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| genweb2 ltd. |
| Samuda User Manual |
| REFERENCE: GW/ERP/USER MANUAL |
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| **Genweb2 Ltd.** |
| **02-May-17** |

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# 1. Payroll Management

## 1.1 Create Salary Structure

First we need to create salary structure.

Navigation Menu:  **Payroll >>Salary Structure >> Create**

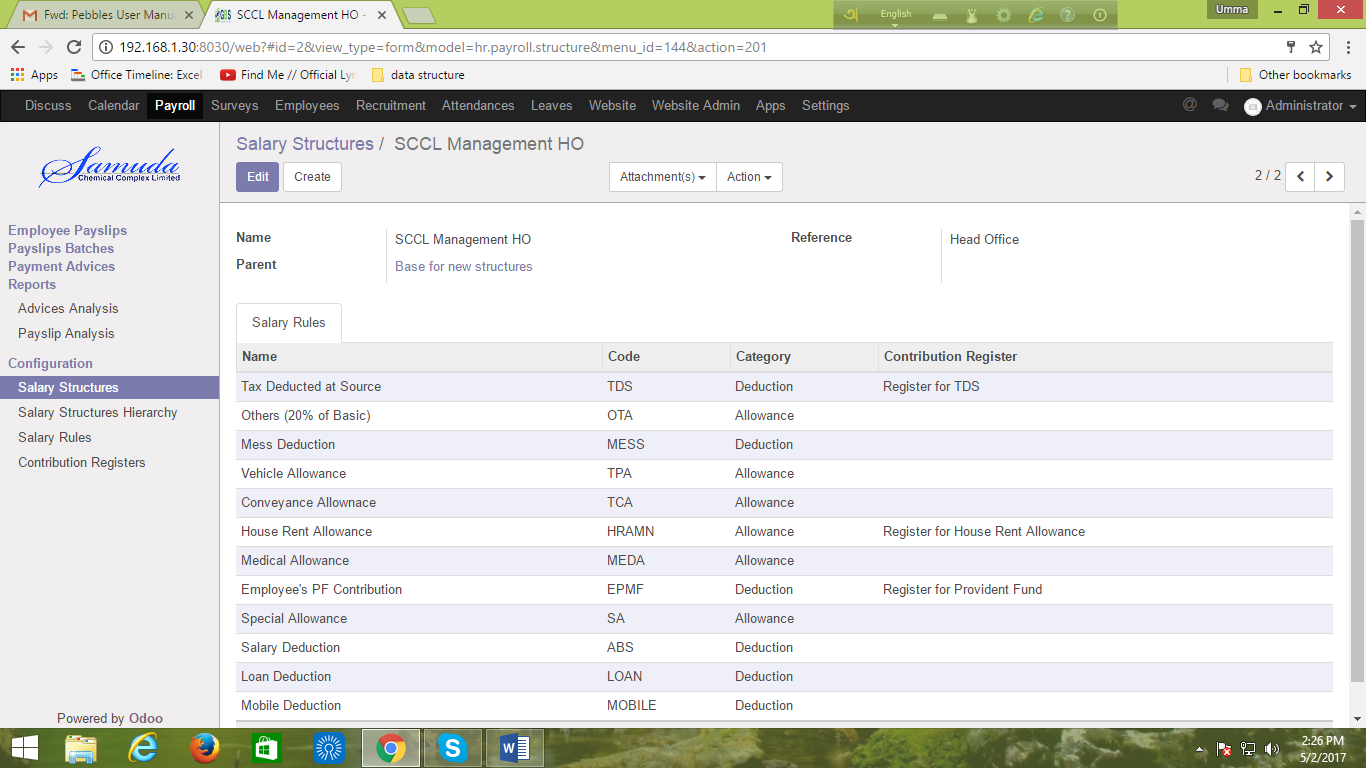
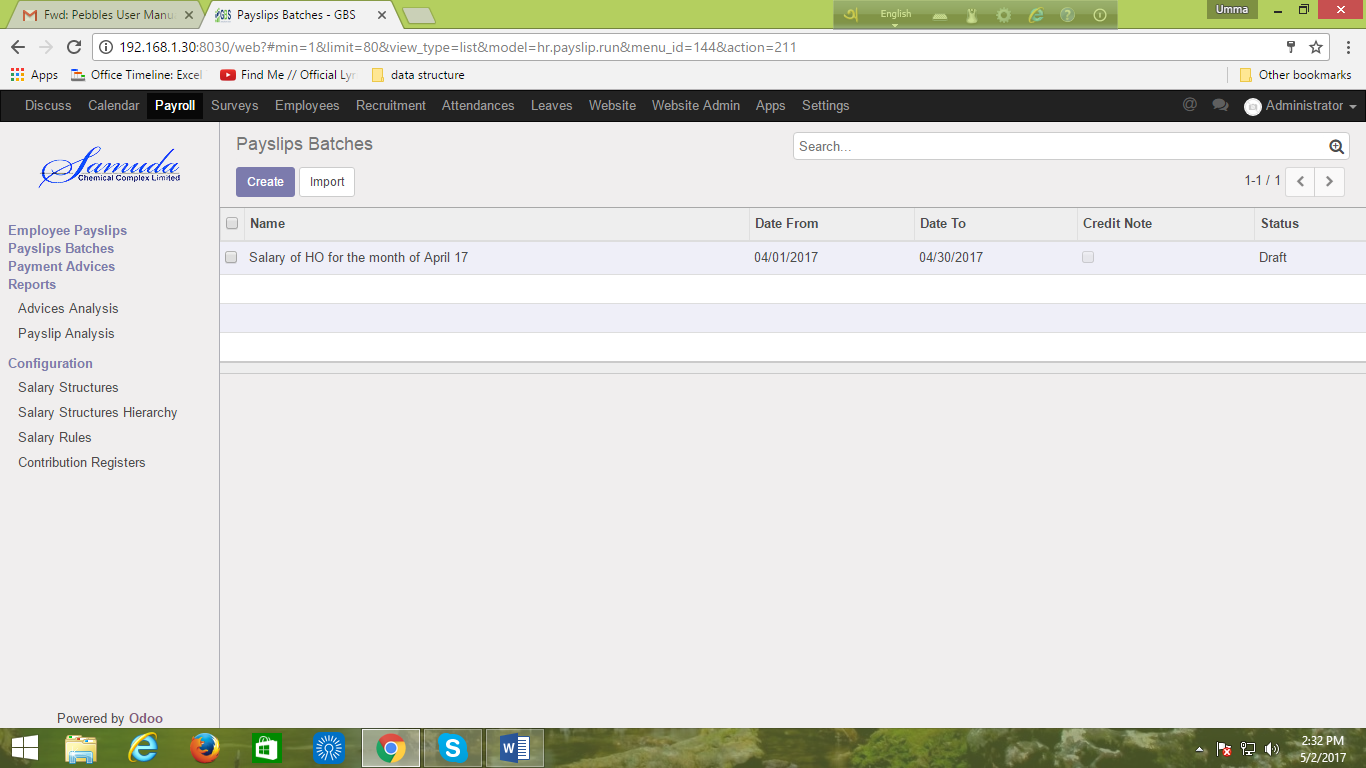


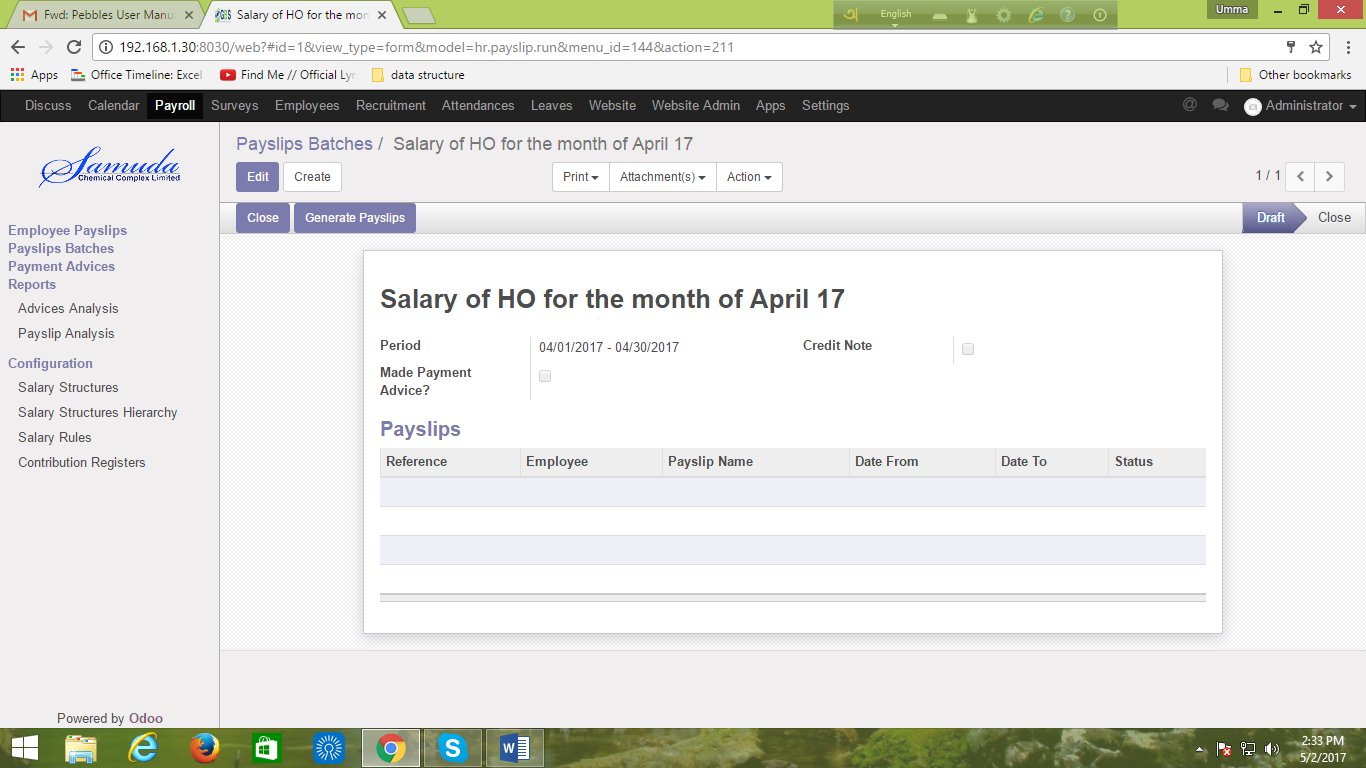
Figure: Create Salary Structure

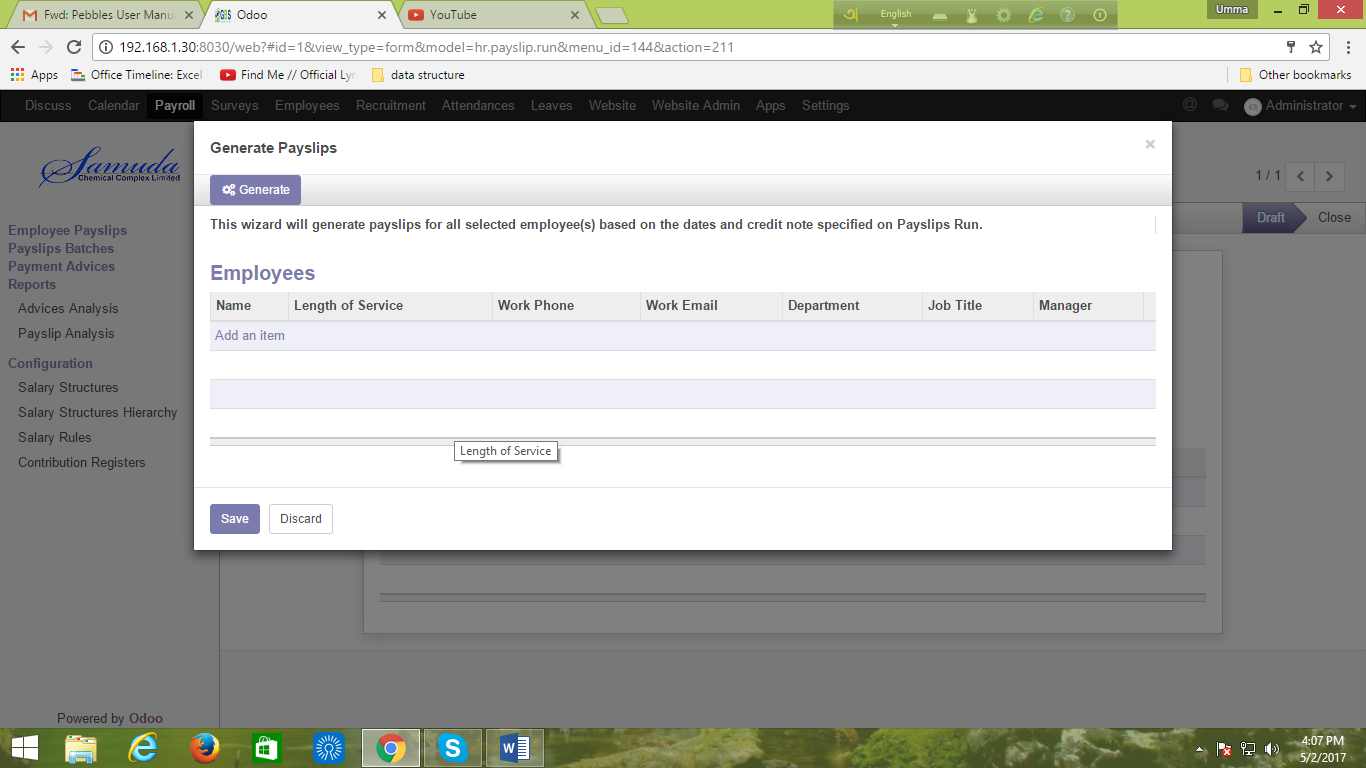
## 1.2 Creating Payslips Batches

We need to create Payslips Batches.

Navigation Menu: **Payroll >> Payslips Batches>> Create**







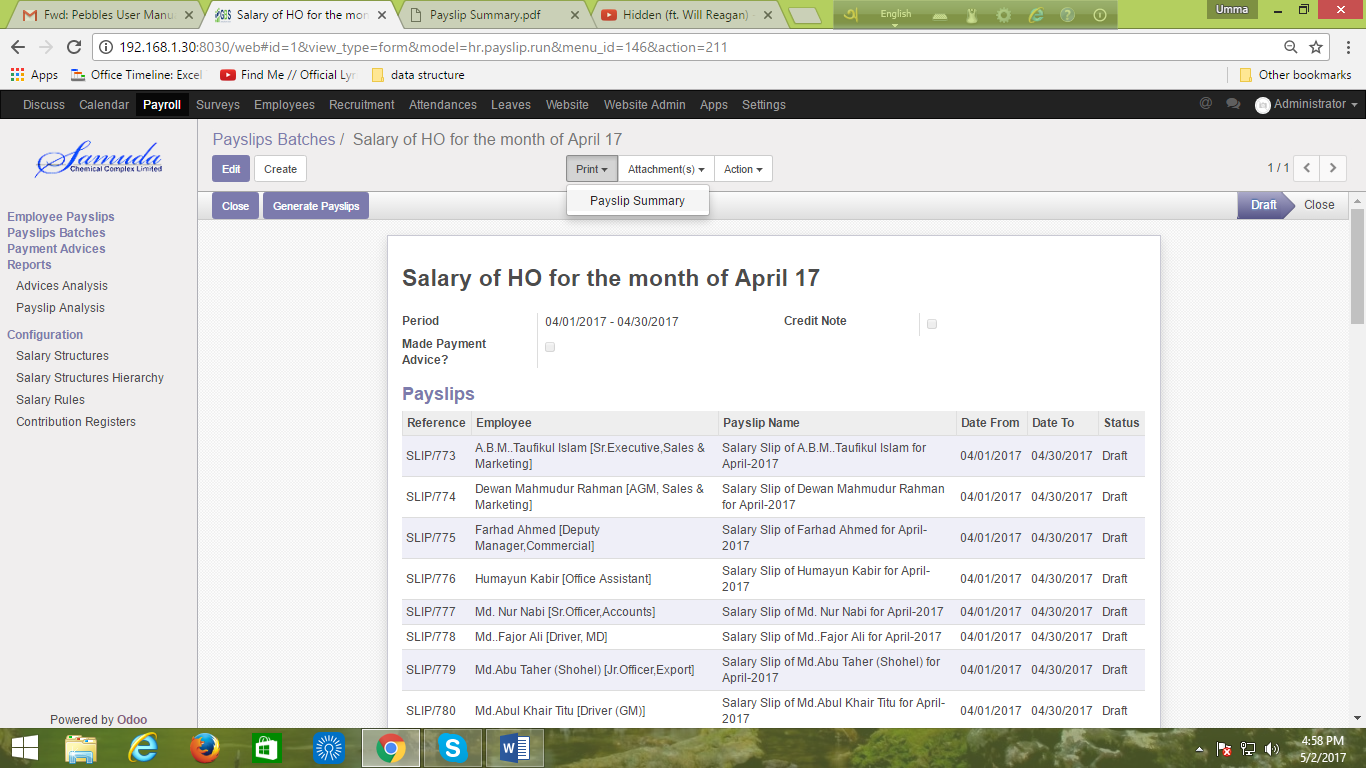


Figure: Create Payslips Batches

## 1.3 Generate Employee Paysilips

Then we need to Generate Employee Paysilips.

Navigation Menu: **Payroll >> Employee Paysilips**



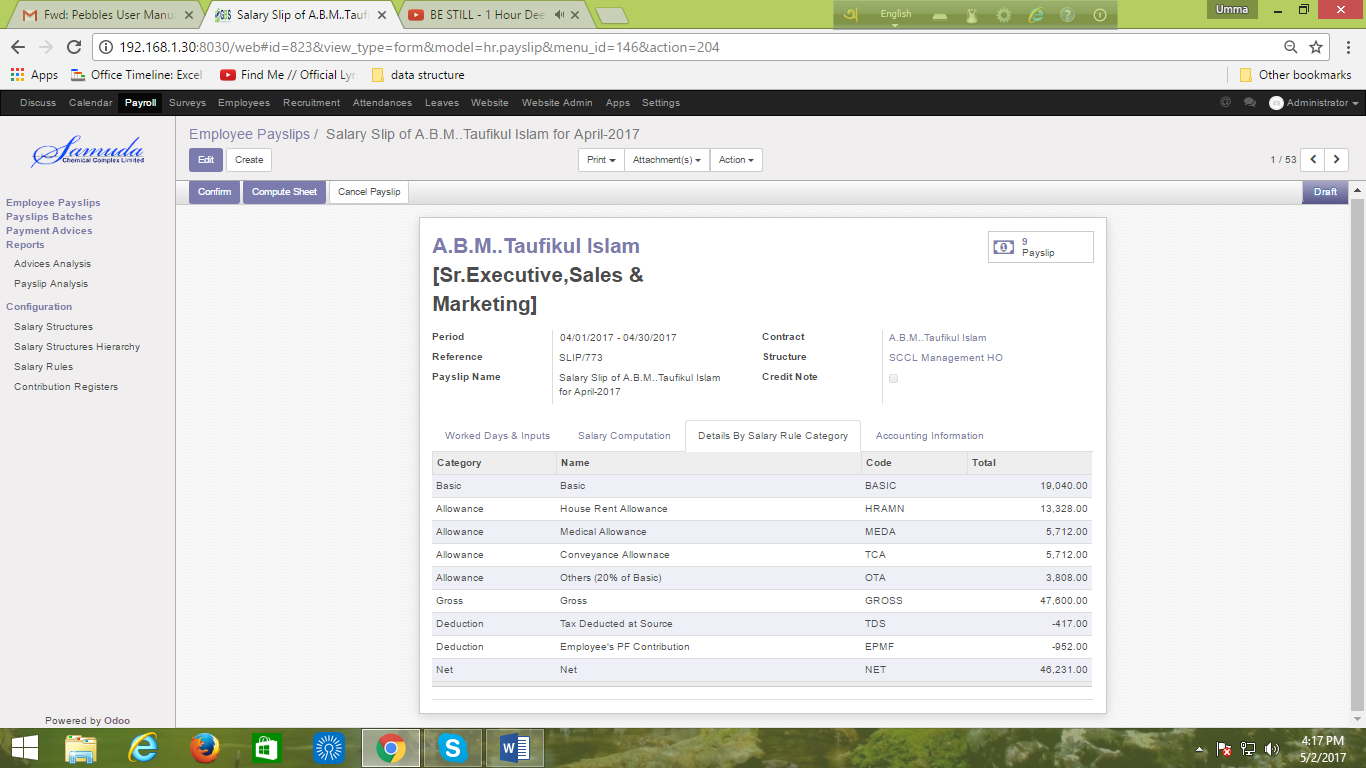
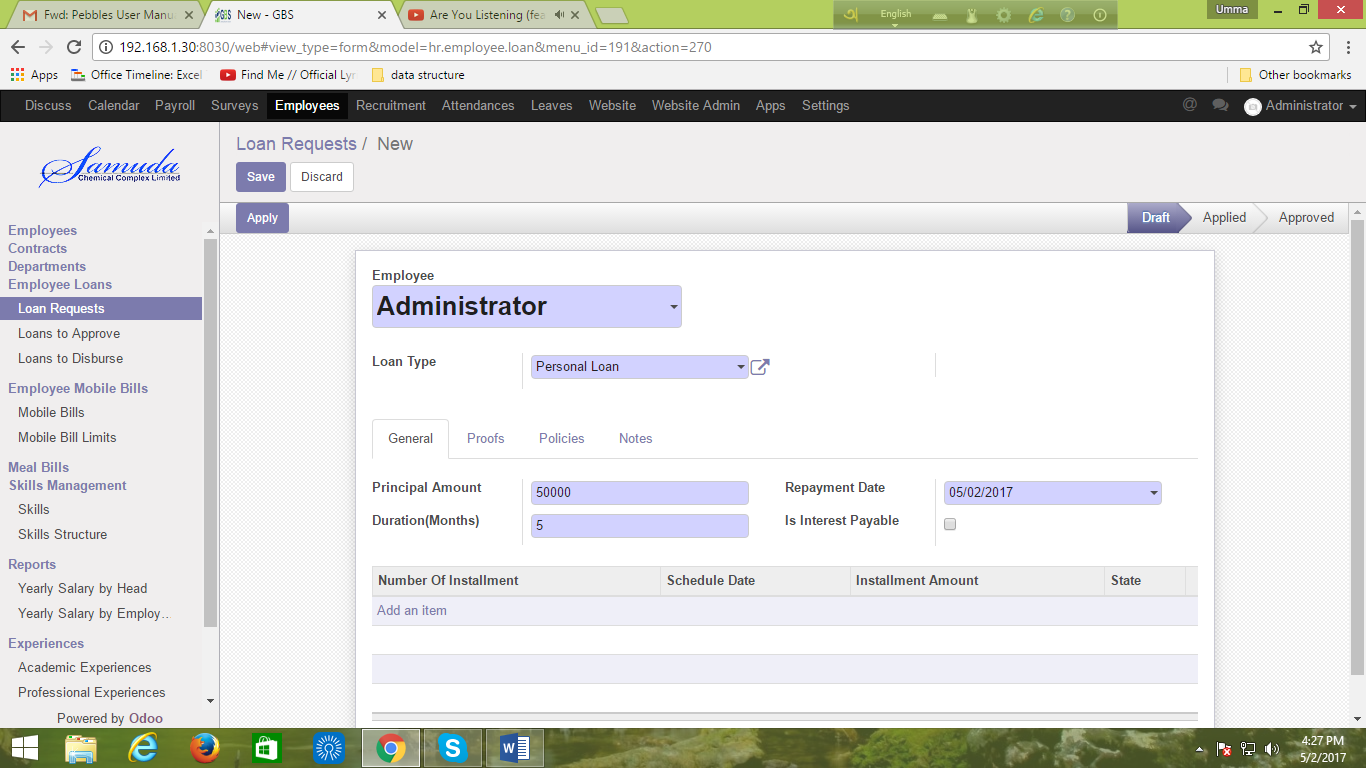


Figure: Generate Employee Paysilips

## 1.4 Creating Loan Request for Loan Deduction

First we need to Creating Loan Request

Navigation Menu: **Employee >> Loan requests >> Create** 

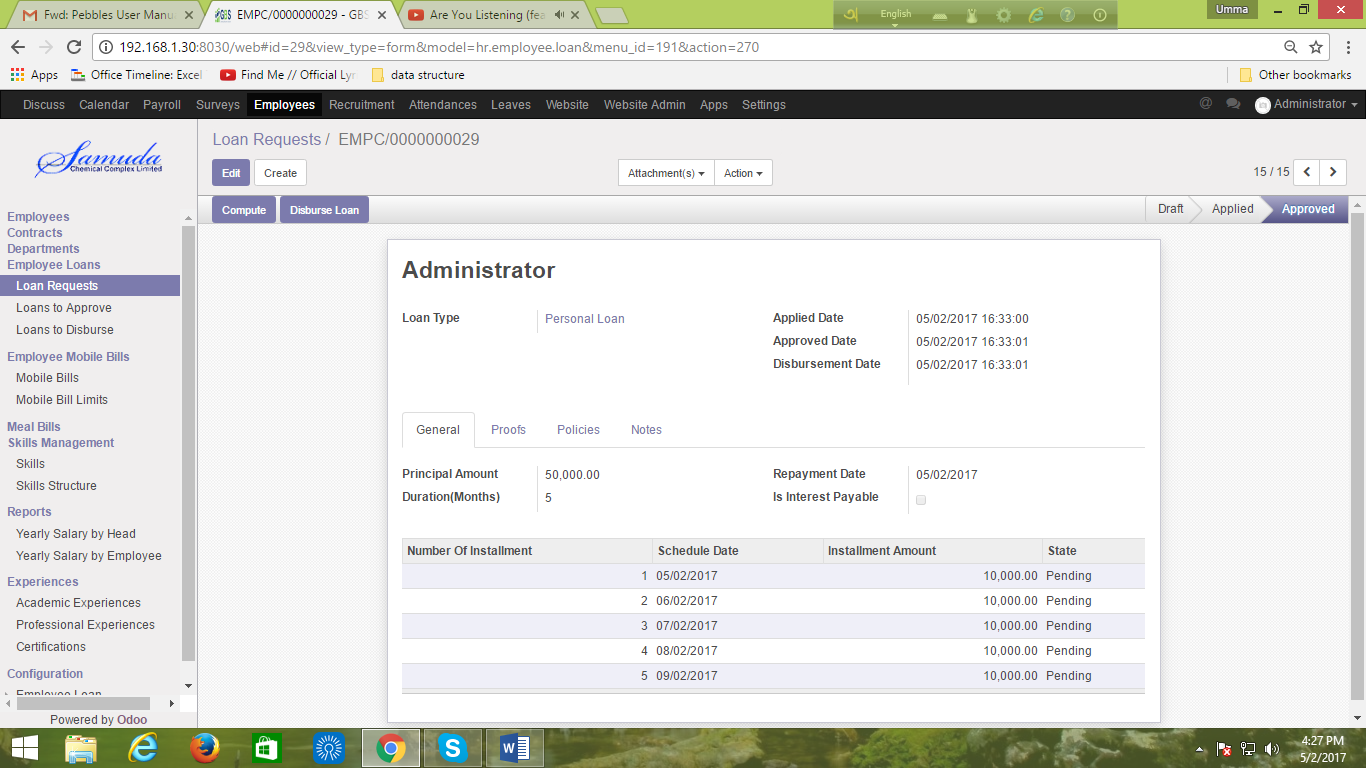


Figure: Create Loan Requests

## 1.5 Creating Meal Bills for Mess Deduction

Now we can Creating Meal Bills.

Navigation Menu: **Employee >> Meal Bills >> Create**

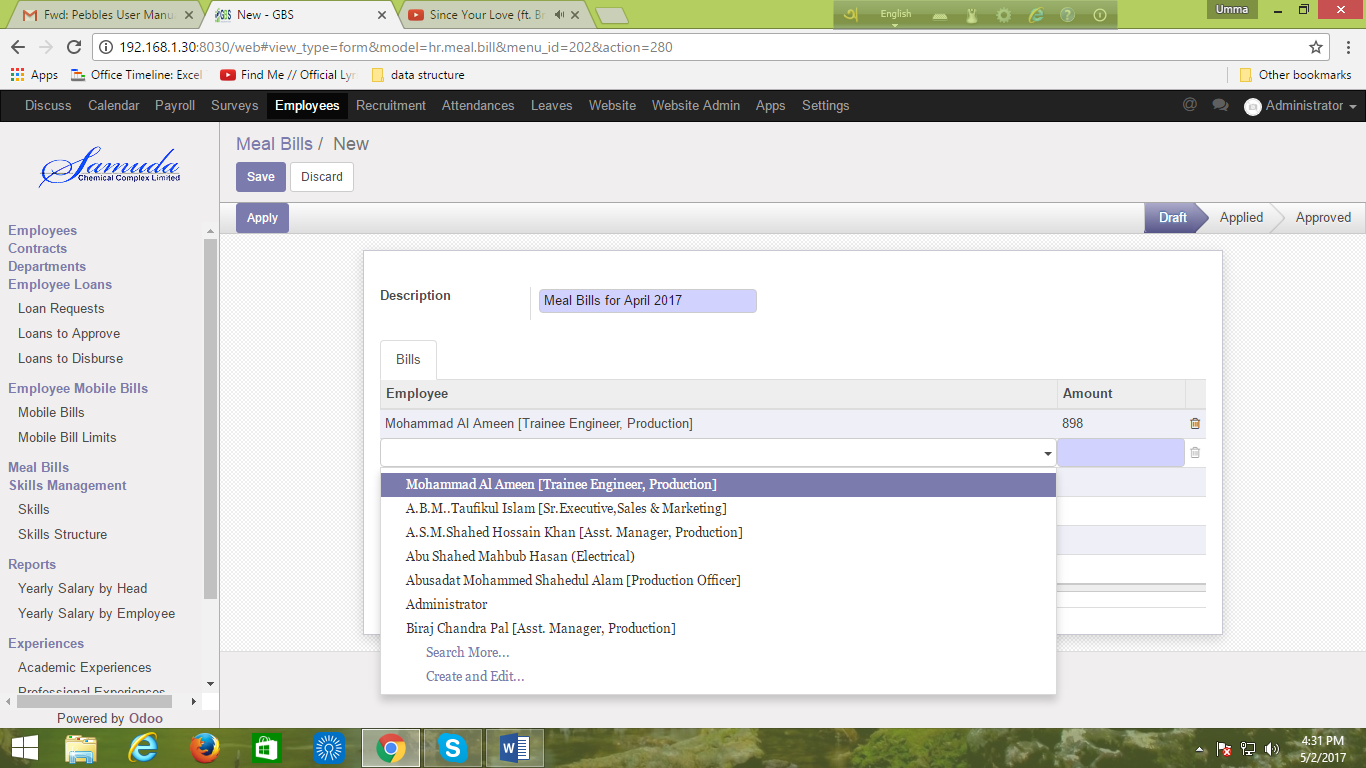


Figure: Creating Meal Bills

## 1.6 Creating Mobile Bill Limits for Mobile Bills Deduction

Now we can Creating Mobile Bill Limits.

Navigation Menu: **Employee >> Mobile Bill Limits >> Create**



Figure: Creating Mobile Bill Limits

## 1.7 Creating Mobile Bills for Mobile Bills Deduction

Now we can Creating Mobile Bills

Navigation Menu: **Employee >> Mobile Bills >> Create**

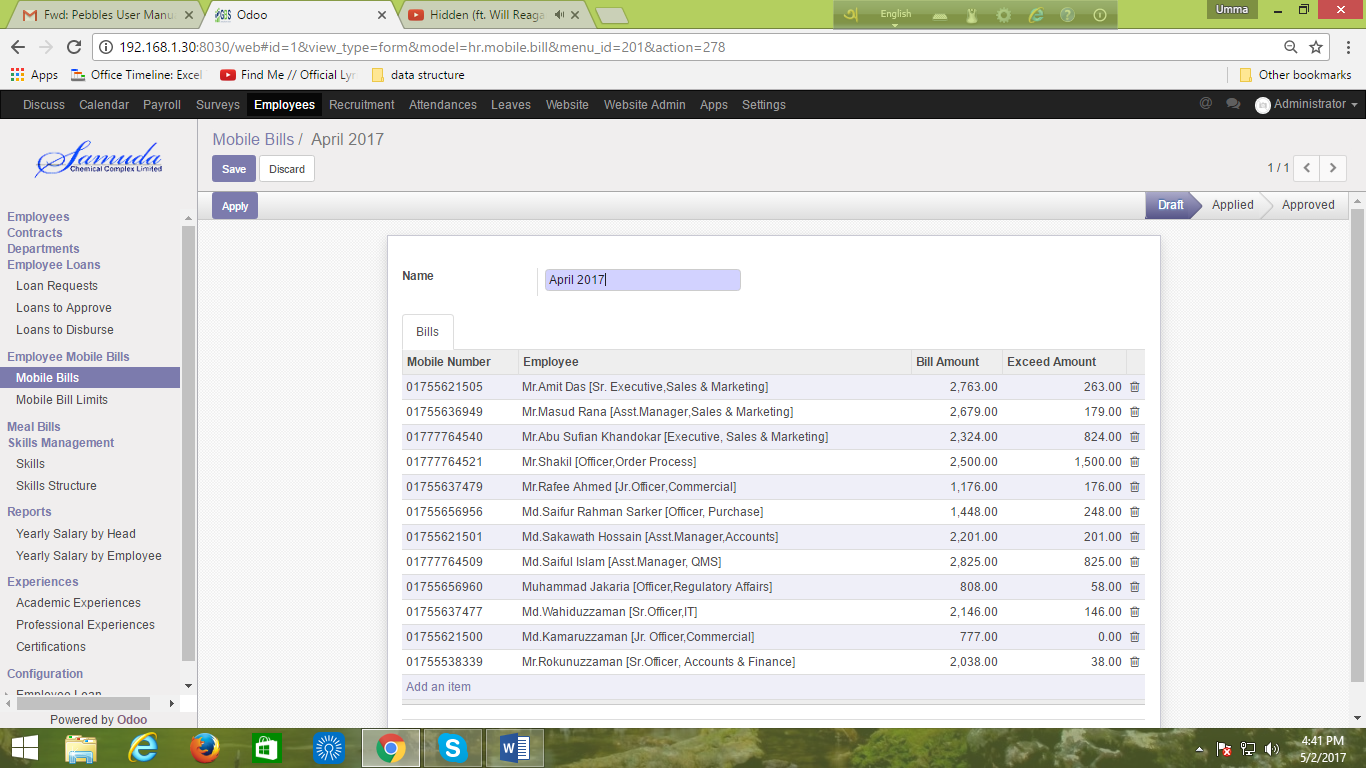


Figure: Creating Mobile Bills

## 1.8 Creating Contract Details for Each Employee

Now we can Creating Contract Details.

Navigation Menu: **Employee >> Contracts >> Create**

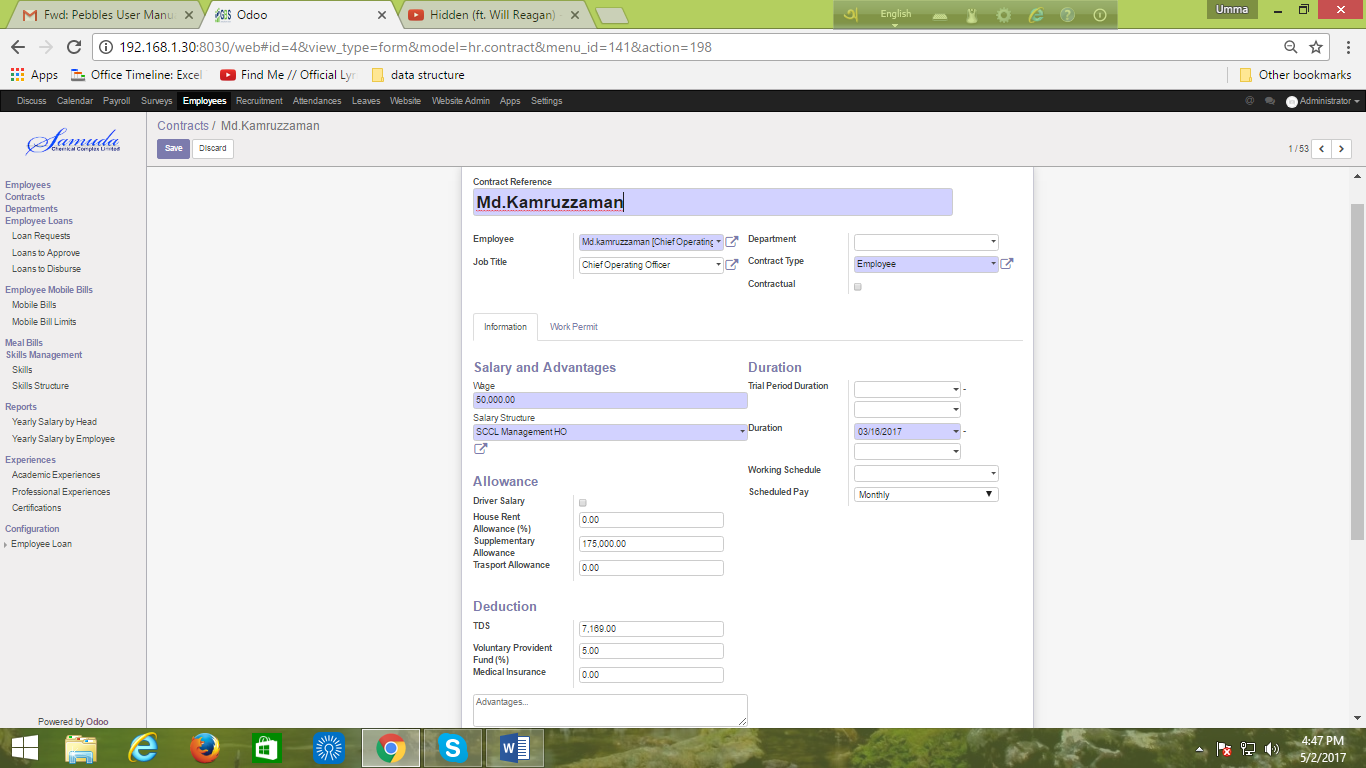


Figure: Creating Contract Details