

VETAN

PAYROLL MANAGEMENT SYSTEM

Today the world is marching towards the evolution, acceptance and continuous use of Technologically Advanced Systems, which makes the things to move at the unbelievable speed. These advanced systems have already proved their capabilities at every event of use and changed the today's Market Scenario. They have also helped out in advancing every function of the business by making them fool proof from any kind of manual mistakes and errors. Business automation now a day is a common phrase that the people always use to talk about at every desk. In fact, automation has helped the organization /businessmen and industrialists in a very smart and intelligent manner and saved a lot of time.

The only solution to all these problems is to make every system advanced and Computerized so as to nullify the manual errors, make them fool proof and enhance the capabilities of the organizations and hence their competitive advantage.

Vetan: Payroll System

Payroll system is the heart of any Human Resource System of an Organization. The payroll solution is supposed to take care of calculation of salary as per rules of the Company, Income-Tax calculation and various deductions to be done from salary including statutory deductions like Income Tax, Provident Fund, Professional Tax and ESIC deductions.

1. Introduction:

Vetan is very simple, flexible and user-friendly Payroll Management software specially developed for India based Clients, which takes care of all the requirements relating to accounting and management of employees Payroll. This system stores complete record of the employees, generates Pay-slips and Attendance Register, Computes all allowances and deductions and generates all Statutory and MIS reports.

Vetan is the payroll processing software with wide-industry range of clients based in INDIA. It offers very high flexibility in customizing various allowances, deductions, leave rules etc. for the employees and all formula for P.F, PF TRUST., E.S.I., Profession Tax, Income Tax etc.

2. Key Features:

- ✓ Designed for Windows Operating System.
- ✓ Powered with RDBMS technology (MS SQL Server2000/MS SQL Server2005)
- ✓ DOS / Windows Printing options.
- ✓ Minimum user entry.
- ✓ Customization to define allowances, Deduction, Calculations etc.

3. Vetan gives you the power to:

- ✓ Manage Employee Information Efficiently.
- ✓ Define the emoluments, deductions, leave, tax etc.
- ✓ Create Salary Structure and formulae.
- ✓ Generate Pay-Slip at the convenience of a mouse click.
- ✓ Generate and Manage the Payroll Processes according to the Salary Structure assigned to the employee.
- ✓ Generate all the Reports related to Branch, Department, employee, attendance/leave, payroll, Bonus, Income Tax etc.

4. Functional Specifications:

The whole **Vetan** Payroll Management System is divided into following modules as per the functionality:

- 1) Payroll Management.
- 2) Income Tax Management.

A. Payroll Management:

Payroll management module contains the following functions;

1. Administrator
 - a. New Company / Branch Creation
 - b. New Financial Year opening
 - c. New User creation
 - d. User Rights
 - e. Password Change Utility
2. Master Data entry
 - a. Employee Bio-Data / Basic information / Employee Additional Information
 - c. Employee Salary Structure (Customization as per client requirement)
 - d. Designation Master
 - e. Department / Branch Master
 - f. Professional Tax Slab
 - g. Dearness Allowance
 - h. H.R.A. Allowance
 - i. Salary increment
3. Transaction
 - a. Employee leave / Tour / Absent application
 - b. Monthly attendance
 - c. Monthly salary generation (Customization as per client requirement)
 - d. Monthly Overtime hours / Monthly overtime generation
 - f. Supplementary Attendance
 - g. Supplementary salary generation (Customization as per client requirement)
 - h. Bonus generation
 - i. Monthly Challan Information (P.F./ESIC)
 - j. Increment Arrears
 - k. Leave Encashment

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4. Reports

- a. Employee list
- b. Monthly salary statement / bills (Customization as per client requirement)
- c. Employee's salary slip (Customization as per client requirement)
- d. Monthly PT / PF / ESIC report
- e. Monthly attendance report
- f. Bank statement
- g. Monthly Provident Fund Challan
- h. Monthly ESIC Challan
- i. Form 12A
- j. Form 3A
- k. Form 6A
- l. Form D (Bonus return)
- m. Salary heads wise report
- n. Employee Gratuity report
- o. Leave Encashment statement
- p. Monthly overtime statement
- q. Increment Arrears report
- r. Supplementary Salary Statement

B. Income Tax Module

Income Tax management module contains the following functions;

1. Income tax payment configuration
2. Income tax slab
3. Define section heads
4. IT heads creation
5. Employees rebates / saving entry provision
6. Employees perks and other income entry provision
7. Income tax calculation process
8. Form 16 generation
9. Data required for Form 24Q entry provision
10. Form 24Q generation

5. Biometric attendance: (optional)

Easy to integrate with biometric attendance machine. **Vetan** is developed to import data from machine.

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About Vetan

Vetan: Payroll Management System has been developed by The Soft Systems & Solutions, Nagpur (TSSSN). COG IT Solutions Pvt. Ltd. (COGIT) has partnered with TSSSN for marketing and implementation of **Vetan**.

Vetan is in use at many organizations. It has been developed in generalized way to fulfill payroll requirements. Best part of the software is it is easy to customize as per requirement. Team **Vetan** (TSSSN and COG IT team) interact with client for thorough understanding of customization and implement it prior to deployment.

The most concerning aspects for a client are in depth training of system and after sales service by the provider. Team **Vetan** understands this very well and take care of these aspects. Because of this customers appreciate and refer Team **Vetan** not only for a very good product but more for best service.

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