P7- Payroll Software

Axon's P7 Payroll is a powerful stand-alone software package designed for ease of use and comprehensive employee pay processing and reporting. It features flexible time entry, Statutory Tax Form printing, Leave calculations, Earnings / Deductions templates, employee benefits tracking, pay slip printing and with optional time clock interface.

Extremely versatile, P7 Payroll is excellent for Businesses and Industry and for Trading operations with 5 or 500 employees. P7 Payroll can maintain payroll for multiple companies at multi locations.

Powerful…

- Processes employee pay for multiple businesses.
- Network compatible.
- Windows 95, Win 98, Windows NT 4.0, Windows 2000 compatible
- Updated regularly to keep up with government regulations.

Flexible…

Unlimited earning and deduction categories. Overtime, Commissions, Bonus, Taxes, earnings and deductions already set up. Modify to fit your operation or create new ones.

Tracks employer - paid benefits
Handles all local taxes.

Fast…
- Pay employees based on Employee Present / Absent / Half Day (Fastest method) or Enter In time / Out time directly into the system.

- With optional import facility "read in" time transactions from time clock / time entry software.
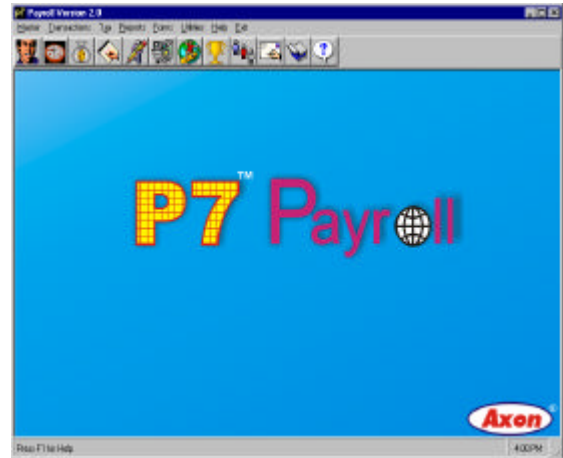
- Automatically calculates taxes, prints monthly / quarterly tax reports, produces Provident Fund Forms and ESIC forms.
- Calculates overtime.
- Handles multiple user definable types of leave.
- Quickly change from one accounting year to another.
- Statutory Tax Form Printing with Preview before Printing

  Provident Fund: - Monthly PF Report, Form 3A 1,Form 6A, Monthly Summary

  ESIC: - Monthly ESIC Report, Form 6, Form 6 Challan, Form 7 (Regulation 32), Employee / Employer Contribution

Everything you want and need in a Payroll System.

- Easy to Learn, Easy to Use
- Powerful
- Flexible
- Totally Secure
- Practical

Reports

Easily set up reports to show just the information you want. For example, restrict many reports to specific employees, departments, category, grades, etc. Preview all reports before printing them, or print immediately
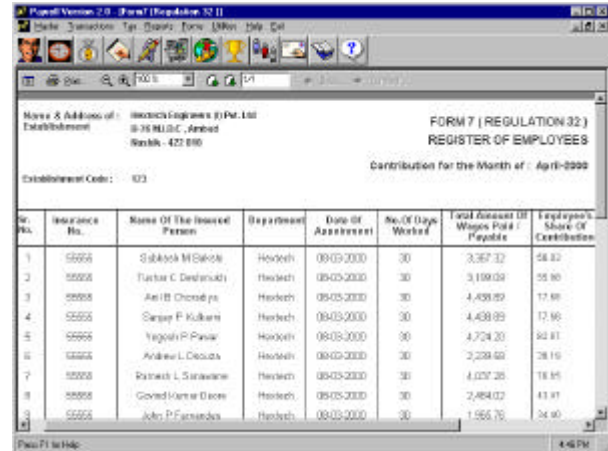
Payroll Register, Earnings Register, Deduction Register, Attendance Chart, User Selectable Pay slip Templates, Templates for Payroll entry with samples, Individual Employee Attendance details, Income Tax (Form 16), Grade Structure, Category Structure, Salary Structure, Loan Structure, Leave Structure, Loan Details, Utilities, User definable Payroll configuration

System Requirements: -

- Pentium computer(s) with 100 MHz or higher
- 32 MB RAM
- Minimum of 50 MB hard disk capacity
- VGA or better monitor and Windows 95 or higher
- A Dot Matrix, Laser or LaserJet Printer

Utilities: -

This separate module handles backing up your database files & restoring them.

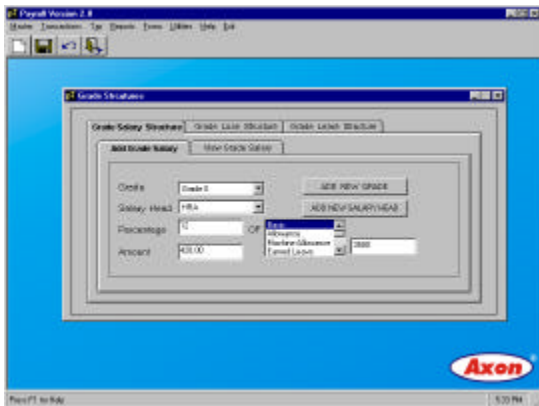## Development using Visual Basic & Microsoft Access

P7 – Payroll is developed using Visual Basic 6.0 & Microsoft's powerful Access database system.
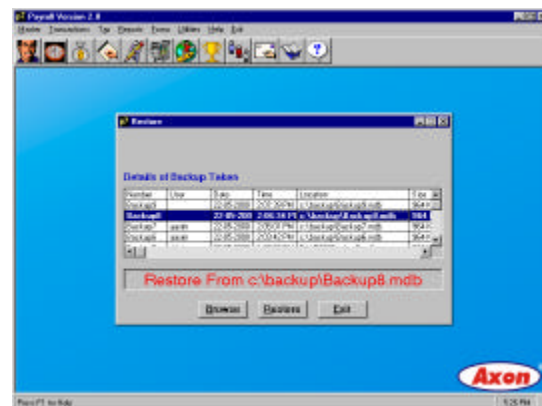
Simplified Setup using Predefined Structure & Configuration
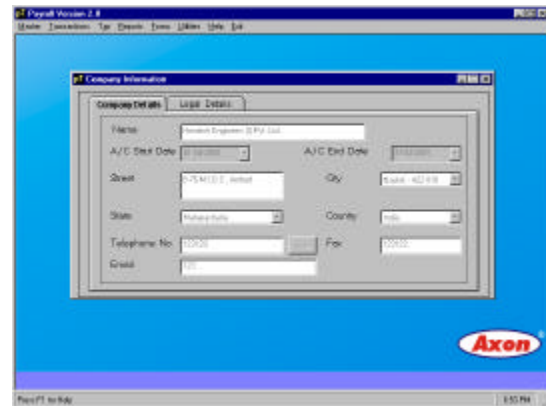
Unlimited Earning & Deductions

Depending on the organization we can define our own earning and deductions as per the grade structure. Similarly we can define weekly off, Loan & Leave Structure as per the grade structure.

Also using the configuration module, we can setup the Profession Tax Slab, Salary Date of the Organization, Bonus Date, Bonus Percentage & Attendance type depending on the organization such as Present / Absent or Time in / Time out system. Also we can setup the Provident Fund & ESIC percentage for the Employee & Employer. Profession Tax Slab & Salary Date.



Set up of Company Information

Company information setup prepared in such a way that during the loading of Payroll System we would select the company or create new company. For creation of new company templates have been provided. Using the template we can fill up the company information, and store information such as: - Name of Company, Accounting Year, Address, Phone No., legal details and other required information.
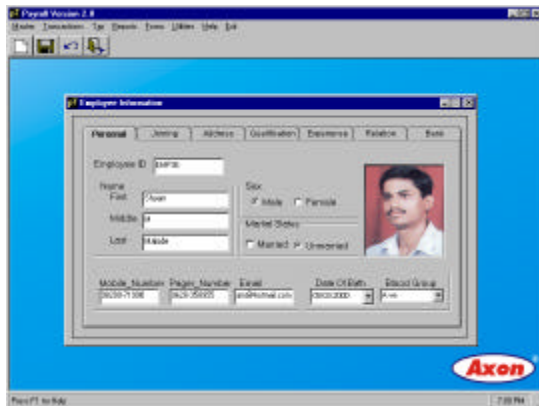

Other Required information…

For setting up other required information such as Departments, Location, Holiday, Qualification, Leave, Loan, Grade, Grade weekly off etc. Simple forms have been provided for data entry for storing the information.

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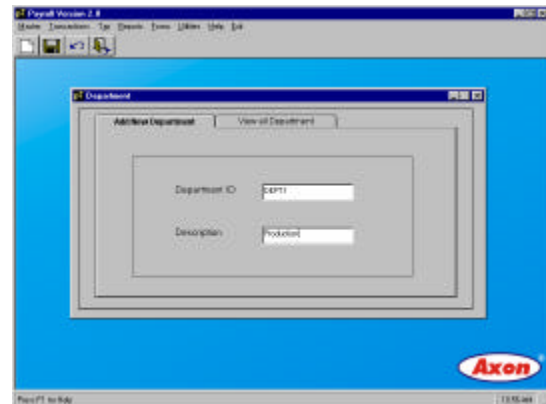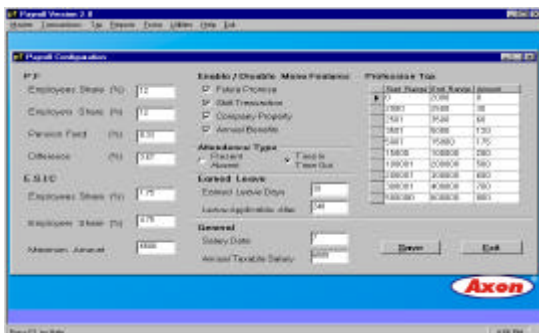
Setup of Employee Information: -

Employee Information stored in seven different tabs –

1) Personal 2) Joining 3) Address 4) Qualification 5) Experience 6) Relation 7) Bank Information.
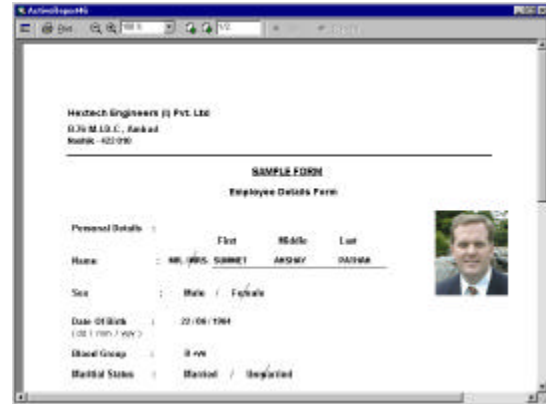

In Personal Information, enter the personal details of employee such as Name of employee, Marital Status, Photograph, Sex, Date of Birth & etc.

In Joining, enter the Joining details of employee such as joining date, department / Location / Category / Grade. Also enter Provident Fund / ESIC details of employee at the appropriate fields.

Similarly enter multiple information such as – employee Address, Qualification, Experience, Relation's & Bank.
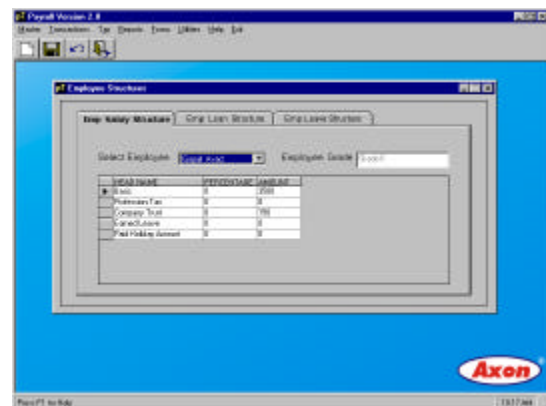
For ease of use for entry of Employee Information, Sample and Blank Templates have been provided. Print the sample and blank templates for swiftly entering the required details effortlessly.

Setup of Employee Structure

Salary / Loan / Leave structure is defined according to the grade in Grade Structure.

If two employee's are in same grade , there is a facility to change their Salary / Loan / Leave Structure in this module.

Tracks on Assignments:

Assignment keeps track on the employee assignments.

Method: Has employee completed the assignments. How many days / month the employee had taken to complete the assignments. If there is a change in Department / Category / Grade / Location / Designation, the updated information is stored.
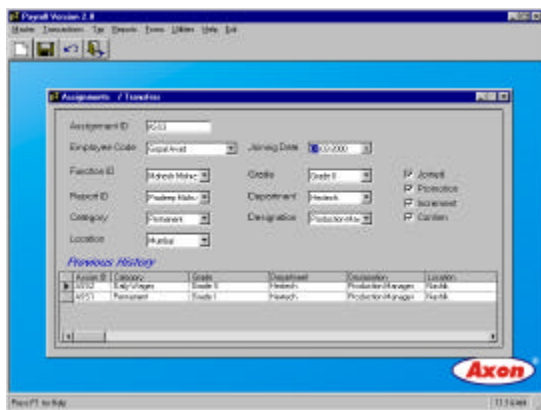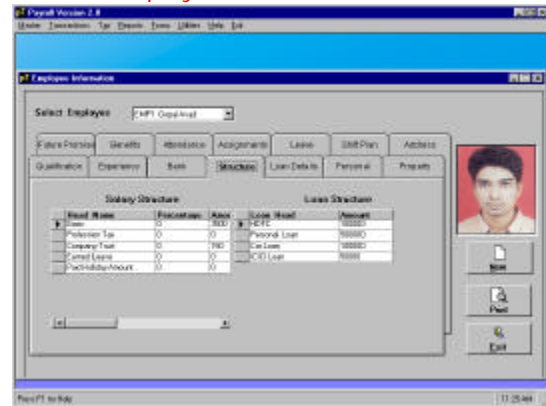
Day-To-Day Transaction : -

Using P7- Payroll system, improve efficiency as follows: -

- Fill up the Attendance Record for the employee.
- Calculates Overtime / Earned Leave / Paid Leave Automatically
- Employee Screen shot view is available at your fingertips at any time.

Security Aspects: -

P7 – Payroll is a standalone package with an optional multi user network module. To ensure Confidentiality and Privacy of employee records and prevent access to the database, multi level user password protection is available. System files and some important forms such as configuration, future promise are also protected likewise.

- Users Level Security: -
  We can define the security as per the users access.
- Menu Level Security: -
  Depending on the users login we can auhorise or restrict usage for accessing the menus.
- Form Level Security: -
  Depending on the configuration we auhorise or restrict usage for accessing the important forms such as Data Management, Future promise.

Reports: -

Using P7 – Payroll System, we get useful and important reports like Transaction report, MIS Report (Statutory report as per government rules & regulation for Provident Fund & ESIC.)

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Listing of Essential Reports :

1) History of Employee. : -

This report gives the total history of employee. Here we can get the Personal information, Address, Qualification, Experience, Bank, Salary Structure, Loan Structure, Leave Structure details, Loan details either pending or not, Company property if issued any, Assignments, and Attendance Details.

2) Employee Attendance Report: -

From this report we can get the details of attendance of employee i.e. how many days he is present / absent, with details on over time if any.

3) Leave Details Report: -

From this report we can get the details of leave taken / balance along with the personal details of employee.

4) Loan Details Report : -

From this report we can get the details of Loan taken / balance along with the personal details of employee. Details of loan installments paid are available.

5) Grade wise list Report: -

From this report we can get a list of employees corresponding to their grade.

6) Department wise list Report: -

From this report we can get a list of employees corresponding to their department.

7) Seniority Report: -

From this report we can get a list of employees corresponding to their seniority i.e. which employee is the senior most in organization or company in descending order.

8) Property Report: -

From this report we can get the detailed report of employees who have been issued company property.

9) List of Employee (Temporary): -

From this report we can get a list of employees who are on temporary basis in the company.

10) List of Employee (Daily Wages): -

From this report we can get list of employees who are working on daily wages basis in a company.

11) Pay Slip - Format I (Simple Pay Slip): -

This is a simple format of pay slip in which we can get earning and deduction of employee in one column only with the employee details.

12) Pay Slip - Format II (With Leave & Loan Details): -

This is another format of pay slip in which we can get earning & deduction of the employee in different column with leave details i.e. leave allocated / balance

leave & Loan details i.e. details of loan installments repaid.

13) Pay Slip - Format III (Without Leave & Loan Details): -

This is same as format II type pay slip without leave and loan details.

14) Pay Slip - Format IV (Two Slips Per Page): -

In this type of pay slip we can print two pay slips per A4 page.

15) Salary Register: -

In this report we can print the list of employees & their salary details for the respective month. i.e. earnings , deductions & Net Salary to maintain Salary Register.

16) Salary Transfer: -

From this report we can get list of employees who's salary is transferred to the bank.

17) Monthly Summary: -

From this report we can get list of employees with their gross salary, deductions, Net salary & Cost to Company of the respective month

18) Yearly Summary (Gross Salary, Deduction, Net Salary & Cost to Company): -

From this report we can get list of employees with their total gross salary, deduction, Net salary & Cost to Company for the respective financial accounting year of the company.

19) Total Summary (Including PF & ESIC Value): -

From this report we can get list of employees with their total gross salary, deductions, Net salary & Cost to Company including the total Provident Fund & ESIC paid by the employee & employer for the respective financial accounting year of the company.

20) Month to Month Comparison: -

From this report we can get Month - Month comparison of employees with their respective gross salary, total deduction & net salary.

21) Attendance Register: -

From this report we can print the attendance register for the respective month

22) Attendance Chart: -

This is the graphical representation of individual employee attendance for the financial accounting year of the company. We can view the Charts in different types such as Bar Chart, Pie Chart & 3D Chart.
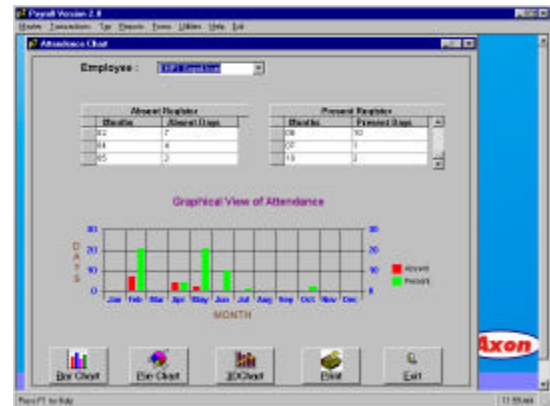
23) Bonus Register: -

This register maintains the list of employees who are eligible for bonus & other information related to bonus.

24) Statuary Report: -

Following report required as per Government Rules can be generated for Provident Fund & ESIC.

I) Provident Fund:
Monthly Provident Report
Form 3A – I
Form 6A
Monthly Summary

II) ESIC:

Monthly ESIC Report
Form 6
Form 6 Challan
Form 7 (Date Wise, Monthly)
Employee / Employer's
Contribution

Grade Wise: -

According to the defined Grade Structure
we can print the following reports:-

Salary Structure:-
 Loan Structure
 Leave Structure

Telephone Directory: -

From this report we can print List of
Telephone Numbers of Company,
Employee & Bank.

Loan: -

Employee Wise: -
From this report we can print list of
employees who have taken the loan with
all details i.e. which Loan taken, Amount
of Loan, Date on which loan was availed.

Paid Loans: -
From this report we can print list of
employees who have repaid all loan
amounts.

Pending Loan: -

From this report we can print list of
employees with unpaid loan amounts.

Installment Paid: -

From this report we can print list of
employees, with details on repaid
installment amounts.

Income Tax: -

As per Government rule, P7- Payroll
System is able to print Income Tax form
(Form 16) for the Employee

Templates: -

If we want to add to new Company /
Employee then sample & blank templates
can be used. Sample Templates have
been given for reference to fill up the
blank form for Company / Employee.

Company: - Sample, Blank
Employee: - Sample, Blank