

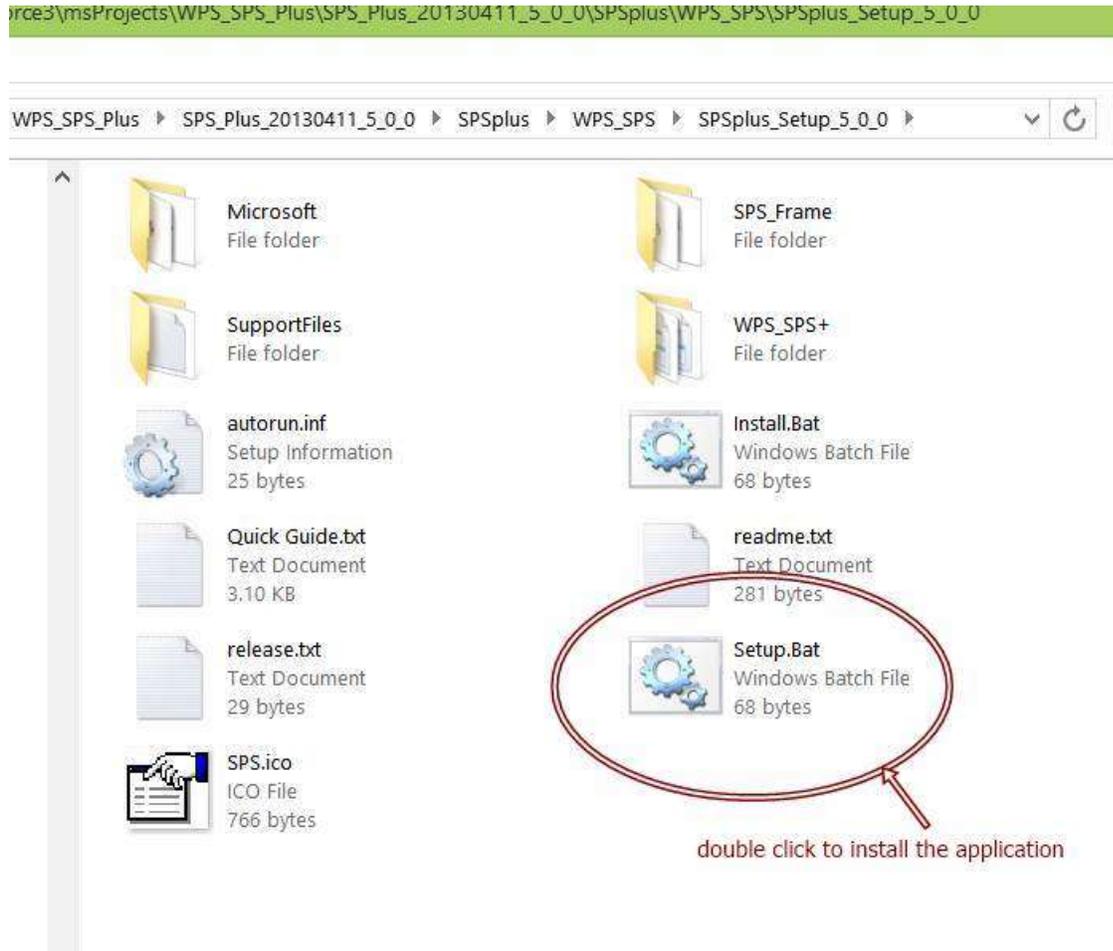
WPS Salary Processing System

Installation & User Manual

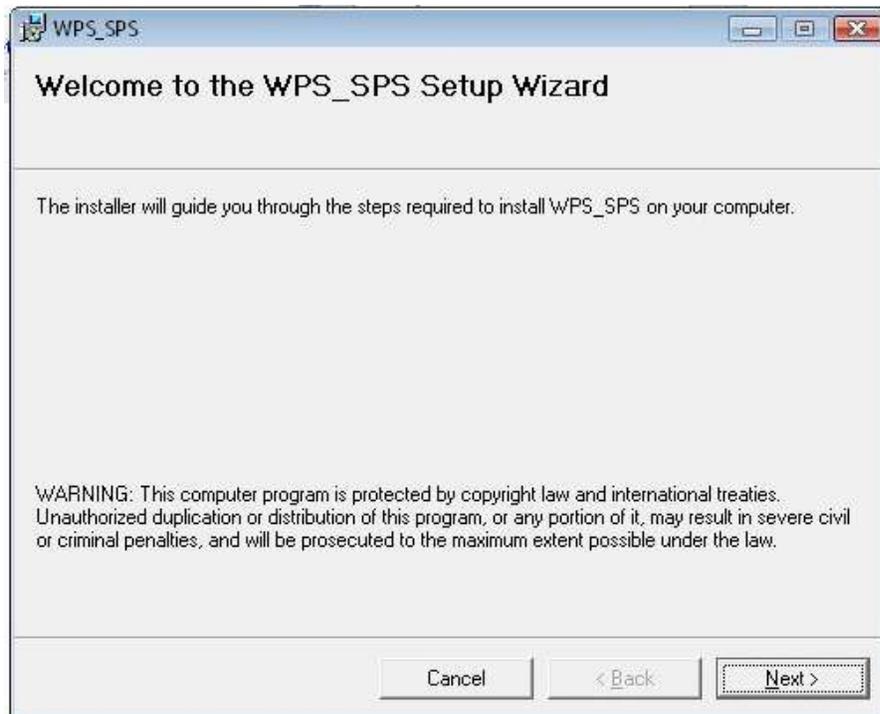
Version: SPS Plus 5.0.0

Installation Procedure:

Run the setup batch file from the CD and follow the Wizard to complete the setup.



WPS Salary Processing System



Install will create an Application shortcut **WPS Salary Processing System+** on desktop



Double click the icon on the desktop to run the application.

WPS Salary Processing System

Running the Application:

Double click the shortcut WPS Salary Processing System+ from the desktop. if you running application first time, it will open a screen to input company information. Enter

Company name,

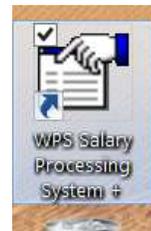
Company MOL code or JAFZA code (whichever is applicable),

Select Company Bank from the list,

and Company Account number in the Bank

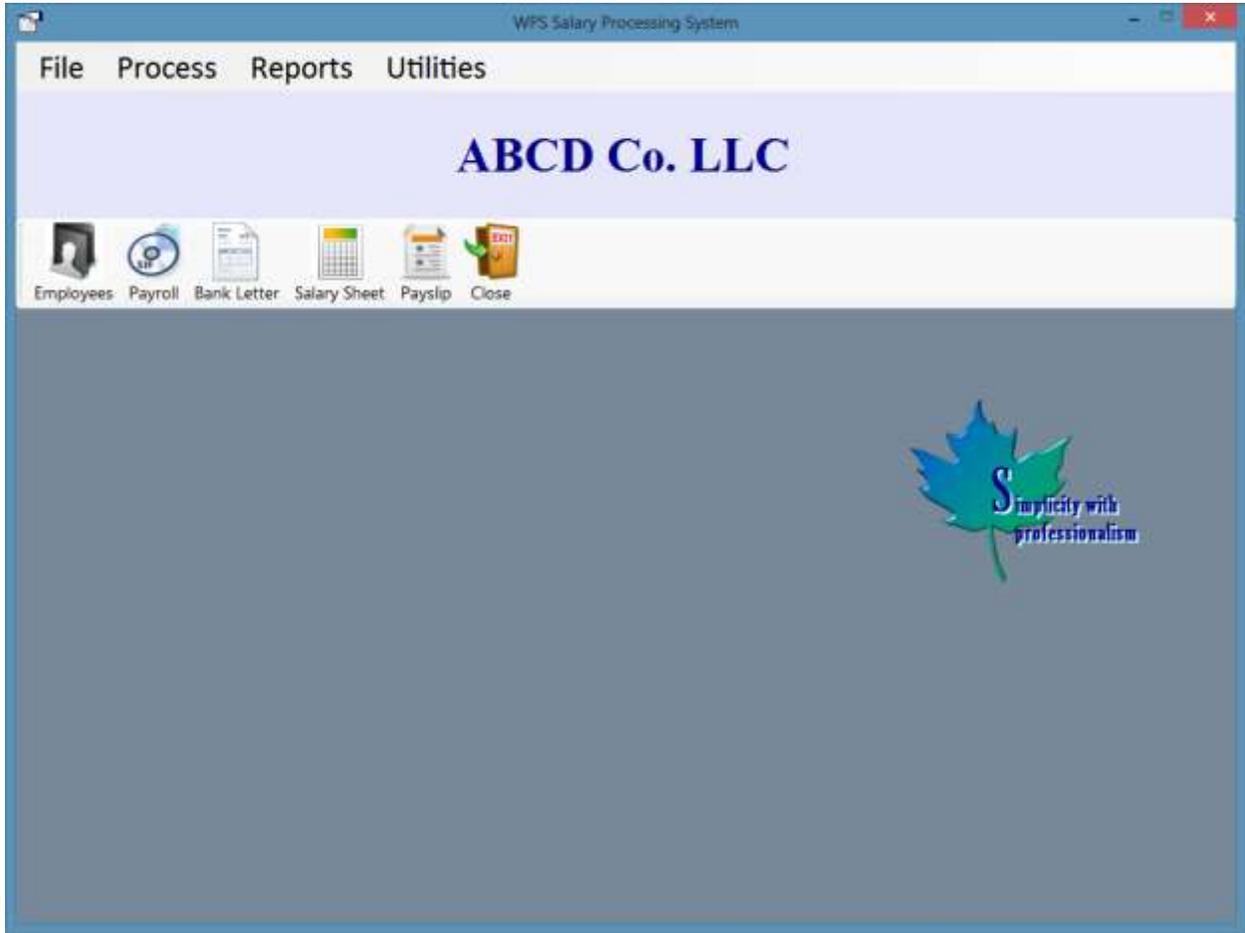
Comapny Info

Company Name	<input type="text" value="ABCD Co. LLC"/>		
Company Code (MOL Code / Freezone Code)	<input type="text" value="0000000123456"/>		
Company Bank 1	<input type="text" value="EmiratesNBD - Main Branch - Dubai"/>	Account No	<input type="text" value="AE00000111122223333444"/>
Company Bank 2	<input type="text"/>	Account No	<input type="text"/>
Company Bank 3	<input type="text"/>	Account No	<input type="text"/>
Company Bank 4	<input type="text"/>	Account No	<input type="text"/>
Company Bank 5	<input type="text"/>	Account No	<input type="text"/>

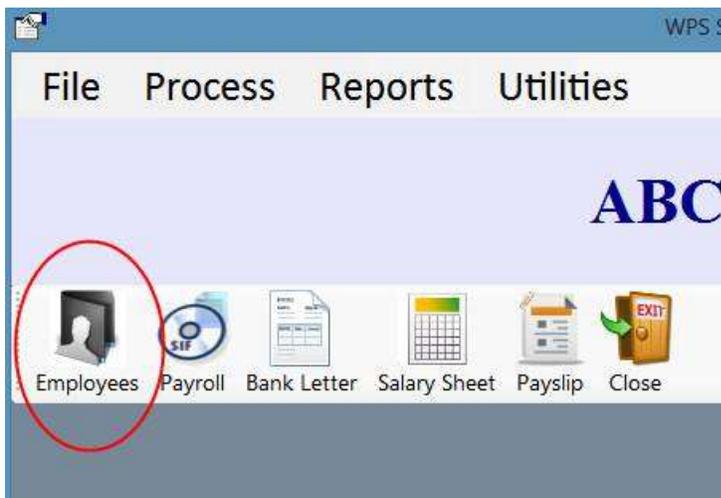


Click Update and re-start the application from the application icon on the desktop.

WPS Salary Processing System



Click Employees button to open Employees master record:



WPS Salary Processing System

Employees

Search Emp Code / Name / MOL ID

Show List order by Code Show Ex Employees

Employee Code

Name

Personal ID (MOL ID / Freezone ID)

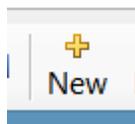
Employee Bank

Account No. / IBAN

Legal Documents More Details Dates

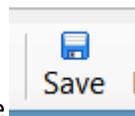
Passport No.	<input type="text"/>	Expiry	15/04/2013
Visa No	<input type="text"/>	Expiry	15/04/2013
Labour Card No	<input type="text"/>	Expiry	15/04/2013
Driving License	<input type="text"/>	Expiry	15/04/2013
Medical Card No	<input type="text"/>	Expiry	15/04/2013
Emirates ID	<input type="text"/>	Expiry	15/04/2013

New Edit Delete Save Refresh Cancel Close



Click New button and input the employees information.

- Employee Code (Company internal assigned code for Employees)
- Employee Name
- Employee MOL ID (14 digit personal ID on labor card) or Employee JAFZA code
- Click Employee Bank and select the employee bank or exchange from the list. You can search bank by name or by Bank Routing Code.
- Enter Employee IBAN number in the bank or account number from the exchange



- Click Save

WPS Salary Processing System

Employees

Search Emp Code / Name / MOL ID

Show List order by Code Show Ex Employees

Employee Code: 101

Name: Abdullah

Personal ID (MOL ID / Freezone ID): 01234567890123

Employee Bank: MASHREQBANK PSC - Head Office

Account No. / IBAN: AE00000000000000000000000000000000 IBAN suspicious

Legal Documents | More Details | Dates

Passport No.		Expiry	15/04/2013
Visa No		Expiry	15/04/2013
Labour Card No		Expiry	15/04/2013
Driving License		Expiry	15/04/2013
Medical Card No		Expiry	15/04/2013
Emirates ID		Expiry	15/04/2013

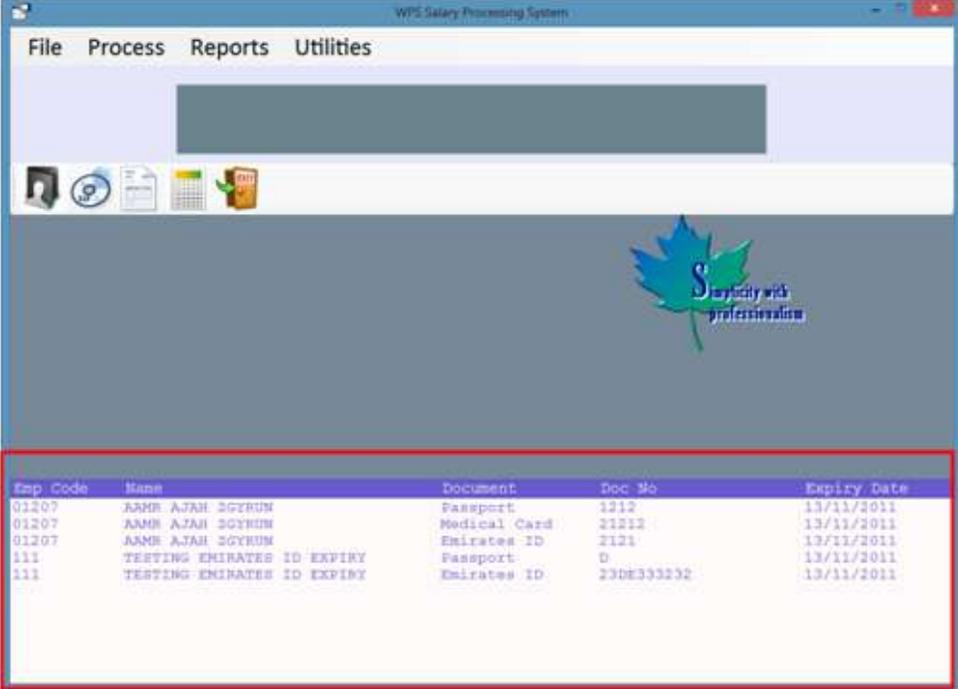
Navigation: 0 | New Edit Delete Save Refresh Cancel Close

The above information is mandatory for creating SIF file.

Input information for All the Employees.

WPS Salary Processing System

If you want, you can enter other optional information like employees documents and their expiry dates. Software will give you alert for the legal documents if it is near to expire or already expired. Expiry alert will appear only if document numbers are entered along with expiry dates. Expiry alert example is shown in the below screen.



The screenshot displays the WPS Salary Processing System interface. The window title is "WPS Salary Processing System". The menu bar includes "File", "Process", "Reports", and "Utilities". Below the menu bar is a toolbar with icons for a folder, a CD, a document, a calculator, and a mail icon. The main area features a logo with a blue maple leaf and the text "Simplify with professionalism". At the bottom, a table lists employee documents and their expiry dates.

Emp Code	Name	Document	Doc No	Expiry Date
01207	AHM AJAH SOYUN	Passport	1112	13/11/2011
01207	AHM AJAH SOYUN	Medical Card	21212	13/11/2011
01207	AHM AJAH SOYUN	Emirates ID	2121	13/11/2011
111	TESTING EMIRATES ID EXPIRY	Passport	0	13/11/2011
111	TESTING EMIRATES ID EXPIRY	Emirates ID	23DE333232	13/11/2011

WPS Salary Processing System

Attaching documents:

You can attach employees documents in image format. Click Documents button on the employees screen shown as under,

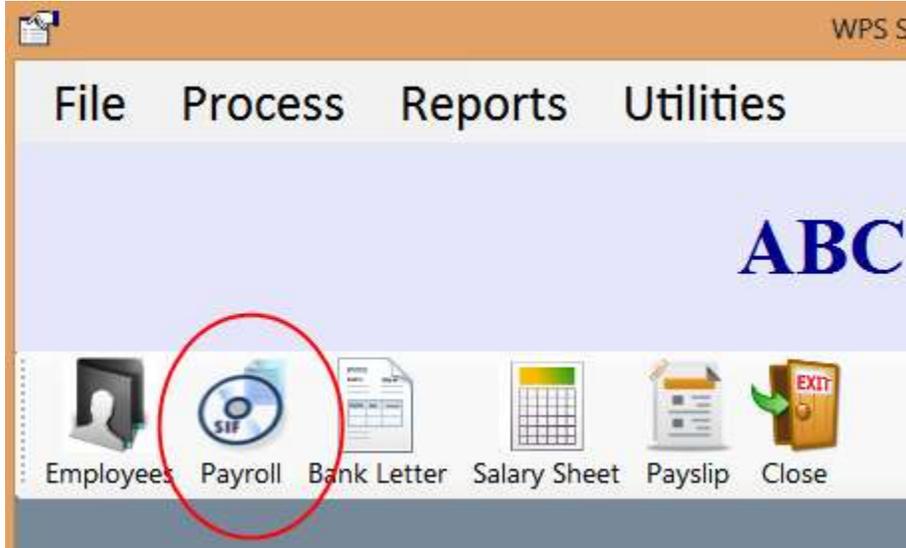
The screenshot shows the 'Employees' management interface. On the left, a list of employees includes 'Abdullah' and 'John Methew'. The main area displays details for 'John Methew' with fields for Employee Code (102), Name, Personal ID (11223344556677), Employee Bank (BARCLAYS BANK - Dubai), and Account No. / IBAN (AE11111111111111111111). A 'Documents' button, represented by a folder icon, is circled in red. Below the main fields is a 'Legal Documents' section with tabs for 'More Details' and 'Dates'. This section contains a table of document types and their expiry dates, all set to 15/04/2013. A toolbar at the bottom includes icons for New, Edit, Delete, Save, Refresh, Cancel, and Close.

Document Type	Expiry
Passport No.	15/04/2013
Visa No	15/04/2013
Labour Card No	15/04/2013
Driving License	15/04/2013
Medical Card No	15/04/2013
Emirates ID	15/04/2013

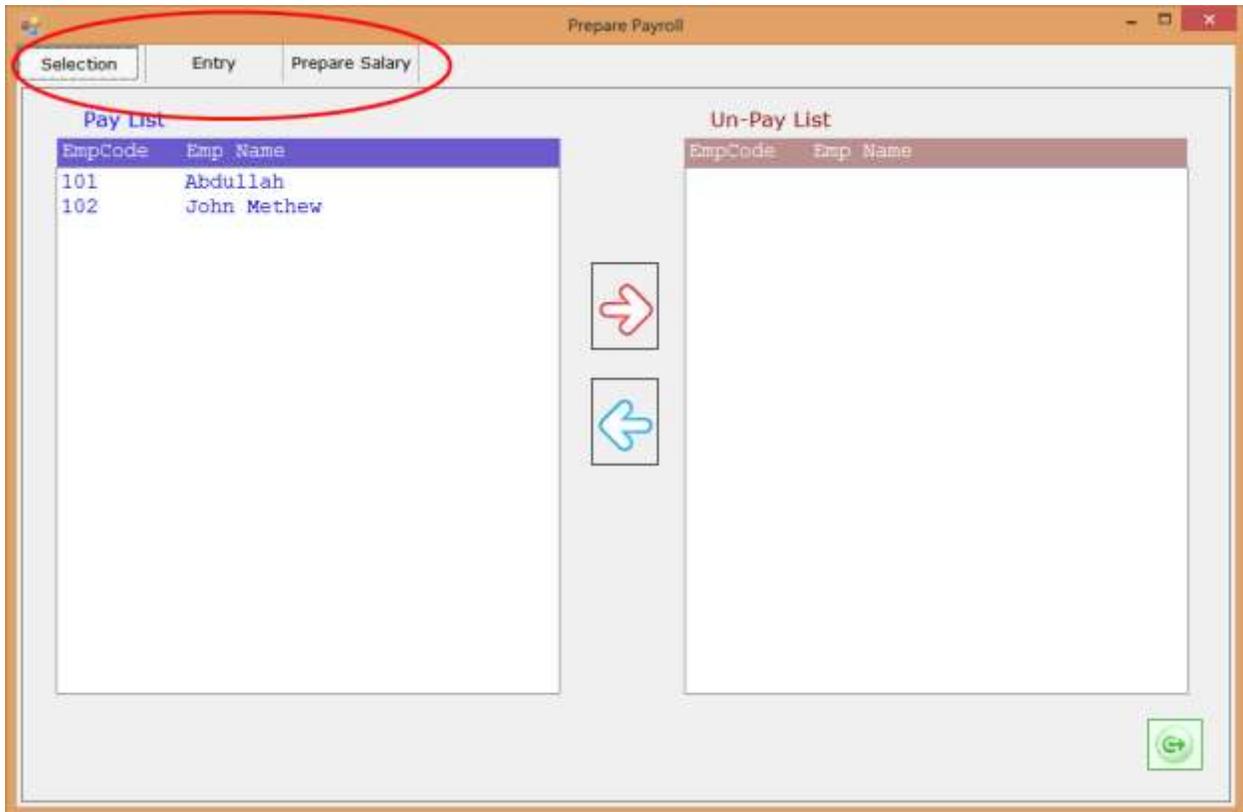
WPS Salary Processing System

Preparing Payroll and SIF file

Click Payroll button as shown below



following screen will open with 3 tab pages (Selection, Entry and Prepare Salary) as shown below



WPS Salary Processing System

On the Selection you can select move employees between Pay List and Un-pay List. Salary SIF file will be created for employees in Pay List.

Select Entry tab. it will open following screen. input Salary Amount to be paid and click Save to Save the information.

The screenshot shows the 'Prepare Payroll' window with the following data and controls:

E Code	Employee Name	Salary
101	Abdullah	6500.00
102	John Methew	4400.00

Employee: 101 Abdullah

Salary Amount: 6500 Allowances: 0

Remark for Allowances: [Text Field]

Over Time Hours: 0 OT Amount: 0

Absent Days: 0 Absent Deduction: 0

Salary Deduction: 0 Allowance Deduction: 0

Remark for Deductions: [Text Field]

Payment for: Monthly Salary

Total Payment - Salary: 6500.00 Allowances: 0.00

Net total: 6500.00

Save

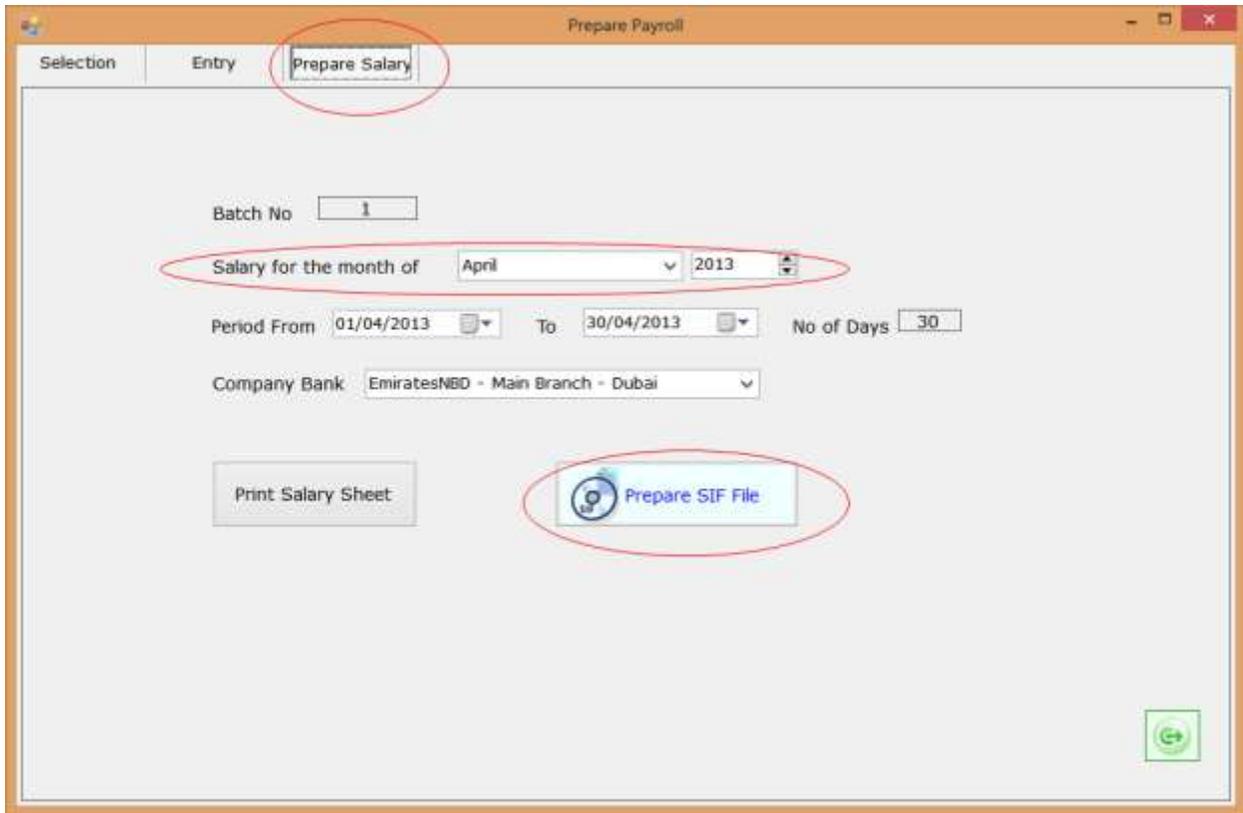
Total No Employees: 2 Total Amount: 10900.00

If you need you can more information on the screen.

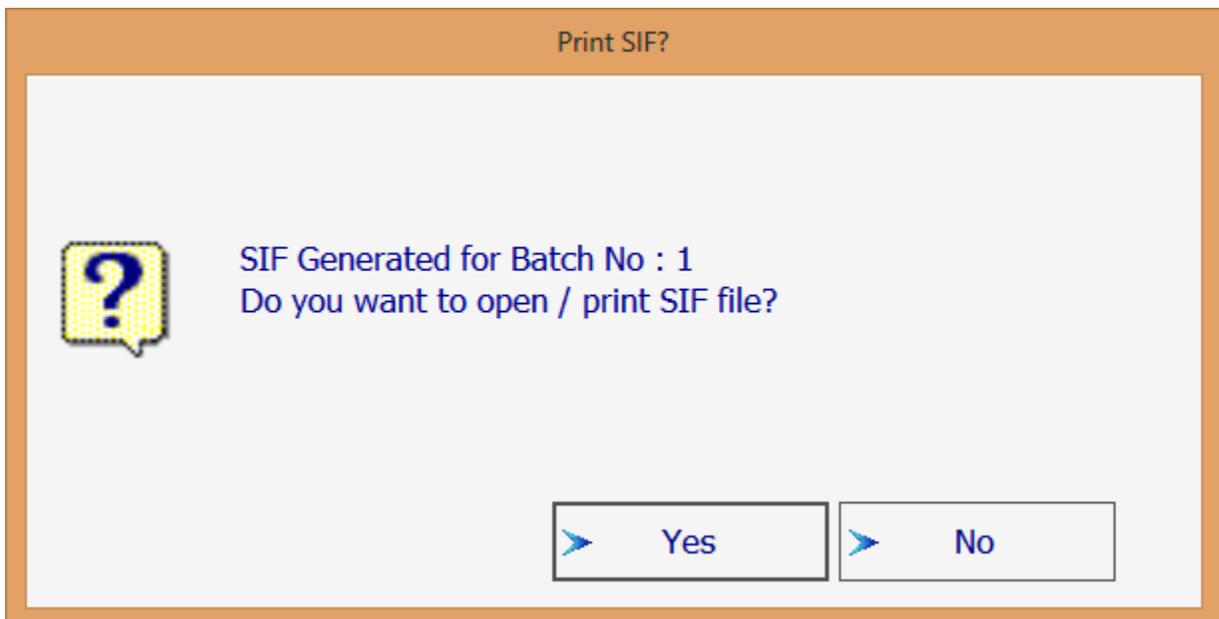
Input Salary information for all Employees.

WPS Salary Processing System

Click Prepare Salary Tab and it will open following screen. Batch number is auto generated number for each salary batch. select the month for which you want to create SIF file and click Prepare SIF file button.



it will prepare payroll and generates SIF file to submit in the Bank.

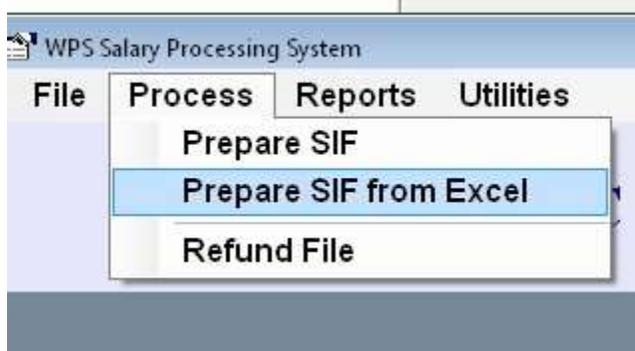


WPS Salary Processing System

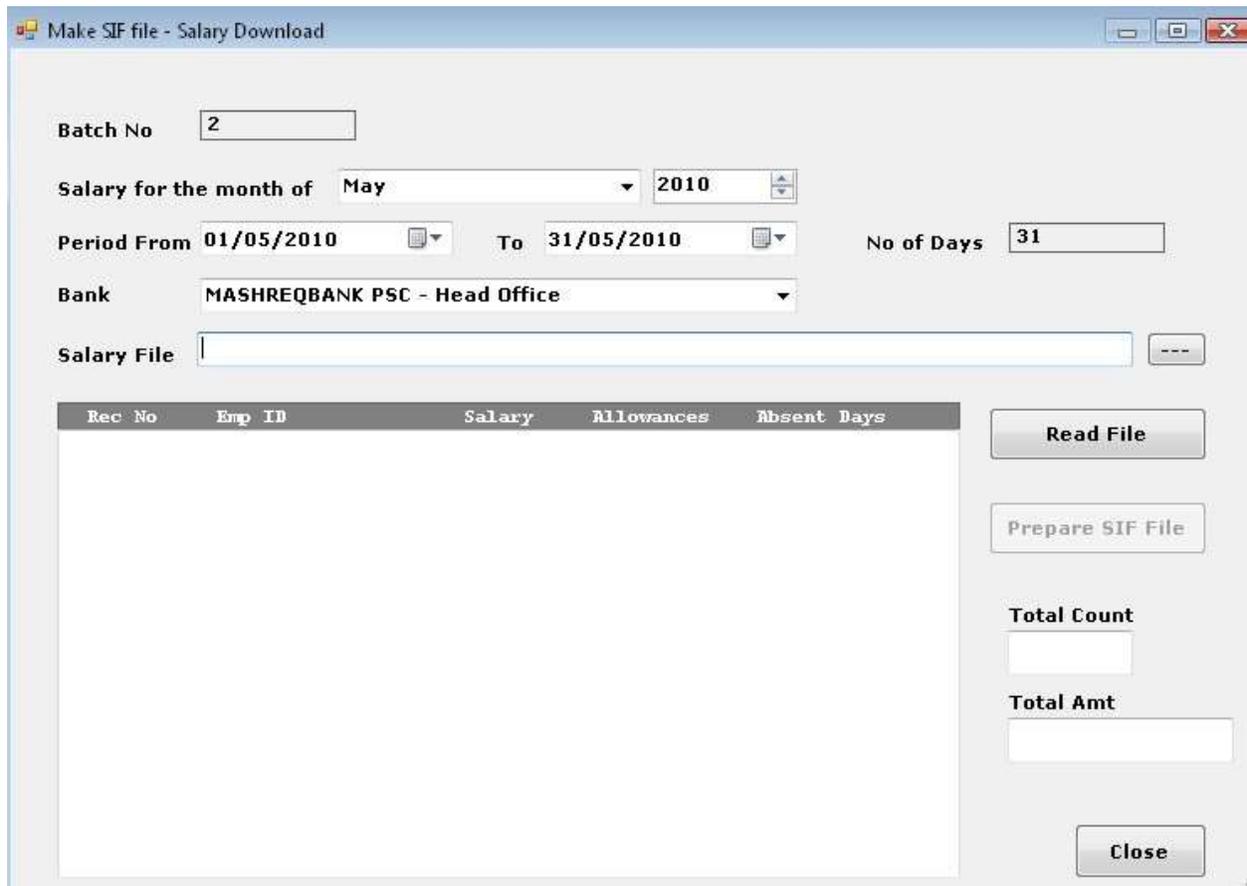
Prepare SIF file from Excel

You can create SIF file from your excel salary sheet.

Select menu option Process -> Prepare SIF from Excel



It will open following screen

A screenshot of the 'Make SIF file - Salary Download' dialog box. The dialog contains several input fields and buttons. The 'Batch No' field has the value '2'. The 'Salary for the month of' dropdown is set to 'May' and the year is '2010'. The 'Period From' is '01/05/2010' and 'To' is '31/05/2010'. The 'No of Days' field has the value '31'. The 'Bank' dropdown is set to 'MASHREQBANK PSC - Head Office'. The 'Salary File' field is empty. Below these fields is a table with columns: 'Rec No', 'Emp ID', 'Salary', 'Allowances', and 'Absent Days'. To the right of the table are buttons for 'Read File', 'Prepare SIF File', and 'Close'. There are also two empty text boxes labeled 'Total Count' and '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.

WPS Salary Processing System

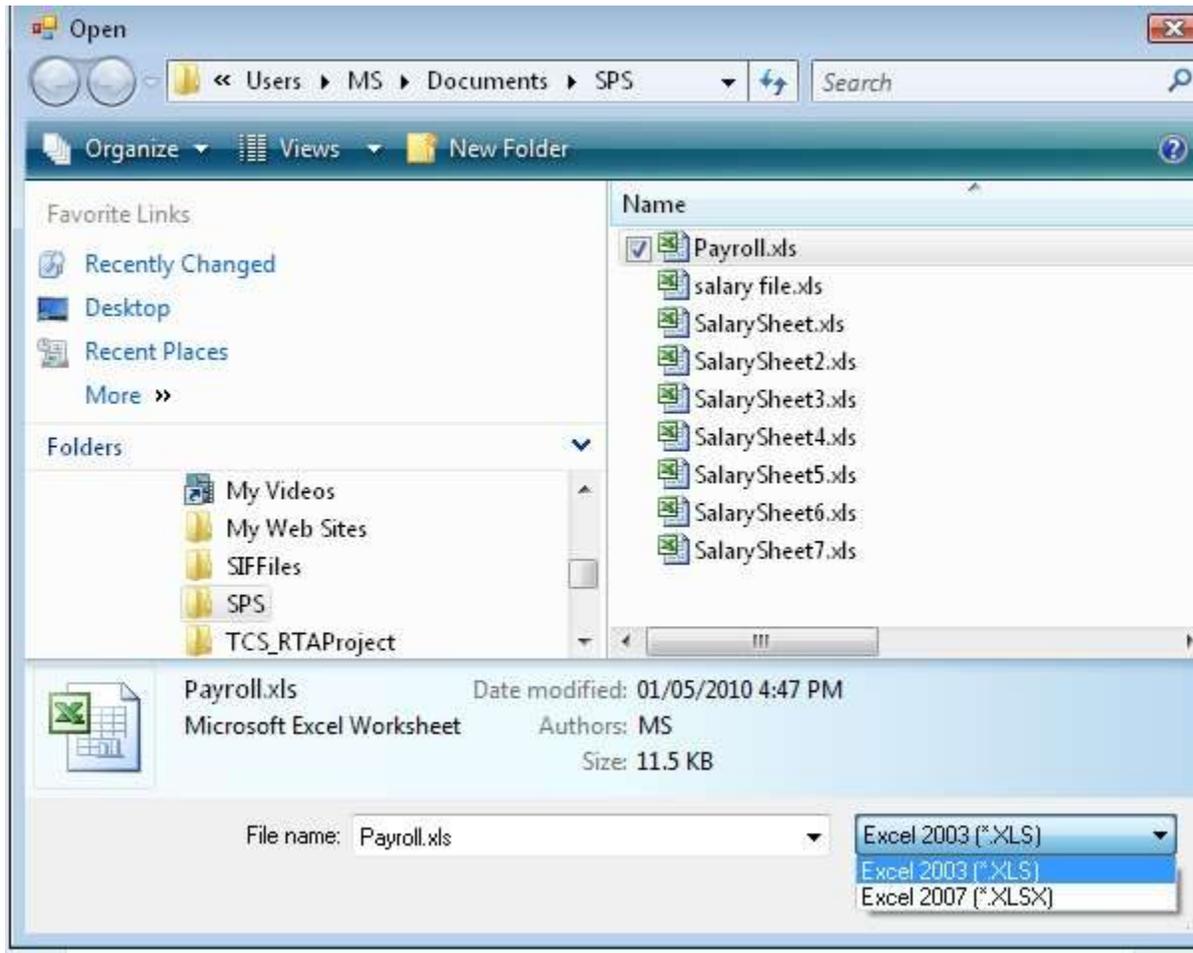
Select salary month from the drop down list.

Select salary period and company corporate bank from the list.



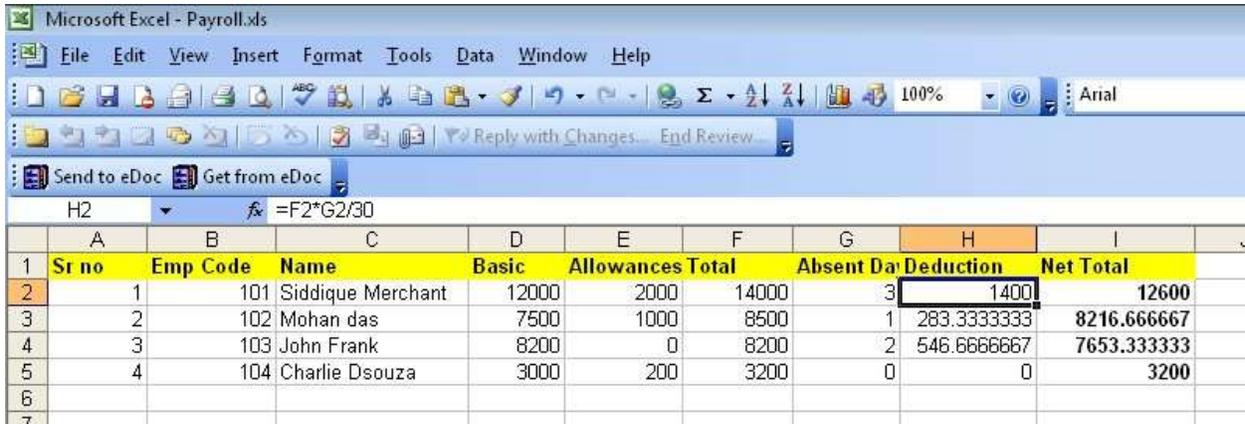
Click Browse button to browse and select the Excel Salary sheet or your pay roll sheet in Excel format.

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



WPS Salary Processing System

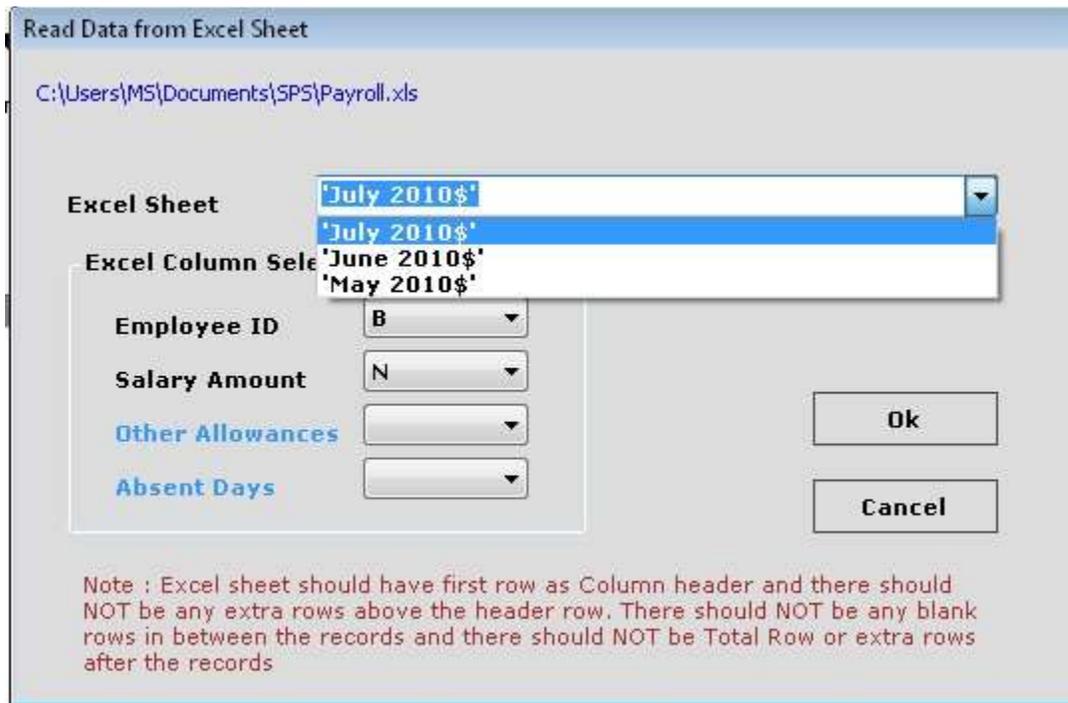
Your Excel sheet can have any format. If it has calculation formulas then software will read records from the formulas. An example is shown below,



Sr no	Emp Code	Name	Basic	Allowances	Total	Absent Days	Deduction	Net Total
1	1	101 Siddique Merchant	12000	2000	14000	3	1400	12600
2	2	102 Mohan das	7500	1000	8500	1	283.3333333	8216.666667
3	3	103 John Frank	8200	0	8200	2	546.6666667	7653.333333
4	4	104 Charlie Dsouza	3000	200	3200	0	0	3200

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 following screen



Read Data from Excel Sheet

C:\Users\MS\Documents\SPS\Payroll.xls

Excel Sheet: 'July 2010\$'

Excel Column Selection:

- Employee ID: B
- Salary Amount: N
- Other Allowances: []
- Absent Days: []

Ok

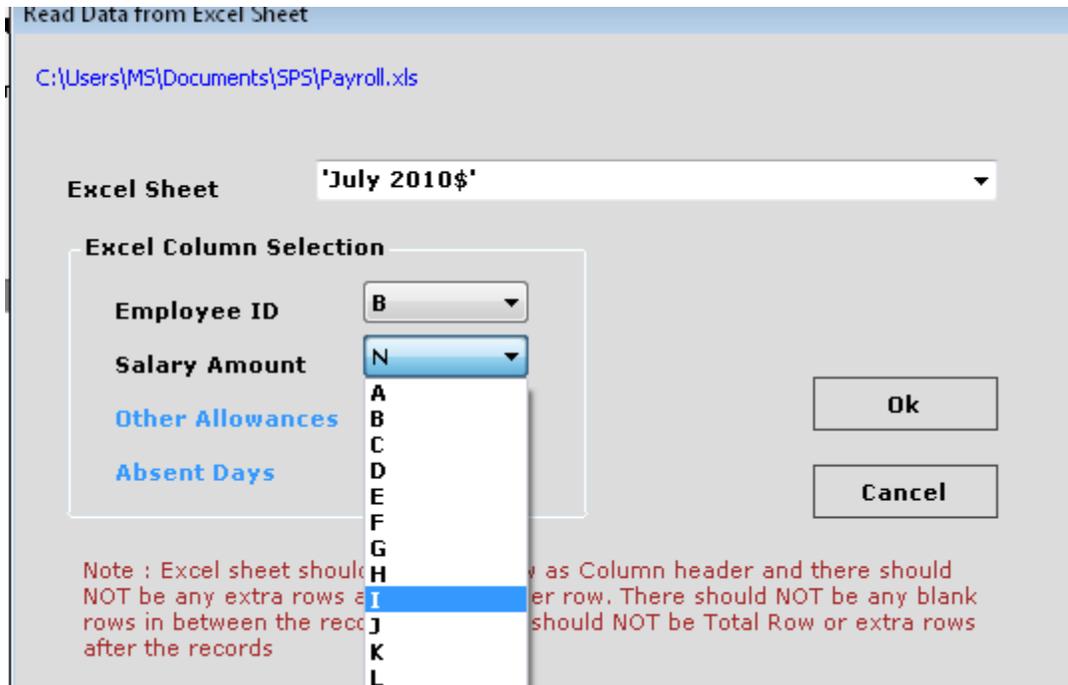
Cancel

Note : Excel sheet should have first row as Column header and there should NOT be any extra rows above the header row. There should NOT be any blank rows in between the records and there should NOT be Total Row or extra rows after the records

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 N respectively.

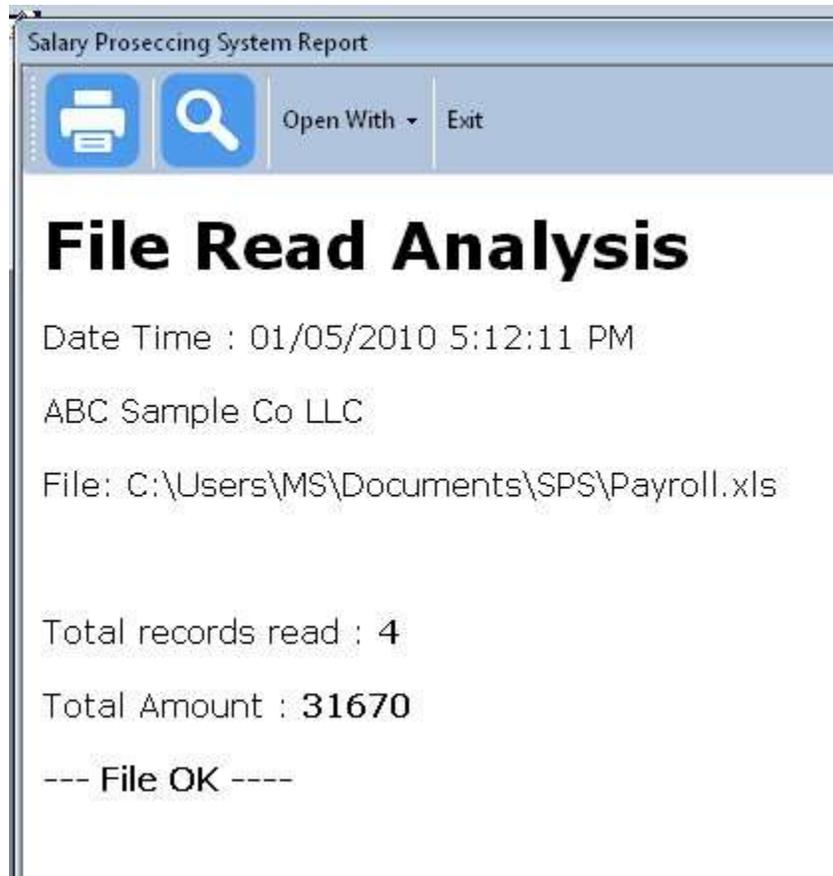
WPS Salary Processing System



Click OK.

It will display File Read Analysis

WPS Salary Processing System



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

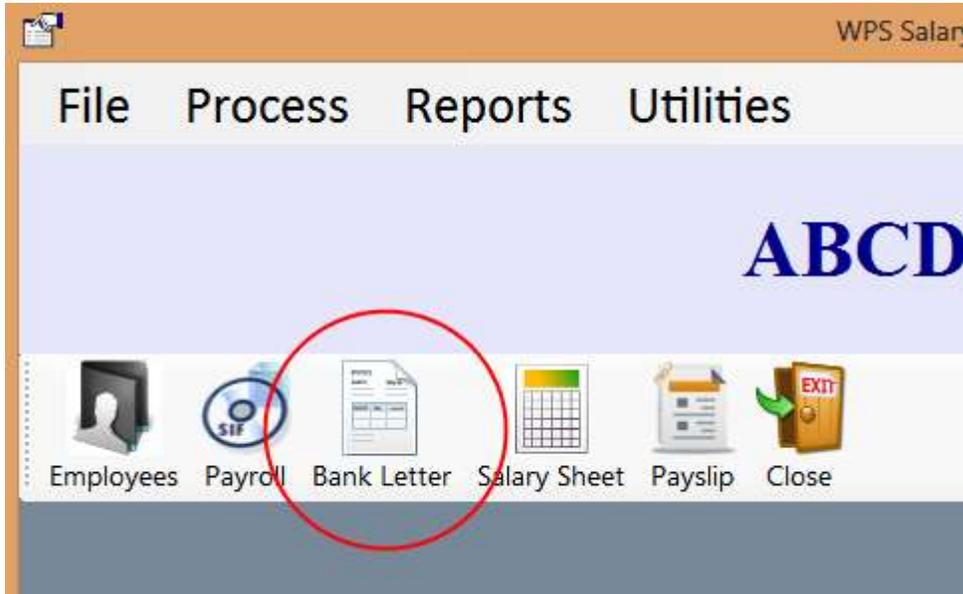
Click Exit to close the screen and click Prepare SIF File button to generate SIF file.

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

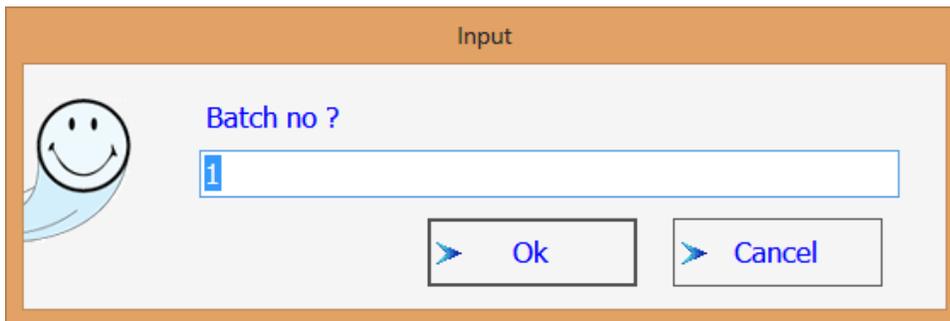
WPS Salary Processing System

Preparing Salary Transfer Letter for Bank

Click Bank Letter button as shown below



input salary Batch number



The screenshot shows an "Input" dialog box. It has a title bar "Input" and a smiley face icon on the left. The text "Batch no ?" is displayed above a text input field. The input field contains the number "1". Below the input field are two buttons: "Ok" and "Cancel", both with a right-pointing arrow icon.

WPS Salary Processing System

it will open following screen. if you are making SIF file first time in this computer then you need to enter your contact information which will print on the letter for bank to contact you if required.

Salary Transfer Letter

SIP Batch No: 2

Date: May 01, 2010

Bank Name: HASHREQBANK 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: 000000123456100501171702.SIF

Contact Person: Muhammad Siddique

Tel / Mobile Number: 050-3877642

Email ID: info@wpsuae.com

Company Name: ABC Sample Co LLC

OK Cancel

Click OK and it will open the letter in word document to print.

Microsoft Word

File Edit Format Tools Table Window Help

Close

1 1 2 3 4 5 7

May 01, 2010

HASHREQBANK PSC

Attention: Manager, Salary Processing Dept.

Subject: Employee Wages for the month of **May 2010**.

Dear Sir / Madam,

Please debit our Account and transfer the wages to our employee's accounts through **WPS** as per the attached SIF file on the CD. Please find the details as under.

Company Account Number	0123456789
Total Wages Amount	31,670.00 (Dirhams Thirty One Thousand Six Hundred Seventy and Fils Zero Only)
Total Salaries	4
SIF File Name	000000123456100501171702.SIF

Please find below our contact details for any related communication and/or the Hashreq:

Contact Person	Muhammad Siddique
Tel / Mobile No.	050-3877642
Email ID	info@wpsuae.com

Your early action shall be highly appreciated.

Thank you! Best Regards,

for **ABC Sample Co LLC**

Authorized Signature

WPS Salary Processing System

***** Documents to be submitted in the bank for WPS Salary transfer *****

- 1> Salary Transfer Letter on Company letter head with Authorized signatory and company stamp
- 2> SIF file on CD (Soft copy)
- 3> SIF file printout signed and stamped

Reports and queries for Company internal use

Salary Report



The screenshot shows the 'Salary Processing System Report' window. The report is titled 'Salary Sheet' and displays the following information:

Company	ABCD Co. LLC
Processing Date	15 Apr 2013
Batch No	1
Salary Month	April 2013
Bank	EmiratesNBD
Source	System
SIF Name	0000000123456130415130554.SIF
Total Records	2
Total Amount	10,900.00

Sr No	Emp code	Name	Salary	Allowance	Allowance For	Overtime	Absent Days	Absent Deduction	Salary Deduction	Allowance Deduction	Deduction For	Total Amount	Payment For
1	101	Abdulrah	6,500.00	0.00		0.00	0	0.00	0.00	0.00	0.00	6,500.00	Monthly Salary
2	102	John Mathew	3,900.00	500.00		0.00	0	0.00	0.00	0.00	0.00	4,400.00	Monthly Salary

Total Records: 2
Total Amount: 10,900.00

WPS Salary Processing System

Batch Report

Salary Processing System Report

Open With Exit

Batch Report

ABCD Co. LLC	
Processing Date	15 Apr 2013
Batch No	1
Salary Month	April 2013
Bank	EmiratesNBD
Source	System
Sif Name	0000000123456130415130554.SIF
Total Records	2
Total Amount	10,900.00

Sr No	Emp code	Name	Bank	Bank Code	A/C No	Total Amount
1	101	Abdullah	MASHREQBANK PSC	203320101	AE00000000000000000000	6,500.00
2	102	John Methew	BARCLAYS BANK	401920110	AE11111111111111111111	4,400.00

Total Records	2
Total Amount	10,900.00

Pay slips

ABCD Co. LLC

Pay Slip

Salary Month	Payment for	Batch No	Processing Date
April 2013	Monthly Salary	1	15 Apr 2013

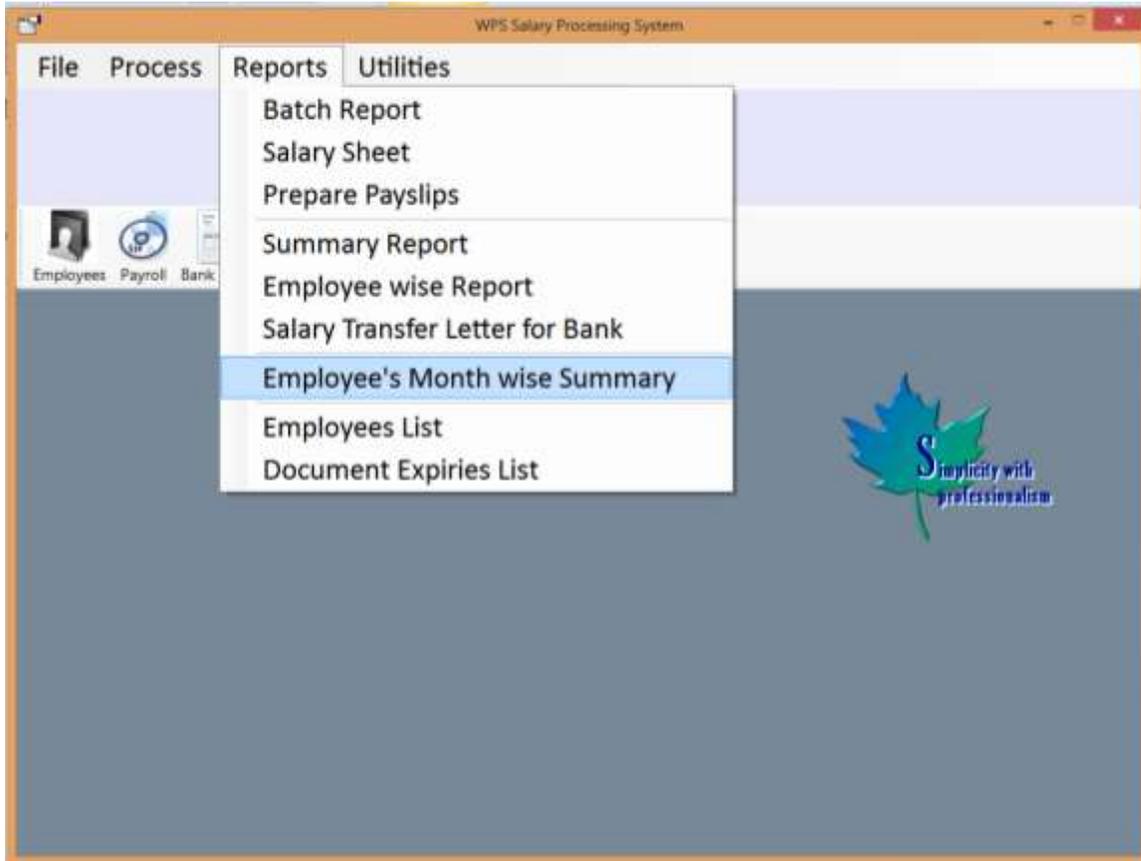
Employee	101	Abdullah
Bank	MASHREQBANK PSC	
Account no.	AE00000000000000000000	

	Amount	Description
Salary	6500.00	
Allowances	0.00	
Overtime	0.00	Overtime hours : 0
Total Earning	6500.00	
Absent Deduction	0.00	Absent days : 0
Salary Deduction	0.00	
Allowance Deduction	0.00	
Total Deduction	0.00	
Net Payment	6500.00	Dirhams Six Thousand Five Hundred and Fils Zero Only

Authorized By	Received By
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WPS Salary Processing System

More Reports



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



WPS Salary Processing System

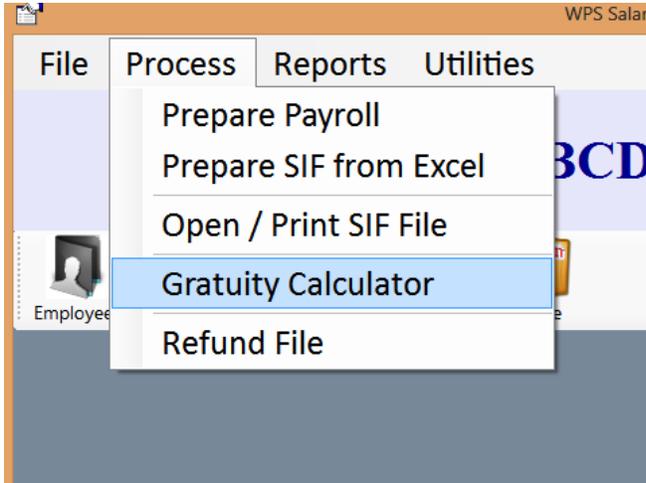
Document Expiries Report

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

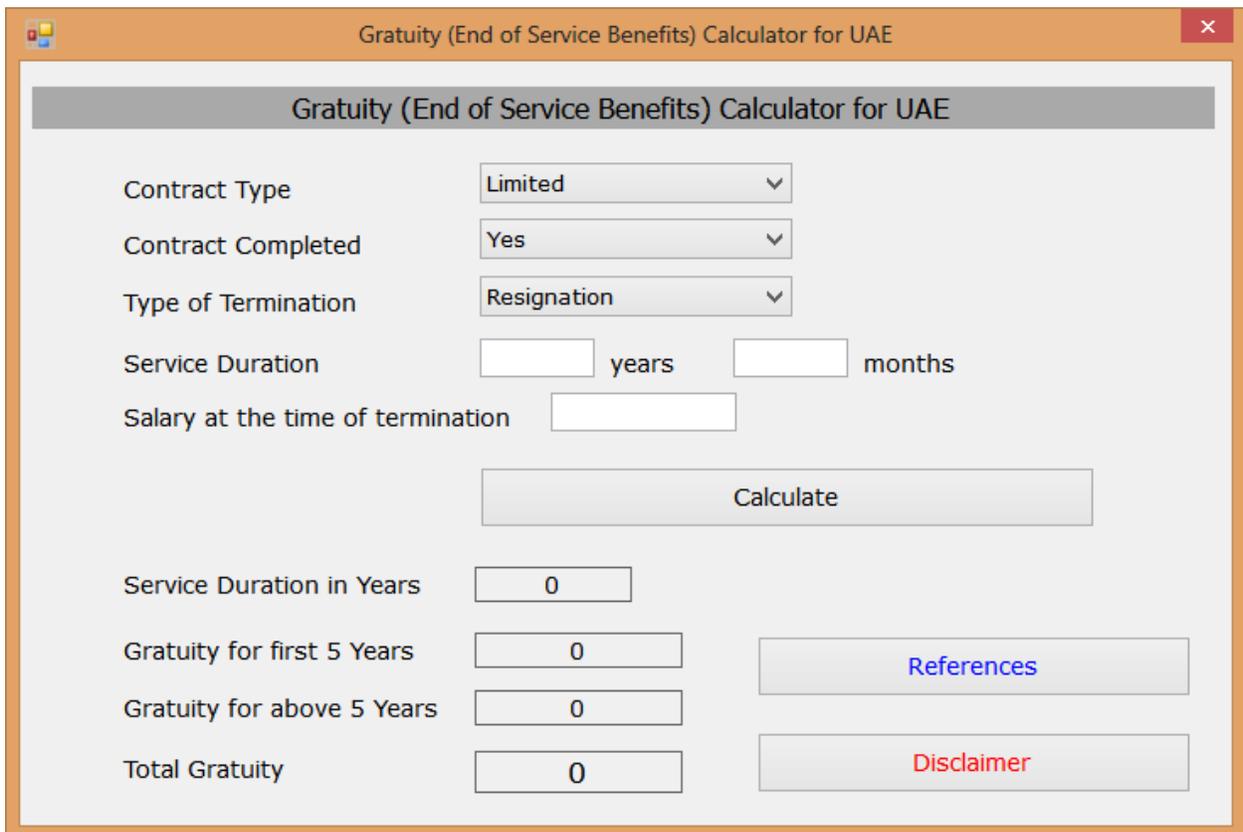
WPS Salary Processing System

Gratuity Calculator

Open menu as shown under,



Input Service duration and final salary amount and select other information if required. Click **Calculate** button and system will calculate total net payable Gratuity.

A screenshot of the 'Gratuity (End of Service Benefits) Calculator for UAE' application window. The window title is 'Gratuity (End of Service Benefits) Calculator for UAE'. The form contains the following fields and controls:

- Contract Type: Limited (dropdown)
- Contract Completed: Yes (dropdown)
- Type of Termination: Resignation (dropdown)
- Service Duration: [] years [] months
- Salary at the time of termination: []
- Calculate: [Calculate]
- Service Duration in Years: [0]
- Gratuity for first 5 Years: [0]
- Gratuity for above 5 Years: [0]
- Total Gratuity: [0]
- References: [References]
- Disclaimer: [Disclaimer]

WPS Salary Processing System

Creating more companies in same group:

You can add 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 company etc and add all required information for 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

Transfer Data to another PC

Copy following 2 database files on some external drive or USB disk

C:\WPS_SPS+\dbSPSplus.mdb

C:\WPS_SPS+\dbSPSdocs.mdb

install the software on new PC.

paste the above 2 files in the new computer at C:\WPS_SPS+

All data is transferred to the new PC. Run and check the application.

WPS Salary Processing System

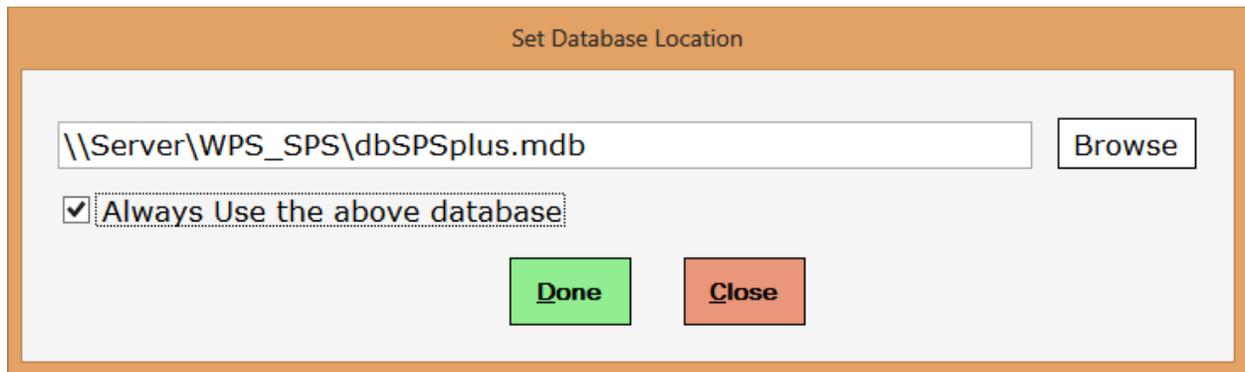
Network Installation

Copy database files (**dbSPSplus.mdb** and **dbSPSdocs.mdb**) on the shared folder on the network.

Run the application open menu options as under,

Utilities -> Set Database Location

following screen will be opened,



Click browse and select file dbSPSplus.mdb on the network location.

Click Done and restart the application

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

WPS Salary Processing System

Database Backup

Periodically make copies of the database file on some external drive to avoid loss of data in case if you have some problem in your PC.

copy the MDB files from the following directory

C:\WPS_SPS+

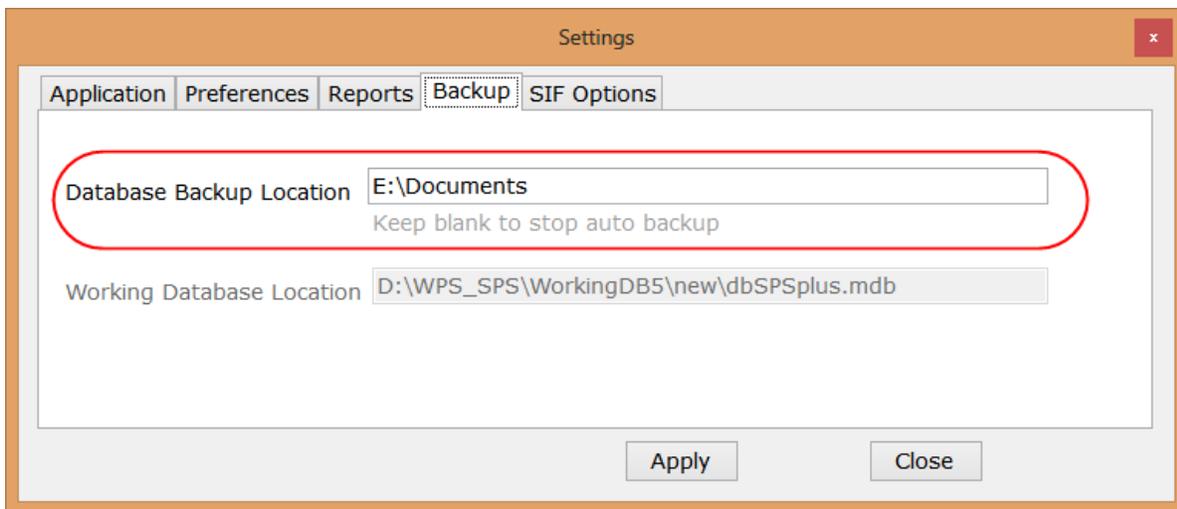
and the files to be copied are

dbSPSplus.mdb and **dbSPSdocs.mdb**

Software also makes automatic backup, whenever you run and close the application.

The Backup path can be adjusted as under,

Utilities -> Settings -> Backup



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

Or email us at info@wpsuae.com



Team: WPS Salary Processing System