



cuteOffice

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Human Resource

Manage employee details
Reminders on renewal of passes, certificates
All employee documentations online

Purchase & Inventory

Purchase Request & Approval
Request for Quotations
Supplier Approval Process
Purchase Order Creation
Stores Management
Items issuance and returns
Assets Management
Asset Write off

Time Attendance

More Efficient Time Attendance
Multiple Sites data synchronisation
Automatic OT Calculation
Summary Reports
Automatic Alerts

Enquiry

Register enquiry from client
Create Quotation
Create Invoices
Manage payments
Management dashboard

Leave

Apply Leave
Approve Leave
Supports all kinds of leaves approved by MOM
Management Dashboard

Payroll

Links to Leave and Attendance modules
Process the Pay Automatically
Allowance and Deductions from HRM
Reports and Bank Files generation

Accounting

Flexible Chart of Accounts
Generate invoices
Receive Payments
Bank Reconciliation
Reports

Planning

Plan ahead for resources
Allow Duty Roaster preparation
Allow shift works without fixed leave
Notifications to staff on project

**We have domain specific modules such as
Logistics / Servicing Industry / NDT / Marine / Construction etc**

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