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| [Payment Entry](file:///C:\Users\admin\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\1BGZ3WRK\Flow%20Chart%20Billing%20Module-01-12-2015%20(3).xlsx#'Payment Entry'!A1) |
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| [Collection Report](file:///C:\Users\admin\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\1BGZ3WRK\Flow%20Chart%20Billing%20Module-01-12-2015%20(3).xlsx#'Collection Report'!A1) |
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| [Bills Approval Stages](file:///C:\Users\admin\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\1BGZ3WRK\Flow%20Chart%20Billing%20Module-01-12-2015%20(3).xlsx#'Bills Approval Stages'!A1) |
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**Steps for payment deposit**

**Process 1**

1. First You need to Select Company Name
2. Secondly Please Select Financial year
3. Then Branch Name
4. Select Payment Type Cheque / RTGS
5. Select Bank Name
6. Select Date
7. Fill Total Amount
8. Select Bank for payment Deposit
9. Fill Number of Bills
10. Then Click on Go Button

**Process 2**

1. Fill Bill No.
2. If Bill No. Available Bill Amount will display automatic.
3. Fill Bill Passed Amount
4. Fill TDS Deduction if required
5. Fill Net Amount
6. Fill Deduction on Bill if required
7. Select status if paid then select paid if amount remaining then Part payment.
8. Fill Remarks if required
9. Click Add
10. After Click Add All details will save. And display to you.
11. Want to add more Bill Details Please continue from Process 2

**Process 3**

1. Fill Other Deduction if required
2. Fill Remarks if Other Deduction
3. Click Add Button
4. Other Deductions will show on the last.
5. For more Other Deduction Follow Process 3 Again.

**Final Process**

**Click Submit Payment Button.**

Steps for Bill Receipt

**If new receipt entry please follow Process 1**

**Process 1**

1. Please Select Company Name
2. Please Select Branch Name
3. Select Financial Year
4. Please fill Invoice Number
5. Please select Submission Date
6. Please Fill Submit To
7. Please Select Expected payment date
8. Please upload image of bill if required
9. Please fill Remarks if required
10. Click Submit

**If user wants to update receipt entry then follow Process 2**

1. Please change the required field
2. All Entries remains same
3. Click update button

Report Type

**Collection Report**

1. Bill Wise Collection on basis of Company and Branch
2. Cheque Wise Collection on basis of Company, Branch and All
3. Performance wise Collection on basis of Company, Branch and All
4. Report Format
5. Show and Export in Excel Format

**Bill Generation Edited**

1. Bills raised based on Bill Date from to Date (Over All)
2. Bills raised based on Bill Date from to Date (Branch Wise)
3. Approved Bills raised based on Month in Date from to Date
4. Approved Bills raised based on Month in Date from to Date (Branch Wise)
5. Bills Edited Range of Dates – Only in Case of Amount Difference both branch wise and overall
6. Bills Edited Branch Wise in From Date – To Date.

**Bill Approval Stages**

1. Bill initiated/approval pending Drop Down
2. Bill initiated/approval pending (Branch Wise) Drop Down
3. Bills No. generation status (Over All)
4. Bills No. generation status (Branch Wise)
5. PO Status (Over All)
6. PO Status (Branch Wise) Drop Down
7. GRN Status (Branch Wise)
8. GRN Status (Over All)
9. Bill Submission status (Over All)
10. Bill Submission status (Branch Wise)
11. Bill Submission Bill month wise (Over All) from to date
12. Bill Submission Bill date wise (Branch) from to date

**PTP Report**

1. PTP Dates based on Bill Date from to Date (Over All)
2. PTP Dates based on Bill Date from to Date (Branch Wise)

**OutStanding Report**

1. OutStanding Details based on Company, Branch, Client and All
2. OutStanding Summary based on Company, Branch, Client and All