HOW TO CREATE VOUCHER FOR CASH PAYMENTS - IP CLAIM BILLS

Go to ERP Module home page

Go to ERP worklist (On click) “Finance and Accounts”

Go to “IP claim Bill” (on click) “Pending cash Payments”

Pay

(Which Claims do you need...?)

PV Generated successfully

OK

Designed By: EDP-Team, ESIC, SRO, Madurai
HOW TO CREATE VOUCHER FOR CHEQUE PAYMENT - IP CLAIM BILLS

Go to ERP Module home page

Go to “Applications” menu  (On Click)  “Finance and accounts”

(On Click)

Go to “Payments “  “PV for IP Claim bills”  “Create new”

Select the “payment mode” “Cheque” (use scroll bar)

(Press TAB key)

Select the Party Name (use scroll bar)

(Press TAB key)

Select the “Account type” “Cash with Banks in Account 2 SBI” (use scroll bar)

(Press TAB key)

“Available in balance Rs.” Automatically displayed

(On Click)

Attach Bill

System Shows “Bill No, Bill date, Party, Payable Amount”
(If Bill attached twice for same payment, Click “Remove”)

Enter Notings  (On Click)  Submit

PV Generated Successfully

(On Click)

Open

(On Click)

View PDF

Press Ctrl+P → OK
(To take printout)

Designed By: EDP-Team, ESIC, SRO, Madurai
HOW TO CREATE CASH VOUCHER (For Under payments)

Go to ERP Module Home Page
(On Click)

Go to “Application” menu ——> “Finance and Accounts”
(On Click)

Go to “Adjustments” ——> “Cash Voucher” ——> “Create New”

Select “Cash Voucher date” Manual selection
(Press TAB key)

Select “Payable To” ——> Type “IP Name”
(Press TAB key)

Select “Payment Mode” ——> Select “Cash”
(Press TAB Key)

Select “Party Name” ——> Type “IP Name”
(On Click)

Add

“Bill Number” Column ——> Type “Bill number”
(Press TAB Key)

“Account Head selection” Column ——> Type “benefit”
(2 times Press TAB key)

“Payment Account Head” Column ——> Select Type of benefit ______

“Account Head” Column ——> Select “Cash in hand”

“Amount” Column ——> Enter Amount “Rs._____”

“Noting” ——> Enter Details
(On Click)

Submit

CV successfully generated
(On Click)

OK

Designed By: EDP-Team, ESIC, SRO, Madurai
**HOW TO UPDATE BALANCE AMOUNT IN A/C.2**

Go to **ERP Module Home Page**

Go to “**Application**” menu  →  “**Finance and Accounts**”

Go to “**Adjustments**” → “**Cash Withdrawal Issue**” → “**Create New**”

“**Account Type**” column → Select “Cash withdrawn from the bank”

“**Payable to**” Column → Enter “**Branch Name**”

“**Receipt Account Head**” Column → Select “Cash deposited into bank”

“**Payment Account Head**” Column → Select “Cash with Banks in Account 2 SBI”

“**Amount**” Column → Enter Amount “Rs.______”

“**Narration**” Column → Enter purpose of used to amount

“**Notings**” Column → Enter Noting

Press TAB Key

**Submit**

Submitted Successfully
(On Click)

**OK**

*Designed By: EDP-Team, ESIC, SRO, Madurai*
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”

“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

Go to ERP Module Home Page
(On Click)

Go to “Application” menu (On Click) “Finance and Accounts”
(On Click)

Go to “Adjustments” → “Cash withdrawal Receipt” → “Create New”
(On Click)

“Receipt Account Head” Column → Select “Cash with Banks in Account 2 SBI”
(On Click)

“Payment Account Head” Column → Select “Cash in hand”
(On Click)

“Amount” Column → Enter Amount “Rs. _____”
(On Click)

“Narration” Column → Enter purpose of used to amount
(On Click)

“Notings” Column → Enter Noting
Press TAB Key

Submit

Submitted Successfully
(On click)

OK

Designed By: EDP-Team, ESIC, SRO, Madurai
HOW TO APPLY FOR ALL TYPE OF LEAVE ONLINE

Go to ERP Module Home page

Go to “Application” (On Click) “HRMS Support functions”

(On Click)

Go to “Leave” “Leave Request” “Create New”

Application Form opens with Your Name & Employee Number

(On Click)

“Leave Type” Select the Type of leave

(Selected leave balance should be displayed Automatically)

(On Click)

“From Date” & “To Date” select from the Calendar

Select “Prefix” & “Suffix” Date

(All types of Leave, except Casual Leave)

Type “Contact address” Select “State” Select “District”

Select

“City” (Use Scroll bar)

(On Click)

☑ “Yes, I have read the terms and conditions, accept them”.

>Type

“Grounds for leave”

(On Click)

Submit

System shows “Successfully Submitted”

Note down the Transaction ID Number

(On Click)

OK

Designed By: EDP-Team, ESIC, SRO, Madurai
HOW TO CHECK OUR LEAVE STATUS

Go to ERP Module Home Page

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

(On Click)

Go to "My Data"

(On Click)

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

Go to ERP Module Home Page
   (On Click)

Go to “Application” menu (On Click) “Finance and Accounts”

Go to “Receipts” Select “Challan” On Click “Create New”

Go to “Party Type” Select “Employer/Employee/Others”
   (Press TAB)

Go to “Party Name” Type BO-“BO Name”
   (Press TAB)

Go to “Payment Mode” Select “Online/Cash/Cheque/DD”
   (2times Press TAB)

Go to “Remarks” Type “...............”
   (On Click)

Add

Go to “Heads” Select “Type of Heads”

Go to “Actual Amount” Type the amount “Rs._____”
   (On Click)

Submit

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

Go to ERP Module Home page

Go to “Application” (On Click) “HRMS Support functions”

Go to “Loans and Advances” Select “Transaction” Select “Travel Advance”

“Create New” (On click)

Go to “Travel Advance Purpose” Select “Which Claim you need”
“Total Expected Amount” If already taken in Advance then Amount automatically displayed.

“Lodging & Daily Allowance Details” Add

Go to “City Classification” Select “Anyone”

Go to “Lodging Type” Select “Anyone”

Go to “Lodging Paid by” Select “Anyone”

Go to “Boarding Paid by” Select “Anyone”

Go to “From Date & To Date” (On click) Select “Date in Calendar”

Go to “Eligible DA Amount (Per day)” Amount automatically displayed

Go to “Eligible Lodging Amount (Per day)” Amount automatically displayed

If you want to Add One day go to ADD BUTTON

1

Designed By: EDP-Team, ESIC, SRO, Madurai
1

Go to “Travel Details” [Add]
(On Click)

Go to “Booked By” ➔ Select “Related type”
(Press TAB)

Go to “Mode of Travel” (On click) ➔ Select “Related type”
(Press TAB)

Go to “Journey From” ➔ Type “Which Place”
(Press TAB)

Go to “From Date & To Date” ➔ Select “Date from the Calendar”
(Press TAB)

Go to “Relaxation Class/Coach Name” ➔ Select “Through Bus/Train....”
(Press TAB)

Go to “Ticket No” ➔ Type “Ticket No.”
(Press TAB)

Go to “Number of Kms” ➔ Type “How many Kms in Distance”
(Press TAB)

Go to “Rates per Kms” ➔ Rate Automatically displayed.
(Press TAB)

Go to “App. Expected Amount” ➔ Type “Actual Amount of BUS / TRAIN Ticket”

Go to “Notings” ➔ Type the Notings
(Press TAB) (On Click)

Submit

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”

Designed By: EDP-Team, ESIC, SRO, Madurai
HOW TO VIEW THE SCHEDULE SHEET & PRINTOUT FOR THE SCHEDULE SHEET

CASHIER LOGIN (Only)

Go to ERP Module Home page

Go to “Application” (On Click) Select “Finance & Accounts”

Go to “Reports” (On Click) Select “Finance Reports”

Details Summary

(Press TAB)

Go to “Payment Mode” (On Click) Select “Cash / Non Cash”

(Press TAB)

Go to “From Date & To date” (On Click) Select date in calendar

(Press TAB)

Go to “Accounting Unit” (On Click) Select “Branch Office Name”

(Press TAB)

Go to “Location” (On Click) Select “Branch Office Name”

(On Click)

View PDF

Click Open / Save & OK

Schedule Sheet Download to your System

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

If Select Summary

Go to Type: Select Payments / Receipts

Designed By: EDP-Team, ESIC, SRO, Madurai
HOW TO CREATE FUND REQUEST FROM BRANCH OFFICE TO SRO
(MANAGER LOGIN only)

Go to ERP Module Home page

Go to “Application” (On Click) “Finance and Accounts” (On Click)

Go to “Fund Transfer” (On Click) “Branch Office fund request” (On Click)

Go to “Account type” Select “Cash with Banks in A/C. No.2 SBI” (Press TAB)

Go to “Bank Account No.” Automatically displayed (Press TAB)

Go to “Payable to” Enter “BO-BO name” (Press TAB)

Go to “Fund available” Automatically Displayed (Press TAB)

Go to “Fund Transfer Categories” (On Click) Add

Go to “Major Account” Select “418-Remittances” (On Click)

Go to “Sub major Account” Select “Cash Remittances” (On Click)

Go to “Minor Account” Select “Cash Remittances” (On Click)

Go to “Account Head” Select “Between A/c No.2 RO to A/c No.2 BO” (On Click)

Go to “Category” Select “Cash Benefit” (On Click)

Go to “Requested Amount” Enter Amount in “Rs.”

Go to “Notings” Enter notings

Submit
HOW TO APPROVE CASH VOUCHER
(MANAGER LOGIN)

Go to ERP Module Home page

Go to “ERP Worklist” (On Click) “Finance and Accounts” (On Click)

Go to “Cash Voucher” — Link “Cash voucher Approve” (On Click)

Link “Open cash voucher” (Which claim do you need...)

Go to “Noting” — Enter Notings (On Click)

Approve

Approved Successfully & Posted (On Click)

OK

Designed By: EDP-Team, ESIC, SRO, Madurai