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BARAZA PAYROLL SYSTEM

As your organization grows, the demands on your operations ensure you hire human resources and pay them salaries based on their responsibilities and deliverables. Salaries may be fixed or based on performance or a combination of both.

As the number of variables grows each time you are processing salaries, the chances of errors creeping in increase. You need to keep a track of all your employee details, their attendance, overtime, performance linked incentives, leaves, expense reimbursements as well as various deductions mandated by labour and income tax laws.

Your salary calculations should be efficient enough to provision for any investments that your employees make and which entitle them to various tax exemptions provided by the Government.

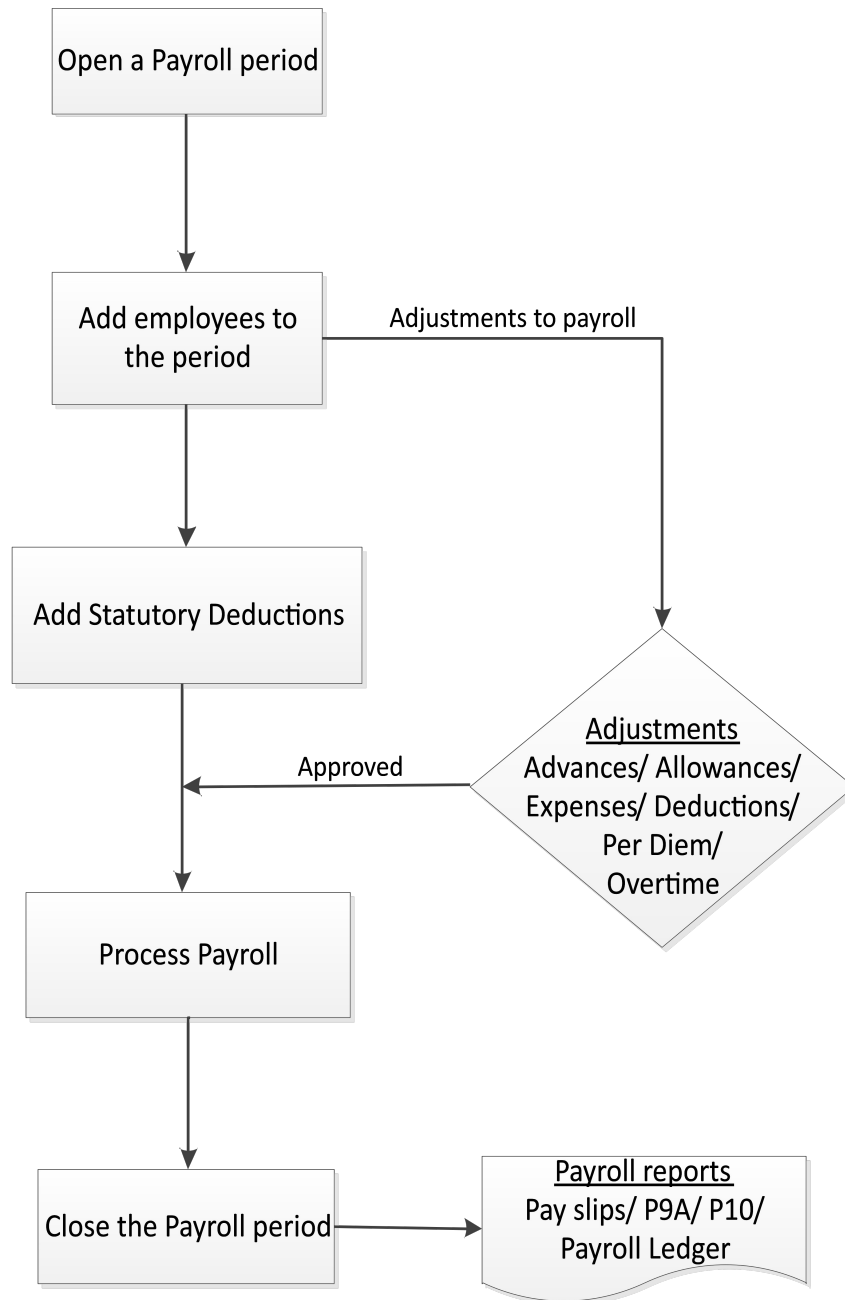
The entire process becomes extremely cumbersome and any errors have serious implications in terms of interest and penalties for delayed statutory compliances as well low employee morale.

Enter **Baraza Payroll System** (BPS).

Below are key advantages that should be the key motivators for you to switch to Baraza Automated Payroll system, a professional and automated payroll system:

- Simplifies data entry, saves time and helps reduce errors.
- Processing payroll becomes fast and easy compared to manual systems; save on time and extra manpower costs.
- Employee Self-help tools help enhances productivity across the board; employees can view their pay slips, apply for reimbursements and declare investments without eating into your quality HR time.
- All payroll information remains in one location, giving you extreme control over your data.
- Uses predefined schemes to auto calculate all deductions related to labour laws and income tax, company overtime remuneration, deductions and advances, and ensure you meet all your statutory compliances.
- All government reporting becomes easy, such as filing mandatory deductions and filing returns accurately and on time.
- It is very user friendly, with a web interface accessible from any web browser.
- High level of security at the server, database level, and the user interface level. Users get their own log-in accounts centrally managed, with which the can log into the system.
- Integrates and shares data with other systems such as Financial and HR systems in the Baraza Open Platform.

Payroll Process Flow

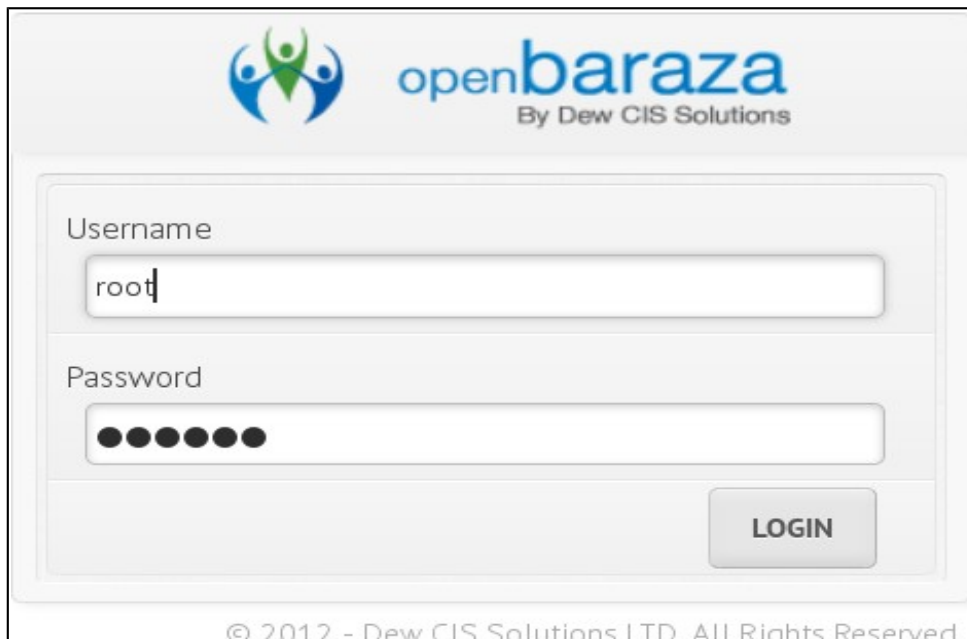


Administrative Log-in

The log-in interface for the system is very straight forward and simple, accessible from any web browser. Users log in with personal log-in accounts created at the administration level of the system

The system's configurations are accessible via the web or by running a Java application launcher. The administrator logs in with their credentials and proceed to use the system.

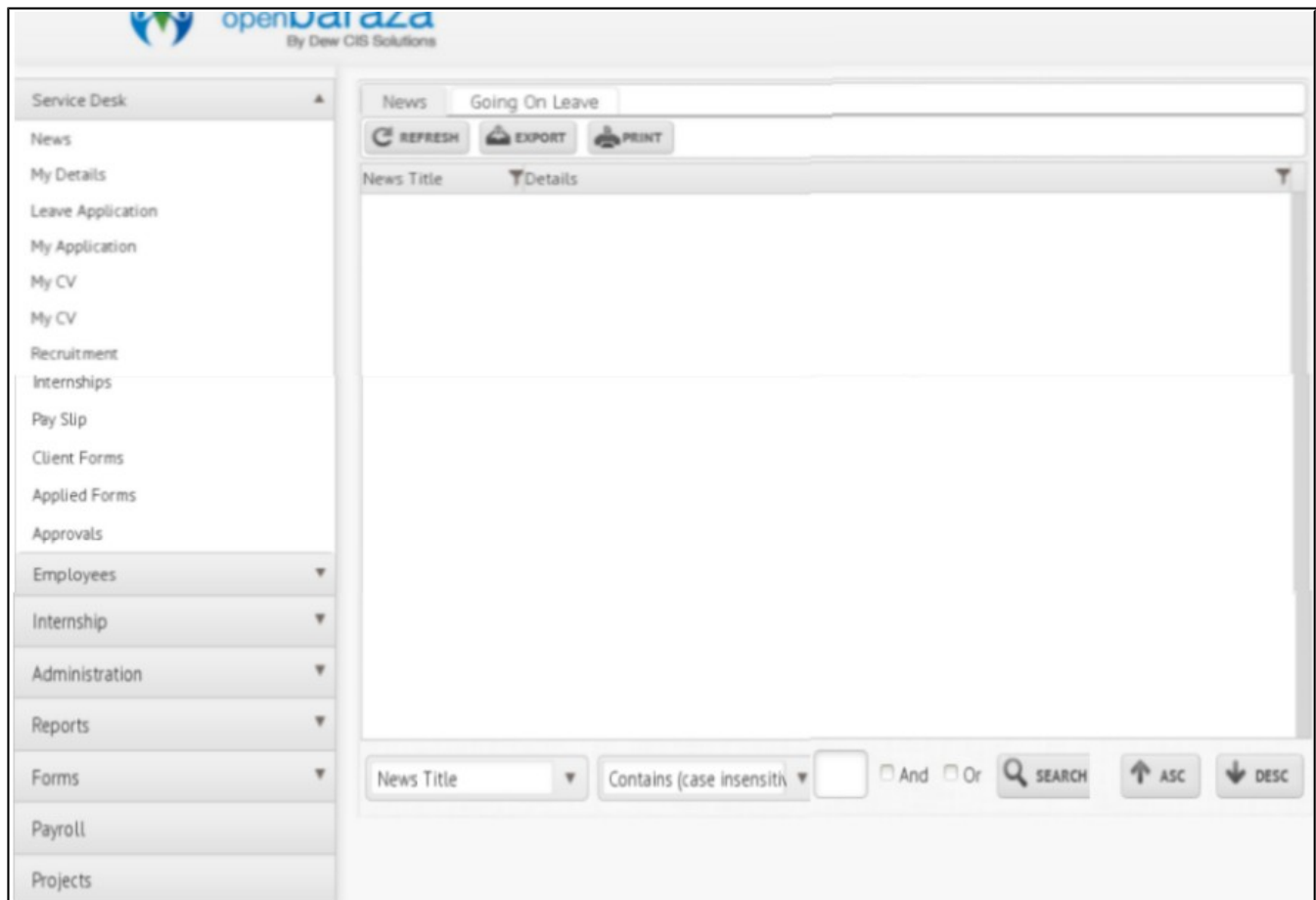
Once logged into the system, the admin is presented with an administrative interface with a wide range of system-wide configurable modules.



The screenshot shows the login interface for 'openbaraza' by Dew CIS Solutions. At the top, there is a logo consisting of three stylized human figures in blue and green, followed by the text 'openbaraza' in a large blue font and 'By Dew CIS Solutions' in a smaller black font. Below the header, there is a login form with two input fields. The first field is labeled 'Username' and contains the text 'root'. The second field is labeled 'Password' and contains seven black dots. To the right of the password field is a grey button with the text 'LOGIN' in black. At the bottom of the form, there is a copyright notice: '© 2012 - Dew CIS Solutions LTD. All Rights Reserved'.

Administrative home screen

Control Panel



DEFINITIONS:

These are the different types of Allowances, Deductions, Expenses and Pay Groups accounted for. To create a new Allowance, Deduction or Expense;

Click on the NEW button under Allowances, Deductions or Expenses Tab.

Inside each tab, e.g. The *Allowances Tab*, shows the amounts paid to an employee over and above their normal salary.

Allowances Deductions Expenses							
<div> <div>+ NEW</div> <div>REFRESH</div> <div>EXPORT</div> <div>PRINT</div> </div>							
Allowance ID	Allowance Name	Order	Visible	Monthly Update	In Payroll	In Tax	Go
1	Sacco Allowance	0	Yes	Yes	Yes	Yes	
2	Bonus	0	Yes	Yes	Yes	Yes	
<div> <div>Allowance ID</div> <div>Contains (case insensitiv</div> <div></div> <div>And Or</div> <div>SEARCH</div> <div>ASC</div> <div>DESC</div> </div>							

Deductions Tab, shows the deductions pertaining to the employee.

Allowances	Deductions	Expenses
Deductions		
Deduction Name :	HELB	
Formural :	getAdjustment(Employee_Month_ID, 1)	
Order :	0	
Account Number :	Bank	
Monthly Update :	<input checked="" type="checkbox"/>	
In Payroll :	<input checked="" type="checkbox"/>	
Running Balance :	<input type="checkbox"/>	
Reduce Balance :	<input type="checkbox"/>	
In Tax :	<input type="checkbox"/>	
Tax Reduction % :	0.00	
Tax Relief % :	0.00	
Max Tax Allowed :	0.00	
Details :		
<div> <div>SAVE</div> <div>DELETE</div> <div>AUDIT</div> </div>		
12,HELB,0,		

Expenses Tab:

These are costs incurred which are not directly tied to an employee's salary. They include travel, communication, health claims, per diem e.t.c.

Allowances Deductions Expenses							
<div> <div>NEW</div> <div>REFRESH</div> <div>EXPORT</div> <div>PRINT</div> </div>							
Expense ID	Expense Name	Order	Visible	Monthly Update	In Payroll	In Tax	Go
21	Travel	0	Yes	Yes	Yes	No	
22	Communcation	0	Yes	Yes	Yes	No	
23	Tools	0	Yes	Yes	Yes	No	
24	Payroll Cost	0	Yes	Yes	Yes	No	
25	Health Insurance	0	No	Yes	Yes	No	
26	GPA Insurance	0	No	Yes	Yes	No	
27	Accomodation	0	Yes	Yes	Yes	No	
28	Avenue Health Care	0	No	Yes	Yes	No	
29	Maternity Cost	0	Yes	Yes	Yes	No	
30	Health care claims	0	Yes	Yes	Yes	No	
31	Training	0	Yes	Yes	Yes	No	
32	per diem	0	Yes	Yes	Yes	No	
<div> <div>Expense ID</div> <div>Contains (case insensitiv</div> <div></div> <div> <input type="checkbox"/> And <input type="checkbox"/> Or </div> <div>SEARCH</div> <div>ASC</div> <div>DESC</div> </div>							

The fields above are defined further in the following table.

FIELD	DEFINITION
<i>Allowance/Deduction/Expense Name</i>	Descriptive name for the category.
<i>Formula</i>	Calculation needed to generate the item's amount.
<i>Monthly Update</i>	Check this box if you want the item calculated every month
<i>In Payroll</i>	Check this box if the item is reflected in the Payroll.
<i>In Tax</i>	
<i>Account Number</i>	
<i>Details</i>	Capture any other information concerning this item in this field

Salary Scales:

This comprises of Pay Scales and Pay Groups. These pay packages based on any criteria from Job Rank, skill, Education, Experience and Duties.

To add a Pay Scale, click on Pay Scales, then New tab.

Add the necessary details and Save.

Pay Scale ID	Pay Scale Name	Min Pay	Max Pay	Go
0	Basic	0	1,000,000	

To add a new Pay Group,

1. Click on Pay Groups and then click on NEW.
2. Fill in the Name of the Pay Group and any more Detail you would like.
3. Click SAVE to store the record.

Pay Group Name : Default

Details :

SAVE DELETE AUDIT

0.Default.

STATUTORY DEDUCTIONS

These are salary deductions dictated by the laws of the country. These are determined and regulated by the state with clear guidelines on their application.

Deduction Types						
<div> <div>+ NEW</div> <div>REFRESH</div> <div>EXPORT</div> <div>PRINT</div> </div>						
ID	Deduction Name	Deduction Relief	Linear	Percentage	Active	Go
1	PAYE	1,162	Yes	Yes	Yes	
2	NSSF	0	Yes	Yes	Yes	
3	NHIF	0	No	No	Yes	
4	FULL PAYE	0	No	No	No	
<div> <div>ID</div> <div>Contains (case insensitiv</div> <div></div> <div> <input type="checkbox"/> And <input type="checkbox"/> Or </div> <div>SEARCH</div> <div> <div>ASC</div> <div>DESC</div> </div> </div>						

To

add a new Deduction Type, click inside Deduction Types and add the required details. Save

Deduction Types	
Deduction Types	
Deduction Type :	PAYE
Formula :	getAdjustment(Employee_Month_ID, 1)
Deduction Relief :	
Linear :	<input checked="" type="checkbox"/>
Percentage :	<input checked="" type="checkbox"/>
Active :	<input type="checkbox"/>
Employer :	0.00
Employer % :	200.00
Order :	0
Tax :	<input type="checkbox"/>
Account Number :	0
Details :	
<div> <div>✓ SAVE</div> </div>	

Click on the NEW button under Deduction Types

FIELD	DESCRIPTION
<i>Deduction Type</i>	
<i>Formula</i>	Formula to calculate the amount due under this deduction type.
<i>Deduction Relief</i>	If there is a exemption in this type of deduction, fill it here.
<i>Linear</i>	Check this box if the deduction is of a fixed amount regardless of salary.
<i>Percentage</i>	Indicates whether the figures represent a percentile.
<i>Active</i>	Indicates whether the deduction is to be activated or not.
<i>Employer</i>	The amount being contributed by the employer.
<i>Employer %</i>	The % amount being contributed by the employer.
<i>Order</i>	
<i>Tax</i>	
<i>Account Number</i>	
<i>Details</i>	

To add Deduction Rates for each deduction Type;

1. Double click to open the Deduction Type, and click on Deduction Rates to the right of the window.
2. Fill in the Deduction Range and Rate as per the statutory scheme.
3. Add a Narrative (optional).
4. Click SAVE to store the record.
5. Repeat this process to add all the deduction ranges that fall under that deduction type.

The screenshot shows a software interface for configuring deduction rates. At the top, there are two tabs: 'Deduction Types' (selected) and 'Deduction Rates'. Below the tabs, there is a section labeled 'Deduction Rates' containing three input fields: 'Deduction Range :', 'Deduction Rate :', and 'Narrative :'. The 'Deduction Range' field contains the value '3,500,000.00' and the 'Deduction Rate' field contains '952,000.00'. Both fields have up and down arrow icons for adjustment. The 'Narrative' field is empty. At the bottom left, there is a 'SAVE' button with a checkmark icon. Below the 'SAVE' button, there is a text label '1,PAYE,1,162,'.

Below is a sample of PAYE deductions scheme;

Deduction Types						
<div> <div>+ NEW</div> <div>REFRESH</div> <div>EXPORT</div> <div>PRINT</div> </div>						
ID	Deduction Name	Deduction Relief	Linear	Percentage	Active	Go
1	PAYE	1,162	Yes	Yes	Yes	
2	NSSF	0	Yes	Yes	Yes	
3	NHIF	0	No	No	Yes	
4	FULL PAYE	0	No	No	No	
<div> <div>ID</div> <div>Contains (case insensitiv</div> <div></div> <div><input type="checkbox"/> And <input type="checkbox"/> Or</div> <div>SEARCH</div> <div>ASC</div> <div>DESC</div> </div>						

BANKS

This tab captures the banks and their branches, which receive payments on behalf of the employees. This information is first supplied by the employee upon being employed. To create a new bank in the system, Click on NEW under the Banks tab. In the new window, fill in the Bank's Name. Add a Narrative (optional).

Banks	
Banks	
Bank Name :	Barclays
Narrative :	
<div>✓ SAVE</div>	

Next, add branch or branches for this bank. To do this,

- Click on the *Banks Tab* to display all the banks.
- Click inside the bank you want to add branches to.
- In the window presented, fill in the Branch Name, Branch Code and a Narrative.
- Click on *SAVE* when done. Add all the relevant branches for each Bank.

Sample Bank creation window



The screenshot shows a web application window for creating a bank. At the top, there are two tabs: 'Banks' (selected) and 'Bank Branch'. Below the tabs, there are three input fields: 'Branch Name' with the value 'City Hall', 'Branch Code' with the value '002', and 'Narrative' which is empty. At the bottom left, there is a 'SAVE' button with a checkmark icon and a button labeled '3,Equity,,'. The window has a light gray background and a thin border.

EMAIL TEMPLATES

This section allows for the creation of email templates which can be used to compose new email or used as automated reply messages.

To create a new email template

- Click on the NEW button under email templates tab.
- Fill in the Email Name, Title for the email and the Details the body of the email.
- Click SAVE to store the template.

Email Templates

Details

Email Name :

Application

Title :

Thank you for your Application

Details :

Thank you {{name}} for your application.

You can login to the Application system on http://portal.dewcis.com/hr

Your user name is {{username}}
Your password is {{password}}

Regards
Human Resources Manager

✓ SAVE

✕ DELETE

T AUDIT

1.Application,Thank you for your Appli,

You can create as many templates as you wish to have.

ENTRIES

Employees:

This tab allows for the manipulation of Employee profiles. These profiles can either come from the Human Resources management module, or they can be created here manually.

Employees

Kin Types

+

NEW

↺

REFRESH

📄

EXPORT

🖨

PRINT

ID	First Name	Surname	Gender	Basic Salary	Department	Department Role	Active	Go
2	Anit	Ngugi	Female		Board of Directors	Chair Person	Yes	<div></div>
2512	Edwin	Kamanda	Male	20,000	Finance	Director, Finance	Yes	<div></div>
2592	Joseph	Kamau	Male	30,000	Finance	Director, Finance	Yes	<div></div>
5628	Ramya	Patibandla	Female	5,000	Human Resources and Administration	Director, Human Resources	Yes	<div></div>
8783	Sazzadur	blackshamrat	Male	116,500	Human Resources and Administration	Director, Human Resources	Yes	<div></div>
7551	Stanley	Ondero	Male	100,000	Human Resources and Administration	Director, Human Resources	No	<div></div>
5513	Varma	Pusapati	Male	35,000	Sales and Marketing	Director, Sales and Marketing	Yes	<div></div>

ID

▼

Contains (case insensitive)

▼

☐ And

☐ Or

🔍

SEARCH

↑

ASC

↓

DESC

To add a new Employee, click on the New button and fill in all the required details then save.

Employees		Kin Types	
Details			
Department Role :	Board of Directors, Chair Person		
Employee ID :	0201		
Surname :	Ngugi		
First Name :	Anit		
Middle Name :	WANGUI		
Date Of Birth :	08/11/1988		
Gender :	Female		
Nationality :	Kenya		
Marital Status :	Married		
Location :	Main office		
Pay Scale :	Basic		
Pay Group :	Default		
Identity Card :	556896		
Active :	<input checked="" type="checkbox"/>		
Bank Account :	Bank		
Bank Branch :	Cash, Cash		
Language :	English		
<div>TermsObjectiveInterestsPictureDetails</div>			
Org :	Dew CIS Solutions Ltd		
Appointment Date :	31/12/2013		
Exit Date :			
Contract :	<input type="checkbox"/>		
Contract Period :	0		
Basic Salary :	0.00		

- ## Adding Payroll Details for an Employee;

- Deduction Types Tab

1. Click on the Deduction Types tab, then click the NEW button.
2. Select the deduction types that apply to the employee. The statutory deduction types added earlier in the control panel of this system will be available for you to choose from.
3. Click on NEW and in the new window, select the Deduction Type you want to add to the employee.

Deduction Types

+ NEW

REFRESH

EXPORT

PRINT

ID	Deduction Name	Deduction Relief	Linear	Percentage	Active	Go
1	PAYE	1,162	Yes	Yes	Yes	
2	NSSF	0	Yes	Yes	Yes	
3	NHIF	0	No	No	Yes	
4	FULL PAYE	0	No	No	No	

ID

Contains (case insensitiv

☐ And
 ☐ Or

SEARCH

ASC

DESC

4. Fill in the other fields as follows;

Identification :

Additional :

Active : Check this box to apply this deduction type to the employee.

Narrative : Additional information (optional).

MONTHLY PAYROLL

Use this tab to process monthly payroll for all the employees in the system. For each employee, the Statutory Deductions, Allowances and Deductions defined in their profile in the Employees tab of the control panel are automatically added for processing. However, one-time Allowances applicable to an employee can be added in the Advances tab.

Periods Tab

Processed payroll periods appear listed in the default window.

To calculate the monthly payroll, you need to create a period for it.

1. Click on NEW button to start creating a payroll period.

FIELD NAME	DETAIL
<i>Start Date</i>	Date period starts
<i>End Date</i>	Date period ends
<i>Overtime Rate</i>	Overtime rate figure
<i>Per Diem Tax Limit</i>	Amount at which per diem tax should stop calculating.
<i>Activated</i>	Check this box to activate the period, or vice versa.
<i>Closed</i>	Check this box to Close the period to block further input. This is an administrative task.
<i>Payroll Account</i>	
<i>Payroll Account</i>	
<i>Bank Address</i>	Name of the Bank
<i>Bank Header</i>	
<i>Details</i>	Additional information on the period (optional).

Sample monthly payroll period

The screenshot shows a software interface for configuring a payroll period. At the top, there are two tabs: 'Periods' (selected) and 'Advances'. Below the 'Periods' tab, the form includes the following fields:

- Start Date :** 01/01/2014 (with a calendar icon)
- End Date :** 31/01/2014 (with a calendar icon)
- Overtime Rate :** 1.50 (with up/down arrows)
- Per Diem Tax Limit :** 2,000.00 (with up/down arrows)
- Activated :** ☒
- Closed :** ☐
- Payroll Account :** 8000
- Bank Account :** 3200

Below these fields, there are three sub-tabs: 'Bank Address' (selected), 'Bank Header', and 'Details'. Under the 'Bank Address' tab, there is a large, empty text input area. At the bottom left of the form, there is a button with a checkmark icon and the text 'SAVE'.

Advances Tab

Use this tab to add any new Advance payments and deductions for employees in an existing Period. Advance Payments and Deductions added here are only applicable for that period they are input under, and will not replicate to the next period.

Advances Window;

Periods					
Advances					
REFRESH EXPORT PRINT					
Period ID	Start Date	End Date	Overtime Rate	Activated	Go
1	01-Jan-2014	31-Jan-2014	1.5	Yes	
2	01-Dec-2013	31-Dec-2013	1.5	Yes	
<div> Period ID <input type="text"/> Contains (case insensitiv <input type="text"/> <input type="checkbox"/> And <input type="checkbox"/> Or SEARCH <input type="button" value="ASC"/> <input type="button" value="DESC"/> </div>					

To add an **Advance Payment**;

1. Select the Period to add the payment to. Click inside it.

Periods		Advances	
Employee Month			
Advances		Advance Deductions	
Employee Advances			
Pay Date :	<input type="text" value="01/01/2014"/>		
Pay Up To :	<input type="text" value="31/03/2014"/>		
Pay Period :	<input type="text" value="3"/>		
Amount :	<input type="text" value="15,000.00"/>		
Payment Amount :	<input type="text" value="5,000.00"/>		
In Payroll :	<input checked="" type="checkbox"/>		
Completed :	<input type="checkbox"/>		
Approve :	<input type="text" value="Approved"/>		
Narrative :	<input type="text"/>		
SAVE			
1,01-Jan-2014,31-Jan-2014, Finance,Director, Finance,Kamanda Edwin Geke,			

2. Click inside the employee record in which the payment will be recorded.
3. In the window that opens, click on NEW button. A window for Employee Advances opens up.

FIELD	DETAILS
<i>PAY DATE</i>	Date to make the payment.
<i>PAY UP TO</i>	Last day to pay the amount.
<i>PAY PERIOD</i>	Period the payment applies to. (Period ID)
<i>AMOUNT</i>	Amount to pay
<i>IN PAYROLL</i>	Whether the amount is included in the Payroll
<i>COMPLETED</i>	Check this box if the amount is paid.
<i>APPROVED</i>	Check this box if the Advance request is approved.
<i>REJECTED</i>	Check this box if the Advance request is rejected.
<i>NARRATIVE</i>	Optional free text.

4. Once the form fields have been populated, click on SAVE button.
5. To add a new Advance Payment for a different employee, click on the Employee Month tab to the right of the window.
6. You will be presented with Employee Month window from which you select the employee. From there, proceed as instructed above in steps 1 to 4.

To add an **Advance Deduction**;

While still in the Advances tab, you can add any Advance deductions to any employee in the specific period you are working on.

1. Select the Period to add the deduction to. Click inside it.
2. To the right of the open window. Click on Advance Deductions. Click on NEW button to add a new Deduction for this employee

Periods	Advances
Employee Month	
Advances	Advance Deductions
Advance Deductions	
Pay Date :	<input type="text" value="01/01/2014"/>
Amount :	<input type="text" value="5,000.00"/>
In Payroll :	<input checked="" type="checkbox"/>
Narrative :	<input type="text"/>
SAVE DELETE AUDIT	
1,01-Jan-2014,31-Jan-2014, Finance,Director, Finance,Kamanda Edwin Geke, 1,28-Feb-2014,5,000,	

Click on Save to save the new record. They appear in the window shown below.

Periods	Advances			
Employee Month				
Advances	Advance Deductions			
NEW REFRESH EXPORT PRINT				
The record has been updated.				
Advance Deduction ID	Pay Date	Amount	Narrative	Go
1	28-Feb-2014	5,000		
2	01-Jan-2014	5,000		
1,01-Jan-2014,31-Jan-2014, Finance,Director, Finance,Kamanda Edwin Geke,				

PROCESS TAB

.....

.....

PAYROLL MONTHLY ADJUSTMENTS

Use this tab to make adjustments to the payroll period entries already made. You can add new Advance Payments, Deductions, Tax types, Allowances, Expenses, Overtime and Per Diem entries for an employee.

To make adjustments, Click inside the employee concerned.

Periods

Advances

Employee Month

Tax Types

Employee Pay

Periods

+ NEW

REFRESH

EXPORT

PRINT

The record has been updated.

Department Name	Department Role	Entity Name	Employee ID	Identity Card	Basic Pay	Go
Human Resources and Administration	Director, Human Resources	blackshamrat Sazzadur Rahman	8783	269250	116,500	
Finance	Director, Finance	Kamanda Edwin Geke	2512	erweewr	20,000	
Finance	Director, Finance	Kamau Joseph Wanjoki	2592	8098098098	30,000	
Board of Directors	Chair Person	Ngugi Anit Wangui	2	2244554	50,000	
Human Resources and Administration	Director, Human Resources	Patibandla Ramya sree	5628	Passport	5,000	
Sales and Marketing	Director, Sales and Marketing	Pusapati Varma Narasimha	5513	Passport	35,000	

3,01-Feb-2014,28-Feb-2014,

To the right of the window, you find different tabs for the various categories of packages that the payroll carries.

FIELD	DETAILS
<i>Tax Types</i>	Mandatory tax types
<i>Allowances</i>	Examples such as SACCO and bonuses.
<i>Deductions</i>	Examples such as HELB, rent.
<i>Expenses</i>	Examples such as Medical, Travel, Insurance
<i>Overtime</i>	Overtime
<i>Per Diem</i>	Per diem

To adjust each of the categories above, first, select the employee whose information you want to adjust.

1. Click inside that employee's name.
2. Next, click on the appropriate tab on the right hand side of the window.
3. Edit an existing record, which will be displayed in the screen, or create a new entry.

Periods	Advances					
Employee Month	Tax Types	Employee Pay	Periods			
Details	Tax Types	Allowances	Deductions	Expenses	Overtime	Per Diem
Allowances						
Allowance :	Bonus					
Pay Date :	10/02/2014					
Amount :	1,000.00					
In Payroll :	<input checked="" type="checkbox"/>					
Paid Amount :	500.00					
Visible :	<input checked="" type="checkbox"/>					
In Tax :	<input checked="" type="checkbox"/>					
Narrative :						
<input checked="" type="button" value="SAVE"/> <input type="button" value="DELETE"/> <input type="button" value="AUDIT"/>						
3,01-Feb-2014,28-Feb-2014, Finance,Director, Finance,Kamanda Edwin Geke, Bonus,10-Feb-2014,1,000,						

Examples

Overtime rate – rate at which overtime is compensated, e.g. rate per hour

Overtime – number of hours/days of overtime to be compensated.

We look at an example of the Per Diem Screen

Periods		Advances											
Employee Month		Tax Types		Employee Pay		Periods							
Details		Tax Types		Allowances		Deductions		Expenses		Overtime		Per Diem	
Per Diem													
Travel Date :		31/01/2014											
Return Date :		04/02/2014											
Days Travelled :		6											
Per Diem :		6,000.00											
Cash Paid :		3,000.00											
Tax Amount :		300.00											
Full Amount :		0.00											
Completed :													
Travel To :													
Account :		8225											
Approve :		Approved											
Details :													
SAVE DELETE AUDIT													
3,01-Feb-2014,28-Feb-2014,				Human Resources and Admi,Director, Human				1,31-Jan-2014,6,					

REPORTS

Follow these steps to generate reports for the different adjustments/deductions on the Payroll

- i. Select year from which a particular report is to be generated-

A screenshot of a software interface showing a dropdown menu for selecting a year. The menu is open, displaying the years 2013 and 2014. The year 2014 is highlighted with a red underline. Below the year selection, the months January and February are listed. The interface includes tabs for Allowances, Deductions, Expense, and Statutory Deductions at the top, and a Report button at the bottom.

- ii. Select the month from which the report is to be generated-

A screenshot of the same software interface, now showing a dropdown menu for selecting a month. The menu is open, displaying the years 2013 and 2014. The year 2014 is selected, and the month February is highlighted with a blue background. The interface includes tabs for Allowances, Deductions, Expense, and Statutory Deductions at the top, and a Report button at the bottom.

- iii. Select the adjustment type you want to generate a report for, e.g. A deduction, an allowance, expense, statutory deduction, etc -

A screenshot of the same software interface, now showing a dropdown menu for selecting an adjustment type. The menu is open, displaying the types Bonus and Sacco Allowance. The type Allowances is highlighted with a red underline. The interface includes tabs for Allowances, Deductions, Expense, and Statutory Deductions at the top, and a Report button at the bottom.

- iv. Specify the allowance or deduction for which the report is to be generated, i.e. Sacco Allowance, then click Report as highlighted in the screen below.

Allowances Deductions Expense Statutory Deductions

Year Allowances

Bonus
Sacco Allowance

Report

After a user follows these screens

successfully, they should view the following report:

Allowances

Deductions

Expense

Statutory Deductions

Allowances

Employee Allowance Report

2014

February

Sacco Allowance

ID	Employee	In Payroll	Visible	Amount
6	blackshamrat Sazzadur Rahman	true	true	2,000
Total				2,000

Wednesday, 29 January 2014 15:23:30 +0300

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