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



- 6 **-**_3_6_1 ▶ ✓ ⁴→ Search 2 ? WPS_SPS File Folder SupportFiles File Folder Explore Installation Procedure.txt Open ion Text Document 2.76 KB Share...

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System properties 🛛 👼 Uninstall or change a program 🛛 🚔 Map network drive 📃 Name Туре Total Size Free Space Hard Disk Drives (4) V SQ004725V01 (C:) Ddrive (D:) 1 ee of Explore Dev Open × Share... DVI . Add to archive... 3 Add to "Archive.rar" Net Compress and email... Compress to "Archive.rar" and email File Shredder all. Oth Scan with BitDefender Format... Сору Paste Create Shortcut Rename Properties

WPS_SPS.msi

Windows Installer Package 1.26 MB

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

Load in Ultra Compare

Add to "WPS_SPS.rar"

Compress and email...

Scan with BitDefender

Compress to "WPS_SPS.rar" and email

Add to archive...

File Shredder

Create Shortcut Delete Rename Properties

Send To

Cut Copy •

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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

Determedified True	c		
Waine Date moduled Type dbSPS.mdb Microsoft Office Access Ap Image: Application of the second seco	SalaryTransferTemplate File 2.50 KB SalaryTransferTemplate3 File 2.39 KB	And to archive Add to archive Add to archive Add to archive Add to archive Add to "SPS.rar" Compress and email Compress to "SPS.rar" and email File Shredder Scan with BitDefender Send To ► Cut Cut Copy Create Shortcut Delete Rename Properties	RyTransferTemplate1 KB Key.dll Si Bluetooth device Si Compressed (zipped) Folder Si Desktop (create shortcut) Ocuments Mail Recipient TOSHIBA Disc Creator(Audio) FOSHIBA Disc Creator(Image) Web_Publishing_Wizard DVD RW Drive (G:)

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 Ministory 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.

Comapny Info		
Company Name	ABC Sample Co LLC	
Company MOL ID	123456	
Company Bank 1		Account No
		1
Company Bank 2		Account No
Company Bank 3		Account No
Company Pank 4		Account No
Company bank 4		ACCOUNTING
Company Bank 5		Account No
company bank o		
	Update	Close

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

E	mployees					
Companies			ABC Sample Co LLC			
в	anks / Agen	ts				
E	xit					

mployees		
	Search Emp Code / Name / MOL 1	
	Show List order by Code 🔳	Show Ex Employees 🔳
	Employee Code]
	MOL ID	
	Employee Bank	
	A/C No.	
	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
	I 4 4 0 ► ► ► New E	A X Z Alt Delete Refresh Save Cancel Close

Click New button and fill following information,

- a> Employee Code (Compnay 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.

- Search Emp Lode	/ Name / MOL ID		
Show List ord	er by Code 🗌 🛛 Sh	iow Ex Empl	oyees 🗌
Employee Code	101		
Name MOL ID	Siddique Merchant 02154121245451]
Employee Bank	HSBC MIDD	LE EAST - Bu	r Dubai
A/C No.	1253642221]
Legal Documents Mo	ore Details		
Passport No.		Expiry	29/04/2010
Visa No		Expiry	29/04/2010
Labour Card No		Expiry	29/04/2010
Medical Card No		Expiry	29/04/2010 •
Ending Date - Ch	eck to mark as Ex Emp	loyee	29/04/2010
	Show List ord Show List ord Name MOL ID Employee Bank A/C No. Legal Documents M Passport No. Visa No Labour Card No Driving License Medical Card No Ending Date - Ch	Show List order by Code Show List order by Code <td>Show List order by Code Show Ex Employ Employee Code 101 Name Siddique Merchant MOL ID 02154121245451 Employee Bank HSBC MIDDLE EAST - Bu A/C No. 1253642221 Legal Documents More Details Passport No. Expiry Visa No Expiry Labour Card No Expiry Medical Card No Expiry Ending Date - Check to mark as Ex Employee</td>	Show List order by Code Show Ex Employ Employee Code 101 Name Siddique Merchant MOL ID 02154121245451 Employee Bank HSBC MIDDLE EAST - Bu A/C No. 1253642221 Legal Documents More Details Passport No. Expiry Visa No Expiry Labour Card No Expiry Medical Card No Expiry Ending Date - Check to mark as Ex Employee

Preparing SIF (Salary Information file)

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

File	Process	Reports	Utilities		
	Prepa	re SIF			
	Prepare SIF from Excel				
	Refun	d File			

Older version screen



It will open following screen

Prepare SIF by Mar	ual Entry								X
Salary Info Pa	ny List Unpa	y List	Prepare Sa	lary					
Batch No Salary for th	1	May		•	2010	<u>×</u>			
Period From	01/05/2010	1	💵 то	31/05/2	010		No of Days	31	
Bank	MASHREOBA	NK PSI	C - Head Offi	ce		-			
Emp	lloyee's List © Employe @ Employe Employee	Selecti ee's Lis ee's Lis Bank C	on t Order by N t Order by E ode	lame imp 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 lost.

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					X
Salary Info	Pay List Unpay List	Prepare Salary				
Employe	a 102 Jaha Evank					
Employe	e 103 - John Frank					
Salary A	mount Allowances	Absent Days	Total Ame	ount	ateb	
10250	0	0	10250	01	Juale	
EmpCode	Emp Name		Salary A	llowances Al	osent	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 Pa	v List Total Count	4 Total Amor	unt 45750		Add to U	nnav List ->
		· I Utal Alliu	10700			input the s
Casure L.	u Codo / Nomo					
search by						

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 I	Manual Entr	y	_					E
Salary Info	Pay List	Unpay List	Prepare Salary					
Employee	104 - Ch	narlie Dsouza	3					
Salary Am	ount	Allowances	Absent D	ays Tota	al Amount			
0		0	0	0		Ot	odate	
EmpCode	Emp Nam	e		Salar	y Allot	Jances Al	bsent	
104	Charlie	Dsouza		0.0	0	0.00	0	0.00
<- 1	Add to Pay	List	Print Un-Pay List	Total Count	1	Total Amo	ount O	
Search	hy Code							

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

Prepare SIF by Manual Entry		
Salary Info Pay List Unpay List	Prepare Salary	
	Check Data	
	Print Salary Sheet	
	Prepare SIF File	
		Close

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 read color otherwise it will give --- File OK ---- message.

Close this screen by clicking **Exit**.

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

	Prepare SIF by Manual Entry					
	Salary Info	Pay List	Unpay List	Prepare Salary		
Ì						
l						
l			ſ			
I				Check Data		
I						
l			Γ			
I				Print Salary Sh	eet	
l			_			
l					ile	
				Frepare SIF F	iie .	

SIF file shall be created and following message will appear.

Attention		
.	SIF Generated for Batch No:1	
		> Ok

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**))

File	Process Reports Utilities				
	Prepa	re SIF			
	Prepa	re SIF from	Excel		
	Refun	d File			

Old Version Screen

🚔 Salaı	y Processing	System	10	- <u>a</u> :	
File	Process	Reports	Utilit	ties	
	Down	load Salary	y (Exce	el File)	
	Salar	y Manual E	ntry		
					_

It will open following screen

Satch No Salary for th	2 e month of	May		- 2010			
Period From	01/05/2010)	To 3	1/05/2010		No of Days	31
3ank	MASHREQBA	NK PSC - H	ead Office	8	•		
Salary File	l						
Rec No	Emp ID		Salary	Allowances	Absent	Days	Read File
						(Prepare SIF File
							Total Count
							Total Amt

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 lost.

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.

🖳 Open	X
Goo Sers ► MS ► Documents ► S	SPS 👻 4 Search 🔎
🎍 Organize 🔻 🏢 Views 👻 📑 New Folder	0
Favorite Links	Name
🛞 Recently Changed	Payroll.xls
Desktop	🗃 Salary Sheet.xls
🖳 Recent Places	🗐 Salary Sheet2.xls
More »	🕙 SalarySheet3.xls
Folders	🗐 SalarySheet4.xls
My Videos My Web Sites SIFFiles SPS	텔 SalarySheet5.xls ම SalarySheet6.xls ම SalarySheet7.xls
📕 TCS_RTAProject 🔹 🔻	۰ III ا
Payroll.xls Date modifie Microsoft Excel Worksheet Author Si	ed: 01/05/2010 4:47 PM rrs: MS ze: 11.5 KB
File name: Payroll.xls	 ▼ Excel 2003 (*.XLS) ▼ Excel 2003 (*.XLS) Excel 2007 (*.XLSX)

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

-	Microsoft Ex	cel - Payroll.xls	<u>.</u>							
1	<u>F</u> ile <u>E</u> dit	<u>V</u> iew <u>I</u> nser	t F <u>o</u> rmat <u>T</u> ools [<u>)</u> ata <u>W</u> ind	ow <u>H</u> elp					
: 🗅	🞽 🖬 🕻	6 6 6 G	🍄 🛍 🔏 🗈 🖀	L - 🛷 🔊	• (° • 😣	$\Sigma \rightarrow \overset{A}{Z} \downarrow \overset{Z}{A}$	1 🛄 🛷	100% 🔹 🕜	🚽 🗄 Arial	
:0	🛅 🖄 🖄 🖾 🍋 🏹 🗁 🏷 🤰 😼 📭 🔛 🗮 Keply with Changes End Review 💂									
:	Send to eDo	oc 🗐 Get from	eDoc 🖕							
	H2	▼ fx	=F2*G2/30				8			
	A	В	С	D	E	F	G	Н	I I	
1	Sr no	Emp Code	Name	Basic	Allowances	Total	Absent Day	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	
0									21 A A A A A A A A A A A A A A A A A A A	
6										

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

cel Sheet 🛛 📱	July 2010:	\$ `	
xcel Column Sele	July 2010 June 2010 May 2010	\$' \$' \$'	
Employee ID	B	•	
Salary Amount	N	•	
Other Allowances		•	Ok
Absent Days		•	0

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

(Users (MS (Documents (SPS	(Payroll.xis		
Excel Sheet	'July 2010\$'		•
Excel Column Sele	ection		
Employee ID	В	•	
Salary Amount	N	•	
Other Allowanc	A B C		Ok
Absent Days	DF		Cancel
	F		
Note : Excel sheet s	noulc <mark>H</mark>	v as Column header and	there should
rows in between the	recci	should NOT be Total Ro	w or extra rows
after the records	ĸ		

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

```
Salary Proseccing System Report

Proseccing System Report

Provide the series of the s
```

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 ->**

File	Process	Reports Utilities	
		Batch Report Summary Report	o LLC
		Employee Wise Report Salary Transfer Letter for Bank	
		Employees List Document Expiries List	

Old software version:

File	Process	Reports	Utilities	12
		Batch	n Report	
		Sumn	nary Report	
		Emplo	oyee Wise Report	an
		Debit	Advice Letter	
		Emplo	oyees List	
		Docu	ment Expiries List	

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

Batch n	ם ?	
\square	> Ok	> Cancel

It will open folg screen

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

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.

Salary Proseccing Syste	m Report
	Open With - Exit
	MS Word
	MS Excel
May 01, 2010	
MASHREQBANK	PSC
Attention : Mana	ger, Salary Processing Dept

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

ft Wor	d ols T <u>a</u> ble	<u>W</u> indov	v <u>H</u> el	р					
193	Close								
4			10.5	10.24	10	F	12		7
1			1 1	1 1		-		<u> </u>	1
	May 01, 2010								
	MASHREQUAN	PSC							
	Attention : Mana	oer Salary Pro	ressine Dent						
	Substant Regulation	and the second second	too seconds out						
	subject mappay	ees valges or	nemone on	1ay 2010					
	Dear Sir / Madar	6							
	Please datit our WPS as per the	Account and the attached SIP ()	ansfer the way e on the CD. P	es to our en lease find th	nplay ee's re dietaits	account as unda	s through	5	
	La	1	0.0000000				<u></u>		
	Number	012345678	19						
	Total Wages	31,670.00	Dirhams Th	ity One Th	ousand	Six Hund	dred	7	
	Total Searies	4	E FIS AIRO C	(191)				-	
	SIF File Nome	000000012	3456100503	171702.5	P			-	
	Bears for below		and a state of the	and the second					
	clarif cations	102 00100000	national any r	earone outers		in services.			
	Contact Baroon		Mudaamaa	of Kiddiana				-	
	Tel / Mobile No		050-3877	642				-	
	Ernal ID		info@wos	uae.com					
	Your parks action	dial flue highly.	anomeiatud						
	rear any need	Caracteristics	which a cost at co						
	Thanks and Bist	Regards,							
	For ABC Sample	COLLC							
	Authorized Sign	bure							

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.

ngs	
Application MS Office	Reports Backup SIF Options Misc
MS Word Path	c:\Program Files\Microsoft Office\OFFICE11\WINWORD.EXE
MS Excel Path	c:\Program Files\Microsoft Office\OFFICE11\EXCEL.EXE
	Apply Close

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

alary Proseccing S	vstem Report						
- 0	Open With + Ex	it					
Salary	Sheet						
Company		ABC Samp	le Co LLC				
Processing	g Date	01 May 20	10				
Batch No		1					
Salary Moi	nth	May 2010	May 2010				
Bank		MASHREQE	MASHREOBANK PSC				
Source		System					
Emp code	Name		Bank Code	A/C No	Total Amount		
101	Siddique Merch	nant :	302020120	1253642221	23,000.00		
102	Mohan das		302620122	154521545	12,500.00		
103	John Frank		102120101	21545421	10,250.00		
Total No. Rec	ords		3				
Total Amoun	t	45,7	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.

mployees						
Siddique Merchant Inhin dan John Frank Charlie Dsouza	Search Emp Code	e / Name / MOL ID der by Code 🗹 🥵	ihow Ex Empl	oyees 🗌		
	Employee Code	102 Mohan das				
	MOL ID	54542154812121]		
	Employee Bank	EmiratesNBI) - Main Brand	ch - Dubai		
	A/C No.	154521545				
	Legal Documents	More Details				
	Passport No.	M123456	Expiry	01/05/20	10	
	Visa No		Expiry	4	May, 2010	
	Labour Card No		Expiry	Sun Mon 25 26	Tue Wed The 27 28 29	u Fri Sa
	Driving License		Expiry	2 3 9 10	4 5 6 11 12 13	7 14 1
	Medical Card No		Expiry	16 17 23 24 30 31	18 19 20 25 26 27 1 2 3	21 2 28 2 4
	Ending Date - C	heck to mark as Ex Em	ployee		Today: 01/0	05/2010
	4 4 2/4	IN NUT Z D	×	. 0		

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.

		X	Simplicity with professionalism
Emp Code			Expiry Date
102	Mohan das	Passport	26/05/2010
104	Charlie Dsouza	Visa	18/06/2010

Or you print the document expiry report also

	Open With + Exit			
Decurre	ont Evniria	e liet		
ABC Sample Co		5 LISC		
ABC Sample Co		Document Type	Expiry Date	
ABC Sample Co Emp Code 102	D LLC Name Mohan das	Document Type Passport	Expiry Date 26/05/2010	

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 <u>\\Server\WPS_SPS\dbSPS.mdb</u>

Database Location	
	
\\Server\WPS_SPS\dbSPS.mdb	Browse
······	
Always Use the above database	
Done	
Done	

- 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

WPS S	Salary Processing	y System		
File	Process	Reports	Utilities	
			ABC Sample Co I	LC
Se	ettings			
Emp (Application Database B	MS Office Re	Apply	Close
102	Monan Charl	ie Dsouza	Fas: Vis:	a 18/06/2010

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 <u>http://www.wpsuae.com</u> Or email us at <u>info@wpsuae.com</u>

