



System for Accounting and Management of Payroll

IACS Oracle up gradation – Payroll

User Manual

Version: 1.0

ORACLE®

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Payrolls

Payrolls Overviews:

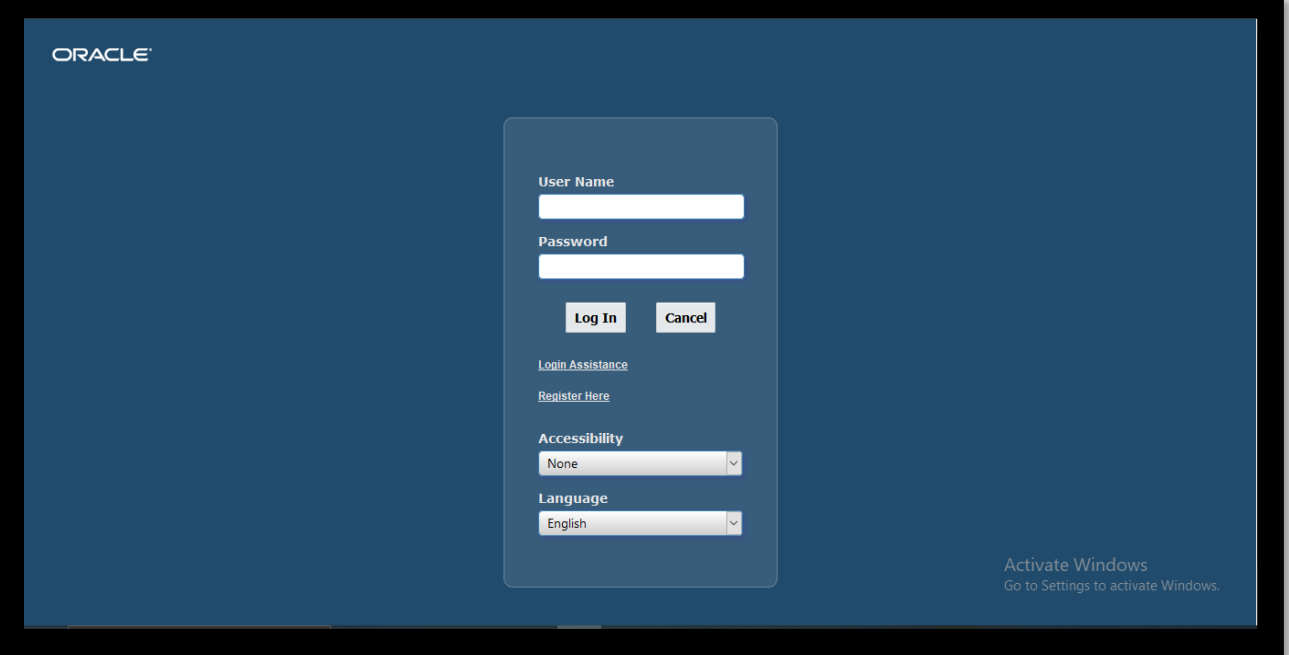
Using Oracle HRMS, you can set up payrolls to pay all your employees accurately and at the correct time.

Payroll calculation is an integral part of any organization's operations. It involves determining the total amount of money a company pays to its employees for their work during a specific period, including salaries, wages, bonuses, and other benefits. However, payroll calculation can be a complex and challenging task in India due to the country's diverse tax and regulatory requirements.

How to Login into ORACLE EBS System

Users have to take following steps in order to login in to Oracle EBS System.

- Enter URL <http://ebsprodapp.iacs.res.in:8035> to go to login screen.
- Enter user name.
- Enter password.
- Click on login button.



ORACLE

User Name

Password

[Login Assistance](#)

[Register Here](#)

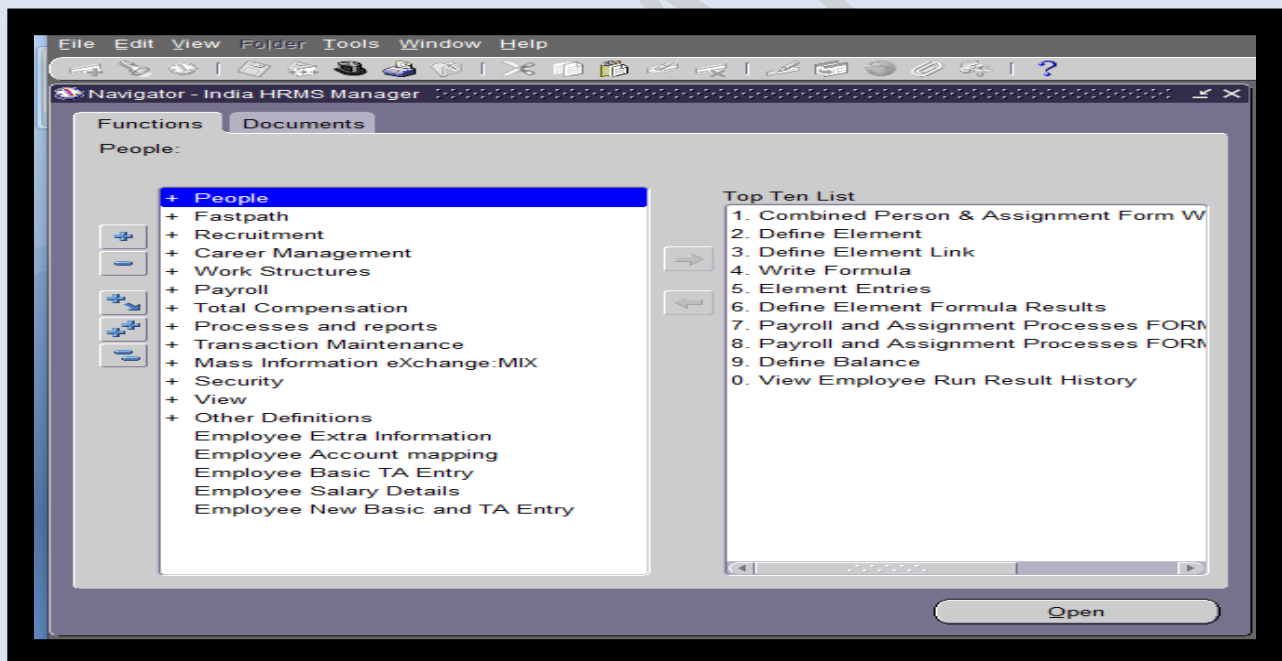
Accessibility
None

Language
English

Activate Windows
Go to Settings to activate Windows.

1. Open HRMS Form

Navigator: India HRMS Manager>People>Enter and Maintain



2. IACS Payroll Details:

In the IACS, number of payroll is 4types.

1. IACS Institute Fellow Payroll
2. IACS Institute Fixed and Consolidated Payroll
3. IACS Institute Regular Payroll
4. IACS Project Payroll

Types of payroll Process:

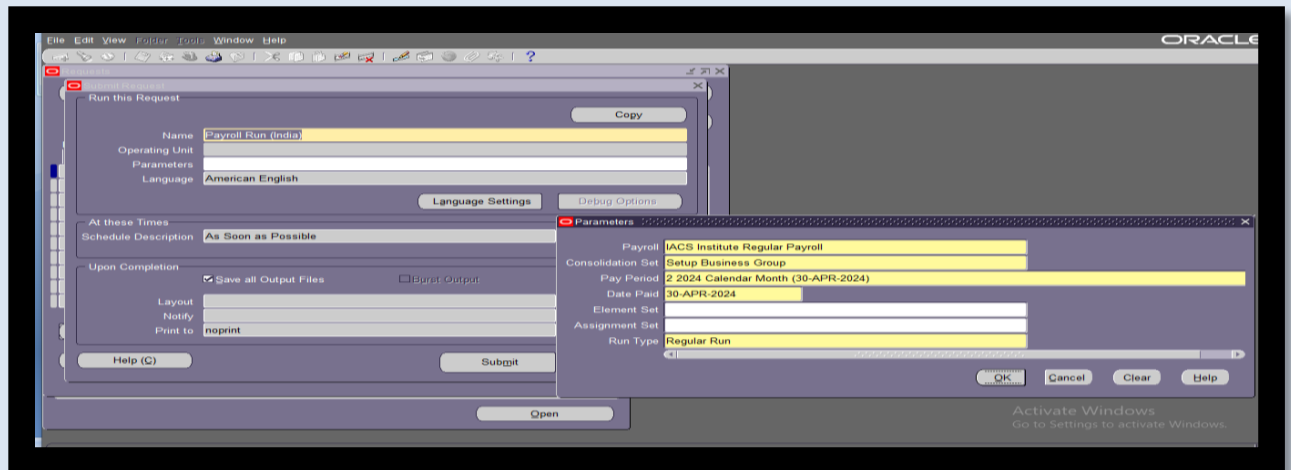
1. Payroll Run (India)
2. Pre-Payments
3. Payroll Reports Archive (India)
4. Costing
5. Costing Detail Report (generic)
6. Transfer to GL

3. Describe of the process types of payroll with parameter:

It involves calculating total wage earnings, withholding deductions, filing payroll taxes and delivering payment. These steps can be accomplished manually, but an automated process is usually more accurate and efficient and may help you comply with various payroll regulations.

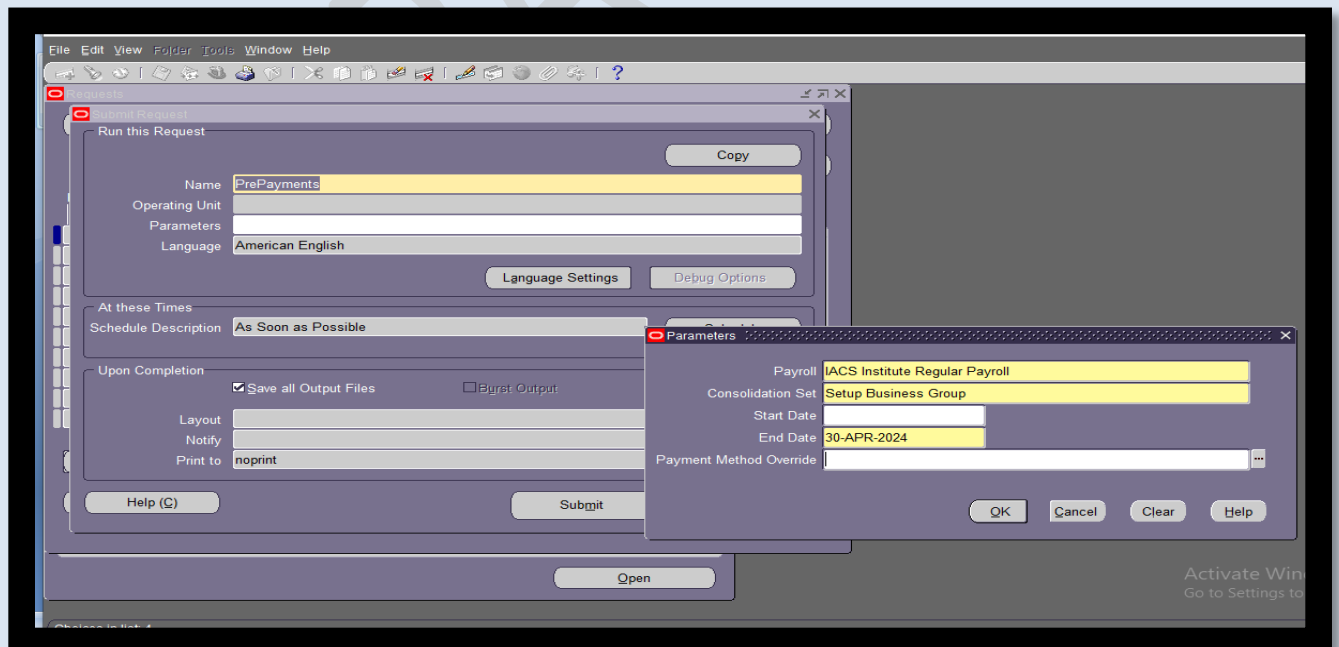
- **Navigator:** View> Request> submit a new request> ok>select **Payroll Run (India)**>Select all mandatory field>ok>submit>No

Payroll	Payroll Name
Consolidation Set	Setup Business Group
Pay Period	Month
Date Paid	Month
Run Type	Regular Run



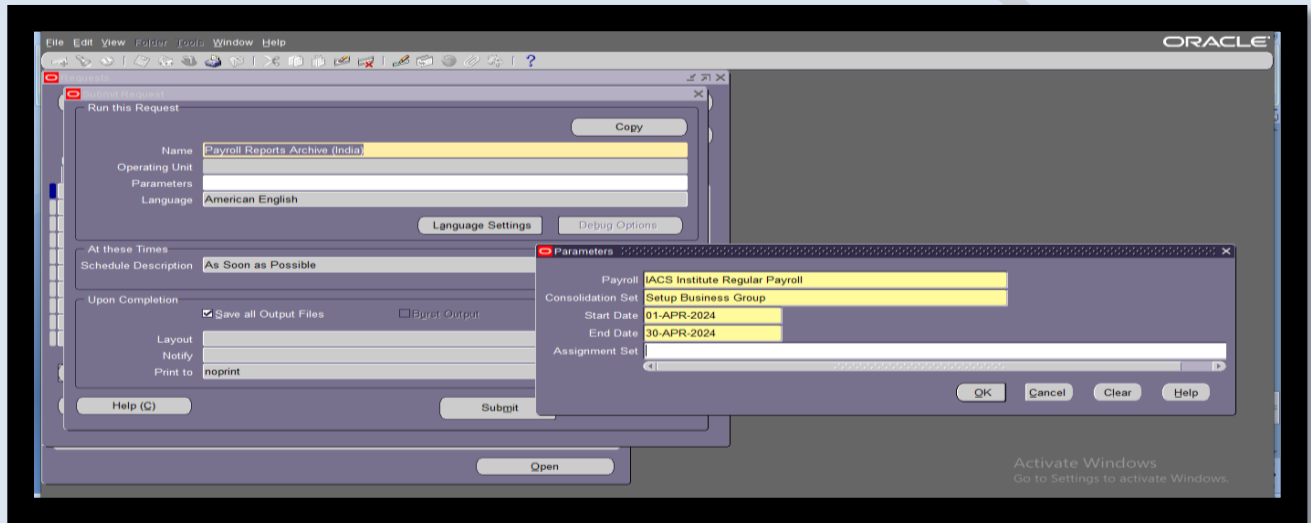
- **Navigator: View> Request> submit a new request> ok>select PrePayments>Select all mandatory field>ok>submit>No**

Payroll	Payroll Name
Consolidation Set	Setup Business Group
End Date	Last date of every month



- **Navigator:** View> Request> submit a new request> ok>select **Payroll Reports Archive (India)**>Select all mandatory field>ok>submit>No

Payroll	Payroll Name
Consolidation Set	Setup Business Group
Start Date	First Date of Every month
End Date	Last date of every month



- **Navigator:** View> Request> submit a new request> ok>select **Costing**>Select all mandatory field>ok>submit>No

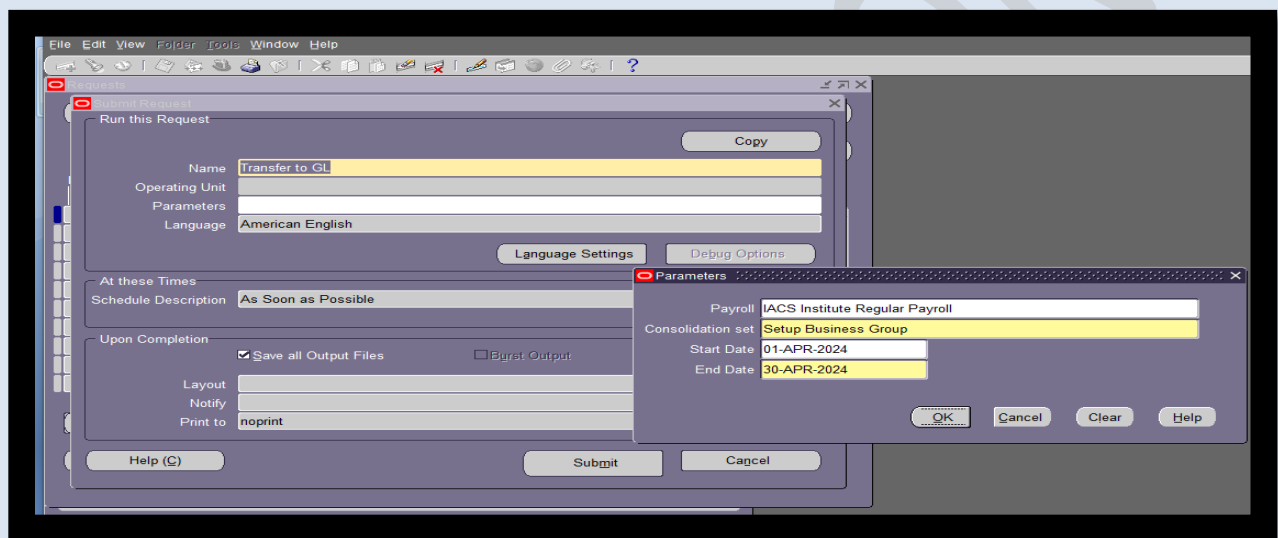
Payroll	Payroll Name
Consolidation Set	Setup Business Group
Start Date	First Date of Every month
End Date	Last date of every month

- **Navigator: View> Request> submit a new request> ok>select Costing Detail Report (generic)>Select all mandatory field>ok>submit>No**

Start Date	First Date of Every month
End Date	Last date of every month
Payroll	Payroll Name
Consolidation Set	Setup Business Group

- **Navigator:** View> Request> submit a new request> ok>select **Transfer to GL**>Select all mandatory field>ok>submit>No

Payroll	Payroll Name
Consolidation Set	Setup Business Group
Start Date	First Date of Every month
End Date	Last date of every month



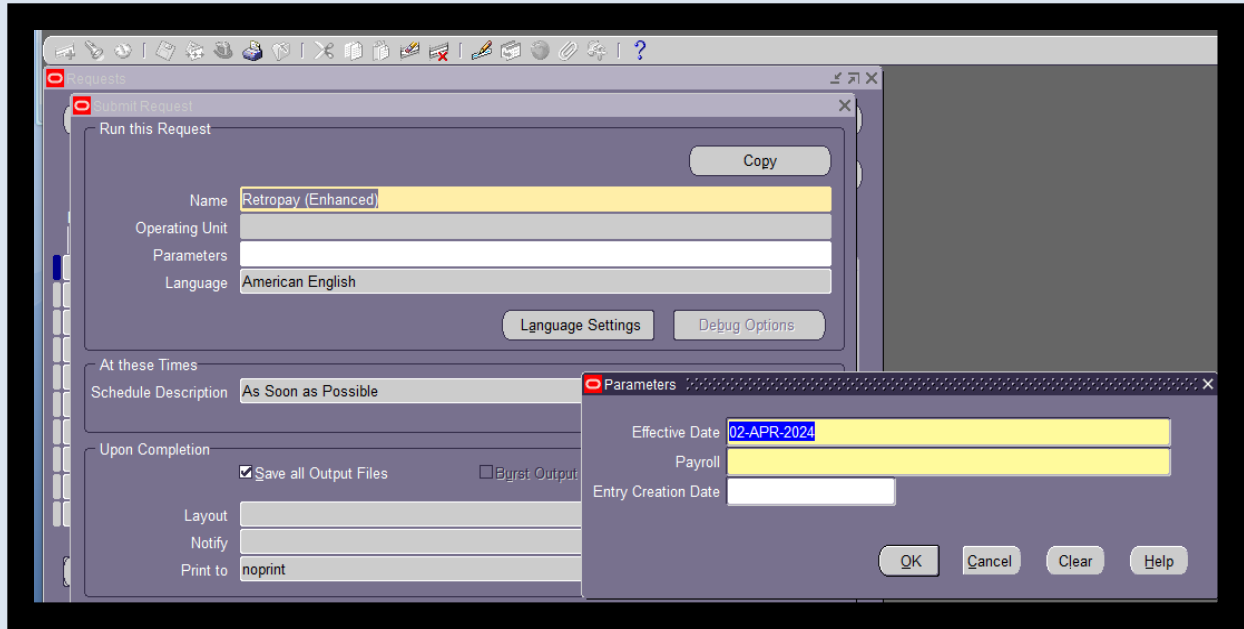
4. Retro Payroll Process

Retroactive (retro) processing refers to the recalculation of prior periods due to changes in payee data that could result in adjustments to entitlement or compensation.

Navigator: Ctrl L> RetroPay assignment>ok>Select Employee_code >Go>+>Select Assignment number>Recalculation Date>Apply>Apply

Navigator: View> Request> submit a new request> ok>select **Retropay (Enhanced)**>Select all mandatory field>ok>submit>No

Effective Date	Select last date of current month
Payroll	Payroll Name



5. Post Payroll Process

Post-payroll activities specific to an organization include the reporting, declarations, and statements that each employer must produce for the relevant corresponding bodies.

Navigator: Change the responsibility (**General ledger super user**)>Journals>import>Run>Select of the mandory field>import>Enter>Requery>Post

Source	payroll
Ledger	Automatic generated

The screenshot shows the 'Enter Journals (JACS (NEW))' window in Sage 50. The main window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. Below the toolbar is a table with the following columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. The table is currently empty. A 'Find Journals' dialog box is open in the center of the screen. This dialog box contains the following fields and controls:

- Batch: [Text Field]
- Journal: [Text Field]
- Ledger: [Text Field]
- Source: [Text Field] (Value: Payroll)
- Category: [Text Field]
- Period: [Text Field] (with a dropdown arrow)
- Currency: [Text Field]
- Status:
 - Posting: [Text Field]
 - Funds: [Text Field]
- Control Total:
 - Batch: [Text Field]
 - Journal: [Text Field]

At the bottom of the dialog box, there are buttons for 'Clear', 'New Batch', 'New Journal', 'Find', and 'More'. Below the dialog box, in the main window, there are buttons for 'Review Journal', 'Review Batch', 'Post', 'Reverse Batch', 'Regquery', 'New Journal', 'New Batch', 'Tax Batch', 'Approve', and 'AutoCopy...'.

6. Types of Payroll Reports

Path	Report Name
India HRMS Manager ->View ->Request	IACS - 24Q Annexure-I (Project)
India HRMS Manager ->View ->Request	IACS - 24Q Annexure-I
India HRMS Manager ->View ->Request	IACS - Advance GL Report
India HRMS Manager ->View ->Request	IACS - Employee Report
India HRMS Manager ->View ->Request	IACS - Employee Salary Details
India HRMS Manager ->View ->Request	IACS - Employee Salary Details
India HRMS Manager ->View ->Request	IACS - Monthly Applied Leave Report
India HRMS Manager ->View ->Request	IACS - Pay Bill Register
India HRMS Manager ->View ->Request	IACS - Salary Department Total
India HRMS Manager ->View ->Request	IACS - Salary Earning Deduction
India HRMS Manager ->View ->Request	IACS - Salary Register
India HRMS Manager ->View ->Request	IACS - Section 10 Report
India HRMS Manager ->View ->Request	IACS Arrear NPS Report
India HRMS Manager ->View ->Request	IACS Auto Leave Approved Program
India HRMS Manager ->View ->Request	IACS Custom Payroll Costing Program Project
India HRMS Manager ->View ->Request	IACS Employee Salary Report
India HRMS Manager ->View ->Request	IACS Student Attendance Report
India HRMS Manager ->View ->Request	IACS Student HR Report
India HRMS Manager ->View ->Request	IACS Student Pay Report
India HRMS Manager ->View ->Request	IACS Custom Payroll Costing Budget Checking Report
India HRMS Manager ->View ->Request	IACS Yearly Leave statement New 2023

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