

# Backoffice

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PF and ESI Consultant

Developed & Design By  
... ARVIND BAWANKAR

# Introduction

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- Are you PF and ESI consultant ?
- Are you struggling with manual calculation of number of company to calculate PF and ESI contribution of your client employee ?
- Are you struggling billing in the GST ara ?
- We are here to help you to introduce a very simple, user friendly web application
- One spot to manage all your client.




# Login Screen


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Login





ABAWANKAR@GMAIL.COM





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☐ Remember me? | [Forgot Password?](#)


→ Login


# Dashboard


 DASHBOARD


 MASTER


 PF TRANSACTION


 ESI TRANSACTION


 BILLING

 EXPORT FILES


 REPORTS

 ADMIN

 DASHBOARD

[Payment Receipt](#) [Upload PF Challan](#) [Upload Payment Receipt](#) 

PF Return Pending For Payment

Company	ECRType	MonthYear	TRRN	CRN	PaymentDate	
April	ECR	07-2017				

# Master



Add you client company

View Company employee and Edit info







View ESI Employee

Set Statutory code for PF contribution



# Company

Dashboard      Employee List      Statutory Code      Company Filtration      Bulk upload Company

Code	Name	PAN	GSTNo	Emailid	PhoneNo	CIN	Statutory	EstablishmentCode	ESIRegistrationNumber	PF
C001	MY CLIENT COMPANY	ALP00989M					PF@12%	GNGGN00029888		  
C002	CLIENT COMPANY 2						PF@12%			  

Go to page: 1 Row count: 10 Showing 1-2 of 2

View all Employee      Digital Signatory

Set the statutory code,

Set the statutory code,

# New Company

Add new company

Select statutory code eg. 12% or 10% contribution,

The image shows a web application interface. On the left, there is a form titled 'Add new record' with an orange header. The form contains the following fields: Code, Name, PAN, GSTNo, Address, StateCode, ServiceTax, Emailid, PhoneNo, CIN, Statutory (a dropdown menu with '\* Select \*'), EstablishmentCode, ESIRegistrationNumber, RegDate, RegNumber, and WebSite. At the bottom of the form are 'Cancel' and 'Save' buttons. On the right, there is a table with a 'Bulk Upload' button at the top. The table has a header row with a '+' icon and the text 'Add new record'. Below the header, there are two rows of data. The first row has a 'PF' icon and a search icon. The second row has a group of three people icon, a search icon, and a pencil icon. Below the table, it says 'Showing 1-2 of 2'. A green arrow points from the 'Add new record' button in the table to the 'Add new company' text. Another green arrow points from the 'Statutory' dropdown menu in the form to the 'Select statutory code...' text.

Add new record	
Code	<input type="text"/>
Name	<input type="text"/>
PAN	<input type="text"/>
GSTNo	<input type="text"/>
Address	<input type="text"/>
StateCode	<input type="text"/>
ServiceTax	<input type="text"/>
Emailid	<input type="text"/>
PhoneNo	<input type="text"/>
CIN	<input type="text"/>
Statutory	* Select *
EstablishmentCode	<input type="text"/>
ESIRegistrationNumber	<input type="text"/>
RegDate	<input type="text"/>
RegNumber	<input type="text"/>
WebSite	<input type="text"/>

Cancel Save



Edit Record

Code

C001

Name

MY CLIENT COMPANY

PAN

ALP00989M

GSTNo

Address

StateCode

6

ServiceTax

Emailid

PhoneNo

CIN

Statutory

PF@12%

EstablishmentCode

GNGGN00029888

ESIRegistrationNumber

RegDate

RegNumber

WebSite

Cancel

Save

Bulk Upload

Add new record

PF

Showing 1-2 of 2

# Update Company Info

Update existing company Info, if you want any changes

# Bulk Upload Company

Select created CSV File

Download Help file in excel, fill the info, save in CSV format

Dashboard Company Select CSV File ? Help File

**Draft Company**

Code	Name	PAN	CIN	EstablishmentCode	ESIRegistrationNumber	Address	ServiceTax	Emailid	PhoneNo	Statutory	RegDate	RegNumber	WebSite
No data available!													

After selecting CSV file record will display and Save Button Visible

Dashboard Company Select CSV File ? Help File Save

**Draft Company**

Code	Name	PAN	CIN	EstablishmentCode	ESIRegistrationNumber	Address	ServiceTax	Emailid	PhoneNo	Statutory	RegDate	RegNumber	WebSite
C001	APIRL									PF@12%			

# View Employee

See all employee by one click

Dashboard

Employee

Statutory

Select Company

Bulk Upload

Company

Add new record

Code	Name	PAN	GSTNo	Emailid	PhoneNo	CIN	Statutory	EstablishmentCode	ESIRegistrationNumber	PF		
C001	MY CLIENT COMPANY	ALP00989M					PF@12%	GNGGN00029888				
C002	CLIENT COMPANY 2						PF@12%					

CLIENT COMPANY 2 - Employee

Add new record

EmpCode	Name	UAN	MemberId	ESIIP	Gender	Nationality	MaritalStatus	F/H Name	F/H	DOB	DOJ	DOE	CellingEPF	CellingEPS	VPF	PfExempted	ESIExempted	
null	E001	19009900099	110001		Male	Indian	Married		Father	15/11/2017	15/11/2017		No	Yes	0	No	Yes	

<< < 1 > >>

Go to page: 1 Row count: 10

Showing 1-1 of 1



# Employee Details

Select company to view  
All employee details

Can search any employee  
By selecting fields

Export To excel

The screenshot shows a web application interface for managing employee details. At the top, there is a navigation bar with buttons for 'Dashboard', 'Company', 'Bulk Employee', and 'Bulk KYC'. To the right of these buttons are dropdown menus for 'CLIENT COMPANY 2' and 'Status', a 'Search by' field with a dropdown set to 'UAN', a search button, and a refresh button. Below the navigation bar is a table titled 'Employee Details'. The table has columns for Company, EmpCode, Name, UAN, MemberId, ESTIIP, Gender, MaritalStatus, F/H Name, F/H, DOB, DOJ, DOE, CellingEPF, CellingEPS, VPF, PFExempted, and ESIXempted. There are two rows of data. The first row has 'C002' in the Company column, 'E002' in the EmpCode column, and 'arvind' in the Name column. The second row has 'C002' in the Company column, 'E001' in the EmpCode column, and 'arvind' in the Name column. At the bottom of the table, there is a pagination bar with '<<' and '>>' buttons, a 'Go to page: 1' dropdown, and a 'Row count: 10' dropdown. In the bottom right corner, it says 'Showing 1-2 of 2'. Green arrows point from text labels to specific features: 'Select company to view All employee details' points to the 'CLIENT COMPANY 2' dropdown; 'Can search any employee By selecting fields' points to the 'Search by' dropdown; 'Export To excel' points to the Excel icon; 'Upload bulk employee' points to the 'Bulk Employee' button; 'Upload Bulk KYC' points to the 'Bulk KYC' button; and 'Update KYC details' points to the edit icon in the second row of the table.

Company	EmpCode	Name	UAN	MemberId	ESTIIP	Gender	MaritalStatus	F/H Name	F/H	DOB	DOJ	DOE	CellingEPF	CellingEPS	VPF	PFExempted	ESIXempted	
C002	E002					Male	Married		Father				Yes	Yes	0	No	Yes	
C002	E001	arvind	19009900099	110001		Male	Married		Father	15/11/2017	15/11/2017		No	Yes	0	No	Yes	

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-2 of 2

Upload bulk employee

Upload Bulk  
KYC

Update KYC details

# Upload Bulk Employee: Step 1

Select Company, where you want  
to upload employee

Select CSV file

Download format file  
Fill the details,  
Save as CSV format

The screenshot shows a web application interface for uploading bulk employees. At the top, there is a navigation bar with 'Dashboard' and 'Employee' tabs. Below the tabs, there is a dropdown menu currently set to 'MY CLIENT COMPANY', a 'Select CSV File' button, and a '? Help File' button. Green arrows point from the text annotations to these elements: one to the company dropdown, one to the 'Select CSV File' button, and one to the 'Help File' button. Below the navigation bar is a table titled 'Draft Employee'. The table has 17 columns: Company, EmpCode, Name, UAN, MemberId, ESIIIP, Gender, MaritalStatus, Nationality, F/H Name, F/H, DOB, DOJ, CellingEPF, CellingEPS, VPF, PFExempted, and ESIEExempted. The table is currently empty, with the text 'No data available!' centered at the bottom.

Company	EmpCode	Name	UAN	MemberId	ESIIIP	Gender	MaritalStatus	Nationality	F/H Name	F/H	DOB	DOJ	CellingEPF	CellingEPS	VPF	PFExempted	ESIEExempted
No data available!																	

# Upload Bulk Employee : Step 2

Details will be display as a Draft

Save button Visible  
Check the record and process

[Dashboard](#) [Employee](#) MY CLIENT COMPANY ▼ [Select CSV File](#) [? Help File](#) [Save](#)

Draft Employee																	
Company	EmpCode	Name	UAN	MemberId	ESIIP	Gender	MaritalStatus	Nationality	F/H Name	F/H	DOB	DOJ	CellingEPF	CellingEPS	VPF	PfExempted	ESIExempted
C001	E001	ARVIND		1001		Male	Married	Indian	DA	Father			No	Yes	0	No	Yes
C001	E002	VISHAL		1002		Male	Married	Indian	DA	Father			No	Yes	0	No	Yes



# Update Bulk KYC of Employee

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Dashboard

Employee

Select Company

Select CSV File

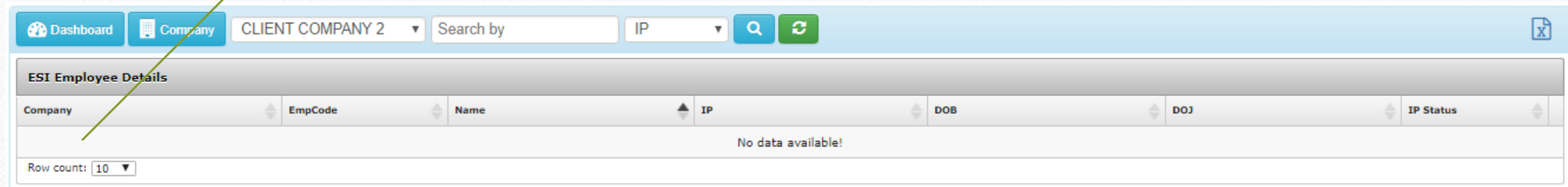
Help File

Draft Employee KYC

Company	UAN	DoxType	DocumentNumber	NameonDox	Other	IssueDate	Exipiry	PlaceOfIssue
No data available!								

# ESI Employee

Employee, which is under ESI, will be display here



The screenshot shows a web application interface with a navigation bar at the top containing 'Dashboard' and 'Company' buttons. Below the navigation bar is a search area with a dropdown menu set to 'CLIENT COMPANY 2', a 'Search by' input field, and a dropdown menu set to 'IP'. To the right of the search area are search and refresh icons. The main content area is titled 'ESI Employee Details' and contains a table with the following columns: Company, EmpCode, Name, IP, DOB, DOJ, and IP Status. The table is currently empty, displaying 'No data available!'. At the bottom left of the table, there is a 'Row count' dropdown menu set to '10'.

Company	EmpCode	Name	IP	DOB	DOJ	IP Status
No data available!						

Row count: 10

When you upload employee, there is option for ESI exempted or not, mark all ESI employee as ESI employee

# PF Transaction

## ⚙ PF TRANSACTION

Export LastMonth Salary

Prepare Monthly Return

Process Monthly Return

Monthly PF Return

Get Last month salary, details

Draft monthly pf details

Process the drafted details

View all processes challan



# Export Last Month Salary



By clicking here,  
All option will display  
So no need to go back to dashboard  
For further process

Select company

Select month,

Export button will display  
Click and details will be saved in  
Excel file

This facility will help you to reduce the file creation process, make the changes in updated data

# Prepare Monthly PF Return: Step 2

[Dashboard](#) [ECR](#) [CLIENT COMPANY 2](#) [10-2017](#) [From Last Month](#) [Select CSV File](#) [? Help File](#) [Save](#)

**Draft Return**

Exempted Emp	EPFEmp	EPSEmp	Exempted GrossWages	Exempted Wages	EPFGrossWages	EPFWages	EPSWages	EDLIWages	EECont	EPSCont	ERCont	NCPDays			
1	1	2	40,000	15,000	45,000	20,000	30,000	30,000	4,200	2,500	1,700	0			
Sr	Company	Name	Name	UAN	ECRType	MonthYear	GrossWages	EPFWages	EPSWages	EDLIWages	EECont	EPSCont	ERCont	NCPDays	
1	C002	E001	arvind	19009900099	ECR	10-2017	45000	20000	15000	15000	2400	1250	1150	0	
2	C002	E002			ECR	10-2017	40000	15000	15000	15000	1800	1250	550	0	

Record will be display  
You can see summary as well as  
Full details

You have option to edit value,  
If you want to update any data

Click on Save Button  
Return will be drafted

# Prepare Monthly PF Return: Step 1

Select ECR type

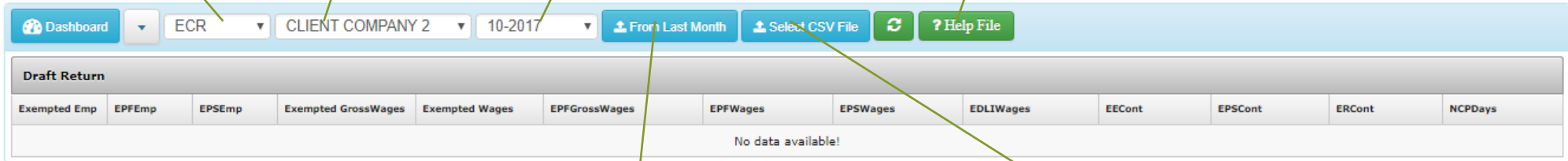
Select Company

Select return month

Download help file  
And prepare data, save as in csv

If salary details is save  
As per previous month  
Get data by clicking From Last Month

Select CSV file for upload



The screenshot shows a web interface for preparing a monthly PF return. At the top, there is a navigation bar with a 'Dashboard' button and several dropdown menus. The first dropdown is set to 'ECR', the second to 'CLIENT COMPANY 2', and the third to '10-2017'. Below these are four buttons: 'From Last Month' (with an upload icon), 'Select CSV File' (with an upload icon), a refresh icon, and a '? Help File' button. Below the navigation bar is a table titled 'Draft Return'. The table has 13 columns: 'Exempted Emp', 'EPFEMP', 'EPSEmp', 'Exempted GrossWages', 'Exempted Wages', 'EPFGrossWages', 'EPFWages', 'EPSWages', 'EDLIWages', 'EECont', 'EPSCont', 'ERCont', and 'NCPDays'. The table is currently empty, with the text 'No data available!' centered at the bottom. Annotations with arrows point to various elements: 'Select ECR type' points to the first dropdown; 'Select Company' points to the second dropdown; 'Select return month' points to the third dropdown; 'Download help file And prepare data, save as in csv' points to the '? Help File' button; 'If salary details is save As per previous month Get data by clicking From Last Month' points to the 'From Last Month' button; and 'Select CSV file for upload' points to the 'Select CSV File' button.

Exempted Emp	EPFEMP	EPSEmp	Exempted GrossWages	Exempted Wages	EPFGrossWages	EPFWages	EPSWages	EDLIWages	EECont	EPSCont	ERCont	NCPDays
No data available!												



# Process Draft Return

After checking all info  
And sure you can process.  
Otherwise you can delete.  
Once process can not be edited  
Or deleted

- Once you prepare monthly return, record will be ready to process.
- All drafted return will display in this optin

You can see the contribution details  
By clicking here

Dashboard

▼

Select Company

↺

By clicking here

Process Draft Return

Company	ECRType	WageMonth	Exempted Emp	EPFEmp	EPSEmp	Exempted GrossWages	Exempted Wages	EPFGrossWages	EPFWages	EPSWages	EECont	EPSCont	ERCont	NCPDays		
C002	ECR	10-2017	1	1	2	40,000	15,000	45,000	20000	30000	4200	2500	1700	0		

You can edit, any info from here also

Contribution Details-10-2017											
EmpCode	Name	UAN	GrossWages	EPFWages	EPSWages	EDLIWages	EECont	EPSCont	ERCont	NCPDays	
E002			40000	15000	15000	15000	1800	1250	550	0	
E001	arvind	19009900099	45000	20000	15000	15000	2400	1250	1150	0	
<div>&lt;&lt; &lt; 1 &gt; &gt;&gt; Go to page: 1 Row count: 10</div> <div>Showing 1-2 of 2</div>											

Showing 1-2 of 2

# Monthly PF return

All process return will be display here

Download ECR file in txt format  
To upload in EPF website

Excel file for member wise  
Contribution details.

Company	ECRTYPE	WageMonth	Exempted Emp	EPFEMP	EPSEMP	Exempted GrossWages	EPF GrossWages	EPFWages	EPSWages	EECont	ERCont	EPSCont	A/c2	A/c21	NCP	TRRN	CRN	PaymentDate	ECR File	ECR File
C001	ECR	07-2017	3	30	28	432,722	1,203,207	552,070	334,916	66,248	38,344	27,904	3,588	1,825	5					
C001	ECR	08-2017	3	30	28	432,722	1,203,207	552,070	334,916	66,248	38,344	27,904	3,588	1,825	5	2031708003126	002080917813135	08/Sep/2017		

View contribution details

Update TRRN number and CRN number  
And payment date

# Upload PF challan & Payment Copy

Dashboard

**Note!**  
1. Upload Single or Multiple challan copy.  
2. File should be in .pdf format  
3. Name all file as per TRRN number of challan.

Upload PF Challan  
 Browse Files...

Name the challan file and payment receipt file by TRRN number and CRN number  
Here you can upload bulk file, Same can be view in monthly return

Dashboard

**Note!**  
1. Upload Single or Multiple Payment Receipt copy.  
2. File should be in .pdf format  
3. Name all file as per CRN number on payment receipt file.

Upload Payment Receipt  
 Browse Files...



# Update Payment Status

All processes return will be display in dashboard, once the payment date and TRRN and CRN details Update, record will be removed from dashboard. Only pending payment will be display here

DASHBOARD						
<a href="#">Payment Receipt</a> <a href="#">Upload PF Challan</a> <a href="#">Upload Payment Receipt</a> <a href="#">Refresh</a>						
PF Return Pending For Payment						
Company	ECRType	MonthYear	TRRN	CRN	PaymentDate	
C001	ECR	07-2017				<a href="#">Edit</a>

# ESI Transaction

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## ⚙️ ESI TRANSACTION

File Monthly Contribution

View Monthly Contribution

Process ESI return

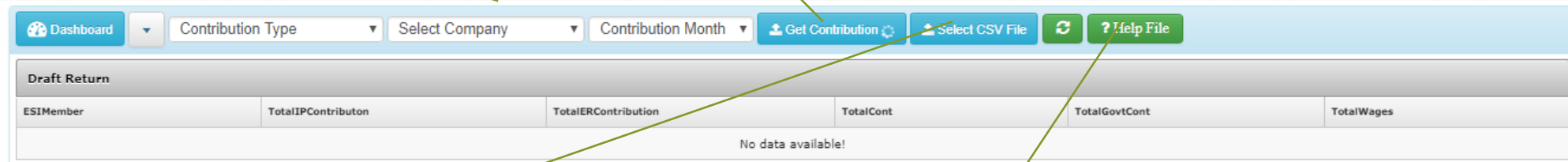
View already process return



# File Monthly ESI Contribution : Step1

Select necessary details

If PF for the selected company already process, then click on Get contribution, details will be fetched for all ESI member.  
No need to prepare any file



The screenshot shows a web interface for filing ESI contributions. At the top, there is a navigation bar with a 'Dashboard' button and several dropdown menus for 'Contribution Type', 'Select Company', and 'Contribution Month'. To the right of these are three buttons: 'Get Contribution' (with a refresh icon), 'Select CSV File', and a green 'Help File' button (with a question mark icon). Below the navigation bar is a table titled 'Draft Return'. The table has six columns: 'ESIMember', 'TotalIPContribution', 'TotalERContribution', 'TotalCont', 'TotalGovtCont', and 'TotalWages'. The table body is currently empty, displaying the message 'No data available!'.

Select CSV file and process

If you have company only has ESI employee  
Download format file, fill the details, save as CSV



# File Monthly ESI Contribution : Step2





Once data is uploaded or fetch from PF return, record will display, check the record, need any update  
Update the record and process same

[Dashboard](#) [MonthlyContribution](#) [CLIENT COMPANY 2](#) [10-2017](#) [Get Contribution](#) [Select CSV File](#) [? Help File](#) [Process](#)

Draft Return											
ESIMember		TotalIPContributon		TotalERContribution		TotalCont		TotalGovtCont		TotalWages	
1		368		998		1,366		0		21,000	
Sr	Company	EmpCode	Name	IP	ContType	MonthYear	GrossWages	IPCont	Days		
1	C002	E002	arvind		MonthlyContribution	10-2017	21000	368	31		

# View ESI Monthly Contribution

Download Excel file to upload in ESI site

ESI Monthly Contribution											
Company	ContType	WageMonth	ESIMember	TotalIPContributon	EmployerContributon	TotalContribution	TotalWages	ChallanNo	Date		
C001	MonthlyContribution	08-2017	7	1,986	5,382	7,368	113,286	32432424234	18/09/2017		
C001	MonthlyContribution	07-2017	6	1,738	4,709	6,447	99,126				
<div>&lt;&lt; &lt; 1 &gt; &gt;&gt; Go to page: <input type="text" value="1"/> Row count: <input type="text" value="10"/></div> <div>Showing 1-2 of 2</div>											

PDF file for monthly contribution details

# Billing

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## BILLING

Billing Company

Set billing company

Service Name

Set Service name offered to company

Add Billing

Create new billing

View Billing

View all billing



# Service Name

Add services you offered to client, need to mentioned SAC code and applicable GST rate

Dashboard

Service Name			<a href="#">+ Add new record</a>
Name	SAC Code	Rate(%)	
ESIC monthly consultancy and record maintaining fee.	89789	18%	<a href="#">✎</a>
Outstaion ESI record maintaing charges		12%	<a href="#">✎</a>

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-2 of 2

# Billing Company

Have option to set multiple billing company, State code to set GST category like invoice  
Will covered CGST / SGST or IGST

Dashboard

Billing Company						<a href="#">+ Add new record</a>
Name	PAN	GST	Address	StateCode		
Savvy Back office Solutions				7		<a href="#">✎</a>
Other Company				7		<a href="#">✎</a>

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-2 of 2

# Add New Billing

Company to Bill

Company from you want to bill

Add services you offered to bill

View Billing

Add New Billing

Add Master Details

Company

Select Company

Billing Company

Select Billing Company

Date

15-11-2017

Add Service Details

Service Details

+ Add new record

ServiceName	Month	Year	Amount
No data available!			

Save

Save



# View / Print / Status

Dashboard

Select Billing Company

Select Company

View Billing

CompanyBillingCompany

C002Other Company

10001 - Details

ServiceName

ESIC monthly consultancy and record maintaining fee.

<<<1>>>Go to page: 1Row count: 10

TAX INVOICEBILL NO:10001BILL DATE:11/15/2017₹ 6,726.00

Other Company

GST No

State Code7

Billing Details

CLIENT COMPANY 2

GST No

State Code

Bill Number10001

Payment TermOn Receipt

Due Date11/15/2017

Sr.No	Service Description	SAC	Taxable Amount	CGST		SGST		IGST	
				Rate	Amt	Rate	Amt	Rate	Amt
1	ESIC monthly consultancy and record maintaining fee.	85789	5700.00	0	0.00	0	0.00	18	1026.00
Total			5700.00	0.00	0.00	1026.00			

Total Invoice Value (In Figure)6726.00

Total Invoice Value (In Words)Six Thousand Seven Hundred Twenty Six Only

For Other Company

Authorized Signatory

+ Add

GSTAmount	GrandTotal	Status
1026	6726	Pending

te%	CGST	SGSTRate%	SGST	IGSTRate%	IGST
	0	0	0	18	1026

Showing 1-1 of 1

TAX INVOICE		BILL NO:10001		BILL DATE:11/15/2017		₹ 6,726.00			
Other Company									
GST No									
State Code 7									
Billing Details CLIENT COMPANY 2				GST No					
				State Code					
				Bill Number		10001			
				Payment Term		On Receipt			
				Due Date		11/15/2017			
Sl.No	Service Description	SAC	Taxable Amount	CGST		SGST		IGST	
				Rate	Amnt	Rate	Amnt	Rate	Amnt
1	ESIC monthly consultancy and record maintaining fee.	80789	5700.00	0	0.00	0	0.00	18	1026.00
Total			5700.00	0.00		0.00		1026.00	
Total Invoice Value (In Figure)			6726.00						
Total Invoice Value (In Words)			Six Thousand Seven Hundred Twenty Six Only						
For Other Company									
Authorised Signatory									

# Report

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## REPORTS

ACTIVE MEMBER

Digital Signature Validity

PF Annual contribution

ESI Half Yearly Statement



# Thank You

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Developed & Design By  
... ARVIND BAWANKAR