

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

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

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Core HRMS

Prepared by

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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)

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

Email →(Email)→Save

Employee Basic Details

Name		Gender <input type="button" value="Male"/>	Action <input type="button" value=""/>
Last	Chander	Person Type for Action <input type="button" value=""/>	
First	Mahesh	Person Types <input type="button" value=""/>	
Title	Mr.	Identification <input type="button" value=""/>	
Middle	Kumar		

Personal Email Deceased Date PAN Benefit Details

Email chander_m@gmail.com

Effective Dates
From 19-AUG-2013 To ICAR Joining Date []

Address Picture Service Details Professional Info Personal Info

PAN→ (PAN, Aadhar Number)→ Save

Employee Basic Details

Name		Gender <input type="button" value="Male"/>	Action <input type="button" value=""/>
Last	Chander	Person Type for Action <input type="button" value=""/>	
First	Mahesh	Person Types <input type="button" value=""/>	
Title	Mr.	Identification <input type="button" value=""/>	
Middle	Kumar		

Personal Email Deceased Date PAN Benefit Details

PAN ALBMN9899J

Effective Dates
From 19-AUG-2013 To ICAR Joining Date []

Address Picture Service Details Professional Info Personal Info

Benefit Details →(GPF/NPS)→ Save

Employee Basic Details

Name	Gender <input type="button" value="Male"/>	Action <input type="button" value=""/>
Last <input type="text" value="Chander"/>	Person Type for Action	
First <input type="text" value="Mahesh"/>	Person Types	
Title <input type="text" value="Mr."/>		
Middle <input type="text" value="Kumar"/>	Identification	
<input type="button" value="Personal"/> <input type="button" value="Email"/> <input type="button" value="Deceased Date"/> <input type="button" value="PAN"/> <input type="button" value="Benefit Details"/>		
GPF / PRAN / CPF Number <input type="text" value="ABC122"/>	CGHS / CSMA Number <input type="text" value="8789"/>	
Credit & Thrift Society No. <input type="text" value="GH4444"/>	Group Insurance Number <input type="text" value="09642"/>	
Aadhar No. <input type="text"/>		
Effective Dates <input type="button" value="From 19-AUG-2013"/> To <input type="text"/> ICAR Joining Date <input type="text"/> [<input type="checkbox"/>]		
<input type="button" value="Address"/> <input type="button" value="Picture"/> <input type="button" value="Service Details"/> <input type="button" value="Professional Info"/> <input type="button" value="Personal Info"/>		

Choose Action as – Create Employment

Employee Basic Details

Name	Gender <input type="button" value="Male"/>	Person Type for Action
Last <input type="text" value="Chander"/>	Person Types	
First <input type="text" value="Mahesh"/>		
Title <input type="text" value="Mr."/>	Identification	
Middle <input type="text" value="Kumar"/>		
<input type="button" value="Personal"/> <input type="button" value="Email"/> <input type="button" value="Deceased Date"/> <input type="button" value="PAN"/> <input type="button" value="Benefit Details"/>		
GPF / PRAN / CPF Number <input type="text" value="ABC122"/>	CGHS / CSMA Number <input type="text" value="8789"/>	
Credit & Thrift Society No. <input type="text" value="GH4444"/>	Group Insurance Number <input type="text" value="09642"/>	
Aadhar No. <input type="text"/>		
Effective Dates <input type="button" value="From 19-AUG-2013"/> To <input type="text"/> ICAR Joining Date <input type="text"/> [<input type="checkbox"/>]		
<input type="button" value="Address"/> <input type="button" value="Picture"/> <input type="button" value="Service Details"/> <input type="button" value="Professional Info"/> <input type="button" value="Personal Info"/>		

Create Applicant
Create Employment
Create Other
Create Placement

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

Entering Employee Address

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

Address(Mr. Mahesh Kumar Chander)

Style	India	...
Address		
Details		
Type	<input type="text"/>	<input checked="" type="checkbox"/> Primary
Date From	20-AUG-2013	Date To <input type="text"/> [<input type="button"/>]

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

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

Personal Address Information

Address Style	India	India Address Style
Flat/ House Number	561 Shobha Vihar	
Block/Building Name	Block B	
Road/Street/Lane/ Village	Mahatma Gandhi Road	
Area/Locality/Taluk/Sub Division/Post Office		
Town/City/District	Gurgaon	
State/UT	Haryana	
PIN Code	122001	
Country	India	
<input type="button"/> OK <input type="button"/> Cancel <input type="button"/> Clear <input type="button"/> Help		

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

Entering Additional Personal Details

The screenshot shows the 'Employee Basic Details' window. In the 'Name' section, 'Last' is set to 'Chander'. In the 'Personal' tab, 'GPF / PRAN / CPF Number' is 'ABC122', 'Credit & Thrift Society No.' is 'GH4444', and 'Aadhar No.' is empty. In the 'Benefit Details' tab, 'CGHS / CSMA Number' is '8789' and 'Group Insurance Number' is '09642'. Below these tabs are 'Effective Dates' fields ('From' is '19-AUG-2013', 'To' is empty) and a checkbox labeled 'ICAR Joining Date' which is checked. At the bottom are buttons for 'Address', 'Picture', 'Service Details', 'Professional Info' (which has a red box drawn around it), and 'Personal Info'.

Click on the box above the Personal Info button

Enter Details as required

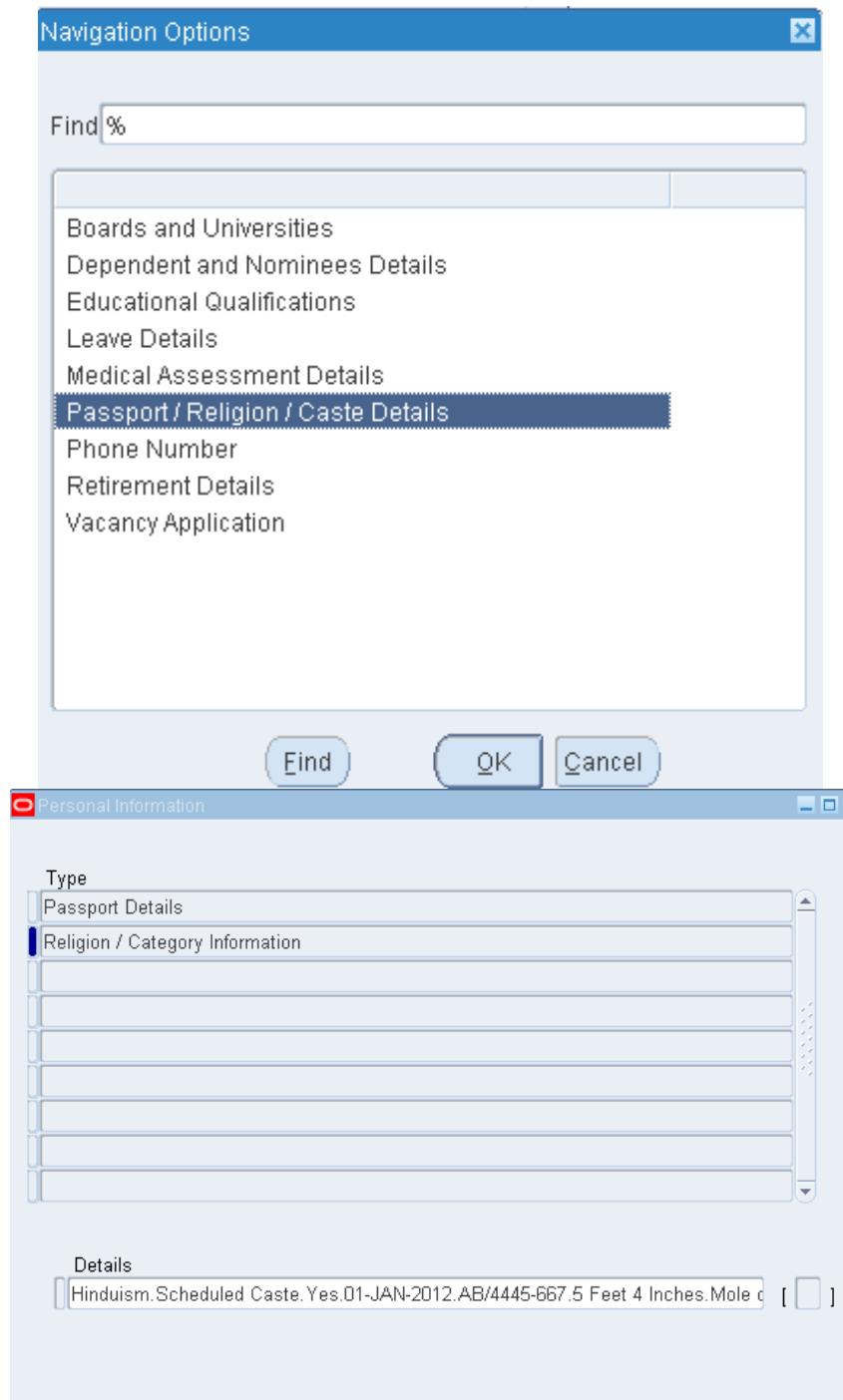
The screenshot shows the 'Additional Personal Details' dialog box. It contains fields for 'Old Employee ID' (103), 'Service Book Number' (DF/2012-1244), 'ARS Discipline' (empty), 'ICAR Employee ID' (empty), 'Personal File Number' (PF/444/3), and 'Area of Specialization' (empty). At the bottom are buttons for 'OK', 'Cancel', 'Clear', and '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) Choose Religion/Category Information and type in the details as required. Press OK and SAVE



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

OK **Cancel** **Clear** **Help**

Entering Medical Assessment Details

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

Medical Assessments(Mr. Mahesh Kumar Chander)

Consultation Details			
Date	Type		
Result			
Description			
Further Information			
Effective Dates			
From 19-AUG-2013	To	ICAR Joining Date	
Address	Picture	Service Details	Professional

Consultation Types

Find %

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

Find **OK** **Cancel**

Employee Basic Details

Medical Assessments(Mr. Mahesh Kumar Chander)

Consultation Details

Date: [Yellow Box] Type: Annual Medical

Result: [Text Box]

Description

[Text Box]

Further Information: [Text Box]

Effective Dates

From: 19-AUG-2013 To: [Text Box]

[Address] [Picture] [Save] [Cancel] [OK]

Consultation Results

Find %

Consultation Result
Disability
Fit For Work
Unfit for Work

[] [] [] []

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 Numbers(Mr. Test5 Employee)

Type	Phone Number	From	To	[]
Home	011-987654	26-APR-2013		[]
				[]
				[]
				[]
				[]

Enter Educational Qualifications

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

5) Click On the Personal Info

6) Click on "Educational Qualifications"

Entering Employee Picture

Click on the Picture button

On the Enter& Maintain screen

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

Picture(Mr. Mahesh Kumar Chander)

Personalize "View Picture"

File Path Browse..

Entering Disability

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

Disabilities(Dr. Dinesh Kumar)

Classification

Category	Locomotor Disability	Status	Active
Reason		Degree	70 %
		Medical Assessment Date <input type="text"/> ...	

Other

Description

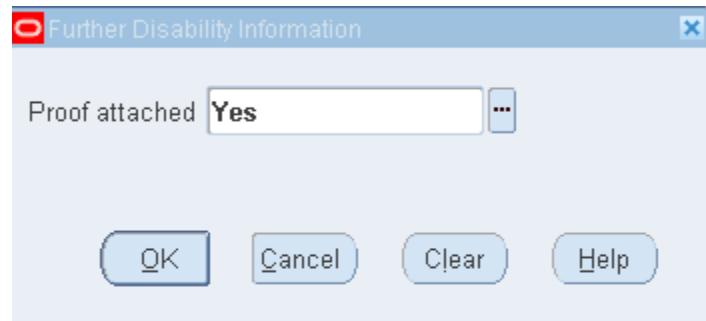
Work Restrictions

Further Information []

Effective Dates

From To

[Medical Asse...](#)



Choose Yes

Post this only employee can benefit under Section 80U

Service Details of an Employee

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

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

Salary Information → (Monthly Salary) → Save

Entering Supervisor Details Of An Employee

Supervisor → (Name & Emp ID) → Save

Service Details(Mr. Test Employee)

Organization	IARI - Indian Agricultural Research Institute	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	

Employee Category Scientific

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

Name Dr. Arun M Singhania ...

Entering Probation Details Of An Employee

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

Service Details(Dr. Arun M Singhania)

Organization	IASRI - Indian Agricultural Statistics 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	

Employee Category Scientific

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

Probation Period Notice Period

Length	2	Length	
Duration	Years	Duration	
End Date	20-MAY-2013		

Effective Dates From 21-MAY-2013 To _____ []

Salary Information Salary Components Payroll Related

Entering Statutory Details Of An Employee

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

Click on Statutory Info tab and press Control + L

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

IN Statutory Info

GRE (Tax Organization)	CIFT - Central Institute of Fisheries Technology
PF Organization	ICAR GPF
Professional Tax Organization	
ESI Organization	
Factory	
Establishment	
Covered by Gratuity Act	No
Substantial Interest in Company	No
Director	No
Specified Employee	Yes
PF/EPS Contribution	

OK **Cancel** **Clear** **Help**

Adding the Salary Elements

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

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

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

Element Entries(Ms. Shashi Narwal)

Element Name	Processing Type	Costing	Reason	Effective Dates	
				From	To
Dearness Allowance	Recurring			31-DEC-2012	31-AUG-2014
Deduction Information	Recurring			31-DEC-2012	31-AUG-2014
Deputation Duty Allowance	Recurring			31-DEC-2012	31-AUG-2014
Earned Leave Accrual	Recurring			31-DEC-2012	31-AUG-2014
GPF Information	Recurring			31-DEC-2012	31-AUG-2014
HRA	Recurring			31-DEC-2012	31-AUG-2014
Half Pay Leave Accrual	Recurring			31-DEC-2012	31-AUG-2014
Hard Area Allowance	Recurring			31-DEC-2012	31-AUG-2014
House Rent Information	Recurring			31-DEC-2012	31-AUG-2014
Income Information	Recurring			31-DEC-2012	31-AUG-2014
Income Tax Information	Recurring			31-DEC-2012	31-AUG-2014

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

Processing Types: Recurring Nonrecurring Both

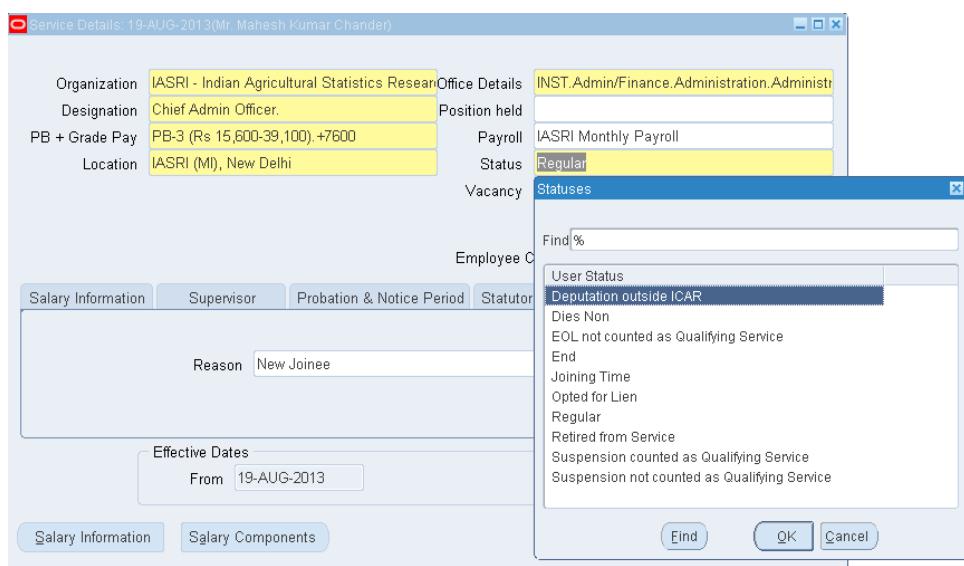
Override: Additional Processed Retroactive

Entry Values **Balance Grossup**

Service Specification of an Employee

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

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



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

Service Details: 19-AUG-2013(Mr. Mahesh Kumar Chander)

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

Reasons

Find %

Reason

- Changed due to MACP 1
- Changed due to MACP 2
- Changed due to MACP 3
- Dies Non
- Disciplinary Action
- External Deputation
- Grade Pay Change
- Internal Deputation outside Sanctioned Strength
- Internal Deputation under Sanctioned Strength
- New Joinee
- Opted for Lien
- Other Reasons
- Pay Band Change
- Pay Fixation
- Promotion
- Promotion & Transfer
- 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** → **Employee Service Record** → Search employee by name or user id → **Service Details** → **Payroll Related** → **Pay Method** → (Change the effective date [Last date in the Institute]) → click on the delete icon → Save



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

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

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

Employee Category: Reasons

Reason	Transfer on Own Request
Effective Dates	From: 19-AUG-2013 To: []
Salary Information	Salary Components

Reasons:

- Transfer on Own Request
- Transfer on Public Interest

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

Employee Category: Administrative

Service Change Reason:

Reason	Transfer Joining Time	[...]
Effective Dates	From: 19-AUG-2013	To: []
Salary Information	Salary Components	Payroll Related

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

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

Employee Category Administrative

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

Reason ...

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

Salary Information Salary Components Payroll Related

Retirement

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

Employee Basic Details

Name	Gender Male Action <input type="text"/>
Last Chander	Person Type for Action <input type="text"/>
First Mahesh	Employee <input type="text"/>
Title Mr.	Identification <input type="text"/> 1407
Middle K	Benefit Details <input type="text"/>
Navigation Options	
Find %	
Boards and Universities Dependent and Nominees Details Educational Qualifications Leave Details Medical Assessment Details Passport / Religion / Caste Details Phone Number Retirement Details Vacancy Application	
Personal	23 Single <input type="text"/>
Date of Birth	Indian <input type="text"/>
Home Country of	No <input type="text"/>
Effective Dates From 19-AUG-2013	Retirement Date 19-AUG-2013 [...]
Address	Professional Info Personal Info

Find %

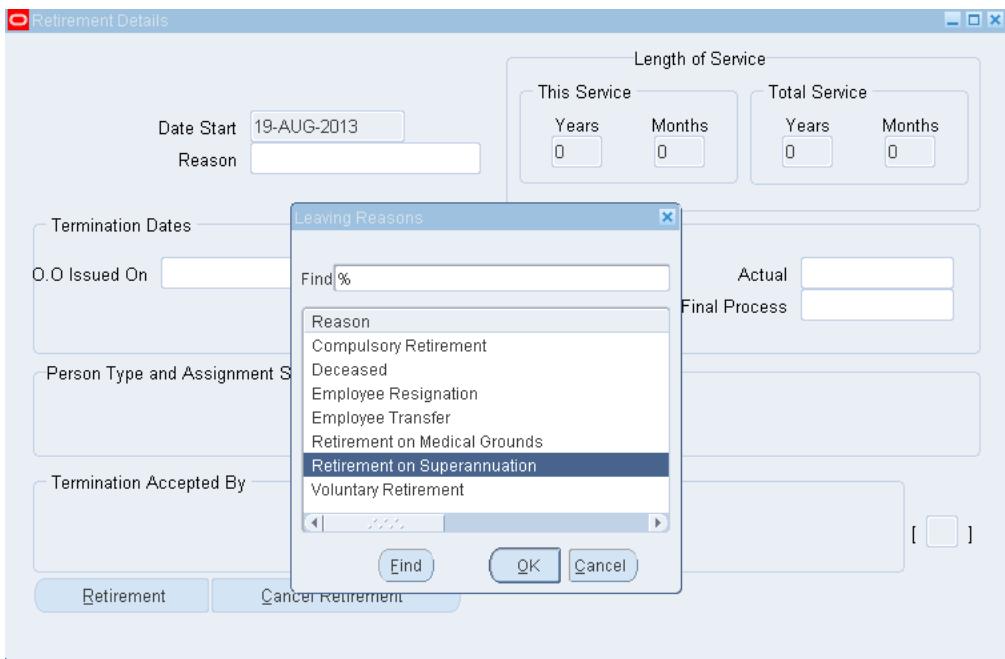
Boards and Universities
Dependent and Nominees Details
Educational Qualifications
Leave Details
Medical Assessment Details
Passport / Religion / Caste Details
Phone Number
Retirement Details
Vacancy Application

23 Single Indian No

Retirement Date 19-AUG-2013 [...]

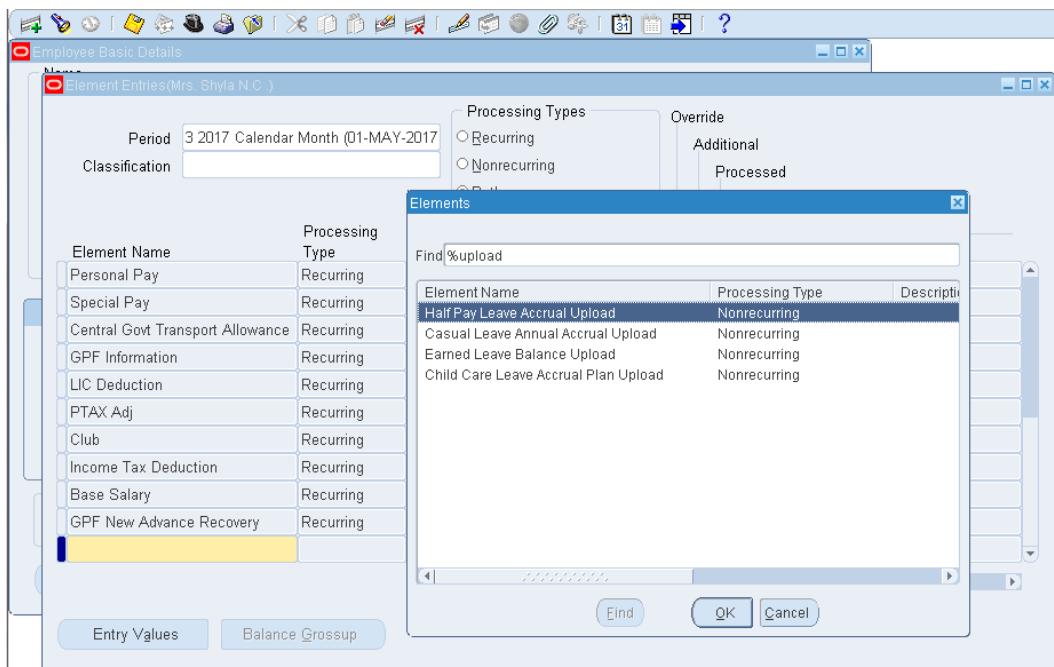
Professional Info Personal Info

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



Leave Adjustment

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



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

Employee Basic Details

Element Entries(Mrs. Shyla N.C.)

Period: 3 2017 Cal

Classification:

Element Name:

- Personal Pay
- Special Pay
- Central Govt Transport Allow
- GPF Information
- LIC Deduction
- PTAX Adj
- Club
- Income Tax Deduction
- Base Salary
- GPF New Advance Recovery
- Earned Leave Balance Upload

Entry Values

Entry Effective Date:

Plan Days:

Further Entry Information:

- Date Earned:
- Original Date Earned:
- Payee Details:
- Processing Priority: 1000

Processing Types:

- Override
- Additional
- Processed
- Retroactive

Effective Dates:

From	To
01-JUL-2016	
01-JUL-2016	
01-AUG-2016	
01-AUG-2016	
01-AUG-2016	
01-SEP-2016	
01-JAN-2017	
01-JAN-2017	
01-FEB-2017	
30-APR-2017	
01-MAY-2017	31-MAY-2017

ERP TRAINING MANUAL

HRMS Self Service

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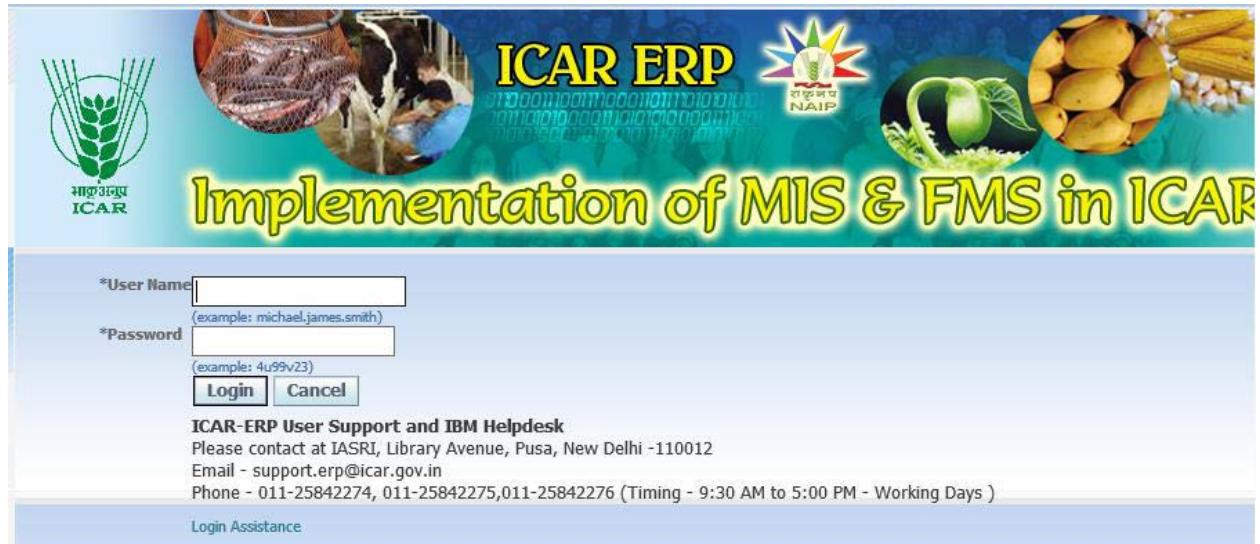
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Logging into Oracle Applications

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, Prajneshu rejected your Special Information changes for Varghese, Cini	22-Aug-2013

The screenshot shows a list of self-service functions categorized under 'CIFT Employee Self Service'. The categories include:

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

Under 'CIFT Employee Self Service', the following links are listed:

- Notifications Requiring Your Attention / Action
- My Personal Information
- My ICAR Service Details
- My Leaves
- Joining Report
- Service Details prior to ICAR (if any)
- Pension Commutation Application
- Employee Bank Details
- Cancel Leave
- ICAR Bill Tracking Report For Employees

Under 'My Professional Details', the following links are listed:

- Education and Qualifications
- Achievements and Publications
- Trainings, Deputation and other activities
- Annual Performance Appraisal Report (APAR)
- Scientist Proforma Related Entries
- View APAR Ratings

Under 'My Payslip, Income Tax and Property Declaration', the following links are listed:

- Annual Tax Declaration
- Payslip
- Government Quarters
- Nominee Details
- Property Declaration

Under 'Requests : NOCs & Applications', the following link is listed:

- NOCs & Applications

Self Service Functions will appear here

View ICAR Service Details

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

Varghese, Cini

The following section displays the summary as of today's date.

Effective Date 24-Aug-2013

Employee ID 768
Institute IASRI - Indian Agricultural Statistics Research Institute
ICAR Joining Date 10-Jun-1998
Reporting Officer S, Prajneshu

Designation Technical Assistant,Technical Officer
Location IASRI (M1), New Delhi

Most Recent ICAR Joining Date 10-Jun-1998
Email Address 1kkalra@iasri.res.in

My ICAR Service Details

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

Details	Employee ID	Start Date	End Date	Designation	Grade	Institute	Location	Email Address
<input type="checkbox"/> Hide	768	01-Apr-2012		Technical Assistant,Technical Officer	PB-4 (Rs 37,400-67,000),+9000	IASRI - Indian Agricultural Statistics Research Institute	IASRI (M1), New Delhi	1kkalra@iasri.res.in
				Reporting Officer S, Prajneshu			Department Details INST.Agricultural Statistics..	
				Position			Last Service Change Reason	
<input type="checkbox"/> Show	768	06-Oct-2007	31-Mar-2012	Senior Scientist.	PB-4 (Rs 37,400-67,000),+9000	IASRI - Indian Agricultural Statistics Research Institute	IASRI (M1), New Delhi	1kkalra@iasri.res.in
<input type="checkbox"/> Show	768	06-Oct-2002	05-Oct-2007	Scientist S.S.	Old Pay Scale,Old Grade Pay	IASRI - Indian Agricultural Statistics Research Institute	IASRI (M1), New Delhi	1kkalra@iasri.res.in
<input type="checkbox"/> Show	768	06-Oct-1998	05-Oct-2002	Scientist.	Old Pay Scale,Old Grade Pay	IASRI - Indian Agricultural Statistics Research Institute	IASRI (M1), New Delhi	1kkalra@iasri.res.in
<input type="checkbox"/> Show	768	10-Jun-1998	05-Oct-1998			Indian Council of Agricultural Research		1kkalra@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**

The screenshot shows a summary of leave balances. At the top, there is a search bar with 'Effective Date' and a 'Go' button. Below it, the leave types and their respective accruals are listed:

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					
22-Aug-2013	17-Sep-2013	Child Care Leave	27	Approved	Confirmed					
07-Jun-2013	10-Jun-2013	Casual Leave	2	Approved	Confirmed					
31-May-2013	31-May-2013	Casual Leave	1	Approved	Confirmed					
27-May-2013	28-May-2013	Earned Leave	2	Approved	Confirmed					
23-May-2013	24-May-2013	Casual Leave	2	Approved	Confirmed					
20-May-2013	23-May-2013	Earned Leave		Approved	Planned					
15-May-2013	22-May-2013	Maternity Leave	8	Approved	Confirmed					
07-May-2013	11-May-2013	Earned Leave	5	Work in Progress	Confirmed					
07-May-2013	07-May-2013	Restricted Holiday	1	Approved	Confirmed					

Applying Leaves

The screenshot shows the 'Navigator' section of the CIFT Employee Self-Service. On the left, there is a tree view of various service sections. On the right, there is a list of links under different categories. The 'My Leaves' link is highlighted with a red box.

CIFT Asset	Notifications Requiring Your Attention / Action
CIFT DDO Payroll Access	My Personal Information
CIFT Employee Self Service	My ICAR Service Details
CIFT Establishment & Personnel Section	My Leaves
CIFT General Ledger	Joining Report
CIFT HRMS View Only	Service Details prior to ICAR (if any)
CIFT Payables Audit & Account	Pension Commutation Application
CIFT Projects	Employee Bank Details
CIFT Purchasing Requisitioner	Cancel Leave
CIFT Receivables Audit & Accounts	ICAR Bill Tracking Report For Employees
FMS ADMIN	
VENDOR CREATION	

My Professional Details

- [Education and Qualifications](#)
- [Achievements and Publications](#)
- [Trainings, Deputation and other activities](#)
- [Annual Performance Appraisal Report \(APAR\)](#)
- [Scientist Proforma Related Entries](#)
- [View APAR Ratings](#)

My Payslip, Income Tax and Property Declaration

- [Annual Tax Declaration](#)
- [Payslip](#)
- [Government Quarters](#)
- [Nominee Details](#)
- [Property Declaration](#)

Requests : NOCs & Applications

- [NOCs & Applications](#)

Click on My Leaves

Leaves Summary **Current Leave Balance**

Search

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

Leave Type	Approval Status	Leave Status
Start Date	End Date	
(example: 25-Apr-2017)		
<input type="button" value="Go"/>	<input type="button" value="Clear"/>	

Please Click on Apply Leave Button to apply for Leaves
Apply Leave 

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

Please Click on Apply Leave Button to apply for Leaves
Apply Leave 

- Click on **Apply Leave**

-

Casual Leave

CLFT Employee Self Service

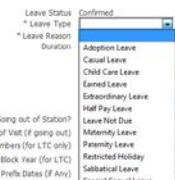
Create Absence: Enter Leave Details

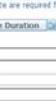
Employee Name: Mrs. Shyla ILC. Employee Number: 011585

Email Address: rohith@clft.com

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

Leave Status: **Confirmed** 

*Leave Reason: 

Duration:     

Leave Planner: 

Going out of Station?  Yes  No

Details of Visit (if going out)

Name of Accompanying Family Members (for LTC)

Block Year (for LTC)

Prefix Dates (if Any)

Suffix Dates (if Any)

Place To Visit on LTC

Leave Reason and Contact Details During Leave

* Leave Reason and Contact Box: 

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

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

Cancel **Printable Page** **Save For Later** **Back** **Submit**

Earned Leave

The screenshot shows the 'Create Absence: Enter Leave Details' page of the CIFT Employee Self Service. At the top, it displays the employee's name (Mrs. Shyla ILC) and number (011585). Below this, there are fields for 'Leave Status' (set to 'Confirmed'), 'Leave Type' (set to 'Earned Leave'), and 'Leave Reason'. A dropdown menu for 'Leave Reason' is open, showing options such as 'Bereavement', 'Domestic Work', 'Edible / Foreign Vacation', 'Family Emergency', 'Family Wedding', 'LTC - Bharat Darshan', 'LTC - Home Town', 'Leave Encashment', 'Others', 'Own Wedding', and 'Vacation'. To the right of the leave reason dropdown, there is a 'Leave Planner' calendar for April 2017, showing dates from 1 to 30. At the bottom of the page, there is a 'Leave Reason and Contact Details during Leave' section with a text input field.

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

Extra Ordinary Leave

The screenshot shows the 'Create Absence: Enter Leave Details' page. At the top, it displays 'Employee Name: Mrs. Shyla N.C.' and 'Email Address: nchyl@gmail.com'. To the right, it shows 'Employee Number: 011585' and navigation buttons for 'Cancel' and 'Next'. The main form area has sections for 'Leave Status' (set to 'Confirmed'), 'Leave Type' (set to 'Extraordinary Leave'), and 'Leave Reason' (dropdown menu open, showing options like 'Applied in Writing', 'No Leave Balance', and 'Comments'). A note says 'TIP Start Date and End Date are required fields'. Below this are fields for 'Duration' (set to 'Days') and 'Total' (set to '0'). There is a 'Calculate Duration' button and a link to 'Calendar 2015Calendar 2016'. To the right is a 'Leave Planner' calendar for April 2017. The 'Leave Reason and Contact Details During Leave' section contains a 'Leave Reason and Contact Box' (empty). The 'Supporting Documents' section is also empty.

- 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)

The screenshot shows the 'Create Absence: Enter Leave Details' page for Half Pay Leave. It has similar fields to the Extra Ordinary Leave page, including 'Leave Status' (Confirmed), 'Leave Type' (set to 'Half Pay Leave'), and 'Leave Reason' (dropdown menu open, showing options like 'Commuted for Approved Course of Study', 'Commuted for Child Adoption', 'Commuted for Extended Maternity Leave', 'Commuted for Sickness', and 'Others'). Arrows point to the 'Leave Type' and 'Leave Reason' dropdown menus. A note says 'TIP Start Date and End Date are required fields'. Below these are fields for 'Duration' (set to 'Days') and 'Total' (set to '0'). There is a 'Calculate Duration' button and a link to 'Calendar 2015Calendar 2016'. To the right is a 'Leave Planner' calendar for June 2017. The 'Leave Reason and Contact Details During Leave' section contains a 'Leave Reason and Contact Box' (empty). The 'Supporting Documents' section is also empty. At the bottom, there is an 'Add Attachment' button and a table for managing attachments.

- Enter Half Pay Leave type from drop down list.
- Enter Leave reason (Eg .Commutted 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

Employee Name **Mrs. Shyla N.C.** Employee Number **011505**

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

Leave Status **Confirmed**
* Leave Type **Maternity Leave**
* Leave Reason **Pregnancy**
Duration **31 Days**

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

Leave Planner
April 2017

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**

Employee Name **Mrs. Shyla N.C.** Employee Number **011505**

Absence Details

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

Supporting Documents

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	C.G., Joshy	HR People	1	Approver		
<input type="checkbox"/> Add Adhoc Approver							

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

Paternity Leave

- 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.

Employee Name	Mrs. Shashi Dahya	Employee Number	000014
Organization Email Address	shashi@iasri.res.in	Business Group	Indian Council of Agricultural Research
Go to "Special Information"			
Date of Joining	<input type="text"/>	Forenoon / Afternoon	<input type="button" value=""/>
Leave Type	<input type="button" value=""/>	Comments (if any)	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>			

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

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

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

Trainings, Deputations and other activities

Delivered Programs

Click on
Click on Add under Employee Programs.

Trainings, Deputation and other activites: Special Information															
Employee Name	Varghese, Cini			Employee Number	768			<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Next"/>							
Organization Email Address	1kkara@iasri.res.in														
Attended Programs															
<input type="button" value="Add"/>	Select Status	Program Type	Program Name	Country	City	Venue	Start Date	End Date	Duration	Program Organised By	Nominated By	Funding Agency	Cost Incurred	Program Status	Any Other Info
No results found.															
Delivered Programs															
<input type="button" value="Add"/>	Select Status	Program Type	Level of Participation	Program Name	Country	City	Venue	Start Date	End Date	Duration	Program Organized by	Nominated By	Funding Agency	Cost Incurred	Program Status
No results found.															
<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="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 1kikilra@apsr.res.in * Program Type <input type="text"/> * Level of Participation <input type="text"/> * Program Name <input type="text"/> * Country <input type="text"/> * Venue <input type="text"/> * City <input type="text"/> * Start Date <input type="text"/> * End Date <input type="text"/> Duration <input type="text"/> Program Organized by <input type="text"/> Nominated By <input type="text"/> * Funding Agency <input type="text"/> * Cost Incurred <input type="text"/> * Program Status <input type="text"/> Any other info <input type="text"/>	Employee Number 768
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>	

Employee Name Varghese, Cini Organization Email Address 1kikilra@apsr.res.in * Program Type <input type="text"/> * Level of Participation <input type="text"/> * Program Name <input type="text"/> * Country <input type="text"/> * Venue <input type="text"/> * City <input type="text"/> * Start Date <input type="text"/> * End Date <input type="text"/> Duration <input type="text"/> Program Organized by <input type="text"/> Nominated By <input type="text"/> * Funding Agency <input type="text"/> * Cost Incurred <input type="text"/> * Program Status <input type="text"/> Any other info <input type="text"/>	Employee Number 768
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>	

Enter details and click Apply

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

Attended Programs

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

Attended Programs

Employee Name	Varghese, Cini	Employee Number	768
Organization Email Address	tkkala@asri.res.in	Cancel Apply	
* Program Type <input type="text"/>			
* Program Name <input type="text"/>			
* Country <input type="text"/>			
* City <input type="text"/>			
* Venue <input type="text"/>			
* Start Date <input type="text"/>		* End Date <input type="text"/>	
Duration <input type="text"/>			
Program Organised By <input type="text"/>			
Nominated By <input type="text"/>			
* Funding Agency <input type="text"/>			
* Cost Incurred <input type="text"/>			
* Program Status <input type="text"/>			
Any Other Info <input type="text"/>			
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>			

Enter details and click Apply.

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

How to get e-copy of Payslip

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

Navigator

<ul style="list-style-type: none"> <input type="checkbox"/> CIFT Asset <input type="checkbox"/> CIFT DDO Payroll Access <input checked="" type="checkbox"/> CIFT Employee Self Service <input type="checkbox"/> CIFT Establishment & Personnel Section <input type="checkbox"/> CIFT General Ledger <input type="checkbox"/> CIFT HRMS View Only <input type="checkbox"/> CIFT Payables Audit & Account <input type="checkbox"/> CIFT Projects <input type="checkbox"/> CIFT Purchasing Requisitioner <input type="checkbox"/> CIFT Receivables Audit & Accounts <input type="checkbox"/> FMS ADMIN <input type="checkbox"/> VENDOR CREATION 	<div style="background-color: #f0f0f0; padding: 5px;"> <p style="margin: 0;">Personalize</p> <hr/> <p>CIFT Employee Self Service</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifications Requiring Your Attention / Action <input type="checkbox"/> My Personal Information <input type="checkbox"/> My ICAR Service Details <input type="checkbox"/> My Leaves <input type="checkbox"/> Joining Report <input type="checkbox"/> Service Details prior to ICAR (if any) <input type="checkbox"/> Pension Commutation Application <input type="checkbox"/> Employee Bank Details <input type="checkbox"/> Cancel Leave <input type="checkbox"/> ICAR Bill Tracking Report For Employees <hr/> <p>My Professional Details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Education and Qualifications <input type="checkbox"/> Achievements and Publications <input type="checkbox"/> Trainings, Deputation and other activities <input type="checkbox"/> Annual Performance Appraisal Report (APAR) <input type="checkbox"/> Scientist/Proforma Related Entries <input type="checkbox"/> View APAR Ratings <hr/> <p>My Payslip, Income Tax and Property Declaration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Tax Declaration <input type="checkbox"/> Payslip <input type="checkbox"/> Government Quarters <input type="checkbox"/> Nominee Details <input type="checkbox"/> Property Declaration <hr/> <p>Requests : NOCs & Applications</p> <ul style="list-style-type: none"> <input type="checkbox"/> NOCs & Applications </div>
---	---

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

My Payslip, Income Tax and Property Declaration

Payslip

Employee Number: 011585	Organization Email Address: icar@icar.res.in	Employee Name: Mrs. Shyla N.C.
Assignment Number: 011585	Payslip Month: January,2017	Job: Senior Technical Assistant.
Employer name: CBT - Central Institute of Fisheries Technology	Position: _____	Grade: 10.2 (US 10.2, 10.2, +4200)
Location: CBT (M), Kochi	PAN: AKFPS4768J	Superannuation Number: _____
Date of Birth: 15-Apr-1966	UAN: _____	ESI Number: _____
Date of Joining: 10-Feb-1997		
PF Number: ICAR(FT)782		

Earnings

Description	Amount
Band Pay	530.00
Dearness Allowance/Arear	604.00
Grade Pay	200.00
House Rent Allowance	546.00
Transport Allowance	712.00
Total	48392.00

Deductions

Description	Amount
EE Statutory PF Contribution	66.00
CGEGIS	686.00
LIC Deduction	13936.00
EE Voluntary PF Contribution	23438.00
Central Society	1000.00
Income Tax Deduction	0.00
Income Tax	250.00
Club	0.00
PTAX ADJ	1700.00
GPF Advance Recovery	42316.00
Total	

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

My Payslip, Income Tax and Property Declaration

Schedule Request: Parameters

* Indicates required field

Program Name: **ICAR_PAYSLIP_FORM_PRINT**

Request Name:

Enter Period Name: **MMM-YYYY**

Period Name: **JAN-2017**

Review

Cancel **Submit** Step 1 of 3 **Next**

Privacy Statement

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Select Next

My Payslip, Income Tax and Property Declaration

Schedule Request: Layout

Program Name: **ICAR_PAYSLIP_FORM_PRINT**

Request Name:

Layout Setting

*For Language: **American English** *Template Name: **ICAR_PAYSLIP_NEW** *Template Language: **English** *Format: **PDF**

Review

Cancel **Submit** **Back** Step 2 of 3 **Next**

Privacy Statement

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Select Submit

My Payslip, Income Tax and Property Declaration

Schedule Request: Review

Name

Concurrent Program Name: **ICAR_PAYSLIP_FORM_PRINT**

Request Name:

Operating Unit:

Language Settings

Language: **American English** Territory: **United States** Numeric Character: **_____**

Parameters

Period Name: **JAN-2017**

Layout

Layout Settings

For Language: **American English** Template Name: **ICAR_PAYSLIP_NEW** Language Output Format: **English** Format: **PDF**

Review

Cancel **Back** Step 3 of 3 **Submit**

Privacy Statement

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Select OK

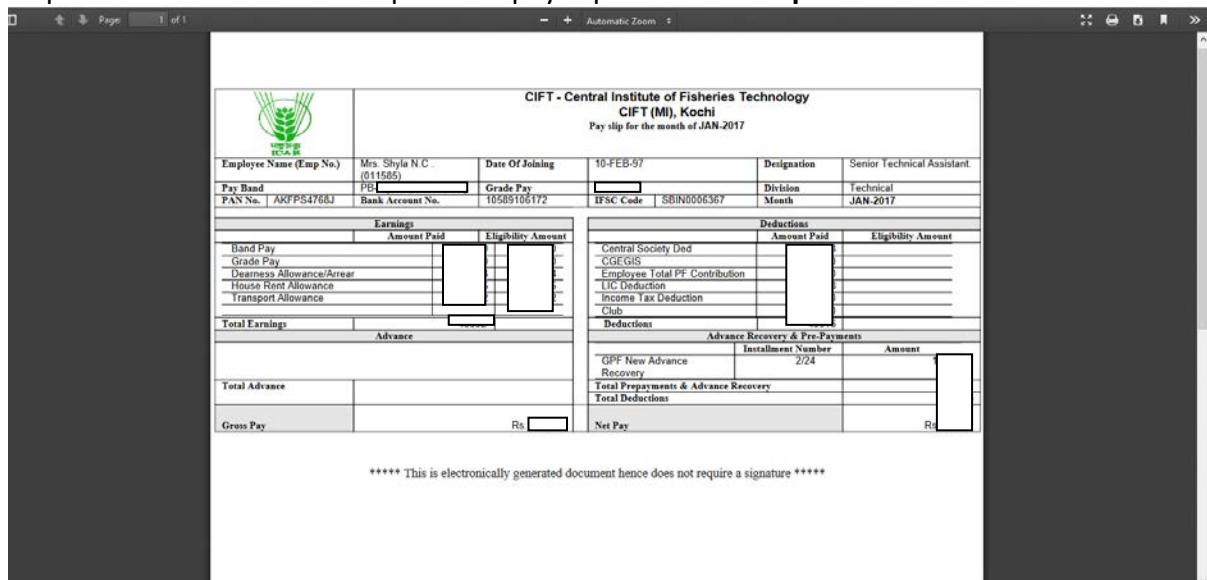


After the **Phase** is shown as **Completed**

Select the Icon below the Output head as shown below



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



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

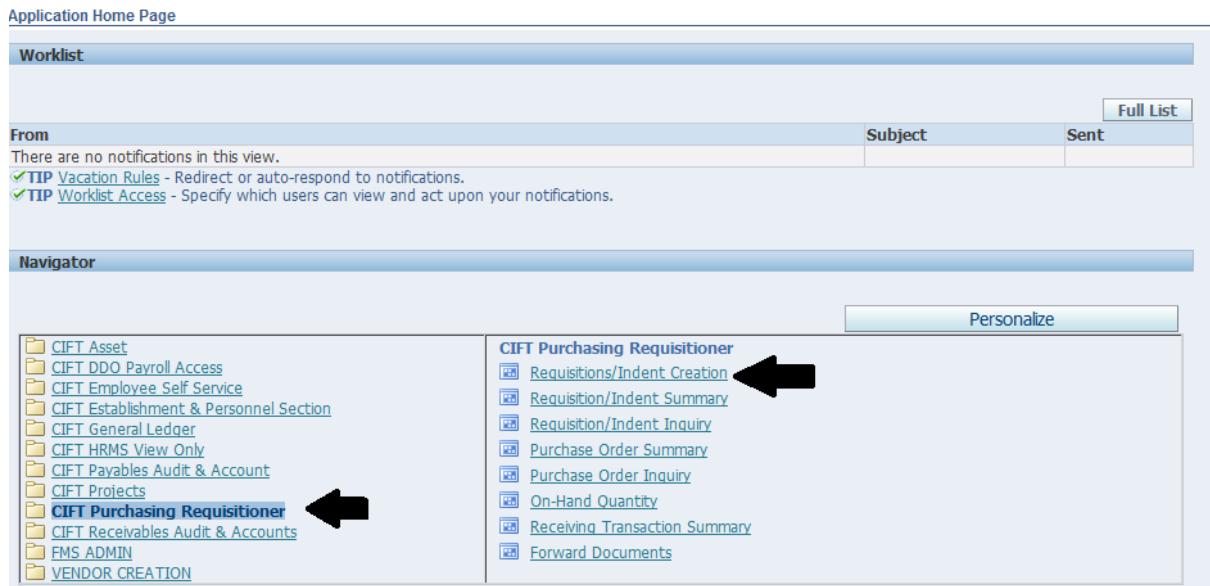
Contents

SL No	Title	Page No
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2.	Entering Purchase Requisition Data	33
3.	Entering Taxes Into Requisition	36
4.	Placing Attachments	36
5.	Requisition Approval Process	39
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Requisition creation

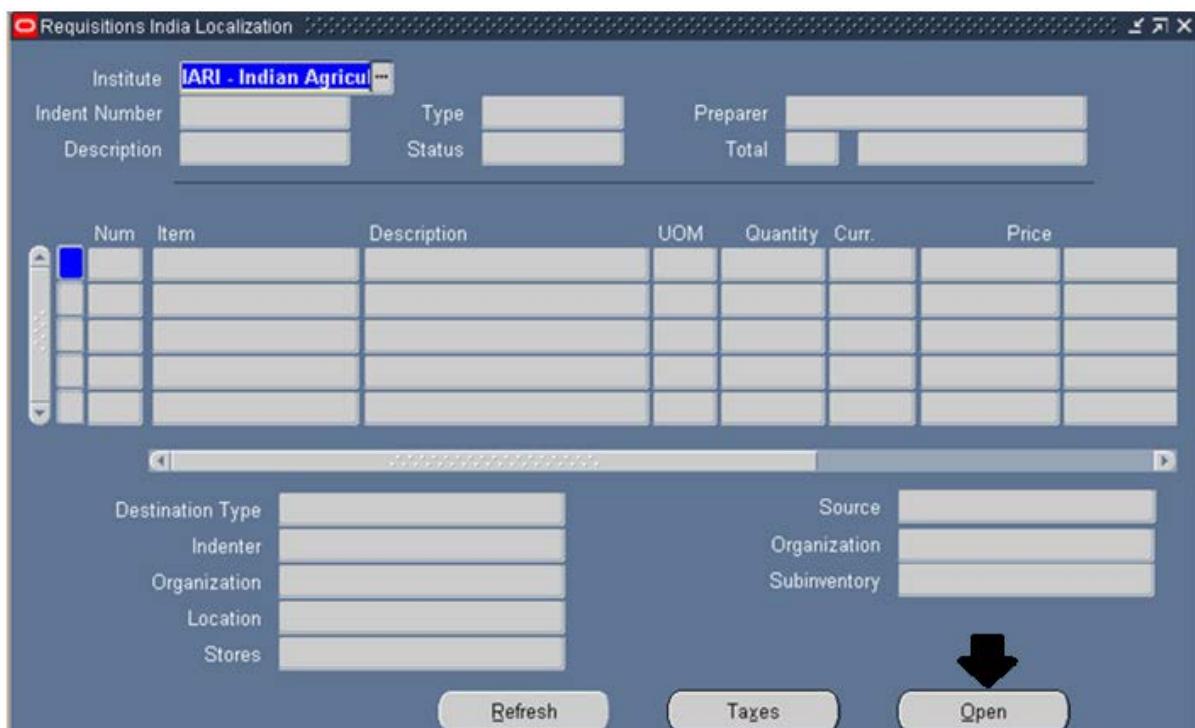
Login to the ERP Solution

Select CIFT Purchasing Requisitioner → Requisition/Indent Creation



Entering Purchase Requisition Data

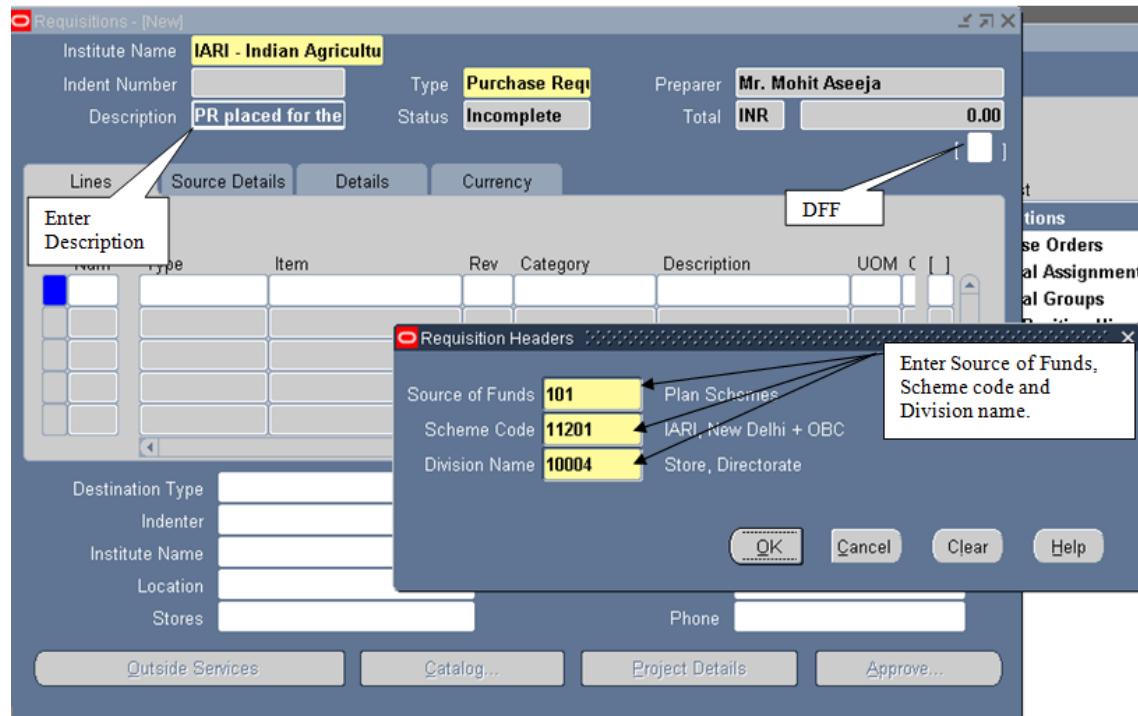
Click on **Open** Button.



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

Enter the field (Description).

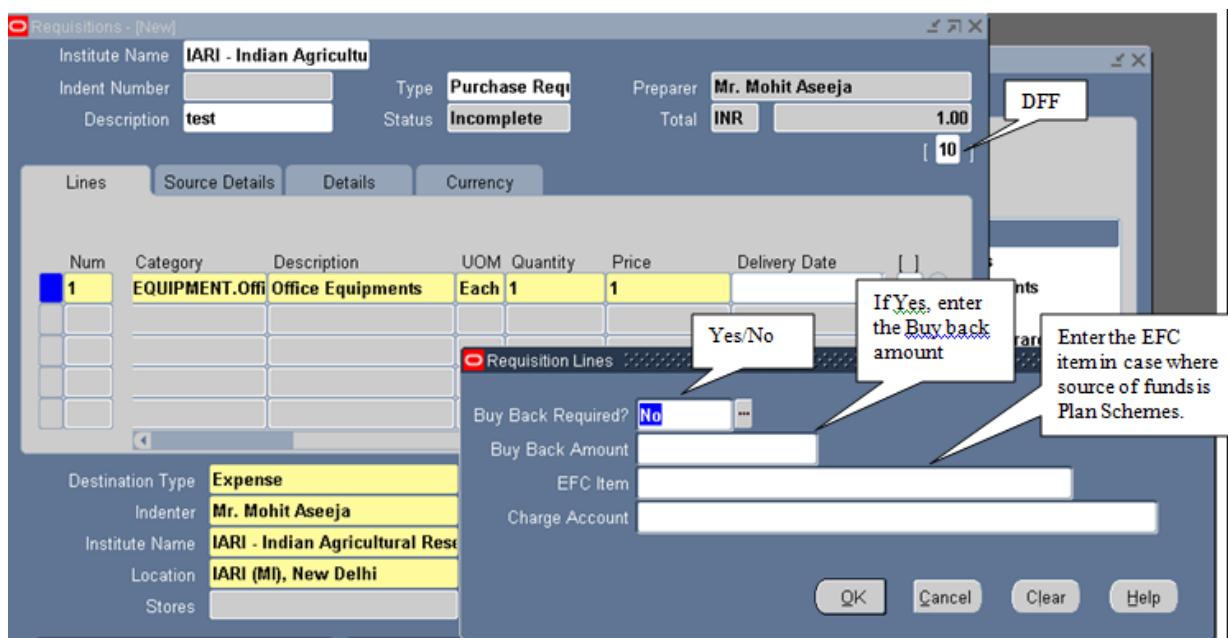
Click on DFF (Descriptive Flex grid Field) to enter the {Source of fund, Scheme Code, Division Name} →Ok



In Line tab → Enter the Item code.

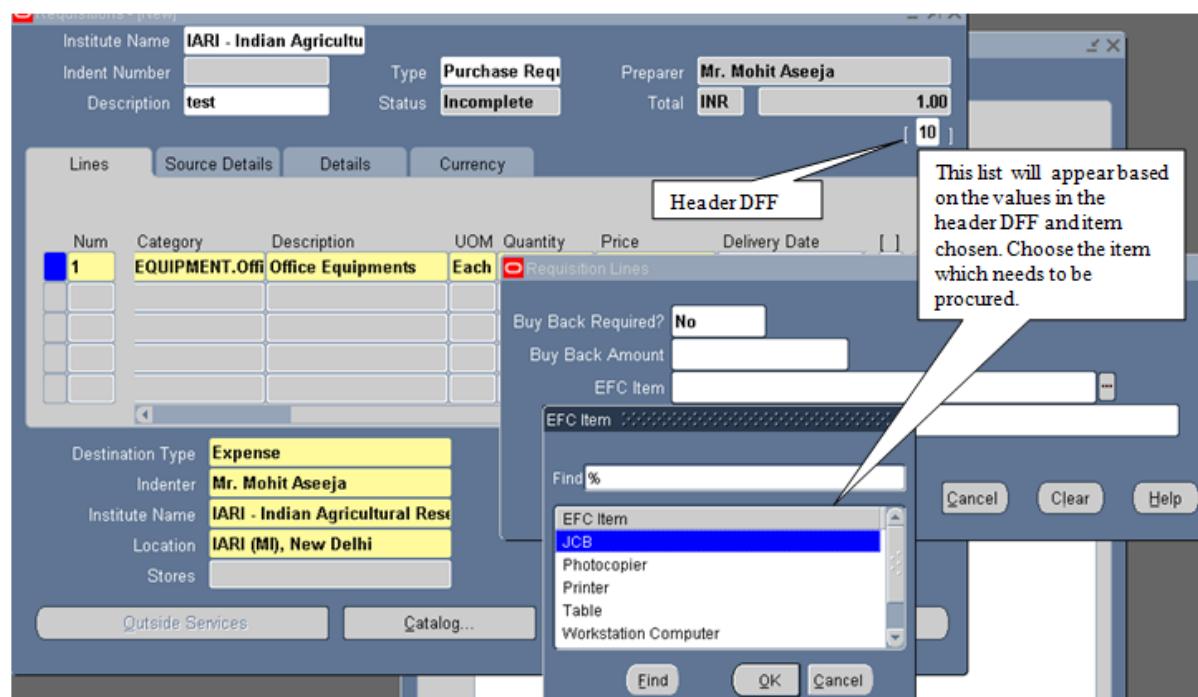
- On selecting the item code, The item category, description and UOM(Unit of Measure) will filled automatically.

Enter the Quantity and Price of the item.

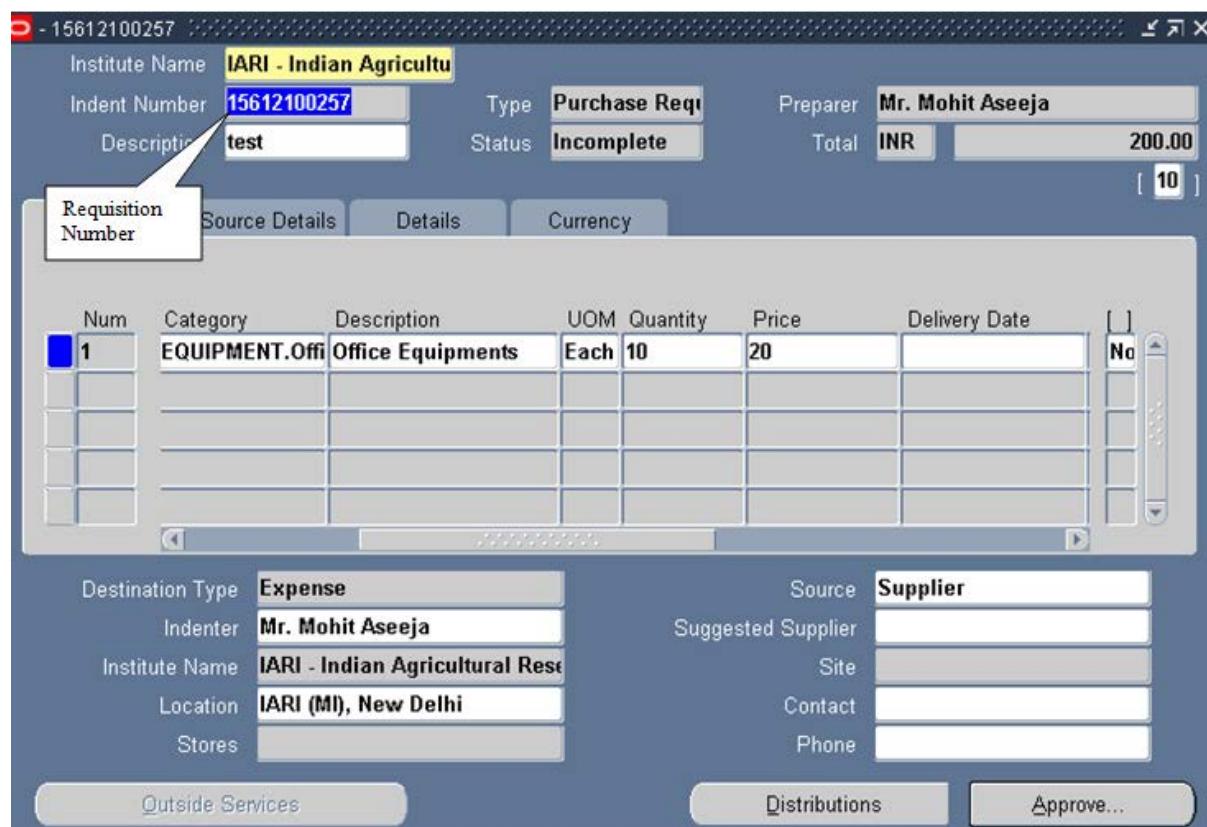


Enter the **Delivery date** of the item.

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



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



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

Entering taxes into Requisition

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

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

Num	Item	Description	UOM	Quantity	Curr.	Price
1	AEOE001001	Office Equipments	Each	10	INR	20

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

Source: Supplier
Supplier: Site
Contact: Phone

Refresh Taxes Open

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

- Select the **Tax name**

Line	No.	Tax Name	Tax Type	Precedence	Tax Rate	UOM	Qty/Rate	Curr.
	1	Service Tax-12%	Service	0	12			INR
	2	Education Cess on ...	SERVICE_EDUO	1	2			INR
	3	SH Education Cess on	SERVICE_SH_E	1	1			INR

Inclusive Tax: 0.00 Exclusive Tax: 24.72

Apply Discard Total INR 24.72

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

Placing Attachments

Click on the **Open** button.

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

The screenshot shows a software interface for managing purchase requests. The main window displays a purchase request header with the following details:

- Request ID: 0258
- Type: Purchase Request
- Preparer: Mr. Mohit Aseeja
- Total: INR 100.00
- Status: Incomplete
- Quantity: 80

The left sidebar shows navigation options like Show Navigator, Zoom, Find..., Find All, Query By Example, Record, Translations..., and Attachments... (which is currently selected). Below the header, there is a summary table:

Item	Rev	Category	Description	UOM	C
AEOE001001		EQUIPMENT.Offi	Office Equipments	Each	1
Requests					

Below the summary table, there are fields for Destination Type (Expense), Indenter (Mr. Mohit Aseeja), Institute Name (IARI - Indian Agricultural Rese), Location (IARI (MI), New Delhi), Source (Supplier), Suggested Supplier, Site, and Contact.

The screenshot shows the 'Attachments' document catalog form. It has two tabs: Main and Source. The Main tab is active, showing a table with columns: Seq, Category, Title, Description, and May Be Changed. The first row has Seq 10 and Category highlighted in yellow. The May Be Changed column contains a checked checkbox. The Source tab is also visible.

Entity Name: REQ Header

At the bottom, there are three buttons:

- Include Related Documents
- Publish to Catalog
- Document Catalog...

Document Catalog

— Find Existing Documents

Description		Category	
Data Type		Attached to	
File Name		Title	
URL			
Usage		Clear	Find

— Documents

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

Preview... Cancel Attach 1

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

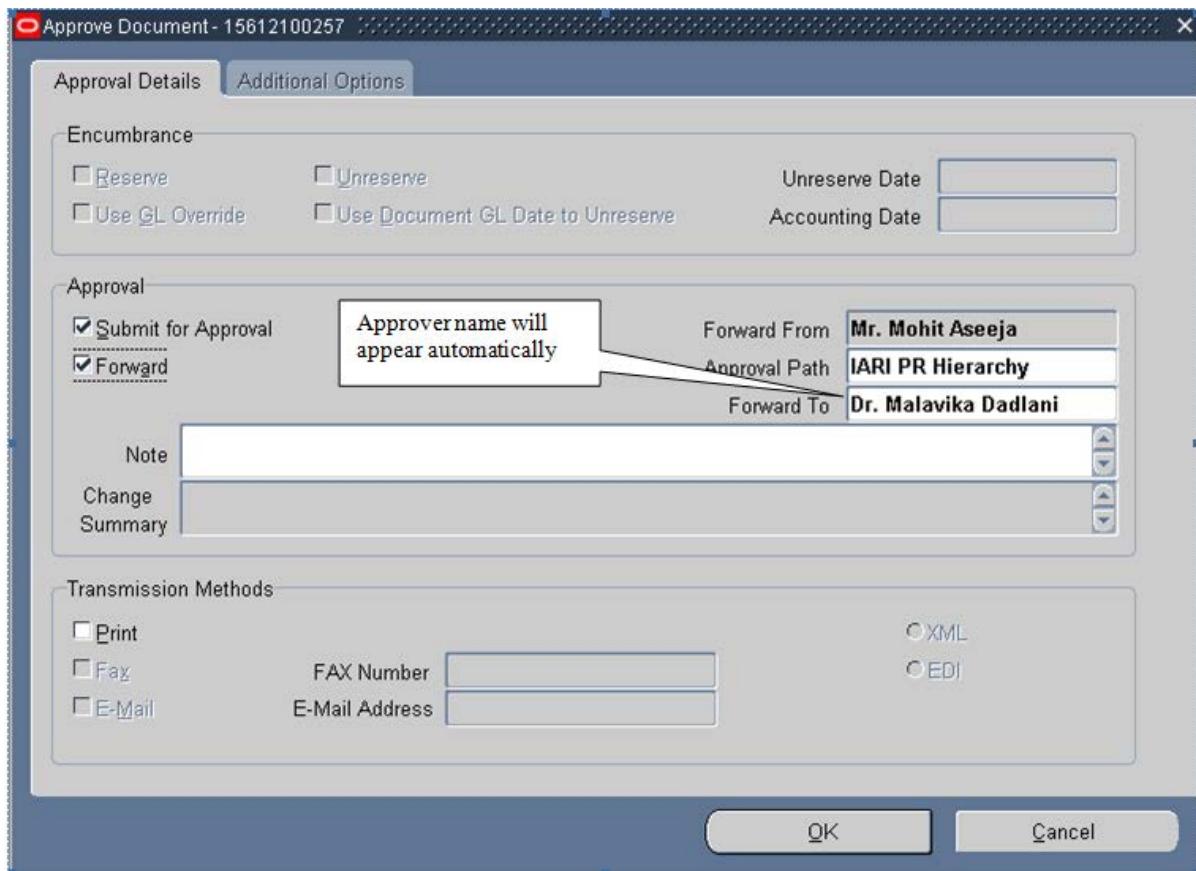
Check if all details of the requisition are fine ,hit the “Approve” button

- 15612100257

Institute Name	IARI - Indian Agricu...	Type	Purchase Reqi	Preparer	Mr. Mohit Aseeja																																										
Indent Number	15612100257	Status	Incomplete	Total	INR 200.00																																										
Description	test	[10]																																													
<table border="1"> <tr> <th>Lines</th> <th>Source Details</th> <th>Details</th> <th>Currency</th> <th colspan="3"></th> </tr> <tr> <td>1</td> <td>Goods</td> <td>AEOE001001</td> <td>EQUIPMENT.Offi</td> <td>Office Equipments</td> <td>Each</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Lines	Source Details	Details	Currency				1	Goods	AEOE001001	EQUIPMENT.Offi	Office Equipments	Each	1																												
Lines	Source Details	Details	Currency																																												
1	Goods	AEOE001001	EQUIPMENT.Offi	Office Equipments	Each	1																																									
Destination Type	Expense	Source	Supplier																																												
Indenter	Mr. Mohit Aseeja	Suggested Supplier																																													
Institute Name	IARI - Indian Agricultural Rese	Site																																													
Location	IARI (MI), New Delhi	Contact																																													
Stores		Phone																																													

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

Click on Approve button



Click OK Button

Requisition Approval Process

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

All open notifications will be listed

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



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

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

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

From	Aseeja, Mohit	Description	test	<input type="button" value="Approve"/>	<input type="button" value="Approve And Forward"/>	<input type="button" value="Forward"/>	<input type="button" value="Reject"/>
To	Dadlani, Malavika	Requisition Total	200.00 INR				
Sent	19-Mar-2013 16:23:11	Non-Recoverable Tax	24.72 INR (Total Tax: 24.72 INR)				
ID	98016						

Requisition Lines

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

Approval Sequence

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

Related Applications

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

Requisitions India Localization (15612100257) ✖ ↻

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

Num	Item	Description	UOM	Quantity	Curr.	Price
1	AEOE001001	Office Equipments	Each	10	INR	20

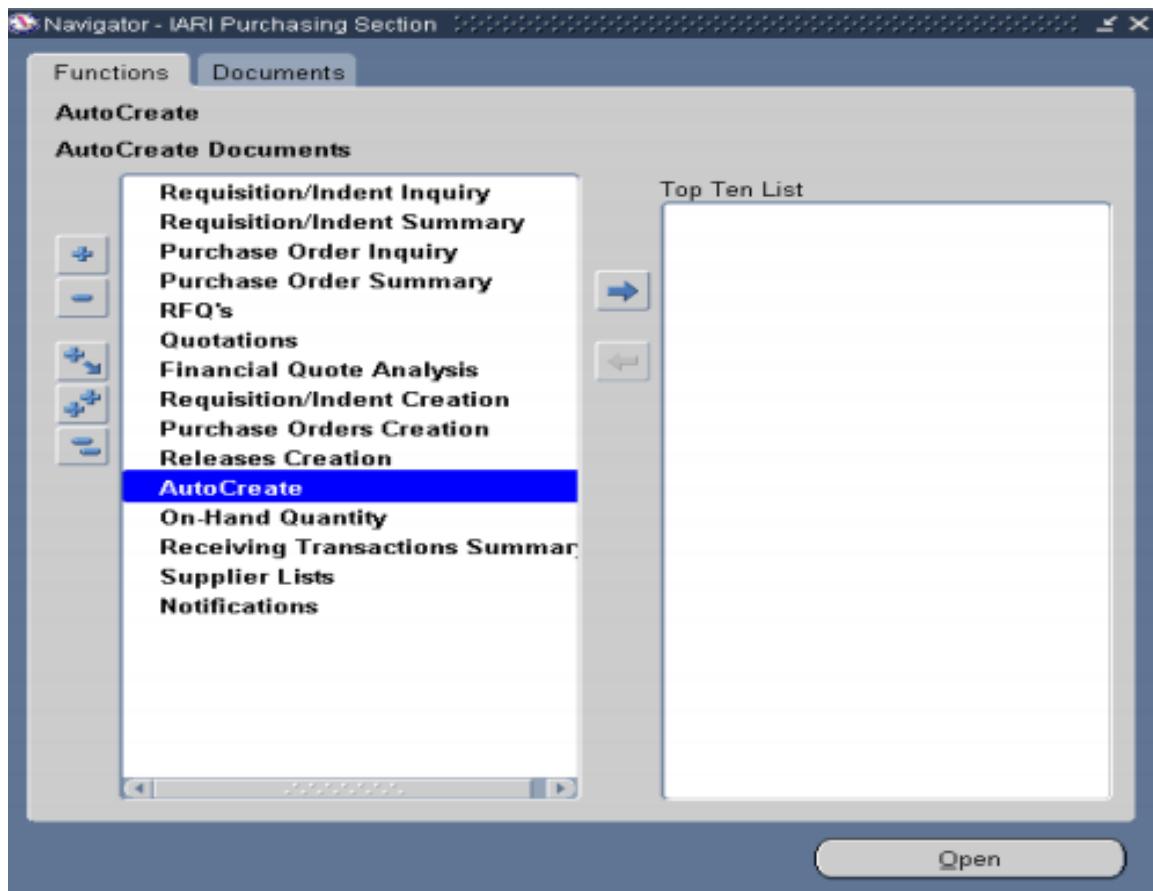
Destination Type	Expense	Source	Supplier
Indenter	Mr. Mohit Aseeja	Supplier	
Organization	IARI - Indian Agricultural Rese	Site	
Location	IARI (MI), New Delhi	Contact	
Stores		Phone	

RFQ (Request for Quotation)

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

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

- Select AutoCreate in Purchasing section



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

Find Requisition Lines

Operating Unit	IARI - Indian Agricultu
Approved	Yes
Indent Number	15612100257
Supplier	<input type="text"/>
Enter requisition number	
Ship-To <input type="text"/>	
Line Status	
Item, Rev	<input type="text"/> <input type="checkbox"/>
Job	<input type="text"/>
Category	<input type="text"/>
Description	<input type="text"/>
Line Type	<input type="text"/>
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”

The screenshot shows a software window titled "AutoCreate Documents". Below the title bar is a toolbar with a magnifying glass icon. The main area contains a grid table with columns: Requisition, Line, Item, Rev, Category, Item Description, UOM, Quantity, Unit Price, and Need-By Date. One row is selected, showing values: 15612100257, 1, AE0E001001, EQUIPMENT, Office Equipments, Each, 10, 20, and a date. Below the grid is a toolbar with buttons for Action (Create), Document Type (RFQ), Grouping (Default), and buttons for Manual and Automatic.

A new form opens

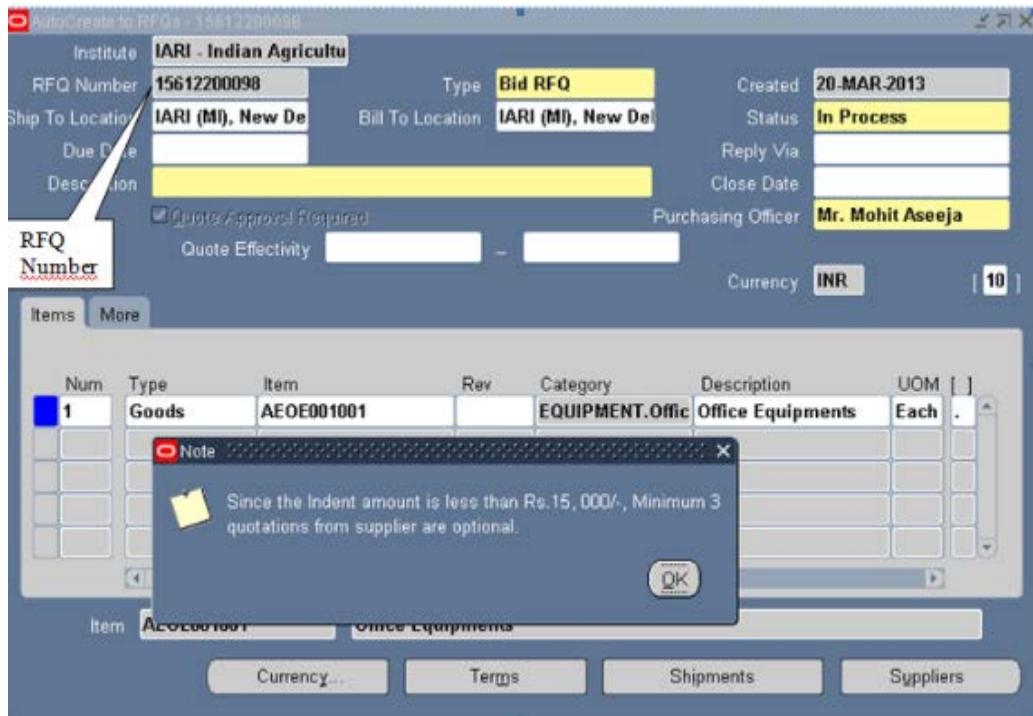
- This will create a Bid RFQ which will be used to create Standard Purchase Orders.
- Press the “Create” button

The screenshot shows a "New Document" dialog box. It has fields for Global Agreement, Document, Release, Supplier, Purchasing Org (set to "IARI - Indian Agriculture"), RFQ Type (set to "Bid RFQ"), Release Date, Supplier Site, and Supplier List Name. Below this is a "Currency" section with fields for Source (set to "Default"), Requisition, Currency (set to "INR"), Rate Date (set to "20-MAR-2013"), Line, Rate Type, and Rate. At the bottom are "Create" and "Cancel" buttons.

RFQ gets created.

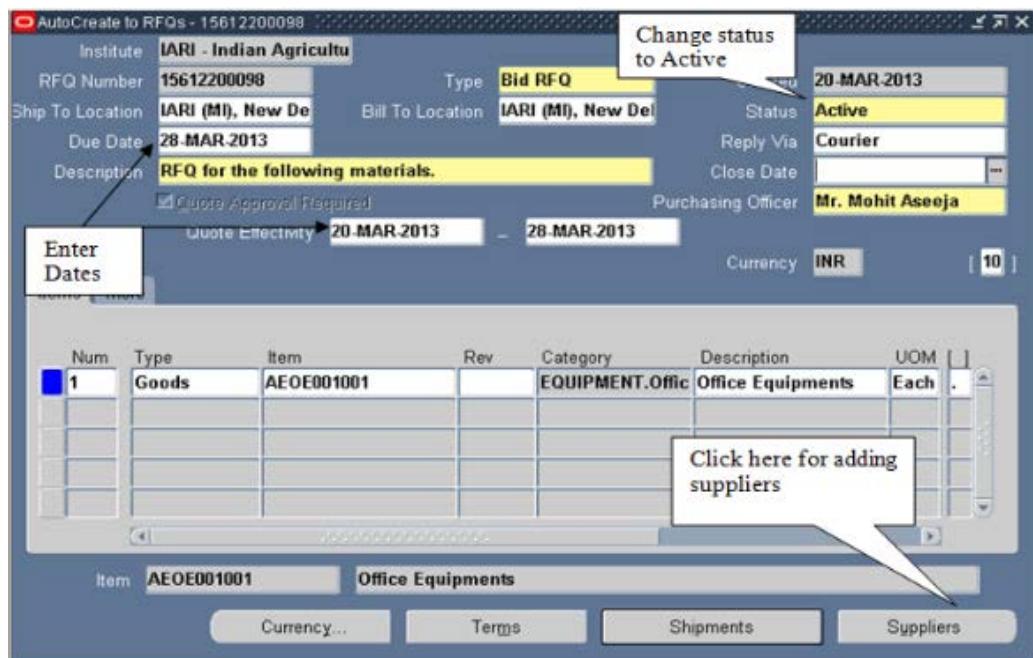
- Clicking on the description field will give the below message.

- Press OK and enter the Description.



Change the Status of RFQ to "Active".

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



The RFQ Suppliers Form opens up.

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

The screenshot shows the 'RFQ Suppliers' window with the identifier '15612200098'. A tooltip 'Enter Suppliers' is visible over the header. The main area is a grid with columns: Seq, Supplier, Site, Contact, Printed, Count, and Respon. Row 1 contains 'M/s NCCF' as Supplier, 'NEW DELHI' as Site, 'Prakash, Mahajan' as Contact, and checked boxes in Printed and Count. Row 2 contains 'LG Electronics India P' as Supplier, 'GREATER N...' as Site, 'Parekh, Ketan' as Contact, and checked boxes in Printed and Count. An 'Add From List...' button is at the bottom right.

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

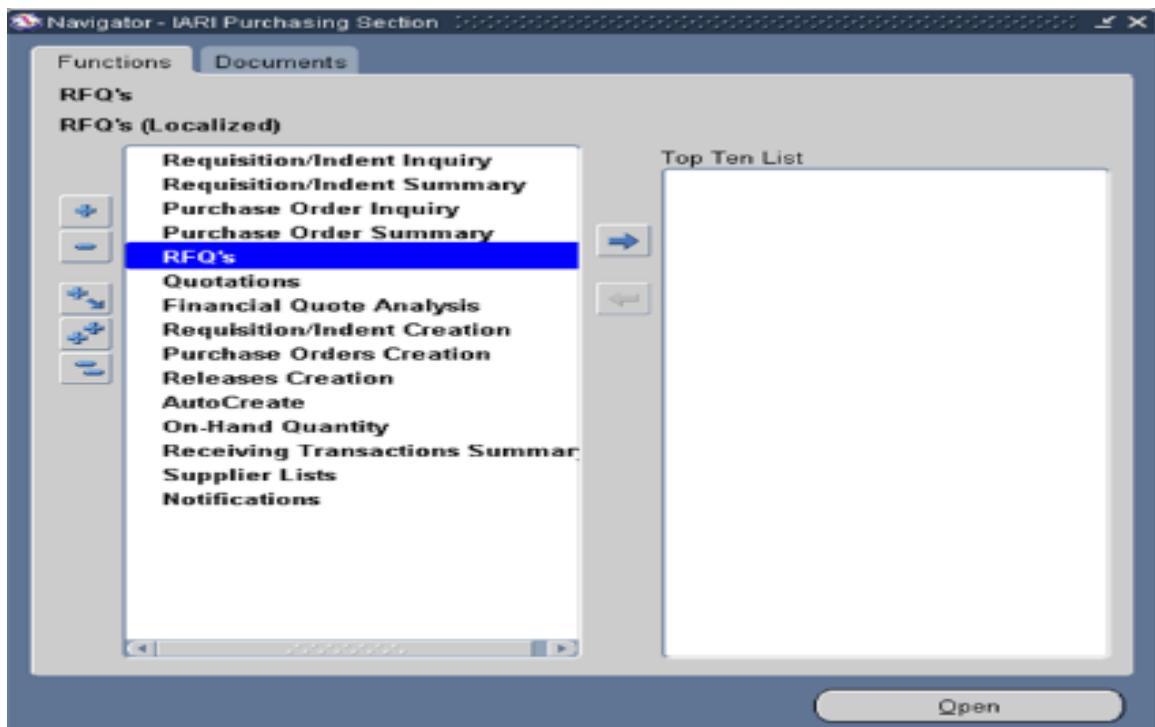
Once the suppliers are added to the RFQ, close the form.

- 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

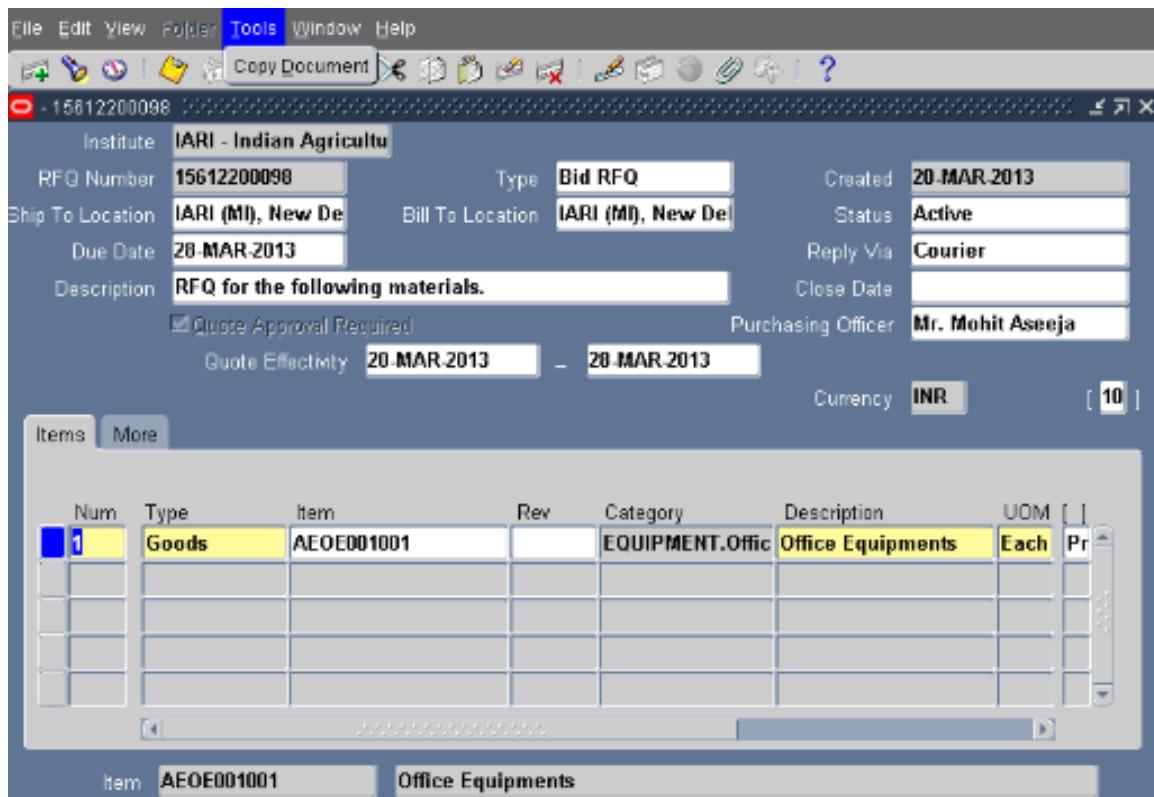
The buyer enters the quotation details received from suppliers into the system from the RFQ details

- Select RFQ's in Purchasing section



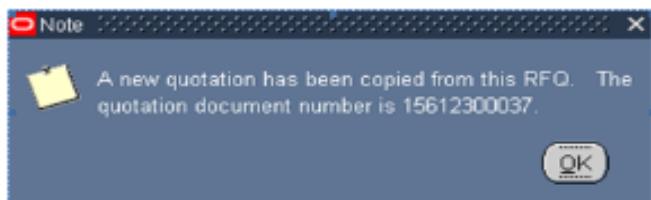
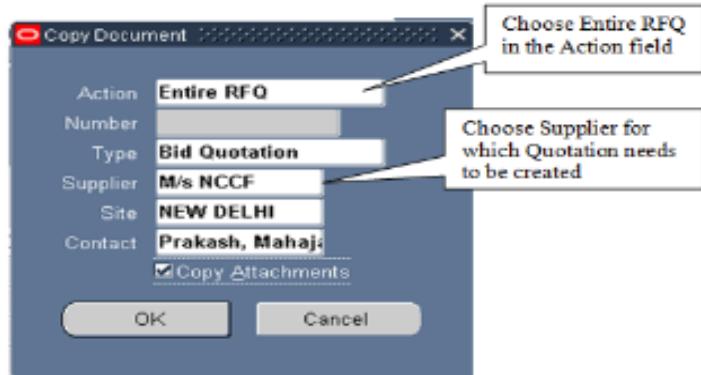
Query for the RFQ by pressing F11, typing the R

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



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

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



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

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

Institute	IARI - Indian Agriculture	Enter Description	Change Status to Active
Number	15612300037	Type	Bid Quotation
Supplier	M/s NCCF	Site	NEW DELHI
Ship To Location	IARI (ML), New De	Bill To Location	IARI (ML), New De
Description	Quotation for M/s NCCF	RFO	15612200098
	<input checked="" type="checkbox"/> Approval Required	Contact	Prakash, Mahajan
Effectivity	20-MAR-2013	Status	Active
	- 28-MAR-2013	Supplier Quote	
		Response Date	21-MAR-2013
		Purchasing Officer	Mr. Mohit Aseeja
		Currency	INR
			[10]

Items More

Num	Type	Item	Rev	Category	Description	UOM	Pr
1	Goods	AEOE001001		EQUIPMENT.Offic	Office Equipments	Each	

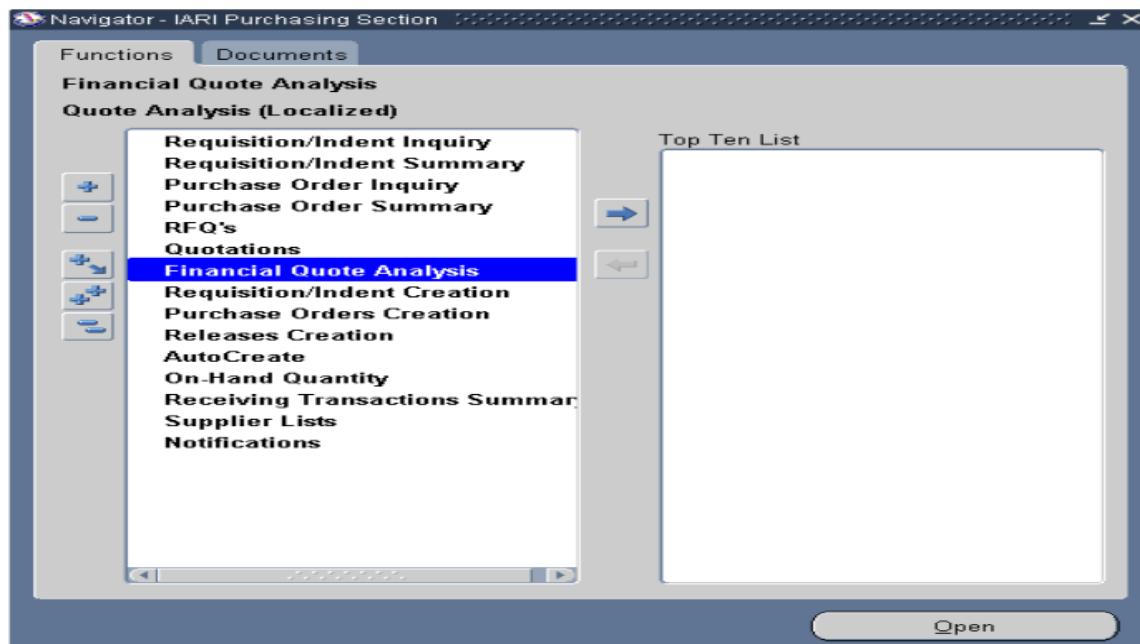
Item AEOE001001 Office Equipments

Currency... Terms Shipments Approve...

Quote Analysis and Approval

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

- Select Financial Quote Analysis in Purchase Section



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

The screenshot shows the 'Analyze Quotations India Localization(IARI - Indian Agricultural Research Institute)' window. It displays two rows of quotation details:

Quotation	Supplier	Item	Description	Price Break Line Quote Line	Break Quantity	UOM	Curr
1561230003	M/s NCCF	AEOE0010	Office Equipments	1	1	Each	10 INR
1561230003	LG Electronics India	AEOE0010	Office Equipments	1	1	Each	10 INR

Below the table, a search dialog box is open with the title 'Find Quotations India Localization'. It contains fields for 'Institute' (set to 'IARI - Indian Agriculture'), 'Item' (empty), 'Description' (empty), and 'Enter the RFQ number' (containing '1561220098'). There are 'Clear' and 'Find' buttons at the bottom of the dialog.

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

- 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.

Num	Type	Item	Rev	Category	Description	UOM	Price
1	Goods	AEOE001001		EQUIPMENT.Offic	Office Equipments	Each	10

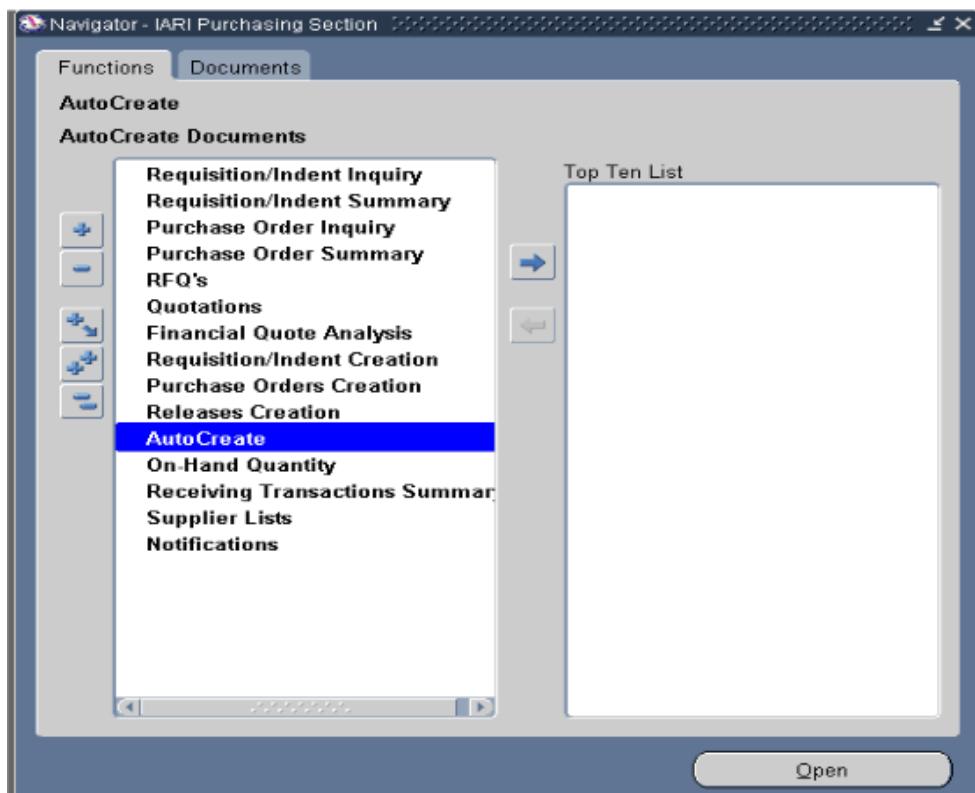
- Provide the reason for the approval of the quotation the document type to be created from the quotation
- Click on "Ok"

- The quotation line gets approved.

Purchase Order

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

- Select AutoCreate in Purchasing section



- Click on Open

In the Form that opens ,press the Clear button

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

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"
-

A new form opens

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

New Document

Global Agreement		Purchasing Org.	IARI - Indian Agricultu
Document		RFQ Type	
Enter Supplier	Release	Release Date	
	Supplier	Supplier Site	GREATER NOIDA
		Supplier List Name	
Currency			
Source	Default	Line	
Requisition		Rate Type	
Currency	INR	Rate	
Rate Date	26-MAR-2013		
		Create	Cancel

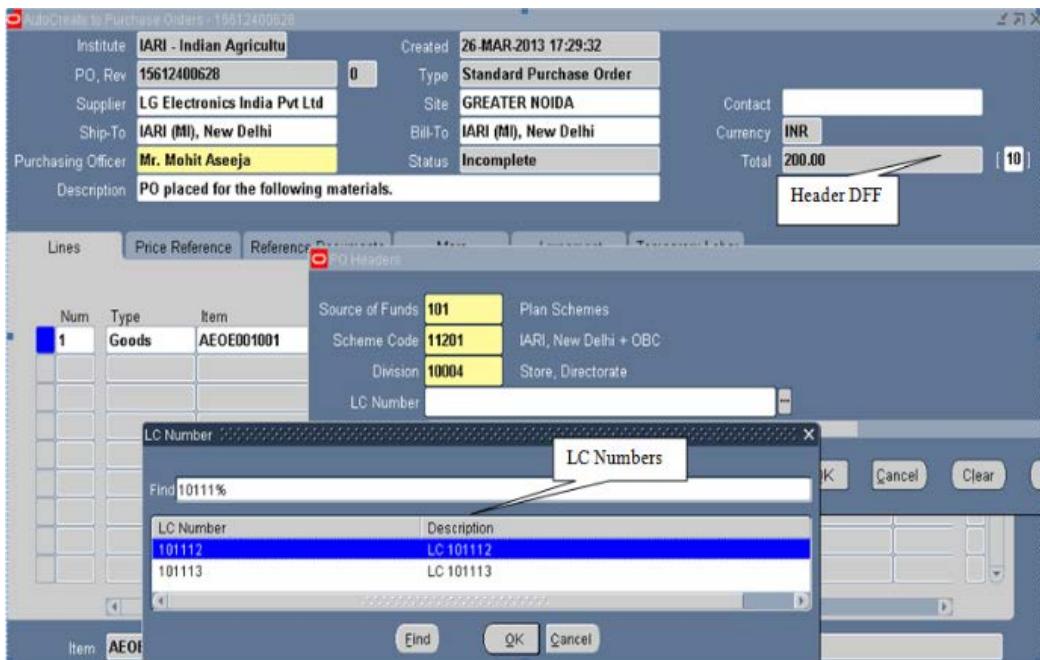
A Standard PO gets created and a Purchase Order number is also generated

- Enter the Description.

AutoCreate to Purchase Orders - 15612400628

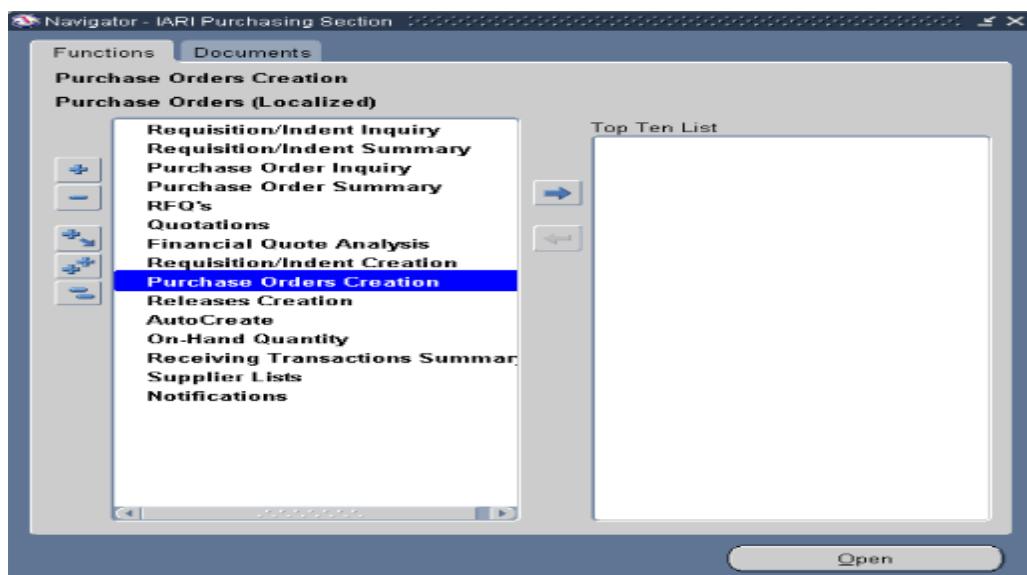
Institute	IARI - Indian Agricultu	Created	26-MAR-2013 17:29:32																														
PO, Rev	15612400628	Type	Standard Purchase Order																														
Supplier	LG Electronics India Pvt Ltd	Site	GREATER NOIDA																														
Ship-To	IARI (MI), New Delhi	Bill-To	IARI (MI), New Delhi																														
Purchasing Officer	Mr. Mohit Aseuja	Status	Incomplete																														
Description	PO placed for the following materials.	Contact																															
PO Number																																	
<table border="1"> <tr> <th>Lines</th> <th>Price Reference</th> <th>Reference Documents</th> <th>More</th> <th>Agreement</th> <th>Temporary Labor</th> </tr> <tr> <td>1</td> <td>Goods</td> <td>AEOE001001</td> <td></td> <td>EQUIPMENT.Off</td> <td>Office Equipments</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Each</td> <td>10</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Quantity</td> <td>20</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Price</td> <td>200.00</td> </tr> </table>				Lines	Price Reference	Reference Documents	More	Agreement	Temporary Labor	1	Goods	AEOE001001		EQUIPMENT.Off	Office Equipments					Each	10					Quantity	20					Price	200.00
Lines	Price Reference	Reference Documents	More	Agreement	Temporary Labor																												
1	Goods	AEOE001001		EQUIPMENT.Off	Office Equipments																												
				Each	10																												
				Quantity	20																												
				Price	200.00																												
<table border="1"> <tr> <td>Item</td> <td>AEOE001001</td> <td>Office Equipments</td> <td>Currency...</td> <td>Terms</td> <td>Shipments</td> <td>Approve...</td> </tr> </table>				Item	AEOE001001	Office Equipments	Currency...	Terms	Shipments	Approve...																							
Item	AEOE001001	Office Equipments	Currency...	Terms	Shipments	Approve...																											

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



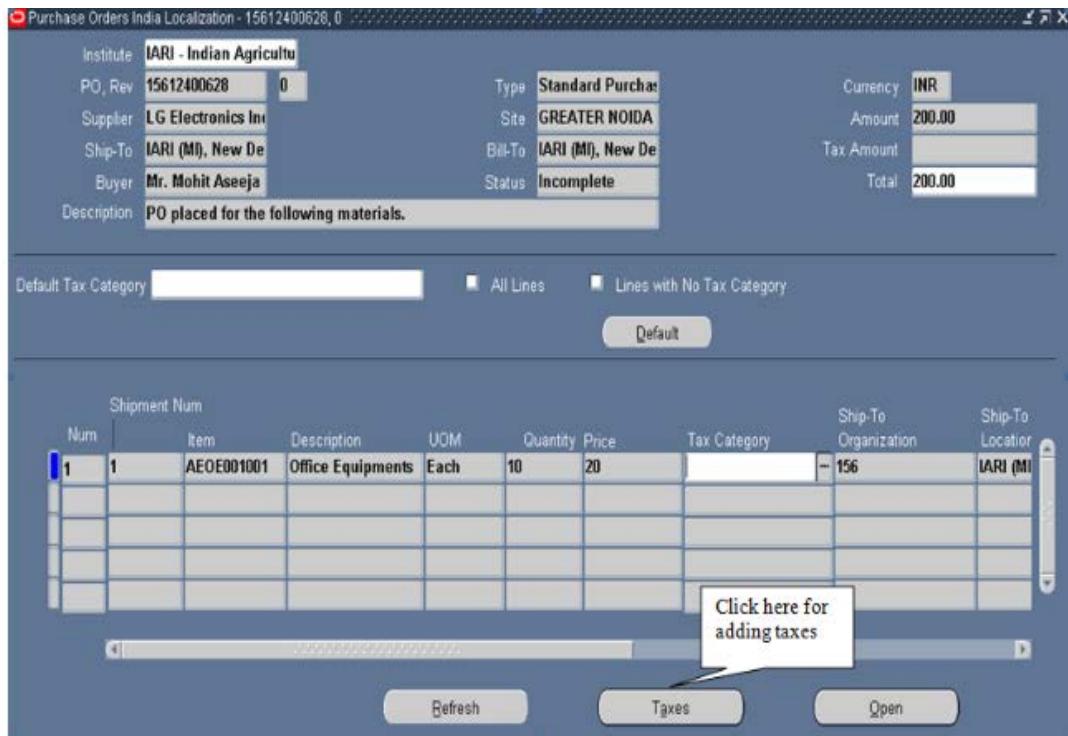
Entering Taxes in PO

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



A new form opens up.

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



Tax details India localized screen opens up.

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

The screenshot shows a software interface titled "Tax Details India Localization (15612400628, 0)". It displays a grid of tax details with columns for Line No., Tax Name, Tax Type, Precedence, Tax Rate, and UOM. The grid contains three rows of data:

Line No.	Tax Name	Tax Type	Precedence	Tax Rate	UOM
1	Service Tax-12%	SERVICE	0	12	
2	Education Cess on Servi	SERVICE_EDUC	1	2	
3	SH Education Cess on S	SERVICE_SH_E	1	1	

Below the grid, there are buttons for "Apply", "Discard", and "Total INR". The total value shown is 24.72. There are also fields for "Inclusive Tax" (0.00) and "Exclusive Tax" (24.72).

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

Purchase Orders India Localization - 15612400628, 0

Institute	IARI - Indian Agricultu	Type	Standard Purchas	Currency	INR
PO, Rev	15612400628 0	Site	GREATER NOIDA	Amount	200.00
Supplier	LG Electronics In	Bill-To	IARI (MI), New De	Tax Amount	24.72
Ship-To	IARI (MI), New De	Status	Incomplete	Total	224.72
Buyer	Mr. Mohit Aseeja	Description: PO placed for the following materials.			

Default Tax Category All Lines Lines with No Tax Category

Shipment Num		Item	Description	UOM	Quantity	Price	Tax Category	Ship-To Organization	Ship-To Location
Num	1	AEOE001001	Office Equipments	Each	10	20		156	IARI (MI)

Click here to open the PO.

The "Approve Document" window opens.

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

Approve Document - 15612400628

<input type="button" value="Approval Details"/>	<input type="button" value="Additional Options"/>
Encumbrance <input checked="" type="checkbox"/> Reserve <input type="checkbox"/> Unreserve <input type="checkbox"/> Use GL Override <input type="checkbox"/> Use Document GL Date to Unreserve Unreserve Date <input type="text"/> Accounting Date <input type="text"/>	
Approval <input checked="" type="checkbox"/> Submit for Approval <input checked="" type="checkbox"/> Forward Forward From <input type="text" value="Mr. Mohit Aseeja"/> Approval Path <input type="text" value="IARI PO Hierarchy"/> Forward To <input type="text" value="Dr. R.K. Jain"/> Note <input type="text"/> Change Summary <input type="text"/> Approver name will appear automatically.	
Transmission Methods <input type="checkbox"/> Print <input type="checkbox"/> XML <input type="checkbox"/> Fax <input type="checkbox"/> EDI <input type="checkbox"/> E-Mail <input type="text" value="E-Mail Address"/>	

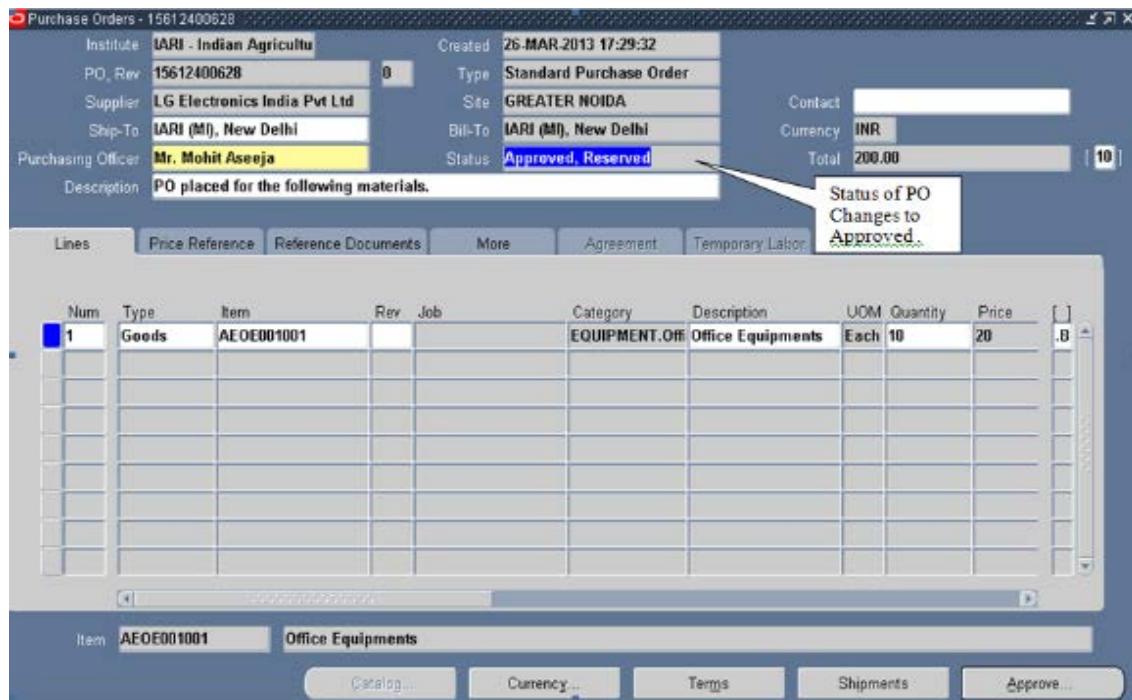
If fund check passes successfully, the Purchase order would be submitted in the hierarchy for approval.



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"

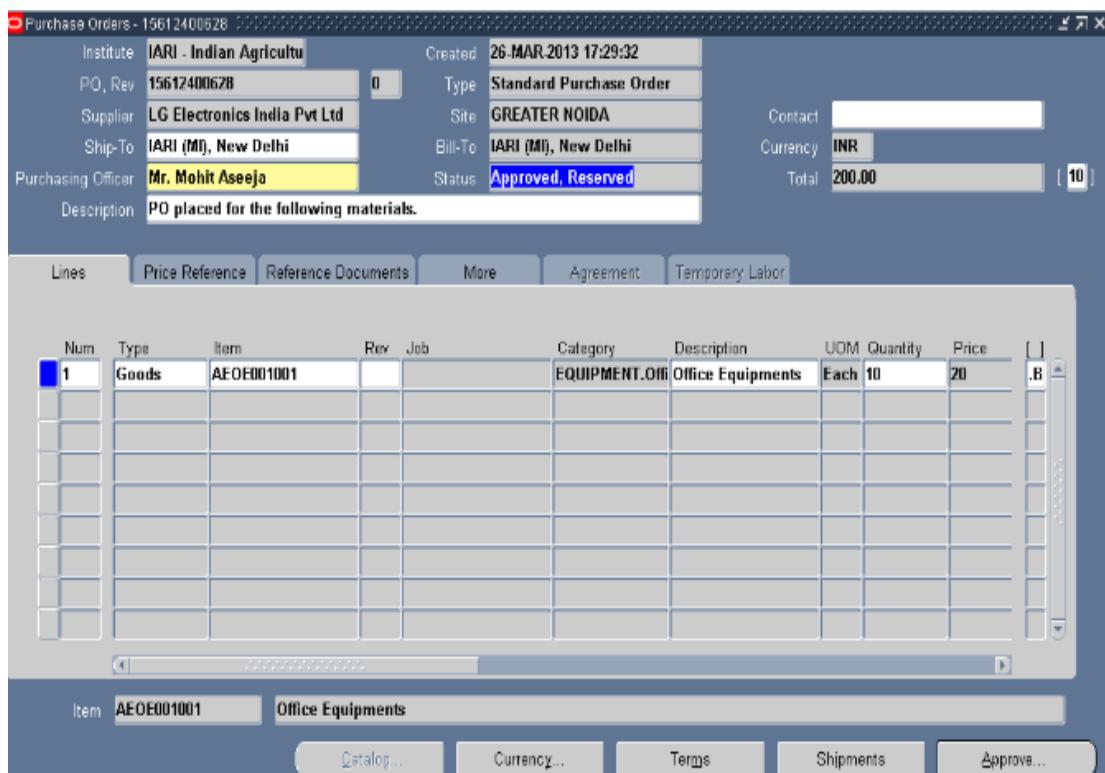
Num	Item	Description	UOM	Quantity	Price	Tax Category	Ship-To Organization	Ship-To Location
1	AEOE001001	Office Equipments	Each	10	20	156	156	IARI (MI)

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

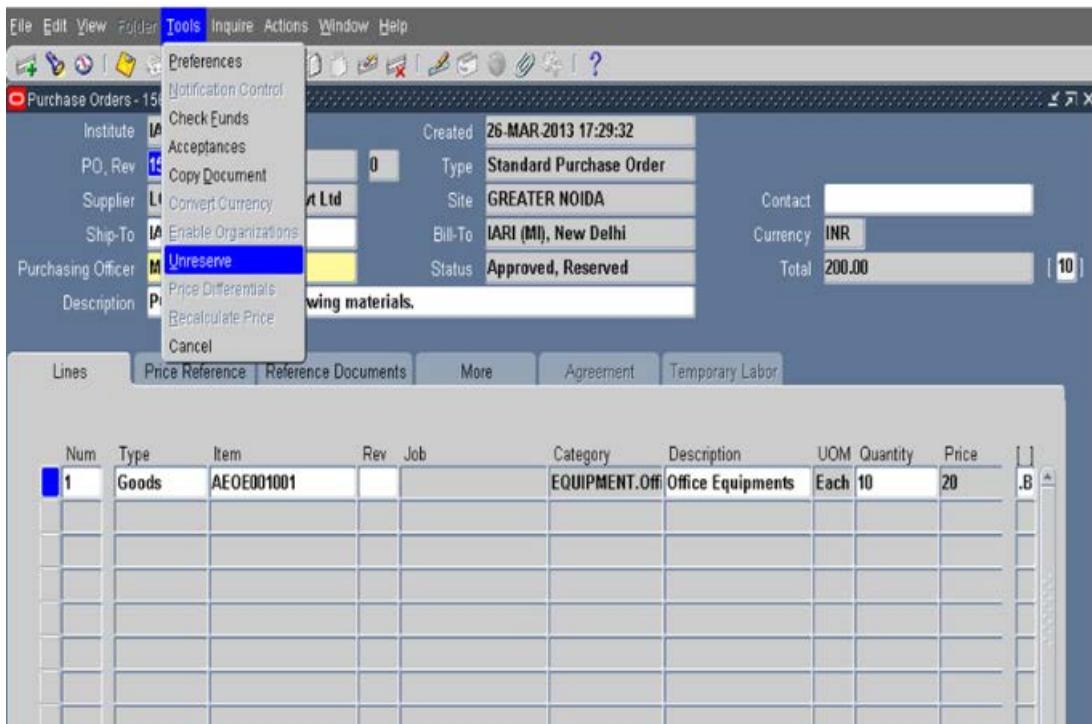


Modification of PO

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

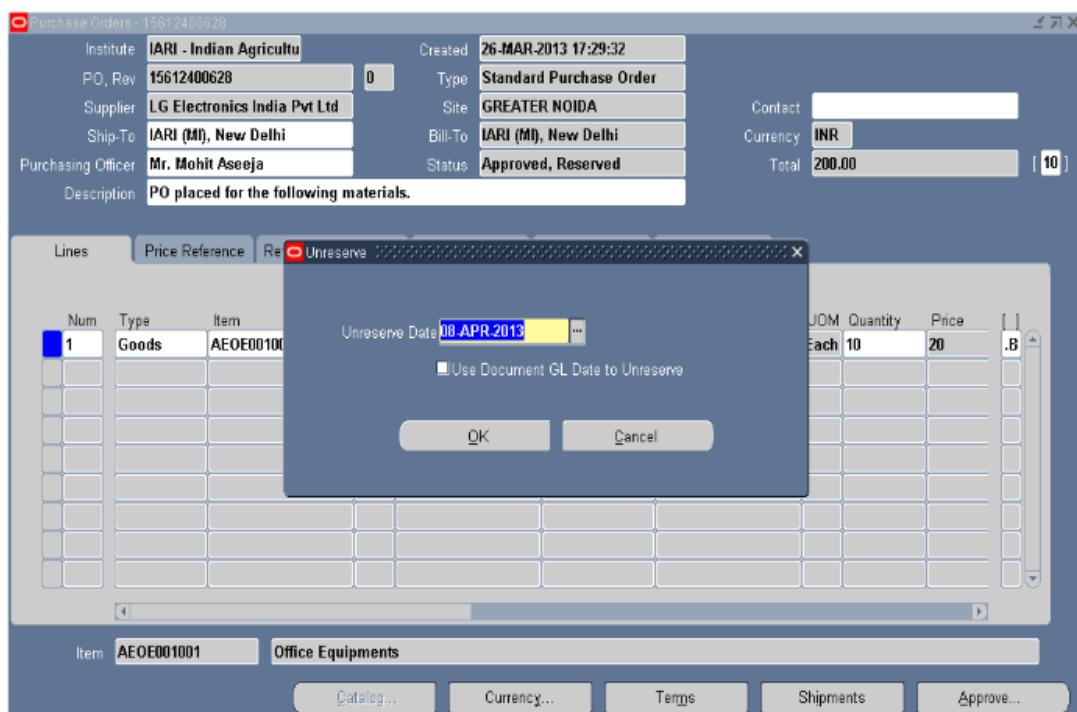


- Click on Tools -> Unreserve.



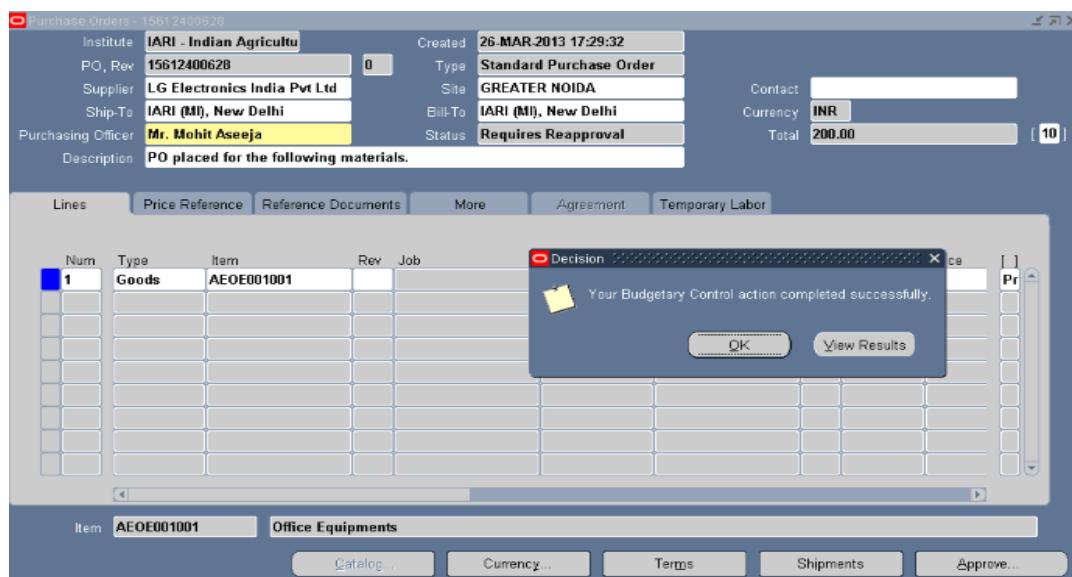
A new form opens up.

- Click on OK.

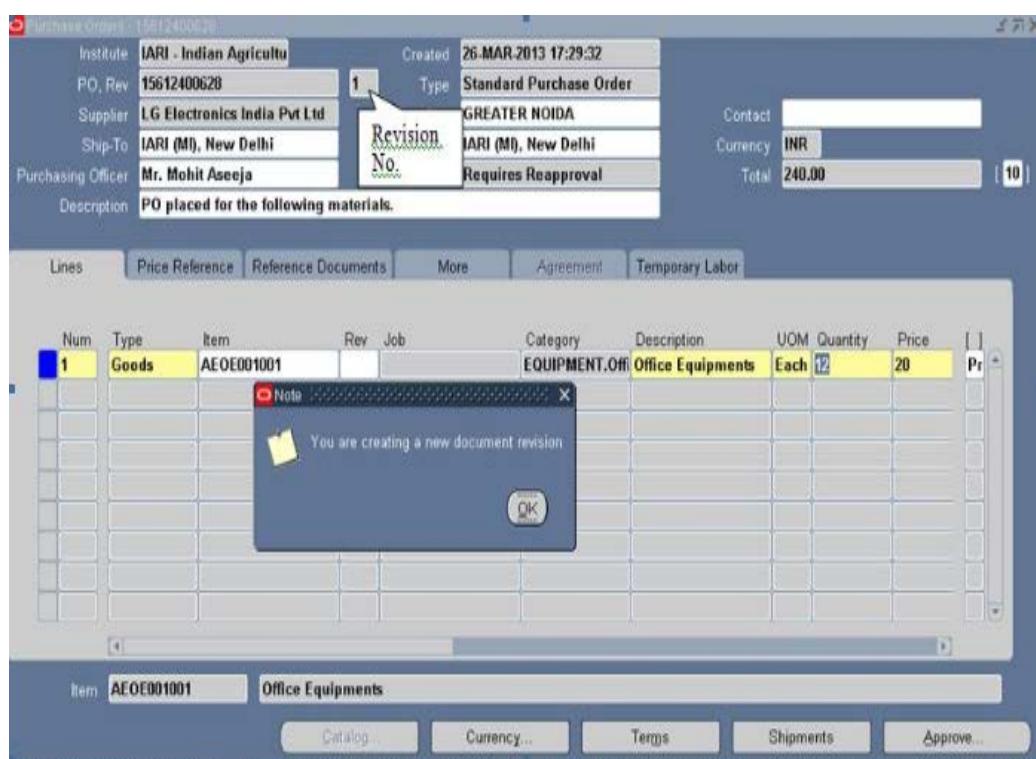


- PO status changes to “Requires Reapproval”.

- Click on OK.



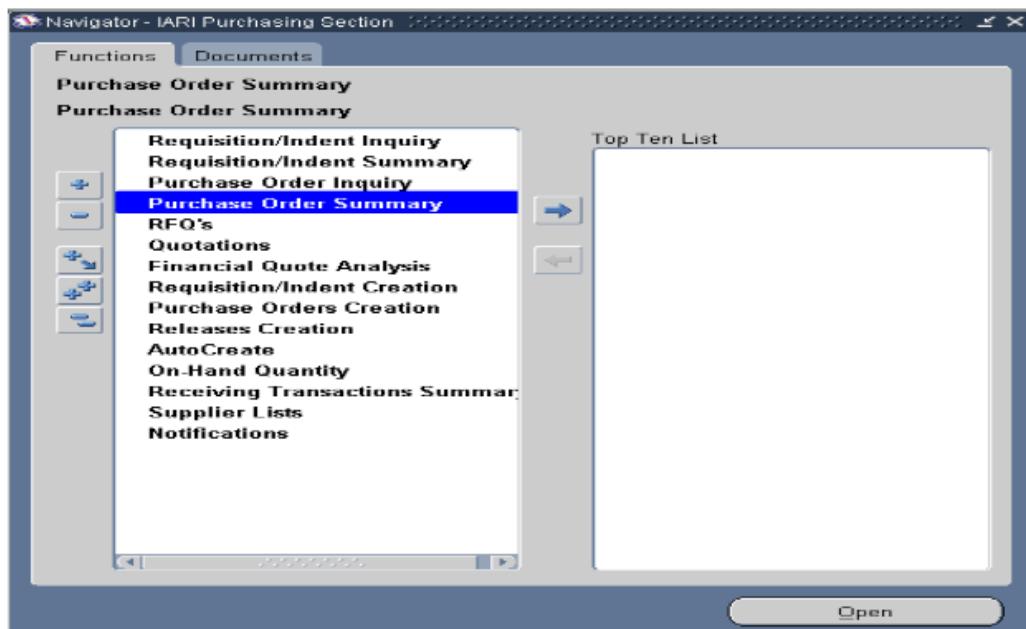
- Change the Quantity/Price as per your requirements.
- Save (Ctrl+S).
- Revision number changes from “0” to “1”.
- A message will appear as shown in the below screenshot. Click on “OK”.
- Send the PO for approval by clicking on “Approve” button.



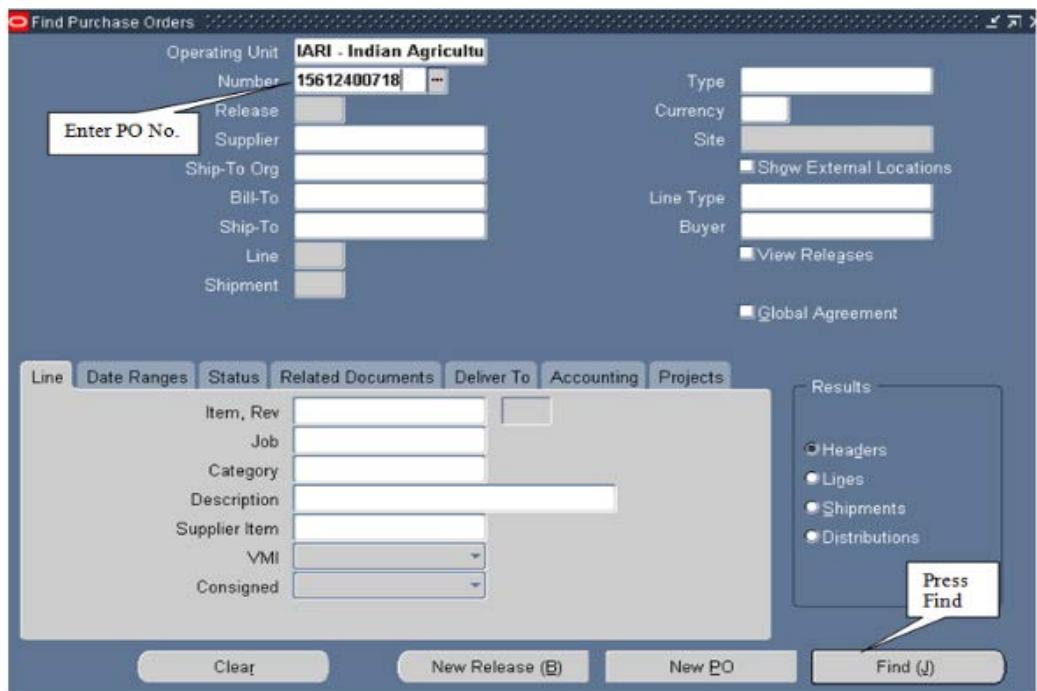
Cancelling a PO

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

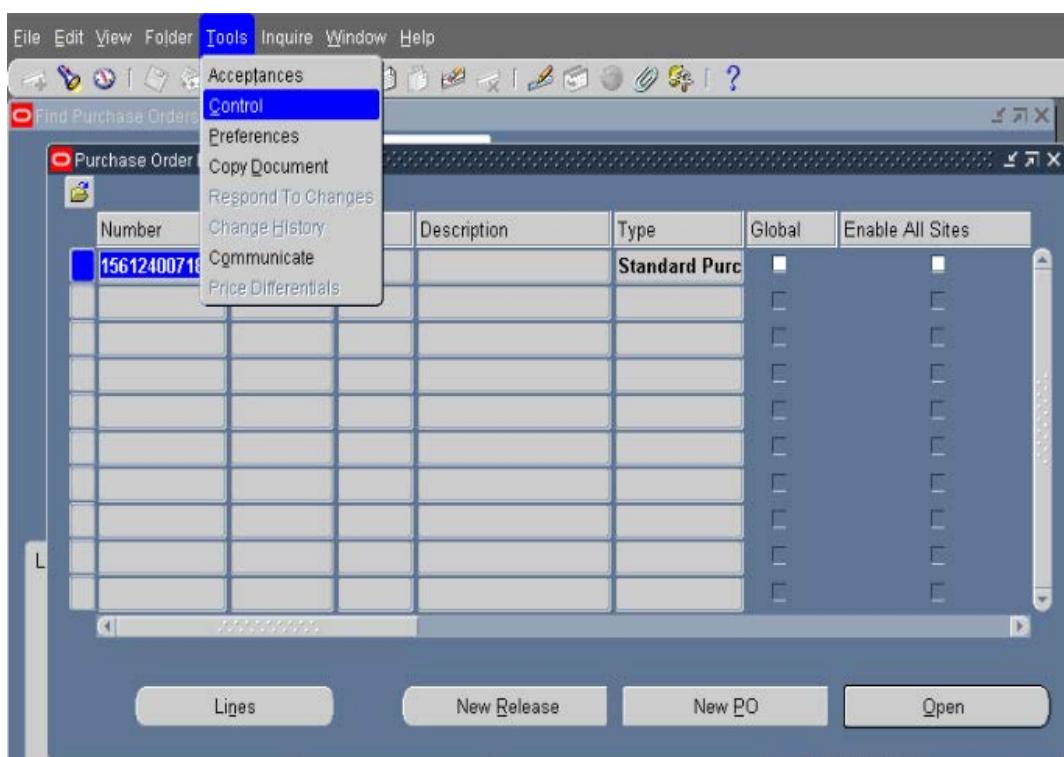
- Cancellation of a PO cannot be reverted.
- Note the PO number that needs to be close
- Select "Purchase Order Summary" in Purchase Section.



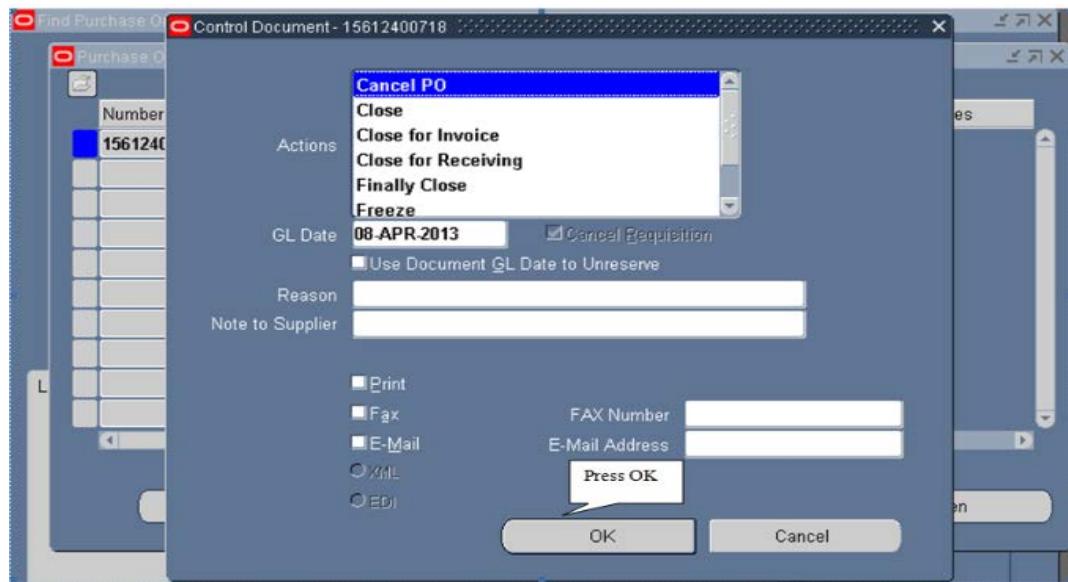
- Enter the PO No. that needs to cancel
- Press "Find"



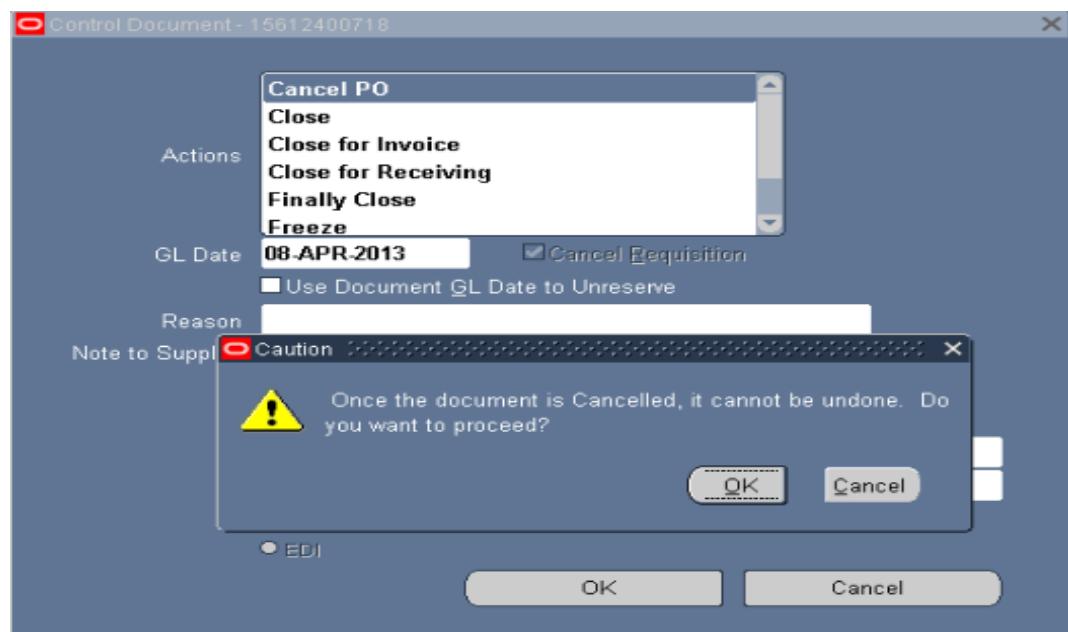
- Go to Tools - □ Control.

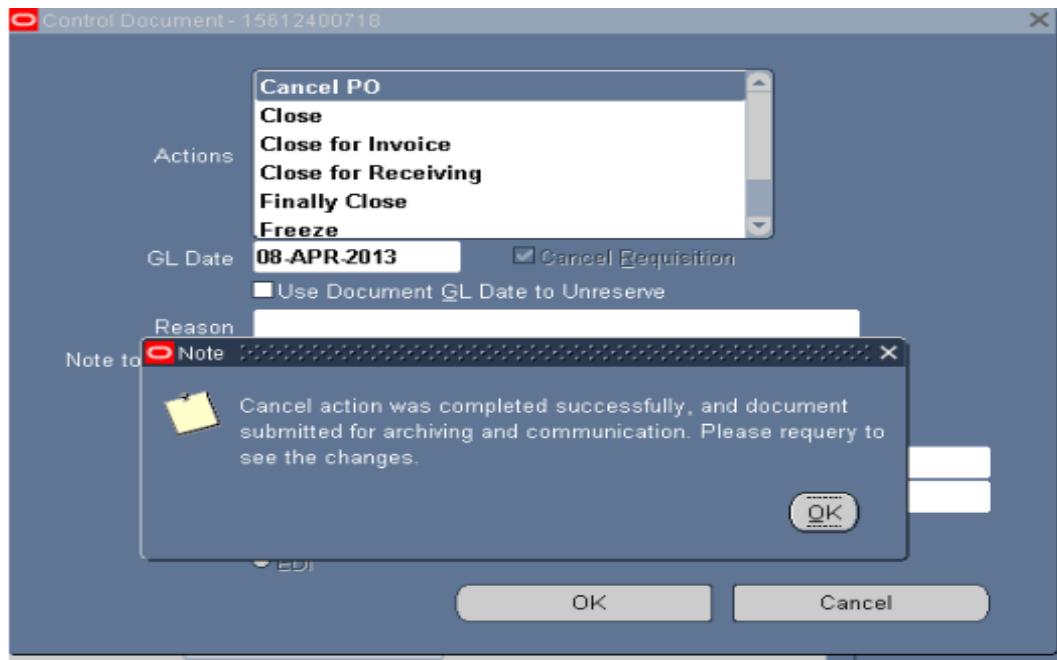


- Choose Actions “Cancel PO”.
- Press OK.



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



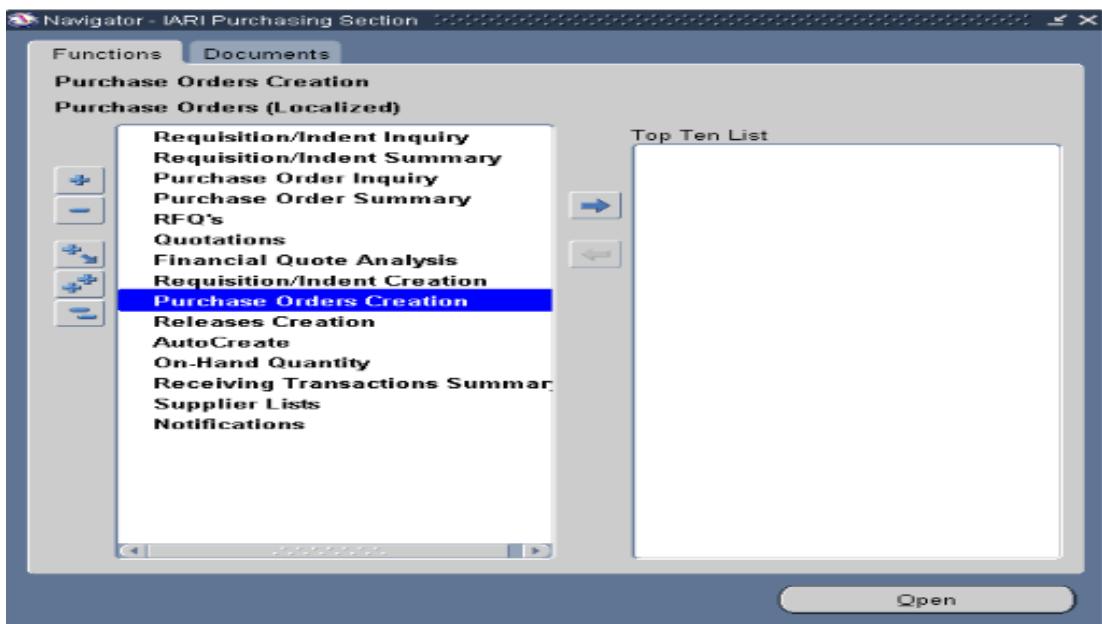


The PO gets cancelled and further the status is now "Closed"

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

Rate Contracts

Select Purchase Orders creation in Purchase Section then click on Open

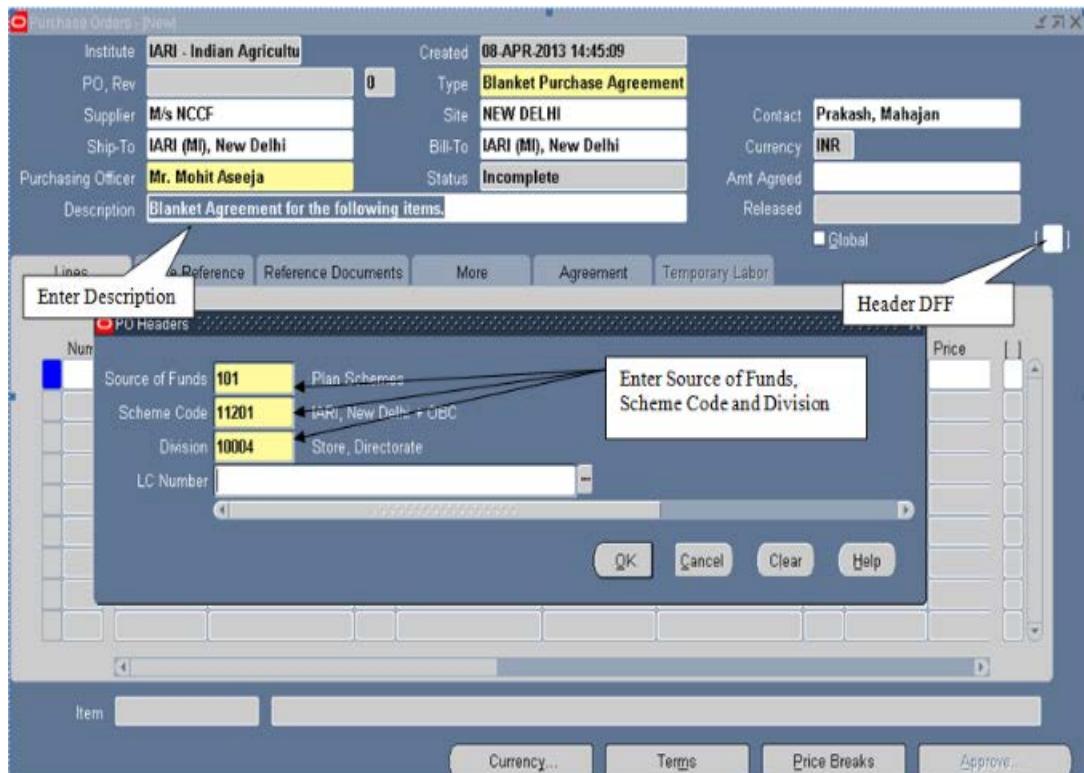


- Select the Document type as "Blanket Purchase Agreement".

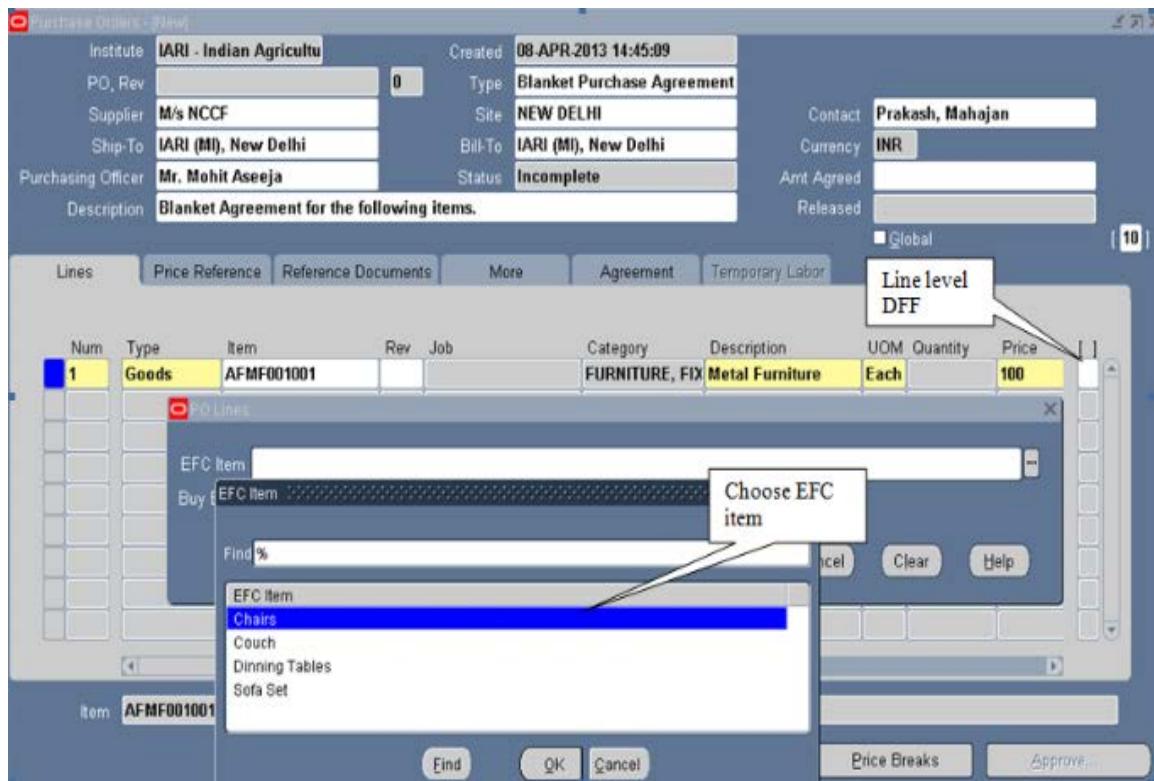
The screenshot shows the 'Purchase Orders - [New]' window. The 'Type' field is set to 'Blanket Purchase Agreement'. A context menu is open over this field, with the option 'Choose Blanket Purchase Agreement i.e. Rate Contract' highlighted. The main window displays fields for Institute (IARI - Indian Agriculture), PO, Rev (0), Supplier (IARI (MI), New Delhi), Ship-To (IARI (MI), New Delhi), Purchasing Officer (Mr. Mohit Aseeja), Created (04-APR-2013 17:37:29), Site, Bill-To (IARI (MI), New Delhi), Status (Incomplete), Contact, Currency (INR), Amrt Agreed, Released, and Global. Below the main form is a grid for 'Lines' with columns for Num, Type, Item, Rev, Job, Category, Description, UOM, Quantity, and Price. At the bottom are buttons for Item, Currency..., Terms, Price Breaks, and Approve... .

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

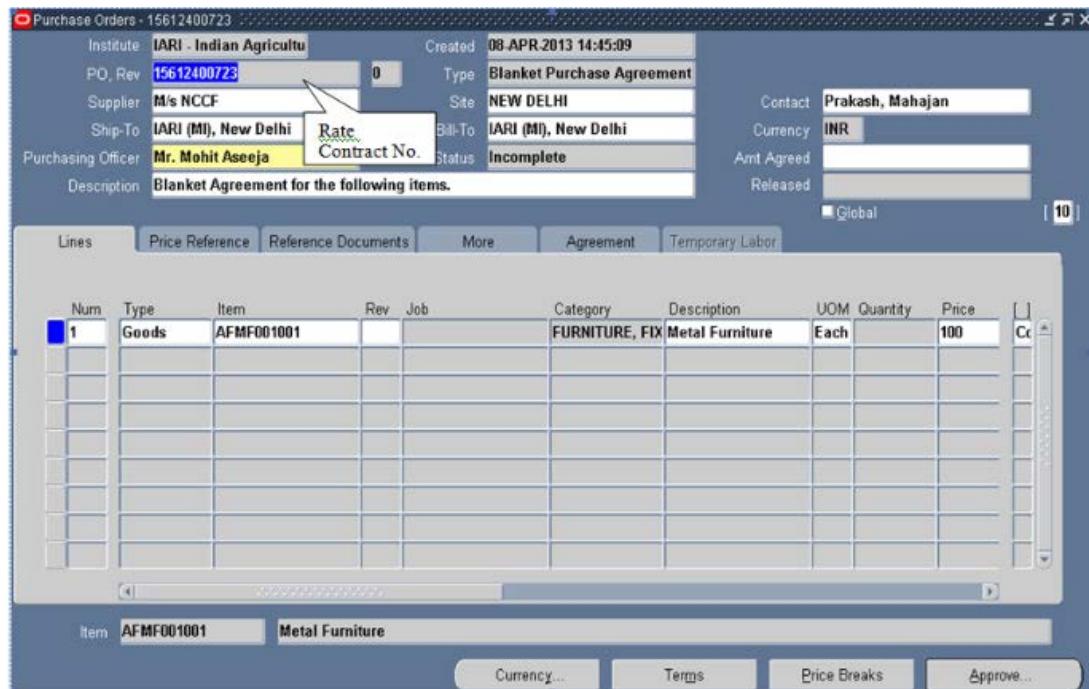
- Enter Source of Funds, Scheme Code and Division in the header DFF as shown below.



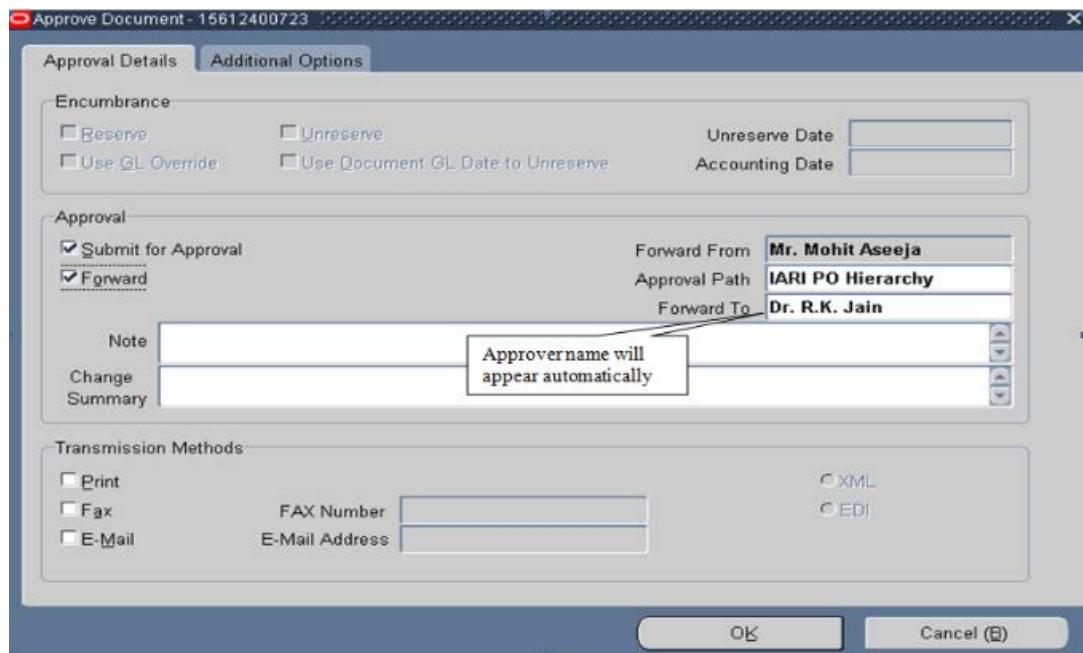
- In Lines Tab as shown, Enter the Item code
- On selecting the Item code, The Item Category, Description and Unit of Measure will get filled in automatically. For Asset and Expense Items, user has to specify the exact description of the material.
- Enter the Price of the Item
- Optionally, enter the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



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



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



- Rate Contract gets approved

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

Blanket Release

Create a standard Purchase Requisition as explained earlier

Requisitions India Localization (15612100371)

Institute	IARI - Indian Agriculture					
Indent Number	15612100371	Type	Purchase Req.			
Description	PR for the followi	Status	Approved,Resu			
		Total	INR 20.00			
Num	Item	Description	UOM	Quantity	Curr.	Price
1	AFMF001001	Metal Furniture	Each	2	INR	10
Destination Type: Expense Indenter: Mr. Mohit Aseeja Organization: IARI - Indian Agricultural Rese Location: IARI (MI), New Delhi Stores						
Source: Supplier Supplier: Site: Contact: Phone:						
Refresh Tags Open						

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

AutoCreate Documents

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-By
15612100371	1	AFMF001001		FURNITURE,	Metal Furniture	Each	2	10	09-APR
Change Document Type to Blanket Release									
Action	Create								
Document Type	Blanket Release								
Grouping	Requisition								
Manual Automatic									

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

The dialog box has the following fields:

Global Agreement	15612400723	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
Currency		Supplier List Name	
Source	Default	Line	
Requisition		Rate Type	
Currency	INR	Rate	
Rate Date	08-APR-2013		
		Create	Cancel

Release gets Created

The window displays the following details:

Institute	IARI - Indian Agricultural R
PO, Rev	15612400723 0
Supplier	M/s NCCF
Purchasing Officer	Mr. Mohit Aseeja
Release	1 0
Site	NEW DELHI
Status	Incomplete
Created	08-APR-2013 18:14
Contact	Prakash, Mahajan
Currency	INR
Total	200.00

Below the details is a grid titled "Source" with columns: Num, Line, Shipment, Org, Ship-To, UOM, Quantity, Price, Promised. One row is populated with values: 1, 1, 156, IARI (MI), New, Each, 2, 100. At the bottom, there are tabs for "Shipments", "More", "Status", and "Item". The "Item" tab is selected, showing Item AFMF001001 Metal Furniture. Buttons at the bottom include "Receiving Controls...", "Agreement", "Distributions", and "Approve...".

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

AutoCreate to Releases - 15612400723-1

Institute	IARI - Indian Agricultural R	Release	1	0	Created	08-APR-2013 18:14
PO, Rev	15612400723 0	Site	NEW DELHI		Contact	Prakash, Mahajan
Supplier	M/s NCCF	Status	Approved, Reserved		Currency	INR
Purchasing Officer	Mr. Mohit Aseeja				Total	200.00
[10]						

Shipments More Status Item

— Source —

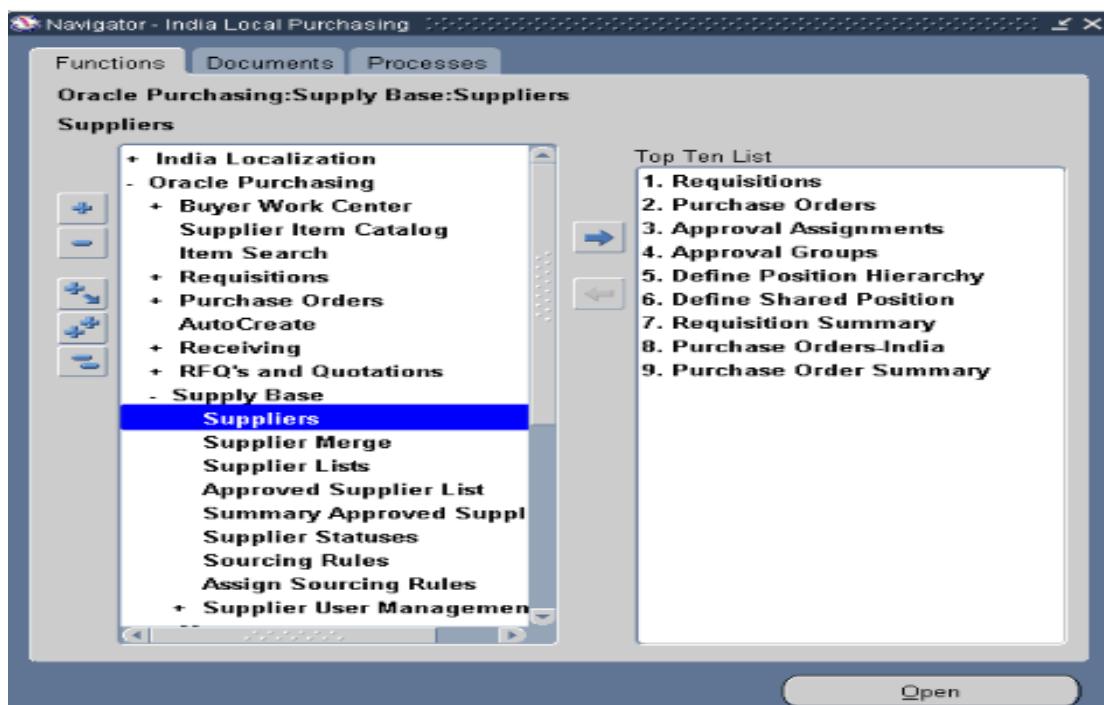
Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1	1		156	IARI (MI), New	Each	2	100	
<input type="button" value="▼"/>								

Item AFMF001001 Metal Furniture

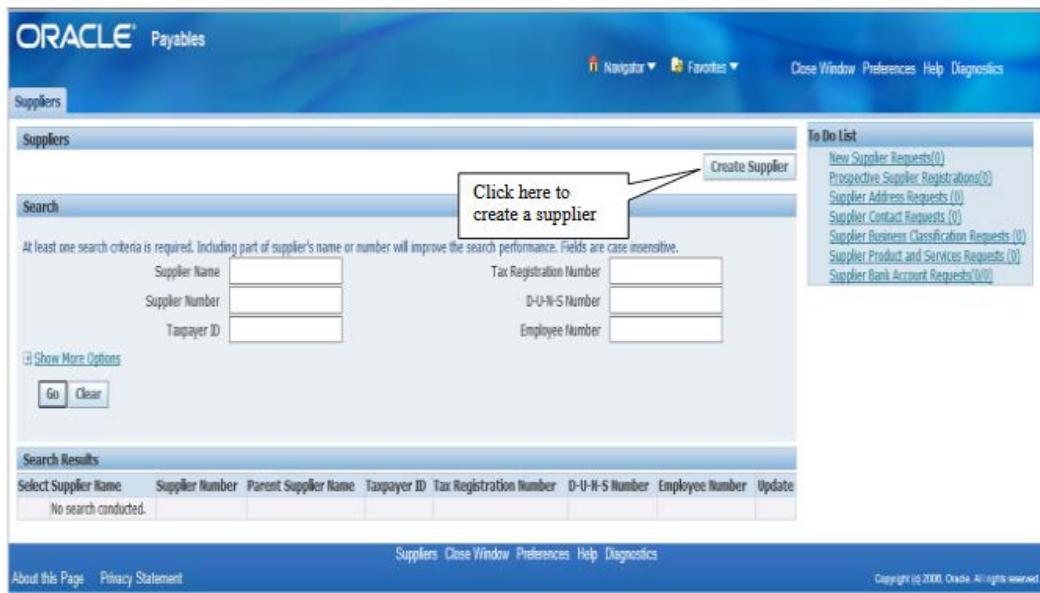
Receiving Controls... Agreement Distributions Approve...

Supplier Creation

Navigate to Supply Base → Suppliers



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



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

Create Supplier

* Indicates required field

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-N-S Number:	Context:
URL: [Must include http://]	* Approved By Institute: Yes
Context Value:	

Cancel Apply

Cancel Apply

Close Window Preferences Diagnostics

About this Page Privacy Statement

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- Click 'Address Book' to add address details.

Suppliers

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

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

* Indicates required field

* Supplier Name	Oracle India Pvt. Ltd.	Purchase Order Hold	<input type="checkbox"/> All New Orders
Supplier Number	149	Hold from Payment	<input type="checkbox"/> All Invoices <input type="checkbox"/> Unmatched Invoices <input type="checkbox"/> Unvalidated Invoices
Alternate Supplier Name			
Registry ID	2381		
Inactive Date	(example: 25-Mar-2013)		
Alias			

Click to add Address details

Supplier Sites

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

Cancel **Save**

- Fill the information as shown in the below screenshot.

Suppliers: Address Book >

Create Address: Confirm Details

* Indicates required field

Supplier Name Oracle India Pvt. Ltd. Supplier Number 149

Address Details **Contact Details and Purpose**

* Country	India	<input type="checkbox"/> Update to all new sites created for this address
* Address Line 1	DLF Building No 8, Tower C	Phone Area Code
Address Line 2	Ground & 7th Floor	Phone Number
Address Line 3	DLF Cyber City, DLF Phase - II	Fax Area Code
Address Line 4		Fax Number
City	Gurgaon	Email Address
County	India	Address Purpose
State	Haryana	<input type="checkbox"/> Purchasing
Province		<input type="checkbox"/> Payment
Postal Code	122002	<input type="checkbox"/> RFQ Only
* Address Name	Gurgaon	
Addressee		
Language		
Context Value		

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

Create Address: Site Creation

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

Supplier Name Oracle India Pvt. Ltd.
 Supplier Number 149

Purpose

Operating Units	
<input type="button" value="Select All"/> <input type="button" value="Select None"/>	<input type="checkbox"/> Check this box.
Select Site Name	Operating Unit
<input checked="" type="checkbox"/> Gurgaon	IARI - Indian Agricultural Research Institute

Site Attributes	
<input type="checkbox"/> Override default site attributes	

Supplier gets created

Suppliers

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

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

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

Search

Address Name
 Address Details

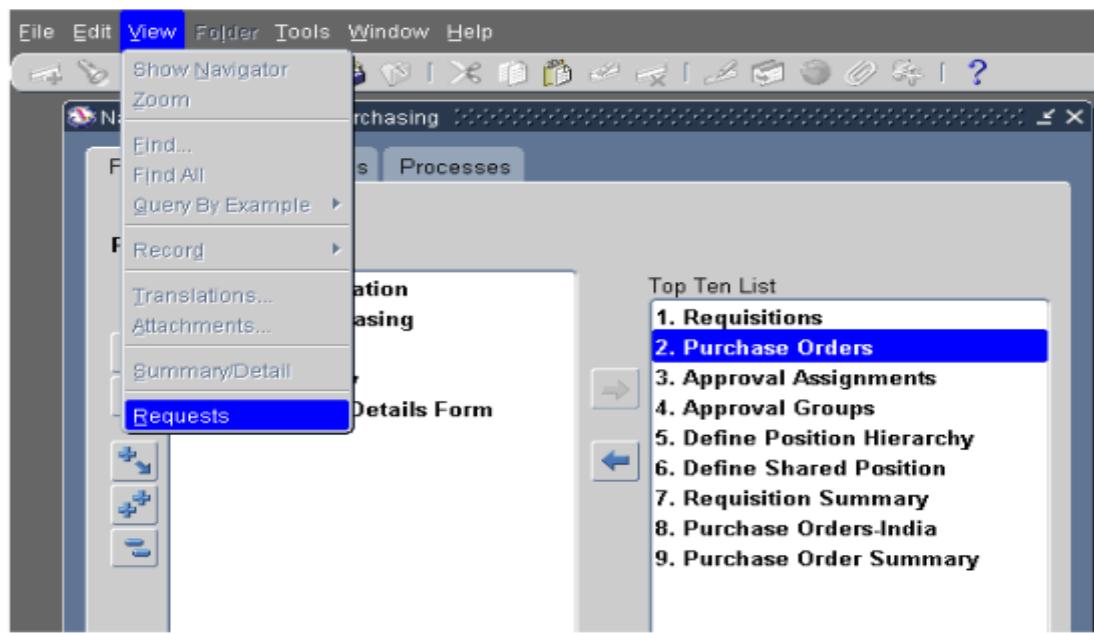
Create

Details Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
+ Show Gurgaon	DLF Building No 8, Tower C Ground & 7th Floor DLF Cyber City, DLF Phase - II Gurgaon, Haryana 122012	India			Current	<input type="button" value="Edit"/>	<input type="button" value="List"/>	<input type="button" value="Delete"/>

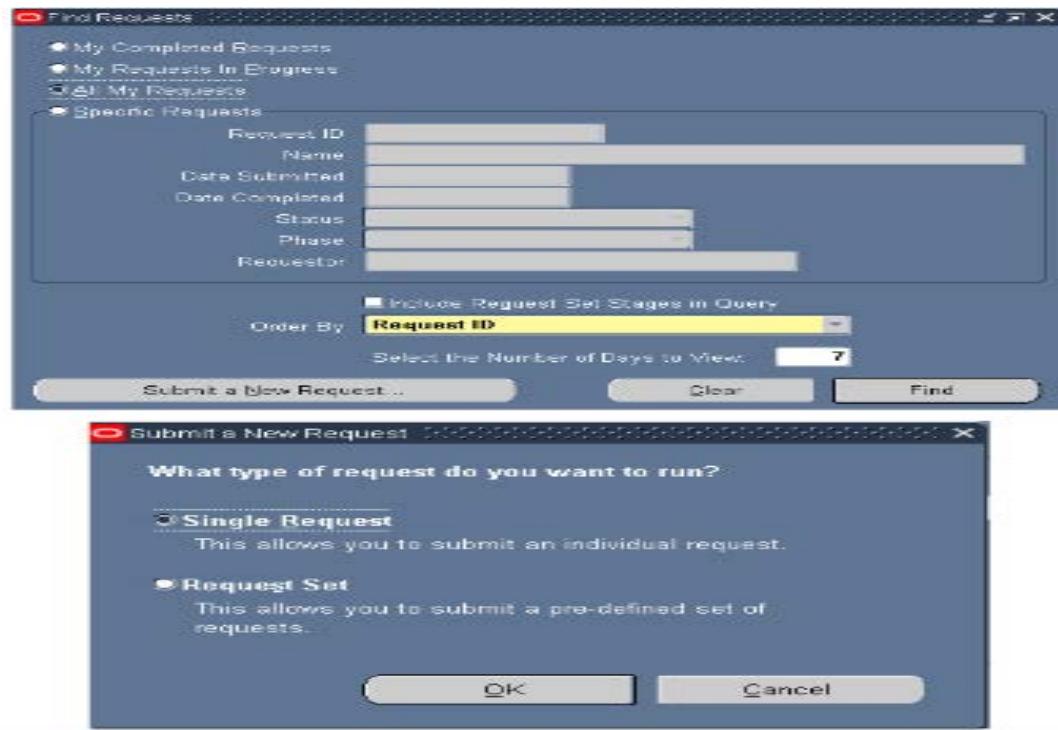
Inactive Addresses

Running Purchasing Reports

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



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

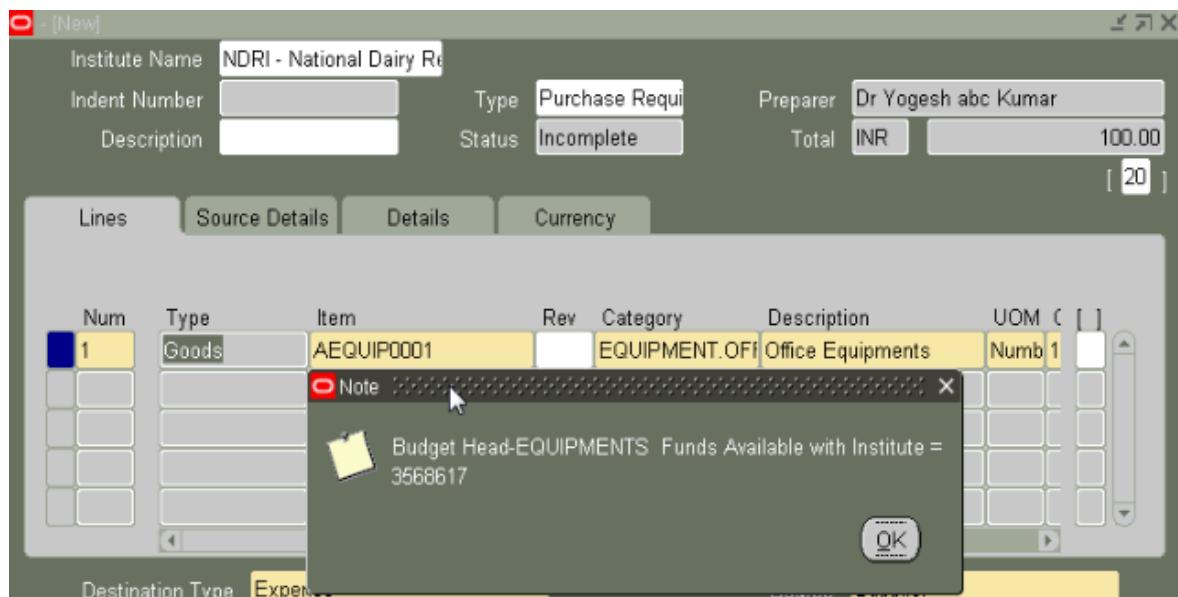


- Enter the report name and the parameters as per following

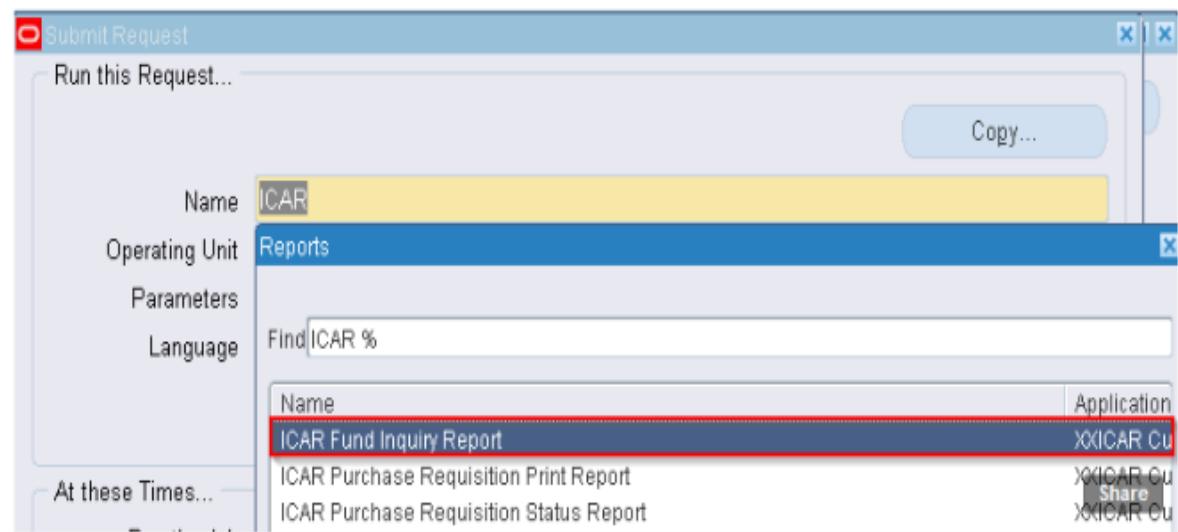
REPORT NAME	PARAMETERS & EXPLANATION
ICAR Fund Inquiry Report	<ul style="list-style-type: none"> Institute Name: Enter the Institute name from list of values Source of Fund: Enter the source of funds (Plan/Non Plan) Scheme: Select the Scheme name <p>Provides the budgeted, encumbered, actual and fund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

Fund Available Check on Indent

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



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



ERP TRAINING MANUAL

PROJECT

Prepared by

*Joshy C. G
Shyla N C
Sreejith T J*

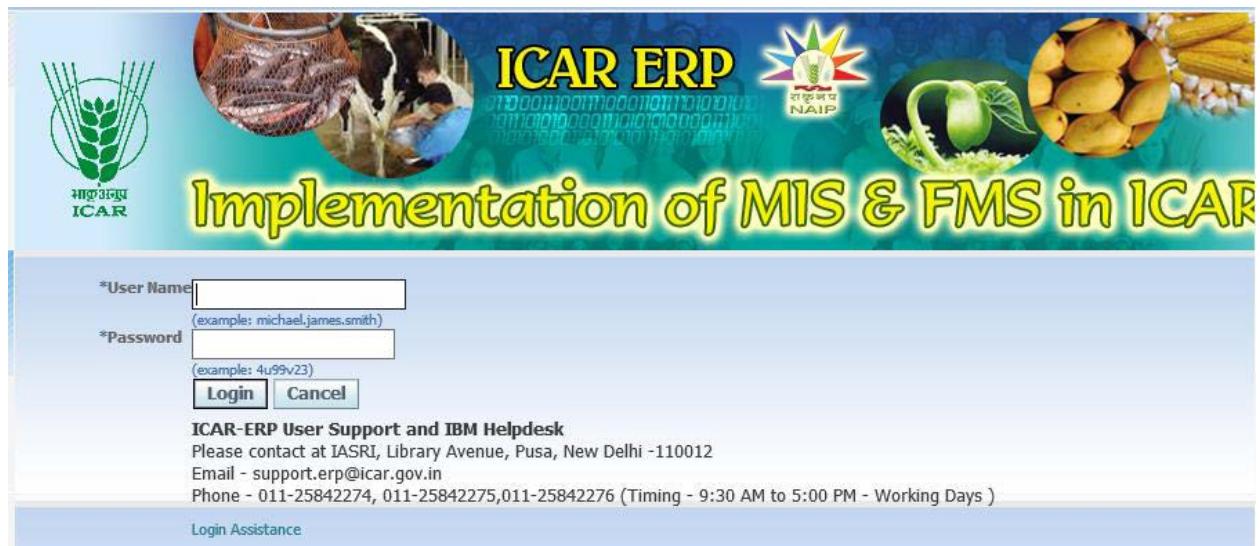
Contents

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

Logging into Oracle Applications

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

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

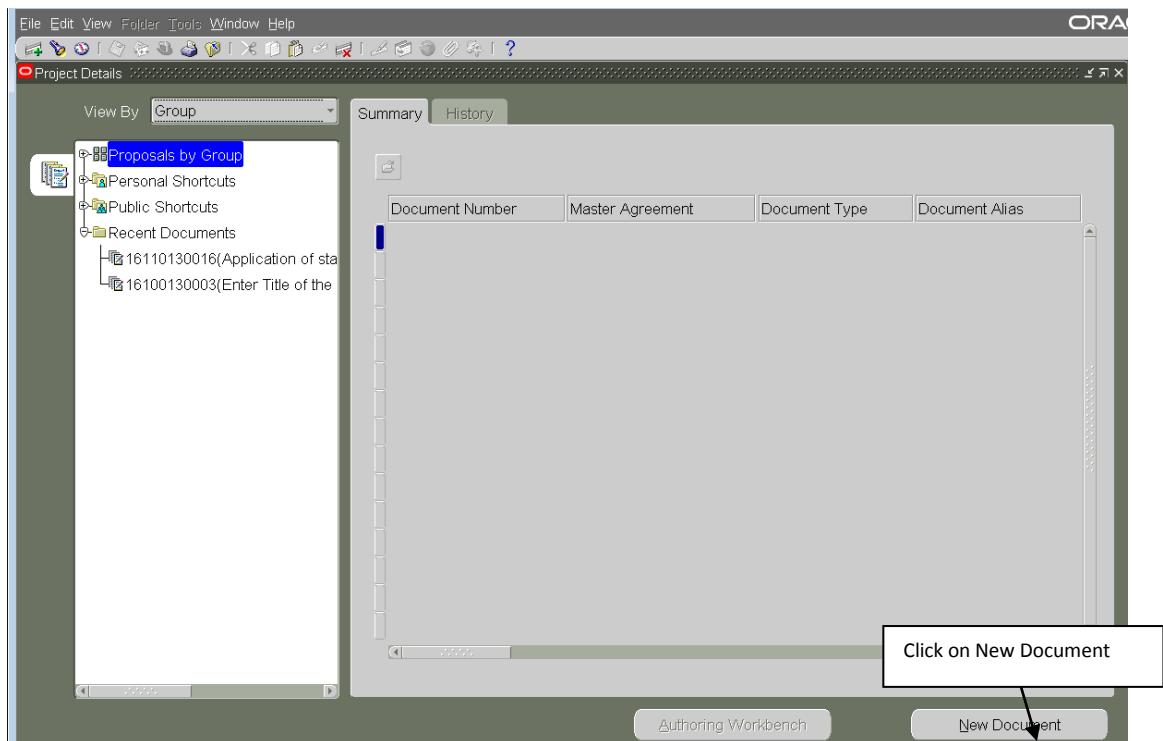


How to Create Project

1. Responsibility: CIFT Projects

Navigation->Project Details

2. Click on Project Details. A new window opens

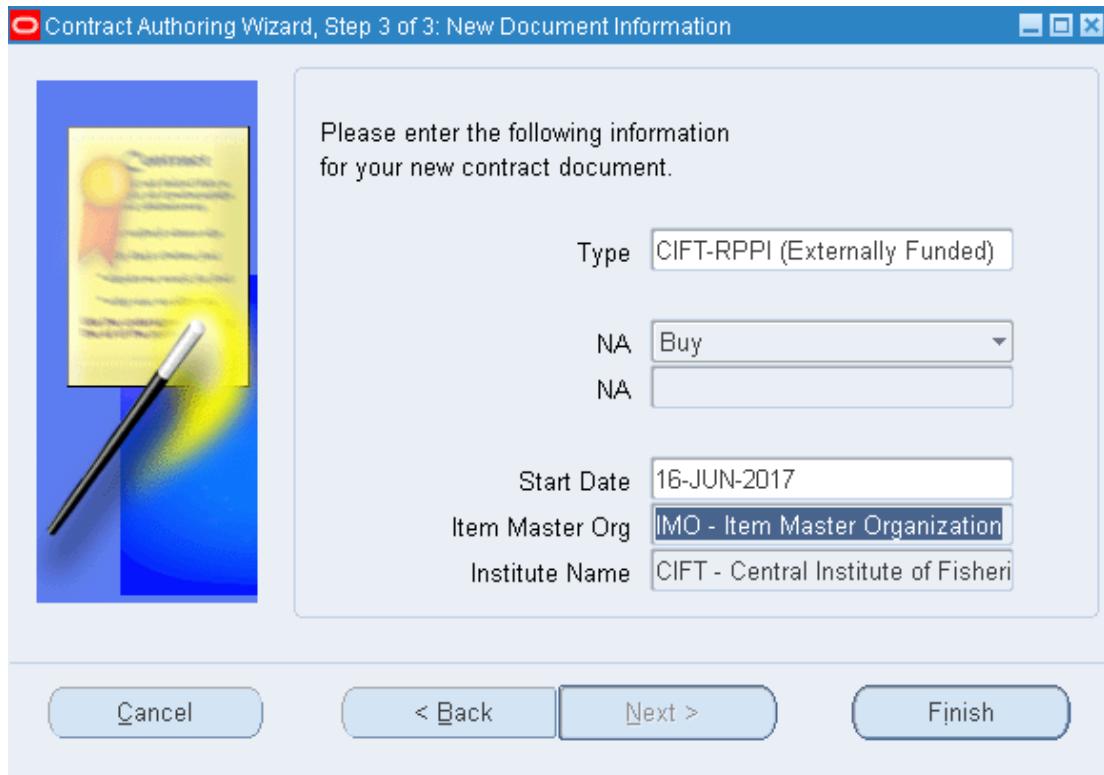


3. Click on New Document to create new project.
4. Choose relevant option.
 - If you are creating Status Report then select “Create New status report from status report template”.
 - If you want to create RPP1 document from status report then click on “copy from existing document” option so that the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

Step 1: Choose relevant option and click on Next.



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



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

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

Type: IASRI-RPPI

Number: 55210140043

Project Code: 55210140043

Type of Project: IASRI-Applied

Lead Division: IASRI -Computer Application

Priority Area: Development and Analysis of

Status: Document Created

Start Date: 24-APR-2014

End Date: 24-APR-2017

Prime Contract

Organizations

Institute: IASRI - Indian Agricultural St

Project Title: Test

Now enter Project team info/Doc approval and Save.

55210140043

Type	Workflow Name	Process Name
Approve		

Forward

Employee	Role	Start Date	End Date
Dr. Alka Arora	PI	24-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) 50613180001

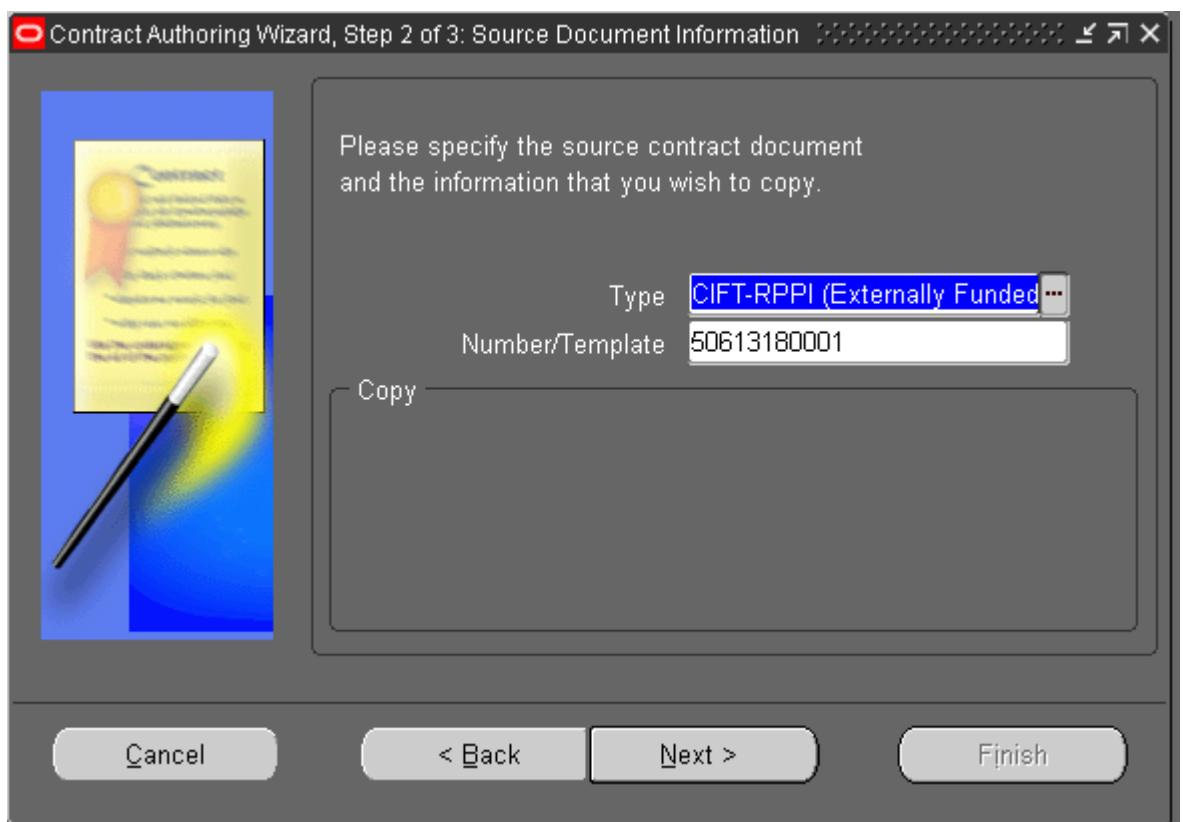
Type	CIFT-RPPI (Externally Funde
Number	50613180001
Project Code	50613180001
Type of Project	
Lead Division	
Priority Area	
Status	Document Created
Project	1009104
Start Date	16-JUN-2017
End Date	15-JUN-2020
Organizations	
Institute	CIFT - Central Institute of Fis
Prime Contract	
Project Title	akmu project

Team Concurrence Change Document Status

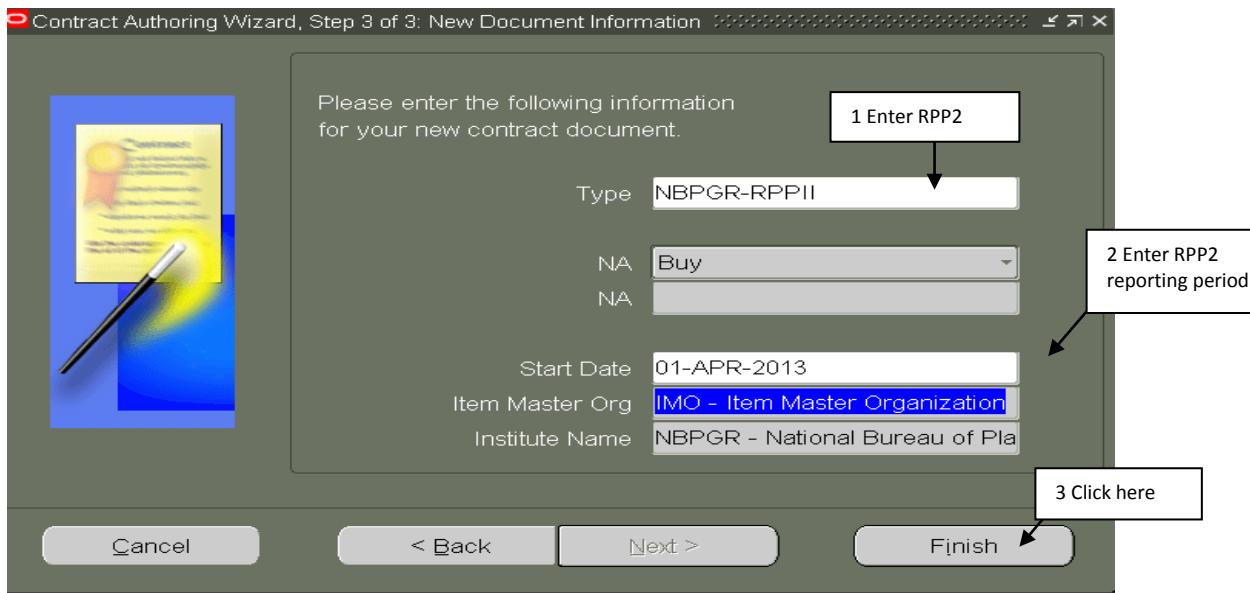
If you want to create RPP1 document from status report then click on "copy from existing document" option so that the relevant information is copied from status report.



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

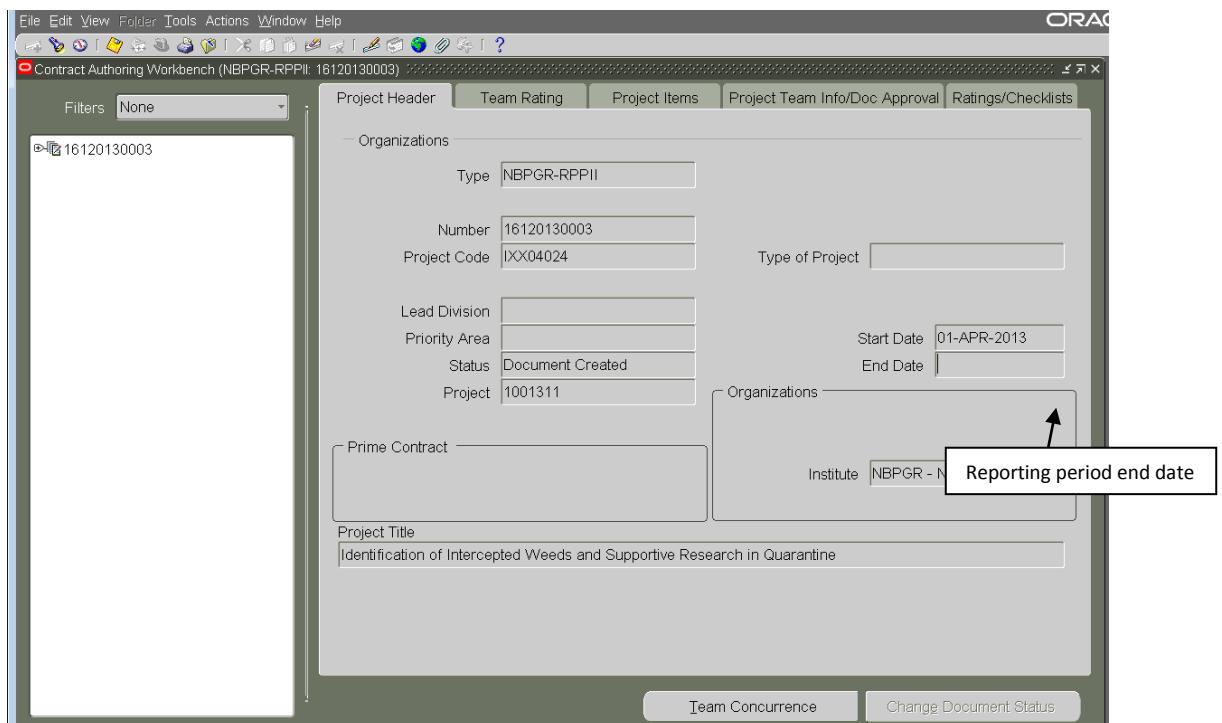


Select document type you wish to create. In start date field, enter the start of document then click on finish.



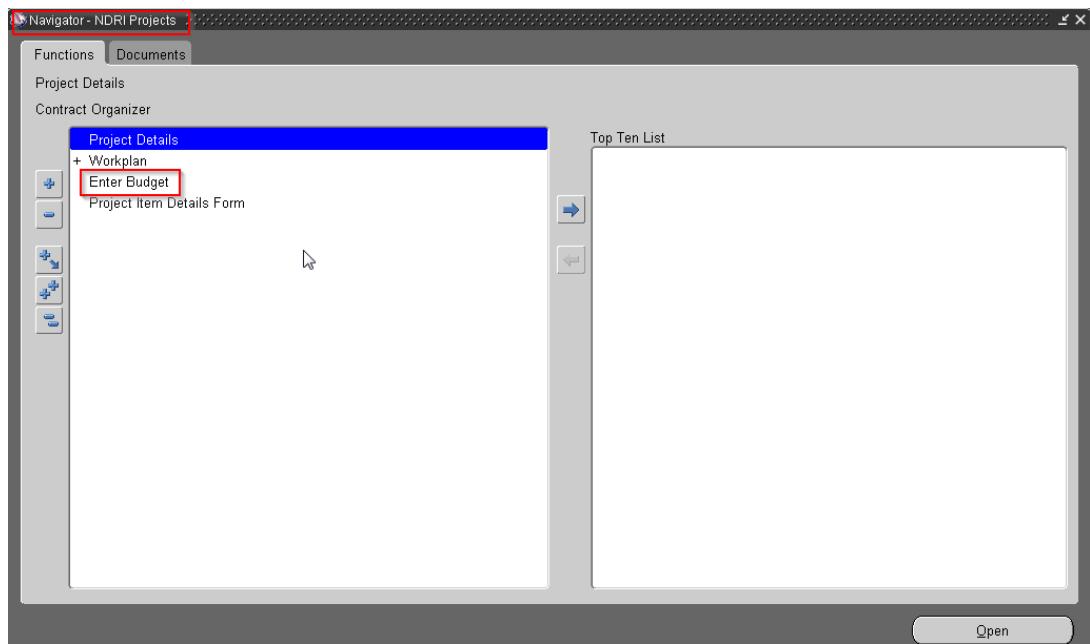
All the relevant information is copied.

In the Project Header Tab, enter the reporting period end date as the end date.

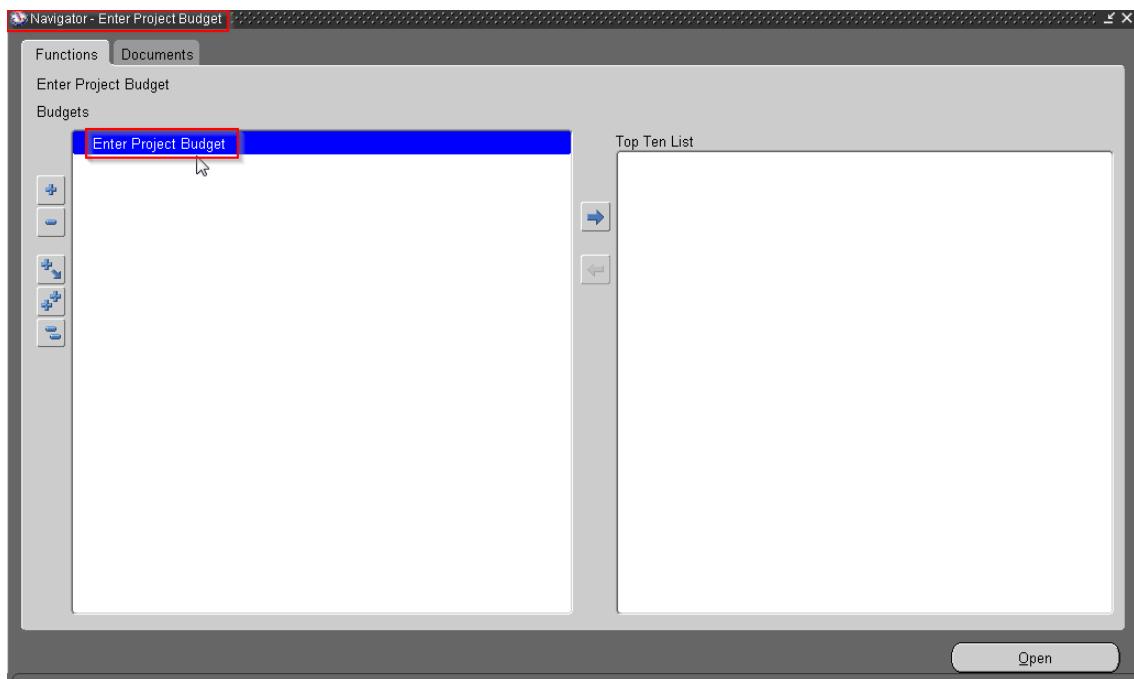


Enter Project Budget

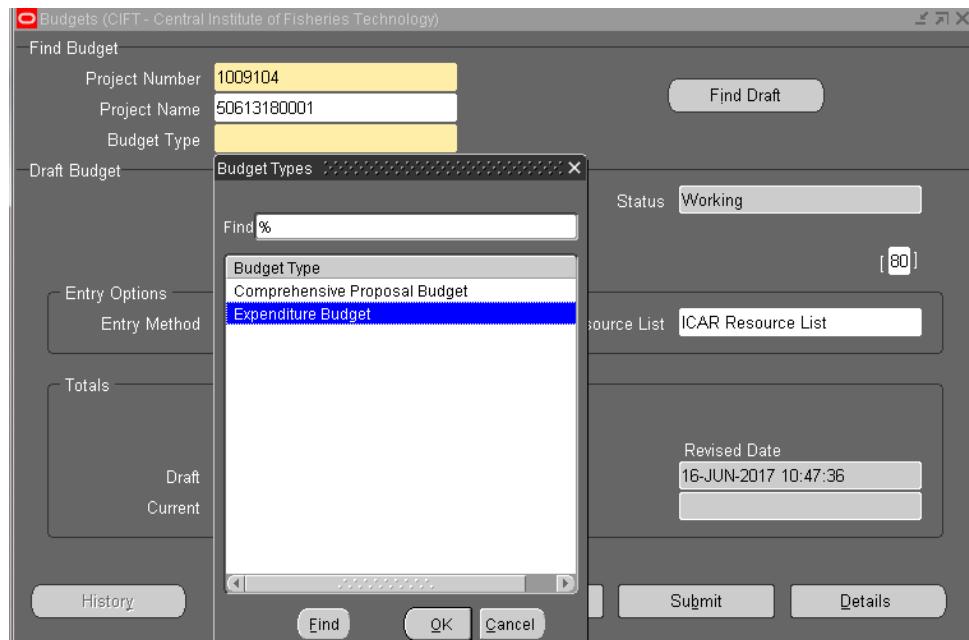
To Enter Project either go to XXX Projects Responsibility (If PI of the project want to allocate the Project Budget) Click on Enter Budget



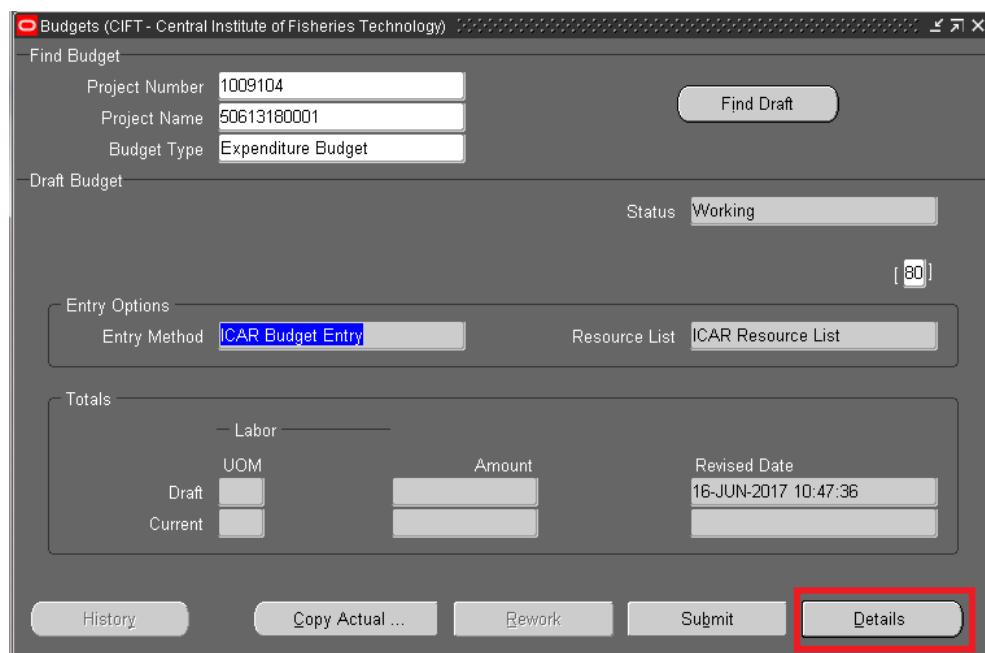
To Enter Project either go to Enter Project Projects Responsibility (Other than PI of the project want to allocate the Project Budget).Click on Enter Project Budget



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



Click on Details Button



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

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

Version Number	Draft	Version Name	
Labor			
Major Expenditure Head	Amount		
Grants - Capital	0.00		
Grants - General	0.00		
Grants - Salaries	0.00		
Project Total			
Budget Lines			

System would show a note.Click on Ok button

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

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

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

Version Number	Draft	Version Name			
Exp. No.	Grants - General	Major Head	Grants - General		
View Lines For	All	Periods For Totals	JUN-17 — MAR-18		
Minor Expenditure Head	Budget Periods	Earliest	First	Latest	Period Totals
GRO-Operational	JUN-17	JUN-17	JUN-17	JUN-17	100000.00
GRO-Research E					200000.00
GTA-Domestic T					150000.00
GME-Other Misc	Raw Cost	100000.00			
Totals	Labor Hours	0.00	0.00	0.00	
GME-Other Miscellaneous JUN-17					
Justification []					

After entering the budgets (Save them)

The screenshot shows the 'Budget Lines' window for the Central Institute of Fisheries Technology (CIFT) project number 1009104. The window title is 'Budget Lines (CIFT - Central Institute of Fisheries Technology) - 1009104, Expenditure Budget'. The 'Version Number' is set to 'Draft' and the 'Version Name' is 'Grants - General'. The 'Major Head' is also 'Grants - General'. The 'View Lines For' dropdown is set to 'All'. The 'Periods For Totals' range from 'JUN-17' to 'MAR-18'. The 'Budget Periods' are set to 'Earliest' (JUN-17), 'First' (JUN-17), and 'Latest' (JUN-17). The 'Period Totals' checkbox is checked.

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

Justification: []

close the window and come to below mentioned main form.

The screenshot shows the main budget form for project 1009104. The window title is 'Oracle Applications - ICAR - Cloned On 06MAY2017'. The 'Find Budget' section includes fields for 'Project Number' (1009104), 'Project Name' (50613180001), and 'Budget Type' (Expenditure Budget). The 'Draft Budget' section shows a status of 'Working'. The 'Entry Options' section includes 'Entry Method' (ICAR Budget Entry) and 'Resource List' (ICAR Resource List). The 'Totals' section shows a labor entry with UOM 'Draft' (4450000.00) and 'Current' (4450000.00), with a revised date of 16-JUN-2017 10:47:36. At the bottom are buttons for 'History', 'Copy Actual ...', 'Rework', 'Submit', and 'Details'.

Click on Submit Button → Status would Change Submitted

Budgets (CIFT - Central Institute of Fisheries Technology)

Find Budget

Project Number	1009104
Project Name	50613180001
Budget Type	Expenditure Budget

Draft Budget

Status	Working
[80]	

Entry Options

Entry Method	ICAR Budget Entry
Resource List	ICAR Resource List

Totals

— Labor —		
Draft	UOM	Amount
		4450000.00
Current		

Revised Date: 16-JUN-2017 10:47:36

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

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

Budgets (CIFT - Central Institute of Fisheries Technology)

Find Budget

Project Number	1009104
Project Name	50613180001
Budget Type	Expenditure Budget

Draft Budget

Status	Submitted
[80]	

Entry Options

Entry Method	ICAR Budget Entry
Resource List	ICAR Resource List

Totals

— Labor —		
Draft	UOM	Amount
		4450000.00
Current		

Revised Date: 16-JUN-2017 10:47:36

Buttons: History, Copy Actual ..., Rework, **Baseline**, Details

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

Budgets (CIIFT - Central Institute of Fisheries Technology)

Find Budget

Project Number	1009104
Project Name	50613180001
Budget Type	Expenditure Budget

Find Draft

Draft Budget

Status	In Progress
--------	-------------

(80)

Entry Options

Entry Method	ICAR Budget Entry	Resource List	ICAR Resource List
--------------	-------------------	---------------	--------------------

Totals

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

History Copy Actual... Rework Baseline Details

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

Report of ICAR Project Budget

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

Submit Request

Run this Request...

Name	<input type="text"/>	Copy...
Operating Unit	<input type="text"/>	
Parameters	<input type="text"/>	
Language	<input type="text"/>	

At these Times...

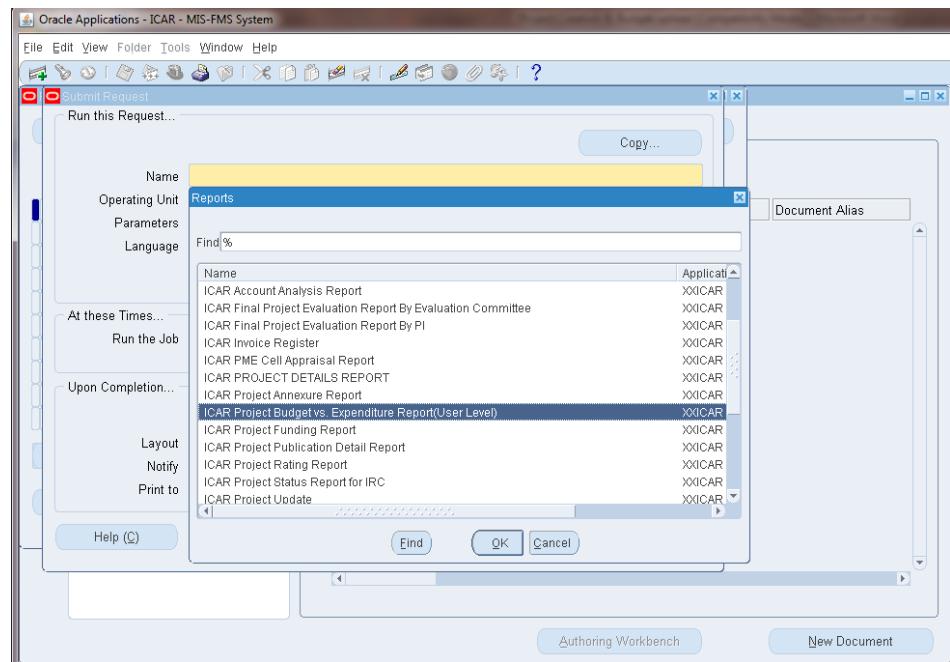
Run the Job	As Soon as Possible	Schedule...
-------------	---------------------	-------------

Upon Completion...

<input checked="" type="checkbox"/> Save all Output Files	<input type="checkbox"/> Burst Output
Layout	Options...
Notify	
Print to	Delivery Opt.

Help (C) Submit Cancel

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



**Enter the Parameters
Enter the RPP1 Number**

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

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

ICAR Project Budget vs. Expenditure Report																							
Institute Name:	CIFT	RPP1 Number:	50613180007	Project Number	1009366	Project Code	50613180007	Project Title	Livelihood enhancement of Sidi tribal	Budget Type	Expenditure Budget	Major Expenditure Head	Grants - General	Minor Expenditure Head	GRO-Operational Expenses	Year	2018	Budget Booked in PO	1,061,488.00	Actual Expenditure	1,061,488.00	Funds Available	
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-SRFaRAs	2018	426,000.00									426,000.00					
Project Number	Project Code	Project Title	Remittance No.	Receipt Date	Receipt Amount																		

ERP TRAINING MANUAL

Payroll Processing

Bills Section

Prepared by

Shyla N C

Joshy C. G

Sreejith T J

Contents

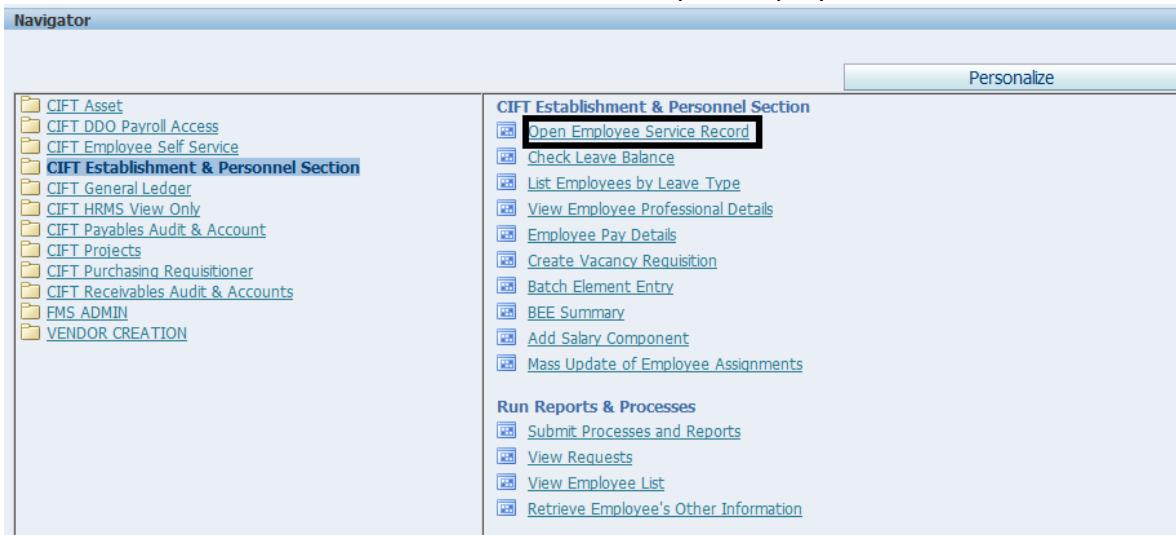
SL No	Title	Page No
1	How to enter salary components for an employee	92
2	How to run payroll	100
4	How to roll back pay roll run	103
5	How to verify incomplete pay roll process	103
6	How to verify incomplete employee wise pay roll process result	104
3	Creating a group of employees for payroll run	107

Payroll

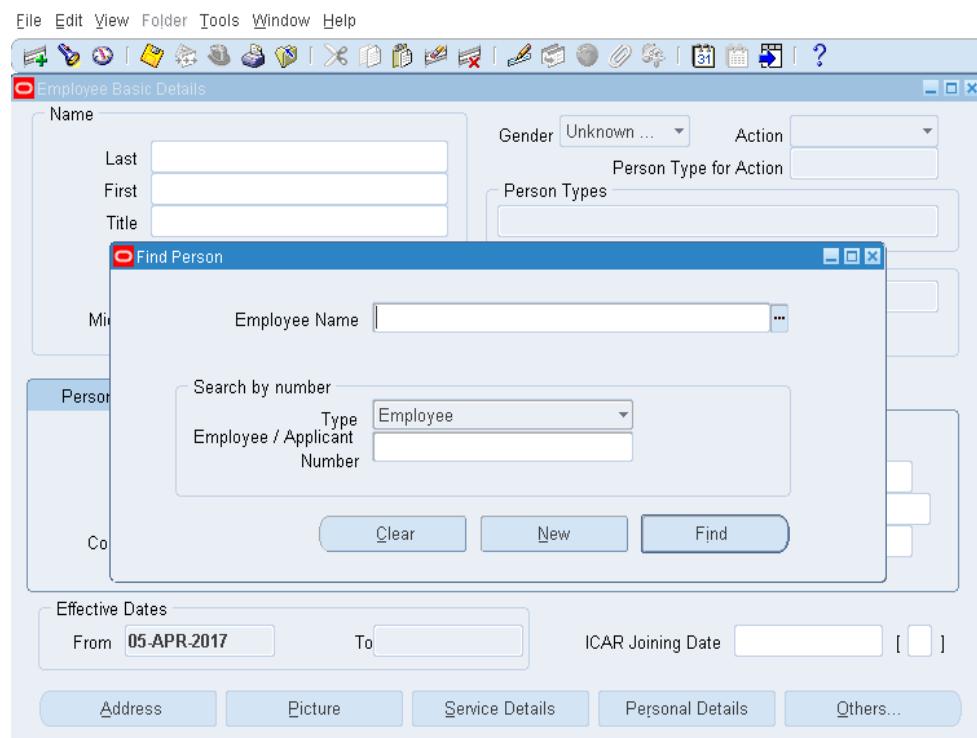
How to enter salary Components for an employee

Navigation

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



A new window will open



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

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

The screenshot shows the 'Employee Basic Details' window. The 'Name' section contains fields for Last (Shyla), First (Shyla), Title (Mrs.), and Middle (N.C.). The 'Gender' is set to Female. The 'Person Type for Action' is Employee, and the 'Identification' is Employee with ID 011585. Below this, tabs for Personal, Email, Blood Group, Deceased Date, PAN, and Benefit Details are visible. Under Personal, the 'Date of Birth' is 15-APR-1966, 'Home Town' is Thodupuzha, 'Age' is 50, 'Marital Status' is Married, 'Nationality' is Indian, and 'Country of Birth' is India. A 'Registered Disabled' field is also present. At the bottom, there are buttons for Address, Picture, Service Details, Professional Info, and Personal Info.

Click On Service Details

The screenshot shows the 'Service Details' window for Mrs. Shyla N.C. It displays organization details: Organization (CIFT - Central Institute of Fisheries Techn..), Designation (Senior Technical Assistant.), Office Details (INST.Technical..), Position held (empty), Payroll (CIFT Monthly Payroll), Status (Regular), and Vacancy (empty). The 'Employee Category' is listed as Technical. Below this, tabs for Salary Information, Supervisor, Probation & Notice Period, Statutory Information, and Service Change Reason are shown. Under Salary Information, 'Salary Basis' is set to Monthly Salary. At the bottom, there are buttons for Salary, Salary Components, and Payroll Related, along with an Effective Dates section from 07-DEC-2016 to an empty To field.

Click on Salary Components

Employee Basic Details

Period: 2017 Calendar Month (01-APR-2017)

Classification:

Processing Types:

- Recurring
- Nonrecurring
- Both

Override:

- Additional
- Processed
- Retroactive

Effective Dates

From	To
10-FEB-1997	
01-APR-2005	
01-APR-2005	
01-APR-2005	
01-MAR-2012	
01-MAR-2014	
01-MAR-2014	

Element Entries(Mrs. Shyla N.C.)

Element Name	Processing Type	Costing	Reason	[]	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	

Buttons:

- Entry Values
- Balance Grossup

Click on  to change the Effective date

Click on  to add new Salary Component

Employee Basic Details

Period: 2017 Calendar Month (01-APR-2017)

Classification:

Processing Types:

- Recurring
- Nonrecurring
- Both

Override:

- Additional
- Processed
- Retroactive

Effective Dates

From	To
01-JUL-2016	
01-JUL-2016	
01-AUG-2016	
01-AUG-2016	
01-AUG-2016	
01-SEP-2016	
01-JAN-2017	
01-JAN-2017	
01-FEB-2017	
02-APR-2017	
05-APR-2017	

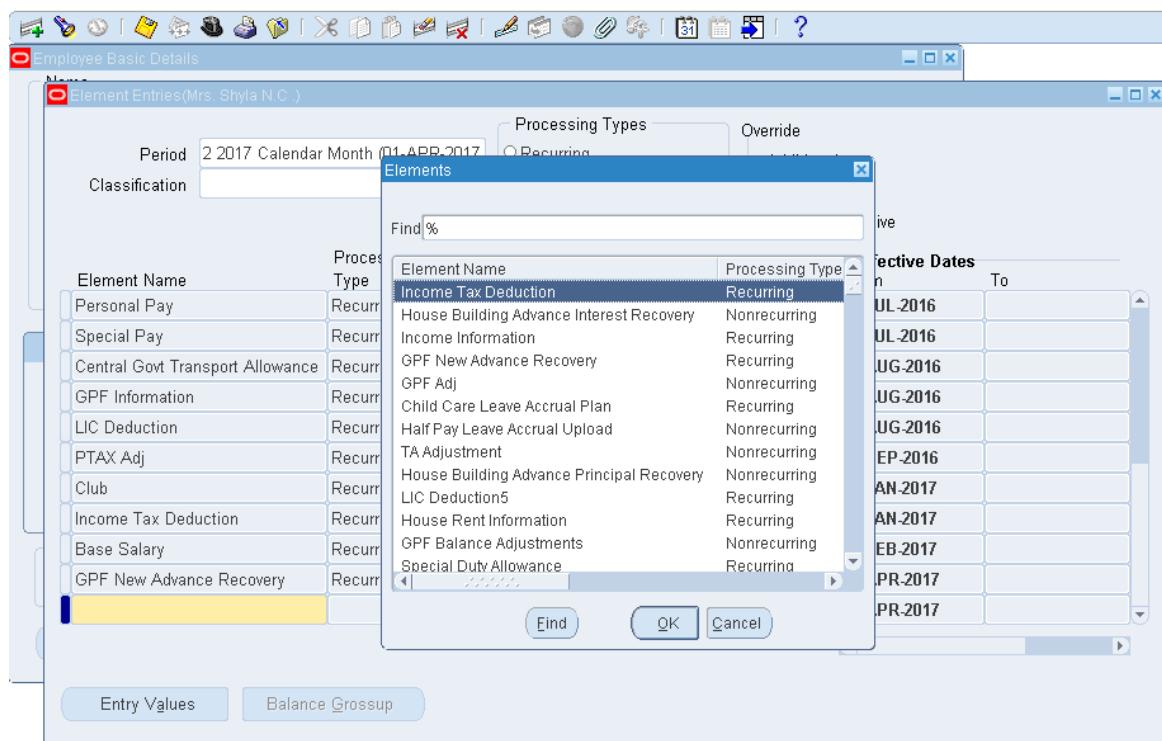
Element Entries(Mrs. Shyla N.C.)

Element Name	Processing Type	Costing	Reason	[]	From	To
Personal Pay	Recurring			[]	01-JUL-2016	
Special Pay	Recurring			[]	01-JUL-2016	
Central Govt Transport Allowance	Recurring			[]	01-AUG-2016	
GPF Information	Recurring			[]	01-AUG-2016	
LIC Deduction	Recurring			[]	01-AUG-2016	
PTAX Adj	Recurring			[]	01-SEP-2016	
Club	Recurring			[]	01-JAN-2017	
Income Tax Deduction	Recurring			[]	01-JAN-2017	
Base Salary	Recurring			[]	01-FEB-2017	
GPF New Advance Recovery	Recurring			[]	02-APR-2017	

Buttons:

- Entry Values
- Balance Grossup

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



Add the respective Salary Component

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

Frequently Used salary Components

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

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

Full List of Salary Components in ERP

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

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

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

HOW to run Payroll

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

Step 1: Login to the ERP Solution.

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

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

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

Step 3: **Payroll (CIFT)** → TAB.

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

Step 5: **Runtypes** (cumulative run) → Ok.

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

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

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

Pay Slip Report

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

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

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

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

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

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

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

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

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

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

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 (CIIT) →TAB.

Step 4: Period Name (Select the month).

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

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

Step 6: Submit→No→Find→View Output.

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

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

Report of Schedules

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

Step 1: Login to the ERP Solution.

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

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

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

Step 4: Component Name (Select the component name)

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

Step 6: Institute Name (CIIT)

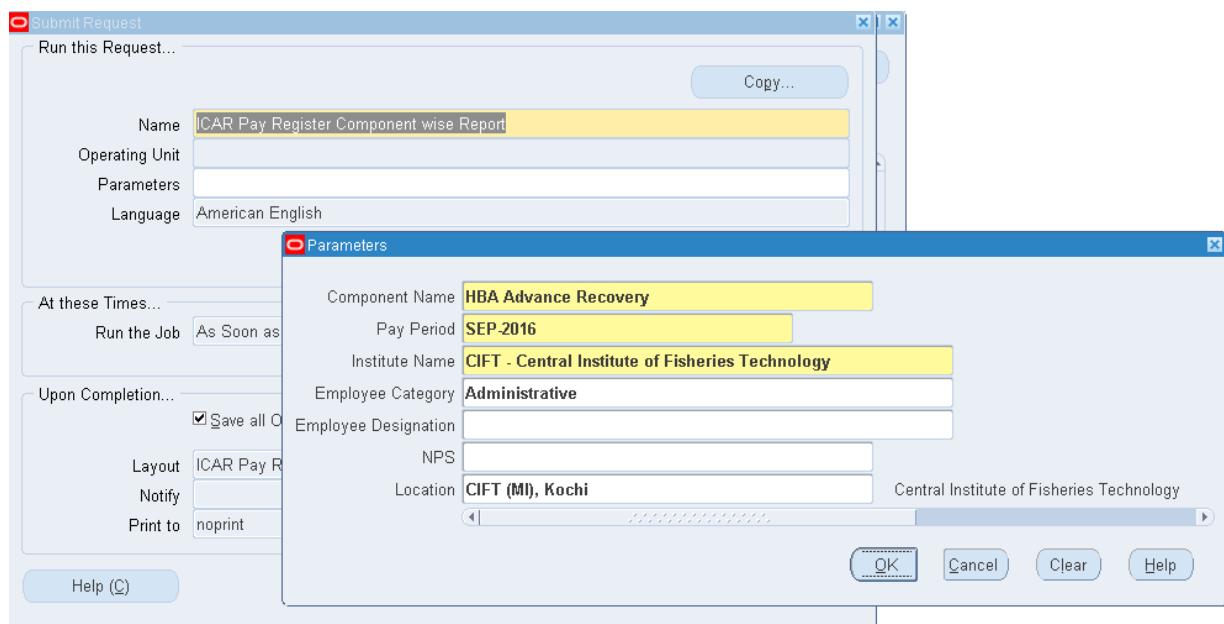
Step 7: Employee Category (Select the employee category).

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

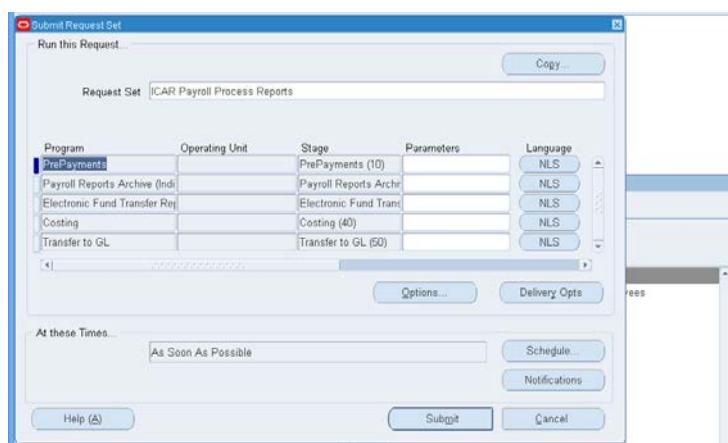
Step 9: Submit→No→Find→View Output.

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

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



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



Rollback Process

Report Name: Rollback Run

Step 1: Login to the ERP Solution.

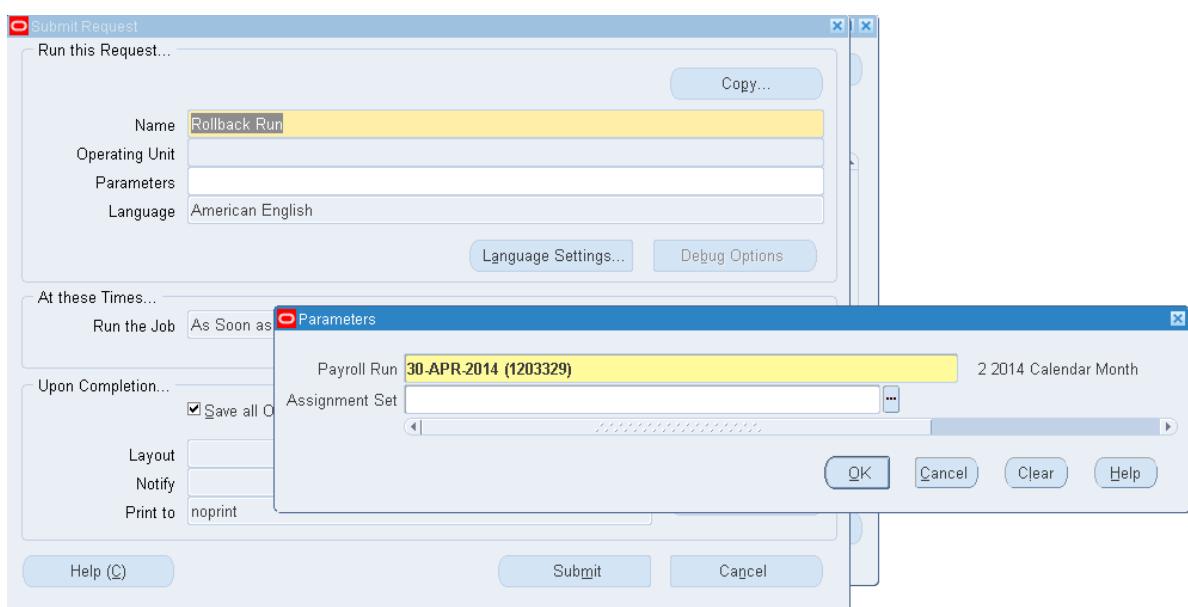
Step 2: View→requests→ Submit a new Request →Ok.

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

Step 3: Enter the details (Year).

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

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



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

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

How to verify payroll run

Go to the DDO payroll access → Verify payroll process result → enter PAYROLL

NAME, FROM , TO, ACTION TYPE and click on FIND

Click on messages to see the error

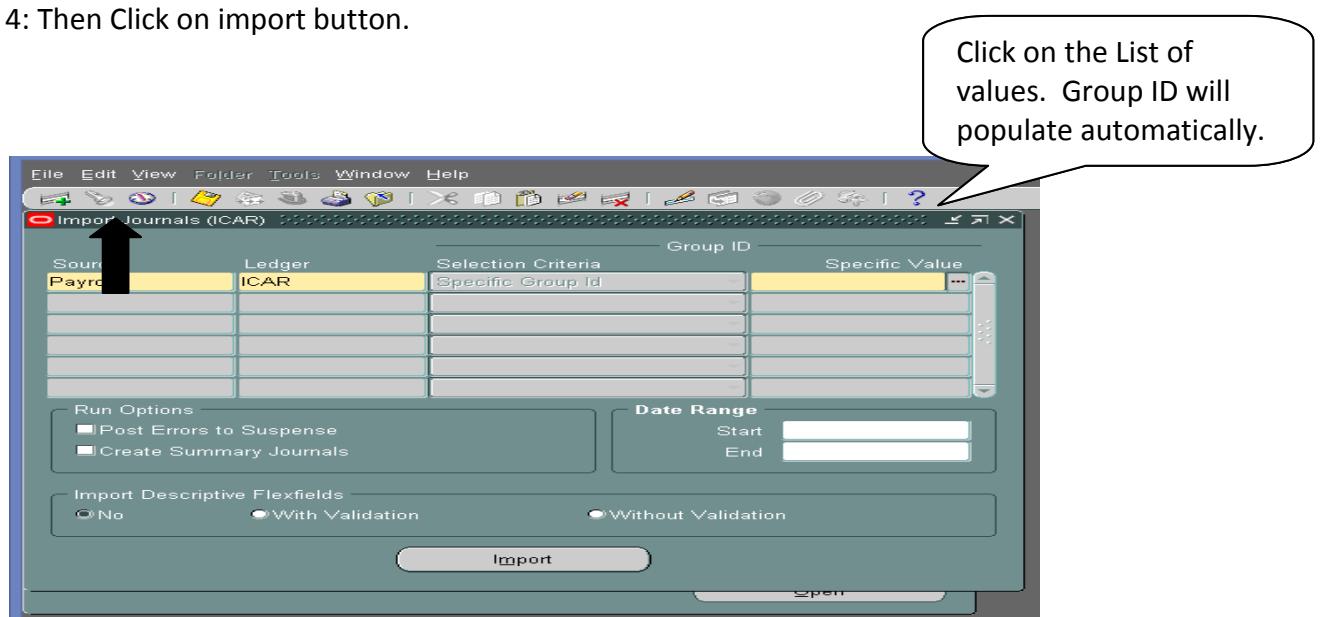
How to verify incomplete employee wise payroll run

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

Click on messages to see the error

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

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



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

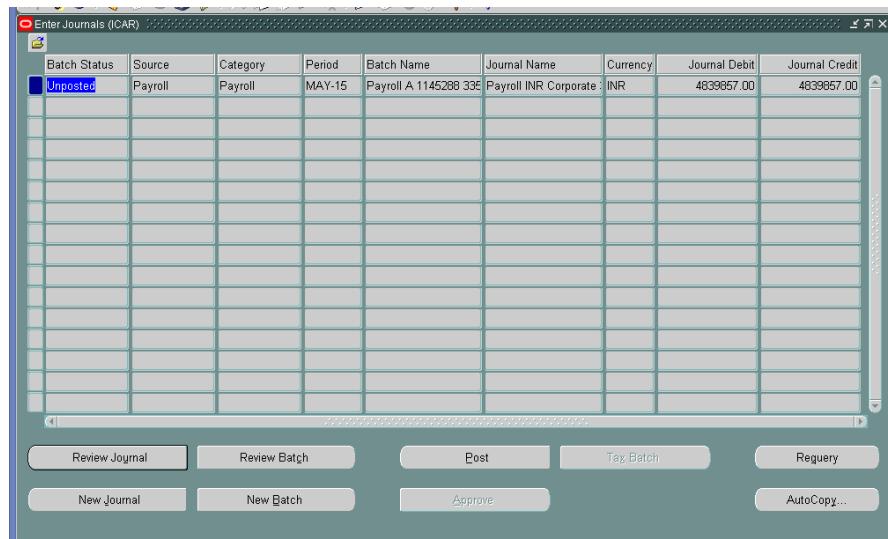
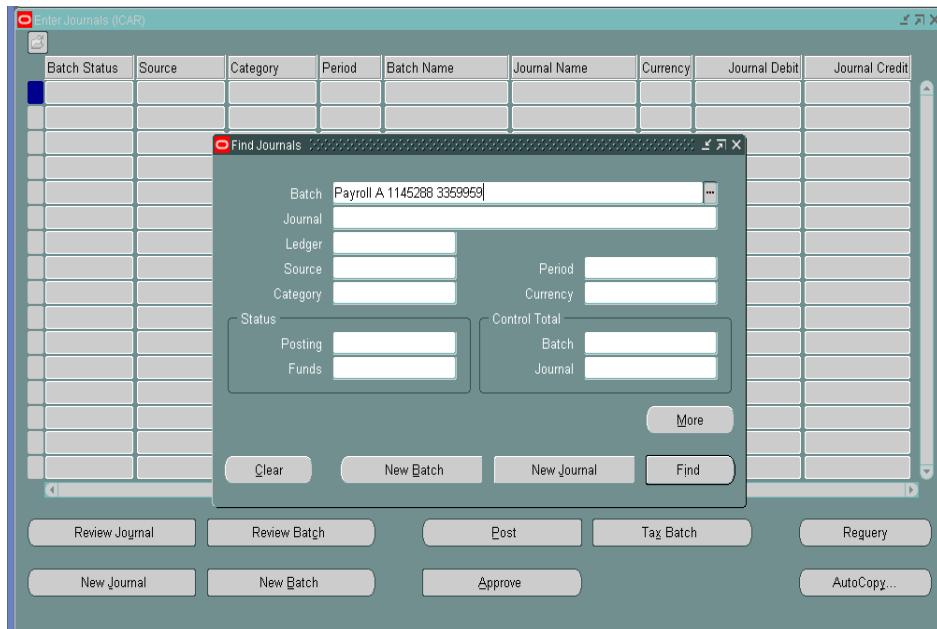
ICAR	Journal Import Execution Report	Date: 27-MAY-15 18:10
Concurrent Request ID: 3359959		Page: 1
<hr/>		
Journal Entry Source Name	Group Id Status	Total Lines Total Batches Total Headers Total Batches Total Headers Total Errors Flex Errors Non-Flex Errors
Payroll	1145288 Success	24 1 1 0 0 0 0 0
<hr/>		
*** TOTALS ***		24 1 1 0 0 0 0 0
<hr/>		
===== Batches Created =====		
<hr/>		
Warning Batch Name	Period Name	Total Lines Total Headers Total Accounted Debits Total Accounted Credits
Payroll A 1145288 3359959	MAY-15	24 1 4839857 4839857

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

The screenshot shows the Oracle Navigator interface. The top navigation bar includes 'Worklist' and 'Favorites' sections. The 'Worklist' section displays a list of notifications, including messages about budget integration success and payroll access. The 'Favorites' section lists various functional areas such as User (FMS ADMIN), Values (FMS ADMIN), Bank Account (BANK Accounts), HRMS Functional, Finance Functional, and Finance Functional Blog. The main content area is titled 'Navigator' and contains two columns: 'Application Developer' (left) and 'IIMR General Ledger' (right). The 'Application Developer' column lists various responsibilities like CARIAS Payables Audit & Account, Cash Management Master User, etc. The 'IIMR General Ledger' column lists functions such as Enter, Post, BUDGET UPLOAD, EFC BUDGET UPLOAD, Funds Inquiry, Import Journals, Enter Budget Journals, and Combination. Below these are sections for Request Reports (Financial, Standard).

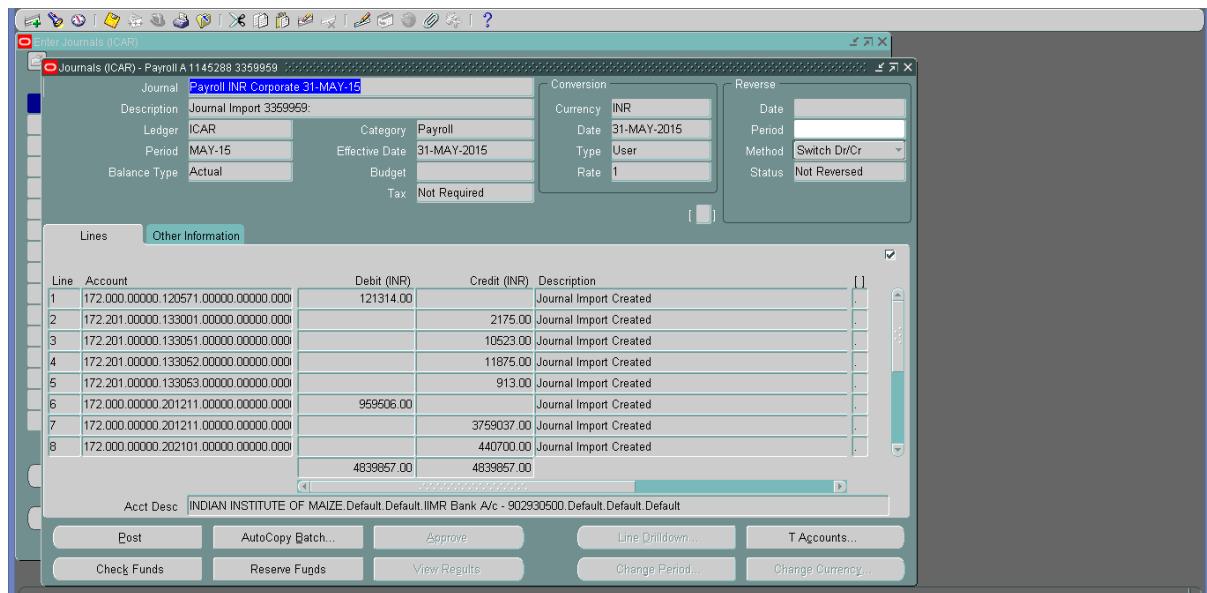
8: Enter Journal Form will open up. Paste the copied Batch no. in batch column.

9: Click on find button.



10: Now click on review journal

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



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

Creating a Group of Employees for Payroll Run

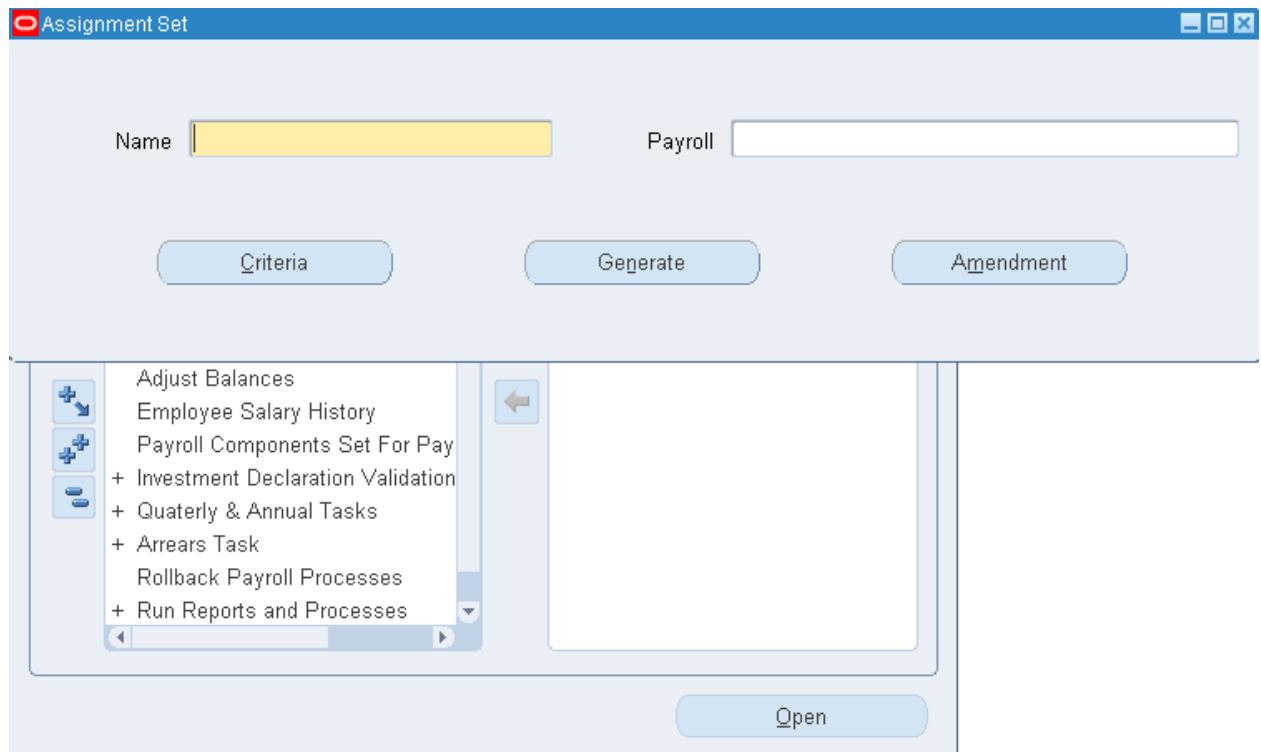
Navigation

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

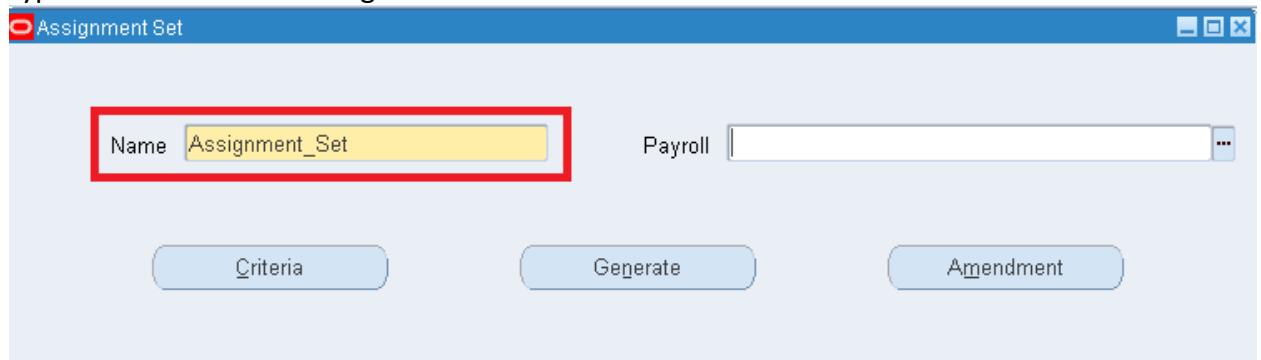
Navigator

<ul style="list-style-type: none"> 📁 CIFT Asset 📁 CIFT DDO Payroll Access 📁 CIFT Employee Self Service 📁 CIFT Establishment & Personnel Section 📁 CIFT General Ledger 📁 CIFT HRMS View Only 📁 CIFT Payables Audit & Account 📁 CIFT Purchasing Requisitioner 📁 CIFT Receivables Audit & Accounts 📁 FMS ADMIN 📁 VENDOR CREATION 	<p>CIFT DDO Payroll Access</p> <ul style="list-style-type: none"> 🕒 Run Payroll for a Single Employee 🕒 Run Payroll for all Employees / Group of Employees 🕒 Create Group of Employees for Payroll Run 🕒 Verify Payroll Process Results 🕒 Verify Employee Wise Payroll Process Results 🕒 Adjust Balances 🕒 Employee Salary History 🕒 Payroll Components Set For Payroll Run 🕒 Rollback Payroll Processes 🕒 Check Employee Leave Balance <p>Investment Declaration Validation and Approval</p> <ul style="list-style-type: none"> 🕒 Search Tax Declarations 🕒 TDS Challan Mapping
---	---

New window will open in java.



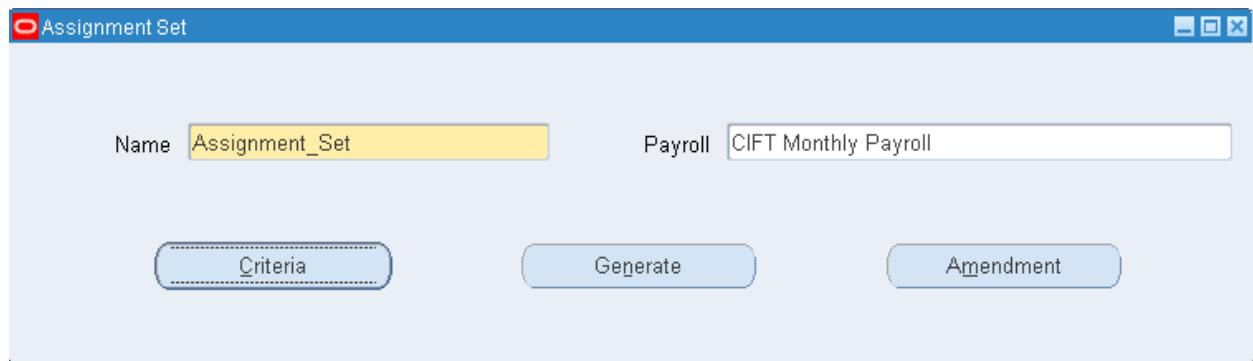
Type in a Name for the Assignment set



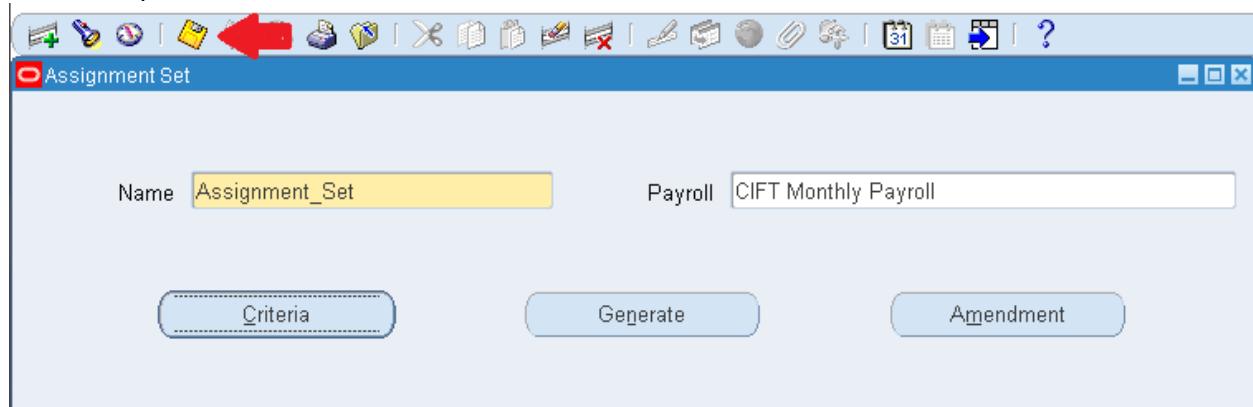
Click on the Button near the text box of Payroll



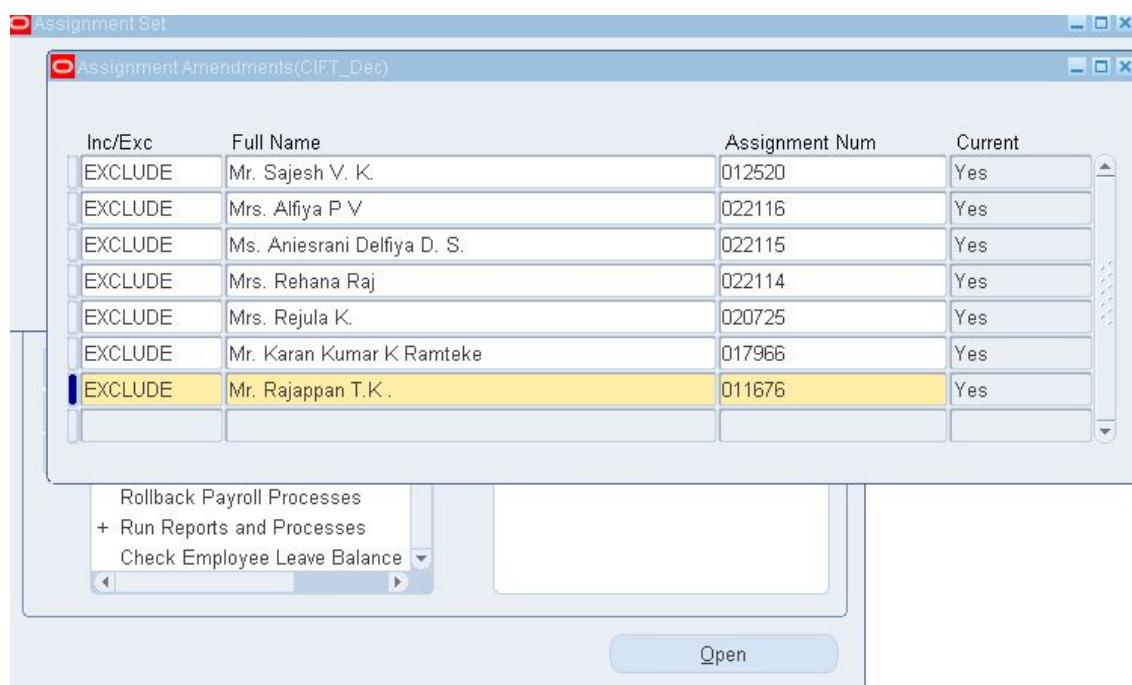
"CIFT Monthly Payrol " will automatically appear on the Text Box



'Save' the process



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

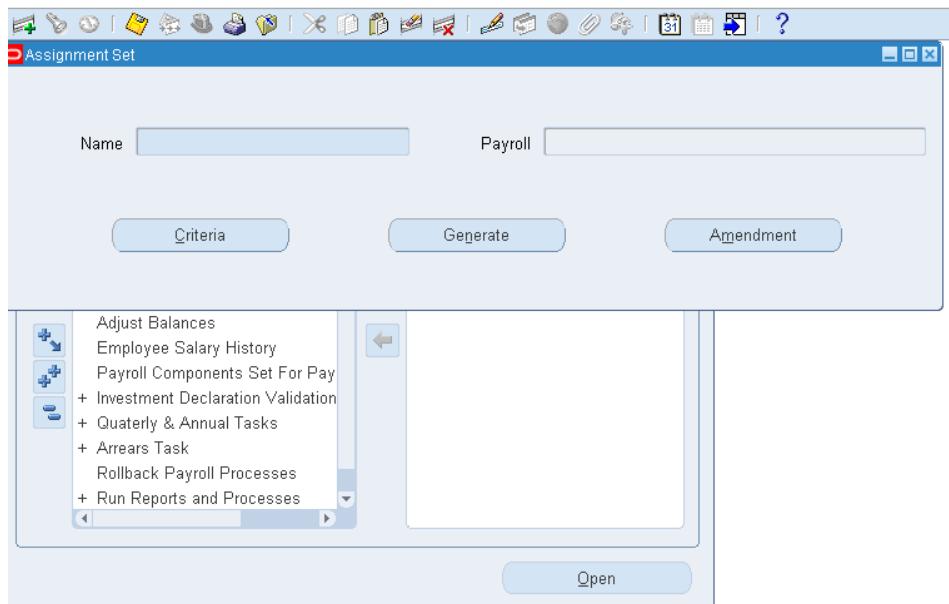


Save the process and close the window.

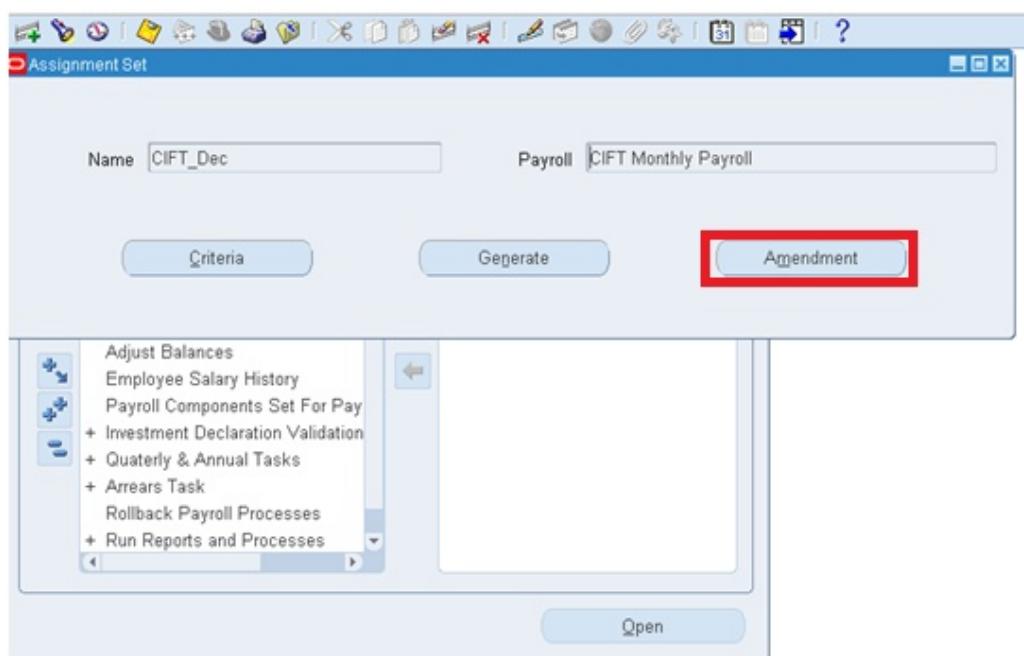
Click button and close the window.

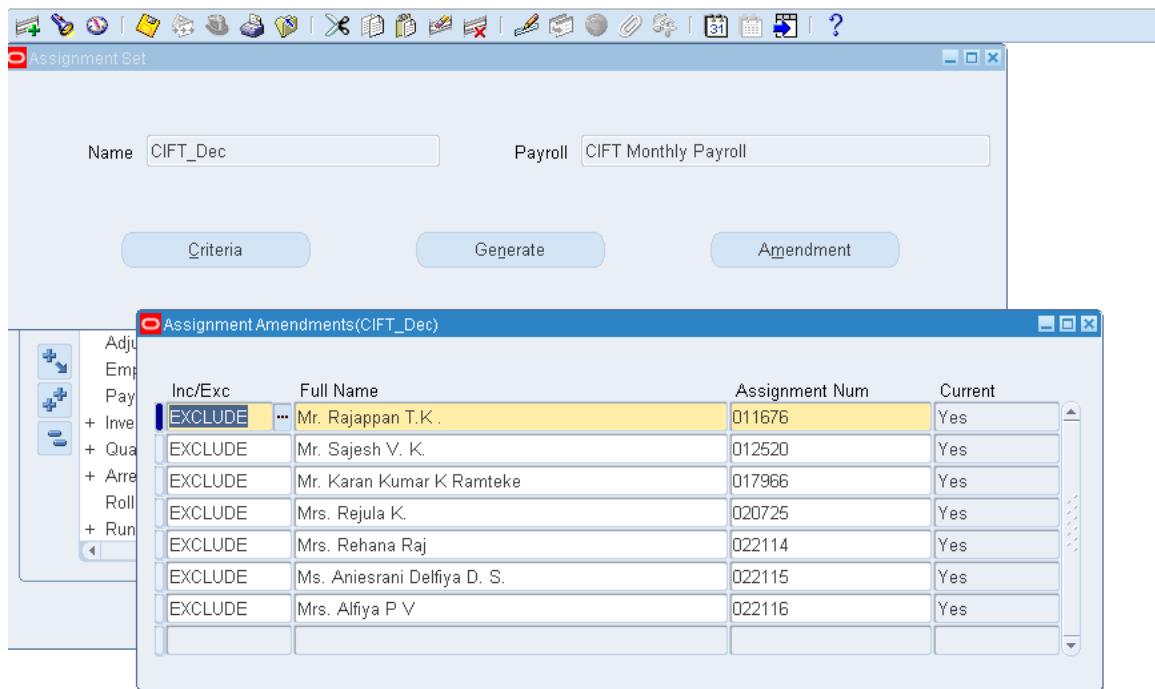
How to edit a group of employees

Click on assignment set > press F11



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





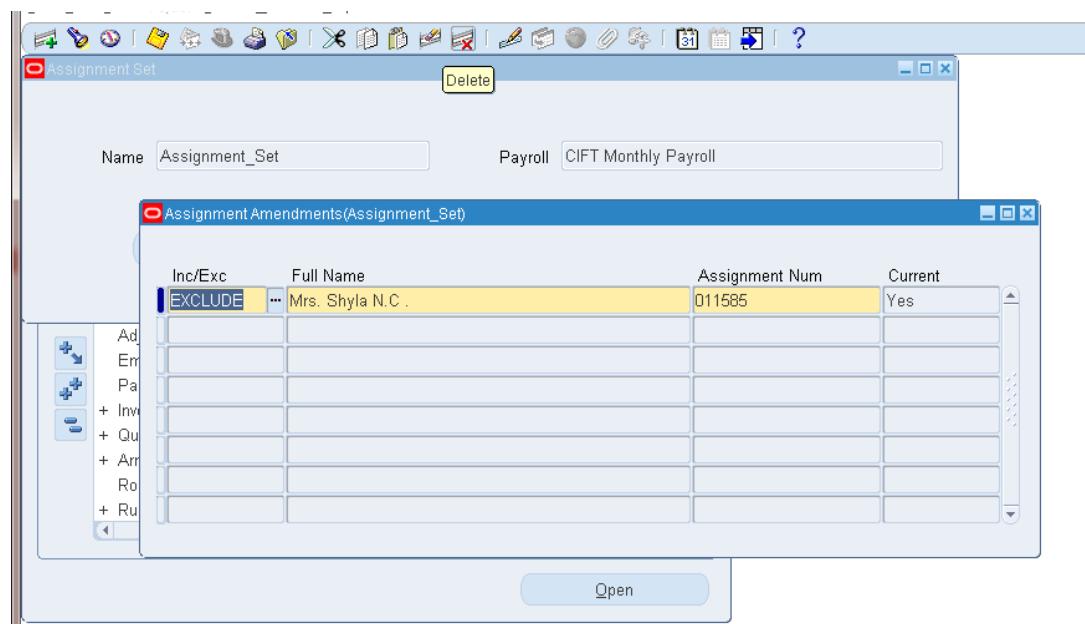
If you will create the new assignment set with the same name then this error will occur that you are creating assignment set which is already present in the system.

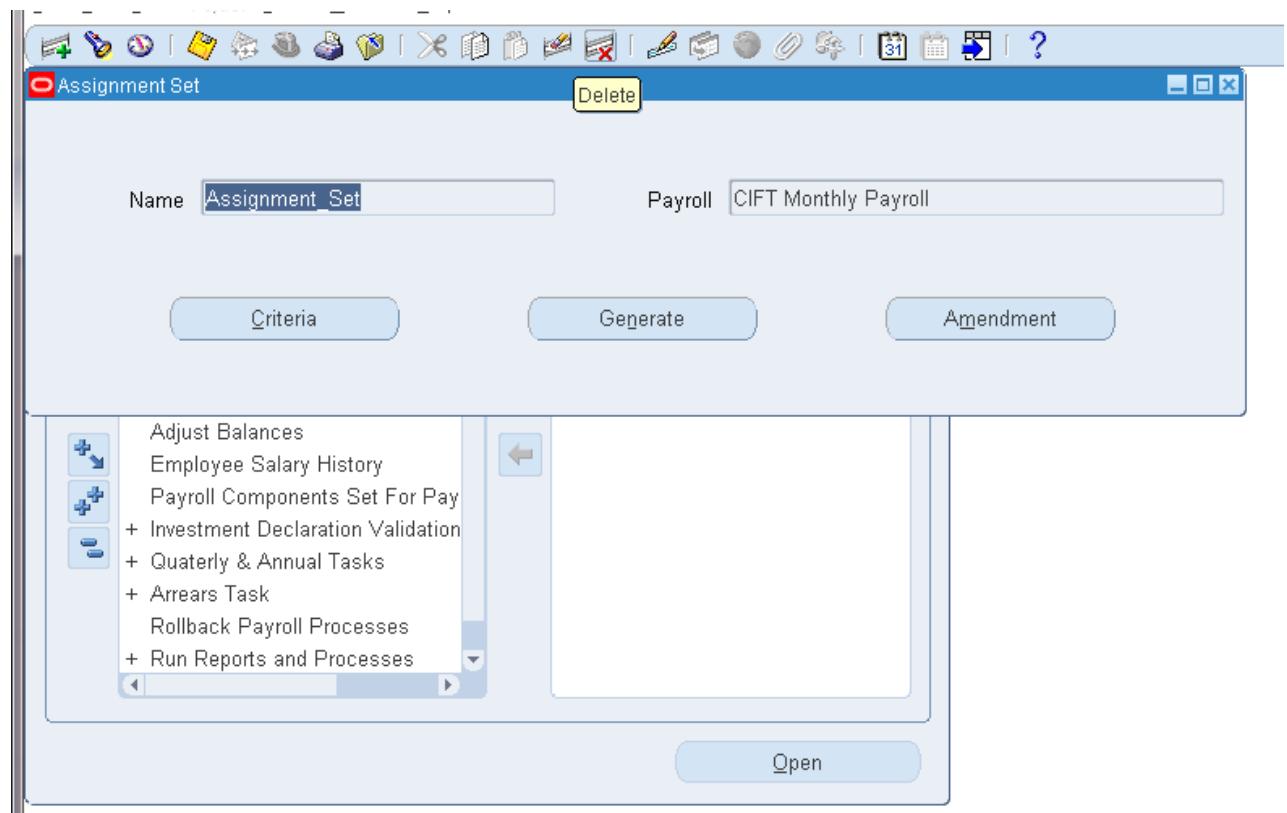
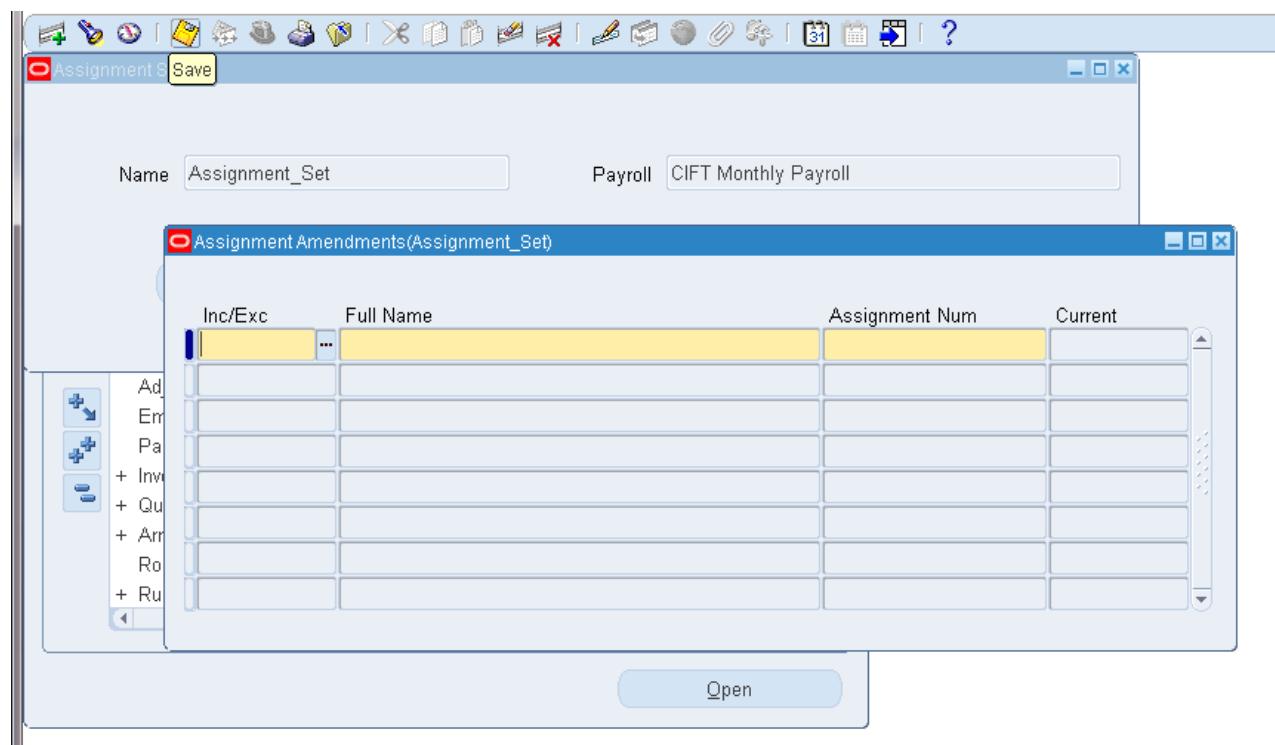
Deleting Assignment Set

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

After that you can delete the assignment set.

Before deleting amendments you cannot delete the assignment set.





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

ERP TRAINING MANUAL

VENDOR CREATION

PURCHASE

Prepared by

Basil Varghese

Joshy C. G

Shyla N C

Logging into Oracle Applications

Open the link for the Oracle Instance

http://icarerp.iasri.res.in

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



Vendor Creation

Click on **Vendor Creation → Entry**

Navigator

Personalize

CIFT Asset

CIFT DDO Payroll Access

CIFT Employee Self Service

CIFT Establishment & Personnel Section

CIFT General Ledger

CIFT HRMS View Only

CIFT Payables Audit & Account

CIFT Projects

CIFT Purchasing Requisitioner

CIFT Receivables Audit & Accounts

FMS ADMIN

VENDOR CREATION

Entry

Entry

Inquiry

Supplier Merge

Search Supplier Bank Account Assignment

Supplier Tax Information

Additional Information

Issue ST Forms

Click on **Create Supplier**

ORACLE® Payables

Suppliers

Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name		Tax Registration Number	
Supplier Number		D-U-N-S Number	
Taxpayer ID		Employee Number	

[Show More Options](#)

Search Results

Select Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

[About this Page](#) [Privacy Statement](#) [Suppliers](#) [Close Window](#) [Preferences](#) [Help](#) [Diagnostics](#)

Copyright (c) 2006, Oracle. All rights reserved.

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

Create Supplier

* Indicates required field

Supplier Type: Standard supplier

* Organization Name: Org_Name	Tax Country: India	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
Alias:	Tax Registration Number:		
Name Pronunciation:	Taxpayer ID:		
D-U-N-S Number:	Context:		
URL: Must include http://	* Approved By Institute: Yes		
Context Value:	<input type="button" value=""/>		

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

Suppliers

Update Org_Name - 80865: Quick Update

* Indicates required field

Supplier Name: Org_Name	Supplier Number: 80865	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>
Supplier Name:	Order Hold: <input type="checkbox"/> All New Orders		
Supplier Number:	In Payment: <input type="checkbox"/> All Invoices		
Registry ID: 244701	Unmatched Invoices: <input type="checkbox"/>		
Inactive Date: example 25-JU-2017	Unvalidated Invoices: <input type="checkbox"/>		
Alias:			

Supplier Sites

Site Status: Active Site Name: Operating Unit:

Key Purchasing Setups **Key Payment Setups**

Create

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

Click on **Create** Button

Suppliers

Update Org_Name - 80865: Address Book

Search

Address Name: [] Site Name: []

Address Details: [] Go [] Clear []

Create (highlighted with a black arrow)

Details Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
No results found.								

Inactive Addresses

Fill the information as shown in the below screenshot.

Create Address: Confirm Details

* Indicates required field

Supplier Name: Org_Name Supplier Number: 80865

Address Details

- * Country: India
- * Address Line 1: Address 1
- Address Line 2: Address 2
- Address Line 3: Address 3
- Address Line 4: Address 4
- QTY: QTY1
- County: India
- State: State1
- Province:
- Postal Code:
- * Address Name: Org_Address
- Addressee:
- Language: English
- Context Value: []

Contact Details and Purpose

- Communication Details: Update to all new sites created for this address
- Phone Area Code: []
- Fax Area Code: []
- Fax Number: []
- Email Address: []
- Address Purpose:
 - Purchasing
 - Payment
 - RFQ Only

Cancel [] Continue []

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

Create Address: Site Creation

Address Name: Org_Address
Address Details: Address 1, Address 2, Address 3, City1, State1, IN
Purpose: Payment, Purchasing

Supplier Name: Org_Name
Supplier Number: 80865

Operating Units

Select All | Select None

Select Site Name	Operating Unit
<input type="checkbox"/> Org_Address	CIFRE - Central Institute of Fisheries Education
<input type="checkbox"/> Org_Address	CIFRI - Central Inland Fisheries Research Institute
<input checked="" type="checkbox"/> Org_Address	CIFT - Central Institute of Fisheries Technology
<input type="checkbox"/> Org_Address	CIPHET - Central Institute of Post-harvest Engineering Technology
<input type="checkbox"/> Org_Address	CIRBB - Central Institute for Research on Buffaloes
<input type="checkbox"/> Org_Address	CIRI - Central Institute of Rural Institutes
<input type="checkbox"/> Org_Address	CIRCOT - Central Institute of Coastal Technology
<input type="checkbox"/> Org_Address	CIRG - Central Institute of Rice Genetics
<input type="checkbox"/> Org_Address	CISH - Central Institute of Horticultural Sciences
<input type="checkbox"/> Org_Address	CIITH - Central Institute of Temperate Horticulture
<input type="checkbox"/> Org_Address	CMFRI - Central Marine Fisheries Research Institute
<input type="checkbox"/> Org_Address	CPARI - Central Plantation Crops Research Institute
<input type="checkbox"/> Org_Address	CPRI - Central Potato Research Institute
<input type="checkbox"/> Org_Address	CRIDA - Central Research Institute for Dryland Agriculture
<input type="checkbox"/> Org_Address	CRDAF - Central Research Institute For Jute and Allied Fibre

Click on the box

Operating Units for which sites should be created

Cancel [] Back [] Apply []

Click **Apply**.

Supplier gets created.

Suppliers

- Quick Update
- Company Profile
- Organization
- Address Book
- Contact Directory
- Banking Details
- Approval History
- Terms and Control
- Accounting
- Purchasing
- Receiving
- Payment Details
- Invoice Management

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

Search

Address Name	Site Name
<input type="text"/>	<input type="text"/>
<input type="button" value="Go"/>	<input type="button" value="Clear"/>

Create

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
<input type="checkbox"/> Show	Org_Address	Address 1 Address 2 Address 3 City1, State1	India		Payment, Purchasing	Current			

Inactive Addresses

Click here to update address

Suppliers

- Quick Update
- Company Profile
- Organization
- Address Book
- Contact Directory
- **Banking Details**
- Approval History
- Terms and Control
- Accounting
- Purchasing
- Receiving
- Payment Details
- Invoice Management

Update Org_Name - 80865: Banking Details

Bank Account and Assignment Details

Select Account Assignment Level: Site CIFT - Central Institute

Payment Details

Bank Accounts

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

Suppliers

- Quick Update
- Company Profile
- Organization
- Address Book
- Contact Directory
- **Banking Details**
- Approval History
- Terms and Control
- Accounting
- Purchasing
- Receiving
- Payment Details
- Invoice Management

Suppliers: Banking Details >

Create Bank Account

* Indicates required field

Payee Name: <input type="text" value="Org_Name"/>	Internal Organization: <input type="text" value="Supplier Site Name"/>
Payee Site: <input type="text"/>	Country: <input type="text" value="India"/> <input type="button" value="Search"/>
<input type="checkbox"/> Allow International Payments	

Bank

Select Existing Bank Create New Bank

Bank Name: <input type="text" value="State Bank of India"/> <input type="button" value="Search"/>	Branch Name: <input type="text"/> <input type="button" value="Search"/>
Bank Number: <input type="text"/>	Branch Number: <input type="text"/>
Tax Payer ID: <input type="text"/>	BIC: <input type="text"/>
<input type="checkbox"/> Hide Bank Details <input type="checkbox"/> Show Branch Details	

Branch

Select Existing Branch Create New Branch

Details

Institution Type: <input type="text" value="Bank"/>
Alternate Bank Name: <input type="text"/>
Description: <input type="text"/>
End Date: <input type="text"/>

Address

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

Bank Account

* Account Number Check Digits IBAN	Account Name Currency								
←									
Account Owners Account Owner Name Org_Name	Alternate Account Owner Name Primary End Date								
Add Another Row Hide Bank Account Details									
Details									
Alternate Account Name Account Suffix Exchange Rate Agreement Type Exchange Rate Agency Location Code Start Date	Account Type Secondary Account Reference Exchange Rate Agreement Number Description End Date								
←									
Additional Information									
Context Value * IFSC Code	←								
Intermediate Bank Account 1 Details									
Country Bank Name Branch Number Account Number IBAN	City Bank Code BIC Check Digits Comments								
↑									
Select Account Assignment Level	Site	CIFT - Central Institute	Cancel	Save					
Bank Account and Assignment Details									
Payment Details									
Bank Accounts									
Add	Create	Create Factor Account	Show All Details Hide All Details						
Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority Increase	Priority Decrease	Priority Additional Details
<input type="checkbox"/> Show 1234567890 State Bank of India 26-Jul-2017 <input type="button"/>									
Cancel Save									

ERP TRAINING MANUAL

Bill Processing

Prepared by

Shyla N C

Joshy C. G

Sreejith T J

Contents

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2	Business Process – Bill Creation Process Based On Purchase Order	118
3	Business Process – Bill Creation Process Without PO	125
4	Business Process – Bill Creation Process For Projects	132
5	Business Process – Advances To Employees	135
6	Adjustment Of Advances Given To Employees	139
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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.

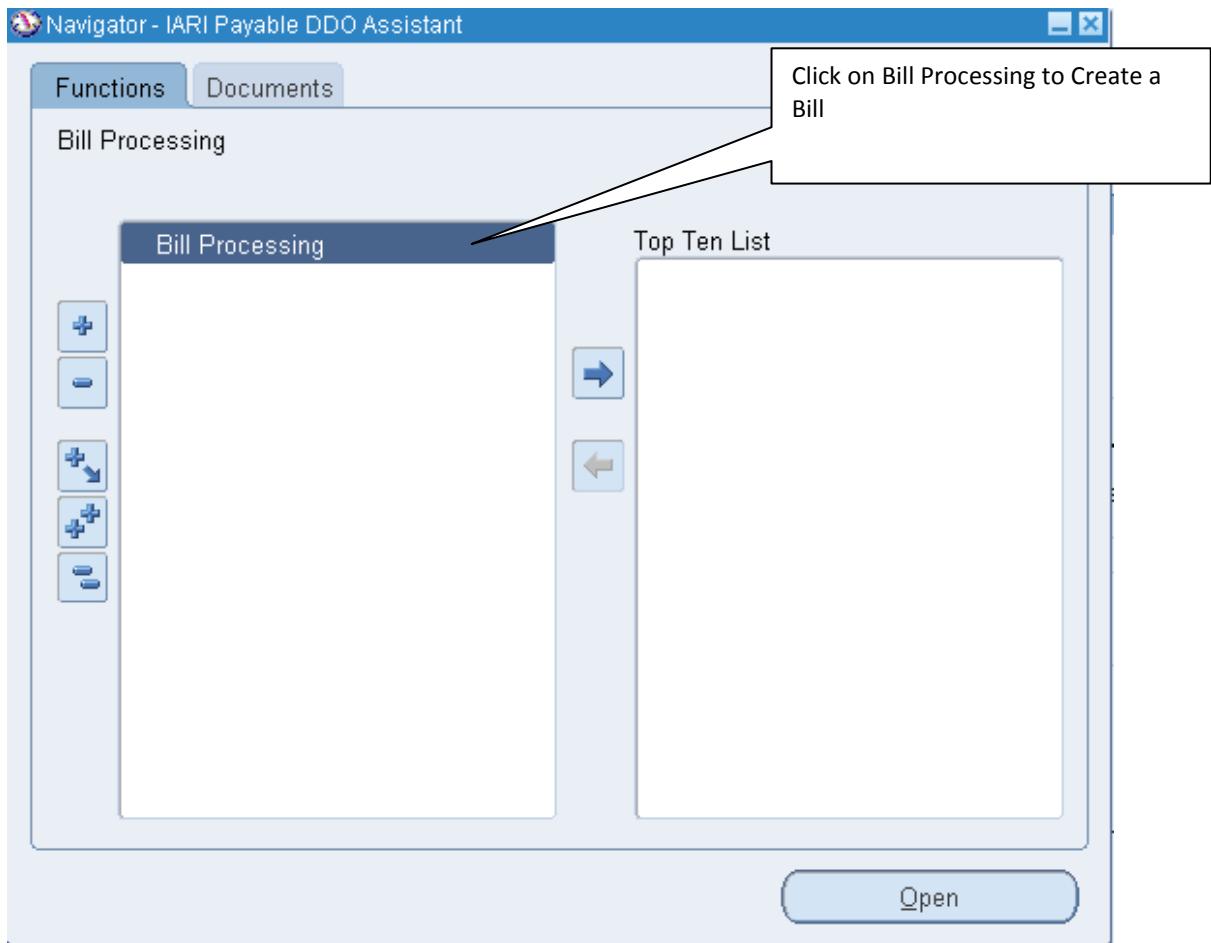
Then upon receiving the goods or service, a receipt is prepared.

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.

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

The screenshot shows the ICAR Invoice Workbench interface. The main window title is "Invoice Workbench (IPRI Payable DDO Assistant)". The "General" tab is selected. In the top row, the "Bill Type" field is highlighted in yellow and contains the value "Standard". Below the header, there are four main sections: "Summary", "Amount Paid", "Status", and "Miscellaneous". The "Status" section includes fields for "Status", "Accounted", "Approval", and "Holds". At the bottom, there are buttons for "Actions...", "Quick Match", "Match", and "All Distributions".

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.

The screenshot shows the ICAR Invoice Workbench interface. The "General" tab is selected. The "Bill Type" field is highlighted in yellow and contains the value "Standard". A callout box points to this field with the label "Click on Bill type to select standard". A modal dialog box titled "Invoice" is displayed, showing the "Nature" field set to "Other". The dialog also includes fields for "File Received Date" and buttons for "OK", "Cancel", "Clear", and "Help".

Select the relevant PO and click on OK button.

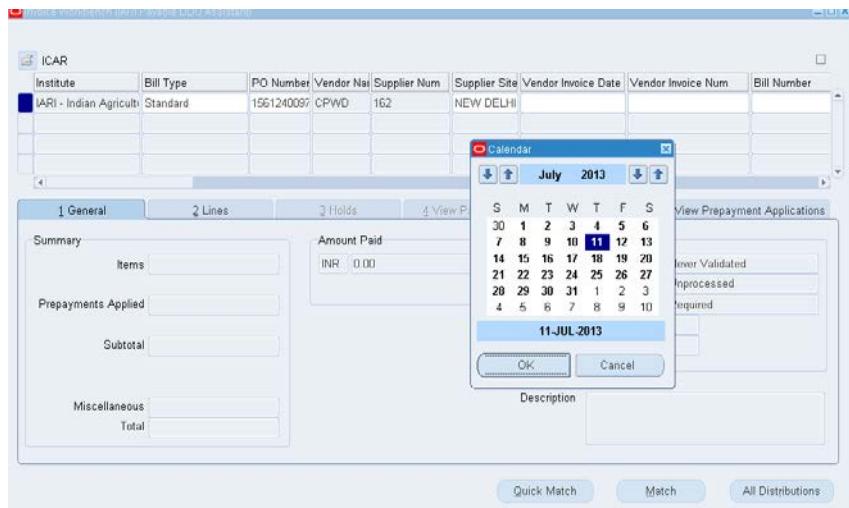
Vendor name and Supplier number will come automatically

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

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

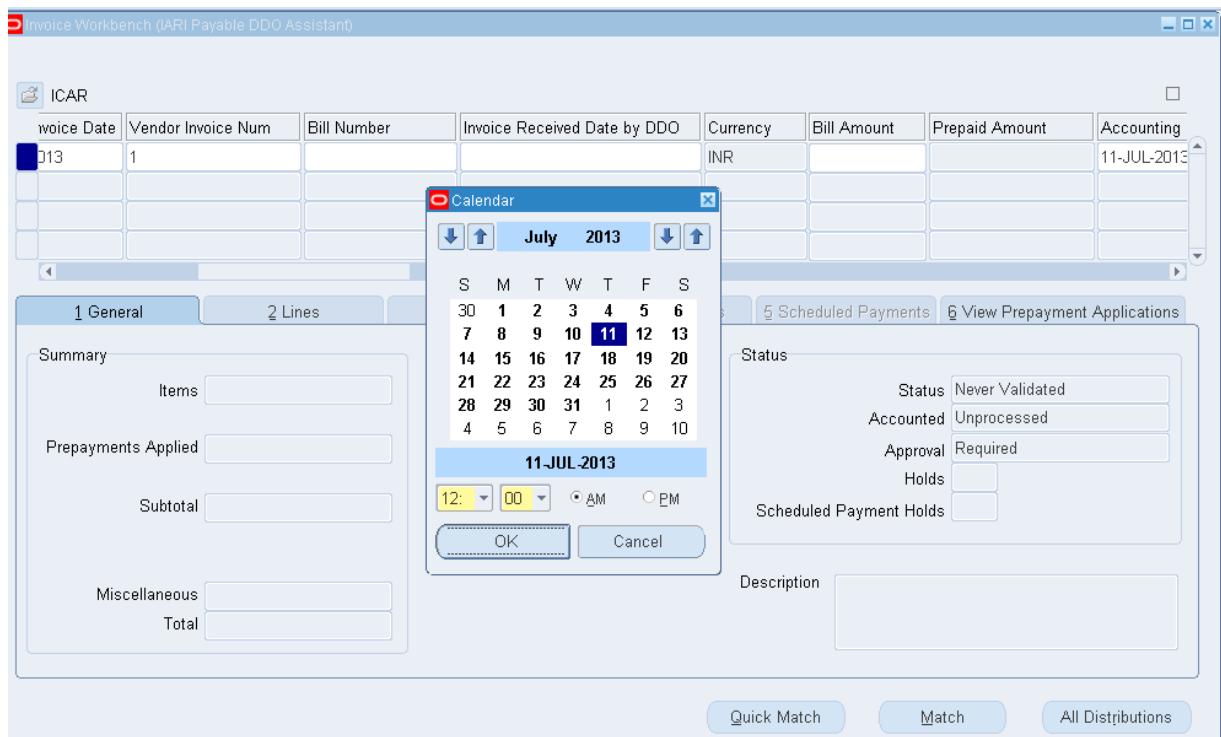
The following screen will open up.

Select the invoice date from the calendar.



Enter the Vendor Invoice number present on the invoice

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



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

Invoice Workbench (IARI Payable DDO Assistant)

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

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

Summary	Amount Paid	Status
Items	INR 0.00	Status Never Validated
Prepayments Applied		Accounted Unprocessed
Subtotal		Approval Required
Miscellaneous		Holds
Total		Scheduled Payment Holds
Description		

Quick Match Match All Distributions

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

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

Matching		
Type Item		
Supplier		
Name CPWD Number 162	Site NEW DELHI Tax Registration	
Purchase Order		
Num 15612400978 Release Line	Shipment	
Receipt Num	Ship To	Deliver To
Packing Slip	Bill of Lading	Waybill/Airbill
Item	Item Desc	Shipment Item Desc
Supplier Item	Project	Task
Container	Category	
Receipt Date		
Shipped Date		
Need-By Dates		

Cancel Clear Find

Quick Match Match

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

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

				Invoice Amount	100.00					
				Line Total	100.00					
<input checked="" type="checkbox"/>	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

Purchase Order
 UOM: Each
 Ordered: 10
 Shipped: 0
 Unit Price: 10
 Payment Terms: Immediate
 Freight Terms:
 Type: Standard
 Distributions: 1

Receipt Quantity
 UOM: Each
 Billed: 0
 Received: 10
 Returned: 0
 Net Received: 10
 Accepted: 0

Associated Charges
 Freight:
 Misc:
 View Receipt Distribute... Invoice Overview Match

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

Click on this icon to save.

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

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

Summary Amount Paid Status

Items: 100.00	INR: 0.00	Status: Needs Revalidation
Prepayments Applied: <input type="text"/>		Accounted: No
Subtotal: 100.00		Approval Required: <input type="checkbox"/>
Miscellaneous: <input type="text"/>		Holds: 3
Total: 100.00		Scheduled Payment Holds: 0

Description:

Actions... 1 Quick Match Match All Distributions

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

Invoice Workbench (ICAR Payable DDO Assistant)

Institute	Bill Type	PO Number	Vendor Name	Supplier Num	Supplier Site	Vendor Invoice D	Vendor Invoice Num	Bill Number	Invoice Received Date by DDO	Currency	Bill Amount	Pre
ICAR - Indian Agricult	Standard	1561240097	CPWD	162	NEW DELHI	11-JUL-2013	1	768	11-JUL-2013 00:00:00	INR	100.00	

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

Total														
Net 100.00														
Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced	UOM	Unit Price	Description
1	Item	100.00	15612400978		2	1	Quantity	1	15612500209	1	10	Each	10	Office Equipments

Discard Line 1 Distributions Allocations

Quick Match Match All Distributions

Click on Actions...1 button.

Invoice Workbench (ICAR Payable DDO Assistant)

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

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

Summary				Amount Paid			Status		
Items	100.00	INR	0.00	Status	Needs Revalidation				
Prepayments Applied		Accounted	No						
Subtotal	100.00	Approval	Required						
Miscellaneous		Holds	3						
Total	100.00	Scheduled Payment Holds	0						
				Description					

Actions... 1 Quick Match Match All Distributions

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

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

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

Invoice Workbench (IARI Payable DDO Assistant)

ICAR								
	Bill Type	PO Number	Vendor Name	Supplier Num	Supplier Site	Vendor Invoi	Vendor Invoice Num	Bill Number
Agricult	Standard	156124009	CPWD	I62	NEW DELHI	11-JUL-2013	1	768

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

Summary	Amount Paid	Status
Items <input type="text" value="100.00"/>	INR <input type="text" value="0.00"/>	Status <input type="text" value="Needs Revalidation"/>
Prepayments Applied <input type="text"/>		Accounted <input type="text" value="No"/>
Subtotal <input type="text" value="100.00"/>		Approval <input type="text" value="Initiated"/>
Miscellaneous <input type="text"/>		Holds <input type="text" value="3"/>
Total <input type="text" value="100.00"/>		Scheduled Payment Holds <input type="text" value="0"/>

Description

Actions... 1 Quick Match Match All Distributions

Business Process – Bill Creation Process without PO

Project MIS & FMS in Indian Council of Agricultural Research

Favorites Diagnostics Logout Preferences Logged In As M8

Oracle Applications Home Page

Worklist Favorites

From Subject Sent

There are no notifications in this view.

Navigator

IARI Payable DDO Assistant IARI Payable DDO Assistant
 Bill Processing

Diagnostics Logout Preferences Help

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Navigation: CIFT Payable DDO Assistant-Bill Processing

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

Following is the bill form.

Respective Institute's name will be defaulted automatically.

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

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

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

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

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

Select the appropriate Nture of Bill.

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

Invoice Workbench (IARI Payable DDO Assistant)

Institute	Bill Type	PO Number	Vendor Name	Supplier Num	Supplier Site	Vendor Invoi	Vendor Invoice Num	Bill Number
IARI - Indian Agriculture	Standard							

Trading Partner

Find: Corporate Infotech Pvt Ltd %

Trading Partner Name	Supplier Number	Taxpayer ID	Tax Registration Number	Tax Type
Corporate Infotech Pvt Ltd	2			

1 General 2 Lines

Summary

Items

Prepayments Applied

Subtotal

Miscellaneous

Total

Buttons: End, OK, Cancel

Bottom Buttons: Quick Match, Match, All Distributions

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

Invoice Workbench (IARI Payable DDO Assistant)

Institute	Bill Type	PO Number	Vendor Name	Supplier Num	Supplier Site	Vendor Invoi	Vendor Invoice Num	Bill Number
IARI - Indian Agriculture	Standard		Corporate	2	NEW DELHI			

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

Summary

Items

Prepayments Applied

Subtotal

Miscellaneous

Total

Amount Paid

INR 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

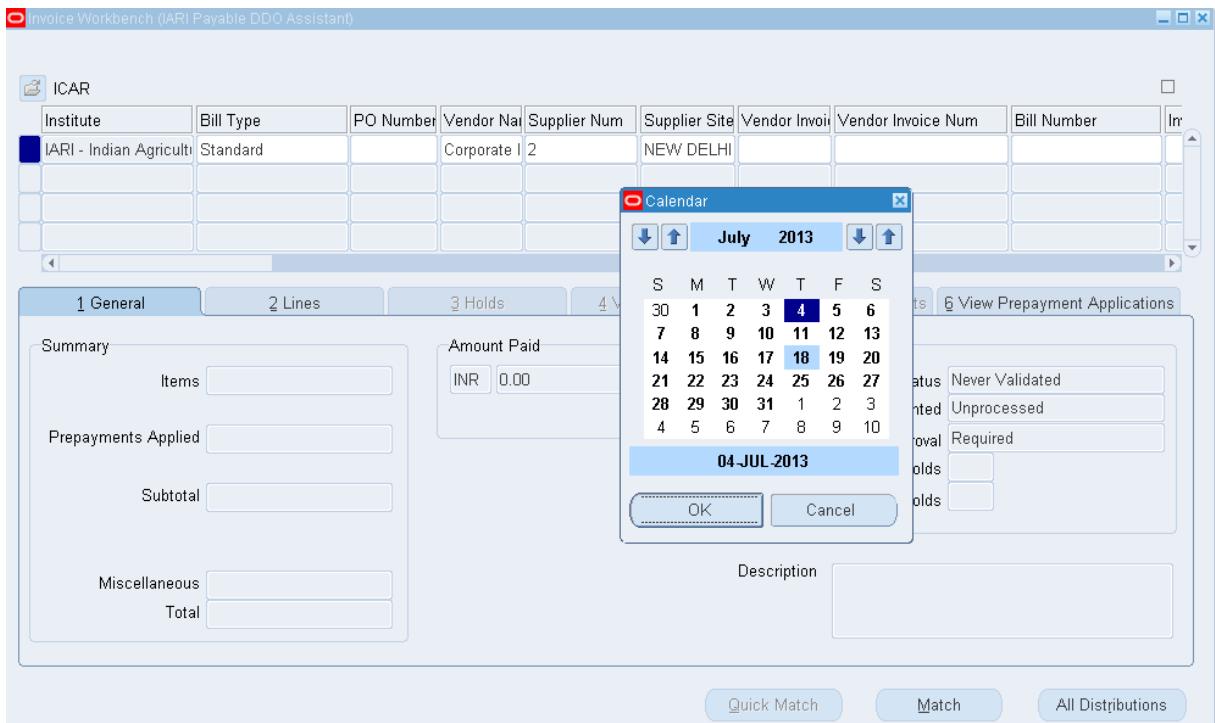
Holds

Scheduled Payment Holds

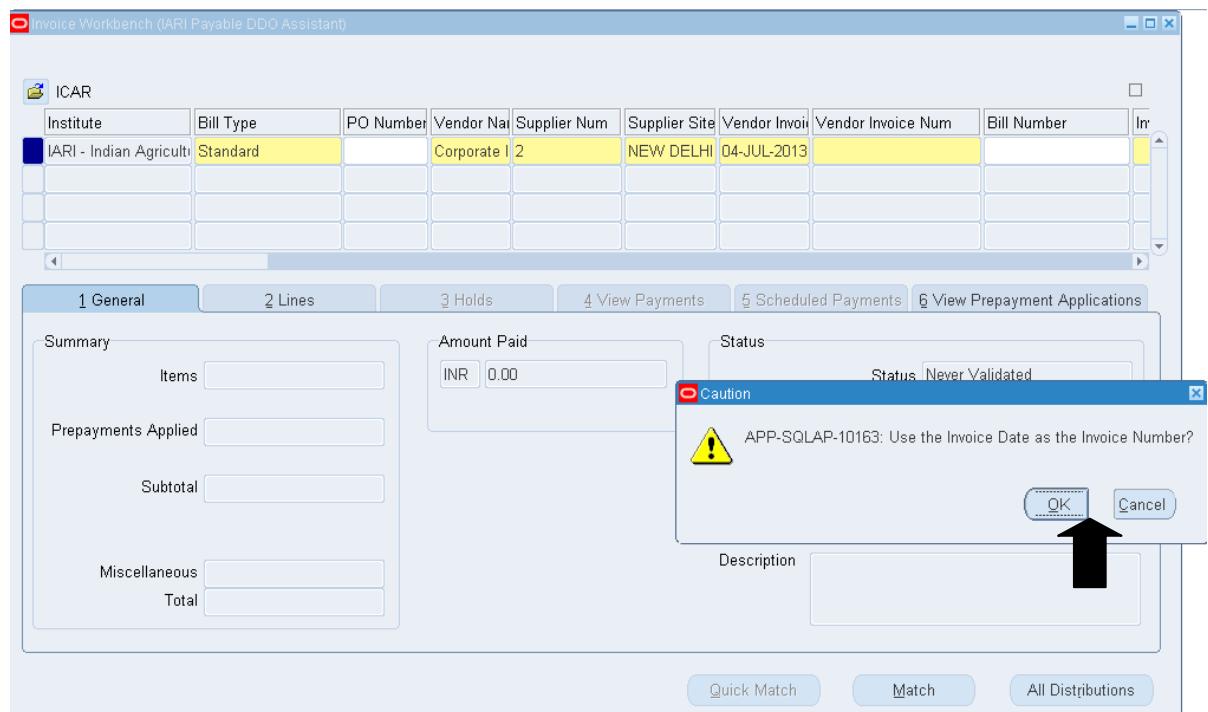
Description

Bottom Buttons: Quick Match, Match, All Distributions

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



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



Bill amount- Enter the amount of invoice to be entered.

Also enter the date on which the invoice is received by the DDO/ DDO assistant in the field ‘Invoice Received Date by DDO’

Invoice Workbench (IARI Payable DDO Assistant)

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

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

Summary	Amount Paid	Status
Items	INR 0.00	Status: Never Validated Accounted: Unprocessed Approval: Required Holds: [] Scheduled Payment Holds: []
Prepayments Applied		
Subtotal		
Miscellaneous		
Total		

Description: []

Quick Match Match All Distributions

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.

Invoice Workbench (IARI Payable DDO Assistant)

Date	Terms	Payment Method	Prepayment Type	Settlement Date	Remit-To Supplier Name	Remit-To Supplier Site	Rem
-2013	Immediate	Cheque					

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

Summary	Amount Paid	Status
Items	INR 0.00	Status: Never Validated Accounted: Unprocessed Approval: Required Holds: [] Scheduled Payment Holds: []
Prepayments Applied		
Subtotal		
Miscellaneous		
Total		

Payment Methods

Find %

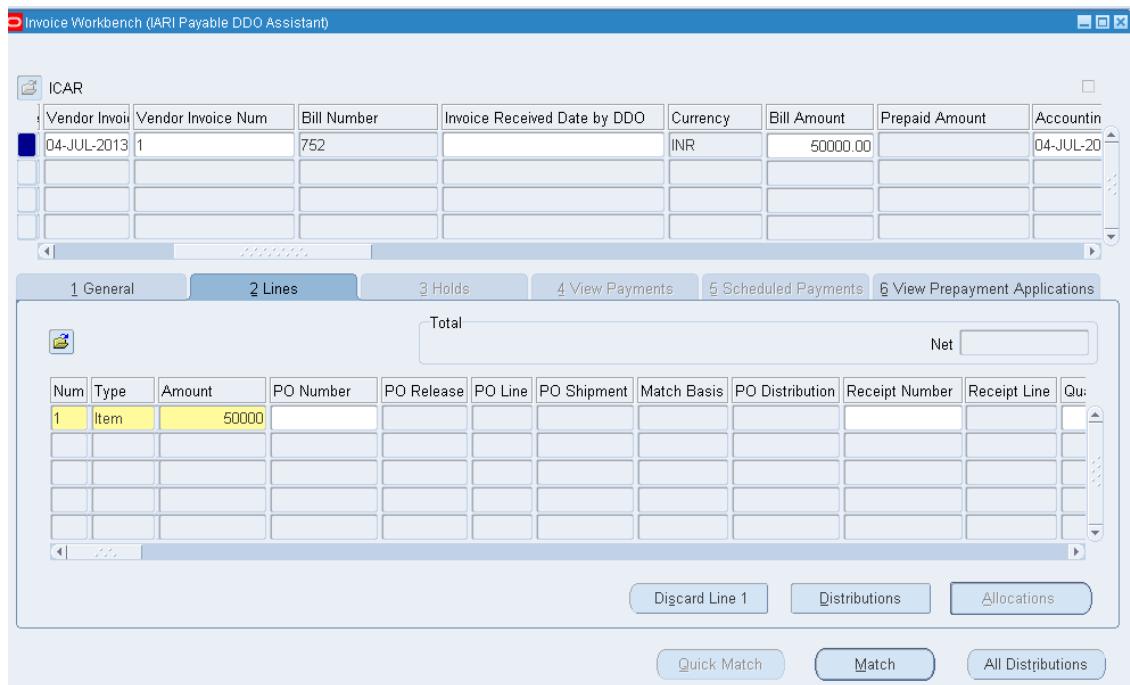
Payment Method	For Bills Payable
Cheque	N
Electronic	N

OK Cancel

Now, Click on Lines.

Line Type will be Item (automatic).

Enter Amount and click on Distributions

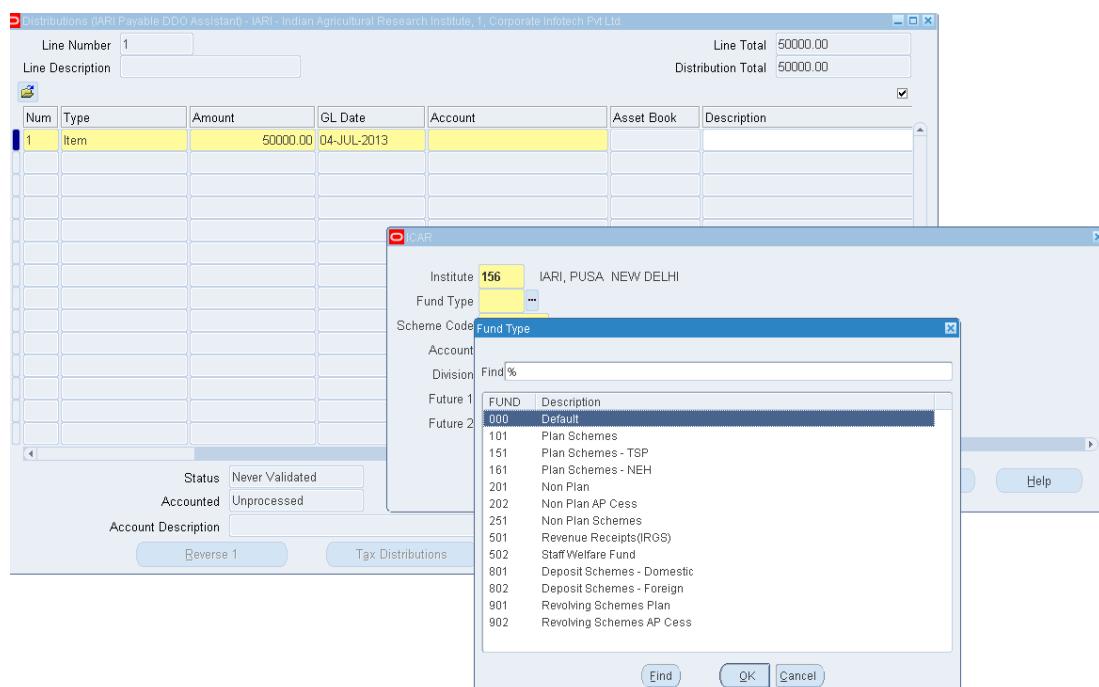


Fund type-

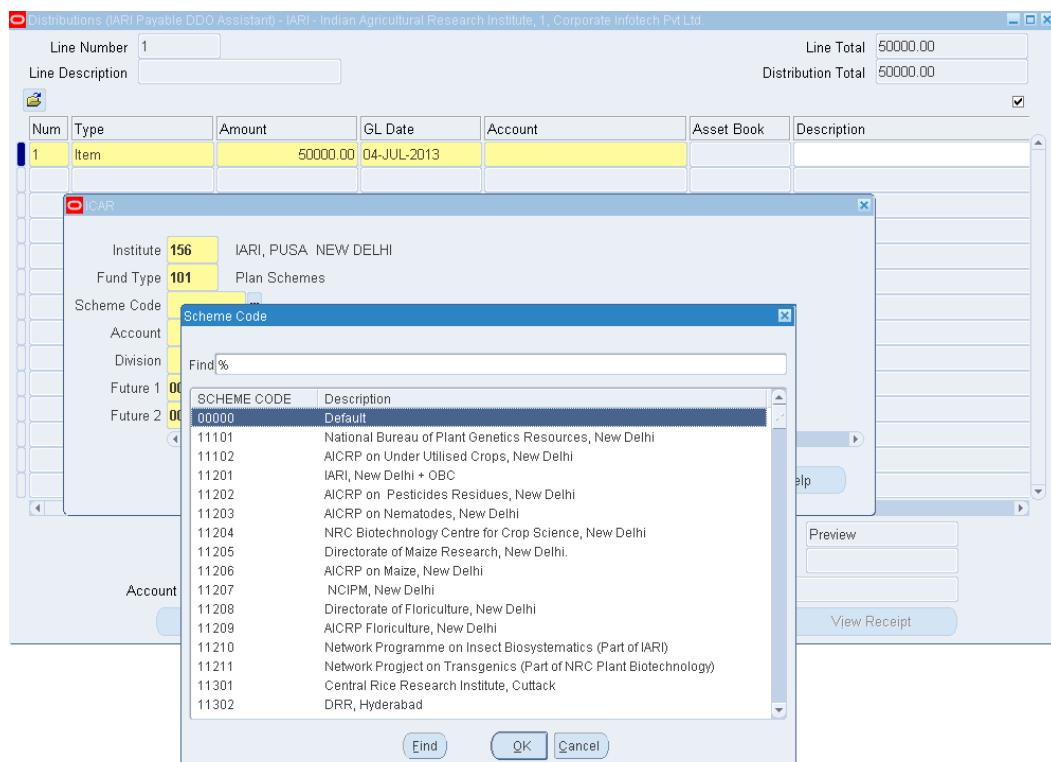
It means the source of funds from which the funds will be disbursed.

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

Click OK.



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



Account- Select the correct natural account from the list given.

It signifies the account in which the invoice should be accounted.

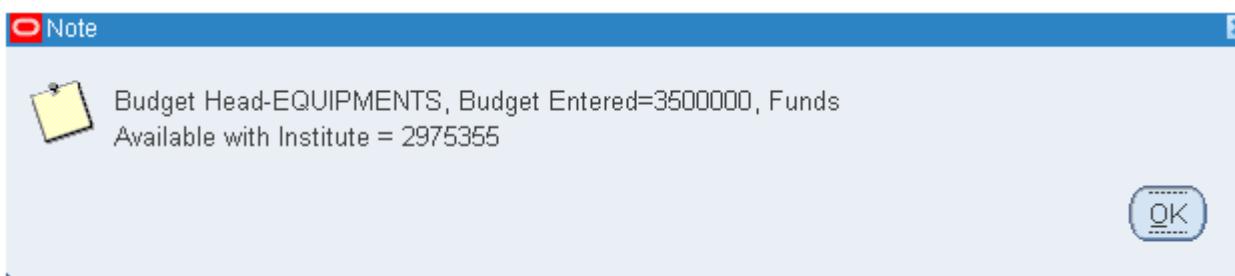
User can search for the required account by using % and finding it in the Find field.

This LOV contains all the accounts.

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

Other two fields will be default always and user need not enter them.

Click on Ok and a budget message would come which will tell the availability of funds in that particular fund type, Scheme code, Budget head, division.



Click on Ok and save the bill.

Close the distribution screen and note down automated generated unique bill number.

Now run ICAR Bill report and take a print of this report and forward the file to DDO for checking purposes.

Process for Running ICAR Bill report is discussed in other section.

Business Process – Bill Creation Process for Projects

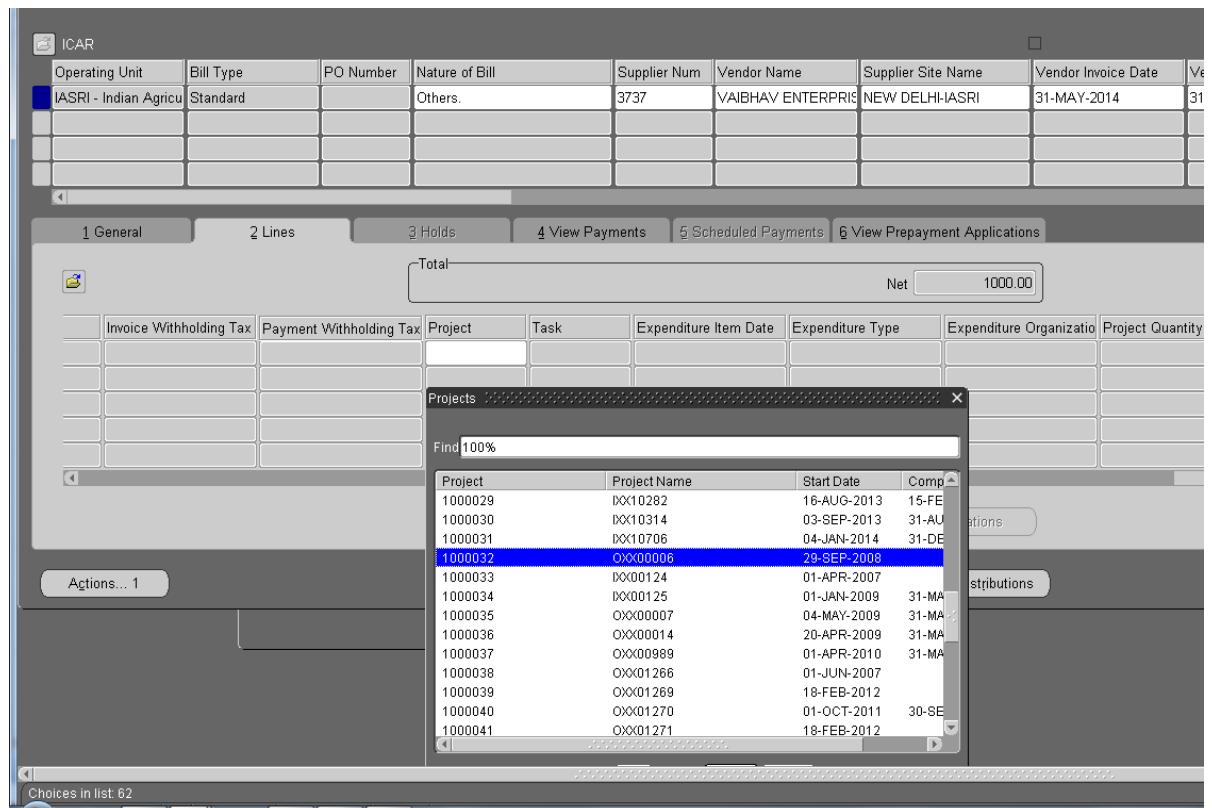
Note: It is mandatory that budget for this project should be entered in the system. Only then will you be able to carry out the below mentioned process:

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

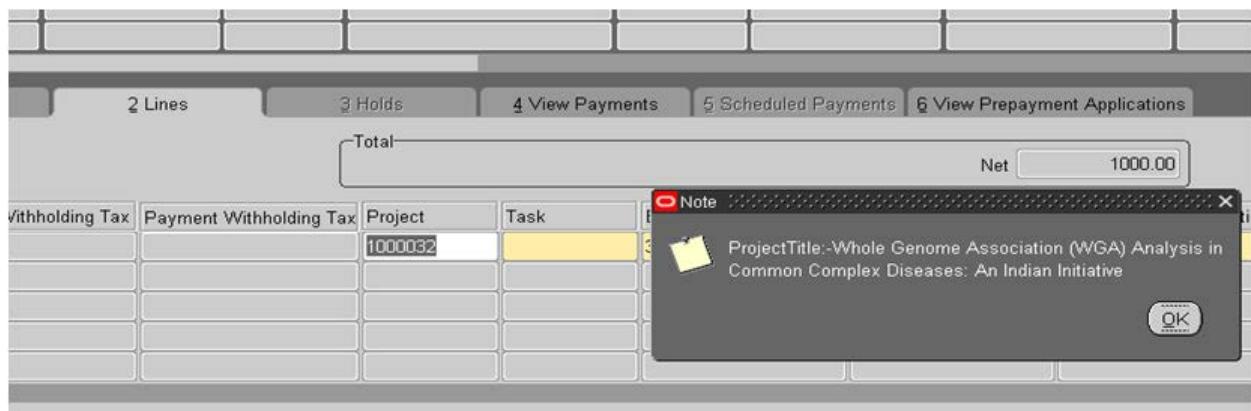
Select the Project number at the Lines Level for which the bill is to be made. As in below screenshot, project number, PIMS/RPPI No and duration is visible

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

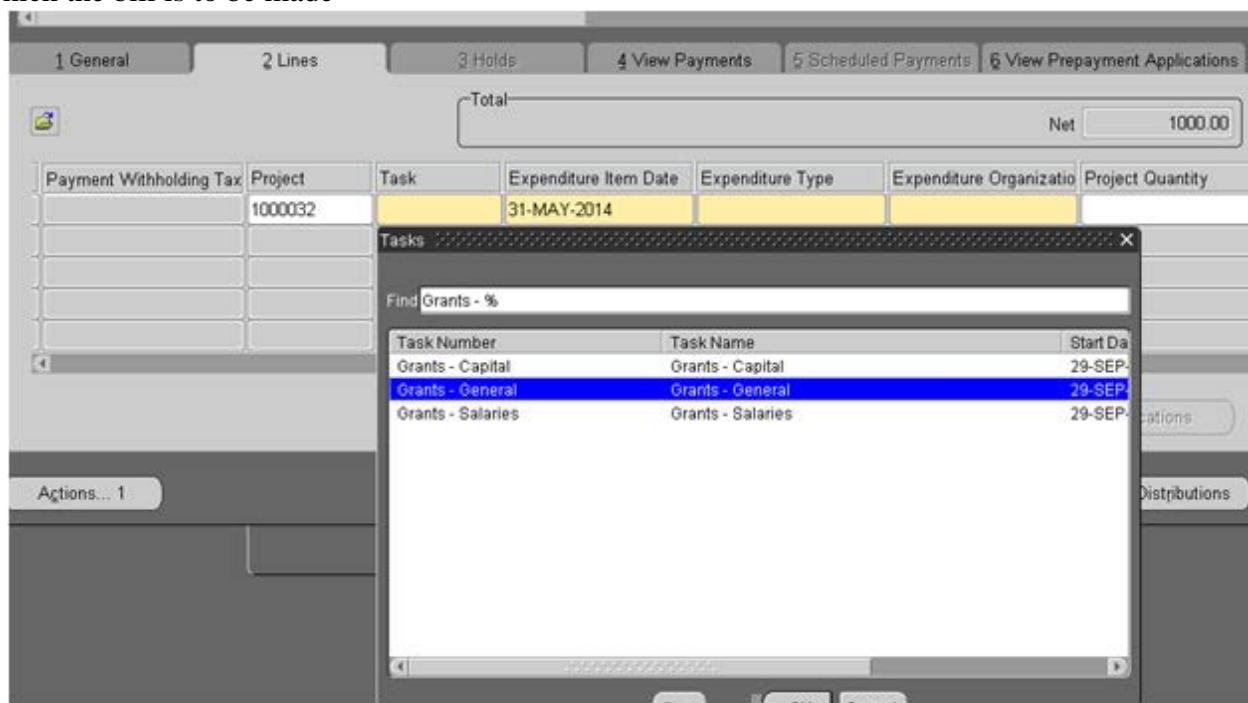
In Lines, select the correct Project number. Details of Project number and other expenditure details shall come from the scientists only.



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



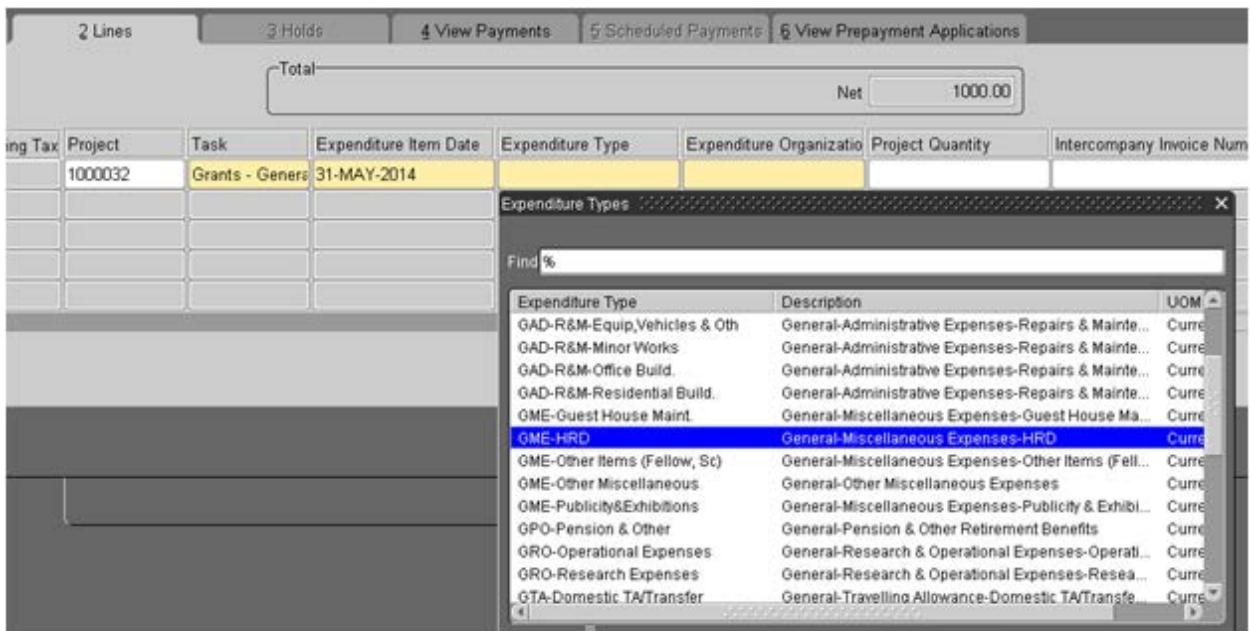
The next field is Major category. Click on the list of value attached and select the category under which the bill is to be made



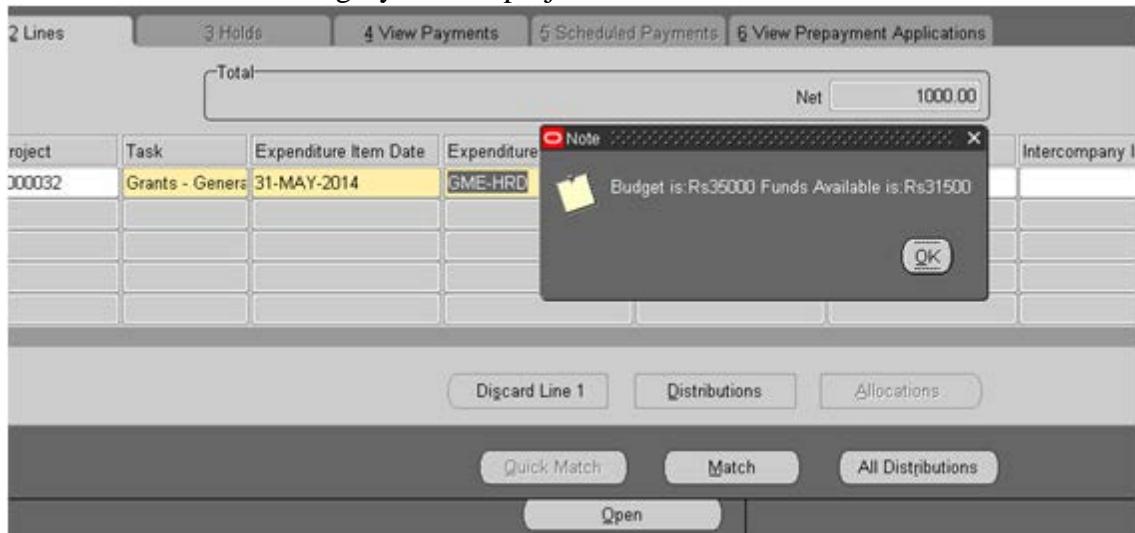
Expenditure Item date will default from the bill date.

Select the Minor Category for which the budget has been entered.

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

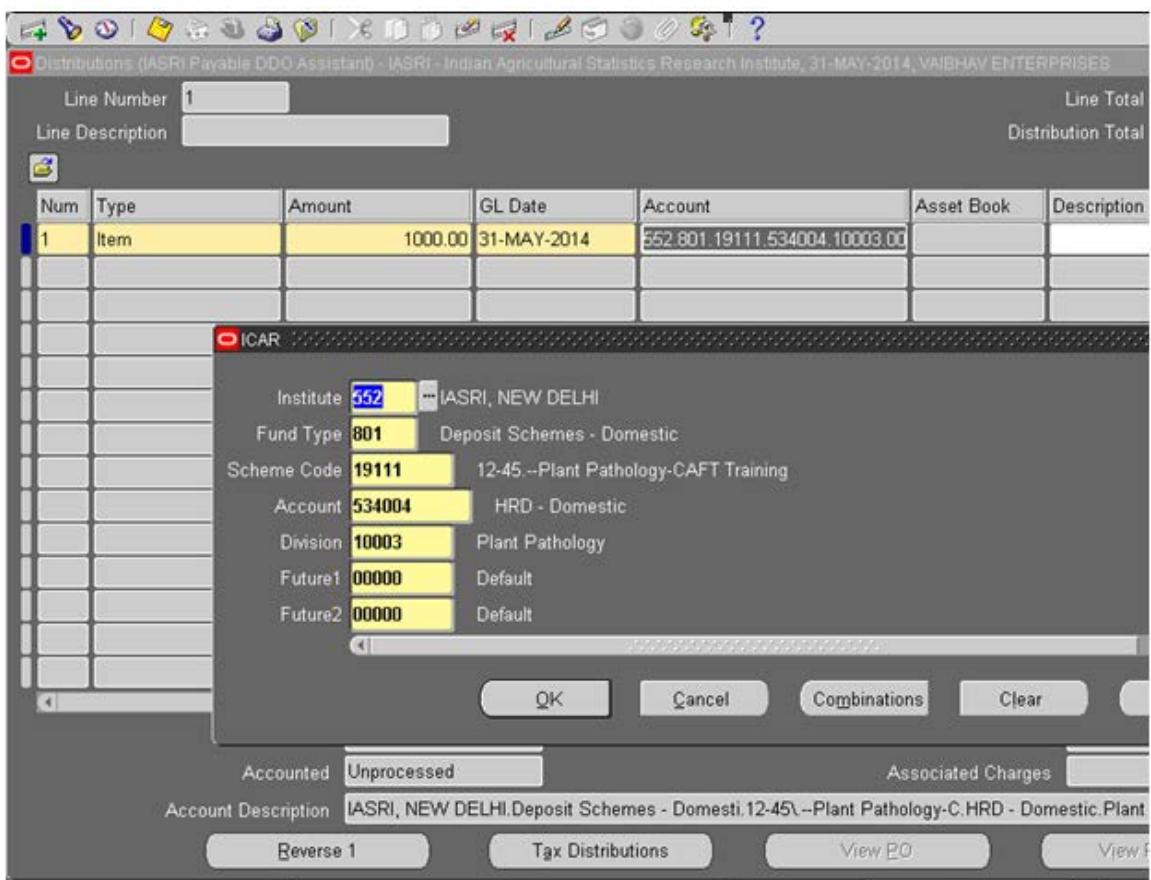


Once you select the Minor category, the system will give you a message showing the budget and the fund available in that minor category for that project.



Click on Distribution.

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



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

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

Business Process – Advances to Employees

CIFT Payables Audit & Account → Bill Processing

Following Bill form will open.

Invoice Workbench (ARI Employee Payables DDO Assistant)

Institute	Type	Employee	Employee Vendor Num	Employee Site Name	Bill Received Date	Invoice Number	Bill Numk
IARI - Indian Agricult	Standard						

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

Summary

Items	Amount Paid
Prepayments Applied	INR 0.00
Subtotal	
Miscellaneous	
Total	

Status

Status	Never Validated
Accounted	Unprocessed
Approval	Required
Holds	
Scheduled Payment Holds	

Description

Quick Match Match All Distributions

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

Invoice Workbench (ARI Employee Payables DDO Assistant)

Institute	Type	Employee	Employee Vendor Num	Employee Site Name	Bill Received Date	Invoice Number	Bill Numk
IARI - Indian Agricult	Standard						

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

Invoice Types

Find %	
Invoice Type	Description
Standard	Standard invoice
Credit Memo	Credit Memo
Debit Memo	Debit Memo
Expense Report	Employee Expense Report
Prepayment	Prepayments , advances and finances
Retainage Release	Retainage Release Invoices
Mixed	Mixed type invoice

Status

Status	Never Validated
Accounted	Unprocessed
Approval	Required
Holds	
Scheduled Payment Holds	

Description

Quick Match Match All Distributions

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

Invoice Workbench (ICAR Employee Payables DDO Assistant)

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

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

Summary

Items	<input type="text"/>
Prepayments Applied	<input type="text"/>
Subtotal	<input type="text"/>
Miscellaneous	<input type="text"/>
Total	<input type="text"/>

Amount Paid

INR	0.00
-----	------

Status

Status	Never Validated
Accounted	Unprocessed
Approval	Required
Holds	<input type="checkbox"/>
Scheduled Payment Holds	<input type="checkbox"/>

Description

Quick Match Match All Distributions

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

Invoice Workbench (ICAR Employee Payables DDO Assistant)

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

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

Summary

Items	<input type="text"/>
Prepayments Applied	<input type="text"/>
Subtotal	<input type="text"/>
Miscellaneous	<input type="text"/>
Total	<input type="text"/>

Amount Paid

INR	0.00
-----	------

Status

Status	Never Validated
Accounted	Unprocessed
Approval	Required
Holds	<input type="checkbox"/>
Scheduled Payment Holds	<input type="checkbox"/>

Description

Quick Match Match All Distributions

Now, Click on **Lines**.

Line Type will be Item (automatic).

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

Invoice Workbench (IARI Employee Payables DDO Assistant)

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

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

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

Discard Line 1 Distributions Allocations

Quick Match Match All Distributions

Invoice Workbench (IARI Employee Payables DDO Assistant)

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

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

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

Discard Line 1 Distributions Allocations

Quick Match Match All Distributions

Distributions form open up.

Enter the **Amount** in distributions.

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

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

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

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

Save the bill and close the distributions screen.

A bill number will automatically get generated.

After this, the bill file will be forwarded to DDO

Adjustment of Advances given to Employees

Employee shall take advance for incurring some expenditure only.

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

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

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

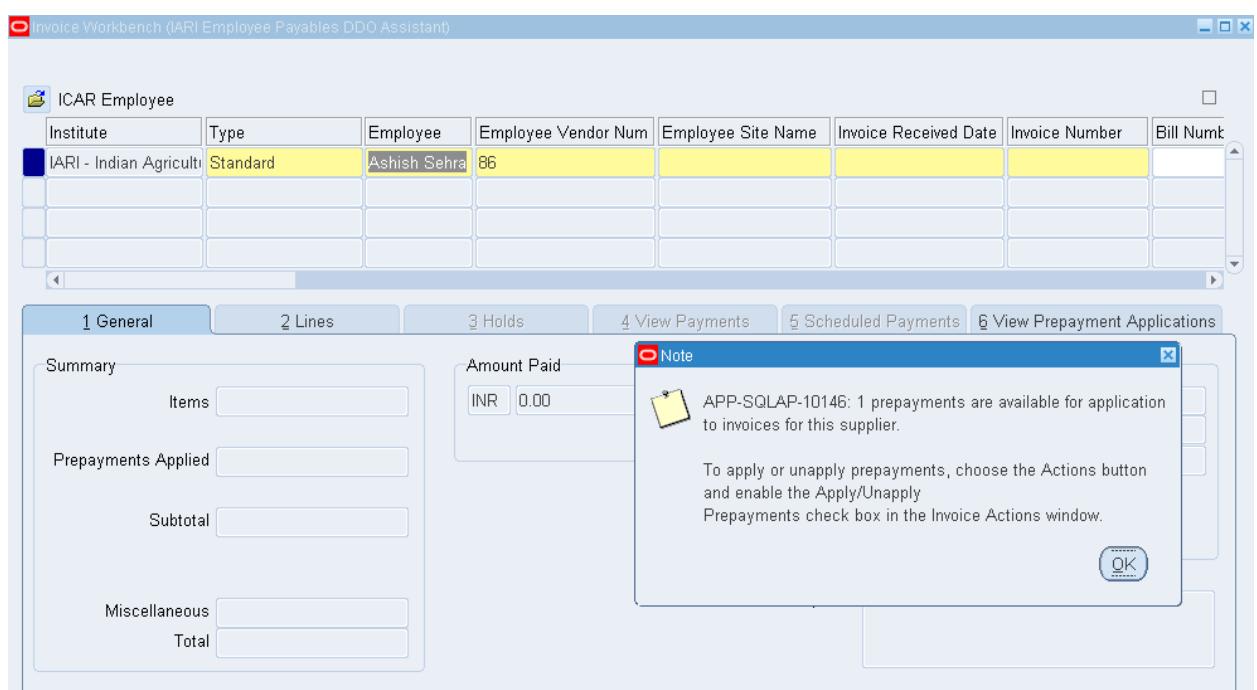
If there is some difference between the amount that was taken as advance and the amount of expenditure incurred, that amount shall become the unspent amount.

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

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

Create a 'Standard' type bill.

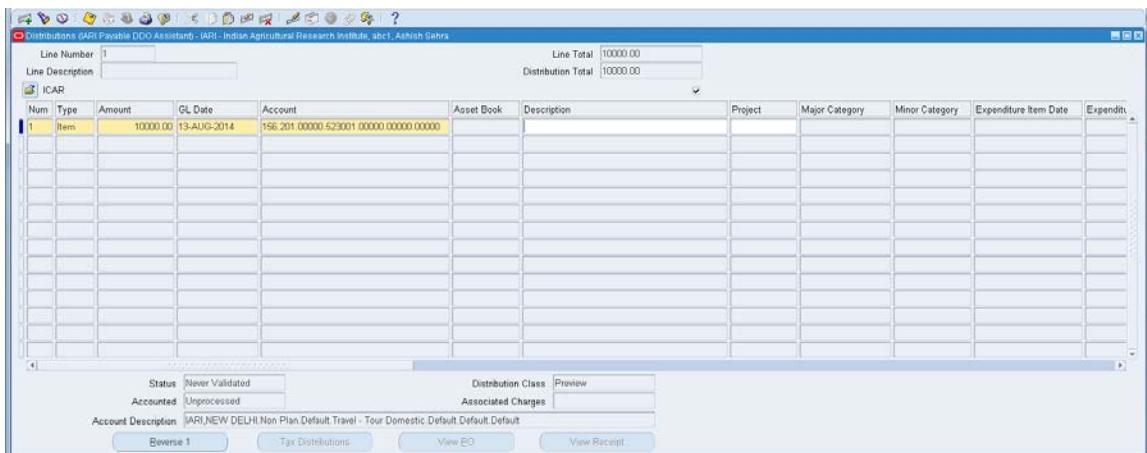
Upon selecting the Employee name, a Pop up message will appear as shown below. It will give a reminder that prepayments are available for application for this vendor. Click on ok and proceed.



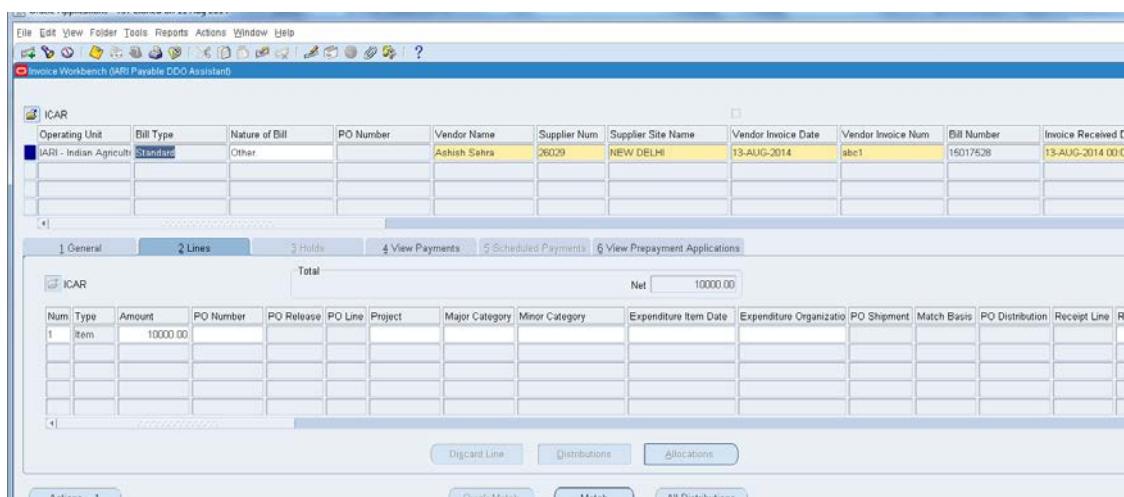
The process for creation of bill shall be the same as bill creation process without PO.

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

Close the Distribution screen.

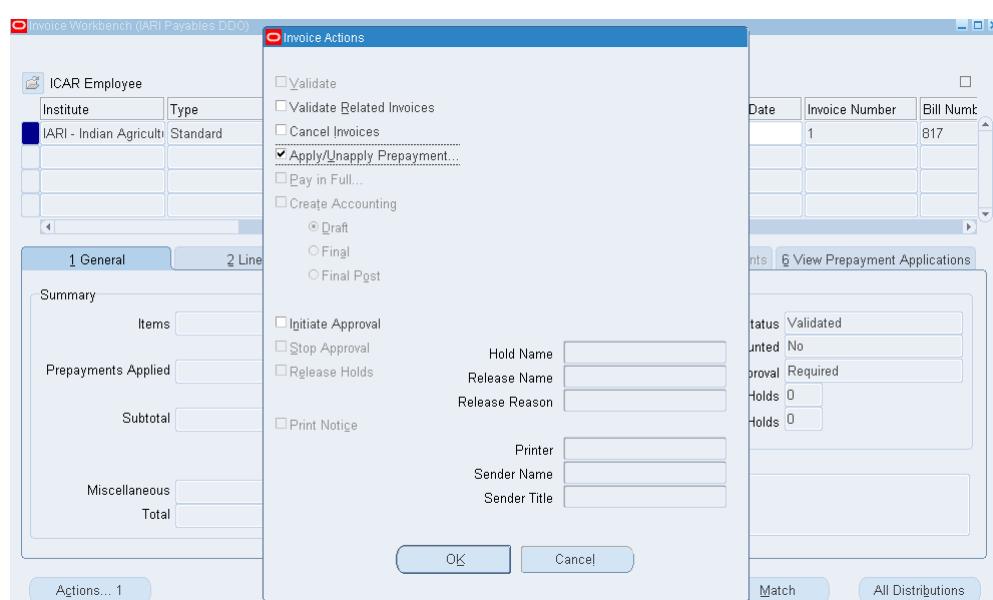


Click on **Actions....1** button.



Select the check box for application of the prepayment bill.

Click Ok.



Following screen shall open.

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

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

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

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

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

The screenshot shows the 'Apply/Unapply Prepayments' window. At the top, it displays 'Invoice Amount: 10000.00' and 'Invoice Amount Unpaid: 10000.00'. Below this, the 'Prepayment on Invoice' section has a checked 'Apply' checkbox. A table lists one prepayment entry: 'Amount To Apply: 10000.00', 'GL Date: 13-AUG-2014', 'Prepayment Number: abc', 'Line Num: 1', 'Amount Available: 10000.00', and 'Amount of Included Tax: Site: NEW DELHI'. The 'Print' button is visible on the right. In the 'Existing Prepayment Applications' section, there is a table with one row showing 'Item Amount Applied: 10000.00', 'Tax Amount Applied: 0.00', 'GL Date: 13-AUG-2014', 'Prepayment Number: abc', 'Invoice Line Num: 1', and 'Site: NEW DELHI'. Buttons at the bottom include 'Distribute', 'Invoice Overview', and 'Apply/Unapply'.

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

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

The screenshot shows the 'Apply/Unapply Prepayments' window. At the top, it displays 'Invoice Amount: 10000.00' and 'Invoice Amount Unpaid: 0.00'. Below this, the 'Prepayment on Invoice' section has an unchecked 'Apply' checkbox. The 'Existing Prepayment Applications' section shows a table with one row: 'Item Amount Applied: 10000.00', 'Tax Amount Applied: 0.00', 'GL Date: 13-AUG-2014', 'Prepayment Number: abc', 'Invoice Line Num: 1', and 'Site: NEW DELHI'. Buttons at the bottom include 'Distribute', 'Invoice Overview', and 'Apply/Unapply'.

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

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

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

This screenshot shows the ICAR software interface for managing bills. At the top, there is a grid of bill details. Below the grid, the 'General' tab is selected, showing a summary section with items totaling 10000.00 INR. A 'Prepayments Applied' section shows a value of 10000.00. To the right, there are status fields: Status (Needs Revalidation), Accounted (No), Approval (Not Required), and Hold (0). A 'Scheduled Payment Holds' section shows 0. Below these sections is a 'Description' field and a 'Actions...' button at the bottom left.

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

This screenshot shows the same ICAR software interface as above, but with a different view. The 'Lines' tab is selected, displaying a table of bill lines. The first line is an 'Item' with an amount of 10000.00. The second line is a 'Prepaym' with an amount of 0.00. The third line is another 'Prepaym' with an amount of -10000.00. The table includes columns for Num, Type, Amount, PO Number, PO Release, PO Line, Project, Major Category, Minor Category, Expenditure Item Date, Expenditure Organization, PO Shipment, Match Basis, PO Distribution, Receipt Line, and Receipt Num. Buttons for 'Discard Line 1', 'Distributions', and 'Allocations' are visible at the bottom.

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.

This screenshot shows the ICAR software interface with the 'View Prepayment Applications' tab selected. It displays a table of prepayment applications. The first row shows an amount of 10000.00, GL Date of 13-AUG-2014, Prepayment Number of abc, Prepayment Line Number of 1, Supplier of Ashish Sehra, and Site of NEW DELHI. Below the table are fields for Description, PO Num, and Receipt Num. Buttons for 'Actions...', 'Quick Match', 'Match', and 'All Distributions' are at the bottom.

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

The screenshot shows the Oracle Workbench (JAR) Payable DDO Assistant interface. The top section displays a grid of bill details for Site Name ELHI, Vendor Invoice Date 13-AUG-2014, Vendor Invoice Num abc1, Bill Number 15017520, Invoice Received Date 13-AUG-2014 00:00:00, Bill Amount 2000.00, Description (empty), Currency INR, Payment Curr INR, Functional Currency INR, Functional Curr Amount 13-AUG-2014, and Accounting Date 13-AUG-2014. Below this is a navigation bar with tabs: 1 General, 2 Lines (selected), 3 Hold, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. The main area is titled 'ICAR' and shows a table for 'Lines'. The table has columns: Num, Type, Amount, PO Number, PO Release, PO Line, Project, Major Category, Minor Category, Expenditure Item Date, Expenditure Organizatio, PO Shipment, Match Basis, PO Distribution, Receipt Line, and Receipt Num. The 'Amount' column for the first row is highlighted in yellow and contains the value 2000.00. At the bottom of the screen are several buttons: Discard Line 1, Distributions, Allocations, Actions... 1, Quick Match, Match, and All Distributions.

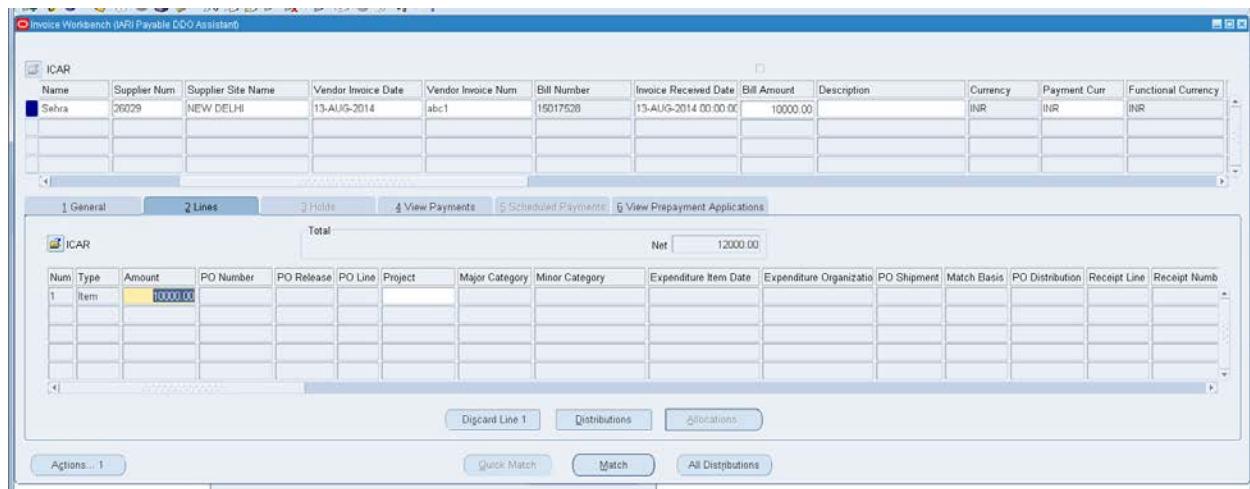
Enter the distribution level information. Click on **OK** and save the bill.

Close the Distributions screen.

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

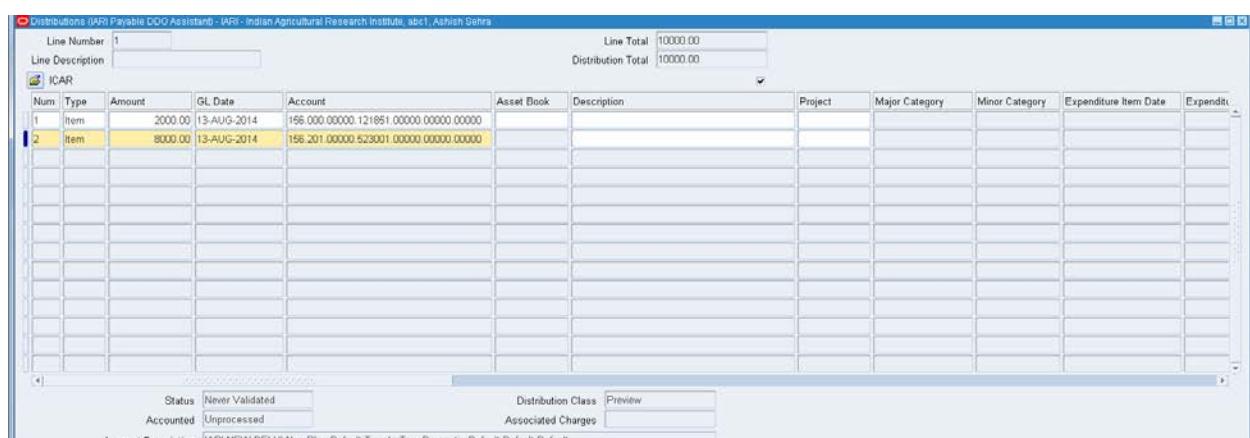
DDO Assistant shall open the same bill and change the bill amount to 10000.

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

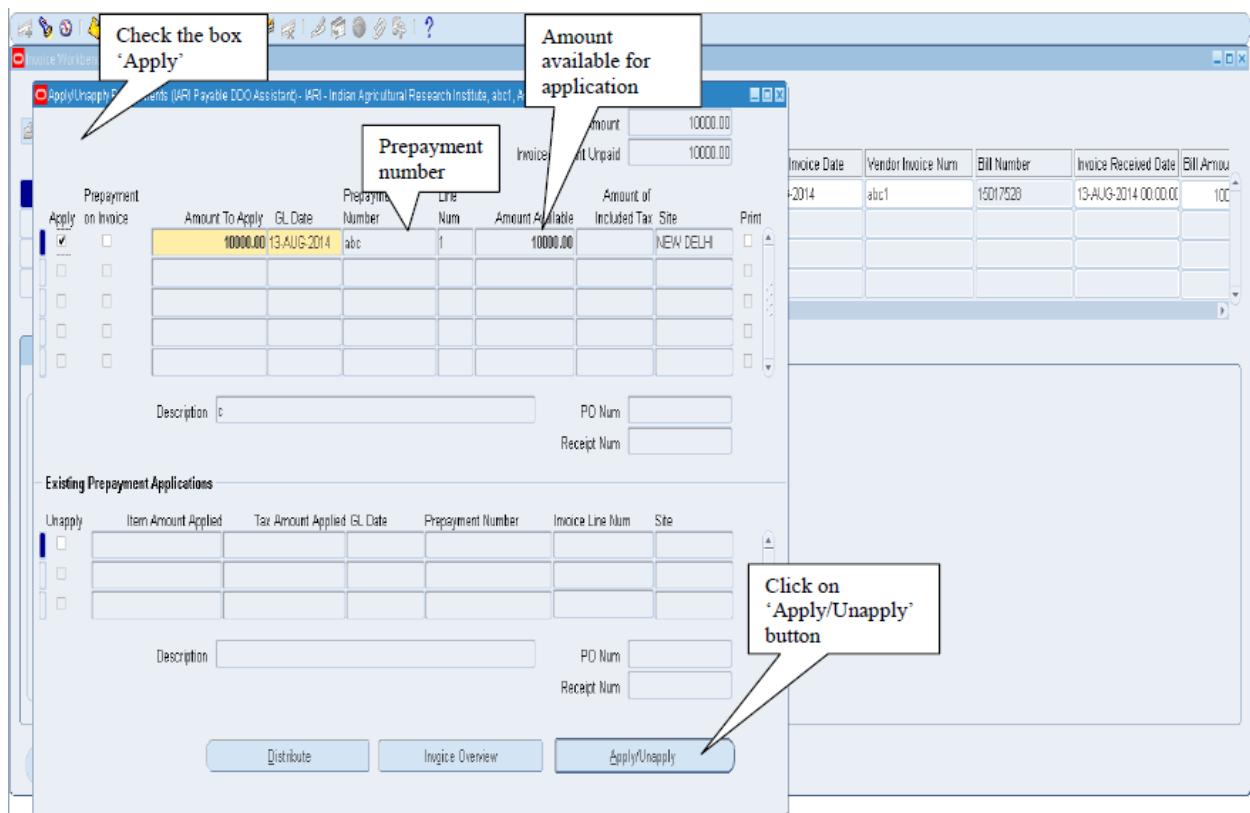


At Distribution level, DDO Assistant shall add another line of 8000 and will take account as the relevant expenditure account.

After this save the bill.



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



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

Business Process- Petty Cash system

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

Bill Creation for Petty cash Advance

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

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

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

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

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

Invoice Workbench (ICAR Payable DDO Assistant)

Type as Prepayment		Vendor name: Drawing Disbursing Officer (DDO)		Select site as Division Name		Bill received date				
ICAR	Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor Name	Supplier Num	Supplier Site Name	Vendor Invoice Date	Vendor Invoice Num	Bill Number
	ICAR - Indian Agriculture	Prepayment	Other.		Drawing Disbursing Off	3719	AGRICULTURE ECON	19-SEP-2014	19-SEP-2014	
<input type="button" value="1 General"/> <input type="button" value="2 Lines"/> <input type="button" value="3 Holds"/> <input type="button" value="4 View Payments"/> <input type="button" value="5 Scheduled Payments"/> <input type="button" value="6 View Prepayment Applications"/>										
Summary Items: <input type="text"/> Prepayments Applied: <input type="text"/> Subtotal: <input type="text"/> Miscellaneous: <input type="text"/> Total: <input type="text"/>			Amount Paid INR 0.00		Status Status: Never Validated Accounted: Unprocessed Approval: Not Required Holds: <input type="checkbox"/> Scheduled Payment Holds: <input type="checkbox"/> Description: <input type="text"/>					

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

Invoice Workbench (ICAR Payable DDO Assistant)

Invoice Number		Enter Bill amount		Enter Description																													
e Date	Vendor Invoice Num	Bill Number	Invoice Received Date	Bill Amount	Description																												
PC-19-SEP-2014-LAXM	15017639		19-SEP-2014 00:00:00	10000.00	Imprest Advance																												
<input type="button" value="1 General"/> <input type="button" value="2 Lines"/> <input type="button" value="3 Holds"/> <input type="button" value="4 View Payments"/> <input type="button" value="5 Scheduled Payments"/> <input type="button" value="6 View Prepayment Applications"/>																																	
<table border="1"> <thead> <tr> <th>Num</th> <th>Type</th> <th>Amount</th> <th>PO Number</th> <th>PO Release</th> <th>PO Line</th> <th>Project</th> <th>Major Category</th> <th>Minor Category</th> <th>Expenditure Item Date</th> <th>Expenditure Organization</th> <th>PO Shipment</th> <th>Match Basis</th> <th>PO</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Item</td> <td>10000</td> <td></td> </tr> </tbody> </table>						Num	Type	Amount	PO Number	PO Release	PO Line	Project	Major Category	Minor Category	Expenditure Item Date	Expenditure Organization	PO Shipment	Match Basis	PO	1	Item	10000											
Num	Type	Amount	PO Number	PO Release	PO Line	Project	Major Category	Minor Category	Expenditure Item Date	Expenditure Organization	PO Shipment	Match Basis	PO																				
1	Item	10000																															
<input type="button" value="Discard Line 1"/> <input type="button" value="Distributions"/> <input type="button" value="Allocations"/>																																	
<input type="button" value="Actions... 1"/> <input type="button" value="Quick Match"/> <input type="button" value="Match"/> <input type="button" value="All Distributions"/>																																	

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

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

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

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

Buttons: Reverse 1, Tax Distributions, View PO, View Receipt

Save the bill and close the distributions screen.

A bill number will automatically get generated.

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

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

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

Invoice Workbench (IARI Employee Payables DDO)

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

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

Summary:

Items	10000.00
Prepayments Applied	
Subtotal	10000.00
Miscellaneous	
Total	10000.00

Amount Paid:

INR	0.00
-----	------

Status:

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

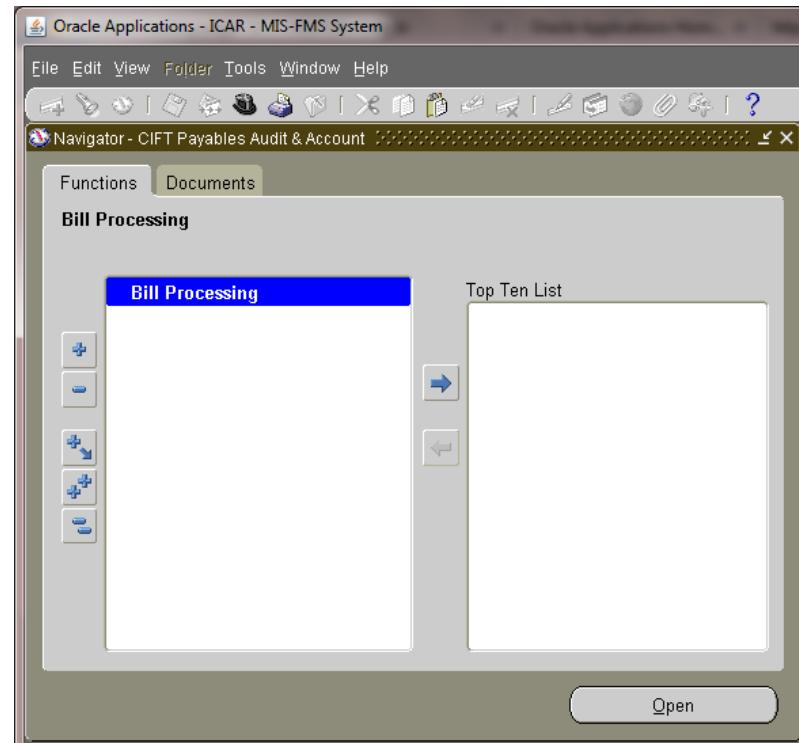
Description:

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

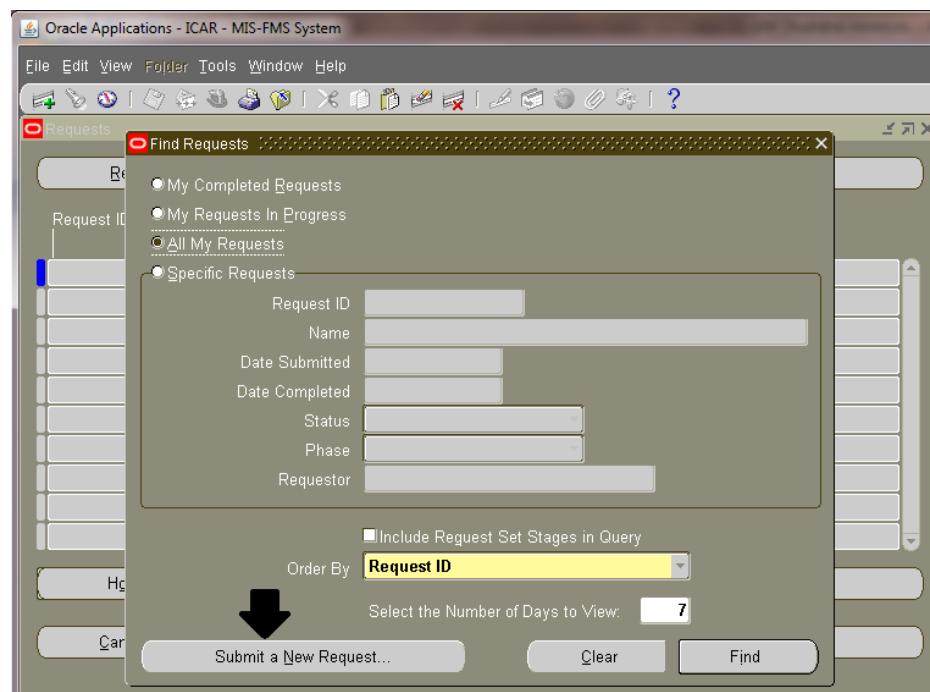
How To Run Bill Report

Navigation

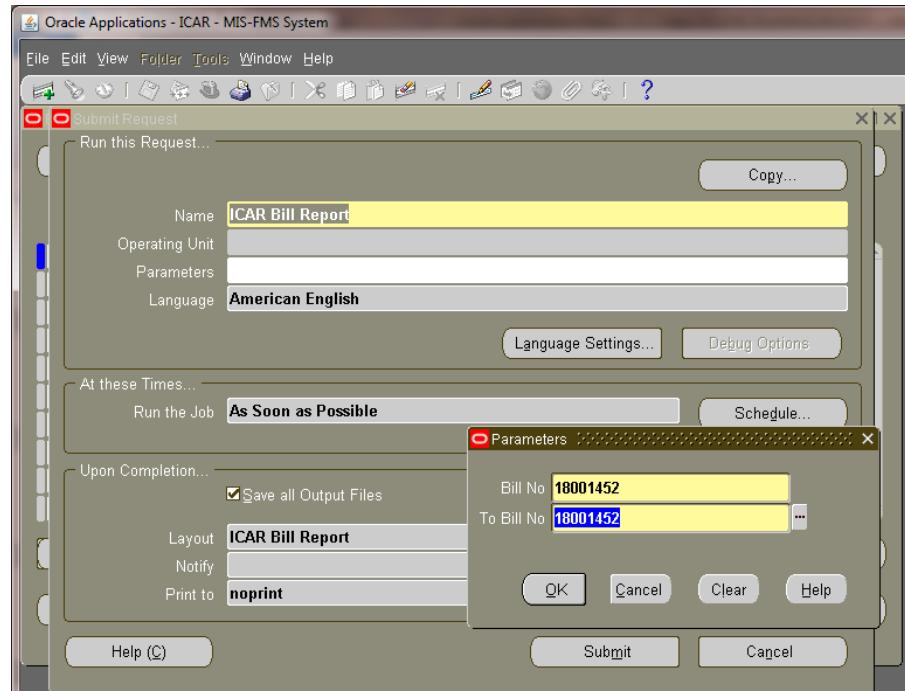
CIFT Payables Audit & Accounts → Bill Processing



View → Requests → Submit a new Request



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



Click Refresh Data until the Phase is Completed

Request ID	Name	Parent	Phase	Status	Parameters
8044630	ICAR Bill Report		Running	Normal	221, 18001452, 18001452
8044043	ICAR Budget - Funds Inq		Completed	Normal	2021, 50374, 1, 506, 506, 2, X
8043294	DQM Serial Sync Index F		Completed	Normal	
8043135	ICAR Purchase Requisiti		Completed	Normal	221, 50618100049, , ,
8043129	ICAR_PAYSPLIT_FORM_P		Completed	Normal	, , 011585, JAN-2017, , ,
8043096	DQM Serial Sync Index F		Completed	Normal	

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

Sreejith TJ

Creation of Cheque Series in ERP

Login to ERP

The screenshot shows the SAP ERP Navigator interface. On the left, there is a tree view of responsibilities. One node, 'Define Cheque Series', is highlighted with a black arrow. On the right, under the heading 'BANK Accounts', there is a link 'Bank Account'. A black arrow points from the 'Bank Account' link towards the 'Personalize' button at the top right.

Click **Define Cheque Series** Responsibility

Click **Bank Account**

The screenshot shows the 'Manage Bank Accounts' screen. The 'Bank Accounts' tab is selected. A search bar at the top has 'cift' entered. Below it is a table with columns: Account Name, Account Number, Alternate Account Name, Short Account Name, Currency, and Legal Entity. Three rows are visible: 'CIFT - 10589078336', 'CIFT Bank NAIP A/c - 30316827951', and 'CIFT DDO Cash Book'. At the bottom, there are buttons for 'Go' and 'Clear All', and a message 'No search conducted.'

A new Window will open

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

The screenshot shows the 'Manage Bank Accounts' screen again. The 'Bank Accounts' tab is selected. A search bar at the top has 'CIFT - 10589078336' entered. Below it is a table with columns: Account Name, Account Number, Alternate Account Name, Short Account Name, Currency, and Branch Name. One row is visible: 'CIFT - 10589078336'. At the bottom, there are buttons for 'Go' and 'Clear All', and a link 'Select Account | Manage Payment Documents' which is highlighted with a black arrow. A message 'No search conducted.' is displayed.

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

A new window will open with the existing Series

Bank Name: State Bank of India Branch Name: WILLINGDON ISLAND BRANCH Country: INR			Account Name: CIIFT - 10589078336 Account Number: 10589078336 Currency Name: Indian Rupee
<input style="margin-right: 10px;" type="button" value="Create"/> 			Previous 1-10 Next 10
Name	Paper Stock Type	Format	Status
Cheque Series : 711801 to 711900	Blank Stock	Standard Check Format	Active
Cheque Series 841801 to 841900	Blank Stock	Standard Check Format	Active
Cheque 564201-564300	Blank Stock	Standard Check Format	Active
Cheque Series 784001-784100	Blank Stock	Standard Check Format	Active
2014-15 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active
Cheque Series 609601 - 609700	Blank Stock	Standard Check Format	Active
Cheque Series 899301 - 899400	Blank Stock	Standard Check Format	Active
cheque series 346776-346875	Blank Stock	Standard Check Format	Active
2015-16 Electronic Series	Blank Stock	Standard Check Format (Stub After Payment)	Active
cheque series 127826-127925	Blank Stock	Standard Check Format	Active
<input type="button" value="Create"/>			Previous 1-10 Next 10

[Return to Internal Bank Accounts](#)

Click Create Button

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

Enter Name of the Cheque Series

Select Paper Stock Type as Blank Stock

Select Format as Standard Check Format

Select Payment Document Category as CIIFT_INV

Type First Available Document Number and Last Available Document Number

Click Apply

Manage Bank Accounts

Manage Bank Accounts >

Confirmation
Cheque Series : 100201 to 100300 was created.

Payment Documents

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

Create

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

Previous 1-10 Next 10

A Confirmation Message will be shown

Manage Bank Accounts

Manage Bank Accounts >

Payment Documents

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

Create

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

Previous 10 41-47 of 47 Next

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



ERP TRAINING MANUAL

Payments

Audit Section

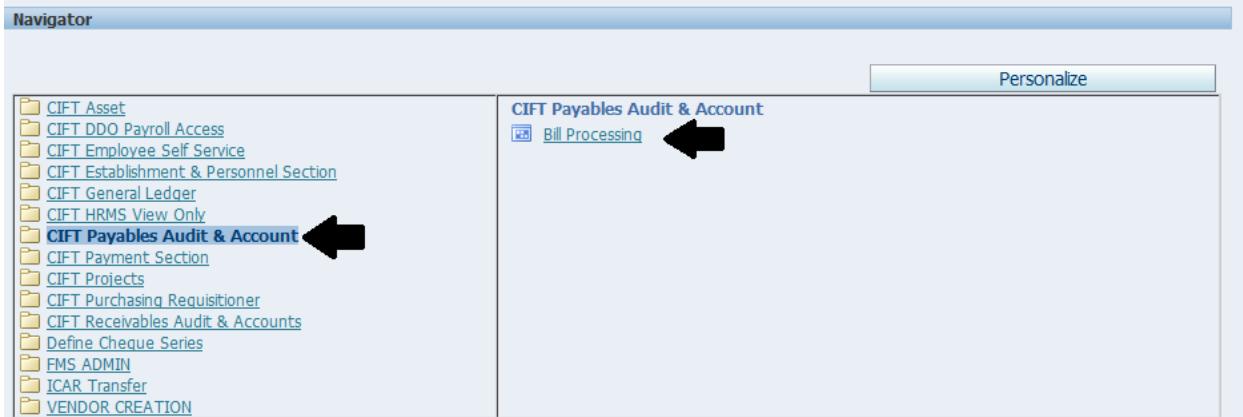
Prepared by

*Anilkumar P P
Joshy C. G
Shyla N C*

Payments

Login to ERP

Validation of already created Bills

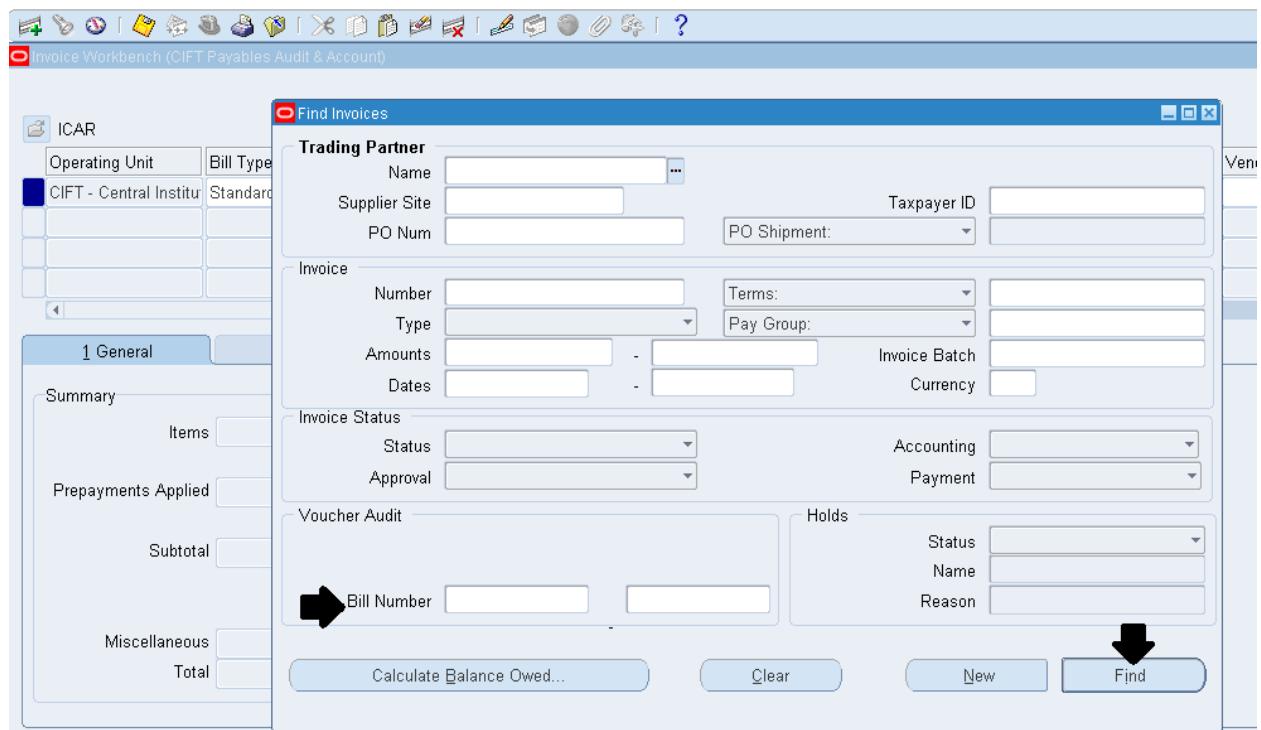


Oracle Application opens up a new window.

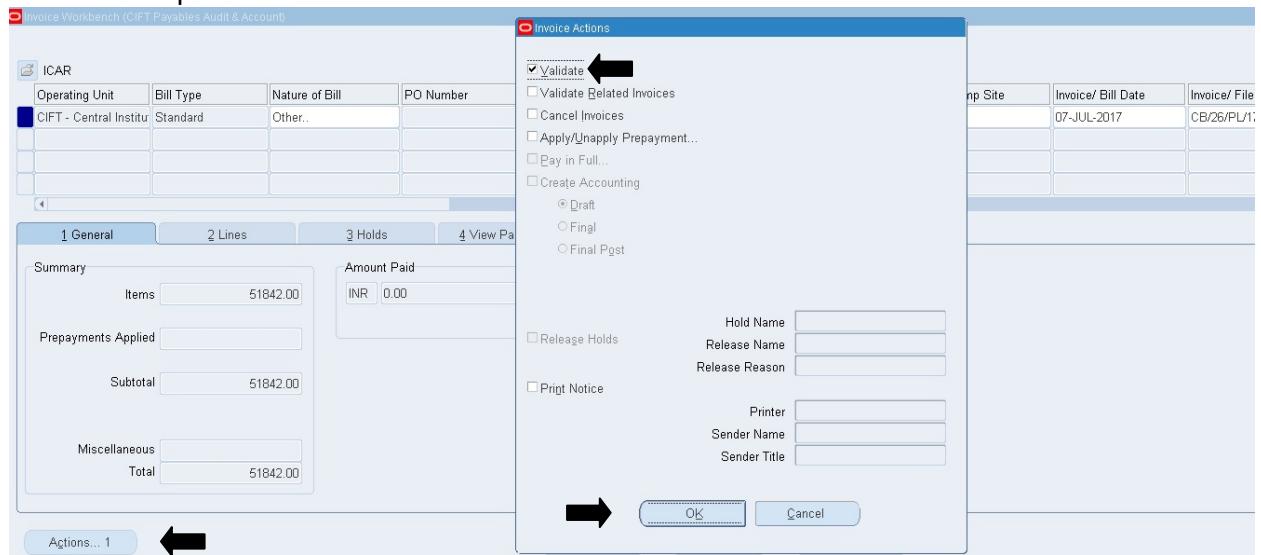
Click the Search  Icon to search for a bill.

This screenshot shows the 'Workbench (CIFT Payables Audit & Account)' window. At the top, there is a toolbar with various icons. Below the toolbar is a search bar with the text 'Workbench (CIFT Payables Audit & Account)'. The main area contains a table with columns: Operating Unit, Bill Type, Nature of Bill, PO Number, Vendor / Emp Name, Vendor / Emp Vendor Num, Vendor / Emp Site, and Invoice. The first row shows 'CIFT - Central Institu' in the Operating Unit column and 'Standard' in the Bill Type column. Below the table are several tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. Under the 'General' tab, there are sections for Summary (Items, Prepayments Applied, Subtotal), Amount Paid (Amount Paid: INR 0.00), Status (Status: Never Validated, Accounted: Unprocessed, Approval: Not Required, Holds, Scheduled Payment Holds), and Description. At the bottom are buttons for Actions... 1, Quick Match, Match, and All Distributions.

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



The Bill will open will all the details and the Amount



Click Actions... 1 Button

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

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

Invoice Workbench (CIFT Payables Audit & Account)

Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor / Emp Name	Vendor / Emp Vendor Num	Vendor / Emp Site	Invoice/ Bill Date	Invoice/ File I
CIFT - Central Institu	Standard	Other..		Security Guards Boards for Brihan M	32884	INDIA	07-JUL-2017	CB/26/PL/17

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

Summary Amount Paid Status

Items: 51842.00 INR 0.00 INR 0.00

Prepayments Applied: []

Subtotal: 51842.00

Status: Validated
Accounted: No
Approval: Not Required
Holds: 0
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

File Edit View Folder Tools Reports Actions Window Help



Invoice Workbench (CIFT Payables Audit & Account)

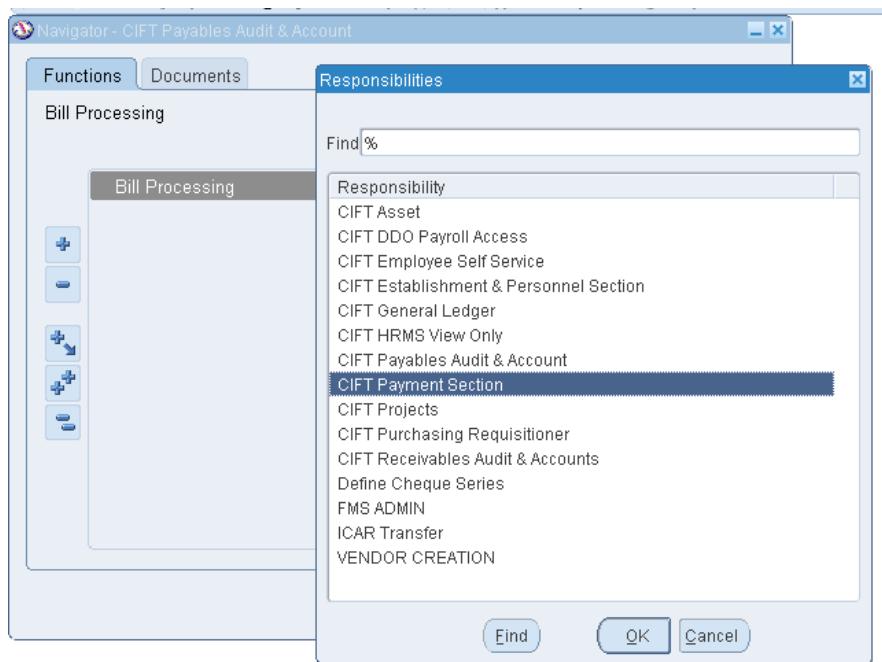
Operating Unit	Bill Type	Nature of Bill	PO Number	Vendor / Emp N:
CIFT - Central Institu	Standard	...		

1 General 2 Lines 3 Holds 4 View Payments 5 Sch

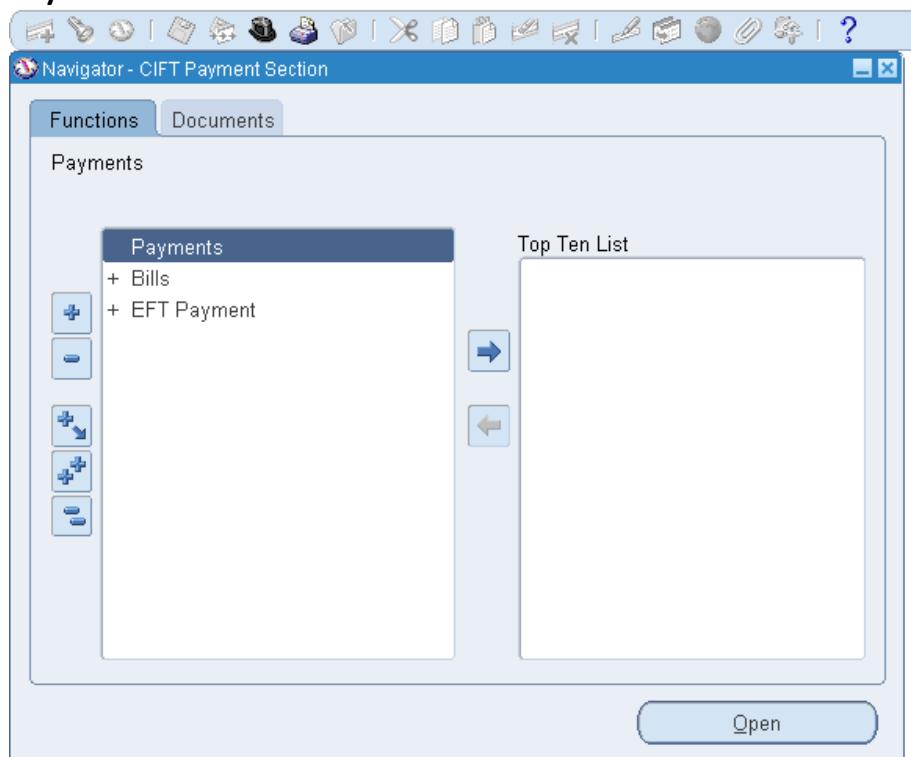
Summary Amount Paid Status

Items: [] INR 0.00

Prepayments Applied: []



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



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

Payments (CIFT Payment Section)

Type	Institute	Vendor/Employee Name	Vendor/Employee	Site	Description	Vendor/Employee Address	Payment Date	Payment Amount	Payment Curre
Quick	CIFT - Central Institute of	CIFT - Central Institute of							

Trading Partners

Find %					
Trading Partner	Supplier Num	Taxpayer ID	Tax Registration Num	Active	Payer
Security Guards Boards for Brhan Mumbai & Thane	32984			+	PAYABL
M/s. Industrial Security Services	67512			+	PAYABL
M/s. Rakshana Industrial Security & Investigation S...	27022			+	PAYABL
PA Star Security Services	24562			+	PAYABL
M/s. Care Security and Allied Services	16915			+	PAYABL
Protection Group Security Services	57592			+	PAYABL
M/s. Accord Security & Allied Services (P) Ltd.	81289			+	PAYABL
M/s. Care Security & Allied Services	38075			+	PAYABL
Care Security & Allied Services	10222			+	PAYABL
M/s. Universal Security Services	32547			+	PAYABL

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

Payments (CIFT Payment Section)

Payment Date	Payment Amount	Payment Currency	Functional Amount	Functional Currency	Bank Account	Payment Method	Payment Document	Cheque/Paymer
28-JUL-2017		INR		INR	CIFT - 105890783	Electronic	2017-18 Electronic serial	514

Payment Documents

Name	Paper Stock Type	Format
2017-18 Electronic s...	Blank Stock	Standard Che
2016-17 Electronic S...	Blank Stock	Standard Che
2014-15 Electronic S...	Blank Stock	Standard Che
2015-16 Electronic S...	Blank Stock	Standard Che

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

Payments (CIFT Payment Section)

Select Invoices (CIFT Payment Section) - CIFT - Central Institute of Fisheries Technology, 514, Security Guards Boards for Brhan Mumbai & Thane

Payment Amount	Payment Nu	Payment Process Profile	Document Category	Remit-to Account	Voucher
Total		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS	315801010029316	

Invoice Number

Payment Amount

Selected Invoices

Find: CB/26/PL/17-18/Mum dated 06-06-2017%				
Invoice Number	Pay Alone	Payment Number	Amount Remaining	Discount Avail
CB/26/PL/17-18/Mum dated 06-06-2...	Bill No:18001780	1	51842.00	0.00

Search the **Invoice Number**.

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

Screenshot of the 'Payments (CIFT Payment Section)' screen for Central Institute of Fisheries Technology (CIFT). The interface shows a list of invoices with their respective payment amounts. A summary at the top indicates a total payment amount of 51842.00. To the right, a table lists payment documents, process profiles, and vendor details.

Payment Document	Cheque/Payment No.	Payment Process Profile	Document Category	Remit-to Account	Voucher No.
2017-18 Electronic serie 514		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS	315801010029316	
2017-18 Electronic serie 515		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
2017-18 Electronic serie 516		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
2017-18 Electronic serie 517		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		

Screenshot of the 'Payments (CIFT Payment Section)' screen for Central Institute of Fisheries Technology (CIFT). The interface shows a list of invoices with their respective payment amounts. A summary at the top indicates a total payment amount of 181028.00. To the right, a table lists payment documents, process profiles, and vendor details.

Payment Document	Cheque/Payment No.	Payment Process Profile	Document Category	Remit-to Account	Voucher No.
2017-18 Electronic serie 514		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS	315801010029316	
2017-18 Electronic serie 515		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
2017-18 Electronic serie 516		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
2017-18 Electronic serie 517		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		

Add the TDS Invoice Number if there is any.

Screenshot of the 'Payments (CIFT Payment Section)' screen for Central Institute of Fisheries Technology (CIFT). The interface shows a list of invoices with their respective payment amounts. A summary at the top indicates a total payment amount of 23784.00. To the right, a table lists payment documents, process profiles, and vendor details.

Payment Document	Cheque/Payment No.	Payment Process Profile	Document Category	Remit-to Account	Voucher No.
2017-18 Electronic serie 514		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS	315801010029316	
2017-18 Electronic serie 515		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
2017-18 Electronic serie 516		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
2017-18 Electronic serie 517		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
2017-18 Electronic serie 518		ICAR_ELECTRONIC_PAYMENT	CIFT - PAYMENTS		
Cheque Series 079201 - 079227		ICAR_Cheque_PAYMENTS	CIFT - PAYMENTS		

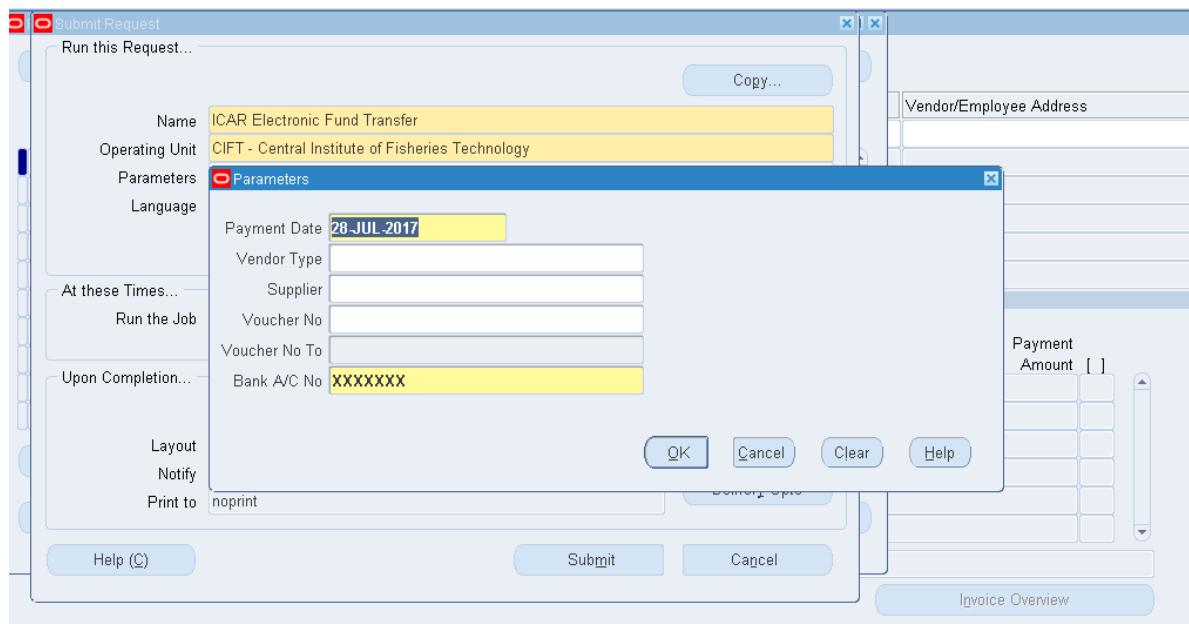
After Adding all the Vendor Numbers and the associated Invoice Numbers Click on **Save** Payments is complete now.

Reports

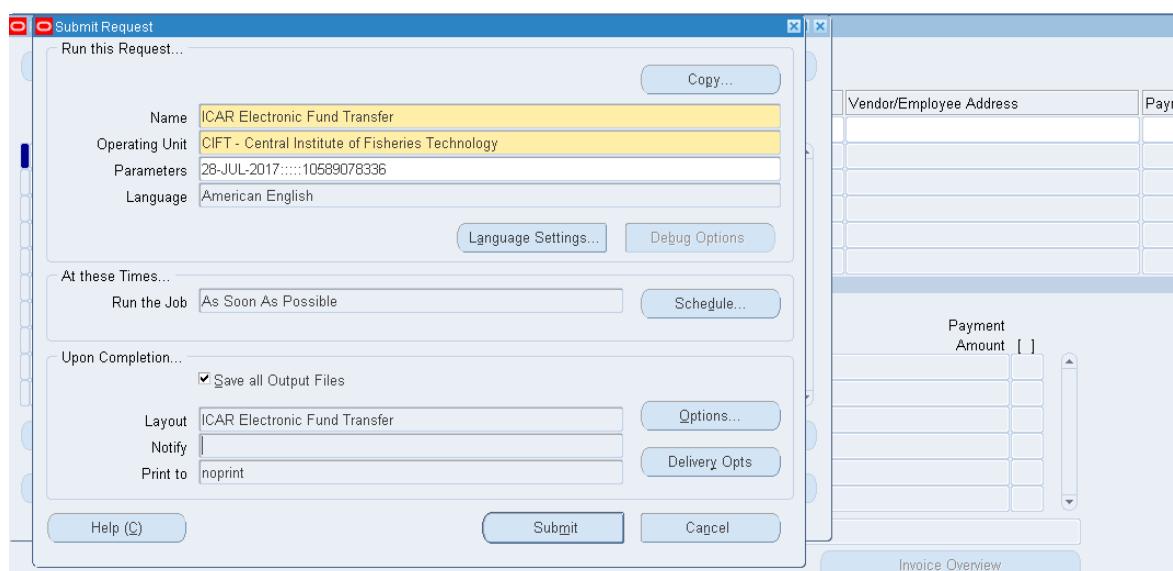
Click on View → Requests → Submit a new Request → OK

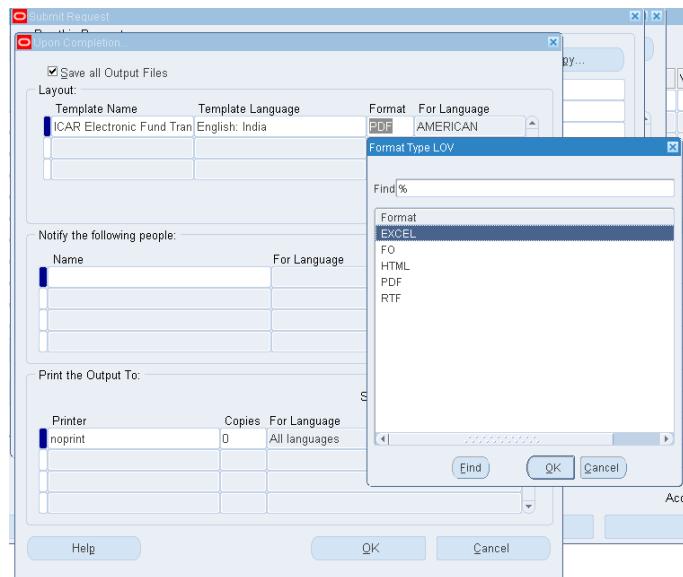
Select the Request Name as **ICAR Electronic Fund Transfer**

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



Click OK→Options





Select **Format as Excel**.

Click OK→OK→Submit→No→Find.

Refresh Data until phase is Completed.

Click **Output**.

An Excel file will be saved in the system.

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

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



ICAR PAYMENT ADVICE

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

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

Invoice No	Invoice Date	Bill Number	Total Bill Amount	Pre Payment Applied	Description	Payment Voucher Number	Amount Paid	TDS Paid	Net Amount Paid
CB No.566/2 017-18/A djtt.	18-JUL-17	18001962	14917	14900	Total expenditure as per state	1800888	17	0	17
MB 129/2017 -18	24-JUL-17	18002090	2308	0	Medical bill in r/o Sn.K.S. A	1800888	2308	0	2308
MB 130/2017 -18	24-JUL-17	18002094	1459	0	Medical reimbursement bill in	1800888	1459	0	1459
CB.4/AB I-NAIF/2 017-18	25-JUL-17	18002115	15000	0	Con. emoluments in r/o Shri. S	1800888	15000	0	15000
ACB.596 /2017-18 /Adv.	25-JUL-17	18002130	5000	0	Temp. Advance by remittance to	1800888	5000	0	5000
								Total	23784

ERP TRAINING MANUAL

Budget Upload

Audit Section

Prepared by

Thomas C Mathew

Joshy C G

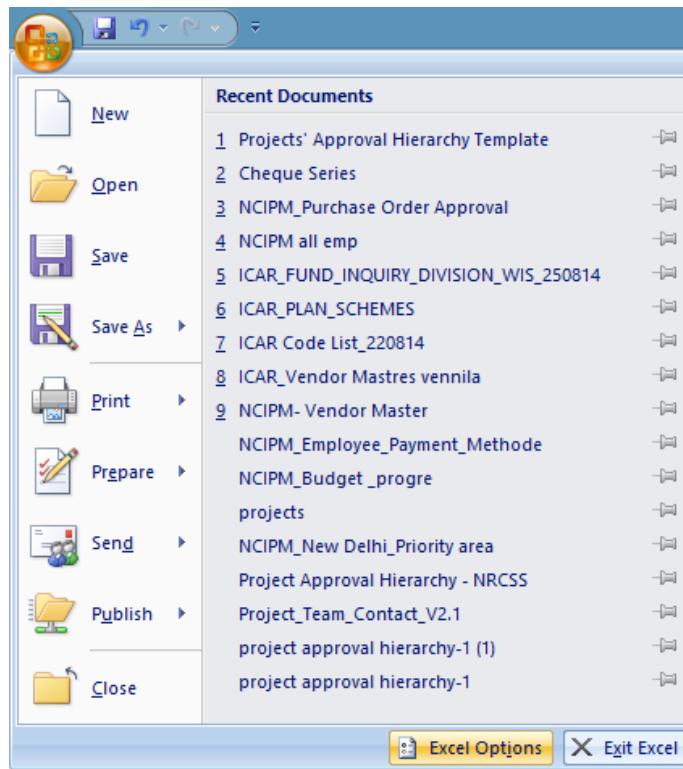
Sreejith T J

Contents

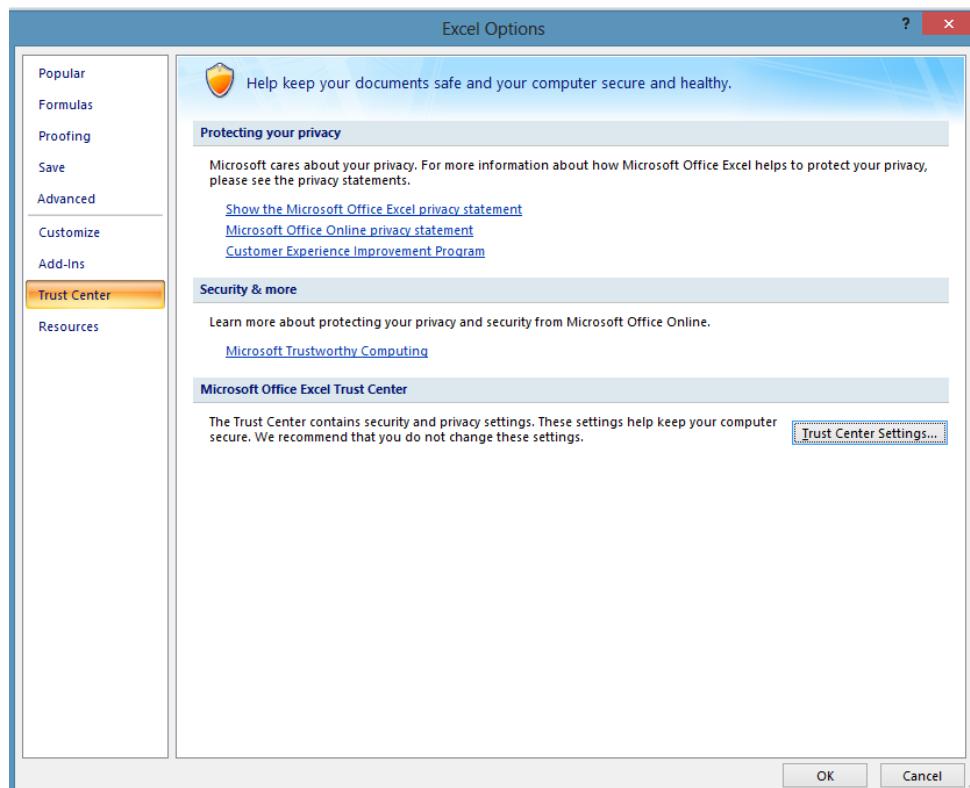
SL No	Title	Page No
1	Excel Options	162
2	Internet Options Setting for using WEB ADI in Internet Explorer	164
3	Budget Upload	169
4	Import Journals	178
5	Reports of Budget Upload	182
6	Finance (Funding Upload)	185

Excel Options

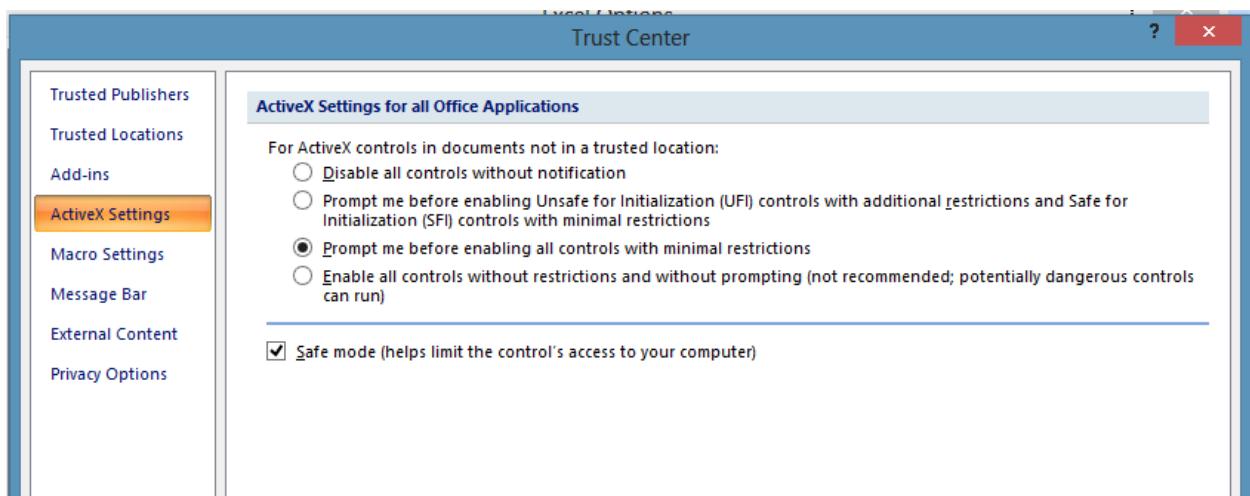
Open Microsoft Excel → Click On Excel Options.



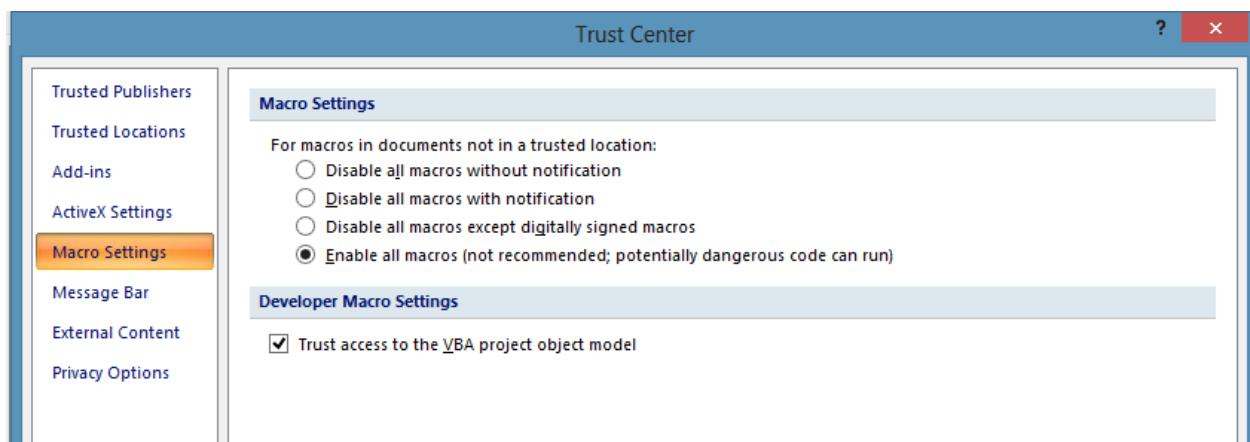
Click on Trust Center Settings..



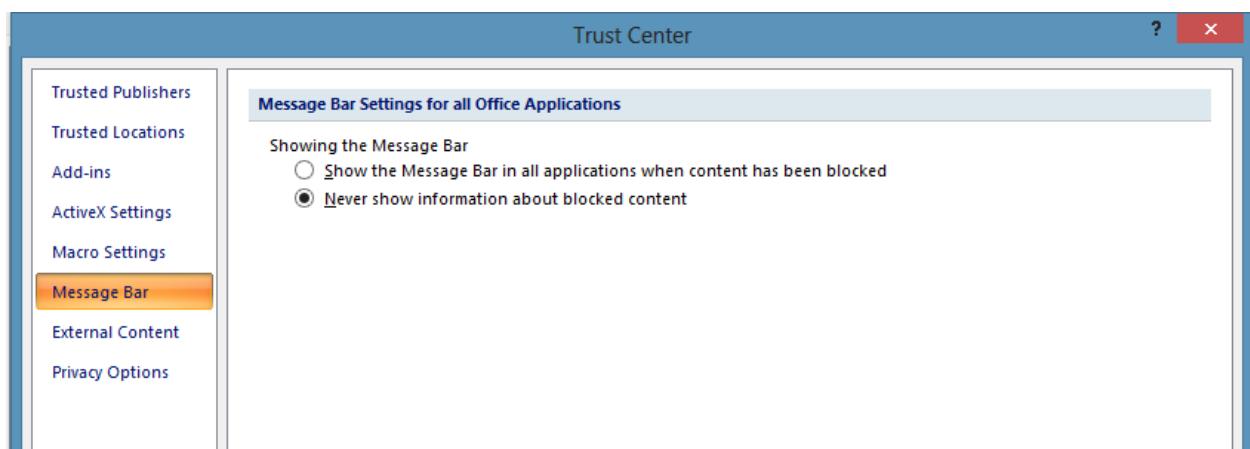
Click on ActiveX Settings and select the following options.



Click on Macro Settings and select the following options.



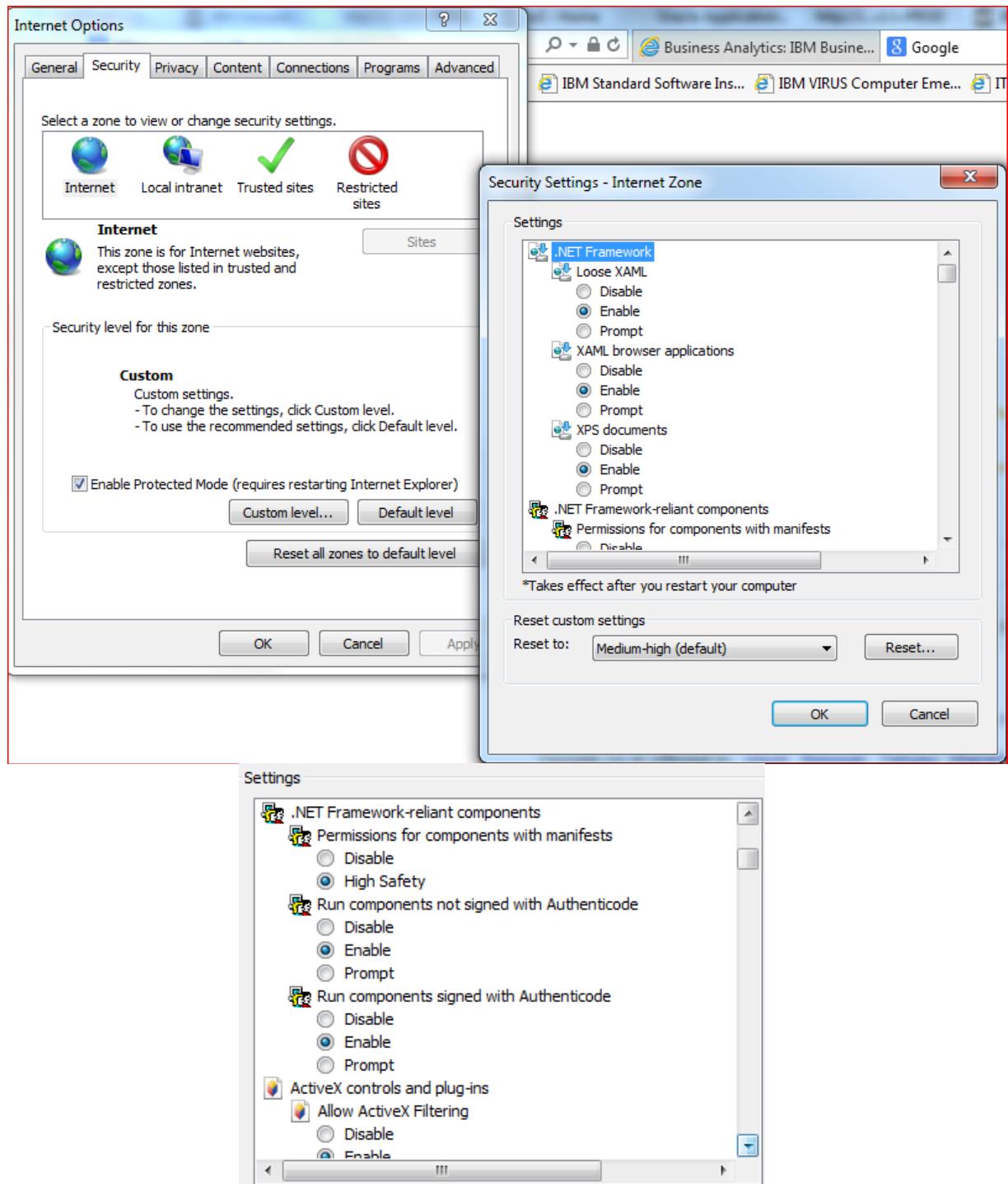
Click on Message Bar and do the following settings.

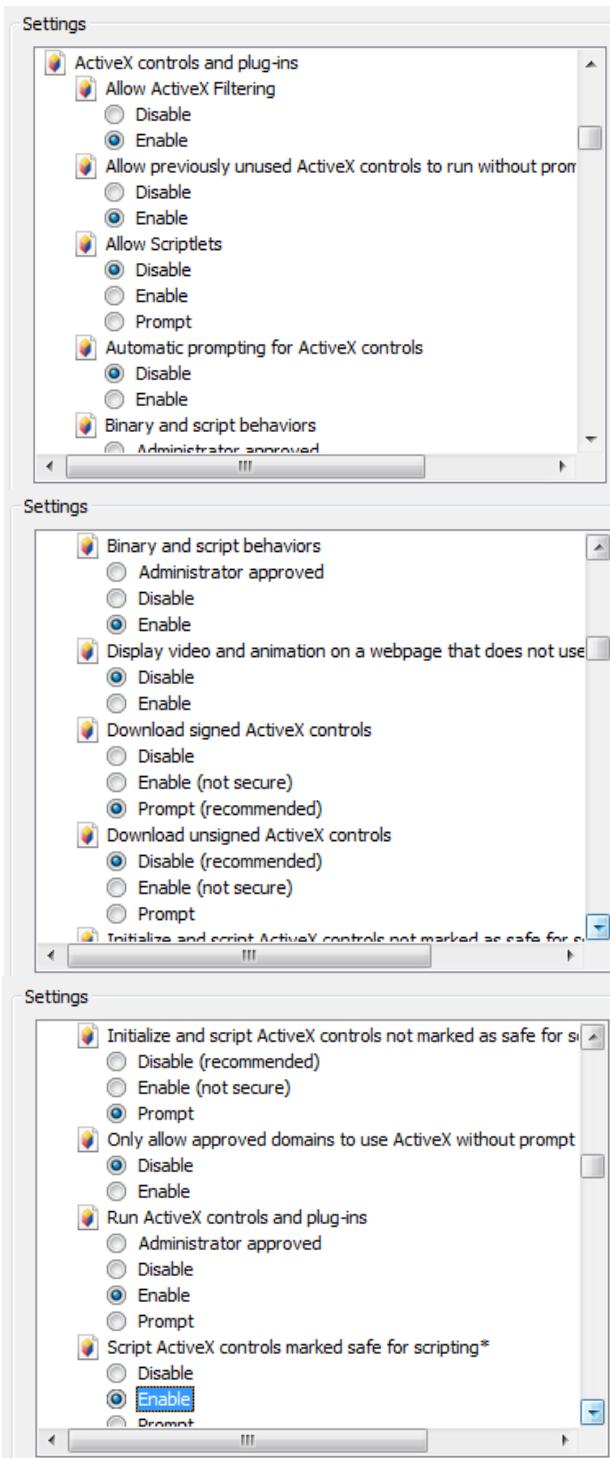


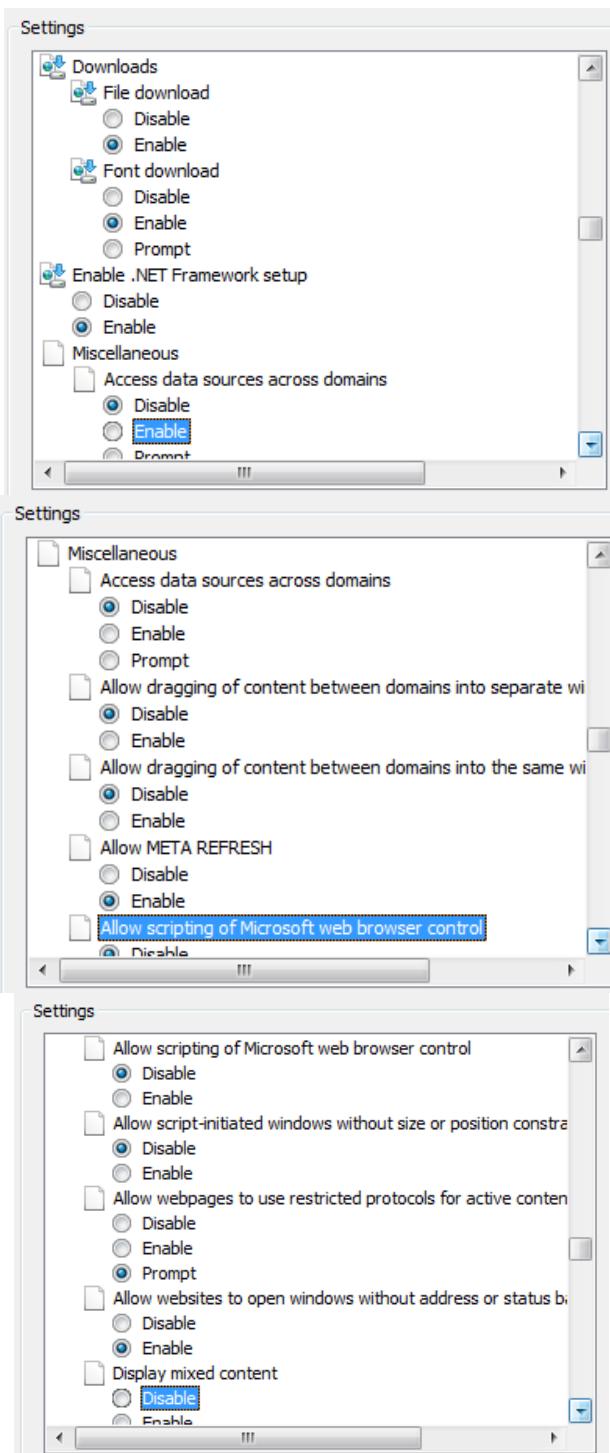
Internet Options Setting for using WEB ADI in Internet Explorer

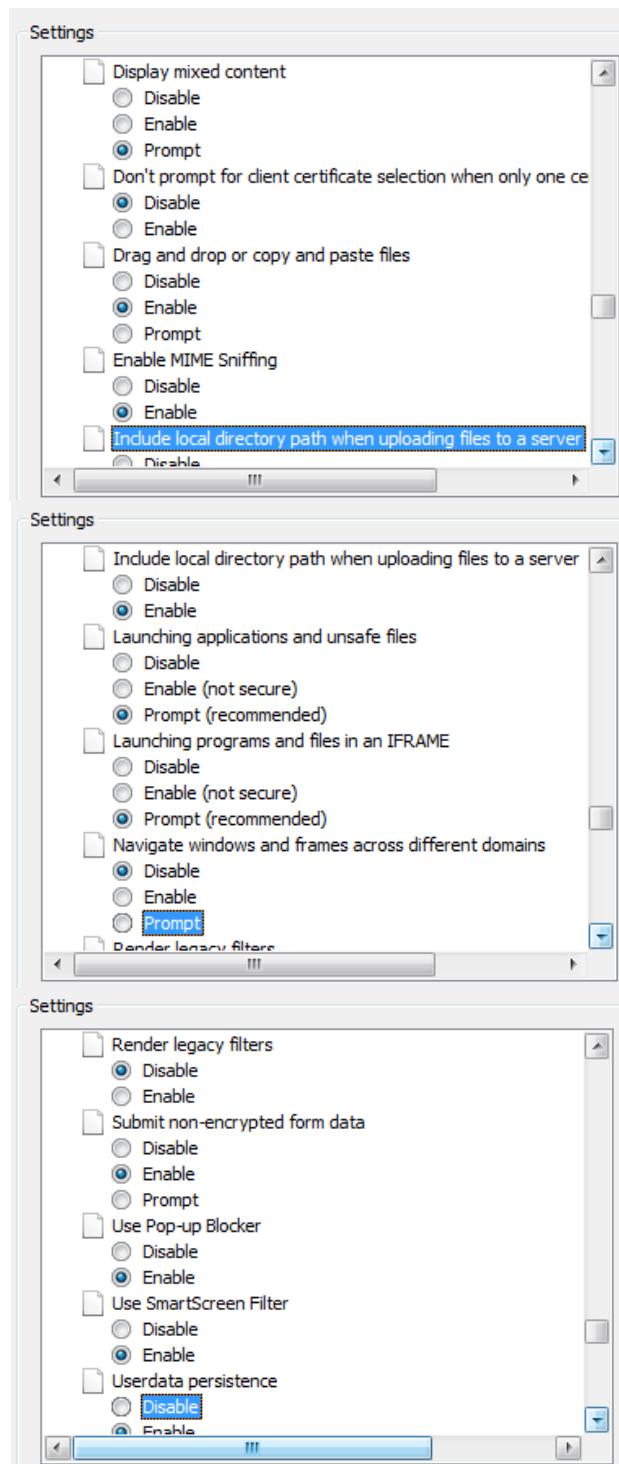
1. Open Internet Explorer.
2. Press **Alt key** from Keyboard if Menu Bar is not appearing.
3. Go To **Tools > Internet Options**

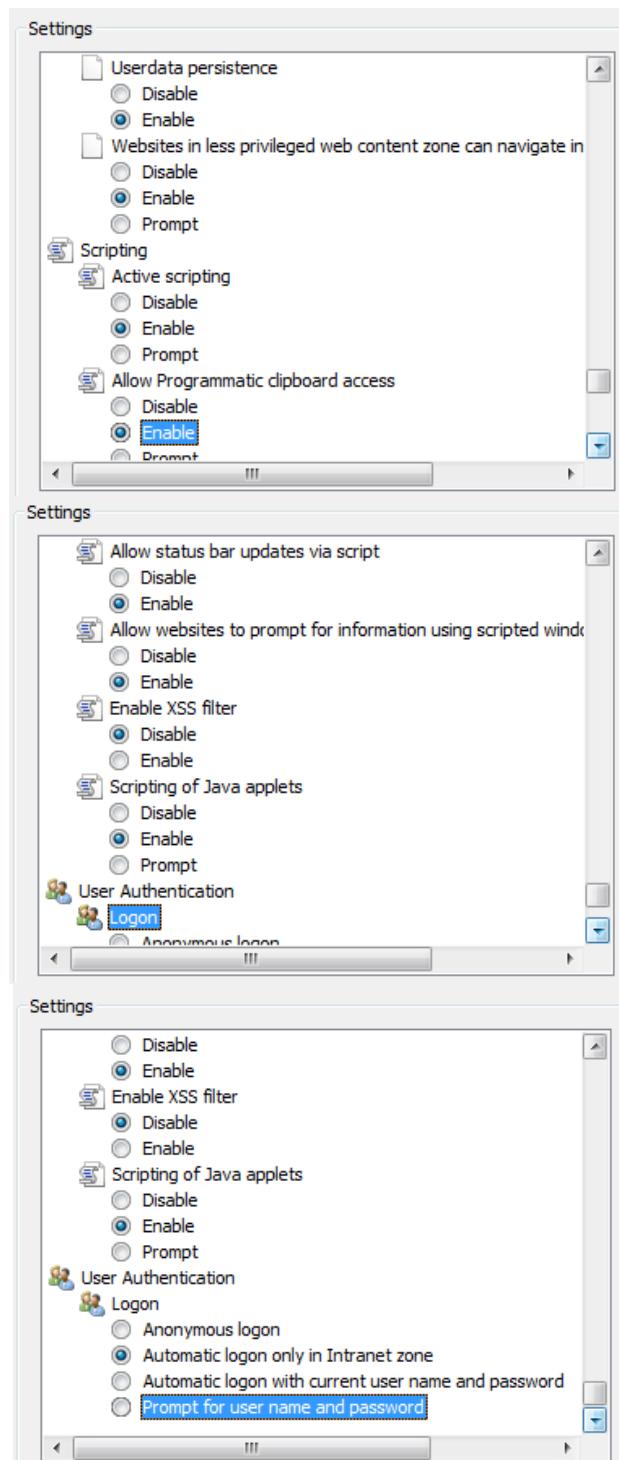
Change the Options as follows







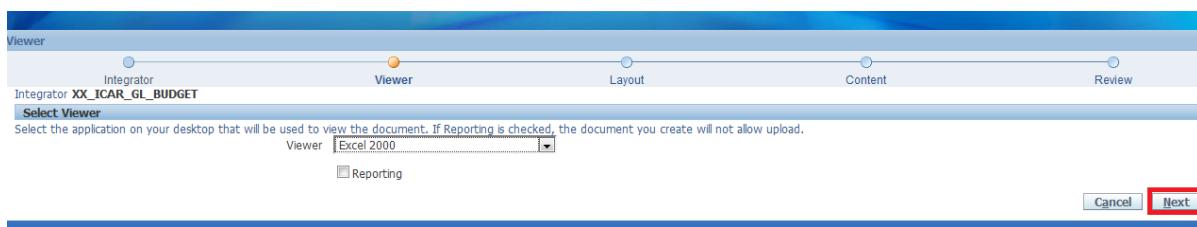




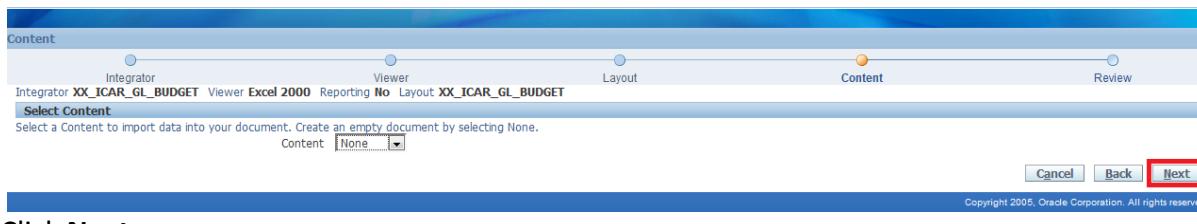
Click on Ok and Try Running Web ADI
Restart The system..

Budget Upload

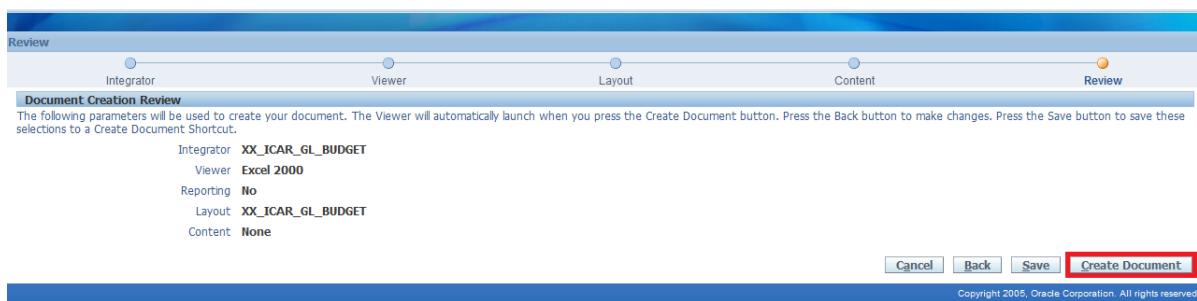
Login to ERP
CIFT General Ledger → BUDGET UPLAOD



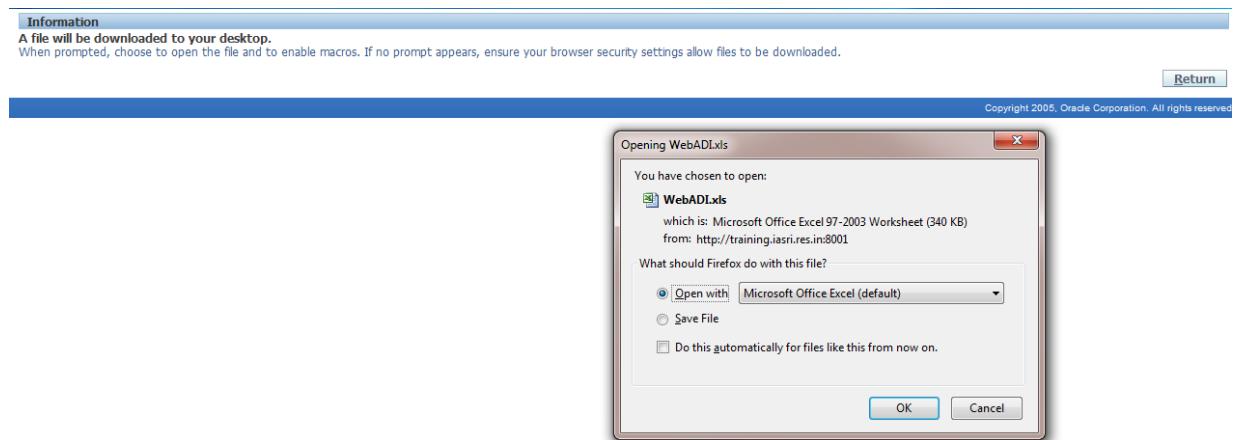
Click Next



Click Next

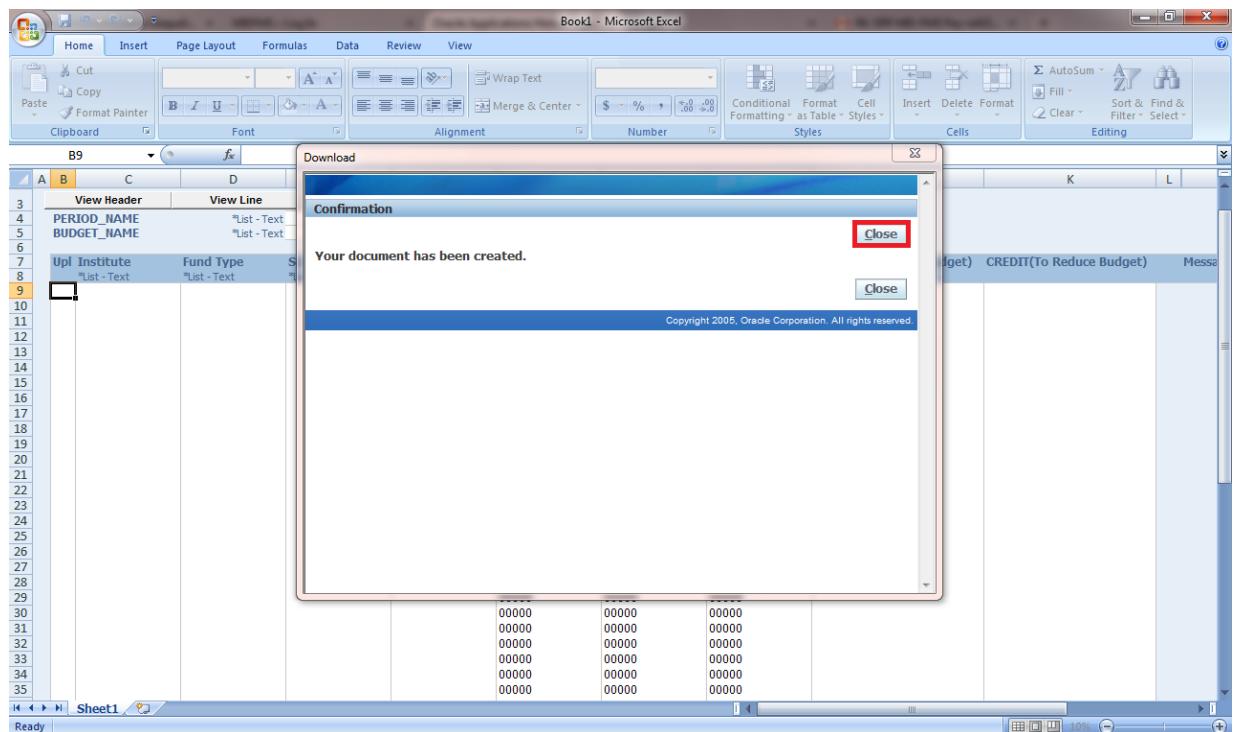


Click Create Document



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

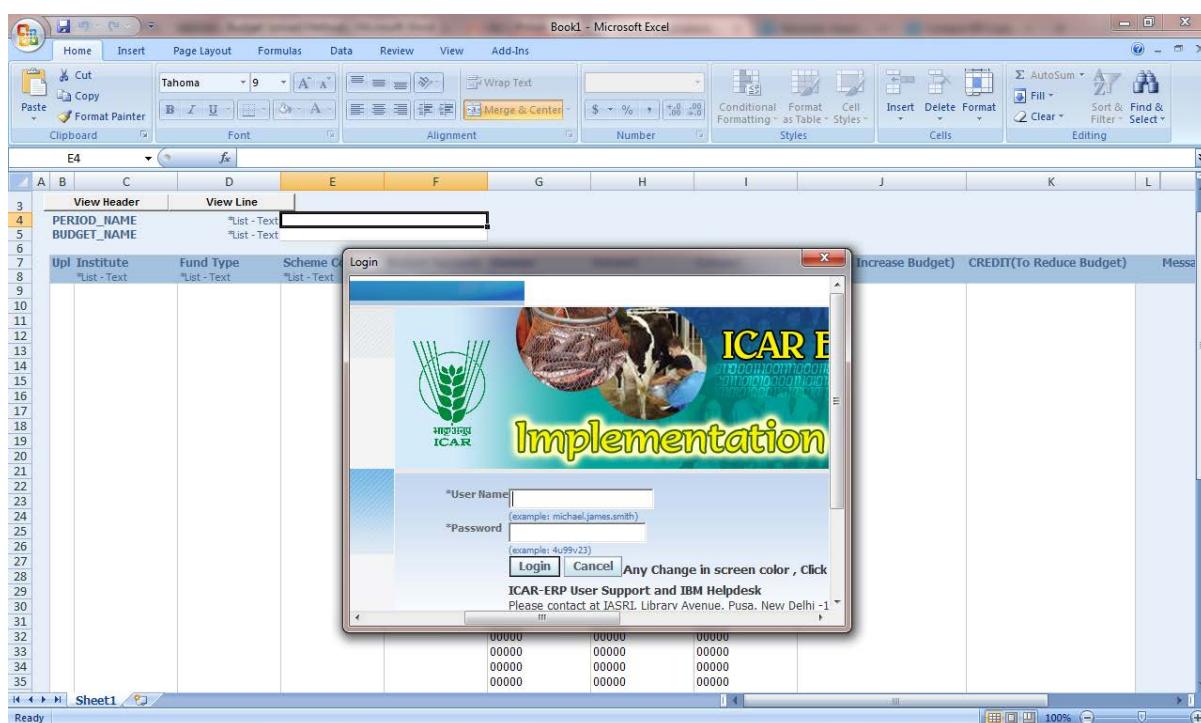
New Excel File will open. Wait for few moments then click on **Close**.

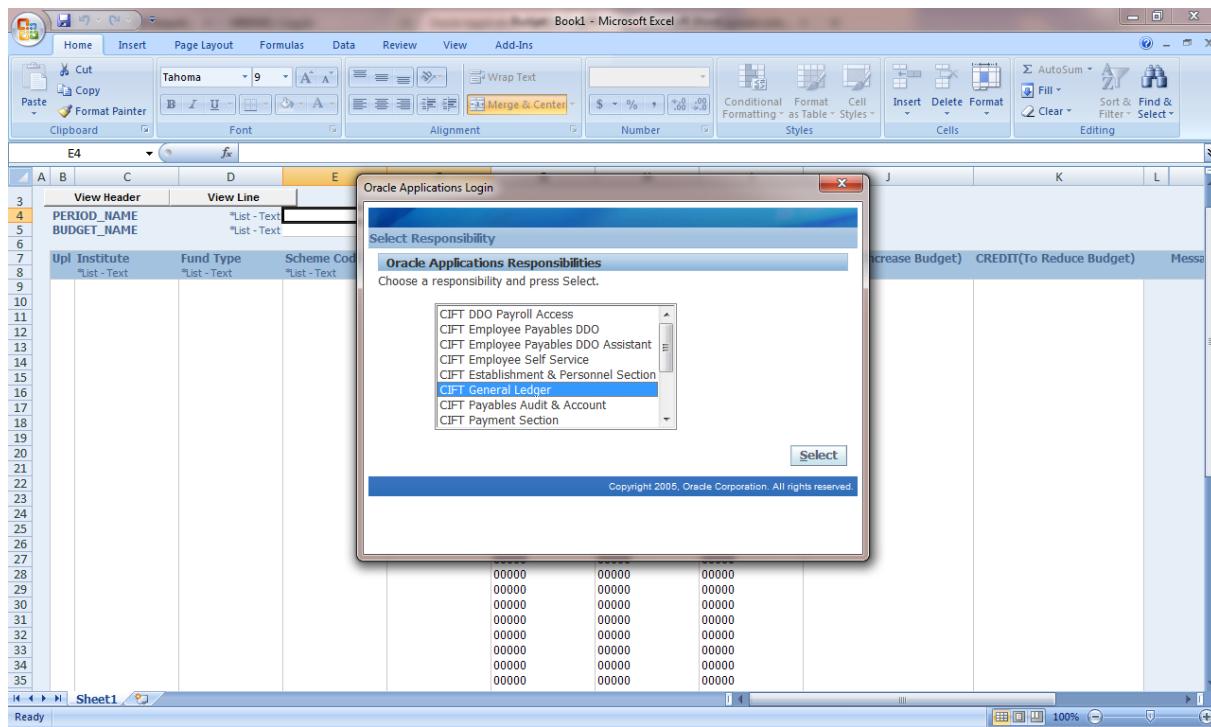


Book1 - Microsoft Excel

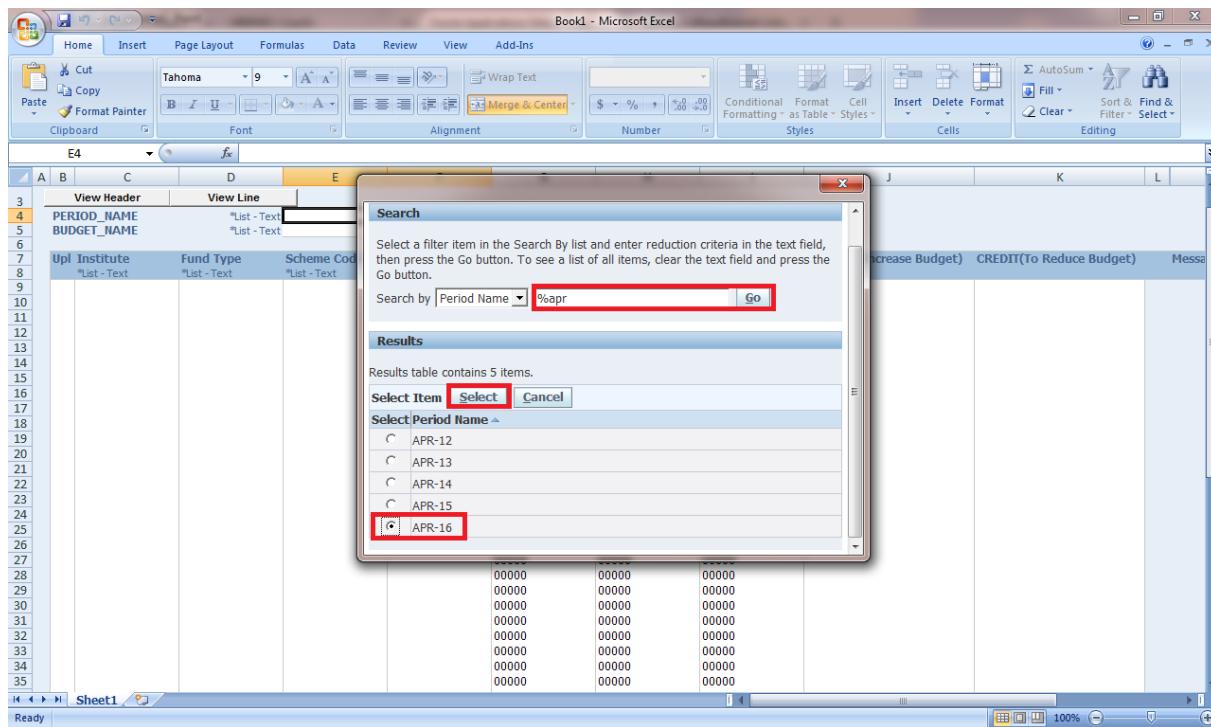
	A	B	C	D	E	F	G	H	I	J	K	L
	View Header		View Line									
3												
4		PERIOD_NAME			*List - Text							
5		BUDGET_NAME			*List - Text							
6		UpI Institute	Fund Type	Scheme Code	Budget Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)	Message	
7		*List - Text	*List - Text	*List - Text	*List - Text	*List - Text	00000	00000	00000			
8							00000	00000	00000			
9							00000	00000	00000			
10							00000	00000	00000			
11							00000	00000	00000			
12							00000	00000	00000			
13							00000	00000	00000			
14							00000	00000	00000			
15							00000	00000	00000			
16							00000	00000	00000			
17							00000	00000	00000			
18							00000	00000	00000			
19							00000	00000	00000			
20							00000	00000	00000			
21							00000	00000	00000			
22							00000	00000	00000			
23							00000	00000	00000			
24							00000	00000	00000			
25							00000	00000	00000			
26							00000	00000	00000			
27							00000	00000	00000			
28							00000	00000	00000			
29							00000	00000	00000			
30							00000	00000	00000			
31							00000	00000	00000			
32							00000	00000	00000			
33							00000	00000	00000			
34							00000	00000	00000			
35							00000	00000	00000			

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



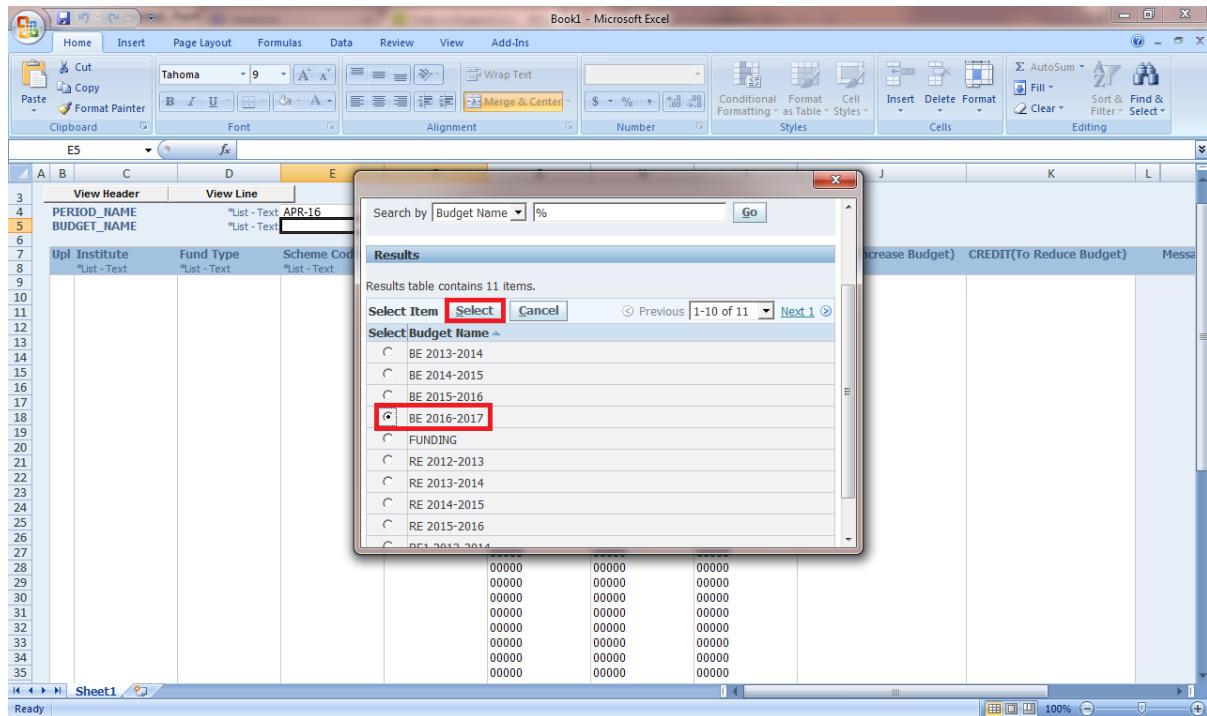


After Logging in **select CIFT General Ledger**
A new Window will open

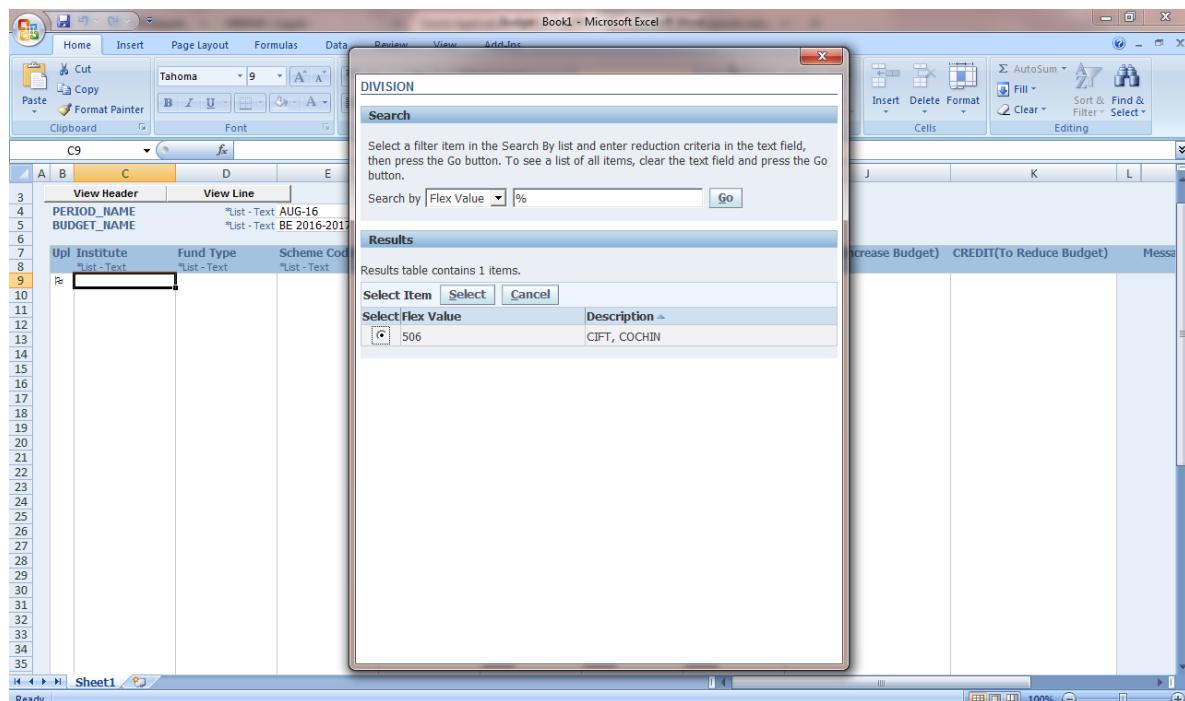


Search the Period Name (MMM-YY), select the appropriate period & Click **Select**

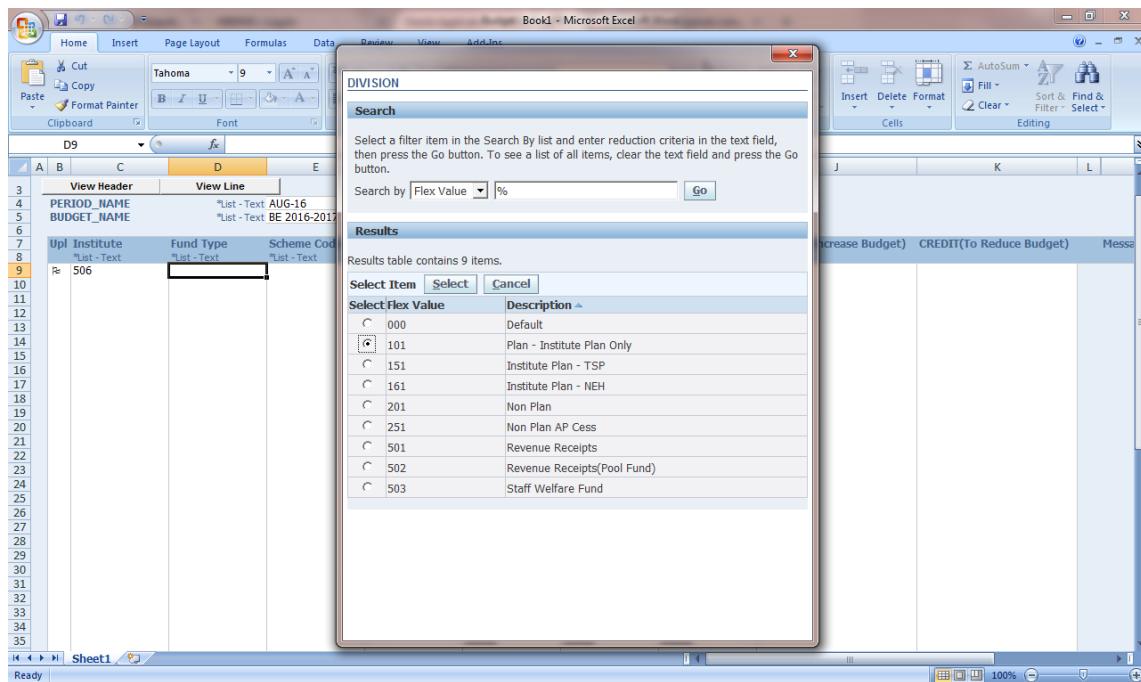
Double click on the text box **BUDGET NAME**, a new window will open, select the budget &click **Select**.



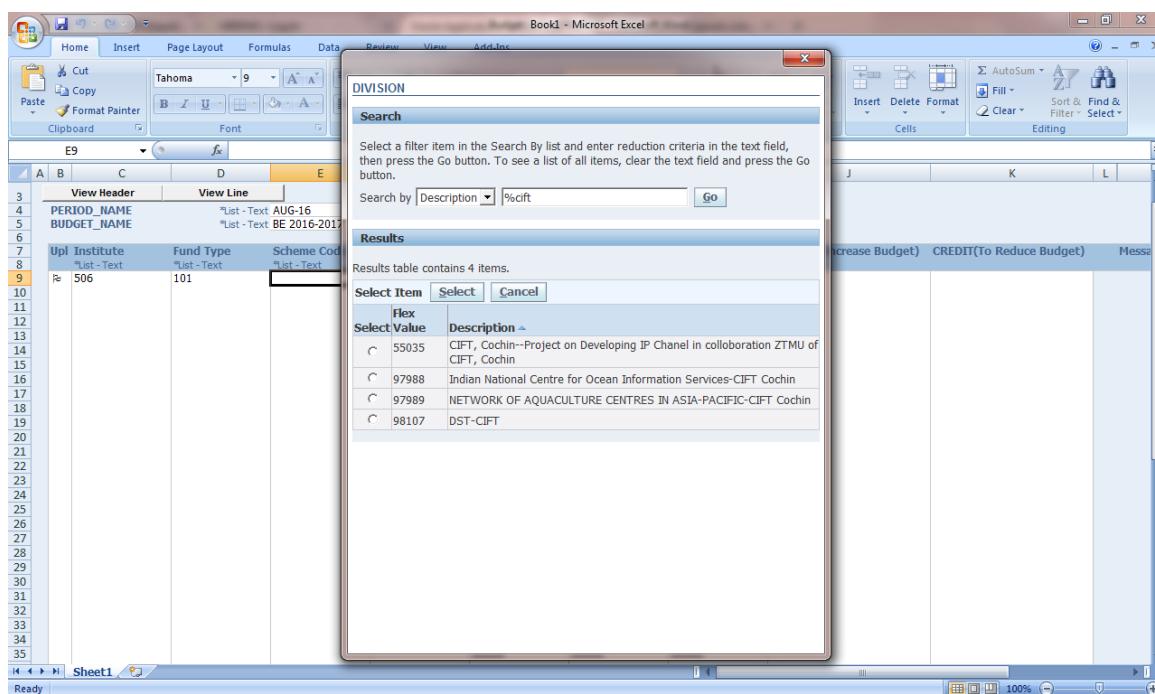
Double click the text box below **UpI(Upload)**, a flag sign()will appear automatically.



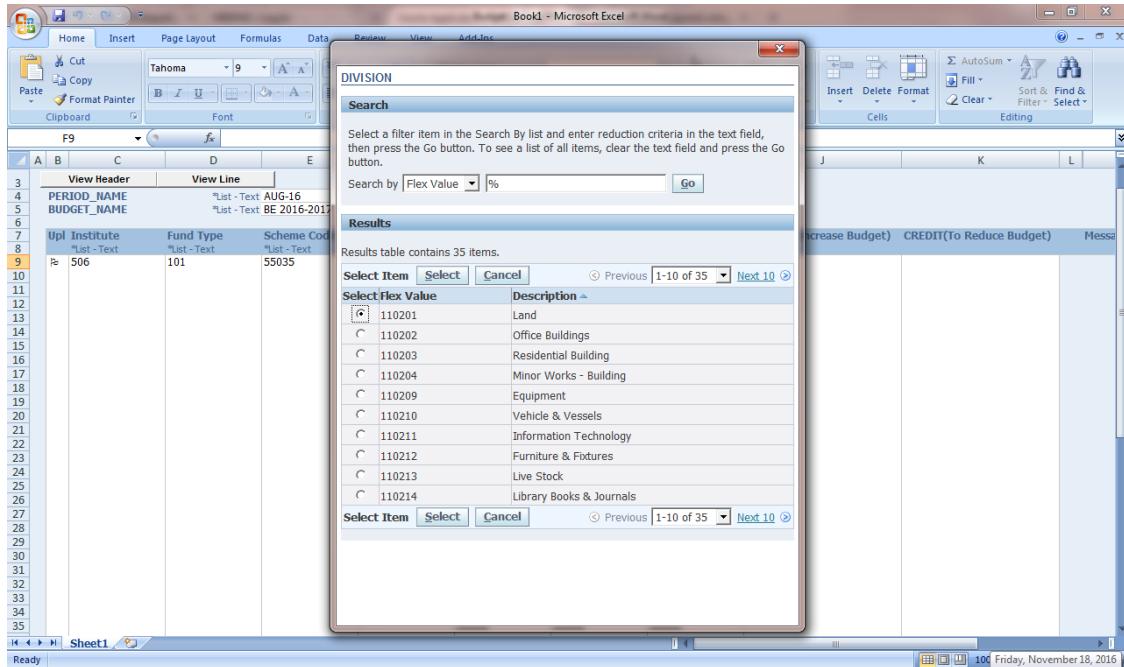
Double click on the text box **Fund Type**, a new window will open, search the appropriate Fund Type ,select the Fund Type &click **Select**.



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



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



Enter the Amount in the box **DEBIT** for the particular budget head.

3		View Header	View Line										
4		PERIOD_NAME	"List - Text AUG-16										
5		BUDGET_NAME	"List - Text BE 2016-2017										
6		Upl Institute	Fund Type	Scheme Code	Budget Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)	Messa		
7		"List - Text	"List - Text	"List - Text	"List - Text	"List - Text	00000	00000					
8		506	101	55035	110201		00000	00000	200000				
9							00000	00000					
10							00000	00000					
11							00000	00000					
12							00000	00000					
13							00000	00000					
14							00000	00000					
15							00000	00000					
16							00000	00000					
17							00000	00000					
18							00000	00000					
19							00000	00000					
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25							00000	00000					
26							00000	00000					
27							00000	00000					
28							00000	00000					
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33							00000	00000					
34							00000	00000					
35							00000	00000					

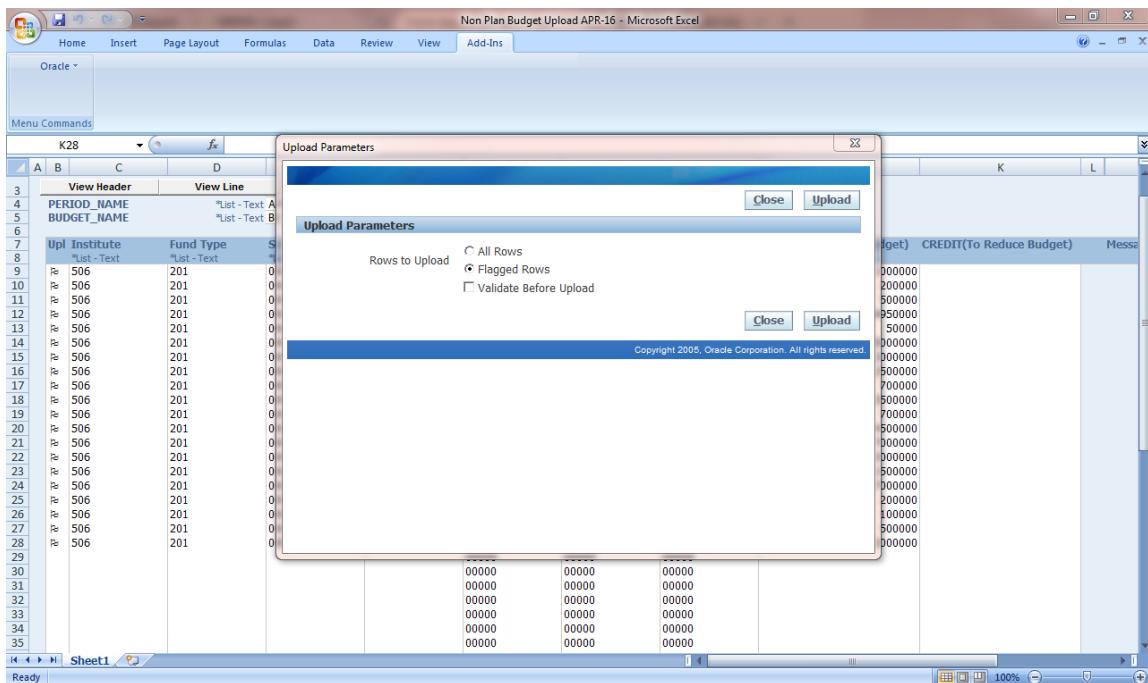
Likewise enter the total budget as shown in the Screenshot below.

Upl_Institute	Fund_Type	Schema_Code	Budget_Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)	Message
# 506	201	00000	110209	00000	00000	00000	1000000		
# 506	201	00000	110214	00000	00000	00000	200000		
# 506	201	00000	110212	00000	00000	00000	500000		
# 506	201	00000	520001	00000	00000	00000	25495000		
# 506	201	00000	521002	00000	00000	00000	50000		
# 506	201	00000	522001	00000	00000	00000	2500000		
# 506	201	00000	523001	00000	00000	00000	2000000		
# 506	201	00000	510001	00000	00000	00000	2500000		
# 506	201	00000	510019	00000	00000	00000	700000		
# 506	201	00000	531001	00000	00000	00000	3500000		
# 506	201	00000	532001	00000	00000	00000	700000		
# 506	201	00000	533002	00000	00000	00000	4500000		
# 506	201	00000	533005	00000	00000	00000	7000000		
# 506	201	00000	533006	00000	00000	00000	2000000		
# 506	201	00000	533007	00000	00000	00000	1500000		
# 506	201	00000	533101	00000	00000	00000	7000000		
# 506	201	00000	534004	00000	00000	00000	200000		
# 506	201	00000	534001	00000	00000	00000	100000		
# 506	201	00000	534007	00000	00000	00000	500000		
# 506	201	00000	133001	00000	00000	00000	2000000		

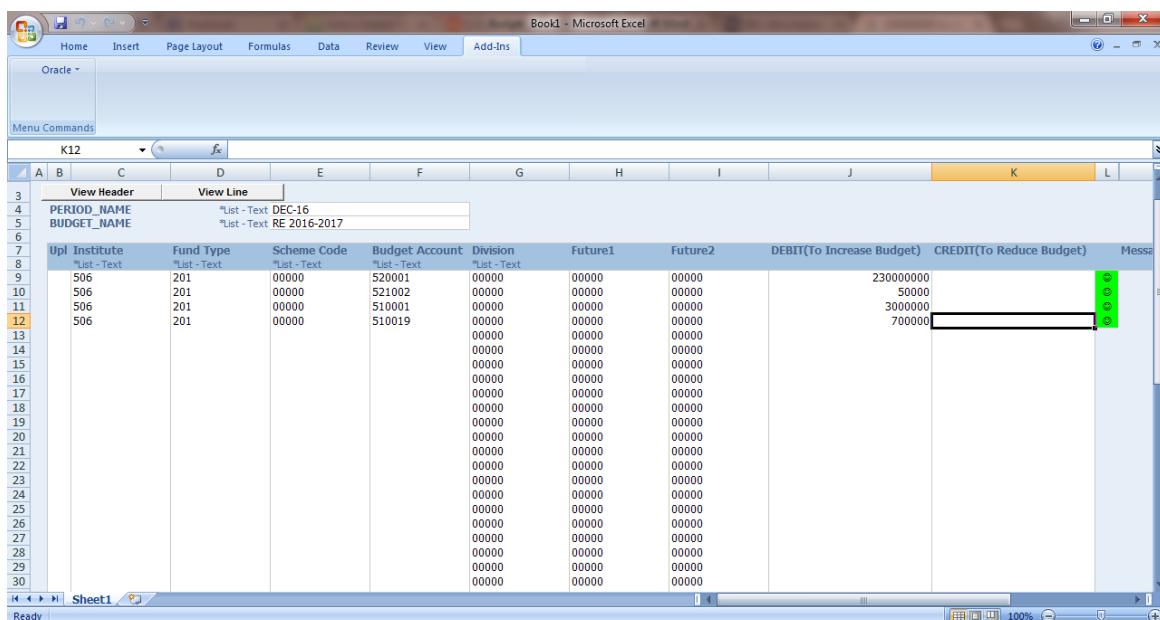
Click ADD-Ins → Oracle → Upload

Upl_Institute	Fund_Type	Schema_Code	Budget_Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)	Message
# 506	201	00000	110209	00000	00000	00000	1000000		
# 506	201	00000	110214	00000	00000	00000	200000		
# 506	201	00000	110212	00000	00000	00000	500000		
# 506	201	00000	520001	00000	00000	00000	25495000		
# 506	201	00000	521002	00000	00000	00000	50000		
# 506	201	00000	522001	00000	00000	00000	2500000		
# 506	201	00000	523001	00000	00000	00000	2000000		
# 506	201	00000	510001	00000	00000	00000	2500000		
# 506	201	00000	510019	00000	00000	00000	700000		
# 506	201	00000	531001	00000	00000	00000	3500000		
# 506	201	00000	532001	00000	00000	00000	700000		
# 506	201	00000	533002	00000	00000	00000	4500000		
# 506	201	00000	533005	00000	00000	00000	7000000		
# 506	201	00000	533006	00000	00000	00000	2000000		
# 506	201	00000	533007	00000	00000	00000	1500000		
# 506	201	00000	533101	00000	00000	00000	7000000		
# 506	201	00000	534004	00000	00000	00000	200000		
# 506	201	00000	534001	00000	00000	00000	100000		
# 506	201	00000	534007	00000	00000	00000	500000		
# 506	201	00000	133001	00000	00000	00000	2000000		

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



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



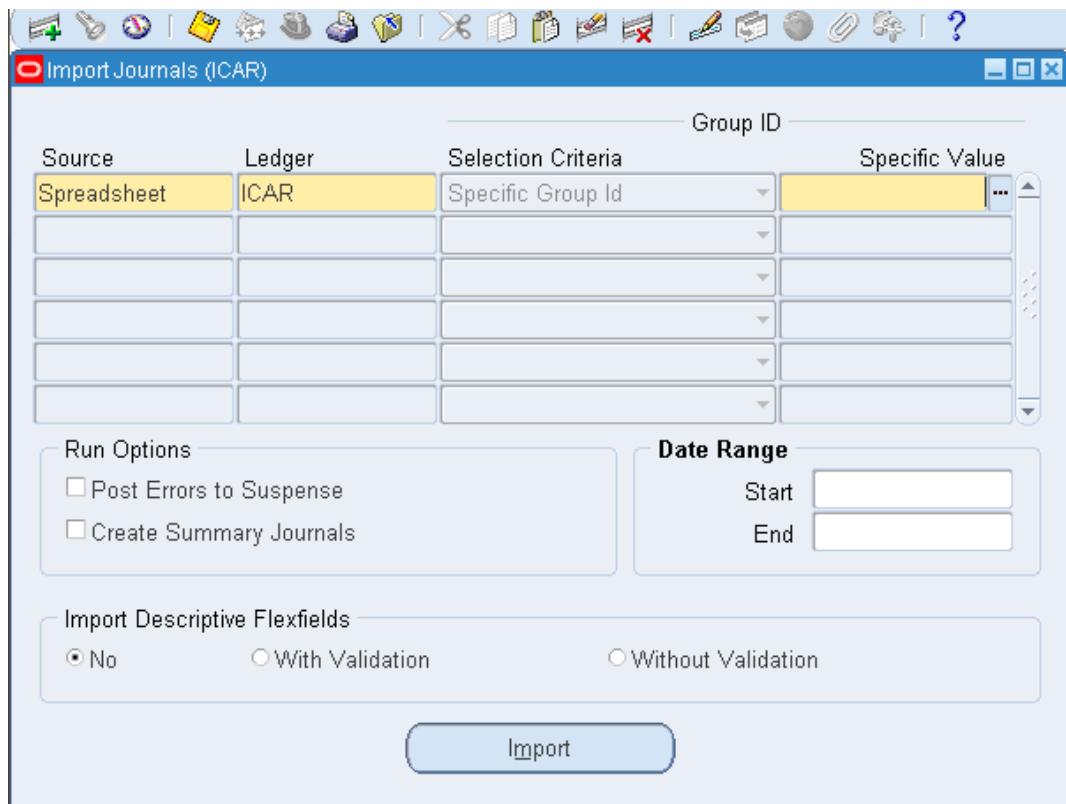
Import Journals.

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



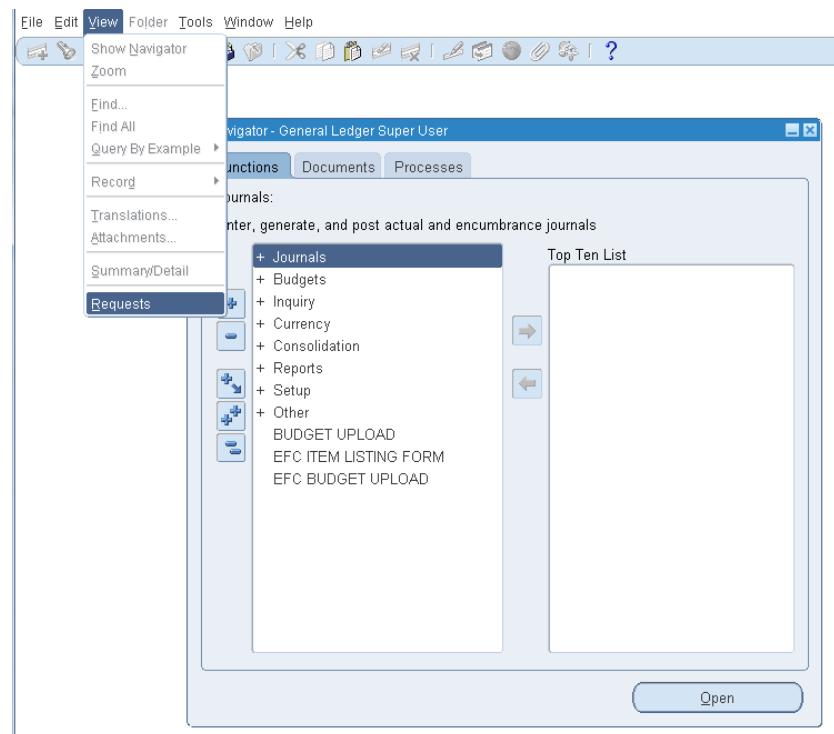
Import Journals → New window will open → Enter the **Source** (Spreadsheet), **Ledger** (ICAR),

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



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

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



For viewing the output of the report you have submitted

Click on **Refresh Data** until the **Phase** is changed to **Completed**

Click on **View Output**.

The screenshot shows the 'Requests' interface. At the top, there are buttons for 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below is a table listing requests:

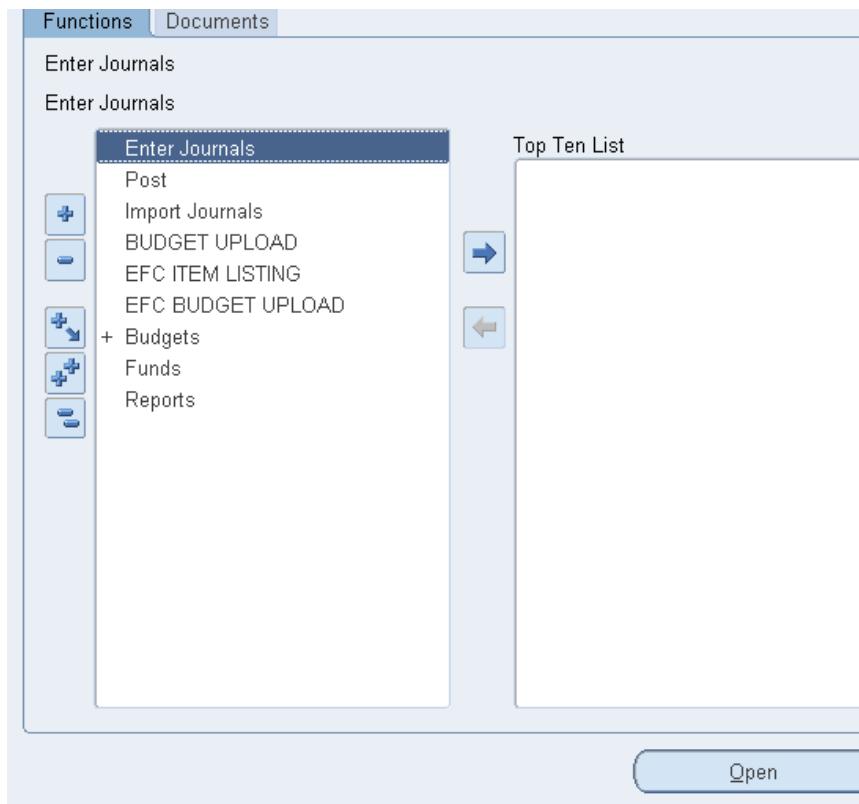
Request ID	Name	Parent	Phase	Status	Parameters
			Pending	Standby	
1593304	Journal Import		Pending	Standby	2438, 1000, N, , N, N, Y
1573861	Report Manager FO Gener		Completed	Normal	1626, ADJ-MAR-13, , , NON_F
1573852	Non Plan Grant Type Wise		Completed	Normal	1573851, , 1451, ADJ-MAR-13
1573851	Non Plan Grant Type Wise		Completed	Normal	1000, , FSG-ADHOC-, C, GLLI
1573826	Report Manager FO Gener		Completed	Normal	1625, ADJ-MAR-13, , , NON_F
1573789	Non Plan Grant Type Wise		Completed	Normal	1573788, , 1451, ADJ-MAR-13
1573788	Non Plan Grant Type Wise		Completed	Normal	1000, , FSG-ADHOC-, C, GLLI
1573426	Non Plan Grant Type Wise		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
1573116	Report Manager FO Gener		Completed	Normal	1624, ADJ-MAR-13, , , NON_F
1573108	Non Plan Grant Type Wise		Completed	Normal	1573107, , 1451, ADJ-MAR-13

At the bottom, there are buttons for 'Hold Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'.

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

Journal Import Execution Report			Date: 26-JUN-13 13:10	Page: 1
ICAR	Concurrent Request ID: 1593950			
Journal Entry Source Name	Group Id Status	Total Lines Total Batches Total Headers Total Unbalanced Batches Total Headers Total Flex Errors Total Non-Flex Errors		
Spreadsheet	0 Success	21 1 1 0 0 0 0 0		
*** TOTALS ***		21 1 1 0 0 0 0 0		
===== Batches Created =====				
Warning Batch Name	Period Name	Total Lines Total Headers Total Accounted Debits Total Accounted Credits		
Spreadsheet B 0 1593950	APR-13	21 1 3370 0		
===== Unbalanced Journal Entries** =====				
Error Code	Journal Entry Name	Batch Name	Total Lines Period Name Total Debits Total Credits	
Error Code	Source	Accounting Date Currency Entered Debit Entered Credit Accounting Flexfield/CCID		
===== Error Lines =====				
===== Error Key =====				

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



Enter the **Batch number** → **Find**.

Find Journals

Batch: Spreadsheet B 0 1593950

Journal:

Ledger:

Source:

Category:

Period:

Currency:

Status:

Posting	Batch
Funds	Journal

Control Total:

	Batch
	Journal

More

Clear New Batch New Journal Find

Select the **Id** → **Review Journal** → **Post**.

Enter Journals (ICAR)

Batch Status | Source | Category | Period | Batch Name | Journal Name | Currency | Journal Debit | Journal Credit

Unposted | Spreadsheet | Budget | APR-13 | Spreadsheet B 0 1593 | Budget INR 1002 | INR | 3370.00 | 0.00

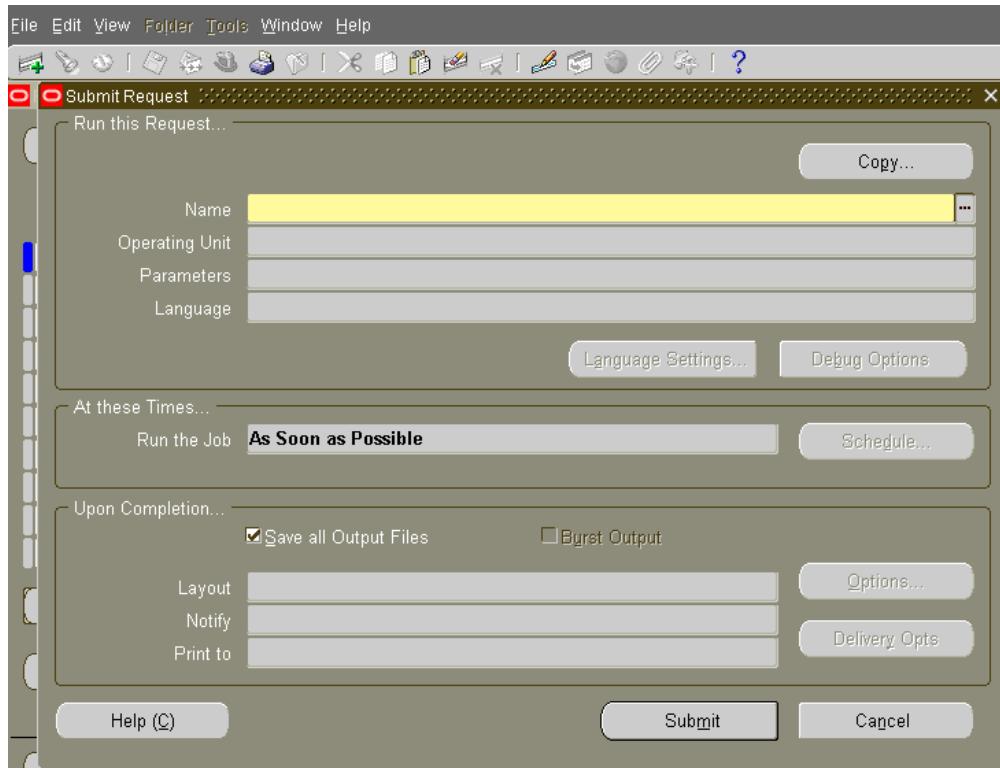
Review Journal Review Batch Post Reverse Batch Reguery

New Journal New Batch Tag Batch Approve AutoCopy...

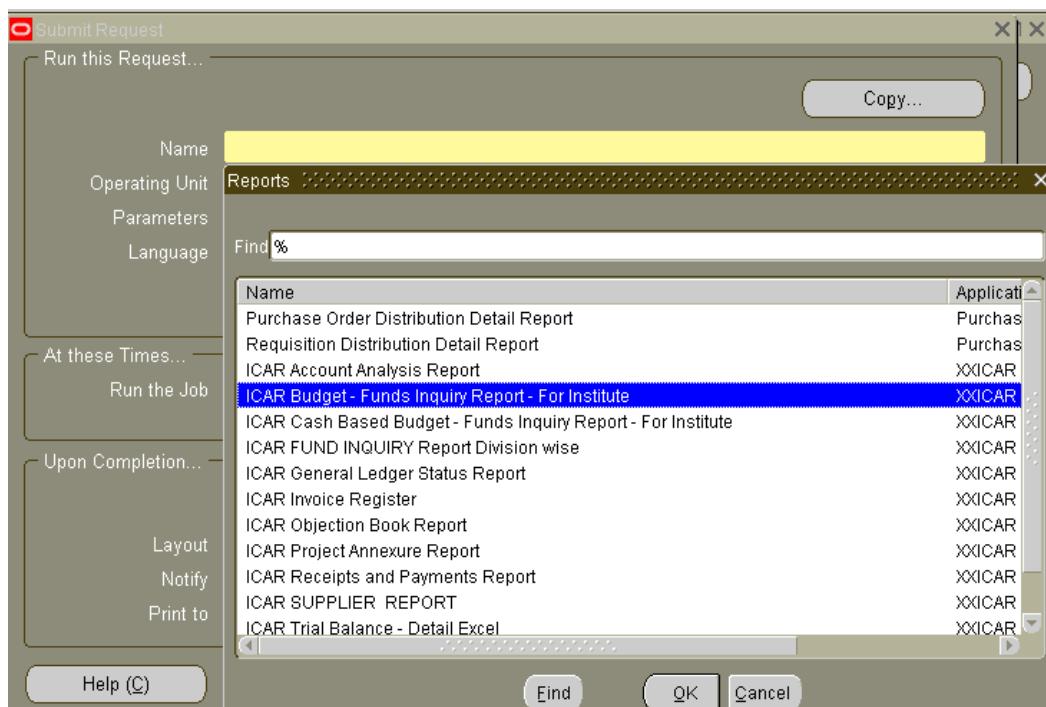
System will generate a message → **Ok** → The entry will get **posted**.

Reports of Budget Upload

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



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



Enter the Parameters

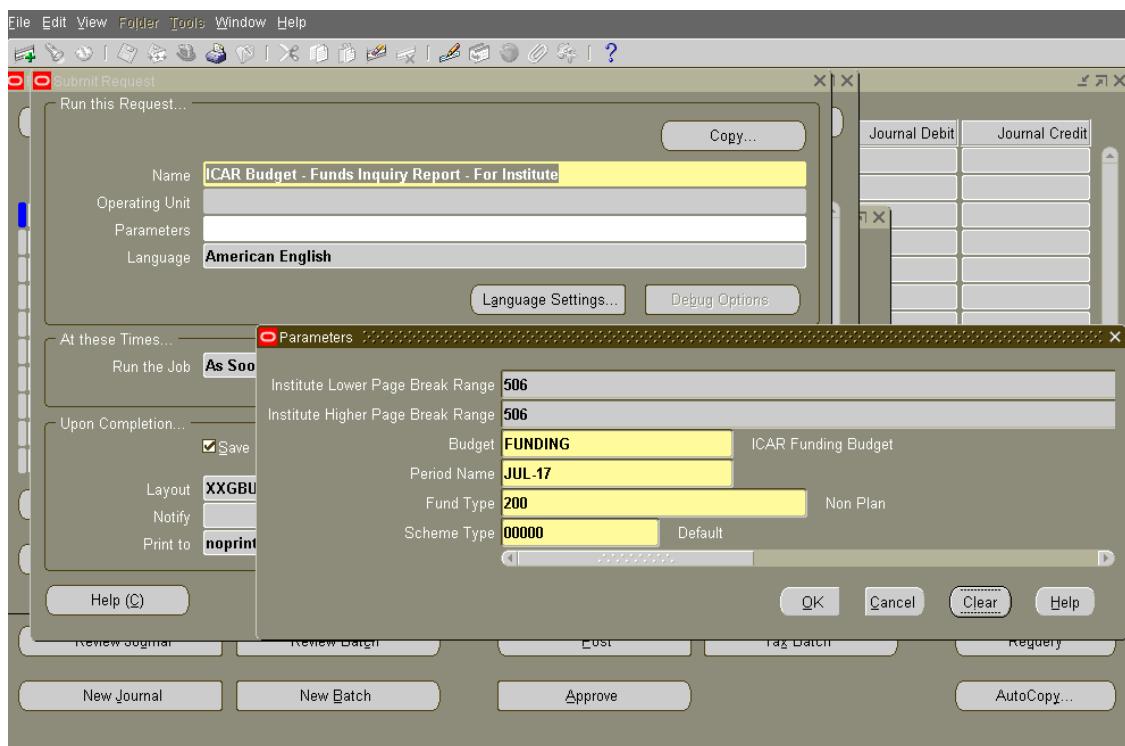
Institute Lower/Higher Page Break Range : **506/506**

Budget : **Funding**

Period Name : **MMM-YY**

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

Scheme Code : **00000 Default**



Click OK→Submit→NO→Find

Click Refresh Data until the Phase is Completed

Click View Output

A new tab will be opened in Firefox

Save/open the Excel File to view the Report

Funds Available Analysis Report

Institute Range 506 to 506

CIFT, COCHIN

Book Name:ICAR

Account Period: APR-16

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

Budget Name:BE 2016-2017

Fund Type:Non Plan

Scheme Name: Default

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

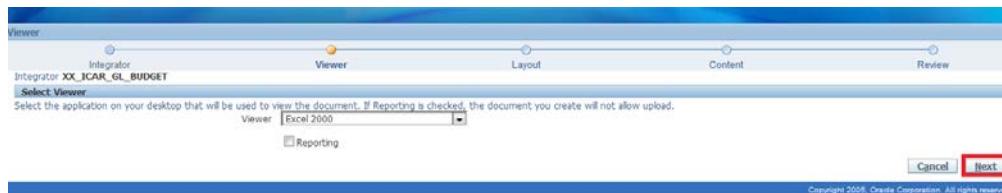
FINANCE

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

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

Login

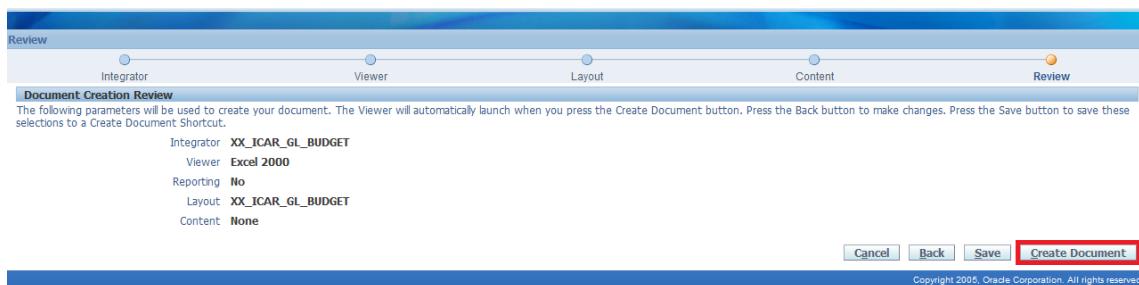
CIFT General Ledger → BUDGET UPLAOD



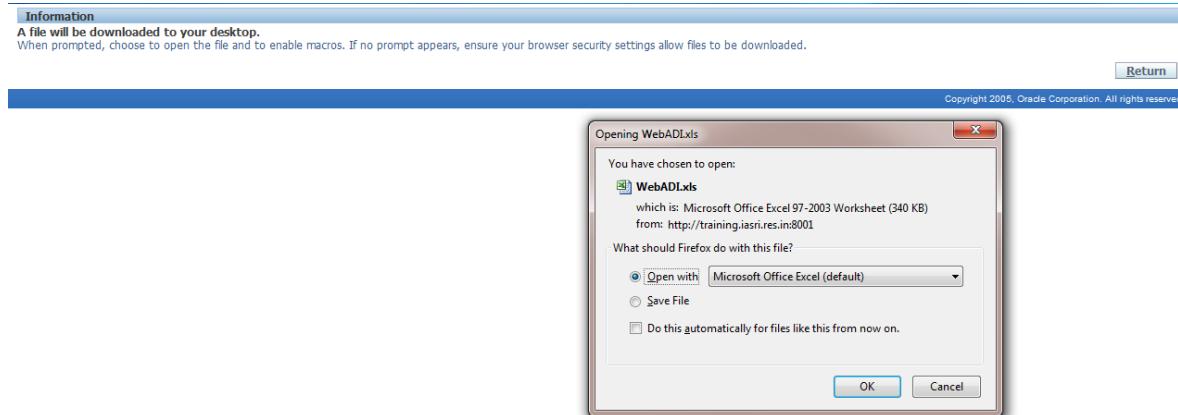
Click Next



Click Next

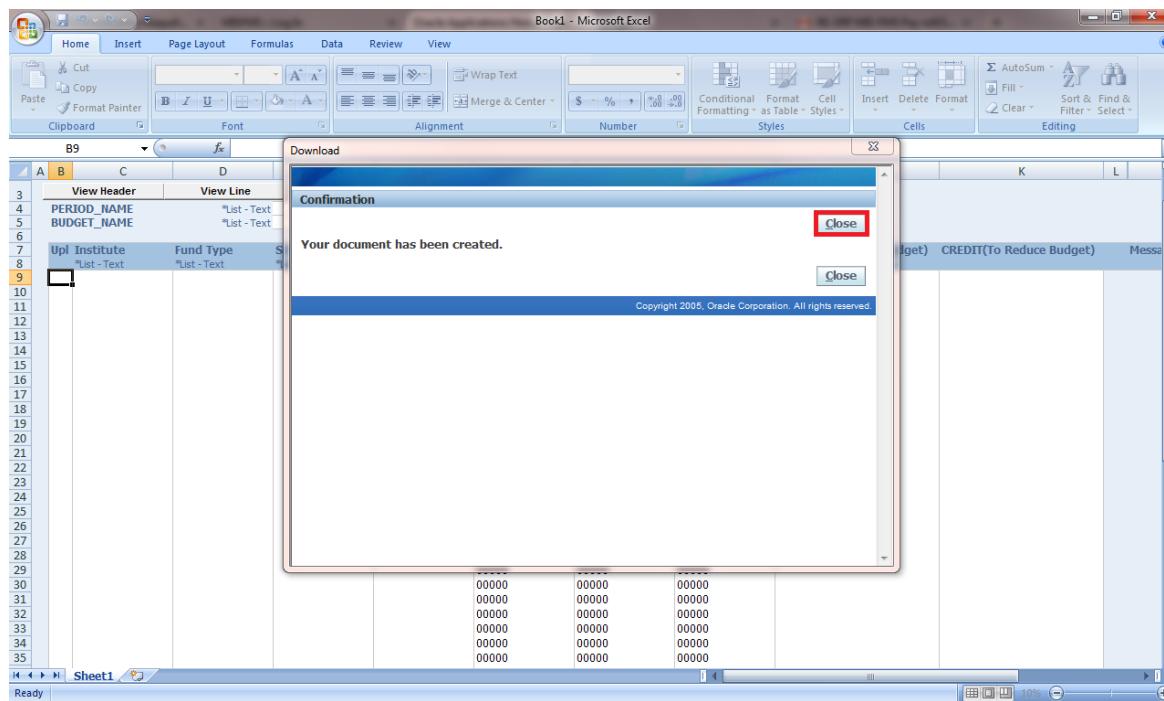


Click Create Document



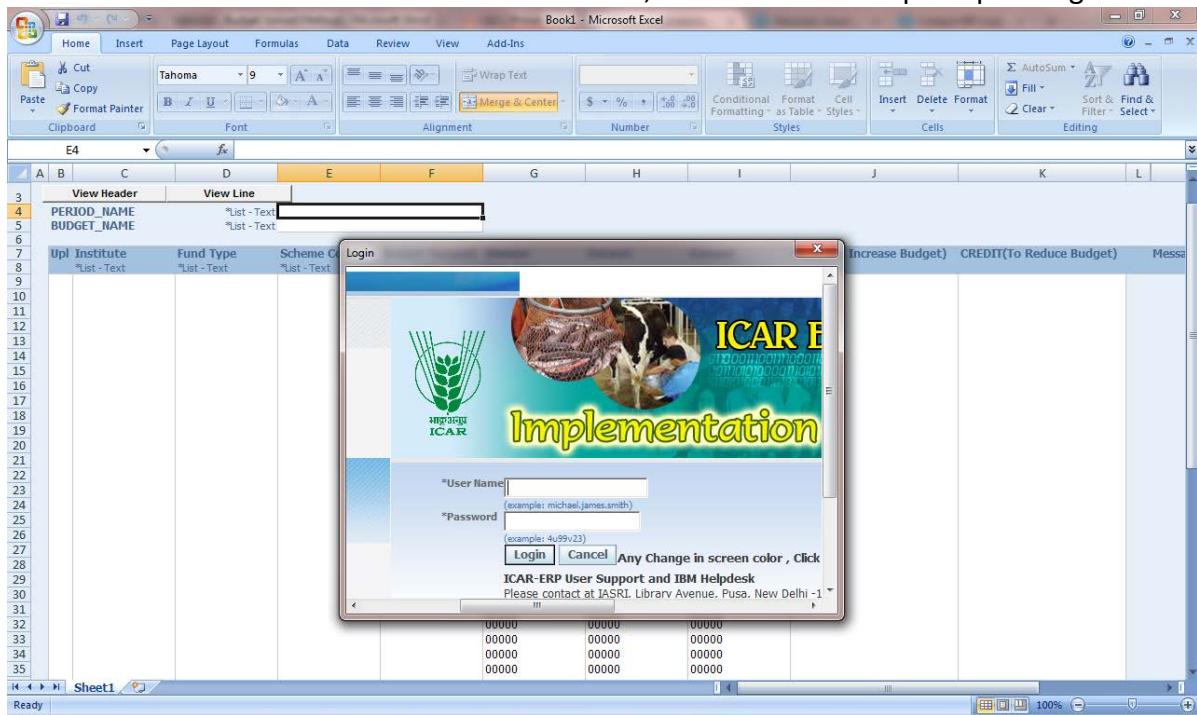
Select **Open with** & Click **OK**

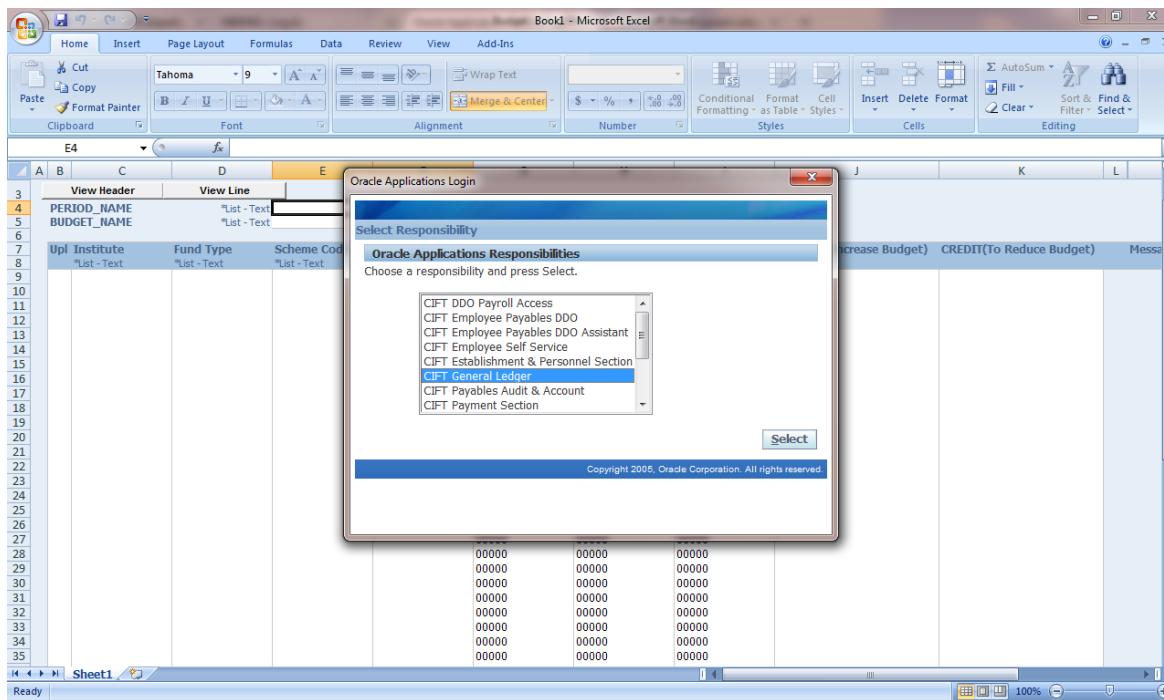
New Excel File will open. Wait for a few moments, then click on **Close**.



3		View Header	View Line								
4		PERIOD_NAME	"List - Text								
5		BUDGET_NAME	"List - Text								
6		Upl Institute	Fund Type	Scheme Code	Budget Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)	Mess
7		"List - Text	"List - Text	"List - Text	"List - Text	"List - Text	00000	00000			
8							00000	00000			
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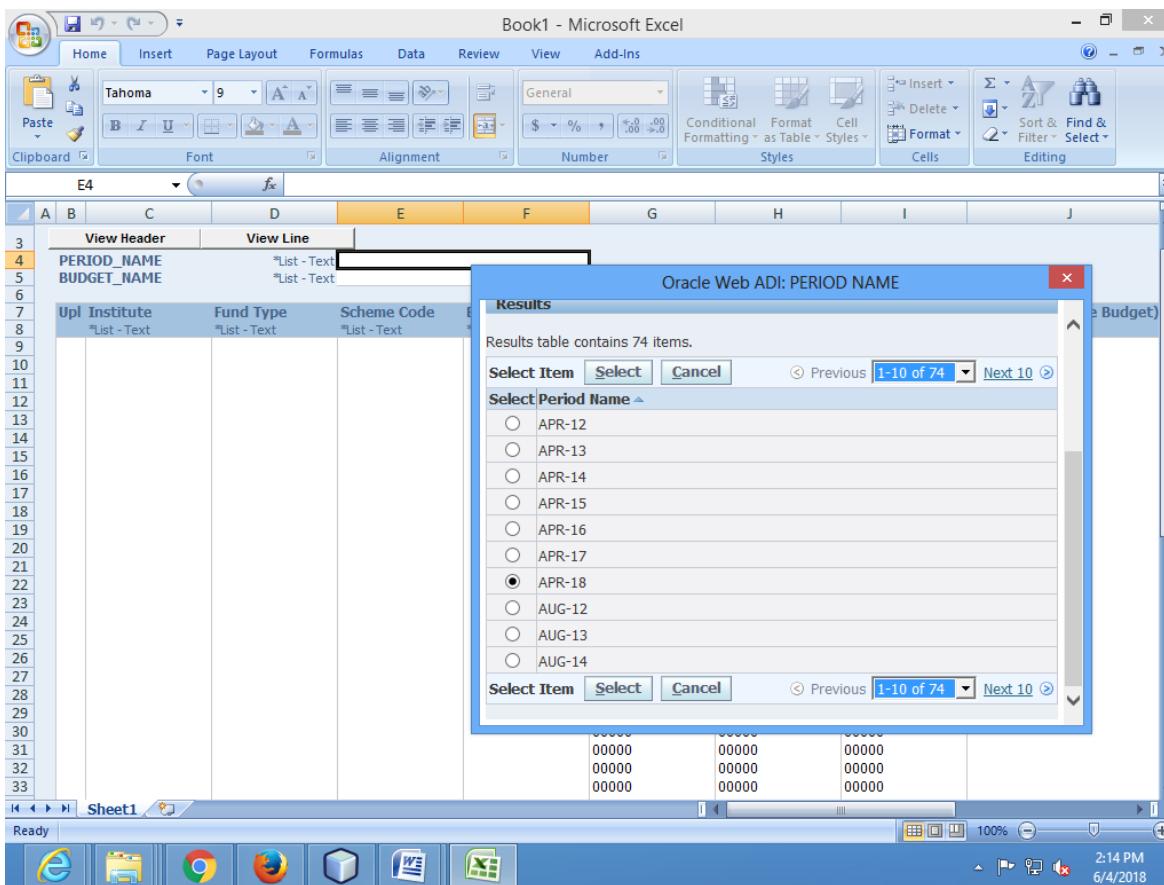
Double click on the text box PERIOD NAME, new window will open up for login.





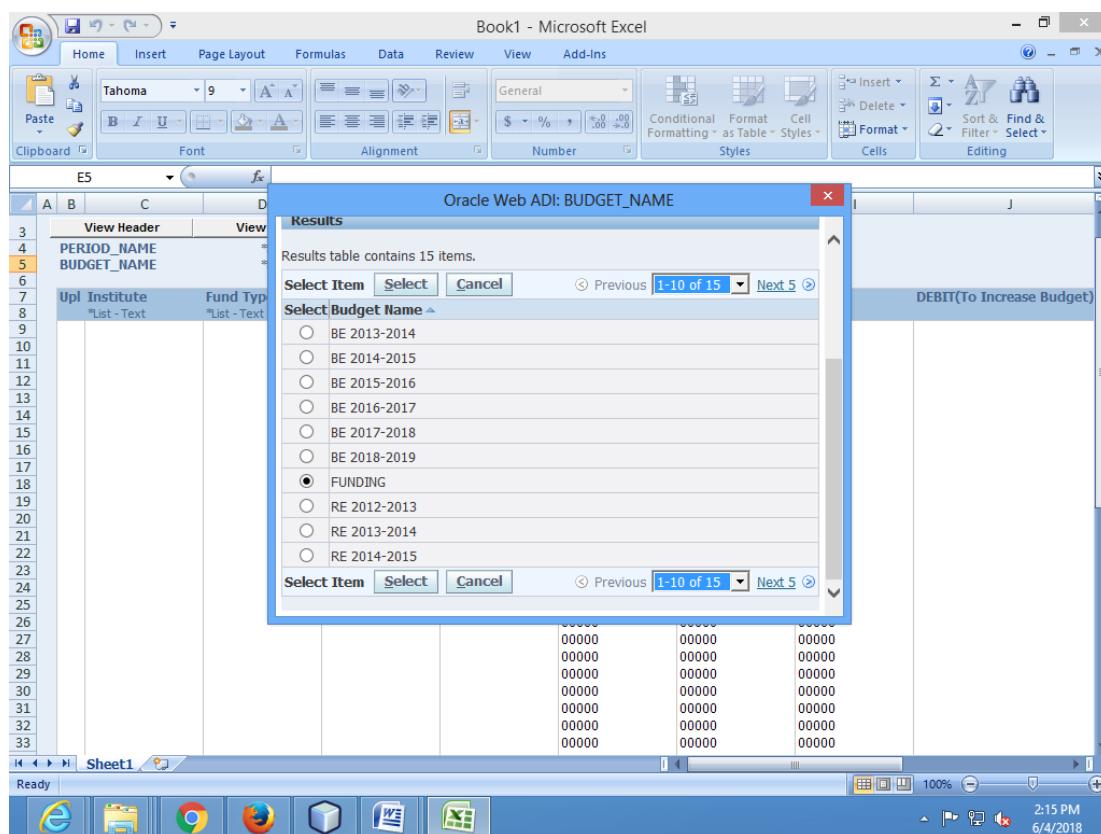
After Logging in **select CIFT General Ledger**

A new Window will open

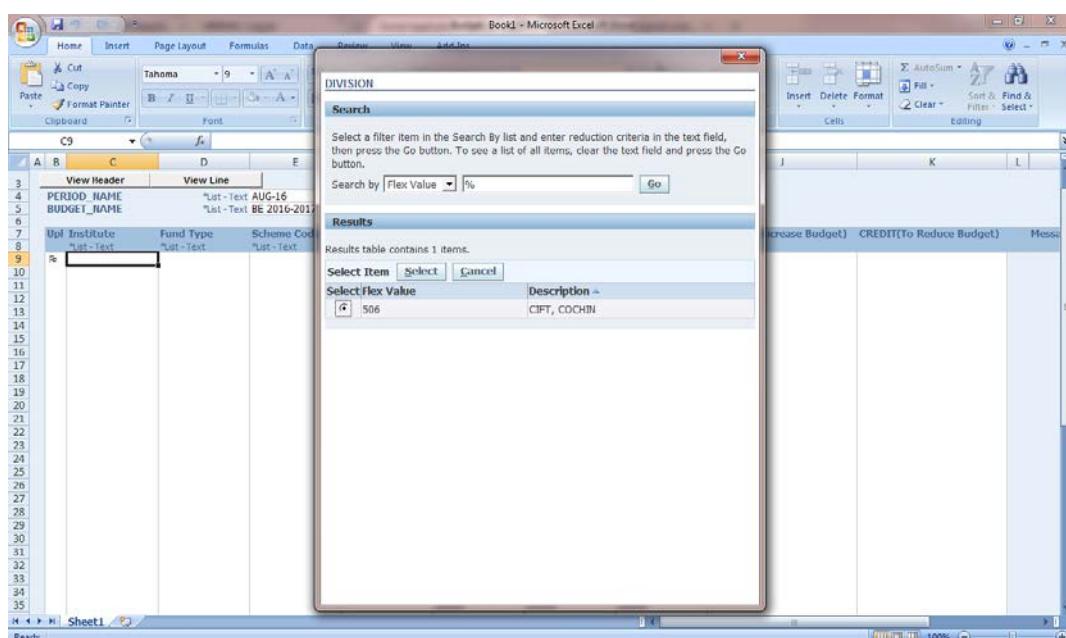


Search the Period Name (MMM-YY), select the appropriate period & Click **Select**

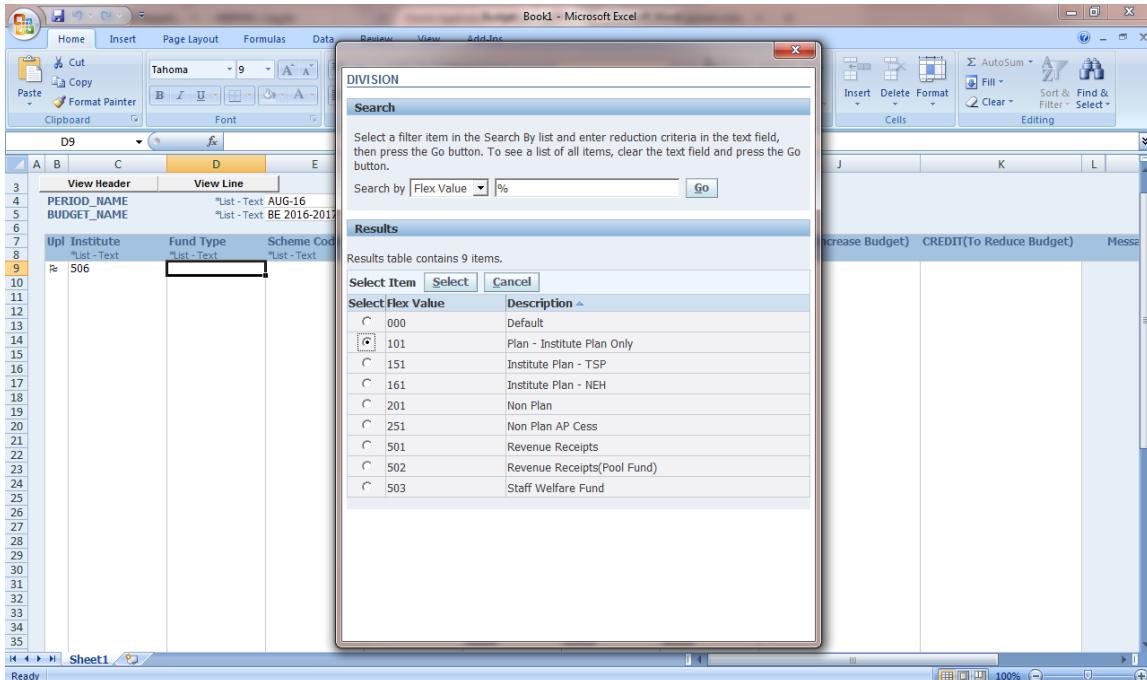
Double click on the text box FUNDINGs,a new window will open ,select the budget &click Select.



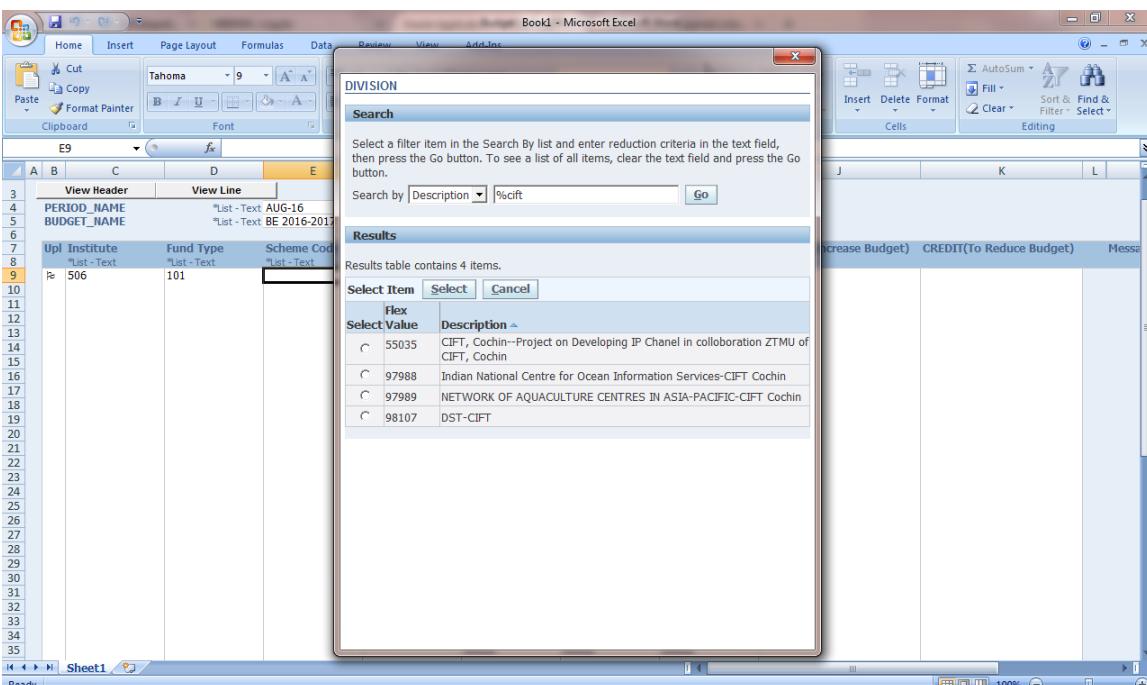
Double click the text box below **Upl(Upload)**, a flag sign() will appear automatically.



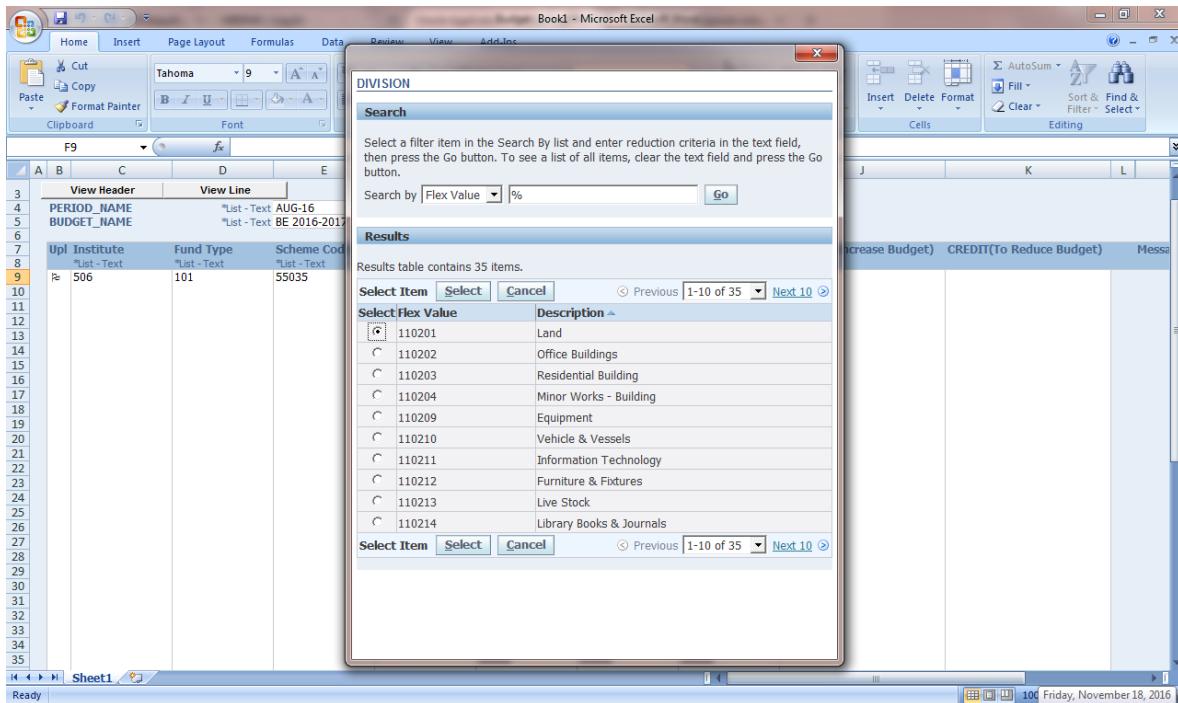
Double click on the text box **Fund Type**, a new window will open ,search the appropriate Fund Type ,select the Fund Type &click **Select**.



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



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



Enter the Amount in the box **DEBIT** for the particular budget head.

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

Non Plan Budget Upload APR-16 - Microsoft Excel

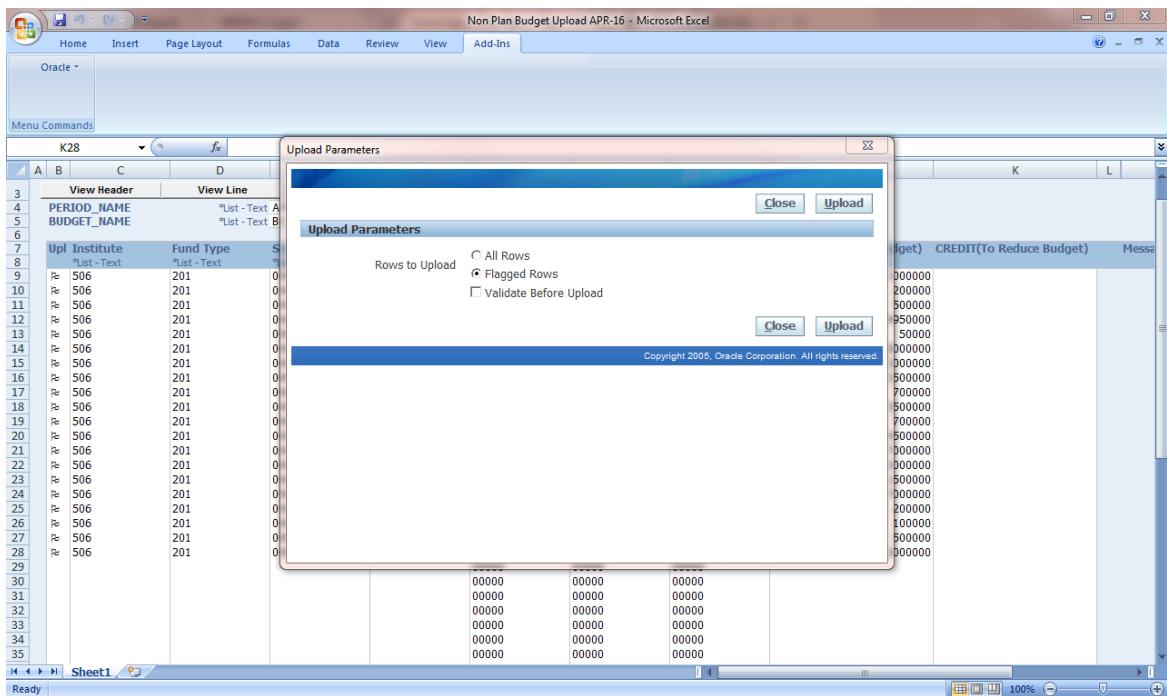
A	B	C	D	E	F	G	H	I	J	K	L
3	View Header	View Line									
4	PERIOD_NAME		APR-16								
5	BUDGET_NAME		BE 2016-2017								
7	Upl Institute	Fund Type	Scheme Code	Budget Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)	Message	
8	"list - Text	"list - Text	"list - Text	"list - Text	"list - Text						
9	R 506	201	00000	110209	00000	00000	00000	1000000			
10	R 506	201	00000	110214	00000	00000	00000	200000			
11	R 506	201	00000	110212	00000	00000	00000	500000			
12	R 506	201	00000	520001	00000	00000	00000	25495000			
13	R 506	201	00000	521002	00000	00000	00000	50000			
14	R 506	201	00000	522001	00000	00000	00000	25000000			
15	R 506	201	00000	523001	00000	00000	00000	2000000			
16	R 506	201	00000	510001	00000	00000	00000	2500000			
17	R 506	201	00000	510019	00000	00000	00000	700000			
18	R 506	201	00000	531001	00000	00000	00000	3500000			
19	R 506	201	00000	532001	00000	00000	00000	700000			
20	R 506	201	00000	533002	00000	00000	00000	4500000			
21	R 506	201	00000	533005	00000	00000	00000	7000000			
22	R 506	201	00000	533006	00000	00000	00000	2000000			
23	R 506	201	00000	533007	00000	00000	00000	1500000			
24	R 506	201	00000	533101	00000	00000	00000	7000000			
25	R 506	201	00000	534004	00000	00000	00000	200000			
26	R 506	201	00000	534001	00000	00000	00000	100000			
27	R 506	201	00000	534007	00000	00000	00000	500000			
28	R 506	201	00000	133001	00000	00000	00000	2000000			
29				00000	00000	00000	00000				
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Click ADD-Ins → Oracle → Upload

Non Plan Budget Upload APR-16 - Microsoft Excel

A	B	C	D	E	F	G	H	I	J	K	L
3	View Header	View Line									
4	PERIOD_NAME		APR-16								
5	BUDGET_NAME		BE 2016-2017								
7	Upl Institute	Fund Type	Scheme Code	Budget Account	Division	Future1	Future2	DEBIT(To Increase Budget)	CREDIT(To Reduce Budget)	Message	
8	"list - Text	"list - Text	"list - Text	"list - Text	"list - Text						
9	R 506	201	00000	110209	00000	00000	00000	1000000			
10	R 506	201	00000	110214	00000	00000	00000	200000			
11	R 506	201	00000	110212	00000	00000	00000	500000			
12	R 506	201	00000	520001	00000	00000	00000	25495000			
13	R 506	201	00000	521002	00000	00000	00000	50000			
14	R 506	201	00000	522001	00000	00000	00000	25000000			
15	R 506	201	00000	523001	00000	00000	00000	2000000			
16	R 506	201	00000	510001	00000	00000	00000	2500000			
17	R 506	201	00000	510019	00000	00000	00000	700000			
18	R 506	201	00000	531001	00000	00000	00000	3500000			
19	R 506	201	00000	532001	00000	00000	00000	700000			
20	R 506	201	00000	533002	00000	00000	00000	4500000			
21	R 506	201	00000	533005	00000	00000	00000	7000000			
22	R 506	201	00000	533006	00000	00000	00000	2000000			
23	R 506	201	00000	533007	00000	00000	00000	1500000			
24	R 506	201	00000	533101	00000	00000	00000	7000000			
25	R 506	201	00000	534004	00000	00000	00000	200000			
26	R 506	201	00000	534001	00000	00000	00000	100000			
27	R 506	201	00000	534007	00000	00000	00000	500000			
28	R 506	201	00000	133001	00000	00000	00000	2000000			
29				00000	00000	00000	00000				
30				00000	00000	00000	00000				
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A new window will open Click Upload



Once the data is uploaded, system will generate the upload message

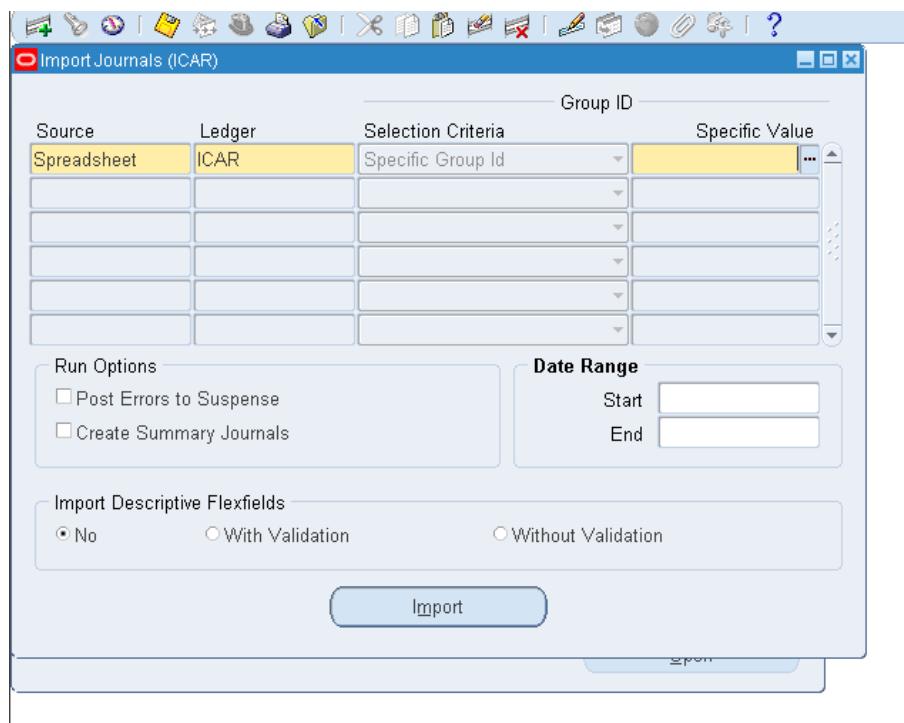
3	A	B	C	D	E	F	G	H	I	J	K	L	
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Close the Excel Sheet.

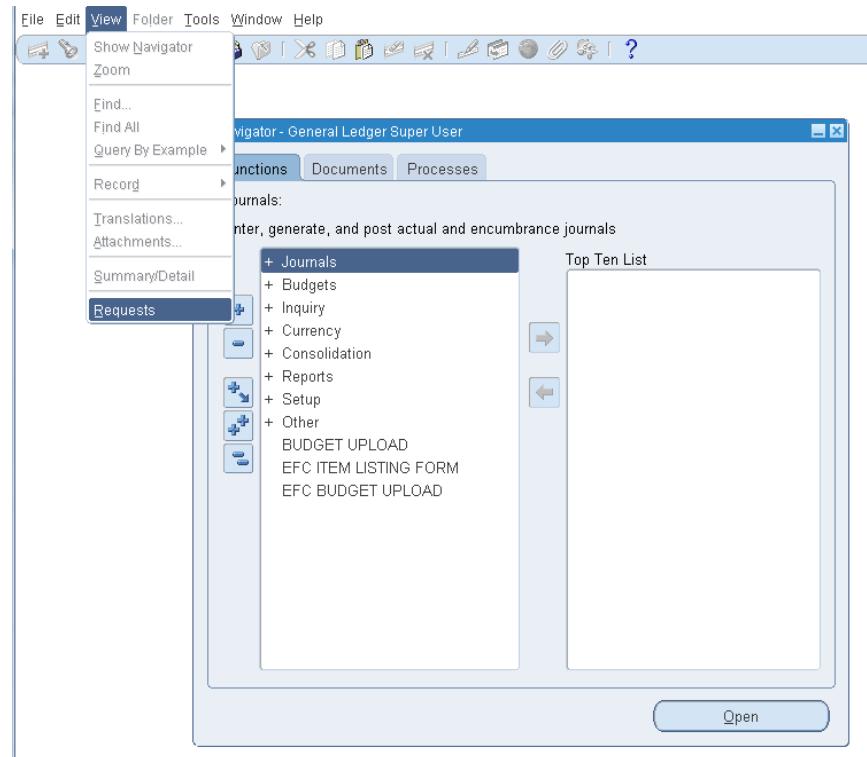
- Once the Data is Uploaded, you need to run Program - **Import Journals**.



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



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



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

Request ID	Name	Parent	Phase	Status	Parameters
1593304	Journal Import		Pending	Standby	2438, 1000, N, , N, N, Y
1573861	Report Manager FO Genera		Completed	Normal	1626, ADJ-MAR-13, , , NON_F
1573852	Non Plan Grant Type Wise		Completed	Normal	1573851, , 1451, ADJ-MAR-13
1573851	Non Plan Grant Type Wise		Completed	Normal	1000, , FSG-ADHOC-, C, GLLI
1573826	Report Manager FO Genera		Completed	Normal	1625, ADJ-MAR-13, , , NON_F
1573789	Non Plan Grant Type Wise		Completed	Normal	1573788, , 1451, ADJ-MAR-13
1573788	Non Plan Grant Type Wise		Completed	Normal	1000, , FSG-ADHOC-, C, GLLI
1573426	Non Plan Grant Type Wise		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
1573116	Report Manager FO Genera		Completed	Normal	1624, ADJ-MAR-13, , , NON_F
1573108	Non Plan Grant Type Wise		Completed	Normal	1573107, , 1451, ADJ-MAR-13

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

ICAR
Concurrent Request ID: 1593950

Date: 26-JUN-13 13:10
Page: 1

Journal Entry Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Headers	Total Flex Errors	Total Non-Flex Errors
Spreadsheet		0 Success	21	1	1	0	0	0	0
*** TOTALS ***			21	1	1	0	0	0	0

===== Batches Created =====

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

===== Unbalanced Journal Entries** =====

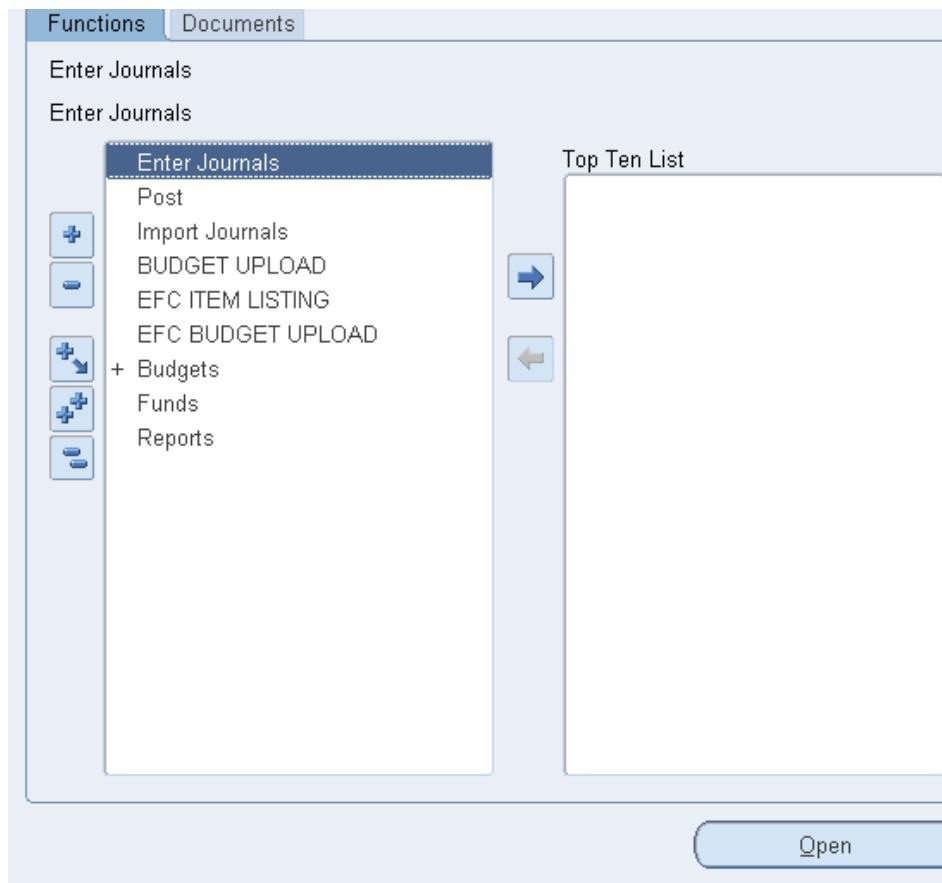
Error Code	Journal Entry Name	Batch Name	Total Lines	Period Name	Total Debits	Total Credits
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===== Error Lines =====

Error Code	Source	Accounting Date	Currency	Entered Debit	Entered Credit	Accounting Flexfield/CCID
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===== Error Key =====

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



Find Journals

Batch	<input type="text" value="Spreadsheet B 0 1593950"/>	...		
Journal	<input type="text"/>			
Ledger	<input type="text"/>			
Source	<input type="text"/>	Period <input type="text"/>		
Category	<input type="text"/>	Currency <input type="text"/>		
Status	<input type="checkbox"/> Posting <input type="checkbox"/> Funds			
	<input type="checkbox"/> Control Total <input type="checkbox"/> Batch <input type="checkbox"/> Journal			
More				
Clear		New Batch	New Journal	Find

- Select the **Id** → **Review Journal** → **Post**.

- System will generate a message → Ok → The entry will get **posted**.