1. System Basic

* Company information
* Department
* Designation
* Location
* Costcenter
* Payscale
* Bank and Branch
* Religion
* Gender
* Discontinu Type
* Promotion Type
* Upload facilities from csv or xl.

1. Employee

* Basic Information
* Recruitement
* Bank account
* Promotion
* Transfer
* Cost Allocation
* Confirmation
* Discontinue
* Continue
* **Reports:**
  + - * + Basic information
        + Joiners report
        + Leavers report
        + Promotion, Transfer , Confirmation report
      * Upload facilities for basic information, recruitment,Cost allocation
      * Facilities for batch promotion, transfer

1. Allowance and Deduction
   * + - Allowance and Deduction Definition
       - Allowance parameter setup(Payscale wise, Individuly, Monthly, once off, taxable and tax projection, % of basic or Fixed amount )
       - Upload Employee wise once off allowance from csv or xl.
2. Bonus
   * + - Bonus Definition
       - Parameter setup(number of basic,month of basic, eligibility)
       - Payment wizard (Process)
       - Edit facilities
       - **Reports**
         * Bonus Payslip
         * Bonus Register
         * Bonus Bank Advice
3. Over time and Attendance
   * + - Overtime Type
       - Parameter Setup for OT (% of basic,Fixed amount)
       - Parameter setup for Attendace(Shift, attendance wise amount)
       - Ot Entry
       - Attendance Entry
       - Upload facilitie for OT and Attendance
       - **Reports**
         * Monthly rport
         * Date range wise report
4. Loan

* Loan type
* Type wise loan catgory and parameter(% of interest, no of installment, eliigibility)
* Loan Issue module
* Withheld or shift certain month installment
* **Reports**
  + - * + New loan
        + Due loan
        + Individual employee’s loan detail

1. PF
   * + - Parameter setup (%of basic)
       - Membership
       - Entry facilities for revenue amount
       - **Reports**
         * PF ledger
2. Income Tax
   * + - Parameter Setup
       - Edit tax amount
       - Year End process
       - Investment Entry
       - **Report**
         * Tax card
         * 108 report
   1. Monthly Salary process
      * Salary process
      * Edit Salary
      * Undo Salary process
      * Month End Process
      * **Reports**
        + - Pay slip
          - Bank advice
          - Over all summary
          - Salary sheet
          - Reconciliation between two months(Item wise, Employee wise )
          - Date range wise Individual item
   2. Journal Voucher
      * Parameter setup(GL code, dr or cr, item description)
      * Monthly JV process
      * **Reports**
        + - Journal voucher