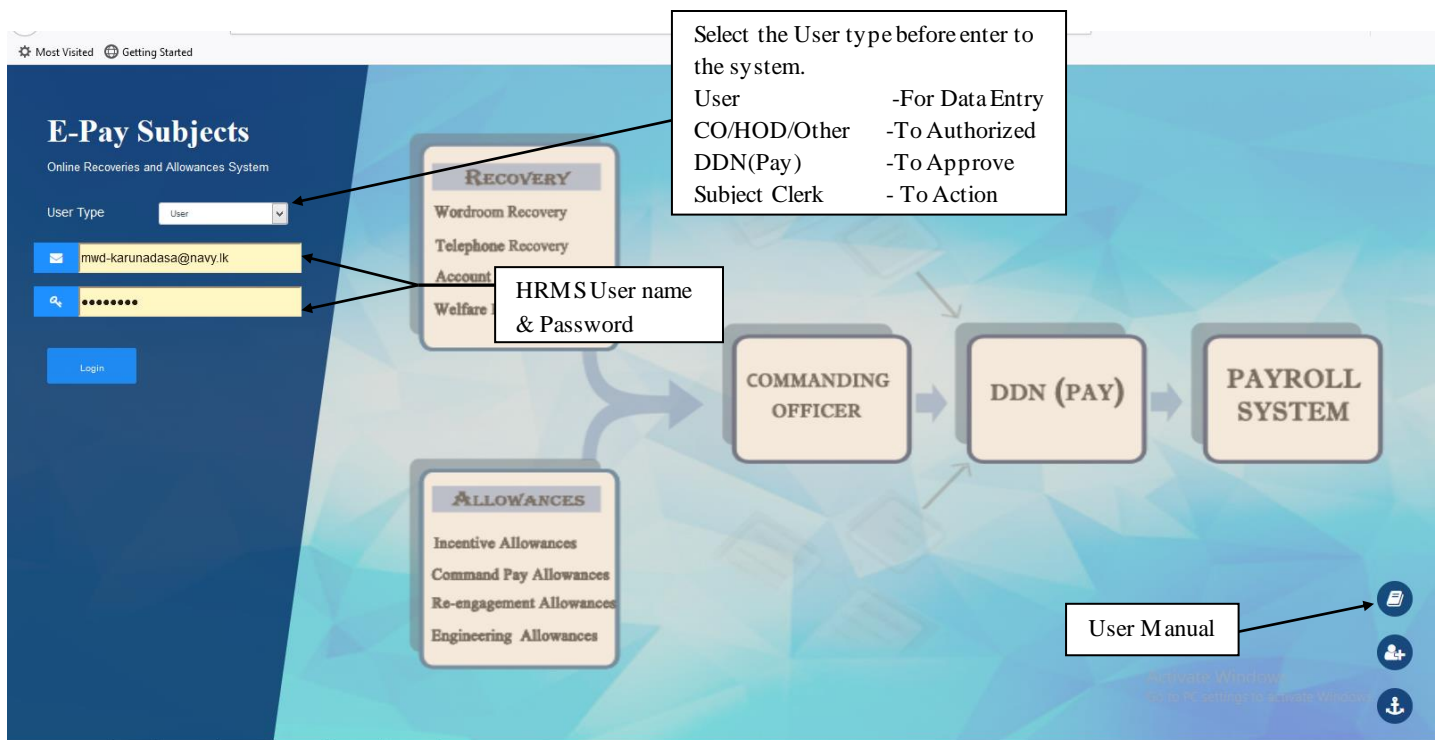


User Manual

1. Introduction

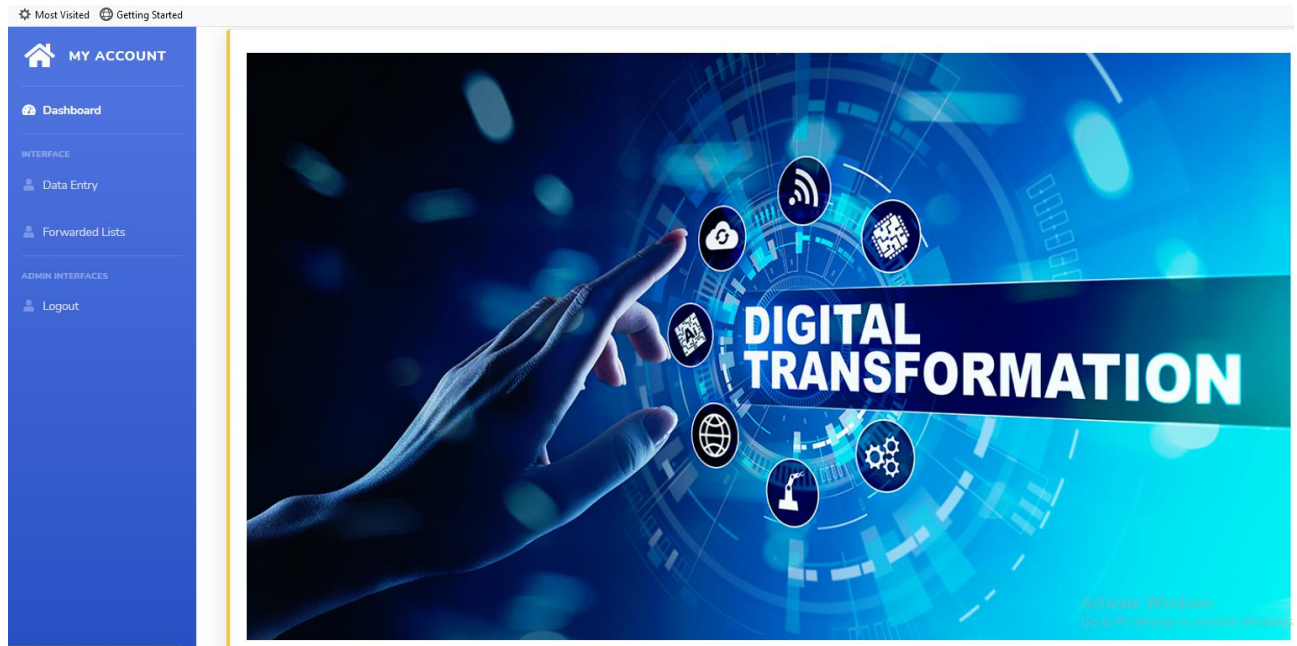
E-Recovery system is a web based paperless system and it is provided facility to sent recoveries/allowances through the system with the authorization of relevant officer to Pay & Pension Department. System is given user friendly data entry screens to the users to enhance efficiency of users. Moreover it provides authentication facility, data validity checking, data availability, data integrity and tracking facility. In addition to that Users are no need to register to the system, they able to login to the system by using HRMS user name and password.

2. User Login



3. User

a. Home Page



b. Data Entry Page

The screenshot displays the 'Data Entry Form' page. The left sidebar is identical to the Home Page. The main form area contains the following elements:

- Data Entry Form...** header.
- Transaction ID :** 202010 **Process Month :** YYYYMM
- Base Code :** 1018 **Base Name :** GE - SPECIAL
- Subject** dropdown menu with 'Account Branch Recovery' selected. A red dashed box with the number '1' is around the dropdown arrow.
- Pay Item** dropdown menu with 'BOOK LOAN' selected. A red dashed box with the number '2' is around the dropdown arrow.
- Load from external Source >>** link.
- Load from Previous Month** section with a **Search** button. A red dashed box with the number '3' is around the button.
- Load from Excel Sheet** section with a **Browse...** button, a text field showing 'No file selected.', a **Load Excel** button, and a **Download Excel Format** button.
- Label** text field. A red dashed box with the number '4' is around the text field.
- Recovery List >>** link. A red dashed box with the number '5' is around the link.
- Forward Through >>** link.
- Transaction Lists >>** link.

At the bottom right, there is a small 'Activate Windows' watermark.

- 1st Step -Relevant subject should have to select form this drop down.
- 2nd Step -Pay items are loaded according to the subject and select the relevant Pay Item Code.
- 3rd Step – User can load the last month recovery list by search.
- 4th Step – Or User can upload recovery list from excel sheet. Excel sheet format can download from the “Download Excel Format” button
- 4th Step – uploaded recovery list is display here.

Most Visited Getting Started

Recovery List >>

SysCode: RNF

CatCode: O

Official No: Search Amount: Add to List

Rank :	Rank	Name :	Name with initial	Base :	Base Name		
Delete	SubjectID	BaseCode	ItemCode	SysCode	CatCode	OfficialNo	Amount
Delete	1	1018	759	RNF	O	1046	9460
Delete	1	1018	759	RNF	O	1266	8844
Delete	1	1018	759	RNF	O	1460	9073
Delete	1	1018	759	RNF	O	1661	8230
Delete	1	1018	759	RNF	O	1839	8384
Delete	1	1018	759	RNF	O	2563	7156
Delete	1	1018	759	RNF	O	2763	6849
Delete	1	1018	759	RNF	O	2798	7002
Delete	1	1018	759	RNF	O	744	11030
Delete	1	1018	759	RNF	O	790	11000

List Short Get Total 87,028.00

- 6th Step – System provide facility to add items to upload list or user make a recovery list by entering one by one with the relevant details by skipping step 03 and step 04 .
- 7th step – Items able to delete by click “Delete “ button.

Transaction ID : Process Month : 202010 YYYYMM

Base Code : 1018 Base Name : GE - SPECIAL

Subject : Account Branch Recovery 1

Pay Item : BOOK LOAN 759

Load from external Source >>

Recovery List >>

Forward Through >>

SysCode : RNF CatCode : 0 Official No : 769 Search 8

Rank : Capt Name : PV Ferdinandusz Appointment : COMMANDING OFFICER AND SENIOR CO-ORDINATOR BAND Base : SLNS Gemunu

Forward 9 Forward Confirm New

Transaction Lists >>

8th Step – Select the authorized person to forward.

9th Step – Forward and Forward Confirm

Transaction ID : Process Month : 202010 YYYYMM

Base Code : 1018 Base Name : GE - SPECIAL

Subject : Account Branch Recovery 1

Pay Item : BOOK LOAN 759

Load from external Source >>

Recovery List >>

Forward Through >>

Transaction Lists >> 10

Select	TransID	SubjectID	SubjectName	PayMonth	Forward	ForwardOn	Remarks
Select	100001	1	Account Branch Recovery	202010	✓	12/17/2020 12:39:09 PM	List Checking
Select	100002	1	Account Branch Recovery	202010			
Select	100003	1	Account Branch Recovery	202010	✓	12/17/2020 12:05:51 PM	Pending Approval

10th Step – The user can review/monitor the list of Recoveries / Allowances. Lists of Recoveries / Allowances are displayed here until do the pay process.

c. Forwarded Lists

Recovery/Allowances...

Pay Month: 202011

Confirmed Recovery Lists >>

Select	Paymonth	BaseCode	TransId	Subject	SentAmount	ProcessedAmount	Remarks
Select	202011	1018	100004	Account Branch Recovery	87028.00	77818.00	Processed

PayMonth	ItemName	SysCode	CatCode	OfficialNo	Amount	Edit	ProcessAmount	Remarks
202011	BOOK LOAN	RNF	O	1046	9460.00	<input checked="" type="checkbox"/>	250.00	Not enough salary to recover
202011	BOOK LOAN	RNF	O	1266	8844.00	<input type="checkbox"/>	8844.00	Processed
202011	BOOK LOAN	RNF	O	1460	9073.00	<input type="checkbox"/>	9073.00	Processed
202011	BOOK LOAN	RNF	O	1661	8230.00	<input type="checkbox"/>	8230.00	Processed
202011	BOOK LOAN	RNF	O	1839	8384.00	<input type="checkbox"/>	8384.00	Processed
202011	BOOK LOAN	RNF	O	2563	7156.00	<input type="checkbox"/>	7156.00	Processed
202011	BOOK LOAN	RNF	O	2763	6849.00	<input type="checkbox"/>	6849.00	Processed
202011	BOOK LOAN	RNF	O	2798	7002.00	<input type="checkbox"/>	7002.00	Processed
202011	BOOK LOAN	RNF	O	744	11030.00	<input type="checkbox"/>	11030.00	Processed
202011	BOOK LOAN	RNF	O	790	11000.00	<input type="checkbox"/>	11000.00	Processed

Director Naval Pay and Pension

Forwarded recovery lists has been process at the relevant month salary and display to sender about amount of recovered/paid.

4. CO/HOD/Authorized person's login

a. Recovery/Allowance Lists

Recovery/Allowances - Forward...

Pending Action >>

Select	Reject	Approve	TransId	PayMonth	Subject	Remarks	TotalAmount	ForwardedBy	ForwardedOn
	Reject	Approve	700001	202012	Electricity Bill	Pending Approval	87028.00	RNF O 3350	17/12/2020 5:51:37 PM
Select	Reject	Approve	700002	202012	Electricity Bill	Pending Approval	37262.00	RNF O 3350	17/12/2020 5:56:28 PM
Select	Reject	Approve	900001	202012	Holiday Bungalow Transport	Pending Approval	29391.00	RNF O 3350	17/12/2020 5:53:31 PM

Action Taken >>

Rejected List >>

SubjectID	ItemCode	ItemName	SysCode	CatCode	OfficialNo	Amount
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	744	11030.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	790	11000.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	1046	9460.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	1266	8844.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	1460	9073.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	1661	8230.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	1839	8384.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	2563	7156.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	2763	6849.00
7	1207	ELECTRICITY BILL - MARRIED QUARTERS (MAHANAGA)	RNF	O	2798	7002.00

Director Naval Pay and Pension

Activate Windows
Go to PC settings to activate Windows.

System provide facility to approve or reject the received recovery/allowance list. Further by clicking "select" button authorized person able to view all details from the table. Approved and Rejected transaction List are displayed Action Taken List and Rejected List.

b. Forwarded Lists

The screenshot displays the 'Forwarded Lists' interface. At the top, there is a 'Recovery/Allowances...' section with a 'Pay Month' dropdown set to '202011'. Below this, a 'Confirmed Recovery Lists' section shows a table with the following data:

Select	Paymonth	BaseCode	TransId	Subject	SentAmount	ProcessedAmount	Remarks
<input type="checkbox"/>	202011	1018	100004	Account Branch Recovery	87028.00	77818.00	Processed

Below the 'Confirmed Recovery Lists' section, there is a larger table with the following data:

PayMonth	ItemName	SysCode	CatCode	OfficialNo	Amount	Edit	ProcessAmount	Remarks
202011	BOOK LOAN	RNF	O	1046	9460.00	<input checked="" type="checkbox"/>	250.00	Not enough salary to recover
202011	BOOK LOAN	RNF	O	1266	8844.00	<input type="checkbox"/>	8844.00	Processed
202011	BOOK LOAN	RNF	O	1460	9073.00	<input type="checkbox"/>	9073.00	Processed
202011	BOOK LOAN	RNF	O	1661	8230.00	<input type="checkbox"/>	8230.00	Processed
202011	BOOK LOAN	RNF	O	1839	8384.00	<input type="checkbox"/>	8384.00	Processed
202011	BOOK LOAN	RNF	O	2563	7156.00	<input type="checkbox"/>	7156.00	Processed
202011	BOOK LOAN	RNF	O	2763	6849.00	<input type="checkbox"/>	6849.00	Processed
202011	BOOK LOAN	RNF	O	2798	7002.00	<input type="checkbox"/>	7002.00	Processed
202011	BOOK LOAN	RNF	O	744	11030.00	<input type="checkbox"/>	11030.00	Processed
202011	BOOK LOAN	RNF	O	790	11000.00	<input type="checkbox"/>	11000.00	Processed

Forwarded recovery lists have been process with the relevant month salary are displayed to authorized person with amount of recovered/paid.

5. DDN(Pay) Login

a. Recovery/Allowance Inbox

The screenshot displays the 'Recovery/Allowance Inbox' interface. At the top, there is a 'Recovery/Allowances - Approve...' section. Below this, a 'Pending Action' section shows a table with the following data:

Select	Reject	Approve	TransId	ForwardedBy	ForwardedOn	PayMonth	Subject	TotalAmount
<input type="checkbox"/>	<input type="button" value="Reject"/>	<input type="button" value="Approve"/>	900001	A/SO (PAY SYSTEM DEVELOPMENTS) II	17/12/2020 6:05:17 PM	202012	Holiday Bungalow Transport	29391.00

Below the 'Pending Action' section, there are two sections: 'Action Taken' and 'Rejected List', both with expandable arrows. A 'System Message' dialog box is open in the foreground, displaying the message: 'Recovery/Allowance List Approved and Forward'. The dialog has an 'OK' button.

System provide facility to DDN(Pay) for approve or reject the received recovery/allowance list. Further by clicking "select" button DDN(Pay) able to view all details from the table. Approved and Rejected transaction lists are displayed Action Taken List and Rejected List.

b. Forwarded Lists

Most VisitedGetting Started

MY ACCOUNT

Dashboard

INTERFACE

Approve

Forwarded Lists

ADMIN INTERFACES

Logout

Recovery/Allowances...

Pay Month202011

Confirmed Recovery Lists >>

Select	Paymonth	BaseCode	TransId	Subject	SentAmount	ProcessedAmount	Remarks
Select	202011	1018	100004	Account Branch Recovery	87028.00	77818.00	Processed

Director Naval Pay and Pension

Forwarded recovery lists have been process with the relevant month salary are displayed to DDN(Pay) with amount of recovered/paid.