

Past Period Adjustment Schedule :

- Go to menu Monthly Contribution → Past Period Supplementary Contribution. Following screen will be seen.

version Dev_10.0.1.5

Connect Us | FAQs | Logout

Home > Back Period Schedule Data

Back Period Schedule Data

New Schedule Entry

Pending Entries:

Web ID	Lot Number	Division Code	Recovery Month	Ussic	UA	Special Pay	CP Amount	Submit Date	Status	Action

Submitted/Approved Entries:

Web ID	Lot Number	Division Code	Recovery Month	Ussic	UA	Special Pay	CP Amount	Approved Date	Status	Action
2	2531753	5771	0: Sep 2023	20000	0	0	2100		Submitted to HC /Account	View

- User who have 'HR Manager User' or 'CPF Claims Preparing HR User' role can create past period supplementary adjustment schedule entry by clicking on New Schedule Entry in above screenshot. Both users must have location access to save new entry. Following screen displayed by clicking on 'New Schedule Entry'.

Home > Schedule Data Adjustment

Schedule Data Adjustment

Web ID:

Status:

Cp# Number:

Accounting Unit:

CPF Recovery Month/Month of posting in FICO module:

Basic Paid:

DA Paid:

Special Payment Paid:

CPF Deduction:

EPS Liability (To be paid through EPS ECR):

Extra Cpf Deduction Amount:

Sanction Number 1:

Loan Amount 1:

BOT Amount 1:

Instalment Number 1:

Total Instalment 1:

Loan Recovery Code 1:

Sanction Number 2:

Loan Amount 2:

BU1 Amount 2:

Instalment Number 2:

Total Instalment 2:

Loan Recovery Code 2:

Remarks (Description of salary payment, money receipt with posting document no and date must be mentioned):

Save Back

- Cpf Number, Accounting Unit, Cpf Recovery Month and Remarks are mandatory fields. Enter other required fields and click on **Save** button.
- New schedule Adjustment entry can not be saved or submitted between 1st and 10th day of every month.
- New Web Id will be generated and will be shown in alert message.

- Click on OK button then click on Back button. Saved application will be seen in Home screen.

Home > Bank Period Schedule Data

Past Period Adjustment Schedule

New Schedule Entry

Pending Entries

Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Submit Date	Status	Action
22	2531763	5771	01-Sep-2023	0000	5000	0	1300		Applied	View

Submitted/Approved Entries

Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Approved Date	Status	Action
21	2531763	5771	01-Sep-2023	20000	0	0	2400		Submitted in HO Account	View

- Click on View button, following screen will be displayed.

Web ID: 22 Status: Applied

Cpf Number: 2E31763 Accounting Unit: 5771 - Thana - Khan Circle

Basic Paid: 10000 DA Paid: 5000 CPF Recovery Month/Month of posting in FCO module: 01 Sep 2023

CPF Deduction: 1000 EPS Liability (To be paid through EPS EC3): 0 Special Payment Paid: 0

Sanction Number 1: 0 Loan Amount 1: 0 Extra Cpf Deduction Amount: 0

Installment Number 1: --Please Select-- Total Installment 1: --Please Select-- BOT Amount 1: 0

Sanction Number 2: 0 Loan Amount 2: 0 Loan Recovery Code 1: --Please Select--

Installment Number 2: --Please Select-- Total Installment 2: --Please Select-- BOT Amount 2: 0

Loan Recovery Code 2: --Please Select--

Remarks: (Description of salary payment, money receipt with posting document no. and date must be mentioned)
Doc No 430000474 dated 07.11.2023 Salary for the month of Sep 2023

Buttons: Update, Submit to Account, Back

- User can update details if required and Submit to Account user.
- Only User who have 'HR Manager User' role and have location accessed can submit to Field Account User.
- Once Submitted status will be changed to 'Submitted To Account'.
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Home > Back Period Schedule Data

Past Period Adjustment Schedule

New Schedule Entry

Pending Entries

Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Submit Date	Status	Action
Submitted/Approved Entries										
Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Approved Date	Status	Action
21	2E31763	5771	01 Sep 2023	20000	0	0	2400		Submitted to HO Account	View
22	2E31763	5771	01-Sep-2023	10000	5000	0	1800		Submitted to Account	View

- Users who have 'CPF S&R Accounts Preparing User' and 'CPF S&R Accounts Submitting User' role can view these submitted applications on menu Monthly Contribution → Past Period Supplementary Contribution. Following screen will be displayed for these roles.

Past Period Adjustment Schedule

Pending Entries

Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Submit Date	Status	Action
22	2531753	5771	01-Sep-2023	10000	5000	0	1800	01-Dec-2023	Submitted to Account	View

Submitted/Approved Entries

Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Approved Date	Status	Action
21	2531753	5771	01-Sep-2023	20000	0	0	2400		Submitted to HO Account	View

➤ Click on View button.

Schedule Data Adjustment

Web ID: 22	Status: Submitted to Account	
Cpf Number 2531753	Accounting Unit: 5771 - Thane Urban Circle	CPF Recovery Month: Month of posting in FICO module: 01-Sep-2023
Basic Paid 10000	DA Paid 5000	Special Payment Paid 0
CPF Deduction 1800	EFS Liability (To be paid through EFS/ECR) 0	Extra Cpf Deduction Amount 0
Sanction Number 1 0	Loan Amount 1 0	BOT Amount 1 0
Installment Number 1 --Please Select--	Total Installment 1 --Please Select--	Loan Recovery Code 1 Principal Recovery
Sanction Number 2 0	Loan Amount 2 0	SOI Amount 2 0
Installment Number 2 --Please Select--	Total Installment 2 --Please Select--	Loan Recovery Code 2 Principal Recovery

Remarks : (Description of salary payment, money receipt with posting document no. and date must be mentioned)

Doc No 430009474 dated 17.11.2023 Salary for the month of Sep-2023

[Submitted to HO Account](#) [Back](#)

- Submit to Ho Account button is seen. User who have 'CPF S&R Accounts Submitting User' role and location access can submit this application to HO Account User.
- After submission status will be changed to 'Submitted to HO Account'.

Past Period Adjustment Schedule

Pending Entries

Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Submit Date	Status	Action
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Submitted/Approved Entries

Web Id	Cpf Number	Division Code	Recovery Month	Basic	DA	Special Pay	CPF Amount	Approved Date	Status	Action
21	2531763	577	01-Sep-2023	20000	0	0	2400		Submitted to HO Account	View
22	2531763	577	01 Sep 2023	10000	5000	0	1300		Submitted to HO Account	View

- Now these submitted applications will be seen to user who have 'HO Accounts Admin user' role. This user can approve or reject this application. Once approved, Monthly transactions and Supplementary S-Form will be created. And status will be changed to 'Approved'.