

# MIS

## Technical Proposal

### ERP Solution



January 13, 2010

#### DOCTOR SOFT TECHNOLOGY

Saqib Plaza (opposite Daewoo Express) Pirwadae Road, Rawalpindi Fax: +92 051 5463651 Phone: 0514572051 Cell # +92 0314-5837164, +92-0321-5515818

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## **BUDGET MANAGEMENT**

Unit wise module

User management

Budget management

Audit management

## **HUMAN RESOURCES MANAGEMENT**

Unit wise module

User management

Human resources management

Audit report

Pay roll management

Audit report

## **FINANCIAL MANAGEMENT**

Unit wise module

User management

Financial management

## **ACCOUNTS MANAGEMENT**

Unit wise module

User management

Accounts management

## **PHARMACY MANAGEMENT**

Unit-wise module

User management

Issue dose to patient direct process

Issue dose to department direct process

Purchase management

Audit management

## **STORE MANAGEMENT**

Unit wise module

User management

Store management

Audit management

# Budget Management

## S# Modules

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- 1 User Management
- 2 Budget Management
- 3 Audit Management

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## User Management

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- 1 Define Your Designation Unit Wise
- 2 Define The Work Group
- 3 Define The Access privileges Level designation wise
- 4 Create Master Data of Employee Like Data Operator
- 5 Enroll the user designation and unit wise
- 6 Create User and Password.
- 7 Print the user and password report
- 8 Drop the User as Leaving the post

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## Budget Management

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1-Available Budget

2-Define New Budget

3-Budget Division(Head)

(I) Expense (II)Fixed Asset(III)General Purchase (IV)Pharmacy  
(V)Salary + Allowances (VI)Traveling Allowance

3-Budget Schedule

4-(I) Normal Mode(II) Stick Mode

5-Remain Budget In Head

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# Audit Report

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1-Budget Audit

2-Budget Report

3-Budget Report By Budget



# Human Resource Management

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## S# Modules

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- 1 User Management
- 2 Human Resource Management
- 3 Payroll Management
- 4 Audit Management

## User Management

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- 1 Define Your Designation Unit Wise
- 2 Define The Work Group
- 3 Define The Access privileges Level designation wise
- 4 Create Master Data of Employee Like Data Operator
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# Human Resource Management

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## 1-Staffing

- 1-Create Customize Advertisement
- 2-Create Automatically Advertisement

### Recruitment

- 1-Employee Master Data / Personal Information
- 2-Employee Qualifications
- 3-Employee Experience
- 4-Employee Certifications
- 5-Employee Course / Training

### Selection Board

Select the board

### Screening

Employee screening with respect to job and experience

### Selection Criteria

Define the selection criteria

### Final Selection

Select Employee by Post

## 2-Planning

- 1-Task Survey
- 2-Criticality

## 3-Training & Development

## **4-Performance Evaluation**

Evaluate the performance by employee

1- Create / Sanction Post Department Wise

2- Employee Profile

3-Employee Departmental Reports

4-Departmental Post Status

1-Senctions Post

2-Fill

3-Vacant

4-Post Summary

5-Post Regular / Contract Status

1-How Many Employees Have New Contract.

2-How Many Employees Have Retired W.R.T Date of Birth.

3- How Many Employees Have Retired W.R.T Date of Joining?

6- Create New Employee (Hourly, Daily, Monthly Basis)

7- Create New Designation

8-Service Joining

9-Service Leaving

10-Contract / Regular

11-SEMS / Normal

12-Create New Department

13-Define Employee Qualification

14-Employee Schemes

1-Housing Schemes

2-G.P.Fund Schemes

15-Employee Status Service wise

1-Contract Status

2-Retired Status by Date of Birth

3-Retired Status by Date of Joining

## Audit Report

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- 1-Employee Profile
- 2-Employee report by department
- 3-Post Audit report by department
- 4-Post Audit report by Institution

## Payroll Management

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1-Define New Basic Pay With respect to Designation

2-Define New Over Time With respect to Designation

3-Define Allowances With respect to Designation

1-Monthly Allowances on Initial Basic / Running Basic /Fix

2-Annually Allowances on Initial Basic / Running Basic /Fix

3-Daily Allowances

4-Taxable / Non Taxable

5-Active / Inactive

4-Define Personal Allowances

1-Monthly Allowances on Initial Basic / Running Basic /Fix

2-Annually Allowances on Initial Basic / Running Basic /Fix

3-Daily Allowances

4-Taxable / Non Taxable

5-Active / Inactive

5-Define Deduction like (G.P) With respect to Designation

1- Deduction on Initial Basic / Running Basic /Fix

2-

2-Active / Inactive



6-Define Personal Deductions like Schemes

- 1- Deduction on Initial Basic / Running Basic /Fix
- 2-Active / Inactive

7-Attendance Management

8-Issue Employee Salary By Employee

9-Issue Salary by Designation

10-Issue Salary By Whole Organization

11-Employee Advances

12-Deduction of Loan (Advances) installment

13-Leave Management

14-Rebate Management (Tax)

15-Income Tax Rebate Management

- 1-Rebate by Department and post
- 2-ALL Department and Post

16-Seal Management

- 1-Seal the Allowances
- 2-Seal the Deductions
- 3-Add the Allowances for tax purpose

## Audit Report

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- 1-Pay Slip by Employee
- 2-Pay Slip by Gazette / Non Gazette
- 3-Pay Slip by Schemes like SEMS
- 4-Pay Slip by Religious / Mix
- 5-Pay Slip by Designation
- 6-Pay Slip by Contract / Regular
- 7-Bank Slip by Gazette / Non Gazette
- 8- Bank Slip by Schemes like SEMS
- 9- Bank Slip by Religious / Mix
- 10- Bank Slip by Designation
- 11- Bank Slip by Contract / Regular
- 12-Record Slip by Gazette / Non Gazette
- 13- Record Slip by Schemes like SEMS
- 14- Record Slip by Religious / Mix
- 15- Record Slip by Designation
- 16- Record Slip by Contract / Regular
- 17-Payroll by Gazette / Non Gazette
- 18-Payroll Summary by Gazette / Non Gazette

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- 19- Payroll by Schemes like SEMS
- 20-Payroll Summary by Schemes Like SEMS
- 21- Payroll by Religious / Mix
- 22-Payroll Summary by Religious / Mix
  
- 23- Payroll by Designation
- 24-Payroll Summary by Designation
- 25- Payroll by Contract / Regular
- 26-Payroll Summary by Contract / Regular
  
- 27-Pay Slip by Combine Salary
- 28-Salary Audit by Employee
- 29-Salary Audit by Month
- 30-Allowances Audit Report by Designation wise
- 31-List of Current Employee
- 32-Employee Loan List
- 33-Employee Installment Report
- 34-Employee Deduction (G.P) Report
- 35-Payroll Item Report
- 36-Remaining Salary Report
- 37-Salary Detail By Month

- 38-Employee Qualification Report
- 40-Employee Salary Trial Balance
- 41-Employee Annually Income Tax Report
- 42-Annually Employee Report (New Joining)
- 43-Annually Employee Report (Transfer)
- 44-Annually Employee Report (Retired)
- 45-Monthly Employee Report (Contract Finish)
- 46-Monthly Employee Report (Retired)
- 47-Customise Bank Advice report
- 48-GP.Fund Report Annually / Monthly Basis
- 49-GP.Fund Advances Report Annually / Monthly Basis
- 50-Water Charges Annually / Monthly Basis
- 51-B.F Report Annually / Monthly Basis
- 52-G.I.F Report Annually / Monthly Basis
- 53-Housing Schemes Report Annually / Monthly Basis
- 54-Payroll Changing Report
- 55-Audit by Earning
- 56-Audit by Deductions

# Finance Management

## S# Modules

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- 1 User Management
- 2 Finance Management
- 3 Audit Management

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## User Management

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- 1 Define Your Designation Unit Wise
- 2 Define The Work Group
- 3 Define The Access privileges Level designation wise
- 4 Create Master Data of Employee Like Data Operator
- 5 Enroll the user designation and unit wise
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## Finance Management

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- 1-General Journal View
- 2-General Journal Report
- 3-Chart of Accounts View
- 4-Chart of Accounts Report
- 5-Trading Account View
- 6-Trading Account Report
- 7-Profit and Loss Account View
- 8-Profit and Loss Account Report
- 9-Income And Expenditure View
- 10-Income And Expenditure Report
- 11-Balance Sheet View
- 12-Balance Sheet Report



# Accounts Management

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## S# Modules

---

- 1 User Management
- 2 Accounts Management
- 3 Audit Management

## User Management

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- 1 Define Your Designation Unit Wise
- 2 Define The Work Group
- 3 Define The Access privileges Level designation wise
- 4 Create Master Data of Employee Like Data Operator
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- 6 Create User and Password.
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## Accounts Management

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- 1- Bank Reconciliation
- 2-Opening Account
- 3-Supplier Advances
- 4-Payable Accounts
- 5-Patient Advances
- 6-Receiveable Accounts
- 7-Prepaid Expense
- 8-Expense Occur
- 9-Unearned Income
- 10-Earned Income
- 11-Other Income
- 12-Drawing
- 13-Account Transfer
- 14-Company Loan Management
- 15-Payment of loan installment
- 16-Tax payable
- 17-Payable Employee's Fund(G.P)
- 18-Indirect Expense
- 19-Traveling Allowance

# Pharmacy Management

## S# Modules

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- 1 User Management
- 2 Issue Dose to Department Direct Process
- 3 Issue Dose to Department Indirect Process
- 4 Pharmacy Purchase Management
- 5 Aging Management
- 6 Audit Management

## User Management

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- 1 Define Your Designation Unit Wise
- 2 Define The Work Group
- 3 Define The Access privileges Level designation wise
- 4 Create Master Data of Employee Like Data Operator
- 5 Enroll the user designation and unit wise
- 6 Create User and Password.
- 7 Print the user and password report
- 8 Drop the User as Leaving the post

## Issue Dose to Department Direct Process

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1-Issue Dose to department

2-Issue dose Detail report



## Issue Dose to Unit Indirect Process

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- 1-Issue Dose to Unit Stock
- 2-Stock Management Unit Wise
- 3-Received Dose Detail report by Unit Wise

## Purchase Management

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- 1-Automatically Create Purchase Order
- 2-Define Minimum Quantity Level
- 3-Define Maximum Purchase Quantity
- 4-Define New Item
- 5-Define Manual Purchase Order
- 6-Print Purchase Order by Supplier
- 7-Item Received / Bill
- 8-Item Return
- 9-Item Expired
- 10-Direct Expense on Purchase
- 11-Supplier List
- 12-Add New Supplier
- 13-Item Details
- 14-New Order List

## Audit Management

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- 1-Purchase Detail Report with Expense
- 2-Purchase Detail Report by Supplier
- 3-Purchase Detail Report by Purchase Order
- 4-Purchase Detail Report between Dates
- 5-Purchase Detail Report between Date and by Supplier
- 6-Purchase Detail Report by Summary
- 7-Purchase Detail Report by Detail
- 8-Stock Report
- 9-Stock Expiry Info Report
- 10-Stock Ready to Expire

# Store Management

## S# Modules

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- 1 User Management
- 2 Purchase Management
- 3 Issue Item Management
- 4 Aging
- 5 Audit Management

## User Management

---

- 1 Define Your Designation Unit Wise
- 2 Define The Work Group
- 3 Define The Access privileges Level designation wise
- 4 Create Master Data of Employee Like Data Operator
- 5 Enroll the user designation and unit wise
- 6 Create User and Password.
- 7 Print the user and password report
- 8 Drop the User as Leaving the post

## Store Management

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- 1-Create New Indent Department wise
- 2-Purchase Order on behalf of Indent
- 3-Automatically Purchase Order
- 4-Item Order List
- 5-Item Receiving
- 6-Item Return

## Audit Management

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- 1- Indent Summary report By Department
- 2- Indent Detail report By Department
- 3- Indent Audit Report
- 4- Issue Store Item Summary Report By Department
- 5- Issue Store Item Detail Report By Department
- 6- Store Stock Report
- 7- Received Item Report by Item
- 8- Received Item Report by Receipt No
- 9- Received Item Report by Summary
- 10- Received Item Report by Detail
- 11- Audit Store Item Detail
- 12- Purchase Order Report by Summary
- 13- Purchase Order Report by Detail
- 14- Purchase Order Return Report by Summary
- 15- Purchase Order Return Report by Detail
- 16- Store Direct Expense By Summary
- 17- Store Direct Expense By Detail