E8 ACCOUNTS RECEIVABLE

Accounts Receivable System provides important information about your customers' sales and payment characteristics. You can differentiate customers and have better control over your receivables for cash receipt projections. Provide timely and complete customer information to enhance your customer relationship management.

- Handle open item or balance forward posting for each customer.
- User defined aging periods and aging analysis e.g.: current/30/60/90/120 days or current/14/28/ 42/56 days.
- Support pre-payment and partial payment with complete settlement tracking.
- Support 3 reference numbers and 50 characters description for transaction.
- Support unlimited revenue breakdown for general Ledger integration in each invoice transactions.
- Support online updating or batch updating of transaction entry.
- For batch updating, system allows for multiple un-posted batches with un-posted batch balances show on the customer and the general ledger accounts concerned.
- Mandatory printing of clear, concise audit trails for each batch transactions.
- Highlight accounts where balances exceed the credit limit and credit terms.
- Supports Credit Terms in statement of Account.
- Support transactions enquiry by due-date.
- Support 7 system document types: invoices, credit notes, debit notes, cash receipt, adjustment (credit and debit) and contra (to be implemented with Accounts Payable System).
- Support user defined document type to meet user operation needs for the flexibility and control of the business operation.
- Batch summary total for each General Ledger account provided for on going processing if required.
- Review in details customer information and customer aging by enter account number, customer name and salesman.
- Complete customer transaction activity enquiry with drill down feature to review source document or related documents.
- To print in various reporting report by – account number, customer name, territory, or salesman.
- 3 user definable analysis codes to enable detail customer analysis for complete customer relationship management.
- Detail note with date for every customer and multiple contracts to enhance customer communication and business relationship.

- Prepare standard or customized statement of accounts, mailing labels for effective communication with your customers.
- To send user defined reminder letters or circulation letters to your customer.
- Customer Detail Listings including date of last invoice and last receipt, current year to date sales, etc.
- Full or exceptional Customer Aging Report for expected cash receipt analysis.
- Cash Flow Report showing cash position for 4 passed due aged period, current and 4 futures aged period.
- Allow for detail transactions aging in Customer Aging Report.
- Generate 12 periods sales figure for current and prior year sales analysis report.
- To store paid transactions history for easy enquiry.
- Option to implement enhanced access control of customer detailed by respective salesman.
- Option for group of companies setup.
- Option to setup delivery detail, price level or discount code for sales order processing.
- Multi-Currency Version maintains a foreign currency rate table and allows a currency type for each customer showing transactions value in both dealing and base amounts.
- Perform revaluation of transactions due to foreign exchange differences.
- Generate reports with currency and dealing currency account statement.
- Generate realised / unrealized gain and loss reports for each account with transaction details, and
- Generate aging report based on currency code.

E8 ACCOUNTS PAYABLE

A good bill-paying process enables you to avoid late payment charges, secure supplier discounts and improve supplies relationship. The Accounts Payable System produces reports for cash flow control, matching of cash requirements to cash resources so that you can maintain good credit with your most important vendors by prioritizing payments and maintain the preferential states.

- User defined aging periods and aging analysis e.g.: current/30/60/90/120 days or current/14/28/ 42/56 days.
- Handle open item or balance forward posting for each vendor.
- Support pre-payment and partial payment complete settlement tracking.
- Support 3 reference numbers and 50 characters description for transaction.
- Support unlimited cost breakdown for general ledger integration in each invoice transactions.
- Support online updating or batch updating of transaction entry.
- For batch updating, system allows for multiple un-posted batches with un-posted batch balances show on the vendor and the general ledger accounts concerned.
- Preserve complete details of unpaid balances until transaction is paid, allowing for proper reporting when viewing outstanding balances and information on aging.
- To store paid transactions history for easy enquiry.
- Complete vendor transaction activity enquiry with drill down feature to review source document or related documents.
- Review complete information on vendor and vendor aging by vendor account number, vendor name and buyer.
- Mandatory printing of clear, concise audit trails for each batch transactions.
- Support 7 document types: invoices, credit notes, debit notes, cash payment, adjustments (credit and debit) and contra (to be implemented will with Account Receivable System).
- Support user defined document type to meet user operation needs for the flexibility and control of the business operation.
- Support transactions enquiry by due-date.
- Payment generation facilities allow user to specify payment criteria by credit term, due-date, and transaction aged or by selected transactions for a vendor.
- Generate suggested payment listing for payment authorisation control and cash requirements projections.
- Generate payment voucher with/without cheque printing facilities and cheque register.
- Batch summary total for each General Ledger account provided for a going processing if required.

- To print reports by account number and vendor name.
- 3 user definable analysis codes to enable further and detail vendor analysis for complete vendor relationship management.
- Detail note with date for every vendor and multiple contracts to enhance vendor communication and business relationship.
- Full or exceptional vendor aging report for aging cash requirements for different aging criteria.
- Cash Flow Report showing cash requirements for 4 passed due aged period, current and 4 futures aged period.
- Vendor Detail Listing including date of last invoice and payment, year-to-date purchases etc.
- Prepare standard or customized statement of accounts, mailing labels for effective communication with your vendors.
- Store 12 periods of current and prior year purchase history to monitor purchasing trend.
- Option to implement enhanced access control of vendor detailed by respective buyer.
- Multi-Currency Version maintains a foreign currency rate table and allow a currency type for each vendor showing transactions value in both dealing and base amounts.
- Perform revaluation of transactions due to foreign exchange differences.
- Generate realised /unrealised gain and loss reports for each account with transaction details, and
- Generate aging report based on currency code.

E8 GENERAL LEDGER & FINANCIAL MANAGEMENT

Top of our E8 solution, this module will be at its fullest capacity with a well structured chart of accounts is well structured. It gives you a realistic, timely picture of your business's account activities with a variety of comprehensive reports.

- Flexible Chart of Accounts with 20 characters and 4 levels to meet the specific needs of your business.
- Chart your account to produce reports by Department or Cost Center or Profit Center etc.
- Multiple Retained Earnings Accounts handling through Chart of Account to cater for profit center reporting.
- General Ledger Activity Codes which allow users to define the general Ledger posting from other integrated modules. The General Ledger Activity Code will define the credit account and debit account involved in the respective posting. This will remove the fear of chart of account for the non-accounting user; and improve accuracy and ease for system integration.
- Analysis report by activity codes show month-to-date and year-to-date activity.
- Support online updating or batch updating of transaction entry.
- For batch updating, system allows multiple un-posted batches with un-posted batch balances show on the accounts concerned.
- Mandatory printing of clear and batch controlled audit trails for detailed tracking.
- Double entry bookkeeping technique to ensure balanced postings.
- Support 3 references numbers and 50 characters description for transactions.
- Option to create budget data for each account, based on user defined accounting period e.g.: 12 budget periods. The budget amount can also be input from an external file with predefined format e.g.: Excel and ASC II file format.
- Quick code allow user to retrieve account number easily for transaction posting or enquiry.
- Process transactions that recur monthly and also reversing out the accruals, and adjustment entries through menu options to simplify data entry and accuracy.
- Allow detailed line integration from other integrated modules.
- Ability to keep cancelled or wrongly drawn cheque sequence.
- Optional bank reconciliation module.
- Option to process receipts and payment for AR/AP/GL within one centralized process rather than going to their respective system for posting to stream line the accounting procedure.
- Comprehensive account enquiry feature with current year and prior year period's balance with option to show the period detail transaction and drill down to the source.

* Provide 3 user defined analysis codes at transaction level for further financial analysis required.
* Handles future accounting periods to allow postings to the future financial period before closing of the current month.
* Trial Balance Worksheet for balancing control.
* Generate Profit and Loss Statement and Balance Sheet.
* Source and application of fund statement for proper cash management.
* General Ledger Listing for any range of accounts and fiscal periods.
* Financial Report Writer for customised Financial Statements to fit your needs.
* Facility to output user defined Reports to other decision support systems, e.g. Excel. This is a common feature for all reports or listing.
* Comparison of current year account balances to prior year and budget, with variance and percentages difference.
* Percentage over Profit, Sales or any selected account to gauge the business performance, etc.
* Generate report showing 12 periods financial status.
* Year-end closing for easy transition into a new financial year. Perform accumulation on Profit and Loss Accounts to obtain brought forward retained earnings.
* Feature for audit adjustments to prior year accounts during the current fiscal year and generate audited year-end financial statements.
* History transactions for any periods for easy auditing and analysis of expenses pattern.
* Multi-Currency Version maintains a foreign currency rate table and allows a currency type for each General Ledger account.
* Maintain both dealing and base currency balances generate reports showing actual transactions dealing amount with it's converted base, and
* System also maintains a reporting currency balances converted against deal and base currency for corporate reporting.

E8 FIXED ASSETS

Fixed Assets System uses the straight-line method of depreciation. It handles depreciation of assets, disposal of assets and other adjustments. It provides reports for assets acquisition planning and effective assets management.

- Uses Straight-line depreciation method.
- Able to compute depreciation on a monthly/quarterly/yearly basis with user-defined depreciation period.
- To depreciate new asset brought in the midst of a financial year with the full year depreciation amount distributed evenly throughout the remaining financial periods.
- Flexible asset number coding of 15 alphanumeric characters.
- Able to store original foreign currency purchase value.
- User-defined groups, sub-groups and departments for each asset.
- Asset copy feature that duplicate similar assets and generate the asset sequence number automatically.
- Ability to merge 2 or more assets and the new depreciation amount is re-computed automatically.
- Ability to break asset into 2 or more assets for on going processing.
- Reports generates allows asset analysis by departments or groups.
- Assets can be reported by group and by locations within groups, also by location and by groups within location.
- Asset statistic by sub-group for Asset Usage Analysis with period purchase analysis.
- Capture gain and loss on disposal of assets.
- Store current and previous asset location to keep track of asset movement/transfer.
- Automatically re-compute depreciation amount for additional purchases to a master asset.
- Handles partial disposal of master assets.
- Handles credit note entry with re-computation of depreciation amount.
- Generate label for each asset.
- Comprehensive reports generated for management reporting.
  - Asset purchase for a selected period
  - Asset full disposal for a selected period
  - Asset partial disposal for a selected period
  - Asset additional purchase for a selected period
  - Credit notes for a selected period

- Asset Master File Print
- Monthly Movement History
- List of fully depreciated Asset Report
- Asset Summary by Asset Grouping or Departmental Code
- 12 periods Asset Depreciation Budget Report
- 5 years Asset Depreciation Budget Report.

- Provide integration to General Ledger system for monthly depreciation.
- Optional integration to Account Payable System.
- Physical asset feature that freezes asset count balance with option to update physical counts and adjusted any asset count variance.
- Provide long description to store the asset complete detail, and
- Allow users to have picture and remarks for the asset e.g.: for antique or painting.

E8 STOCK CONTROL

E8 Stock Control System gives you immediate access to the information of your stock, where it is, what it costs and stock availability, etc. The stock accuracy maintained by the system enables you to analyse your stock requirements accurately thereby reducing stock obsolescence, and excessive stock. Hence, stock is maintained at its optimal level for quality service and profitability.

- Cater up to 20 alphanumeric product coding structure.
- Store vendor partner number for reorder purpose.
- User-defined methods of costing – standard cost, including: last and most recent cost, weighted average with FIFO aging and FIFO.
- Ability to do stock analysis for each product group.
- A 15 alphanumeric user defined classification code for reporting; example of usage is the ABC classification.
- Optional module to handle multiple warehouse and bin locations.
- Setting for free stock calculation to include ' On Order'.
- Automatic update to current cost price with respect to the costing method used.
- Update stock records automatically for stock shipped, received, transfers, returns and adjustments.
- Produce ledger report to keep track of physical stock movements.
- Mandatory printing of clear, concise audit trails of stock transactions/movements.
- On-line prompt to indicate items below established minimum level or re-order level.
- Online stock movement enquiry with drill down feature to the source document.
- Allow user to define product type: stock item, non-stock item, charge item and production items.
- Allow user to define BOM detail for assembly item.
- Monitor and manage status for stock orders (purchase order) and stock allocation (sales order) within the Stock Control System.
- Facility for revaluation of existing stock values according to market conditions.
- Store 12 period stock usage history figures.
- Produce stock purchases and sales statistic report.
- Allow for stock usage analysis by analysis code and customer.
- Produce Overstock Report with user-defined maximum stock level.
- Cyclic count feature to monitor the accuracy of the stock balance recorded and improve stock operation control.

- Physical stock feature to facilitate stock take by freezing stock count. Year-end stock function allows user to input stock count and generate stock deficiency report. Option to update any stock variances.
- Stock Aging Report classifying stock balances with user-defined aging periods.
- Allow setting of multiple selling price level for sales order processing.
- Option for Detailed Sales Analysis when integrated with Sales Order Processing System.
- Cater for in-house, non-sales stock usage by defaulting average unit cost as selling price.
- Option to support serialized stock item with warranty and status tracking.
- Option to support multiple dimensioned stock item to optimize the stock usage and reduce wastages.
- Option to support “First Expire First Out” for items with expired date.

E8 SALES ORDER PROCESSING

Provides complete information on sales order and invoice status with effective sales order process. You will meet your customer's needs more effectively by having greater control over sales order processing. Thus, improve customer relationship management and enhance customer royalty.

- Order Entry and monitoring status of active, future and back orders.
- Generate individual pick list, consolidated pick list, delivery orders, invoices, credit notes, debit notes.
- Match credit note against invoices.
- Free text invoices and cash sales invoice.
- Allow to have system generates number or manual input number for delivery order, invoice, debit note and credit note.
- Allow for full or partial order release.
- Facility for customer name and product name search during Order and Invoice Entry.
- Handle line discount using manual input or using discount table setup.
- Able to retrieve customer's price level established in Account Receivable System and Stock Control System.
- Delivery address file to handle multiple delivery addresses for each customer.
- Option to generate delivery instruction.
- Complete integration to Accounts Receivable System, Stock Control System, General Ledger System, and Sales Analysis with single source data input.
- Generate Salesman Performance Analysis Report for monitoring sales budget and performance including sales return.
- Monitor goods return by customer to enhance customer service and sales management.
- Generate Sales Day Book / Invoice Summary.
- Generate Back Orders Report for selected range of customers, product items and any particular purchase order / job to monitor orders' delivery status.
- Provides Order Status Enquiry by order / project, stock part number, customer account number, and purchase order number drill down feature to the respective source document the enquiry enhance the effectiveness of the system.
- To generate violations prompt for customer credit limit/credit items check with Accounts Receivable.
- Validate product items and balances in the Stock Control System and
- Optional Quotation System to facilitate a complete sales cycle.
- Optional integration to Purchase Order System or Production Control System.

- Sales Analysis module for various analyses and highlighting of profit margin, trend and performance.

  - By Product/Customer
  - By Customer/Product
  - By Product/Salesman
  - By Salesman/Product
  - By Product/Territory
  - By Territory/Product
  - By Salesman/Customer
  - By Customer/Salesman
  - By Monthly Sales Details
  - By Territory
  - By Stock Group

- The detail sales analysis is setup by user in the customer master and stock master. Thus, only critical data is being analysis and presented.

E8 PURCHASE ORDER SYSTEM

Purchase Order System gives you timely and accurate information for your purchases. You will meet your business's needs more effectively by having greater control over purchase orders make and supplier management.

- Parameter driven allows you to set the system environment.
- Able to integrate with Stock Control System, Account Payable System, General Ledger and Purchase Analysis.
- Able to process one-off purchase.
- Purchase order entry with on-line validation.
- Monitor the status of order, goods receipt and purchase invoice.
- Generation of Purchase Order with system generated or manual purchase order number.
- Maintain price book from quotation given by vendors.
- Integrate with Stock Control System for part number and purchase price validation.
- Allow non-stock items for Purchase Order entry.
- Able to support multi-currency.
- Free text lines for comments and additional details.
- Provide Order Status Enquiry by order number, stock part number and vendor number. Drill down feature to the respective document in the enquiry enhances the effectives of the system.
- Option to analysis purchase pattern.
- Option to integrate with Sales Order Processing System.
- Provide comprehensive reports for effective order management.
  - Purchase Order Delivery Schedule
  - Purchase Order Status by Vendor
  - Purchase Order Status by Purchase Order Number
  - Purchase Order Status by items Purchased
  - Purchase Back Order
- Optional module to perform Comprehensive Purchase Analysis Report.
  - By Product/Vendor
  - By Vendor/ Product
  - By Product/ Buyer
  - By Buyer/ Product
  - By Buyer/ Vendor
  - By Vendor/ Buyer

- By Stock Group

- The detail purchase analysis is setup by user in the vendor master and stock master. Thus, only critical data is being analysis and presented.

- Optional Quotation and Sourcing Module to have full purchase sourcing information.

- Optional Purchase Requisition or Capital Expense Control System for complete purchasing control.

- Optional module to perform vendor rating.

E8 HUMAN RESOURCE MANAGEMENT SYSTEM

Human Resource Management System will assist your HR Manager in managing the most vital resource of your company – HUMAN RESOURCE. The system maintains a comprehensive database to assist in manpower planning, performance appraisal, promotion, salary administration, selecting staff for training and specific tasks, etc…

- Maintain comprehensive personal data of each employee with a diary.
- Provide filter facility for record searching.
- Utilizes on-line code search facility in all entry programs.
- Maintain full details of employees' past employment information including the industrial type to determine employees' scope of experience.
- Maintain job movement/ career progression details with salary history for career development analysis to assist appraisal grading.
- Maintain a comprehensive skill inventory database.
- Comprehensive training module for training needs analyses, training road maps for individual staff, job title or manpower groups.
- Provide facility to record training details of employee to facilitate staff selection for a specific task that requires certain skills or staff pre-requisites.
- Ability to assist in the management of Skills Development Fund based on the training details records.
- Maintain a detail suggestion module for staff contribution and award.
- Handles user-definable occurrence type records to ensure dynamic growth of the Human Resource database. Examples of such occurrence records are:
  - Medical History records.
  - Awards/Achievement records.
  - Disciplinary records, etc…
- Maintain up to a virtually unlimited memo fields to be attached to each occurrence record for detail text entry.
- Provides a flexible appraisal module that handles.
  - User-definable appraisal criteria.
  - User-definable group of appraisal with appraisal criteria required.
  - Handles multiple groups of appraisal to meet the various needs.
  - Numeric appraisal rating for each criterion allows computation of total aggregate to derive the final grading.
  - Option to integrate with Payroll System for incentive and bonus computation.

- Ability to capture resignation reasons in code form for turnover analysis to assist management in formulating schemes to cut down on staff turnover.
- Provide facility for manpower planning using manpower planning group or title group that show projected staff strength against the monthly actual manpower count maintained automatically by the system.
- Provide facility for recruitment exercise.
- Provide education, family, and project under taken detail for the staff.
- Able to monitor and control personal issued items.
- Strict security access to be maintained by the system administrator to provide authorized access to various program features.
- Control facility that allows user access to information of proper security level.
- Present organization chart in window explorer style with option for photo display, user can access staff record via the organization chart.
- Hyper link any documents related to the staff record for an effective electronic filing system.
- Integrated with the Payroll system and General Ledger System.
- Claim module integrate with Payroll System allows accurate monitoring of staff claim and reimbursement.
- User defined query feature allow user to retrieve information maintained in the database.
- Provide database connection to all ODBC compliant tools e.g.: Excel, Crystal Report writer.
- To view the complete information of a selected employee in one enquiry feature.
- Option to interface with third party statistical analysis system for statistical analysis.
- Optional Integrated Leave Management System, Time Management System and Payroll System, and
- Optional Jade Report Writer to facilitate any ad-hoc enquiry.
- Able to enhance and customize the system to meet the needs of your business.

EMPLOYEE SELF SERVICE PROTAL (E2S)

This module allows employees to interact with the company through the Internet and LAN connection. This module will improve the productivity and efficiency of the HR Department. It also improves the transparency of the human resource management policy. Thus, enhance the staff royalty to the company and job satisfaction. The functionality and features of this system are:

- User Log-On security is implemented strictly.
- An employee can inquire about her/his own personnel details record.
- The employee herself/himself can update changes of personnel and family details
- Leave Application and Inquiry
- Pay slip Inquiry
- Payroll History Inquiry and IR8A Detail Inquiry
- Expenses claims and reimbursement can be transacted here
- As part of this employee interaction, employee can request for training and contribute their suggestions.

E8 PAYROLL

This module will assist you in managing payroll with timely and accurate reports for statutory and management requirements. It uses parameter driven variables where user defines the various formula options, rate tables and allowance & deduction codes to ensure full flexibility in the payroll computation needs.

- Allow for fortnightly and monthly pay cycles.
- User defined working day type for respective employee.
- Validates NRIC number and option to use as staff ID for Singapore citizen.
- User defined formula for no pay leave computation to be based on month working days or year working days.
- Maintain 3 user-defined overtime rates.
- Optional Batch Entry Module for data entry by payroll item.
- Choice of unlimited user-defined allowances and deductions, with their accountability for CPF, Tax returns and CPF ceiling.
- Set frequencies for processing regular allowances and deductions.
- Allow allowances and deduction item to be input in advance.
- Regular deductions are deducted on each payroll run and balance is updated automatically.
- Time sheet entry for daily and hourly rated staff and generate cheque payment if required.
- Opening Balance feature for initial system setup.
- User-defined CPF, SDF, FWL, SINDA, ECF, MBmF and CDAC rates to handle changing payroll rules.
- Ability to compute Foreign Worker Levy for staffs that are not on the payroll.
- Option to handling of S$100,000 limit to CPF contribution for additional wages with year-end CPF shortfall/refund facility.
- Festival advance pay facility.
- Flexible bonus system paid together with normal pay periods or separate bonus computation. Pro-rata bonus computation available.
- Support monthly variable component.
- Maintain multiple banks and generate data file format for submission to major local banks.

- Option for bank allotment facility to meet staff's salary credit requirement.
- Termination/Leaving employee listing showing final leave pay and outstanding deductions balances e.g. loan.
- Standard listings including CPF statement, Form E, IR8A with diskette or online submission for CPF & IR8A.
- Able to split the gross salary and capture additional non-payroll payment into the respective columns of the IR8A form for tax purposes.
- Payroll summary reports by Company, Department and Section, cost center and category.
- Able to perform cost allocation.
- Maintains 2 user-defined codes so you can customize your summary reports for payroll analysis.
- Option for pay slip to be delivered via email.
- Mandatory printing of clear and concise audit trails of payroll transactions.
- Deduction and Allowance Listing.
- Complete range of personnel reports including Departmental Listings, Education Statistic, Review Reports, Leave Reports, etc…
- Store year-to-date amounts of each allowance and deduction items for each employee.
- Store a rolling monthly pay history detail of up to 99 months subjected to availability of disk storage.
- Generate monthly employee turnover report.
- Generate monthly payroll control listing for reconciliation and control.
- Option to operate payroll at different payroll groups and combined the payroll for overall company's reporting.
- Comprehensive payroll statistic by department and payroll item.
- Other integrated modules are E8 Time Management System, Leave Management System and the Human Resource Management System and General Ledger System.
- Provide database connection to all ODBC compliant tools e.g.: Excel, Crystal report writer.

E8 LEAVE MANAGEMENT SYSTEM

This module will replace the manual feature in leave recording and the tedious process in leave entitlement calculation. It also provides data input to E8 Human resource Management System, E8 Payroll System and E8 Time Management System for processing. Furthermore, it improves the accuracy for leave recording as well as providing the management with timely reports on leave record and status.

- Able to integrate with E8 Payroll System, E8 Human Resource Management System and E8 Time Management System.
- Handles monthly or yearly leave crediting method.
- Users defined leave code and leave parameter e.g.. Annual leave entitlement by year of service, annual leave brought forward policy and advance leave control.
- Monitor claims allowed by leave code to have a good control over the claims or allowances allocated.
- User defined calendar to determine Saturday, Sunday and Public Holidays for easy computation of leave days.
- Allow user to define leave taken by hours or by half day.
- Generate leave application form with running number for recording control.
- Transaction log for any leave transactions created or changed.
- Provide good audit trail through detailed transactions listing.
- Provide management report on:
  - Leave balance by employee or by department.
  - Leave schedule print for confirmed leave and planned leave by department.
  - Leave forfeit report.
  - Leave information for specified codes and dates.
  - Outstanding leave report, which serve as a reminder for staff to clear their leave.
- Comprehensive online enquiry provides complete and up to date leave information.
- Generate Block leave Report – Planned or fulfilled leave
- Ability to re-compute pro-rata leave entitlement and subsequently finalise the leave balance for resigned employees.
- Able to capture staff leave schedule for leave plan and convert to actual leave consumption. This will improve the resource allocation planning and recording efficiency.
- Provide database connection to all ODBC complaint tools e.g.: Excel, Crystal report writer.

E8 TIME MANAGEMENT SYSTEM

This module ensures full flexibility in processing time clock data. It uses parameter driven variables for the calculation of the daily working hours information for payroll computation, It has the capability to consolidate the daily working hours data which will eliminate the month-end rush for payroll processing. Hence it will replace the manual feature of time card preparation and the tedious calculation process. It provides the Management with timely reports on attendance, absentee and overtime statistics.

- Ability to work as a 'stand-alone' module with a separate employee master.
- Facility to import employee information from the E8 Payroll System or Human Resource Management System.
- Interface with most time clock system to import clocking data directly.
- Handles user defined number of pairs of In and Out clocking data to cater for multiple staff movement during a particular day.
- Ability to define a Start and End time buffer to determine the minimum overtime hours worked to be eligible for overtime calculation.
- Able to compute shift allowance and attendance incentive.
- Optional routine to generate bar coded labels for staff card.
- Allows New or Part-time employee to use temporary staff card with feature to link to the Employee ID for clocking data processing.
- Provides a flexible shift master to define the following criteria for each working day including Saturday, Sunday and Public Holiday:
    - Official working hours
    - Break-time for identification of lunch periods.
    - Ability to classify overtime hours into 3-overtime rate using user defined cut-off time for each overtime period.
    - Ability to handle clock-out on the next day using overnight shift indicator.
- User defined shift plan to meet your business operation needs.
- Maintains a temporary shift plan by employee to handle swapping of shifts for any particular day without disrupting their normal shift.
- Ability to change shift plan globally for all employees to handle shift rotation.
- Maintains a calendar file by shift plan to determine the holiday and off day of each shift.

- Maintains leave transactions to determine a non-clocking day such as a paid leave or an absent day if the system is implemented without Leave Management system.
- Ability to integrate the leave transactions from the Leave Management System.
- Quickly process time clocking data to compute the overtime, lateness and absent days using the various parameter settings.
- Generates time clocking data error report to highlight those employees with inaccurate clocking information.
- A controlled feature to edit the various computed working hours information to cater for exceptional cases not handled by the parameter settings.
- Ability to integrate the accumulated overtime hours and number of absent days for a pay period into E8 Payroll System for payroll calculation and
- Provide timely management reports for daily and monthly abhor reporting on:
  - Overtime hours worked by the employee to monitor manpower requirements.
  - Lateness report to monitor employees' punctuality.
  - Absentee report showing employees' absence without authorisation for disciplinary action.
  - Under time report for employees who worked less than the required hours during the official working time with corresponding indication of any overtime worked for that day.
  - A time report showing the combined time data information for management overview.
- Optional module allow system base on clocking time to determine the shift work by the staff.
- Optional to interface with timesheet entry module.