

WPS Salary Processing System

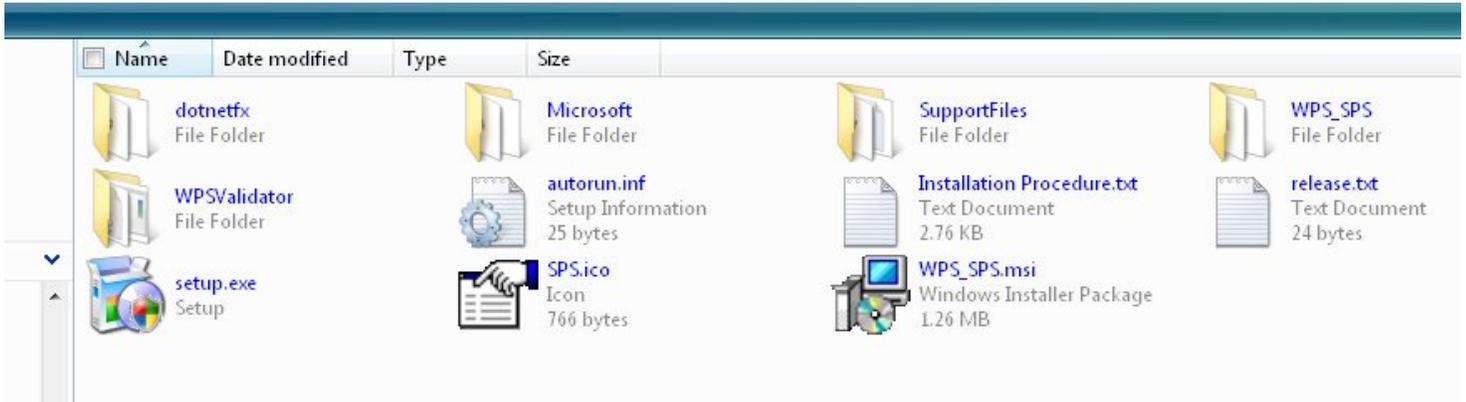
Version 3.6 April 2010

Installation & User Manual

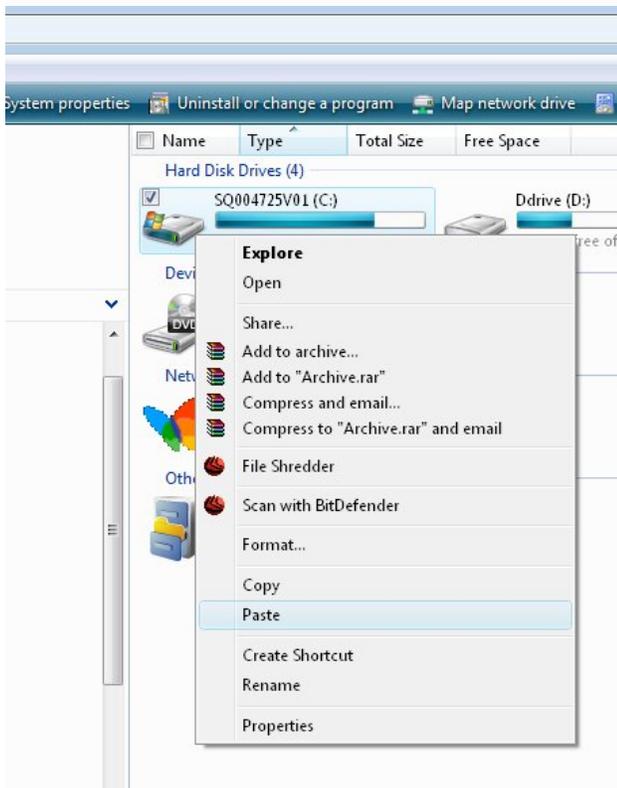
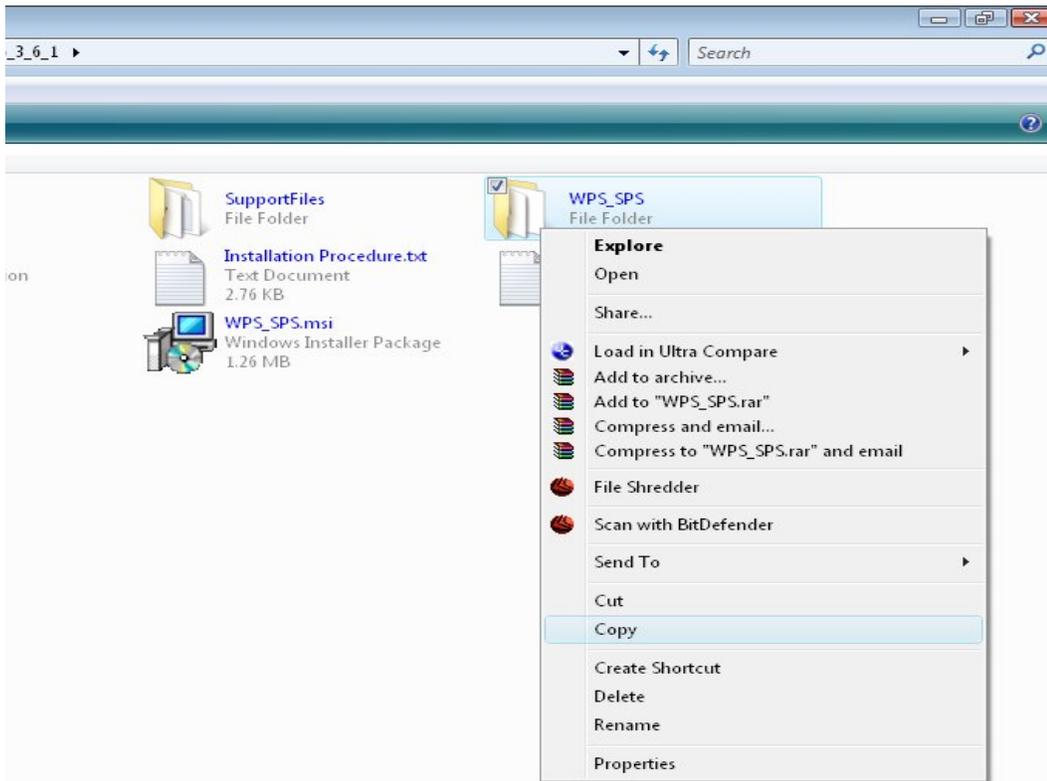


Installation

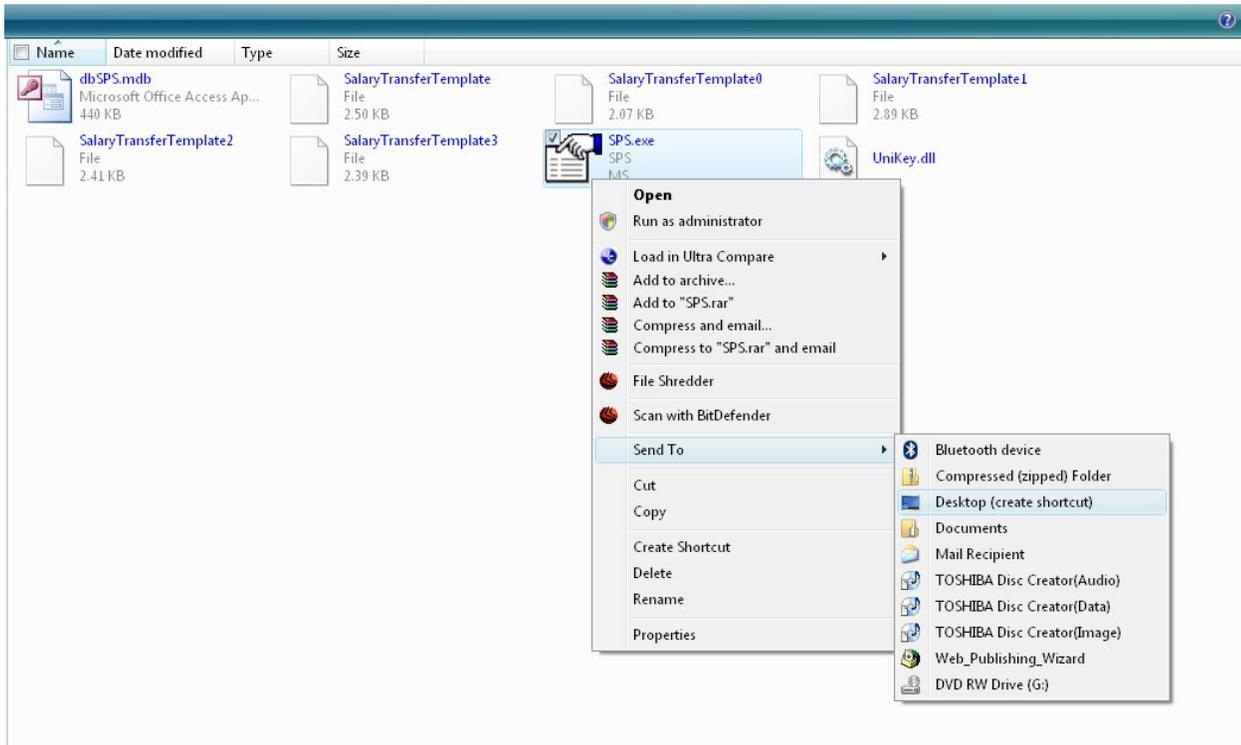
- 1) Run **Setup** application from the CD and follow the wizard to complete the setup



2) Copy **WPS_SPS** folder from the CD and paste it to your computer's local disc e.g. **C:**



- 3) Open C:\WPS_SPS folder from your PC and make a shortcut of SPS application to your desktop for easy access to the application



Running the Application

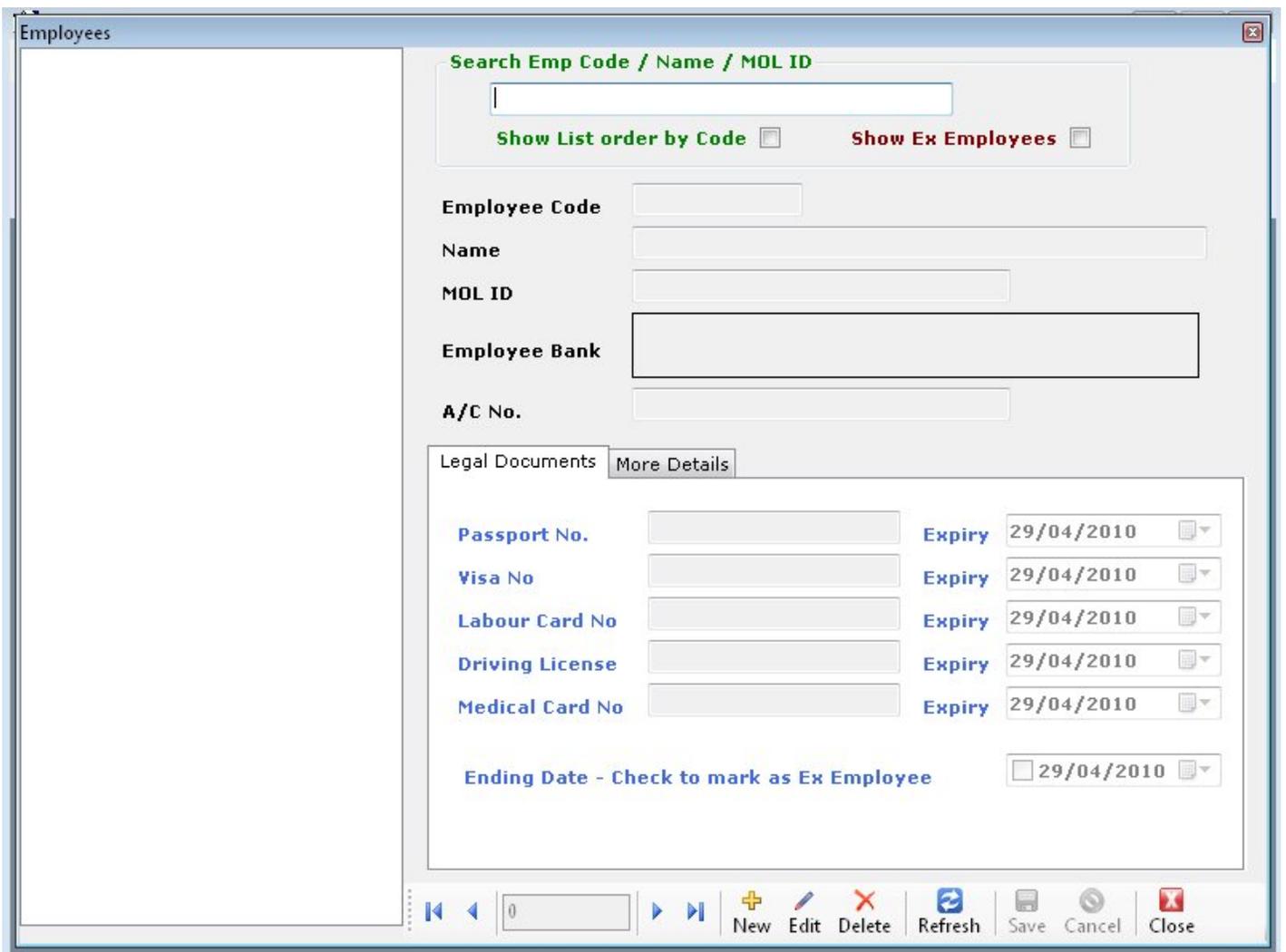
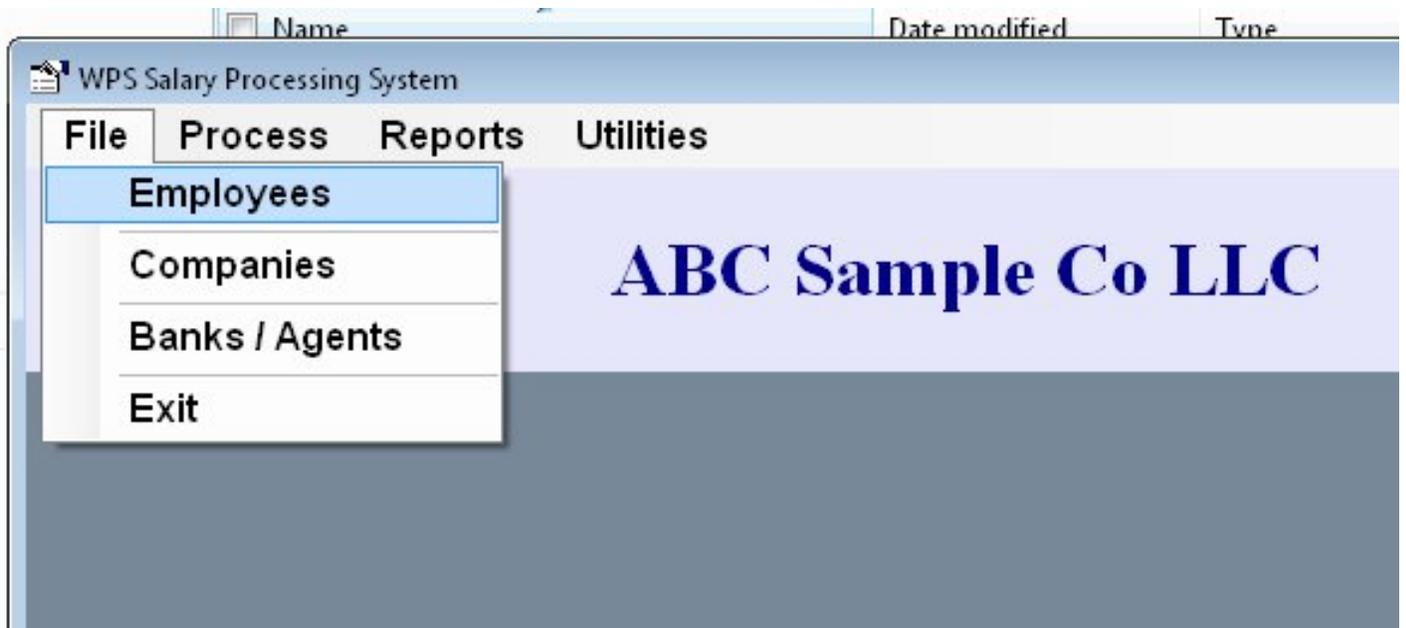
Double click **SPS** shortcut from the desktop to run the application. First time it will ask the Company information. Input the **Company Information** (Company name, Company Ministry Labour ID, Select Company Bank from the list, and Company Account number in the Bank) and click **Update**. It will close the application and you can re-start the application again.

The screenshot shows a window titled "Company Info" with the following fields:

- Company Name:** ABC Sample Co LLC
- Company MOL ID:** 123456
- Company Bank 1:** [Greyed out selection box] **Account No:** [Empty text box]
- Company Bank 2:** [Empty selection box] **Account No:** [Empty text box]
- Company Bank 3:** [Empty selection box] **Account No:** [Empty text box]
- Company Bank 4:** [Empty selection box] **Account No:** [Empty text box]
- Company Bank 5:** [Empty selection box] **Account No:** [Empty text box]

At the bottom of the window, there are two buttons: **Update** (with a blue square icon) and **Close**.

Double click SPS shortcut on the desktop to start the application again. Select Menu Option **File -> Employees** to open / create Employee master.



Click **New** button and fill following information,

- a> Employee Code (Company internal assigned code)
- b> Employee Name
- c> Employee MOL ID (14 digit personal ID on labor card)
- d> Click Employee Bank and select Employee bank from the list. You can search bank by name or by Bank Routing Code.
- e> Enter Employee Account number in the bank.

The above fields are mandatory. You can also fill other information for your documentary purpose. If you enter employee legal document entries for example passport, visa, driving license etc and enter their expiry dates the application will open an alert box if any legal document is near to expiry or if it is already expired. The alert appears four months advance for passport and 2 months in advance for other documents before expiring.

Add all the employees.

If you need to modify details of any employee then Click Edit, change the information and click Save.

To mark Employee as an Ex-employee, Click Edit, select tick the check mark of the Ending Date and click Save. It will move employee to Ex-Employees list and you will not be able to make salary for the Ex-Employees but you can still check the salary reports for the Ex-Employees

To view Ex-Employees select Ex-Employees check mark the Employees file screen.

An Ex-Employee can be brought back to normal employees just by removing the End Date Check mark.

Employees

John Frank
Mohan das
Siddique Merchant

- Search Emp Code / Name / MOL ID -

Show List order by Code Show Ex Employees

Employee Code 101

Name Siddique Merchant

MOL ID 02154121245451

Employee Bank HSBC MIDDLE EAST - Bur Dubai

A/C No. 1253642221

Legal Documents More Details

Passport No. **Expiry** 29/04/2010

Visa No **Expiry** 29/04/2010

Labour Card No **Expiry** 29/04/2010

Driving License **Expiry** 29/04/2010

Medical Card No **Expiry** 29/04/2010

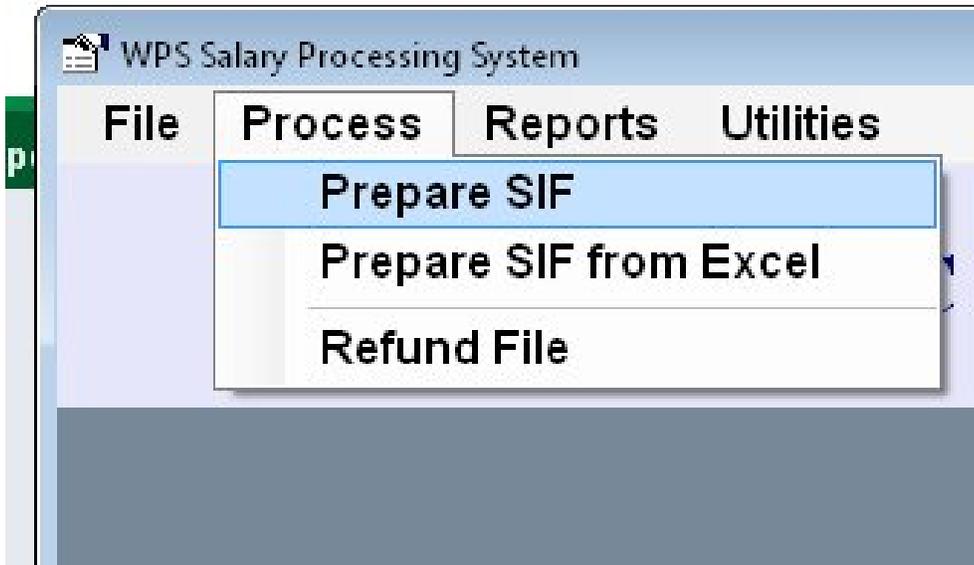
Ending Date - Check to mark as Ex Employee 29/04/2010

3 / 3

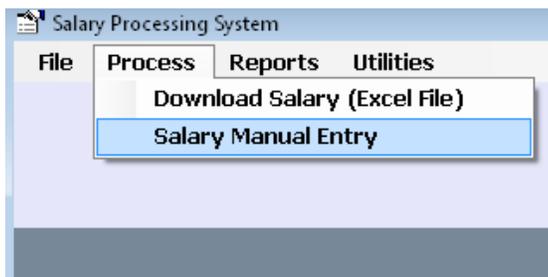
New Edit Delete Refresh Save Cancel Close

Preparing SIF (Salary Information file)

Menu Option **Process -> Prepare SIF** (elder s/w versions have menu name **Process -> Salary Manual Entry**)



Older version screen



It will open following screen

Prepare SIF by Manual Entry

Salary Info Pay List Unpay List Prepare Salary

Batch No 1

Salary for the month of May 2010

Period From 01/05/2010 To 31/05/2010 No of Days 31

Bank MASHREQBANK PSC - Head Office

Employee's List Selection

Employee's List Order by Name

Employee's List Order by Emp Code

Employee Bank Code [] [...]

As seen on above figure, an automatic batch number will be generated by the system every time you create a SIF file. This is for company internal use and for reporting purpose.

Select salary month from the drop down list.

Select salary period and company corporate bank from the list.

Click **Pay List** tab on the top of the screen. And pay list will appear as under,

Prepare SIF by Manual Entry

Salary Info Pay List Unpay List Prepare Salary

Employee 103 - John Frank

Salary Amount 10250 Allowances 0 Absent Days 0 Total Amount 10250 Update

EmpCode	Emp Name	Salary	Allowances	Absent	TotalAmount
101	Siddique Merchant	23,000.00	0.00	0	23,000.00
102	Mohan das	12,500.00	0.00	0	12,500.00
103	John Frank	10,250.00	0.00	0	10,250.00
104	Charlie Dsouza	0.00	0.00	0	0.00

Print Pay List Total Count 4 Total Amount 45750 Add to Unpay List ->

Search by Code / Name

Select each employee from the list and input **Salary Amount** for that employee and Click **Update**.

You can also input **allowances**, if you want to put fixed and variable components of the salary separately in the SIF file. Also you may enter **absent days** before update. For making job easy you can just input final salary in Salary amount and let allowances and absent days 0.

If any employee is on vacation or due to any other reason you can not pay salary to him you can add that employee in the Unpay list.

Select Employee not to be paid and click **Add to Unpay List**. The selected employee will moved to unpay list and will not appear in the SIF file which is to be submitted in the bank.

Click **Unpay List** Tab as show in folg figure

Prepare SIF by Manual Entry

Salary Info Pay List **Unpay List** Prepare Salary

Employee 104 - Charlie Dsouza

Salary Amount 0 Allowances 0 Absent Days 0 Total Amount 0 Update

EmpCode	Emp Name	Salary	Allowances	Absent	Total Amount
104	Charlie Dsouza	0.00	0.00	0	0.00

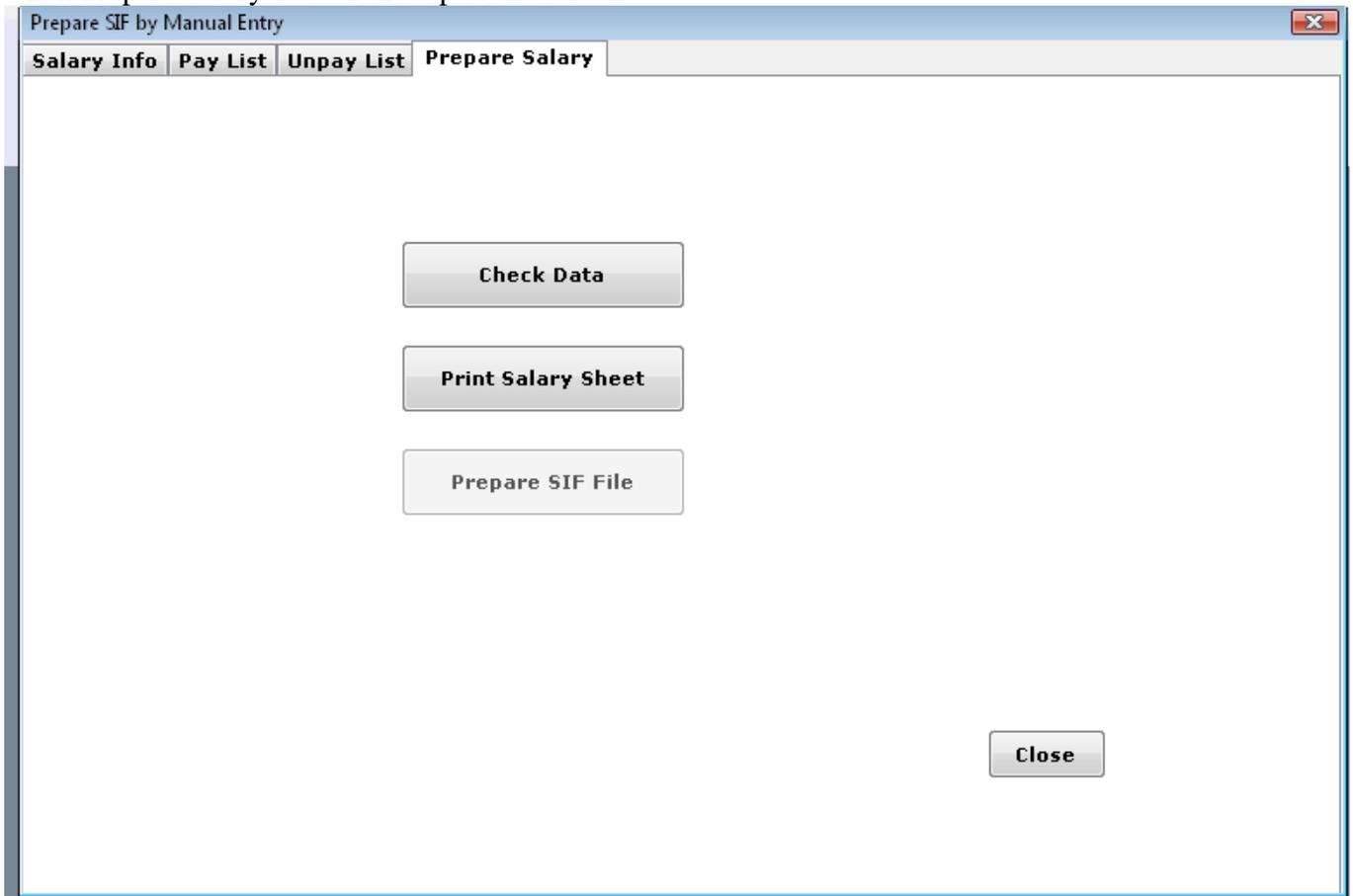
<- Add to Pay List Print Un-Pay List Total Count 1 Total Amount 0

Search by Code / Name

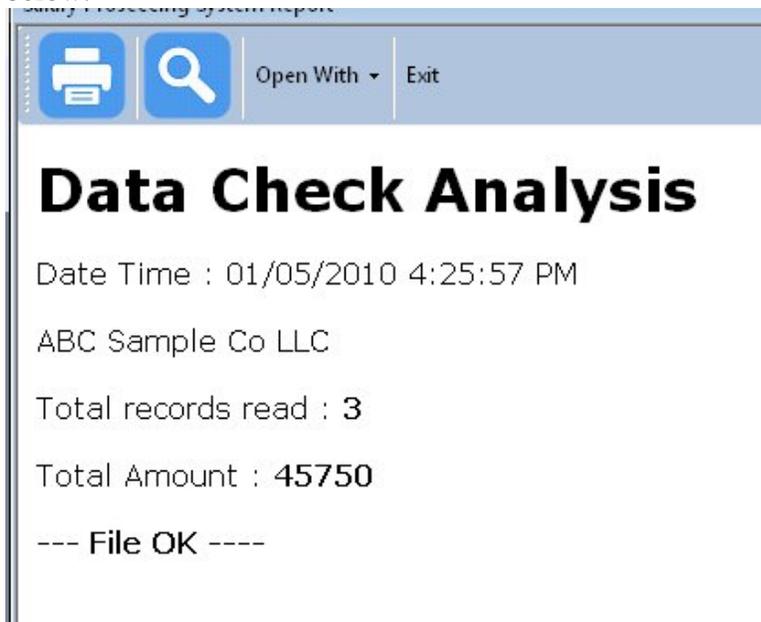
To add any employee from **Unpay list** to pay list click **Add to Pay List**

Prepare Salary – SIF

Click Prepare Salary Tab on the top of the screen



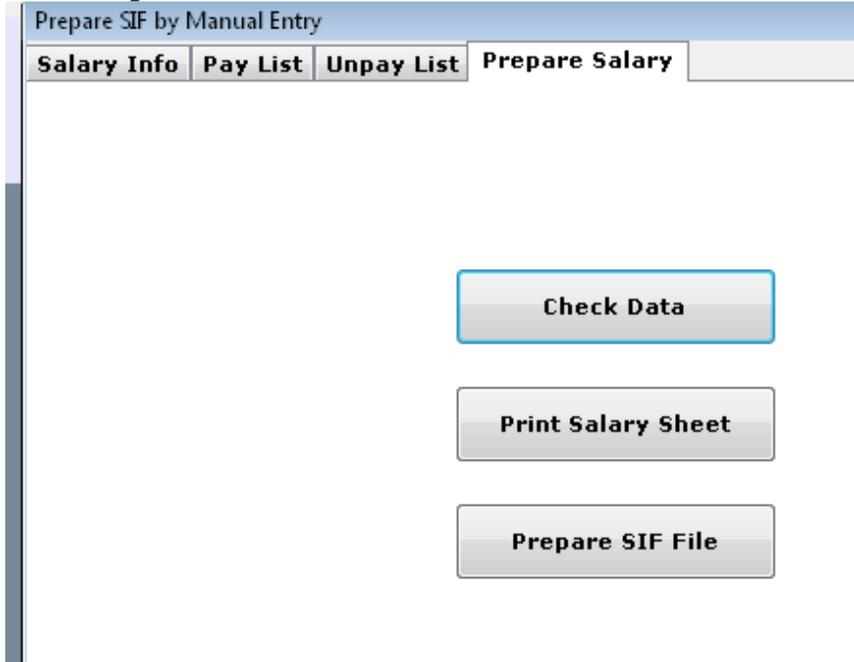
Click **Check Data** button. Software will check all the data and display **Data Check Analysis** as shown below.



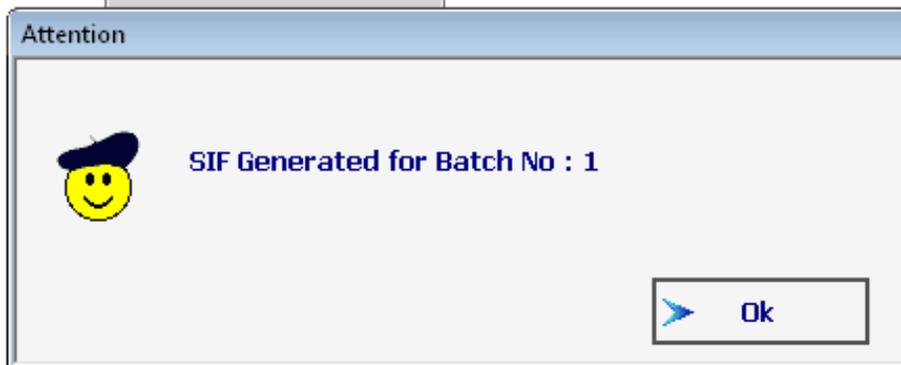
If there is any exception or error it would display in red color otherwise it will give --- **File OK** ---- message.

Close this screen by clicking **Exit**.

Click **Prepare SIF file** button to create the SIF file.



SIF file shall be created and following message will appear.

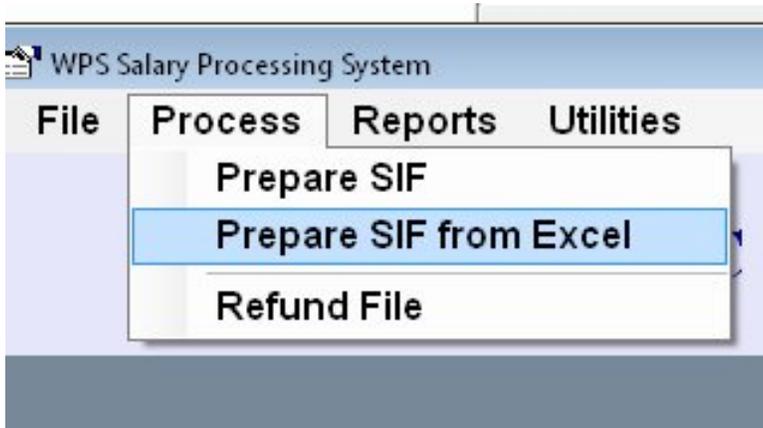


Click **OK** and software will open the location where the SIF file is created. Default SIF location is **My Documents\SIFfile** , but SIF file default location can be changed from Settings (discussed later)

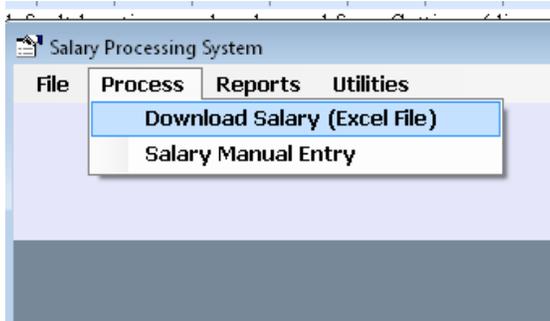
Prepare SIF file from Excel

You can create SIF file from your excel salary sheet.

Select menu option **Process -> Prepare SIF from Excel** (elder s/w versions have menu name **Process -> Download Salary (Excel File)**)



Old Version Screen



It will open following screen

Make SIF file - Salary Download

Batch No

Salary for the month of 2010

Period From To No of Days

Bank

Salary File ...

Rec No	Emp ID	Salary	Allowances	Absent Days
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Read File

Prepare SIF File

Total Count

Total Amt

Close

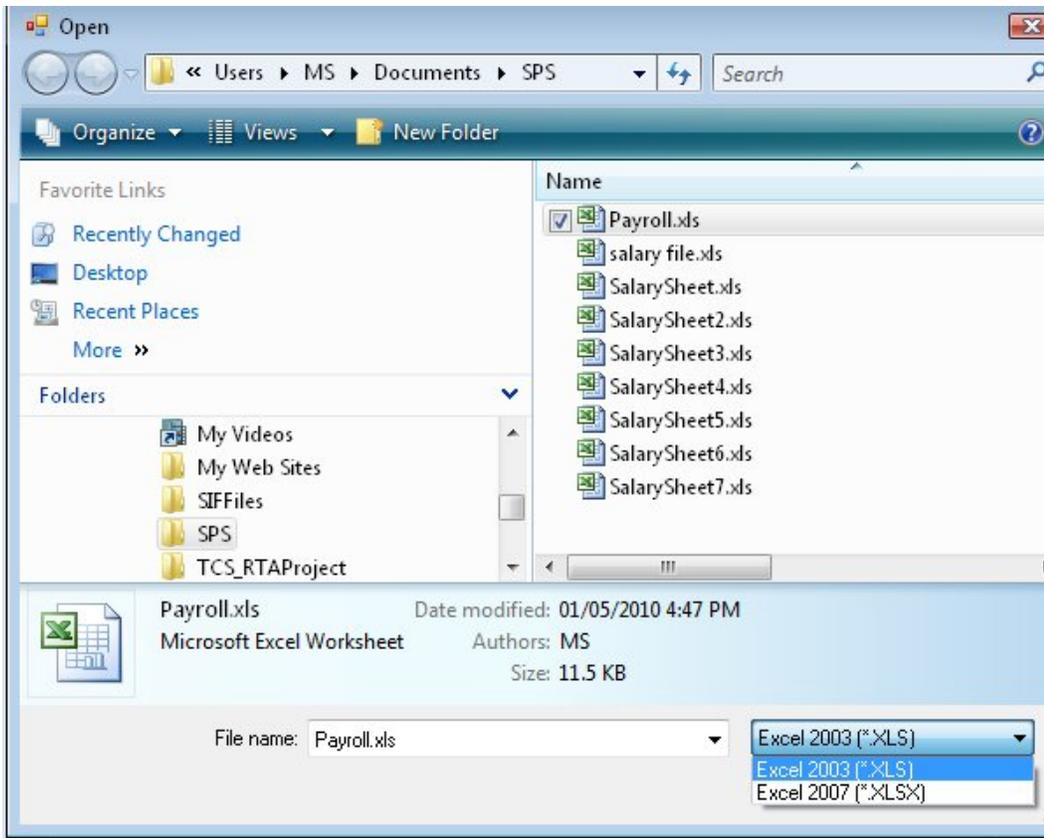
As seen on above figure, an automatic batch number will be generated by the system every time you create a SIF file. This is for company internal use and for reporting purpose.

Select salary month from the drop down list.

Select salary period and company corporate bank from the list.

Click Browse button  to browse and select the Excel Salary sheet or your pay roll sheet in Excel format.

You have option to select Excel 2003 or Excel 2007 as shown in below screen.

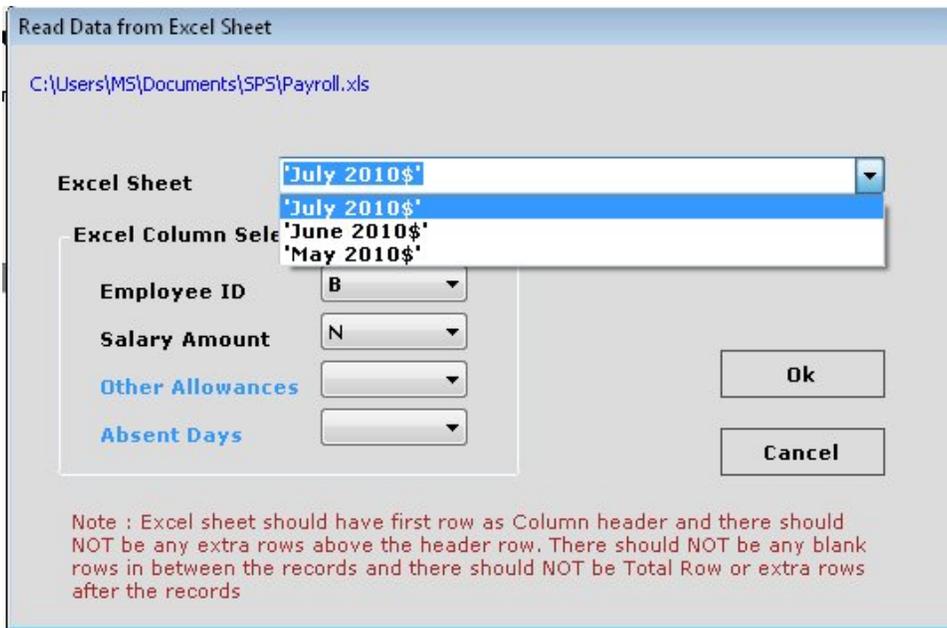


Your Excel sheet can be in any format. If it has calculation formulas then software will read records from the formulas. An example is shown below,

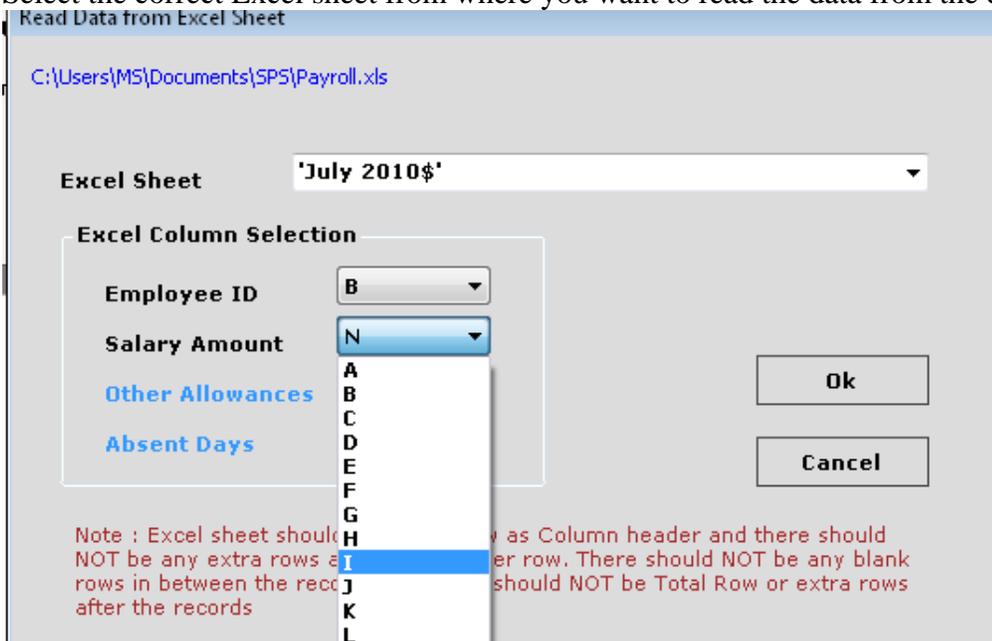
	A	B	C	D	E	F	G	H	I
1	Sr no	Emp Code	Name	Basic	Allowances	Total	Absent Days	Deduction	Net Total
2	1	101	Siddique Merchant	12000	2000	14000	3	1400	12600
3	2	102	Mohan das	7500	1000	8500	1	283.3333333	8216.666667
4	3	103	John Frank	8200	0	8200	2	546.6666667	7653.333333
5	4	104	Charlie Dsouza	3000	200	3200	0	0	3200
6									
7									

Note: There should be only one line of column header and there should not be any header above the first line as show above. There should not be any blank lines in between the rows

Select your Excel pay roll sheet and click open. And Click button **Read File**. It will open folg screen



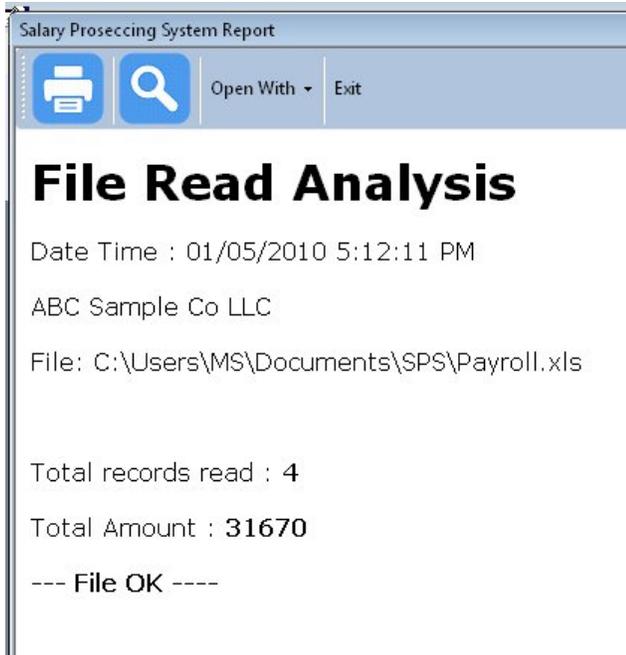
Select the correct Excel sheet from where you want to read the data from the drop down list



Select the Employee ID column and Final Salary amount column on you sheet. As per our example sheet it is columns **B and I** respectively.

Click OK.

It will display **File Read Analysis**



If all information is correct then it will give – **File OK ---**. Otherwise it will display exceptions in red color.

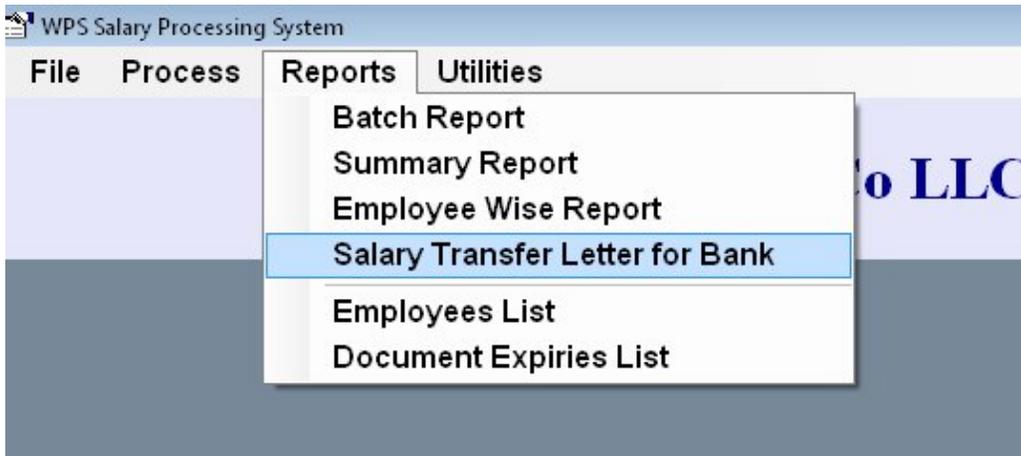
Click Exit to close the screen and click **Prepare SIF File** button to generate SIF file.

By default SIF will be generated at **My Documents\SIFfiles** folder.

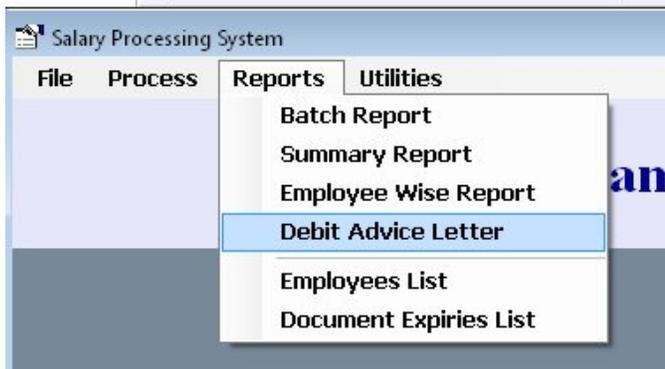
Salary Transfer Letter for Bank

Select menu option **Reports -> Salary Transfer Letter for Bank Debit Advice Letter**

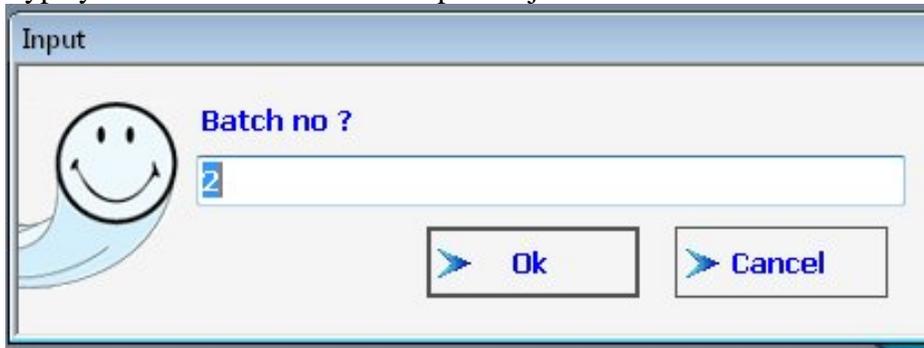
(Old version it is **Reports ->**



Old software version:



Type your SIF batch no. for example we just created Batch 2



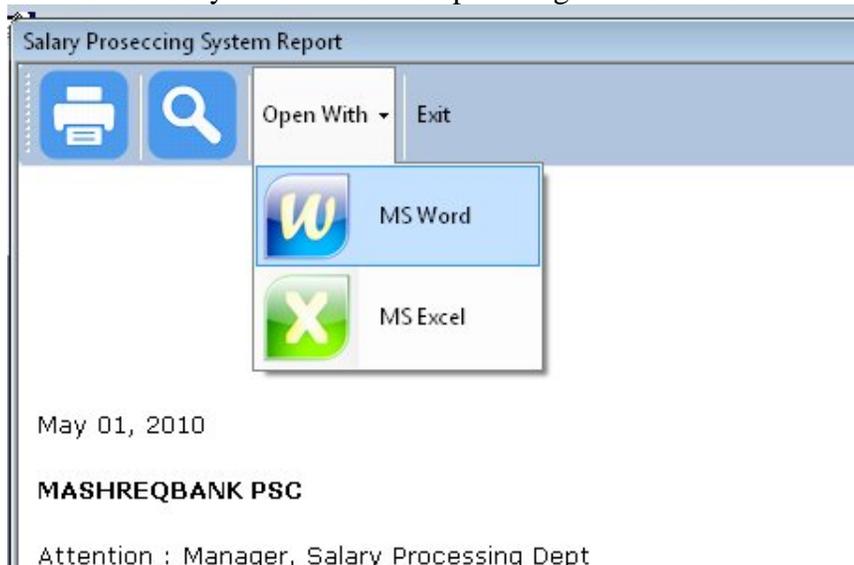
It will open folg screen

Salary Transfer Letter

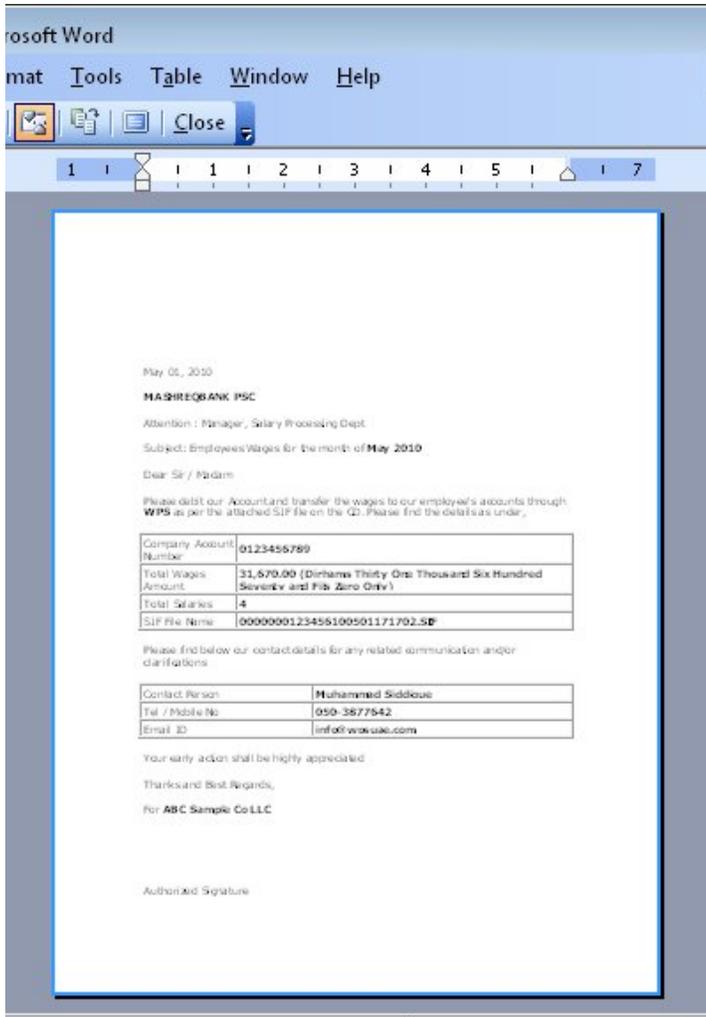
SIF Batch No	2
Date	May 01, 2010
Bank Name	MASHREQBANK PSC
Salary Month	May 2010
Company Account No.	0123456789
Total Wages Amount	31,670.00 (Dirhams Thirty One Thousand Six Hundred Seventy and Fils Zero Only)
Total Salaries	4
SIF File Name	0000000123456100501171702.SIF
Contact Person	Muhammad Siddique
Tel / Mobile Number	050-3877642
Email ID	info@wpsuae.com
Company Name	ABC Sample Co LLC

OK Cancel

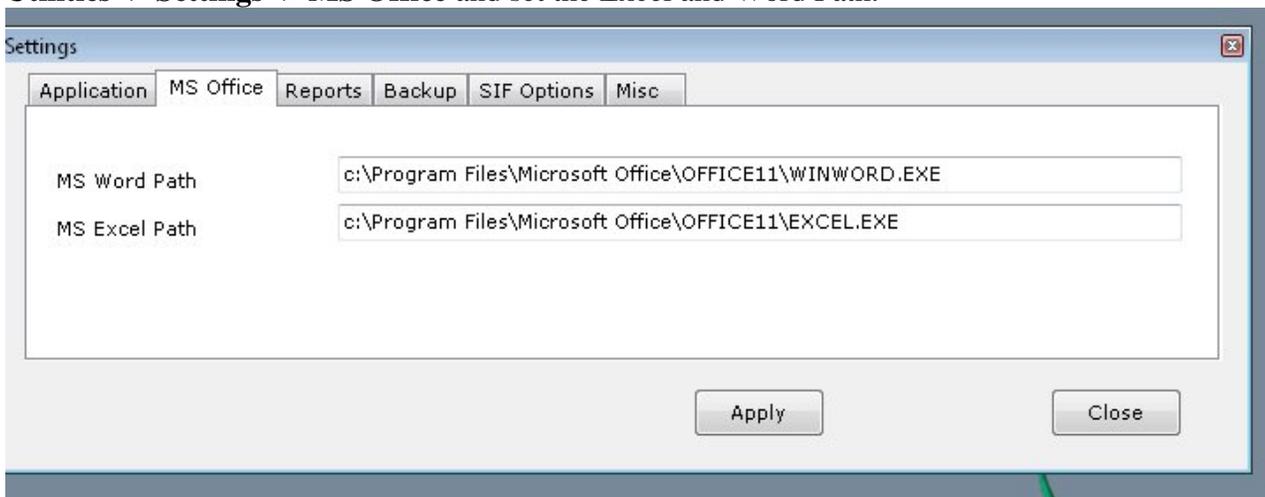
All information related to your batch shall appear on the screen. First time pls enter your contact information which would appear on salary Transfer letter so that bank will have ready information if they want to contact you. Click OK to open the generate the letter.



Click **Open With** -> **MS word** and it will open report in MS word.



Note: If it does not open and gives error (probably you have MS office 2007) then go to menu options **Utilities -> Settings -> MS Office** and set the Excel and Word Path.

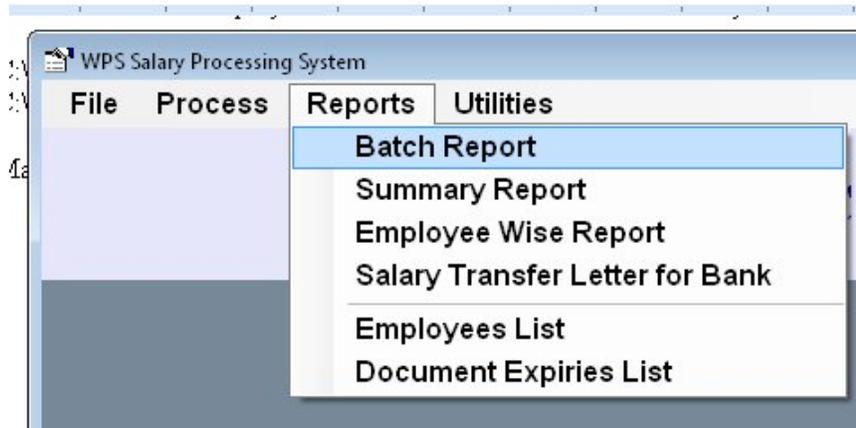


The above screen displays default location of MS office 2003 if you office 2007 the default location is as under

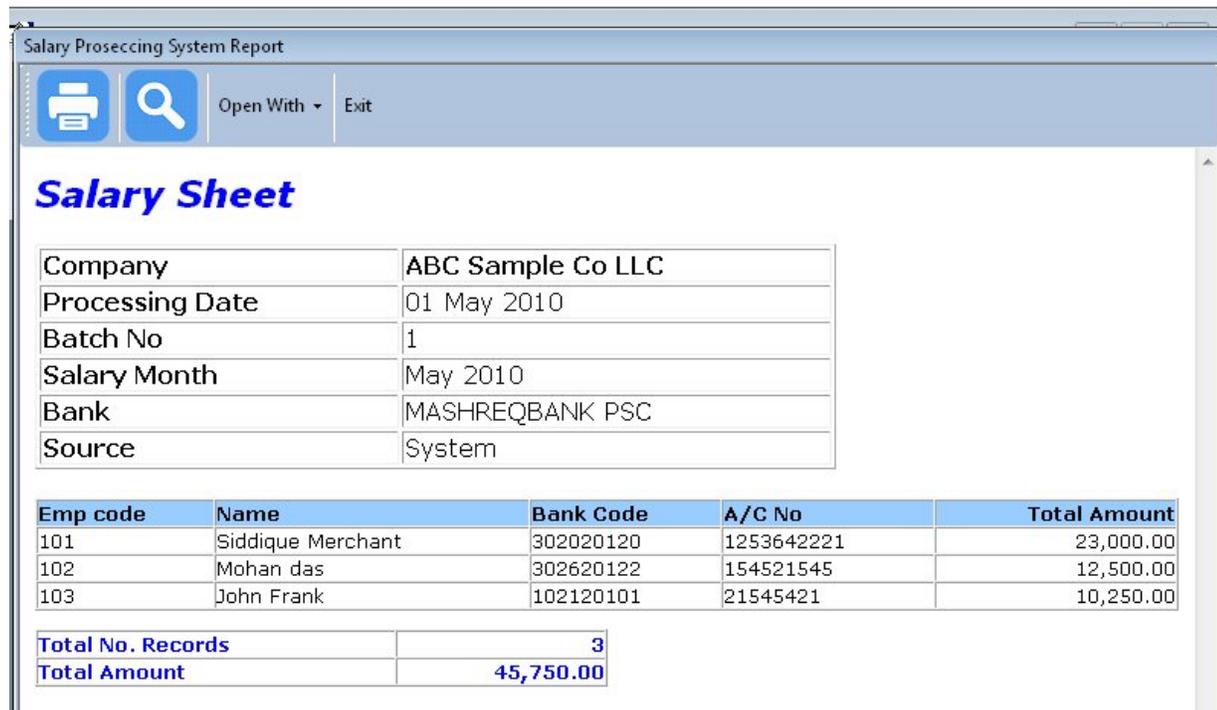
C:\Program Files\Microsoft Office\OFFICE12\WINWORD.EXE
C:\Program Files\Microsoft Office\OFFICE12\EXCEL.EXE

Make correct settings and click Apply.

Reports:



Batch Report



The screenshot shows the 'Salary Processing System Report' window displaying a 'Salary Sheet'. The report includes a header with printer and search icons, and a table with the following data:

Company	ABC Sample Co LLC
Processing Date	01 May 2010
Batch No	1
Salary Month	May 2010
Bank	MASHREQBANK PSC
Source	System

Emp code	Name	Bank Code	A/C No	Total Amount
101	Siddique Merchant	302020120	1253642221	23,000.00
102	Mohan das	302620122	154521545	12,500.00
103	John Frank	102120101	21545421	10,250.00

Total No. Records	3
Total Amount	45,750.00

Summary Report:

Gives you batch summaries for all the batches created for the selected **FROM** and **TO** dates

Employee Wise Report:

Gives you details of all the salaries issued to a particular Employee by entering Employee code

Employees List

Gives you list of employees in standard or detailed format

All Report can be directly printed or can be opened with Word or Excel



Document Expiries:

If you enter passport no or visa or labor card no or driving license or medical card with their expiries in the Employees master record then software can give you their expiry alerts whenever you will run the application.

The screenshot shows the 'Employees' master record form for employee Mohan das. The form includes fields for Employee Code (102), Name (Mohan das), MOL ID (54542154812121), Employee Bank (EmiratesNBD - Main Branch - Dubai), and A/C No. (154521545). Under the 'Legal Documents' section, the Passport No. is M123456 with an expiry date of 01/05/2010. Other document types like Visa, Labour Card, Driving License, and Medical Card are listed but empty. A calendar pop-up is visible for May 2010, with the 1st of May selected. The interface also features a search bar, checkboxes for 'Show List order by Code' and 'Show Ex Employees', and a toolbar with 'New', 'Edit', 'Delete', 'Refresh', 'Save', 'Cancel', and 'Close' buttons.

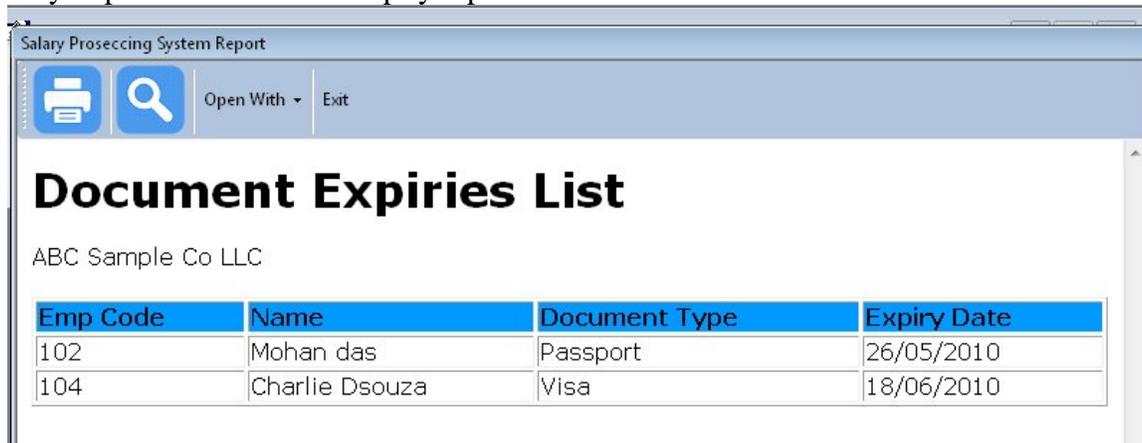
These expiry alerts are set build in the software for 2 month before the expiry for all documents except Passport and for Passport it is 4 months in advance.

The screenshot shows a report table with the following data:

Emp Code	Name	Document	Expiry Date
102	Mohan das	Passport	26/05/2010
104	Charlie Dsouza	Visa	18/06/2010

The report is displayed on a dark blue background with a logo that reads 'Simplicity with professionalism'.

Or you print the document expiry report also



Salary Proseccing System Report

Document Expiries List

ABC Sample Co LLC

Emp Code	Name	Document Type	Expiry Date
102	Mohan das	Passport	26/05/2010
104	Charlie Dsouza	Visa	18/06/2010

Creating more companies in same group:

You can more companies (option is limited to number of company licenses purchased)
Select menu option **File -> Companies**

Click **New**

Type Company code 2 for 2nd and 3 for 3rd etc and add all required information of the new company and click **Update**

To modify information for the selected company go to
Utilities -> Company Info

Or

Go to
File -> Companies -> Select the Company -> Click Modify

Network Installation

- 1) Copy Microsoft Access Database **dbSPS** from the **WPS_SPS** folder into the shared folder on the network. For example **\\Server\C\WPS_SPS**
- 2) Open **SupportFiles** folder from the **CD** and run **SetPath** batch file
- 3) It will open a screen of **Set Database location**. Click the **Browse** button and locate **dbSPS.mdb** file located from the network shared folder. For example \\Server\WPS_SPS\dbSPS.mdb



- 4) Select the Check mark **Always use the above database** on the screen
- 5) Click **Done**. Shared database location is adjusted and next time when you will run application it will open from the above adjusted location

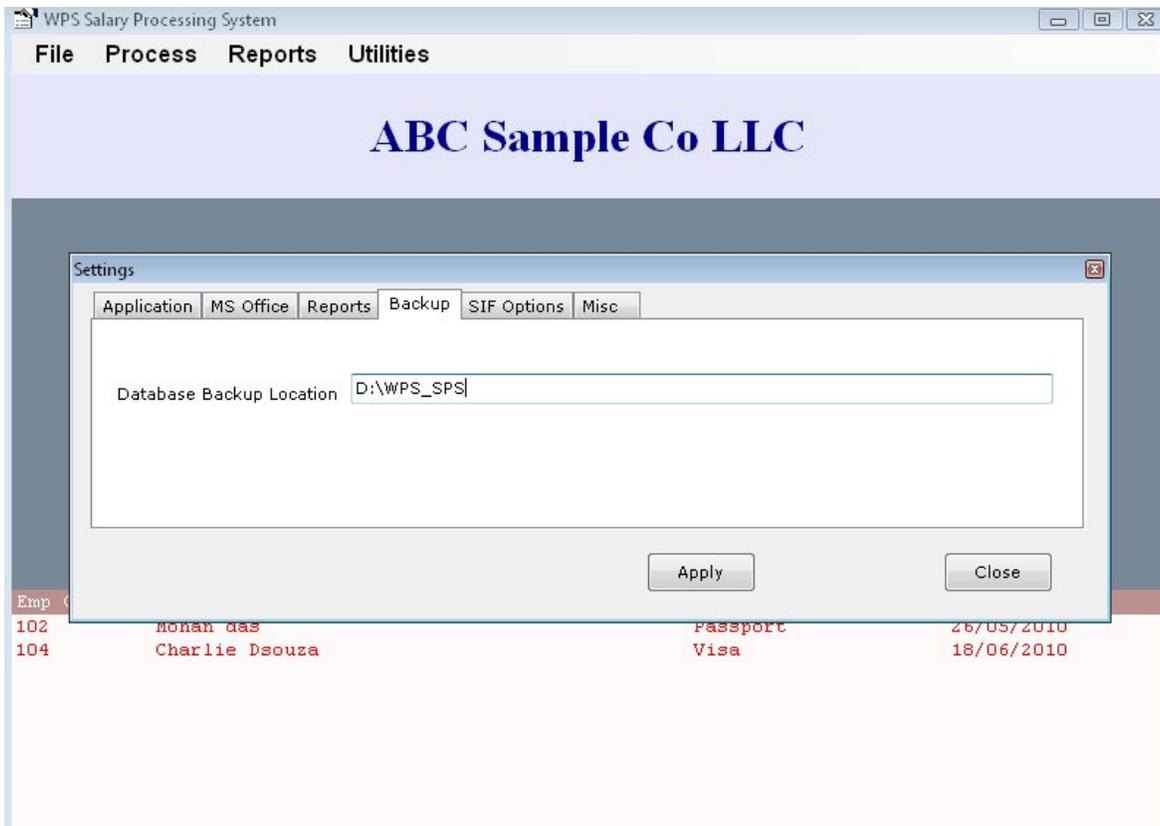
NOTE: Make sure shared folder should have proper **read / write permission** to the user in order to run the application

Data Backup:

Make regular backup of file dbSPS.mdb from you application folder WPS_SPS on some external drive or CD

Software make automatic backup also whenever you run an close the application. The Backup path can be adjusted as under,

Utilities -> Settings -> Backup



Input the desired location of Database Backup on the shared location at the network and click Apply.

For any more information please visit our web site <http://www.wpsuae.com>

Or email us at info@wpsuae.com

