

# MobileERP Hospital Management System

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## CRM System for Hospital Management

### How to run a Hospitals, Clinics, Diagnostics centres, OPD, IPD and Emergency Sections?

Steps-->	1	2	3	4	5	6	7	8	9
Activities	A Patient visiting hospital registers himself and also pays advance payments if needed as per hospital policy	Patient requests Medical Treatment which he/she needs as per his OPD, IPD Status.	IPD and OPD consultants diagnosis is entered and medicines prescribed for patient. Prescription is entered by Dr.	Consulting Billing along with Dr. commission is prepared by Admin staff	If Hospital bed required then bed is found and allotted to patient.	Daily Hospital Budgeted Bills are prepared and delivered to patients.	If Diagnosis is required then patients visits diagnostic center	Diagnostic center scans and uploads reports or diagnosis found for that patient.	Diagnostic center billing is prepared by Admin staff
Folders	Patient Registration / Advances	Medical Treatment Required	Dr. Consulting / Diagnosis / Prescription	Consulting Billing	Hospital Bed Allotment	Hospital Daily Billing	Diagnostic center request	Diagnostic reporting	Diagnostic Billing

Steps-->	10	11	12	13	14	15	16	17	18
Activities	If hospital clinic or hospital affiliated clinic visit is required for routine checkup or higher level consultation then that is entered	Clinic enters the diagnosis and prescribes the medicines.	Clinic services billing is prescribed by Admin staff	Patients goes to Hospital Pharmacy for medicine if OPD or Hospital issues medicines from his own Pharmacy in case of IPD.	Pharmacy bill is prepared by Admin staff or by Pharmacy staff and will deliver the medicine.	Patient requests emergency services for Ambulance, Doctors, Diagnostics services etc. and is ready to pay for that.	Admin prepares bills for emergency services.	All bills from various services will be combined to form one single bill to be given to Patient or Insurance company for total payments	Insurance company or Patients settles the final bill.
Folders	Clinic Diagnosis	Clinic Prescription	Clinic bill	Pharmacy issue	Pharma bill	Emergency services	Emergency billing.	Final Bills prepared	Rcpt Voucher

### How Front desk Admin should do payment followup, customer satisfaction and Sundry Debtors management?

Steps-->	1	2	3	4	5	6	7	8
Activities	Do Debtors Aging Analysis	Find Overdue Payments and Interest applicable on overdue payments	Print Payment Reminder Letters	Entre Payment Followup done by you here	Send Warning or Notice for non-paying customers	Answer Customer Complains	Act on Customer Suggestions	Act on Customer Feedback
Folders	Debtors	Overdue Payment	Payment Reminders	Payment Followup	Warning	Complains	Suggestions	Feedback
Example	Between 0 to 30 days DEPT 10 customer Amount: Rs. 1000 MKTG USER: XX FREQ: DAILY WORK REPORT	Interest Rs 200 applicable Overdue by 30 days REPORT	Emailed on 2/2/2009 couriered on 2/2/2009 REPORT	Patient X dateoffollowup: 1/2/2009 ENTER	Patient X We will stop service if not paid before x date REPORT			

## POS-Point of Sales system for Pharmacy store retail operations

### How will customers place orders via POS-Point of Sales System for Pharma Stores?

Steps-->	1	2	3	4	5	6	7
Activities	Authorized Sales Person Logins to POS	Select Product using Barcode by default or Mouse, Keyboard	Receive Payments in cash or credit	Print Invoice, Pack and deliver the goods to Customer	Sales posting at end of day into ERP	Stock posting/reconcile at end of day into ERP	POS Admin screen to see POS Reports and setup masters
Folders	Login POS	RetailCart	Receive Payments	Retail Invoice	SalesVoucher	StockVoucher	POS Admin
Example		Product x price=y	Option 1:Credit Card	Product x price=y	Cash/Bank Dr.	Store=Retail outlet	POS Reports
	UID = XX	Qty=xx will be entered	CardType:VISA	Qty=xx will be entered	Sales Cr.		ITEM
	PWD = XX	Quotation prepared	CardNo: 397989	Total = zz	If POS=Cash		Retail Outlets
		Customer decides to buy	Last3Nos: 786	FreeGift = uu	If e-comm=Bank		Customer
			CardName: Mr.X	Deliver Products by hand			Payment types
			ValidTill: 01/10				
			Option 2: Cash				

## SCM System for Hospital Assets and Pharmacy procurement

### How to do Normal Pharma Purchase, purchase return and its corresponding Store Operations?

Steps-->	1	2	3	4	5	6	7	8
Activities	Raise PR/Indent for Item to be Purchased	Send Request For Quotes to Supplier	Receive Quotes from Supplier	Select Best Supplier by Supplier Comparison.	Generate PO for the Supplier	Receive Material from Supplier	QC Check	Debit Note is sent to Supplier for Material Rejection
Folders	PR / Indent	RFQ / RFI / RFP	Supplier Quotes	Auto PO	PO	DO Receive	IQC	Debit Note Print
Example	Item = Mouse	Item = Mouse	Item = Mouse	Last 5 PO	Item = Mouse	Item = Mouse	Mouse Item Rej 10	Mouse Item Rej 10

Methods	Qty = 100 Pcs.	Qty = 100 Pcs.	Qty = 100 Pcs.	Last 5 Quotes	Qty = 100 Pcs.	Qty = 100 Pcs.	Qty Rej* Rate	Qty Rej* Rate
Manual	Supplier = XYZ	Supplier = XYZ	Rate = 10Rs/Pcs.	Supplier Master Rate	Rate = 10Rs/Pcs.	Rate = 10Rs/Pcs.	Qty 10*10Rs = 100	Qty 10*10Rs = 100
MRP			Supplier = XYZ	Supplier Rating	Supplier = XYZ	Supplier = XYZ	Purchase Return flow	Purchase Return flow
ROP			(3 Quotes Compulsory)	Quality	Methods	Batchno	Accepted=70	
Kanban				Quantity	LastPORate	Expiry date	Accepted under deviation=20	
Self-Service				Time	LastQuoteRate		Rework=5	
MR2PR				Service	SupplierMasterRate		Reject=0	
							Replace=5	
WORK	ENTRY	ENTRY/PRINT	ENTRY	REPORT	POSTING/EDITING/PRINT	ENTRY	ENTRY	REPORT
Steps-->	9	10	11	12	13	14	15a	15b
Activities	Enter Charges for bringing Item to Store	GRN Posting for Item	Stock will be updated for Item	Supplier will send Invoice	Purchase Voucher Posting for Supplier	Payment made to Supplier	Print Cheque and send to Supplier	Send Payment Via EFT to Supplier
Folders	Charge Sheet Entry	GRN Posting	Stock Card	PI Entry	Purchase Voucher	Payment Voucher	ChequePrinting	EFTPayment
Example	Rs 900 as Freight Charges	Qty App* Rate+Freight Charges 90*10+900 Rs 1800	Qty = 90 Amt = 1800 Rate= 20 Qty Rate = 20/Pcs.	Qty App*Rate Qty 90*Rs 10 = 900	Purchase A/C Dr 1000 Vat A/c Dr 100 To Creditors A/c 1100	Creditors A/c Dr. 1000 To Cash/Bank A/c 1000		
	DebitNote Entry (Auto) Creditor A/C DR110 To Purchase ret A/C 100 To VAT A/C 10	JV Entry (Auto) Stock A/C DR 1800 To Purchase A/C 900 To Freight A/C 900		BILLPASSING				
WORK	ENTRY	POSTING	REPORT	POSTING	POSTING	ENTRY	REPORT	REPORT

### How to do Asset Purchase and Sales?

Steps-->	1	2	3	4	5	6	7	8
Activities	Raise PR for Asset to be Purchased	Send Request For Quotes to Supplier	Receive Quotes from Supplier	Select Best Supplier by Supplier Comparision.	Generate PO for the Supplier	Receive Asset from Supplier	Enter Charges for bringing Asset to Asset Store	GRN Posting for Asset
Folders	PR	RFQ	Supplier Quotes	Auto PO	PO	DO Receive	Charge Sheet Entry	GRN Posting
Example	Item = PC Qty = 100 Pcs. EnterAsset in ITEM Mst  e.g. beds, medical equipment	Item = PC Qty = 100 Pcs. Supplier = XYZ	Item = PC Qty = 100 Pcs. Rate = 10Rs/Pcs. Supplier = XYZ (3 Quotes Compulsory)	Last 5 PO Last 5 Quotes Supplier Master Rate Supplier Rating Quality Quantity Time Service REPORT	Item = PC Qty = 100 Pcs. Rate = 10Rs/Pcs. Supplier = XYZ	Item = Mouse Qty = 100 Pcs. Rate = 10Rs/Pcs. Supplier = XYZ	Rs 900 as Freight Charges	Qty App* Rate+Freight Charges 90*10+900 Rs 1800 JV Entry (Auto) Stock A/C DR 1800 To Purchase A/C 900 To Freight A/C 900
WORK	ENTER	ENTER/PRINT	ENTER	REPORT	PRINT	ENTER (BYPASS)	ENTER (BYPASS)	POSTING (BYPASS)

### How to do Asset Purchase and Sales? (Continued...)

Steps-->	9	10	11	12	13	14	15	16
Activities	Stock will be updated for Asset	Asset Purchase Entry	Asset Purchase Posting	Depreciation to be calculated at the end of year Provision not maintained	Asset put to use	Issue Asset when sold	Asset Disposal Entry	Asset Sales Posting
Folders	Stock Card	Asset Open	Asset Purch Posting	Find Depreciation	Asset transaction Log	MR Issue	Asset Closed	Asset Sales Posting
Example	Qty = 90 Amt = 1800 Rate= 20 Qty Rate = 20/Pcs. ASSET STORE	Item = PC Qty = 100 Pcs. Rate = 10Rs/Pcs. Supplier = XYZ	Asset Purch Voucher Asset A/c Dr. 1000 To Cash/Bank A/c 1000	WDV, SLM Provide Dep. JV Depreciation A/c Dr. 100 To Asset A/c 100 Closing of Dep. JV P&L A/c Dr. 100 To Depreciation A/c 100 POSTING	Date of issue Asset issued to Date of Receipt IssuedToEmployee	FG Item = PC Qty = 90 Item = Mouse Qty 90 Amt = 1800 Rate= 20 Qty Rate = 20/Pcs.	Item = PC Qty = 100 Pcs. Rate = 5Rs/Pcs. Supplier = XYZ	Asset Sales Voucher Cash/Bank Dr. 500 P&L Loss A/C Dr. 400 To Asset A/c 900
WORK	REPORT (BYPASS)	ENTRY	POSTING	POSTING	ENTRY	ENTER (BYPASS)	ENTER	POSTING

### How to do Asset Maitenance & Servicing?

Steps-->	1	2	3	4	5	6	7
Activities	Asset Service Level agreement done	Preventive Maintenance Service Plan is prepared	Service Work Request is entered	Service Work Order is prepared	Service is provided via Servicecall	Service Executive sees his Dashboard	Service Reports are prepared
Folders	SLA-Agreement	ServicePlan	Service Request	Service Order	Service Call	Service Dashboard	Service Reports
Example	SLA Upload						
WORK	ENTER	ENTER	ENTER	ENTER	REPORT	REPORT	

## HRM - Human Resource Management for Hospitals and Clinics

### How to do Recruitment of new Employees/Doctors/Nurses?

Steps-->	1	2	3	4	5	6	7	8	9
Activities	HR Requisition	Post Vacancies	Enter CV/Biodata	Send Call Letters	Interview Result	Send Offer Letters	Get Acceptance of Offer from candidate	Enter Appointment Terms	Send Appointment Letter
Folders	HR Requisition	Post Vacancies	Enter CV/Biodata	Send Call Letters	Interview	Send Offer Letters	Acceptance of Offer	Appointment Terms	Send Appointment Letter
Example	Post = Manager  from HR Dept/CEO INHOUSE	Post = Manager	Name1 = Nimit  Degree1 = MBA Experience1 = 3 Years	InterviewTime = 2/5/2009 12:00:00 PM InterviewTime = 2/5/2009 14:00:00 PM	InterviewScore =30  InterviewScore =35	SalaryOffer = Rs. 10000 pm	ok  by email	SalaryBreakup  LeaveBreakup AttendanceBreakup	TraineeLetter  ContractLetter Part-TimeLetter

3RD PARTY WEBSITE  
Like Naukri.com etc.

Name1 = Sherman  
Degree1 = BE / MBA  
Experience1 = 1 Years

PerformanceBreakup  
OT/Otherearning breakup  
Training Breakup  
BPOLetter  
ProjectLetter

WORK 3RD PARTY POST ON NET FROM NET PRINT ENTER PRINT ENTER

### What to do when new employee/doctor/nurses joins the organization?

Steps-->	1	2	3	4	5	6	7	8			
Activities	Employee Joining	Employee Master Entered	Employee Details Entered	Employee Photo uploading	Employee Card Issuing	Employee Kit Issue	Send Circular	Employee Hierarchy setup			
Folders	Employee	Employee	EmpDetails	Upload	IDCards	EmpKits	Circular	OrgChart			

Example EmployeeName = Sherman  
+ 100 over fields  
Phone issued = True/False  
ReportingTo = CEO

### How to do new employee/doctor orientation?

Steps-->	1	2	3	4	5	6	7	8			
Activities	EmployeeOrientation	Employee Job description /SOP Explained	Employee daily reporting in ERP Explained	Employee selfservice explained	Employee attendance punching explained	Organization chart explained	Products explained	Company Disciplines explained			
Folders	Orientation	SOP/HowTOs	Reporting	Selfservice	Punching	OrgChart	Website	Discipline			

Example Orientation Checklist = True/False  
HOWTO/SOP Read and understood? = True/False  
Do u know how to access your ERP? = True/False  
How to apply leave? = True/False  
How to punch? = True/False  
Employees introduced  
www.erpweb.com  
clean computer daily

### How to do employee/doctors/nurses Performance Appraisal Management?

Steps-->	1	2	3	4	5	6	7	8	9	10	11
Activities	Employee Perfo measurment Parameters setup	Employee Computer Skills score	Employee Knowledge Skills score	Employee Medical Score	Employee KRAs 6-Sigma Scores	Employee KPI Scores	Employee Activity based Costing	Employee Disciplinary Score	Employee Attendance Score	360 degree Peer Review score	Self Review score
Folders	Skills	SkillMatrix	SkillMatrix	MedicalScore	KRA	KPI	ABC	Discipline	Attendance	Review	SelfReview

Example What to measure? = xyz Skills  
True/False  
Knows ERP? = True/False  
Blood Pressure = 150  
Delivery Time Baseline=3 = 4  
Sales this year vs last year = '+30%'  
SalesOrder costs = Rs. 300 per order  
Not cleaning his own PC? = 5 times / month  
Absent = 3 days  
LateComing = 5 days  
Ratings = B+  
Ratings = A+

Steps-->	12	13	14	15	16	17	18				
Activities	Employee Reporting Score	Employee Score Card Preparation	Employee ScoreBoard Preparation	Employee Performance Evaluation	Promotion Letter	Transfer Letter	Termination Letter				
Folders	Reporting	ScoreCard	ScoreBoard	Evaluation	Promotion	Transfer	Termination				

Example Reporting done = 12 in month  
Score between = 0 to 25 / 25 to 75 / above 75  
Performance = Poor / Average / Good  
Result = Poor  
Action = Promotion/Transfer/Terminate  
Action taken = Promoted  
Action taken = Transferred  
Action taken = Transferred

### What to do when an employee/doctor/nurses is leaving the organization?

Steps-->	1	2	3	4	5	6	7	8	9	10	11
Activities	Employee Submits Resignation	Exit Interview done	Employee submits kit back	Employee submits assets back	Employee submits books back	NOC Issued	Settlement Preparations	Experience Letter given	Service Certificate given	Releaving Letter given	Employee is made inactive in employee database
Folders	ResigLetters	ExitInterview	EmployeeKit	ASSETLOG	LIBRARY	NOC	Settlement	Experience	Certificate	Releaving	Employee

Example Physical or via email  
Reason for leaving = More salary at new job  
Mobile phones, Letter heads, budget etc.  
LAPTOP  
BOOK  
Employee is OK = True/False  
Arrears to pay = Rs. 5000  
Experience =8 months  
Print  
Print  
ActiveFlag = FALSE

Conduct = Average

### How to provide Welfare to the employees (like LTA, Medical reimbursement, Loan, Insurance etc.)?

Steps-->	1	2	3	4
Activities	Employee puts an Welfare Application via self service	Manager Approves or Rejects the Welfare Application	If Manager Approves payment is released and Welfare is provided	Posting of Welfare Expenses
Folders	Selfservice	LoanApprove	Loan	Voucher Entry

Example Employee x  
Laon=20000  
Approved = 10000  
Expense Voucher  
Employee Loan A/c Dr 10000  
To Cash/Bank A/c 10000  
Cost Centre = Dept Employee

### How to do Discipline Management for employees?

Steps-->	1	2	3	4	5
Activities	Setup Disciplinary Rules	Install Discipline management ip based closed circuit camera based system and discipline manager to record it and watch it.	Displine manager watches videos and Do Disciplinary Audit and find failure of Discipline via online camera & recording	Issue Disciplinary notice	After 3 warnings, Terminate the employee from job
Folders	DisciplineType	CCD Camera System	Discipline	Notice	Action

Example ComingLate  
Leaking company info  
No Reporting to company management and customer in formats provided  
Not behaving properly with colleagues, customers and management  
Reporting wrong info to management  
Employee X  
Latecoming>5  
Warning issued  
Employee X  
Terminated  
As per policy of company

## ALPM - Attendance, Leave and Payroll Management

### How to track Attendance, Time Sheet, OT and Reporting Regularity of employees?

Steps-->	1	2	3	4	5	6	7	8	9	10	11
Activities	Calender/Holiday	AdjustHoliday	Shift	Employee mapped to shiftgroup	ShiftPolicy	Generate Shift Schedule	Copy Holidays	Copy Shifts	Copy Leaves	Attendance Machine	Attendance Self service
Folders	Calender	AdjustHoliday	Shift	Shiftgroup	ShiftPolicy	ShiftSchedule	CopyHolidays	CopyShifts	CopyLeave	CopyMachine	Selfservice
Example	DATE = 1/14/2009 Holiday = MakarSankranti	DATE = 1/14/2009 Holiday = Vasi Utrayan WeeklyOffAdjust = 1/20/2009	Shift =ShiftGroup1 Shift =ShiftGroup2	Sherman = ShiftGroup1	DayShift = Morning 9 to Evening 6 NightShift = Evening 6 to night 12 Min Working = 8 hours	Employee= Sherman Date = 1/1/2009 ShiftAllocated = DayShift				CardNo = 123 Date = 1/1/2009 Intime = 9.00 AM	from PC where attendance m/c not there

Outtime = 6.00 PM

Steps-->	12	13	14	15	16	17	18	19	20
Activities	Email/SMS Attendance	ManualAttendance entry/edit	DailyWork Report	OT Allocation Form	Attendance SelfService	Muster Roll	Attendance Card	HR Cockpit	Leave calender
Folders	Email/SMS	AtndCard	Dailywork	OTAlloc	Selfservice	MusterRoll	AttendanceCard	HRCOCKPIT	Leave calender
Example	To yourBOSS		Employee = Sharman Work = xxxxxx Hours est = 2 hours Date = 1/1/2009	Employee = Sharman OT Hours allowed = 2 hours Date = 1/1/2009 OT Done = 3 hours	Myattendance	Employee present/latein earlyout/absent	Employee Date = 1/1/2009 Intime = 9.00 AM Outtime = 6 PM	Org Chart Top10/Last10 KPI 6-Sigma	Employee x OnLeave on 02-02-2009

### How to do Leave Management of employees?

Steps-->	1	2	3	4	5	6	7	8	9	10
Activities	LeaveType	SetupLeaveRecords	SetupLeaveApprovalRules	LeaveApplication via Self Service	LeaveApproval	LeaveRecord	MassLeaveDeduction	LeaveCarryForward	LeaveRegister Printing	LeaveEncash
Folders	Leave type	LeaveRecords	LeaveRules	Selfservice	LeaveApproval	LeaveRecord	MassLeave	Carryforward	LeaveRegister	Voucher Entry
Example	Sick leave Max 10 Max carry fwd 20									Expense Voucher Leave Encashment A/c Dr. 2000 To Cash/Bank A/c 2000 Cost Centre = Dept Employee
WORK	One time entry	one time only	one time entry	By Employees	By Managers	Report	Posting	Posting	Report	Entry

### How to do Payroll and prepare Payslips for Employees?

Steps-->	1	2	3	4	5	6	7	8	9	10	11	
Activities	Setup Payhead	Paystructure	Create Monthly transaction	Edit Monthly Transaction	Create Payslip	Post Earnings	Post Deduction	Post TDS	Edit Payslip for corrections	Payslip Printing	Printing to Bank statement	Posting of Salary
Folders	Payhead	Paystructure	Monthlytran	Monthlytran	Payslip	Payslip	Payslip	Payslip	Payslip	Payslip	Bankstatement	Voucher Entry
Example	Basic Salary House Rent Allowances As per govt. rule	Net Salary = Basic Salary+HRA+DA As per govt. rule	Start = 1/4/2009 End = 30/04/09	Add detail of employees present days, leave, etc	Payslip of April						Employee Name	Payment Voucher Salary A/c Dr. 5000 To Cash/Bank A/c 5000 Cost Centre = Dept. Employee
Work	Pre-defined	Pre-defined	Once a month	Once a month	once a month	Posting	Posting	Posting	Edit	Print	Print	Entry/Posting

### How to do Form16(India) Employee Salary Certificate Preparation?

Steps-->	1	2	3	4	5	6	7	8	9	10	11
Activities	Setup yearly Income tax slabs	Define Exemptions applicable	Define Tax Rebate	Define Exempted Income	Enter Taxable Salary of Employee	Enter Other Income of Employee	Enter Savings made by Employee	See Tax paid till date for Employee	Enter Declaration made by Employee	Get Declaration Report signed from Employee	Print Form16 and give it to employee
Folders	IncomeTaxRates	Exemptions	Tax Rebate	Exempted Income	Salary	OtherIncome	Savings	TaxFiled	Declaration	Declaration Report	PrintForm16
Example	Male below65years slab = 200000-300000 Tax = 30%	Chapter VIA LIC Premium Upto Rs 100000	As per 80D Medical Insurance Upto Rs 40000	Agricultural Income Above Rs. 5000	Rs. 300000	House Rent Rs 60000	LIC PPF Rs 100000	Advance Tax Rs 5000	Total of Sections Sec 80 Rs 140000		
Work	Pre-defined	Pre-defined	Pre-defined	Pre-defined	Post	Enter	Enter	Post	Enter	Print/Sign by emp	Print and give to employee

### How to do PF, Graduity & ESIC Management?

Steps-->	1	2	3
Activities	Print PF Reports	Print Graduity Reports	Print ESIC Reports
Folders	PF	Graduity	ESIC
Example	>10 employees x% cut salary x% eo. Contribution	>7 yrs of service	<6500 salary
Work	Print	Print	Print

## FRM - Finance Resource Management

### How to do Bank Statement based Auto Accounting?

Steps-->	1	2	3	4
Activities	Download bank statement from bank website	Upload bank statement in ERP	Enter Corresponding accounts w.r.t transactions in statement	Generate voucher based on this entries on approval.
Folders	Bank	BankStatement	BankStatement	VoucherCreation

Example [www.bank.com](http://www.bank.com) Upload Party Expense Acc Asset Liability

Work Download Upload Edit Posting

### How to do Claims Management from employees ?

(like Travelling TADA Claims, Marketing Commission Claims etc)

Steps-->	1	2	3	4	5
Activities	Employees make Claim Application using self service	Employees will Attach proof of Claims for Approvals	Manager Approves or Rejects Application after Verification of Attachments	In case of Marketing commission commission paid is tracked against claims settled.	If Approved Payment is released
Folders	Claimsform	Claimsform	Claimsform	Commission	Claims Posting

Example Marketing Commission A/c 5000 Claim statement is attached In case of mktg commission Payment Voucher

Example

manager verifies with system

Cash/Bank A/c Dr. 5000  
To Marketing Commission A/c 5000  
Cost Centre = Sales person

### How to do Expense bills processing ?

(like Tender, Tea, Electricity, Telephone bills, Municipal Taxes, Courier, Club Fees, Training Charges etc)

Steps-->	1	2	3	4	5	6
Activities	Define Expenses and its limit	Collect Physical expense bill and file it	Upload or Attach Expense bill in Expense Folder	Manager Verifies Expense Bills going out of limit	Payment is released using cash/Bank	Payment is Auto Deducted in case of Credit card Payments
Folders	ExpenseType	Expense folder	Expense E Folder	Expense E Folder	Posting	Creditcard

Example Tea limit = 1000

Bill for Tea Bill Amt = 1200

Bill for Tea Bill Amt = 1200

Approved/Rejection

Expense Voucher  
Cash/Bank Dr. 1200  
To Tea Exp A/c 1200  
Cost Centre = Dept Wise

Expense Voucher  
Credit Card A/c dr. 1200  
To Tea Exp A/c 1200  
Cost Centre = Dept Wise

### How to do Tax Compliances and Statutory Reporting?

Steps-->	1	2	3	4	5	6	7	8	9
Activities	Entre Tax Compliance	See Tax Calender	See Tax Reminders	Prepare Tax Registers	Find Tax to be paid using Tax Computation register	File the Tax using Challan	Print Tax Challan	Payments made for tax	Prepare and file Tax Returns
Folders	Tax Compliance	Tax Calender	Tax Reminders	Tax Registers	Tax Computation	Taxfile	TaxChallan	Voucher Entry	Tax Returns

Example

VAT, ST, EXCISE, TDS

VAT Monthly

20/6 last date for VAT

VAT Register

OUTPUTVAT=VAT PAYABLE 1000  
PLA-RG23A-RG23C=EXCISE PAYABLE  
X% OF Certain Expense accounts=FBT Payable Report

Manual entry

VAT Filed via challan no. 201 Rs. 201, a,b,c

Manual entry

Manual entry

30/3/2009

Taxes A/c Dr. 1000

To Cash/Bank A/c 1000

Manual entry

Manual entry

Manual entry

### How to do Bank Reconciliations and Accounts Auditing?

Steps-->	1	2	3	3	4	5	6
Activities	Collect Bank statement from Bank or get it from bank Website and file it in folder	Open Bank Book and do Bank Reconciliation by entering dates and difference in Amount	Upload Bank Statement and do auto reconciliation	Verify and Compare Physical and Electronic Bank Book	Verify each bank entry with corresponding Voucher entry in system.	Verify each Bank entry with Cheque book slips	Verify each Bank entry with pay-in slips
Folders	Bank Statement Folder	Bank Reconciliation	Bank Reconciliation	Bankbook	Voucher	Chequebook slips	Pay-in slips

Example [www.bank.com](http://www.bank.com)

date=30/3/2009

Compare date and amount Transactions check from file

bankcharges=20

### How to do Legal Management?

Steps-->	1	2	3	4	5
Activities	Enter Case History	Enter Case Status	Enter Judgement	See Daily Board Reminder	Find Advocates performance
Folders	CaseHistory	CaseStatus	Judgement	DailyBoard	AdvocPerfo
Example	Case X Date 1/1/2009	Advocate date of adjourn	JudgeName Judgement	In court no 49 Dated 1/1/2009	AdvocX better then AdvocY
Work	Enter data	Enter data	Enter data	Just click it	Just click it

### How to do Financial and Management Accounts Reporting?

Steps-->	1	2	3	4	5
Activities	Setup Annual Report Format	Show the reports	List of CRM Reports	List of SCM Reports	List of FRM Reports
Folders	Annualreport	Annualreport	CRM reports	SCM reports	FRM reports

Example	B/S, P&L, Cash & Fund Flow Statement	B/S, P&L, Cash & Fund Flow Statement, Ratio Analysis	Monthly sales report	Monthly Stock Movement	Monthly income &Expense Statement
Work	Just Click it	Just Click it	Just Click it	Just Click it	Just Click it

### How to do Year end Processing in 5 simple steps?

Steps-->	1	2	3	4	5
Activities	Create a new calender year	Balance Sheet Finalization	Closing of Accounts	Closing of Stocks	Carry forward of Leave
Folders	Calender	JV	ACCOUNTS	STOCKS	LEAVE
Example	Year09-10	Dr. Acc Cr. Acc Posting Differed Taxes Posting Depreciations	From year 2009 To year 2010 with Asset closing	From year 2009 To year 2010	From year 2009 To year 2010
Work	Manual Entry	Manual entry / Posting	Just click it	Just Click it	Just Click it

## GAM - General Administration Management

### How to do Visitor and Security Management?

Steps-->	1	2	3	4	5	6
Activities	Entre Visitor Information and Capture his Photo	Inform Concerned person and take his Approval to send Visitor	If Approved then send Visitor	Print Visiting Card & give it to the Visitor	Record Outgoing Time of Visitor	Visitor Reports
Folders	Visitor	Self service	Self service	Visitor	Visitor	Visitor Register
Example	Visitor X Date of Visit Visit whom?	Visitor X Arrived to visit u	Approved	Card	Visitor X Left at x time	Visitors by DATE range Visitors by company Visitors by Person
WORK	ENTER	ALERT	APPROVE	PRINT	ENTER	REPORT

### How to do Physical and Electronic Document Management?

Steps-->	1	2	3	4	5	6	7
Activities	Scan the incoming document and attach in the folder	Put the Physical Document in the Respective File	Deliver the scanned Document to the concerned person or Department	Scan the Outgoing Document and attach in the folder	Put the Physical Document in the Respective File	Pack it and deliver it through courier	Document Management Reports
Folders	Document	Inwardfolder	Self service	Document	Outward folder	Courier	Doc. Register
Example	Doc X scan For whom	My all documents	See document	Doc Y scan To whom	My all documents	Give doc	Incoming doc by employees Outgoing doc by employees Doc trans per month
WORK	SCAN/ENTER	FILING	BY employees	SCAN/ENTER	FILING	TO Courier	Reports

### How to do Library and Books management?

Steps-->	1	2	3	4	5	6	7
Activities	Prepare Books database as per ISBN Nos.	Issue Books on request	Receive Book against issued	Purchase Book on request as per Self service PR	Do payment for Book purchased	Enter new Book in Books database as per ISBN Nos.	See Library reports
Folders	BOOKS	LIBRARY	LIBRARY	PR	PayVoucher	BOOKS	Library Reg
Example					Taxes A/c Dr. 1000 To Cash/Bank A/c 1000 COST CENTER employee		Books trans per month Books read by person New books arrival
Work	ENTER one time	ENTER	ENTER	Selfservice / View	ENTER	ENTER	REPORT





