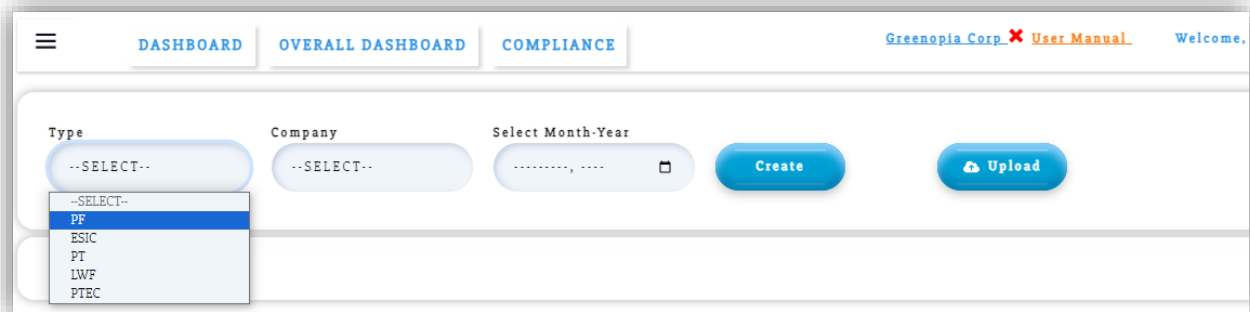


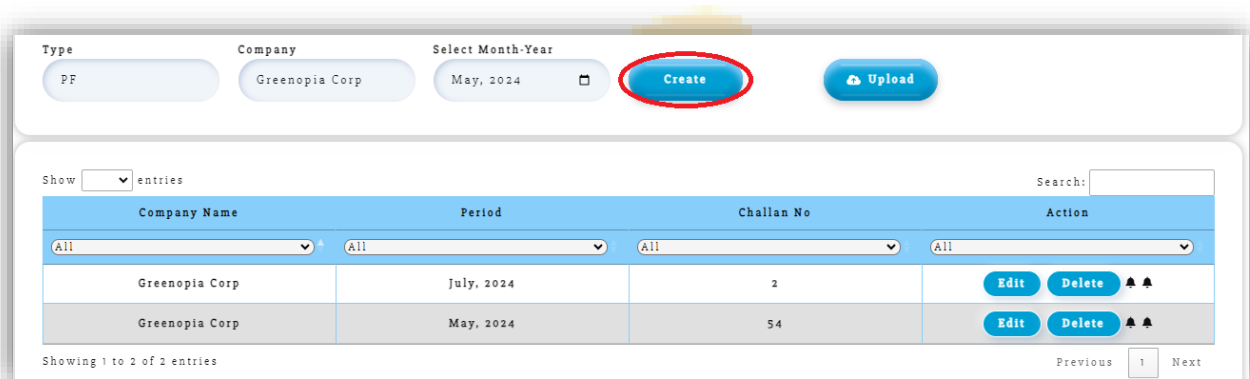
## 2.1 Remittance

The user can create the remittance in an individual manner as well as upload multiple remittances at once.

- While creating individual remittances select all the fields and click the [Create](#) button on the screen as shown below.



The screenshot shows the 'COMPLIANCE' tab in the application. The form has four main input fields: 'Type' (a dropdown menu with options: --SELECT--, PF, ESIC, PT, LWF, PTEC), 'Company' (a dropdown menu with --SELECT--), 'Select Month-Year' (a date picker showing '....., ....'), and two buttons: 'Create' and 'Upload'. The 'Type' dropdown is open, showing the 'PF' option selected.

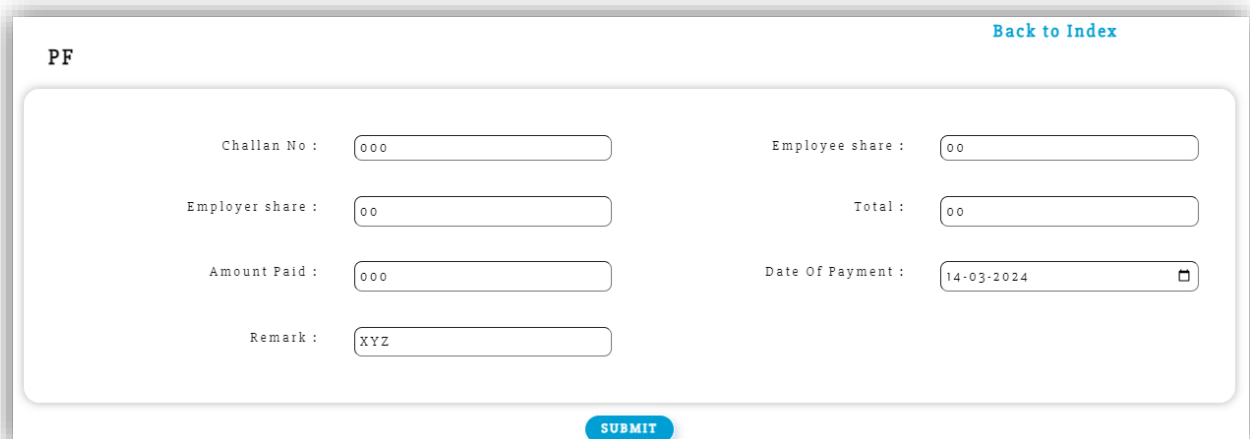


The screenshot shows the 'Create' button highlighted with a red circle. Below the form is a table listing remittances. The table has columns: Company Name, Period, Challan No, and Action. The 'Action' column contains 'Edit' and 'Delete' buttons. The table shows two entries for 'Greenopia Corp'.

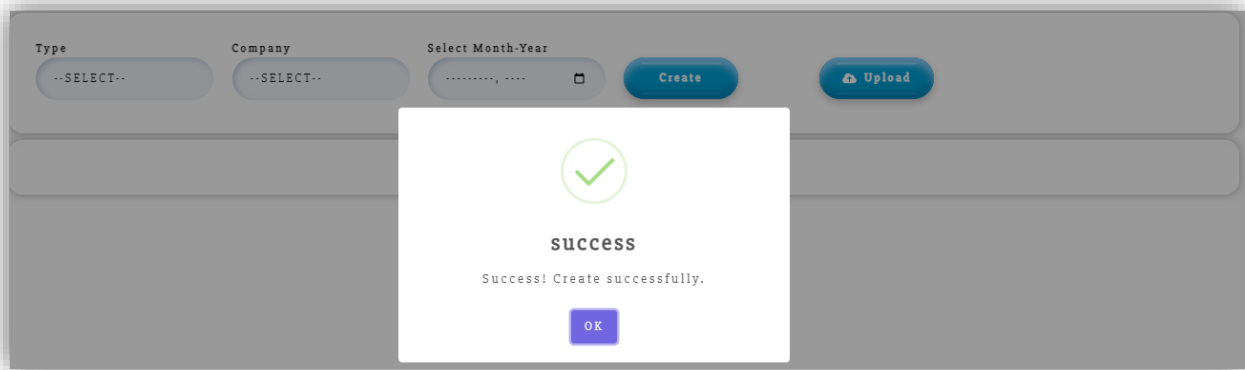
Company Name	Period	Challan No	Action
Greenopia Corp	July, 2024	2	<a href="#">Edit</a> <a href="#">Delete</a>
Greenopia Corp	May, 2024	54	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries

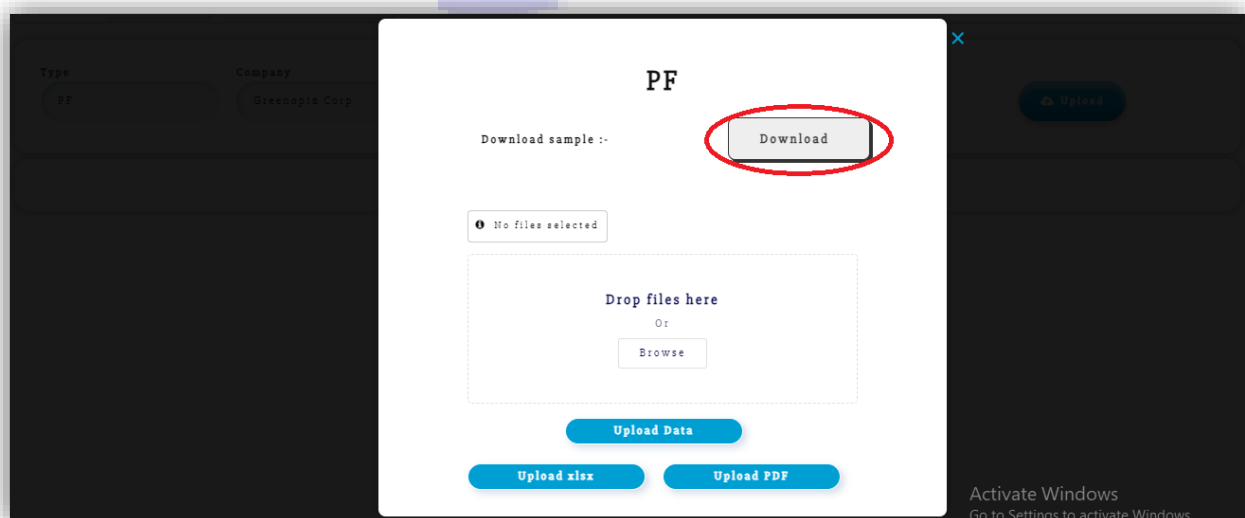
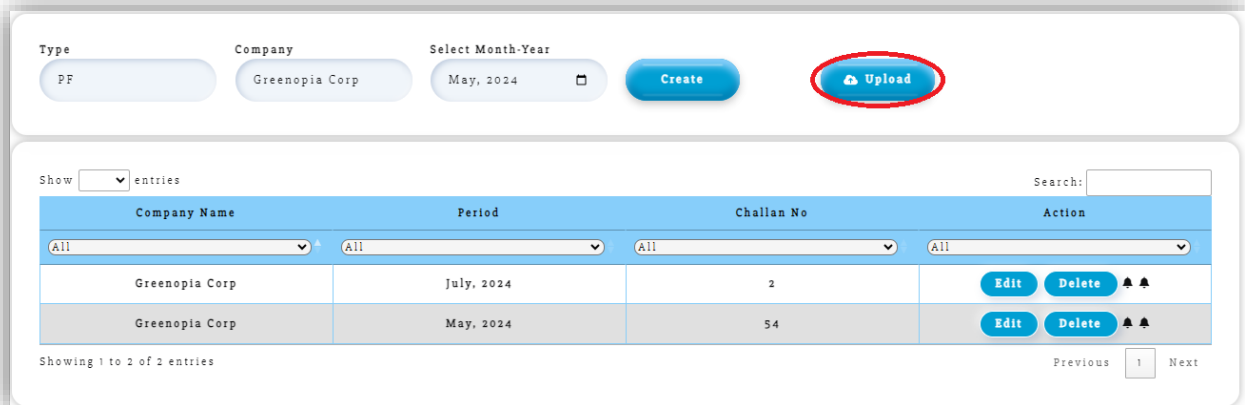
- Further fill the details in the given fields for the selected remittance type, company, and Month Year and submit.



The screenshot shows the 'PF' remittance details form. It has a 'Back to Index' link at the top right. The form contains several input fields: 'Challan No' (000), 'Employee share' (00), 'Employer share' (00), 'Total' (00), 'Amount Paid' (000), 'Date Of Payment' (14-03-2024), and 'Remark' (XYZ). A 'SUBMIT' button is at the bottom.



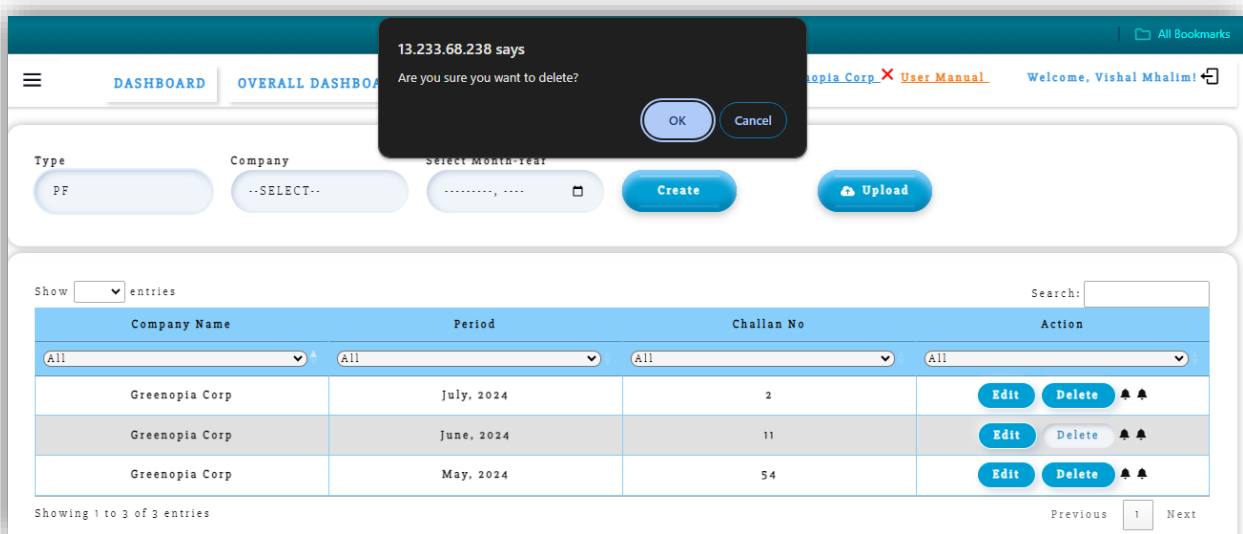
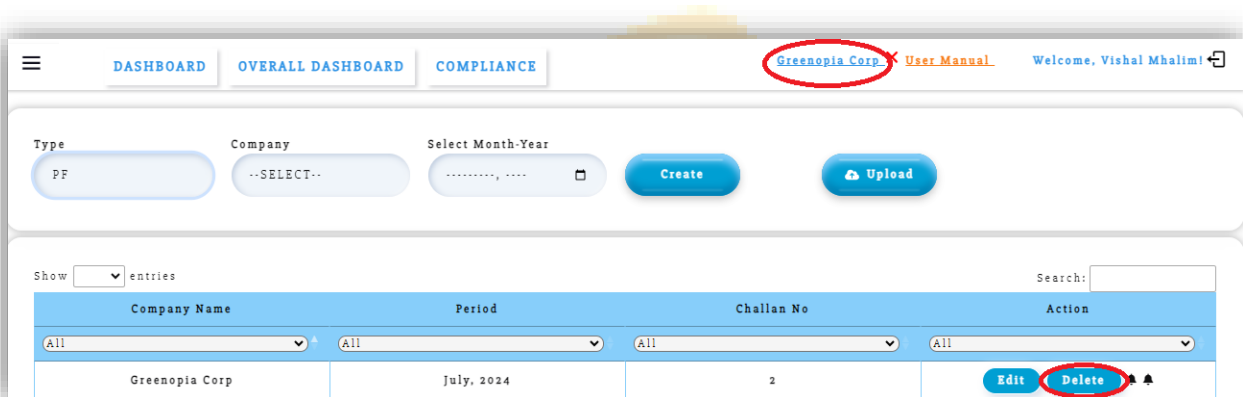
- While creating multiple remittance select all the fields and click the **Upload** button on the screen as shown below.

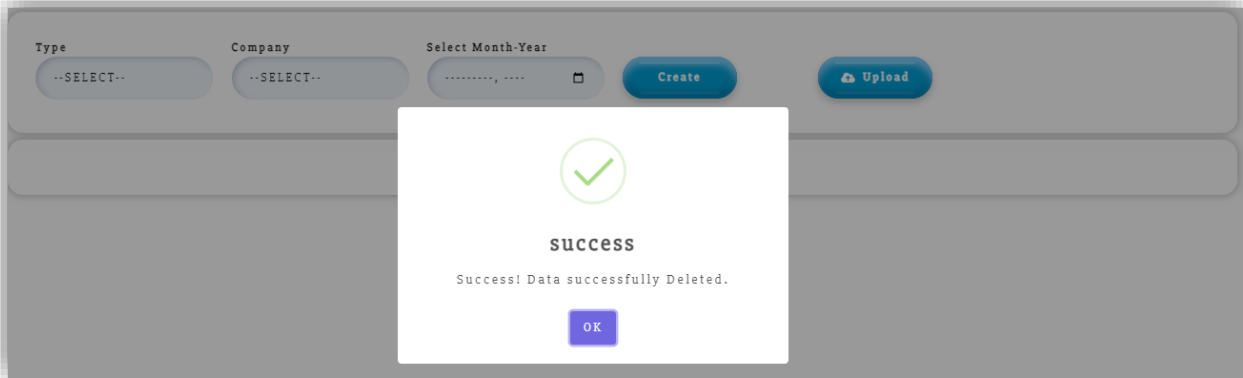


- Always download a fresh sample using the **Download** button in the screen shown above.
- Further fill the details in the sample Excel file for the selected remittance type, company, and Month Year and upload.

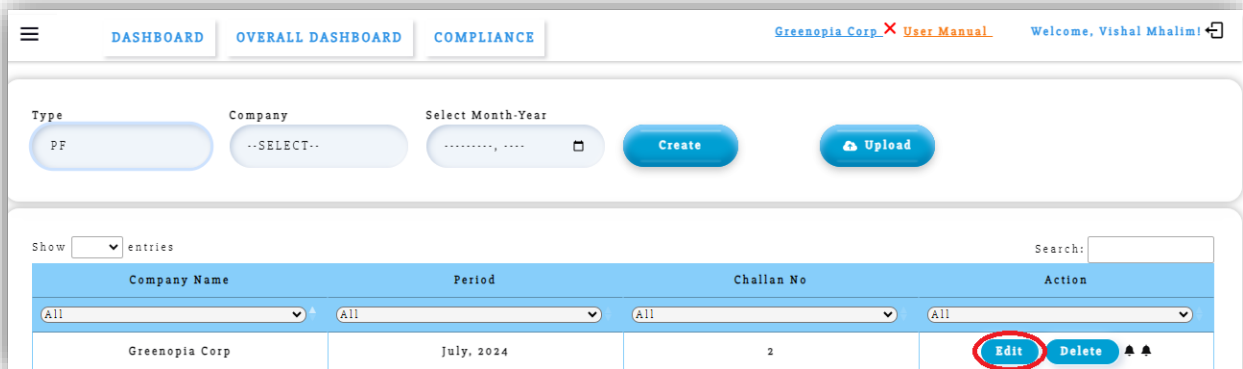


- On Selection of the Type the index will show all the existing remittance of that type and the company selected for operation, and if the user wishes to delete the existing remittance, they can use the Delete button to delete remittance as shown below.





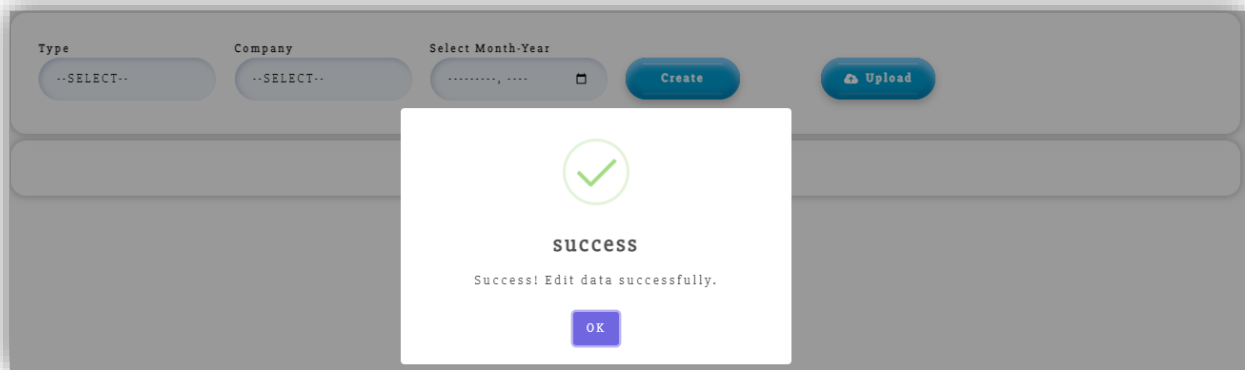
- User can also use the [Edit](#) button to modify the details of any existing remittance as shown below.



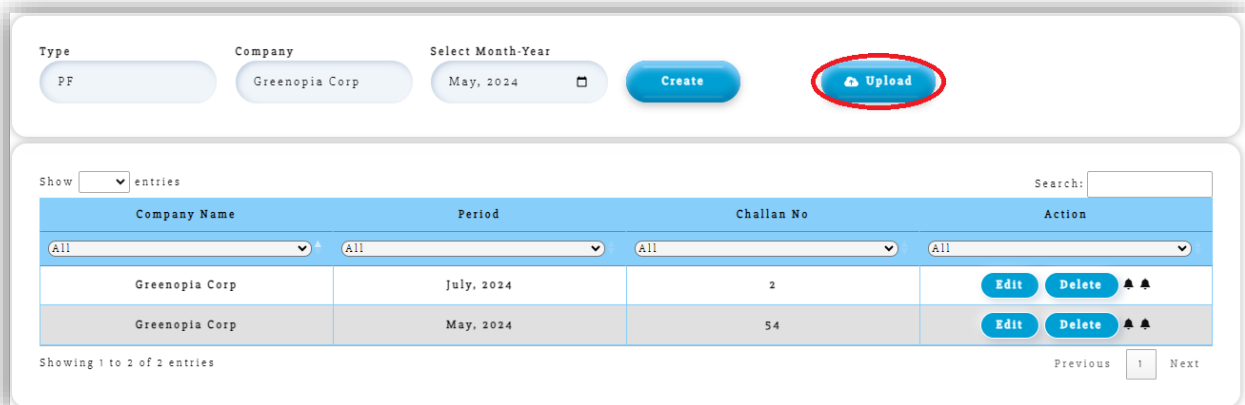
**PF**

Challan No :	<input type="text" value="2"/>	Employee share :	<input type="text" value="5.0"/>
Employer share :	<input type="text" value="7.0"/>	Total :	<input type="text" value="12.0"/>
Amount Paid :	<input type="text" value="3000.0"/>	Date Of Payment :	<input type="text" value="14-03-2024"/>
Remark :	<input type="text" value="Modified"/>		

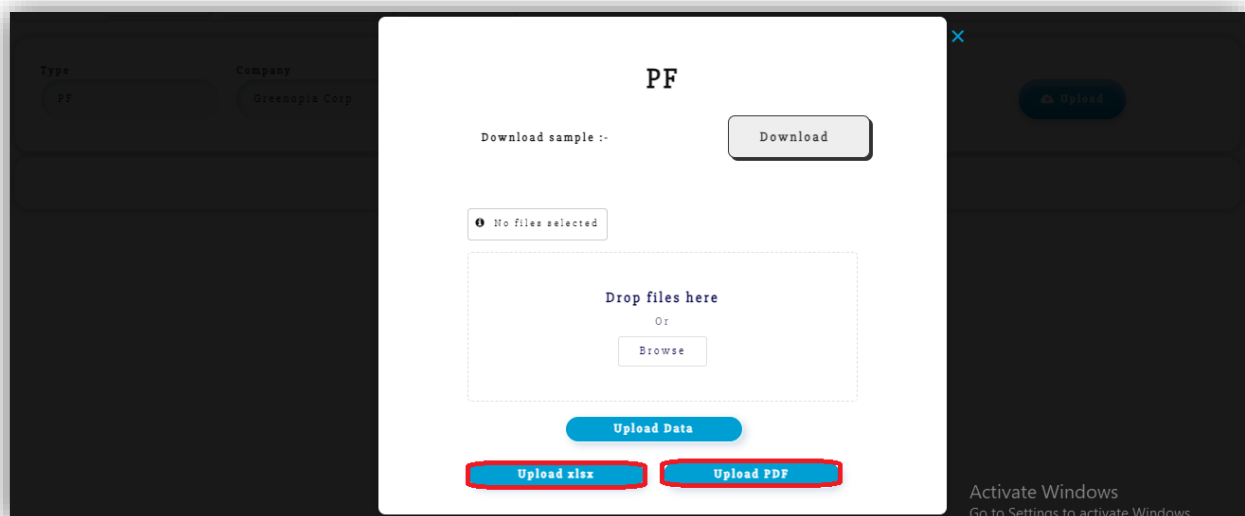
**SUBMIT**



- After submitting the details of a remittance the user must now upload its supporting Pdf document and Excel document.
- While uploading the documents select all the fields and click the **Upload** button on the screen as shown below.



- User must use the respective buttons to upload both pdf and Excel files as shown below.



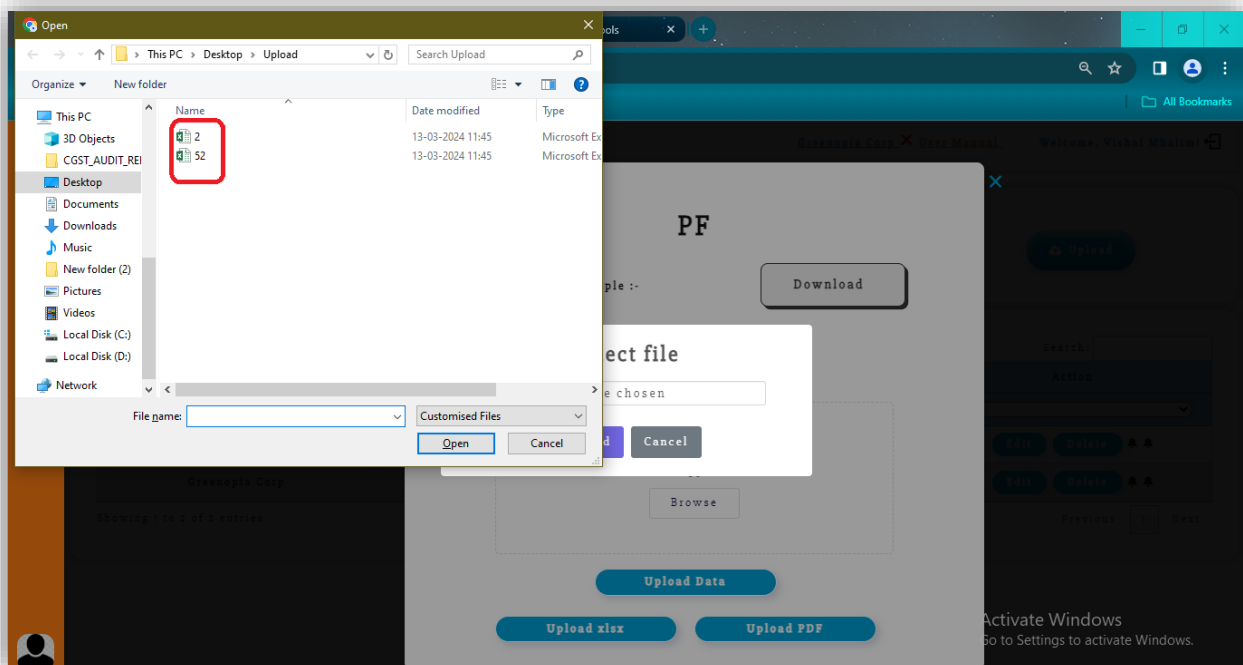
- The user will have to make sure that all the files are named with the 'Challan No' number of their respective remittance exactly as it is, as shown below.

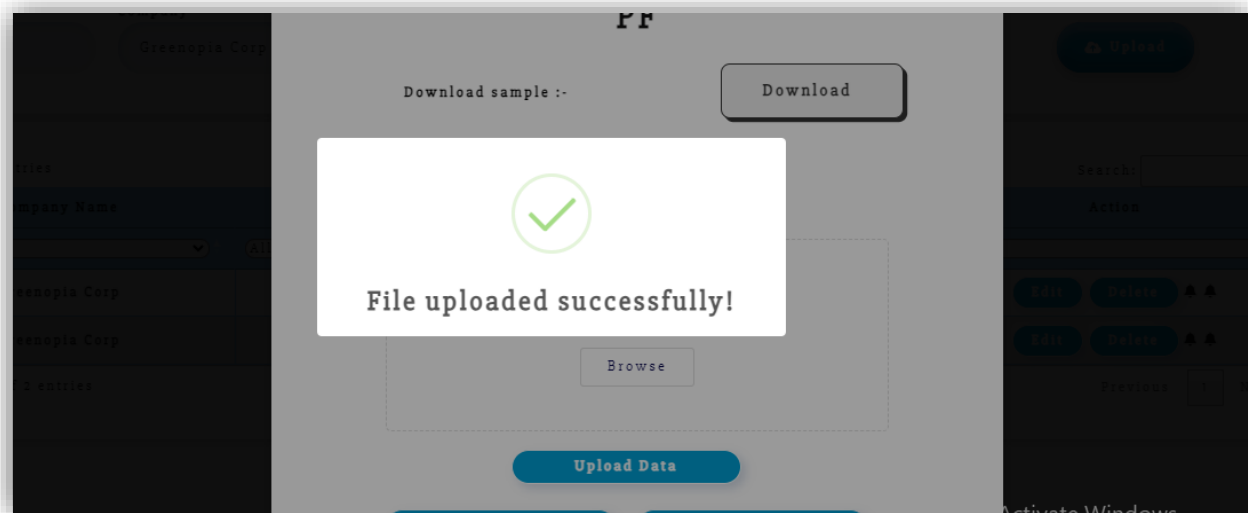
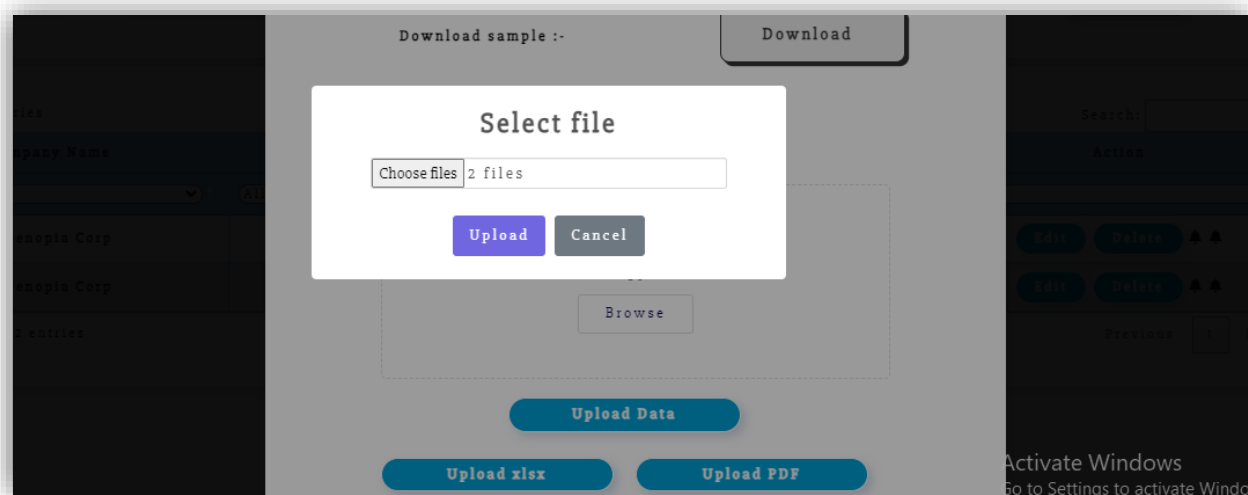
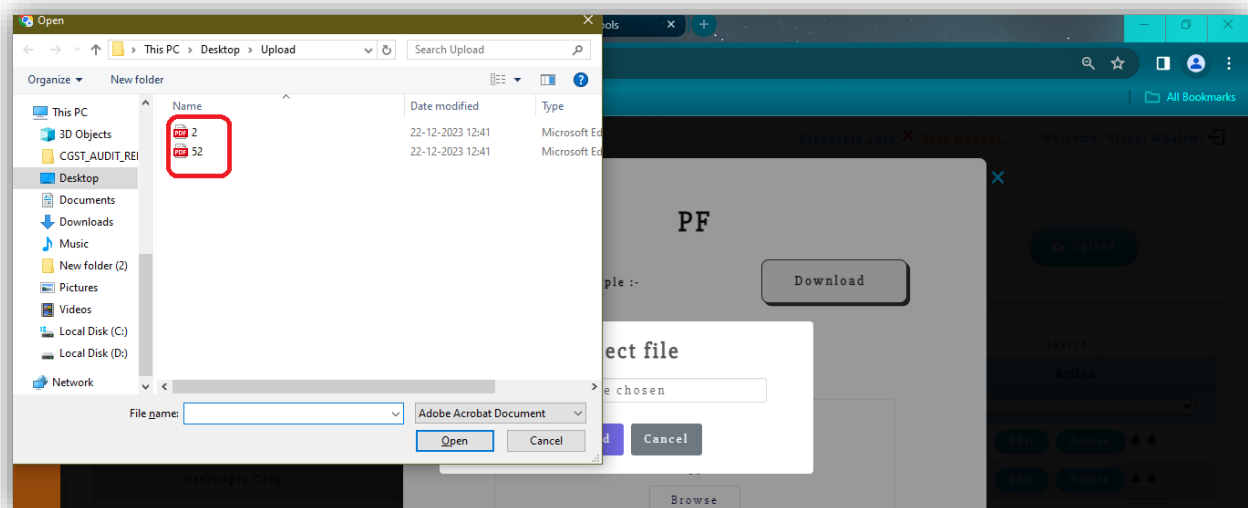
Type: PF Company: Greenopia Corp Select Month-Year: ..... Create Upload

Show: 2 entries Search:

Company Name	Period	Challan No	Action
Greenopia Corp	July, 2024	2	Edit Delete
Greenopia Corp	May, 2024	54	Edit Delete

Showing 1 to 2 of 2 entries Previous 1 Next





- After the documents are uploaded the symbols against that particular remittance in the index will change. The bell (🔔) symbol will change to the PDF (📄) file symbol to view the uploaded pdf file and to the Excel (📊) file symbol to view the uploaded Excel file as shown below.

Type

PF

Company

Greenopia Corp

Select Month-Year

....., .....

Create

Upload

Show

entries

Search:

Showing 1 to 2 of 2 entries

Previous

1

Next

