

## Annexure I – Capabilities of Accelerator Payroll Software

<p><b>Payroll Application</b></p> <ul style="list-style-type: none"> <li>▪ User-defined pay-heads. No limits on earning / deduction components</li> <li>▪ Multiple categories can be defined</li> <li>▪ Multiple pay structures can be defined for a single category</li> <li>▪ Any complex pay-structure can be defined</li> <li>▪ Designation, Department, DOJ, Special code, etc related references can be used in pay structure / attendance calculations</li> <li>▪ Pay structures can be validated with sample data before application</li> <li>▪ Employee photograph, resume, certificates, etc – any document can be attached as image and can be referred</li> <li>▪ Employee codes can be generated based on algorithms</li> <li>▪ Supports activity based production incentive</li> <li>▪ Supports multiple ESI groups</li> <li>▪ Supporting masters (reports can be segregated &amp; grouped) for an employee includes employee category, business point, Salary structure, Over-Time structure, Attendance Group, ESI Group, Designation, Department, Sub-Department, Grade, Cost-Center, Work Location, Group A (User-defined), Group B (User-defined), etc</li> <li>▪ Detailed tracking of promotions &amp; transfers, salary revisions</li> <li>▪ Processes attendance &amp; salary even for 1000+ employees within few minutes (if not seconds)</li> <li>▪ Supports multiple loans with / w.o interest applicability</li> <li>▪ Possible for Extension as well as pre-closing of existing loans</li> <li>▪ Professional Tax computations are location / slab based.</li> <li>▪ Comprehensive TDS module is available with reports like 16A</li> <li>▪ Hour-based LOP is possible</li> <li>▪ In-Time based attendance / OT computation is possible</li> <li>▪ Late comers &amp; early goers can be identified &amp; penalized</li> <li>▪ Early over-time can be computed &amp; paid</li> <li>▪ Supports 'n' number of shifts</li> <li>▪ Automatic shift identification based on in-time is possible</li> <li>▪ Permission rules can be defined &amp; implemented</li> <li>▪ On-duty slips can be generated</li> <li>▪ Comp-off facility adjusting available at day &amp; hour levels</li> <li>▪ Rotating week-off facility is available</li> <li>▪ Supports varying work hours across employees</li> <li>▪ Multiple leave types are supported</li> <li>▪ Shift change entries can be made</li> <li>▪ Automatic Leave entry creation can be done for absent days</li> <li>▪ Authorized Over-Time hours on daily basis can be considered</li> <li>▪ Original time-office data is preserved for later referrals</li> <li>▪ Over-Time splitting facility is available</li> <li>▪ Salary process &amp; over-time process can be separate and can be for different periods.</li> <li>▪ Supports weekly payroll</li> <li>▪ Past data can be uploaded for any number of months</li> <li>▪ All statutory reports are available that includes PF Form 5, Form 10, Form 3A, Form 6A, Form 12A, PF Monthly Challan, ESI Form 5, ESI Form 6, ESI Monthly Challan are available both in Excel and printable format.</li> </ul>	<p><b>Features</b></p> <ul style="list-style-type: none"> <li>▪ Supports Multi-company / Muti-User</li> <li>▪ Capable of working in Wide Area Network</li> <li>▪ All reports are downloadable to excel</li> <li>▪ Data can be imported for any screen using excel</li> <li>▪ User can themselves create quick reports with pre-defined views available</li> <li>▪ Support regional language fonts. Using which pay-slips and reports can be designed.</li> <li>▪ Can be interfaced with any attendance recording system via text file / SQL / Excel file.</li> <li>▪ Entire application is configuration driven. So, easy to set &amp; implement rules &amp; disciplines</li> <li>▪ Almost all the screens has got dual confirmation facility. i.e Save &amp; Approve</li> <li>▪ Check list is available for all entry screens</li> <li>▪ All screens are uniform, so its easy for any user to adopt &amp; own the system quickly</li> <li>▪ Logical checks &amp; controls are applied throughout. So, meaningless or duplicate or irrational data are avoided.</li> <li>▪ Multi-usage locks are applied through-out. A document or an entry can be changed or approved by only one user at a given point of time even when 'n' users are accessing.</li> <li>▪ Authorization can be given to access only a particular set of data (Employee Category, Location, etc)</li> <li>▪ Message transmission available across Accelerator users</li> </ul> <p><b>Administration Front</b></p> <ul style="list-style-type: none"> <li>▪ Any changes to the software w.r.t statutory or any other feature introduction / improvement are circulated via patches. User themselves can apply these patches.</li> <li>▪ Detailed audit-trial is maintained for every login, data entered and report-generated</li> <li>▪ 'n' number of users can be created and with appropriate / necessary authorization</li> <li>▪ Possible to lock particular entries of an object (e.g Date Of Join, ESI No, etc) from modification by any user</li> <li>▪ Possible to track the changes (in detail) done by any / all users to a particular document / data</li> <li>▪ Possible to monitor &amp; maintain logged-in users</li> <li>▪ Data Backup &amp; Report downloads can be scheduled</li> </ul> <p><b>Technical Part</b></p> <ul style="list-style-type: none"> <li>▪ Uses MS-SQL as back-end, so capable of handling thousands of employees data across years at ease</li> <li>▪ Developed through a proprietary tool, which facilitates easy, reliable &amp; speedy development &amp; maintenance of software application</li> <li>▪ No user-created data is physically deleted, only they are marked for deletion</li> </ul>
--	---

<ul style="list-style-type: none"> <li>▪ Remittance entry screens available for PF, ESI &amp; TDS</li> <li>▪ Bonus module is available</li> <li>▪ Holding / Releasing of salary possible for any given employee</li> <li>▪ Settlement &amp; Gratuity module will be available soon</li> </ul>	<ul style="list-style-type: none"> <li>▪ All entry &amp; report programs are read as data. Front-end executable is only 1.6 MB without any hidden DLLs. So, application works really faster even in PCs with minimum RAM.</li> <li>▪ SQL Express edition is sufficient in the case of standard version</li> </ul>
---	---

**Annexure II – Version wise features supported**

Feature / Facility	Standard	Classic	Professional	Enterprise
<b>No. Of Employees</b>  Maximum number of employees for whom attendance / salary can be processed in a given pay period (month / week)	200	500	1000	Unlimited
<b>Multi-User Support</b>  Software can be installed in multiple machines. At a given point of time, multiple users can access payroll.  <i>Note: If database server and client are different PCs, then it will be treated as multi-user requirement only</i>	-	Yes	Yes	Yes
<b>Multi-Company Support</b>  Multiple companies can be created in single database. Configurations & computations can be same or different across companies.	-	Yes	Yes	Yes
<b>Quick Report Writer</b>  This will enable users themselves to create report as per the needs and format with the pre-defined views available in every module.	-	Yes	Yes	Yes
<b>TDS Module</b>  Comprehensive TDS Computations can be done. Investment particulars with document details are maintained. Actual house rent paid, children tuition fee paid, previous employment related PF & TDS deducted etc are updated. TDS computation sheet can be generated at the beginning of every financial year and circulated to employees. Form 16A (TDS Certificate) can be generated at the end of financial year.  <i>Note: If this module is not available, manual feeding of TDS component need to be done every month. It will be treated similar to that of another deduction.</i>	-	-	Yes	Yes
<b>Customization</b>  In the case of any customizations required w.r.t to data capture or any additional checks & controls apart from standard available or automate any process through some pre-defined logic, then this feature need to be available. Here, customer specific changes are done and ensured they are not disturbed during future patch applications. Documentation & maintenance of the program will be done at our end.	-	-	Yes	Yes

<b>Note: Though this feature is enabled in Professional &amp; Enterprise versions, it is required to pay an yearly maintenance cost of Rs. 5000/- apart from one-time development charges.</b>				
<b>Wide Area Network Support</b> Allows software access via internet or through WAN.	-	-	-	Yes

### **Annexure III – Our Billing Pattern & Cost of each version**

#### **Our Billing Pattern:**

In order to provide a reliable, feature rich & powerful software even to small users, we adopt a methodology of charging on an annual basis. We charge based on the level of usage instead of a flat pricing. Also, we maintain the software for its quality and accuracy. We upgrade it periodically with new features and as per changing business environment and government rules. We provide switch facility to change to versions on any date (However, charges are done on pro-rata basis). Also, for any reason, if the customer stops using are package over the years, he can stop paying us (In regular software sales, software need to be purchased at a bulk cost at the beginning itself). Our concept is simple, customers are charged according to their usage. Every year usage cost is billed in advance.

<b>Year Wise / Activity Wise / Version Wise Cost</b>				
	<b>Standard</b>	<b>Classic</b>	<b>Professional</b>	<b>Enterprise</b>
(a) First Year – Installation & Configuration	Rs. 6000/-	Rs. 8000/-	Rs. 10000/-	Rs. 12000/-
(b) First Year – Usage Cost	Rs. 4000/-	Rs. 9000/-	Rs. 16000/-	Rs. 20000/-
(c) First Year – for every 1000 employees	N.A	N.A	N.A	Rs. 2000/-
(d) Second Year To Fifth Year (for every year)	Rs. 2500/-	Rs. 5000/-	Rs. 8000/-	Rs. 15000/-
(e) Sixth Year onwards (for every year)	Rs. 1500/-	Rs. 3000/-	Rs. 5000/-	Rs. 10000/-
(f) Per man-day of additional implementation	Rs. 1000/-			
(g) Per man-day of customization	Rs. 1300/-			
(h) Customization area Maintenance (every year)	Rs. 5000/-			
Service Tax @ 10.3% is included in the case of (a), (f), (g) & (h)				
VAT @ 4% is included in the case of (b), (c), (d) & (e)				

### **Annexure IV – Implementation & Support Methodology**

- (a) Two man-days of implementation is allocated as part of the cost in the case of Standard version and three man-days of implementation is allocated for all other versions [As per our terms, a man-day is anything between 6 to 8 hours]
- (b) As part of implementation, attendance calculation & salary calculation method is studied in detail and a write-up is prepared.
- (c) One Salary statement format & one pay-slip format will be designed. Standard templates will be shown and as per customer's requirement small changes are done and attached
- (d) Based on the write-up, software will be configured.
- (e) Master data (if already available) in excel is received from the customer and uploaded into the software
- (f) Interface will be done with attendance system (if any)
- (g) Test check is done for 10 to 15 employees and proved to the customer
- (h) Test check done will be reversed back
- (i) Customer will be trained on how to use the software
- (j) Support will be provided over phone, e-mail & through remote desktop connection (via internet)
- (k) On-site support will be provided in the case of emergency during the first two months from the date of installation

**Note:** (a) *In the cases where, master data upload takes time or attendance calculation or summary calculation logic arrival elongates or due to any other reason (apart from software bug), implementation process elongates, customer is required to pay implementation cost for every additional man-day.*  
(b) *In the cases where, customer requires us to tally an entire months' data and due to which implementation time elongates, customer is required to pay for the same.*  
(c) *In the cases where, customer requires past data to be uploaded or additional training, then that activity will be charged as per estimated man-days.*