
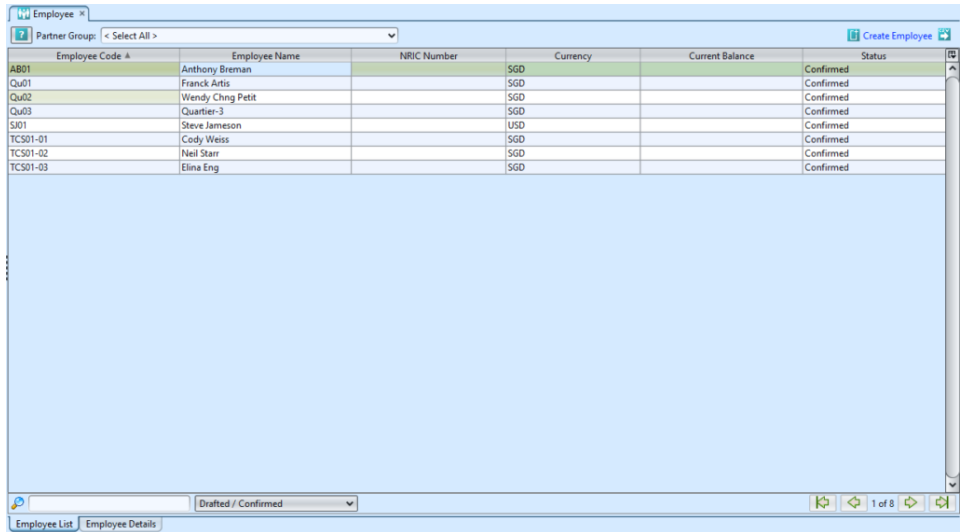


Employees

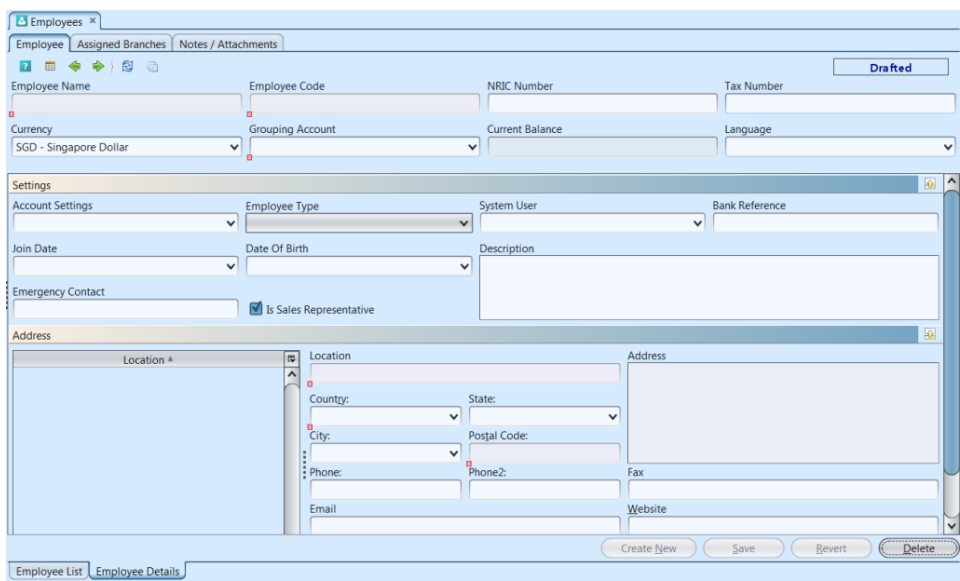
Employees view allows user to manage retail employees' records. Below actions are available under "Employees":

 Create new employee; update, delete, view and search for employee details

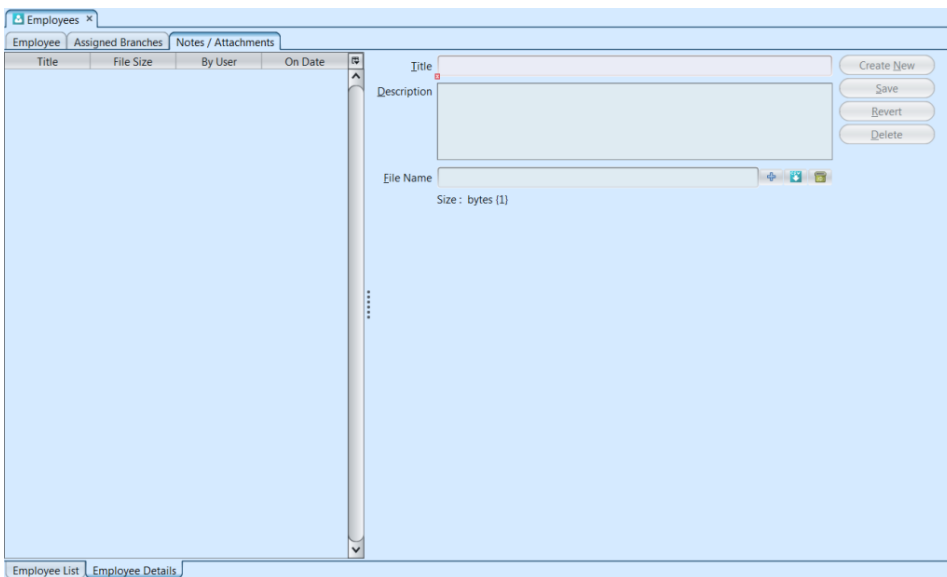
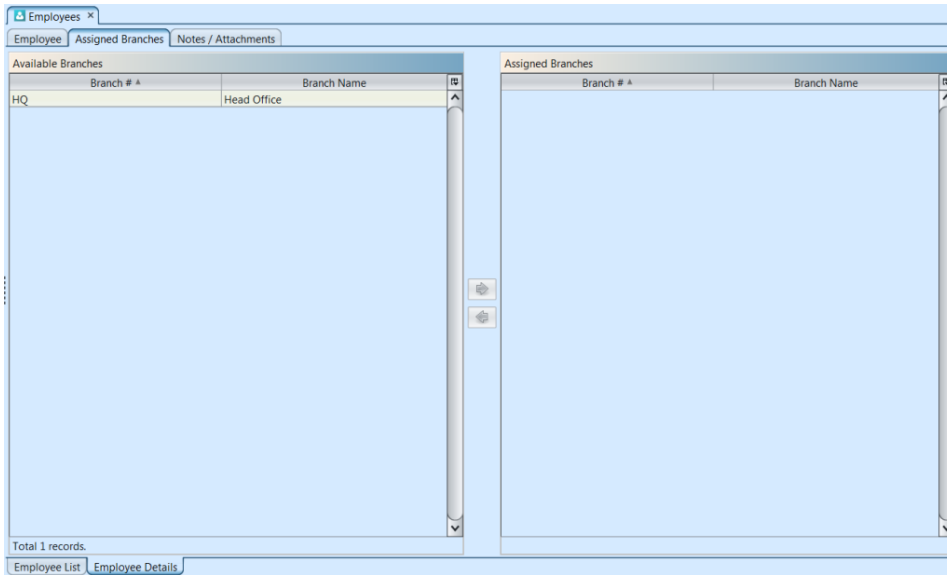


The screenshot shows a table titled "Employee List" with columns: Employee Code, Employee Name, NRIC Number, Currency, Current Balance, and Status. The table contains 8 rows of employee data. Below the table is a status filter set to "Drafted / Confirmed" and a pagination indicator showing "1 of 8".

Employee Code	Employee Name	NRIC Number	Currency	Current Balance	Status
AB01	Anthony Brennan		SGD		Confirmed
Qu01	Franck Artis		SGD		Confirmed
Qu02	Wendy Chng Petit		SGD		Confirmed
Qu03	Quartier-3		SGD		Confirmed
SI01	Steve Jameson		USD		Confirmed
TCS01-01	Cody Weiss		SGD		Confirmed
TCS01-02	Neil Starr		SGD		Confirmed
TCS01-03	Elna Eng		SGD		Confirmed



The screenshot shows the "Employee Details" form. It includes fields for Employee Name, Employee Code, NRIC Number, Tax Number, Currency (SGD - Singapore Dollar), Grouping Account, Current Balance, and Language. The "Settings" section includes Account Settings, Employee Type, System User, Bank Reference, Join Date, Date Of Birth, Description, and an "Is Sales Representative" checkbox. The "Address" section includes Location, Country, State, City, Postal Code, Phone, Phone2, Fax, Email, and Website. At the bottom are buttons for "Create New", "Save", "Revert", and "Delete".



Field Name	Description	Mandatory Information
Employee Name	Name of the employee	Y
Employee Code	Code of the employee.	Y
NRIC Number	The National Registration Identity Card number of the employee	N
Tax Number	Taxpayer Identification Number of the employee	N
Currency	Salary currency for the employee	Y
Grouping Account	Account for employee's payables and receivables	Y
Current Balance	Balance owed to/by the employee	N
Language	Language used by the employee	N
Account Setting	Defines journal entry to be used in transaction, usually for Finance/Account/HR department	N
Employee Type	Type of employee	Y

System User	User Name of the employee	N
Bank Reference	Name of the bank or bank account number	N
Join Date	Date of employee joined the company	N
Date of Birth	Date of Birth of employee	N
Emergency Contact	Emergency contact person or number of employee	N
Description	Description	N
Address	Address of the employee	N
Phone/Phone 2	Contact number	N
Email	E-mail address	N
Fax	Fax number	N
Website	Website URL address	N

Create New Employee:

1. Click on **“Create Employee”** at the top of screen of **“Employee List”** tab, it will open **“Employee Details”** tab with empty form

Employee Code A	Employee Name	NRIC Number	Currency	Current Balance	Status
AB01	Anthony Brennan		SGD		Confirmed
Qu01	Franck Artis		SGD		Confirmed
Qu02	Wendy Chng Pett		SGD		Confirmed
Qu03	Quartier-3		SGD		Confirmed
SD01	Steve Jameson		USD		Confirmed
TCS01-01	Cody Weiss		SGD		Confirmed
TCS01-02	Neil Starr		SGD		Confirmed
TCS01-03	Elna Eng		SGD		Confirmed

2. Fill up employee’s information, select a username if employee is a (Samooha) system user with login access

Settings

Account Settings: Purchase Third Party (SGD)

Employee Type: **Cashier**

System User: **Chris Wirianto**

Bank Reference: [Empty]

Join Date: [Empty] Date Of Birth: [Empty] Description: [Empty]

Emergency Contact: [Empty] Is Sales Representative

“Cashier” Employee Type (list) indicates that the employee is able to use / be assigned to cash register (for POS module).

Settings

Account Settings: Purchase Third Party (SGD)

Employee Type: **Cashier**

System User: Chris Wirianto

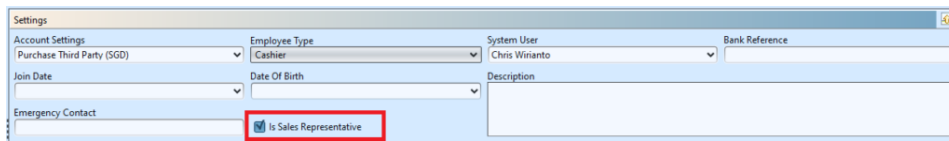
Bank Reference: [Empty]

Join Date: [Empty] Date Of Birth: [Empty] Description: [Empty]

Emergency Contact: [Empty] Is Sales Representative

“Is Sales Representative” checkbox when ticked, allows the user to select the employee as sales

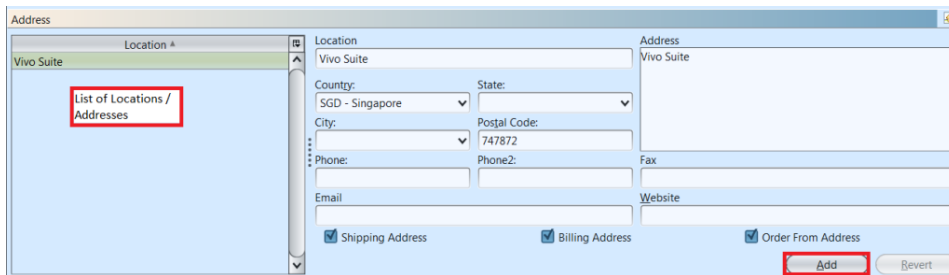
representative in transaction documents like Point of Sale Entry (Cash Register).



The screenshot shows the 'Settings' window with the following fields and values:

Field	Value
Account Settings	Purchase Third Party (SGD)
Employee Type	Cashier
System User	Chris Wirianto
Bank Reference	
Join Date	
Date Of Birth	
Description	
Emergency Contact	
Is Sales Representative	<input checked="" type="checkbox"/>

3. Enter Employee's location address and click **"Add"** button to save and create new one



The screenshot shows the 'Address' window with the following fields and values:

Field	Value
Location	Vivo Suite
Country	SGD - Singapore
State	
City	747872
Postal Code	
Phone	
Phone2	
Fax	
Email	
Website	
Shipping Address	<input checked="" type="checkbox"/>
Billing Address	<input checked="" type="checkbox"/>
Order From Address	<input checked="" type="checkbox"/>
Add	<input type="button" value="Add"/>
Revert	<input type="button" value="Revert"/>

4. Click on **"Assigned Branches"** tab at the top of screen to assign branch for the employee

5. Optional: Click on **"Notes / Attachments"** tab at the top of screen to add notes or files attachment for the employee

6. Click on **"Save"** button at the bottom of screen when completed

7. Click on **"Confirm Employee"** button at the bottom of screen to confirm new employee entry

8. Click on **"Close Employee"** button at the bottom of screen to close employee record from further transaction / changes (e.g. in the case an employee resign)

9. Click on **"Reopen Employee"** button at the bottom of screen to reopen employee record

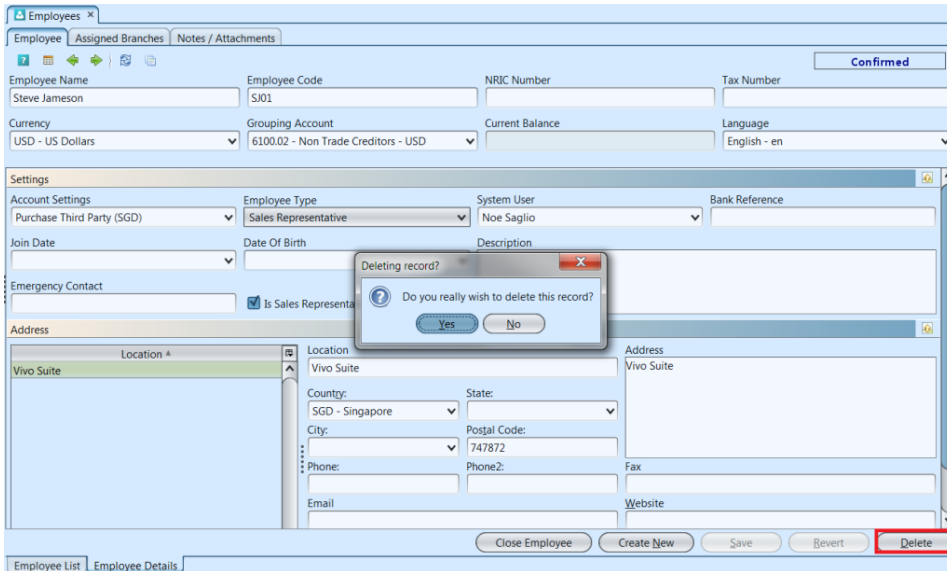
10. Click on **"Create New"** button at the bottom of screen to create another new employee

Update Employee Details:

1. Click on **"Employee List"** tab at the bottom of screen
2. Double click on employee to be updated, it will bring up **"Employee Details"** tab for the selected employee
3. Make change(s) on the employee information
4. Click on **"Save"** button at the bottom of screen when done
5. Click on **"Revert"** button at the bottom of screen.
6. Click on **"Close Employee"** button at the bottom of screen to close employee record from further transaction / changes (e.g. in the case an employee has resigned)
7. Click on **"Reopen Employee"** button at the bottom of screen to reopen employee record

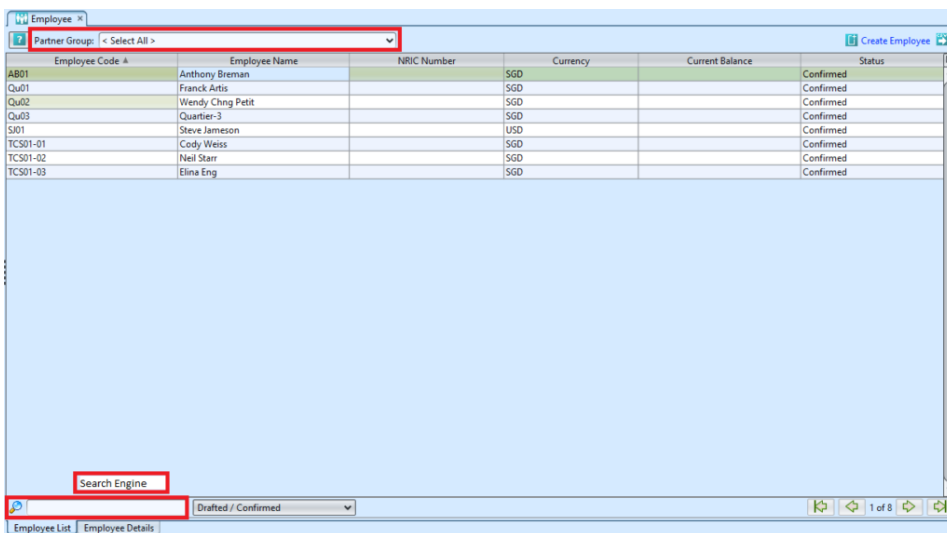
Delete Employee:

1. Click on **"Employee List"** tab at the bottom of screen
2. Double click on employee to be deleted, it will bring up **"Employee Details"** tab for the selected employee
3. Click on **"Delete"** button at the bottom of screen
4. Click on **"Yes"** button on the pop-up window to confirm record deletion



View and Search for Employee Details

1. Click on **“Employee List”** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in group type for the employee in the **“Partner Group”** text field box or select from drop-down list. Partner Group is defined in the **Accounts module**



3. Result can be sorted alphabetically by clicking the fields' columns
4. Double click on employee to view full details of the employee, it will bring up the details on

“Employee Details” tab for the selected employee
