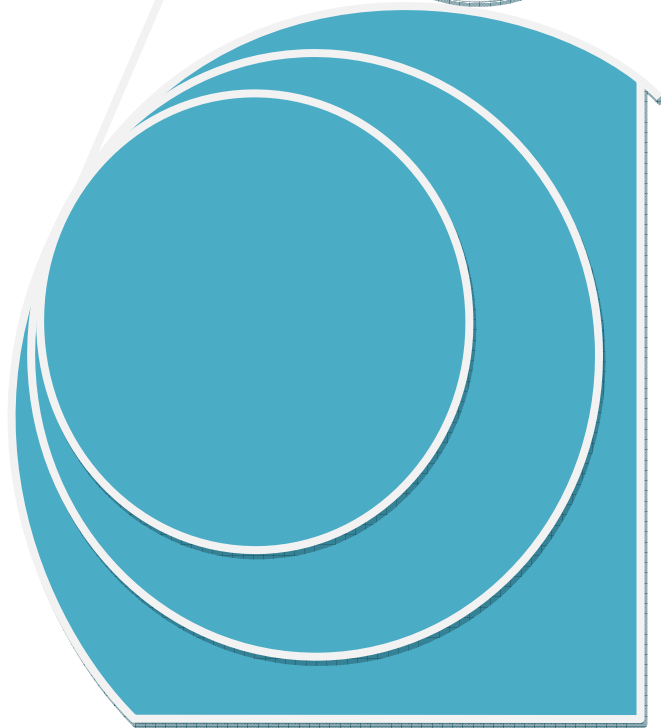


DNS ERP SOFTWARE SCOPE OF WORK FOR PAYROLL

Enterprise Resource Planning software is a fully integrated business management software, to link business processes automatically and give real time information to authorized user, to facilitate and accelerate the decision making process.



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The following are some key **business processes** (or procedures) which can be managed using ERP software. In ERP parlance, they are referred as **ERP modules**. Some of these, or all of these, modules or procedures may be applicable in your organization, depending on the business requirements. MIS (Management Information System) reports are shown for each module. The DNS ERP user gets a set of pre-mapped best business practice solutions for their particular industry. We have successfully deployed the following modules and procedures at various organizations. This is a general list of major input and output.

1.	Security Module
1.1.	Masters
1.1.1.	User Manager.
1.1.2.	User group master.
1.2.	Transactions
1.2.1.	User ID Creation.
1.2.2.	User Access Rights.
1.3.	DNS features
1.3.1.	DNS is multi user, multi tasking ERP software. Multi-level security based on User Group and User Level.
1.3.2.	Create Login id and password for each user.
1.3.3.	Assign permissions. Map each user with menu / submenu.
1.3.4.	Restricting user access with login and password.
1.3.5.	Role based access & password.
1.3.6.	Audit trail: DNS ensures accountability of users. Work done by individual users can be easily tracked because all transactions capture the users name automatically.
1.3.7.	Automatic Audit Trail helps top management to know who has updated Masters or transaction and when.
1.3.8.	Each menu and submenu can be locked (allow / deny) including MIS (Management Information System) reports to individual user in a very user friendly screen with tree structure and check box facility.
2.	Payroll
2.1.	Master
2.1.1.	Employee Type master
2.1.2.	Employee Master
2.1.3.	Earning heads & deduction heads Master
2.1.4.	Employee Salary Master
2.1.5.	Department master (Cost Center)
2.1.6.	Department Hotel Master
2.1.7.	Designation master
2.1.8.	Bank master / Bank-Branch master
2.1.9.	Category Master
2.1.10.	Group Master

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2.1.11.	Sub-Group Master
2.1.12.	Grade Master
2.1.13.	PF Ceiling Master
2.1.14.	ESIC Ceiling Master
2.1.15.	Profession Tax Master
2.1.16.	Labour Welfare Fund Master
2.1.17.	Annual Bonus Master
2.1.18.	Annual Performance Bonus Master
2.1.19.	Attendance Bonus Settings Master
2.1.20.	Leave Allotment Master
2.1.21.	Leave Approval Master
2.1.22.	Holiday Master
2.1.23.	Combine Challan (Acc No.1, 2, 10, 21 & 22) Master
2.1.24.	Code of Conduct Master
2.1.25.	Employer Locker Master
2.1.26.	Employee Accessories Master
2.1.27.	Income Tax – Form 16- Signing authority master
2.1.28.	Mediclaime Group Assignment
2.1.29.	Income Tax – Earning and deductions (Section 80C, 80D, 80 U, 17(2) (V) etc.)
2.1.30.	Country Master/State Master/City Master
2.1.31.	Payroll – Account Setting Master
2.2.	Transactions
2.2.1.	Generate Report For Tally
2.2.2.	Branch Transfer
2.2.3.	Weekly Off Rotation
2.2.4.	Attendance – The number of days present by an employee will have to be punched in the system by the concerned official of the HR Department.
2.2.5.	Monthly attendance upload from Bio Metric system
2.2.6.	Extract Employee Attendance from Bio Metric system
2.2.7.	Loan (Principal, Monthly EMI) Entry
2.2.8.	Advance (Principal, Monthly EMI) Entry
2.2.9.	Monthly Deductions (Loan/Advance)
2.2.10.	Monthly Payroll preparation (for individual salary generation)
2.2.11.	Process Monthly salary (for large no. of employees in one go)
2.2.12.	Leave Application
2.2.13.	Leave Approval
2.2.14.	Employee Resignation
2.2.15.	Income Tax Monthly Challan Entry
2.2.16.	Mobile Bill Entry
2.2.17.	Locker & Accessories Allocation
2.2.18.	Warning Letter
2.2.19.	Employee Appraisal Form
2.2.20.	Employee Clearance Form

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2.2.21.	Automatic Weekly Off Rotation of each Employee
2.3.	Reports
2.3.1.	Dash Board
2.3.2.	Employee list
2.3.3.	Payroll Register
2.3.4.	Attendance Register
2.3.5.	Increment History Report
2.3.6.	Pay Slip
2.3.7.	Bank Statement
2.3.8.	PF Report.
2.3.9.	EmployeeWise PF Register
2.3.10.	Dept Salary Summary Report
2.3.11.	Professional Tax [Professional Tax] Statement
2.3.12.	Loan Register
2.3.13.	Advance Register
2.3.14.	ESIC Report.
2.3.15.	Labour Welfare Fund Report
2.3.16.	Income Tax Yearly Report Per Employee wise (Automated)
2.3.17.	Combine Challan Acc. No.1, 2, 10, 21 & 22
2.3.18.	Employee Joining Report
2.3.19.	Employee Resigned Register
2.3.20.	Employee Approval Register
2.3.21.	Leave Approval Register
2.3.22.	Staff Strength Report
2.3.23.	Group Wise Staff Salary Report
2.3.24.	Admin Staff Salary Allocation Report
2.3.25.	Form 3A
2.3.26.	Form 6A
2.3.27.	Form 5
2.3.28.	Form 10
2.3.29.	Form 12A
2.3.30.	Form9
2.3.31.	CHALLAN MTR-6
2.3.32.	Staff Locker Register
2.3.33.	Mediclaime Group Register
2.3.34.	Accessories Register
2.3.35.	Warning Letter Register
2.3.36.	TDS Statement
2.3.37.	Annual Bonus Report
2.3.38.	Gratuity Report
2.4.	DNS features
2.4.1.	User Definable Earning and Deduction Heads
2.4.2.	Deduction heads – Monthly Editable or Not Option provided
2.4.3.	Daily wages, monthly wages – Salary calculations

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2.4.4.	Attendance types – absence, paid leave, unpaid leave, etc.
2.4.5.	Loans and advances to employees
2.4.6.	Employee type – manager, operator, etc.
2.4.7.	Automatic calculation of income tax in pay-slip every month based on Earning and Deduction fed into the system.
2.4.8.	Modify all the transaction as many times as needed.
2.4.9.	Salary lock. (After this no Modification is allowed, once Account is audited).
2.4.10.	Auto Journal Voucher (JV) Entry generation from Payroll
2.4.11.	User Matrix – By which each user is given/denied access to particular Report/Transaction resulting is high Security and blocking un-authorized access.
2.4.12.	Every Report can be easily transferred to Excel.
2.4.13.	Very User Friendly GUI and Easy to understand Procedures which require minimum Training.
2.4.14.	Automatic Monthly Salary Generation of all Employees with click of a Button.
3. Automatic email alerts module	
3.1.	Send Payslip without any time delay
3.2.	Set alert to resignation of an Employee
3.3.	Send Form 16
3.4.	Set automatic alerts to Employee towards sanction of Leave
3.5.	Extensive Reports Quickly Available
4. Automatic SMS to mobile phone	
4.1.	Send automatically Leave approved/Not approved
4.2.	Send SMS alerts to department head about new employee joining
4.3.	Send reminder to Employee about submission of Declaration for Income Tax
4.4.	Send bulk SMS to Employees about declaration of holiday
4.5.	SMS Gateway is designed to integrate seamlessly with DNS
5. Migration of Payroll data to Tally/SAP/Oracle	
5.1. Master	
5.1.1	Tally/SAP/Oracle Company Master
5.1.2	Tally/SAP/Oracle Ledger Master
5.2. Report	
5.2.1	Generate XML File for Tally/SAP/Oracle Import
5.3	Electronic Monthly Contribution Upload for ESIC
5.3.1	Creates Excel File to upload ESIC Monthly Contribution Online.