-
Bank Remitance Total	-

3/31/2022

Report Salary Book Summary Section Wise



1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows

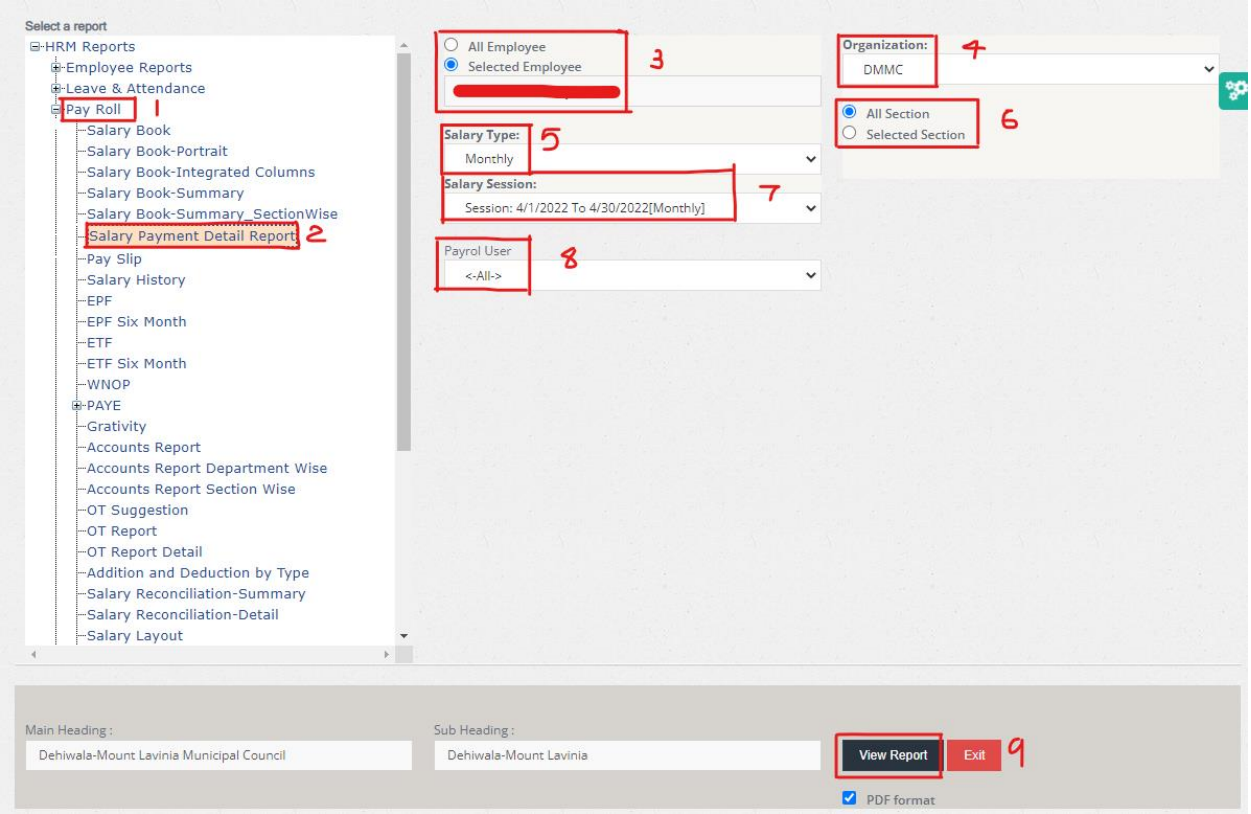
Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Salary Book - Summary (Section Wise)

Session: 4/1/2022 To 4/30/2022[Monthly]

		Total
Bank Remitance Summary		
Cash Total		
Cheque Total		
Slip Transfer Total		
Cross Total		
Payble Total		
Bank Remitance Total		

3/31/2022

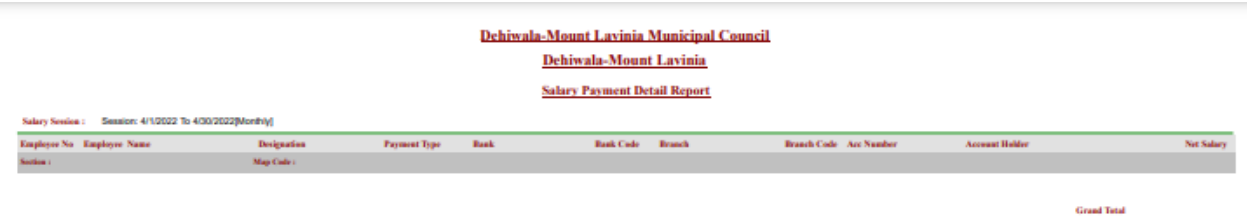
Report Salary Payment Detail Report



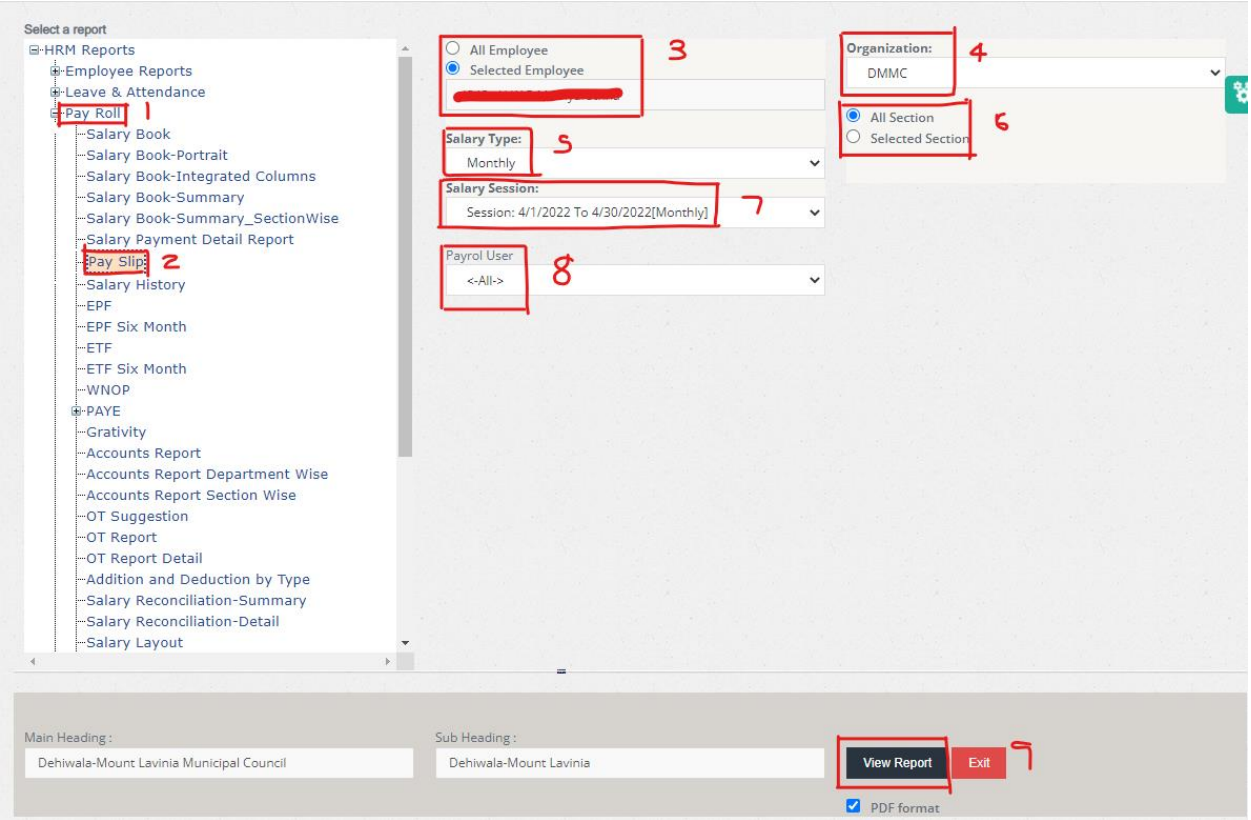
1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary

9. Click to view the report

The report is viewed as follows



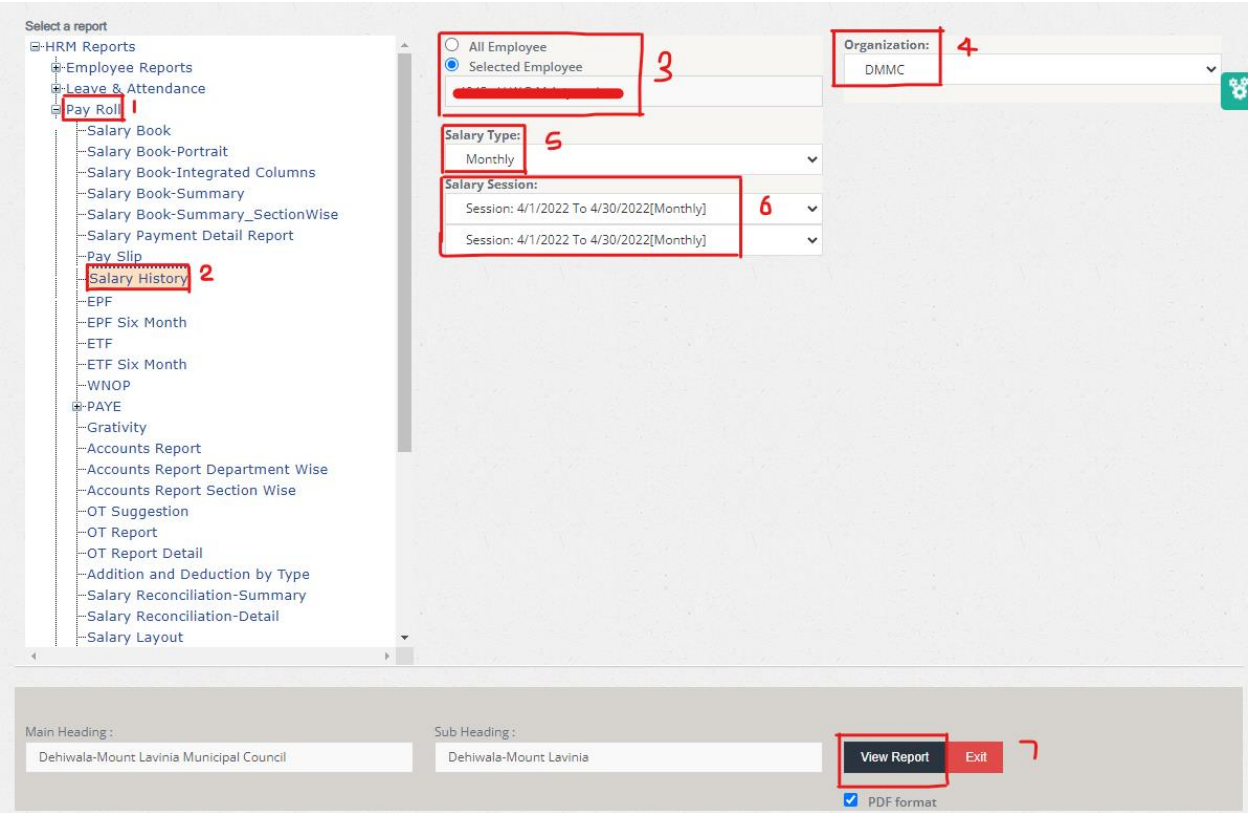
Report Pay Slip



1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

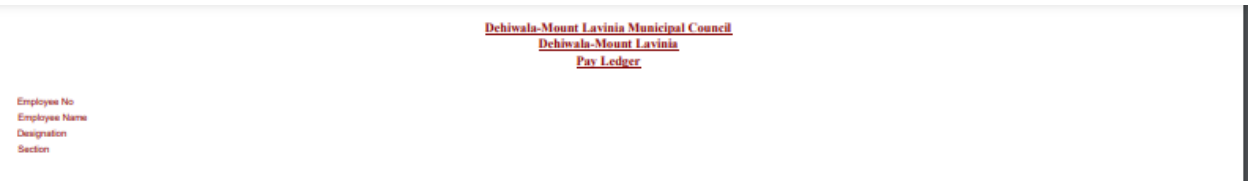
The report is viewed as follows

Report Salary History

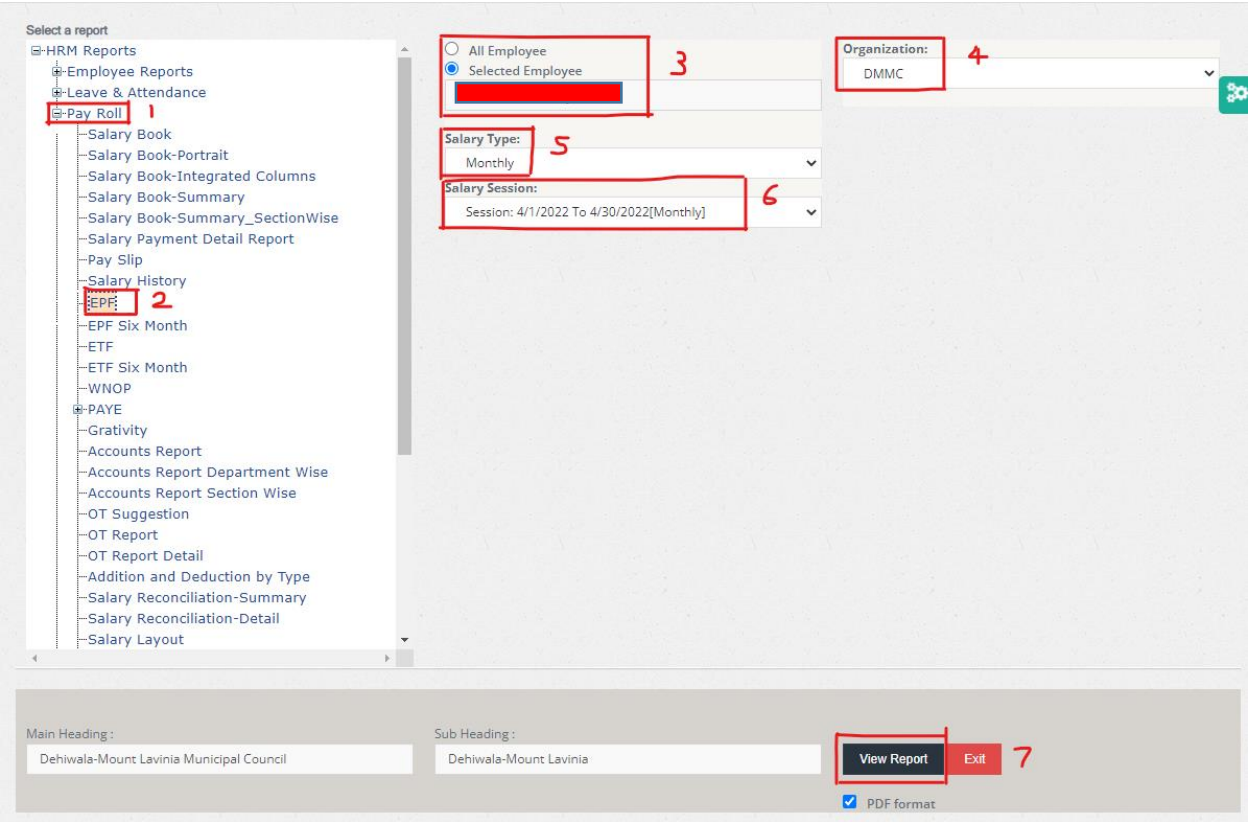


1. Under Employee Payroll option
2. Select the Salary History
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Click to view the report

The report is viewed as follows



Report EPF



1. Under Employee Payroll option
2. Select the EPF
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Click to view the report

The report is viewed as follows

Dehiwala Mount Lavinia Municipal Council

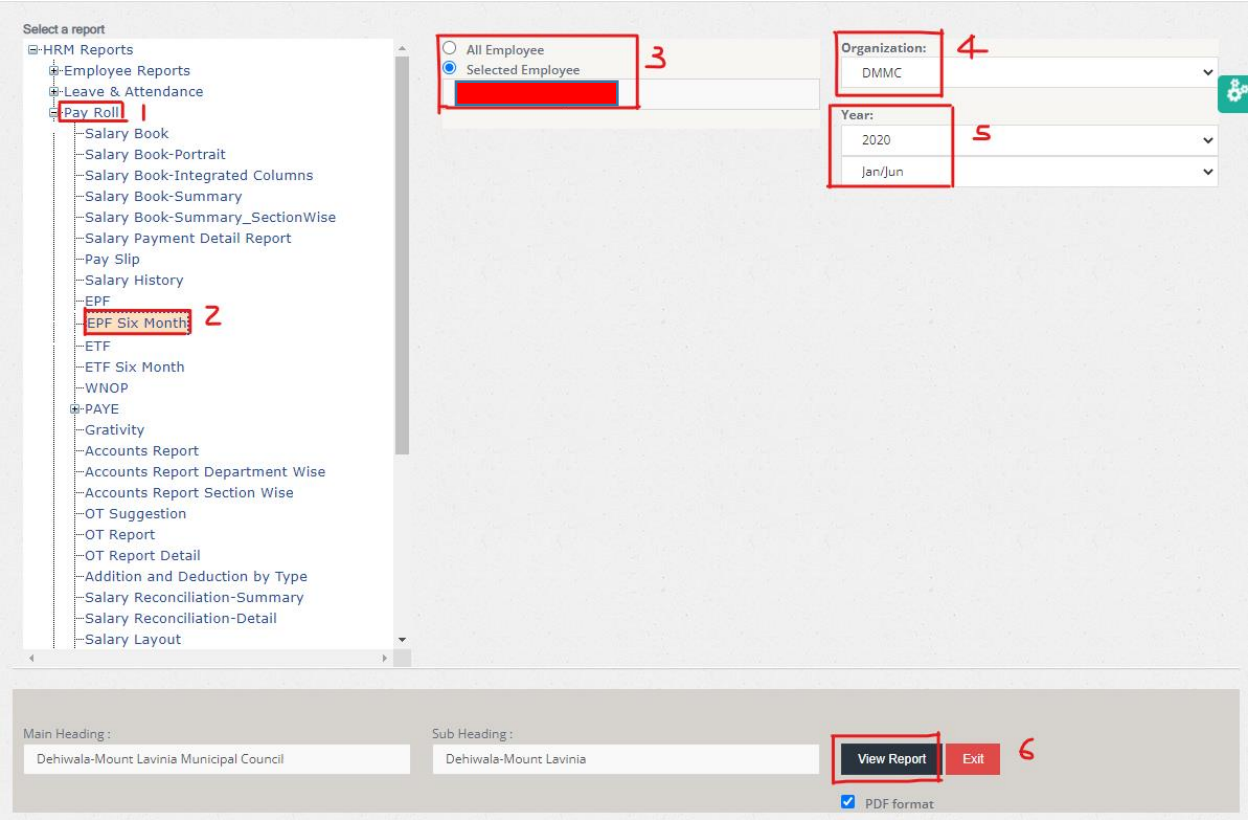
C Form E.P.F Acc No 15 of 1958

EPF Reg. No	Shroff Dehiwala Mount L
Month	March 2022
Contribution	0.00
Surcharges	
Total Remittance	0.00
Cheque No	
Bank and Branch	-

Superintendent,
Employees' Providant Fund, P.O Box:1299
Colombo 01

Employee's Name	NIC	Employee No	Total Contribution	Employer Contibution	Employee Contribution	Total Earning
		0	0.00	0.00	0.00	0.00
			0.00	**0.00**	**0.00**	**0.00**

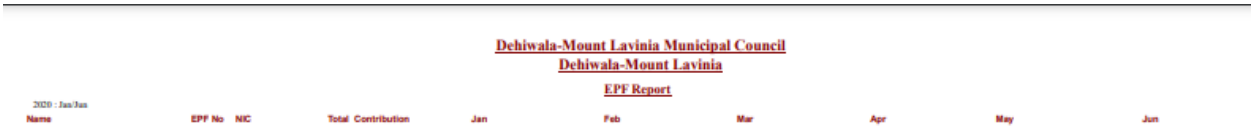
Report EPF Six Month



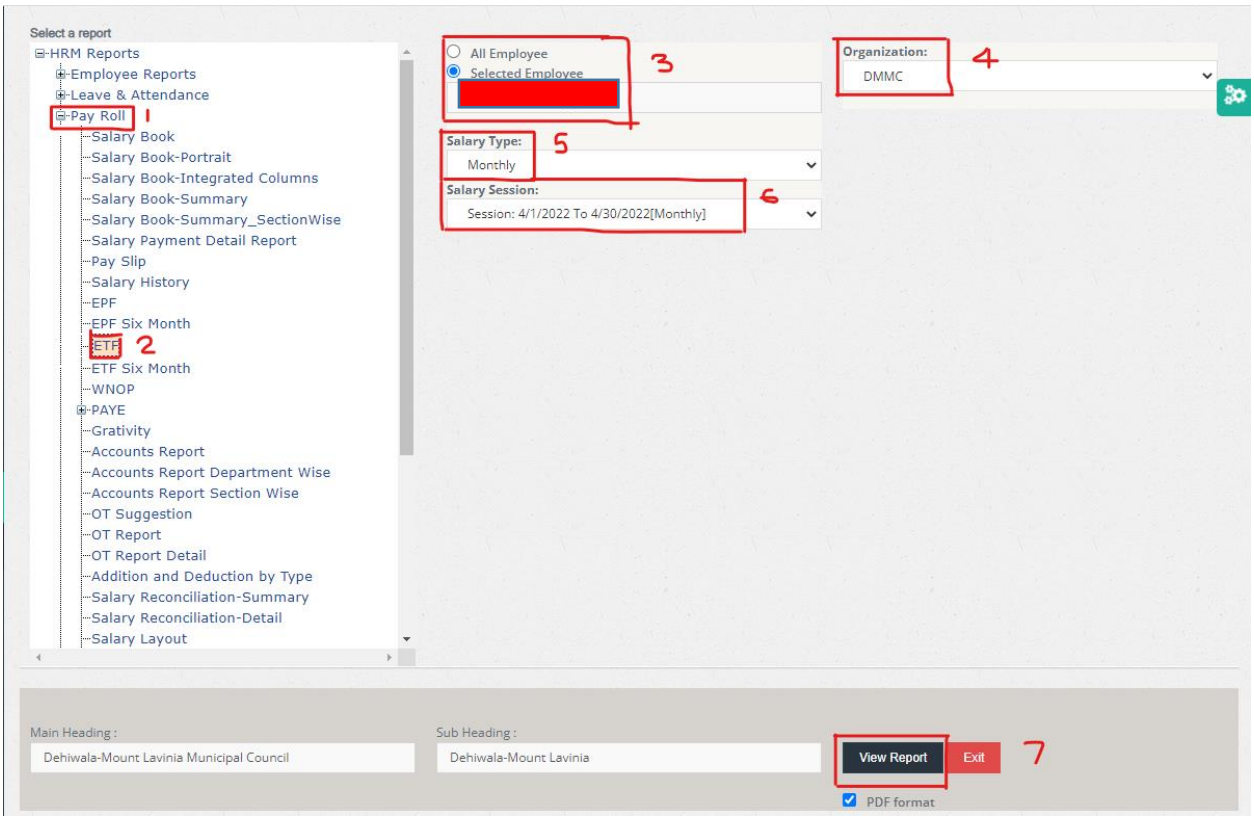
1. Under Employee Payroll option
2. Select the EPF
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu

5. Year : Select the year and month from the menu
6. Click to view the report

The report is viewed as follows



Report ETF



1. Under Employee Payroll option
2. Select the ETF
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Click to view the report

The report is viewed as follows

Act. No. 46 of 1980 **EMPLOYEE'S TRUST FUND BOARD**

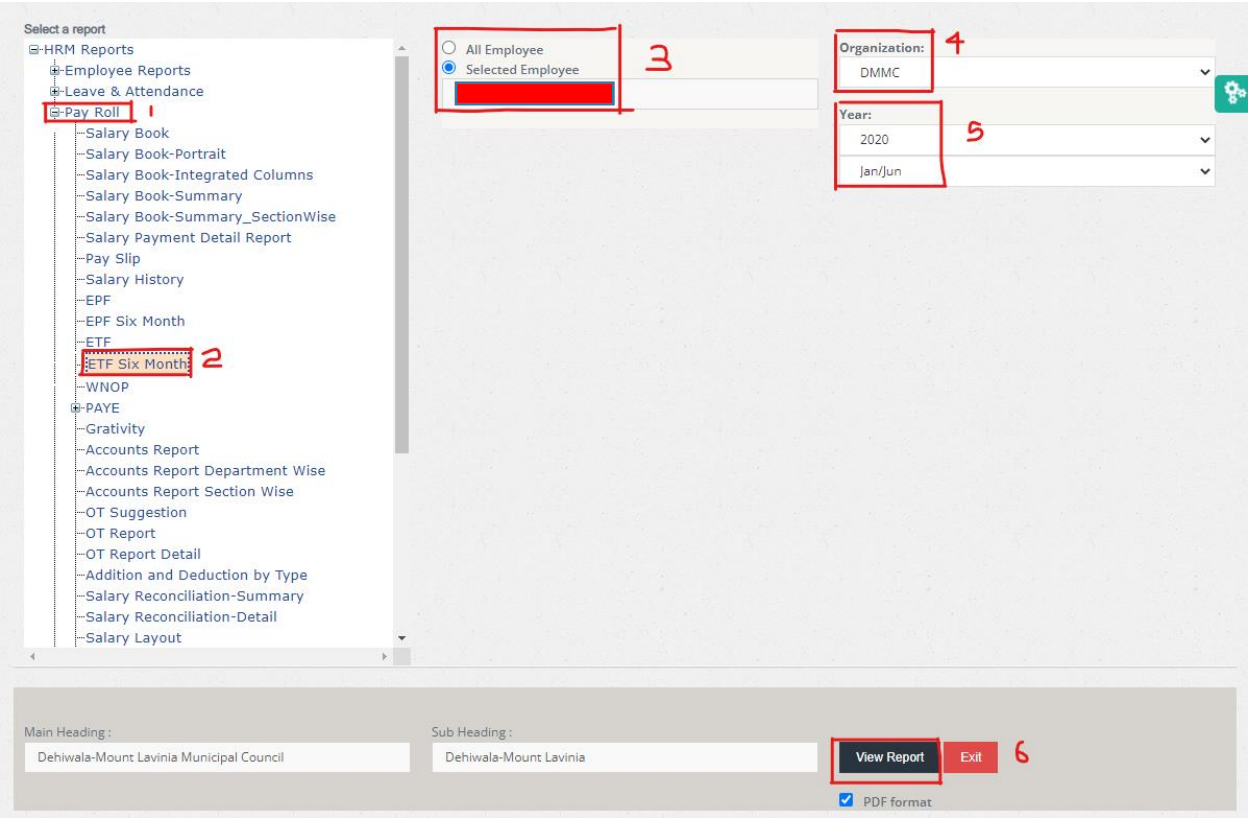
Dehiwala Mount Lavinia Municipal Council

Advice of remittance R4

ETF Reg. No	Shroff Dehiwala Mount L
Month	March 2022
No of Employees	1
Contribution	0.00
Surcharges	
Total Remittance	0.00
Cheque No	
Bank and Branch	-

Employee Name	NIC	Employee No	Total Earning	ETF Amount
		0	0.00	0.00
			0.00	**0.00**

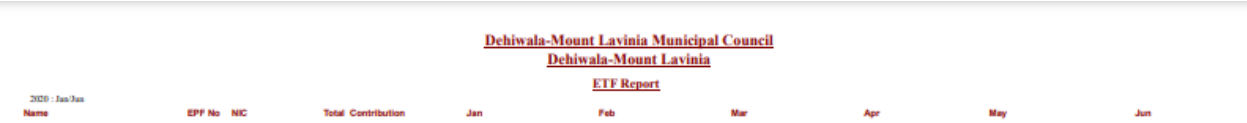
Report ETF Six Month



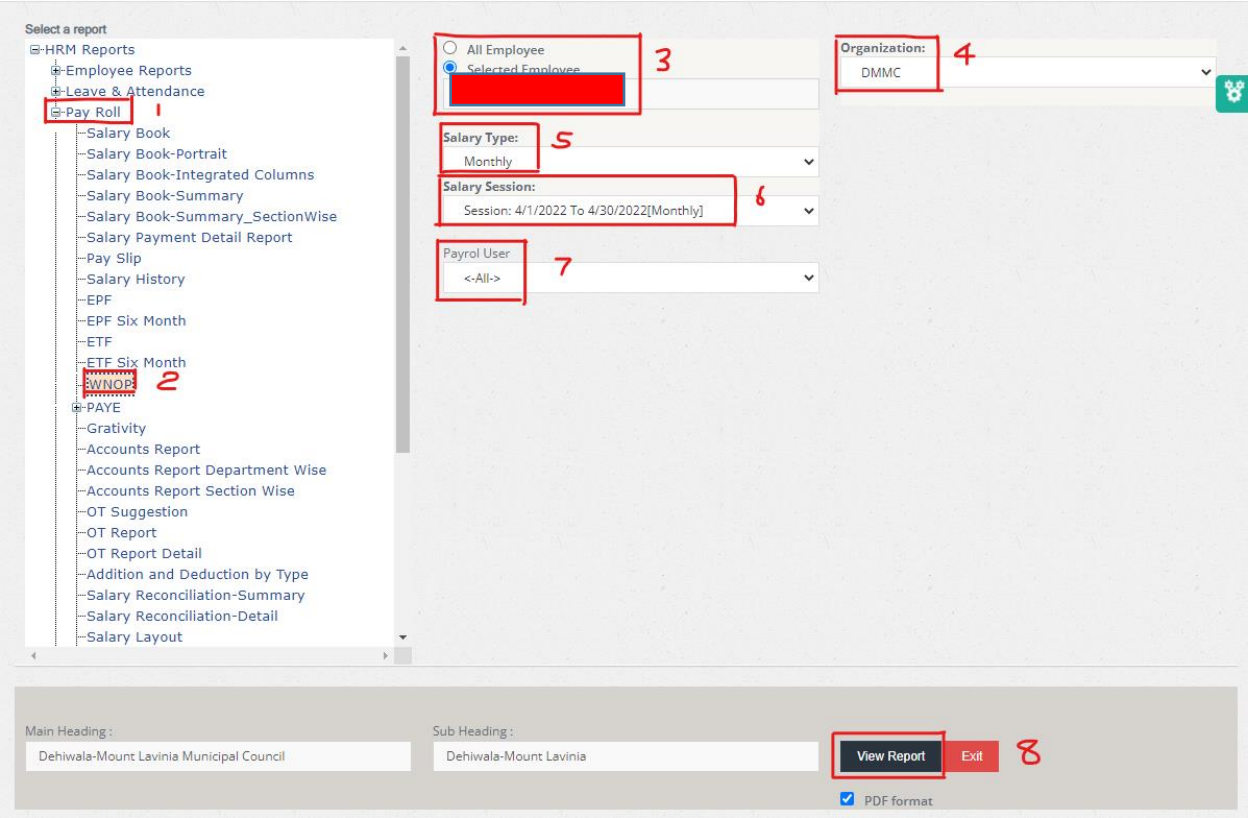
1. Under Employee Payroll option
2. Select the ETF Six month

3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Year : Select the year and month from the menu
6. Click to view the report

The report is viewed as follows



Report WNOP



1. Under Employee Payroll option
2. Select the WNOP
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Payroll user : Select the user from the drop down menu
8. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
WNOP Report

March 2022

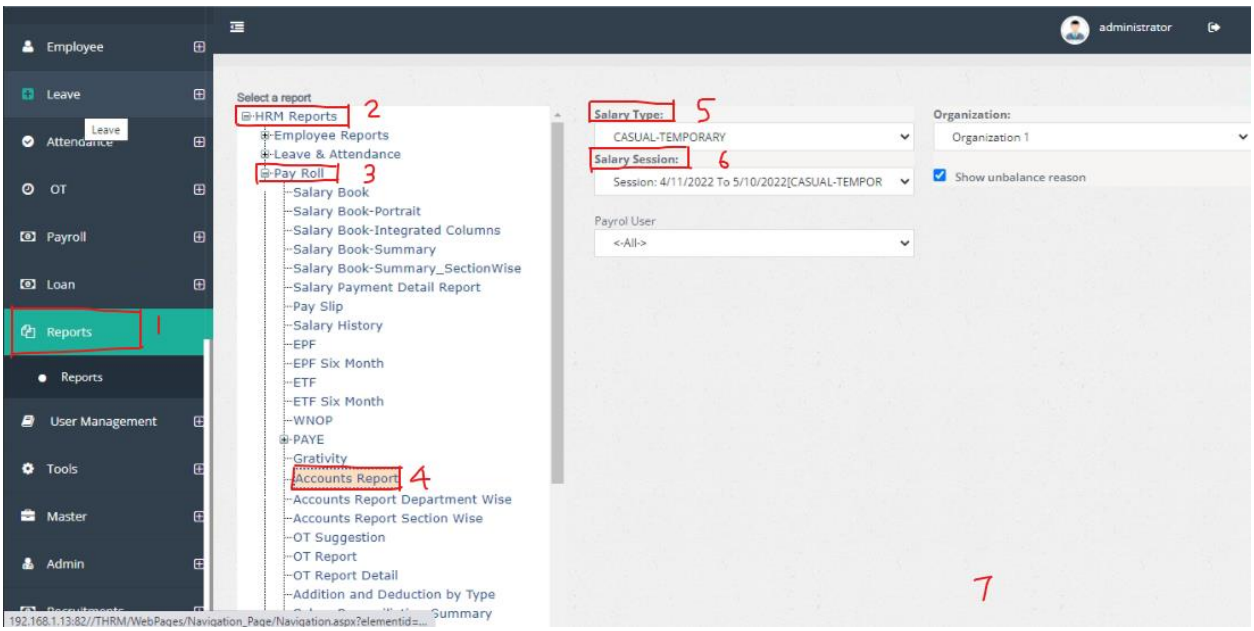
Employee No	Employee Name	WNOP No.	NIC	Basic Salary	%	WNOP

Prepared By : ..... **Checked By : .....** **Certified By : .....**

21. Check and release the salaries

Accounts Report

First you have to check the totals of the Accounts Report of the system.



Report Interface

1. Under reports option
2. In the HRM reports
3. Under payroll option
4. Select the Accounts report
5. Salary Type : Select the salary type (Eg: Casual temporary)
6. Salary Session : Select the relevant salary session
7. Click to view the report

Accounts Report

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]-

Account Code	Account Name		Amount
1001/02/2	අනියම් සේවකයින්ගේ වැටුප් හා වේතන		2,721,647.13
1001/04/1	රාජ්‍ය සේවා අරිථ සාධක අරමුදල		544,329.39
1001/05/2	අනියම් සේවකයින්ගේ ජීවන වියදම් දීමනාව		1,515,057.76
		Total	**4,781,034.28** 1
1001/02/2	අනියම් සේවකයින්ගේ වැටුප් හා වේතන		4,603,534.28
1-143	Festival Advance		177,500.00
		Total	**4,781,034.28** 2

Tally whether the totals (highlighted number 1 & 2) are equal. If they are not equal , reasons will be shown in the same report. To get the reasons should put the tick on “Show Unbalance reason” option in the report interface.

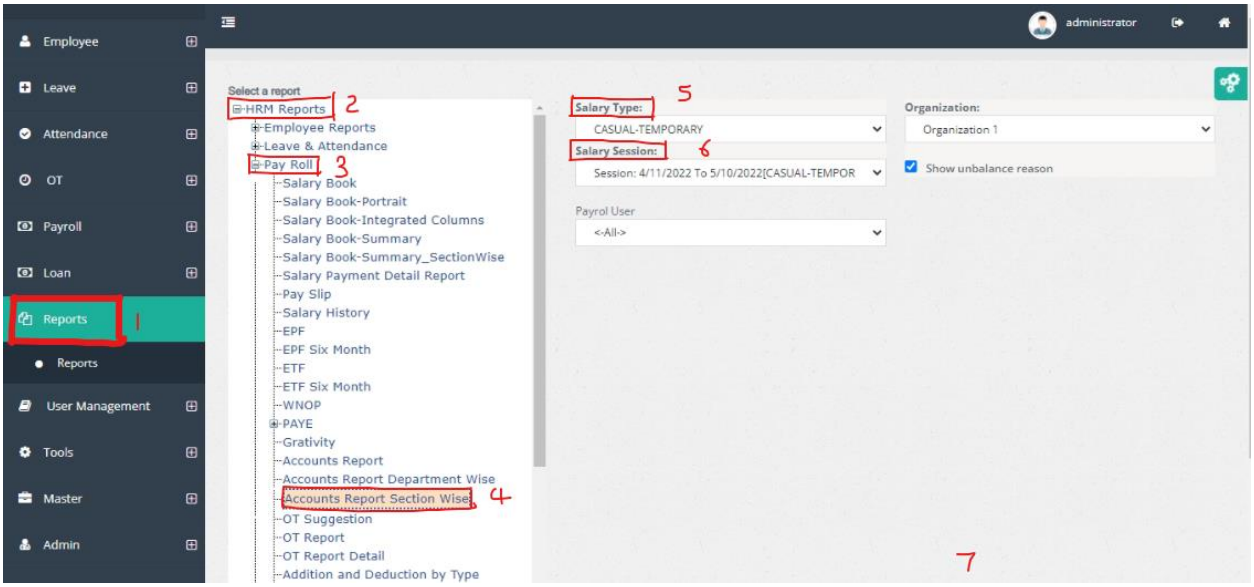
Then check the number 5 and number 6 totals are equal, as shown in the below image. If they are not

Account Code	Account Name		Amount
1001/02/2	අනියම් සේවකයින්ගේ වැටුප් හා වේතන		4,603,534.28
		Total	**4,603,534.28** 5
Cash	Cash 1		219,120.80
Cheque	Cheque 2		1,251,422.35
Payable	Payable 3		0.00
Silp Transfer	Silp Transfer 4		3,132,991.13
		Total	**4,603,534.28** 6

Prepared By : ..... **Checked By : .....** **Certified By : .....**

equal , reasons will be shown in the same report. To get the reasons should put the tick on “Show Unbalance reason” option in the report interface.

Accounts Report – Section Wise and Remittance Total of Salary Book Summary Report



Accounts Report – Section Wise

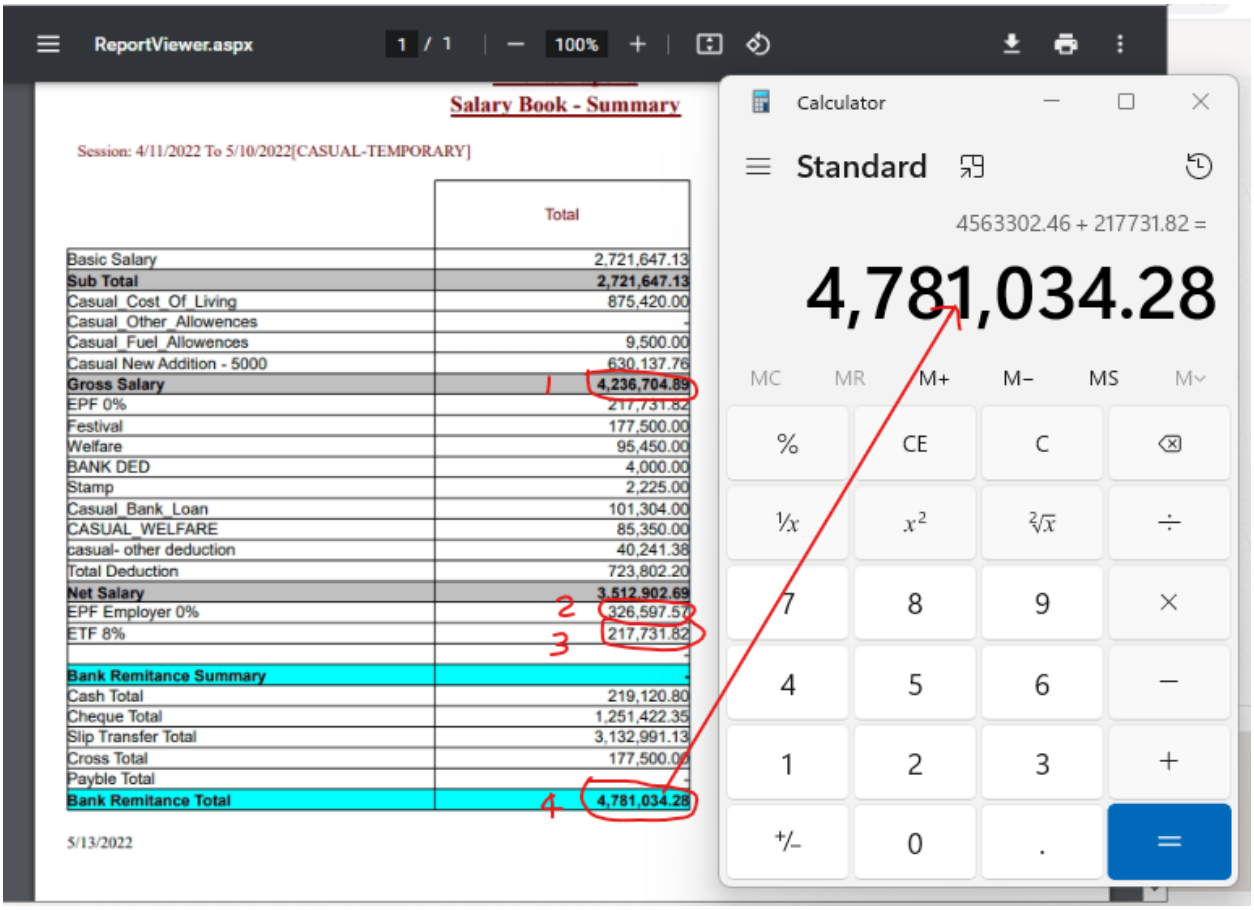
1. Under reports option
2. In the HRM reports
3. Under payroll option
4. Select the Accounts report – Section Wise
5. Salary Type : Select the salary type (Eg: Casual temporary)
6. Salary Session : Select the relevant salary session
7. Click to view the report

Accounts Report - Section wise

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]-

		1001/02/2	1001/04/1	1001/05/2	Cross	Total
		අනියම් සේවකයින් සේ වැටුප් සහ	රාජ්‍ය සේවා අර්ථ සංධාන අරමුදල	අනියම් සේවකයින් සේ රක්ෂණ		
1001/02/2	1001/02/2	0.00	0.00	0.00	(4,385,802.46)	(4,385,802.46)
	Total	0.00	0.00	0.00	(4,385,802.46)	(4,385,802.46)
1001/1	AD_ADMIN_DIVISION	123,674.50	24,734.90	66,351.34	(23,643.97)	191,116.77
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	Total	2,721,647.13	544,329.39	1,515,057.76	(395,231.82)	4,385,802.46
Grand Total		2,721,647.13	544,329.39	1,515,057.76	(4,781,034.28)	0.00

Check whether the highlighted total of the above accounts report is equal to the bank remittance total of the below report (salary book summary report) .



ReportViewer.aspx 1 / 1 100%

Salary Book - Summary

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]

	Total
Basic Salary	2,721,647.13
Sub Total	**2,721,647.13**
Casual_Cost_Of_Living	875,420.00
Casual_Other_Allowences	-
Casual_Fuel_Allowences	9,500.00
Casual New Addition - 5000	630,137.76
Gross Salary	1 **4,236,704.89**
EPF 0%	217,731.82
Festival	177,500.00
Welfare	95,450.00
BANK DED	4,000.00
Stamp	2,225.00
Casual_Bank_Loan	101,304.00
CASUAL_WELFARE	85,350.00
casual- other deduction	40,241.38
Total Deduction	723,802.20
Net Salary	**3,512,902.69**
EPF Employer 0%	2 326,597.57
ETF 8%	3 217,731.82
	-
Bank Remitance Summary	-
Cash Total	219,120.80
Cheque Total	1,251,422.35
Slip Transfer Total	3,132,991.13
Cross Total	177,500.00
Payble Total	-
Bank Remitance Total	4 **4,781,034.28**

5/13/2022

Calculator

Standard

4563302.46 + 217731.82 =

4,781,034.28

Normally Gross Salary (1) should be equal to Bank Remittance Total (4) , if this is not equal , the reasons may be the other remittances like EPF (2), ETF (3), food allowances, room rent, etc. They must be added to the gross salary to get the final bank remittance total.

Salary Book Summary Report and Bank Remittance Summary Report

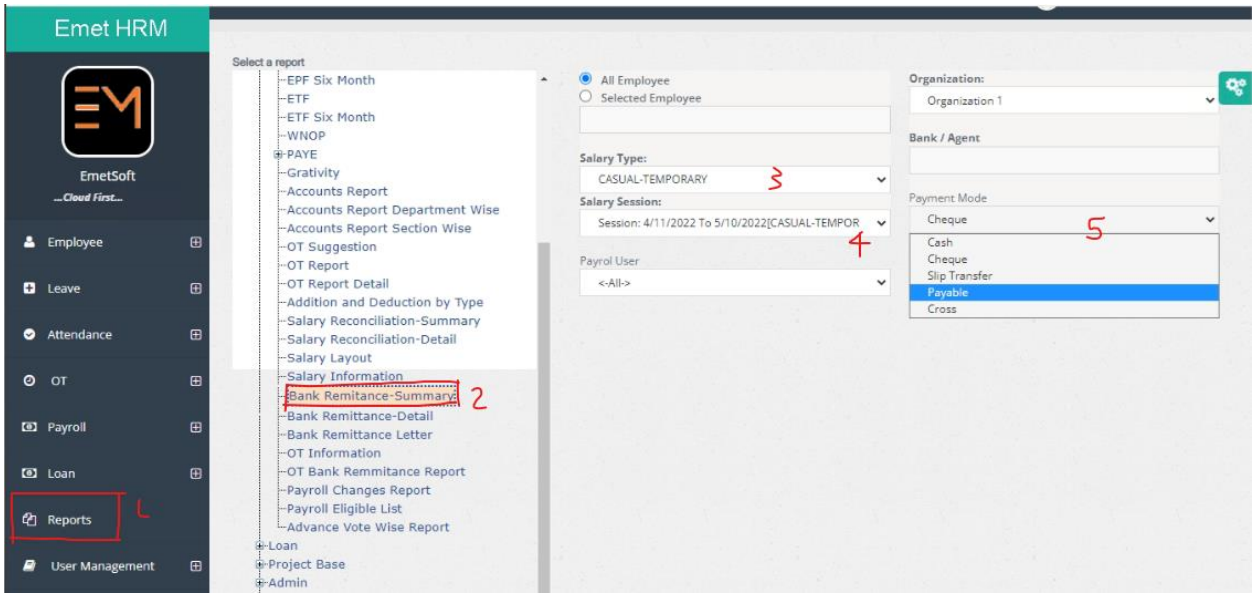
Salary Book - Summary

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]

	Total
Basic Salary	2,721,647.13
Sub Total	**2,721,647.13**
Casual_Cost_Of_Living	875,420.00
Casual_Other_Allowences	-
Casual_Fuel_Allowences	9,500.00
Casual New Addition - 5000	630,137.76
Gross Salary	**4,236,704.89**
EPF 0%	217,731.82
Festival	177,500.00
Welfare	95,450.00
BANK DED	4,000.00
Stamp	2,225.00
Casual_Bank_Loan	101,304.00
CASUAL_WELFARE	85,350.00
casual- other deduction	40,241.38
Total Deduction	723,802.20
Net Salary	**3,512,902.69**
EPF Employer 0%	326,597.57
ETF 8%	217,731.82
	-
Bank Remitance Summary	
Cash Total	219,120.80
Cheque Total	1,251,422.35
Slip Transfer Total	3,132,991.13
Cross Total	177,500.00
Payble Total	-
Bank Remitance Total	**4,781,034.28**

5/13/2022

Highlighted cash total, cheque total, cross total and slip transfer total of the salary book summary report must be tallied with the bank remittance summary reports with the relevant payment modes such as cash, cheque, cross, slip transfer.



1. Under reports option, In the HRM reports ,Under payroll option
2. Select the Bank Remittance Summary report
3. Salary Type : Select the salary type (Eg: Casual temporary)
4. Salary Session : Select the relevant salary session
5. Payment Mode : Select the relevant payment mode (Eg: Cash, Cheque, Slip Transfer, Cross)
6. Click to view the report

Salary Book - Summary

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]

	Total
Basic Salary	2,721,647.13
Sub Total	**2,721,647.13**
Casual_Cost_Of_Living	875,420.00
Casual_Other_Allowences	-
Casual_Fuel_Allowences	9,500.00
Casual New Addition - 5000	630,137.76
Gross Salary	**4,236,704.89**
EPF 0%	217,731.82
Festival	177,500.00
Welfare	95,450.00
BANK DED	4,000.00
Stamp	2,225.00
Casual_Bank_Loan	101,304.00
CASUAL_WELFARE	85,350.00
casual- other deduction	40,241.38
Total Deduction	723,802.20
Net Salary	**3,512,902.69**
EPF Employer 0%	326,597.57
ETF 8%	217,731.82
	-
Bank Remitance Summary	
Cash Total	219,120.80
Cheque Total	1,251,422.35
Slip Transfer Total	3,132,991.13
Cross Total	177,500.00
Payble Total	-
Bank Remitance Total	**4,781,034.28**

5/13/2022

Bank Remittance Summary Report – With Payment mode Cash

219,120.80

Certified By : .....

Bank Remittance Summary Report – With Payment mode Cheque

1,251,422.35

Certified By : .....

Bank Remittance Summary Report – With Payment mode Slip Transfer

3,132,991.13

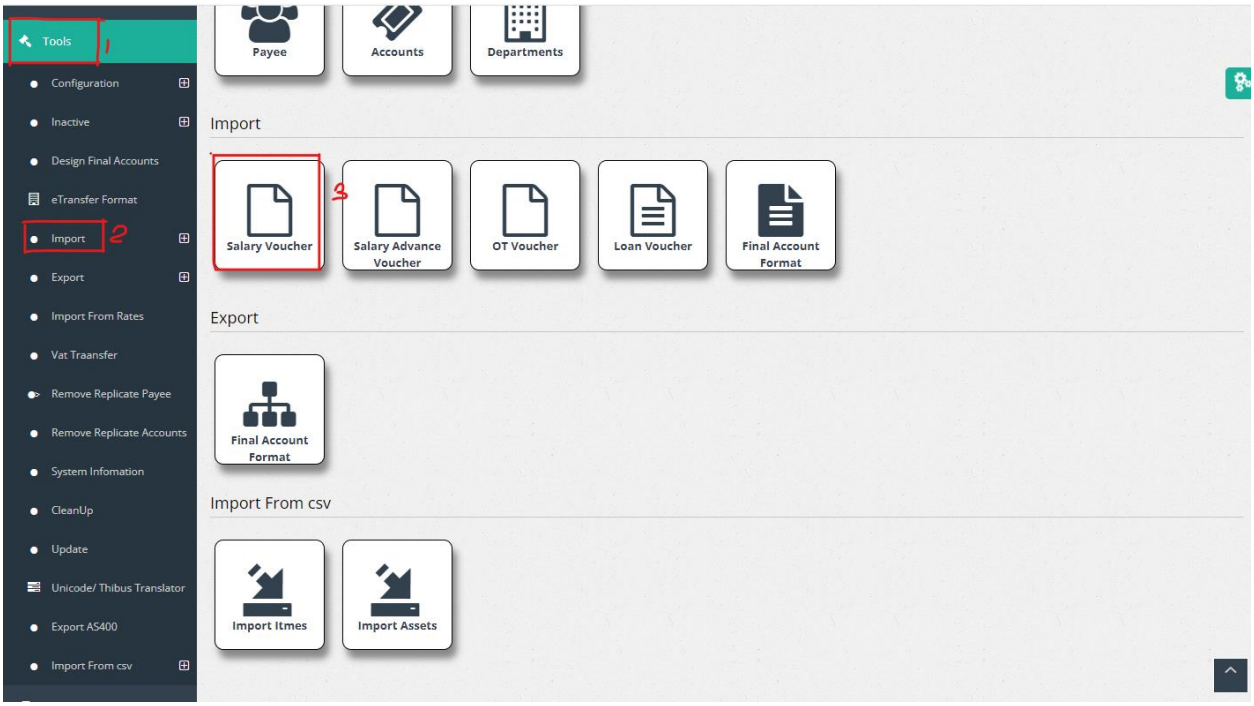
Certified By : .....

Bank Remittance Summary Report – With Payment mode Cross

177,500.00

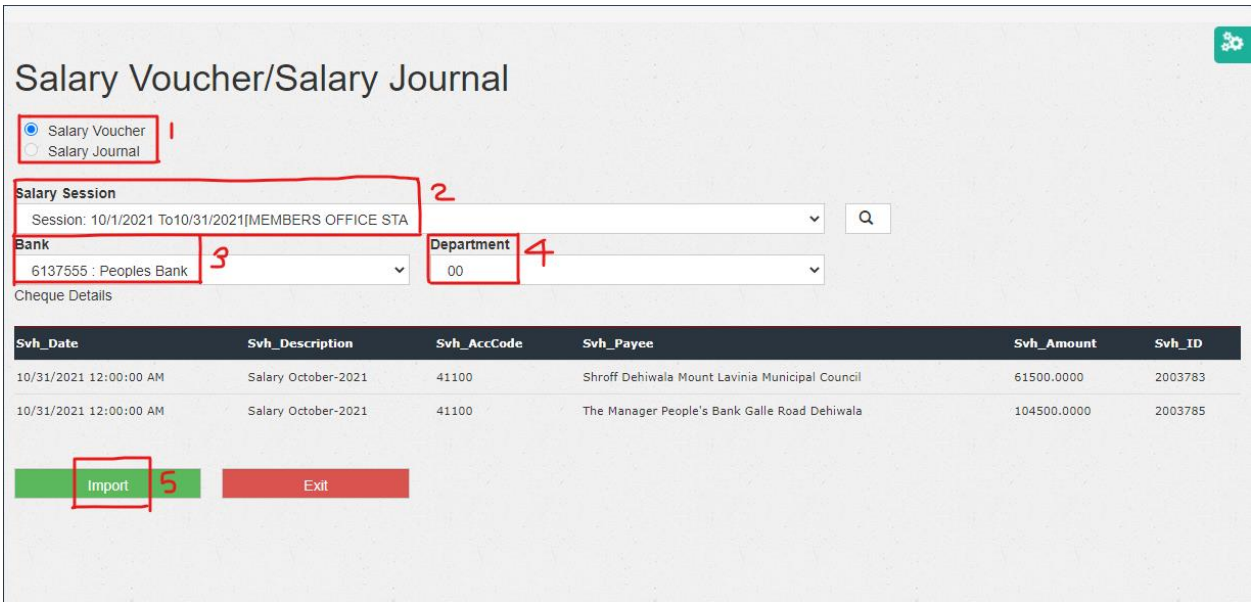
Certified By : .....

22. Salary Vouchers



In Finance Management system

1. Under the Tools menu
2. Under Import option
3. Select Salary Voucher option



1. Put the tick to select whether salary voucher or salary journal
2. Salary Session : Select the salary session from the list
3. Bank : Select the bank from the list
4. Department : Select the department from the list
5. Click to import the salary voucher

23.