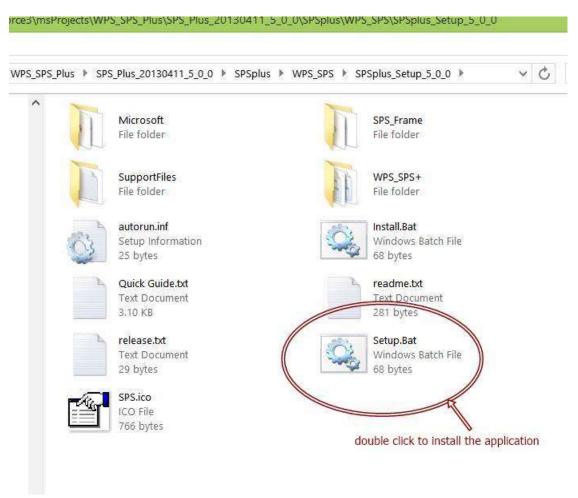# WPS Salary Processing System

Installation & User Manual

Version: SPS Plus 5.0.0

Installation Procedure:

Run the setup batch file from the CD and follow the Wizard to complete the setup.

double click to install the application

Install will create an Application shortcut **WPS Salary Processing System+** on desktop

Double click the icon on the desktop to run the application.

WPS Salary Processing System
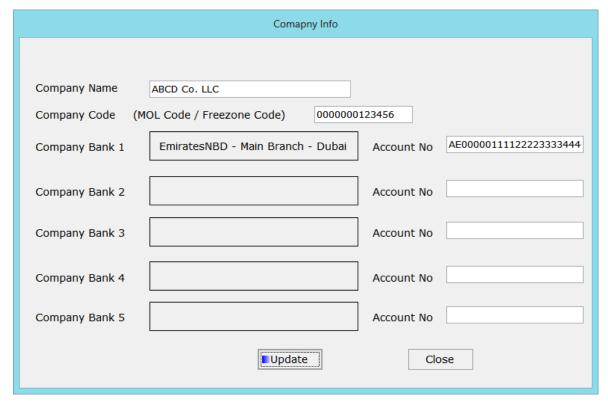
Running the Application:

Double click the shortcut WPS Salary Processing System+ from the desktop. if you running application first time, it will open a screen to input company information. Enter

Company name,

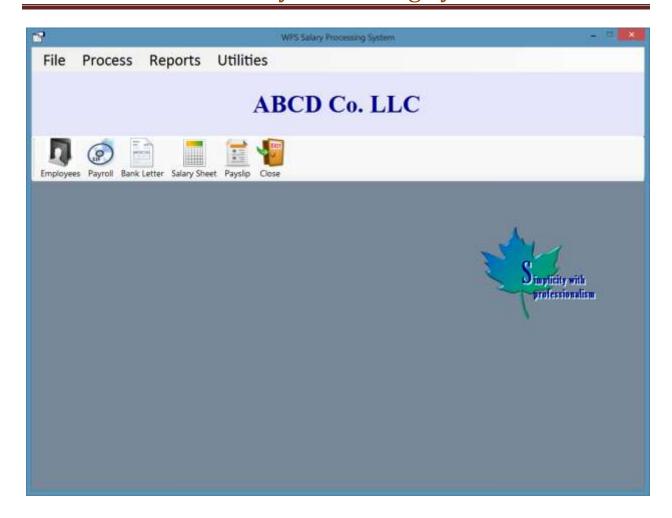Company MOL code or JAFZA code (whichever is applicable),

Select Company Bank from the list,
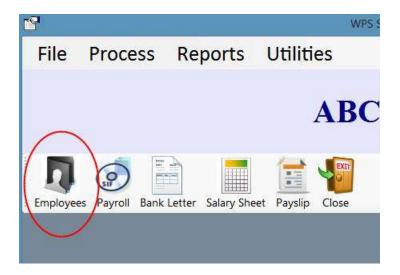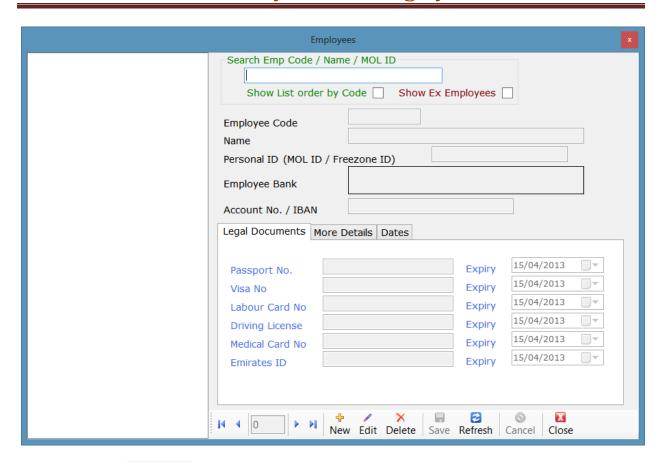
and Company Account number in the Bank

Click Update and re-start the application from the application icon on the desktop.

WPS Salary Processing System

Click Employees button to open Employees master record:
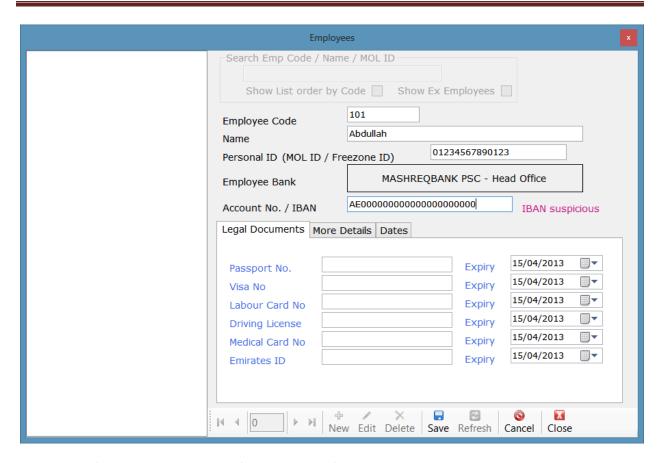
WPS Salary Processing System

Click New button [image] and input the employees information.

- Employee Code (Company internal assigned code for Employees)
- Employee Name
- Employee MOL ID (14 digit personal ID on labor card) or Employee JAFZA code
- Click Employee Bank and select the employee bank or exchange from the list. You can search bank by name or by Bank Routing Code.
- Enter Employee IBAN number in the bank or account number from the exchange
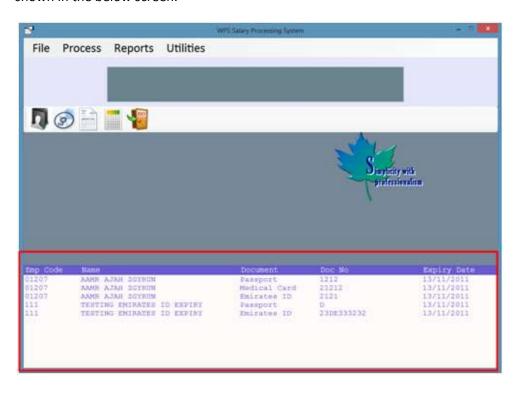- Click Save [image]

WPS Salary Processing System

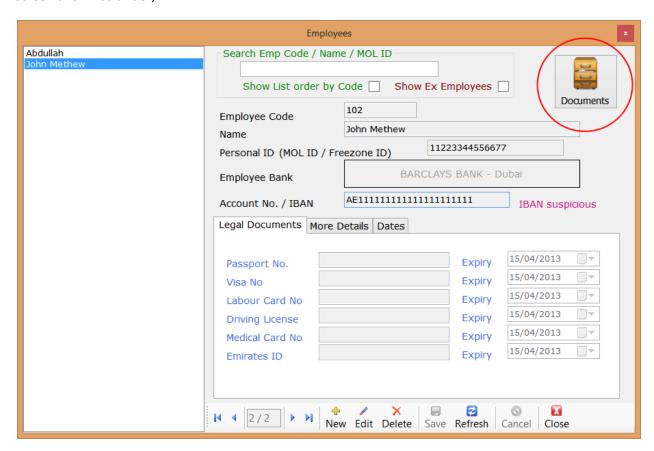The above information is mandatory for creating SIF file.

Input information for All the Employees.

If you want, you can enter other optional information like employees documents and their expiry dates. Software will give you alert for the legal documents if it is near to expire or already expired. Expiry alert will appear only if document numbers are entered along with expiry dates. Expiry alert example is shown in the below screen.
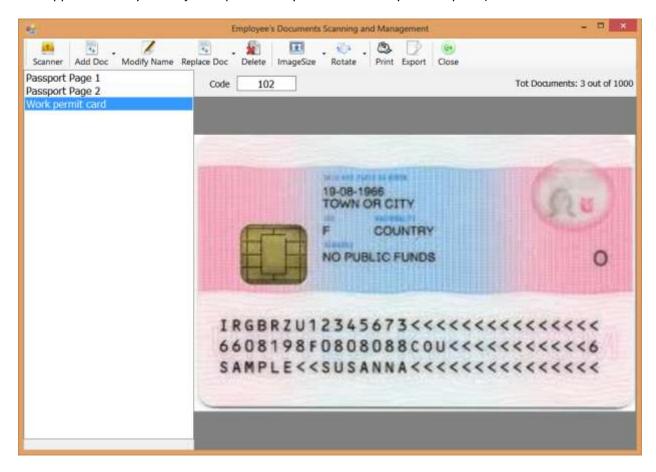
Attaching documents:

You can attach employees documents in image format. Click Documents button on the employees screen shown as under,

It will open following screen where you can import employee related document image (in Jpeg format) or you can directly scan from the system. (Scanner should be Microsoft WIA compliant. if your scanner is not supported then you can just import already scanned files in your computer).
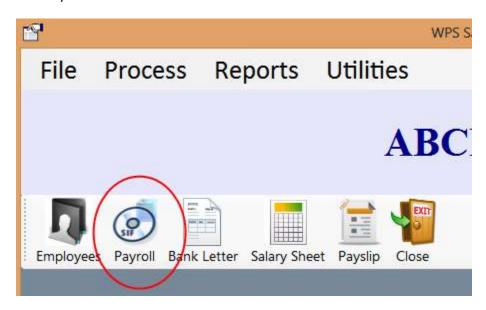

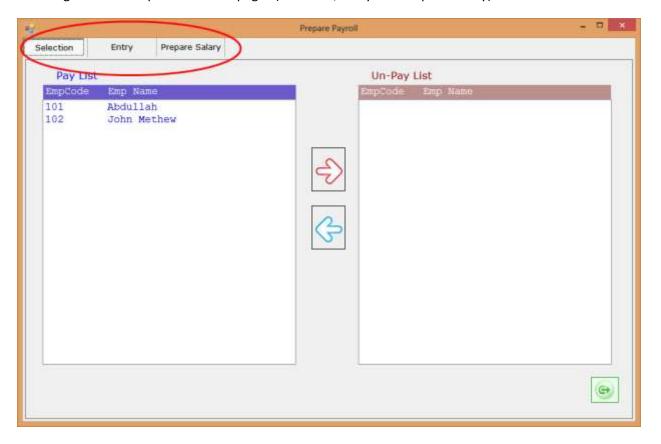Standard Software permits attachment of maximum 1000 image documents in total.

All documents will be saved in database and can be retrieved and easily available instead of searching in different folders in your computer.

Preparing Payroll and SIF file
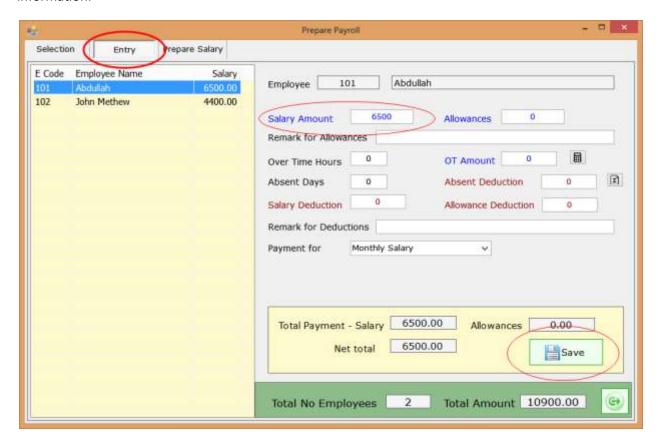
Click Payroll button as shown below

following screen will open with 3 tab pages (Selection, Entry and Prepare Salary) as shown below

WPS Salary Processing System

On the Selection you can select move employees between Pay List and Un-pay List. Salary SIF file will be created for employees in Pay List.
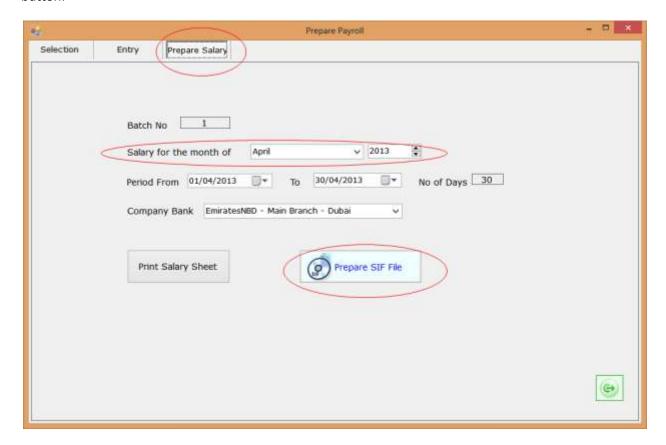
Select Entry tab. it will open following screen. input Salary Amount to be paid and click Save to Save the information.
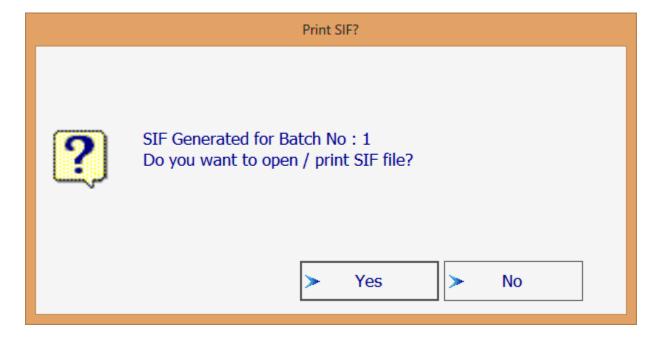

If you need you can more information on the screen.

Input Salary information for all Employees.

Click Prepare Salary Tab and it will open following screen. Batch number is auto generated number for each salary batch. select the month for which you want to create SIF file and click Prepare SIF file button.

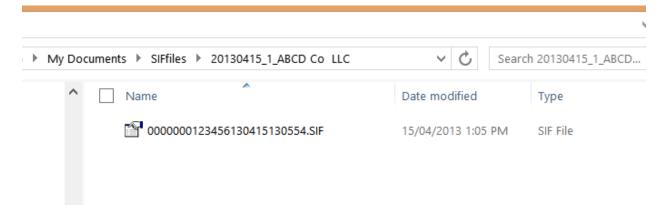it will prepare payroll and generates SIF file to submit in the Bank.

click Yes to open and print the SIF file as under,

Note: Software will validate data as per SIF requirements by Central Bank of UAE and if any information is wrong then it will display error message explaining the wrong entry and it will not allow to generate the SIF file. Amounts should not be negative, total amount cannot be zero, and it also validates the data length of MOL ID and IBAN number which must be correct.
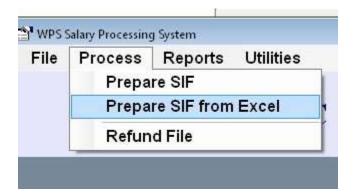
On the next software will open the location where the SIF file is created. Default SIF location is My Documents\SIFfiles. SIF file default location can be changed from Settings (discussed later).
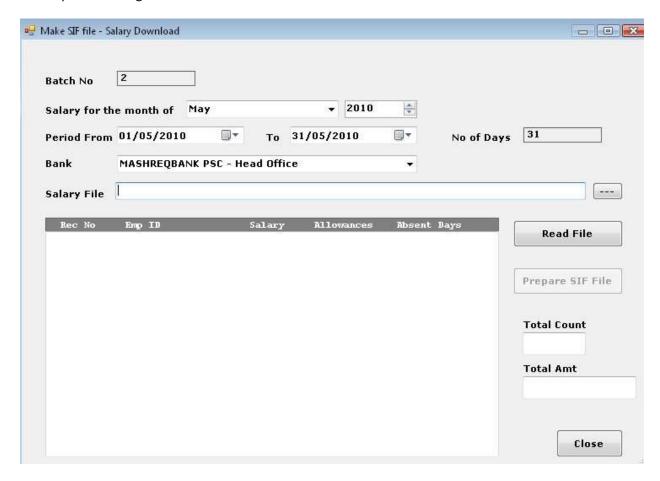
WPS Salary Processing System

Prepare SIF file from Excel

You can create SIF file from your excel salary sheet.

Select menu option Process -> Prepare SIF from Excel
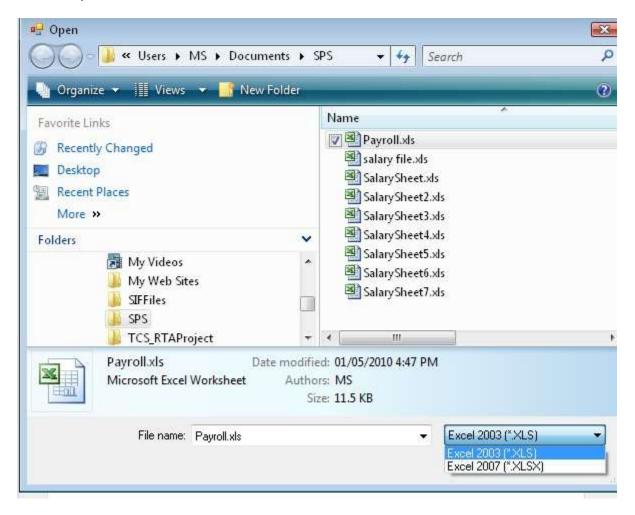

It will open following screen

As seen on above figure, an automatic batch number will be generated by the system every time you

create a SIF file. This is for company internal use and for reporting purpose.

WPS Salary Processing System
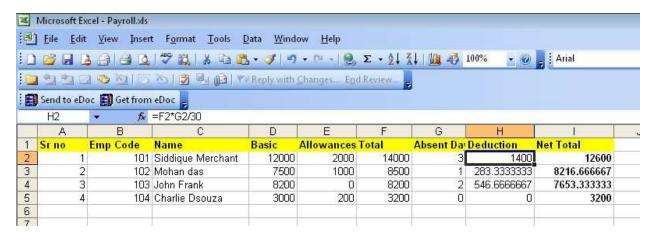
Select salary month from the drop down lost.

Select salary period and company corporate bank from the list.

Click Browse button [---] to browse and select the Excel Salary sheet or your pay roll sheet in Excel format.

You have option to select Excel 2003 or Excel 2007 as shown in below screen.
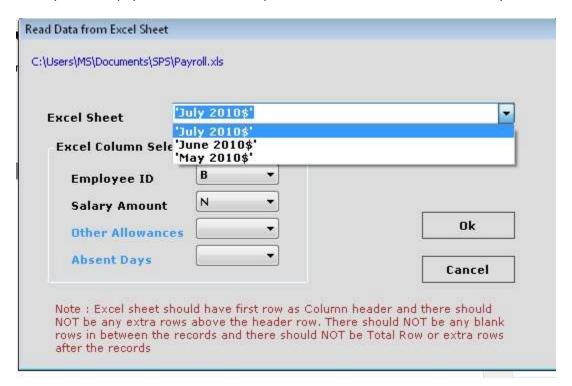
Your Excel sheet can have any format. If it has calculation formulas then software will read records from

the formulas. An example is shown below,
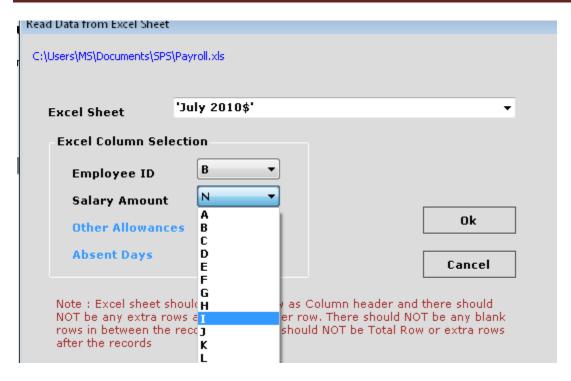

Note: There should be only one line of column header and there should not be any header above the first line as show above. There should not be any blank lines in between the rows.

Select your Excel pay roll sheet and click open. And Click button Read File. It will open following screen

Select the correct Excel sheet from where you want to read the data from the drop down list

Select the Employee ID column and Final Salary amount column on you sheet. As per our example sheet

it is columns B and N respectively.

Click OK.
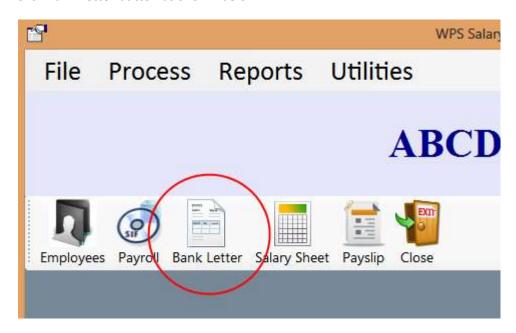
It will display File Read Analysis

If all information is correct then it will give – File OK ---. Otherwise it will display exceptions in red color.

Click Exit to close the screen and click Prepare SIF File button to generate SIF file.

By default SIF will be generated at My Documents\SIFfiles\ folder.

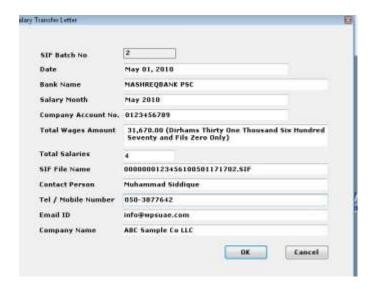## Preparing Salary Transfer Letter for Bank

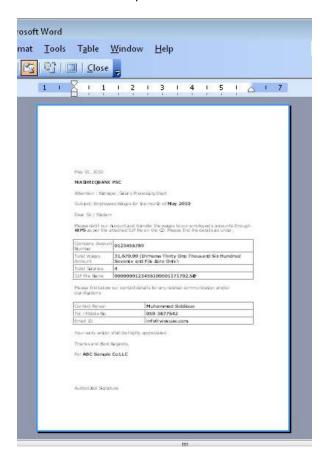Click Bank Letter button as shown below

input salary Batch number

it will open following screen. if you are making SIF file first time in this computer then you need to enter your contact information which will print on the letter for bank to contact you if required.

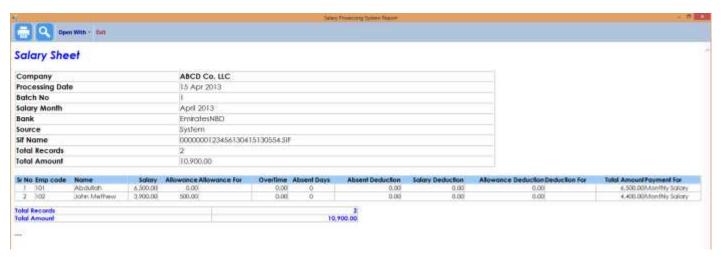Click OK and it will open the letter in word document to print.

WPS Salary Processing System

***** Documents to be submitted in the bank for WPS Salary transfer *****

1> Salary Transfer Letter on Company letter head with Authorized signatory and company stamp

2> SIF file on CD (Soft copy)

3> SIF file printout signed and stamped
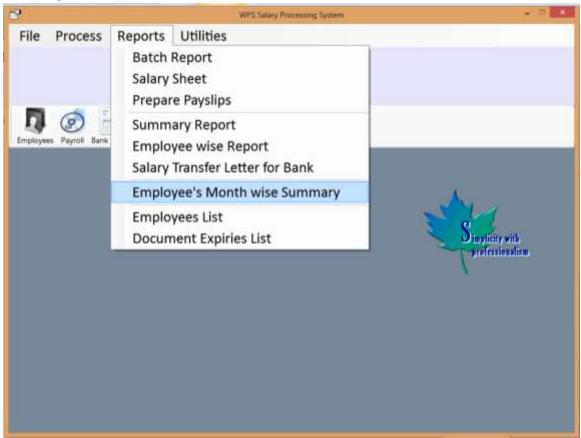
Reports and queries for Company internal use
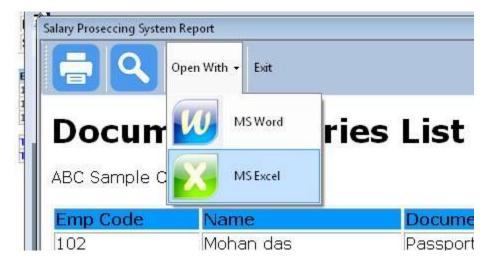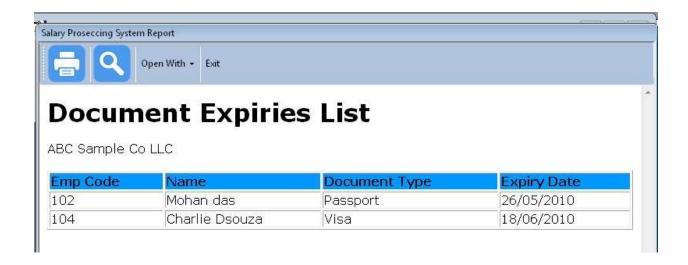
Salary Report

WPS Salary Processing System

Batch Report

Pay slips

More Reports

All Report can be directly printed or can be opened with Word or Excel

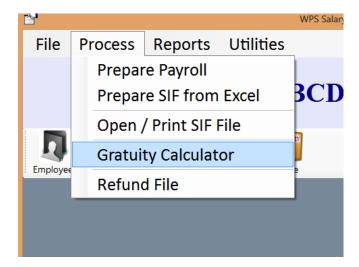# WPS Salary Processing System

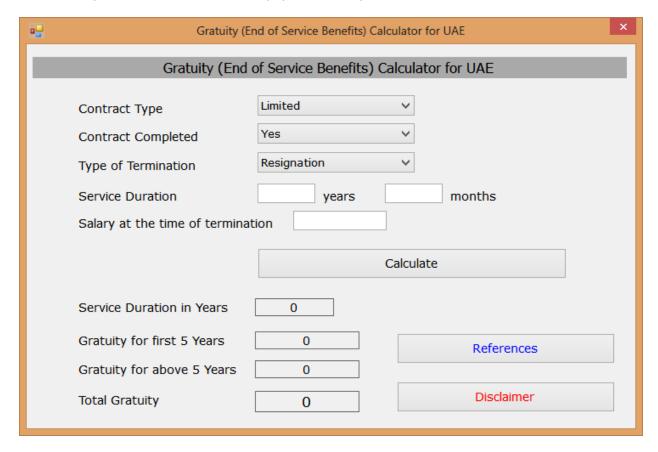## Document Expiries Report

Gratuity Calculator

Open menu as shown under,

Input Service duration and final salary amount and select other information if required. Click **Calculate** button and system will calculate total net payable Gratuity.

WPS Salary Processing System

Creating more companies in same group:

You can add more companies (option is limited to number of company licenses purchased)

Select menu option **File -> Companies**

Click New

Type Company code 2 for 2nd and 3 for 3rd company etc and add all required information for the new company and click **Update**

To modify information for the selected company go to

Utilities - > Company Info

Or

Go to

File -> Companies -> Select the Company -> Click Modify

Transfer Data to another PC

Copy following 2 database files on some external drive or USB disk

C:\WPS_SPS+\dbSPSplus.mdb

C:\WPS_SPS+\dbSPSdocs.mdb

install the software on new PC.

paste the above 2 files in the new computer at C:\WPS_SPS+

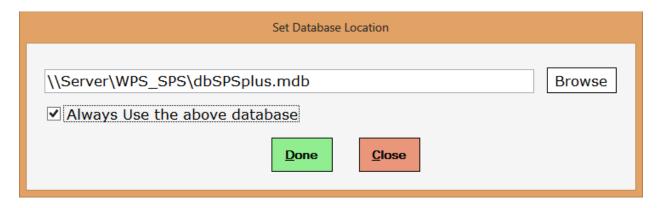All data is transferred to the new PC. Run and check the application.

Network Installation

Copy database files (**dbSPSplus.mdb** and **dbSPSdocs.mdb**) on the shared folder on the network.

Run the application open menu options as under,

Utilities -> Set Database Location

following screen will be opened,

Click browse and select file dbSPSplus.mdb on the network location.

Click Done and restart the application

NOTE: Make sure shared folder should have proper read / write permission to the user in order to run the application

Database Backup

Periodically make copies of the database file on some external drive to avoid loss of data in case if you have some problem in your PC.

copy the MDB files from the following directory

C:\WPS_SPS+

and the files to be copied are

dbSPSplus.mdb   and   **dbSPSdocs.mdb**

Software also makes automatic backup, whenever you run and close the application.

The Backup path can be adjusted as under,

Utilities -> Settings -> Backup

For any more information please visit our web site http://www.wpsuae.com

Or email us at info@wpsuae.com

Team: WPS Salary Processing System