

Paybill Module

- User Manual -

Finance & Accounts Portal

Version No. 1.0

Release Date: 03/01/2013

Vayam Technologies Limited Thapar House, 124 Janpath, New Delhi Phone No.91-11-47101200, 47101201Fax: 91-11-23368946 Email: csir-team@vayamtech.com In your Internet browser type the URL <u>http://onecsir.csir.res.in</u> in the address bar. Login page as shown in figure 1 is displayed. On this page you can login by using your 4 digit Employee id as Login ID and a password given to you. Pay bill can be run or generated by the user who has the role of DA (Bill). After entering your "Login ID" and "Password" click on "Login" button.

Our New Enterprise Council of Scientific and Industrial Research	
Project Management Portal E-Service Book (LNO, LSO, SBE & SBA Login) Employee Profiler	-
NOTIFICATIONS: # details required for National Pension System • 19 Oct 2012 Stideb Nanda, SPO(Vigilance)-Additional Incharge • 17.2 [Go to Policy Repository	
Activity Tracking & Analysis Introducing OneCSIR Analytics. Click here to view Image: C	
Important information, recommending all the users to read: Keep your password top secret and change it often: Changing passwords often helps in protecting your account even if inadvertently you may have disclosed it to someone.	

Once you click on Login button it will take you to the Work Page of HR Portal. Under the HR Processes menu you will find a "Pay Bill" link and under that "Import Paybill Data" as shown in figure 2.



As you click on "Import Paybill Data" Link you will come to the screen shown in Figure 3. Select the "Payroll" tab. This screen has three Menus (Master, Payroll Processing and Reports). Now click on "Import Employee Salary Data" link under the "Payroll Processing" menu as shown in Figure 3, to fetch employee monthly pay data from HR Module to generate the Pay bill. Click on "Process Salary" button to fetch the data. 22nd of every month is the cutoff date for fetching data from HR. **"Import Employee Salary Data**" (Fetching Data) process can be run more than once before 22nd of the month.



After fetching the data system will show a message box with "OK" button saying "Salary Data Imported Successfully" click on "OK" to finish the process as shown in Figure 4.

Budgeting Funding Payment Receipt Payroll Pension Accounting Admin Importing Employee Salary Data PayRoll Processing > Salary Processing Salary From 0109/2012 Salary To 30/09/2012 > Salary Processing Calander Days 30 30/09/2012 Salary To > Salary Processing Processing Detail CSIR Financial Accounting Salary Data Import I > Process Remmt Bill Salary Data Import I Salary Data Imported Successfully Process Salary Close > Dat Arear Processing	Budgeting Funding Payment Receipt Payroll Pension Accounting Admin Master Importing Employee Salary Data Importing Employee Salary Data Importing Employee Salary To Solary To Solary To PayRoll Employee Salary Galander Days 30 Salary To Solary To Solary To Salary Processing Forcessing Detail CSIR Financial Accounting Forcess Salary Close Process Remit Bill made Salary Data Import I Salary Data Import I Salary Data Imported Successfully Power Processing * "Employee Salary I OK Forcess Salary Close Pay Arear Processing * Employee Salary I OK Forcess Salary Close	- cinpio.	4011		-				
Master Importing Employee Salary Data PayRoll Processing Salary From Salary Processing Salary To Salary Processing Salary Processing Salary Processing Processing Detail Salary Drocessing CSIR Financial Accounting Process Remit Bill Inside Salary Data Import I Coses Salary Data Import I Outside CSIR Salary Data Import I Process Remit Bill Salary Data Import I Process Remit Bill Salary Data Import I PayRoll Close Forefaces Salary Process Remit Bill Salary Data Import I Process Remit Bill Salary Data Import I Pay Arms Processing "Employee Salary I	Master Importing Employee Salary Data PayRoll Processing Salary From Salary Processing Salary Processing Salary Processing Salary Data Process Remit Bil Inside Casin CSIR Financial Accounting Process Remit Bil Inside Casin Salary Data Import I Process Remit Bil Oxade CSIR Salary Data Import I DA Arear Processing Close Pay Arear Processing Close Reports Close	Budgeting F	unding	Payment	Receipt	Payroll	Pension	Accounting	Admin
 Import Employee Salary Data Salary Processing Bill Authonization Processing Detail CSIR Financial Accounting Process Remmt Bill Inside CSIR Financial Accounting Salary Data Import I Salary Data Import I Salary Data Import I Salary Processing Pay Arraer Processing Temployee Salary I 	Import Employee Salary Date Salary Processing Bill Authoncation Process Remit Bill Indie Correst Correst Salary Correst Salary Data Import I Correst Salary Correst Salary Pay Arear Processing Pay Arear Processing Pay Arear Processing Reports	Master PayRoll Processing	Importing Er Salary From	nployee Salary Data	11/09/2012	Sala	rry To	30/09/2012	
	Reports	Import Employee Salary Data Salary Processing Bill Authorization PayPolit Close Process Remmit Bill Inside CSIR Process Remmit Bill Outside CSIR DA Arrear Processing Pay Arrear Processing Pay Arrear Processing	Calander Da Processing I Salary Data "Employee	Detail CSIR Fin Import I Salary I	ancial Accounting	uccessfully	ok ok	alary 🔀 Clos	ė.

Figure 4

Now go to the "Payroll Processing Menu" given on the left side of the screen and under that you will find a "Salary Processing" menu item, click on "Salary Processing" link. It will take you to a screen shown in Figure 5. On this screen under the "**Pay Roll Processing Month Detail**" bar, current Salary / payroll month is shown with number of days in a month. Under the "Selection Criteria" bar, 4 options are shown: Cadre, Group, Grade and Designation. These are the filter option for pay bill generation. User can generate separate pay bill Cadre wise, Group wise Grade wise and Designation wise. If you leave all the selection criteria dropdown list to its default value "-Select-" that means you have not chosen any filter criteria and pay bill will be generated for all the regular employees of the lab.

Under the "Report Section" bar there is a button "**View Employee Salary Reports**" is available. By clicking on this button you can view the pay sheet based on the data fetched from HR before finalizing the pay bill. This will help you to see and analyze the net salary of an employee with head wise breakup. So if user finds any discrepancy in any employee salary he/she can make correction at HR end and user can import the pay data again for the same month and this activity can be done till 22nd of that month. After importing the data you can again view pay bill sheet to see changes and their impact on pay sheet before finalizing the pay bill as shown in Figure 5.

Under the "**Processing Detail"** bar, Pay bill processing date will come by default. Select the processing section as "Administration" selects level 1 pay bill authorization Officers that is Section Officer (Bill/DDO) and once you are sure that you have fetched the data and checked everything you can click on the "Pay Bill Final" check box and click on "Process Salary" button to generate the Pay Bill and submit it to Section Office (Bill/DDO) for admitting the paybill.

		f Scientific and Indus	trial Research	Finan	cial Accountir	ng System
A HOME Sector	ne: Mr. Amod Kumar 4e77	Sept	RC Role: Controller o Finance & Accou	nt 🔂 Financia	al Year: 2012-2013	Log Out 🕞
Master	Home » PayRoll » Salary PayRoll Processing Mo	y Processing nth Detail	Гауюн	1 ension	Accounting	Admin
PayRoll Processing Reports	Salary From Calander Days	01/09/2012	Salary T	30/	09/2012	
	Selection Critria					
	Cadre Group Grade	-Select- -Select- -Select-	•			
I	Designation	-Select-	•			
	Vie	w Employee Salary Reports				
	Processing Detail Processing Date Level 1 Pay Bill Final	12-12-2012 Mr. Amod Kumar 4E77	Din O Process S	Section AD	MINISTRATION	• •
				O Durana Calany		

Once you click on "Process Salary" button, system will process the salary and show you the message box at the end of the salary process as shown in Figure 6. Click on "OK" to complete the process.

🏠 номе – 🤱	Welcome: Mr. Amod Kumar EmplD: 4e77	🌍 Lab: SEI	RC Role: Controller of Finance & Account	👼 Financial Year: 2012-2013	Log Out 🕞
Budgeting	Funding Pa	yment Receipt	Payroll P	ension Accounting	Admin
Master PayRoll Processin	Home » PayRoll » Sal PayRoll Processing N	ary Processing Aonth Detail			
Reports	Salary From Calander Days	01/09/2012	Salary To	30/09/2012	
	Selection Critria	CSIR Financial Accounting]		
	Cadre Group Grade	Record Saved Successf	iully		
	Designation	-Select-			
	Report Section				
	V Processing Detail	iew Employee Salary Reports			
	Processing Date Level 1	12-12-2012 Mr. Amod Kumar 4E77	Process Secti	on ADMINISTRATION	• •

Now user with DA Bill role has processed the salary bill and sent it to Section Officer/DDO (Bill). Once Section Officer/DDO (Bill) user logs into the ERP system he/she lands on the HR portal where user will see "Process Salary Bill" link to process the salary as shown in figure 7.



Figure 7

As user clicks on "Process Salary Bill", system will take the user to Finance Portal as shown in Figure 8. Here in finance portal user needs to click on the "Payroll" tab by doing so, left side menu will be displayed as shown in Figure 8.

Click on "Payroll Processing" menu, under that you will find "Bill Authorization" and under that user will find "IInd level authorization" link. Click on "IInd Level Authorization" link, system will open "IInd Level Authorization" screen as shown in Figure 8.

Budgeting	Fu	unding	Payment	eipt	Payroll		Pensio	on	Accounting		Admin		
Master		Home » Pay	Home » Pay Roll » Bill Authorization » Ind Level Authorization										
			My Pending BR					0	Other Us	ers Pend	ing BR		
PayRoll Processing		Bill No	Bill Date	Bill Type	Month Name	Year	No O	f Employee	Total Amt		Print	Send To Audit	Reject Pay Bill
Import Employee Salary	^	1240000240	12-12-2012 S	SALARY BILL	SEPTEMBER	2012	1330		81346354.0	0			
Data		21240000011	01-11-2012 P	PAY Arrear BILL	01/08/2012 T 31/08/2012	0	1		8287.00				
Bill Authorization										0	Process	0	ancel
↓ Ist Level	E												
PayRoll Close													
Process Remmit.Bill Inside	e 🛄												
CSIR Process Remmit.Bill													
Outside CSIR	-												
·	F.												
Reports													
				© Develo	ped By : Vaya	im Technologie	s Ltd.						

Now at "IInd Level Authorization" screen, Pay bill summary is displayed with the "**Print**", "**Send To Audit" and "Reject Pay Bill"** option. If SO/DDO (Bill) role user wants to view the pay bill he/she needs to click on "Print" button to view it. If User wants to approve the bill and send it to Audit section for payments then he/she needs to select "**Send To Audit**" check box and then click on "**Process**" button. Or if user wants to reject the bill and send it back to "DA Bill" user for correction and checking, then he/she needs to select "Reject Pay Bill" check box and then click on Process button as shown in Figure 8.

Once SO/DDO (Bill) user selects "**Send To Audit"** check box and clicks on "Process" button then the pay bill goes to Audit section at the Diarist desk.

Now the bill has gone to the Finance section, the Diarist (Audit) role user will login into the system and come to his/her landing page; there, he/she needs to click on "Work page" button on the landing page as shown in figure 9. As Diarist (Audit) user clicks on "Work page" the user will reach to his/her dashboard. Now from here user can go by the dash board or by Menu Links given on the left hand side of the page as shown in figure 10. We will go by Dashboard.

	Council of Scientific and Industrial Research Enterprise Resource Planning Solution (ERPS) Financial Accounting System
	Solnot Rolo : Darist (Audt) 💌 Filmmskill Yoar : 2012-2013 💌 Work Page Log Out
My Project Add Project	Engineering Research design and development of State
My Papers Patents	 electronic components/systems and instruments to meet the requirements of strategic sectors. Lab Designation AbMINISTRATION View Complete Profit
	Intray Outtray Outtray
<u><</u>	GPF/CPF Broadsheet
E meeting	Payment(120) Provide Studies Rent Allowance
Notification	⊕Leaves ♥Leaves ♥Loans & Advances ♥LTC
	Medical Reimbursement Medical Reimbursement More More
<	OutStanding Balance Detail OutStanding Balance Detail OPermanent Man Power Request OPMS-Scientist Opticy Clarification
	⇒Prior Property Intimation

Diarist (Audit) user will find an item "Salary Bill" on his/her dashboard, as shown in figure 9.1

Bu	udgeting	Funding	Payment	Receipt	Payroll	Pe	ension	Accounting	Admin
Vou	ucher/Authorizati	ion			Show Pass	ed Count	PENDING BI	Bar 🔹	Apply 3D Show
		Bills			Pending				Lindol.Logona
		🖋 Sala	inv Bill		1		P	ending BR-Bill Typ	e Wise
							Salary & Lin	ked Allowance	1
				Per	iding/Passed BR Summary				
			Bill Type	Pending Bill	Passed Bill Self	Passe	d Bill Others	Pending Bill	Amt
		Salary &	Linked Allowance	1	0			0 813	46349.10
			Value Pending BR-Bill 1	Гуре Wise			Records for (DB Detail chart not fou	nd!!!
			Dill Tumo						



Accounting Budgeting Funding Receipt Payroll Pension Admin on » List Diary New Your Last BR No.: 12/400/00006 Diari Diarization
 List Diary Auto
 List Diary Entry Search Bills Pending BR Passed Bill Detail BR.No
 Invoice.No ▷ List Cash Se Pending Bills Dashboard BR No/Invoice No Vouche Voucher Authorization
 DA Arrear Voucher posting GO ₹ 8 Ű Leg. Expe. Vouci -nue Writing <u>CEA</u> (4) Advanc (3) EMD (1) VC BI Þ Legends Docs from other depts. Priority Bills Diarization ŧ BR Ref BR No Ref BR Date BillType Salary & Linked Allowance 1240000240 12-12-ADMINISTRATION NORMAL 81346349.10 2 Ŧ 1st Level Authorization ŧ V 2nd Leve

As you click on that item you will find a row where Salary Bill is displayed as shown in Figure 10.

Figure 10

Now go to the list and click the icon under the "Add/Modify" column to make the diary entry, as you click on "Add/Modify" you will reach Diarization screen as shown in Figure 11.

In this page user needs to select the Dealing Assistant's Name from the dropdown list, if there is more than one dealing assistant handling the payment or if there is only one dealing assistant handing the payment, his name will come selected by default. Now user has to tick "**Is Complete**" check box and fill "**Remarks**" which is optional and then finally click on **"Save"** button.

Budgeting	Fund	ding	Payment	Receipt	Payroll	Pension	Accounti	ng Admin
Voucher/Authorizat	tion	Iome » Diarisation »	» Diarisation Add	/Modify				Search Bills
Diarization List Diary Auto List Diary Entry List Diary Entry	R	Ref. No. *	124000024	All Fields marked	(*) are mandatory Ref. Date *	12-	12-2012	BR No Invoice No Party Name
Voucher Voucher Authorization	R	Ref. Amount *		81346349.10	Reference Name *	SALARY BILL	*	BR No/Invoice No/Party
 DA Arrear Voucher post Leg. Expe. Voucher 	ting B	3R No.	New		BR Date	12-1	12-2012	GO
Creque Writing FVC Bill	- D	Diary Type * Bill Type *	Payment Salary &	Linked Allowance	Section *	ADMINISTRATION	-	
	B	3ill SubType *	Salary Bi	ll d Kumarll4E77		~	Þ	
Docs from other d	lepts.	Remarks	SALARY E	BILL				
Diarization								
Audit			🕑 is Con	nplete	📖 Priority			
1st Level Authorizatio	on s	Supporting Docum Supporting Docs	nents (Hide Deta	iils) 🗟 No Supporting Doc	cument is attached			
2nd Level Authorizatio	on					Save	Cancel	



After clicking on **"Save"** button system will generate Diarization Number, this is Finance Diary Number as shown in Figure 12.

Budgeting	F	unding		Receipt	Payroll	Pension	Accountin	g Admin
Voucher/Authoriza		Home » Diarisa	tion » Diarisation Add	l/Modify				Search Bills
 ▼ Diarization ▶ List Diary Auto ▶ List Diary Entry 	*	Ref. No. *	124000024	All Fields marked	(*) are mandatory Ref. Date *		12-2012	BR No Invoice No Party Name
List Cash Section Dia Voucher Voucher Authorization DA Arrear Voucher po	ny -	Ref. Amount *	CSIR Fin	81346349.10 ancial Accounting	Reference Name *	SALARY BILL	* *	BR No/Invoice No/Party
 ▷ Leg. Expe. Voucher ▷ Cheque Writing ▷ FVC Bill ▷ Mark Spoilt Cheque 	-	BR No. Diary Type * Bill Type *	✓ Reco Assistant	rd Added Successfull . Generated BR No. i	ly and Forwarded to I is 12/400/00007	Dealing TRATION	12-2012	
Docs from other	depts.	Bill SubType * Dealing Assist	ant *	11	ок		•	
+		Remarks	SALARY I	BILL		* *		
			☑ Is Con	nplete	Priority			
Audit		Supporting De	ocuments (Hide Deta	ails) 😂	_			
Authorizati	ion	Supporting Do	CS	No Supporting Doc	cument is attached			
2nd Level						Cause	Canaal	

Figure 12

Once the Diarist (Audit) processes the bill it will go the Dealing Assistance (Audit) role user as shown in Figure 13. Same way as diarist did for login, Dealing Assistance (Audit) role user will also login into the system and comes to his/her landing page on landing page user will click on "Work Page" button to go to the **"Dashboard".** At the Dashboard user will find an item "Salary Bill" on dashboard, as user clicks on that item, he/she will find a row for salary bill is displayed as shown in Figure 13 on this page click on the icon under the select column to process the bill as shown in Figure 13.

Finance & Accounts – Paybill Module

Budgeting	Fu	nding	Payment	Receipt	Payroll	Pension	Accounti	ng	Admin
Voucher/Authoriza	ation	Home » Vou	icher » Bank Voucher	» Pay Bill Voucher List				Â	Alert
Diarization		Assign Bill	Search Pending a	nd Passed Bill					Bill Status
▼ Voucher	.]	Search :	Search Your Text Here			Search	1	Last Pa Date	y Bill Process 12/12/2012
 Loan EMI Projection Pension Voucher (DA) 									Search Bills
PAYBILL VOUCHER Senice Tax Adjustment	ot	BR No 12/400/0000	BR Date 5	Section Bill	Type Priority	DiaryType Amount	nt Select	6	BR.No O Invoice.No
 Bills Payment Invirtel Voucher 								BR	R No/Invoice No
List FVC Bill	-								GO
<	F						•		Policy Docs
Docs from other	depts.							•	
Ŧ									
Diarization									
+									
Audit									
+									
1st Level Authorizati	on								
2nd Level									

Figure 13

As user clicks on the icon under the "Select" column, system will show a screen where user needs to select the bank from which payment is to be made as shown in figure 14.

Budgeting	Fund	ding	Payment	Receipt	Payroll	Pension	Accounting	Admin
Voucher/Authoriz	ation	Home » Vou	cher » Bank Voucher »	Select Book				
		Book Ty	ype GL C	ode		GL Head		Select
	В	BANK	507	STATE BANK	OF INDIA , SERC, CHENN	IAI		0
				© Developed By : Va	vam Technologies Ltd.			
				e sereneped by r va	, and the state of			



Now user needs to select the bank by clicking on the icon given under the "Select" column in the grid. As user clicks the icon, user will come to the pay bill voucher creation screen as shown in Figure 15. In this page DA Payment (Audit) user views the pay bill data by clicking on **"View Payroll Bill Click Here"**. If user wants to view the voucher he/she will click on **"View Voucher Click Here"**. After observation he/she will tick Accept/Reject radio button to "Accept" or "Reject" the bill and finally click on "Save" button to pass the bill as shown in figure 15. If user selects "Accept" and clicks on "Save" button the pay bill goes SO (Audit) desk for approval.

Budgeting	F	unding	Payment	Receipt	Payroll	Pension	Accounting	Admin
Voucher/Authoriza	ation	Home » Vou	icher » Bank Voucher » P	ay Bill Voucher Creation	n			Alert
		Book	STATE BANK OF INDIA	, SERC, CHENNAI				Bill Status
		Ref BR No.	1240000240		Ref BR Date	12-12-2012	Lat Da	st Pay Bill Process 12/12/20
		Voucher A	uthorization					
		Level 1	Mr. Amod Kumar 4E	77	Level 2 Mr. Amo	d Kumar 4E77		Cooreb Dille
		Pay Bill BR	Info.					J Search Dhis
		BR No.	12/400/00007		Bill Salary & Type	Linked Allowance		BR.No Invoice.No
		BR Type	Payment 👻		BR Date	12-12-2012		BR No/Invoice No
		BR Amount	81346349.10		Section ADMINI	STRATION -		GC
		Rupees Eigh	t Crore ThirteenLac Forty	/ Six Thousand Three H	undred Forty Nine And	Ten Paise Only		Doliou Doop
		Entry Type	Payment 👻				_	Policy Docs
		Report						
		View PayR	oll Bill (Click Here)		View Voucher (C	Click Here)		
		Observation	n/ Remarks/Comment					
		DA Observat	ion					
		k				*		
						-		
		Observation Status	Accept C Reject					
						Save	Cancel	

Figure 15

Just as Dealing Assistance (Audit) logged in, Section Officer (Audit) role user will also now login into the system, and come to his landing page where he will click on "Work Page" button to go to the **"Dashboard".** At the Dashboard user will find "Salary Bill", as it is clicked user will find a list of salary bills displayed as shown in Figure 16. On this page click the icon under the ""BR View/Approve"" column to process the bill as shown in Figure 16.

Budgeting	FU	unding	Paym	ent	Receipt		Pa	/roll	Pe	ension	Acco	untin	a	Admin	
Voucher/Authoriza	tion	Home » Vot	cher Authoriz	ation » lst l	Level Authorizati	ion							Â	Alert	
Diarization		Ist Level A	uthorization	Passed I	Bill Detail Re	jected Bills I	By SO	Trans	sfer DA Bills			_		Bill Status	
 Voucher Voucher Authorization 			۲	My Pendi	ng BR			© Othe	r Users Pe	nding BR			Previous	s Pending BR s Pending BR	0
Ist Level Auth													Today P	ending BR	1
Ist Level Auth(Cash Section)		S No E	look Type	GL Cod	e GL Head					VCOUNT	Select		BR Ref. BR Pasi	Back By FAO	0
Ind Level Auth(Cash		1 E	IANK	507	STATE B	ANK OF IND	IA , SE	RC		1			BR (Oth Total BF	ers) Passed Today	0
B Ilird Level Auth(Cash		Legends		Rejecte	d By DA			Refer F	lack By FAO			-	Total BR	R (Others) Passed	0
Section) b IInd Level Auth	-											- -	BR (Oth	ers) Passed Today	0
<	1 P.	Total Re-	cords Found	:- 1		DD List De	tail					•	BR Pest BR Ref.	Back By FAO	0
Docs from other	dents.	5 88	No. BR	Barty Na	me - Amount	BR LIST DE	Pay/	Audit	DA	Assigned	BR View/		Previous	s Pending BR s Pending BR	0
		No.	Date	STATE		Amount	Rec	DA	Observation	Το	Approve		Today P	ending BR	0
Diarization		1 12/40	0/00007 12-12-	BANK OF	81346349.10	81346349.10	Р	Mr. Amod	ĸ	Mr. Amod Kumar			Total BF	R (Others) Passed	0
Diarization				SERC				Kumai					E	scalated Bill Status	
													Previous Today E	s Escalated Bills	0
Audit													P	Last Voucher No:- 400284000061212	
+												- 8			_
Authorizati	on												_	Search Bills	
+												- 1	BR	No No	
2nd Level	on											- 1	O Par	ty Name	
	011														

Figure 16

As user clicks on this icon system will open the "SO Voucher Approval" screen as shown Figure 17.

On this page, SO (Audit) user observes the Pay Bill by clicking on "View Voucher (Click Here)" button. Here SO (Audit) user can see DA Payment (Audit) user remarks. If SO (Audit) role user wants to approve the Pay bill then he will select the "Approve Remarks" option, tick the and click on "Save" button to pass the bill and send to Finance & Account Officer (Audit) for approval as shown in Figure 17. Or If SO (Audit) user wants to reject the bill then user will have to select the "Reject Remarks" option (in case of rejection, remarks are mandatory), and click on "Save" button. If the bill is rejected it will go back to the originating section and user, and that is Bill Section and SO/DDO (Bill) user. Once the paybill is approved it will go to Finance & Account Officer (Audit) role user.



Just as Section Officer (Audit) logged in, same way Finance & Account Officer (Audit) role user will also login into the system, and come to his/her landing page. On landing page user will click on "Work Page" button to go to the **"Dashboard"** where "Salary Bill" is displayed as shown in figure 18.

TRANSFORMING OU	SIR R ENTERPRISE	Scientific and Indu	ustrial Research	Financial Accounti	ng System
🏫 номе 🤱	Welcome: Mr. Amod Kumar EmplD: 4e77	📀 Location: S	ERC Role: Finance & Accounts Officer (Audit)	5 📆 Financial Year: 2012-2013	Log Out 🗢
Budgeting	Funding Payme	nt Receipt	Payroll Pe	ension Accounting	Admin
Voucher/Authoriza	tion		Show Passed Count	PENDING BI Bar Ap	ply 3D 🔲 Show Effect.Legend
	Bills		Pending 1	Pending BR-Bill Type W	lise
				Salary & Linked Allowance	1.
		F	Pending/Passed BR Summary		
	Bill Type Salary & Linked Allowance	Pending Bill	Passed Bill Self Passe 0	ed Bill Others Pending Bill Am1 0 813463	t 49.10
	Value Pending B	BR-Bill Type Wise		Records for OB Detail chart not found!!	:
	Dill Tumo				

Figure 18

As user clicks on that item user will find a list of salary bill is displayed as shown in Figure 19. On this page if Finance & Account Officer (Audit) role user wants to view the pay bill voucher then he will have to click on icon given under the "Print" column. If user wants to approve the pay bill then user will have to tick the check box given under the column "App. BR" and then click on "Submit" button to forward the bill to "Cheque Writer" role user as shown in Figure 19.

	Council of Scier	ntific and Industri	ial Research	Fin	ancial Ac	count	ing System	
A HOME S Welcon Emplo:	ome: Mr. Amod Kumar): 4e77	SERC	Role: Finance & A Officer (Audit)	ccounts 🔂 Final	ncial Year: 201	2-2013	Log Out 🕞	
Budgeting Fu	unding Payment	Receipt	Payroll	Pension	Accountin	ng	Admin	
Voucher/Authorization	Home » Voucher Authorization » I	Ind Level Authorization				Â		
	lind Level Authorization Pass	ed Bill Detail					Bill Status	1
Docs from other depts	My Pen	ding BR	© Other U	sers Pending BR		Previous Previous (Others)	Pending BR Pending BR	1
. <u>*</u>		Book	List			Today Pe	anding BR	0
Diarization	S No. Book Type GL C 1 BANK 507	ode GL Head STATE BANK OF IN	IDIA , SERC	BR Count 1	Select	(Others) BR Passe BR (Other	d Today rs) Passed Today	0
Audit	BR Party Name - Date Amount E	BR Amount DA SO	Assigned B bservation To T	R ype Print Approve/ Re Date	f App. F BR	Total BR Total BR	Passed (Others) Passed Iter Lab Voucher	0
1st Level Authorization	STATE 12- BANK 0007 12- OF 81346349.10 8 2012 INDIA, SECC	31346349.10 k 12 17	-12-2012 : Mr. Amod :29 k Kumar	Р 🚺 12-12-2012		BR (Othe BR Passe Previous Previous	rs) Passed Today d Today Pending BR Pending BR	0 0 0
2nd Level Authorization		111		Submit	gnore	(Others) Today Pe Today Pe (Others)	anding BR anding BR	0
Voucher Posting						Total BR Total BR Es	(Others) Passed Passed Incalated Bill Status	0
						Today Es	calated Bills	0
						. BR M	Search Bills	
						O Invo	ice No y Name	
						BRI	lo/Invoice No/Party N	



If Finance & Account Officer (Audit) role user wants to reject the bill to Section Officer (Audit) role user he/she can do so by selecting the check box under the column "Ref To SO" option, giving his rejection remarks and finally clicking on the "Submit" button as shown in Figure 20.

Docs from other depts	My Pending BR Other Users Pend	ding BR	Previous Pending BR 1 Previous Pending BR	
I			(Others)	
	Book List		Today Pending BR 1	
Diarization	S No. Book Type GL Code GL Head BR C	Count Select	Today Pending BR 0 (Others)	
laged .	1 BANK 507 STATE BANK OF INDIA , SERC 1		BR Passed Today 0	
ł			BR (Others) Passed Today 0	
Co.	Total Records Found :- 1		Total BR Passed 0	
Audit Audit	BR List Detail		Inter Leb Veueber	
1	DA SO Assigned BR Approve/ Ref App. Ref		Inter Lab Voucher	
	Int Observation Observation To Type Print Date BR SO	Observation	BR (Others) Passed Today 0 BR Passed Today 0	
Authorization			Previous Pending BR 0	
I	12-12-2012: 17:39 k 30 Mir Amed - 12-12-2012		Previous Pending BR 0	
	10 k 12-2012 Kumar P D 12-12-2012		(Others)	
🧖 2nd Level	13:46	L	Today Pending BR	
Authorization		· ·	(Others)	
ł			Total BR (Others) Passed 0	
Vouchor Docting	Submit	Ignore	Total BR Passed 0	
			Escalated Bill Status	
			Previous Escalated Bills 0	
			Today Escalated Bills	
			Search Bills	
		1	O DD Na	
			O BRING	
			O Invoice No	
			Party Name	
			BR No/Invoice No/Party N	
			GO	
			Vender/Party	
			Policy Docs	

Figure 20

As DA Payment (Audit) logged into the system, Cheque Writer role user will also login into the system, and come to his/her landing page where he will click on "Work Page" button to go to the **"Dashboard".** At the Dashboard, user will find an item "Salary Bill" as shown in figure 21.





As user clicks on that item on the dashboard system will show a list of pending salary bills to the user as shown in Figure 22. On this page under the "Pay Bill Voucher Detail" heading user needs to click on icon given under the "Select" column. As user selects the icon, system shows one more list just below the previous one with the "Cheque No" and "Forwarding letter View/Print" option. User can click on "Forwarding letter View/Print" icon to generate the forwarding letter for bank. Finally to post the pay bill voucher into the financial accounting user will have to click on "Pay Bill Voucher Post" button as shown in Figure 22.

🟠 HOME 🔒 🐰	elcome: Mr. Amod Ku IpID: 4e77	nar	SERC	Role: Finance & Officer (Audit)	Accounts	Financial Year: 2	012-2013	Log Out 🕞
Budgeting	Funding	Payment	Receipt	Payroll	Pension	Accou	nting	Admin
Voucher/Authorization	Home » Vouche	r » Chequre Writt	ing and Posting » Pay Bill V	oucher Posting			Â	
	Bank Name :	STATE 6	BANK OF INDIA , SERC, CHENNAI		<u> </u>	Show List		Bill Status
Docs from other dept			Pay Bill Vou	cher Detail			Last Pay Process D	Bill 01/11/2012 Date
+	BR 12/400	No /00007	BR Date 12-12-2012	PayBill A: 8134634	mount 19.10	Select	Total EC	S Amount 83141034.40
Diarization	12/400	/00008	17-12-2012	474633	3.00	Q		
Ŧ	Pay Bill Total An	nount : 81346349.1	0				٥	BR.No O Invoice.No
So Audit	Posting Date	20-12-2	2012				BRI	No/Invoice No
	BR No BR I	Date Cheque No	Payee Name	ECS/Cheque Amou	nt Fo Lette	orwarding r(View/Print)		GO
0 1st Level	12/400/00007 201	12- 2 150006	STATE BANK OF INDIA , SERC	ECS 813463	49.10			
Authorization					Pay E	Bill Voucher Post		Policy Docs
• •								
Authorization							•	
Voucher Postin	9							

Figure 22

Once the cheque is prepared and payment is made then finally paybill need to be closed for the current month and it need to be set for next month. DA (bill) role user can do so.

As DA(Bill) role user logs in and reaches to HR "Work Page" there user will see link "Payroll Close" as shown in Figure 23.



As user clicks on that link system will take him/her to Finance Portal at "Payroll close for the Month" page as shown in 24. This page can also be accessed through menu links, by clicking on "PayRoll" tab and then clicking on "Payroll Processing" menu on the left side, and under that "Payroll Close" link.

Budgeting	F	unding	Payment	Receipt	Payroll	Pension	Accounting	Admin
Master		Home » Pay	y Roll » PayRoll Close					
		Pay Roll Clo	se For The Month					
PayRoll Process	sing	Salary From	01/09/201	2				
Import Employee Sa	alary 🔺	Salary To	30/09/201	2				
Salary Processing		No Of Caland	ler Days 30					
Bill Authorization PayRoll Close		Pay Roll Clos	se Date *	04-01-2013				
Process Remmit.Bill	=				💾 Save	🔇 Cancel		
Process Remmit.Bill								
Outside CSIR	, U							
Pay Arrear Processin	ig 🔻							
•	F							
Reports								

Figure 24

On "Payroll close for the Month" page refer to figure 24, current payroll month is shown. Now to close the paybill and set it for the next month, user just need to click on "Save" button as shown in figure 24, by doing so system will automatically set it for the next month and shows a message box saying "Payroll Close Successfully". click on "OK" button on message box as shown in figure 25.

9	Empio.	Cano								
Budgeting	F	unding	Payment	t	Receipt	Payroll	Pen	ision	Accounting	Admin
Master		Home » Pay								
		Pay Roll Clo								
PayRoll Process	ing	Salary From	0	1/09/2012	2					
Import Employee Sa	lary 🔺	Salary To	3	0/09/2012	2					
Salary Processing		No Of Caland	er Days 3	0						
 Bill Authorization PayRoll Close 		Pay Roll Clos	e Date * CS	IR Fina	ncial Accounting					
Process Remmit.Bill Inside CSIR				🔰 Pay I	Roll Close Successf	ully.		Cancel		
Outside CSIR										
 DA Arrear Processing Pay Arrear Processing 	g –						ОК			
<	Þ									
Reports										

Figure 25

If you open the same page again through menu item link you will find the paybill is all set for next month as shown in figure 26.

Budgeting	F	unding	Payment	Receipt	Payroll	Pension	Accounting	Admin
Master		Home » Pa	y Roll » PayRoll Close					
 Dev Dell Dresses		Pay Roll Clo	se For The Month					
 PayRoll Processi	ilig	Salary From	01/10/2	12				
Reports		Salary To	31/10/2	12				
		No Of Caland	der Days 31					
		Pay Roll Clos	se Date *	04-01-2013				
					💾 Save	🔇 Cancel		

Figure 26

----- End of Document -----