Oracle Fusion Cloud Human Resources

How do I run payroll flows and generate statutory reports for India?

FA Latest

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Contents

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1 Run Payroll Flows for India

Overview

This playbook includes all the predefined payroll flows and processes you can run to streamline and optimize your payroll operations.

Payroll flows help you ensure smooth and seamless end-to-end execution of the processes that address all your payroll business requirements. Use payroll flows to manage, effectively and efficiently, all your payroll tasks, such as calculating payrolls, running reconciliation reports, and making payroll payments.

Predefined flow patterns are automatically available for you to submit all types of payroll processes and reports.

- Use the Submit a Flow task from Payroll.
- Use the filter options and search for the flow you want to submit.
- Enter a unique name for the flow and use the appropriate sections on the page to enter flow parameters, schedule your flow, and link flows if required.

Payroll Flows for Global Reports

Run Payroll Activity Report

Run the Payroll Activity Report, Payroll Activity Report for the Latest Process, or Periodic Payroll Activity Report for payroll verification, validation, and auditing purposes.

Run the Payroll Activity Report at any time to view and reconcile the payroll balances information with the data archived by the periodic payroll archive process.
To run this report:

Note: My Client Groups > **Payroll** > **Submit a Flow**

The Payroll Activity Report provides a high-level summary of all relationship-level balances across various balance categories, payroll statutory units (PSUs), and tax reporting units (TRUs). Use the Payroll Activity report to list for a given time:

- Balance adjustments for all employees
- Gross earning calculations
- Reversals
- Balance initialization for a selected employee or all employees
- Payroll or QuickPay runs

Use any of these tasks to run the Payroll Activity Report and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Payroll Activity Report	Use this task to run the legacy report.
Run Payroll Activity Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.
Run Periodic Payroll Activity Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Parameters

The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

Control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Provides a summary of payroll relationship level balances across all workers by balance category, balance type, TRU, and payroll activity.
Detail	Provides the detail of each payroll relationship level balance for every worker in every payroll activity.

Payroll

Select the required payroll name.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Balance Initialization

- Calculate Gross Earning

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the balances of an individual employee. If left blank, the report is generated for all active employees. This field is disabled for the summary report.

Person Page Break

The options are Yes and No. If you select **Yes**, the report is generated with details per person per page. The default value is No and this field is disabled for the summary report.

Hide Records with Zero Value

The options are Yes and No. If you select **Yes**, balances with zero values aren't displayed in the report.

Latest Process YTD Total Only

The options are Yes and No. If you select **Yes**, the summary report includes year-to-date total from the last process run for a person prior to the specified end date, such as the last process run for each TRU.

Balances Reported

Use this field to run this report for Payment Balances, Nonpayment Balances, or both, as given in the table below.

Balances Reported Value	Description
Payment only	Includes balances included in the payments process.
Nonpayment only	Includes balances that aren't included in the payments process.
Field is left blank	Includes all balances.

This field is disabled if Latest Process YTD Total Only is set to Yes and all balances are included in the report.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The results of the report depend on the scope value you select while running the report.

Summary Report

The summary report has these sections:

- Summary for Balance Categories
- Summary for Balances
- Summary for Balances by PSU and TRU
- Balances by Payroll and Process Type Summary

Balances by Payroll and Process Type Summary is displayed when Latest Process YTD Total Only is set to No or left blank.

The summary report displays either payment balances data or nonpayment balances data or both payment and nonpayment balances data together, depending on the Balances Reported parameter.

Detail Report

The detail report includes the above three sections followed by a fourth section that has employee level balances information displayed separately for payment and nonpayment balances. The balances are reported separately for unpaid Balance Adjustments when 'Include adjustment in payment balance' is set as No during balance adjustments, and unpaid Reversals.

Run Statutory Deduction Register Report

Use the Statutory Deduction Register, Statutory Deduction Register for the Latest Process, or the Periodic Statutory Deduction Register to help employers in remitting their payroll statutory tax remittances to the various government or statutory agencies.

Use it with the statement of earnings (SOE) and other payroll reports for diagnostic purposes to verify the amounts deducted and submitted for each payroll statutory unit (PSU). Use this report with these reports to reconcile tax calculations.

- Gross-to-Net Report
- Payroll Register Report

Note: Run this report after completing the Calculate Payroll or any other task that impacts payroll balances.

To generate the report:

Note: My Client Groups > **Payroll** > **Submit a Flow** > **Run Statutory Deduction Report Register**

Use any of these tasks to run the Statutory Deduction Register and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Statutory Deduction Register	Use this task to run the legacy report.
Run Statutory Deduction Register for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.
Run Periodic Statutory Deduction Register	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

Process Start Date and End Date

Select the range of dates that capture the reporting period.

Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific PSU. If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific tax reporting unit (TRU). If you leave the field blank, the report runs for all the TRUs.

Balance Category

Use this field to run this report for one of these balance categories.

- Employee Tax Deductions
- Employer Liabilities
- Employer Taxes
- Involuntary Deductions

If you leave the field blank, the report runs for all of the above balance categories.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group. If you leave the field blank, the report runs for all the defined payroll relationship groups.

Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

Hide Records with Zero Values

Select **Yes** to skip records with null or 0 values.

Location

Use this field to view the deduction results for employees who have at least one assignment for the selected location. The balance values might not necessarily correspond to the location parameter only. It's also dependent on the dimensions and the other associated contexts.

If you leave the field blank, the report runs for all the locations.

Latest Process YTD Total Only

If you select **No**, the report lists the current run balances, based on what you select for **Balances Reported**. The report checks every process that's included by the report parameters. For example, if you ran three payroll calculations between the start and end dates of the report, the report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run before the end date. This can include the last process run for each TRU or PSU. However, for performance reasons, consider running this report for only the latest process.

Balances Reported

Select one of these values.

- Payment Only: Includes balances included in the payments process.
- Nonpayment Only: Includes balances that aren't included in the payments process.
- If you leave the field blank, the report includes all balances.

Process Configuration Groups

Use this field to run the report for a specific process configuration group, instead of the default one. Use process configuration groups to set rules for payroll processes, such as enabling logging or setting the number of threads. You can select a value only if you have a predefined process configuration group.

> **Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution.

The default value is **Normal**. This discards the temporary data produced by the report.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

Report Results

This process generates either a Summary or Detail output report, depending on the scope you select.

Summary

The summary report provides a list of deductions by:

- Balance category
- PSU and TRU
- Balance name
- References

For each combination of the above, the report shows the balance for the base amount and the deduction amount. The base balance is the basis on which the statutory deduction is calculated. The summary report doesn't break down the balances by employee.

The PDF output has these summary sections with subtotals in each section as given here:

- Balances and Balance Categories Summary with subtotals for each balance category.
- Balances and Balance Categories by PSU and TRU Summary with subtotals for each balance category within each PSU and TRU.
- Balances by Payroll and Process Type Summary with subtotals for each balance category within each PSU and TRU for each payroll process.

The Microsoft Excel output displays the current base amount and the deduction amount for each balance, but it has no subtotals or higher-level summary sections. You can download the Excel and add Pivot tables to create your own groupings and subtotals as required. For example, you can find the balance amounts for each balance category within each PSU by payroll process.

Detail Report

In addition to the summary balances shown by the Summary report, the detail report also breaks down the balances by person.

The PDF output has these summary sections with subtotals in each section as given here:

- Balances and Balance Categories Summary with subtotals for each balance category
- Balances and Balance Categories by PSU and TRU Summary

  Includes subtotals for each balance category within each PSU and TRU.
- Balances by Person Summary
- Balance Details for a Person

  This section also includes:

  - Subtotals for each balance and balance category within each payroll process
  - Year-to-date amounts for base and deduction balances

The Microsoft Excel output displays the current and year-to-date amounts for the base and the deduction balances, but it has no subtotals or higher-level summary sections. You can download the Excel and add Pivot tables to create your own groupings and subtotals as required.

Run Gross to Net Report

Submit the Gross-to-Net Report to review balances generated from payroll run, QuickPay, and payroll reversal calculations before calculating prepayments. View summary or detail listings of the total results calculated in the payroll run.

The report displays the balances for the specified payroll period. Typically, you run the report after each payroll run or, at a minimum, on a quarterly basis.

> **Note:** Ensure that the payroll or QuickPay is run for the period for which you're running the report. Run after each payroll run or, at a minimum, on a quarterly basis

To run the report

> **Note:** **My Client Groups** > **Payroll** > **Submit a Flow** > **Run Gross-to-Net Report**

Report Parameters

The parameter values identify which records to include in the report. These parameters have special meaning in the context of this report.

Payroll

The name of the payroll you use to run this report.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For payroll runs, this is the 'Payroll Run Date'. All processes with an effective date equal to or before the Process End Date are reported.

Control which results to view by specifying a date range that includes the process dates of the payroll calculations. The results of the report depend on the number of payroll calculations completed for the payroll within the date range.

Here's an example of how you can generate a report that combines results from two payroll periods.

1. Calculate the payroll for semimonthly payrolls. Offset the process date of the first payroll run to the second payroll period. This table displays the balances for each payroll run.

Payroll Period	Process Date	Balance	Total
January 1 to 15	January 17	Standard Earnings	3200.00
		Employee Tax Deductions	1106.66

Payroll Period	Process Date	Balance	Total
		Employer Liabilities	468.80
January 16 to 31	January 31	Standard Earnings	3200.00
		Employee Tax Deductions	1391.73
		Employer Liabilities	468.80

2. Submit the Gross-to-Net Report with a start date of January 16 and an end date of January 31.

   Both process dates fall between the selected dates, so the report displays the combined results of both payrolls as shown in this table.

Summary	Totals
Standard Earnings	6400.00
Total Gross Pay	6400.00
Employee Tax Deductions	2498.39
Total Deductions	2498.39
Total Net	3901.61
Employer Liabilities	937.60
Total Liabilities	937.60
Total Cost	7337.70

Scope

Control the results of the report by specifying the scope of the report, as given in this table.

Scope Value	Report Results
Summary	Displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date.
Detail	Provides a more detailed breakdown for different sets of process dates.

Report Category

A report category is a group of delivery options. Select a value to identify the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For more information, see Delivery Options for Extract-Based Payroll Reports topic in the Help Center.

Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as enabling logging or setting the number of threads. You can select a value only if you have a predefined process configuration group.

> **Note:** Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Run Mode

Use this parameter to decide if the extract-based report must retain or discard the transient data created during the report execution. The default value is **Normal**, the temporary transient data produced during report execution is discarded.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support to do so.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

Report Details

Run the Gross-to-Net report in summary or detail mode.

Summary Report

The Summary mode displays gross-to-net balances for each payroll. It doesn't display the breakdown of the balances by the process date. In addition to the gross-to-net balances, the report also displays employer liabilities and hours balances.

The PDF output has these summary sections with subtotals in each section as given here:

- Balance Categories Summary
- Balances Summary section displays balances with subtotals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.

- Balances by Payroll section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll.
    a. Balance Categories Summary
    b. Balances Summary

Detail Report

Run the report in the Detail mode for a more detailed breakdown of the balances by the process date range. This breakdown is required only if you notice a discrepancy in the Gross-to-Net balances in summary mode.

For example, if you run the Gross-to-Net report for the period 01, January 2018 to 31, March 2018 for a monthly payroll. The summary version of the report displays the overall gross-to-net balances for all the processes within the three month period. The detail version of the report displays three different sections, each showing the gross to net balances for all payroll processes for that month.

In addition to the summary sections shown by the Summary report, the detail report also shows the following:

- Balance Categories Summary
- Balances Summary section displays balances with subtotals for each balance category.
- Balances by PSU and TRU Summary section is the same as the Balance Categories Summary but broken down for each PSU and TRU.
- Balances by Payroll and Process Date Range section shows the same information as the prior two sections but broken down for each PSU, TRU and payroll process date range.
    a. Balance Categories Summary
    b. Balances Summary

Run Payroll Balance Report

Run the Payroll Balance Report to view the detailed balance information for a person over a defined period of time. You can compare this information with the archived data for validating and reconciling periodic payroll balances.

To run this report:

> **Note: My Client Groups** > **Payroll** > **Submit a Flow** > **Run Payroll Balance Report**

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

Process Start Date

Use this field to specify the first effective date of the payroll process you want to include in the report. Leave this field blank to include all effective dates up to the Process End Date.

Process End Date

Use this field to specify the last effective date of the payroll process you want to include in the report.

Payroll

Use this field to run the report for a specify payroll.

Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group.

Balance Category

Use this field to run this report for a specific balance category including information balances. Before you use this field, you must configure the balance group usage item to display information balances in this report.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the Object Groups task to define a payroll relationship group or consolidation group, before you can use it here.

Person

Use this field to verify balance results for a single person.

Display All Hours

Select **Yes** to include hours from Supplemental Earnings and other element classifications. The default value is **No** and only hours from Regular or Standard Earnings and Absence Earnings are shown in the report.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the specified time frame and the selected parameters. The output file includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Employee Name
- Employment Number
- Run Type
- Balance Category
- Balance Name
- Balance Amount

Run Element Results Register

The Element Results Register lists the elements and their primary output for processes that generate run results, such as the Calculate Payroll and Calculate Gross Earnings tasks.

To generate the report::

> **Note:** **My Client Groups** > **Payroll** > **Submit a Flow** > **Run Element Results Register**

Report Parameters

The parameter values determine which records to include in the report. For example, run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date equal to or greater than the Process Start Date is reported.

Process End Data

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or Quick-Pay run could be after the end date of the payroll period. In such cases, you must ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Payroll

Select the required payroll name. Leave blank to run against all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

To include all employees in a payroll statutory unit (PSU) in your report results, specify it here. Leave blank to run against all PSUs.

Tax Reporting Unit

To include all employees in a tax reporting unit (TRU) in your report results, specify it here. Leave blank to run against all TRUs.

Location

Use this field to view the elements results for employees who have at least one assignment for the selected location.

Element Group

Use this field to run this report against all elements in the selected element group. Leave blank to run against all elements.

Element

Use this field to run this report against a specific element. Leave blank to run against all elements.

Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. For example, you can create a group to process the report for terminated employees.

> **Note:** You must use the Object Groups task to define the payroll relationship group before you can select it here.

Person

Select the person number to view the elements of an individual employee. If left blank, the report is generated for all active employees.

Process Type

The options that you can select include:

- Payroll Calculation
- Quick-Pay
- Reversal
- Balance Adjustment
- Calculate Gross Earning

Totals by Element and Person

After you run the report, use the pivot table feature in Microsoft Excel to obtain totals by element and person. For example, complete these steps to create a pivot table that displays these totals:

1. Open the Element Results Register in Microsoft Excel.
2. Select the range of cells in the spreadsheet that contain data.
3. Click **PivotTable** from the Insert menu.
4. In the Create Pivot Table dialog, select **New Worksheet**. Click **OK**.
5. Click these fields from the Pivot Table Field List:
    - Person Name
    - Payroll Statutory Unit
    - Tax Reporting Unit
    - Payroll
    - Run Type
    - Element Name
    - Value
6. Drag the fields to these areas:

Area	Fields
Report Filter	Payroll Statutory Unit, Tax Reporting Unit, Run Type, Payroll
Column Labels	Element Name

Area	Fields
Row Labels	Person Name
Values	Sum of Value

7. Refresh the page to display the populated columns and rows, and the summed totals.
8. Filter to view different results.

Run Payment Register

Generate the Payment Register to verify, reconcile, and audit payment distributions. This report doesn't include payments made to third parties. Use the Third-Party Payment Register to view payments made to third parties.

Before you run this report, successfully archive your periodic payroll data. For further information see Archive Periodic Payroll Results topic in the Help Center.
To generate this report:

My Client Groups > **Payroll** > **Submit a Flow** > **Run Payment Register**

Report Parameters

The parameter values determine which records to include in the report. The following parameters have special meaning in the context of this report.

Scope

Control the results of the report by specifying its scope.

What you set	What it does
Summary	Provides a summary of the total amounts paid by payment category, payment type, status, and payment method.
Detail	In addition to the Summary report, it includes the complete details for each employee. Use this validate payments for each employee, including the payment amount, bank, and check info.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. The report includes all processes with an effective date on or after this date.

Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

Payroll

The name of the payroll flow you use to run this report.

Payment Process

Use this field to limit the results to a specific payroll or QuickPay run.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you don't select a value, the application uses the default consolidation group assigned to the payroll.

Payroll Statutory Unit

Use this field to limit the results to persons belonging to a specific payroll statutory unit (PSU). Click **Search** and select a value.

Tax Reporting Unit

Use this field to limit the results to persons belonging to a specific tax reporting unit (TRU). Click **Search** and select a value.

Payroll Relationship Group

Use this field to verify the payments for persons belonging to a specific payroll relationship group.

Person

Use this field to limit the results to a single person.

Payment Type

Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

Payment Method

Use this field to limit the results to a specific payment type.

Leave blank to report all of them.

Location

Use this field to limit the results to a specific location. The report lists the payroll relationship records based on a person's assignment location. The location is listed with the other parameters, but not on the results.

Payment Status

Select the status you want to report on.

What you select	What it means
Canceled and can't be reissued	You have marked the payment as Void, rolled back the prepayment process, and reversed the calculation of the payroll run results.
Paid	You processed and issued the payment without error.

What you select	What it means
Paid externally	You processed the payment was processed but generated it externally. This includes hand-written checks for terminated employees.
Unpaid	You processed the payment was processed, but it was incomplete or encountered errors during payment.
Void	You marked the payment as Void, but it's eligible for reissue. This includes replacing a lost payroll check.

Note: You can configure these statuses in the PAY_STATUS lookup. For further info, see Payment Statuses in the Help Center.

Process Configuration Group

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

Note: Use the Object Groups task to define a payroll relationship group before you can use it here.

Report Category

Select a value if available. Use a process configuration group to set rules for payroll processes, such as passwords or number of threads. If you don't select a process configuration group; the process uses the parameters in the default group.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data created during execution of the report.

Select the **Debug** option only to investigate an issue with the report output or when instructed by Oracle Support.

The default **Normal** option discards the temporary transient data.

Report Results

The report provides details of the selected payment status for matching persons, filtered by the specified time frame and other parameters.

Report name	What it contains
Summary	Provides sections on: • Report parameters and sort order • Summary of payments

Report name	What it contains
Detail	Provides sections on: • Report parameters and sort order • Summary of payments • Details of payments Use this validate payments for each employee, including the payment amount, bank, and check info.

Run Payroll Register Reports

Use the Payroll Register Report for the Latest Process, or the Periodic Payroll Register Report to review the reported earnings, taxes, deductions, and employer liabilities archived in the periodic archive process.

The report has both a summary and detail mode. Verify total payment amounts per balance category and compare payment values to previous periods.

> **Note:** Run this report after you run the payroll archive process. You must have successfully completed archival of your periodic payroll data. This usually occurs during your payroll flow. For further info, see Archive Periodic Payroll Results in the Help Center.

To run this report:

> **Note:** **My Client Groups** > **Payroll** > **Submit a Flow**

Use any of these tasks to run the Payroll Register Report and view latest process year-to-date and periodic balances.

Report Task Name	Purpose
Run Payroll Register Report	Use this task to run the legacy report.
Run Payroll Register Report for the Latest Process	Use this task to extract the year-to-date (YTD) payroll balances for large volumes of data. The report runs much faster than the legacy report and includes year-to-date totals from the last process run for a person prior to the specified end date, such as the last process run for each TRU. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **Yes**.
Run Periodic Payroll Register Report	Use this task to extract the periodic payroll balances for large volumes of data. The report runs much faster than the legacy report. The results are the same as running the legacy report with the **Latest Process YTD Total Only** parameter set to **No**.

Report Parameters

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Scope

Select the scope of this report. Select **Detail** to generate a report that includes details of deductions listed for each employee. Otherwise, select **Summary**.

Process Start and End Date

Select the range of dates that capture the reporting period.

Payroll

To run this report for a single payroll, select the required payroll name. If you leave the field blank, the report runs for all payrolls.

Consolidation Group

Use this field to run the report against a consolidation group. A consolidation group defines a grouping of different payrolls for reporting purposes. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you leave the field blank, the report runs for all the consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific payroll statutory unit (PSU). If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific tax reporting unit (TRU). If you leave the field blank, the report runs for all the TRUs.

Person

Use this field to limit the report results to a single person. If you leave the field blank, the report runs for all people included in the selected payroll run.

Payroll Relationship Group

Use this field to verify deduction balances for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group. If you leave the field blank, the report runs for all the defined payroll relationship groups.

Person Page Break

Select **Yes** to display the report output in a separate page for each person. This field isn't available for the Summary report.

Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as enabling logging or setting the number of threads. You can select a value only if you have a predefined process configuration group.

Note: Use the Payroll Process Configuration task to define a Process Configuration Group, before you can use it here.

Latest Process YTD Total Only

If you select **No**, the report lists current (run) balances based on the **Balances Reported** value against every process the report parameters include. For example, assume there are three payroll calculations run between the start and end dates of the report. The report lists the statutory deduction balances in three sets, one for each process.

If you select **Yes**, the report includes year-to-date totals from only the last process run before the specified end date, such as the last process run for each TRU or PSU. However, it's recommended to run the Statutory Deduction Register for the latest process instead.

Balances Reported

Use this field to run this report for payment balances, nonpayment balances, or both, as given here.

- Payment Only: Includes balances included in the payments process.
- Nonpayment Only: Includes balances that aren't included in the payments process.

If you leave the field blank, the report includes all balances.

Report Category

A report category is a group of delivery options. Select a value to determine the set of delivery options for this report submission. You can define your own delivery option and include it in the report category. For example, you can define a report category to use a combination of both PDF and Excel delivery options for a single submission of the report.

For further info, see Delivery Options for Extract-Based Payroll Reports in the Help Center.

Run Mode

Use this parameter to decide if the report must retain or discard the transient data it creates during the report execution. If the default value is **Normal**, the temporary transient data produced during report execution is discarded.

Select **Debug** only to investigate an issue with the report output or when instructed by Oracle Support.

The **Normal** option discards the temporary data.

Report Results

This process generates either a Summary or Detail output report, depending on the Scope you select.

Summary

Use the summary report to verify total payment amounts per balance category for a payroll period for a PSU or TRU. The summary report provides a list of balances by:

- Balance Category
- PSU and TRU
- Balance Name
- References
- Current Amount

The PDF output has these summary sections with subtotals in each section as given here:

- Balance Categories Summary
- Balances Summary with subtotals for each balance category
- Balances by PSU and TRU Summary with subtotals for each balance category within each PSU

Detail Report

In addition to the summary balances shown by the Summary report, the detail report also includes the following employee-level deductions info:

- Balance Category
- Balance Name
- Total Deduction Amount

The PDF output has these summary sections with subtotals in each section as given here:

- Balances and Balance Categories Summary with subtotals for each balance category.
- Balances Summary for each balance category.
- Balances by PSU and TRU Summary with subtotals for each balance category within each PSU.
- Balance Details for a Person with subtotals for each balance and balance category. This section also includes:
  - Payroll relationship number
  - Run type
  - Payroll period
  - Calculation breakdown ID
  - Year-to-date deduction amount

The detail report is sorted in the order of PSU, TRU, person name, payroll, pay period, balance category, and balance.

Run Balance Exception Report

Use the Balance Exception Report to identify potentially incorrect payments or amounts withheld. The report identifies values that vary for the same balance dimension. This variance could indicate overpayments or underpayments.

Before you run this report:

- Use the Balance Exceptions task to create a balance exception.
- Use the Balance Exceptions and Reports task to create a balance exception report that groups together one or more balance exceptions.
- Create an Exception Report Name that you can use to run the Balance Exception Report. For instance, you can create an Exception Report Name of Monthly Car Allowances Paid in Excess of the Previous Month, to determine the monthly car allowance paid to employees in excess of 600 more than the previous month.

To run this report:

> **Note: My Client Groups** > **Payroll** > **Submit a Flow**

Report Parameters

The parameter values determine which records to include in the report. For example, you can run this report for a specific consolidation group or payroll relationship group. Predefine these groups before you can use them. Most parameters are self-explanatory, while the following have special meaning in the context of this report.

Payroll Flow

The name of the payroll flow you use to run this report. The selected flow uniquely identifies a specific instance of the report execution.

Process Start Date

Use this field to specify the first effective date of the payroll process to include in the report. All processes with an effective date same or greater than the Process Start Date are reported.

Process End Date

Use this field to specify the last effective date of the payroll process to include in the report. For Payroll Runs this is the 'Payroll Run Date'. All processes with an effective date equal to or prior to the Process End Date are reported.

> **Note:** For offset payrolls, the effective date of the payroll or QuickPay run could be after the end date of the payroll period. In such cases, ensure that your Process End Date must be on or after the effective date of the process you want to include in the report.

Balance Exception Report

The name of the Balance Exception Report you use to run this report.

Payroll

Select the required payroll name.

Process Configuration Group

Use this field to run the report for a specific process configuration group, instead of the default one. A process configuration group is used to set rules for payroll processes, such as enabling logging or setting the number of threads. You can select a value only if you have a predefined process configuration group.

> **Note:** Use the **Payroll Process Configuration** task to define a Process Configuration Group, before you can use it here.

Consolidation Group

Use this field to run the report against a consolidation group. For example, you can use this field to run this report for a subset of payrolls. You can select a value only if you have a predefined consolidation group. If you specified a value when defining the exception report, select the same value or leave it blank.

The value chosen while submission takes precedence over the one used while defining the report. If you leave the field blank, the report runs for all consolidation groups.

Payroll Statutory Unit

Select a value to report on the balances of employees in a specific PSU. If you leave the field blank, the report runs for all PSUs.

Tax Reporting Unit

Select a value to report on the balances of employees in a specific TRU. If you leave the field blank, the report runs for all the TRUs.

Location

Use this field to view the balance results for employees who have at least one assignment for the selected location. The balance values may not necessarily correspond to the location parameter only. It is also dependent on the dimensions and the other associated contexts.

Payroll Relationship Group

Use this field to run the report for persons belonging to a specific payroll relationship group. You can specify a value only if you have a predefined payroll relationship group.

> **Note:** Use the **Object Groups** task to define a process configuration group, a consolidation group, or a payroll relationship group, before you can use it here.

After you have entered the above details, in the Linked Flows section, select the payroll flow as the Current Flow and the Run Balance Exception Report as the task. This ensures that the report uses the payroll balances for the current payroll flow.

Report Results

The report provides details of payroll balance results for matching persons, filtered by the defined exception criteria, specified time frame and the selected parameters. The output report includes:

- Payroll Statutory Unit
- Tax Reporting Unit
- Person Number
- Person Name
- Payroll Relationship Number
- Employment Level
- Current Balance
- Variance Value

The report output also displays the Previous Balance, Difference, and Difference % columns when the Comparison Type is Previous Period or Previous Month.

Payroll Flows to Generate Statutory Reports

Generate PF Electronic Challan and Returns report

You need to generate the Provident Fund (PF) Electronic Challan and Returns (ECR) as a Regular ECR to be filed monthly for regular payments or Arrears ECR to be filed when there are arrear payments.

This was launched by the Employees' Provident Fund Organization (EPFO) in 2012 making the online filing of returns a required task for the employers.

Here's how you can generate the PF ECR file:

> **Note: My Client Groups** > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then select the flow **Provident Fund Electronic Challan and Return**
2. Enter the **Flow Parameters** as shown here:

Parameter	Description
Payroll Flow	Enter the flow name
Schedule	Select a schedule
	Required Parameters
PF Organization	Select the PF Organization from the list
Payroll	Select the payroll type from the list
Processed Period	Select the month from the financial year
Record Type	Select an option **Regular** or **Arrears**
Pay Period End Date	Select the pay period end date
	Optional Parameters
Start Date	Select the start date
Process Configuration Group	Select a process configuration group from the list

3. Submit the flow

Results:

The report is generated in a PDF format and provides the member wise PF details for the selected PF organization and the processed period. It also provides a summary of the various EPF, EDLI charges, and the total number of employees processed for the month.

Generate Employee State Insurance Monthly Contribution Report

Use the Employee State Insurance (ESI) Monthly Contribution Return report to generate and submit the ESI contribution details of an employee for India Payroll, as an employer.

You can submit the monthly contribution data to ESI electronically and make the ESI contribution payments through the challan generated by the system. ESI monthly contribution is a two-step process that involves:

- Upload of the excel spreadsheet with the ESI monthly contribution details of the employees.
- Online payment with the generated challan number.

Note: Run the **Archive Periodic Payroll Results** process as a prerequisite task before generating the ESI Monthly Contribution Report. This is the standard archive process which locks the prepayments and payroll run.

To generate and view the report:

Note: My Client Groups > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then select **Run ESI Monthly Contribution Report**.
2. Enter the **Flow Parameters** as shown here:

Parameter	Description
Payroll Flow	Enter the flow name.
Schedule	Select a schedule
	Required Parameters
Payroll Name	Select a payroll name from the list
Payroll Period	Select a payroll period
ESI Organization	Select an ESI organization
	Optional Parameters
Process Configuration Group	Select a process configuration group from if required

3. After you submit the flow, navigate to **Data Exchange** > **View Extract Results**. Search for the **Extract Instance** name.
4. Click the **Extract Instance Name** and expand **Extract Delivery Options**.
5. Click the download image **Output Files – WebCenter Content**.

What to do next

The 10 digit ESI IP number of the insured person needs to be entered in the calculation card, for the employee details to be reported.

Generate Professional Tax Report

Use the professional tax computation report to generate slab wise professional tax details.

The slab wise professional tax details include professional tax rate, number of employees processed, professional tax deduction, and the total professional tax deducted for that month, quarter, half year, or year. The professional tax deduction frequency and reporting frequency isn't the same. It differs from state to state, and from the employer to employer in the state.
Payroll Administrators can generate this report based on the city, state, or union territory in which the company is operating and also at the required frequency.

To generate the professional tax report:

Note: My Client Groups > **Payroll** > **Submit a Flow** > **Run India Professional Tax Report**

1. Select the legislative group and select the flow **Run India Professional Tax Report**.
2. Enter the **Flow Parameters** as shown here:

Parameter	Description
Payroll Flow	Enter the flow name
	Flow Parameters
Report Format	Select the report format: by employee wise or by slab wise
Financial Year	Select the the financial year
TRU	Select the professional tax reporting unit from the list
Frequency	Select the frequency
Frequency Period	Select the frequency period

3. Submit the flow.

Results:

The slab wise professional tax details include professional tax rate, number of employees processed, professional tax deduction, and the total professional tax deducted for that month, quarter, half year, or year.

Generate Form 12BB

Form 12BB is a form to be submitted by the employee to the employer to estimate the income and compute the tax deduction at source along with the respective documents of investment proofs.

As an employee, you need to claim the reimbursements for tax deduction using Form 12BB on the following:

- House Rent Allowance
- Leave Travel Concession or Leave Travel Assistance
- Deduction of interest for Income from house property
- Deductions in Chapter VI-A

Here's how you can generate the Form 12BB:

Note: My Client Groups Payroll Submit a Flow

1. From the home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow**
2. Select the legislative data group
3. Select **Run India Form12BB**
4. Enter the **Flow Parameters** as shown here:

Parameter	Description
Payroll Flow	Enter the flow name
Schedule	Select the schedule

Parameter	Description
Tax Reporting Unit	Select the tax reporting unit
Financial Year	Select the the financial year from the list
	Optional Parameters
Person ID	Select the person identifier
Process Configuration Group	Select the process configuration group

5. Submit the flow to generate the Form 12BB in a PDF format.

Generate Form 12BA

Form 12BA is an income-tax statement that depicts the particulars of prerequisites, employer-provided amenities, profits instead of salary and other fringe benefits.

This form highlights the value of the payments and the taxable amount indebted to the Central Government by the beneficiary and is rendered to employees along with Form 16.
Prerequisite Information

The following information is required before generating Form 12BA:

- Employer name, address, and Tax Account Number (TAN).
- Employer representative information which include the name, designation, relation, and place, which is captured in the Income Tax TRU.
- Employee name, Permanent Account Number (PAN), and designation.

Here's how you can generate the Form 12BA:

> **Note: My Client Groups** > **Payroll** > **Submit a Flow**

1. Select the legislative data group and select the flow **Run India Form12BA**.
2. In **Payroll Flow**, enter the name for the Form 12BA report to be generated.
3. Select the **Tax Reporting Unit** from the list of values.
4. Select the **Financial Year**.
5. Select the **Process Configuration Group**.
6. Submit the flow **Run India Form12BA** to generate the Form 12BA report in a PDF file format.

Generate Form 12BAA

Form 12BAA is an income-tax statement that allows salaried employees to declare non salary income such as dividends, FDs and any Tax Deducted at Source (TDS) or Tax Collected at Source (TCS) already paid.

You need to submit this form to your employer so they can accurately adjust your monthly TDS, preventing over deduction and increasing take home pay.

Prerequisite Information

The following information is required before generating the Form 12BAA:

- TDS on Other Income: Details of tax deducted from interest income, dividends, or commissions (including the deductor's TAN and the amount of tax deducted)
- TCS on Expenses: Details of taxes collected at source during major transactions, such as buying a luxury vehicle or making overseas remittances
- House Property Losses: Any losses incurred in **Income from House Property** Example: loss on a housing loan

Here's how you can generate the Form 12BAA:

Note: My Client Groups Payroll Submit a Flow

1. Select the legislative data group and the flow **Run India Form12BAA**
2. In **Payroll Flow**, enter the name for the Form 12BAA report to be generated.
3. Select the **Tax Reporting Unit** from the list of values.
4. Select the **Financial Year**.
5. Select the **Process Configuration Group**.
6. Select the **Person ID**.
7. Submit the flow **Run India Form12BAA** to generate the Form 12BAA report in a PDF file format.

Generate Provident Fund Form 7 and Form 8

The Provident Fund (PF) Form 7 and Form 8 are legislative documents applicable to organizations exempt from maintaining the employee's provident fund contribution to Employees' Provident Fund Organisation (EPFO).

The PF Form 7 and Form 8 need to be submitted to the EPFO every financial year by these organizations.
Here's how you can generate the Form 7 and Form 8:

Note: My Client Groups > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then select the flow **Run India PF Pension Form Report**.
2. Enter the **Flow Parameters** as shown here:

Parameter	Description
	Required Parameters
Payroll Flow	Enter a flow name.
Schedule	Select **As soon as possible** to run the flow immediately. Select **Allocated Schedule** to run the flow at a scheduled time.
Financial Year	Select the previous financial year.

Parameter	Description
PF Pension Form	Select the PF Pension Form **India PF Form 7** or **India PF Form 8** to generate the report.
Submission Date	Enter the submission date.
	Optional Parameters
Person	Select a single employee or an employee group.
Exempted PF Organization	Select the exempted PF organization from the list.
Process Configuration Group	Select a process configuration group from the list.

3. Submit the flow.

Run Payroll Data Validation Report

Run the Payroll Data Validation Report to generate a list of employees with missing or noncompliant payroll data. Use this report to verify if the required data setup for all employees for the payroll run or process is complete.

As a payroll manager, you need to run this report before running the payroll process.
The report consists of two regions:

1. Tax reporting unit data validation area displays the data for the income tax, provident fund, and professional tax.
2. Employee level data validation area includes the data from payroll, employee and calculation card information.

Validate the required data for India payroll to identify any missing data before processing the payroll. Missing or noncompliant data can impact legal processes or reports.

Here's how you can run the payroll data validation report:

Note: My Client Groups > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then the flow **Run India Payroll Data Validation Report**
2. In **Payroll Flow**, enter the name of the report
3. Select the schedule
4. Enter the effective date
5. Select the payroll statutory unit
6. Select the process configuration group (optional)
7. Select Submit.

Results:

The report is generated as an excel spreadsheet, which includes the employee data that doesn't pass the validation criteria.

Generate TDS Challan

You can generate the TDS challan mapping report that links the paid tax challan to specific deductee entries in TDS returns.

You need to add the challan details to the income tax TRU before generating the TDS challan report. For more information, see *Set Up Tax Reporting Unit for Income Tax*.

> **Note: My Client Groups** > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then select the flow **Run India 24Q IT Balances Report**

Parameter	Description
Payroll Flow	Enter the name of the report to be generated
Schedule	Select a schedule
	Required Parameters
Financial Year	Select the financial year to generate the report
Month	Select the required month
	Optional Parameters
Tax Reporting Unit	Select the tax reporting unit.
Legal Employer	Select the legal employer
Payroll Name	Select the payroll name
Payroll Flow Run	Select the payroll flow run
Auto Load	Select Yes or No.
Challan Number	Select the challan number
Payroll Relationship Group	Select the payroll relationship group from the list
Process Configuration Group	Select a process configuration group from the list.

2. Select Submit.

Run Form 24Q Report

Use the Form 24Q report to furnish the quarterly Tax Deduction at Source (TDS) returns containing details of deductees and challan details related to the deposit of tax to the Income Tax Department (ITD).

Companies making payments to third parties (deductees) are required to deduct tax at source from these payments. The tax deducted at source needs to be deposited at any of the branches of banks authorized to collect taxes on behalf of Government of India. As per the Income Tax Act, 1961, all corporate and government deductors or collectors are required to file their TDS or TCS statements in electronic form, e-TDS or TCS returns.

Form 24Q is a quarterly TCS (Tax Collected at Source) or TDS (Tax Deducted at Source) return to be submitted to the income tax department by the deductor. Form 24Q file format is the same for the first 3 quarters. Form 24Q for quarter 4 is elaborate with the records of the employees' salary details. You can file the quarterly income tax returns for all the four quarters on time using this report.

Prerequisite Information

The following employer information is required before generating the Form 24Q report:

- PAN and TAN numbers
- Employer information
- Employer representative information
- Income tax challan information
- Form 24Q receipt information

Use the **India Deductee Challan Mapping** schema to identify the employees to be included in the report. You can apply the parameters specified when submitting the Form 24Q process. The challan serial number and Tax Account Number (TAN) retrieved along with the employee info, is used to populate further details related to the legal employer and challan from the **Income Tax Challan Information**.

Run Form 24Q Report

1. From the home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.
2. Select the legislative data group.
3. Select **Run India Form24Q**.
4. In **Payroll Flow**, enter the name for the Form 24Q report to be generated.
5. Select the **Legal Employer** from the list of values.
6. Select the **Quarter** for which the report is required, such as Q1(1st quarter), Q2 (2nd quarter), Q3 (3rd quarter) and Q4 (4th quarter).
7. Select the **Financial Year**.
8. Select the **Report Type**, which is **Regular** report.
9. Submit the flow **Run India Form24Q** to generate the 24Q report in a text file format.

Run Form 24Q Corrections Report

You can now generate the Form 24Q corrections report if there any changes for the attributes reported in the regular form 24Q of Q1, Q2 and Q3.

Use the flow **Run India Form24Q Correction** to generate the corrections report.

You need to maintain baselines for every quarter - financial year combination. Each quarter - financial year combination can have only 1 baseline. Running the baseline for a different legal entity - tax reporting unit (LE-TRU) combination overrides the previous baseline for the same quarter - financial year combination for a different LE - TRU combination. Hence, you need not enter the parameters legal employer and tax reporting unit.

The flow **Run India Form24Q Correction** generates the corrections report for all LE-TRU combinations and for all TRUs. You can generate reports for previous 8 quarters at any given time.

Generate Form 24Q Correction report

> **Note: My Client Groups** > **Payroll** > **Submit a Flow**

1. Select the legislative data group and select the flow **Run India Form24Q** for all LE-TRU combinations.
2. To baseline the data, select **Run India Form24Q Correction** to run a baseline flow.
   a. Set the **Baseline Only** parameter as **Yes**.
   b. Set the **Changes Only** parameter to blank during this run.
   c. Submit the **Run India Form24Q Correction**. This will not generate any output file.
3. Make the required changes in the attributes.
4. To run a corrections flow, select **Run India Form24Q Correction**.
   a. In **Payroll Flow**, enter the name for the Form 24Q correction report to be generated.
   b. Set the **Baseline Only** parameter as blank.
   c. Set the **Changes Only** parameter to **Changed, marked attributes, previous data under threading groupYes**.
   d. Submit the flow **Run India Form24Q Correction** to generates the 24Q corrections report in an excel spreadsheet format with the required changes.

Example Sequence for Correction Flows

Here are sample sequences to use when you run the correction flow:

- Run India Form24Q (LE1, TRU1 for Q1 2025-2026)
- Run India Form24Q (LE1, TRU2 for Q1 2025-2026)
- Run India Form24Q Correction (Baseline = Yes for Q1 2025-2026)

If there are any corrections done:

- Run India Form24Q Correction with **Changes only** parameter for Q1, 2025-2026

This correction run can be submitted at any point, until you run Run India Form24Q Correction with **Baseline** as Yes for Q1, 2025-2026.

Generate Form 16

Use the flow Run India Simplified Digitally Signed Form 16 to generate the digitally signed form 16 document.

This flow includes the following tasks:

- Run Form12BB
- Run Form 12BA
- Run India Form 16 Part A and Part B Upload
- Manual Form 16 Part A and Part B preparation (Perform this task manually and set to Complete)
- Run India Form 16 Report which generates a consolidated document that includes Form 12BB, Form 12BA, Form A and Form B

Here's how you can generate the digitally signed Form 16:

Note: My Client Groups > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then select the flow **Run India Simplified Digitally Signed Form 16**

Parameter	Description
Payroll Flow	Enter the name of the report
Schedule	Select a schedule
	Required Parameters
Tax Reporting Unit	Select the tax reporting unit
Financial Year	Select the financial year
	Optional Parameters
Payroll Relationship Group	Select the payroll relationship group from the list
Digital signature	Select Yes or No to generate the Form 16 with the digital signature
Upload Digital Signature File	Select and upload the digital signature file
Digital Signature Passcode	Enter the digital signature file pass code
Publish Date	Enter the publish date
Process Configuration Group	Select a process configuration group from the list.
Payroll	Select the required payroll

2. Submit the details to generate the Form 16 document for your employees.

Results:

To view the consolidated Form 16 from the employee self service, navigate to **Me > Pay > Year End Documents**

Generate Income Tax Computation Sheet

You can use the income tax computation sheet to view the summary of income tax(IT) calculation for the current financial year based on the earnings, allowances, perquisites, other income, and more.

As an employee, you can view the applicable chapter VIA deductions, section 10 exemptions, previous employment information for new joiners, full and final settlement for resigning employees, and also annexure of the IT computation sheet, for more details.

To generate the Income Tax computation sheet:

Note: My Client Groups > **Payroll** > **Submit a Flow** > **Generate IT Computation Sheet**

1. Select the legislative group and select the flow **Generate IT Computation Sheet**.

2. Enter the **Flow Parameters** as shown here:

Parameter	Description
Payroll Flow	Enter the flow name
Schedule	Specify the schedule
	Required Parameters
Payroll Name	Select the payroll name from the list
Payroll Period	Select the payroll period
	Optional Parameters
Report Category	Select the report category from the list
Process Configuration Group	Select the process configuration group
Person ID	Select the Person ID
Payroll Relationship Group	Select the payroll relationship group

3. Submit the flow

Results:

The IT computation sheet is generated in a .PDF format. On successful completion of the process, navigate to **Person** > **Person and Employment** > **Document of Records** to view the IT computation sheet.

Run Simplified Payroll Flow

Here's how you can use the Simplified India Payroll Flow task to execute all the tasks to calculate and validate the retropay process, payroll process, payment distributions, global and legislative specific reports for India.

Payroll Flow Parameters

Here are the parameters required to run the flow:

Required Flow Parameters	Reports
Scope	Run Payroll Activity Report for the Latest Process Run Gross-to-Net Report Run Payroll Register Report Run Payment Register Report (Detail or Summary)
Payroll	Payroll processes like Recalculate Payroll for Retroactive Changes, Calculate Payroll, Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments, Generate Payslips and reports like Generate IT computation Sheet, Provident Fund Electronic Challan and Return

Required Flow Parameters	Reports
Payroll Period	Payroll processes like Recalculate Payroll for Retroactive Changes, Calculate Payroll , Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments, Generate Payslips and reports like Generate IT computation Sheet, Provident Fund Electronic Challan and Return
Consolidation Group	Payroll processes like Calculate Payroll, Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments
Run Type	Calculate Payroll
Payroll Relationship Group	Calculate Payroll (Optional)
EFT Organization Payment Method	Make EFT Payments
Check Organization Payment Method	Generate Check Payments
EFT Payment Source	Make EFT Payments (Optional)
Check Payment Source	Generate Check Payments (Optional)
Start Check Number	Generate Check Payments
End Check Number	Generate Check Payments (Optional)
Process Configuration Group	Recalculate Payroll for Retroactive Changes, Calculate Payroll, Calculate Prepayments, Archive Periodic Payroll Results, Generate Check Payments, Make EFT Payments, Generate Payslips and reports like Generate IT computation Sheet, Provident Fund Electronic Challan and Return (Optional)
Run Mode	Run Payroll Activity Report for the Latest Process, Run Gross-to-Net Report, Run Payment Register Report, Run Payroll Register Report (normal or debug) (Optional)
Display all Hours	Run Payroll Activity Report for the Latest Process, Run Gross-to-Net Report, Run Payroll Register Report (Optional)
Override Payslip Availability Date	Generate Payslips (Optional)
PF Organization	PF report.
PF Record Type	PF report. (Regular or Arrears)
Financial Year	PT report and India 24Q IT Balances Report.
PT Organization	Professional Tax Report.

Required Flow Parameters	Reports
PT Report Format	Professional Tax Report. (Employee Wise or Slab Wise)
PT Frequency	Professional Tax Report (Monthly, Quarterly, Half Yearly, Annual)
PT Frequency Period	Professional Tax Report. (Based on PT Frequency)
24Q Month	India 24Q IT Balances report.
Legal Employer	India 24Q IT Balances report (Optional), Required for Data Validation Report
Include Information Messages	Run Payroll Messages Report (Optional)

Run the India Payroll Flow

Note: My Client Groups > **Payroll** > **Submit a Flow**

1. Select the legislative data group and the flow **Run India Simplified Payroll Flow**
2. Monitor the processes tagged manual and choose to either skip or complete the process.
3. Review the status and continue after verifying the results.

   Here are the list of processes, which you can run in a sequence, in a single flow:

Processes
Run Retroactive Notification Report
Verify Retroactive Events
Recalculate Payroll for Retroactive Changes
Run Retroactive Entries Report
Verify Retroactive Report
Run India Payroll Data Validation Report
Verify India Payroll Data Validation Report
Calculate Payroll

Processes
Verify Payroll Results
Run Payroll Activity Report for the Latest Process
Run Gross-to-Net Report
Run India Professional Tax Report
Generate IT Computation Sheet
Run Payroll Messages Report
Verify Reports
Calculate Prepayments
Verify Prepayments
Archive Periodic Payroll Results
Run Payroll Register Report
Make EFT Payments
Generate Check Payments
Generate Payslips
Verify Payslips
Run Payment Register Report
Provident Fund Electronic Challan and Return

Processes
Run India 24Q IT Balances Report
Manual Run ESI Monthly Contribution Report
Manual Run India Form24Q

Note:
1. **Manual Run ESI Monthly Contribution Report** is a manual task for the **Run ESI Monthly Contribution Report** flow if the ESI report needs to be run. You can either click **Submit Related Flows** or submit separately outside of this flow. When using **Submit Related Flows** option, after the child flow is submitted, mark the manual task as **Completed**, for the child flow to be triggered.
2. **Manual Run India Form24Q** is a manual task for the **Run India Form24Q** flow which can be submitted every quarter.

Generate Payroll Diagnostic Report

Use the Payroll Diagnostic Report to quickly diagnose the issues in investment declaration, proof submission, proof verification and approval, involuntary deductions such as Provident Fund, Professional Tax, Employee State Insurance, and more.

You can run the Payroll Diagnostic report on any one of the entities such as person details, element details, person element entries, tax reporting unit details, person run results, person statutory deduction details, person social insurance details, and many more entities and diagnose any issues.

Note: My Client Groups > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then select the flow .**Run India Payroll Diagnostics Report**

Parameter	Description
Payroll Flow	Enter the name of the report to be generated
Schedule	Select a schedule
	Required Parameters
Entity	Select the required entity from the list
	Optional Parameters
Financial Year	Select the financial year to generate the report
Person Number	Select the person number
Payroll Relationship Group	Select the payroll relationship group from the list

Parameter	Description
Element Name	Select the element name
Process Configuration Group	Select a process configuration group from the list.

2. Select Submit.

Results:

The report is generated in a compressed format for the selected entity and financial year. The compressed file includes individual .html files for each person ID in the selected payroll relationship group.

Generate Payroll Variance Report

Compare the balance values across payroll runs using the Payroll Variance Report. This report compares two outputs of the Payroll Activity report and displays the variances.

> **Note: My Client Groups** > **Payroll** > **Submit a Flow**

1. Select the legislative data group and then select the flow **Payroll Variance Report**

Parameter	Description
Payroll Flow	Enter the name of the report to be generated
Schedule	Select a schedule
	Optional Parameters
Report Variance Greater Than	The default value is 0.1
Process Configuration Group	Select the process configuration group
Source Flow Instance	Select the source flow instance
Target Flow Instance	Select the target flow instance

2. Select Submit.

Results:

The report displays the variances in a .csv format and helps you identify any differences in balance values post a business update (like salary update) or a technical update.