












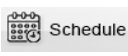



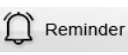





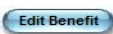






















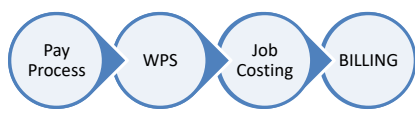
















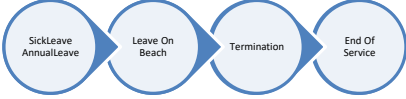














|  Company |  Customer |  Employee |  Device |  Single |  Pay Register |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|  Division |  Supplier |  Overtime Rate |  Verify |  Group |  Payslip |
|  Department |  Profession |  Benefits |  Task & Visit |  Pay Process |  Time Sheet |
|  Cost Center |  Import |  Rules |  Multi Job |  WPS |  Job Costing |
|  Accounts |  Integration |  Shifts |  Daily |  Payment |  HR View |
|  Components |  Job |  Holidays |  Monthly |  Billing |  Exit |
|  Services |  Support Link |  Doc. Types | Upload Daily Entry |  Leave Types |  On Hold |
|  Sessions | Report Captions |  Doc. Codes | EOSB |  Leave |  Reports Detail |
|  Tasks | Report Templates |  Validity |  User Selection |  Annual Leave |  Annual Leave |
|  Schedule | O.B.Accrual |  Selection |  |  Resume |  Leave Schedule |
|  Approve |  |  Reminder |  Validity Report |  Leave Slab |  Payroll View |
|  OnBoard Alert |  |  Dependents | Resume Date |  Termination |  Exit |

DC360 - MANPOWER COMPANY WORKFLOW




















| Sr.No | Task | Module | Colum | Selection |
|-------|----------------------------------------------------------------|--------|-------|----------------------------|
| 1 | Receive Enquiry Through Email or by Cal | ERP | 2 | Enquiry |
| 2 | Update Enquiry Details ,Repeated Follow Up Detail and Progress | ERP | 2 | Enquiry |
| 3 | Approve Enquiry | ERP | 2 | Enquiry |
| 4 | Prepare Quote by calling Enquiry | ERP | 2 | Quotation |
| 5 | Recvison Quotation {Existing Edit History-Treated as Revision} | ERP | 2 | Quotation |
| 6 | Update Progress Status of Quote | ERP | 2 | Quotation |
| 7 | Customer PO Receive and Attach with Quote | ERP | 2 | Quotation |
| | | | | |
| 8 | Create Job (Project)Number | ERP | 1 | Project |
| 9 | Create Job Estimate (Budget) | ERP | 1 | Project |
| 10 | Job (Project) Creation | HRMS | | Job |
| | | | | |
| 12 | Create "CV" Company for capturing CV data | HRMS | | Company |
| 13 | Update candidate (CV)information | HRMS | | Employee |
| 14 | Letter of Offer | HRMS | MENU | HR->Task ->Letter Of Offer |
| 15 | Letter of Acceptance | HRMS | MENU | HR->Task ->Letter Of Offer |
| | | | | |
| 16 | Change Company ID, Update Employee ID | HRMS | | Employee |

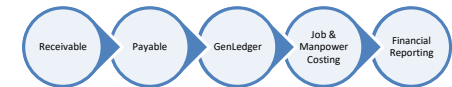
| | | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 16 | Onboarding Process | HRMS |  |  Schedule | |
| 17 | Employee & Company Document Validity Entry (Attachment) | HRMS |  |  Validity | |
| 18 | Reminder For Renewal - Alert | HRMS |  |  Reminder | |
| 19 | Renewed : Mark Inactive & Validity New Entry (Attachement) | HRMS |  |  Validity | |
| 17 | Fix Basic ,OverTime Allowance ,Accrual, Billing Markup / Price | HRMS |  |  Employee   | |
| 11 | Create Job Scheme (Shift) | HRMS | MENU |  Maintain->Shift Creation->Shift(Job) Scheme |  |
| 18 | Assign Job Scheme for Single employee | HRMS | MENU |  Allocate->Shift(Job)Assign->Single | |
| 19 | Assign Job Scheme by Single employee to selected update emp. To View by date Pettyinfo->ShiftView->ScheduleAll.update -emp | HRMS | MENU |  Allocate->Shift(Job)Assign->Multi | |
| 20 | Site Supervisor Permission For Job Time Entry | HRMS | MENU |  Approval->Supervisor Site/Job Access | |
| 21 | Daily Time Entry Update | HRMS |  |  Daily | |
| 22 | Leave & Sick Leave | HRMS |  |  Leave | |
| 22 | Employee Job Transfer | HRMS | MENU |  Approval ->Employee Location/Job Transfer |  |
| 23 | Time Entry Authorization | HRMS | MENU |  Approval ->Employee Location/Job Transfer | |
| 24 | Monthly Time Sheet Process / Job Allocation Automated | HRMS |  |  Monthly | |
| 25 | Time Sheet | HRMS |  |  Time Sheet | |
| 26 | Pay Process(Time), Pay Process (Summary),Pay Process (Group) | HRMS |  |  PayProcess | |
| 27 | WPS | HRMS |  |  WPS | |
| 28 | Payment | HRMS |  |  Payment |  |
| 29 | Pay Slip | HRMS |  |  Payslip | |

| | | | | |
|-------|---------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 30 | Pay Register | HRMS |   Pay Register | |
| 31 | Job Costing | HRMS |   Job Costing | |
| 32 | Payroll Posting | HRMS | MENU  Report->GL->Posting -----> ERP | |
| 33 | Billing Process | HRMS |   Billing | |
| <hr/> | | | | |
| 34 | Leave Management (Different Leave Earing/Avail/Balance) | HRMS |   LeaveSlab | |
| 35 | Annual Leave & Resume | HRMS |   AnnualLeave | |
| 36 | On Beach | HRMS | MENU  HR->Task->Leave On Beach |  |
| 37 | Termination | HRMS |   Termination | |
| 38 | End Of Service | HRMS | MENU  HR->Task->EOSB | |
| <hr/> | | | | |
| 39 | Leave Encashment | HRMS |   AnnualLeave | |
| 40 | Loan and Installment | HRMS |   Employee  | |
| <hr/> | | | | |
| 41 | Document Validity Reminder | HRMS | | |
| 42 | Document Validity Selection | HRMS | |  |
| 43 | Document Validity Action | HRMS | | |
| <hr/> | | | | |
| 44 | Report-1-PaySlip Standard | HRMS | MENU  Report-> Payslip Standard | |
| 45 | Report-1-Payroll Sheet Location(job) | HRMS | MENU  Report->Payroll Sheet - Location | |
| 46 | Report-3-Manpower Job Costing | HRMS | MENU  Report->Manpower - Job Costing | |
| 47 | Report-4-Allowance Register | HRMS | MENU  Report->Benefit Report - Allowance Register | |
| 48 | Report-5-Pay Detail | HRMS | MENU  Report->Report - Pay Detail By Job | |

| | | | | | |
|----|-----------------------------------------|------|------|------------------------------------------------------------------------------------|-----------------------------------------|
| 49 | Report-6-Employee Invoice Rate / Markup | HRMS | MENU |  | Report->Report-Employee Invoice Payment |
| 50 | Report-7-Time Sheet | HRMS | MENU |  | Report->Report-Time Sheet Value |

HRMS & FINANCE

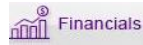
| | | | | |
|----|--------------------------------------------------|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 51 | Inquiry | ERP | 2 |  Enquiry |
| 52 | Quotation & Revision | ERP | 2 |  Quotation |
| 53 | Budget | ERP | 1 |  Project |
| 54 | Advance Receipt | ERP | 2 |  Receipt |
| 55 | Security Cheque | ERP | 2 |  Receipt |
| 55 | Payment For Department & Medical & Insurance ect | ERP | 3 |  Payment |
| 56 | Payroll Entires (Automate HRMS Data) | ERP | 5 |  Journal Entry |
| 57 | WPS Payment | ERP | 3 |  Payment |
| 58 | Billing Entires (Auotmate HRMS Data) | ERP | 2 |  Sales |
| 59 | Receipt & PDC | ERP | 2 |  Receipt |
| 61 | Supplier & Sub Contracting Payable Entires | ERP | 3 |  Purchase |
| 62 | Advance to Supplier & Payment | ERP | 3 |  Payment |
| 60 | JV Entries (Recurring) | ERP | 5 |  Journal Entry |
| 61 | Report Age Receivable | ERP | 2 |  Receivables |
| 62 | Report Age Payable | ERP | 3 |  Payables |
| 63 | Report General Ledger & Trial Balance | ERP | 5 |  Reports  Bank Reco |



64 Report Financial

ERP

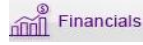
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65 Report Job Costing

ERP

5



R1 REPORT QUICK PS AR AP JL GL TB IS BS JC VT

(PS=POSTING, AR=RECEIVABLE, AP=PAYABLE, GL=LEDGER, TB=TRIAL BALANCE, IS=INCOME STATEMENT, BS=BALANCESHEET, JC=JOB COSING, VT=VATRETURN)

R2 REPORT DETAIL

Reports...

- Accounts Receivable...
- Accounts Payable...
- Inventory Control...
- Consignment...
- Service Mangment...
- Project & Job Cositng...
- General Ledger...
- Financial & Mangement...
- Business Intellegent...
- Company...
- Employee...
- Bank And Cashflow...
- Export...
- Integration...
- E-Audit...

List...

- Customer Master...
- Customer Inquiry
- Customer Followup
- Quotation
- Sales Order...
- Delivery Note...
- 1-Invoice...
- 2-Receipt...
- Prepaid...
- Sales Journal...
- Receipt Journal...
- 3-Accounts Receivable Age Outstandin
- 4-Customer Ledger
- Sales By Channel...
- Sales By Item and Service...
- Sales By Staff...
- Sales By Customer...
- Sales Vat (out)...
- 5-Customer Statement...

Select Report

Close Print Preview Help

Reports...

- Master
- Benefits
- Shift & Schedule
- Time
- Payslip
- Leave
- Validity
- Project
- HR

List...

- TimeSheet - Value
- TimeSheet - More Info
- Time Analysis
- Time Details
- Time Details - Multi Shift
- Time Details - OverTime
- TimeSummary
- Time Download Attendance
- Time Download Check List Report
- Employee Weekly Report
- Employee Weekly Report - Selection
- Employee Break In Out
- Employee Entry Listing - Single
- Employee Entry Listing - Weekly
- Time Summary Company
- Time Entry - Daily