

**ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
WILLINGDON ISLAND, MATSYAPURI P O
COCHIN - 29**

**ICAR –CIFT MIS & FMS (ERP) TRAINING
MANUAL**

Prepared and edited by
Joshy C. G
Shyla N C
Sreejith T J
Thomas C Mathew
Basil Varghese

Contents

Chapters	NAME	Page No.
1.	Core HRMS	1
2.	Employee Self Service	20
3.	Purchase Requisition	33
4.	Project	77
5.	Payroll	90
6.	Vendor Creation	112
7.	Bill Processing	116
8.	Creation of Cheque Series	151
9.	Payments	163
10.	Budget Upload	172

Core HRMS

Prepared by

Joshy C. G

Shyla N C

Sreejith T J

Contents

SL No	Title	Page No
1.	Creating New Employee	1
2.	Entering Employee Address	3
3.	Entering Additional Personal Details	5
4.	Entering Passport Information	6
5.	Entering Religion/ Category/ Height/ Identification Mark	6
6.	Entering Medical Assessment Details	7
7.	Entering Employee Phone Number	8
8.	Enter Educational Qualifications	8
9.	Entering Employee Picture	9
10.	Entering Service Details Of An Employee	11
11.	Entering Supervisor Details Of An Employee	11
12.	Entering Probation Details Of An Employee	12
13.	Entering Statutory Details Of An Employee	12
14.	Adding Salary Elements	13
15.	Editing Service Specification Of An Employee	14
16.	Employee Transfer	15
17.	Retirement	17
18.	Leave Adjustment	18

Creating a New Employee

Step 1: Login to ERP Solution

Step 2: Click on the **Establishment and Personal Section**→**Employee Service Record**→**New**→Change the effective Date if required) Enter the mandatory fields like (First Name, Last Name*, Gender)

The screenshot shows the 'Employee Basic Details' form with a 'Find Person' dialog box overlaid. The dialog box has an 'Employee Name' field, a 'Search by number' section with a 'Type' dropdown set to 'Employee' and an 'Employee / Applicant Number' field, and 'Clear', 'New', and 'Find' buttons. The main form includes fields for Name (Last, First, Title, Middle), Gender (Unknown), Action, Person Type for Action, Person Types, Effective Dates (From 19-AUG-2013), ICAR Joining Date, and buttons for Address, Picture, Service Details, Personal Details, and Others...

Personal →(Date of Birth, Home town, Marital Status, Nationality, Country)→Save

The screenshot shows the 'Employee Basic Details' form with the 'Personal' tab selected. The 'Name' section is filled with Last: Chander, First: Mahesh, Title: Mr., and Middle: Kumar. The 'Gender' is set to 'Male'. The 'Personal' section includes Date of Birth: 01-JAN-1990, Age: 23, Home Town: Kamal, Marital Status: Single, Nationality: Indian, Country of Birth: India, and Registered Disabled: No. The 'Effective Dates' section shows 'From 19-AUG-2013'. The 'ICAR Joining Date' field is empty. The 'Personal Info' button is highlighted.

Email →(Email)→Save

The screenshot shows the 'Employee Basic Details' form with the 'Email' tab selected. The 'Name' section contains: Last (Chander), First (Mahesh), Title (Mr.), and Middle (Kumar). The 'Gender' is set to 'Male'. The 'Action' dropdown is open. The 'Person Type for Action' dropdown is empty. The 'Person Types' section has an empty text box. The 'Identification' section has a dropdown menu and an empty text box. The 'Email' field contains 'chander_m@gmail.com'. The 'Effective Dates' section has 'From' set to '19-AUG-2013' and 'To' empty. The 'ICAR Joining Date' field is empty. At the bottom, there are buttons for 'Address', 'Picture', 'Service Details', 'Professional Info', and 'Personal Info'.

PAN → (PAN, Aadhar Number) → Save

The screenshot shows the 'Employee Basic Details' form with the 'PAN' tab selected. The 'Name' section contains: Last (Chander), First (Mahesh), Title (Mr.), and Middle (Kumar). The 'Gender' is set to 'Male'. The 'Action' dropdown is open. The 'Person Type for Action' dropdown is empty. The 'Person Types' section has an empty text box. The 'Identification' section has a dropdown menu and an empty text box. The 'PAN' field contains 'ALBMN9899J'. The 'Effective Dates' section has 'From' set to '19-AUG-2013' and 'To' empty. The 'ICAR Joining Date' field is empty. At the bottom, there are buttons for 'Address', 'Picture', 'Service Details', 'Professional Info', and 'Personal Info'.

Benefit Details →(GPF/NPS)→ Save

Choose Action as – Create Employment

Now a **unique user id** will be created for the employee .**Click on Save**

Entering Employee Address

Click on **Address**→Enter the address details →Ok→Save

Address(Mr. Mahesh Kumar Chander)

Style **India** ...

Address

Details

Type

Date From **20-AUG-2013** Date To []

Primary

Type of Address can be
 Current/Correspondence Address ,Home Town Address, Permanent Address

Click on Personal Info→Passport, Phone Number, Educational Qualification, Employee
 Picture→Save

Personal Address Information

Address Style **India** India Address Style

Flat/ House Number **561 Shobha Vihar**

Block/Building Name **Block B**

Road/Street/Lane/ Village **Mahatma Gandhi Road**

Area/Locality/Taluk/Sub Division/Post Office

Town/City/District **Gurgaon**

State/UT **Haryana**

PIN Code **122001**

Country **India**

OK Cancel Clear Help

Note: The fields marked yellow are mandatory and you cannot save data without filling them.

Entering Additional Personal Details

Employee Basic Details

Name
Last: Chander
First: Mahesh
Title: Mr.
Middle: Kumar

Gender: Male
Action:
Person Type for Action:
Person Types:
Identification:

Benefit Details

GPF / PRAN / CPF Number: ABC122
CGHS / CSMA Number: 8789
Credit & Thrift Society No.: GH444
Group Insurance Number: 09642
Aadhar No.:

Effective Dates
From: 19-AUG-2013 To:
ICAR Joining Date:

Address Picture Service Details Professional Info Personal Info

Click on the box above the Personal Info button

Enter Details as required

Additional Personal Details

Old Employee ID: 103
Service Book Number: DF/2012-1244
ARS Discipline:
ICAR Employee ID:
Personal File Number: PF/444/3
Area of Specialization:

OK Cancel Clear Help

Entering Passport Information and Religion/Caste Details

- 1) Search for the employee
- 2) Click on Personal Info

Personal Info

- 3) Choose Passport/Religion/Caste Details and press OK
- 4) Choose Passport Details and click on Details Box
- 5) Type the Name and Number as required and press OK
- 6) Chose Religion/Category Information and type in the details as required. Press OK and SAVE

The image shows two overlapping windows from a software application. The top window is titled 'Navigation Options' and contains a search field labeled 'Find %' and a list of menu items. The item 'Passport / Religion / Caste Details' is highlighted. Below the list are three buttons: 'Find', 'OK', and 'Cancel'. The bottom window is titled 'Personal Information' and features a 'Type' section with a list of options. 'Religion / Category Information' is selected. Below this is a 'Details' section with a text input field containing the text 'Hinduism.Scheduled Caste. Yes.01-JAN-2012.AB/4445-667.5 Feet 4 Inches.Mole c' and a small square button to its right.

Extra Person Information

Religion **Hinduism**

Category **Scheduled Caste**

Caste Verification completed? **Yes**

Caste Verification Date **01-JAN-2012**

Reference No. **AB/4445-667**

Height (in Feet and Inches) **5 Feet 4 Inches**

Identification Mark **Mole on Right Leg**

Buttons: OK, Cancel, Clear, Help

Entering Medical Assessment Details

- 1) Search for the employee on Enter& Maintain screen
- 2) Click on Personal Info
- 3) Choose Medical Assessment Details and press OK
- 4) Enter Date of Assessment
- 5) Choose type of Assessment from the drop down menu, as applicable
- 6) Choose Consultation Result from drop down
- 7) Enter any other details in the Description section and press Save

Medical Assessments(Mr. Mahesh Kumar Chander)

Consultation Details

Date Type

Result

Description

Further Information

Effective Dates

From To ICAR Joining Dat

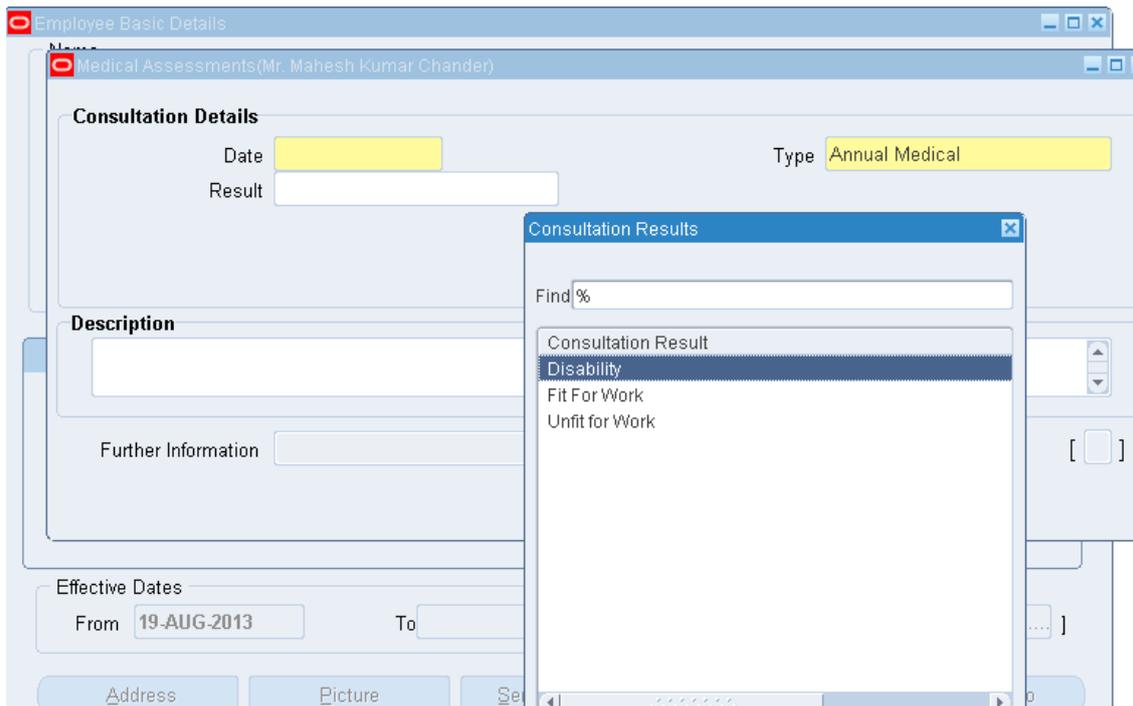
Buttons: Address, Picture, Service Details, Professional

Consultation Types

Find %

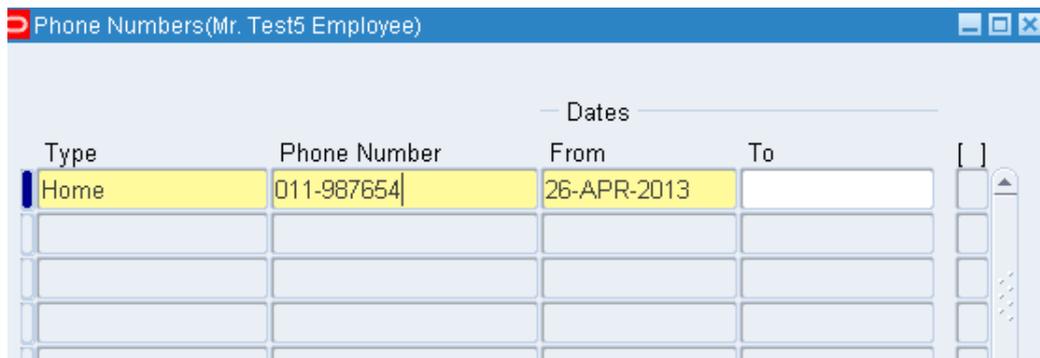
- Consultation Type
- Annual Medical**
- Disability Assessment
- Occupational Assessment
- Recruitment Medical
- Unfit Temporarily

Buttons: Find, OK, Cancel



Entering Employee Phone Number

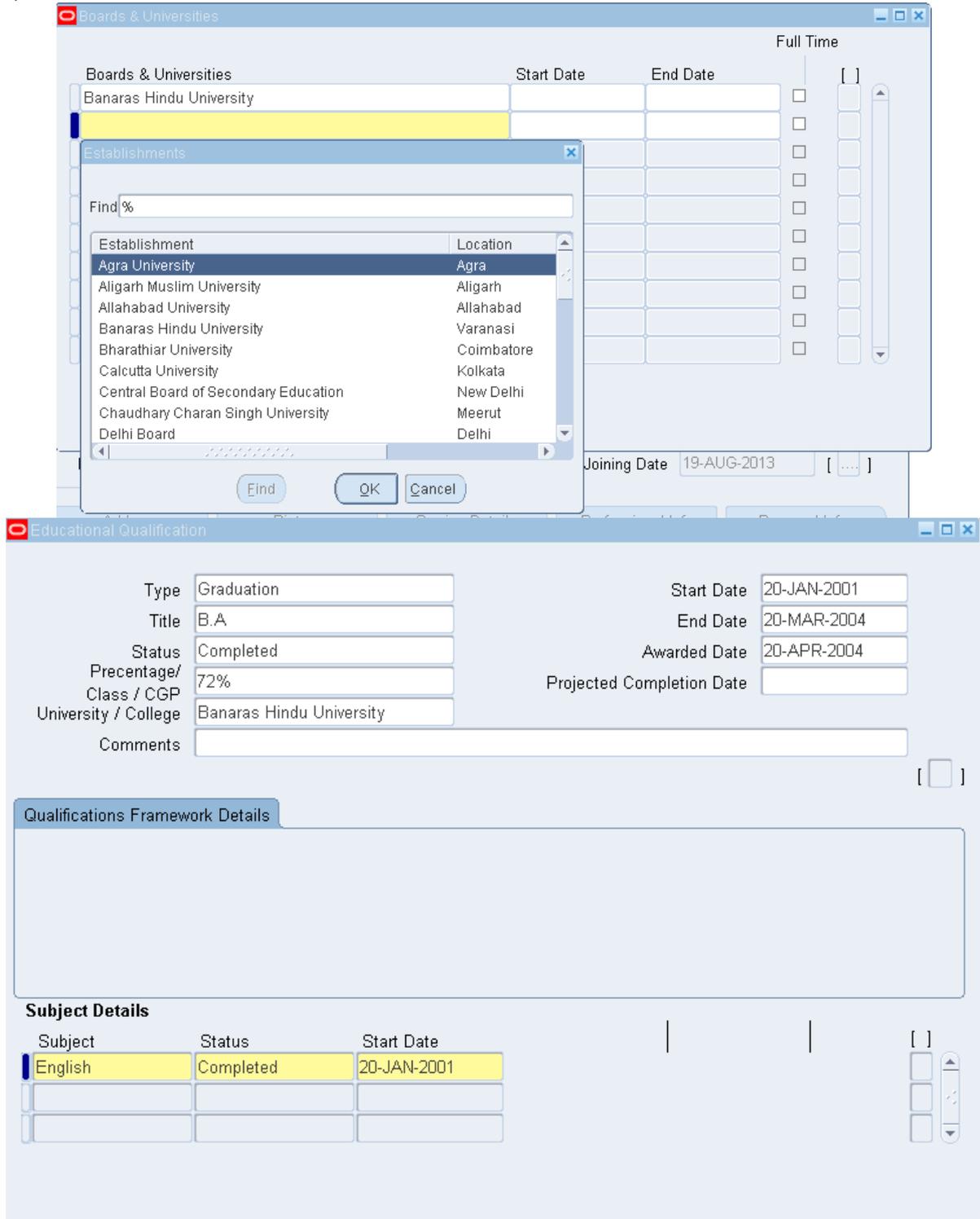
1. Click on Personal Info Button
2. Select Phone Number and press OK
3. Enter Type as Home, Home Fax, Mobile, Other etc.
4. Enter Phone Number.
5. Enter Date From.



Enter Educational Qualifications

- 1) Click On the Personal Info
- 2) Click on Boards & University and select all universities/boards for which you want to input details
- 3) Click on Save
- 4) Press F4

- 5) Click On the Personal Info
- 6) Click on "Educational Qualifications"



Entering Employee Picture

Click on the Picture button
On the Enter& Maintain screen

Click on Browse and select the appropriate picture file and click apply

Picture(Mr. Mahesh Kumar Chander)

Delete Apply

Personalize "View Picture"

File Path Browse..

Delete Apply

Entering Disability

1. You need to search for the employee. Click on Personal Info → Disability.
2. In Category you need to provide type of disability like Blind, Autism, Locomotor Disability etc., Choose Status as Active
3. Choose the appropriate Reason by selecting from List
4. Mention the Degree of Disability.
5. Click on Further Information

Disabilities(Dr. Dinesh Kumar)

Classification

Category Status

Reason Degree %

Medical Assessment Date

Other

Description

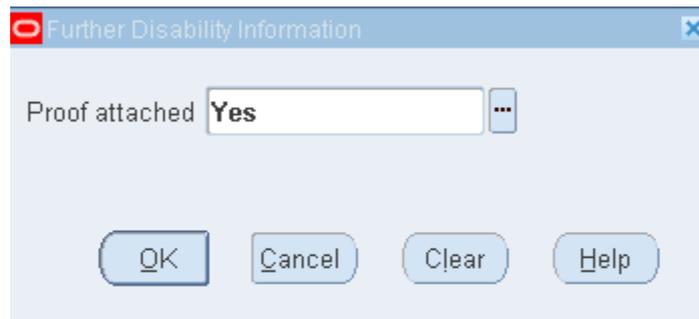
Work Restrictions

Further Information []

Effective Dates

From To

Medical Asse...



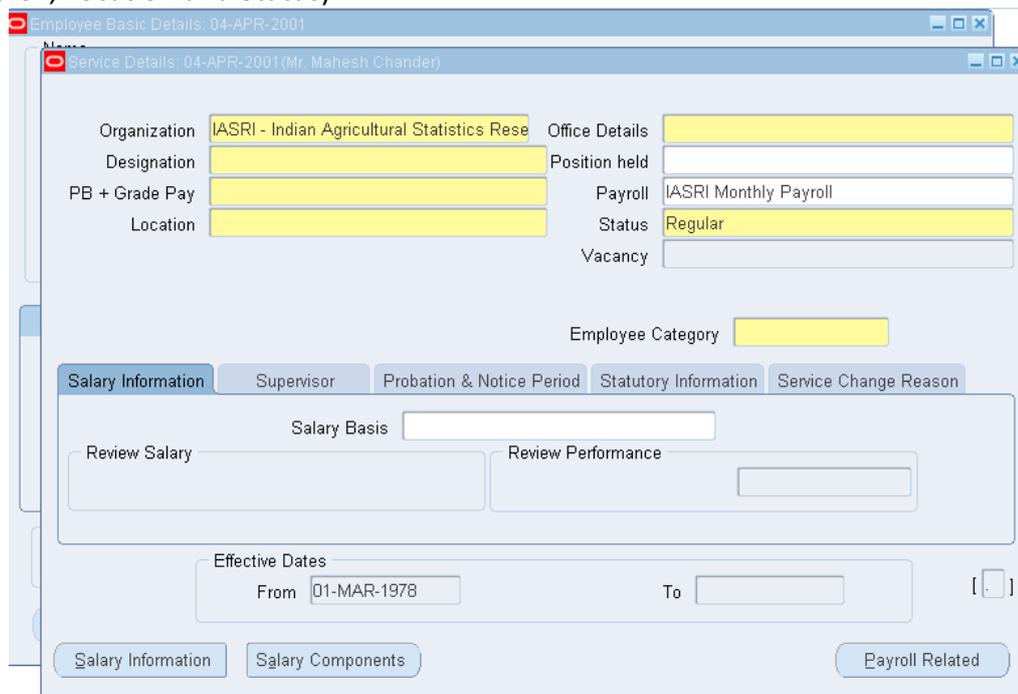
Choose Yes

Post this only employee can benefit under Section 80U

Service Details of an Employee

Step 1: Click on **Service Details**→**Employee Category**→ (Select the role of employee)

Enter the fields such as (Organization, Office details, Designation, PB + Grade Pay, Payroll, Location and Status)



Salary Information →(Monthly Salary)→Save

Entering Supervisor Details Of An Employee

Supervisor →(Name & Emp ID)→Save

Service Details(Mr. Test Employee)

Organization: IARI - Indian Agricultural Research Institute
 Designation: Scientist
 Grade: PB-2 (Rs 9,300-34,800).+4600
 Location: IARI (MI), New Delhi

Office Details: INST.Agricultural Statistics..
 Position held:
 Payroll: IARI Monthly Payroll
 Status: Regular
 Vacancy:
 Employee Category: Scientific

Salary Information | Supervisor | Probation & Notice Period | Statutory Information | Service Change Reason

Name: Dr. Arun M Singhania

Entering Probation Details Of An Employee

Probation & Notice period → (Enter the End Date)→ Save

Service Details(Dr. Arun M Singhania)

Organization: IASRI - Indian Agricultural Statistics Research Institute
 Designation: Senior Scientist
 PB + Grade Pay: PB-3 (Rs 15,600-39,100).+8000
 Location: IASRI (MI), New Delhi

Office Details: INST.Computer Application in Agriculture.Anir
 Position held:
 Payroll: IASRI Monthly Payroll
 Status: Joining Time
 Vacancy:
 Employee Category: Scientific

Salary Information | Supervisor | Probation & Notice Period | Statutory Information | Service Change Reason

Probation Period
 Length: 2
 Duration: Years
 End Date: 20-MAY-2013

Notice Period
 Length:
 Duration:
 Effective Dates
 From: 21-MAY-2013 To:
 [.]

Salary Information | Salary Components | Payroll Related

Entering Statutory Details Of An Employee

Statutory Information →(GRE {Ins Name}) →Ok→Save

Click on Statutory Info tab and press Control + L

1. GRE – It will be the institute name
2. PF Organization – ICAR GPF
3. Professional Tax Organization – ICAR PT Organization <<State Name>>

IN Statutory Info

GRE (Tax Organization) CIFT - Central Institute of Fisheries Technology

PF Organization ICAR GPF

Professional Tax Organization

ESI Organization

Factory

Establishment

Covered by Gratuity Act No

Substantial Interest in Company No

Director No

Specified Employee Yes

PF/EPS Contribution

OK Cancel Clear Help

Adding the Salary Elements

Service Details→**Salary Information** (Enter the Basic Salary)→Save→Close

Service Details→**Salary Components** →(Enter the components for earning{ DA,HRA,TA}, deduction {CGEGIS,GPF, Income Tax, Professional Tax, LIC}and recovery{Misc, Computer Advance, Vehicle Advance})→Save

[**Earned Leave, Half pay leave, Casual Leave, Child care Leave, Taxable HRA, Deduction Info, Income Info, Professional Tax, CGEGIS, Central Govt TA, DA, GPF, HRA, LIC Deduction, Personal Pay, Base Salary, Income tax Deduction, Computer Advance recovery, Misc recovery and Vehicle Advance recovery**]

Element Entries(Ms. Shashi Narwal)

Period 5 2013 Calendar Month (01-AUG-2013)

Classification

Processing Types
 Recurring
 Nonrecurring
 Both

Override
 Additional
 Processed
 Retroactive

Element Name	Processing Type	Costing	Reason	Effective Dates		Override	Additional	Processed	Retroactive
				From	To				
Dearness Allowance	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deduction Information	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deputation Duty Allowance	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earned Leave Accrual	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPF Information	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRA	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half Pay Leave Accrual	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard Area Allowance	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House Rent Information	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income Information	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income Tax Information	Recurring			31-DEC-2012	31-AUG-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Entry Values Balance Grossup

Service Specification of an Employee

- This is one of the most important sections of the HRMS. Where we can enter/edit service details of an employee from this screen.
- Transaction related to transfer, deputation, promotion, pay band or grade pay change.
- It maps the service book into the system.

Step 1: Click on **Employee Search**→**Service Details**→**Status** (Deputation outside ICAR, End, Joining Time, Regular, Retired from service)→**Save**→**Ok**

The screenshot displays the 'Service Details' window for Mr. Mahesh Kumar Chander, dated 19-AUG-2013. The window is divided into several sections:

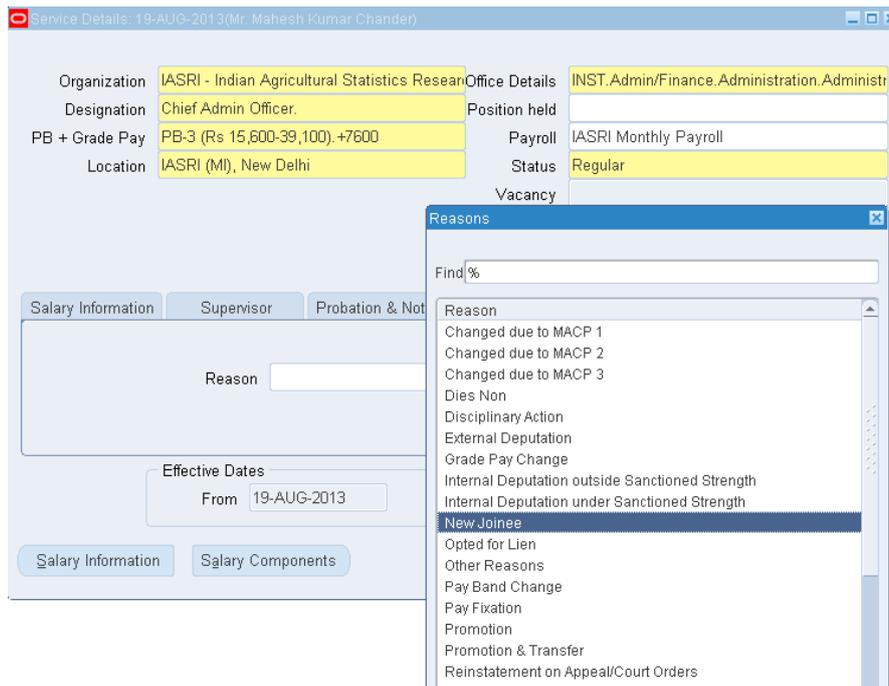
- Organization:** IASRI - Indian Agricultural Statistics Research
- Designation:** Chief Admin Officer.
- PB + Grade Pay:** PB-3 (Rs 15,600-39,100).+7600
- Location:** IASRI (MI), New Delhi
- Office Details:** INST.Admin/Finance.Administration.Administr
- Position held:**
- Payroll:** IASRI Monthly Payroll
- Status:** Regular
- Vacancy:**

Below these fields, there are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', and 'Statutor'. The 'Reason' field is set to 'New Joinee'. The 'Effective Dates' section shows 'From 19-AUG-2013'. At the bottom, there are buttons for 'Salary Information', 'Salary Components', 'Find', 'OK', and 'Cancel'.

A 'Statuses' dropdown menu is open, showing a list of user statuses:

- User Status
- Deputation outside ICAR (highlighted)
- Dies Non
- EOL not counted as Qualifying Service
- End
- Joining Time
- Opted for Lien
- Regular
- Retired from Service
- Suspension counted as Qualifying Service
- Suspension not counted as Qualifying Service

Step 2: Click on **Employee Search**→**Service Details**→**Service change reason** (New Joinee, Pay Band change, Promotion, Promotion & Transfer, Transfer on own request)→**Save**→**Ok**



Employee Transfer

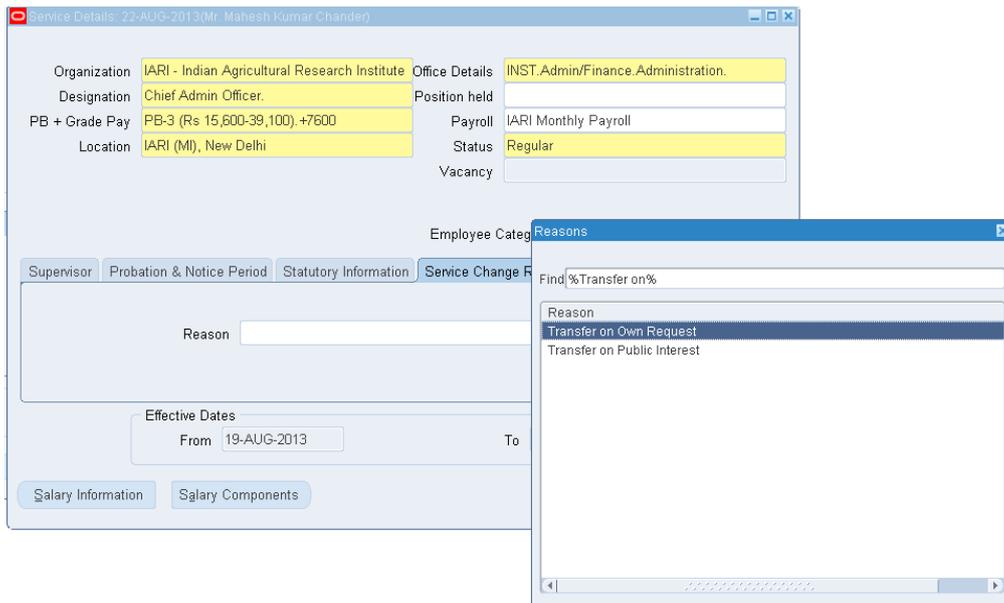
Before transferring an employee first we have to stop (delete) the bank details from the establishment responsibility for a particular employee.

- Later we have to change the organization details from the transfer responsibility for a particular employee.

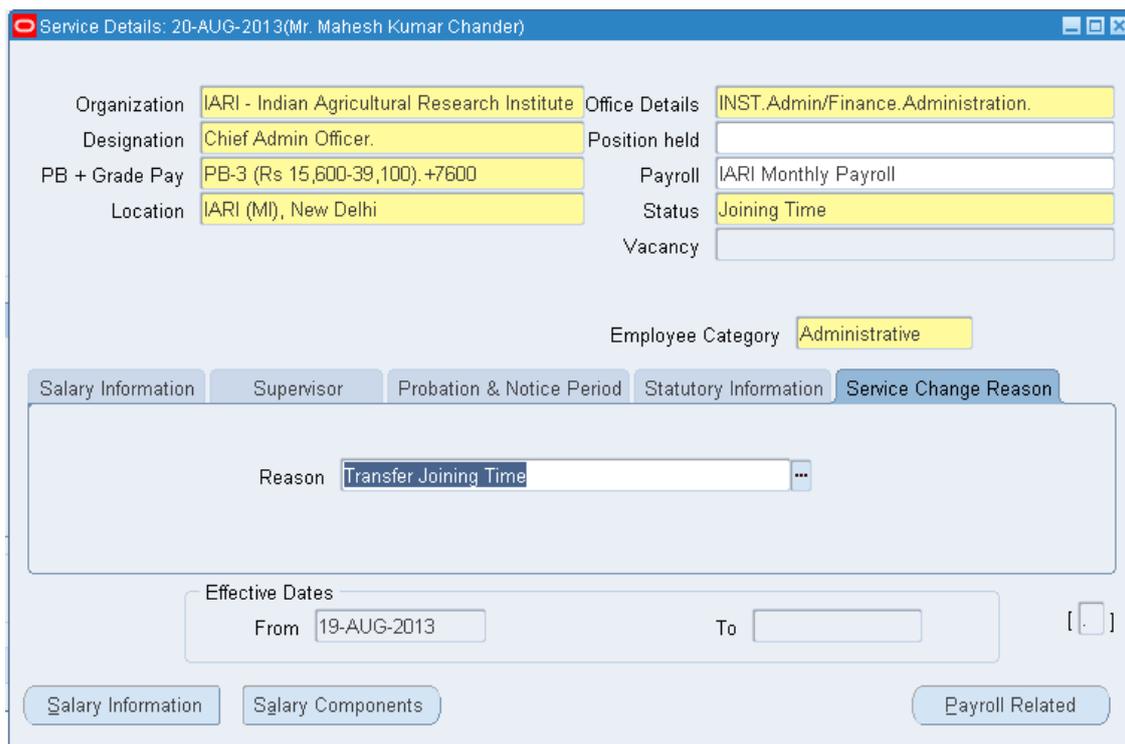
Step 1: Click on the **ICAR Transfer**→**Employee Service Record**→Search employee by name or user id→**Service Details**→Payroll Related→Pay Method →(Change the effective date [Last date in the Institute])→click on the delete icon→ Save



Step 2: Click on the **Employee Service Record**→Search employee by name or user id →**Service Details** →(Change the effective date)→ Change the fields such as (Organization, Office details, Designation, PB + Grade Pay, Payroll, Location and Status {JoiningTime})→Save



Step 3: Click on the **Employee Service Record** → Search employee by name or user id → **Service Details** → **Service Change Reason** → (Transfer on own request/transfer on public interest) → Save



Service Details: 22-AUG-2013(Mr. Mahesh Kumar Chander)

Organization	IARI - Indian Agricultural Research Institute	Office Details	INST.Admin/Finance.Administration.
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100).+7600	Payroll	IARI Monthly Payroll
Location	IARI (M), New Delhi	Status	Regular
		Vacancy	

Employee Category: Administrative

Supervisor | Probation & Notice Period | Statutory Information | **Service Change Reason** | Special Ceiling

Reason: []

Effective Dates: From 19-AUG-2013 To []

Salary Information | Salary Components | Payroll Related

Retirement

Step 1: Click on the **Establishment and Personal Section**→**Employee Service Record**→**Search employee by name or user id**→**Personal Info**→**Retirement Details**→**Ok**

Employee Basic Details

Name: Last **Chander**, First Mahesh, Title Mr.

Gender: Male, Action: []

Person Type for Action: []

Person Types: Employee

Identification: [] 1407

Benefit Details: 23, Single, Indian, No

g Date: 19-AUG-2013 []

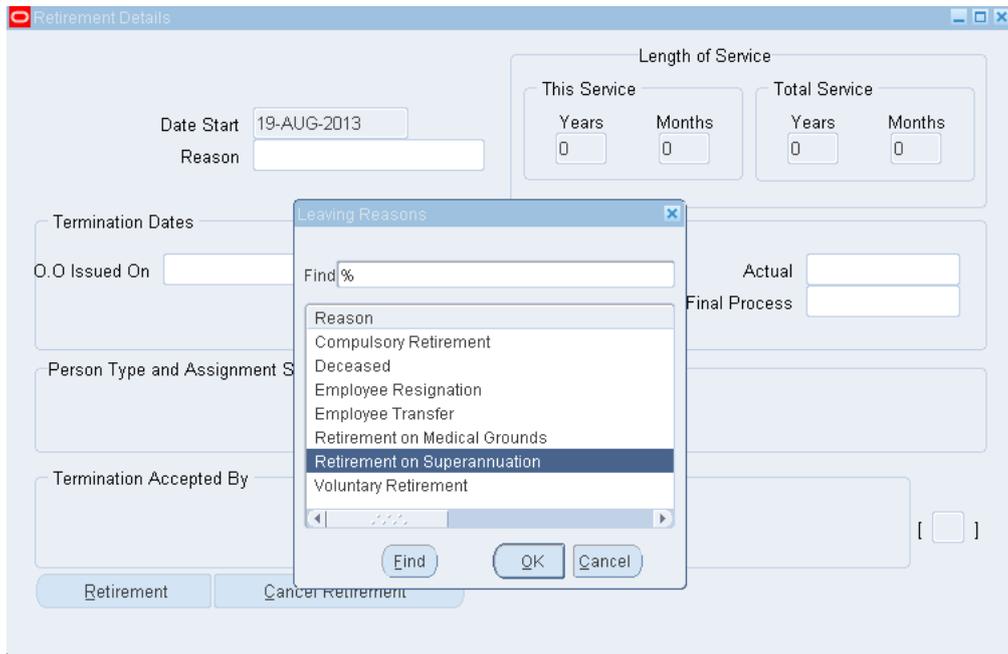
Personal Info | Personal Info

Navigation Options: Find % []

- Boards and Universities
- Dependent and Nominees Details
- Educational Qualifications
- Leave Details
- Medical Assessment Details
- Passport / Religion / Caste Details
- Phone Number
- Retirement Details**
- Vacancy Application

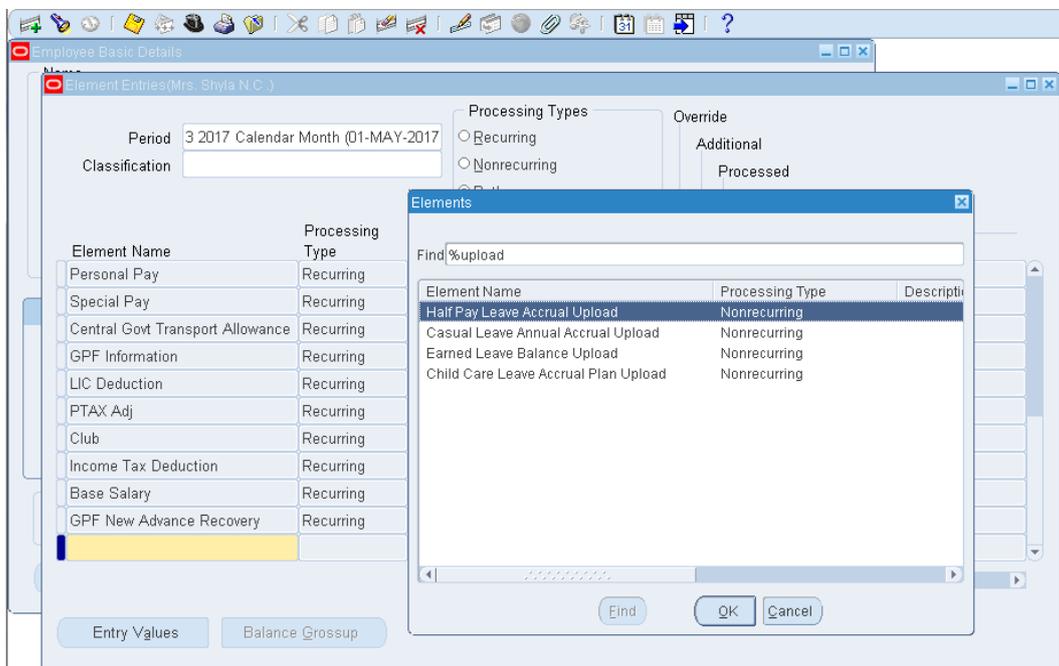
Find | OK | Cancel

Step 2: Enter the details like (office order issued date, Superannuation Date and Actual Resignation Date)→Retirement→Save

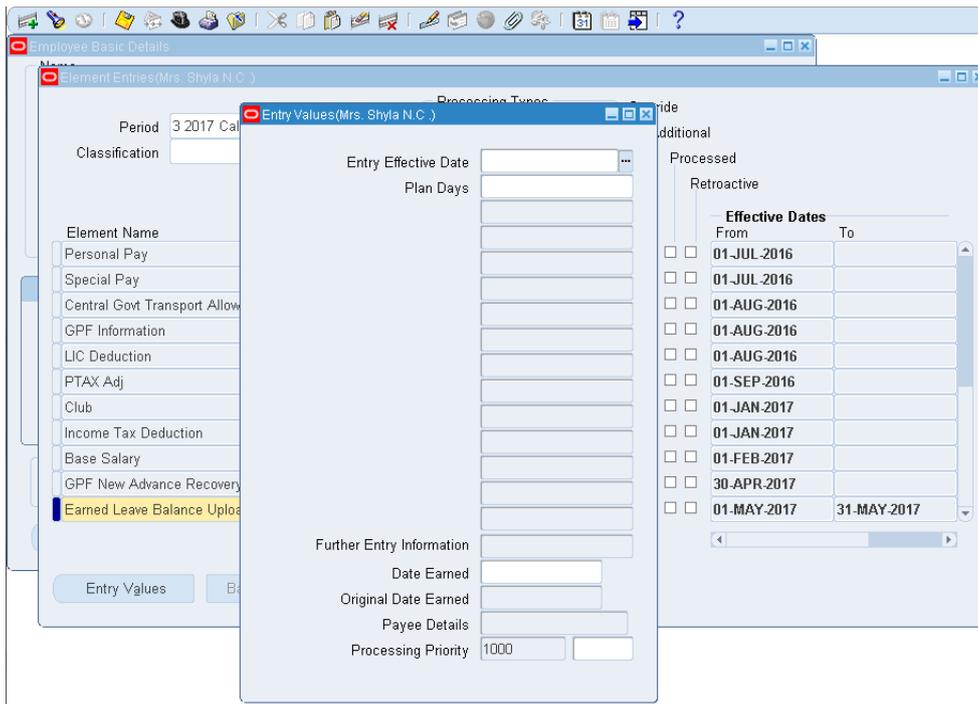


Leave Adjustment

Service Details→ Salary Components →(Enter the components for Leave Accraul upload



Click on Entry Values→Enter the Effective Dates, Plan Dates(+/- Number of dates)→ Save



ERP TRAINING MANUAL

HRMS Self Service

Prepared by

Joshy C. G

Shyla N C

Sreejith T J

Contents

SL No	Title	Page No
1.	Logging into Oracle Applications	20
2.	Basics Of Self Service	20
3.	View ICAR Service Details	21
4.	Checking Your Leave Balance	22
5.	Applying Leaves	22
6.	Casual Leave	23
7.	Earned Leave	24
8.	Extra Ordinary Leave	25
9.	Half Pay Leave	25
10.	Maternity Leave	26
11.	Paternity Leave	27
12.	Running Joining Report	27
13.	Trainings, Deputations And Other Activities	28
	i. Delivered Programs	28
	ii. Attended Programs	29
14.	Pay Slip	30

Logging into Oracle Applications

Open the link for the Oracle Instance : <http://icarerp.iasri.res.in>

- Enter the Username and Password as provided (individual user name/password to be used). Password need to be changed on first time login.
- On logging into the application, a new page consisting of the responsibilities assigned to the user and the active notifications for the user will open up.

ICAR ERP
Implementation of MIS & FMS in ICAR

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

ICAR-ERP User Support and IBM Helpdesk
Please contact at IASRI, Library Avenue, Pusa, New Delhi -110012
Email - support.erp@icar.gov.in
Phone - 011-25842274, 011-25842275,011-25842276 (Timing - 9:30 AM to 5:00 PM - Working Days)

[Login Assistance](#)

Basics of Self Service

Open the link for the ERP Login : <http://icarerp.iasri.res.in>

Login in with user name & password
Click on CIFT Employee Self Service

This list shows list of approvals which have been received and the ones that our pending on you for approval

Worklist		
From	Subject	Sent
SYSADMIN	Leave of Absence for Varghese, Cini has been approved.	22-Aug-2013
SYSADMIN	Leave of Absence for Varghese, Cini has been approved.	22-Aug-2013
SYSADMIN	Personal Information - Basic Details for Varghese, Cini has been approved.	22-Aug-2013
SYSADMIN	Personal Information - Permanent Address for Varghese, Cini has been approved.	23-Aug-2013
SYSADMIN	S, Prajneshu rejected your Special Information changes for Varghese, Cini	22-Aug-2013

The screenshot shows a navigation menu with a 'Personalize' button at the top right. The menu is divided into several sections:

- CIFT Employee Self Service** (highlighted by a callout box):
 - Notifications Requiring Your Attention / Action
 - My Personal Information
 - My ICAR Service Details
 - My Leaves
 - Joining Report
 - Service Details prior to ICAR (if any)
 - Pension Commutation Application
 - Employee Bank Details
 - Cancel Leave
 - ICAR Bill Tracking Report For Employees
- My Professional Details**
 - Education and Qualifications
 - Achievements and Publications
 - Trainings, Deputation and other activities
 - Annual Performance Appraisal Report (APAR)
 - Scientist Proforma Related Entries
 - View APAR Ratings
- My Payslip, Income Tax and Property Declaration**
 - Annual Tax Declaration
 - Payslip
 - Government Quarters
 - Nominee Details
 - Property Declaration
- Requests : NOCs & Applications**
 - NOCs & Applications

View ICAR Service Details

- Click **My ICAR Service Details** in **CIFT Employee Self-Service**
- You can view your Service details and all changes that have occurred.
- Click on Show to see further details
- This is very useful during retirement where you can see your entire duration of service.

Varghese, Cini

The following section displays the summary as of today's date.
Effective Date 24-Aug-2013

Employee ID	768	Designation	Technical Assistant, Technical Officer
Institute	IASRI - Indian Agricultural Statistics Research Institute	Location	IASRI (MI), New Delhi
ICAR Joining Date	10-Jun-1998	Most Recent ICAR Joining Date	10-Jun-1998
Reporting Officer	S, Prajneshu	Email Address	ikikara@iasri.res.in

My ICAR Service Details

The following section displays detailed historical information through today's date.

Details	Employee ID	Start Date	End Date	Designation	Grade	Institute	Location	Email Address
Hide	768	01-Apr-2012		Technical Assistant, Technical Officer	PB-4 (Rs 37,400-67,000),+9000	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	ikikara@iasri.res.in
				Reporting Officer	S, Prajneshu	Department Details IIIST, Agricultural Statistics..		
				Last Service Change Reason				
Show	768	06-Oct-2007	31-Mar-2012	Senior Scientist.	PB-4 (Rs 37,400-67,000),+9000	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	ikikara@iasri.res.in
Show	768	06-Oct-2002	05-Oct-2007	Scientist S, S.	Old Pay Scale.Old Grade Pay	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	ikikara@iasri.res.in
Show	768	06-Oct-1998	05-Oct-2002	Scientist.	Old Pay Scale.Old Grade Pay	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	ikikara@iasri.res.in
Show	768	10-Jun-1998	05-Oct-1998			Indian Council of Agricultural Research		ikikara@iasri.res.in

Checking your Leave Balance

- Click on **My Leaves** in **CIFT Employee Self-Service**
- Click on Current Leave Balance Button **Current Leave Balance**

Effective Date

(example: 24-Aug-2013)

Casual Leave Annual Accrual **3**

Half Pay Leave Accrual **10**

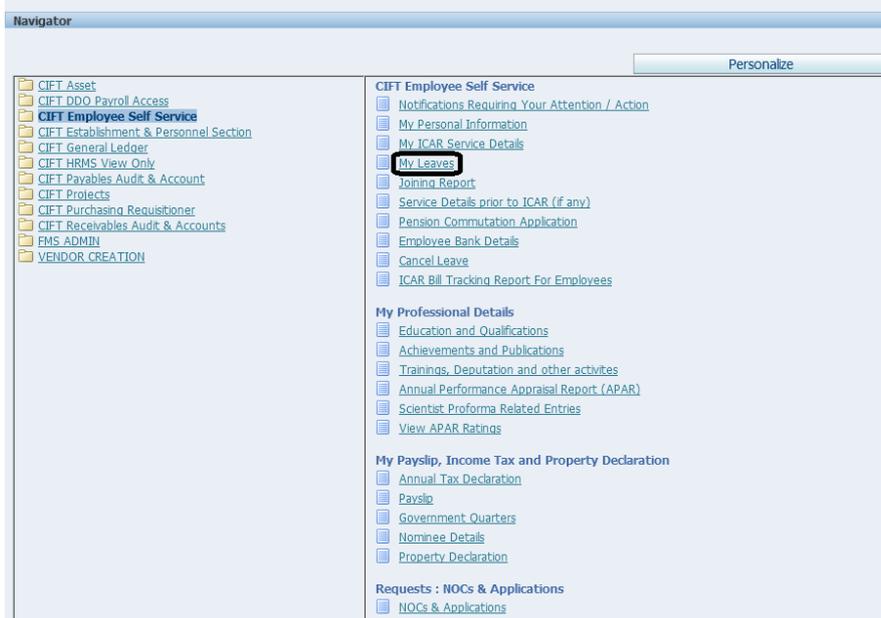
Child Care Leave Accrual Plan **671**

Earned Leave Accrual **15**

A summary of leaves taken during the entire career of an employee can be seen as below

Start Date	End Date	Leave Type	Number of Days	Approval Status	Leave Status	Supporting Documents	Details	Update	Confirm	Delete
17-Oct-2013	17-Nov-2013	Child Care Leave	32	Approved	Confirmed	0				
22-Aug-2013	17-Sep-2013	Child Care Leave	27	Approved	Confirmed	0				
07-Jun-2013	10-Jun-2013	Casual Leave	2	Approved	Confirmed	0				
31-May-2013	31-May-2013	Casual Leave	1	Approved	Confirmed	0				
27-May-2013	28-May-2013	Earned Leave	2	Approved	Confirmed	0				
23-May-2013	24-May-2013	Casual Leave	2	Approved	Confirmed	0				
20-May-2013	23-May-2013	Earned Leave		Approved	Planned	0				
15-May-2013	22-May-2013	Maternity Leave	8	Approved	Confirmed	0				
07-May-2013	11-May-2013	Earned Leave	5	Work in Progress	Confirmed	0				
07-May-2013	07-May-2013	Restricted Holiday	1	Approved	Confirmed	0				

Applying Leaves



Click on My Leaves

Leaves Summary **Current Leave Balance**

Search

TIP Please Enter Parameters to Search for Past Leaves
Note that the search is case insensitive

Leave Type Leave Status

Approval Status End Date

Start Date (example: 25-Apr-2017)

Please Click on Apply Leave Button to apply for Leaves

Previous 1-10 Next 10

Start Date	End Date	Leave Type	Number of Days	Approval Status	Leave Status	Supporting Documents	Details	Update	Confirm	Delete
21-Apr-2017	22-Apr-2017	Earned Leave	2	Pending Approval	Confirmed					
30-Mar-2017	01-Apr-2017	Earned Leave	3	Pending Approval	Confirmed					
16-Mar-2017	18-Mar-2017	Earned Leave	3	Approved	Confirmed					
25-Feb-2017	25-Feb-2017	Casual Leave	1	Approved	Confirmed					
23-Feb-2017	23-Feb-2017	Casual Leave	1	Approved	Confirmed					
28-Jan-2017	28-Jan-2017	Casual Leave	1	Approved	Confirmed					
11-Jan-2017	11-Jan-2017	Casual Leave	1	Approved	Confirmed					
30-Dec-2016	30-Dec-2016	Casual Leave	0.5	Approved	Confirmed					
08-Apr-2016	08-Apr-2016	Casual Leave	1	Approved	Confirmed					
23-Feb-2016	23-Feb-2016	Casual Leave	1	Approved	Confirmed					

Please Click on Apply Leave Button to apply for Leaves

Previous 1-10 Next 10

- Click on
-

Casual Leave

CIFT Employee Self Service

Navigator Favorites Home Logout Preferences Help

Create Absence: Enter Leave Details

Employee Name: Mrs. Shylpa N.C. Employee Number: 011585

Select Confirmed if you are sure of the dates of your absence, otherwise select Pending. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicate required field

Leave Status: Confirmed

* Leave Type: Casual Leave

* Leave Reason: Casual Leave

Duration: 1

Going out of Station?

Details of Visit (if going out):

Name of Accompanying Family Members (for LTC only):

Block Year (for LTC):

Prefix Dates (if Any):

Suffix Dates (if Any):

Place To Visit on LTC:

Leave Reason and Contact Details During Leave

* Leave Reason and Contact Box:

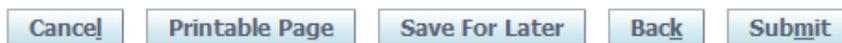
Leave Planner

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- Choose the type of Leave Casual Leave
- Choose the relevant Leave Reason according to Leave Type
- Look at the Calendar on the right side. It has been put there as an aid for you to plan your leaves. You can choose the month/year as you want
- Choose the Start Date and the End date of your leave
- Mention whether you will go out of station by selecting Yes or No
- Details of Visit to include places of visit stopovers etc.
- Name of Accompanying Family members – In case of LTC mention family members accompanying you
- Mention Block Year for LTC
- Mention any Prefix & Suffix Dates – Multiple dates can be added if applicable.
- Please enter your Contact Details/ Phone Number on which you can be contacted during your leave.
-

- Press **Calculate Duration**
- Click on Next.
- Applied Changes would be seen and also Approver Name.
- Click on Submit if everything looks fine.
- Changes would be applied after clicking on submit.



Earned Leave

CIFT Employee Self Service

Navigator Favorites Home Logout Preferences Help

Create Absence: Enter Leave Details

Employee Name: Mrs. Shyla B.C., Employee Number: 011505

Email Address: scsh9@csaf.com

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration button to see the number of days or hours you are requesting.
* Indicates required field

Leave Status: Confirmed

* Leave Type: Earned Leave

* Leave Reason: **Leave Reason**

Duration: **Duration**

Going out of Station?

Details of Visit (if going out):

Name of Accompanying Family Members (for LTC only):

Block Year (for LTC):

Prefix Dates (if Any):

Suffix Date (if Any):

Place To Visit on LTC:

Leave Reason and Contact Details During Leave

* Leave Reason and Contact Box

Leave Planner

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	01	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- Enter Earned leave type from drop down list.
- Enter Leave reason from the drop down list
- Enter Start date as 'dd-mm-yyyy'
- Enter End date as 'dd-mm-yyyy'.
- Click on Calculate Duration.
- Enter Comments if any
- Add any attachment if any.

Extra Ordinary Leave

The screenshot shows the 'CIFT Employee Self Service' interface for 'Create Absence: Enter Leave Details'. The user is Mrs. Shyla N.C. (Employee Number: 011585). The form is for 'Extraordinary Leave'. The 'Leave Status' is 'Confirmed'. The 'Leave Reason' is 'Applied in Writing' with a date of '2017-03-28'. The 'Duration' is 'No Leave Balance'. There is a 'Calculate Duration' button. A 'Leave Planner' calendar for April 2017 is visible, showing dates from 28 to 30. Below the main form are sections for 'Leave Reason and Contact Details During Leave' and 'Supporting Documents'.

- Enter Extraordinary leave type from drop down list.
- Enter Leave reason from the drop down list
- Enter Start date as 'dd-mm-yyyy'
- Enter End date as 'dd-mm-yyyy'.
- Click on Calculate Duration.
- Enter Comments if any
- Add any attachment if any

Half Pay Leave(Commutated Leave)

The screenshot shows the 'CIFT Employee Self Service' interface for 'Enter Leave Details'. The user is Mrs. Shyla N.C. (Employee Number: 011585). The form is for 'Half Pay Leave'. The 'Leave Status' is 'Confirmed'. The 'Leave Reason' is 'Commutated for Sickness'. The 'Duration' is '15s'. There is a 'Calculate Duration' button. A 'Leave Planner' calendar for June 2017 is visible, showing dates from 25 to 30. Below the main form are sections for 'Leave Reason and Contact Details During Leave', 'Supporting Documents', and an 'Add Attachment' button. A table with columns 'Title', 'Type', 'Description', 'Category', 'Last Updated By', 'Last Updated', 'Usage', 'Update', 'Delete', and 'Publish to Catalog' is shown at the bottom, with the text 'Two results found.' below it.

- Enter **Half Pay Leave** type from drop down list.
- Enter Leave reason (Eg .**Commutated for Sickness**)from the drop down list
- Enter Start date as 'dd-mm-yyyy'
- Enter End date as 'dd-mm-yyyy'.

- Click on Calculate Duration.
- Enter Comments if any
- Add any attachment (Medical Certificates) if any

Maternity Leave

CIFT Employee Self Service

Navigator Favorites Home Logout Preferences Help

Create Absence: Enter Leave Details

Employee Name Mrs. Shyla H.C. Employee Number 011585
 Email Address scshyla@gmail.com

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
 * Indicates required field

Leave Status Confirmed
 * Leave Type Maternity Leave
 * Leave Reason Pregnancy
 Duration 13-Aug-2017
 * TIP Start Date and End Date are required fields
 Days
 Total Calculate Duration Calendar 2015 Calendar 2016

Going out of Station?
 Details of Visit (if going out)
 Name of Accompanying Family Members (for LTC only)
 Block Year (for LTC)
 Prefix Dates (if Any)
 Suffix Date (if Any)
 Place To Visit on LTC

Leave Reason and Contact Details During Leave

* Leave Reason and Contact Box

- Enter Maternity leave type from drop down list.
- Enter Leave reason as Pregnancy/ Abortion.
- Enter Start date as 'dd-mm-yyyy' ,Enter End date as 'dd-mm-yyyy'.
- Enter Comments, Click on Calculate Duration.
- Add any attachment if any ,Click **NEXT**

CIFT Employee Self Service

Navigator Favorites Home Logout Preferences Help

Create Absence: Review

Employee Name Mrs. Shyla H.C. Employee Number 011585
 Email Address scshyla@gmail.com

Cancel Printable Page Save For Later Back Submit

Absence Details

Proposed
 Leave Status Confirmed
 Leave Type Maternity Leave
 Leave Reason Pregnancy
 Start Date 01-May-2017
 End Date 31-May-2017
 Days 31
 Comments Test

Supporting Documents

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	C.G., Joshy	HR People	1	Approver		

Add Adhoc Approver

- Review your applied leaves .
- Approver Name would be there to whom your applied leaves will go for approval.
- Click on Submit and changes would be applied.

Paternity Leave

CIFT Employee Self Service Navigator Favorites Home Logout Preferences Help

Create Absence: Enter Leave Details Cancel Next

Employee Name: Mrs. Shyla H.C. Employee Number: 011585
 Email Address: mschyle@gmail.com

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
 * Indicates required field

Leave Status: Confirmed
 * Leave Type: Paternity Leave
 * Leave Reason: Paternity
 Duration: [Start Date: 04/01/2017] [End Date: 04/15/2017]
 TIP Start Date and End Date are required fields
 Total Days: [Calculate Duration] [Calendar 2015] [Calendar 2016]

Going out of Station? []
 Details of Visit: (if going out) []
 Name of Accompanying Family Members (for LTC only) []
 Block Year (for LTC) []
 Prefix Dates (if Any) []
 Suffix Date (if Any) []
 Place To Visit on LTC []

Leave Reason and Contact Details During Leave
 * Leave Reason and Contact Box []

Leave Planner
 April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- Enter Maternity leave type from drop down list.
- Enter Leave reason as Pregnancy/ Abortion.
- Enter Start date as 'dd-mm-yyyy' ,Enter End date as 'dd-mm-yyyy'.
- Enter Comments, Click on Calculate Duration.
- Add any attachment if any ,Click **NEXT**
- Review your applied leaves.
- Approver Name would be there to whom your applied leaves will go for approval.
- Click on Submit and changes would be applied.

Joining Report

- Click on ICAR Employee Self Service.
- Click on Joining Report.
- Click on Add when another page opens up.
- Enter Date of Joining/ Return from Leave.
- Enter Forenoon/Afternoon.
- Choose Leave type – Only Approved & Confirmed will come here
- In case you are returning from Training etc. then choose Others
- Start Date & End Date will only appear if you choose others. For leaves no need to enter start and end date
- Enter Comments if any.

Email Address

Joining Report

Add

Select Status	Date of Joining / Return from Leave	Forenoon / Afternoon	Leave Type	Leave Start	Leave End	Comments (if any)	Start Date	End Date
No results found.								

Cancel Back Next

Employee Name **Mrs. Shashi Dahiya**
Organization Email Address shashi@asri.res.in

Employee Number **000014**
Business Group **Indian Council of Agricultural Research**

[Special Information](#)

Date of Joining
Forenoon / Afternoon
Leave Type
Comments (if any)

Click on the button next to Leave type. Another window will open. Click Go

Select	Quick Select	Leave Type
<input checked="" type="radio"/>		Casual Leave (Start Date 07-JUN-2013,End Date 10-JUN-2013)
<input type="radio"/>		Casual Leave (Start Date 23-MAY-2013,End Date 24-MAY-2013)
<input type="radio"/>		Casual Leave (Start Date 31-MAY-2013,End Date 31-MAY-2013)
<input type="radio"/>		Child Care Leave (Start Date 17-OCT-2013,End Date 17-NOV-2013)
<input type="radio"/>		Child Care Leave (Start Date 22-AUG-2013,End Date 17-SEP-2013)
<input type="radio"/>		Earned Leave (Start Date 01-FEB-2013,End Date 03-FEB-2013)
<input type="radio"/>		Earned Leave (Start Date 27-MAY-2013,End Date 28-MAY-2013)
<input type="radio"/>		Earned Leave (Start Date 29-APR-2013,End Date 03-MAY-2013)
<input type="radio"/>		Maternity Leave (Start Date 15-MAY-2013,End Date 22-MAY-2013)
<input type="radio"/>		Others

After this click on Apply , Next and then Submit
Click on Apply and changes would be saved.

Trainings, Deputations and other activities

Delivered Programs

Click on
Click on Add under Employee Programs.

Trainings, Deputation and other activities: Special Information

Employee Name **Varghese, Cini** Employee Number **768**
Organization Email Address ikikara@asri.res.in

Attended Programs

Select Status	Program Type	Program Name	Country	City	Venue	Start Date	End Date	Duration	Program Organised By	Nominated By	Funding Agency	Cost Incurred	Program Status	Any Other Info
No results found.														

Delivered Programs

Select Status	Program Type	Level of Participation	Program Name	Country	City	Venue	Start Date	End Date	Duration	Program Organized by	Nominated By	Funding Agency	Cost Incurred	Program Status
No results found.														

Note: Depending on whether you delivered the program or attended it . Please click on the relevant Add button

- Click on Add
- Another window will open and click on Program Type.

- Enter Program type as Radio talks from drop down list.
- Enter level of participation as attended, conducted, organized etc as applicable.
- Enter Program Name.
- Enter Venue.
- Enter City
- Enter Start Date as 'dd-mm-yyyy'
- Enter End date as 'dd-mm-yyyy'.
- Enter Duration.
- Enter Program Conducted By.
- Enter Approver.

Delivered Programs

Employee Name **Varghese, Cini** Employee Number **768** Cancel Apply

Organization Email Address kkk@sr.res.in

* Program Type

* Level of Participation

* Program Name

* Country

* Venue

* City

* Start Date

* End Date

Duration

Program Organized by

Nominated By

* Funding Agency

* Cost Incurred

* Program Status

Any other info

Cancel Apply

Enter details and click Apply

Note: the columns marked with a star* are mandatory and you have to fill them else the system wont allow you to submit

Attended Programs

- Click on Add
- Another window will open and click on Program Type.
- Enter Program type as Radio talks from drop down list.
- Enter Program Name.
- Enter Venue.
- Enter City
- Enter Start Date as DD-MMM-YYYY
- Enter End date as DD-MMM-YYYY
- Enter Duration.
- Enter Program Conducted By.
- Enter Approver.

Attended Programs

Employee Name **Varghese, Cini** Employee Number **768** Cancel Apply

Organization Email Address 1kkkara@sasri.res.in

* Program Type

* Program Name

* Country

* City

* Venue

* Start Date

* End Date

Duration

Program Organised By

Nominated By

* Funding Agency

* Cost Incurred

* Program Status

Any Other Info

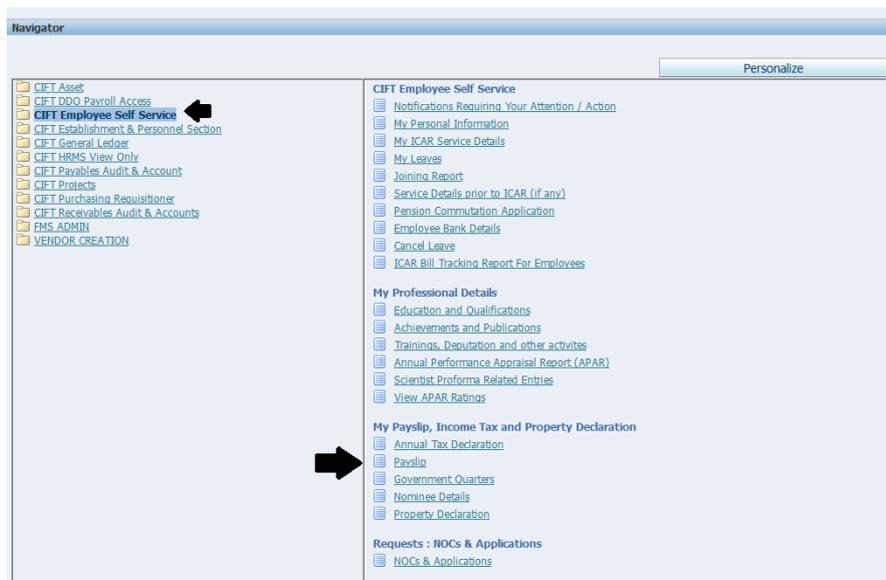
Cancel Apply

Enter details and click Apply.

Note: The columns marked with a star* are mandatory and you have to fill them else the system wont allow you to submit

How to get e-copy of Payslip

Step 1 : Select **CIFT Employee Self Service** → **Payslip**



Step 2 : You can view the payslip by selecting the appropriate month and select **GO**
Select **Employee Payslip Print** Button to get the electronic copy of the Payslip

My Payslip, Income Tax and Property Declaration

Navigator Favorites Home Logout Preferences Help

Payslip

Choose a Payslip: 31-JAN-2017 - Assignment 011585 - Payslip 1 [v] Go

Employee Name: Mrs. Shyla N.C.
 Payslip Month: January, 2017
 Job: Senior Technical Assistant
 Position Grade: 14200
 PAN: AKRPS17681
 Superannuation Number: UAN

Employee Number: 011585
 Assignment Number: 011585
 Employer name: CIFT - Central Institute of Fisheries Technology
 Location: CIFT (M), Kochi
 Date of Birth: 15-Apr-1966
 Date of Joining: 10-Feb-1997
 PF Number: ICAR(F)782
 ESI Number:

Employee Number: 011585
 Business Group: Indian Council of Agricultural Research

Earnings		Deductions	
Description	Amount	Description	Amount
Band Pay	530.00	EE Statutory PF Contribution	1064.00
Dearness Allowance/Arrear	904.00	COEGIS	60.00
Grade Pay	200.00	LIC Deduction	868.00
House Rent Allowance	546.00	EE Voluntary PF Contribution	13936.00
Transport Allowance	972.00	Central Society	23438.00
Total	48392.00	Income Tax Deduction	1000.00
		Income Tax	0.00
		Club	250.00
		PTAX ADJ	0.00
		GPF Advance Recovery	1700.00
		Total	42316.00

Step 3 : Enter the **Period Name** as shown (**MMM-YYYY**) and Select **Next**

My Payslip, Income Tax and Property Declaration

Navigator Favorites Home Logout Preferences Help

Schedule Request: Parameters

* Indicates required field

Program Name: ICAR_PAYSIP_FORM_PRINT
 Request Name:

* Period Name: Jan-2017

Enter Period Name
MMM-YYYY

Period Name: JAN-2017

Cancel Submit Step 1 of 3 Next

Privacy Statement LogOut Preferences Help Copyright (c) 2009, Oracle. All rights reserved.

Select **Next**

My Payslip, Income Tax and Property Declaration

Navigator Favorites Home Logout Preferences Help

Schedule Request: Layout

Program Name: ICAR_PAYSIP_FORM_PRINT
 Request Name:

Layout Setting

*For Language	*Template Name	*Template Language	*Format
American English	XXICAR_PAYSIP_NEW	English	PDF

Cancel Submit Back Step 2 of 3 Next

Privacy Statement Home Logout Preferences Help Copyright (c) 2009, Oracle. All rights reserved.

Select **Submit**

My Payslip, Income Tax and Property Declaration

Navigator Favorites Home Logout Preferences Help

Schedule Request: Review

Concurrent Program Name: ICAR_PAYSIP_FORM_PRINT
 Request Name:
 Operating Unit:

Language Settings

Language	Territory	Numeric Character
American English	United States	

Parameters

Period Name: JAN 2017

Layout

Layout Settings

*For Language	*Template Name	Language Output Format
American English	XXICAR_PAYSIP_NEW	English PDF

Cancel Back Step 3 of 3 Submit

Privacy Statement Home Logout Preferences Help Copyright (c) 2009, Oracle. All rights reserved.

Select OK

My Payslip, Income Tax and Property Declaration

Information
Your request for ICAR_PAYSリップ_FORM_PRINT has been scheduled. The Request ID is 7842061

Home Logout Preferences OK

After the **Phase** is shown as **Completed**

Select the Icon below the Output head as shown below

My Payslip, Income Tax and Property Declaration

Requests

Request ID Name	Phase	Status	Scheduled Date	Details	Output	Republish
7842061_ICAR_PAYSリップ_FORM_PRINT	Completed	Normal	19-May-2017 11:20:18			

Home Logout Preferences Help

Step 4 : You can download or print the pay slip from this **Output**

CIFT - Central Institute of Fisheries Technology
CIFT (M), Kochi
Pay slip for the month of JAN 2017

Employee Name (Emp No.)	Mrs. Shyla N.C. (011585)	Date Of Joining	10-FEB-97	Designation	Senior Technical Assistant.
Pay Band	PB	Grade Pay		Division	Technical
PAN No.	AKFPS4766J	Bank Account No.	10589106172	IFSC Code	SBIN0006367
				Month	JAN 2017
Earnings			Deductions		
	Amount Paid	Eligibility Amount		Amount Paid	Eligibility Amount
Band Pay			Central Society Ded		
Grade Pay			CSEGIS		
Dearness Allowance/Arrear			Employee Total PF Contribution		
House Rent Allowance			LIC Deduction		
Transport Allowance			Income Tax Deduction		
			Club		
Total Earnings			Deductions		
			Advance Recovery & Pre-Payments		
			Installment Number	2/24	
			Amount		
Total Advance			GPF New Advance Recovery		
			Total Prepayments & Advance Recovery		
Gross Pay		Rs	Total Deductions		
			Net Pay		Rs

***** This is electronically generated document hence does not require a signature *****

Click Back Button of your browser to get back to ERP site and Select **HOME Logout ERP** .

ERP TRAINING MANUAL

PURCHASE REQUISITION

Prepared by

Shyla N C

Joshya C. G

Sreejith T J

Contents

SL No	Title	Page No
1.	Requisition Creation	33
2.	Entering Purchase Requisition Data	33
3.	Entering Taxes Into Requisition	36
4.	Placing Attachments	36
5.	Requisition Approval Process	39
6.	Request for Quotation	40
7.	Quotation	45
8.	Quote analysis and approval	48
9.	Purchase order (PO)	51
10.	Entering taxes in purchase order	54
11.	Approving PO	56
12.	Cancelling PO	62
13.	Rate contracts	65
14.	Blanket release	69
15.	Supplier creation	72
16.	Running purchase report	75
17.	Fund available check on indent	77

Requisition creation

Login to the ERP Solution

Select CIFT Purchasing Requisitioner → Requisition/Indent Creation

Application Home Page

Worklist

Full List

From	Subject	Sent
There are no notifications in this view.		
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.		
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.		

Navigator

Personalize

- CIFT Asset
- CIFT DDO Payroll Access
- CIFT Employee Self Service
- CIFT Establishment & Personnel Section
- CIFT General Ledger
- CIFT HRMS View Only
- CIFT Payables Audit & Account
- CIFT Projects
- CIFT Purchasing Requisitioner**
- CIFT Receivables Audit & Accounts
- FMS ADMIN
- VENDOR CREATION

CIFT Purchasing Requisitioner

- Requisitions/Indent Creation
- Requisition/Indent Summary
- Requisition/Indent Inquiry
- Purchase Order Summary
- Purchase Order Inquiry
- On-Hand Quantity
- Receiving Transaction Summary
- Forward Documents

Entering Purchase Requisition Data

Click on **Open** Button.

Requisitions India Localization

Institute: IARI - Indian Agricu

Indent Number: [] Type: [] Preparer: []

Description: [] Status: [] Total: []

Num	Item	Description	UOM	Quantity	Curr.	Price

Destination Type: [] Source: []

Indenter: [] Organization: []

Organization: [] Subinventory: []

Location: []

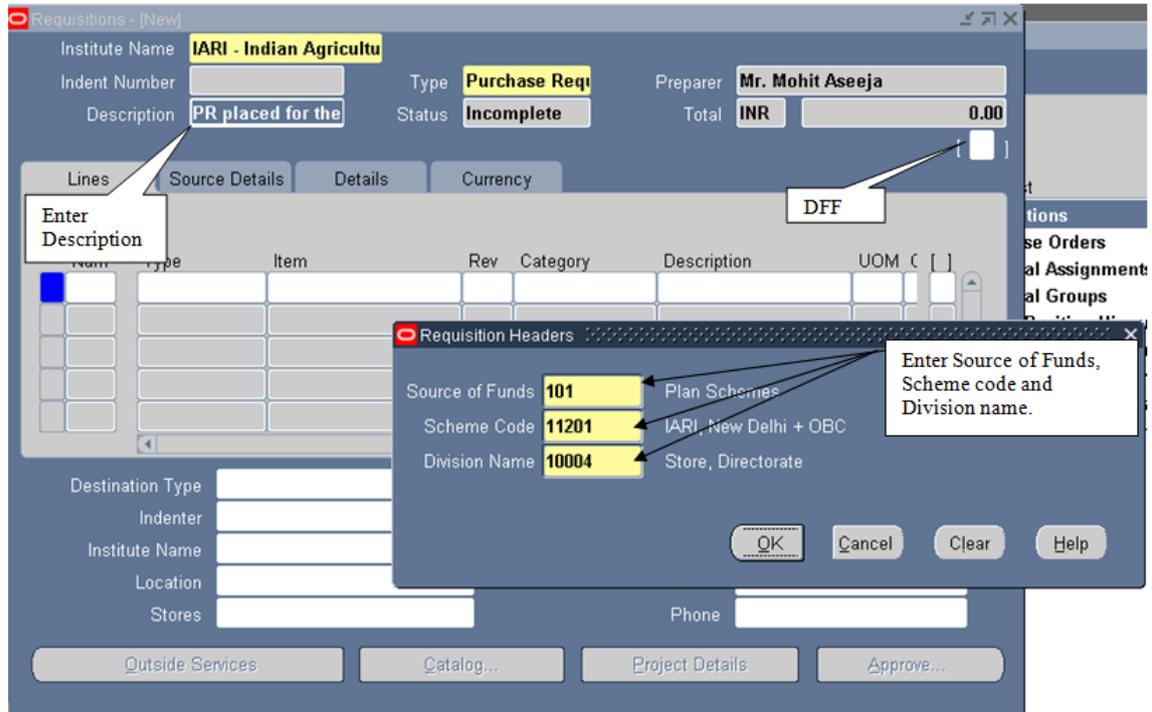
Stores: []

Refresh Taxes Open

Auto generated fields value will be shown in the screen such as (Institute, Type, Preparer, status).

Enter the field (Description).

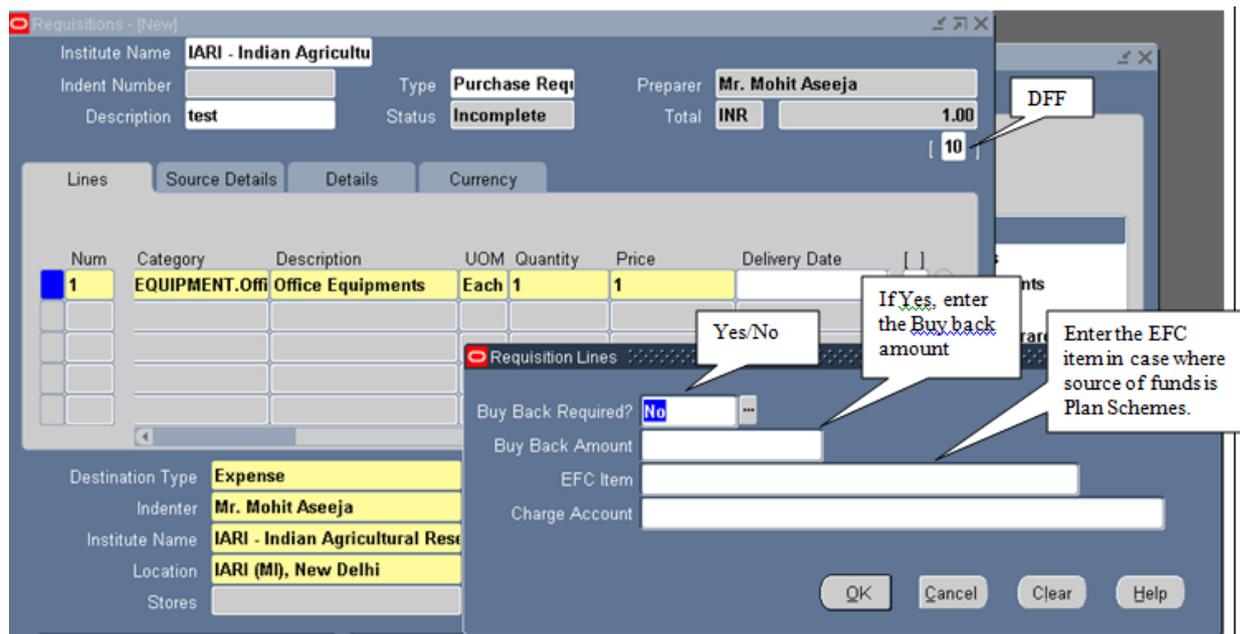
Click on DFF (Descriptive Flex grid Field) to enter the {Source of fund, Scheme Code, Division Name} → **Ok**



In **Line tab** → Enter the **Item code**.

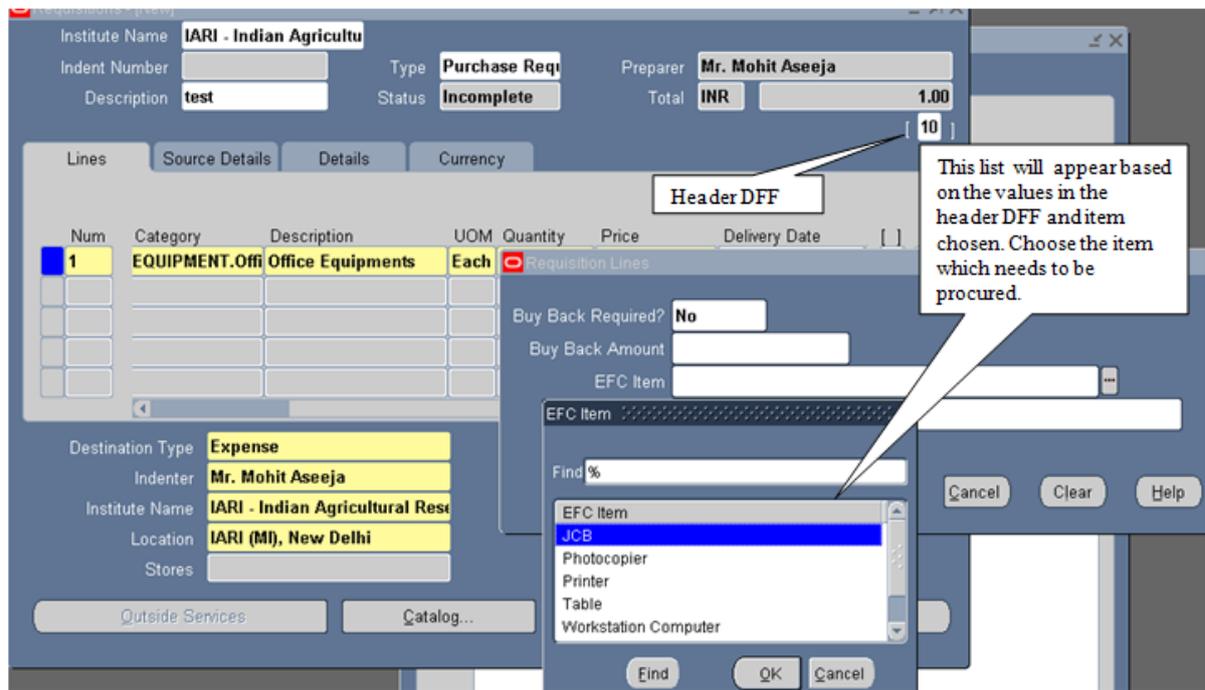
- On selecting the item code, The item category, description and UOM(Unit of Measure) will filled automatically.

Enter the **Quantity** and **Price** of the item.

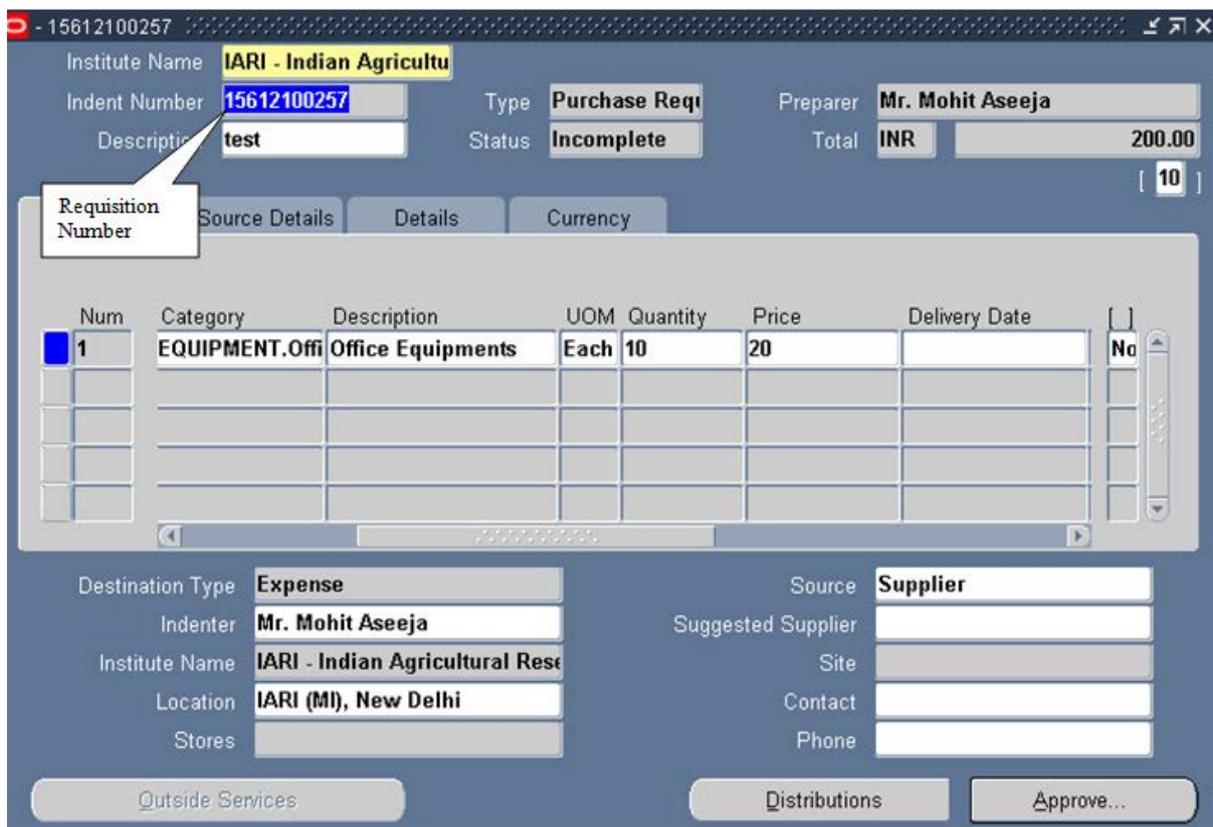


Enter the **Delivery date** of the item.

At the line level, click on the **DFF** to enter the Buy Back Amount and EFC (Expenditure Finance Committee) Item → **Ok** → **Save**.



“11 digit Unique(Indent Number) Requisitioner will be generated”



1-3 digit will be Institute Code, 4-5 will be year, 6 will be PR, 7-11 will be serial number.

Entering taxes into Requisition

Step1: Click on the **Taxes Button**. (New tax details screen will pop up).

Requisitions India Localization (15612100257)

Institute: IARI - Indian Agricultu
 Indent Number: 15612100257 Type: Purchase Reqi Preparer: Mr. Mohit Aseeja
 Description: test Status: Incomplete Total: INR 200.00

Num	Item	Description	UOM	Quantity	Curr.	Price
1	AE0E001001	Office Equipments	Each	10	INR	20

Destination Type: Expense Source: Supplier
 Indenter: Mr. Mohit Aseeja Supplier:
 Organization: IARI - Indian Agricultural Rese Site:
 Location: IARI (MI), New Delhi Contact:
 Stores: Phone:

Refresh Taxes Open

Step 2: This form used to add the local taxes defined in the system.

- Select the **Tax name**

Tax Details India Localization (IARI - Indian Agricultural Research Institute) - 15612100257

Line No.	Tax Name	Tax Type	Precedence										Tax Rate	UOM	Qty/Rate	Curr.	
			1	2	3	4	5	6	7	8	9	10					
1	Service Tax -12%	Service	0												12		INR
2	Education Cess on	SERVICE_EDUC	1												2		INR
3	SH Education Cess on	SERVICE_SH_E	1												1		INR

Inclusive Tax: 0.00 Exclusive Tax: 24.72

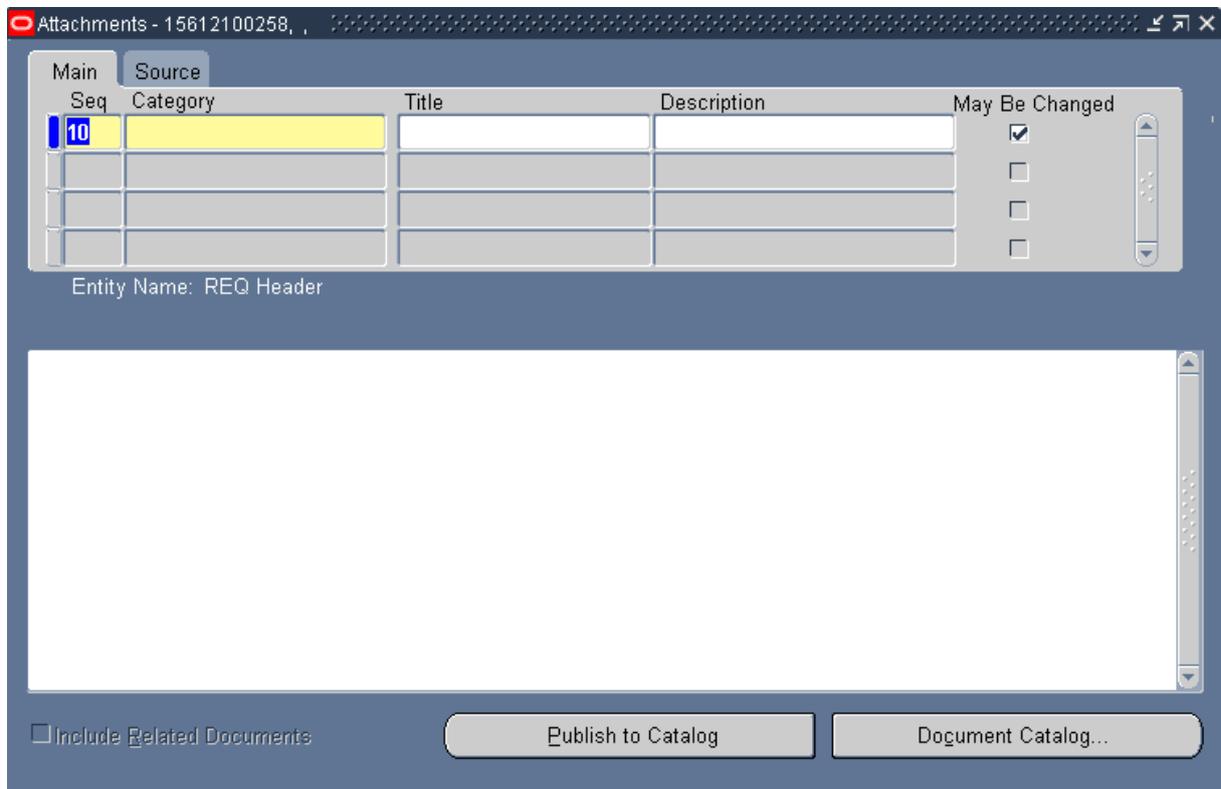
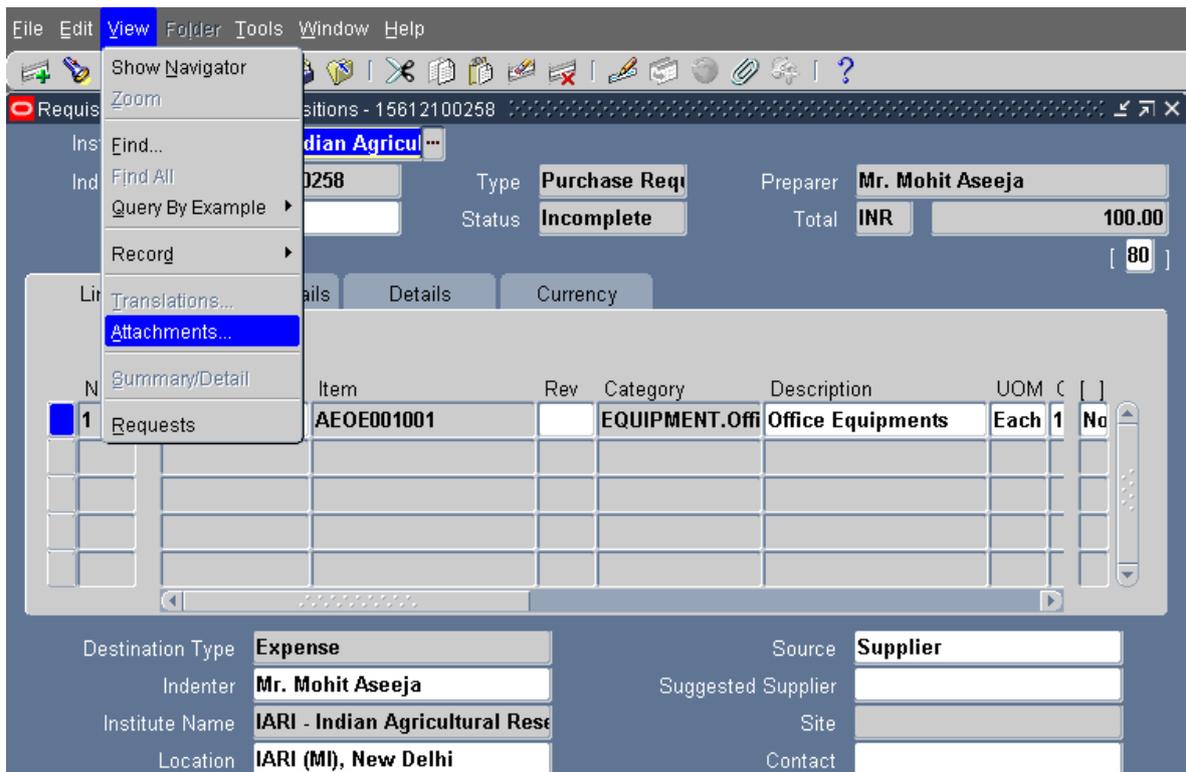
Apply Discard Total: INR 24.72

- Tax Precedence **0** (tax only to base amount) and **0 & 1** (tax to base amount and first tax line).
- Enter the different taxes → **Apply** → **Save** → **Close**

Placing Attachments

Click on the **Open** button.

Goto to **View** → **Attachment** → **Document Catalog** → (New form will open).



Document Catalog

Find Existing Documents

Description Category

Data Type Attached to

File Name Title

URL

Usage

Clear Find

Documents

Description	Category	Data Type	Usage
RFQ for Equipments Template	To Supplier	Long Text	Template

Preview... Cancel Attach 1

Click **Find** (select the document) → **Attach 1** → **Save** → **Close**

Check if all details of the requisition are fine ,hit the “Approve” button

- 15612100257

Institute Name **IARI - Indian Agricul...**

Indent Number **15612100257** Type **Purchase Reqi** Preparer **Mr. Mohit Aseeja**

Description **test** Status **Incomplete** Total **INR 200.00**

[10]

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C	[]
1	Goods	AEOE001001		EQUIPMENT.Offi	Office Equipments	Each	1	No

Destination Type **Expense** Source **Supplier**

Indenter **Mr. Mohit Aseeja** Suggested Supplier

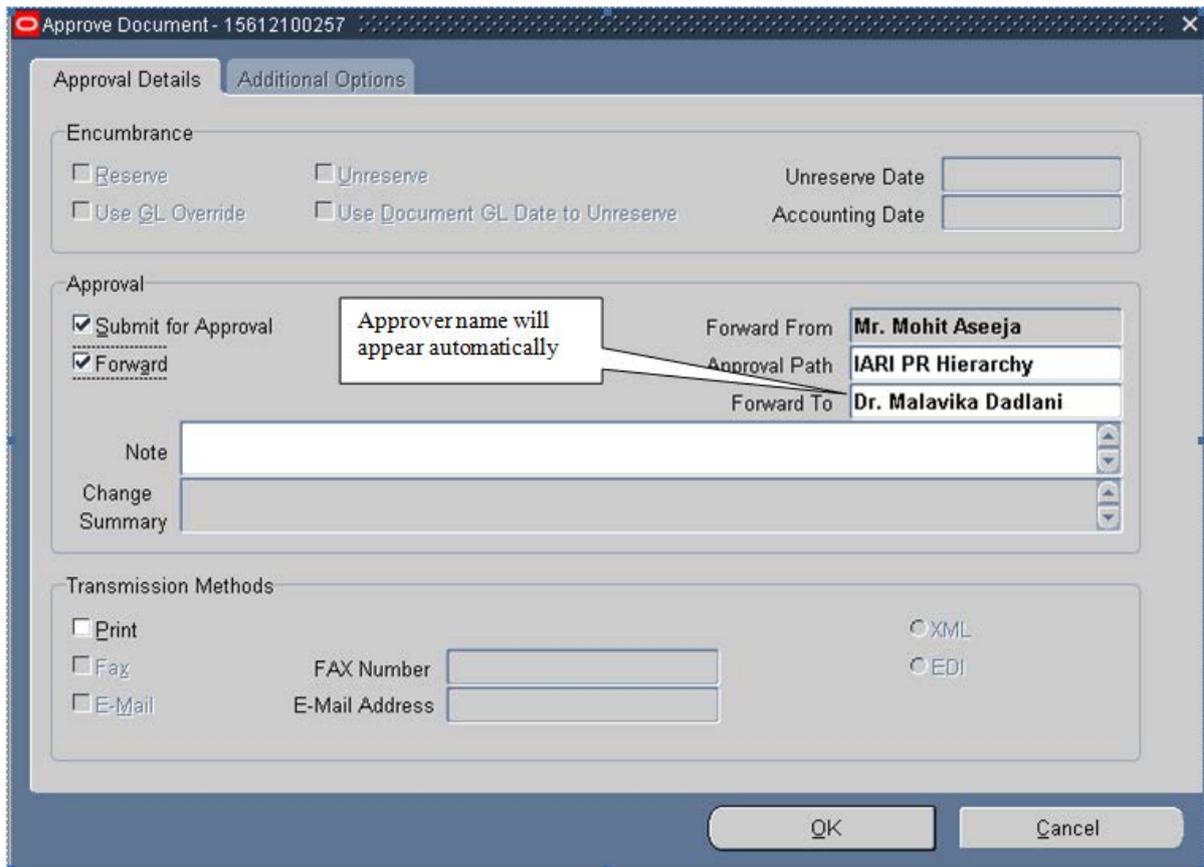
Institute Name **IARI - Indian Agricultural Rese** Site

Location **IARI (MI), New Delhi** Contact

Stores Phone

Click on Approve button

Outside Services Catalog... Project Details Approve...



Click OK Button

Requisition Approval Process

The approver will Log in to Oracle and click the Notification Summary button.

All open notifications will be listed

The approver will click the notification related to the requisition that needs to be approved



The approver will click the approve button to approve the requisition.

- To forward the requisition to another person without approving, press the "forward" button, select the employee and apply.
- To return the requisition, press the "Reject" button.
- If the approve button was pressed, the requisition will get approved if it falls within the approval limit of that approver or will jump to the next person in the hierarchy.

Oracle Applications Home Page >
Purchase Requisition 15612100257 for Aseeja, Mohit (224.72 INR)

From **Aseeja, Mohit**
To **Dadlani, Malavika**
Sent **19-Mar-2013 16:23:11**
ID **98016**

Description **test**
Requisition Total **200.00 INR**
Non-Recoverable Tax **24.72 INR (Total Tax: 24.72 INR)**

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (INR)	Amount (INR)
1	Office Equipments			Each	10	20	200.00

Approval Sequence

Num	Name	Action	Action Date	Note
1	Mr. Mohit Aseeja	Submitted	19-Mar-2013 16:23:08	
2	Dr. Malavika Dadlani	Pending		
3	Dr. H.S. Gupta			

Related Applications

If the Requisition is Approved by the final authority **Status** will be changed to **“Approved”** state.

Requisitions India Localization (15612100257)

Institute **IARI - Indian Agricultu**
Indent Number **15612100257** Type **Purchase Req** Preparer **Mr. Mohit Aseeja**
Description **test** Status **Approved,Resi** Total **INR 224.72**

Num	Item	Description	UOM	Quantity	Curr.	Price
1	AE0E001001	Office Equipments	Each	10	INR	20

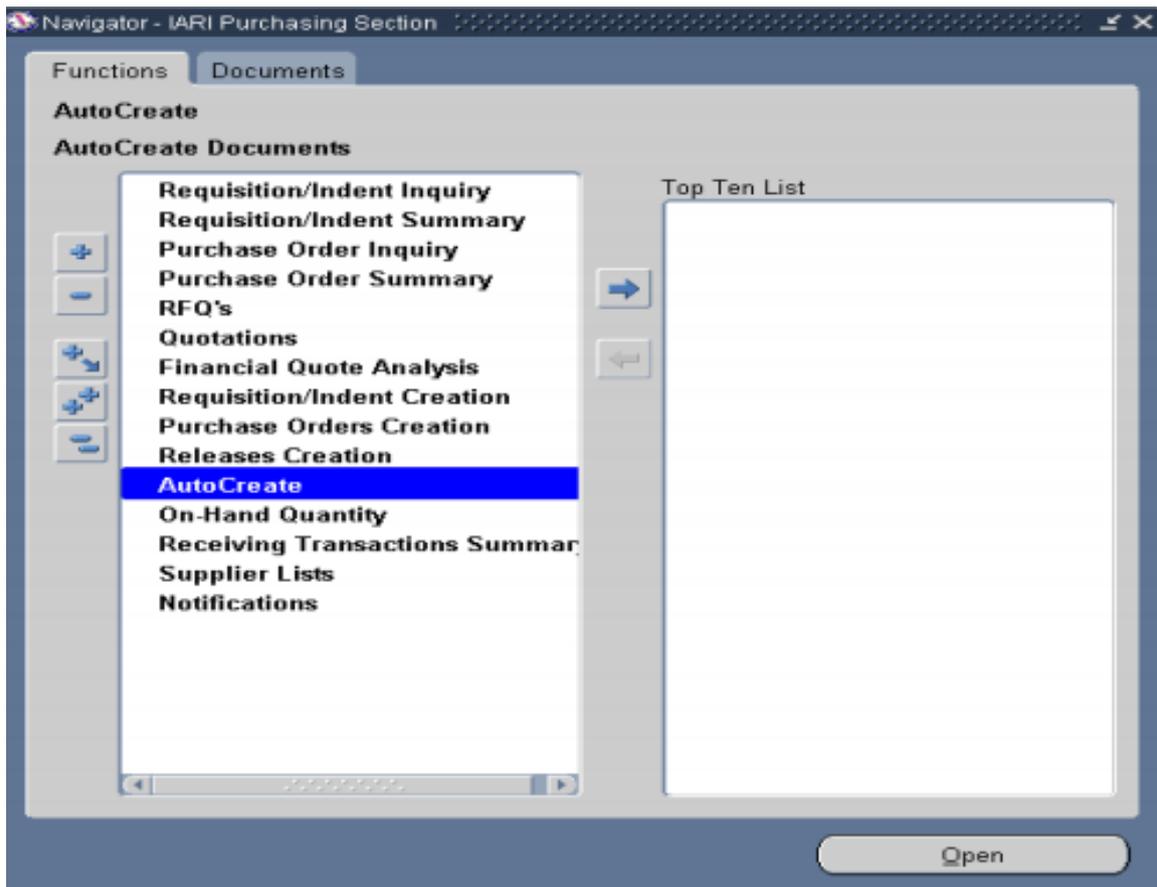
Destination Type **Expense** Source **Supplier**
Indenter **Mr. Mohit Aseeja** Supplier
Organization **IARI - Indian Agricultural Rese** Site
Location **IARI (MI), New Delhi** Contact
Stores Phone

RFQ (Request for Quotation)

Approved Purchase Requisition will be available in the Approved Requisition pool.

PR in Requisition Pool would be used to create RFQ or PO as per the requirement.

- Select AutoCreate in Purchasing section



- Press "Clear" button and enter the Requisition number.
- Press Find

Find Requisition Lines

Operating Unit: IARI - Indian Agricultu

Approved: Yes

Indent Number: 15612100257

Supplier: [Empty]

Purchase Officer: [Empty]

Indenter: [Empty]

Preparer: [Empty]

Supplier List: [Empty]

Supplier Site: [Empty]

Ship-To: [Empty]

Enter requisition number

Line | Status

Item, Rev: [Empty] [Empty]

Job: [Empty]

Category: [Empty]

Description: [Empty]

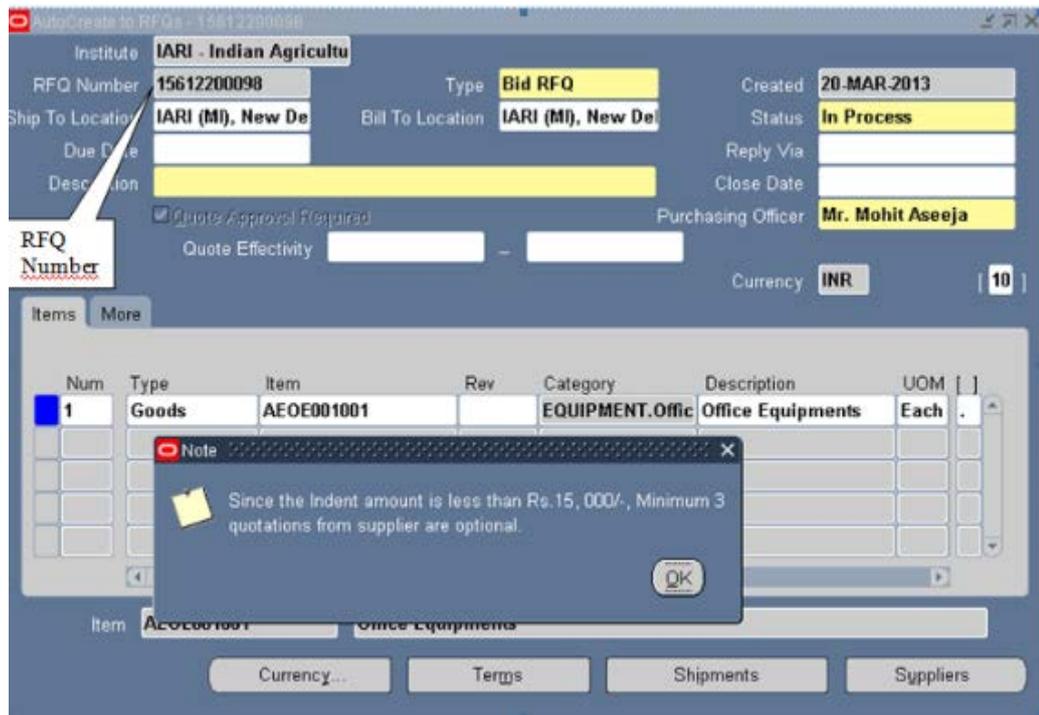
Line Type: [Empty]

Clear Find

In the Auto create Document form, Select the Requisition and the line that needs to be converted into an RFQ

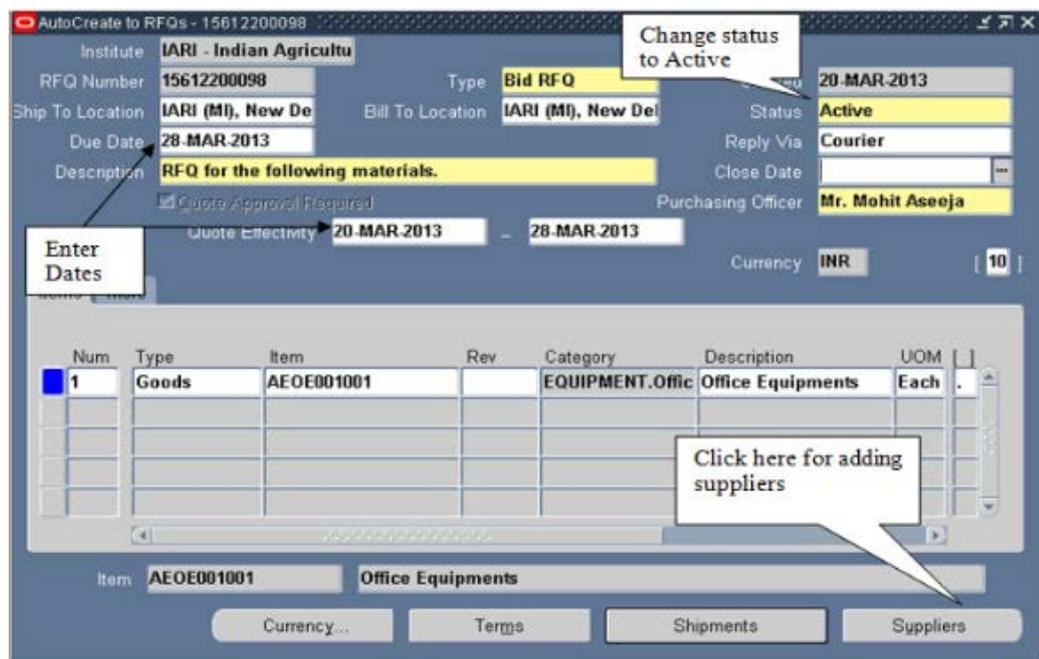
- Set the Document type to “RFQ”
- Press on the “Automatic button”

- Press OK and enter the Description.



Change the Status of RFQ to “Active”.

- Enter the Due date and Quote Effectivity dates.
- Save the RFQ.
- To add Suppliers to whom to send the RFQ, click on the ‘Suppliers’ button at the bottom



The RFQ Suppliers Form opens up.

- Select the Suppliers and the supplier site to whom to send the RFQs

Seq	Supplier	Site	Contact	Printed	Count	Respoi
1	M/s NCCF	NEW DELHI	Prakash, Mahajan	<input checked="" type="checkbox"/>		
2	LG Electronics India P	GREATER N...	Parekh, Ketan	<input checked="" type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Include In Next RFQ Printing

Add From List...

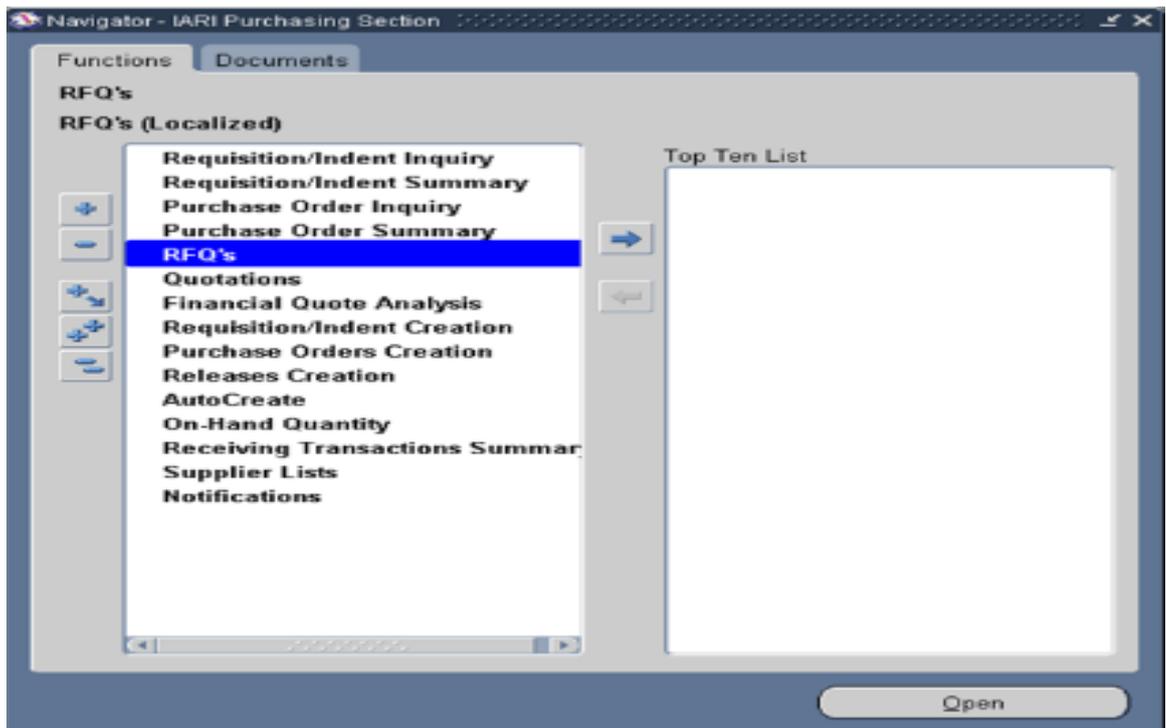
Once the suppliers are added to the RFQ, close the form.

- The RFQ form opens up again. Save the RFQ.
- Now the RFQ is complete.
- The RFQs is sent to Suppliers by mail, fax etc.
- Suppliers send in their quotes. These quotes need to be entered into the system by making Quotations.

Quotations

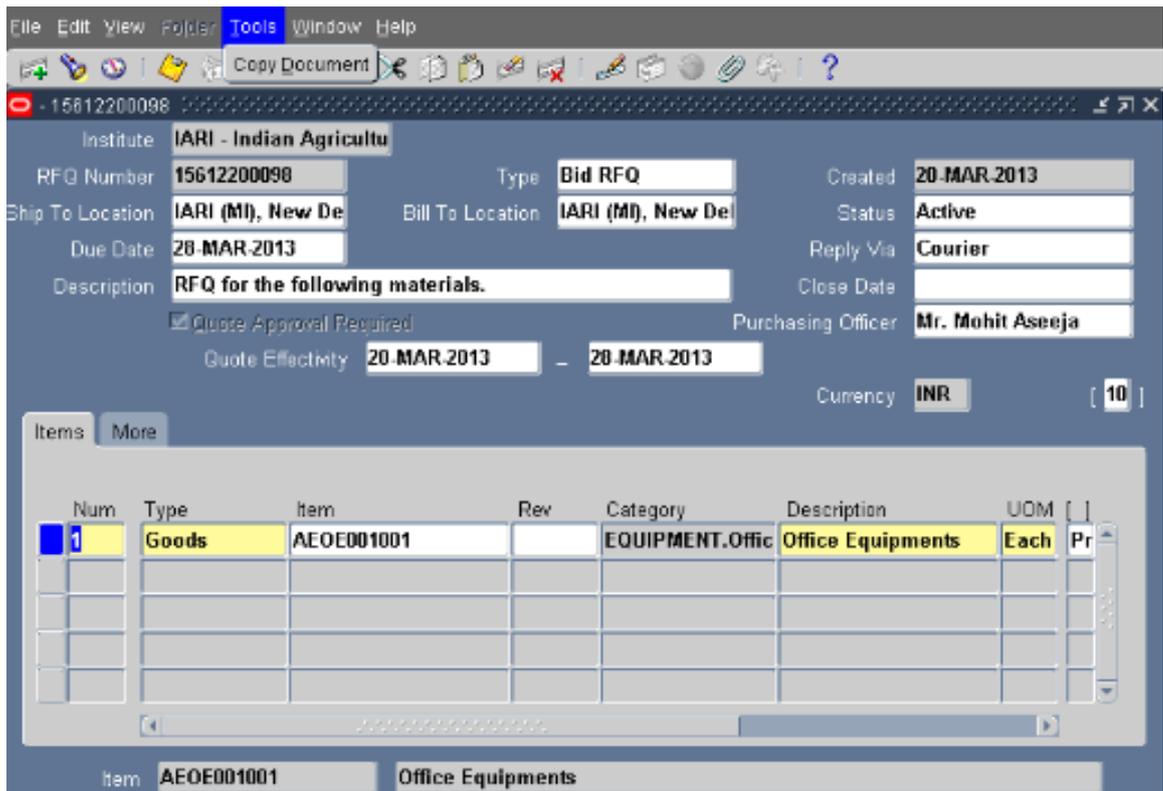
The buyer enters the quotation details received from suppliers into the system from from the RFQ details

- Select RFQ's in Purchasing section



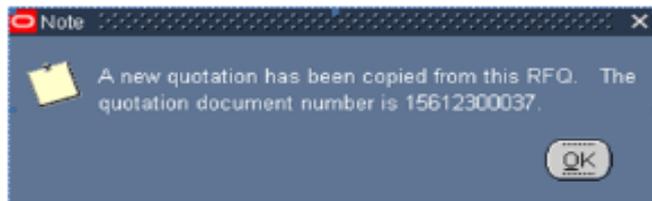
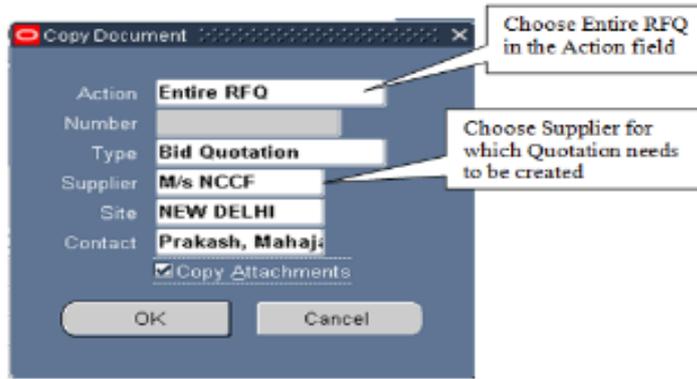
Query for the RFQ by pressing F11, typing the R

- FQ number and then pressing Ctrl F11
- Open the RFQ
- 'Copy Document' facility can be used to create Quotations from the RFQs.
- Go toTools -> Copy Document as shown below



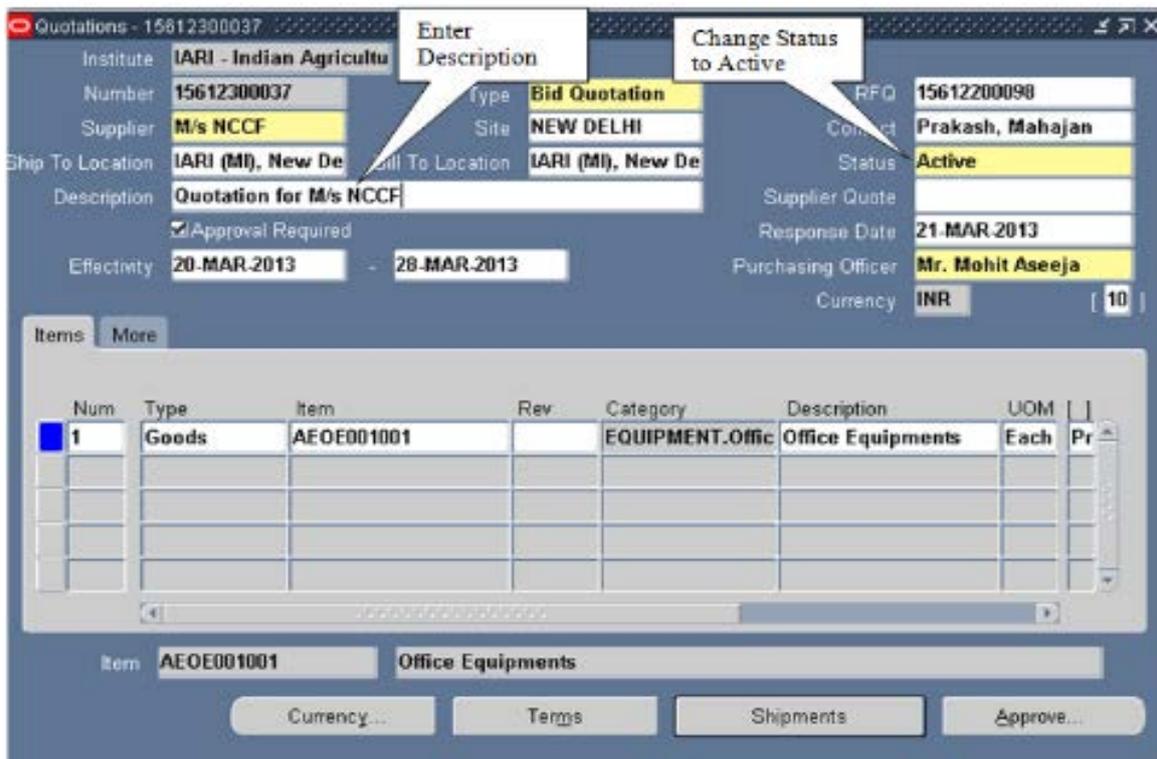
In the copy Document Window, make the selections as shown in the figure below.

- Ideally, select the "Entire RFQ" to be copied onto the quotation. One can also copy RFQ header / RFQ line to the new quotation.
- A Bid quotation needs to be created to make a standard purchase order
- Select the supplier from the list attached Earlier into the RFQ
- The Entire RFQ gets copied and a Bid Quotation gets created.



Similarly, copy all the quotations received from all the suppliers attached the RFQ

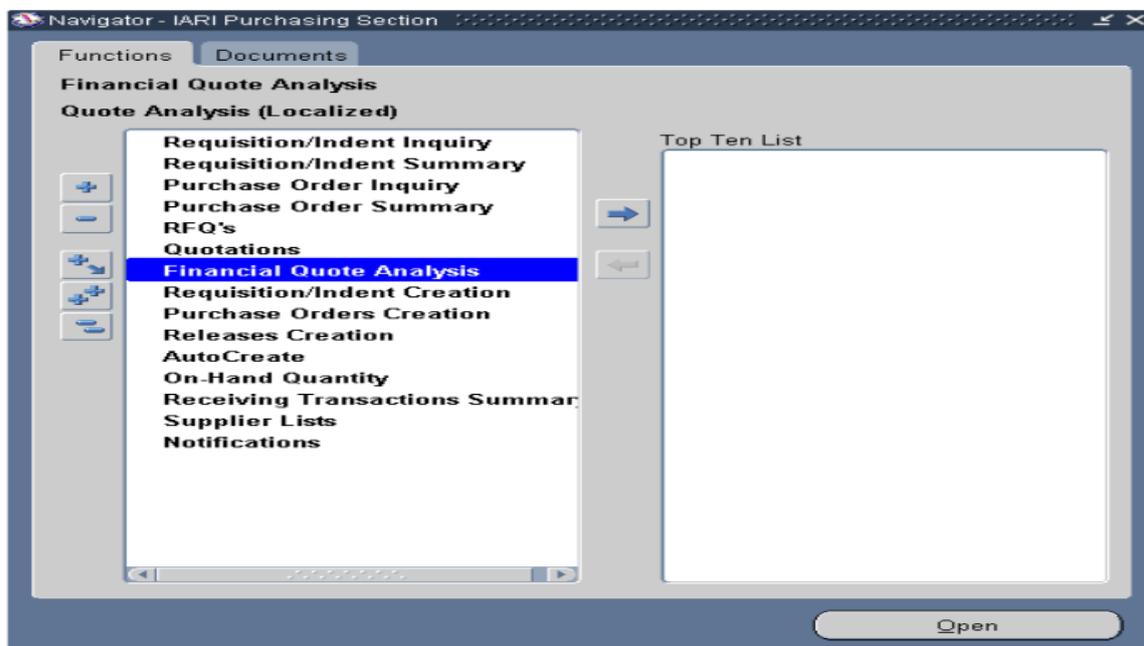
- The quotation gets created.
- Change the status of the quotation to “active”



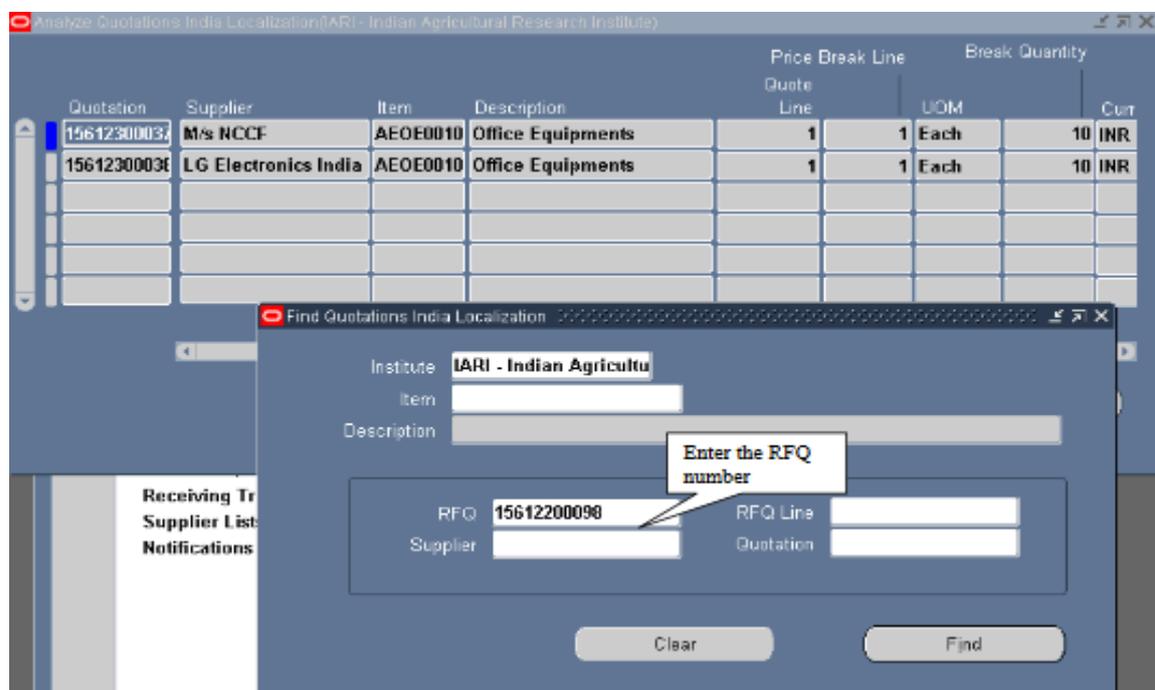
Quote Analysis and Approval

Information from different suppliers is captured in the system and Analyze Quotations window displays quotations for an item from different suppliers

- Select Financial Quote Analysis in Purchase Section



- Query for the quote based on the item and / or RFQ number



The Analyze Quotation form opens where the quotes from all the suppliers for the RFQ / Item queried can be viewed and compared

Analyze Quotations India Localization(IARI - Indian Agricultural Research Institute)

Quotation	Supplier	Item	Description	Price Break Line	Quote Line	UOM	Break Quantity	Curr
15612300037	M/s NCCF	AE0E0010	Office Equipments	1	1	Each	10	INR
15612300038	LG Electronics India	AE0E0010	Office Equipments	1	1	Each	10	INR

Taxes

Analyze Quotations India Localization(IARI - Indian Agricultural Research Institute)

Quotation	Currency	Price	Tax Amount	Total Price	Per Unit Landed Cost	Freight Terms	Payment Terms
15612300037	10 INR	30	0	30	30		
15612300038	10 INR	20	0	20	20		

Taxes

- Compare the quotes and note down the best quote. Also note down the Quote Line
- Close the Analyze quotations form
- Navigate to Quotations (Localized)
- Query and open the quote that was just noted as the best quote.
- Click on Approve button.

Quotations - 15612300038

Institute: IARI - Indian Agriculture
 Number: 15612300038
 Supplier: LG Electronics India
 Ship To Location: IARI (MI), New De
 Description: Quotation for LG Electronics
 Effectivity: 20-MAR-2013 - 28-MAR-2013

Type: Bid Quotation
 Site: GREATER NOIDA
 Bill To Location: IARI (MI), New De
 RFO: 15612200098
 Contact: Parekh, Ketan
 Status: Active
 Supplier Quote
 Response Date: 22-MAR-2013
 Purchasing Officer: Mr. Mohit Aaseja
 Currency: INR | 10

Items More

Num	Type	Item	Rev	Category	Description	UOM	Pr
1	Goods	AE0E001001		EQUIPMENT.Offic	Office Equipments	Each	Pr

Item: AE0E001001 Office Equipments

Currency... Terms Shipments Approve...

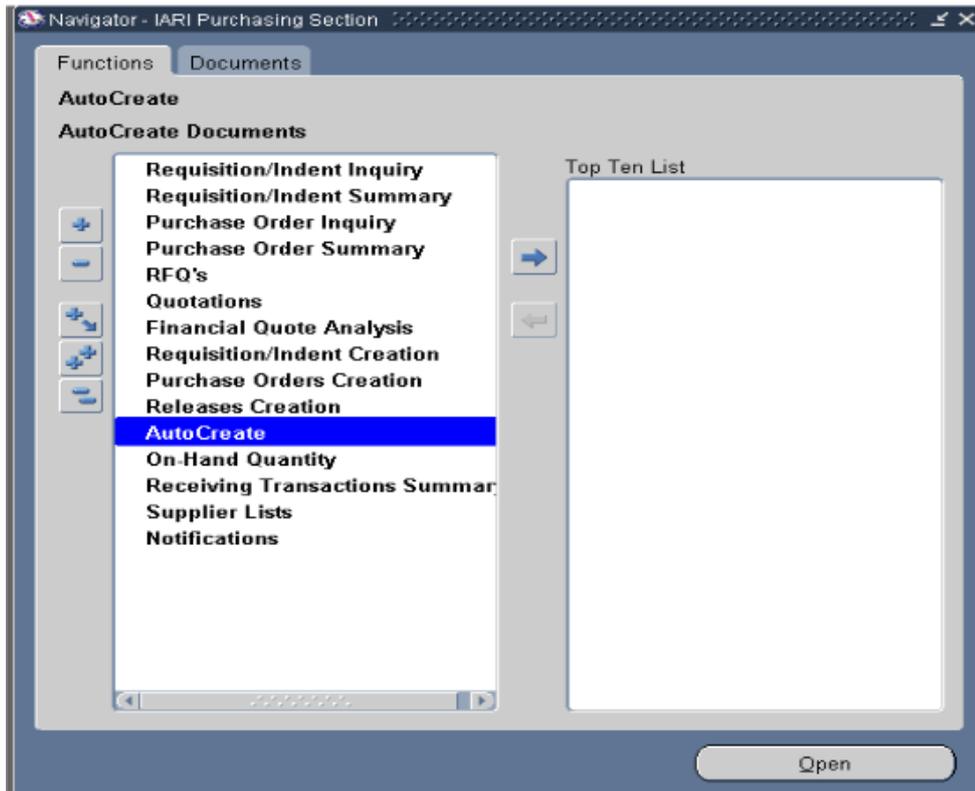
- Provide the reason for the approval of the quotation the document type to be created from the quotation
- Click on "Ok"

- The quotation line gets approved.

Purchase Order

Approved PR would be available in Requisition Pool and PO / RFQ would be autocreated depending on requirement.

- Select AutoCreate in Purchasing section



- Click on Open

In the Form that opens ,press the Clear button

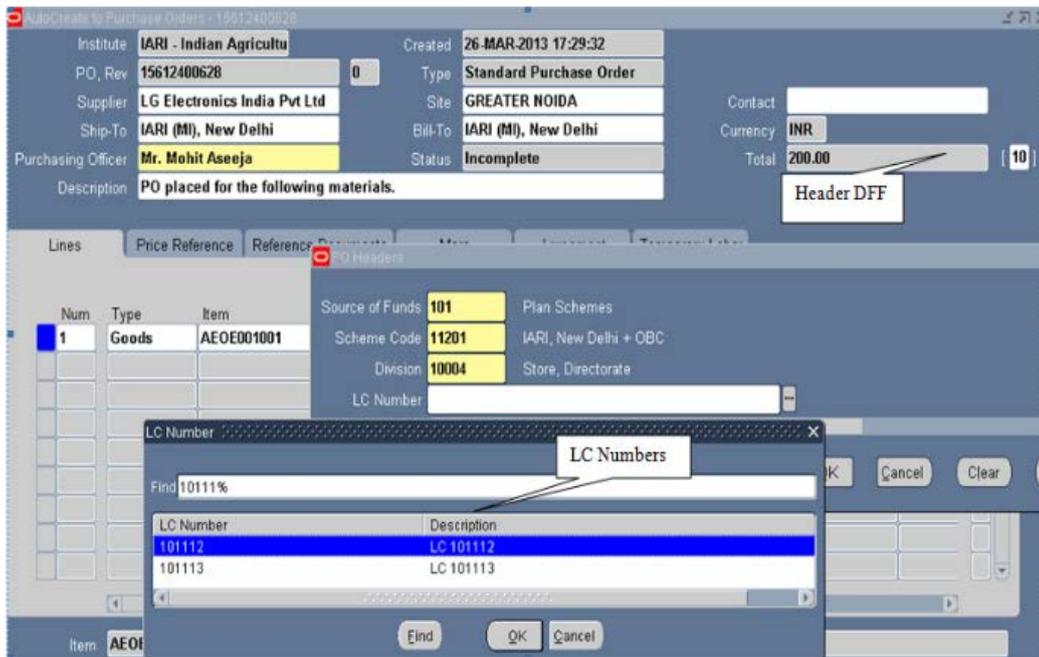
- Query for the requisition for which a PO needs to be created
- Enter the requisition number and Press the "Find" button.

A Standard PO gets created and a Purchase Order number is also generated

- Enter the Description.

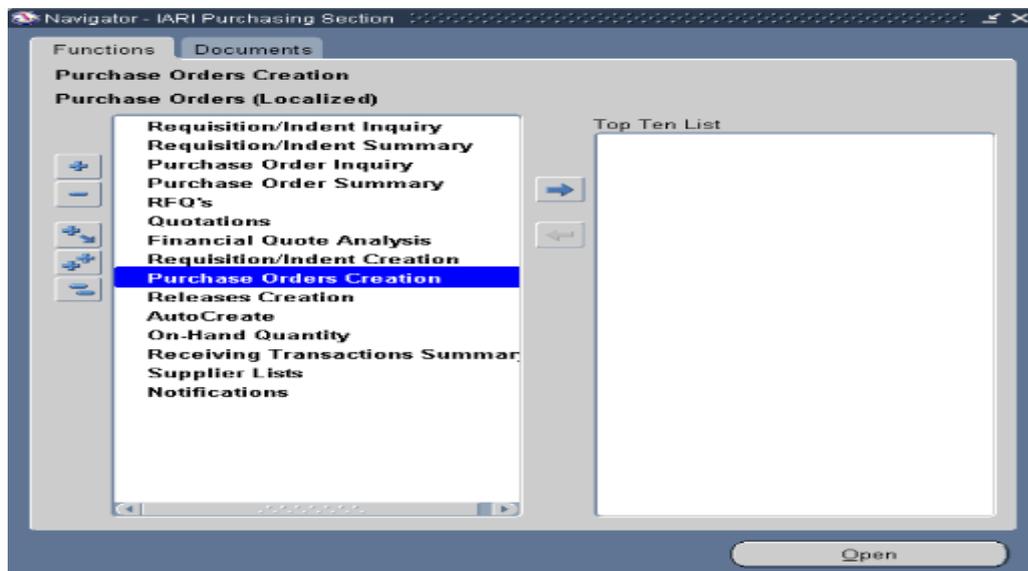
Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1	Goods	AEOE001001			EQUIPMENT.Off	Office Equipments	Each	10	20

Enter the LC number in the PO header field. LC Nos. will appear based on supplier chosen.



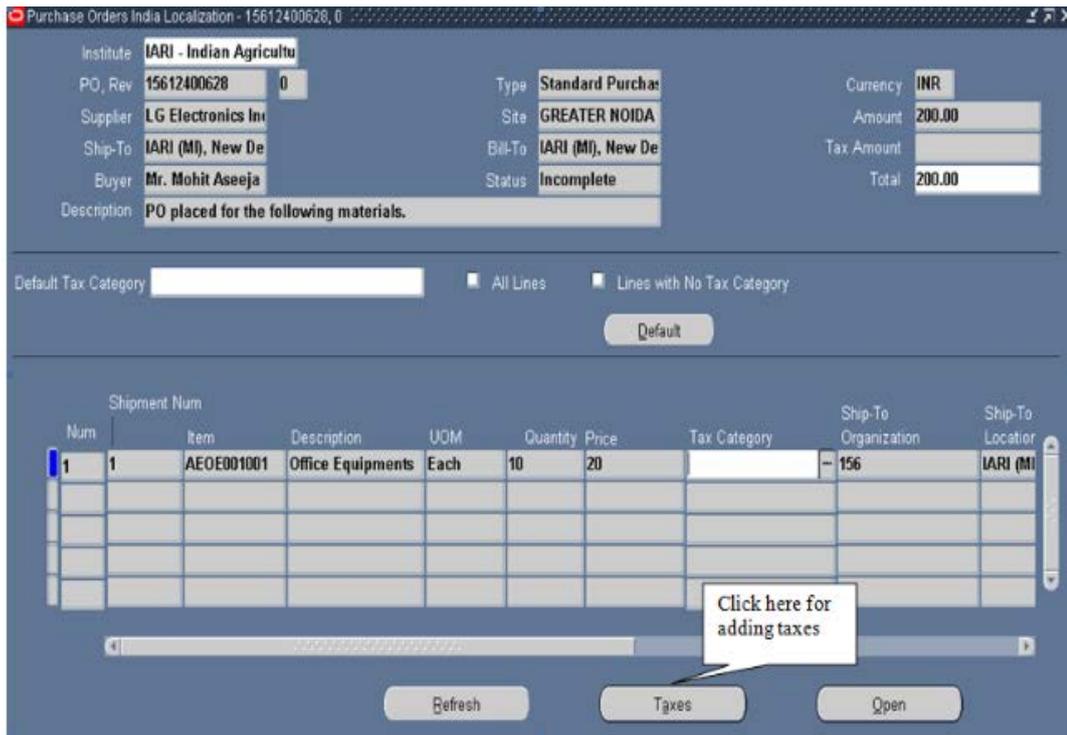
Entering Taxes in PO

- Select on Purchase Orders Creation in Purchase Section and click on open.



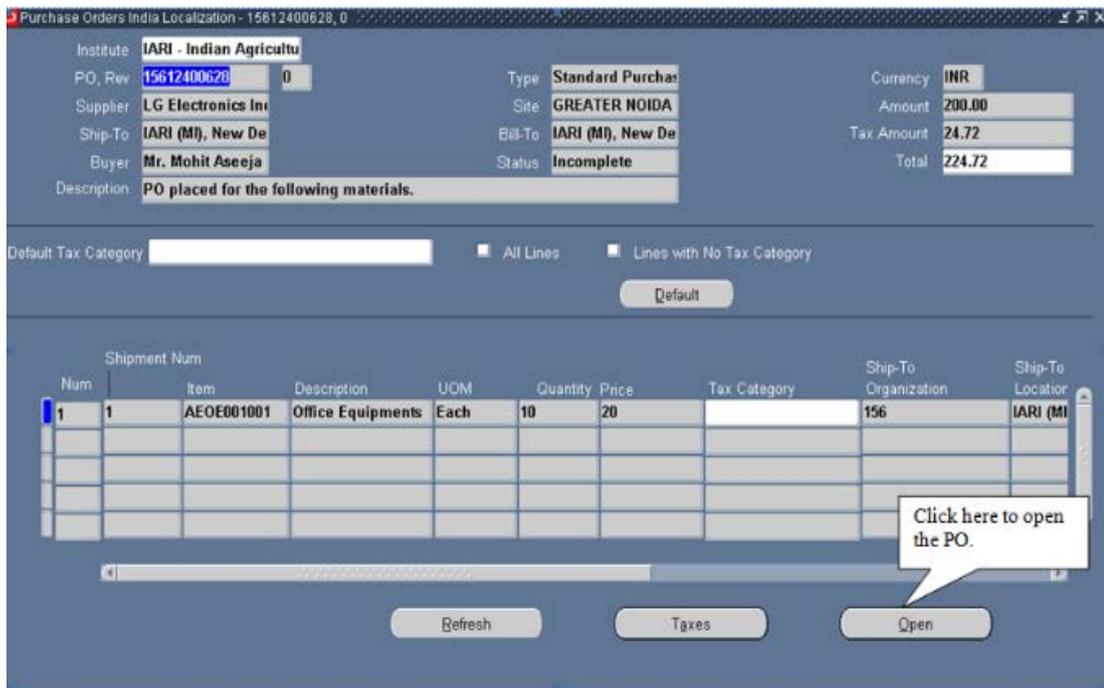
A new form opens up.

- Press F11 and enter the PO no., then press Ctrl+F11.



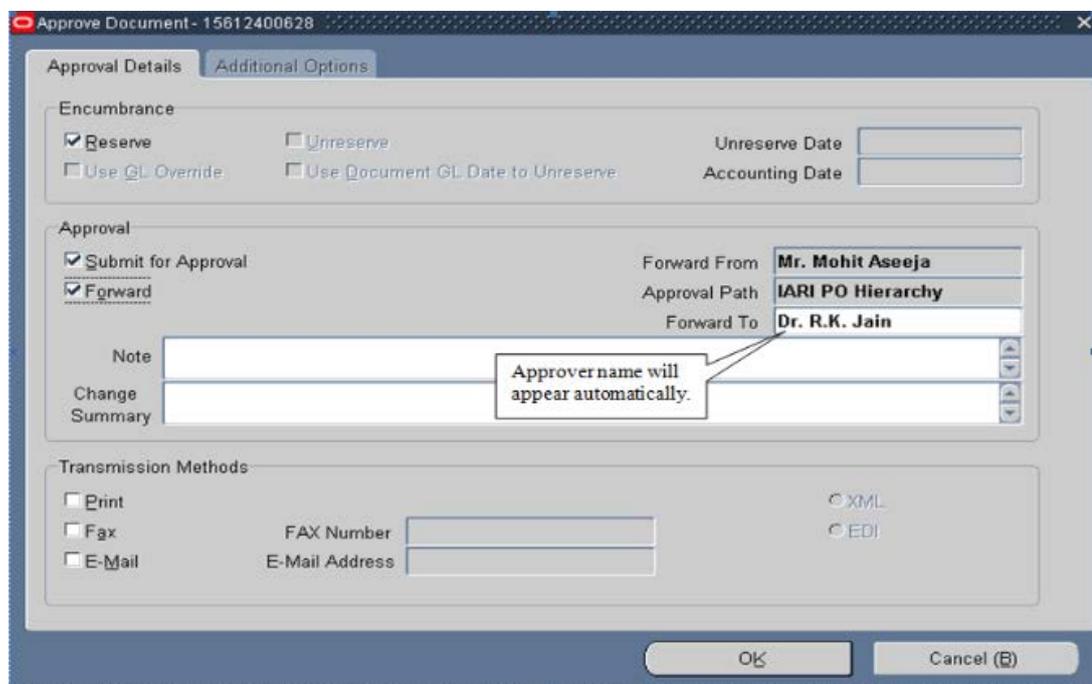
Tax details India localized screen opens up.

- Select The Tax Name
- Enter the Tax Precedence and the lines to which the tax needs to be applied to.
- Putting a “0” means applying the tax only to the base amount. Putting “0” and “1” means apply the tax percentage to both the base amount and the first Tax Line while putting “1’ means apply the tax percentage to the first Tax line.
- Some taxes / freight are applied as a flat amount and not as a tax. For these taxes enter the exact amount of the tax
- Select the different taxes that need to be applied.
- After Entering the taxes, click on “Apply” button
- Save the record to attach the taxes to the PO.



The "Approve Document" window opens.

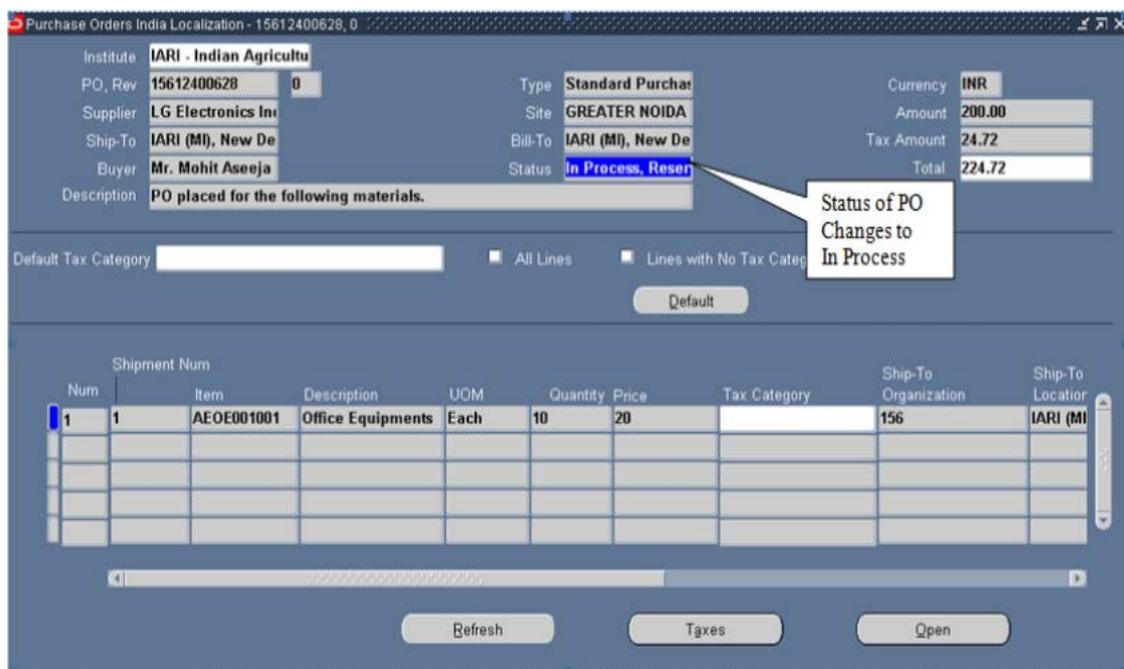
- Check the "Forward" box and approver name will appear automatically in Forward To.
- Press OK.



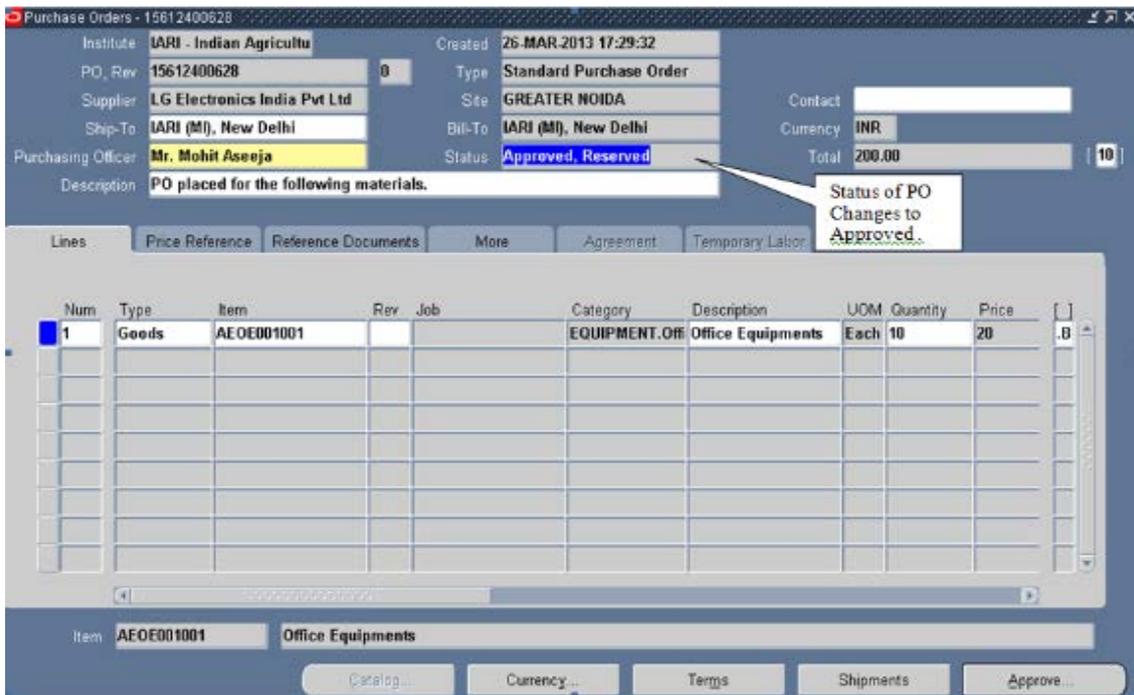
If fund check passes successfully, the Purchase order would be submitted in the hierarchy for approval.



Once Submitted for approval, the PO will pass through funds check. Its success will depend on the budget limit. The status of the Purchase order now will be "In Process,Reserved"

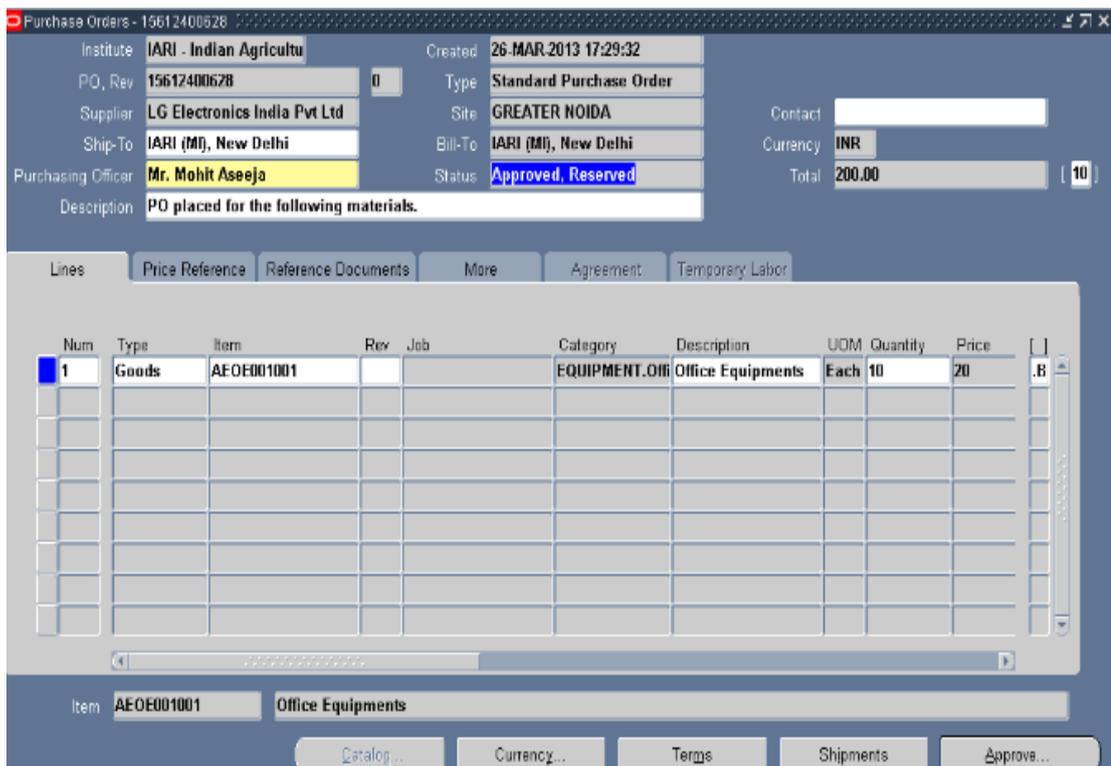


After the Purchase Order gets approved, the Status of the Purchase order will be "Approved, Reserved"

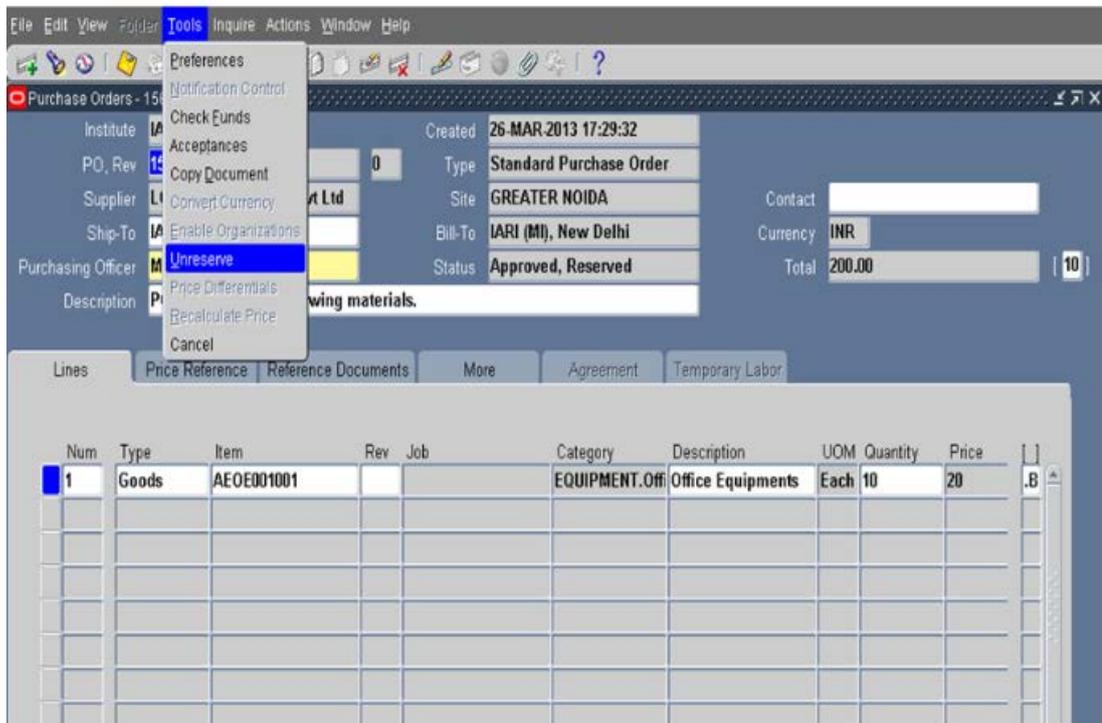


Modification of PO

- Once a Purchase order has been created and approved, it might need some modifications
- Quantity and Price can be modified after unreserving funds
- Other terms such as payment terms and shipment terms can also be modified
- Open an approved PO

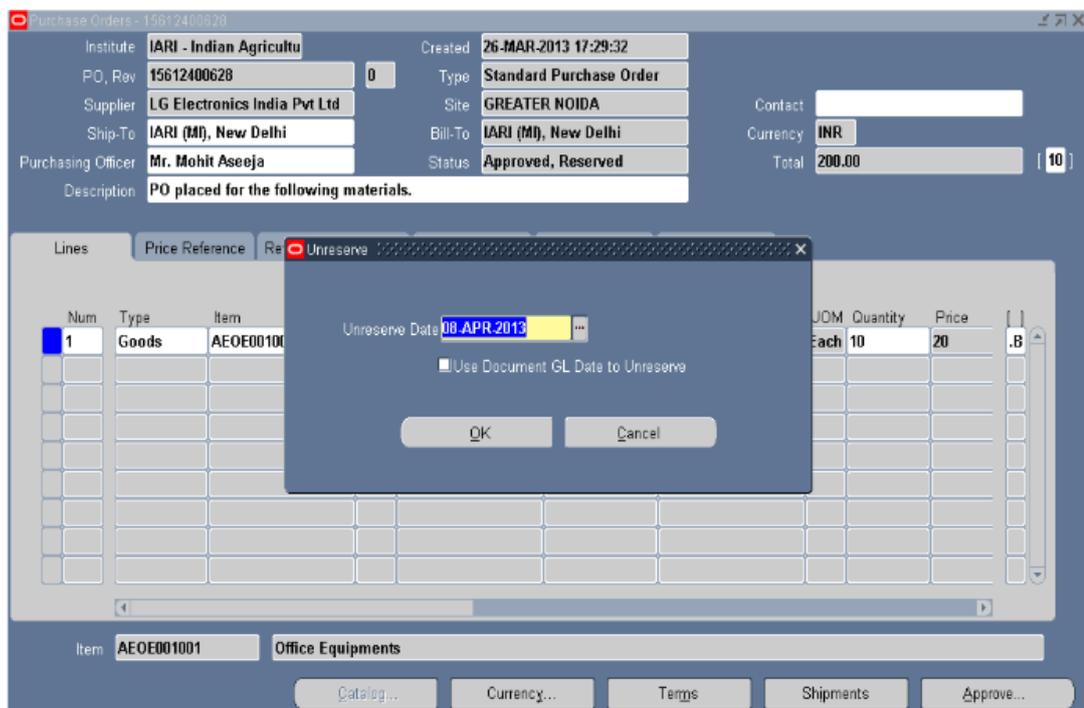


- Click on Tools -> Unreserve.



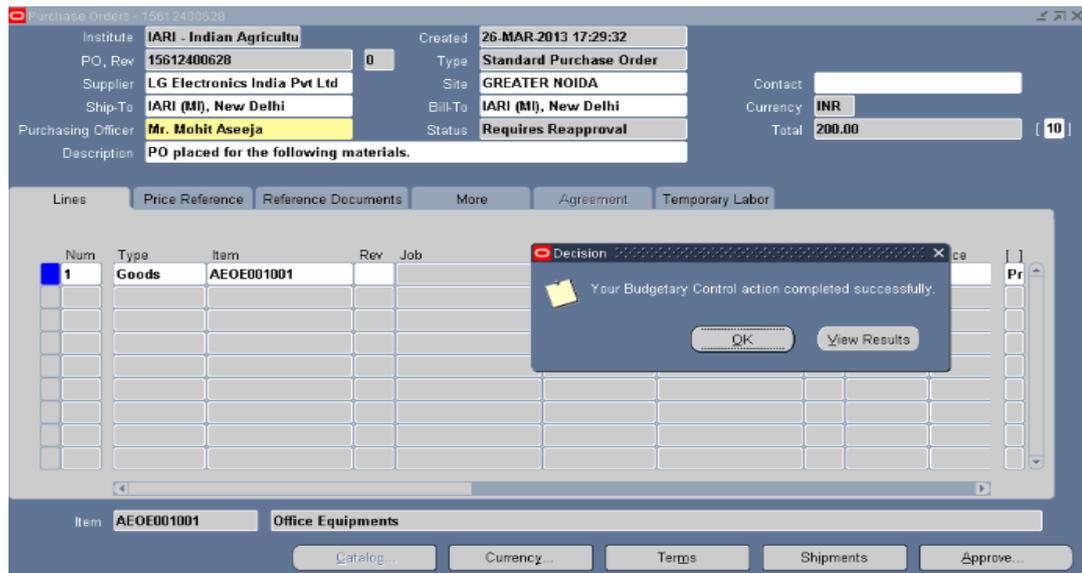
A new form opens up.

- Click on OK.

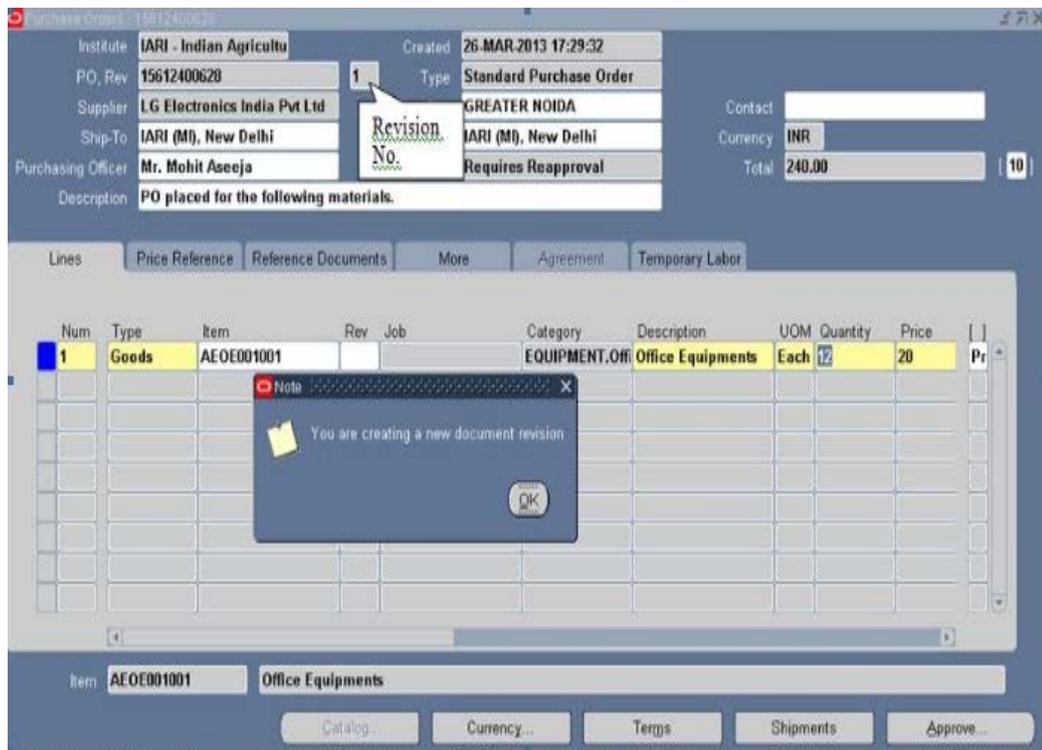


- PO status changes to "Requires Reapproval".

- Click on OK.



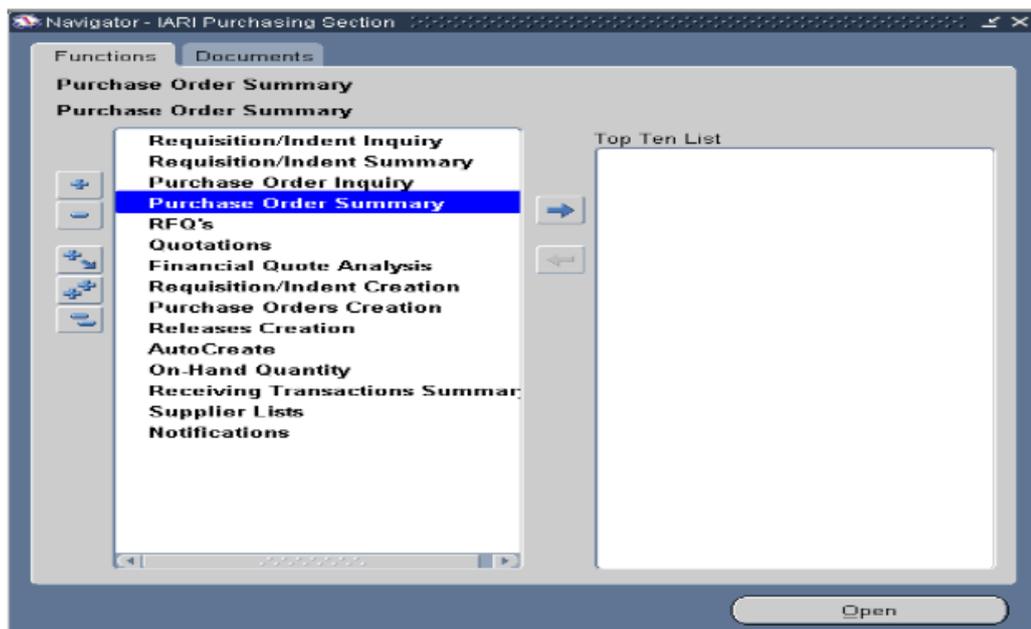
- Change the Quantity/Price as per your requirements.
- Save (Ctrl+S).
- Revision number changes from “0” to “1”.
- A message will appear as shown in the below screenshot. Click on “OK”.
- Send the PO for approval by clicking on “Approve” button.



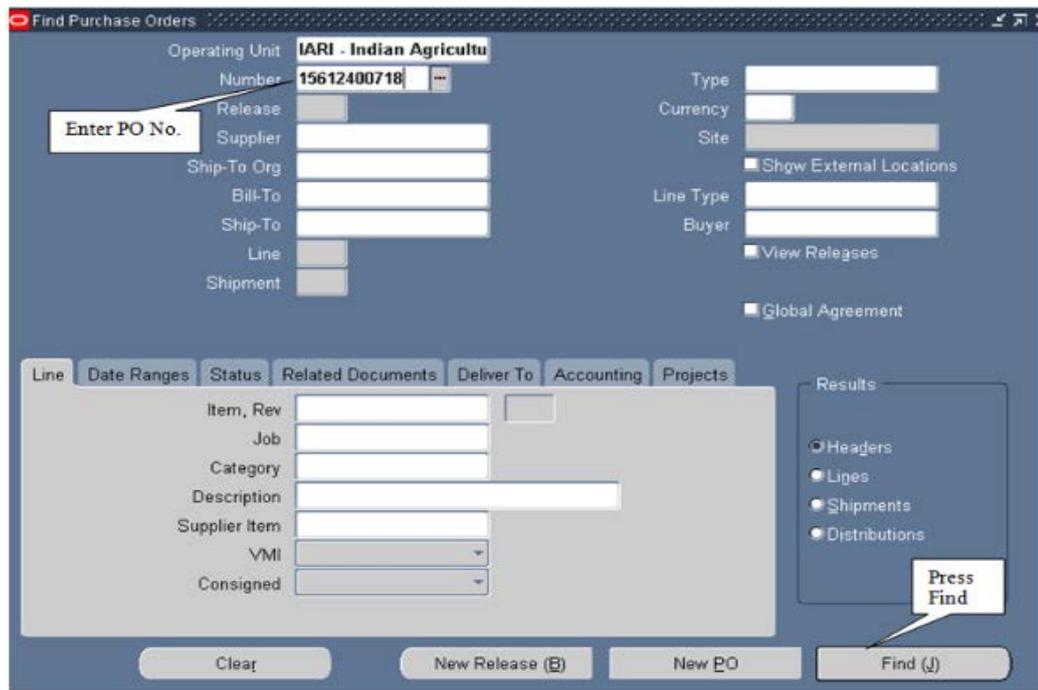
Canceling a PO

Canceling a rejected PO will transfer the indent with the quantity of the PO back to the Auto Create screen.

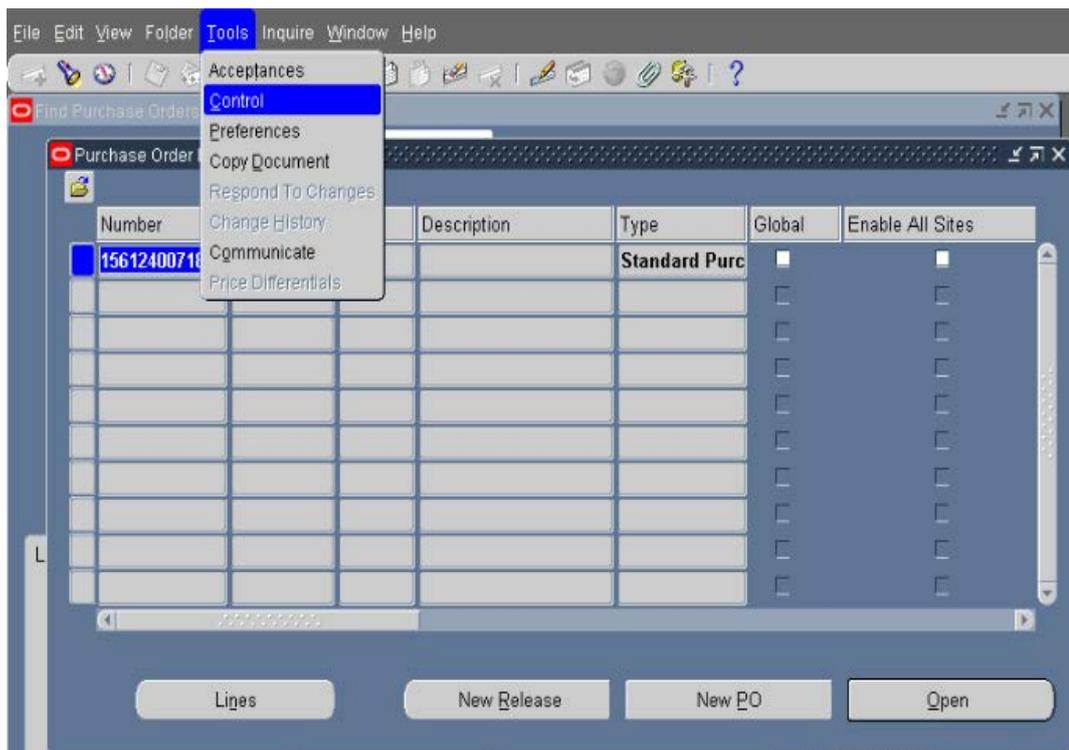
- Cancellation of a PO cannot be reverted.
- Note the PO number that needs to be close
- Select "Purchase Order Summary" in Purchase Section.



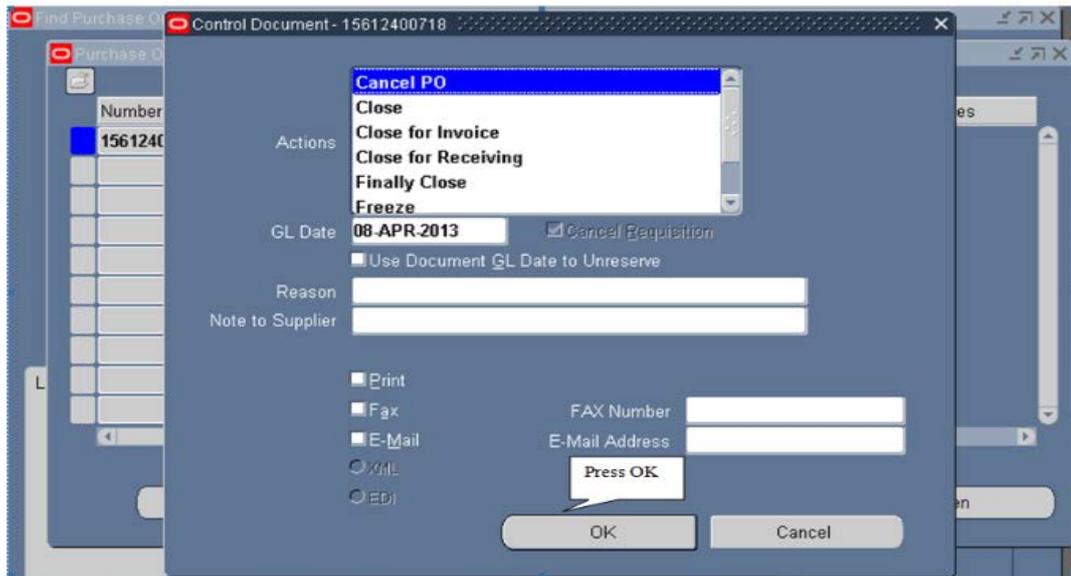
- Enter the PO No. that needs to cancel
- Press "Find"



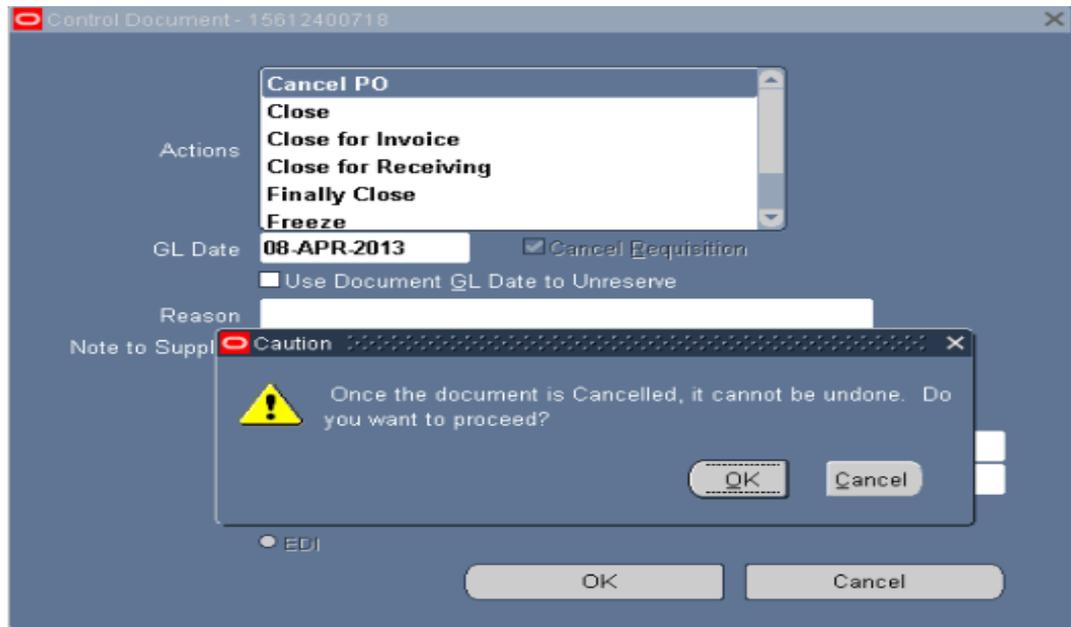
- Go to Tools - ◇ Control.

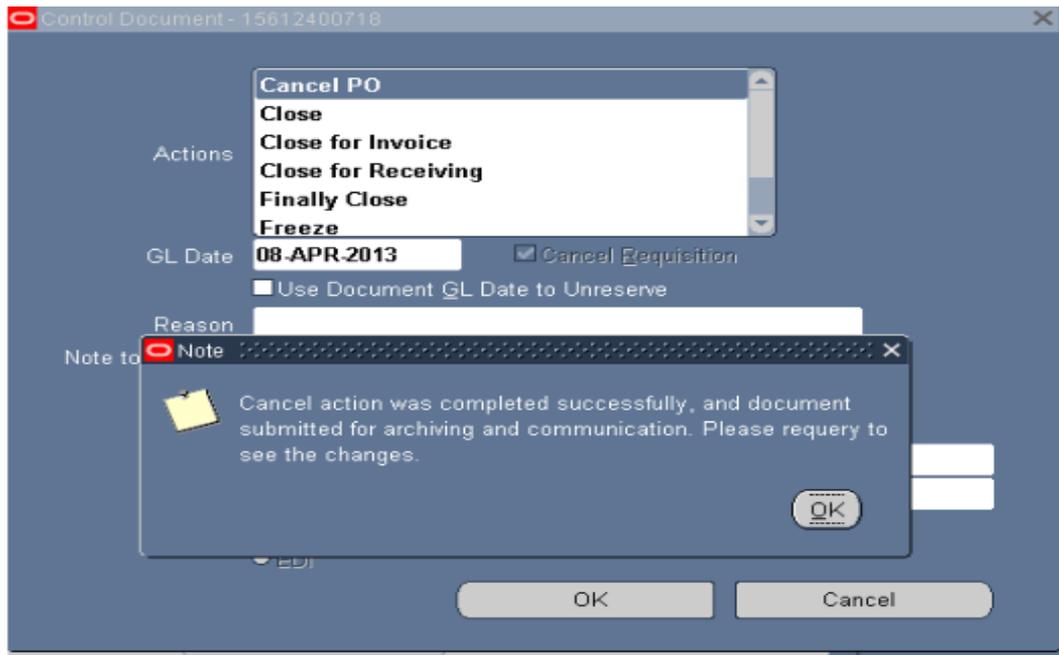


- Choose Actions "Cancel PO".
- Press OK.



- A message will appear which will ask for confirmation.
- Press OK.





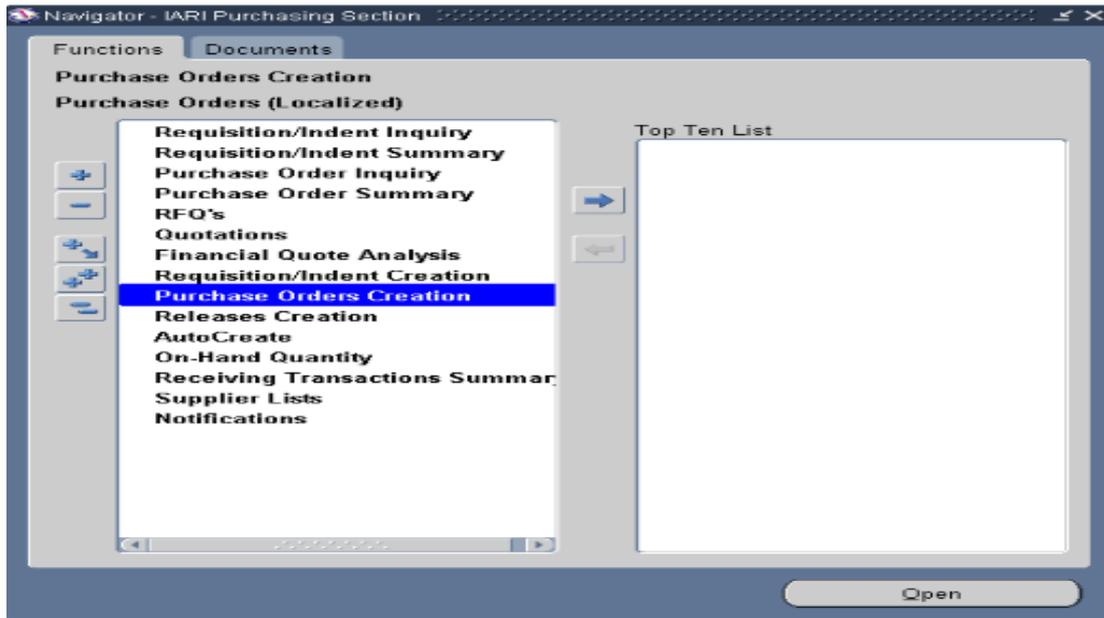
The PO gets cancelled and further the status is now "Closed"

Currency	Amount	Matched Amount	Buyer	Closure Status	Cancelled
NR	0.00	0.00	Mr. Mohit Aseeja	Closed	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

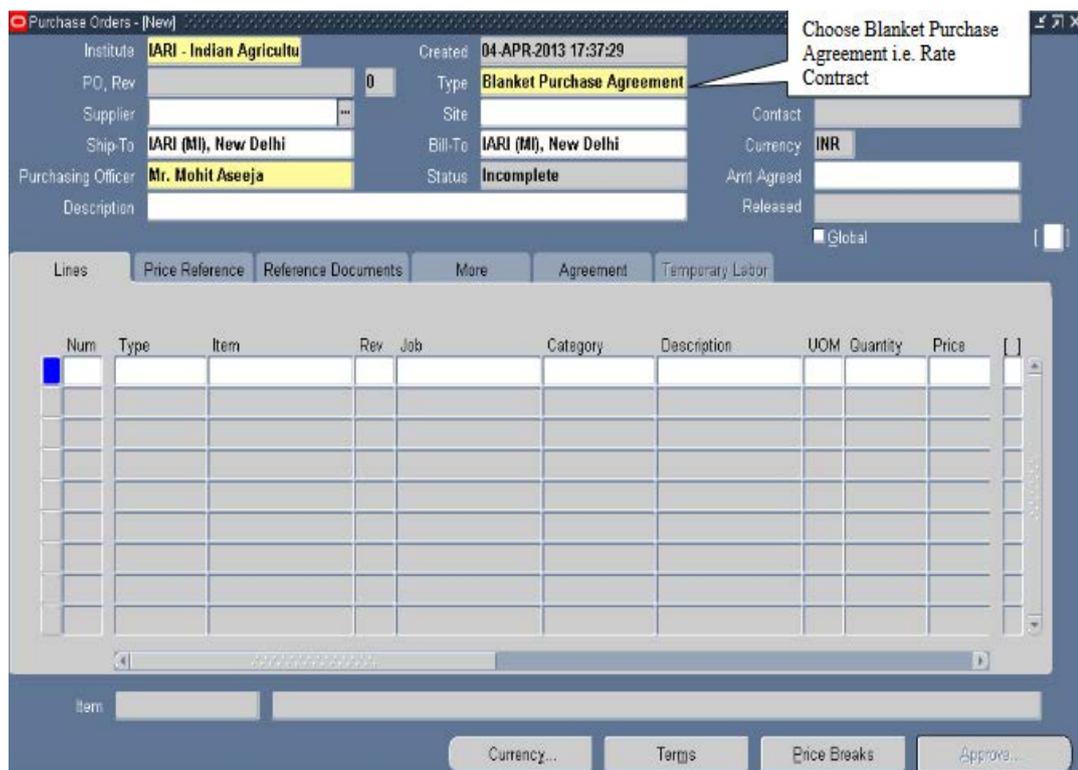
Buttons: Lines, New Release, New PO, Open

Rate Contracts

Select Purchase Orders creation in Purchase Section then click on Open

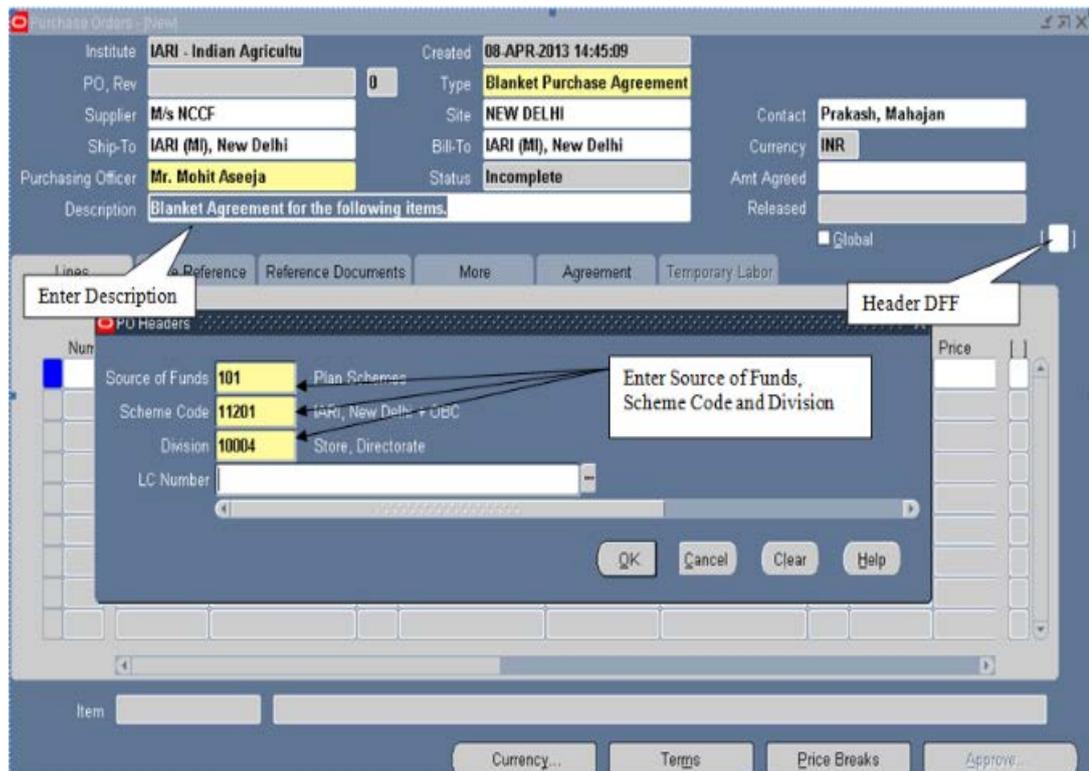


- Select the Document type as “Blanket Purchase Agreement”.

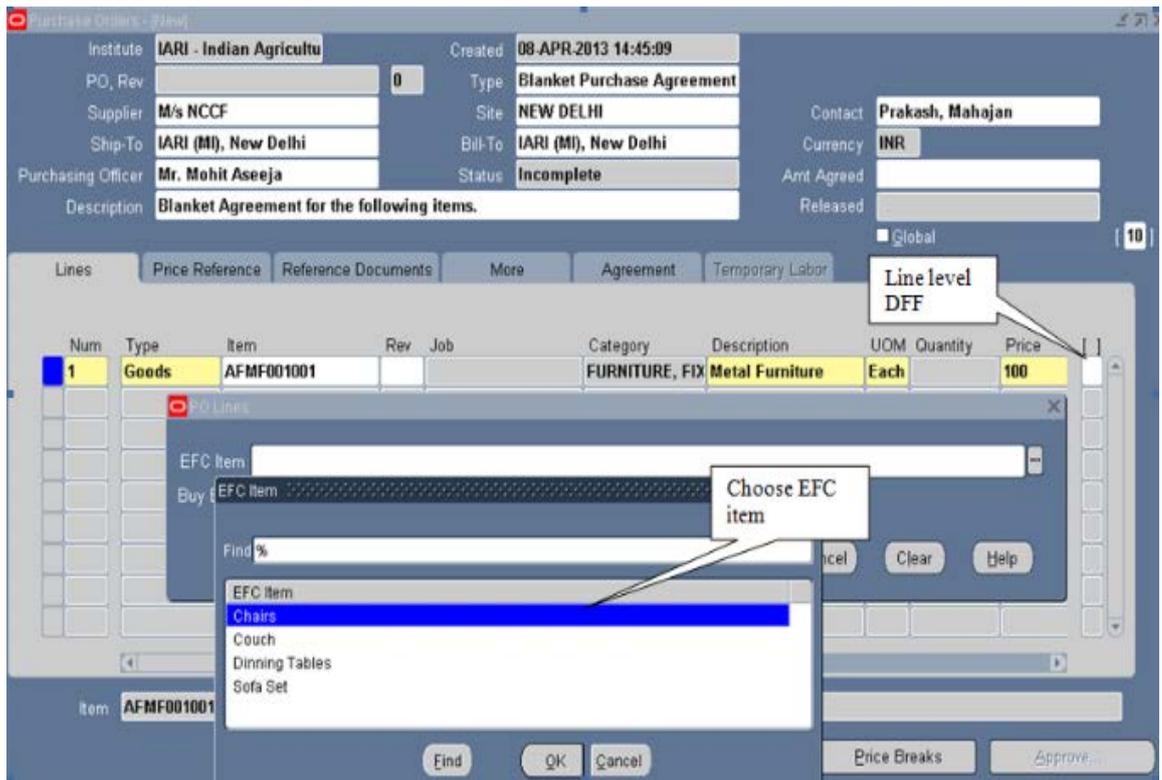


- Enter the Supplier name & Site from the LOV
- Enter Ship to Location & Bill to Location.
- Enter Description.

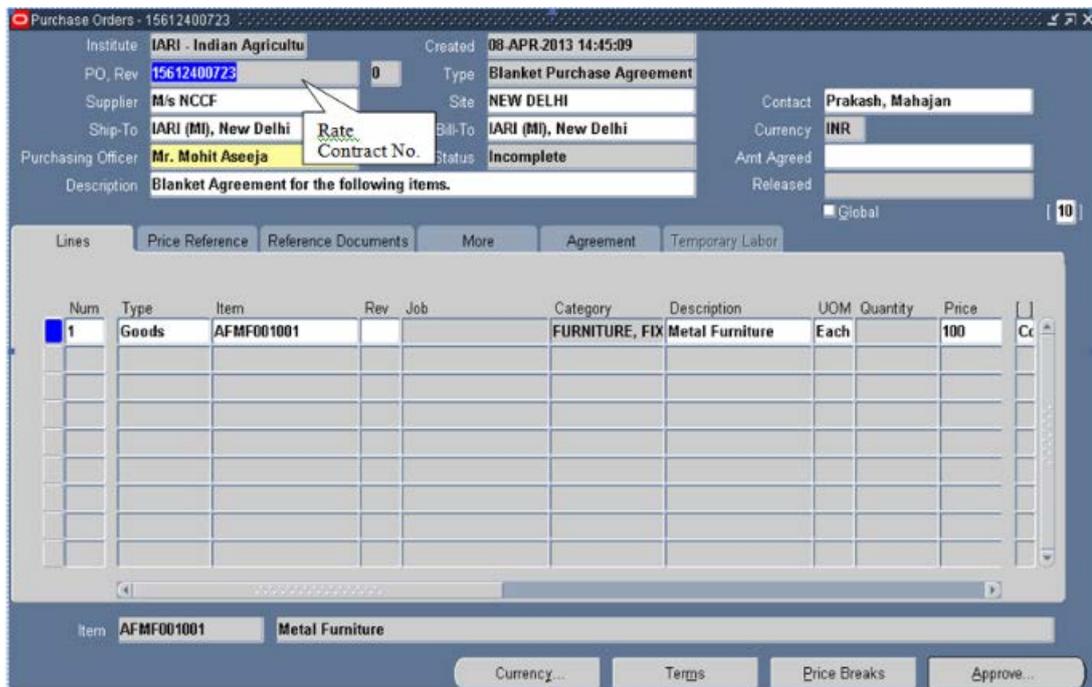
- Enter Source of Funds, Scheme Code and Division in the header DFF as shown below.



- In Lines Tab as shown, Enter the Item code
- On selecting the Item code, The Item Category, Description and Unit of Measure will get filled in automatically. For Asset and Expense Items, user has to specify the exact description of the material.
- Enter the Price of the Item
- Optionally, enter the Suggested Supplier name & Site
- At the line level, click the DFF as shown below and enter the EFC Item.



- Contract No. gets generated.
- Click on “Approve” button.



- Check the “Forward” box.
- Approver name will appear automatically.
- Press OK. Rate Contract will be submitted for approval

Approve Document - 15612400723

Approval Details Additional Options

Encumbrance

Reserve Unreserve Unreserve Date

Use GL Override Use Document GL Date to Unreserve Accounting Date

Approval

Submit for Approval Forward From **Mr. Mohit Aseeja**

Forward Approval Path **IARI PO Hierarchy**

Note Forward To **Dr. R.K. Jain**

Change Approvername will appear automatically

Summary

Transmission Methods

Print XML

Fax FAX Number EDI

E-Mail E-Mail Address

OK Cancel

- Rate Contract gets approved

Purchase Orders - 15612400723

Institute **IARI - Indian Agricultu** Created **08-APR-2013 16:01:16**

PO, Rev **15612400723 0** Type **Blanket Purchase Agreement**

Supplier **M/s NCCF** Site **NEW DELHI** Contact **Prakash, Mahajan**

Ship-To **IARI (M), New Delhi** Bill-To **IARI (M), New Delhi** Currency **INR**

Purchasing Officer **Mr. Mohit Aseeja** Status **Approved** Amt Agreed

Description **Blanket Agreement for the following items.** Released **0.00**

Global

Lines Price Reference Reference Documents More Agreement Temporary Labor

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1	Goods	AFMF001001			FURNITURE, FIX	Metal Furniture	Each		100

Item **AFMF001001** **Metal Furniture**

Currency... Terms Price Breaks Approve...

Blanket Release

Create a standard Purchase Requisition as explained earlier

Requisitions India Localization (15612100371)

Institute: **IARI - Indian Agricultu**
 Indent Number: **15612100371** Type: **Purchase Reqi** Preparer: **Mr. Mohit Aseeja**
 Description: **PR for the followi** Status: **Approved,Resi** Total: **INR 20.00**

Num	Item	Description	UOM	Quantity	Curr.	Price
1	AFMF001001	Metal Furniture	Each	2	INR	10

Destination Type: **Expense** Source: **Supplier**
 Indenter: **Mr. Mohit Aseeja** Supplier:
 Organization: **IARI - Indian Agricultural Resc** Site:
 Location: **IARI (MI), New Delhi** Contact:
 Stores: Phone:

Buttons: Refresh, Taxes, Open

- Navigate to AutoCreate window
- Click on “Open”
- The "Find requisition Lines" form that opens. In it, query for the requisition, for which an PO needs to be created
- Enter the requisition number and Press the “Find” button.
- The Autocreate Document form opens.
- In the Autocreate Document form, select the Requisition and the line that needs to be converted into release.
- Set the Document type to “Blanket Release”
- Press on the “Automatic button”

AutoCreate Documents

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-B
15612100371	1	AFMF001001		FURNITURE,	Metal Furniture	Each	2	10	09-APR

Action: **Create**
 Document Type: **Blanket Release**
 Grouping: **Requisition**

Buttons: Manual, Automatic

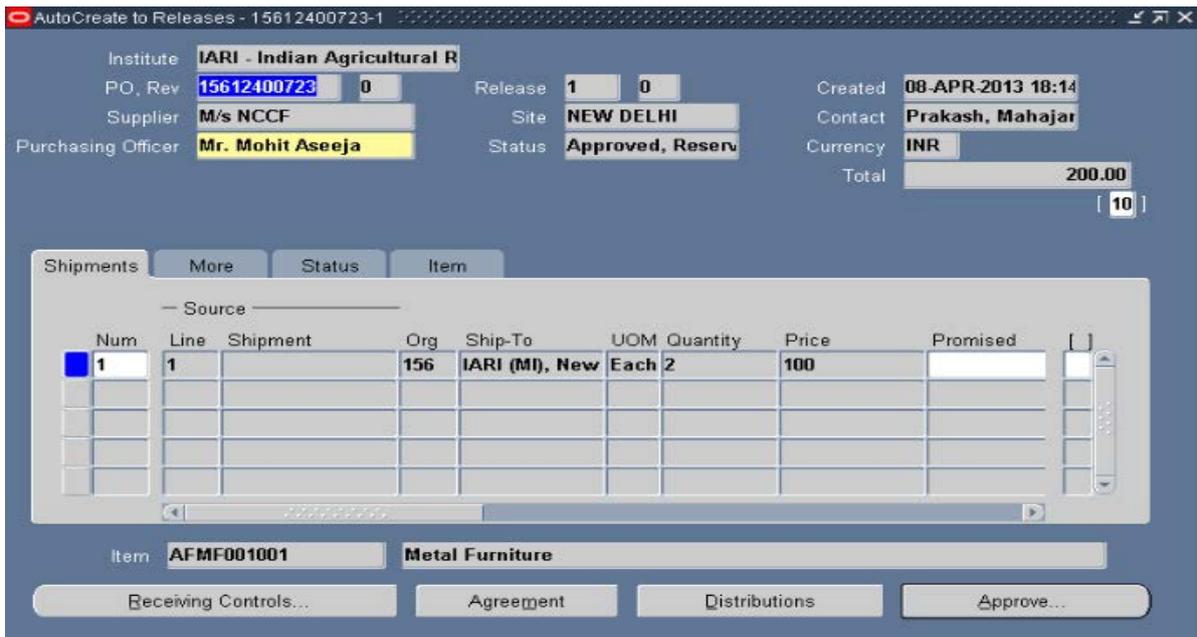
Callout: Change Document Type to Blanket Release

Select the Rate Contract document number. The Release number gets auto generated.

Release gets Created

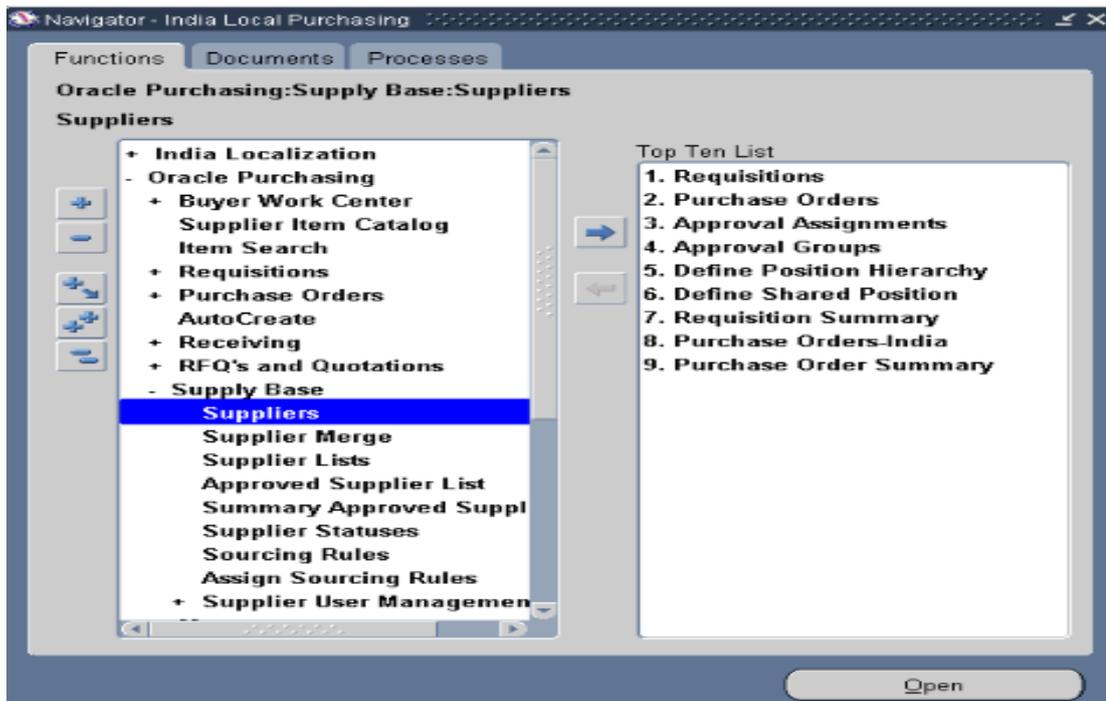
Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1	1		156	IARI (MI), New	Each	2	100	

- Once the Release gets approved, it's status changes to "Approved , Reserved" as shown below
- The Release is now complete

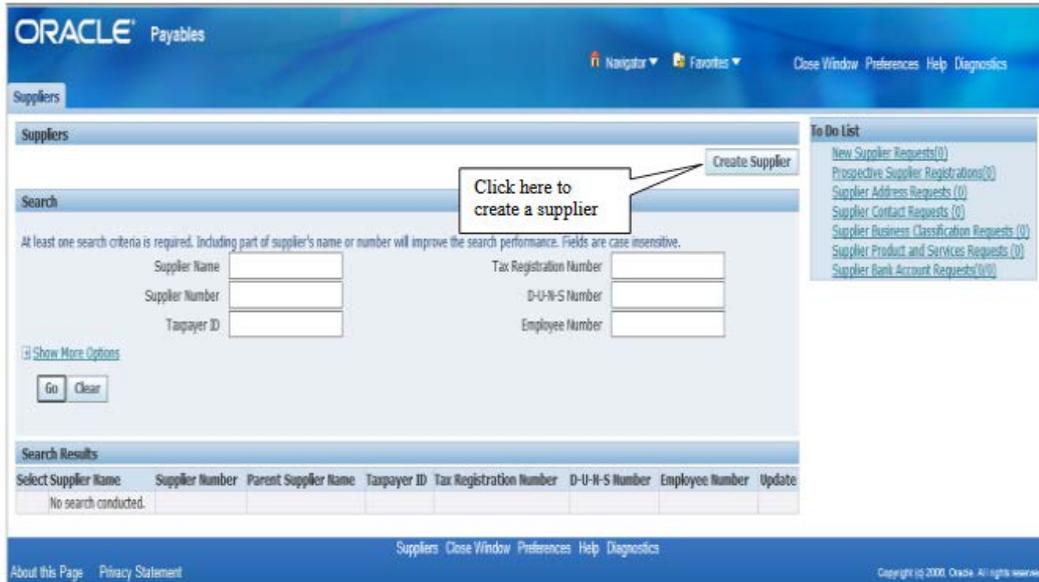


Supplier Creation

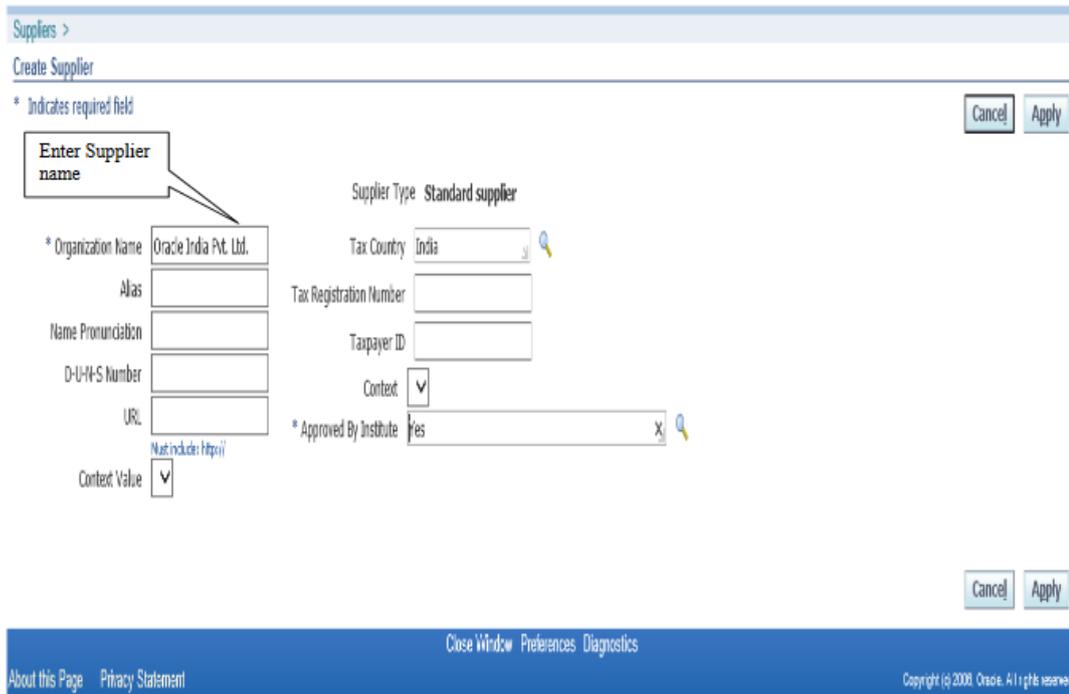
Navigate to Supply Base → Suppliers



- In the below screenshot, click on “Create Supplier’ button.



- Enter Organization name, Tax Country and approved by Institute.
- Approved by Institute – Yes -◇ This means that it's a registered supplier.
- Press Apply.



- Click 'Address Book' to add address details.

Suppliers

Update Oracle India Pvt. Ltd. - 149: Quick Update

* Indicates required field

* Supplier Name Oracle India Pvt. Ltd.

Supplier Number 149

Alternate Supplier Name

Registry ID 2381

Inactive Date

Alias

Purchase Order Hold All New Orders

Hold from Payment All Invoices

Unmatched Invoices

Unvalidated Invoices

Supplier Sites

Site Status Active Site Name Operating Unit Go

Key Purchasing Setups Key Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	*Selling Company Identifier	Freight FOB Terms	Transportation Arranged	Country of Origin
No results found.													

Cancel Save

- Fill the information as shown in the below screenshot.

Suppliers: Address Book >

Create Address: Confirm Details

* Indicates required field

Supplier Name Oracle India Pvt. Ltd. Supplier Number 149

Address Details

* Country India

* Address Line 1 DLF Building No 8, Tower C

Address Line 2 Ground & 7th Floor

Address Line 3 DLF Cyber City, DLF Phase - II

Address Line 4

City Gurgaon

Country India

State Haryana

Province

Postal Code 122002

* Address Name Gurgaon

Addressee

Language

Context Value

Contact Details and Purpose

Communication Details Update to all new sites created for this address

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Address Purpose Purchasing

Payment

RFQ Only

- Check thebox as shown in the screenshot to create Supplier Site.
- Press Apply.

Cancel Back Apply

Address Name: Gurgaon
 Address Details: DLF Building No 8, Tower C, Ground & 7th Floor,
 DLF Cyber City, DLF Phase - II, Gurgaon,
 Haryana, IN
 Purpose:

Supplier Name: Oracle India Pvt. Ltd.
 Supplier Number: 149

Operating Units

Select All | Select None

Select Site Name	Operating Unit
<input checked="" type="checkbox"/> Gurgaon	1493 - Indian Agricultural Research Institute

Check this box.

Site Attributes

Override default site attributes

Cancel Back Apply

Supplier gets created

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book**
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Confirmation
 Gurgaon has been added to the Address Book for Oracle India Pvt. Ltd..

Update Oracle India Pvt. Ltd. - 149: Address Book

Search

Address Name: Site Name:
 Address Details:

Go Clear

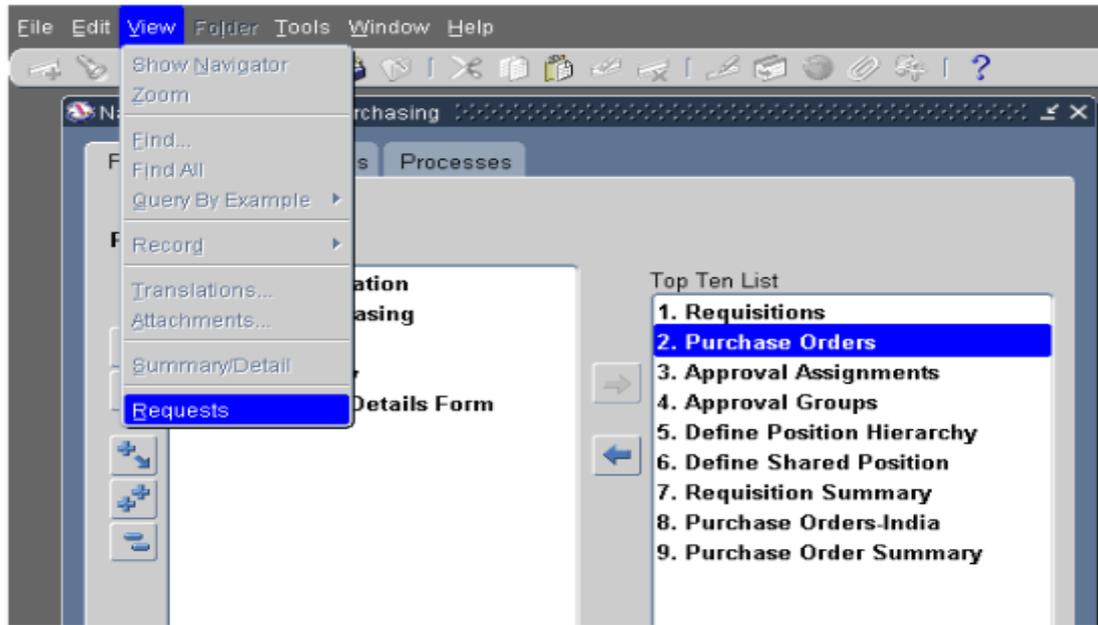
Create

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Show	Gurgaon	DLF Building No 8, Tower C Ground & 7th Floor DLF Cyber City, DLF Phase - II Gurgaon, Haryana 122002	India			Current			

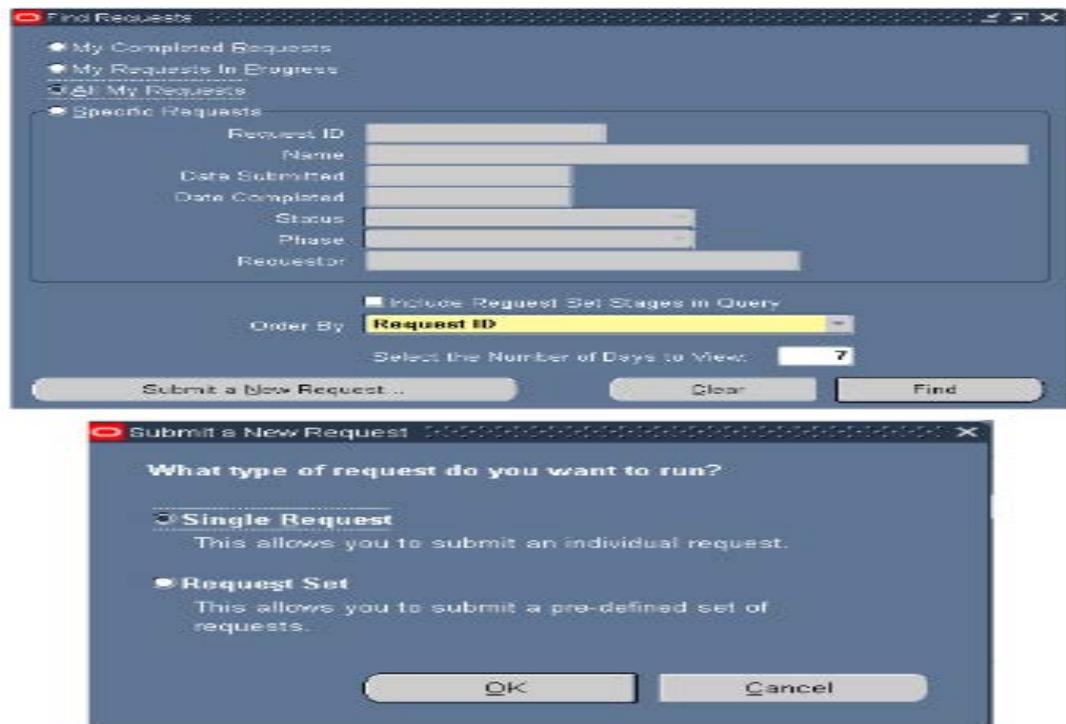
Inactive Addresses

Running Purchasing Reports

From the toolbar menu at the top, select View then Request



- Click on "Submit a new Request"
- Select "Single Request" and click "OK"

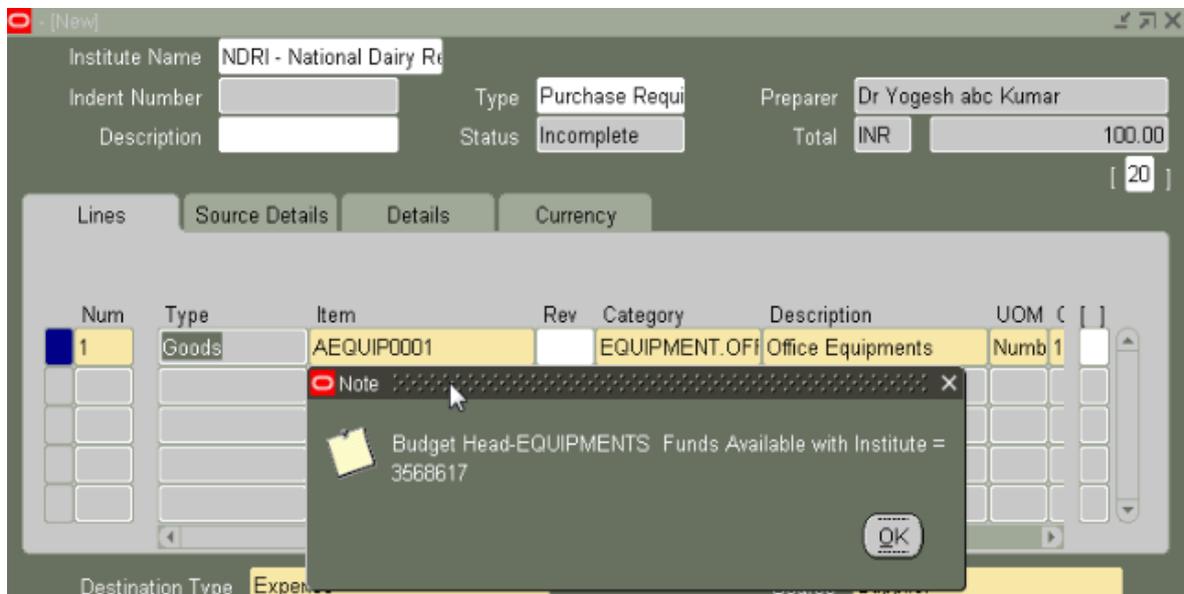


- Enter the report name and the parameters as per following

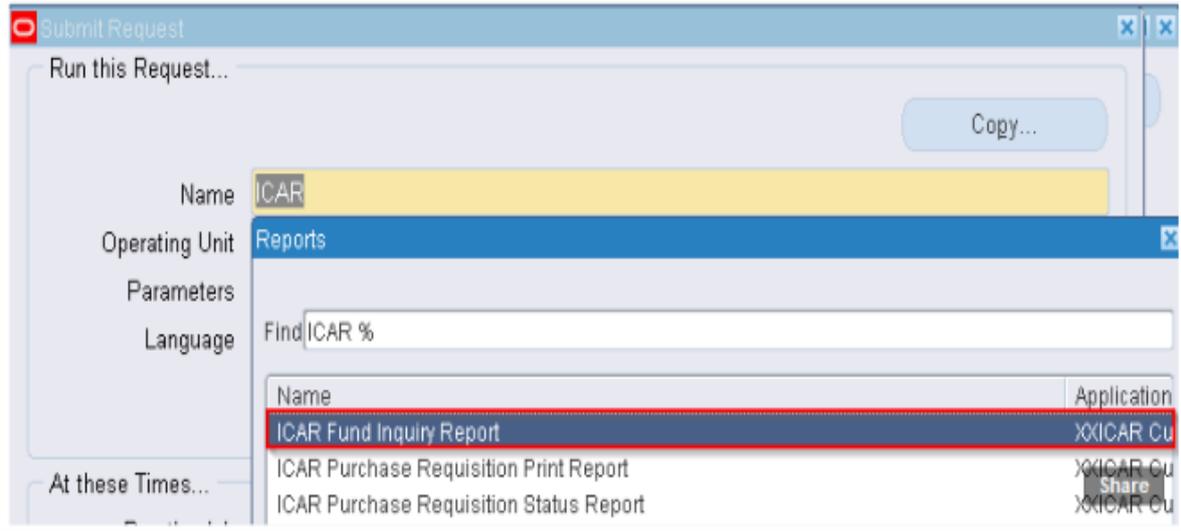
REPORT NAME	PARAMETERS & EXPLANATION
ICAR Fund Inquiry Report	<ul style="list-style-type: none"> Institute Name: Enter the Institute name from list of values Source of Fund: Enter the source of funds (Plan/Non Plan) Scheme: Select the Scheme name Provides the budgeted, encumbered, actual and fund available against a particular head.
ICAR Purchase Order Print Report	<ul style="list-style-type: none"> Institute Name : Select the institute from list of values PO Number: Enter the PO No. Provide the PO print in PDF format.
ICAR Expenditure Sanction Order Report	<ul style="list-style-type: none"> Institute Name: Enter the Institute name from list of values Quotation No: Enter the Quotation No. Provides the funds availability against a particular head
ICAR Purchase Order Detailed Report	<ul style="list-style-type: none"> Institute Name: Enter the Institute name from list of values Start Date : Enter the start date End Date : Enter the end date Provides the detailed list of Pos (Line wise) in a particular period along with item code, unit price and quantity.

Fund Available Check on Indent

We have made the provision to check the Fund Available on the Indent form. Indenter would have two options to check the fund availability before submitting the Indent for approval. 1) Fund Available Check-->Now the Indenter can check the Funds Availability for every line/Item. By clicking on Tools-->Fund Available Check. System would show the funds availability for the given budget head. For more details please refer attached screen Shots.



Fund Inquiry Report-->Indenter can also run "ICAR Fund Inquiry Report" to check the fund availability before submission of Indent for Approval.



ERP TRAINING MANUAL PROJECT

Prepared by

Joshy C. G

Shyla N C

Sreejith T J

Contents

SL No	Title	Page No
18.	Logging into Oracle Applications	79
19.	How to Create Project	79
20.	Enter Project Budget	84
21.	Report of ICAR Project Budget	90

Logging into Oracle Applications

Open the link for the Oracle Instance
<http://icarerp.iasri.res.in>

- Enter the Username and Password as provided (individual user name/password to be used). Password need to be changed on first time login.
- On logging into the application, a new page consisting of the responsibilities assigned to the user and the active notifications for the user will open up.

ICAR ERP
Implementation of MIS & FMS in ICAR

*User Name
(example: michael.james.smith)

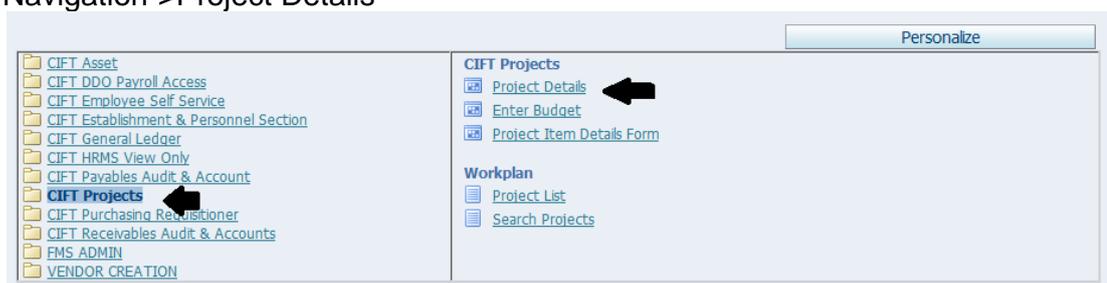
*Password
(example: 4u99v23)

ICAR-ERP User Support and IBM Helpdesk
Please contact at IASRI, Library Avenue, Pusa, New Delhi - 110012
Email - support.erp@icar.gov.in
Phone - 011-25842274, 011-25842275, 011-25842276 (Timing - 9:30 AM to 5:00 PM - Working Days)

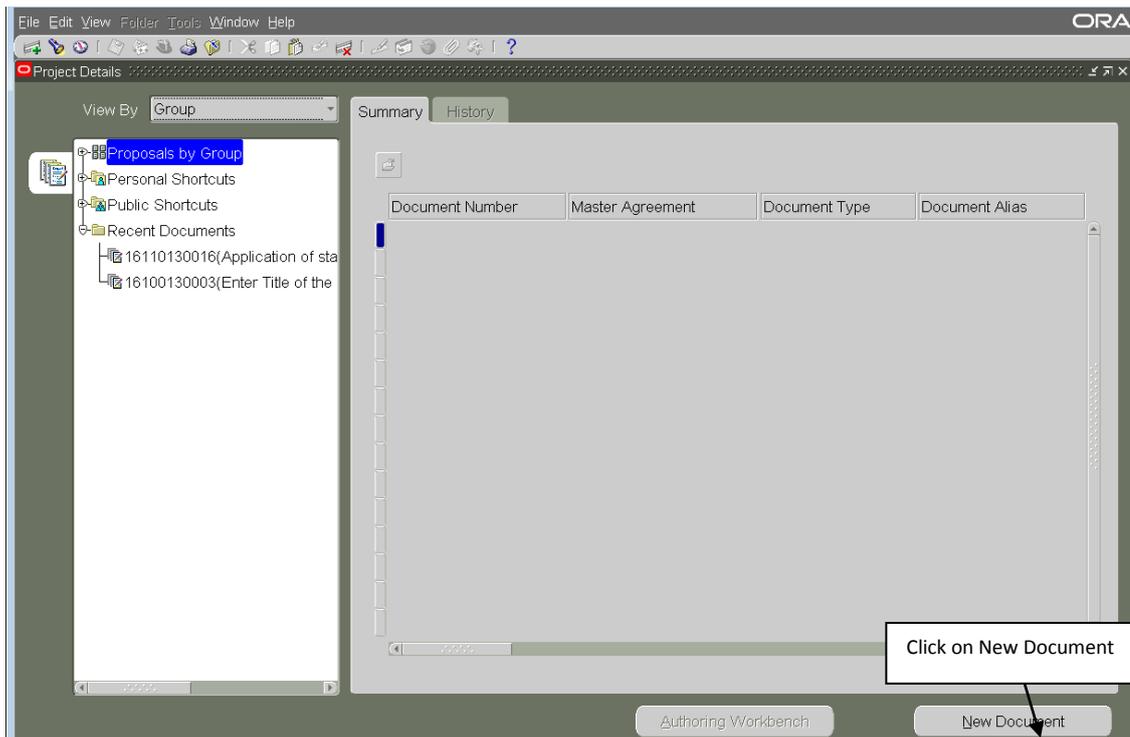
[Login Assistance](#)

How to Create Project

1. Responsibility: CIFT Projects
Navigation->Project Details



2. Click on Project Details. A new window opens



3. Click on New Document to create new project.
4. Choose relevant option.
 - If you are creating Status Report then select “Create New status report from status report template”.
 - If you want to create RPP1 document from status report then click on “copy from existing document” option so that the relevant information is copied from status report.
 - If it is an externally funded project then select “Create RPP1 for externally funded project”.

Step 1: Choose relevant option and click on Next.



Step 2: Select Document type from the list and enter start date then click on Finish

Contract Authoring Wizard, Step 3 of 3: New Document Information

Please enter the following information for your new contract document.

Type: CIFT-RPPI (Externally Funded)

NA: Buy

NA:

Start Date: 16-JUN-2017

Item Master Org: IMO - Item Master Organization

Institute Name: CIFT - Central Institute of Fisheries

Buttons: Cancel, < Back, Next >, Finish

Step 3: Fill all the relevant details in project header tab.

55210140043

Project Header | External Members/Member Contribution | Project Items | Project Team Info/Doc Approval

Organizations

Type: IASRI-RPPI

Number: 55210140043

Project Code: 55210140043

Type of Project: IASRI-Applied

Lead Division: IASRI - Computer Application

Priority Area: Development and Analysis of

Status: Document Created

Start Date: 24-APR-2014

End Date: 24-APR-2017

Project:

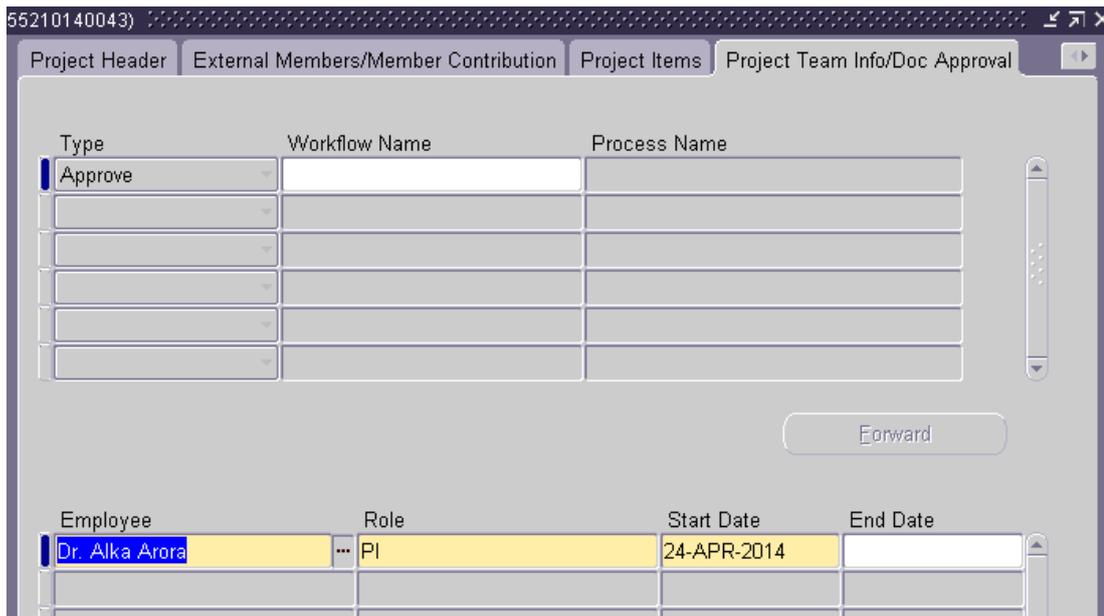
Prime Contract:

Organizations

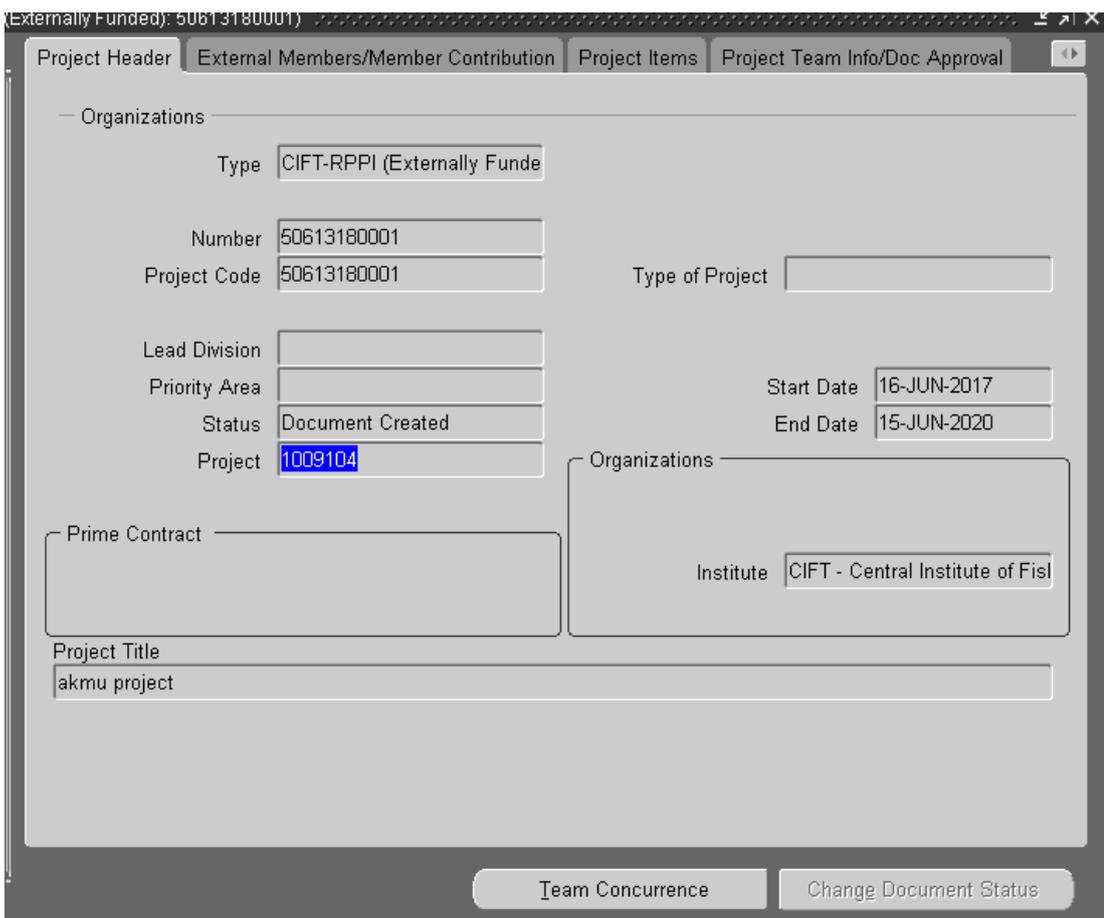
Institute: IASRI - Indian Agricultural Sta

Project Title: Test

Now enter Project team info/Doc approval and Save.



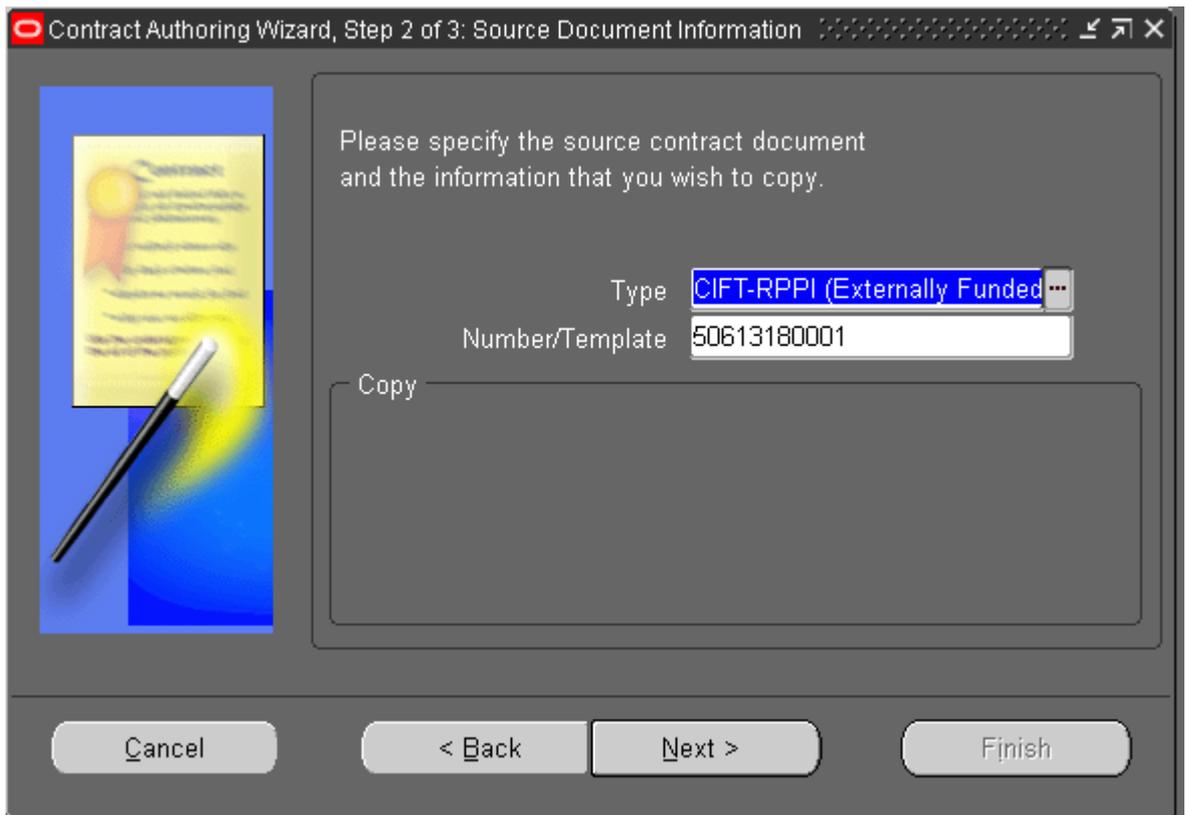
Now again click on Project header tab and message will appear click “OK”. Project number will generate as indicated in below screenshot.



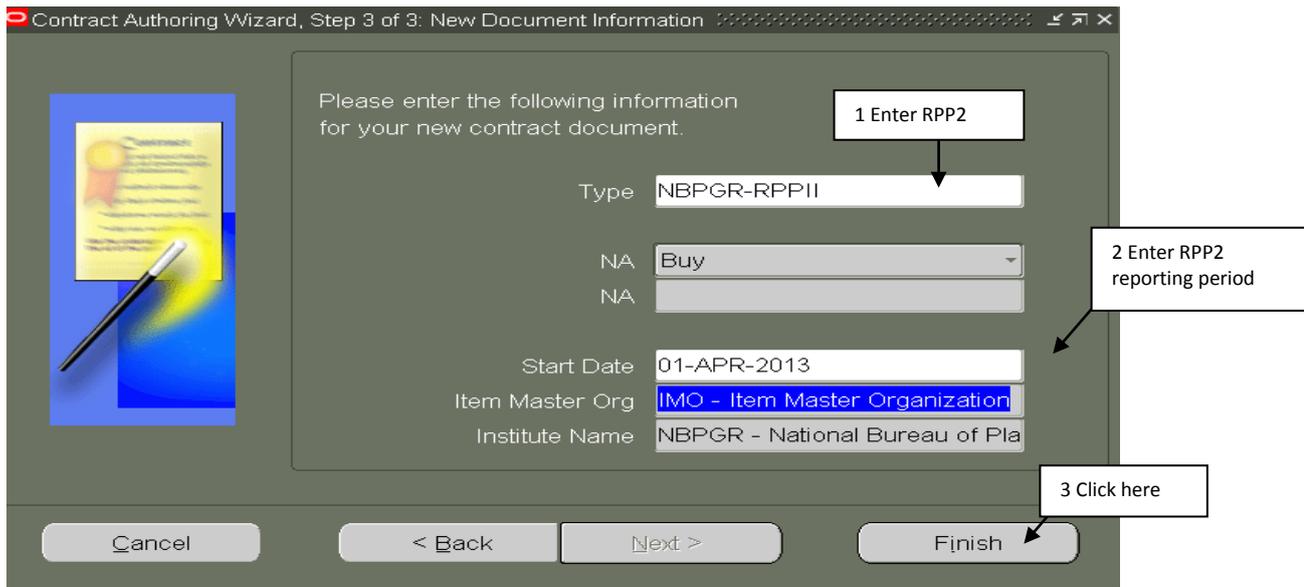
If you want to create RPP1 document from status report then click on “copy from existing document” option so that the relevant information is copied from status report.



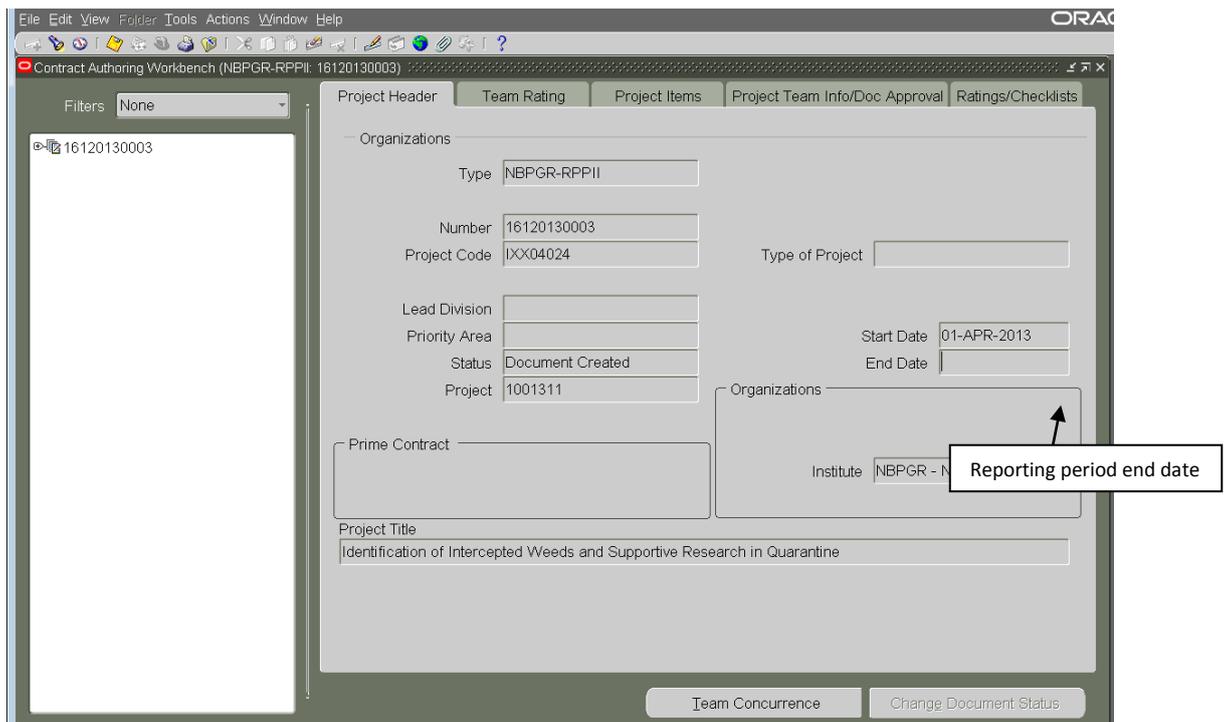
In the next screen, select the document type from where you wish to copy then click on Next.



Select document type you wish to create. In start date field, enter the start of document then click on finish.

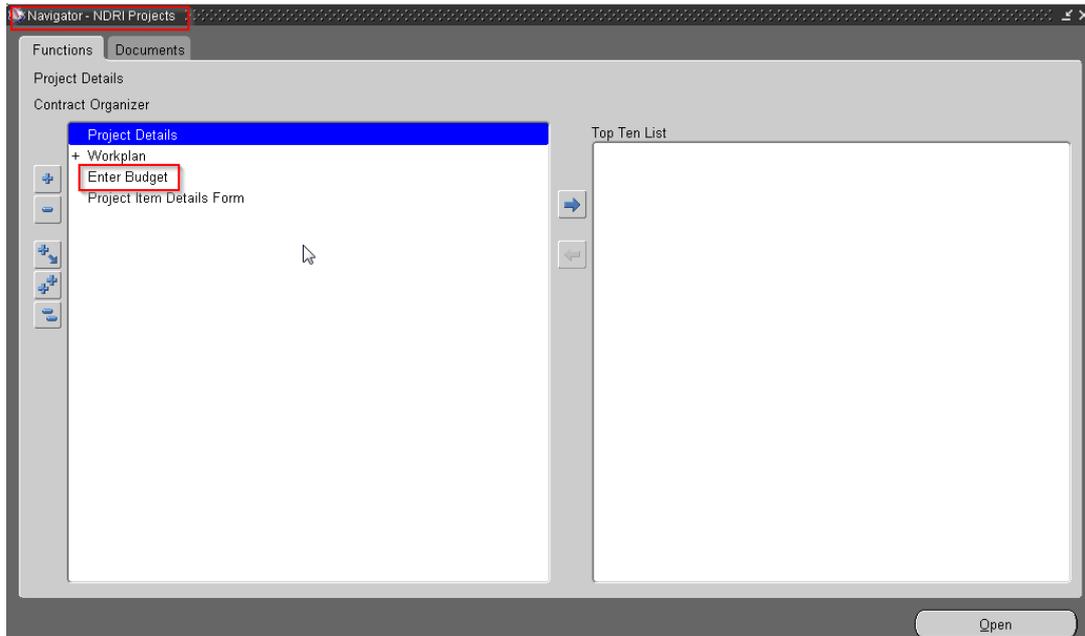


All the relevant information is copied.
 In the Project Header Tab, enter the reporting period end date as the end date.

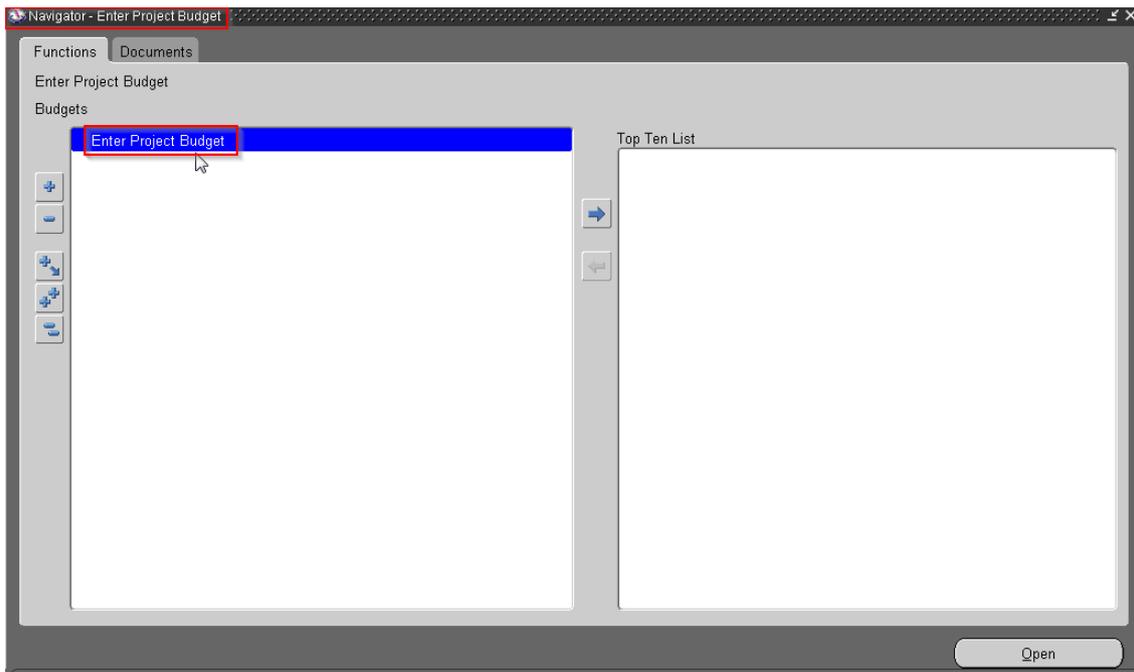


Enter Project Budget

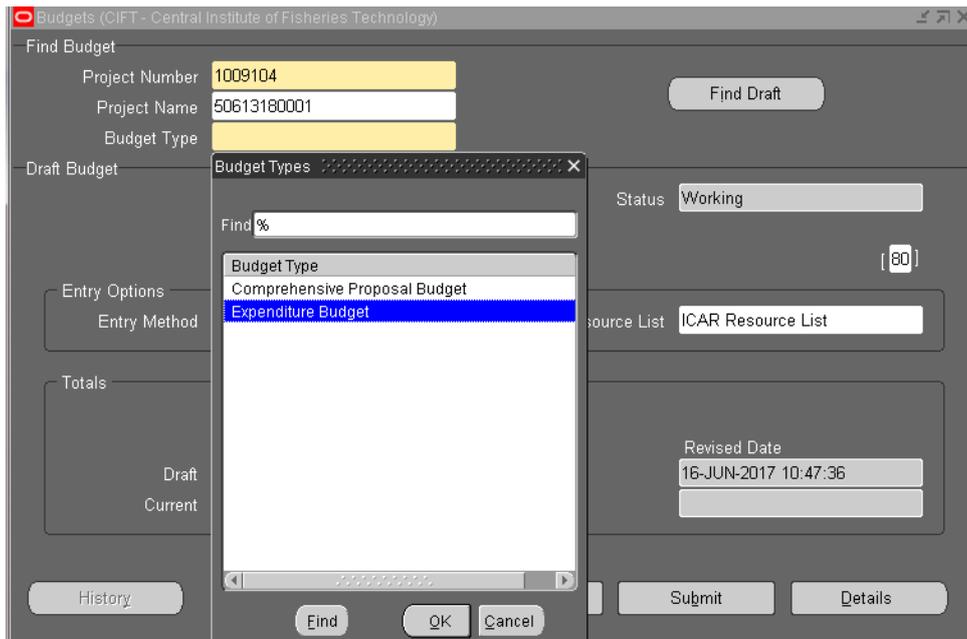
To Enter Project either go to XXX Projects Responsibility (If PI of the project want to allocate the Project Budget) Click on Enter Budget



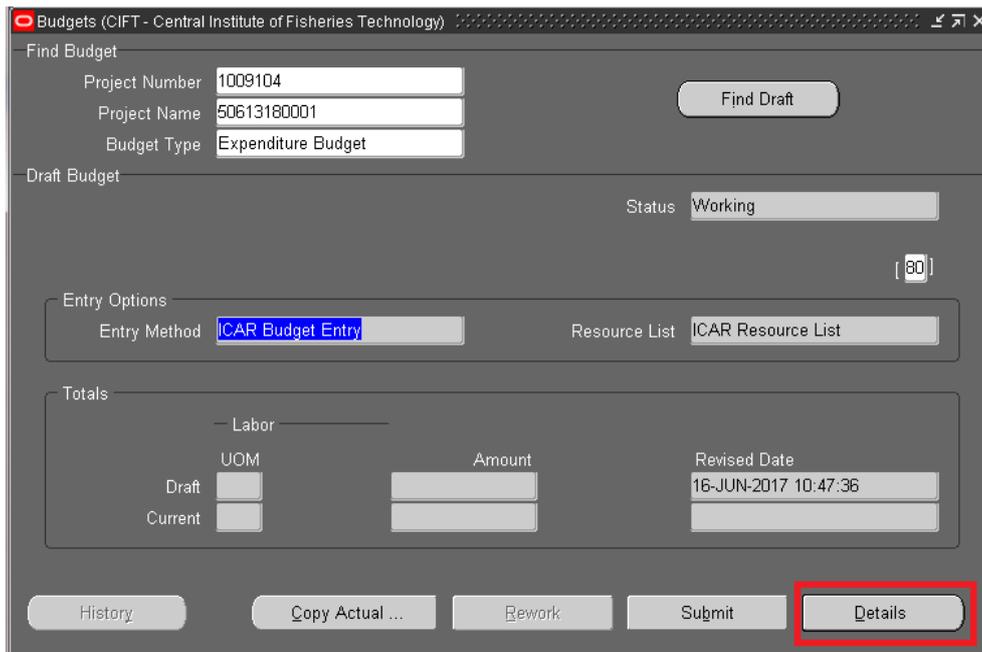
To Enter Project either go to Enter Project Projects Responsibility (Other than PI of the project want to allocate the Project Budget).Click on Enter Project Budget



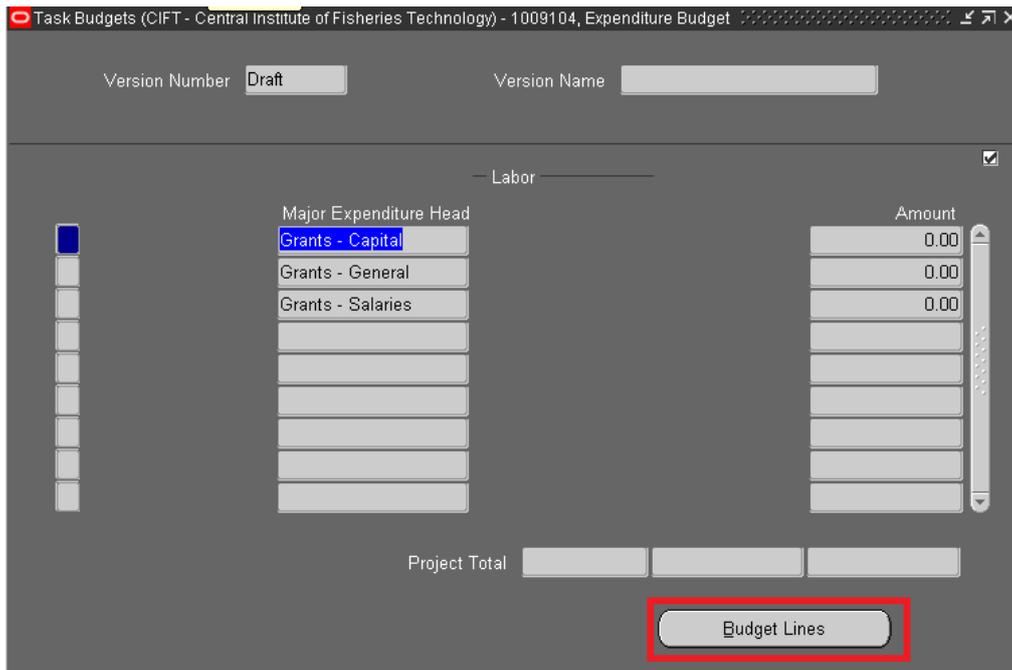
Provide your Project No. (Generated at the time of RPP-1 Creation), Select Budget Type as Expenditure Budget (System would check the Expenditure Budget for Project related Expenses).Another window will pop-up.Enter Appropriate Fund Type,Scheme Code and Division Name.Then Click on Ok Button



Click on Details Button



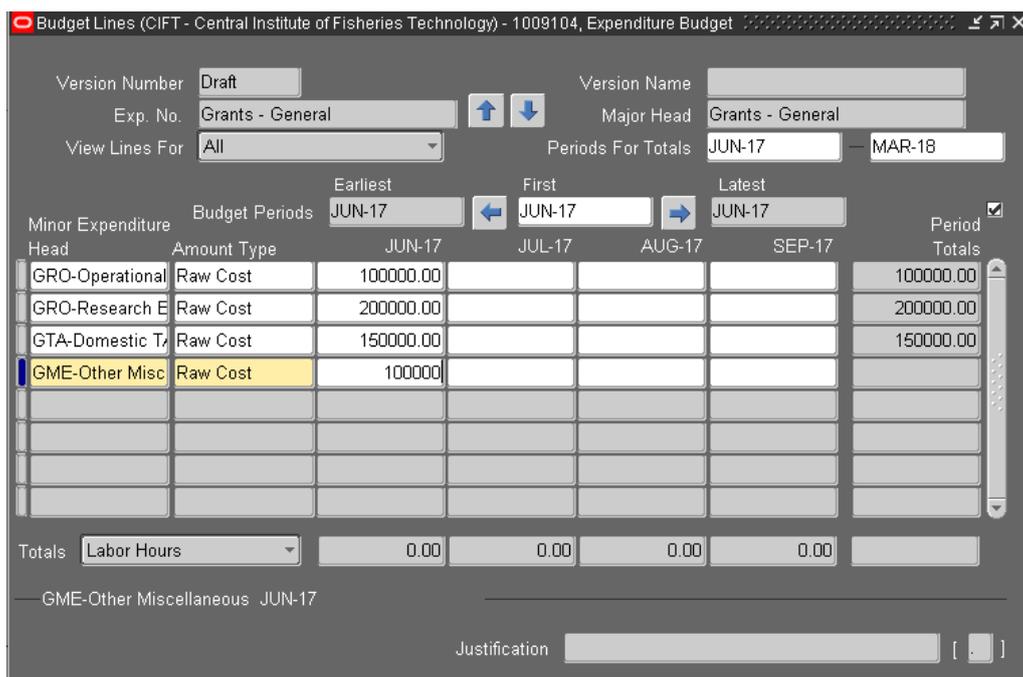
System would show three Major Category. Select Major category (Under which you want to allocate the budget) and then click on Budget Lines



System would show a note. Click on Ok button

Now click on Minor Expenditure head and select appropriate Minor Category, Amount Type (only would have One Value as "Raw Cost"). Enter Budget amount in any of the month in for the given financial year.

Example: for the current Financial year 2014-15 budget can be allocated in of the month from April'14 to March'15. There is no month wise check, system check over all budget in the given financial year. After enter Budget save the Transaction (Ctrl+S). System will show Two additional Line. Now Close this form and repeat this activity for other major categories.



After entering the budgets (Save them)

Budget Lines (CIFT - Central Institute of Fisheries Technology) - 1009104, Expenditure Budget

Version Number: Draft | Version Name: | Major Head: Grants - General

Exp. No.: Grants - General | View Lines For: All | Periods For Totals: JUN-17 - MAR-18

Budget Periods: JUN-17 | First: JUN-17 | Latest: JUN-17

Minor Expenditure Head	Amount Type	JUN-17	JUL-17	AUG-17	SEP-17	Period Totals
GME-Other Misc	Currency					0.00
GME-Other Misc	Raw Cost	100000.00				100000.00
GME-Other Misc	NA	100000.00				100000.00
GRO-Operational	Currency					0.00
GRO-Operational	Raw Cost	100000.00				100000.00
GRO-Operational	NA	100000.00				100000.00
GRO-Research E	Currency					0.00
GRO-Research E	Raw Cost	200000.00				200000.00
Totals Labor Hours		0.00	0.00	0.00	0.00	0.00

Justification: []

close the window and come to below mentioned main form.

Oracle Applications - ICAR - Cloned On 06MAY2017

Budgets (CIFT - Central Institute of Fisheries Technology)

Find Budget

Project Number: 1009104 | Project Name: 50613180001 | Budget Type: Expenditure Budget | Find Draft

Draft Budget | Status: Working

Entry Options

Entry Method: ICAR Budget Entry | Resource List: ICAR Resource List

Totals

Labor		Amount	Revised Date
Draft	UOM		
		4450000.00	16-JUN-2017 10:47:36
Current			

Buttons: History, Copy Actual ..., Rework, Submit, Details

Click on Submit Button → Status would Change Submitted

Budgets (CIFT - Central Institute of Fisheries Technology)

Find Budget

Project Number: 1009104
 Project Name: 50613180001
 Budget Type: Expenditure Budget

Find Draft

Draft Budget

Status: Working

Entry Options

Entry Method: ICAR Budget Entry
 Resource List: ICAR Resource List

Totals

Labor		UOM	Amount	Revised Date
Draft	<input type="checkbox"/>		4450000.00	16-JUN-2017 10:47:36
Current	<input type="checkbox"/>			

History Copy Actual ... Rework **Submit** Details

After Click on Submit button → Submit Button will change to Baseline button, click on this button again. Now the status would be “Inprocess”

Budgets (CIFT - Central Institute of Fisheries Technology)

Find Budget

Project Number: 1009104
 Project Name: 50613180001
 Budget Type: Expenditure Budget

Find Draft

Draft Budget

Status: Submitted

Entry Options

Entry Method: ICAR Budget Entry
 Resource List: ICAR Resource List

Totals

Labor		UOM	Amount	Revised Date
Draft	<input type="checkbox"/>		4450000.00	16-JUN-2017 10:47:36
Current	<input type="checkbox"/>			

History Copy Actual ... Rework **Baseline** Details

After few Minutes Status would change from “Inprocess” to Working”

Budgets (CIFT - Central Institute of Fisheries Technology)

Find Budget

Project Number: 1009104
 Project Name: 50613180001
 Budget Type: Expenditure Budget

Find Draft

Draft Budget

Status: In Progress

Entry Options

Entry Method: ICAR Budget Entry
 Resource List: ICAR Resource List

Totals

Labor		UOM	Amount	Revised Date
Draft			4450000.00	16-JUN-2017 10:47:36
Current				

History Copy Actual ... Rework Baseline Details

Submission and Baseline is very-very Important Step. So please don't Skip/Miss it.

Report of ICAR Project Budget

Go to **View** → **Requests** → **Submit a New Request** → **(Single Request)** OK

Submit Request

Run this Request...

Name: [Highlighted]

Operating Unit: []

Parameters: []

Language: []

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Upon Completion...

Save all Output Files Byrest Output

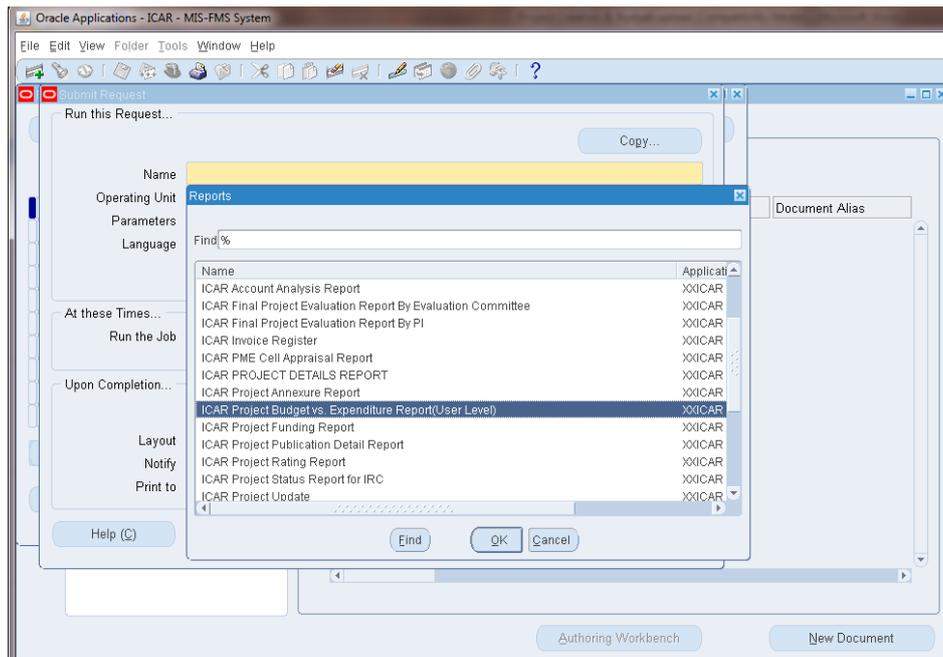
Layout: [] Options...

Notify: []

Print to: [] Delivery Opte

Help (C) Submit Cancel

Find the request name : **ICAR Project Budget vs. Expenditure Report(User Level)**



Enter the **Parameters**
Enter the **RPP1 Number**

Click **OK**→**Submit**→**NO**→**Find**
Click **Refresh Data** until the **Phase is Completed**
Click **View Output**

A new tab will be opened in Firefox
Save/open the Excel File to view the Report

ICAR Project Budget vs. Expenditure Report												
Institute Name: CFT												
RPP1 Number: 50613180007												
Institute Name	RPP1 Number	Project Number	Project Code	Project Title	Budget Type	Major Expenditure Head	Minor Expenditure Head	Year	Budget	Budget Booked in PO	Actual Expenditure	Funds Available
CFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - Capital	Equipments	2018	1,061,460.00			1,061,460.00
CFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	GRO-Operational Expenses	2018	50,000.00			50,000.00
CFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	GRO-Research Expenses	2018	150,000.00			150,000.00
CFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	GTA-Domestic TA/Transfer	2018	50,000.00			50,000.00
CFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	Institutional Charges	2018	67,600.00			67,600.00
CFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - Salaries	Salaries-SRFs/IRAs	2018	426,000.00			426,000.00
Project Number Project Code				Project Title	Remittance No.	Receipt Date	Receipt Amount					

ERP TRAINING MANUAL

Payroll Processing

Bills Section

Prepared by

Shyla N C

Joshy C. G

Sreejith T J

Contents

SL No	Title	Page No
1	How to enter salary components for an employee	92
2	How to run payroll	100
4	How to roll back pay roll run	103
5	How to verify incomplete pay roll process	103
6	How to verify incomplete employee wise pay roll process result	104
3	Creating a group of employees for payroll run	107

Payroll

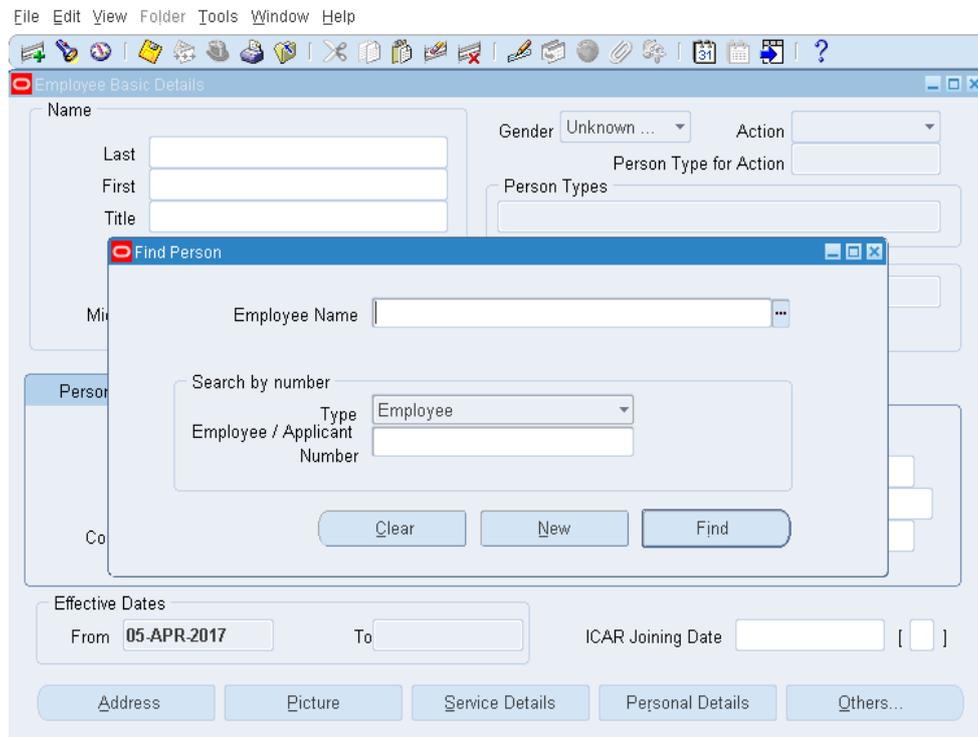
How to enter salary Components for an employee

Navigation

Click on CIFT Establishment & Personnel Section → Open Employee Service Record



A new window will open



Search the **Employee by Name** (E.g. %xxxx) or by **Employee number** (E.g. 123456)

A new window will open with the searched keyword. Click the employee name and click

The screenshot shows a web browser window titled "Employee Basic Details". The form is divided into several sections:

- Name:** Last (empty), First: Shyla, Title: Mrs., Middle: N.C.
- Gender:** Female (dropdown), Action (dropdown), Person Type for Action (dropdown).
- Person Types:** Employee (dropdown).
- Identification:** Employee (dropdown), 011585 (text input).
- Personal:** Date of Birth: 15-APR-1966, Age: 50, Home Town: Thodupuzha, Marital Status: Married, Nationality: Indian, Country of Birth: India, Registered Disabled (empty).
- Effective Dates:** From: 10-FEB-1997, To (empty), ICAR Joining Date: 10-FEB-1997 [CII].

At the bottom, there are buttons for "Address", "Picture", "Service Details", "Professional Info", and "Personal Info".

Click On **Service Details**

The screenshot shows a web browser window titled "Service Details(Mrs. Shyla N.C.)". The form is divided into several sections:

- Organization:** CIFT - Central Institute of Fisheries Techn... (dropdown)
- Designation:** Senior Technical Assistant. (dropdown)
- PB + Grade Pay:** PB-2 (Rs 9,300-34,800). +4200. Level 6 (dropdown)
- Location:** CIFT (MI), Kochi (dropdown)
- Office Details:** INST.Technical.. (dropdown)
- Position held:** (empty dropdown)
- Payroll:** CIFT Monthly Payroll (dropdown)
- Status:** Regular (dropdown)
- Vacancy:** (empty dropdown)
- Employee Category:** Technical (dropdown)

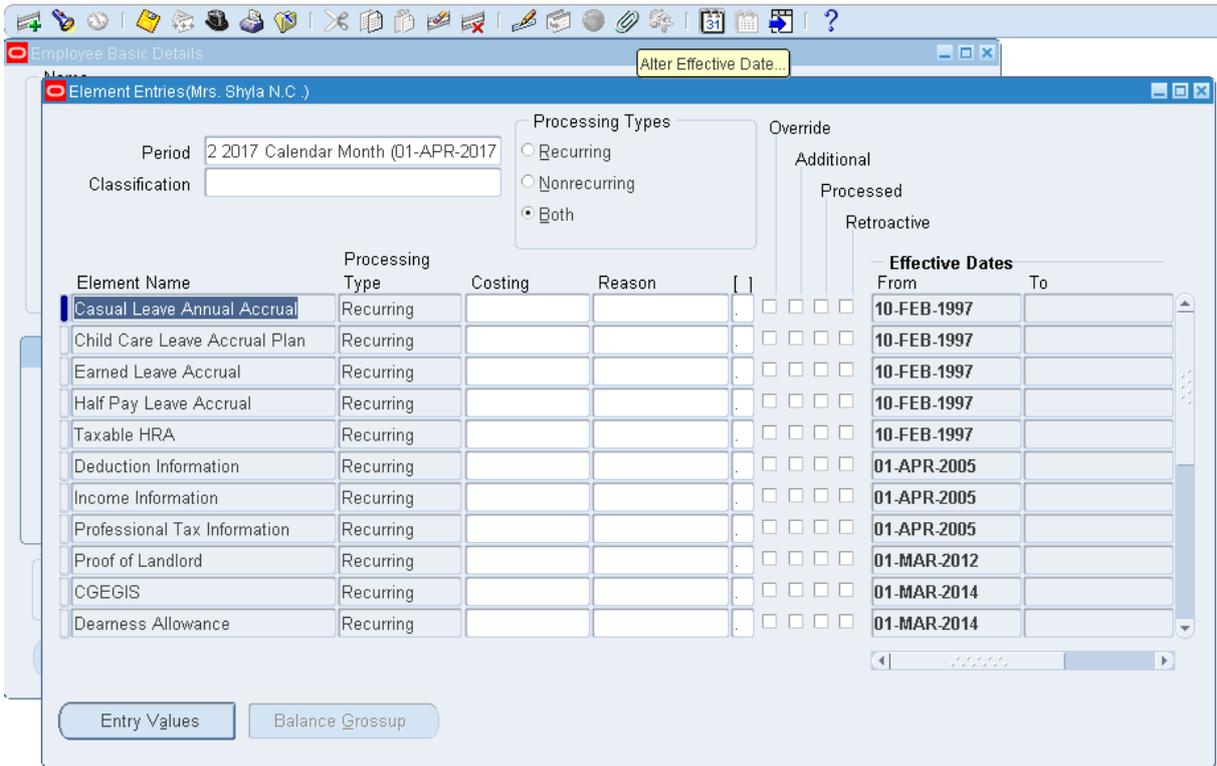
Below these are tabs for "Salary Information", "Supervisor", "Probation & Notice Period", "Statutory Information", and "Service Change Reason".

Salary Information: Salary Basis: Monthly Salary (dropdown), Review Salary (empty text input), Review Performance (empty text input).

Effective Dates: From: 07-DEC-2016, To (empty), [...]

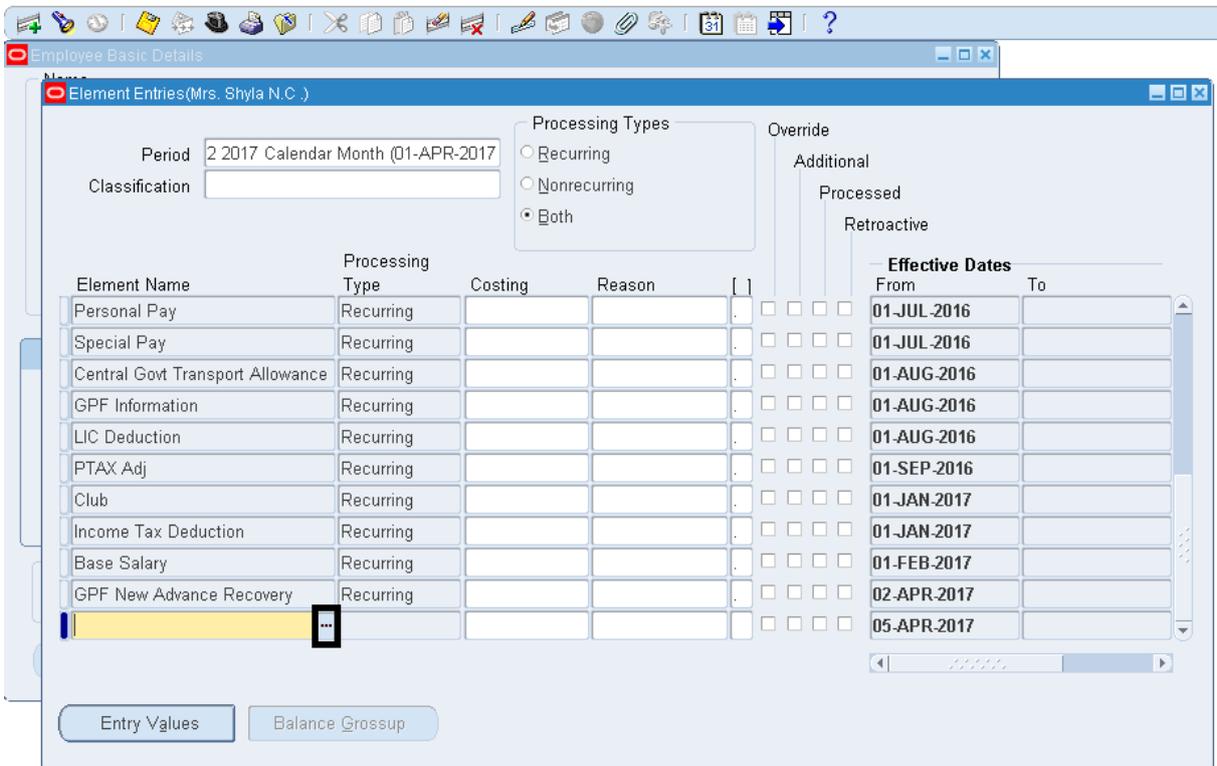
At the bottom, there are buttons for "Salary", "Salary Components", and "Payroll Related".

Click on **Salary Components**

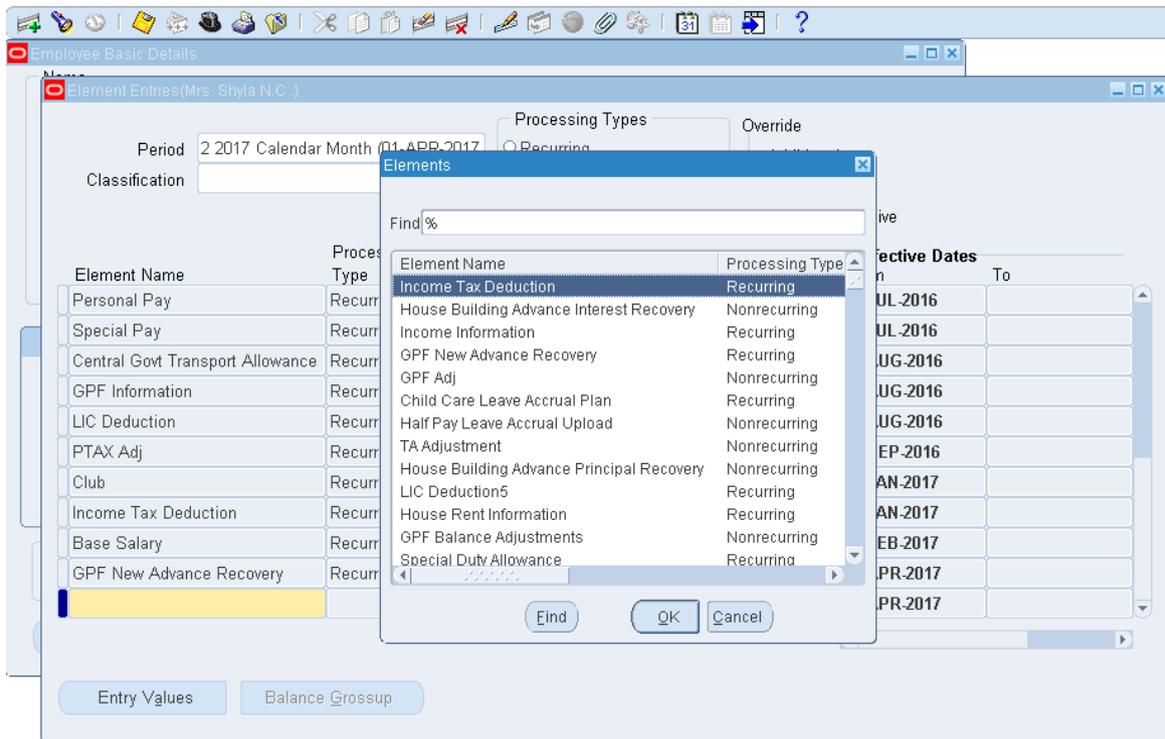


Click on  to change the Effective date

Click on  to add new Salary Component



Click on the DFF (Marked in Black Square) to add new component.



Add the respective Salary Component

Click **Entry Values** to enter values to the added component and click on Save Button. 

Frequently Used salary Components

Pay & Allowance	ERP Salary Component	Recurring
BP ON	Band Pay	Recurring
B.Pay	Band Pay	Recurring
NPA	Non Practising Allowance	
AI	Advance Increment	Recurring
Sp Pay	Special Pay	Recurring
GP/RGP	Grade Pay	Recurring
DA	Dearness Allowance	Recurring
PP/FPA	Personal Pay	Recurring
HRA	HRA (City Type - Y)	Recurring
TA +DA	Central Govt Transport Allowance(City Type - A)	Recurring
WA	Washing Allowance	Recurring

Deduction		
GPFS	GPF Information (Employee Total PF Contribution in Pay Slip)	
GPFA	GPF New Advance Recovery	Recurring
NPS	NPS information	Recurring
HBA	HBA Advance Recovery	Recurring
LIC	LIC Deduction	Recurring
PLI	Postal Life Insurance	Recurring
LF	License Fee	Recurring
PCA	Computer Advance Recovery	Recurring
SCA/CYA	Vehicle Advance Interest Recovery	Recurring
GSLIS	CGEGIS	Recurring
PT	PTAX Adj	Recurring
IT	Income Tax Deduction	Recurring
WC	Water Charges	Recurring
FEST	Festival Advance Recovery	Recurring
SOCIETY	Central Society Deduction	Non Recurring
CLUB	CLUB	Recurring
EC	Electricity Charges	Recurring

Full List of Salary Components in ERP

Element Name	Processing Type	Description	Classification
Income Tax Deduction	Recurring		Tax Deductions
House Building Advance Interest Recovery	Nonrecurring	House Building Advance Interest Recovery	Voluntary Deductions
Income Information	Recurring	Element to trigger income calculation	Information
GPF New Advance Recovery	Recurring	New Element for GPF Advance Recovery	Voluntary Deductions
GPF Adj	Nonrecurring	GPF Adj	Involuntary Deductions
Child Care Leave Accrual Plan	Recurring	Child Care Leave Accrual Plan	Information
Half Pay Leave Accrual Upload	Nonrecurring		Information
TA Adjustment	Nonrecurring	For Recovery of excess Transport Allowance	Earnings
House Building Advance Principal Recovery	Nonrecurring	House Building Advance Principal Recovery	Voluntary Deductions
LIC Deduction5	Recurring		Voluntary Deductions
House Rent Information	Recurring	Store House Rent related Details	Information
GPF Balance Adjustments	Nonrecurring		Information
Special Duty Allowance	Recurring	Special Duty Allowance	Earnings
Conveyance Allowance Arrears	Nonrecurring	Conveyance Allowance Arrears	Earnings
Casual Leave Annual Accrual Upload	Nonrecurring		Information
Advance Increment Scientist	Recurring		Earnings
Computer Advance	Nonrecurring		Advances
Life Insurance Premium	Recurring	Store Life Insurance Premium related details	Information
Bad Climate Allowance Arrears	Nonrecurring	Bad Climate Allowance Arrears	Earnings
Refund Recovery	Nonrecurring	Refund Recovery	Earnings
LIC Deduction4	Recurring		Voluntary Deductions
CGHS Adjustment	Nonrecurring		Voluntary Deductions
Commutated Pension Information	Nonrecurring	Commutated Pension Information	Information
Benevolent Fund	Nonrecurring		Voluntary Deductions
House Building Advance First Installment	Nonrecurring	House Building Advance First Installment	Advances
HRA Arrears	Nonrecurring		Earnings
Hostel Subsidy Allowance	Nonrecurring	Hostel Subsidy Allowance	Allowances
Food Charges	Recurring		Voluntary Deductions
Voluntary Retirement Information	Nonrecurring	Voluntary Retirement Information	Information
Journey Fare for Children Studying at Outst...	Nonrecurring	Journey Fare for Children Studying at Outstations	Earnings
Arrears Taxable HRA	Nonrecurring	Arrears Taxable HRA	Information
GPF Adj Earning Side	Recurring	GPF Adjustment in case extra amount is paid by em...	Earnings
Tribal Area Allowance	Recurring	Tribal Area Allowance	Earnings
Child Care Allowance	Recurring		Earnings
TA_Adj	Nonrecurring	For adjust income tax under section 10	Information
Special Pay	Recurring	Special Pay Sterilization for Family Planning	Earnings
Half Pay Leave	Nonrecurring	Half Pay Leave for ICAR Employees	Information
House Building Advance Information	Recurring	House Building Advance information	Information
XX_HBA_Recovery_Bal_Adj	Nonrecurring		Information
Central Society Ded	Nonrecurring		Voluntary Deductions
Non Practising Allowance Arrears	Nonrecurring	Non Practising Allowance Arrears	Earnings
House Loan Information	Recurring	Store House Loan Information	Information
Employee Statutory NPS Contribution	Nonrecurring	Employee Statutory NPS Contribution	Involuntary Deductions
Earned Leave	Nonrecurring	Earned Leave for ICAR Employees	Information
Sabbatical Leave	Nonrecurring	Sabbatical Leave for ICAR Employees	Information
Leave not due	Nonrecurring	Leave not due for ICAR Employees	Information
Computer Advance PrePayment	Nonrecurring	Computer Advance PrePayment	Voluntary Deductions
GPF Payout Information	Nonrecurring	GPF Payout Information	Information
Vehicle Advance Principle Recovery	Nonrecurring		Voluntary Deductions
Earned Leave Accrual Carried Over	Nonrecurring	Carried over entitlement for accrual plan	Information
TDS Adj	Nonrecurring		Direct Payments
Sal_Adj	Nonrecurring		Information
GPF Third Advance	Nonrecurring		Advances
GPF Fourth Advance	Nonrecurring		Advances
Fee Honorarium for Project	Nonrecurring		Earnings
Extraordinary Leave	Nonrecurring	Extraordinary Leave for ICAR Employees	Information
Island Special Duty Allowance	Recurring	Island Special Duty Allowance	Earnings
Overtime Allowance	Nonrecurring	Overtime Allowance	Earnings
Bus Fare	Recurring		Earnings
Vehicle Advance Recovery1	Recurring		Voluntary Deductions
Bad Climate Allowance	Recurring	Element Defined For The Calculation Of Bad Climat...	Earnings
Income Tax Information	Recurring	Element to trigger Income tax calculation	Information
Restricted Holiday	Nonrecurring	Restricted Holiday for ICAR Employees	Information
Sundarban Allowance	Recurring	Sundarban Allowance	Earnings
GPF Advance Information	Recurring	Information Element For GPF Advance	Information
Taxable HRA	Recurring	Element to compute taxable portion of HRA	Information
Professional Tax Information	Recurring		Information
Earned Leave Accrual	Recurring	Earned Leave Accrual	Information

House Building Advance Second Installment	Nonrecurring	House Building Advance Second Installment	Advances
Project Allowance	Recurring	Project Allowance	Earnings
DA Adjustment	Nonrecurring		Earnings
Advance Increment Arrears	Nonrecurring		Earnings
Cash Handling Allowance to Cashiers	Recurring	Cash Handling Allowance to Cashiers	Earnings
Washing Allowance Arrears	Nonrecurring	Washing Allowance Arrears	Earnings
Bonus_Bal_Adj	Nonrecurring		Information
Miscellaneous Deduction	Nonrecurring		Involuntary Deductions
Miscellaneous Deduction 2	Nonrecurring	Misc recoverywith remark input value	Involuntary Deductions
Deduction Information	Recurring	Element to trigger deduction calculation	Information
Computer Advance Information	Recurring		Information
Employee NPS Contribution Arrears	Nonrecurring		Involuntary Deductions
Fee Honorarium and Remuneration	Nonrecurring	Fee Honorarium and Remuneration	Earnings
Island Special Duty Allowance Arrears	Nonrecurring	Island Special Duty Allowance Arrears	Earnings
Study Leave	Nonrecurring	Study Leave for ICAR Employees	Information
GPF Interest Adjustment	Nonrecurring		Information
Special Compensatory Hill Areas Allowanc...	Nonrecurring	Special Compensatory Hill Areas Allowance Arrears	Earnings
Water Charges	Recurring	NDRI water charges	Voluntary Deductions
Festival Advance	Nonrecurring	Festival Advance	Advances
Festive Advance Information	Recurring		Information
Hard Area Allowance	Recurring	Hard Area Allowance	Earnings
Earned Leave Balance Upload	Nonrecurring		Information
Central Govt Children Education Allowance	Nonrecurring	Central Govt Children Education Allowance	Earnings
Vehicle Advance Recovery	Recurring	New vehicle advance recovery	Voluntary Deductions
CGHS Deduction	Recurring	Deduction for CGHS Benefits	Involuntary Deductions
Other Allowance	Recurring		Earnings
Base Salary Arrears	Nonrecurring		Earnings
Child Care Leave Accrual Plan Upload	Nonrecurring		Information
Cash Handling Allowance to Cashiers Arre...	Nonrecurring	Cash Handling Allowance to Cashiers Arrears	Earnings
GPF Information	Recurring	GPF Information	Information
LIC Deduction2	Recurring		Voluntary Deductions
Cycle Allowance Arrears	Nonrecurring	Cycle Allowance Arrears	Earnings
Grade Pay Arrears	Nonrecurring		Earnings
Computer Advance Interest Recovery	Nonrecurring	Computer Advance Interest	Voluntary Deductions
HRA	Recurring	House Rent Allowance	Allowances
CGHS Balance Adj	Nonrecurring		Information
CGEGIS	Recurring	Central Government Employees Group Insurance S...	Voluntary Deductions
Caretaking Allowance for Government Buil...	Recurring	Caretaking Allowance for Government Buildings	Earnings
Special Disability Leave	Nonrecurring	Special Disability Leave for ICAR Employees	Information
Special Compensatory Hill Areas Allowance	Recurring	Special Compensatory (Hill Areas) Allowance	Earnings
GPF Fifth Advance	Nonrecurring	GPF Fifth Advance	Advances
Court Order	Nonrecurring	Deduction from Employee Salary by the Order of Co...	Involuntary Deductions
License Fee Due	Nonrecurring		Involuntary Deductions
Leave Encashment on LTC	Nonrecurring		Earnings
Washing Allowance	Recurring	Washing Allowance	Earnings
Society Deduction1	Recurring	Society Deduction Recurring	Voluntary Deductions
Grade Pay Adj Dedu	Nonrecurring	Element to deduct grade pay in case of extra amou...	Voluntary Deductions
GPF Withdrawl Information	Nonrecurring	Element For GPF Withdrawl	Information
Credit Thrift Society Recovery	Recurring		Voluntary Deductions
Professional Tax Deductions	Recurring	Manually Deducting Pforessional Tax	Pre Tax Deductions
Other Income	Recurring	Store Other Income related details	Information
HRA Adjustment	Nonrecurring	for adjusting HRA	Earnings
Staff Welfare Charge	Recurring	To capture staff welfare fund contribution amount	Voluntary Deductions
NPS Costing	Nonrecurring		Information
LIC Deduction	Recurring		Voluntary Deductions
Grade Pay	Nonrecurring	Grade Pay	Earnings
Grade Pay Adj	Nonrecurring		Earnings
Child Care Leave	Nonrecurring	Child Care Leave for ICAR Employees	Information
License Fee	Recurring	License Fee Deduction for Government Quarters	Voluntary Deductions
NPS Information	Recurring	NPS Information	Information
Society Deduction	Nonrecurring		Voluntary Deductions
Warm Clothing Advance Recovery	Nonrecurring	Warm Clothing Advance Recovery	Voluntary Deductions
Tribal Area Allowance Arrears	Nonrecurring	Tribal Area Allowance Arrears	Earnings
GPF Second Advance	Nonrecurring		Advances
Casual Leave	Nonrecurring	Casual Leave for ICAR Employees	Information
Club	Recurring		Voluntary Deductions
Electricity Charges	Nonrecurring	NDRI Electricity Charges	Voluntary Deductions
Festival Advance Recovery	Recurring	New element for recovering festival advance	Voluntary Deductions

Dearness Allowance Arrears	Nonrecurring	Arrears for Dearness Allowance	Earnings
Central Govt Transport Allowance	Recurring	Central Govt Transport Allowance	Allowances
Donation To Relief Fund	Nonrecurring	Donation To Relief Fund	Voluntary Deductions
Maternity Leave	Nonrecurring	Maternity Leave for ICAR Employees	Information
Postal Life Insurance	Recurring		Voluntary Deductions
Special Casual Leave	Nonrecurring	Special Casual Leave for ICAR Employees	Information
HBA Advance Interest Rec Uremittance	Nonrecurring		Voluntary Deductions
Half Pay Leave Accrual Carried Over	Nonrecurring	Carried over entitlement for accrual plan	Information
Bonus	Nonrecurring	Element Defined To Pay Bonus	Earnings
LIC Salary Savings Scheme	Nonrecurring	Stores LIC Salary Savings Scheme related details	Information
Central Government Transport Allowance ...	Nonrecurring	Central Government Transport Allowance Arrears	Earnings
Computer Advance Recovery	Recurring	New element for computer recovery use this	Voluntary Deductions
House Building Advance PrePayment	Nonrecurring	House Building Advance PrePayment	Information
Earned Leave Deduction for Leave Encash...	Nonrecurring		Voluntary Deductions
Vehicle Advance Interest Rec URemittance	Nonrecurring		Information
Bonus Arrears	Nonrecurring	Bonus Arrears	Earnings
Conveyance Allowance	Recurring	Conveyance Allowance	Earnings
Split Duty Allowance	Recurring	Split Duty Allowance	Earnings
LIC Deduction6	Recurring		Voluntary Deductions
Vehicle Advance New Interest Recovery	Recurring	Recovery with New Rate of Interest	Information
Employer NPS Contribution Arrears	Nonrecurring		Voluntary Deductions
GPF Advance Recovery	Nonrecurring	Element Used To Recover The Advance Disbursed ...	Employer Charges
Base Salary	Recurring	Element Defined To Capture Basic Salary	Voluntary Deductions
GPF Advance PrePayment	Nonrecurring	Prepayment of GPF Advance	Earnings
Cash Award	Nonrecurring	Cash Award	Earnings
HBA Advance Recovery	Recurring	New element for HBA recovery	Voluntary Deductions
Cycle Allowance	Recurring	Cycle Allowance	Earnings
TA Adj Deduction	Nonrecurring	When TA paid more than eligible	Voluntary Deductions
Advance Increment Technical	Recurring	Advance Increment for Technical Category Employee	Earnings
Vehicle Advance Information	Recurring		Information
Bonus Off Cycle	Nonrecurring		Earnings
Proof of Landlord	Recurring	To capture Proof of Landlord for HRA Exemption	Information
Adoption Leave	Nonrecurring	Adoption Leave for ICAR Employees	Information
Vehicle Advance	Nonrecurring		Advances
Warm Clothing Advance	Nonrecurring	Warm Clothing Advance	Advances
Employee Total NPS Contribution	Nonrecurring	Employee Total NPS Contribution	Information
Bus Fare Deduction	Recurring	Bus Fare Deduction	Voluntary Deductions
HBA Advance Interest Recovery	Nonrecurring	HBA Advance Interest Recovery after Principal Reco...	Voluntary Deductions
Child Care Allowance Arrears	Nonrecurring	Child Care Allowance Arrears	Earnings
Court Attachment Recovery	Recurring	Element To Deduct Amount for Court Attachment	Involuntary Deductions
PTAX Adj	Recurring		Voluntary Deductions
Casual Leave Annual Accrual	Recurring	Casual Leave Annual Accrual	Information
Computer Advance Principle Recovry	Nonrecurring	Computer Advance Principle Recovery	Voluntary Deductions
Special Compensatory Remote Locality All...	Recurring	Special Compensatory Remote Locality Allowance	Earnings
LIC Deduction3	Recurring		Voluntary Deductions
Half Pay Leave Accrual	Recurring	Half Pay Leave Accrual	Information
Computer Advance Interest Rec URemitte...	Nonrecurring		Voluntary Deductions
Miscellaneous Deductions Recovery	Recurring	Recurring element to recover deductions	Involuntary Deductions
Deputation Duty Allowance	Recurring	Deputation Duty Allowance	Earnings
Dearness Allowance	Recurring	DA	Earnings
Base Adj	Nonrecurring		Earnings
GPF Interest Information	Nonrecurring		Information
ICAR GPF Part Final Withdrawl	Nonrecurring		Information
NPS Exemption	Nonrecurring		Information
Vehicle Advance Interest Recovery	Nonrecurring		Voluntary Deductions
Personal Pay	Recurring	Personal Pay	Earnings
Old Festival Advance Recovery	Nonrecurring	Recovery of Festive Advance	Voluntary Deductions
GPF Tax Adj	Nonrecurring	Bal adj for chapter VI-A	Information
Non Practising Allowance	Recurring	Non Practising Allowance	Earnings
Vehicle Advance PrePayment	Nonrecurring	Vehicle Advance PrePayment	Voluntary Deductions
Warm Clothing Advance Information	Recurring	Warm Clothing Advance Information	Information
GPF Withdrawal	Nonrecurring	GPF Withdrawal	Direct Payments
GPF Advance	Nonrecurring	Element Used To Disburse Advances Against GPF	Advances
Central Govt Children Education Allowance...	Nonrecurring	Central Govt Children Education Allowance Arrears	Earnings

HOW to run Payroll

Request name: **Payroll Run (India)**

Step 1: Login to the ERP Solution.

Step 2: **DDO payroll access**→**Run Payroll for a Single Employee**

→**View**→**requests**→**Submit a New Request**→**Ok.**

Step 2: **Submit Request (Pop-up)** →**Name (Payroll Run (India))**→**Ok.**

Step 3: **Payroll (CIFT)** →**TAB.**

Step 4: **Payperiod** (month & year which we want to choose).

Step 5: **Run type** (cumulative run) →**Ok.**

Step 6: **Submit**→**No**→**Find** (don't click the View output).

Note: Status (Incomplete) →Assignment Process→Status (Error)→Resolve the error by clicking message button

Payroll	CIFT Monthly Payroll
Consolidation Set	Indian Council of Agricultural Research
Pay Period	9 2016 Calendar Month (30-NOV-2016)
Date Paid	30-NOV-2016
Element Set	
Assignment Set	
Run Type	Cumulative Run

Pay Slip Report

Request name: **(ICAR HR Pay Slip Report)** (Run Payroll Run(India) before this report)

Step 1: **View**→**requests**→**Submit a new Request**→**Ok.**

Step 2: **Submit Request (Pop-up)** →**Name (ICAR HR Pay Slip Report)**→**Ok.**

Step 3: **Institute Name** (Enter CIFT) →**TAB.**

Step 4: **Period Name** (Select the month).

Step 5: **Employee Category** (Select the employee category).

Step 6: **Location Name** (Find & select CIFT(MI),Kochi).

Step 6: **Submit**→**No**→**Find**→**View Output.**

Note: Any data is mismatched with original data, and then roll back the report.

Institute Name	CIFT - Central Institute of Fisheries Technology
Division Name	
Employee name	
Period Name	SEP-2016
Employee Category	Administrative
Employee Designation	
Location Name	CIFT (MI), Kochi
NPS	

Pay Bill Report

Request name : ICAR Payroll Employee Wise New Pay Register Report (Run Payroll Run(India) before this report)

Step 1: **View**→**requests**→**Submit a new Request**→**Ok**.

Step 2: **Submit Request (Pop-up)** →**Name** (ICAR Payroll Employee Wise New Pay Register Report)→**Ok**.

Step 3: **Institute Name** (CIFT) →**TAB**.

Step 4: **Period Name** (Select the month).

Step 5: **Employee Category** (Select the employee category).

Step 6: **Location** (Find & select CIFT(MI),Kochi).

Step 6: **Submit**→**No**→**Find**→**View Output**.

Note: Any data is mismatched with original data, and then roll back the report.

Institute Name	CIFT - Central Institute of Fisheries Technology
Division Name	
Employee name	
Period Name	SEP-2016
Employee Category	Scientific
Employee Designation	
NPS	
Location	CIFT (MI), Kochi

Central Institute of Fisheries Technology

Report of Schedules

Request name: ICAR Pay Register Component wise Report (Run Payroll Run(India) before this report)

Step 1: Login to the ERP Solution.

Step 2: **DDO payroll access**→**Run Payroll for a Single Employee**→**View**→**requests**→**Submit a New Request**→**Ok**.

Step 2: **Submit Request (Pop-up)** →**Name** (ICAR Pay register Component wise Report)→**OK**→A new window will open.

Step 3: Enter the details (Component Name, Pay Period, Institute Name, Employee Category, Location)

Step 4: **Component Name** (Select the component name)

Step 5: **Pay Period** (find & select the month MMM-YYYY)

Step 6: **Institute Name** (CIFT)

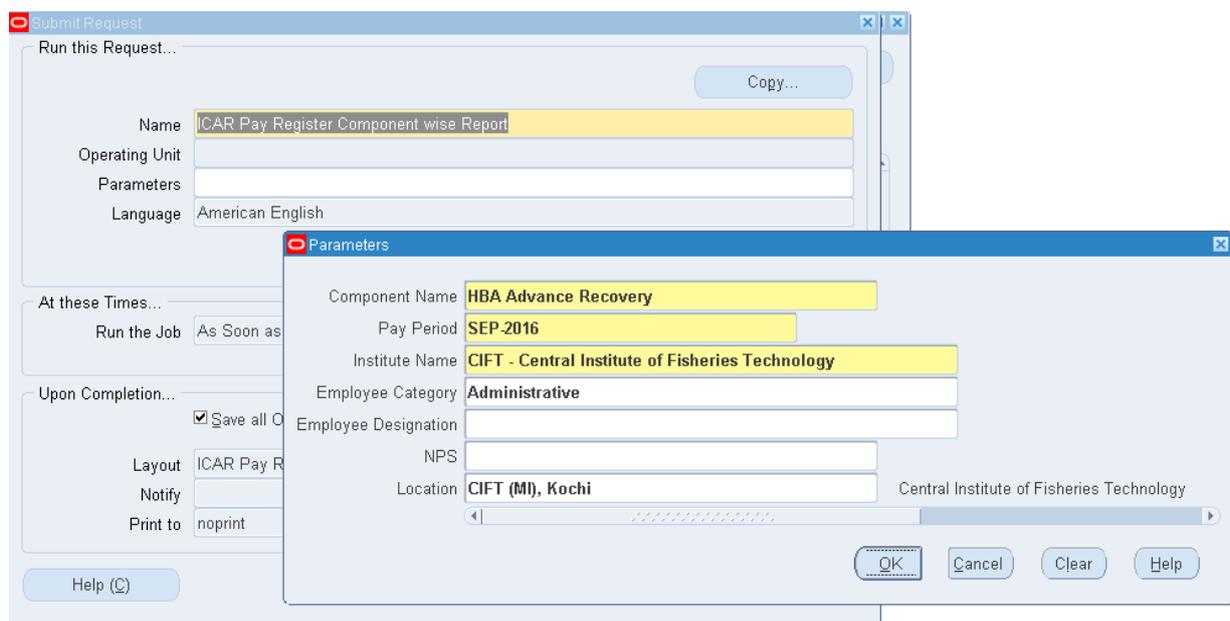
Step 7: **Employee Category** (Select the employee category).

Step 8: **Location** (Find & select CIFT(MI),Kochi)

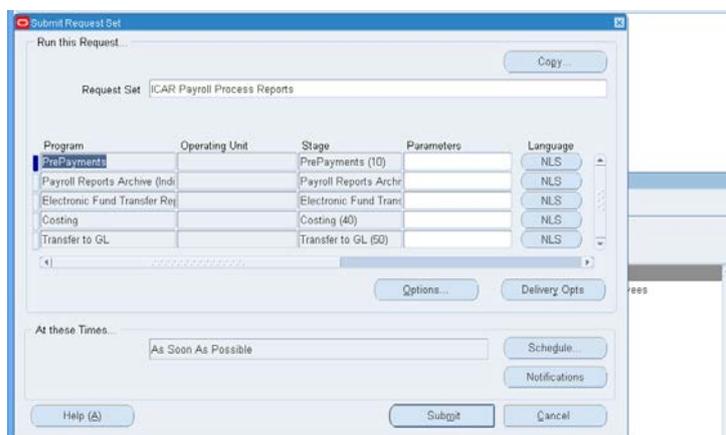
Step 9: **Submit**→**No**→**Find**→**View Output**.

Note: Any data is mismatched with original data, and then roll back the report.

If we want to reflect the pay slip at the user end, then we have to run the following reports



View – Request-Submit a request- Request Set-ICAR Pay roll Process Reports -
And enter **PARAMETERS - SUBMIT**



Rollback Process

Report Name: Rollback Run

Step 1: Login to the ERP Solution.

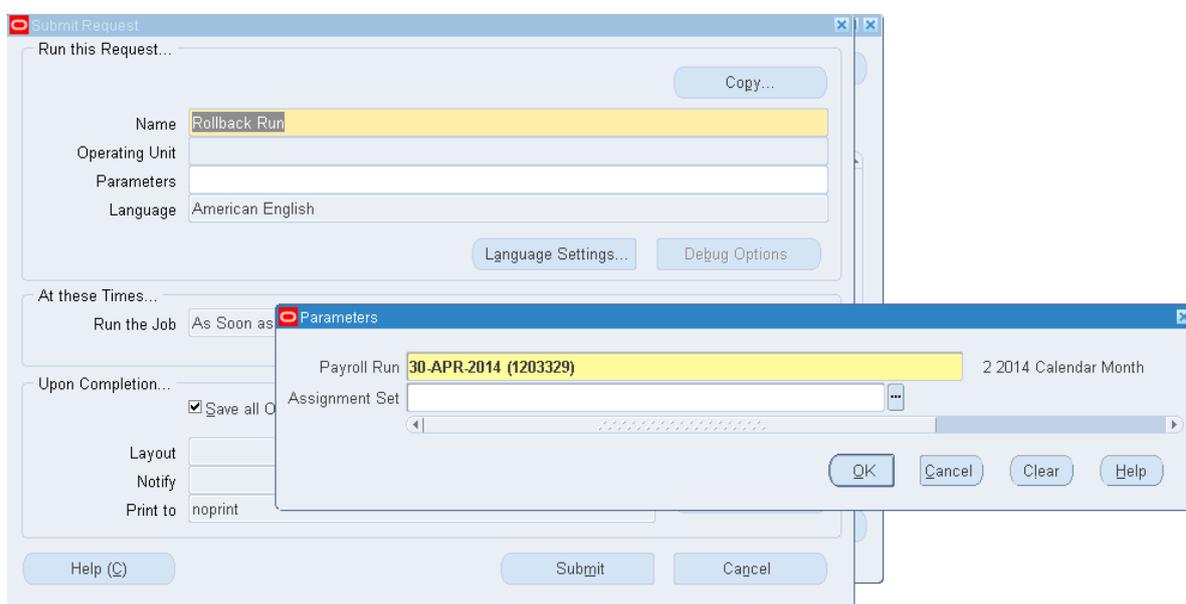
Step 2: **View**→**requests**→ **Submit a new Request** →**Ok**.

Step 2: **Submit Request (Pop-up)** →**name** (Rollback Run)→A new window will open .

Step 3: Enter the details (Year).

Step 4: **Payroll Run** (month-year which we want to rollback) →**Ok**.

Step 5: **Submit**→**No**→**Find** (don't click the View output).



1. How to roll back pay roll after generating all reports

1. First Roll back –
 1. Pay roll reports archive (India) (Magnetic Report)
 2. Electronic Fund Transfer (magnetic transfer)
 3. Prepayment
 4. Costing
 5. Transfer to GL
2. Roll back run : pay roll run (India)

How to verify payroll run

Go to the DDO payroll access → Verify payroll process result → enter **PAYROLL NAME, FROM , TO, ACTION TYPE** and click on **FIND**
Click on messages to see the error

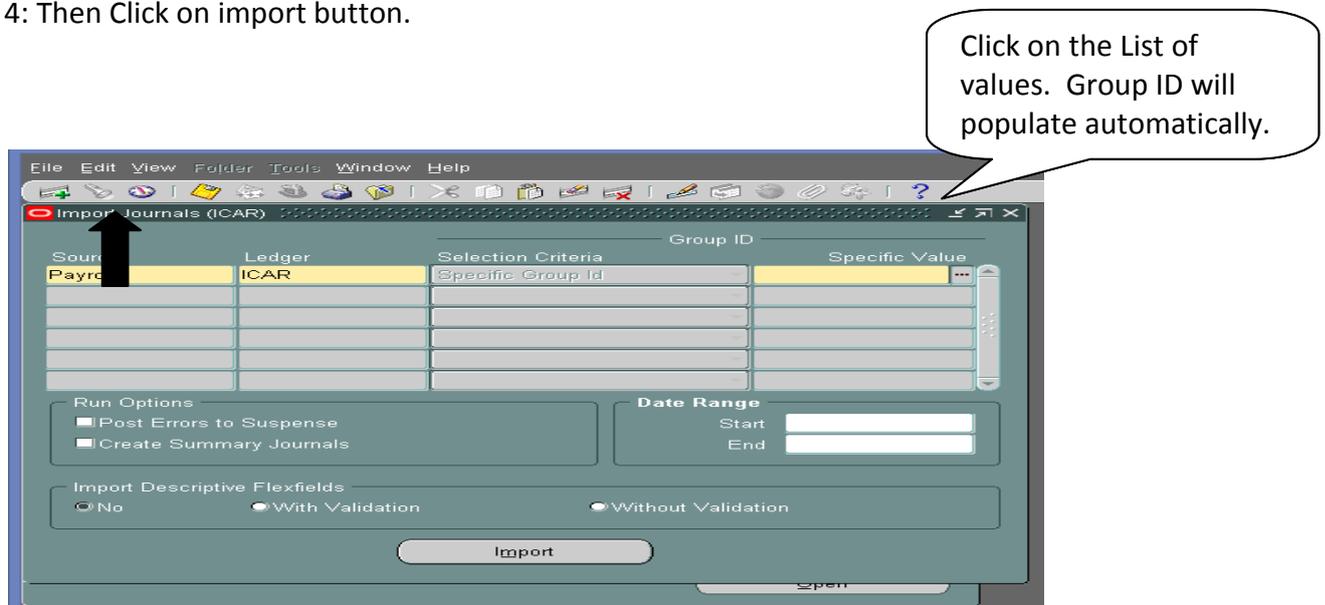
How to verify incomplete employee wise payroll run

Go to the DDO payroll access → Verify employee wise payroll process result → enter **EMPLOYEE NAME OR ASSIGN NUMBER** and click on **FIND**

Click on messages to see the error

Steps To Be Followed By The Finance Section For Payroll Process:

- 1: After the successful run of all the programs in Establishment section, Click on “XXX General Ledger” Responsibility.
- 2: Click on Import Journal.
- 3: Select source as Payroll, ledger as ICAR and specific value shall populate as soon as we click on the list of values.
- 4: Then Click on import button.



- 5: After import journal, click on View >>> Request>>Find, and then click on view output.
- 6: Copy the Batch Name from the Report Output as shown below:

Journal Entry Source Name			Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Unbalanced Headers	Total Flex Errors	Total Non-Flex Errors
Payroll	1145288	Success	24	1	1	0	0	0	0
*** TOTALS ***			24	1	1	0	0	0	0

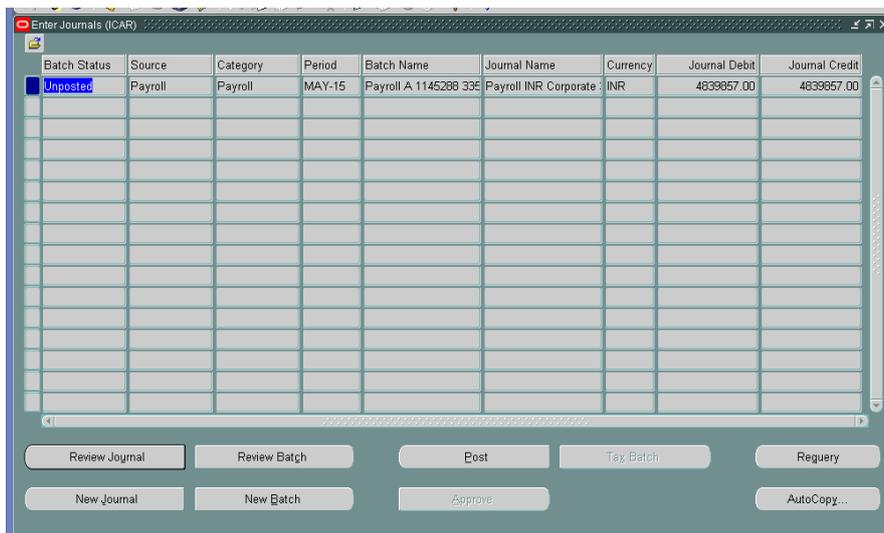
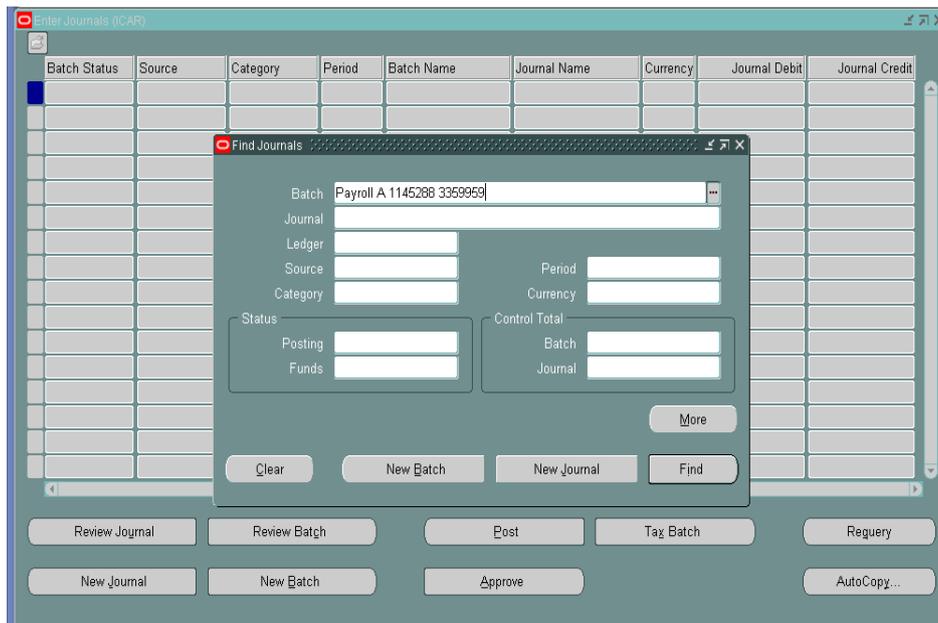
Batches Created									
Warning Batch Name			Period Name	Total Lines	Total Headers	Total Accounted Debits	Total Accounted Credits		
Payroll A 1145288 3359959			MAY-15	24	1	4839857	4839857		

7: Go back to the Navigator and in xxx General Ledger responsibility, click on Enter

The screenshot shows the Oracle Navigator interface. On the left, a tree view lists various responsibilities under 'IIMR General Ledger', with 'Enter' highlighted. On the right, a 'Favorites' panel lists several functional areas like 'User (FMS ADMIN)', 'Values (FMS ADMIN)', and 'Bank Account (BANK Accounts)'. A 'Personalize' button is visible at the top right of the Favorites panel.

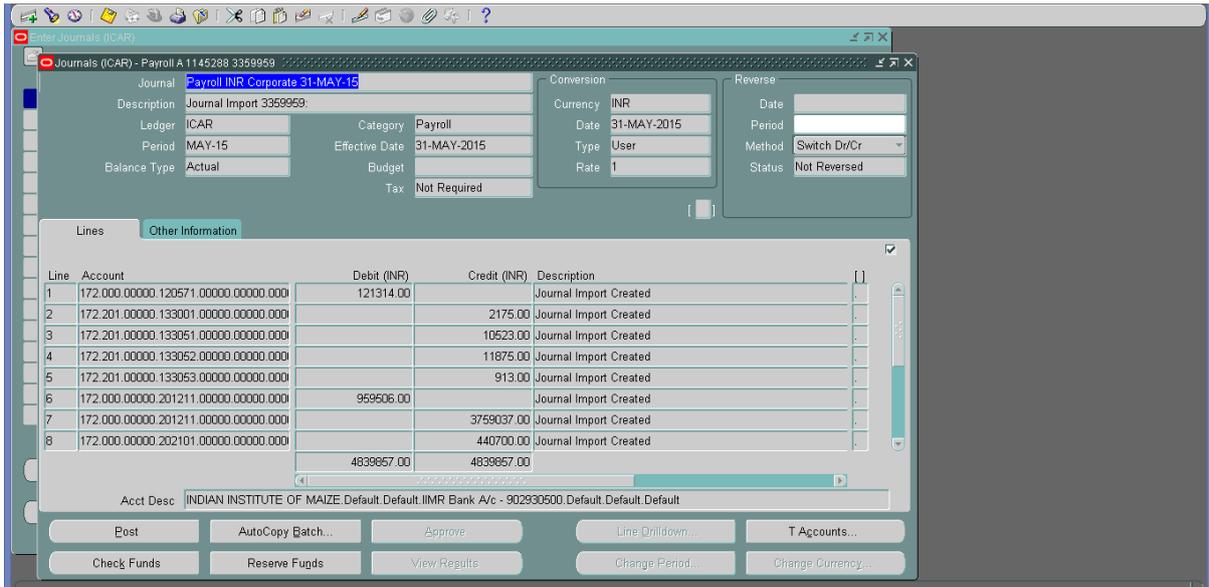
8: Enter Journal Form will open up. Paste the copied Batch no. in batch column.

9: Click on find button.



10: Now click on review journal

11: Review the entry properly by checking the account, fund type and amounts. Once verified,click on Post.



12. A bill with the net salary payable amount needs to be created by taking fund type as default and account as Salary AP Accrual Account and the payment will be made accordingly.

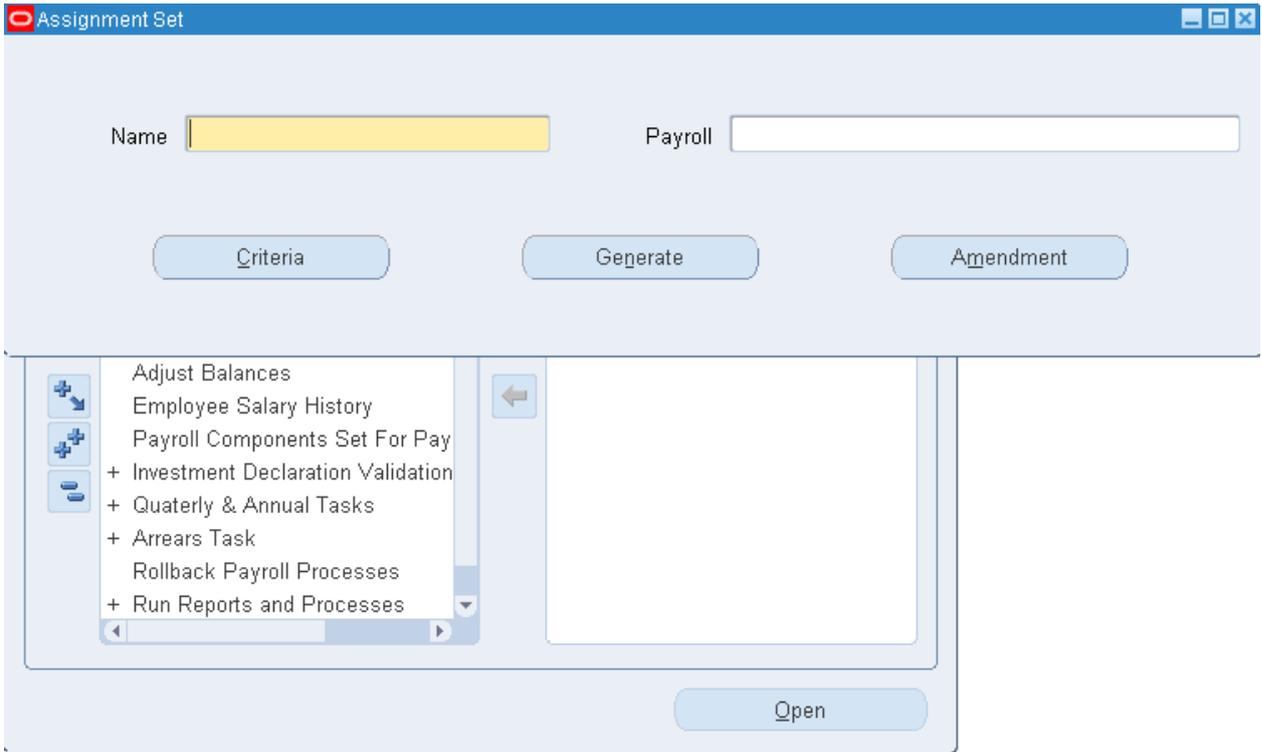
Creating a Group of Employees for Payroll Run

Navigation

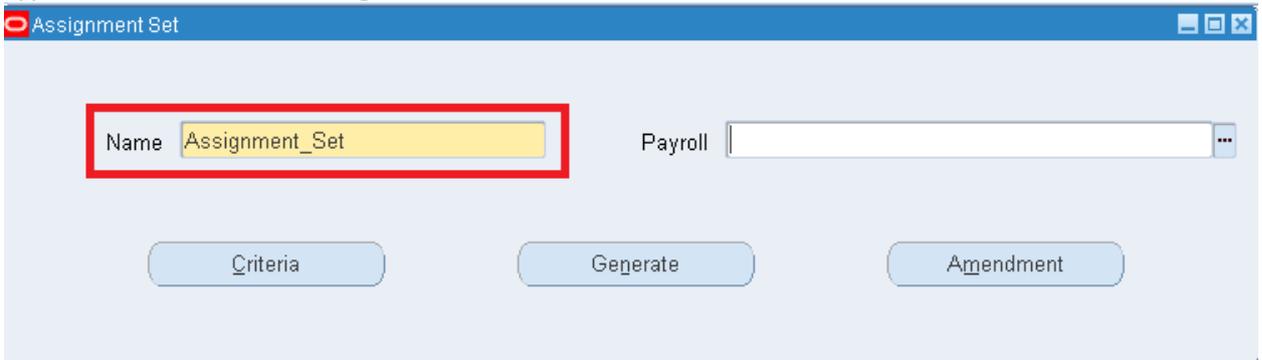
CIFT DDO payroll Access → Create Group of Employees for Payroll Run



New window will open in java.



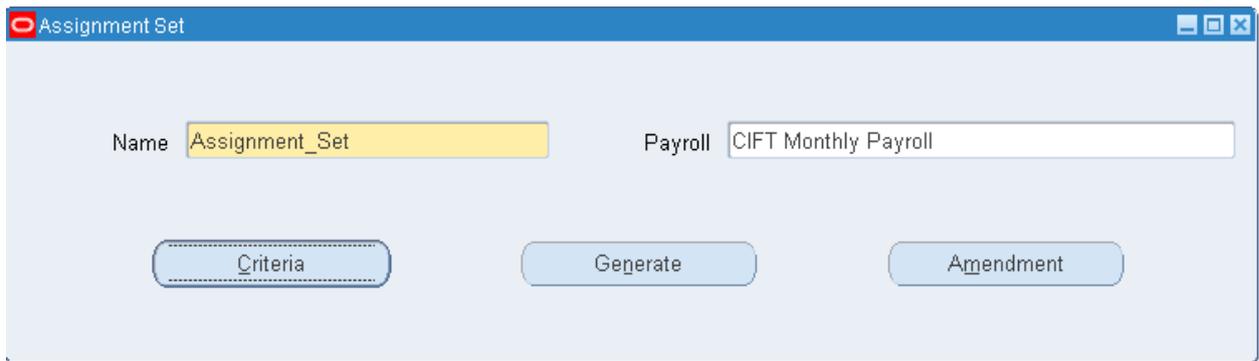
Type in a Name for the Assignment set



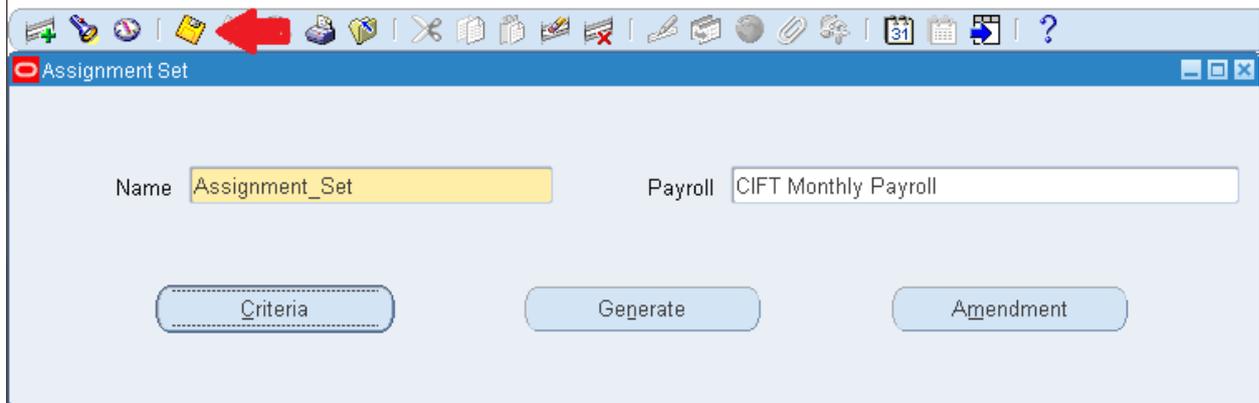
Click on the Button near the text box of Payroll



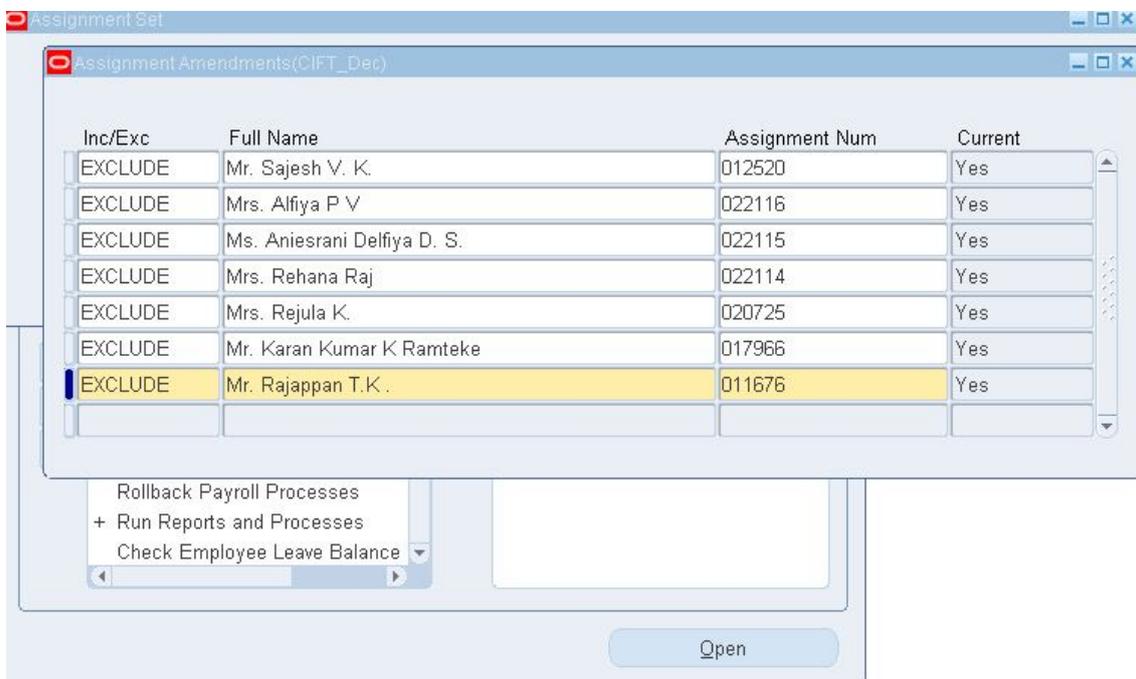
"CIFT Monthly Payroll " will automatically appear on the Text Box



'Save' the process



Click on the "Amendment" button, new window will open up and you can add employees to the group which should be "Include/Exclude".

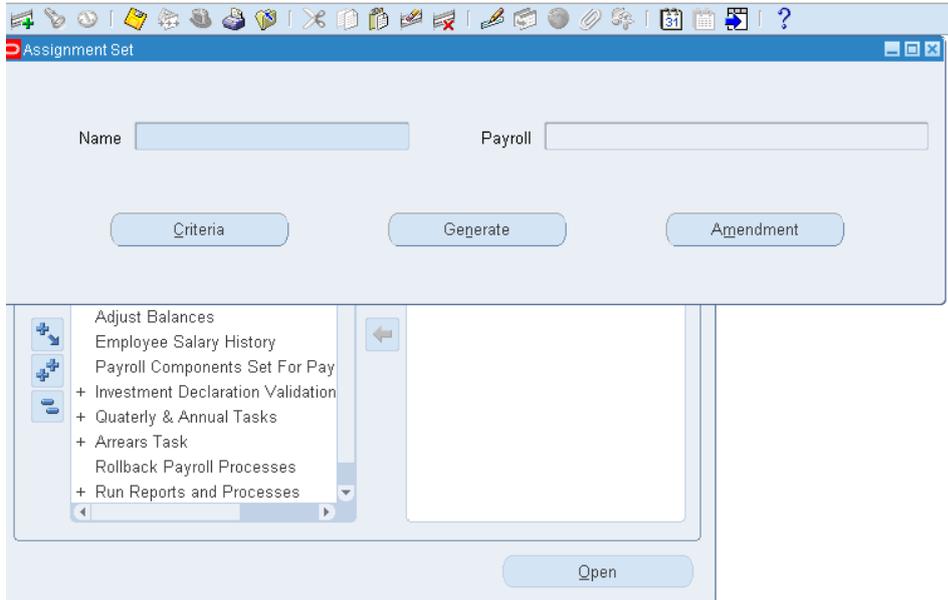


Save  the process and close the window.

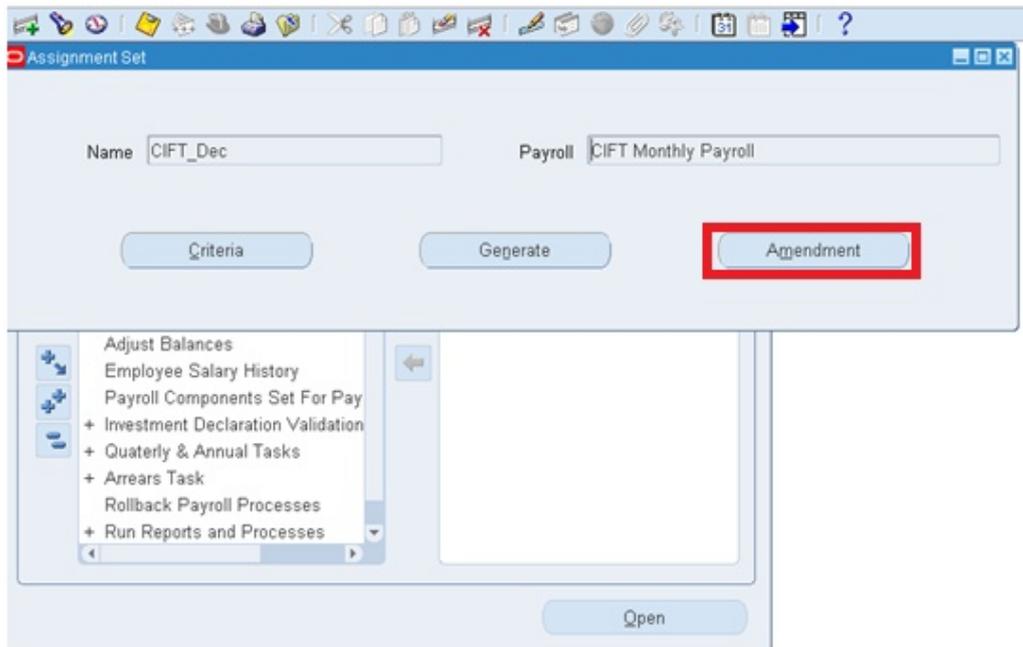
Click  button and close the window.

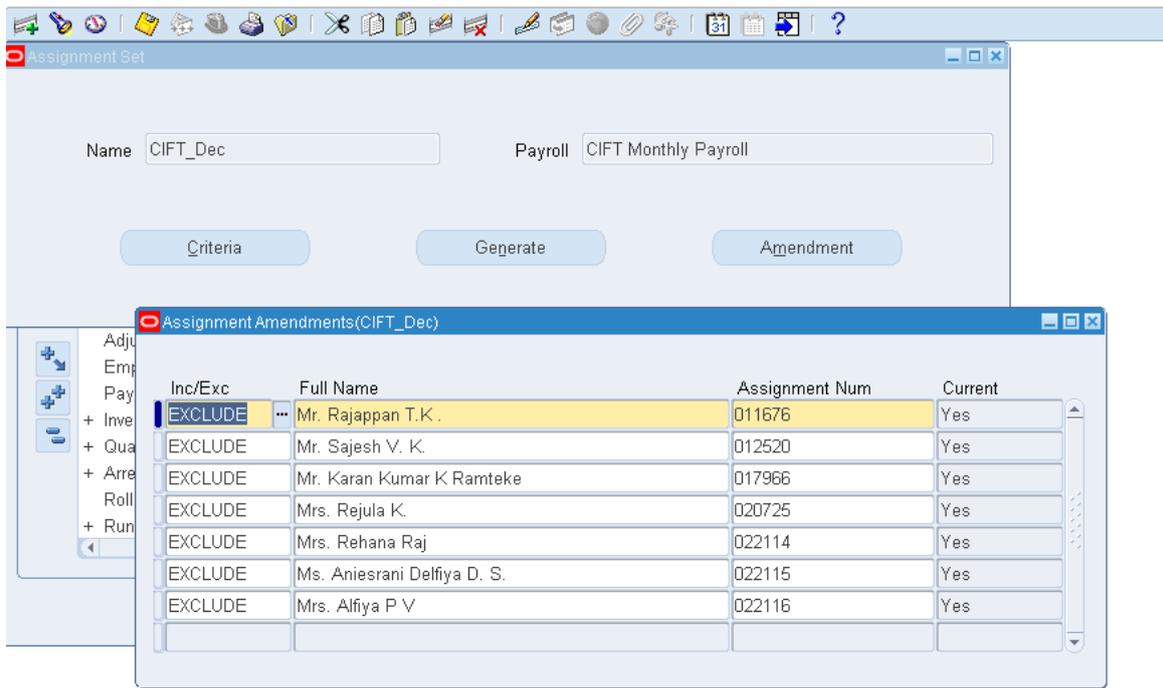
How to edit a group of employees

Click on assignment set > press F11



Enter the name of assignment set as “%CIFT_DEC%” > Press control+F11.





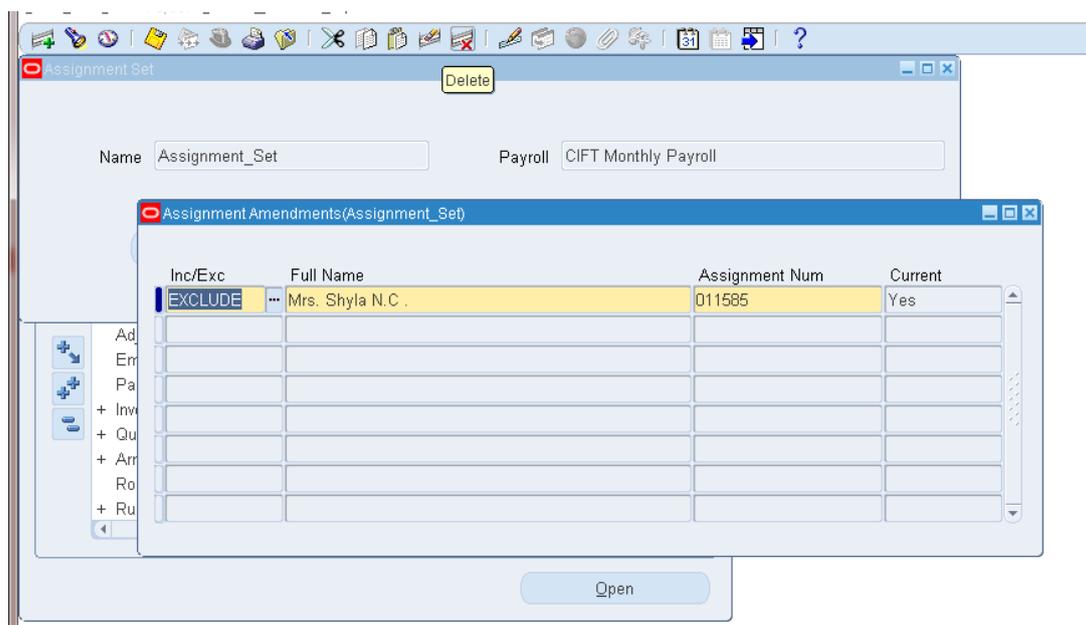
If you will create the new assignment set with the same name then this error will occur that you are creating assignment set which is already present in the system.

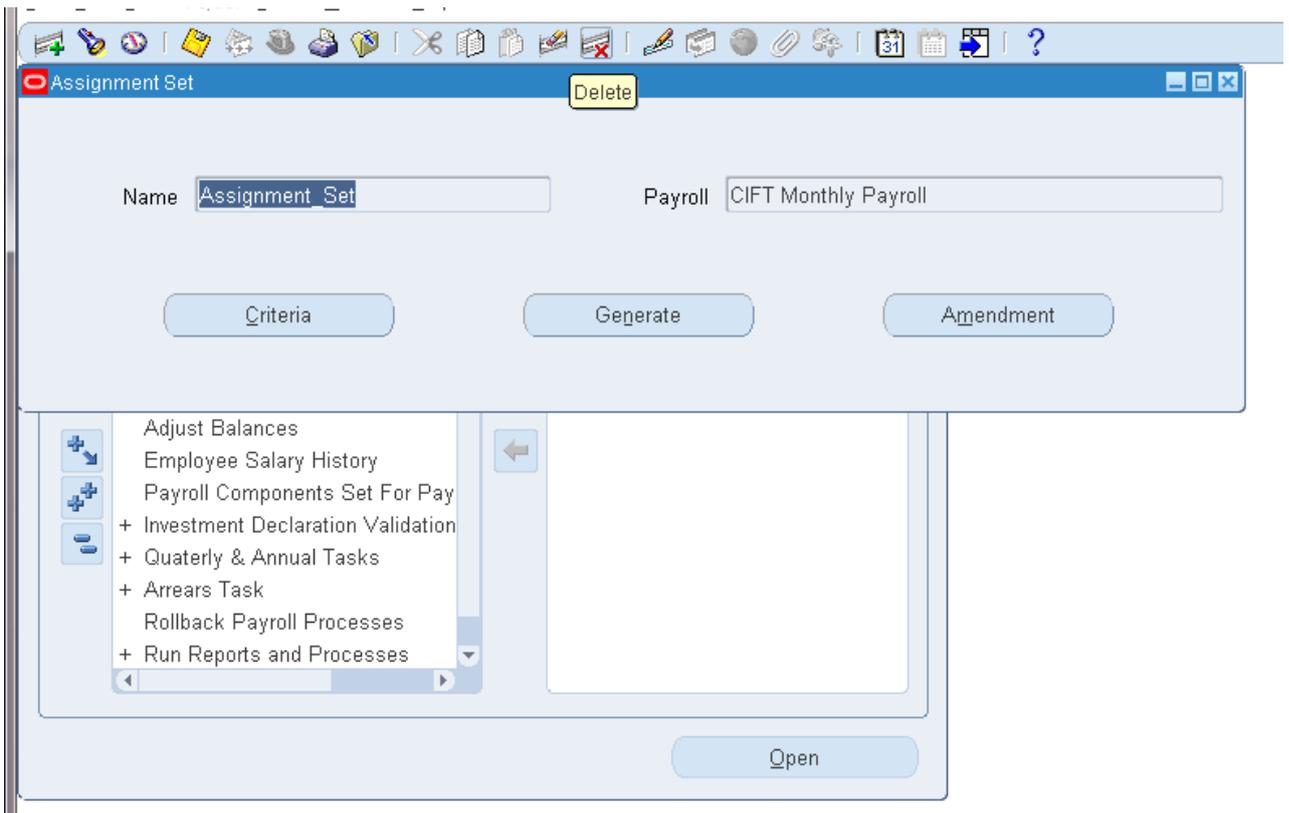
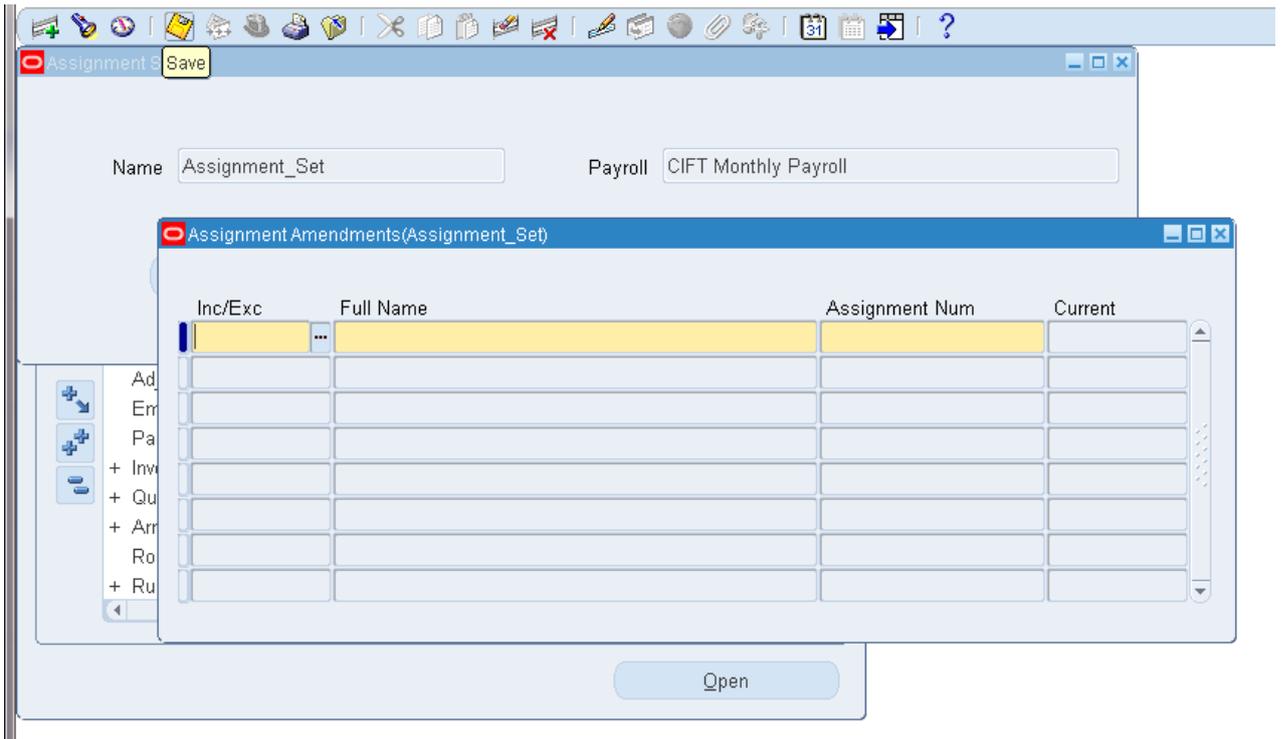
Deleting Assignment Set

For deleting any assignment set you have to first delete the amendments created in that assignment.

After that you can delete the assignment set.

Before deleting amendments you cannot delete the assignment set.





For deleting amendments and assignment click in the delete icon in the menu and save the transaction.

ERP TRAINING MANUAL

VENDOR CREATION

PURCHASE

Prepared by

Basil Varghese

Joshy C. G

Shyla N C

Logging into Oracle Applications

Open the link for the Oracle Instance

<http://icarerp.iasri.res.in>

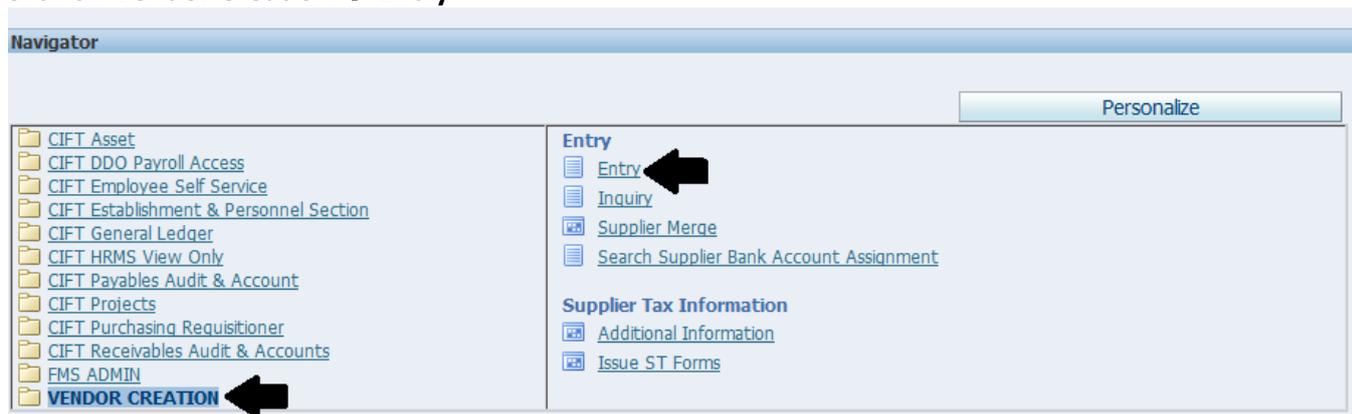
- Enter the Username and Password as provided (individual user name/password to be used). Password need to be changed on first time login.
- On logging into the application, a new page consisting of the responsibilities assigned to the user and the active notifications for the user will open up.
-



The image shows the login page for ICAR ERP. At the top, there is a banner with the ICAR logo on the left, a central image of a cow, and various agricultural products on the right. The text 'ICAR ERP' is prominently displayed in yellow, with 'Implementation of MIS & FMS in ICAR' below it. Below the banner, there are two input fields: '*User Name' and '*Password'. The user name field has an example 'michael.james.smith' and the password field has an example '4u99v23'. There are 'Login' and 'Cancel' buttons. Below the login fields, there is contact information for the ICAR-ERP User Support and IBM Helpdesk, including the address at IASRI, Library Avenue, Pusa, New Delhi - 110012, email 'support.erp@icar.gov.in', and phone numbers '011-25842274, 011-25842275, 011-25842276'. The operating hours are listed as '9:30 AM to 5:00 PM - Working Days'. A 'Login Assistance' link is at the bottom.

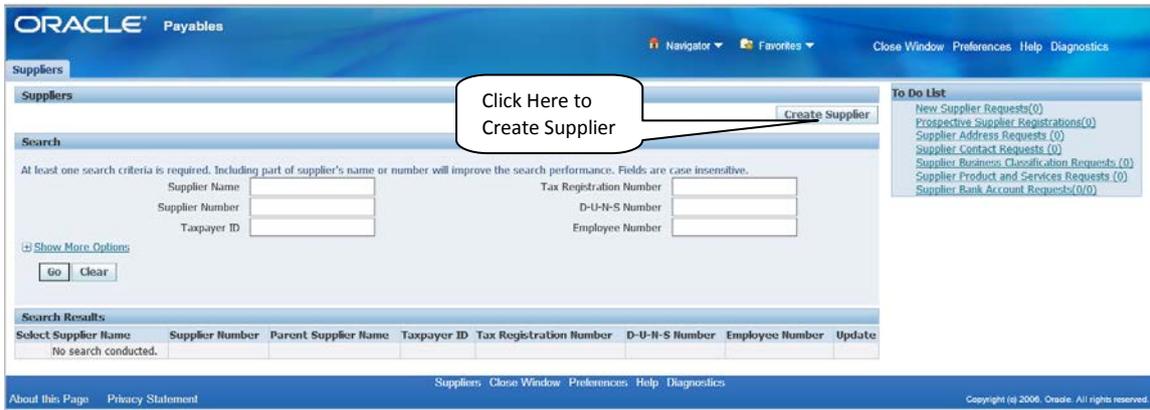
Vendor Creation

Click on **Vendor Creation** → **Entry**

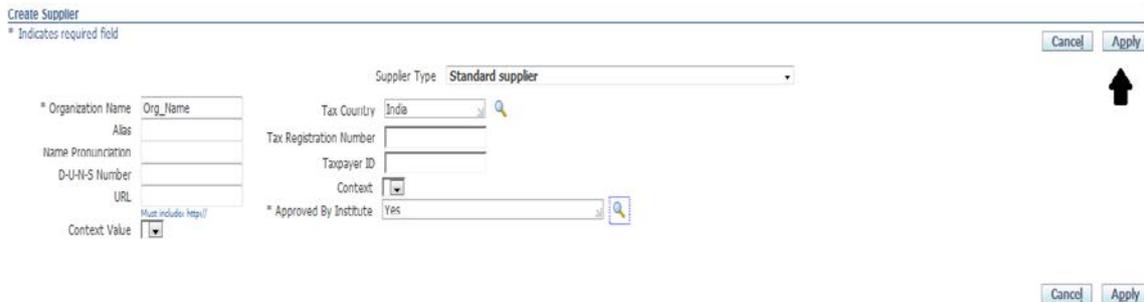


The image shows the Oracle Applications Navigator interface. On the left, there is a tree view of responsibilities. The 'VENDOR CREATION' responsibility is highlighted with a black arrow. On the right, there is a list of tasks under the 'Entry' category. The 'Entry' task is highlighted with a black arrow. Below the 'Entry' task, there are other tasks like 'Inquiry', 'Supplier Merge', and 'Search Supplier Bank Account Assignment'. There is also a 'Supplier Tax Information' section with tasks like 'Additional Information' and 'Issue ST Forms'. A 'Personalize' button is located at the top right of the main content area.

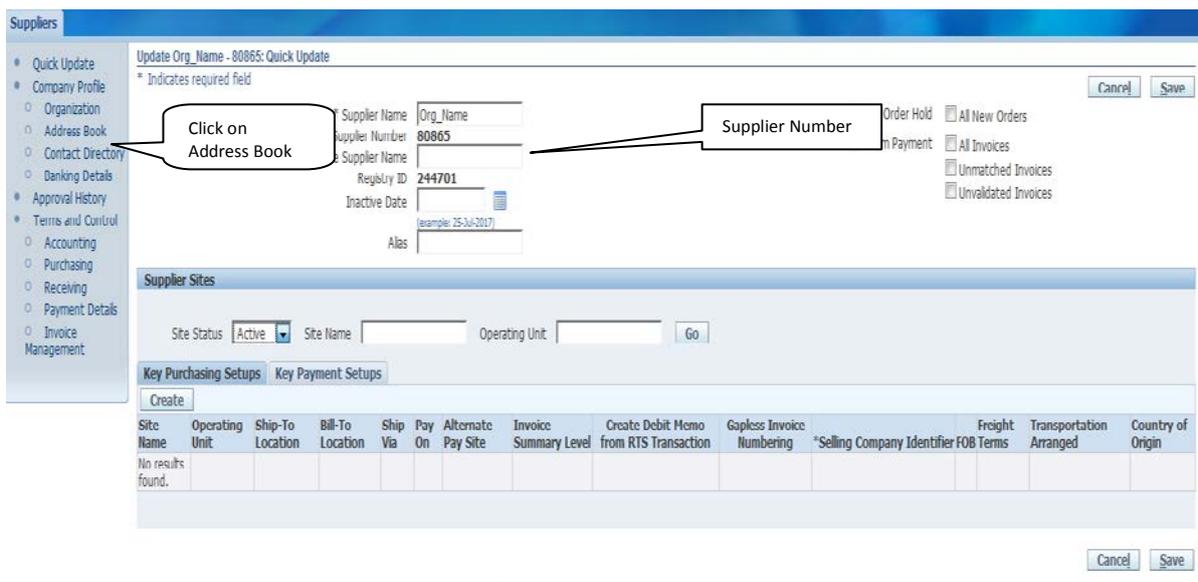
Click on **Create Supplier**



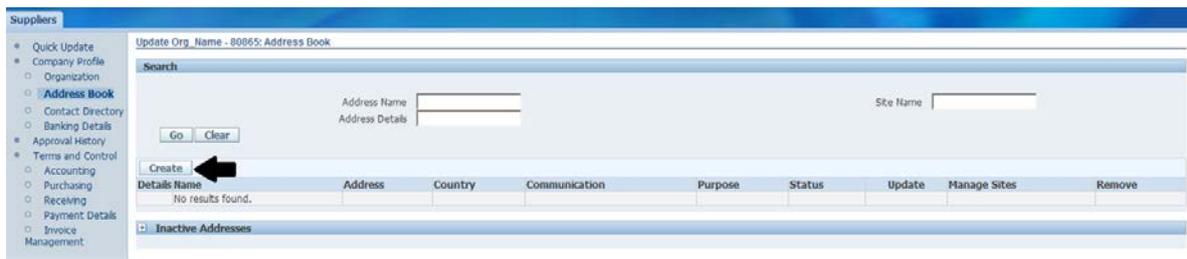
- Enter Organization name, Tax Country and approved by Institute.
- Approved by Institute – Yes
- This means that it's a registered supplier.
- Press Apply.



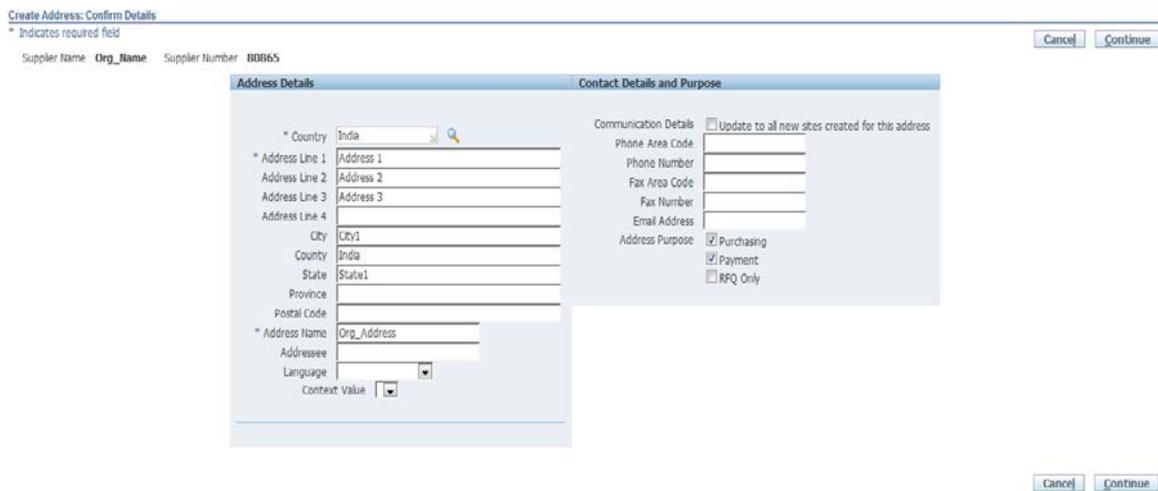
Click **Address Book** to add address details.



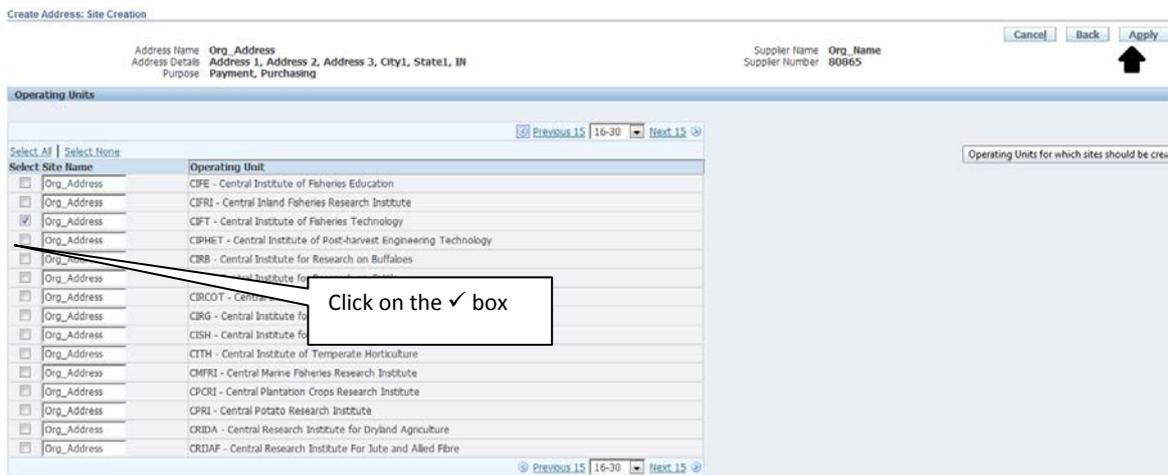
Click on **Create** Button



Fill the information as shown in the below screenshot.



Check the box as shown in the screenshot to create Supplier Site.



Click **Apply**.

Supplier gets created.

Suppliers

Suppliers: Address Book > Update Address >
Update Org_Name - 80865: Address Book

Search

Address Name Site Name
Address Details

Go Clear

Create

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Show	Org_Address	Address 1 Address 2 Address 3 City, State1	India		Payment, Purchasing	Current			

Inactive Addresses

Click here to update address

Suppliers

Update Org_Name - 80865: Banking Details

Bank Account and Assignment Details

Select Account Assignment Level Site CFT - Central Inststub Go

Payment Details

Bank Accounts

Add Create Create Factor Account

Details Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority Increase	Priority Decrease	Priority Additional	Details
No results found.									

Cancel Save

Suppliers

Suppliers: Banking Details >
Create Bank Account

* Indicates required field

Payee Name Org_Name Internal Organization
Payee Site Supplier Site Name

* Country India Allow International Payments

Bank Branch

Select Existing Bank Create New Bank
Bank Name State Bank of India Bank Number Tax Payer ID

Select Existing Branch Create New Branch
Branch Name Branch Number BIC Branch Type

Show Branch Details

Details

Institution Type Bank
Alternate Bank Name Description End Date

Address

Address Line 1 Shastri Nagar(Jodhpur)
Address Line 2 E-4 SUIVIDHA COMPLEX SHASTRI NAGAR
Address Line 3
City JODHPUR
State Rajasthan
Zip Code 342001

Cancel Apply

Bank Account

* Account Number  Account Name 
 Check Digits Currency 
 IBAN

Account Owners

Account Owner Name	Alternate Account Owner Name	Primary	End Date
Org_Name		<input checked="" type="checkbox"/>	<input type="text"/> 

[Add Another Row](#)
[Hide Bank Account Details](#)

Details

Alternate Account Name
 Account Suffix
 Exchange Rate Agreement Type
 Exchange Rate
 Agency Location Code
 Start Date 

Account Type 
 Secondary Account Reference
 Exchange Rate Agreement Number
 Description
 End Date 

Additional Information

Context Value
 * IFSC Code 

Intermediate Bank Account 1 Details

Country 
 Bank Name
 Branch Number
 Account Number
 IBAN

City
 Bank Code
 BIC
 Check Digits
 Comments

Suppliers

Update Org_Name - 80865: Banking Details [Cancel](#) [Save](#)

Bank Account and Assignment Details

Select Account Assignment Level Site CIFT - Central Institute of  [Go](#) 

Payment Details

Bank Accounts

[Add](#) [Create](#) [Create Factor Account](#)

[Show All Details](#) | [Hide All Details](#)

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase	Priority	Decrease	Priority	Additional Details
	1234567890			State Bank of India	26-Jul-2017		1					

[Cancel](#) [Save](#)

ERP TRAINING MANUAL

Bill Processing

Prepared by

Shyla N C
Joshy C. G
Sreejith T J

Contents

SL No	Title	Page No
1	Bill Creation Process	118
2	Business Process – Bill Creation Process Based On Purchase Order	118
3	Business Process – Bill Creation Process Without PO	125
4	Business Process – Bill Creation Process For Projects	132
5	Business Process – Advances To Employees	135
6	Adjustment Of Advances Given To Employees	139
7	Business Process- Petty Cash System	145
8	How To Run Bill Report	148

Logging into Oracle Applications

Navigation

Open the link for the Oracle Instance

<http://icarerp.iasri.res.in>

Enter the Username and password as provided (individual user name/password to be used). Password needs to be changed on first time login.

On logging into the application, a new page consisting of the responsibilities assigned to the user and the active notifications for the user will open up



ICAR ERP
Implementation of MIS & FMS in ICAR

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Any Change in screen color , Click "Cache" option available with browser tool and clear.

ICAR-ERP User Support and IBM Helpdesk
Please contact at IASRI, Library Avenue, Pusa, New Delhi -110012
Email - support.erp@icar.gov.in
Phone - 011-25842275,011-25842274(Timing - 9:30 AM to 5:00 PM - Working Days)

Login Assistance

Bill Creation Process

Business Process – Bill Creation Process Based on Purchase Order

A Purchase order is created by the purchasing department to place an order for purchase of an Asset, service, or incurring any expense.

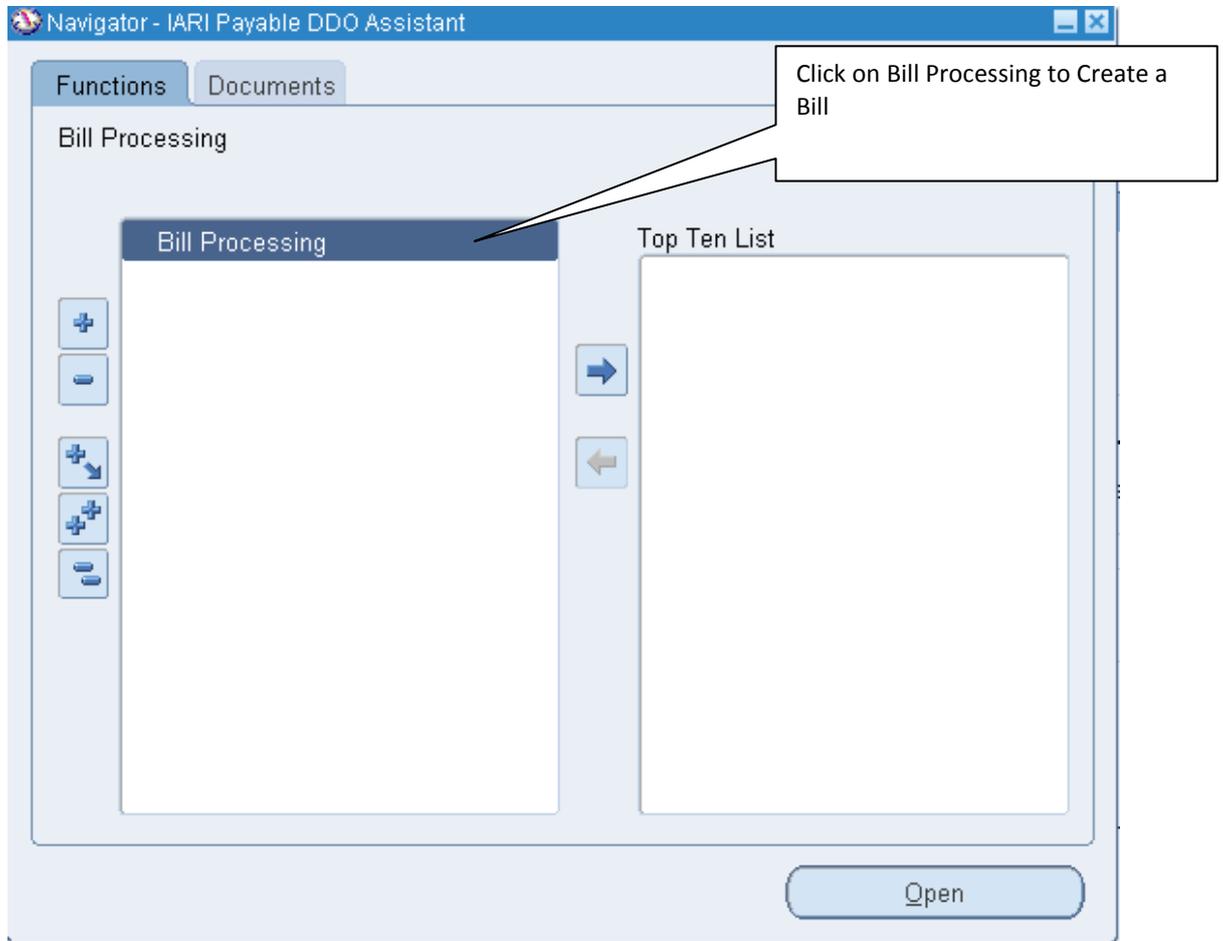
Then upon receiving the goods or service, a receipt is prepared.

On the basis of receipt, then a bill shall be created.

This process shall be used for creation of bills for fixed assets, Projects, Expenses, Inventory.

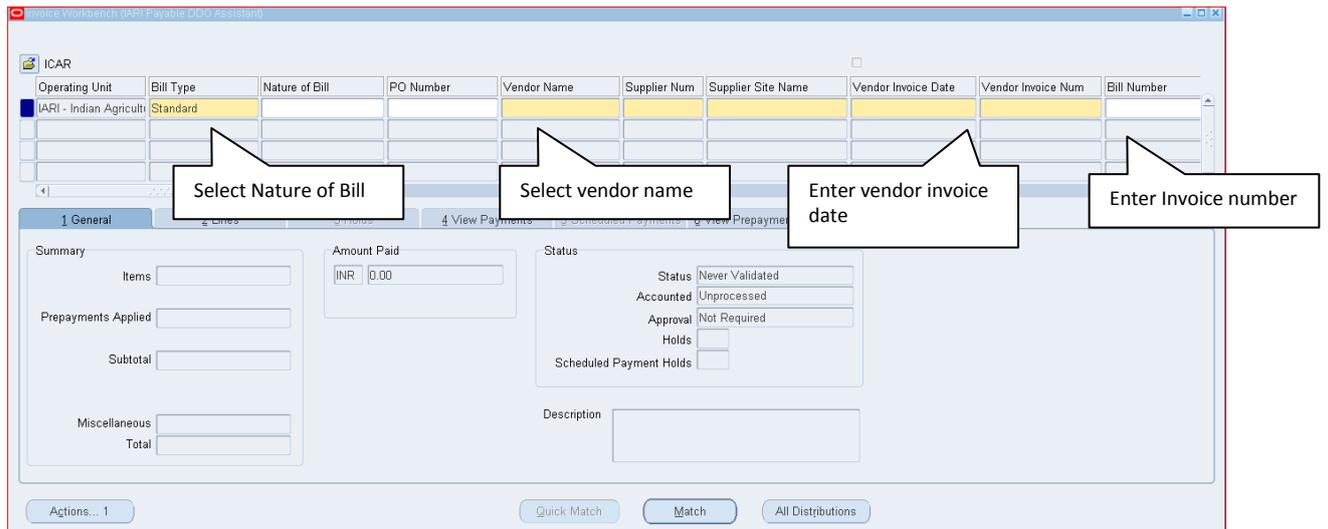
Navigation

CIFT Payable DDO Assistant→Bill Processing



The DDO assistant shall receive a bill file from the purchasing section which he shall use for entering the bills

Following is the bill form



Respective Institute's name will be defaulted automatically.

Bill type-Click on the LOV's button to select it from List of Values (LOV). It is showing various types of Bills that can be created in system. .

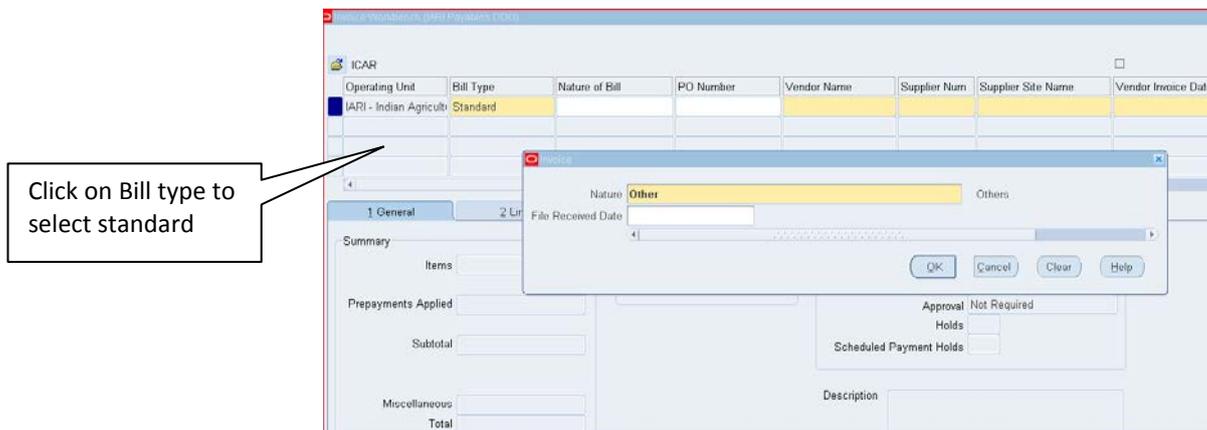
Standard- It is used for creating a normal invoice, for creating a settlement invoice etc.

Credit Memo- It is used to give some credit to a vendor on receiving a credit memo.

Prepayment- It is used to create a bill for making an advance payment to vendor/employee.

Nature of Bill field – For reading this is detail, please see the section of “Nature of Bill Field”

Select the appropriate Nature of Bill.



Select the relevant PO and click on OK button.

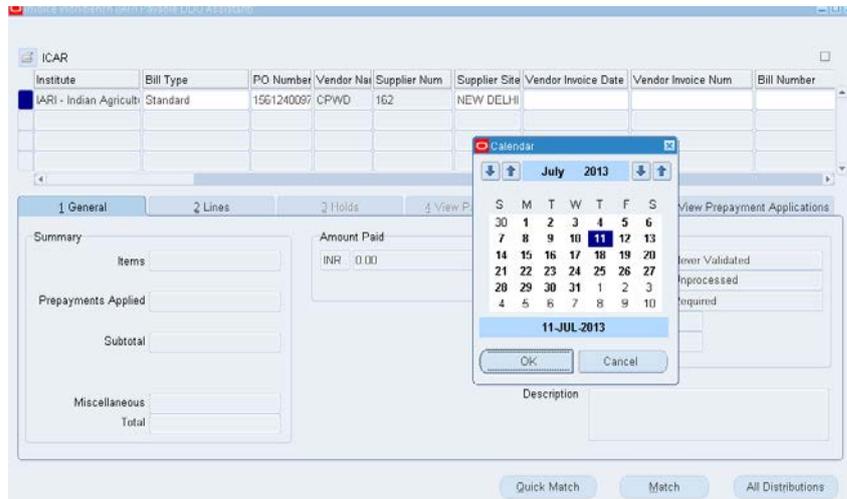
Vendor name and Supplier number will come automatically

Vendor name, supplier Number and supplier site will come automatically.

Click on the LOV button on the Vendor Invoice date field.

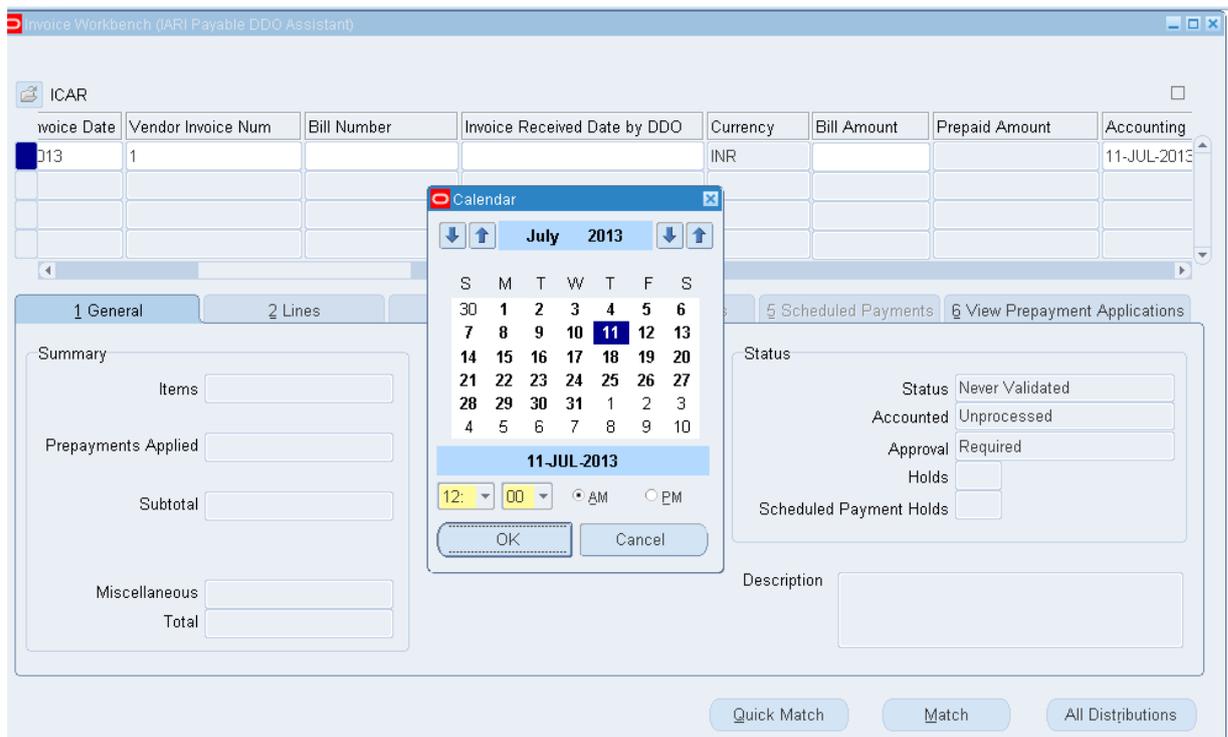
The following screen will open up.

Select the invoice date from the calendar.



Enter the Vendor Invoice number present on the invoice

Enter the Invoice file received date and the bill amount with reference to the invoice present in the bill file.



Once all the required fields are entered, click on Match button.

Invoice Workbench (IARI Payable DDO Assistant)

ICAR

Institute	Bill Type	PO Number	Vendor Name	Supplier Num	Supplier Site	Vendor Invoice	Vendor Invoice Num	Bill Number	In
IARI - Indian Agricult	Standard	1561240101	CPWD	162	NEW DELHI	11-JUL-2013	1.		11

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items

Prepayments Applied

Subtotal

Miscellaneous

Total

Amount Paid

INR 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Quick Match | Match | All Distributions

“Find Receipts for Matching “form opens up.
Purchase Order number is coming from bill header.
Click on Find.

Find Receipts for Matching (IARI Payable DDO Assistant) - IARI - Indian Agricultural Research Institute

Matching

Type

Supplier

Name Number

Site Tax Registration

Purchase Order

Num Release Line Shipment

Receipt Num Ship To Deliver To

Packing Slip Bill of Lading Waybill/Airbill

Item Item Desc Shipment Item Desc

Supplier Item Project Task

Container Category

Receipt Date -

Shipped Date -

Need-By Dates -

Cancel | Clear | Find

Quick Match | Match

“Match to Receipts” form opens up.
Check Match Box.
Click on Match Button as shown in figure

Match to Receipts (ARI Payable DDO Assistant) - IARI - Indian Agricultural Research Institute

Invoice Amount 100.00
Line Total 100.00

Match	UOM	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	Receipt Num	Receipt Line Num	Receipt Date	Need-By
<input checked="" type="checkbox"/>	Each	10	10	100.00	<input type="checkbox"/>	15612500209	1	11-JUL-2013	08-JUL-2
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				

Purchase Order

UOM: Each

Ordered: 10

Shipped: 0

Unit Price: 10

Payment Terms: Immediate

Freight Terms: Standard

Type: Standard

Distributions: 1

Receipt Quantity

UOM: Each

Billed: 0

Received: 10

Returned: 0

Net Received: 10

Accepted: 0

Associated Charges

Freight:

Misc:

View Receipt Distribute... Invoice Overview Match

Once you click on Match Button then purchase order details will copied to bill form. The DDO Assistant shall save the bill and the bill is created.

Invoice W

Click on this icon to save.

ICAR PENSION

Institute	Bill Type	Pensioner Name	Supplier Num	Supplier Site	Bill Date	Month + PPO	Bill Number	File Re
IARI - Indian Agricultu	Standard	CPWD	162	NEW DELHI	11-JUL-2013	1	768	11-JUL

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items: 100.00

Prepayments Applied:

Subtotal: 100.00

Miscellaneous:

Total: 100.00

Amount Paid

INR: 0.00

Status

Status: Needs Revalidation

Accounted: No

Approval: Required

Holds: 3

Scheduled Payment Holds: 0

Description:

Actions... 1 Quick Match Match All Distributions

If the user wants to view the populated details, he can go to Lines and see the receipts number, quantity received, etc.

Click on Actions...1 button.

Run ICAR Bill Report, take a Print and forward it to the DDO.

Go to section “How to Run Report” to learn about it.

Close the form and forward the bill file to the DDO for checking.

Invoice Workbench (IARI Payable DDO Assistant)

ICAR

Bill Type	PO Number	Vendor Name	Supplier Num	Supplier Site	Vendor Invoic	Vendor Invoice Num	Bill Number
Agricultu	Standard	1561240097	CPWD	162	NEW DELHI	11-JUL-2013 1	768

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items

Prepayments Applied

Subtotal

Miscellaneous

Total

Amount Paid

INR

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 | Quick Match | Match | All Distributions

Business Process – Bill Creation Process without PO

Project MIS & FMS in Indian Council of Agricultural Research

Oracle Applications Home Page

Worklist

From: There are no notifications in this view.

Subject: Sent

Navigator

IARI Payable DDO Assistant

IARI Payable DDO Assistant

Bill Processing

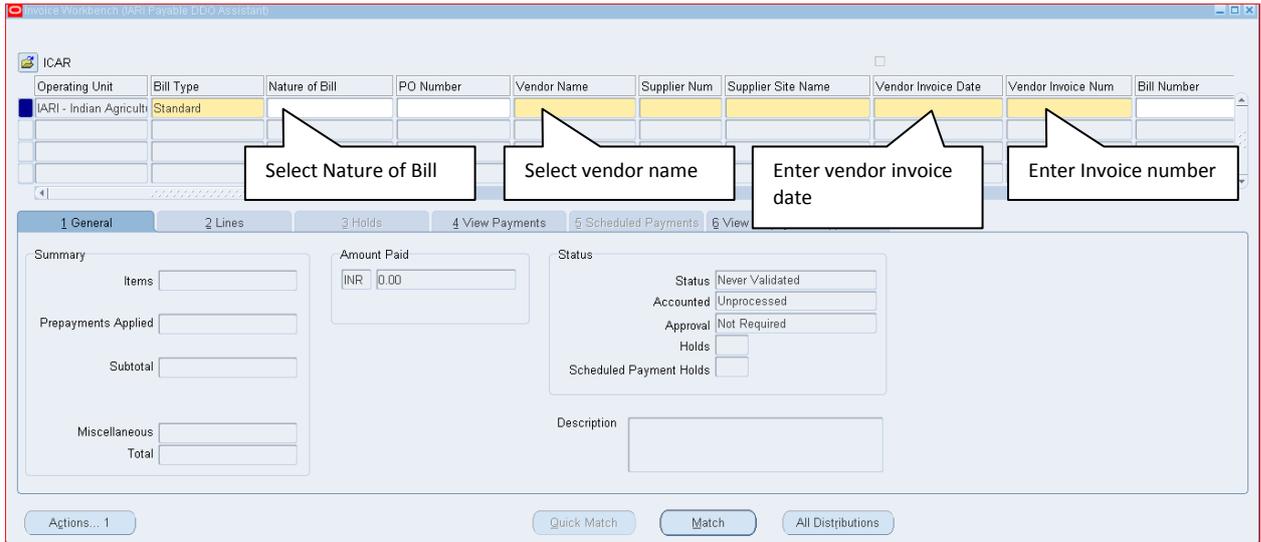
Diagnosics Logout Preferences Help

About this Page Privacy Statement

Copyright (c) 2006, Oracle. All

Navigation: CIFT Payable DDO Assistant-Bill Processing

The DDO assistant shall receive a bill file from the purchasing section which he shall use for entering the bills
Following is the bill form.



Respective Institute’s name will be defaulted automatically.

Bill type-Click on the LOV’s button to select it from List of Values (LOV). It is showing various types of Bills that can be created in system. .

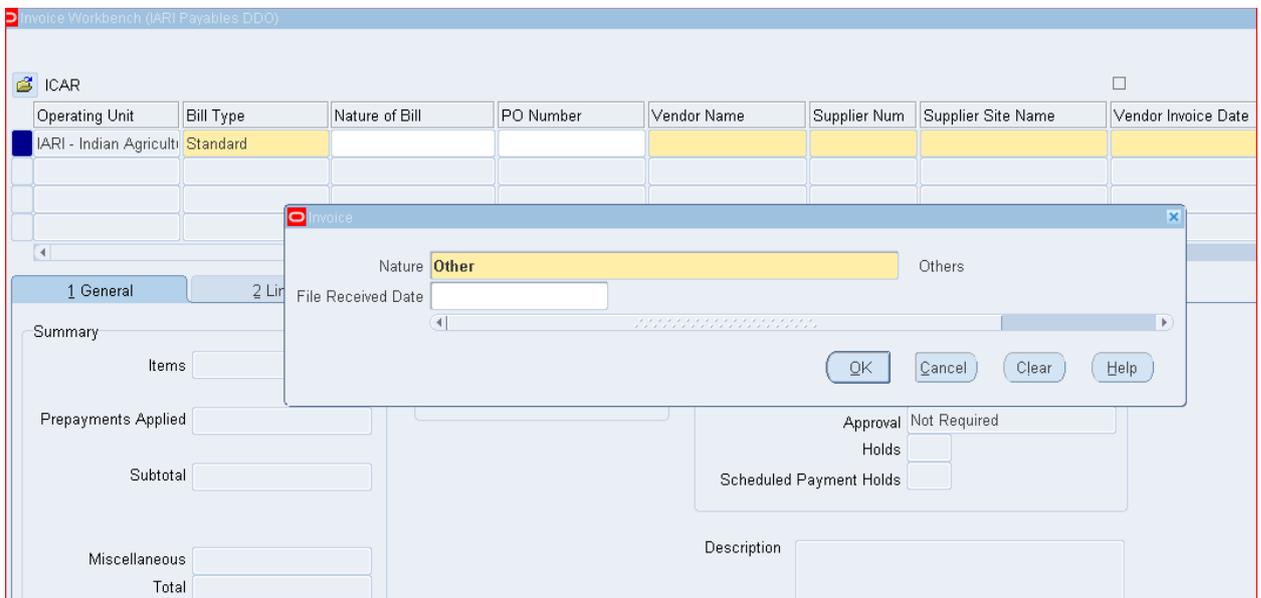
Standard- It is used for creating a normal invoice, for creating a settlement invoice etc.

Credit Memo- It is used to give some credit to a vendor on receiving a credit memo.

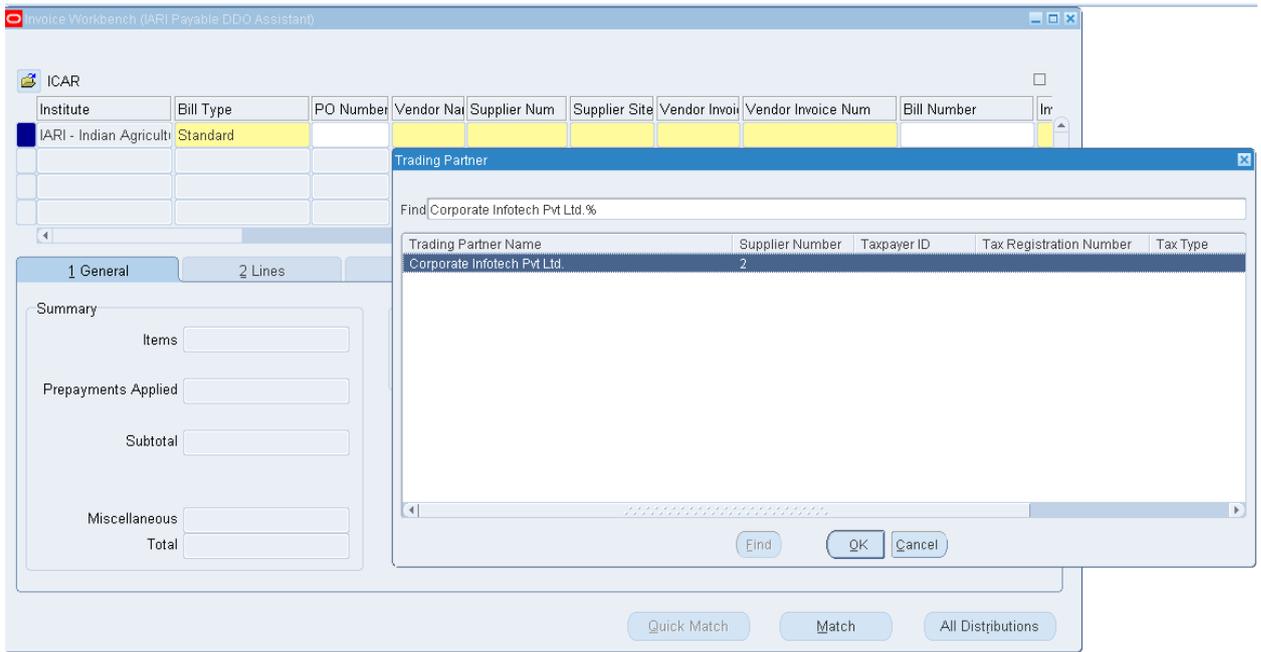
Prepayment- It is used to create a bill for making an advance payment to vendor/employee.

Nature of Bill field – For reading this is detail, please see the section of “Nature of Bill Field”

Select the appropriate Nature of Bill.



Vendor name- Enter the name of the vendor. You can search the name from the LOV’s attached. Click on Ok to select.

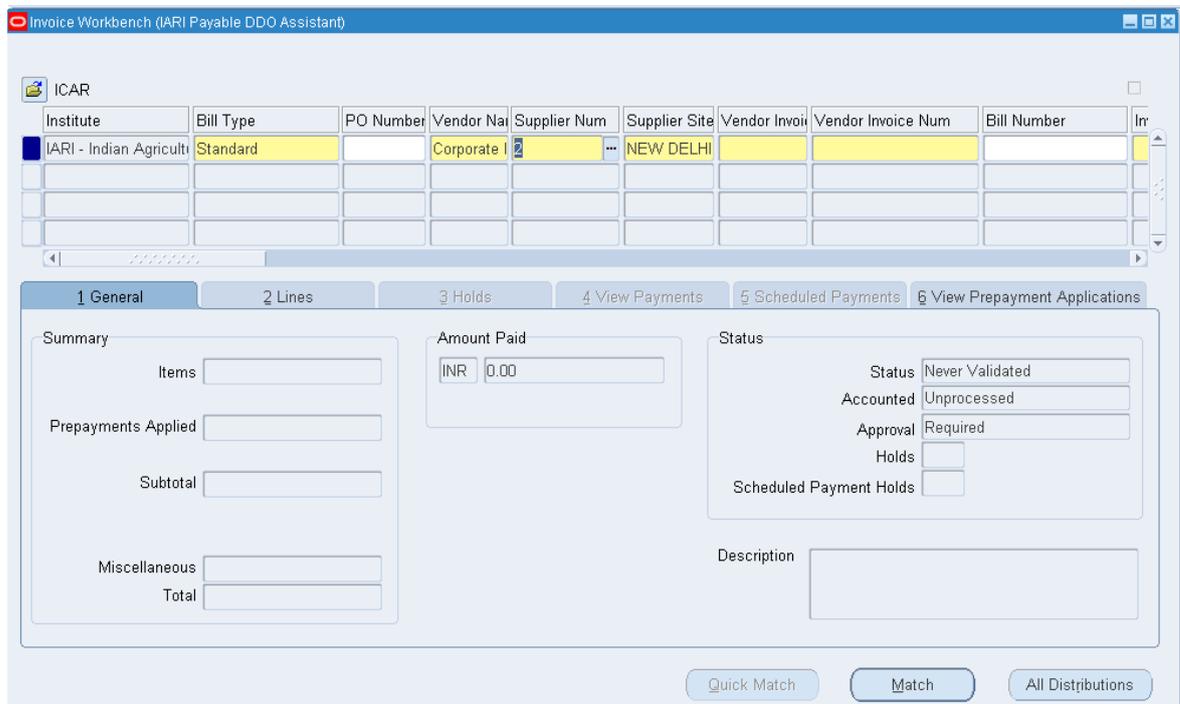


Supplier number

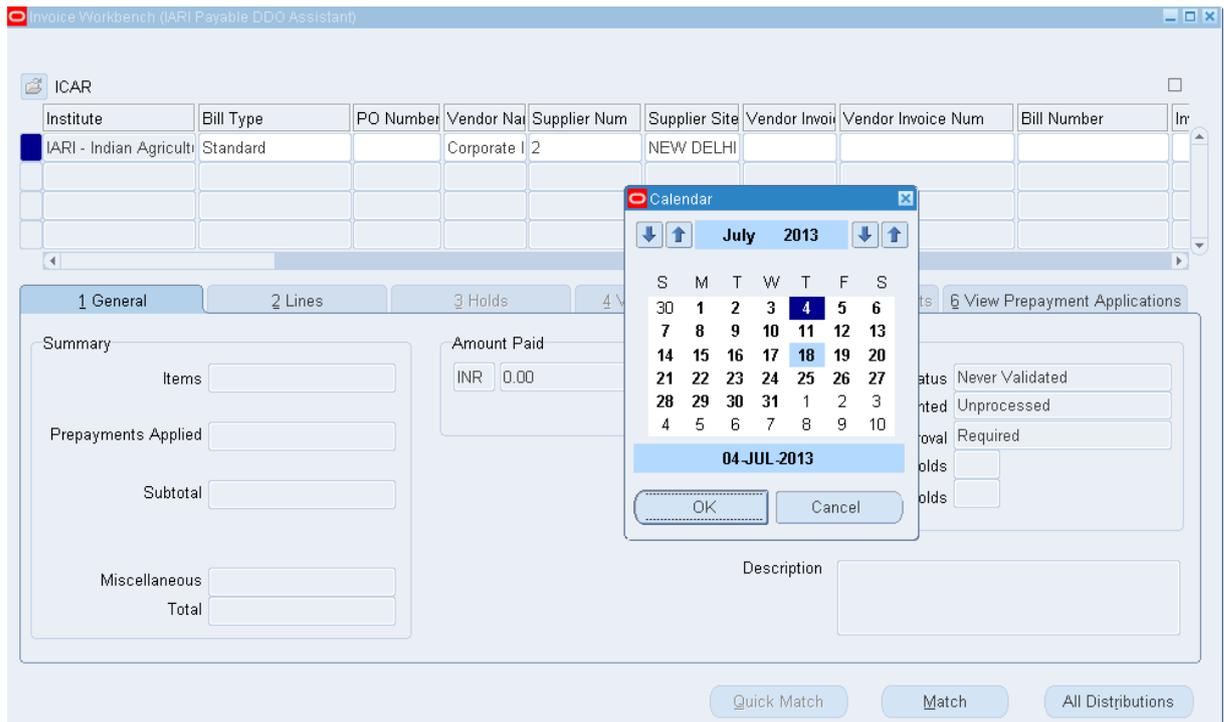
It is the unique number assigned to every supplier by the system automatically.

On selecting the Vendor name, the supplier number will come automatically.

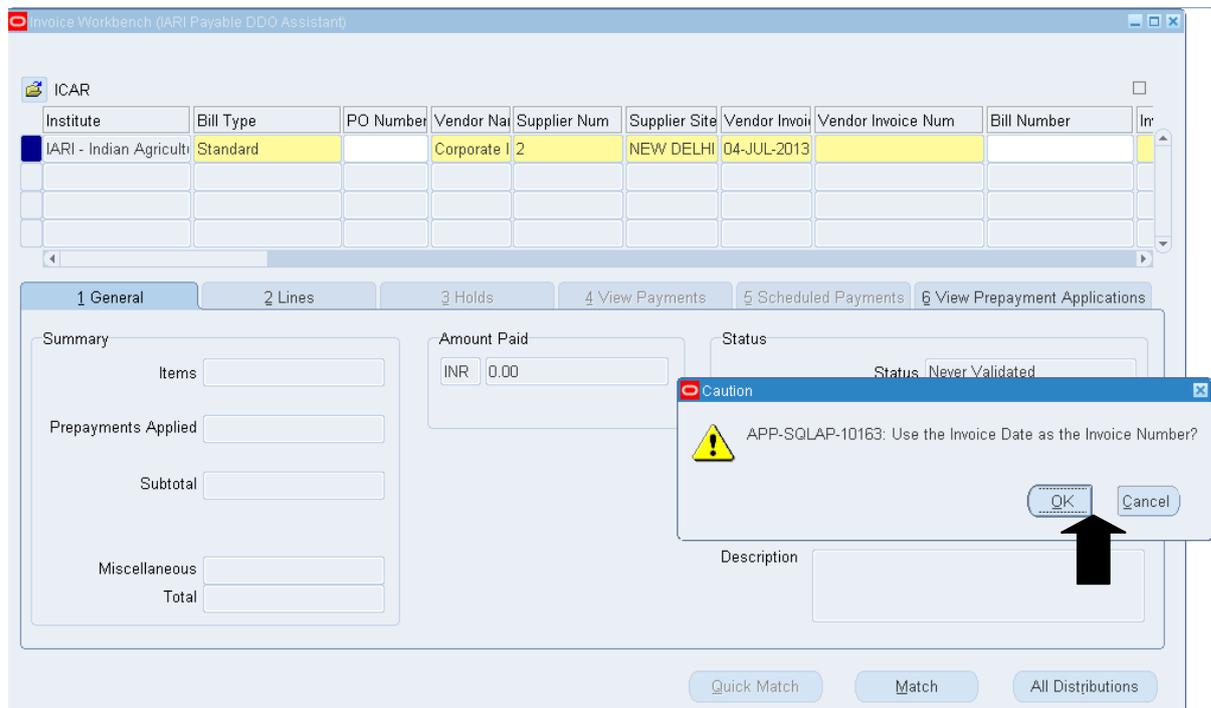
Supplier site-If the vendor has only one site, it will come automatically. If there are multiple sites of a vendor than select the relevant supplier site



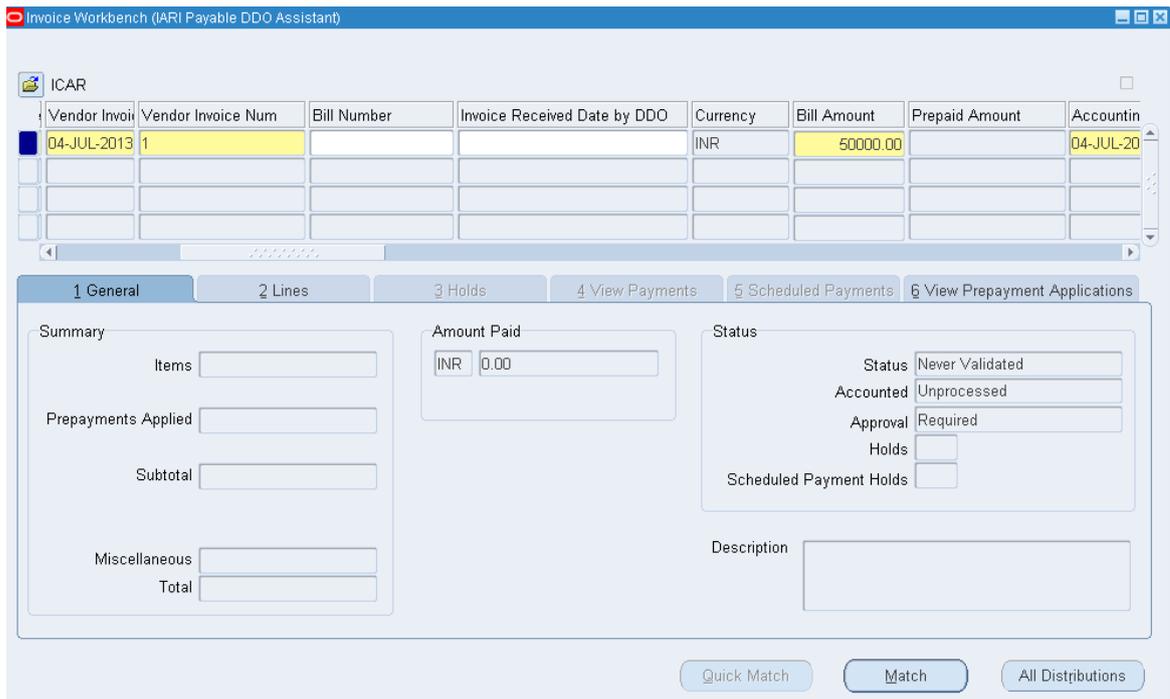
Vendor invoice date-Enter the date present on the vendor invoice. You can use the calendar



Vendor invoice number-The system will give you the following message. Click on Cancel and enter the invoice number as mentioned on the vendor invoice.

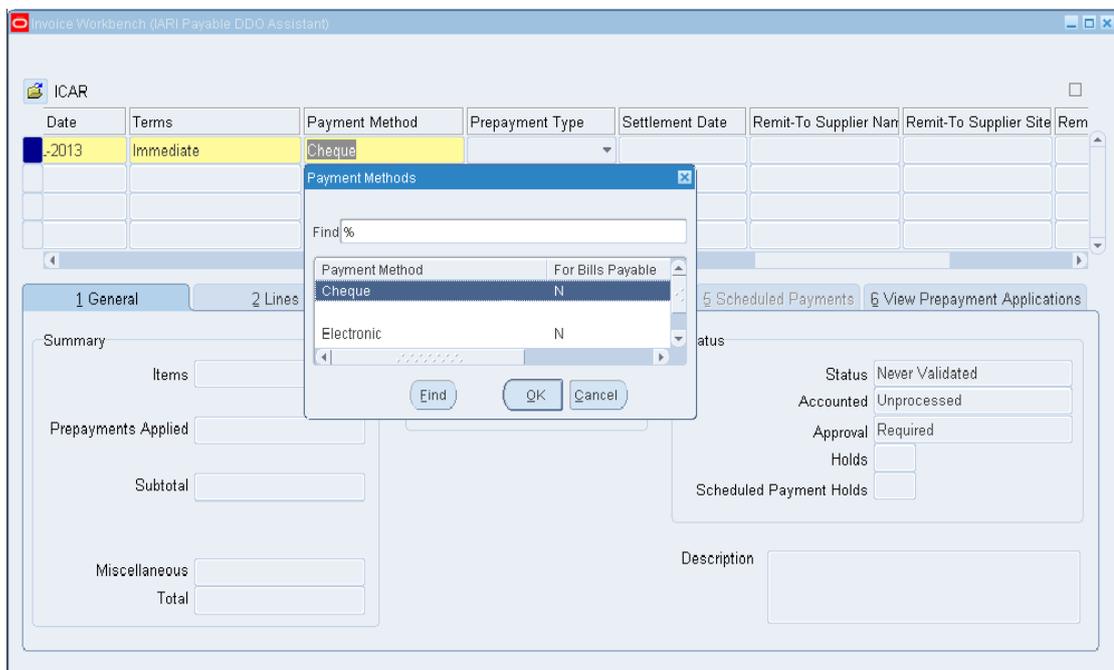


Bill amount- Enter the amount of invoice to be entered.
Also enter the date on which the invoice is received by the DDO/ DDO assistant in the field 'Invoice Received Date by DDO'



Payment Terms: Will be default.

Payment Method: It will always be default from the supplier level. However, at the time of creation of bill, the user can change the payment method to the desired. For making the payment method as Electronic, the user shall make sure that the Bank details are available.



Now, Click on Lines.

Line Type will be Item (automatic).

Enter Amount and click on Distributions

Invoice Workbench (IARI Payable DDO Assistant)

ICAR

Vendor Invoii	Vendor Invoice Num	Bill Number	Invoice Received Date by DDO	Currency	Bill Amount	Prepaid Amount	Accountin
04-JUL-2013	1	752		INR	50000.00		04-JUL-20

1 General | **2 Lines** | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Total Net

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qu
1	Item	50000									

Discard Line 1 | Distributions | Allocations

Quick Match | Match | All Distributions

Fund type-

It means the source of funds from which the funds will be disbursed.

Select the appropriate fund type from the LOV's attached. Whether the expenditure is from Grants, deposit scheme, etc

Click OK.

Distributions (IARI Payable DDO Assistant) - IARI - Indian Agricultural Research Institute, Corporate Indotech Pvt.Ltd

Line Number 1 | Line Total 50000.00
Line Description | Distribution Total 50000.00

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	50000.00	04-JUL-2013			

Status Never Validated
Accounted Unprocessed
Account Description

Reverse 1 | Txg Distributions

ICAR

Institute 156 IARI, PUSA NEW DELHI
Fund Type

Scheme Code Fund Type

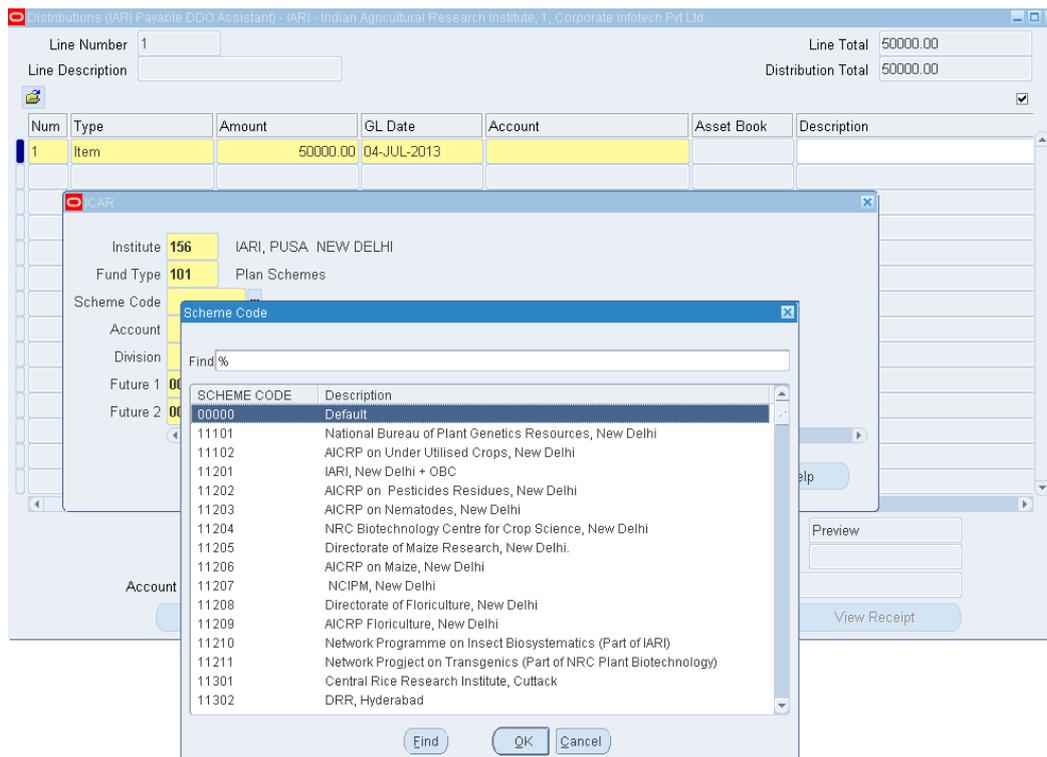
Account
Division Find%

FUND	Description
000	Default
101	Plan Schemes
151	Plan Schemes - TSP
161	Plan Schemes - NEH
201	Non Plan
202	Non Plan AP Cess
251	Non Plan Schemes
501	Revenue Receipts(IRGS)
502	Staff Welfare Fund
801	Deposit Schemes - Domestic
802	Deposit Schemes - Foreign
901	Revolving Schemes Plan
902	Revolving Schemes AP Cess

Find

End | OK | Cancel

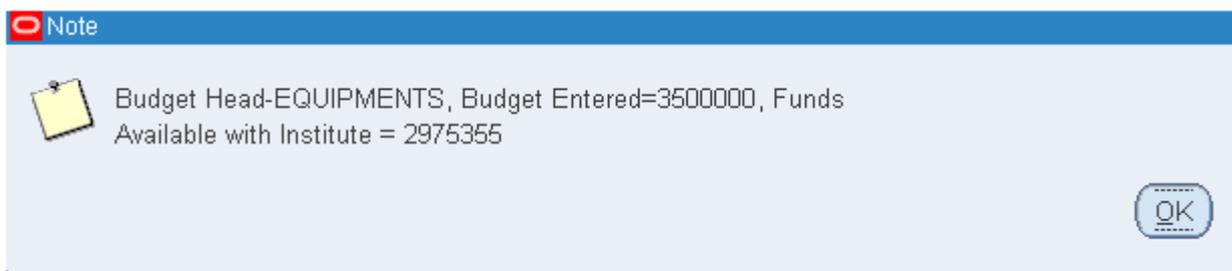
If the Source of fund is Grants, select default scheme code. If the source of fund is other than Grants, select the relevant scheme code from the list.



Account- Select the correct natural account from the list given. It signifies the account in which the invoice should be accounted. User can search for the required account by using % and finding it in the Find field. This LOV contains all the accounts.

Division- It contains the names of the Regional Stations, KVK's, State agriculture universities etc. If the bill that is being created is related to any of them, then select the appropriate division and click on OK.

Other two fields will be default always and user need not enter them. Click on Ok and a budget message would come which will tell the availability of funds in that particular fund type, Scheme code, Budget head, division.



Click on Ok and save the bill. Close the distribution screen and note down automated generated unique bill number. Now run ICAR Bill report and take a print of this report and forward the file to DDO for checking purposes. Process for Running ICAR Bill report is discussed in other section.

Business Process – Bill Creation Process for Projects

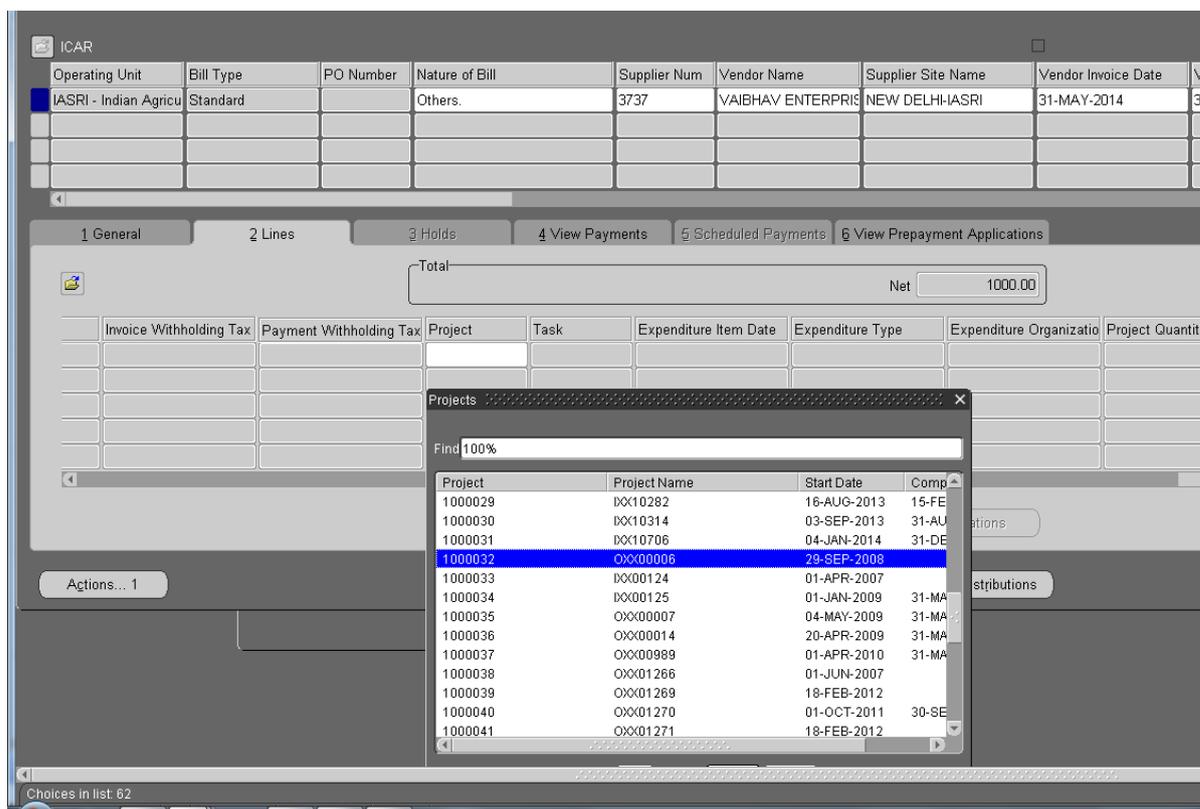
Note: It is mandatory that budget for this project should be entered in the system. Only then will you be able to carry out the below mentioned process:

In case of creation of bills related to a particular project, please follow the additional steps as shown below at the LINES Level.

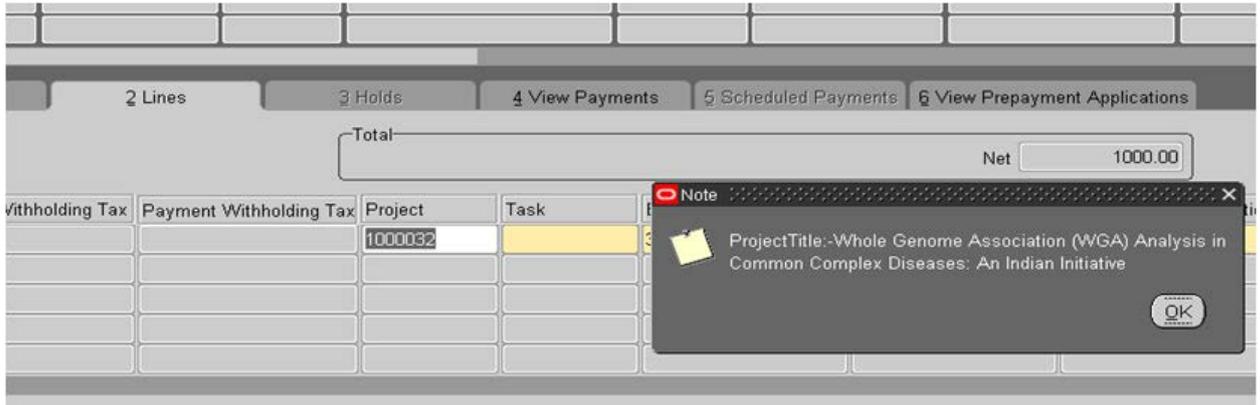
Select the Project number at the Lines Level for which the bill is to be made. As in below screenshot, project number, PIMS/RPPI No and duration is visible

Select the Project number at the Lines Level for which the bill is to be made. As in below screenshot, project number, PIMS/RPPI No and duration is visible

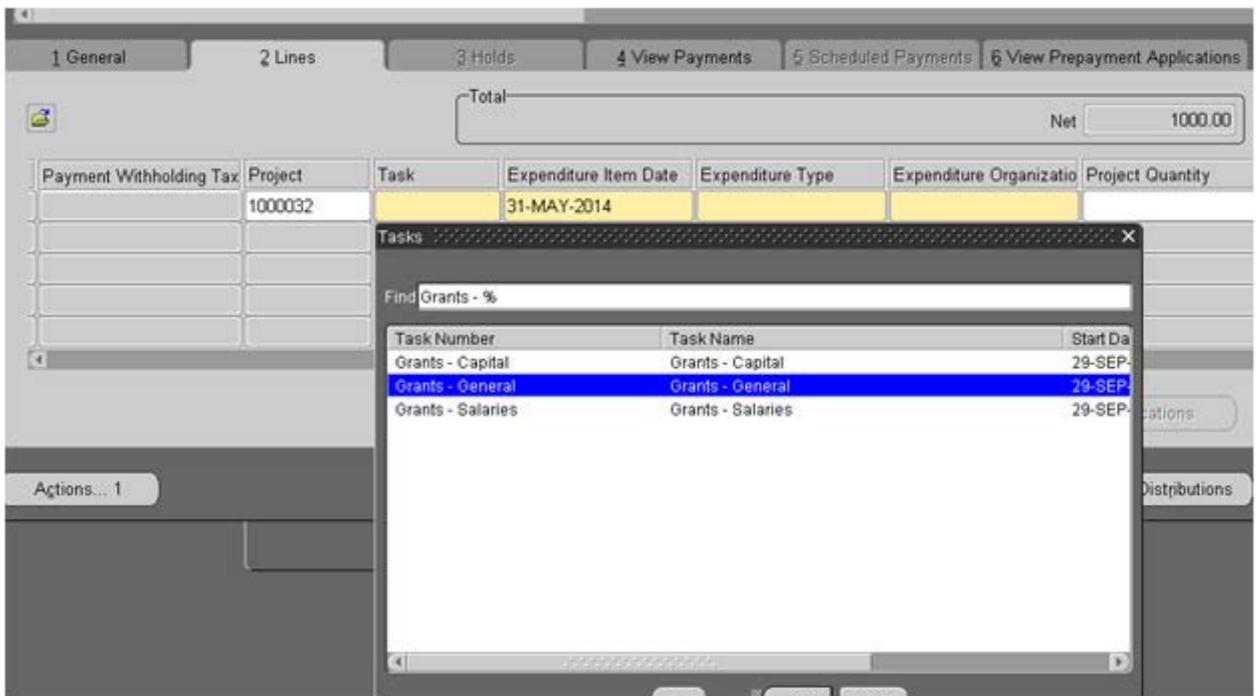
In Lines, select the correct Project number. Details of Project number and other expenditure details shall come from the scientists only.



Once you select the Project Number and click on Ok, the following message shall appear showing the name of the project

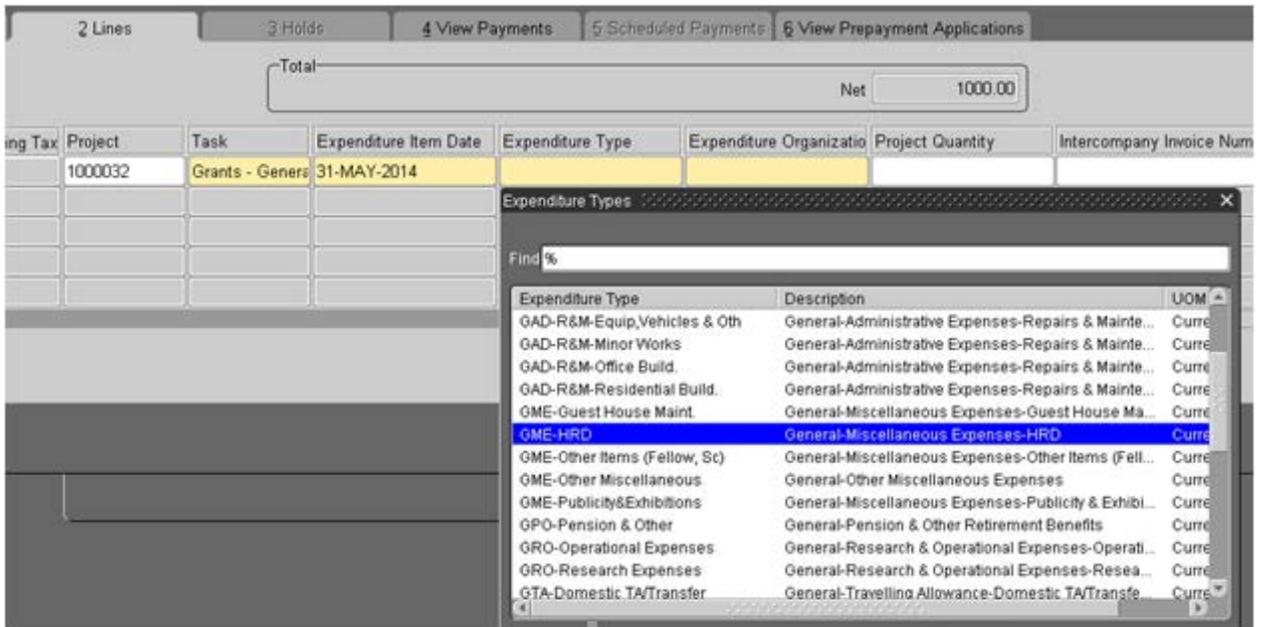


The next field is Major category. Click on the list of value attached and select the category under which the bill is to be made

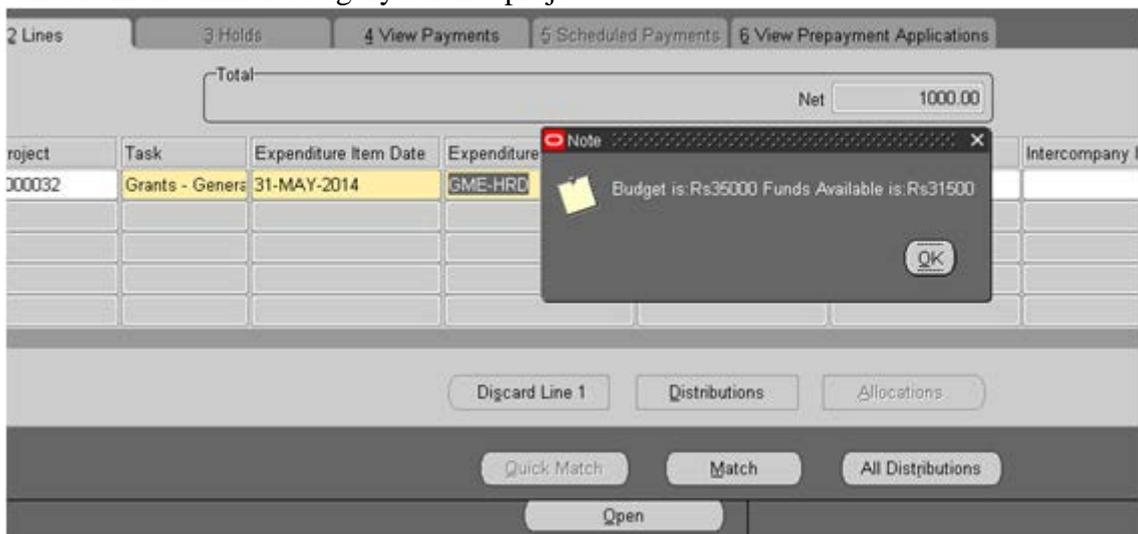


Expenditure Item date will default from the bill date.
Select the Minor Category for which the budget has been entered.

However, while creating project related bills for a project, only those Major Category and Minor Category values would be available in List of values under which client has allocated the budget in his/her project .

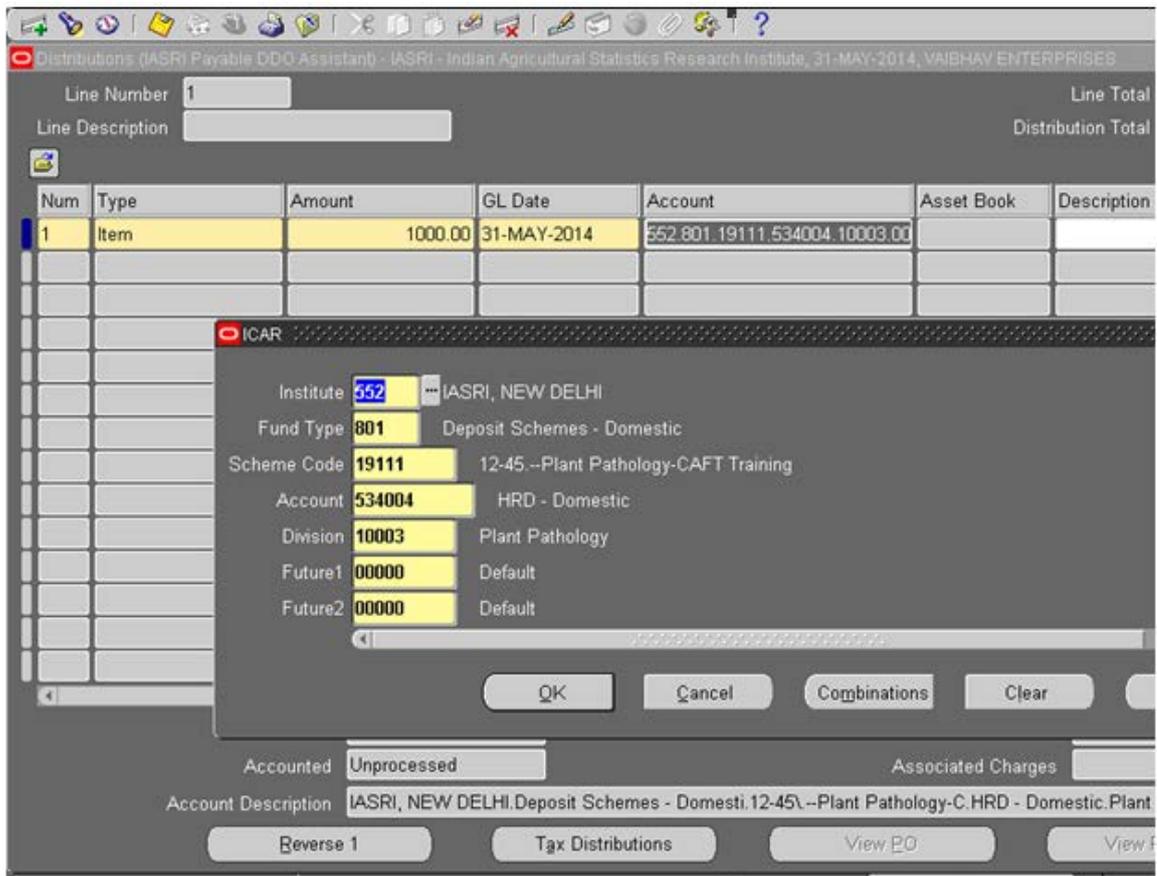


Once you select the Minor category, the system will give you a message showing the budget and the fund available in that minor category for that project.



Click on Distribution.

The account shall automatically default from the minor category you select. You can change the account in case you want .



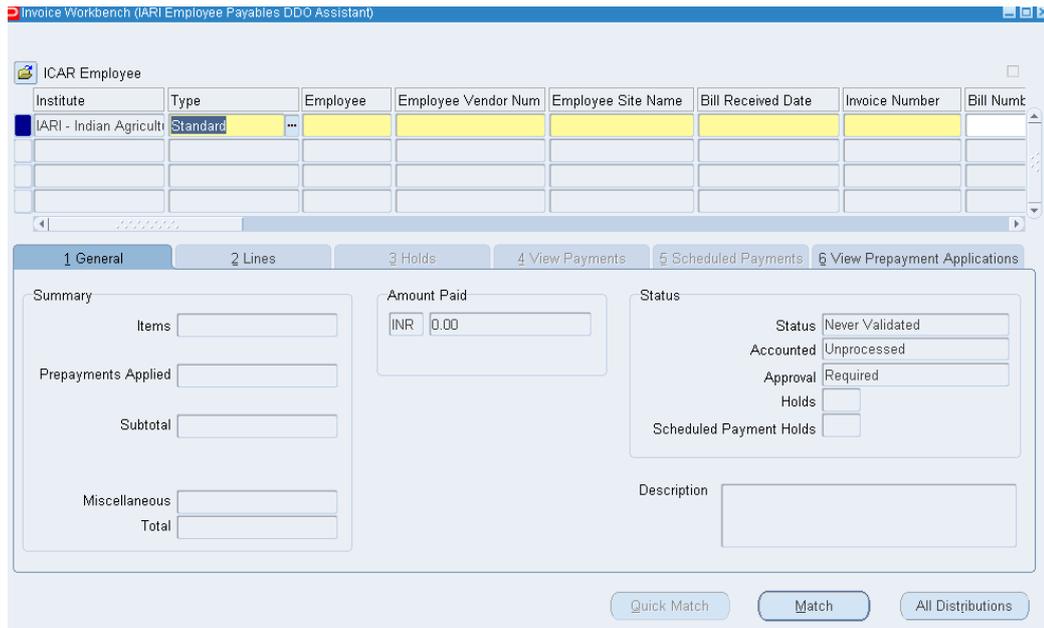
NOTE: In case the Invoice Type is Prepayment, the account details shall not default from the expenditure type and user will have to enter it manually.

NOTE: The budget amount will also get displayed when user will click on Action button (to validate the bill).

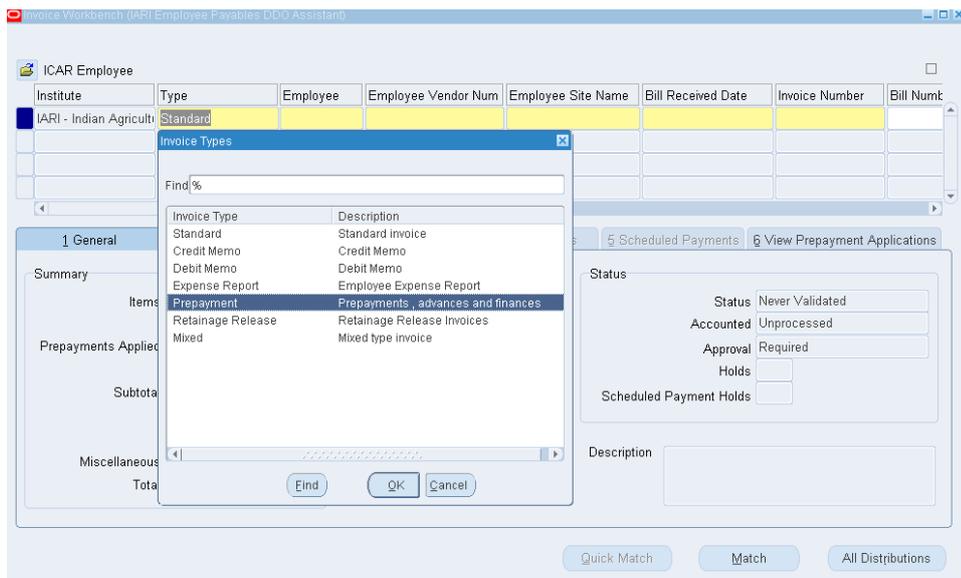
Business Process – Advances to Employees

CIFT Payables Audit & Account → Bill Processing

Following Bill form will open.



Institute name will always be defaulted as the respective institute
 For giving an employee advance the DDO assistant shall use Bill type as 'Prepayment'.



Select the Employee name to whom the advance is to be given. The Employee vendor number will come automatically.
 For making an advance to an employee, the site shall always be taken as 'HOME'.
 The DDO assistant has to select 'HOME' for making employee advance of this nature.
 Bill received date shall be the date on which DDO assistant receives the request file to process employee advance.

Invoice Workbench (ARI Employee Payables DDO Assistant)

ICAR Employee

Institute	Type	Employee	Employee Vendor Num	Employee Site Name	Bill Received Date	Invoice Number	Bill Num
IARI - Indian Agricult	Prepayment	Ashish Sehra	86	HOME	22-JUL-2013		

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Prepayments Applied

Subtotal

Miscellaneous

Total

Amount Paid

INR 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Quick Match Match All Distributions

Enter the Invoice Number in the following format-Date-Employee Vendor Number as explained below.

Invoice Workbench (ARI Employee Payables DDO Assistant)

ICAR Employee

Invoice Number	Bill Number	Invoice Currency	Bill Amount	Tax Amount	Tax Control Amount	Prepaid Amount	GL Date
22-JUL-2013-86		INR	10000.00				22-JUL-2013

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Prepayments Applied

Subtotal

Miscellaneous

Total

Amount Paid

INR 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Quick Match Match All Distributions

Now, Click on **Lines**.

Line Type will be Item (automatic).

Enter **Amount** and click on **Distributions**.

Invoice Workbench (ARI Employee Payables DDO Assistant)

ICAR Employee

Institute	Type	Employee	Employee Vendor Num	Employee Site Name	Bill Received Date	Invoice Number	Bill Numk
IARI - Indian Agricult	Prepayment	Ashish Sehra	86	HOME	22-JUL-2013	22-JUL-2013, 86	809

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Total Net

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qu:
1	Item	10000									

Discard Line 1 Distributions Allocations

Quick Match Match All Distributions

Invoice Workbench (ARI Employee Payables DDO Assistant)

ICAR Employee

Institute	Type	Employee	Employee Vendor Num	Employee Site Name	Bill Received Date	Invoice Number	Bill Numk
IARI - Indian Agricult	Prepayment	Ashish Sehra	86	HOME	22-JUL-2013	22-JUL-2013, 86	809

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Total Net

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qu:
1	Item	10000.00									

Discard Line Distributions Allocations

Quick Match Match All Distributions

Distributions form open up.

Enter the **Amount** in distributions.

In Distributions window, user will be entering the code combinations where the accounting of the bill shall take place.

It is one of the crucial steps of bill creation, because the distribution will be deciding the impact of the bill.

Institute name will come automatically once you click on the LOV button.

Select the relevant **Fund type, Scheme code, Account** and **Division**.

Save the bill and close the distributions screen.

A bill number will automatically get generated.

After this, the bill file will be forwarded to DDO

Adjustment of Advances given to Employees

Employee shall take advance for incurring some expenditure only.

Once the expenditure is done, employee shall produce the details of the expenditure incurred along with the supporting invoices.

Now, since payment was already being made to the employee, now the adjustment of the expense bills shall be done.

The expense bills shall be applied against the paid, prepayment bill.

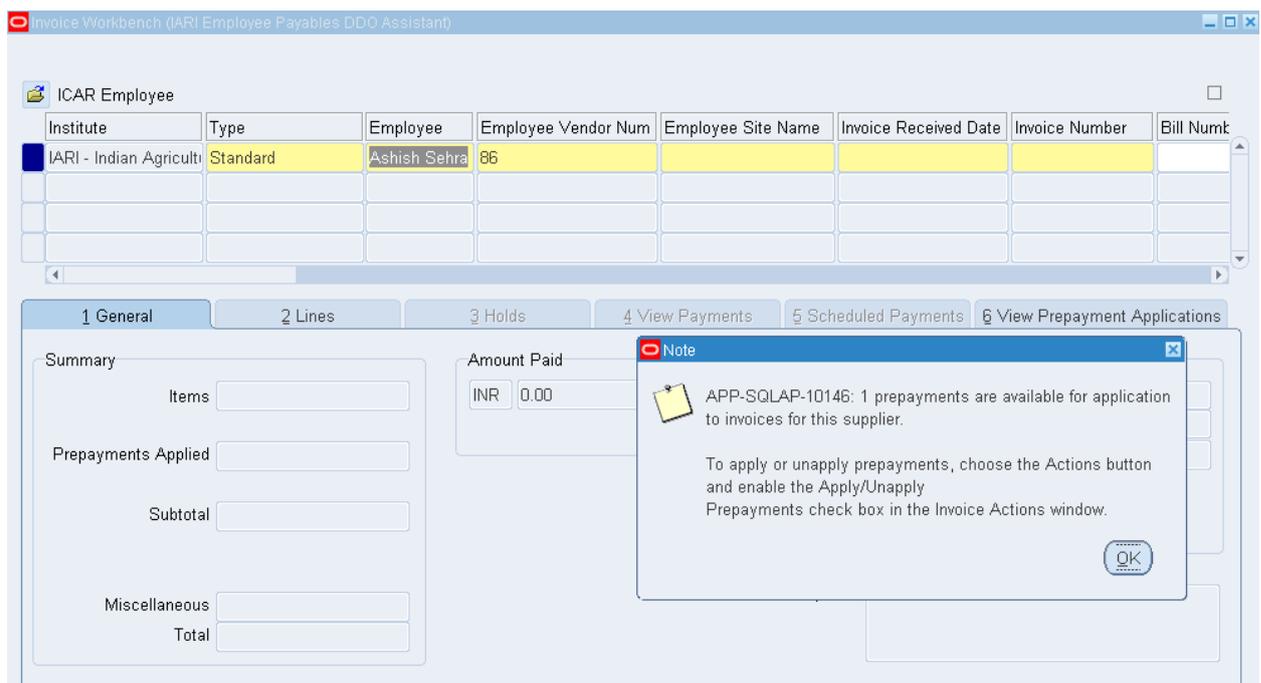
If there is some difference between the amount that was taken as advance and the amount of expenditure incurred, that amount shall become the unspent amount.

That Unspent amount shall be recovered from the employee along with the Penal interest.

Create a bill for the expenses incurred by the employee against the advance taken.

Create a 'Standard' type bill.

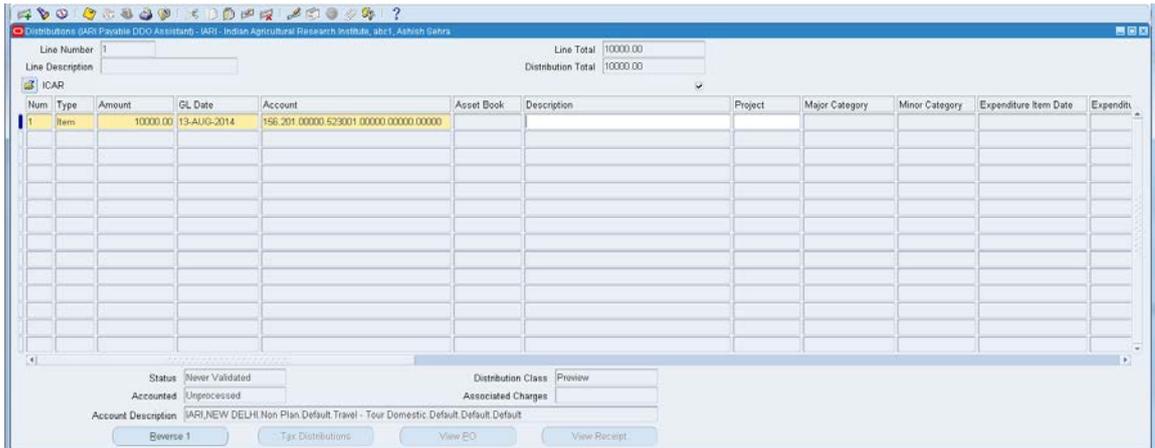
Upon selecting the Employee name, a Pop up message will appear as shown below. It will give a reminder that prepayments are available for application for this vendor. Click on ok and proceed.



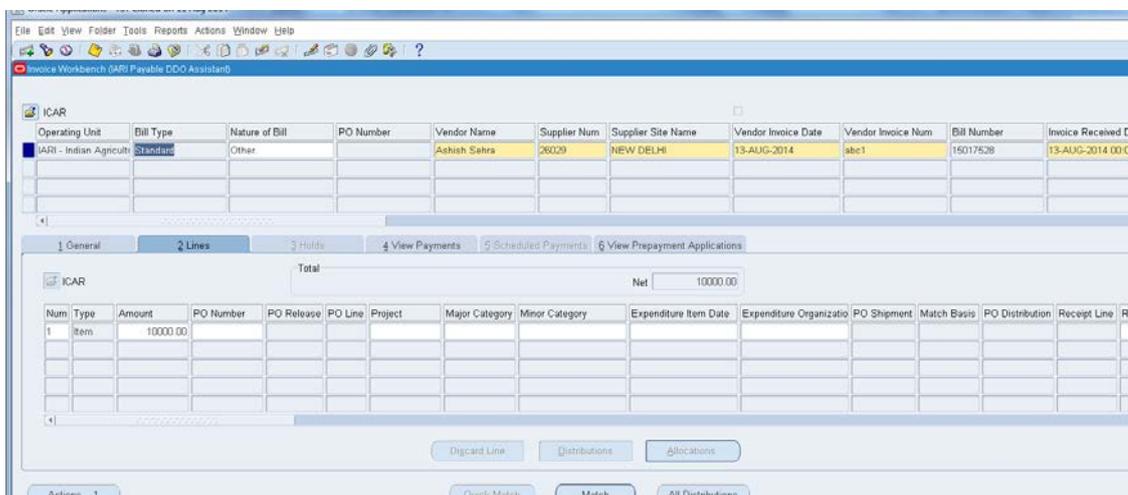
The process for creation of bill shall be the same as bill creation process without PO.

Enter all the information in the distributions and save the bill.

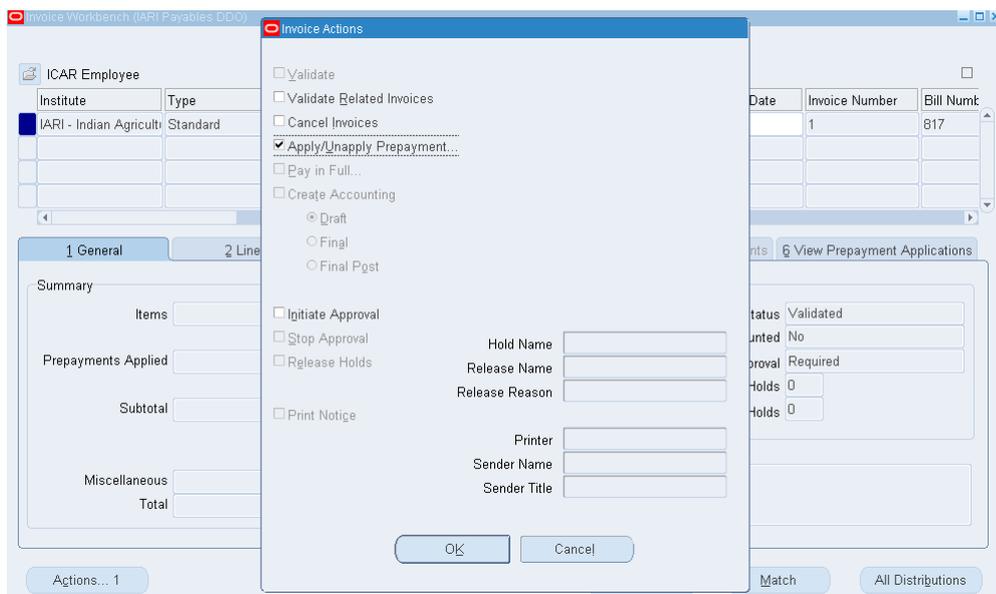
Close the Distribution screen.



Click on **Actions....1** button.



Select the check box for application of the prepayment bill.
Click Ok.



Following screen shall open.

It will show all the prepayments available for application, along with the amount available as well as the details of the existing prepayment applications in the second half of the window.

Here prepayment number is the Invoice number of the prepayment bills.

These prepayment invoices can be used to apply them on an unpaid bill.

Check the box 'Apply' to apply the prepayment on the selected bill.

Click on the '**Apply/Unapply**' button to apply.

Prepayment on Invoice	Amount To Apply	GL Date	Prepayment Number	Line Num	Amount Available	Amount of Included Tax	Site	Print
<input checked="" type="checkbox"/>	10000.00	13-AUG-2014	abc	1	10000.00		NEW DELHI	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

Description: c PO Num: Receipt Num:

Existing Prepayment Applications

Unapply	Item Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input type="checkbox"/>						
<input type="checkbox"/>						

Description: PO Num: Receipt Num:

Distribute Invoice Overview Apply/Unapply

Upon saving the available amount will get reduced by the amount of application and only balance shall be available for any further application.

This will take the details of the prepayment in the lower section of the window, with the name 'Existing Prepayment application'.

Prepayment on Invoice	Amount To Apply	GL Date	Prepayment Number	Line Num	Amount Available	Amount of Included Tax	Site	Print
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

Description: PO Num: Receipt Num:

Existing Prepayment Applications

Unapply	Item Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input checked="" type="checkbox"/>	10000.00		13-AUG-2014	abc	1	NEW DELHI
<input type="checkbox"/>						

Description: c PO Num: Receipt Num:

Distribute Invoice Overview Apply/Unapply

Similarly, if some mistake is done, then click on the '**Apply/Unapply**' button and it will undo the application done before.

After, applying or unapplying the payment, close the screen of Apply/Unapply prepayments.

The status of the bill shall change as 'amount paid'.

Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Number	Invoice Received Date	Bill Amou
ICAR	Standard	Other		Ashish Sehra	26029	NEW DELHI	13-AUG-2014	abc1	15017528	13-AUG-2014 00.00.00	100

Summary		Amount Paid	Status
Items	10000.00	INR 10000.00	Status: Needs Revalidation
Prepayments Applied	10000.00		Accounted: No
Subtotal	0.00		Approval: Not Required
Miscellaneous			Holds: 0
Total	0.00		Scheduled Payment Holds: 0

In lines, a negative line will be reflected with the type as 'Prepayment' reflecting the fact that prepayment has been applied on this bill.

Num	Type	Amount	PO Number	PO Release	PO Line	Project	Major Category	Minor Category	Expenditure Item Date	Expenditure Organizatio	PO Shipment	Match Basis	PO Distribution	Receipt Line	Receipt Num
1	Item	10000.00													
2	Prepayment	0.00													
3	Prepayment	-10000.00													

Click on 'View prepayment application' tab to view all the details of the prepayment application on this bill.

He shall now validate the bill and initiate the approval, in the regular manner.

Amount Applied	GL Date	Prepayment Number	Prepayment Line Number	Supplier	Site
10000.00	13-AUG-2014	abc	1	Ashish Sehra	NEW DELHI

Adjustment of bill where the expenditure is less than the advance

- The amount of excess advance taken by the employee, for incurring expenditure, shall be recovered from the employee.
- Since employee took an excess advance than the requirement, a penal interest shall also be collected from the employee along with the unspent amount.
- A standard bill shall be created for recovering unspent amount and then application shall be done.
- This recovery shall be done from the AP module and the Penal interest amount shall be routed from AR module.

Creation of Recovery Bill

Create a standard bill.. Let us take an example that advance is 10000 and the expense is 8000.

First the cashier will create a standard bill of Rs 2000 .

In the **lines**, the cashier will. Enter an amount of 2000

Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Number	Invoice Received Date	Bill Amount	Description	Currency	Payment Curr	Functional Currency	Functional Curr Amount	Accounting Dat
ELHI	13-AUG-2014	abc1	15017526	13-AUG-2014 00:00:00	2000.00		INR	INR	INR	2000.00	13-AUG-2014

Num	Type	Amount	PO Number	PO Release	PO Line	Project	Major Category	Minor Category	Expenditure Item Date	Expenditure Organizatio	PO Shipment	Match Basis	PO Distribution	Receipt Line	Receipt Num
1	Item	2000.00													

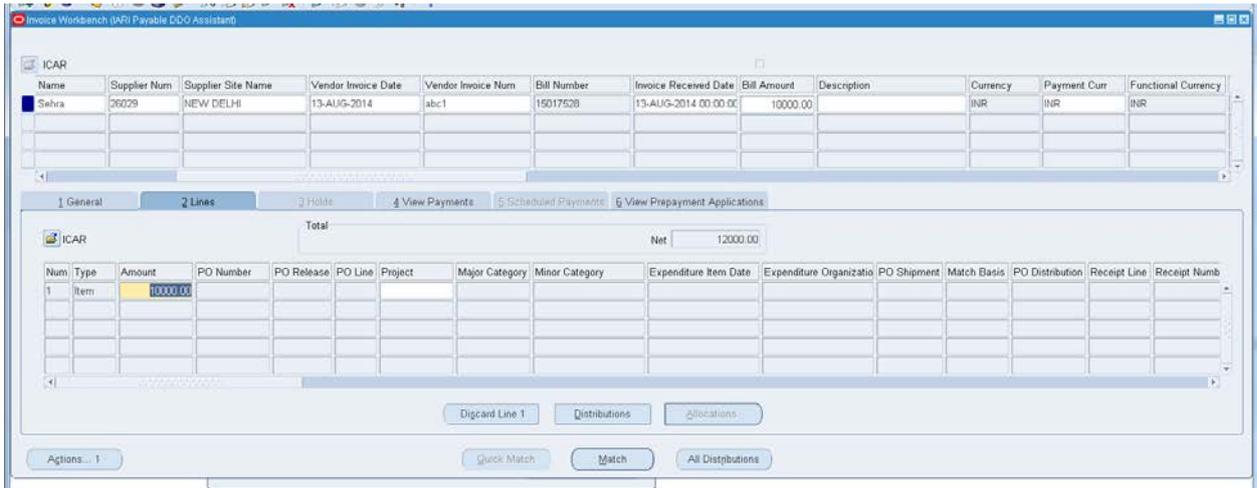
Enter the distribution level information. Click on **OK** and save the bill.

Close the Distributions screen.

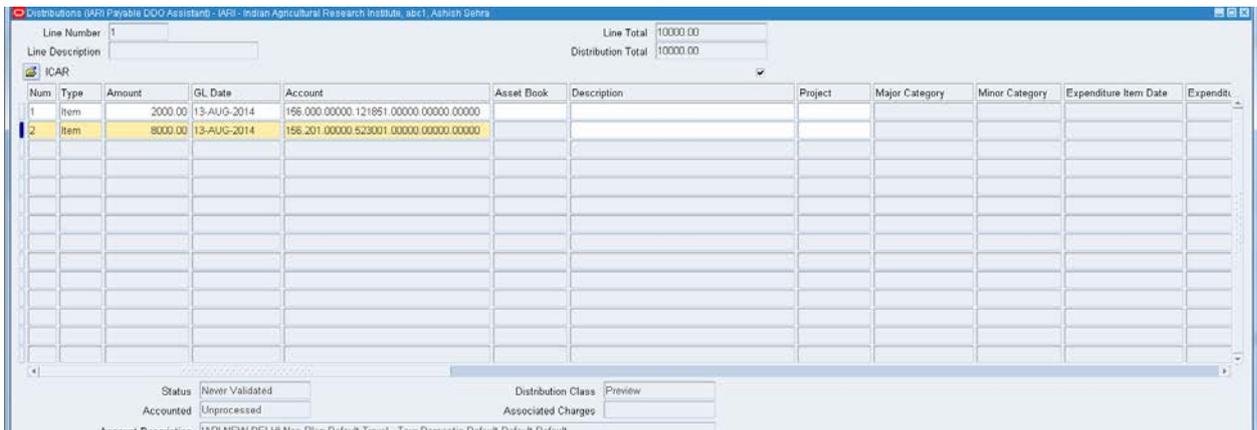
Now the cashier will forward the bill file to DDO Assistant for further processing.

DDO Assistant shall open the same bill and change the bill amount to 10000.

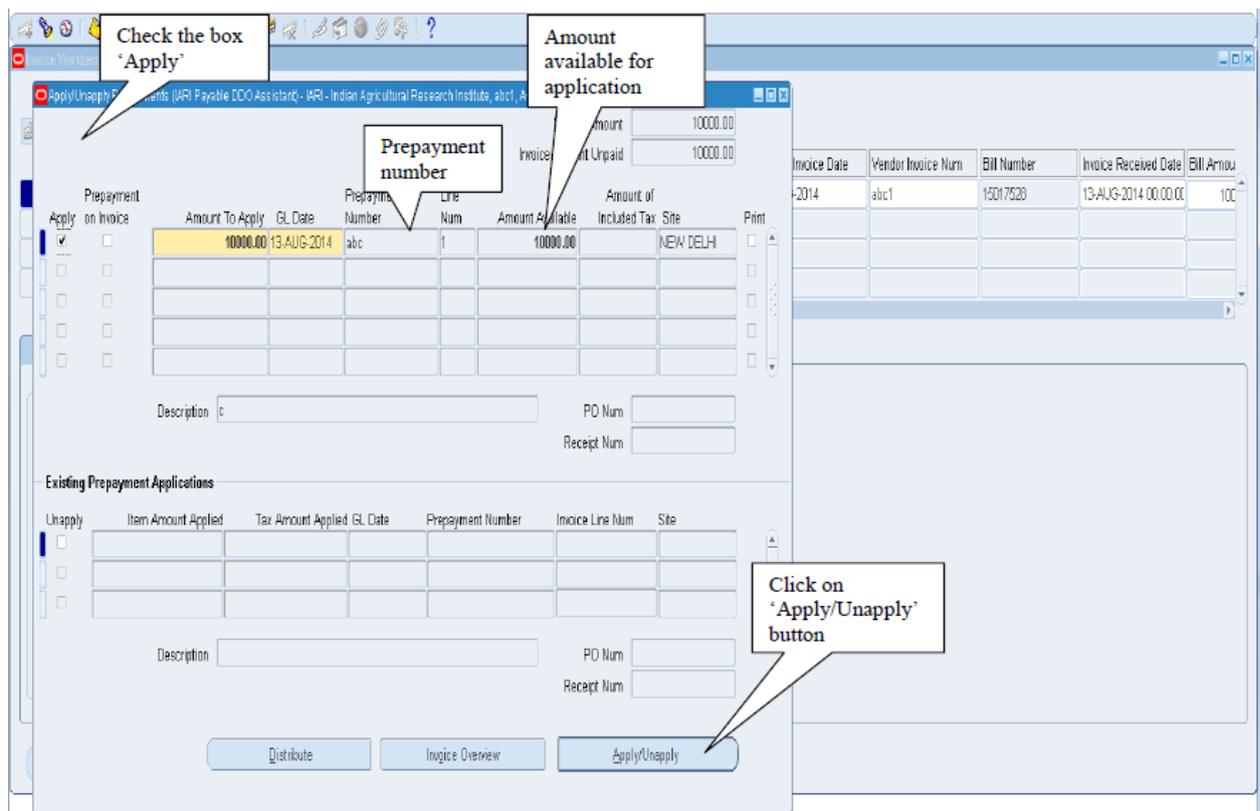
At lines level as well, he will change the amount to 10000.



At Distribution level, DDO Assistant shall add another line of 8000 and will take account as the relevant expenditure account. After this save the bill.



Click on Action. and apply the bill against the advance of 10000.



Now the DDO Assistant shall forward the bill to DDO for further processing

Business Process- Petty Cash system

- Petty Cash system is the system in which an advance shall be given to the petty cashier for meeting day-to-day petty expenses.
- Petty cashier does all the expenses out of that advance amount and takes the recoupment for the expenses incurred.

Bill Creation for Petty cash Advance

A prepayment bill shall be created for giving a petty cash advance.

Select “Drawing Disbursing Officer (DDO)” and Supplier Number “3719” will come automatically.

For making an advance to petty cashier, site shall always be taken as ‘**Division Name**’.

The DDO assistant has to select ‘**Division**’ from list of values for making an advance to petty cashier.

Bill received date shall be the date on which DDO assistant receives the request file to process advance for imprest.

Invoice Workbench (ARI Payable DDO Assistant)

ICAR

Type as Prepayment

Vendor name: Drawing Disbursing Officer (DDO)

Select site as Division Name

Bill received date

Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Number
ARI - Indian Agricult	Prepayment	Other		Drawing Disbursing Off	3719	AGRICULTURE ECON	19-SEP-2014	19-SEP-2014	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Prepayments Applied

Subtotal

Miscellaneous

Total

Amount Paid

INR

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Enter the Invoice Number in the following format: PC-Date-Employee Name as explained below. Enter the bill amount in the header as well as in the lines and click on distributions.

Invoice Workbench (ARI Payable DDO Assistant)

ICAR

Invoice Number

Enter Bill amount

Enter Description

Invoice Date	Vendor Invoice Num	Bill Number	Invoice Received Date	Bill Amount	Description	Currency	Payment Curr	Functional Currency	Functional Curr Amount	Account
	PC-19-SEP-2014-LAXM	15017639	19-SEP-2014 00:00:00	10000.00	Imprest Advance	INR	INR	INR		19-SI

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

ICAR

Enter the amount in the lines

Net

Num	Type	Amount	PO Number	PO Release	PO Line	Project	Major Category	Minor Category	Expenditure Item Date	Expenditure Organization	PO Shipment	Match Basis	PO
1	Item	10000											

Now click on the distributions button

Discard Line 1 Distributions Locations

Actions... 1 Quick Match Match All Distributions

Distributions form open up with defaulted values in the Amount and Account field.

Distributions (IARI Employee Payables DDO) - IARI - Indian Agricultural Research Institute, 23-JUL-2013, 76, Anil Kumar

Line Number: 1 Line Total: 10000.00
 Line Description: Distribution Total: 10000.00

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	10000.00	23-JUL-2013	156.201.00000.121401.00000...		

Status: Never Validated Distribution Class: Preview
 Accounted: Unprocessed Associated Charges: Account Description: IARI, PUSA NEW DELHI.Non Plan.Default.Petty Cash Advance.Default.Default.Default

Buttons: Reverse 1 Tax Distributions View PO View Receipt

Save the bill and close the distributions screen.

A bill number will automatically get generated.

Run the "Bill Report" for the bill number as explained before. (View → Requests → Submit a new Request → Single Request → OK → ICAR Bill Report → Bill Number → Submit → No → Find → View Output)

Take Print out of bill report and attach with manual documents.

Now forward the bill file to the DDO for further actions.

Invoice Workbench (IARI Employee Payables DDO)

ICAR Employee

Type	Employee	Employee Vendor Num	Employee Site Name	Bill Received Date	Invoice Number	Bill Number
Agriculture Prepayment	Anil Kumar	76	OFFICE	23-JUL-2013	PC-23-JUL-13-76	836

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	10000.00
Prepayments Applied	
Subtotal	10000.00
Miscellaneous	
Total	10000.00

Amount Paid: INR 0.00

Status

Status	Unvalidated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

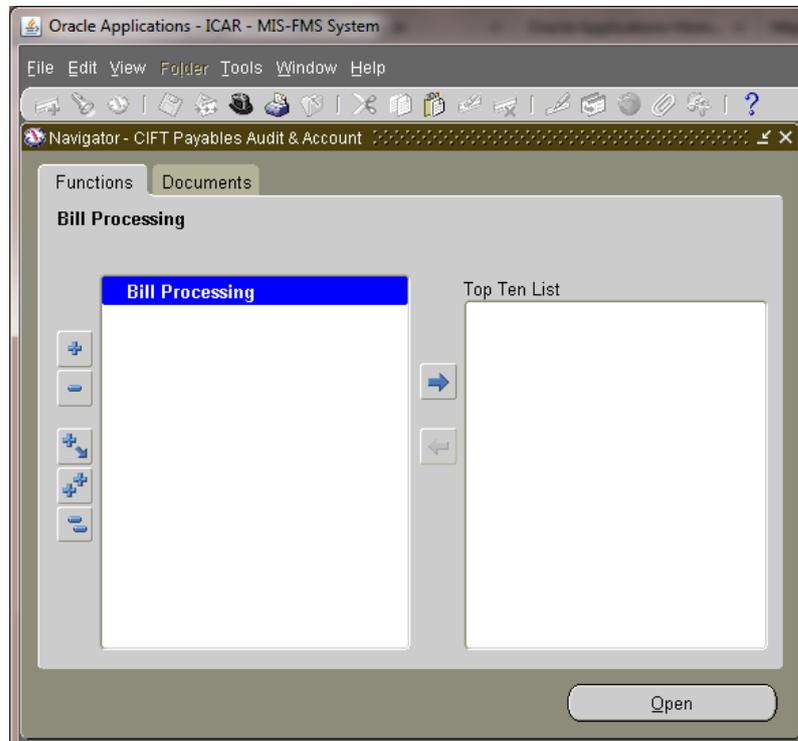
Description: Description:

Buttons: Actions... 1 Quick Match Match All Distributions

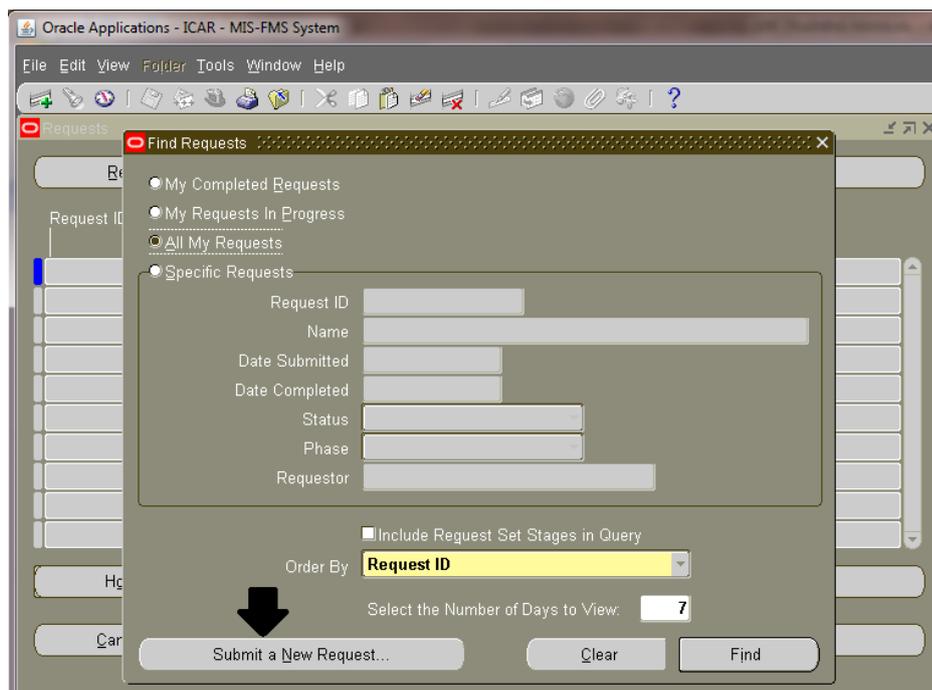
How To Run Bill Report

Navigation

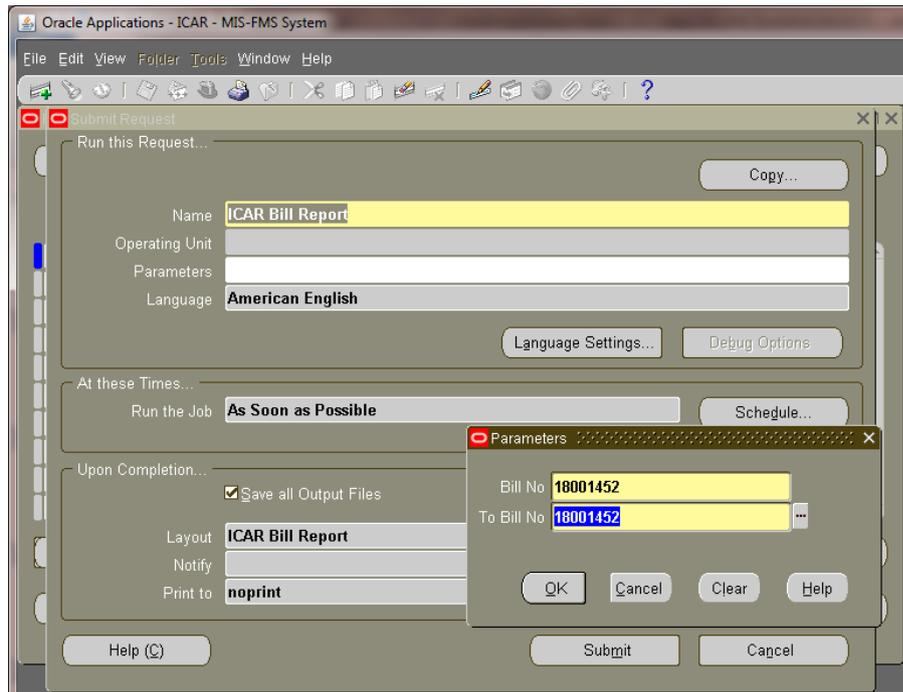
CIFT Payables Audit & Accounts → Bill Processing



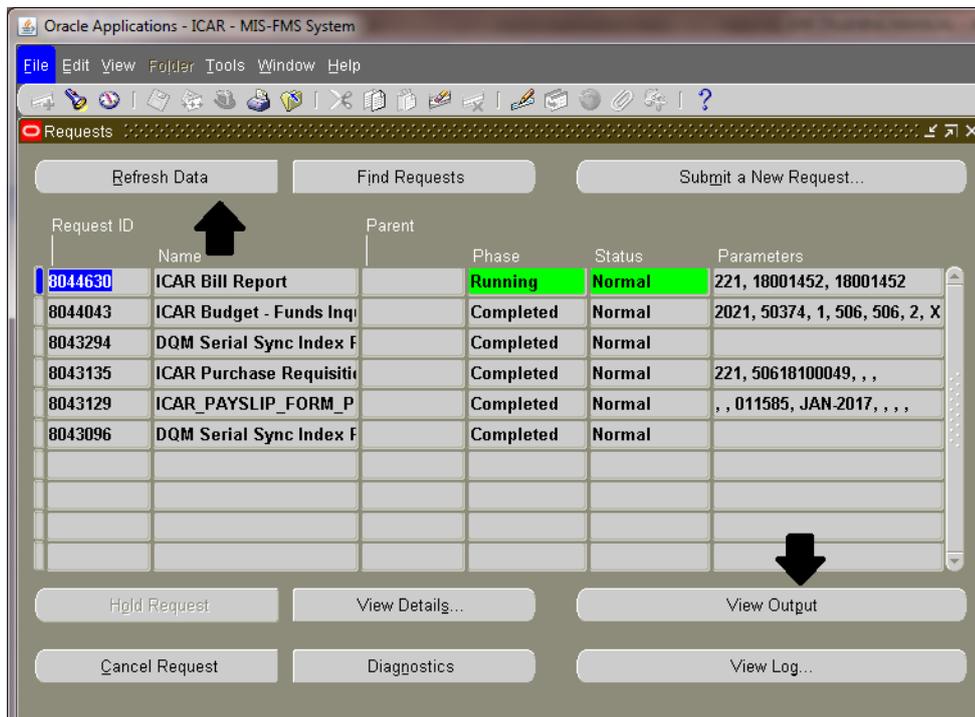
View → Requests → Submit a new Request



Single Request → OK → ICAR Bill Report → Bill Number → OK → Submit → NO → Find



Click Refresh Data until the Phase is Completed



Click **View Output** to view the output of the bill created

ERP TRAINING MANUAL

Creation of Cheque Series

Audit Section

Prepared by

Anilkumar P P

Joshya C. G

Sreejith T J

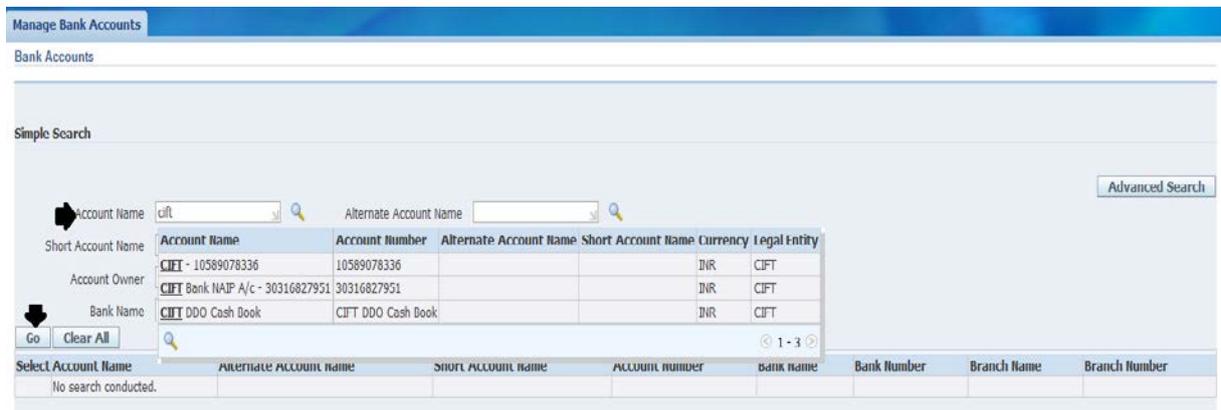
Creation of Cheque Series in ERP

Login to ERP



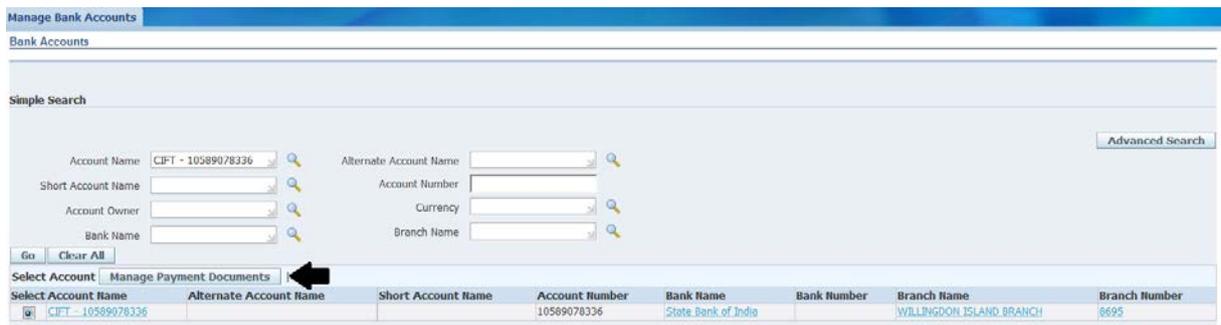
Click **Define Cheque Series** Responsibility

Click **Bank Account**



A new Window will open

Search by **Account Name** and Click **Go**



Select the account and Click **Manage Payment Documents** button

A new window will open with the existing Series

Manage Bank Accounts																																																																								
Manage Bank Accounts > Payment Documents																																																																								
Bank Name: State Bank of India Branch Name: WILLINGDON ISLAND BRANCH Country: INR			Account Name: CIFT - 10589078336 Account Number: 10589078336 Currency Name: Indian Rupee																																																																					
<div style="display: flex; justify-content: space-between;"> Create Previous 1-10 Next 10 </div> <table border="1"> <thead> <tr> <th>Name</th> <th>Paper Stock Type</th> <th>Format</th> <th>Status</th> <th>Skipped Documents</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>Cheque Series : 711801 to 711900</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>Cheque Series 841801 to 841900</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>Cheque 564201-564300</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>Cheque Series 784001-784100</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>2014-15 Electronic Series</td> <td>Blank Stock</td> <td>Standard Check Format (Stub After Payment)</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>Cheque Series 609601 - 609700</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>Cheque Series 899301 - 899400</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>cheque series 346776-346875</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>2015-16 Electronic Series</td> <td>Blank Stock</td> <td>Standard Check Format (Stub After Payment)</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>cheque series 127826-127925</td> <td>Blank Stock</td> <td>Standard Check Format</td> <td>Active</td> <td></td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between;"> Create Previous 1-10 Next 10 </div>							Name	Paper Stock Type	Format	Status	Skipped Documents	Update	Cheque Series : 711801 to 711900	Blank Stock	Standard Check Format	Active			Cheque Series 841801 to 841900	Blank Stock	Standard Check Format	Active			Cheque 564201-564300	Blank Stock	Standard Check Format	Active			Cheque Series 784001-784100	Blank Stock	Standard Check Format	Active			2014-15 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active			Cheque Series 609601 - 609700	Blank Stock	Standard Check Format	Active			Cheque Series 899301 - 899400	Blank Stock	Standard Check Format	Active			cheque series 346776-346875	Blank Stock	Standard Check Format	Active			2015-16 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active			cheque series 127826-127925	Blank Stock	Standard Check Format	Active		
Name	Paper Stock Type	Format	Status	Skipped Documents	Update																																																																			
Cheque Series : 711801 to 711900	Blank Stock	Standard Check Format	Active																																																																					
Cheque Series 841801 to 841900	Blank Stock	Standard Check Format	Active																																																																					
Cheque 564201-564300	Blank Stock	Standard Check Format	Active																																																																					
Cheque Series 784001-784100	Blank Stock	Standard Check Format	Active																																																																					
2014-15 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active																																																																					
Cheque Series 609601 - 609700	Blank Stock	Standard Check Format	Active																																																																					
Cheque Series 899301 - 899400	Blank Stock	Standard Check Format	Active																																																																					
cheque series 346776-346875	Blank Stock	Standard Check Format	Active																																																																					
2015-16 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active																																																																					
cheque series 127826-127925	Blank Stock	Standard Check Format	Active																																																																					

Click **Create** Button

Manage Bank Accounts	
Manage Bank Accounts > Payment Documents > Create Payment Document	
Bank Name: State Bank of India Branch Name: WILLINGDON ISLAND BRANCH Country:	Account Name: CIFT - 10589078336 Account Number: 10589078336 Currency: Indian Rupee
<p>* Indicates required field</p> <p>Document Information</p> <p>* Name: <input type="text" value="Cheque Series : 100201"/></p> <p>* Paper Stock Type: <input type="text" value="Blank Stock"/></p> <p><input type="checkbox"/> Attached Remittance Stub</p> <p>Number of Lines per Remittance Stub: <input type="text"/></p> <p>Number of Setup Documents: <input type="text"/></p> <p>* Format: <input type="text" value="Standard Check Format"/></p> <p>* Payment Document Category: <input type="text" value="CIFT_INV"/></p> <p>Document Numbers</p> <p>* First Available Document Number: <input type="text" value="100201"/></p> <p>Last Available Document Number: <input type="text" value="100300"/></p> <p><input type="checkbox"/> Checkbooks</p> <p>Additional Information</p> <p>Context Value: <input type="text"/></p>	
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>	

Enter **Name of the Cheque Series**

Select **Paper Stock Type** as **Blank Stock**

Select **Format** as **Standard Check Format**

Select **Payment Document Category** as **CIFT_INV**

Type **First Available Document Number** and **Last Available Document Number**

Click **Apply**

Manage Bank Accounts

Manage Bank Accounts >

Confirmation
Cheque Series : 100201 to 100300 was created. 

Payment Documents

Bank Name: State Bank of India
Branch Name: WILLINGDON ISLAND BRANCH
Country: INR

Account Name: CFT - 10589078336
Account Number: 10589078336
Currency Name: Indian Rupee

Name	Paper Stock Type	Format	Status	Skipped Documents	Update
Cheque Series : 711801 to 711900	Blank Stock	Standard Check Format	Active		
Cheque Series 841801 to 841900	Blank Stock	Standard Check Format	Active		
Cheque 564201-564300	Blank Stock	Standard Check Format	Active		
Cheque Series 784001-784100	Blank Stock	Standard Check Format	Active		
2014-15 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active		
Cheque Series 609601 - 609700	Blank Stock	Standard Check Format	Active		
Cheque Series 899301 - 899400	Blank Stock	Standard Check Format	Active		
cheque series 346776-346875	Blank Stock	Standard Check Format	Active		
2015-16 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active		
cheque series 127826-127925	Blank Stock	Standard Check Format	Active		

A Confirmation Message will be shown

Manage Bank Accounts

Manage Bank Accounts >

Payment Documents

Bank Name: State Bank of India
Branch Name: WILLINGDON ISLAND BRANCH
Country: INR

Account Name: CFT - 10589078336
Account Number: 10589078336
Currency Name: Indian Rupee

Name	Paper Stock Type	Format	Status	Skipped Documents	Update
Cheue Series 257076 - 257175	Blank Stock	Standard Check Format	Active		
Cheue Series 712776 - 712800	Blank Stock	Standard Check Format	Active		
Cheue Series 774651 - 774750	Blank Stock	Standard Check Format	Active		
CHQ SERIES 695576-695675	Blank Stock	Standard Check Format	Active		
CHQE 635226-635250	Blank Stock	Standard Check Format	Active		
2017-18 Electronic series	Blank Stock	Standard Check Format (Stub After Payment)	Active		
Cheque Series : 100201 to 100300 	Blank Stock	Standard Check Format	Active		

You can Update the cheque series by clicking the **Update Icon** 

ERP TRAINING MANUAL

Payments

Audit Section

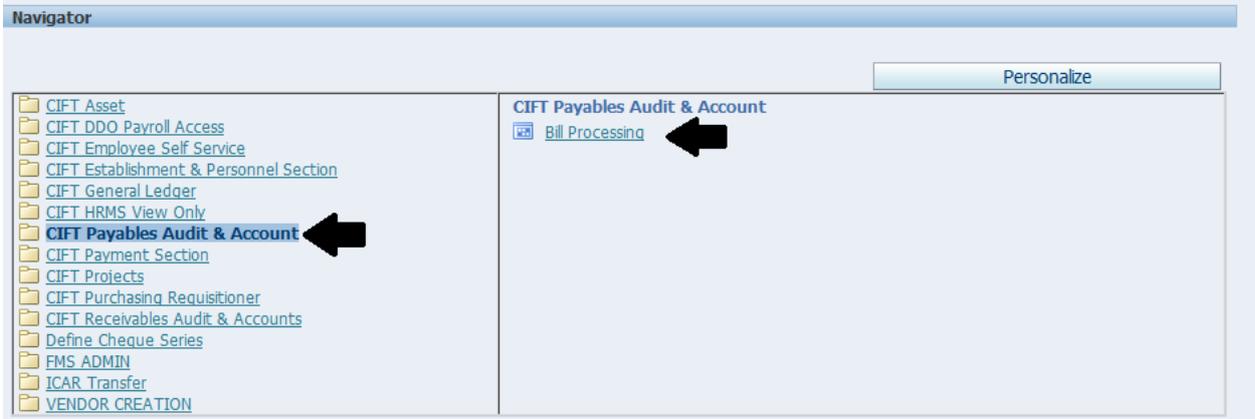
Prepared by

Anilkumar P P
Joshya C. G
Shyla N C

Payments

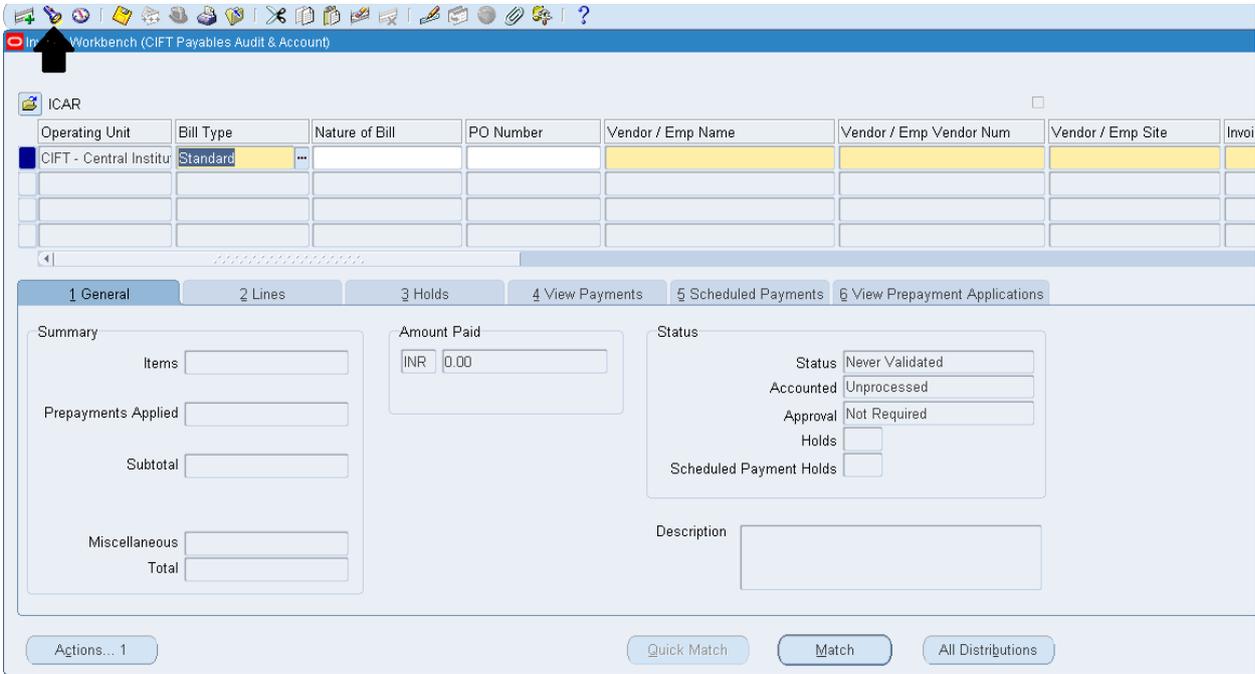
Login to ERP

Validation of already created Bills

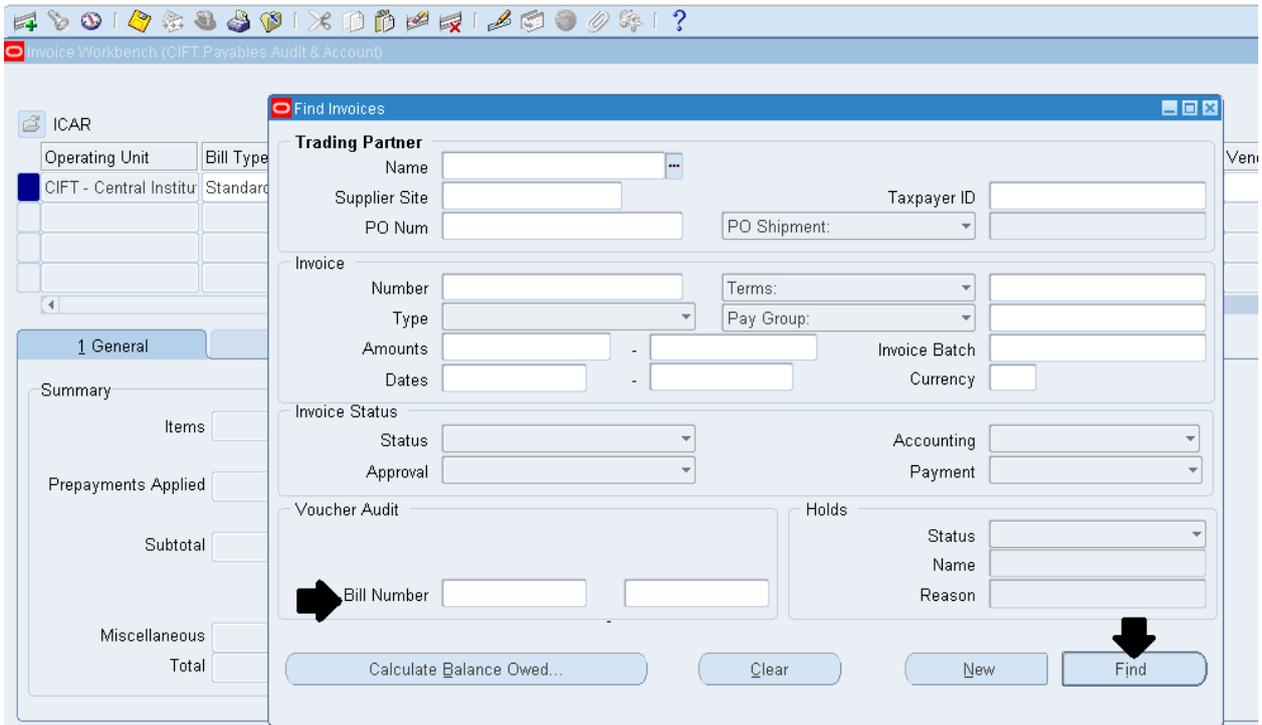


Oracle Application opens up a new window.

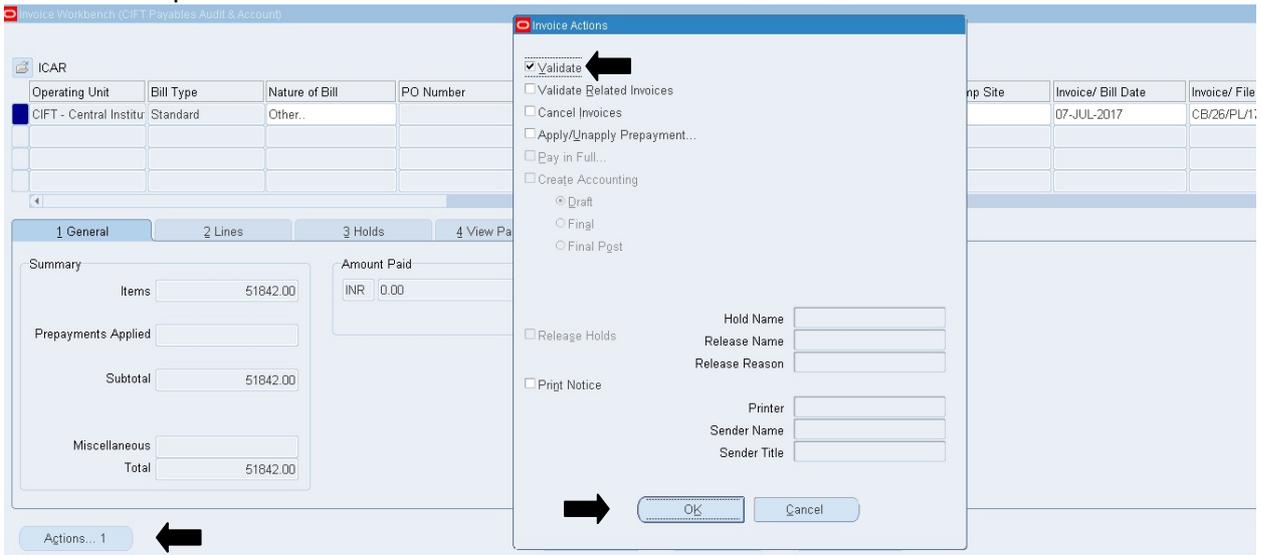
Click the Search  Icon to search for a bill.



Enter the **Bill Number** in the new window and click **Find**



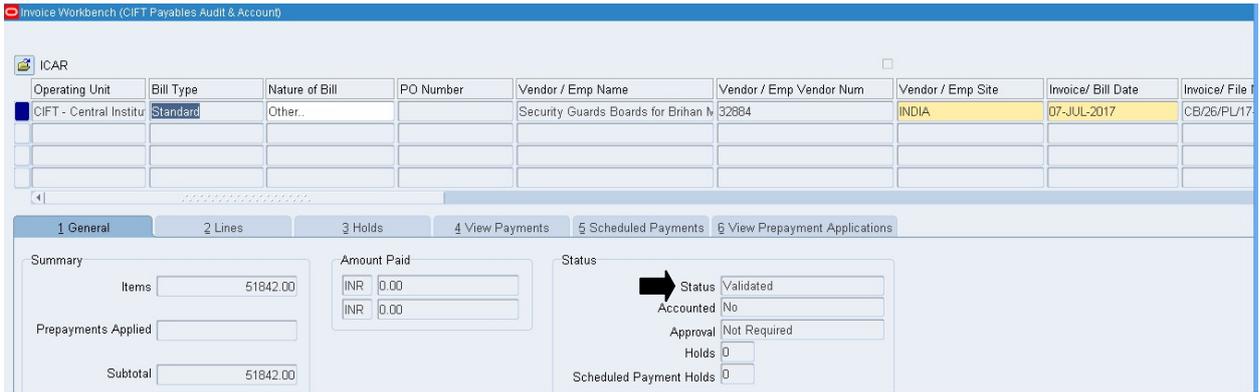
The Bill will open will all the details and the Amount



Click **Actions... 1** Button

Click **Validate** Check mark and **OK** Button.

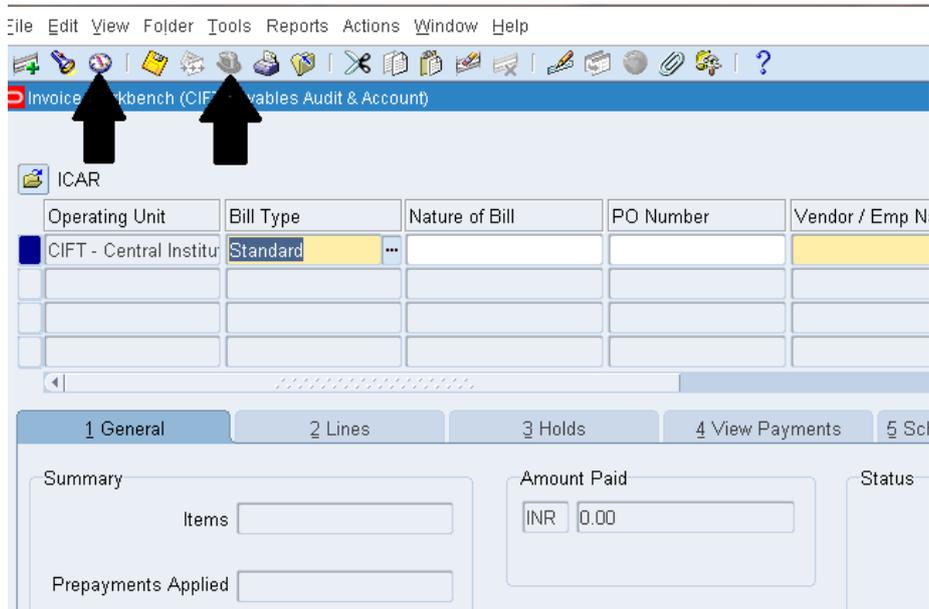
Note : If the bill has **TDS amount** Click the check mark on **Validate Related Invoices** along with **Validate** .

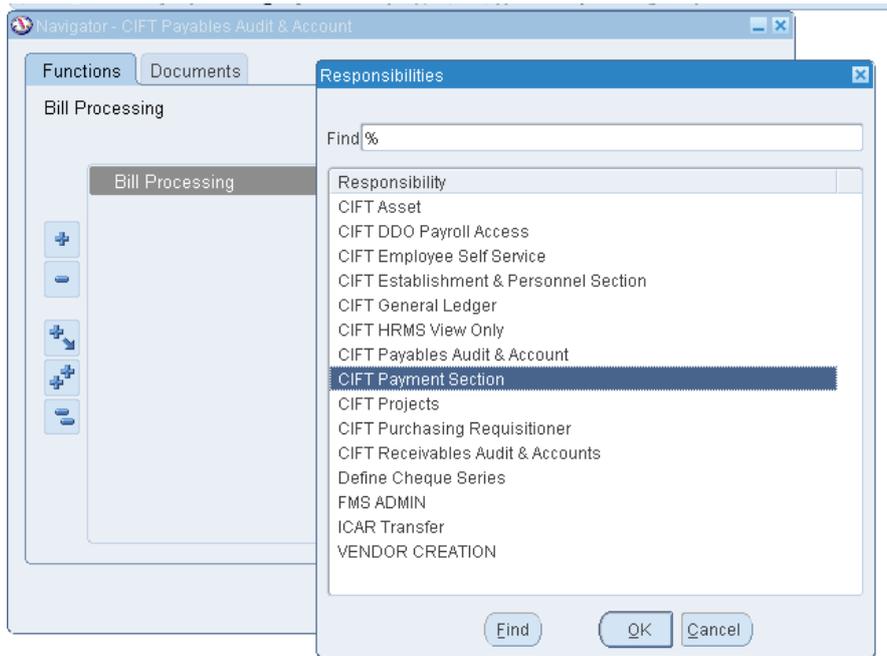


You can see the status is now changed to **Validated**.

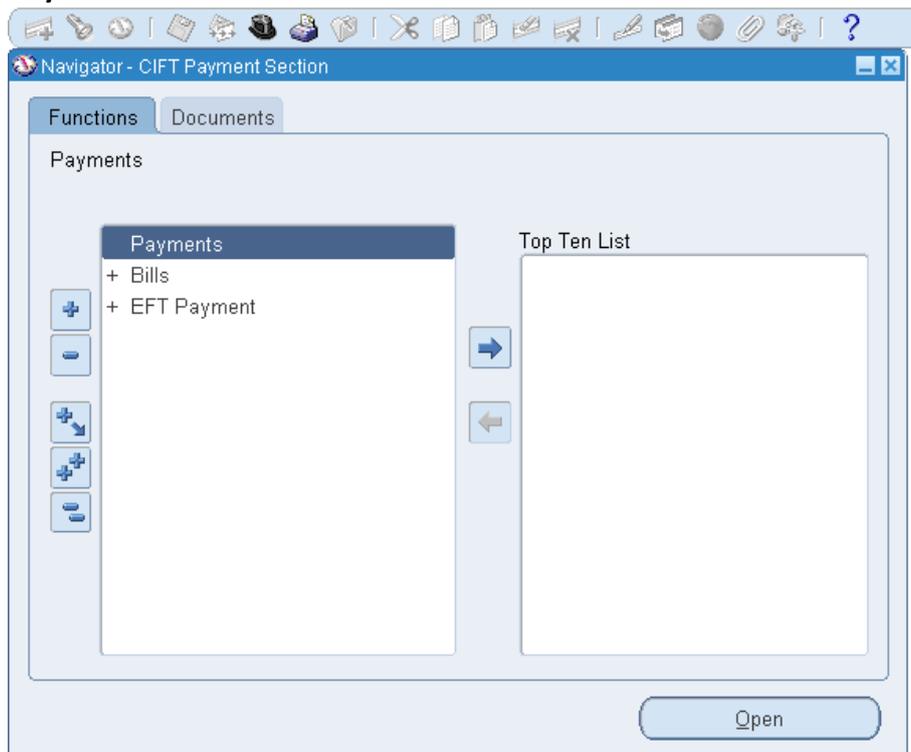
Go to the **CIFT Payments Responsibility**

Click the Show Navigator  icon and then the **Switch Responsibility**  Icon

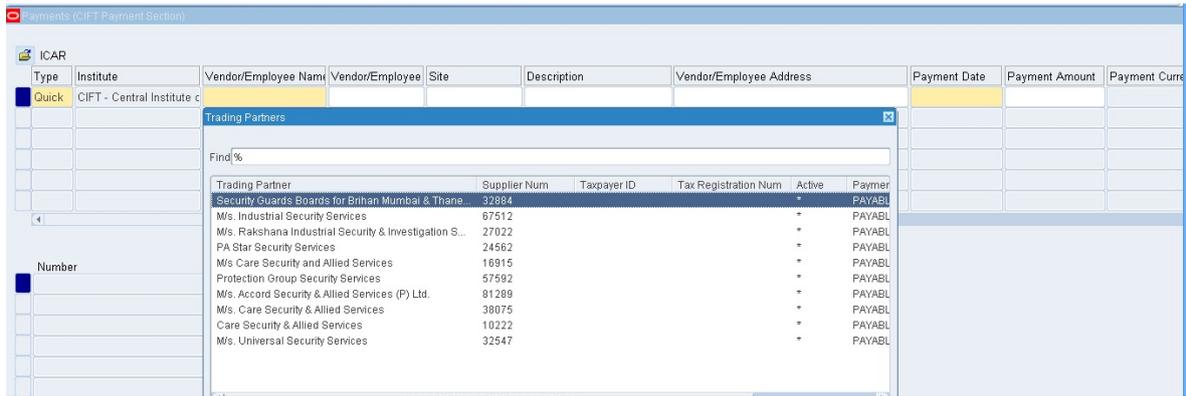




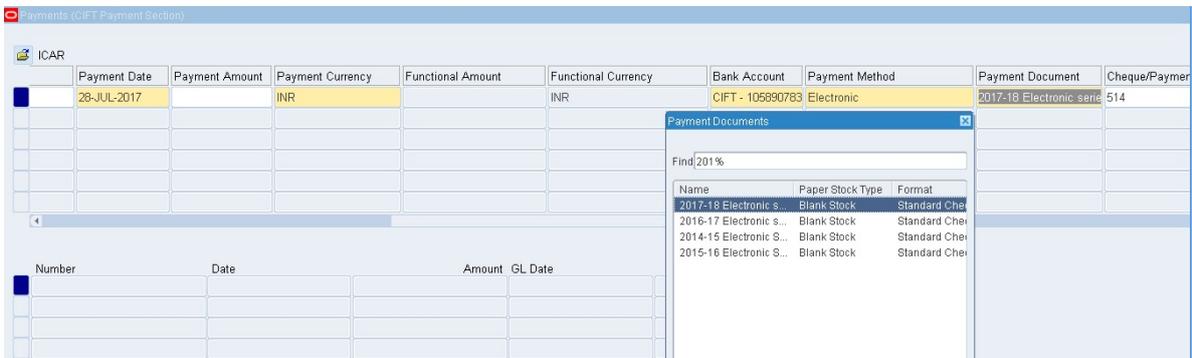
Select **CIFT Payment Section** and click **OK**.



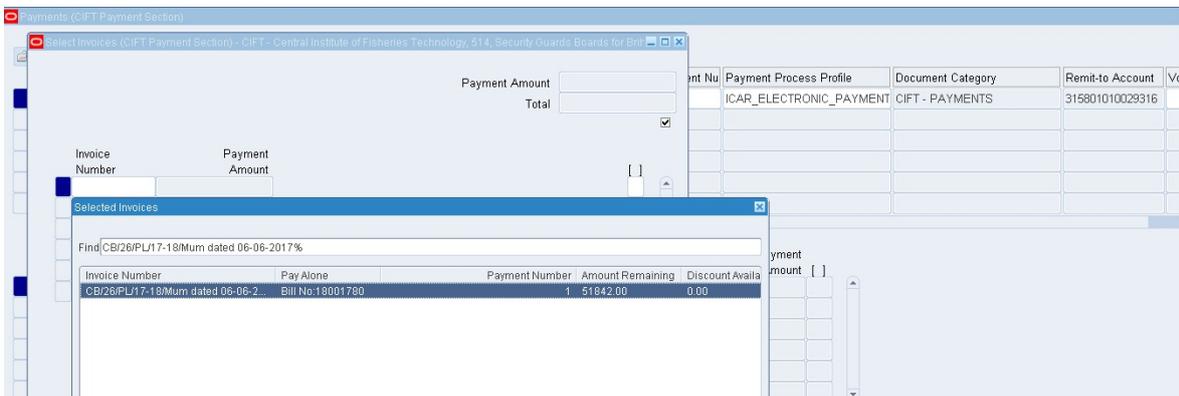
Select **Payments** and click **Open**.



Search and Select the **Vendor/Employee Name** and the **Payment Date**.



Select the **Bank Account**, **Payment Method** and **Payment Document**
Click on **Actions ... 1** Button



Search the **Invoice Number**.

Note : Only the validated Invoice Number will be listed under the selected Vendor Number.

Payment Amount: 51842.00
Total: 51842.00

Invoice Number	Payment Amount
CB/26/PL/17-18	51842.00

Interest Invoice

Payment Document	Document Category	Remit-to Account
ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS	315801010029316

Payment Amount: 181028.00
Total: 181028.00

Invoice Number	Payment Amount
CB 587/17-18	184232.00
CB 587/17-18-T	5204.00

Interest Invoice

Payment Document	Cheque/Payment Nu	Payment Process Profile	Docum
2017-18 Electronic serie 514		ICAR_ELECTRONIC_PAYMENT	CIFT - F
2017-18 Electronic serie 515		ICAR_ELECTRONIC_PAYMENT	CIFT - F
2017-18 Electronic serie 516		ICAR_ELECTRONIC_PAYMENT	CIFT - F
2017-18 Electronic serie 517		ICAR_ELECTRONIC_PAYMENT	CIFT - F

Add the TDS Invoice Number if there is any.

Payment Amount: 23784.00
Total: 23784.00

Invoice Number	Payment Amount
ACB 596/2017	5000.00
CB 4/ABI-NAIF	15000.00
CB No 666/2017	17.00
MB 130/2017-16	1453.00
MB 129/2017-16	2308.00

Interest Invoice

Payment Document	Cheque/Payment Nu	Payment Process Profile	Docum
2017-18 Electronic serie 514		ICAR_ELECTRONIC_PAYMENT	CIFT - F
2017-18 Electronic serie 515		ICAR_ELECTRONIC_PAYMENT	CIFT - F
2017-18 Electronic serie 516		ICAR_ELECTRONIC_PAYMENT	CIFT - F
2017-18 Electronic serie 517		ICAR_ELECTRONIC_PAYMENT	CIFT - F
2017-18 Electronic serie 518		ICAR_ELECTRONIC_PAYMENT	CIFT - F
Cheque Series 079201 - 079227		ICAR_Cheque_PAYMENTS	CIFT - F

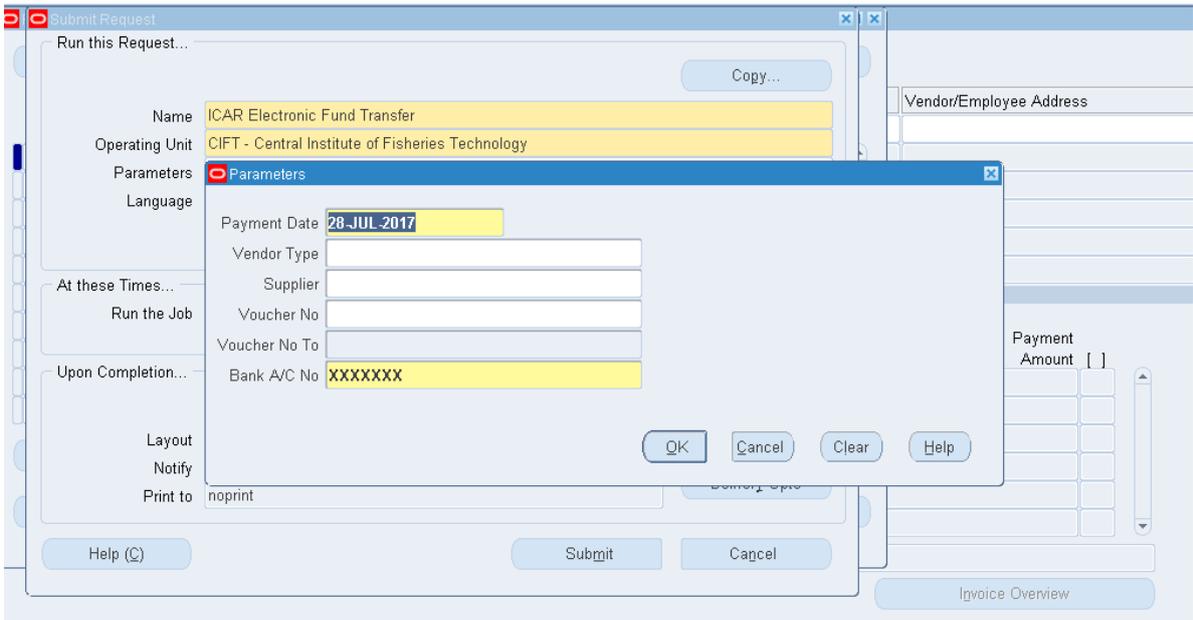
After Adding all the Vendor Numbers and the associated Invoice Numbers Click on **Save**  Payments is complete now.

Reports

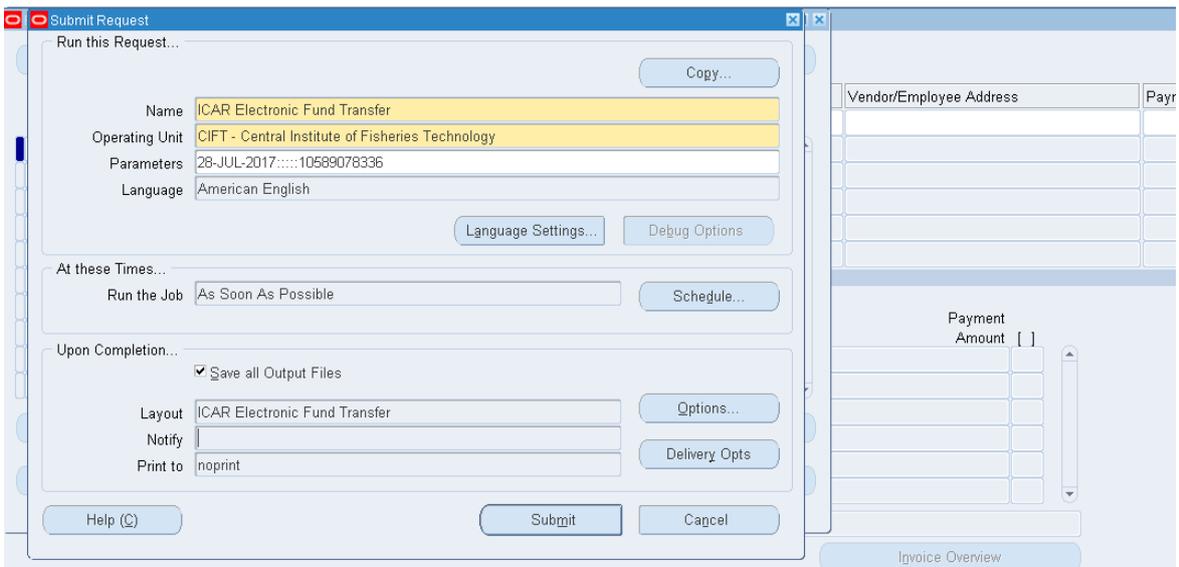
Click on View → Requests → Submit a new Request → OK

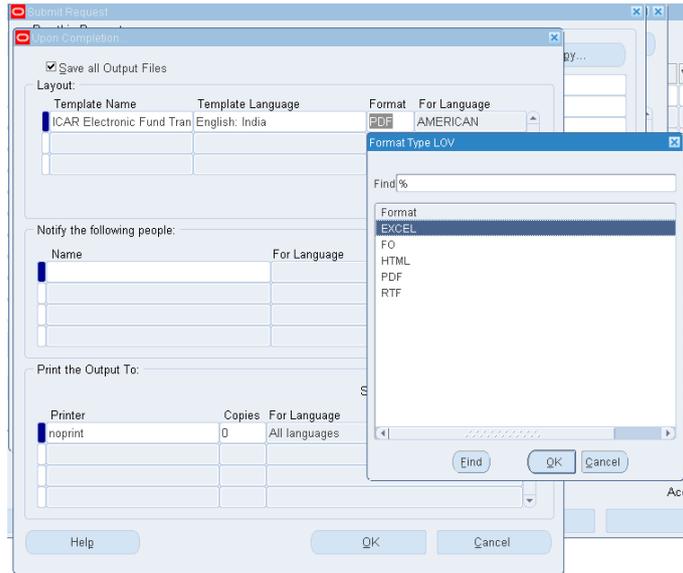
Select the Request Name as **ICAR Electronic Fund Transfer**

Enter the Payment Date and Bank A/C No. and other parameters as required



Click OK → Options





Select **Format** as **Excel**.

Click OK → OK → Submit → No → Find.

Refresh Data until phase is Completed.

Click **Output**.

An Excel file will be saved in the system.

ICAR Electronic Fund Transfer							
Report Print Date: 28-JUL-2017 12:52							
To, The Manager,							
Institute Name				CIFT - Central Institute of			
Payment Date				28-Jul-17			
Institute Bank Name				State Bank of India			
Institute Bank Account Name				CIFT - 10589078336			
Institute Bank IFSC Code				SBIN006367			
Institute Branch Name				WILLINGDON ISLAND BRANCH			
Institute Bank Account Number				10589078336			
S.No	Beneficiary Name	Beneficiary A/c Number	IFSC Code	Bank Name	Payment Date	Payment Voucher	Payment Amount
1	Security Guards Boards for Brihan Mumbai & Thane	315801010029316	UBIN0531588	Union Bank India	28-Jul-17	1800883	51842
2	M/s. Kumar Travel Bureau	1705300000373	DLXB0000017	DHANLAXMI	28-Jul-17	1800884	6787
3	M/s. Hira Facility	851120110000176	BKID0008511	BANK OF INDIA	28-Jul-17	1800885	145918
4	M/s. Frisk Services	43183070000175	SYNB0004320	SYNDICATE	28-Jul-17	1800886	181028
						Total	385575
Amt:		Three Lakh Eighty-Five Thousand Five Hundred Seventy-Five Only					
1st Signatory				2nd Signatory			

If the Bill is addressed to the DDO the Request Name will be **ICAR PAYMENT ADVICE**
Below is an example of the output of the request.



ICAR PAYMENT ADVICE

To, Drawing Disbursing Officer (DDO) CIFT IN	From, CIFT - Central Institute of Fisheries Technology Matsyapuri, P.O. IN 682029
--	---

Cheque Number : 879227	Cheque Date : 28-JUL-17
------------------------	-------------------------

Invoice No	Invoice Date	Bill Number	Total Bill Amount	Pre Payment Applied	Description	Payment Voucher Number	Amount Paid	TDS Paid	Net Amount Paid
CB No.566/2017-18/A djtt.	18-JUL-17	18001962	14917	14900	Total expenditure as per state	1800888	17	0	17
MB 129/2017-18	24-JUL-17	18002090	2308	0	Medical bill in r/o Sri.K.S. A	1800888	2308	0	2308
MB 130/2017-18	24-JUL-17	18002094	1459	0	Medical reimbursement bill in	1800888	1459	0	1459
CB.4/AB I-NAIF/2017-18	25-JUL-17	18002115	15000	0	Con. emoluments in r/o Shri. S	1800888	15000	0	15000
ACB.596/2017-18/Adv.	25-JUL-17	18002130	5000	0	Temp. Advance by remittance to	1800888	5000	0	5000
Total									23784

ERP TRAINING MANUAL

Budget Upload

Audit Section

Prepared by

Thomas C Mathew

Joshy C G

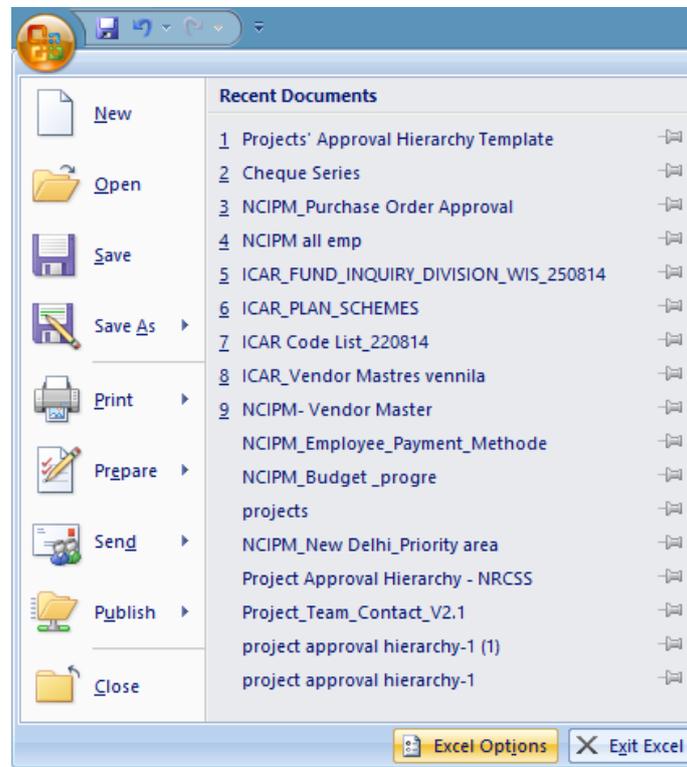
Sreejith T J

Contents

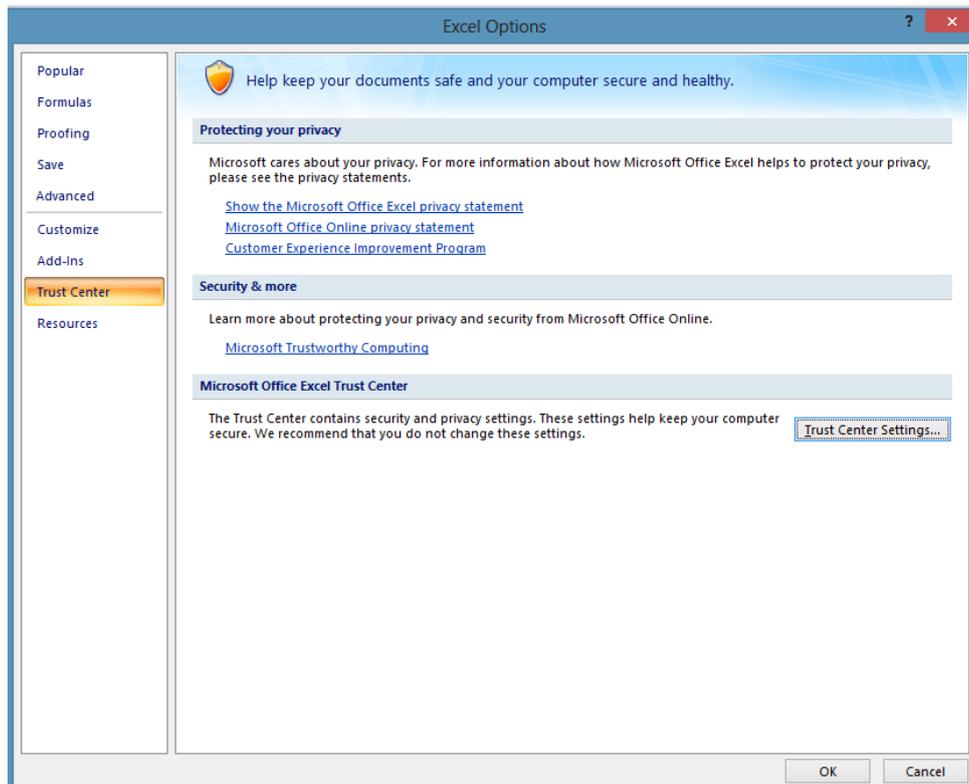
SL No	Title	Page No
1	Excel Options	162
2	Internet Options Setting for using WEB ADI in Internet Explorer	164
3	Budget Upload	169
4	Import Journals	178
5	Reports of Budget Upload	182
6	Finance (Funding Upload)	185

Excel Options

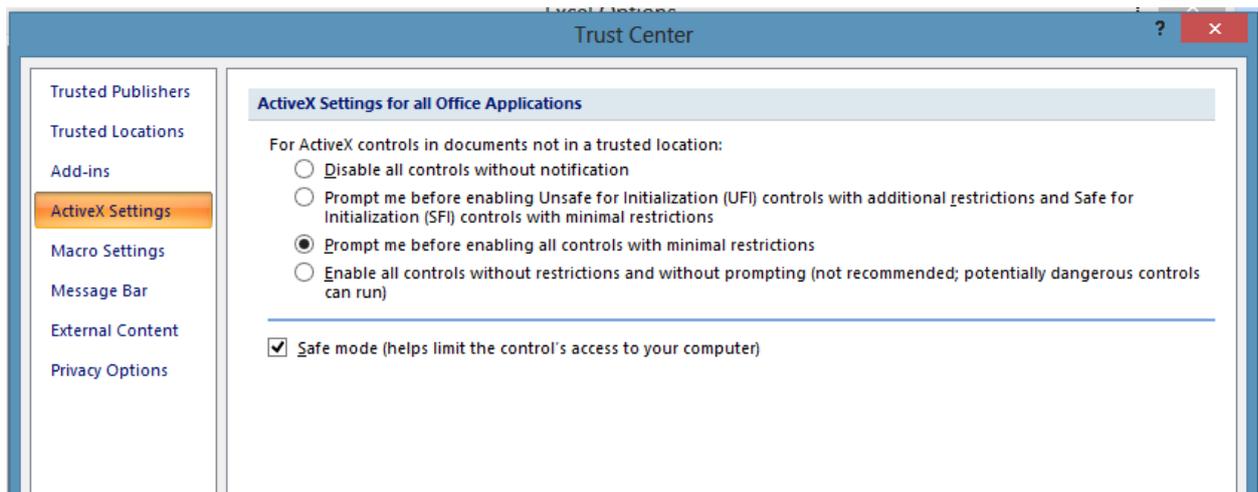
Open Microsoft Excel → Click On Excel Options.



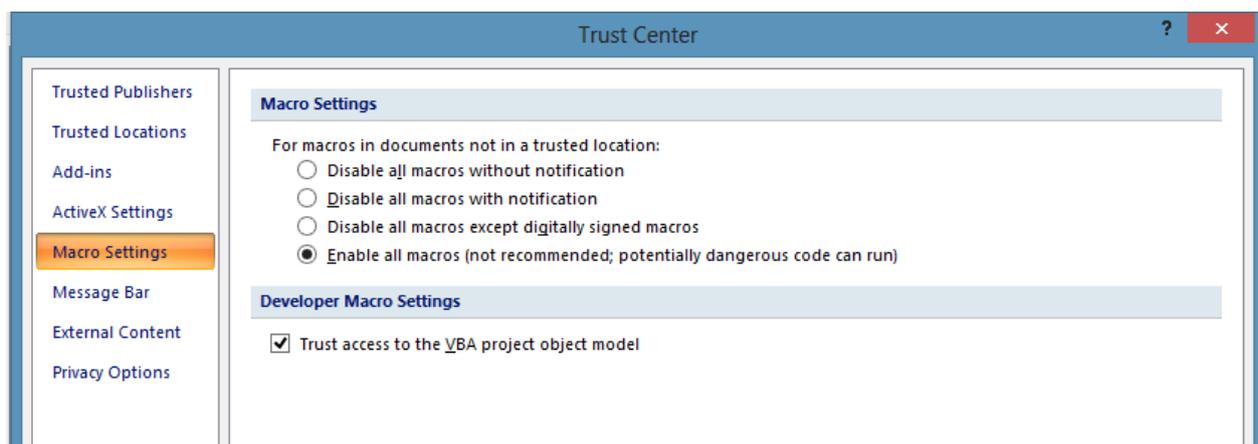
Click on Trust Center Settings..



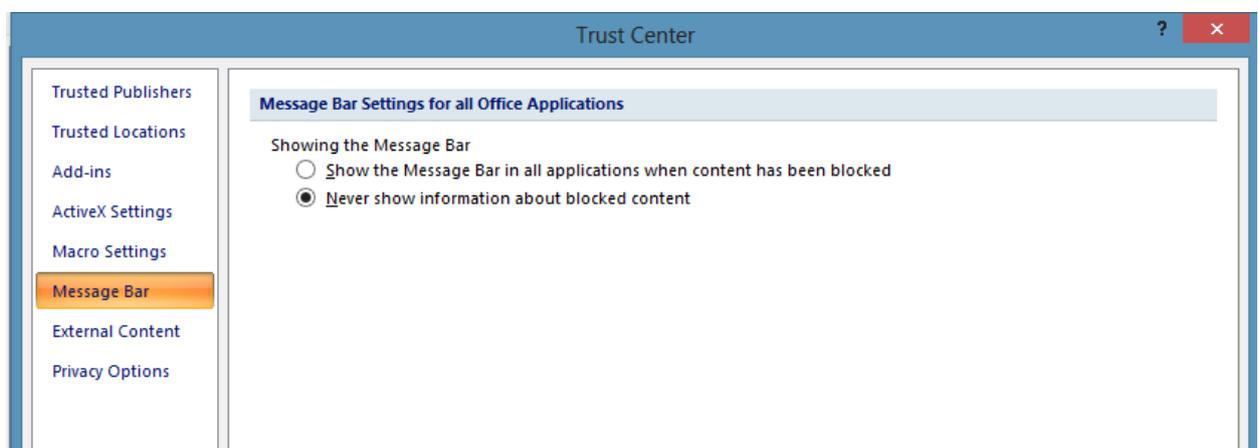
Click on ActiveX Settings and select the following options.



Click on Macro Settings and select the following options.

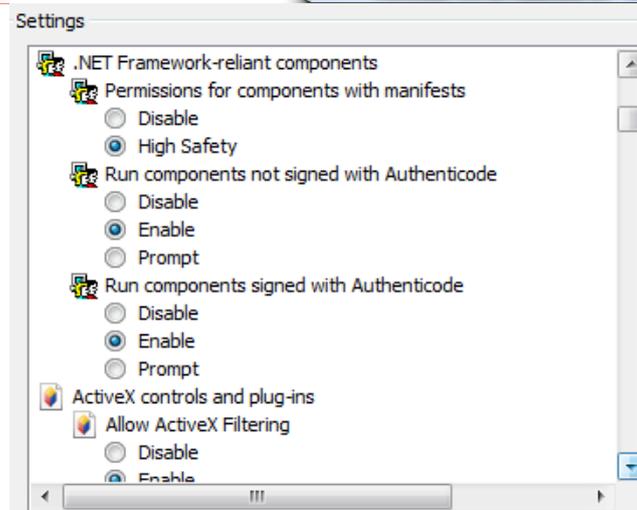
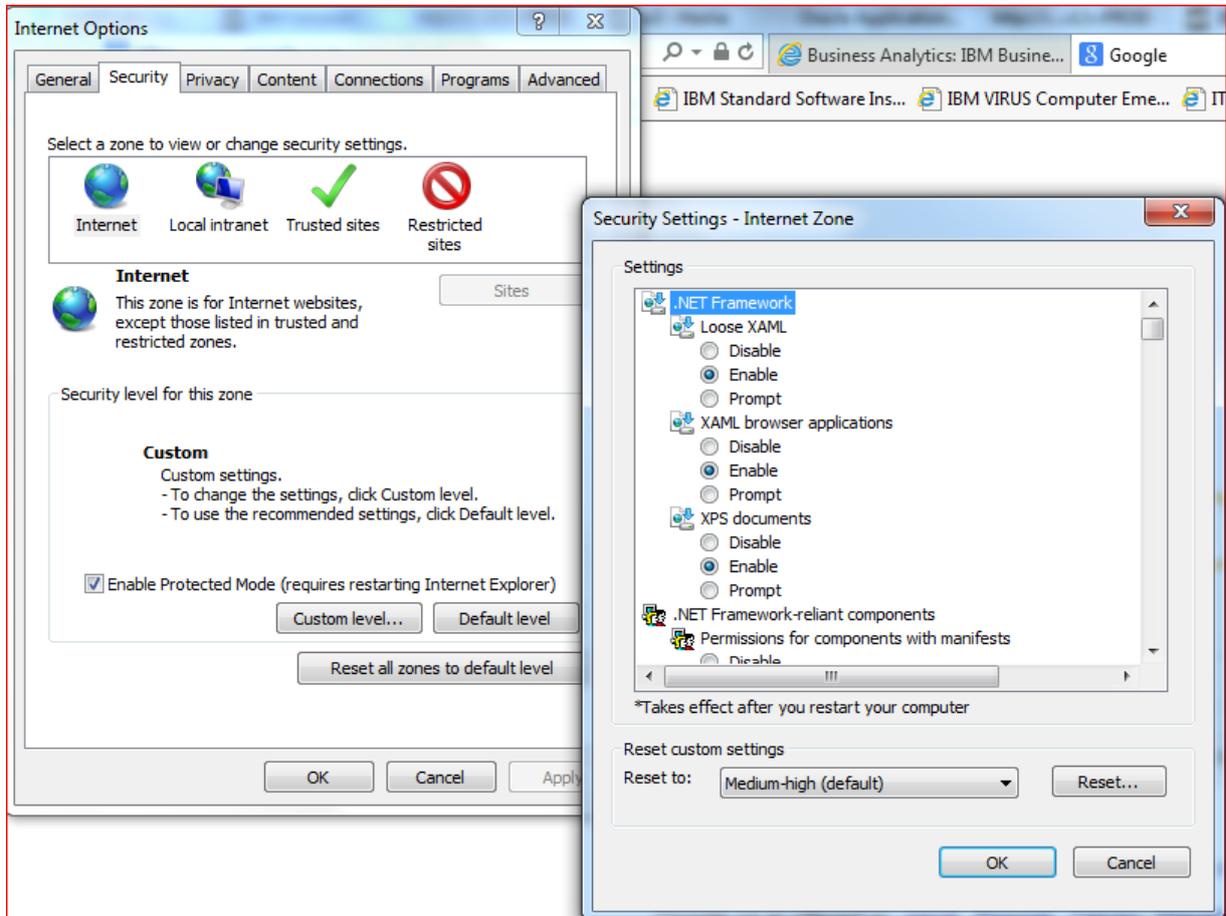


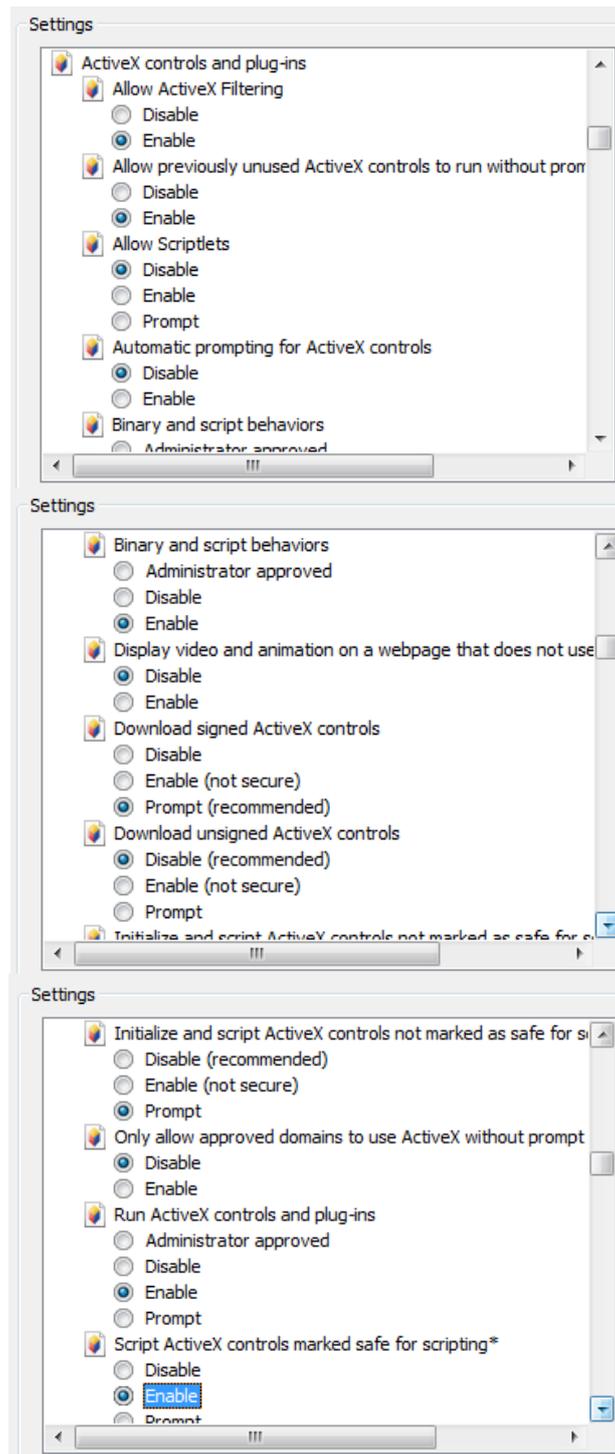
Click on Message Bar and do the following settings.

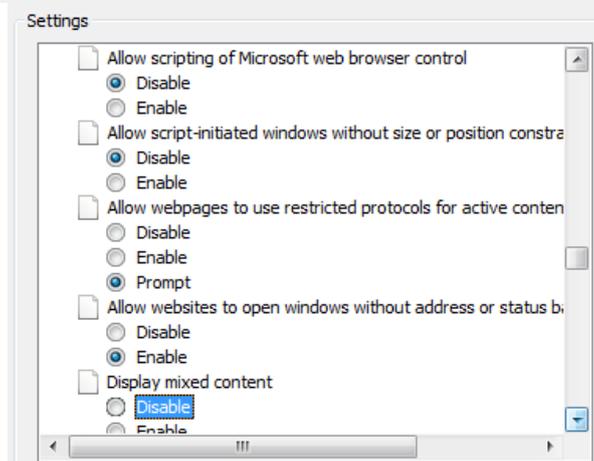
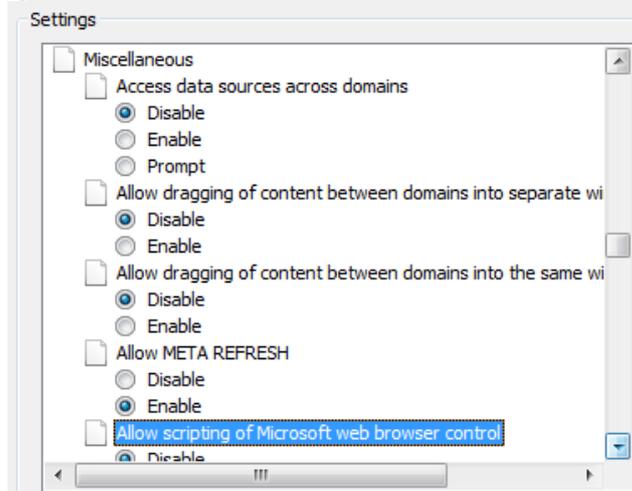
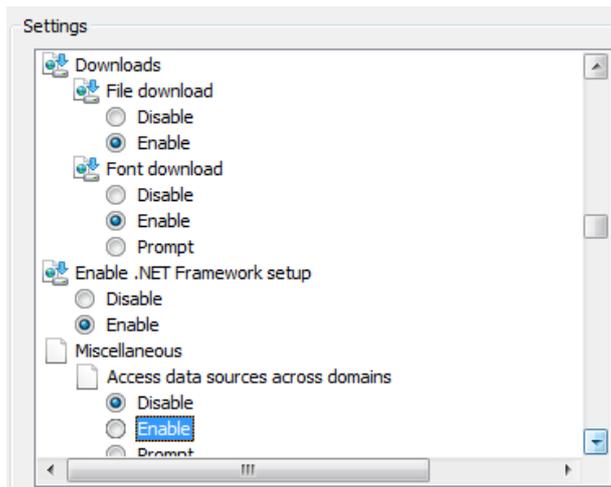


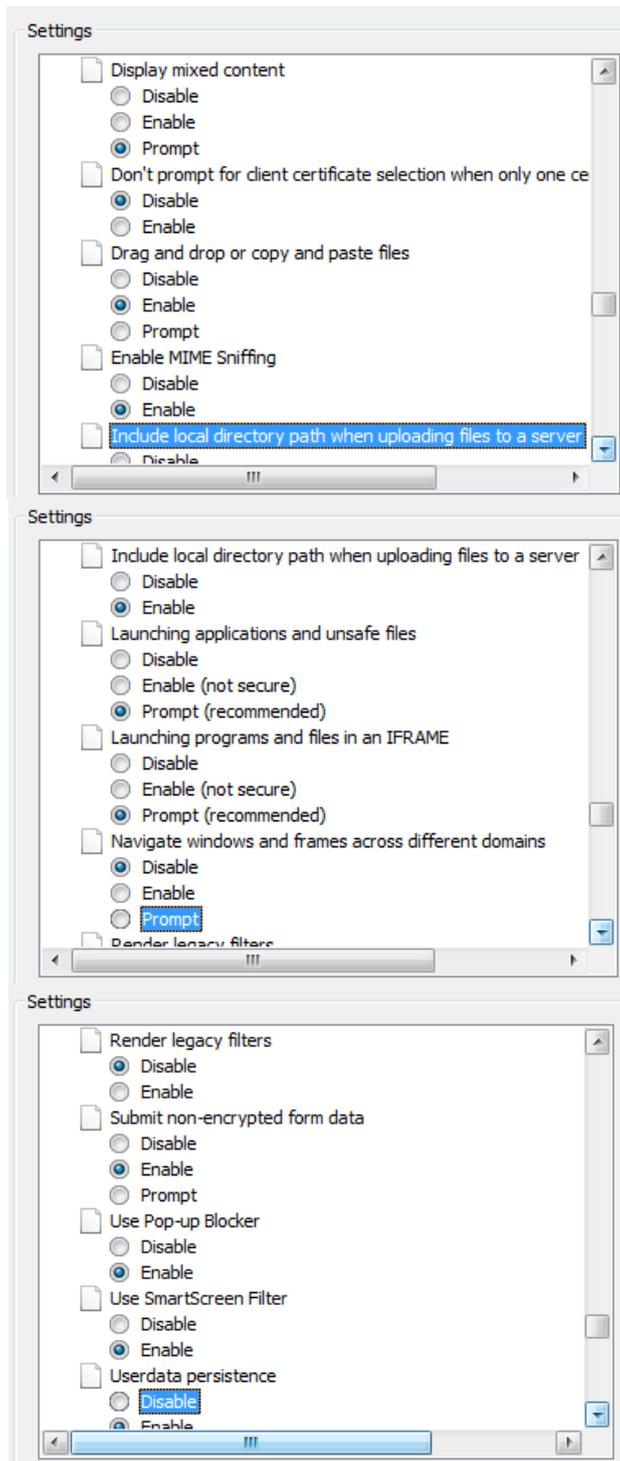
Internet Options Setting for using WEB ADI in Internet Explorer

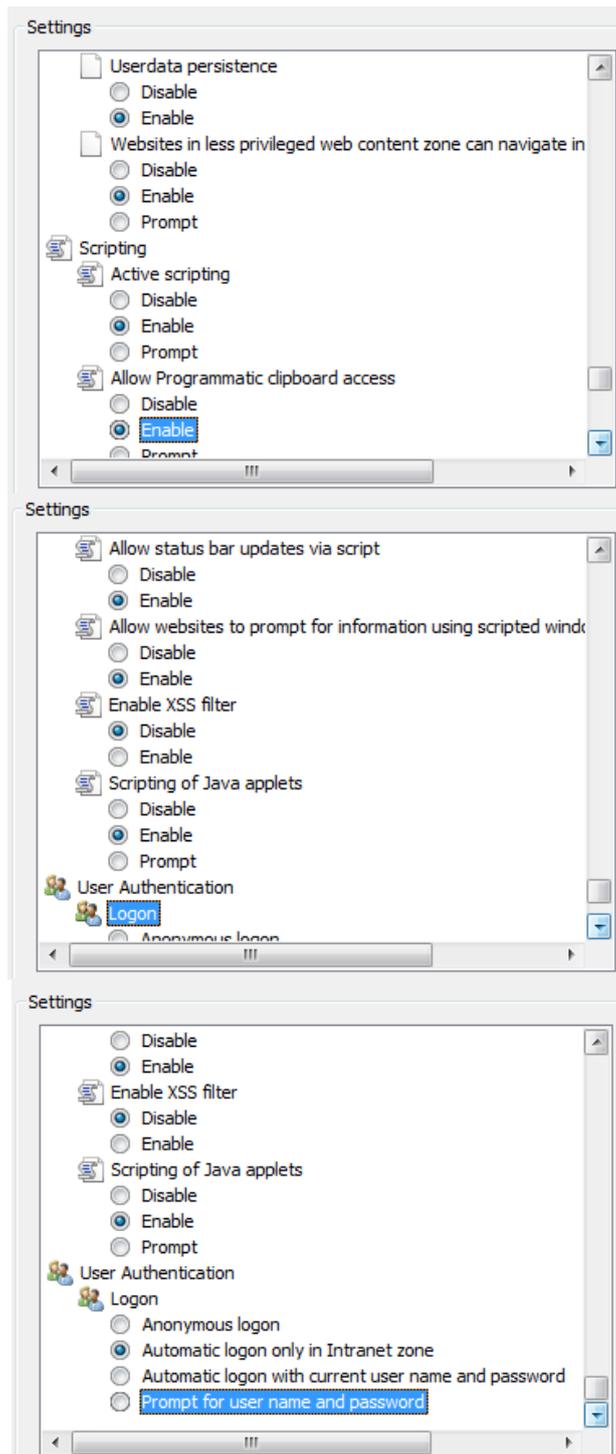
1. Open Internet Explorer.
 2. Press **Alt** key from Keyboard if Menu Bar is not appearing.
 3. Go To **Tools > Internet Options**
- Change the Options as follows









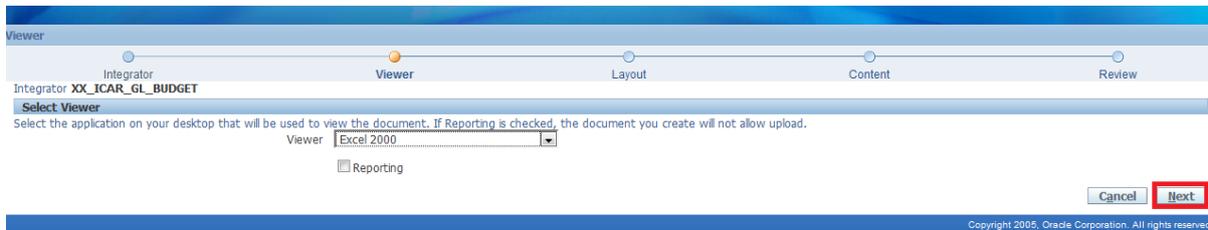


Click on Ok and Try Running Web ADI
Restart The system..

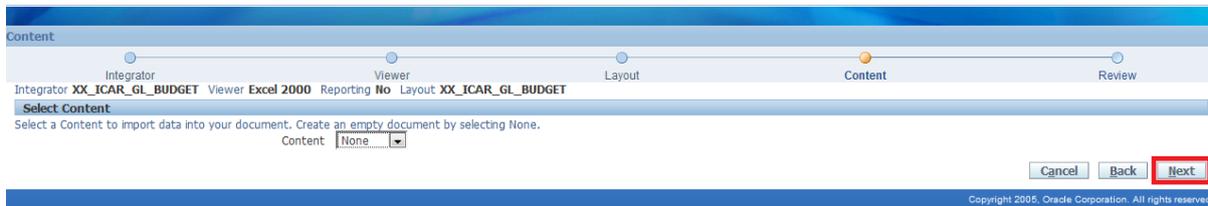
Budget Upload

Login to ERP

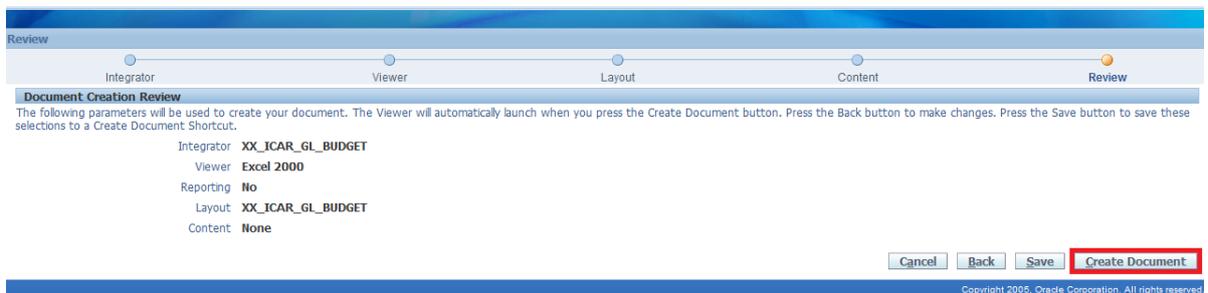
CIFT General Ledger → BUDGET UPLAOD



Click Next



Click Next



Click Create Document

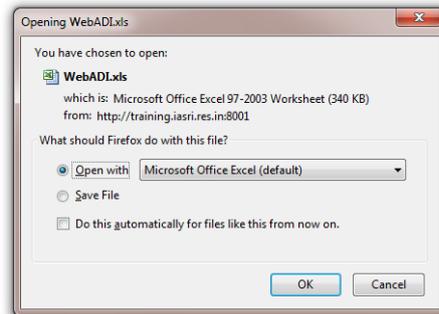
Information

A file will be downloaded to your desktop.

When prompted, choose to open the file and to enable macros. If no prompt appears, ensure your browser security settings allow files to be downloaded.

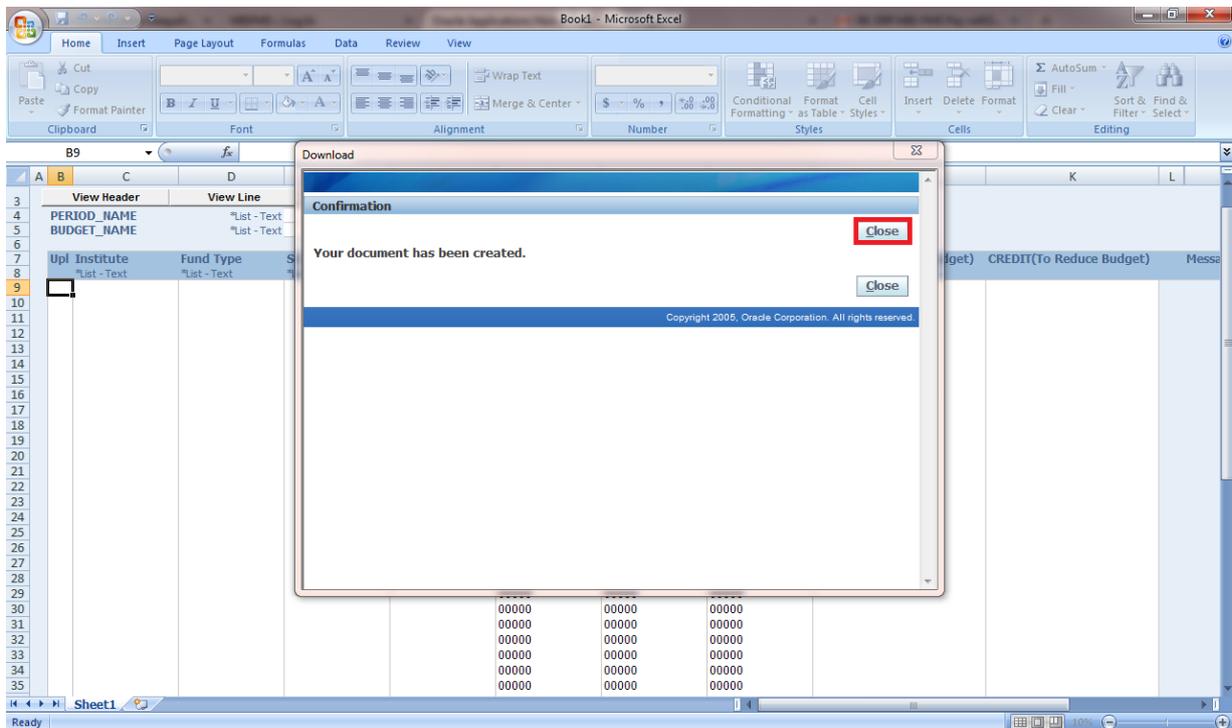
[Return](#)

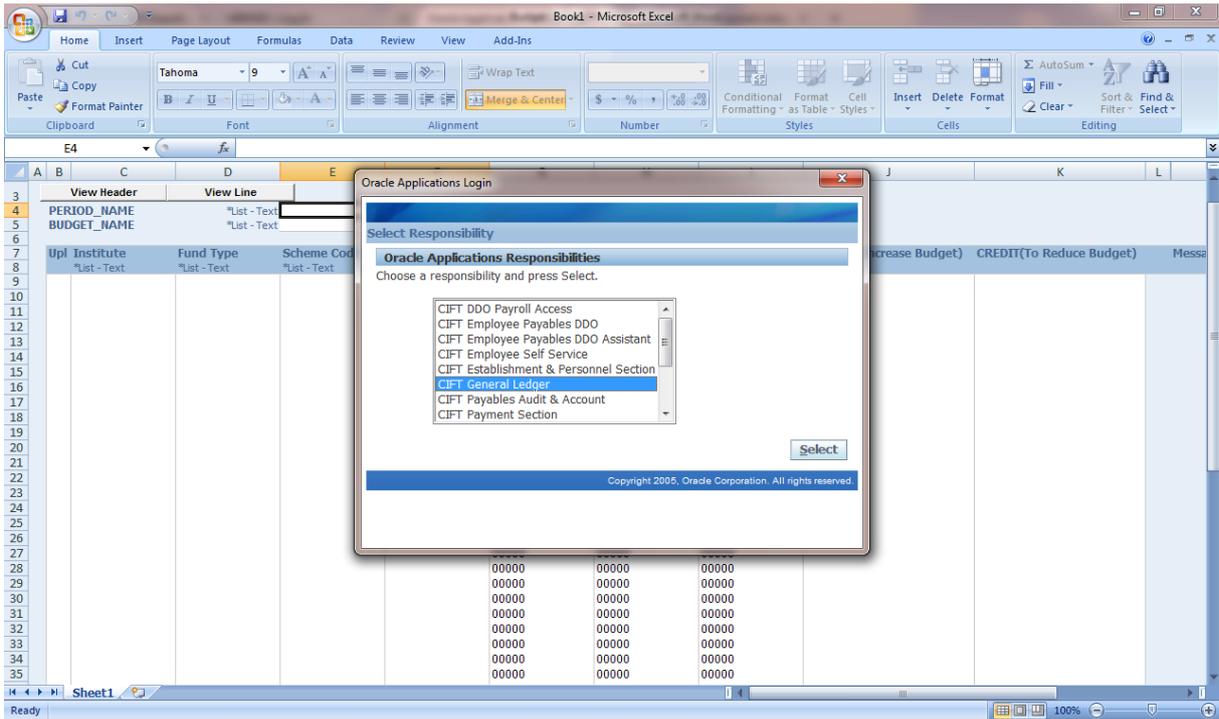
Copyright 2005, Oracle Corporation. All rights reserved.



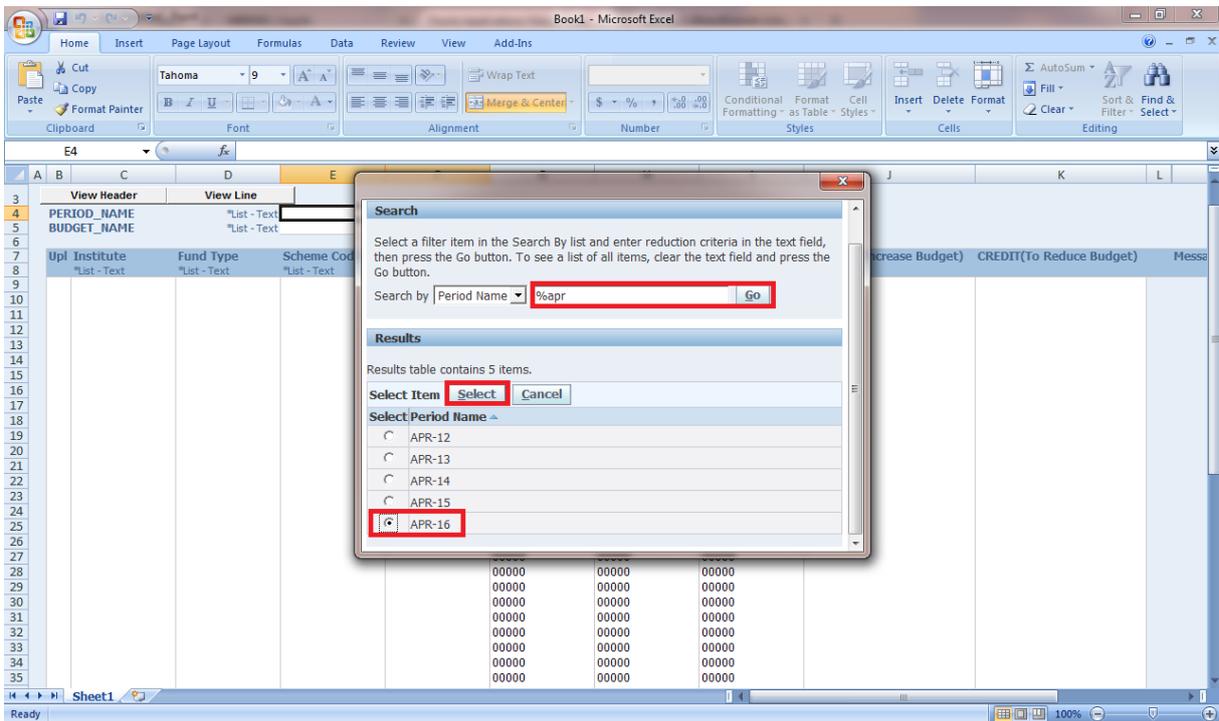
Select **Open with** & Click **OK**

New Excel File will open. Wait for few moments then click on **Close**.



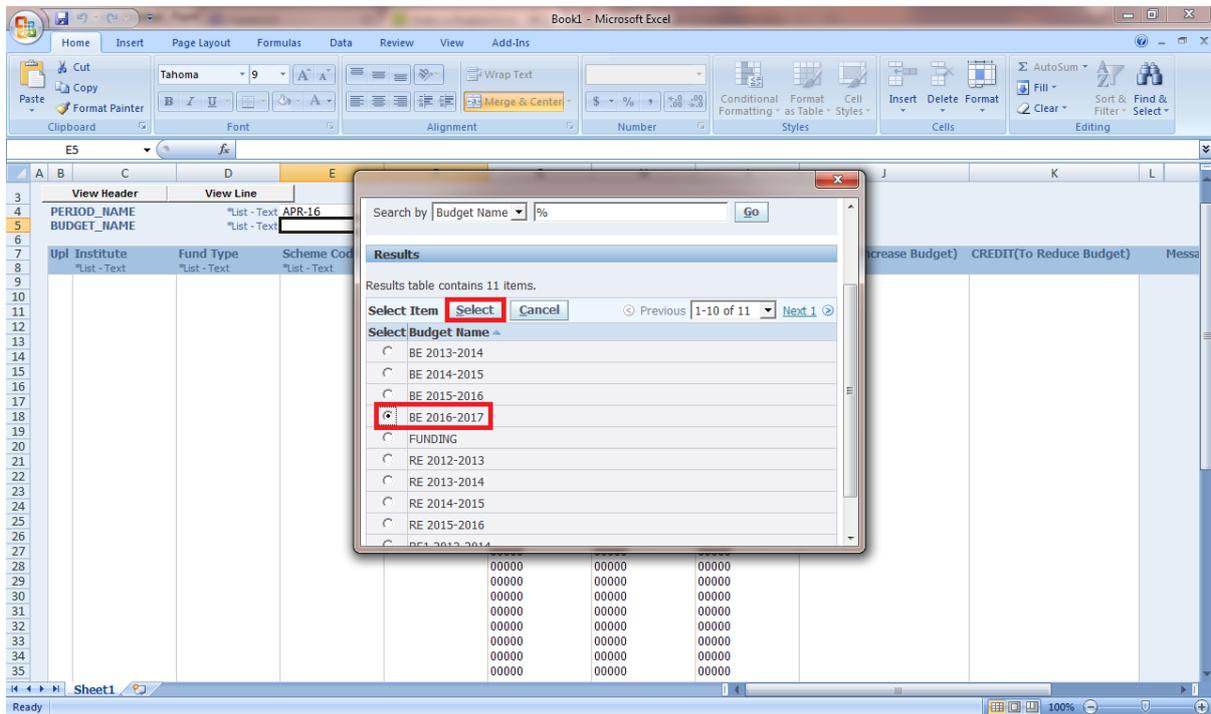


After Logging in select **CIFT General Ledger**
 A new Window will open

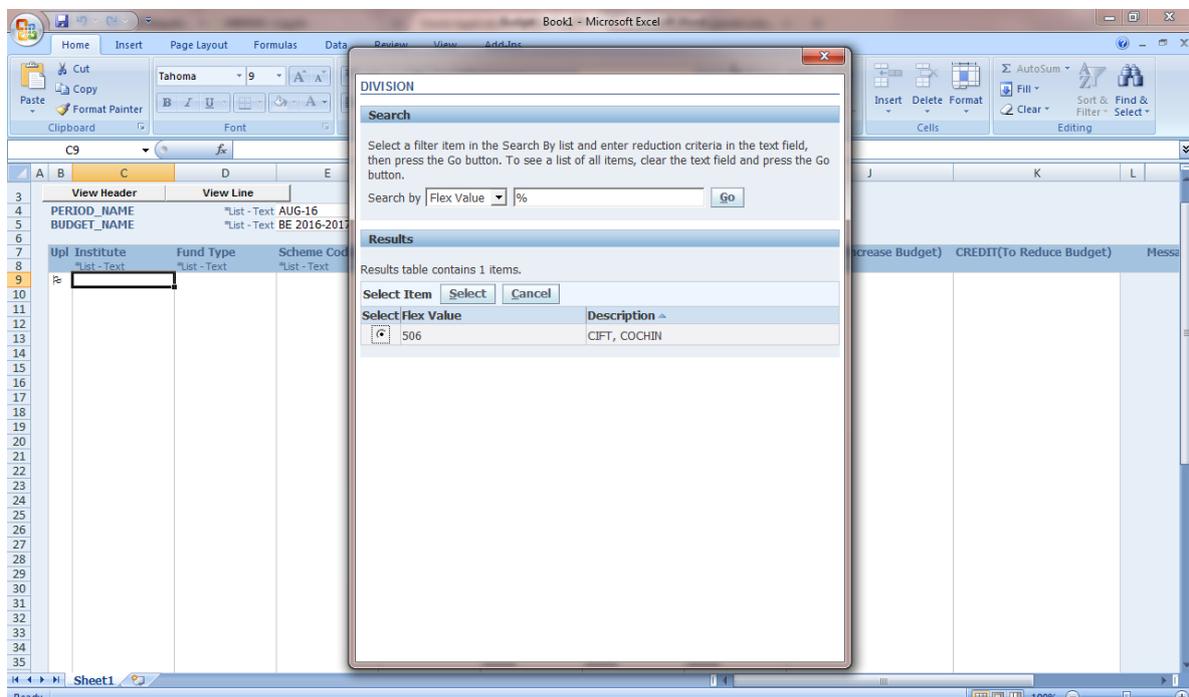


Search the Period Name (MMM-YY), select the appropriate period & Click **Select**

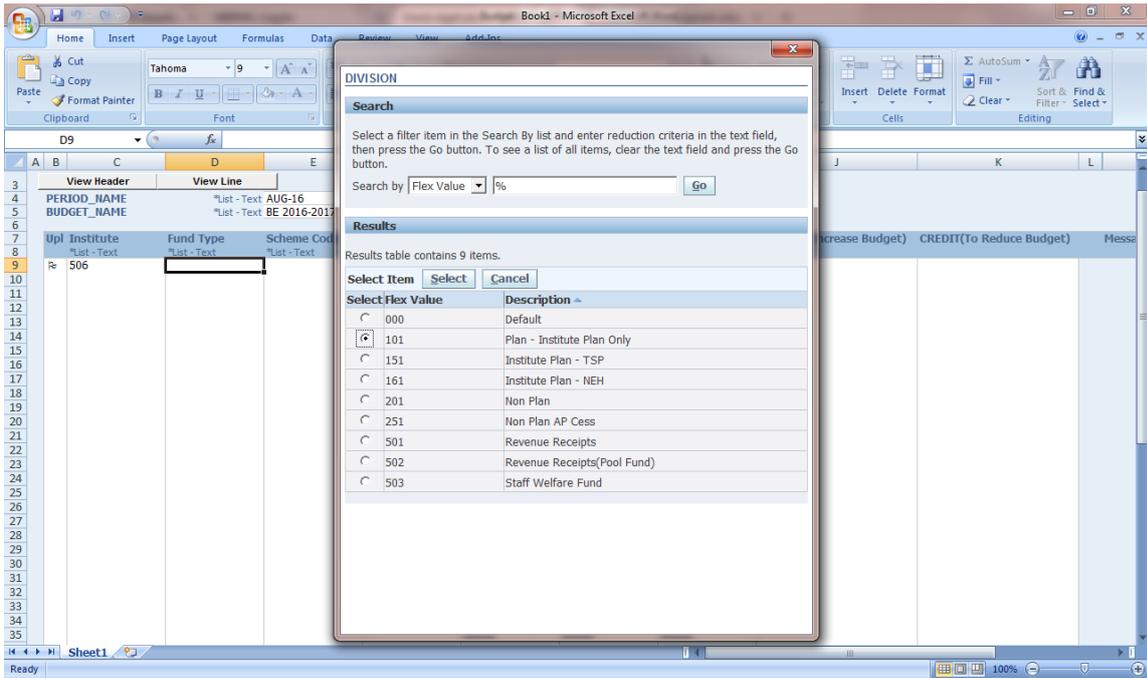
Double click on the text box BUDGET NAME, a new window will open, select the budget & click **Select**.



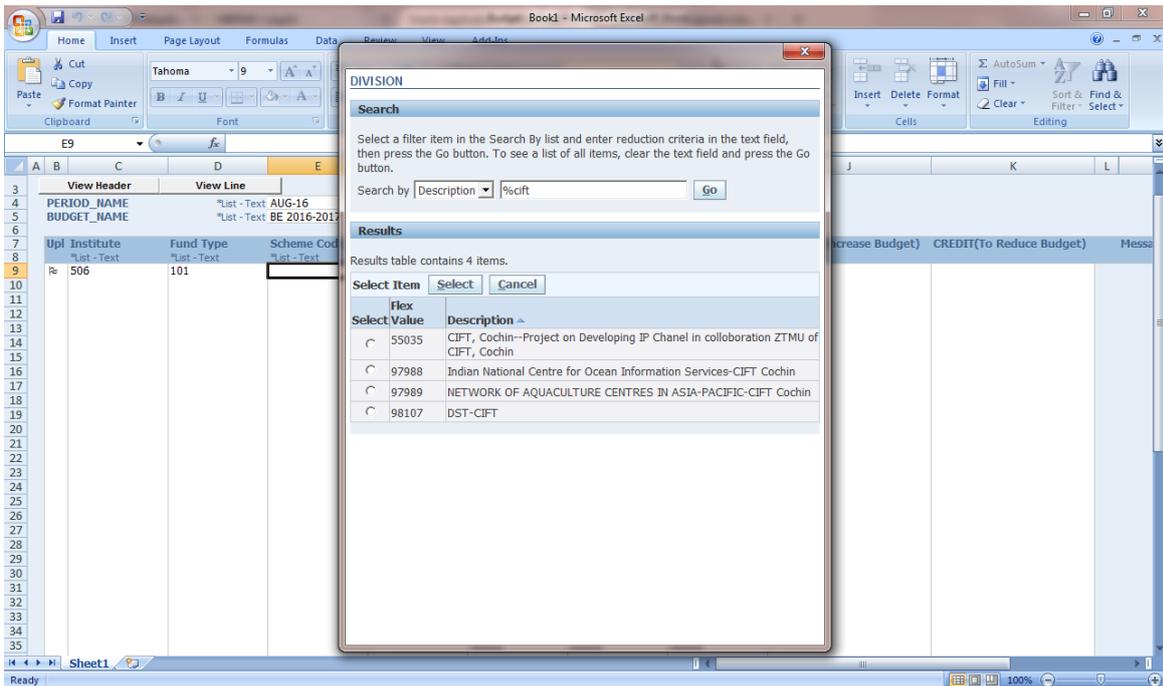
Double click the text box below **Upl(Upload)**, a flag sign(□) will appear automatically.



Double click on the text box **Fund Type**, a new window will open, search the appropriate Fund Type ,select the Fund Type & click **Select**.



Double click on the text box **Scheme Code**, a new window will open ,search the appropriate Scheme code ,select the Scheme Code &click **Select**.



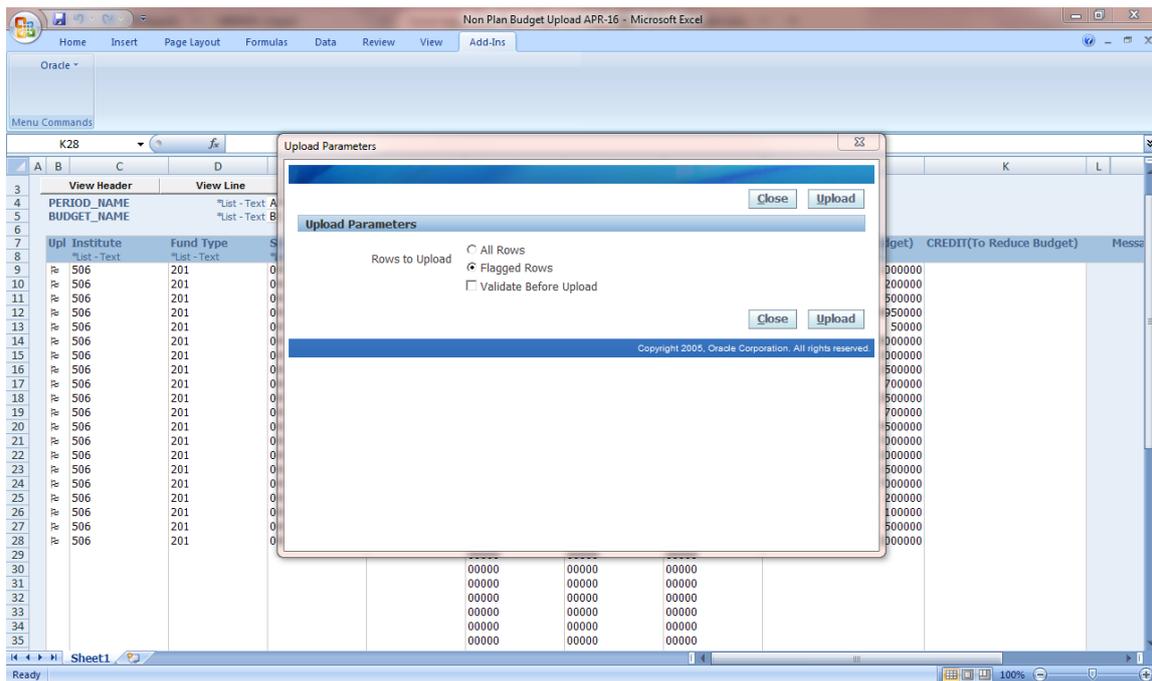
Likewise enter the total budget as shown in the Screenshot below.

Upl	Institute	Fund Type	Scheme Code	Budget Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)
506	201	00000	110209	00000	00000	00000	00000	1000000	
506	201	00000	110214	00000	00000	00000	00000	200000	
506	201	00000	110212	00000	00000	00000	00000	500000	
506	201	00000	520001	00000	00000	00000	00000	254950000	
506	201	00000	521002	00000	00000	00000	00000	50000	
506	201	00000	522001	00000	00000	00000	00000	25000000	
506	201	00000	523001	00000	00000	00000	00000	2000000	
506	201	00000	510001	00000	00000	00000	00000	2500000	
506	201	00000	510019	00000	00000	00000	00000	700000	
506	201	00000	531001	00000	00000	00000	00000	3500000	
506	201	00000	532001	00000	00000	00000	00000	700000	
506	201	00000	533002	00000	00000	00000	00000	4500000	
506	201	00000	533005	00000	00000	00000	00000	7000000	
506	201	00000	533006	00000	00000	00000	00000	2000000	
506	201	00000	533007	00000	00000	00000	00000	1500000	
506	201	00000	533101	00000	00000	00000	00000	7000000	
506	201	00000	534004	00000	00000	00000	00000	200000	
506	201	00000	534001	00000	00000	00000	00000	100000	
506	201	00000	534007	00000	00000	00000	00000	500000	
506	201	00000	133001	00000	00000	00000	00000	2000000	

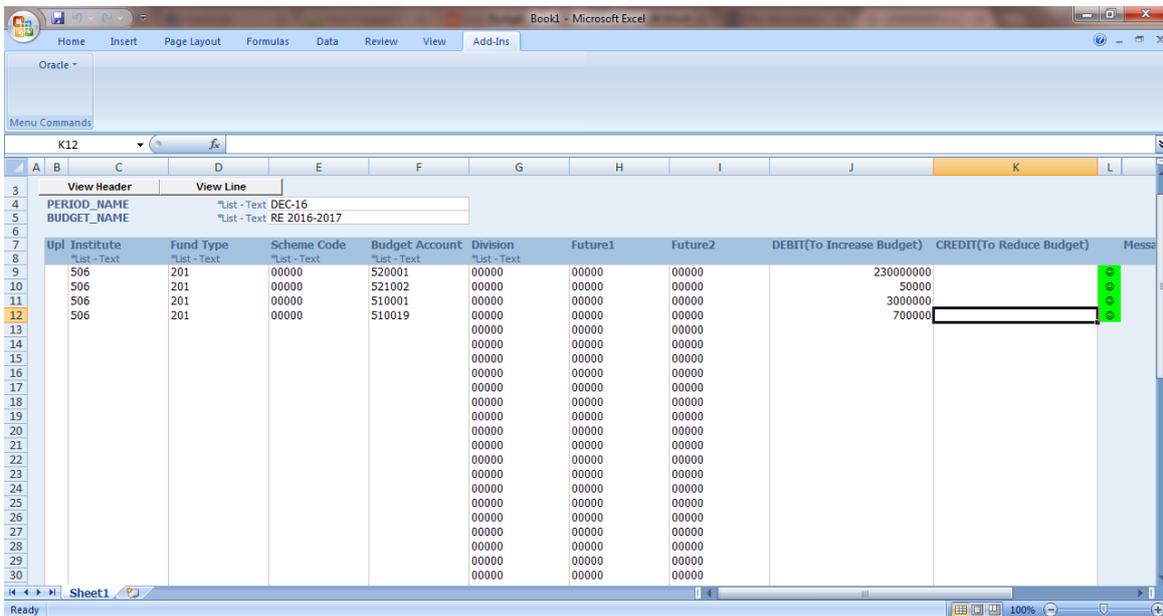
Click **ADD-Ins**→**Oracle**→**Upload**

Upl	Institute	Fund Type	Scheme Code	Budget Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)
506	201	00000	110209	00000	00000	00000	00000	1000000	
506	201	00000	110214	00000	00000	00000	00000	200000	
506	201	00000	110212	00000	00000	00000	00000	500000	
506	201	00000	520001	00000	00000	00000	00000	254950000	
506	201	00000	521002	00000	00000	00000	00000	50000	
506	201	00000	522001	00000	00000	00000	00000	25000000	
506	201	00000	523001	00000	00000	00000	00000	2000000	
506	201	00000	510001	00000	00000	00000	00000	2500000	
506	201	00000	510019	00000	00000	00000	00000	700000	
506	201	00000	531001	00000	00000	00000	00000	3500000	
506	201	00000	532001	00000	00000	00000	00000	700000	
506	201	00000	533002	00000	00000	00000	00000	4500000	
506	201	00000	533005	00000	00000	00000	00000	7000000	
506	201	00000	533006	00000	00000	00000	00000	2000000	
506	201	00000	533007	00000	00000	00000	00000	1500000	
506	201	00000	533101	00000	00000	00000	00000	7000000	
506	201	00000	534004	00000	00000	00000	00000	200000	
506	201	00000	534001	00000	00000	00000	00000	100000	
506	201	00000	534007	00000	00000	00000	00000	500000	
506	201	00000	133001	00000	00000	00000	00000	2000000	

A new window will open Select **Flagged Rows** and Click **Upload**



After upload a Green Smiley will appear in the row which are uploaded successfully.

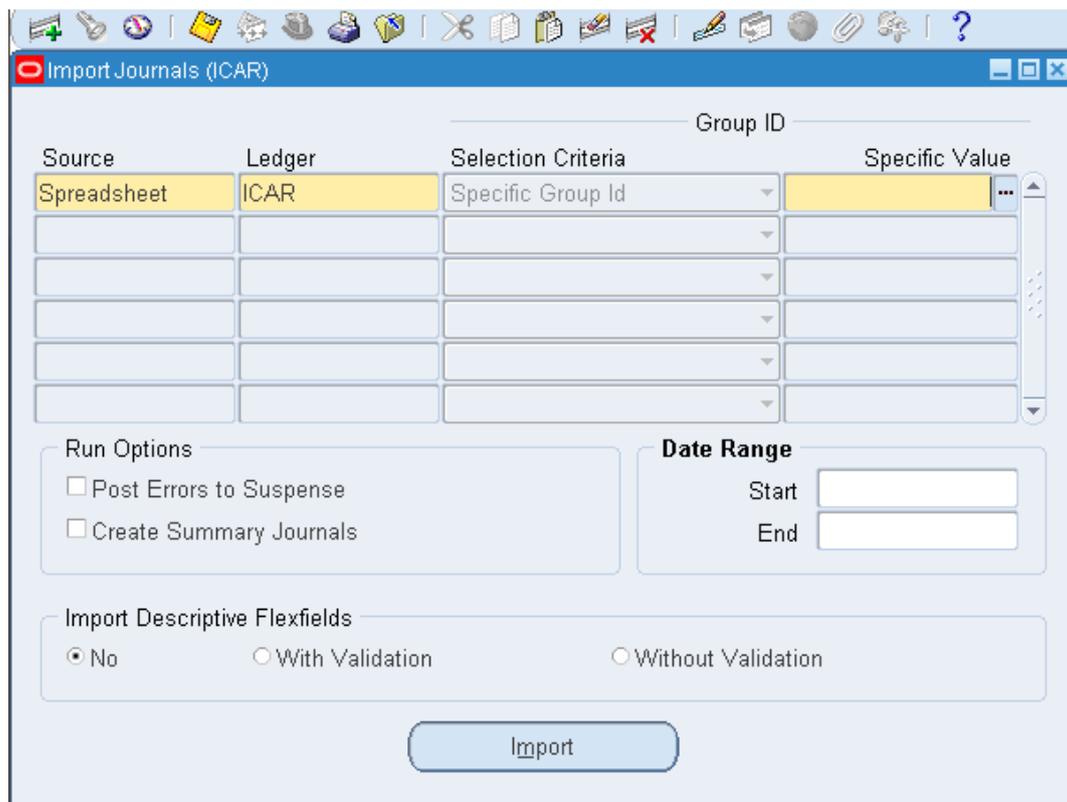


Import Journals.

Once the Data is uploaded, you need to run Program - **Import Journals**.

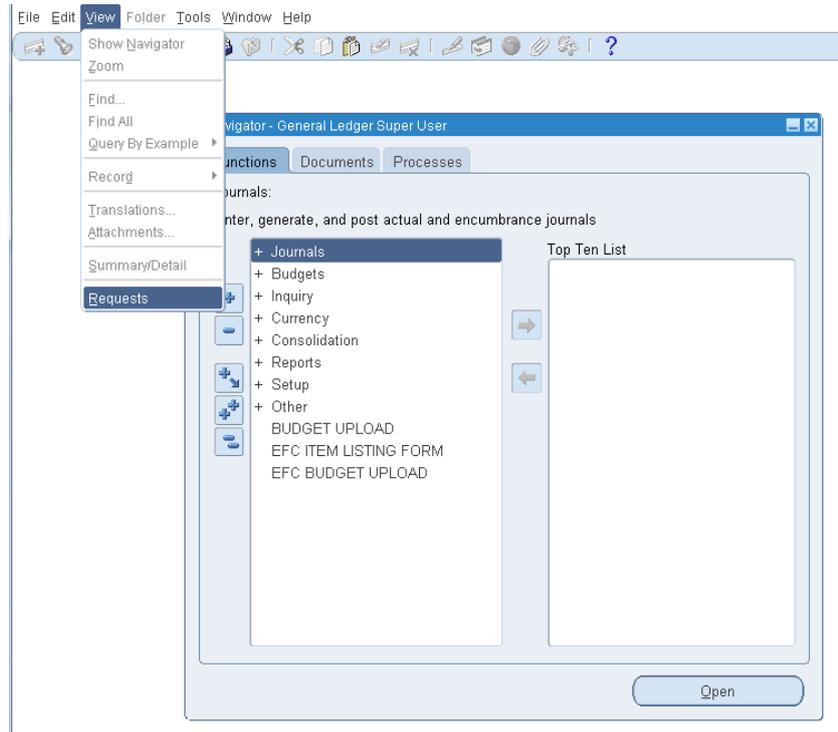


Import Journals → New window will open → Enter the **Source** (Spreadsheet), **Ledger** (ICAR),
Specific value will be created automatically → **Import**.

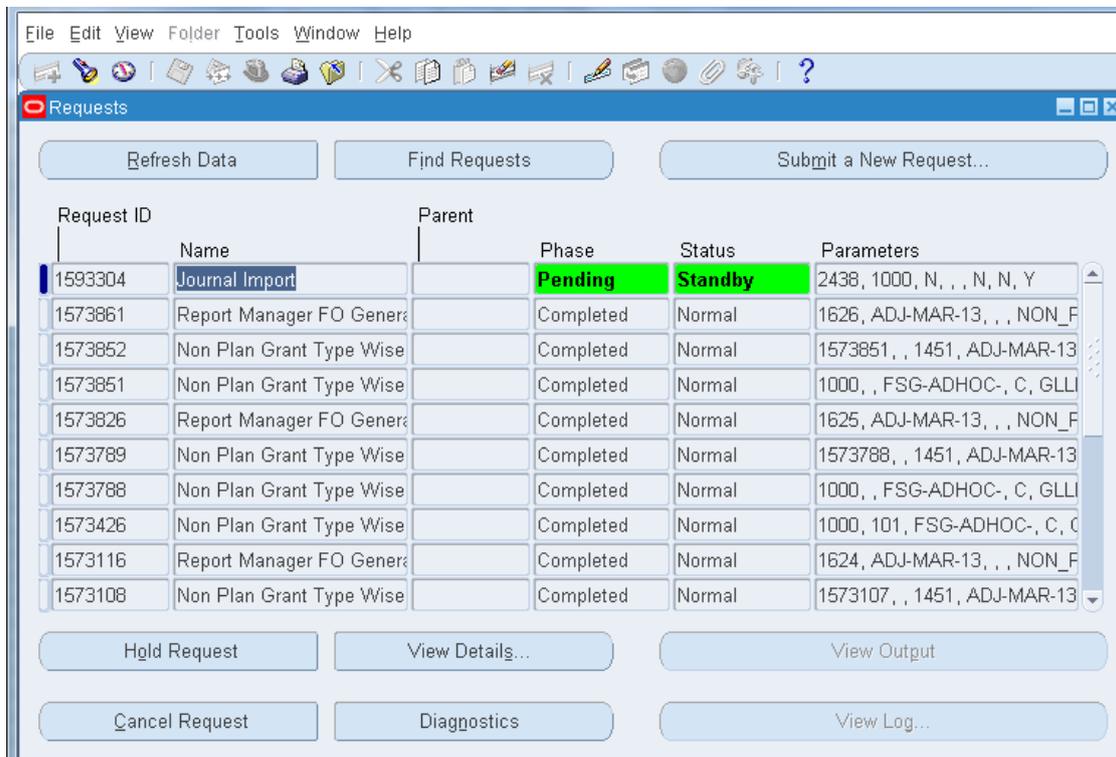


A new window will open messaging “**Sure that you want to start Journal Import**” → **Yes**.
Unique ID number will be created → **Ok**.

View→Requests → Find →Select the request ID→View Output.



For viewing the output of the report you have submitted
 Click on **Refresh Data** until the **Phase** is changed to **Completed**
 Click on **View Output**.



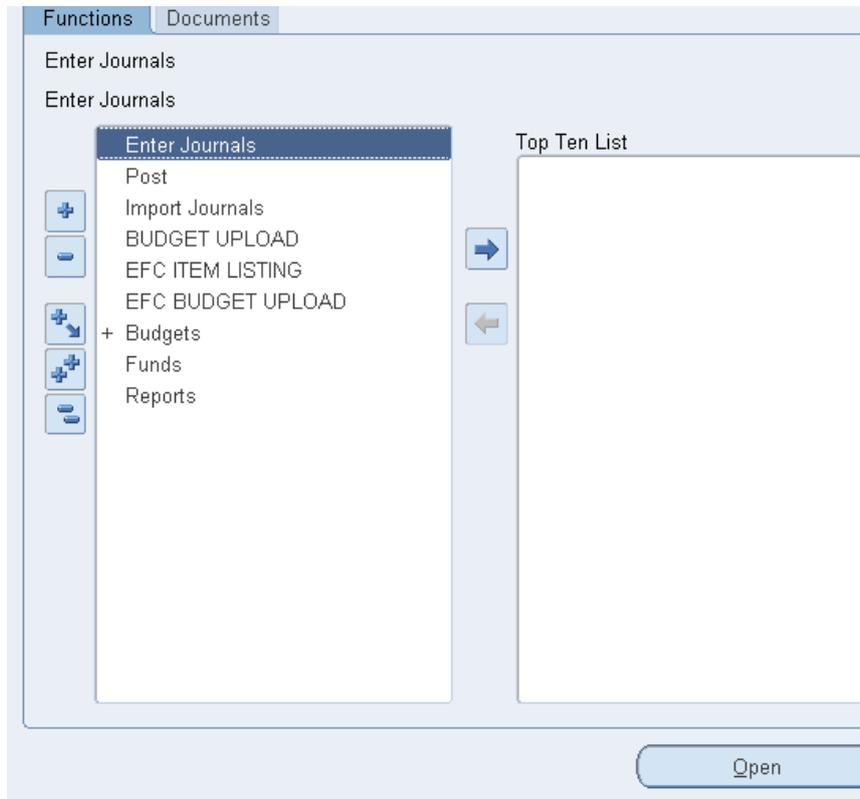
A new tab will open in firefox, Copy the batch number.

ICAR		Journal Import Execution Report					Date: 26-JUN-13 13:10			
Concurrent Request ID: 1593950							Page: 1			
Journal Entry Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Unbalanced Headers	Total Flex Errors	Total Non-Flex Errors	
Spreadsheet	0	Success	21	1	1	0	0	0	0	
*** TOTALS ***			21	1	1	0	0	0	0	

Batches Created									
Warning	Batch Name	Period Name	Total Lines	Total Headers	Accounted Debits	Total Accounted Credits			
	Spreadsheet B 0 1593950	APR-13	21	1	3370	0			

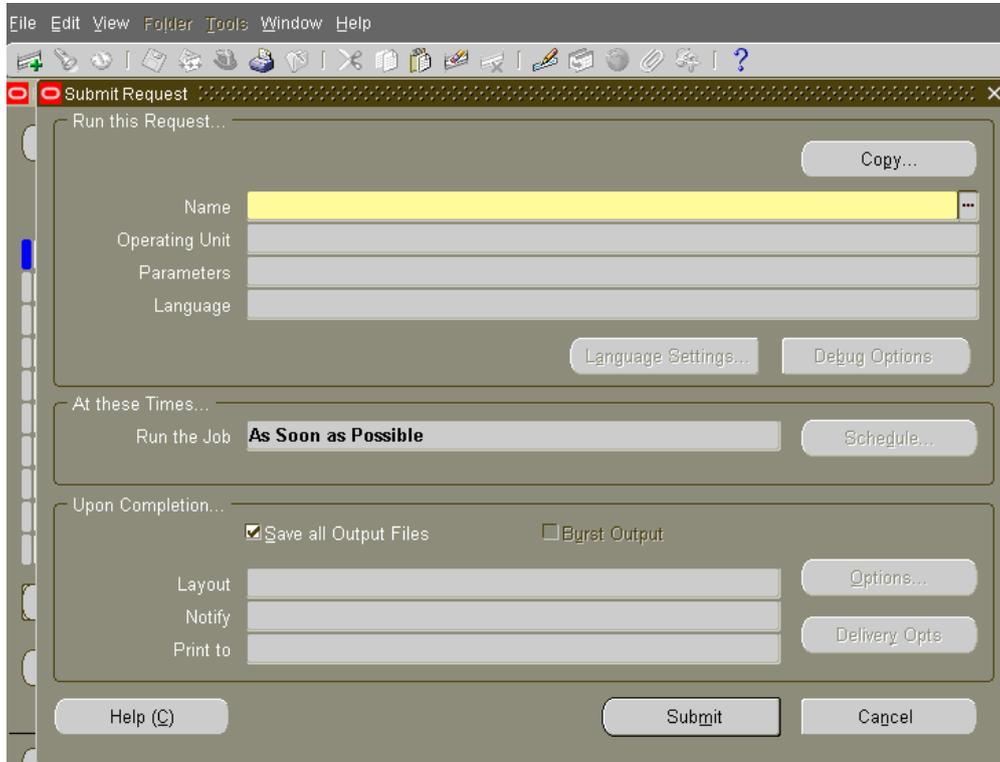
Unbalanced Journal Entries**									
Error Code	Journal Entry Name	Batch Name	Total Lines	Period Name	Total Debits	Total Credits			
Error Lines									
Error Code	Source	Accounting Date	Currency	Entered Debit	Entered Credit	Accounting Flexfield/CCID			
Error Key									

Close the Tab, go back to Oracle Application and click the navigator  Icon
Enter Journal → Open → A new window will open

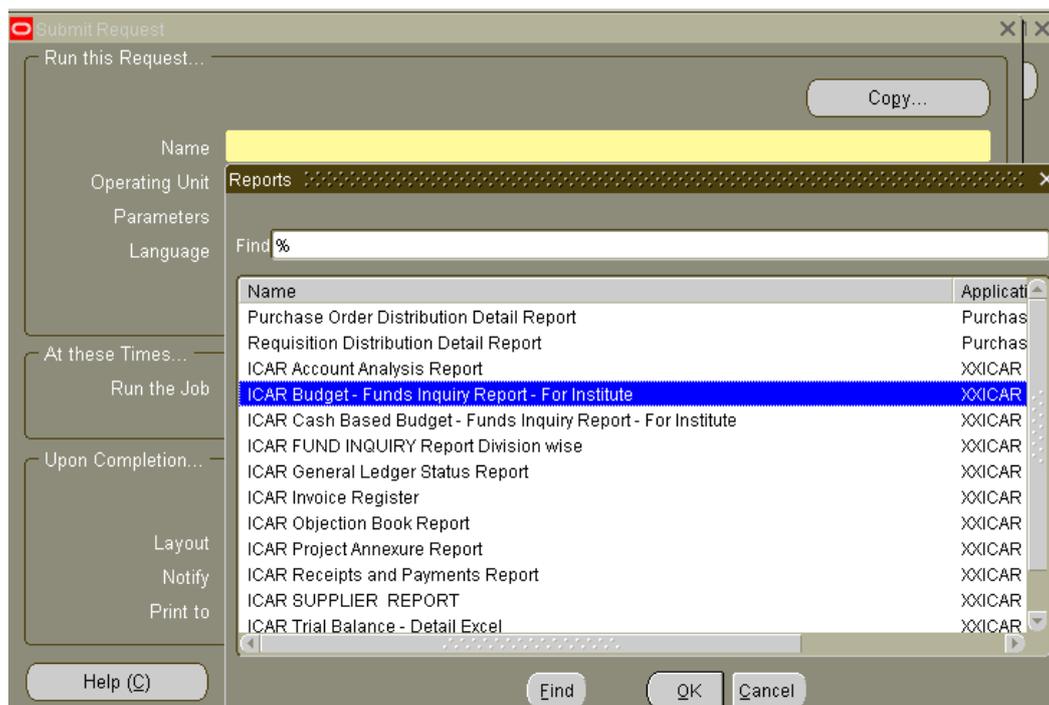


Reports of Budget Upload

Go to View→Requests→Submit a New Request→(Single Request) OK



Find the request name **ICAR Budget - Funds Inquiry Report - For Institute**



Enter the **Parameters**

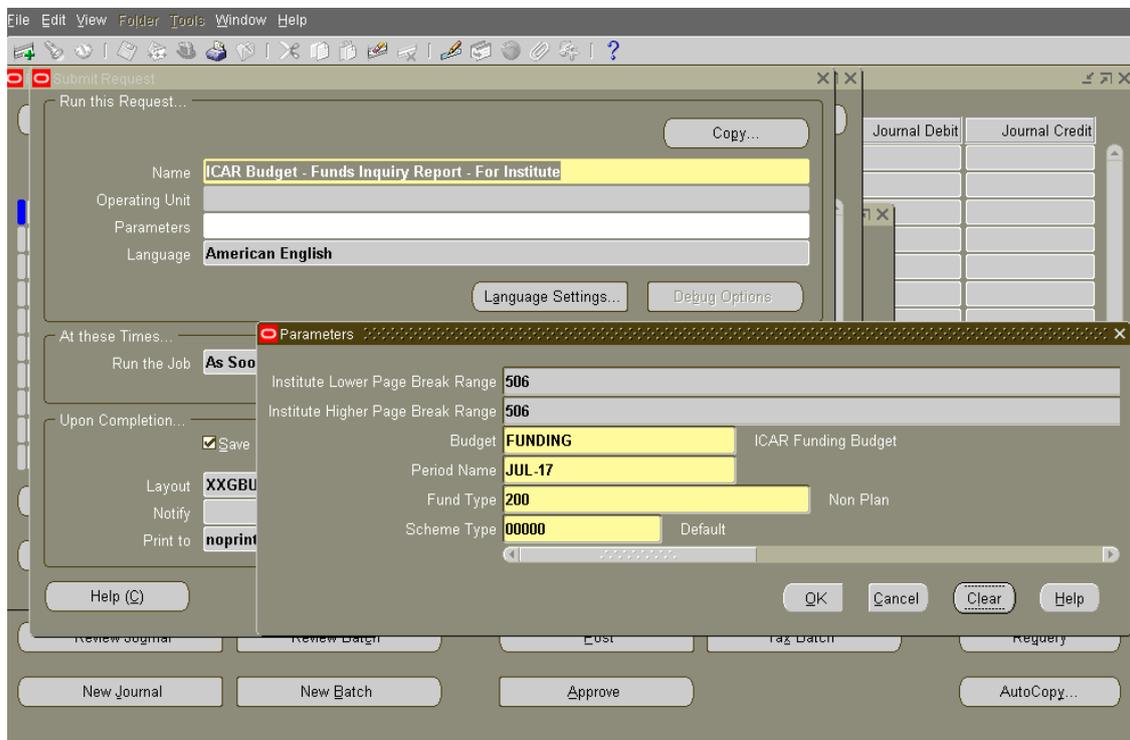
Institute Lower/Higher Page Break Range : **506/506**

Budget : **Funding**

Period Name : **MMM-YY**

Fund Type : **200 Grants/Non Plan**

Scheme Code : **00000 Default**



Click **OK**→**Submit**→**NO**→**Find**

Click **Refresh Data** until the **Phase** is **Completed**

Click **View Output**

A new tab will be opened in Firefox

Save/open the Excel File to view the Report

Funds Available Analysis Report
Institute Range 506 to 506
CIFT, COCHIN

Book Name:ICAR

Account Period: APR-16

Report Print Date: 19-OCT-2016 12:00

Budget Name:BE 2016-2017

Fund Type:Non Plan

Scheme Name: Default

A/C	ACCOUNT	Description	Budget Amount	Encumbrance Amount	Actual Amount	Funds Available
Asset	700001	LAND	0.00	0.00	0.00	0.00
	700003	RESIDENTIAL BUILDING	0.00	0.00	0.00	0.00
	700004	MINOR WORKS	0.00	0.00	0.00	0.00
	700005	EQUIPMENTS	1,000,000.00	0.00	46,749.00	953,251.00
	700006	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00
	700007	LIBRARY BOOKS AND JOURNAL	200,000.00	0.00	0.00	200,000.00
	700008	VEHICLES AND VESSELS	0.00	0.00	0.00	0.00
	700010	FURNITURE AND FIXTURES	500,000.00	0.00	0.00	500,000.00
	700011	OTHER CAPITAL ASSETS	0.00	0.00	0.00	0.00
	700032	LOANS & ADVANCE	2,000,000.00	0.00	-85,099.00	2,085,099.00
		Total	3,700,000.00	0.00	-38,350.00	3,738,350.00
Expense	700012	ESTABLISHMENT CHARGES	254,950,000.00	0.00	14,744,113.00	240,205,887.00
	700013	WAGES	0.00	0.00	0.00	0.00
	700014	OVERTIME ALLOWANCE	50,000.00	0.00	0.00	50,000.00
	700015	PENSION	25,000,000.00	0.00	1,499,994.00	23,500,006.00
	700016	TA DOMESTIC	2,000,000.00	0.00	264,020.00	1,735,980.00
	700018	RESEARCH EXPENSES	2,500,000.00	0.00	204,419.00	2,295,581.00
	700019	INFRASTRUCTURE	3,500,000.00	0.00	63,860.00	3,436,140.00
	700020	COMMUNICATON	700,000.00	0.00	10,800.00	689,200.00
	700021	REPAIRS&MAINTENANCE EQUIP	4,500,000.00	0.00	306,945.00	4,193,055.00
	700023	REPAIRS & MAINTENANCE OFF	7,000,000.00	0.00	0.00	7,000,000.00
	700024	REPAIRS & MAINTENANCE RES	2,000,000.00	0.00	51,200.00	1,948,800.00
	700025	REPAIRS&MAINTENANCE MINOR	1,500,000.00	0.00	0.00	1,500,000.00
	700027	HRD	200,000.00	0.00	0.00	200,000.00
	700029	PUBLICITY&EXHIBITIONS	100,000.00	0.00	0.00	100,000.00
	700030	GUESTHOUSE MAINTENANCE	100,000.00	0.00	0.00	100,000.00
	700031	OTHER MISCELLANEOUS	500,000.00	0.00	27,632.00	472,368.00
	700033	OTHER ADMIN EXP (Excl TA)	7,000,000.00	0.00	1,261,360.00	5,738,640.00
700034	OPERATIONAL EXPENSES	700,000.00	0.00	25,370.00	674,630.00	
		Total	312,300,000.00	0.00	18,459,713.00	293,840,287.00
		FUND_TYPE Total	316,000,000.00	0.00	18,421,363.00	297,578,637.00

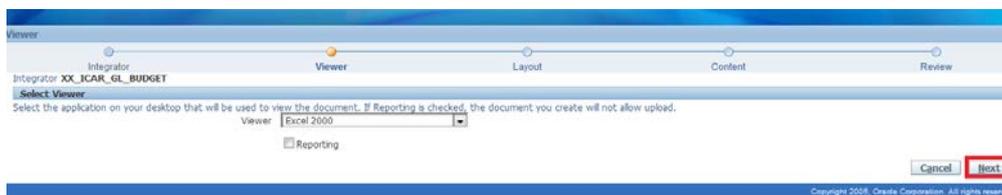
FINANCE

- How to Upload Fund in General Ledger
-
- Funding Upload (Using WebADI)

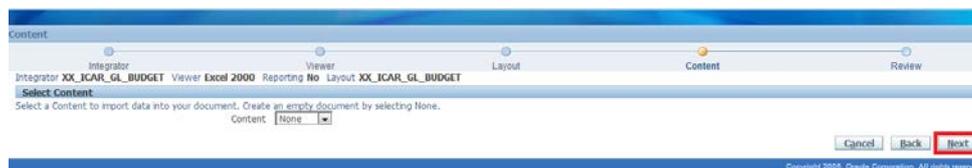
Before upload process, Excel Setting and Internet Options need to be changed.
Both PDF files are attached.

Login

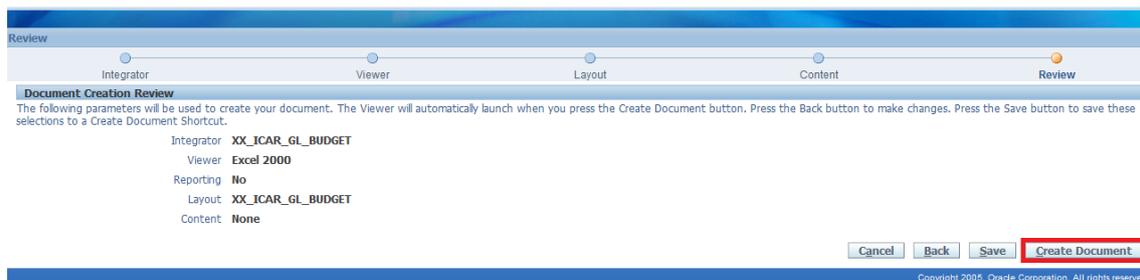
CIFT General Ledger → BUDGET UPLOAD



Click Next



Click Next

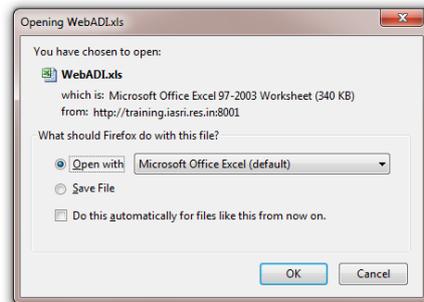


Click Create Document

Information
A file will be downloaded to your desktop.
When prompted, choose to open the file and to enable macros. If no prompt appears, ensure your browser security settings allow files to be downloaded.

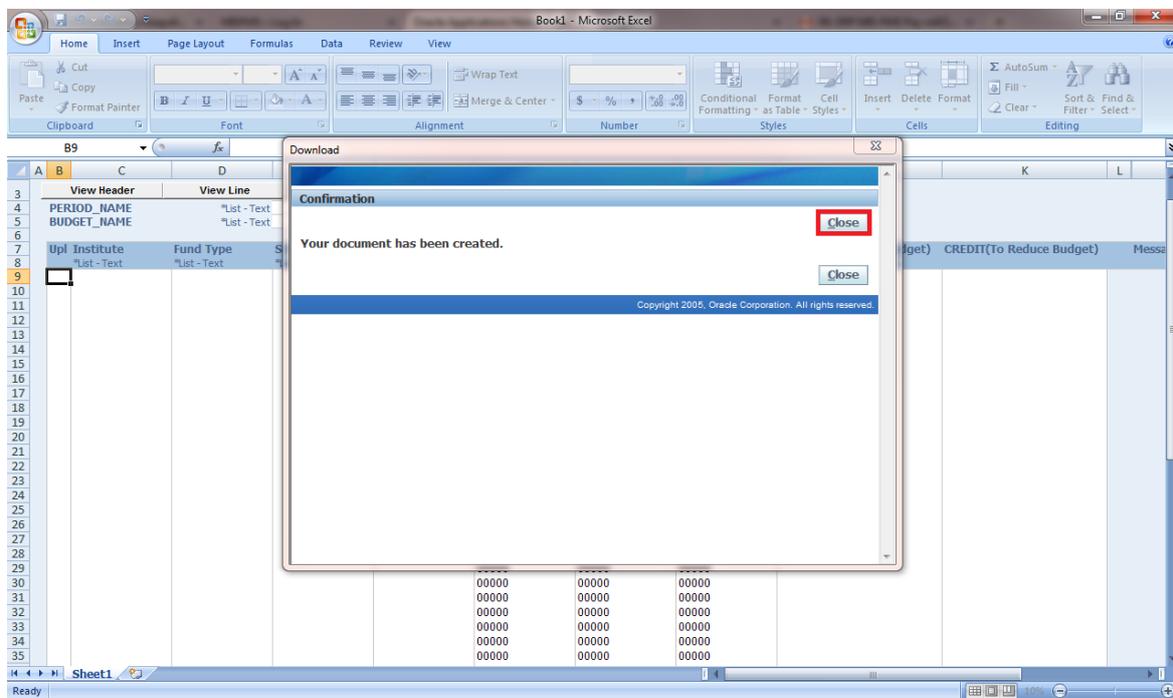
[Return](#)

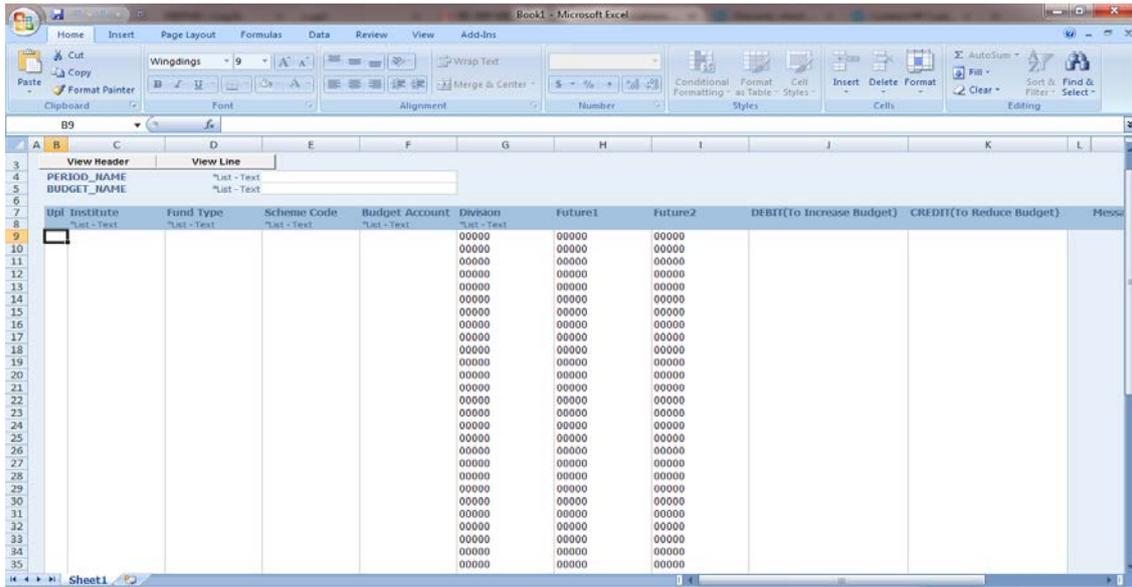
Copyright 2006, Oracle Corporation. All rights reserved.



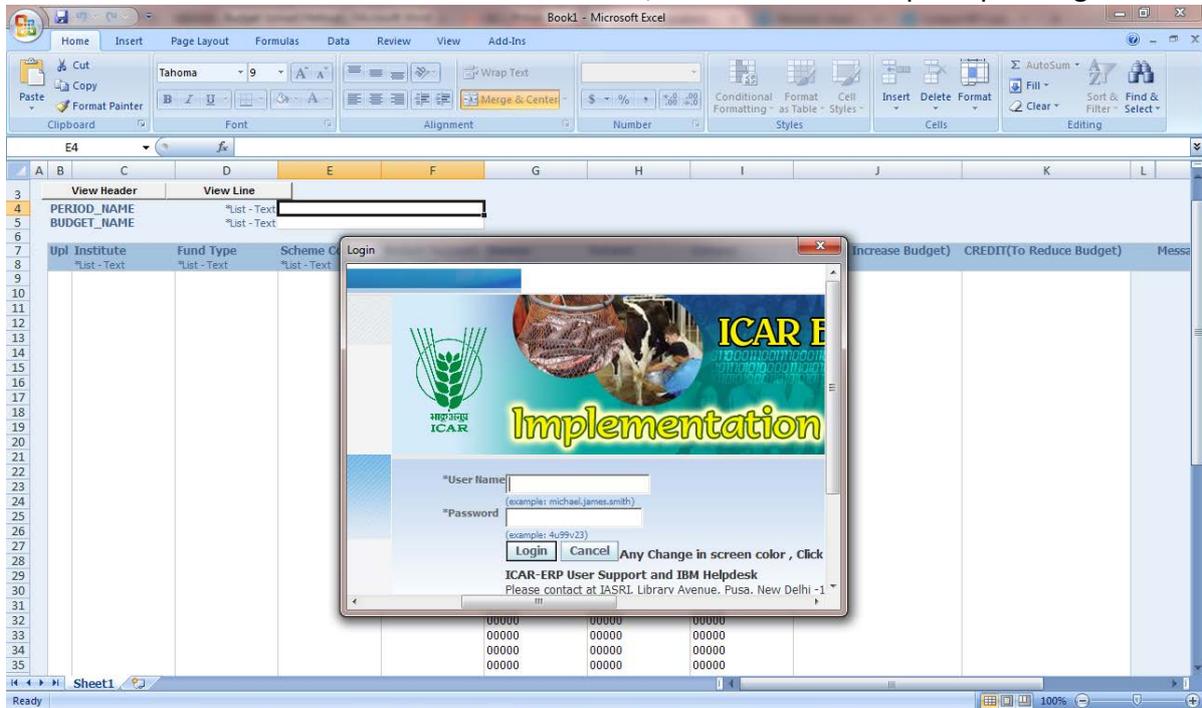
Select **Open with** & Click **OK**

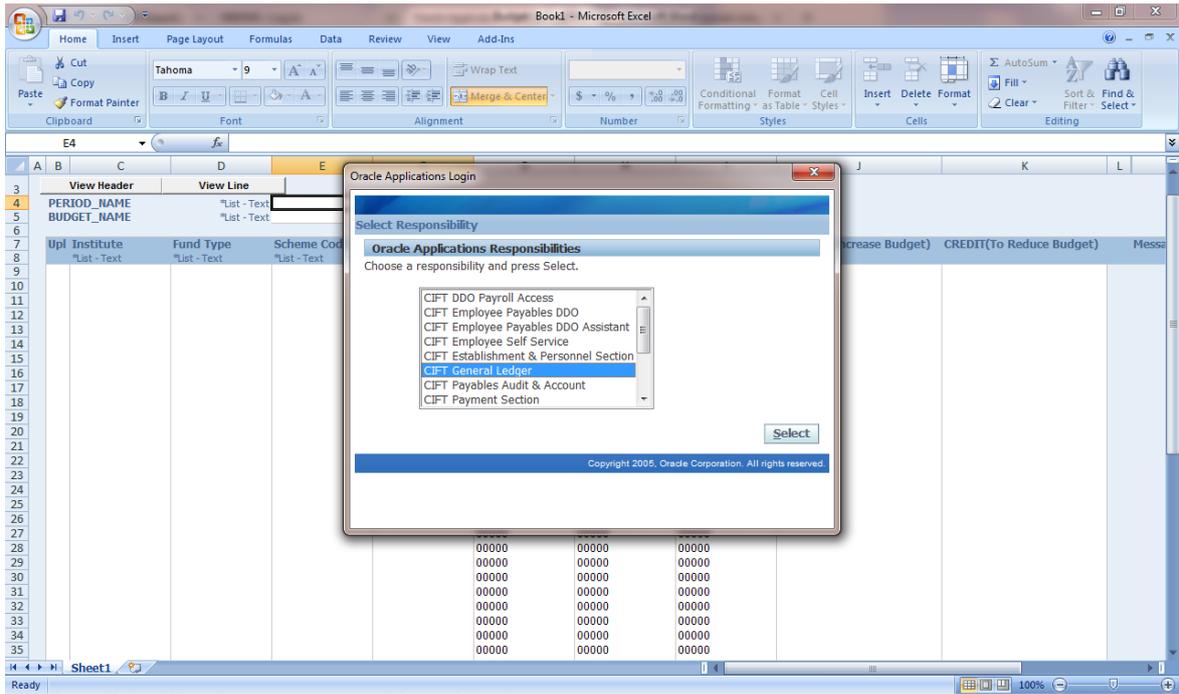
New Excel File will open. Wait for a few moments, then click on **Close**.



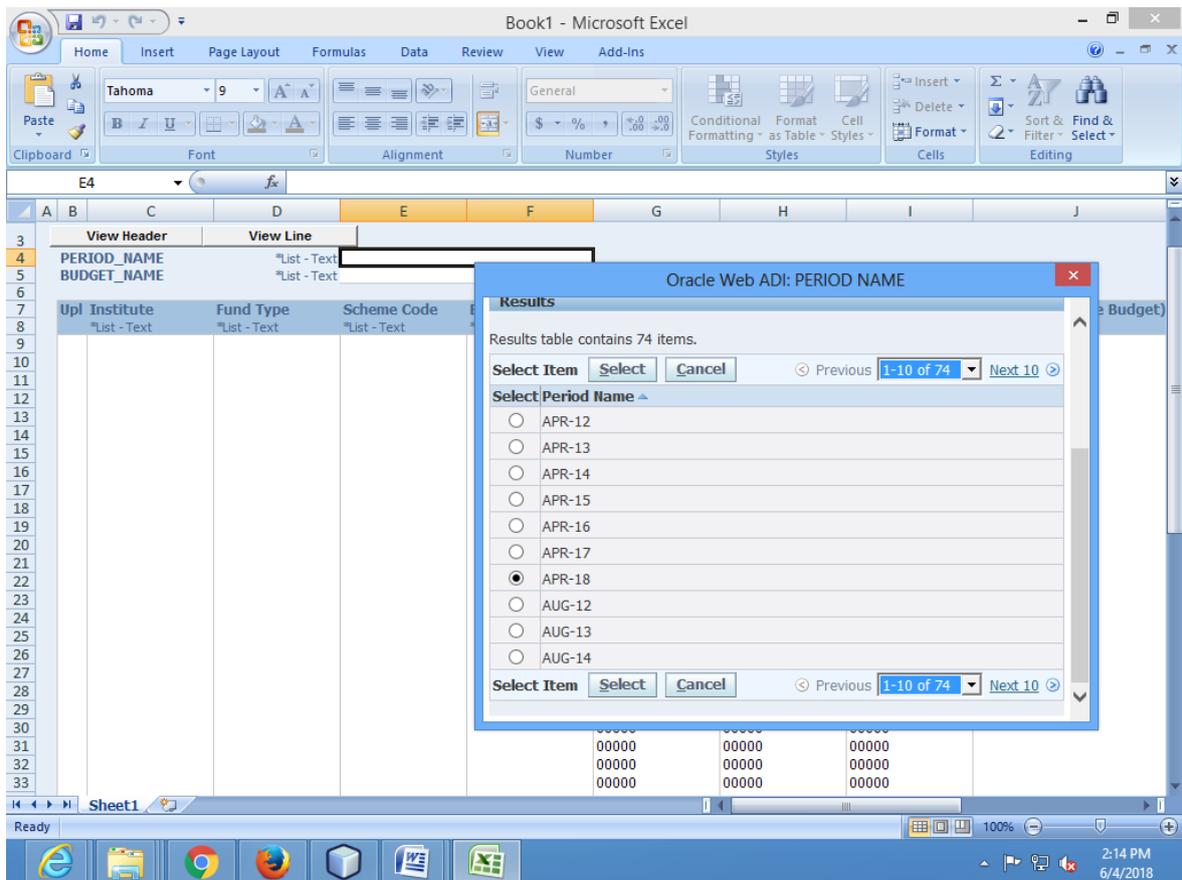


Double click on the text box PERIOD NAME, new window will open up for login.



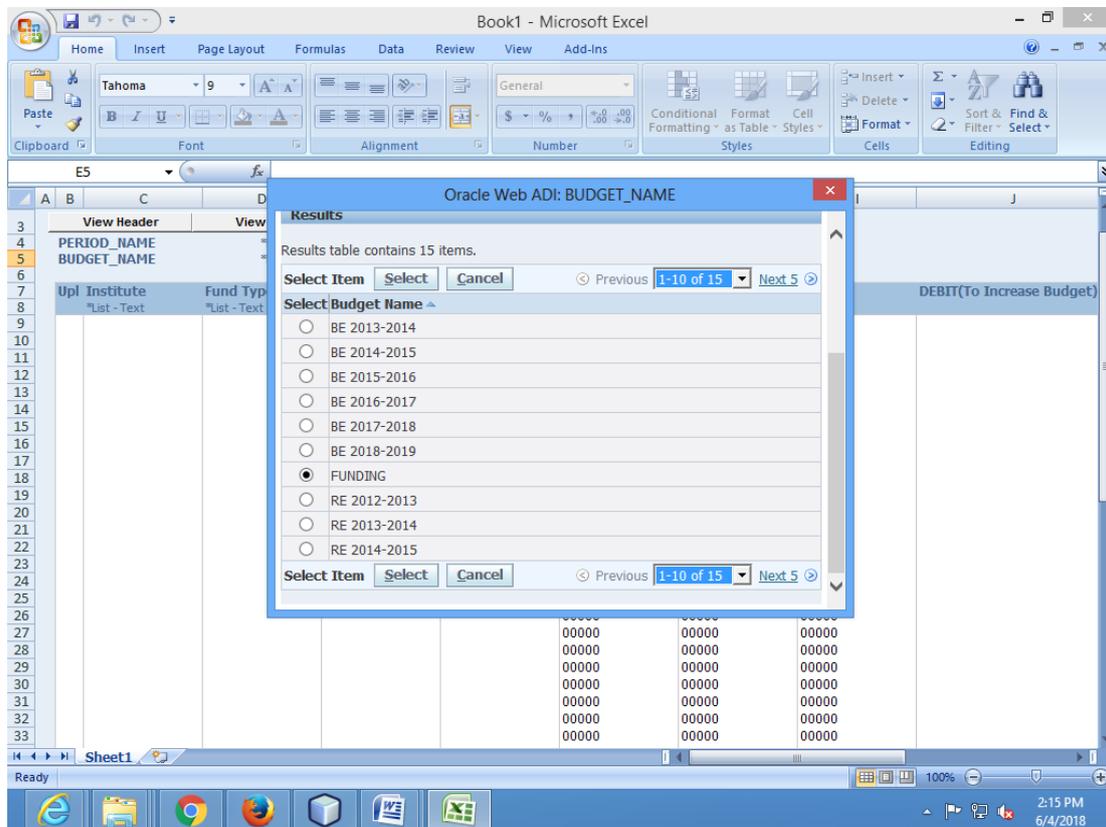


After Logging in select **CIFT General Ledger**
A new Window will open

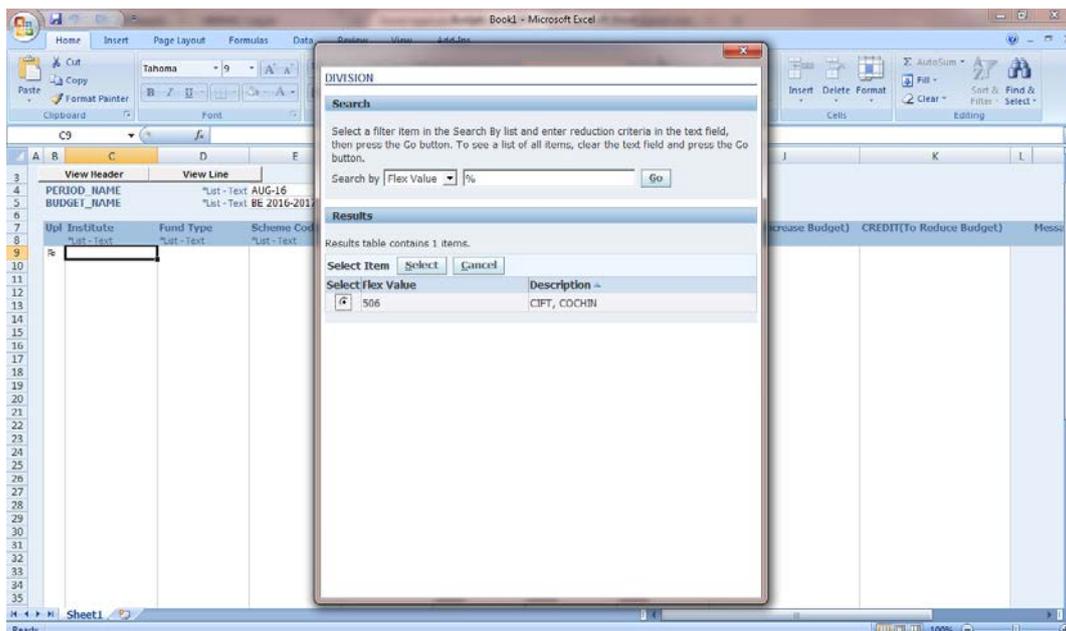


Search the Period Name (MMM-YY), select the appropriate period & Click **Select**

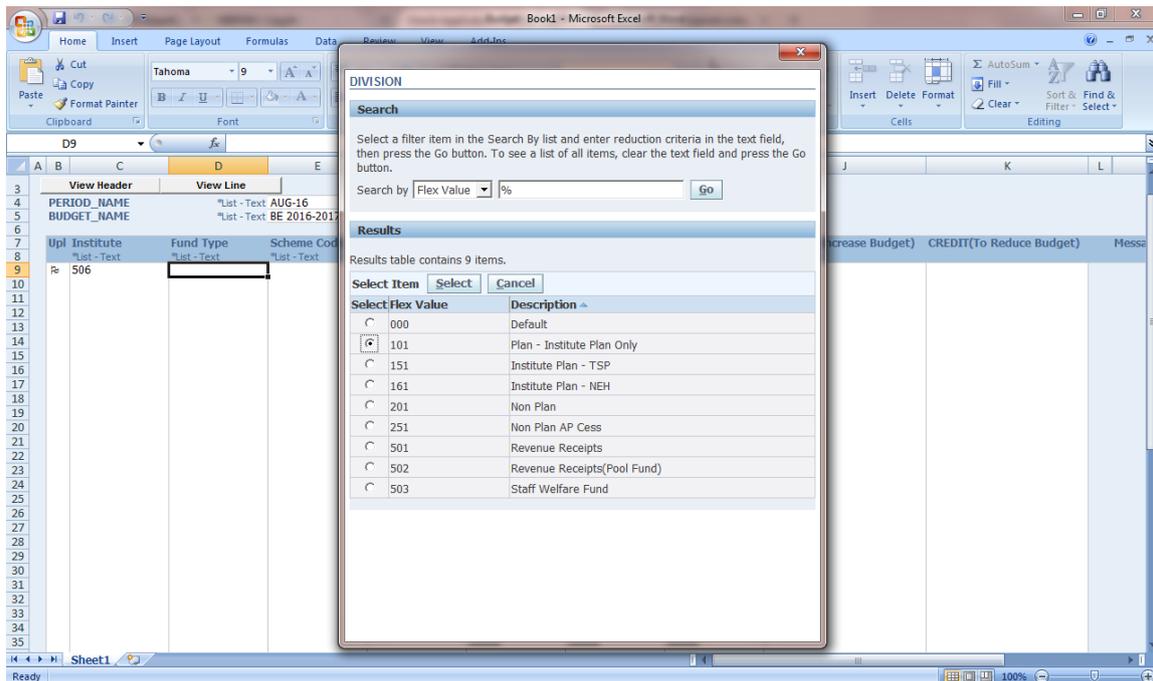
Double click on the text box FUNDINGS,a new window will open ,select the budget &click Select.



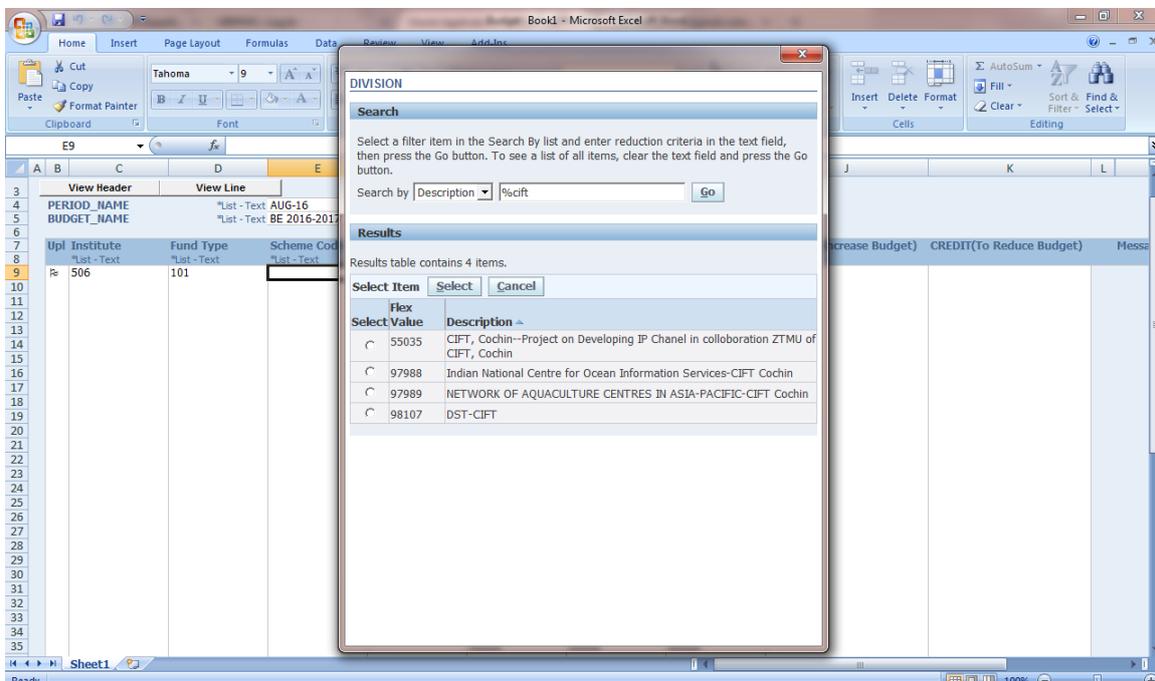
Double click the text box below **Upl(Upload)**, a flag sign(□) will appear automatically.



Double click on the text box **Fund Type**,a new window will open ,search the appropriate Fund Type ,select the Fund Type &click **Select**.



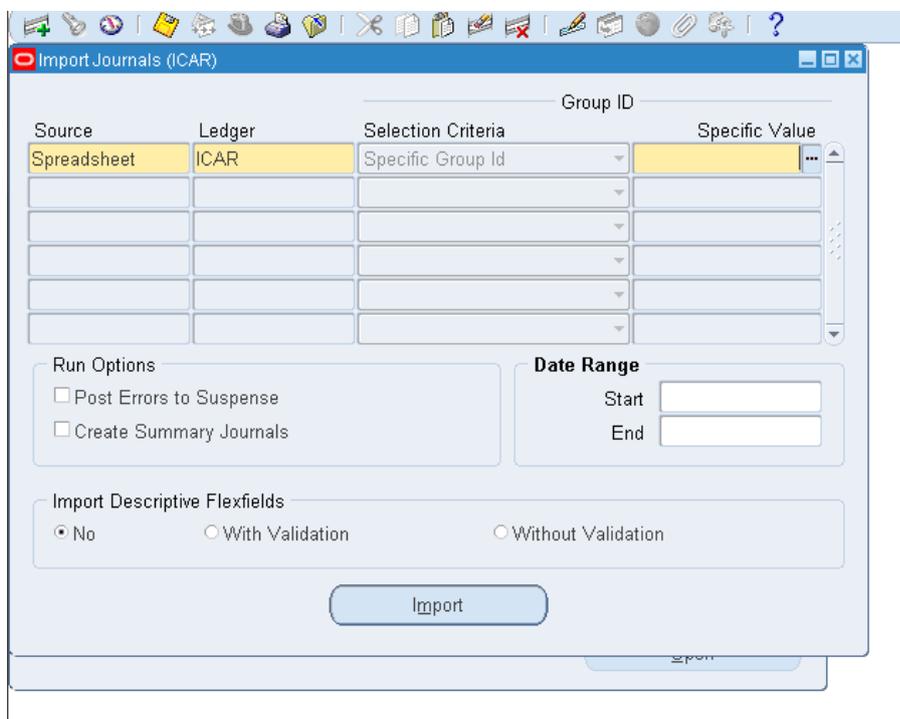
Double click on the text box **Scheme Code**,a new window will open ,search the appropriate Scheme code ,select the Scheme Code &click **Select**.



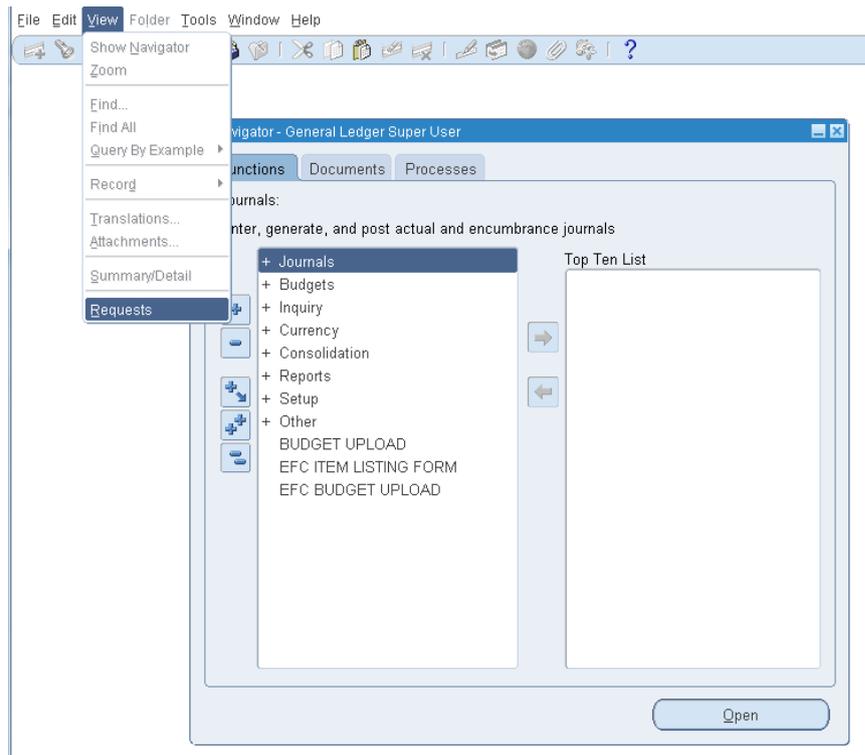
Double click on the text box **Budget Account**, a new window will open, search the appropriate Budget head, select the budget account &click **Select**.



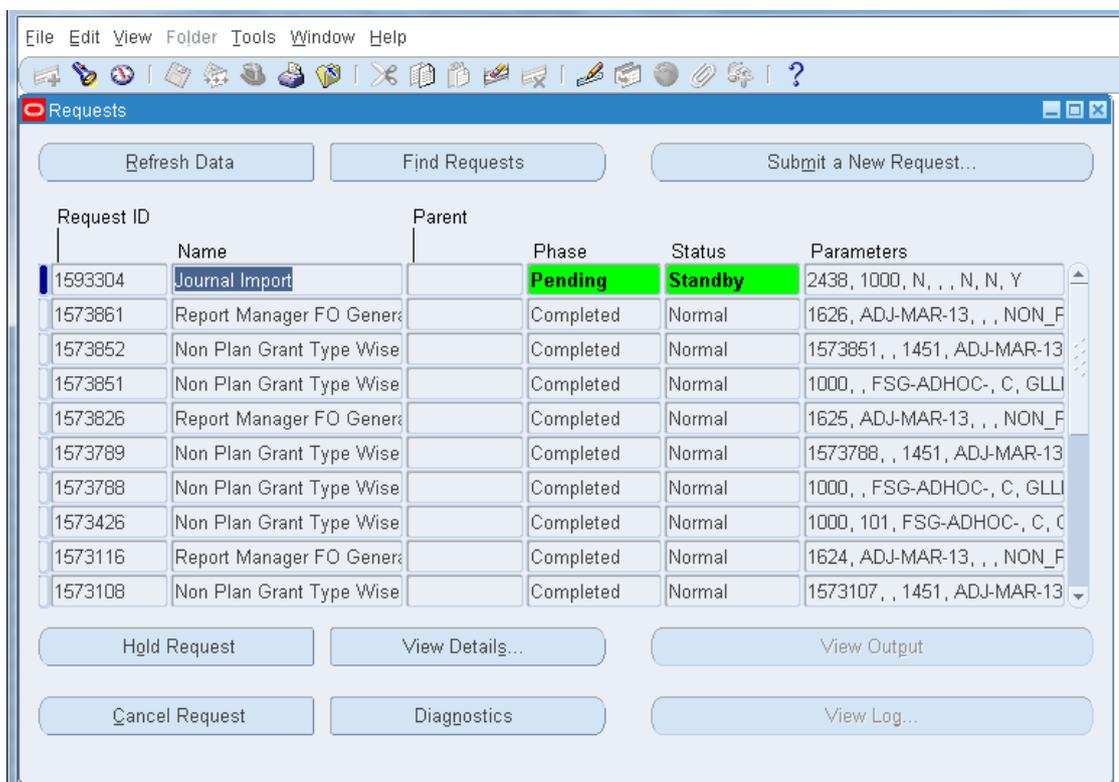
- **Import Journals** → New window will open → Enter the **Source** (Spreadsheet), **Ledger** (ICAR),
 - **Specific value** will be created automatically → **Import**.



- A new window will open messaging “**Sure that you want to start Journal Import**” → **Yes**.
- Unique ID number will be created → **Ok**.
- **View** → **Requests** → **Find** → Select the request ID → **View Output**.



- For viewing the output of the report you have submitted, click on **View Output**.



- Copy the batch number.
- You need to find this journal with this batch name.

ICAR		Journal Import Execution Report						Date: 26-JUN-13 13:10	
Concurrent Request ID: 1593950								Page: 1	
Journal Entry Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Unbalanced Headers	Total Flex Errors	Total Non-Flex Errors
Spreadsheet	0	Success	21	1	1	0	0	0	0
*** TOTALS ***			21	1	1	0	0	0	0

Batches Created									
Warning Batch Name					Period Name	Total Lines	Total Headers	Total Accounted Debits	Total Accounted Credits
Spreadsheet B 0 1593950					APR-13	21	1	3370	0

Unbalanced Journal Entries**										
Error Code	Journal Entry Name	Batch Name			Total Lines	Period Name	Total Debits	Total Credits		
Error Lines										
Error Code	Source	Accounting Date	Currency	Entered Debit	Entered Credit	Accounting Flexfield/CCID	Error Key			

- Enter Journal → Enter → A new window will open → Enter the Batch number → Find.

