

ERP – CBS [Complete Business Solution]

CBS [Complete Business Solution] ERP solution can fully automate all major functional areas of an established enterprise. Solution comprises of following modules:

- Company
- Item
- Store
- Purchase
- Production
- Sales and Marketing
- Export Documentation
- Financial Accounting
- Job Work
- Human Resource

COMPANY

This Module is used to form a company in VIENNA CBS Forge and to define the Company details & Tariff and Duties that will be used by it. Company Details includes the CST/ VAT Number and Date, Range, Divison, and Opening Excise balance etc. Tariff and Duties includes both custom and excise tariffs details. This module is used to set the Permissions for the employees both at Department and User level.

Masters

Company	
Company Master	To enter the various details of a company like CST/VAT No/Date, Excise information etc.
Tariff and Duties	
Custom Tariff	To view and edit fields related to Custom Tariff Master, your company deals
Excise Chapter Heading	To define different Excise Chapter Headings with certain % rates and description.
Tax Master	To define various in/out tax along with their corresponding percentages.
Excise Opening Balance	To enter excise opening balance i.e. currently available in Store Excise Registers.

Transactions

Users

User Master	To create new user, View existing users, edit existing user and delete existing user
Department Permission	To set the Department Permission.
User Permission	To set the User Permission

Reports

Excise Chapter Heading	To Display the Excise Chapter heading
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ITEM

This module is used to define all the items that are used by the company. Items include Capital Goods (CG), Consumable Goods (CN), Raw Material (RM) and Finished Goods (FG). This module is also used to define all the related attributes of an Item.

Masters

Attribute master	To define all the attributes related to an Item
Grade Master	To define all the grades related to an Item
Item Group Master	To create Item Group Masters used for classification of Items
Item Category Master	To create Item Category Masters used for classification of Items
UOM Master	To define various Units of Measurements
Item Master	To define Items like RM,FG,CG,CN

Transactions

Cost Sheet

Item BOM	To generate Cost Sheet of each product that contains the unit conversion formats and cost parameters of certain FG Item
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Reports

Item group Master	To display the details of name of Item group name and remarks along with their codes.
Item Category Master	To display the details of name of item categories, Item Group Name, remarks along with their codes.
Item Listing	To display the details of items along with their group name, category name, UOM and specification.
Item Listing Group wise	To display the details of name of items groups wise.

STORE

CBS Store Module covers all stock related functions of an organization. Stock management and valuation activities, which form the backbone of any organization generally, take a lot of time and resources. CBS Store Module handles all the store activities of issues, dispatches, receipts and quality control. It keeps track on the inventory items, such as RM (Raw Material), FG (Finished Goods) and other Consumable Items. The lot wise stock of each item is maintained and various reports are provided for tracking stock movement.

Transactions

Opening Stock

Opening Stock	To enter the Opening Stock of all inventory items of the company.
Material Adjustment	For making material adjustment when there is difference between physical and Actual Stock

Material Receipt

Gate Entry	To generate Gate Entries of all items those comes in the gate.
Direct Material Receipt	To capture direct Material Receipt with in the date range.
Material Receipt (GRN)	To capture receipts of all type of materials like RM (Raw Material), CN (Consumable Goods), CG (Capital Goods) and FG (Finished Goods).
Customer Rejection	To keep record of material return by the

	customer.
Material Return	To keep record of material return by the Production due to surplus after use.
Gate Entry Deletion	To delete the gate entries from selection list which not required any receipt or Challan Entry (IN).
Material Issue	
View Stock Out	To generate Gate Entries of all items those goes out of the gate.
Issue Slip	To generate a Material issue slip against some requisition for material.
Gate Pass	To generate a gate pass for sending material outside the company
Purchase Return	To return RM I.e. rejected by QC to the concerned Vendor.
Material Requisition	
Material Requisition	To generate a requisition or request form for the required material from store.
Indent Entry	To generate an Indent to Purchase Department for required or short materials in Store.
Material Completion	To manually complete MRN (Material Receipt Note) those are not completed fully
Quality Control	
GRN Forwarding	To forward the GRN (Goods Receipt Note) to QC.
Quality Check	To check quality of materials either RM (Raw Material) or FG (Finished Good).

Reports

Stock Register	To display the details of items present in the stock.
Stock Evaluation	To evaluate the amount of stock present in the store
Material Return Report	To Display the description of material issued date, issued quantity, Returned Quantity.
Stock Ledger	To display the details of the Stock ledger.
Material Adjustment	To display the details of material adjustments on particular date or between

	the dates.
Rejection Letter to Party	To issue rejection letter to the party.
Department Wise Issue	To show the department wise issue of items contains description of heat no, heat code issue date and issued quantity
Item wise Issue	To display the Items which are issued on particular date or between dates.
Purchase Return register	To display the Items which are returned to the vendor on particular date or between dates
Material pending for Approval	To display the material which is left for the approval.
Receipt Master	To display the details of goods received of a particular vendor against a particular receipt.
Party wise Receipt	To display the party wise receipt on a particular date or between the dates.
Item wise receipt Report	To display the Item wise receipt which is received on a particular date or between dates.
Daily Receipt	To display the Items which are received on a particular date or between dates.
FSN Analysis	To classify the items in to three groups i.e. Fast ,Slow and Non Moving Item
ABC Analysis	To Evaluate the items based on Consumable Rate, Balance and Grade.

PURCHASE

CBS Purchase aims at the smooth functioning of the purchase department in an organization. The activities start from inviting quotations resulting in purchase order creation along with its approval by the authorized person. A list of all the vendors of the company is maintained along with the job workers.

Masters

Vendor / Job Worker	To define Vendors and Job Workers in their masters to be used in modules of this ERP.
Payment Master	To define the payment terms used by the company for Invoice or other dealings with

	their customers.
Term Master	To define the terms & conditions of Company for dealings with their customers.
Steel Price Master	To enter prices of different RM from different Vendors.

Transactions

Item Vendor Linkage

Item Vendor Linkage	To link the vendors with items those they are providing.
Vendor Service Rating	To link the vendors with items which they are providing.

Indent Allocation

Indent Allocation	To allocate indent generated by the stores to a person.
Indent Allocation to PO	To adjust Indents raised by Store with Purchase Orders those are generated open and not against certain Indent or Quotation.

Quotations

RFQ	To generate a RFQ (Request For Quotation).
Quotation Receive Master	To capture all received quotations against RFQ(s) along with Vendor Description, Item Details & Item Price etc.
Quotation Negotiation	To capture all received Negotiations against RFQ(s) along with Vendor Description, Item Details & Item Price etc.
Quotation Comparison	To fill up final price in quotation after negotiation with vendor and a comparison view to monitor the difference between quoted prices of different vendors

PO Generation

Purchase Order	To generate a Purchase Order (PO) along with the details of Items required vendor, delivery schedule, payment terms& other conditions.
PO Approve Cancel	For Approving or canceling PO by an authorized person of Purchase.
PO Amendments	To make alterations in the Purchase Order

	(PO) along with the details of Items required vendor, delivery schedule, payment terms& other conditions.
PO Amendments Approval	For Approving or canceling the amendments make in the PO given by an authorized person of Purchase.
PO Completion	To cancel the already generated PO.
Material Approval and Verification	
Receipt Rejection Authorization	Authorization of Rejection of RM from QC i.e. received from some Vendor.
Payment Authorization	To authorize the payment of vendors against certain invoices by some authorized person of Purchase

Reports

Vendor Listing	To display the details of Vendors and Job workers.
Item Listing of Vendors	To display the list of items provided by the Vendor.
Item Wise vendors	To display details of goods provided by each Vendor
Vendor wise Item wise receipt report	To display details of received items Vendor wise and Item Wise
Vendor Rating	To display the ratings of Vendors including Service rating, Acceptance rating and Service Rating.
RFQ	To generate RFQ's for the vendors.
RFQ Listing	To display the list of vendors to whom a particular RFQ is sent.
Quotation Comparison Form	To display the list of Approved and Cancel Quotations.
Purchase Order	To view the details of generated Purchase Orders against vendors.
PO Register	To display the details of generated PO's.
Purchase Order for Vendor	To generate a purchase order for Vendors
PO Amendment Listing	To display the list of Amendments for a particular PO.
PO Completion Log Sheet	To display the list Cancelled PO's
PO Cancellation Letter	To generate a PO cancellation letter in case of Cancellation of PO or some adjustments

	has been made in the PO.
Steel Price Master listing	To display the details of Items which are defined by the User in the Steel Price Master.

PRODUCTION

CBS Production Module helps production planning and material management of Forging Industry where production undergoes different stages i.e. Cutting, Forging, HT (Heat Treatment), Short Blasting (SB), Coining, FID (Final Inspection and Dispatch) and QC (Quality Control). The production planning is firstly done on monthly basis against the marketing forecasts taken from Marketing Module and then it will be divided into four weeks. Rest of the job is to manage the materials like RM (Raw Material), FG (Finished Good), WIP (Work In Progress), etc. into different stages and stocks. This module helps to improve a Forging industry by optimizing their production resources and their capacities.

Masters

Shift Master	To define the various shifts in a company
Die Master	To define various types of Dies used in production for various type of FG Items.

Transactions

Planning

Marketing Forecast	To capture the Marketing Forecasts generated by Marketing personnel.
Production Plan	To make Production Plan to produce certain goods and their required quantity on month basis.
Availability check & Reservation for FG/WIP/JW	To check availability of FG (Finished Goods), WIP (Work In Progress) and JW (Job Work) material before finalizing Production Plan.
Availability check & Reservation for RM	To check availability of RM (Raw Material) in Stores for the required production of FG Items.
Machine Capacity Plan	To map the planned goods' quantity on different available machines of manufacturing unit.
Week Plan	To bifurcate the month level Production

	Plans into different Week Plans as per the availability status of Dies,
Daily Forge Plan	To make Daily Material Forging Order
Production Plan Close/ Cancel	To Set The Production Plan Status to Cancel Or Close.
Die Management	
Die Availability chart	To check Die availability status at week level.
Shift entries	
Cutting Shift Entry	To enter the work done in Cutting Stage of planned production tasks.
Forging Shift Entry	To enter the work done in Forging Stage on material received from Cutting Stage and also re-work done on rejections .
HT Shift Entry	To enter the work done in HT Stage on material received from Forging Stage.
Short Blasting Shift Entry	To enter the work done in short Blasting shift entry on material received from HT Stage.
Coining Shift Entry	To enter the work done in coining shift entry on material received from Short Blasting Stage.
FID Shift Entry	To enter the work done in FID Stage on material received from HT Stage.
Issue Material to Next stage	To Issue Material to Next Stage
Stock Movement	
Material Check & Forward to store	To Issue Finished goods to Store
Scrap Movement	To control movement of scrap material i.e. generated at different stages of production
Free WIP	To provide the quantities and other related attributes of WIP stocks at a particular stage at a specified period (Shift/Date).
Material Adjust Entry	To make Adjustments when there is a difference between the actual physical WIP stock quantity and WIP stock quantity in registers or records.

Reports

RM availability Check	To display the check availability of RM (Raw Material) in Stores for the required production of FG Items and their reservation of FG/WIP/JW quantity.
RM Shortage against MRN	To show RM shortage and availability check of RM at Month Plan Level.
Production Plans	To provide description of all PPID, FGID, FG Qty etc. items of a monthly production plan.
Marketing Forecast Report	To display analysis of merged Marketing Forecasts into particular Production Plans of a month is also required.
Week Plans	To display description of PPID, FGID, FGQty etc. items of a weekly production plan.
Marketing Forecast pending Items	To display items pending in marketing plan for which production plan is not being generated by the production in charge.
Production Plan Pending Items	To display items pending in a Monthly Production Plan for which no weekly plan is being generated.
Die Booking Chart	To check Die availability status at week level
Die Master report	To display the various types of dies.
Cutting Stage Item wise Report	To display Item wise detail of all FG ID(s) under a Cutting stage at a specified period from a particular day/shift to another day/shift.
Forging Stage Item wise Report	To display Item wise detail of all FG ID(s) under a Forging stage at a specified period from a particular day/shift to another day/shift.
Progressive Production Total Report	To display total FG production in tonnage during a month
Stage wise Item wise Report	To display the status of item i.e. a particular FG, lying at each stage of WIP at a specified period from a particular day/shift to another day/shift.
FG stock Available	To show tonnage quantity available of FG Stock against some market plan at the time

	when FG Availability check & reservation is being performed.
FID Stage WIP	To provide the quantities and other related attributes of WIP stocks at a FID stage at a specified period (Shift/Date).
HT Stage WIP	To provide the quantities and other related attributes of WIP stocks at a HT stage at a specified period (Shift/Date).
Scrap Generation Report	To show scrap quantity generated at each stage at a specified period from a particular day/shift to another day/shift.
WIP Adjustment Log sheet Report	To provide the quantities and other related attributes of WIP stocks at a particular stage at a specified period (Shift/Date).
Gross Weight of each Product	Tracking report for analysis of total gross weight for each product as mentioned in cost sheet and the actual weight after production.
Month Plan Alteration Log Sheet	To display all the Alterations made in a month Plan
Forge Plan	To display daily material Forging order

SALES & MARKETING

Marketing & Sales is the most important and essential function for the existence of an Organization. CBS Marketing handles all the activities for domestic and export sales of an organization. It helps in Enquiry Capturing, Creating Customer Master, Quotation Creation, Sale Order Creation (Domestic and Export), customer Cost Sheet preparation, Price List creation for a customer, etc. This product aims to improve the management of Marketing Activities by providing complete set of required interfaces, databases & other services.

Masters

Customer Master	To record a detailed information of Domestic customer like their personal information, official information, banking information, contact information etc.
Entry Form Master	To enter the form numbers of the received Entry Forms of a particular customer.
Packing Master	To generate a Packing List of the goods to be dispatched against a certain invoice.

Transactions

Enquiry capturing

Domestic / Export Enquiry Capturing	To capture the enquiries received for FG (Finished Good) Item from a Customer.
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Price list

Customer Cost Sheet	To generate a separate cost sheet of an FG Item for customer in which costs can be customized to show more expenses and less profit % to customer.
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Price List	To make different Price Lists of various FG Items for different customers.
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Quotation

Domestic Quotation	To generate Domestic quotation against a RFQ or enquiry for certain goods for certain customer.
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Export Quotation	To generate Export quotation against a RFQ or enquiry for certain goods for certain customer
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Sale order

Domestic SO	To generate domestic Sale Order against PO (Purchase Order) received from the customer.
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Domestic SO Amendment	To make amendments in the domestic Sale Order against PO (Purchase Order) received from the customer.
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Export SO	To generate the export Sale Order against PO (Purchase Order) received from the customer.
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Export SO Amendment	To make amendments in the Export Sale Order against PO (Purchase Order) received from the customer.
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SO Adjustment	To make adjustments in the Export and Domestic Sale Order against PO (Purchase Order) received from the customer.
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Reports

Domestic Quotation	To Display the Domestic Quotations generated against certain customer with details of FG Item, production costs, marketing specific costs, price to quote etc.
Export Quotation	To Display the Export Quotations generated against certain customer with details of FG Item, production costs, marketing specific costs, price to quote etc.
Customer Wise Sales Report	To Display customer wise sales during a particular period.
Party Wise Dispatch	To Display party wise dispatch detail of goods against certain Invoice
Road Permit Status Report	To Display Availability of Road Permit required for entry of goods in certain states
Instruction Sheet	To Display the list of all the Instructions defined in the Instruction master.

EXPORT DOCUMENTATION

This module mainly deals with the Export Documents that are to made and attached with the Export invoice. It also keeps the record of Export customers, Various Currencies information, Post shipment details, and Marine Insurance details.

Masters

Customer Master	To record a detailed information of Export customer like their personal information, official information, banking information, contact information etc.
Currency Master	To maintain different currencies and their exchange rates on a certain date.
Insurance Master	To capture the insurance company information.
Instruction Master	To create the packing and special instruction, this is use in exports Sale Order.

Transactions

General Packing List	To generate a packing list for the Export invoice
Post Shipment Details	To capture the details of shipment send by the shipping agent after dispatch of goods from port.
Marine Insurance Declaration	This form is used for insuring the Export Invoice Amount of the goods which is exported to the customer by the Company

Reports

Packing List	To display the Packing List of the dispatched goods against a certain Invoice.
Marine insurance Report	To display Marine Insurances against Export Invoice Amount
Bank Certificate	To generate Bank Certificate of Export and Realisation document.
Bill of exchange	To generate Bill of Exchange
ARE-1	This report is an application for the removal of Excisable goods for Export by Air/sea /port or land
Forwarding to Bank	To generate Forwarding to Bank Document which contain all authorized export Invoice and their corresponding consignee.

FINANCIAL ACCOUNTING

CBS Accounting streamlines the financial systems and operations of a company. All vouchers related to journal entries, sales, purchases, receipts and payments are recorded. Using CBS Accounting a company can generate balance sheet, general ledger, trail balance, profit & loss statement and daybooks besides many other transactional reports. It is integrated with Sales, Purchase and Store Modules.

Masters

Account Groups	To view the different accounts groups
Account Ledgers	To define all the ledgers
Banks	To define all the banks with which your company is dealing with.

Transactions

Voucher Entry

Purchase Voucher	To enter transactions of all purchases made
Payment Voucher	To enter transactions of all types of payments made
Receipt Voucher	To enter transactions of all types of payments receipts
Journal Voucher	To enter transactions between two accounts without any cash flow
Contra Voucher	To enter transaction between two accounts i.e. Bank & Cash
Sale Voucher	To record the sales transactions,
Sale Return Voucher	To record the sales return transactions
Purchase Return Voucher	To record the purchase return transactions
View Voucher	To view all the vouchers posted within particular dates
Credit Note	To Issue a credit note of value equal to the price of the issued item to store after Customer Rejection
Debit Note	To issue a Debit note of value equal to the price of the returned item
Request for Credit Note	All Requested Credit note by select GRN against which debit note request is generated.
Request for Debit Note	All Requested Debit note by select GRN against which debit note request is generated.
Pending Jobs	To View all the pending Jobs

Invoicing

Domestic Invoice	To generate Domestic Invoice against the delivery schedule as mentioned in Sale Order.
Export Invoice	To generate Export Invoice against the delivery schedule as mentioned in Sale Order.
Performa Invoice	To generate Performa Invoice against the delivery schedule as mentioned in Sale Order
Supplementary Invoice	To generate Supplementary Invoice against

	the delivery schedule as mentioned in Sale Order
Purchase Return Invoice	To create purchase Return invoice against the material purchased from a vendor.
Vendor Invoice	To generate a Vendor Invoice against the Bill received from the Vendor
Customer Rejection Invoice	To generate a customer rejection invoice against the material returned from Customer
Scrap Sale Invoice	To generate a Invoice of Scrap sold
C/D Form	
C Form D Form	To map all sale invoices (only domestic) and purchase invoices that are generated against C From and D Form.
Bank Reconciliation	
Bank Reconciliation	Interface to compare the Bank Amount balance as per company records and as per Bank records.
Excise Functionality	
Pending Excise Duty on Invoice	To Keep the record of excise Duty paid
Ledger Transfer	
Transfer of Ledger B/W Groups	To transfer Ledger between groups

Reports

Ledger Report	To show the Ledger Information with in the specific date range.
Domestic Invoice	To view Domestic Invoices issued against certain SO with description of goods, transportation details, VAT/CST amount etc.
Domestic Invoice with Format	To view Domestic Invoices with Format issued against certain SO with description of goods, transportation details, VAT/CST amount etc.
Supplementary Invoice	To view supplementary Invoices issued against certain SO with description of goods, transportation details, VAT/CST amount etc.
Export Invoice	To view Export Invoices issued against certain SO with description of goods,

	transportation details, VAT/CST amount etc.
Export Excise Invoice	To view Export Excise Invoices issued against certain SO with description of goods, transportation details, VAT/CST amount etc.
Excise RG 23-A Part 1	To display Stock Account of Inputs for use in or in relation to the manufacture of final products
Excise RG 23-A Part 2	To display book of duty Credit
Excise RG 23-C Part 1	To Display stock Account of capital goods to be used for or in relation to the manufacture of final products
Excise RG 23-C Part 2	To display book of duty Credit on Capital goods
Form IV	To display Account of raw Material and Components
Excise D3	To display the details of the material rejected by the customer
RG1	To display daily Stock account
Creditors Ledgers	To display all the details of creditors Ledgers
Debtors Ledgers	To display all the details of Debtors Ledgers
Profit and Loss Account	To Show the Profit and Loss Contains Direct/Indirect Expenses, Direct/Indirect Income And shows the Total Debit and Credit Amount.
Balance Sheet	To show the Balance Sheet with in the specific date range.
Day Book	To Show the Particular, Voucher Type, Voucher Number, Debit Amount, Credit Amount with in the Date Range.
Trial Balance	To show the Trail balance contains ledger name, Credit amount, Debit Amount.
Sales Register	To display daily sales entries
Purchase Register	To display daily purchase entries
Cash Book	To display daily cash book entries

JOB WORK

This module is used to keep the record of the material send and receive for the job work. In this module there is a functionality to keep record of material sent for job work and then after processing receipt of material from job worker. Also to keep record of material receipt for job work and then after processing material send to the client company.

Masters

Job Work Price List Master	To create a price list of job work settled with the job workers for different tasks.
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Transactions

Job Work Order

Job Work Order	To generate a Job Work Order for outsourcing purpose
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Job Work Request

Send for Job Work	To generate a request to store to send the material outside for Job Work
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Receive from Job Work

Receive from Job Work	To receive the material from Job Work after challan received in stores
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Job Work Challan

Receive Material for Job work	To receive Material for job Work Processing and to Issue to the production
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Material Conversion

Material Conversion	To convert the Forge Item in to machine item after Machining
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Challan for JW

Challan for JW	To generate Challan against production request for Job Work
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Reports

JWO Register	To display the details of Job work order like name of job worker JWO date etc..
Job Work Order	To view the details of generated Job work Order against Job worker.
Job Work Order for Job Worker	To view the details of generated Job work Order against Job worker.
Job Worker Wise Process	To display the list of Processes which a particular Job Worker is doing.
Process Wise Job Worker	To display the names of Job workers which are doing a particular process.

Human Resource Management

Employees are the most invaluable assets of an organization and CBS HR Module facilitates all the HRD (Human Resource Department) related activities of an organization. Detailed employee database is maintained along with the details of salary, attendance and leave of each employee. It also generates required Forms and Reports of HRD like PF Forms, ESI Forms, PF / ESI Monthly Challans and Statements. This project aims to improve the management of HRD Activities by providing complete set of required interfaces, databases & other services.

Masters

Department Master	To create different departments of the company. It requires certain department code and department name of each department of
PF Master	To describe a PF (Provident Fund) Master contains details of company PF like maximum limit of PF allowed, limit as per govt. act, employee FPF/EPF %, company FPF/EPF % and its effective date etc.
ESI Master	To define an ESI (Employees' State Insurance) Master contains details of company ESI like ESI %, allowed limit and effective date etc.
Allowance Master	To define allowances which are given to the Employees by the company
Grade Master	To define different grades for employees on company roles.
Designation Master	To define a Designation Master that contains a list of various designations in company and corresponding grades applicable on these designations.
Location Master	Location Master is to be created to contain list of different locations of company along with their name, address, contact no(s), fax number etc. required information.
Shift Master	To define description of shifts and their timings in company under a certain Shift Master.
Employee Master	To generate a master that would be updated

	for each employee with required information like personal details, official details, qualification, experience, dependents detail, scanned employee photograph and signatures.
Holiday Master	To mention the annual holidays counted by the company. This holiday master is updated once every year for list of holidays.
Leave Master	To define various types of leaves and no. of leaves provided to the employees as decided by the company.

Transactions

Employee Appraisals	For raising and decreasing the salary of employees with certain percentage of the Basic Salary
Leave Entitlement Entry	To entitle leaves to Employees
Leave Entry	To enter leaves of employee with description of leave type, no. of leaves and leave dates etc. This information is used for updating leaves status of employee.
Attendance Entry	To record attendance of company employees for certain shift timing on a particular date.
Shift change Entry	To update the Shift Details of an employee in Employee Master in case Shift Timings has been changed of that employee
Re-imbusement Payments	To keep record of payments made against some re-imbusement claims by certain employees.
Medical Payments	To keep record of payments made against some medical claims by certain employees.
Advance Payments	To keep record of payments made against some advance-requests of certain employee.
Loan Payments	To keep record of payments made against some Loan-requests of certain employee.
PF / ESI Nominee Declaration	To define nominees of each employee for

	their PF and ESI accounts.
Pay Generation	To keep record of Salary calculations and salary payable based on payment master, attendance records and leave records etc.

HR Reports

Employee Details	TA Report
Designation Listing	Attendance Sheet (Monthly)
Department Listing	Bank Details
Shift Details	Bonus- Days wise
Grade Listing	Bonus – Month wise
Holiday Listing	Overtime Statement
Salary Slips	Payment Summery
Leave details- Employees	Salary/wages Register
PF/ESI Nominee Details	Promotion Letter
Reimbursement Details	Form 22
Leave Entitlement Entry Form	Form 21
Annual Review	Form 16
TA/DA Form	Form 24

HR PF Related Reports

Monthly PF Statement	PF Transfer Form 13
PF Monthly Return Form 10	PF Nomination Declaration Form PF
PF Monthly Return Form 5	Form 2A (Part A)
PF Monthly Return Form 12A	PF Form 9
PF Monthly Challan	PF Form 10D
PF Annual Return Form 3A	PF Form 20
PF Annual Return Form 6A	PF Form 31
Gratuity Nomination – Form F	PF Withdrawal Form 10C
PF Withdrawal Form 19	Form 2A (Part A)
PF Withdrawal Form 3A	PF Nomination Declaration Form PF

HR ESI related Reports

Monthly ESI Statement

ESI Form 7

ESI Form 6

ESI Challan

ESI Declaration Form

Insurance Report