




A STEP TOWARDS RURAL TRANSFORMATION

DF TICKETING SYSTEM

<https://dfticketing.org>

Login Page



Login


Email

Email Address

Password

Enter your password

SIGN IN

 Sign in with Google

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.

Home Page



Home

U User

This is the Profile section

Click the plus (+) button to create a new report.

At the top, you can view the number and status of Reports you have opened, as well as those related to Reimbursement, Procurement, and Advance.

In this section, you can view the Report Details, including the Report Number, Report Period, Process Status, and Report Description.

Report +

13

Raised: 13
Pending: 7
Closed: 6

Reimbursement

19

Raised: 19
Pending: 9
Closed: 10

Procurement

0

Raised: 0
Pending: 0
Closed: 0

Advance

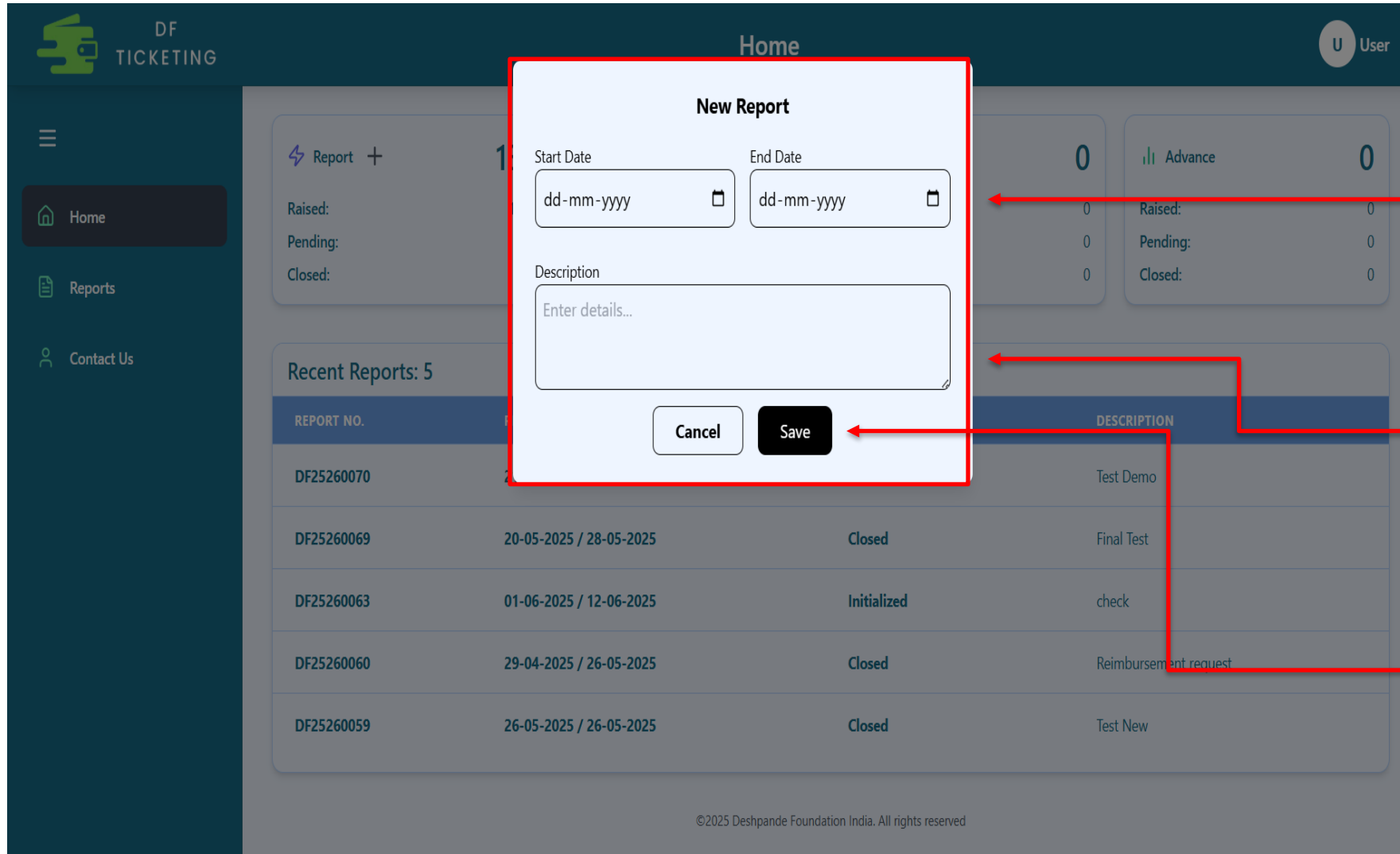
0

Raised: 0
Pending: 0
Closed: 0

Recent Reports: 5

REPORT NO.	REPORT PERIOD	PROCESS STATUS	DESCRIPTION
DF25260070	21-05-2025 / 28-05-2025	Closed	Test Demo
DF25260069	20-05-2025 / 28-05-2025	Closed	Final Test
DF25260063	01-06-2025 / 12-06-2025	Initialized	check
DF25260060	29-04-2025 / 26-05-2025	Closed	Reimbursement request
DF25260059	26-05-2025 / 26-05-2025	Closed	Test New

Create NEW Report



New Report

Start Date: dd-mm-yyyy

End Date: dd-mm-yyyy

Description: Enter details...

Cancel Save

Recent Reports: 5

REPORT NO.	Start Date	End Date	Status	DESCRIPTION
DF25260070				Test Demo
DF25260069	20-05-2025	28-05-2025	Closed	Final Test
DF25260063	01-06-2025	12-06-2025	Initialized	check
DF25260060	29-04-2025	26-05-2025	Closed	Reimbursement request
DF25260059	26-05-2025	26-05-2025	Closed	Test New

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

DF
TICKETING

Report no: DF25260072

U User

Reimbursement +

Procurement +

Advance +

All Tickets: 2

Q Search tickets...

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

Submit Report

This is the Report ID

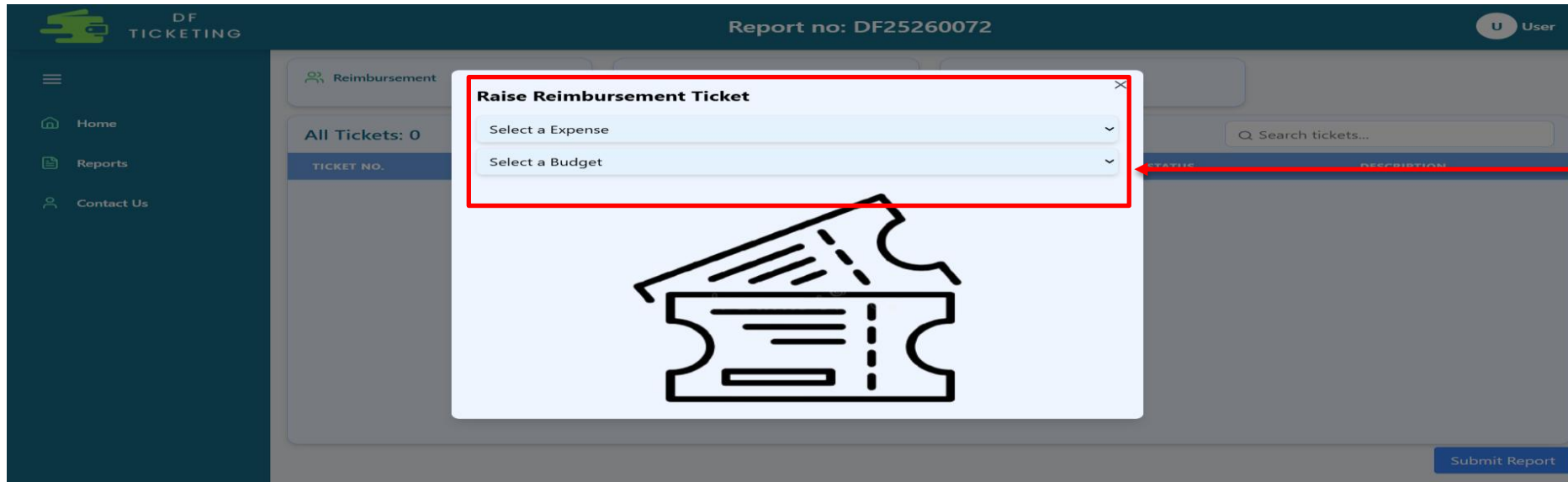
From here, you can create different types of tickets such as Reimbursement, Procurement, and Advance.

Here, you can view the tickets you have created.

This is Ticket ID

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

Create Reimbursement Ticket



DF TICKETING

Report no: DF25260072

U User

Reimbursement

All Tickets: 0

TICKET NO.

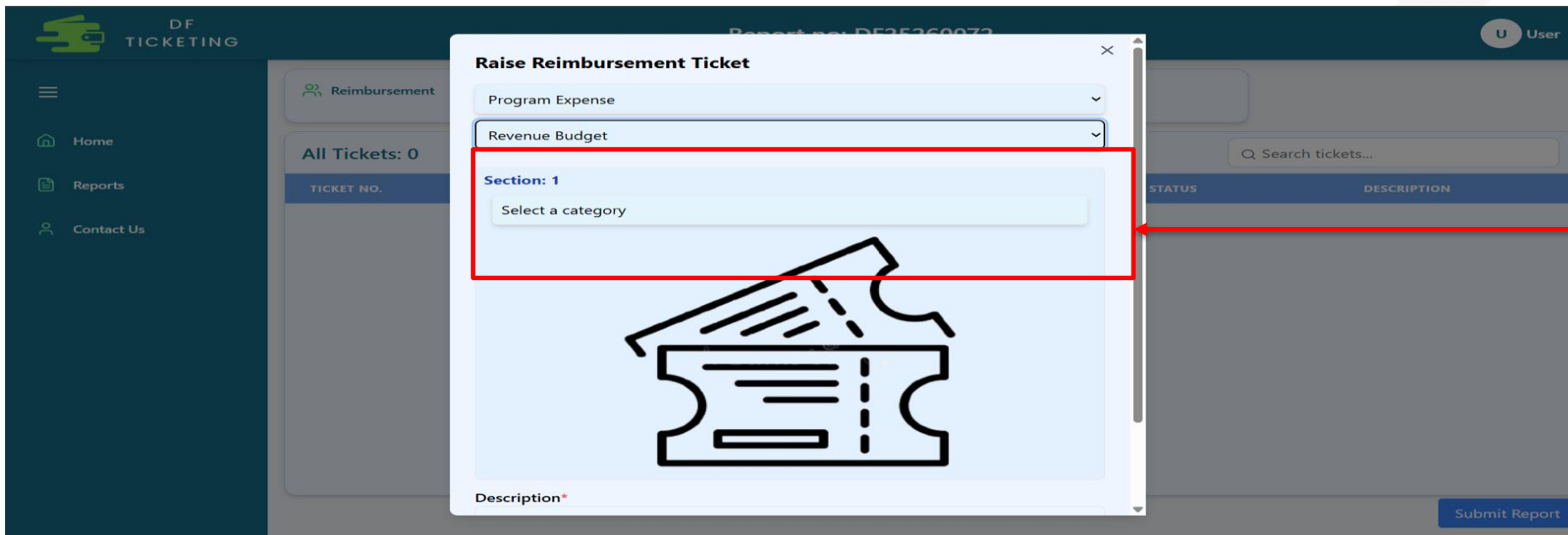
Submit Report

Raise Reimbursement Ticket

Select a Expense

Select a Budget

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.



DF TICKETING

Report no: DF25260072

U User

Reimbursement

All Tickets: 0

TICKET NO.

Submit Report

Raise Reimbursement Ticket

Program Expense

Revenue Budget

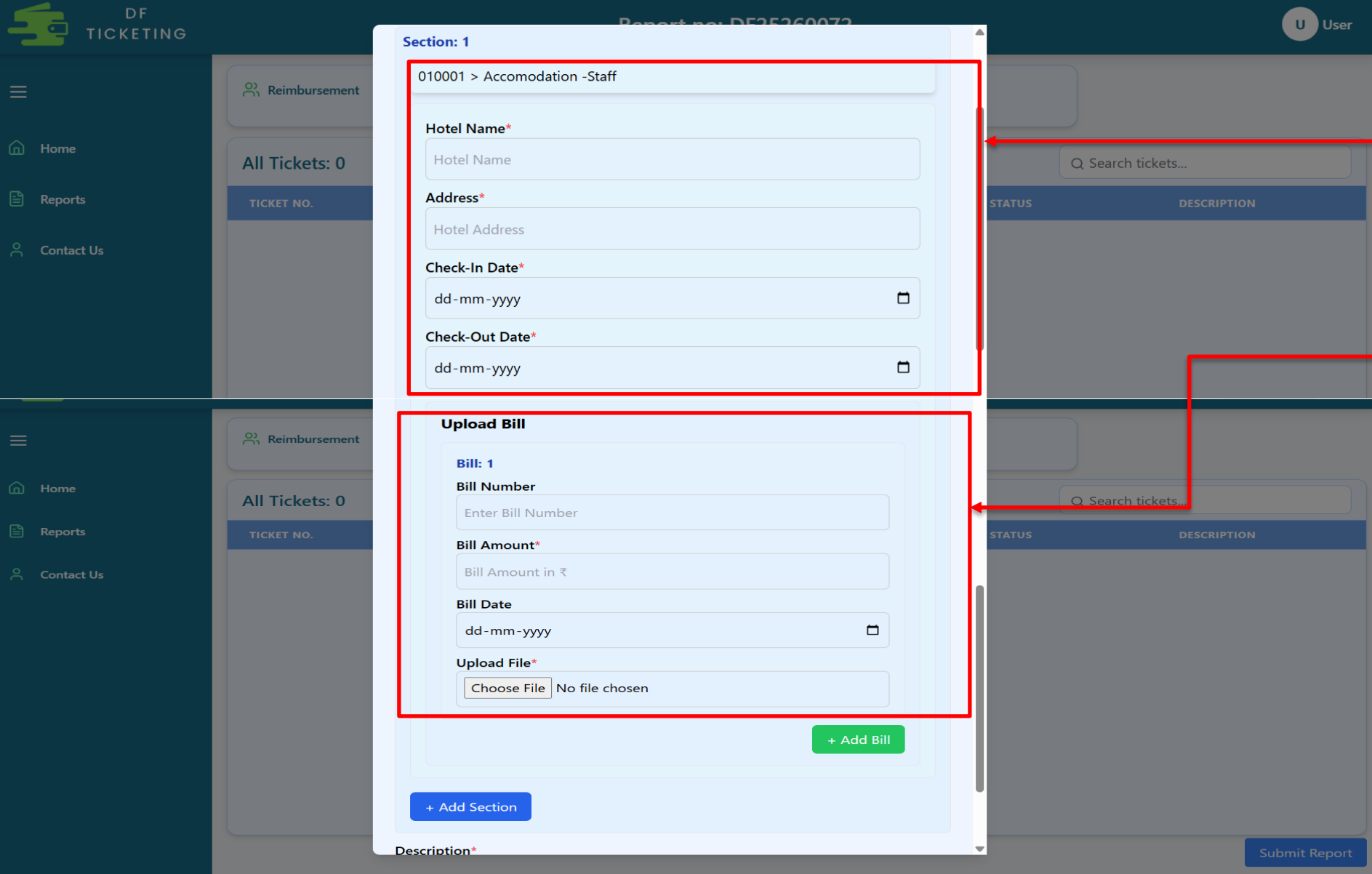
Section: 1

Select a category

Description*

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



DF
TICKETING

Reimbursement

All Tickets: 0

TICKET NO.

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*

STATUS DESCRIPTION

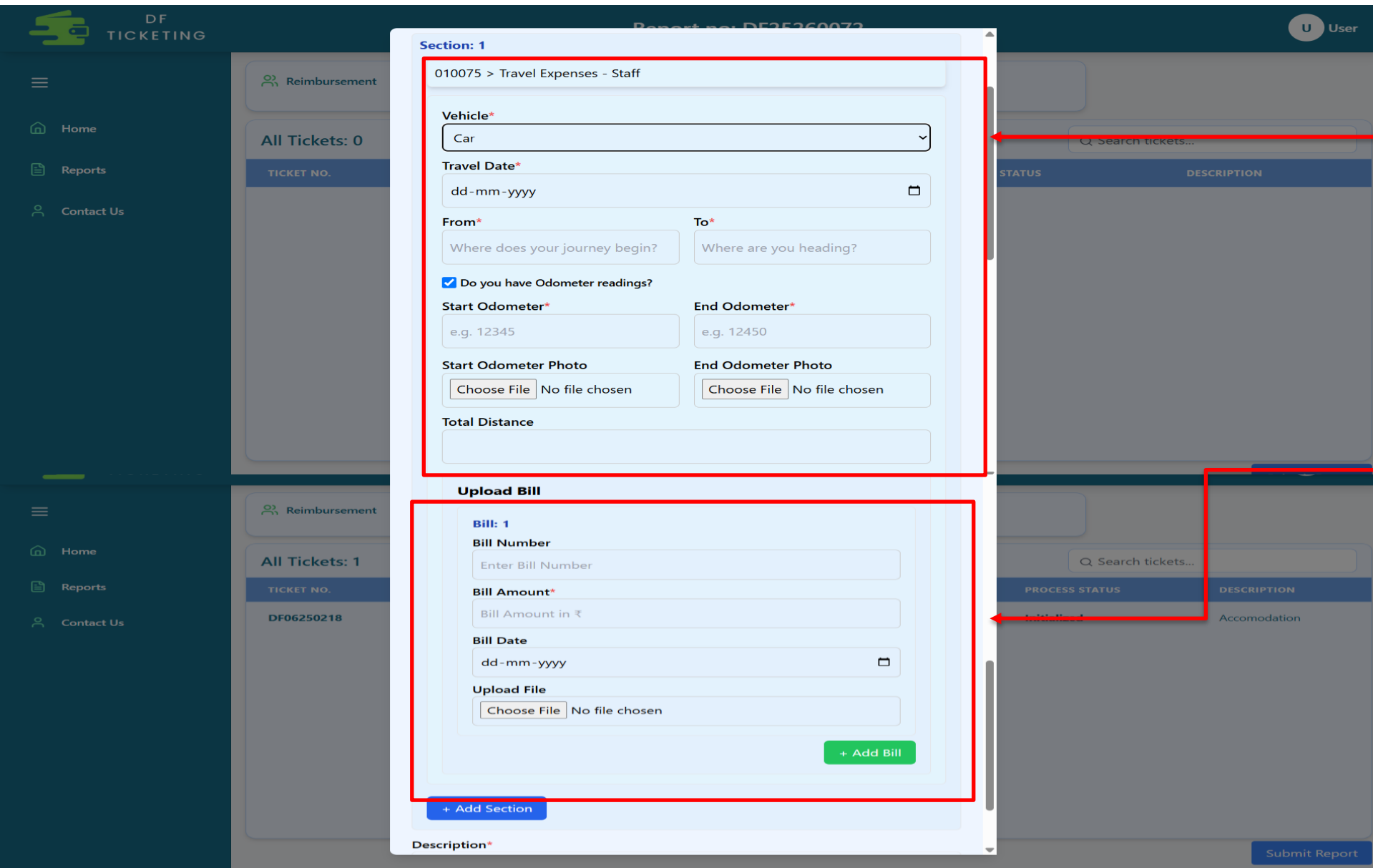
Q Search tickets...

Submit Report

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.

Travel Reimbursement



The screenshot shows a web application for travel reimbursement. The left sidebar contains navigation links: Home, Reports, and Contact Us. The main content area is titled 'Reimbursement' and shows 'All Tickets: 0'. A modal form titled 'Section: 1' is open, showing '010075 > Travel Expenses - Staff'. The form has two main sections highlighted with red boxes: 'Section: 1' and 'Upload Bill'. The 'Section: 1' section contains fields for Vehicle, Travel Date, From, To, Odometer readings, and Total Distance. The 'Upload Bill' section contains fields for Bill Number, Bill Amount, Bill Date, and an Upload File button. A '+ Add Bill' button is at the bottom of the 'Upload Bill' section. A '+ Add Section' button is at the bottom of the modal. The background shows a table with columns 'STATUS' and 'DESCRIPTION', and a 'Submit Report' button at the bottom right.

Section: 1

010075 > Travel Expenses - Staff

Vehicle*

Car

Travel Date*

dd-mm-yyyy

From*

Where does your journey begin?

To*

Where are you heading?

☒ Do you have Odometer readings?

Start Odometer*

e.g. 12345

End Odometer*

e.g. 12450

Start Odometer Photo

Choose File No file chosen

End Odometer Photo

Choose File No file chosen

Total Distance

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 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

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 Reimbursement

All Tickets: 2

TICKET NO.
DF06250218
DF06250219

Section: 1

010021 > Food & Beverages - Staff

Food Date*

dd-mm-yyyy

Please fill out this field.

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

U User

Q Search tickets...

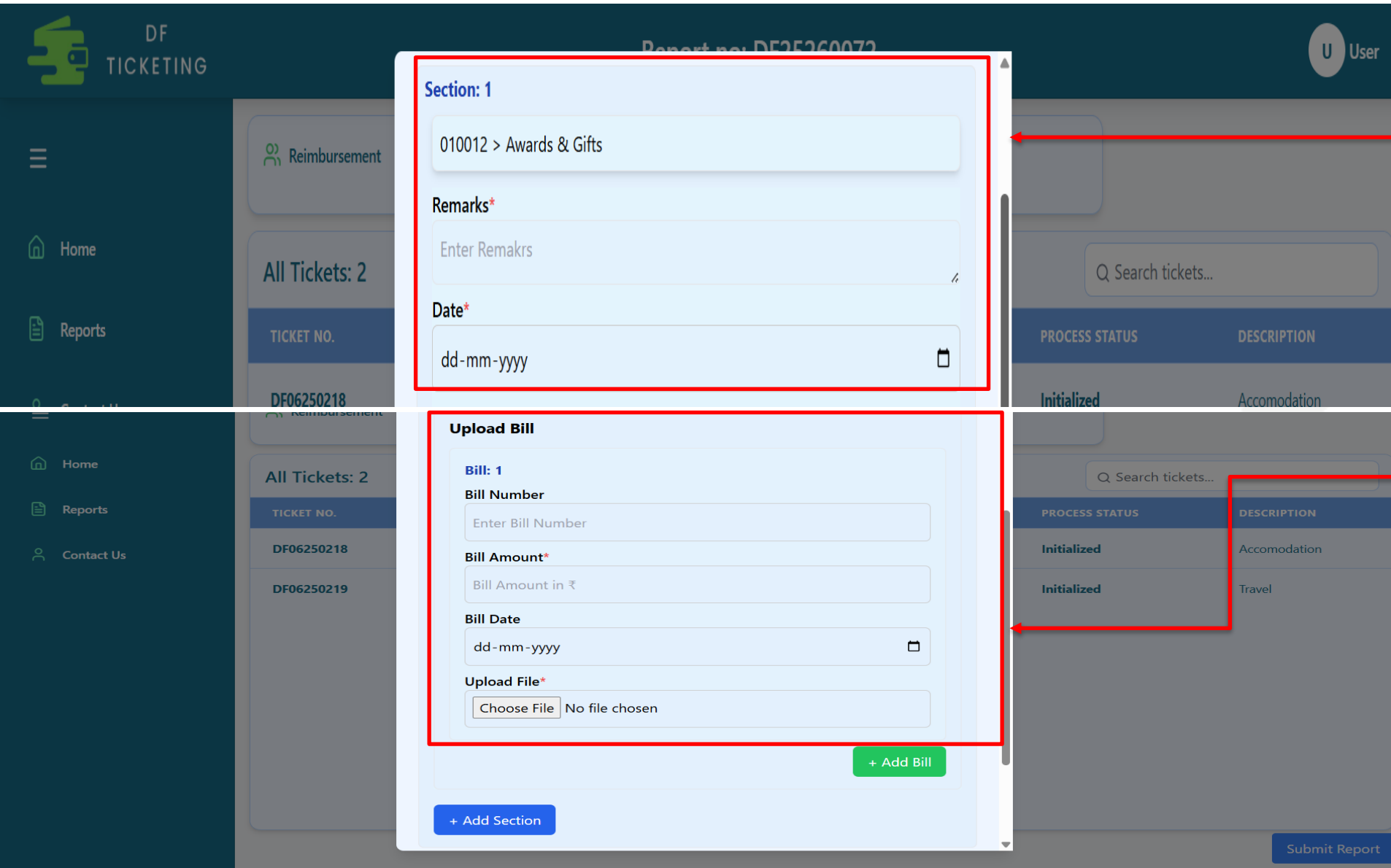
PROCESS STATUS	DESCRIPTION
Initialized	Accommodation
Initialized	Travel

Submit Report

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.

Any Other Reimbursement



The screenshot shows the 'DF TICKETING' interface with a 'Reimbursement' section. A modal form is open, titled 'Section: 1', which contains the following fields:

- 010012 > Awards & Gifts** (Dropdown menu)
- Remarks*** (Text input field with placeholder 'Enter Remakrs')
- Date*** (Date input field with placeholder 'dd-mm-yyyy' and a calendar icon)

Below this modal is another section titled 'Upload Bill' with the following fields:

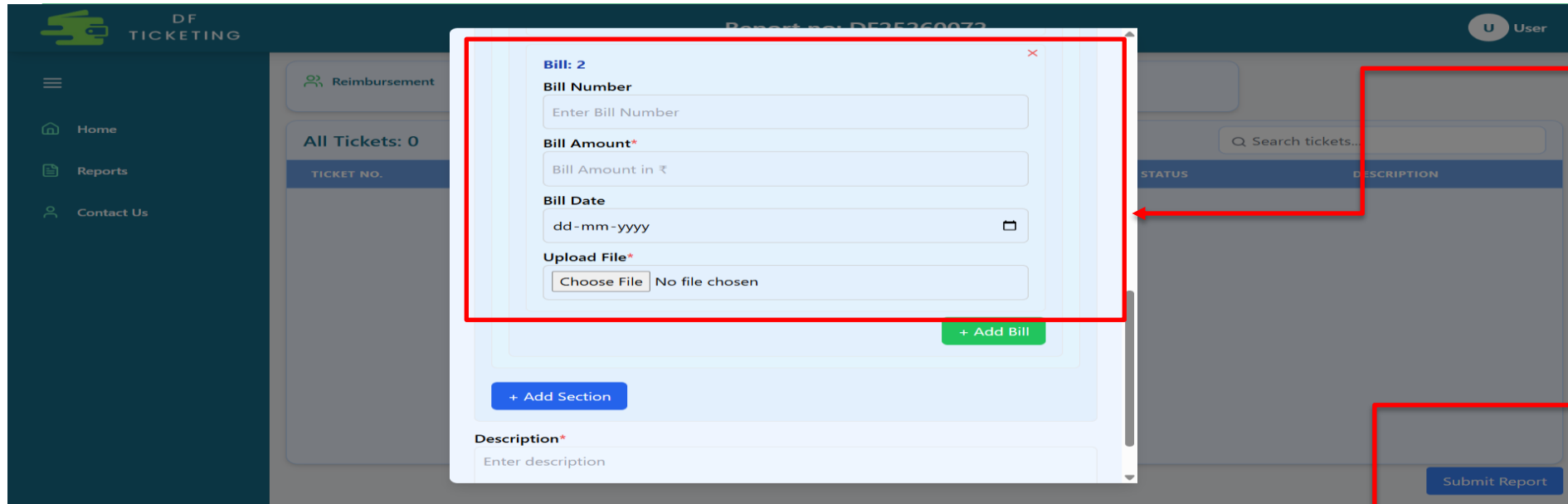
- Bill: 1** (Section header)
- Bill Number** (Text input field with placeholder 'Enter Bill Number')
- Bill Amount*** (Text input field with placeholder 'Bill Amount in ₹')
- Bill Date** (Date input field with placeholder 'dd-mm-yyyy' and a calendar icon)
- Upload File*** (File upload area with a 'Choose File' button and 'No file chosen' text)

At the bottom of the 'Upload Bill' section are two buttons: '+ Add Bill' (green) and '+ Add Section' (blue). The background shows a list of tickets with columns for 'TICKET NO.', 'PROCESS STATUS', and 'DESCRIPTION'. The first ticket is 'DF06250218' with status 'Initialized' and description 'Accommodation'. The second ticket is 'DF06250219' with status 'Initialized' and description 'Travel'. A 'Submit Report' button is at the bottom right.

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



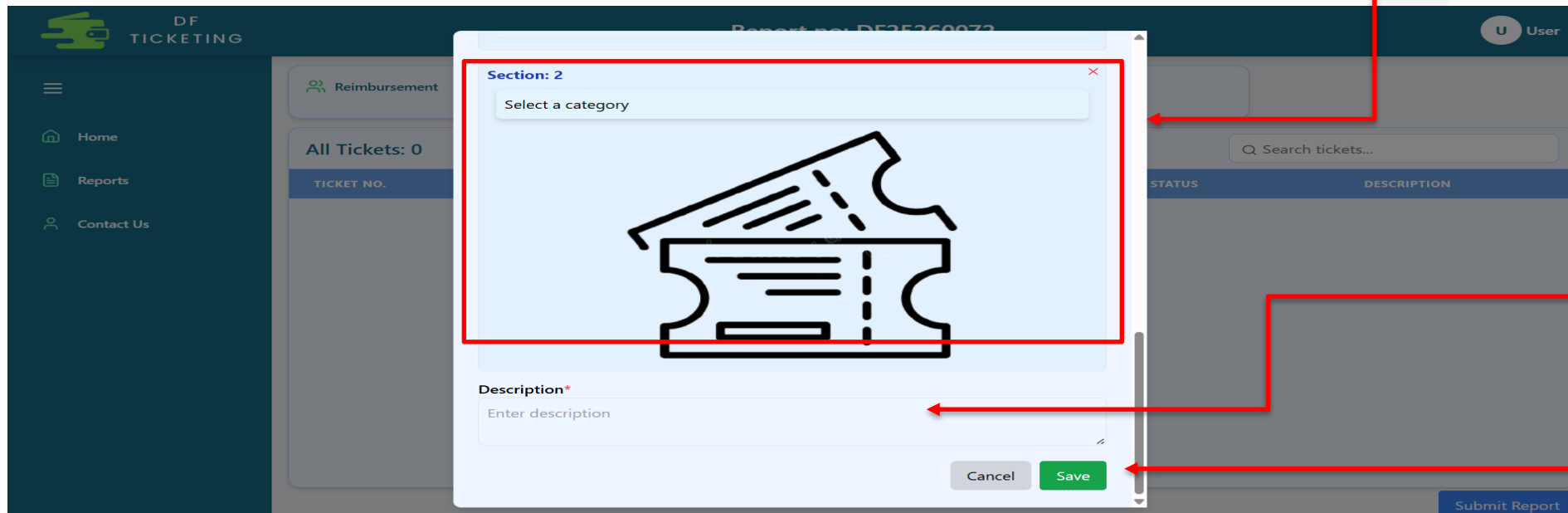
The screenshot shows the 'DF TICKETING' interface with a sidebar containing 'Home', 'Reports', and 'Contact Us'. The main area displays 'All Tickets: 0' and a table with columns 'TICKET NO.', 'STATUS', and 'DESCRIPTION'. A modal window titled 'Bill: 2' is open, containing the following fields:

- Bill Number**: Enter Bill Number
- Bill Amount***: Bill Amount in ₹
- Bill Date**: dd-mm-yyyy
- Upload File***: Choose File (No file chosen)

Below the modal, there is a '+ Add Section' button and a 'Description*' field with the placeholder 'Enter description'. A green '+ Add Bill' button is located at the bottom right of the modal.

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.



The screenshot shows the same 'DF TICKETING' interface. A modal window titled 'Section: 2' is open, containing the following fields:

- Select a category**: A dropdown menu.
- Description***: Enter description

At the bottom of the modal are 'Cancel' and 'Save' buttons. A large illustration of a ticket is displayed in the center of the modal.

Here, you need to add a brief description.

Click the 'Save' button to create the ticket.

Inside Tickets (Initialized)

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

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.

Awards & Gifts-Program

Amount: ₹1000

Remrks: Testing

Manager Granted: ₹ Pending

Date: 09-06-2025

Finance Granted: ₹ Pending

Add Bill

Delete

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

Bill Details

Amount: ₹1000

Bill ID: 660

Bill No: N/A

Date: N/A

Status: Active



Inside Tickets (After Submission)

Ticket no: DF05250193

Expense:Program Expense

Budget:Revenue Budget

Ticket Type: Reimbursement

Total Amount: ₹1200

FC/NFC: -

Cost Center: DF -Technology

Report no: DF25260057

Manager: Suraj Shripad Patil

Created Date: 22-05-2025

Status: Manager Pending (Active)

Description: -

Accommodation -Staff

Amount: ₹1200

Manager Granted: ₹ Pending

Finance Granted: ₹ Pending

Hotel: Lemon Tree

Address: cds

Stay Days: 2

Check-in: 01-05-2025

Check-out: 02-05-2025

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

DF
TICKETING

Report

U User



- Home
- Reports
- Contact Us

All Reports ▼


+ New report


All Reports: 14

REPORT NO.	REPORT PERIOD	PROCESS STATUS	DESCRIPTION
DF25260072	21-05-2025 / 02-06-2025	In Progress	Travel
DF25260070	21-05-2025 / 28-05-2025	Closed	Test Demo
DF25260069	20-05-2025 / 28-05-2025	Closed	Final Test
DF25260063	01-06-2025 / 12-06-2025	Initialized	check
DF25260060	29-04-2025 / 26-05-2025	Closed	Reimbursement request
DF25260059	26-05-2025 / 26-05-2025	Closed	Test New
DF25260057	01-05-2025 / 31-05-2025	In Progress	Test Suraj
DF25260056	09-05-2025 / 12-05-2025	In Progress	Testing

Report Edit

 Reimbursement +

 Procurement +

 Advance +

All Tickets: 1

Report: 30-06-2025 to 30-06-2025

Q Search tickets...

TICKET NO.

CATEGORY

EXPENSE

BUDGET

PROCESS STATUS

DF06250261

Reimbursement

Program Expense

Revenue Budget

Initialized

Edit Report

Delete Report

When a report is in the **Initialized, Manager Rejected, FA Rejected** stage then you can **Edit** the report.

Submit Report

Report Edit Details

Reimbursement +

Procurement +

Advance +

All Tickets: 0

TICKET NO.

PROCESS STATUS

DESCRIPTION

Q Search tickets...

Start Date

30-06-2025

End Date

30-06-2025

Description

Testing

Cancel


Save


Submit Report

In the Report Edit section, you can update the Start Date and End Date (which must be either the current date or a future date), as well as modify the Description of the report.

Report Delete

 Reimbursement +

 Procurement +

 Advance +

All Tickets: 1

Report: 30-06-2025 to 30-06-2025

Q Search tickets...

TICKET NO.

CATEGORY

EXPENSE

BUDGET

PROCESS STATUS

DT

Edit Report

Delete Report

DF06250261

Reimbursement

Program Expense

Revenue Budget

Initialized

Te

Submit Report

When a report is in the **Initialized, Manager Rejected, FA Rejected** stage and all tickets in the report are deleted then you can **Delete** the entire report.

Report Revert Back



Home

Reports

Contact Us

All Tickets: 4

Report: 01-05-2025 to 31-05-2025

Q Search tickets...

TICKET NO.	CATEGORY	EXPENSE	BUDGET	PROCESS STATUS	
DF05250193	Reimbursement	Program Expense	Revenue Budget	Manager Pending	Revert Back
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

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

Profile Page

DF
TICKETING

User Details

U User



Home



Reports



Contact Us



User

abc.xyz@dfmail.org



9999999999



Deshpande Foundation



User

REPORTING MANAGER

Manager

COST CENTER

DF -Technology

JOB TITLE

Data Analyst

WORK LOCATION

DCSE Building, B, V.B. Campus,
Vidya Nagar,

PAY GRADE

L3.1

BANK NAME

State Bank of India


BANK ACCOUNT NO.

9999999999

IFSC

9999999999

[Change Password](#)[Logout](#)

 DF
TICKETING

Contact Us

U User

 Home Reports 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.

+91 96069 47764



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

df.ticketing@dfmail.org

Thank You

