# TaxPro Enterprize Chartered Information Systems Pvt. Ltd.

**Product Features** 



### **General Features**

- 'TaxPro Enterprize' is one of the most powerful tool for Industries, Firms, Companies, Business Organizations etc. to maintain the Large Employee / Deductee / Purchaser Database and execute the Taxation parameters of the same.
- Password Protected User Defined Access for utmost Security Concerns.
- Generation of different types of **MIS (Management Information Systems) Reports** pertaining to four different categories such as Employee, Deductee, Purchaser and Other Clients.
- TaxPro Enterprize Modular Bifurcation.
  - Payroll Management
  - Attendance Management
  - Salary TDS

# **Payroll Management**

- User can define their own **Salary Structure** with most widely accepted standard **Salary Heads** and Customized Salary Heads. Also can define Standard **Deduction Heads** and Customized Deduction Heads.
- Unmatched feature of defining Pay Scale Ranges in an Organization. For a particular Pay Scale Range enter the
  Basic Pay Amount and define the other Salary Heads such as Dearness Allowance, Conveyance Allowance etc. as a
  fixed percentage of Basic Pay Amount.
- Important feature of defining period (time duration) for succeeding **Increment** for a particular Pay Scale Range with appropriate Color Codes.
- Provision to define Organizations Leave Structure with various Types of Leaves. Assign Number of various Types of Leaves with respect to different Levels.

### **Attendance Management**

- Unique Attendance System can be implemented with the help of TaxPro Enterprize at a single click by using Computer interface at the time of entry and exit.
- Multiple Messaging System at the time of Attendance entry for prompt delegation of tasks and reminders.
- Distinctive facility to enter the **remark for Late-In or Early-Out** with the **provision to approve** the same by authorized person.
- Branch and Department wise Shift Management of the Employees.

#### Salary TDS

- Advanced feature of Salary TDS Computation for the Employees who's TDS has been deducted from their Salaries.
- Auto generation of FVU File, Form 27A, TDS Certificates etc. Challan Preparation for Single or Group of Employees on a single click.

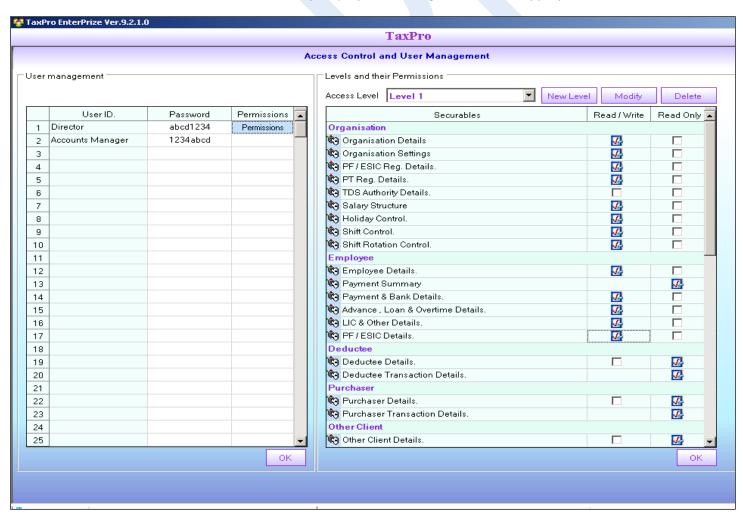


# **TaxPro Enterprize - Product Highlights**

- TaxPro Enterprize is a Complete Payroll and Tax Management Solution for Small, Medium and Large Business Organizations, Industries, Firms, Educational Institutions etc, with excellent performance and incomparable quality and design.
- > TaxPro Enterprize is one of the most powerful and outstanding Software for **Payroll Management and Taxation needs.** Based on the real-time approach of Large Employee Database Management and atomized process of Tax Computations, this Software streamlines the process of Attendance Management, Human Resource Management and Tax Computations in your esteemed Organization.

It offers versatile features for the **Payroll Management; Return Forms, TDS Computations, Generation of Various Reports, Salary Calculation, Salary Slip Generation** and many more.

Password protected **User Defined Access** for utmost Security Concerns. Define Different Users with Access to All or Selective Modules according to their Levels, Authorizations in an Organization. This defines **authorization to access particular Modules or Sub-Modules** with respect to Levels, with criteria of read only / read-write options, as such one can view or modify the details in particular Modules or Sub-Modules. This unparalleled feature enables this Software as a multi-user for each and every Employee in an Organization with appropriate access levels.





> Single Powerful Organization / Deductor Screen enhances Multiple Data Entries.

Create **Organization / Deductor Master Data** with Multiple Options. Add New Organization / Deductor. Also modify the same. Enter all the basic information about the Organization / Deductor such as PAN, TAN, Address, Contact Nos. etc. Provision to enter Bank Details with all the necessary information. Create **multiple Organizations / Deductors** on the same screen with respective details and just select the required Organization / Deductor through dropdown list to view the details.



➤ Data entry of **Branch Details, Sub-Branch Details** on a Single Screen. If the Installation Location is Head Office then requisite Branch Details can be entered, also if Installation Location is Branch Office then requisite Sub-Branch details can be entered. This enables the User to enter the Branch and Sub-Branch details with Employees, Designations, and State etc.

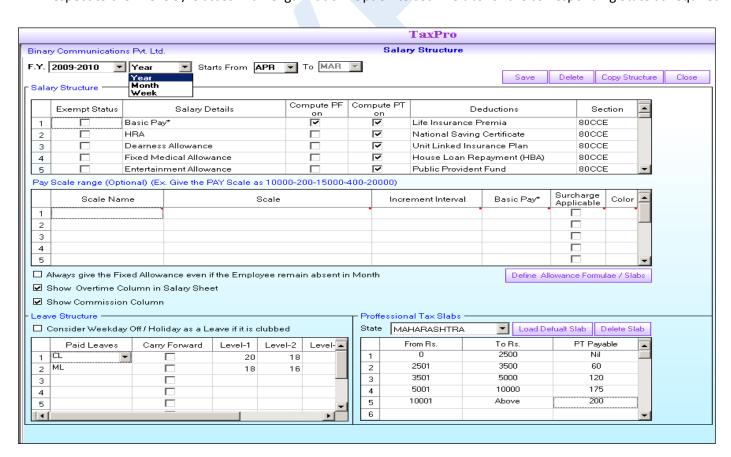
Other Important entries such as **TDS Authority Details**, **Salary Structure Details**, **PF/ESIC Registration Details**, **PT Registration Details** for Organization / Deductor can be entered. This enables the User to enter all the requisite details which play an important role when it comes to Payroll and Taxation.



Cor	porate office and Branch Details	(Note : State is	required for Pro	fessional Tax Computa	tion)
	Branch Office Name	Branch Location	Branch Code	State	
1	Binary Mumbai	Mumbai		MAHARASHTRA	
2	Binary Delhi	New Delhi		DELHI	
3	Binary Kolkata	Kolkata		WEST BENGAL	
4	Binary Chennai	Chennai		TAMILNADU	▼
Bar	nk Details				
	Bank Name	Branch Name	A/c Type	BSR Code (7 Digit)	•
1	HDFC Bank	IT Park	Current	8710241	
2					
3					▼

➤ Unparalleled feature of Salary Structure. Flexibility to define Salary Heads. The User can select Standard Salary Heads and also can define their own Customized Salary Heads with Taxable or Wholly Exempt option with unique flexibility to mark particular Salary Heads for PF Deduction. Provision to define different Pay Scale Ranges with option to set succeeding Increment Period for particular Pay Scale Range. Also flexibility to define Standard Deduction Heads and Customized ones.

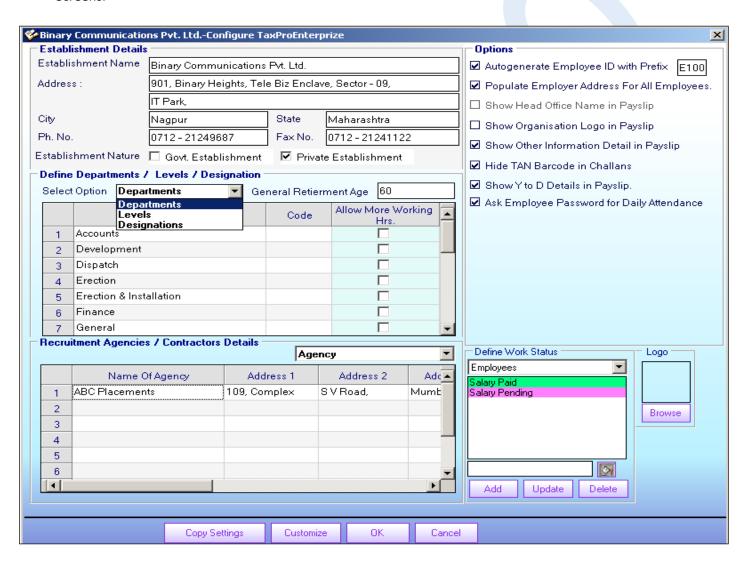
Define the **Leave Structure** in an Organization with assigning Number of Particular Leave Types to Employees with respect to their Levels / Classes in an Organization. Option to set PT Slabs for the corresponding State as required.





Facility to define **Unlimited Departments, Levels and Designations** in an Organization with an option to set the **Shift Applicable** criteria for the particular Departments. Just select the Department and Designation from the dropdown list while entering the Employee Master details, corresponding Level / Class will be automatically assigned.

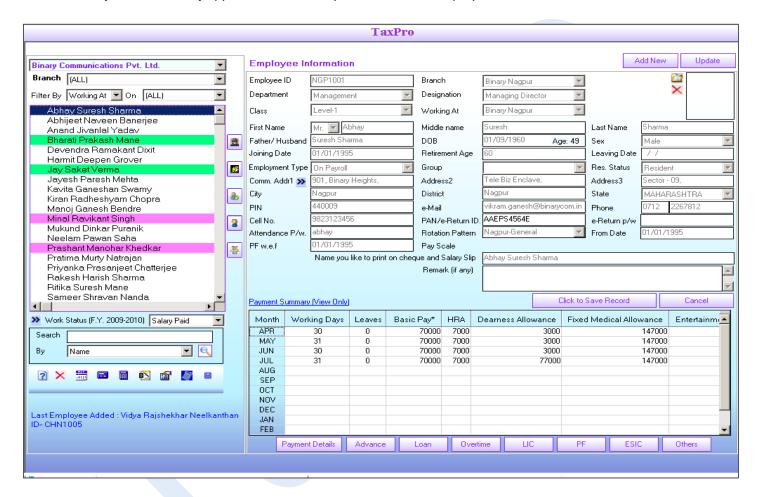
**Customized Work Status** feature enables to define required Work Status with appropriate Color Codes. This feature enables for Status identification for Employees / Dedcutees / Purchasers with unique color codes and also to filter them accordingly. **Customized List** Feature enhances to define different parameters for Deductor, Employee, Deductee, Purchaser and Other Clients. These parameters can be selected from dropdown list while entering Master Details for Deductor, Employee, Deductee, Purchaser and Other Clients, on their respective Screens.





Outstanding Payroll Management Module with out of the box features complying with current and advanced Industry Standards. Unlimited Employee Master Data Storage, Employee Database Management with all the unique features such as Pay Scale Bifurcation, Attendance Register, Payment Statistics, Pay Slip Generation, Salary TDS Computation and many more.

Other Employee Details such as **Bank Account Details**, **Advance Adjustment**, **Loan Adjustment with EMIs**, **Overtime Details**, **LIC Details**, **PF Details**, **ESIC Details** etc. find utmost significance in Payroll Management. Month wise **Payment Summary** appears automatically for each of the Employee.



Advanced feature of **Emailing Salary Slip.** The Salary Slip can be **emailed on a single click** to Single Employee or to Group of Selected Employees from the Employee's email address stored in Employee Master. This advanced feature helps to save the valuable time which may be wasted due to the tedious task of writing the email to each and every employee with an attachment of Salary Slip, which may also be prone to errors in an Organization where Employee strength is vast.

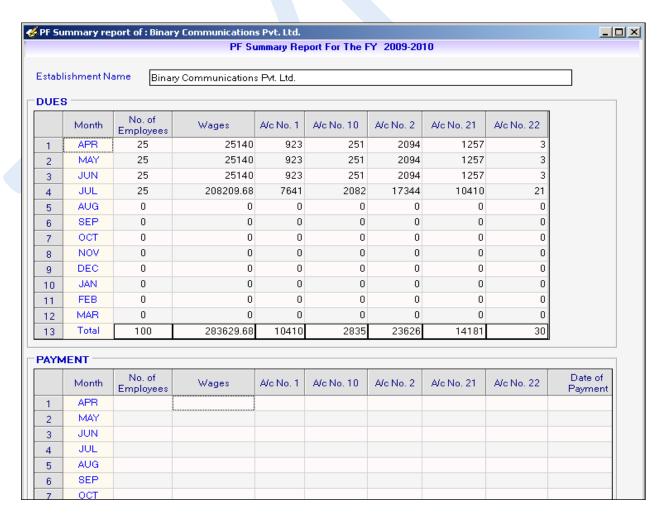


Provision to configure Mail Server settings with appropriate details such as Host Server and other settings.

	nent Details				Prepare Salary Sheet  Earnings					
	Employee Name	Working Days For The Month	Actual Working Days	g No. of Shift worked	Basic Pay*	HRA	Dearness Allowance	Fixed Medical Allowance	Entertainment Allowance	Ī
4	Generate Payslip		31.0	0.0	70000.00	7000.00	3000.00	147000.00	10000.00	
	Generate Payslips For All Employees			0.0	40000.00	4000.00	3000.00	84000.00	10000.00	Ī
8	Export Payslips for All Em	ployees	31.0	0.0	60000.00	6000.00	3000.00	126000.00	10000.00	J
19	E-Mail Salary Slip		31.0	0.0	20000.00	2000.00	3000.00	42000.00	4000.00	ı
	E-Mail Salary Slips for all	Employees	31.0	0.0	50000.00	5000.00	3000.00	105000.00	10000.00	ı
	Generate e-Transfer Text		31.0	0.0	50000.00	5000.00	3000.00	105000.00	10000.00	ı
-	Adjust Loan Installment			0.0	30000.00	3000.00	3000.00	63000.00	10000.00	ı
	·		31.0	0.0	30000.00	3000.00	3000.00	63000.00	10000.00	ı
	Search Employee		31.0	0.0	10000.00	1000.00	2000.00	21000.00	2000.00	J
2	Print/Preview sheet									Þ
	Open Calculator									
۵	Print Cheque									
×	Delete Row			Login Time: 16/06/2009 7:54:48 PM www.taxpro.co.in www.charteredinfo.com						

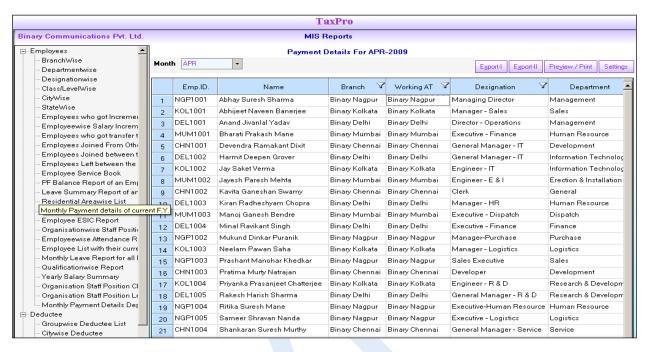
PF Summary Report to view the Employee PF Statistics. This Report displays month wise PF related details such as Dues pending and Payments done with respect to all the Employees who are liable for PF deduction from their Salaries.

Also appropriate bifurcation of PF Amount in respective PF Account Numbers (A/c No.1, A/c No. 10 etc.) with standard percentage deduction as notified by the Government.

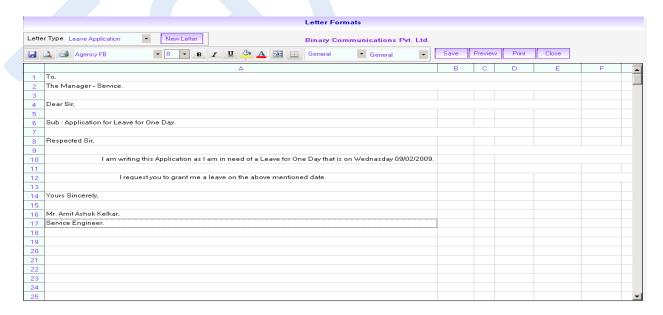




➤ Generation of MIS Reports. This feature enables to generate the various types of MIS Reports with multiple options. Divided into four important heads such as Employees, Deductee, Purchaser and Other Clients, there are various multiple Report Options enhancing the availability to get the specific Reports under each of the heads. In the case of Employee, one can get the multiple Reports such as Branch wise, Department wise, Designation wise, City wise, PF Balance Report, Leave Summary Report, Employee ESIC Report to name the few.



Advanced feature of Customized Letter Formats. Provision to create and save various types of Letter Drafts. This reduces the task of writing the new or same Letter every time. Employees who login through their User ID and Password can just select the appropriate Letter Format, write their Name and Designation and can just send it. Print of the same can be also taken.





Different types of **Templates.** This reduces the tedious task of entering one by one the Master Data for Employee in TaxPro Enterprize Software. In case of transferring Employee Master Data from your existing application, just copy and paste the relevant details in Employee Master Template and Import that Template; the Employee Master Data for all the Employees will be imported at a single click.

Also provision to Import Challan / Deductee Details for Form 24Q, Form 26Q, Form 27Q, Form 27EQ.

Most reliable and real-time approach based **Attendance Management Module.** Attention to detail for Time Management Statistics such as In / Out Time, Grace Period Limit, Late Mark Limit, Overtime, Weekly Off (Once in Week or Random), Late Allowable, Early Exit Allowable etc. with respect to different Departments, Designations and Levels of Employees.

Employee can Login with their Employee ID for Attendance and thus In / Out Time gets registered accordingly. Unique provision to send the messages to Superiors and Sub-ordinates in case of absence or delegation of work etc.

