

**ANALYSIS OF HR MODULE FOR ERP SYSTEM IN
ADVANCED ERP BD LTD**

BY

MEHERUN NESSA FERDAUSI

ID: 102-15-1061

An Internship Report Presented in Partial Fulfillment of the Requirements
for the Degree of Bachelor of Science in Computer Science and
Engineering

Supervised By

Anisur Rahman

Assistant Professor

Department of CSE

Daffodil International University



DAFFODIL INTERNATIONAL UNIVERSITY

DHAKA, BANGLADESH

OCTOBER, 2012

APPROVAL

This Project titled “ANALYSIS OF HR MODULE FOR ERP SYSTEM”, submitted by Meherun Nessa Ferdausi to the Department of Computer Science and Engineering, Daffodil International University, has been accepted as satisfactory for the partial fulfillment of the requirements for the degree of B.Sc. in Computer Science and Engineering and approved as to its style and contents. The presentation has been held on 21-10-2012

BOARD OF EXAMINERS

Dr Syed Akhter Hossain
Professor and Head
Department of Computer Science and Engineering
Faculty of Science & Information Technology
Daffodil International University

Chairman

Dr Yousuf Mahbubul Islam
Professor
Department of Computer Science and Engineering
Faculty of Science & Information Technology
Daffodil International University

Internal Examiner

Dr Md Kabirul Islam
Associate Professor
Department of Computer Science and Engineering
Faculty of Science & Information Technology
Daffodil International University

Internal Examiner

Dr Muhammad Shorif Uddin
Professor
Department of Computer Science and Engineering
Jahangirnagar University

External Examiner

DECLARATION

We hereby declare that, this internship has been done by us under the supervision of Mohammad Anisur Rahman, Assistant Professor, Department of CSE Daffodil International University. We also declare that neither this internship nor any part of this project has been submitted elsewhere for award of any degree.

Supervised by:

Anisur Rahman
Assistant Professor
Department of Computer Science & Engineering
Daffodil International University

Submitted by:

Meherun Nessa Ferdausi
ID: 102-15-1061
Department of CSE
Daffodil International University

ACKNOWLEDGEMENT

First of all we express our heartiest thanks and gratefulness to almighty Allah- the most merciful, the most beneficent to give me the capability to complete this internship report successfully.

Then I fell grateful and like to express my sincerest gratitude to Mr. Anisur Rahman, Assistant Professor, Department of CSE Daffodil International University, Dhaka. His endless patience, scholarly guidance, continual encouragement, constant and energetic supervision, valuable advice, at all stage has helped me in every possible way to make this report to success. His helpful suggestions regarding this report are also gratefully acknowledged.

I would like to thank Dr. Syed Akhter Hossain, Professor and Head and all the faculty members, Department of CSE, Daffodil International University for their valuable time spend in requirements analysis and evaluation of the internship.

I would also like to thank our team mate who worked with me in Advanced ERP (BD) Ltd. and also like to express my grate fullness to the Managing Director of Advanced ERP (BD) Ltd. Mostafizur Rahaman Sohel, from whom we learned so much while completing the internship.

Finally, I must acknowledge with due respect the constant mental and financial support and patients of our family members in completing this report.

ABSTRACT

In the modern age business world is getting more and more complex for organizations. For being successful in business every organization should run through an efficient system like the ERP system. ERP system automates organizational activity with an integrated software application and facilitates the flow of information between all business functions inside the boundaries of the organization and also manages the connections. So to expose myself into practical work with ERP system for gaining higher confidence and strengthen my knowledge about this effective system I completed my internship in Advanced ERP (BD) Ltd.

This internship report is about “Analysis of HR module for ERP System”. The aim of the internship is

- To analyze the Human Resource Management System for ERP system,
- Collecting and organizing related information.
- Observing how an organization runs a HR department for ERP system.

In addition, the research has intended to examine when HR practices are the most prevalent across ERP life cycle.

Human Resource in ERP system allows you to compare and analyze the features, functions, and services of multiple enterprise software solutions. Vendor responses are comprehensively rated on their level of support of for each criterion (supported, not supported, customization, future releases, etc.) to ensure you make an accurate and informed decision.. Without Human Resource in ERP the organizations can not only save time and money, but also offer more reliable decisions. This is why I go for gathering knowledge about this effective system.

Table of Contents

CONTENTS	PAGE
Approval	i
Board of Examiners	ii
Declaration	iii
Acknowledgements	iv
Abstract	v
CHAPTER 1	1-2
1 Introduction.....	1
1.1 Background	1
1.2 Problem of the existing system	1
1.3 Internship Goal	2
1.4 Methodology and Tools	2
1.5 Conclusion	2
CHAPTER 2	3-5
2 Overview of Organization.....	3
2.1 Company Profile	3
2.1.1 Vision Statement	3
2.1.1 Team Organization	3
2.1.1 State-Of-The-Art Products	4
2.1.1 Customer's Satisfaction	4
2.2 Products	5
2.3 Conclusion	5

CHAPTER 3	6-10
3 Enterprise Resource Planning(ERP).....	6
3.1 Introduction	6
3.2 Implementation of ERP System	7
3.3 ERP modeling	8
3.4 Advantages of ERP System	9
3.5 Conclusion	10

CHAPTER 4	11-19
4 Software and Tools	11
4.1 Hypertext Markup Language (HTML)	11
4.1.1 Introduction	11
4.1.2 Markup	11
4.1.3 Elements	12
4.1.4 Data types	13
4.2 Sitemap	13
4.2.1 Overview of Sitemap	13
4.2.2 Types of Sitemap	14
4.2.3 The Importance of Sitemaps	14
4.2.4 My Created Site Map	14
4.3 Microsoft office Visio	17
4.3.1 Features	17
4.3.2 File format	17
4.4 Flowchart	17
4.3.1 Overview	18

4.3.2 Use of Flowchart	18
4.3.3 Types of flowchart	19
4.3.4 My Created Flow Chart	19

CHAPTER 5 **23-58**

5 User Manual.....	23
5.1 Introduction	23
5.2 Definition	23
5.3 ERP system Home Page	23
5.4 HR	24
5.5 Human Resource	25
5.5.1 Employee Master	26
5.5.1a) Employee Master	26
5.5.1b) Job description	28
5.5.1c) Pay Package	29
5.5.1d) Increment	30
5.5.1e) Disciplinary Information	30
5.5.1 f) Employee Transfer	31
5.5.1 g) Awards/Rewards Information	32
5.5.1 h) Final Separation	32
5.5.2 Report	33
5.5.12a) Employee List (New).....	34
5.5.2b) Employee List (By Office New)	35
5.5.2c) Employee List	35
5.5.2d) Employee List (All Office)	35
5.5.2e) Employee List By Office	36
5.5.2f) Employee List (Dept., Desig.Wise)	36

5.5.2g) Employee List (Offic Wise Dearness Statement).....	36
5.5.2h) Employee List (Offic Wise New)	36
5.5.2i) Employee List (With Basic And Gross)	36
5.5.2j) Joining Date Wise Employee List	36
5.5.2k) Joining Date And Nature Wise Employee List	37
5.5.2l) Employee Detail Info	37
5.5.2m) Employee Separation Report	37
5.5.2n) Increment Report	38
5.5.2o) Employee General Information	38
5.5.2p) Date Wise Employee Joining Reports	39
5.5.2q) Employee Separation Reports	39
5.5.2r) Employee Confirmation Reports	39
5.5.2s) Current Employee Status Reports	39
5.5.2t) Employee Confirmation Reports (Summary)	39
5.5.2u) Employee Joining Reports (Summary)	39
5.5.2v) Employee Separation Reports (Summary)	39
5.5.2w) Employee Salary Report	39
5.5.2x) Employee Salary Change Report	39
5.5.3 Setup	39
5.5.4 Leave Management	41
5.5.4a) Leave Transaction	41
5.5.4b)) Apply	41
5.5.4c) Recommend	42
5.5.4d) Sanction	42
5.5.4e) Cancel	43
5.5.4f) Back Dated Data Entry	43

5.5.5 Leave Policy	44
5.5.5a) Leave Policy	44
5.5.5b) Maternity Benefits	45
5.5.6 Leave Reports	46
5.5.7 Setup	46
5.5.7a) Leave Type	46
5.5.7b) Leave Year	47
5.5.7c) Year End Processing	47
5.5.8 Employee Appraisal	48
5.5.8a) Performance Appraisal	48
5.5.8b) Appraisal Type	49
5.5.8c) Job Factors	49
5.5.8d) Grading Keys	50
5.5.9 Payroll	50
5.5.9a) Payroll	51
5.5.9b) Payroll Reports	53
5.5.9c)) Payroll Setup	57

CHAPTER 6 **60-62**

6 Conclusion	60
--------------------	----

References	61
-------------------	-----------

LIST OF FIGURES

Figure 2.1	Advanced ERP (BD) Ltd Homepage.....	4
Figure 3.1	ERP System.....	7
Figure3.2	Implementation of ERP System.....	8
Figure 4.1	A flowchart for Lamp.....	18
Figure 4.2	A flowchart for HR.....	20
Figure 4.3	A Flow Chart for Employee Master.....	20
Figure 4.4	A Flow Chart for HR Report.....	21
Figure 4.5	A Flow Chart for Employee Setup.	21
Figure 4.6	A Flow Chart for Leave Management.	22
Figure 4.7	A Flow Chart for Employee Appraisal.	22
Figure 5.1	ERP system Home Page.....	23
Figure 5.2	Human Resources Main Menu.....	25
Figure 5.3	Employee Master Menu.....	26
Figure 5.4	Employee Master Form.....	27
Figure 5.5	Employee Master Form	27
Figure 5.6	Employee Master Form.	28
Figure 5.7	Job Description Form.	29
Figure 5.8	Pay Package Form	29
Figure 5.9	Increment Form.....	30
Figure 5.10	Disciplinary Information Form	31
Figure 5.11	Employee Transfer Form	31
Figure 5.12	Awards/Rewards Information Form	32
Figure 5.13	Final Separation Form.	33
Figure 5.14	Report Main Menu	33
Figure 5.15	Employee List (New) Form	34
Figure 5.16	Employee List Form	35
Figure 5.17	Employee List Form 2	35
Figure 5.18	Employee List (All Office) Form	35
Figure 5.19	Employee List (All Office)2 Form	36
Figure 5.20	Employee Detail Info Form.....	37
Figure 5.21	Employee Detail Info Form 2.....	37
Figure 5.22	Employee General Information Form.....	38
Figure 5.23	Employee General Information Form 2.....	38
Figure 5.24	Leave Menu	41
Figure 5.25	Leave Transaction Menu	41

Figure 5.26	Leave Transaction-Apply menu	42
Figure 5.27	Leave Transaction-Recommend Form	42
Figure 5.28	Leave Transaction-Sanction Form.....	43
Figure 5.29	Leave Transaction-Cancel Form.....	43
Figure 5.30	Leave Transaction-Back Dated Data Entry Form	44
Figure 5.31	Leave Policy Main Menu.....	44
Figure 5.32	Leave Policy-Leave Policy Form	45
Figure 5.33	Leave Policy-Maternity Benefits Form	45
Figure 5.34	Leave Reports Form	46
Figure 5.35	Setup Main Menu	46
Figure 5.36	Setup-Leave Type Form	47
Figure 5.37	Setup-Leave Year Form 2.....	47
Figure 5.38	Employee Appraisal Main Menu	48
Figure 5.39	Performance Appraisal Form.....	48
Figure 5.40	Employee Appraisal- Appraisal Type Form	49
Figure 5.41	Employee Appraisal- Appraisal Type Form 2	49
Figure 5.42	Employee Appraisal- Job Factors Form	50
Figure 5.43	Employee Appraisal-Grading Keys Form	50
Figure 5.44	Payroll Main Menu	51
Figure 4.45	Payroll-Payroll Sub Menu	51
Figure 5.46	Transaction Entry Form	51
Figure 5.47	Payroll Reports Main Menu	52
Figure 5.48	Salary Sheet Form	53
Figure 5.49	Salary Sheet Form 2.....	53
Figure 5.50	Payroll Setup Main Menu	57
Figure 5.51	Payroll Head Form	57
Figure 5.52	Tax Slab Form	58
Figure 5.53	Payroll Default Form	58

CHAPTER 1

INTRODUCTION

1.1 Background

Enterprise Resource Planning (ERP) consists of three word-enterprises, resource and planning. Enterprise Resource Planning (ERP) systems integrate internal and external management information across an entire organization, embracing finance/accounting, manufacturing, sales and service; customer relationship management etc .ERP systems automate this activity with an integrated software application. Their purpose is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders.

Science and information technology are now not a word of imagine. Now a day every types of organization is competing each other. For that it is important to develop a system that makes an organization different to other. But to it in real life that is not so easy. Because each and every organization in attached many types of criteria. The main fact is their client's, because without a client the organization has no values. So it is the main important matter.

So for that purpose every organization runs their all activities in an efficient system which is called ERP system. Now we are trying to make it more efficient and trying to enrich our knowledge about this.

1.2 Problem of the existing system

ERP System is an enormous area. Day-by day the system is updated for the demand of its clients. So when we go to the industry we see how industry works with an ERP system. But the problem we faced is that, many industries have many types of system and there ERP system is different for each other. So, understanding this protocol is a great challenge for us.

We face the real problem in case of client, because we are not aware about this before. Clients demand is so interesting and complex. This is why we are trying to make a solution for them with the ERP system which will make it easier for them.

1.3 Internship Goal

In this modern age the development of modern science and technology are growing too rapid. The development in information and technology is also growing swiftly. But in our country this growth is not so express. We are trying to make a system that can make an organization more efficient and help their client with flexible communication. Because, communication is the main important concern in a business. And how much an organization is flexible for the demand of their clients and it is a great fact for making the business successful.

For this purpose we want to make proper use of an ERP system that makes an organization more effective and also automated.

1.4 Methodology and Tools

This system is implanted using a 3-tier approach, with a backend HTML (Hypertext Markup Language). A middle tier we use for analysis and research methodology, and also make a web site map for our client. HTML is used in interface design (website map). MS Visio is used for making flow diagram for our clients. Iterative and incremental practical knowledge and use the best updated information of our internship.

1.5 Conclusion

This chapter illustrates theoretical aspects of the internship. It also gives a clear view of the background of the internship, problems and solutions to them. Moreover, this illustrates the methodology and tools used in this internship. After reading this chapter one can easily get a small idea about our internship of ERP System.

CHAPTER 2

OVERVIEW OF ORGANIZATION

2.1 Company Profile

Advanced ERP does possess the vision to evolve into a globally competent software house offering quality ERP (Enterprise Resource Planning) software solution and services to Customers around the world with DREAM (Dynamic Resource Extended Application Management) technology.

2.1.1 Vision Statement

To evolve into a globally competent software house offering quality software and services to Customers around the world as well as in Bangladesh with DREAM (Dynamic Resource Extended Application Management) technology.

The guiding principle in operating the business has always been: Providing excellent enterprise IT products at the most competitive prices with excellent customer support.

Advanced ERP is able to achieve this objective by possessing the three most valuable assets:

- Excellent Team
- State-Of-The-Art Products
- Satisfied Customers

2.1.2 Team Organization

Advanced ERP founding team comprises people with average experience exceeding 19 years in Enterprise Software arena. The experience gained by the team in technology, marketing, customer support, implementation, finance and management, while running software businesses in several countries, is invaluable.

2.1.3 State-Of-The-Art Products

DreamApps offerings are based on Java and XML-based proprietary technology DREAM (Dynamic Resource Extended Application Management) that allows automatic generation of applications from specifications, at runtime. This makes it possible to configure applications at every level without affecting the core code-base.

2.1.4 Customer's Satisfaction

Our satisfied clients are our greatest achievements, we believe. With our superlative product range, experienced implementation team and commitment to offer the very best to them, they really find it easy to computerize their operation. In our long journey, it is our customers whose utmost satisfaction simply overwhelms us to move ahead and stay right on top and always come up with something that is absolutely second to none.

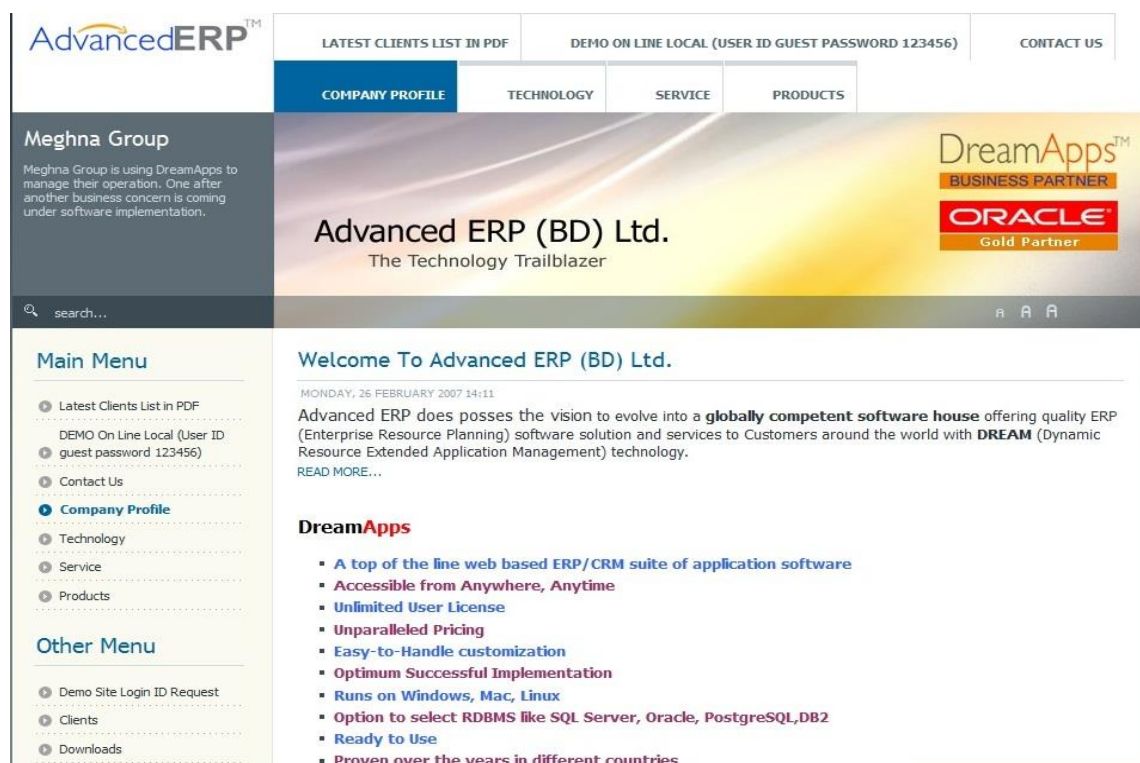


Figure 2.1: Advanced ERP (BD) Ltd Homepage

- Requirement Analysis
- Consultation on Hardware and Infrastructure Requirements
- Development & Customization of the Software
- Training on the use of our Software 'DreamApps'
- Maintenance of our Software 'DreamApps'

2.2 Products

1. ERP: Enterprise Resource Planning
2. HRM: Human Resource Management
3. CRM: Customer Relationship Management
4. HMS: Hospital Management System
5. POS: Point of Sale
6. FAM: Fixed Asset Management
7. VMS: Vehicle/Fleet Management System
8. TMS: Ticket Management System
9. AMS: Academic Management System
10. GMS: Garments Management System
11. FMS: Freight Management System
12. CMS: Courier Management System
13. CSM: Cold Storage Management System

2.3 Conclusion:

As a company when it think to produce good types of product and also provides the best opportunities for their clients then it's achieve their success easily. That reason our company endow with their best service to their clients and they gain their actual benefit in their business policy as software developed company.

CHAPTER 3

ENTERPRISE RESOURCE PLANNING (ERP)

3.1 Introduction

Enterprise Resource Planning (ERP) systems integrate internal and external management information across an entire organization, embracing finance/accounting, manufacturing, sales and service; customer relationship management etc [5].ERP systems automate this activity with an integrated software application. Their purpose is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders

ERP systems can run on a variety of computer hardware and network Configurations, typically employing a database as a repository for information.

The basic information of ERP system is the relevant information of enterprise resources, including material, facility, human resource and fund, etc. The basic information are the previous terms for most leading functions, namely if the basic information are incomplete, most functions of ERP system are unable to carry out.

Beforehand, enterprise is the organization which could utilize every resource to offer the products or the service. Its performance depends on whether it is good at using resources, and effective using it in correct time and correct place. The enterprise resources contains the products (namely call the material or the project), which include raw materials, semi-manufactured goods, finished products and indirect supplies, the routine which including job centre, machinery facility, working station, personnel which including direct person, indirect person and fund[1] .



Figure 3.1: ERP System, Taken Form [2]

3.2 Implementation of ERP System

ERP scope usually implies significant changes to staff work processes and practices. Generally, three types of services are available to help implement such changes—

- Consulting
- Customization
- Support

Implementation time depends on business size, number of modules, customization, the scope of process changes, and the readiness of the customer to take ownership for the project [3].

Modular ERP systems can be implemented in stages. The typical project for a large enterprise consumes about 14 months and requires around 150 consultants. Small projects can require months; multinational and other large implementations can take years. Customization can substantially increase implementation times.



Figure3.2: Implementation of ERP System, Taken From [5]

3.3 ERP modeling

ERP modeling is done by analyzing the option within an ERP system to identify the different functions of the system that the end-using company needs, regarding its organizational structure. Reverse engineering both ERP system and organizational structure to the same level of granularity makes both layers compatible for aligning the package in the organization.

ERP breaks down traditional functional barriers by facilitating data sharing, information flows, and the introduction of common business practices among all organizational users.

A Global Business Process Model is created which represents the whole ERP software product. This model is layered in 3 deeper levels.

- System Configuration Level

Which scopes on high-level functionality on the entire system, once a high-level option of the ERP system is chosen to be used within the organization, the choice cannot be made undone.

- Object Level

The scopes on single data objects, this functionality on this level are more dynamic.

- Occurrence level

Which analyses single process occurrences, because this level elaborates on object parameters, that options can easily be altered.

3.4 Advantages of ERP System

An ERP system facilitates the flow of information between all business functions inside the organization and links to outside stakeholders such as customer and supplier systems. The key objective of implementing an ERP system is to bring together the disparate functions of the organization into a single system environment and therefore make the operations run more efficiently. The advantages of ERP system is so much for every industry and others [6].The most advantages are:

1. Integration

Integration can be the highest benefit of them all. The only real project aim for implementing ERP is reducing data redundancy and redundant data entry. If this is set as a goal, to automate inventory posting to G/L, then it might be a successful project. Those companies where integration is not so important or even dangerous tend to have a hard time with ERP. ERP does not improve the individual efficiency of users, so if they expect it, it will be a big disappointment.

2. Efficiency

Generally, ERP software focuses on integration and tend to not care about the daily needs of people. I think individual efficiency can suffer by implementing ERP. The big question with ERP is whether the benefit of integration and cooperation can make up for the loss in personal efficiency or not.

3. Cost Reduction

It reduces cost only if the company took accounting and reporting seriously even before implementation and had put a lot of manual effort in it. If they didn't care about it, if they just did some simple accounting to fill mandatory statements and if internal reporting did not exist or has not been financially-oriented, then costs reduced.

3.5 Conclusion

The future of the ERP is very bright. Today the Internet allows us to reach more people in more places in a time frame that was previously inconceivable. Where it once took mature companies thirty, forty, even fifty years to penetrate new, international markets, today a tiny start-up can establish a global presence on the Web virtually overnight.

ERP forms a foundation for successfully meeting your e-business needs. But in today's Internet age, ERP systems alone will not do. ERP systems have to be integrated with the Internet, WWW and technologies like SCM, CRM, business intelligence etc. This integrated ERP is named ERP II by the Gartner group. The need for speed and flexibility has been just one by-product of the Internet Age.

CHAPTER 4

SOFTWARE AND TOOLS

4.1 Hypertext Markup Language (HTML)

Hypertext Markup Language (HTML) is the main markup language for web pages. HTML elements are the basic building-blocks of WebPages.

4.1.1 Introduction

HTML is written in the form of HTML elements consisting of tags enclosed in angle brackets (like `<html>`), within the web page content. HTML tags most commonly come in pairs like `<h1>` and `</h1>`, although some tags, known as empty elements, are unpaired, for example `<img>`. The first tag in a pair is the start tag, the second tag is the end tag (they are also called opening tags and closing tags). In between these tags web designers can add text, tags, comments and other types of text-based content [8].

4.1.2 Markup

HTML markup consists of several key components, including elements (and their attributes), character-based data types, character references and entity references. Another important component is the document type declaration, which triggers standards mode rendering [7].

The following is an example of the classic Hello world program, a common test employed for comparing programming languages, scripting languages and markup languages. This example is made using 9 lines of code.

```
<!DOCTYPE html>

<html>

  <head>

    <title>Hello HTML</title>

  </head>

  <body>

    <p>Hello World!</p>
```

This Document Type Declaration is for HTML5. If the `<!DOCTYPE html>` declaration is not included, various browsers will revert to "quirks mode" for rendering.

4.1.3 Elements

HTML documents are composed entirely of HTML elements that, in their most general form have three components: a pair of tags, a "start tag" and "end tag"; some attributes within the start tag; and finally, any textual and graphical content between the start and end tags, perhaps including other nested elements. The HTML element is everything between and including the start and end tags. Each tag is enclosed in angle brackets.

The general form of an HTML element is therefore: `<tag attribute1="value1" attribute2="value2">content</tag>`. Some HTML elements are defined as empty elements and take the form `<tag attribute1="value1" attribute2="value2" >`. Empty elements may enclose no content, for instance, the BR tag or the inline IMG tag. The name of an HTML element is the name used in the tags. Note that the end tag's name is preceded by a slash character, "/", and that in empty elements the end tag is neither required nor allowed. If attributes are not mentioned, default values are used in each case.

4.1.4 Data types

HTML defines several data types for element content, such as script data and style sheet data, and a plethora of types for attribute values, including IDs, names, URIs, numbers, units of length, languages, media descriptors, colors, character encodings, dates and times, and so on. All of these data types are specializations of character data.

4.2 Sitemap

A site map is a visual or textually organized model of a Web site's content that allows the users to navigate through the site to find the information they are looking for, just as a traditional geographical map helps people find places they are looking for in the real world

4.2.1 Overview of Sitemap

A site map, sometimes written as "sitemap," is an overview of the pages within a website. Site maps of smaller sites may include every page of the website, while site maps of larger sites often only include pages for major categories and subcategories of the website [10]. While site maps can be organized in a variety of ways, most use an outline form, with pages arranged by topic. This gives visitors a good overall picture of how the site is organized and clearly defines all the resources the website has to offer.

While a properly designed website should allow visitors to navigate the entire site without using the site map, incorporating a site map gives users another means of locating pages. For this reason, each page listed in a site map is typically linked to the page it represents. This allows visitors to quickly jump to any section of a website listed in the site map.

This is a definition of "site map." A site map is a visual or textually organized model of a Web site's content that allows the users to navigate through the site to find the information they are looking for, just as a traditional geographical map helps people find places they are looking for in the real world. A site map is a kind of interactive

table of contents, in which each listed item links directly to its counterpart sections of the Web site. Site maps perform the same service that the layout maps in large shopping malls perform: without them, it is possible to explore a complex site by trial and error, but if you want to be sure to find what you're looking for, the most efficient way to do that is to consult a model of the resources available [11]. If a Web site is small and uncomplicated, a site map may be unnecessary, just as a layout map may not be required for shoppers to find their way through small shopping malls.

Typically, site maps are organized hierarchically, breaking down the Web site's information into increasingly specific subject areas.

4.2.1Types of Sitemap

There are two types of sitemaps. Namely:

- User sitemaps
- SEO sitemaps

4.2.2The Importance of Sitemaps

Sitemaps are important as they assist user navigation and enhance SEO. This means that users are able to understand the purpose and theme of the site, while finding required content. On the other hand, a sitemap makes it easier for search engines to find and rank a site's content. Thus, the site is more likely to be indexed and ranked in Search Engine Results Pages (SERPs). This makes sitemaps very important for the optimization of a site [11].

4.2.3 My Created Site Map

Main Menu

- HR
 - Human Resources
 - Employee Master
 - Employee Master
 - Job Description
 - Pay Package
 - Increment
 - Disciplinary Information

- [Employee Transfer](#)
- [Awards/Rewards Information](#)
- [Final Separation](#)
- [Reports](#)
 - [Employee List\(New\)](#)
 - [Employee List\(By Office New\)](#)
 - [Employee List](#)
 - [Employee Lost\(All Office\)](#)
 - [Employee List By Office](#)
 - [Employee List\(Dept.,Desiq.Wise\)](#)
 - [Employee List\(Offic Wise Dearness Statement\)](#)
 - [Employee List\(Offic Wise New\)](#)
 - [Employee List\(With Basic And Gross\)](#)
 - [Joining Date Wise Employee List](#)
 - [Joining Date And Nature Wise Employee List](#)
 - [Employee Detail Info](#)
 - [Employee Separation Report](#)
 - [Increment Report](#)

New Reports

- [Employee General Information](#)
- [Date Wise Employee Joining Reports](#)
- [Employee Separation Report](#)
- [Employee Confirmation Reports](#)
- [Current Employee Status Reports](#)
- [Employee Confirmation Reports\(Summary\)](#)
- [Employee Joining Reports\(Summary\)](#)
- [Employee Separation Report\(Summary\)](#)
- [Employee Salary Report](#)
- [Employee Salary Change Report](#)
- [Setup](#)
 - [Employee Number](#)
 - [Department](#)
 - [Designation](#)
 - [Locations](#)
 - [Employee Grade](#)
 - [Grade Step](#)
 - [Name of Office](#)

- [Section](#)
- [Cost centre](#)
- [Employee Type](#)
- [Welfare Fund](#)
- [Bank](#)
- [Courses](#)
- [Grade](#)
- [Relationship](#)
- [Religion](#)
- [Blood Group](#)
- [Training Type](#)
- [Membership Method](#)
- [Disciplinary Method](#)
- [Benefit Payable Code](#)
- [Location Hierarchy](#)
- [Increment Process](#)
- [Bonus Activation Process](#)
- [Leave Management](#)
 - [Leave Transaction](#)
 - [Apply](#)
 - [Recommend](#)
 - [Sanction](#)
 - [Cancel](#)
 - [Back Dated Data Recovery](#)
 - [Leave Policy](#)
 - [Leave Policy](#)
 - [Maternity Benefits](#)
 - [Leave Reports](#)
 - [Setup](#)
 - [Leave Type](#)
 - [Leave Year](#)
 - [Year End Processing](#)
 - [Training Management](#)
 - [Employee Appraisal](#)
 - [Payroll](#)

4.3 Microsoft office Visio

Microsoft Visio formerly known as Microsoft Office Visio is a commercial diagramming program for Microsoft Windows that uses vector graphics to create diagrams.

4.3.1 Features

The version, Microsoft Visio 2010 for Windows, is available in three editions: Standard, Professional and Premium. The Standard and Professional editions both share the same interface, but the latter has additional templates for more advanced diagrams and layouts as well as unique functionality that makes it easy for users to connect their diagrams to a number of data sources and display the information graphically [12]. The Premium edition has three additional diagram types with intelligent rules support, validation and sub process (diagram breakdown) support.

4.3.2 File format

Due to its proprietary file format, few other programs can read Visio files. However, Visio can read and write files as VDX files. VDX is a XML Schema based ("DatadiagramML") and well documented file format. With VDX it is possible to work with an XML based file format without the need to use the old binary file format VSD. DatadiagramML is supported by many other business process management (BPM) tools like Agilian, ARIS Express, and Concept Draw, Omni raffle or IBM Web Sphere. Omnigraffle Pro on the Mac can read and write Visio files.

4.4 Flowchart

A flowchart is a type of diagram that represents an algorithm or process, showing the steps as boxes of various kinds, and their order by connecting these with arrows. This diagrammatic representation can give a step-by-step solution to a given problem. Process operations are represented in these boxes, and arrows connecting them represent flow of control. Data flows are not typically represented in a flowchart, in contrast with data flow diagrams; rather, they are implied by the sequencing of operations. Flowcharts are used in analyzing, designing, documenting or managing a process or program in various fields.

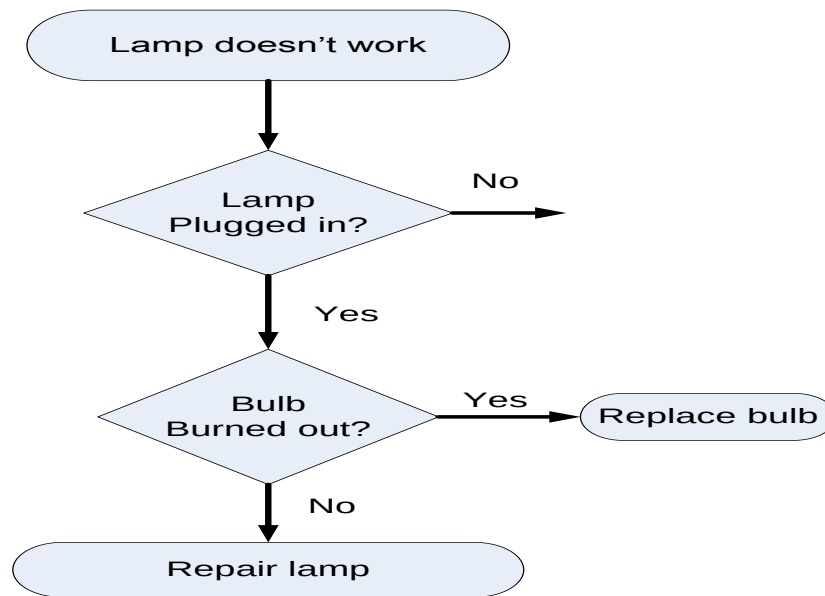


Figure 4.1: A flowchart for Lamp, adapted from [13]

4.4.1 Overview

Flowcharts are used in designing and documenting complex processes. Like other types of diagram, they help visualize what is going on and thereby help the viewer to understand a process, and perhaps also find flaws, bottlenecks, and other less-obvious features within it. There are many different types of flowcharts, and each type has its own repertoire of boxes and notational conventions. The two most common types of boxes in a flowchart are:

A processing step, usually called activity, and denoted as a rectangular box

A decision usually denoted as a diamond.

A flowchart is described as "cross-functional" when the page is divided into different swim lanes describing the control of different organizational units. A symbol appearing in a particular "lane" is within the control of that organizational unit. This technique allows the author to locate the responsibility for performing an action or making a decision correctly, showing the responsibility of each organizational unit for different parts of a single process [13].

Flowcharts depict certain aspects of processes and they are usually complemented by other types of diagram. For instance, Kaoru Ishikawa defined the flowchart as one of the seven basic tools of quality control, next to the histogram, Pareto chart, check sheet, control chart, cause-and-effect diagram, and the scatter diagram. Similarly, in UML, a standard concept-modeling notation used in software development, the

activity diagram, which is a type of flowchart, is just one of many different diagram types.

Common alternate names include: flowchart, process flow chart, functional flow chart, process map, process chart, functional process chart, business process model, process model, process flow diagram, work flow diagram, business flow diagram.

4.4.2 Use of Flowchart

Flowcharts used to be a popular means for describing computer algorithms and are still used for this purpose. Modern techniques such as UML activity diagrams can be considered to be extensions of the flowchart. In the 1970s the popularity of flowcharts as an own method decreased when interactive computer terminals and third-generation programming languages became the common tools of the trade, since algorithms can be expressed much more concisely as source code in such a language, and also because designing algorithms using flowcharts was more likely to result in spaghetti code because of the need for gotos to describe arbitrary jumps in control flow. Often pseudo-code is used, which uses the common idioms of such languages without strictly adhering to the details of a particular one [13].

4.4.3 Types of flowchart

Sterneckert (2003) suggested that flowcharts can be modeled from the perspective of different user groups (such as managers, system analysts and clerks) and that there are four general types:

Document flowcharts, showing controls over a document-flow through a system

Data flowcharts, showing controls over a data-flow in a system

System flowcharts showing controls at a physical or resource level

Program flowchart, showing the controls in a program within a system

Notice that every type of flowchart focuses on some kind of control, rather than on the particular flow itself.

4.4.4 My Created Flow Chart

Flow charts are easy-to-understand diagrams showing how steps in a process fit together. This makes them useful tools for communicating how processes work, and for clearly documenting how a particular job is done. Furthermore, the act of mapping

a process out in flow chart format helps Users clarify your understanding of the process, and helps users think about where the process can be improved.

Here I make this flow chart part by part in different modules that a user can easily identify the flow of Data.

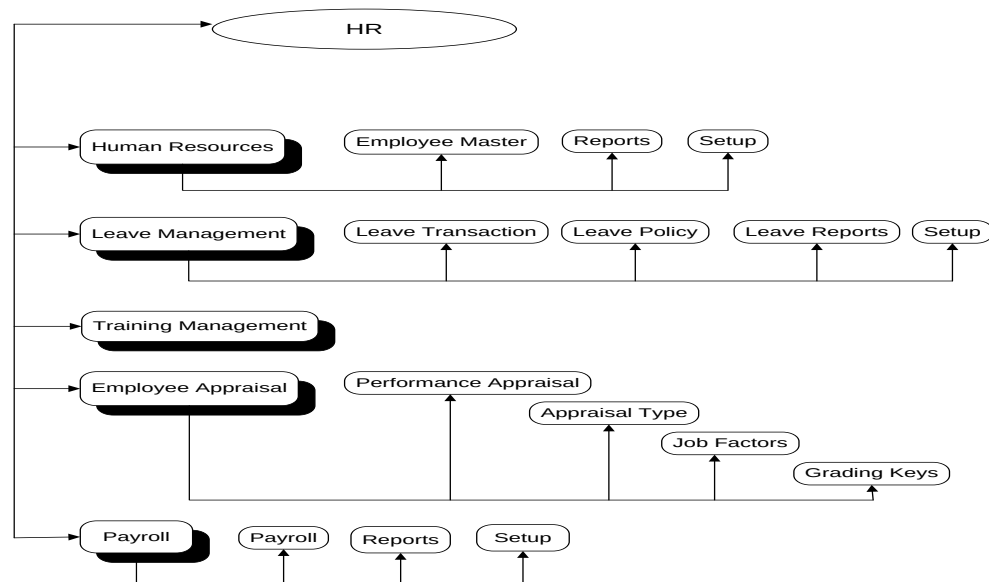


Figure 4.2: A flowchart for HR

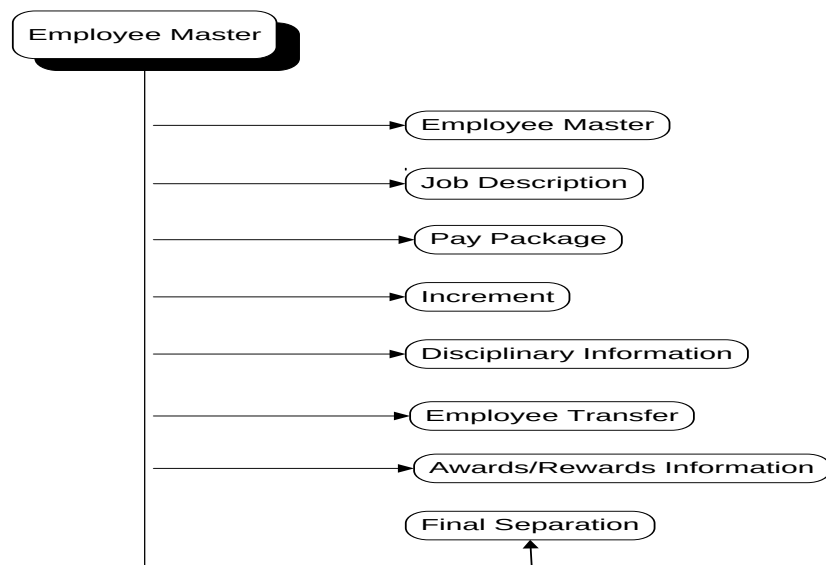


Figure 4.3: A Flow Chart for Employee Master.

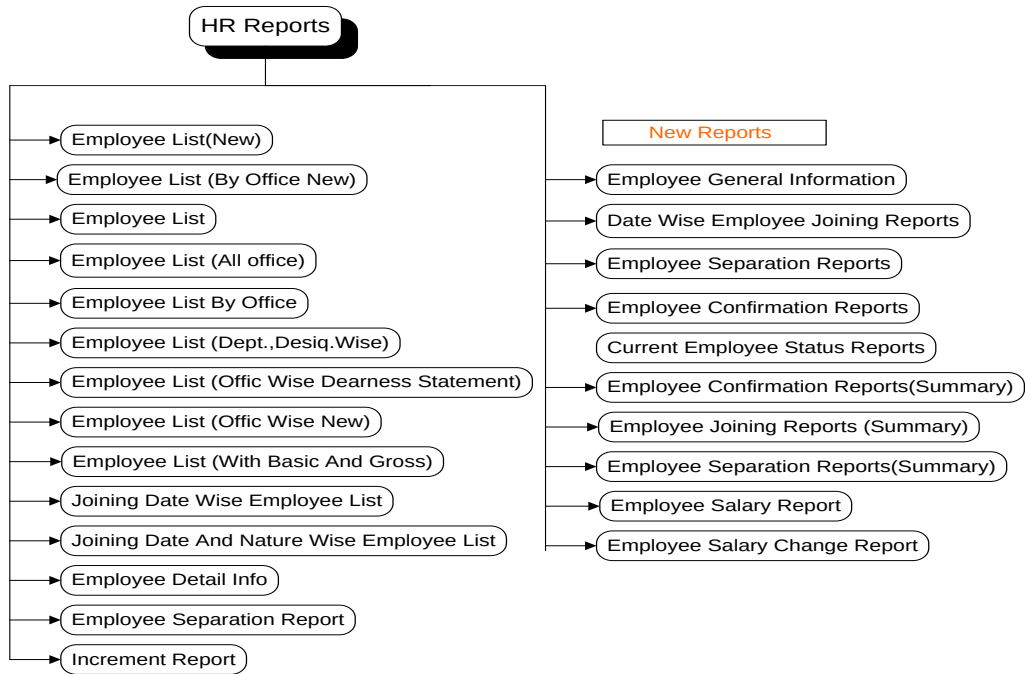


Figure 4.4: A Flow Chart for HR Reports.

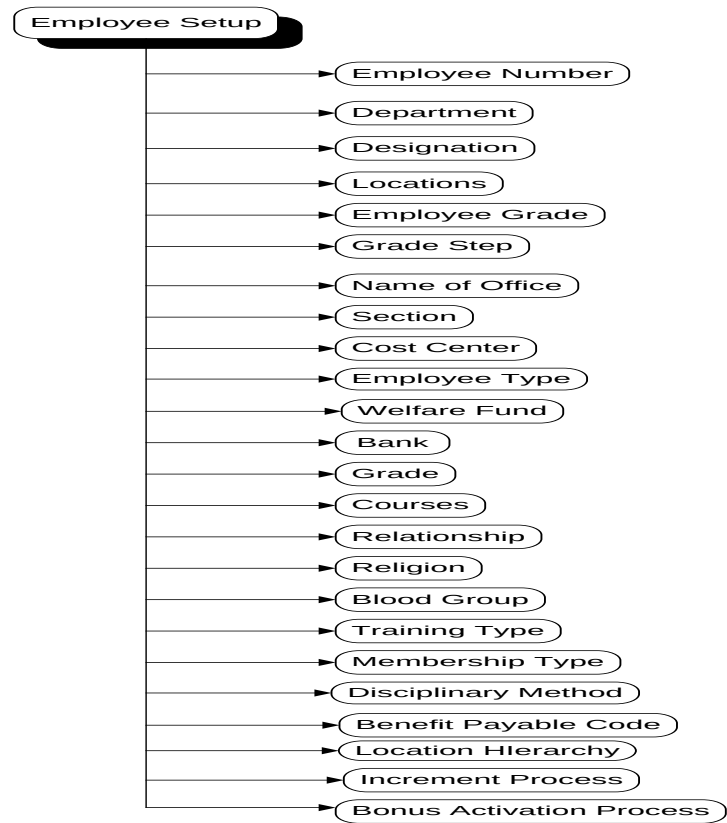


Figure 4.5: A Flow Chart for Employee Setup

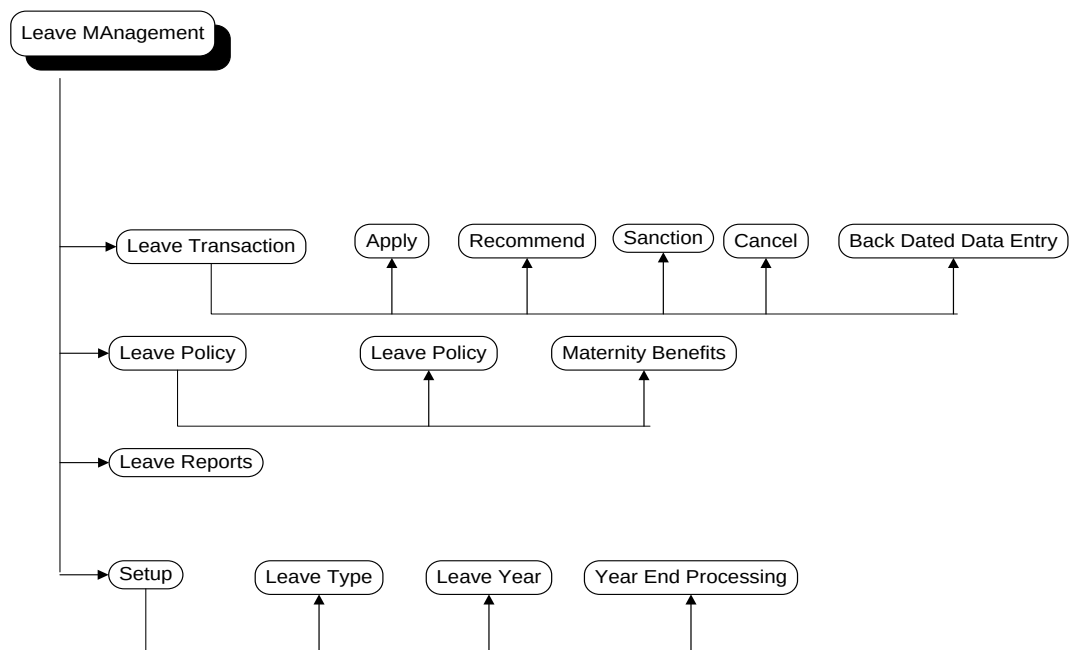


Figure 4.6: A Flow Chart for Leave Management.

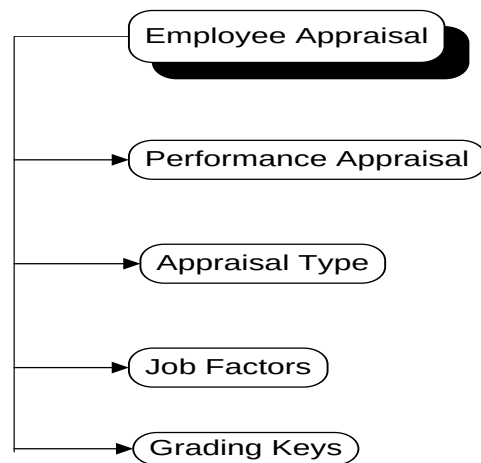


Figure 4.7: A Flow Chart for Employee Appraisal.

CHAPTER 5

USER MANUAL

5.1 Introduction

There are some problems which are faced by users when they browse any web site. Users often don't understand some portions or contents of the website. Then product documentation really helps them out to overcome that obstacle. The user documentation, if properly written, can provide a gentle and efficient way of bringing the up to speed. Without it, user will not be able to understand the particular topic and thus it would be a waste of time. I worked on a particular module in Advanced ERP called "Cross Application"

5.2 Definition

Product documentation or user manual is a document written by a company that defines a product they are making, or the requirements for one or more new features for an existing product. It is designed to allow people within a company to understand what a product should do and how it should work. User manuals are most frequently written for software products, but can be used for any type of product.

5.3. ERP system Home Page

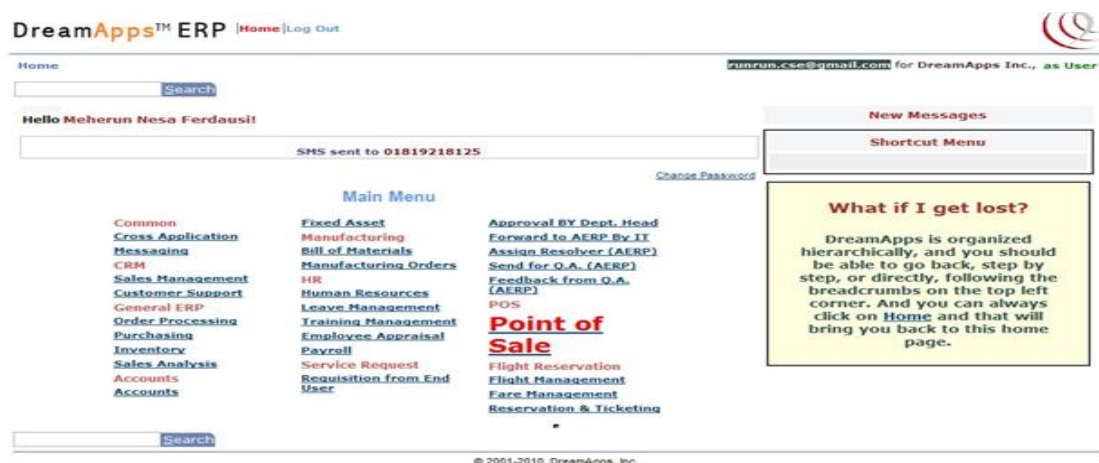


Figure 5.1: ERP system Home Page

This is the main menu screen containing the business modules to operate ERP. At right of the top there are user Id and domain name showing and the message Hello Meherun Nesa Ferdausi !top of the main menu. This is the confirmation of your logging.

5.4 HR

ERP HR modules, refers to the systems and processes at the intersection between human resource management (HRM) and information technology. On the whole, these ERP systems have their origin on software that integrates information from different applications into one universal database. The linkage of its financial and human resource modules through one database is the most important distinction to the individually and proprietary developed predecessors, which makes this software application both rigid and flexible.

In the Main menu, under the HR option, we will see some option is available to give the information about the company

The HR management module is a component covering many other HR aspects from application to retirement. The system records basic demographic and address data, selection, training and development, capabilities and skills management, compensation planning records and other related activities. Leading edge systems provide the ability to "read" applications and enter relevant data to applicable database fields, notify employers and provide position management and position control. Human resource management function involves the recruitment, placement, evaluation, compensation and development of the employees of an organization. Initially, businesses used computer based information system to:

- Produce pay checks and payroll reports;
- Maintain personnel records;
- Pursue Talent Management. [14]

They are,

- Human Resources
- Leave Management
- Training Management
- Employee Appraisal
- Payroll

5.5 Human Resource

Human resources is a term used to describe the individuals who make up the workforce of an organization

In the corporate vision, employees are viewed as assets to the enterprise, whose value is enhanced by development. Hence, companies will engage in a barrage of human resource management practices to capitalize on those assets. [15]

Under the HR Menu, there are several options are available

- Employee Master
- Reports
- Setup

From the main menu you can select the Human resources.

After clicking the Human Resource option, you will see the page will be redirected and the following screen will be appearing.....



Figure 5.2: Human resources Main Menu

If you want to enter the Employee Masterthen you can click the Employee Master

5.5.1 Employee Master

Employee master lets you specify the details about the Employees of the company.

It specifies all details about each and every employee of the company, so you can easily find out every possible information about any employee of the company

In the Employee master menu, we will see some options that specify about the employee of the company



Figure 5.3: Employee master Menu

So you see this menu is showing some options –

5.5.1 a) Employee Master

Now if you click the Employee Master option, the following screen will be appearing on the computer. You will see huge informational options are available in here.

Like Employee code, Finger print id, Mother's name, Date of birth, Blood group, etc.

So, if you forget the name anyhow, still you can trace the employee by giving all other information which here is included.

[Show](#) [Add](#) [Update](#) [Clear](#) [Delete](#) [Top](#) [Previous](#) [Next](#) [Bottom](#) [+](#)

Employee Master Code

Short Name

Finger Print Id

Mother's Name

Date of Birth

Blood Group

Mailing Address

Permanent Address

Phone

Official Mobile

Official Email

Marital Status

Name

Card id

Father's Name

Nationality

Place of Birth

Gender

Present Address

Medical Information/ Allergies

Personal Mobile

Personal Email

Religion

Date of Marriage

Contact Person

Phone No.1

Phone No.3

Link

Relation With Employee

Phone No.2

Figure 5.4: Employee Master Form

If you entry some num in the Employee Master Code, suppose you entry “EMP000002” in the gaps, And then click the entry menu...the following screen will be appeared.

Employee Code: Name: Designation: Department:

[Show](#) [Add](#) [Update](#) [Clear](#) [Delete](#) [Top](#) [Previous](#) [Next](#) [Bottom](#) [+](#)

Employee Master Code

Short Name

Finger Print Id

Mother's Name

Date of Birth

Blood Group

Mailing Address

Permanent Address

Phone

Official Mobile

Official Email

Marital Status

Name

Card id

Father's Name

Nationality

Place of Birth

Gender

Present Address

Medical Information/ Allergies

Personal Mobile

Personal Email

Religion

Date of Marriage

Contact Person

Phone No.1

Phone No.3

Relation With Employee

Phone No.2

Figure 5.5: Employee Master Form

DreamApps™ ERP | Home | Log Out

runrun.cse@gmail.com for DreamApps Inc., as User

Home » HR Management » Employee Master Menu » HR Reports

General	Additional Info	Employment Info	References	Family
Education	Experience	Pay Package	Training	Increment
Disciplinary Action	Membership	Image Upload	Employees	

Employee Code: EMP000002 Name: Designation: Department: Print

Show +

Employee Category
Department
Designation

Employee List
10 > >|

Employee Code	Name	Designation	Department	Employee Category
"Blank"	Rezaul Islam			
01	Islam Sharif			
1000	Mr. Rezaul Karim			
EMP-0000001	Zuhaer Rahman Aranya	Accounts Manager	Accounts	Manager
EMP-0000002	Zaman Ahmed	Accounts Manager	Accounts	Manager
EMP-0000003	Nabil			
EMP-0000004	Mostafizur Rahaman			
EMP-0000005	Mid Salahuddin	Accounts Officer	Accounts	

Show +

© 2001-2010, DreamApps, Inc.

Figure 5.6: Employee Master Form

So now you can see the employee list and their employee code in the screen. With the list, designation, department and employee category are also mentioned. So you can easily find information about employee. Beside these, the upper side of the screen, some extra option are also available, like; General, Additional Info, Employment Info, References, Family etc.

5.5.1 b) Job description

A job description is a list that a person might use for general tasks, or functions, and responsibilities of a position. It may often include to whom the position reports, specifications such as the qualifications or skills needed by the person in the job, or a salary range

If you click the Job Description, then the following screen will be appearing on the screen



Job Description

[Show](#) [Update](#) [Clear](#) [Top](#) [Previous](#) [Next](#) [Bottom](#)

Employee Code	EMP-000002	Name	Zaman Ahmed
Department		Date of Joining	[Unknown]
Designation		Reporting To	[Select]
Immediate Support Supervisor/ Co-Worker		Job Objective (s)	
Key Performance Areas		Duties/Tasks	

None 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

< <

List of Employee(s)

5

> >

Employee Code	Name	Designation	Department	DOJ
"Blank"	Rezaul Islam			[Unknown]
01	Islam Sharif			[Unknown]
1000	Mr. Rezaul Karim			[Unknown]
EMP-000001	Zuhaer Rahman Aranya	Accounts Manager	Accounts	01-12-2006
EMP-000002	Zaman Ahmed	Accounts Manager	Accounts	01-12-2006

[Go Top](#)

Figure 5.7: Job description Form

5.5.1 c) Pay Package

Pay Package is the salary and other benefits offered with a job. So in here, the list of the salary and other benefited will be showed

If you click the Pay Package, the following scene will be appearing o the computer screen.



Pay Package

[Show](#) [Update](#) [Details](#) [Clear](#) [Top](#) [Previous](#) [Next](#) [Bottom](#) [Create Pay Package](#)

Employee Code	EMP-000002	Name	Zaman Ahmed
Designation	Accounts Manager	Department	Accounts
Date of Joining	01-12-2006		

None 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

< <

List of Employee(s)

5

> >

Employee Code	Name	Designation	Department	Basic Salary	DOJ
"Blank"	Rezaul Islam			0.00	[Unknown]
01	Islam Sharif			0.00	[Unknown]
1000	Mr. Rezaul Karim			0.00	[Unknown]
EMP-000001	Zuhaer Rahman Aranya	Accounts Manager	Accounts	0.00	01-12-2006
EMP-000002	Zaman Ahmed	Accounts Manager	Accounts	0.00	01-12-2006

[Go Top](#)

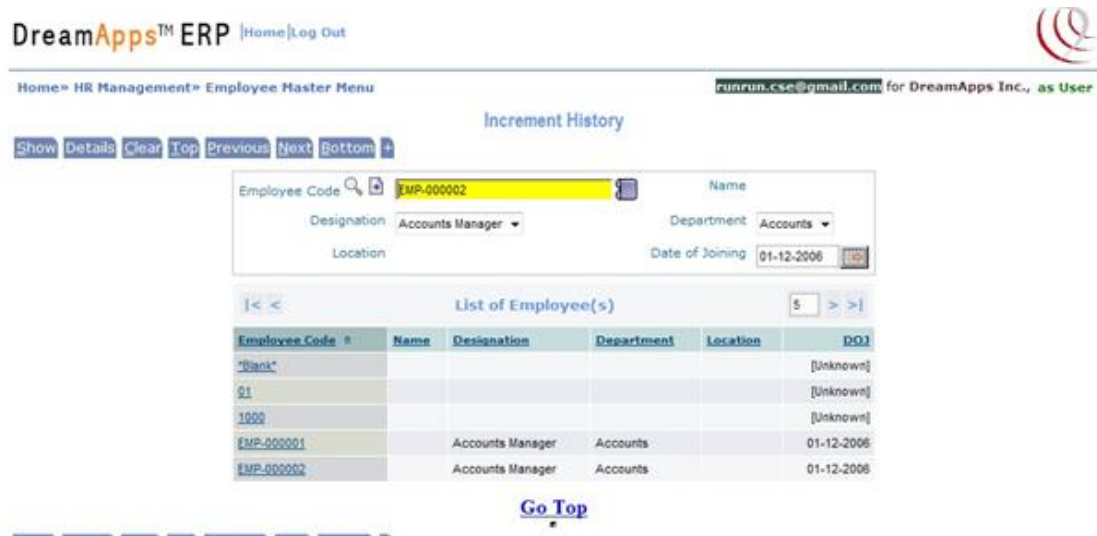
Figure 5.8: Pay Package Form

5.5.1 d) Increment

An increment is an increase of some amount, either fixed or variable.

In this option the salary increment history will be showed for the employee of the company. So you can easily find out how many time they have their salary increase

If you click the Increment, the following scene will be appearing o the computer screen.



DreamApps™ ERP | Home | Log Out

Home > HR Management > Employee Master Menu

runrun.cse@gmail.com for DreamApps Inc., as User

Increment History

Show Details Clear Top Previous Next Bottom +

Employee Code: EMP-000002 Name: [Empty]
Designation: Accounts Manager Department: Accounts
Location: [Empty] Date of Joining: 01-12-2006

List of Employee(s)

Employee Code #	Name	Designation	Department	Location	DD
Rank					[Unknown]
01					[Unknown]
1000					[Unknown]
EMP-000001		Accounts Manager	Accounts		01-12-2006
EMP-000002		Accounts Manager	Accounts		01-12-2006

Go Top

Figure 5.9: Increment Form

5.5.1 e) Disciplinary Information

All employees are expected to meet performance standards and behave appropriately in the workplace, that's why Disciplinary Information, include the information about performance and behave.

If you click the Disciplinary Information, the following scene will be appearing o the computer screen.

Disciplinary Info

[Show](#) [Details](#) [Clear](#) [Top](#) [Previous](#) [Next](#) [Bottom](#) [+](#)

Employee Code	EMP-000002	Name	
Designation	Accounts Manager	Department	Accounts
Location		Date of Joining	01-12-2006

None 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

List of Employee(s)

Employee Code	Name	Designation	Department	Location	DOJ
Rank					[Unknown]
01					[Unknown]
1000					[Unknown]
EMP-000001		Accounts Manager	Accounts		01-12-2006
EMP-000002		Accounts Manager	Accounts		01-12-2006

[Go Top](#)

Figure 5.10: Disciplinary Information Form

5.5.1 f) Employee Transfer

Employee Transfer inform about the list of the transferred employee.

If you click the Employee Transfer, the following scene will be appearing o the computer screen.

Employee Transfer

[Add](#) [Show](#) [Update](#) [Clear](#) [Top](#) [Delete](#) [Previous](#) [Next](#) [Bottom](#) [Confirm Transfer](#) [Employee search](#) [+](#)

Cannot Insert Record

Row	1	Employee Code	EMP-000002
Name		Designation	Accounts Manager
Department	Accounts	Location	
Date of Joining	01-12-2006		

New Department	[Select]	New Designation	[Select]
New Location	[Select]	Transfer Date	[Unknown]

Confirmation Status

None 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

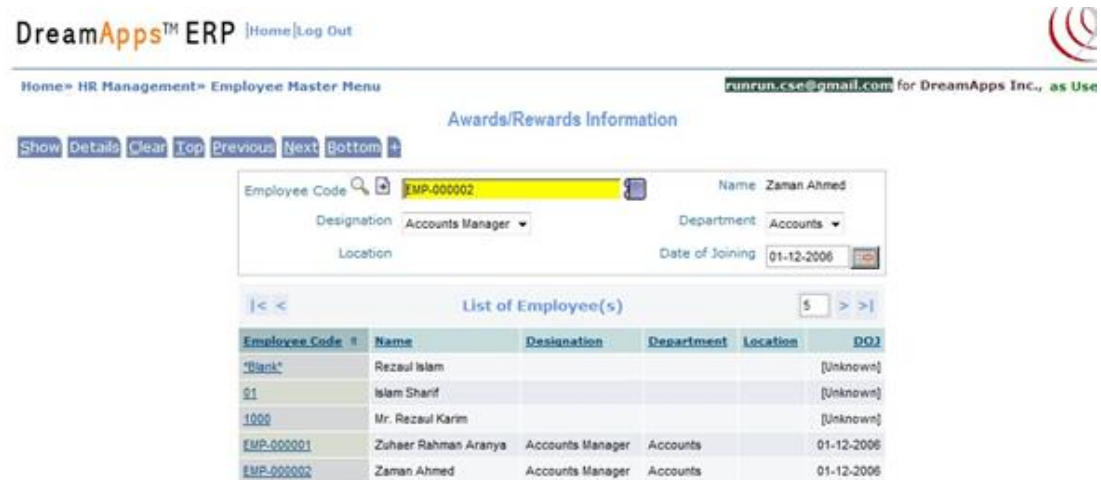
|< < 60 > >|

Figure 5.11: Employee Transfer Form

5.5.1 g) Awards/Rewards Information

Awards/Rewards Information includes the information about the employee those are rewarded for their performances.

If you click the Awards/Rewards Information, the following scene will be appearing on the computer screen



The screenshot shows the 'Awards/Rewards Information' form in the DreamApps ERP system. The form has a search bar for 'Employee Code' with the value 'EMP-000002'. Other fields include 'Name' (Zaman Ahmed), 'Designation' (Accounts Manager), 'Department' (Accounts), and 'Date of Joining' (01-12-2006). Below the search bar is a table titled 'List of Employee(s)' showing a list of employees with columns for Employee Code, Name, Designation, Department, Location, and DOJ.

Employee Code	Name	Designation	Department	Location	DOJ
[Blank]	Rezaul Islam				[Unknown]
01	Islam Sharif				[Unknown]
1000	Mr. Rezaul Karim				[Unknown]
EMP-000001	Zuheer Rahman Aranya	Accounts Manager	Accounts		01-12-2006
EMP-000002	Zaman Ahmed	Accounts Manager	Accounts		01-12-2006

Figure 5.12: Awards/Rewards Information Form

5.5.1 h) Final Separation

Final Separation gives that information about the employee who is finally separated from the company.

If you click Final Separation, the following scene will be appearing on the computer screen



Final Separation Info

[Show](#) [Update](#) [Details](#) [Clear](#) [Top](#) [Previous](#) [Next](#) [Bottom](#) [+](#)

Employee Code	EMP-000002	Name	Zaman Ahmed
Designation	Accounts Manager	Department	Accounts
Location		Date of Joining	01-12-2006
Left on Date	[Unknown]	Mode of Separation	[Select]
Reason			

None 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

List of Employee(s) 5 > <

Employee Code	Name	Designation	Department	Location	DOJ
Back	Rezaul Islam				[Unknown]
01	Islam Sharif				[Unknown]
1000	Mr. Rezaul Karim				[Unknown]
EMP-000001	Zuhair Rahman Aramva	Accounts Manager	Accounts		01-12-2006

Figure 5.13: Final Separation Form

So this are the whole contain of Employee Master Menu

5.5.2 Report

A Report is a textual work made with the specific intention of relaying information or recounting certain events in a widely presentable form.

If you click Reports, the following scene will be appearing on the computer screen.



HR Reports

Employee List(New) Employee List(By Office New) Employee List Employee List (All Office) Employee List By Office Employee List(Dept., Desig. Wise) Employee List (Offic Wise Dearness Statement) Employee List (Offic Wise New)	Employee List (With Basic And Gross) Joining Date Wise Employee List Joining Date And Nature Wise Employee List Employee Detail Info Employee Separation Report Increment Report New Reports Employee General Information Date Wise Employee Joining Reports	Employee Separation Reports Employee Confirmation Reports Current Employee Status Reports Employee Confirmation Reports(Summary) Employee Joining Reports(Summary) Employee Separation Reports(Summary) Employee Salary Report Employee Salary Change Report
--	--	---

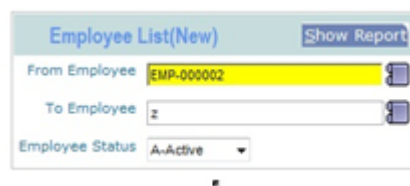
Figure 5.14: Report Main Menu

In the report menu, options are available to inform the user by showing several list of employee

5.5.2 a)Employee List (New)

This will show the information about the new list of the employee who are newly joined, as big company have huge employees for all department, so it can be useful if u need to see the information about any recently joined employee

If you click the Employee List (New), the following scene will be appearing on the computer screen.



The screenshot shows a web-based form titled "Employee List(New)". In the top right corner of the form area is a button labeled "Show Report". Below the title, there are three input fields. The first is labeled "From Employee" and contains the text "EMP-000002". The second is labeled "To Employee" and contains the letter "z". The third is labeled "Employee Status" and is a dropdown menu currently showing "A-Active".

Figure 5.15: Employee List (New) Form

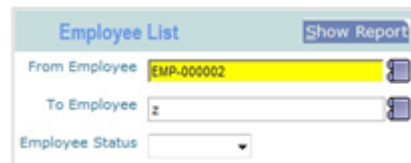
5.5.2 b) Employee List (By Office New)

In much company have several branch. In that case this list will help you more to find the information about any new employee by checking new office

5.5.2 c) Employee List

This list will show the all list of all employees of the company.

If you click the Employee List, the following scene will be appearing on the computer screen



The form titled "Employee List" has a "Show Report" button. It contains three input fields: "From Employee" with the value "EMP-000002", "To Employee" with the value "z", and "Employee Status" with a dropdown arrow.

Figure 5.16: Employee List Form

If you entry the same code as you gave before then the following result will be like this-

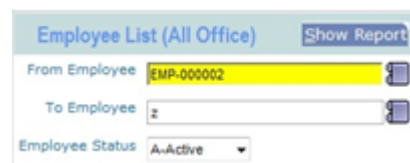
Employee List						
Status : A.Active						
SL	Employee Code & Name	Designation	Department	Joining Date	Place Of Position	Name of C
1	-					

Figure 5.17: Employee List Form 2

5.5.2 d) Employee List (All Office)

This list will show the list of all employees for all office

If you click the Employee List (All Office), the following scene will be appearing on the computer screen



The form titled "Employee List (All Office)" has a "Show Report" button. It contains three input fields: "From Employee" with the value "EMP-000002", "To Employee" with the value "z", and "Employee Status" with a dropdown arrow showing "A.Active".

Figure 5.18: Employee List (All Office) Form

If you entry the same code as you gave before then the following result will be shown there

Employee List
Status : **A.Active**

SL.	Employee Code & Name	Designation	Department	Joining Date	Place Of Position	Name of C
Office Name :						
Department :						
1	-					
Total Employee :						

Figure 5.19: Employee List (All Office) Form 2

5.5.2 e) Employee List By Office

This list can be helpful if you want to check the employee list by specific office

5.5.2 f) Employee List (Dept., Desig.Wise)

Many companies have several departments, so it may cause the trouble to find any information of any employee only include the office. This list will show the employee list by department, designation wise.

5.5.2 g) Employee List (Offic Wise Dearness Statement)

This list will show the list of employee by office wise dearness statement

5.5.2 h) Employee List (Offic Wise New)

There will be many new offices for company. In that case this list will help you.

5.5.2 i) Employee List (With Basic And Gross)

This list will show the list by basic and gross wise.

5.5.2 j) Joining Date Wise Employee List

This list will show you the list of employee by joining date wise.

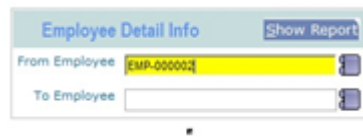
5.5.2 k) Joining Date And Nature Wise Employee List

This list will show you the list of employee by joining date and nature wise.

5.5.2) Employee Detail Info

You need the details information of the employee of the company. In that case this list will help you

If you entry some num in the Employee entry, suppose you entry “EMP000002” in the gaps



The screenshot shows a web form titled "Employee Detail Info" with a "Show Report" button. Below the title, there are two input fields: "From Employee" and "To Employee". The "From Employee" field contains the text "EMP-000002" and is highlighted in yellow. The "To Employee" field is empty.

Figure 5.20: Employee Detail Info Form

Then the page will be redirected and you will be see the following screen



The screenshot shows a web form titled "Employee Information". It contains a table with 10 columns: Date of Birth, Present Address, Permanent Address, Father's Name, Mother's Name, Blood Group, Religion, Gender, Nationality, and Marital Status. Below the table, there are several input fields for employee details, including Designation, Department, Employee Category, Posting Place, Shift Code, Joining Date, Passport No, Email, Phone, Mob, Bank, Bank Account No, Accommodation, Employee Status, Pay Type, and Salary Scale. At the bottom, there is a section for Family Information with fields for Name, Date of Birth, Education, Blood, and Present Address.

Figure 5.21: Employee Detail Info Form 2

5.5.2 m) Employee Separation Report

You need to know the employee who was the employee of the company. In that case this list will help you to find the information.

5.5.2 n) Increment Report

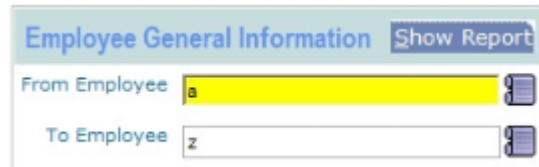
This list will show the information about the employee who have increment..

The next list of reports is newly added.

5.5.2 O) Employee General Information

In this list will show you the general information about any employee of the company.

If you click the Employee General Information, the following scene will be appearing on the computer screen.



The form is titled "Employee General Information" with a "Show Report" button. It contains two input fields: "From Employee" with the value "a" and "To Employee" with the value "z". Both fields have a small icon to their right.

Figure 5.22: Employee General Information Form

If you entry some num in the Employee entry, suppose you entry “EMP0000002” in the gaps. Then the page will be redirected and you will be see the following screen.

Employee General Information Report (Employee-wise)									
From Employee: a To Employee: z									
SL#	ID	Name	Designation	Date Of Joining	Gender	Father's Name	Date Of Birth	Contact Number	Mailin
Department:									

Figure 5.23: Employee General Information Form 2

5.5.2 p)Date Wise Employee Joining Reports

This list will show you the list of employee by their joining date wise.

5.5.2 q)Employee Separation Reports

This list will show the information who are finally separated from the company.

5.5.2 r) Employee Confirmation Reports

This list will show the confirmation report of the employees

5.5.2 s) Current Employee Status Reports

This list shows the information about all employee status, about the quality, performance, increment etc.

5.5.2 t)Employee Confirmation Reports (Summary)

This list will show the summary of the confirmation report of the employees.

5.5.2u) Employee Joining Reports (Summary)

This list will show the summary of the joining report of the employees.

5.5.2 v)Employee Separation Reports (Summary)

This list will show summary of the information of employee who is finally separated from the company.

5.5.2 w)Employee Salary Report

This list will show the information about the salary of the employee. If you click the Employee Salary Report, the following scene will be appearing on the computer screen.

5.5.2 x)Employee Salary Change Report

This list will show the information about the changing salary of the employee.

5.5.3 Setup

Setup defines the information of gathering and organization of the equipment needed for an operation, procedure, or task. [16]

In the setup menu options are describe here-

Employee Number- This include the number of the employee of the company.

Department- This include the department of any employee of the company.

Designation- This includes the official classification of any employee determined by the company.

Locations- This includes the location of the employee of the company.

Employee Grade- This includes the information of the grade of any employee of the company.

Grade Step- The grade of the employee may have several steps. This includes the step of the grade of the employee of the company.

Name of Office- This includes the list of the offices of the company.

Section- This includes the section of the employee of the company.

Cost Center- This includes the cost center of the company

Employee Type- This includes the type of the employee of the company.

Welfare Fund-This includes the welfare fund of the company.

Bank- This includes the bank that are related and coordinated with the company.

Courses- This includes the courses taken by the employee of the company.

Grade- This includes the grade of the company.

Relationship- This includes the relationship of the employee of the company.

Religion- This includes the religion of the employee of the company.

Blood Group- This includes the blood group of the employee of the company.

Training Type- This includes the list of training completed by the employee of the company.

Membership Type- This includes the type of the membership of the employee of the company.

Disciplinary Method- This includes the disciplinary method of the company.

Benefit Payable Code- This includes the code of benefit payable

Location Hierarchy- Hierarchy allows administrators to create a dynamically created taxonomy hierarchy for locations. This includes the location hierarchy.

Increment Process- This includes the process of the increment of the employee of the company.

Bonus Activation Process- This includes the process of the bonus activation of the employee of the company.

5.5.4 Leave Management

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company

Leave Management is a program that is administered by the Department of Human Resource Services. Leave is granted to eligible full-time, part-time, time-limited and trainee employees.

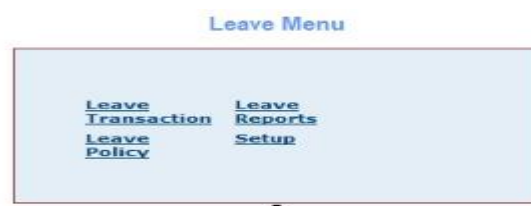


Figure 5.24: Leave Menu

5.5.4 a) Leave Transaction

Leave transaction show the brief list about full-time, part-time, time-limited trainee employee of the company.

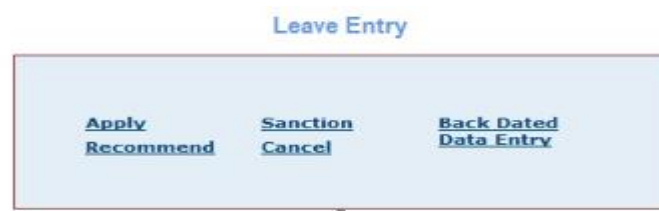


Figure 5.25: Leave Transaction Menu

So we see there are some contains in Leave Transaction-

5.5.4(b) Apply

Here, employee can apply for the training to improve their performances. They have to complete this form for apply.

Figure 5.26: Leave Transaction-Apply Form

5.5.4(c) Recommend

Recommend defers to present as worthy of acceptance or trial leave of the employee of the company.

Figure 5.27: Leave Transaction-Recommend Form

5.5.4(d) Sanction

Sanction defines the company's permission or approval that makes a course of action valid. This includes the approval leave of the employee. Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.

Sanction - Leave

Apply Deny Recommend Sanction Cancel
 Clear Add Update Delete Show +

Employee Code *Type/Days 0.00

Form Date 24-02-2012 To Date 24-02-2012

Leave Type 1-Full Pay

Purpose

Address While On Leave

Phone Leave Transaction Type Consumption(-)

Reason of Denial

Days Approved 0.00 Date 24-02-2012

Leave Status Recommended By

Approved/Denied By Requested for Cancellation By

Cancelled By Process Flag

< < New Leave Application (s) 50 > >

< < Other Employee(s) on Leave 5 > >

|< < 50 > >|

Apply Deny Recommend Sanction Cancel
 Clear Add Update Delete Show +

Figure 5.28: Leave Transaction-Sanction Form

5.5.4(e) Cancel

If the authority needs to cancel any leave transaction, you can use this form to cancel it.

Apply Leave

Apply Deny Recommend Sanction Cancel
 Clear Add Update Delete Show +

Employee Code *Type/Days 0.00

Form Date 24-02-2012 To Date 24-02-2012

Leave Type 1-Full Pay

Purpose

Address While On Leave

Phone Leave Transaction Type Consumption(-)

Reason of Denial

Days Approved 0.00 Date 24-02-2012

Leave Status Recommended By

Approved/Denied By Requested for Cancellation By

Cancelled By Process Flag

< < Other Employee(s) on Leave 5 > >

|< < 50 > >|

Apply Deny Recommend Sanction Cancel
 Clear Add Update Delete Show +

Figure 5.29: Leave Transaction-Cancel Form

5.5.4(f) Back Dated Data Entry

Administrator can entry the back dated leave transaction by using this form.

Apply Leave

Apply Deny Recommend Sanction Cancel
Clear Add Update Delete Show +

Employee Code	Rezaul Islam	**Type/Days	0.00
Form Date	24-02-2012	To Date	24-02-2012
Leave Type	1-Full Pay		
Purpose			
Address While On Leave			
Phone			
Reason of Denial	Leave Transaction Type Consumption(-)		
Days Approved	0.00	Date	24-02-2012
Leave Status	Recommended By		
Approved/Denied By	Requested for Cancellation By		
Cancelled By	Process Flag		

|< < 50 > >|

Apply Deny Recommend Sanction Cancel
Clear Add Update Delete Show +

Other Employee(s) on Leave 5

Figure 5.30: Leave Transaction-Back Dated Data Entry Form

5.5.5 Leave Policy

The Leave policy is applicable for all permanent staff of the company and as well as contract workers.

In the Leave Policy menu, these options are available



Figure 5.31: Leave Policy Main Menu

5.5.5(a) Leave Policy

If you click the Leave Policy, the page will be redirected and the following page will be show in the screen. This list will show the every detail about the leave of all permanent employee of the company.

Leave Policy

Add Show Clear Update Top Previous Delete Next Bottom

Employee Category [Select-One]
 Allocated Leave Day(s)
 Leave Ratio
 Max Carry Over for No. of Year
 Day(s) on Leave at a stretch (Min)
 Minimum Encashment%

Leave Type [Select]
 Eligible after Year
 Leave Carry Over Limit Day(s)
 Day(s) on Leave at a stretch (Max)
 Maximum Encashment%
 Max Number of Offers

Added Record(s) 10

Employee Category	Leave Type	Allocated Leave Day(s)	Leave Carry Over Limit Day(s)	Max Carry Over for No. of Year	Day(s) on Leave at a stretch (Max)	Day(s) on Leave at a stretch (Min)	Maximum Encashment%	Minimum Encashment%
Manager	CL	22	0	0	0	0	0.00	0.00
Permanent	AL	0	0	0	0	0	0.00	0.00
Permanent	CL	7	0	0	0	0	0.00	0.00
Permanent	FL	27	0	0	0	0	0.00	0.00
Permanent	HL	10	0	0	0	0	0.00	0.00

Add Show Clear Update Top Previous Delete Next Bottom

Figure 5.32: Leave Policy-Leave Policy Form

5.5.5(b) Maternity Benefits

Benefits administration is the process of establishing, maintaining, and managing benefits for the employees of an organization. Employee benefits typically include medical insurance, pension plans; individual retirement accounts, vacation time, sick time, and maternity leave [17]. These maternity benefits are especially for female stuff.

Maternity Benefits

Maternity Leave Code Maternity

Min Job Duration (Days)

Eligible if not having children more than

Prenatal Leave (Days)

Postnatal Leave (Days)

Figure 5.33: Leave Policy-Maternity Benefits Form

5.5.6 Leave Reports

In the Leave Reports inform the report of leave, especially about maternity benefit.

Maternity Benefits

Maternity Leave Code	Maternity
Min Job Duration (Days)	0
Eligible if not having children more than	0
Prenatal Leave (Days)	0
Postnatal Leave (Days)	0

Figure 5.34: Leave Reports Form

5.5.7 Setup

In the Set up menu, these options are available

Leave Setup Menu

Leave Type	Leave Year	Year End Processing
----------------------------	----------------------------	-------------------------------------

Figure 5.35: Setup Main Menu

5.5.7 (a) Leave Type

Here the type of the leave are taken by the employee will be included .Employee can take leave for many problems and situations. This list will be showing all of them.

Leave Type

Show Add Update Delete Top Previous Next Bottom +

Code Type

Code

Detailed Description

Property List

Active ☒ Activate?

< << 20 > >>

Code Type	Code	Detailed Description	Property List	Active
Leave Type	AL	Annual Leave		☒
Leave Type	CL	Casual Leave		☒
Leave Type	EL	Earn Leave		☒
Leave Type	ML	Medical/ Sick Leave		☒
Leave Type	Maternity	Maternity Leave For Mother		☒
Leave Type	NL	Normal Leave		☒
Leave Type	Paternity	Paternity Leave For Father		☒

Show Add Update Delete Top Previous Next Bottom +

Figure 5.36: Setup-Leave Type Form

5.5.7 (b) Leave Year

This list will show the leave year of the employee of the company. In here effectively date and expiration date will be included with the year.

Leave Year

Add Show Clear Update Top Previous Delete Next Bottom +

Employee Category Permanent

Year

Effectivity Date [Unknown]

Expiration Date [Unknown]

< << 10 > >>

Employee Category	Year	Effectivity Date	Expiration Date
Manager	2008	01-01-2008	31-12-2008
Permanent	2011	01-01-2011	31-12-2011

Add Show Clear Update Top Previous Delete Next Bottom +

Figure 5.37: Setup-Leave Year Form

5.5.7 (c) Year End Processing

In Account View, year-end accounting means 'creating a new financial year automatically

A firm's fiscal year-end does not necessarily need to fall on December 31, and can actually fall on any day throughout the year.

5.5.8 Employee Appraisal

The main objectives of an appraisal system are usually to review employees' performance and potential. In the appraisal menu these options are available

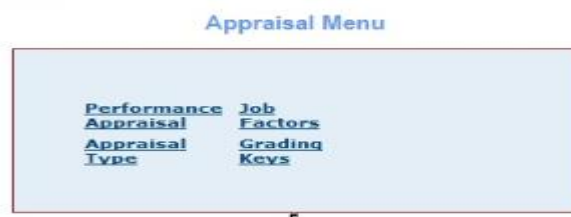


Figure 5.38: Employee Appraisal Main Menu

5.5.8 (a) Performance Appraisal

A Performance Appraisal is a part of guiding and managing career development. It is the process of obtaining, analyzing, and recording information about the relative worth of an employee to the organization. Performance appraisal is an analysis of an employee's recent successes and failures, personal strengths and weaknesses, and suitability for promotion or further training. It is also the judgment of an employee's performance in a job based on considerations other than productivity alone.

In the Performance Appraisal menu, these options are available,

A screenshot of a web application form titled "Performance Appraisal". The form has a light blue header bar with the title. Below the header is a toolbar with buttons: Show, Add, Clear, Details, Update, Delete, Previous, Next, Top, Bottom, and a plus sign. The form itself is a white rectangle with a thin border. It contains several fields: "Employee Code" (a yellow input field), "Designation" (a text field), "Location" (a text field), "From Date" (a date picker showing "[Unknown]"), "Appraisal Type" (a dropdown menu), "Performance Evaluation Score" (a text field showing "0.00"), and "Area(s) need to be Developed" (a large text area). To the right of these fields are labels for "Name: Rezaul Islam", "Department", "Date of Joining: 2999-12-31", "To Date" (a date picker showing "[Unknown]"), "Grading", and "Appraisal Status". At the bottom of the form is a footer bar with navigation controls: "< < > > |", the title "Performance Appraisal", and a page number "20".

Figure 5.39: Employee Appraisal-Performance Appraisal Form

5.5.8(b) Appraisal Type

Here the type of the appraisal will be included. An appraisal system is usually to review employees' performance and potential

The screenshot shows a web form titled "Appraisal Type". At the top, there is a navigation bar with buttons: Add, Show, Clear, Update, Delete, Top, Previous, Next, Bottom, and a plus icon. The form contains the following fields:

- Appraisal Type:** A text input field containing "EMP-000002".
- Grading Keys:** A dropdown menu with "[Select]" as the current selection.
- Score >=:** A text input field containing "0.00".
- Score <=:** A text input field containing "0.00".
- Appraisal Status:** An empty text input field.

At the bottom of the form, there are navigation controls: a left arrow, a right arrow, a page number "10", and a right arrow.

Figure 5.40: Employee Appraisal- Appraisal Type Form

This screenshot is similar to Figure 5.40, but it includes a data table at the bottom. The form fields are the same as in Figure 5.40. Below the form, there is a table with the following data:

Appraisal Type	Grading Keys	Score >=	Score <=	Appraisal Status
EMP-000002	*Blank*	0.00	0.00	

Figure 5.41: Employee Appraisal- Appraisal Type Form 2

5.5.8(c) Job Factors

Aspects specific to a job, such as knowledge and skills, mental and physical demands, and working conditions that can be recognized, defined, and assessed, also called job characteristics.[18]

Codes Maintenance - Job Factor

[Clear](#) [Show](#) [Activate](#) [Deactivate](#) [Add](#) [Update](#) [Delete](#) [Top](#) [Previous](#) [Next](#) [Bottom](#) [ShowAll](#) [+](#)

Code

Detailed Description

Property List

Alternate Code

Active ☒ Activate?

Team

Figure 5.42: Employee Appraisal- Job Factors Form

5.5.8(d) Grading Keys

All employee are not improved same, so there will be level in each category of performance. The grading keys are used to specify the level of the employee of the company.

Codes Maintenance - Grading Key

[Clear](#) [Show](#) [Activate](#) [Deactivate](#) [Add](#) [Update](#) [Delete](#) [Top](#) [Previous](#) [Next](#) [Bottom](#) [ShowAll](#) [+](#)

Code

Detailed Description

Property List

Alternate Code

Active ☒ Activate?

Team

Figure 5.43: Employee Appraisal-Grading Keys Form

5.5.9 Payroll

In a company, payroll is the sum of all financial records of salaries for an employee, wages, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time.

In the Payroll menu, these options are available-



Figure 5.44: Payroll Main Menu

5.5.9(a) Payroll

In the Payroll submenu, these options are available



Figure 5.45: Payroll-Payroll Sub Menu

I) Transaction Entry

In the transaction entry, authority can entry the all payroll history, included year, payment date, period, year, remarks etc.

A screenshot of the "Transaction Entry" form. It includes a toolbar with buttons: Show, Detail, Add, Clear, Update, Delete, Top, Previous, Next, Bottom, and a plus sign. The form has input fields for "Year" (set to 2012), "Period" (set to 02), "Payment Date" (set to [Unknown]), and "Payment Description". Below the form is a table with the following data:

Year #	Period	Payment Date	Remarks
2011	8	30-06-2011	
2008	10	31-10-2008	
2008	9	30-09-2008	
2008	8	31-08-2008	
2007	12	31-12-2007	
2007	11	30-11-2007	

Figure 5.46: Transaction Entry Form

II) Payroll Process-Trial Run

Here the authority can save the whole payroll process, and it's for trial not final list.

III) Payroll Process-Final Run

Here authority can save and entry the final payroll process.

IV) Actual Query

Here the list will include the all query related the specific year of payroll of the company.

V) Loans/Advances

If any employee take loans or advance salary, this will be including in this section. So authority can find out easily the list of loans/advances.

VI) Leave Process

What happens when an employee is absent from work due to a serious health condition or other qualifying circumstances?

Every employee has access to their own annual leave records and the company absence calendar.

5.5.9(b) Payroll Reports

These reports describe every possible list of payroll process. In the Payroll Reports menu, these options are available



Figure 5.47: Payroll Reports Main Menu

I) Employee List With Gross, Basic

This list will show the basic and gross salary of the employee

II) Employee List With Gross, 10% of Gross

This list will show the gross salary, especially who get the 10% gross salary.

III) Salary Sheet (All)

This list will show the all salary list of the employee of the company.

IV) Salary Sheet

This list shows the list of the salary of the employee.



The form is titled "Salary Sheet" and includes a "Show Report" button. It has two tabs: "Name Of Office" and "Department". Below the tabs, there are three input fields: "Payment Date" with the value "24-02-2012" and a calendar icon, "From Employee" with an empty text box and a dropdown arrow, and "To Employee" with the value "zzz" and a dropdown arrow.

Figure 5.48: Salary Sheet Form

If entry the payment entry date; suppose you entry 24-02-2012, the page will be redirected and following page will be show in the screen, you can see the list of the employee.



The screenshot shows a web application window titled "Help - DreamApps ERP" with the IP address "173.193.108.2". It features a navigation bar with letters A-Z and "All". Below the navigation bar, there is a table with three columns: "Employee Code", "Employee Name", and "Designation". The table contains several rows of employee data, including "Rezaul Islam", "Islam Sharif", "Mr. Rezaul Karim", "Zuher Rahman Aranya", "Zaman Ahmed", "Nabil", "Mostafizur Rahaman", and "Md Salahuddin". A "Refresh" button is located at the bottom left of the table.

Employee Code	Employee Name	Designation
Bank	Rezaul Islam	
01	Islam Sharif	
1000	Mr. Rezaul Karim	
EMP-000001	Zuher Rahman Aranya	Accounts Manager
EMP-000002	Zaman Ahmed	Accounts Manager
EMP-000003	Nabil	
EMP-000004	Mostafizur Rahaman	
EMP-000005	Md Salahuddin	Accounts Officer

Figure 5.49: Salary Sheet Form 2

V) Salary Sheet (For Net Office)

This list will show the salary sheet using for net in the office.

VI) Salary Sheet (For Destiny Group)

This list is created for the salary sheet of the Destiny Group.

VII) Salary Sheet (For Destiny Shopping Center)

This list is created for the salary sheet of the Destiny Shopping Center.

VIII) Salary Sheet (For Air Destiny)

This list is created for the salary sheet of the Air Destiny.

IX) Salary Sheet (For Destiny Tree Plantation Ltd.)

This list is created for the salary sheet of the Destiny Tree Plantation Ltd.

X) Salary Sheet (For Destiny Diamond Builders)

This list is created for the salary sheet of the Destiny Diamond Builders.

XI) Salary Sheet (For Destiny Developers Ltd.)

This list is created for the salary sheet of the Destiny Developers Ltd.

XII) Salary Sheet (Top Sheet for Head Office)

This list is created for the Top salary sheet of the Head Office.

XIII) Salary Sheet (Top Sheet for Group Office)

This list is created for the Top salary sheet of the Group Office.

XIV) Salary Sheet (For Bank)

This list is created for the salary sheet of the bank.

XV) Salary Sheet (Without Bank)

This list is created for the salary sheet of the without bank

XVI) Income Tax Paid (Monthly)

This list will show the payroll list of monthly paid income tax.

XVII) Income Tax Paid (Datewise)

This list will show the payroll list of date wise paid income tax.

XVIII) Pay Slip

This list will show the pay slip of the employee of the company.

XIX) Pay Slip (Office)

This list will show the pay slip of the office wise for the employee of the company

XX) Salary Sheet (Top Sheet for Net Office)

This list will show the top salary sheet for net office.

XXI) Salary Sheet (Top Sheet for Divisional Office)

This list will show the top salary sheet for Divisional Office.

XXII) Bonus Sheet

This list will show the bonus sheet of all employee of the company.

XXIII) Bonus Sheet (For Net Office)

This list will show the bonus sheet for net office.

XXIV) Payment Sheet

This list will show the payment sheet of the employee.

XXV) Bonus Sheet (Summary)

This list will show the summary of the bonus sheet of the employee.

XXVI) Bonus Sheet (Summary And Net Office)

This list will show the summary of the bonus sheet of the net office.

XXVII) Bonus Sheet (Bank)

This list will show the bonus sheet of the bank.

XXVIII) Bonus Sheet (cash)

This list will show the bonus sheet of the cash.

XXIX) Reconciliation Statement

A reconciliation statement is a document that begins with a company's own record of an account balance, adds and subtracts reconciling items in a set of additional columns, and then uses these adjustments to arrive at the record of the same account held by a third party.

The intent of the reconciliation statement is to provide an independent verification of the veracity of the balance in the company account, as well as to clarify the differences between the two versions of the account.[19]

XXX) Reconciliation Statement By Department

This list will show the reconciliation statement by department wise.

XXXI) Abstract Salary Statement

This list will show the salary abstract statement of the employee.

XXXII) Employee Wise Salary

This list will show the salary list by employee wise.

5.5.9(c) Payroll Setup

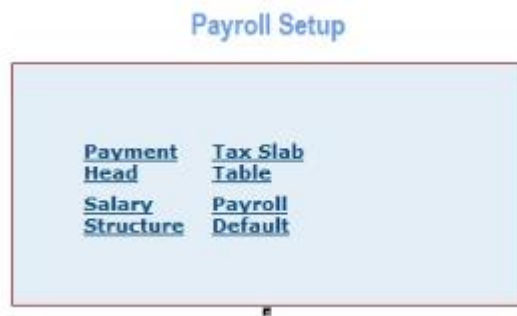


Figure 5.50: Payroll Setup Main Menu

I) Payment Head

This list will modify of several sector including house rent, PF contribution, PF loan, Gross pay, Advance salary etc.

Payment Head(s)

Show Details Add Update Clear Delete Top Previous Next Bottom +

Payment Code Description

Sign [Select] Round Digit -1

Caption Appeared in the Salary Sheet Option [Select]

Payment Code #	Description	Sign
001	Basic	1-Pay
005	House Rent	1-Pay
080	Gross Pay	3-Total Pay
081	Absent Deduction	2-Deduct
082	PF Contribution	2-Deduct
085	Advance Salary	2-Deduct
090	PF Loan	2-Deduct
099	Total Deduction	4-Total Deduction
100	Net Pay	5-Net Pay

Figure 5.51: Payroll Head Form

II) Salary Structure

This chart will modify the structure of the salary.

III) Tax Slab Table

This setup table will modify the tax according to the rate of slab.

The screenshot shows the 'Tax Rate Slab Setup Table' interface. At the top, there is a title bar with the text 'Tax Rate Slab Setup Table'. Below the title bar is a navigation bar with buttons: 'Show', 'Add', 'Update', 'Clear', 'Previous', 'Next', 'Top', 'Delete', 'Bottom', and a '+' icon. The main form area contains several input fields: 'Row' (with a search icon and a dropdown menu showing '0'), 'Effectivity Date' (with a calendar icon and the value '[Unknown]'), 'Expiration Date' (with a calendar icon and the value '[Unknown]'), 'Amount' (with a text input field containing '0.00'), 'Percent' (with a text input field containing '0.0000'), and 'Remarks' (with a large text area). At the bottom of the form, there are labels for 'Created By' and 'Last Updated By'. To the right of the main form area, there is a sidebar with a button '< < Available Entries 20 > >'.

Figure 5.52: Tax Slab Form

IV) Payroll Default

This chart default the payroll process.

The screenshot shows the 'Payroll Defaults' interface. At the top, there is a title bar with the text 'Payroll Defaults'. Below the title bar is a navigation bar with buttons: 'Clear', 'Show', 'Add', 'Update', 'Delete', and a '+' icon. The main form area is divided into two columns. The left column contains various settings for payroll calculations, including 'Salary Calculation Based On' (with radio buttons for 'Custom' and 'Last Day'), 'Basic Salary Applicable?' (with radio buttons for 'No' and 'Yes'), 'Gross Salary Applicable?' (with radio buttons for 'No' and 'Yes'), 'Provident Fund Applicable?' (with radio buttons for 'No' and 'Yes'), 'Employee Contribution(P.F.)' (with a text input field containing '18.00'), 'PF Loan Applicable?' (with radio buttons for 'No' and 'Yes'), 'Bonus Applicable?' (with radio buttons for 'No' and 'Yes'), 'Auto Income Tax Applicable?' (with radio buttons for 'No' and 'Yes'), 'Arrear Salary Applicable?' (with radio buttons for 'No' and 'Yes'), 'House Rent Applicable?' (with radio buttons for 'No' and 'Yes'), 'Suspension Deduction Applicable?' (with radio buttons for 'No' and 'Yes'), 'Earned Leave Applicable?' (with radio buttons for 'No' and 'Yes'), and 'Maternity Leave Applicable?' (with radio buttons for 'No' and 'Yes'). The right column contains settings for payroll periods and payheads, including 'Period Ends on Day 0', 'Basic Salary Payhead' (with a dropdown menu showing '001' and a button 'Basic'), 'Gross Salary Payhead', 'Provident Fund Payhead' (with a dropdown menu showing '082' and a button 'PF Contribution'), 'Company Contribution(P.F.)' (with a text input field containing '22.00'), 'PF Loan Payhead' (with a dropdown menu showing '090' and a button 'PF Loan'), 'Bonus Payhead', 'Income Tax Payhead', 'Arrear Salary Payhead', 'House Rent Payhead' (with a dropdown menu showing '005' and a button 'House Rent'), 'Suspension Payhead', 'Earned Leave Code', and 'Maternity Leave Code' (with a dropdown menu showing 'Maternity' and a button 'Maternity Leave For Mother').

Figure 5.53: Payroll Default Form

CHAPTER 6

CONCLUSION

Any kind of education gets fulfilled by practicing in real life. Me and my group members joined in Advanced ERP (BD) Ltd. and worked in there as a team as per our company's vision to enrich our knowledge about ERP system. I must say that there was a lot of learning for me during my internship period. It was a first time experience for me in a job with real life experience. During the last five months that I worked for Advanced ERP, I tried my best to give proper customer support by creating User manual, Related Site map and flowchart for the users. I also gained an overall understanding about ERP system.

REFERENCES

- [1] Homepage, <http://www.advancederpbd.com/>, last visited: 15th September, 2012
- [2] Demo, <http://demo.advancederpbd.com/>, Last visited: 17th September, 2012
- [3]ERPimplementation, www.erpescort.com/how-ERP-implemented.html, Last visited: 26th September, 2012
- [4] ERP, <http://www.greenbeacon.com/GreenBeaconWebsite/Microsoft-CRM-ERP-Solutions/>, Last visited: 07th October, 2012
- [5]ERPimplementation, www.erpescort.com/how-ERP-implemented.html, Last visited: 28th September, 2012
- [6] Advanced ERP (BD), <http://www.advancederpbd.com/home-mainmenu-1/16-home-page/13-welcome-to-advanced-erp-bd-ltd.html>, Last visited: 26th September, 2012
- [7] Html, <http://searchsoa.techtarget.com/definition/HTML>, Last visited: 10th October, 2012
- [13] Webopedia, www.webopedia.com/term/e/erp.html, Last visited: 05th October, 2012
- [8] Html, http://www.w3schools.com/html/html_intro.asp , Last visited: 16th October, 2012
- [9] Site Map, <http://www.techterms.com/definition/sitemap>, Last visited: 16th October, 2012
- [10] Site Map, <http://www.optimus01.co.za/importance-sitemaps.html>, Last visited: 16th October, 2012
- [11] Site Map, <http://searchsoa.techtarget.com/definition/site-map>, Last visited: 16th October, 2012
- [12] MS Visio, <http://encyclopedia2.thefreedictionary.com/Microsoft+Visio>, Last visited: 16th October, 2012
- [13] Flow chart, <http://www.breezetre.com/articles/what-is-a-flowchart.htm>, Last visited: 16th October, 2012
- [14] HR , <http://www.open-source-erp-site.com/erp-hr-module.html>, Last visited: 16th October, 2012
- [15] Human Resource, http://en.wikipedia.org/wiki/Human_resources, Last visited: 16th October, 2012

[16] Setup, <http://www.thefreedictionary.com/setup>. Last visited: 17th October, 2012.

[17]Maternity benefits,

<http://searchfinancialapplications.techtarget.com/definition/benefits-administration>,

Last visited: 17th October, 2012.

[18]Job Factor,<http://www.businessdictionary.com/definition/job-factors.html>, Last visited: 17th October,2012.

[19] Reconciliation Statement, <http://www.accountingtools.com/questions-and-answers/what-is-a-reconciliation-statement.html>,Last visited: 17th October,2012