



# Application & Software DEVELOPMENT

**DIGITAL CONSULTING GROUP**

## PRODUCT FEATURES:

1. EASYPAY PAYROLL SYSTEM
2. EASY HR MANAGEMENT SYSTEMS
3. QUICKBOOKS PRO 2006, 2008 & 2010 UK VERSION
4. ERP (Enterprise resource planning - Microsoft Dynamics AX )
5. BAR-CODED FIXED ASSET VERIFICATION, TAGGING & REGISTER
6. TIMESHEET MANAGEMENT SYSTEM

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To succeed in business

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## 1. EASYPAY PAYROLL SYSTEM

EasyPay is a user-friendly yet powerful tool and with enhanced features to fit users needs in their day-to-day payroll processing. With the user in mind EasyPay was made highly flexible and customizable to meet changing user requirements. The system has been designed to ensure compliance with the statutes of the generally accepted payroll management rules. The EasyPay Payroll system particulars are as follows:

- It's certified by KRA
- Can Capture Data for unlimited number of employees
- Maintain pensions, allowances
- Gives all statutory reports, PAYE, NHIF, NSSF, etc
- Maintains Loan recovery componenet:-staff,SACCO, Bank
- Facilitates Insurance premium check off
- Manages mortgage pay off and relief
- Ensures data consistency and accuracy
- Ease of integration with financial system
- Generation of payslips
- Allows for COST CENTRE / CLASS reporting and payroll processing
- Has multi user, multi currency , multi company capabilities, among others

**NOTE:** *The System can integrate with other systems, either HR or Financial Systems as long as they are running on relational databases.*



User-friendly  
SOFTWARE APPLICATIONS

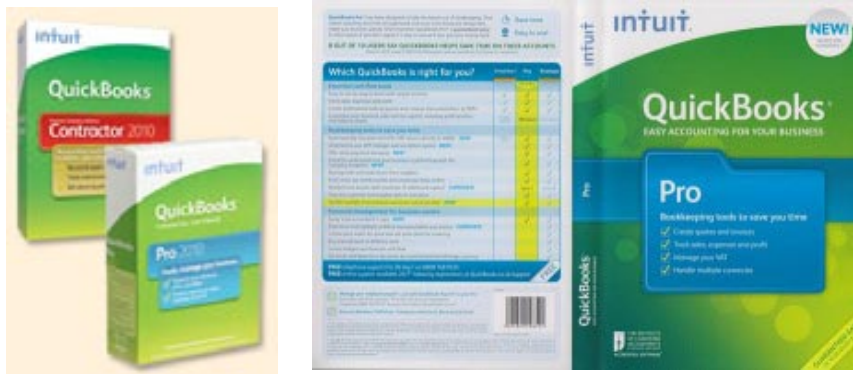
## 2. EASY HR MANAGEMENT SYSTEMS

The Human Resource Module will perform the following functions:

- Manage personnel information and tracking (Biodata, employment record, dependants, next of kin and qualifications among other)
- Maintain employee leave profile allowing for monitoring of leave balance, leave usage, and online leave application and approval
- Generate alerts for expiring of contracts and end of probation periods
- Generate alerts for expiry of documents such as passports, work permits and visas
- Monitor employee training
- Monitor employee conduct both recommendations & reprimands
- Provide customized unlimited report writing (apart from many standard reports included)

**NOTE:** *The system can be integrated with EasyPAY Payroll Management System to provide a more comprehensive human resource management tool.*

### 3. QUICKBOOKS PRO 2006, 2008 & 2010 UK VERSION



### 4. ERP (ENTERPRISE RESOURCE PLANNING - MICROSOFT DYNAMICS AX)

*Microsoft Dynamics AX supports your entire business and allows you to choose from comprehensive functionality, including:*

- (i) **Financial management** - General Ledger management with dimensions, Cash & Bank Management, Inter company accounting and consolidation, Fixed assets Management, Financial reporting etc.
- (ii) **Inventory & Warehouse management** - Multi-warehouse management, Inventory management with dimensions, Item batch/lot and serial number reservation and tracking, Demand forecasting using reorder levels, minimum stock levels, Order handling with trade agreements, Order promising and tracking
- (iii) **Sales processing & Accounts Receivable management** - Sales orders & invoice processing, Maintenance of debtor accounts, Performance monitoring through various reports including statements and aging of accounts
- (iv) **Purchase processing & Accounts payable management** - Procurement management, Computation of landed costs with various cost codes and integration to inventory, Maintenance of supplier accounts, performance monitoring through various reports including statements and aging of accounts
- (v) **Point of sale (POS)** - It controls the fundamental aspects of your retail business from head office and creates a link between POS terminals and Microsoft Dynamics AX, Integrated retail solution in terms of business applications that covers POS to back office and head office functionality
- (vi) **Payroll Management** - Employee master Data maintenance, Monthly payroll processing, Deduction calculation including PAYE, NSSF, NHIF and other company deduction, Loan handling and Monthly deduction
- (vii) **Project management** - Project types and hierarchies, Project finance and invoicing
- (viii) **Customer relationship management** - Sales force and marketing automation, Telemarketing and questionnaires, Sales management, Document management, Microsoft Office Outlook® synchronization, customer self-service websites, Computer telephone integration
- (ix) **Human resource management** - Employee Data maintenance, Organizational charts and employee registration, Skills mapping and recruitment, Employee self-service Web sites, Business process management
- (x) **Supply Chain Management** - Demand forecasting, Inter-company trade, Procurement management, Partner self-service websites, Performance monitoring, Electronic information exchange

(xi) **Business analysis** - Designer for multi-dimensional data cubes, Integration with Microsoft Analysis Services, Analysis views through embedded Pivot Tables, Balanced scorecard with key performance indicators

(xii) **Global solution** - Multi-user with security login, Multiple languages, Multiple currencies

(xiii) **Technology** - This product delivers you the value of the Microsoft platform with Integration to:

- o Oracle database or Microsoft SQL Server,
- o Microsoft BizTalk Server,
- o Microsoft Windows SharePoint services,
- o Microsoft Visual Studio and
- o Microsoft Office

## BENEFITS

- Works like and with familiar Microsoft products
- Easily customisable and highly scalable
- Advanced technology supports your growing business
- Supports connectivity with customers, vendors, business partners and employees
- Robust, comprehensive functionality, all-in-one source
- Supports operations across countries, sites, languages and currencies



## 5. BAR-CODED FIXED ASSET VERIFICATION, TAGGING & REGISTER

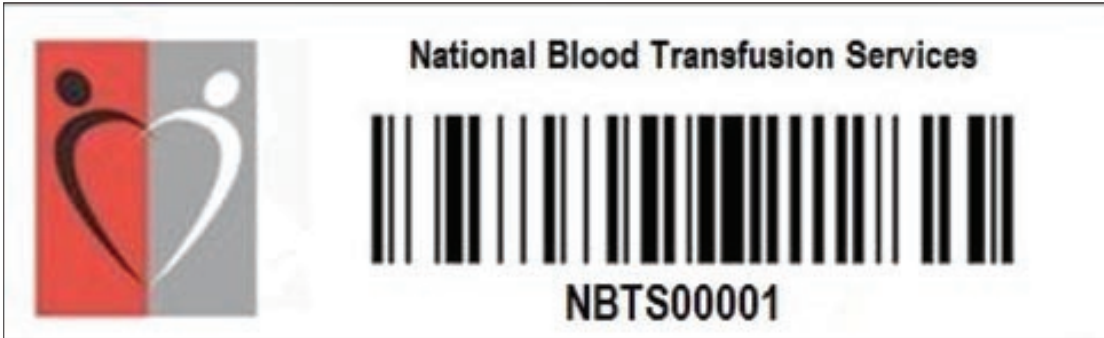
It entail physical tagging of all assets, capturing of the data using a Handheld device and updating of the Fixed Assets register in one's accounting system.

### BENEFITS

- Complete audit of all assets owned by an organization e.g. Furniture, computers, vehicles etc
- Tagging of all company's assets using Barcode labels bearing their logo
- Capturing the asset details using handheld devices
- Reconciling the physical records with any existing register in finance
- Updating of a current system register with barcode number, standardised description, users, location and value
- Uploading the new register to either Hardcat or Assetware Manager Fixed assets management System
- Integrating our Fixed Assets Management System with the GL of our client's ERP
- Review of asset policy manuals and training of staff on how to handle new assets

On the Asset Management Solution, Digital Consulting Group Ltd is a valued added reseller and a partner of leading international organizations in fixed assets management applications namely: Hardcat from Australia, Assetware Technologies from UK, Barcode Technologies from UK and Wasp Barcodes from UK. These organisations have strong international credentials and years of experience in Fixed Asset Management software. However, your organization has additional functions that are unique.

## Sample Barcode Tag Layout and design



All assets' details are captured using the handheld scanners like the ones shown to avoid any chances of human error.

## 6. TIMESHEET MANAGEMENT SYSTEM

### Features

- Time cards which users can submit from any location over the server, or even within their email client.
- Time cards can be quickly filled out using picklists, which allow users to select projects from lists based on the individual, group, department or the entire organization.
- "Last Saved Timesheet" button allows users to create a new timesheet based on the previous one.
- Automatic routing of submitted timesheets to designated approvers.
- Electronic signatures record all time card activity: creation, edits and approvals.
- Integrates with accounting systems.
- Automatic calculation of staff hours expedites payroll, invoice and activity reporting.
- Simple In/Out Box interface for managing time cards.
- Multiple time card formats:
  - o Daily / Daily with time in, time out.
  - o Weekly / Weekly with time in, time out.
  - o Bi-Weekly.
  - o Monthly.
  - o Semi-Monthly.
- Server time card templates and validation profiles for each individual ensure that time is being filled out correctly.
  - o Includes the ability to template based timesheets on pre-established department profiles.
  - o Rules for individuals may be established, including maximum/minimum work hours and valid project codes.
- Configurable columns, formats and messaging.





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