

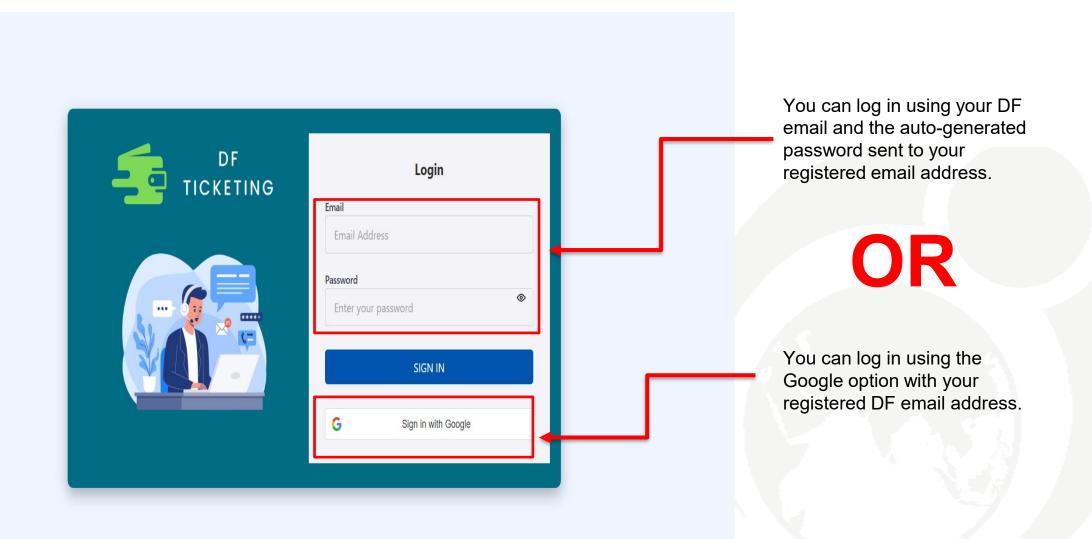


# DF TICKETING SYSTEM

https://dfticketing.org

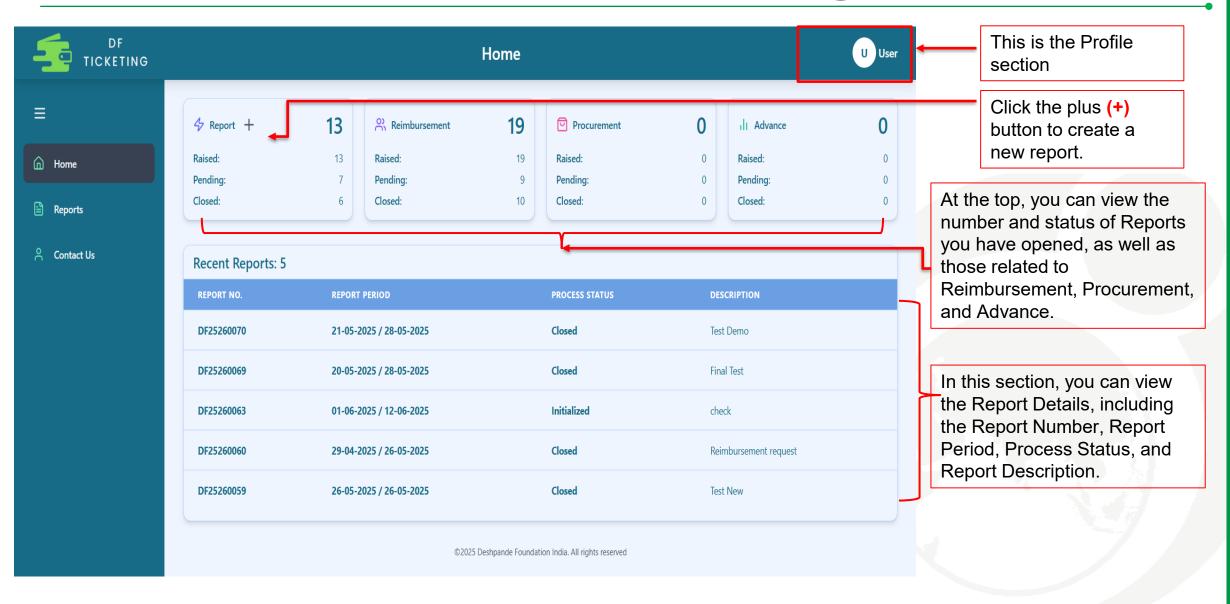


# Login Page



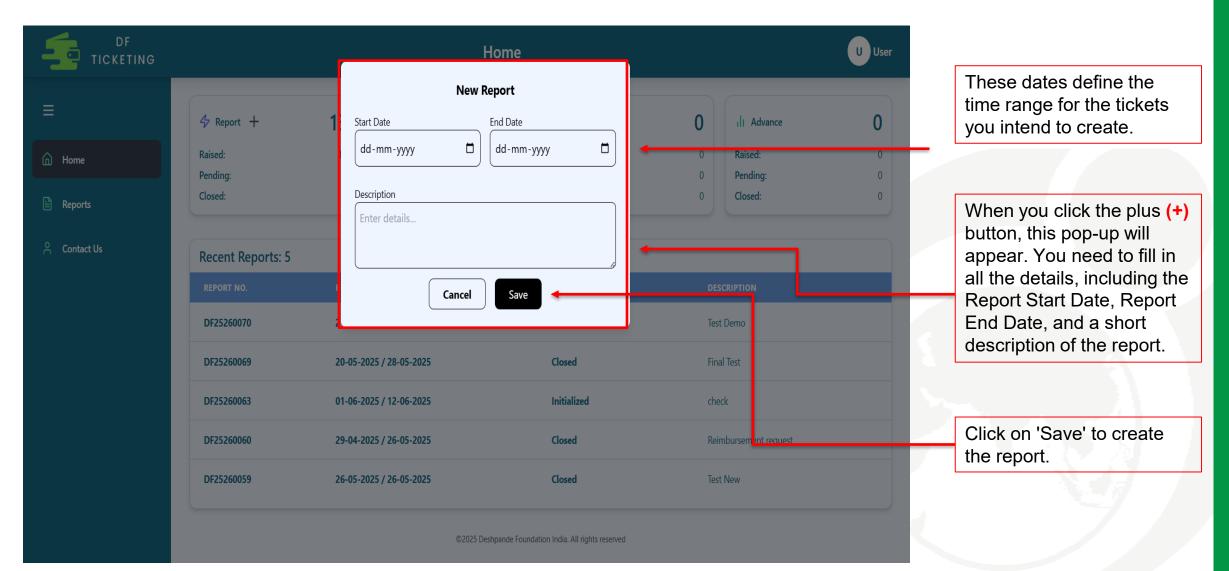


## Home Page



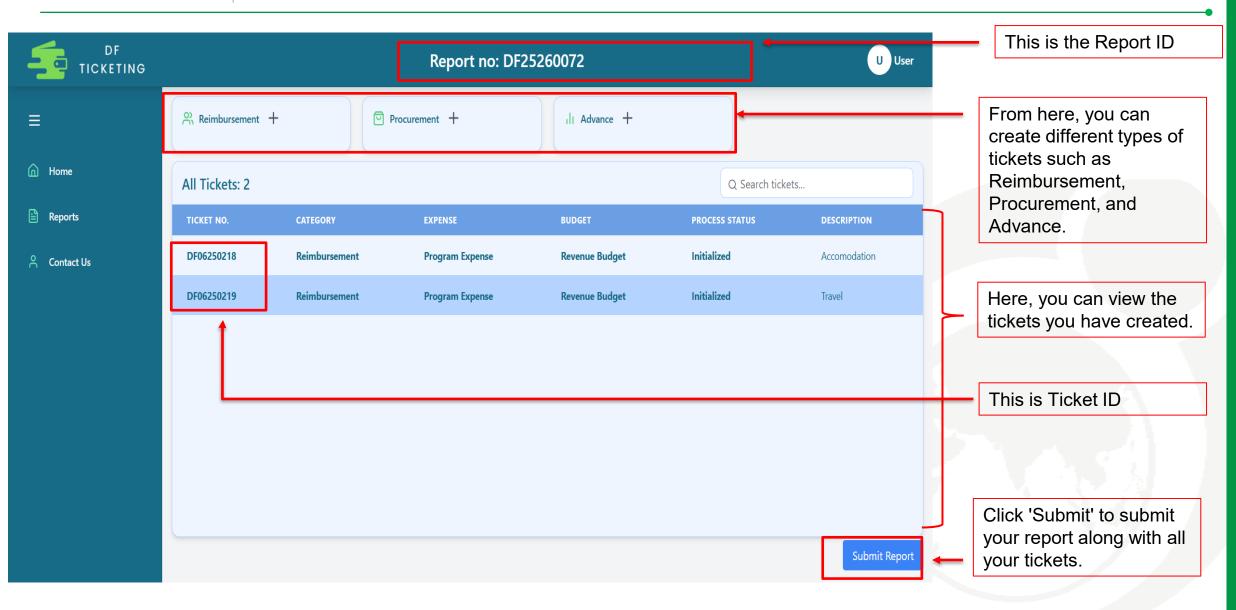


## **Create NEW Report**



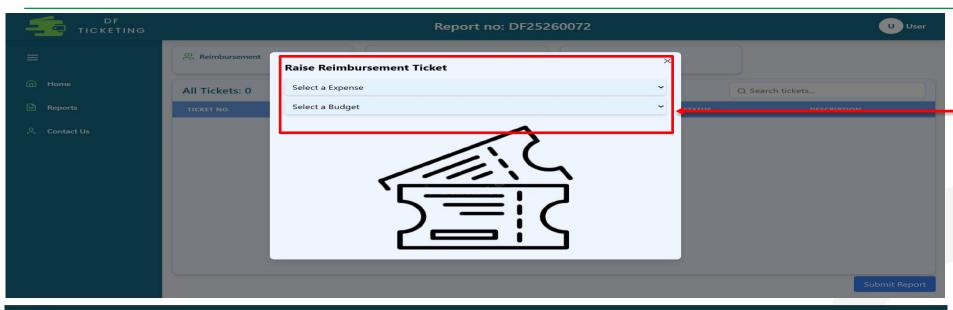


#### **Tickets Section**

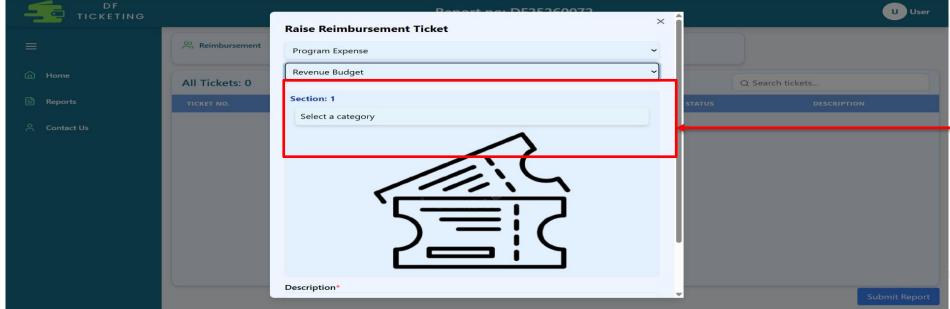




#### Create Reimbursement Ticket



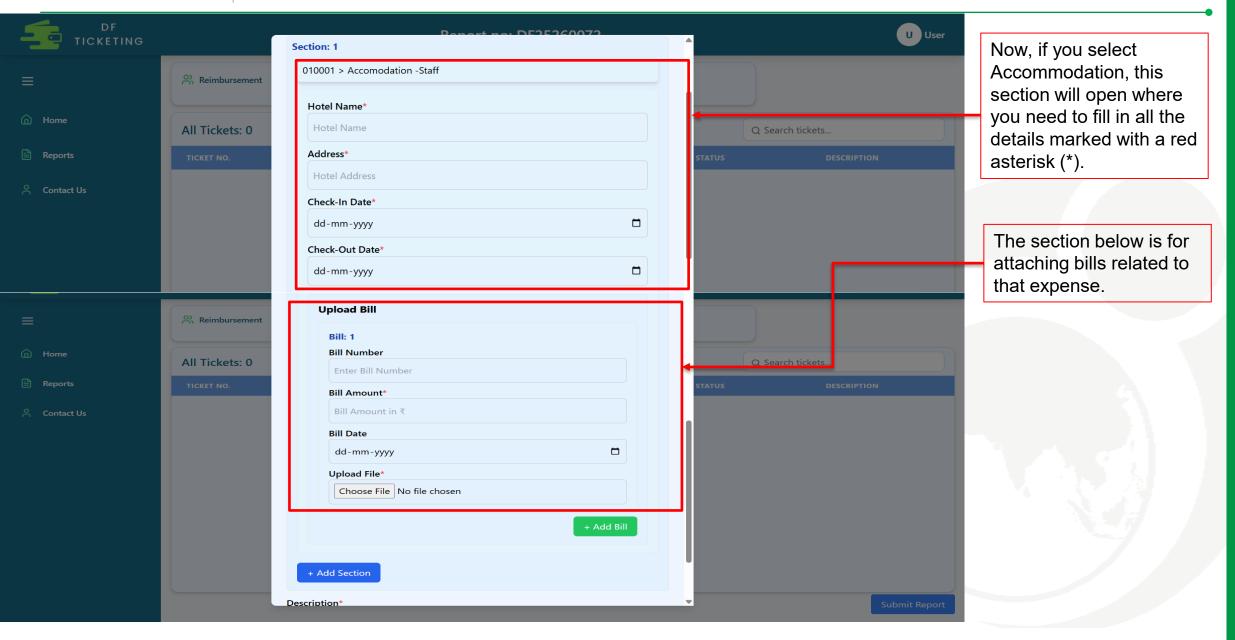
When you click the plus (+) button next to Reimbursement, a popup will open where you need to select the Expense Type and Budget Type.



As you make your selection, the section below will open, allowing you to choose the reimbursement category—such as Food, Travel, Accommodation, etc.

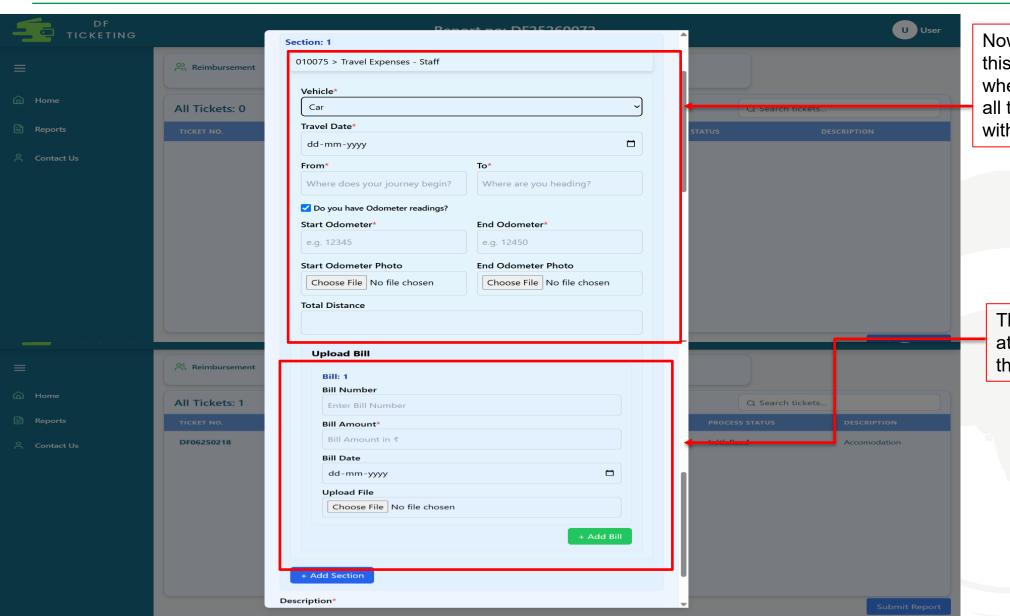


#### **Accommodation Reimbursement**





#### **Travel Reimbursement**

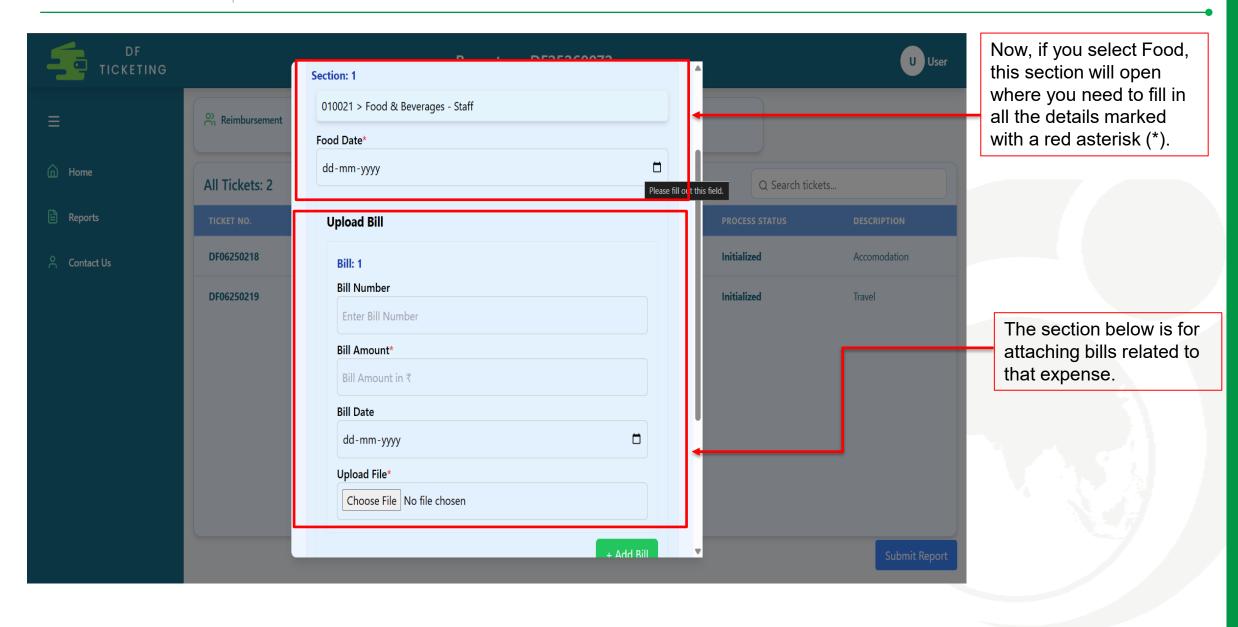


Now, if you select Travel, this section will open where you need to fill in all the details marked with a red asterisk (\*).

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

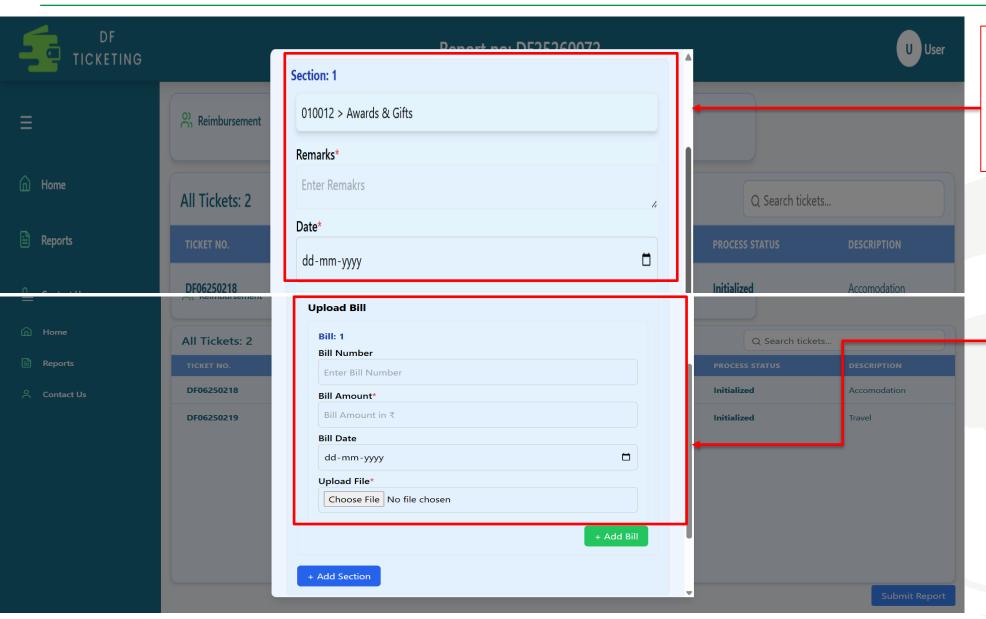


#### **Food Reimbursement**





# **Any Other Reimbursement**

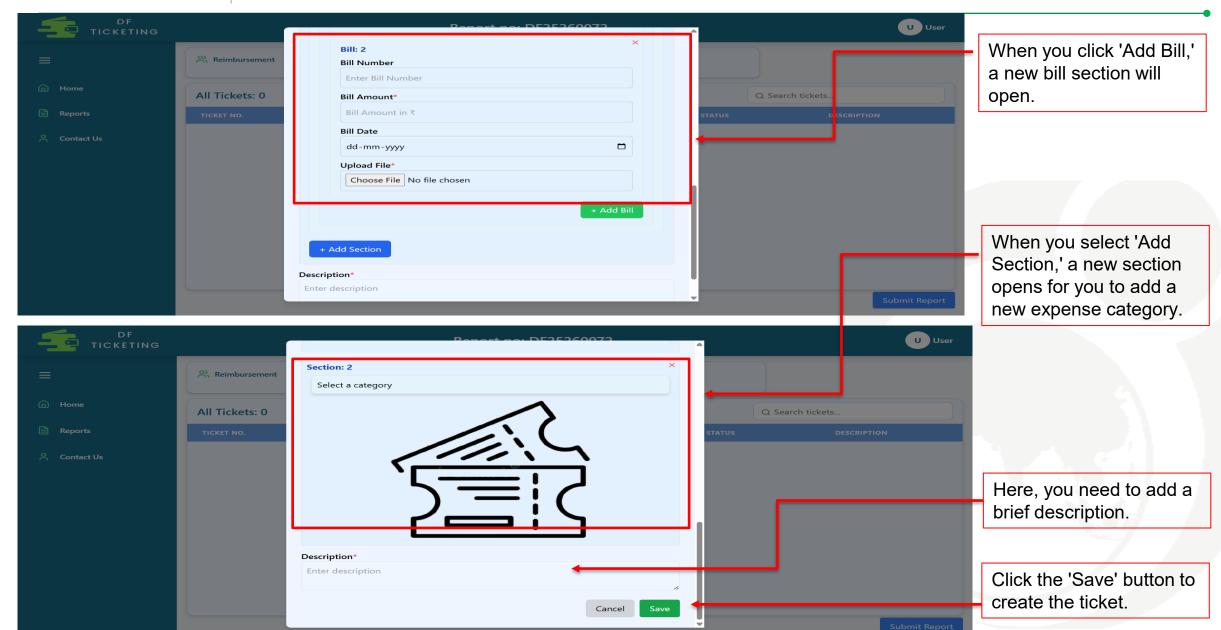


Now, if you select Other Reimbursement, this section will open where you need to fill in all the details marked with a red asterisk (\*).

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



### **Create Ticket Additional Details**





# Inside Tickets (Initialized)



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.



## Inside Tickets (After Submission)







Reports

Contact Us

Ticket no: DF05250193

Expense:Program Expense Budget:Revenue Budget

Total Amount: ₹1200 FC/NFC: 
Report no: DF25260057 Manager: Suraj Shripad Patil

Status: Manager Pending (Active)

Description: 
Accomodation - Staff

Amount: ₹1200 Manager Granted: ₹ Pending

Hotel: Lemon Tree Address: cds

Check-out: 02-05-2025

Ticket Type: Reimbursement

Cost Center: DF -Technology
Created Date: 22-05-2025

Finance Granted: ₹ Pending

Stay Days: 2

#### Bill Details

#### **Amount: ₹1200**

Check-in: 01-05-2025

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



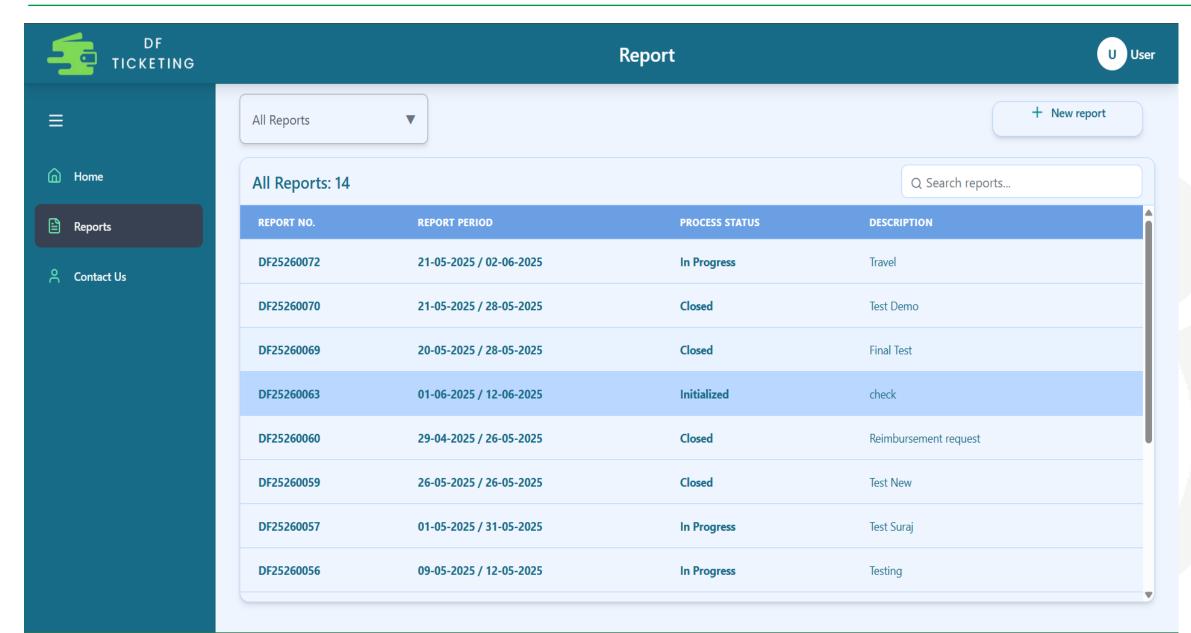
Once the report is in 'In Progress' status, you can open the ticket and view the process flow.

#### **Ticket Process**

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

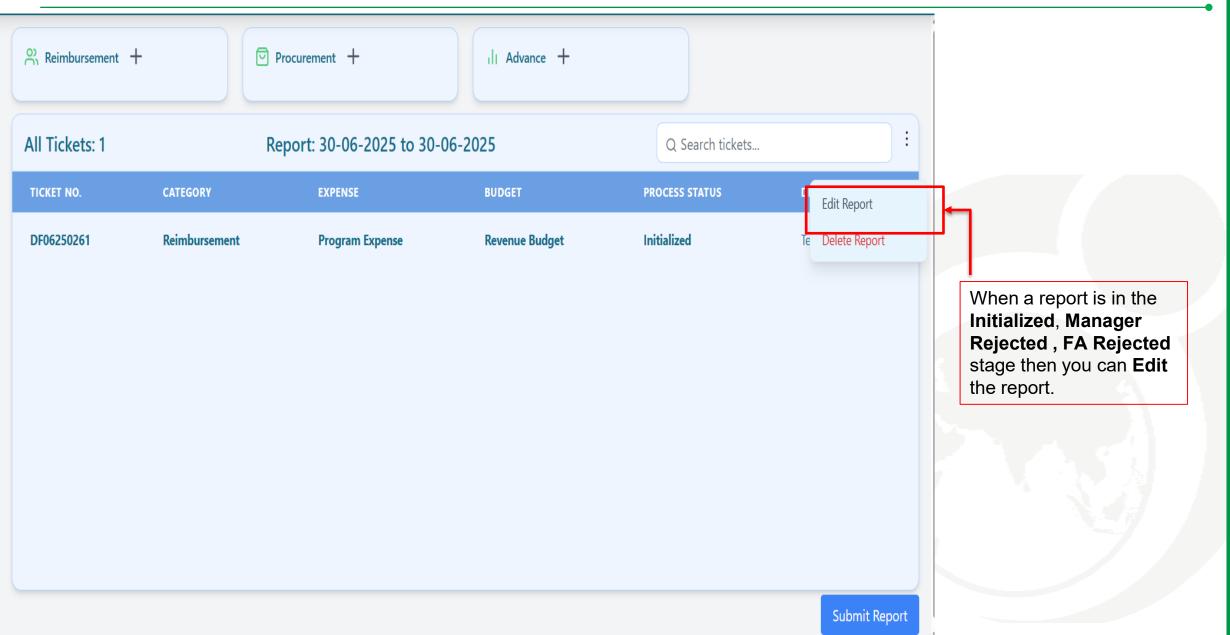


## Reports Page



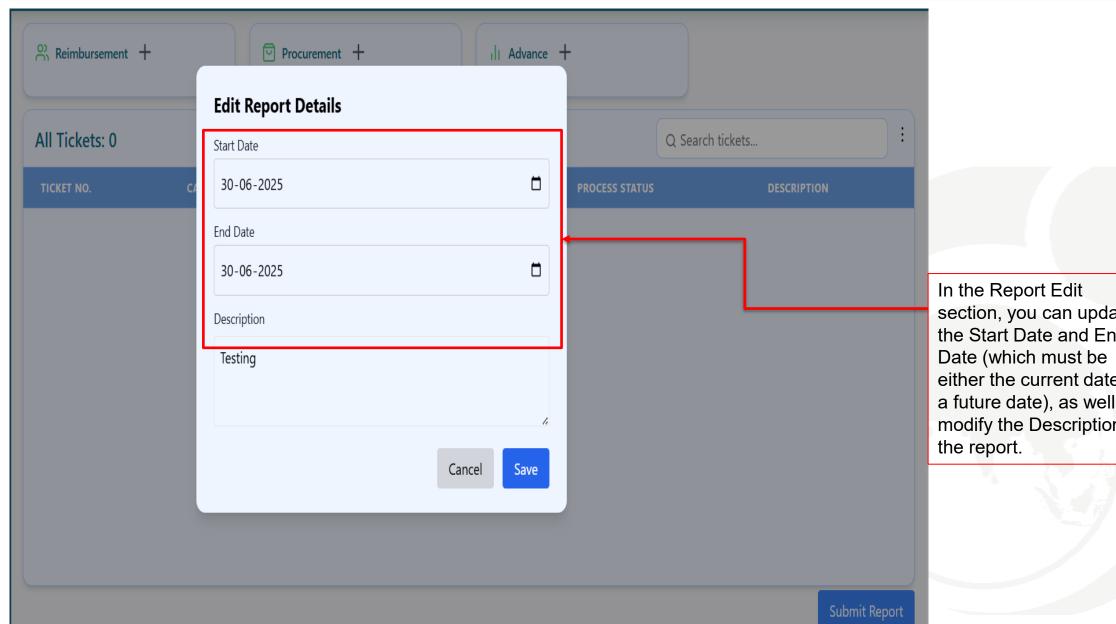


## **Report Edit**





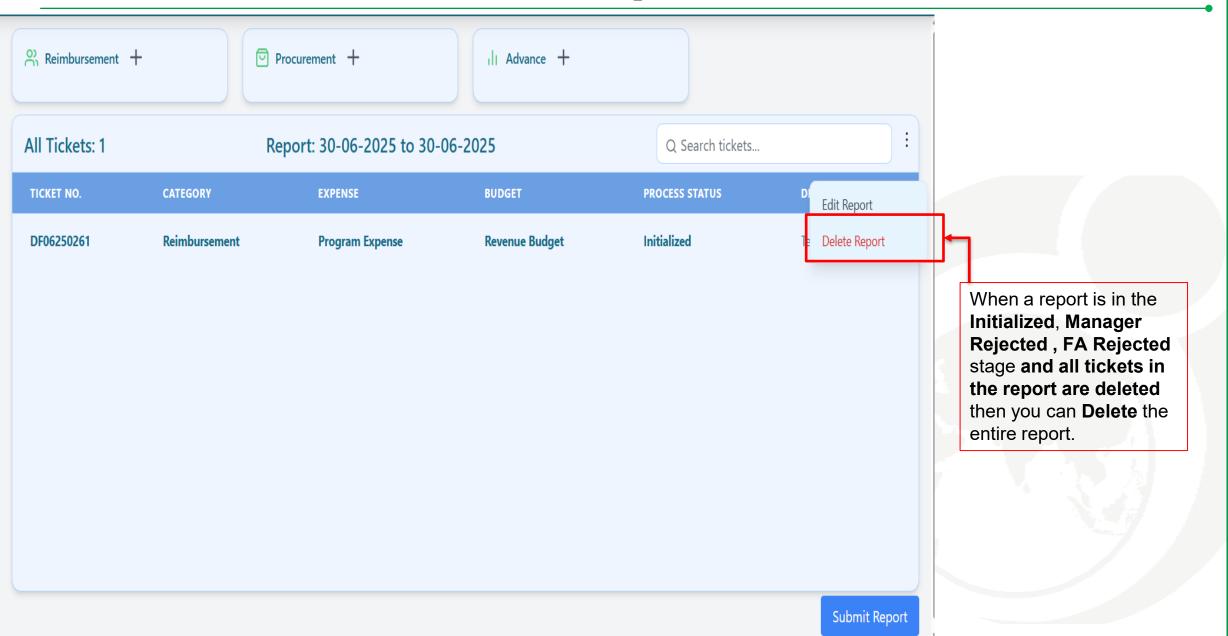
### **Report Edit Details**



section, you can update the Start Date and End either the current date or a future date), as well as modify the Description of

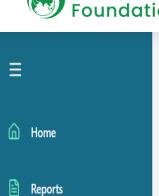


#### **Report Delete**





#### Report Revert Back



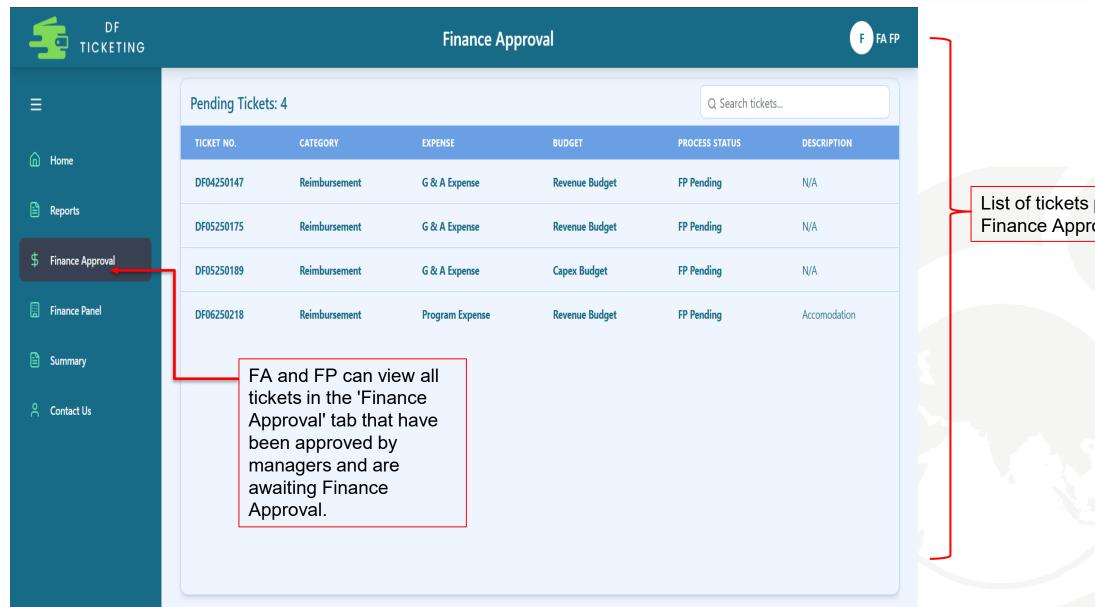




If any ticket within a report is in the 'Manager Pending' stage, the report can be reverted. Only tickets in the 'Manager Pending' stage will be reverted.



# Finance Page



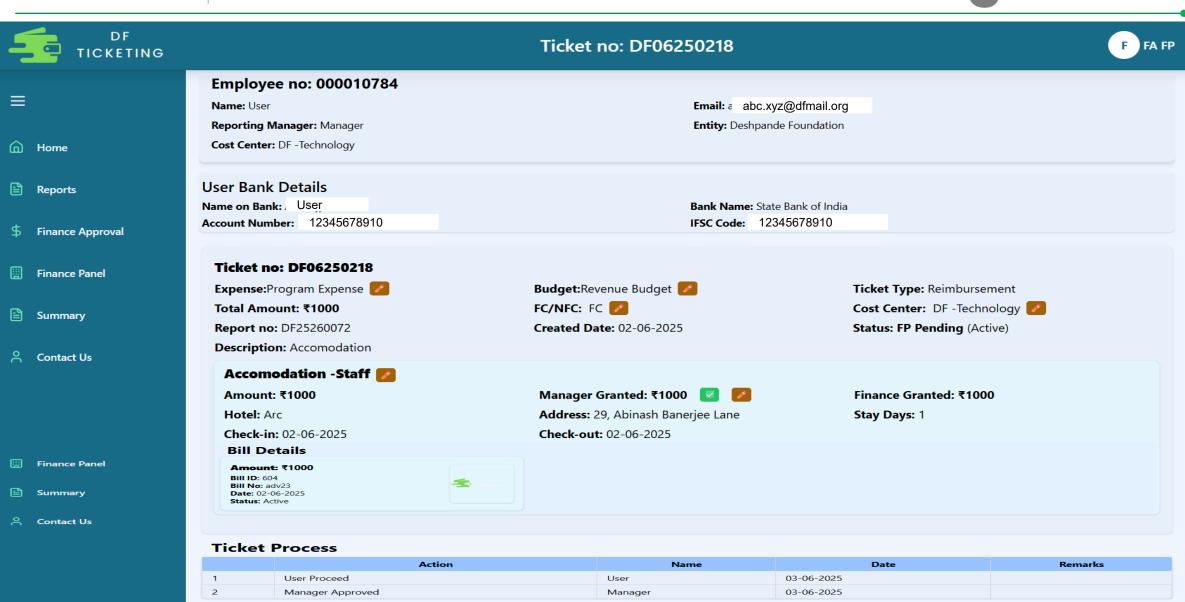
List of tickets pending Finance Approval.

Proceed

Enter remarks...

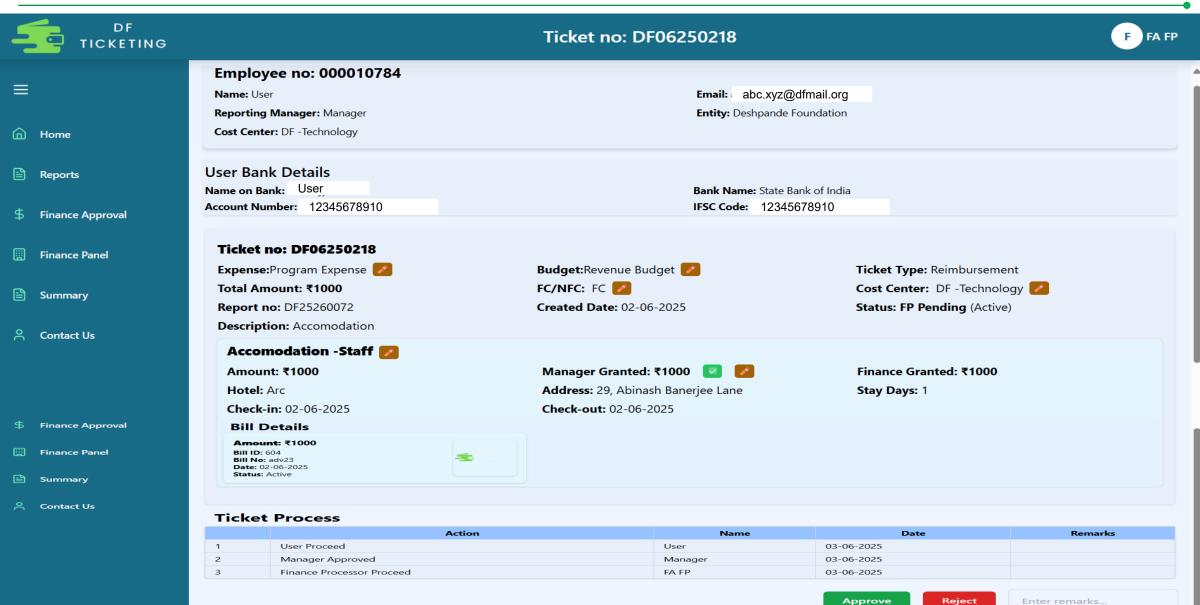


# Finance Processer Page



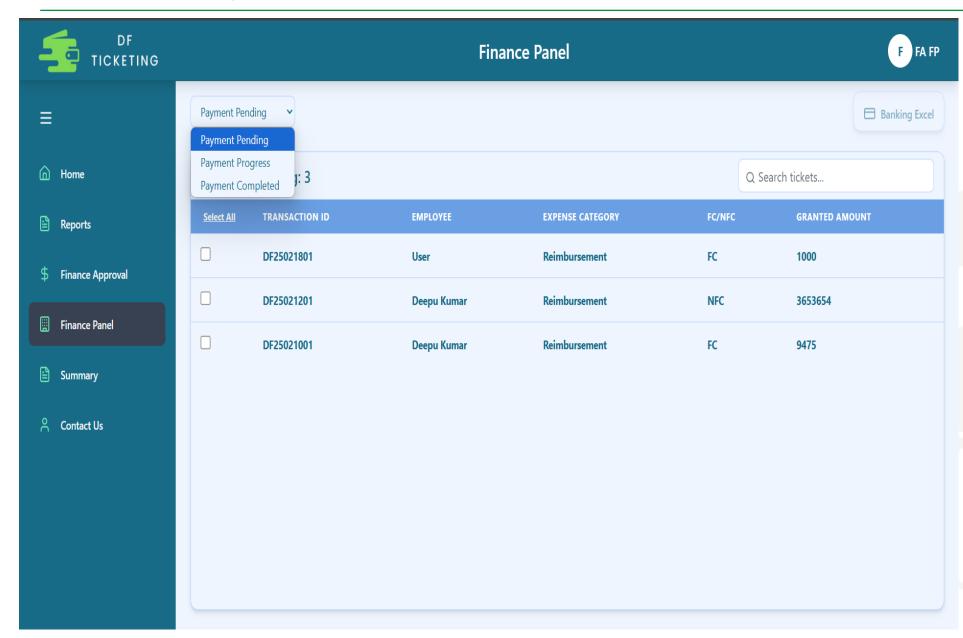


# Finance Approver Page





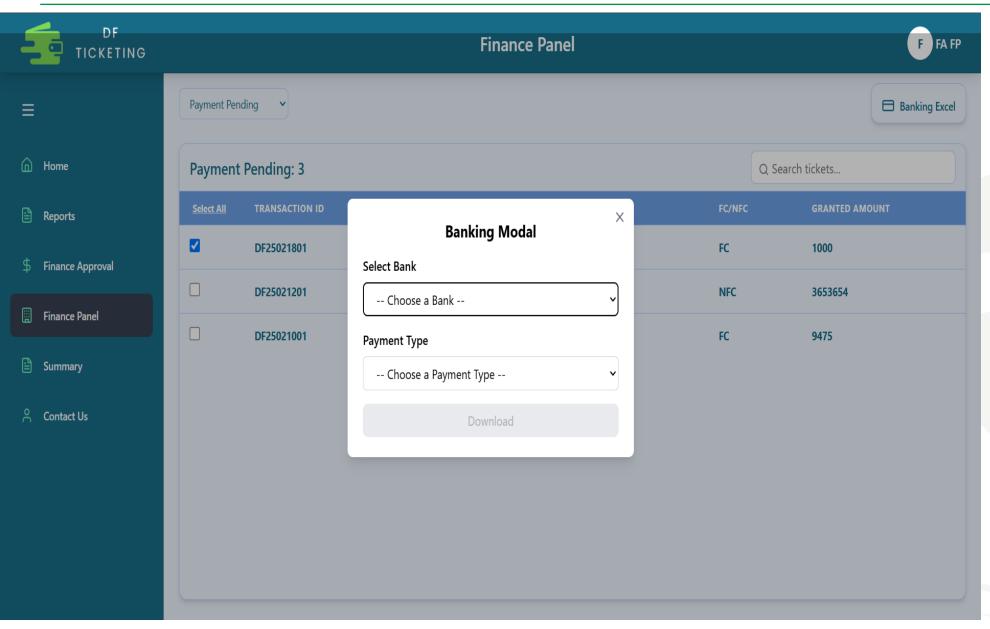
#### **Finance Panel**



This page will be accessible to both Finance Approver and Finance Processor.



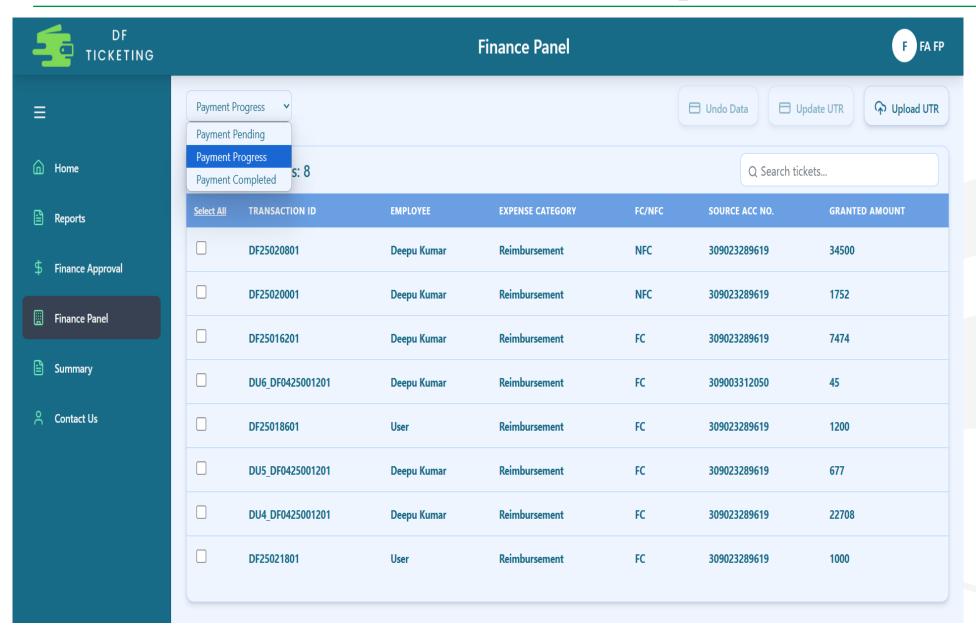
## **Payment**



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.



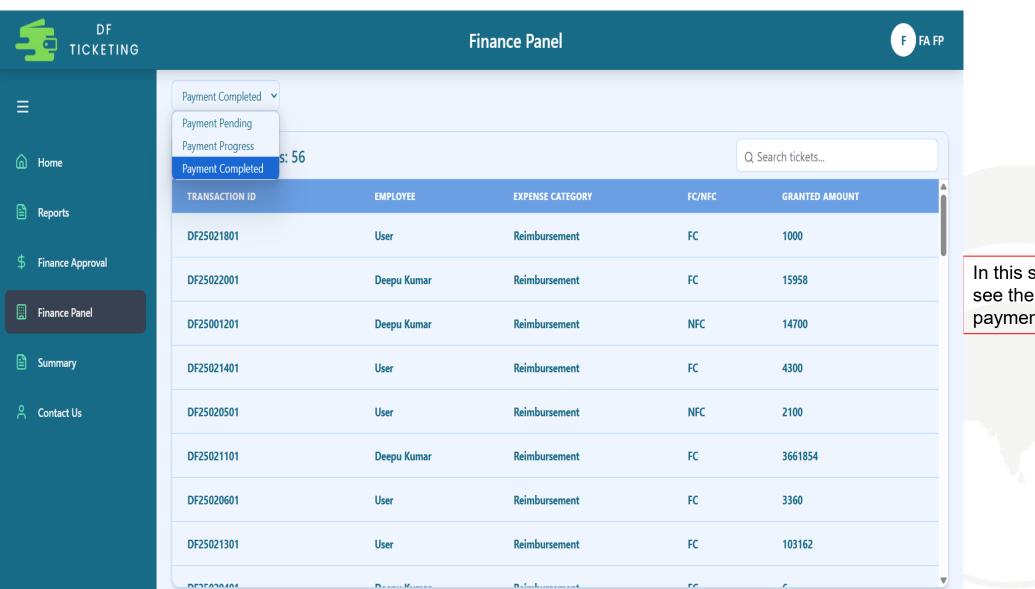
## **Payment**



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.



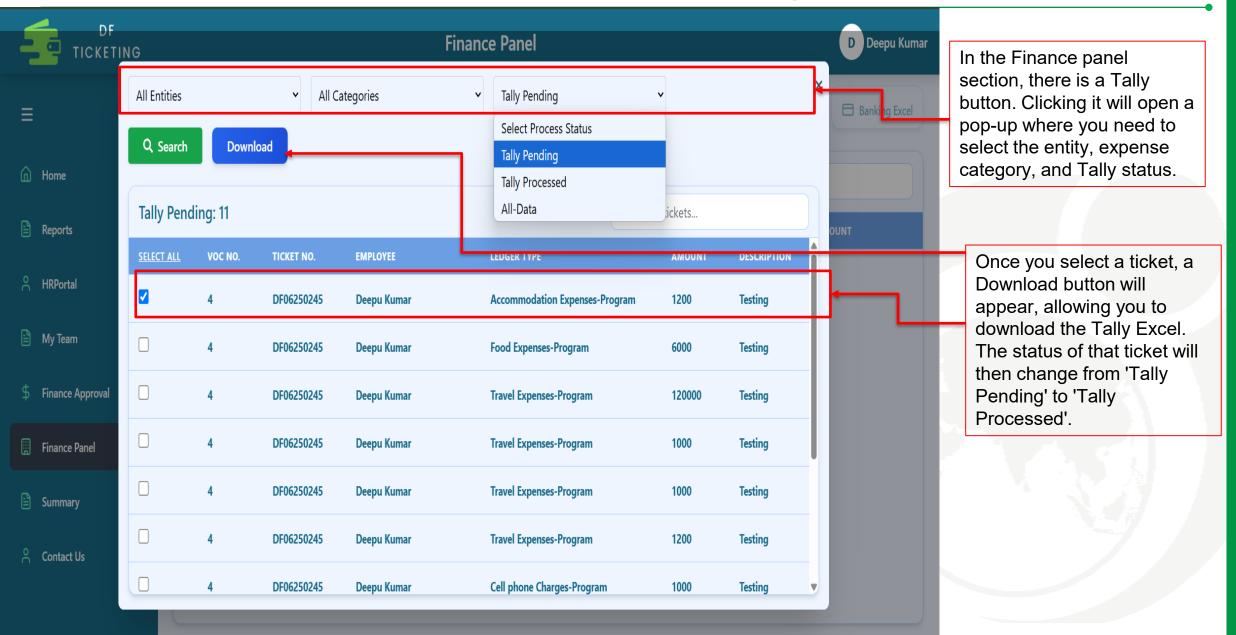
## **Payment**



In this section you will see the list of completed payment tickets.

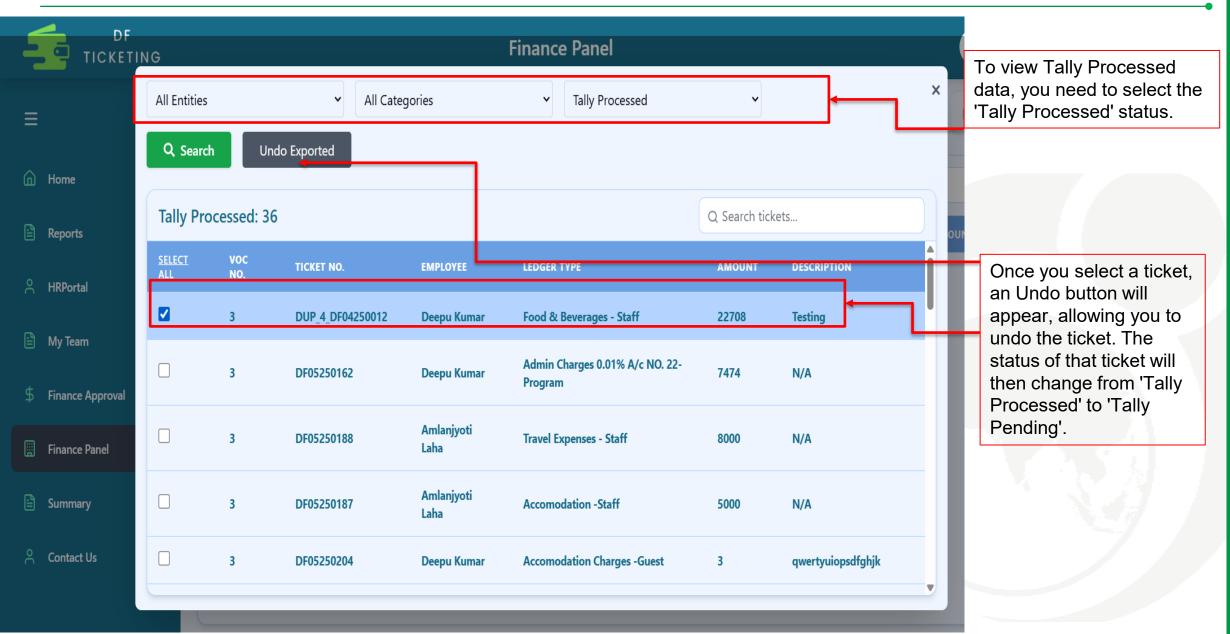


## **Tally Pending Details**



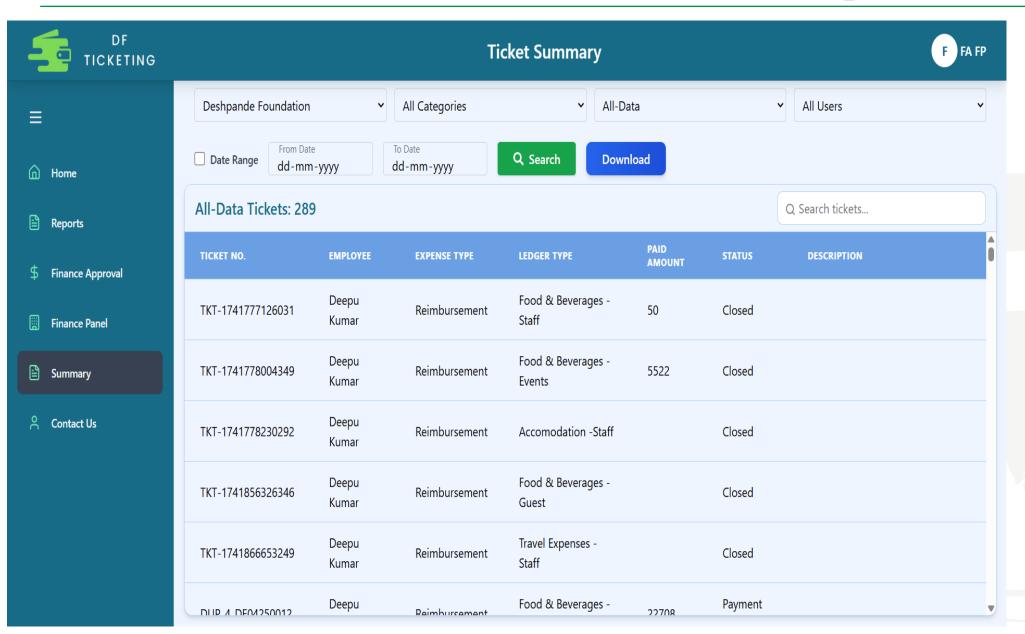


### Tally Undo





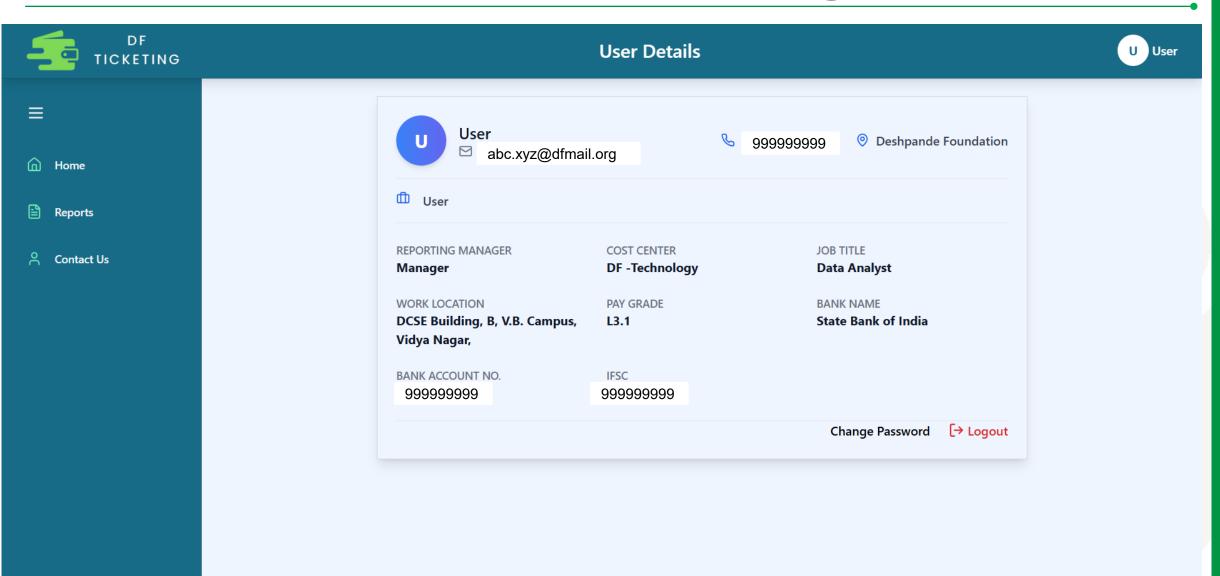
## Summary



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.

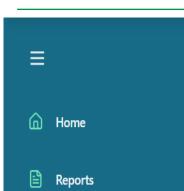


# **Profile Page**





## **Contact Page**



Contact Us

#### **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.

df.ticketing@dfmail.org



#### **Thank You**