World's first true ERP – One software across your entire organization

MOBILEERP

Low Cost Easy to Use Powerful Cloud ERP

HR & PAYROLL

MobileERP covers more processes and business functions then any other branded costly ERP in market

With other ERPs you will end up buying multiple software's to run your business means more cost, more chaos
With MobileERP you need only one software across your organization means less cost, less chaos.
Empower your existing employee with MobileERP and improve Employee retention and productivity.

2019 Edition. Version 19.

ERP Since Year 2000

MobileERP Softech Pvt. Ltd.

MOBILEERP

DESCRIPTION
☑ Salary to be generated from Biometric device
☑ Generation of Person specific barcode, tracking & validation of attendance.
☑ Travelling expense to be entered by Mobile App & retrieval into software
☑ Payroll Register / Salary Slip
☑ Employee Database
☑ Dynamic HR Letter templates
☑ Appointment Letter Generation
☑ Attendance Management
☑ Recruitment Management
☑ Leave Management – CL/PL/ML
☑ Shift Management - OD
☑ Payroll Generation
☑ PF & ESI calculation
☑ Other Perks calculation
☑ Loan Management
☑ Tax Management
☑ Automatically hits finance
☑ Dashboards

HR-Setup an Organization Employee Chart

MOBILEERP

MobileERP | CRM ▾ | Offer ▾ | Sales ▾ | SCM ▾ | HR ▾ | Finance ▾ | Team ▾ | Work ▾ | Reports ▾ | Boards ▾ | Alerts ▾ | HelpDesk ▾ | Party ▾ | Masters ▾ | SoftRobot ▾ | System ▾

☑ Hide

Masters

Implementation

CSM-Company Structure Mgmt

SCO-Supply Chain Organization

FSM-Factory Structure Mgmt

PLM-Product Life Cycle Mgmt

COA-Chart of Accounts

ORG-Employee Organization Chart

TSM-Taxation Structure Mgmt

LSM-Logistic Structure Mgmt

PSM-Party Structure Mgmt

ORG-Employee Organization Chart Apps

HR Manager	HR Manager	HR Manager	HR Manager	HR Manager
Department	**Designation**	**Employee**	**Apprentice**	**Trainee**

Organization Chart:

- **Company**
  - Administration
  - Directors

Sales&Marketing Department	Procurement Department	Manufacturing Department	HR Department	Accounts Department
Sales Manager	Purchase Manager	Production Manager	HR Manager	Accounts Manager
Sales Executive	Buyer	Shopfloor Operators	HR Executive	Accountants
Customer	Supplier	Item	Employees	Ledger Accounts
Sales Organization	Supply chain	BOM & Process	Organization Chart	Chart of Accounts

HR-Employee self Service

HR

- Recruitment
- Attendance
- Leave
- Payroll
- Benefits
- Appraisal
- Training
- Retirement
- Legal
- Security/Visitors
- Reception
- Expense
- Travel

MobileERP | CRM ▾ | Offer ▾ | Sales ▾ | SCM ▾ | HR ▾ | Finance ▾ | Team ▾ | Work ▾ | Reports ▾ | Boards ▾ | Alerts ▾ | HelpDesk ▾ | Party ▾ | Masters ▾ | SoftRobot ▾ | System ▾

☑ Hide

Employees Apps

Employee Group	Employee Group	Employee Group	Employee Group	Employee Group	Employee Group
LEAVE APPLICATION	ATTENDANCE STATUS	EGLC APPLICATION	LOAN APPLICATION	MONEY REQUIREMENT	CASH WITHDRAWAL
Employee Group	Employee Group	Employee Group	Employee Group	Employee Group	Employee Group
EXPENSE CLAIMS	EXPENSE STATEMENT	IT DECLARATION	PAYROLL STATUS	APRAISAL STATUS	TRAINING REQUEST
Employee Group	Employee Group	Employee Group	Employee Group	Employee Group	Employee Group
MEETING ROOM BOOKING	TICKET BOOKING REQ	OD/SITE VISIT	PURCHASE REQUEST	MY LETTERS	MY STOCK OPTIONS
Employee Group	Employee Group	Employee Group	Employee Group	Employee Group	Employee Group
MY ASSETS	MY MESSAGES	MY CALENDER	MY JOB RESPONSIBLITY	MY KRA Performance	MY BUDGET
Employee Group	Employee Group				
MY TIMESHEET	RESIGNATION				

Recruitment

HR

- Recruitment
- Attendance
- Leave
- Payroll
- Benefits
- Appraisal
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- Retirement
- Legal
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MobileERP | CRM ▾ | Offer ▾ | Sales ▾ | SCM ▾ | HR ▾ | Finance ▾ | Team ▾ | Work ▾ | Reports ▾ | Boards ▾ | Alerts ▾ | HelpDesk ▾ | Party ▾ | Masters ▾ | SoftRobot ▾ | System ▾

☑ Hide | Manpower Requests | Recruit Employees | Recruitment History | Interview History | Vacancy History | Candidate | Employee

Recruitment Apps

Vacancy Manager	QMS Manager	HR Manager	HR Manager	Candidate Manager	HR Executive	Interview Manager	Interview Manager	HR Executive	Candidate Manager
Request	Approve	Vacancies	Published	JobApply	CallLetter	Interview	Selection	OfferLetter	Acceptance

HR Manager	HR Executive	HR Executive	HR Executive
BackgroundCheck	Appointment	Joined	Working

Recruitment

DESIGNATION	JobPosition	RequiredManpower	ExpectedDOJ	VALIDTILL	SITE	RAISED BY	Remarks
Assistants	SALES STAFF-GX 168	2	05/10/2016	31/10/2016	VISMAY	APRILHR	HIGH SCHOOL OR COLLEGE LEVEL GAME XTREME 168 MALL

For Vacancy: SALES STAFF-GX 168

Candidate Library	Applications	Call Letter	Interviewed	Proposed	Joined	Working
SIMON >>>>	SIMON PrintCV	SIMON Print	SIMON Interview Result/ Print(24) / Hire This Candidate			
ANA MARIE >>>>	ANA MARIE PrintCV	ANA MARIE Print	ANA MARIE Interview Result/ Print(24) / Hire This Candidate			
SIMON >>>>	BRYAN PrintCV	BRYAN Print				
ANA MARIE >>>>	REDGEL PrintCV	REDGEL Print				
BRYAN >>>>	BENJIE PrintCV	BENJIE Print				
REDGEL >>>>	JOHN KENNETH PrintCV	JOHN KENNETH Print				
BENJIE >>>>	JOCELYN PrintCV	JOCELYN Print				
JOHN KENNETH >>>>	VERNALYN PrintCV	VERNALYN Print				
JOCELYN >>>>	Call for Interview					
BRYAN >>>>	Enter CV					

Probation Approval

IT Department

Employee	HOD	HR	Management	Accepted	Rejected
	[?]	[?]	[?]	[?]	
	Vishnu Hasmukbhai Rami	Vishnu Hasmukbhai Rami	Vishnu Hasmukbhai Rami	Vishnu Hasmukbhai Rami	
	Executive Assistant	*Executive Assistant*	*Executive Assistant*	*Executive Assistant*	
	🔍	✔ ✗ 🔍	🔍	🔍	

Attendance

Attendance Apps: Build your companies human tracking

Attendance Machine	Mobile Attendance	Excel upload Attendance	TimeSheet
Attendance Machine data upload Muterroll and Attendance card auto prepared from machine data.	**Manual Mobile Attendance Entry** Enter Attendance on Manual entry basis by Keyboard or QRCode.	**Excel Upload Attendance** Upload Formatted Excel Sheet at end of period to prepare Musterroll.	**TimeSheet Self Service** Ask Employees to enter hourly timesheet to make attendance entry.

HR ▾

Recruitment
Attendance
Leave
Payroll
Benefits
Appraisal
Training
Retirement
Legal
Security/Visitors
Reception
Expense
Travel

Date:11/04/2018

Attendance Register for March - 2018 of All Site [ALL]

SR NO	EMPLOYEE NAME	CODE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	P	A	L	WO	T
1	BHATT PRATIK PRADEEP BHAI	42	FD	H	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	BHTT	FD	A	A	24	2	0	5	29
2	DEVIN SANGHAVI	12	FD	H	FD	S	FD	FD	FD	FD	FD	FD	S	A	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	25	1	0	5	30
3	DHAVAL TRIPATHI	52	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	FD	FD	FD	FD	4	27	0	0	4
4	DINESH GOSWAMI	7	FD	H	FD	S	FD	FD	FD	A	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	25	1	0	5	30
5	GAURANG PATEL	1	FD	H	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	26	0	0	5	31
6	HARDIK PANCHIWALA	6	TD	H	FD	S	FD	A	FD	FD	A	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	A	A	A	A	S	FD	FD	FD	FD	A	A	17	8	1	5	23
7	HEMAL P. SHAH	33	FD	H	FD	S	A	FD	FD	FD	FD	TD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	TD	A	22	2	2	5	29
8	ISHAN PATEL	10	FD	H	FD	S	FD	FD	A	FD	FD	FD	S	FD	FD	FD	A	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	A	23	3	0	5	28
9	JAYSHEEL PATEL	16	FD	H	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	A	FD	S	FD	FD	FD	FD	FD	FD	25	1	0	5	30
10	JIGNESH SONAGARA	11	FD	H	FD	S	FD	FD	FD	FD	FD	FD	S	A	A	A	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	23	3	0	5	28
11	KRUNAL PATEL	4	FD	H	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	26	0	0	5	31
12	PARMAR VIJAY BALCHANDRA	44	A	A	A	A	FD	A	A	A	A	A	A	A	A	A	A	A	A	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	13	16	0	2	15
13	PATEL MAYUR KUMAR	53	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0	31	0	0	0
14	PATEL VIKASCHANDRA	55	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0	31	0	0	0
15	PRAJAPATI PRAHLAD	54	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0	31	0	0	0
16	PRATHAM PATEL	3	FD	H	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	26	0	0	5	31
17	PRATIK R. PANCHAL	38	FD	H	FD	S	FD	FD	TD	FD	FD	FD	S	A	HD	FD	FD	TD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	22.5	1.5	2	5	29.5
18	PRIYANKA PAWAR	22	FD	H	FD	S	FD	FD	FD	FD	FD	FD	S	A	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	S	FD	FD	A	FD	FD	FD	24	2	0	5	29
19	RAMESH R. PATEL	32	FD	H	FD	S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	2	27	0	2	4
20	REJILY SUBIN	47	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	A	FD	FD	7	23	0	1	8
21	SHITAL KUMAR	46	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	HD	FD	FD	FD	FD	FD	FD	S	FD	FD	FD	FD	FD	FD	10.5	19.5	0	1	11.5

Office absent: Leave, Travel, EGLC or OD Visit

MOBILEERP

ESS: Employee Self Service for office absent

Leave Application	EGLC Applications	OD Visit Applications	Travel Application
Leave	**Early Going Late Coming Application**	**Outdoor Visits**	**Travel Applications**
Check your Leave Application status and leave balance in leave card.	Check your EGLC Application status and attendance card.	Check your approval status of outdoor visits and attendance cards.	Track status of your travel approvals to provide customer service.

HR ▼

- Recruitment
- Attendance
- Leave →
- Payroll
- Benefits
- Appraisal
- Training
- Retirement
- Legal
- Security/Visitors
- Reception
- Expense
- Travel →

MOBILEERP

LEAVE REGISTER FOR 1ST JANUARY

EMPLOYEE'S NO.   16
EMPLOYEE'S NAME   Jaykrishan Parmar
JOINING DATE   30/05/2016

MONTH	WD	WO	PH	PL	SL	CL	Total
February	1	0	1	0	0	1	3
January	14.5	4	2	1	0	7	28.5
March	24	4	1	0	0	0	29
Total	39.5	8	4	1	0	8	60.5

Name Dr. Bryce Andeson
P.F.NO
Blood Group A+ve
Joining Date 11/11/1998
Birth Date 11/8/1959
Emergency No
Employee No. 1002
Issuing Authority
BusinessName

Name Dr. Bruce Luca
P.F.NO
Blood Group
Joining Date 1/1/1998
Birth Date 7/5/1966
Emergency No
Employee No. 1003
Issuing Authority
BusinessName

QR CODE SCAN ATTENDANCE ENTRY

Dr. Bruce Luca, PhD
Double Helix
Lead Researcher
SME in Biotechnology Ethics

work (555) 555-5444
mobile (555) 515-1515
fax (555) 544-4455
email bruceluca@doublehelix.com

Attendance Entered in Time 09:30 am

Calendar | Add Call | Note

Contacts | Menu

Payroll - Earnings

MOBILEERP

Hide

- Recruitment
- Attendance
- Leave
- Payroll →
- Benefits

Payroll: Employee Payment systems

Payroll	Wages	Contract Labour Pay	Timesheet based Pay
Pay Registers Create Payroll for Employees with Pay Register based on Musteroll	**Wage Registers** Create Wage registers for daily wages based employees not on payroll.	**Contract Labour Payments** Create Registers for Contract Labour Payements.	**Timesheet payroll** Create Payregister based on timesheet based payments.

Payroll Masters

- **Shift Policy**
- **Designations**
- **Departments**
- **Employees**
- **Employees Detail**
- **PayHeads**
- **PayStructures**
- **Prof Tax Limits**
- **Income Tax Limits**
- **Telephone Limits**
- **Holidays Setup**
- **Employee Reporting**
- **Dashboard**

Emp. ID	:	0001	P.F. No.	:-	//
Emp. Name	:	**HARDIK PANCHIWALA**	UAN No.	:-	
Department	:		ESI. No.	:-	
Designation	:-	SITE ENGINEER	Bank A/c No	:-	

WORKING DETAILS		EARNINGS DETAILS			DEDUCTION DETAILS	
		Earnings	Actual	Payable	Deduction	Amount
WD	25.00	Consol.Basic	6000.00	5600.00	P.F	672.00
WO	5.00	D.A.	0.00	0.00	ESI	196.00
PH	0.00	HRA	3,000.00	2800.00	P.T.	150.00
PD	**23.00**	CONV	1400.00	1307.00	TDS/IT	0.00
CL	0.00	SP.All	0.00	0.00	Loan	0.00
PL	0.00	OTH.All	1600.00	1493.00	Advance	0.00
SL	0.00		0.00	0.00	Oth.Ded.	0.00
LWP	2.00	OT/PIB	0.00	0.00		
TOTAL	**28.00**	**Gross Income**	**12000.00**	**11200.00**	**Gross Ded.**	**1018.00**
Rupees		Ten Thousand One Hundred Eighty Two Only			**Net Amount**	**Rs. 10182.00**

Employee Signature & Date

Employer Signature

Payroll – Deductions and taxes

HR ▾

| Hide | MachineData | MissPunchEntry | ManualEntry | ProcessAtnd | Print MusterRoll | Check Latecoming | TransferAtnd | Create Payslip | Print Payslip | Salary Register |

- Recruitment
- Attendance
- Leave
- Payroll
- Benefits

Employee Deductions: Insurance and Taxes

Income Tax	Professional Tax	Security Deposit	Accident/Mediclaim
Form 16 TDS Get Declarations from employees and calculate TDS to be deducted.	**Professional Tax Management** Cut Professional Tax from employee salaries and submit to government.	**Security Deposit** Deduct security deposit from salary to be refunded if employee meets criteria.	**Accident and Medical Claim** Manage deductions of accident and medical claims deductions.

Emp. ID : 0001
Emp. Name : **HARDIK PANCHIWALA**
Department :
Designation :- SITE ENGINEER

P.F. No. :- //
UAN No. :-
ESI. No. :-
Bank A/c No :-

WORKING DETAILS		EARNINGS DETAILS			DEDUCTION DETAILS	
		Earnings	Actual	Payable	Deduction	Amount
WD	25.00	Consol.Basic	6000.00	5600.00	P.F	672.00
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PL	0.00	OTH.All	1600.00	1493.00	Advance	0.00
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LWP	2.00	OT/PIB				
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Rupees	Ten Thousand One Hundred Eighty Two Only				**Net Amount**	**Rs. 10182.00**

Employee Signature & Date

Employer Signature

Benefits Management

HR ▾

- Recruitment
- Attendance
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Employee Benefits: PF/Graduity/ESI/Bonus Systems

PF

Employee Provident Fund
Create Reports for Employee Provident Funds

Graduity

Graduity Management
Enacash Graduity if your services are more then certain years.

ESI

ESI Management
Manage ESI for all your employees so that they can get free medical.

Bonus

Bonus Management
Provide Bonus to Employees as per companies criteria.

📋 PF Reports

- **PF Statement**
- **PF Register**
- **PF Form 5**
- **ECR PF Report**
- **PF Form 3A**
- **PF Form 6A**
- **PF Form 12A**
- **PF Form 10**
- **PF Challan**
- **PF Remittance**

📋 Special Registers

- **LTA Register**
- **LTA Register Sign**
- **Medical Register**
- **Medical Register Sign**
- **PL Balance Register**
- **PL Balance Register Sign**
- **Fine Register**
- **OT Register**
- **Pension Register**
- **ESIC Register**
- **Graduity Registers**

📋 Bonus Management

- **AnnualLoyalty Bonus**
- **ProjectLoyalty Bonus**
- **Attendance Bonus**
- **Create Provision for Bonus**
- **PBM Bonus Report**

📋 Loan Management

- **Loan Applications**
- **Loan Records**
- **Loan Statements**
- **Loan LGR**
- **Loan Statements new**

Appraisal

Appraisal Apps: Appraise your employees work performance

Confirmation	Self-Appraisal	360 degree	Balance ScoreCard
⭐	⭐	⭐	⭐
Employee Job Confirmation	**Employee Self-Appraisal**	**360 degree Appraisal**	**KRA Based Balance ScoreCard**
Do confirmation apprisal for employees on probation.	Make your employee do self-sppraisal.	Employee performance appraisal via 360 degree.	KRA Based Balance Scorecard based appraisal

HR
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Appraisal
For Department: Marketing

SelfAppraisal Reviewed	MeetingPlanned	Interviewed	IncrementGiven	Designation Changed	Department Changed	No Increment	Warning Given	Fired
Amrit	Amrit	Amrit	Tod	Joe	Amrit	Joe	Amrit	Amri
Joe	Joe	Joe		Amrit				
Tod	Tod	Tod						
Foe	Foe							
Jyre	Ami							

Training

HR ▾

- Recruitment
- Attendance
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- Benefits
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Training Management: Train your poor performing employees

Skill Matrix	Training Requisition	Training Execution	Training Calendar
Training Record Management Manage Skill Matrix of Employees to find lacking skills.	**Training Requests** HOD or HR or Employee send request for training.	**Provide Training** Provide Inhouse or outside training against request.	**Publish Training Available** Identify and publish courses on which training available

⊟ Training Requests Approval

IT Department

Employee	HOD	HR	Management	Accounts	Accepted	Rejected
Amish Urvishkumar Bhatt - 🔍	Vivek Rameshchandra Mistry - ✓ ✗ 🔍				Vivek Rameshchandra Mistry *general compuer skills* 🔍	❓ Vishnu Hasmukbhai Rami *hr management* 🔍
					Vivek Rameshchandra Mistry *basic erp operantional skills* 🔍	Vivek Rameshchandra Mistry — 🔍

General Computer Skills Trainee [Join Training]

HR Management HRD Employees Already Joined

CMMI TRAINING MANAGERS [Join Training]

⊟ Training Requests Approval

EMPLOYEEID	EMPLOYEENAME	PHONENO	EMAILADDRESS	PHOTO
17	Vivek Rameshchandra Mistry	-	mobileerp@yahoo.com	

Select Department to Approve Training Requests or to see status of previous requests:

[IT ▾] [Show]

[Enter New Training Request](#)

⊟ Edit Training Requsition Document

TrainingReqID: 34

TrainingReqDATE
03/06/2015 [Cal]

Courses
1 🔍 General Computer Skills

Employee
17 🔍 Vivek Rameshchandra Mistry

Request
-

SuggestedFaculty
-

[SAVE]

MOBILEERP

Employee Separation

Resigns

Employee - John Thomas

John provides Susan with a resignation letter.

Begin Separation Process

Manager - Susan Johnson

Susan updates John's file with his resignation letter and then begins the separation process as two week notice comes to an end.

Conducts Exit Interview

HR Director - Bob Jones

Bob holds the exit interview with John and updates the document appropriately and add comments.

System generates Exit Interview and provides Human Resources with information to conduct this with John. This is also added to John's file.

Separate Employee

HR Director - Bob Jones

Bob is notified to separate the employee.

Employee folder is closed and all employee files are declared as records.

Retirement

MOBILEERP

HR Apps: Build your companies human capital

Recruitment	Employment	Work Tracking	Retirement
Recruitment Process to be followed when recruiting new employee.	**Employee Joining** Processes to be followed when new Employee joins.	**Empoyee work reporting** Employee work reporting apps. Employee is supposed to report daily work done.	**Retirement or Resignation** Process to be followed when employee resigns or retires

HR ▾

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- Retirement →
- Legal
- Security/Visitors
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- Travel

Resignation Rcvd	ExitInterview Taken	Interviewed	Allowed to Leave	Proposed Not to Leave	Accepted Resignation	Refused Resignation	Settlement Done	Service Certificate Given
Amrit	Amrit	Amrit	Tod	Joe	Amrit	Joe	Amrit	Amrit
Joe	Joe	Joe		Amrit				
Tod	Tod	Tod						
Foe	Foe							
Jyre	Ami							
Dire	Bryce							
Ami								

Legal Management

MOBILEERP

HR ▾

Recruitment
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Reception
Expense
Travel

Legal Management: Manage your advocates & cases

Case History	Case Status Register	Judgement Register	Daily Board
Case History	Enter current status of cases	Judgement Register	Daily Board
Manage Case History of company.	Maintain status of cases of company.	Keep judgement document repository.	See your companies daily board.

📅 Calendar

June 2015   today | month | week | day | < | >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 — 9a 📅 Meeting with Opposing Counsel	2	3 — 12p 📅 New client meeting	4 — 11a 📅 Court at 11 AM; 2:30p 📅 Client meeting 2:30 PM	5	6
7	8 — 📅 ABA Annual Conference	9 — 📅 Due date for turning in case documents	10 — 📅 Client mediation	11	12 — 12p 📅 Court 12 PM	13
14	15 — 📅 In-office consultation	16	17	18	19	20

Security / Visitors

Security Management: Management of Security

Visitor Slip	GatePass Check	Security Attendance	Attendance Card
Visitor Register	**GatePass Checking**	**Managing details of security persons**	**Employee Attendance Cards**
System to check visitors coming in and going out.	System to check gatepass for our outgoing vehicles.	Managing attendance and details of incharge person at gate.	Management and checking of Employees attendance.

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VISITOR CARD

Name	: Test Name
Company	: TEST123
Date	: 15/02/2010
In Time	: 10:30 AM Out Time :
Meeting with	: RAJESHRIBEN P. PATEL
Purpose	: BILL
Signature	:

http://192.168.100.118/?UID=...

My Visitor

Sr No	Visitor Name	Company	In Time
1	Test Name	TEST123	10:30 AM
2	Bhimjibhai	Sarasvati Const.	5:00 PM
3	ARYA	Earth Empiers	10:00 AM

Internet   100% ▾

Reception

Reception Management: Management of Reception

Courier Management	Appointments	Reminders	Conference Room
Courier/Post Inward Outward Managing documents going in and out of company.	**Appointments and Meetings** Picking telephones and managing appointment calendars of employees.	**Managing Reminders** Managing reminders for employees, suppliers and customers via phones.	**Conference Room Booking** Booking Conference Room for meetings etc.

HR ▾

- Recruitment
- Attendance
- Leave
- Payroll
- Benefits
- Appraisal
- Training
- Retirement
- Legal
- Security/Visitors
- Reception
- Expense
- Travel

☑ Hide | Daily Complain | Courier Book | Petrol / Diesel | Vehicle Ser. | Mobile Bill | Sunday Vchr | Outgoing Call

RINKU MUKESHBHAI PATEL
RECEPTION
Login for:2015-2016 - SRT

📖 Masters
- **Vehicle**
- **Employee Phone Number**

📖 Reports
- **Daily Complain Book**
- **Mobile Bill Report**
- **Mobile Bill Report Depatmentwise**
- **Petrol Report**
- **Fuel Report**
- **Employee Wise Fuel Report**
- **Vehicle Wise Fuel Report**
- **Out Going Call Report**
- **Vehicle Part Report**

🗐 Change Password
- **My Password Changes**

Welcome to MobileERP

RECEPTION Department ERP System

📖 Missing Data Alerts
- **Duplicate Sunday Voucher** = 114

📖 HR-Alert
- No PETROL UNLOCK THIS MONTH
- No PETROL LOCK THIS MONTH

📖 Reception-Alert
- **PETROL DEISEL LIMIT OVER TODAY** = 89
- **PETROL DETAILS THIS MONTH** = 183

Loans, Encashment, Expense Claims

ESS: Employee Self Service for claims

Loan Applications
Loan Applications
Apply Loans and check your existing loans balances paid and to be paid.

Leave Encashments
Leave Encashment
Apply for Leave Encashment against balance leave available.

OT Encashments
OverTime Encashments
See OT Calendar and apply for OT. See your OT Earning statements.

Expenses Claims
Claims Applications
Track status of your expenses claimed, passed, paid or rejected.

HR ▾

Recruitment
Attendance
Leave
Payroll
Benefits
Appraisal
Training
Retirement
Legal
Security/Visitors
Reception
Expense →
Travel

JAN 16 TO 31 EXPENSE STATEMENT FOR PERIOD 16/01/2019 TO 31/01/2019

EMPLOYEE EXPENSE STATEMENT

#	CODE	ACCOUNTNAME	HEAD	BUDGETED	APPROVED	SANCTIONED	SUPPLIMENTARY	TOTAL SANCTIONED	CLAIMEXPENSE	CHECKED	VARIANCE
1	3333	Conveyance Expenses-Site	Office Expenses	600.00	600.00	600.00	0.00	600.00	0.00	0.00	600
2	3333	Conveyance Expenses-Site	Office Expenses	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00	1000
3	3335	Printing & Stationery	Office Expenses	500.00	500.00	500.00	0.00	500.00	0.00	0.00	500
4	3338	Carting Expenses	Office Expenses	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00	2000
5	3347	Medical Expenses	Office Expenses	500.00	500.00	500.00	0.00	500.00	0.00	0.00	500
6	3358	Local Purchases	Travelling Expenses	500.00	500.00	500.00	0.00	500.00	0.00	0.00	500
7	3358	Local Purchases	Travelling Expenses	2,800.00	2,800.00	2,800.00	0.00	2,800.00	0.00	0.00	2800
8	3361	Others (Specify Nature)	Travelling Expenses	3,782.00	0.00	0.00	0.00	0.00	0.00	0.00	0
9	3361	Others (Specify Nature)	Travelling Expenses	700.00	350.00	350.00	0.00	350.00	0.00	0.00	350
				12,382.00	8,250.00	8,250.00	0.00	8,250.00	0.00	0.00	

EXPENSE REPORT SUMMARY

ACCOUNT HEADS	DEC 16 TO DEC 31	JAN 01 TO 15	JAN 16 TO 31	FEB 01 TO FEB 14
Bank Opening Balance	0	0	0	0
Add Remittance from HO	0	1500	8250	0
Less: Withdrawal of cash	0	1500	0	0
Bank Closing Balance	0	0	8250	0
Cash Opening Balance	0	0	0	0
Receipt of Cash from Bank withdrawal	0	1500	0	0
Receipt from Transfer of Imprest	0	0	0	0
Less: Cash Transferred to Imprest	0	0	0	0
Less: Expenses Incurred	0	0	0	0
Add/Less Adjustments	0	0	0	0
Cash Closing Balance	0	1500	0	0

Petty Cash Expenses Statement

No Bills found

Remittance from HO done

REMITDETID	REMITDATE	EMPLOYEEID	EMPLOYEENAME	BANK	CHQNO	CHQDATE	REFNO	SANCTION	BANKBALANCE	CASHBALANCE	ALREADYPAID	TOTAL	REMIT	SUF
109	17/01/2019	8	Pijush Mohanty	Indusind Bank	077087	17/01/2019	MR/IND/UB/18-19/012	2350	0	0	0	2350	2350	False
132	25/01/2019	8	Pijush Mohanty	Indusind Bank	077093	25/01/2019	MR/IND/UB/18-19/017	5900	0	0	0	5900	5900	True

Pending Remittance from HO

No Remittance PENDING from HO

Departmentwise Expense Tracking

MOBILEERP

EXPENSES WISE TRACKING

Major Expenses	F.Y: 2015-16 (Rs. Lac) April to March 16		F.Y: 2016-17 (Rs. Lac) April to March 17		F.Y: 2017-18 (Rs. Lac) April to Sept 17		F.Y: 2017-18 (Rs. Lac) April to Oct 17		15-16 VS 16-17 TRENDS	F.Y: 2017-18 (Rs. Lac) BUDGET		DEPARTMENT WISE EXPENSES				
	Monthly (Avg.)	% of Sales	Monthly (Avg.)	% of Sales	Monthly (Avg.)	% of Sales	Monthly (Avg.)	% of Sales	Change	Amount	Variance	MARKETING	PRODUCTION	FINANCE	HR	IT
Net Sales (Production Value)	329		305		355		358.14		-24.13							
Raw Material Consumption	125	38.11	112	36.72	138	38.81	134.90	37.67	-13	111	1					
Labor Charges	35.7	10.85	34.4	11.28	49	13.75	45.94	12.83	-1							
Salary & Wages	48.9	14.85	55.4	18.18	67	18.88	67.35	18.81	7							
Tools & Spares	9.3	2.82	9.8	3.21	12	3.40	11.72	3.27	1							
Packing Material	3.1	0.95	2.8	0.91	3	0.90	3.09	0.86	-0							
Consumables	2.8	0.85	2.9	0.97	3	0.62	2.09	0.58	0							
Repairs & Maint.	3.3	0.99	2.7	0.87	3	0.94	3.43	0.96	-1							
Freight Inward	3.1	0.94	3.1	1.01	3	0.85	2.99	0.83	-0							
Power Cost	4.4	1.35	4.5	1.47	5	1.42	5.14	1.43	0							
Freight Outward	4.1	1.25	4.1	1.34	4	0.99	3.54	0.99	-0							
R & D Expense	7.9	2.41	6.8	2.23	8	2.19	7.96	2.22	-1							

Value Added per Employee Tracking

The Indicator is a financial measure that relates the value added to the number of direct people involved in the conversion process .
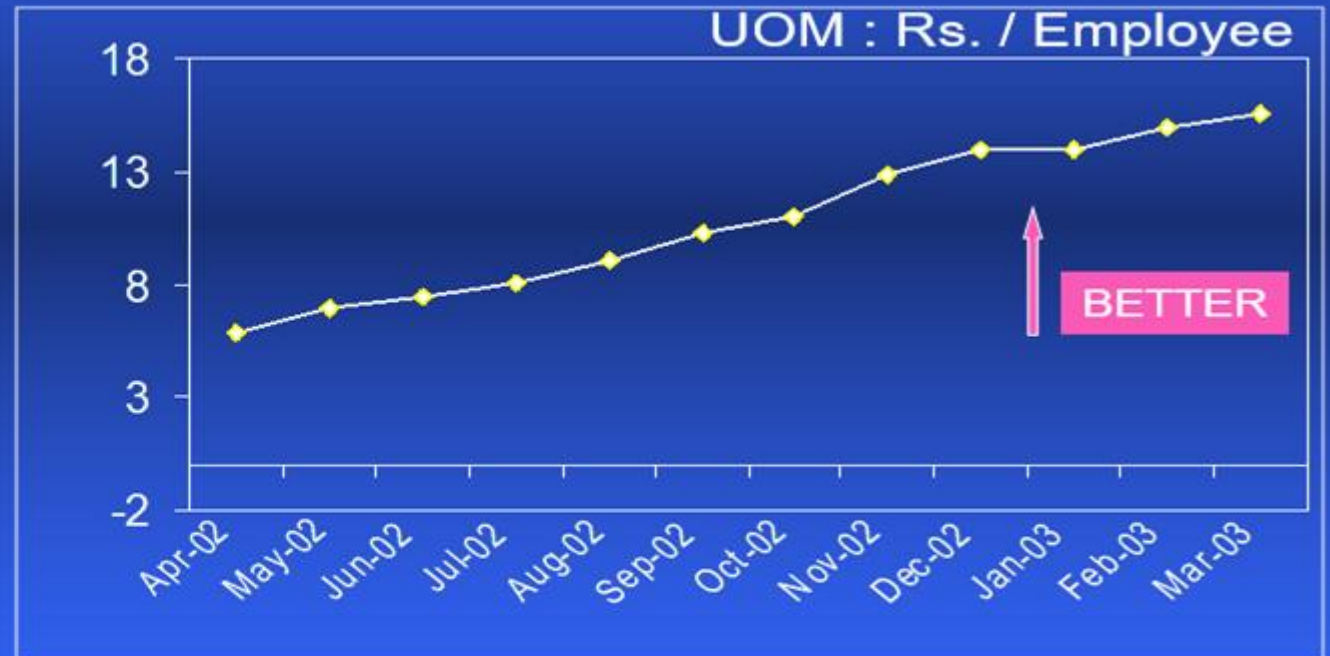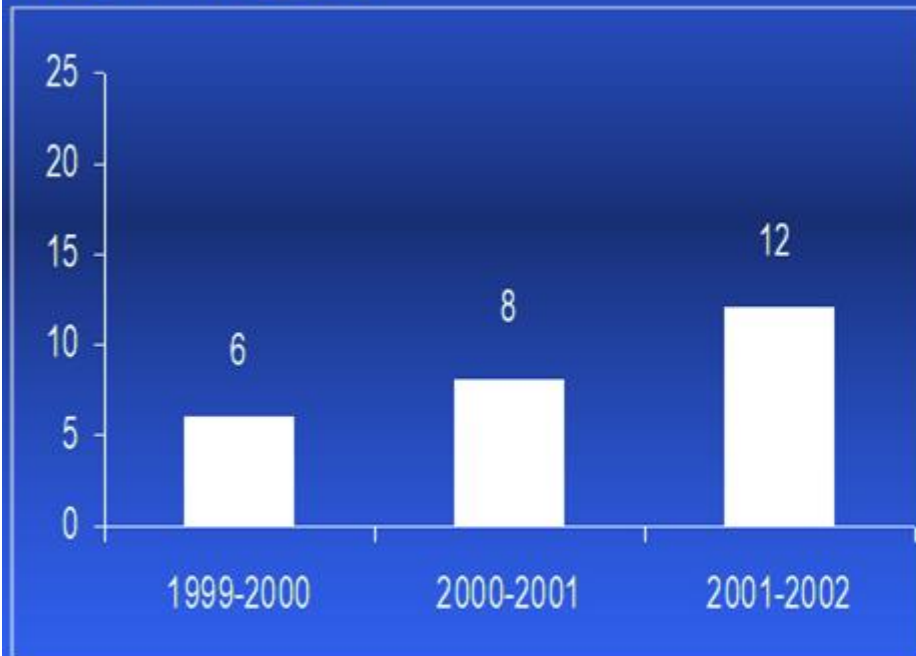
This indicator should increase over time. - Unit for this indicator is Rs / Employee

Total No of Employees means regular employees, temporary employees, subcontracted labor including supporting functions in company such as administration, purchase etc.

Variable Cost : Includes cost of raw materials, bought out components, subcontracted processing, consumable stores, loose tools, repairs and maintenance of plant and equipment, heat, light and power, transport, packaging, production services and other purchased services (i.e. added value is the sum of profit, depreciation, rents + insurance, payroll and benefits, advertising, financial charges and administration overheads)

Employee Cost : Includes cost of Pay Roll plus annual benefits converted to monthly.

PAST TREND

UOM : Rs. / Employee

BETTER

Value Added Per Employee =

$$\frac{\text{Sales - Variable Cost (Annualized)}}{\text{Total No. of Employees}}$$

Value Added per Employee Cost Tracking

The Indicator is a financial measure that relates the value added to total employee cost involved in the conversion process .
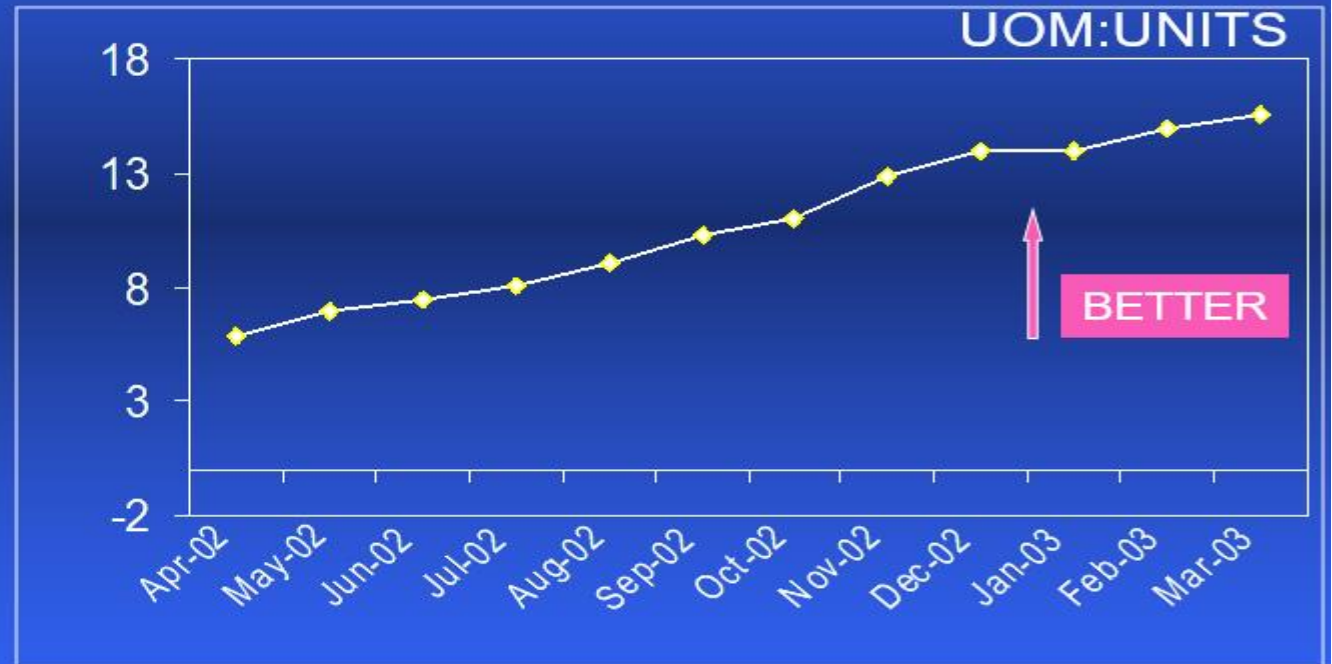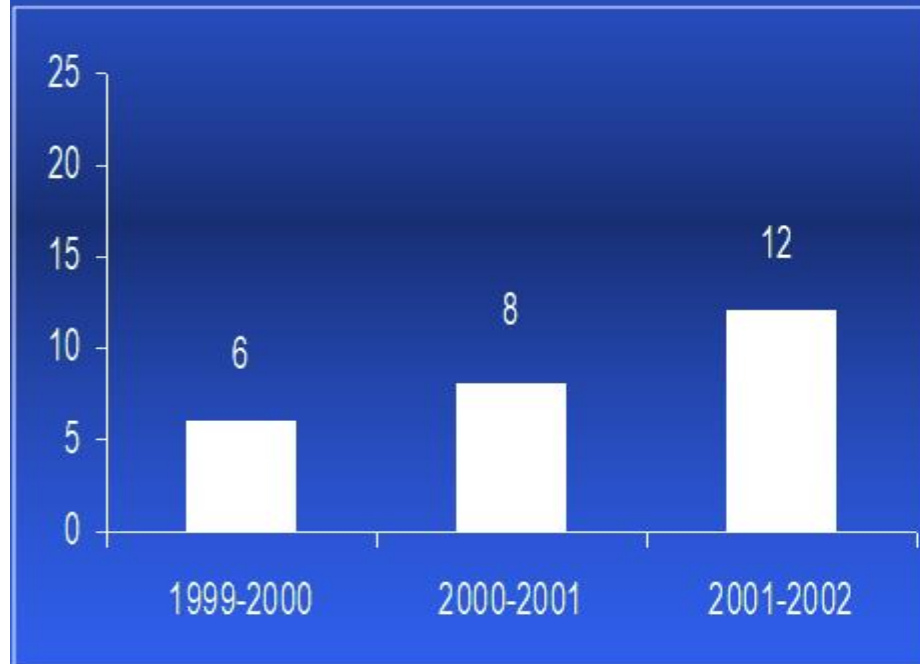
This indicator should increase over time. - Unit for this indicator is Number

Total No of Employees means regular employees, temporary employees, subcontracted labor including supporting functions in company such as administration, purchase etc.

Variable Cost : Includes cost of raw materials, bought out components, subcontracted processing, consumable stores, loose tools, repairs and maintenance of plant and equipment, heat, light and power, transport, packaging, production services and other purchased services (i.e. added value is the sum of profit, depreciation, rents + insurance, payroll and benefits, advertising, financial charges and administration overheads)

Employee Cost : Includes cost of Pay Roll plus annual benefits converted to monthly.
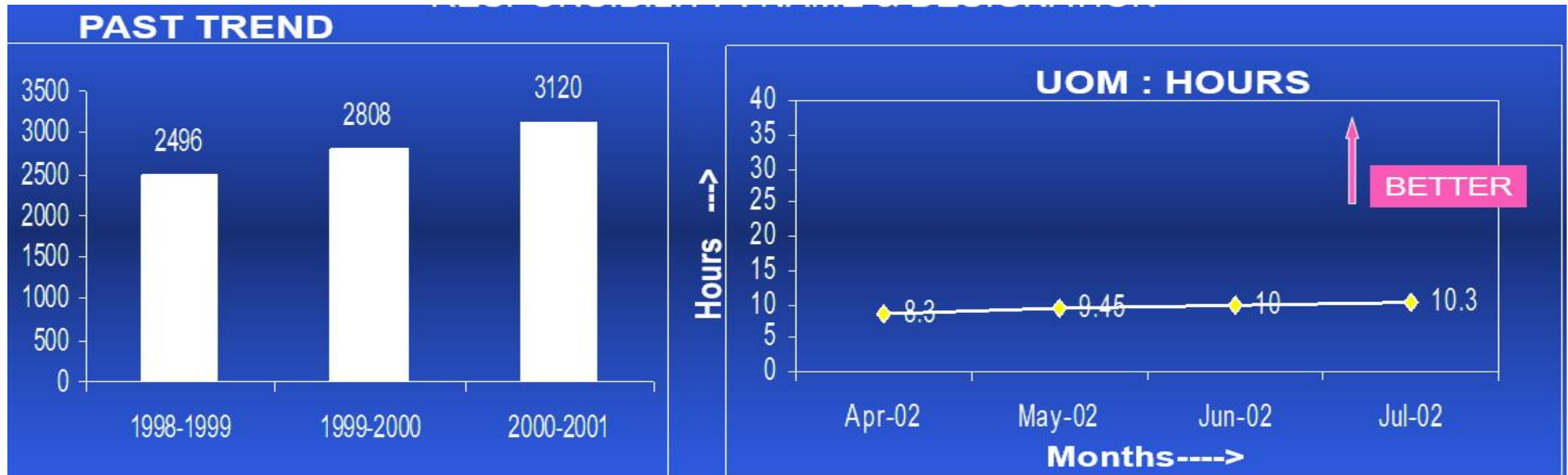

$$\text{Value Added Per Employee Cost} = \frac{\text{Sales - Variable Cost (Annualized)}}{\text{Total Employee Cost}}$$

Labour Productivity Tracking

- **This indices should increase over time.**

- Time lost for line/machine stoppage due to break-downs, non availability of material should be included.

- Exclude time spent on lunch breaks, tea breaks.

- Direct operators-Directly connected with the activity ,e.g.-Production Operators and Subcontract Labour - the no. of direct hours associated with manufacturing of those units.

- Indirect Operators-Indirectly connected with the activity,e.g. -Maintenance Personnel, Power House operators, canteen personnel etc.

- Improvement will be achieved by -increasing the good units produced , reducing overtime, reducing number of operators directly or indirectly including Subcontract Labor connected with the activity.reducing breakdowns,and other losses.

PAST TREND

Year	Value
1998-1999	2496
1999-2000	2808
2000-2001	3120

UOM : HOURS

BETTER

Month	Hours
Apr-02	8.3
May-02	9.45
Jun-02	10
Jul-02	10.3

$$\text{Labor Productivity} = \frac{\text{No. of units produced as per customer requirement}}{\text{Total Number Of Employees Hours (Direct,Indirect,Administrative)}} \times 100$$

Absenteeism Tracking

▸ This indicator measures the willingness of the employees to come to the workplace and perform value addition activities.

▸ Total absenteeism should be measured.

▸ All the employees should be covered.

▸ This indicator should decrease over time. Unit is % - percentage.
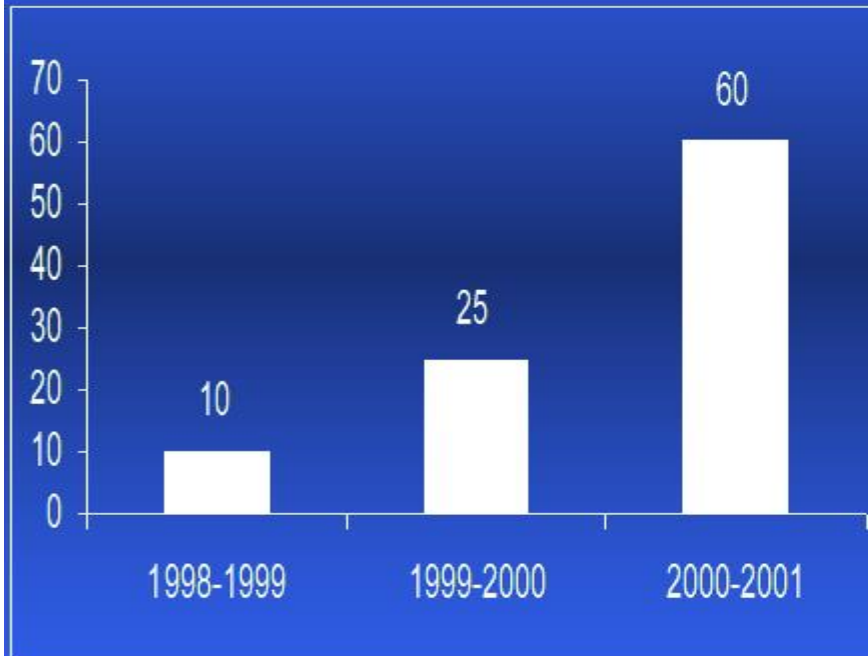
NUMBER OF SUGGESTIONS PER EMPLOYEE

MOBILEERP

▸ This indicator measures the morale of the employees and readiness to accept the change initiatives within the work environment.

▸ No. of employee suggestions means implemented and recorded suggestions.

▸ Total no. of employees means regular employees, temporary employees, subcontracted labor including supporting functions in company such as administration, purchase etc.

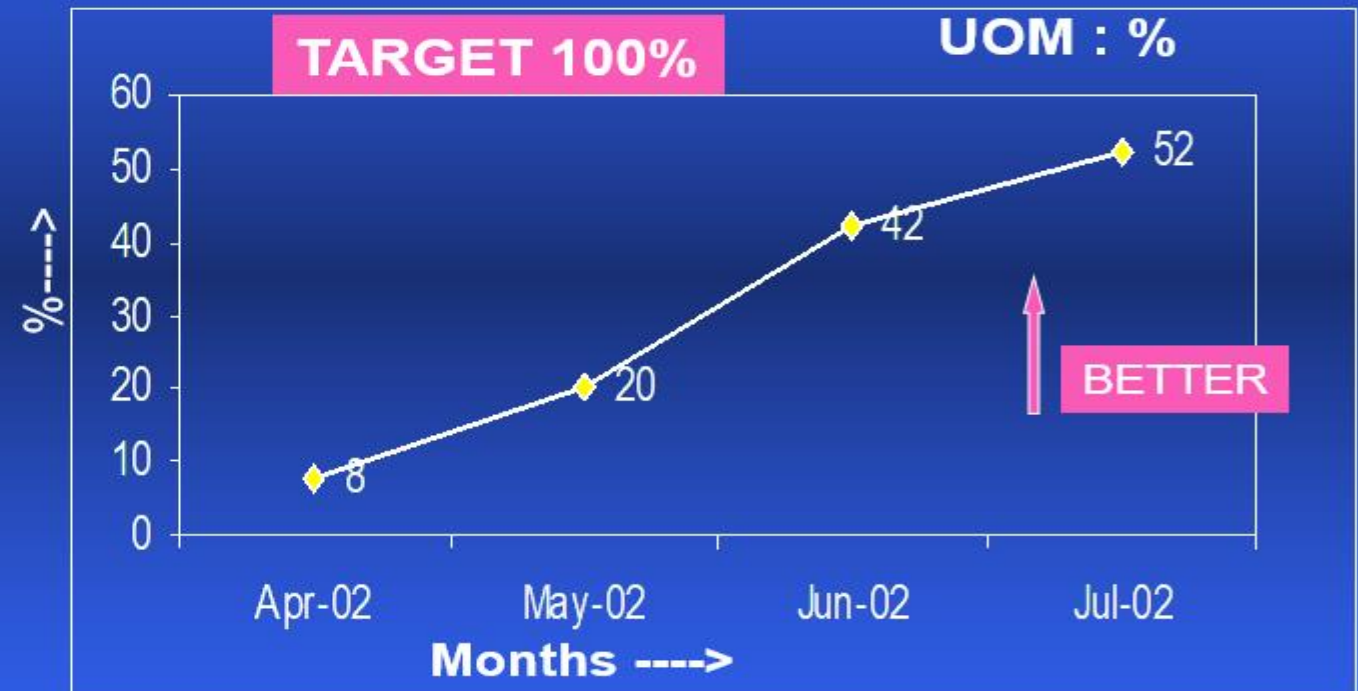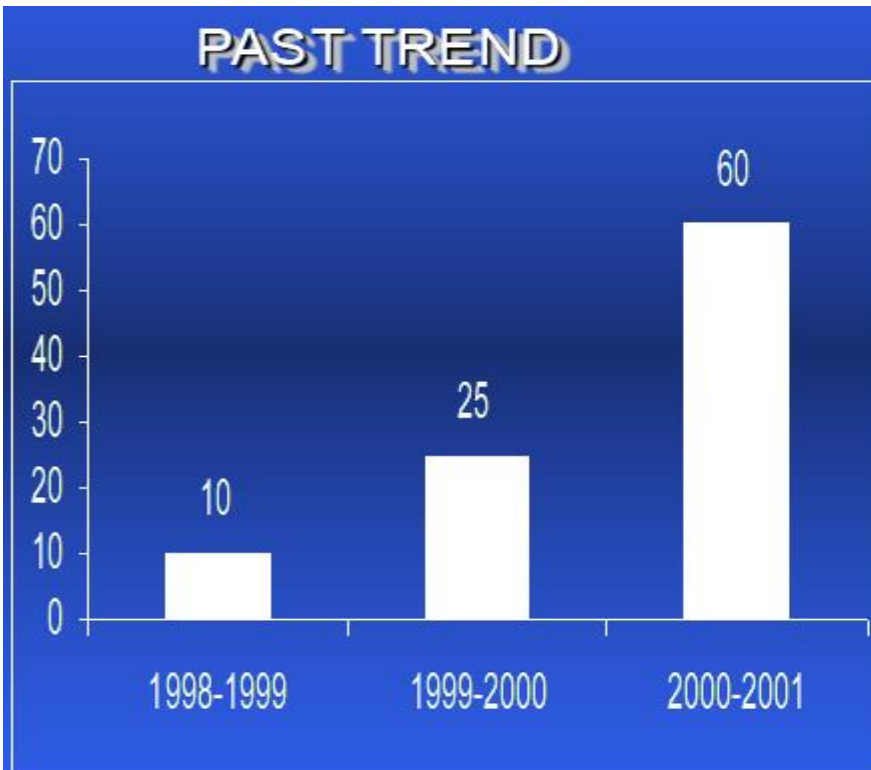▸ **This indicator should increase over time.**

PAST TREND

UOM : NUMBER / PERSON

TARGET 1/Employee/Month

BETTER

No. of Suggestions Per Employee = Total No. of Suggestions / Total No. of Employees

Employees involved in the Improvement activities Tracking

▸ This measure indicates the company wide involvement of the employees in the change initiatives.

▸ This will include cross-functional or team activities in any area of the business (I.e. improvements in logistics, administrative processes and not just manufacturing processes).

▸ All the employees should be covered.   ▸ This indicator should increase over time. Unit is % - percentage.

PAST TREND

Bar chart values:
- 1998-1999: 10
- 1999-2000: 25
- 2000-2001: 60

TARGET 100%   UOM : %

Line chart (% vs Months):
- Apr-02: 8
- May-02: 20
- Jun-02: 42
- Jul-02: 52

BETTER

Months ---->

$$\text{Employees Involved in Improvement Activities} = \frac{\text{No. of Employees Participating in Improvement Activities}}{\text{Total No. of Employees}} \times 100$$

Advantages of MobileERP

Simplify	Automate	Control
1. Employee Work	1. Voucher Entry	1. Costs
2. Document Mgmt	2. Store Entry	2. Employees
3. Mgmt Reporting	3. Weighbridge Entry	3. Collections
4. DataEntry	4. Sales/Tender Entry	4. Process
5. Followups	5. Payments/Rcpt Entry	5. Taxes
etc...	etc...	etc...

Eliminate	Outsource	Liberate
1. Duplicate Work	1. Server Mgmt	1. 9to5 Office work
2. Rework	2. Licensing Issues	2. Set ROWE
3. Repetitive Work	3. Mgmt Consulting	3. 4 hour WW
4. Travelling	4. ERP Development	4. Tensions
5. Couriers	5. Data Entry	5. Worries
etc...	etc...	etc...

INVENTORY:
- Reduction in Inventory cost.
- Reduction in Storage Space.

PURCHASE:
- Reduction in Purchase Material Costs.
- Reduce Order Processing delays & costs
- Improve potential vendor list.

SALES:
- Increased Sales Turnover & Market reach
- Reduce Order processing delays & costs
- Reduce Marketing Costs.

FINANCE:
- Better Cash flow management.
- e-Payment System = fast transactions.
- Reduced payment processing delays
- Reduce Accounting Costs.

PRODUCTION:
- Reduction in scrap, rework & obsolescence costs.
- Increased Machine Utilization
- Increased Plant Utilization & Capacity
- Increased Production Rate
- Reduce Production delays & costs

MANPOWER:
- Increased Labour Productivity
- Increased Manpower Utilization
- Increased Manpower Productivity
- Increased Manpower availability
- Reduced Manpower Costs

TECHNOLOGY:
- Cut information technology costs
- Reduce up gradation / obsolesce cost
- Improve Supply Chain Management
- Reduce Business Cycle Time

DOCUMENTS:
- Reduce Storage & Handling space
- Reduce Storage & Handling costs
- Reduce cost due to paper delays
- Reduce paper & printing costs

COMMUNICATION:
- Reduce Communication costs
- Increase Communication frequency

MANAGEMENT:
- Improved Management information
- Improved Management Control
- Improved Management Decisions