

CoreFinance Financial Management System User Manual

CoreFinance is a financial management system which allows users to manage chart of accounts, manage various accounting transactions or general journal entries, manage receivables and payables that arise from the different process and generate periodic financial reports like General Ledger, Trial Balances, General Journals, Advance Control sheets, summary of expenses and other standardized reports.

Getting Started ...

1. Launching the system

Step 1: Open your preferred web browser. E.g. Chrome, Firefox, Internet Explorer etc.

Step 2: Go to the address bar and type the link address for CoreFinance. E.g. <http://10.10.10.57:5151/> and hit the Enter button. You should now see the login screen of the system.

Once the login screen is displayed, enter a valid username and password and click on the login button

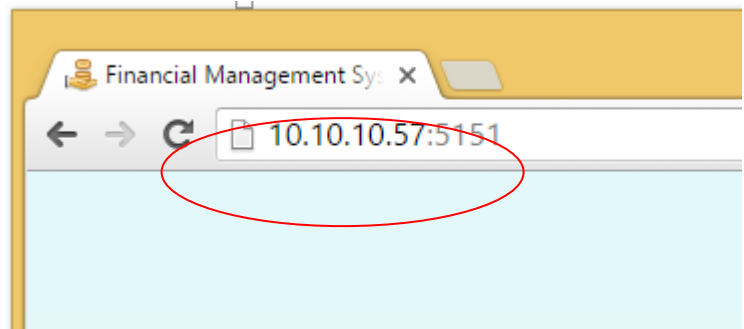


Figure 1: Address of the system

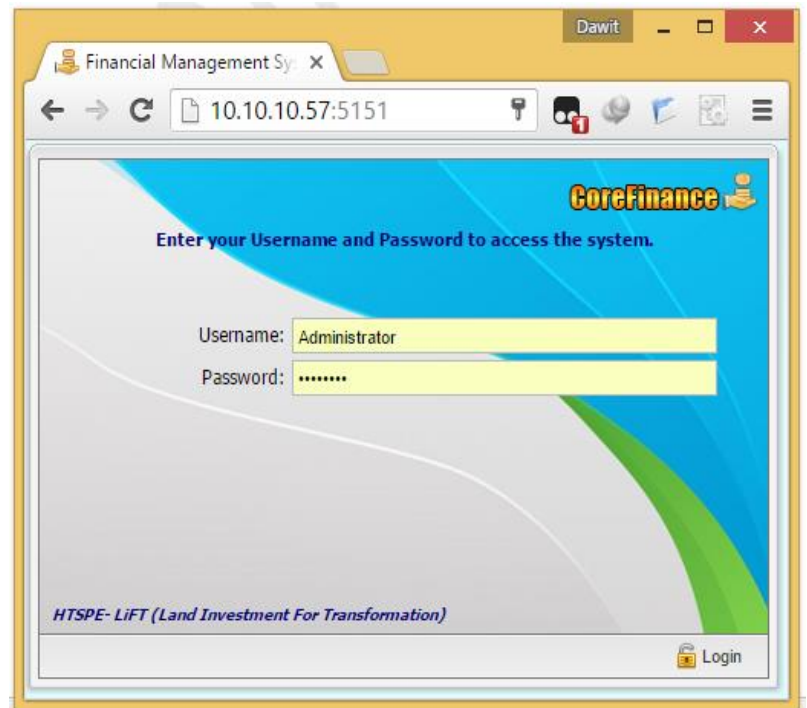
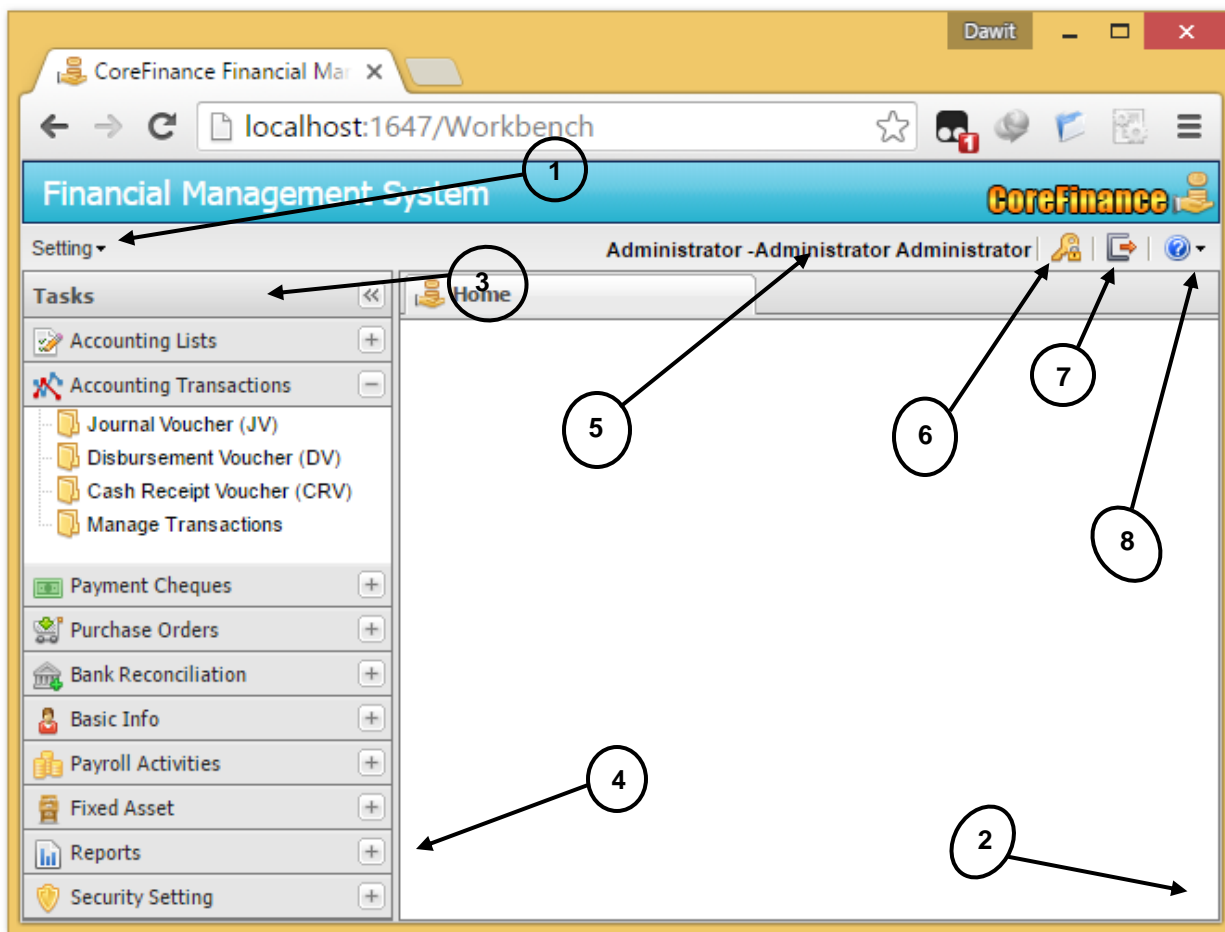


Figure 2: The login screen of the system

2. The System Dash Board



1. **Settings Button:** This button allows users to open the settings window. Using this, users can define and set some basic settings that are required by the application, such as reset voucher numbers and define default locations.
2. **Notification Area:** The system displays important notification messages on the bottom right corner of the dashboard.
3. **Tasks:** These are menus and sub menus to open a specific window of the system that helps users to perform a specific task such as creating vouchers, doing bank reconciliations, defining accounting lists etc.
4. **Reports Menu:** Helps users to view different reports that are provided by the system such as trial balances, general journals, general ledgers, advance controls, bank reconciliations reports, summary of expenses etc.
5. Username of the logged in user.
6. **Change Password button:** Allows the logged in user to change his/her password
7. **Log out button:** Allows the logged in user to close and log out of the system
8. **Help Button:** Allows the user to view the system Help file in HTML and PDF format.

3. Features of the system

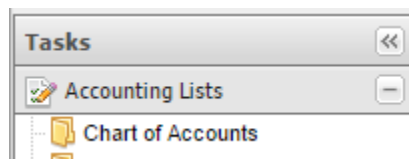
3.1. Accounting Lists


3.1.1. Maintaining Chart of Accounts

This sub menu allows us to maintain our chart of accounts in an easy and flexible manner. The accounts created here will be used throughout the system such as while creating vouchers and generating reports.

3.1.1.1. Creating Chart of Accounts

To create a new chart of account item, click on the *Chart of Accounts* sub menu under *Accounting Lists* Menu




Then a new window consisting the chart maintenance tree will appear. The tree has five main categories as Asset, Liability, Capital, Revenue and Expense → Then select the node under which you want to create the new account → Again Expand the node until you see the  icon → Once you see this icon, go to the grid on the right panel and click on the last cell of the grid → Then hit the *Tab button* on your key board. The system will automatically insert a new row → Then provide an account name, code and click on the save button.

Cash						Control Account
Save Delete						
Chart of Accounts						
Asset						
Current Asset						
Cash						
10100 : BIRR Current account						
10101 : BIRR AA Branch						
10102 : BIRR Amhara Branch						
10103 : BIRR Oromia Branch						
10104 : BIRR SNNPRS Branch						
10105 : BIRR Tigray Branch						
10200 : Petty Cash						
Non Current Asset						
Liability						
Capital						
Revenue						
Expense						

	Running Balance	Name ▲	Code	Budget Code	Balance Side
1	3,715,926.79	BIRR Current account	10100		Debit
2	0.00	BIRR AA Branch	10101		Debit
3	432,677.50	BIRR Amhara Branch	10102		Debit
4	482,133.00	BIRR Oromia Branch	10103		Debit
5	80,359.72	BIRR SNNPRS Branch	10104		Debit
6	767,880.36	BIRR Tigray Branch	10105		Debit
7	60,000.00	Petty Cash	10200		Debit

3.1.1.2. Editing Chart Of accounts

By following the above procedure expand the chart tree until you see the  icon → then go to the grid on the right panel and start editing the account to be edited. → Once finished providing all the required information → then click on the save button.

3.1.2. International Consultants

While creating the different types of vouchers, one might want to associate a particular consultant with work advance or an expense item. The ICs that we've created here will be used across the system whenever we want to record transactions associated with them.

3.1.2.1. Adding a new International Consultant

To create a new IC, click on the *International Consultants* sub menu under *Accounting Lists* Menu → then a new window for managing International Consultants will appear → then Click on the Add Button → A new window will pop up → provide all the required info and click on Save button

3.1.2.2. Editing an existing IC

To edit an existing IC, click on the *International Consultants* sub menu under *Accounting Lists* Menu → Then a new window for managing International Consultants will appear → Then select the IC to be edited from the grid → then after selecting the IC → click on the Edit button → A new window will appear → Click on the Save button after making the desired changes.

3.1.2.3. Deleting an IC

To delete an IC, click on the *International Consultants* sub menu under *Accounting Lists* Menu → then a new window for managing International Consultants will appear → then select the IC to be deleted from the grid → then after selecting the IC → click on the Delete button → the system will display a confirmation dialog box → then click on OK

3.1.3. Workshops

While creating the different types of vouchers, one might want to associate a particular workshop with a transaction. The workshops that we've created here will be used across the system whenever we want to record transactions associated with them.

3.1.3.1. Adding a new Workshop

To create a new Workshop item, click on the *Workshops* sub menu under *Accounting Lists* Menu → then a new window for managing Workshops will appear → then Click on the Add Button → A new window will pop up → provide all the required info and click on Save button

3.1.3.2. Editing an existing Workshop

To edit an existing Workshop, click on the *Workshops* sub menu under *Accounting Lists* Menu → Then a new window for managing Workshops will appear → Then select the Workshop to be edited from the grid → then after selecting the Workshop → click on the Edit button → A new window will appear → Click on the Save button after making the desired changes.

3.1.3.3. Deleting a Workshop

To delete a Workshop, click on the *Workshops* sub menu under *Accounting Lists* Menu → then a new window for managing Workshops will appear → then select the Workshops to be deleted from the grid → then after selecting the Workshops → click on the Delete button → the system will display a confirmation dialog box → then click on OK

3.1.4. Budget Codes

Budget Codes are mainly used for reporting purposes. Each budget code is associated with Expense Accounts.

3.1.4.1. Adding a new Budget Code

To create a new Budget Code item, click on the *Budget Codes* sub menu under *Accounting Lists* Menu → then a new window for managing Budget Codes will appear → then Click on the Add Button → A new window will pop up → provide all the required info and click on Save button

3.1.4.2. Editing an existing Budget Code

To edit an existing Budget Code, click on the *Budget Codes* sub menu under *Accounting Lists* Menu → Then a new window for managing Budget Codes will appear → Then select the Budget Code to be edited from the grid → then after selecting the Budget Code → click on the Edit button → A new window will appear → Click on the Save button after making the desired changes.

3.1.4.3. Deleting a Budget Code

To delete a Budget Code, click on the *Budget Codes* sub menu under *Accounting Lists* Menu → then a new window for managing Budget Codes will appear → then select the Budget Code to be deleted from the grid → then after selecting the Budget Code → click on the Delete button → the system will display a confirmation dialog box → then click on OK

3.1.5. Vehicles

While creating the different types of vouchers, one might want to associate a particular vehicle with a transaction. The vehicles that we've created here will be used across the system whenever we want to record transactions associated with them.

3.1.5.1. Adding a new Vehicle

To create a new Vehicle item, click on the *Vehicles* sub menu under *Accounting Lists* Menu → then a new window for managing Vehicles will appear → then Click on the Add Button → A new window will pop up → provide all the required info and click on Save button

3.1.5.2. Editing an existing Vehicle

To edit an existing Vehicle, click on the *Vehicles* sub menu under *Accounting Lists* Menu → Then a new window for managing Vehicles will appear → Then select the Vehicle to be edited from the grid → then after selecting the Vehicle → click on the Edit button → A new window will appear → Click on the Save button after making the desired changes.

3.1.5.3. Deleting a Vehicle

To delete a Vehicle, click on the *vehicles* sub menu under *Accounting Lists* Menu → then a new window for managing Vehicles will appear → then select the Vehicle to be deleted from the grid → then after selecting the Vehicle → click on the Delete button → the system will display a confirmation dialog box → then click on OK

3.2. Accounting Transactions

3.2.1. Journal Vouchers

Journal Vouchers are used to record a financial transaction that is not captured using Disbursement Vouchers or Cash Receipt Vouchers such as payroll journals, severance pay journals and some other adjusting entries.

Edit JV

New | Save | Remove Row | Insert Row

Is Audit Adjustment? ☐

Location: H1 - AA Head Office Date: 01/01/2016

Voucher No: LIFT/HO/JV/01/02/16 Purpose: Adjusting Entry

Voucher

	Department	Description	Account	Woreda	Reference Type	Reference	Debit Amount	Credit Amount
1	PM03	Insurances	90351	H1	NA	na	156,846.96	0.00
2	SLLC02	Local Short Term Consultants	90105	H1	IC	IC0021	0.00	124,062.00
3	XX01	Audit Fee Payable	30206	H1	NA	na	165,000.00	0.00
4	MNE21	Local Short Term Consultants	90105	H1	IC	IC0047	0.00	119,328.16
5	XX01	Pre-Paid Rent	10600	H1	NA	na	0.00	399,659.04
6	PM01	Audit Fee Expense	90350	H1	NA	na	0.00	165,000.00
7	PM01	Office Rental Costs	90341	H1	NA	na	399,659.04	0.00
8	XX01	Unexpired Insurance	10800	H1	NA	na	0.00	156,846.96
9	XX01	Consultancy Fee Payable	30210	H1	NA	na	124,062.00	0.00
10	XX01	Consultancy Fee Payable	30210	H1	NA	na	119,784.00	0.00
11	XX01	Consultancy Fee Payable	30210	H1	NA	na	119,328.16	0.00
12	MNE21	Local Short Term Consultants	90105	H1	IC	IC0047	0.00	119,784.00

Voucher Detail

Debit Total: 1,084,680.16 Credit Total: 1,084,680.16 0.00

Prepared By: Zegeye Alemu 06/23/2016

Checked By: Administrator Administrator 07/01/2016

Approved By: Administrator Administrator 07/01/2016

Authorized By: Administrator Administrator 07/01/2016

Voucher Footer

Close

3.2.1.1. Adding a new JV

To create a new Journal Voucher, click on the *Journal Vouchers (JV)* sub menu under *Accounting transactions* Menu → then a new window for managing JVs will appear → then Click on the Add Button → A new window will pop up → On the voucher Header Section Select the Location where the voucher is issued at → Then select the voucher Date → Then the system will automatically generate a new Reference No for the voucher → then enter the purpose of the voucher and go to the Voucher Detail section.

Once the headers are filled with the appropriate information, Activate the voucher grid by clicking on it → select a Department Code by starting to write on the Department Field → jump to the Account column by hitting the Enter or Tab key on your keyboard, again try typing the account code, the system will try to filter the available account codes as you type ahead. Select the right account and hit the Enter Key → Select the Woreda Code again by typing ahead → then select the Reference Type → Once the reference type is selected, the next column (Reference Codes) will get populated based on the type selected → Enter the Debit or Credit value → then hit the Enter key to add a new line item (row).

3.2.1.2. Editing an existing JV

To edit an existing JV, click on the *Journal Vouchers (JV)* sub menu under *Accounting Transactions* Menu → Then a new window for managing JVs will appear → Then double click the JV to be edited from the grid → go to the either the voucher header section to edit the header or go to the details section to update the voucher detail information.

3.2.1.3. Deleting a JV

To delete a JV, click on the *Journal Vouchers (JV)* sub menu under *Accounting Transactions* Menu → then a new window for managing JVs will appear → then select the JV to be deleted from the grid → then after selecting the JV → click on the Delete button → the system will display a confirmation dialog box → then click on OK and the JV will be deleted.

N.B. You can only delete un-posted vouchers. If the voucher is posted the system will prohibit you from deleting it.

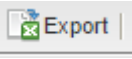
3.2.1.4. Checking, Approving and Authorizing JVs

In order for Journal Vouchers to get posted, they have to first be Checked, Approved and Authorized respectively.


There is a Check Box at the beginning of each row on the Journal Vouchers management grid. Check the check box for each JV and click on either the Check, Approve or Authorize buttons



3.2.1.5. Exporting JVs to excel

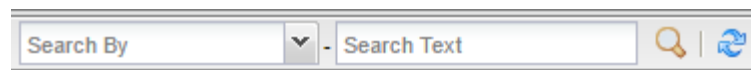
If we want to export Journal Vouchers either for archiving or any other purpose, check the checkboxes of the required vouchers from the Journal Vouchers Management grid and Click on the Export Button . The system will automatically export the selected vouchers to Excel.

3.2.1.6. Printing JVs

Printing JVs is also a straight forward job. Check the checkboxes of the vouchers to be printed from the Journal Vouchers Management grid and Click on the Print Button .

3.2.1.7. Searching JVs

To search Journal Vouchers using different criteria, open the JV management window → go to the search tool bar located at the top right corner of the window.



Select your *Search By* criteria (e.g. Reference No, Date etc.) → then enter the search text →

Click on the search icon next to it .

We can also reset the search result by clicking on the Refresh Search Button .

3.2.2. Disbursement Vouchers

Payments are effected using Disbursement Vouchers on the system. There could be different modes of payments while issuing DVs: Cheques, Bank Transfers, Bank Charge and Cash.

3.2.2.1. Adding a new DV

To create a new Disbursement Voucher, click on the *Disbursement Vouchers (DV)* sub menu under *Accounting transactions* Menu → then a new window for managing DVs will appear → then Click on the Add Button → A new window will pop up → On the voucher Header Section Select the Location where the voucher is issued at → Then select the voucher Date → Then the system will automatically generate a new Reference No for the voucher → then enter the purpose of the voucher and go to the Voucher Detail section.

Once the headers are filled with the appropriate information, Activate the voucher grid by clicking on it → select a Department Code by starting to write on the Department Field → jump to the Account column by hitting the Enter or Tab key on your keyboard, again try typing the account code, the system will try to filter the available account codes as you type ahead. Select the right account and hit the Enter Key → Select the Woreda Code again by typing ahead → then select the Reference Type → Once the reference type is selected, the next column (Reference Codes) will get populated based on the type selected → Enter the Debit or Credit value → then hit the Enter key to add a new line item (row).

3.2.2.2. Editing an existing DV

To edit an existing DV, click on the *Disbursement Vouchers (DV)* sub menu under *Accounting Transactions* Menu → Then a new window for managing DVs will appear → Then double click the DV to be edited from the grid → go to the either the voucher header section to edit the header or go to the details section to update the voucher detail information.

3.2.2.3. Deleting a DV




To delete a DV, click on the *Disbursement Vouchers (DV)* sub menu under *Accounting Transactions* Menu → then a new window for managing DVs will appear → then select the DV to be deleted from the grid → then after selecting the DV → click on the Delete button → the system will display a confirmation dialog box → then click on OK and the DV will be deleted.

N.B. You can only delete un-posted vouchers. If the voucher is posted the system will prohibit you from deleting it.

3.2.2.4. Checking, Approving and Authorizing DVs

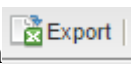
In order for Disbursement Vouchers to get posted, they have to first be Checked, Approved and Authorized respectively.

There is a Check Box at the beginning of each row on the Disbursement Vouchers management grid. Check the check box for each DV and click on either the Check, Approve or Authorize

buttons ( Check |  Approve |  Authorize |


3.2.2.5. Exporting DVs to excel

If we want to export Disbursement Vouchers either for archiving or any other purpose, check the checkboxes of the required vouchers from the Disbursement Vouchers Management grid and

Click on the Export Button . The system will automatically export the selected vouchers to Excel.

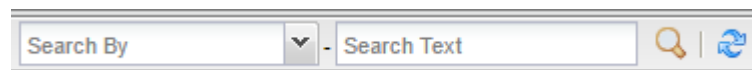
3.2.2.6. Printing DVs

Printing DVs is also a straight forward job. Check the checkboxes of the vouchers to be printed

from the Disbursement Vouchers Management grid and Click on the Print Button .

3.2.2.7. Searching DVs

To search Disbursement Vouchers using different criteria, open the DV management window → go to the search tool bar located at the top right corner of the window.



Select your *Search By* criteria (e.g. Reference No, Date etc.) → then enter the search text →

Click on the search icon next to it 

We can also reset the search result by clicking on the Refresh Search Button 

3.2.3. Cash Receipt Vouchers

Cash collections from different sources are captured using Cash Receipt Vouchers in the system.

3.2.3.1. Adding a new CRV

To create a new Cash Receipt Voucher, click on the *Cash Receipt Vouchers (CRV)* sub menu under *Accounting transactions* Menu → then a new window for managing CRVs will appear → then Click on the Add Button → A new window will pop up → On the voucher Header Section Select the Location where the voucher is issued at → Then select the voucher Date → Then the system will automatically generate a new Reference No for the voucher → then enter the purpose of the voucher and go to the Voucher Detail section.

Once the headers are filled with the appropriate information, Activate the voucher grid by clicking on it → select a Department Code by starting to write on the Department Field → jump to the Account column by hitting the Enter or Tab key on your keyboard, again try typing the account code, the system will try to filter the available account codes as you type ahead. Select the right account and hit the Enter Key → Select the Woreda Code again by typing ahead → then select the Reference Type → Once the reference type is selected, the next column (Reference Codes) will get populated based on the type selected → Enter the Debit or Credit value → then hit the Enter key to add a new line item (row).

3.2.3.2. Editing an existing CRV

To edit an existing CRV, click on the *Cash Receipt Vouchers (CRV)* sub menu under *Accounting Transactions* Menu → Then a new window for managing CRVs will appear → Then double click the CRV to be edited from the grid → go to the either the voucher header section to edit the header or go to the details section to update the voucher detail information.

3.2.3.3. Deleting a CRV




To delete a CRV, click on the *Cash Receipt Vouchers (CRV)* sub menu under *Accounting Transactions* Menu → then a new window for managing CRVs will appear → then select the CRV to be deleted from the grid → then after selecting the CRV → click on the Delete button → the system will display a confirmation dialog box → then click on OK and the CRV will be deleted.

N.B. You can only delete un-posted vouchers. If the voucher is posted the system will prohibit you from deleting it.

3.2.3.4. Checking, Approving and Authorizing CRVs

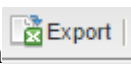
In order for Cash Receipt Vouchers to get posted, they have to first be Checked, Approved and Authorized respectively.

There is a Check Box at the beginning of each row on the Cash Receipt Vouchers management grid. Check the check box for each CRV and click on either the Check, Approve or Authorize

buttons ( Check |  Approve |  Authorize |


3.2.3.5. Exporting CRVs to excel

If we want to export Cash Receipt Vouchers either for archiving or any other purpose, check the checkboxes of the required vouchers from the Cash Receipt Vouchers Management grid and

Click on the Export Button . The system will automatically export the selected vouchers to Excel.

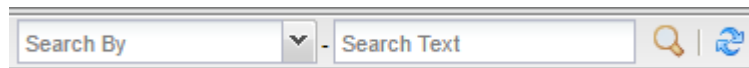
3.2.3.6. Printing CRVs

Printing CRVs is also a straight forward job. Check the checkboxes of the vouchers to be printed

from the Cash Receipt Vouchers Management grid and Click on the Print Button .

3.2.3.7. Searching CRVs

To search Cash Receipt Vouchers using different criteria, open the CRV management window → go to the search tool bar located at the top right corner of the window.



Select your *Search By* criteria (e.g. Reference No, Date etc.) → then enter the search text →


Click on the search icon next to it 

We can also reset the search result by clicking on the Refresh Search Button 


3.2.4. Managing Transactions

The Manage Transactions module of the system allows us to post different types of transactions (JVs, DVs, CRVs) to the General Ledger. The type of posting the system uses to update Ledgers is Batch Posting. We can also use this module to void posted vouchers.

3.2.4.1. Posting Transactions

To post vouchers to the ledger → Open the *Manage Transactions* sub menu from the *Accounting Transactions* menu → Then tick the checkboxes that are found at the beginning of each row → then click on the Post Button .

3.2.4.2. Voiding Vouchers

To post vouchers to the ledger → Open the *Manage Transactions* sub menu from the *Accounting Transactions* menu → Then tick the checkboxes that are found at the beginning of each row → then click on the Void Button .

3.3. Payment Cheques

3.3.1. Defining Cheques Numbers

Check numbers are consecutive numbers that are printed on the leaves of each payment Cheques. While issuing disbursement vouchers, and if the mode of payment is selected as *Cheque*, the system will automatically fill in the next cheque number on the '*Cheque Number*' field.

To set the current cheque number Click on the *Payment Cheques* Menu → then click on the *Define Cheques* sub menu → then select the bank from the list of bank branches defined on the left panel → then Click on the Add Button and provide the Start, Current and End numbers of the cheque and Click on Save.

3.4. Reports

The Reports manager allows us to view, print and export financial reports that are generated from the transactions recorded on the system.

3.4.1. Reports Criteria

Report - Financial Reports <<

Main Criteria

Report Name:

Period:

To Period:

Account Number

Selection: ☐ Single ☒ All ☐ Range

Account No:

From: to

Reference Code

Reference Type:



Reference Code:

Other Criterias

Budget Code:

Invoice No:

Sort By:

 Preview  Reset

Criteria Name	Function
---------------	----------

Report Name	Allows us to choose from list of available report types such as Trial Balance, General Journal, General Ledger, Advance Control, Summary Of Expenses, Bank Reconciliation, Cash Books etc.
Period	To view transactions for a single Period, click on the period drop down and choose from the list. The system will then display the selected report containing transactions that belongs only to this period.
To Period	Use this field to view transactions for the range of periods, E.g. From January 2016 to March 2016.
Account Number	Use this field to filter reports based on selected Account numbers. E.g view general ledger only for a particular Account 20100.
<ul style="list-style-type: none"> • Single 	Check this option to Filter the report by a single Account E.g only for 10100.
<ul style="list-style-type: none"> • All 	Check this option if you want to view a report containing all the Accounts
<ul style="list-style-type: none"> • Range 	Check this option to Filter the report by a range of Accounts E.g. From 90100 – 99999.
Account From	The field will get Enabled when the Range option is selected for the accounts, so that you can specify the Start number of the Accounts Code
Account To	The field will get Enabled when the Range option is selected for the accounts, so that you can specify the End number of the Accounts Code
Reference Code	Use this text field to filter Reference codes such as by Employee PN, Workshop or Vehicle Numbers.
Budget Code	Use this text field to filter Expenses by budget code
Invoice No	Use this text field to view on transactions corresponding to a particular Voucher No
Sort By	Use this combo box to sort records of the selected report by the specified sort criteria
Bank	Use this combo box to view bank reconciliation reports for one particular bank

General Ledger Report, As of Period : February 2016

Period: February 2016

10100 : BRR Current account	Date	Invoice No	Description	Reference	Debit Amount	Credit Amount	Current Balance
	2/3/2016	DV02/004	Accommodation for Christopher Gibbins	NA		23687.50	
	2/15/2016	DV02/026	Work Advance	NA		10000.00	
	2/1/2016	DV02/001	Advance payment for production of roof racks	NA		112754.35	
	2/2/2016	DV02/002	Payment for Broad Band Internet	NA		25961.88	
	2/10/2016	DV02/021	Birr Transfer to Tigray Regional Account	NA		390000.00	
	2/23/2016	DV02/038	MAP Marketing and commercial Training	NA		146681.39	
	2/10/2016	DV02/031	Unpaid salary for the month of Dec 2015	NA		3083.15	
	2/23/2016	DV02/020	GPA Insurance Cover for new staff	NA		11016.13	
	2/10/2016	DV02/008	Settlement of work advance-Umer	NA			
	2/19/2016	CR02/001	Settlement of work advance-Tesfaye Dessalegn	PN0009			
	2/2/2016	DV02/049	Reversing Suspence	NA		0.01	0.03
	2/29/2016	DV02/024	Annual insurance cost for 10-095	NA			
	2/15/2016	CR02/004	Cash transfer from HO	NA	1408.00		1362.84
	2/10/2016	DV02/033	Vacancy post	NA			
	2/22/2016	DV02/039	Accommodation for Gopal Sehpal	NA		4669896.60	4169.70
	2/23/2016						101724.90

Figure 6. Sample Report (General Ledger Report)

Payroll Management System Help

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Welcome to EasyPay



EasyPay is an easy to use yet powerful and intuitive payroll management system which provides a clear and efficient user interface to calculate and generate monthly pay sheets and pay slips.

This help documentation is designed with the aim of helping you quickly learn EasyPay as a new user or enhance your knowledge as a regular user.

Getting started with EasyPay

New to EasyPay

- Read the [Introduction](#) section to know more about EasyPay, its different editions and system requirements.
- Follow the [Accessing the System](#) to familiarize yourself with the processes of generating payroll.

Regular user of EasyPay versions

- Read the [What's new in EasyPay](#) section to have a quick look at major changes.
- Run through the [Accessing the System](#) section to familiarize yourself with the new version.

Introduction

About EasyPay



About EasyPayroll

EasyPayroll is an easy to use and a functionally rich Payroll Management System that processes payroll transactions with **minimal input from users**. This means that it will not only save you a considerable amount of time, but also reduce your total administrative costs and drastically reduce the likelihood of errors.

Pay components are highly customizable to suit your company's requirements and include all pay types and additional formulas. EasyPayroll ensures the timely and accurate payment of employees and the database stores a complete record of all current and previous transactions. EasyPayroll provides password protected and role based security options and access to EasyPayroll can be strictly controlled on an administrator specified basis. A multi-level role based security structure can easily be set up for all users of the system.

Key Features

Payroll Processing

EasyPayroll automates payroll processes, payroll calculations and its logical work flow means that employee records can be set up quickly and maintained with ease.

When paying salaries, the payroll can be processed by Periods, Regions, Departments and even Employees.

Easy Payroll ensures accuracy. The audit report identifies any anomalies within the payroll process. It lists warning messages or highlights any areas that may need to be checked before the payroll process is completed.

Back Pays

With EasyPayroll, back pays are no longer complicated processes. EasyPayroll delivers automated back pay calculations so that if you need to back pay employees, you can quickly and easily do so.

Additions and Deductions

An unlimited number of additions and deductions can be defined within EasyPayroll. Some popular allowances that are frequently applied include meals, mobile phone, travel, clothing, fuel etc. On the other hand we have items identified as reducing balances, e.g. income tax, loans pension contributions etc.

Easy Payroll covers all categories of allowances including before tax, after tax and tax adjustments. The user can choose between different calculation types for the addition or deduction:

- Amount – fixed value
- Percentage – the percentage can be applied to any value or rate type
- Rate per hour – can be applied to specified or actual hours worked

In addition, Easy Payroll maintains a full history of all employee additions and deductions.

Reporting

EasyPayroll delivers a comprehensive range of payroll reporting options, enabling flexible and unlimited analysis of your payroll data. In addition, EasyPayroll offers different methods of payroll reporting that operators, decision makers and managers will find indispensable.

The Report Job Manager provides the ability to schedule and run payroll reports, for print or email, at any specified date and time.

System Requirements

EasyPay's recommended system and hardware requirements include:

- Windows XP, Windows Vista, Windows 7 or Windows 8
- 512MB of RAM

- 250MB of free disk space
- 1024x768 screen resolution or higher
- IIS Server
- SQL Server 2005, SQL Server 2008 or SQL Server 2012

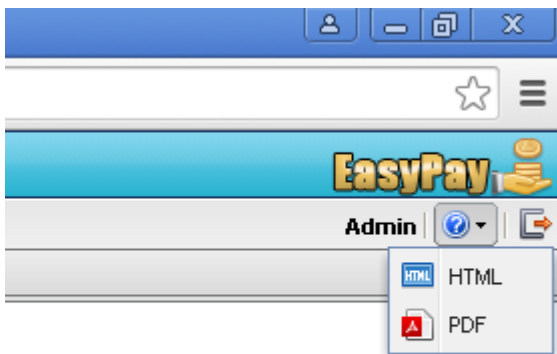
Getting Help

Accessing the help file

The help file is part of the EasyPay installation. To launch it, either press the F1 key or click the help button at the top right corner of EasyPay's main work area.

Printing the help file

Alternatively, you can download and print a PDF version of EasyPay's documentation by clicking on the PDF icon as shown in the figure below.



EasyPay License Agreement

IMPORTANT: THIS SOFTWARE END USER LICENSE AGREEMENT ("EULA") IS A LEGAL AGREEMENT BETWEEN YOU AND DAWIT KIROS WOLDEMICHAEL. READ IT CAREFULLY BEFORE COMPLETING THE INSTALLATION PROCESS AND USING THE SOFTWARE. IT PROVIDES A LICENSE TO USE THE SOFTWARE AND CONTAINS WARRANTY INFORMATION AND LIABILITY DISCLAIMERS. BY INSTALLING AND USING THE SOFTWARE, YOU ARE CONFIRMING YOUR ACCEPTANCE OF THE SOFTWARE AND AGREEING TO BECOME BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO BE BOUND BY THESE TERMS, THEN SELECT THE "CANCEL" BUTTON. DO NOT INSTALL AND USE THE SOFTWARE AND RETURN THE SOFTWARE TO DAWIT KIROS WOLDEMICHAEL. THIS EULA SHALL APPLY ONLY TO THE SOFTWARE SUPPLIED BY DAWIT KIROS WOLDEMICHAEL HEREWITH REGARDLESS OF WHETHER OTHER SOFTWARE IS REFERRED TO OR DESCRIBED HEREIN.

DEFINITIONS

- (a) "EasyPay" and "Software" refers to DAWIT KIROS WOLDEMICHAEL's EasyPay program, in each case, supplied by DAWIT KIROS WOLDEMICHAEL herewith, and corresponding documentation, associated media, and electronic documentation.
- (b) "DAWIT KIROS WOLDEMICHAEL" means the software vendor.
- (c) "Registered Version" means a version which has been bought from DAWIT KIROS WOLDEMICHAEL.

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THE EasyPay PROGRAM IS DISTRIBUTED "AS IS". NO WARRANTY OF ANY KIND IS EXPRESSED OR IMPLIED. YOU USE IT AT YOUR OWN RISK. NEITHER THE AUTHORS NOR

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FOR EasyPay REGISTERED VERSION ONLY

(a) Single-User (per seat) Licenses: You may install and use the Software on a single computer to design, develop, and test the Software's output. Installation on a second computer, such as a laptop and a desktop computer, is permitted if it is guaranteed that you are the exclusive user of both computers.

(b) Multiple-User (floating) Licenses: You may install and use the enclosed Software on a server to design, develop, and test the Software's output. Use of the Software is limited to the institutions personnel and to the institutions purpose only.

TERMS

This license is effective until terminated. You may terminate it by destroying the program, the documentation and copies thereof. This license will also terminate if you fail to comply with any terms or conditions of this agreement. You agree upon such termination to destroy all copies of the program and of the documentation, or return them to the author.

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What's new in EasyPay 1.1.0.02

Redesigned user interfaces

User interfaces are now robust, easy to use and user friendly.

Ajax enabled functionality

EasyPay uses a technique called Asynchronous Java Script (**Ajax**) to send and retrieve data from a server asynchronously (in the background) without interfering with the display and behavior of the existing page.

Getting Started

Installation and Configuration

Installation and Configuration

In order to start using the EasyPay program one has to strictly follow the installation and configuration procedures as outlined below.

- [Installing .NET Framework 4.0](#)
- [Registering .NET Framework 4.0](#)
- [Installing SQL Server](#)
- [Configuring SQL Server](#)
- [Installing Internet Information Services \(IIS\)](#)
- [Configuring Internet Information Services \(IIS\)](#)

Installing .NET Framework 4.0

Installing .Net Framework 4.0

This .Net Framework 4.0 Install Guide will guide you through installation process.

Steps

Step 1: We need to download .Net Framework 4.0 from this [download page](#).

The screenshot shows the Microsoft Download Center page for the .NET Framework 4 (Web Installer). The page layout includes a top navigation bar with links to Products, Store, Downloads, and Support. The main heading is 'Download Center'. Below this, there are tabs for Windows, Office, Product downloads, Download categories, Security, and Resources. The main content area is titled 'Microsoft .NET Framework 4 (Web Installer)'. On the left, there are 'Quick links' for Overview, System requirements, Instructions, and Additional information. Below these links is a section for 'Looking for support?' with a link to the Microsoft Support site. The main content area contains a description of the web installer and a 'Quick details' section. The 'Quick details' section shows the version as 4, the date published as 2/21/2011, and a 'Change Language' dropdown set to English. Below this is a table with columns for File Name and Size, showing 'dotNetFx40_Full_setup.exe' with a size of 869 KB. A 'DOWNLOAD' button is next to the file name. At the bottom, there is an 'Overview' section with text about the .NET Framework.

Quick details

Version:	4	Date Published:	2/21/2011
Change Language:	English		

File Name	Size	
dotNetFx40_Full_setup.exe	869 KB	DOWNLOAD

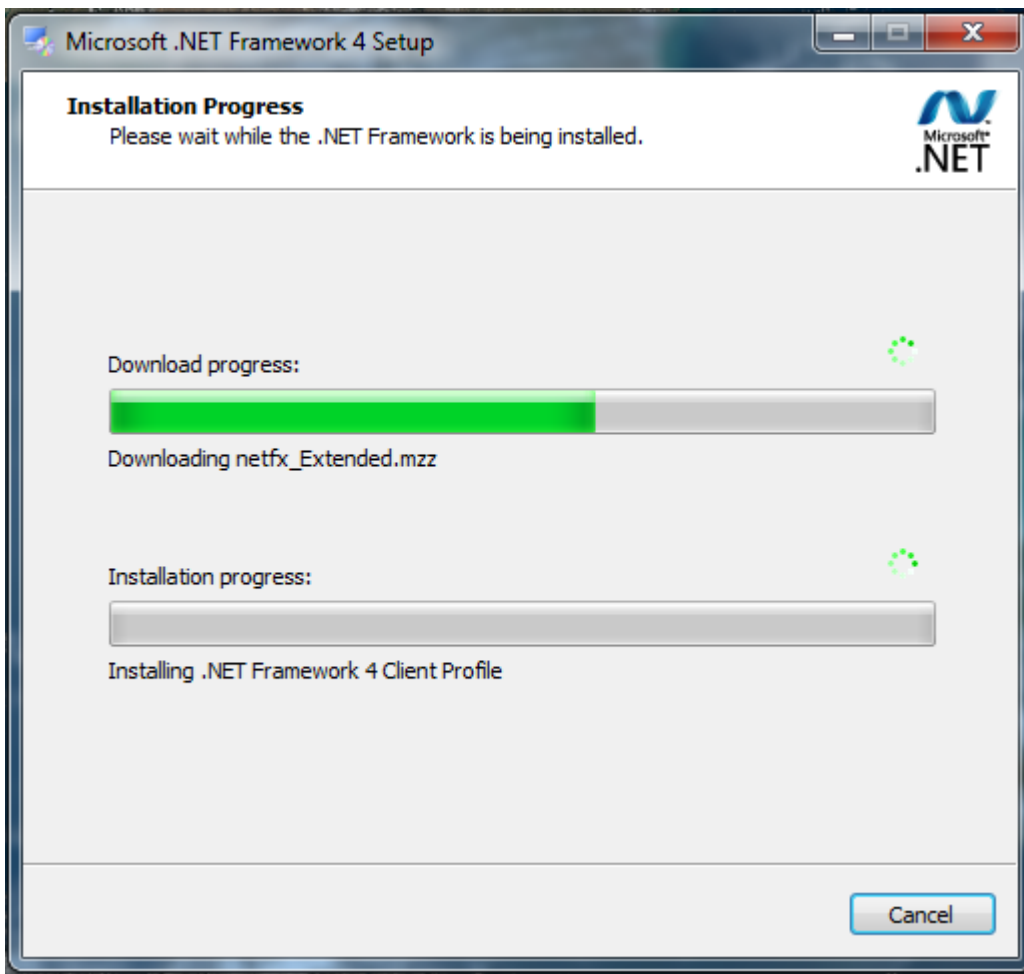
Overview

The .NET Framework is Microsoft's comprehensive and consistent programming model for building applications that have visually stunning user experiences, seamless and secure communication, and the ability to model a range of business processes.

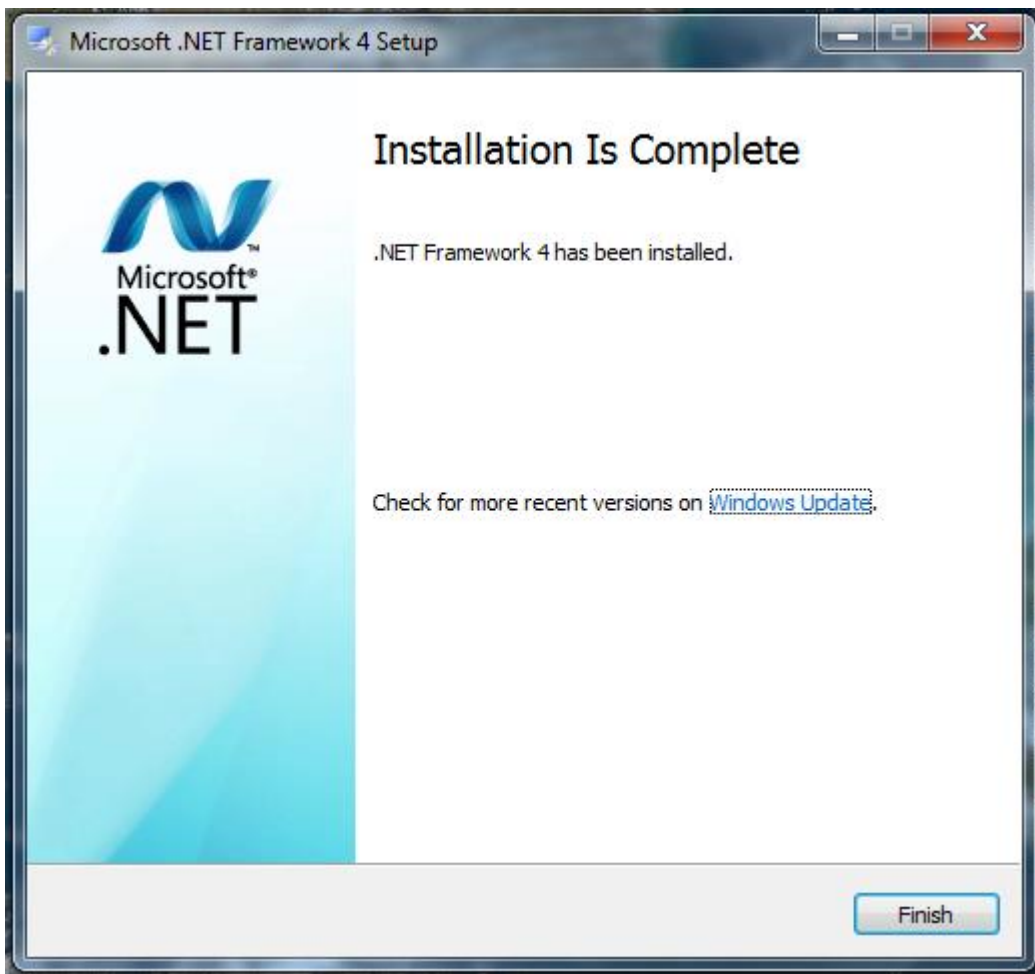
The .NET Framework 4 works side by side with older Framework versions. Applications that are based on earlier versions of the Framework will continue to run on the version targeted by default.

Step 2: Next execute the download file. You will be prompted with the .Net Framework 4.0 License Agreement. Click the check box "I have read and accept the license terms.", then click "Next".

Step 3: The installer should begin downloading and installing .Net Framework 4.0.



Step 4: After a few minutes the download and install should be complete. You will be prompted with a window confirming that .Net Framework 4.0 has been installed. Click "Finish" to close the window.



Now .Net Framework 4.0 is installed.

Registering .NET Framework 4.0 in IIS

Registering .NET Framework 4.0 in IIS

The following step by step guide will show you how to register ASP.Net with IIS i.e. installing the ASP.Net in IIS so that ASP.Net pages can be served from IIS server. If ASP.Net is not registered with IIS then when accessing ASP.Net Website you will get the following error. "The page you are requesting cannot be served because of the extension configuration. If the page is a script, add a handler. If the file should be downloaded, add a MIME map." Once the ASP.Net is registered the IIS will show ASP.Net 4.0 Application pools.

Steps

Look for the aspnet_regiis.exe file

Once the .Net Framework is installed, you can look for the aspnet_regiis.exe file for registering the .Net Framework in IIS server.

If your windows is installed in C drive you could find the aspnet_regiis.exe at the following locations.

32 BIT

C:\Windows\Microsoft.NET

Installing and registering ASP.Net with IIS and add ASP.Net 4.0 Application Pool in IIS

64 BIT

C:\Windows\Microsoft.NET\Framework64

Installing and registering ASP.Net with IIS and add ASP.Net 4.0 Application Pool in IIS

Now based on whether your System is 32 BIT or 64 BIT and the .Net Framework version you want to register, you need to get into the .Net Framework Folder.

In my case the Windows is 64 BIT and I need to register .Net Framework 4 I am looking for the aspnet_regiis.exe in the following location

C:\Windows\Microsoft.NET\Framework64\v4.0.30319\

Installing and registering ASP.Net with IIS and add ASP.Net 4.0 Application Pool in IIS

Registering the ASP.Net with IIS server

Now you need to start command prompt by typing cmd at the Run command and then execute the command prompt with Administrator rights by right clicking and choosing Run as administrator from the context menu.

Installing and registering ASP.Net with IIS and add ASP.Net 4.0 Application Pool in IIS

Then on the command prompt you need to navigate to the Directory that has the aspnet_regiis.exe file for that you need to type

CD C:\Windows\Microsoft.NET\Framework64\v4.0.30319\

And then you need to type the following command and hit enter to register ASP.Net with IIS.
aspnet_regiis -i

Installing and registering ASP.Net with IIS and add ASP.Net 4.0 Application Pool in IIS

Once the ASP.Net is installed in IIS, you will see ASP.Net 4.0 Application pools in the IIS server

Installing and registering ASP.Net with IIS and add ASP.Net 4.0 Application Pool in IIS

That's it and you are done with registering the ASP.Net with IIS.

Installing SQL Server

Installing SQL Server

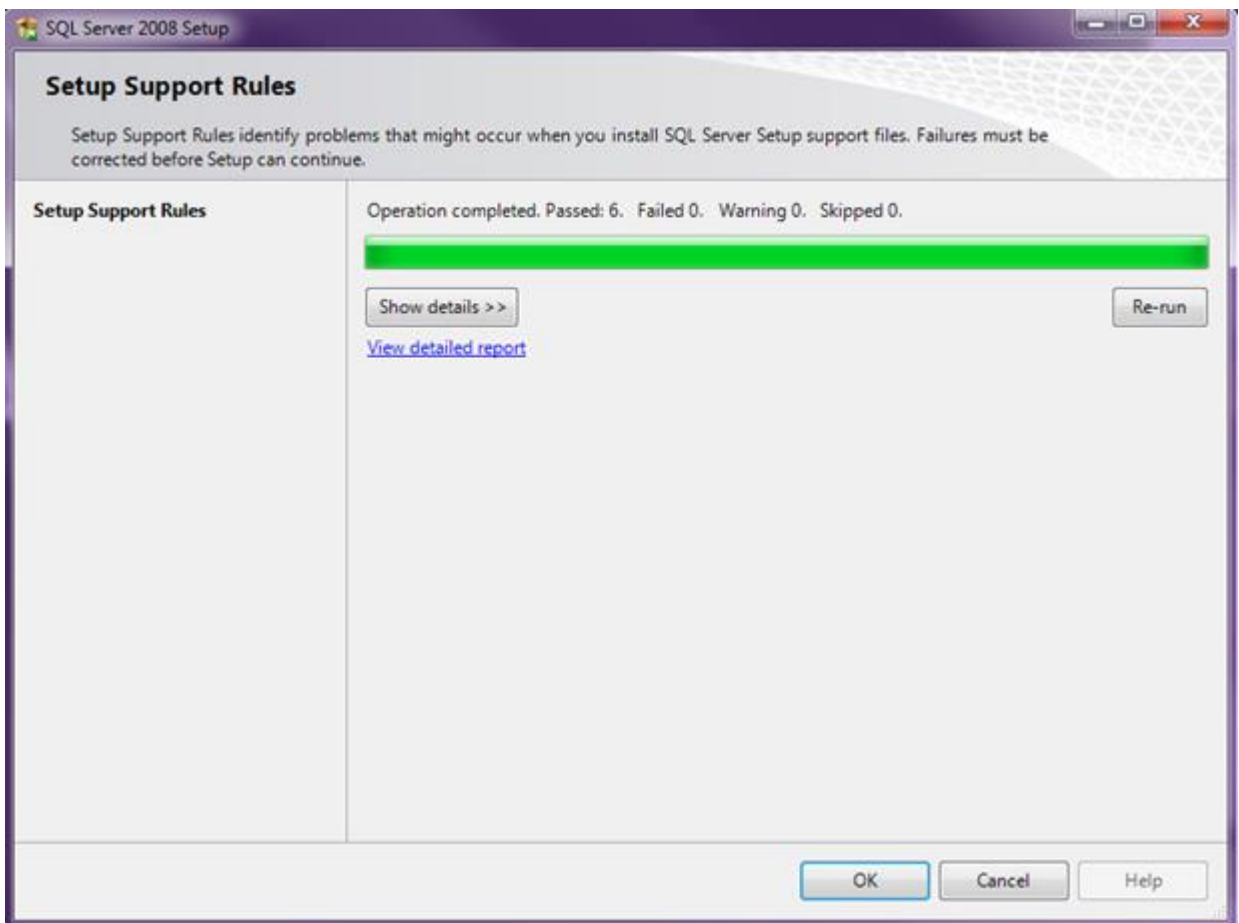
The following is a step by step guide for installing SQL Server Management Studio (SSMS). one of the first thing you need is to make sure is you get the right version of SSMS. EasyPay supports all versions of SSMS later than SQL Server 2005 (including 2005).

STEP 1: Make sure you're logged in as an administrator of the machine -> then right-click on the set up file of SSMS and select "Run as Administrator". If you're on Windows 7 then you'll get a compatibility warning. Click past it for now to continue with the install. Later you'll need to apply SQL 2008 Service Pack 2.

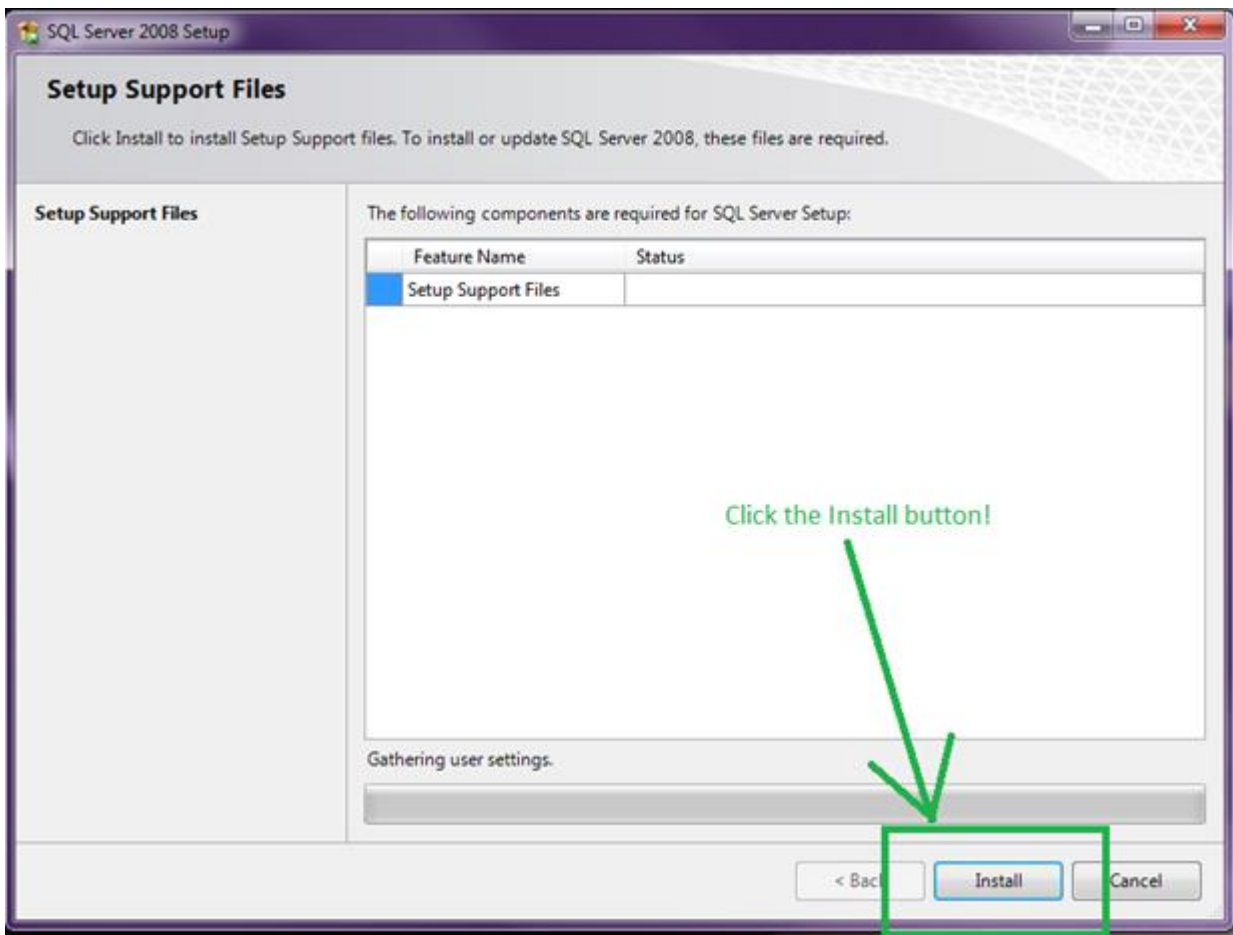
STEP 2: You should now see the "SQL Server Installation Center" window. Select the "Installation" tab.



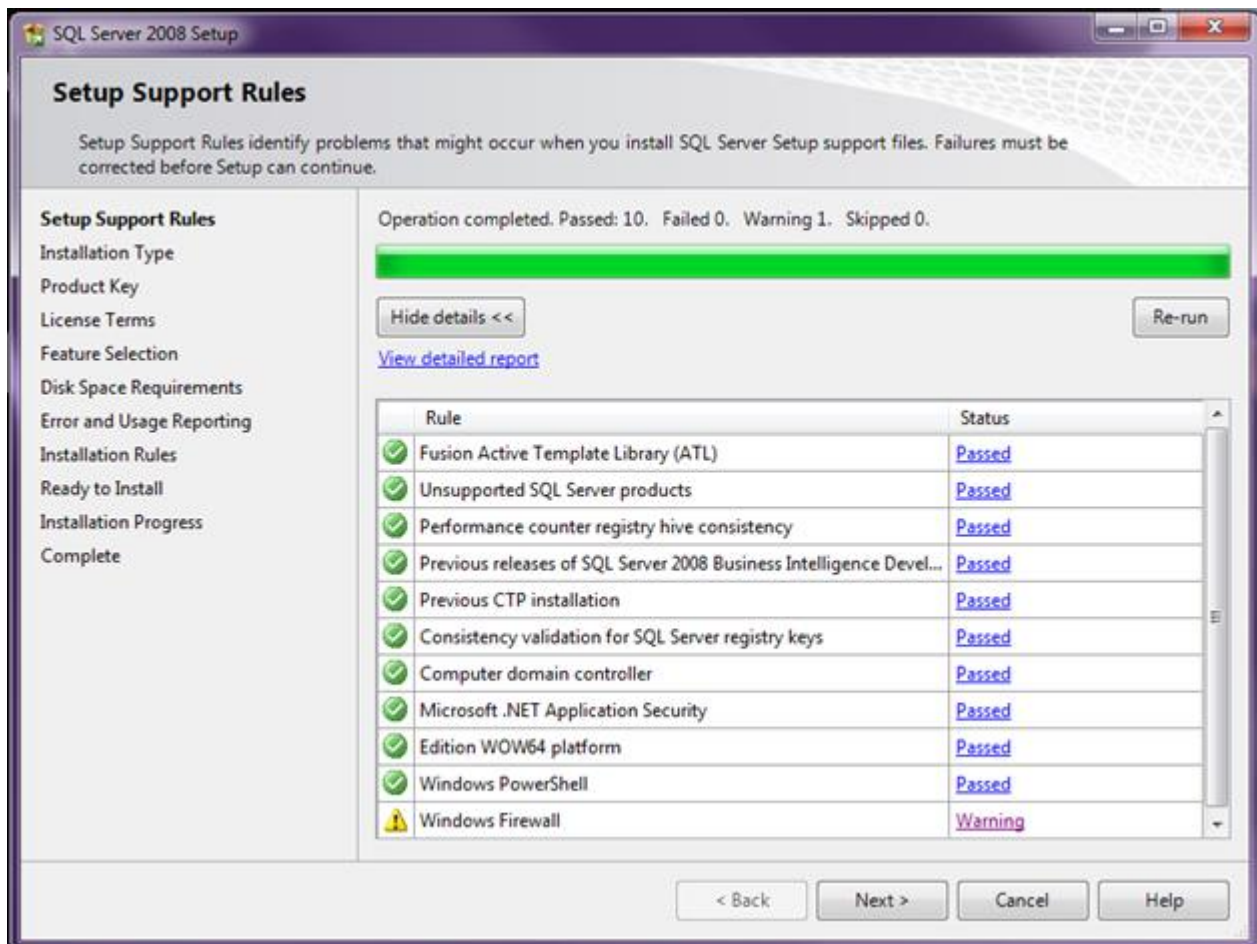
STEP 3: Select "New SQL Server stand-alone installation or add features to an existing installation". It will then run a rule check. Make sure there are no failures and then click OK.



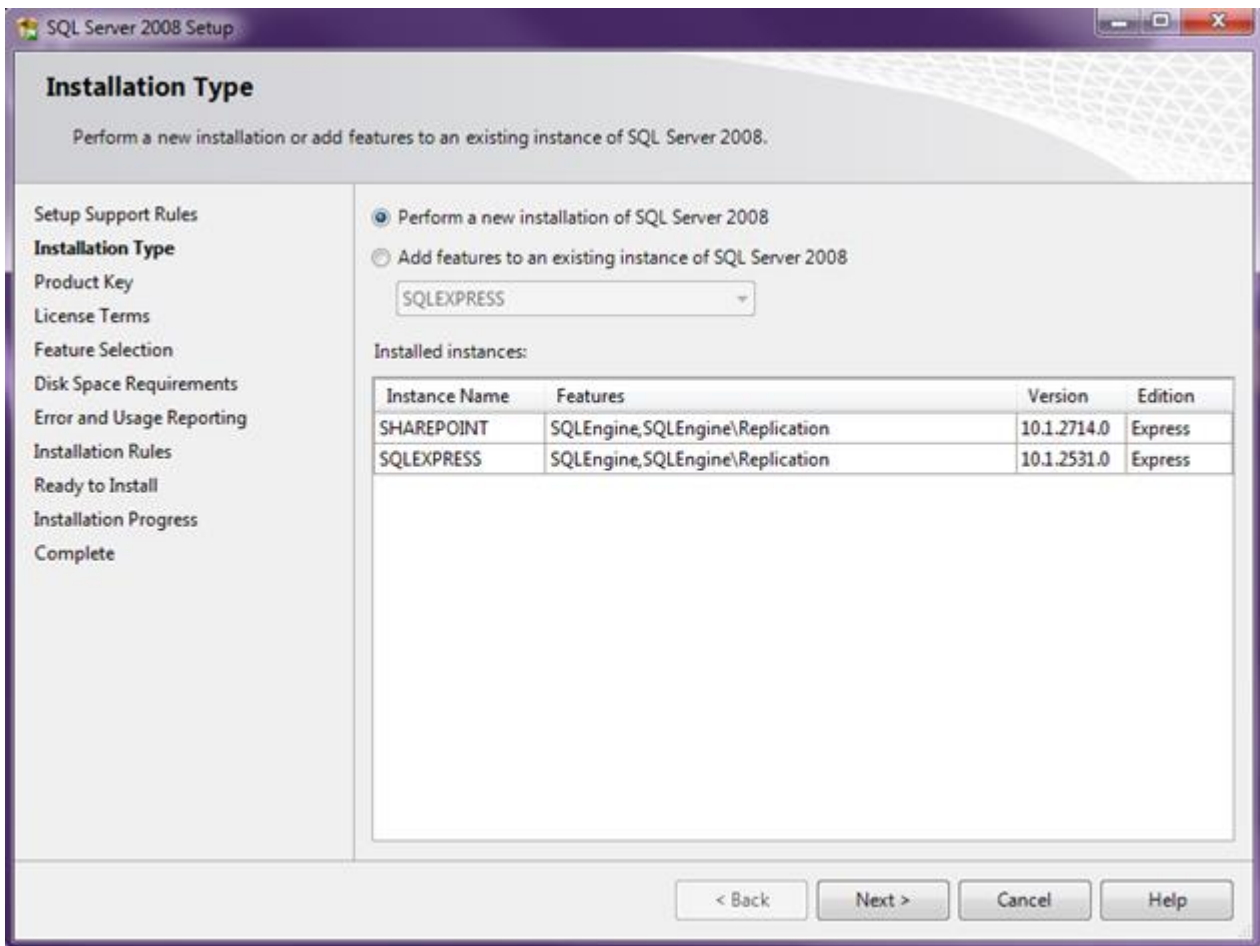
STEP 4: The next step is misleading. The Setup Support Files window looks like it's doing something and stuck on "Gathering user settings." It's actually waiting for you to click the Install button!



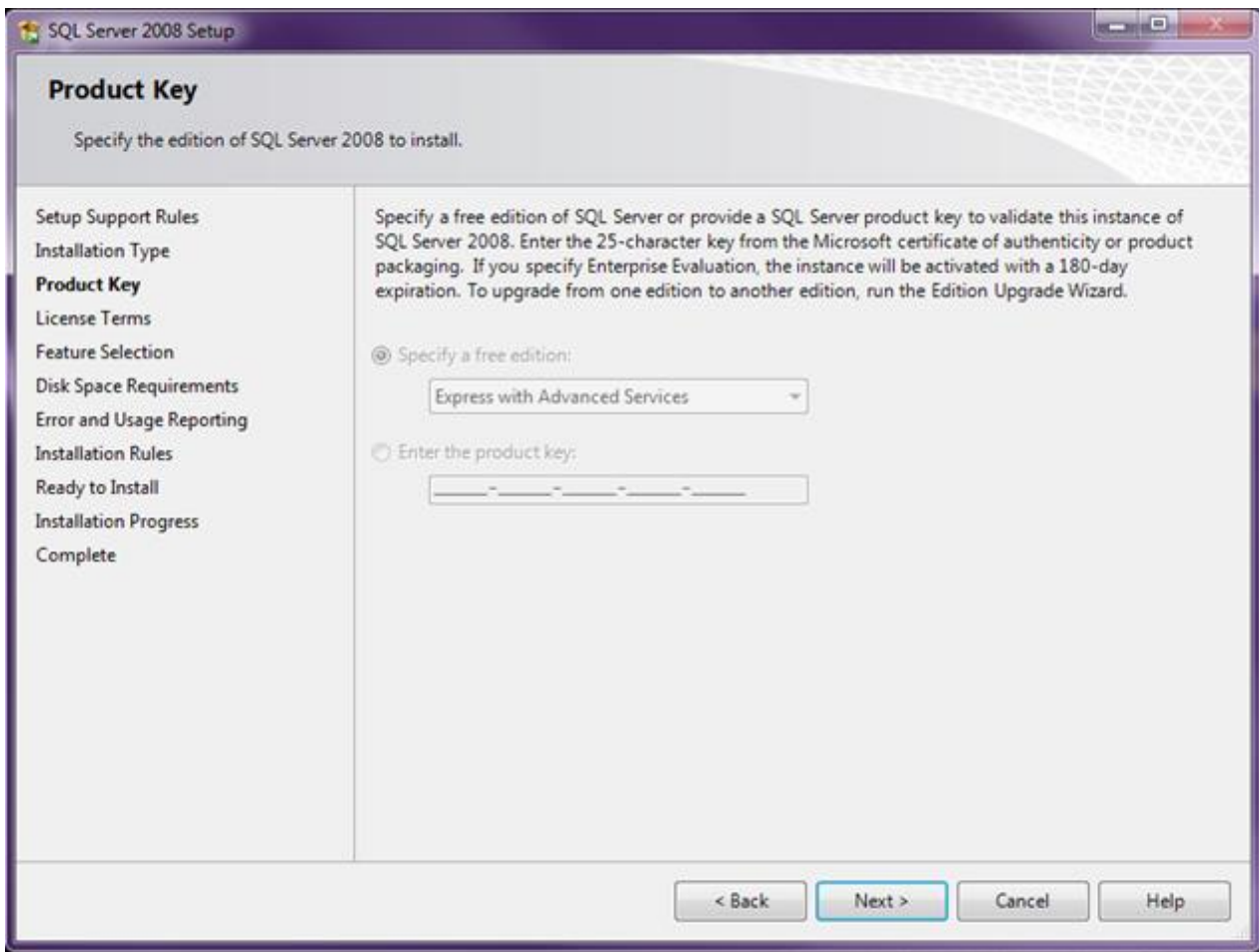
STEP 5: Another rule check. You'll probably end up with a Windows Firewall warning this time. If you want to enable remote access to SQL Server you'll need to configure the firewall later. Since I'm using SQL Server Express for development purposes on this machine only, I won't need to worry about that. Click Next.



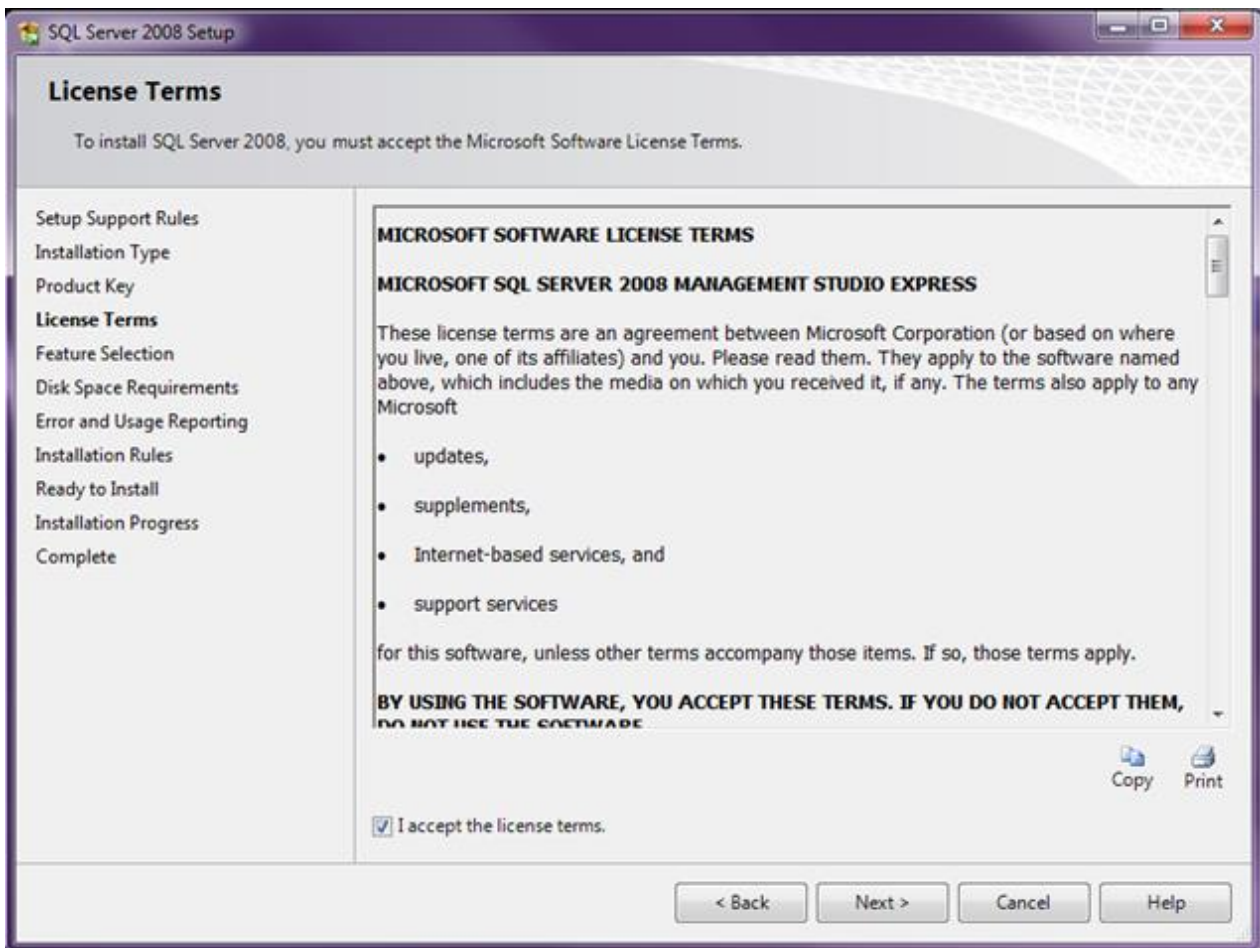
STEP 6: Okay here is the step I always mess up because it's just not intuitive at all. On the Installation Type window you have a choice between "Perform a new installation of SQL Server 2008" OR "Add features to an existing instance of SQL Server 2008". You need to select new installation, NOT add features. I know I know, totally weird. You would think that since you just want to add SSMS that it would be Add features to existing instance – I mean I don't want a new instance, just the dang tools. Sigh. Click Next.



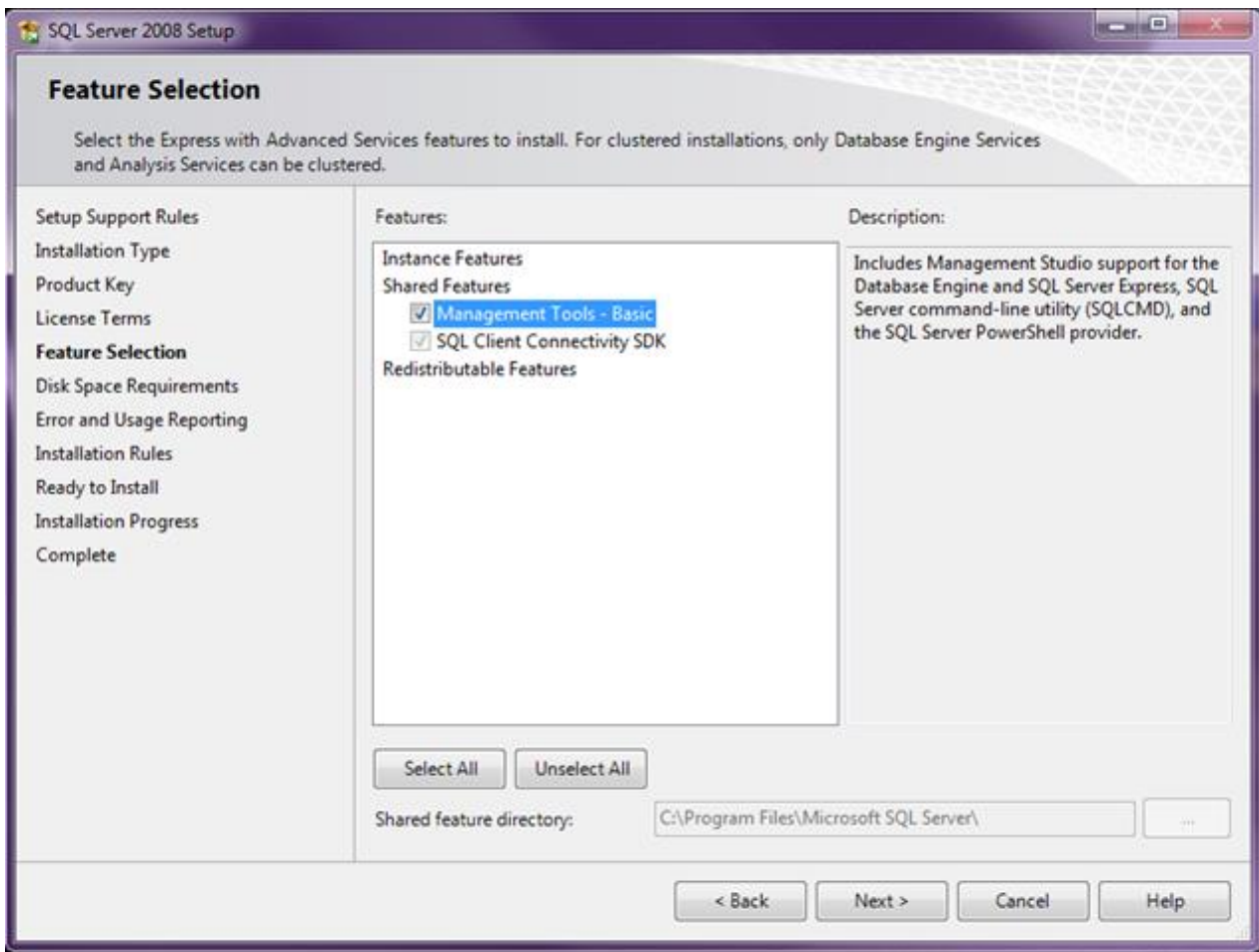
STEP 7: Next you get the Product Key window. You obviously don't need a product key for SQL Server Express since it's free so just click Next.



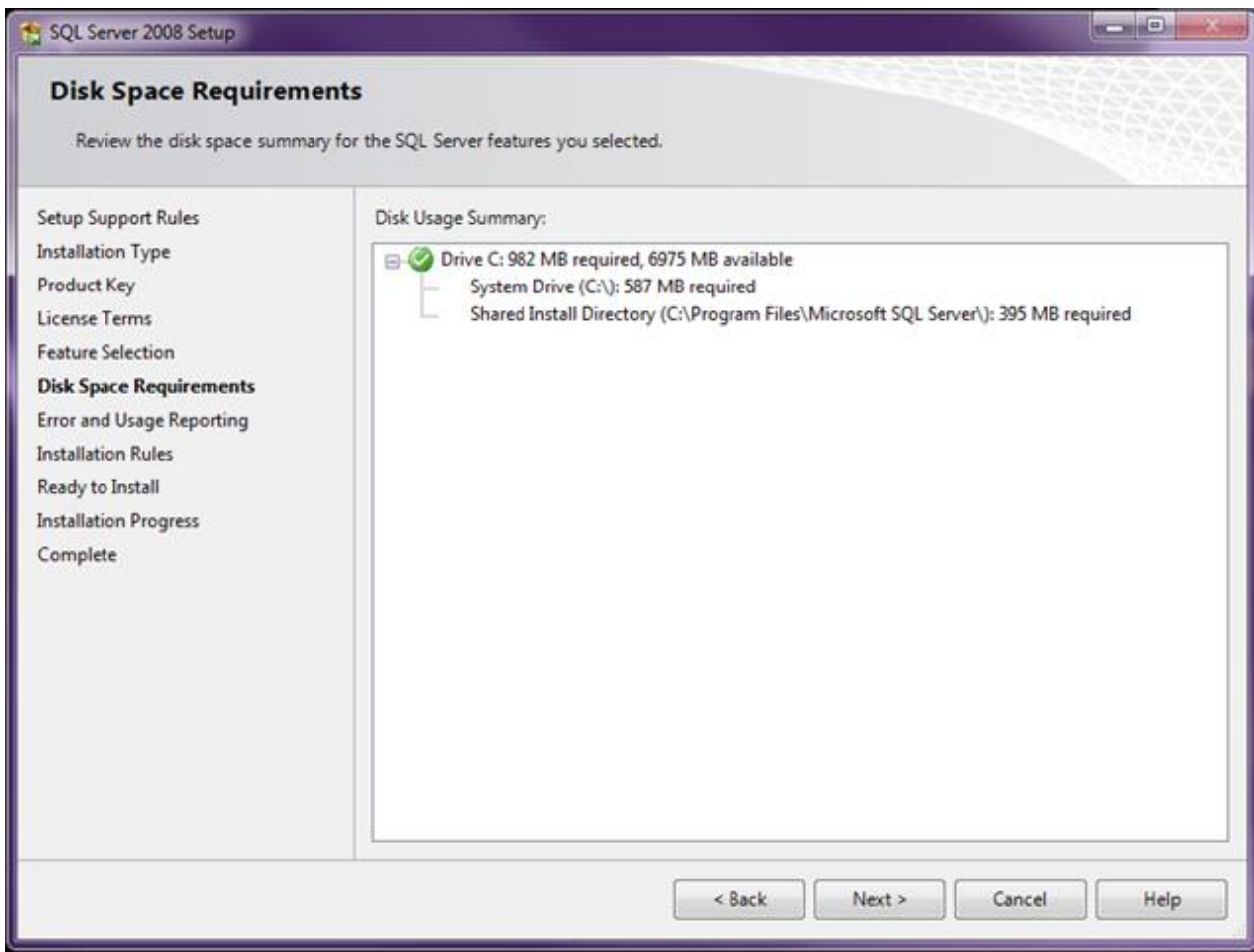
STEP 8: Accept the License Terms and click Next.



STEP 9: Okay now for the window we've all been waiting for - Feature Selection. Check off "Management Tools – Basic" and then click Next.



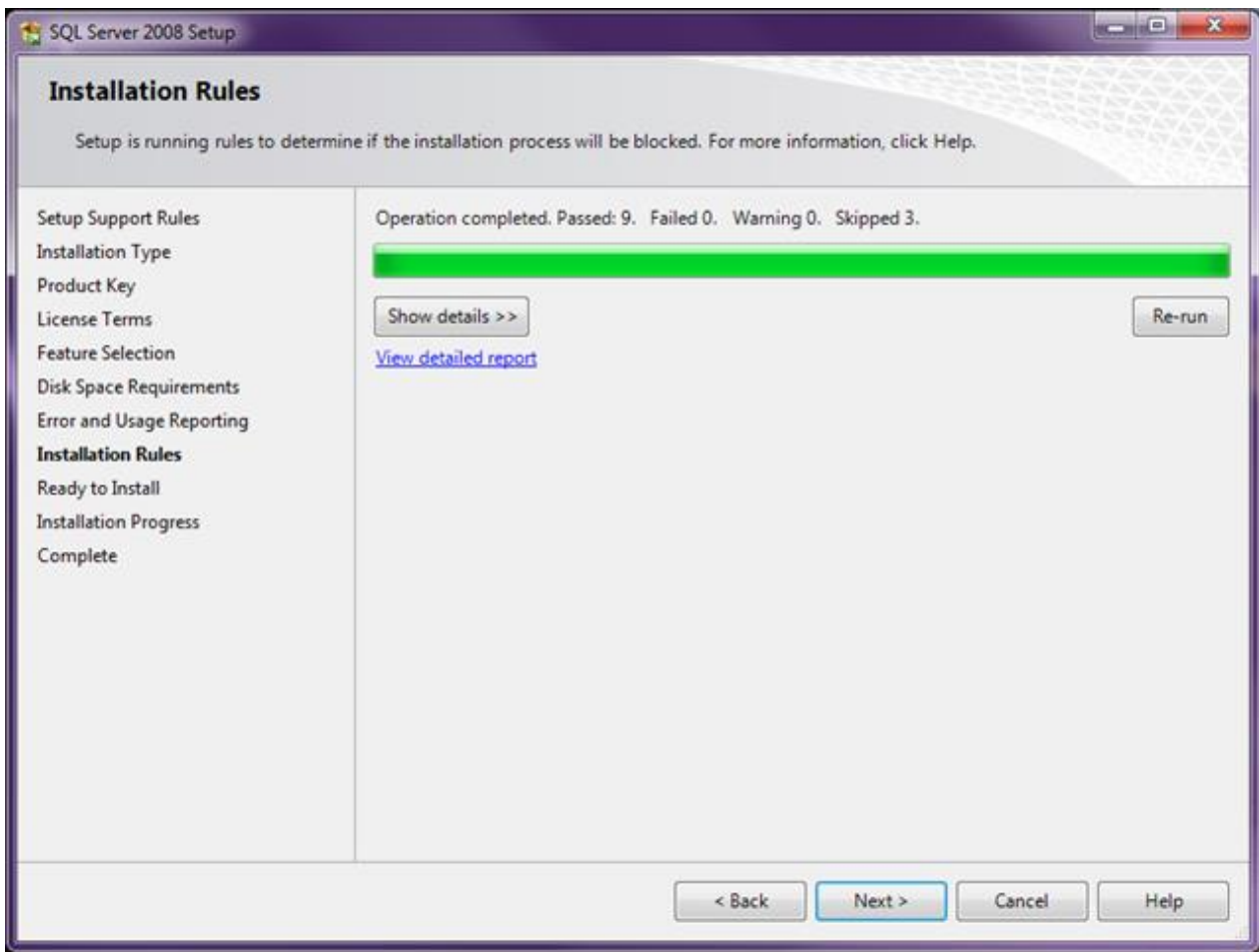
STEP 10: Verify your disk space requirements and click Next.



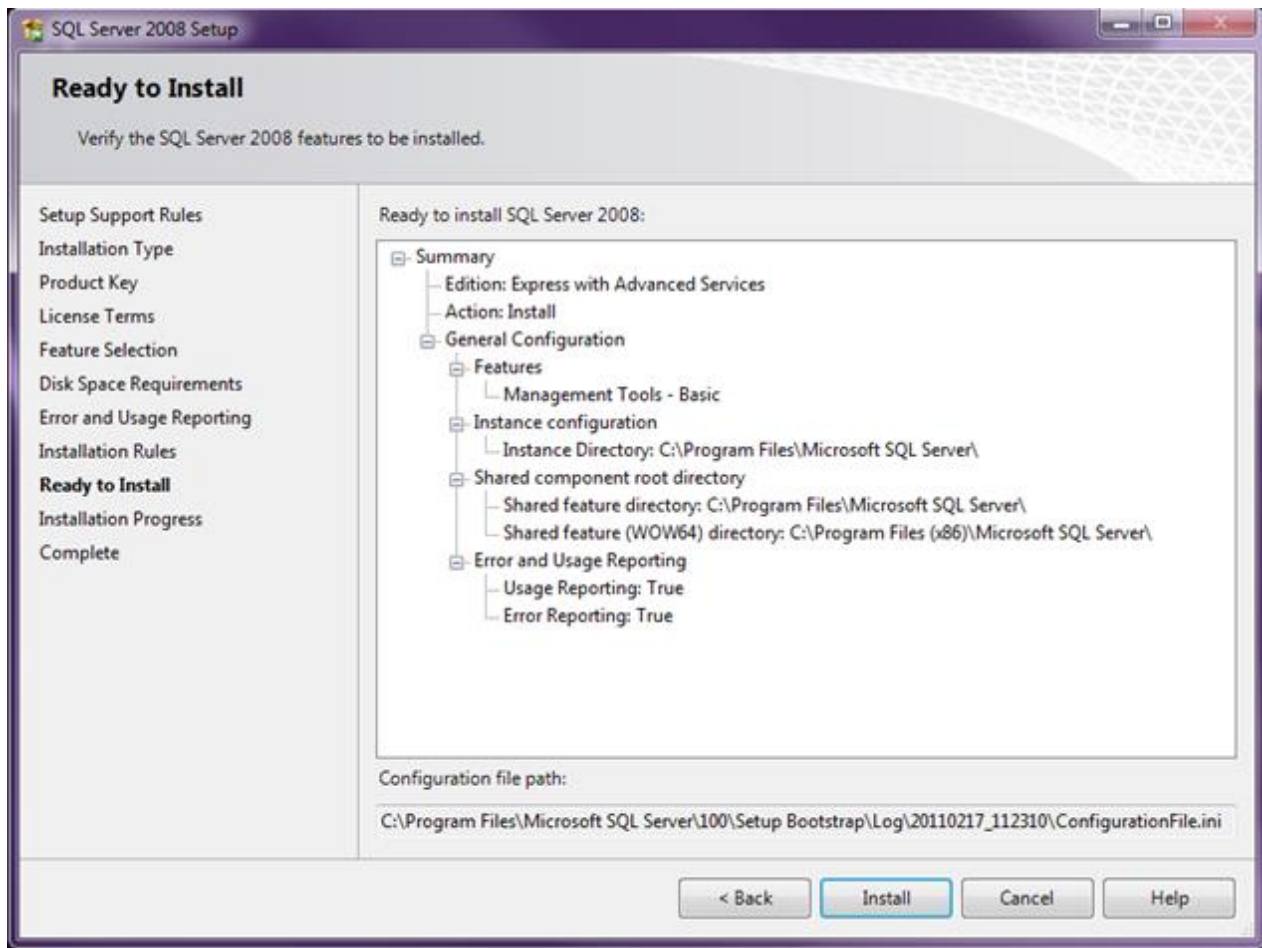
STEP 11: Help Microsoft improve SQL Server features and services by selecting to send usage and error reports to them (or not). Click Next.



STEP 12: Another quick rule check runs. Click Next.

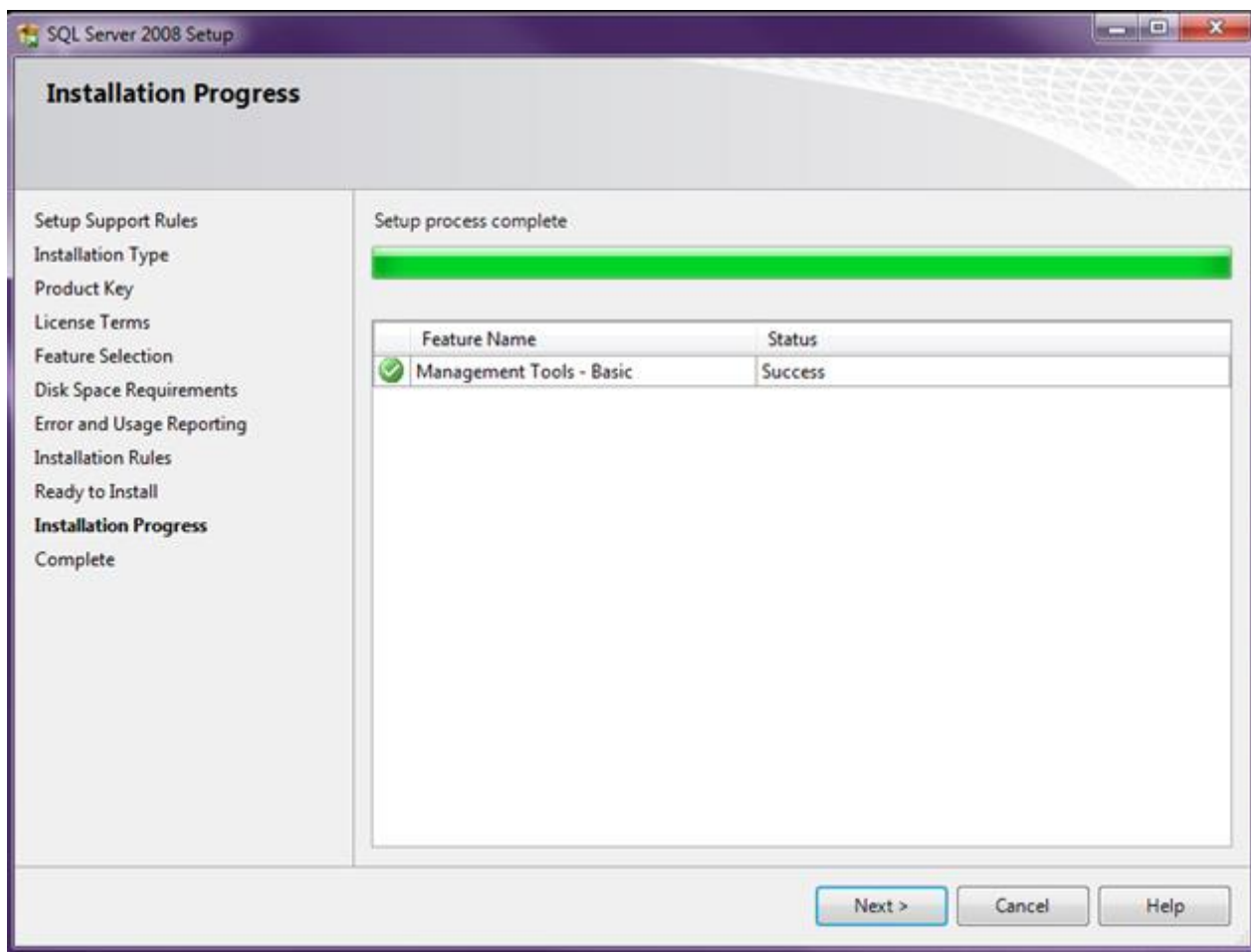


STEP 13: Now it looks like we're ready to install. Click the Install button.

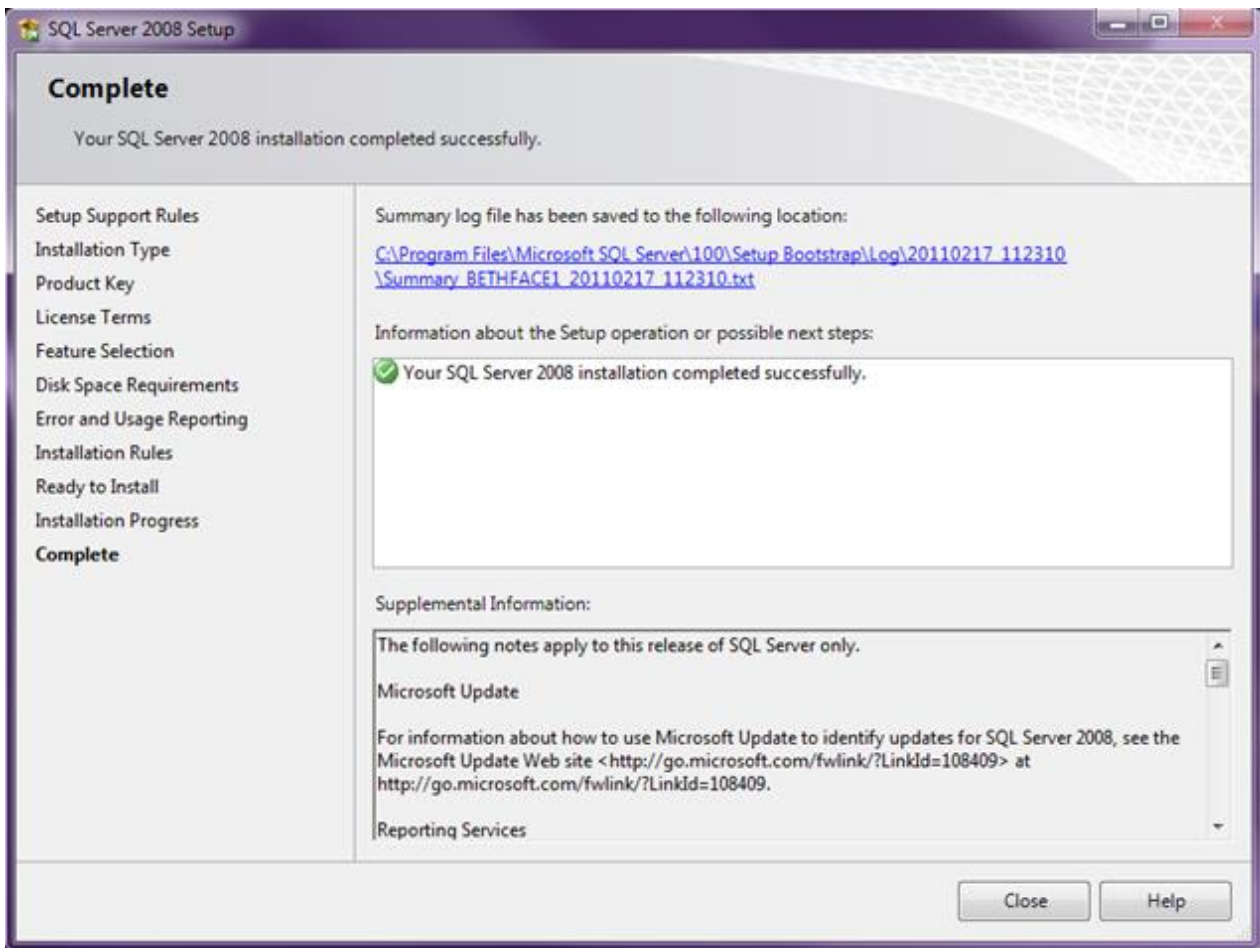


The install will kick off and will take about 5 minutes to complete.

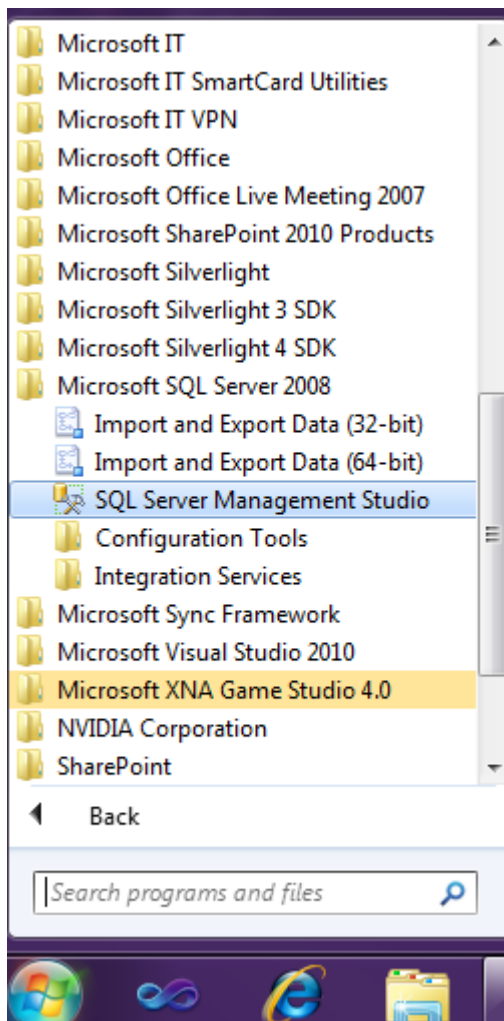
STEP 14: Once the installation completes, click the Next button again.



STEP 15: Complete! Click the Close button and you should be all set.



STEP 16: Fire up SQL Server Management Studio! You should now see it in your Programs under Microsoft SQL Server 2008. Make sure you run it as an administrator for access to all the features.



Configuring SQL Server

Installing .Net Framework 4.0

Installing Internet Information Services (IIS)

Installing Internet Information Services (IIS)

IIS is not by default installed on all computers. As a result you have to manually set up IIS in your machine.

Background

Before you begin, first ensure whether the windows version supports IIS or not. Here is a list of [features supported by different versions of windows.](#) Not all IIS features are supported on all editions of Windows. Home Basic and Starter editions include only limited basic features of IIS. To see a list of which features are supported on the edition of Windows you are using, see one of the following:

Available Role Services in IIS 7.0 (Windows Vista)

Available Web Server (IIS) Role Services in IIS 7.5 (Windows 7)

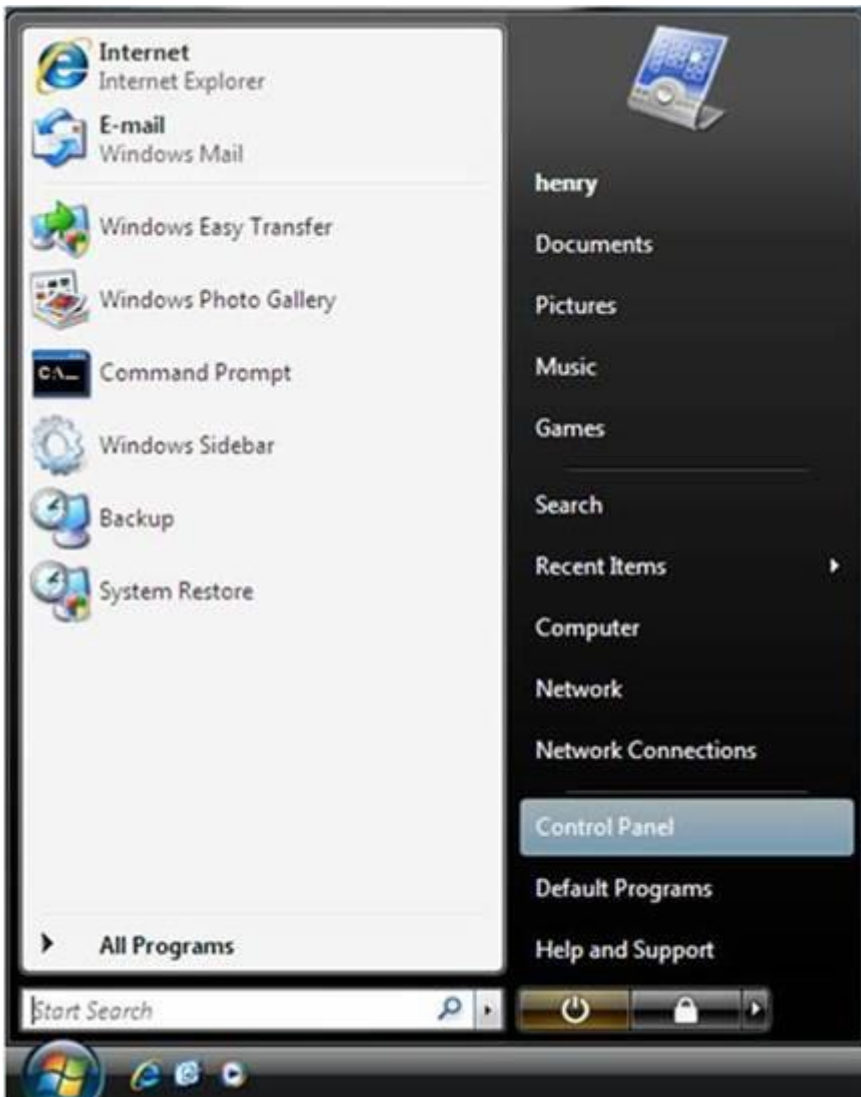
Also be sure that you have administrative user rights on the computer. By default, you do not have administrative user rights if you are logged on as a user other than the built-in administrator, even if you were added to the local Administrators group on the computer (this

is a new security feature in Windows Server 2008 called Local User Administrator). Log on either to the built-in administrator account, or explicitly invoke applications as the built-in administrator by using the run as command-line tool.

Note that you can run `run as /user: administrator cmd.exe` so that every application you run from that command line will be elevated, eliminating the need to use the run as syntax from that command line.

Steps

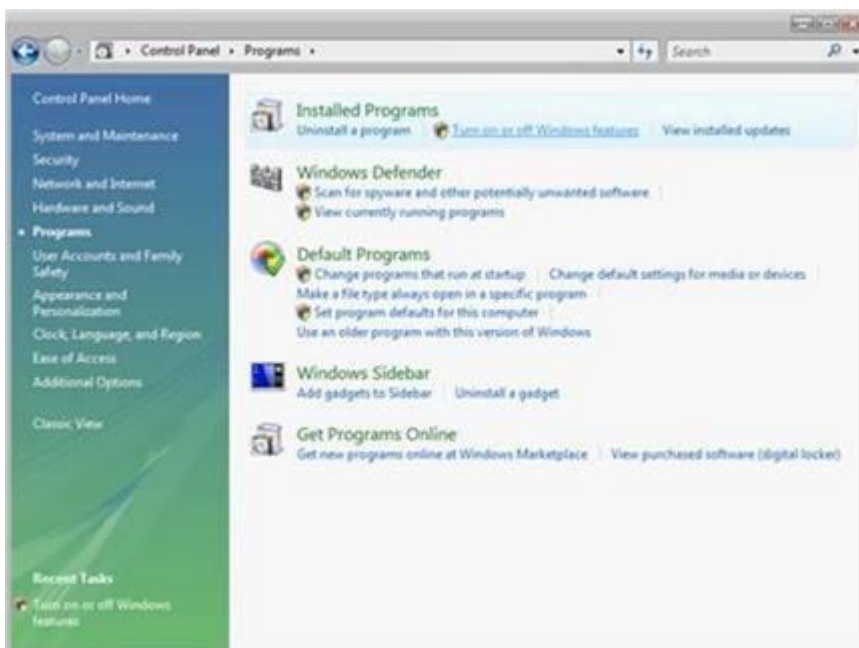
1. To open the Windows Features dialog box, click Start, and then click Control Panel.



2. In the Control Panel, click Programs.



3. Click Turn Windows features on or off.



4. You may receive the Windows Security warning. Click Allow to continue. The Windows Features dialog box is displayed.



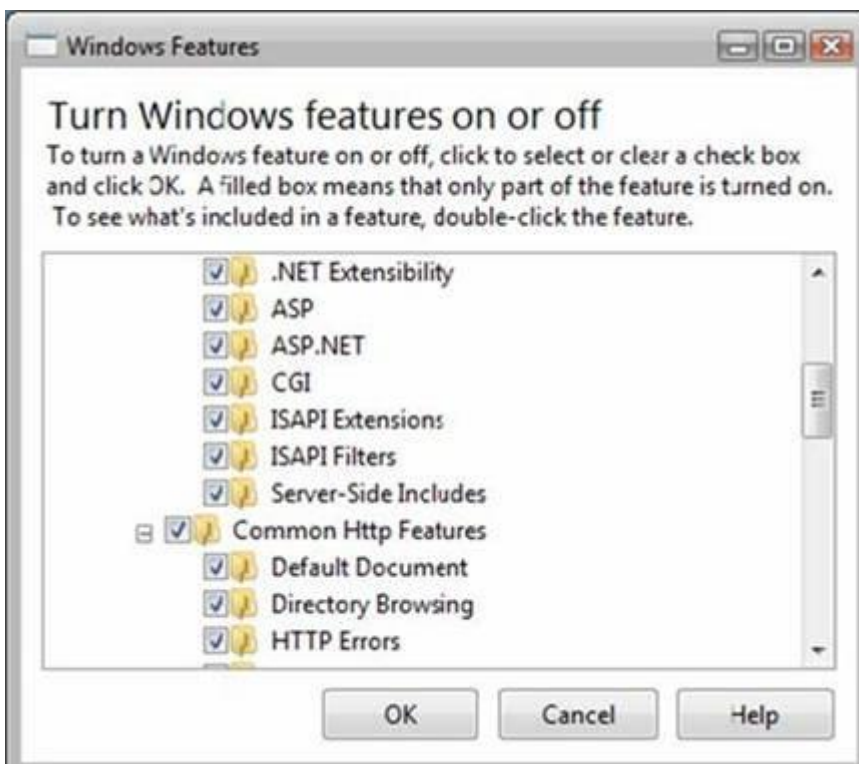
5. Expand Internet Information Services. Additional categories of IIS features are displayed. Select Internet Information Services to choose the default features for installation.



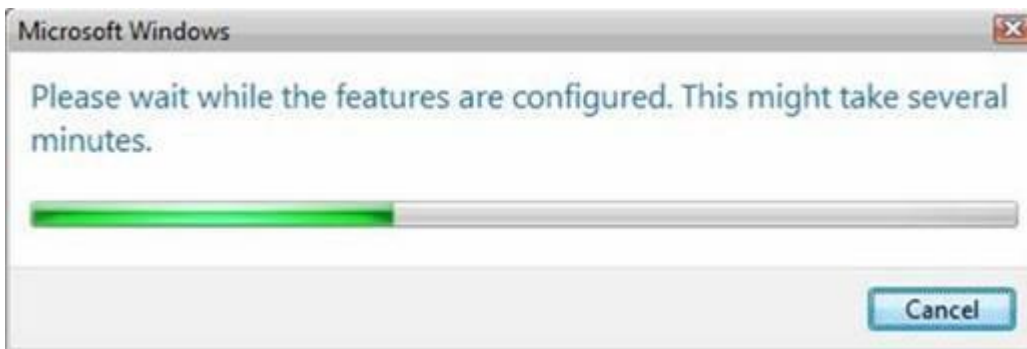
6. Expand the additional categories displayed, and select any additional features you want to install, such as Web Management Tools.



7. If you are installing IIS for evaluation purposes, you may want to select additional features to install. Select the check boxes for all IIS features you want to install, and then click OK to start installation.



8. The progress indicator appears.



9. When the installation completes, the Windows Features dialog box closes, and the Control Panel is displayed.



10. IIS is now installed with a default configuration on Windows Vista or Windows 7. To confirm that the installation succeeded, type the following URL into your browser, `http://localhost`.



11. Next, you can use Internet Information Services Manager to manage and configure IIS. To open IIS Manager, click Start, type inetmgr in the Search Programs and Files box, and then press ENTER.

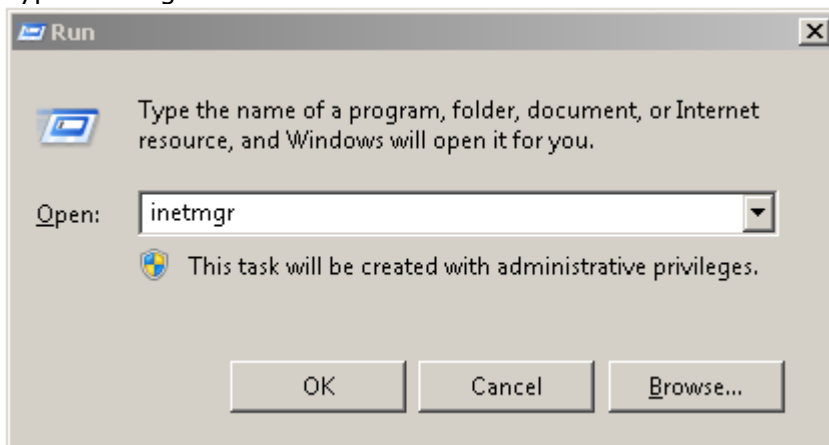
Deploying the System on IIS

Deploying the system on IIS

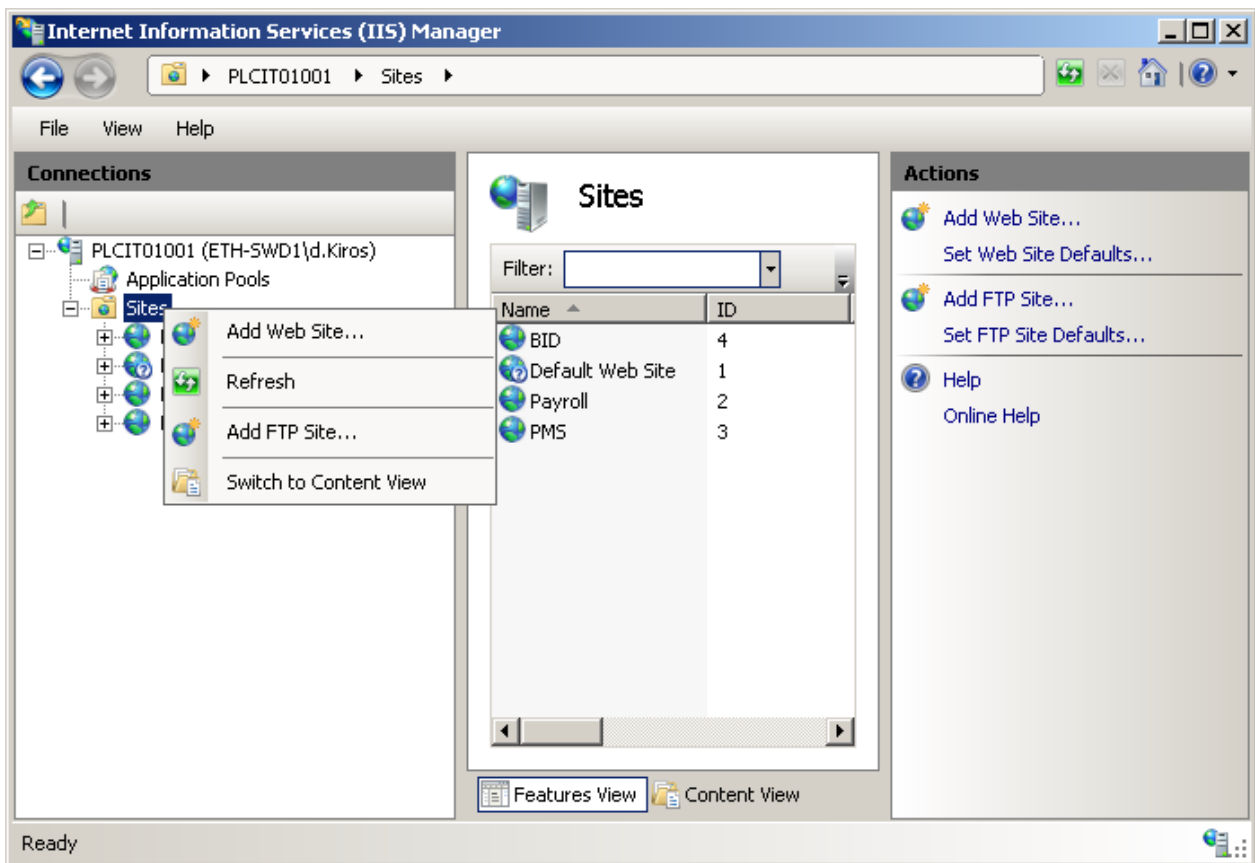
Once you install the IIS, the next step is to deploy the Payroll Management System on it. Follow these steps to configure your IIS and launch the application.

Steps

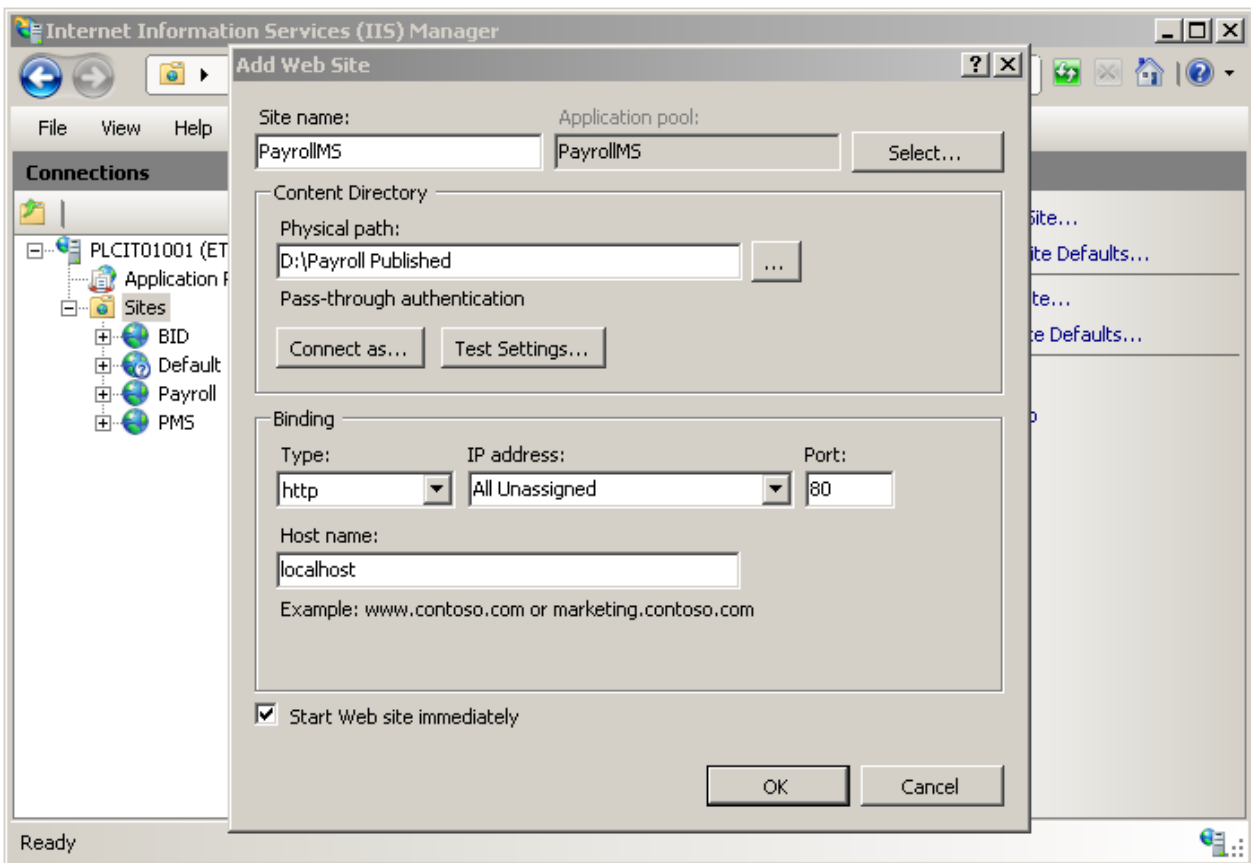
Type 'inetmgr' in run



The IIS Manager window will be opened. Now, right click on the sites link from the left panel of trees and click on Add Web Sites as follows



After you click on the 'Add Web Site' menu, a new pop up window will appear on the screen. This window will let you configure the web site information, a site, that is going to be deployed on IIS. Give a meaningful name to the Site Name field E.g. 'PayrollSystem'. Enter the physical path to the system (path to EasyPay software which you get from your software vendor). If the default port number (80) is not assigned to another web site, you can use that, otherwise you have to provide a different port number. Again give a meaningful name to the Host Name field (this is the address which you would be typing along with the port number on web browsers to access the system). Then click on OK and close the dialog box.

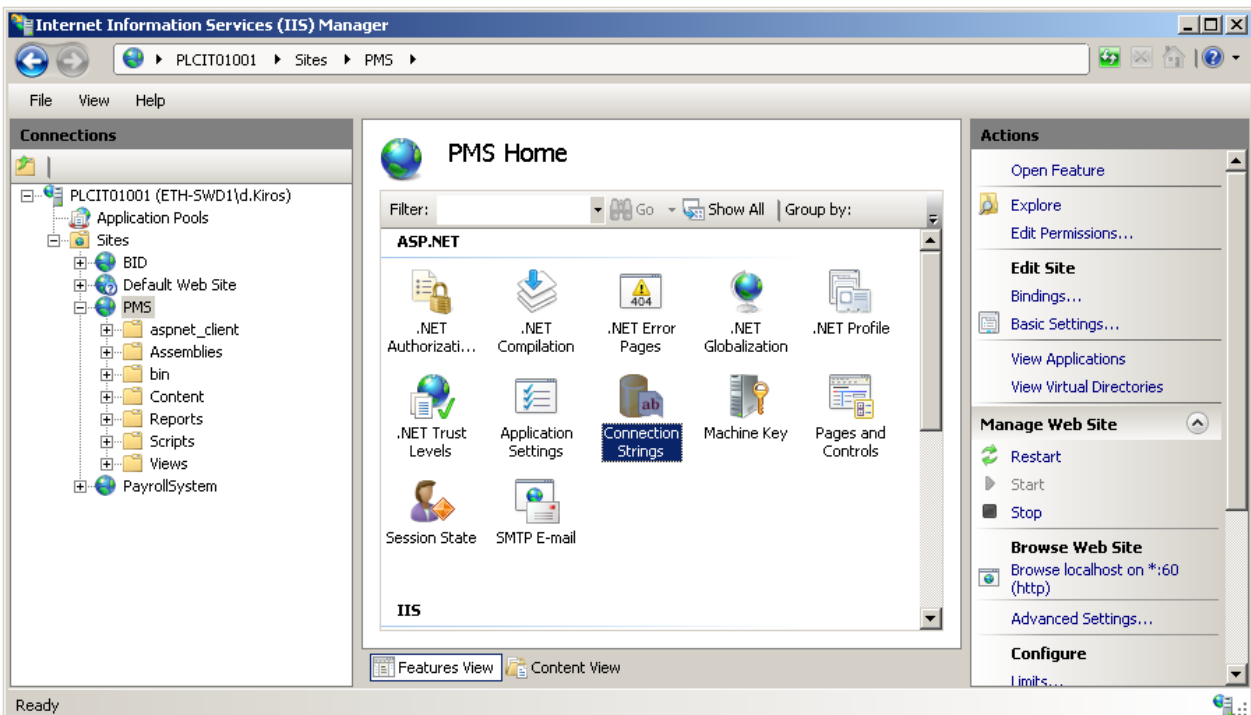


Configuring database connection string

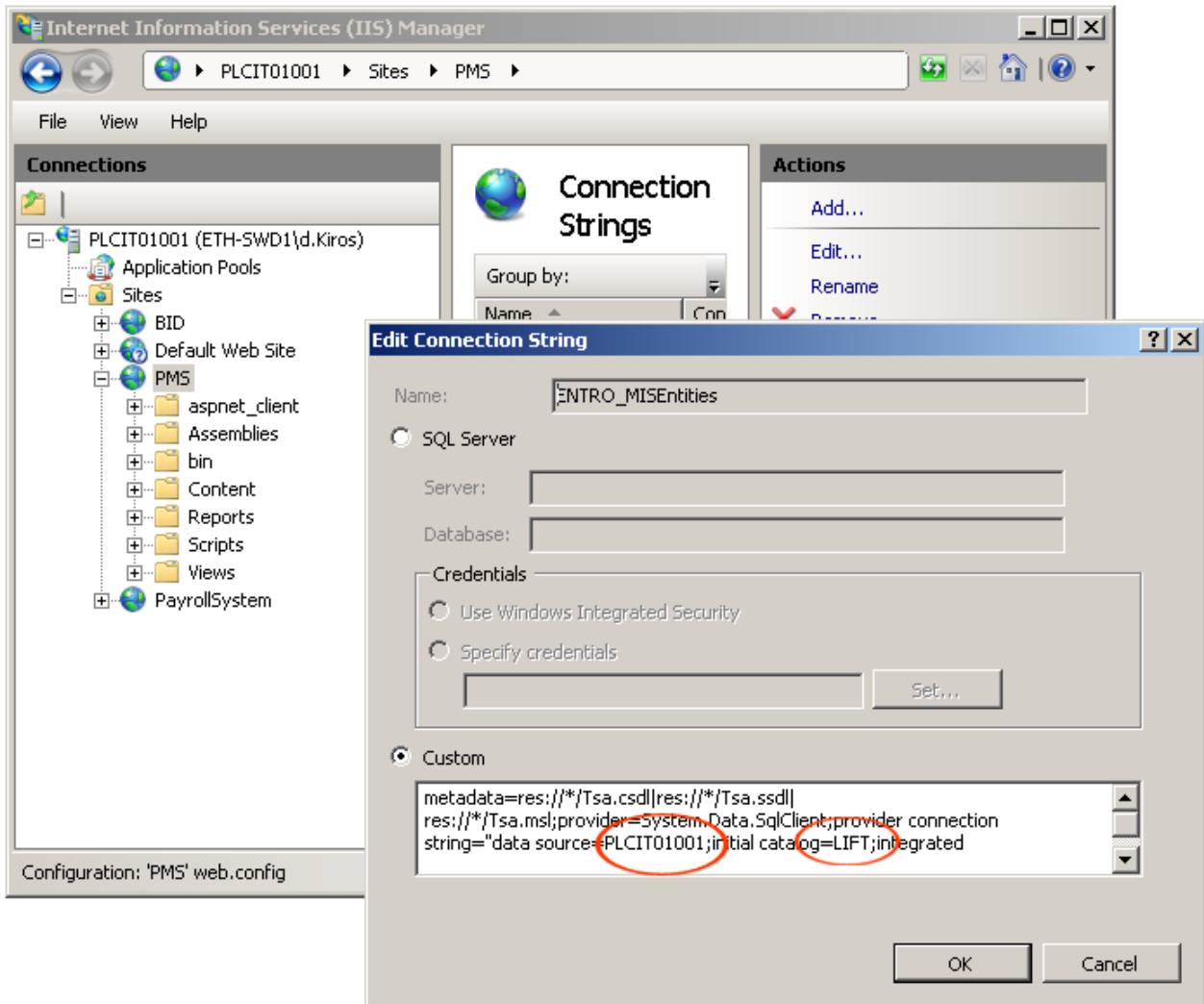
The following is a step by step guide on how to set up the connection string with IIS manager.

Steps

Open IIS manager and connect to your site as described above -> Click on the web site that you have created (PayrollSystem) -> then double click the Connection Strings icon as follows



Double click to open each connection string file



Change the data source to the SQL Server instance name that you used while installing SQL Server. And change the initial catalog to the database name of the system. then click on okay and exit the dialog box.

That's it! Your connection string has been configured.

Using the Payroll Management System (EasyPay)

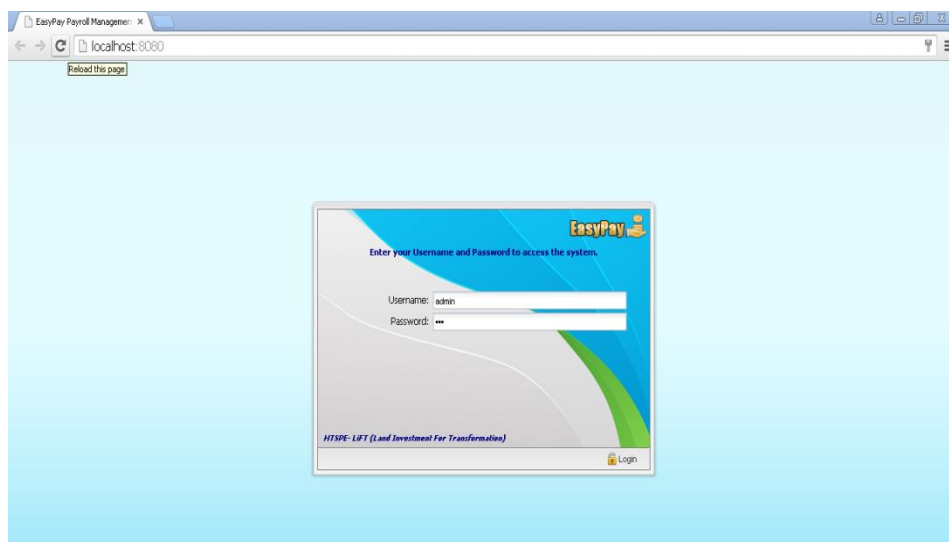
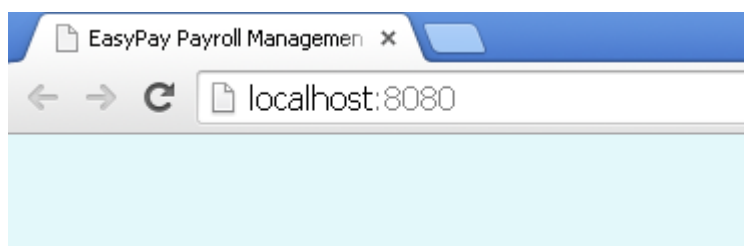
Launching the System

Launching EasyPay

Step 1 : Open your preferred web browser .

Step 2: Go to the address bar and type the link address for EasyPay. Eg.

http://localhost:8080/ and hit the Enter button. You should now see the login screen of the system.



Accessing the System

Accessing the system

Once you launch the system you will automatically see the login screen. Users will be able to access the system based on their privileges. There are basically two types of users :

- 1. System Administrators:** System Administrators are those users who will administer user accounts and user roles for the payroll management system.
- 2. Payroll users :** these are the type of users who are entitled to access the main payroll management system. In other words, these are type of users who will maintain tax rate, overtime rates, additions and deductions and generate payroll transactions.

Using System Administrators Account (SAA)

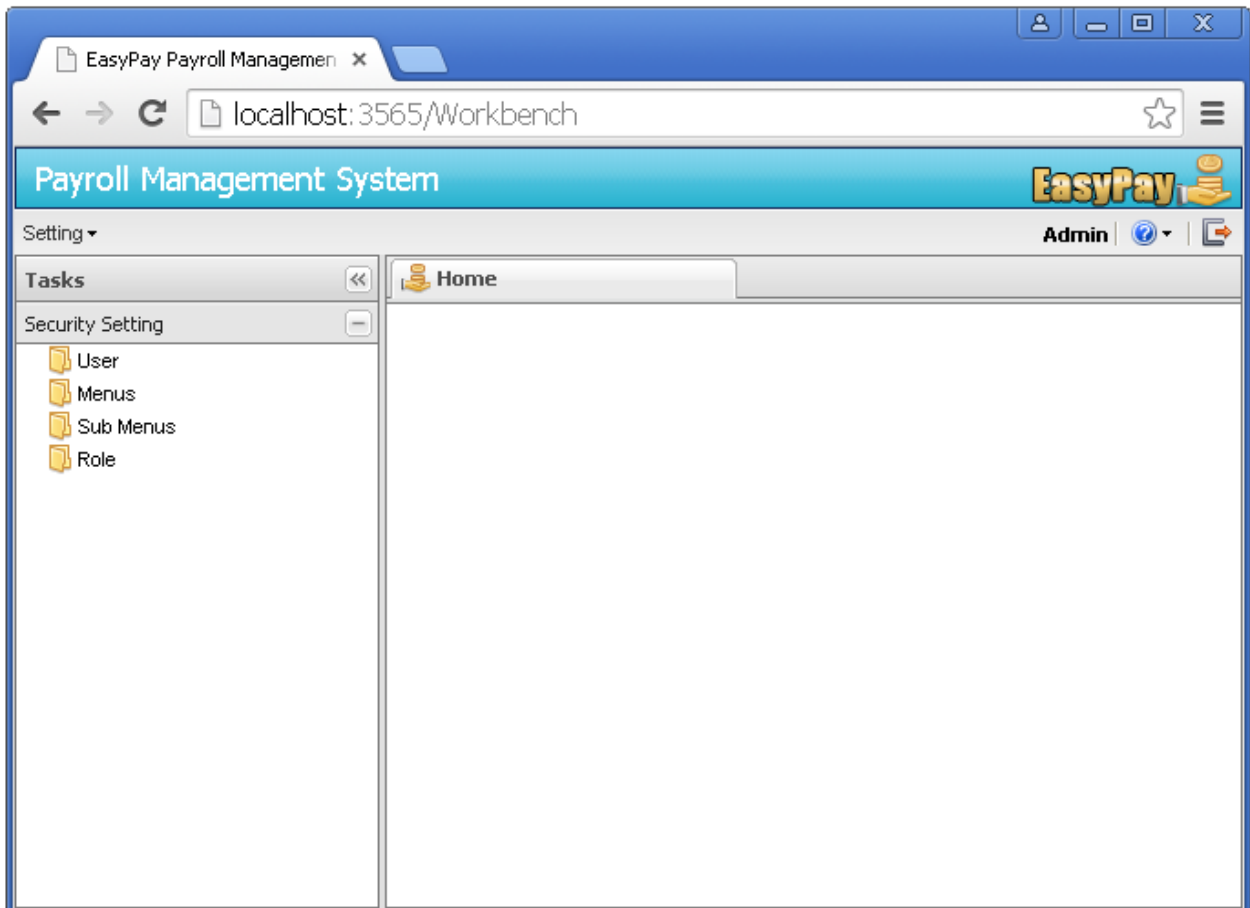
System Administrators: System Administrators are those users who will administer user accounts and user roles for the payroll management system.

What is System Administrators Account (SAA)

What is System Administrators Account (SAA)?

The system administrators account (saa) is a separate account for managing user accounts, user roles and role permissions for the payroll management system. Users who logged on using this account will not be able to see the normal payroll management operations, instead the Security Setting menu will only be displayed.

Users who logged on to the system using this account will be seeing the following interface ...

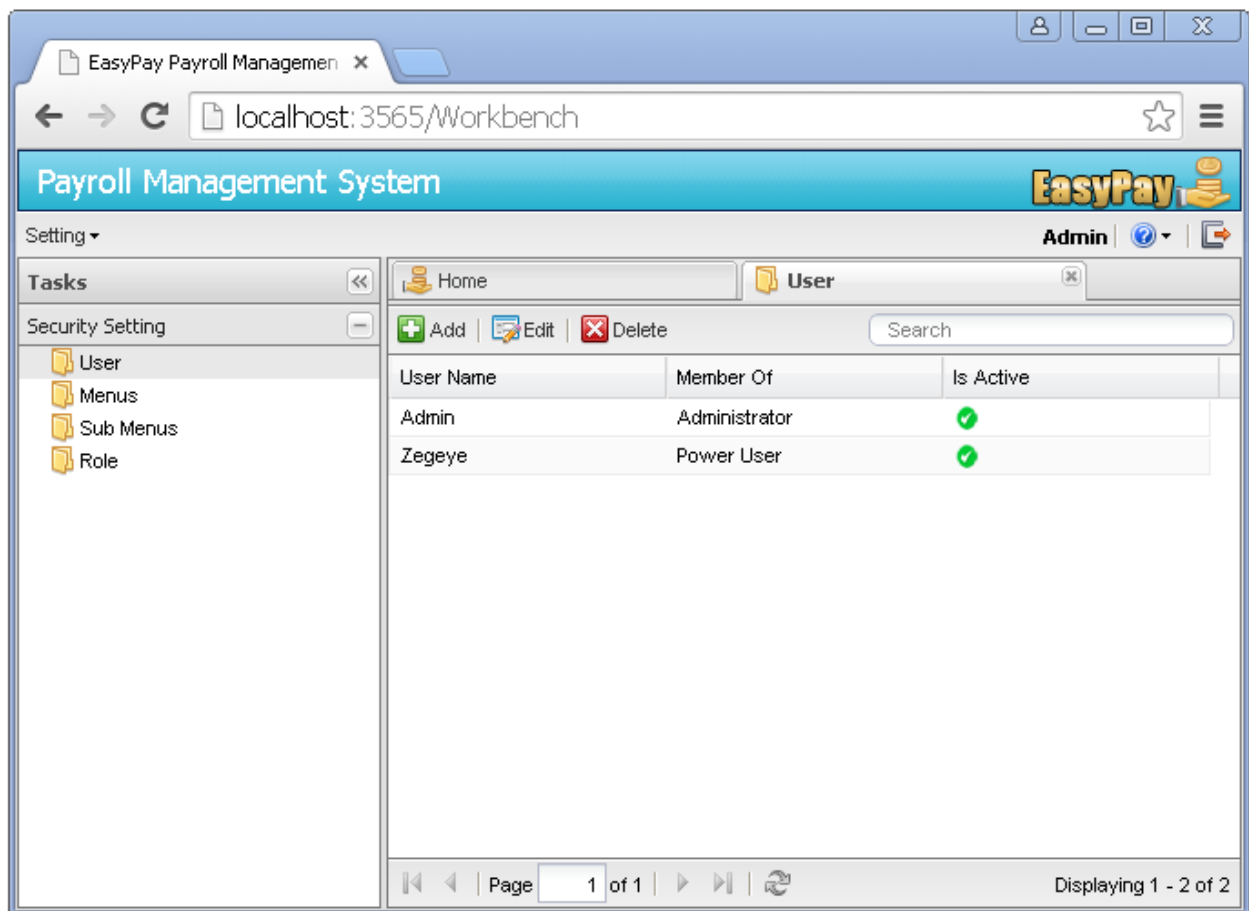


Creating User Roles

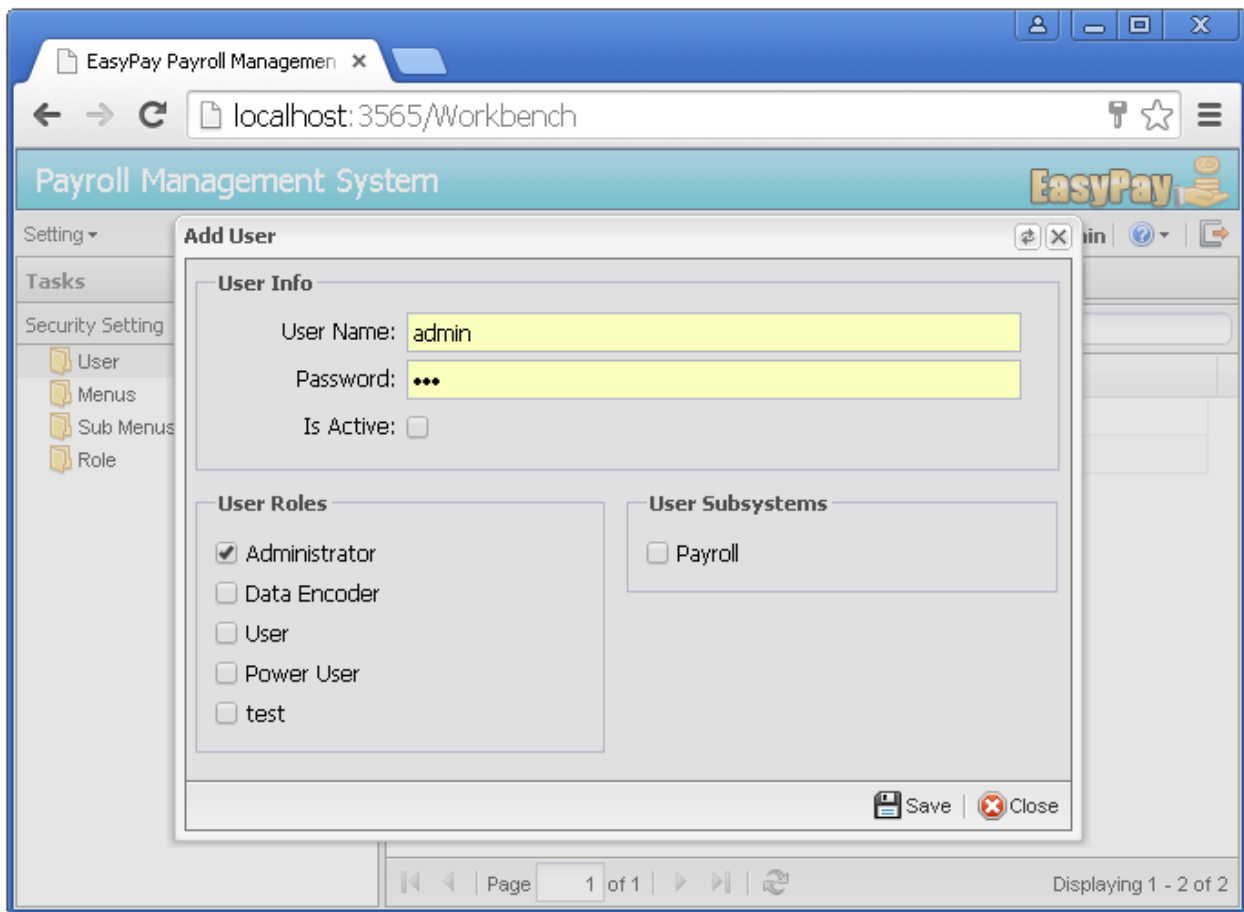
Managing User Accounts

Adding new users

Once logged in using the SAA, to add a new user follow the following steps.
Click on the Security Settings menu -> Click on the user sub menu -> a new user management page will be displayed as follows.



click on the Add button -> a new window will pop up -> Add user name, password and check the IsActive property -> then select the Account Type/ Role from the User Roles options -> then click on Save. A new user with the specified role type is now created.



Editing existing users

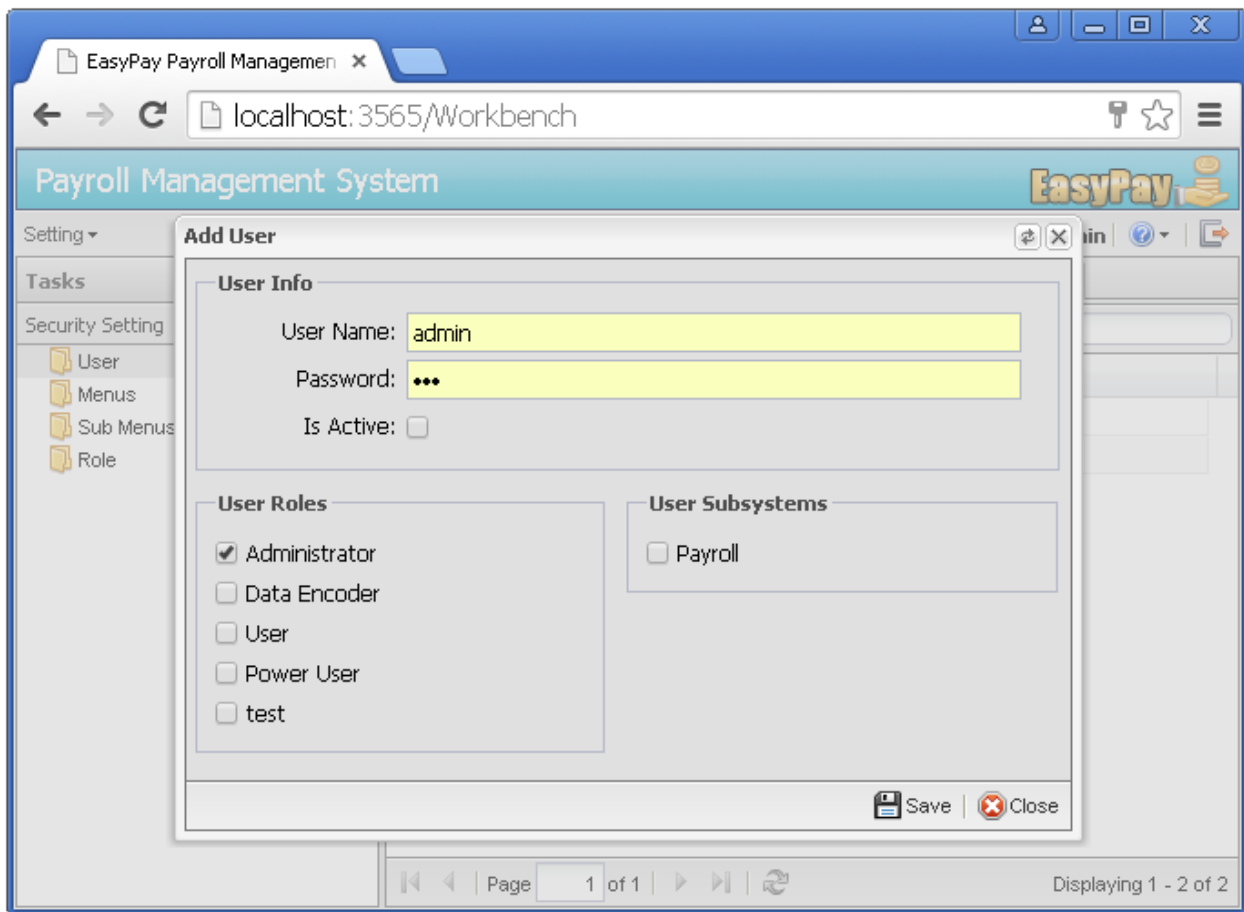
Once logged in using the SAA, to edit the information on an existing user, follow the following steps.

Click on the Security Settings menu -> Click on the user sub menu -> a new user management page will be displayed as follows.

The screenshot shows a web browser window with the address bar displaying 'localhost:3565/Workbench'. The page title is 'EasyPay Payroll Management System'. The interface includes a sidebar with a 'Setting' dropdown and a 'Tasks' section containing 'User', 'Menus', 'Sub Menus', and 'Role'. The main content area is titled 'User' and features a table with columns 'User Name', 'Member Of', and 'Is Active'. The table contains two rows: 'Admin' (Administrator, Is Active) and 'Zegeye' (Power User, Is Active). Above the table are buttons for 'Add', 'Edit', and 'Delete', and a search bar. The footer shows 'Page 1 of 1' and 'Displaying 1 - 2 of 2'.

User Name	Member Of	Is Active
Admin	Administrator	✓
Zegeye	Power User	✓

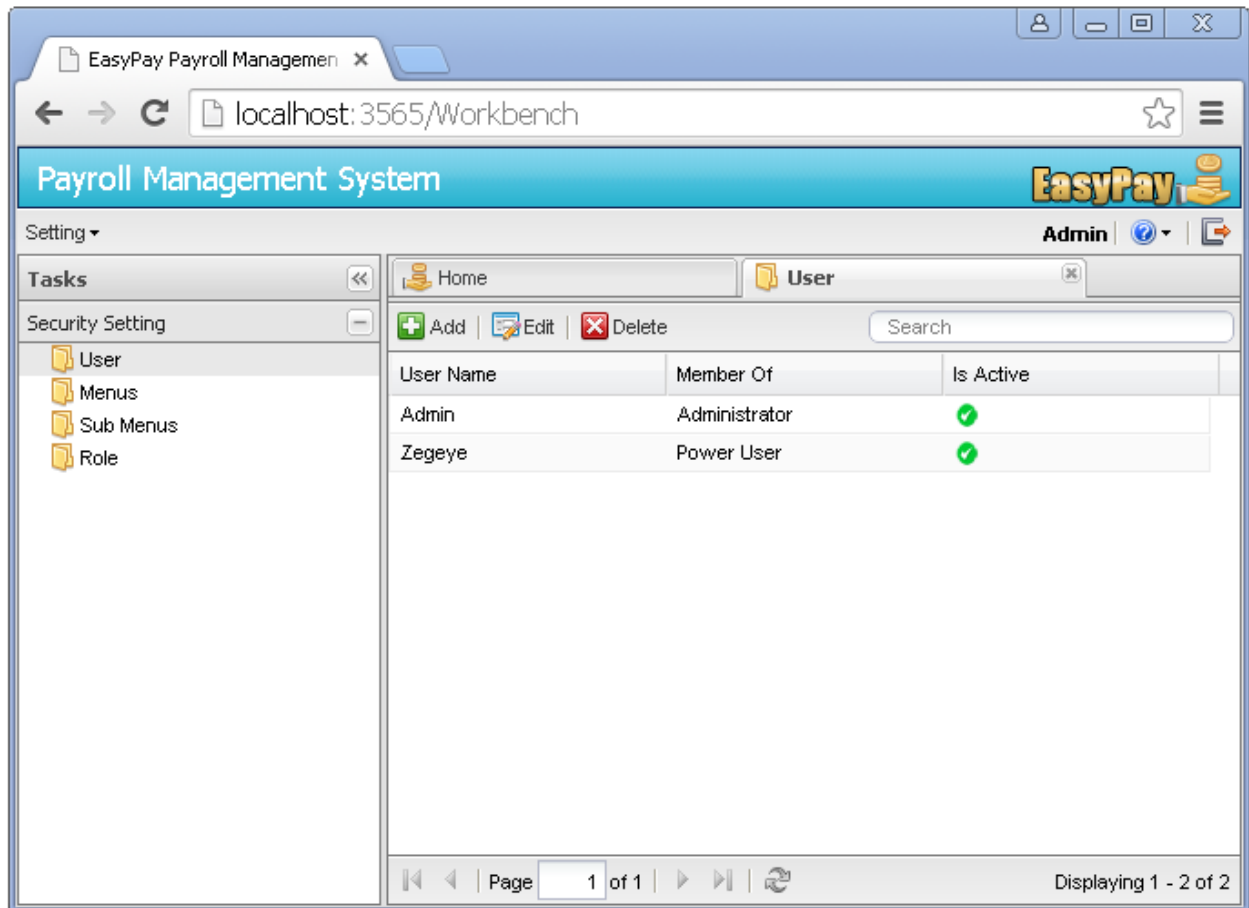
Select or click on a particular user from the users grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.



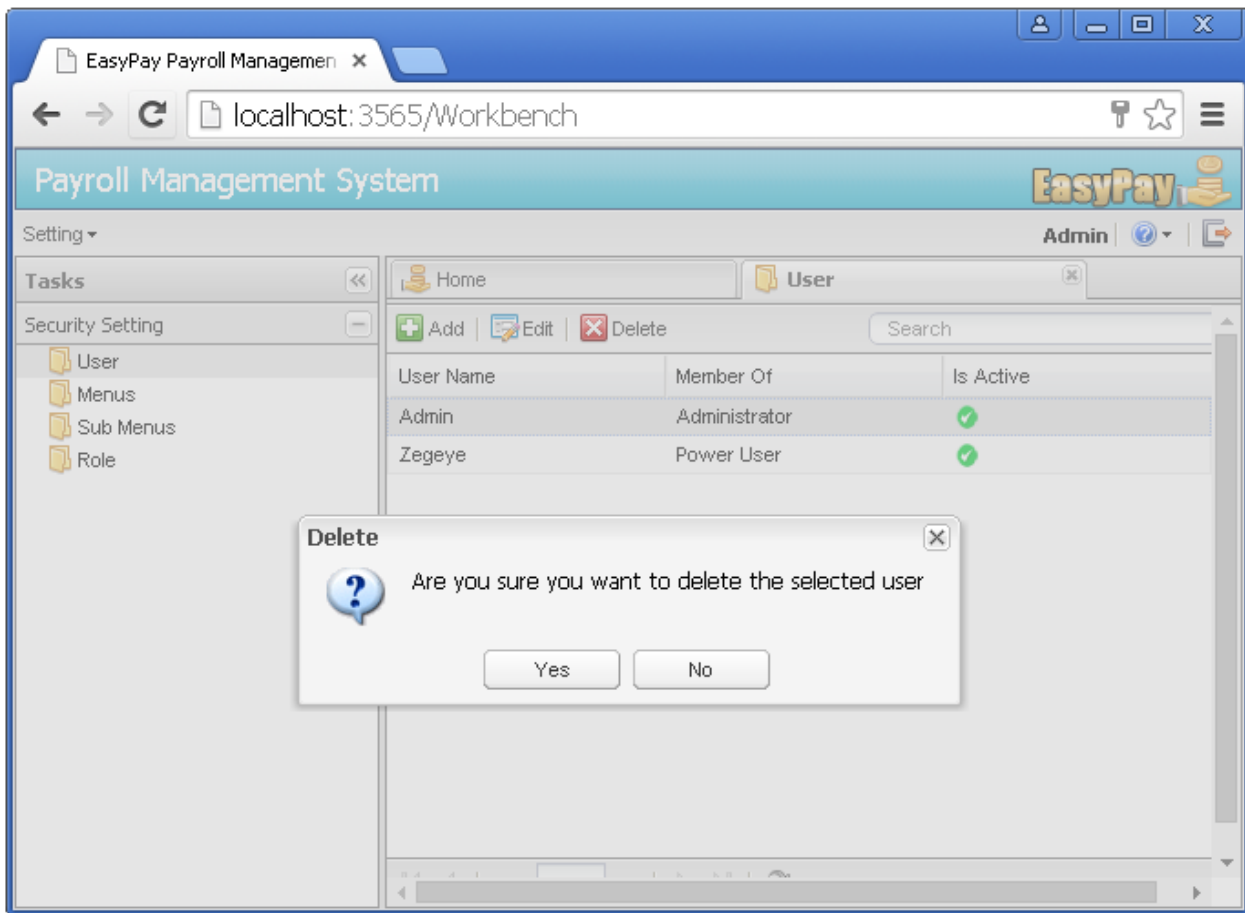
Removing users

Once logged in using the SAA, to remove a particular user account from the system, follow the following steps.

Click on the Security Settings menu -> Click on the user sub menu -> a new user management page will be displayed as follows.



Select or click on a particular user from the user's grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the user account from the database. If user selects "NO", the system halts the process of removing the user account from the database.



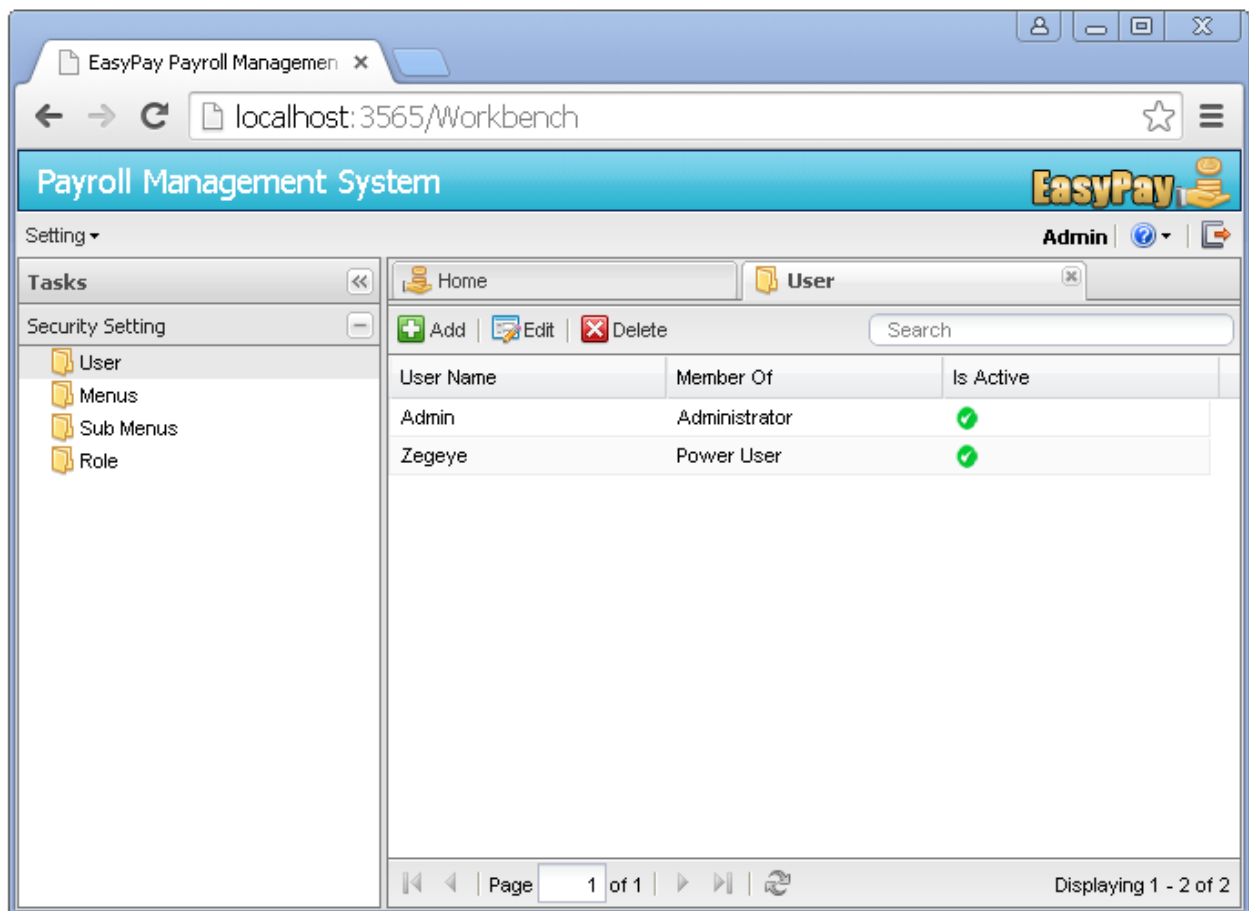
Created with the Personal Edition of HelpNDoc: [Produce electronic books easily](#)

Managing Users

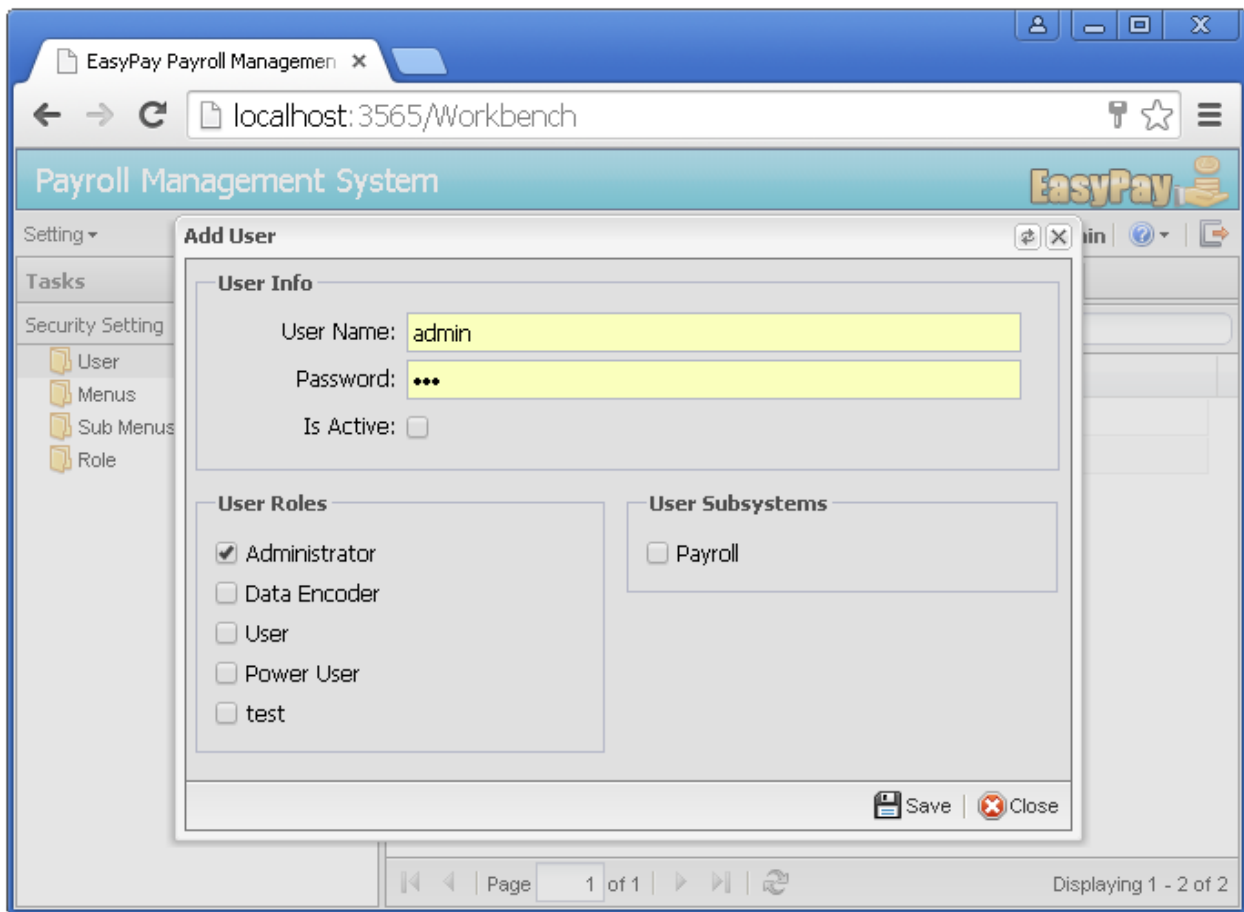
Managing User Accounts

Adding new users

Once logged in using the SAA, to add a new user follow the following steps.
Click on the Security Settings menu -> Click on the user sub menu -> a new user management page will be displayed as follows.



click on the Add button -> a new window will pop up -> Add user name, password and check the IsActive property -> then select the Account Type/ Role from the User Roles options -> then click on Save. A new user with the specified role type is now created.



Editing existing users

Once logged in using the SAA, to edit the information on an existing user, follow the following steps.

Click on the Security Settings menu -> Click on the user sub menu -> a new user management page will be displayed as follows.

EasyPay Payroll Management System

localhost:3565/Workbench

Payroll Management System

EasyPay

Setting ▾ Admin

Tasks << Home User

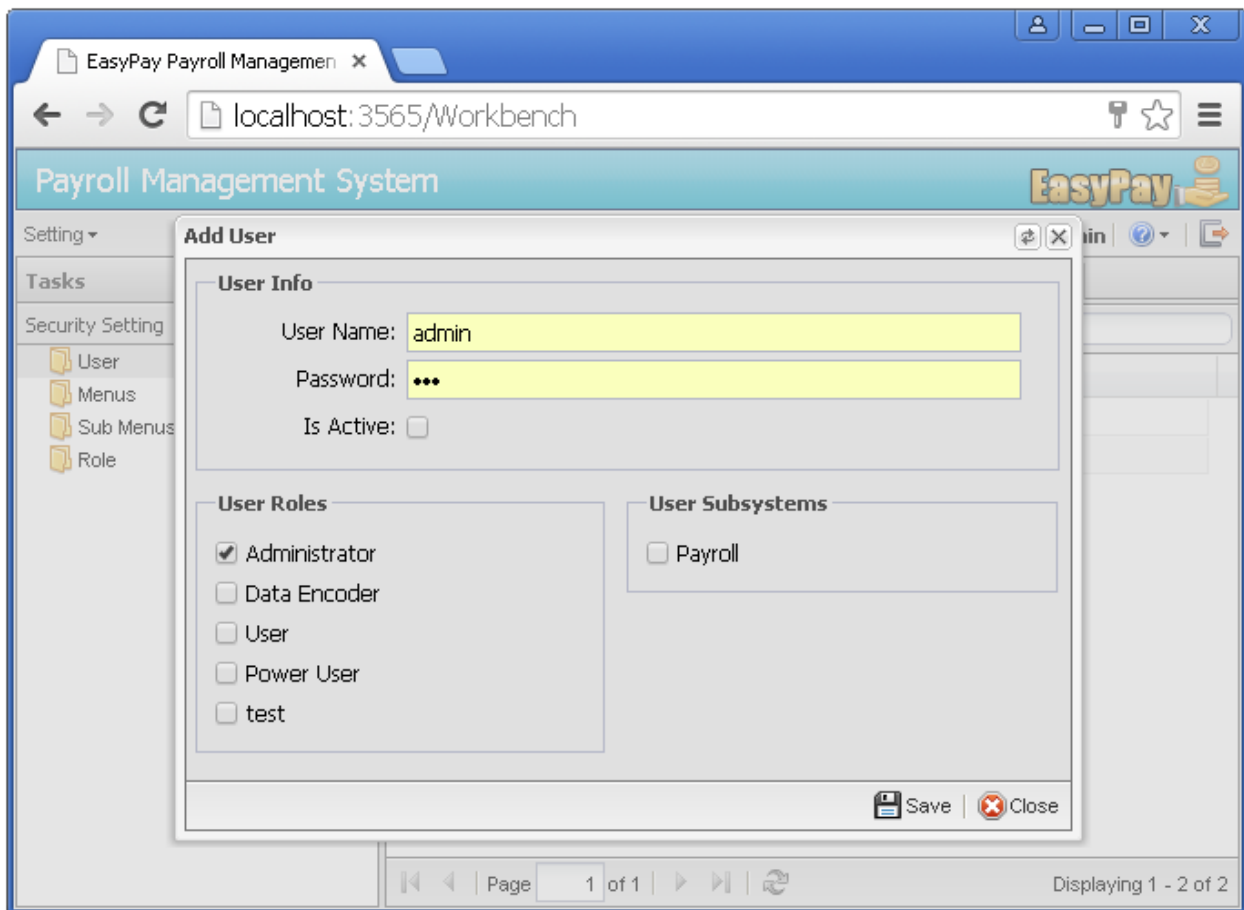
Security Setting -

+ Add Edit Delete Search

User Name	Member Of	Is Active
Admin	Administrator	✓
Zegeye	Power User	✓

Page 1 of 1 Displaying 1 - 2 of 2

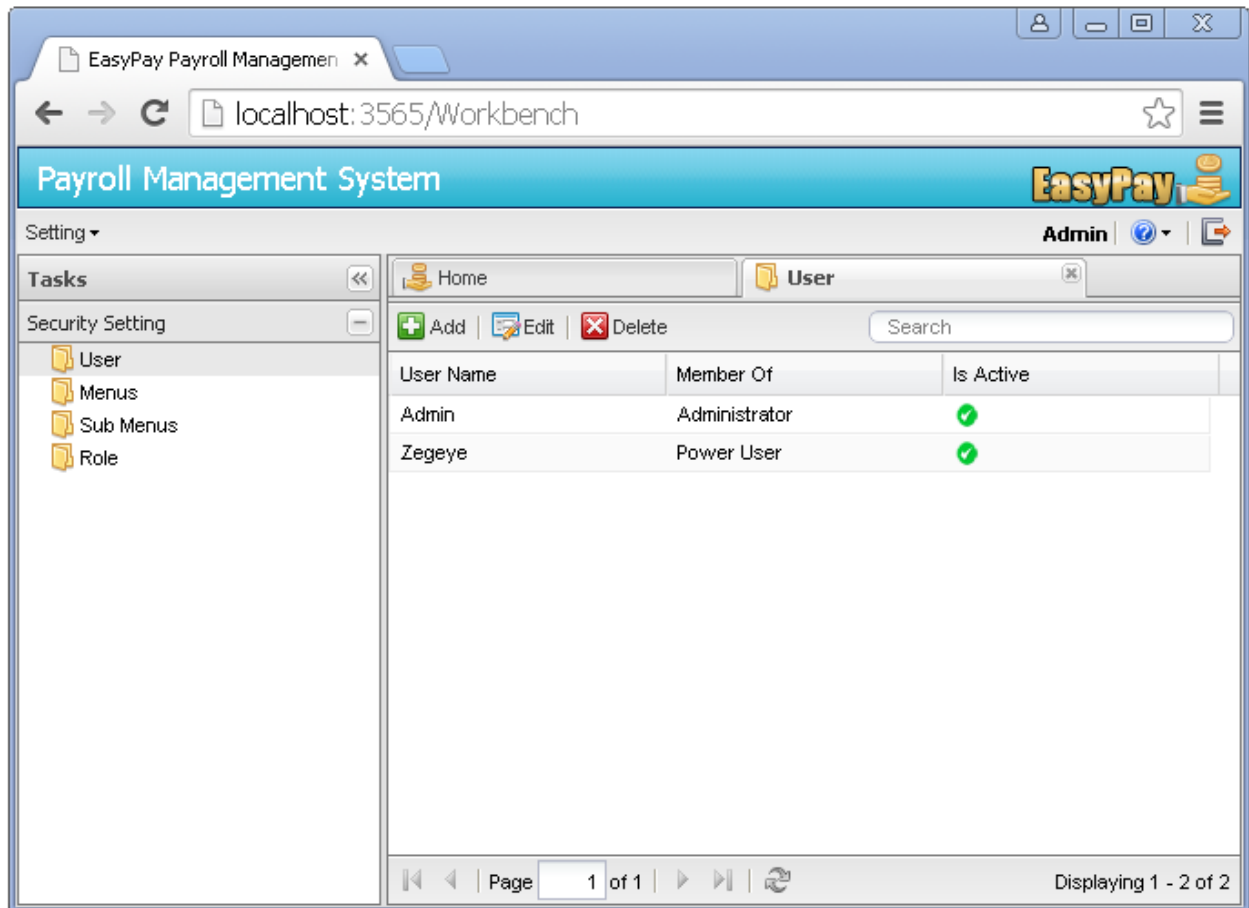
Select or click on a particular user from the users grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.



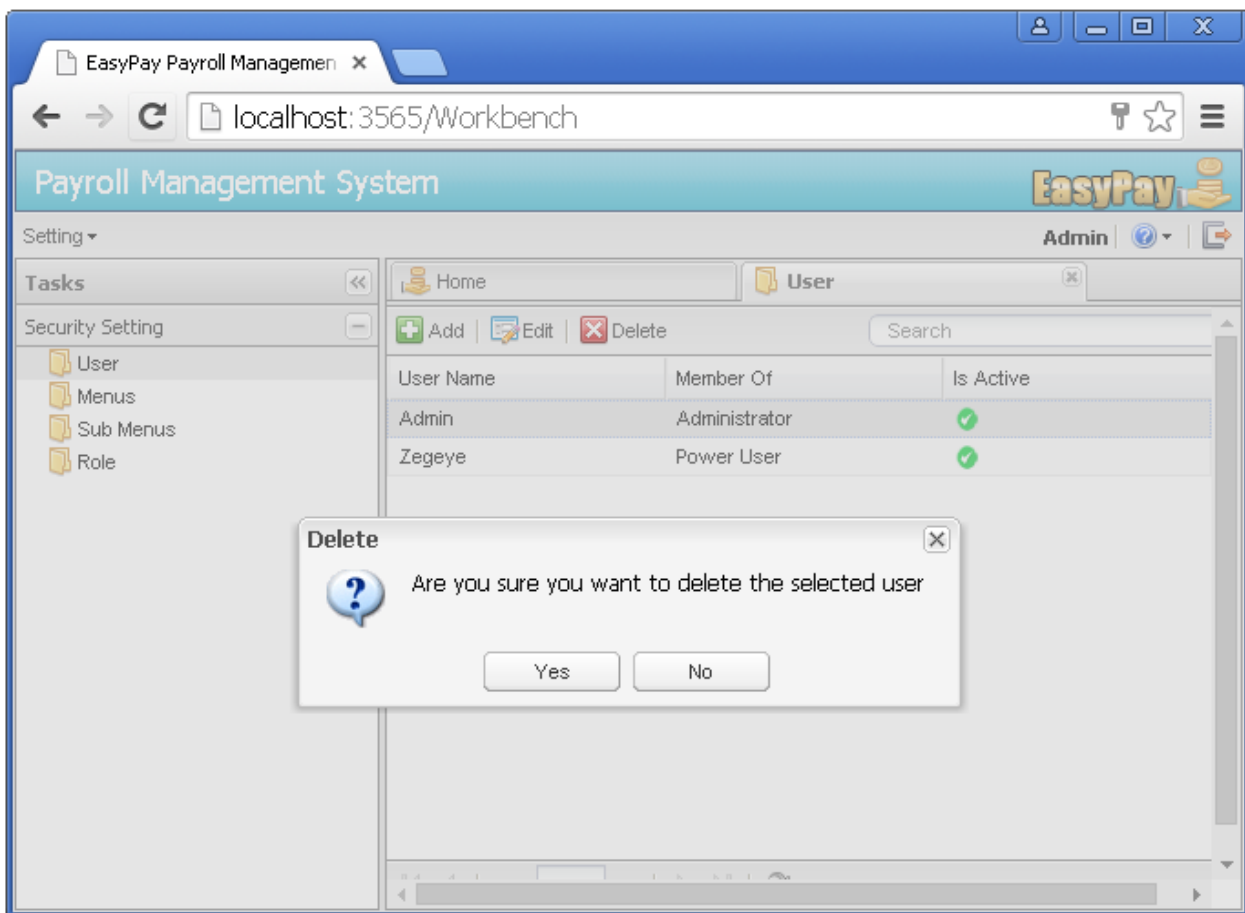
Removing users

Once logged in using the SAA, to remove a particular user account from the system, follow the following steps.

Click on the Security Settings menu -> Click on the user sub menu -> a new user management page will be displayed as follows.



Select or click on a particular user from the users grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the user account from the database. If user selects "NO", the system halts the process of removing the user account from the database.



Using Payroll Users Account (PUA)

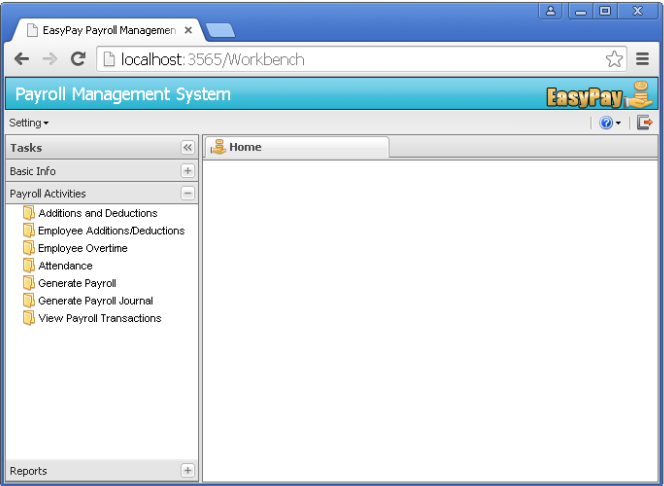
Payroll users: these are the type of users who are entitled to access the main payroll management system. In other words, these are type of users who will maintain tax rate, overtime rates, additions and deductions and generate payroll transactions.

What is Payroll Users Account (PUA)

What is Payroll Users Account (PUA)?

The payroll users account (pua) is an account type dedicated only for using the payroll management system. Users who logged on using this account will not be able to see the the Security Setting menu but are only entitled to managing payroll activities such as generating payroll transactions, generating payroll journals, generating pay sheets etc.

Users who logged on to the system using this account will be seeing the following interface ...



Basic Info Menu

Defining Tax Rates

What are tax rates?

These are normal taxation rules in which the system depends on to calculate employee income taxes. These rate types are usually constant; they don't get changed frequently as they are rules set by the Ethiopian Revenue and Customs Authority. In case, in the future, if one wants to update the tax table, use the following procedures.

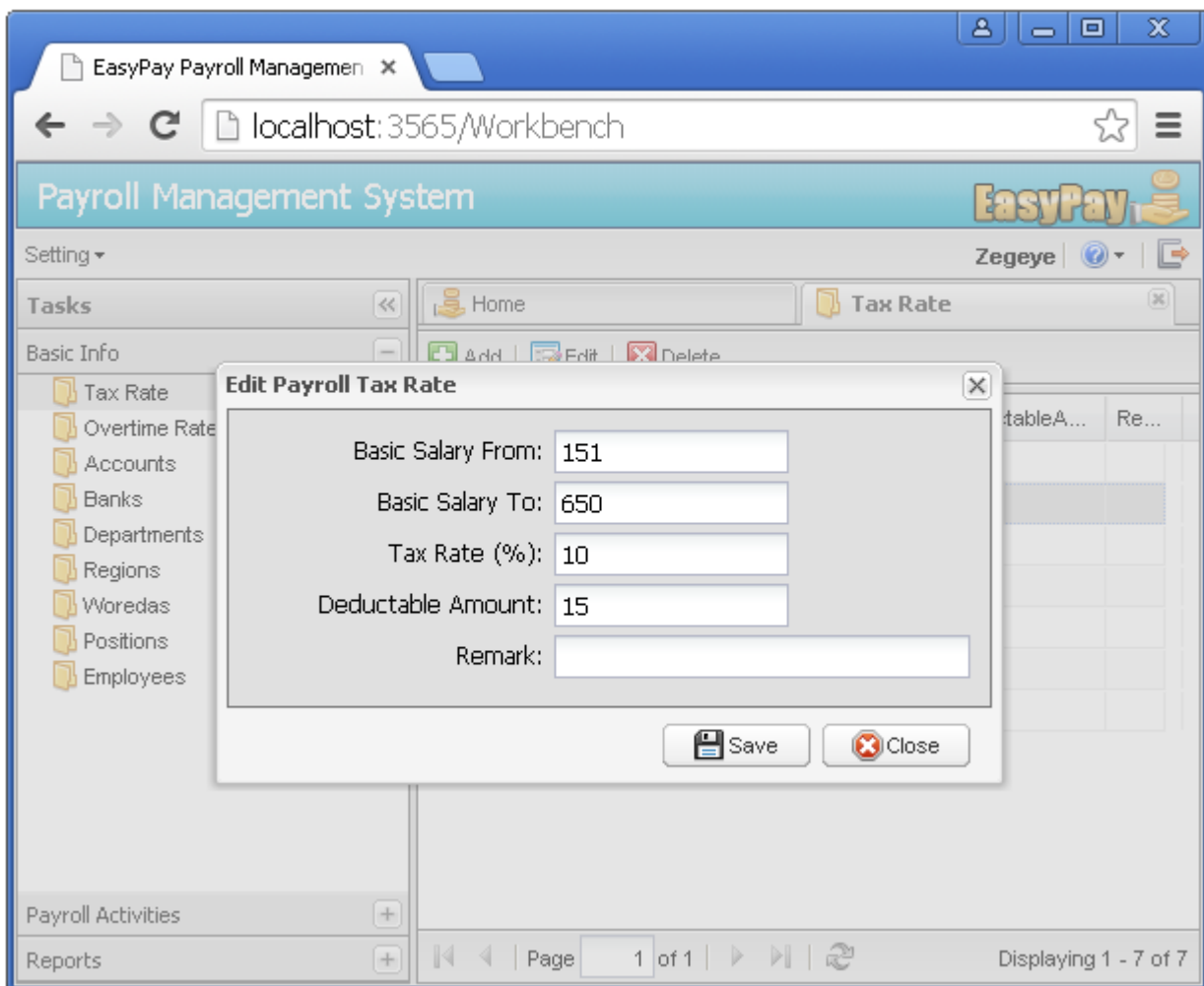
Adding new tax rates

Once logged in using the PUA, to add a new tax rate follow the following steps.
Click on the Basic Info menu -> Click on the tax rate sub menu -> a new tax rate management page will be displayed as follows.

The screenshot displays the 'EasyPay Payroll Management System' web application. The browser address bar shows 'localhost:3565/Workbench'. The application has a sidebar menu with 'Basic Info' expanded, showing 'Tax Rate' as the selected option. The main content area is titled 'Tax Rate' and includes 'Add', 'Edit', and 'Delete' buttons. A table lists tax rates with columns: 'From Salary', 'To Salary', 'Rate', 'DeductableA...', and 'Re...'. The table contains 7 rows of data. At the bottom, there is a pagination control showing 'Page 1 of 1' and 'Displaying 1 - 7 of 7'.

From Salary	To Salary	Rate	DeductableA...	Re...
0	150	0	0	
151	650	10	15	
651	1400	15	47.5	
1401	2350	20	117.5	
2351	3550	25	235	
3351	5000	30	412.5	
5001	200000	35	662.5	

click on the Add button -> a new window will pop up -> Add data on all the mandatory fields and -> then click on Save. A new tax rate is now added to the database.



Editing existing tax rates

Click on the Basic Info menu -> Click on the tax rate sub menu -> Select or click on a particular tax rate from the tax rates grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.

Removing tax rates

Select or click on a particular tax rate from the tax rates grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the tax rate from the database. If user selects "NO", the system halts the process of removing the tax rate from the database.

*Defining Overtime Rates***Defining Overtime Rates****What are overtime rates?**

Again these are rules set by the Ethiopian Revenue and Customs Authority (ERCA) for calculating employee overtime payments. Follow the following step to manage overtime rates.

Adding new overtime rates

Once logged in using the PUA, to add a new overtime rate follow the following steps.

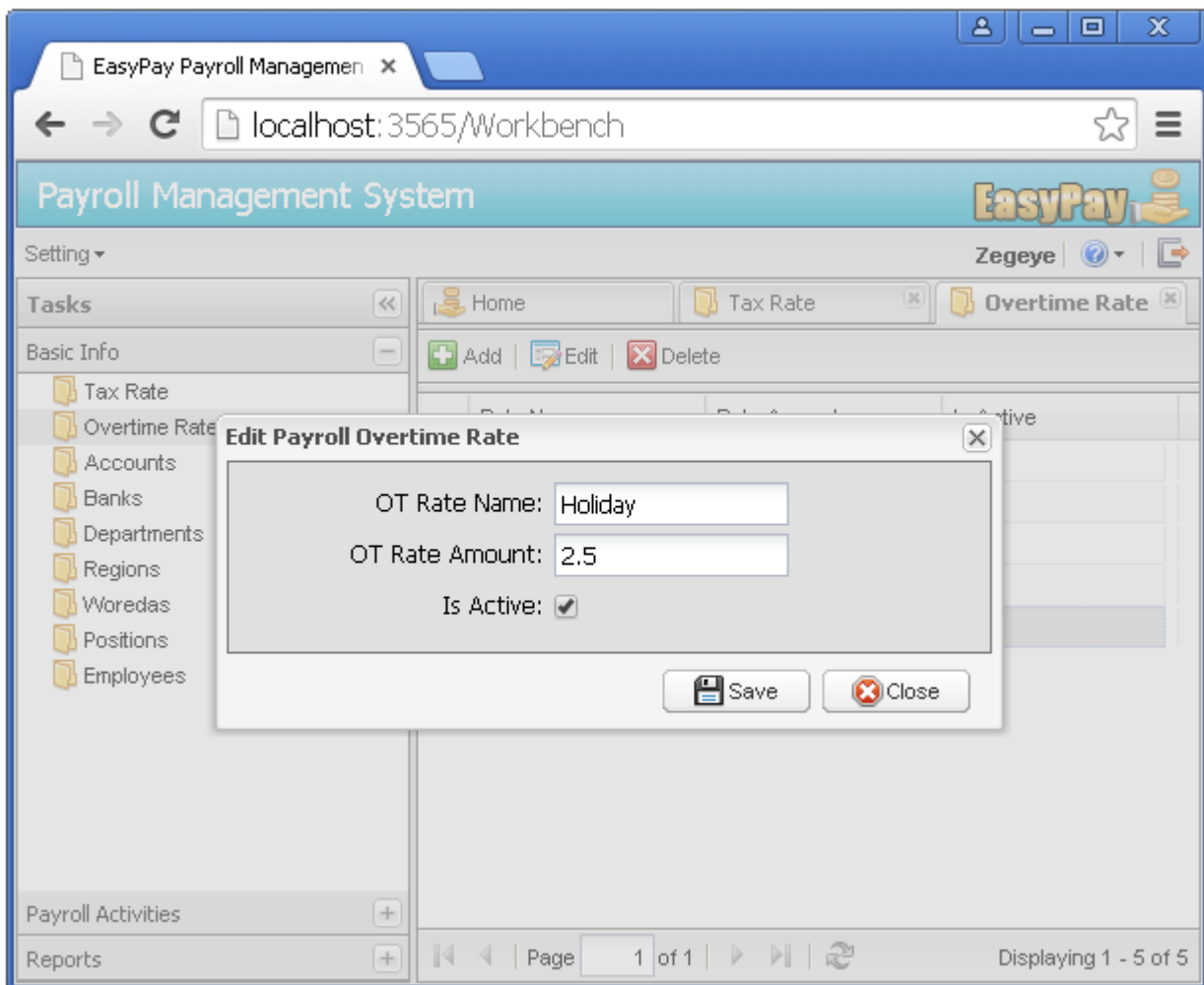
Click on the Basic Info menu -> Click on the overtime rate sub menu -> a new overtime rate management page will be displayed as follows.

The screenshot shows the EasyPay Payroll Management System interface. The browser address bar displays 'localhost:3565/Workbench'. The system title is 'Payroll Management System' with the 'EasyPay' logo. The user 'Zegeye' is logged in. The left sidebar shows a 'Basic Info' menu with sub-items: Tax Rate, Overtime Rates (selected), Accounts, Banks, Departments, Regions, Woredas, Positions, and Employees. The main content area has tabs for 'Home', 'Tax Rate', and 'Overtime Rate' (selected). Below the tabs are 'Add', 'Edit', and 'Delete' buttons. A table lists five overtime rates:

	Rate Name	Rate Amount	Is Active
1	Holiday	1.25	true
2	Normal	1.25	true
3	Mid Night	1.5	true
4	Weekend	2	true
5	Holiday	2.5	true

At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 - 5 of 5'.

click on the Add button -> a new window will pop up -> Add data on all the mandatory fields and -> then click on Save. A new overtime rate is now added to the database.



Editing existing overtime rates

Click on the Basic Info menu -> Click on the overtime rate sub menu -> Select or click on a particular overtime rate from the overtime rates grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.

Removing overtime rates

Select or click on a particular overtime rate from the overtime rates grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the overtime rate from the database. If user selects "NO", the system halts the process of removing the overtime rate from the database.

*Maintaining Chart of Accounts***Maintaining Chart of Accounts****What is chart of account?**

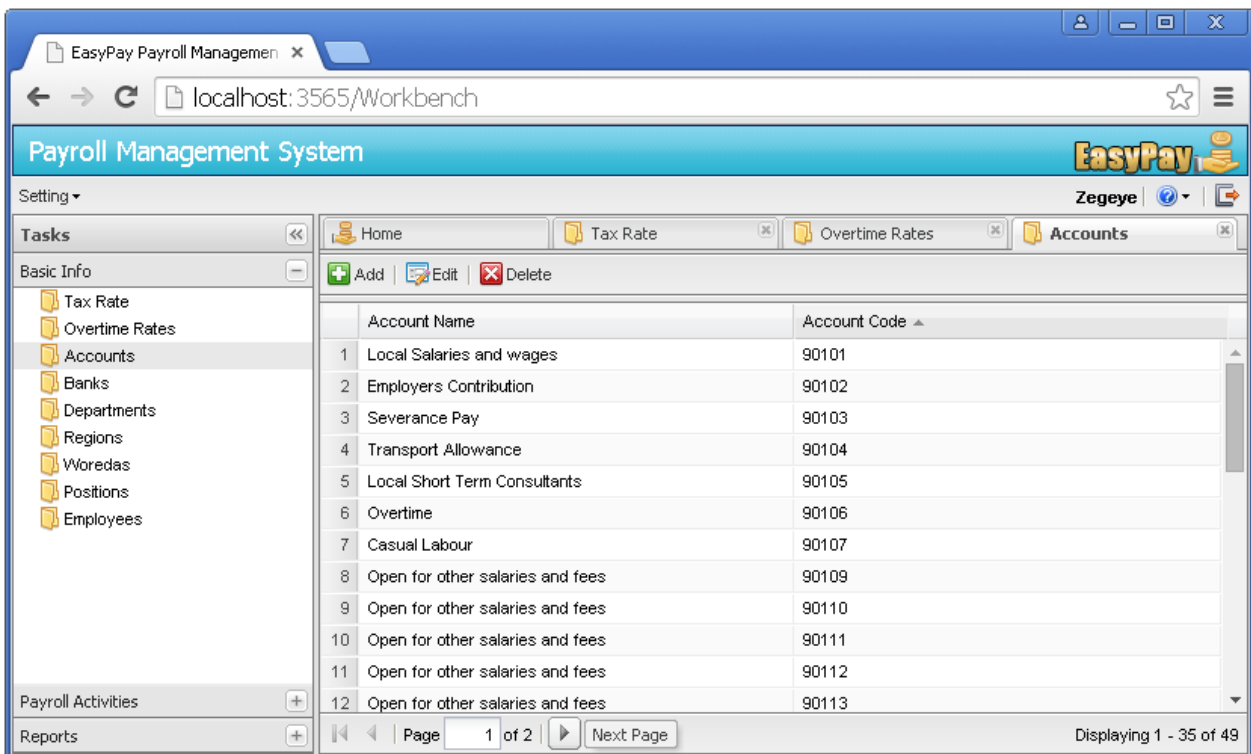
It is a created list of accounts used by an organization to define each class of items for which money or the equivalent is spent or received. It is used to organize the finances of the entity and to segregate expenditures, revenues assets and liabilities.

EasyPay uses these accounts later while journalizing payroll transactions.

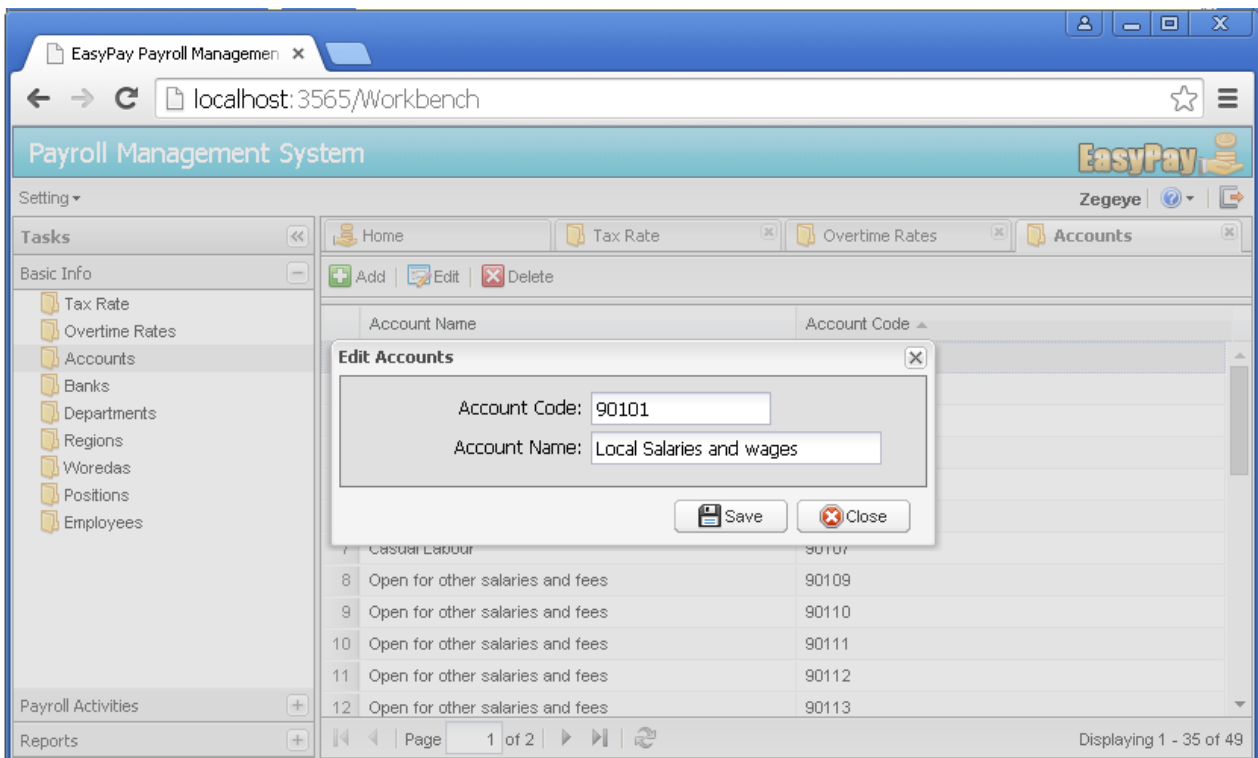
Adding new accounts

Once logged in using the PUA, to add a new account follow the following steps.

Click on the Basic Info menu -> Click on the Accounts sub menu -> a new account management page will be displayed as follows.



click on the Add button -> a new window will pop up -> Add data on all the mandatory fields and -> then click on Save. A new account is now added to the database.



Editing existing accounts

Click on the Basic Info menu -> Click on the Accounts sub menu -> Select or click on a particular account from the accounts grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.

Removing accounts

Select or click on a particular account from the accounts grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the account from the database. If user selects "NO", the system halts the process of removing the account from the database.

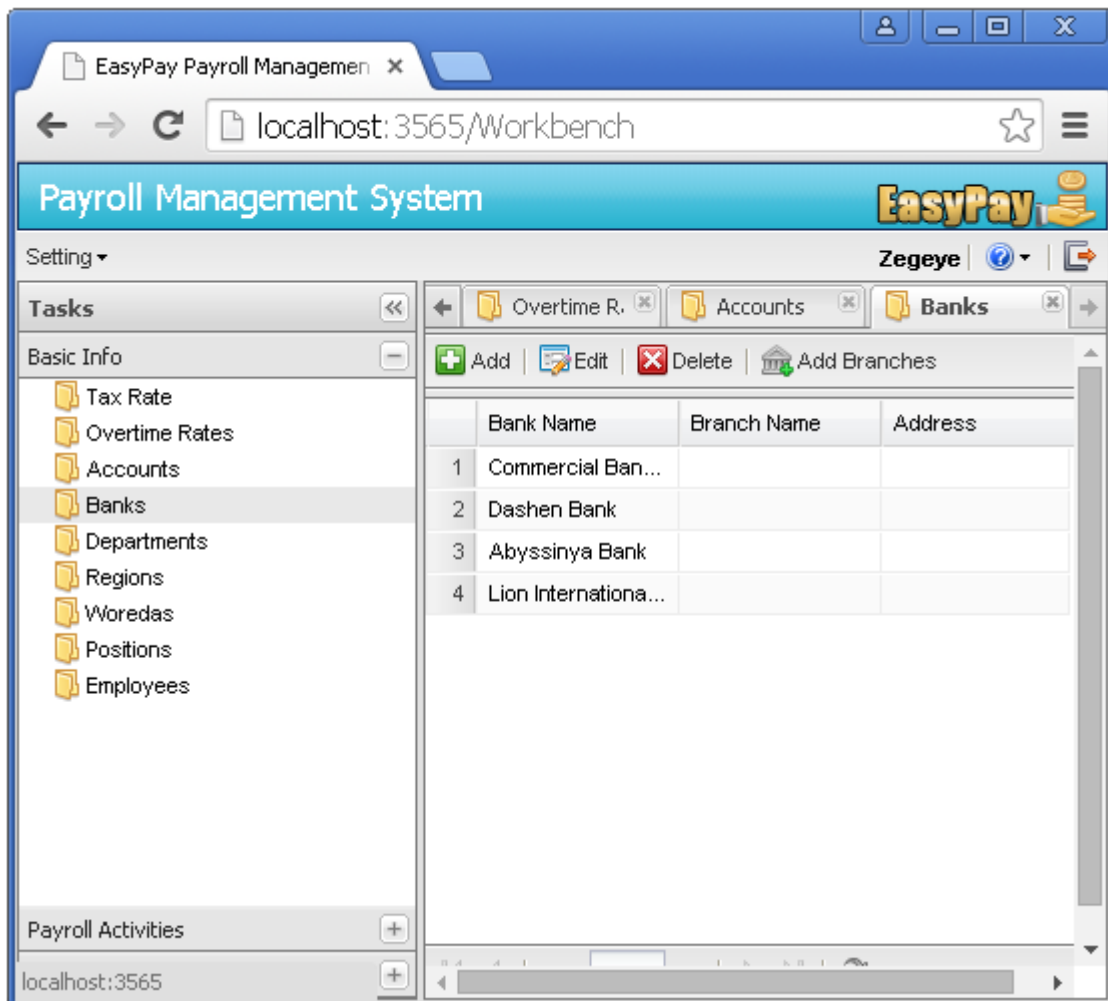
*Defining Banks***Defining Banks****What are Banks?**

EasyPay maintains banks information as they later on will be used to generate and send bank statements after payroll has been generated.

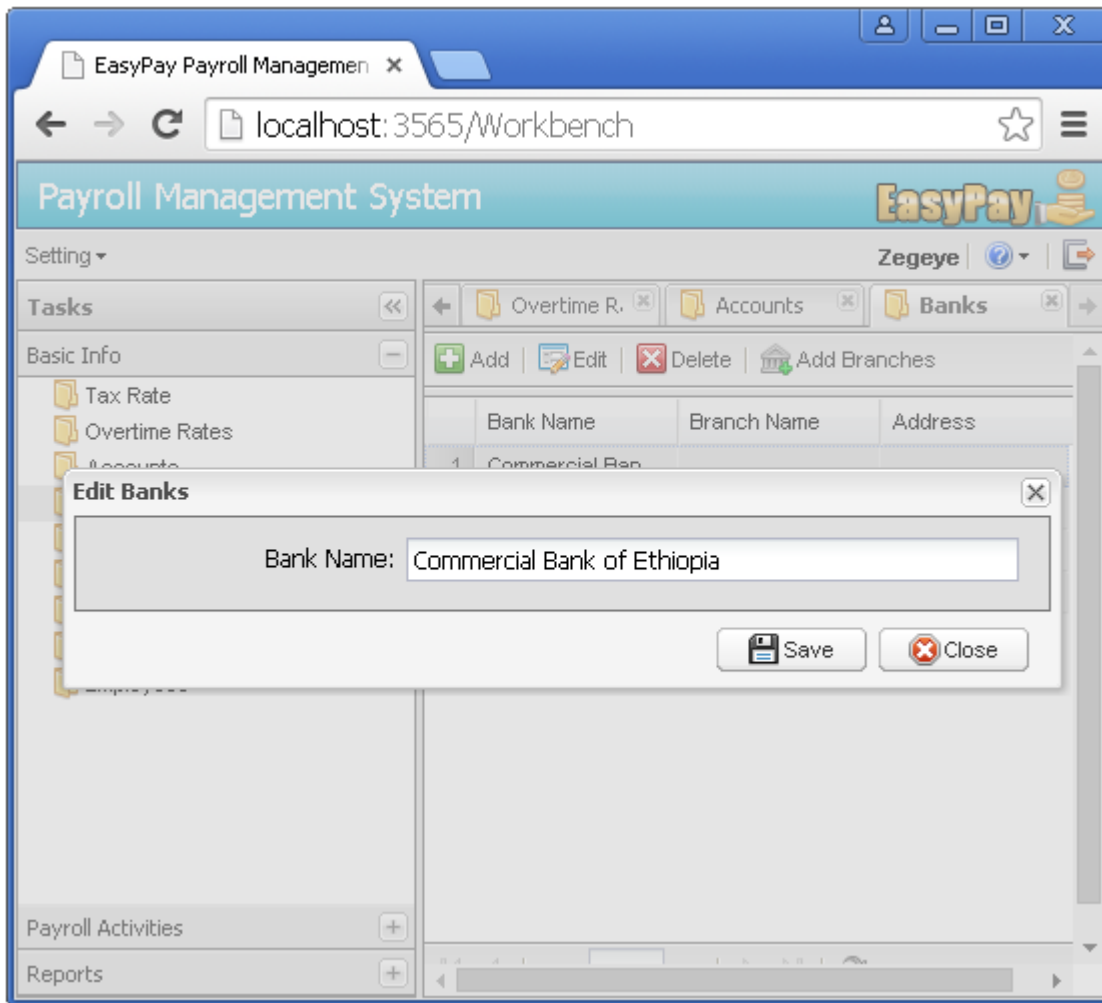
Adding new Banks

Once logged in using the PUA, to add a new Bank follow the following steps.

Click on the Basic Info menu -> Click on the Banks sub menu -> a new Banks management page will be displayed as follows.



click on the Add button -> a new window will pop up -> Add data on all the mandatory fields and -> then click on Save. A new Bank is now added to the database.



Editing existing Banks

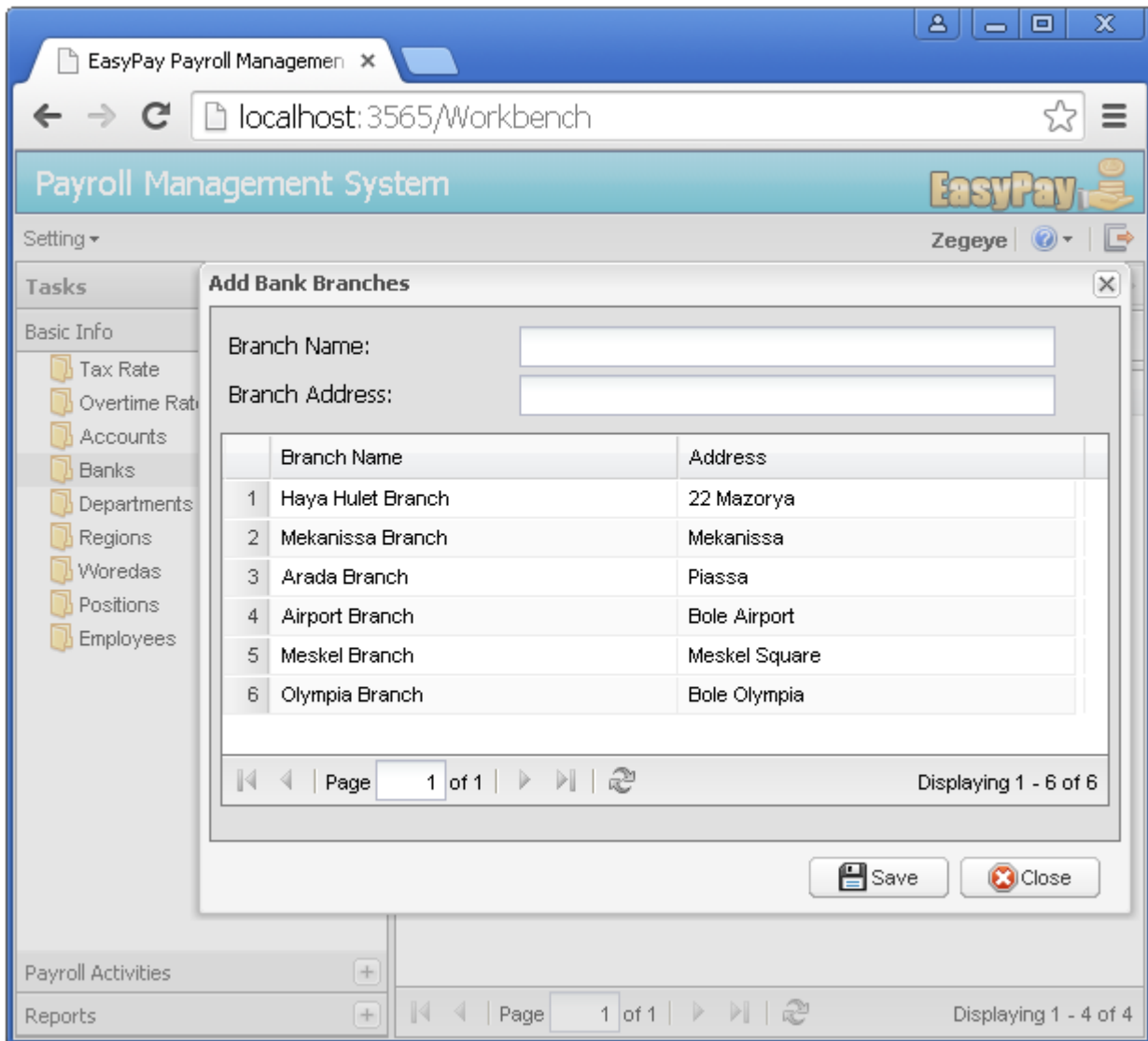
Click on the Basic Info menu -> Click on the Banks sub menu -> Select or click on a particular Bank from the Banks grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.

Removing Banks

Select or click on a particular Bank from the Banks grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the Banks from the database. If user selects "NO", the system halts the process of removing the Banks from the database.

Adding Bank Branches

Click on the Basic Info menu -> Click on the Banks sub menu -> Select or click on a particular Bank from the Banks grid -> then click on the branches button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.



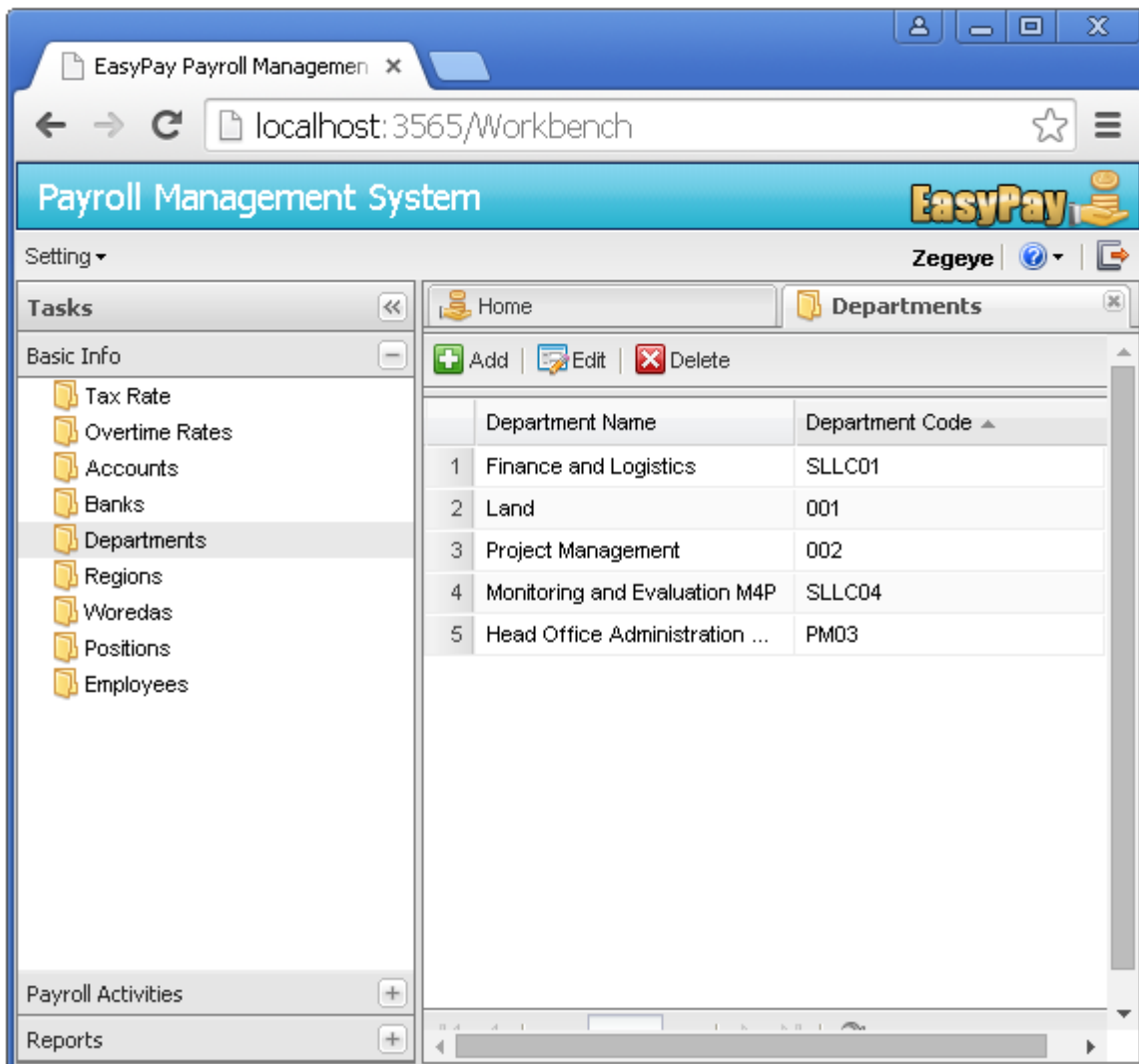
Creating Company Departments

Creating Departments

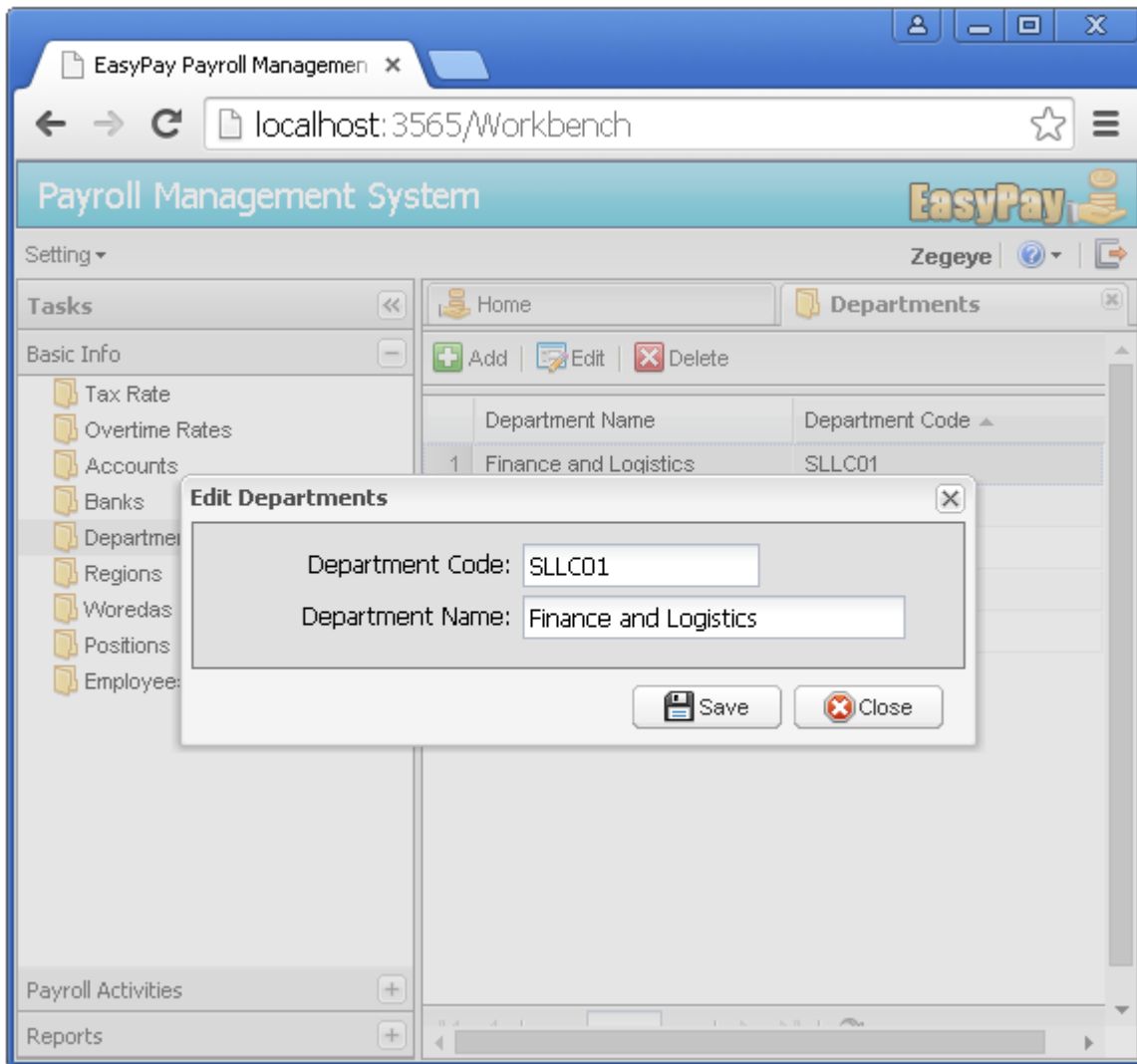
Users of EasyPay can generate dynamic and robust reports using different criterion and can organize their employees based on their departments. That's the reason why EasyPay keeps track of Department information.

Adding new Departments

Once logged in using the PUA, to add a new Department follow the following steps.
Click on the Basic Info menu -> Click on the Department sub menu -> a new Department management page will be displayed as follows.



click on the Add button -> a new window will pop up -> Add data on all the mandatory fields and -> then click on Save. A new Department is now added to the database.



Editing existing Departments

Click on the Basic Info menu -> Click on the Department sub menu -> Select or click on a particular Department from the Departments grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.

Removing Departments

Select or click on a particular Department from the Departments grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the Department from the database. If user selects "NO", the system halts the process of removing the Department from the database.

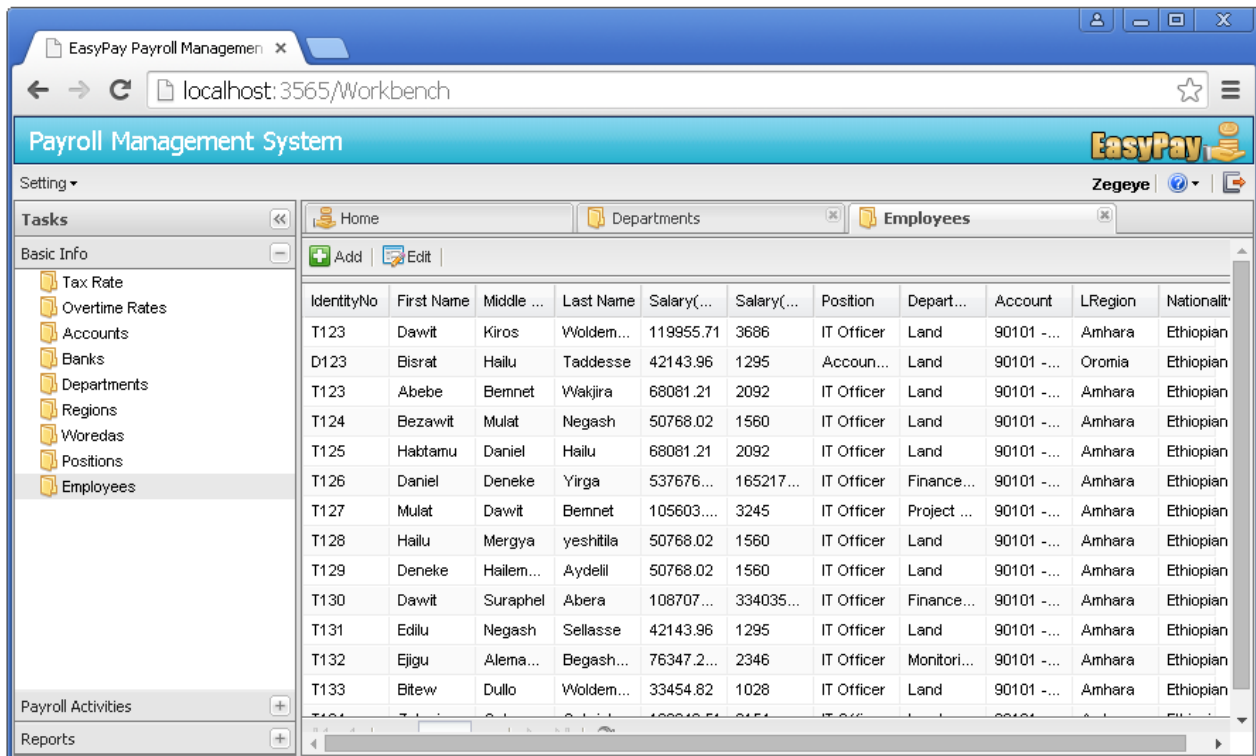
Managing Employees

Managing Employees

EasyPay keeps track of employee information in an easy way.

Adding new Employee

Once logged in using the PUA, to add a new Employee follow the following steps.
Click on the Basic Info menu -> Click on the Employees sub menu -> a new Employee management page will be displayed as follows.



click on the Add button -> a new window will pop up -> Add data on all the mandatory fields and -> then click on Save. A new Employee is now added to the database.

EasyPay Payroll Management System

localhost:3565/Workbench

Edit Employee

IdentityNo:	T123	IsPermanent:	<input checked="" type="checkbox"/>
FirstName:	Abebe	Position:	IT Officer
ሰም:	አበበ	Department:	Land
MiddleName:	Bemnet	Account:	90101 - Local Salaries and wages
የአባት ስም:	በአመነት	Bank:	Dashen Bank
LastName:	Wakjira	Bank Branch:	Arada Branch
የእያት ስም:	ዋቅጆራ	Bank Account No:	5145785214
Sex:	Male	Duty Station:	AR06 - Woreda 5
Salary ETB:	B 68,081.21	Is Under Probation:	<input type="checkbox"/>
Salary GBP:	£ 2,092.00	Is Terminated:	<input type="checkbox"/>
Employment Date:	11/14/2014	TIN Number:	000874525
Nationality:	Ethiopian		

Save Close

Editing existing Employee

Click on the Basic Info menu -> Click on the Employee sub menu -> Select or click on a particular Employee from the Employee grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.

Payroll Activities Menu

Maintaining Additions and Deductions

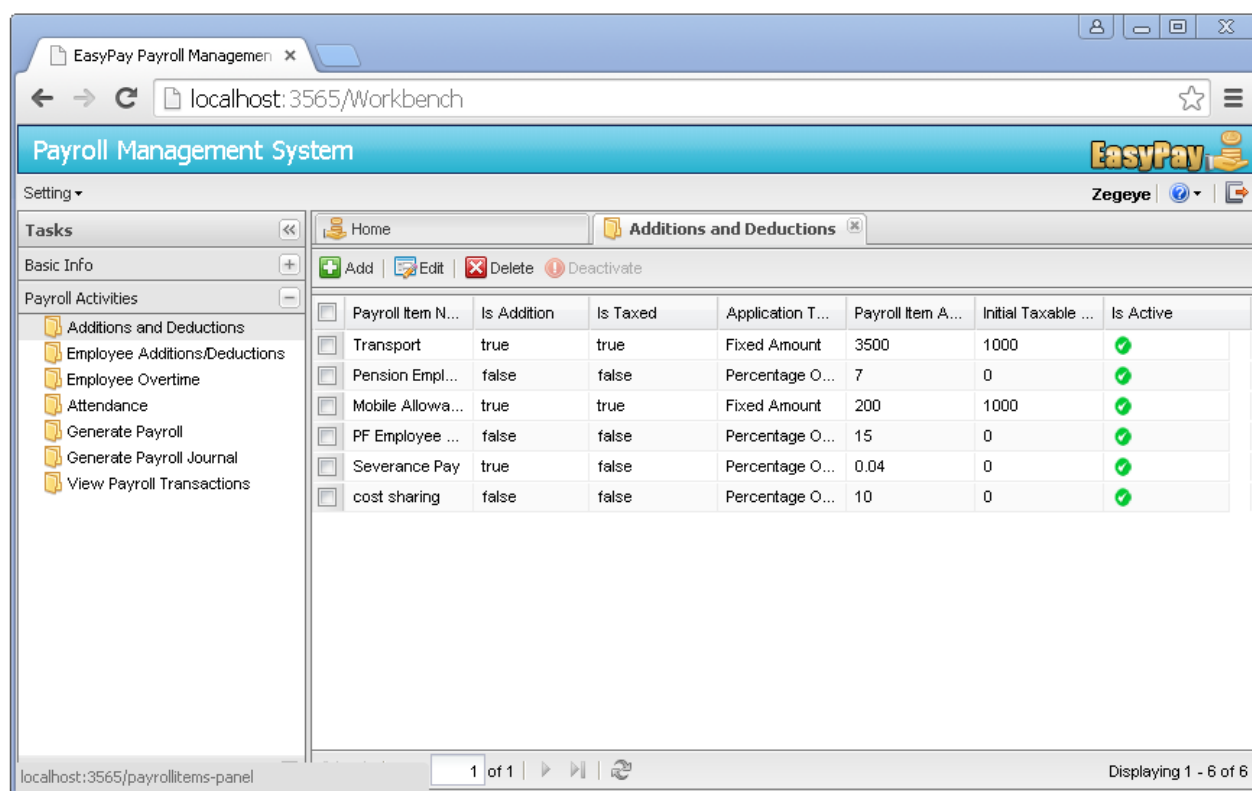
Maintaining Additions and Deductions

What are Additions and Deductions?

EasyPay maintains all types of additions and deductions (the basic inputs for payroll generation) as payroll items. In other words, payroll items are essentially the column names that are going to appear on pay sheets and slips. These payroll items will be assigned to employees based on entitlement later in a process called Employees Additions/Deductions Attachment.

Adding new Addition/Deduction

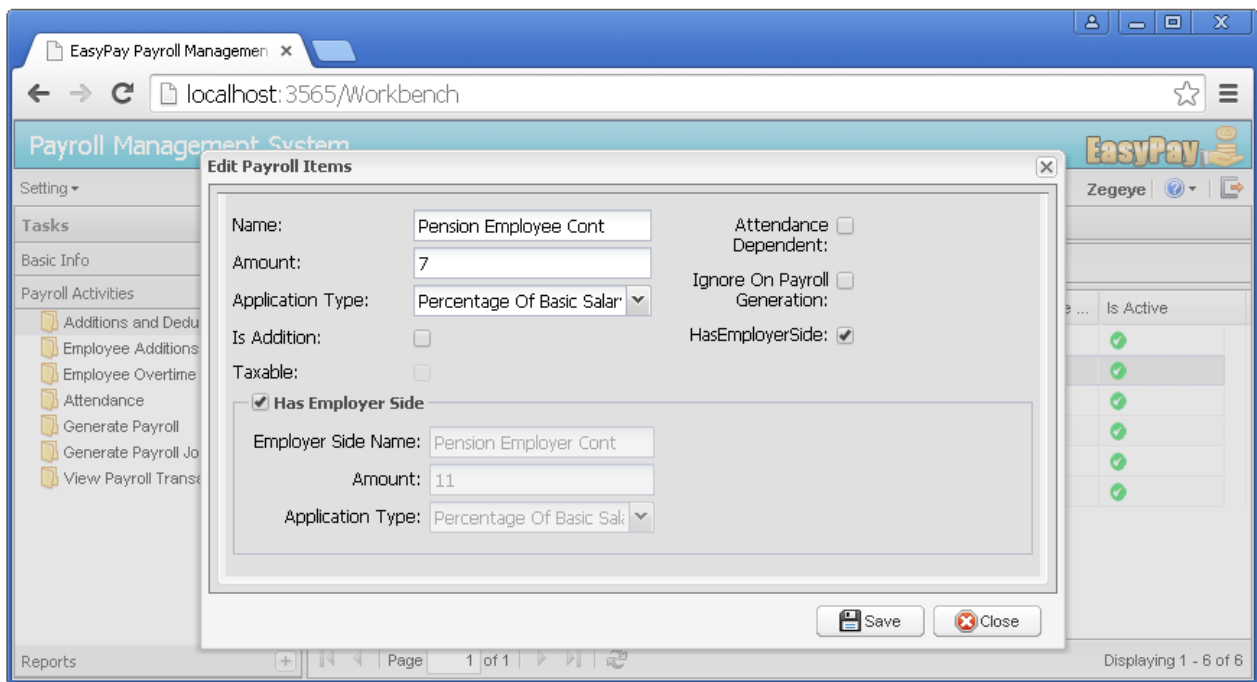
Once logged in using the PUA, to add a new Addition/Deduction follow the following steps. Click on the Payroll Activities menu -> Click on the Addition/Deduction sub menu -> a new Addition/Deduction management page will be displayed as follows.



The screenshot displays the 'EasyPay Payroll Management System' interface. The browser address bar shows 'localhost:3565/Workbench'. The page title is 'Payroll Management System'. The 'Setting' dropdown is set to 'Zegeye'. The 'Tasks' sidebar on the left includes 'Basic Info' and 'Payroll Activities'. Under 'Payroll Activities', the 'Additions and Deductions' option is selected. The main content area shows a table with columns: 'Payroll Item N...', 'Is Addition', 'Is Taxed', 'Application T...', 'Payroll Item A...', 'Initial Taxable ...', and 'Is Active'. The table contains six rows of data, all marked as 'Is Active' with a green checkmark. Below the table, it indicates '1 of 1' items and 'Displaying 1 - 6 of 6'.

Payroll Item N...	Is Addition	Is Taxed	Application T...	Payroll Item A...	Initial Taxable ...	Is Active
Transport	true	true	Fixed Amount	3500	1000	✓
Pension Empl...	false	false	Percentage O...	7	0	✓
Mobile Allowa...	true	true	Fixed Amount	200	1000	✓
PF Employee ...	false	false	Percentage O...	15	0	✓
Severance Pay	true	false	Percentage O...	0.04	0	✓
cost sharing	false	false	Percentage O...	10	0	✓

click on the Add button -> a new window will pop up -> Add data on all the mandatory fields and -> then click on Save. A new Addition/Deduction is now added to the database.



Editing existing Addition/Deduction

Click on the Payroll Activities menu -> Click on the Addition/Deduction sub menu -> Select or click on a particular Addition/Deduction from the Addition/Deduction grid -> then click on the Edit button -> a new window with details of the existing record will pop up -> after making all the necessary changes, then click on the save button.

Removing Addition/Deduction

Select or click on a particular Addition/Deduction from the Addition/Deduction grid -> then click on the Delete button -> the system displays a dialog box inquiring the user to confirm his actions. If user selects "YES", the system will automatically remove the Addition/Deduction from the database. If user selects "NO", the system halts the process of removing the Addition/Deduction from the database.

Managing Employee Additions and Deductions

Managing Employee Additions and Deductions

Not every employee is entitled to all payroll items that exist in an organization. Once we create the Additions and Deductions using the system, we have to then associate these payroll items with the respective employees. For instance: Person X could be entitled to Transport Allowance while another employee named Person Y may not be entitled to Transport Allowance, instead he could have a Mobile Allowance. The following section briefly illustrates how to manage such associations using EasyPay.

Associating payroll items with employees

Step 1: Click on the Payroll Activities menu -> Click on the Employee Addition/Deduction sub menu. Then a new page that will allow users to associate payroll items with employees will be displayed as follows

The screenshot shows the 'EasyPay Payroll Management System' interface. The left sidebar contains a 'Tasks' menu with options like 'Additions and Deductions', 'Employee Additions/Deductions', 'Employee Overtime', 'Attendance', 'Generate Payroll', 'Generate Payroll Journal', and 'View Payroll Transactions'. The main area is titled 'Employee Additions/Deductions' and contains a 'Payroll Items' table and an 'Employees' table.

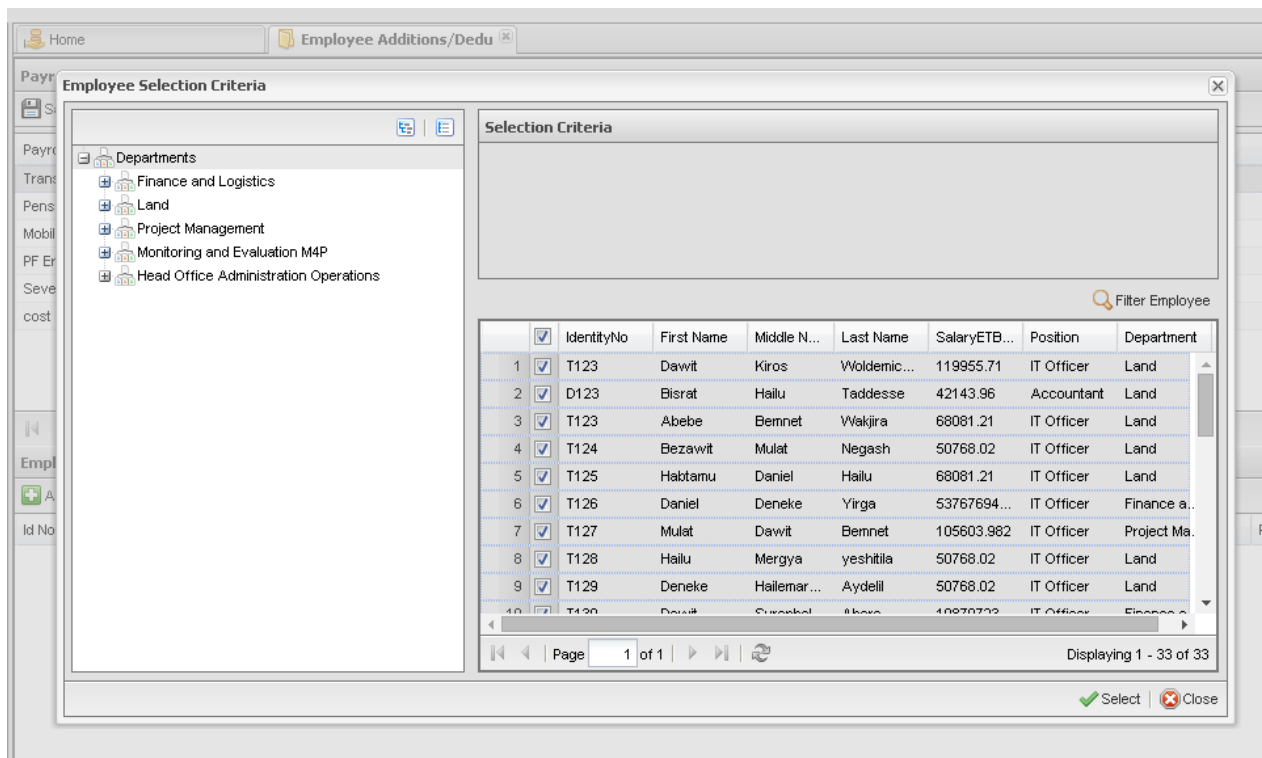
Payroll Item Name	Payroll Item A...	Is Addition	Is Taxed	Application Type	Payroll Item Am...	Initial Taxable ...
Transport		true	true	Fixed Amount	3500	1000
Pension Emplo...		false	false	Percentage Of ...	7	0
Mobile Allowance		true	true	Fixed Amount	200	1000
PF Employee C...		false	false	Percentage Of ...	15	0

Page 1 of 1 | Displaying 1 - 6 of 6

Id No.	First Name	Middle N...	Last Name	Salary (ETB)	A...	Applicable f...	Applicable to	Perc...	Ne...
--------	------------	-------------	-----------	--------------	------	-----------------	---------------	---------	-------

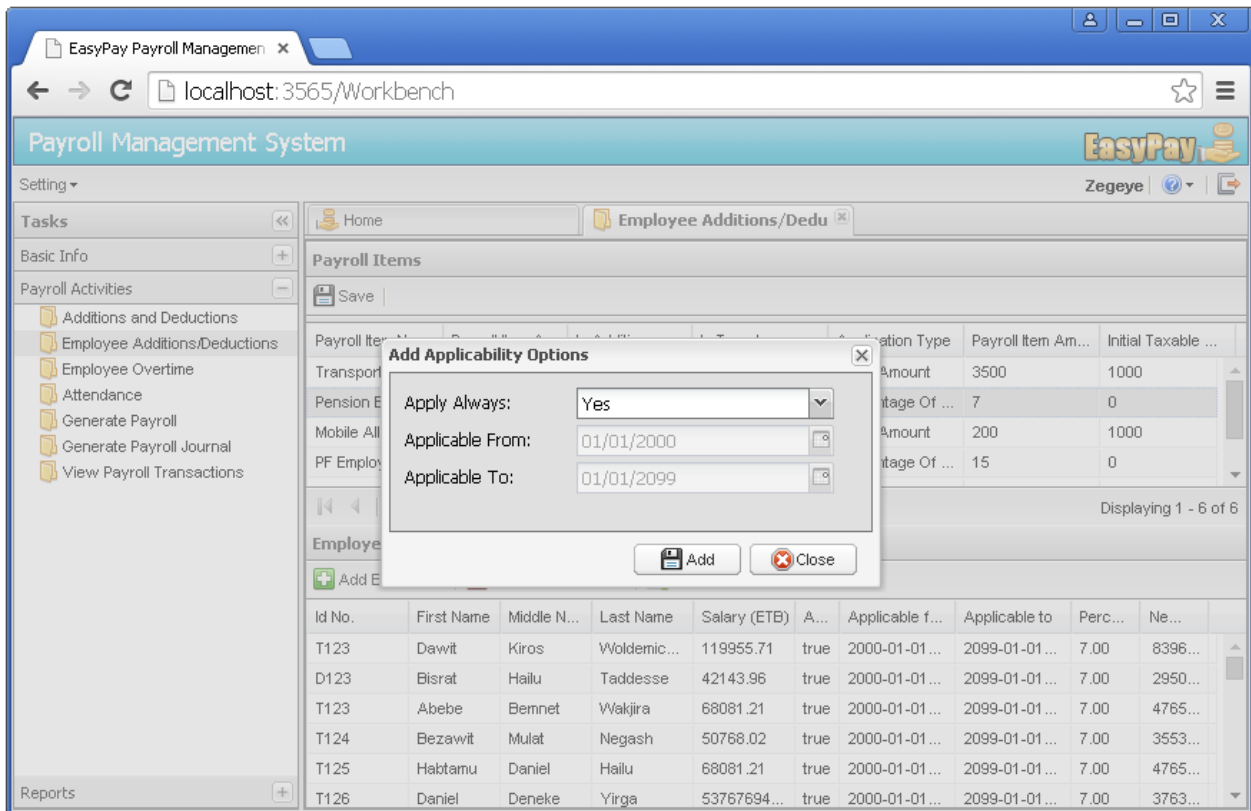
Step 2: Select a particular payroll item from the top grid E.g. Pension Employee Cont

Step 3: Then click on the add employee's button. A new window that helps users to select list of employees will pop up



Step 4: Using the provided filtering criteria, select employees who are entitled to that particular payroll item. Then click on the select button.

Step 5: After selecting the employees, Click on the Applicability options button. This will allow users to define the applicability period range of the payroll item for the selected employees. There are two options for defining applicability: 1) Select "Yes" from the *Apply Always* drop down menu. Setting this option to true will associate the payroll item with the employees for an indefinite period of time, therefore whenever generating payroll transaction for any given period, the system will always associate that payroll item and the selected employee. 2) Select "No" from the *Apply Always* drop down menu. Then specify the period or date range, so that the system will only associate that particular payroll item for the specified date range. Then click on the Add button.



Step 6: After defining the applicability range, enter the payroll item amount on the New Amount column of the bottom grid for each employee.

Step 7: After you finish associating, selecting applicability range and filling the payroll item amount, click on the Save button which is located at the top left corner of the payroll items panel.

Congratulations! You have now successfully associated an employee with a payroll item.

Managing Employee Overtime Hours

Managing Employee Overtime Hours (OT)

OT can be considered as the time worked beyond one's scheduled working hours, or is the compensation you normally earn for the extra work you perform.

Recording Employee OT Hours

Step 1: Click on the Payroll Activities menu -> Click on the Employee Overtime sub menu.

Then a new page that shows Employee overtime hours will be displayed.

Step 2: Select one employee from the top grid.

Step 3: Select Period from the upper menu bar of the employees panel. Then available OT hours for the selected payroll and employee will be displayed on the bottom grid.

Step 4: Click on the Approve OT hour button located at the top left corner of the employees panel.

The screenshot shows the 'EasyPay Payroll Management System' interface. The browser address bar indicates 'localhost:3565/Workbench'. The page title is 'Payroll Management System'. The user 'Zegeye' is logged in.

Left Sidebar (Tasks):

- Basic Info
- Payroll Activities
 - Additions and Deductions
 - Employee Additions/Deductions
 - Employee Overtime
 - Attendance
 - Generate Payroll
 - Generate Payroll Journal
 - View Payroll Transactions
- Reports

Top Menu Bar: Home, Employee Overtime

Employee Overtime Panel:

- Buttons: Save OT, Remove OT, Select Period (January)
- Table of Employees:

Id No.	First Name	Middle
T123	Dawit	Kir
D123	Bisrat	Ha
T123	Abebe	Be
T124	Bezawit	Mu

Overtime Hours Table:

Overtime Type	Hours Worked	Date
1 Holiday	2	Sun Feb 01 2015 00:00:00 GMT+0300 (E. Africa Standard Time)

Page 1 of 1, Displaying 1 - 33 of 33

Managing Employee Attendance

Managing Employee Attendance

EasyPay normally calculates the total number of working days in a given period by excluding weekends. If an employee fails to report during the weekdays, the system will generate payroll accordingly by calculating the deductible amount from the absence days.

Recording Employee Total Working Days

Step 1: Click on the Payroll Activities menu -> Click on the Attendance sub menu. Then a new page that shows total working days for the month will be displayed.

Step 2: Filter employees based on departments.

Step 3: Select Period from the upper menu bar of the employees panel.

Step 4: Go to the employees grid on the right panel and enter the total working days in the No Of Days Worked column only for those employees who were absent for one or more days.

Step 4: Click on the Save Attendance button located at the top of the employees panel.

The screenshot displays the 'Attendance' module in the EasyPay Payroll Management System. The interface is divided into several sections:

- Header:** 'Payroll Management System' and 'EasyPay' logo.
- Left Sidebar:** Contains 'Tasks' (Basic Info, Payroll Activities) and 'Reports'.
- Main Panel:**
 - Departments:** A tree view showing 'Finance and Logistics', 'Land', 'Project Management', 'Monitoring and Evaluation M4P', and 'Head Office Administration Operation'.
 - Select Period:** A dropdown menu currently set to 'January'.
 - Save Attendance:** A button to save the recorded attendance.
 - Table:** A table listing employees with columns: Id No., First Name, Middle Na..., Last Name, Position, and No Of Days Worked. The table contains 15 rows of employee data.
- Footer:** A pagination bar showing 'Page 1 of 1' and 'Displaying 1 - 33 of 33'.

Generating Payroll

Generating Payroll

EasyPay tries to simplify the tedious and time taking task of generating pay sheets as much as possible, it now only takes to click on a single button. Once the basic inputs that are usefully for payroll generation are provided, the next step is to process payroll transactions.

Steps

Step 1: Click on the Payroll Activities menu -> Click on the Generate Payroll sub menu. Then a new page that allows users to select list of employees and period will be displayed.

Step 2: Click on the Add Employees button. A new window that helps users to select list of employees will pop up.

Step 3: Using the provided filtering criteria, select employees who are entitled for payroll generation.

Step 4: Select period and Click on the Generate button.

The screenshot shows the 'Generate Payroll' screen in the EasyPay Payroll Management System. The interface includes a sidebar with 'Payroll Activities' and 'Reports' sections. The main area displays a table of employees with columns for IdentityNo, First Name, Middle Name, Last Name, and SalaryETB(ETB). Below this, there is a 'Refresh Transaction' button and a detailed table of payroll transactions with columns for Employee Name, Basic, Pensi, Total, Taxa, Gros, Taxa, Pensi, Incom, cost, Loan, Total, and NetPa.

IdentityNo	First Name	Middle Name	Last Name	SalaryETB(ETB)
T123	Dawit	Kiros	Woldemichael	119955.71
D123	Bisrat	Hailu	Taddesse	42143.96
T123	Abebe	Bemnet	Wakjira	68081.21
T124	Bezawit	Mulat	Negash	50768.02
T125	Habtamu	Daniel	Hailu	68081.21
T126	Daniel	Deneke	Yirga	53767694.2026
T127	Mulat	Dawit	Bemnet	105603.982
T128	Hailu	Mergya	yeshitila	50768.02

En...	Employee Name	Basic...	Pensi...	Total...	Total...	Taxa...	Gros...	Taxa...	Pensi...	Incom...	cost ...	Loan	Total...	NetPa...
1	T123 Dawit Kiros Woldemichael	119,9...	13,19...	0.00	0.00	0.00	119,9...	119,9...	8,396...	41,31...	0.00	0.00	49,71...	70,22...
2	D123 Bisrat Hailu Taddesse	42,13...	4,635...	0.00	0.00	0.00	42,13...	42,13...	2,950...	14,08...	0.00	0.00	17,03...	25,10...
3	T123 Abebe Bemnet Wakjira	68,07...	7,488...	0.00	0.00	0.00	68,07...	68,07...	4,765...	23,16...	0.00	0.00	27,92...	40,14...
4	T124 Bezawit Mulat Negash	50,76...	5,584...	0.00	0.00	0.00	50,76...	50,76...	3,553...	17,10...	0.00	0.00	20,65...	30,10...
5	T125 Habtamu Daniel Hailu	68,07...	7,488...	0.00	0.00	0.00	68,07...	68,07...	4,765...	23,16...	0.00	0.00	27,92...	40,14...
6	T126 Daniel Deneke Yirga	53,76...	5,914...	0.00	0.00	0.00	53,76...	53,76...	3,763...	0.00	0.00	0.00	3,763...	49,99...
7	T127 Mulat Dawit Bemnet	105,5...	11,61...	0.00	0.00	0.00	105,5...	105,5...	7,392...	36,29...	0.00	0.00	43,68...	61,90...
8	T128 Hailu Mergya yeshitila	50,76...	5,584...	0.00	0.00	0.00	50,76...	50,76...	3,553...	17,10...	0.00	0.00	20,65...	30,10...
9	T129 Deneke Hailemariam ...	50,76...	5,584...	0.00	0.00	0.00	50,76...	50,76...	3,553...	17,10...	0.00	0.00	20,65...	30,10...
10	T130 Dawit Suraphel Abera	108,6...	11,95...	0.00	0.00	0.00	108,6...	108,6...	7,609...	0.00	0.00	0.00	7,609...	101,0...
11	T131 Edilu Negash Sellasse	42,13...	4,635...	0.00	0.00	0.00	42,13...	42,13...	2,950...	14,08...	0.00	0.00	17,03...	25,10...
12	T132 Ejigu Alemayehu Beg...	76,33...	8,398...	0.00	0.00	0.00	76,33...	76,33...	5,344...	26,05...	0.00	0.00	31,40...	44,93...

Congratulations! You have now successfully associated an employee with a payroll item.

Generating Payroll Journals

Generating Payroll Journal

A payroll journal is a detailed record of accounting transactions related to payroll. Payroll has to first be generated before instructing the system to journalize transactions. Due to the fact that the time it takes to generate payroll journals for a given month, generation of payroll journals in EasyPay is initiated by a user request. The journals can be exported to excel and other formats from the system.

Steps

Step 1: Click on the Payroll Activities menu -> Click on the Generate Payroll Journal sub menu. Then a new page that allows users to select period and generate journals will be displayed.

Step 4: Select period and Click on the Generate button.

Quick Viewing of Payroll Transactions

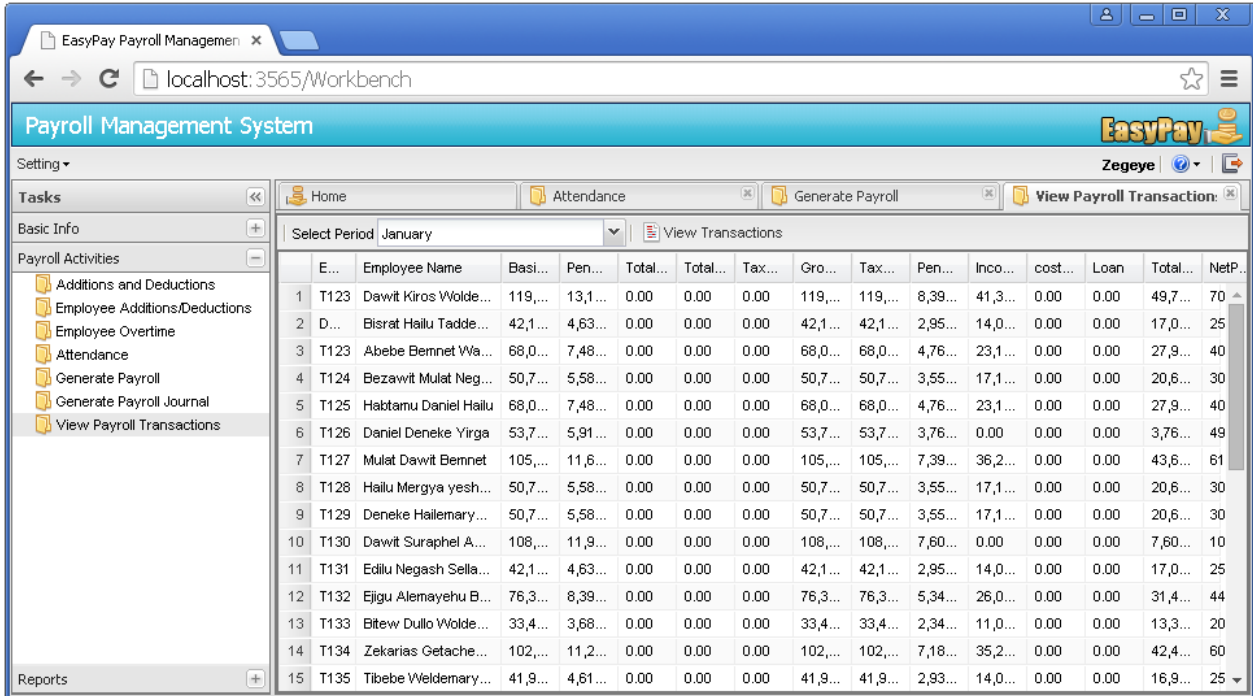
Quick Viewing of Payroll Transactions

Once payroll is generated, EasyPay allows users to see the transactions in a raw format by following the following steps :

Steps

Step 1: Click on the Payroll Activities menu -> Click on the View Payroll Transactions sub menu. Then a new page that allows users to select period and view payroll entries will be displayed.

Step 4: Select period and Click on the View button.



The screenshot shows the 'View Payroll Transactions' window in the EasyPay system. The 'Select Period' is set to 'January'. The table below displays the payroll transactions for 15 employees.

	E...	Employee Name	Basi...	Pen...	Total...	Total...	Tax...	Gro...	Tax...	Pen...	Inco...	cost...	Loan	Total...	NetP...
1	T123	Dawit Kiros Wolde...	119,...	13,1...	0.00	0.00	0.00	119,...	119,...	8,39...	41,3...	0.00	0.00	49,7...	70
2	D...	Bisrat Hailu Tadde...	42,1...	4,63...	0.00	0.00	0.00	42,1...	42,1...	2,95...	14,0...	0.00	0.00	17,0...	25
3	T123	Abebe Bemnet Wa...	68,0...	7,48...	0.00	0.00	0.00	68,0...	68,0...	4,76...	23,1...	0.00	0.00	27,9...	40
4	T124	Bezawit Mulat Neg...	50,7...	5,58...	0.00	0.00	0.00	50,7...	50,7...	3,55...	17,1...	0.00	0.00	20,6...	30
5	T125	Habtamu Daniel Hailu	68,0...	7,48...	0.00	0.00	0.00	68,0...	68,0...	4,76...	23,1...	0.00	0.00	27,9...	40
6	T126	Daniel Deneke Yirga	53,7...	5,91...	0.00	0.00	0.00	53,7...	53,7...	3,76...	0.00	0.00	0.00	3,76...	49
7	T127	Mulat Dawit Bemnet	105,...	11,6...	0.00	0.00	0.00	105,...	105,...	7,39...	36,2...	0.00	0.00	43,6...	61
8	T128	Hailu Mergya yesh...	50,7...	5,58...	0.00	0.00	0.00	50,7...	50,7...	3,55...	17,1...	0.00	0.00	20,6...	30
9	T129	Deneke Hailmary...	50,7...	5,58...	0.00	0.00	0.00	50,7...	50,7...	3,55...	17,1...	0.00	0.00	20,6...	30
10	T130	Dawit Suraphel A...	108,...	11,9...	0.00	0.00	0.00	108,...	108,...	7,60...	0.00	0.00	0.00	7,60...	10
11	T131	Edilu Negash Sella...	42,1...	4,63...	0.00	0.00	0.00	42,1...	42,1...	2,95...	14,0...	0.00	0.00	17,0...	25
12	T132	Ejigu Alemayehu B...	76,3...	8,39...	0.00	0.00	0.00	76,3...	76,3...	5,34...	26,0...	0.00	0.00	31,4...	44
13	T133	Bitew Dullo Wolde...	33,4...	3,68...	0.00	0.00	0.00	33,4...	33,4...	2,34...	11,0...	0.00	0.00	13,3...	20
14	T134	Zekarias Getache...	102,...	11,2...	0.00	0.00	0.00	102,...	102,...	7,18...	35,2...	0.00	0.00	42,4...	60
15	T135	Tibebe Weldemary...	41,9...	4,61...	0.00	0.00	0.00	41,9...	41,9...	2,93...	14,0...	0.00	0.00	16,9...	25

Reports Menu

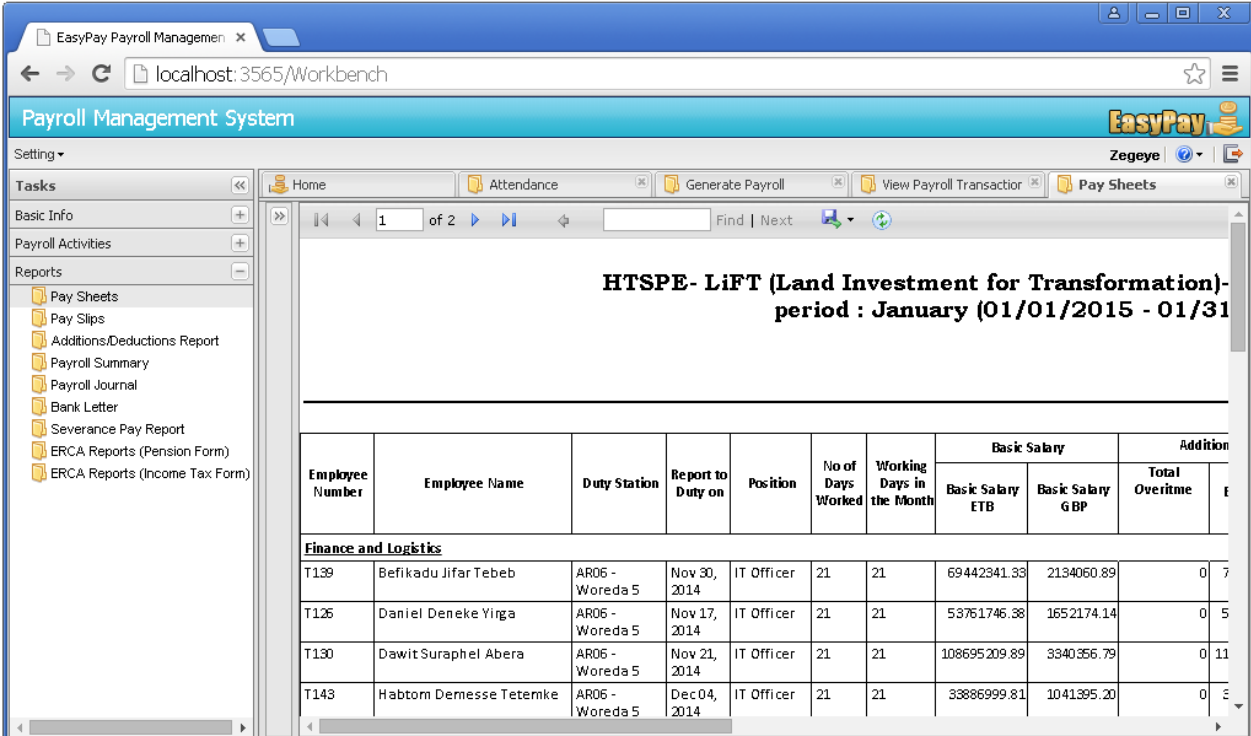
Viewing Pay Sheets

Viewing Pay Sheets

Steps

Step 1: Click on the Reports menu -> Click on the Pay Sheets sub menu. Then a new page that allows users to select period and filter employees based on different criteria will be displayed.

Step 4: Select period and Click on the preview button.



The screenshot displays the EasyPay Payroll Management System web application. The browser address bar shows 'localhost:3565/Workbench'. The application header includes the title 'Payroll Management System' and the 'EasyPay' logo. A left sidebar contains a 'Reports' menu with 'Pay Sheets' selected. The main content area shows a report titled 'HTSPE- LiFT (Land Investment for Transformation)- period : January (01/01/2015 - 01/31)'. Below the title is a table with columns for Employee Number, Employee Name, Duty Station, Report to Duty on, Position, No of Days Worked, Working Days in the Month, Basic Salary ETB, Basic Salary GBP, and Total Overtime. The table lists four employees from the 'Finance and Logistics' department, all IT Officers at 'AR06 - Woreda 5'.

Employee Number	Employee Name	Duty Station	Report to Duty on	Position	No of Days Worked	Working Days in the Month	Basic Salary		Total Overtime
							Basic Salary ETB	Basic Salary GBP	
Finance and Logistics									
T139	Befikadu Jifar Tebeb	AR06 - Woreda 5	Nov 30, 2014	IT Officer	21	21	69442341.33	2134060.89	0
T126	Daniel Deneke Yirga	AR06 - Woreda 5	Nov 17, 2014	IT Officer	21	21	53761746.38	1652174.14	0
T130	Dawit Suraphel Abera	AR06 - Woreda 5	Nov 21, 2014	IT Officer	21	21	108695209.89	3340356.79	0
T143	Habtom Demesse Tetermke	AR06 - Woreda 5	Dec 04, 2014	IT Officer	21	21	33886999.81	1041395.20	0

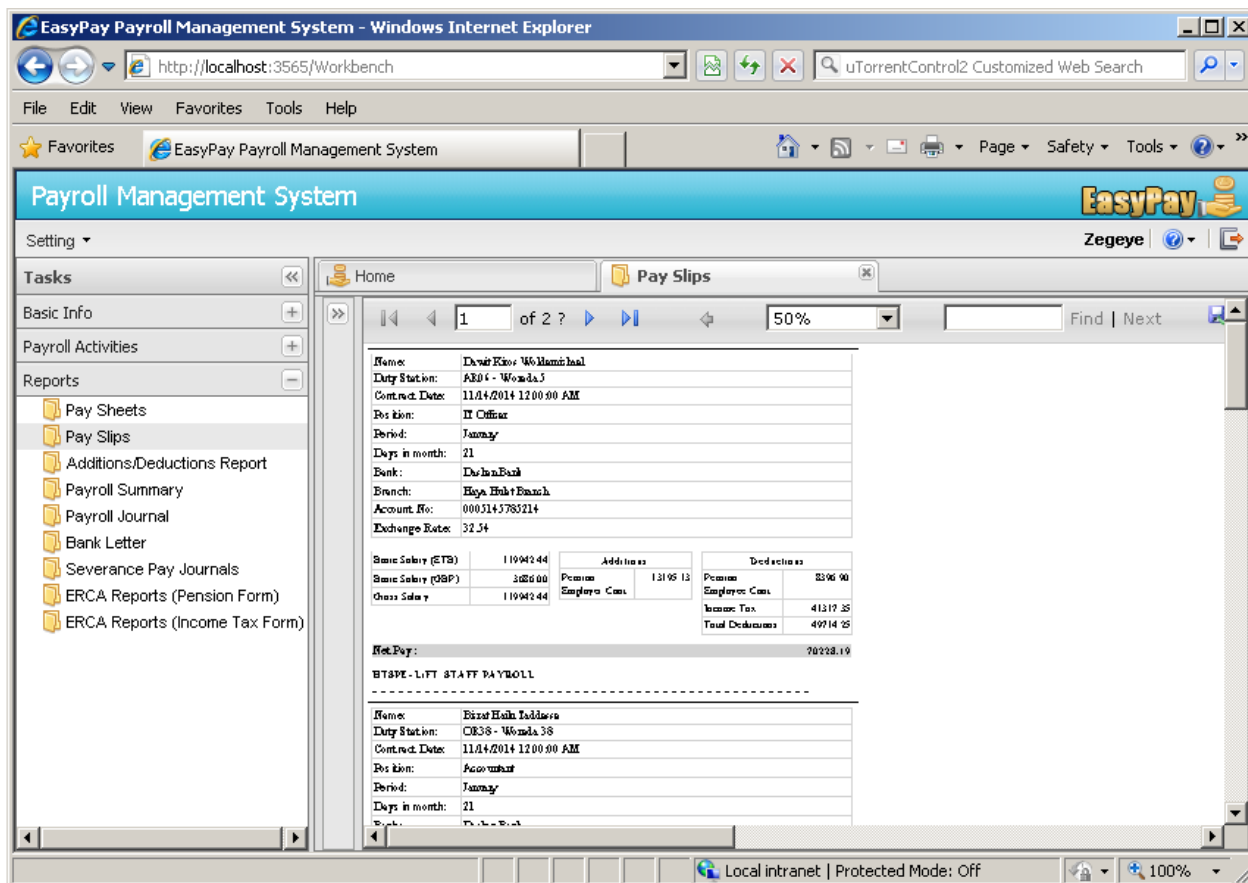
Viewing Pay Slips

Viewing Pay Slips

Steps

Step 1: Click on the Reports menu -> Click on the Pay Slips sub menu. Then a new page that allows users to select period and filter employees based on different criteria will be displayed.

Step 4: Select period and Click on the preview button.



Filtering Monthly Expenses by Payroll Item

Filtering monthly expenses by payroll items

You can view a particular payroll item's monthly expense using this feature of the system. For instance, managers and other decision makers are usually interested in knowing the total paid amount of a transport allowance for a given month.

Steps

Step 1: Click on the Reports menu -> Click on the Additions\Deductions sub menu. Then a new page that allows users to select period and filter employees based on different criteria will be displayed.

Step 4: Select period and Click on the preview button.

Viewing Payroll Summary

Viewing Payroll Summary

Payroll summaries are essentially pay sheets but the transactions in this report type are grouped by departments as opposed to employee details.

Steps

Step 1: Click on the Reports menu -> Click on the Payroll Summary sub menu. Then a new page that allows users to select period and filter employees based on different criteria will be displayed.

Step 4: Select period and Click on the preview button.

The screenshot shows the EasyPay Payroll Management System interface. The left sidebar contains a 'Reports' menu with 'Payroll Summary' selected. The main content area displays the 'Payroll Summary' report for 'HTSPE- LiFT (Land Investment Transformation)' for the period '01/01/2015 - 01/01/2016'. The report is presented as a table with the following data:

Units	Basic Salary	Additions		Taxable Additions	Gross
		Total Overtime	Pension Employer Cont		
Finance and Logistics	805632035.98	0	29543032.38	0	805
Land	2647738.68	0	97094.48	0	2
Monitoring and Evaluation M&P	203551015.38	0	7464362.94	0	203
Project Management	305299775.19	0	11195563.55	0	305
Grand Total	1317130565.23	0	48300053.35	0	13171

*Viewing Payroll Journals***Viewing Payroll Journals**

This report type allows users to view the generated journal transactions. Click [here](#) to see how to generate payroll journals.

Steps

Step 1: Click on the Reports menu -> Click on the Payroll Journals sub menu. Then a new page that allows users to select period and filter employees based on different criteria will be displayed.

Step 4: Select period and Click on the preview button.

The screenshot shows the 'Payroll Journal' report for 'HTSPE- LiFT (Land Investment for Transformation)'. The report is displayed in a web browser window with the URL 'localhost:3565/Workbench'. The interface includes a navigation bar with 'Home', 'Pay Slips', 'Additions/Deductions Report', 'Payroll Summary', and 'Payroll Journal'. The report table is as follows:

Description	Department	Account No	Dr	Cr
Local Salaries and Wages For Land	001	90101	882677.20	
Pension Employer Cont For Land	001	90101	97094.49	
Net Pay Control		90101		524818.46
Employee Tax Deducted		90101		296071.34
Pension Control		90101		158881.90
			979771.69	979771.70

*Generating Bank Letters***Generating Bank Letters**

EasyPay automatically generates bank statements after a generation of payroll transactions. Using this report utility you can print your statements and send the letter to the corresponding banks.

Steps

Step 1: Click on the Reports menu -> Click on the Bank Letter sub menu. Then a new page that allows users to select period and filter employees based on different criteria will be displayed.

Step 4: Select period and Click on the preview button.

The screenshot shows the EasyPay Payroll Management System interface. The browser address bar indicates the URL is localhost:3565/Workbench. The system title bar shows 'Payroll Management System' and the user 'Zegeye'. The main menu includes Home, Pay Slips, Additions/Deductions Re, Payroll Summary, Payroll Journal, and Bank Letter. The Bank Letter screen displays the following information:

Select Period: January
 Bank: Dashen Bank
 Bank Branch: Haya Hulet Branch

Preview [X] Reset

HTSPE- LiFT (Land Investment for Transformation)

Bank Letter For the Month of January 2014

Employee Name	Department	Bank Account No	Unique Ref	Net Pay
ros Woldemichael	001	0005145785214	T123	70228.1903
ailu Taddesse	001	0005145785214	D123	25102.9729
emnet Wakjira	001	5145785214	T123	40144.7053
Mulat Negash	001	5145785214	T124	30104.2987
Daniel Hailu	001	5145785214	T125	40144.7053
reneke Yirga	SLLC01	5145785214	T126	49998007.78
awit Bemnet	002	5145785214	T127	61905.2213
ergya yeshitila	001	5145785214	T128	30104.2987
Hailemaryam Aydelil	001	5145785214	T129	30104.2987
raphel Abera	SLLC01	5145785214	T130	101085703.4

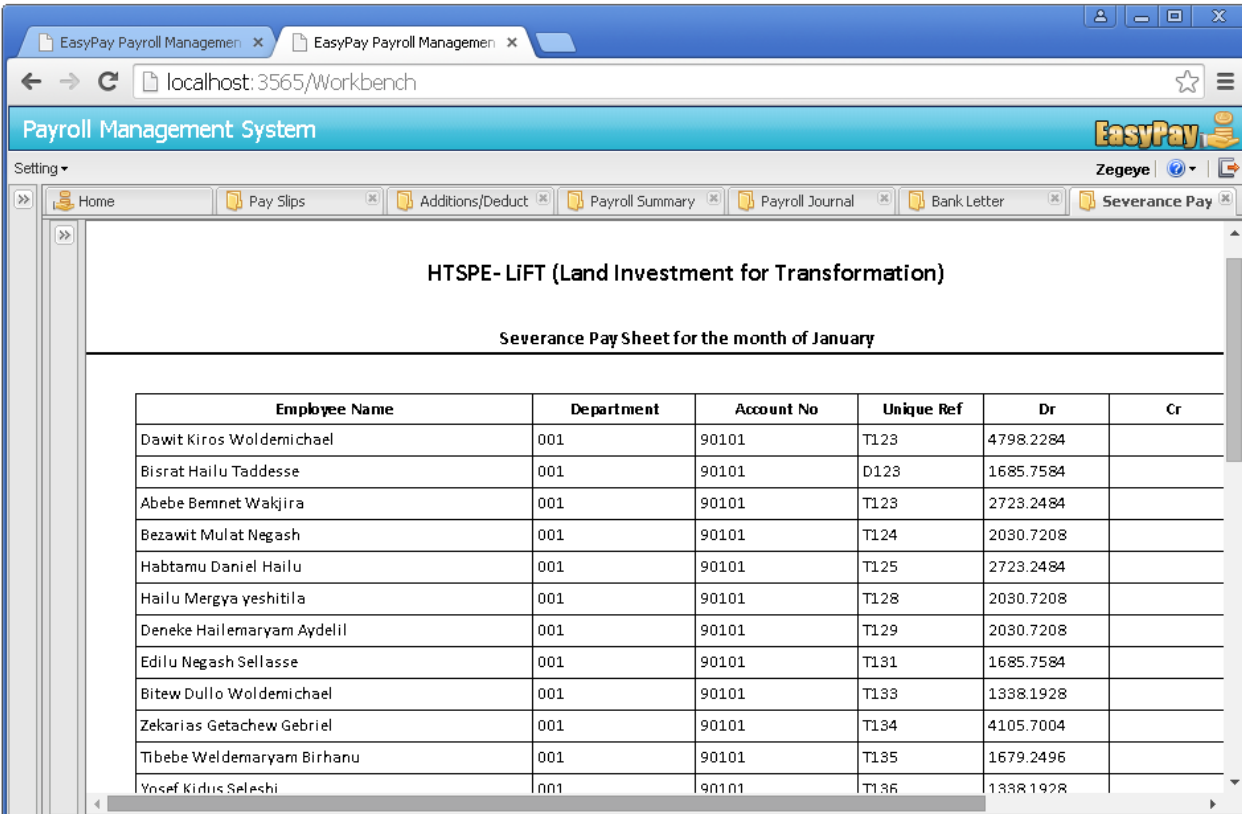
*Viewing Severance Pay Journals***Viewing Severance Pay Journals**

Once a payroll is generated, the system automatically generates the severance pay journals. Users can view the generated journals using this report utility.

Steps

Step 1: Click on the Reports menu -> Click on the Severance Pay Journals sub menu. Then a new page that allows users to select period and filter employees based on different criteria will be displayed.

Step 4: Select period and Click on the preview button.



Employee Name	Department	Account No	Unique Ref	Dr	Cr
Dawit Kiros Woldemichael	001	90101	T123	4798.2284	
Bisrat Hailu Tadesse	001	90101	D123	1685.7584	
Abebe Bemnet Wakjira	001	90101	T123	2723.2484	
Bezawit Mulat Negash	001	90101	T124	2030.7208	
Habtamu Daniel Hailu	001	90101	T125	2723.2484	
Hailu Mergya yeshitila	001	90101	T128	2030.7208	
Deneke Hailemaryam Aydelil	001	90101	T129	2030.7208	
Edilu Negash Sellasse	001	90101	T131	1685.7584	
Bitew Dullo Woldemichael	001	90101	T133	1338.1928	
Zekarias Getachew Gebriel	001	90101	T134	4105.7004	
Tibebe Weldemaryam Birhanu	001	90101	T135	1679.2496	
Yusef Kidus Saleshi	001	90101	T136	1338.1928	

Generating Other Reports

Generating other reports

EasyPay also generates other very important reports that are demanded by the Ethiopian Revenue and Customs Authority (ERCA).

Generating Income Tax Summary Report

This report type generally summarizes and presents the taxable benefits and the income tax associated with them for each employee along with the total number of terminated employees for the selected month.

Steps

Step 1: Click on the Reports menu -> Click on the ERCA Reports(Income Tax Form) sub menu. Then a new page that allows users to select period will be displayed.

Step 4: Select period and Click on the preview button.

The screenshot shows the EasyPay Payroll Management System interface. The sidebar on the left has 'Reports' expanded, with 'ERCA Reports (Income Tax Form)' selected. The main content area displays a form for generating the report. The form includes fields for 'Period' and a 'Preview' button. Below the form, there is a table showing employee data and tax calculations.

(ሀ) የሰራተኛው የሰራተኛው ቁጥር (TIN)	(ሐ) የሰራተኛው ስም፣ የአድራሻ፣ የስልክ ቁጥር	(መ) የተቀረበው ቀን /ቀን/ወር/ዓ.ም/	(ሠ) የወር ደመወዝ / ብር/	(ረ) ጠቅላላ የተሰጠው ብር	(ሰ) የሰራተኛው የተሰጠው ብር
875444169	ዳዊት ክርስቲያን ለገሰ	Nov 14, 2014	119942.44	8395.97	8
000475145	ሰላሳው ለገሰ	Nov 14, 2014	42139.30	2949.75	2
000000000	ጠቅላላ			11344.72	

Generating Pension Fund Report

This report type shows the Employer and Employee Pension contributions along with the total number of terminated employees for the selected month.

Steps

Step 1: Click on the Reports menu -> Click on the ERCA Reports(Pension Form) sub menu. Then a new page that allows users to select period will be displayed.

Step 4: Select period and Click on the preview button.

Settings Window

Settings Window

This window contains the basic settings that are required by the application. This window in general has two sections:

Click on the Settings button of the work area...

- [Posting Settings](#) and
- [General Settings](#)

*Posting Settings***Posting Settings**

This tab allows users to assign subsidiary ledger accounts for each payroll item and for each department. By doing so, we are mapping each payroll item for each department . For instance : take a look at the following table.

Payroll Item	Department	SL Account
Transport Allowance	Finance and Logistics	90303
Transport Allowance	Project Management	90101
Overtime	Finance and Logistics	90303
Overtime	Project Management	90501

As you can see from the table above, even for the same payroll item, there is a different SL Account for each department. The system will use this Payroll item, Department and SL Account association when journalizing payroll transactions.

Therefore the Posting Setting tab allow us to make the aforementioned mapping. the following steps show us how to get these things done.

Steps

Step 1: Click on the Settings button on the top left corner of the systems work area -> a new window will pop up

Step 2: Click on a particular payroll item from the left panel

Step 3: Go to the departments panel which is found on the right side of the window and select an account from the Account column for the corresponding department.

General Settings

General Settings

The Settings tab on the Settings window allows users to modify existing values for example, current fuel price, total working days for the current month and Ethiopian Birr to Great Britain Pound conversion rate etc. These settings will be consumed by the system at different levels such as while generating payroll and journals.

