Salary Processing User Guide

Oracle FLEXCUBE Universal Banking

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Salary Processing User Guide
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1. Preface

1.1 Introduction

This manual is designed to help you to quickly get familiar with the Salary Processing module of Oracle FLEXCUBE. It takes you through the various stages in processing a Payments or Collections transaction.

You can further obtain information specific to a particular field by placing the cursor on the relevant field and striking <F1> on the keyboard.

1.2 Audience

This manual is intended for the following User/User Roles:

Role	Function
Back Office Trade Finance Department Clerks	PC Contract Input functions except Authorization.
Back Office Trade Finance Department Officers	PC Contract Authorization, maintenance of static data specific to the BC module
Front end Trade Finance Product Managers	PC Product definition functions excluding authorization. BC Report/Query functions
End of Day Operators	End and beginning of day related processing functions. PC Report/Query functions.
Bank's Financial Controller/ Trade Finance Department Manager	Branch level processing related setup for PC module and Authorization of the same Authorization of PC product definitions/amendments PC Report/Query functions
MIS Department Officers	PC Query/Report functions

1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

1.4 Organization

This manual is organized into the following chapters:

Chapter 1	*Preface* gives information on the intended audience. It also lists the various chapters covered in this User Manual.
Chapter 2	*Processing Salaries* explains how salaries are processed in this module. Gives information on basic information that needs to be maintained in the system before beginning operations for salary processing
Chapter 3	*Reports* lists the possible reports that can be generated for the Module.

Chapter 4	*Function ID Glossary* has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

1.5 Related Documents

You may need to refer to any or all of the User Manuals while working on the SP module:

- Procedures
- Products
- User Defined Fields

1.6 Glossary of Icons

This User Manual may refer to all or some of the following icons:

Icons	Function
	Exit
	Add row
	Delete row
	Option List

2. Processing Salaries

2.1 Introduction

Salary processing may be one of the significant services you offer your corporate clients. Done manually, this could be a rather prolonged and strenuous task—debiting a specific account of the specified amount and crediting the numerous employee accounts with an appropriate amount, as instructed by your client. The Salary Processing (SL) facility of Oracle FLEXCUBE significantly automates salary processing. This means, salary processing is remarkably quick and error-free.

To begin automatic processing of salaries, you need to set up the following:

- Maintaining Employer details
- Maintaining Employee details
- Maintaining Salary Processing Details
- Making changes to the salary to be paid to an employee, if required
- Execution of the Salary Processing batch process

This chapter explains how you set up reference information that will be used for salary processing.

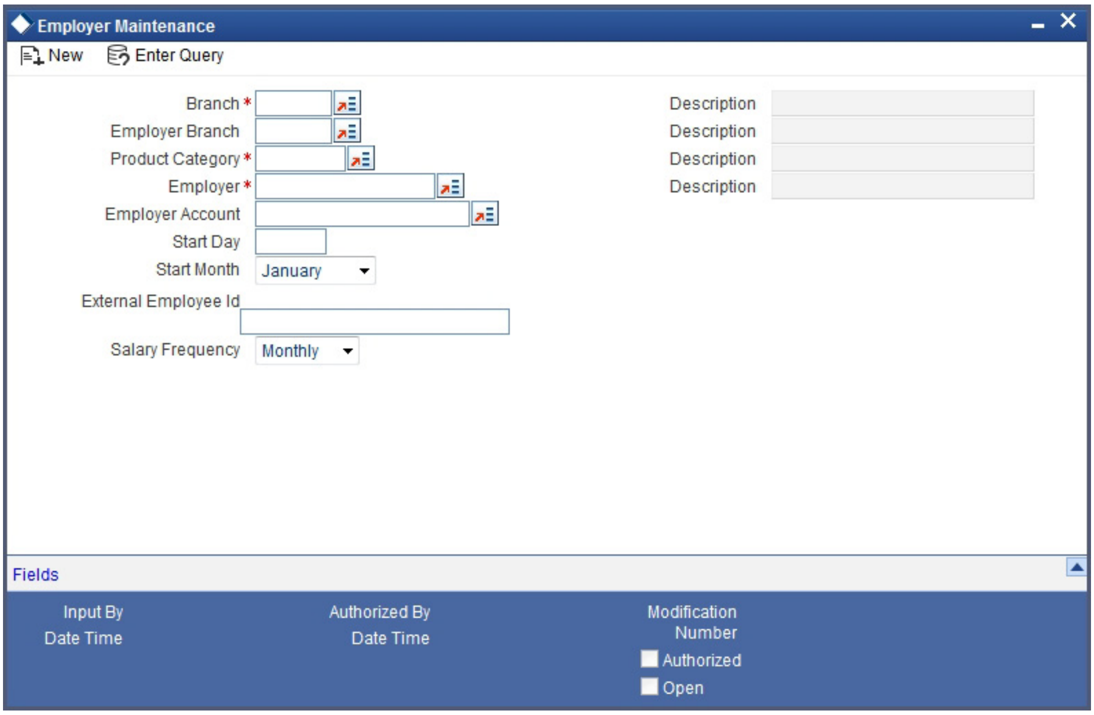
You will also need to maintain a product category in the Payments and Collection module, which will be used for processing salary payments to employees.

For details about maintaining product categories, refer the chapter titled ‘Maintaining information specific to the Payments and Collections module’ in Payments and Collections user manual.

2.2 Maintaining Employer Details

To offer salary processing facilities to a corporate customer using Oracle FLEXCUBE, You can maintain this information in the ‘Employer Maintenance’ screen invoked by typing

'SLDEMPLR' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

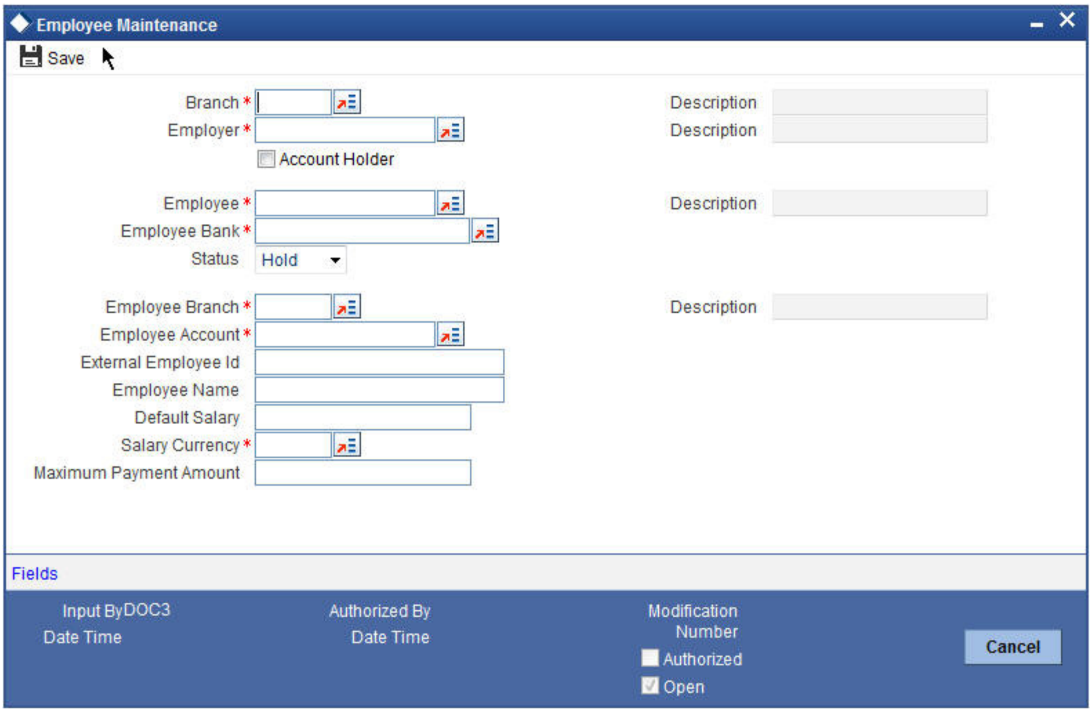


For an employer, you have to specify the following information:

- The Branch at which you are maintaining the information
- The Branch at which the employer maintains the salary account
- The PC Product Category used for salary processing. This must be an outgoing payment category.
- The Employer (this would be a valid CIF ID)
- The Employer Account (this would be a valid CASA account)
- The Start Date and Start Month the Frequency at which the salary is to be paid (On the basis of the start date and the frequency you indicate, the salary for the employees of the company will be credited to their respective accounts.)
- The external employer identification number for the employer
- The frequency at which the employer pays a salary (monthly, quarterly, etc.)

2.3 Maintaining Employee Details

Once you have maintained Employer details, you have to maintain salary information for the employees working for the employer. You can maintain this information in the 'Employee Maintenance' screen invoked from the Application Browser. You can also invoke this screen by typing ‘SLDEMPLY’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

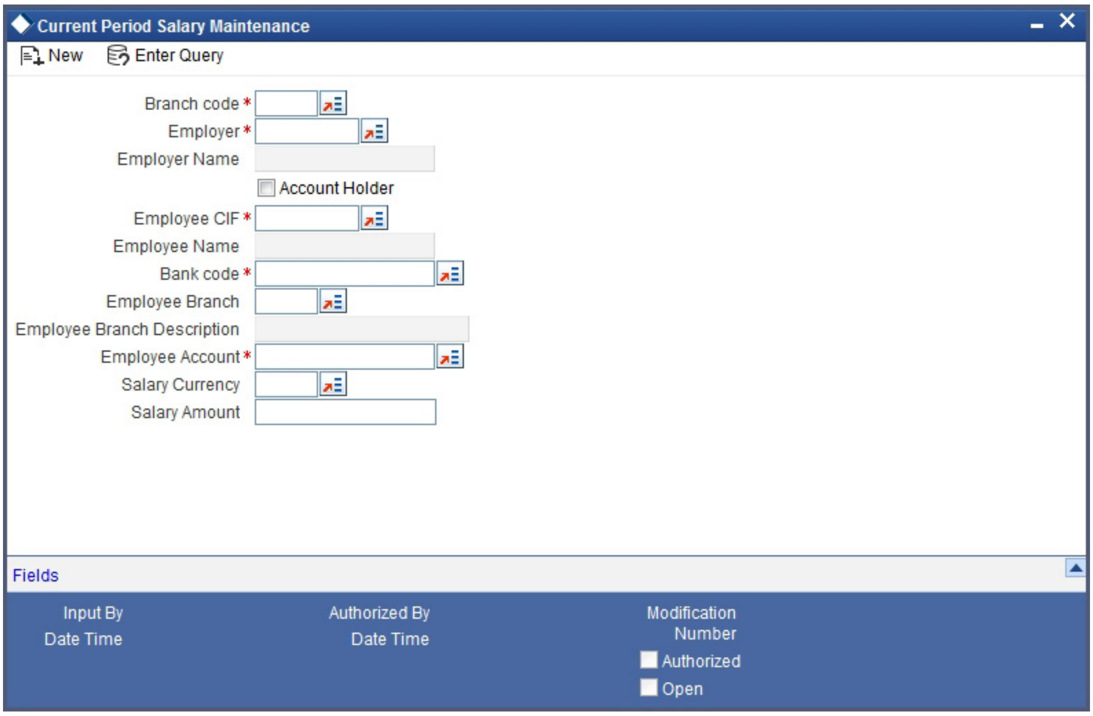


For each employee working for an employer, you have to specify:

- The branch at which you are maintaining details
- The employer for whom the employee works (the CIF ID of the employer)
- The Account holder check box is enabled only if the employee has an Oracle FLEXCUBE account
- Employee to whom he is working
- The CIF ID of the Employee and the ID that identifies the employee with the employer
- The Bank at which the employee holds the salary account
- The status of the employee account (whether closed, active or ‘on hold’)
- The branch at which the employee maintains the salary account
- The account of the Employee in Oracle FLEXCUBE (in case Account holder check box is enabled)
- The external employee identification number of the employee account
- The name of the employee for whom the salary is to be credited
- The default salary to be credited to the employee account (Unless modified, this is the salary that the system posts to the employee account at every salary cycle.)
- The currency in which the salary is to be paid to the employee
- The maximum payment limit amount for the employee

2.4 Changing the Salary Amount for an Employee for the Current Period

In the ‘Employee Details Maintenance’ screen, the default salary that is to be paid to an employee is specified. This is the salary that will be credited to the employee’s account, by default, on every salary payment date. On occasion, however, the salary that is payable to an employee may be more or less than the default amount specified. In the Salary Details for ‘Current Period’ screen, for a due date, you can indicate the salary amount that should actually be credited to an employee only for that period. After the current period, the default salary maintenance in the employee screen will be considered. This screen is invoked by typing ‘SLDSALCP’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



To specify the salary amount for the current period that should be paid to an employee, you have to capture the following information:

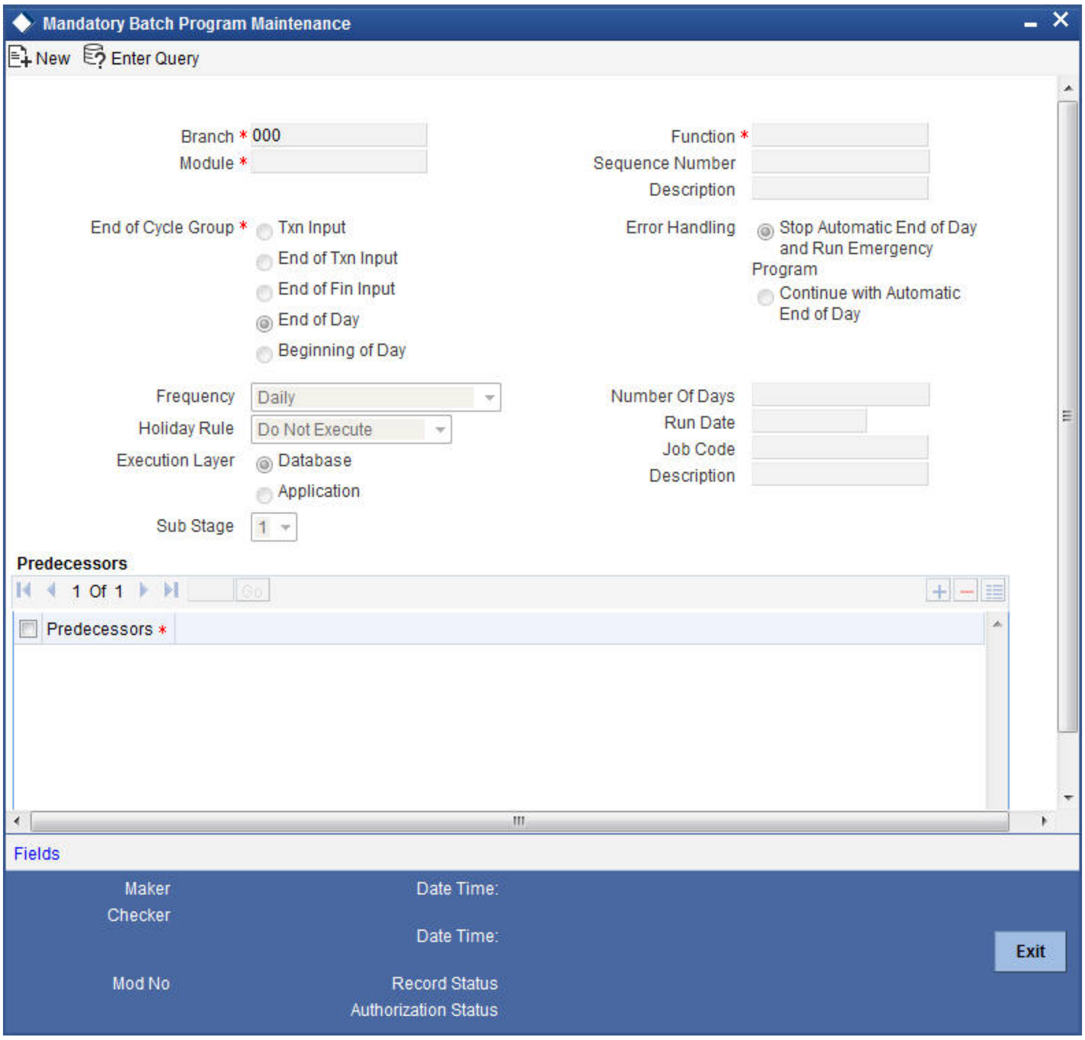
- The Branch (Code) where the employer maintains the salary account
- Employer to whom an employee is working
- The CIF IDs of the employer and employee
- Employee Branch
- The Account holder check box is enabled only if the employee has an Oracle FLEXCUBE account
- The Employee details
- The Salary amount
- The currency in which the salary is to be paid

Once you have captured this information, enter the salary amount that should be credited to the employee’s account on the current payment due date. When you execute the salary process for the current period, the amount you specify here will be credited to the employee’s salary account.

2.5 Processing Salaries for the Day

Based on the salary details that you have maintained for your clients, salary is processed either at the beginning of day (BOD) or during end of day (EOD) marking. This maintenance is done from the Mandatory Batch Program Maintenance screen invoked by typing

‘EIDMANPE’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

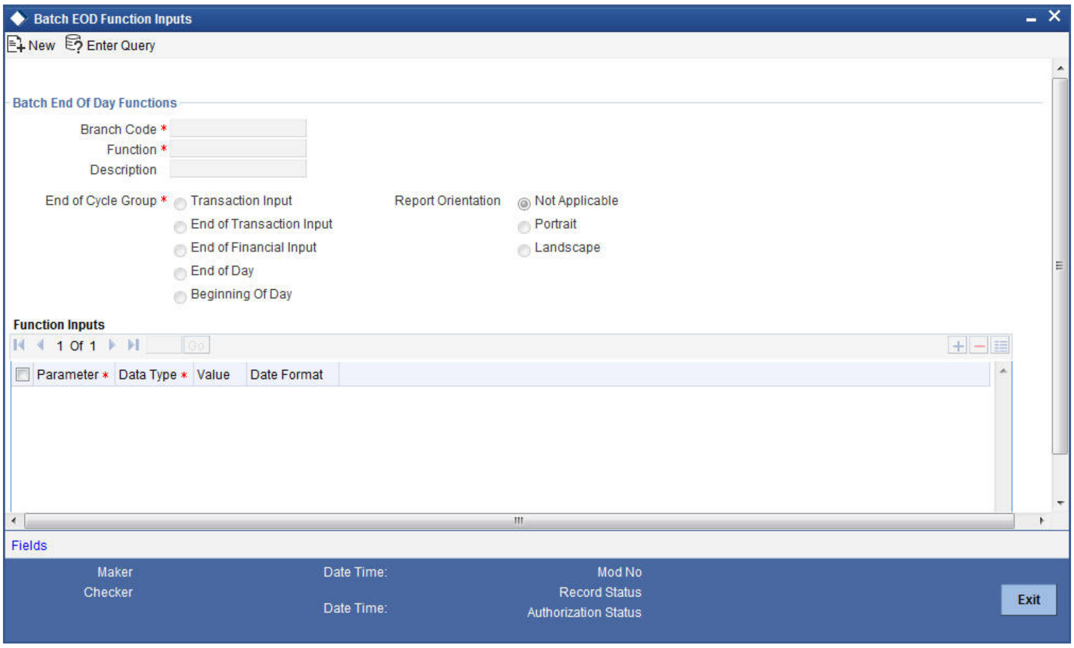


The Salary Batch process posts the debit and credit entries to the respective accounts.

You can opt to execute the Salary Batch Process:

- Only for the current system date
- For the holidays that fall between the current system date and the next working day.

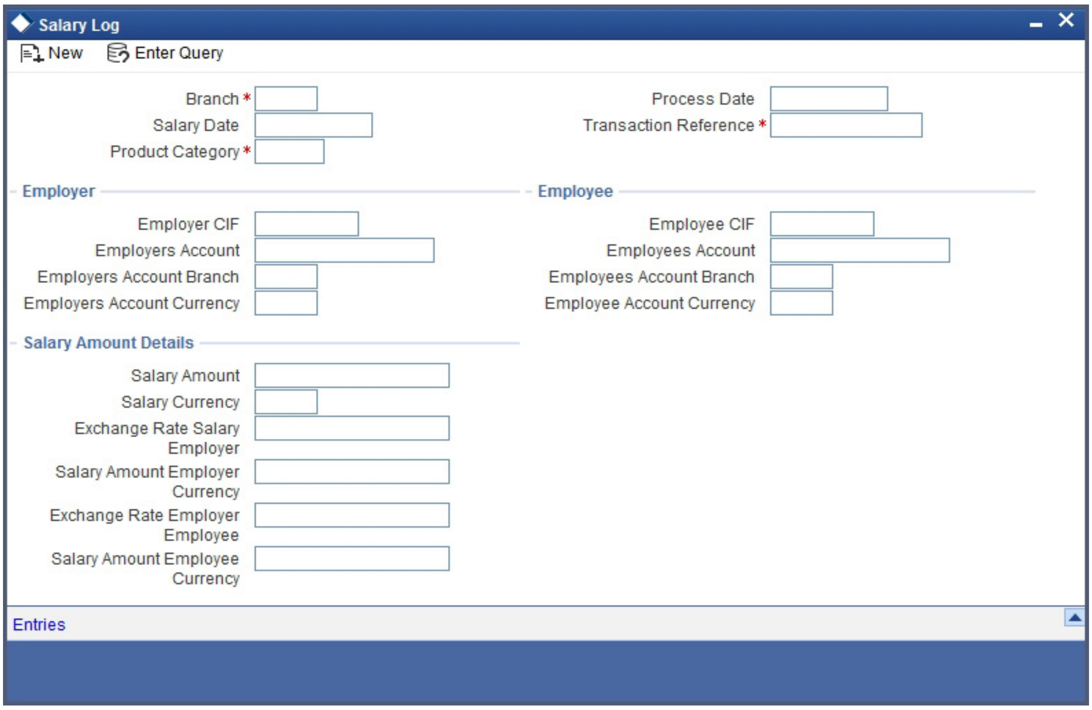
This maintenance is done from the BATCH EOD Function Input screen, this screen is invoked by typing 'BADEODFE' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



If you execute the salary process at EOD, you can opt to process salaries that are due upto the next working day. This is achieved by choosing the Next Working Day-1 option. Note that this option is enabled only if the salary process is marked for EOD.

2.6 Viewing Details of Salaries Processed

You can view the details of the salaries that have been processed in the 'Salary Log' screen. This screen can be invoked from the Application Browser by typing 'SLDSALLG' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

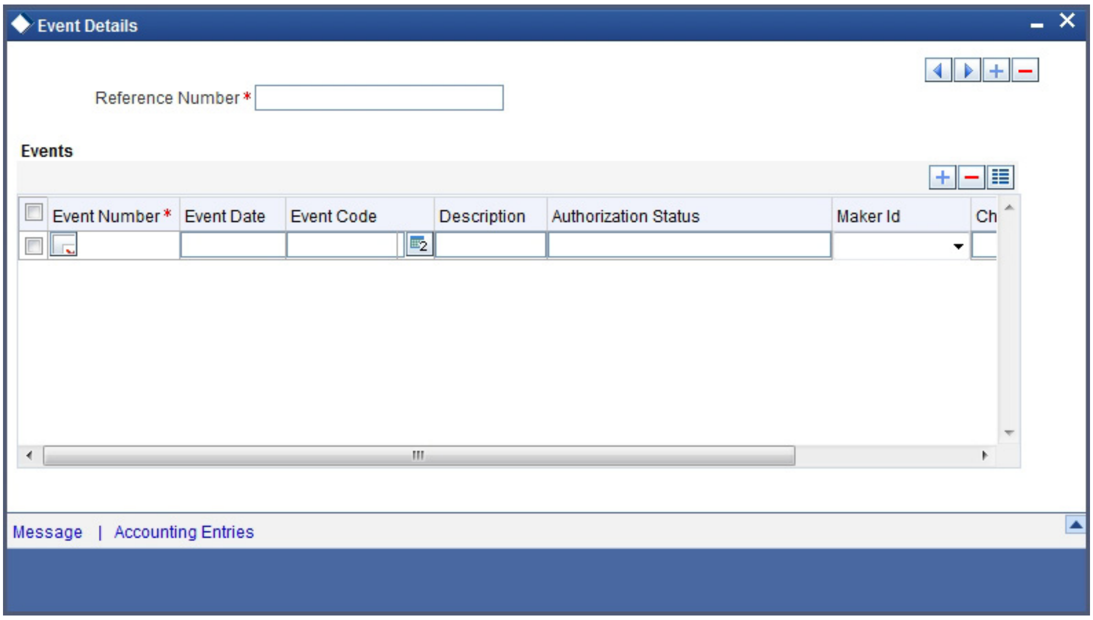


You can view the salary details along the following criteria:

- Branch
- Product Category used for salary processing.
- Salary Date
- Transaction Reference
- Processing Date
- Employer and Employer Customer Identification File
- Employer and Employers Account
- Employers Account Currency
- Salary Amount
- Salary Currency
- Salary Amount Employer Currency
- Exchange Rate Employer Employee
- Exchange Rate Salary Employer
- Employee Customer Identification File
- Employees Account
- Employee Account Branch
- Employee Account Currency

Click ‘Entries’ button to view the accounting entries passed by the Salary Process.

The screen is shown below:



Click on Accounting Entries Button to view the Accounting Entries maintained for the PC Product.

3. Reports

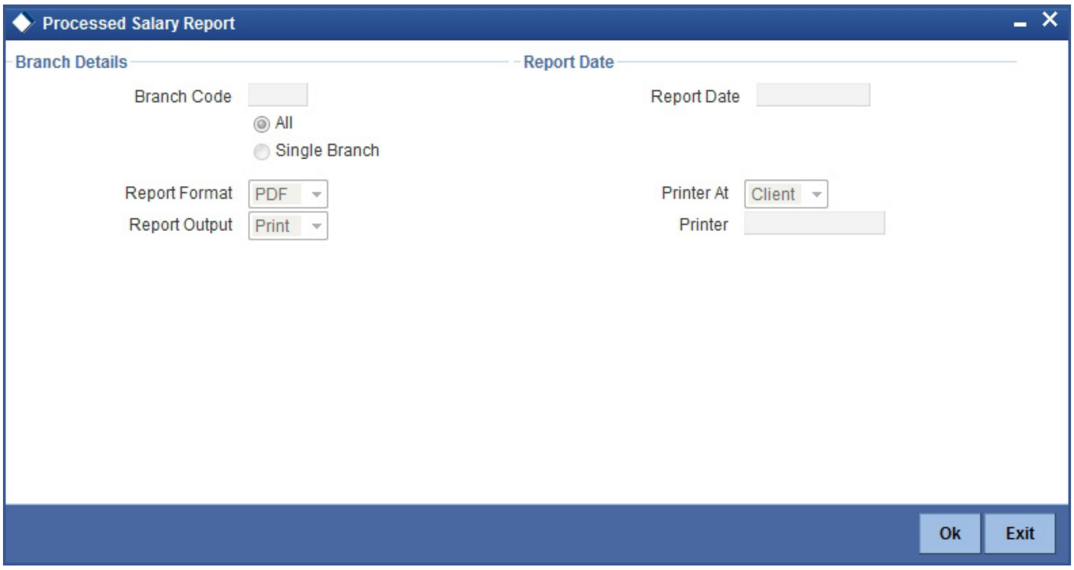
3.1 Introduction

During the day, or at the end of the day, you may want to retrieve information on any of the several operations that were performed during the day in your bank. You can generate this information in the form of reports in Oracle FLEXCUBE.

This chapter deals with the reports that you can generate for Salary Processing module.

3.2 Processed Salary Report

You can generate salary report using 'Processed Salary Report' screen. You can invoke this screen by typing 'CORPRSAL' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Branch Code

You can generate this report for all the branches or a single branch alone. You can indicate the branch for which the report is being generated using the following options:

- All – If you choose this, the system will generate the report for all the branches.
- Single – If you choose this, you need to specify the branch code for which the report should be generated. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

Report Date

Specify the date of report from the adjoining calendar.

Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the report is as follows:

Header

The following details are displayed in the header section:

Field Name	Field Description
Report Name	Indicates Report Name
Branch Code / Branch Name	Indicates Current Branch code and Branch Name
User ID	Indicates the Identification of the User
Module	Indicates the Module of the Report
Report Run Date	Indicates Current Branch Date
Report Run Time	Indicates Current Branch Time
Branch Date	Indicates the date of Branch in which report is taken.
Page No	Displays Page No out of total No of pages in report.

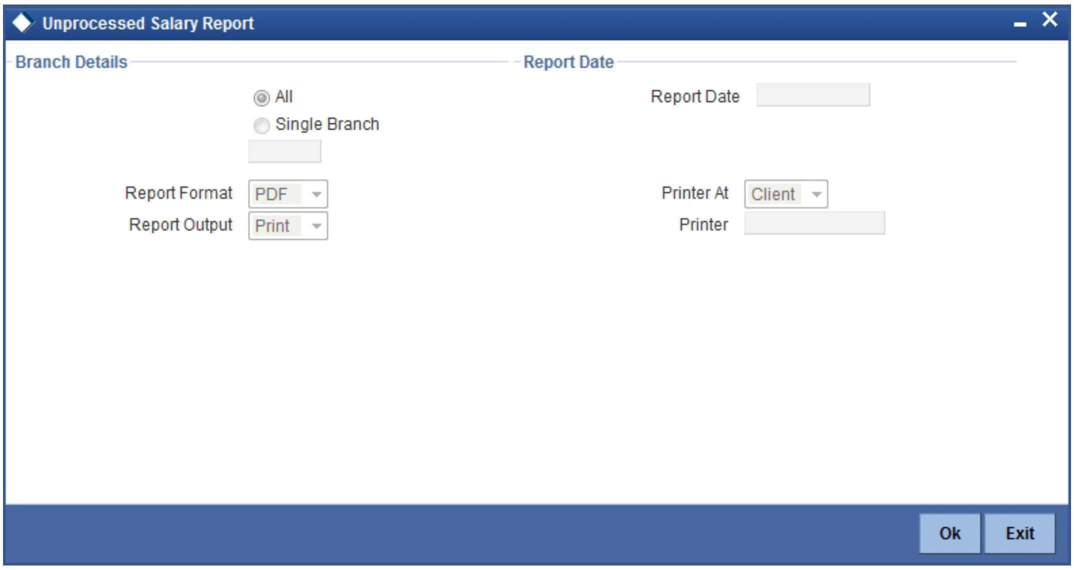
Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
Branch	Indicates the current branch code
Processed Date	Indicates the processed date
Transaction Reference Number	Indicates the transaction reference number
Salary Date	Indicates the salary date
Employer	Indicates the name of the employer
Employee	Indicates the employee name
Employee Account	Indicates the employee account
Salary Amount	Indicates the salary account
CCY	Indicates the currency of the transaction

3.3 Unprocessed Salary Report

You can generate salary report using ‘Unprocessed Salary Report’ screen. You can invoke this screen by typing ‘CORUNPSL’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Branch Code

You can generate this report for all the branches or a single branch alone. You can indicate the branch for which the report is being generated using the following options:

- All – If you choose this, the system will generate the report for all the branches.
- Single – If you choose this, you need to specify the branch code for which the report should be generated. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

Report Date

Specify the date of report from the adjoining calendar.

Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the report is as follows:

Header

The following details are displayed in the header section:

Field Name	Field Description
Report Name	Indicates Report Name
Branch Code / Branch Name	Indicates Current Branch code and Branch Name
User ID	Indicates the Identification of the User
Module	Indicates the Module of the Report
Report Run Date	Indicates Current Branch Date
Report Run Time	Indicates Current Branch Time

Branch Date	Indicates the date of Branch in which report is taken.
Page No	Displays Page No out of total No of pages in report.

Body of the Report

The following details are displayed as body of the generated report:

Field Name	**Field Description**
Branch	Indicates the current branch code
Employer	Indicates the name of the employer
Employee	Indicates the employee name
Employee Account	Indicates the employee account
Salary Date	Indicates the date of the salary
Salary Amount	Indicates the salary account
Transaction Reference Number	Indicates the transaction reference number
Bank Code	Indicates the bank code
Error Description	Indicates the error description

4. Function ID Glossary