

# User Guide



India's Leading

## Payroll Management & Statutory Compliances Solution

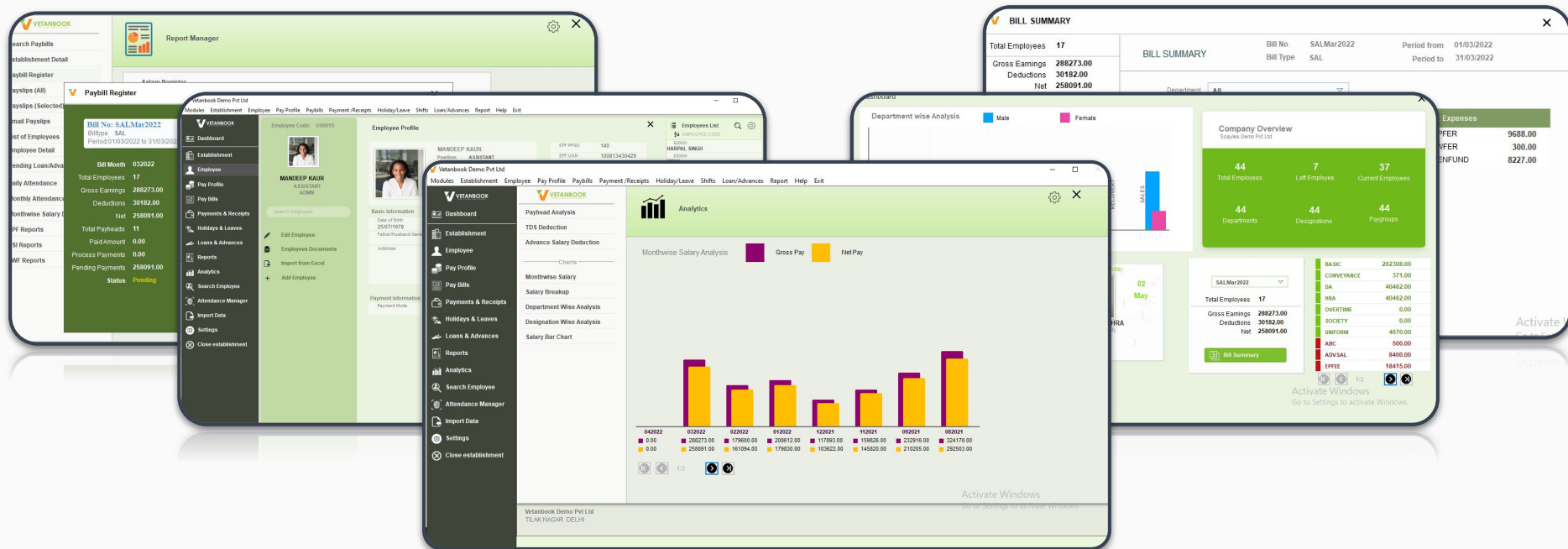
Built for Indian Payroll & Labour Law Compliances



# About Vetanbook

Vetanbook is one of the leading Payroll solutions company in India. Vetanbook is designed to simplify Payroll and Labour Law compliances to help enterprises and Professionals. With unique and simple user interface, vetanbook helps its clients to ease the payroll processing and filing of statutory labour law compliances with just a single click. Vetanbook incorporates sophisticated processes to systemize complicated payroll methods with user friendly and easily navigable modules.

# Clearly structured UI Design with elegant controls



# FEATURES

## Employee Document Management



- Manage Documents of individual employees in various formats like jpeg and pdf etc.
- Easily downloadable saved documents

# FEATURES

## Statutory Compliance Management

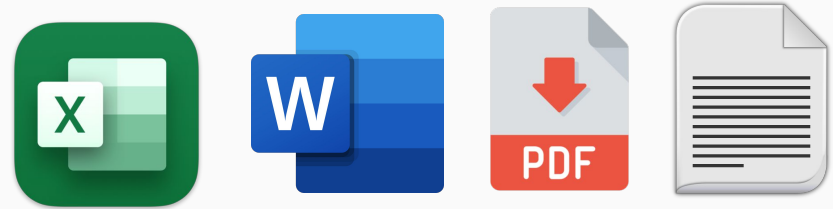
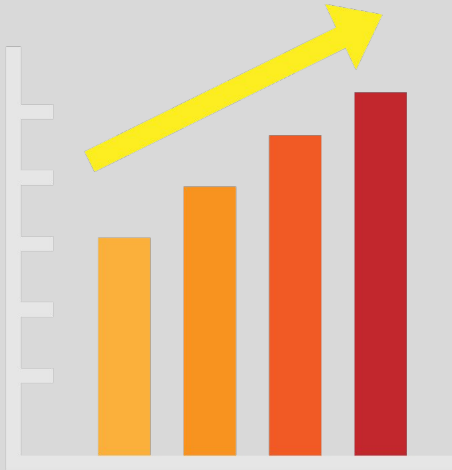


Manages various Labour Law Compliances and generates reports according to prescribed formats.

- Provident Fund
- ESIC
- Labour Welfare Fund
- Professional Tax

# FEATURES

## Reports & Analytics



- Generates various types of reports in different formats like pdf, xls, txt etc. in just single click.
- Analyse various salary components with the help of different charts and tables.

# FEATURES

## Attendance Management



- Easily Mark Bulk Attendance
- Daily as well as Monthly attendance Register
- Attendance Summary import facility

# FEATURES

## Automatic Upgradation



- Notifies about the new software releases
- Software is upgraded to newer version automatically without any manual transfer of files



# FEATURES

## Payslip Generation & Mailing



- Generation of Payslips for employees
- The payslips are sent directly to employees email accounts

Pay Slip for the period of March 2022			
Emp Code : E00005	Non Pay Days 15	Pay Days 16	EPF-PENO:1331
Name : MANDEEP SINGH	Hours Worked 0	Hourly Rate 300.00	EPF-UAN:25452521452
Father Name : RASHPAL SINGH	Overtime Hours 0	Overtime Rate 200.00	ESI:INSURANCENO:
Designation : ASSISTANT	Leaves 0	Optional Holidays 0	
Department : ACCOUNTS			
Earnings	Amount	Deductions	Amount
BASIC	51613.00	LWFEE	5.00
Dearness Allowance	10323.00	EPFEE	7432.00
House Rent Allowance	10323.00	ESIEE	158.00
UNIFORM ALLOWANCE	361.00	PROFTAX	0.00
SOCIETY	0.00	ADVSAL	5000.00
OVERTIME	0.00	ABC	500.00
Total Earnings	72620.00	Total Deductions	13095.00
		Net Pay	59525.00
		Signature	

# Some more Features



Payroll Management



Bulk Import Facility



One Click Process



Configurable Pay Structures



Separate Compliance Modules



Individual Employee Settings



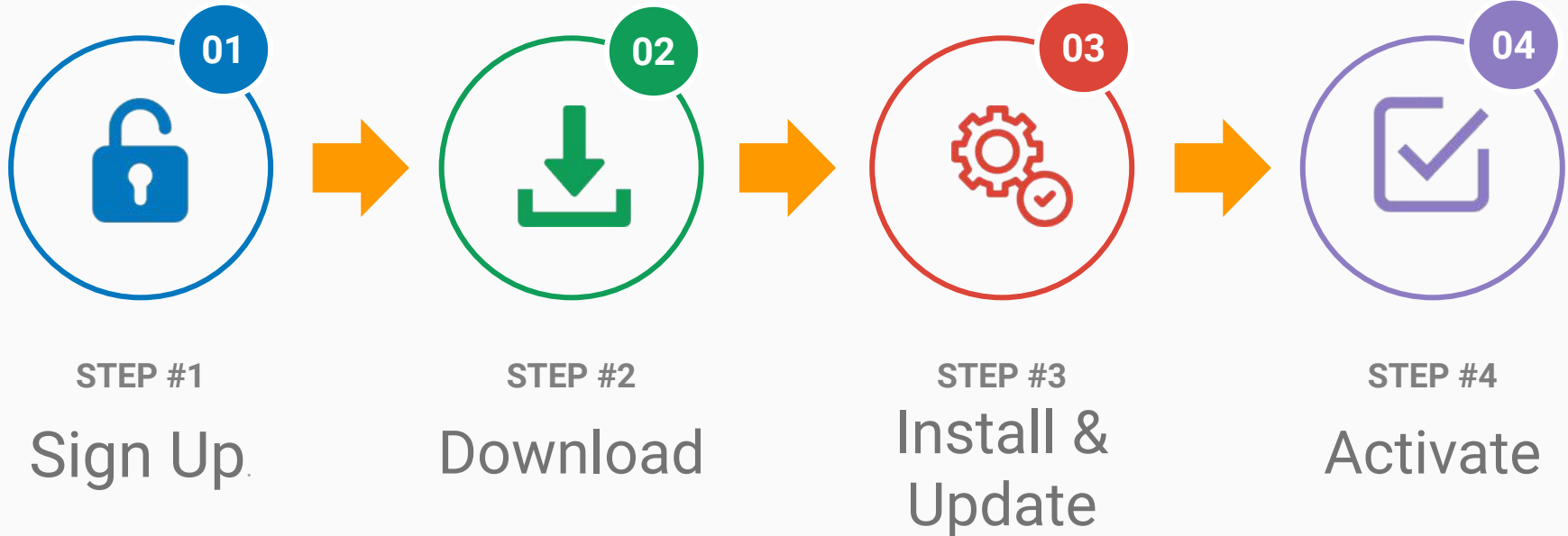
Salary Advance & TDS Deduction



Instant Summary

# Follow Simple steps

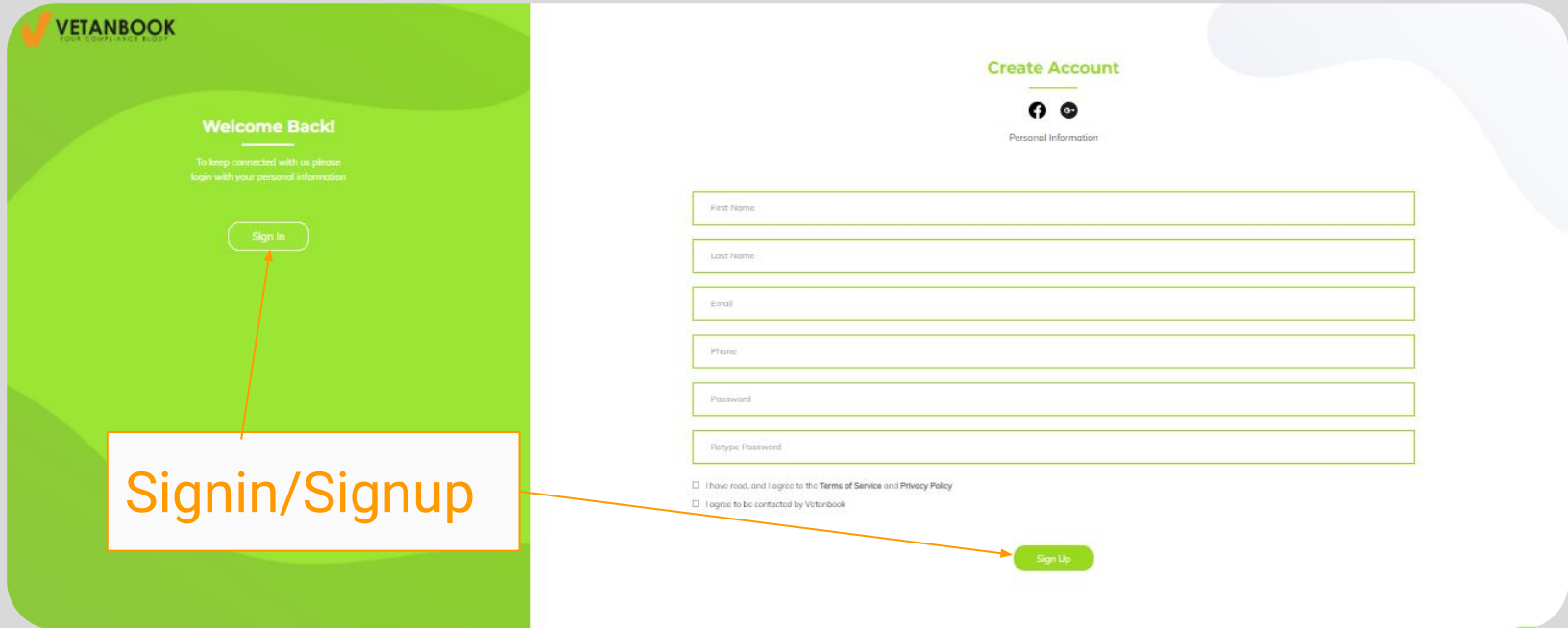
4 simple steps process to deploy and use



# Signup

Create Free Account by  
Signing up on Vetanbook





The image shows a split-screen view of the VETANBOOK user interface. The left side is a green background with the VETANBOOK logo and the text "Welcome Back! To keep connected with us please login with your personal information". Below this is a "Sign In" button. The right side is a white background with the "Create Account" heading, social media icons for Facebook and Google+, and the text "Personal Information". Below this are input fields for First Name, Last Name, Email, Phone, Password, and Retype Password. At the bottom of the right side are two checkboxes: "I have read and I agree to the Terms of Service and Privacy Policy" and "I agree to be contacted by VETANBOOK". A green "Sign Up" button is at the bottom right. An orange box with the text "Signin/Signup" is overlaid on the left side, with an arrow pointing to the "Sign In" button. Another orange arrow points from the "Signin/Signup" box to the "Sign Up" button.

**VETANBOOK**  
YOUR COMPLIANCE BUDDY

**Welcome Back!**

To keep connected with us please login with your personal information

Sign In

**Create Account**

Personal Information

First Name

Last Name

Email

Phone

Password

Retype Password

☐ I have read and I agree to the [Terms of Service and Privacy Policy](#)

☐ I agree to be contacted by VETANBOOK

Sign Up

**Signin/Signup**

# Download

Download the Software





## VETANBOOK ENTERPRISE

Platforms Windows **10/Windows 8.1/Windows 8/Windows 7**

System type **32-bit or 64-bit of Desktop Operating System**

Best Resolution **1366 X 768(Recommended)**

Last Updated **22 February 2022**

Size **53 MB - 80 MB**

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[↓ User Guide](#)

[Download Software](#)

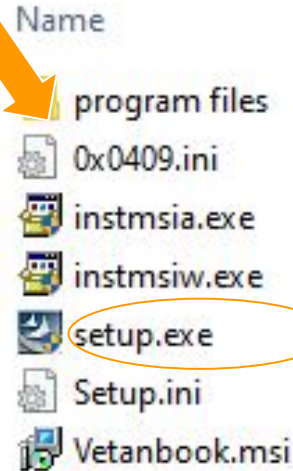
# Install & Update

Install the Software and upgrade  
to the latest version





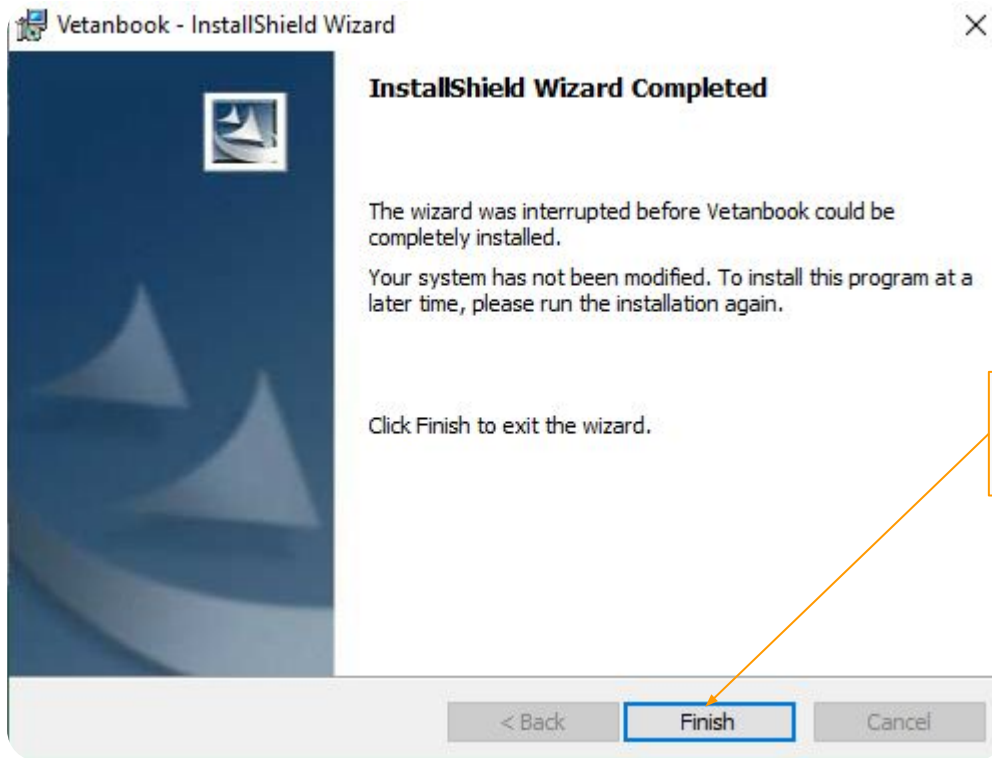
Uncompress  
Downloaded File



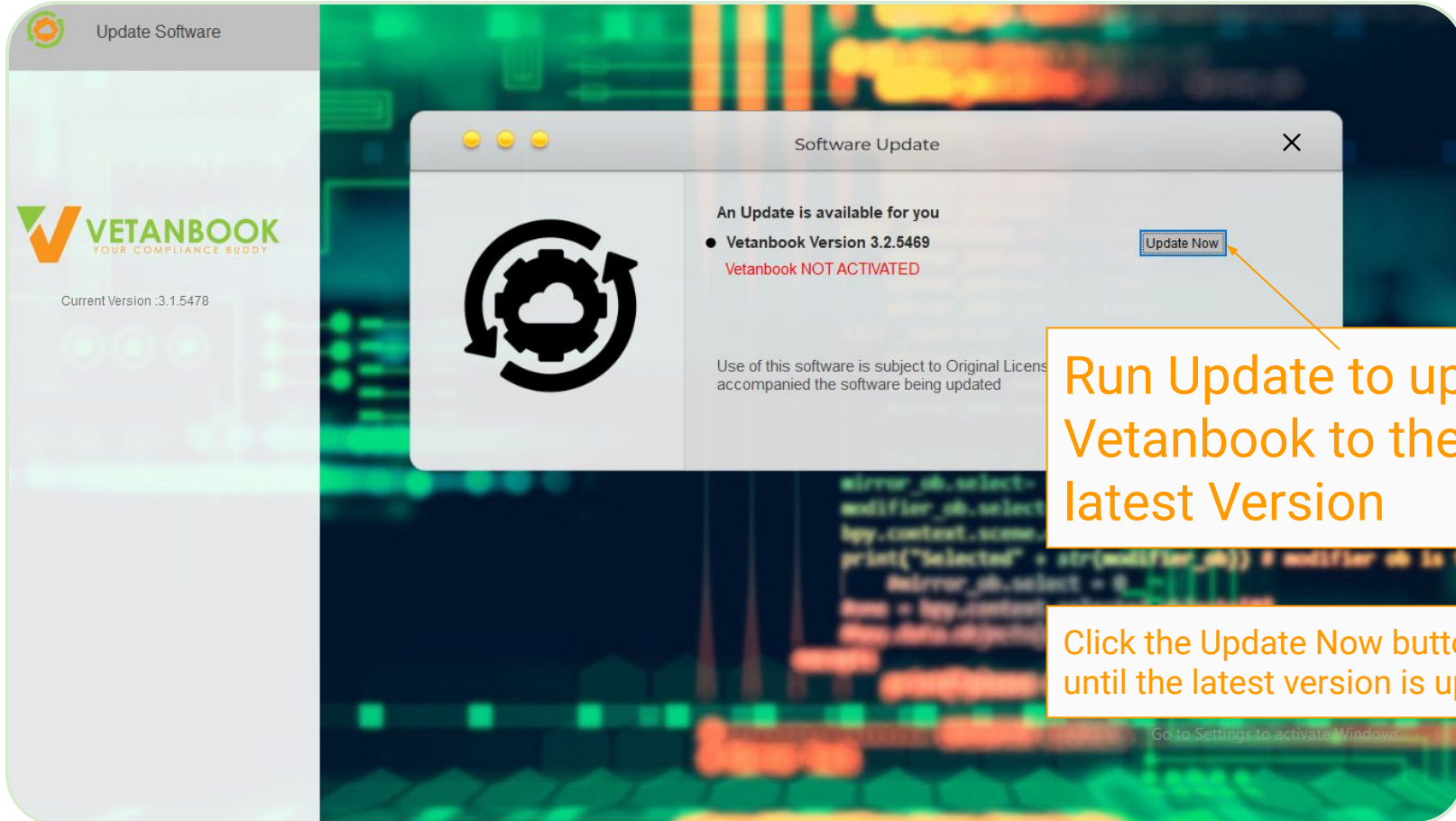
Name

- program files
- 0x0409.ini
- instmsia.exe
- instmsiw.exe
- setup.exe
- Setup.ini
- Vetanbook.msi

Run Setup.exe to  
start installation



Install Software in PC



Run Update to upgrade  
Vetanbook to the  
latest Version


Click the Update Now button and wait  
until the latest version is updated



# Activation

## Activate the Software



 **VETANBOOK**  
YOUR COMPLIANCE BUDDY

Activation

×

Vetanbook Activation

Register

Exit

Web Activation

Product ID

Vetanbook

Product Version

3.1.5907

Client ID

ELA0T80AIDL

Activate

Activate the Software

If not Registered, you need to click on the Register Button, Signin and Choose the Plan, complete the purchase and activate accordingly.

Activate Windows  
Go to Settings to activate Windows.

## Complete the initial Setup

**Initial Setup**

Data Folder

✗ Data Folder does not exist

Select another folder

Select the Data folder If you are using the software for the first time, Create a blank folder and select the path

Output Folder

✗ C:\Users\JETANBOOK\Desktop\output

Output Folder does not exist

Select another folder

Select the Output folder. This folder generally exists on the desktop

Backup Folder

✓ E:\backups\cayles1

Select another folder

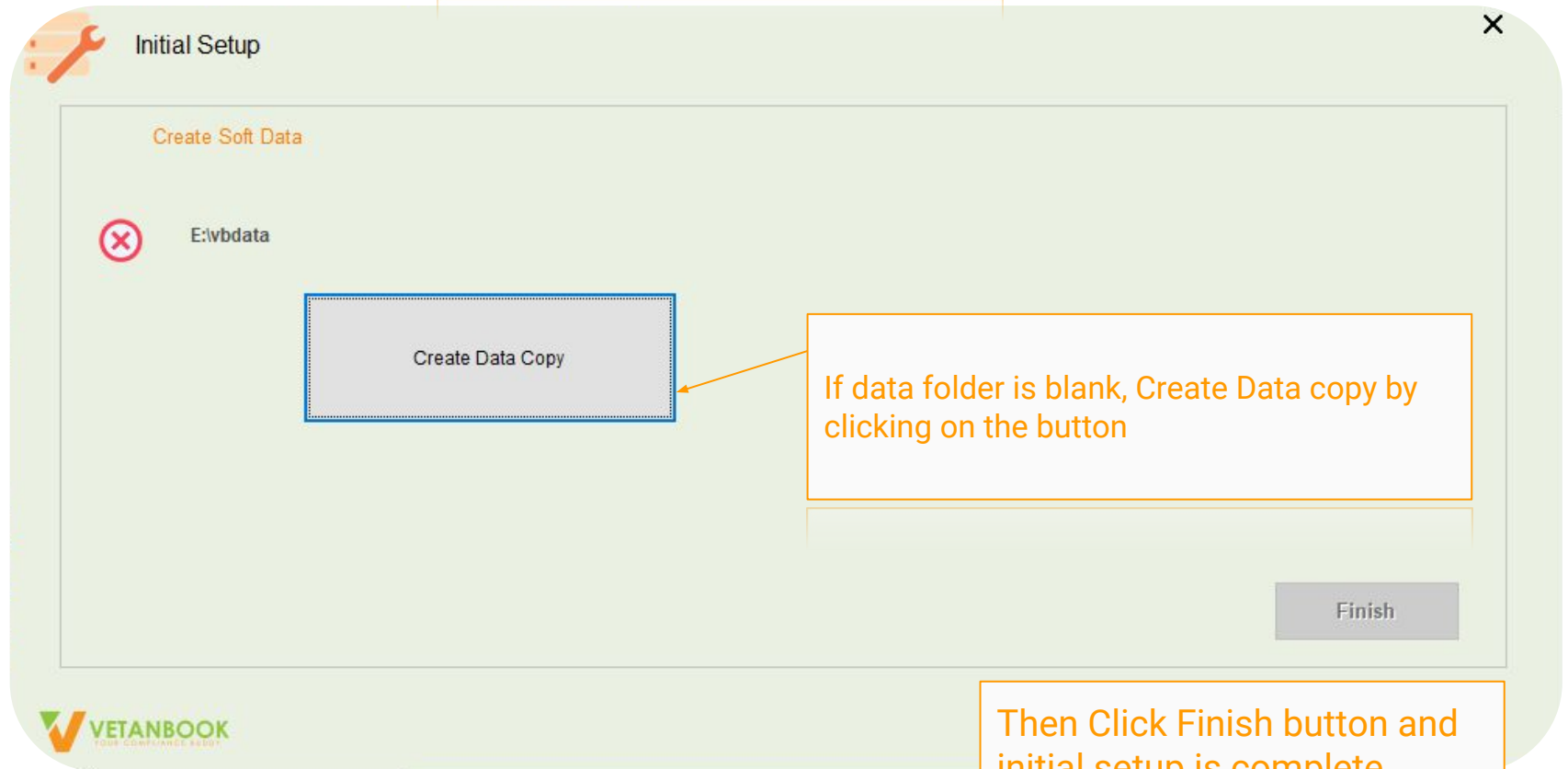
Select the Backup folder where you want to place the backups. If backup folder does not exist create a blank folder

Next >>

After setting all the folders, Click Next button

**VETANBOOK**  
YOUR CONFIDENCE READY

## Complete the initial Setup



If data folder is blank, Create Data copy by clicking on the button

Then Click Finish button and initial setup is complete



Version 3.1.5907

☒ Users

☐ Admin

Login

×

User Name GARIMA

Password

Sign in

Streamline Your Payroll and all  
Statutory Labour Law Compliances  
with easy to use software

After initial setup,  
Software is ready for use

Password: User







## Analytics



Dashboard

Payhead Analysis

Establishment

TDS Deduction

Employee

Advance Salary Deduction

Pay Profile

Charts

Pay Bills

Monthwise Salary

Payments &amp; Receipts

Salary Breakup

Holidays &amp; Leaves

Department Wise Analysis

Loans &amp; Advances

Designation Wise Analysis

Reports

Salary Bar Chart

Analytics

Search Employee

Attendance Manager

Import Data

Settings

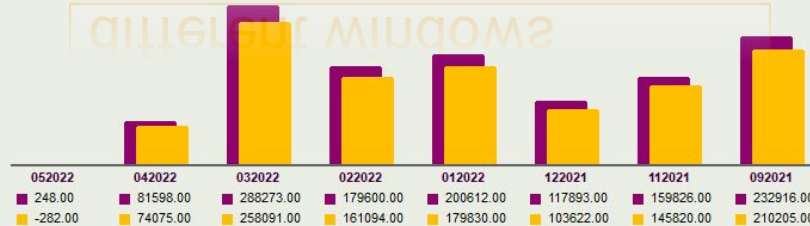
Close establishment

## Monthwise Salary Analysis

Gross Pay

Net Pay

Easy Module panel help  
navigate between  
different windows



1/3



Activate Windows

Go to Settings to activate Windows.

“

Behind every powerful software, there's a team  
of dedicated individuals who turn complexity  
into simplicity



# Thanks!

Contact us:

[info@vetanbook.com](mailto:info@vetanbook.com)

[www.vetanbook.com](http://www.vetanbook.com)



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