

REPORTS - format, Fields

☐ Payroll Preview Export -

Fields:

1. Serial Number
2. Employee Code
3. Employee Name
4. Rank/Designation
5. Account Number
6. IFSC Code
7. Salary
8. Duty/Working Days
9. Net Total
10. Cash Advance
11. Advance 1
12. Advance 2
13. dynamic deduction columns
14. Total Deduction
15. Total Payable.

Dynamic fields: deduction columns are derived from deduction_breakdown; additions are compressed into three advance columns.

☐ Bank Transfer Export

Fields:

1. Employee Code
2. Employee Name as per Bank Records
3. Father's Name
4. Account number
5. IFSC Code
6. Mobile Number
7. PAN Number
8. Amount
9. Additional Notes
10. Client Code
11. Onboard At

☐ Advance Transfer Sheet

Fields:

1. Employee Code
2. Employee Name as per Bank Records
3. Father's Name
4. Account number
5. IFSC Code
6. Mobile Number
7. PAN Number
8. Amount
9. Additional Note
10. Client Code
11. Onboard At

☐ Final Payroll Report

Fields:

1. Employee Code
2. Employee Name
3. Father Name
4. Designation
5. Salary Type
6. Salary Amount
7. Working Days
8. PF
9. ESIC
10. Additions
11. Deductions
12. Total Deduction
13. Net Pay
14. Total Payable
15. Payment Status

☐ Employee Report

Fields:

1. Employee Code
2. Employee Name
3. Father Name
4. Gender
5. Designation
6. Client
7. Site
8. Supervisor
9. Status
10. Salary Type
11. Salary Amount
12. PF Applicable
13. ESIC Applicable
14. Joining Date
15. Date of Birth

16. Contact Number

☐ Search Employee By Code Report

Fields:

1. Employee Code
2. Employee Name
3. Mobile Number
4. Gender
5. Designation
6. Salary Type
7. Salary Amount
8. Client
9. Site
10. Assigned Supervisor
11. Reporting Person
12. PF Status
13. ESIC Status
14. Employee Status

Dynamic structure: one employee row may contain multiple assignment values in the same cell/section.

☐ Add-on Report

Fields:

1. Employee Code
2. Employee Name
3. Site
4. Client
5. Designation
6. Employee Status
7. Add-on Name
8. Add-on Type
9. Amount
10. Approval Status
11. Created By
12. Month
13. Year