



INTRODUCTION

Employee information Management is a crucial part of any business and a valuable investment. The daily work and contribution of your team members play a major role in the success of your company, and it is important that you manage them accordingly. For this purpose the existence of a firm Employee information system is essential. 3F Technology's Payroll management System is most efficient software to take firm hold on payroll system of an institute or organization. Brief Description of this application is in following section

User Security Module

- Creating User
- Users Task Assigning
- Change User Password
- User Log Report

Payroll System Forms

- Departments Information
- Designations Information
- Shifts Information
- Employees Information
- Employee Shift Changing
- Daily Attendance (Manual/Biometric/Rfid)
- Employee Leaves Information
- Monthly Salary Generation

Payroll System Reports

- Department List
- Designations List
- Shifts List
- Employee List
- Employee Shifts History
- Daily /Monthly Attendance Sheet
- Salary Slips
- Salary Sheets

Accounts System Input Forms

- Cheque Book Generation
- Bank Vouchers
- Cash Vouchers
- Journal Voucher

Accounts System Reports

- Account Ledger
- Cash Book & Day Book
- Daily Vouchers Detail
- Accounts Receivable & Payable
- General Journal
- Trial Balance
- Accounts Balances
- Single Day Transaction Balances
- Balance Sheet
- Bank Position
- Bank Statement
- Bank Markup Calculator
- Party Markup Calculator
- Profit And Loss Statement (With Last Month Comparison)
- Monthly Expense Chart
- Bank Cheques Registers
- Insurance Report
- Opening Balances
- Chart Of Accounts
- Address Book
- User Log Register



SMS Alerts

- Message Formats Creation
- Message Selection for Invoices /Vouchers/Social
- Messages Sending to Staff /Stakeholders in Bulk

