

Office Management System



A Powerful Software
For Managing your
office with efficiency
and accuracy

Product of Jayceetech Softwares

102/101, Silver Oaks, DLF Phase-I,
Gurugram 122002

Tel : 9810079450,

<https://jayceetechsoftwares.com>

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What is OMS

Jayceetech **Office Management System (OMS)** is an Enterprise Resource Planning System (ERP) software applications act as the central company-wide information system. ERP systems integrate all of an organization's departments, divisions, lines of business and geographical locations into a single, shared, unified and enterprise wide information system. The University is an "enterprise" and an ERP solution integrates all functions student information, human resources, and financial systems into one administrative system.

Benefits of OMS

- Centralized Web Based System
- Availability of Real-time Business Information at all levels.
- Consistent & highly Secured System.
- Provides Effective Decision Support System (DSS) that helps in Timely Decision Making.
- Ensures Better Coordination and Workflow Between Various Departments.
- Faster and Automatic Report Generation.
- Helps in Reducing Paperwork and Manual Filing and Record Keeping
- Productivity Enhancement for Staff as Well as Students Due to Instant Availability of Critical Information.
- e-Governance of educational institutions

Product Overview

Jayceetech's **Office Management System (OMS)** is web based software for effective management of administrative and educational organization management functions that are necessary to successfully handle all of the challenges of running an educational institution.

OMS provides real time information processing and knowledge management. It is an integrated solution that facilitates the processing and maintenance of large volumes of information - including HR Management System & Finance Management System among various departments in an institution.

OMS practically covers the entire area of operations and automation of the university and colleges. The system not only helps in daily operations of the business units but also to university/educational institution, but also provides the foundation to foster research and development on e-learning methodologies. OMS is powered with user-friendly reports and user-interface thereby ensuring maximum user efficiency. The main focus area in is on the integration of HR Systems, Time Sheets, learning management system, research and Extension of education and university administration.

OMS include core modules like, Financial Accounting, HRMS, along with the administrative modules.

Modules Offered

- Finance Management System
- HR Management System

Finance Management System

- **General Ledger** » Chart of Accounts , Ledgers , Posting, Day Book , Group Summary, Flexible Voucher Type Creation
- **Recording and Monitoring of funds flow** » Transaction, Receipt Bill Wise, Sundry Debtors, Register, Bill Receivable
- **Accounts Payable/Purchase** » Transaction, Payment Bill Wise, Sundry Creditors, Register
- **Cash & Bank** » Bank Book, Cash Book, Bank Reconciliation, Cash Flow
- **Financial Statement** » Balance Sheet, Profit & Loss, Trial Balance, Receipt & Payment
- **Journal & Contra** » Journal Transactions, Contra Transactions
- **Budgeting** » Budget Approval, Budget Allocation, Budget Re-appropriation, Location/Branch wise budget distribution, Cash based and/or Accrual Based Budgeting
- **Depreciation Register** » Integrated with Stores and Purchase
- MIS Reports

HR Management System (HRMS)

- **HR Management System** is a module-based, full-service HR solution for medium to large scale government organizations. With you benefit from a rich array of modules to suit the specific needs of your organization and your budget
- For organizations that need a comprehensive HR platform, HR Management System offers superior management and cost efficiencies across the board.

Personnel Information Management

- **Service particular**
- **Unit Details**
- **Discipline & Penalty Details**
- **Address Details**
- **Family Details**
- **Education Details**
- **Award Details**
- **Resignation Details**
- **Deputation Details**
- **Temporary Duty**
- **Specialization Details**

Manpower Detail Module

- **Establishment Sanction**
- **Confirm CML**
- **Posting**
- **Vacancy State**
- **Warning List**
- **Repatriation**
- **Tenure details**
- **Peace Details**
- **Issue Posting Order**
- **Arrival Report**
- **Movement Outstanding**

