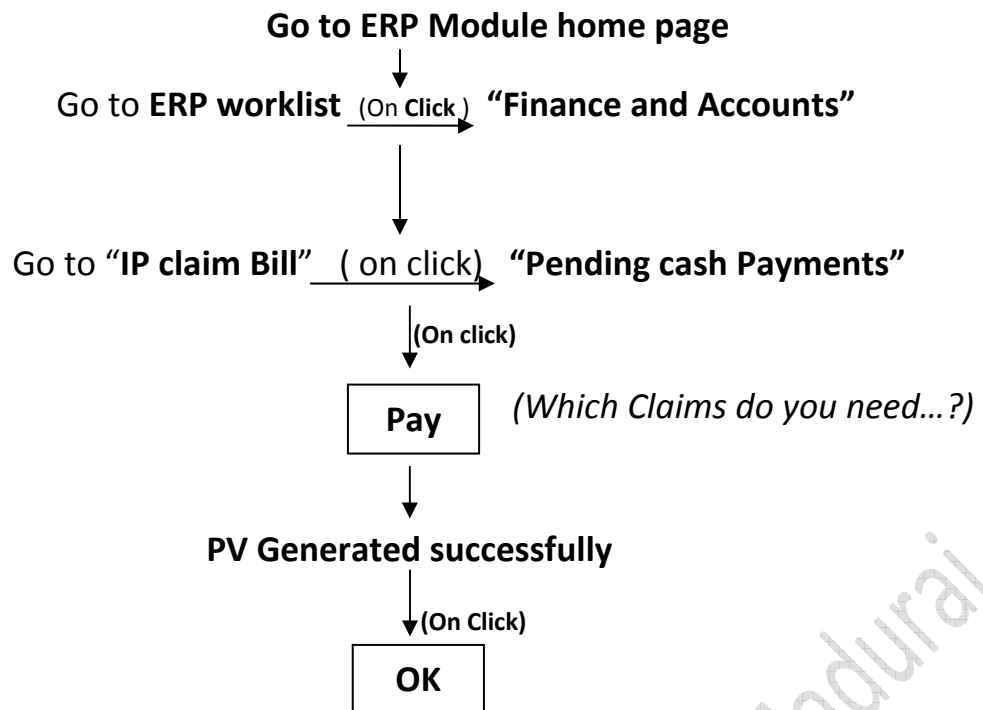
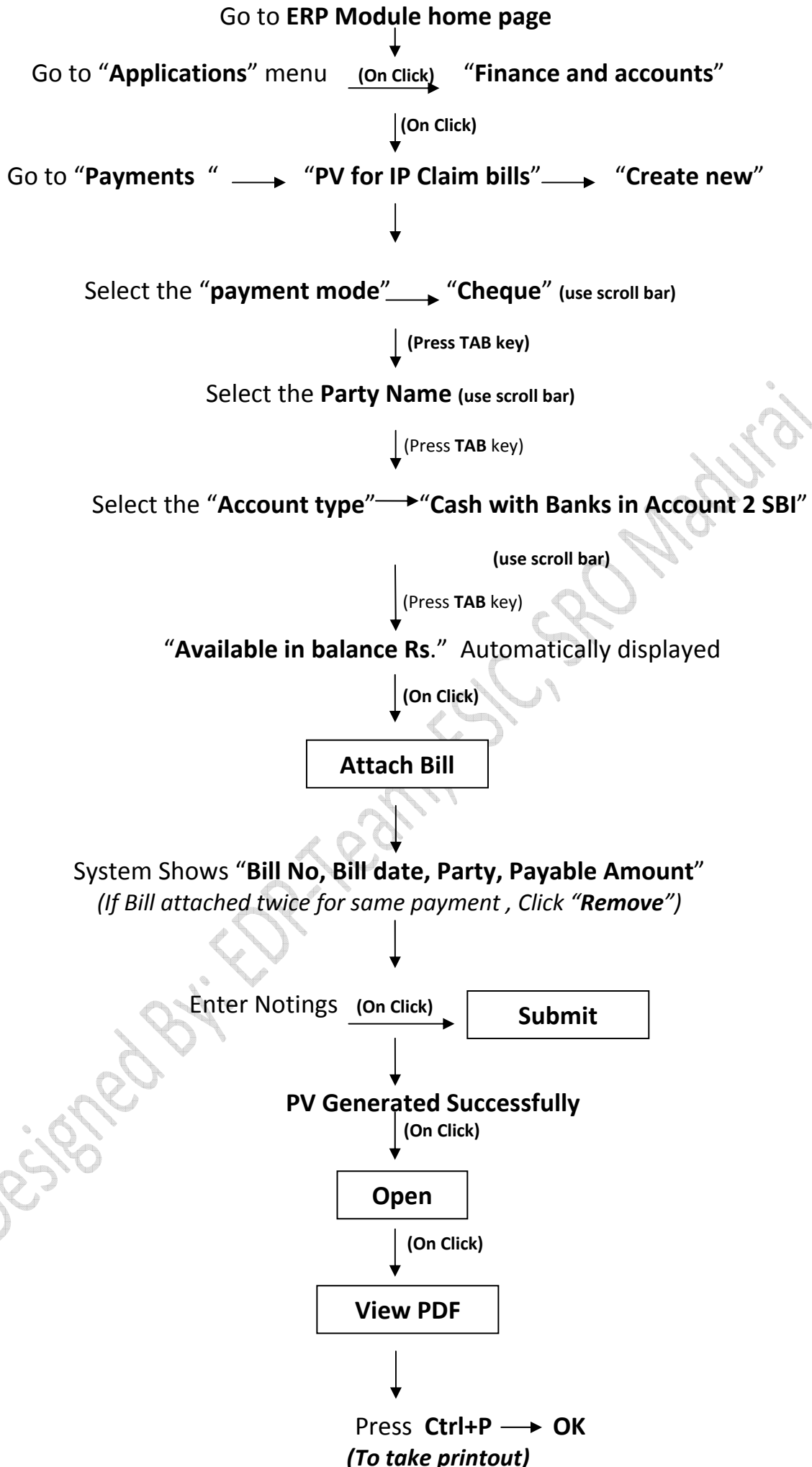


## HOW TO CREATE VOUCHER FOR CASH PAYMENTS - IP CLAIM BILLS

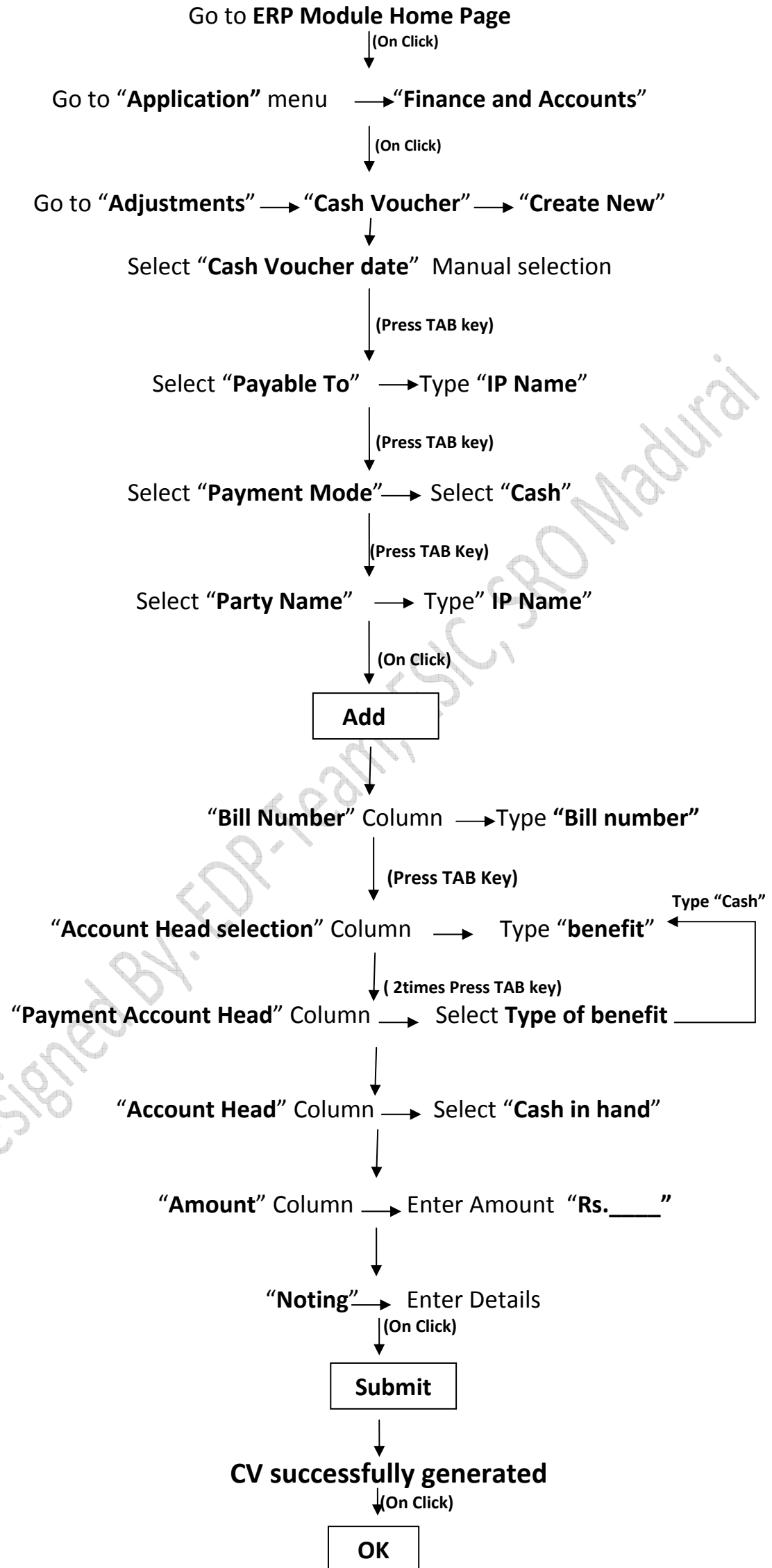


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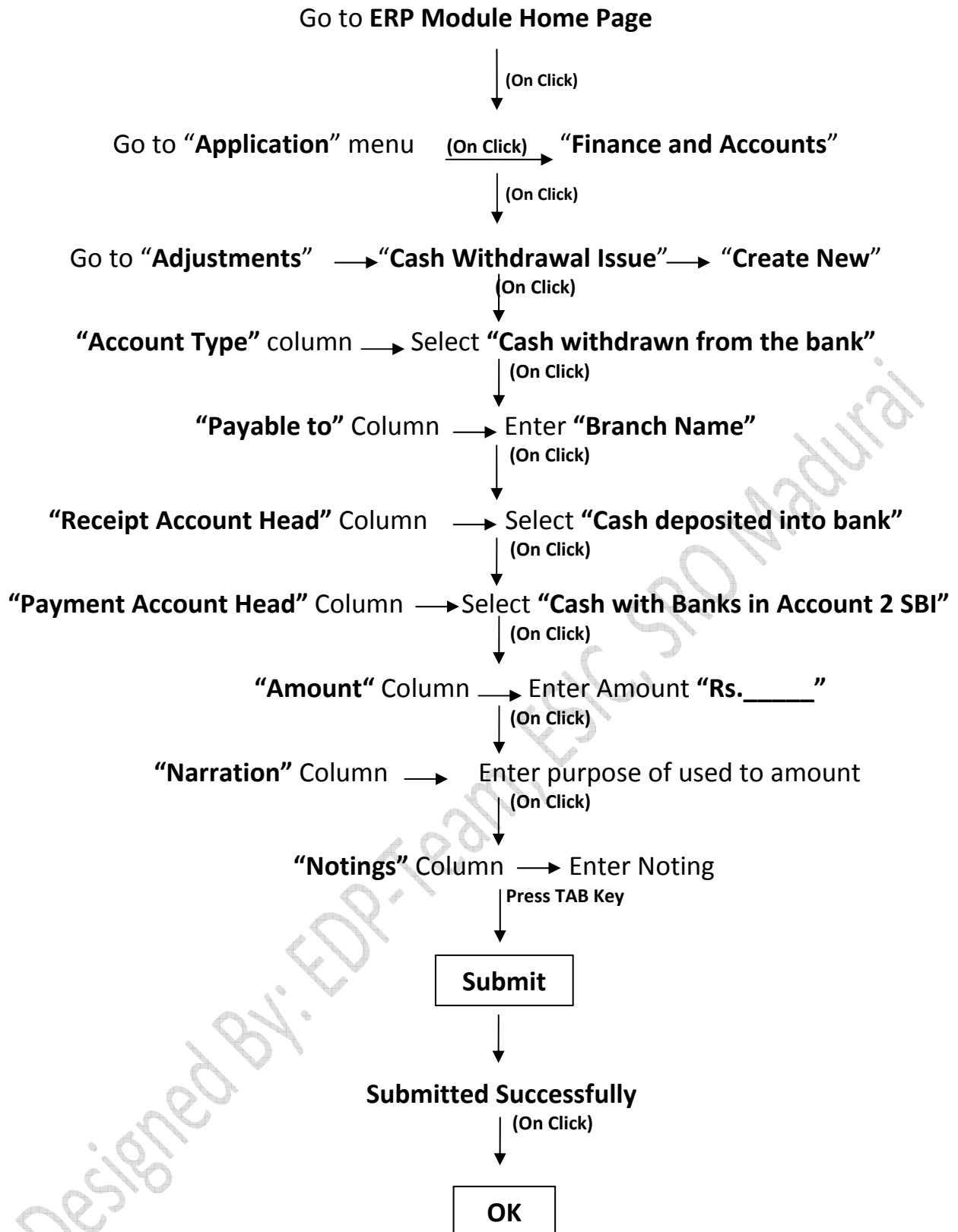
## HOW TO CREATE VOUCHER FOR CHEQUE PAYMENT - IP CLAIM BILLS



## HOW TO CREATE CASH VOUCHER (For Under payments)



## HOW TO UPDATE BALANCE AMOUNT IN A/C.2



## HOW TO COLLECT THE PRINT FOR CASH / CHEQUE PAYMENTS

Go to ERP Module Home Page

(On Click)

Go to "ERP Work list" menu (On Click) → "Finance and Accounts"

(On Click)

"PV for IP claim Bill" → "Claim Paid"

(On Click)

Which PV No. you need → "Open IPCB"

Open the Window "Payment Voucher for IP Claim Bill"

(On Click)

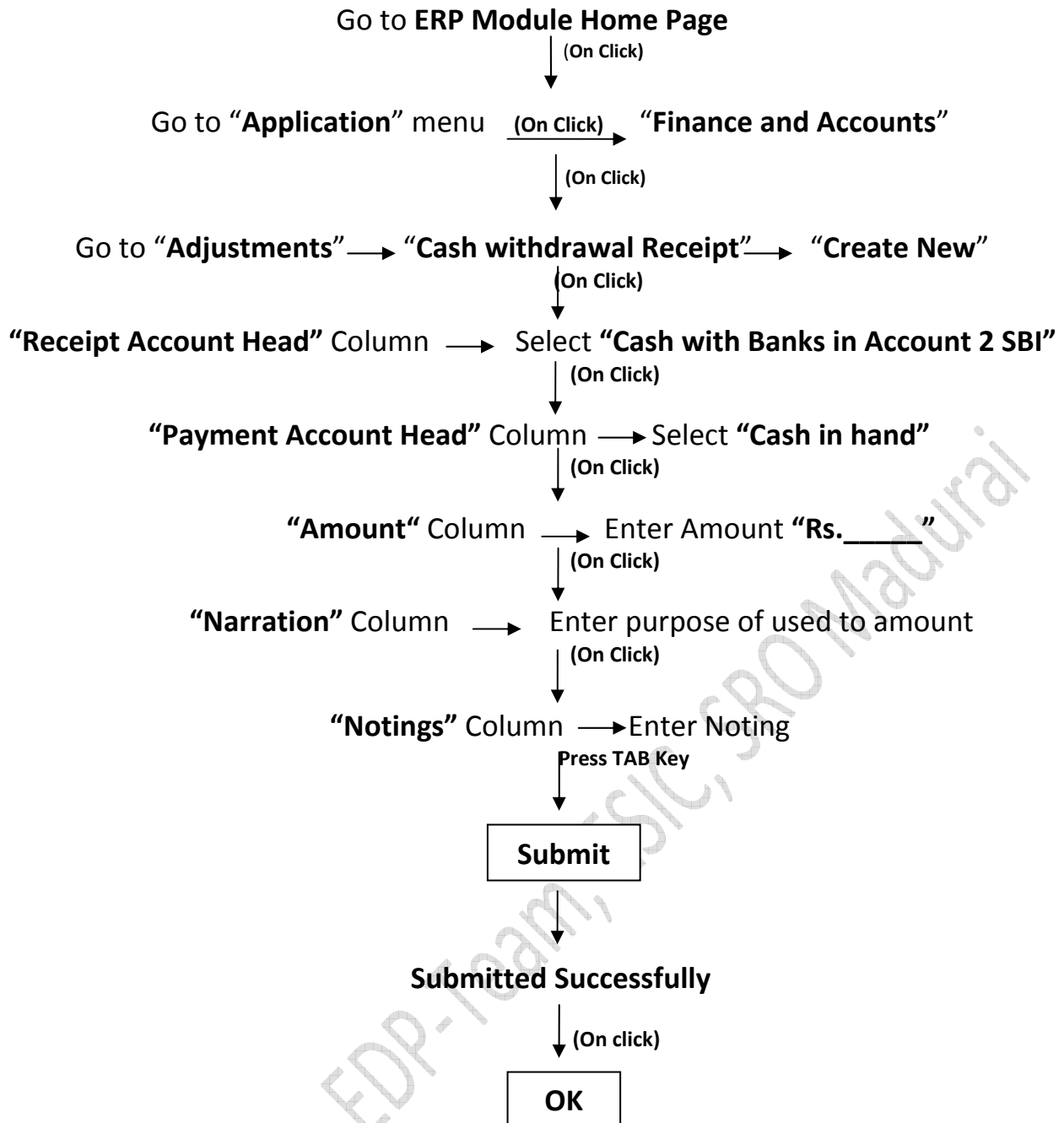
Print

OK

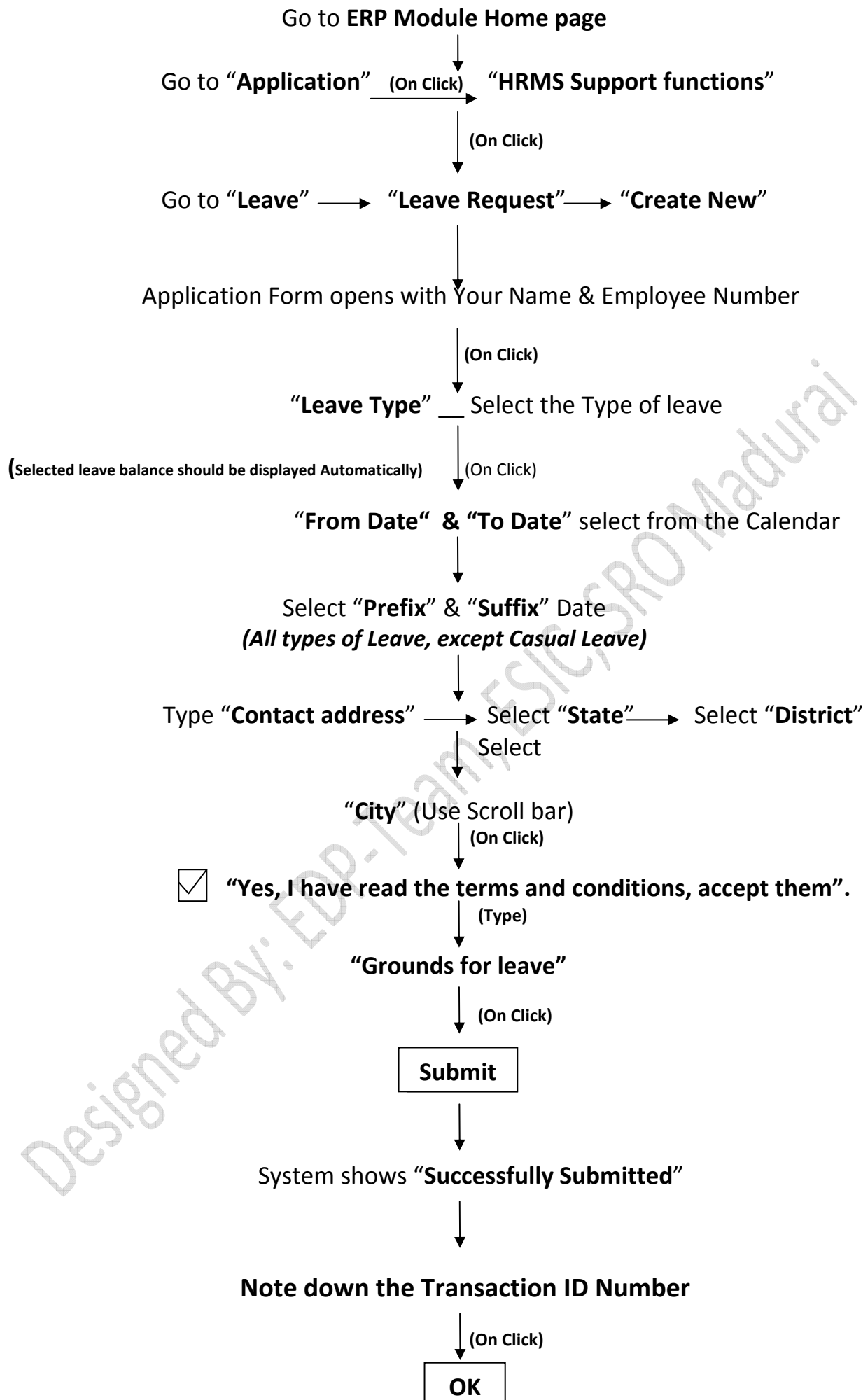
Printer Icon (or) Press Ctrl+P

OK

## **HOW TO UPDATE BALANCE AMOUNT FOR CASH IN HAND**



## HOW TO APPLY FOR ALL TYPE OF LEAVE ONLINE

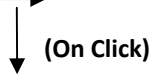


## **HOW TO CHECK OUR LEAVE STATUS**

Go to ERP Module Home Page



Go to "ERP Work List" (On Click) "HRMS Support Functions"



Go to "My Data"



"Leave Request" → "Pending Recommendation" or "Approved Leaves"



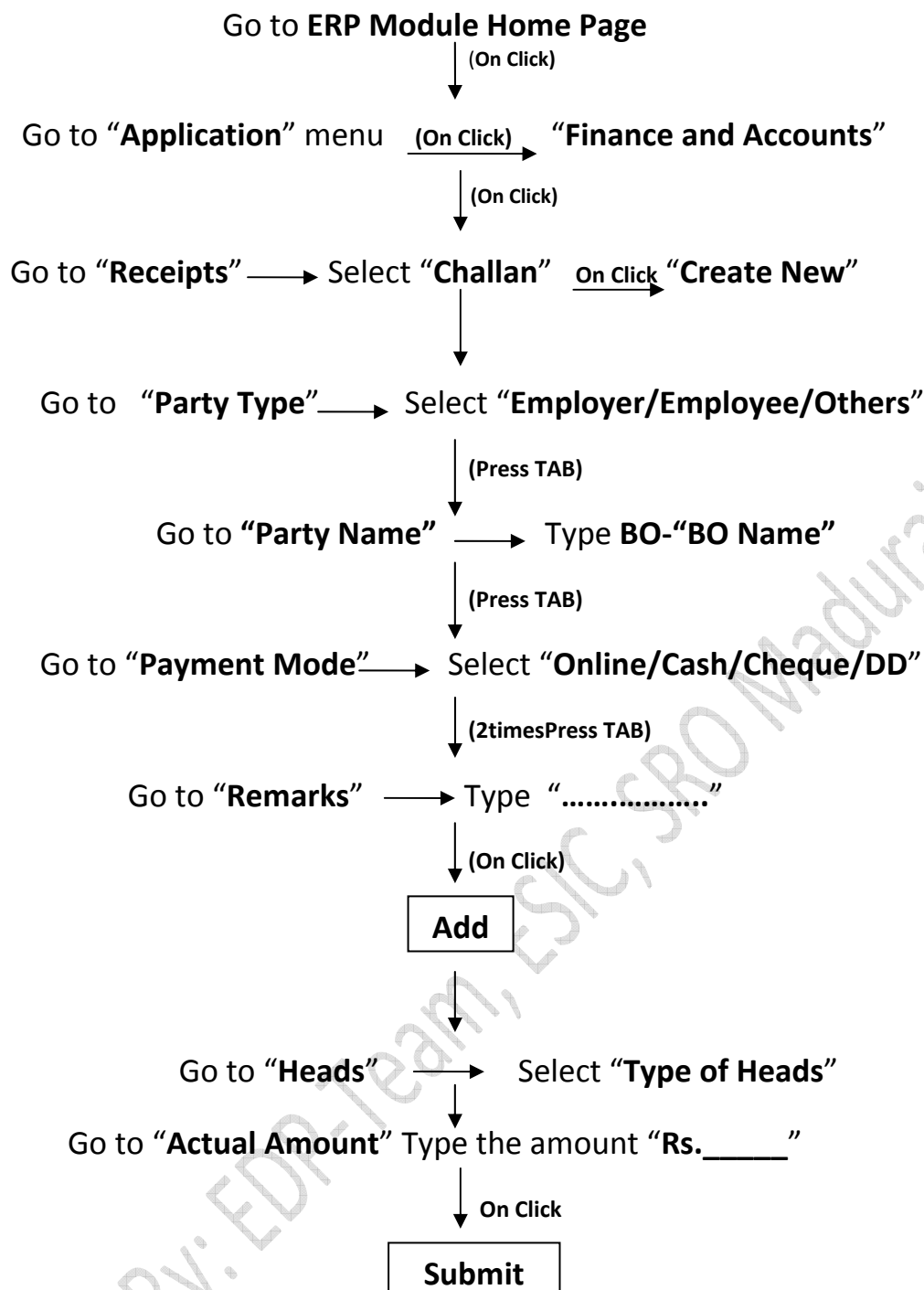
In bottom of the page Recommendation & Approved details are displayed

### **Note:**

- Same methods used for **Loans, TA Bills, Reimbursements, Leave and All kinds of Personal Application.**
- To View for which level is pending.

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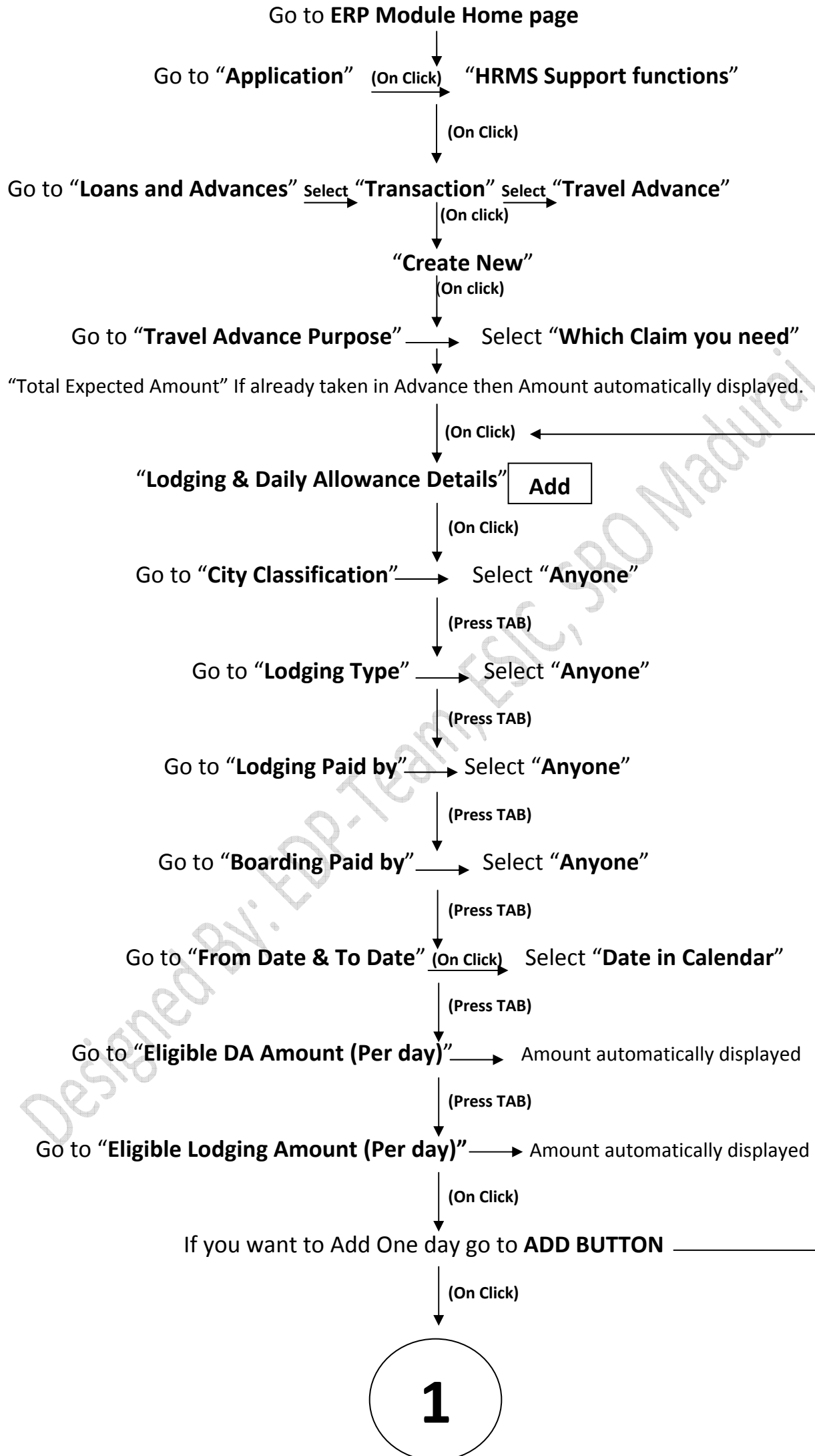
## HOW TO CREATE CHALLAN FOR A/C NO.1 BALANCE AMOUNT



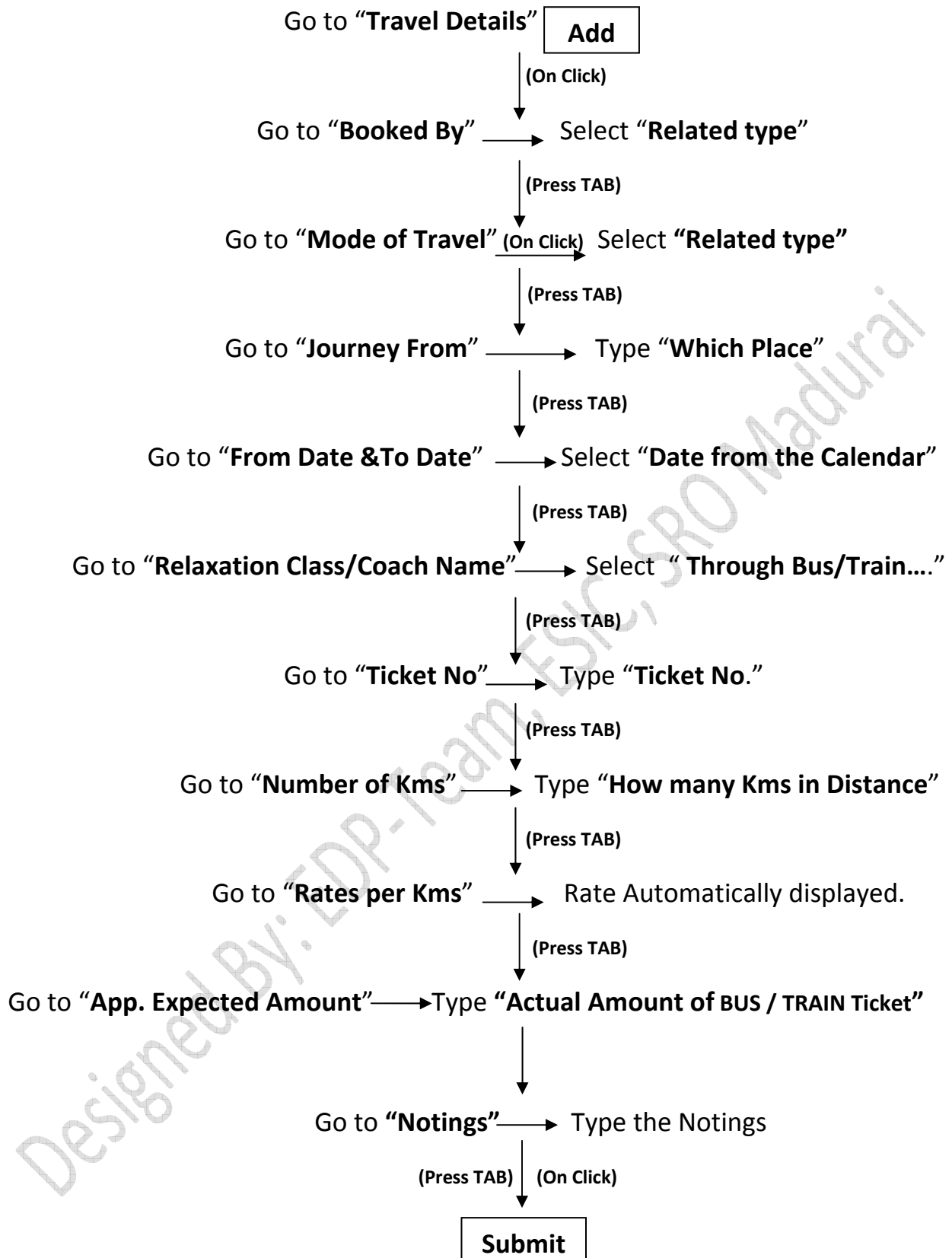
**Heads:** *(Which heads to be needed?)*

1. Advance for LTC
2. Advance for TA on Tour
3. Between A/C No.2 Branch Offices and A/C No.1 Regional Office
4. Contribution received from Pensioners Accounts of Medical Scheme
5. Loan & Advances to Corporation Employees
6. Medical Advance Employee
7. Other Advance – Miscellaneous
8. Price of DIC
9. Recoveries of over payments and disallowances in Audit
10. Advance for the purpose of other conveyance.

## HOW TO APPLY TRAVEL ADVANCE OR BILL / LTC/ TOUR / TRANSFER



1



### Travel Advance Purpose

1. Travel advance on LTC
2. Travel advance on Tour
3. Travel advance on Retirement
4. Travel advance on Transfer

### Bills (Xerox copy) to be attached

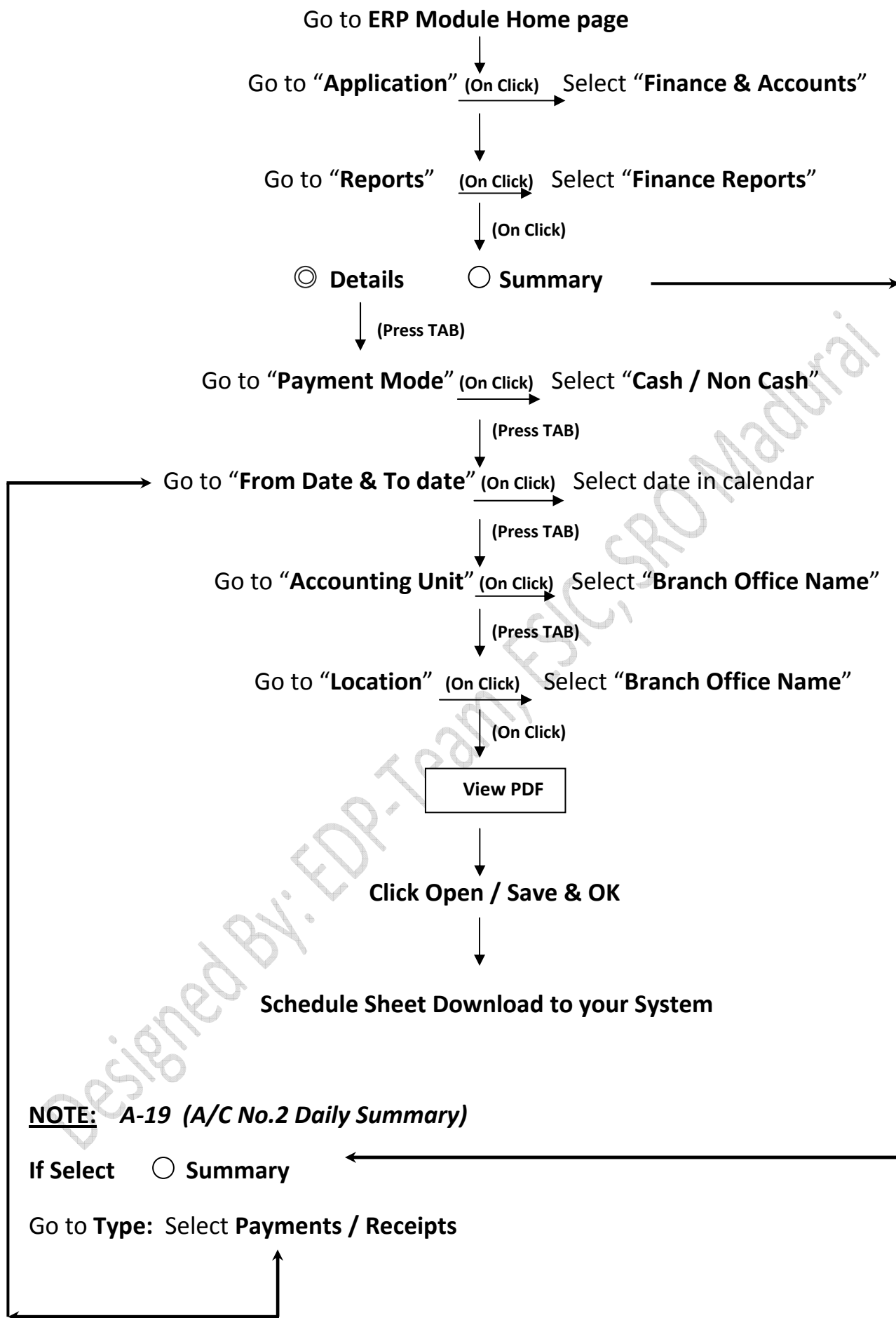
- Go to bottom of the page "Attachment Details" on click "Add"

### Any other Expenses added

- Go to "Miscellaneous Details" on click "Add"

**HOW TO VIEW THE SCHEDULE SHEET & PRINTOUT FOR THE SHEDULE SHEET**

**CASHIER LOGIN (Only)**



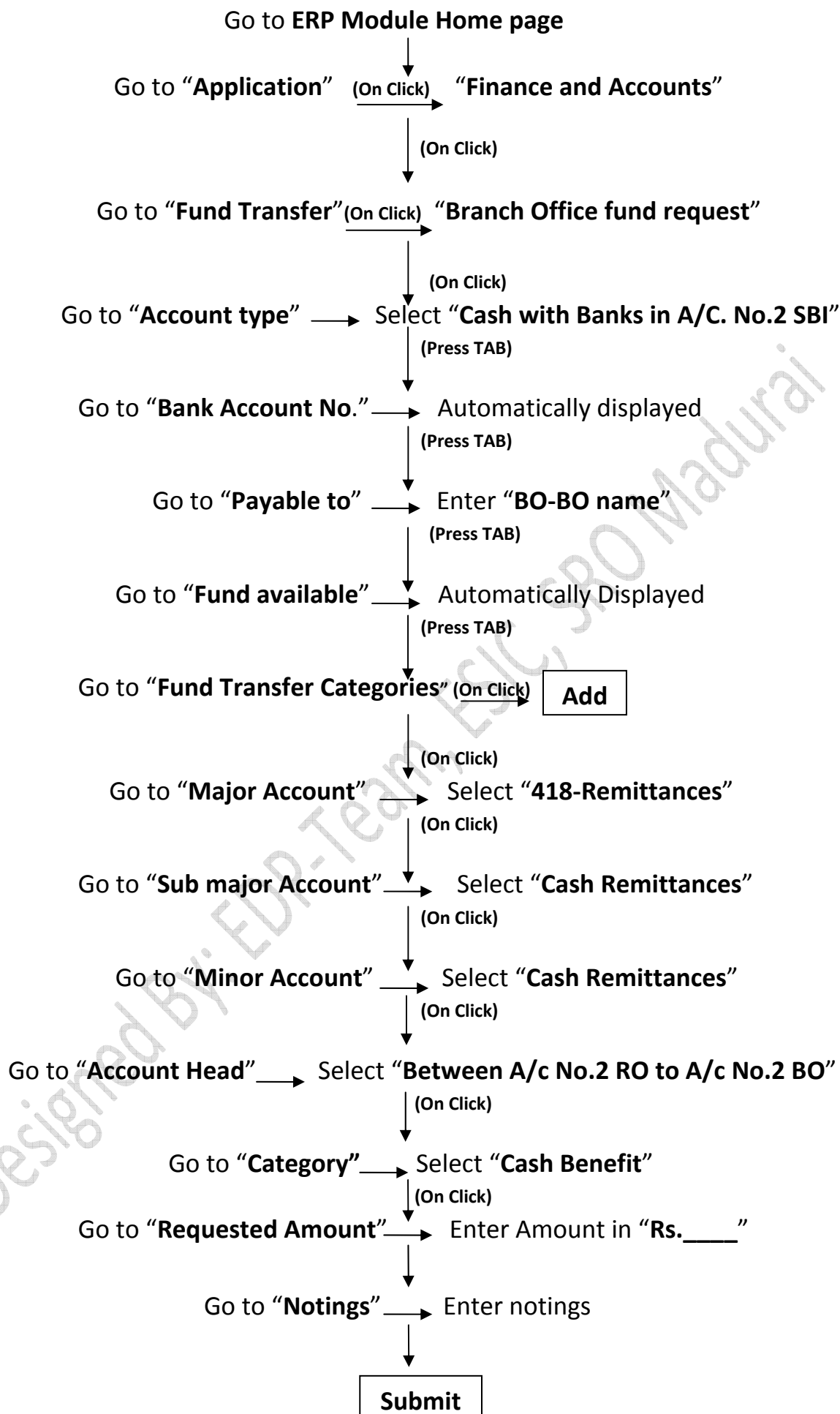
**NOTE: A-19 (A/C No.2 Daily Summary)**

**If Select**  **Summary**

**Go to Type:** Select **Payments / Receipts**

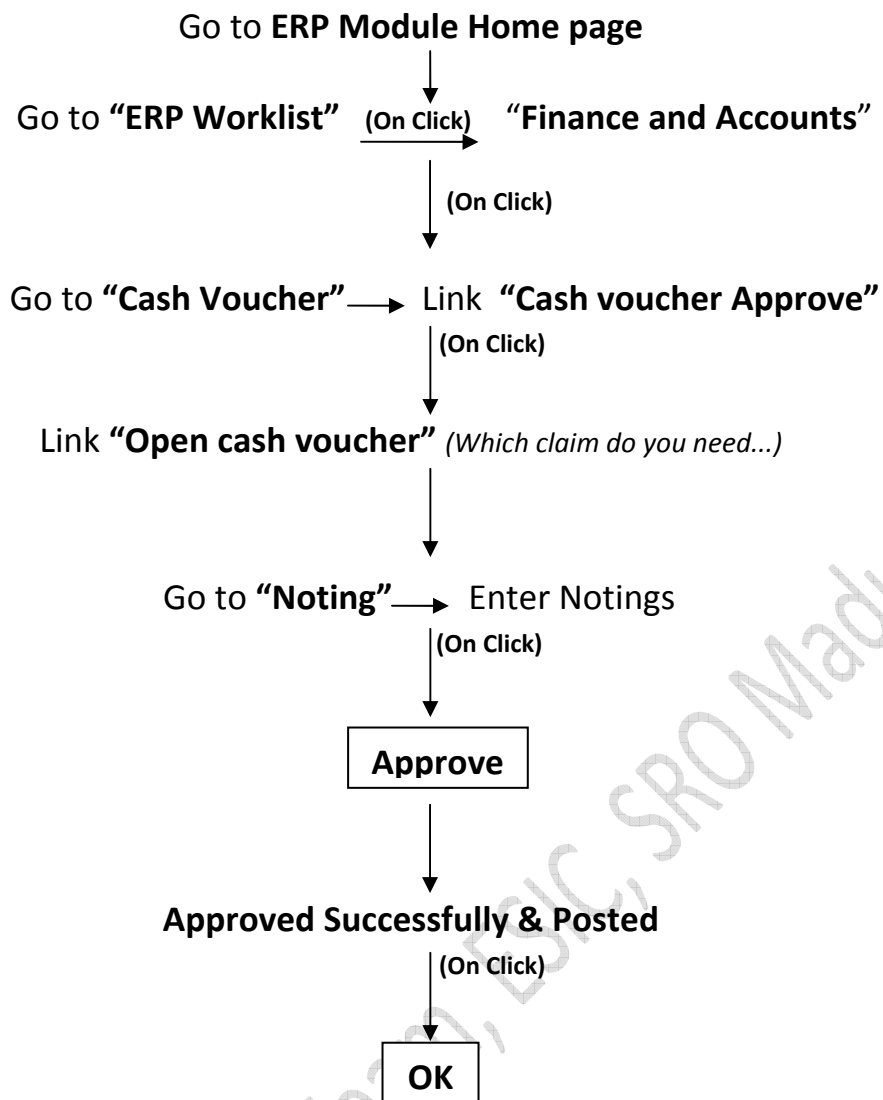
## HOW TO CREATE FUND REQUEST FROM BRANCH OFFICE TO SRO

(MANAGER LOGIN only)



## HOW TO APPROVE CASH VOUCHER

(MANAGER LOGIN)



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