Deshpande Foundation

A STEP TOWARDS RURAL TRANSFORMATION

Deshpande Foundation

DF TICKETING SYSTEM

http://ec2-13-212-83-175.ap-southeast-1.compute.amazonaws.com:81/

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You can log in using your DF email and the auto-generated password sent to your registered email address.

OR

You can log in using the Google option with your registered DF email address.

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Welcome to DF Ticketing – Your Account Has Been Created

1 message

DF Ticketing <df.ticketing@dfmail.org>   Tue, Jun 3, 2025 at 11:39 AM
To: amith.krishnan@dfmail.org

Welcome to DF Ticketing

Dear **Amith Krishnan C**,

We are pleased to inform you that your profile has been successfully created in the **DF Ticketing Test** system.

Your login details are as follows:

- **Login Email:** amith.krishnan@dfmail.org
- **Temporary Password:** Ami28IQXmG

As this is your first time accessing the system, we kindly request that you log in and update your password to ensure account security. Alternatively, you can log in directly using Google Login.

You can access your account here: DF Ticketing

Welcome aboard! If you have any questions or need assistance, please don't hesitate to contact our support team.

Thank you for using DF Ticketing.

Best regards,
DF Tech Team
DF Ticketing

Home Page

Create NEW Report

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These dates define the time range for the tickets you intend to create.

When you click the plus **(+)** button, this pop-up will appear. You need to fill in all the details, including the Report Start Date, Report End Date, and a short description of the report.

Click on 'Save' to create the report.

Tickets Section

Report no: DF25260072

U User

This is the Report ID

Reimbursement +   Procurement +   Advance +

From here, you can create different types of tickets such as Reimbursement, Procurement, and Advance.

All Tickets: 2

Search tickets...

TICKET NO.	CATEGORY	EXPENSE	BUDGET	PROCESS STATUS	DESCRIPTION
DF06250218	Reimbursement	Program Expense	Revenue Budget	Initialized	Accomodation
DF06250219	Reimbursement	Program Expense	Revenue Budget	Initialized	Travel

Here, you can view the tickets you have created.

This is Ticket ID

Click 'Submit' to submit your report along with all your tickets.

Submit Report

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Create Reimbursement Ticket
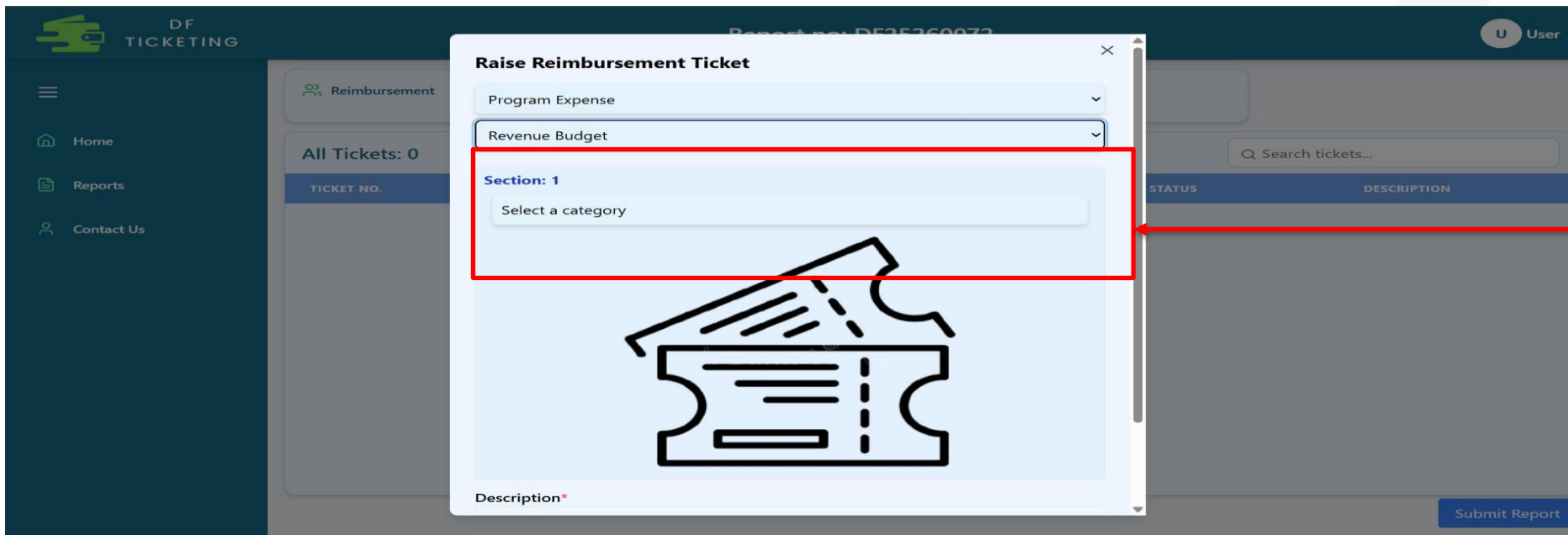
When you click the plus **(+)** button next to Reimbursement, a pop-up will open where you need to select the Expense Type and Budget Type.
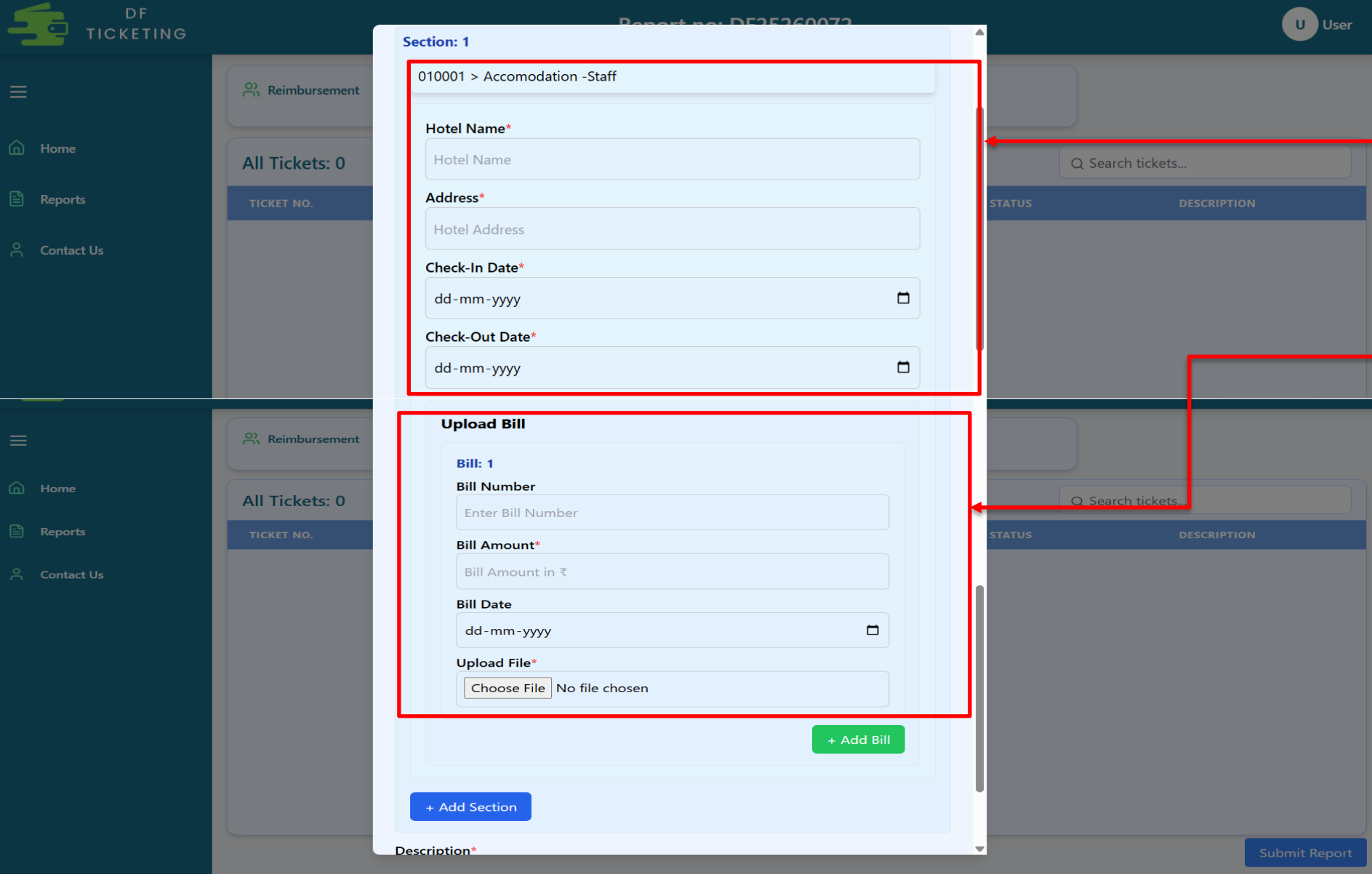
As you make your selection, the section below will open, allowing you to choose the reimbursement category—such as Food, Travel, Accommodation, etc.

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Accommodation Reimbursement

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Section: 1

010001 > Accomodation -Staff

Hotel Name*

Hotel Name

Address*

Hotel Address

Check-In Date*

dd-mm-yyyy

Check-Out Date*

dd-mm-yyyy

Upload Bill

Bill: 1

Bill Number

Enter Bill Number

Bill Amount*

Bill Amount in ₹

Bill Date

dd-mm-yyyy

Upload File*

Choose File No file chosen

+ Add Bill
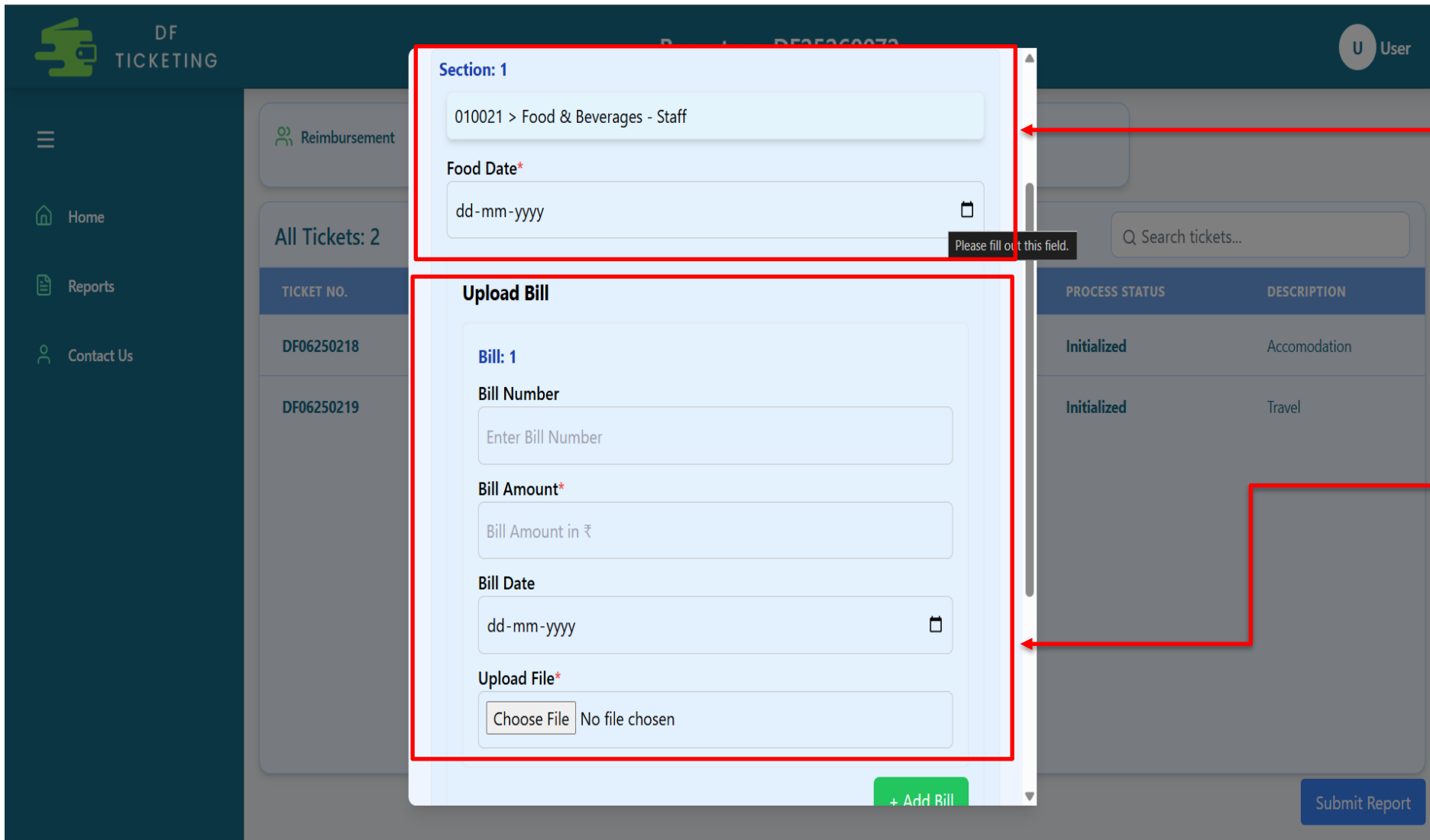
+ Add Section

Description*
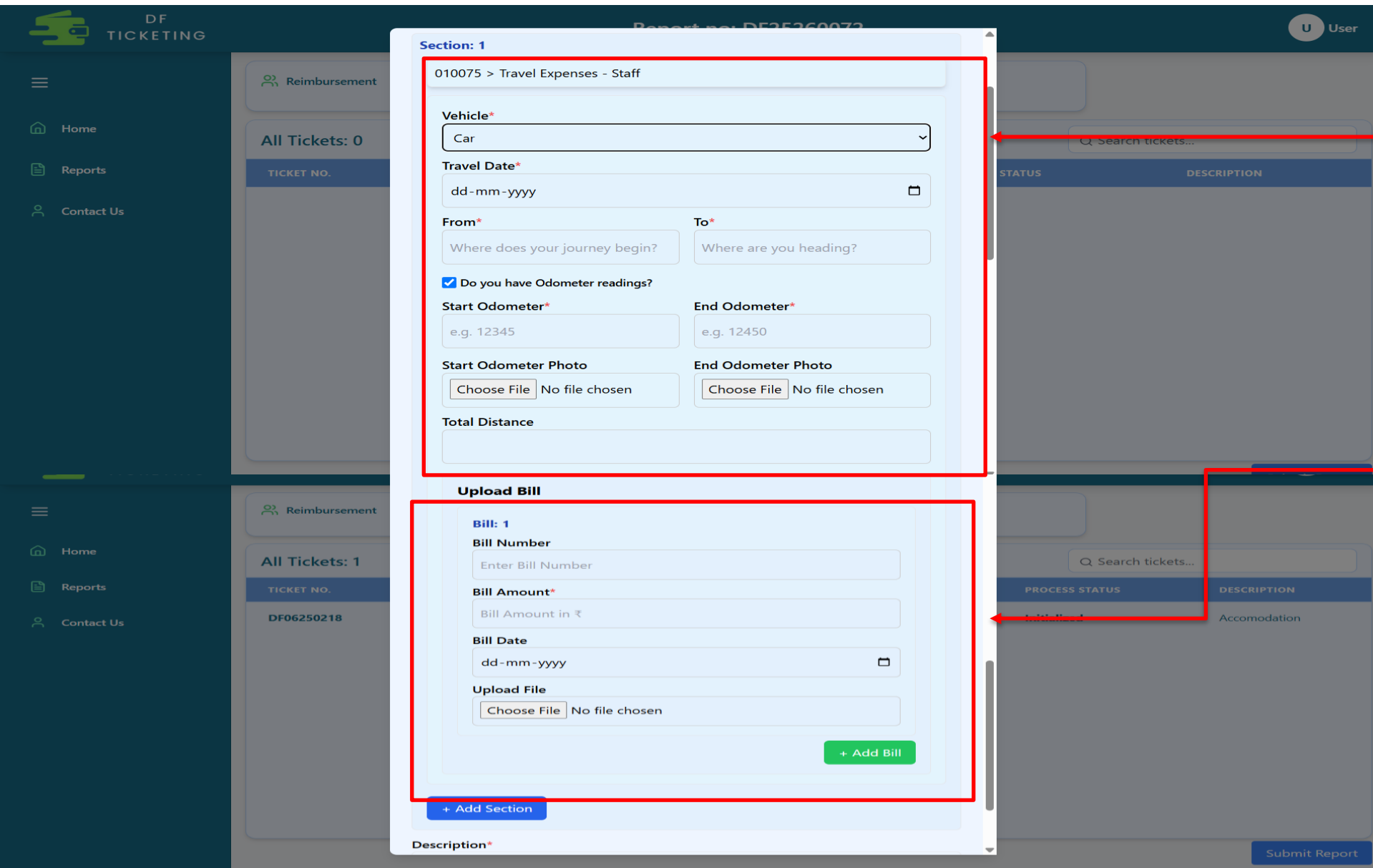
Now, if you select Accommodation, this section will open where you need to fill in all the details marked with a red asterisk (*).

The section below is for attaching bills related to that expense.

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Now, if you select Travel, this section will open where you need to fill in all the details marked with a red asterisk (*).

The section below is for attaching bills related to that expense.

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Food Reimbursement

Now, if you select Food, this section will open where you need to fill in all the details marked with a red asterisk (*).

The section below is for attaching bills related to that expense.

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Any Other Reimbursement

Now, if you select Other Reimbursement, this section will open where you need to fill in all the details marked with a red asterisk (*).

The section below is for attaching bills related to that expense.

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Create Ticket Additional Details

When you click 'Add Bill,' a new bill section will open.

When you select 'Add Section,' a new section opens for you to add a new expense category.

Here, you need to add a brief description.

Click the 'Save' button to create the ticket.

Inside Tickets (Initialized)

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Ticket no: DF06250246

Expense: Program Expense

Total Amount: ₹1000

Report no: DF25260063

Status: Initialized (Active)

Description: Testing

Budget: Revenue Budget

FC/NFC: -

Manager: Suraj Shripad Patil

Ticket Type: Reimbursement

Cost Center: DF -Technology

Created Date: 19-06-2025

Add Section

Delete Ticket

Awards & Gifts-Program

Amount: ₹1000

Remrks: Testing

Manager Granted: ₹ Pending

Date: 09-06-2025

Finance Granted: ₹ Pending

Add Bill

Delete

Bill Details

Amount: ₹1000

Bill ID: 660

Bill No: N/A

Date: N/A

Status: Active

PDF XLS

DOC PPT

At the initial stage i.e., if you have not submitted the report, or if the manager or finance has rejected the ticket you can add a new section to the ticket or delete the entire ticket.

At the initial stage, you can add bills to a section, delete a bill from a section, and also delete the entire section.

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Ticket no: DF05250193

Expense: Program Expense
Total Amount: ₹1200
Report no: DF25260057
Status: Manager Pending (Active)
Description: -

Budget: Revenue Budget
FC/NFC: -
Manager: Suraj Shripad Patil

Ticket Type: Reimbursement
Cost Center: DF -Technology
Created Date: 22-05-2025

Accomodation -Staff

Amount: ₹1200
Hotel: Lemon Tree
Check-in: 01-05-2025

Manager Granted: ₹ Pending
Address: cds
Check-out: 02-05-2025

Finance Granted: ₹ Pending
Stay Days: 2

Bill Details

Amount: ₹1200
Bill ID: 479
Bill No: LT123
Date: N/A
Status: Active

Ticket Process

	Action	Name	Date	Remarks
1	User Proceed	Amlanjyoti Laha	22-05-2025	

Once the report is in 'In Progress' status, you can open the ticket and view the process flow.

Reports Page

Report Edit and Delete

When a report is in the initial stage i.e., it has not been submitted, or has reverted back then you can edit or delete the entire report.

Report Revert Back

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All Tickets: 4		Report: 01-05-2025 to 31-05-2025		Q Search tickets...	⋮

TICKET NO.	CATEGORY	EXPENSE	BUDGET	PROCESS STATUS	Revert Back
DF05250193	Reimbursement	Program Expense	Revenue Budget	Manager Pending	N/A
DF05250194	Reimbursement	Program Expense	Revenue Budget	Manager Pending	N/A
DF05250195	Reimbursement	Program Expense	Revenue Budget	Manager Pending	N/A
DF05250196	Reimbursement	General & Administrative Expense	Revenue Budget	Manager Pending	N/A

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If any ticket within a report is in the 'Manager Pending' stage, the report can be reverted. Only tickets in the 'Manager Pending' stage will be reverted.

Finance Page

List of tickets pending Finance Approval.

FA and FP can view all tickets in the 'Finance Approval' tab that have been approved by managers and are awaiting Finance Approval.

Finance Processer Page

DF TICKETING

F FA FP

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- Finance Panel
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Employee no: 000010784

Name: User
Reporting Manager: Manager
Cost Center: DF -Technology

Email: abc.xyz@dfmail.org
Entity: Deshpande Foundation

User Bank Details

Name on Bank: User
Account Number: 12345678910

Bank Name: State Bank of India
IFSC Code: 12345678910

Ticket no: DF06250218

Expense: Program Expense
Total Amount: ₹1000
Report no: DF25260072
Description: Accomodation

Budget: Revenue Budget
FC/NFC: FC
Created Date: 02-06-2025

Ticket Type: Reimbursement
Cost Center: DF -Technology
Status: FP Pending (Active)

Accomodation -Staff

Amount: ₹1000
Hotel: Arc
Check-in: 02-06-2025

Manager Granted: ₹1000
Address: 29, Abinash Banerjee Lane
Check-out: 02-06-2025

Finance Granted: ₹1000
Stay Days: 1

Bill Details

Amount: ₹1000
Bill ID: 604
Bill No: adv23
Date: 02-06-2025
Status: Active

Ticket Process

	Action	Name	Date	Remarks
1	User Proceed	User	03-06-2025	
2	Manager Approved	Manager	03-06-2025	

Proceed   Enter remarks...

Finance Approver Page

DF TICKETING

Ticket no: DF06250218

F FA FP

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- Finance Approval
- Finance Panel
- Summary
- Contact Us

Employee no: 000010784

Name: User
Reporting Manager: Manager
Cost Center: DF -Technology

Email: abc.xyz@dfmail.org
Entity: Deshpande Foundation

User Bank Details

Name on Bank: User
Account Number: 12345678910

Bank Name: State Bank of India
IFSC Code: 12345678910

Ticket no: DF06250218

Expense: Program Expense ✏️
Total Amount: ₹1000
Report no: DF25260072
Description: Accomodation

Budget: Revenue Budget ✏️
FC/NFC: FC ✏️
Created Date: 02-06-2025

Ticket Type: Reimbursement
Cost Center: DF -Technology ✏️
Status: FP Pending (Active)

Accomodation -Staff ✏️

Amount: ₹1000
Hotel: Arc
Check-in: 02-06-2025

Manager Granted: ₹1000 ✅ ✏️
Address: 29, Abinash Banerjee Lane
Check-out: 02-06-2025

Finance Granted: ₹1000
Stay Days: 1

Bill Details

Amount: ₹1000
Bill ID: 604
Bill No: adv23
Date: 02-06-2025
Status: Active

Ticket Process

	Action	Name	Date	Remarks
1	User Proceed	User	03-06-2025	
2	Manager Approved	Manager	03-06-2025	
3	Finance Processor Proceed	FA FP	03-06-2025	

Approve   Reject   Enter remarks...

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Finance Panel

Finance Panel

F FA FP

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Payment Pending ▼

Payment Pending
Payment Progress
Payment Completed

Banking Excel

g: 3

🔍 Search tickets...

Select All	TRANSACTION ID	EMPLOYEE	EXPENSE CATEGORY	FC/NFC	GRANTED AMOUNT
☐	DF25021801	User	Reimbursement	FC	1000
☐	DF25021201	Deepu Kumar	Reimbursement	NFC	3653654
☐	DF25021001	Deepu Kumar	Reimbursement	FC	9475

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Payment

Deshpande Foundation

DF TICKETING

Finance Panel

F FA FP

Payment Pending ▼

Banking Excel

Payment Pending: 3

Search tickets...

Select All	TRANSACTION ID		FC/NFC	GRANTED AMOUNT
☑	DF25021801		FC	1000
☐	DF25021201		NFC	3653654
☐	DF25021001		FC	9475

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Banking Modal ✕

Select Bank

-- Choose a Bank --

Payment Type

-- Choose a Payment Type --

Download

To process a payment in the Finance Panel, select 'Payment Pending' from the status dropdown at the top left. You will then see a list of tickets pending payment. Select the desired ticket and click the 'Bank Excel' button at the top right. Then, choose the bank and payment type to download the bank Excel file.

Payment

DF TICKETING

F FA FP

Payment Progress ▼

Undo Data   Update UTR   Upload UTR

Payment Pending
Payment Progress
Payment Completed

s: 8

Search tickets...

Select All	TRANSACTION ID	EMPLOYEE	EXPENSE CATEGORY	FC/NFC	SOURCE ACC NO.	GRANTED AMOUNT
☐	DF25020801	Deepu Kumar	Reimbursement	NFC	309023289619	34500
☐	DF25020001	Deepu Kumar	Reimbursement	NFC	309023289619	1752
☐	DF25016201	Deepu Kumar	Reimbursement	FC	309023289619	7474
☐	DU6_DF0425001201	Deepu Kumar	Reimbursement	FC	309003312050	45
☐	DF25018601	User	Reimbursement	FC	309023289619	1200
☐	DU5_DF0425001201	Deepu Kumar	Reimbursement	FC	309023289619	677
☐	DU4_DF0425001201	Deepu Kumar	Reimbursement	FC	309023289619	22708
☐	DF25021801	User	Reimbursement	FC	309023289619	1000

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After that, the ticket will move to the 'Payment in Progress' section. Here, you need to select the ticket for which the payment has been made, then click on **'Update UTR'** to download the UTR Excel file. Fill in the required details in the Excel sheet, then click **'Upload UTR'** to upload the completed file. Once uploaded, the ticket will be marked as closed, indicating that the payment has been completed.
If you accidentally downloaded the Bank Excel for the wrong ticket, you can select that ticket and click **'Undo Data'** to revert it to its previous state.

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Payment

Tally Pending Details

Tally Undo

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DF TICKETING

Finance Panel

| All Entities | All Categories | Tally Processed | ✕ |

Q Search   **Undo Exported**

To view Tally Processed data, you need to select the 'Tally Processed' status.

Tally Processed: 36

Q Search tickets...

SELECT ALL	VOC NO.	TICKET NO.	EMPLOYEE	LEDGER TYPE	AMOUNT	DESCRIPTION
☑	3	DUP_4_DF04250012	Deepu Kumar	Food & Beverages - Staff	22708	Testing
☐	3	DF05250162	Deepu Kumar	Admin Charges 0.01% A/c NO. 22-Program	7474	N/A
☐	3	DF05250188	Amlanjyoti Laha	Travel Expenses - Staff	8000	N/A
☐	3	DF05250187	Amlanjyoti Laha	Accomodation -Staff	5000	N/A
☐	3	DF05250204	Deepu Kumar	Accomodation Charges -Guest	3	qwertyuiopsdfghjk

Once you select a ticket, an Undo button will appear, allowing you to undo the ticket. The status of that ticket will then change from 'Tally Processed' to 'Tally Pending'.

Summary

DF TICKETING

Ticket Summary

F FA FP

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| Deshpande Foundation ▼ | All Categories ▼ | All-Data ▼ | All Users ▼ |

☐ Date Range | From Date dd-mm-yyyy | To Date dd-mm-yyyy | 🔍 Search | Download

All-Data Tickets: 289

🔍 Search tickets...

TICKET NO.	EMPLOYEE	EXPENSE TYPE	LEDGER TYPE	PAID AMOUNT	STATUS	DESCRIPTION
TKT-1741777126031	Deepu Kumar	Reimbursement	Food & Beverages - Staff	50	Closed	
TKT-1741778004349	Deepu Kumar	Reimbursement	Food & Beverages - Events	5522	Closed	
TKT-1741778230292	Deepu Kumar	Reimbursement	Accomodation -Staff		Closed	
TKT-1741856326346	Deepu Kumar	Reimbursement	Food & Beverages - Guest		Closed	
TKT-1741866653249	Deepu Kumar	Reimbursement	Travel Expenses - Staff		Closed	
DUP-4-DF04250012	Deepu Kumar	Reimbursement	Food & Beverages -	22708	Payment

This section is for the Finance team to retrieve data based on Entity, Expense Type, Process Status, User, and Date Range, which can be downloaded for analysis.

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Profile Page

DF
TICKETING

User Details

U User

User
✉ abc.xyz@dfmail.org

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📞 999999999

📍 Deshpande Foundation

💼 User

REPORTING MANAGER	COST CENTER	JOB TITLE
Manager	**DF -Technology**	**Data Analyst**

WORK LOCATION	PAY GRADE	BANK NAME
DCSE Building, B, V.B. Campus, Vidya Nagar,	**L3.1**	**State Bank of India**

BANK ACCOUNT NO.	IFSC
999999999	999999999

Change Password   → Logout

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Contact Page

DF TICKETING

Contact Us

U User

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Get In Touch

Want to get in touch? We'd love to hear from you. Here's how you can reach us.

📞

Need help with your ticket? Our support team is here to assist you.

+91 96069 47764

💬

Need help with your ticket? Our support team is here to assist you.

df.ticketing@dfmail.org

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Thank You

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