HR

1. System Settings
2. Organization
   * 1. Type
     2. Category
     3. Location/ Station
     4. Department
     5. Designation
     6. Grade
     7. Religion
     8. Bank and Branch
     9. Pay Scale
     10. Organizational Policies
     11. Yearly Holidays
     12. Announcement
     13. Meetings
     14. Resource Management
     15. Project Management/ time tracker/ issue tracker
3. Employee
   * 1. Basic information
     2. Joining information
     3. Confirmation
     4. Update Employee Status/ life cycle including continue/discontinue
     5. Organogram
     6. PMP
     7. Resignation
4. Attendance
   * 1. Attendance Entry
     2. Month wise attendance/time sheet
     3. Extra working hour
     4. Less working hour
5. Leave
   * 1. Leave Type
     2. Leave Settings
     3. Leave Application
     4. Employees Leave Status
     5. Un authorize leave or absence
6. Over Time
   * 1. Over Time type
     2. Over Time Settings
     3. Overtime Entry
     4. Monthly Overtime

PR.

1. System Settings
   * 1. Salary Month
     2. Income Tax Year
2. Employee
   * 1. Cost Center Allocation
     2. Bank Account
   1. PF
      1. PF Settings (%)
      2. Membership
      3. Yearly revenue entry
   2. Allowance and Deduction
      1. Define Allowance or Deduction
      2. Settings
      3. Employee wise once off entry
   3. Bonus
      1. Bonus Type
      2. Bonus Settings
      3. Payment wizard
   4. Income Tax
      1. Settings
      2. Investment entry
      3. Tax calculator
      4. Employee wise tax amount
   5. Monthly Salary
      1. Salary calculator
      2. Monthly salary sheet
      3. Month End Process
   6. Loan

Accounts.

1. Journal Voucher
   * 1. Voucher Setup (GL code, dr, cr, description)
     2. Monthly JV

REPORTS.

1. HR Reports
2. Employees Reports
   * 1. Basic information
     2. Joiners report
     3. Leavers report
     4. Promotion
     5. Transfer
     6. Confirmation report
     7. PF detail
3. Payroll Reports
   * 1. Pay slip
     2. Bank advice
     3. Over all summary
     4. Salary sheet
     5. Reconciliation between two months(Item wise )
     6. Reconciliation between two months(Employee wise )
     7. Individual item(Month range wise)
     8. Tax card
     9. 108 report
     10. PF Ledger
     11. Bonus Payslip
     12. Bonus Register
     13. Bonus Bank Advice
     14. Monthly Overtime
4. Leave and Attendance
   * 1. Month wise attendance/time sheet
     2. Extra working hour
     3. Less working hour
     4. Employees Leave Status
     5. Un authorize leave or absence
5. Accounts Reports
   * 1. Monthly JV