

HUMAN RESOURCE

PAYROLL

ATTENDANCE

LEAVE MANAGEMENT

APPRAISALS

COMMUNICATION

RECRUITMENTS

ASSESSMENTS

HUMAN RESOURCE



- Set Titles, Positions, Job Descriptions, Roles
- Publish Job Openings, Conduct Job Interviews
- Manage Staff Allocations
- Manage Remunerations
- Conduct Detailed Staff Appraisals
- Track Staff Progression and Performance
- Publish Rules, Regulation, Compliance Docs
- Archive Historical Staff Records
- Publish Organization Charts

PAYROLL



- Local Regulatory Compliant
- Integrated With Attendance & Leave
- Leave Without Pay Deductions
- Issue Online Payslips
- Staff Bonus, Loans, Transactions Integration
- Finance Integration
- Customized Pay Slips
- Detailed Reports By Multiple Metrics

ATTENDANCE



- Completely Automated Attendance
- IP Based Mobile Self Attendance
- Integrated With Payroll
- Reports By Days, Hours, Minutes Worked
- Admin Entries and Updates
- Multiple Shifts
- Upload From Other Devices
- Historical Reports

STAFF LEAVE MANAGEMENT



- Online Leave Application Management
- Define Leave Entitlements
- Online Applications By Staff, Admin Entries
- Department, HR, Admin Approvals
- Search, List Applications By Dates – Departments
- Integrated With Payroll
- One Click Reports

PERFORMANCE APPRAISALS



- Custom Detailed Objectives, Easy Replication
- Pre-Set Core Competences Measures
- Customizable Grading Scales
- Multi-Level Performance Reviews
- Easy To Use For Regular Staff Reviews
- List Top, Average and Bottom Achievers
- Snapshot Reports By Company/Department
- Detailed Reports By Various Metrics
- Match Incentives To Performance
- Maintain Historical Staff Progression Records

COMMUNICATION SUITE



- Publish Documents, Pictures, News Letters
- Role Based Access
- Department Notices
- Staff Notifications
- E-Mail Integration
- Annual, Monthly Event Calendars
- SMS Integration On Request

RECRUITMENTS



- Publish Job Openings Online
- Register Job Applicants On JA Web-Portal
- Online Job Application Forms
- Match Job Position Requirements To Job Applications
- Conduct Assessments
- Allocate Multiple Recruiters
- Document Interview Results

STAFF ASSESSMENTS



- Impart And Test Knowledge/Skills
- Multiple Authors
- Easy Allocation
- Monitor Staff Progress
- Other Use Case: Employee Of The Month

INVENTORY MANAGEMENT

PURCHASING

SALES

ACCOUNTS

INVENTORY MANAGEMENT*



- Comprehensive Inventory Management Module
- Multi Warehouses, Multiple Outlets Support
- Requisitions By Warehouse, Department
- Multiple Role Based Inventory Admins
- Warehouse Admins
- Detailed Inventory Item Tracking
- Full Scale Reporting
- Accounts Integration
- Catalogue Uploads

PURCHASING*



- Easy Purchase Order and GR modules
- REQ - Purchase Order - GR - Bills - Payments Cycle Management
- Permission Based Access For Each Stage
- Warehouse Admins Access For GR/GRN/REQ
- Multiple Stage Tracking
- Make Multi Invoice and Part Invoice Payments
- Easy Rule Based Flow
- Vendors, Taxes, Other Commercials Integration
- Accounts Integration
- GRNI, Vendors, A/P Statements

SALES*



- Issue Receipts, Track Pending Payments (A/R)
- Receive Multi Invoice and Part Invoice Payments
- Customers, Taxes, Other Commercials Integration
- Accounts Integration
- Customers, A/R Statements

ACCOUNTS*



- Comprehensive Chart Of Accounts
- Double Entry Transaction Records
- Reverse Erroneous Entries.
- Easy Payments, Receipts Accounting
- Detailed Transaction Reports
- Purchases And Sales Integration
- Staff Salary Module
- Vendor Statements
- Customer Statement
- Profit And Loss Statements
- Balance Sheet Reports
- Trial Balance Reports
- Manual Journal
- Fee Management For Edu. Institutes

*Some of the features are customized based on Client requirements. Some of the features in these modules might be disabled in Standard Installations.