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

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# **Core HRMS**

Prepared by

Joshy C. G Shyla N C Sreejith T J

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#### 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)

	Name —			
	La	st	Gender Childown Action	
	Fir	st	Person Type for Action	
	Tit			
		Find Percon		
	M.	Employee Name		
	TAIL	Employee Name		
	Persor	Search by number		
		Employee / Applicant	¥	
		Number		
		Clear	New Find	
	Co			
	Effective	Dates		
	From	19-AUG-2013 To	ICAR Joining Date	[ ]
	Ado	Iress <u>P</u> icture <u>S</u>	ervice Details Personal Details	Others
Personal -	→(Date)	of Birth. Home town. Ma	rital Status. Nationality. Co	ountrv)→Save
6	Employee Bas	sic Details	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	– Name – – –			
			Gender Male  Action	<b></b>
	Last	Chander	Gender Male Action Person Type for Action	<b>•</b>
	Last First	Chander Mahesh	Gender Male  Action Person Type for Action Person Types	<b>•</b>
	Last First Title	Chander Mahesh Mr.	Gender Male Certion Person Type for Action Person Types	
	Last First Title	Chander Mahesh Mr.	Gender Male Action Person Type for Action Person Types	
	Last First Title	Chander Mahesh Mr.	Gender Male Action Person Type for Action Person Types	
	Last First Title Middle	Chander Mahesh Mr.	Gender Male Action Person Type for Action Person Types	
	Last First Title Middle	Chander Mahesh Mr. Kumar	Gender Male   Action Person Type for Action Identification	
	Last First Title Middle	Chander Mahesh Mr. Kumar	Gender Male  Action Person Type for Action Identification	
	Last First Title Middle Personal	Chander Mahesh Mr. Kumar Email Deceased Date	Gender Male Action Person Type for Action Person Types Identification	
	Last First Title Middle Personal	Email Deceased Date	Gender Male Action Person Type for Action Person Types Identification PAN Benefit Details	
	Last First Title Middle Personal Dat	Email Deceased Date	Gender       Male       Action         Person Types       Identification         Identification       Identification         PAN       Benefit Details         Age       23         Maitel Statue       Single	
	Last First Title Middle Personal Dat Ho	Email Deceased Date	Gender     Male     Action       Person Types     Identification       Identification     Identification       PAN     Benefit Details       Age     23       Marital Status     Single       Nution Status     Indiana	
	Last First Title Middle Personal Dat Ho	Chander Mahesh Mr. Kumar Email Deceased Date e of Birth D1-JAN-1990 me Town Karnal	Gender       Male       Action         Person Types       Identification         Identification       Identification         PAN       Benefit Details         Age       23         Marital Status       Single         Nationality       Indian	
	Last First Title Middle Personal Dat Ho Countr	Chander Mahesh Mr. Email Deceased Date e of Birth D1-JAN-1990 ••• me Town Karnal	Gender       Male       Action         Person Types       Identification         Identification       Identification         PAN       Benefit Details         Age       23         Marital Status       Single         Nationality       Indian         Registered Disabled       No	
	Last First Title Middle Personal Dat Ho Countr	Chander Mahesh Mr. Email Deceased Date e of Birth DI-JAN-1990 me Town Karnal y of Birth India	Gender       Male       Action         Person Types       Identification         Identification       Identification         PAN       Benefit Details         Age       23         Marital Status       Single         Nationality       Indian         Registered Disabled       No	
	Last First Title Middle Personal Dat Ho Countr	Chander Mahesh Mr. Kumar Email Deceased Date e of Birth 11-JAN-1990 ••• me Town Karnal y of Birth India	Gender       Male       Action         Person Types       Identification         Identification       Identification         PAN       Benefit Details         Age       23         Marital Status       Single         Nationality       Indian         Registered Disabled       No	
	Last First Title Middle Personal Dat Ho Countr	Chander Mahesh Mr. Kumar Email Deceased Date e of Birth Deceased Date e of Birth II-JAN-1990 me Town Karnal y of Birth India ates 9-AUG-2013 To	Gender Male Action Person Type for Action Person Types Identification PAN Benefit Details Age 23 Marital Status Single Nationality Indian Registered Disabled No	
	Last First Title Middle Personal Dat Ho Countr Effective D From 1	Chander Mahesh Mr. Kumar Email Deceased Date e of Birth Deceased Date e of Birth II-JAN-1990 me Town Kamal y of Birth India ates 9-AUG-2013 To	Gender       Male       Action         Person Types       Identification         Identification       Identification         PAN       Benefit Details         Age       23         Marital Status       Single         Nationality       Indian         Registered Disabled       No	

# Email →(Email)→Save

Name			Gender	Male - Actio	n
Last	Chander		Oender [	Densen Ture for Actio	
First	Mahesh		- Person <sup>-</sup>	Person Type for Actio	
Title	Mr.				
THE					
			dentifica	ation	
K.C.L.U.	17. mar				
Widdle	Kumar				
<b>D</b>			DAN		
Personal	Email	Ueceased Date	PAN	Benefit Details	
				Email chander_m@	)gmail.com
Addre	ss	Picture S	Service Details	Professional Info	Personal Info
					L
				] [	
→ (PAN, A	Aadhar Numl	ber)→ Save			
→ (PAN, A imployee Basin	Aadhar Numl	ber)→ Save			
→ (PAN, A mployee Basid Name	adhar Numl c Details	ber)→ Save	Gender	Male Actin	n
→ (PAN, A mployee Basin Name Last	Aadhar Numl c Details Chander	ber)→ Save	Gender	Male Actio	n
→ (PAN, A mployee Basi Name Last First	Aadhar Numl c Details Chander Mahesh	ber)→ Save	Gender (	Male Actio Person Type for Actio Types	n
→ (PAN, A mployee Basin Name Last First Title	Aadhar Numl c Details Chander Mahesh Mr.	ber)→ Save	Gender	Male Actio Person Type for Actio Types	n
→ (PAN, A mployee Basi Name Last First Title	Aadhar Numl c Details Chander Mahesh Mr.	ber)→ Save	Gender (	Male Actio Person Type for Actio Types	n n
→ (PAN, A mployee Basi Name Last First Title	Aadhar Numl c Details Chander Mahesh Mr.	ber)→ Save	Gender ( Person	Male Actio	n
→ (PAN, A mployee Basin Name Last First Title	Aadhar Numl c Details Chander Mahesh Mr.	ber)→ Save	Gender ( Person	Male Actio Person Type for Actio Types	n n
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Numl c Details Chander Mahesh Mr. Kumar	ber)→ Save	Gender	Male Actio	n
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Numl c Details Chander Mahesh Mr. Kumar Email	ber)→ Save	Gender ( Person Identifica	Male Actio Person Type for Actio Types ation Benefit Details	n
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Numl c Details Chander Mahesh Mr. Kumar Email	ber)→ Save	Gender	Male Actio Person Type for Actio Types ation Benefit Details	n
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Num c Details Chander Mahesh Mr. Kumar Email	ber)→ Save	Gender	Male Actio Person Type for Actio Types ation Benefit Details	n
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Numl c Details Chander Mahesh Mr. Kumar Email PAN	ber)→ Save	Gender	Male Actio Person Type for Actio Types ation Benefit Details	n 1
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Numl c Details Chander Mahesh Mr. Kumar Email PAN	ber)→ Save	Gender	Male Actio Person Type for Actio Types ation Benefit Details	n
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Numi c Details Chander Mahesh Mr. Kumar Email PAN	ber)→ Save	Gender	Male Actio Person Type for Actio Types ation Benefit Details	n
→ (PAN, A mployee Basi Name Last First Title Middle	Aadhar Num c Details Chander Mahesh Mr. Kumar Email PAN	ber)→ Save	Gender	Male Actio Person Type for Actio Types ation Benefit Details	n

Benefit Details → (GPF/NPS) → Save

Picture

Address

Service Details

Professional Info

Personal Info

🖸 Employee Basi	c Details					
Name —			Gender	Vale 🔻	Action	~
Last	Chander			Person Type	for Action	
First	Mahesh		Person T	ypes		
Title	Mr.					
			Identifica	tion	▼	
Middle	Kumar					
Personal	Email	Deceased Date	PAN	Benefit Details		
GPF / PRA	N / CPF Number	ABC122	CGH	S / CSMA Number	8789	
Credit &	Thrift Society No.	GH4444	Group	Insurance Number	09642	
	Aadhar No.		]			
Effective Da	tes		]			
From 19	-AUG-2013	То		ICAR Joining Dat	e	[ ]
Addre	ss	Picture	Service Details	Professiona	l Info	Personal Info

# Choose Action as - Create Employment

Eile ⊑dit ⊻iew	Folder Tools Window Help	Create Applicant
( 🛤 🏷 🐼 🗆	🗳 🔅 🚳 🍓 🖗 i 🔀 🗊	🎁 💋 🙀 [ 🧀 🦃 🌒 🖉 🎼 [ 🚮 🖺 Create Employment
🖸 Employee Bas	c Details	Create Other
Name		Conder Male
Last	Chander	
First	Mahesh	Person Types
Title	Mr.	
Middle	Kumar	Identification
Personal	Email Deceased	Date PAN Benefit Details
GPF / PRA	AN / CPF Number ABC122	CGHS / CSMA Number 8789
Credit &	Thrift Society No. GH4444	Group Insurance Number 09642
	Aadhar No.	
Effective Da From 19	tes D-AUG-2013 To	ICAR Joining Date [ ]
Addre	ss <u>P</u> icture	Service Details Professional Info Personal Info

Now a **unique user id will be created** for the employee .**Click on Save** <u>Entering Employee Address</u>

Click on Address  $\rightarrow$  Enter the address details  $\rightarrow$  Ok $\rightarrow$  Save

🖸 Address(Mr. N	Mahesh Kumar Chander)	
Style Address	India	
	Details Type Primary Date From 20-AUG-2013 Date To [ ]	

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 G	andhi Road				
Area/Locality/Taluk/Sub Division/Post Office						
Town/City/District	Gurgaon					
State/UT	Haryana		]			
PIN Code	122001					
Country	India					
		<u> </u>	Cancel	Clear	Help	)

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

# **Entering Additional Personal Details**

ame						
	-		Gender N	Aale 👻	Action	
Last	Chander			Person Type f	or Action	
First	Mahesh		Person T	ypes		
Title	Mr.					
			Identificat	ion		
Middle	Kumar					
Pareanal	Email	Decessed Date	PAN	Report Dataile		
ersonar	Linan	Deceased Date	1741	Denom Denomo		_
GPF / PRA	N / CPF Number	ABC122	CGH	S / CSMA Number	8789	
Credit &	Thrift Society No.	GH4444	Group	Insurance Number	09642	
	Aadhar No.	A				
Effective Da	Aadhar No. tes					_
ffective Da	Aadhar No. tes -AUG-2013	To		ICAR Joining Date		

Click on the box above the Personal Info button

#### Enter Details as required

OAdditional Personal D	etails					×
Old Employee ID	103					
Service Book Number	DF/2012-1244					
ARS Discipline						
ICAR Employee ID						
Personal File Number	PF/444/3					
Area of Specialization						
	(• Loossoosso	0000000000000				Þ
		Ōĸ	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

Boards and	Universities and Nominees Details	
Educational	Qualifications	
Leave Detail	s	
Medical Ass	essment Details	
Passport/R	eligion / Caste Details	
Retirement [	per Details	
Vacancy App	lication	
	(Find) QK Car	ncel )
ersonal Information	(Eind) QK Car	ncel
ersonal Information	(Eind) QK Car	ncel .
ersonal Information Type	(Eind) QK Car	ncel)
ersonal Information Type Passport Details Religion / Category	Eind QK Car	
ersonal information Type Passport Details Religion / Category	Eind QK Car	ncel )
ersonal Information Fype Passport Details Religion / Category	Eind QK Car	
ersonal information Fype Passport Details Religion / Category	Eind QK Car	
ersonal Information Fype Passport Details Religion / Category	Eind QK Car	
ersonal Information Fype Passport Details Religion / Category	Eind QK Car	

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		]			
	•	 	555			Þ
			QK	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

Consultation Details						
Date			Тур	e		
Result				Consultation Types		×
Description Further Information				Find % Consultation Type Annual Medical Disability Assessment Occupational Assessment Recruitment Medical Unfit Temporarily		
Effective Dates From 19-AUG-2013	To		ICAR Joining Dat			
Address	Picture	Service Details	Professiona	Find	OK Cancel	Ð

O Medical Assessments(Mr. Mahesh Kumar	Chander)	
Consultation Details Date	Type Annual	Medical
Result	Consultation Results	
Description	Find % Consultation Result	
Eurther Information	Fit For Work Unfit for Work	
Effective Dates From 19-AUG-2013 To		1
Address	50 51	

## **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.

Phone Number	rs(Mr. Test5 Employee)			
		— Dates ———		
Туре	Phone Number	From	То	[]
Home	011-987654	26-APR-2013		
Ĩ				
Ĭ				

## **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"

	sities						_ 0	×	
						Full Ti	me		
Boards & Unive	ersities		Start Date	)	End Date				
Banaras Hindu	University			Ι					
				Ĩ					
Establishments			×	ĺ					
				÷					
Find %									
Establishmen	it	Locat	tion 🔼						
Agra Universit	/ n Liniversity	Agra Aliga	rh 🦾						
Allahabad Un	iversity	Allah	abad	,					
Banaras Hind	u University	Varar	nasi						
Bharathiar Un	iversity	Coim	batore						
Calcutta Unive	ersity	Kolka	ita						
Central Board	of Secondary Education	n New Moor	Delhi						
Delhi Board	iaran bingn Oniversity	Delhi	ui.						
		Denn	Ð		. 40.0000	040	7 1	_	
				Joining Da	ate 19-AUG-2	013	l J		
	(Eina)	UK Cancel							
ucational Qualificat	on er								
_							2024		
Гуре	Graduation				Start Date	20-JAN	-2001		
Title	B.A				End Date	20-MAF	R-2004		
Status	Completed			Д	warded Date	20-APF	?-2004		
Precentage/	72%		Projected Completion Date						
Class / CGP	Renerce Hindu Llair	un voit u	i roje	.0104 001	inplotion Date				
ilversity / College	Danaras Hindu Oniv	versity							
Comments									
								[	
lifications Framew	ork Details								
ject Details									
<b>ject Details</b> Ibject	Status	Start Date						[ ]	
<b>ject Details</b> Ibject glish	Status Completed	Start Date						[	
<b>ject Details</b> Ibject Iglish	Status Completed	Start Date 20-JAN-2001							
<b>iject Details</b> Ibject <mark>glish</mark>	Status Completed	Start Date 20-JAN-2001							
i <b>ject Details</b> ibject glish	Status Completed	Start Date 20-JAN-2001							
<b>ject Details</b> Ibject glish	Status Completed	Start Date 20-JAN-2001							
i <b>ject Details</b> ibject glish	Status Completed	Start Date 20-JAN-2001							

Click on the Picture button On the Enter& Maintain screen

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

Picture(Mr. M	ahesh Kumar Chander)		
			Delete Apply
Personalize "V	iew Picture"		
File Path		Browse.	
			Delete Apply

#### **Entering Disability**

- 1. You need to search for the employee. Click on Personal Info  $\rightarrow$  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. Dines	h Kumar)		
Classification			
Category	Locomotor Disability	Status	Active
Reason		Degree 70 %	
		Medical Assessment Date	
Other			
Description			
			<u>×</u>
Work Restric	tions		
Eurther Information			
			L J
	00 AUC 2044	-	
From	08-AUG-2014	10	
Medical Asse			

Further Disability Information		×
Proof attached Yes		
OK Cancel	Clear Help	

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)

<mark>o</mark> e	mployee Basic Details:	04-APR-2001		
	OService Details: 04-	APR-2001 (Mr. Mahesh Chander)		×
	Organization	IASRI - Indian Agricultural Statistics Rese	Office Details	
	Designation		Position held	
	PB + Grade Pay		Payroll	IASRI Monthly Payroll
	Location		Status	Regular
			Vacancy	
			Employee (	Category
	Salary Information	Supervisor Probation & Notice F	Period Statuto	y Information Service Change Reason
		Salary Basis		
	Review Salary -	Revi	ew Performance	,
		Effective Dates		
L L		From 01-MAR-1978		То [.]
	Salary Information	Salary Components		Payroll Related

Salary Information  $\rightarrow$  (Monthly Salary) $\rightarrow$  Save

## **Entering Supervisor Details Of An Employee**

**Supervisor** →(Name & Emp ID)→Save

Service Details(Mr. <sup>-</sup>	Test Employee)		
Organization	IARI - Indian Agricultural Research Institute	Office Details	INST.Agricultural Statistics
Designation	Scientist.	Position held	
Grade	PB-2 (Rs 9,300-34,800).+4600	Payroll	IARI Monthly Payroll
Location	IARI (MI), New Delhi	Status	Regular
		Vacancy	
Colomi Information	Currentian Dischation & Mation	Employee C	Category <mark>Scientific</mark>
Salary Information	Supervisor Probation & Notice F	renoù Statutor	ry mormation Service Change Reason
	Name Dr. Arun M Singhania		

#### **Entering Probation Details Of An Employee**

## **Probation & Notice period** $\rightarrow$ (Enter the End Date) $\rightarrow$ Save

🖸 Service Details(Dr.	Arun M Singhania)		
Organization	IASRI - Indian Agricultural Statistics Resear	Office Details	INST.Computer Application in Agriculture.Anir
Designation	Senior Scientist.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100).+8000	Payroll	IASRI Monthly Payroll
Location	IASRI (MI), New Delhi	Status	Joining Time
		Vacancy	
Salary Information Probation Peri Le Dura End I	Supervisor Probation & Notice Production ad ngth tion Years Date 20-MAY-2013	Employee C eriod Statutor Notice Per	Category Scientific
Salary Information	Effective Dates From 21-MAY-2013		To [.] Payroll Related

#### **Entering Statutory Details Of An Employee**

**Statutory Information**  $\rightarrow$ (GRE {Ins Name})  $\rightarrow$ Ok $\rightarrow$ 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>>

OIN 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	
	QK 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 ]

Period 5 2013 Cale Classification	ndar Month (D1-AUG	-2013	Processi	ng Types g rring		0	verr Aı	de Idition Proc R	al essed etroactiv	e		
Element Name	Processing Type	Costi	ina I	Reason	[]				– Effe From	ctive Date	es To	
Dearness Allowance	Recurring				<u></u>				31-DE	C-2012	31-AUG-2014	
Deduction Information	Recurring		Ĵ						31-DE	C-2012	31-AUG-2014	
Deputation Duty Allowance	Recurring								31-DE	C-2012	31-AUG-2014	
Earned Leave Accrual	Recurring				]				31-DE	C-2012	31-AUG-2014	
GPF Information	Recurring				]				31-DE	C-2012	31-AUG-2014	- 전
HRA	Recurring				]				31-DE	C-2012	31-AUG-2014	
Half Pay Leave Accrual	Recurring				]				31-DE	C-2012	31-AUG-2014	
Hard Area Allowance	Recurring				]				31-DE	C-2012	31-AUG-2014	
House Rent Information	Recurring				]				31-DE	C-2012	31-AUG-2014	
Income Information	Recurring								31-DE	C-2012	31-AUG-2014	
Income Tax Information	Recurring								31-DE	C-2012	31-AUG-2014	
											S	Þ
Entry Values Bal	ance <u>G</u> rossup											

#### 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** $\rightarrow$ **Service Details** $\rightarrow$ **Status** (Deputation outside ICAR, End, Joining Time, Regular, Retired from service) $\rightarrow$ Save $\rightarrow$ Ok

OService Details: 19-	AUG-2013(Mr. Mahesh Kumar Chander)		
Organization	IASRI - Indian Agricultural Statistics Resear	Office Details	INST.Admin/Finance.Administration.Administr
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100). +7600	Payroll	IASRI Monthly Payroll
Location	IASRI (MI), New Delhi	Status	Regular
		Vacancy	Statuses
Salary Information	Supervisor Probation & Notice Provide Reason New Joinee Effective Dates From 19-AUG-2013	Employee C	Find % User Status Deputation outside ICAR Dies Non EOL not counted as Qualifying Service End Joining Time Opted for Lien Regular Retired from Service Suspension counted as Qualifying Service
Salary Information	n Salary Components		Eind QK Qancel

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

O Service Details: 19-	AUG-2013(Mr. Mahesh	Kumar Chander)			_ 🗆 ×
Organization	IASRI - Indian Agricu	Itural Statistics Res	<mark>ean</mark> Office Details	INST.Admin/Finance.Administration.A	dministr
Designation	Chief Admin Officer.		Position held		
PB + Grade Pay	PB-3 (Rs 15,600-39,	100). +7600	Payroll	IASRI Monthly Payroll	
Location	IASRI (MI), New Dell	ii	Status	Regular	
			Vacancy	Ŭ	
		R	easons		×
		1	ind %		
Solory Information	Supervisor	Drobotion 8 Not			
Salary mormation	Supervisor	T TODALION & NOL	Changed due to M	ACP 1	-
			Changed due to M	ACP 2	
	Reason		Changed due to M	ACP 3	
			Dies Non		
			Disciplinary Action	-	
			Grade Pay Change	11	
	Effective Dates		Internal Deputation	n outside Sanctioned Strength	10
	From 19-AUG	÷2013	Internal Deputation	n under Sanctioned Strength	
			New Joinee		
Salary Information	Salary Compor	onte	Opted for Lien		
Datary mornation	Denary Compon		Other Reasons		_
			Pay Eixation		-
			Promotion		
			Promotion & Trans	sfer	
			Reinstatement on	Appeal/Court Orders	

**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** $\rightarrow$ **Employee Service Record** $\rightarrow$ Search employee by name or user id $\rightarrow$ Service Details $\rightarrow$ Payroll Related $\rightarrow$ Pay Method  $\rightarrow$ (Change the effective date [Last date in the Institute]) $\rightarrow$ click on the delete icon $\rightarrow$  Save

Navigator		
		Personalize
CIFT Asset	Please select a responsibility.	
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		
ICAR Transfer		
VENDOR CREATION		

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

OService Details: 1	22-AUG-2013(Mr. Mahesh Kumar Chander)			_ 🗆 ×	
0	IADI Judian Aminukural Daasarah Instituta	Office Details	NOT Admin/Cineman Administration		
Urganizatio	ARI - Indian Agricultural Research Institute     Object Maxim Officer	Unice Details	INST.Admin/Finance.Administration.		
Designatio	n Chief Admin Officer.	Position held			
PB + Grade Pa	y PB-3 (Rs 15,600-39,100).+/600	Payroll	IARI Monthly Payroll		
Locatio	n IARI (MI), New Delhi	Status	Regular		
		Vacancy			
1		England	Pessence		
		Employee (	ategitteasons		
Supervisor Pr	obation & Notice Period Statutory Information	Service Char	nge R Find W Transfer on W		_
		_			
			Reason		
	Reason		Transfer on Own Request		
			Transfer on Public Interest		
	- Effective Dates				
	Every 19 AUG 2012		T-		
	From 13-A06-2013		10		
. Salary Informat	ion Salary Components				
			I sooos		Ð

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: 20-	AUG-2013(Mr. Mahesh	Kumar Chander)				
	Organization	IARI - Indian Agricult	ural Research Institute	Office Details	INST.Admin/P	<sup>-</sup> inance.Adminis	tration.
	Designation	Chief Admin Officer.		Position held			
	PB + Grade Pay	PB-3 (Rs 15,600-39,	100). +7600	Payroll	IARI Monthly	Payroll	
	Location	IARI (MI), New Delhi		Status	Joining Time		
				Vacancy			
				Employee	Sotonory Adr	vinietrativa	
1				Employee c	zategory <mark>Aur</mark>	Innotrative	
	Salary Information	Supervisor	Probation & Notice P	eriod Statuto	ry Information	Service Change	e Reason
		Peason Tran	sfer Joining Time				
			Sici coming third				
	[						
		Effective Dates					1
		From 19-AUG	6-2013		To		[ · ]
	Salary Information	n S <u>a</u> lary Compor	nents			(Bay	yroll Related
l							

OService Details: 22-	AUG-2013(Mr. Mahesh Ku	ımar Chander)		
:	10 DL Indian Andread	Deserved bestitute	om	NET A design the second Advantation of the
Organization	IARI - Indian Agricultura	i 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 (MI), New Delhi		Status	Regular
			Vacancy	
Supervisor Prob	ation & Notice Period S Reason	Statutory Information	Employee C	Category Administrative
	From 19-AUG-20	013		То [.]
Salary Information	n Salary Componen	ts		Payroll Related

## <u>Retirement</u>

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. Navigation Option	Gender Male Action Person Type for Action Person Types Employee Identification ns 1407
Personal Date of Home Country of Parsonal Boards and Ur Dependent and Educational Qu Leave Details Medical Asses Passport / Reli Phone Numbe	niversities d Nominees Details ualifications issment Details igion / Caste Details or
Effective Dates From 19-Al	g Date 19-AUG-2013 [ ] sional Info Personal Info

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

O Retirement Details					_ 🗆 ×
Date Start 19-A Reason	JG-2013	Leng This Service Years Mc 0 0	th of Service	e Total Service Years D	Months 0
Termination Dates	Leaving Reasons	×			
O.O Issued On Person Type and Assignment S Termination Accepted By	Find % Reason Compulsory Retirement Deceased Employee Resignation Employee Transfer Retirement on Medical Gro Retirement on Superannua Voluntary Retirement	unds (tion	Ac Final Proc	tual	
Retirement Can	Eind C	<u>O</u> K <u>Cancel</u>			

#### Leave Adjustment

Service Details  $\rightarrow$  Salary Components  $\rightarrow$  (Enter the components for Leave Accraul upload

Period 3 20 Classification	17 Calendar	Month (01-MAY	2017 Recurring Nonrecurring	Override Additional Processed	
Element Name		Processing Type Pecurring	Elements Find %upload		
Special Pay		Recurring	Element Name	Processing Type	Descripti
Central Govt Transport	Allowance	Recurring	Casual Leave Accrual Opload	Nonrecurring	
GPF Information		Recurring	Earned Leave Balance Upload	Nonrecurring	
LIC Deduction		Recurring	Child Care Leave Accrual Plan Uploa	d Nonrecurring	
PTAX Adj		Recurring			
Club		Recurring			
Income Tax Deduction	1	Recurring			
Base Salary		Recurring			
GPF New Advance Re	covery	Recurring			
				QK Qancel )	

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

Mana					
Element Entries(Mrs. Shyla N.C .)		_			
	ry Values(Mrs. Shyla N.C.)		ride		
Period 3 2017 Cal			ddition	al	
Classification	Entry Effective Date		Proc	essed	
	Plan Days		R	etroactive	
				- Effective Date	s
Element Name				From	To
Personal Pay				01-JUL-2016	
Special Pay				01-JUL-2016	
Central Govt Transport Allow	Γ			01-AUG-2016	
GPF Information	Γ			01-AUG-2016	
LIC Deduction	Γ			01-AUG-2016	
PTAX Adj	Г			01-SEP-2016	
Club				01-JAN-2017	
Income Tax Deduction				01-JAN-2017	
Base Salary				01-FEB-2017	
GPF New Advance Recovery				30-APR-2017	
Earned Leave Balance Uploa				01-MAY-2017	31-MAY-20
	Further Entry Information			•	
	Date Earned				
Entry Values Ba	Original Date Earned				
L	Pavee Details				
	Processing Priority	000			
	, receasing r nonzy [-				

# ERP TRAINING MANUAL HRMS Self Service

Prepared by

Joshy C. G Shyla N C Sreejith T J

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SL No	Title	Page No
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## 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.



## **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		
		Full List
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, Praineshu rejected your Special Information changes for Varghese, Cini	22-Aug-2013

		Persona	lize	
CIFT Asset CIFT Establishment & Personnel Section CIFT Establishment & Personnel Section CIFT General Ledder CIFT HRNS View Only CIFT Protects CIFT Protects CIFT Protects CIFT eccevables Audit & Accounts FMS ADMIN VENDOR CREATION	CIFT Employee Self Service Notifications Requiring Your Attention / Act Ny Personal Information Ny ICAR Service Details Ny 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 Declat Annual Tax Declaration Payslip Government Ouarters Nominee Details Property Declaration Payslip Achievenation	In the second se	Self Ser Functio appear	vice ons will here
	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.

vargnes	ie, Cini								
The folk	wing section dis	plays the summ	ary as of today's	s date.					
Effectiv	e Date 24-Aug	-2013							
			Employee	ID 768		Designation	Technical Assista	nt.Technical Officer	
			Instit	ute IASRI - Indian Agricultural Stat Institute	tistics Research	Location	IASRI (MI), New	Delhi	
			ICAR Joining D	ate 10-Jun-1998		Most Recent ICAR Joining Date	10-Jun-1998		
			Reporting Off	icer S, Prajneshu		Email Address	<u>1klkalra@iasri.res.in</u>		
My IC	AR Service Det	ails							
The fo	llowing section d	displays detailed	historical inform	ation through today's date.					
Details	Employee ID	Start Date	End Date	Designation	Grade	Institute		Location	Email Address
<u>⊣ Hide</u>	768	01-Apr-2012		Technical Assistant. Technical Officer	PB-4 (Rs 37,400-67,000).+9000	IASRI - Indian Agricultural Statistics Rese	arch Institute	IASRI (MI), New Delhi	1klkalra@iasri.res.in
			Reporting	Officer S, Prajneshu		Departmer Last Service Change	t Details INST.Agri Reason	icultural Statistics	
-			P	osicion					ALC
+ Show	/68	06-Oct-2007	31-Mar-2012	Senior Scientist.	PB-4 (Rs 37,400-67,000).+9000	IASRI - Indian Agricultural Statistics Rese	arch Institute	IASRI (MI), New Delhi	1kikaira@iasri.res.in
+ Show	768	06-Oct-2002	05-Oct-2007	Scientist S\.S.	Old Pay Scale.Old Grade Pay	IASRI - Indian Agricultural Statistics Rese	arch Institute	IASRI (MI), New Delhi	1klkalra@iasri.res.in
+ Show	768	06-Oct-1998	05-Oct-2002	Scientist.	Old Pay Scale.Old Grade Pay	IASRI - Indian Agricultural Statistics Rese	earch Institute	IASRI (MI), New Delhi	1klkalra@iasri.res.in
+ Show	768	10-Jun-1998	05-Oct-1998			Indian Council of Agricultural Research			1klkalra@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

E	Effective Date		Go		
		(example: 24-Aug-2013)			
Casual Leave Annual Accrual	3 Child	Care Leave Accrual Plan	671	Earned Leave Accrual	15
Half Pay Leave Accrual	10				

#### 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		1	6	
22-Aug-2013	17-Sep-2013	Child Care Leave	27	Approved	Confirmed	0	Ē	1	õ	G
07-Jun-2013	10-Jun-2013	Casual Leave	2	Approved	Confirmed	0	Ē	1	6B	G
31-May-2013	31-May-2013	Casual Leave	1	Approved	Confirmed	0	Ē	1	õ.	G
27-May-2013	28-May-2013	Earned Leave	2	Approved	Confirmed	0	Ē	1	õ.	G
23-May-2013	24-May-2013	Casual Leave	2	Approved	Confirmed	0	Ē	1	õ.	G
20-May-2013	23-May-2013	Earned Leave		Approved	Planned	0	Ē	1	<b>7</b>	
15-May-2013	22-May-2013	Maternity Leave	8	Approved	Confirmed	0	Ē	Ì	õ.	G
07-May-2013	11-May-2013	Earned Leave	5	Work in Progress	Confirmed	0	Ē	1	õ.	<b>F</b>
07-May-2013	07-May-2013	Restricted Holiday	1	Approved	Confirmed	0		1	62	





Click on My Leaves

Leaves Summ Search	ary Curre	ent Leave Bal	ance							
<b>∀TIP Please I</b> Note that the se	Enter Paran earch is case Lea Approv St	neters to Sea insensitive ive Type al Status art Date (examples	nch for Past Lea	ves		Leave Status   End Date		H		
Please Click on A Apply Leave	Apply Leave I	Button to app	y for Leaves				S Previous	1-10	▼ Nex	<u>t 10</u> @
Start Date 🔻	End Date	Leave Type	Number of Days	Approval Status	Leave Status	Supporting Do	cuments Details	Update	Confirm	Delete
21-Apr-2017 2	22-Apr-2017	Earned Leave	2	Pending Approval	Confirmed	0		1	5	
30-Mar-2017	01-Apr-2017	Earned Leave	3	Pending Approval	Confirmed	0		Ì	j.	G
16-Mar-2017	18-Mar-2017	Earned Leave	3	Approved	Confirmed	0		0	62	G
25-Feb-2017	25-Feb-2017	Casual Leave	1	Approved	Confirmed	0		0	62	Ga
23-Feb-2017	23-Feb-2017	Casual Leave	1	Approved	Confirmed	0		Ì	62	Ga
28-Jan-2017	28-Jan-2017	Casual Leave	1	Approved	Confirmed	0		Ì	62	Ga
11-Jan-2017	11-Jan-2017	Casual Leave	1	Approved	Confirmed	0		Ì	5	G
30-Dec-2016 3	30-Dec-2016	Casual Leave	0.5	Approved	Confirmed	0		Ì	<b>.</b>	G
08-Apr-2016	08-Apr-2016	Casual Leave	1	Approved	Confirmed	0		Ì	(B)	
23-Feb-2016	23-Feb-2016	Casual Leave	1	Approved	Confirmed	0		Ì	5	G
Please Click on A Apply Leave	Apply Leave I	Button to app	y for Leaves				S Previous	1-10	▼ Nex	<u>t 10</u>
n Ap	ply L	eave								

# Casual Leave

reate Absence: Enter Leave Details								-			_
Employee Name Mes, S Email Address result Confirmed if you are sure of the dates of your absence, otherwise any or hours you are requesting.	<b>Hyla N.C .</b> (Dorref.com) select Planned. Select an /	Absence Type, and ente	r any other information you	Employee I want to record for your request	Rumber 011585 You can choose the Cal	kulate (	Duate	n Butt	Car	cei	Ne
procates required text Leave Status	Confirmed	-						-	Eners.	Leave	Plan
*Leave Reason						E IN	Mag	Tite	1017	hu F	100
Duration	Adoption Leave					20	27	22.	20	10 .1	1 1
	Child Care Leave	and and a second				2	3	4	5	6 3	f I
	Earned Leave	ute are required fields				9	10	11	12	13 1	4 3
	Extraordinary Leave	te Duration Calend	er 2015Calender 2016			23	24	25	26	27 2	8 2
Gains put of Station?	Half Pay Leave		SCATALORDILLES, APAR			30	4	2	3	4	0
Details of Visit (if going out)	Maternity Leave	-									
Name of Accompanying Family Members (for LTC only)	Paternity Leave										
Block Year (for LTC)	Restricted Holiday		9								
Prefix Dates (if Any)	Special Casual Leave	-									
Suffa Date (# Any)	Special Disability Leave										
Pace to visc on cite	Study Leave										
Leave Reason and Contact Details During Leave							-				

- 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.
- ٠

•	Press	Calculate Durati	on
•	11033		

- 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.

Cancel	Printable Page	Save For Later	Bac <u>k</u>	Sub <u>m</u> it
-				

#### Earned Leave

				The second second							
eate Absence: Enter Leave Details										_	-
Employee Name Miss 5 Email Address orchist lart Confirmed Functions and the dates of two Address	Byla N.C., (Bornal.com) Jacket Plannad Salart an Ans	anna Tuna, and antar any other informati	ion use want to carried for us	Employee Num	ber 011585	in data	Durate	o Butto	Can		
s or hours you are requesting, what is required field	perect Particles, perect an Pup	ence ingre, and encer any ourse another	An Poe man, to record for Jo	or request. To	a can provee over ca	ALUARUE .	00-200	an Botto	11.00.90	i une n	1011
Leave Status	Confirmed					0.0	in al	121	DALT.	eave	Plan
* Leave Reason	120					Euro I	Sites .	Tra 1	And T		
Duration	Sector Se	and the second se				26	27	28	25	0 .01	1
	Bereavement Domentic Work	ar-3017)				2	3	4	5	6 7	
	Eundia / Foriegn Vacation	are required fields				9	10	11	12	3 14	1
	Family Emergency	Providence Inclusion and Providence and	14			23	24	25	26	7 28	8
Gamp out of Station?	Family Wedding	Disaction - publisher 2013 Calender 20	70			30	1	2	3	4 5	
Details of Visit (if point out)	LTC - Home Town										
Name of Accompanying Family Members (for LTC only)	Leave Encashment										
Block Year (for LTC)	Others	× 9									
Prefix Dates (# Any)	Vacation										
Suffix Date (if Any)											
Pace to vac on LTC											
eave Reason and Contact Details During Leave											-
* Lawy Responsed Contact Box											

- 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**

		📫 Navigator 👻 🚺	🗿 Favorites 🔻					ences Hi
eate Absence: Enter Leave Details								
Employee Name Mrs. S Email Address <u>control</u> lect Confirmed if you are sure of the dates of your absence a therewise	wan.c., Barnek.com Next Planeed. Select an Absence Type, and enter any other informati	Employee Number	011585	iculate (	uration B	utten ti	ancel	Neg
is or hours you are requesting. Indicates required field								
Leave Status	Confirmed			-		-	Lea	ve Phroe
= Leave Resson	Extraordinary Leave			O A A	ril .	• 20	17	
Duration				Sun	Mon Tu	e Wes	Thu	Fri Sat
	Applied in Writing			2	3 4	5	6	7 8
	No Leave Balance			9	10 11	12	13	14 15
	Days			16	17 18	19	20	21 22
	fota Calculate Duration Calender 2015Calender 201	2		30	1 2	3	4	20 29
Going out of Station?	A							
Details of Visit (if going out)								
Block Year (for LTC)	4							
Prefix Dates (if Any)								
Suffix Date (if Any)								
Place To Visit on LTC								
eave Reason and Contact Details During Leave								
" Leave Reason and Contact Box								
annorting 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(Commuted Leave)

		Employee Name Mrs. Email Address nosh	Shyla N.C .			Em	oloyee Number 0	11585			Cancej	Ne
ect Confirmed if you are sur is or hours you are requesti Indicates required field	re of the dates ng.	of your absence, otherwis	e select Planned. !	Select an Absence Type, and	enter any other information you	want to record for your r	equest. You can o	hoose the Calc.	ilate Dun	ation Buttor	to see th	e numbi
		Leave Status	s Confirmed						_		Leav	re Plann
		" Leave Type	a Half Pay Leave		-			9	June		2017	
		Leave Reason	·						Sun Mo	n Tue W	ed Thu	Fri Sa
		Duration							28 2	30 3	1 1	2 3
			Commuted for	Approved Course of Study					4 5	6	7 8	9 10
			Commuted for	Child Adoption					11 1	2 13 1	4 15	16 17
			Commuted for	Extended Maternity Leave	elds.				18 1	20 3	1 22	23 2
			Commuted for	Sickness	and an Owner Coulon day 2014				25 2	5 27 3	8 29	30 1
			Others	73	TIMEL KATHORNEIDEL KOTO			-				
		Going out of Station?		4								
		Details of Visit (if going out)										
Name of Acr	companying Fa	mly Members (for LTC only)										
		Block Year (for LTC	)		2 9							
		Prefix Dates (if Any										
		Suffix Date (if Anv										
		Pibco To Viet on LTI	-									
		1000 10 100 01 01										
ave Reason and Contac	t Details Dur	ng Leave										
" Leave Reason and C	Contact Box											
pporting Documents												
ationally, attach supporting	documents th	at justify the absence. You	a can attach docum	nent or made file.								
dd Attachment												
8	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete		Publish	to Catalo	g
results found.												

- Enter Half Pay Leave type from drop down list.
- Enter Leave reason (Eg .Commuted 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		Contraction of the local division of the loc							
		🏦 Navigator 🔫	😭 Favorites 🕶					Prefere	inces Hi
Create Absence: Enter Leave Details									
Employee Name Mrs. Shyl Email Addres <u>notherad</u> Select Confirmed if you are sure of the dates of your absence, otherwise sele days or hours you are requesting.	IN.C. mal.com it Planned. Select an Absence Type, and enter any other i	Employee Num information you want to record for your request. Yo	ber <b>011585</b> u can choose the Ca	iculate I	Duratio	n Butt	ton to	encel	Nex
- Indicates required held Leave Status Cor	firmed							Leav	e Planner
* Leave Type M	ternity Leave				pril		201	7	. 3
" Leave Reason				Sun	Mon	Tue	Wed	Thu	Fri Sat
	nortion / Miscarriane			25	27	28	29	30	21 1
Pr	egnancy			2	3	4	5	6	7 8
	TP Start Date and End Date are required fields			16	17	11	12	13	14 15
	Days			23	24	25	26	27	28 29
Io	al Calculate Duration Calender 2015 Cale	nder 2016		30	1	2	3	4	5 6
Going out of Station?	- 3i · · ·								
Details of Visit (if going out)									
Name of Accompanying Parmy Members (for LTC only)									
Block Year (for LTC)	ic in the second s								
Pretix Dates (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**

SIFT Employee Self S	ervice					
FT Employee Self Service       Insuigator * et Exorites * Home Logicit Pretennoes Help         sate Absence: Review       Cancol Printable Page. Save for Later. Back. Submit. Employee Number: 011585         bisence Details       Proposed Leave Status Confirmed Leave Status Confir						
Create Absence: Review						
	Employee Nar Email Addre	ne Mrs. Shyla H.C.		Cancel Pr Employee Numb	intable Page Save For er 011585	Later Back Submit
Absence Details						
Supporting Documents	Leaw Lea St E Co	Proposed Status Confirmed we Type Materinety, Leave Reason Pregnancy art Date 01-149/av 2017 Date 31-149/av 2017 Days 31 mments Test				
Approvers						
Details Line No	Approver	Approver Type	Order No	Category	Status	Delete
H amout +	Gross source	In Feeple		Chhiase		

- 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

Absence: Enter Leave Details						
Employee Name Mrs. Skyla N.C Email Address <u>InchhileBarnek.com</u> Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information hours you are requesting.	Employee Number 011585 In you want to record for your request. You can choose the Calc	ulate Dura	tion Bu	C tton to	ancel see th	Ne numt
cates required field Leave Status Confirmed					Lea	ve Planr
* Leave Type Paternity Leave		April (	le	201	7	
* Leave Reason		Sun Mo	n Tue	wed	Thu	Fn S
Paternity (march 14 March 17		26 27	28	29	30	31
* End Date		2 3	4	5	6	7
TIP Start Date and End Date are required fields		16 17	18	19	20	21
Days Total Calculate Duration Calculate 2015 Calcular 2016		23 24	25	26	27	28
Gong out of Station?		30 1	2	3	4	5
Details of Visit (if going out)						
Name of Accompanying Family Members (for LTC only)						
Block Year (for LTC)						
Prefix Dates (# Any)						
Suffix Date (if Any)						
Place To Visit on LTC						
e Reason and Contact Details During Leave						

- 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

Start Date	End Date
iy)	(cancel 1

27

e "Special Information"	Employee Name Mrs. Shashi Dahn Organization Email Address <u>shashi@iasri.res.in</u>	a		Employee Number 000 Business Group Ind	0014 Jian Council of Agricultural Research	
<u>.e Special Information</u>	Date of Joining					
	Forenoon / Afternoon	🔍 🔍				
	Leave Type	L. L	9			
	Comments (if any)					
					Cance! Apply	

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

			S Previous	1-10	▼ <u>Next 10</u> ⊘
Select	Quick Select	Leave Type			
۲		Casual Leave (Start Date 07-JUN-2013, End Date 10-JUN-2013 )			
0		Casual Leave (Start Date 23-MAY-2013,End Date 24-MAY-2013 )			
0		Casual Leave (Start Date 31-MAY-2013,End Date 31-MAY-2013 )			
0		Child Care Leave (Start Date 17-OCT-2013,End Date 17-NOV-2013 )			
0	<b>.</b>	Child Care Leave (Start Date 22-AUG-2013,End Date 17-SEP-2013 )			
0		Earned Leave (Start Date 01-FEB-2013,End Date 03-FEB-2013 )			
0		Earned Leave (Start Date 27-MAY-2013,End Date 28-MAY-2013 )			
0		Earned Leave (Start Date 29-APR-2013,End Date 03-MAY-2013 )			
0		Maternity Leave (Start Date 15-MAY-2013, End Date 22-MAY-2013)			
0		Others			
			Interview States Previous Pre	1-10	▼ <u>Next 10</u> ⊘
About 1	this Page				

Cancel Select

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	l other activites:	Special Information															
	Organi	Employee Name ization Email Addres	Varghes	i <b>e, Cini</b> Diasri.res.in								E	mployee Number	768	Cancel	Bac <u>k</u>	Ne <u>x</u> t
Attended Programs																	
Add																	
Select Status	Program Type	Program Name	Country	City Venue	Start Dat	te End	l Date	Duration	Program (	Drganised	By Nomi	nated By	Funding Agency	Cost Incurred	Program Status	Any Ot	ner Info
No results found.																	
Delivered Programs																	
Add																	
Select Status	Program Type	Level of Participa	tion Prog	jram Name	Country	City Ve	enue St	tart Date	End Date	Duration	Program C	Organized	by Nominated By	/ Funding Agend	cy Cost Incurred	Program	n Status
No results found.																	
															Cance]	Back	Next

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 Organization Email Address <u>1kkala@asr.res.ir</u>		Employee Number 768	Cance! Apply
* Program Type	N	Q	
* Level of Participation			
* Program Name			
* Country		Q	
* Venue			
* City			
* Start Date			
* End Date			
Duration			
Program Organized by			
Nominated By			
* Funding Agency			
* Cost Incurred			
* Program Status			
Any other info			
			Cance <u>i</u> A <u>p</u> ply

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.

ttended Programs					
					Can
Employee Name Varghese, Cini			Emp	oloyee Number 768	
Organization Email Address <u>1kkaira@iasri.res.in</u>					
* Program Type	2	9			
* Program Name					
* Country	k	۹,			
* City					
* Venue					
* Start Date					
* End Date					
Duration					
Program Organised By					
Nominated By					
* Funding Agency					
* Cost Incurred					
* Program Status	J Q				
Any Other Info					

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 → Paysilp



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 Pavelin Income Tax and Property Declaration			
my raysip, income tax and rioperty beclaration		🖡 Navigator 💌 😭 Favori	tes 💌 Home Logout Preferences Help
Payslip Employee Itan Organization Email Address (0.4. magnetic stress) Choose a Payslip [31-JNN-2017 - Assignment 011585 - Payslip ] [x] 60.		Employee Number 011585 Business Group Indian Counc	cil of Agricultural Research
Employee Payslip Print Complexee Payslip Print P	ployee flame Mrs. Shyla N.C. ayolip Month January, 2017 Job Senior Technical Assistan Grade Te 2 (KC 9, NOC 34, NOC). PAN AKPS47683 ton Number UAN	it. +4200	
Earnings	De	ductions	
Description	mount Des	cription	Amoun
Band Pay Deamess Allowance/Arrear Grade Pay House Reat Allowance	N_ONE 540.00 EE 5 1200.00 LIC 1200.00 LIC	Statutory PF Contribution GIS Deduction Polyuntary PF Contribution	1064.00 60.00 868.00 13936.01
Transport, Allowance Total	6712.00 Cent 48392.00 Inco	tral Society Ime Tax Deduction	23438.00 1000.00
	Inco Club PTA	rme Tax ) X ADJ	0.00 259.00 0.00
	GPF	unance vertures	Total 42316.00

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

My Payslip, income Tax and Property Declaration			
		📅 Navgator 👻 🍖 Favorites 👻	Home Logout Preferences Help
C	Enter Period Name	© Review	+
* Indicates required field Program Name ICAR_PAYSLIP_FORM_PRINT Request Name	* Beind Kome Do-2017	c	ancel Submit Step 1 of 3 Next
	Period Name 1Att-2017		ancel Submit Step 1 of 3 Negt
Privacy Statement	Correction Help		Copyright (c) 2006, Oracle: All rights reserved

#### Select Next

My Payslip, Income Tax and Property Declaration			
		🔞 Navigator 👻 🍙 Favorit	es 👻 Home Logout Preferences Help
© Parameters	Layout		Renew
Schedule Request: Layout	100000000	172	
Program Name ICAR_PAYSLIP_FORM_PRINT Request Name Layout Setting			ancel Submit Back Step 2 of 3 Negt
"For Language "Template Name "Template Language "Format			
American English DOGCAR_PAYSLIP_NEW J 🔍 English J 🔍 PDF			
		C	ancel Submit Back Step 2 of 3 Next
Privacy Statement	Home Logout Preferences Help		Copyright (c) 2005, Oracle, All rights reserved.

#### Select Submit

my Paysip, income fax and Property Declaration			
		🏛 Navigator 🔻 🌚 Favorites 🔻	Home Logout Preferen
0	0		•
Parameters nuest: Review	Layour		Review
dan dan celuit ki		G	ancel Back Step 3 of 3
Rame			
Concurrent Program Name ICAR PAYS ID FORM PRINT			
Request Name			
Operating Unit			
Language Settings			
American English United States			
Parameters			
Dated these 348-3817			
Perod name 344-2017			
Layout			
Layout Settings			
For Language Template Name Language Output Format			
American English XXICAR_PAYSLIP_NEW English PDF			
		G	ancel Back Step 3 of 3
	Home Lopout Preferences Help		

#### 

Select <b>UK</b>							
My Payslip, Income Tax and Property Declaration		-				100	
			State of the second	n Navigator	🕶 🔂 Favorites	👻 Но	me Logout Preferences
(0) Information Your request for ICAR_PAYSLIP_FORM_PRINT has been scheduled. The Request ID is 7842061							
							OK
Privacy Statement	Home Lo	gout Preferences				Copyright (c)	2006, Oracle, All rights reserved
After the Phase is shown as Com	oleted						
Select the Icon below the Output	head as sho	wn be	low				
My Payslip, Income Tax and Property Declaration							
				🕅 Navigator 👻 🔒		Home L	ogout Preferences Help
Requests							
View Last 24 hours v Go						Searc	th Submit Request
Requests Summary Table							
Request ID Name	Phase	Status	Scheduled Date		Details	Output	Republish
7842061 ICAR_PAYSLIP_FORM_PRINT	Completed	Normal	19-May-2017 11:20:18		3	2	Bo

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

		CIFT - C	entral Institute of Fisheries CIFT (MI), Kochi Pay slip for the month of JAN-201	Technology 7		
Employee Name (Emp No.)	Mrs. Shyla N.C	Date Of Joining	10-FEB-97	Designation	Senior Technical Assistant.	
Pay Band	PB-	Grade Pay		Division	Technical	
PAN No. AKFP54768J	Bank Account No.	10589106172	IFSC Code SBIN0006367	Month	JAN-2017	
	Exceiner			Deductions	11	
	Amount Paid	Eligibility Amount		Amount Paid	Eligibility Amount	
Ostador Fay Dearness Allowance/Arr House Renz Allowance Transport Allowance Total Earnings	Advance		Colocus Employee Total PF Contributio LIC Deduction Income Tax Deduction Club Deductions Advans GPF New Advance Recovery Total Prepayments & Advance R Total Prepayments	n re Recovery & Pre-Pay Installment Number 2/24	ments Amount	
Gross Pay		B5	Net Pay		Rs	

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 Joshy C. G Sreejith T J

## **Contents**

SL No	Title	Page No
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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			
From There are no notifications in this view. ✓TIP <u>Vacation Rules</u> - Redirect or auto-respond to notifications. ✓TIP <u>Worklist Access</u> - Specify which users can view and act upon	your notifications.	Subject	Sent
Navigator			
CIFT Asset CIFT Employee Self Service CIFT Employee Self Service CIFT Establishment & Personnel Section CIFT Reneral Ledger CIFT HRMS View Only CIFT Payables Audit & Account CIFT Projects CIFT Purchasing Requisitioner CIFT Receivables Audit & Accounts EMS ADMIN VENDOR CREATION	CIFT Purchasing Requisitioner         Requisition/Indent Creation         Requisition/Indent Summary         Requisition/Indent Inquiry         Purchase Order Summary         Purchase Order Inquiry         On-Hand Quantity         Receiving Transaction Summary         Forward Documents	Personaliz	re

## Entering Purchase Requisition Data

Click on **Open** Button.

nt Number Description	Type Status	Pre	eparer Total <b>1996 (199</b>	
Num Item	Description	UOM	Quantity Curr.	Price
Destination Type Indenter Organization			Source Organization Subinventory	

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

Requisitions - [New]			Li 当 X
Institute Name IARI - Indian Agricu	<mark>iltu</mark>		
Indent Number	Type <mark>Purchase Req</mark> i	Preparer Mr. Mohit Aseeja	
Description PR placed for the	Status Incomplete	Total INR	0.00
Lines Source Details De	tails Currency		t
Enter		DFF	tions
Description	Day October	Description	se Orders
reann rype item	Rev Category	Description UUr	al Assignment
		+	al Groups
	Requisition Headers (1997)		December of the second se
			Enter Source of Funds, Scheme code and
	Source of Funds 101	Plan Schemes	Division name.
	Scheme Code 11201	IARI, New Delhi + OBC	·
Destination Tune	Division Name 10004	Store, Directorate	
Destination Type			
		OK Cance	Clear Help
	-		
Location		Dhava	
Stores		Phone	
Qutside Services	Catalog	Project Details Ap	prove

In Line tab  $\rightarrow$  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.

CRequisitions - (New)	ב א ב ביי ביי ביי ביי ביי ביי ביי ביי ביי ב
Institute Name IARI - Indian Agricultu	×≥
Indent Number Type P	urchase Requer Preparer Mr. Mohit Aseeja
Description test Status It	ncomplete Total INR 1.00
	10
Lines Source Details Details Co	urrency
Num Category Description	UOM Quantity Price Delivery Date
	If Yes, enter
	Yes/No the Buy back ran Enter the EFC
	Requisition Lines 000000     August amount     do item in case where
	source of funds is
	Buy Back Required? No Plan Schemes.
	Buy Back Amount
Destination Type Expense	EFC Item
Indenter Mr. Mohit Aseeja	Charge Account
Institute Name IARI - Indian Agricultural Rese	
Location IARI (MI), New Delhi	
Stores	QK Cancel Clear Help

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  $\rightarrow$  **Ok**  $\rightarrow$  **Save**.



"11 digit Unique(Indent Number) Requistioner will be generated"

Indent N Desc	Number <mark>15</mark> criptic te:	<u>6121002</u> st	57 Type Status	e Purcha Incom	ase Requ plete	Preparer Total	Mr. Mohit Aseej INR	a 20
Requisitio Number	on Bourd	e Detail	s Details	Currenc	y			l
Num	Category		Description	UOM	Quantity	Price	Delivery Date	Ц
1	EQUIPME	ENT.Offi	Office Equipments	Each	10	20		Na
	<u>(</u>	-					2. 2.	D
Destin	ation Type	Expen	se			Source	Supplier	
	Indenter	Mr. Mo	hit Aseeja		Sugge	ested Supplier		
Insti	tute Name	IARI - I	Indian Agricultural F	Rest		Site		
	Location	IARI (N	11), New Delhi			Contact		]
	0					Dhone		

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**

Requisitions Ir Institute	ndia Localizatio e <b>IARI - Indi</b>	on (15612 <sup>.</sup> an Agrice	100257) (2004) ultu			-0-0-0-0-0-			************	-1414-1414 <u>-</u>	লে ×
Indent Number	r <b>156121002</b>	<mark>57</mark>	Туре	Purchase Re	qı	Prepare	r <mark>Mr.</mark>	Mohit A	Aseeja		
Description	test		Status	Incomplete		Tota	INR		20	0.00	
Num I	ltem		Description		UON	4 Q.	uantity	Curr.	Price		
	AEOE001001		Office Equi	pments	Eacl	1	10	INR	2	0	
										_	
Desti	ination Type	Expense	!					Source	Supplier		
	Indenter	Mr. Moh	it Aseeja				S	upplier			
C	Organization	IARI - In	dian Agricult	tural Rese				Site			
	Location	iari (Mi)	, New Delhi				C	ontact			
	Stores							Phone			
				Refresh		Ta <u>x</u> e	es	)	<u>O</u> pen		

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

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

• Select the Tax name

0	Tax Details Inc	dia Localization (IARI - India	an Agricultural Rese	earch	Instit	tute) -	1561	2100	257									××
	Line						F	prece	denci	9				Tax		Qty/		
	No	Tax Name	Тах Туре	_1	2	3	_4	_5_			8		_10	Rate	UOM	Rate	Curr.	
	1	Service Tax-12%	Service	0										12			INR	
	2	Education Cess on !	SERVICE_EDU(	1										2			INR	
	3	SH Education Cess on	SERVICE_SH_E	1										1			INR	
																		2
																		J
					nclusi	ive Ta	ix 🚺	).00			J	Excl	usive	Tax <mark>24.72</mark>				
								1.1.1.1									D	
			Apply						Ē	iscar	ď			Total INR	24.7	2		

• Tax Precedence **0** (tax only to base amount) and **0 & 1** (tax to base amount and first tax line).

• Enter the different taxes  $\rightarrow$  Apply  $\rightarrow$  Save  $\rightarrow$  Close

#### **Placing Attachments**

Click on the **Open** button.

<u>Eile E</u> dit	<u>View</u> Folder <u>T</u> od	ols <u>W</u> indow <u>H</u> elp						
🛤 🏷	Show <u>N</u> avigator	🄰 🖋 I 💥 👔	Ď 🖉 🙀	🦽 🗐 🕥 .	Ø 🗛 [ 🤋	•		
Requis	Zoom	sitions - 15612100)	258 0000000					ः स्र
Ins	Eind	<mark>dian Agricul</mark>						
Ind	Find All	0258	Type <mark>Pur</mark>	chase Requ	Preparer	Mr. Mohit A	seeja	
	Query By Example		Status <b>Inco</b>	mplete	Total	INR		100.00
	Record	•						[ <mark>80</mark> ]
Lir	Translations	ails Details	Curre	ency				
	Attachments							
N	Summary/Detail	lten	Dau	Catagoni	Descripti		LIOM (	
			Rev		Description Ex	uri	Each 4	
	Requests			EQUIPMENT.		laihmeure		
				_				
De	estination Type 🛛 🖪	xpense			Source	Supplier		
	Indenter 🖪	Ar. Mohit Aseeja		Suggest	ted Supplier			
	Institute Name 🛛	ARI - Indian Agricultu	ıral Rese		Site			
	Location <b>I</b>	ARI (MI), New Delhi			Contact			

## Goto to **View** $\rightarrow$ **Attachment** $\rightarrow$ **Document Catalog** $\rightarrow$ (New form will open).

Attachments - 15612100258, ,				: 🗉 ज 🗙
Main Source				
Seq Category	Title	Description	May Be Changed	
Entity Names DEO Hande				
Entity Name: REQ Headel				
				0
				Â
Include Related Documents		Publish to Catalog	Do <u>c</u> ument Catalog	

😑 Document Catalog - State State State	*************			$\sim$
<ul> <li>Find Existing Documents</li> </ul>				
Description		Category		
Data Type		Attached to		
File Name		Title		
URL			Clear	Find )
Usage <b>de la company</b>	-			
- Documents				
Description	Category	Data Type	Usage	
RFQ for Equipments Template	To Supplier	Long Text	Temp	late 📄
	E	review	Cancel	Attach 1

Click Find (select the document)  $\rightarrow$  Attach 1  $\rightarrow$  Save  $\rightarrow$  Close

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

Indent N	lumber	15612100	257	Түре	Purc	hase Requ	Preparer	Mr. Mohit A	seeja	
Desc	cription	test		Status	Inco	mplete	Total	INR		2
Lines	So	urce Deta	ils Detail	s	Curre	ncy	-	-	-	
Num	Туре		ltem		Rev	Category	Descript	ion	UOM (	
1	Good	S	AEOE001001			EQUIPMENT	.Offi Office E	quipments	Each 1	Na
-										-
	(4)	2			Ć	2		1.0	Ď	1000
Destina	ation Typ	e <mark>Expe</mark>	nse				Source	Supplier		
	Indent	er <mark>Mr. M</mark>	ohit Aseeja		_	Sugge	sted Supplier			
Instit	tute Nam	ie IARI-	Indian Agrico MD, New Dell	ultural Re ni	ese	Click on Approve	Site Contact	-		_
	Store	s				button	Phone			_
					2.A.		And the second second			_

□ Beserve □ Use <u>G</u> L Overrid	□ Unreserve □ Use Document GL Date to	Unrese Unreserve Accoun	erve Date
Approval Submit for App Forward	oval Approver name will appear automatically	Forward From	Mr. Mohit Aseeja IARI PR Hierarchy
	L	Forward To	Dr. Malavika Dadlani
Note Change Summary			
ransmission Meth	nods		
Erint			OXML
⊑ Fa <u>x</u> ⊑ E- <u>M</u> ail	FAX Number E-Mail Address		° EDI

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

			👖 Navigator 🔻 📓 Favoriles 🔻	Diagnostics Home Logout Prefer
Worklist			Approver will	
View Open Notifications	✓ Go		click on the	
Select Notifications:	pen Reassign (	Jose	notification	
Select All Select None				
Select From	Туре	Subject		Sent 🕶
🗌 Aseeja, Mohit	Requisition	Purchase Requisition 15612100257 fo	r Aseeja, Mohit (224.72 INR)	19-Mar-2013
Aseeja, Mohit	Requisition	Purchase Requisition 15612100262 fo	r Aseeja, Mohit (10.00 INR)	18-Mar-2013

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 Ar	plications Home Page >							
Purchase	Requisition 15612100257 for Ase	eia. Mohit (224.72 INR)						
From To Sent ID	Aseeja, Mohit Dadlani, Malavika 19-Mar-2013 16:23:11 98016	Rec Non-Rec	Description test uisition Total 200.00 INR overable Tax 24.72 INR (1	Total Tax: 24.72 INR)	Appr	Approve And Forward	Forward Reject	
Requisi	tion Lines							
Line	Description	Supplier	Cost Center	Unit	Quantity	Price (INR)	Amount (INR)	
1	Office Equipments			Each	10	20	200.00	
	Approval Sequence							
			a	8 -ti	Dete		N-6-	
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 Localiza	iion (15612100257)							:::::: <b>≚</b> ⊼ ×
Institute IARI - Inc	lian Agricultu							
Indent Number 15612100	257 Type	Purchase Requ	Pri	eparer	Mr. I	Mohit A	seeja	
Description test	Status	Approved,Rest		Total	INR		224.	72
Num Item	Description		UOM	Quai	ntitv	Curr.	Price	
🔒 📄 1 AEOE001004	l Office Equip	pments	Each		10	INR	20	
								Þ
Dectination Type	Evnansa					Source	Supplier	
Destination Type	Mr. Mohit Aseeia				۔ ج	unnliar	- approx	
Organization	IARI - Indian Agricult	tural Rest			0	Site		
Location	IARI (MI), New Delhi				с	ontact		
Stores						Phone		
			_					
		Refresh		Ta <u>x</u> es			(Open	)

#### **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

🥸 Navigat	or - IARI Purchasing Section (2000-2000)		*********		≚×
Euncti	ons Documents				
Autof	reate				
AutoC	reate Documente				
Autoc			T T 1		
	Requisition/Indent Inquiry		Top Ten List		
	Purchase Order Inquiry				
-	Purchase Order Summary				
	RFQ's	-			
<b>4</b>	Quotations				
	Financial Quote Analysis				
4.	Purchase Orders Creation				
-	Releases Creation				
	AutoCreate				
	On-Hand Quantity				
	Receiving Transactions Summar				
	Notifications				
				Open	
				Zhen	

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

Find Requisition Lines 1999.	4444484488464444	8649864986666666494	Recepted	-2222222 <b>≚ ⊼</b> ×
Operating Unit	IARI - Indian Agrico	ultu		
Approved	Yes 👻	Purchase Of	ficer	
Indent Number	15612100257	Inde	nter	
	C	Prep	arer	
requisition		Supplier	List	
number Supplier		Supplier	Site	
OL:- T-				
Ship-10				
Line Status			_	
	Item, Rev			
	Joh			
	Catagory			
	Category			
U	escription			
1	Line Type			
	_		2 03	
		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"

O Auto	Create Documer	its (2002)		8299.09	12001-12001-1 1		1996-199	9999999999	2011-000-000-00-00-00-00-00-00-00-00-00-0	88 <b>⊻</b> न ×े
a familie	Requisition	Line	tem	Rev	Category	tem Description	UDM	Quantity	Unit Price	Need-B
M	15612100257	1	AE0E001001		EQUIPMENT.	Office Equipments	Each	10	20	
	1									
-						1			1 2	
-							-	-		
-	-	-		-			-	-		
	-	-		-			-	-	-	
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		-		-			-	-	-	
	61		200000000000	130/10	-		-	1	-	Đ
			Decu	Action mert Type Grouping	Create RFQ Default			Magual	Aytomat	•

A new form opens

- This will create a Bid RFQ which will be used to create Standard Purchase Orders.
- Press the "Create" button

Global Agreement		Purchasing Org	IARI - Indian Agricul
Document		RFQ Type	Bid RFO
Release		Release Date	
Supplier		Supplier Site	
		Supplier List Name	
Currency			
Source	Default	•	
Requisition		Line	
Currency	INR	Rate Type	
Rate Date	20-MAR-2013	Rate	
		Create	Cancel

RFQ gets created.

• Clicking on the description field will give the below message.

• Press OK and enter the Description.

Ship To Location IARI (MI), New De Bill To Location IARI (MI), New De Status In Process Due Description Close Date REPQ Quote Effectivity - Currency INR Num Type Item Rev Category Description UOM [ 1 Goods AEOE001001 EQUIPMENT.Offic Office Equipments Each Num Since the Indent amount is less than Rs.15, 000/-, Minimum 3 quotations from supplier are optional	RFQ Num	to IARI - In per 1561220	dian Agricult 0098	u Typ	e Bid F	REQ	Created	20-MAF	2013	-
Due C e       Reply Via         Descrition       Close Date         RFQ       Purchasing Officer         Number       Currency         Items       More         Num       Type         Item       Rev         Category       Description         UOM [         1       Goods         AEOE001001       EQUIPMENT.Offic         Office Equipments       Each         Note       Since the Indent amount is less than Rs. 15, 000/-, Minimum 3 quotations from supplier are optional.	hip To Locat	AIARI (MI)	), New De	Bill To Locatio	n IARI	(MI), New Del	Status	In Proc	ess	
Desc       Ion       Close Date         FQ       Quote Effectivity       -         Rems       More       Currency         Num       Type       Item       Rev       Category       Description       UOM [         1       Goods       AEOE001001       EQUIPMENT.offic       Office Equipments       Each         Image: Since the Indent amount is less than Rs.15, 000/-, Minimum 3 quotations from supplier are optional.       Image: Since the Indent amount is less than Rs.15, 000/-, Minimum 3	Due D	.e					Reply ∨ia			
Example:       Purchasing Officer       Mr. Mohit Aseeja         Ouote Effectivity       -       Currency       INR         Items       More       Currency       INR         Num       Type       Item       Rev       Category       Description       UOM (         1       Goods       AEOE001001       EQUIPMENT.Offic       Office Equipments       Each         Image: Since the Indent amount is less than Rs.15, 000/-, Minimum 3 quotations from supplier are optional.       Items       Items       Items	Desc	on 👘					Close Date			
Currency       NR         Num       Type         Num       Type         Items       More         Num       Type         Items       Rev         Category       Description         UOM [         Image: Comparison of the structure of			Approxs1F(eq)	arad		Pur	chasing Officer	Mr. Mo	hit Asee	ja
Num     Type     Item     Rev     Category     Description     UOM [       1     Goods     AEOE001001     EQUIPMENT.Offic     Office Equipments     Each       Image: Contract of the indent amount is less than Rs.15, 000/-, Minimum 3 quotations from supplier are optional     Image: Contract of the indent amount is less than Rs.15, 000/-, Minimum 3	iumber Items M	Quote	e Effectivity		i		Currency	INR		10
1         Goods         AEOE001001         EQUIPMENT.Offic         Office Equipments         Each           Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3 quotations from supplier are optional.         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3         Image: Construction of the indext amount is less than Rs.15, 000/-, Minimum 3	Num	Туре	ltem	F	lev	Category	Description		UOM	[]
Since the Indent amount is less than Rs.15, 000/-, Minimum 3 quotations from supplier are optional.	1	Goods	AEOE001	1001		EQUIPMENT.Off	c Office Equip	ments	Each	
		Note	Since the Indi quotations fro	ent amount is les m supplier are op	s than R: tional.	2000/-, Minim	um 3			

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

Institu RFQ Numi	ute IARI - In ber 15612200	dian Agricul )098	tu	Type <mark>Bi</mark>	d RFQ	ctive	20-MAR	1-2013	
p To Locat	ion IARI (MI)	, New De	Bill To Loca	ation IA	RI (MI), New Del	Status	Active		
Due D	ate 28-MAR.	2013				Reply Via	Courier	r	
Descript	RFQ for	the followin	g materials.			Close Date	- · · · · · · · · · · · · · · · · · · ·		F
/	Cuote/	Approval Pray	ured		Pu	rchasing Officer	Mr. Mol	hit Aseeja	
Enter Dates		Ellectimity	20-MAR-2013		20-MAR-2013	Currency	INR		1
Num	Туре	ltern		Rev	Category	Description		UOM []	
Num	Type Goods	Item AEOE00	1001	Rev	Category EQUIPMENT.Off	Description	ments	UOM [_] Each .	
Num 1	Type Goods	Item AEOE00	1001	Rev	Category EQUIPMENT.Off	Description fic Office Equip Click here f suppliers	ments for addi	UOM [ ] Each .	(4)
Num	Type Goods	Item AEOE00	1001	Rev	Category EQUIPMENT.Off	Description fic Office Equip Click here f suppliers	ments for addi	UOM L . Each . ng	(4)
Num 1	Type Goods (4)	Item AEOE00	1001 Office Equi	Rev	Category EQUIPMENT.Off	Description Re Office Equip Click here f suppliers	ments for addi	UOM   ] Each -	(4)

The RFQ Suppliers Form opens up.

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

🖸 RFQ Suppliers - 15612200098 🔅 1 AX Include In Next RFQ Printing Enter Suppliers Site Printed Supplier Respon M/s NCCF NEW DELHI Prakash, Mahajan 2 1 LG Electronics India P GREATER NI - Parekh, Ketan 2 1 Ð 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

🕸 Navigator - IARI Purchasing Section	199999999999999999999999999999999999999
Functions Documents	
Functions Documents RFQ's RFQ's (Localized) Purchase Order Inqui Purchase Order Inqui Purchase Order Sum RFQ's Quotations Financial Quote Analy Requisition/Indent Cro Purchase Orders Creat Releases Creation AutoCreate On-Hand Quantity Receiving Transaction Supplier Lists Notifications	ysis eation ntion ms Summar
[4] 20000000	
	Upen )

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

Eile Edit View A	Folder <mark>Tools</mark>	Window Help						
🐼 💊 🖓 I 🎸	🍃 🌾 Copy 🕻	Document 🔀 👘 🎁 🕫	Ø 🙀 i	1 🗇 🏐 🏉	l≽⊺ ?			
<mark>O</mark> - 15812200098	10000000	000000000000000000000000000000000000000	000000	200000000000000	1000000000000	0000000	2000	া এল×
Institute	IARI - Indiar	n Agricultu						
RFG Number	15612200098	Т	ype <mark>Bid</mark>	RFQ	Created	20-MAR-3	2013	
Ship To Location	iari (MI), Ni	e <b>w De</b> Bill To Loca	tion <mark>IAR</mark>	ll (MI), New Del	Status	Active		
Due Date	28-MAR-201	3			Reply Via	Courier		
Description	RFQ for the	following materials.			Close Date			
	🗹 Quote App	roval Required		Pur	chasing Officer	Mr. Mohi	t Aseej	ja
	Guote Eff	ectivity 20-MAR-2013		28 MAR-2013				
					Currency	INR		[ 10 ]
Items More								_
Num Ty	pe	Item	Rev	Category	Description		UOM	Ц
<b>1</b> Go	oods	AEOE001001		EQUIPMENT.Offi	c Office Equip	nents	Each	Pr 🌥
								5
•							Þ	
item 🖡	AEOE001001	Office Equi	pments					

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"

Institu	te IARI - Indi	an Agricultu	Descriptio	on		Change to Activ	Status e	C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-	201010-0000	
Numb	er 156123000	137	Type	Bid Qu	otation	1	RFO	156122	00098	
Supple	er M/s NCCF		Site	NEW D	ELHI		CON	Prakas	sh, Maha	jan
ip To Locati	on IARI (MI),	New De	To Location	IARI (M	II), New D	e	Statu	Active		
Descripti	on Quotation	for M/s NCCF				s	upplier Quot	e		
	🖬 Approval	Required				R	esponse Dat	21-MAR	R-2013	
Effective	ty 20-MAR-20	013	28-MAR-2013	E C		Purc	hasing Office	r Mr. Mo	hit Asee	ja
							Currenc	INR		[ 10
Num	Туре	Item		Rev	Category		Description		UOM	11
Num	Type Goods	Item AEOE00100	1	Rev	Category EQUIPME	ENT.Offic	Description Office Equi	pments	UOM Each	Pr *
Num	Type Goods	Item AEOE00100	1	Rev	Category EQUIPME	NT.Offic	Description Office Equi	pments	UOM Each	Pr *
Num	Type Goods	Item	1	Rev	Category EQUIPME	ENT.Offic	Description Office Equi	pments	UOM	Pr*
Num	Type Goods (4) AEOE00100	Item	1 Office Equip	Rev	Category EQUIPME	ENT.Offic	Description Office Equi	pments	UOM Each	Pr ▲

**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

0	Ans	alyze Quotations	s India Localizat	ion(IARI -	Indian Agricu	itural Research Inst	bute)					≤ ⊼ X
								Price E	Ireak Line		Quantity	
								Quote				
~		Quetation	Supplier		Item	Description		Line		UOM		Cur
Ê	L	15612300037	M/s NCCF		AEOE0010	Office Equipmen	ls	1	1	Each	10	INR
		15612300038	LG Electroni	cs India	AEOE0010	Office Equipment	ts	1	1	Each	10	INR
	Π			]								
-	Π											
-				ind Queta	tions India L	ocalization 000000	000000000	2000000000	0000000	00000000	া শ্বা	×
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					Institute 4	ARI - Indian Agrici	intu					
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				Der	scription		Dete	w the PEO			_	
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		Rec	eiving Tr		BE	4504000000		DEGLIM				
		Sup	plier List		REV O	3 13612200096					-	
		Noti	fications		Supplie	er	-	Quotation				
			_									
			_			_			_			
							Clear			Find		
			_									

• 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

Guotati	on	Buppler		tem	Description		Priv Gius Lit	te Brenk L Le 16		Break	e Guentity	c
156123	000215	M/s NCCF		AEOE0010	Office Equipme	nts		1	1 Eac	h.	10	-
156123	00031	LG Electi	onics India	AE OE DO 10	Office Equipme	nts		•	1 Eac	h	10	
												t
										-		
											Tages	
taliye Que	nationa	India Loca Quantity	dization(A/II) -	Indian Agnes	illural Research II	atilutey	References	0000000	999999		Tages	1
talyze Guc Guotari	stationa :	india Loca Quantity	ilization(IAPI) - Currency	Indian Agrics Price	illural Research II Tex Amount	alliule) Total Price	Per Unit Landed Cost	Preight T	9999999	Peyr	Tages PRESERVE	0
Guotati 196123	Mationa : ion	inma Loca Quantity 10	dization(IAPI) - Currency INR	Indian Agnes Price 30	illural Résearch ir Tak Amount D	alikne) – Od Tatel Price 30	Per Unit Landed Cost 30	Preight T	9999999 9705	Payn	Tages PORTER	0
Cuotati 156123	nationa ion dense dense dense dense	inma Loca Quantity 10 10	dization(W/II Currency INR INR	Indian Agrico Price 30 20	Itural Research II Tak Amount 0 0	Totel Price 30 20	Per Unit Landed Cnet 30	Prespirit T	erma	Payr	Tages	0
Chuot at 196123	Nationa Ion ODO3E	Insta Loca Quantity 19 10	lization(W/II Currency INR INR	Price 20 20	Itural Résearch II Tak Amount 0 0	Totel Price 30 20	Per Unit Landed Cnet 30	Preph 1	erros	Payr	Taxes	0
Caustat Caustat 156123		Incla Loca Quantity 10 10	dization(WPI) Currency INR INR	Prica Prica 30 20	Iltural Research II Tax Amount 0 0	Total Pace 30 20	Per Unit Landed Chel 30 20	Preight T	0470 Q	Payn	Tayes	

- 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.

😑 Guotations - 1	5612300038 0	000000000	100000000000	000000	2000000000	000000	0000000000	0000000	000000	이 말 지 >
Institute	IARI - India	n Agricultu								
Number	1561230003	8	Type	Bid Qu	otation		REQ	1561220	0098	
Supplier	LG Electron	nics Inc	Site	GREAT	ER NOIDA		Contact	Parekh	, Ketan	
Ship To Location	IARI (MI), N	ew De 🛛 🛛 🖻	ill To Location	IARI (N	II), New De		Status	Active		
Description	Quotation f	or LG Elect	ronics			S	upplier Quote			
	Approval R	Required					sponse Date	22-MAR	-2013	
Effectivity	20-MAR-201	3 -	28-MAR-2013			Purch	asing Officer	Mr. Mol	hit Asee	ja
							Currency	INR		10
Items More										
Num T	уре	ltern		Rev	Category		Description		UOM	П.
1 0	ioods	AEOE0010	01		EQUIPMEN	T.Offic	Office Equip	ments	Each	Pr
	1								Ð	
ltern	AEOE001001		Office Equip	ments						
		Currency		Ter <u>m</u> s		Shj	pments		Approve	2

- 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

S Naviga Funct Auto Auto	ar-IARI Purchasing Section Conductor Conductor Conductor Conductor Conductor Conductor Conductor Conductor Cond Ins Documents reate reate Documents
1 4 1 4 1 4	Requisition/Indent Inquiry Requisition/Indent Summary Purchase Order Inquiry Purchase Order Summary RFQ's Quotations Financial Quote Analysis Requisition/Indent Creation Purchase Orders Creation Releases Creation Releases Creation Releases Creation Supplier Lists Notifications
	Qpen

• 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.

Operating Unit	IARI - Indian Agricul	-	
Approved	Yes 👻	Purchase Officer	
Indent Number	15612100257	Indenter	
		Preparer	
		Supplier List	
Supplier		Supplier Site	
	-		
Ship-To			
A REAL PROPERTY AND A REAL	20	-0.	
Line Status			
Line Status	Item Rev		-
Line Status	Item, Rev		
Line Status	Item, Rev		_
Line Status	Item, Rev Job Category		
Line Status	Item, Rev Job Category Description		
Line Status	Item, Rev Job Category Description Line Type		
Line Status	Item, Rev Job Category Description Line Type		
Line Status	Item, Rev Job Category Description Line Type		

The Autocreate Document form opens.

- Select the Requisition and the line that needs to be converted into a PO
- Set the Document type to "Standard PO" and the Action type as "Create"
- Press on the "Automatic button"

	Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-E
2	15612100257	1	AE OE001001		EQUIPMENT.	Office Equipments	Each	10	20	
]										
9										
]										
									Click on	
	() ()								Automatic	
				Action	Create		1			
			Docum	ient Type	Standard PO			Magual	Automati	ic
				Grouping	Default					

A new form opens

•

- Enter the Supplier and the Supplier Site
- Press the "Create" button.

Globa	I Agreement		Purchasing Org	IARI - Indian Agricultu
	Document		RFQ Type	
Enter	Release		Release Date	
Supplier	Supplier	LG Electronics India P	Supplier Site	GREATER NOIDA
			Supplier List Name	
Currenc	у			
	Source	Default	-	
	Requisition		Line	
	Currency	INR	Rate Type	
	Rate Date	26-MAR-2013	Rate	
2		_		

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

• Enter the Description.



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

AutoCreate to Purc	trace Old	ers - 16612400628		-					27X
Institute	IARI - I	ndian Agricultu	Creat	ed 26	-MAR-2013 17:29:32				
PO, Rev	156124	00628	0 Ту	pe St	andard Purchase Order				
Supplier	LG Ele	ctronics India Pvt Lt	I S	ite GF	REATER NOIDA	Contact			
Ship-To	IARI (M	ll), New Delhi	Bill-	To IA	RI (MI), New Delhi	Currency	INR		
Purchasing Officer	Mr. Mo	hit Aseeja	Stat	us Ind	complete		200.00	1	[ 10 ]
Description	PO pla	ced for the following	materials.				Header I	OFF	
Lines	Price Re	eference Reference	Roman I	\$ <b>\$</b> \$ \$ \$					
			Source of Funds	01	Plan Schamae				
Num Typ	pe ode	Item	Schame Code	1201	IARI New Delbi + ORC				
	ous	ACO2001001	Scheine Coue	0004	Devis Development				
			UNISION	0004	Store, Directorate				
	-	+	LC Number	-					
	LC Nur	mber 6166666666666	46446646666666	100000	LC Numbers		88 <b>x</b>		
					LC Numbers	0	ĸ	Cancel	Clear
	Find	0111%		10				1999 - 19	
	LCN	lumber	C	Descripti	ion				
	1011	12	L	C 1011	12			+	
		15	100000000			_		1	
Item AE	OF		Eind		QK Qancel				

#### **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.

Institute	IARI - Indian Agricu	iltu							
PO, Rev	15612400628	0		• Stand	ard Purchas		Currency	INR	
Supplier	LG Electronics Inc		Sit	GREA	TER NOIDA		Amount	200.00	
Ship-To	IARI (MI), New De		B/IF1	ia IARI (I	AI), New De		Tax Amount		
Buyer	Mr. Mohit Aseeja		Statu	is Incom	plete		Total	200.00	
Description	PO placed for the f	ollowing materials.							
r rax clarego	יאי אין		All L		Lines wit	h No Tax Category			
Ship	ry ment Num Item	Description	UOM	unes Quantity	Lines wit	h No Tax Category R Tax Category	Ship-Te Organizati	on	Ship-T Locati
Ship Num	ny ment Num Rem AEOE001001	Description Office Equipments	UOM Each 1	unes Quantity 0	Lines wit  Defau Price 20	h No Tax Category · · R R Tax Category	Ship-To Organizati 	on	Ship-T Locatii
Ship Num	ry iment Num item AEOE001001	Description Office Equipments	UOM	ines Quantity D	Price	h No Tax Category Tax Category	Ship-To Organizati 156	on	Ship-T Locati
Ship Num	ment Num kem AE0E001001	Description Office Equipments	UOM Each 1	unes Quantity D	Lines wit	h No Tax Category	Ship-To Organizati - 156	on	Ship-T Locatii
Num	ny ment Num Rem AEOE001001	Description Office Equipments	UOM Each 1	unes Quantity D	Price	h No Tax Category	Ship-Te Organizati	on	Ship-T Locati
Ship Num 1	ry iment Num item AEOE001001	Description Office Equipments	UCM Each 1	unes Quantity 0	Price	h No Tax Category Tax Category	Ship-To Organizatio	on	Ship-T Locati LARI (1
Ship Num 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ry ment Num kem AEOE001001	Description Office Equipments	UOM Each 1	unes Quantity 0	Price	h No Tax Category Tax Category Click here f adding taxe	Ship-To Organizativ 156	on	Ship-T Locatio

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.

Line							Prece	edenc	e				lax	
No.	Tax Name	Тах Туре	1	2	3	4	5	6	7	8	9	10	Rate	UO
1	Service Tax-12%	SERVICE	0								1		12	-
2	Education Cess on Servi	SERVICE_EDU(	1										2	1
3	SH Education Cess on S	SERVICE_SH_E	1										1	
													Ĩ	
		a l	666	0.010	10.00	_								
Inclusive	Tax <mark>0.00</mark>	Ex	clusi	ve Ta	IX <mark>24</mark>	1.72								

#### Approving the Purchase Order

- After creating the purchase order buyer will submit it for approval.
- Approvers will have the options to approve, reject or forward the documents.
- For Purchase Order & Rate Agreement document approvals, position hierarchy would be used.
- Position hierarchy would be based on different positions attached to the employees in the organization
- Different approval limits will be given to different positions in the organization.
- The PO will get approved at the appropriate level in PO approval hierarchy
- After approval, the PO can be sent to the supplier.
- The India Localization Purchase Order form opens up again
- Open the PO again by clicking on the "open" button
- The status is "Incomplete"
- Click on the "Approve" button

	tute IARI - Inc	dian Agricu	Itu				
PO,	Rev 15612400	628	0	Туре	Standard Purchas		INR
	plier LG Elect	ronics Inc		Site	GREATER NOIDA	Amount	200.00
Shij	P-To IARI (MI)	, New De		Bill-To	IARI (MI), New De	Tax Amount	24.72
B	uyer Mr. Mohi	it Aseeja		Status	Incomplete		224.72
	tion PO place	ed for the fo	ollowing materials.				
					Qefau	at	
Num	Shipment Num		Description	UOM	Quantity Price	Ship-To Tax Category Organizat	Ship-To
Num	Shipment Num Ite	m OE001001	Description Office Equipments	UOM Each 10	Quantity Price	Ship-To Tax Category Organizat 156	Ship-Ti Ion Locatic IARI (N
Num	Shipment Num Ite 1 AE	m :0E001001	Description Office Equipments	UOM Each 10	Quantity Price 20	Ship-To Tax Category Organizat 156	Ship-Tr Ion Locatic IARI (N
Num 1	Shipment Num Ite 1 AE	m :OE001001	Description Office Equipments	UOM Each 10	Quantity Price 20 	Tax Category Organizat	Ship-T Locatio IARI (N lick here to oper
Num 1	Shipment Num Ite I AE	m :0E001001	Description Office Equipments	UOM Each 10	Quantity Price	Tax Category Organizat	Ship-T Locatio IARI (N lick here to oper te PO.
Num 1	Shipment Num Re 1 AE	m OE001001	Description Office Equipments	UOM Each 10	Quantity Price	Tax Category Organizat	Ship-Tr Ion Locatio IARI (N lick here to oper te PO.

The "Approve Document" window opens.

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

Incumbrance					
Reserve	□ Unreserve		Unres	erve Date	
Use <u>GL</u> Override	e 🗖 Use @ocument G	L Date to Unreserve	Accoun	ting Date	
Approval					
Submit for Appr	oval	F	orward From	Mr. Mohit Ase	eeja
Forward		A	Approval Path	IARI PO Hier	archy
			Forward To	Dr. R.K. Jain	
Note		Annearannan			3
Change		appear automatic	cally.		8
Summary					
Fransmission Meth	ods				
C Erint				CXML	
Fax	FAX Number		1	CEDI	
E-Mail	E-Mail Address				

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"

	tute IARI	- Indian Agricu	Itu							
PO,	Rev 15612	2400628	0	Ту	pe Stand	ard Purchas			INR	
Supp	plier LGE	lectronics Inc			Site GREA	TER NOIDA		Amount	200.00	
	To IARI	(MI), New De			To IARI (	MI), New De		Tax Amount	24.72	
	iyor <mark>Mr. N</mark>	Aohit Aseeja	31	Sta	tus <b>in Pro</b>	cess, Reser		Total	224.72	
	tion PO p	laced for the fo	ollowing materials.					Status of PO		
								Changes to	_	
alt Tax Cat	tegory			L AI	Lines	Lines wit	h No Tax Categ	In Process		
						Defer				
						Deian	ц			
	Shipment N							Ship-To		Ship-To
Num	Shipment N	lum Item	Description	UOM	Quantity	Price	Tax Category	Ship-To Organizati	ion	Ship-To Locatio
Num	Shipment N	ltem AE OE001001	Description Office Equipments	UOM Each	Quantity	Price 20	Tax Category	Ship-To Organizati 156	ion	Ship-To Locatio IARI (M
Num	Shipment N	Num Item AEOE001001	Description Office Equipments	UOM Each	Quantity 10	Price 20	Tax Category	Ship-To Organizati 156	ion	Ship-To Locatio IARI (M
Num	Shipment N   1	lum Item AEOE001001	Description Office Equipments	UOM Each	Quantity 10	Price 20	Tax Category	Ship-To Organizati 156	ion	Ship-To Locatio IARI (M
Num 1	Shipment N	lum Item AEOE001001	Description Office Equipments	UOM Each	Quantity 10	Price 20	Tax Category	Ship-To Organizati 156	ion	Ship-To Locatio IARI (M
Num 1999	Shipment N	lum Item AEOE001001	Description Office Equipments	UOM Each	Quantity 10	Price 20	Tax Category	Ship-To Organizati 156	ion	Ship-To Locatio IARI (M
Num	Shipment N	lum Item AEOE001001	Description Office Equipments	UOM Each	Quantity 10	Price 20	Tax Category	Ship-To Organizati 156	on 	Ship-To Locatio
Num	Shipment N	lum Item AEOE001001	Description Office Equipments	UOM Each	Quantity 10	Price 20	Tax Category	Ship-To Organizati 156		Ship-To Locatio

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

Institu PO, F Suppi Ship- Purchasing Offic Descripti	ARE 1561240 ARE 1561240 Iner 1561240 Iner 16 Elec To 14RE (M ARE Mr. Mo PO pla	uoze and a gricultu andian Agricultu 20628 ctronics India Pvt Ltd I), New Delhi hit Aseeja ced for the following ference Reference D	0 materia	Created Type Ste Bill-To Status Is.	26-MAR-2013 1/ Standard Purc GREATER NOIL IARI (MI), New Approved, Res	:29:32 hase Order (A Delhi erved	Contac Currenc Toto	y INR J 200. Status Chang Appro	00 of PO es to yed.		110
Num 1	Type Goods	Rem AEOE001001	Rev	Job	Categ	ory 1 MENT.Off	Description Office Equipments	UOM Each	Quantity 10	Price 20	
Item	4   AEOE001001	Office Equ	ipments							D	F

#### 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

Purchase Orders -	15612400628 🔅	00000000000000000	2000	444444444	*****	2000000000000000	000000000000000000000000000000000000000	20202	200000000	*******	9999 <b>i</b>	л×
Institute	IARI - Indian A	gricultu		Created	26-MAR.	2013 17:29:32						
PO, Rev	15612400628		0	Туре	Standar	d Purchase Order	r					
Supplier	LG Electronics	India Pvt Ltd			GREATE	R NOIDA	Contact					
Ship-To	IARI (MI), New	Delhi		Bill-To	iari (Mi)	, New Delhi	Currency	INR				
Purchasing Officer	Mr. Mohit Asee	ja		Status	Approve	d, Reserved	Total	200.	00		1	10
Description	PO placed for t	he following m	aterial	ls.								
	-											
Lines	Price Reference	Reference Doc	umente	s Mo	re	Agreement	Temporary Labor					
No.				1.1.		0.1	Description		0	E. Con		
	ade item	01001	Rev	700		Category EQUIDMENT OF	Office Equipments	Each	Quantity	Price	BA	
	at ot	01001	_			EQUIPALENT.OIL	once equipments	Lach	10	zu	.0	
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Item AEC	DE001001	Office Equip	ments	;								
		Dat	alog		Currency		Terms	Shipm	ents	Appro	)VƏ	

• Click on Tools - Unreserve.

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rchase Orc	ders - 15	Check Funds	20000		84994444			00000000000000000	2020	2222222 222222	200002	2222	ं ≚
inst	itute 🖊	Acceptances			Created	26-MAR-2013 17:2	9:32	-					
P0,	Rev 1	Copy Document		0	Туре	Standard Purcha	se Order		2				
Sup	plier L	Convert Currency	rt Ltd			GREATER NOIDA		Contact	_	_		_	
Shi	p-To 🗸	Enable Organizations			Bill-To	IARI (MI), New De	elhi	Currency	INR				
hasing Of	fficer 📕	Unreserve			Status	Approved, Reser	ved	Tota	200.	00			
		Price Dimerentials											
Descrip	ption P	Deceleulate Drive	wing n	nateria	ls.								
Descrip	ption P	Recalculate Price	wing n	nateria	ls.								
Descrip Lines	ption P	Becalculate Price Cancel ice Reference   Refer	wing n	nateria cument	ils. Is Mo	re Agree	ment	Temporary Labor					
Descrip Lines	ption P	Becalculate Price Cancel ice Reference   Refer	wing n	nateria cument	is. Is Mo	re Ågreei	ment	Temporary Labor					
Descrip Lines	ption P Pr	Beceloulate Price Cancel ice Reference Refer	wing n	cument	is Mo	re Agree	ment	Temporary Labor	UOM	Quantity	Price		
Descrip Lines Num	Pr Pr Type Goods	Becelculate Price Cancel Ice Reference Reference	wing n	nateria cument Rev	is Mo Job	re Agreer Categor EQUIPM	ment y IENT.Offi	Temporary Labor Description Office Equipments	UOM	Quantity 10	Price 20	- Ll .8	•
Descrip Lines Num	ption P Pr Type Goods	Recelculate Price Cancel Ice Reference Refer Item	wing n	nateria cument Rev	is Mo	re Agreer Categor EQUIPM	ment y IENT.Offi	Temporary Labor Description Office Equipments	UOM Each	Quantity 10	Price		(*)
Descrip Lines Num	Type	Becalculate Price Cancel ice Reference Refer Item AEOE001001	wing n	cument Rev	Is Mo	re Agree Categor EQUIPM	ment y IENT.Offi	Temporary Labor Description Office Equipments	UOM Each	Quantity 10	Price	 	
Descrip	Type Goods	Becelculate Price Cancel ice Reference Refer Item	wing n rence Do	Rev	Job	re Agree Categor EQUIPM	ment y IENT.Offi	Temporary Labor Description Office Equipments	UOM Each	Quantity 10	Price 20	. [] .B	1
Descrit	Type Goods	Becalculate Price Cancel ice Reference Reference Reference	wing n	Rev	Job	re Agraen Categor EQUIPM	ment y IENT.Offi	Temporary Labor Description Office Equipments	UOM Each	Quantity 10	Price 20		ALLO IN
Descrip	Type Goods	Becalculate Price Cancel ice Reference Reference Reference	wing n	Rev	Is Mo	re Agreen Categor EQUIPM	y IENT.Offi	Temporary Labor Description Office Equipments	UOM Each	Quantity 10	Price 20		Accessor 18

A new form opens up.

• Click on OK.

Purchase Orders -												- 의지)
Institute	IARI - Indian Agric	ultu		Created	26-MAR-2013 1	7:29:32						
PO, Rev	15612400628		0	Туре	Standard Purc	hase Order						
Supplier	LG Electronics Ind	ia Pvt Ltd			GREATER NOI	)A	Contact					
Ship-To	IARI (MI), New Del	hi		Bill-To	IARI (MI), New	Delhi	Currency	INR				
Purchasing Officer	Mr. Mohit Aseeja				Approved, Res	erved		200.	.00			[ 10 ]
Description	PO placed for the	following m	aterials.									
Lines	Price Reference R	e 🖸 Unreser	ve 2000		*****		0000000000000 ×	1				
Num Typ	e Item	U U	nreserve (	Date <mark>08-AF</mark>	R.2013 ···			UOM	Quantity	Price	Ц	
1 Goo	ods AEOEUU1	JL			D			ach	10	20	.6	
				LUSe	Document GL D	ate to Unreserve					- 📙	
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				Q	<u>0</u> K	<u>C</u> ancel					. Ц	
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ltem AEC	DE001001	Office Equip	ments									
			toloo.		0	Terr						
		<u>D</u> a	taiog		Currency	Term	ie 2	nipm	ents	Abb	rové	

• PO status changes to "Requires Reapproval".

• Click on OK.

🗢 Purchase Orders -	15612400628								L A X
Institute	IARI - Indian Ag	ricultu			26-MAR.	2013 17:29:32			
PO, Rev	15612400628		0		Standar	d Purchase Orde	r		
Supplier	er LG Electronics India Pvt Ltd				GREATER NOIDA		Contact		
Ship-To	IARI (MI), New Delhi				IARI (MI), New Delhi		Currency	INR	
Purchasing Officer	er Mr. Mohit Aseeja				Require	s Reapproval	Total	200.00	[ 10 ]
Description	PO placed for t	he following m	ateria	ls.					
Lines	Price Reference	Reference Doo	ument	is Mo	re	Agreement	Temporary Labor		
blues Tue	a tam		Day	lah		Decision 2000			
	ds AEOE0	01001		300					Pr A
						🍸 Your Budg	getary Control action cor	npleted successfull	ly.
	t								
	t						QK )	⊻iew Results	
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						1			
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							+		
							+		
				_					
Item AEC	DE001001	Office Equip	ments	s					
		Ga	talog		Currency	£	Terms	Shipments	Approve

- 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.



#### Cancelling 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.

愗 Navigat	or - IARI Purchasing Section (2000-2002)		-0-0-0-0-0-0-0-0-0-0-0-0-0-0-		$\overline{} \times$
Functi	ons Documents				
Purch	ase Order Summary				
Purch	ase Order Summary				
6 4 1 4 1 4	Requisition/Indent Inquiry Requisition/Indent Summary Purchase Order Inquiry <b>Purchase Order Summary</b> <b>RFQ's</b> Quotations Financial Quote Analysis Requisition/Indent Creation Purchase Orders Creation Releases Creation AutoCreate On-Hand Quantity Receiving Transactions Summar Supplier Lists Notifications	•	Top Ten List		
			l		
				Open	$\supset$

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

Ope	erating Unit	IARI - Indian Ag	ricultu			
	Number	15612400718	-		Туре	
	Release				Currency	
Enter PO No.	Supplier	-			Site	
S	hip-To Org					Show External Locations
	Bill-To				Line Type	
	Ship-To				Buyer	
	Line					View Releases
	Shipment					
ine Date Ranges	Status F	Related Document	s Deliver To	Accounting	Projects	Results
ine Date Ranges	Status F Item, Rev Job	Related Documents	s Deliver To	Accounting	Projects	Results O Heagers
ine Date Ranges	Status F Item, Rev Job Category	Related Document	s Deliver To	Accounting	Projects	Results © Heagers © Liges
ine Date Ranges	Status F Item, Rev Job Category Description	Related Documents	s Deliver To	Accounting	Projects	Results O Heagers O Lipes O Shipments
ine Date Ranges I Su	Status F Item, Rev Job Category Description upplier Item	Related Documents	s Deliver To	Accounting	Projects	Results Heagers Lipes Shipments Distributions
ine Date Ranges [ Su	Status R Item, Rev Job Category Description upplier Item VMI	Related Documents	s Deliver To	Accounting	Projects	Results Heagers Liges Shipments Distributions
ine Date Ranges C Su	Status R Item, Rev Job Category Description upplier Item VMI Consigned	Related Documents	s Deliver To	Accounting	Projects	Results • Heagers • Lipes • Shipments • Distributions Pres Find

• Go to Tools -  $\diamond$  Control.

Eile Edit Yiew Folde	r <mark>Tools</mark> Inquire <u>W</u> indov Acceptances	v Help D 🕐 絕 🚽 I 🦽	5) () Ø 👫 [ ?	_	_	
Find Purchase Order	Control				37	X
Purchase Orde	Copy Document Respond To Changes			2000-000 	00000000000000005 🗹	ज्ञ ×
Number	Change History	Description	Туре	Global	Enable All Sites	
156124007	Communicate		Standard Purc			
	Price Differentials			E	E	
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1				E	E	
				E		
	Maria and	jii ii			D	
	Lines	New Release	New E	20	Open	

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

Cind Purchase 0 Cont	rol Document - 1561:	2400718 2022000			≍ ≚⊼× ≚⊼×
Number 1561240	Actions Actions Fin	icel PO se se for Invoice se for Receiving ally Close			es
	GL Date 08.4	eze APR-2013 se Document <u>G</u> L Da	Concel Bequisition		
	Reason te to Supplier				
	■e ■F	rint ax	FAX Number		
	■E Oxi O E	• <b>Mail</b> 11. Di	E-Mail Address Press OK		n
			OK	Cancel	

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

🗢 Control Document -	15612400718	$\times$
	Cancel PO	
	Close	
Actions	Close for Invoice	
	Close for Receiving	
	Finally Close	
	Freeze	
GL Date	08-APR-2013	
	Use Document GL Date to Unreserve	
Reason		
Note to Suppl	Caution 3000000000000000000000000000000000000	
	Once the document is Cancelled, it cannot be undone. Do you want to proceed?	
	<u>QK</u> <u>Cancel</u>	
	OK Cancel	


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

urrency	Amount	Matched Amount	Buyer	Closure Status	Cancelled	[]
NR	0.00	0.00	Mr. Mohit Aseeja	Closed	⊻	
				(internet internet in		
		1				
<b>a</b>					and an	

#### **Rate Contracts**

Select Purchase Orders creation in Purchase Section then click on Open

🔊 Navigator - IARI Purchasing Section	20000000000000000000000000000000000000
Functions Documents	
Purchase Orders Creation Purchase Orders (Localized)	
Requisition/Indent Inqu Requisition/Indent Sum Purchase Order Inquiny Purchase Order Summ RFQ's Quotations Financial Quote Analys Requisition/Indent Creat Requisition/Indent Creat Releases Creation AutoCreate On-Hand Quantity Receiving Transactions Supplier Lists Notifications	Top Ten List
	Qpen

• 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.

- XRE IARI - Indian Agricultu Created 08-APR-2013 14:45:09 8 Blanket Purchase Agreement M/s NCCF NEW DELHI Prakash, Mahajan Ship-To IARI (MI), New Delhi Bill-To IARI (MI), New Delhi INR Purchasing Officer Mr. Mohit Aseeja Status Incomplete Description Blanket Agreement for the following items. F Global Reference Reference Documents More Temporary Labor Enter Description Header DFF PO Heade Price No 11 ource of Funds 101 Enter Source of Funds. Scheme Code and Division 11201 w Delhi + C 10004 re. Directorate -D QK Cancel Clear Help 4 Ð Price Breaks Terms Currency.
- 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.

Puistane Ot		Jawr.				18 - 19 - 19 - 19 - 19 - 19 - 19 - 19 -			4
Inst	itute	IARI - II	ndian Agricultu		Created	08-APR-2013 14:45:09			
PO	Rev			0	Туре	Blanket Purchase Agre	ement		-
Sup	oplier	M/s NC	CF	_	Site	NEW DELHI	Contact	Prakash, Maha	ijan
	ip-To	IARI (M	I), New Delhi	_	Bill-To	IARI (MI), New Delhi	Currency	INR	-
Purchasing O	flicer	Mr. Mo	hit Aseeja		Status	Incomplete Amt Agree			
Descri	ption	Blanke	t Agreement for th	e following	items.		Keleased	E Contrat	
	-							Global	
Lines	0	Price Re	ference   Referenc	e Document	e Mo	re Agreement	Temporary Labor	Line level DFF	
Num	Тур	е	Item	Rev	Job	Category	Description	UOM Quantity	Price 1
1	Goo	ids	AFMF001001			FURNITURE, F	IX Metal Furniture	Each	100
			Lines						×
			8.10						
		EFC	Item				ot mo	1	
		Buy	EFC Nem Contractor				Choose EFC		
							nem		
			Find				Icel	Clear	Help
			EFC Item						
			Chairs						
	[4]		Dinning Tables						Ð
22	-		Sofa Set						
item	AFN	1F001001							

- Contract No. gets generated.
- Click on "Approve" button.

Sup Shi chasing Of Descrip	plier M/s N p-To IARI ( ficer Mr. M tion Blank	CCF MI), New Delhi ohit Aseeja et Agreement fo	Rate Contract N	Site N Bill-To M O. Status In items.	EW DELHI IRI (MI), New Delhi Icomplete	Contact Currency Amt Agreed Released	Prakash, Mah INR	ajan	
Lines	Price R	leference Refer	ence Documents	More	Agreement	Temporary Labor	Giobal		
Num 1	Type Goods	Item AFMF001001	Rev	Job	Category FURNITURE, F	Description IX Metal Furniture	UOM Quantity Each	Price 100	α
F									Ē

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

ncumbrance					
Beserve	🗆 Unreserve		Unrese	erve Date	
Use <u>GL</u> Override	Use Document 0	3L Date to Unreserve	Account	ting Date	
Approval					
Submit for Appro	val		Forward From	Mr. Mohit Ase	eja
✓ Forward			Approval Path	IARI PO Hiera	rchy
			Forward To	Dr. R.K. Jain	
Note		Approvername un			()
Change		appear automatical	lly		
Summary					
ransmission Metho	ods				
Erint				CXML	
Fax	FAX Number		1	CEDI	
E-Mail	E-Mail Address				
	second second second second				

• Rate Contract gets approved



Create a standard Purchase Requisition as explained earlier

Number 15612100	371	Туре	Purchase Requ	Pre	eparer	Mr.	Mohit Ase	eja 💦 👘
scription PR for th	e tollowi	Status	Approved,Res		Total	INK		20.00
Num item		Description		UOM	Qua	ntity	Curr.	Price
1 AFMF00100	l .	Metal Furnit	ure	Each		2	INR	10
					_			
_					-			
_						_		
Destination Type	Expense	e					Source Si	ıpplier
Indenter	Mr. Moh	nit Aseeja					upplier 📕	
Organization	IARI - In	dian Agricultu	ıral Rese				Site	
Location	IARI (MI	), New Delhi				c	Contact	
Stores							Phone	

- 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"

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-B
15612100371	1	AFMF001001		FURNITURE,	Metal Furniture	Each	2	10	09-AP
	-								
	-		-			-			
	-								
	1		-			_			
e			2004				Chang to Blaz	ge Document Typ nket Release	e
			Action	Create	_	•	/		
		Docu	iment Type	Blanket Rele	ase		Magual	Automat	ic
			Grouping	Requisition		*		200	

Global Agreement		Purchasing Org	IARI - Indian Agricultu
Document	15612400723	RFQ Type	
Release	1	Release Date	08-APR-2013 18:14
Supplier	M/s NCCF	Supplier Site	NEW DELHI
		 Supplier List Name	
Currency			
Source	Default		
		Line	2 S
Requisition		Line	
Requisition Currency	INR	Rate Type	
Requisition Currency Rate Date	INR 08-APR-2013	Rate Type Rate	

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

#### Release gets Created

	Rev 15	612400723 0		Release 1	U	Created	08-APR-2013 1	8:14
Suppl	lier M	's NCCF		Site NE	V DELHI	Contact	Prakash, Mah	ajar
asing Offic	cer M	r. Mohit Aseeja		Status <mark>Inc</mark>	omplete	Currency	INR	
						Total		200.00
								[
								10 million
nipments	Mo	re Statue	lte	100				
	1000.00	Glatus	100					
		Glatus	ne.				_	
	— Sou	rce						
Num	— Sou Line	rce	— Org	Ship-To	UOM Quar	itity Price	Promised	
Num	- Sou Line	rce	Org	Ship-To	UOM Quan	tity Price	Promised	
Num	– Sou Line 1	rce	Org 156	Ship-To IARI (MI), New	UOM Quar Each 2	tity Price	Promised	
Num 1	- Sou Line	rce	Org 156	Ship-To IARI (MI), New	UOM Quan Each 2	tity Price	Promised	
Num 1	- Sou Line	Shipment	Org 156	Ship-To IARI (MI), New	UOM Quan	tity Price 100	Promised	
Num 1	- Sou	Shipment	Org 156	Ship-To IARI (MI), New	UOM Quan	tity Price 100	Promised	
Num 1	- Sou	Shipment	Org 156	Ship-To IARI (MI), New	UOM Quar Each 2	tity Price 100	Promised	
Num 1	- Sou	Shipment	Org 156	Ship-To IARI (MI), New	UOM Quar Each 2	tity Price 100	Promised	
Num 1	- Sou Line 1	shipment	Org 156	Ship-To IARI (MI), New	UOM Quar Each 2	tity Price 100	Promised	

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

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**Supplier Creation** 

Navigate to Supply Base  $\rightarrow$  Suppliers



• In the below screenshot, click on "Create Supplier' button.

ORACLE'	Payables		-		ft Navigator 🔻	🔒 Favortes 💌	Oe	se Window Preferences. Help Diagnostics
Suppliers		21					-60	
Suppliers								To Do List New Sumker Research(0)
Search			_	Click here t create a sup	o plier	Create Su	pplier	Prospective Supplier Registrations(0) Supplier Address Requests (0) Supplier Contact Requests (0)
At least one search criteria	is required. Including J Supplier Name Supplier Number	part of supplier's name or o	unber will impr	ove the search performance. Tax Registration D-U-N-S	Fields are case insen: Number	sitve.		Supplier Business Classification Requests (0) Supplier Product and Services Requests (0) Supplier Bank Account Requests (00)
Show More Options	Taqayer 10			Employee	Number			
60 Clear								
Search Results								
Select Supplier Name No search conducted	Supplier Number 1.	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-H-S Number	Employee Number 1	Apdate	
			Supplie	rs Close Window Preference	es Help Diagnostics			
sout this Page Privacy S	Natement.							Copyrgm (d. 2000, Oracle, All Agita eserv

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

Suppliers >			
Create Supplier			
* Indicates required field			Cancel Apply
Enter Supplier name		Supplier Type Standard supplier	
* Organization Name	Oracle India Pvt. Ltd.	Tax Country 🔤 India 🔢 🔍	
Alias		Tax Registration Number	
Name Pronunciation		Taxpayer ID	
D-U-W-S Number		Context 🗸	
URL	Autin-bala kina //	* Approved By Institute Ves 🕺 🔍	
Context Value	V		
			Cance! Apphy
		Close Window Preferences Diagnostics	
About this Page Privacy Stat	lement		Copyright (c) 2008, Oracle. All rights reserved

• Click 'Address Book" to add address details.

Quick Update	Update	Oracle India	Pvt. Ltd	149: Quick	Updat	e								
Quick Update     Company Profile     Organization     Tax Details     Address Book     Contact Directory     Business     Classification     Products & Services     Banking Details     Surveys	* Indica	Click to Addres: details er Sites Ste Status	Altern > add s	" Supplier Supplier N ate Supplier Regi Inactiv Site Name	Name Name stry ID e Date Alias	Ora 149	ide India PAL	Lbd.	Lint	Gr	Purchase Order Hold Hold from Payment	All New Or All Invoices Umratched Unvalidated	ders Invoices Invoices	년 Sav
<ul> <li>Accounting</li> <li>Tax and</li> </ul>	Key P	urchasing Se	tups Key	y Payment	Setup	6					_			
Reporting Purchasing Receiving Payment Details Relationship Dinvoice	Site Name No	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 Identifie	Freight r FOB Terms	Transportation Arranged	Country of Origin

• Fill the information as shown in the below screenshot.

Suppliers: Address	Book >						
Create Address: Confirm Details							
* Indicates requir	ed field			Cance! Continue			
Supplier Name	Oracle India Pvt. Lt	d. Supplier Number 149					
	Address Details		Contact Details and Pur	pose			
	* Country * Address Line 1 Address Line 2 Address Line 3 Address Line 4 City County State Province	India U Constant Cons	Communication Details Phone Area Code Phone Number Fax Area Code Fax Number Email Address Address Purpose	Update to all new sites created for this address  Update to all new sites created for this address  Update to all new sites created for this address  Update to all new sites created for this address  Update to all new sites created for this address Update to all new sites created for the			
	Postal Code	122002					
	* Address Name	Gurgaon					
	Addressee						
	Language	V					
	Context Value	V					

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

Create Address: Site Creation		
Address Name Gurgaon Address Details DLE Building No 8, Tower C, Ground 8, 7th Floor, DLE Cyber City, DLF Phase - II, Gurgaon, Haryana, IN Purpose	Supplier Name Oracle India Pvt. Ltd. Supplier Number 149	Cancel Back Apply
Operating Units		
Select Al Select June		
Select Site Hanne Operating Unit		
🗹 Gurçacın 1483 - Endian Agricultural Research Enstitute		
Site Attributes		
□ Overnide default site attributes		

Cancel Back Apply

#### Supplier gets created

Quick Update Company Profile O Organization	Confirmation Gurgaon has bee	n added to the Address Book for Oracle Indi	a Pvt. Ltd.,						
<ul> <li>Tax Details</li> <li>Address Book</li> </ul>	Update Oracle Indi	a Pvt. Ltd 149: Address Book							
o Contact Directory	Search		10				12		
D Business Classification		Address Name				Site	Name		
<ul> <li>Products &amp; Services</li> </ul>	Go Clear	AUU 155 UBUID							
<ul> <li>Banking Details</li> <li>Surveys</li> </ul>									
<ul> <li>Banking Details</li> <li>Surveys</li> <li>Terms and Control</li> </ul>	Create								
<ul> <li>Banking Details</li> <li>Surveys</li> <li>Terms and Control</li> <li>Accounting</li> </ul>	Create Details Name -	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remov
Barking Details     Surveys     Terms and Control     Accounting     Tax and     Reporting     Purchasing     Receiving	Create Details Name - + Show Gurgaon	Address DLF Building No 8, Tower C Ground 8, 7th Floor DLF Cyber City, DLF Phase - 11 Gurgaon, Haryana 122002	Country Inda	Communication	Purpose	Status Current	Update J	Manage Sites	Remov
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Banking Details     Surveys     Terms and Control     Accounting     Tax and     Reporting     Purchasing     Receiving     Receiving     Relationship     Relationship	Create Details Name - + Show Gurgaon - Inactive Addre	Address DLF Building No &, Tower C Ground & 7th Floor DLF Cyber Chy, DLF Phase - 11 Gurgaon, Hanyana 122002	Country Inda	Communication	Purpose	Status Current	Update /	Manage Sites	Remo

#### 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"

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My Completed Bequests				
My Requests In Progress				
RAE My Requests				
Specific Requests				
Request ID				
Name				
Date Submitted				
Date Completed				
Phase.				
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• Enter the report name and the parameters as per following

REPORT NAME	PARAMETERS & EXPLANATION
ICAR Fund Inquiry Report	<ul> <li>Institute Name: Enter the Institute name from list of values</li> <li>Source of Fund: Enter the source of funds (Plan/Non Plan)</li> <li>Scheme: Select the Scheme name Provides the budgeted, encumbered, actual and fund available against a particular head.</li> </ul>
ICAR Purchase Order Print Report	<ul> <li>Institute Name : Select the institute from list of values</li> <li>PO Number: Enter the PO No. Provide the PO print in PDF format.</li> </ul>
ICAR Expenditure Sanction Order Report	<ul> <li>Institute Name: Enter the Institute name from list of values</li> <li>Quotation No: Enter the Quotation No. Provides the funds availability against a particular head</li> </ul>
ICAR Purchase Order Detailed Report	<ul> <li>Institute Name: Enter the Institute name from list of values</li> <li>Start Date : Enter the start date</li> <li>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.</li> </ul>

#### 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-->Nowthe 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.

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Ir	ndent Nur	nber		Туре	Purch	ase Requi	Preparer	Dr Yogesh a	bc Kumar	
	Descrip	otion		Status	Incom	plete	Total	INR		100.00
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	Lines	Source Deta	ails Details		Curren	icv				
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		(						<u>OK</u>	Ď	
	Destinati									

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

🖸 Submit Request		× I ×
Run this Request		
	Сору	
Name	ICAR	
Operating Unit	Reports	×
Parameters		
Language	Find ICAR %	
	Name	Application
	ICAR Fund Inquiry Report	XXICAR Cu
At these Times	ICAR Purchase Requisition Print Report ICAR Purchase Requisition Status Report	XXICAR OU Share XXICAR Ou

# 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.

HID'SIGU ICAR	Implementation of MIS & FMS in ICAR
*User Nan *Password	(example: michael.james.smith) (example: 4u99v23) Login Cancel
	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

		Personalize
CIFT Asset     CIFT DDO Payrol Access     CIFT Employee Self Service     CIFT Establishment & Personnel Section     CIFT General Ledger	CIFT Projects       Image: Project Details       Image: Project Item Details Form	
CIFT HRMS View Only CIFT Payables Audit & Account CIFT Payables Audit & Account CIFT Porjects CIFT Purchasing Reculsitioner CIFT Receivables Audit & Accounts FMS ADMIN VENDOR CREATION	Workplan Project List Search Projects	

2. Click on Project Details. A new window opens

Eile Edit View Folder Tools Window Help	12 G O A 1 <b>?</b>	_	_	ORA
Project Details 000000000000000000000000000000000000			***************	
View By Group	Summary History			
Poposals by Group     Poposals Shortcuts	ß			
P Public Shortcuts	Document Number	Master Agreement	Document Type	Document Alias
et an and the second bound of state Hits 16110130003(Enter Title of the Hits 16100130003(Enter Title of the Hits 161001300003(Enter Title of the Hits 16100130003(Enter Title o				
	( <u> </u>		[	Click on New Document
		Authoring	Workbench	New Document

- 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.

Contract Authoring Wiza	streament UDecument Type UDecument Aliac rd, Step 1 of 3: Create Option SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS
Contract	Welcome to the Contract Authoring Wizard!
	Please select one of the following options for creating a new contract document.
	Create RPPI for Externally Funded Projects  Conv From Existing Document
	© Create new Status Report from Status Report Template
<u>C</u> ancel	< <u>B</u> ack Next > Finish

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

🗢 Contract Authoring Wiza	rd, Step 3 of 3: New Document Inf	ormation	
Contraste Intelligence intellig	Please enter the following info for your new contract docume	ormation ent.	
	Type NA NA	Buy	]
	Start Date	16-JUN-2017	]
	ltem Master Org	IMO - Item Master Organization	
	Institute Name	CIFT - Central Institute of Fisher	i
<u>C</u> ancel	< <u>B</u> ack N	ext > Finish	

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

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Project Header (E)	xternal	Members/Member Contribution	Project Items	Project Team In	fo/Doc Approval	
— Organizations -						_
	Туре	IASRI-RPPI				
Nu Project	imber Code	55210140043	Type of I	Project IASRI-A	nlied	
i loject	ooue		1366 011	roject [morary	opnou	
Lead Div	vision	IASRI -Computer Application				
Priority	Area	Development and Analysis of		Start Date	24-APR-2014	
S	Status	Document Created		End Date	24-APR-2017	
Pr	roject		C Organizations	;		
Prime Contract			In	istitute IASRI - I	ndian Agricultural	Sta
Project Title						
rest						

Now enter Project team info/Doc approval and Save.

55	i210140043) 👾						া দ্য×
ľ	Project Header	External N	Members/Member Cor	ntribution Project Ite	ms Project T	eam Info/Doc Approva	al 💽
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l	Туре		Workflow Name	Process	Name		
L	Approve	-					A
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U							
	Emplovee		Role		Start Date	End Date	
	Dr. Alka Arora	a	··· PI	2	4-APR-2014		
							_

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

externally Funded): 50613180L	U1)			া শাল
Project Header External	Members/Member Contribution	Project Items	Project Team Info/Doc Approva	al 🔷
— Organizations ———				
Туре	CIFT-RPPI (Externally Funde			
Number	50613180001			
Project Code	50613180001	Type of Pr	roject	
Lead Division				
Priority Area	Document Created		End Date 15-1UN-2017	
Proiect	1009104	← Organizations -	End Date 113-30142020	
Prime Contract		Inst	titute CIFT - Central Institute	of Fisl
Project Title				
akmu project				
	Ī	am Concurrence	Chang <u>e</u> Document S	tatus

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.

Contract Authoring Wizard, Step 2 of 3: Source Document Information SASSONSASSONS IN TRANSPORTED A CONTRACT Authoring Wizard, Step 2 of 3: Source Document Information Sector Sec
<u>C</u> ancel < <u>B</u> ack <u>N</u> ext > Finish

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

Contract Authoring Wizard	l, Step 3 of 3: New Document Inform	nation 000000000		<u> 또 된 X</u>
Comments.	Please enter the following info for your new contract docum	ormation ent.	1 Enter RPP2	
	Туре	NBPGR-RPPII	•	
	NA	Buy	-	2 Enter RPP2 reporting period
	NA			
	Start Date	01-APR-2013		
	Item Master Org	IMO - Item Masi	ter Organization	
	Institute Name	NBPGR - Natior	nal Bureau of Pla	
				3 Click here
Cancel	< <u>B</u> ack	ext >	Finish	

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

Eile Edit View Folder Tools Actions Window E 🚙 🏷 🛈 🖓 😓 🕲 🎱 🕅 1 X8 🗅 👸 🖉	ielp   🚽   🤌 🧐 🌍 🖉 🏘	?		_		ORA	.0
Contract Authoring Workbench (NBPGR-RPPII: 1 Filters None	6120130003) PRESERVED	eam Rating	Project Items	Project Team Info/D	oc Approval F	Ratings/Checklists	
₽₩ 16120130003	Organizations     Type     Number     Project Code     Lead Division     Priority Area     Status     Project	NBPGR-RPPI 16120130003 IXX04024 Document Cre 1001311	I	Type of Project	Start Date 01- End Date	APR-2013	
	Project Title Identification of Interce	pted Weeds an	d Supportive Res	Institute earch in Quarantine am Concurrence	Change Do	Reporting period	d 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

Navigator - NDRI Projects 20000000000	************************************	***************************************	000000000000000000 🗹 🗙
Functions Documents			
Project Details			
Contract Organizer			
Project Details		Top Ten List	
+ Workplan			
Project Item Details Form		→	
*	20 Contraction of the second s		
		2	
			Open

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

🔉 Navigator - Enter Project Budget	energia
Functions Documents	
Enter Project Budget	
Budgets	
Enter Project Budget	Top Ten List
	Qpen

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

O Budgets (CIFT - Central I	Institute of Fisheries Technology)			L N X
Find Budget				
Project Number	1009104			_
Project Name	50613180001		Find Draft	
Budget Type				
-Draft Budget	Budget Types (2000) 00000000000000000000000000000000	Ì		
-		Status	Working	
	Find %			
	Budget Type			[ <mark>80</mark> ]
- Entry Options	Comprehensive Proposal Budget			
Entry Method	Expenditure Budget	source List	ICAR Resource	e List
C Totals				
			Revised Date	
Draft			16-JUN-2017 1	0:47:36
Current				
History			Suhmit	Details
	Eind QK Cancel		- aginin	Detailo

#### Click on Details Button

Budgets (CIFT - Central Find Budget	Institute of Fisheries Technology)	***********************	०००००००००००००००००० ⊻ ज ×े
Project Number	1009104	ļ ,	
Project Name	50613180001	J	Find Draft
Budget Type	Expenditure Budget	J	
-Draft Budget			
		Status	Working
			_
			[ <mark>80</mark> ]
<ul> <li>Entry Options</li> </ul>			
Entry Method	ICAR Budget Entry	Resource List	ICAR Resource List
L			
C Totals			
	– Labor –		
	иом	Amount	Revised Date
Draft			16-JUN-2017 10:47:36
Current			
History	<u>C</u> opy Actual	Rework	Submit Details

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

😑 Task Budgets (CIFT - Cer	ntral Institute of Fisheries Techno	logy) - 1009104, Exp	enditure Budget		2000년 <b>로 키 ×</b>
Version Numbe	er Draft	Version Name			
		– Labor –			V
	Major Expenditure Hea Grants - Capital Grants - General Grants - Salaries				Amount 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.
	Project	t Total			
			Bu	udget 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.

😑 Budget Lines (CIFT - Central Institute	e of Fisheries Techi	nology) - 1009104	, Expenditure Bud	lget Coloridoria	2000-2000년 🕑 🗐 🗙
∨ersion Number <mark>Draft</mark>			Version Name		
Exp. No. Grants - Gen	eral	11	Major Head	Grants - General	
View Lines For All	-	Peri	ods For Totals	JUN-17	- MAR-18
	Earliest	First			
Budget Period	s JUN-17	🗌 🧲 JUN-17		JUN-17	
Minor Expenditure	UIN 17			SED 17	Period —
CBO Operational Day Cost		JOE-17	A00-17		
GRO-Operational Raw Cost	100000.00				100000.00
GRO-Research E Raw Cost	200000.00				200000.00
GTA-Domestic T/ Raw Cost	150000.00				150000.00
GME-Other Misc Raw Cost	100000				
	1				
	1				
Totals Labor Hours	0.00	0.00	0.00	0.00	
GME-Other Miscellaneous JUN-1	7				
		luctific stice.			
		Justilication	_	_	

After entering the budgets (Save them)

OBudget Lines (CIF	T - Central Institute	of Fisheries Techr	nology) - 100910	4, Expenditure Bu	dget Cristian Cristian	xxxxxxxxxx ≝ <b>ज ×</b>
Version Numb	er Draft			Version Name		
Exp. N	o. Grants - Gener	al		Major Head	Grants - General	
View Lines F	or All	*	Pe	riods For Totals	JUN-17	— MAR-18
		Earliest	First		Latest	
Minor Expenditure	Budget Periods	JUN-17	🛛 🗲 🛛 JUN-1	7 🔷	JUN-17	Period 🗹
_Head	Amount Type	JUN-17	JUL-17	' AUG-17	SEP-17	Totals _
GME-Other Misc	Currency			I		0.00
GME-Other Misc	Raw Cost	100000.00		I		100000.00
GME-Other Misc	NA	100000.00		1		100000.00
GRO-Operational	Currency			Í		0.00
GRO-Operational	Raw Cost	100000.00		1		100000.00
GRO-Operational	NA	100000.00		1		100000.00
GRO-Research E	Currency			1		0.00
GRO-Research E	Raw Cost	200000.00		Í		200000.00
Totals Labor Hou	rs 🔹	0.00	0.00	0.00	0.00	0.00
GME-Other Mis	cellaneous					
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close the window and come to below mentioned main form.

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Find Budget			
Project Number	1009104	(	Find Draft
Project Name	50613180001	(	
Budget Type	Expenditure Budget		
Draft Budget			
1		Status	Working
			_
			[ <mark>80</mark> ]
Entry Options			
Entry Method	ICAR Budget Entry	Resource List	ICAR Resource List
Totals —			
	- Labor		
		mount	Revised Date
Draft	44500	00.00	16-JUN-2017 10:47:36
Current			
History	Copy Actual	Rework	Submit Details

Click on Submit Button→Status would Change Submitted

😑 Budgets (CIFT - Central	Institute of Fisheries Technol	ogy) (Altheory)		0000000000000000000000000000000000000
Find Budget				
Project Number	1009104		(	End Date
Project Name	50613180001		(	
Budget Type	Expenditure Budget			
Draft Budget				
			Status	Working
				[ <mark>80</mark> ]
<ul> <li>Entry Options</li> </ul>				
Entry Method	ICAR Budget Entry		Resource List	ICAR Resource List
C Totals				
	– Labor –			
	UOM	Amount		Revised Date
Draft		4450000.00		16-JUN-2017 10:47:36
Current				
History	Copy Actual	Rework		Su <u>b</u> mit <u>D</u> etails

After Click on Submit button  $\rightarrow$  Submit Button will change to Baseline button, click on this button again.Now the status would be "Inprocess"

🔁 Budgets (CIFT - Central	Institute of Fisheries Technolo	gy) (POPPERSION		00000000000000000000000000 <b>⊻</b> ज ×
Find Budget				
Project Number	1009104		(	Find Duck
Project Name	50613180001		(	
Budget Type	Expenditure Budget			
-Draft Budget				
			Status	Submitted
				( <mark>80</mark> )
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	E	Baseline Details

After few Minutes Status would change from "Inprocess" to Working"

Budgets (CIFT - Central Institute of Fisheries Technology)     Sectors and a sector and a s	
Project Number 1009104	
Project Number 1009104	
Project Name 50613180001	
Budget Type Expenditure Budget	
- Draft Budget	-
Status In Progress	
Entry Ontions	
Entry Method ICAR Budget Entry	
lotals	
- Labor	
UOMAmountRevised Date	
Draft 4450000.00 16-JUN-2017 10:47:36	
Current Curren	
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

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	Help ( <u>C</u> )	Submit	Cancel
6			

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

🥌 C	Dracle Applications - ICAR - I	AIS-FMS System		
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		ICAR Account Analysis Report	XXICAR	
	At these Times	ICAR Final Project Evaluation Report By Evaluation Committee	XXICAR	
	Run the Job	ICAR Final Project Evaluation Report By PI	XICAR	
		ICAR PME Cell Appraisal Report	XXICAR S	
	- Upon Completion	ICAR PROJECT DETAILS REPORT	XXICAR	
II U	opon completion	ICAR Project Annexure Report	XXICAR	
		CAR Project Budget vs. Expenditure Report(User Level)	XXICAR -	
	Layout	ICAR Project Funding Report	XICAR	
	Notify	ICAR Project Rating Report	XXICAR	
	Drint to	ICAR Project Status Report for IRC	XXICAR	
	1 11112 10	ICAR Project Update	XXICAR	
	Help ( <u>C</u> )	(Eind) (QK Cancel)		
	·			
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		Authoring Workber	nch	New Document

#### 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:	Institute Name: CIFT											
RPPI Number: 50	RPPI Number: 50613180007											
Institute Name	RPPI 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
CIFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - Capital	Equipments	2018	1,061,460.00			1,061,460.00
CIFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	GRO-Operational Expenses	2018	50,000.00			50,000.00
CIFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	GRO-Research Expenses	2018	150,000.00			150,000.00
CIFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	GTA-Domestic TA/Transfer	2018	50,000.00			50,000.00
CIFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - General	Institutional Charges	2018	67,600.00			67,600.00
CIFT	50613180007	1009366	50613180007	Livelihood enhancement of 'Sidi tribal	Expenditure Budget	Grants - Salaries	Salaries-SRFs/RAs	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

Eile Edit View Fol	der <u>T</u> ools <u>W</u> indow <u>H</u> elp	
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CEmployee Basic D	etails	
Name Last First		Gender Unknown  Action  Person Type for Action  Person Types
	Pareon	
Mi	Employee Name Search by number Type Employee / Applicant Number	nployee
Co	Clea	ar New Find
Effective Dates From 05-A	PR-2017 To	ICAR Joining Date
<u>A</u> ddress	Picture	Service Details Personal Details Others

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

Last First Title	Shyla Mrs.				Gender Fer Person Typ Employee	male Person es	▼ Type for	Action	~
Middle	N.C				Identificatio Employee	n		• 0115	85
Personal Date Hom	of Birth 15 e Town Th	all -APR-1968 odupuzha	Blood Group	Decea	ased Date Mar	Age ital Status	50 Married	nefit Details	
Country	of Birth Inc	dia			l Registered	Nationality d Disabled	Indian		
	es								

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

## Click On Service Details

4	🏷 🐼 I 🖉 🎄	🚳 🎒 🖗 । 🔀 🗊 👘 💋 🥥 🕼	¢ 🌒 🏉 🕅	) i 🕅 🛗 🎦 i 🥐
<mark>O</mark> En	nployee Basic Details			_ D ×
	Service Details(Mrs	: Shyla N.C .)		
	Organization	CIFT - Central Institute of Fisheries Techn	Office Details	INST.Technical
	Designation	Senior Technical Assistant.	Position held	
	PB + Grade Pay	PB-2 (Rs 9,300-34,800).+4200.Level 6	Payroll	CIFT Monthly Payroll
	Location	CIFT (MI), Kochi	Status	Regular
			Vacancy	
			Employee (	Category Technical
	Salary Information	Supervisor Probation & Notice P	eriod Statuto	ry Information Service Change Reason
		Salary Basis Monthly Salary		
	Review Salary -	Revi	ew Performance	
Ч				
		Effective Dates		
		From 07-DEC-2016		то []
-	Salary	Salary Components		Payroll Related

Click on Salary Components

Period 2 2017 Calend: Classification	ar Month (D1-APF	R-2017	Processing Types Recurring Nonrecurring Both	0	verride Additio Pro	nal cessed Retroactive
Element Name	Processing Type	Costing	g Reason	[]		Effective Dates From To
Casual Leave Annual Accrual	Recurring		][			10-FEB-1997
Child Care Leave Accrual Plan	Recurring					10-FEB-1997
Earned Leave Accrual	Recurring		][			10-FEB-1997
Half Pay Leave Accrual	Recurring					10-FEB-1997
Taxable HRA	Recurring					10-FEB-1997
Deduction Information	Recurring					01-APR-2005
Income Information	Recurring					01-APR-2005
Professional Tax Information	Recurring					01-APR-2005
Proof of Landlord	Recurring					01-MAR-2012
CGEGIS	Recurring					01-MAR-2014
Dearness Allowance	Recurring					01-MAR-2014
						(1) 200000

Click on	🔢 to change the Effective date
Click on	to add new Salary Component

Dates
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f
0 6 11 11 11 7 7 7 7

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

		Processing Types	Quarrida		
Period 2 2017 Calenda Classification	Month (	D1_APR-2017 O Recurring	overnue ▼		
Element Neme	Proces	Find %	Processing Type 🔺	ective Dates	To
Personal Pay	Recurr	Income Tax Deduction	Recurring 🛁	UL-2016	10
Special Pay	Pacurr	House Building Advance Interest Recovery	Nonrecurring	UL 2016	
Central Govt Transnort Allowance	Recurr	GPF New Advance Recovery	Recurring	UG-2016	
GPF Information	Recurr	GPF Adj	Nonrecurring	UG-2016	
LIC Deduction	Recurr	Child Care Leave Accrual Plan Half Pay Leave Accrual Upload	Recurring Nonrecurring	UG-2016	
PTAX Adj	Recurr	TA Adjustment	Nonrecurring	EP-2016	
Club	Recurr	House Building Advance Principal Recovery	Nonrecurring	AN-2017	
Income Tax Deduction	Recurr	House Rent Information	Recurring	AN-2017	
Base Salary	Recurr	GPF Balance Adjustments	Nonrecurring	EB-2017	
GPF New Advance Recovery	Recurr	Special Duty Allowance	Recurrina 💽	PR-2017	ĺ
		Find	Cancel	PR-2017	
	l			]	

Add the respective Salary Component

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

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

## Frequently Used salary Components

Deduction		
GDES	GPF Information	
UFI 5	(Employee Total PF Contribution in Pay Slip)	
GPFA	GPF New Advance Recovery	Recurring
NPS	NPS information	Recurring
НВА	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
РТ	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	Pr
Income Tax Deduction	Re
House Building Advance Interest Recovery	No
Income Information	Re
GPF New Advance Recovery	Re
GPF Adj	No
Child Care Leave Accrual Plan	Re
Half Pay Leave Accrual Upload	No
TA Adjustment	NO
House Building Advance Principal Recovery	
Lic Deductions	RE
GPF Balance Adjustments	No
Snerial Duty Allowance	Re
Conveyance Allowance Arrears	No
Casual Leave Annual Accrual Upload	No
Advance Increment Scientist	Re
Computer Advance	No
Life Insurance Premium	Re
Bad Climate Allowance Arrears	No
Refund Recovery	No
LIC Deduction4	Re
CGHS Adjustment	No
Commuted Pension Information	No
Benevolent Fund	NO
House Building Advance First Installment	No
Hostel Subsidy Allowance	No
Food Charges	Re
Voluntary Retirement Information	No
Journey Fare for Children Studying at Outst	No
Arrears Taxable HRA	No
GPF Adj Earning Side	Re
Tribal Area Allowance	Re
Child Care Allowance	Re
TA_AUJ Reactal Pay	
Half Pay Leave	No
House Building Advance Information	Re
XX_HBA_Recovery_Bal_Adj	No
Central Society Ded	No
Non Practising Allowance Arrears	No
House Loan Information	Re
Employee Statutory NPS Contribution	No
Earned Leave	No
Sabbatical Leave	No
Leave not due	NO
Computer Advance PrePayment	NO
Vehicle Advance Principle Recovery	No
Famed Leave Accrual Carried Over	No
TDS Adi	No
Sal_Adj	No
GPF Third Advance	No
GPF Fourth Advance	No
Fee Honorarium for Project	No
Extraordinary Leave	No
Island Special Duty Allowance	Re
Overtime Allowance	No
Bus Fare	Re
venicie Advance Recovery1	Re
Bau Climate AlloWance	Re
Restricted Holiday	Ne
Sundarban Allowance	Re
GPF Advance Information	Re
Taxable HRA	Re
Professional Tax Information	Re
Earned Leave Accrual	Re

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### Description House Building Advance Interest Recovery Element to trigger income calculation New Element for GPF Advance Recovery GPF Adi Child Care Leave Accrual Plan For Recovery of excess Transport Allowance House Building Advance Principal Recovery Store House Rent related Details Special Duty Allowance Conveyance Allowance Arrears Store Life Insurance Premium related details Bad Climate Allowance Arrears Refund Recovery Commuted Pension Information House Building Advance First Installment Hostel Subsidy Allowance Voluntary Retirement Information Journey Fare for Children Studying at Outstations Arrears Taxable HRA GPF Adjustment in case extra amount is paid by em... Tribal Area Allowance For adjust income tax under section 10 Special Pay Sterilization for Family Planning Half Pay Leave for ICAR Employees House Building Advance information Non Practising Allowance Arrears Store House Loan Information Employee Statutory NPS Contribution Earned Leave for ICAR Employees Sabbatical Leave for ICAR Employees Leave not due for ICAR Employees Computer Advance PrePayment GPF Payout Information Carried over entitlement for accrual plan Extraordinary Leave for ICAR Employees Island Special Duty Allowance Overtime Allowance Element Defined For The Calculation Of Bad Climat... Element to trigger Income tax calculation Restricted Holiday for ICAR Employees Sundarban Allowance

Classification Tax Deductions Voluntary Deductions Information Voluntary Deductions Involuntary Deductions Information Information Earnings Voluntary Deductions Voluntary Deductions Information Information Earnings Earnings Information Earnings Advances Information Earnings Earnings Voluntary Deductions Voluntary Deductions Information Voluntary Deductions Advances Earnings Allowances Voluntary Deductions Information Earnings Information Earnings Earnings Earnings Information Earnings Information Information Information Voluntary Deductions Earnings Information Involuntary Deductions Information Information Information Voluntary Deductions Information Voluntary Deductions Information Direct Payments Information Advances Advances Earnings Information Earnings Earnings Earnings Voluntary Deductions Earnings Information Information Earnings Information Information Information

Information

Earned Leave Accrual

Information Element For GPF Advance

Element to compute taxable portion of HRA

House Building Advance Second Installment Nonrecurring Project Allowance Recurring DA Adjustment Advance Increment Arrears Cash Handling Allowance to Cashiers Washing Allowance Arrears Bonus Bal Adj Miscellaneous Deduction Miscellaneous Deduction 2 Deduction Information Computer Advance Information Employee NPS Contribution Arrears Fee Honorarium and Renumeration Island Special Duty Allowance Arrears Study Leave GPF Interest Adjustment Special Compensatory Hill Areas Allowanc... Water Charges Festival Advance Festive Advance Information Hard Area Allowance Earned Leave Balance Upload Central Govt Children Education Allowance Vehicle Advance Recovery CGHS Deduction Other Allowance Recurring Base Salarv Arrears Child Care Leave Accrual Plan Upload Cash Handling Allowance to Cashiers Arre... GPF Information LIC Deduction2 Recurring Cycle Allowance Arrears Grade Pay Arrears Computer Advance Interest Recovery HRA CGHS Balance Adj CGEGIS Caretaking Allowance for Government Buil... Special Disability Leave Special Compensatory Hill Areas Allowance GPF Fifth Advance Court Order License Fee Due Leave Encashment on LTC Washing Allowance Society Deduction1 Grade Pay Adj Dedu GPF Withdrawl Information Credit Thrift Society Recovery Professional Tax Deductions Other Income HRA Adjustment Staff Welfare Charge NPS Costing LIC Deduction Grade Pay Grade Pay Adj Child Care Leave License Fee NPS Information Society Deduction Warm Clothing Advance Recovery Tribal Area Allowance Arrears GPF Second Advance Casual Leave Club Electricity Charges Festival Advance Recovery

Nonrecurring Nonrecurring Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring Nonrecurring Recurring Recurring Nonrecurring Nonrecurring Recurring Recurring Nonrecurring Nonrecurring Nonrecurring Recurring Nonrecurring Nonrecurring Nonrecurring Recurring Nonrecurring Recurring Recurring Nonrecurring Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring Recurring Nonrecurring Nonrecurring Recurring Recurrina Recurring Nonrecurring Recurring Nonrecurring Recurring Nonrecurring Nonrecurring Nonrecurring Recurring Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring Nonrecurring Recurring

House Building Advance Second Installment Project Allowance

Cash Handling Allowance to Cashiers Washing Allowance Arrears

Misc recoverywith remark input value Element to trigger deduction calculation

Fee Honorarium and Renumeration Island Special Duty Allowance Arrears Study Leave for ICAR Employees

Special Compensatory Hill Areas Allowance Arrears NDRI water charges Festival Advance

Hard Area Allowance

Central Govt Children Education Allowance New vehicle advance recovery Deduction for CGHS Benefits

Cash Handling Allowance to Cashiers Arrears **GPF** Information

Cycle Allowance Arrears

Computer Advance Interest House Rent Allowance

Central Government Employees Group Insurance S... Caretaking Allowance for Government Buildings Special Disability Leave for ICAR Employees Special Compensatory (Hill Areas) Allowance GPF Fifth Advance Deduction from Employee Salary by the Order of Co...

Washing Allowance Society Deduction Recurring Element to deduct grade pay in case of extra amou... Element For GPF Withdrawl

Manually Deducting Pforfesional Tax Store Other Income related details for adjusting HRA To capture staff welfare fund contribution amount

Grade Pay

Child Care Leave for ICAR Employees License Fee Deduction for Government Quarters NPS Information

Warm Clothing Advance Recovery Tribal Area Allowance Arrears

Casual Leave for ICAR Employees

NDRI Electricity Charges New element for recoverying festival advance

Advances Earnings Earnings Earnings Earnings Earnings Information Involuntary Deductions Involuntary Deductions Information Information Involuntary Deductions Earnings Earnings Information Information Earnings Voluntary Deductions Advances Information Earnings Information Earnings Voluntary Deductions Involuntary Deductions Earnings Earnings Information Earnings Information Voluntary Deductions Earnings Earnings Voluntary Deductions Allowances Information Voluntary Deductions Earnings Information Earnings Advances Involuntary Deductions Involuntary Deductions Earnings Earnings Voluntary Deductions Voluntary Deductions Information Voluntary Deductions Pre Tax Deductions Information Earnings Voluntary Deductions Information Voluntary Deductions Earnings Earnings Information Voluntary Deductions Information Voluntary Deductions Voluntary Deductions Earnings Advances Information Voluntary Deductions Voluntary Deductions Voluntary Deductions

Dearness Allowance Arrears Central Govt Transport Allowance Donation To Relief Fund Maternity Leave Postal Life Insurance Special Casual Leave HBA Advance Interest Rec Uremittance Half Pay Leave Accrual Carried Over Bonus LIC Salary Savings Scheme Central Government Transport Allowance ... Computer Advance Recovery House Building Advance PrePayment Earned Leave Deduction for Leave Encash... Vehicle Advance Interest Rec URemittence Bonus Arrears Conveyance Allowance Split Duty Allowance LIC Deduction6 Vehicle Advance New Interest Recovery Employer NPS Contribution Arrears GPF Advance Recovery Base Salary GPF Advance PrePayment Cash Award HBA Advance Recovery Cycle Allowance TA Adi Deduction Advance Increment Technical Vehicle Advance Information Bonus Off Cycle Proof of Landlord Adoption Leave Vehicle Advance Warm Clothing Advance Employee Total NPS Contribution **Bus Fare Deduction** HBA Advance Interest Recovery Child Care Allowance Arrears Court Attachment Recovery PTAX Adi Casual Leave Annual Accrual Computer Advance Principle Recovry Special Compensatory Remote Locality All... LIC Deduction3 Half Pay Leave Accrual Computer Advance Interest Rec URemitte... Miscellaneous Deductions Recovery Deputation Duty Allowance Dearness Allowance Base Adj GPF Interest Information ICAR GPF Part Final Withdrawl NPS Exemption Vehicle Advance Interest Recovery Personal Pay Old Festival Advance Recovery GPF Tax Adj Non Practising Allowance Vehicle Advance PrePayment Warm Clothing Advance Information GPF Withdrawal GPF Advance Central Govt Children Education Allowance.. Nonrecurring

Nonrecurring Recurring Nonrecurring Nonrecurring Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring Recurring Recurring Recurring Nonrecurrina Nonrecurring Recurring Nonrecurring Nonrecurring Recurring Recurring Nonrecurring Recurrina Recurring Nonrecurrina Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring. Nonrecurring Nonrecurring Recurring Recurring Recurring Nonrecurring Recurring Recurring Recurring Nonrecurring Recurring Recurring Recurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Nonrecurring Recurring Nonrecurring Nonrecurring Recurring Nonrecurring Recurring Nonrecurring Nonrecurring

Arrears for Dearness Allowance Central Govt Transport Alowance Donation To Relief Fund Maternity Leave for ICAR Employees

#### Special Casual Leave for ICAR Employees

Carried over entitlement for accrual plan Element Defined To Pay Bonus Stores LIC Salary Savings Scheme related details Central Government Transport Allowance Arrears New element for computer recovery use this House Building Advance PrePayment

Bonus Arrears Conveyance Allowance Split Duty Allowance

Recovery with New Rate of Interest

Element Used To Recover The Advance Disbursed ... Element Defined To Capture Basic Salary Prepayment of GPF Advance Cash Award New element for HBA recovery Cycle Allowance When TA paid more than eligible Advance Increment for Technical Category Employee

To capture Proof of Landlord for HRA Exemption Adoption Leave for ICAR Employees

Warm Clothing Advance Employee Total NPS Contribution Bus Fare Deduction HBA Advance Interest Recovery after Principal Reco... Child Care Allowance Arrears Element To Deduct Amount for Court Attachment

Casual Leave Annual Accrual Computer Advance Principle Recovery Special Compensatory Remote Locality Allowance

Half Pay Leave Accrual

Recurring element to recover deductions Deputation Duty Allowance DA

Personal Pay Recovery of Festive Advance Bal adj for chapter VI-A Non Practising Allowance Vehicle Advance PrePayment Warm Clothing Advance Information GPF Withdrawal Element Used To Disburse Advances Against GPF Central Govt Children Education Allowance Arrears

Earnings Allowances Voluntary Deductions Information Voluntary Deductions Information Voluntary Deductions Information Earnings Information Earnings Voluntary Deductions Voluntary Deductions Information Voluntary Deductions Earnings Earnings Earnings Voluntary Deductions Voluntary Deductions Employer Charges Voluntary Deductions Earnings Voluntary Deductions Earnings Voluntary Deductions Earnings Voluntary Deductions Earnings Information Earnings Information Information Advances Advances Information Voluntary Deductions Voluntary Deductions Earnings Involuntary Deductions Voluntary Deductions Information Voluntary Deductions Earnings Voluntary Deductions Information Voluntary Deductions Involuntary Deductions Earnings Earnings Earnings Information Information Information Voluntary Deductions Earnings Voluntary Deductions Information Earnings Voluntary Deductions Information Direct Payments Advances 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

 $\rightarrow$  View  $\rightarrow$  requests  $\rightarrow$  Submit a New Request  $\rightarrow$  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: **Runtype** (cumulative run)  $\rightarrow$ **Ok**.

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

<u>Note</u>: Status (Incomplete)  $\rightarrow$  Assignment Process  $\rightarrow$  Status (Error)  $\rightarrow$  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.

<u>Note</u>: 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.

<u>Note</u>: 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

### **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  $\rightarrow$  <u>Run Payroll for a Single Employee</u>  $\rightarrow$  View  $\rightarrow$  requests  $\rightarrow$  Submit a New Request  $\rightarrow$  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.

<u>Note</u>: 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

OSubmit Request			x   x	
Run this Request				
			Сору	
Name	ICAR Pay R	egister Component wise I	Report	
Operating Unit				
Parameters				
Language	American Er	nglish		
		O Parameters		
		Component Name	HBA Advance Recovery	
At these limes		Dev Devied		
Run the Job	As Soon as	Pay Period	3 SEP-2016	
		Institute Name	CIFT - Central Institute of Fisheries Technology	
Upon Completion		Employee Category	Administrative	
	⊻ <u>S</u> ave all O	Employee Designation		
Layout	ICAR Pay R	NPS		
Notify		Location	CIFT (MI), Kochi Central Institute of Fisheries Technology	
Print to	noprint			Þ
			QK Clear Help	
Help ( <u>C</u> )				

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

un this Request				Conv		
Request Set ICA	? Payroll Process Rep	orts				
rogram	Operating Unit	Stage	Parameters	Language		
rePayments	1	PrePayments (10)		( NLS )	-	
Payroll Reports Archive (Ind	(I.	Payroll Reports Archi		NLS		
Electronic Fund Transfer Re	4	Electronic Fund Trans		NLS )	3	
Costing		Costing (40)		NLS )		
ransfer to GL		Transfer to GL (50)		(NLS)	-	
<b>q</b> 277						
			Options	Delivery Opts		es
these Times	Joon As Possible			Schedule		
				Notifications		
		-			-	

### **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)  $\rightarrow Ok$ .

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

O Submit Request						×	×			
Run this Request										
					Сору					
Name	Rollback Ru	n								
Operating Unit										
Parameters						ļ				
Language	American E	nglish								
			Langi	uage Settings	Debug Options					
At these Times						31				
Run the Job	As Soon as	Parameters								×
		Payroll Run	30-APR-2014 (1)	203329)					2 2014 Calend:	ər Month
Upon Completion		Assianment Set		,						
	⊠ Save all O	5	ৰ							Ð
Layout								[0]		
Notify							<u>j</u> k	Cancel		
Print to	noprint	L		J						)
				Outwit	Orment					
Helb (C)				Sumans	Cancel					

- 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

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.

Click on the List of values. Group ID will populate automatically.

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Import Journals	(ICAR) 20202020		
Payre		Specific Group Id	
		1	
- Run Options		Date Ra	nge
Post Error			Start
Create Su	mmary Journals		End
L			
Import Descr	iptive Flexfields	ion 👘 🕅 🕅 🕹	lidation
	e voitti valitat		indation
		(Import	
			J

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:

ICAR Concurrent Request ID: 3359959			Journal	l Import	Executio	on Report			Date:	27-MAY-15 18:10
Journal Entry Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbala Ba	nced Total tches	l Unbalanced Tota Headers	l Flex Errors	Total Non-Flex
Payroll	1145288	Success	24	1	. 1		0	0	0	0
*** TOTALS ***		-	24	1	. 1		0	0	0	) 0
				Batche	s Created	d ======				
Warning Batch Name					Period I	Total Name Lines	Total Headers	Tota Accounted Debi	l ts Ac	Total counted Credits
Payroll A 1145288 335999	59				MAY-15	24	1	483985	7	4839857

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

Workli	st			Favorites
				Personalize
			Full List	Ilser (FMS ADMIN)
From	Subject 🔺		Sent	Values (EMS ADMIN)
	The budget integration was successful.: 1691313	0009(1002694)	04-Feb-2015	Values (TMS ADMUV)
	The budget integration was successful.: 4561314	0097(1002592)	04-Feb-2015	Bank Account (BANK Accounts)
<u>«тір л</u>	acation Rules - Redirect or auto-respond to notificatio	ons.		HRMS Functional
<u>«тір М</u>	<u>/orklist Access</u> - Specify which users can view and act	upon your notifications.		Finance Functional
				Finance Functional Blog
Naviga	itor			
			Personalize	
	plication Developer	The Consult adams		
	RI(AS) Pavables Audit & Account			
Pi Ca	sh Management Master User	Enter		
Ca	sh Management Superuser	Post Post		
	AE Payables Audit & Account	BUDGET UPLOAD		
	ARI(MI) DDO Payroll Access	EFC BUDGET UPLOAD		
	ARI(MI) Establishment & Personnel Section	Eunds Inquiry		
	ARI(MI) General Leager ARI(MI) Davables Audit & Account	Import Journals		
	ARI(MI) Receivables Audit & Accounts	Enter Budget Journals		
	BA Establishment & Personnel Section	Combination		
	CR DDO Payroll Access			
	CR Establishment & Personnel Section	Request Reports		
	CR Payables Audit & Account	🔞 Financial		
	CR Payment Section	R Standard		
	FA Payables Audit & Account			

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

9: Click on find button.

inter Journals (IC/									<u> </u>
<u> </u>									
Batch Status	Source	Category	Period	Batch Name	Journal Na	me C	Currency	Journal Debit	Journal Credit
		Find Journals 10					2000 E	(JX)	
		Batch	Payroll	A 1145288 335	9959		ŀ	•	
		Journa							
		Ledge	r						
		Source							
		Category							
		C Status			- Control Total -				
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		Clear		New Batch	New Jo	urnal	Find		
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					-				
Review Joj	urnal	Review Bat <u>c</u>	h		Post		a <u>x</u> Batch		Reguery
								(	
New Jour	mal	New Batch			Approve			(	AutoCopy

Enter Journals (IC)	AR) 00000000				****************	-0-0-0-0-0-0-0-0-		
Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Payroll	Payroll	MAY-15	Payroll A 1145288 335	Payroll INR Corporate	INR	4839857.00	4839857.00
	1							
	1							
	1							
	1							
	1							
	1							
	1							
Review Jo	ymal	Review Batch		Eo	st	Tay Batch		Reguery
New Jour	nal	New Ba	tch	Appro	ive			AutoCopy

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

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Ente									2.7	1 <b>X</b>	
e	Jour	nais (ICAR) - Payroli A 1	1145288 3359959 🔀					*********	********	≚ त्र ×	
		Journal	Payroll INR Corporate	31-MAY-15		Conversion		Reverse -			
		Description	Journal Import 335995	i9:		Currency	INR				
-		Ledger	ICAR		Payroll	Date	31-MAY-2015				
		Period	MAY-15		31-MAY-2015	Туре	User		Switch Dr/Cr	Ψ.	
		Balance Type	Actual			Rate	1		Not Reversed		
-					Not Required						
-	1	Lines Other In	formation								
-											
- 2	ine	Account		Debit (INR)	Credit (INR)	Description			Ц		
- 1		172.000.00000.12057	1.00000.00000.000	121314.00		Journal Import	Created			<u> </u>	
2	2	172.201.00000.13300	01.00000.00000.000		2175.00	Journal Import	Created		·		
	)	172.201.00000.13305	51.00000.00000.000		10523.00	Journal Import	Created		·		
4	1	172.201.00000.13305	52.00000.00000.000		11875.00	Journal Import	Created		·		
1	;	172.201.00000.13305	3.00000.00000.000		913.00	Journal Import	Created				
- 6	) 	172.000.00000.20121	1.00000.00000.0000	959506.00		Journal Import	Created				
7		172.000.00000.20121	1.00000.0000.0000		3759037.00	Journal Import	Created				
E	1	172.000.00000.20210	J1.00000.00000.000	4000057.00	440/00.00	Journal Import	Created		ŀ		
				4839857.00	4839857.00						
		Acct Desc	INDIAN INSTITUTE O	E MAIZE Default Defau	It IIMR Bank A/c - 9029	30500 Default	Default Default		101	_	
		ALCE DESC							_		
		Post	AutoCopy E	Batch	Approve		Line Drilldown		T Accounts		
		Check Funds	Reserve F	unds	view Regults		Change Period	Ch	ange Currency		

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  $\rightarrow$  Create Group of Employees for Payroll Run

Navigator	
CIFT Asset CIFT DD Payroll Access CIFT Employee Self Service CIFT Establishment & Personnel Section CIFT General Ledger CIFT HRMS View Only CIFT Payables Audit & Account CIFT Purchasing Requisitioner CIFT Receivables Audit & Accounts FMS ADMIN VENDOR CREATION	Personalize         CIFT DDO Payroll Access <ul> <li>Run Payroll for a Single Employee</li> <li>Run Payroll for all Employees / Group of Employees</li> <li>Create Group of Employees for Payroll Run</li> <li>Verify Payroll Process Results</li> <li>Verify Employee Wise Payroll Process Results</li> <li>Adjust Balances</li> <li>Employee Salary History</li> <li>Payroll Components Set For Payroll Run</li> <li>Rollback Payroll Processes</li> <li>Check Employee Leave Balance</li> </ul> <li>Investment Declaration Validation and Approval</li> <li>Search Tax Declarations</li> <li>TDS Challan Mapping</li>

New window will open in java.

Name	Payroll
Criteria	Generate
Adjust Balances Employee Salary History Payroll Components Set For Pay + Investment Declaration Validation + Quaterly & Annual Tasks + Arrears Task Rollback Payroll Processes + Run Reports and Processes	Onen

## Type in a Name for the Assignment set

Assignment Set	
Name Assignment_Set	Payroll I
Criteria	Generate

## Click on the Button near the text box of Payroll

OAssignment Se	t			
				÷
Name	Assignment_Set	Payroll		
	<u>C</u> riteria	Generate	Amendment	

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

OAssignment Set				
Name Assignment_Set	Payroll	CIFT Monthly Pay	roll	
Criteria	Generate		Amendment	)

## 'Save' the process

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0	∖ssig	inn	nent	Set																				
			Nam	e 🗚	ssig	Inme	nt_S	et						Pay	roll	CIF	T Mo	nthly	Payr	oll				
			- (			Criter	ria						G	enerate	2					4	Amen	dmen	t	
						<u></u>						<u> </u>		Diorate	·									

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

Inc/Exc	Full Name	Assignment Num	Current
EXCLUDE	Mr. Sajesh V. K.	012520	Yes
EXCLUDE	Mrs. Alfiya P V	022116	Yes
EXCLUDE	Ms. Aniesrani Delfiya D. S.	022115	Yes
EXCLUDE	Mrs. Rehana Raj	022114	Yes
EXCLUDE	Mrs. Rejula K.	020725	Yes
EXCLUDE	Mr. Karan Kumar K Ramteke	017966	Yes
EXCLUDE	Mr. Rajappan T.K.	011676	Yes
Rollback + Run Rep Check E	Payroll Processes orts and Processes mployee Leave Balance		

Save 🖉 the process and close the window.

Click

Generate button and close the window.

### How to edit a group of employees

Click on assignment set > press F11

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Assignment Set 📃 🖬 🕅
Name Payroll
Criteria Ge <u>n</u> erate A <u>m</u> endment
Adjust Balances
Payroll Components Set For Pay
+ Investment Declaration Validation
+ Quaterly & Annual Tasks
Rollback Pavroll Processes
+ Run Reports and Processes 💌
Qpen

Enter the name of assignment set as "%CIFT\_DEC%" > Press control+F11.

١	Name CIFT_Dec		Pay	roll CIFT Mor	nthly Payroll		
	Çriteria		Gegerate		( Am	endment )	ĺ
+++++	Adjust Balances Employee Salary History Payroll Components Set For Pay Investment Declaration Validation Quaterly & Annual Tasks Arrears Task Rollback Payroll Processes	4					

\$ 6	<b>∞</b> [	7 🖗 🖉 🍕 🤇		🙀 i 📂 👳	V 9 98 1			
Assigi	nment Set							
	Name	CIFT_Dec		Payroll	CIFT Monthly F	⊃ayroll		
		<u>C</u> riteria		Generate		Amendment		
		Assignment Am	endments(CIFT_Dec)					
₽.	Adju Emi	🗅 Assignment Am	endments(CIFT_Dec)					
* <u>*</u>	Adju Em; Pay	Assignment Am	endments(CIFT_Dec) Full Name			Assignment Num	Current	
4 4 1	Adju Em; Pay + Inve	Assignment American Inc/Exc	endments(CIFT_Dec) Full Name •• Mr. Rajappan T.K .			Assignment Num 011676	Current Yes	
1 the 1	Adju Em; Pay + Inve + Qua	Assignment Am	endments(CIFT_Dec) Full Name • Mr. Rajappan T.K . Mr. Sajesh V. K.			Assignment Num 011676 012520	Current Yes Yes	
** ** 0)	Adji Em; Pay + Inve + Qua + Arre	Assignment Am	endments(CIFT_Dec) Full Name Mr. Rajappan T.K. Mr. Sajesh V. K. Mr. Karan Kumar K	Ramteke		Assignment Num 011676 012520 017966	Current Yes Yes Yes	
** ** 0)	Adju Em; Pay + Inve + Qua + Arre Roll	Assignment Am	endments(CIFT_Dec) Full Name Mr. Rajappan T.K. Mr. Sajesh V. K. Mr. Karan Kumar K Mrs. Rejula K.	Ramteke		Assignment Num 011676 012520 017966 020725	Current Yes Yes Yes Yes Yes	
4 4 N	Adju Em; Pay + Inve + Qua + Arre Roll + Run	Assignment Am	endments(CIFT_Dec) Full Name Mr. Rajappan T.K. Mr. Sajesh V. K. Mr. Karan Kumar K Mrs. Rejula K. Mrs. Rehana Raj	Ramteke		Assignment Num 011676 012520 017966 020725 022114	Current Yes Yes Yes Yes Yes Yes	
4 4 N	Adju Emr Pay + Inve + Qua + Arre Roll + Run	Assignment Am	endments(CIFT_Dec) Full Name Mr. Rajappan T.K. Mr. Sajesh V. K. Mr. Karan Kumar K Mrs. Rejula K. Mrs. Rehana Raj Ms. Aniesrani Delfiy	Ramteke a D. S.		Assignment Num 011676 012520 017966 020725 022114 022115	Current Yes Yes Yes Yes Yes Yes Yes	
4 A 9	Adju Ema Pay + Inve + Qua + Arre Roll + Run	Assignment Am	endments(CIFT_Dec) Full Name Mr. Rajappan T.K. Mr. Sajesh V. K. Mr. Karan Kumar K Mrs. Rejula K. Mrs. Rehana Raj Ms. Aniesrani Delfiy Mrs. Alfiya P V	Ramteke a D. S.		Assignment Num 011676 012520 017966 020725 022114 022115 022116	Current Yes Yes Yes Yes Yes Yes Yes	

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.

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Assignment S	e Assignment_Set	Payroll CIFT Monthly Pa	yroll	
	Assignment Amendments(Assignment_Set)     Inc/Exc Full Name     EXCLUDE Mrs. Shyla N.C .		Assignment Num 011585	Current Yes
Ad Em Pa + Inw + Qu				
+ Arr Ro + Ru				
		<u>O</u> pen		

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Assignment S <mark>Save</mark>	
Name Assignment_Set Payroll CIFT Monthly F	Payroll
Inc/Exc Full Name	Assignment Num Current
Ad Em Pa + Inv	
+ Qu + Arr Ro + Ru	
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	) 🏡 ( 🕅 🖮 🖽 ( 🤊
CASsignment Set	× 🐝 i 🛐 📖 🌪 i 🤇
Name Assignment_Set Payroll CIFT M	1onthly Payroll
<u>C</u> riteria Generate	Amendment
Adjust Balances Employee Salary History Payroll Components Set For Pay + Investment Declaration Validation + Quaterly & Annual Tasks + Arrears Task Rollback Payroll Processes + Run Reports and Processes	
qQ	pen

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.

HIRPOSINI	ICAR ERP
ICAR	Inplementation of MIS & FMS in ICAR
*User Nan *Password	(example: michael.james.smith) (example: 4u99v23) Login Cancel 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

## **Vendor Creation**

### Click on Vendor Creation → Entry

### Click on Create Supplier

ORACLE'	Payables				📅 Navigator 👻	🕞 Favorites 🔫	c	lose Window Preferences Help Diagnostics
Suppliers Search				Click Here to Create Supplier		Create S	upplier	To Do List New Supplier Requests(0) Prospective Supplier Registrations(0) Supplier Address Requests (0) Supplier Cartart Requests (0)
At least one search criteria i Show More Options Go Clear	s required. Including j Supplier Name Supplier Number Taxpayer ID	part of supplier's name or r	number will imp	rove the search performance. Tax Registration D-U-N-S Employee	Fields are case insen Number Number Number	silive.		Supplier Rusiness Classification Requests (0) Supplier Product and Services Requests (0) Supplier Rank Account Requests (0/0)
Search Results							1	
No search conducted.	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update	
About this Page Privacy St	atement		Supplie	es Close Window Preterence	s Help Diagnostic	5		Copyright (c) 2006. Oreale: All rights reserve

- Enter Organization name, Tax Country and approved by Institute. Approved by Institute Yes 0
- 0
- This means that it's a registered supplier. 0
- Press Apply. 0

Create Supplier						
<ul> <li>Indicates required field</li> </ul>			Supplier Type	Standard supplier	•	Cancel Apply
* Organization Name Alas Name Pronunciation D-U-H-S Number URL Context Value	Org_Name Must includes https://	Tax Country Tax Registration Numbe Taxpayer ID Context * Approved By Institute	India Ves	<u></u>		·
						Cance! Apply

### Click Address Book to add address details.

Organization Address Book		Click on		* Supplie Supplier 1	r Name Number	0rg 808	_Name 65			Supplier Nu	Imber Order Hold	All New Orde	rs Can	ice <u>i</u> <u>S</u> ave
Contact Directory Banking Details oproval History erms and Control Accounting		Address	воок	e Supple Rey Inactiv	r Name jistry ID ve Date Alias	244 [eam	701					Unmatched I Unvalidated I	nvoices nvoices	
Purchasing	Supplier	Sites												
Payment Details Invoice agement	Site	Status Ad	tive 💽 S	ite Name 🗌			Opera	eting Unit	Go					
	Key Purc	hasing Setu	ps Key Pa	yment Setup	05									
	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 Identif	Freight er FOB Terms	Transportation Arranged	Country o Origin
	No require													

### Click on Create Button

Quick Update	Update Org_Name - 80865: Addres	s Book							
Company Profile Organization	Search								
Address Book Contact Directory Banking Details Approval History Terms and Control	GoClear	Address Name Address Details		=			Site Name		
Accounting	Create								
Purchasing Receiving	No results found.	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Payment Detais Invoice	Inactive Addresses								

Fill the information as shown in the below screenshot.

					Cancel	Continue
Suppler Name Org_Name Suppler Nun	nber 80865					
	Address Details		Contact Details and Pur	rpose		
	* Country * Address Line 1 Address Line 2 Address Line 3 Address Line 4 CDV COUNTY COUNTY State Province Postal Code * Address Name Addresse Language Context	India Q Address 1 Address 2 Address 3 CRy1 India State1 Org_Address Value Q	Communication Details Phone Area Code Phone Number Fax Area Code Fax Nathores Earal Address Address Purpose	Update to all new sites created for the address		

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

	Address Name Org_Address Address Detain Address 1, Address 2, Address 3, City1, State1, IN Puppose Payment, Purchasing	Suppler Name Org_Name Suppler Number 80865	Cancel Back Apply
Operating Units			
	S Previous 15 16-30 💌 Next	15 (9)	
elect All Select None	Provide the second second		Operating Units for which sites should be cre-
Sect Site name	Operating Unit CIEE - Control Institute of Exharing Education		
Cra Address	CIEDI - Contral Inland Esharias Research Institute		
Cro Address	CETA - Central Institute of Exheres Technology		
I Org_Address	CDUET - Central Institute of Dark Instant Contraction Technology		
I low	CPHE1 - Central Institute for Poscharves, Engineering Technology		
C Joig_Address	Calle - Cerical Insolate for Research on Banaloes		
Com Address	CIDCOT COM		
C Jorg_Address	Click on the ✓ box		
Dig_Address	CERU - Central Institute fo		
Dig_Address	CISH - Central institute to		
D Jorg_Address	CITH - Central insoluce or Temperate Horococure		
Org_Address	CMFRI - Central Mame Fishenes Research Institute		
Org_Address	CPCRI - Central Plantation Crops Research Institute		
Org_Address	CPRI - Central Potato Research Institute		
Org_Address	CRIDA - Central Research Institute for Dryland Agniculture		
Org_Address	CRIJAF - Central Research Institute For Jute and Alled Fibre		

Click Apply.

## Supplier gets created.

Child State   Child State </th <th>uppliers</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	uppliers									
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	Check Digits				Currency		Q
	IBAN						
Account Owners					n !	5 1 D 1	
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Org_Name					V		
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	Account Suffix			Seconda	ny Account Reference		•
Exchange Rate	Agreement Type	-		Evchance Rate	Agreement Number		
-	Exchange Rate			Exchange root	Description		
Agen	cy Location Code				End Date		
	Start Date				Life Date		
Additional Information							
* IFSC Code Intermediate Bank Account 1 Det Country Bank Name Branch Number Account Number IBAN		Q.	City   Bank Code BIC Check Digits   Comments				
Suppliers							
B Out Indate Ora Na	me - 80865: Banki	ng Details					
Company Profile							Cancel Save
O Organization	and Andrewson	Data la					Representation in Proceeding
Address Book     Bank Account	and Assignment	Details					
Contact Directory     Banking Datalla Select Account	Assignment Level	Site CIET - Central Instit	ide a Go				-
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0 Invoice	ireate Creati	e ractor Account					
Management Show All Details Rum	ber IBAN Curre	ency Bank Name Start Da	te End Date Priority	Increase Priority Decrease	Priority Additional Det	ails	
This Show 1234	567899	State Bank of India 26-Jul-20	17 1 1		0		

Cancel Save

# **ERP TRAINING MANUAL** Bill Processing

Prepared by

Shyla N C Joshy C. G Sreejith T J

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## **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



## **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.

### <u>Navigation</u>

### CIFT Payable DDO Assistant→Bill Processing

🕸 Navigator - IAR	RI Payable DDO Assistant		-	
Functions	Documents			Click on Bill Processing to Create a
Bill Processi	ing			
Bill	Processing		Top Ten List	
	- Toocsong			
*		•		
*		-		
*				
		)		
				<u>Open</u>

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

ICAR	ible DDO Assistant)									
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 Agriculti Sta	Select Natu	re of Bill		Select ven	dor name	En	ter vendor invoio	ce [	Enter Invoice	number
1 General Summary Items Prepayments Applied Subtotal	2 Entes	Amount F	4 View Pa	Status Scheduled	Status ( Accounted ( Approval ( Holds ( Payment Holds (	View Prepaymer da	te			
Miscellaneous Total				Description						
Agtions 1				Quick Match	Match	All Distribu	tions			

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.

	icar							
	Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor Name	Supplier Num	Supplier Site Name	Vendor Invoice I
	IARI - Indian Agricul	ti Standard						
	1	G	j Dovolati		Ú.	- i		×
Click on Bill type to			Nature 01	her			Others	
elect standard	1 General	2 Lir	File Received Date					
	Summary		(4)					Ð
	lten	ns				QK	Çancel (Clear	Help
	Prepayments Appli	ed				Approval	Not Required	
	Subto	tal 🗍			Schedul	Holds ed Payment Holds		
	Miscellaneo	us			Description	1		

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.

Institute	Bill Type	PO Number	Vendor Na	Supplier Num	Sup	plier Sit	e V	endor	Invoi	ce Date	V	endor I	nvoice Num	Bill Number
IARI - Indian Agriculti	Standard	1561240097	CPWD	162	NE	V DELH								
						🗖 Calei	ndar				1	×	2	
4					1	4 1	9	July	1	2013				
1 General	2 Lines		3 Holds	4 Vi	w.P.	S	м	Т	W	т	F	s	View Prepayn	nent Application
Summary			Amount Pa	aid		7	1 8	9	J 10	11	5	13		
ltems	1		INR 0.0	0		14	15	16	17	18 25	19	20	lever Validate	đ
						28	29	30	31	1	2	3	nprocessed	
Prepayments Applied	4					4	5	8	7	8	9	10	equired	
								11.J	UL-2	013				
Subtota	·)					/			-					
						L	UP			Can	icei			
Miscallanaous							De	escript	tion	1			·	
Toto														

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.

woice Date	Vendor Invoice Num	Bill Number	In	voice	Recei	ived I	Date I	hy D	no	Ci	irrency	Bill Amount	Prenaid Amount	Accountin
013	1						Dato	., .		IN	R	Diff inoun		11-JUL-20
			Cal	endar										
				<b>1</b>	July	, :	2013		¥ 1	•				
•		л	s	М	т	w	Т	F	S					
<u>1</u> Gene	eral 2 l	_ines	30	1	2	3	4	5	6	6	5 Sch	eduled Payment	is 🔓 View Prepayme	nt Application
Summary			14	ช 15	9 16	10 17	18	12 19	13 20		Status			
	ltems		21	22	23	24	25	26	27			Sta	atus Never Validated	
			28 4	29 5	3U 6	31 7	1 8	2	3 10			Accour	nted Unprocessed	
Prepaymen	nts Applied				11-J	UL-2	2013					Appr	oval Required	
	Subtotal		12:	- 0	0 -	۲	AM	0	ЕM		Cabad	Hed Doursont He	olds	
				Ok			С	ance			acheut	ileu Hayment Hi	Jius	
							-				Descripti			
Mis	cellaneous										Description	JII		
	Total													

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

Institute	Bill Type	PO Number	Vendor Na	Supplier Num	Supplier Site	Vendor Invoi	Vendor Invoice Num	Bill Number	
IARI - Indian Agriculti	Standard	1561240101	CPWD	162	NEW DELHI	11-JUL-2013	1.		
	, (								
<u>1</u> General	2 Lines		3 Holds	4 √ie	w Payments	5 Schedul	ed Payments 6 View	Prepayment Applic	ation
Gummary			Amount P	aid		Status			
ltems	3		INR 0.0	0			Status Never	Validated	
Prepayments Applier	4						Accounted Unpro	red	
							Holds	104	
Subtota						Scheduled	Payment Holds		
Miscellaneous						Description			
Toto	، ا								

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

Type <mark>Item</mark>	<b>•</b>					
upplier Name CPWI Site NEW	DELHI				Number 162 Tax Registration	
urchase Order						
Num 15612	400978	Release		Line	Shipme	ent 🗌
Packing Slip Item Supplier Item Container Receipt Date Shipped Date Need-By Dates			Bill of Lading Item Desc Project Category		Waybill/Airbi Shipment Item Des Tas	k
				<u>C</u> ancel	Clear	Find

"Match to Receipts" form opens up. Check Match Box.

Click on Match Button as shown in figure

laton to Ri	ecerpts (		Assistanti, - IA	Ri - Indian Agricultur	ar Nesearch institute		Invoice Amo Line T	ount 100.00 otal 100.00	
Match	UOM	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	Receipt Num	Receipt Line Num	Receipt Date	Need-By
	Each	10	10	100.00		15612500209	1	11-JUL-2013	08-JUL-2
				][	] 🗆				
				]					· · · · · · · · · · · · · · · · · · ·
				]					
				][					
	Purch	hase Order			Receipt Quantity	]	Associate	d Charges	
		UOM	Each	'	UOM	Each	Fre	iaht	
		Ordered	10		Billed	0	- N	lisc	
		Shipped	0		Received	10	j		
		Unit Price	10		Returned	0	Ĩ I		
		Payment Terms	Immediate		Net Received	10			
		Freight Terms			Accepted	0			
		Туре	Standard						
		Distributions	1						

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.

ICAR PENSION								
Institute	Bill Type	Pensioner Na	ame Supplier Num	Supplier Site	Bill Date	Month + PPO	Bill Number	File R
IARI - Indian Agricul	ti Standard	CPWD	162	NEW DELHI	11-JUL-201	13	768	11-JU
<b>■</b>	л. 000000							
<u>1</u> General	2 Lines		3 Holds	_4 View Paym	ients 5	Scheduled Payments	6 View Prepayment A	pplications
Summary			Amount Paid		State	us		
lter	ns	100.00	INR 0.00			Status	Needs Revalidation	
						Accounted	l No	
Prepayments Appli	ed					Approva	Required	
Subto	tal	100.00			0.	Hoias Ideadad Decument Hoias	; p	
04010		100.00			50	neduled Payment Holds		
Miscellaneo					Desc	cription		
mooonanoo								

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

		Bill Type	PO Numbe	r Vendor Na	Supplie	r Num Supp	lier Site	Vendor Invoice D	Vendor Invoice Num	Bill Number	Invoice Re	ceived D	ate by DDO	Currency	Bill Amount
RI - India	an Agriculti	Standard	156124009	CPWD	162	NEW	DELHI	11-JUL-2013	1	768	11-JUL-20	3 00:00	00	INR	100.0
			0000												
1 Ger	neral	2 Line	3			4 View Pay		5 Scheduled P	ayments 6 View Prep	ayment Applica	ations				
3				Total					Net	10	0.00				
Num Ty	pe An	nount PC	Number PC	Release P	O Line	PO Shipment	Match I	Basis PO Distrib	ution Receipt Number	Receipt Line	Quantity Invoiced	UOM	Unit Price	Description	
1 Ite	em [	100.00 15	12400978	2		1	Quantit	у 1	15612500209	1	10	Each	10	Office Equip	nents
		11		11											
				L						í	[			í	

### Click on Actions...1 button.

Bill Type	PO Number	Vendor N	ame	Supplier Num	Supplier Site	Vendor Invoi	Vendor Invoice Num	Bill Number
riculti Standard	1561240097	CPWD		162	NEW DELHI	11-JUL-2013	1	768
<u>1</u> General	2 Lines		3 Holds	4 View	Payments	5 Scheduled	Payments 6 View P	repayment Applicatio
ummary			Amount Pai	1	S	tatus		
Items		100.00	INR 0.00				Status Needs F	Revalidation
Prepayments Applied							Accounted No Approval Required	d
							Holds 3	
Subtotal		100.00				Scheduled Pa	yment Holds 0	
_					D	escription		
Miscellaneous Total		100.00						

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.

O Invoice Wi	orkbench (IARI Payab	le DDO Assistar	t)								
Agricultu	Bill Type Standard	PO Number 1561240097	Vendor Na CPWD	ame	Supplier Num 162	Supplier Site	Vendor Invoir 11-JUL-2013	Vendor Inv 1	oice Num	Bill Number	
	General	2 Lines		3 Holds	4 View	Payments	5 Scheduled	Payments	6 View Pre	epayment Applicati	ons
⊂ Summa Prepay	ry Items ments Applied Subtotal		100.00	Amount Paid			tatus Scheduled Pa	Statu Accounte Approv Holo syment Holo	us Needs Re ed No al <mark>Initiated</mark> Is 3 Is 0	evalidation	
	Miscellaneous Total		100.00			D	escription				
	ons 1					Qu	ick Match		atch	All Distributio	ns

## **Business Process – Bill Creation Process without PO**

Project MIS	6 & FMS in Indian Council of Agric	ultural Research			
the second			The survey of	🔒 Favorites 🏹	Diagnostics Logout Prefer
Oracle Applications Liame Dage					Logged In As M
Oracle Applications Home Fage					
Worklist				Favorites	
			Full List		
From		Subject	Sent		
There are no notifications in this view.					
Navigator					
TARI Duchla DDG Assistant					
Ind Payable DDO Assistant	BI Processing				
	D	agnostics Logout Preference	s Help		_
bout this Page Privacy Statement					Copyright (c) 2006, Oracle A

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.

Invoice Workbench (IARI Payable DDO Assist:	ant)							_ 0 ×
CAR								
Operating Unit Bill Type	Nature of Bill	PO Number	Vendor Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Number
IARI - Indian Agriculti Standard								Ê
					<b>.</b>			
	Select Nature	of Bill	Select vendo	n name	Enter ven	dor invoice	Enter Invoid	e number
	Sciectivature		Sciect venue	n nume	date		Enter invol	
1 Canaral 2 Lines	3 Holdo	A Mow P	exmente E Schoduli		- uale			
<u>I</u> General <u>2</u> Lines	2110105	4 VIBW F (	ayments g bonedat	su r aynnenius i Q v	184			
Summary	Amount F	aid	Status	_				
Items	INR 0.1	0		Status Ne	ever Validated			
				Accounted Ur	nprocessed	_		
Prepayments Applied				Approval No	ot Required			
Subtotal			Schodulad	Payment Helde				
			Ochequieu i	ayment noius				
Miscellaneous			Description					
Total								
			l					
Agtions 1			Quick Match	Match	All Distribu	tions		

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 Nture of Bill.

ICAR						1			
Operating Unit	Bill Type	Nature of Bill	PO Number	Vendo	r Name	Supplier Num	Supplier Site Name	Vendor Invo	oice Da
IARI - Indian Agriculti	Standard								
		Invoice						~	
		Nature Ot	ther				Others		
1 General	2 Lin ca						othere		
Summary		<u>_</u>							
ltems	3					( <u>o</u> k	Cancel Clear	Help	
	l								J
Prepayments Applied	3 E					Approval <sup>1</sup>	Not Required		
						Holds			
Subtota	l 🗌				Scheduled F	Payment Holds			
					Description				
Miscellaneous	3				Description				

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

nstitute	Bill Type	PO Number	Vendor Na	Supplier Num	Supplier Site	Vendor Invoi	Vendor Invoice N	um Bill Num	ber In		
ARI - Indian Agriculti	Standard										
			Trading Par	tner			•				
			Find Corpo	rate Infotech Pvt	Ltd.%						
			Trading F	'artner Name			Supplier Number	Taxpayer ID	Tax Registration	Number Ta	ах Туре
1 General	2 Lines		Corporat	e Infotech Pvt Ltd			2				
Prepayments Applie Subtota	d										
Miscellaneou Tota	s		•				Eind	QK Cancel			

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

nstitute	Bill Type	PO Number	Vendor Na	Supplier Nu	n	Supplier Site	Vendor Invoi	Vendor Invoice	Num	Bill Number	
ARI - Indian Agriculti	Standard		Corporate I	2		NEW DELHI					
↓	<u> </u>										
<u>1</u> General	2 Lines		3 Holds	4	Viev	v Payments	5 Schedul	ed Payments	6 View F	⊃repayment Applic	ation
lummary			Amount P	aid			Status				
Items	3		INR 0.0	0				Status	Never \	/alidated	
Prenavments Applier	1							Accounter	I Doproc	essea ad	_
, ichalinente i Abuer								Holds			
Subtota							Scheduled	Payment Holds	;		
Miscellaneous							Description				
Toto	· [										

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

nstitute	Bill Type	PO Number	Vendor Na	Supplier Num	Sup	olier S	Site 🛝	/endo	ır Invoiu	Ven	dor Inv	roice	Num	Bill Number	
ARI - Indian Agriculti	Standard		Corporate I	2	NEV	/ DE	_HI							]	
					Cale	ndar					×				
					↓1		July	1 2	2013	ł					
▲ <u>1</u> General	2 Lines		3 Holds	4 \	S 30	M 1	⊺ 2	₩ 3	Т 4	F 5	S 6	ts I	6 View F	Prepayment Appli	cations
Summary			Amount P	aid	7 14	8 15	9 16	10 17	11 <sup>·</sup> 18 ·	12 ′ 19 2	13 20				
ltems	3		INR 0.0	0	21	22 20	23 20	24 24	25 2 1	26 2 つ	27	atus	Never V	alidated	
Prenavments Annlier	4				4	5	6	7	8	9 °	10	nted	Unproce	essea H	
							04-J	UL-2	D13			olds	rtoquiro	u	
Subtota					(	OK			Car	ncel		olds			
Miscellaneous	3			-			D	escri	ption						
Tota	I														

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.

	эш туре	PO Number	Vendor Na	Supplier Num	Supplier Site	Vendor Invoi	Vendor Invoice Num	Bill Number	In
ARI - Indian Agriculti S	Standard		Corporate I	2	NEW DELHI	04-JUL-2013			
			}						
4									Þ
<u>1</u> General	2 Lines		3 Holds	4 ∨ie	ew Payments	5 Schedu	led Payments 6 View	/ Prepayment Applic	ations
Jummary			-Amount P	aid		Status			
ltems			INR 0.0	0			Status Never	Validated	
						aution			
Prepayments Applied						APP-SQL	AP-10163: Use the Inv	oice Date as the Inv	oice Nun
Subtotal						<u> </u>			
Subtotal								<u>O</u> K	Cance
					l	Description			
						Description			

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

Vendor Invoi	'endor Invoice Num	Bill Number	Invoice Received D	ate by DDO	Currency	Bill Amount	Prepaid Amount	Account
04-JUL-2013 1					INR	50000.00		04-JUL-2
I								
<u>1</u> General	2 Line	s	3 Holds 4	View Payments	s 5 Sch	eduled Payments	6 View Prepayment	t Applications
ummary			Amount Paid		Status			
	Items		INR 0.00			Status	Never Validated	
Prenavments A	nnlied					Accounter	Unprocessed	
.opajiioiiio i	ppnos					Holds		
Su	ıbtotal				Schedu	uled Payment Holds		
Miscella	neous				Descriptio	on		
	Total							

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.

Date T	erms	Payment Method	Prepayment Type	Settlement	Date	Remit-To Supplier I	Van Remit-	To Supplier Site	Re
2013 Ir	nmediate	Cheque	-						
		Payment Methods		×					
		Find %							
•		Payment Method	For Bills F	avable					
<u>1</u> General	2 Lines	Cheque	N		5 Sche	duled Payments	i View Prep	ayment Applica	tion
Summary		Electronic	Ν		atus				
Summary Items						Status	Never Valid	ated	
		Eind	OK Cance	I)		Accounted	Unprocesse	ed	
Prepayments.	Applied	(				Approval	Required		
						Holds			
9	Subtotal			:	Schedul	ed Payment Holds			
Miscell	aneous			De	scriptior	1			

Now, Click on Lines. Line Type will be Item (automatic).
#### Enter Amount and click on Distributions

	ir Invoi V	endor Invoice Num	Bill Numb	er Ir	nvoice Recei	ved Date by DD	O Current	y Bill Amount	Prepaid Am	ount Ac	count
04-JUL	L-2013 1		752				INR	5000	00.0	04-	JUL-2
									] [	][	
10	General	2 L	ines	3 Ho	ds	4 View Pay	ments 5	Scheduled Payme	nts 6 View Prep	ayment Applic	ations
ø				Tot	al				Net		
Num	Туре	Amount	PO Number	PO Releas	se PO Line	PO Shipment	Match Basi	PO Distribution	Receipt Number	Receipt Line	Qu
1	ltem	50000									
							[				-
		11	l				ι				

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.

D	Distribu	utions (IARI Payable DDO	Assistan	t) - IARI - Indian	Agricultural Res	earch Institute,	1, Corpora	te Infotech Pvt I	Ltd.				
	Lin	e Number 1								Line Total	50000.00		
	_ine D	escription							Dis	tribution Total	50000.00		
	3												
	Num	Туре	Amount		GL Date	Account	t		Asset Book	Description			
П	1	ltem		50000.00	04-JUL-2013								
Ū													
									16				×
						Institute	156	IARI, PUSA	NEW DELHI				
						Fund Type		•					
						Scheme Code	Fund Type					×	
						Account							
						Division	Find %						
						Future 1	ELIND	Description					
						Euture 2	000	Default					
							101	Plan Schem	es				E E
							151	Plan Schem	es - 15P es - NEH				
		ŝ	Status l	Never Validated			201	Non Plan					Help
		Acco	ounted U	Jnprocessed			202	Non Plan AP	Cess				
		Account Desc	ription				501	Revenue Re	riemes ceipts(IRGS)				
			Reverse 1		Tax Dis	tributions	502	Staff Welfare	Fund				
_							801	Deposit Sch	emes - Domestic				
							901	Revolving Sc	hemes Plan				
							902	Revolving Sc	hemes AP Cess				
									Eind	<u>O</u> K	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.

Distribution Total 50000.00  Type Amount GL Date Account Asset Book Description  Tem 50000.00 04-JUL-2013  Institute 156 IARI, PUSA NEW DELHI Fund Type 101 Plan Schemes Scheme Code Account Drission Future 1 0 SchEme Code Code Scheme Code Code Code Code Code Code Code Code	
Imm       GL Date       Account       Asset Book       Description         Item       50000.00       04-JUL-2013       Item       50000.00       Item       Item       50000.00       Item       Item       Item       50000.00       Item       Item       Item       Item       Item       50000.00       Item	
um       Type       Amount       GL Date       Account       Asset Book       Description         Item       50000.00       04-JUL-2013       Item       50000.00       04-JUL-2013         Institute       156       IARI, PUSA NEW DELHI       Item       Item       Item       Item         Fund Type       101       Plan Schemes       Item       Item       Item       Item         Scheme Code       Scheme Code       Item	
Item       50000.00       04-JUL-2013         Institute       156       IARI, PUSA NEW DELHI         Fund Type       101       Plan Schemes         Scheme Code       Scheme Code         Account       Find %         Future 1       00         Scheme Code       Scheme Code         Future 2       0         00000       Default         11101       National Bureau of Plant Genetics Resources, New Delhi         11202       AICRP on Under Utilised Crops, New Delhi         11201       IARP, New Delhi         11202       AICRP on Nenatodes, New Delhi         11203       AICRP on Nenatodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11208       Directorate of Maize Research INEW Delhi         11209       AICRP Foriculture, New Delhi         11201       Network Programme on Insect Biosystematics (Part of IARI)         11201       Network Programme on Insect Biosystematics (Part of IARI)         11201       Centr	
CAR       X         Institute       156       IARI, PUSA NEW DELHI         Fund Type       101       Plan Schemes         Scheme Code       Scheme Code         Account       Find %         Future 1       00         Future 2       00000         Default       11101         National Bureau of Plant Genetics Resources, New Delhi         11202       AICRP on Under Utilised Crops, New Delhi         11203       AICRP on Nematodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11207       NCIPM, New Delhi         11208       Directorate of Floriculture, New Delhi         11209       AICRP Foriculture, New Delhi         11209       AICRP Foriculture, New Delhi         11201       Network Programme on Insect Biosystematics (Part of IARI)         11210       Network Programme on Insect Biosystematics (Part of IARI)         11211       Network Programme on Insect Biosystematics (Part of IARI)         11302       DRR, Hyderabad	
OAR       X         Institute       156         Institute       156         Institute       156         Institute       156         Institute       101         Plan Schemes         Scheme Code         Account         Division         Future 1         Other         Scheme Code         Schem On Under Unitise Corops, New Delhi	
Institute       156       IARI, PUSA NEW DELHI         Fund Type       101       Plan Schemes         Scheme Code       Scheme Code       Image: Code         Account       Find %       Scheme Code         Future 1       0       Scheme Code       Image: Code         Future 2       0       O0000       Default         11101       National Bureau of Plant Genetics Resources, New Delhi       Image: Code         11102       AICRP on Under Utilised Crops, New Delhi       Image: Code         11203       AICRP on Nematodes, New Delhi       Image: New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi       Image: New Delhi         11205       Directorate of Maize, New Delhi       Image: New Delhi         11206       AICRP on Maize, New Delhi       Image: New Delhi         11203       Directorate of Floriculture, New Delhi       Image: New Delhi         11206       Directorate of Floriculture, New Delhi       Image: New Coleihi         11209       AICRP on restitides Residues (Part of NRC Plant Biotechnology)       Image: New Coleihi         11209       AICRP foriculture, New Delhi       Image: New Coleihi       Image: New Coleihi         11209       AICRP on chruture, New Delhi       Image: New Coleihi       Image: Net	
Institute       156       LARI, PUSA NEW DELHI         Fund Type       101       Plan Schemes         Scheme Code       Scheme Code       Scheme Code         Account       Find %       Find %         Future 1       0       Description         00000       Default       00000         11101       National Bureau of Plant Genetics Resources, New Delhi         11102       AICRP on Under Utilised Crops, New Delhi         11203       AICRP on Nematodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11207       NCIPM, New Delhi         11208       Directorate of Floriculture, New Delhi         11209       AICRP foriculture, New Delhi         11209       AICRP foriculture, New Delhi         11209       AICRP foriculture, New Delhi         11201       Network Programme on Insect Biosystematics (Part of IARI)         11211       Network Programme on Insect Biosystematics (Part of IARI)         11302       DRR, Hyderabad	
Fund Type       101       Plan Schemes         Scheme Code       Scheme Code         Account       Find %         Future 1       00         Future 2       00         Scheme Code       Scheme Code         Future 1       00         Scheme Code       Scheme Code         Future 2       00         Scheme Code       Scheme Code         Scheme Code       Scheme Code         Future 2       Scheme Code         Scheme Code       Scheme Code         Scheme Code       Scheme Code         Scheme Code       Scheme Code         Scheme Code       Scheme Code         Future 1       Scheme Code         Scheme Code	
Scheme Code       X         Account       Find %         Future 1       00         Scheme Code       X         Future 1       00         Scheme Code       X         Future 1       00         Scheme Code       X         Future 2       00         Scheme Code       X         Scheme Code       X         Future 2       00         Scheme Code       X         Scheme Code       X         Future 2       00         Scheme Code       X         Scheme Cod	
Account       Scheme Code       Iz         Division       Find %         Future 1       O         Future 2       O         SCHEME CODE       Description         Future 2       O         SCHEME CODE       Description         11101       National Bureau of Plant Genetics Resources, New Delhi         11202       AICRP on Under Utilised Crops, New Delhi         11201       IARI, New Delhi + OBC         11202       AICRP on Neratodes, New Delhi         11203       AICRP on Neratodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11207       NCIPM, New Delhi         11208       Directorate of Floriculture, New Delhi         11209       AICRP Floriculture, New Delhi         11210       Network Programme on Insect Biosystematics (Part of IARI)         11211       Network Programme on Insect Biosystematics (Part of IARI)         11301       Central Rice Research Institute, Cuttack         11302       DRR, Hyderabad	
Division       Find %         Future 1 00       SCHEME CODE       Description         Future 2 00       00000       Default         11101       National Bureau of Plant Genetics Resources, New Delhi       11101         11102       AICRP on Under Utilised Crops, New Delhi       11202         11202       AICRP on Pesticides Residues, New Delhi       11203         11203       AICRP on Nematodes, New Delhi       11204         11204       NRC Biotechnology Centre for Crop Science, New Delhi       11205         11205       Directorate of Maize Research, New Delhi       11206         11206       AICRP on Maize, New Delhi       11206         11207       NCIPM, New Delhi       11206         11208       Directorate of Floriculture, New Delhi       11209         11209       AICRP Floriculture, New Delhi       11201         11210       Network Programme on Insect Biosystematics (Part of IARI)       View Receipt         11301       Central Rice Research Institute, Cuttack       11302         11302       DRR, Hyderabad       F	
Future 1 of       SCHEME CODE       Description         Future 2 of       00000       Default         11101       National Bureau of Plant Genetics Resources, New Delhi         11102       AICRP on Under Utilised Crops, New Delhi         11201       IAR, New Delhi + OBC         11202       AICRP on Vesticides Residues, New Delhi         11203       AICRP on Neratodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11207       NCIPM, New Delhi         11208       Directorate of Floriculture, New Delhi         11209       AICRP Floriculture, New Delhi         11210       Network Programme on Insect Biosystematics (Part of IARI)         11211       Network Programme on Insect Biosystematics (Part of IARI)         11301       Central Rice Research Institute, Cuttack         11302       DRR, Hyderabad	
Public Fill       SCHEME CODE       Description         Future 2 or       00000       Default         11101       National Bureau of Plant Genetics Resources, New Delhi         11102       AICRP on Under Utilised Crops, New Delhi         11201       IARN, New Delhi + 0BC         11202       AICRP on Nematodes, New Delhi         11203       AICRP on Nematodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi         11206       AICRP on Maize, New Delhi         11207       NCIPM, New Delhi         11208       Directorate of Floriculture, New Delhi         11209       AICRP Foriculture, New Delhi         11210       Network Programme on Insect Biosystematics (Part of IARI)         11211       Network Programme on Insect Biosystematics (Part of IARI)         11301       Central Rice Research Institute, Cuttack         11302       DRR, Hyderabad	
Future 2 00       00000       Default         11101       National Bureau of Plant Genetics Resources, New Delhi         11102       AICRP on Under Utilised Crops, New Delhi         11201       IAR, New Delhi + OBC         11202       AICRP on Nematodes, New Delhi         11203       AICRP on Nematodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi.         11206       AICRP on Maize, New Delhi         11207       NCIPM, New Delhi         11208       Directorate of Floriculture, New Delhi         11209       AICRP on Froiculture, New Delhi         11204       Network Programme on Insect Biosystematics (Part of IARI)         11210       Network Programme on Insect Biosystematics (Part of IARI)         11211       Network Programme on Insect Biosystematics (Part of IARI)         11301       Central Rice Research Institute, Cuttack         11302       DRR, Hyderabad	
Account       11101       National Bureau of Plant Genetics Resources, New Delhi         11102       AICRP on Under Utilised Crops, New Delhi         11201       IARI, New Delhi + 0BC         11202       AICRP on Nematodes, New Delhi         11203       AICRP on Nematodes, New Delhi         11204       NRC Biotechnology Centre for Crop Science, New Delhi         11205       Directorate of Maize Research, New Delhi.         11206       AICRP on Maize, New Delhi         11207       NCIPM, New Delhi         11208       Directorate of Floriculture, New Delhi         11209       AICRP Floriculture, New Delhi         11210       Network Programme on Insect Biosystematics (Part of IARI)         11211       Network Programme on Insect Biosystematics (Part of IARI)         11301       Central Rice Research Institute, Cuttack         11302       DRR, Hyderabad	
11102     AICRP on Under Utilised Crops, New Delhi     alp       11201     IARI, New Delhi + OBC     alp       11202     AICRP on Pesticides Residues, New Delhi     alp       11203     AICRP on Nematodes, New Delhi     alp       11204     NCC Biotechnology Centre for Crop Science, New Delhi     preview       11205     Directorate of Maize Research, New Delhi.     alp       11206     AICRP on Maize, New Delhi     preview       11206     AICRP on Maize, New Delhi     alp       11207     NCIPM, New Delhi     alp       11208     Directorate of Floriculture, New Delhi     alp       11209     AICRP Floriculture, New Delhi     view Receipt       11210     Network Programme on Insect Biosystematics (Part of IARI)     view Receipt       11301     Central Rice Research Institute, Cuttack     alp       11302     DRR, Hyderabad     alp	
11201     IARN, New Delni + OBC     alcRP on Nesticides Residues, New Delhi       11202     AICRP on Nematodes, New Delhi     alcRP on Nematodes, New Delhi       11203     AICRP on Nematodes, New Delhi     preview       11204     NRC Biotechnology Centre for Crop Science, New Delhi     preview       11205     Directorate of Maize Research, New Delhi     preview       11206     AICRP on Maize, New Delhi     preview       11206     AICRP on Maize, New Delhi     preview       11206     AICRP on Maize, New Delhi     preview       11206     AICRP foriculture, New Delhi     preview       11209     AICRP Floriculture, New Delhi     preview       11210     Network Programme on Insect Biosystematics (Part of IARI)     preview       11211     Network Programme on Insect Biosystematics (Part of IARI)     preview       11301     Central Rice Research Institute, Cuttack     preview       11302     DRR, Hyderabad     preview	
11202     AICKP on Pestidues, New Delhi       11203     AICRP on Newatodes, New Delhi       11204     NRC Biotechnology Centre for Crop Science, New Delhi       11205     Directorate of Maize, Research, New Delhi       11206     AICRP on Maize, New Delhi       11207     NCIPM, New Delhi       11208     Directorate of Floriculture, New Delhi       11209     AICRP on Forciulture, New Delhi       11209     AICRP on Forciulture, New Delhi       11209     AICRP for forculture, New Delhi       11209     AICRP forciulture, New Delhi       11210     Network Programme on Insect Biosystematics (Part of IARI)       11211     Network Programme on Insect Biosystematics (Part of IARI)       11301     Central Rice Research Institute, Cuttack       11302     DRR, Hyderabad	
Account           Account         In 203         AickP on Nerrainables, New Delhi           11204         NRC Biotechnology Centre for Crop Science, New Delhi           11205         Directorale of Maize Research, New Delhi.           11206         AiCRP on Maize, New Delhi           11207         NCIPM, New Delhi           11208         Directorale of Floriculture, New Delhi           11209         AICRP Floriculture, New Delhi           11210         Network Programme on Insect Biosystematics (Part of IARI)           11211         Network Proglect on Transgenics (Part of NRC Plant Biotechnology)           11301         Central Rice Research Institute, Cuttack           11302         DRR, Hyderabad	
Account           Account         11204         Intro Bullecting Centre for Orly Science, New Delhi         Preview           11205         Directorate of Maize Research, New Delhi         11206         AICRP on Maize, New Delhi           11206         AICRP on Maize, New Delhi         11207         NCIPM, New Delhi           11209         Directorate of Floriculture, New Delhi         View Receipt           11210         Network Programme on Insect Biosystematics (Part of IARI)         View Receipt           11301         Central Rice Research Institute, Cuttack         11302         DRR, Hyderabad	
Account 11206 11206 11207 NCIPM, New Delhi 11207 NCIPM, New Delhi 11208 Directorate of Floriculture, New Delhi 11209 AICRP Floriculture, New Delhi 11209 Network Programme on Insect Biosystematics (Part of IARI) 11211 Network Programme on Insect Biosystematics (Part of IARI) 11211 Central Rice Research Institute, Cuttack 11302 DRR, Hyderabad	
Account         11207         NCIPM, New Delhi           11208         Directorate of Floriculture, New Delhi         View Receipt           11209         AICRP Floriculture, New Delhi         View Receipt           11210         Network Programme on Insect Biosystematics (Part of IARI)         View Receipt           11211         Network Progject on Transgenics (Part of NRC Plant Biotechnology)         11301           11302         DRR, Hyderabad         View Receipt	
11208     Directorate of Floriculture, New Delhi       11209     AICRP Floriculture, New Delhi       11210     Network Programme on Insect Biosystematics (Part of IARI)       11211     Network Progject on Transgenics (Part of NRC Plant Biotechnology)       11301     Central Rice Research Institute, Cuttack       11302     DRR, Hyderabad	
11209         AICRP Floriculture, New Delhi         View Receipt           11210         Network Programme on Insect Biosystematics (Part of IARI)         View Receipt           11211         Network Progiect on Transgenics (Part of NRC Plant Biotechnology)         View Receipt           11301         Central Rice Research Institute, Cuttack         View Receipt           11302         DRR, Hyderabad         View Receipt	
11210     Network Programme on Insect Biosystematics (Part of IARI)       11211     Network Progject on Transgenics (Part of NRC Plant Biotechnology)       11301     Central Rice Research Institute, Cuttack       11302     DRR, Hyderabad	
11211     Network Progject on Transgenics (Part of NRC Plant Biotechnology)       11301     Central Rice Research Institute, Cuttack       11302     DRR, Hyderabad	
11301     Central Rice Research Institute, Cuttack       11302     DRR, Hyderabad	
11302 DRR, Hyderabad	

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.

3 ICAR											
Operating Unit	Bill Type	PO Number	Nature of Bill		Supplier Num	Vendor Na	me	Supplier Site	Name	Vendor In	voice Date
IASRI - Indian Agricu	Standard		Others.		3737	VAIBHAV	ENTERPRIS	NEW DELHI	IASRI	31-MAY-2	014 3 <sup>-</sup>
										_	
										-	
٩			_						_		
<u>1</u> General	2 Lines		§ Holds	4 View Payn	nents 5 Sc	heduled Pay	ments 6 V	ïew Prepaym	ent Applicat	ions	
2		ĺ	-Total					Net	1000	.00	
Invoice Withh	olding Tax Paymen	t Withholding Ta	x Project	Task	Expenditure	ltem Date	Expenditur	е Туре	Expenditur	e Organizatio	Project Quantity
			Projects 2000						×		
			-								
			Find 100%								
٥			Project	1	Project Name		Start Date	Comp			
			1000029	1	XX10282		16-AUG-2	013 15-FE			
			1000030		XX1U314		03-SEP-2	U13 31-AU	ations		
			1000031		0000006		29-SEP-2	J14 31-DE		_	
			1000032		0000124		01-APR-2	007			
Actions 1			1000034	·	XX00125		01-JAN-2	001 009 31-MA	stributi	ons	
			1000035		OXX00007		04-MAY-2	009 31-MA			
			1000036		OXX00014		20-APR-2	009 31-MA			
	۱		1000037		0XX00989		01-APR-2	010 31-MA			
			1000038		0XX01266		01-JUN-2	007			
			1000039		0XX01269		18-FEB-2	D12			
			1000040		0XX01270		01-OCT-2	011 30-SE			
			1000041		OXX01271		18-FEB-2	D12			
										<u></u>	
ices in list: 62	_	_	_								

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

2	Lines 3	Holds	4 View Payments	5 Scheduled Payments	6 View Prepayme	nt Applications
		Total			Net	1000.00
hholding Tax P	Payment Withholding Tax	Project	Task P	Note 000000000000000000000000000000000000	nome Association eases: An Indian I	(WGA) Analysis in nitiative
						OK

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

1 General	2 Lines		3 Holds	4 View P	ayments 5 Sched	luled Payments 6 View Pre	payment Applicati
3			Total			Net	1000
Payment Withholding Tax	Project	Task	Expendite	ure Item Date	Expenditure Type	Expenditure Organizatio	Project Quantity
	1000032		31-MAY-2	2014			
		Tasks 192	9555556655555	1000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	9966 <b>x</b>
		Find Gran	ts - %				
		Task Nu	mber	Ta	sk Name	5	Start Da
4		Grants -	Capital	Gr	ants - Capital	1	9-SEP-
		Grants -	Salaries	Gr	ants - Salaries		9-SEP-Protions
Actions 1							Distributio
	1						
	l <u>.</u>						
						0	D

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.

<b></b>	2 Lines	3 Ho	lds 4 View F	ayments 5 Sched	uled Payment	6 View Pre	payment Applications		
		Tot	al			Net	1000.00		
ing Tax	Project	Task	Expenditure Item Date	Expenditure Type	Expenditu	re Organizatio	Project Quantity	Intercompany	Invoice Num
	1000032	Grants - Gener	s 31-MAY-2014					1	
		ĺ		Expenditure Types 🔅	40046666	000000000	000000000000000000000000000000000000000	diaaaaaaa	00000 <b>x</b> ]
				Find %					
			1	Expenditure Type GAD-R&M-Equip, Ve GAD-R&M-Minor Wo GAD-R&M-Office Bu GAD-R&M-Residen GME-Guest House GME-HERD	hicles & Oth Irks IId. bal Build. Maint.	Description General-Adr General-Adr General-Adr General-Adr General-Mis General-Mis	ninistrative Expenses-R ninistrative Expenses-R ninistrative Expenses-R ninistrative Expenses-C cellaneous Expenses-C cellaneous Expenses-C	epairs & Mainte epairs & Mainte epairs & Mainte epairs & Mainte ivest House Ma IRD	UOM Curre Curre Curre Curre Curre Curre Curre
				GME-Other Nems (F GME-Other Miscella GME-Publicity&Exhi GPO-Pension & Oth GRO-Operational E GRO-Research Exp GTA-Domestic TAVT (4)	ellow, Sc) neous bitions er erses enses ransfer	General-Mis General-Oth General-Mis General-Per General-Re General-Re General-Tra	cellaneous Expenses-C er Miscellaneous Expen- cellaneous Expenses-P nsion & Other Retiremer search & Operational Ex- search & Operational Ex- velling Allowance-Dome	ther Items (Fell ses ublicity & Exhibi It Benefits penses-Operati penses-Resea stic TA/Transfe	Curre Curre Curre Curre Curre Curre

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.

2 Lines	3 Hol	ds 🔰 4 View P	ayments	5 Scheduled Payments	§ View Prepaym	ent Applications	
	Tota	d	1		Net	1000.00	
roject	Task	Expenditure Item Date	Expenditu	re ONote	200000000000	906666665 ×	Intercompany I
000032	Grants - Genera	31-MAY-2014	GME-HRD	📶 Budget is:Rs35	000 Funds Availat	le is:Rs31500	
		<u></u>					
-		-	-			QK	
đ	1	ĺ	İ.	- <u>1</u>	l.		İ
			Digcar	d Line 1 Distribu	tions	llocations )	
		_					
			Qu	ick Match	atch /	All Distributions	
				Qpen			

Click on Distribution.

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

F	48	0100	ا 🔇 🕹 🕼 ا	治回的增		le 🖉 🚱 🕇 ?			
0	Distrib	utions (IASRI Pa	yable DDO Assist	ant) - IASRi - Indi	an Agricultural Stat	istics Research Institu	te, 31-MAY-2014	VAIBHAV ENT	ERPRISES
	Lin	e Number 🚺							Line Total
	Line D	escription						Di	stribution Total
	<u> </u>		-			al que		-	
	Num	Туре	Amount	1	GL Date	Account		Asset Book	Description
R	1	ltem		1000.00	31-MAY-2014	552.801.19111.53	4004.10003.00	-	-
Н						+			-
Н			CICAR 10110						
Н									
Н			Institute	552 - IAS	RI, NEW DELHI				
Н			Fund Type	801 Dep	osit Schemes - D	omestic			
H			Scheme Code	19111	12-45Plant Pat	hology-CAFT Training			
Ī			Account	534004	HRD - Domesti	ic			
			Division	10003	Plant Pathology				
			Future1	00000	Default				
			Future2	00000	Default				
Н	-			G					1
L					OK	Cancel	Combination	Cle	
		_				Quicer	сощиналог	13 Ole	
			Accounted	Unprocessed			As	sociated Charg	les
		Acco	unt Description	ASRI, NEW DI	ELHI.Deposit Sch	emes - Domesti 12-45	5Plant Patho	logy-C.HRD - D	omestic.Plant
			Beverse	1	Tax Distrik	outions	View <u>P</u> O		View F

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.

nstitute	Туре	Employee	Employee Ven	dor Num	Employee Si	te Name	Bill Received Date	Invoice Number	Bill Nu
ARI - Indian Agricu	ıltı <mark>Standard</mark>								
U.S. S.S.S.S.	000								
<u>1</u> General	2 Lines		3 Holds	4 ∨i	ew Payments	5 Sch	eduled Payments	View Prepayment A	Application
ummary			Amount Paid			Status			
lte	ms		INR 0.00				Status	Never Validated	
Dranaumanta Anni	lind						Accounted	Unprocessed	
r iepayments App	lieu						Approval Holds	Required	
Subt	otal					Sched	uled Payment Holds		
Miscellane	ous					Descripti	on		
т	ntal								

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

nstitute	Туре	Employee	Employee Vendor Num	Employee :	Site Name	Bill Received Date	Invoice Number	Bill Num
ARI - Indian Agriculti	Standard							
	Invoice Types			×				
	Find %							
	Invoice Type	De	scription					
<u>1</u> General	Standard	Sta	ndard invoice		s 5 Scl	heduled Payments 6	View Prepayment A	pplications
	Credit Memo	Cre	edit Memo hit Memo		_			
ummary	Expense Report	Em	ployee Expense Report		Status			
ltem	Prepayment	Pre	payments , advances and fi	nances		Status	Never Validated	
	Retainage Release	Re	tainage Release Invoices			Accounted	Unprocessed	
Prepayments Applie	Mixed	MIX	ed type invoice			Approval	Required	
						Holds		
Subtota					Sched	uled Payment Holds		
						,		
Miscellaneou:	<u>e</u>			► E	Descript	ion		
Tota		Find	OK Cancel					
	l				J			

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.

nstitute	Туре	Employee	Employee Vendor Nun	n Employee Site	e Name	Bill Received Date	Invoice Number	Bill Num
ARI - Indian Agriculti	Prepayment	Ashish Sehra	86	HOME		22-JUL-2013		
				-				
) 	5	л						•
<u>1</u> General	2 Lines	;	3 Holds 4 \	/iew Payments	5 Scł	reduled Payments	6 View Prepayment A	pplications
ltems Prepayments Applied Subtota	s		INR 0.00		Sched	Status Accounted Approval Holds uled Payment Holds	Never Validated Unprocessed Required	
Miscellaneous Tota	s				Descripti	on		

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

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
		5555 E					
<u>1</u> General	2 Lines	3 Holds	4 ∨	ïew Payments	5 Scheduled Pa	ayments 🔓 View	Prepayment Applicatio
mmary Items repayments Applied			Paid ).00		Status	Status Never Accounted Unpro Approval Requir	Validated cessed red
Subtotal					Scheduled Payn	Holds nent Holds	
Miscellaneous Total					Description		

Now, Click on **Lines**.

Line Type will be Item (automatic).

Enter Amount and click on Distributions.

IISULULO	е		Туре		Employ	ee	Emplo	vee Vend	lor Num	Emplo	ovee Site N	Jame	Bill Received	Date	Invoice	Number	Bill N	u
ARI - Ir	- ndian Ag	riculti	Prepayment		Ashish	Sehra	86	.,		HOME	=		22-JUL-2013		22-JUL	-2013,86	809	-
					1										1			
(			35															
10	General		21	ines			3 Holds		4 ∀i	ew Pay	ments	5 Sc	heduled Payme	ents 6 \	√iew Prep	payment A	pplicatio	n
							Total											
2															Net			
Num	Tuno	٨٣	ount	DO Nu	mhor			PO Line	DO SH	inmont	Motoh Bo	voio E	O Distribution	Bossint	Number	Peopint	Line 0	
1	Item	AI	10000	FONU	liber	FUR	elease	FOLINE	FO 3II	pinen		1515	O Distribution	Receipt	Number	Receipt	Line G	u.
H			10000					<u> </u>								<u> </u>		-
																		-
	1	Î									í l	1						
	1	Î	í									1						Ī
•	11.																	
											Qui	ck Ma	tch	Match		All Dis	stributior	ns
ice Wo	prkbench	(IARI E	Employee Paya	ables DE	00 Assista	ant)					Qui	ck Ma	tch	Match		All Dis	stributior	15
ice Wo	orkbench Employe	(IARI E	Employee Paya	ables DC	00 Assista	ant)					Qui	ck Ma	tch	Match		All Dis	stribution	ns
ice Wo ICAR E Istitute	orkbench Employe e	(IARI E	Employee Paya	ables DE	00 Assista Employe	ant) ee	Emplo	yee ∨end	or Num	Emplo	Qui	ck Ma	Bill Received	Match Date		All Dis	Bill N	15 [
ice Wo ICAR E Istitute	orkbench Employe e ndian Ag	(IARI E e riculti	mployee Paya Type Prepayment	ables DD	DO Assista Employe Ashish S	ant) ee Sehra	Emplo 86	yee Vend	or Num	Emplo HOME	Qui	ck Ma	Bill Received	Match	Invoice 22-JUL-	All Dis	Bill N	
ice Wo ICAR E Istitute ARI - In	orkbench Employe e ndian Ag	(IARI E	<mark>mployee Paya</mark> Type Prepayment	ables DD	Employe	ant) ee Sehra	Emplo 86	yee ∨end	or Num	Emplo HOME	Qui	ck Ma	Bill Received	Match	Invoice 22-JUL-	All Dis	Bill N	15 [
ice Wo ICAR E Istitute	erkbench Employe e ndian Ag	(IARI E	Type Prepayment	ables DD	Employe Ashish S	ant) ee Sehra	Emplo 86	yee Vend	or Num	Emplo	Qui	ck Ma	Bill Received	Match	Invoice 22-JUL-	All Dis	Bill N	u
ice Wo ICAR E Istitute	erkbench Employe e ndian Ag	(IARI E e riculti	Type Prepayment	ables DD	Employs Ashish S	ee Sehra	Emplo 86	yee Vend	or Num	Emplo HOME	Qui	ck Ma	Bill Received	Match	Invoice 22-JUL-	All Dis	Bill N	
ice Wo ICAR E Istitute	erkbench Employe e ndian Ag	(IARI E	Type Prepayment	ables DD	DO Assista Employe Ashish S	ant) ee Sehra	Emplo 86	yee Vend	or Num	Emplo HOME	Qui	ck Ma	Bill Received	Match	Invoice 22-JUL-	All Dis	Bill N	u
ice Wo ICAR E Istitute	Employe e ndian Ag	e e riculty	Type Prepayment	ables DD	Employe Ashish S	ee Sehra	Emplo 86	yee Vend	or Num	Emplo HOME	Qui	ck Ma	Bill Received	Match	Invoice 22-JUL-	All Dis Number 2013, 86	Bill N Bill N 809	ns [ ur
ice Wo ICAR E Isstitute I I I I I I I	erkbench Employe e ndian Ag Ageneral	e e	Type Prepayment	ables DC	Employs Ashish S	ee Sehra	Emplo 86	yee Vend	or Num  4 √ie	Emplo HOME	Qui	ck Ma	Bill Received	Match Date	Invoice 22-JUL- /iew Prep Net	All Dis Number 2013, 86	Bill N	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
ICAR E ICAR E Istitute	e Employe e ndian Ag 	(IARI E	Type Prepayment	ables DC	Employe	ee Sehra	Emplo 86	yee Vend	or Num 4 √ie	Emplo HOME	Qui oyee Site N = ments	ck Ma	bill Received	Match Date	Invoice 22-JUL- /iew Prep Net	All Dis	bill N Bill N Soc D D D D D D D D D D D D D D D D D D D	ns [ ur
ice Wo ICAR E Istitute ARI - In I I I I I I I I I I I I I I I I I I	Employe e ndian Ag Seneral	(IARI E	Type Prepayment	ables DC	Employe Ashish S	ee Sehra	Emplo 86 1 Holds Total	yee Vend	or Num ₫ Vie PO Shi	Emplo HOME	Qui oyee Site N = ments	ck Ma	Bill Received 22-JUL-2013 heduled Payme	Match	Invoice 22-JUL /iew Prep Net Number	All Dis	Bill N Bill N Bi	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
ice Wo ICAR E ARI - In 1 1 1	Employe e ndian Ag General Type Item	(IARI E	Type Prepayment	ines	DO Assista	ee Sehra	Emplo 86 2 Holds Total elease	yee Vend	or Num	Employer HOME	Qui oyee Site N ments	lame	bill Received 22-JUL-2013 heduled Payme	Match	Invoice 22-JUL /iew Prep Net Number	All Dis	Bill N Bill N SIS D D D D D D D D D D D D D D D D D D	ur ur
ICAR E ICAR E Istitute ARI - In 1 C	Employe e ndian Ag General Type Item	(IARI E	Type Prepayment	ines	DO Assista	ee Sehra	Emplo 86	yee Vend	or Num	Emplo HOME	Qui	ck Ma lame sis F	bill Received 22-JUL-2013 heduled Payme	Match	Invoice 22-JUL- /iew Prep Net Number	All Dis	stribution	ur ur
ICAR F ICAR F Institute ARI - In I I I I I I I I I I I I I I I I I I	Employe e ndian Ag Seneral Type Item	(IARI E	Type Prepayment	ines	DO Assista	ee Sehra	Emplo 86	PO Line	or Num	Emplo HOME	ments	ck Ma	bill Received 22-JUL-2013 heduled Payme	Match	Invoice 22-JUL- /iew Prep Net Number	All Dis	stribution	ur ur
ICCAR E Institute ARI - In 1 1 1	Employe e Indian Ag Seneral Type Item	(IARI E	Type Prepayment	PO Nur	DO Assista	ee Sehra	Emplo 86	PO Line	or Num	Emplo HOME	ments	ck Ma	bill Received 22-JUL-2013 beduled Payme PO Distribution	Match	Invoice 22-JUL- /iew Prep Net Number	All Dis	stribution	ur ur
ICCAR E Institute	Employe e ndian Ag Seneral Item	(IARI B	Type Prepayment C C C C C C C C C C C C C C C C C C C	PO Nur	DO Assista	ee Sehra	Emplo 86	PO Line	or Num	Emplo	Match Ba	ck Ma	bill Received 22-JUL-2013 beduled Payme PO Distribution	Match	Invoice 22-JUL- /iew Prep Net Number	All Dis	stribution	
ICCAR E ISSTITUTE ARI - In 1 1 1	Employe e ndian Ag General Item	(IARI E	Type Prepayment	PO Nur	DO Assista	ee Sehra	Emplo 86	yee Vend	or Num	Emplo HOME	Match Ba	ck Ma	bill Received 22-JUL-2013 beduled Payme PO Distribution	Match	Invoice 22-JUL- /iew Prep Net Number	All Dis	stribution	

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.

Institute	Туре	Employee	Employee Vendor Num	Employee Site Name	Invoice Received Date	Invoice Number	Bill Nu
IARI - Indian Agricul	ti <mark>Standard</mark>	Ashish Sehra	86				
4							
<u>1</u> General	2 Lines		3 Holds 4 Vie	ew Payments 5 Sch Note	neduled Payments 🛛 🧕 V	′iew Prepayment A∣	oplicatio
lter	ns		INR 0.00	APP-SQLAP-101 to invoices for this	46: 1 prepayments are a s supplier.	available for applica	tion
Prepayments Appli	ed			To apply or unapp	oly prepayments, choose	e the Actions butto	n 📃

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.

Lin ne D IC/	e Numbe escription AR	r 1				Line Total 10000.00 Distribution Total 10000.00					
lum	Туре	Amount	GL Date	Account	Asset Book	Description	Project	Major Category	Minor Category	Expenditure Item Date	Expendit
	Item	10000.00	13-AUG-2014	156.201.00000.523001.00000.00000.00000							
_											
-	-	12							-	1	-
										1	1
	<u> </u>										
-				1		<u>.</u>	-				-
				in the second second second second second second second second second second second second second second second							
		Status	Never Validated		Distribution (	Class Proview					
		Accounted	Unprocessed		Associated Chi	arges					

#### Click on Actions....1 button.

41.46															
peratin	ng Unit	Bill Type	1	lature of Bill	ų.	PO Nu	mber	Vendor Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice N	Num Bill N	umber Ir	woice Recei
Ri - Ini	idian Agriculti	Standard		)ther		_		Ashish Sehra	26029	NEW DELHI	13-AUG-2014	abc1	15013	528 1	3-AUG-201-
_															
			1												
16	Seneral AD	21	ines		3 Holds Total		4 View Pr	ayments 6 Scher	tuled Payments 6	View Prepayment Applicat	ions				
10	Seneral AR	21	ines		3 Holde Total		4 View Pr	ayments 5 Scher	tuled Payments 6	View Prepayment Applicat	00				
1 G J IC/ Num	Seneral AR Type Arr	2 L	ines PO Numt	ier PO I	3 Holds Total Release	PO Line	4 View Pr	ayments 5 Scher Major Category	duled Payments 6	View Prepayment Applicat Net 10000	00 Expenditure Organizat	o PO Shipment	Match Basis	PO Distribution	Receipt L
1 G IC/ Num 1	Seneral AR Type Am Item	2 L Iount 10000 00	ines PO Numi	ier PO I	3 Holdw Total Release	PO Line	4 View Pr	ayments 5 Scher	duled Payments 6	View Prepayment Applicat Net 10000 Expenditure Item Dat	ons 00 Expenditure Organizat	o PO Shipment	Match Basis	PO Distribution	Receipt L
1 G	AR Type Am	2 I iount 10000 00	ines PO Numi	ier PO I	3 Holde Total Release	PO Line	4 View Pi Project	ayments 5 Scher	duled Paymenta 6	View Prepayment Applicat Net 10000 Expenditure Item Dat	ons 00 e Expenditure Organizat	o PO Shipment	Match Basis	PO Distribution	Receipt L
1 G	AR Type Arr Item	2 1 Iount 10000 00	PO Numt	ier PO I	3 Holds Total Release	PO Line	4 View Pr	ayments 5 Scher Major Category	duled Payments 6	View Prepayment Applicat Net 10000 Expenditure Item Dat	ons 00 Expenditure Organizat	o PO Shipment	Match Basis	PO Distribution	Receipt L
16 Num	AR Type Arr tem	2 I Iount 10000 00	PO Numt	ier PO I	3 Holds Total Release	PO Line	4 View Pr	ayments 5 Scher	duled Payments 6	View Prepayment Applicat Net 10000 Expenditure Item Dat	ons Expenditure Organizat	o PO Shipment	Match Basis	PO Distribution	Receipt

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

nvoice Workbench (IARI I	Payables DDO)	Dinvoico Actione					-
ICAR Employee		□Validate					
Institute	Туре		voices		Date	Invoice Number	Bill Num
IARI - Indian Agriculti	Standard	Cancel Invoices				1	817
		Apply/Unapply Pre	payment				
		□ <u>P</u> ay in Full					
		Create Accounting					
(4)							
1 Canaral	2 Line	○ Fin <u>a</u> l			ata R	View Drenoumont A	unlightion
I General	(∠ Line	⊖ Final Post			nts p	view Prepayment A	pplication
Summary							
Items	3	Initiate Approval			tatus V	/alidated	
		Stop Approval	Hold Name		unted N	10	
Prepayments Applied	ł	🗆 Release Holds	Release Name		proval F	Required	
			Polosce Pescon		Holds O		
Subtota	l 🗍	Print Notice			Holds 0		
		- I mit Hongo	Printer		1		
			Sender Name		1		
Miscellaneous	3		Sender Title		í		
Tota	1		Dender Title				
		(	OR C	ancel			
Actions 1					Match	All Di	stributions

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.

- debulue	independence production		sistering in the in	ratarragiteatararra	cocaron mon	leunia	a Amount	10000.00		1
						Invoice Amou	nt Lippoid	10000.00		
						infolde Anida		10000.00		
Annly	Prepayment on Invoice	Amount To Apply	GL Date	Prepayment Number	Line	Amount Available	Amount o	of Site	Dri	
	on monce	10000 00	13-AUG-2014	ahc	Num	10000.00	Included 1a	NEW/DELHI		1
		10000.00	137100 2014	duc	<u> </u>	10000.00				
							[			
		Description c				Rec	PO Num			
Existin	g Prepayment	Description C Applications Amount Applied Tax	× Amount Appli	ied GL Date	Prepaymer	Red	PO Num	Site		
Existin	g Prepayment	Description c Applications Amount Applied Tax	x Amount Appli	ied GL Date	Prepaymer	Red	PO Num	Site		
Existin	g Prepayment	Description c Applications Amount Applied Tax	x Amount Appli	ied GL Date	Prepaymer	Rea It Number Invoir	PO Num	Site		
Existin	g Prepayment	Description C Applications Amount Applied Tax	x Amount Appli	ied GL Date	Prepaymer	Real Invoice	PO Num	Site		
Unapply	g Prepayment	Description C Applications Amount Applied Tai	x Amount Appli	ied GL Date	Prepaymer	Rei	PO Num	Site		
Existin Unapply	g Prepayment	Description C Applications Amount Applied Tai Description	x Amount Appli	ied GL Date	Prepaymer	Rei	PO Num peipt Num PO Num PO Num point Num	Site		
Existin Unapply	g Prepayment	Description c Applications Amount Applied Tax Description	x Amount Appli	ied GL Date	Prepaymer	Rei Invoir	PO Num ceipt Num ce Line Num PO Num ceipt Num	Site		

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'.

						inv	pice Amount	10000.00	
						Invoice An	ount Unpaid	0.00	
Apply	Prepayment on Invoice	Amount To App	ly_GL Date	Prepayment Number	Line Num	Amount Availab	Amoun le Included	t of Tax_Site	Print
			_		_	-	_	_	L ^
					_				불고
			-				+		
								_	
		Applications					receipt room [		
Existing	g Prepayment	Amount Applied	Tau Amazint Amalian	CL Data	Deserver	t blumber de	aian Linn Mum	53.	
Existing Unapply	g Prepayment Item	Amount Applied	Tax Amount Applied	GL Date	Prepaymen	t Number Im	oice Line Num	Site	
Unapply	y Prepayment	Amount Applied 10000.00	Tax Amount Applied	GL Date 13-AUG-2014	Prepaymen	t Number Im	oice Line Num	Site NEW DELHI	
Unapply	i ltem	Amount Applied	Tax Amount Applied	GL Date 13-AUG-2014	Prepaymen abc	t Number Im	oice Line Num	Site NEW DELHI	( ) ( ) ( )
Unapply	ltem	Amount Applied 10000.00 Description	Tax Amount Applied	GL Date 13-AUG-2014	Prepaymen abc	t Number In	oice Line Num	Site NEW DELHI	(4) -1- (4)
Existing Unapply	/ Item	Amount Applied 10000.00 Description	Tax Amount Applied	GL Date 13-AUG-2014	Prepaymen abc	t Number Inv	PO Num	Site NEW DELHI	(4) (1)

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	1 1	PO Number	Vendor N	Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Number	Invoice Received Date	Bill Amo
IARI - Indian Agriculti	Standard	Other			Ashish S	Sehra	26029	NEW DELHI	13-AUG-2014	abc1	15017528	13-AUG-2014 00:00:00	1
					1								
3							- ()						
1 General	2 Lines			4 View	Payments		led Payments 6	View Prepayment Applic	ations				
Summary			Amount Pai	d	5	Status							
Rems	1	0000.00	INR 1000	10 00			Status Accounted	Needs Revalidation					
Prepayments Applied	1. 1	0000 00					Approval Holds	Not Required					
Subtota		0.00				Scheduled	Payment Holds	)					
Miscellaneous		_			c	Description			-				
Tete		0.00											

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

perating Unit	B	ldl Type	Nature of Bill	PO No	umber	Vendor Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice No	um Bill Nu	mber li	worce Received Dat	Bill Amou
RI - Indian A	griculti St	tandard	Other			Ashish Sehra	26029	NEW DELHI	13-AUG-2014	abc1	15017	528 1	3-AUG-2014 00:00	X 10
1 General		2 Lines	CATACOULO 3 Hold		4 View Payr	ments 5:Sche	baod Paymonts 6	View Prepayment Applicati	onis					
CAR			Total					Net 10000	00					
Num Type	Amou	unt PO	lumber PO Release	PO Line	Project	Major Category	Minor Category	Expenditure item Date	Expenditure Organiz	atio PO Shipment	Match Basis	PO Distribution	Receipt Line Rec	sipt Numb
Item		10000.00								_				
Contractory of the second seco	ym	0.00			-	-								-
2 Prépa 3 Prepa	ym	+10000.00												
2 Prepa 3 Prepa	ym	-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.

Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor Name	Supplier N	Ium Supplier Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Number	Invoice Received Date	Bill Am
ARI - Indian Agriculti	Standard	Other.		Ashish Sehra	26029	NEW DELHI	13-AUG-2014	abc1	15017528	13-AUG-2014 00:00.00	3
		1			-	1		1			
1 General Amount App	2 Line Med GL Date 000 13-AUG-20	s 3.Ho Prepayment Number lobc	Ida d View Prepayment Lir	Payments 5 Scho le Number Supplier Ashish Sel	duled Faymenn wa [	6 View Prepayment Ap Site NEW DELHI	ications				
1 General Amount App	2 Line Ned GL Date 0.00 13-AUG-20	Prepayment Number	Ida & View Prepayment Lin	Payments 55cm e Number Supplier Ashish Sel	duled Paynoem Ira [ ] ] [	E View Prepayment Ap Site NEW DELHI	cations				
1 General Amount Appi	2 Line Ned GL Date	Prepayment Number     obc	Prepayment Lir	Payments 55ch	duled Paymenn na       	6 View Prepayment Ap Site NEW DELHI	cations				
1 General Amount Appi	2 Linv Ned GL Date 13-AUG-20	s Ho Prepayment Number abc	Prepayment Lin	Payments 55ch	duled Raymenn	6 View Prepayment Ap Site NEW DELHI	cations				

## 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

3-AUG-2014			Interest reserved sole	a Dill Millions	Description	Currency	Payment Curr	Functional Cur	rency Function	a con Amount	Accounting Da
51002014	abc1	15017528	13-AUG-2014 00:00 0	2000.00		INR	INR	INR			13-AUG-2014
	1										
		1							16		
2 Lines	-3 Holds	- 4 V	new Payments 5 Schedule	d Payments   6 Vie	w Prepayment Application	0					
	Total										
					Net 12000.00						
nount PO Nu	mber PO Release	PO Line Project	t Major Category Mi	nor Category	Expenditure Item Date	Expenditure Organiz	tio PO Shipment	Match Basis	PO Distribution	Receipt Line	Receipt Numb
2000.00					1		1				
					-	-	-				
					i i						
-	2 Lines nount PO Nu 2000 00	2 Lines Total Total Ound PO Number PO Release	2 Lines 3 Holde 4 V Total 2000.00 PO Number PO Release PO Line Projec	2 Lines         3 Hidde         4 View Payments         5 Schedule           Total         Total         3000.00         PO Number         PO Release         PO Line         Project         Major Category         Major Category	2 Lines     2 Holds     4 View Payments     5 Schedulid Payments     6 View     Total      000     0 Number     PO Release     PO Line     Project     Major Category     Minor Category	2 Lines         3 Holds         4 View Payments         5 Schuduled Payments         6 View Prepayment Application           Total         Net         12000 00           ound         PO Release         PO Line         Project         Major Category         Expenditure item Date	2 Lines         2 Holds         4 View Payments         5 Schedded Payments         6 View Prepayment Applications           Total         Net         12000.00           ound         PO Number         PO Release         PO Line         Project         Major Category         Expenditure Item Date         Expenditure Organiza           2000.00         PO Number         PO Release         PO Line         Project         Major Category         Expenditure Item Date         Expenditure Organiza	2 Lines         3 Hidde         4 View Payments         6 Schedsdel Payments         6 View Propayment Applications           Total         Net         12000.00           ound         PO Number         PO Release         PO Line         Project         Major Category         Expenditure Item Date         Expenditure Organization	2 Lines     3 Hodse     4 View Payments     6 Scheddold Payments     6 View Prepayment Applications       Total       Net     12000.00       Our PO Number     PO Release     PO Line     Project     Major Category     Expenditure Rem Date     Expenditure Organization       Match Bases	2 Lines     2 Holds     4 View Payments     6 Scheid/ded Payments     6 View Prepayment Applications       Total       Net     12000.00       Outring PO Number     PO Release     PO Line     Project     Major Category     Expenditure Rem Date     Expenditure Organizatio     PO Shipment     Match Basis     PO Distribution       2000.00     0     0     0     0     0     0     0     0	2 Lines     3 View Payments     5 Schets/dol Payments     5 View Prepayment Applications       Total       Net     12000.00       200.00       PO Number     PO Release     PO Line     Project     Major Category     Expenditure Item Date     Expenditure Organizatio     PO Shipment     Match Basis     PO Distribution     Roceigt Line       20000     Image: Category     Image: Category     Expenditure Item Date     Expenditure Organizatio     PO Shipment     Match Basis     PO Distribution     Roceigt Line

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.

	Supplier Num	Supplier Site Nam	e Veni	dor Invoice	Date Ver	ndor Invoice Num	Bill Number	Invoice Received Date	Bill Amount	Description	Currency	Payment C	Surr Fund	ctional Curren
shra	26029	NEW DELHI	13-A	UG-2014	abo	:1	15017528	13-AUG-2014 00:00 00	10000.00		INR	INR	INR	
										L				
1 Gener	ar (	2 Lines			4 View Pa	vmente 5:5ch	duled Payments	View Prepayment Applic	ations					
			Total						annan ( )					
ICAR 3								Net 1200	0.00					
Num Type	Amount	PO Number	PO Release	PO Line	Project	Major Category	Minor Category	Expenditure Item D	ate Expenditur	e Organizatio PO Shipmen	Match Basis	PO Distribution	Receipt Line	Receipt Nur
	10000													
1 item				-	-						(			
1 Item											1-1			
1 Item														
1 Item														
1  ltem {			F											

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.

Li	ne Numbe	r 1				Line Total	10000.00					
Line F	hannintin					Intel anitudiate	10000.00					
Line L	rescription					Astrobution Total	lionorio					
<b>3</b> 10	AR						2					
Num	Туре	Amount	GL Date	Account	Asset Book 0	Description		Project	Major Category	Minor Category	Expenditure Item Date	Expendito
1	Item	2000.00	13-AUG-2014	166.000.00000.121851.00000.00000.00000								
2	Item	8000.00	13-AUG-2014	156.201.00000.523001.00000.00000.00000								
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											1	
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4			00100100000			12						
		Status	Never Validated		Distribution C	lass Préviéw						
		Accounted	Unprocessed		Associated Cha	rges						

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

Noice Wo	Ch 'A	eck the box pply'	sistarth, KPL In	1 🜒 🖉 🛼 i	?	Am avai abrit appl	ount lable for lication							_ D X
	Prepayment on Invoice	Amount To Apply 10000.00	GL Date	Prepayment Aumber abc	ayment ber ure Num 1	Amount Aviable	PO Num	10000.00 10000.00		Imoice Date	Vendor Invoice Num abc1	Bill Number 15017528	hvoice Received Date	Bill Amou 100
− Existi Unapp ■ □ ■ □	ng Prepayme	nt Applications	ax Arnount Appli	ed GL Date	Prepayment	Rei Number Inncia	ceipt Num ce Line Num PD Num Apply/Un	Site	Cl ·A bu	lick on Apply/U1 itton	happly'			

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.

icar	ICAR Type as Prepa		Vendor name: Drawing Disbursing Officer (DDO) Name		Division	Bill received da				
Operating Unit	Bill Type	Nature of Bill	PO Number	Ven	dor Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Numbe
IARI - Indian Agriculti	Prepayment	Other.		- Drav	uing Disbursing Of	3719	AGRICUTURE ECON	19-SEP-2014	19-SEP-2014	
							1			-
(1)			л				л			л
<u>1</u> General	2 Lines	3 Holds	4 View	Payment	s 5 Schedule	d Payments 6	View Prepayment Applica	ations		
Summary Items		Amount	: Paid		Status	Status	Never Validated			
						Accounted	Unprocessed			
Prepayments Applied						Approval	Not Required			
0.11.11						Holds	_			
auntorai					Scheduled F	ayment Holds				
Miscellaneous					Description					
Total										

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.

Invo	pice Number	Assistant)	Er	nter Bill amou	nt	Enter	Descript	tion	r	_			
e Date	Vender Involve Num	Bill Number	Invoice Received	Date Bill Amount	Descriptin	$\overline{V}$	C	urrency	Paument C	urr Eurotinnal Currenc	x Eunctional	Curt Amrunt	Accr
	PC-19-SEP-2014-LAXIv	15017639	19-SEP-2014 00:	:00:00 10000.00	) Imprest A	dvance	IN	IR	INR	INR	1 1 0 00000		19-SI
IC,	AR Type Amount	PO Number PO	Release PO Line	Project Mai	ior Category	Minor Cate	qory	Net Expanditu	ure Item Date	Expenditure Organizatio	P0 Shipment	Match Basis	PO
Num	Type Amount	PO Number PO	Release PO Line	Project Maj	ior Category	Minor Cate	gory	Expanditu	ure Item Date	Expenditure Organizatio	PO Shipment	Match Basis	PO
							Now cl the dist button	lick on tributio	ns				
		с л. 2006				,	$\vee$					1	
				Dig	card Line 1		stributions	Å	llocations	)			
Agtion	ns 1				Quick Mate	h (	Match		All Distributions	D			

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

🗅 Distrib	utions (IARI Employee Pa	iyables DDO) - IARI - India	an Agricultural Resea	rch Institute, 23-JUL-2013, 76, Anil K	umar			
Lin	e Number 1					Line Total	10000.00	
Line D	escription				Distr	ibution Total	10000.00	
2								✓
Num	Туре	Amount	GL Date	Account	Asset Book	Description		
1	ltem	10000.00	23-JUL-2013	156.201.00000.121401.00000				^
			[			[		
						[		<u></u>
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	:	Status Never Validated			Distribution Class	Preview		
	Acco	ounted Unprocessed		As	sociated Charges	3		
	Account Desc	ription IARI, PUSA NE	EW DELHI.Non Plan	.Default.Petty Cash Advance.Defa	ult.Default.Defaul	t		
		Reverse 1	Tax Distribut	ions View <u>P</u> C		View R	leceipt	

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  $\rightarrow$  Requests  $\rightarrow$  Submit a new Request  $\rightarrow$  Single Request  $\rightarrow$  OK $\rightarrow$  ICAR Bill Report  $\rightarrow$  Bill Number  $\rightarrow$  Submit  $\rightarrow$  No $\rightarrow$  Find $\rightarrow$  View Output)

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

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

	Туре	Employee	Employee Vendor Num	Employee Site Name	Bill Received Date	Invoice Number	Bill Number
Agricult	Prepayment	Anil Kumar	76	OFFICE	23-JUL-2013	PC-23-JUL-13-76	836
<u>1</u> Ge	neral	2 Lines	3 Holds	4 ∀iew Payment:	s 5 Scheduled Pa	ayments 6 View Pre	payment Application
ummary			Amount Paid		Status		
	ltems	10000	).00 INR 0.00			Status Unvalidate	d
	outo Applied				+	Accounted No	
-тераутт	ients Applied					Approval Required	
	Subtotal	10000	0.00		Scheduled Pavm	nent Holds	
					,		
					Description		
М	liscellaneous						
	Total	10000	0.00				

## How To Run Bill Report

#### **Navigation**

CIFT Payables Audit & Accounts→ Bill Processing



View  $\rightarrow$  Requests  $\rightarrow$  Submit a new Request

Source Applications - ICAR - MIS-FMS System	A REAL PROPERTY AND A REAL
Eile Edit View Folder Tools Window Help	
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Requests     Find Requests     MANANANANANANANANANANANANANANANANANA	× ⊂ ×
Request IC OMy Requests In Progress	
All My Requests	
Specific Requests	<b></b>
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	
	Include Request Set Stages in Query
Order By	Request ID
	Select the Number of Days to View: 7
Submit a New Reque	est <u>C</u> lear Find

Single Request  $\rightarrow$  OK  $\rightarrow$  ICAR Bill Report  $\rightarrow$  Bill Number  $\rightarrow$  OK  $\rightarrow$  Submit  $\rightarrow$  NO  $\rightarrow$  Find

4	Oracle Applications - ICAR -	MIS-FMS System		
E	ile Edit Yiew Folder Tool	s Window Help		
	🛤 📎 🕹 🖉 🖉	🌢 🕅 I 🗶 🗊 🎁 📈 I	🧀 🗐 🕘 🖉 🦂 I ?	
	Submit Request			XIX
	Run this Request			
				Сору
	Name	ICAR Bill Report		
	Operating Unit			
	Parameters			
	Language	American English		
			Language Settings	Debug Options
				Depug options
	At these Times —			
	Run the Job	As Soon as Possible		Schedule
			Parameters Distribution of the second sec	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Upon Completion		Bill No 18001452	
		III Output Files	To Bill No 18001452	
	Layout	ICAR Bill Report		
	L Notify			
	Print to	noprint	QK <u>C</u> ancel	Clear Help
				/
	Help ( <u>C</u> )		Submit	Cancel

Click Refresh Data until the Phase is Completed

🛓 Oracle Applica	ations - ICAR - MIS-FM	S System				Contraction in the second state	
<mark>Eile</mark> Edit ⊻iew	Folder <u>T</u> ools <u>W</u> ind	low <u>H</u> elp					
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🗢 Requests 🖂	************************						×
Ref	resh Data	í	Find Requests	;		Sub <u>m</u> it a New Request	
Request ID			Parent I				
8044630	Name			Phase Pupping	Status Normal	Parameters	
8044043	ICAR Budget - Fu	nds Ina		Completed	Normal	2021, 10001432, 10001432	
8043294	DQM Serial Sync	Index F		Completed	Normal		
8043135	ICAR Purchase R	equisitio		Completed	Normal	221, 50618100049, , ,	
8043129	ICAR_PAYSLIP_F	ORM_P		Completed	Normal	, , 011585, JAN-2017, , , ,	
8043096	DQM Serial Sync	Index F		Completed	Normal		j.
	_				_		
Hgla	Hgld Request		√iew Detail <u>s</u> …			View Output	
Canc	<u>C</u> ancel Request		Diagnostics			View Log	

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 Joshy C. G Sreejtih T J

# **Creation of Cheque Series in ERP**

Login to ERP

Mar dan bar		
Navigator		
		Personalize
CIFT Asset	BANK Accounts	
CIFT DDO Payroll Access	Bank Account	
CIFT Employee Self Service		
CIFT Establishment & Personnel Section		
CIFT General Ledger		
CIFT HRMS View Only		
CIFT Payables Audit & Account		
CIFT Payment Section		
CIFT Projects		
CIFT Purchasing Requisitioner		
CIFT Receivables Audit & Accounts		
🛅 Define Cheque Series		
EMS ADMIN		
	1	

#### Click **Define Cheque Series** Responsibility Click **Bank Account**

Manage Bank Accounts								
Bank Accounts								
Simple Search								
Account Name	cit 🧃 🔍	Alternate Account	t Name					Advanced Search
Short Account Name	Account Name	Account Number	Alternate Account Name	Short Account Name Current	y Legal Entity			
	CIFT - 10589078336	10589078336		INR	CIFT			
Account Owner	CIFT Bank NAIP A/c - 303168	27951 30316827951		INR	CIFT			
Bank Name	CIFT DDO Cash Book	CIFT DDO Cash Bo	ok	INR	CIFT			
Go Clear All	Q				© 1 • 3 🦻			
Select Account Name	Alternate Acco	unt name	SHOLL ACCOUNT NAME	Account number	Ballik Hallie	Bank Number	Branch Name	Branch Number
No search conducted	l.							

#### A new Window will open Search by **Account Name** and Click **Go**

Manage Bank Accounts									
simple Search									
									Advanced Search
Account Name CI	FT - 10589078336 🚽 🤇	Alter	nate Account Name	2	9				
Short Account Name	<u>s</u>	2	Account Number						
Account Owner	, (	2	Currency	2	9				
Bank Name		2	Branch Name	5	Q				
Go Clear All									
Select Account Manage P	ayment Documents	<b>4</b>							
elect Account Name	Alternate Account	Name	Short Account Name	Account Nu	mber	Bank Name	Bank Number	Branch Name	Branch Number
CIFT - 10589078336				10589078336	5	State Bank of India		WILLINGDON ISLAND BRANCH	8695

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 B Country INR	BRANCH	Account Name Account Number Currency Name	CIFT - 10589078336 10589078336 Indian Rupee	
Create				S Previous 1-10	• Next 10 @
Name	Paper Stock Type	Format	Status	Skipped Documents	Update
Cheque Series : 711801 to 711900	Blank Stock	Standard Check Format	Active	6	1
Cheque Series 841801 to 841900	Blank Stock	Standard Check Format	Active	6	1
Cheque 564201-564300	Blank Stock	Standard Check Format	Active	<b>B</b>	1
Cheque Series 784001-784100	Blank Stock	Standard Check Format	Active	6	1
2014-15 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active	•	1
Cheque Series 609601 - 609700	Blank Stock	Standard Check Format	Active	<b>B</b>	1
Cheque Series 899301 - 899400	Blank Stock	Standard Check Format	Active	<b>1</b>	1
cheque series 346776-346875	Blank Stock	Standard Check Format	Active	<b>B</b>	1
2015-16 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active	6	1
cheque series 127826-127925	Blank Stock	Standard Check Format	Active	<b>B</b>	1
Create				Previous 1-10	Next 10 @

Click Create Button

Manage Bank Accounts	
Manage Bank Accounts > Payment Documents >	
Create Payment Document	
Bank Name State Bank of India Branch Name WILLINGDON ISLAND BRAN Country * Indicates required field	Account Name CIFT - 10589078336 Account Number 10589078336 Currency India Rupee
Document Information	
* Name * Paper Stock Type Number of Lines per Remittance Stub Number of Setup Documents * Payment Document Category * Payment Document Category	Cheque Series : 100201 Blank Stock
Document Numbers	
* First Available Document Number Last Available Document Number	100201 100300
± Checkbooks	
Additional Information	
Context Value	
	Cancel 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.	6				
Payment Documents	•				
Bank Nam Branch Nam Count	e State Bank of India WILLINGDON ISLAND BRANCI ry INR	4	Account Name CIF Account Number 105 Currency Name Ind	F - 10589078336 89078336 ian Rupee	_
Create				S Previous 1-10	• <u>Next 10</u> 2
Name	Paper Stock Type	Format	Status	Skipped Documents	Update
Cheque Series : 711801 to 711900	Blank Stock	Standard Check Format	Active	E Carlos de Carl	1
Cheque Series 841801 to 841900	Blank Stock	Standard Check Format	Active	E Contra	1
Cheque 564201-564300	Blank Stock	Standard Check Format	Active	E a	1
Cheque Series 784001-784100	Blank Stock	Standard Check Format	Active	E.	1
2014-15 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active	C N	1
Cheque Series 609601 - 609700	Blank Stock	Standard Check Format	Active	C N	1
Cheque Series 899301 - 899400	Blank Stock	Standard Check Format	Active		1
cheque series 346776-346875	Blank Stock	Standard Check Format	Active		1
2015-16 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active	<b>E</b>	1
cheque series 127826-127925	Blank Stock	Standard Check Format	Active	E.	1
Create				S Previous 1-10	▼ <u>Next 10</u> ⊗

### A Confirmation Message will be shown

Manage Bank Accounts					
Manage Bank Accounts >					
Payment Documents					
	Bank Name Branch Name Country INR	RANCH	Account Name CIFT Account Number 1056 Currency Name India	- 10589078336 39078336 an Rupee	
Create				@ Previous 10 41-47	of 47 💌 Next 🔅
Name	Paper Stock Type	Format	Status	Skipped Documents	Update
Cheue Series 257076 - 257175	Blank Stock	Standard Check Format	Active	<b>e</b>	1
Cheue Series 712776 - 712800	Blank Stock	Standard Check Format	Active	<b>B</b>	1
Cheue Series 774651 - 774750	Blank Stock	Standard Check Format	Active	<b>B</b>	1
CHQ SERIES 695576-695675	Blank Stock	Standard Check Format	Active	<b>6</b>	1
CHQE 635226-635250	Blank Stock	Standard Check Format	Active	<b>1</b>	1
2017-18 Electronic series	Blank Stock	Standard Check Format (Stub After Payment)	Active	<b>F</b>	1
Cheque Series : 100201 to 100300	Blank Stock	Standard Check Format	Active	<b>1</b>	1

You can Update the cheque series by clicking the Update Icon

# ERP TRAINING MANUAL Payments Audit Section

Prepared by

Anilkumar P P Joshy C. G Shyla N C

# **Payments**

#### Login to ERP

Validation of already created Bills

Navigator							
		Porconaliza					
		Personalize					
CIFT Asset	CIFT Payables Audit & Account						
CIFT DDO Payroll Access	Bill Processing						
CIFT Employee Self Service							
CIFT Establishment & Personnel Section							
CIFT General Ledger							
CIFT HRMS View Only							
CIFT Payables Audit & Account							
CIFT Payment Section							
CIFT Projects							
CIFT Purchasing Requisitioner							
CIFT Receivables Audit & Accounts							
Define Cheque Series							
EMS ADMIN							
LCAR Transfer							
VENDOR CREATION							

Oracle Application opens up a new window.

Click the Search 📎 Icon to search for a bill.

Operating Unit	Bill Type	Nature of Bill	PC	) Numbe	er Vendo	r / Emp Name	Vendor / Emp Vendor Num	Vendor / Emp Site	Invi
CIFT - Central Inst	tu Standard	-							
લ		л. Сологодо							
<u>1</u> General	2 Lines	3	} Holds	4	4 View Payments	5 Scheduled Payments	6 View Prepayment Applications		
Summary	ims		mount Paid			Status Status	s Never Validated		
Prepayments App	lied					Accounter Approva	Unprocessed		
Subt	otal					Holds Scheduled Payment Holds			
Miscellane	ous					Description			

Enter the Bill Number in the new window and click Find

Voice Workbench (CIFT Payables Au	udit & Account) Find Invoices						
ICAR	Find Invoices						
/	<b>T H D</b> .						
Operating Unit Bill Type CIFT - Central Institur Standard	Name		••		T 15		
	PO Num			PO Shipment:	Taxpayer ID		
	Invoice Number			Terms:			
<u>1</u> General	Type Amounts		• 	Pay Group:	✓ Invoice Batch		
Gummary	Dates Invoice Status	-			Currency		
Prepayments Applied	Status Approval		* *		Accounting Payment		
Subtotal	Voucher Audit			Hold	s Status		~
	Bill Number				Reason		_
Miscellaneous Total	Calculate Ba	lance Owed		Clear	Ne	w	Find

# The Bill will open will all the details and the Amount

						Invoice Actions					
JCAR						✓ Validate					
Operating Unit	Bill Type	Nature of	Bill	PO Nun	nber	□ Validate Belated Invoic	es		np Site	Invoice/ Bill Date	Invoice/ Fil
CIFT - Central Institu	Standard	Other				Cancel Invoices				07-JUL-2017	CB/26/PL/
						Apply/Unapply Prepay	ment				
						□ Pay in Full					
						Create Accounting					
(4)											
1.0			0.0504		41.6 D	O Final					
<u>I</u> General	LINI ∠ LINI	es	3 Molds		4 view Pa	⊖ Final Post					
Summary			Amount F	Paid							
ltem	s	51842.00	INR 0.	.00							
							Hold Name				
Prepayments Applie	d					🗆 Release Holds	Release Name				
							Release Reason				
Subtota	al	51842.00				Print Notice					
							Printer				
							Sender Name		Ĩ		
Miscellaneou	s						Sender Title		Ť		
Tota	al	51842.00									
Agtions 1	←						<u>or</u>	ancel			

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 .

<b>O</b> In	nvoice Workbench (CIFT Payables Audit & Account)									
	ICAR									
	Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor	/ Emp Name	Vendor / Emp Vendor Num	Vendor / Emp Site	Invoice/ Bill Date	Invoice/ File
	CIFT - Central Institu	Standard	Other		Security	y Guards Boards for Brihan N	32884	INDIA	07-JUL-2017	CB/26/PL/17
	9									
	<u>1</u> General	2 Lines	3 Holds	4 View Pay	/ments	5 Scheduled Payments	6 View Prepayment Applications	3		
r	Summary		Amount F	Paid		Status				
	Items	s 518	342.00 INR 0.0	00		Status	Validated			
			INR 0.0	00		Accounted	No			
	Prepayments Applied	d [				Approva Holds	Not Required			
	Subtota	l 518	842.00			Scheduled Payment Holds	. 0			

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

Eile	Edit View Folder To	ools Reports Actions	<u>W</u> ind	ow <u>H</u> elp				
	🛯 🏷 I 🖉 🖗 🕴	🖣 🍣 🖗 i 🔀 👔	) 🎁	🖉 🥪 i 🎜 💈	1 🕥 ,	Ø 🎭 i ?		
<mark>o</mark> ir	nvoicekbench (CIF <sup>*</sup>	vables Audit & Acco	unt)					
	<b>T</b> 1							
	Operating Unit	Bill Type	Natur	e of Bill	PO N	umber	Vendo	r / Emp Na
	CIFT - Central Institu	Standard						· · · ·
	•							
	<u>1</u> General	2 Lines		3 Holds		4 ∨iew Pa	yments	5 Scł
	Summary			Amount P	aid			Status
	ltom				10			
	item	• [			,0			
	Prenavments Applier	4						
	eps.jonto r ippno.							

🔇 Navigator - CIFT Payables Audit & Acc	count
Functions Documents	Responsibilities
Bill Processing	Find %
Bill Processing	Responsibility         CIFT Asset         CIFT DO Payroll Access         CIFT Employee Self Service         CIFT Establishment & Personnel Section         CIFT Establishment & Personnel Section         CIFT General Ledger         CIFT General Ledger         CIFT HRMS View Only         CIFT Payables Audit & Account         CIFT Projects         CIFT Prechasing Requisitioner         CIFT Receivables Audit & Accounts         Define Cheque Series         FMS ADMIN         ICAR Transfer         VENDOR CREATION
	(Eind) (QK) (Cancel

Select CIFT Payment Section and click OK.

Image: Section       Image: Section         Functions       Documents
Payments
Payments   + Bills   + EFT Payment
<u></u> <u></u> <u></u> <u></u>

Select Payments and click Open.

0	ayments	(CIFT Payment Section)											
6	ICAR												
	Туре	Institute	Vendor/Employee Name	Vendor/Employee	Site	Descript	tion	Vendor/Employee Add	Iress		Payment Date	Payment Amount	Payment Curre
	Quick	CIFT - Central Institute c				)[							
			Trading Partners							×			
			Find %										
			Trading Partner		8	unnlier Num	Taynaver ID	Tax Registration Num	Active	Parmer			
			Security Guards Boards	s for Brihan Mumbai &	Thane 3	2884	rapajorio	Tarregenator	*	PAYABL			
	(4)		M/s. Industrial Security	Services	6	7512			*	PAYABL			л.
			M/s. Rakshana Industri	al Security & Investigat	tion S 2	7022			•	PAYABL			
			PA Star Security Service	15	2	4562			*	PAYABL			
	Numbe	r	M/s Care Security and A	Nied Services	1	6915			*	PAYABL			
			Protection Group Secur	ity Services	5	7592			*	PAYABL			
			M/s. Accord Security & A	Nied Services (P) Ltd.	8	1289			*	PAYABL			
			M/s. Care Security & All	ied Services	3	8075			*	PAYABL			
			Care Security & Allied S	ervices	1	0222			*	PAYABL			
			M/s. Universal Security	Services	3	2547			*	PAYABL			

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

Payments	(CIFT Payment Sec	tion)										
CAR												
	Payment Date	Payment Amount	Payment Currency	Functional Amount		Functional Currency		Bank Account	Payment Metho	d	Payment Document	Cheque/Paymer
	28-JUL-2017		INR			INR		CIFT - 10589078	3 Electronic		2017-18 Electronic serie	514
							Payme	nt Documents		×		
							Find 2	01%			,	
							Nam	10	Paper Stock Type	Format		
							2017	7-18 Electronic s	Blank Stock	Standard Che		
(							2016	5-17 Electronic s	Blank Stock	Standard Che		
							2014	5-16 Electronic S	Blank Stock	Standard Che		
Numbe	er	Date		Amount	GL Date							

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

ents (CIFT Payment Section)									
Select Invoices (CIFT Payment Section	n) - CIFT - Central Institute of Fisheries	Technology, 514, Security Guards Bo	ards for Brir 💶 🗖 🗙	1					
		Payment Amount		ent Nu	Paymen	t Process	Profile	Document Category	Remit-to Accour
		Total			ICAR_EI	LECTRON	IC_PAYMENT	CIFT - PAYMENTS	3158010100293
			V						
Invoice I	Payment								
	Amount								
Selected Invoices					×				
Find CB/26/PL/17-18/Mum date	ed 06-06-2017%					yment			
Invoice Number	Pay Alone	Payment Number A	mount Remaining	Discou	nt Availa	mount [	1		
CB/26/PL/17-18/Mum dated 0	)6-06-2 Bill No:18001780	1 5	1842.00	0.00			_ 1		
							-		

Search the Invoice Number.

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

		Payment Amount		int Nu	Payment Process Profile	Document C	ategory	Remit-to Accou
		Total	51842.00		ICAR_ELECTRONIC_PA	YMENT CIFT - PAYM	IENTS	315801010029
			V					
Invoice	Payment							
Number	Amount		Ц	-				
CB/26/PL/17-18	51842.00		18 -	-				
			-	-				
			는 영					
			-		Payment [ ]			
			- <u>-</u>		Panoan I I	<u>1</u>		
- L - L - L - L - L - L - L - L - L - L		Interest Invoice						
		interest inforce						
		( Invoice Ou	eniew			T.		
		( Invoice Ov	eniew	-				
		freesing of the	eniou			Ŧ		
to (GPT Pressent Teacher)		frusica Cu	aniaw			Ŧ		
is (CPT Premared Realism) let (molces (CPT Payme	nt Bection) - CIFT - Central Institute of	Fisheries Technology, 517, M/s. Firsk Services	eniew			-		
ls (CIFT Parsonni Tection) lect invoices (CIFT Payme	nt Gection) - CIFT - Central Institute of i	Fisheries Technology, 517, M/s. Fisk Services			Payment Document	* Cheque/Payment Nu	Payment Process	Profile
In COPT Paraversi Rection lett involces (CIPT Payme	nt Section) - CIFT - Central Institute of f	Fisheries Technology, 517, Mis. Fisk Services Payment Amount	eniew 		Payment Document 2017-18 Electronic serie	Cheque/Payment Nu 514	Payment Process ICAR ELECTRONI	Profile [
in (CETE Paravershi Fice Born Rect Invoices (CIET Payme	nt Gection) - CIFT - Central Institute of	Fisheries Technology, 517, M/s. Frisk Services Payment Arnount Total	aniaw		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515	Payment Process ICAR_ELECTRONI	Profile E IC_PAYMENT ( IC_PAYMENT (
in (CIPT Puroved Realism liet (Noice's (CIPT Perme	n nt Gection) – CIFT – Central Institute of t	Fishenes Technology, 517, Ms. Frisk Services Payment Amount Total	aniaw		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515 516	Payment Process I ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profile [ IC_PAYMENT ( IC_PAYMENT ( IC_PAYMENT (
Is of PT Personal Realism ect Invoice's (CIPT Payme Invoice Invoice	nt Gettion) – CIFT – Central Institute of i Payment Amound	Fisheries Technologr, 517, M/s. Frisk Services Payment Arnount Total	aniew 181028.00 2		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process ICAR_ELECTRON ICAR_ELECTRON ICAR_ELECTRON	Profile [ C_PAYMENT ( C_PAYMENT ( C_PAYMENT ( C_PAYMENT (
Act Invoice CLET Parme Invoice Number Number	nt Gection) - CIFT - Central Institute of i Payment Amount 184222 00	Fishenes Technology, 517, Mrs. Firsk Services Payment Amount Total	aniew 181028.00 2		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profile D IC_PAYMENT ( IC_PAYMENT ( IC_PAYMENT ( C_PAYMENT (
Invoice Number CB 587/17-18 CB 587/17-18	nt Gettion) - CIFT - Central Institute of Payment Amount 184232.00 570250	Fisheries Technologi, 517, MS, Frisk Services Payment Amount Total	181028.00 2 18 18 18		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-19 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profile I IC_PAYMENT IC_PAYMENT IC_PAYMENT IC_PAYMENT
Invoice Number CB 587/17-18 CB 587/17-18	nt Section) - CIFT - Central Institute of Payment Amount 184232 00	Fishenes Technology, 517, Mil. Frisk Services Payment Amount Total	191028.00 2 18 18 18 18		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profile [ IC_PAYMENT ( IC_PAYMENT ( IC_PAYMENT (
Act Invoice (CIFT Parme Invoice Number CB 587/17-18 CB 587/17-18-T	nt Gection) - CIFT - Central Institute of I Payment Amount 184222.00 18224.00	Fisheries Technology, 517, M/s. Frisk Services Payment Amount Total	181028.00 2 188 18 18		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process I ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profile C C_PAYMENT C IC_PAYMENT C IC_PAYMENT C C_PAYMENT C
Invoice Number CB 587/17-18 CB 597/17-18 CB 507/17-18 CB 507/17-17-18 CB 507/17-18 CB 507/17-18 CB 507/17-18 CB 507/17-18	Payment Amount 184232 00	Invire Du Fisheries Technologi, 517, MS. Frisk Services Payment Amount Total	181028.00 2 18		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profile C C_PAYMENT C_PAYMENT C_PAYMENT C_PAYMENT C_PAYMENT
Invoice Number CB 597/17-18 CB 597/17-18	nt Section) - CIFT - Central Institute of Payment Amount 184252.00 5208.00	Fishenes Technology, 517, M3: Frisk Services Payment Amount Total	181028.00 ¥		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-19 Electronic serie 2017-19 Electronic serie 2017-19 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profile D C_PAYMENT C C_PAYMENT C C_PAYMENT C C_PAYMENT C
Invoice Invoice CE 597/17-18 CB 597/17-18-T	nt Gettion) – CIFT – Central Institute of Payment Amount 164232.00	Fisheries Technology, 517, Mis. Frisk Services Payment Armount Total	181028.00 2 181028.00 2 181028.00 2 2 2 2 2 2 2 2 2 2 2 2 2		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie	Cheque/Payment Nu 514 515 517	Payment Process ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI ICAR_ELECTRONI	Profis E C_PAYMENT C_PAYMENT C_PAYMENT C_PAYMENT C_PAYMENT
Invoice Number CB 587/17-18	nt Section) - CIFT - Central Institute of Payment Amount 184232.00	Fisheries Technologi, 517, MS. Frisk Services Payment Amount Total Interest Invoice	181028.00 28 18 18 18 18		Payment Document 2017-18 Electronic serie 2017-18 Electronic serie 2017-18 Electronic serie 2017-19 Electronic serie 2017-19 Electronic serie	Cheque/Payment Nu 514 515 516 517	Payment Process ICAR_ELECTRON ICAR_ELECTRON ICAR_ELECTRON ICAR_ELECTRON	Profile C C_PAYMENT C C_PAYMENT C C_PAYMENT C C_PAYMENT C

Add the TDS Invoice Number if there is any.

		Payment Amount		Payment Document	Cheque/Payment Nu	Payment Process Profile	Docume
		Total	23784.00	2017-18 Electronic serie	514	ICAR_ELECTRONIC_PAYMENT	CIFT - F
			×	2017-18 Electronic serie	515	ICAR_ELECTRONIC_PAYMENT	CIFT - F
1000	-			2017-18 Electronic serie	516	ICAR_ELECTRONIC_PAYMENT	CIFT - F
Number	Amount		1.1	2017-18 Electronic serie	517	ICAR_ELECTRONIC_PAYMENT	CIFT - F
ACB 596/2017-1	5000.00		18	2017-18 Electronic serie	518	ICAR_ELECTRONIC_PAYMENT	CIFT - F
CB.4/ABI-NAJF/	15000.00		18	Cheue Series 879201 - 6	679227	ICAR_Cheque_PAYMENTS	CIFT - F
CB No.566/2017	17.00		18				
MB 130/2017-18	1459.00		18	Payment			
MB 129/2017-10	2308.00		10	Amount [ ]			
			Π÷	-			
		Interest Invoice					

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

### **Reports**

Click on View  $\rightarrow$  Requests  $\rightarrow$  Submit a new Request  $\rightarrow$  OK

Select the Request Name as ICAR Electronic Fund Transfer

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

⊂ Run this Request ─	Сор	ру
Name	ICAR Electronic Fund Transfer	Vendor/Employee Address
Parameters	Parameters	
Language	Payment Date 28-JUL-2017 Vendor Type	
← At these Times ── Run the Job	Supplier Voucher No	Payment
Upon Completion —	Bank A/C No XXXXXXX	Amount []
Layout Notify		ancel Clear Help
Print to	noprint	
Help ( <u>C</u> )	Sub <u>m</u> it Ca <u>n</u> t	2cel

# Click OK→Options

0	OSubmit Request		×	X			
6	Run this Request						
		Copy					
	Name	ICAR Electronic Fund Transfer			Vendor/Emplo	yee Address	Payr
	Operating Unit	CIFT - Central Institute of Fisheries Technology					
	Parameters	28-JUL-2017:::::10589078336					
	Language	American English					
		Language Settings Debug Options					
	At these Times						
	Run the Job	As Soon As Possible Schegule					
						Payment []	
	Upon Completion	Iv Save all Output Files		-			
	Layout	ICAR Electronic Fund Transfer Options					
	Notify			J.			
6	Print to	noprint Delivery Opts					
				)			
	$(Help (\underline{C}))$	Sub <u>m</u> it Ca <u>n</u> cel					
					Invoice	e Overview	

Eayout:						
Template Name	Template La	nguage	Format	For Language		
ICAR Electronic Fund I	ran English: India	a	PDF	AMERICAN	-	
			Format	Type LOV		
			Find %			
NUMBER OF A DESCRIPTION			Form	at		
Notity the following people			FO	L		
Name		For Language	HTML			
			PDF			
			RIF			
Print the Output To:						
			s			
Printer	Copies	For Language				
noprint	0	All languages	•			
				Find	OK	Cancel
			1		20	Zanoon

Select Format as Excel.

Click  $OK \rightarrow OK \rightarrow Submit \rightarrow No \rightarrow Find$ .

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

то,							
The I	Manager,						
Institu	ite Name		CIFT - Central I	nstitute of			
Paym	ent Date			28-Jul-17	-		
Institu	ite Bank Name		State Bank of I	ndia			
Institu	ite Bank Account Name		CIFT - 1058907	8336			
Institu	ite Bank IFSC Code		SBIN006367				
Institu	ite Branch Name		WILLINGDON I	SLAND BRANCH			
Institu	ite 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 Lak	h Eighty-Five Thousand Fiv	e Hundred Seve	nty-Five Only			

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

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

Cheque Nu	umber : 87922	27		Cheq	ue Date	: 28-JUL-17			
-				•					
Invoice No	Invoice Date	Bill Number	Total Bill Amount	Pre Payment Applied	Descri ption	Payment Voucher Number	Amount Paid	TDS Paid	Net Amount Paid
CB No.566/2 017-18/A djtt.	18-JUL-17	18001962	14917	14900	Total expenditu re 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 reimburse ment bill in	1800888	1459	0	1459
CB.4/AB I-NAIF/2 017-18	25-JUL-17	18002115	15000	0	Con. emolumen ts in r/o Shri. S	1800888	15000	0	15000
ACB.596 /2017-18 /Adv.	25-JUL-17	18002130	5000	0	Temp.Ad vance 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  $\rightarrow$  Click On Excel Options.



Click on Trust Center Settings..



Click on ActiveX Settings and select the following options.

	Trust Center	?	x	
Trusted Publishers Trusted Locations Add-ins ActiveX Settings Macro Settings Message Bar External Content Privacy Options	ActiveX Settings for all Office Applications         For ActiveX controls in documents not in a trusted location: <ul> <li> <u>Disable all controls without notification</u> </li> <li>                  Prompt me before enabling Unsafe for Initialization (UFI) controls with additional restrictions and Safe for Initialization (SFI) controls with minimal restrictions</li></ul>	contro	Is	
Privacy Options				

Click on Macro Settings and select the following options.

	Trust Center	?	×
Trusted Publi Trusted Local Add-ins ActiveX Settin Macro Settin	Macro Settings         Sons         For macros in documents not in a trusted location:         Disable all macros without notification         Disable all macros with notification         Disable all macros with notification         Disable all macros except digitally signed macros         Image: Sono Disable all macros (not recommended; potentially dangerous code can run)		
Message Bar External Con Privacy Optio	ent s Developer Macro Settings Trust access to the VBA project object model s		

## Click on Message Bar and do the following settings.

	Trust Center	? ×
Trusted Publishers Trusted Locations Add-ins ActiveX Settings Macro Settings Message Bar External Content Privacy Options	Message Bar Settings for all Office Applications         Showing the Message Bar         ○ Show the Message Bar in all applications when content has been blocked         ● Never show information about blocked content	

# 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

Internet Options 2	
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General Security Privacy Content Connections Programs Advance	ed IBM Standard Software Ins 🗿 IBM VIRUS Computer Eme 🤌 IT
Select a zone to view or change security settings.	
Internet Local intranet Trusted sites Restricted	Security Settings - Internet Zone
Internet	Settings
This zone is for Internet websites.	NET Eramework
except those listed in trusted and	Loose XAML
restricted zones.	Disable
- Security level for this zone	Enable
Security level for this zone	VAM browser applications
Custom	Disable
Custom settings.	Enable
- To change the settings, click Custom level.	Prompt
- To use the recommended settings, dick befault level.	XPS documents
	Disable     Disable
Enable Protected Mode (requires restarting Internet Explorer)	Prompt
Custom level Default level	.NET Framework-reliant components
	Permissions for components with manifests
Reset all zones to default level	
	*Takes effect after you restart your computer
	Peset distance
OK Cancel Apply	Reset to: Marking high (d. Gull)
	Medium-nign (default)
	OK Cancel
Settings	
.NET Framework-reliant cor	mponents
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Miscellaneous	
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Allow scripting of Microsoft web browser control	+
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Drag and drop or copy and paste files	
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Launching applications and unsafe files	
Disable	
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Prompt (recommended)	
Launching programs and files in an IFRAME	
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Prompt (recommended)	
Navigate windows and frames across different domains	
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Use SmartScreen Filter	
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Enable	
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Click on Ok and Try Running Web ADI Restart The system..

## **Budget Upload**

Login to ERP CIFT General Ledger  $\rightarrow$  BUDGET UPLAOD





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#### Click Create Document

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### Select Open with & Click OK

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



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# After Logging in select CIFT General Ledger

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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**.

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

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

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

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# **Import Journals.**

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

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**Import Journals**  $\rightarrow$  New window will open  $\rightarrow$  Enter the **Source** (Spreadsheet), Ledger (ICAR),

**Specific value** will be created automatically **→Import.** 

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A new window will open messaging "Sure that you want to start Journal Import"  $\rightarrow$  Yes. Unique ID number will be created  $\rightarrow$  Ok.

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**View** $\rightarrow$ **Requests** $\rightarrow$ **Find** $\rightarrow$ Select the request ID $\rightarrow$ **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**.

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Close the Tab, go back to Oracle Application and click the navigator  $\bigcirc$  Icon **Enter Journal**  $\rightarrow$  **Open**  $\rightarrow$  A new window will open

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# **Reports of Budget Upload**

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

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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** 

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### 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 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
Expens	700012	ESTABLISHMENT CHARGES	254,950,000.00	0.00	14,744,113.00	240,205,887.00
e	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	COMMUNICATION	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**

- **o** How to Upload Fund in General Ledger
- 0
- 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 UPLAOD



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**Close** the Excel Sheet.

• Once the Data is Uploaded, you need to run Program - Import Journals.

Navigator		
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CIFT Asset CIFT DDO Parvol Access CIFT Employee Self Service CIFT Establishment & Personnel Section CIFT General Ledger CIFT HRMS View Only CIFT Pavables Audit & Account CIFT Protects CIFT Procests CIFT Receivables Audit & Accounts FIFT Receiv	CIFT General Ledger	

- Import Journals → New window will open → Enter the Source (Spreadsheet), Ledger (ICAR),
  - 🛤 🏷 🛯 🖉 🔅 🕲 🎒 🕅 🛛 🗶 🛍 🎽 🖉 🖉 🖉 🏈 🖉 🕺 Import Journals (ICAR) Group ID Specific Value Source Ledger Selection Criteria Spreadsheet **ICAR** Specific Group Id --- 📤 ÷ ÷ ÷ Ŧ Ŧ Run Options Date Range Post Errors to Suspense Start Create Summary Journals End Import Descriptive Flexfields No ○ With Validation O Without Validation Import
  - 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  $\rightarrow Ok$ .
- View→Requests → Find → Select the request ID→View Output.



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

Ret	fresh Data	Fi	nd Requests	s )	٤ د	Sub <u>m</u> it a New Request		
Request ID		F	Parent					
Name			Phase		Status	Parameters		
1593304	Journal Import			Pending	Standby	2438, 1000, N, , , N, N, Y		
1573861	Report Manager FC	) Genera		Completed	Normal	1626, ADJ-MAR-13, , , NON_F		
1573852	Non Plan Grant Ty	oe Wise		Completed	Normal	1573851, , 1451, ADJ-MAR-13		
1573851	Non Plan Grant Ty	oe Wise		Completed	Normal	1000, , FSG-ADHOC-, C, GLL		
1573826	Report Manager FC	) Genera		Completed	Normal	1625, ADJ-MAR-13, , , NON_F		
1573789	Non Plan Grant Ty	nt Type Wise		Completed	Normal	1573788, , 1451, ADJ-MAR-13		
1573788	Non Plan Grant Ty	oe Wise		Completed	Normal	1000, , FSG-ADHOC-, C, GLLI		
1573426	Non Plan Grant Ty	oe Wise		Completed	Normal	1000, 101, FSG-ADHOC-, C, C		
1573116	Report Manager FC	O Genera		Completed	Normal	1624, ADJ-MAR-13, , , NON_F		
1573108	Non Plan Grant Ty	oe Wise		Completed	Normal	1573107, , 1451, ADJ-MAR-13		
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- Copy the batch number.
- You need to find this journal with this batch name.

ICAR Concurrent Request ID: 1593950		Journa	l Import	Executio	n Report			Date Page	≥: 26-JUN-: ≧:	13 13:10 1
Journal Entry Source Name	Group Id Status	Total Lines	Total Batches	Total Headers	Total Unbala Bat	anced Tota tches	l Unbalanced Headers	Total FI Erro	lex Total 1 ors	Non-Flex Errors
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• Enter Journal → Enter → A new window will open → Enter the Batch number → Find.

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Find Journals			
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Clear	New Batch	New Jour	nal Find

• Select the Id → Review Journal → Post.

) Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
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• System will generate a message  $\rightarrow$  Ok  $\rightarrow$ The entry will get **posted**.