Functional Requirements Document (FRD)

Project Name: E-Group HRMS & Accounting System
Client: E-Group
Prepared By: Mahabub Jamil
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1. Overview

This Functional Requirements Document (FRD) outlines the detailed system functionalities to be developed for the E-Group HRMS (Human Resource Management System) and Accounting System. This document serves as a guideline for both the design and development teams to ensure clarity of scope, effective implementation, and smooth delivery of features that align with E-Group's business processes.

The system will provide a unified platform for managing employee records, payroll, accounting entries, reporting, and system configurations with user-level access control and data security measures.

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2. Functional Modules and Detailed Descriptions

2.1 Dashboard Module

The Dashboard acts as the home screen for Admin and Authorized Users, displaying important KPIs and insights:

- **Total Employees**: Real-time count of active employees across all projects.
- **Total Projects**: Count of all running projects under the organization.
- **Total Companies**: Total number of client or group companies being handled.
- **Financial Statement Card**: High-level income vs. expense summary of the month.
- **Month-wise Income and Expense Graph**: Bar or line chart representing income/expense trends.
- **Yearly Filter Option**: Enables filtering graphs/data by fiscal year.
- **Approval Salary Summary**: Overview of approved salaries by month.
- **Month-wise Salary Expense**: Total gross salary per month.
- **Recent Employee List**: A scrollable or paginated list showing recently added employees with Name, ID, Phone, Project, and Designation.

Integration: Pulls real-time data from the Employee and Accounts modules.

2.2 Employee Module

This module manages all employee data and operations, both current and historical.

Key Features:

- **Active Employee Card**: Displays the total number of currently active employees.
- **Bulk Excel Upload**: Super Admin can upload employee data using a pre-formatted Excel template with validation on mandatory fields.
- **Dynamic Search**: Search by Employee Name, ID, or Phone Number.
- **Advanced Filters**: Filter employees by Project, Role, and Employee Type, both individually and in combination.
- **Employee List**: A grid/list view showing all employees with custom column toggles.
- **Edit/Delete Functionality**: Update employee data inline or through form-based editing.
- **Archive Deleted Data**: Soft-delete functionality; deleted records are retrievable.
- **Update Button**: Triggers update on edited information.

Integration: Shared with Payroll, Access Control, and Archive modules.

2.3 Payroll Module

Automates payroll processing and salary calculations based on timesheet, allowance, and deduction data.

Summary Screen:

- **Total Gross Salary**: Sum of all gross salaries for the period.
- **Total Net Salary**: Sum of net salaries (after deductions).
- **Total Overtime**: Overtime total based on submitted timesheets.
- **Approved Salary Summary**: Displays monthly approved payroll values.

Submodule: Employee Salary

- **Employee List**: Lists all employees with salary info.
- **Bulk Timesheet Upload**: Excel upload for work hours data.
- **Search & Filter**: Based on Employee Name, ID, Designation, or Department.
- **Edit Payslip**: Manual adjustments to employee payslips.
- **Payslip Generation**:
  - Select Employee
  - Select Month
  - Input Total Working Hours
  - System auto-calculates Basic Salary
  - Enter Overtime, Allowances, Deductions, Other Earnings
  - Net Salary auto-computed and shown

Submodule: Add New Employee

All sections in the employee form are logically grouped and fully editable:

- **Basic Information**: Name, Email, Phone, DOB, Group, Company, Project, Employee ID, Gender, Nationality, Blood Group.

- **Address Info**: Line 1 & 2, City, Division/State, ZIP.
- **Qualification & Work Details**: Educational background, Experience, Department, Designations, Role.
- **Accommodation & HR Info**: Type of accommodation, HR contacts, ticket durations, NOC expiry.
- **Passport & License Info**: Includes related document uploads, issue/expiry dates.
- **Visa Info**: Type, Entry/Exit dates, Medical and biometric deadlines.
- **Bank Info**: For salary disbursement – includes Bank Name, Branch, Account Details.
- **Vendor/Customer Billing**: Hours & Rate fields for billable staff.
- **Final Form Preview**: Summary screen before submitting employee record.

Integration: Strong linkage with Payroll, Archive, Access Control, and Document Upload subsystems.

2.4 Accounts Module

This module provides full support for voucher entries, financial reporting, and Chart of Accounts (CoA).

2.4.1 Vouchers

Payment Vouchers

Fields:

- Group, Company, Project
- Transaction Type (Cash/Bank)
- Period, Currency, Date, Paid From
- **Line Items**: Expense Head, Account Head, Reference, Amount, Narration, Paid To
- **Total Amount**: Auto-calculated with display of available balance

Received Vouchers

Same structure with Income Head & Received From fields

Voucher List:

- View history of all transactions
- Columns: Date, Voucher No., Type, Project, Amount, Status

2.4.2 Reporting

Ledger Report

- Filter by Date Range, Project, Account Head
- View Debit, Credit, Opening/Closing balances

Group Ledger Report

- Same as above, but aggregated by group

Trial Balance

- Displays period-wise debit and credit
- Structured by account type: Assets, Equity, Liabilities, Income, Expenses

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2.4.3 Chart of Accounts (CoA)

- **Hierarchy Management**: Parent and Child relationships
- Account Types: Asset, Equity, Liability, Income, Expense
- Fields: Account Name, Code, Type, Status (Read-only/Editable)
- Admin can add or edit account heads as needed

Integration: CoA feeds directly into Payroll and Voucher entries.

2.5 Settings Module

Allows administrative configuration of the system:

- **Expense & Income Head Creation**: For vouchers and categorization
- **Group & Project Creation**: Organized under each company or business group
- **Field Management**: Control visibility and requirement of employee form fields
- **User Management**: Create users and assign role-based access

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2.6 Archive Module

- Stores all deleted employee and voucher data
- Admins can search, review, and restore archived records
- Ensures no data loss due to accidental deletion

2.7 Feature: Activity Log

- Tracks all system actions performed by users
- Logs include: Action Type, Module, Affected ID, Timestamp, and User Identity
- Used for compliance and accountability

2.8 Feature: Access Control

- Role-based permission matrix (Create, Read, Update, Delete)
- Permissions assigned per user per module
- Ensures data access is limited to authorized personnel

2.9 Feature: Manage Field

- Super Admin can define which fields are mandatory or optional
- Affects Employee Onboarding form behavior

2.10 Feature: User Creation

- Create system users and assign access roles
- Permissions defined module-wise
- Option to deactivate or modify roles