



USER GUIDE FOR ERP

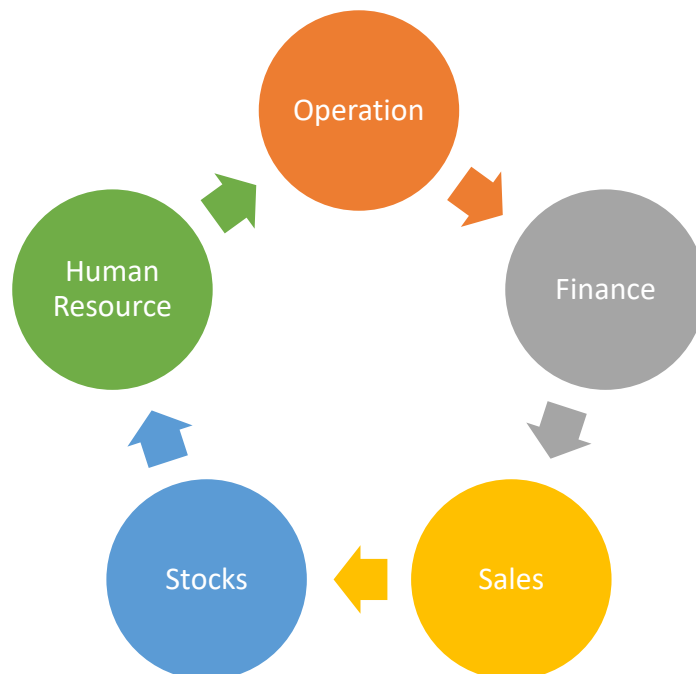


Figure 1: Modules of ERP

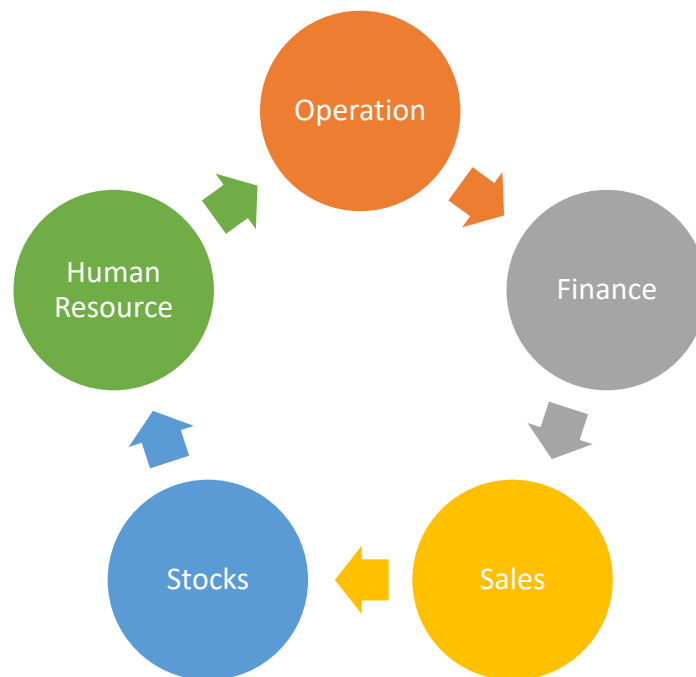
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Introduction

Al Mutakamela ERP , is design to peruse all the needs of a Vehicle Testing and Registration Centre
It covers all the aspect necessary to be performed and operate under the organization



Login User

Each User can login with their ID with the following URL

URL : <http://172.16.4.60:8202/login>

User : UserID/EmployeeID

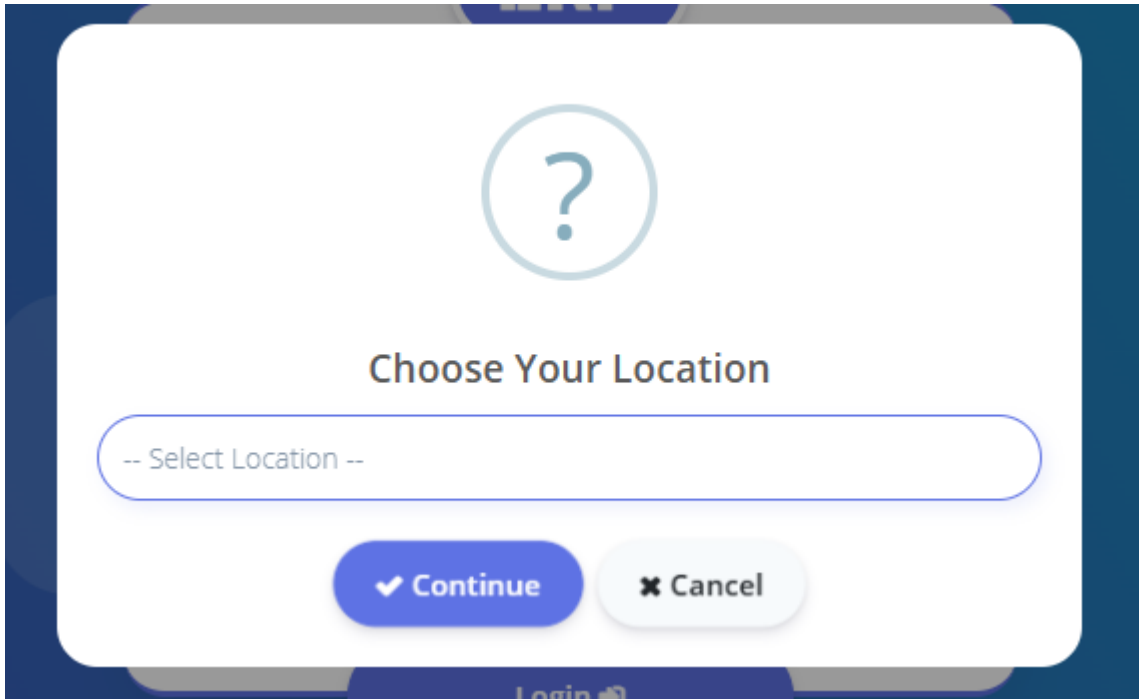
Pass : Secret



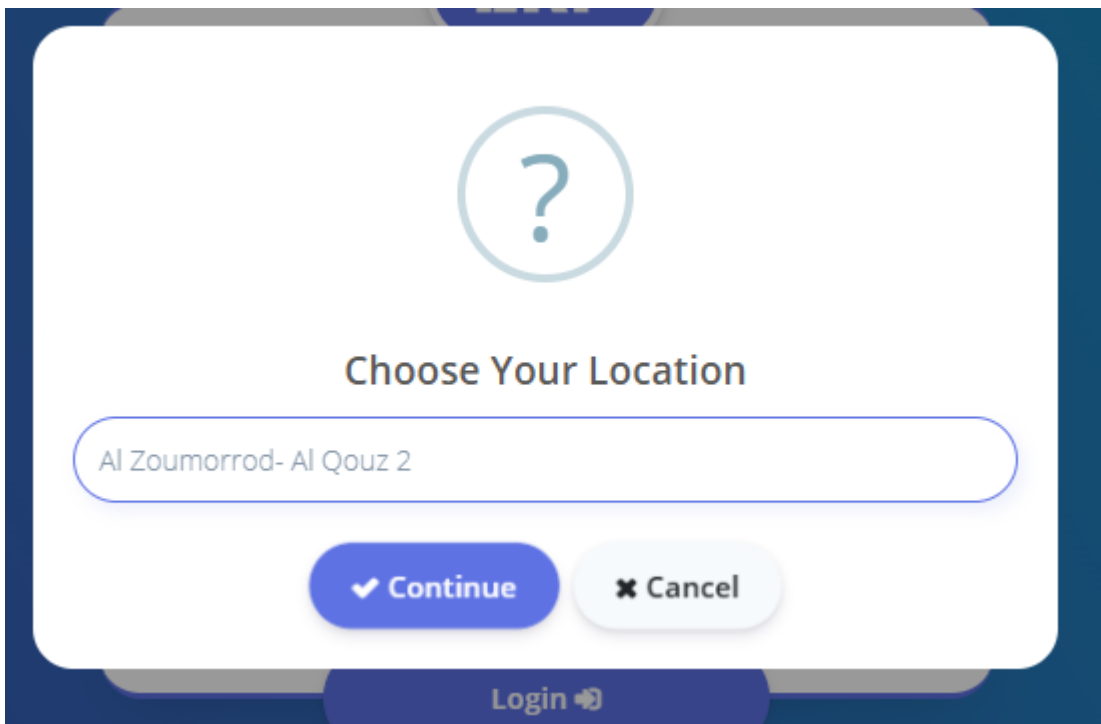
1- Login Screen

A screenshot of a web application's login screen. The background is a solid blue color. At the top center, there is a logo for 'AL-QALAM AUTOMOTIVE CENTER' with a stylized 'C' icon. Below the logo is a white rounded rectangle containing the login form. The form has a blue header with 'ERP' in a white box, followed by 'Login' with a lock icon and the text 'LOGIN NOW TO START'. There are two input fields: the first contains the number '936' and has a user icon on the left; the second contains a series of dots and has a magnifying glass icon on the left. Below the input fields are two options: 'Global Login?' with a radio button set to 'OFF', and 'Remember Me' with a checked checkbox. At the bottom of the form is a blue button with the text 'Login' and a right-pointing arrow. At the very bottom of the page, there is a footer with navigation links 'Almutakamela', 'About Us', 'Contact', and 'Services' on the left, and a copyright notice 'Copyright © 2021 - 2025 Almutakamela IT Department, All rights reserved' on the right.

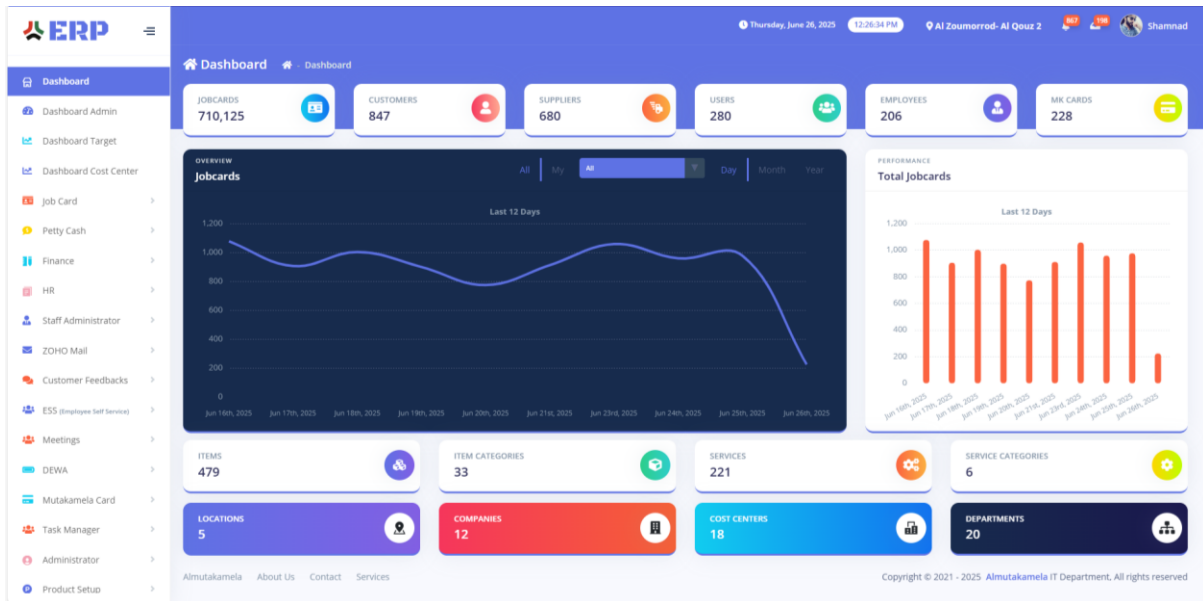
2- Choose Branch



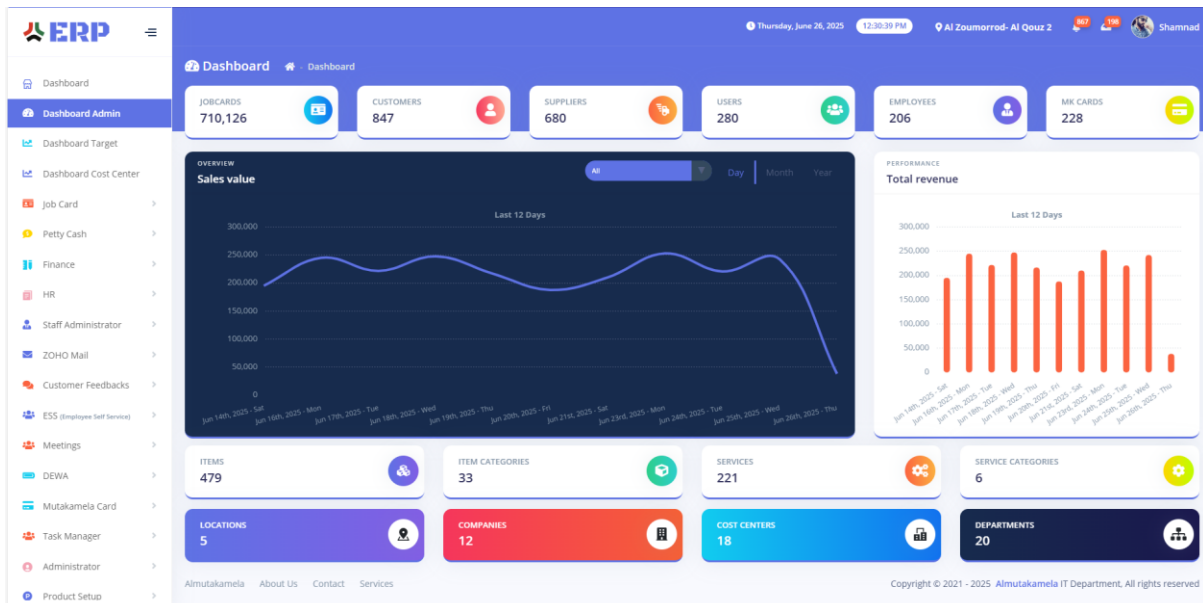
3- Continue to Proceed



4- Dashboard



Admin Dashboard



Dashboard is comprises of graphs and numbers of entities in the ERP

Dashboard Target

Dashboard target shows the target and actual position of every day transactions and

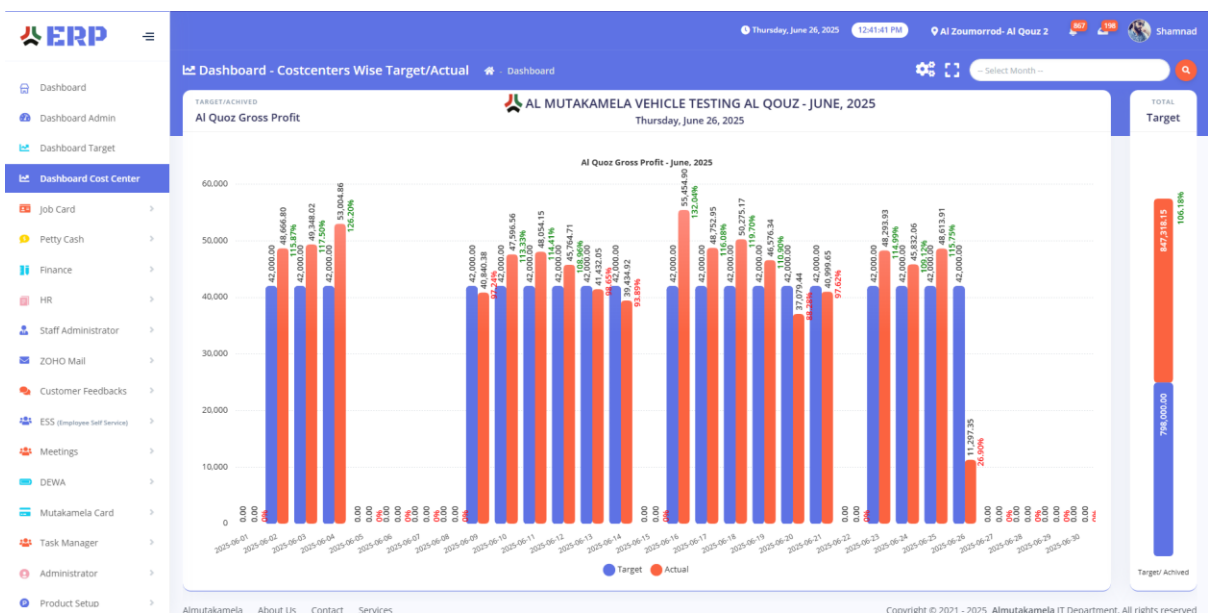
- CIS
- VIP
- Comprehensive



Dashboard Cost Centre

Cost Centre dashboard will show the actual and target of the cost centre therefore it will show the day wise report and summary right side of the dashboard.

- Al Quoz Center
- Al Aweer Center
- Al Quasais Center



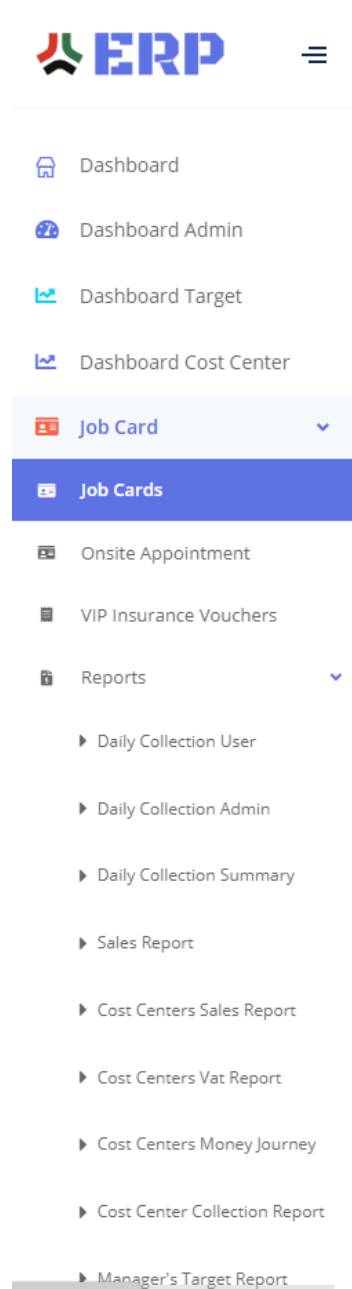
Al Mutakamela Vehicle Testing and Registration Centre

OPERATION MODULE

Job Card, Job Card Reports

Operations

Job Card Section



The screenshot shows a sidebar menu for the ERP system. At the top is the ERP logo and a hamburger menu icon. Below it are several menu items: Dashboard, Dashboard Admin, Dashboard Target, and Dashboard Cost Center. The 'Job Card' option is highlighted in blue and has a dropdown arrow. Under 'Job Card', the 'Job Cards' option is also highlighted in blue. Below 'Job Cards' are 'Onsite Appointment', 'VIP Insurance Vouchers', and 'Reports'. The 'Reports' option has a dropdown arrow and lists several sub-items: Daily Collection User, Daily Collection Admin, Daily Collection Summary, Sales Report, Cost Centers Sales Report, Cost Centers Vat Report, Cost Centers Money Journey, Cost Center Collection Report, and Manager's Target Report.

Create a Job card

From the Job card Section follow the step to enter a new Job Card

- 1- Click on Job card Option from Job card section

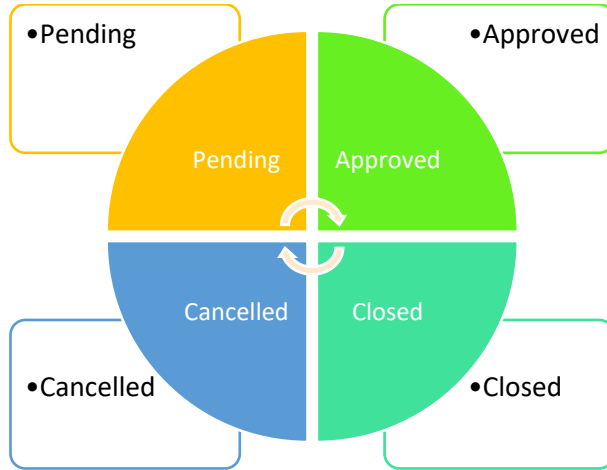
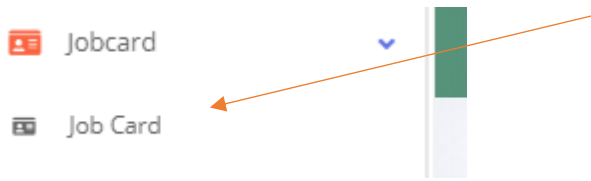
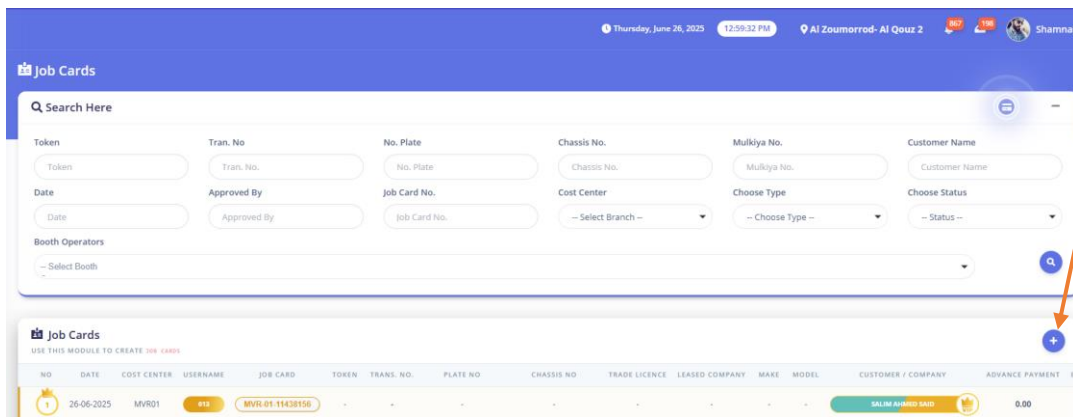


Figure 2: Job card Status

2- Job Card Page Appearance

NO.	DATE	COST CENTER	USERNAME	JOB CARD	TOKEN	TRANS. NO.	PLATE NO.	CHASSIS NO.	TRADE LICENCE	LEASED COMPANY	MAKE	MODEL	CUSTOMER / COMPANY	ADVANCE PAYMENT
1	26-06-2025	MVR01	913	MVRL-01-11438155									SALIM AHMED SAID	0.00
2	26-06-2025	MVR01	913	MVRL-01-11438155	221	25496517	12 58 638PHVAL	JHLRE4518C407886					YAGI	0.00
3	26-06-2025	MVR01	916	MVRL-01-11438154	228	25496745	K DU8R 83425	WDDNG71K29A271466					PERSONAL	0.00
4	26-06-2025	MVR01	916	MVRL-01-11438153	228	25496726	Z DU8R 63946	LQ0AA297P0225300					ONE WORLD TRADING	0.00
5	26-06-2025	MVR01	913	MVRL-01-11438152	228	25496639		JNBAY2N78R9498064					YAGI	0.00
6	26-06-2025	ALM01	916	ALM-01-6141691			P DU8R 26535	JTHK02P8E0084382	639927		Toyota	Hace	AIR FOODSTUFF TRADING LLC	0.00
7	26-06-2025	MVR01	913	MVRL-01-11438151									RINCE AUTO CAR RENTAL L.L.C	0.00

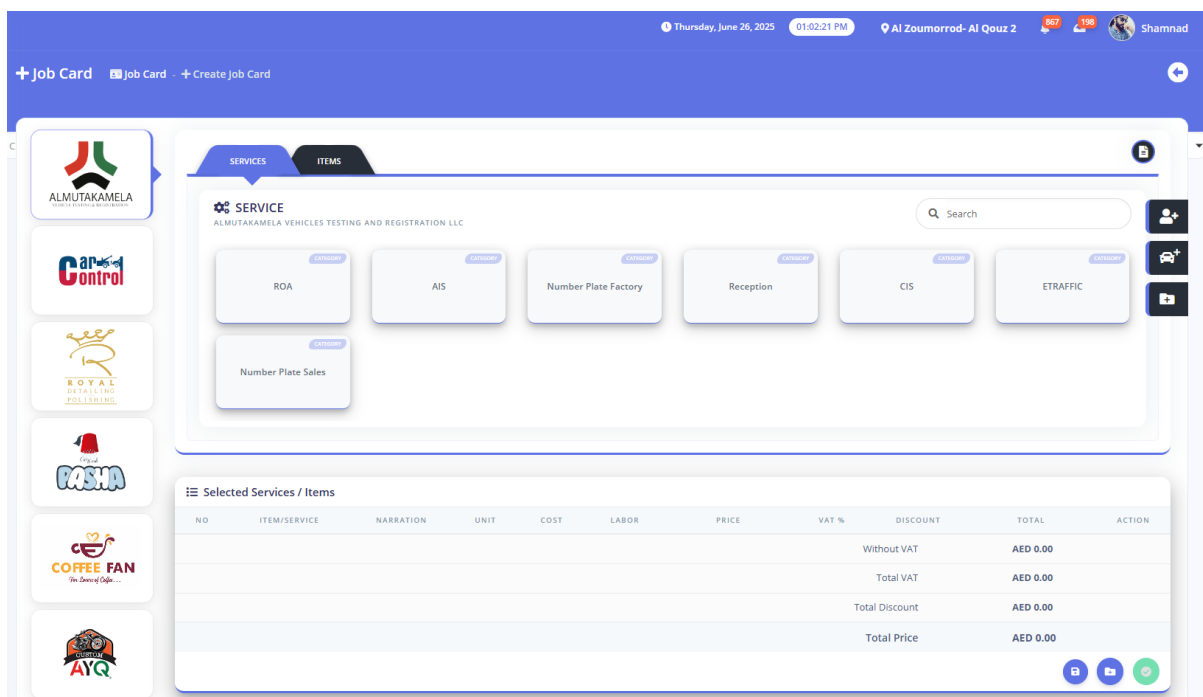
3- Click on the + sign button on the right side



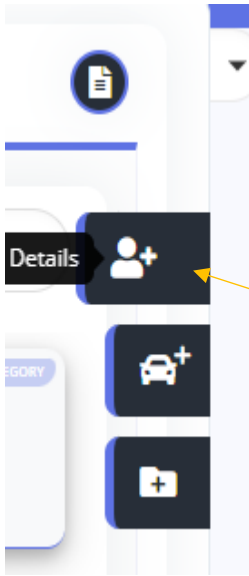
4- Job Card Entry Page

It is main Entry of Point the Operation Module, it is use to generate Job card for all operation like

- CIS
- VIP
- ONSITE
- COMPREHENSIVE



Add Customer Details



There are 2 Types of Customers

- 1- Individual Customer
- 2- Cooperate Customer

Individual Customer

Customer Details

INDIVIDUAL CUSTOMER CORPORATE CUSTOMER

Individual Name <input type="text" value="Individual Name"/>	Designation <input type="text" value="Designation"/>	Phone No <input type="text" value="Phone No"/>
Telephone No <input type="text" value="Telephone No"/>	Email <input type="text" value="Email"/>	Web <input type="text" value="Web"/>
Address <input type="text" value="Address"/>	Emirate <input type="text" value="Select Emirate"/>	PO Box <input type="text" value="PO Box"/>

Cooperate Customer

Customer Details

INDIVIDUAL CUSTOMER CORPORATE CUSTOMER

Company Name* Branch Name Phone No

Email Fax Web

Address Emirate PO Box

Leased Company Trade Licence TRN No

Save Refresh Add

Click on the Save Icon to Save Customer Detail in Job Card

Search Option by Text , it will be appeared with Service Category related to search text

ALMUTAKAMELA

SERVICES ITEMS

SERVICE ALMUTAKAMELA VEHICLES TESTING AND REGISTRATION LLC

Search

ROA AIS Number Plate Factory Reception CIS ETRAFFIC

Number Plate Sales

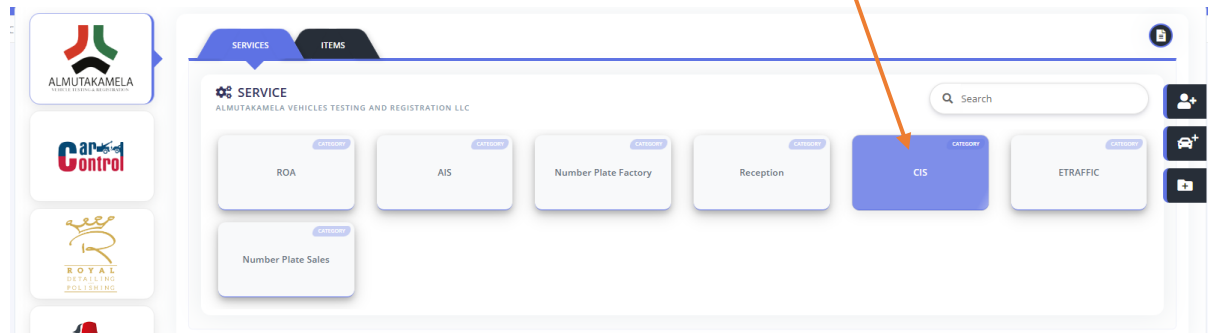
Selected Services / Items

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
								Without VAT	AED 0.00	
								Total VAT	AED 0.00	
								Total Discount	AED 0.00	
								Total Price	AED 0.00	

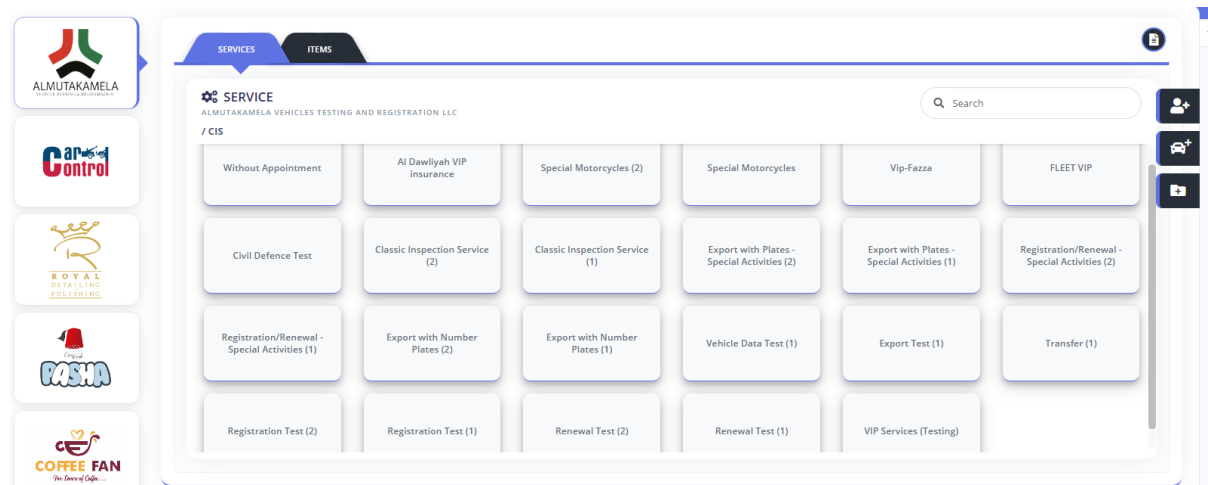
Save Refresh Add

Make Sure, you must select the Category first to search Services accordingly

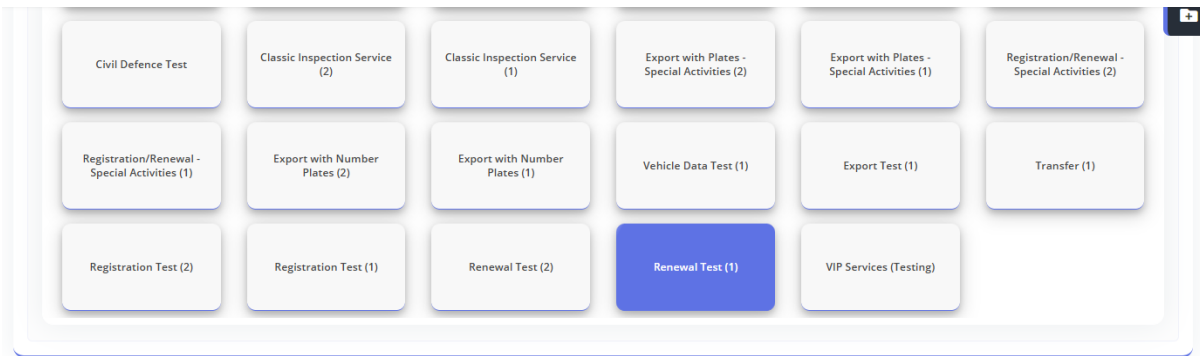
5- Select Services and Click Category



System will Retrieve the Category's Services



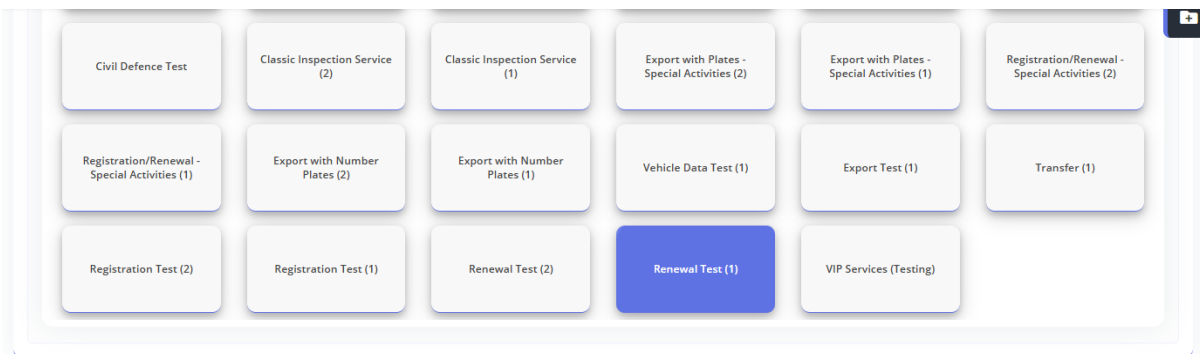
6- Click on the Services



Selected Services / Items

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Renewal Test (1)	Narr.	- 1 +	0.00	0.00	170.00 AED	0 % 0.00 AED	0 0.00 %	170.00 AED	
Without VAT									AED 170.00	
Total VAT									AED 0.00	
Total Discount									AED 0.00	
Total Price									AED 170.00	

After Selection of Service, it will be appeared in the services table below



Selected Services / Items

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Renewal Test (1)	Narr.	- 1 +	0.00	0.00	170.00 AED	0 % 0.00 AED	0 0.00 %	170.00 AED	
Without VAT									AED 170.00	
Total VAT									AED 0.00	
Total Discount									AED 0.00	
Total Price									AED 170.00	

Click on the Add Vehicle Detail, a popup will appear where the vehicle detail will be placed

Vehicle Details
✕

Test Type <input type="text" value="-- Select Test Type --"/>	Token No <input type="text" value="Token"/>	Tran No. <input type="text" value="Tran No"/>
No. Plate <input type="text" value="No. Plate"/>	Chassis No. <input type="text" value="Chassis No"/>	Mulkiya No. <input type="text" value="Mulkiya No"/>
Vehicle Type <input type="text" value="-- Select Vehicle Type --"/>	Brand <input type="text" value="-- Select Brand --"/>	Model <input type="text" value="-- Select Model --"/>
Year <input type="text" value="-- Select Year --"/>	Vehicle Color <input type="text" value="-- Select Color --"/>	Plate Color <input type="text" value="-- Select Plate Color --"/>
Plate Source <input type="text" value="-- Select Plate Source --"/>	KM Run <input type="text" value="KM Run"/>	Notes. <input type="text" value="Notes"/>
Sales Person <input type="text" value="-- Select Sales Person --"/>	Sales Cordinator <input type="text" value="-- Select Sales Cordinator --"/>	Sales Team Leader <input type="text" value="-- Select Sales Team Leader --"/>

Click on the Save Icon to Save Vehicle Detail in Job Card

Delete Services from Job Card from the list

The list of services will be appeared in the box below

Selected Services / Items

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Renewal Test (2)	Narr.	- 1 +	0.00	0.00	70.00 AED	0 % 0.00 AED	0 0.00 %	70.00 AED	
2	Renewal Test (1)	Narr.	- 1 +	0.00	0.00	170.00 AED	0 % 0.00 AED	0 0.00 %	170.00 AED	

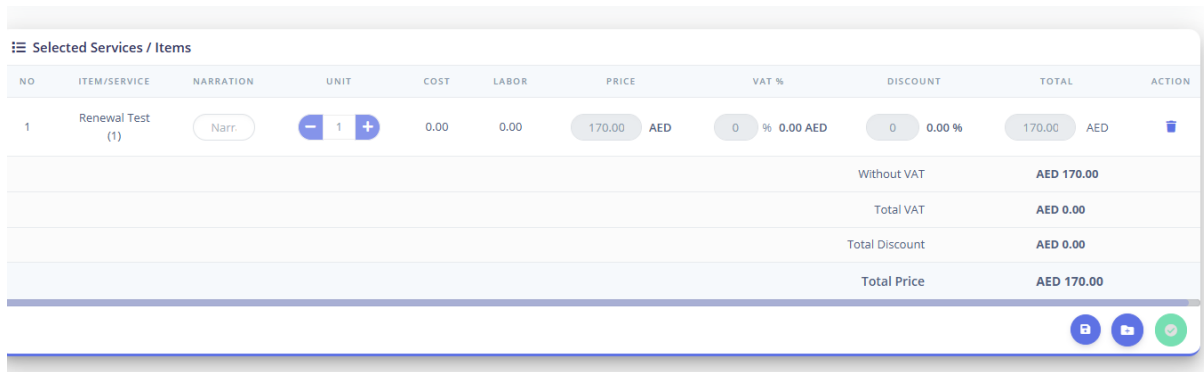
Once you click on the Trash icon the popup will appear for confirmation

Click on confirm Button the remove the service/item from the list of job card

Confirm!

Are you sure you want to delete ?

On the confirmation, it will delete the Service from the Job card



The screenshot shows a software interface with a table titled "Selected Services / Items". The table has columns for NO, ITEM/SERVICE, NARRATION, UNIT, COST, LABOR, PRICE, VAT %, DISCOUNT, TOTAL, and ACTION. The first row shows a service named "Renewal Test (1)" with a unit of 1 and a price of 170.00 AED. Below the table is a summary section with the following data:

Without VAT	AED 170.00
Total VAT	AED 0.00
Total Discount	AED 0.00
Total Price	AED 170.00

Save Job card



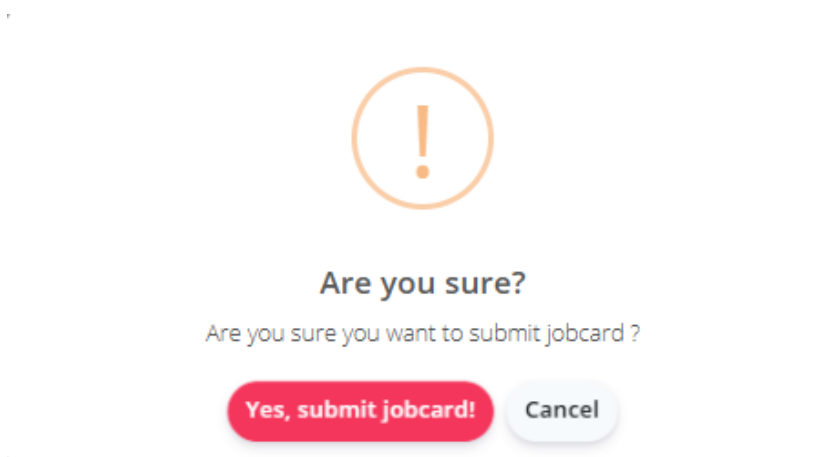
The screenshot shows a summary table with the following data:

Without VAT	AED 170.00
Total VAT	AED 0.00
Total Discount	AED 0.00
Total Price	AED 170.00

Below the table are three icons: a blue lock icon, a blue folder icon, and a green checkmark icon. A yellow arrow points from the text "Click on Save Icon" to the green checkmark icon.

Click on Save Icon

Pop up will appear for confirmation



Notification will appear for the confirmation of the Job Card Submission

SERVICE
ALMUTAKAMELA VEHICLES TESTING AND REGISTRATION LLC

Jobcard Submitted Successfully!

Classic Inspection Service (2) | Classic Inspection Service (1) | Export with Plates - Special Activities (2) | Export with Plates - Special Activities (1) | Registration/Renewal - Special Activities (2) | Registration/Renewal - Special Activities (1)

Export with Number Plates (2) | Export with Number Plates (1) | Vehicle Data Test (1) | Export Test (1) | Transfer (1) | Registration Test (2)

Registration Test (1) | Renewal Test (2) | Renewal Test (1) | VIP Services (Testing)

Selected Services / Items

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Vehicle Data Test (1)	Narratio	1	0.00	0.00	120.00 AED	0 % 0.00 AED	0 0.00 %	120.00 AED	
									Without VAT	AED 120.00
									Total VAT	AED 0.00
									Total Discount	AED 0.00
									Total Price	AED 120.00

Save

Job Card will be listed as given below

Thursday, June 26, 2025 01:28:49 PM Al Zoomorrod- Al Quoz 2 867 198 Sharnad

Job Cards

Search Here

Token: Token, Tran. No.: Tran. No., No. Plate: No. Plate, Chassis No.: Chassis No., Mulkiya No.: Mulkiya No., Customer Name: Customer Name

Date: Date, Approved By: Approved By, Job Card No.: Job Card No., Cost Center: -- Select Branch --, Choose Type: -- Choose Type --, Choose Status: -- Status --

Booth Operators: -- Select Booth

Job Cards
USE THIS MODULE TO CREATE 308 CARDS

NO	DATE	COST CENTER	USERNAME	JOB CARD	TOKEN	TRANS. NO.	PLATE NO	CHASSIS NO	TRADE LICENCE	LEASED COMPANY	MAKE	MODEL	CUSTOMER / COMPANY	ADVANC
1	26-06-2025	ALM01	896	ALM-01-8141108	-	-	2 DUBAI /59780	MEC301DP4LP041309	507332	-	Mitsubishi	CANTER	AL BAYAN PURIFICATION AND POTABLE WATER L.L.C	C
2	26-06-2025	MVR01	899	MVR-01-11438172	-	-	-	-	-	-	-	-	VIP	C
3	26-06-2025	ALM01	896	ALM-01-8141107	-	-	1 DUBAI /95452	MEC301DP1LP041395	507332	-	Mitsubishi	CANTER	AL BAYAN PURIFICATION AND POTABLE WATER L.L.C	C
4	26-06-2025	MVR01	913	MVR-01-11438171	245	25497139	J DUBAI 18921	1G1FB3D5P0131881	-	-	Ford	Mustang	HDFC	C

Job Card List

Job Cards
USE THIS MODULE TO CREATE 308 CARDS

NO	DATE	COST CENTER	USERNAME	JOB CARD	TOKEN	TRANS. NO.	PLATE NO	CHASSIS NO	TRADE LICENCE	LEASED COMPANY	CUSTOMER / COMPANY	PAYMENT STATUS	STATUS	AC
1	17-12-2024	MVR01	896	MVR-01-090331	987	741	6 DUBAI 398	147852	-	-	TEST	PENDING	WAITING FOR APPROVAL	AC
2	17-12-2024	MVR01	896	MVR-01-090330	1234	123	PL DUBAI -123456	987456321	-	-	-	PAID	WAITING FOR APPROVAL	AC

Search in Job Card

Job Cards

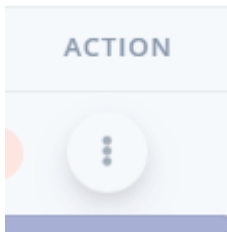
Search Here

Token Token	Tran. No Tran. No.	No. Plate No. Plate	Chassis No. Chassis No.	Mulkiya No. Mulkiya No.	Customer Name Customer Name
Date 2025-06-23 - 2025-06-26	Approved By Approved By	Job Card No. 40787	Cost Center -- Select Branch --	Choose Type -- Choose Type --	Choose Status -- Status --

Job Card Can be Searchable by

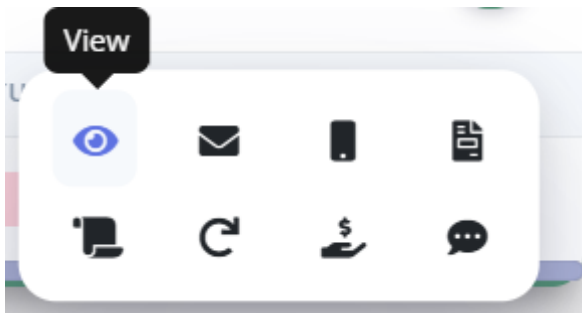
Token #	Trans #	No. Plate	Chassis #	Mulkiya #
Customer Name	Date	Approved By	Job Card #	Cost Centre
Type	Status			

Each Record of Job card has the following Action



On Job Card Actions Click it will be appearing in the menu

View Job Card



It will show the job card as per given screen

View Jobcard Job Card View Job Card

AL BAYAN PURIFICATION AND POTABLE WATER L.L.C
Dubai, 87546
0048851288
100246352700003 (TRN)
507332

VEHICLE DETAILS

TOKEN NO : -	TRAN. NO : -	KEY NO : -	PARKING NO : -
CHASSIS NO : MEC301DP4LP041309	NO. PLATE : 2 /59780	MULKIYA NO : 50027136	KM RUN : -
VEHICLE TYPE : LIGHT VEHICLE (> 3TON)	VEHICLE BRAND : MITSUBISHI	VEHICLE MODEL : CANTER	VEHICLE COLOR : -
YEAR : 2020	DATE TIME : JUN 26 2025, 1:27:52 PM	TEST TYPE : DRY FOOD WITHOUT TEMPERATURE	SALES PERSON : HOSSAM MOSSAD (938)
SALES CO-ORDINATOR : -	TEAM LEADER : -		

JOB CARD DETAILS

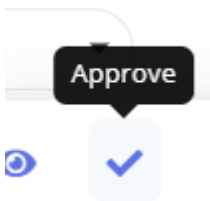
SERVICE CENTER	SERVICE/ITEM	PRICE	QTY	VAT	DISCOUNT	TOTAL
ALM	Food Transport vehicle inspection DM fee	120.00	1	.00 (0%)	.00 (0%)	120.00
ALM	Food Transport vehicle inspection ALM fee	100.00	1	5.00 (5%)	.00 (0%)	105.00
Total :						AED 225.00

PAYMENT DETAILS

PAYMENT TYPE	STATUS	TOTAL PAID	BALANCE
Not Paid	PENDING	AED 0.00	AED 225.00

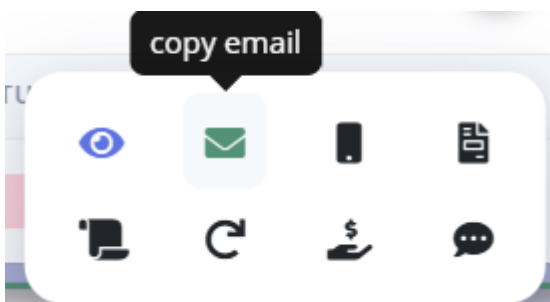
Approve Job Card

Approve Job card Approve the job card and it will be able to proceed further for work.



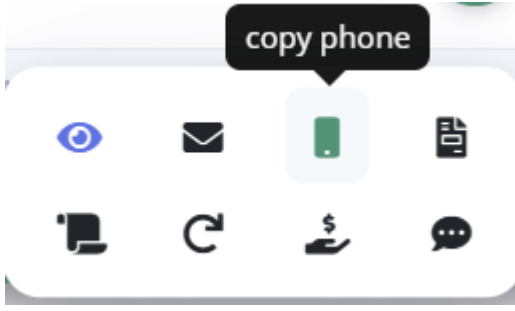
Copy Email Address

It will copy the email address with Clipboard

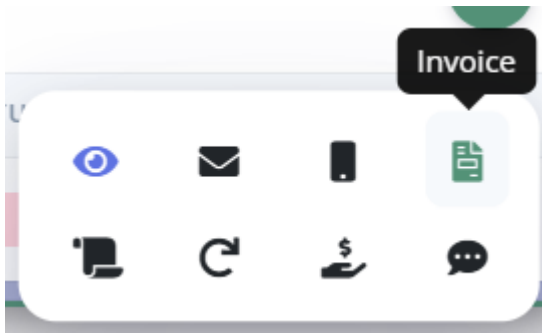


Copy Phone

It will copy the Phone # with Clipboard



Invoice



It will generate the invoice and show the popup with Job Card as below Screen



AL QALAM
AUTOMOTIVE CENTER

TAX INVOICE

Invoice : MVR-01-0046287
Invoice Date : 17-12-2024

Account Name & Address : اسم الحساب والعنوان

UAE

Other Contact Details : تفاصيل الاتصال الأخرى

Home : رقم المنزل
Fax : فاكس
Mobile : الموبايل
Email : البريد الإلكتروني

Customer Name & Address : اسم العميل وعنوانه

UAE

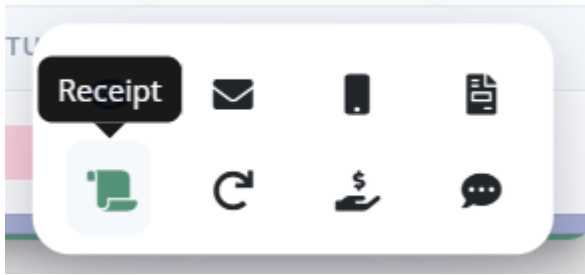
Branch : Almutakamela Vehicles Testing and Registration LLC
Served By : Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi
Created By : Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi
Print Date Time : 17-12-2024 15:39:59

Invoice No	رقم الفاتورة	Invoice Date	تاريخ الفاتورة	Jobcard	بطاقة عمل	Jobcard Date	تاريخ بطاقة العمل
MVR-01-0046287		17-12-2024		MVR-01-090330		17-12-2024	


Chassis	الشناسية	Plate	لوحة الأرقام	Vehicle Type	نوع السيارة	Make	مركبة	Model	نموذج	Color	اللون	Year	عام
987456321		PL-123456		Light Vehicle		Toyota		Yaris				2023	

S.No	Item/Service	Narration	QTY	Rate	Amount	Discount	VAT	Net Amount
1	Vehicle Data Test (1)		1	120.00	120.00	0.00	0.00	120.00
Parts	0.00	قطع الغيار					Total Discount	AED 0.00
Labour	120.00	العمل					Total VAT	AED 0.00
Grand Total								AED 120.00

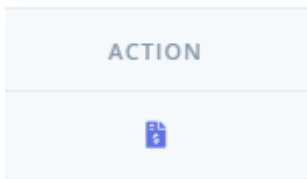
Receipt



It will show the list of payments Receipt

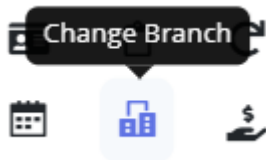
TOTAL AMOUNT	NARRATION	ACTION
AED 120.00	JC ,TRNS.No : #123,CH : 987456321,PL : PL -123456,TOKEN : 1234,EMP: 936	

View Receipt option to view Receipt, click on the icon



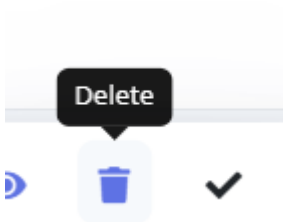
Change Branch

This option can be used to switch from one to another



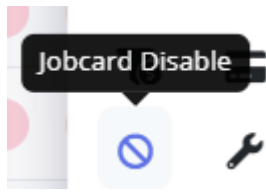
Delete Job Card

This option used for Deleting Job Card when it is **pending** in the status



Disable Job Card

This option use to disable the Job card , the job card will be disappear from the list.





Almutakamela Vehicles Testing and
Registration LLC

TRN : 100537482000003

Print Date: 17-12-2024 16:19:39
Cashier: 936

Tax Invoice
فاتورة المبيعات الضريبية

CUSTOMER DETAILS

Token #: **1234**

Trans # 123
Invoice No 217416
Date 17-12-2024 16:09:00
Customer -
Vehicle No PL -123456
Chassis No 987456321
Brand Toyota
Model Yaris

DESCRIPTION

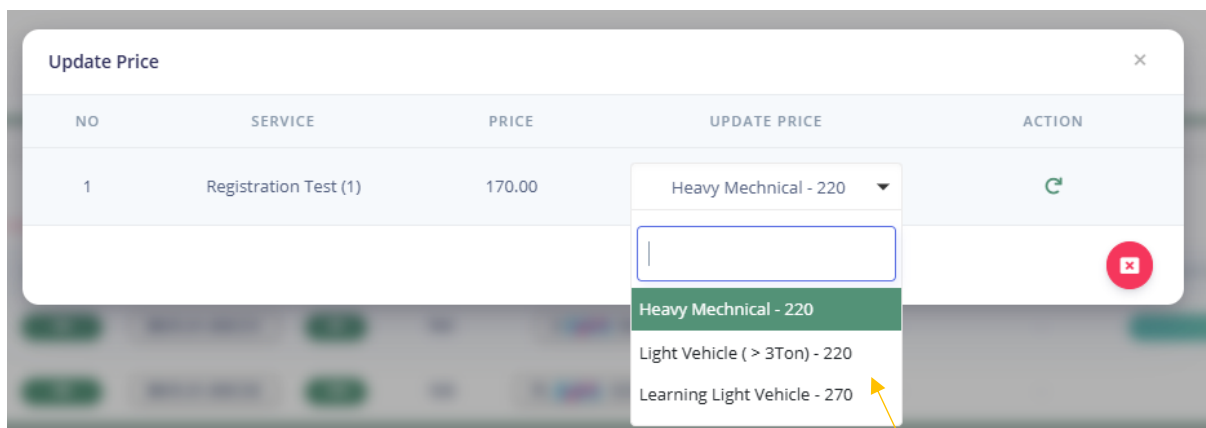
SERVICE NAME	AMOUNT
Vehicle Data Test (1)	120.00

PAYMENT DETAILS

Update Price

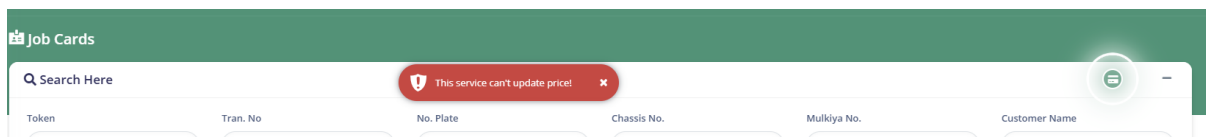


It will show the following Popup

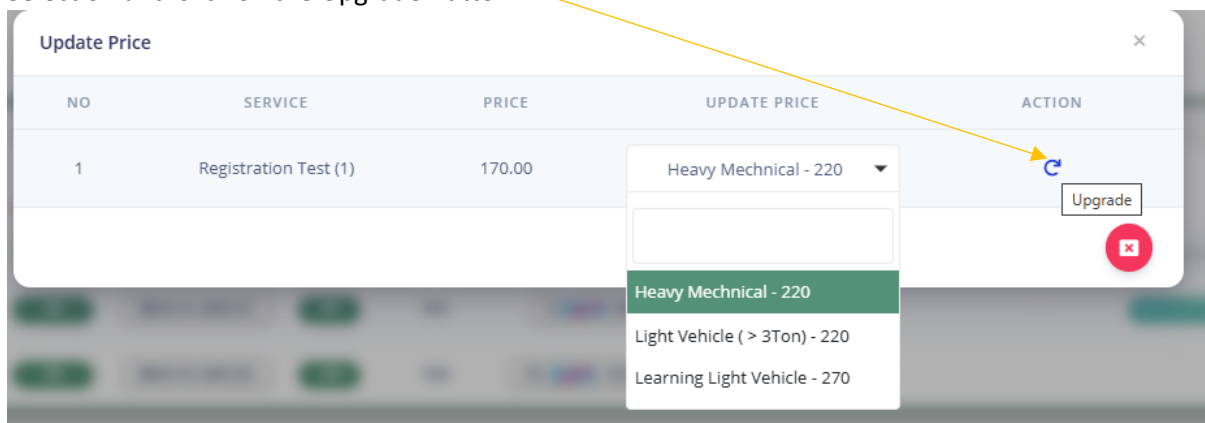


User can change the price if the Vehicle is matched with the above criteria

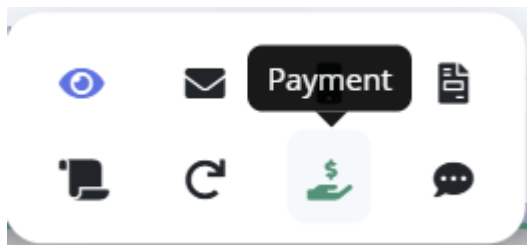
If the Job Card is in **Pending** Status, it will allow to Change the price, otherwise it will appear the following notification



If the Job Card is in **Pending** Status then it will appear and allow to change Registration Test Fee with Selection and Click on the Upgrade Button



Payment Option:



By click on “Payment” Icon, it will be appeared with the following screen

It has 6 payments options

- Cash /Credit Card Payment
- Mutakamela Card
- Company Payment
- Online Customer
- Staff Payment
- Spotii Payment

Cash /Credit Card Payment

Customer can make payment via Cash/Credit Card option

Payments
✕

■ Cash/Card Payment

■ Mutakamela Card

■ Company Payment

■ Online Customers

■ Staff Payment

■ Spotii

COMPANY	CASH	CARD	CHEQUE	TOTAL	BALANCE
MVR01	Cash	Card	Cheque	Total	170.00

Cash/Card Payment

Credit Card

Credit Card

Transaction No.
Tran #

Cash

Total Cash

Cash Received

Cash Refund

Customer Name

MUHAMMAD IDREES KARIM DAD

Phone

Phone

Vehicle Plate #

Z 96339

Customer TRN #

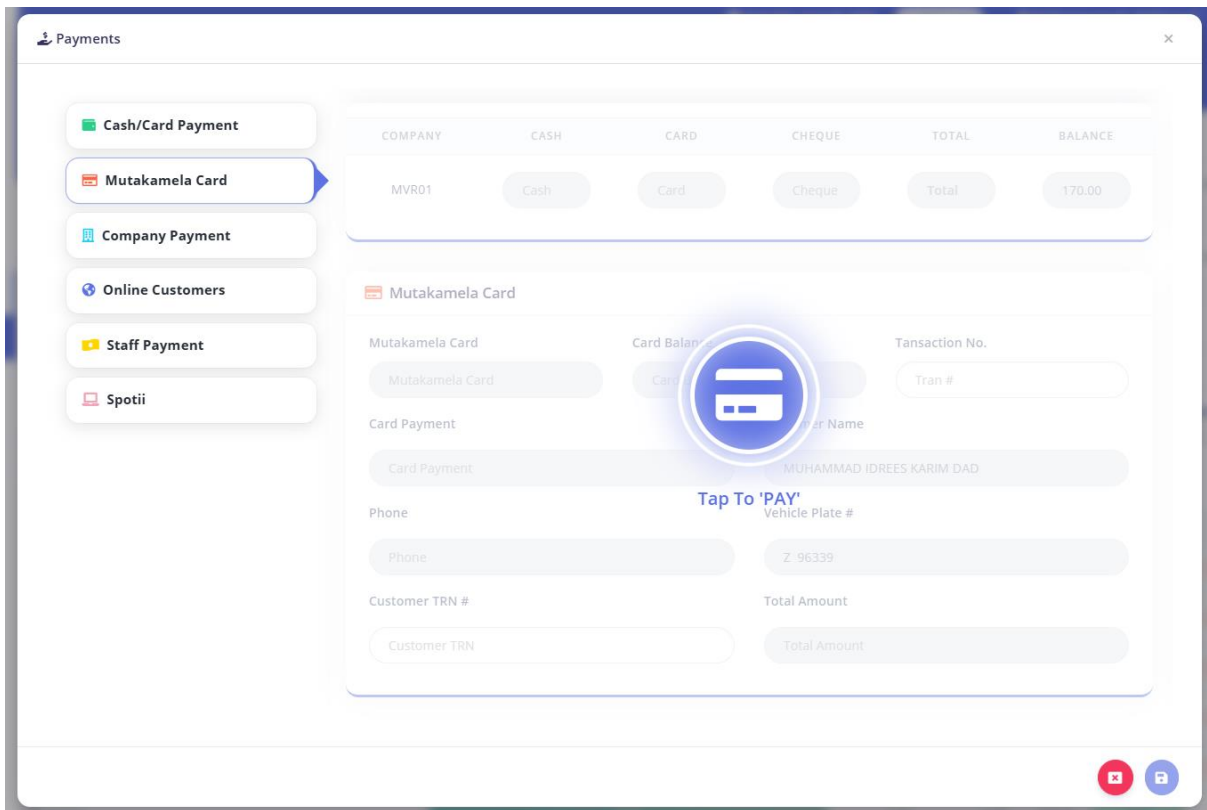
Customer TRN

Total Amount

Total Amount

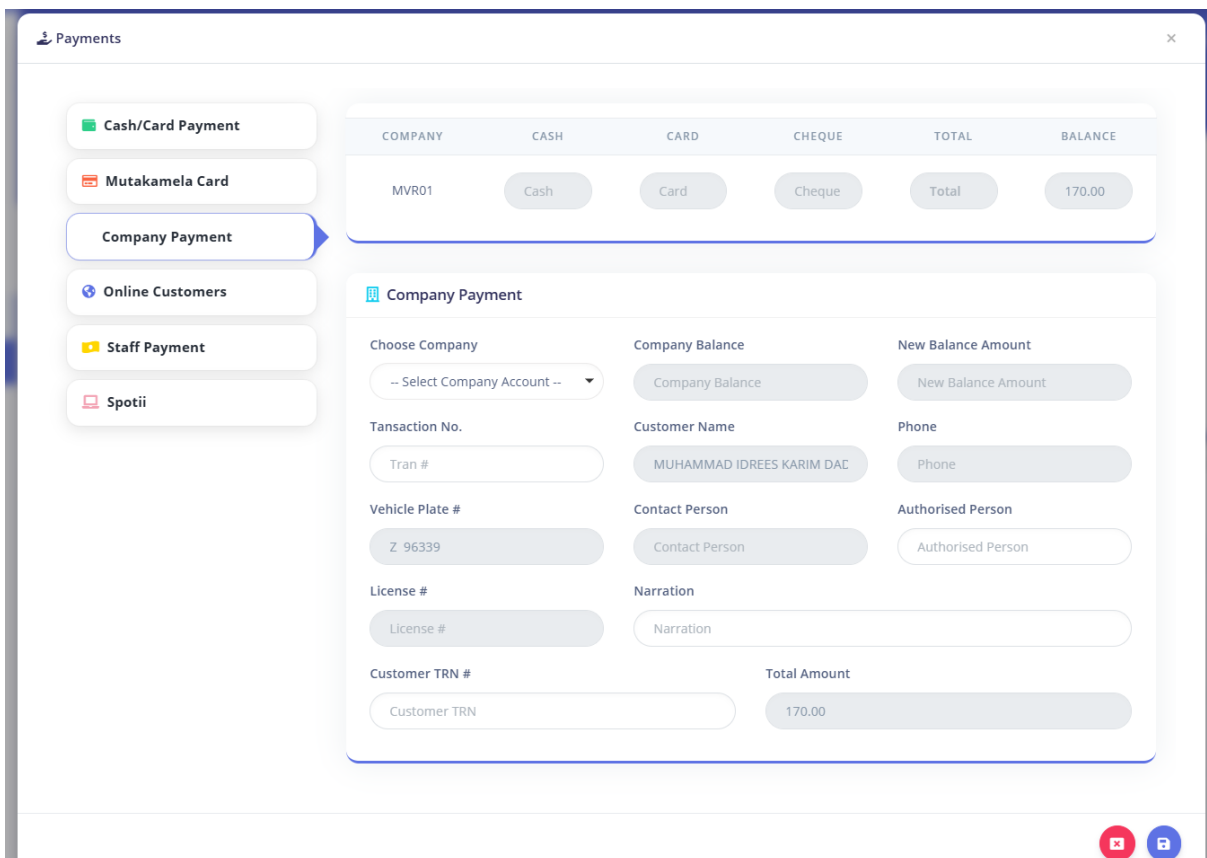
Mutakamela Card

It will show the Option to tab the Mutakamela Card once it is tapped it will read the information from card and verify the Card Authenticity and Available Balance as per Invoice



Company Payment

Company Payment option is to give option for cooperate customers to make payment via company account with balance/Credit Limit



Online Customer

Online Customer Payment option is used to Pay online, via Banking App or ATM

On the confirmation of the payment, this form will be proceeded

The screenshot displays a software interface for payments. On the left, a sidebar lists payment methods: Cash/Card Payment, Mutakamela Card, Company Payment, Online Customers (highlighted), Staff Payment, and Spotii. The main area shows a summary table and a detailed form for 'Online Customers'.

COMPANY	CASH	CARD	CHEQUE	TOTAL	BALANCE
MVR01	Cash	Card	Cheque	Total	170.00

Online Customers

Choose Online Customer: -- Select Online Customer --

Balance: Balance (170.00) | New Balance Amount: New Balance Amount

Transaction No.: Tran #

Customer Name: MUHAMMAD IDREES KARIM DAC | Phone: Phone

Vehicle Plate #: Z 96339 | Contact Person: Contact Person | Authorised Person: Authorised Person

License #: License # | Narration: Narration

Customer TRN #: Customer TRN | Total Amount: 170.00

Staff Payment

Staff payment is specific to Mutakamela Staff member when they pay on their behalf for the customer

Payments

- Cash/Card Payment
- Mutakamela Card
- Company Payment
- Online Customers
- Staff Payment**
- Spotii

COMPANY	CASH	CARD	CHEQUE	TOTAL	BALANCE
MVR01	Cash	Card	Cheque	Total	170.00

Staff Payment Credit Cash

Employee ID
-- Select Employee ID --

Department: Department
Vehicle Plate #: Z 96339

Discount: Discount
Total Amount: 170.00

✖ 📄

Spotii Payment

There is another option for payment Via Spotii , where you can pay by Spotii

Payments

- Cash/Card Payment
- Mutakamela Card
- Company Payment
- Online Customers
- Staff Payment
- Spotii**

COMPANY	CASH	CARD	CHEQUE	TOTAL	BALANCE
MVR01	Cash	Card	Cheque	Total	170.00

Spotii

Choose Spotii Account: -- Select Spotii Account --

Balance: Balance
New Balance Amount: New Balance Amount


Transaction No.: Tran #
Customer Name: MUHAMMAD IDREES KARIM DAD
Phone: Phone

Vehicle Plate #: Z 96339
Contact Person: Contact Person
Authorised Person: Authorised Person

License #: License #
Narration: Narration

Customer TRN #: Customer TRN
Total Amount: 170.00

✖ 📄

Once you click on the  Save Button, it will appear with the following popup for confirmation



Are you sure?

You will pay the amount for this Jobcard!

Yes, Pay amount!

Cancel

On successful payment

It will show the following notification of confirmation



Success !

Payment Completed Successfully...

OK

Click on OK Button, it will show the receipt as follow

Almutakamela Vehicles Testing and
Registration LLC

TRN : 100537482000003

Print Date: 17-12-2024 16:14:40

Cashier: 936

Tax Invoice

فاتورة المبيعات الضريبية

CUSTOMER DETAILS

Token #: **1234**

Trans # 123
Invoice No 217416
Date 17-12-2024 16:09:00
Customer -
Vehicle No PL -123456
Chassis No 987456321
Brand Toyota
Model Yaris

DESCRIPTION

SERVICE NAME	AMOUNT
Vehicle Data Test (1)	120.00

PAYMENT DETAILS

Sub Total	120.00
VAT	0.00
Net Amount	120.00

PAYMENT METHOD

Paid	120.00
Cash	120.00
Cash Received	.00
Cash Refund	.00

This is System Generated Invoice does not
require any signature or Stamp

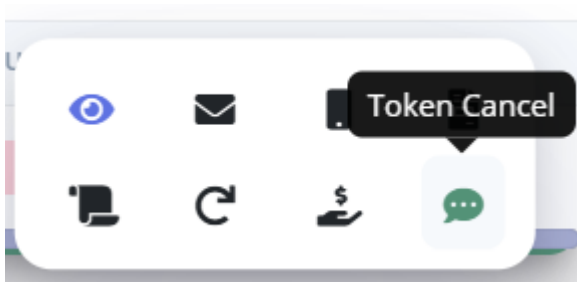
Please show the receipt to the security to
receive your key



MVR-01-090330

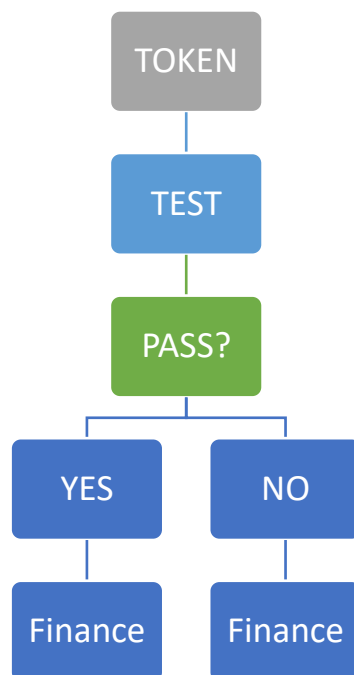


Token Cancel



It cancel the Token acquired for Vehicle

Basic Flow



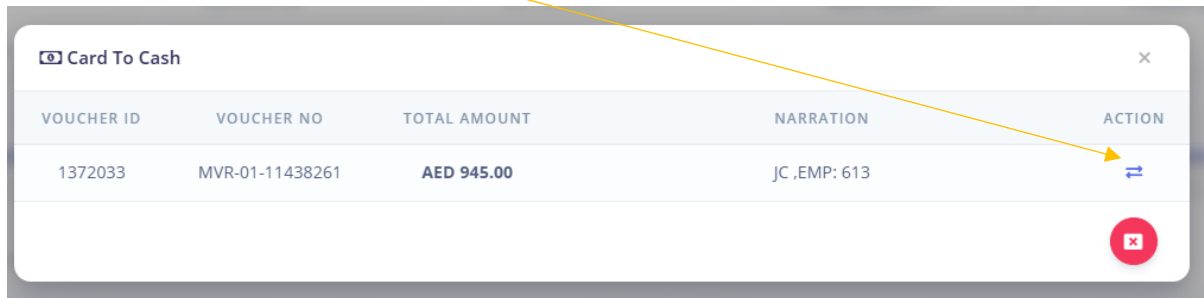
Cash to Card


CASH to CARD option use to convert the payment from CASH to CARD on the particular Job Card.

VOUCHER ID	VOUCHER NO	TOTAL AMOUNT	NARRATION	ACTION
1372033	MVR-01-11438261	AED 945.00	JC .EMP: 613	

Card to Cash

CARD TO CASH option use to convert the payment from CARD TO CASH on the particular Job Card.

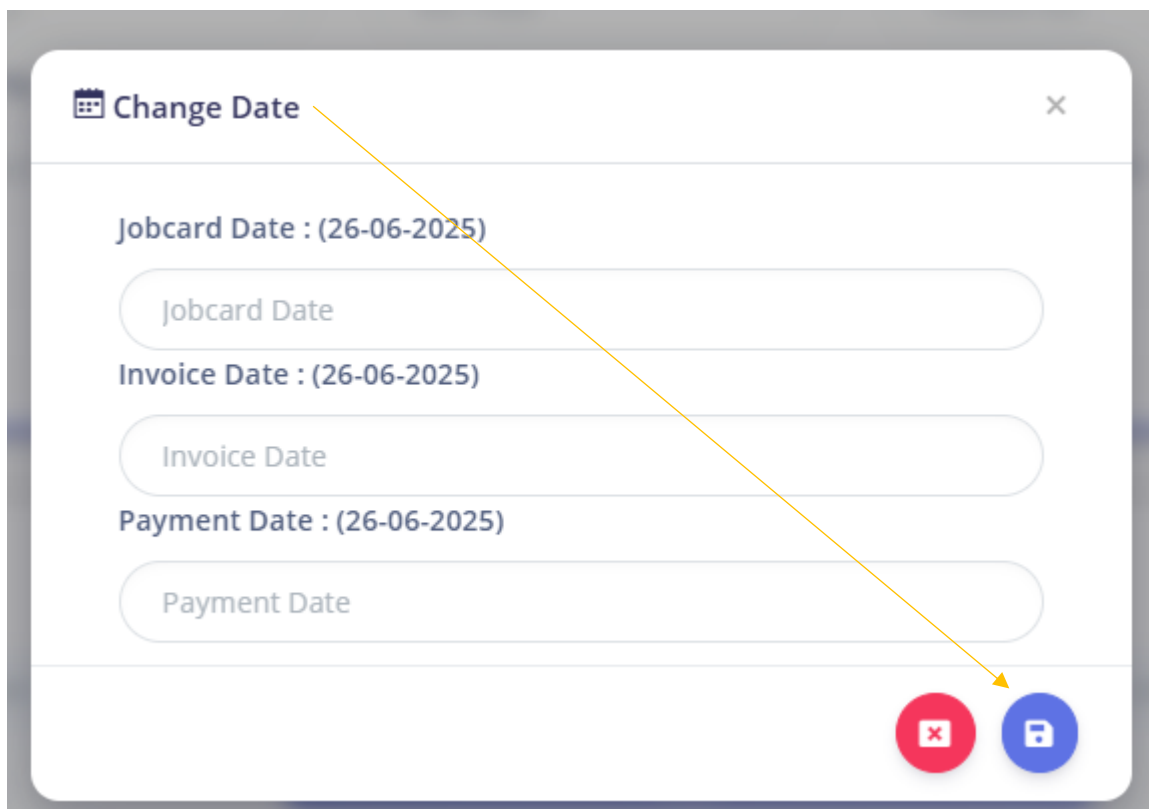


VOUCHER ID	VOUCHER NO	TOTAL AMOUNT	NARRATION	ACTION
1372033	MVR-01-11438261	AED 945.00	JC ,EMP: 613	

Change Date

Change date option is used for changing the date for

1. Job Card Date
2. Invoice Date
3. Payment Date



Change Date

Jobcard Date : (26-06-2025)



Jobcard Date


Invoice Date : (26-06-2025)

Invoice Date

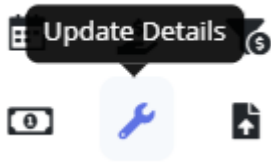
Payment Date : (26-06-2025)

Payment Date

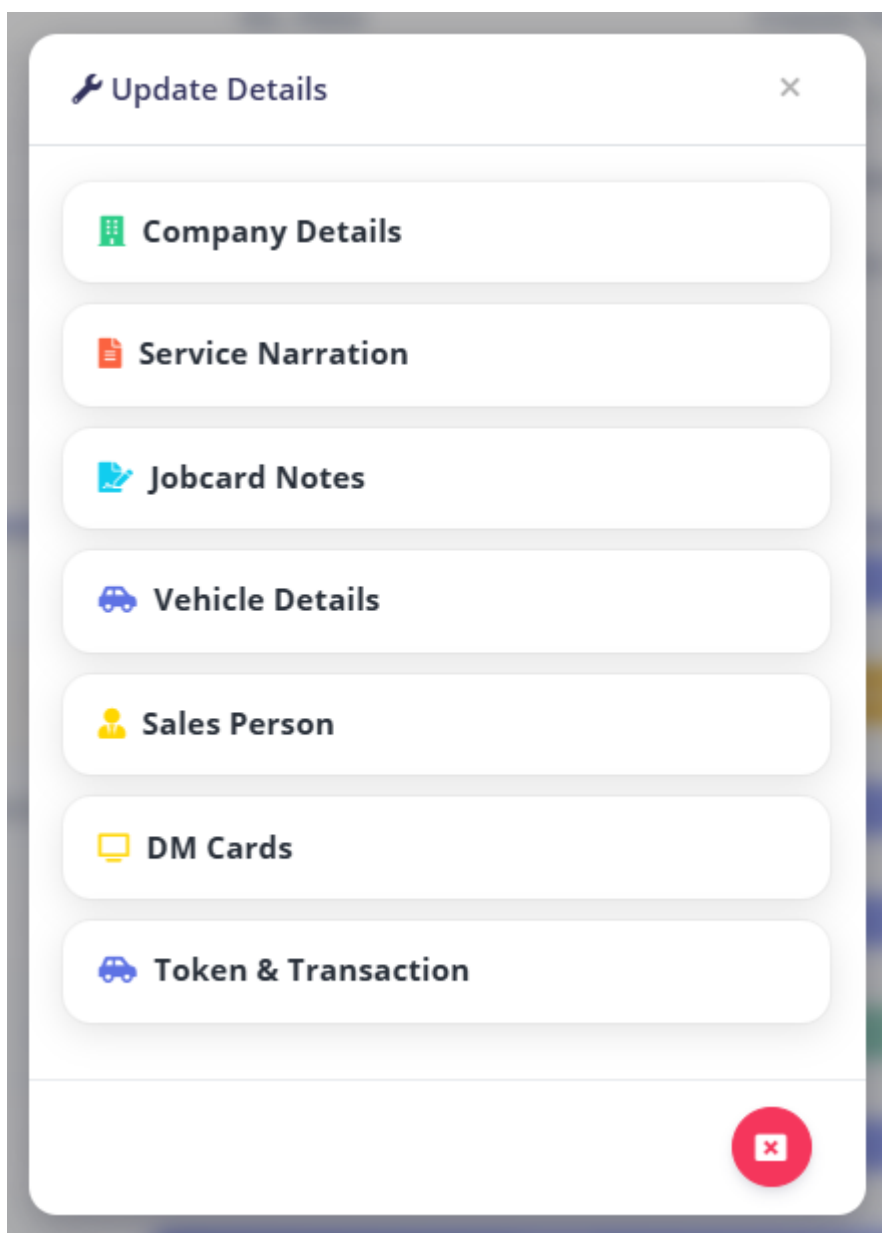
 

Change the date whatever required and click on the Save Button  as above

Update Details



After Click on the Icon , the popup comes up with the following options



Company Details

Update Company details like Name, Phone, Address TRN #

Company Details

Company

GALADARI INTERNATIONAL TECHNICAL SERVICES L.L.C DUBAI B

Phone

Phone

Address

Address

TRN No

TRN No

Service Narration

Update Service Narration using the following Option

Service Narration

VIP SERVICE (eTraffic)

VIP SERVICE (eTraffic)

Job Card Notes

IT is Job Card Notes

Jobcard Notes

Notes

Notes

Close Save

Vehicle Details

Vehicle Details option is used to modify the Vehicle Details

Vehicle Details

Plate No

Plate No

Model

-- Select Model --

Year

Year

Chassis No

chassis_no

Close Save

Sales Person

This option is used to modify Sales person of the job card

Sales Person

Abobakr Ali Abdel wahab Mohamed (613)

Asraf Ali Tamimulansary (584)

Suha Mamoun Yousif Albashir (589)

Abobakr Ali Abdel wahab Mohamed (613)

Afraa Abdo Mohammed (711)

Yamen Mahmoud Hussein (246)

Mohamad Jihad Al Samir (314)

Sales Person

Abobakr Ali Abdel wahab Mohamed (613)

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Dm Cards

This option is used for DM card information to be updated in the job card

DM Card ✕

DM Card Issue Date

Issue Date

DM Test Type

-- Select Test Type --

Customer Name

dm_company_name

Licence Number

dm_In

✕ 🔒

Token & Transaction

This option used for Token and Transaction number to be changed

Token & Transaction ✕

Token *

Token

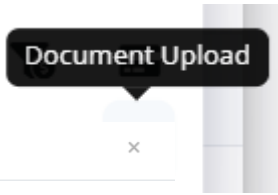
Transaction *

Transaction

✕ 🔒

Document Upload (Job Card)

This option used for Support Document for Job card



Jobcard Documents

JOB CARD DETAILS

Jobcard No	Customer Name
MVR-01-11438261	GALADARI INTERNATIONAL TECHNICAL SERVICES L.L.C DUE
Chassis No	Plate No
-	-

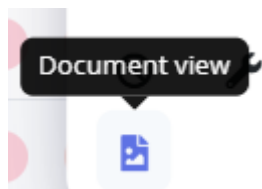
UPLOAD DOCUMENTS

DOCUMENT NAME	ATTACHMENT	ACTION
Document Name	Browse	+

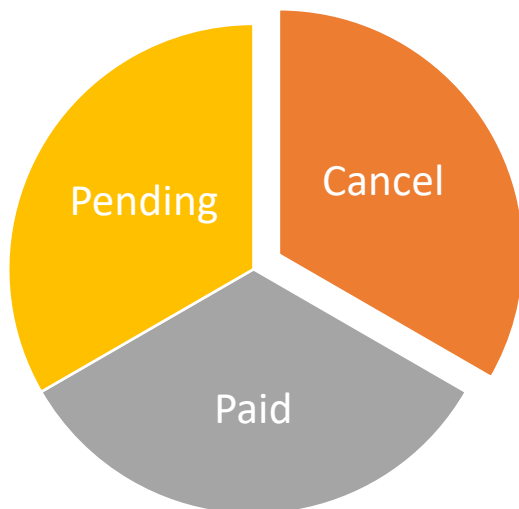
✖ 🔒

Document View

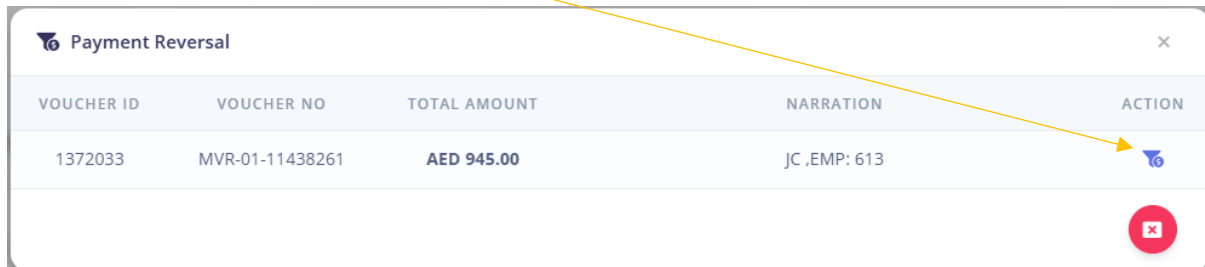
It is document View where the user the view the attached document in the job card




Payment Status



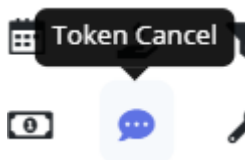
Payment Reversal



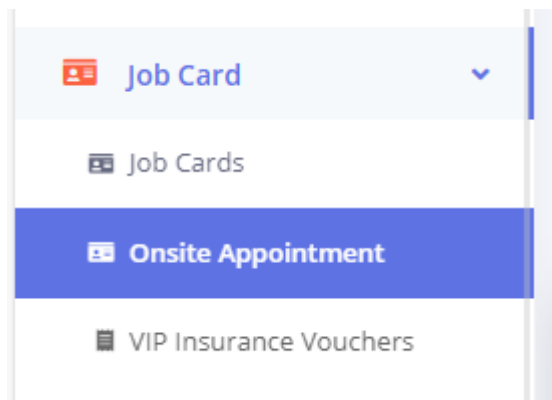
VOUCHER ID	VOUCHER NO	TOTAL AMOUNT	NARRATION	ACTION
1372033	MVR-01-11438261	AED 945.00	JC ,EMP: 613	

Token Cancel

It is use to cancel the Token



Onsite Appointment



The screenshot shows the 'Mobile Testing' interface. At the top, there is a search bar and several filter fields: Start Date (2025-06-28), End Date (2025-06-28), Customer Name (dropdown), Select Zone (dropdown), Reference (Reference #), Status (dropdown), Barcode Scan (Scan), and Select Inspector (dropdown). Below the filters is a table header with columns: SR#, COMPANY NAME, STARTING TIME, EST TIME, EST WORK, ENDING TIME, VEHICLE TYPE, PLATE #, QTY, SERVICE NAME, USER/INSPECTOR, NAME, CONTACT, LOCATION, REMARKS, NET AMOUNT, INSPECTION STATUS, PAYMENT STATUS, REVIEW, ACTION. The table content shows 'No Record Found'. A blue '+' button is visible in the top right corner of the table area.

Add Appointment

To Add Appointment Click on the  Button , it will appear with the following form

The screenshot shows the 'Onsite Mobile Testing Request' form for 'Create Appointment'. The form includes the following fields: Reference (Reference), Inspection Date (Inspection Date), Select Emirates (Dubai), Select Zone (All DUBAI), Area (New) (Select Area), Address (Address), GPS Location (gpslocation), Customer Type (Select Customer Type), Select Customer (New) (Select Customer), Manager Name (Person Name), Customer Contact No (Contact No), Operator Name (Operator Name), Operator Contact No (Operator Contact No), Email Address (Email), TRN No (TRN No), Vehicle Type (Select Vehicle Type), Remarks, Plate # (Plate #), Chassis # (Chassis #), Select Inspector (Select Inspector), Start Time (Start Time), End Time (End Time), Token #, Transaction #, and Sales Person (Select Sales Person). A blue '+' button is located at the bottom right of the form.

After Filling the form , click on  Add Schedule for Schedule of Inspector

The schedule will be appear in the Popup

Serial	Inspector	Start Time	End Time	
1	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	09:00	09:59	<input type="radio"/>
2	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	10:00	10:59	<input type="radio"/>
3	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	11:00	11:59	<input type="radio"/>
4	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	12:00	12:59	<input type="radio"/>
5	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	13:00	13:59	<input type="radio"/>
6	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	14:00	14:59	<input type="radio"/>
7	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	15:00	15:59	<input type="radio"/>
8	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	16:00	16:59	<input type="radio"/>

User may select the timing accordingly

After Select click on Update Button

9	Syed Muhammad Ali Sayad Tayyab Sajjad Kazmi (936)	17:00	17:59	<input checked="" type="radio"/>	<input type="button" value="Update"/> <input type="button" value="X"/> <input type="button" value="Refresh"/>
---	---	-------	-------	----------------------------------	---

Once you select the time, it will show the schedule in the Start Time and End Time Respectively

Start Time *

End Time *

Now the Next step is to select Service on site Inspection

Services

Search

ALM

Onsite Service Fee

CIS On Site

DM Services

ALM

You can search by category or you also can search by name of services on the right top box

By Click on the Category, it will appear the Services of the Service Category

Services

Renewal Test (1) On Site

Renewal Test (2) On Site

Registration Test (1) On Site

Registration Test (2) On Site

Export Test On Site

Chassis Number Punching On Site

Services Extra Fees On Site

Comprehensive Test (Platinum)

Comprehensive Test (Gold)

Comprehensive Test (Bronze)

Comprehensive Test Service Charge

Mobile Testing Vehicles Info

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Registration Test (1) On Site	Narration	1	0.00	0.00	570 AED	0 % 0 AED	0 0.00 %	570 AED	

Select the Services from the available list

Renewal Test (1) On Site

Renewal Test (2) On Site

Registration Test (1) On Site

Registration Test (2) On Site

Export Test On Site

Chassis Number Punching On Site

Services Extra Fees On Site

Comprehensive Test (Platinum)

Comprehensive Test (Gold)

Comprehensive Test (Bronze)

Comprehensive Test Service Charge

Mobile Testing Vehicles Info

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Registration Test (1) On Site	Narration	1	0.00	0.00	570 AED	0 % 0 AED	0 0.00 %	570 AED	
									Without VAT	AED 570.00
									Total VAT	AED 0.00
									Total Discount	AED 0.00
									Total Price	AED 570.00

After click , it will add the Service in the Appointment

Note: the prices of the Service will be based on Vehicle Type where the user can choose the type of Vehicle as below

Operator Contact No

Remarks

Start Time *

Sales Person

Email Address

Plate #

End Time *

TRN No

Chassis #

Token #

Vehicle Type *

- Light Vehicle
- Light Vehicle
- Light Bus
- MotorCycle
- Heavy Mechanical
- Light Mechanical Equipment
- Other Vehicle

Services

Renewal Test (1) On Site

Renewal Test (2) On Site

Registration Test (1) On Site

Registration Test (2) On Site

Export Test On Site

Chassis Number Punching On Site

Services Extra Fees On Site

Comprehensive Test (Platinum)

Comprehensive Test (Gold)

Comprehensive Test (Bronze)

Comprehensive Test Service Charge

Mobile Testing Vehicles Info

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Registration Test (1) On Site	Narration	1	0.00	0.00	570 AED	0 % 0 AED	0 0.00 %	570 AED	

On site Service and VIP Service is an Add-on Service , where you can put the price according to the service

2	Onsite Service Fee	Narration	1	0.00	0.00	150 AED	5 % 7.50 AED	0 0.00 %	157.5 AED
---	--------------------	-----------	---	------	------	---------	--------------	----------	-----------

Delete Service from the list


NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Registration Test (1) On Site	Narration	1	0.00	0.00	570 AED	0 % 0 AED	0 0.00 %	570 AED	[Delete]
									Without VAT	AED 570.00
									Total VAT	AED 0.00
									Total Discount	AED 0.00
									Total Price	AED 570.00

Just click on the Delete Button, the service will be removed and it will also update the Bill Value accordingly

Click on the Save and Continue Button

NO	ITEM/SERVICE	NARRATION	UNIT	COST	LABOR	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
1	Registration Test (1) On Site	Narration	1	0.00	0.00	570 AED	0 % 0 AED	0 0.00 %	570 AED	[Delete]
2	Onsite Service Fee	Narration	1	0.00	0.00	150 AED	5 % 7.50 AED	0 0.00 %	157.5 AED	[Delete]
									Without VAT	AED 720.00
									Total VAT	AED 7.50
									Total Discount	AED 0.00
									Total Price	AED 727.50

It will appear with the Popup, it will confirm the appointment has been saved, now you can make another entry

If you want to finish the Appointment entry you can click on the Finish Button  , it will show the following confirmation box

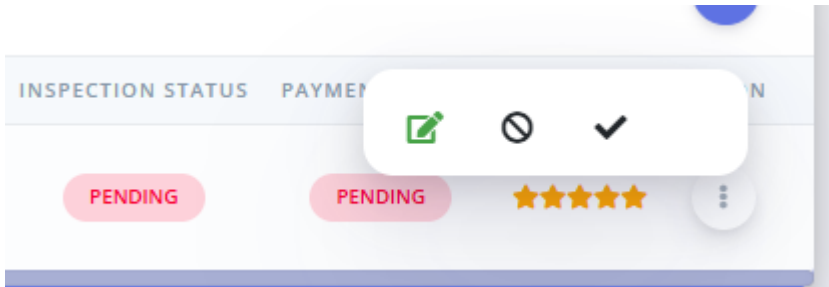
are you sure to finish ,if record is not saved please cancel and save the record first



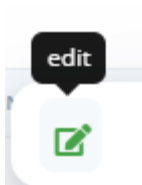
Click on Ok button, It will be forwarded to the appointment list.

SR#	COMPANY NAME	STARTING TIME	EST TIME	EST WORK	ENDING TIME	VEHICLE TYPE	PLATE #	QTY	SERVICE NAME	USER/INSPECTOR	NAME	CONTACT	LOCATION	REMARKS	NET AMOUNT
1	MUHAMMAD USMAN	2025-06-28 17:00:00	00:00:00	00:00:00	2025-06-28 17:59:00	Light Vehicle		1	Onsite Service Fee Registration Test (1) On Site	Approved By :- User :- Inspector :-	Usman Operator Name Here	050-1234567 050-1234567	Al Quoz AI DUBAI	www	Total 727.50 Paid

The record will show the multiple option for user to utilize as per the need

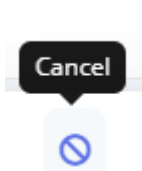


Edit Option



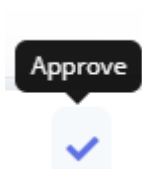
It will allow user to edit the existing Appointment until it is not Approved or cancelled

Cancel Appointment



It will Cancel the Appointment from the Schedule of the Inspector

Approve Appointment



Approve Appointment not only Approve the Appointment, but it will also generate the Job card of the Appointment, which will be used to Accept Payment from the Customer



Are you sure to Approve/Schedule

It will generate jobcard of the appointment

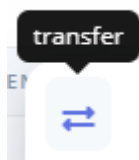
After User click on Ok button it generates the Job card, The notification will appear in the at top for the confirmation of job card creation.

WORK	ENDING TIME	VEHICLE TYPE	PLATE #	QTY	SERVICE NAME	USER/INSPECTOR	NAME	CONTACT	LOCATION	REMARKS	NET AMOUNT	INSPECTION STATUS	PAYMENT STATUS	REVIEW	ACTION
000	2025-06-28 17:59:00	Light Vehicle	BP-123456	1	Onsite Service Fee Registration Test (1) On Site	Approved By : User : Inspector :	Syed Muhammad Ali Sayed Tayyeb Sajjal Kazmi Syed Muhammad Ali Sayed Tayyeb Sajjal Kazmi Operator Name Here	Uman 050-1234567	Al Quoz Al DUBAI		Total 727.50 Paid	PENDING	PENDING	★★★★★	

The status get updated on the Appointment to **ASSIGNED**

INSPECTION STATUS PAYMENT STATUS

Transfer



It will allow user to transfer Site Visits from one inspector to another

Transfer Inspector ×

Select Transfer Reason*

Select Transfer Reason

Select Inspector*


Select Inspector

Select Start Time

05:00 PM

Select End Time

05:59 PM

Transfer Reason

Select Transfer Reason*

Select Transfer Reason

Select Transfer Reason

MVT VEHICLE BREAK DOWN

Over Booking

Routine Changed

Inspection Delayed

Operation Team Decision

05:59 PM

After fill all the information

Transfer Inspector ×

Select Transfer Reason*

Over Booking

Select Inspector*



Moussa Alkhoury (887)


Select Start Time

05:00 PM

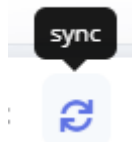
Select End Time

05:59 PM

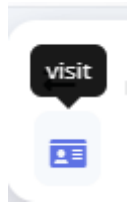
 

you click on the  Save Button to Save Changed made accordingly

in case any Appointment Modified or Job card Modified, Both Job card and Appointment need to be synchronized with data with accuracy



Visit Option for Inspector



Once you click on the visit icon, it will show Inspector Page where the Inspector can update the system with his all action in the visit

Customer Name*	Contact #*	Location*	Start Trip*
Usman	050-1234567	Al Quoz (All DUBAI)	Start Trip 00:00
Arrived Location*	Start Inspection	End Inspection	Reference
Arrived Location	Start Inspection 00:00	End Inspection	apt-0000017
End Trip	Payment Status	Vehicle Type *	Plate #
End Trip	Payment	Light Vehicle	P-123456
Chassis #	Remarks	Token #	Transaction #
CH-1234567	www		

MOBILE VEHICLE TESTING LIST

SR#	ITEM/SERVICE	NARRATION	UNIT	PRICE	VAT %	DISCOUNT	TOTAL	ACTION
17	Onsite Service Fee	www	- 1 +	150.00 AED	5 % 7.50 AED	.00 0.00 %	157.50 AED	
17	Registration Test (1) On Site	www	- 1 +	570.00 AED	0 % .00 AED	.00 0.00 %	570.00 AED	

The inspector will update the following action in the Visit

- 1. Start Trip**
It will update begin of the trip for the particular inspection and Count down will be start accordingly
- 2. Arrived Location**
Once the Inspector Reached to the location, it will Click on the Button so the System get confirmation that the inspector has arrived at Client Premises
- 3. Start Inspection**
Once the Inspector start inspection, it will start Inspection Count down where you inspector will perform his job
- 4. End Inspection**

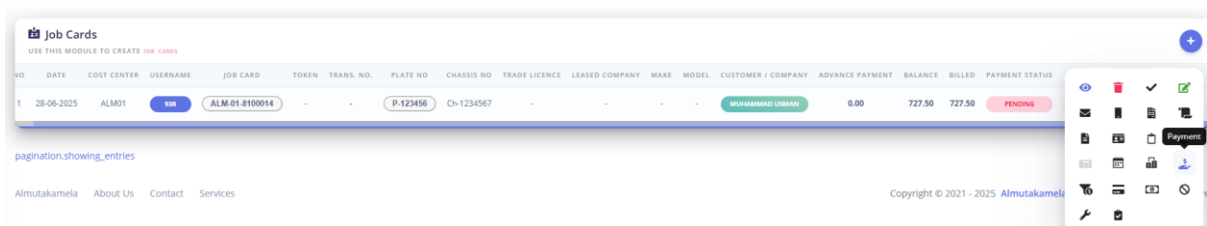
Once the Inspection get completed it will click on the End Inspection Button , it will show the end Inspection Button

5. End Trip

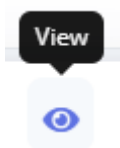
Once the Inspector Completes his trip, it will click on the End Trip and complete the Trip

6. Payment

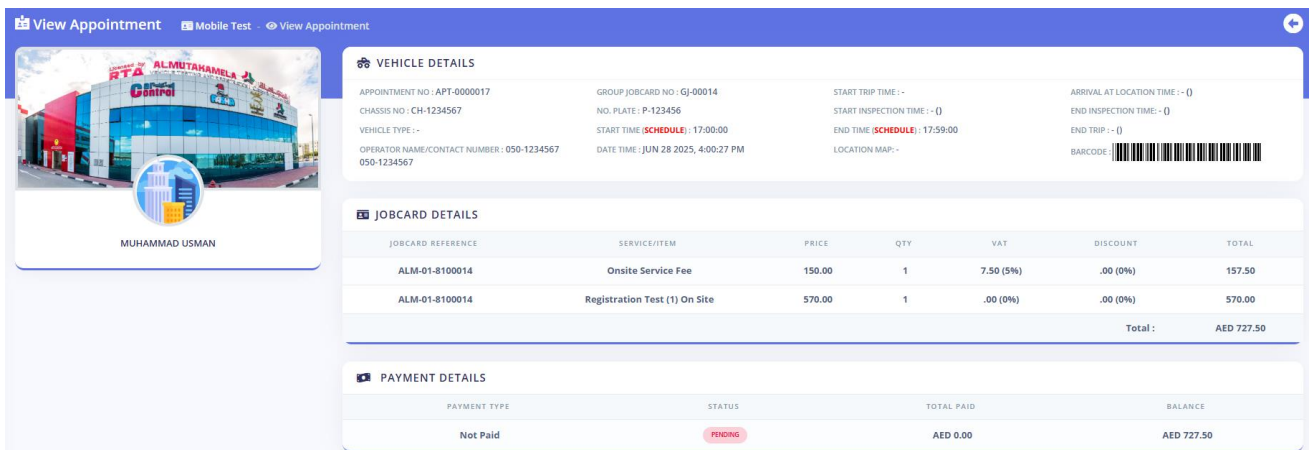
Inspector has the option to Collection payment from Client, so once the user clicks on the Payment button, it will be forwarded to the job card where the user will go to payment option and collect payment through job card



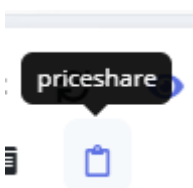
View Option



It will show the Detail view of the Appointment as given below



Price Share



Price share option, will show the share of RTA and Company in the particular Appointment

Search Onsite Appointment

Mobile Testing

Q Search Here

Start Date* 2025-06-28 End Date* 2025-06-28 Customer Name -- Select Customer -- Select Zone Select Zone

Reference Reference # Status Select Status Barcode Scan Scan Select Inspector Select Inspector

Appointment can be searched by

- Start Date – End Date
- Customer Name
- Zone(city)
- Job Card Reference
- Status
- Barcode
- Inspector

VIP Insurance Voucher

Almutakamela VIP Service Voucher for Al Dawliya insurance

Q Search Here

Coupon No. Coupon No. Coupon Date Coupon Date Coupon Status -- Select Coupon Status -- Status -- Select Status --

Applied Coupon Status -- Select Applied Coupon Status -- Created By -- Select User -- PDF Generated By -- Select User --

NO	VIP COUPON NO.	COUPON DATE	APPLIED JOB CARD	COUPON EXPIRED DATE	COUPON STATUS	STATUS	INFO	ACTION
1	MVC-00001012	31-05-2025	-	-	ACTIVE	ACTIVE	i	Yes
2	MVC-00001011	31-05-2025	-	-	ACTIVE	ACTIVE	i	Yes

Generate Bulk Voucher

This is to generate Bulk Insurance Voucher for Dawliya Insurance, it generates the Insurance voucher for Dawliya Insurance

Generate Bulk Vouchers ×

How many vouchers do you want to generate?*

Vouchers Count

🔒
✖

Generated Vouchers

NO	VIP COUPON NO.	COUPON DATE	APPLIED JOB CARD	COUPON EXPIRED DATE	COUPON STATUS	STATUS	INFO	ACTION
1	MVC-00001012	31-05-2025	-	-	ACTIVE	ACTIVE	📘	📄 Yes

Voucher Info

Generate Voucher

Activate Voucher

All above options are for Single Generated voucher

Download Voucher



It is an option to **Download** Voucher from the System in Excel

Download Bulk Generated Vouchers ×

Voucher From* Voucher To *

MVC-00000001 MVC-00000005

📄
✖

- Select Range **Voucher from** and **Voucher To**
- Click on Download Button to Download the Voucher

Job Card Reporting

Daily Collection User Wise Report

Daily Collection User wise Report

User: Syed Muhammad Ali Sayed ... Start Date: 2024-12-11 End Date: 2024-12-28 Cost Centers: -- Select Cost Center -- Payment Type: -- Select Payment --

Details

DAILY COLLECTION USER WISE DETAILS:
 User Name : Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi
 Cost Center : All
 From : 11-12-2024, To : 28-12-2024
 Report Generated Time : 28/12/2024 02:32 pm

REPORT DETAILS:
 Net Amount : 120.00
 Employee ID : 936
 Total Rows : 1

S.No	Customer	Item Name	Cashier	Cost Center	Token	Transaction	Mobile	Plate	Vehicle	Voucher	Voucher Date	Cash	Card	MCard	Staff	Company	Online	Spots	VAT	Net Amount	
1	-	Vehicle Date Test (1)	936	MVR01	1234	123	-	PL-123456	Light Vehicle	MVR-01-090330	17-12-2024	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	
Grand Total (AED)												120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00

Daily Summary For Cashiers

Category	Amount
Cash	120.00

Deposited to Bank

Category	Amount
Deposited To Bank	0.00
Excess	0.00
Short	0.00
Monthly Summary	0.00
VIP Commission	0.00
Comprehensive Commission	0.00
Deposit E-Wallet	0.00

Job Card User Report for Admin

Daily Collection Admin (User Wise Report)

Daily Collection User wise Report

User: -- Select User -- Start Date: 2025-06-30 End Date: 2025-06-30 Cost Centers: -- Select Cost Center -- Payment Type: -- Select Payment --

Details

DAILY COLLECTION USER WISE DETAILS:
 User Name : All
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:10 pm

REPORT DETAILS:
 Net Amount : 34,180.00
 Employee ID : All
 Total Rows : 204

S.No	Customer	Item Name	Cashier	Cost Center	Token	Transaction	Mobile	Plate	Vehicle	Voucher	Voucher Date	Cash	Card	MCard	Staff	Company	Online	Spots	VAT	Net Amount	
1	TANYA	Renewal Test (1)	584	MVR02	157	25519893	-	X 433 Private Um...	Light Vehicle	MVR-02-12301972	30-06-2025	0.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00	
2	GOLDEN LUXURY TRANSPORT	Renewal Test (1)	953	MVR01	214	25520569	-	L 30154	Light Vehicle	MVR-01-11439228	30-06-2025	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00
3	RE TEST	Registration Test (2)	584	MVR02	173	25518305	-	L 65532	Light Vehicle	MVR-02-12301988	30-06-2025	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00
4	BNN	Renewal Test (1)	953	MVR01	209	25520574	-	A 6549 Private Du...	Light Vehicle	MVR-01-11439225	30-06-2025	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00
5	I Q AUTO	Registration Test (1)	584	MVR02	170	25520369	-	-	Light Vehicle	MVR-02-12301986	30-06-2025	0.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00

Job Card Summary Report

Daily Collection Summary Report

Daily Collection User Wise Summary Report

Start Date: 2025-06-30 | End Date: 2025-06-30 | Cost Centers: -- Select Cost Center --

REPORT DETAILS:
 Net Amount : 34,860.00
 Total Sales : 34,617.13
 Total Rows : 11

S.No	Role	Employee ID	Cash	Card	MCard	Staff	Company	Online	Spells	VAT	E-Traffic	Net Amount	Total Sales
1	Number Plate (eTraffic)	117	75.00	15.00	0.00	0.00	0.00	0.00	0.00	4.29	0.00	90.00	85.71
2	Number Plate (eTraffic)	180	0.00	75.00	0.00	0.00	0.00	0.00	0.00	3.58	0.00	75.00	71.42
3	Test Result (CIS)	584	6,690.00	4,430.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,120.00	11,120.00
4	Service Counters(eTraffic)	613	0.00	157.50	0.00	0.00	0.00	0.00	0.00	7.50	0.00	157.50	150.00
5	Service Counters(eTraffic)	619	0.00	315.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	315.00	300.00
6	Coordinator Jobcard (mobile & DM) (Food Watch)	793	0.00	157.50	0.00	0.00	0.00	0.00	0.00	7.50	0.00	157.50	150.00
7	Service Counters(eTraffic)	856	0.00	2,047.50	0.00	0.00	0.00	0.00	0.00	97.50	0.00	2,047.50	1,950.00
8	Dubai Municipality(DM)	896	225.00	780.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	1,005.00	980.00
9	Service Counters(eTraffic)	901	0.00	157.50	0.00	0.00	0.00	0.00	0.00	7.50	0.00	157.50	150.00
10	Test Result (CIS) + Staff Payment	932	4,320.00	5,140.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	9,460.00	9,440.00
11	Test Result + cashier (CIS)	953	4,410.00	5,445.00	420.00	0.00	0.00	0.00	0.00	55.00	0.00	10,275.00	10,220.00
Grand Total (AED)			13,720.00	18,720.00	420.00	0.00	0.00	0.00	0.00	242.87	0.00	34,860.00	34,617.13

Sales Report

Service Summary

Sales Report

Report type: Service Summary | Category Summary | Detail | RTA Shares | DM Shares

Start Date: 2025-06-30 | End Date: 2025-06-30 | Cost Centers: -- Select Cost Center --

Services: -- Select Services -- | Cashier: -- Select Cashier -- | Vehicle Type: -- Select Vehicle Type --

REPORT DETAILS:
 Net Amount : 34,957.12
 Total Gross : 35,200.00
 Total Rows : 31

S.No	Cost Center	Category	Service Name	QTY	Price	VAT	Net Amount	Total Gross
Almutakamela Vehicles Testing and Registration LLC								
1	MVR01	CIS	Classic Inspection Service (1)	1	440.00	0.00	440.00	440.00
2	MVR01	ROA	Comprehensive Test with a computer	2	400.00	40.00	800.00	840.00
3	MVR01	ROA	Computer Chassis Measurement In...	1	400.00	20.00	400.00	420.00
4	MVR01	CIS	Export Test (1)	1	120.00	0.00	120.00	120.00
5	MVR01	Number Plate Factory	Number Plate Fixing using screw	1	19.05	0.95	19.05	20.00

Category Summary

Service Summary
 Category Summary
 Detail
 RTA Shares
 DM Shares
 2025-06-30 2025-06-30 -- Select Cost Center -- All

Services: -- Select Services --
 Cashier: -- Select Cashier --
 Vehicle Type: -- Select Vehicle Type --

Details

SALES CATEGORY SUMMARY REPORT DETAILS:
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:17 pm

REPORT DETAILS:
 Net Amount : 36,307.12
 Total Gross : 36,577.50
 Total Rows : 9

S.No	Cost Center	Category	QTY	Price	VAT	Net Amount	Total Gross
1 Almutakamela Vehicles Testing and Registration LLC							
1	MVR01	CIS	120	1,530.00	15.00	19,260.00	19,275.00
2	MVR01	ETRAFFIC	4	150.00	30.00	600.00	630.00
3	MVR01	Number Plate Factory	9	61.90	4.29	85.70	90.00
4	MVR01	ROA	5	950.00	87.50	1,750.00	1,837.50
5	MVR02	CIS	73	890.00	0.00	11,460.00	11,460.00
6	MVR02	ETRAFFIC	13	150.00	97.50	1,950.00	2,047.50
7	MVR02	Number Plate Factory	6	61.90	3.58	71.42	75.00
Total					237.87	35,177.12	35,415.00
2 Almutakamela -Mobile Vehicle Testing services							
1	ALM01	Chiller Test	9	220.00	25.00	980.00	1,005.00
2	ALM01	Onsite Service Fee	1	150.00	7.50	150.00	157.50
Total					32.50	1,130.00	1,162.50
Grand Total (AED)					270.37	36,307.12	36,577.50

Sales Detail Report

Service Summary
 Category Summary
 Detail
 RTA Shares
 DM Shares
 2025-06-30 2025-06-30 -- Select Cost Center -- All

Services: -- Select Services --
 Cashier: -- Select Cashier --
 Vehicle Type: -- Select Vehicle Type --

Details

SALES DETAIL REPORT DETAILS:
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:17 pm

REPORT DETAILS:
 Net Amount : 36,477.12
 Total Gross : 36,747.50
 Total Rows : 226

S.No	Cost Center	Invoice Date	Jobcard	Transaction No	Category	Service Name	Vehicle Type	Jobcard Created By	Cashier	QTY	Price	VAT	Net Amount	Total Gross
1 Almutakamela Vehicles Testing and Registration LLC														
1	MVR01	30-06-2025	MVR-01-11439102	25517077	CIS	Registration Test (1)	Light Vehicle	Eslam (913)	Habiba Rassoul (922)	1	170.00	0.00	170.00	170.00
2	MVR01	30-06-2025	MVR-01-11439103	25517129	CIS	Renewal Test (1)	Light Vehicle	Asfan (866)	Julie Rizalda (953)	1	170.00	0.00	170.00	170.00
3	MVR01	30-06-2025	MVR-01-11439104	25517188	CIS	VIP Services (Testing)	Light Vehicle	Riyad (925)	Julie Rizalda (953)	1	150.00	7.50	150.00	157.50
4	MVR01	30-06-2025	MVR-01-11439104	25517188	CIS	Renewal Test (1)	Light Vehicle	Riyad (925)	Julie Rizalda (953)	1	170.00	0.00	170.00	170.00
5	MVR01	30-06-2025	MVR-01-11439105	25517213	CIS	Renewal Test (1)	Light Vehicle	Eslam (913)	Habiba Rassoul (922)	1	170.00	0.00	170.00	170.00
6	MVR02	30-06-2025	MVR-02-12301911	25517173	CIS	Renewal Test (1)	Light Vehicle	Aissam (336)	Asraf Ali (584)	1	170.00	0.00	170.00	170.00
7	MVR01	30-06-2025	MVR-01-11439106	25517252	CIS	Renewal Test (2)	Light Vehicle	Eslam (913)	Habiba Rassoul (922)	1	70.00	0.00	70.00	70.00

Sales Report RTA Share

Service Summary
 Category Summary
 Detail
 RTA Shares
 DM Shares

 All

Services:
 Cashier:
 Vehicle Type:

Details

RTA SHARE SALES REPORT DETAILS:
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:19 pm

REPORT DETAILS:
 Net Amount : 30,760.00
 Total Gross : 30,760.00
 Total Rows : 192

S.No	Cost Center	Transaction No	Category	Service Name	Vehicle Type	Cashier	QTY	Price	DIWAN + RTA	VIP	VAT	Net Amount	Total Gross
1	MVR01	25517077	CIS	Registration Test (1)	Light Vehicle	Habiba Rassoul (922)	1	170.00	100.00	70.00	0.00	170.00	170.00
2	MVR01	25517129	CIS	Renewal Test (1)	Light Vehicle	Julie Rizalda (953)	1	170.00	100.00	70.00	0.00	170.00	170.00
3	MVR01	25517188	CIS	Renewal Test (1)	Light Vehicle	Julie Rizalda (953)	1	170.00	100.00	70.00	0.00	170.00	170.00
4	MVR01	25517213	CIS	Renewal Test (1)	Light Vehicle	Habiba Rassoul (922)	1	170.00	100.00	70.00	0.00	170.00	170.00
5	MVR02	25517173	CIS	Renewal Test (1)	Light Vehicle	Asraf Ali (584)	1	170.00	100.00	70.00	0.00	170.00	170.00

DM Share Report

Service Summary
 Category Summary
 Detail
 RTA Shares
 DM Shares

 All

Services:
 Cashier:
 Vehicle Type:

Details

DM SHARE SALES REPORT DETAILS:
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:19 pm

REPORT DETAILS:
 Net Amount : 880.00
 Total Gross : 900.00
 Total Rows : 4

S.No	Cost Center	Voucher Date	Voucher No	Transaction No	Category	Service Name	Vehicle Type	Cashier	QTY	Price	DM	VIP	VAT	Net Amount	Total Gross	
1	ALM01	2025-06-30 08:40:00	ALM-01-8141256	-	Chiller Test	Food Transport vehicle inspection ALM fee...	Light Vehicle (> 3Ton)	Mohammed Suhan (896)	1	220.00	120.00	100.00	5.00	220.00	225.00	
2	ALM01	2025-06-30 10:38:00	ALM-01-8141259	-	Chiller Test	Food Transport vehicle inspection ALM fee...	Light Vehicle	Mohammed Suhan (896)	1	220.00	120.00	100.00	5.00	220.00	225.00	
3	ALM01	2025-06-30 10:39:00	ALM-01-8141258	-	Chiller Test	Food Transport vehicle inspection ALM fee...	Light Vehicle	Mohammed Suhan (896)	1	220.00	120.00	100.00	5.00	220.00	225.00	
4	ALM01	2025-06-30 11:41:00	ALM-01-8141264	-	Chiller Test	Food Transport vehicle inspection ALM fee...	Light Vehicle	Mohammed Suhan (896)	1	220.00	120.00	100.00	5.00	220.00	225.00	
Grand Total (AED)												480.00	400.00	20.00	880.00	900.00

FINANCE MODULE

Petty Cash, Vouchers, Budgeting, Reports



Finance

Finance is a major Module in the ERP, where all transactions get recorded and express progress of the company

Cost Centre Sales Report

Cost Centre Wise Summary Report

Cost Centers Wise Summary Report

Start Date: 2025-06-30 | End Date: 2025-06-30 | Cost Centers: -- Select Cost Center --

REPORT DETAILS:
Total Sales : 38,507.12
Gross Profit : 18,802.12

S.No	Cost Center	Total Sales	VAT	Gross Profit
1	MVR01	22,805.70	166.79	11,350.70
2	MVR02	14,571.42	101.08	6,801.42
3	ALM01	1,130.00	32.50	650.00
5	CCL01	0.00	0.00	0.00
6	RDL01	0.00	0.00	0.00
7	PWS01	0.00	0.00	0.00
8	COF01	0.00	0.00	0.00
9	AYQ01	0.00	0.00	0.00
10	CCL02	0.00	0.00	0.00
11	ROA01	0.00	0.00	0.00
12	MVR03	0.00	0.00	0.00
13	MVR04	0.00	0.00	0.00
Total (AED)		38,507.12	300.37	18,802.12

Rental Income (section)

Rent Income

S.No	Cost Center	Total Sales	VAT	Gross Profit
2	MVR01	0.00	0.00	0.00
3	MVR02	0.00	0.00	0.00
4	CCL01	0.00	0.00	0.00
5	RDL01	0.00	0.00	0.00
6	PWS01	0.00	0.00	0.00
7	COF01	0.00	0.00	0.00
8	AYQ01	0.00	0.00	0.00
9	ALM01	0.00	0.00	0.00
10	CCL02	0.00	0.00	0.00
11	ROA01	0.00	0.00	0.00
12	MVR03	0.00	0.00	0.00
13	MVR04	0.00	0.00	0.00
Total (AED)		0.00	0.00	0.00

Cost Centre VAT Report

Cost Centers VAT Report

Start Date: 2025-06-30 | End Date: 2025-06-30 | Cost Centers: -- Select Cost Center --

Details

COST CENTERS VAT DETAILS:
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:30 pm

REPORT DETAILS:
 Total Input VAT : 0.00
 Total Output VAT : 300.37

S.No	Cost Center	Input VAT	Output VAT	Balance
1	MVR01	0.00	166.79	166.79
2	MVR02	0.00	101.08	101.08
3	ALM01	0.00	32.50	32.50
5	CCL01	0.00	0.00	0.00
6	RDL01	0.00	0.00	0.00
7	PWS01	0.00	0.00	0.00
8	COF01	0.00	0.00	0.00
9	AYQ01	0.00	0.00	0.00
10	CCL02	0.00	0.00	0.00
11	ROA01	0.00	0.00	0.00
12	MVR03	0.00	0.00	0.00
13	MVR04	0.00	0.00	0.00
Grand Total (AED)		0.00	300.37	300.37

Cost Centre Money Journey

Cost Centers Money Journey Report

Start Date: 2025-06-30 | End Date: 2025-06-30 | Cost Centers: -- Select Cost Center --

Details

COST CENTERS MONEY JOURNEY DETAILS:
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:31 pm

REPORT DETAILS:
 Total Cash : 17,250.00
 Total Card : 22,157.50
 Total Other : 420.00
 Grand Total : 39,827.50

S.No	Cost Center	Cash	Card	Online_Cust	Spotii	Credit	Total
1	MVR01	9,145.00	13,917.50	0.00	0.00	420.00	23,482.50
2	MVR02	7,880.00	7,302.50	0.00	0.00	0.00	15,182.50
3	ALM01	225.00	937.50	0.00	0.00	0.00	1,162.50
5	CCL01	0.00	0.00	0.00	0.00	0.00	0.00
6	RDL01	0.00	0.00	0.00	0.00	0.00	0.00
7	PWS01	0.00	0.00	0.00	0.00	0.00	0.00
8	COF01	0.00	0.00	0.00	0.00	0.00	0.00
9	AYQ01	0.00	0.00	0.00	0.00	0.00	0.00
10	CCL02	0.00	0.00	0.00	0.00	0.00	0.00
11	ROA01	0.00	0.00	0.00	0.00	0.00	0.00
12	MVR03	0.00	0.00	0.00	0.00	0.00	0.00
13	MVR04	0.00	0.00	0.00	0.00	0.00	0.00
Total (AED)		17,250.00	22,157.50	0.00	0.00	420.00	39,827.50

Cash and Card Detail in the Money Journey

CASH		Total Cash
Title		
Cash Deposited By Cashier		0.00
Cash Deposited By Finance		0.00
Cash Given To Finance		0.00
Fleet Control Account		0.00
Deposit-E-Wallet		0.00
Total Cash Deposited (AED)		0.00
Difference Btw. Cash Collected & Cash Deposited (AED)		17,250.00
Excess		0.00
Short		0.00
VIP Commission		0.00
Comprehensive Discount		0.00
Total (AED)		0.00

CARD		Total
Title		
Card		22,157.50
Online Customers		0.00
Spotli		0.00
Total (AED)		22,157.50

Cost Centre Collection Report

Details

COST CENTER COLLECTION DETAILS:
 Cost Center: All
 From: 30-06-2025, To: 30-06-2025
 Report Generated Time: 30/06/2025 12:33 pm

REPORT DETAILS:
Total Cash : 17,590.00

S.No	Cost Center	Cashier	Actual			ESP				Cash Difference	Card Difference	Remarks	
			Cash Collection	Card Collection	Total	Cash	Card	Online	Credit				Total
1	ALM01	Hamada Shawk (793)	0.00	157.50	157.50	0.00	157.50	0.00	0.00	157.50	0.00	0.00	Remarks
2	ALM01	Mohammed Suhain (896)	225.00	780.00	1,005.00	225.00	780.00	0.00	0.00	1,005.00	0.00	0.00	Remarks
3	MVR01	Abobakar Ali Abdel wahab Mohamed (613)	0.00	472.50	472.50	0.00	472.50	0.00	0.00	472.50	0.00	0.00	Remarks
4	MVR01	Habiba Rassoul (922)	4320.00	6847.50	11,167.50	4,320.00	6,847.50	0.00	0.00	11,167.50	0.00	0.00	Remarks
5	MVR01	Julie Rizaida Gofsoo (953)	4920.00	6022.50	10,942.50	4,920.00	6,022.50	0.00	420.00	11,362.50	0.00	0.00	Remarks
6	MVR01	Mona Mechat Abdelhadi Khaled (901)	0.00	630.00	630.00	0.00	630.00	0.00	0.00	630.00	0.00	0.00	Remarks
7	MVR01	Mona Saadi Youssef Khalil (619)	0.00	315.00	315.00	0.00	315.00	0.00	0.00	315.00	0.00	0.00	Remarks
8	MVR01	Rabbani Harthar Jalani (117)	75.00	15.00	90.00	75.00	15.00	0.00	0.00	90.00	0.00	0.00	Remarks
9	MVR02	Abdulahman Saleh Mohammed Dhafir Allah (856)	0.00	2047.50	2,047.50	0.00	2,047.50	0.00	0.00	2,047.50	0.00	0.00	Remarks
10	MVR02	Aref Ali Tamimansary (584)	8050.00	5350.00	13,400.00	8,050.00	5,350.00	0.00	0.00	13,400.00	0.00	0.00	Remarks
11	MVR02	Muhammad Wasim Nooh (180)	0.00	75.00	75.00	0.00	75.00	0.00	0.00	75.00	0.00	0.00	Remarks
Total (AED)			17,590.00	22,712.50	40,302.50	17,590.00	22,712.50	0.00	420.00	40,722.50	0.00	0.00	

Date:

Cost Center:

Head:

Narration:

Amount:

Action:

Total (AED) **0.00**

Grand Total (AED) **Difference: -17,590.00** **Total: 0.00**

Manager Target Report

Manager's Target

Product Name:

Start Date:

End Date:

Cost Center:

Details

Cost Center: MVR01
 From: 01-06-2025, To: 30-06-2025
 No. Days: 30

REPORT DETAILS:
 Targeted Value: 0.00
 Achieved Value: 0.00 [0%]
 Under Achieved: 0.00 [0%]

S.No	Cost Center	Service	Target		Achieved		Percent %	AI Mutakamela Share	RTA Share	Total
			Target QTY	Amount	Actual QTY	Amount				
No records found										

Job Card Aging Report

Jobcard Payment Aging Report

Booth operator: -- Select Booth | Payment Done By: -- Select Payment

Start Date: 2024-12-01 | End Date: 2024-12-28 | Cost Centers: -- Select Cost Center -- | Payment Status: All

Details

JOB CARD PAYMENT AGING DETAILS:
 Cost Center : All
 From : 01-12-2024, To : 28-12-2024
 Report Generated Time : 28/12/2024 02:52 pm

REPORT DETAILS:
 Grand Balance : 290.00
 Total Rows : 2

S.No	Cost Center	Jobcard Date	Payment Date	Jobcard	Trans. No	Token	Booth	Cashier	Age	Advance Paid	Balance	Amount	Payment status
1	Al Mutakamela Vehicle Testing Al Quoz												
1	MVR01	17-12-2024 16:27:55	-	MVR-01-090331	741	997	Syed Muhammad (936)	-	10 Dys 22 Hr 24 Min 10 Sec	0.00	170.00	170.00	missed
2	MVR01	17-12-2024 14:29:28	17-12-2024 16:09:00	MVR-01-090330	123	1234	Syed Muhammad (936)	Syed Muhammad (936)	1 Hr 39 Min 31 Sec	0.00	0.00	120.00	paid
Total (AED)										0.00	170.00	290.00	
Grand Total (AED)										0.00	170.00	290.00	

DM REPORT (Actual)

Details

DM REPORT DETAILS:
 Company Name : AL MUTAKAMELA VEHICLES TESTING & REGISTRATION L.L.C.
 Contact Person Name: Ammar Barahneh
 Phone: 971-50555045
 Email: ammar.b@almutakamela.ae
 From : 01-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:38 pm
 Note: "Vehicle Inspection Slip" is specified, please mention the site name here as per the contract: ALMUTAKAMELA VEHICLES TESTING AND REGISTRATION L.L.C. P.O Box : 36911, Al Zomorrod St., Al Quoz 2, Dubai, U.A.E 2. Please continue with the same sheet through out the year and send us the same updated

REPORT DETAILS:
 Net Amount : AED 55,680.00
 Total Rows : 444

Date	Trade License No	Owner Company	Model	Registration	Plate No	Plate Source	Plate Colour	Thermometer	Inspected By (Name)	Observation/Need While Inspection	Corrective Action Taken	No. of visits till Final Approval	Permit Issue Date	Permit Issued By	Scope of Approval	Permit No	Payment Receipt No	Payment Receipt Date	Approval Fee	Knowledge Fee	Inspection Fee
30-04-2025	220985	NATIONAL FOOD PRODUCTS COMPANY L.L.C	MITSUBISHI CANTER	Private	DD 34517	Dubai	White	UT3065	Mohammed Suhani	CHILLER		1	30-04-2025	Mohammed Suhani	CHILLER	AM.C.8137609	ALM-01-8137609	21-06-2025	100	10	10
30-04-2025	220985	NATIONAL FOOD PRODUCTS COMPANY L.L.C	MITSUBISHI CANTER	Private	Q 49127	Dubai	White	UT3065	Mohammed Suhani	CHILLER		1	30-04-2025	Mohammed Suhani	CHILLER	AM.C.8137610	ALM-01-8137610	21-06-2025	100	10	10

DM Report (Food Watch)

DM Report

Start Date: 2025-06-01 | End Date: 2025-06-30 | Cost Centers: ALM01 | Customers: -- Select Customers -- | EIA Only:

Details

DM REPORT DETAILS:
 Company Name : AL MUTAKAMELA VEHICLES TESTING & REGISTRATION L.L.C.
 Contact Person Name: Ammar Barahneh
 Phone: 971-50555045
 Email: ammar.b@almutakamela.ae
 From : 01-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:41 pm
 Note: "Vehicle Inspection Slip" is specified, please mention the site name here as per the contract: ALMUTAKAMELA VEHICLES TESTING AND REGISTRATION L.L.C. P.O Box : 36911, Al Zomorrod St., Al Quoz 2, Dubai, U.A.E 2. Please continue with the same sheet through out the year and send us the same updated

REPORT DETAILS:
 Net Amount : AED 41,520.00
 Total Rows : 346

Date	Trade License No	Owner Company	Model	Registration	Plate No	Plate Source	Plate Colour	Thermometer	Inspected By (Name)	Observation/Need While Inspection	Corrective Action Taken	No. of visits till Final Approval	Permit Issue Date	Permit Issued By	Approved By	Scope of Approval	Permit No	Payment Receipt No	Payment Receipt Date	Approval Fee	Knowledge Fee	Inspection Fee
02-05-2025	451931	AVIS UAE TRUCKS	MITSUBISHI CANTER	Private	N 25448	Dubai	White	UT3065	Mohammed Akhram	CHILLER		1	02-05-2025	Mohammed Akhram	Chinnaya S. Nwailgund	CHILLER	AM.C.8137603	ALM-01-8137603	19-06-2025	100	10	10
02-05-2025	220985	NATIONAL FOOD PRODUCTS COMPANY L.L.C	MITSUBISHI CANTER	Private	Q 49127	Dubai	White	UT3065	Mohammed Suhani	CHILLER		1	02-05-2025	Mohammed Suhani	Chinnaya S. Nwailgund	CHILLER	AM.C.8137610	ALM-01-8137610	21-06-2025	100	10	10

RTA Matching Report

Jobcard RTA Matching Report

Booth operator: -- Select Booth -- Payment Done By: -- Select Payment Done -- Payment Status: -- Status --

Start Date: 2025-06-28 End Date: 2025-06-29 Cost Centers: -- Select Cost Center -- Matching Status: All Matching Not Matching Trans. Not Matching

Details

JOB CARD RTA MATCHING REPORT DETAILS:
 Cost Center : All
 From : 28-06-2025, To : 29-06-2025
 Report Generated Time : 30/06/2025 12:44 pm

REPORT DETAILS:
 Matching
 Services Not Matching
 Payments Not Matching
 Transaction No. Not Matching
 Total Rows : 833

S.No	Status	CC	Jc. Date	Voucher Date	Jobcard	J.C. Trans. No	RTA Trans. No	J.C. Token	RTA Token	J.C. Amount	RTA Amount	J.C. Service	RTA Service	Attempt	Booth	J.C. Cashier	RTA Cashier	J.C. Status	RTA Status
1	✓	MVR01	28-06-2025	28-06-2025	MVR-01-11438551	25503879	25503879	100	100	170.00	170.00	Renewal Test (1)	Renewal Test	1	Estam (913)	Julie Rizalda (953)	Julie Rizalda Golloso	PAID	PAID
2	✓	MVR01	28-06-2025	28-06-2025	MVR-01-11438553	25504052	25504052	102	102	170.00	170.00	Renewal Test (1)	Renewal Test	1	Aufan (866)	Julie Rizalda (953)	Julie Rizalda Golloso	PAID	PAID
3	✓	MVR01	28-06-2025	28-06-2025	MVR-01-11438555	25504062	25504062	103	103	170.00	170.00	Renewal Test (1)	Renewal Test	1	Estam (913)	Habiba Rassoul (922)	Habiba Rassoul	PAID	PAID

Job Card CIS Comparison Report

Jobcard CIS Comparison Report

Start Date: 2025-06-28 End Date: 2025-06-29 Cost Centers: -- Select Cost Center -- Payment Status: -- Status -- Matching Status: All Compare With CIS

Details

JOB CARD CIS COMPARISON REPORT DETAILS:
 Cost Center : All
 From : 28-06-2025, To : 29-06-2025
 Report Generated Time : 30/06/2025 12:45 pm

REPORT DETAILS: Matching
 Payments Not Matching
 No Data In CIS To Match With Jobcard
 Total Rows : 845

S.No	Status	Cost Center	Jobcard Date	Voucher Date	Jobcard	Trans. No	Token	D. Ewallet	KPL Diwan + RTA	KPL VTP	KPL Total	J.C. Diwan + RTA	J.C. VTP	J.C. Total	Difference	J.C. Cashier	RTA Cashier	J.C. Status	KPL Status
1	✓	MVR01	28-06-2025	28-06-2025	MVR-01-11438551	25503879	100	-	100.00	70.00	170.00	100.00	70.00	170.00	0.00	Julie Rizalda (953)	Julie Rizalda Golloso	PAID	PAID
2	✓	MVR01	28-06-2025	28-06-2025	MVR-01-11438553	25504052	102	-	100.00	70.00	170.00	100.00	70.00	170.00	0.00	Julie Rizalda (953)	Julie Rizalda Golloso	PAID	PAID

Job Card Payment Aging Report

Jobcard Payment Aging Report

Booth operator: -- Select Booth -- Payment Done By: -- Select Payment Done -- Start Date: 2025-06-01 End Date: 2025-06-30

Customer Name: Customer Name Cost Centers: -- Select Cost Center -- Services: -- Select Services -- Payment Status: All

Details

JOB CARD PAYMENT AGING DETAILS:
 Cost Center : All
 From : 01-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:47 pm

REPORT DETAILS:
 Grand Balance : 4,771,353.00
 Total Rows : 21800

S.No	Cost Center	Jobcard Date	Payment Date	Jobcard	Trans. No	Token	Plata Number	Chassis Number	Customer Name	Booth	Cashier	Age	Amount	Payment status
1	MVR01	30-06-2025 12:47:08	-	MVR-01-11439262	25521181	240	Z 54826	RKLUKUBAG8R050597	SFS	Estam (913)	-	40 Sec	170.00	PAID
2	MVR01	30-06-2025 12:46:44	-	MVR-01-11439261	25521242	246	T 30472	JMYSTCY4ABU710711	SDF	Estam (913)	-	1 Min 4 Sec	70.00	PAID
3	MVR01	30-06-2025 12:44:49	30-06-2025 12:48:00	MVR-01-11439260	25521199	242	Motorcycle 4676...	ME4K20E5MA004346	ty	Riyad (925)	Julie Rizalda (953)	3 Min 10 Sec	70.00	PAID

Sales Person Report

Sales Person Report

User: Shammad K M (676) Start Date: 2025-06-28 End Date: 2025-06-30 Cost Centers: -- Select Cost Center --

Details

SALES PERSON WISE DETAILS:
 User Name : All
 Cost Center : All
 From : 28-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 12:50 pm

REPORT DETAILS:
 Net Amount : AED 0.00
 Employee ID : All
 Total Rows : 0

No records found

S.No	Sales Person	Jobcard	Jobcard Date	Payment Date	Item Name	Price	Count	Token	Transaction	Customer	Plata	Vat Amount	Net Amount
No records found													

Sales Person Admin

Sales Person Report (All User)

Sales Person Report

User: -- Select Export --

Services: -- Select Services --

Start Date: End Date: Cost Centers: -- Select Cost Center --

Details

SALES PERSON WISE DETAILS:
User Name : All
Cost Center : All
From : 28-06-2025, To : 30-06-2025
Report Generated Time : 30/06/2025 01:00 pm

REPORT DETAILS:
Net Amount : 157.50
Employee ID : All
Total Rows : 1

S.No	Sales Person	Jobcard	Jobcard Date	Payment Date	Item Name	Price	Count	Token	Transaction	Customer	Plate	Var Amount	Net Amount
1	Hamada Shawki	ALM-01-8141266	30-06-2025	30-06-2025	VIP	157.50	1	-	-	VIP	-	7.50	157.50
Grand Total (AED)													

Sales Coordinator Report

Sales Coordinator Report

User: -- Select Export --

Start Date: End Date: Cost Centers: -- Select Cost Center --

Details

SALES COORDINATOR WISE DETAILS:
User Name : All
Cost Center : All
From : 28-06-2025, To : 30-06-2025
Report Generated Time : 30/06/2025 01:03 pm

REPORT DETAILS:
Net Amount : AED 0.00
Employee ID : All
Total Rows : 0

S.No	Sales Coordinator	Jobcard	Jobcard Date	Payment Date	Item Name	Token	Transaction	Customer	Plate	Var Amount	Net Amount
No records found											

Sales Team Leader Admin

Sales Team Leader Report

User: -- Select Export --

Start Date: End Date: Cost Centers: -- Select Cost Center --

Details

SALES TEAM LEADER WISE DETAILS:
User Name : All
Cost Center : All
From : 01-06-2025, To : 30-06-2025
Report Generated Time : 30/06/2025 01:04 pm

REPORT DETAILS:
Net Amount : AED 0.00
Employee ID : All
Total Rows : 0

S.No	Team Leader	Jobcard	Jobcard Date	Payment Date	Item Name	Token	Transaction	Customer	Plate	Var Amount	Net Amount
No records found											

Sales Team Leader Report

Team Leader Target Report

User: -- Select User -- Start Date: 2025-06-28 End Date: 2025-06-30 Cost Centers: -- Select Cost Center -- All Preview

Details
SALES TEAM LEADER WISE DETAILS:
 User Name : All
 Cost Center : All
 From : 28-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 01:04 pm

REPORT DETAILS:
 Net Amount : AED 0.00
 Employee ID : All
 Total Rows : 0

S.No	Team Leader	Month	Target Amount	Actual Amount	STF %	Bonus
No records found						

RTA Transaction Summary Report

RTA Transaction Summary Report

Start Date: 2025-06-30 End Date: 2025-06-30 Cost Centers: -- Select Cost Center -- All Preview

Details
RTA TRANSACTION SUMMARY DETAILS:
 Cost Center : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 01:07 pm

REPORT DETAILS:
 Grand Total : 46,647.50

S.No	Cost Center	CIS	E-TRAFFIC	VIP	COMPREHENSIVE	Total
1	MVR01	22,860.00	0.00	2,362.50	1,770.00	26,992.50
2	MVR02	16,310.00	0.00	2,047.50	135.00	18,492.50
3	ALM01	0.00	0.00	157.50	1,065.00	1,162.50
Total (AED)		39,170.00	0.00	4,567.50	2,970.00	46,647.50

Job Card Edit Report

Jobcard Edit Report

User: -- Select User -- Start Date: 2025-06-28 End Date: 2025-06-30 -- Select Export -- Preview

Details
JOB CARD EDIT DETAILS:
 Cost Center : All
 From : 28-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 01:09 pm

REPORT DETAILS:
 Total Rows : 3

S.No	Jobcard Date	Jobcard	Edited Date	Edited By	Service	Plate Number	Vehicle Type	Amount	Status
1	2025-06-28	MVR-02-12301487	2025-06-28 11:37:56.000	Syed Muhammad Ali Sayed Tazyab Sajad Kazmi (936)	Changed	Match	Match	Old: 170.00, New: 70.00	PAID
2	2025-06-28	MVR-01-11438689	2025-06-28 12:44:47.000	Shamnad K M (670)	Changed	Match	Match	Match	PAID
3	2025-06-28	MVR-02-12301543	2025-06-28 13:26:24.000	Syed Muhammad Ali Sayed Tazyab Sajad Kazmi (936)	Changed	Old, New:	Match	Old: 70.00, New: 120.00	PAID

Jobcard Payment Reversal

Jobcard Payments Reversed

Search Here

Voucher No: Voucher Date: Jobcard Date: Total Amount:

Reversed By: Payment Done By: Jobcard Updated By: Payment Type:

-- Select Reversed By -- -- Select Payment Done By -- -- Select Jobcard Updated By -- -- Select Payment Type --

Jobcard Payments Reversed
 USE THIS LIST TO DEFINE REVERSED PAYMENTS.

NO	JOB. DATE	PREV. VOUCHER DATE	VOUCHER NO	REVERSED AMOUNT	PREV. PAYMENT DONE BY	PREV. PAYMENT METHOD	JOB. UPDATED DATE	CURR. VOUCHER DATE	CURR. JOBCARD AMOUNT	CURR. PAID AMOUNT	CURR. STATUS	CURR. PAYMENT DONE BY	CURR. PAYMENT METHOD
1	26-06-2025	26-06-2025	MVR-02-12301418	157.50 AED	Marah Mazen (880)	Card	-	-	157.50 AED	0.00 AED	PENDING (AVAILABLE)	-	-
2	26-06-2025	26-06-2025	MVR-02-12301426	315.00 AED	Marah Mazen (880)	Card	-	-	315.00 AED	0.00 AED	PENDING (AVAILABLE)	-	-
3	28-06-2025	28-06-2025	MVR-01-11438689	420.00 AED	Habiba Rassoul (922)	Card	28-06-2025	28-06-2025	420.00 AED	420.00 AED	PAID	Habiba Rassoul (922)	Card
4	28-06-2025	28-06-2025	MVR-02-12301492	170.00 AED	Aisraf Ali (584)	Cash	-	-	170.00 AED	0.00 AED	PENDING	-	-
5	26-06-2025	26-06-2025	MVR-01-11438393	170.00 AED	Ahmad Munier (864)	Card	-	-	170.00 AED	0.00 AED	PENDING	-	-
6	25-06-2025	25-06-2025	MVR-02-12300806	157.50 AED	Suha Mamoun (589)	Card	-	-	157.50 AED	0.00 AED	PENDING (AVAILABLE)	-	-
7	25-06-2025	25-06-2025	MVR-02-12300679	120.00 AED	Aisraf Ali (584)	Card	-	-	120.00 AED	0.00 AED	PENDING (AVAILABLE)	-	-
8	25-06-2025	25-06-2025	MVR-01-11437845	170.00 AED	Safwan Emad (952)	Card	-	25-06-2025	170.00 AED	170.00 AED	PAID	Safwan Emad (952)	Mutakamelacard
9	25-06-2025	25-06-2025	ALM-01-8141003	170.00 AED	Akhil Vijayan (764)	Onlinecustomer	-	25-06-2025	170.00 AED	170.00 AED	PAID	Akhil Vijayan (764)	Card

Jobcard Date:

Total Amount:

Jobcard Updated By:

Payment Type:

CUSTOMER	LEDGER ACCOUNT	REVERSED BY	JOBCARD UPDATED BY	REVERSE TYPE	REVERSED DATE
880	-	Syed Muhammad Ali (936)	-	JOBCARD	June 28, 2025, 4:47 pm
880	-	Syed Muhammad Ali (936)	-	JOBCARD	June 28, 2025, 4:45 pm
zeus auto	-	Shamnad (676)	Shamnad (676)	JOBCARD	June 28, 2025, 12:42 pm
COPART	-	Syed Muhammad Ali (936)	-	JOBCARD	June 28, 2025, 11:30 am
RAMIL	-	Niyas (794)	-	JOBCARD	June 26, 2025, 8:03 pm
vip	-	Syed Muhammad Ali (936)	-	JOBCARD	June 26, 2025, 5:56 pm
MOHAMMED	-	Syed Muhammad Ali (936)	-	JOBCARD	June 26, 2025, 11:21 am
AVENUE RENT A CAR	-	Syed Muhammad Ali (936)	-	JOBCARD	June 25, 2025, 6:25 pm
ZAMZAM CARGO TRANSPORT L.L.C	Ajmal Hussain Transport (LedgerID: 3654)	Syed Muhammad Ali (936)	-	JOBCARD	June 25, 2025, 5:58 pm

onsite Commission Report

Jobcard Commission Report

Inspector:

Jobcard Reference:

Start Date:

End Date:

Vehicle Type:

Services:

Payment Status:

S.No	Jobcard Date	Vehicle Type	Reference	Service Name	Plate Number	Chassis Number	Customer Name	Inspector	Qty	Net Amount	Commission	VP	Fleet	Total	Paid
1	2025-04-17	Light Vehicle	ALM01-8137061			LE8P3152145010164	GEELY AG/ILC	Mohammed Salimah Karis	1	122.00	0	0	0	122.00	
2	2025-04-17	Light/Mechanical Equipment	ALM-01-8137058	Renewal Test (1) On Site	AA 37149	01020398125	EXTERRA TRANSPORT	Abdul Raziq Abdullah Noor	1	380.00	10	0	0	380.00	
2	2025-04-17	Heavy Mechanical	ALM-01-8137056	Renewal Test (1) On Site	B 73164	SYCD25AG6CCD2015	T M F EURO FOUNDATIONS L L C	Abdul Raziq Abdullah Noor	1	430.00	10	0	0	430.00	
2	2025-04-17	Heavy Mechanical	ALM-01-8137055	Registration Test (1) On Site		VCEC220D00232955	ABED ALGHAMFAR ALI AL HARBI	Abdul Raziq Abdullah Noor	1	330.00	10	0	0	330.00	
2	2025-04-17	Heavy Vehicle	ALM-01-8137054	Export Test On Site		W0B93331750163800	GRIMALDI GENERAL TRADING L.L.C	Abdul Raziq Abdullah Noor	1	430.00	10	0	0	330.00	

Onsite Inspection Report

Jobcard Inspector Report

Inspector:

City:

Vehicle Type:

Start Date:

End Date:

Inspection Status:

Jobcard Reference:

Services:

Payment Status:

Details

JOBCARD Inspector DETAILS:
 Inspector : All
 From : 30-06-2025, To : 30-06-2025
 Report Generated Time : 30/06/2025 01:34 pm

REPORT DETAILS:
 Grand Total : AED 0.00
 Total Rows : 0

S.No	Jobcard Date	Vehicle Type	Reference	Service Name	Chassis Number	Location	Customer Name	Inspector	Trip Schedule	Trip Duration	Inspection Time	Inspection Status	Status	Qty	Net Amount	Payment	Paid
No records found																	

Jobcard RTA Report (Appointment)

Jobcard RTA Report

Inspector: -- Select Inspector -- City: -- Select City -- Start Date: 2025-04-01 End Date: 2025-04-30

Vehicle Type: -- Select Vehicle Type -- Jobcard Reference: Reference Services: -- Select Services -- Payment Status: All

Details

JOB CARD RTA DETAILS:
Inspector: All
From: 01-04-2025, To: 30-04-2025
Report Generated Time: 30/06/2025 01:43 pm

ALMUTAKAMELA NVIS & ONSITE INSPECTION 2025-04-01

Inspector Detail

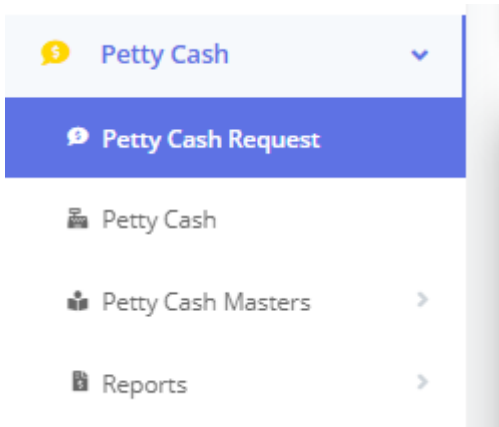
Client Details		Inspector Details									
CENTER NAME	AL MUTAKAMELA VEHICLE TESTING AND REGISTRATION LLC	INSPECTOR NAME	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	ID NUMBER	1234						
LANE NUMBER	1	MOBILE NUMBER	0504128294	VEHICLE NUMBER							
S.No	Date	Timings	Customer Name	Chassis #	Plate #	Location	Area	Qty	Machine Type	Service Name	Updates If Any
1	Apr 22,2025	07:00:00-19:09:00	FALCON FAME TRADING L L C	3333	111	w	Abu Hall,Dubai	1	Trailer	Renewal	--
2	Apr 12,2025	11:00:00-11:59:00	AL RAMA INTERNATIONAL TRADERS	Ch-123	DOC ON THE SITE	w	Abu Hall,Dubai	1	Light Vehicle	Registration	--

Finance

Petty Cash Module

Petty Cash Request

Click the following option for Petty Cash Request



List

Petty Cash Request

Search Here

Petty Cash Number:

Petty Cash Date:

Jobcard Linked:

Departments:

Requested By:

Approved By:

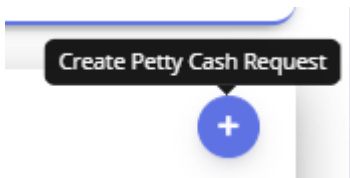
Approved Status:

Petty Cash Request

USE THIS FORM TO DEFINE PETTY CASH REQUEST IN JOB CARD.

NO	PETTY CASH NUMBER	DATE	DEPARTMENT	REQUESTED AMOUNT	REQUESTED BY	APPROVED AMOUNT	APPROVED STATUS	PAYMENT STATUS	ACTION
1	R-100155	06-11-2023 1:01 pm	Maintenance	1,500.00	Hamid Rehman Ahmad (841)	0.00	REJECTED	PENDING	
2	R-100154	03-11-2023 6:28 pm	Maintenance	11,500.00	Akhil Alphones (749)	11,500.00	APPROVED	PENDING	
3	R-100153	03-11-2023 6:27 pm	Maintenance	10,000.00	Akhil Alphones (749)	10,000.00	APPROVED	PENDING	
4	R-100152	31-08-2023 1:07 pm	HSE	500.00	Akhil Alphones (749)	500.00	APPROVED	PENDING	

Add Petty Cash Request



Click on on the Plus Button for Petty Cash Request

Petty Cash Request

Search Here

Petty Cash Number:

Petty Cash Date:

Jobcard Linked:

Departments:

Requested By:

Approved By:

Approved Status:

Petty Cash Request

USE THIS FORM TO DEFINE PETTY CASH REQUEST IN JOB CARD.

NO	PETTY CASH NUMBER	DATE	DEPARTMENT	REQUESTED AMOUNT	REQUESTED BY	APPROVED AMOUNT	APPROVED STATUS	PAYMENT STATUS	ACTION
1	R-100155	06-11-2023 1:01 pm	Maintenance	1,500.00	Hamid Rehman Ahmad (841)	0.00	REJECTED	PENDING	
2	R-100154	03-11-2023 6:28 pm	Maintenance	11,500.00	Akhil Alphones (749)	11,500.00	APPROVED	PENDING	
3	R-100153	03-11-2023 6:27 pm	Maintenance	10,000.00	Akhil Alphones (749)	10,000.00	APPROVED	PENDING	
4	R-100152	31-08-2023 1:07 pm	HSE	500.00	Akhil Alphones (749)	500.00	APPROVED	PENDING	

Create Petty Cash Request Petty Cash Request Petty Cash Request

Petty Cash Number: R-100156 Date: 2025-06-30 Departments: -- Select Department --

Request Type*: -- Select Request Type -- Cost Center*: -- Select Cost Center -- Related Parties (Will send notifications to selected related parties): -- Select Related --

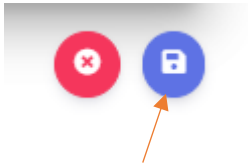
Job Cards

Search & Link Job Card: 0.00 Enter Petty Cash Amount: +

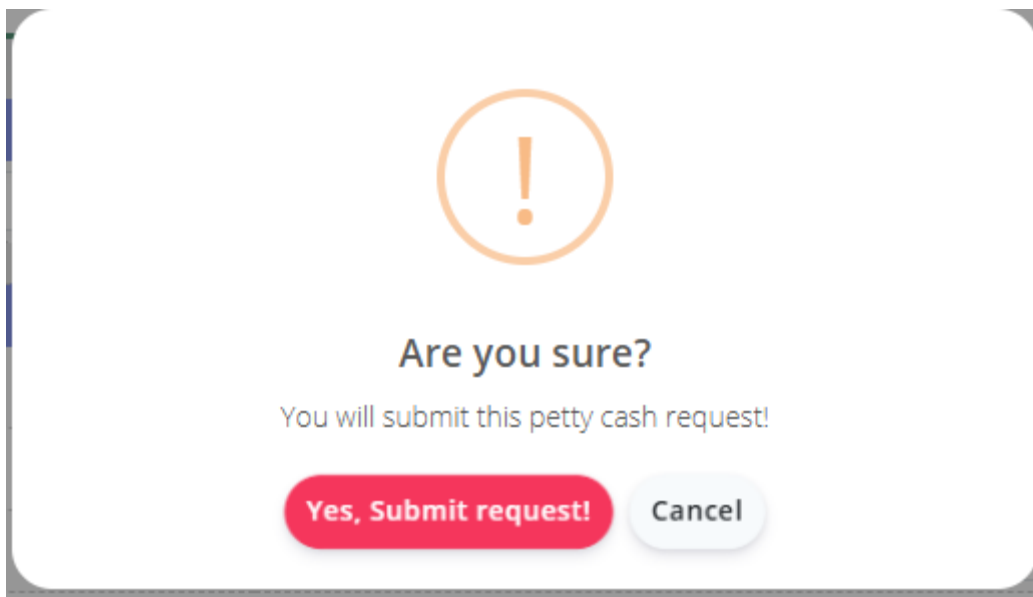
Others

Fuel	Enter Narration	Enter Fuel Amount
Pantry	Enter Narration	Enter Pantry Amount
Maintenance	Enter Narration	Enter Maintenance Amount
Store Items	Enter Narration	Enter Store Items Amount
Consumable Items	Enter Narration	Enter Consumable Items Amount
Fleet Items	Enter Narration	Enter Fleet Items Amount
Spare Parts	Enter Narration	Enter Spare Parts Amount
Personal	Enter Narration	Enter Personal Amount
Grand Balance (AED)		0.00

Add the details of petty cash



Click on Save Icon a popup message will appear for confirmation



Confirmation message will appear the Petty cash request created successfully

Petty Cash Request

Q Search Here

✓ Petty Cash Request Created Successfully

Petty Cash Number: Petty Cash Date: Jobcard Linked: Requested By:

USE THIS FORM TO DEFINE PETTY CASH REQUEST IN JOB CARD.

NO	PETTY CASH REQUEST NUMBER	DATE	DEPARTMENT	GRAND BALANCE	APPROVED BALANCE	REQUESTED BY	APPROVED STATUS	PAYMENT STATUS
1	R-100094	28-12-2024	Sales	20.00	0.00	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)	PENDING	PENDING
2	R-100093	28-10-2022	Marketing	1,200.00	1,200.00	Shamnad K M (676)	APPROVED	RECEIVED
3	R-100092	28-10-2022	IT	300.00	300.00	Shamnad K M (676)	APPROVED	RECEIVED
4	R-100091	28-10-2022	IT	200.00	200.00	Shamnad K M (676)	APPROVED	PENDING
5	R-100090	28-10-2022	Marketing	2,500.00	2,500.00	Shamnad K M (676)	APPROVED	PENDING
6	R-100089	28-10-2022	Sales	2,500.00	2,500.00	Shamnad K M (676)	APPROVED	RECEIVED
7	R-100088	28-10-2022	Sales	2,500.00	2,500.00	Shamnad K M (676)	APPROVED	RECEIVED
8	R-100087	28-10-2022	Sales	3,500.00	3,500.00	Shamnad K M (676)	APPROVED	PENDING
9	R-100086	28-10-2022	Marketing	1,200.00	1,200.00	Shamnad K M (676)	APPROVED	RECEIVED
10	R-100085	27-10-2022	Marketing	12,345.00	0.00	Shamnad K M (676)	REJECTED	PENDING

Search Option (Petty Cash Request)

Petty Cash Request

Q Search Here

Petty Cash Number: Petty Cash Date: Jobcard Linked: Departments:

Requested By: Approved By: Approved Status:

Result

Petty Cash Request

Q Search Here

Petty Cash Number: Petty Cash Date: Jobcard Linked: Departments:

Requested By: Approved By: Approved Status:

USE THIS FORM TO DEFINE PETTY CASH REQUEST IN JOB CARD.

NO	PETTY CASH NUMBER	DATE	DEPARTMENT	REQUESTED AMOUNT	REQUESTED BY	APPROVED AMOUNT	APPROVED STATUS	PAYMENT STATUS	ACTION
1	R-100154	03-11-2023 6:28 pm	Maintenance	11,500.00	Akhil Alphonse (749)	11,500.00	APPROVED	PENDING	
2	R-100153	03-11-2023 6:27 pm	Maintenance	10,000.00	Akhil Alphonse (749)	10,000.00	APPROVED	PENDING	
3	R-100152	31-08-2023 1:07 pm	HSE	500.00	Akhil Alphonse (749)	500.00	APPROVED	PENDING	

Petty Cash (Entry)

Create Petty Cash Petty Cash + Petty Cash

Petty Cash Number: P-100001 Date: 2025-06-30 Petty Cash Request: -- Select Petty Cash Request -- Department: -- No Department -- Opening Balance: 0.00

Particulars	Amount	Balance
Amount Received From Finance	Enter Amount	0.00
Job Cards		
Search & Link Job Card	0.00 Enter Petty Cash Amount	0.00
Others		
Fuel	Enter Narration Enter Fuel Amount	0.00
Pantry	Enter Narration Enter Pantry Amount	0.00
Maintenance	Enter Narration Enter Maintenance Amount	0.00
Store Items	Enter Narration Enter Store Items Amount	0.00
Consumable Items	Enter Narration Enter Consumable Items Amount	0.00
Fleet Items	Enter Narration Enter Fleet Items Amount	0.00
Spare Parts	Enter Narration Enter Spare Parts Amount	0.00
Personal	Enter Narration Enter Personal Amount	0.00
Grand Balance (AED)		0.00

Petty Cash Approval Master

- Petty Cash Masters** ▾
- Approval Masters**
- Reports** >

When you click on Approval Master it will show the following page

List of users who has the permission for Approval for Petty Cash

Petty Cash Approval Master

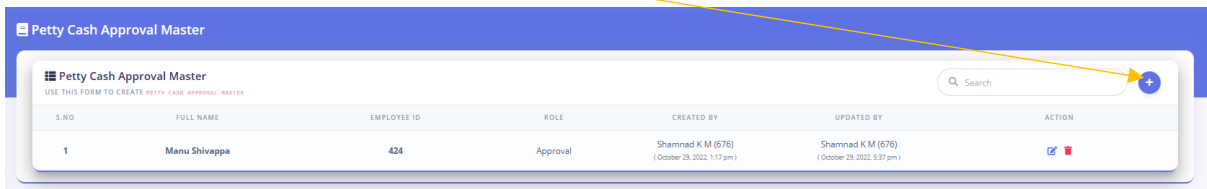
USE THIS FORM TO CREATE PETTY CASH APPROVAL MASTER

Search



S.NO	FULL NAME	EMPLOYEE ID	ROLE	CREATED BY	UPDATED BY	ACTION
1	Manu Shiveppa	424	Approval	Shamnad K.M (676) (October 29, 2022, 1:17 pm)	Shamnad K.M (676) (October 29, 2022, 5:37 pm)	

Create Approval Master

Step -1 Click on the Plus (+) Icon

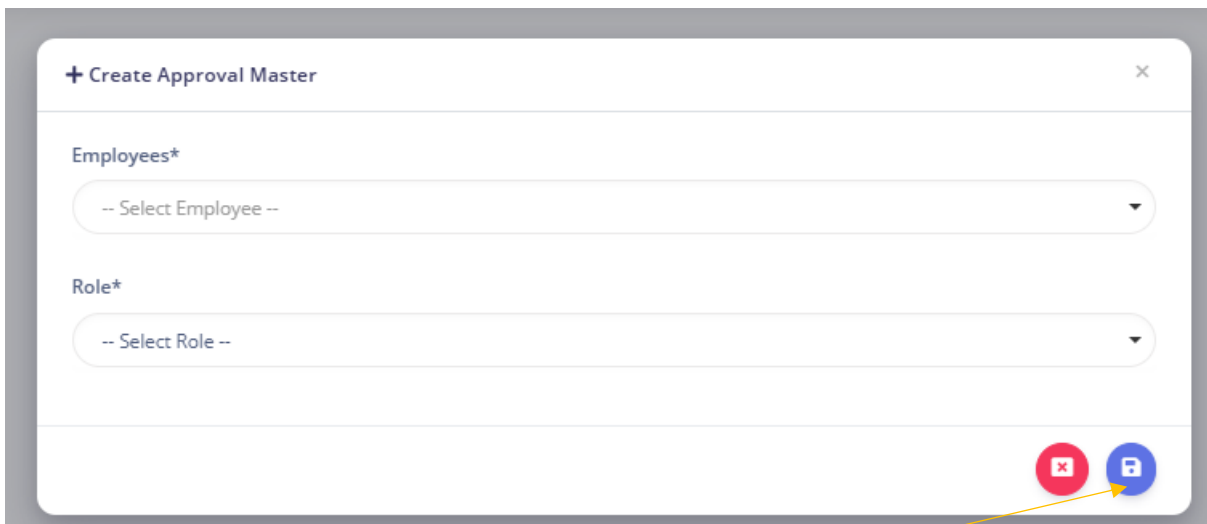


The screenshot shows a table titled "Petty Cash Approval Master" with a search bar and a plus icon. A yellow arrow points to the plus icon. The table contains one row of data.

S.NO	FULL NAME	EMPLOYEE ID	ROLE	CREATED BY	UPDATED BY	ACTION
1	Manu Shiveppa	424	Approval	Shamnad K.M (676) (October 28, 2022, 1:17 pm)	Shamnad K.M (676) (October 28, 2022, 5:37 pm)	 

Step-2

A Dialog box will be open to enter the new Approval Master (User)



The screenshot shows a dialog box titled "Create Approval Master" with a close button (X) in the top right corner. It contains two dropdown menus: "Employees*" with "-- Select Employee --" and "Role*" with "-- Select Role --". At the bottom right, there are two circular icons: a red one with a white 'X' and a blue one with a white document icon. A yellow arrow points to the blue save icon.

Fill the Form and click on the Save Icon

After save Message will Appear for confirmation

Petty Cash Approval Master

USE THIS FORM TO CREATE PETTY CASH APPROVAL MASTER

Petty Cash Approval Master Updated Successfully

S.NO	FULL NAME	EMPLOYEE ID	ROLE	CREATED BY	UPDATED BY	ACTION
1	Shamnad K M	676	Approval	Shamnad K M (676) (March 27, 2023, 1:45 pm)	-	
2	Anas Kunnathiyil	104	Approval	Shamnad K M (676) (October 26, 2022, 12:19 pm)	Shamnad K M (676) (November 4, 2022, 11:43 am)	

Petty Cash Report

Petty Cash Report

Requested User: -- Select User --

Start Date: 2025-06-18 | End Date: 2025-06-30 | Approved Status: -- Select Approved -- | Department: -- Select Department --

Preview

Details

PETTY CASH DETAILS:
From : 18-06-2025, To : 30-06-2025
Report Generated Time : 30/06/2025 02:59 pm

REPORT DETAILS:
Requested Grand Balance : AED 0.00
Approved Grand Balance : AED 0.00
Petty Cash Grand Balance : AED 0.00
Total Rows : 0

S.No	Petty Cash Req. No	Petty Cash. No	Petty Cash Req. By	Req. Date	Department	Approved By	Approved Date	Status	Requested. Bal	Approved. Bal	Petty Cash. Bal
No records found											

Finance

GL Accounts

	Finance	▼
	GL Accounts	▼
	Group Setup	
	Account setup	

- Group Setup

Chart Of Account

Q Search Here

Account Group: -- Select Account Group -- COA Head: -- Select COA Head -- Account ID: Account ID Level: -- Select Level --

Group Setup
USE THIS FORM TO DEFINE CHART OF ACCOUNT HEADS.

NO	ACCOUNT GROUP	DESCRIPTION	COA HEAD	ACCOUNT ID	LEVEL	CREATED AT	STATUS	ACTION
1	Right-of-use asset	-	Assets	1.2.21.1	4	2025-01-23 15:45:15.000	ACTIVE	
2	Right-of-use asset	-	-	1.2.21	3	2025-01-23 15:43:44.000	ACTIVE	
3	Additional Capital Contribution	-	EQUITY	3.3.1.1	4	2023-12-29 12:10:18.000	ACTIVE	

Add Group Account

By click on the Add button , the page will appear as follow

Create Group Setup Group Setup + Create Account

+ Create Account

Account Name:

Parent Account: -- Select Account Name --

Description:

Account ID:

Group Setup Fields

- Account Name (Name of Account)
- Parent Account (The parent Group of the Account)
- Description
- Account ID

- Account Setup

Ledger

Q Search Here

Ledger: -- Select Ledger --

COA Head: -- Select COA Head --

Ledger Type: -- Select Ledger Type --





Account ID: Account ID

Level: -- Select Level --

Tel: Tel

Account Setup

USE THIS FORM TO CREATE LEDGER SUCH AS CUSTOMERS/BANKS ETC.

NO	LEDGER	LEDGER TYPE	DESCRIPTION	COA HEAD	ACCOUNT ID	LEVEL	TEL	CREATED AT	STATUS	ACTION
Current Assets										
1	Frames Building Materials LLC	Online Customer	-	ACCOUNTS RECEIVABLE ▶ ONLINE CUSTOMERS	1.1.2.8.795	5	-	2025-07-03 18:27:31.000	ACTIVE	 
Current Assets										
2	Elsam Equipment	Online Customer	-	ACCOUNTS RECEIVABLE ▶ ONLINE CUSTOMERS	1.1.2.8.794	5	-	2025-07-03 17:56:29.000	ACTIVE	 

Add Ledger Account

By click on the Add button , the page will appear as follow

Create Ledger
Group Setup
+ Create Ledger
+

+ Ledger

Ledger Name*

COA Head*

Ledger ID*

Fax

Tel

Email

Web

Address

City

Status

 Active

■ Ledger Details

Type

Contract / PO

VAT Registered?

 Yes

Trade License Number

TRN #

VAT Reg Date

Currency deal with

Remarks

Asset
Customer
Supplier
Bank

Asset Location

Last Depreciation Date

Acquire Value

Supplied By

Salvage Value

Asset TAG

Life in year

Depreciation GL

Acquire Date

Disposal GL

📄 Contacts

NAME	DESIGNATION	MOB	EMAIL	COMPANY ID	ACTION
<input type="text" value="Name"/>	<input type="text" value="Designation"/>	<input type="text" value="Mob"/>	<input type="text" value="Email"/>	<input type="text" value="Company ID"/>	+

📄 Opening Balance

COST CENTER

OPEN DEBIT

OPEN CREDIT

ACQUIRE VAL

SALVAGE VAL

ACTION

Opening Balance

0.00

0.00

Customer Type

Ledger Details

<p>Type: <input type="text" value="Customers"/></p> <p>VAT Registered? <input checked="" type="radio"/> Yes</p> <p>TRN #: <input type="text" value="TRN #"/></p> <p>Currency deal with: <input type="text" value="AED"/></p>	<p>Contract / PO: <input type="text" value="Contract / PO"/></p> <p>Trade License Number: <input type="text" value="Trade License Number"/></p> <p>VAT Reg Date: <input type="text" value="VAT Reg Date"/></p> <p>Remarks: <input type="text" value="Remarks"/></p>
--	---

Asset
Customer
Supplier
Bank

<p>CRM No.: <input type="text" value="CRM No."/></p> <p>Payment Terms: <input type="text" value="Payment Terms"/></p> <p>Trade License Expiry: <input type="text" value="Trade License Expiry"/></p>	<p>Payment Method: <input type="text" value="Payment Method"/></p> <p>Credit Limit: <input type="text" value="Credit Limit"/></p> <p>Sales Person: <input type="text" value="-- Select Sales Person --"/></p>
--	---

Contacts

NAME	DESIGNATION	MOB	EMAIL	COMPANY ID	ACTION
<input type="text" value="Name"/>	<input type="text" value="Designation"/>	<input type="text" value="Mob"/>	<input type="text" value="Email"/>	<input type="text" value="Company ID"/>	+

Supplier Type

Ledger Details

<p>Type: <input type="text" value="Suppliers"/></p> <p>VAT Registered? <input checked="" type="radio"/> Yes</p> <p>TRN #: <input type="text" value="TRN #"/></p> <p>Currency deal with: <input type="text" value="AED"/></p>	<p>Contract / PO: <input type="text" value="Contract / PO"/></p> <p>Trade License Number: <input type="text" value="Trade License Number"/></p> <p>VAT Reg Date: <input type="text" value="VAT Reg Date"/></p> <p>Remarks: <input type="text" value="Remarks"/></p>
--	---

Asset
Supplier
Customer
Bank

<p>Requesting Entity: <input type="text" value="Requesting Entity"/></p> <p>Scope Of Supply: <input type="text" value="Scope Of Supply"/></p> <p>Credit Limit: <input type="text" value="Credit Limit"/></p>	<p>Payment Method: <input type="text" value="Payment Method"/></p> <p>Date Of Approval: <input type="text" value="Date Of Approval"/></p>
--	---

Contacts

NAME	DESIGNATION	MOB	EMAIL	COMPANY ID	ACTION
<input type="text" value="Name"/>	<input type="text" value="Designation"/>	<input type="text" value="Mob"/>	<input type="text" value="Email"/>	<input type="text" value="Company ID"/>	+

Bank Type

Ledger Details

Type <input type="text" value="Bank Accounts"/>	Contract / PO <input type="text" value="Contract / PO"/>
VAT Registered? <input checked="" type="radio"/> Yes	Trade License Number <input type="text" value="Trade License Number"/>
TRN # <input type="text" value="TRN #"/>	VAT Reg Date <input type="text" value="VAT Reg Date"/>
Currency deal with <input type="text" value="AED"/>	Remarks <input type="text" value="Remarks"/>

Asset
Customer
Supplier
Bank

Under Company <input type="text" value="Under Company"/>	IBAN <input type="text" value="IBAN"/>
Bank Account <input type="text" value="Bank Account"/>	Date Of Approval <input type="text" value="Date Of Approval"/>
Swift Code <input type="text" value="Swift Code"/>	

Contacts

NAME	DESIGNATION	MOB	EMAIL	COMPANY ID	ACTION
<input type="text" value="Name"/>	<input type="text" value="Designation"/>	<input type="text" value="Mob"/>	<input type="text" value="Email"/>	<input type="text" value="Company ID"/>	<input type="button" value="⊕"/>

Finance -> Transaction->Voucher Entry

❏
Finance
▼

📄
GL Accounts
➤

📄
Transaction
▼

▶
Voucher Entry

It will appear with the following form

Journal Voucher

Q Search Here

Voucher Type

Journal Voucher

Voucher No

Voucher No

Voucher Date

Voucher Date

Bank Name

Bank Name

Narration

Narration

Cost Centers

-- Select Cost Centers

Total Amount

Total Amount

JV From Collection Report

-- Select JV From Collection Repor...



Journal Vouchers

USE THIS FORM TO DEFINE JOURNAL VOUCHERS.



NO	VOUCHER DATE	NARRATION	VOUCHER #	TOTAL AMOUNT	POSTING KEY	INFO	STATUS	ACTION
1	07-07-2025	EPG Online Receipt For VIP File Open - KASHMIR EXPRESS PASSENGER TRANSPORT - Transaction ID: 227056339282	JV-997998 (Journal Voucher)	315.00	40	i	ACTIVE	
2	05-07-2025	EPG Online Receipt For DM Card - Azan Corporate Service - Transaction ID: 246343005048	JV-997997 (Journal Voucher)	2250.00	40	i	ACTIVE	
3	05-07-2025	EPG Online Receipt For Onsite Testing Service - IMRAN ASLAM CARGO - Transaction ID: 247025800676	JV-997996 (Journal Voucher)	830.00	40	i	ACTIVE	

How to enter the Voucher

Click on the Plus icon (+)



+ Create Journal Voucher

Voucher Date*

2025-07-07

Cheque

Cheque

Cheque Date

Cheque Date

Invoice No

Invoice No

PO #

PO #

DD #

DD #

Transaction Card

Transaction Card

Narration*

Narration

Posting Key*

-- Select Posting Key --

Voucher Entry

HEAD	COST CENTER	NARRATION	DR AMOUNT	CR AMOUNT	TYPE (ONLY FOR USER WISE DEPOSIT UPDATE)	ACTION
-- Select Head --	-- Select Cost Center --	Narration	Dr Amo	Cr Amo	General	
Total			AED 0.00	AED 0.00		



Voucher Date*	2025-07-07	Cheque	Cheque
Cheque Date	Cheque Date	Invoice No	2541152706
DD #	DD #	PO #	PO #
Narration*	EPG Online Receipt For VIP File Open - KASHMIR EXPRESS PASSENGER TRANSPORT - Transaction ID: 73766220303		Posting Key*
			40

Voucher Entry							
HEAD	COST CENTER	NARRATION	DR AMOUNT	CR AMOUNT	TYPE (ONLY FOR USER WISE DEPOSIT UPDATION)	ACTION	
Online Customer	MVR01	EPG Onli	315.00	0	General		
KASHMIR EXPRESS PASSENGER TRANSPORT BY BUS RENTAL L.L.C	MVR01	EPG Onli	0	315.00	General		
Total			AED 315.00	AED 315.00			

Note : Fill all the necessary information as per need and click on the save button to Save Voucher

Posting Key

- Invoice
- Credit Memo
- Outgoing Payment
- Proforma Invoice
- Advance
- Payment Difference
- Purchase Invoice
- Debit Memo
- Journal Entry
- Incoming Payments

Posting Key*

40

21
Purchase invoice

31
Debit memo

40
Journal Entries

15
Incoming Payment

Select Type of Voucher Entry Related

- General
- Bank Deposit
- Short
- Excess
- Cash Deposit
- Deposit E-wallet
- Deposit E-Wallet Cashier
- VIP Commission
- Comprehensive Discount

General

Bank Deposit

Short

Excess

Cash Deposit

Deposit E-Wallet

General

Click on Plus icon (+) to Add More Account Head in the Voucher

ACTION



Fill up all necessary Information in the Master of Transaction

Voucher Date*

2025-07-07

Cheque

Cheque

Cheque Date

Cheque Date

Invoice No

2541152706

PO #

PO #

DD #

DD #

Transaction Card

Transaction Card

Narration*

EPG Online Receipt For VIP File Open - KASHMIR EXPRESS
PASSENGER TRANSPORT - Transaction ID: 227056220282

Posting Key*

40

Voucher Detail

Keep add the number of entries for Voucher

Step -1

✉ Voucher Entry

HEAD

Online Customer

Step- 2 Select Cost Centre

COST CENTER

MVR01

-- Select
Cost Center

MVR01
Al Mutakamela
Vehicle Testing
Al Qouz

MVR02
Al Mutakamela
Vehicle Testine

Enter Details and Amount in Debit/Credit Column

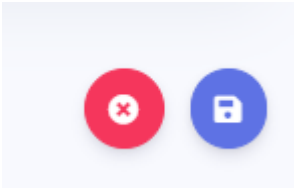
Voucher Entry

HEAD	COST CENTER	NARRATION	DR AMOUNT	CR AMOUNT	TYPE (ONLY FOR USER WISE DEPOSIT UPDATION)	ACTION
Online Customer	MVR01	EPG Onli	315.00	0	General	
KASHMIR EXPRESS PASSENGER TRANSPORT BY BUS RENTAL L.L.C	MVR01	EPG Onli	0	315.00	General	
Online Customer	MVR01	Narratioi	Dr Am	Cr Am	General	
Total			AED 315.00	AED 315.00		

Voucher Entry

HEAD	COST CENTER	NARRATION	DR AMOUNT	CR AMOUNT	TYPE (ONLY FOR USER WISE DEPOSIT UPDATION)	ACTION
Online Customer	MVR01	EPG Onli	315.00	0	General	
KASHMIR EXPRESS PASSENGER TRANSPORT BY BUS RENTAL L.L.C	MVR01	EPG Onli	0	315.00	General	
Online Customer	MVR01	Narratioi	Dr Am	Cr Am	General	
Total			AED 315.00	AED 315.00		

Make sure the Amount on Debit and Credit Must be equal in Total to post voucher



Click On Save Icon

It saves the Voucher and message will be appeared as follow

Q Search Here

Journal Voucher Created Successfully

Voucher Type: Journal Voucher, Voucher Date: [input], Bank Name: [input], Narration: [input], Total Amount: [input]

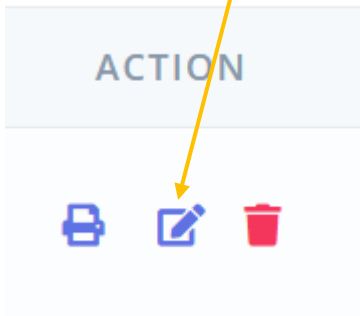
ID	Date	Details	Voucher No	Dr Amt	Cr Amt	Status	Action
1	28-12-2024	Details for Voucher reflect in Ledger	JV-33330	100.00	01	ACTIVE	
2	05-07-2023	fgdfgdgfg	JV-33329	45824.96	11	ACTIVE	
3	05-07-2023	adssadd	JV-33328	6818.00	11	ACTIVE	

Edit Voucher

Journal Vouchers
USE THIS FORM TO DEFINE JOURNAL VOUCHERS.

NO	VOUCHER DATE	NARRATION	VOUCHER #	TOTAL AMOUNT	POSTING KEY	INFO	STATUS	ACTIONS
1	07-07-2025	EPG Online Receipt For VIP File Open - KASHMIR EXPRESS PASSENGER TRANSPORT - Transaction ID: 227056339282	JV-997998 (Journal Voucher)	315.00	40	!	ACTIVE	Print Edit Delete
2	05-07-2025	EPG Online Receipt For DM Card - Azan Corporate Service - Transaction ID: 246343005048	JV-997997 (Journal Voucher)	2250.00	40	!	ACTIVE	Print Edit Delete

Click on Edit Button



Edit Journal Voucher

Voucher Date* Cheque

Cheque Date Invoice No PG #

DD # Transaction Card

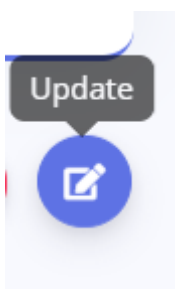
Narration* Posting Key*

Voucher Entry

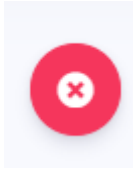
HEAD	COST CENTER	NARRATION	DR AMOUNT	CR AMOUNT	TYPE (ONLY FOR USER WISE DEPOSIT UPDATION)	ACTION
Online Customer	ALM01	EPG Online Receipt For DM Card - Azan Corporat	2250.00	0	General	+
Azan Corporate Services Provider	ALM01	EPG Online Receipt For DM Card - Azan Corporate	0	2250.00	General	+ -
Total			AED 2,250.00	AED 2,250.00		

Fill all changes to be made and click on the update Button

Update Option



Cancel Option



It will move back to voucher list page

Search Voucher

Journal Voucher

Q Search Here

Voucher Type	Voucher No	Voucher Date	Bank Name	Narration
Journal Voucher	Voucher No	Voucher Date	Bank Name	Narration
Cost Centers	Total Amount	JV From Collection Report		
-- Select Cost Centers	Total Amount	-- Select JV From Collection Report --		

The Voucher can be searched by

- Voucher Type
- Voucher No
- Voucher Date
- Bank Name
- Narration
- Cost Centre
- Total Amount
- JV from Collection Report

Journal Voucher

Q Search Here

Voucher Type	Voucher No	Voucher Date	Bank Name	Narration
Journal Voucher	Voucher No	Voucher Date	Bank Name	Narration
Cost Centers	Total Amount	JV From Collection Report		
x MVR01	315	-- Select JV From Collection Report --		

Journal Vouchers

USE THIS FORM TO DEFINE JOURNAL VOUCHERS.

NO	VOUCHER DATE	NARRATION	VOUCHER #	TOTAL AMOUNT	POSTING KEY	INFO	STATUS	ACTION
1	07-07-2025	EPG Online Receipt For VIP File Open - KASHMIR EXPRESS PASSENGER TRANSPORT - Transaction ID: 227056339282	JV-997998 (Journal Voucher)	315.00	40	i	ACTIVE	📄 🗑️
2	31-05-2025	COL-TOPUP-FP-1002872826-CBD69075-HOF	JV-997766 (Journal Voucher)	315.00	40	i	ACTIVE	📄 🗑️
3	25-06-2025	EPG Online Receipt For VIP Service Charges - Moove One Delivery Services LLC - Transaction ID: 219377903547	JV-997717 (Journal Voucher)	315.00	40	i	ACTIVE	📄 🗑️

Budget

- Finance
- Transaction
- Budget

Budget Form will appear as follow

The screenshot shows the Budget Form interface. At the top, there are filters for Cost Center (MVR01), Year (2025), and Month (June). Below these filters is a 'Details' section with a dropdown menu. The main content is a table titled 'Cash Flow Statement - 2025' for the month of June 2025. The table has columns for Pos. No, Particulars, Exp Head, Projected Amount, Actual Amount, Diff, Projected, and Actual. Two rows are visible: 'Employee Visa Related Expenses' and 'Employee Engagement Activities'.

Pos. No	Particulars	Exp Head	Projected Amount	Actual Amount	Diff	Projected	Actual
1	Employee Visa Related Expenses	HR Exps	1,203,125	6,875	1,203,125	80,000	6,875
2	Employee Engagement Activities	HR Exps	800,000	0	800,000	5,133.33	0

Purchase Bill Entry

Click on the Purchase Entry Bill

- Finance
- Transaction
- Budget
- Purchase Bill Entry

It will appear the following page

Purchase Bill Entry

Q Search Here

Purchaser: --Select Purchaser--
 Invoice: Invoice No.
 Supplier: Supplier
 Invoice Date: Invoice Date

Cost Center: --Select Cost Center--
 Type: Job Card number Consumables

Purchase Bill Entry
 USE THIS FORM TO CREATE PURCHASE BILL ENTRY

S.NO	PURCHASER	CONSUMABLES	LINKED_JC	INVOICE DATE	INVOICE #	SUPPLIER	COST CENTER	AMOUNT	VAT	TOTAL	VOUCHER NO
1	Inan Gul (554)	No	Yes	19-12-2022	3688	Ahmed Al Seelawi	CCL01	800.00	0.00	800.00	JV-248755
2	Inan Gul (554)	No	Yes	22-12-2022	3695	Ahmed Al Seelawi	CCL01	500.00	0.00	500.00	JV-248754

Click on plus icon (+) to Add Purchase Bill Entry



The popup will appear as follow

+ Create Purchase Bill Entry

TYPE

Job Card number Consumables

PURCHASE DETAILS

Purchaser* --Select Purchaser--
 Invoice Date* Invoice Date
 Invoice No.* Invoice

Cost Center* --Select Cost Center--
 Supplier* Supplier

AMOUNT DETAILS

Narration*
 Narration

Amount* Amount
 VAT* VAT
 Total Total

PURCHASE BILL (ATTACHMENT)

Upload file **Browse**

Job Card Number

+ Create Purchase Bill Entry ×

TYPE

Job Card number Consumables

M

MVR-02-12304418

MVR-02-12304417

Select Purchaser

PURCHASE DETAILS

Purchaser*

-- Select Purchaser --

-- Select Purchaser --

Sami Ahmad (100)
Head Human Resource - InActive

HR (1001)
HR Manager

HR Assistant (1002)
Human Resource Coordinator

CEO (1003)

Invoice Date*

Invoice Date

Invoice No.*

Invoice

Supplier*

Supplier

Fill the complete form and click on the save button

+ Create Purchase Bill Entry
×

TYPE

Job Card number Consumables

-- Select Jobcard --

PURCHASE DETAILS

Purchaser*

Sami Ahmad (100)

Invoice Date*

Invoice Date

Invoice No.*

Invoice

Cost Center*

CCL01

Supplier*

Supplier

AMOUNT DETAILS

Narration*

detail here

Amount*

200

VAT*

10

Total

210

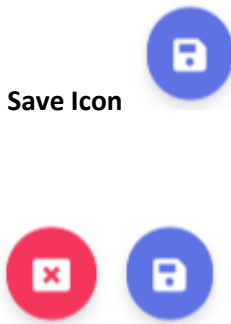
PURCHASE BILL (ATTACHMENT)

Upload file Browse

Save

✖
🔒

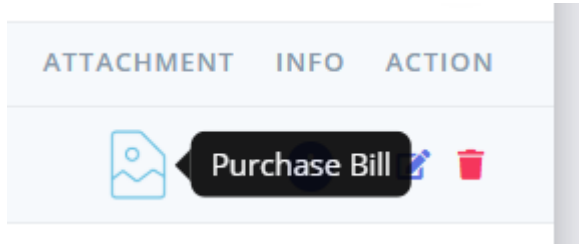
Click On Save Icon



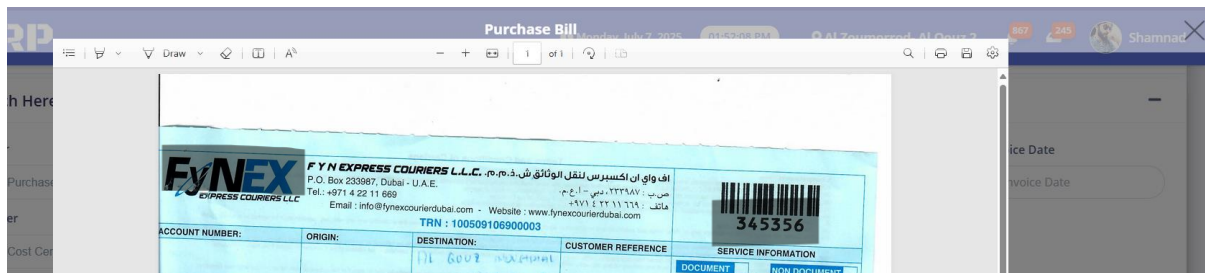
Once it saved it will show the following screen

S.NO	PURCHASER	CONSUMABLES	LINKED_JC	INVOICE DATE	INVOICE #	SUPPLIER	COST CENTER	AMOUNT	VAT	TOTAL	VOUCHER NO
1	Inan Gul (554)	No	Yes	19-12-2022	3688	Ahmed Al Seelawi	CCL01	800.00	0.00	800.00	JV-248755
2	Inan Gul (554)	No	Yes	22-12-2022	3695	Ahmed Al Seelawi	CCL01	500.00	0.00	500.00	JV-248754
3	Inan Gul (554)	No	Yes	20-12-2022	3683	Ahmed Al Seelawi	CCL01	150.00	0.00	150.00	JV-248753

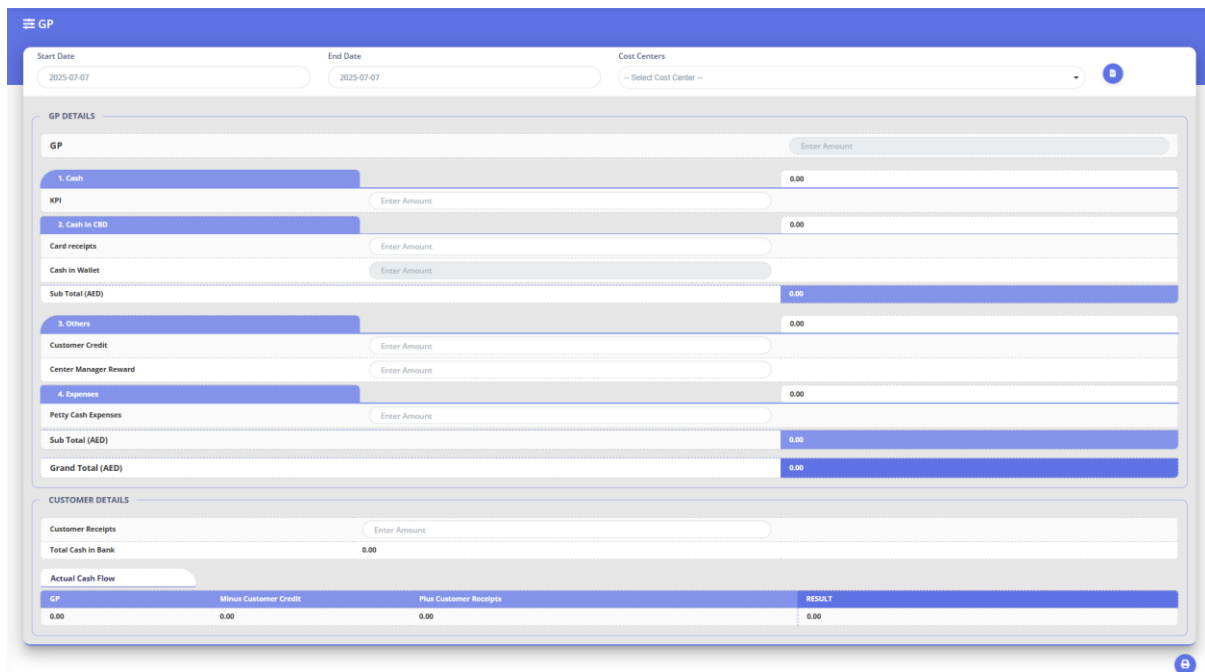
Attachment for Purchase Bill if Required



Once clicked it will appear with popup with document

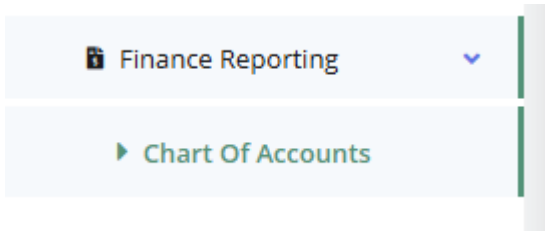


GP



Finance Reports

Chart of Accounts



Filters

Start Date, End Date, Level, Cost Centre

Trial Balance Report

Start Date: 2024-11-01 | End Date: 2024-12-30 | Level: 1 | Cost Centers: -- Select Cost Centers --

S.No	Particulars	Grp	Code	Debit Bal.	Credit Bal.
1598	RTA Commission Payable	Lial	2.1.1.2.1	0.00	0.00
1599	Salary Payable(Accrued)	Lial	2.1.1.1.1	553,885.00	0.00
1600	Rent Received in Advance	Lial	2.1.14.2.1	0.00	86,700.34
1601	Fleet Control Account CASH	Lial	2.1.14.1.1	10,313.47	0.00
1602	Output VAT	Lial	2.1.8.1.1	0.00	2,544,432.04
1603	Import VAT-Reverse Charge	Lial	2.1.8.1.2	402.83	0.00
1604	Post Dated Cheques Issued	Lial	2.1.12.1.1	0.00	4,941,164.75
1605	Provision for Bank Interest	Lial	2.1.9.2.3	0.00	0.00

Report Preview

Chart Of Accounts Report

Account Head: -- Select COA Head --

Chart Of Accounts

Code	Chart Of Account Head	Particulars
1	» Assets	
1	» ALMA KATRINA	
1.1	» Current Assets	
1.1.1.1	» NBF-AED-A/C.012001367968	

General Ledger

General Ledger Report

Account: 40839-IMRAN-CCL PETTY CASH | Start Date: 2025-06-01 | End Date: 2025-07-07 | Cost Center: -- Select Cost Center --

Details

S.No	Date	Voucher No.	Ledger	Trans. No	Narration	Posting Key	Output VAT	Debit	Credit	Balance	
---			Opening Balance					26,464.00	20,572.85	5,891.15	
No records found											
Current Total (AED)								0.00	0.00	0.00	
Closing Balance (AED)								0.00	26,464.00	20,572.85	5,891.15

Trial Balance

Trial Balance Report

Start Date: 2024-11-01 | End Date: 2024-12-30 | Level: 1 | Cost Centers: -- Select Cost Centers --

S.No	Particulars	Group	Code	Debit Bal.	Credit Bal.
1608	Provision for Legal Expense	Liabilities	2.1.9.2.8	0.00	66,000.00
1609	Provision for Staff Receivables	Liabilities	2.1.9.2.9	0.00	56,144.52
1610	Provision for Employees Leave Salaries	Liabilities	2.1.9.1.1	0.00	914,408.00
1611	Provision for Employees Passage	Liabilities	2.1.9.1.2	0.00	169,703.00
1612	Provision for Gratuity	Liabilities	2.1.9.1.3	0.00	430,796.00
1613	Security Deposit From Jebel Arafat Rent-A-Car Lic	Liabilities	2.1.3.1.1	0.00	0.00
1614	Security Deposit-Trans Orient Passenger TRANSPORT	Liabilities	2.1.3.1.2	0.00	0.00
1615	Security Deposit From Wahat Jabel Arafat Car Rental	Liabilities	2.1.3.1.4	0.00	0.00
1616	Term Loan -U.A.B-Aed.4Million- current	Liabilities	2.2.1.1.10	0.00	2,000,000.00
1617	Loan-UAB-1034023726401-5M.	Liabilities	2.2.1.1.2	0.00	0.00
1618	Term Loan-Nbf	Liabilities	2.2.1.1.3	1,828,125.00	0.00
1619	PDC Disc.Proceeds-UAB-Fidelity Ins.	Liabilities	2.2.1.1.4	0.00	0.00
1620	NBF LOAN A/C. AED.012001558356	Liabilities	2.2.1.1.5	0.00	19,979.00
1621	Term Loan(Short)-NBF-750K	Liabilities	2.2.1.1.6	0.00	0.00
1622	EIB Loan Account	Liabilities	2.2.1.1.8	0.00	0.00
1623	Term Loan-Nbf- current portion	Liabilities	2.2.1.1.9	0.00	1,828,125.00
1624	Ahmed Bkirat -Investment	Liabilities	2.2.2.1.1	3,531,500.00	0.00
1625	Abu Seedo Trading Est.-Investment	Liabilities	2.2.2.1.2	0.00	0.00
1626	Alkubaisy Group-Investment	Liabilities	2.2.2.1.3	0.00	0.00
1627	LOAN-CBD-061002872826	Liabilities	2.2.2.1.6	0.00	102,659,703.68
1628	Term Loan -U.A.B-Aed.4Million	Liabilities	2.2.2.1.7	2,000,000.08	0.00
1629	Profit & Loss A/c	Profit & Loss A/c	6.1.1.1.1	9,301,845.50	0.00
Grand Balance (AED)				256,293,364.75	235,276,185.69

Profit and Loss Account Report

Profit & Loss A/c Report

Start Date: 2024-01-01 | End Date: 2024-12-30 | Cost Centers: -- Select Cost Center --

Profit & Loss As On 01-01-2024 - 30-12-2024

Particulars	Amount	Particulars	Amount
Opening Stock	0.00	Sales Accounts	442.38
Direct Expense	195.00		
GROSS PROFIT	247.38	TOTAL (AED)	0.00
TOTAL	442.38		
NET PROFIT	247.38		
TOTAL (AED)	247.38		

Receivable Aging Report

Receivables Aging Report

Account: 111 Used Cars | End Date: 2024-12-30 | Cost Center: -- Select Cost Center --

Details

S.No	Customer Name	Not Due	0 - 30	31 - 60	61 - 90	91 - 120	121 - 180	181 - 365	> 365	Total
1	111 Used Cars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,310.00	2,310.00
Grand Grand Balance (AED)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,310.00	2,310.00

Payable Aging Report

Payables Aging Report

Account: -- Select Ledger -- End Date: 2024-12-30 Cost Center: -- Select Cost Center --

Preview All

S.No	Customer Name	Not Due	0 - 30	31 - 60	61 - 90	91 - 120	121 - 180	181 - 365	> 365	Total
1	Abba Printing Press L.L.C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,329.50	6,329.50
2	Abr Al Khaleej Al Arabi Auto Accessories Tr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,723.00	9,723.00
3	Akkad Pest Control Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,286.25	1,286.25
4	AL ANAMIL AL SEHRIAH AUTO SPARE PARTS TR LLC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,501.15	36,501.15

Receivables Balance Aging Report

Receivables Balance Aging Report

Account: -- Select Ledger -- End Date: 2024-12-30 Cost Center: -- Select Cost Center --

Preview All

S.No	Customer Name	0 - 30	31 - 60	61 - 90	91 - 120	121 - 180	181 - 365	> 365	Total
1	111 Used Cars	0.00	0.00	0.00	0.00	0.00	0.00	2,310.00	2,310.00
2	Abdul	0.00	0.00	0.00	0.00	0.00	0.00	36.75	36.75
3	Abdul Jalil Khory	0.00	0.00	0.00	0.00	0.00	0.00	850.00	850.00
4	Abdullah	0.00	0.00	0.00	0.00	0.00	0.00	2,999.85	2,999.85
5	Abod	0.00	0.00	0.00	0.00	0.00	0.00	1,102.50	1,102.50

Payables Balance Aging Report

Payables Balance Aging Report

Account: -- Select Ledger -- End Date: 2024-12-30 Cost Center: -- Select Cost Center --

Preview All

S.No	Customer Name	0 - 30	31 - 60	61 - 90	91 - 120	121 - 180	181 - 365	> 365	Total
1	Abba Printing Press L.L.C	0.00	0.00	0.00	0.00	0.00	0.00	-630.00	-630.00
2	Abr Al Khaleej Al Arabi Auto Accessories Tr.	0.00	0.00	0.00	0.00	0.00	0.00	-3,092.25	-3,092.25
3	Akkad Pest Control Services	0.00	0.00	0.00	0.00	0.00	0.00	-1,286.25	-1,286.25
4	AL ANAMIL AL SEHRIAH AUTO SPARE PARTS TR LLC	0.00	0.00	0.00	0.00	0.00	0.00	-6,153.00	-6,153.00
5	Al Aqwas Paints Trading L.L.C	0.00	0.00	0.00	0.00	0.00	0.00	-3,421.83	-3,421.83
6	Al Arif Advertising LLC	0.00	0.00	0.00	0.00	0.00	0.00	-630.00	-630.00

Balance Sheet

Balance Sheet

Start Date: 2025-07-07 End Date: 2025-07-07 Cost Centers: MVR01

Balance Sheet As On 07-07-2025 - 07-07-2025 Cost Center: MVR01

LIABILITIES	AMOUNT	ASSETS	AMOUNT
EQUITY	5,177,568.00	FIXED ASSETS	5,172.19
CURRENT LIABILITIES	59,051,736.36	CURRENT ASSETS	5,171.59
TOTAL (AED)	64,229,304.36	TOTAL (AED)	10,343.78

LIABILITIES		AMOUNT		ASSETS		AMOUNT	
EQUITY		46,876,970.66		FIXED ASSETS		140,110,312.19	
OWNERS' EQUITY		-87,312,854.16		CURRENT ASSETS		52,058,971.89	
Partner's current account		20,440,485.50		TOTAL (AED)		88,051,600.08	
CURRENT LIABILITIES		86,177,066.70					
TOTAL (AED)		88,051,600.08					

In the Balance Sheet report, you will find the **Plus Icon** which expand the detail head of the group **Budget Report**

Budget Report		Year		Month																									
Cost Center		2024		-																									
X MVR01																													
Details		Cash Flow Statement - 2024																											
				Jan-24		Feb-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24		Aug-24		Sep-24		Oct-24		Nov-24		Dec-24			
S.No	Particulars	Exp Head	Projected Amount	Actual Amount	Diff	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual		
1	Employee Visa Related Expenses	HR Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Employee Engagement Activities	HR Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	End of Service Benefits	HR Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	New Hiring Cost	HR Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	I.T. Expenses	Operating Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Other I.T. Expenses	Operating Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	RTA & Walter	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Cleaning Expenses	Operating Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Electricity and water expenses	Operating Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Fuel Expenses	Operating Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Insurance Expenses	Operating Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	Legal and professional expenses	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	License Fees	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	Marketing Expenses	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	Medical Expenses	HR Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	Network Bank Charges	Operating Exps	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	Bank Charges	-	0	450	-450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	330	0	120

Reversed Report

Payments Reversed			
Q Search Here			
Voucher No	Voucher Date	Total Amount	Reversed By
MVR-01-090328	21-09-2024	Total Amount	- Select Reversed By -
Payment Done By	Payment Type	Search	
- Select Payment Done By -	- Select Payment Type -	Q	

Filter

Payment Done By

Payment Done By

-- Select Payment Done By --

-- Select Payment Done By --

- Shamnad K M (676)
- Talal Abdelmalek Mohammed ElBasher (583)
- Deepika Yadava (650)
- Kavita Sundara (663)
- Pratheeksha Shetty Gopala (665)

Payment Type

Payment Type

-- Select Payment Type --

-- Select Payment Type --

- Jobcard
- Mutakamela Topup
- Deposit

Payment Reverse

Payments Reversed

Q Search Here

Voucher No: Voucher Date: Total Amount: Reversed By:

Payment Done By: Payment Type:

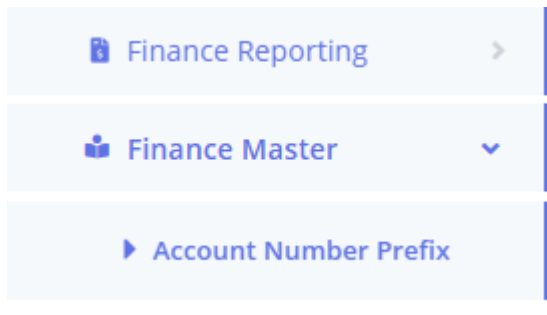
Payments Reversed

USE THIS FORM TO DEFINE REVERSED PAYMENTS.

NO	VOUCHER DATE	VOUCHER NO	AMOUNT	PAYMENT DONE BY	REVERSED BY	CUSTOMER	LEDGER ACCOUNT	PAYMENT METHOD	REVERSE TYPE	REVERSED DATE
1	21-09-2024	MVR-01-090328	20.00 AED	Shamnad K M (676)	Shamnad K M (676)	shamna	-	Card	Jobcard	2024-09-21 16:30:07
2	21-09-2024	MVR-01-090328	20.00 AED	Shamnad K M (676)	Shamnad K M (676)	shamna	-	Card	Jobcard	2024-09-21 16:04:21
3	21-09-2024	MVR-01-090328	20.00 AED	Shamnad K M (676)	Shamnad K M (676)	shamna	-	Card	Jobcard	2024-09-21 16:02:12
4	21-09-2024	MVR-01-090328	5.00 AED	Shamnad K M (676)	Shamnad K M (676)	shamna	-	Card	Jobcard	2024-09-21 14:34:23

Finance Master

Account Number Prefix



It will appear with the following screen

The screenshot shows the 'Account Number Prefix' screen. It features a search bar and a table with the following data:

NO	ACCOUNT NAME	ACCOUNT PREFIX	DIGITS	STATUS	CREATED DATE	ACTION
1	Assets	AST	5	ACTIVE	10-05-2021	
2	Customers	CUS	5	ACTIVE	10-05-2021	
3	Suppliers	SUP	5	ACTIVE	10-05-2021	
4	Bank Accounts	BK	5	ACTIVE	10-05-2021	
5	General Ledger	GL	5	ACTIVE	11-05-2021	
6	Online Customer	OC	5	ACTIVE	24-02-2022	
7	Spotil	SPT	5	ACTIVE	07-03-2022	

Master List

The screenshot shows the 'Finance Masters' screen with a sub-section for 'Budget Particulars'. It includes a search bar and a table with the following data:

S.NO	TITLE	SHORT FORM	CODE	POSITION	STATUS	INFO	ACTION
1	Employee Visa Related Expenses	-	-	1	ACTIVE		Yes
2	Employee Engagement Activities	-	-	2	ACTIVE		Yes
3	End of Service Benefits	-	-	3	ACTIVE		Yes

Budget

Finance Masters

Budget Particulars

BUDGET PARTICULARS EXPENSE HEADS MENU

Budget Particulars

USE THIS FORM TO CREATE OR MASTER BUDGET PARTICULARS

STATUS: All Search

S.NO	TITLE	SHORT FORM	CODE	POSITION	STATUS	INFO	ACTION
1	Employee Visa Related Expenses	-	-	1	ACTIVE	i	Yes [edit] [delete]
2	Employee Engagement Activities	-	-	2	ACTIVE	i	Yes [edit] [delete]
3	End of Service Benefits	-	-	3	ACTIVE	i	Yes [edit] [delete]

Expense Head

Finance Masters

BUDGET PARTICULARS EXPENSE HEADS MENU

Expense Heads

USE THIS FORM TO CREATE OR MASTER EXPENSE HEADS

STATUS: All Search

S.NO	TITLE	SHORT FORM	CODE	POSITION	STATUS	INFO	ACTION
1	HR Exps	-	-	1	ACTIVE	i	Yes [edit] [delete]
2	Operating Exps	-	-	2	ACTIVE	i	Yes [edit] [delete]
3	Revenue	-	-	3	ACTIVE	i	Yes [edit] [delete]

Menu

Finance Masters

BUDGET PARTICULARS EXPENSE HEADS MENU

Menu

USE THIS FORM TO CREATE OR MASTER MENU

Search

S.NO	TITLE	SHORT FORM	ICON	CODE	STATUS	INFO	ACTION
1	Budget Particulars	-	📄	-	ACTIVE	i	[edit] [delete]
2	Expense Heads	-	📄	-	ACTIVE	i	[edit] [delete]

Add Menu

+ Create Menu Master ×

Title*

Title

Description

Description

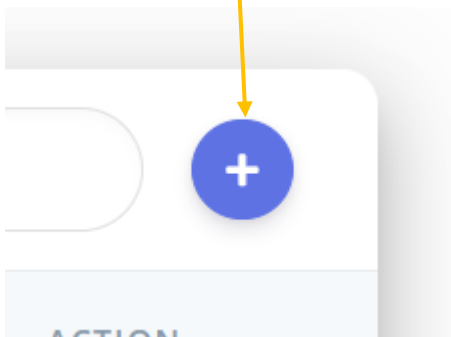
Icon*

Icon Choose Icon

× 📄

Add Master Record

Click on the Following Plus Sign Button (+) , it will show the Popup as given below



Create Master (Budget/Expense Head/Menu)

+ Create Master



Title*

Title

Short Form

Short Form

Code

Code

Position

Position


Description

Description



Fill and save all the necessary fields and click on Save icon to save the record.

Edit Master

 Edit Master ✕

Title*

Employee Visa Related Expenses

Short Form

Short Form

Code



Code

Position

1

Description

Employee Visa Related Expenses

Master details and List with search

Budget Particulars

USE THIS FORM TO CREATE HR MASTER BUDGET PARTICULARS

STATUS: All Search

S.NO	TITLE	SHORT FORM	CODE	POSITION	STATUS	INFO	ACTION
1	Employee Visa Related Expenses	-	-	1	ACTIVE		<input checked="" type="radio"/> Yes
2	Employee Engagement Activities	-	-	2			
3	End of Service Benefits	-	-	3			
4	New Hiring Cost	-	-	4			

Created Info

Created By : Shamnad K M (676)
 Created Date : December 5, 2022, 6:57 pm

Updated By : Shamnad K M (676)
 Updated Date : December 20, 2022, 11:29 am

Create Stock Journal

Create Stock Journal

USE THIS FORM TO DEFINE STOCK JOURNAL

Year	Opening Stock	Closing Stock	Cost Center	Action
2018	0.00	162615.00	CCL01	
2019	162615.00	163012.00	CCL01	
2020	0.00	27865.00	MVR01	
2020	163012.00	170920.00	CCL01	
2020	0.00	9728.25	RDL01	

Financial Lock

Finance Lock

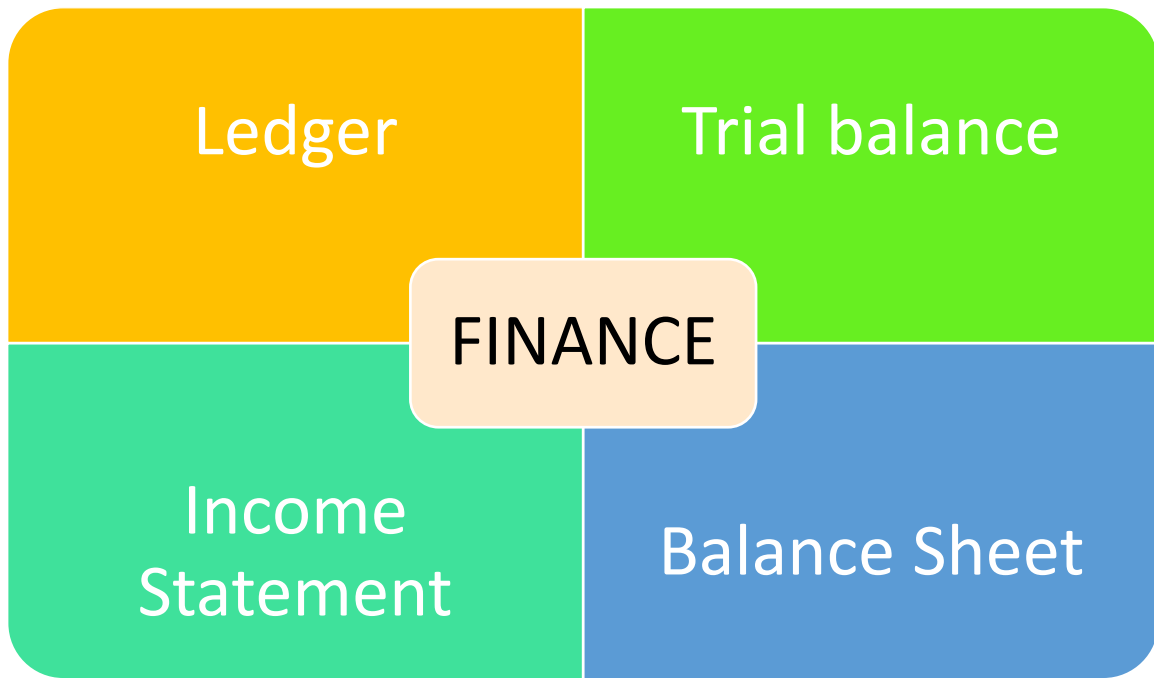
USE THIS FORM TO CREATE FINANCE LOCK

Search Here

Year: Month: Lock Status: Is Locked

S.NO	YEAR	MONTH	LOCK STATUS	DESCRIPTION	ATTACHMENT	INFO	ACTION
1	2023	-	UNLOCKED	Year Closed			
2	2022	-	UNLOCKED	Year Closed			
3	2021	-	LOCKED	year closed			

Showing 1 to 3 of 3 entries




Human Resource MODULE

Employees, Attendance, Profile, Reports




Human Resource

 HR 



 HR Registration 

▶ Employee Company Info

▶ Employee Personal Info

 Attendance Register

 HR Masters 

 HR Administrator 

 HR Requests 

 HR Reporting 

HR Registration

Employee Company Info

- HR Registration
- Employee Company Info
- Employee Personal Info

Search Option

Employee Company Info

Q Search Here

Employee

-- Select Employee --

Company

-- Select Company --

Branch

-- Select Branch --

Department

-- Select Department --

Date Of Joining

Date Of Joining

Probation Status

-- Select Probation Status --

Designation

-- Select Designation --

Reporting To

-- Select Reporting To --

Level

-- Select Level --

Last Working Date

Last Working Date

Employment Status

-- Employment Status --

Salary Range

Min: AED 0 Max: AED 35,000

Q

Employee Company Info

USE THIS FORM TO CREATE EMPLOYEE COMPANY INFO

+
-- Select Export Type --
B
+

S.NO	AVATAR	EMP ID	FULL NAME	PROFILE	COMPANY	BRANCH	DEPARTMENTS	DESIGNATION	REPORTING TO	DATE OF JOINING	PROBATION STATUS	LAST WORKING DATE
1		990	Esraa Jassim Abdulaziz Ishaq	100%	MYR	MYR01	Etraffic	Trainee customer care	Ammar Yaser Qasem Barahmeh (141)	08-07-2025	IN PROBATION PERIOD	(Current Emplo
2		989	Muhammad Husain Abdulrahman Daala Aden	100%	MYR	MYR01	Etraffic	Trainee customer care	Ammar Yaser Qasem Barahmeh (141)	30-06-2025	IN PROBATION PERIOD	06-07-2025
3		988	Shahul Hamid Bathusha	17%	MYR	MYR01	Finance	Accountant	Manu Shivappa Rangaswamy Shivappa Naik (424)	30-06-2025	IN PROBATION PERIOD	30-06-2025

Entry Form

Employee Personal Details

Employee Company Info

Q Search Here

Employee

Company

Branch

Department

Date Of Joining

Probation Status

Designation

Reporting To

Level

Last Working Date

Employment Status

Salary Range

Min: AED 0 Max: AED 35,000

Employee Company Info

Q Search Here

Employee

Company

Branch

Department

Date Of Joining

Probation Status

Designation

Reporting To

Level

Last Working Date

Employment Status

Salary Range

Min: AED 0 Max: AED 35,000


Employee Company Info
-- Select Export Type --

S.NO	AVATAR	EMP ID	FULL NAME	PROFILE	COMPANY	BRANCH	DEPARTMENTS	DESIGNATION	REPORTING TO	DATE OF JOINING	PROB.
1		990	Esraa Jassim Abdulaziz Ishaq	100%	MVR	MVR01	Etraffic	Trainee customer care	Ammar Yaser Qasem Barahmeh (141)	08-07-2025	IN PR
2		989	Abdulrahman Daala Aden	100%	MVR	MVR01	Etraffic	Trainee customer care	Ammar Yaser Qasem Barahmeh (141)	30-06-2025	IN PR

Add Employee

+ Employee Company Info

EMPLOYEE DETAILS

 Employee ID* 991 First Name* Last Name

COMPANY DETAILS

Company* Branch*

Department* Secondary Department Designation* Secondary Designation

JOB DETAILS

Reporting To

Job Description

SALARY DETAILS Total Salary

Basic Salary* Level*

DATE DETAILS

Date Of Joining* Last Working Date

OTHER DETAILS

Current Timing Setup* Ref. By

Company Email Employment Status

Active Yes InActive No Resignation No Suspended No Termination No

Fill All necessary Fields and click on the save Button

Employee Person Info

Employee Personal Details

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Branch: -- Select Branch --

Gender: -- Select Gender -- Nationality: -- Select Nationality -- DOB: DOB Religion: -- Select Religion -- Marital Status: -- Select Marital Status --

Mobile: Mobile Email: Email State: -- Select State -- Employment Status: -- Select Employment Statu... Insurance Status: -- Select Insurance Status -- Insurance Category: -- Select Insurance

Employee Personal Details

USE THIS FORM TO CREATE EMPLOYEE PERSONAL DETAILS

-- Select Export Type --

S.NO	AVATAR	EMP ID	FULL NAME	PROFILE	COMPANY	BRANCH	GENDER	NATIONALITY	DOB	AGE	RELIGION	MARITAL STATUS	STATE	MOBILE	EMAIL
1		990	Esraa Jassim Abdulaziz Ishaq	100%	MVR	MVR01	Female	Grenada	06-07-1995	30	Islam	Single	Dubai	+971-554762626	esre.jassim@oudlook.co
2		989	Ahmed Husain Abdulrahman Daata Aden	100%	MVR	MVR01	Male	United Arab Emirates	05-07-1987	38	Islam	Single	Al Ain	+971-544554219	bu5kalid101@gmail.com
3		987	Nada Mamdouh Abdelaziz Habaza	100%	MVR	MVR01	Female	Egypt	27-05-2000	25	Islam	Single	Dubai	+971-581044812	nadahabaza07@gmail.com

Employee Person Info Form

Employee Personal Details

Employee Personal Details - Create Employee Personal Details

+ Employee Personal Details

EMPLOYEE DETAILS

Employee ID*
-- Select Employee ID --

First Name: First Name Last Name: Last Name Full Name: Full Name

Gender*
-- Select Gender -- Nationality*
-- Select Nationality --

DOB*
DOB Age: Age

Religion*
-- Select Religion -- Blood Group
-- Select Blood Group --

RELATIONSHIP DETAILS

Marital Status
-- Select Marital Status --

Relationship

NAME	RELATIONSHIP	PHONE	DOB	AGE	ACTION
Name	-- Select Relationship --	Phone	DOB	Age	

ADDRESS DETAILS

Local Address

State
 -- Select State --

Permanent Address

CONTACT DETAILS

Home Code
 -- Select Code --

Home Contact No / Emergency Contact No

Mobile Code
 -- Select Code --

Mobile

Email

INSURANCE DETAILS

Insurance Category
 -- Select Insurance Category --

Insurance Validity

Insurance Policy Number

Insurance Card
 Browse

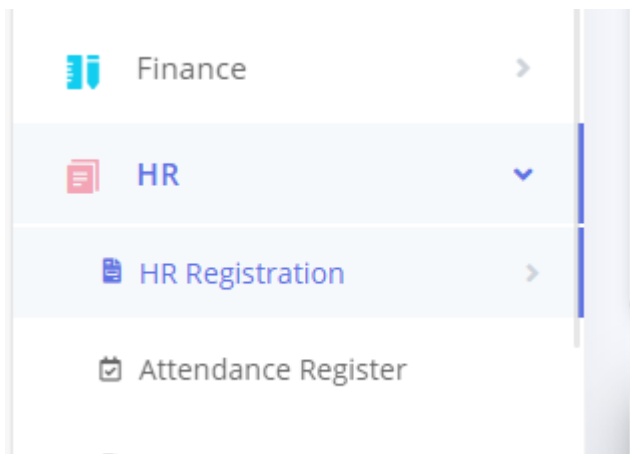
UNDER TAKING DETAILS

Undertaking Form
 Browse

CONFIDENTIALITY AGREEMENT DETAILS

Confidentiality Agreement Form
 Browse

Employee Attendance Register



Click on Attendance Register

Employee Attendance Register

Q Search Here

Date: Employee:

Branch: Line Of Business / Cost Center: Shift:

Type: Is Currently Active Time In Time Out Late Absent Early Leave Permit Leave / Vacation No Shift Assigned

Deduction Rule: Apply

Employee Attendance Register

USE THIS FORM TO MANAGE EMPLOYEE ATTENDANCE REGISTER

S.NO	DATE	DAY TYPE	EMP ID	FULL NAME	IS ACTIVE	SHIFT	TIME IN	TIME OUT	LATE	EARLY LEAVE	ATT. STATUS	WORK HOURS	SHORT	OVER TIME	
1	03-09-2025	Wed	Vacation/Leave	854	Mohammed Nawaz Ismail	ACTIVE	(No Shift Found...)	00:00 AM	00:00 AM	0:00	0:00	AL	00:00:00	0:00	0:00
2	02-09-2025	Tue	Vacation/Leave	854	Mohammed Nawaz Ismail	ACTIVE	(No Shift Found...)	00:00 AM	00:00 AM	0:00	0:00	AL	00:00:00	0:00	0:00

Import Attendance

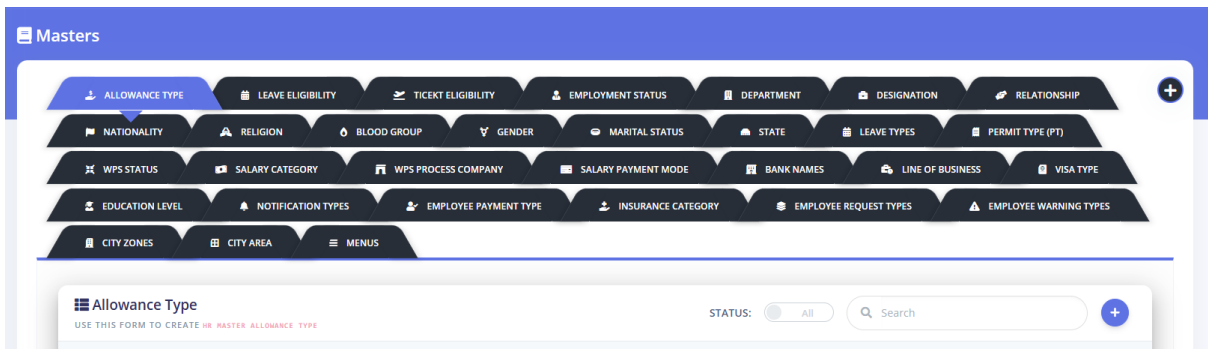
Import Attendance

Start Date* **End Date***

Employees (Selected Employees Only)

Master Setup

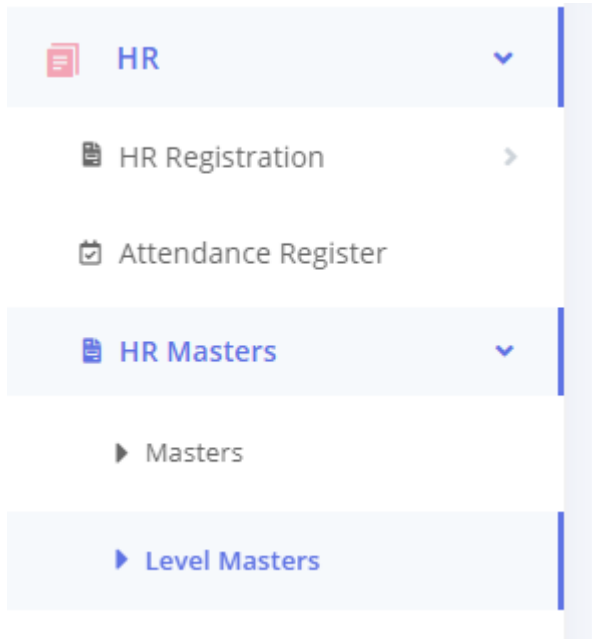
- HR
 - HR Registration
 - Attendance Register
 - HR Masters
 - Masters



Click on Plus Icon

HR Leave Master

Click on Level Master Link



The page will appear as follow

The screenshot shows the 'HR Level Masters' page. At the top, there is a search bar and a plus icon. Below is a table with the following data:

S.NO	TITLE	ALLOWANCE TYPE	LEAVE ELIGIBILITY	TICKET ELIGIBILITY	STATUS	INFO	ACTION
1	HRA + TA	House Rent Allowance, Transport Allowance	Yearly	1 Ticket per 24 months	ACTIVE	i	[edit] [delete]
2	HRA + TA + OA	House Rent Allowance, Transport Allowance, Other Allowances	Yearly	1 Ticket per 24 months	ACTIVE	i	[edit] [delete]
3	(HA+OA)	House Rent Allowance, Other Allowances	-	-	ACTIVE	i	[edit] [delete]

Click on Plus Icon to add HR Level Masters the following page will appear

+ Create Level Master
✕

Title*

Title

Allowance Type

House Rent Allowance No

Transport Allowance No

Other Allowances No

CEO No

Leave Eligibility

biennial No

Yearly No

Ticket Eligibility

1 Ticket Per 12 months No

1 Ticket per 24 months No

✕
📄

HR → HR MASTER → Employee Timing Setting

Thursday, July 10, 2025 02:05:41 PM Al Zoumorrod- Al Qouz 2 967 258 Shamnad

HR Employee Timing Settings

HR Employee Timing Settings

USE THIS FORM TO CREATE HR EMPLOYEE TIMING SETTINGS

Status: Active

+
🔍

S.NO	TIMING SETUP	EFFECT FROM	EMPLOYEE COUNT	WORK HOURS	STATUS	INFO	ACTION
1	2:45 PM to 11:00 PM	01-07-2025	55	8	ACTIVE	i	Yes 📄 ✎ ✖
2	6:45 AM to 3:15 PM, Friday 6:45 to 12:00 PM	01-07-2025	45	8	ACTIVE	i	Yes 📄 ✎ ✖
3	12:00 PM to 8:00 PM, Friday 3:00 PM to 11:00 PM	01-06-2025	0	9	ACTIVE	i	Yes 📄 ✎ ✖

Click on Plus Icon to add HR Employee Timing Settings the following page will appear



+ Create Employee Timing ×

Title*

Effect From

Time Settings

WEEK DAY	WEEK OFF	TIME FROM	TIME TO	WORK HOURS
Monday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Tuesday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Wednesday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Thursday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Friday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Saturday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Sunday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00

Employee Shift

HR Employees In Shift


Q Search Here

Employee: Timing Setup:

Effect From: Effect To:

HR Employees In Shift
USE THIS FORM TO CREATE HR EMPLOYEES IN SHIFT

S.NO	EMPLOYEE	SHIFT COUNT	CURRENT SHIFT	EFFECT FROM
1	Anas Kunnathiyil Mohammed (104)	1	RAMADAN SHIFT MVTR (B) 9 AM - 4 PM, FRIDAY 8 AM - 12 PM, SUNDAY OFF	29-03-2023
2	Kailash Gurung (108)	1	CAR SERVICES SHIFT (A) 9 AM - 7 PM , FRIDAY 3 PM - 10:45 PM , SUNDAY OFF	-
3	Ramesh Regami Dambar Bahadur Regami (109)	37	2:45 PM to 11:00 PM	01-07-2025
4	Sabita B K (110)	3	7:00 AM to 7:00 PM	02-06-2023
5	Sadak Hussain Shaik Shaik Nazeer Ahammad (111)	4	MVTR SHIFT 10 AM TO 7 PM SUNDAY OFF	09-02-2024



Click on Plus Icon to add HR Employee Shift the following page will appear

+ Assign Employee Into Shift

Employee*

-- Select Employees --

Timing Setup*

-- Select Timing Setup --

Effect From*

Effect To*

Effect From

Effect To

Click on Save icon , the Success msg will appear as follow

+ Create Employee Timing Shift

Employee*



Anas Kunnathiyil


Timing Setup*

3 PM - 12 AM (Fr

Effect From*


2025-01-01



Success !

Employee Time Shift Created Successfully



Search Shift of the Employee

HR Employees In Shift

Q Search Here

Employee: -- Select Employees --

Timing Setup: -- Select Timing Setup

Effect From: Effect From

Effect To: Effect To

Edit Shift

HR Employees In Shift

USE THIS FORM TO CREATE OR EMPLOYEES IN SHIFT

S.NO	EMPLOYEE	SHIFT COUNT	CURRENT SHIFT	EFFECT FROM	EFFECT TO	ACTION
1	Anas Kunnathiyil (104)	3	9 AM To 6 PM (Sat Off) (F-4-9)	29-11-2022	30-11-2022	✖ ✔

TIMING SETUP	EFFECT FROM	EFFECT TO	ACTIONS
3 PM - 12 AM (Fr Off) (5-3-12)	2025-01-01	31-12-2025	✎
9 AM To 6 PM (Sat Off) (F-4-9)	2022-11-29	30-11-2022	✎
10 AM - 7 PM (Sat Off) (F-3-9)	-	-	✎

Edit The Shift Timing

Edit Time Shift

Employee: **Anas Kunnathiyil (104)**

Time Setup: **9 AM To 6 PM (Sat Off) (F-4-9)**

Effect From*: 2022-11-29

Effect To*: 2022-11-30

✖ ✎

HR Grace Period

HR Monthly Grace Periods

Q Search Here

Year: -- Select Year -- Month: -- Select Month -- Check In Grace Period: Check In Grace Perior Check Out Grace Period: Check Out Grace Peri

HR Monthly Grace Periods
USE THIS FORM TO CREATE HR MONTHLY GRACE PERIODS

S.NO	YEAR	MONTH	CHECK IN GRACE PERIOD	CHECK OUT GRACE PERIOD	INFO	ACTION
1	2025	July	15.00	.00		
2	2025	June	15.00	.00		

Click on Plus Icon to Add Monthly Grace Period

+ Create HR Monthly Grace Period

Year* Month*

-- Select Year -- -- Select Month --

Check In Grace Period* Check Out Grace Period*

Enter Check In Grace Period Enter Check Out Grace Period

Edit HR Monthly Grace Period

Edit HR Monthly Grace Period

Year* Month*

2025 July

Check In Grace Period* Check Out Grace Period*

15.00 .00

Search Grace Period

HR Monthly Grace Periods

Search Here

Year: -- Select Year -- Month: -- Select Month -- Check In Grace Period: [Check In Grace Period] Check Out Grace Period: [Check Out Grace Peri] [Search]

HR MASTER HOLIDAYS

HR Holiday Masters

USE THIS FORM TO CREATE HR HOLIDAY MASTER

Search [Search] [Add]

S.NO	REF. NO	HOLIDAY NAME	FROM	TILL	APPLICABLE DETAILS	STATUS	INFO	ACTION
1	HM-10001	Eid Al Adha	08-07-2022	11-07-2022	[ALL]	[ACTIVE]	[i]	[edit] [delete]
2	HM-10002	Hijiri New Year	30-07-2022	30-07-2022	[ALL]	[ACTIVE]	[i]	[edit] [delete]

Click on Plus Icon to Add HR MASTER HOLIDAYS

ADD

+ Create Holiday Master [Close]

Name*
[Name]

From* [From] Till* [Till]

Applicable Employees: All List Employees List Departments

[Cancel] [Save]

Edit

HR Holiday Masters

USE THIS FORM TO CREATE HR HOLIDAY MASTER

Search [Search] [Add]

S.NO	REF. NO	HOLIDAY NAME	FROM	TILL	APPLICABLE DETAILS	STATUS	INFO	ACTION
1	HM-10001	Eid Al Adha	08-07-2022	11-07-2022	[ALL]	[ACTIVE]	[i]	[edit] [delete]
2	HM-10002	Hijiri New Year	30-07-2022	30-07-2022	[ALL]	[ACTIVE]	[i]	[edit] [delete]

Click on any Edit Icon to Modify the Record

Edit Holiday Master ✕

Name*

From* Till*

Applicable Employees All List Employees List Departments

✕ ✎

Fine Authority

Fine Cancellation Authority

HR Fine Cancellation Authority
USE THIS FORM TO CREATE HR FINE CANCELLATION AUTHORITY

🔍 Search +

S.NO	NAME	EMPLOYEE ID	STATUS	INFO	ACTION
1	HR	1001	ACTIVE	i	✎ ✕

Click on Plus Icon to Add Fine Authority

Add Fine authority for Employee to be assigned

+ Create Fine Authority Master ✕

Name

Employees *



✕ ✎

Edit

Edit Fine Authority Master

Name

Employees *







Fine Approval Authority

Fine Approved Authority

HR Fine Approved Authority

USE THIS FORM TO CREATE HR FINE APPROVED AUTHORITY

S.NO	NAME	EMPLOYEE ID	STATUS	INFO	ACTION
1	HR	1001	ACTIVE		 

Add **Fine Authority Approval** by click on the Plus icon button

+ Create Fine Authority Master

Name

Employees *



HR LOCKS

HR Lock

Q Search Here

Year: -- Select Year -- Month: -- Select Month -- Lock Status: Is Locked

HR Lock
USE THIS FORM TO CREATE HR LOCK

S.NO	YEAR	MONTH	LOCK STATUS	DESCRIPTION	ATTACHMENT	INFO	ACTION
1	2024	December	UNLOCKED	-			
2	2023	February	UNLOCKED	-			

Click on Plus Icon to add HR LOCK

+ Create Lock

Year* Month*

-- Select Year -- -- Select Month --

Lock

Yes

Description

Description

Attachment

Upload file **Browse**

Edit Lock

HR Lock

Q Search Here

Year: -- Select Year -- Month: -- Select Month -- Lock Status: Is Locked

HR Lock
USE THIS FORM TO CREATE HR LOCK

S.NO	YEAR	MONTH	LOCK STATUS	DESCRIPTION	ATTACHMENT	INFO	ACTION
1	2024	December	UNLOCKED	-			
2	2023	February	UNLOCKED	-			

Click on Edit Icon to Modify the record

Edit Lock

Year* Month*

2024 December

Lock

No

Description

Description

Attachment

Upload file **Browse**

HR ADMINISTRATION

Employee Permit

Employee Permits

Q Search Here

Permit Name: Permit Name Employee: -- Select Employee -- Date: Date Permit Types: -- Select Permit Types

Employee Permits
USE THIS FORM TO CREATE EMPLOYEE PERMITS

S.NO	PERMIT NAME	DATE	EMPLOYEE ID	FULL NAME	PERMIT TYPE	TIME FROM	TIME TO	REASON	LETTER	STATUS	INFO	ACTION
1	Late Check-in	02-07-2025	371	Ali Salah Mohamed Mahmoud	Late Check-in	01:00 PM	01:36 PM	REASON		ACTIVE		

+ Create Permit ×

Title*

Employee*

Full Name

Company **Branch**

Department **Designation**

Permit Type (PT)* **Date***

Reason*

Letter (Attachment)

× 🔒

Permit Type

Permit Type (PT)*

-- Select Permit Type --

-- Select Permit Type --

- Comp Off
- Early checkout
- Late Check-in
- Late Check-in & Late Checkout
- Late Checkout

Employee Leaves and Vacations

Employee Leaves & Vacations

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Re Joining Date: Re Joining Date Leave Date From: Leave Date From Leave Date To: Leave Date To Designation: -- Select Designation -- Leave Types: -- Select Leave Types --

Employee Leaves & Vacations
USE THIS FORM TO CREATE EMPLOYEE LEAVES & VACATIONS

-- Select Export Type --

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	REFERENCE	LEAVE TYPES	LEAVE TAKEN	LETTER	AIR TICKET COST	LEAVE FROM	LEAVE TILL	TRAVEL FROM	TRAVEL TILL	REJOINING	INFO	AC
1	374	Fahmi Ghilisi	MVR	RTA CIS	LV-14333	Annual leave	30 Days		0.00	10-07-2025	08-08-2025	-	-	-		
2	801	Zaid Waleed Shawqi Alloush	MVR	Fleet Sales	LV-14332	Annual leave	13 Days		0.00	12-07-2025	24-07-2025	-	-	-		
3	381	Shaeema Abdul Ghafoor Baloch	MVR	Etraffic	LV-14331	Annual leave	2 Days		0.00	05-07-2025	06-07-2025	-	-	-		
4	852	Afsal Ettapurath Ashraf Ettapurath	MVR	Finance	LV-14330	Annual leave	15 Days		0.00	11-07-2025	25-07-2025	11-07-2025	25-07-2025	-		
5	928	Amin R. A. Al Ghoul	MVR	Operations	LV-14329	Sick Leave	3 Days		0.00	04-07-2025	06-07-2025	-	-	-		

Click on Plus Icon

+ Create Employee Leaves & Vacations
×

Title*

Employee*

Company

Branch

Department

Designation

Opening Leave Days
(Leave balance carry forwarded)

Lapse
(Days)

Leave Taken
(Days)

Leave Balance
(Days)

Leave Type*

Multiple Leave ?

 No

Leave With Air Ticket

 No

Sick Leave Paid Bal (2025)

Sick Leave Half Paid Bal (2025)

Sick Leave Unpaid Bal (2025)

Maternity Paid Bal (2025)

Maternity Half Paid Bal (2025)

Parental Leave Bal (2025)

Leave Date From

Leave Date Till

Re-joining Date After Leave

Letter (Attachment)

Employee Leaves Lapse

Employee Leave Lapses

Q Search Here

Employee

-- Select Employee --

Employee Leave Lapses

USE THIS FORM TO MANAGE EMPLOYEE LEAVE LAPSES

Q Search

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	CURRENT LEAVE BAL.	LEAVE BAL.	LEAVE LAPSE	LEAVE LAPSE DUE	LEAVE BAL. AFTER LAPSE	INFO	ACTION
1	593	Sohdul Islam Helal Uddin	MVR	Mobile Testing & DM Service	60.00	0.00	2.50	2026-10-19	60.00		
2	549	Sajani Gurung	MVR	MEP, Maintenance & HSE	60.00	0.00	2.50	2026-08-24	60.00		
3	312	Ezekiel Ehanugor	MVR	MEP, Maintenance & HSE	60.00	0.00	2.50	2025-11-17	60.00		

Click on Plus icon to add Employee Leave Lapses

+ Create Employee Leave Lapses

Employee*

-- Select Employee --

Full Name

Full Name

Company

-- Select Company --

Branch

-- Branch --

Department

Department

Designation

Designation

Opening Leave Days

0

Leave Taken (Days)

0

Current Leave Balance (Days)

0

Leave Lapse (No. Days)

Leave Lapse (No. Days)

Leave Lapse Due By

Leave Lapse Due By

Leave Balance After Lapse (No. Days)

0

Employee Bank & WPS Details

Employee Bank & WPS Details

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Bank Name: -- Select Bank Name -- IBAN: IBAN BANK A/C NO.: Account No. MOL Person No.: MOL Person No.

WPS Status: -- Select WPS Status -- WPS Process Company: -- Select WPS Process -- Employment Status: -- Select Employment --

Employee Bank & WPS Details

USE THIS FORM TO CREATE EMPLOYEE BANK & WPS DETAILS

-- Select Export Type --

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	S.P.MODE	BANK NAME	BANK A/C NO.	IBAN	AGENT BANK RTN CODE	WPS STATUS	LABOUR PERSONA
1	990	Esraa Jassim Abdulaziz Isheq	MVR	Etraffic	Cash	-	-	-	-	WPS INACTIVE	-
2	989	Ahmed Husain Abdulrahman Daala Aden	MVR	Etraffic	Cash	-	-	-	-	WPS INACTIVE	-

Add Employee Bank and WPS

+ Create Employee Bank & WPS Details
✕

Employee*

-- Select Employee --

Company

-- Select Company --

Department

Department

Salary Payment Mode*

-- Select Salary Payment Mode --

Full Name

Full Name

Branch

-- Branch --

Designation

Designation

MOL Person No.

MOL Person No.

WPS DETAILS

Wps Status

WPS Active No WPS Inactive Yes

Bank Name*

-- Select Bank Name --

IBAN*

IBAN

Salary Category

-- Select Salary Category --

Bank A/c No*

Bank A/c No

Agent Bank RTN Code*

Agent Bank RTN Code

WPS Process Company*

-- Select WPS Process Company --

Labour Personal Code

Labour Personal Code

Line Of Business

-- Select Line Of Business --

✕
🔒

Search

Employee Bank & WPS Details

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Bank Name: -- Select Bank Name -- IBAN: IBAN BANK A/C NO.: Account No. MOL Person No.: MOL Person No.

WPS Status: -- Select WPS Status -- WPS Process Company: -- Select WPS Process -- Employment Status: -- Select Employment --

Employee Bulk Shift

Employee Daily Bulk Shift

Q Search Here

Date: Date

Employee Daily Bulk Shift
USE THIS FORM TO MANAGE EMPLOYEE DAILY BULK SHIFT

S.NO	DATE	EMPLOYEE COUNT	CREATED BY	ACTION
1	10-07-2025 Thu	1	HR Assistant (1004)	 
2	10-07-2025 Thu	201	ERP (Background Process)	 



Add

Import Daily Bulk Shift

Start Date* Start Date **End Date*** End Date

Timing Setup*
This Timing Setup will not effect to the Current Employee Timing Setup.
-- Select Timing Setup --

Employee* (Selected Employees Only)
-- Select Employees --

Employee Official Document

Official Documents

Search Here

Employee: -- Select Employee --

Company: -- Select Company --

Department: -- Select Department --

Current Visa No. (Visa No.) | Current Visa Expiry (Current Visa Expiry)

Passport No. (Passport No.) | Passport Expiry (Passport Expiry) | Emirates ID (Emirates ID)

Emirates ID Expiry (Emirates ID Expiry) | MOL Work Permit No. (MOL Work Permit No.) | MOL Personal No. (MOL Personal No.)

Labour ID Expiry (Labour ID Expiry) | Employment Status (-- Select Employment --)

Documents: -- Select Documents --

CID Certificate Expiry (CID Certificate Expiry) | Document Status (All)

Official Documents

USE THIS FORM TO CREATE OFFICIAL DOCUMENTS

-- Select Export Type --

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	CURRENT VISA NO.	CURRENT VISA EXPIRY	PASSPORT NO.	PASSPORT EXPIRY	EMIRATES ID	EMIRATES ID EXPIRY	MOL WORK PERMIT NO.	MOL
1	990	Esraa Jassim Abdulaziz Ishaq	MVR	Etraffic	-	-	AA0379166	28-12-2028	784-1995-3242190-8	30-08-2026	-	-
2	989	Ahmed Husain Abdulrahman Daala Aden	MVR	Etraffic	-	-	AA0807611	30-01-2035	784-1987-0271485-2	31-07-2032	-	-

Add Official Document

+ Create Official Documents



Employee* -- Select Employee --	Full Name Full Name
Company -- Select Company --	Branch -- Branch --
Department Department	Designation Designation
Joining Visa Type* -- Select Joining Visa Type --	Joining Visa Expiry* Joining Visa Expiry

DOCUMENT DETAILS

Passport No.* Passport No.	Passport Expiry* Passport Expiry
Current Visa No.* Current Visa No.	Current Visa Expiry* Current Visa Expiry
Emirates ID* 784-XXXX-XXXXXXX-X	Emirates Expiry* Current Emirates Expiry
CID Certificate Expiry CID Certificate Expiry	Labour Expiry Labour Expiry
MOL Work Permit No. MOL Work Permit No.	MOL Person No. MOL Person No.

DOCUMENT UPLOADS

Passport* Upload file Browse	Visa* Upload file Browse
Emirates ID* Upload file Browse	Labour Card Upload file Browse
CID Certificate Upload file Browse	Driving License Upload file Browse



Employee Education and Work Experience

Education & Work Experience

Q Search Here

Employee

Company

Department

Highest Education

Last Working Company

Total Work Experience

Education & Work Experience

USE THIS FORM TO CREATE EDUCATION & WORK EXPERIENCE

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	DESIGNATION	HIGHEST EDUCATION	LAST WORKING COMPANY	TOTAL WORKING EXPERIENCE	INFO	ACTION
1	990	Esraa Jassim Abdulaziz Ishaq	MVR	Etraffic	Trainee customer care	Bachelor Degree	-	0.00	I	🔍 🗑
2	989	Ahmed Husain Abdurahman Deale Aden	MVR	Etraffic	Trainee customer care	Bachelor Degree	-	0.00	I	🔍 🗑
3	987	Nada Mamdouh Abdelaziz Habaza	MVR	Etraffic	Trainee customer care	Bachelor Degree	-	0.00	I	🔍 🗑
4	986	Salmon David	MVR	RTA CIS	Trainee Inspector	Bachelor Degree	-	0.00	I	🔍 🗑
5	985	Mahmoud Syed Ahmed Mohamed Shasha	MVR	Quality	Quality supervisor	Bachelor Degree	-	0.00	I	🔍 🗑

Add

+ Create Education & Work Experience

Employee*

Full Name

Company

Branch

Department

Designation

Highest Education*

Training Certificate

COMPANY	CERTIFICATE NAME	DATE	ATTACHMENT	ACTION
<input type="text" value="Company"/>	<input type="text" value="Certificate Name"/>	<input type="text" value="Date"/>	<input type="button" value="Browse"/>	<input type="button" value="🔍"/>

Education

EDUCATION LEVEL	UNIVERSITY/BOARD	SUBJECT	YEAR PASSOUT	PERCENTAGE/GRADE	ATTACHMENT	ACTION
<input type="text" value="-- Select Education Level --"/>	<input type="text" value="University/Board"/>	<input type="text" value="Subject"/>	<input type="text" value="-- Select Year Passout --"/>	<input type="text" value="Percentage/G"/>	<input type="button" value="Browse"/>	<input type="button" value="🔍"/>

Work Experience Total Experience (Years)

COMPANY	DESIGNATION	FROM	TILL	REASON FOR EXITING THE COMPANY	ATTACHMENT	ACTION
<input type="text" value="Company"/>	<input type="text" value="Designation"/>	<input type="text" value="From"/>	<input type="text" value="Till"/>	<input type="text" value="Reason For Exiting The Compa"/>	<input type="button" value="Browse"/>	<input type="button" value="🔍"/>

Al Mutakamela Vehicle Testing and Registration Centre

Employee Interview and Probation

Employee Interview & Probation Score

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Interview Score: Probation Score

Employee Interview & Probation Score

USE THIS FORM TO CREATE EMPLOYEE INTERVIEW & PROBATION SCORE

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	DESIGNATION	INTERVIEW SCORE (TESTS/EVALUATION)	PROBATION SCORE	INFO	ACTION
1	990	Esrar Jazim Abdulaziz Ishaq	MVR	Etraffic	Trainee customer care	8.00	6.00	I	✎ ✖
2	989	Ahmed Husain Abdulrahman Daala Aden	MVR	Etraffic	Trainee customer care	8.00	6.00	I	✎ ✖
3	987	Nada Mamdouh Abdelaziz Habaza	MVR	Etraffic	Trainee customer care	8.00	6.00	I	✎ ✖

Click on the Plus Icon to add the Interview and probation score

+ Create Employee Interview & Probation Score

Employee* -- Select Employee -- Full Name: Full Name

Company: -- Select Company -- Branch: -- Branch --

Department: Department Designation: Designation

Reporting To: -- Select Reporting To -- Interview score (Tests/evaluation)*: Interview score (Tests/evaluation)

Interview comments: Probation score*: Probation score

CV: Upload file Browse Offer Letter: Upload file Browse Under Taking Form: Upload file Browse

✕ 🔒

SEARCH

Employee Interview & Probation Score

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Interview Score: Probation Score

Employee Promotion

Employee Promotions

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Reference No.: Reference No. Salary Increment: Salary Increment Effect Date: Effect Date

Employee Promotions

USE THIS FORM TO CREATE EMPLOYEE PROMOTIONS

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	DESIGNATION	PROMOTION	REFERENCE NO.	SALARY INCREMENT (AMOUNT)	EFFECT DATE	STATUS	INFO	ACTION
1	878	Althaf Abubakar	MYS	RTA CS	Inspector		PR-100226	500.00	01-06-2025	UPDATED		
2	908	Abdul Hameed Aboobakkar	MYS	RTA CS	Inspector		PR-100225	1000.00	01-06-2025	UPDATED		

ADD

+ Create Employee Promotion

Employee*

-- Select Employee --

Full Name

Full Name

Company

-- Select Company --

Branch

-- Branch --

Department

Department

Designation

Designation

Salary increment (Amount)*

Salary increment (Amount)

Effect Date*

Effect Date

Basic Salary*

0

Level*

-- Select Level --

Total Salary

0

Details

Details

Promotion (Attachment)

Upload file **Browse**

Employee Demotion

Employee Demotions

Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Reference No.: Reference No. Salary Decrement: Salary Decrement Effect Date: Effect Date

Employee Demotions

USE THIS FORM TO CREATE EMPLOYEE DEMOTIONS

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	DESIGNATION	DEMOTION	REFERENCE NO.	SALARY DECREMENT (AMOUNT)	EFFECT DATE	STATUS
1	946	Abdelrahman Ahmad Abdel Latif Alkisiwani	MVR	Fleet Sales	Indoor Sales Executive		DM-100001	1000.00	01-05-2025	UPDATED

ADD

+ Create Employee Demotion
×

Employee*

-- Select Employee --

Company

-- Select Company --

Department

Department

Salary Decrement (Amount)*

Salary Decrement (Amount)

Basic Salary*

Basic Salary

Total Salary

0

Details

Details

Demotion (Attachment)

Upload file

Browse

Full Name

Full Name

Branch

-- Branch --

Designation

Designation

Effect Date*

Effect Date

Level*

-- Select Level --

✕

🔒

Employee Designation Promotion

Employee Designation Promotions

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Promoted Designation: -- Select Designation -- Reference No.: Reference No. Effect Date: Effect Date

Employee Designation Promotions
USE THIS FORM TO CREATE EMPLOYEE DESIGNATION PROMOTIONS

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	PROMOTED DESIGNATION	PROMOTION	REFERENCE NO.	EFFECT DATE	STATUS	INFO	ACTION
No records found!											

ADD

+ Create Employee Designation Promotion

Employee* Full Name

-- Select Employee -- Full Name

Company Branch

-- Select Company -- -- Branch --

Department Designation

Department Designation

Promoted Designation* Effect Date*

-- Select Promoted Designation -- Effect Date

Details

Details

Promotion (Attachment)

Upload file Browse

Close Save

Employee Transfer

Employee Transfers

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Reference No.: Transfer Company: Transfer Department: Transfer Date:

Reference No. Transfer Company Transfer Department Transfer Date

Employee Transfers
USE THIS FORM TO CREATE EMPLOYEE TRANSFERS

S.NO	EMP ID	FULL NAME	COMPANY	DEPARTMENT	DESIGNATION	TRANSFER	REFERENCE NO.	COMPANY	DEPARTMENT	REPORTING TO	TRANSFER DATE	CREATED BY	UPDATED
No records found!													

+ Create Employee Transfer

Employee*
-- Select Employee --

Company
-- Select Company --

Department
Department

Transfer Company*
Company

Transfer Date*
Transfer Date

Full Name
Full Name

Branch
-- Branch --

Designation
Designation

Transfer Department*
Department

Reporting To
-- Select Reporting To --

Transfer Details
Transfer Details

Transfer (Attachment)
Upload file Browse

Close Save

Employee Fines and Advances

Employee Fines & Advances

Q Search Here

Employee: -- Select Employees -- Company: -- Select Company -- Department: -- Select Department -- Payment Type: -- Select Payment Type --

Reference No.: Reference No. Fine Amount: Fine Amount Issue Date: Issue Date Affected Month: Affected Month

Employee Fines & Advances

USE THIS FORM TO CREATE EMPLOYEE FINES & ADVANCES

S.NO	REFERENCE NO.	EMP ID	FULL NAME	COMPANY	TYPE	FINE/ADVANCE NAME	FINE/ADVANCE AMOUNT	REASON	FINE/ADVANCE	AFFECTED MONTH	STATUS	ISSUE DATE	INFO	ACTION
1	FN-100795	314	Mohamad Jehad Al Samir	MVK	FINE	CASE NUMBER 2764/2024	500.00	REASON		June 2025	APPROVED	2025-06-23		
2	FN-100794	907	Hasan Meentharakal Abdul Aceez	MVK	FINE	Due Warning	67.00	REASON		June 2025	APPROVED	2025-06-16		

ADD

+ Create Employee Fine
✕

Employee*

-- Select Employee --

Company

-- Select Company --

Department

Department

Fine/Advance Amount *

Fine/Advance Amount

Payment Type *

-- Select Payment Type --

Reason

Reason

Fine/Advance (Attachment)

Upload file

Browse

Full Name

Full Name

Branch

-- Branch --

Designation

Designation

Issue Date*

Issue Date

Fine/Advance Name

Fine/Advance Name

Affected Month*

Affected Month

✕

📄

Employee GPSSA

👤 Employee GPSSA

🔍 Search Here

Employee

-- Select Employees --

Company

Company

Department

Department

Reference No.

Reference No.

Amount

Amount

Issue Date

Issue Date

Affected Month

Affected Month

🔍

📄 Employee GPSSA

USE THIS FORM TO CREATE EMPLOYEE GPSSA

S.NO	REFERENCE NO.	EMP ID	FULL NAME	COMPANY	NAME	AMOUNT	REASON	DOCUMENT	AFFECTED MONTH	STATUS	ISSUE DATE	INFO	ACTION
1	GPSSA-100199	963	Jaber Mohamed Ahmed Salem Alsalmi	MVR	GPSSA	550.00	REASON		December 2025	APPROVED	2025-04-28		
2	GPSSA-100198	963	Jaber Mohamed Ahmed Salem Alsalmi	MVR	GPSSA	550.00	REASON		November 2025	APPROVED	2025-04-28		

ADD

+ Create Employee GPSSA

Employees*

-- Select Employees --

Amount * Issue Date* Name

Amount Issue Date Name

Affected Month (Multiple)*

Affected Month

Reason

Reason

Document (Attachment)

Upload file Browse

Employee Payment

Employee Payments

Q Search Here

Employee Company Department

-- Select Employee -- -- Select Company -- -- Select Department --

Reference No. Payment Type Issue Date Affected Month Amount

Reference No. -- Select Payment Type -- Issue Date Affected Month Amount

Employee Payments

USE THIS FORM TO CREATE EMPLOYEE PAYMENTS

S.NO	REFERENCE NO.	EMP ID	FULL NAME	COMPANY	PAYMENT TYPE	AMOUNT	REASON	ATTACHMENT	AFFECTED MONTH	STATUS	ISSUE DATE	INFO	ACTION
1	EP-100374	919	Muhammad Ayaz Khan	MVR	O.T Salary	1000.00	REASON		June 2025	APPROVED	2025-06-30		
2	EP-100373	961	Husenbadshaha Naik Abdulla	MVR	O.T Salary	1575.00	REASON		June 2025	APPROVED	2025-06-30		

ADD

+ Create Employee Payment ×

Employee*	Full Name
<input type="text" value="-- Select Employee --"/>	<input type="text" value="Full Name"/>
Company	Branch
<input type="text" value="-- Select Company --"/>	<input type="text" value="-- Branch --"/>
Department	Designation
<input type="text" value="Department"/>	<input type="text" value="Designation"/>
Payment Type *	Amount *
<input type="text" value="-- Select Payment Type --"/>	<input type="text" value="Amount"/>
Issue Date*	Affected Month (Payroll)*
<input type="text" value="Issue Date"/>	<input type="text" value="Affected Month"/>
Reason	
<input type="text" value="Reason"/>	
Payment (Attachment)	
<input type="text" value="Upload file"/> <input type="button" value="Browse"/>	

× 🔒

Employee Commission

Employee Commissions

Q Search Here

Employee: -- Select Employee --

Company: -- Select Company --

Department: -- Select Department --

Reference No.: Reference No.

Issue Date: Issue Date

Affected Month: Affected Month

Amount: Amount

Q

Employee Commissions

USE THIS FORM TO CREATE EMPLOYEE COMMISSIONS

S.NO	EMP ID	FULL NAME	COMPANY	AMOUNT	ATTACHMENT	AFFECTED MONTH	REFERENCE NO.	STATUS	ISSUE DATE	INFO	ACTION
1	7019	Ahamed Sheik Hamthan Ahamed Ameen	MVR	185.00		October 2025	EC-100089	APPROVED	2025-01-02		
2	7017	Usman Asghar Muhammad Asghar	MVR	185.00		October 2025	EC-100088	APPROVED	2025-01-02		

+ Create Employee Commission

Employee*

-- Select Employee --

Full Name

Full Name

Company

-- Select Company --

Branch

-- Branch --

Department

Department

Designation

Designation

Amount *

Amount

Issue Date*

Issue Date

Affected Month (Payroll)*

Affected Month

Reason

Reason

Commission (Attachment)

Upload file

Browse

Employee Warning

Employee Warnings

Q Search Here

Employee: -- Select Employee -- Company: -- Select Company -- Department: -- Select Department --

Reference No.: Reference No. Warning Type: -- Select Warning Type -- Issue Date: Issue Date

S.NO	REFERENCE NO.	EMP ID	FULL NAME	COMPANY	WARNING TYPE	ISSUE DATE	REASON	ATTACHMENT	INFO	ACTION
1	EW-100084	789	Usman Ali Mahmood Khan	MVR	Second Warning	05-07-2025	extend his vacation without HR approval			
2	EW-100083	891	Karem Sameer Hazouri	MVR	First Warning	02-07-2025	bad action			

ADD

+ Create Employee Warning

Employee* Full Name

-- Select Employee -- Full Name

Company Branch

-- Select Company -- -- Branch --

Department Designation

Department Designation

Warning Types * Issue Date*

-- Select Warning Type -- Issue Date

Reason

Reason

Warning Letter (Attachment)

Upload file Browse

Customer Fines

Customer Fines

🔍 Search Here

Reference No.

Customer Name

Plate No.

Chassis No.

Phone

Email

Date

Fine Amount

🔍

Customer Fines

USE THIS FORM TO CREATE CUSTOMER FINES

S.NO	REFERENCE NO.	CUSTOMER NAME	PHONE	EMAIL	PLATE NO.	CHASSIS NO.	DATE	FINE AMOUNT	REASON	ATTACHMENT	STATUS	INFO	ACTION
1	CF-100075	Arsian Amjad Hussain	0508735003	kianfar_sade@yahoo.com	-	-	10-05-2025	500.00	REASON		ACTIVE		
2	CF-100074	Qussai Abdulrazzak Almohammad Albari	0522769799	Qusay72719@gmail.com	-	-	09-05-2025	500.00	REASON		ACTIVE		
3	CF-100073	syad kazim ali shah syed / hakam motors fzo	0508986463	hakammotors1@hotmail.com	-	-	07-05-2025	500.00	REASON		ACTIVE		

ADD

+ Create Customer Fine ✕

Customer Name*

Phone No.

Email*

Plate No.

Chassis No.

Date*

Fine Amount*

Reason

Letter (Attachment)

✕
📄

Employee Special deduction

Special Employee Deduction

Q Search Here

Employee:

Department:

Year: Month:

Special Employee Deduction

USE THIS FORM TO CREATE SPECIAL EMPLOYEE DEDUCTION

S.NO	REF.NO	YEAR	MONTH	EMPLOYEES	DEPARTMENT	DESCRIPTION	INFO	ACTION
1	SD-10030	2025	December	0	15	-	<input type="button" value="i"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	SD-10029	2025	November	0	15	-	<input type="button" value="i"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	SD-10028	2025	October	0	15	-	<input type="button" value="i"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
4	SD-10027	2025	September	0	15	-	<input type="button" value="i"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

ADD

+ Create Special Deduction
×

Year*

Month*

Description

Applicable Employees List Employees List Departments

Admin (3)
0
+

Al Mutakamela 3 (0)
0
+

Car Control (0)
0
+

Car Control 02 (0)
0
+

Notification Manager

Notification Manager

USE THIS FORM TO CREATE NOTIFICATION MASTER

Search

S.NO	FULL NAME	EMPLOYEE ID	NOTIFICATION TYPE	NOTIFICATION EMAIL (COMPANY)	INFO	NOTIFY	ACTION
1	HR Assistant	1002	Employee Request Notifications	lvs.docs@almutakamela.ae		ACTIVE	
2	HR	1001	Employee Request Notifications	hr@almutakamela.ae		ACTIVE	
3	HR	1001	Probation Period Completed Notifications	hr@almutakamela.ae		ACTIVE	
4	HR Assistant	1002	Probation Period Completed Notifications	lvs.docs@almutakamela.ae		ACTIVE	
5	HR Assistant	1002	Visa Expiry Notifications	lvs.docs@almutakamela.ae		ACTIVE	
6	HR	1001	Visa Expiry Notifications	hr@almutakamela.ae		ACTIVE	
7	Hany Mohamed Abdel Aal Mohamed	800	Visa Expiry Notifications	pro@almutakamela.ae		ACTIVE	

ADD

+ Create Notification Master

Notification Type*

-- Select Notification Type --

Notify Employees*

-- Select Users --

Employee Appraisal

Employee Appraisal

Search Here

Appraisal Date* Select Employee Select Year

Employee Appraisal Info

USE THIS FORM TO CREATE EMPLOYEE APPRAISAL INFO

SR#	EMPLOYEE	ENTRY DATE	YEAR	RATING	AVERAGE	SCORE	ACTION
1	Shamnad Kalluvallappil Muhammedali	2025-01-04	2024	Very Good	4.14	58.0/70.0	
2	Ammar Yaser Qasem Barahmeh	2025-01-02	2024	Good	3.07	43.0/70.0	

ADD

Employee Appraisal

+ Create Employee Appraisal

Appraisal Date* Select Employee Select Year

+ Employee Appraisal Recommendation

Additional Training* Promotion* Bonus*

SR#	TITLE	DESCRIPTION	REVIEW	COMMENTS
1	Work Achievements الإجازات العملية	Level of achievement and meeting defined goals. مستوى الإجازة وتحقيق الأهداف المحددة	<input type="text" value="5"/>	<input type="text" value="comments"/>
2	Efficiency and Productivity الكفاءة والإنتاجية	Speed and accuracy in performing assigned tasks. سرعة ودقة أداء المهام الموكلة	<input type="text" value="5"/>	<input type="text" value="comments"/>
3	Policy Compliance الالتزام بالسياسات	Adherence to work hours, instructions, and internal regulations. مدى الالتزام بالمواعيد والتعليمات والقوانين الداخلية	<input type="text" value="5"/>	<input type="text" value="comments"/>
4	Compliance with RTA Rules الالتزام بقوانين هيئة الطرق والمواصلات	Adherence to the laws and regulations set by the authority. مدى الالتزام بالقوانين واللوائح التي تحددها الهيئة	<input type="text" value="5"/>	<input type="text" value="comments"/>
5	Teamwork and Collaboration القدرة على التعاون مع الزملاء والعمل بروح الفريق	Ability to collaborate with colleagues and work in a team spirit. التعاون والعمل الجماعي	<input type="text" value="5"/>	<input type="text" value="comments"/>
6	Customer Satisfaction رضا العملاء	Customer ratings and satisfaction with the service provided by the employee. تقييمات العملاء ورضائهم عن الخدمة المقدمة من الموظف	<input type="text" value="5"/>	<input type="text" value="comments"/>
7	Initiative and Creativity المبادرة والإبداع	Level of innovation and proposing new solutions to improve performance. مستوى الابتكار واقتراح الحلول الجديدة لتحسين الأداء	<input type="text" value="5"/>	<input type="text" value="comments"/>
8	Self-Development التطوير الذاتي	Efforts to continuously develop skills and knowledge. السعي لتطوير المهارات والمعرفة بشكل مستمر	<input type="text" value="5"/>	<input type="text" value="comments"/>
9	KPI Compliance الالتزام بمؤشر الأداء KPI	Commitment to completing transactions on time. الالتزام بإنجاز المعاملة في الوقت المحدد	<input type="text" value="5"/>	<input type="text" value="comments"/>
10	Stress Management إدارة الضغوط	Ability to work effectively under pressure. القدرة على العمل بفعالية تحت ضغوط العمل	<input type="text" value="5"/>	<input type="text" value="comments"/>
11	Flexibility and Adaptability المرونة والتكيف	Ability to adapt to changes and new developments. القدرة على التكيف مع التغيرات والمستجدات	<input type="text" value="5"/>	<input type="text" value="comments"/>
12	Use of Technology استخدام التكنولوجيا	Skills in using required systems and technical tools. مهارات استخدام الأنظمة والأدوات التقنية المطلوبة	<input type="text" value="5"/>	<input type="text" value="comments"/>
13	Effective Communication التواصل الفعال	Ability to communicate clearly and effectively with colleagues and customers. القدرة على التواصل بوضوح وفعالية مع الزملاء والعملاء	<input type="text" value="5"/>	<input type="text" value="comments"/>
14	Time Management إدارة الوقت	Skill in organizing time and setting priorities. مهارة تنظيم الوقت وتحديد الأولويات	<input type="text" value="5"/>	<input type="text" value="comments"/>

Summary

Average Total	70
Score	70
Average	5.00
Final Rating	Excellent

Employee Document

Employee Documents

Q Search Here

Employees Company Branch Department

Employee Documents

USE THIS FORM TO UPLOAD EMPLOYEE DOCUMENTS

S.NO	REFERENCE NO.	AVATAR	EMP ID	FULL NAME	COST CENTER	ATTACHMENTS	STATUS	INFO	ACTION
1	ED-10001		928	Amin R. A. Al Ghoul	<input type="text" value="MINTO"/>		ACTIVE		

Showing 1 to 1 of 1 entry

ADD

+ Upload Employee Documents

Employee*
-- Select Employee --

Full Name
Full Name

Company
-- Select Company --



Branch
-- Branch --

Department
Department

Designation
Designation

UPLOAD DOCUMENTS

DOCUMENT NAME	ATTACHMENT	ACTION
Document Name	Browse	+

HR Request

Employee Request

It is employee request view the HR will be able to approve or reject application with the reason

Requests from Employees to HR

Q Search Here

Employees: -- Select Employee -- Request ID: Request ID Date From: Date From Date To: Date To

Request Types: -- Select Request -- Manager Approval Status: -- Select Approval Status -- HR Approval Status: -- Select Approval Status -- Marked Status: -- Select Marked Status --

Employee Requests

USE THIS LIST TO MANAGE EMPLOYEE REQUESTS

MARK	S.NO	REQUEST ID	EMP ID	FULL NAME	REQUEST TYPE	DATE FROM	DATE TO	LATE/MISS PUNCH DATE	REQ. REASON	MANAGER STATUS	HR STATUS	LETTER	MEDICAL	INFO	ACTION
<input type="checkbox"/>	1	RQ-105802	619	Mona Saadi Youssef Khalli	Leave / Permit Request On Duty	-	-	08-07-2025 (Early checkin)	REASON	PENDING	PENDING				
<input type="checkbox"/>	2	RQ-105801	584	Asraf Ali Tamimulansary	Leave Request	08-07-2025	09-07-2025	-	REASON	PENDING	PENDING				
<input type="checkbox"/>	3	RQ-105800	844	Tauseef Ahmad Muhammad Faqir	Leave Request	08-07-2025	08-07-2025	-	REASON	PENDING	PENDING				

HR Reporting

Daily Attendance

Employee Daily Attendance Report

Employee: Syed Muhammad Ali Sayed Tayyab Sajad Kazmi (936)

Branch: -- Select Branches --

Start Date: 2025-06-25 End Date: 2025-07-11 Line Of Business / Cost Center: -- Select Line Of -- Shift: -- Select Shift --

Type:
 Is Currently Active
 Time In
 Time Out
 Late
 Early Leave
 Miss Punch
 Absent
 Unpaid
 Permit
 Leave / Vacation
 No Shift Assigned

Deduction Rule: Apply

DETAILS

EMPLOYEE DAILY ATTENDANCE DETAILS:
 From: 25-06-2025, To: 11-07-2025
 P: Present A: Absent PH: Public Holiday OFF: Off Day
 CO: Comp Off ECO: Early checkout LCI: Late Check-in
 LCIC: Late Check-in & Late Checkout LCO: Late Checkout MP: Miss Punch
 AL: Annual leave BL: Bereavement Leave COF: Compensatory Off DW: Distance work
 HJL: Haj Leave ML: Maternity Leave NS: National service PL: Parental Leave
 SL: Sick Leave UP: Unpaid Leave
 Report Generated Time: 11/07/2025 11:23 am

REPORT DETAILS:
 Total Deduction: 0.00 AED
 Total Rows: 17
 Check In Grace Period: 15.00
 Check Out Grace Period: 0.00
 Attendance Policy:

S.No	Date	Day Type	Emp ID	Full Name	Is Active	Shift	Time In	Time Out	Late	Early Leave	Alt. Status	Work Hours	Short	Over Time	Deduction
1	11-07-2025	Fri	936	Syed Muhammad Ali Sayed ...	Active	11:00 AM to 7:00 PM (11:00 AM - 7:00 PM)	-	-	0.00	0.00	A	0.00	0.00	0.00	0.00
2	10-07-2025	Thu	936	Syed Muhammad Ali Sayed ...	Active	11:00 AM to 7:00 PM (11:00 AM - 7:00 PM)	10:54 AM	7:06 PM	0.00	0.00	P	08:12.00	0.00	00:12.00	0.00
3	09-07-2025	Wed	936	Syed Muhammad Ali Sayed ...	Active	11:00 AM to 7:00 PM (11:00 AM - 7:00 PM)	11:05 AM	7:21 PM	00:05.00	0.00	P	08:16.00	0.00	00:16.00	0.00

Monthly Attendance Sheet

Employee Monthly Attendance Report

Employee: Syed Muhammad Ali Sayed Tayyab Sajad Kazmi (936)

Branch: -- Select Branches --

Year: 2025 Month: July Shift: -- Select Shift --

Department: -- Select Department --

Type:
 Time In
 Time Out
 Late
 Early Leave
 Miss Punch
 Absent
 Unpaid
 Permit
 Leave / Vacation
 No Shift Assigned

Deduction Rule: Apply

DETAILS

EMPLOYEE MONTHLY ATTENDANCE DETAILS:
 Year: 2025, Month: July
 A: Absent PH: Public Holiday OFF: Off Day
 CO: Comp Off ECO: Early checkout LCI: Late Check-in
 LCIC: Late Check-in & Late Checkout LCO: Late Checkout MP: Miss Punch
 AL: Annual leave BL: Bereavement Leave COF: Compensatory Off DW: Distance work
 HJL: Haj Leave ML: Maternity Leave NS: National service PL: Parental Leave
 SL: Sick Leave UP: Unpaid Leave
 Report Generated Time: 11/07/2025 11:26 am

REPORT DETAILS:
 Total Deductions: 0.00 AED
 Total Salary: 5,000.00 AED
 Grand Total: 5,000.00 AED
 Total Rows: 1
 Check In Grace Period: 15.00
 Check Out Grace Period: 0.00
 Attendance Policy:

Emp ID	Full Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Deduction	Salary
936	Syed Muhammad Ali Sayed Tay...	10:46 AM 7:31 PM	10:49 AM 7:23 PM	11:02 AM 7:07 PM	11:03 AM 7:05 PM	10:56 AM 7:04 PM	OFF	10:55 AM 7:18 PM	11:11 AM 7:06 PM	11:05 AM 7:21 PM	10:54 AM 7:06 PM	A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	5,000.00	
Total (AED)																															0.00	5,000.00		
Grand Total (AED)																															0.00	5,000.00		

Employee Payroll Report

Employee Payroll (Till 25th) Report

Employee: Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

Branch: -- Select Branches --

Line Of Business / Cost Center: -- Select Line Of --

Year: 2025 Month: June

Employment Status: Is Currently Active Apply

Deduction Rule: -- Select --

Till: Till 25 Prev Deduction: After 25

Preview

Details

EMPLOYEE PAYROLL DETAILS:
Year: 2025, Month: June
Report Generated Time: 11/07/2025 11:28 am

REPORT DETAILS:
Total Basic Salary: 3,000.00 AED
Total Gross Salary: 5,000.00 AED
Total Deduction: 49.31 AED
Total Payable Salary: 4,950.69 AED
Total Rows: 1

S.No	Emp ID	Employee	Designation	Basic Salary	Allowance on salary	Gross Salary	Total Days	Working Days	Total Absent	Total Nil Days	AL	BL	COF	DW	HJL	ML	NS	PL	SL	UP	Adv.	Operations	Coffee Fan	Fines	GPISA	Others	Late Deduction	Absent Desk	
1	936	Syed Muhammad Ali Sayed ...	IT Assistant	3,000.00	2,000.00	5,000.00	25	25	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-	0.00	0.00	-	49.31	0.00
Grand Total (AED)				3,000.00	2,000.00	5,000.00																							

Late Deduction	Absent Deduction	UP	Nil Days Deduction	Sick Leave Deduction	Maternity Leave Deduction	Parental Leave Deduction	Total Deductions	Arrears	Arrears Others (RTA KPI)	Bonuses	Commission	O.T Salary	Total	Net Salary Payable	Bank Acc.
49.31	0.00	0.00	0.00	0.00	0.00	0.00	49.31	0.00	0.00	0.00	0.00	0.00	0.00	4,950.69	1005566.7
49.31	0.00	0.00	0.00	0.00	0.00	0.00	49.31	0.00	0.00	0.00	0.00	0.00	0.00	4,950.69	

Employee Payslip sent Report

Employee Payslip Sent Report

Created By: Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

Year: 2025 Month: April

Details

EMPLOYEE PAYSIP DETAILS:
Year: 2025, Month: April
Report Generated Time: 11/07/2025 11:31 am

REPORT DETAILS:
Total Rows: 0

S.No	Ref. No	Year	Month	Date From	Date To	Applicable Employee Status	Employee Count	Department Count	Delivered	Failed	Description	Created By	Created At	IP	Status
No records found															

Employee Payroll Till 25th

Employee Payroll (Till 25th) Report

Employee: Anas Kunnathiyil (104)

Branch: -- Select Branches --

Line Of Business / Cost Center: -- Select Line Of --

Year: 2023 Month: March

Employment Status: Is Currently Active Apply

Deduction Rule: -- Select --

Till: Till 25 Prev Deduction: After 25

Preview

Details

EMPLOYEE PAYROLL DETAILS:
Year: 2023, Month: March
Report Generated Time: 03/01/2025 05:39 pm

REPORT DETAILS:
Total Basic Salary: 5,500.00 AED
Total Gross Salary: 8,500.00 AED
Total Deduction: 1,151.04 AED
Total Payable Salary: 0.00 AED
Total Rows: 1

S.No	Emp ID	Employee	Designation	Basic Salary	Allowance on salary	Gross Salary	Total Days	Working Days	Total Absent	Total Nil Days	AL	BL	COF	HJL	LDP	ML	PL	SL	UP	Adv.	Operations	Coffee Fan	Fines	GPISA	Others	Late Deduction	Absent Desk	
1	104	Anas Kunnathiyil	IT Specialist	5,500.00	3,000.00	8,500.00	25	13	2	0	0	0	0	0	0	0	0	0	10	0	-	-	-	0.00	0.00	-	584.37	566.67
Grand Total (AED)				5,500.00	3,000.00	8,500.00																						

Employee Payroll (Till 25th) Report

Employee: **Anas Kunnathiyil (104)** Branch: -- Select Branches --

Line Of Business / Cost Center: -- Select Line Of -- Year: 2023 Month: March Employment Status: Is Currently Active Deduction Rule: Apply Till: Till 25

Prev Deduction: After 25

Preview

Details

EMPLOYEE PAYROLL DETAILS:
 Year : 2023, Month : March
 Report Generated Time : 03/01/2025 05:39 pm

REPORT DETAILS:
Total Basic Salary: 5,500.00 AED
Total Gross Salary: 8,500.00 AED
Total Deduction: 1,151.04 AED
Total Payable Salary: 0.00 AED
 Total Rows : 1

S.No	Emp ID	Employee	Designation	Basic Salary	Allowance on salary	Gross Salary	Total Days	Working Days	Total Absent
1	104	Anas Kunnathiyil	IT Specialist	5,500.00	3,000.00	8,500.00	25	13	2 0
Grand Total (AED)				5,500.00	3,000.00	8,500.00			

Employee Request Aging Report

Employee Request Aging Report

Employees: **Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)** Request ID: Request ID Date From: Date To: -- Select Export --

Request Types: -- Select Request -- Request Date: Request Date Manager Approval Status: -- Select Approval Status -- HR Approval Status: -- Select Approval Status -- Marked Status: -- Select Marked Status --

Preview

Details

EMPLOYEE REQUEST AGING DETAILS:
 From :-
 To :-
 Report Generated Time : 11/07/2025 11:33 am

REPORT DETAILS:
 Total Rows : 4

S.No	Mark	Request Date	Request ID	Employee ID	Full Name	Request Type	Date From	Date To	Req. Reason	Manager	Approval Age (Manager)	Approval Age (HR)	Manager Status	HR Status
1		11-06-2025	RQ-105503	936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	Leave / Permit Request On Duty	-	-	Reason	Moussa Alkhoury (887)	4 Days 20 Hr 3 Min	5 Days 17 Hr 8 Min 28 Sec	Approved	Approved
2		24-04-2025	RQ-105074	936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	Bank A/C Change Request	-	-	Reason	Moussa Alkhoury (887)	0 Sec	5 Min 5 Sec	Approved	Approved
3		20-01-2025	RQ-104205	936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	Leave / Permit Request On Duty	-	-	Reason	Moussa Alkhoury (887)	2 Days 22 Hr 46 Min 37 Sec	3 Days 20 Hr 51 Min 17 Sec	Approved	Rejected
4		03-01-2025	RQ-104071	936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	Leave / Permit Request On Duty	-	-	Reason	Moussa Alkhoury (887)	19 Days 22 Hr 4 Min 3 Sec	20 Days 15 Hr 24 Min 40 Sec	Approved	Rejected

Summary

View

Employee Request Info ✕

To exit full screen, press and hold Esc

EMPLOYEE DETAILS

Employee
Jaffer K V (689)

Company
MVR CCL

Branch
MVR01 MVR02 CCL01

Department
IT

Designation
IT Specialist

REQUEST DETAILS

Request Type (RT)
Shift Change Request

Employee
Shamnad K M (676) Jaffer K V (689)

Timing Setup
10 AM - 7 PM (Sun Off)

Effect From
2024-12-15 🗓

Effect To
2024-12-31 🗓

Employee
Manu Shivappa (424)

Timing Setup
10 AM - 7 PM (Sat Off) (F-3-9)

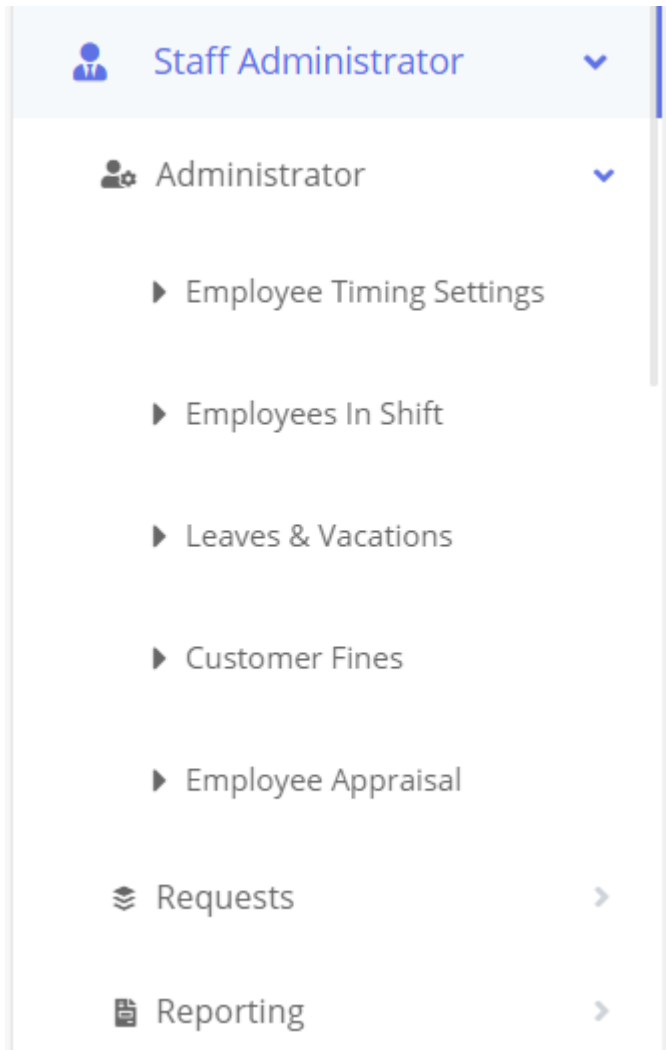
Effect From
2024-12-14 🗓

Effect To
2024-12-31 🗓

Note / Reason
sdfsdfsf

✕

Staff Administrator



HR Employee Timing Settings

A screenshot of the 'HR Employee Timing Settings' table. The table has columns for S.NO, TIMING SETUP, EFFECT FROM, EMPLOYEE COUNT, WORK HOURS, STATUS, INFO, and ACTION. There are four rows of data. The ACTION column contains icons for 'Yes', 'Add', 'Edit', and 'View'. Colored arrows point from the legend below to these icons: a green arrow to the 'Add' icon, an orange arrow to the 'Edit' icon, a yellow arrow to the 'View' icon, and a blue arrow to the 'Yes' icon.

S.NO	TIMING SETUP	EFFECT FROM	EMPLOYEE COUNT	WORK HOURS	STATUS	INFO	ACTION
1	2:45 PM to 11:00 PM	01-07-2025	55	8	ACTIVE	i	Yes Add Edit View
2	6:45 AM to 3:15 PM, Friday 6:45 to 12:00 PM	01-07-2025	45	8	ACTIVE	i	Yes Add Edit View
3	12:00 PM to 8:00 PM, Friday 3:00 PM to 11:00 PM	01-06-2025	0	9	ACTIVE	i	Yes Add Edit View
4	7:30 AM to 7:30 PM	01-09-2025	1	12	ACTIVE	i	Yes Add Edit View

Employee Timing Settings

- Add
- Edit
- View

- Delete
- Status (Active/De-active)
-

ADD

+ Create Employee Timing
×

Title*

Effect From

Time Settings

WEEK DAY	WEEK OFF	TIME FROM	TIME TO	WORK HOURS
Monday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00 <input type="checkbox"/>
Tuesday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Wednesday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Thursday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Friday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Saturday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00
Sunday	<input type="radio"/> No	10:00 AM	7:00 PM	9.00

Edit Shifting Timing

Edit Employee Timing

Title*
7:00 AM to 11:00 AM

Effect From
2025-05-01

Time Settings

WEEK DAY	WEEK OFF	TIME FROM	TIME TO	WORK HOURS
Monday	No	7:00 AM	11:00 AM	4.00
Tuesday	No	7:00 AM	11:00 AM	4.00
Wednesday	No	7:00 AM	11:00 AM	4.00
Thursday	No	7:00 AM	11:00 AM	4.00
Friday	No	7:00 AM	11:00 AM	4.00
Saturday	No	7:00 AM	11:00 AM	4.00
Sunday	Yes	-	-	0.00

View Shift Timing

Employee Timing Shift Info

Title
2:45 PM to 11:00 PM

Effect From
2025-07-01

Time Settings

WEEK DAY	WEEK OFF	TIME FROM	TIME TO	WORK HOURS
Monday	NO	2:45 PM	11:00 PM	8.15
Tuesday	NO	2:45 PM	11:00 PM	8.15
Wednesday	NO	2:45 PM	11:00 PM	8.15
Thursday	NO	2:45 PM	11:00 PM	8.15
Friday	NO	2:45 PM	11:00 PM	8.15
Saturday	NO	2:45 PM	11:00 PM	8.15
Sunday	YES	(NONE)	(NONE)	0.00

HR Employee In Shift

Shift assign to an Employee or more than one employee

HR Employees In Shift

Q Search Here

Employee: -- Select Employees --

Timing Setup: -- Select Timing Setup

Effect From: Effect From

Effect To: Effect To

+

HR Employees In Shift

USE THIS FORM TO CREATE HR EMPLOYEES IN SHIFT

S.NO	EMPLOYEE	SHIFT COUNT	CURRENT SHIFT	EFFECT FROM	EFFECT TO	ACTION
No records found !						

ADD

+ Assign Employee Into Shift

Employee*: -- Select Employees --

Timing Setup*: -- Select Timing Setup --

Effect From*: Effect From

Effect To*: Effect To

✕ +

Employee Leaves and Vacation by Staff Administrator/Manager

Manager will be able to create employee leaves and vacation

Employee Leaves & Vacations

Q Search Here

Employee

-- Select Employee --

Company

-- Select Company --

Department

-- Select Department --

Re Joining Date

Re Joining Date

Leave Date From

Leave Date From

Leave Date To

Leave Date To

Designation

-- Select Designation --

Leave Types

-- Select Leave Types -



Employee Leaves & Vacations

USE THIS FORM TO CREATE EMPLOYEE LEAVES & VACATIONS

-- Select Export Type --



S.NO EMP ID FULL NAME COMPANY DEPARTMENT REFERENCE LEAVE TYPES LEAVE TAKEN LETTER AIR TICKET COST LEAVE FROM LEAVE TILL TRAVEL FROM TRAVEL TILL REJOINING

No records found !

Showing to of 0 entries

ADD Leave/Vacation

+ Create Employee Leaves & Vacations
×

Title*

Employee*

Company

Branch

Department

Designation

Opening Leave Days
(Leave balance carry forwarded)

Lapse
(Days)

Leave Taken
(Days)

Leave Balance
(Days)

Leave Type*

Multiple Leave ?

 No

Leave With Air Ticket

 No

Sick Leave Paid Bal (2025)

Sick Leave Half Paid Bal (2025)

Sick Leave Unpaid Bal (2025)

Maternity Paid Bal (2025)

Maternity Half Paid Bal (2025)

Parental Leave Bal (2025)

Leave Date From

Leave Date Till

0 Days

Re-joining Date After Leave

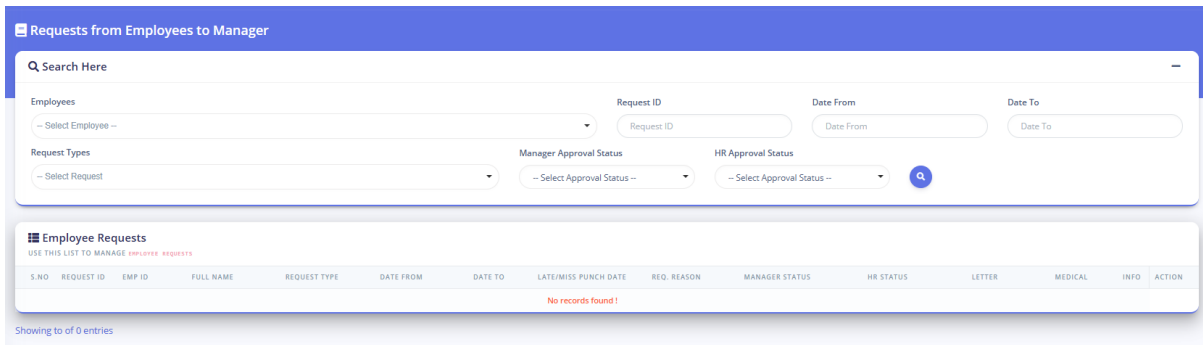
Letter (Attachment)

Request from Employee to Manager

Every employee request will go to Manager for Approval where the Manager will

- Approve

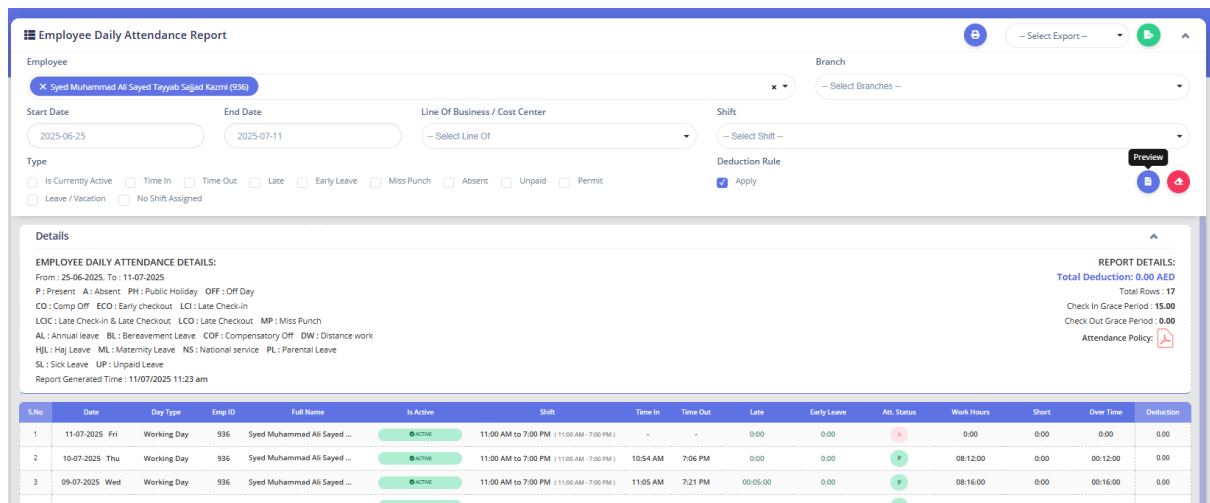
- Once the request approved, it will be forwarded to the particular department and notify to employee
- Reject
 - Once the request is rejected, it will notify to employee automatically



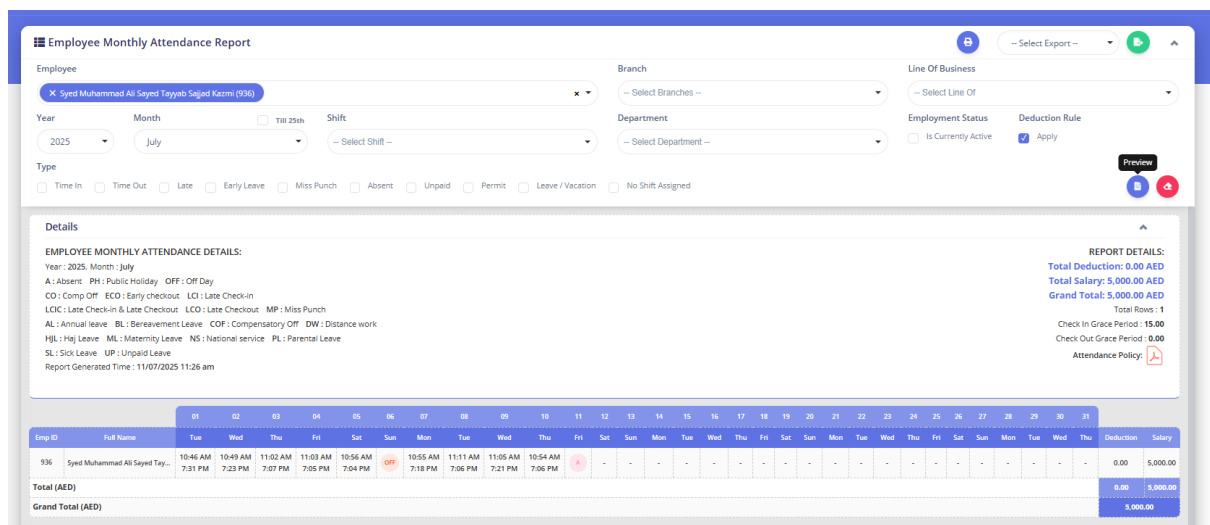
Staff Administrator → Reporting

Staff administrator can view the daily and monthly attendance of employee for his department

- Daily Attendance



- Monthly Attendance



Customer Feedback

All Feedback

Feedback by the customer

Remarks





All Feedbacks

Q Search Here

Employees: Start Date: End Date:

Phone number: Feedbacks:

FEEDBACKS | **CHART**

 Ismail 📞 0566544337 26-11-2024 No Feedback Comments...	TO: ABOBARR ALI ABDEL WAHAB MOHAMED (613)  Excellent
 Abraham 📞 055217120 26-11-2024 No Feedback Comments...	TO: ABOBARR ALI ABDEL WAHAB MOHAMED (613)  Excellent

Chart





Q Search Here

Employees: Start Date: End Date:

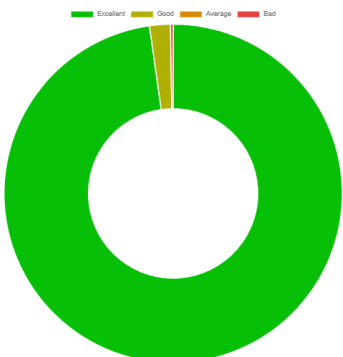
Phone number: Feedbacks:

FEEDBACKS | **CHART**

TOTAL FEEDBACKS

 Excellent (393)	 Good (8)	 Average (0)	 Bad (1)
--	---	--	--

FEEDBACK CHART



Legend: Excellent (Green), Good (Yellow), Average (Orange), Bad (Red)

Feedback Summary

Feedback Summary

Employees

Department

Employee Status

Feedback Summary

USE THIS LIST TO MANAGE CUSTOMER FEEDBACKS

S.NO	EMPLOYEES	TOTAL FEEDBACKS	EXCELLENT	GOOD	AVERAGE	BAD	ACTION
1	Abobakr Ali Abdel wahab Mohamed (613)	402	393	8	0	1	🔗
2	Afraa Abdo Mohammed (711)	9	8	1	0	0	🔗
3	Afraa Ahmed Hassan Alhefeiti (824)	199	190	7	0	2	🔗
4	Ahmad Mohammad Hasan (850)	10	10	0	0	0	🔗

ESS (Employee Self Service)

My Info

Company Info

My Info

Employee Info

Probation Status: COMPLETED

Tenure: 7 Month 8 Days

Profile Completed

83%

Employment Status: ACTIVE

Created By: HR Assistant (1004)
(November 28, 2024, 2:30 pm)

Updated By: HR Assistant (1002)
(December 12, 2024, 2:30 pm)

Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

COMPANY INFO

PERSONAL INFO

OFFICIAL DOC.

EDUCATION & WORK EXP.

INTERVIEW & PROBATIONS

BANK & WPS

COMPANY DETAILS

Company	Branch	Department	Designation
WVR	MVR	IT	IT Assistant

JOB DETAILS

Reporting To	Job Description
Moussa Alkhoury (887)	(None)

DATE DETAILS

Date Of Joining	Last Working Date
04-12-2024	(Current Employee)

OTHER DETAILS

Company Email	Current Timing Setup	Ref. By	Employment Status
(None)	11:00 AM to 7:00 PM	(None)	ACTIVE

ESS → Personal Info

My Info

Employee Info Profile Completed 83%

Probation Status: **COMPLETED**
Tenure: 7 Month 8 Days

Employment Status: **Active**
Created By: HR Assistant (1004) (November 28, 2024, 3:50 pm)
Updated By: HR Assistant (1002) (December 12, 2024, 2:30 pm)

Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

COMPANY INFO PERSONAL INFO OFFICIAL DOC. EDUCATION & WORK EXP. INTERVIEW & PROBATIONS BANK & WPS

EMPLOYEE DETAILS

Gender	Nationality	DOB	Age	Religion	Blood Group
Male	Pakistan	11-09-1979	45	Islam	O+

RELATIONSHIP DETAILS

Marital Status
Married

ADDRESS DETAILS

Local Address
Dubai

State
Dubai

Permanent Address
-

CONTACT DETAILS

Official Doc

My Info

Employee Info Profile Completed 83%

Probation Status: **COMPLETED**
Tenure: 7 Month 8 Days

Employment Status: **Active**
Created By: HR Assistant (1004) (November 28, 2024, 3:50 pm)
Updated By: HR Assistant (1002) (December 12, 2024, 2:30 pm)

Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

COMPANY INFO PERSONAL INFO OFFICIAL DOC. EDUCATION & WORK EXP. INTERVIEW & PROBATIONS BANK & WPS

VISA & PASSPORT DETAILS

Joining Visa Type Employment Visa	Joining Visa Expiry 14-12-2024	Passport No. 60417491	Passport Expiry 06-09-2025	Current Visa No. 201/2025/2645976	Current Visa Expiry 12-04-2027
Emirates ID 184-1979-1757085-1	Emirates ID Expiry 12-04-2027	MOL Work Permit No. 124969050	MOL Personal No. 20011097975865	Labour ID Expiry 09-04-2027	CID Certificate Expiry -

DOCUMENTS

Passport	Visa	Emirates ID	Labour Card	CID Certificate	Driving License

← →

Education and Work Experience

My Info

Employee Info Profile Completed

Probation Status: **COMPLETED** Tenure: 7 Month 8 Days

83%

Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

Employment Status: **ACTIVE**
 Created By: HR Assistant (1004) (November 28, 2024, 3:55 pm)
 Updated By: HR Assistant (1002) (December 12, 2024, 2:30 pm)

COMPANY INFO PERSONAL INFO OFFICIAL DOC. **EDUCATION & WORK EXP.** INTERVIEW & PROBATIONS BANK & WPS

TRAINING CERTIFICATE DETAILS

Training Certificates

COMPANY	CERTIFICATE NAME	DATE	ATTACHMENT
No Training Certificate Details			

EDUCATION DETAILS

Highest Education

Education

EDUCATION LEVEL	UNIVERSITY/BOARD	SUBJECT	YEAR PASSOUT	PERCENTAGE/GRADE	ATTACHMENT
No Education Details					

WORK EXPERIENCE DETAILS

Work Experience

EDUCATION LEVEL	UNIVERSITY/BOARD	SUBJECT	YEAR PASSOUT	PERCENTAGE/GRADE	ATTACHMENT
No Work Experience Details					

Interview and probation

My Info

Employee Info Profile Completed

Probation Status: **COMPLETED** Tenure: 7 Month 8 Days

83%

Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

Employment Status: **ACTIVE**
 Created By: HR Assistant (1004) (November 28, 2024, 3:55 pm)
 Updated By: HR Assistant (1002) (December 12, 2024, 2:30 pm)

COMPANY INFO PERSONAL INFO OFFICIAL DOC. EDUCATION & WORK EXP. **INTERVIEW & PROBATIONS** BANK & WPS

INTERVIEW PROBATION DETAILS

Reporting To	Interview score (Tests/evaluation)	Interview comments	Probation score
Moussa Alkhoury (887)	8.00	-	6.00

DOCUMENTS

CV



Bank and WPS

My Info

Employee Info

Probation Status: COMPLETED

Tenure: 7 Month 8 Days

Profile Completed

83%

Employment Status: ACTIVE

Created By: HR Assistant (1004)
(November 28, 2024, 3:50 pm)

Updated By: HR Assistant (1002)
(December 12, 2024, 2:35 pm)

Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)

COMPANY INFO

PERSONAL INFO

OFFICIAL DOC.

EDUCATION & WORK EXP.

INTERVIEW & PROBATIONS

BANK & WPS

WPS DETAILS

Salary Payment Mode WPS	WPS Status WPS ACTIVE	Bank Name Commercial Bank of Dubai	Bank A/c No 1005962079	IBAN AE480230000001005962079
Agent Bank RTN Code 102320150	Salary Category -	MOI Person No. 20011097975865	WPS Process Company ALMUTAKAMELA VEHICLES TESTING AND REGISTRATION L.L.C	

OTHER DETAILS

Labour Personal Code -	Line Of Business Al Mutakamela Al Qouz 2
---------------------------	--

My Salary

My Salary

Search Here

Year: 2025 | Month: July

EMPLOYEE DETAILS

Employee ID	Name	Date	Date Of Joining
936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	01-07-2025	04-12-2024

SALARY DETAILS

Basic Salary	Level (HA+OA)	Level (HA+OA)	House Rent Allowance	Other Allowances
3,000.00			1500	500
Total Salary: 5,000.00				

My Fines

My Fines

Search Here

Reference No. | Fine Amount | Issue Date

Reference No. | Fine Amount | Issue Date

My Fines

USE THIS FORM TO MANAGE BY FINES

S.NO	EMP ID	FULL NAME	COMPANY	FINE NAME	FINE AMOUNT	FINE	AFFECTED MONTH	REFERENCE NO.	STATUS	ISSUE DATE	INFO	ACTION
No records found!												

*Showing 0 of 0 entries

My Warning

My Warnings

Search Here

Reference No. | Warning Type | Issue Date

Reference No. | -- Warning Type -- | Issue Date

My Warnings

USE THIS FORM TO MANAGE BY WARNINGS

S.NO	REFERENCE NO.	EMP ID	FULL NAME	COMPANY	WARNING TYPE	ISSUE DATE	REASON	ATTACHMENT	INFO	ACTION
No records found!										

My Payments

My Payments

USE THIS FORM TO MANAGE MY PAYMENTS

Search Here

Reference No. Payment Type Effect Date Amount

Reference No. -- Select Payment Type -- Effect Date Amount

S.NO	EMP ID	FULL NAME	COMPANY	PAYMENT TYPE	AMOUNT	ATTACHMENT	AFFECTED MONTH	REFERENCE NO.	STATUS	ISSUE DATE	INFO	ACTION
No records found!												

Showing to of 0 entries

My Commission

My Commissions

USE THIS FORM TO MANAGE MY COMMISSIONS

Search Here

Reference No. Effect Date Amount

Reference No. Effect Date Amount

S.NO	EMP ID	FULL NAME	COMPANY	AMOUNT	ATTACHMENT	AFFECTED MONTH	REFERENCE NO.	STATUS	ISSUE DATE	INFO	ACTION
No records found!											

Showing to of 0 entries

My Pay Slips

My Pay Slips

USE THIS FORM TO MANAGE MY PAY SLIPS

Search Here

Reference No. Year Month

Reference No. 2025 July

S.NO	REFERENCE NO.	EMP ID	FULL NAME	COMPANY	DATE FROM	DATE TO	AFFECTED MONTH	ISSUE DATE	STATUS	INFO	ACTION
1	EPS-100172	936	Syed Muhammad Ali Sayed Tayyab Sajad Kazmi	MVK	26-03-2025	25-04-2025	April 2025	11-06-2025	ACTIVE	1	🔗

Showing 1 to 1 of 1 entry

ESS → Leave Info

My Leave and Vacation

My Leaves & Vacations

USE THIS LIST TO MANAGE MY LEAVES & VACATIONS

Search Here

Re Joining Date Leave Date From Leave Date To Leave Types

Re Joining Date Leave Date From Leave Date To -- Select Leave Types --

S.NO	REFERENCE	EMP ID	FULL NAME	COMPANY	DEPARTMENT	LEAVE TYPES	LEAVE TAKEN	LETTER	AIR TICKET COST	LE	INFO	ACTION
No records found!												

Showing to of 0 entries

Leave Balance

Opening Leave Days (Leave balance up to carry forward)	0.00
Leave Taken (Days)	0
Leave Lapse (Days)	0
Leave Balance (Days)	17.50
Sick Leave Balance (2025)	15 / 30 / 45
Parental Leave Balance (2025)	0

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My Permits

My Permits

Search Here

My Permits
USE THIS LIST TO MANAGE MY PERMITS

S.NO	PERMIT NAME	DATE	EMPLOYEE ID	FULL NAME	PERMIT TYPE	TIME FROM	TIME TO	REASON	LETTER	STATUS	INFO
1	Miss Punch	03-06-2025	936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	Miss Punch	07:15 PM	07:30 PM	REASON		ACTIVE	
2	Late check-in & out	25-12-2024	936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	Late Check-in & Late Checkout	01:00 PM	09:00 PM	REASON		ACTIVE	
3	miss punch	06-12-2024	936	Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi	Miss Punch	09:00 AM	05:00 PM	REASON		ACTIVE	

ESS → Requests

My Requests

My Requests

Search Here

My Requests
USE THIS LIST TO MANAGE MY REQUESTS

S.NO	REQUEST ID	EMP ID	REQUEST TYPE	DATE FROM	DATE TO	LATE/MISS PUNCH DATE	REASON	MANAGER STATUS	HR STATUS	LETTER	MEDICAL	INFO	ACTION
1	RQ-105503	936	Leave / Permit Request On Duty	-	-	03-06-2025 (Miss Punch)	REASON	APPROVED	APPROVED				
2	RQ-105074	936	Bank A/c Change Request	-	-	-	REASON	APPROVED	APPROVED				
3	RQ-104205	936	Leave / Permit Request On Duty	-	-	25-12-2024 (Late Check-in & Late Checkout)	REASON	APPROVED	REJECTED				
4	RQ-104071	936	Leave / Permit Request On Duty	-	-	06-12-2024 (Miss Punch)	REASON	APPROVED	REJECTED				

Add Request

+ Create Request ×

EMPLOYEE DETAILS

Employee*
Syed Muhammad Ali Sayed Tayyab Sajjad Kaz... ▼

Company Branch

× MVR × MVR01

Department Designation

IT IT Assistant

REQUEST DETAILS

Request Type (RT)*
-- Select Request Type -- ▼

Note / Reason

Reason

× 🔒

Request Type

REQUEST DETAILS

Request Type (RT)*

-- Select Request Type --

No -- Select Request Type --

Bank A/c Change Request

HR certificate request

Leave / Permit Request On Duty

Leave Request

Salary Certificate Request

ESS → Attendance

Daily Attendance

Employee Daily Attendance Report																
Employee	Start Date	End Date	Type													
Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)	2025-07-01	2025-07-11	<input type="checkbox"/> Time In	<input type="checkbox"/> Time Out	<input type="checkbox"/> Late	<input type="checkbox"/> Early Leave	<input type="checkbox"/> Miss Punch	<input type="checkbox"/> Absent	<input type="checkbox"/> Unpaid	<input type="checkbox"/> Permit	<input type="checkbox"/> Leave / Vacation	<input type="checkbox"/> No Shift Assigned				
Details												REPORT DETAILS:				
EMPLOYEE DAILY ATTENDANCE DETAILS: From: 01-07-2025, To: 11-07-2025 P: Present A: Absent PH: Public Holiday OFF: Off Day CO: Comp Off ECO: Early checkout LCI: Late Check-in LCIC: Late Check-in & Late Checkout LCO: Late Checkout MP: Miss Punch AL: Annual leave BL: Bereavement Leave COF: Compensatory Off DW: Distance work HJL: Haj Leave ML: Maternity Leave NS: National service PL: Parental Leave SL: Sick Leave UP: Unpaid Leave Report Generated Time: 11/07/2025 12:42 pm												Total Deduction: 0.00 AED Total Rows: 11 Check In Grace Period: 15.00 Check Out Grace Period: 0.00 Attendance Policy:				
S.No	Date	Day Type	Emp ID	Full Name	N Active	Shift	Time In	Time Out	Late	Early Leave	Att. Status	Work Hours	Short	Over Time	Deduction	
1	11-07-2025	Fri	Working Day	936	Syed Muhammad Ali Sayed ...		11:00 AM to 7:00 PM (11:00 AM - 7:00 PM)	-	-	0:00	0:00	A	0:00	0:00	0:00	0.00
2	10-07-2025	Thu	Working Day	936	Syed Muhammad Ali Sayed ...		11:00 AM to 7:00 PM (11:00 AM - 7:00 PM)	10:54 AM	7:06 PM	0:00	0:00	P	08:12:00	0:00	00:12:00	0.00
3	09-07-2025	Wed	Working Day	936	Syed Muhammad Ali Sayed ...		11:00 AM to 7:00 PM (11:00 AM - 7:00 PM)	11:05 AM	7:21 PM	00:05:00	0:00	P	08:16:00	0:00	00:16:00	0.00
4	08-07-2025	Tue	Working Day	936	Syed Muhammad Ali Sayed ...		11:00 AM to 7:00 PM (11:00 AM - 7:00 PM)	11:11 AM	7:06 PM	00:11:00	0:00	P	07:55:00	00:05:00	0:00	0.00

Monthly Attendance

Employee Monthly Attendance Report																															-- Select Export --											
Employee: X Syed Muhammad Ali Sayed Tayyab Sajjad Kazmi (936)																															Year: 2025		Month: July		Till 25th		Preview		B		+	
<p>Details</p> <p>EMPLOYEE MONTHLY ATTENDANCE DETAILS: Year : 2025, Month : July A : Absent PH : Public Holiday OFF : Off Day CO : Comp Off ECO : Early checkout LCI : Late Check-in LCIC : Late Check-in & Late Checkout LCO : Late Checkout MP : Miss Punch AL : Annual Leave BL : Bereavement Leave COF : Compensatory Off DW : Distance work HJL : Hajj Leave ML : Maternity Leave NS : National service PL : Parental Leave SL : Sick Leave UP : Unpaid Leave Report Generated Time : 11/07/2025 12:43 pm</p>																															<p>REPORT DETAILS: Total Deduction: 0.00 AED Total Salary: 5,000.00 AED Grand Total: 5,000.00 AED Total Rows: 1 Check In Grace Period : 15.00 Check Out Grace Period : 0.00 Attendance Policy: </p>											
Emp ID	Full Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Deduction	Salary								
936	Syed Muhammad Ali Sayed Tayyab	10:46 AM 7:31 PM	10:49 AM 7:23 PM	11:02 AM 7:07 PM	11:03 AM 7:05 PM	10:56 AM 7:04 PM	OFF	10:55 AM 7:18 PM	11:11 AM 7:06 PM	11:05 AM 7:21 PM	10:54 AM 7:06 PM	A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	5,000.00								
Total (AED)																														0.00	5,000.00											
Grand Total (AED)																														0.00	5,000.00											