



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.

TaxPro Enterprize Ver.9.2.1.0

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Access Control and User Management

User management

	User ID.	Password	Permissions
1	Director	abcd1234	Permissions
2	Accounts Manager	1234abcd	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

OK

Levels and their Permissions

Access Level: **Level 1** [New Level] [Modify] [Delete]

Securables	Read / Write	Read Only
Organisation		
Organisation Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organisation Settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PF / ESIC Reg. Details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PT Reg. Details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TDS Authority Details.	<input type="checkbox"/>	<input type="checkbox"/>
Salary Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holiday Control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Rotation Control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee		
Employee Details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payment Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payment & Bank Details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advance , Loan & Overtime Details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIC & Other Details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PF / ESIC Details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deductee		
Deductee Details.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deductee Transaction Details.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Purchaser		
Purchaser Details.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Purchaser Transaction Details.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Client		
Other Client Details.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OK

Corporate office and Branch Details (Note : State is required for Professional Tax Computation)

	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

Bank 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.

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Binary Communications Pvt. Ltd. **Salary Structure**

F.Y. **2009-2010** Year Starts From **APR** To **MAR**

Save Delete Copy Structure Close

Salary Structure Year
Month
Week

	Exempt Status	Salary Details	Compute PF on	Compute PT on	Deductions	Section
1	<input type="checkbox"/>	Basic Pay*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Life Insurance Premia	80CCE
2	<input type="checkbox"/>	HRA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	National Saving Certificate	80CCE
3	<input type="checkbox"/>	Dearness Allowance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unit Linked Insurance Plan	80CCE
4	<input type="checkbox"/>	Fixed Medical Allowance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	House Loan Repayment (HBA)	80CCE
5	<input type="checkbox"/>	Entertainment Allowance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Provident Fund	80CCE

Pay Scale range (Optional) (Ex. Give the PAY Scale as 10000-200-15000-400-20000)

	Scale Name	Scale	Increment Interval	Basic Pay*	Surcharge Applicable	Color
1					<input type="checkbox"/>	
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	
4					<input type="checkbox"/>	
5					<input type="checkbox"/>	

Always give the Fixed Allowance even if the Employee remain absent in Month Define Allowance Formulae / Slabs

Show Overtime Column in Salary Sheet

Show Commission Column

Leave Structure Professional Tax Slabs

Consider Weekday Off / Holiday as a Leave if it is clubbed

	Paid Leaves	Carry Forward	Level-1	Level-2	Level-3
1	CL	<input type="checkbox"/>	20	18	
2	ML	<input type="checkbox"/>	18	16	
3		<input type="checkbox"/>			
4		<input type="checkbox"/>			
5		<input type="checkbox"/>			

State **MAHARASHTRA** Load Default Slab Delete Slab

	From Rs.	To Rs.	PT Payable
1	0	2500	Nil
2	2501	3500	60
3	3501	5000	120
4	5001	10000	175
5	10001	Above	200
6			

- 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.

Binary Communications Pvt. Ltd.-Configure TaxProEnterprise

Establishment Details

Establishment Name: Binary Communications Pvt. Ltd.
 Address: 901, Binary Heights, Tele Biz Enclave, Sector - 09, IT Park.
 City: Nagpur State: Maharashtra
 Ph. No.: 0712 - 21249687 Fax No.: 0712 - 21241122
 Establishment Nature: Govt. Establishment Private Establishment

Define Departments / Levels / Designation

Select Option: **Departments** General Retirement Age: 60

		Code	Allow More Working Hrs.
1	Accounts		<input type="checkbox"/>
2	Development		<input type="checkbox"/>
3	Dispatch		<input type="checkbox"/>
4	Erection		<input type="checkbox"/>
5	Erection & Installation		<input type="checkbox"/>
6	Finance		<input type="checkbox"/>
7	General		<input type="checkbox"/>

Recruitment Agencies / Contractors Details

Agency: **Agency**

	Name Of Agency	Address 1	Address 2	Adc
1	ABC Placements	109, Complex	S V Road,	Mumb
2				
3				
4				
5				
6				

Options

- Autogenerate Employee ID with Prefix E100
- Populate Employer Address For All Employees.
- Show Head Office Name in Payslip
- Show Organisation Logo in Payslip
- Show Other Information Detail in Payslip
- Hide TAN Barcode in Challans
- Show Y to D Details in Payslip.
- Ask Employee Password for Daily Attendance

Define Work Status

Employees: **Salary Paid** **Salary Pending**

Logo:

- 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.

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Binary Communications Pvt. Ltd.

Branch: [ALL]

Filter By: Working At On [ALL]

- Abhay Suresh Sharma
- Abhijeet Naveen Banerjee
- Anand Jivanlal Yadav
- Bharati Prakash Mane**
- Devendra Ramakant Dixit
- Harmit Deepen Grover
- Jay Saket Verma**
- Jayesh Paresh Mehta
- Kavita Ganeshan Swamy
- Kiran Radheshyam Chopra
- Manoj Ganesh Bendre
- Minal Ravikant Singh**
- Mukund Dinkar Puranik
- Neelam Pawan Saha
- Prashant Manohar Khedkar**
- Pratima Murty Natrajan
- Priyanka Prasanjeet Chatterjee
- Rakesh Harish Sharma
- Ritika Suresh Mane
- Sameer Shraavan Nanda

Work Status (F.Y. 2009-2010) Salary Paid

Search: _____

By: Name

Last Employee Added : Vidya Rajshkhar Neelkanthan ID- CHN1005

Employee Information Add New Update

Employee ID	NGP1001	Branch	Binary Nagpur
Department	Management	Designation	Managing Director
Class	Level-1	Working At	Binary Nagpur
First Name	Mr. Abhay	Middle name	Suresh
Father/ Husband	Suresh Sharma	DOB	01/09/1960 Age: 49
Joining Date	01/01/1995	Retirement Age	60
Employment Type	On Payroll	Group	
Comm. Addr1	901, Binary Heights,	Address2	Tele Biz Enclave,
City	Nagpur	District	Nagpur
PIN	440009	e-Mail	vikram.ganesh@binarycom.in
Cell No.	9823123456	PAN/e-Return ID.	AAEPS4564E
Attendance P/w.	abhay	Rotation Pattern	Nagpur-General
PF w.e.f	01/01/1995	Pay Scale	

Name you like to print on cheque and Salary Slip: Abhay Suresh Sharma

Remark (if any): _____

Payment Summary (View Only) Click to Save Record Cancel

Month	Working Days	Leaves	Basic Pay*	HRA	Dearness Allowance	Fixed Medical Allowance	Entertainm
APR	30	0	70000	7000	3000	147000	
MAY	31	0	70000	7000	3000	147000	
JUN	30	0	70000	7000	3000	147000	
JUL	31	0	70000	7000	77000	147000	
AUG							
SEP							
OCT							
NOV							
DEC							
JAN							
FEB							

Payment Details Advance Loan Overtime LIC PF ESIC Others

- 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.



- **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.

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Binary Communications Pvt. Ltd. **MIS Reports**

Payment Details For APR-2009

Month: **APR** [Export-I] [Export-II] [Preview / Print] [Settings]

	Emp.ID.	Name	Branch	Working AT	Designation	Department
1	NGP1001	Abhay Suresh Sharma	Binary Nagpur	Binary Nagpur	Managing Director	Management
2	KOL1001	Abhijeet Naveen Banerjee	Binary Kolkata	Binary Kolkata	Manager - Sales	Sales
3	DEL1001	Anand Jivanlal Yadav	Binary Delhi	Binary Delhi	Director - Operations	Management
4	MUM1001	Bharati Prakash Mane	Binary Mumbai	Binary Mumbai	Executive - Finance	Human Resource
5	CHN1001	Devendra Ramakant Dixit	Binary Chennai	Binary Chennai	General Manager - IT	Development
6	DEL1002	Harmit Deepen Grover	Binary Delhi	Binary Delhi	General Manager - IT	Information Technolo
7	KOL1002	Jay Saket Verma	Binary Kolkata	Binary Kolkata	Engineer - IT	Information Technolo
8	MUM1002	Jayesh Paresh Mehta	Binary Mumbai	Binary Mumbai	Engineer - E & I	Erection & Installation
9	CHN1002	Kavita Ganeshan Swarry	Binary Chennai	Binary Chennai	Clerk	General
10	DEL1003	Kiran Radheshyam Chopra	Binary Delhi	Binary Delhi	Manager - HR	Human Resource
11	MUM1003	Manoj Ganesh Bendre	Binary Mumbai	Binary Mumbai	Executive - Dispatch	Dispatch
12	DEL1004	Minal Ravikant Singh	Binary Delhi	Binary Delhi	Executive - Finance	Finance
13	NGP1002	Mukund Dinkar Puranik	Binary Nagpur	Binary Nagpur	Manager-Purchase	Purchase
14	KOL1003	Neelam Pawan Saha	Binary Kolkata	Binary Kolkata	Manager - Logistics	Logistics
15	NGP1003	Prashant Manohar Khedkar	Binary Nagpur	Binary Nagpur	Sales Executive	Sales
16	CHN1003	Pratima Murty Natrajan	Binary Chennai	Binary Chennai	Developer	Development
17	KOL1004	Priyanka Prasanjeet Chatterjee	Binary Kolkata	Binary Kolkata	Engineer - R & D	Research & Developpr
18	DEL1005	Rakesh Harish Sharma	Binary Delhi	Binary Delhi	General Manager - R & D	Research & Developpr
19	NGP1004	Ritika Suresh Mane	Binary Nagpur	Binary Nagpur	Executive-Human Resource	Human Resource
20	NGP1005	Sameer Shravan Nanda	Binary Nagpur	Binary Nagpur	Executive - Logistics	Logistics
21	CHN1004	Shankaran Suresh Murthy	Binary Chennai	Binary Chennai	General Manager - Service	Service

- **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.

Letter Formats

Letter Type: **Leave Application** [New Letter]

Binary Communications Pvt. Ltd.

Agency: **Agency FB** [Save] [Preview] [Print] [Close]

1	To,				
2	The Manager - Service.				
3					
4	Dear Sir,				
5					
6	Sub : Application for Leave for One Day.				
7					
8	Respected Sir,				
9					
10	I am writing this Application as I am in need of a Leave for One Day that is on Wednesday 09/02/2009.				
11					
12	I request you to grant me a leave on the above mentioned date.				
13					
14	Yours Sincerely,				
15					
16	Mr. Amit Ashok Kelkar,				
17	Service Engineer.				
18					
19					
20					
21					
22					
23					
24					
25					

- 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.

TaxPro

Binary Communications Pvt. Ltd.
Shift Rotation

Shift Rotation Master

Fixed Rotation

Rotation Pattern:

Rotation Period:

Rotation Details			
	Branch	Shift Name	Code
1	Binary Nagpur	NgpGen	Nagpur
2			
3			
4			
5			
6			

Datewise Rotation

Rotation Pattern:

Rotation Details					
	Branch	Shift Name	Code	From Date	To Date
1					
2					
3					
4					
5					
6					

Assign Shift Rotation

Branch: Working AT:

Department: Designation:

Class / Level: Employee:

Apply Rotation Pattern to all employees of selected criteria

Pattern Name: Start Shift: w.e.f:

	Name	Rotation w.e.f	Assign Rotation Pattern	Start Shift
1	Abhay Sharma	01/01/1995	Nagpur-General	Nagpur
2	Abhijeet Banerjee	01/04/2002	Kolkata-General	Kolkata
3	Anand Yadav	01/04/2000	Delhi-General	Delhi
4	Bharati Mane	01/04/2000	Mumbai-General	Mumbai
5	Devendra Dixit	01/04/2000	Chennai-General	Chennai
6	Harmit Grover	01/04/2003	Delhi-General	Delhi
7	Jay Verma	01/01/2005	Kolkata-General	Kolkata
8	Jayesh Mehta	01/04/2000	Mumbai-General	Mumbai
9	Kavita Swamy	01/04/2006	Chennai-General	Chennai
10	Kiran Chopra	01/04/2004	Delhi-General	Delhi
11	Manoj Bendre	01/01/1999	Mumbai-General	Mumbai
12	Minal Singh	01/04/2005	Delhi-General	Delhi
13	Mukund Puranik	01/04/2000	Nagpur-General	Nagpur
14	Neelam Saha	01/04/2004	Kolkata-General	Kolkata
15	Prashant Khedkar	01/04/2007	Nagpur-General	Nagpur
16	Pratima Natrajan	15/02/2006	Chennai-General	Chennai
17	Priyanka Chatterjee	01/04/2007	Kolkata-General	Kolkata
18	Rakesh Sharma	01/04/2005	Delhi-General	Delhi
19	Ritika Mane	01/04/1999	Nagpur-General	Nagpur
20	Sameer Nanda	01/04/2008	Nagpur-General	Nagpur
21	Shankaran Murthy	01/04/1995	Chennai-General	Chennai