Here is the **complete Functional Requirements Document (FRD)** for your HR, Company, and Finance Management System:

📄 Functional Requirements Document (FRD

Project Title: HR, Company & Finance Management System

1. 🎯 Objective

To develop an integrated HR and finance management application that simplifies employee lifecycle processes, geo-verified attendance, document verification, late login deductions, payroll generation, and company profile creation—with finance tracking and analytical reporting.

2. 🧩 Core Modules Overview

Module	Purpose
HR Module	Manage employee onboarding, attendance, profiles, and payroll
Company Module	Manage company profiles (used for invoice or employee mapping)
Finance Module	Track salaries, advances, and expenses
Reports & Analytics	Visual and tabular insights for admin and HR decisions

3. 🗒 HR Module

3.1 Employee Onboarding

- HR/Admin creates initial login credentials (username, password)
- Employee uploads documents: ID proof, certificates, photo
- HR/Admin verifies profile before activation

3.2 Profile Management

- View and update personal and job details
- Legal documents (like contract, ID) mandatory before joining

3.3 Geo-Based Attendance

- Attendance is captured via:
  - Live photo capture
  - Geo-location tracking (Google Maps API or device GPS)
- Admin sees attendance logs with timestamp and location map

3.4 Late Login & Deduction

- Define allowed login time (e.g., 9:00 AM) and grace time
- Late login triggers auto-deduction from salary
- HR/Admin receive notification of late entries
- Logs stored with reason/comment option for employee

3.5 Payslip Management

- Salary generation based on base pay and deductions
- Downloadable PDF payslips per month
- HR can set salary components: basic, bonus, deductions

3.6 Workspace Assignment

- Assign desk, department, branch, or virtual project
- View per-department staffing layout

3.7 HR Notices & Legal

- Auto alert if documents missing or deadline near
- Issue notices:
  - Warning letter
  - Termination notice
  - Suspension alerts

3.8 Employee Status

- Mark employee as Active, On Leave, Resigned, or Terminated

4. ▨ Company Module (Admin Unit)

4.1 Create Company Profile

- Fields:
    - Company name, address, contact person
    - GST No., PAN No., Logo
- Status:
    - Pending → Approved → Active

4.2 Company Listing

- Admin dashboard shows all approved companies
- Used to assign employees or filter salary reports

5. ▨ Finance Management Module

5.1 Salary Disbursement Tracking

- Log payments monthly with mode (bank, UPI, etc.)
- Auto-link deduction logs with final payout

5.2 Advance Management

- Record advance given to employees
- Auto-adjust in future salaries

5.3 Expense Recording

- Add HR expenses like:
    - Travel
    - Events
    - Trainings
    - Reimbursements

5.4 Multi-Company Financials

- Filter expenses and salaries per company
- Compare costs department-wise

5.5 Finance Dashboard

- Total HR spend (month/year)
- Top spending departments
- Payroll vs. Budget analytics

6. 🔳 Reports & Analytics Module

6.1 Attendance Reports

- Daily, weekly, and monthly summaries
- Export to Excel/PDF

6.2 Late Login Summary

- Late count per employee
- Total deduction amount

6.3 Payslip & Salary Reports

- Per employee and department
- Include bonuses and deductions

6.4 Company-Wise HR Costs

- Visual breakdown: bar/line charts
- Compare HR expenses across companies

6.5 Employee Status Reports

- Active vs. inactive vs. on-leave
- Filter by department or role

6.6 Compliance Reports

- List of employees missing required documents
- Warnings & issues log

7. 🔐 User Roles & Permissions

Role	Access
Super Admin	All modules
HR Manager	HR & Reports
Finance Manager	Finance & Reports
Company Admin	Company module only

Employee	Own profile, attendance, payslip

8. 💻 Tech Stack Suggestions

Layer	Technology
Backend	Django / DRF
Frontend	React / Tailwind
DB	PostgreSQL
Location Services	Google Maps / HTML5 Geo
Auth	Django Auth + JWT
Deployment	Docker + VPS (Ubuntu), or AWS EC2
Reports	Django Admin Reports, PDFKit, Recharts