# www.rajteachers.com
## Salary Arrear Bill Process

1.  After Login in **PayManager** as **DDO**, For Salary Arrear Bill Process, Go in **Bill Processing** Menu and Click on **Bill No. Allocation**.



2.  After Click on **Bill No. Allocation**, Choose **Bill Allocation** option from List.



www.rajteachers.com

3. Select **Bill Type** (Salary Arrear), **Object head**, **Pay Month** & **Year** of the Bill, **Enter Bill Date** and **Bill No.** and Select **Group Name** for Specific Budget Head. After then Click on "**Submit**" Button.



4. To Modify Bill, Choose **Bill Modification** Option from List, in **Bill No. Allocation**.



www.rajteachers.com

5. Go to **Bill Processing** -> **Salary Preparation** -> **Salary Arrear**



6. Select **Month, Pay Year, Group Name, Bill no.** and **Reason.** Enter **Name** of the Employee. Select Employee from list aside on page. **Allowance**, **Deduction** and **Dependent deduction** can be add from Here. To **delete** Employee click on "**Delete Employee"** Button.



www.rajteachers.com

7.  To add allowance, Click on "**Add Allowance**" button. Select **Month**, **Year** and **Allowance Name**. Enter **Amount** that is to be given and **Already Paid amount** (if any otherwise leave blank).



8.  To add Deduction, Click on "**Add Deduction**" button. Select **Month**, **Year** and **Deduction Name**. Enter **Amount** that is to be Deduct and **Already Paid amount** (if any otherwise leave blank).

9. To add Dependent Deduction, Click on "**Dependent Deduction**" button. Select **Month,** Enter **Year, Name, Order No., Amount.** Select **State, District, Bank, Bank Branch** and **Bank Account No.** Enter **Reason.**

| Dependent Deduction | |
|---|---|
| Select Month: | July |
| Select Year: | 2015 |
| Name: | Vijay Singh |
| OrderNo: | 15 |
| Amount: | 8500 |
| IFSC: | [          ]  Add |
| State: | Rajasthan |
| District: | Jaipur |
| Bank: | STATE BANK OF BIKANER AND JAIPUR |
| BankBranch: | BHANKROTA, JAIPUR (SBBJ0010804) |
| Bank A/CNo: | 6002061008566 |
| Reason: | Death |

**Submit**   **Reset**   **Cancel**

Note:IFSC Not Mandatory.Use IFSC To Get Details.

www.rajteachers.com

10. Go to **Bill Processing -> Forward to DDO**



11. To **Forward**, Select **Month**, **Year**, **Bill Type** and **Group**. Bill Details will be show below on the page. To Forward Select **Bill Detail** and Click on "**Forward**" Button.



www.rajteachers.com

12. Go to **Authorization -> Bill Forward To Treasury**



13. To **forward**, Select **Month**, **Year**, **Bill Type** and **Group**. **Bill Details** will be show below on the page. Select **Bill Detail** and Click on "**Submit**" Button and then Click on "**Forward**" Button.



www.rajteachers.com

14. Go to **Reports -> Salary Report**



www.rajteachers.com

15. Go to **Reports -> Salary Report -> Salary Arrear**
To Download Inner Report of Salary Arrear, Select **Year**, **Month**, **Group** Name and **Bill No.**
After then Click on "**Generate Report**" Button**.**



www.rajteachers.com

16. Go to **Reports -> Salary Report -> Salary Arrear Outer**
To Download Outer Report of Salary Arrear, Select **Year**, **Month**, **Group Name** and **Bill No**.
After then Click on "**Show Report**" Button.