User Guide

to

Prepare Pay in IFMIS

Version 1.1, Dated: 22nd September 2022

Note:

1. User guides for necessary modules may be downloaded from IFMIS portal under User Manuals.

STEPS TO PREPARE SALARY IN IFMIS
(https://ifmis.mizoram.gov.in/IFMIS/login)

NB: List of Receipt Head of Account must be mapped using **Salary Bill Configuration** at DDO login available under E-Billing Module before salary is created.

A. Establishment Section User Only (EST)

Module	**:**	**Employee Management**
Step 1	**:**	Registration of Employee details into IFMIS (mandatory)

B. Accounts Section User Only (AS)

Module	**:**	**Employee Management**
Step II	:	Pay Fixation (One time, mandatory)
Step III	:	Update Loan details

      i.   Step I: Existing Loan Entry
      ii.   Step II: Loan Interest Calculation (if any)
      iii.   Step III: Employee Advance Loan Details (Select salary month and create)

Step IV	:	Existing GPF Recovery Entry (One time, if any)
Step V	:	Employee Quarter Mapping (HRA, one time, if any)
Step VI	:	Professional Tax (if any)
Step VII	:	Arrear (if any)
Step VIII	:	Income Tax (one time, if any)
Step IX	:	Deduction/Subscription Mapping (One time but updatable every month, if any)
Step X	:	Salary Fixation (One time, mapping of allowances, mandatory)
Step XI	:	Monthly Pay Deduction Process (This activity is to be performed every month, mandatory)
Step XII	:	Monthly Pay Process (Bulk) (This activity is to be performed every month, mandatory)

C. Accounts Section User Only (AS)

Module	**:**	**E-Billing**
Step XIII	:	Preparation of pay (GAR -13/GAR-29(Wages)/Cheque Advice-I/V/VI)

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