



# Payroll Assistant Software

Frequently Asked Questions

## Frequently asked questions:

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## How to create Employee?

Masters – Employee: Here we can add the employee details

The screenshot shows a software window titled "Employee" with a blue header bar. Below the header, there are three tabs: "Employee Name: Emp 1", "Employee Code: 100", and "Employee ID : 10". The main area is divided into several sections: "Licence Info", "Healthcard Info", "Contract Details", "Contact", "Emirates Info", and "ENE Leave Details". The "Employee Details" section is active and contains the following fields:

Employee Name *	Emp 1	Employee Code *	100
Company *	Company A (ID: 1)	Vacation From	02-05-2015
Branch *	Branch 1 (ID: 1)	Vacation To	02-05-2015
Permanent Address	Address	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality	Indian	Marital Status	<input checked="" type="radio"/> Single <input type="radio"/> Married
Phone	05122475789	Current Project	
Mobile	9966857445	Project No	
Email	email@gmail.com	Remarks	
Designation		Protected Entitled Leaves per Year	0
Joining Date *	29-04-2014	Arrears Out standing	0
Educational Detail	B-tech	Tickets Consumed	0
ID Number *	10	Claims Outstanding	0
Routing CD		Day Off *	<input type="checkbox"/> SUNDAY <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY
Unified Number	12895	Eligible for Medical Leave	<input checked="" type="checkbox"/>
Worker Team		Employee Photo	
		No. of Vacations Taken	0
		Leave Allocated	0
		Leave Exhausted	0
		Leave Outstanding	0
		Absent Days in this year	0
		No. of Working Days	0
		Normal Working Hours *	8
		Lunch Time	0
		IN Time	00:00 AM
		Out Time	00:00 AM

At the bottom of the window, there are several buttons: Save, Edit, Delete, Search, Reset, Close, and Deactivate/Activate.

Employee salary details

**Employee** Employee Name: Emp 1 Employee Code: 100 Employee ID : 10

Licence Info Healthcard Info Contract Details Contact Emirates Info ENE Leave Details

Employee Details **Employee Salary Details** Attachments Passport Visa Labour Card

Basic Salary \*  Rate/Hour

Housing Allowance  Bank Name

Other Allowance  Account Number

Transport Allowance  ATM Card No.

Total Allowance   O.T. Applicable

Net Amount   Do not show salary details to Limited Users

Payroll period

Salary Calculation as per

Normal Overtime Rate

Additional Overtime Rate

Weekly Holiday Overtime Rate

National Holiday Overtime Rate

Increment Details

Increment Type	Date of Increment	Previous Amount	Increment Amount	Net Amount
Select One	02-05-2015	0		0

SNo	Increment Type	Date	Previous Amount	Increment Amount	Net Amount

## Employee documents attachment

**Employee** Employee Name: Emp 1 Employee Code: 100 Employee ID : 10

Licence Info Healthcard Info Contract Details Contact Emirates Info ENE Leave Details

Employee Details Employee Salary Details **Attachments** Passport Visa Labour Card

Description

<C:\Users\Public\Pictures\Sample Pictures\Koala.jpg>

<C:\Users\Public\Pictures\Sample Pictures\Koala.jpg>

[Attachment 3](#)

[Attachment 4](#)

[Attachment 5](#)

[Attachment 6](#)

[Attachment 7](#)

[Attachment 8](#)

Tips [No Attachment](#) [New Attachment](#) [Downloadable Attachment](#)

## Employee Passport details

**Employee** [Close]

Employee Name: Emp 1      Employee Code: 100      Employee ID : 10

Licence Info	Healthcard Info	Contract Details	Contact	Emirates Info	ENE Leave Details
Employee Details	Employee Salary Details	Attachments	<b>Passport</b>	Visa	Labour Card

Passport No.   
 Issue Date  07-04-2015  
 Passport Expiry Date  25-08-2015   
 Issue Place   
 Country ID   
 DOB  07-12-2014  
 Birth Place   
 Father's Name   
 Mother's Name   
 Comments

## Employee visa details

The screenshot shows a web application window titled "Employee" with a blue header. The main content area is divided into several tabs: Licence Info, Healthcard Info, Contract Details, Contact, Emirates Info, ENE Leave Details, Employee Details, Employee Salary Details, Attachments, Passport, Visa (selected), and Labour Card. The "Employee Name: Emp 1", "Employee Code: 100", and "Employee ID : 10" are displayed at the top. The "Visa" tab is active, showing a form with the following fields: "Visa Details" (text input with "Visa"), "Issue Date" (dropdown with "09-03-2015"), "Visa Expiry Date" (dropdown with "22-06-2015" and a "Task" button), "File No" (text input with "104"), "Sponsor Id" (text input with "5689"), and "Comments" (text area with "Comments"). At the bottom, there is a toolbar with buttons for Save, Edit, Delete, Search, Reset, Close, and Deactivate/Activate.

## Employee Labor card details

The screenshot shows the same "Employee" web application window, but with the "Labour Card" tab selected. The "Employee Name: Emp 1", "Employee Code: 100", and "Employee ID : 10" are still visible. The "Labour Card" tab is active, showing a form with the following fields: "Labour Card No." (text input with "5696"), "Labour Card Issue date" (dropdown with "06-04-2015"), "Labour Card Expiry date" (dropdown with "14-07-2015" and a "Task" button), "Comments" (text area with "Comments"), "Work Permit No" (text input with "125621"), and "Work Permit Expiry Date" (dropdown with "29-07-2015"). The toolbar at the bottom remains the same, with buttons for Save, Edit, Delete, Search, Reset, Close, and Deactivate/Activate.

## Employee license info details

**Employee**

Employee Name: Emp 1      Employee Code: 100      Employee ID : 10

Employee Details    Employee Salary Details    Attachments    Passport    Visa    Labour Card

**Licence Info**    Healthcard Info    Contract Details    Contact    Emirates Info    ENE Leave Details

Driving License No. 5645

License Issue Date 08-03-2015

License Expiry Date 26-08-2015 **Task**

Comments

Licence Type Hevi

Save    Edit    Delete    Search    Reset    Close    Deactivate/Activate

## Health card details

**Employee**

Employee Name: Emp 1      Employee Code: 100      Employee ID : 10

Employee Details    Employee Salary Details    Attachments    Passport    Visa    Labour Card

Licence Info    **Healthcard Info**    Contract Details    Contact    Emirates Info    ENE Leave Details

Health Card Type Type

HealthCard Issue date 10-03-2015

Health Card Expiry Date 26-08-2015 **Task**

Comments

Validity Type  Limited  Unlimited

Save    Edit    Delete    Search    Reset    Close    Deactivate/Activate



## Employee contract details

The screenshot shows the 'Employee' application window with the 'Contract Details' tab selected. The header displays 'Employee Name: Emp 1', 'Employee Code: 100', and 'Employee ID : 10'. The navigation tabs include Employee Details, Employee Salary Details, Attachments, Passport, Visa, Labour Card, Licence Info, Healthcard Info, Contract Details, Contact, Emirates Info, and ENE Leave Details. The main form area contains the following fields:

Contract No	45845
Card No	6523
Job Title	Job details
Issue date	<input checked="" type="checkbox"/> 01-03-2015
Expiry date	<input checked="" type="checkbox"/> 18-08-2015 <span>Task</span>
Limited/Unlimited	Unlimited
Remarks	Remarks

At the bottom, there is a toolbar with buttons for Save, Edit, Delete, Search, Reset, Close, and Deactivate/Activate.

## Employee contact details

The screenshot shows the 'Employee' application window with the 'Contact' tab selected. The header displays 'Employee Name: Emp 1', 'Employee Code: 100', and 'Employee ID : 10'. The navigation tabs include Employee Details, Employee Salary Details, Attachments, Passport, Visa, Labour Card, Licence Info, Healthcard Info, Contract Details, Contact, Emirates Info, and ENE Leave Details. The main form area contains the following fields:

Local Address	Address	Contact Name	Contact name
Res Phone	04942574452	Contact Relation	Relation
Home Phone	05214563211	ContactTel	9845653210
Mobile	9965234170	Contact Address	Address
Email	email@gmail.com		
Comments	Comments		

At the bottom, there is a toolbar with buttons for Save, Edit, Delete, Search, Reset, Close, and Deactivate/Activate.

## Employee emirates details

**Employee** Employee Name: Emp 1 Employee Code: 100 Employee ID : 10

Employee Details Employee Salary Details Attachments Passport Visa Labour Card  
Licence Info Healthcard Info Contract Details Contact **Emirates Info** ENE Leave Details

Emirates ID: 8546  
Expiry Date: 18-08-2015  
Gatepass ID: 5245  
Expiry Date: 26/08/2015

Save Edit Delete Search Reset Close Deactivate/Activate

## Employee ENE Leave details

**Employee** Employee Name: Emp 1 Employee Code: 100 Employee ID : 10

Employee Details Employee Salary Details Attachments Passport Visa Labour Card  
Licence Info Healthcard Info Contract Details Contact Emirates Info **ENE Leave Details**

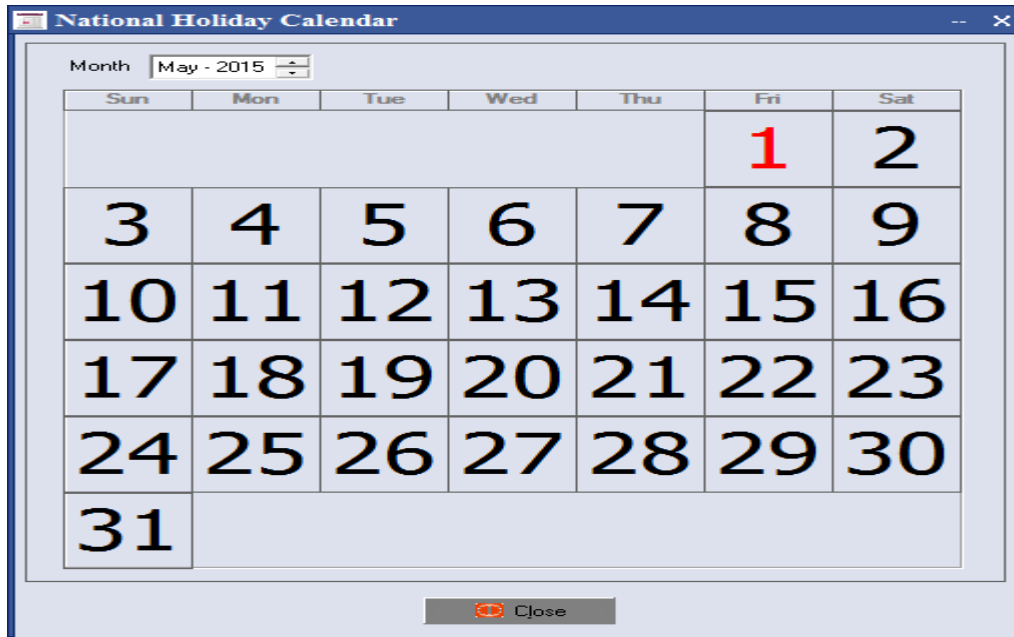
As of Date: 02-05-2015  
Total Days: 30.25  
Utilized Days: 0  
Balance Days: 30.25

Save Edit Delete Search Reset Close Deactivate/Activate

## How to create National Holidays Calendar?

Masters – National holiday's calendar

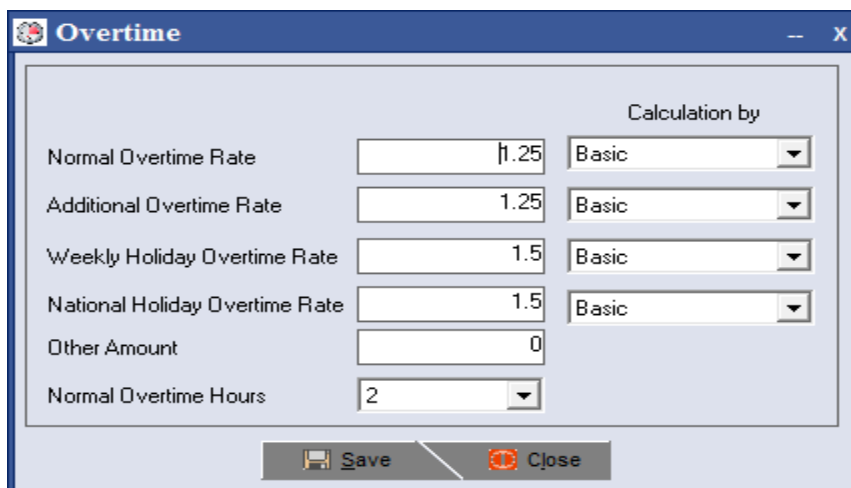
Select the national holidays for the selected month, then it will show red color.



## How to create Over Time Percentage?

Masters – Over Time Percentage

Here we can set our company overtime rates.



## How to create Projects Details?

Masters – Projects details: Here we can add the company project details

The screenshot shows a window titled "Project Details" with a form for entering project information. The form includes fields for Project Code (100), Project Name (Sample A), Client, Consultant (L&T), Main Contractor (L&T sub), Scope of Project (Scope), and Description (Description). There are also date pickers for Project Expiry Date and Policy Exp Date, both set to 02-05-2015. A checkbox for "Food Allowance" is checked with a value of 1500 Per Month. An attachment section shows three attachments (Attachment 1, 2, 3) with delete and refresh icons. Below this is a "Tips" section with links for "No Attachment", "New Attachment", and "Downloadable Attachment". At the bottom, there is a table with columns: Project Code, Project Name, Client, Consultant, Main Contractor, Scope of Project, and Description. The table contains two rows: (100, Sample A) and (200, Sample B). The bottom toolbar contains buttons for Save, Edit, Delete, Reset, and Close.

Project Code	Project Name	Client	Consultant	Main Contractor	Scope of Project	Description
100	Sample A					
200	Sample B					

## How to create Room Master

Masters – Room master: Here we can set the room details

The screenshot shows a window titled "Room Master" with a form for entering room details. The form includes fields for Building Name (Sky Line), Flat Name/No (112), Room No (20), and No of Beds (3). There is a section titled "Recently Added Room :". The bottom toolbar contains buttons for Save, Edit, Delete, Search, Reset, and Close.

## How to create Reason for leave?

Masters – Reason for leave: Here we can set company leave type.

Example A – Absent, M- Medical

Reason Alphabet \*  (Enter Alphabets only)

Reason Title \*

Pay Type  Paid  Unpaid

Save Edit Delete Search Reset Close

## How to create Time Master?

Masters – Time master: Here we can set daily working hours as per date  
(From date and to date)

From Date  03-05-2015

To Date  10-05-2015

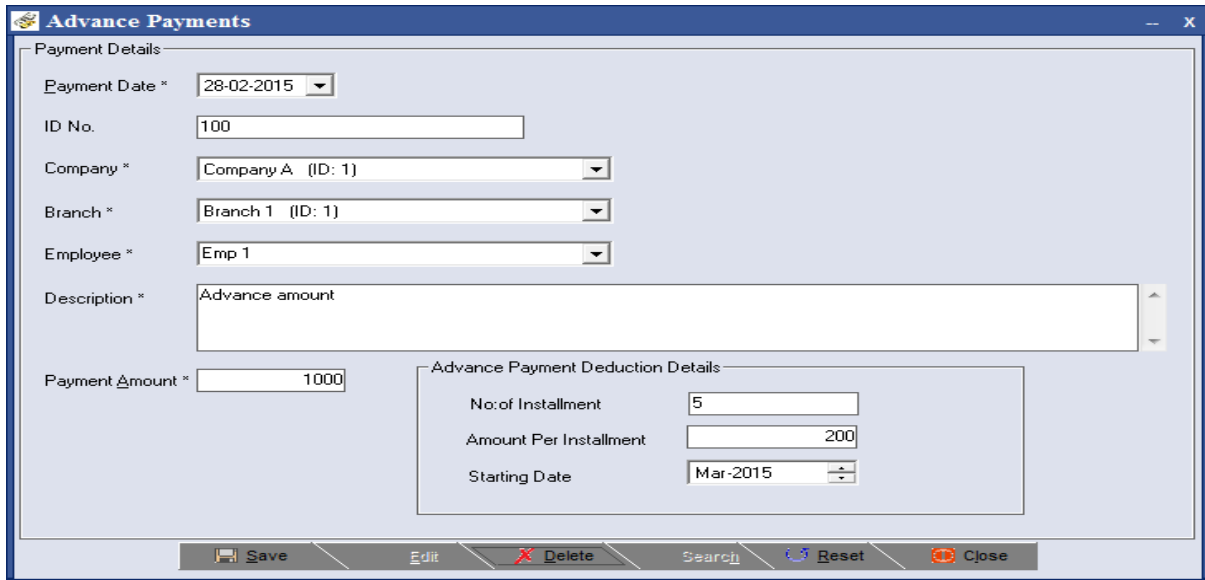
Time

From Date	To Date	Time
-----------	---------	------

Save Edit Delete Reset Close

## How to create Advance payments?

Activities – Advance payments: Here we can add the employee advance payments and the advance payment deduction details.



The screenshot displays a software window titled "Advance Payments" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into two main sections: "Payment Details" and "Advance Payment Deduction Details".

**Payment Details:**

- Payment Date \*: 28-02-2015 (dropdown menu)
- ID No.: 100 (text input)
- Company \*: Company A (ID: 1) (dropdown menu)
- Branch \*: Branch 1 (ID: 1) (dropdown menu)
- Employee \*: Emp 1 (dropdown menu)
- Description \*: Advance amount (text input)
- Payment Amount \*: 1000 (text input)

**Advance Payment Deduction Details:**

- No:of Installment: 5 (text input)
- Amount Per Installment: 200 (text input)
- Starting Date: Mar-2015 (dropdown menu)

At the bottom of the window, there is a toolbar with the following buttons: Save, Edit, Delete, Search, Reset, and Close.

## How to create Time Sheet Manual?

Activities – Time sheet manual: Here we can manually set employee daily working hours.

**Time Sheet Manual**

Employee: Emp 1  
Employee ID: 100  
Company: Company A  
Branch: Branch 1  
Date \*: Mar - 2015  
Project: Sample B

**Reason Details**  
Note :- Please input the respective alphabet for mentioning reason for leave.

Sl.No	Reason Alphabets	Description
1	A	Absent
2	M	Medical
3	C	Camp

Days of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total Hours	10	11	9	10	10	8	A	A	10	11	10	10	10	10	10

Days of Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Total Hours	M	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10

**Legend:**  
National Holiday (Red)  
Weekly Off Day (Green)

Buttons: Save, Delete, Reset, Close

Total Working Hours : 239  
 Deduction Absent Penalty

- The employee takes medical leave then it will mark as alphabetic letter (M).
- The employee absent days mark as alphabetic letter (A)
- The red color shows the national holiday but the employee has worked in that day then inserts employee working hours.
- The green color shows the employee weekly holiday but the employee has worked in that day then inserts employee working hours.

## How to create Time Sheet?

Activities – Time sheet: Here we can see employee working hours and overtime working hours and also see the employee absent days.

Date	Present	Project	Work Hours	NT	OT	EOT	WHOT	NHOT
01-03-2015	Present	Sample A	10	8	2	0	0	0
02-03-2015	Present	Sample A	11	8	2	1	0	0
03-03-2015	Present	Sample A	9	8	1	0	0	0
04-03-2015	Present	Sample A	0	0	0	0	0	0
05-03-2015	Present	Sample A	10	8	2	0	0	0
06-03-2015	Present	Sample A	0	0	0	0	0	0
07-03-2015	Present	Sample A	8	8	0	0	0	0
08-03-2015	Absent		0	0	0	0	0	0
09-03-2015	Absent		0	0	0	0	0	0
10-03-2015	Present	Sample A	10	8	2	0	0	0
11-03-2015	Present	Sample A	11	8	2	1	0	0
12-03-2015	Present	Sample A	10	8	2	0	0	0
13-03-2015	Present	Sample A	0	0	0	0	0	0
14-03-2015	Present	Sample A	10	8	2	0	0	0

Basic Salary : 5000      Unpaid Absent Days : 2      WHOT Hours :10  
 Increment : 0      Paid Absent Days : 1      WHOT Amount :360.57  
 Total Allowance : 1000      Absent Amount : 461.54      NHOT Hours :10  
 Net Amount : 6000      OT Hours : 41      NHOT Amount :360.57  
 Daily Amount : 230.77      OT Amount : 1231.95  
 Advance Taken : 800      EOT Hours : 2  
 Penalty : 0      EOT Amount : 60.1

Salary Status : Saved      Total Amount : 7551.65

- The red color shows the national holiday but the employee has worked in that day then it will show the working hours.
- The green color shows the employee weekly holiday but the employee has worked in that day then it will show the working hours.
- **Note:** The salary will be calculated as over time when employee was working in national holiday and weekly holidays.



## How to create Salary WPS?

Activities – Salary WPS: Here we can use employee salary details and over time charges and any other amounts set in this form

The screenshot shows the 'Salary WPS' form with the following details:

- Company:** Company A (ID: 1)
- Branch:** Branch 1 (ID: 1)
- Employee:** Emp 1
- Designation:** (Empty)
- Employee Status:** Active (Selected)
- Month:** May-2015
- Payroll Period From:** 01-May-2015
- To:** 31-May-2015
- Employee Code:** 100
- Days Worked:** 31
- Basic Salary:** 5000
- Housing Allowance:** 500
- Transportation Allowance:** 500
- Other Allowance:** 0
- Total Allowance:** 1000
- Other:** 0
- Deduction:** 200
- OT Amount:** 0
- EOT Amount:** 0
- WH OT Amount:** 0
- National Holiday Amount:** 0
- Penalty:** 0
- Absent Penalty Amount:** 0
- Earned Basic:** 0
- Earned Allowance:** 0
- Other Deduction:** 0
- Adjust:** 0
- Absent Amount:** 0
- Advance Taken:** 1000
- OT Hours:** 0
- EOT Hours:** 0
- WH OT Hours:** 0
- National Holiday Hrs.:** 0
- Food Allowance:** 0
- Remarks:** (Empty)
- Paid Days:** 0
- Un Paid Days:** 0
- Absent Days:** 0
- Days to Deduct:** 0
- Absent Days Table:**

SINo	Date	Reason	Status	Type
01-05-2015			Select One	
- Payment Status:** Bank Transfer
- Net Salary:** 5800
- Salary Status:** Not Saved

## How to create Vacation?

Activities – Vacation: Here we can set employee vacation details

The screenshot shows the 'Vacation' form with the following details:

- ID No.:** 100
- Company:** Company A
- Branch:** Branch 1
- Employee \*:** Emp 1
- Vacation From:** 02-05-2015
- Expected Return:** 02-05-2015
- Resume Date:** 02-05-2015
- Description \*:** Description
- Leave Salary Status:** PAID
- Salary WPS Status:** UNPAID
- Ticket Details:** A15264
- No. of L/S salaries paid & amount:** 50000
- Vacation Type:** Annual Vacation
- As of Date:** 01-01-2001
- Vacation Days:** 1
- Total Leave Days:** (Empty)
- Utilized Days:** (Empty)
- Balance Days:** (Empty)

# How to create Leave Salary?

Activities – Leave salary: Here we can set employee vacation salary details

The screenshot shows a software window titled "Vacation Salary" with the following fields and controls:

- Leave Salary Details:**
  - Date \*: 02-05-2015
  - ID No.: 100 Emp 1
  - Employee \*: Emp 1
  - Trade: [Empty]
  - Description\*: Descriptin
  - Entitled Leave days: - 0
  - Leave History button
- Leave Details:**
  - From Date \*: 02-05-2015
  - To Date \*: 02-05-2015
  - Paid Days: 1
  - UnPaid Days: 0
  - Real Days Taken: 1
  - Basic Salary: [Empty]
  - Amount: 0
  - Leave: [Empty]
- Table:**

Date	Paid Days	UnPaid Days	Real Days	Total Salary	Amount	Leave Type
[Empty Table]						
- Buttons:** Add, Remove, Change, Total
- Other:**
  - Advance Adjustment:
  - Total Amount \*: [Empty]
  - Status\*: Unpaid
- Footer:** Save, Print, Edit, Delete, Search, Reset, Close

## How to create Penalty?

Activities – Penalty: Here we can set employee penalty details.

The screenshot shows a web application window titled "Penalty". The form is divided into a "Payment Details" section and a toolbar at the bottom. The "Payment Details" section contains the following fields:

- Date \*: 02-05-2015 (dropdown)
- ID No.: 100 (text input)
- Company \*: Company A (ID: 1) (dropdown)
- Branch \*: Branch 1 (ID: 1) (dropdown)
- Employee \*: Emp 1 (dropdown)
- Description \*: Description (text area)
- Payment Amount \*: 100 (text input)

The toolbar at the bottom includes buttons for Save, Edit, Delete, Search, Reset, and Close.

## How to create Driver?

Activities – Driver: Here we can set driver details including license details

The screenshot shows a web application window titled "Driver". The form is divided into "Driver Details", "Vehicles Permitted", "Document Details", and a "Tips" section. The "Driver Details" section contains the following fields:

- Driver Name\*: Jamal (text input)
- License Number: KL5645 (text input)
- License Expiry Date: 22-10-2015 (dropdown)
- Issue Date: 10-03-2015 (dropdown)
- Notes: Notes (text area)

The "Vehicles Permitted" section contains a grid of checkboxes:

<input checked="" type="checkbox"/> Bike	<input checked="" type="checkbox"/> Light Vehicle	<input checked="" type="checkbox"/> Heavy Vehicle
<input checked="" type="checkbox"/> Light Bus	<input checked="" type="checkbox"/> Heavy Bus	<input type="checkbox"/> Heavy Tractor

The "Document Details" section shows a list of attachments:

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4
- Attachment 5

The "Tips" section contains three links: [No Attachment](#), [New Attachment](#), and [Downloadable Attachment](#).

The toolbar at the bottom includes buttons for Save, Edit, Delete, Search, Reset, and Close.

## How to create Gratuity?

Activities – Gratuity: Here we can set employee service benefit

**End of Service Benefit**

Company: Company A (ID: 1)     Termination     Resignation

Branch: Branch 1 (ID: 1)

Employee: Emp 1

ID No.: 100

Designation: \_\_\_\_\_

Salary \*: 5000

Nationality: Indian

Joining Date \*: 29-04-2014

Till Date \*: 02-05-2015    Years:1 Months:0 Days:2

Emergency Leave Days: 1

End of the service Benefit: 3471

Calculate

Save    Print    Reset    Close

## How to create Task Scheduler?

Activities – Task scheduler: Here we can set the task.

**Task Scheduler**

Add/Edit Mode

From: 12:00 AM 02-05-2015    To: 12:00 AM 28-07-2015     Remind Me

Task: Task    Save

Search Mode

Search By Date

From: 12:00 AM 02-05-2015     Today

To: 12:00 AM 03-05-2015     This Month

This Year

Custom

Search Task: \_\_\_\_\_    Search

Hide expired Tasks

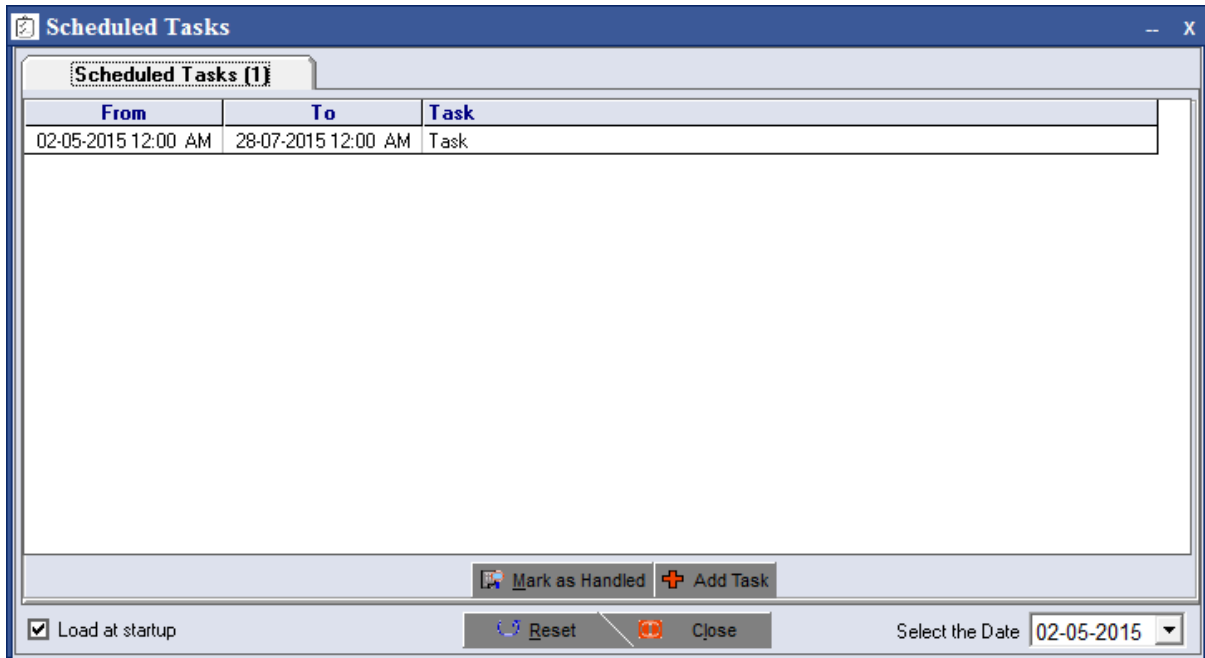
Tasks Found: 1

Task ID	From	To	Task	Reminder
1	02-05-2015 12:00 AM	28-07-2015 12:00 AM	Task	Yes

Edit    Delete    Reset    Close

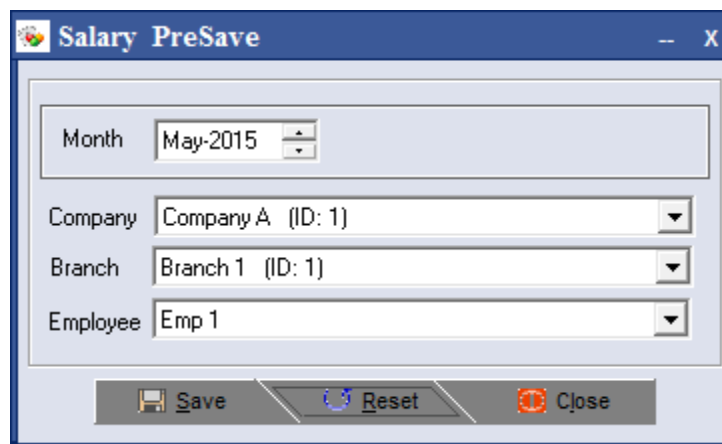
## How to create Scheduled Task?

Activities – Scheduled task: Here we can see the scheduled task



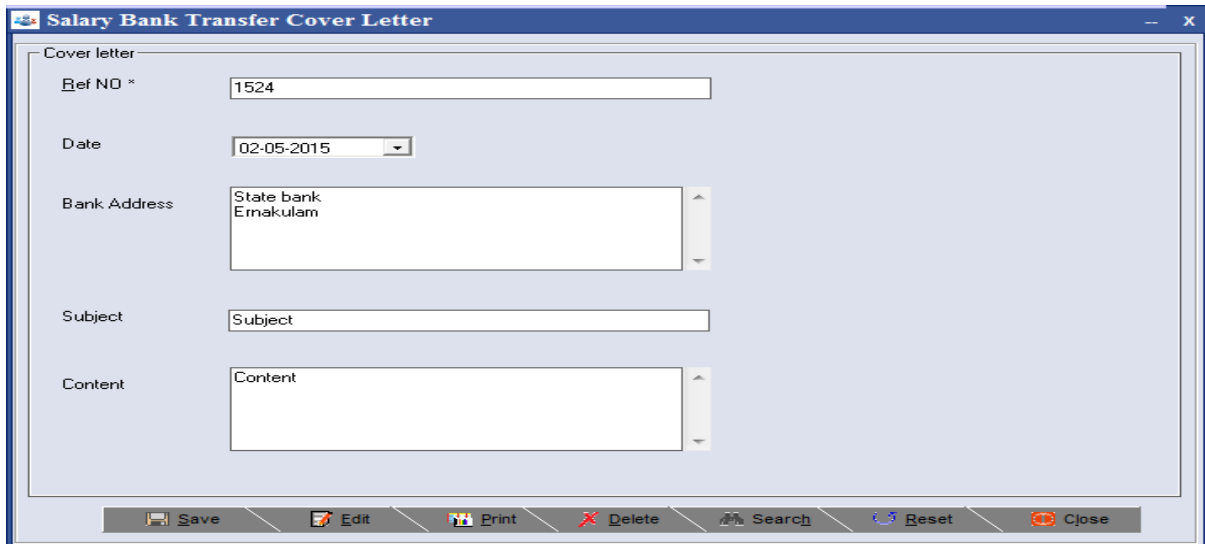
## How to create Pre-Salary Settings?

Activities – Pre-salary Settings



## How to create Salary Bank Transfer Cover Letter?

Activities – Salary bank transfer cover letter: Here we can set the cover letter



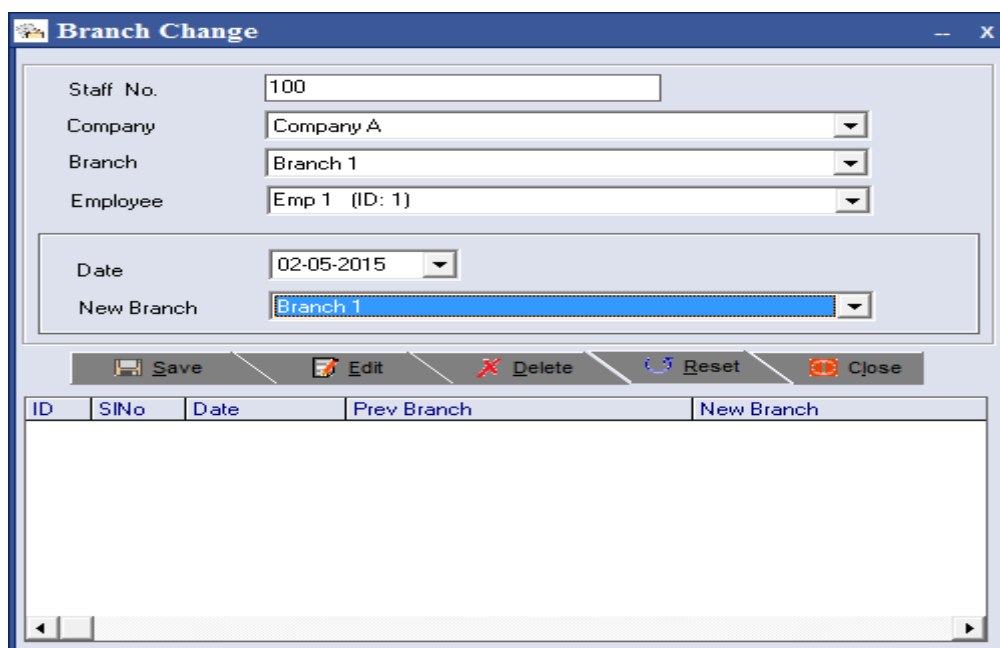
The screenshot shows a software window titled "Salary Bank Transfer Cover Letter". The window contains several input fields and a toolbar. The fields are:

- Ref NO \*: 1524
- Date: 02-05-2015
- Bank Address: State bank, Ernakulam
- Subject: Subject
- Content: Content

The toolbar at the bottom includes icons for Save, Edit, Print, Delete, Search, Reset, and Close.

## How to create Branch Change?

Activities – Branch change: Here we can set employee branch details.



The screenshot shows a software window titled "Branch Change". The window contains several input fields and a toolbar. The fields are:

- Staff No.: 100
- Company: Company A
- Branch: Branch 1
- Employee: Emp 1 (ID: 1)
- Date: 02-05-2015
- New Branch: Branch 1

The toolbar at the bottom includes icons for Save, Edit, Delete, Reset, and Close.

ID	SINo	Date	Prev Branch	New Branch
----	------	------	-------------	------------

## How to create Room allotment?

Activities – Room allotment: here we can set employee room allotment details

The screenshot shows the 'Room Allotment' window. On the left, there are dropdown menus for Company (Company A), Branch (Branch 1), and Employee (Emp 1), along with an Employee Code field (100). Below this is a section for 'Nationality wise available room' with 'Nationality : Indian' and an 'Available Rooms' section. On the right, 'Room Details' includes Building Name (Sky Line), Flat Name/No (112), Room No (20), Bed No (1), Allocated Date (02-05-2015), and Status (Allocated). A table below shows room availability for room 20 across three columns (1, 2, 3) with a total of 0. The bottom of the window has a legend for bed status (Available Bed, Occupied, No Bed) and a toolbar with Save, Edit, Delete, Search, Reset, Close, and Print buttons.

Room No	1	2	3	Total
20				0

## How to create Vehicle Management?

Activities – Vehicle management: Here we can add the vehicle details.

The screenshot shows the 'Vehicle' window. It has two main sections: 'Vehicle Details' and 'Document Details'. 'Vehicle Details' includes fields for Vehicle Type (Car), Vehicle Model (2014), Vehicle Number (KL-1-12334), Vehicle Owner (Arun), Driver Name (Jsam), Chassis Number (CH456785), Engine Number (EG45897583), TC Number (4152458), Regn. Date (08-02-2015), RC Expiry Date (30-09-2015), Insurance Company (LIC), Policy No. (JN52454), and Insurance Expiry Date (13-08-2015). There is also a 'Notes' field. 'Document Details' shows five attachment slots, each with a delete icon and a right-pointing arrow. At the bottom, there is a 'Tips' section with 'No Attachment', 'New Attachment', and 'Downloadable Attachment' options. The bottom of the window has a toolbar with Save, Edit, Delete, Search, Reset, and Close buttons.

## How to create Approval for Annual/Emergency leave?

Activities – Approval for leave: In this form we can set employee approved leaves.

**Approval for Annual / Emergency Leave**

Customer Details

Name \* Emp 1 (ID: 1)

Staff No 100

Position POSITION

Passport No 10523

Leave Starting Date 02-05-2015 To 04-05-2015 Leave Days 3

Joining Date	From	To	No of days	Ticket Details	No. of L/Salaries paid & amount
29/04/2014					

Approval Date 02-05-2015

Remarks

Labour /security/ Travel Card Returned ?  Yes  No

Leave Departure Details informed to Accounts Department  Yes  No

Save Print Edit Delete Reset Close

## How to create Leave Request application?

Activities – Leave request application: This form is use to employee leave application requests set in this form

**Leave Application Request**

Req Num 1

Employee Code 100

Company Company A

Branch 1

Employee Emp 1

Leave Request Details

Date 04-05-2015  Vacation  Unpaid  Emergency  Sick

Destination destination Leave From 04-05-2015

Leave Requested Days 2 Leave To 06-05-2015

Department Manager's Comment

Leave Approved  Not Approved Replacement :  Required  Not Required

On Date 04-05-2015

Air Ticket  Paid  Unpaid

Leave Salary  Please Pay  Don't Pay

Last Leave Details

Leave Taken Paid Days 2 From 04-05-2015

Leave Taken UnPaid Days 0 From 04-05-2015

Destination destination To 04-05-2015

Total Days 2 Total Leave Salary Paid 0 Total Days 0

Leave Salary Payable Balance as on 04-05-2015 0 Days Paid Leave 0 Days Un Paid Leave 0 Days

Unpaid Leave Balance as on 04-05-2015 0 Days Date of Departure 04-05-2015 Date of Return 04-05-2015

Leave Salary Paid Days 0 Days Remark remarks

CEO & Managing Director's Comments

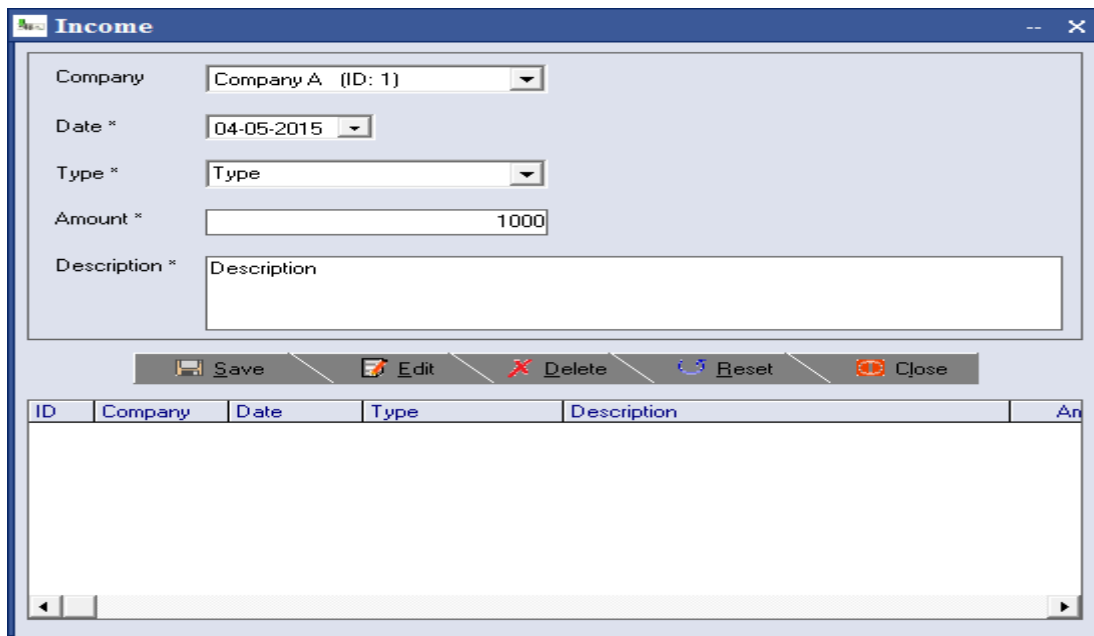
Approved:  Yes  No Date 04-05-2015

Save Edit Delete Print Search Reset Close



## How to create Income?

Finance – Income: This form is used to set company income details.



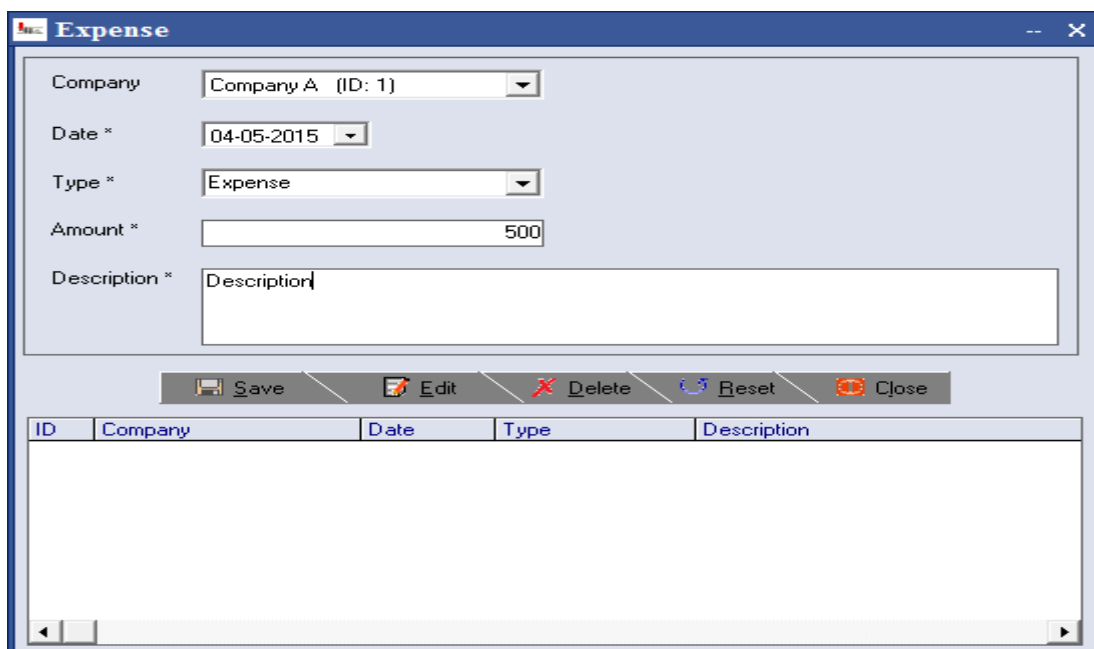
The screenshot shows a software window titled "Income". It contains the following fields:

- Company: Company A (ID: 1)
- Date \*: 04-05-2015
- Type \*: Type
- Amount \*: 1000
- Description \*: Description

Below the form is a toolbar with buttons for Save, Edit, Delete, Reset, and Close. At the bottom, there is a table with the following columns: ID, Company, Date, Type, Description, and An.

## How to create Expense?

Finance – Expense: This form is use set company expense details



The screenshot shows a software window titled "Expense". It contains the following fields:

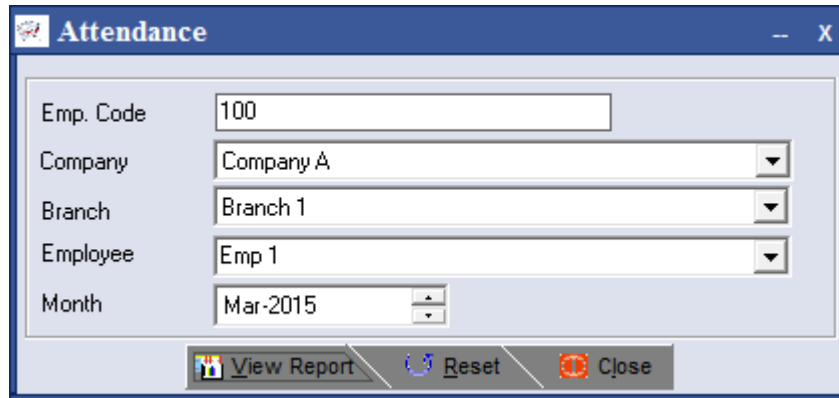
- Company: Company A (ID: 1)
- Date \*: 04-05-2015
- Type \*: Expense
- Amount \*: 500
- Description \*: Description

Below the form is a toolbar with buttons for Save, Edit, Delete, Reset, and Close. At the bottom, there is a table with the following columns: ID, Company, Date, Type, Description, and An.

## How to generate a report?

Report- Attendance report

Select your choice then click view report



Attendance

Emp. Code: 100

Company: Company A

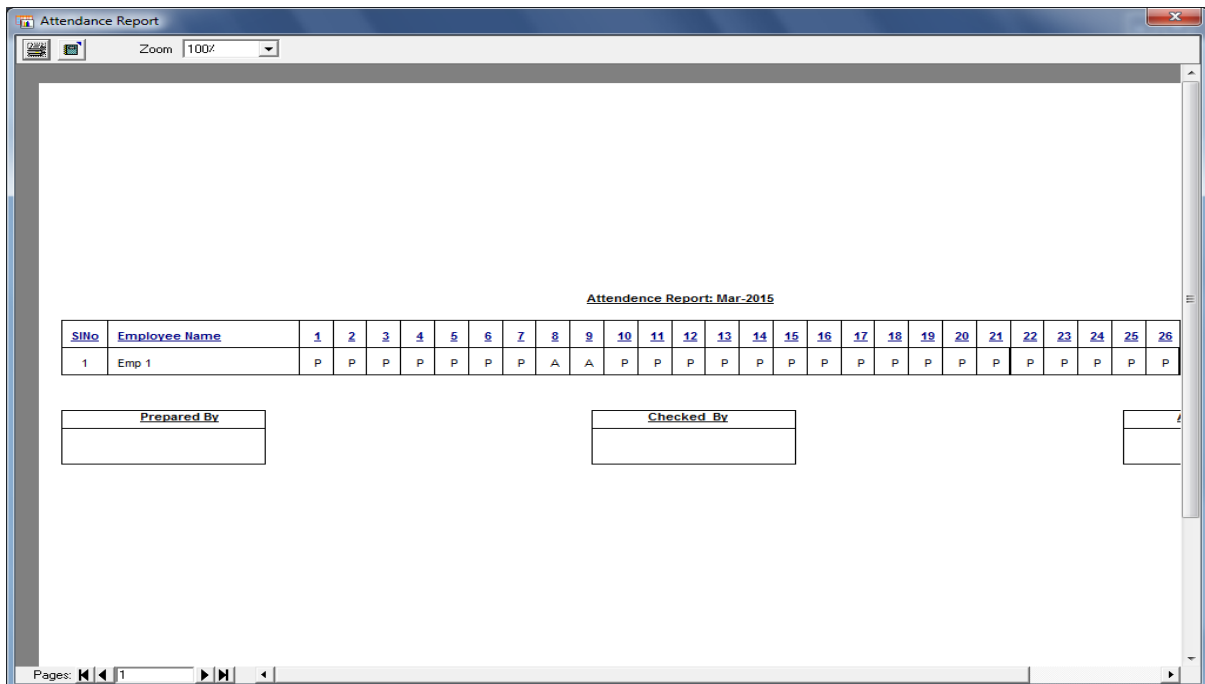
Branch: Branch 1

Employee: Emp 1

Month: Mar-2015

View Report Reset Close

Here we can see the report.



Attendance Report

Zoom: 100%

Attendance Report: Mar-2015

SNo	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	Emp 1	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Prepared By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Pages: 1