

Property Tax

10.25.122.68:9000/Api/bear338c_sab5_11e7_a0f0_yb6c4ed8428b/1/homePro-back-button

St.Thomas Mount Cum Pallavaram Cantonment Board.

Welcome! Mba
Manage Application
Exit

- General
- Transactions
- Masters
 - Property Tax
 - Payroll
 - Earning / Deduction Account Head Mapping
 - Earning and Deduction Master
- Reports

Processes	Status	Count
Configuration Master		
Configuration Master	Approved List	1
Earning / Deduction Account Head Mapping		
Earning / Deduction Account Head Mapping	Approved List	1
Earning and Deduction Master		
Earning and Deduction Master	Approved List	21
Earning and Deduction Master	Draft	1
Tax Master Entry		
Tax Master Entry	Approved list	5

Earning and Deduction Master: 22
 Earning / Deduction Account Head Mapping: 1
 Configuration Master: 1
 Tax Master Entry: 5

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Select the earning head from the drop down as follows:-

Property Tax

10.25.122.68:9000/Api/bear338c_sab5_11e7_a0f0_yb6c4ed8428b/1/SH405e9953190459811ed59a2885e364/Ac025bdd133c046d7bb6c3dbd7e31a811/SH405e9953190459811ed13a2885e3...

St.Thomas Mount Cum Pallavaram Cantonment Board.

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Earning and Deduction Master - Draft * Mandatory Fields

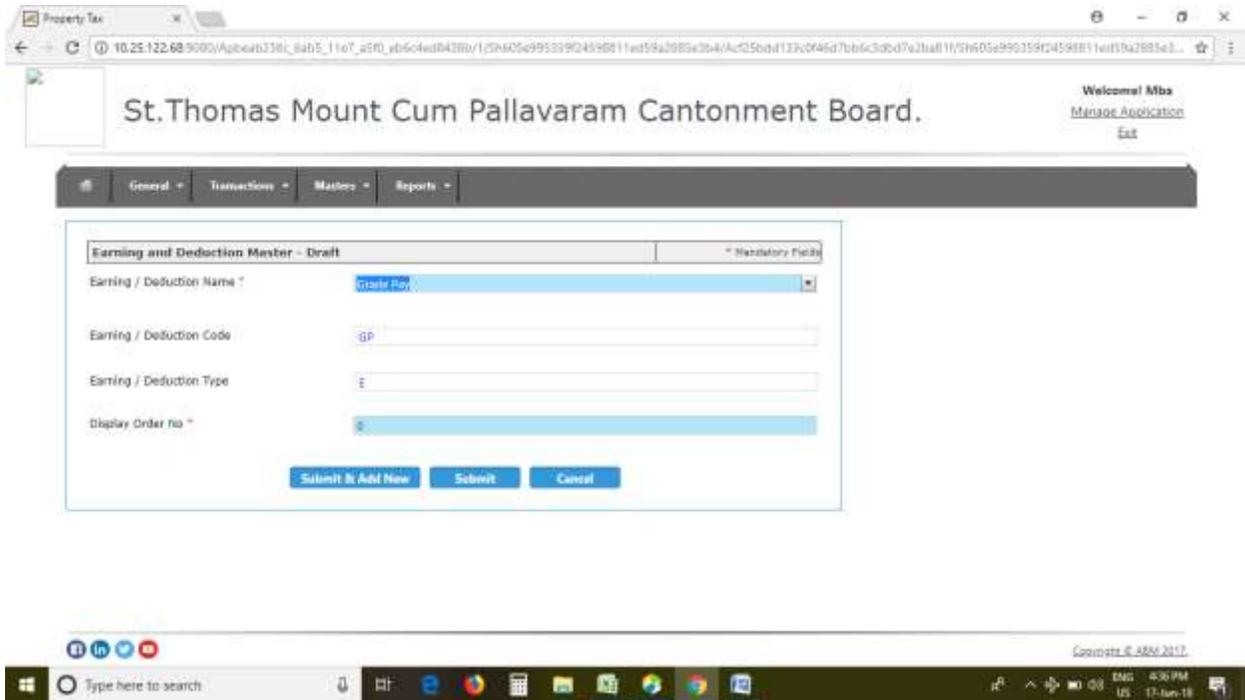
Earning / Deduction Name *

Earning / Deduction Code

Earning / Deduction Type

Display Order No *

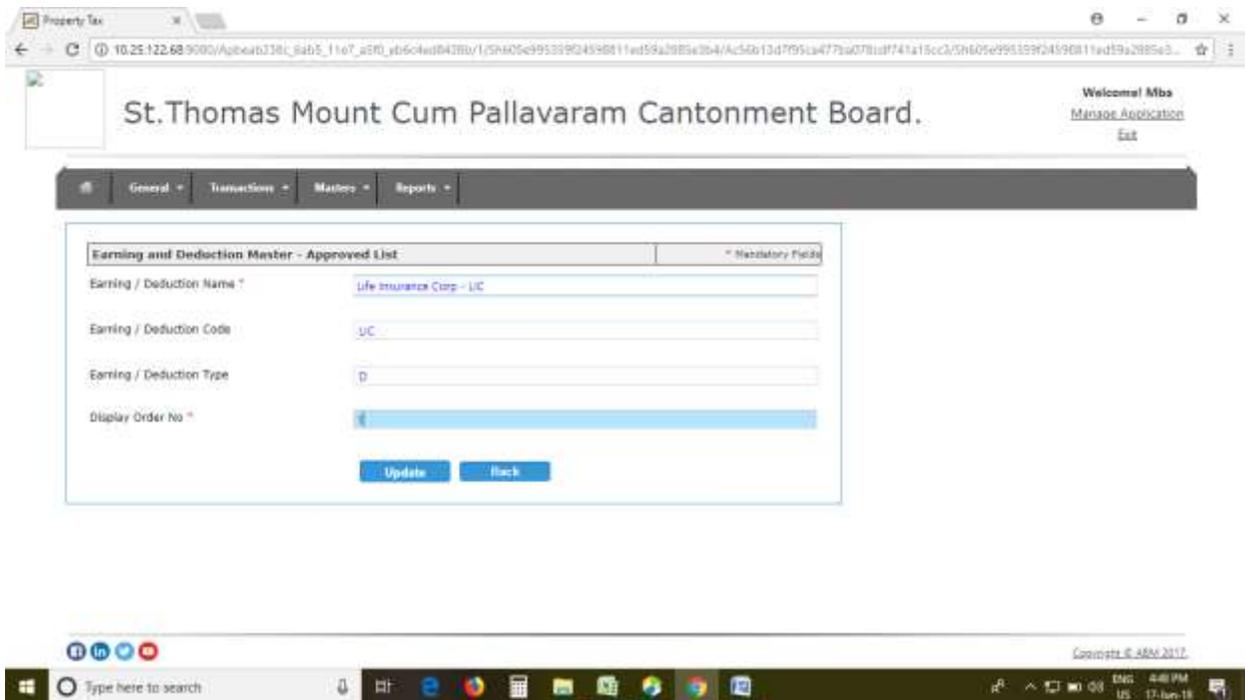
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Create all earning head likewise.

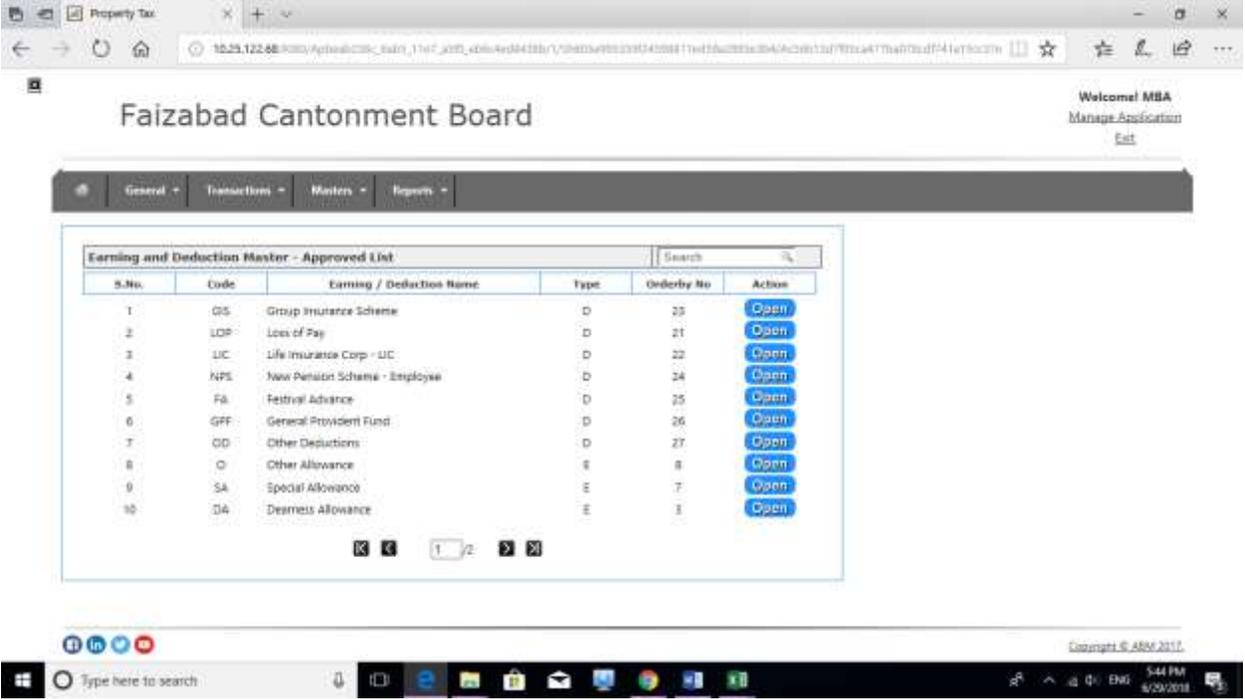
Similarly create all deductions. Some are as follows:-

- | | | | | |
|----|------|------------------------|---|----|
| 1 | FA | Festival Advance | D | 7 |
| 2 | CO | Court Order | D | 12 |
| 3 | GIS | Group Insurance Scheme | D | 9 |
| 4 | GPF | General Provident Fund | D | 8 |
| 5 | OD | Other Deductions | D | 2 |
| 6 | LIC | Life Insurance Corp | D | 1 |
| 7 | CBUS | Cantonment Union Subs | D | 11 |
| 8 | LOP | Loss of Pay | D | 6 |
| 9 | IT | Income Tax | D | 10 |
| 10 | VA | Vehicle Advance | | |



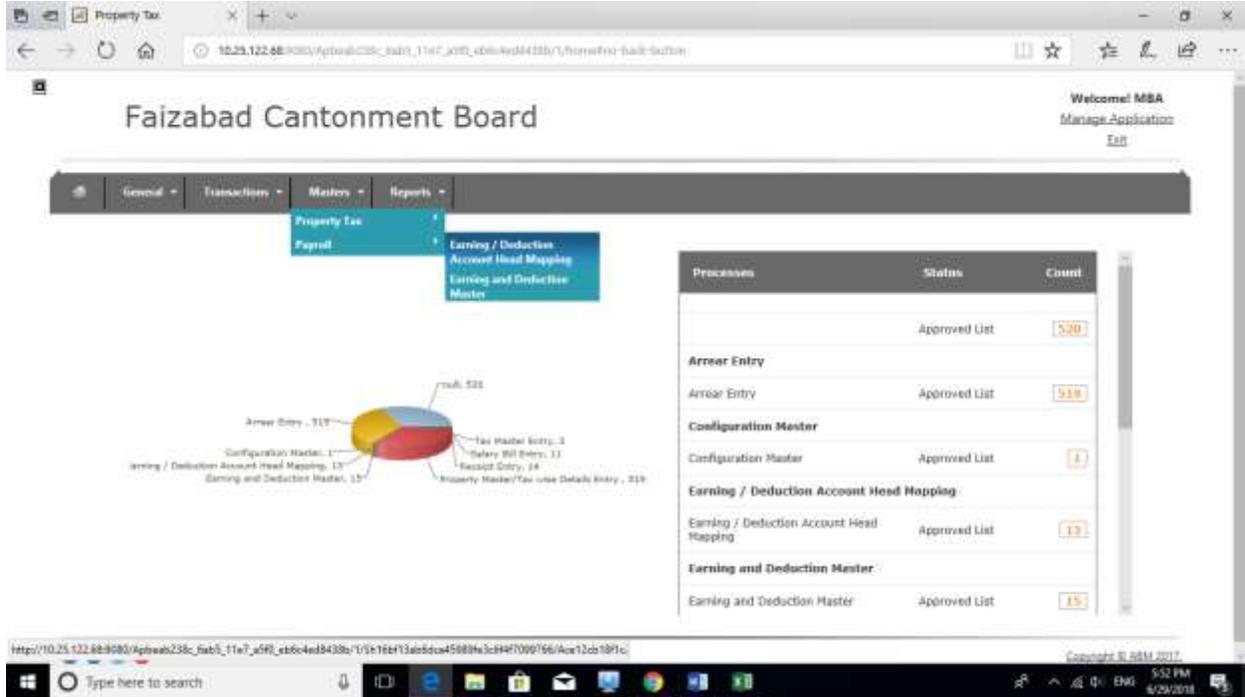
The system makes the display order for earning and deduction as per first come first serve basis. You can make your order accordingly during creation of earning and deduction heads. If any head is not listed and that is very important to keep it separate then you can call log immediately for creation of the same.

After creation of all heads the approved list will show as follows.

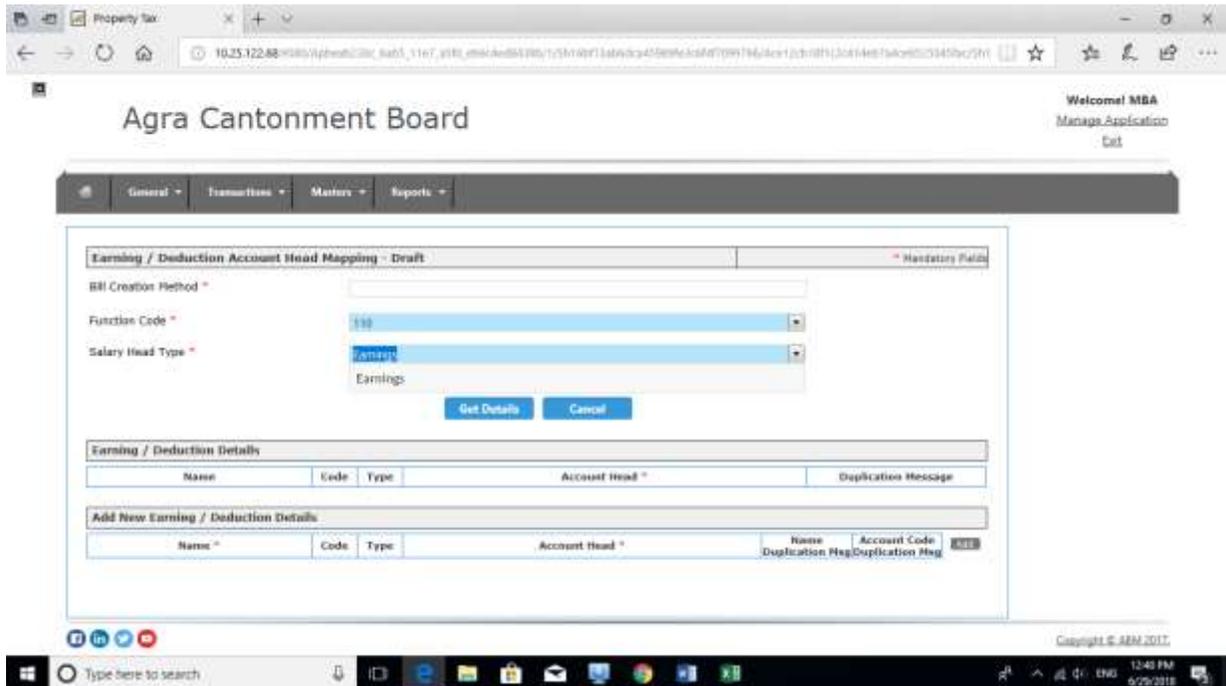


3. Earning and deduction Account Head Mapping process creation. in property module

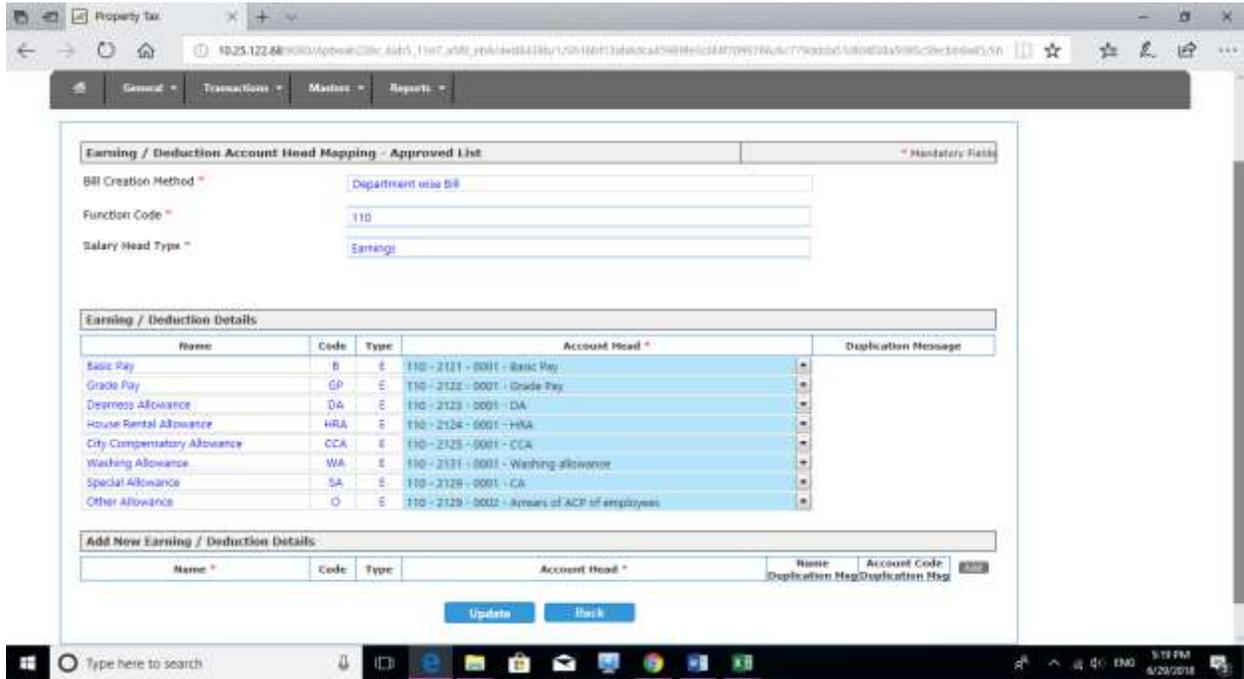
Now go to Master -> Payroll -> Earning and Deduction Account Head Mapping->



Following screen will appear.

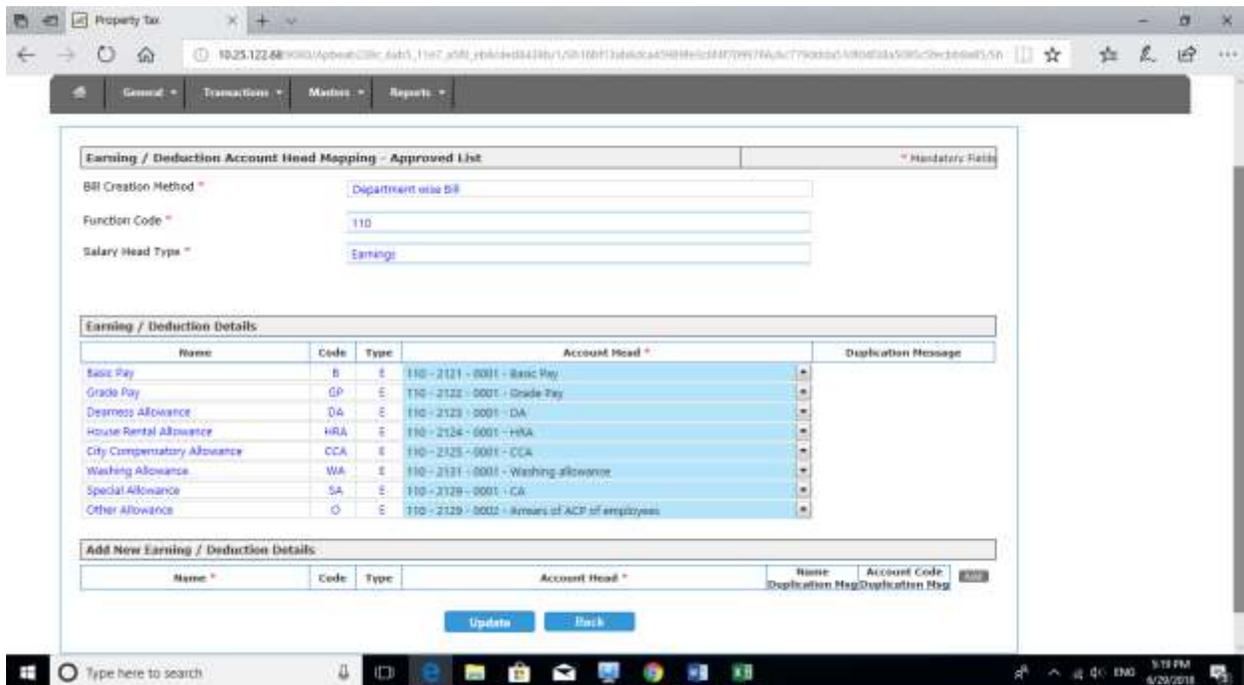


Select function code and salary head type (earning/deduction) and click on get detail. You will get the following screen.



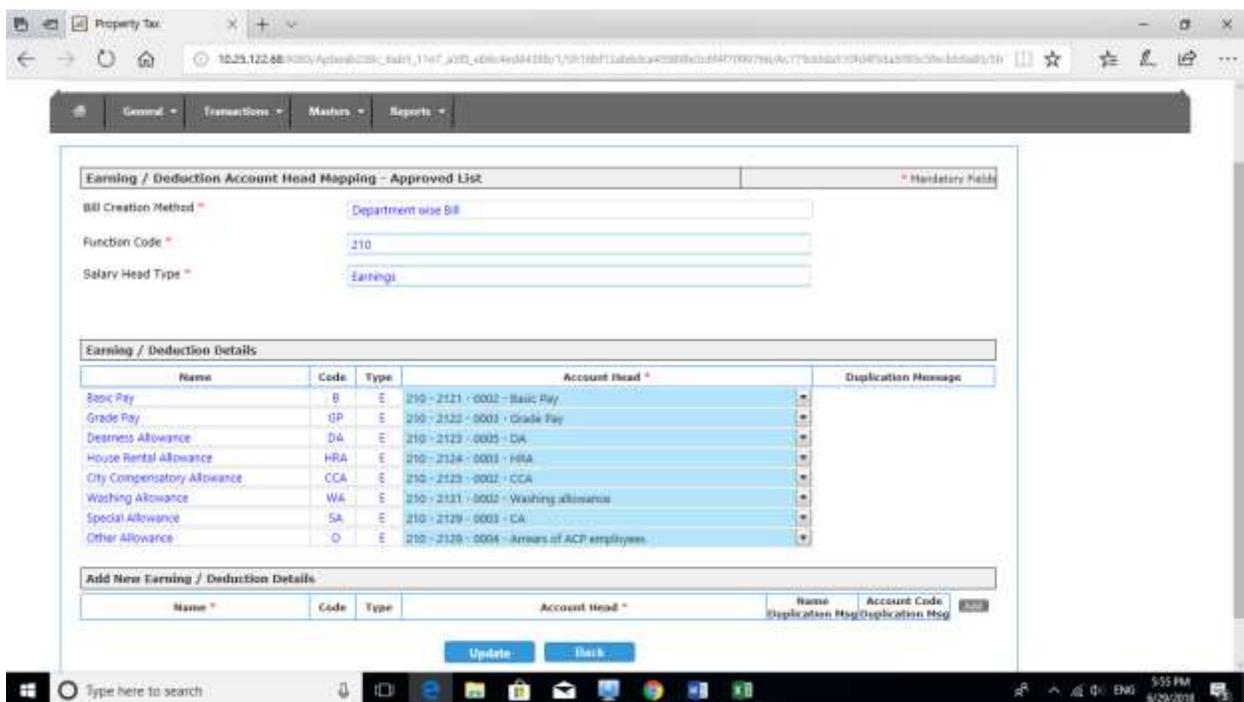
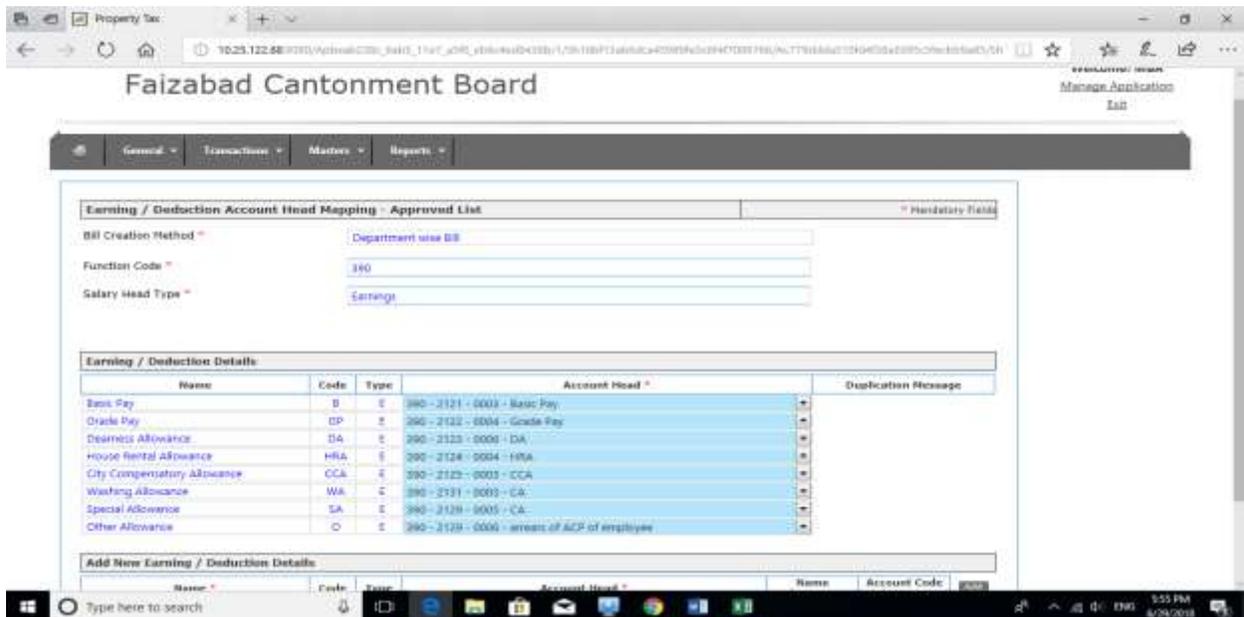
First check that the text box of bill creation method should reflect “Department wise bill”. If not re-check the configuration master mapping.

Salary bill creation method should be “Department wise bill” and vendor mapping for salary payable should be “Salary Payable to CB Employee”.

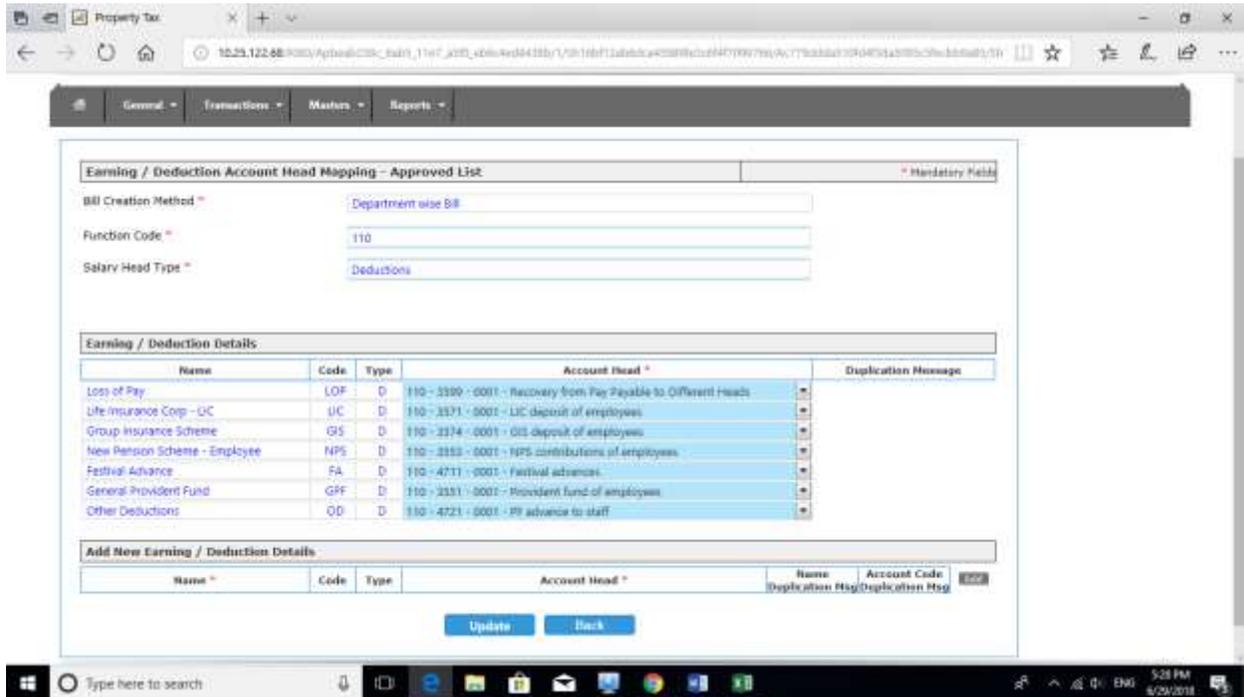


Here, the System will populate in the Name field, all the heads created in Earning and Deduction Master as per the selection of earning/deduction for the particular function code (department) selected.

Initially all the combo box in 'account Head' column will be blank . As per the above screen you need to select the proper account head (as created in secondary head in account module) and map with the earning head (as created in Earning and Deduction Master in property module) here. Do this for all department i.e. by selecting function codes. Some of the screenshots are attached as follows:



Same way deduction head is to be mapped as follows. But in deduction, map only one time with 110 for all deductions, respective to your cantt.

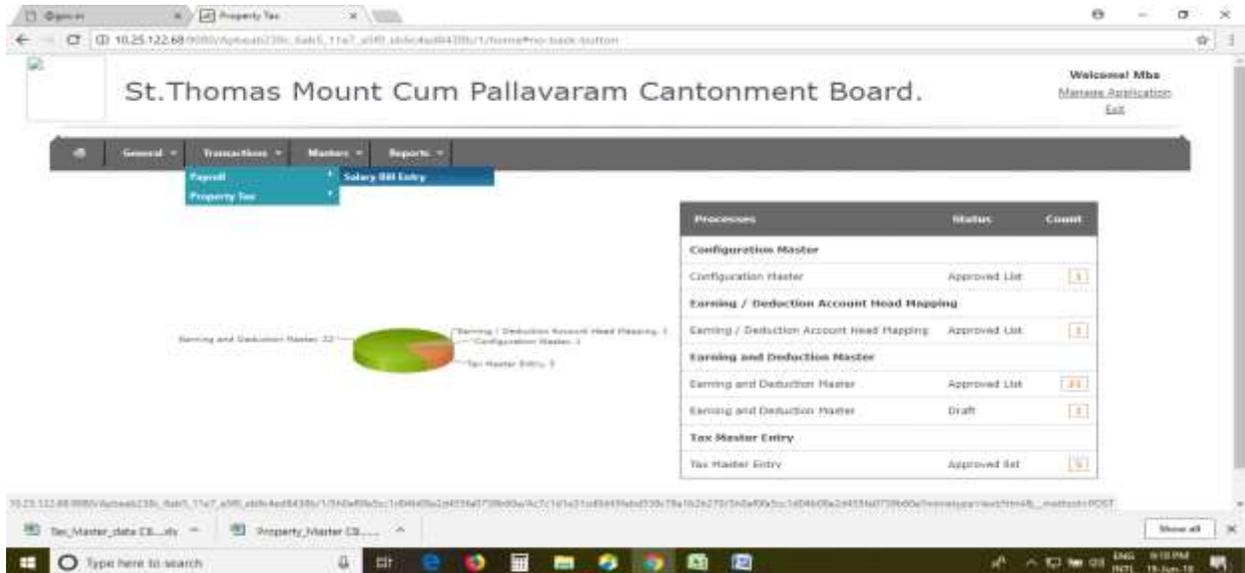


You need to create all the permutation of earning head and function code(for each department) mapping. E.g 11021210001 band pay for gen admin, 11021220001 grade pay of gen admin, 2102121 band pay of rev department etc. see Appendix 1 for all such combination. You need to create which is applicable to your cantt. There will be a total earning head equals to (No. of department x no. of earning head)

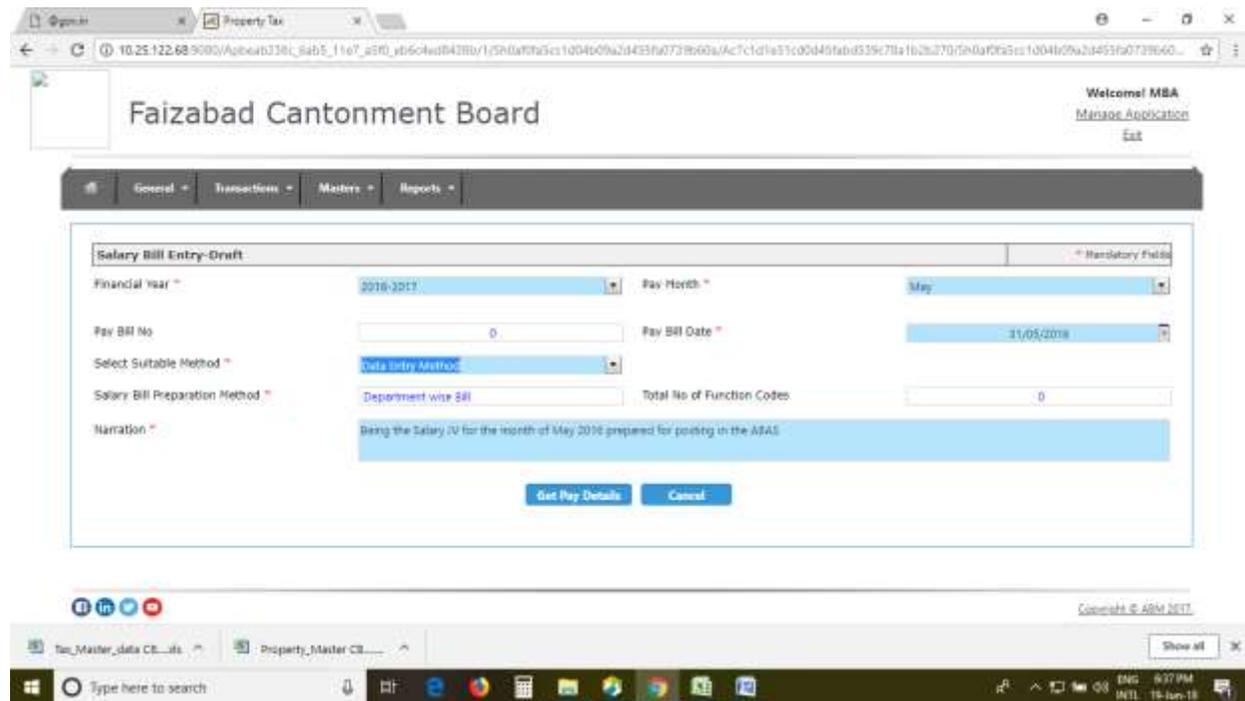
The deduction head should be combined for all department to general admin (110). E.g. you should make only 1103551 for provident fund of all employees of all department in this single head. So there will be a total deduction head equals to No. of deduction head x 1. See Appendix 1.

4. Salary Bill entry in property module.

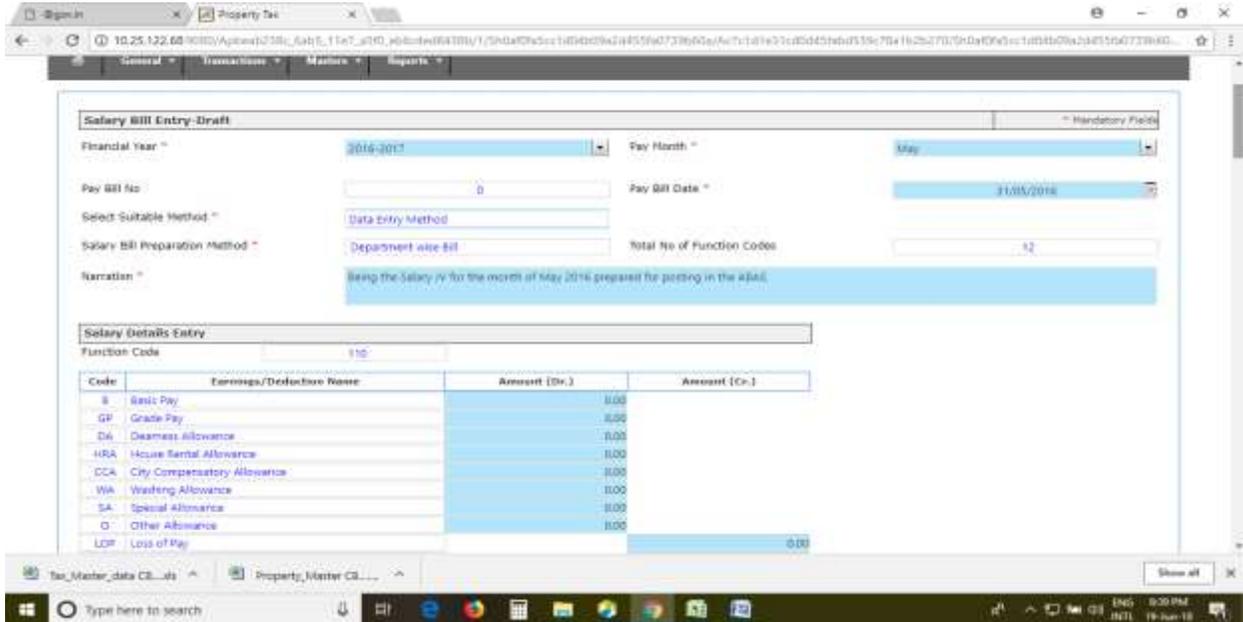
Now Click on the Transactions -> Payroll -> Salary Bill Entry



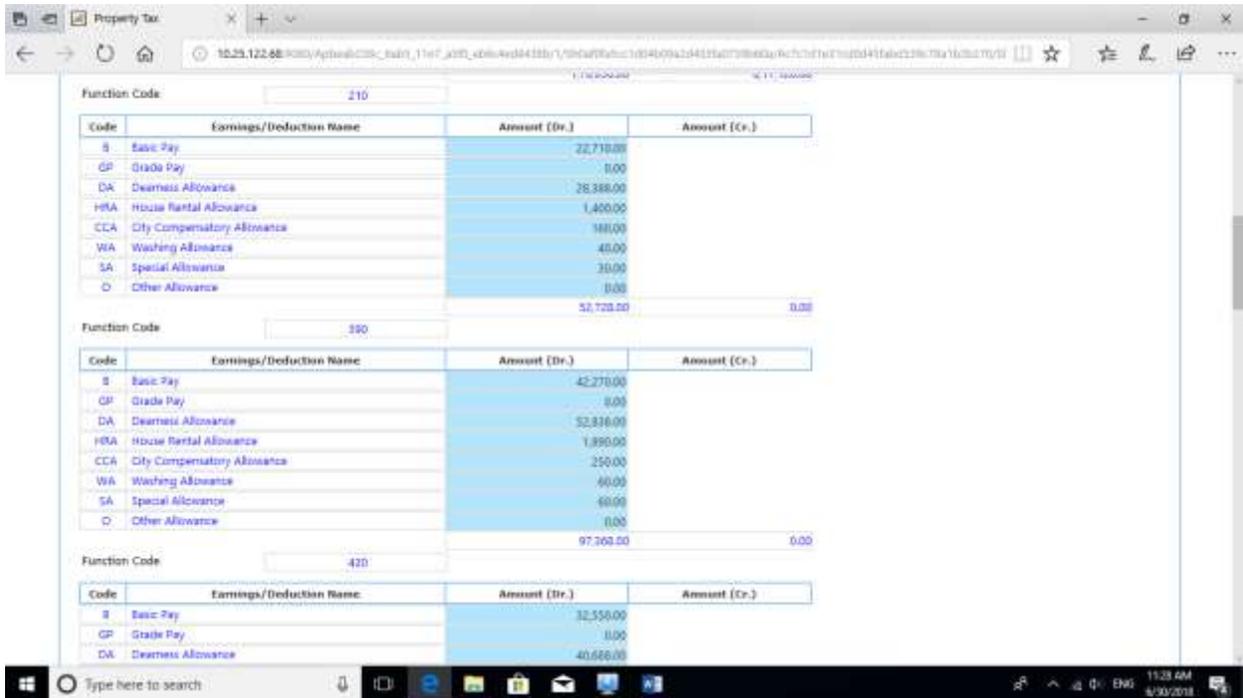
Using the following screen kindly enter the respective details like financial year, Pay month, pay bill date and narration as follows :



After entering the above details click on Get Pay Details - > System says pay information is imported successfully, click yes. The screen will group the earning head as per function code (department wise) as follows:



Start entering the data for all the earning head for all department as below:-



Deduction Details are specified as a whole only in the 110 head group, hence enter the same as below, consolidated for all department:-

Property Tax

Revenue Year: 2016-2017 | Pay Period: January

Pay Bill No.: 0 | Pay Bill Date: 31/01/2017

Select Suitable Method: Data Entry Method

Salary Bill Preparation Method: Department wise Bill | Total No of Function Codes: 12

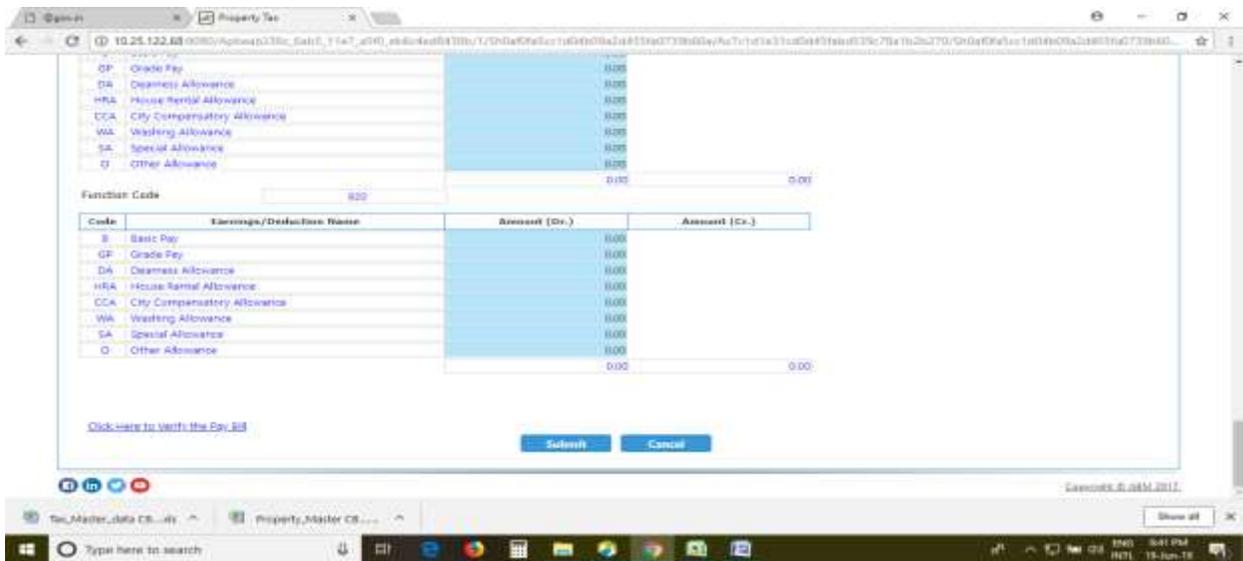
Narration: Salary for the Month of Jan 2017

Salary Details Entry

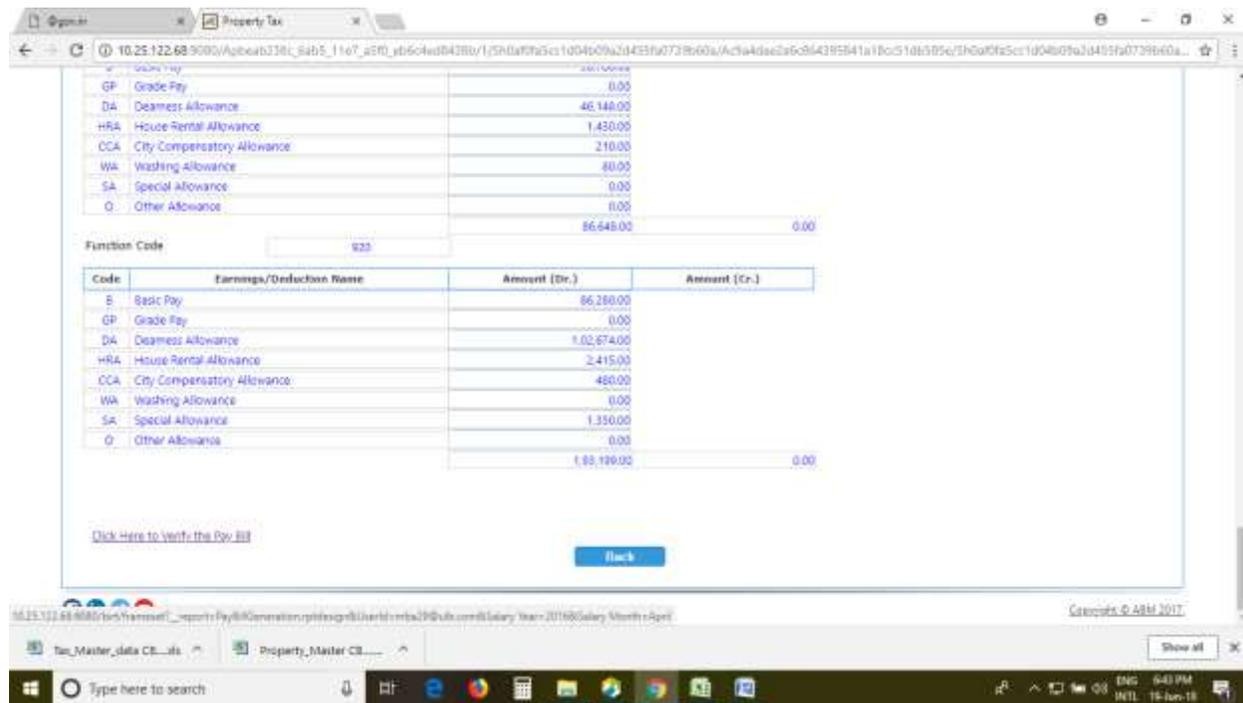
Function Code: 110

Code	Earnings/Deduction Name	Amount (Dr.)	Amount (Cr.)
B	Basic Pay	76,470.00	
GP	Grade Pay	0.00	
DA	Dearness Allowance	95,590.00	
HRA	House Rental Allowance	3,550.00	
CCA	City Compensatory Allowance	440.00	
WA	Washing Allowance	0.00	
SA	Special Allowance	0.00	
O	Other Allowance	0.00	
LDP	Loss of Pay		1,89,870.00
LC	Life Insurance Corp - LIC		1,29,104.00
GS	Group Insurance Scheme		2,600.00
NPS	New Pension Scheme - Employee		41,073.00
FA	Festival Advance		29,100.00
GPF	General Provident Fund		1,65,000.00
DD	Other Deductions		42,473.00
		1,78,000.00	6,17,120.00

Now click on submit button as in the following screen.



You may verify the information fed in a report by clicking 'click here to verify the Pay Bill' as in the following screen.



A separate tab opens with the following screen wherein you can check the correctness of the pay bill.

Showing page 1 of 3

Faizabad Cantonment Board

Salary Bill check list verification for April-2016

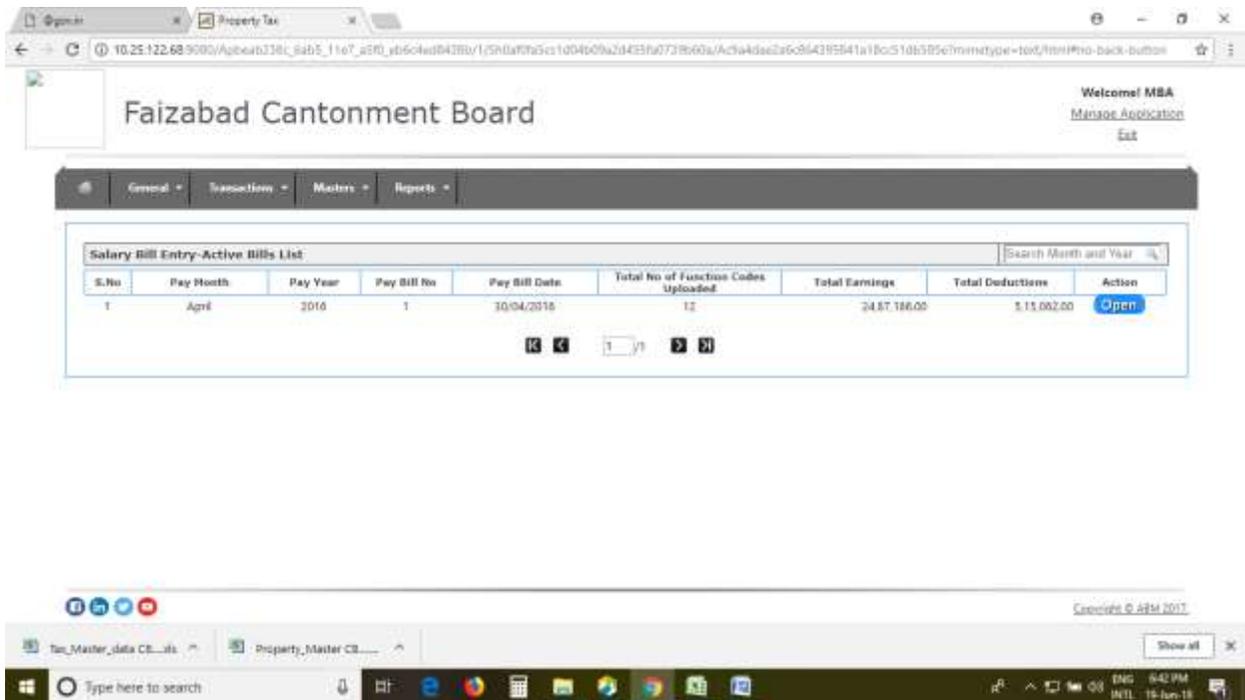
Component Name	Component Type	Debit	Credit
Function Code: 110			
Basic Pay	E	86,020.00	
Dearness Allowance	E	100,364.00	
House Rental Allowance	E	3,495.00	
City Compensatory Allowance	E	490.00	
Washing Allowance	E	80.00	
Special Allowance	E	30.00	
Loss of Pay	D		89,796.00
Life Insurance Corp - LIC	D		133,677.00
Group Insurance Scheme	D		2,573.00
Health Pension Scheme - Employee	D		32,449.00
Provident Advance	D		26,409.00
General Provident Fund	D		162,100.00
Other Deductions	D		3974.00
Total		192,429.00	515,962.00
Function Code: 210			
Basic Pay	E	22,040.00	
Dearness Allowance	E	26,208.00	
House Rental Allowance	E	1,140.00	
City Compensatory Allowance	E	160.00	
Washing Allowance	E	40.00	
Special Allowance	E	30.00	
Total		49,658.00	
Function Code: 300			

When you are satisfied now you need to approve the bill by clicking approve button or else click back button to further amendments:

Code	Earnings/Deduction Name	Amount (Dr.)	Amount (Cr.)
B	Basic Pay	20,900.00	
GP	Grade Pay	0.00	
DA	Dearness Allowance	40,951.00	
HRA	House Rental Allowance	720.00	
CCA	City Compensatory Allowance	210.00	
WA	Washing Allowance	80.00	
SA	Special Allowance	0.00	
D	Other Allowance	0.00	
		90,801.00	0.00
Function Code: <input type="text" value="020"/>			
Code	Earnings/Deduction Name	Amount (Dr.)	Amount (Cr.)
B	Basic Pay	86,890.00	
GP	Grade Pay	0.00	
DA	Dearness Allowance	1,11,114.00	
HRA	House Rental Allowance	2,910.00	
CCA	City Compensatory Allowance	480.00	
WA	Washing Allowance	0.00	
SA	Special Allowance	1,350.00	
D	Other Allowance	0.00	
		2,04,764.00	0.00

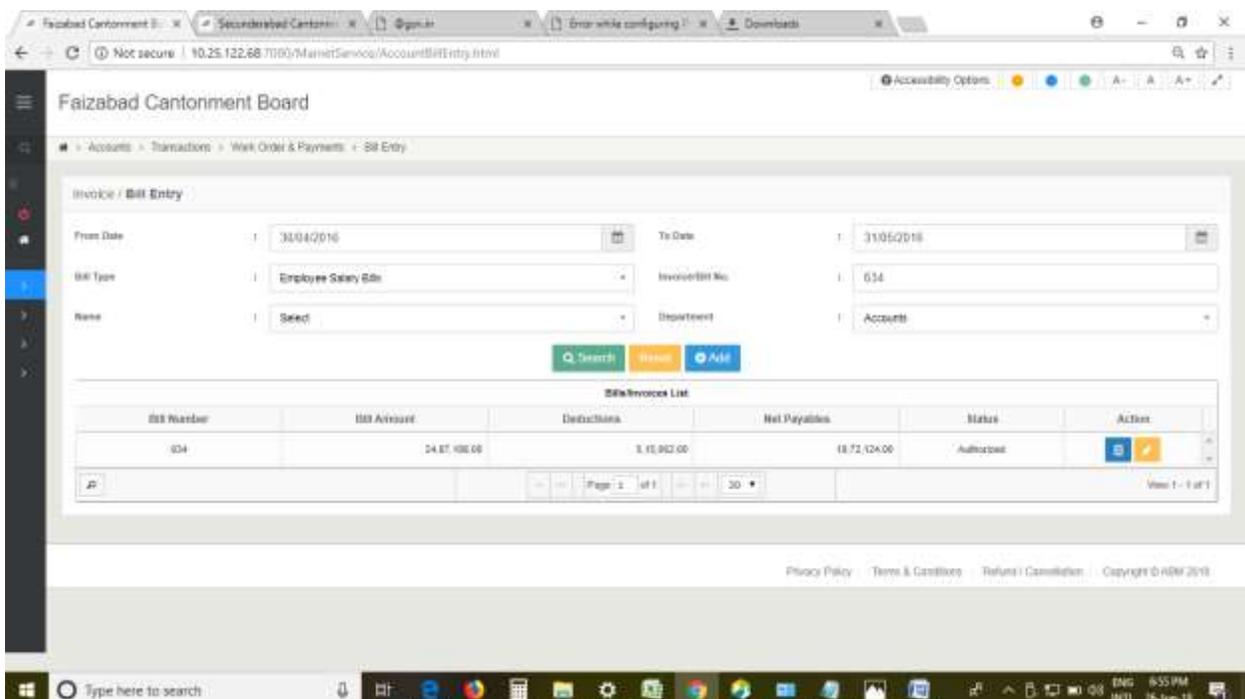
[Click Here to Verify the Pay Bill](#)

After approval you will get the count link for salary bill entry approved count in right side of the dashboard screen. If you click on the count following screen will appear:



5. Salary Bill Authorisation in Accounts module

After the same is submitted, now go to the Accounts module -> Work order -> Bill Entry, the Salary JV will be available as below and the Status would be unauthorized.



The Salary JV can be edited and verified if required by clicking the Yellow edit button here.

Bill Entry

Bill Type: Employee Salary Bill Bill Entry Date: 30/04/2016

Name: Salary Payable to CS Employees Invoice Amount: 24,87,186.00

Department Information

Expenditure Details

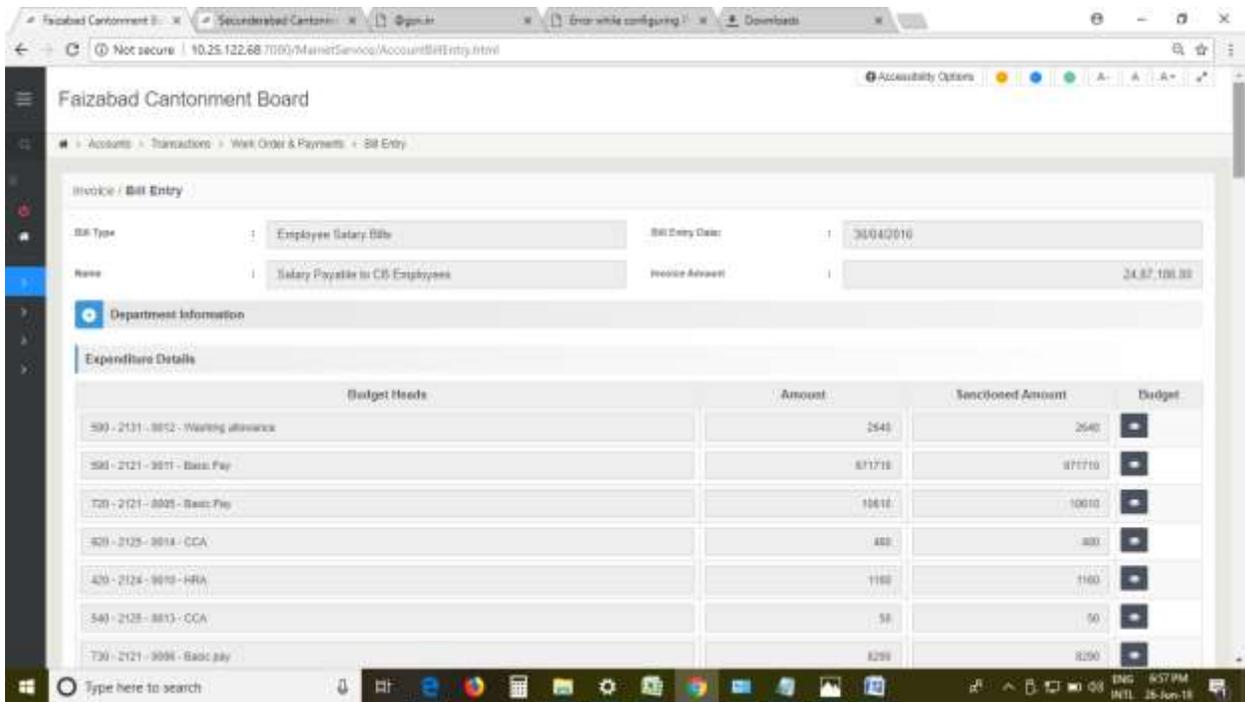
Budget Heads	Amount	Sanctioned Amount	Budget
500 - 2131 - 0012 - Working allowance	2540	2540	[Edit]
500 - 2121 - 0011 - Basic Pay	871718	871718	[Edit]
700 - 2121 - 0005 - Basic Pay	10610	10010	[Edit]
600 - 2125 - 0014 - CCA	400	400	[Edit]
400 - 2124 - 0010 - HRA	1100	1100	[Edit]
540 - 2125 - 0013 - CCA	50	50	[Edit]
700 - 2121 - 0006 - Basic pay	8200	8200	[Edit]

Bill Summary

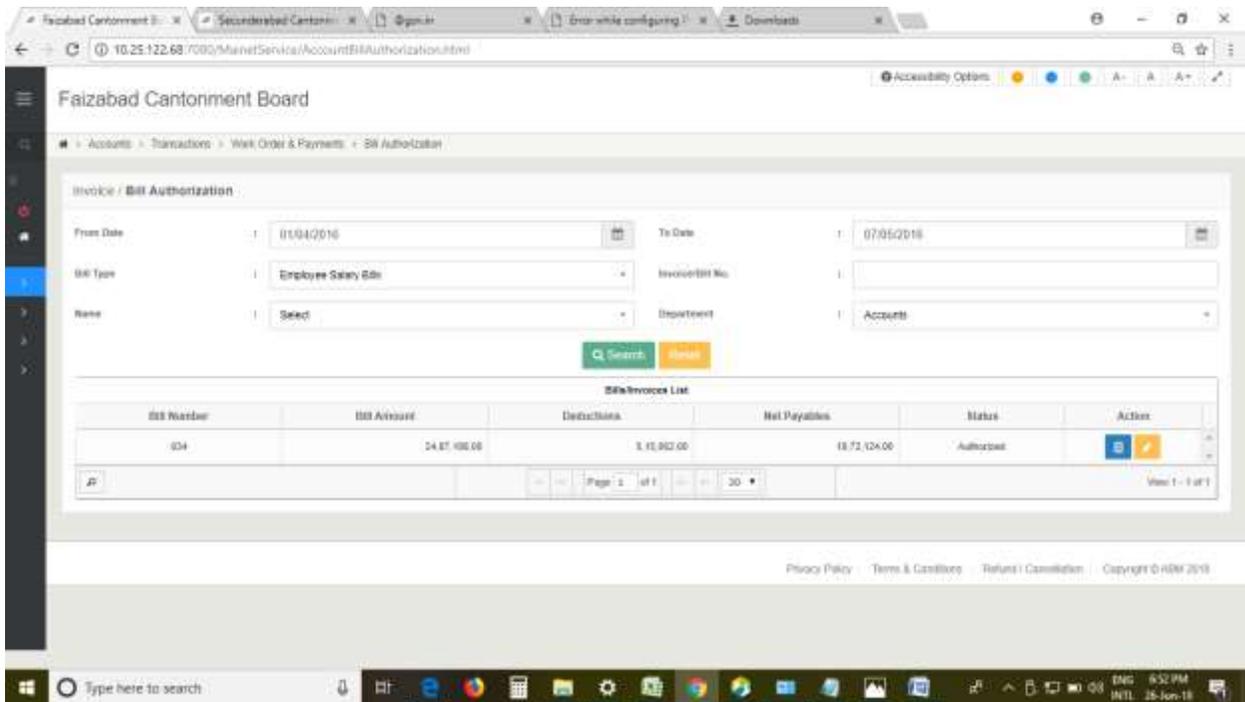
Total Bill Amount	Total Sanctioned Amount	Total Disallowed amount	Total Deductions	Net Payable
2487186	2487186.00	0.00	515862.00	1971324.00

Revision: Salary April 2016

[Back] [Top]

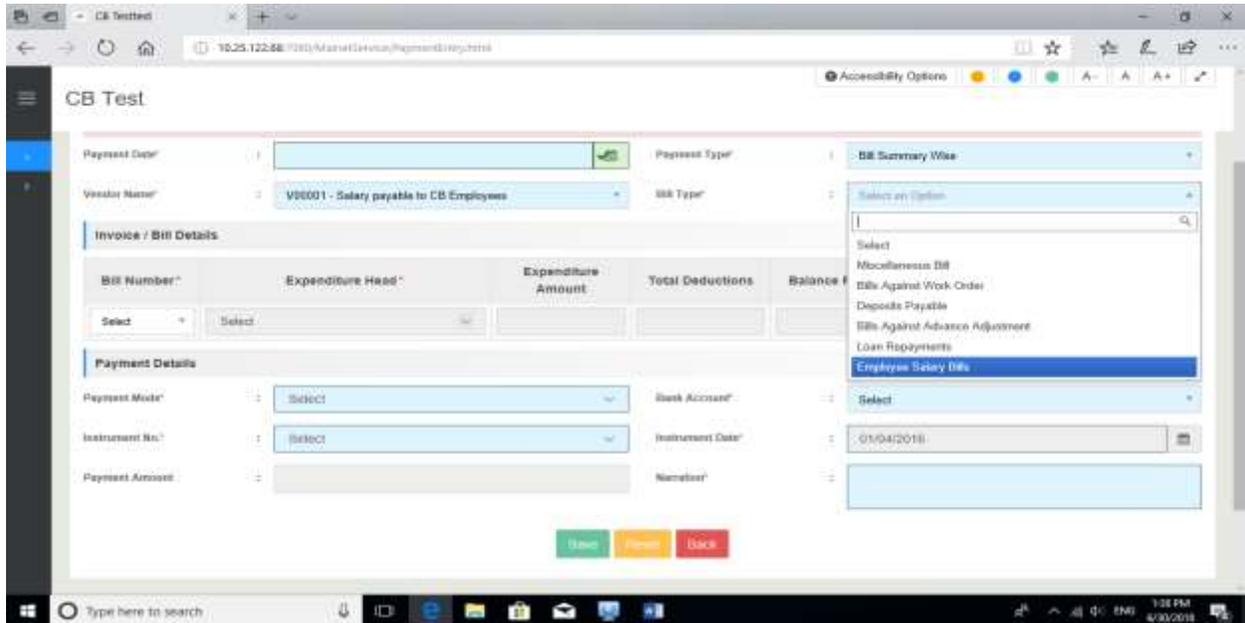


Now verify the bill by navigating to Accounts -> Transaction -> Work Order & Payments -> Bill Authorization.



6. Payment Voucher in Accounts Module.

After authorization, the Pay bill is available in the Payment voucher for payment. Go to Payment Voucher and do the same process as with other bills.



The screenshot shows a web application interface for creating a payment voucher. The form is titled "CB Test" and is divided into several sections:

- Payment Date:** A date picker field.
- Vendor Name:** A dropdown menu with the selected value "V0001 - Salary payable to CB Employees".
- Bill Type:** A dropdown menu with the selected value "Bill Summary Wise".
- Invoice / Bill Details:** A table with columns: Bill Number, Expenditure Head, Expenditure Amount, Total Deductions, and Balance. The Bill Number and Expenditure Head fields are currently set to "Select".
- Payment Details:** Fields for Payment Mode (Select), Bank Account (Select), Instrument No. (Select), Instrument Date (01/04/2018), and Payment Amount.

At the bottom of the form, there are three buttons: "Save" (green), "Cancel" (orange), and "Back" (red). The Windows taskbar is visible at the bottom of the screen, showing the time as 1:04 PM on 4/30/2018.

Select the vendor as 'salary payable to CB employee' and bill type as 'employee salary bill', payment type as 'bill summary wise'. Rest all process and selection are same as other normal payment voucher entry.