Business Policy Management

Document Version 2.0 Product

Release Compatibility 1.14

August 2019

Business Policy Management User Manual

Copyright Information

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Preface

About this Manual

This user manual provides you the working knowledge of **Business Policy Management** in EPPS PRO. You will be guided its various features, their aim and the procedures involved. This manual explains how to access the features and use them for the purpose, in a step-by-step and simple way. Every effort has been made to ensure that this document is an accurate representation of the functionality of EPPS PRO. However, small inconsistencies may occur and we would appreciate your comments and suggestions on the quality and usefulness of this document. If you have any other suggestions for improvement, please mail to technical.writing@epps-erp.com

Version History

Version 2.0 30/08/2019 EPPS Infotech Updated Release 1.14

Prerequisites

• Access EPPS PRO site with a compatible browser (Google Chrome 50+, Mozilla Firefox 50+, Safari 5+, Opera 45+)
• Registered User of EPPS PRO
• Login to EPPS PRO

Typographical Conventions used in manual

Note: <text> Bold Note font and the text highlighted with color The note related to the described section

FONTS & FONTS SIZE

Calibri
Normal – 11
Heading 1 – 16
Heading 2 – 14
Heading 3 - 12
Success Message
Duplicate Entries

ERROR MESSAGE – Small caps, Bold, italic and underlined Error message

Save, **New** – Bold + As seen in application. Button names, Section, Window name and Module names

<*Field Name :*> - Italic Screen fields
Web page Name – Blue hyperlinked Websites, web pages name, links
<GLOSSARY TERM> - Bold, Capital Glossary terms
<"Text">- Normal text in double quotes Definition
Mandatory

Terms and Abbreviations

ADMIN Administrator
BOM Bill of Materials
BPM Business Policy Management
BS Balance Sheet
CIN Corporate Identification Number
CST Central Sales Tax
ECC Excise Control Code
EPPS Enterprise Process Protocol System
E-code EPPS Code

ERP Enterprise Resource Planning
FAS Finance and Accounting System
FAX Facsimile Number
FGR Finished Goods Reporting
FOREX Foreign Exchange

GRN Goods Receipt Note

GST Goods and Service Tax

GSTIN Goods and Service Tax Identification Number

GSTR Goods and Service Tax Return

GL General Ledger

HRMS Human Resource Management System

HSN Harmonized System Nomenclature

IMEI International Mobile Equipment Identity

IFSC Indian Financial System Code

JV Journal Voucher

LST Local Sales Tax

LTI Location Transfer In

LTO Location Transfer Out

MIC Management of Internal Control

MICR Magnetic Ink Character Recognition

MIS Management Information System

MRP Material Requirement Planning

NEFT National Electronic Fund Transfer

PAN Permanent Account Number

PNL Profit and Loss

PO Purchase Order

PQMS Production and Quality Management System

RCM Reverse Charge Mechanism

RM Raw Material

SAC Service Accounting Code

SBCT Sub-Contracting

SDMS Sales and Distribution Management System

SO Sales Order

SI Sales Invoice

SL Sub Ledger

SME Small And Medium Sized Enterprises

TDS Tax Deduction at Source

TI TranIndicators

UOM Unit of Measurement

U2U UoM to UoM

UAN Universal Account Number

VAT Value Added Tax

WH Warehouse

1 Getting Started

1.1 Login to EPPS PRO

Registered users can log into EPPS PRO site by entering the URL in the address bar of any compatible web browser. This displays the Login Page for EPPS PRO login page, as shown below –

Figure 1 EPPS PRO Login Page

On Login Page –

Login window is located on the right side of the page. To login, user has to enter/select the User Id, Division, Role, Password and click **Login**.

Note: Password is case sensitive and no multiple sessions are allowed.

The User can recover his / her password from Forgot Password link available on the home page at login section.

To access Forgot Password -

a. On the login page, click **Forgot Password**.

b. Forgot Password pane is displayed as shown below –

EPPS PRO URL located on the address bar in a web browser that allows to access EPPS PRO application.

Company website URL is located in this section.

The EPPS PRO release highlights are displayed in this section, which gives a brief idea about the latest features available in the EPPS PRO system.

Company Logo is displayed in this section.

Figure 2 Forgot Password

c. User needs to enter/select User Id, Division and Employee

Code.

d. Click **Submit**. This triggers a mail to the respective e-mail ID to reset password for easy login.

(The system generated password is the "**Employee Code + Division Code"** However, the user

can change this according to discretion).

e. Access the login page again and enter the credentials (User Id and New Password).

i. In order to change the password, users can follow the steps mentioned in *Change Password*.

Manage Active Sessions allows to view active web/mobile log in sessions and also deactivate concurrent users.

Note: This link is accessible only for Administration role.

To access Manage Active Sessions -

a. On the login page, click **Manage Active Sessions**.

b. Administration Login pane is displayed as shown below –

Figure 3 Administration
Login

c. User needs to authenticate before viewing the active
sessions.

d. Enter/select User Id, Division and Password and click
Authenticate.

Note: If authentication fails, system prompts an error message “The username or Password you entered is incorrect”.

e. Manage Active Sessions pop up window is displayed with list of active Web and Mobile users

accessing the system within same division as shown
below –

f. Manage Active Session window displays the logged in Employee name, User Id, Division and

the Last Accessed information with Date (DD/MM/YYYY) and time in HH:MM: SS XM

(AM/PM)
.

Figure 4 Active Sessions

g. You can view the list of users and also can deactivate the session by selecting one or multiple

user

s.

h. Click End
Session.

i. System prompts “You have successfully terminated the selected session” and the screen is

refreshe
d.

j. You can also download the log file using **Download Log File** and
share it.

Note: To download the events or process executed by a user for any trouble shoot if required.

Version and Copyright information is displayed at the bottom right side of page with Version no., Build no., Copy Right Information and Recommended Browser displayed in this section.

1.2 EPPS PRO Home Page

Figure 5 EPPS PRO HOME PAGE

Quick
Links

Quick Link search is present on the left top corner of the application. This link helps the user to find the program from any module by using the Program Name or Program Code.

Example: Sales Order, Sales
Invoice.

Module
s

A module is a separate component or entity which consists specific purpose and functionality. The software application may contain several different modules, and each module serves unique and separate business operations. The user can access the module from the application home page or menu bar.

Hom

e

To access EPPS PRO Home page and available modules in the application.

Dashboar
d

This acts as a user interface that organizes and presents information in a way that is easy to view and read. You can access 4 reports configured in the system at a time.

Note: Role-wise access reports are configured and displayed.

Figure 6
DASHBOARD

Notificatio
n

This helps users to view the current notifications in the system.

Figure 7
NOTIFICATION

- **Approval** – The Approval notification comprises the list of transactions that are pending for approval. Users can click Approval icon to see the list of all pending transactions for user approval and can easily navigate to the transaction by selecting the transaction number in the notification pop-up. The user can approve/ Return/ Forward the corresponding transaction.

- **Confirmation** - All the confirmed transaction that has been approved by respective authority is listed as notifications and users can easily navigate to the transaction by selecting the transaction number.

- **Info**-All relevant notifications that are circulated within the application are listed under this section.

Note: “Notification as Information” configuration should be enabled which is specific to logged in user location and role.

Ema
il

This helps user to compose and send the mail. Users can also upload or attach the file to the mail. This feature only allows sending mails.

Figure 8 COMPOSE NEW EMAIL

To compose a new Email –

a. **From** – By default, system displays the logged in user as email sender and it is non – editable.

b. **To** - Enter the Email Address of the recipients who should receive your message.

c. **CC** - Enter the Email Address of the recipients who should receive your message.

Note: Recipients email ids are visible to other recipients.

d. **CC** - Enter the Email Address of the recipients who should receive your message.

Note: Recipients email ids are not visible to other recipients.

e. **Subject** – Enter the subject line of the email to be addressed.

f. **Attachment** – Click Choose File to attach the file with the email.

g. **Message** – Enter the message to be addressed with this email.

h. Click **Send** to send the email to the recipients.

Support

To raise any support related issues that directs to OSTICKET Application login page. This allows to login and post issues or errors faced in EPPS PRO Application.

Profile

Profile displays the logged in user’s information with other details.

Figure 9
PROFILE

• **Financial Year** The user can navigate across multiple financial year data with current financial year as by default.

• **Division** This field displays the Division of logged in user.

• **Role** This field displays the Role of the logged in user. Here the user can change the role as assigned and required.

• **Change Password** The logged in user can change the existing password.

- Click **Change Password** link.
- Change Password pop up window is displayed as shown below –

○ Enter the Old Password and mention new password in New Password and Confirm New Password and click **Change Password**. ○ This allows to change the password instantly.

• **Shortcuts** The user can work easily on application using these shortcuts.

• **About Us** This field redirects users to the EPPS ERP Website.

• **Logout** Users can logout from the application using this function.

Logou
t

Click on the top right corner to logout from the application.

2 Common Screen Design

The menus and tools are designed to help the users to navigate within the system in a user-friendly manner.

Figure 10 Common Screen Home Page **On Common Screen design –**

1. Left Tool Bar To save a record.

To create a new record.

To update an existing record.

To view a selected record.

To refresh data entered on the screen.

2. Data Grid A data grid is an EPPS architecture that comprises of distributed data for search, create or update purpose.

3. Right Tool Bar To view page information.

To upload specific file/image.

To print transaction.

To view the page either list view or grid view.

To view

shortcuts

To view Audit information.

To download the data in excel.

To print/view the financial posting of the transaction.

4. Bottom Tool Bar

To find particular search window.

vigate and search across different

1. All: All below listed condition shall be true only then, the result will be displayed. 2. Any: The search result will be displayed if any of the listed conditions is true. 3. To add new column or field to extend the search area, users can add more than one column in search. 4. To select the field or column from drop down on which the users want to apply the condition. 5. Users can select the relation between the column and input text to search the desired record. 6. In this field, users can enter the associated text against the fields 3 and 4. 7. To remove the current column filter. 8. To set the screen as default. 9. To view search result.

To refresh the screen as default

To enable or disable the search bar present just below the column headers.

To clear the search history of the data

Directs to the starting page of the grid

Directs to previous page of the grid

This displays current page number and the total number of pages in the grid.

Directs to next page of the grid

Directs to last page of the grid

This is a record count which displays number of data rows present in a single page out of total records.

2.1 Transaction screen design

Transactions are the core part of tracking the business functionalities efficiently and accurately in the current transaction system. Transactions in other words are defined as basic business transactions that results the organization records accordingly. Transactions screen in the system are defined as follows –

Figure 11 Common Transaction Screen

Quick Search – To search for a particular master or transaction or report.

Displays the transaction details.

Pending Approvals: This section displays the transactions which are pending for approval.

Pending Transactions: This section displays the transactions which are pending for creation.

Location: To select the available locations from the drop down list for the transaction.

a. **EPPS Code**: To select relevant E-code from the drop down list.

Create: It helps the user to create transactions.

a. **View**: It displays the transactions in view mode.

b. **Set as Default**: This flag enables the user to select the Location and E-code as default.

Sub Transaction: It displays the sub transactions under the selected transaction.

Reports: It displays the reports under the selected transaction.

MIS: It displays the MIS reports under the selected transaction.

3 Introduction

Business policy management module gives an oversight of the roles and responsibilities of the top level management and the guidelines developed by an organization to govern its actions. It plays a pivotal role in the application's configuration. Business Policy management is also an administrative approach that is used to configure the business related processes. Following are the processes that are monitored using Business Policy Management module -

- Business Divisions
- Geographical Locations
- Roles, Departments, & User Access Controls
- Approvals – Forward & Self Approval
- Currency and Currency Rates
- Label, & Print Configurations
- Password Settings
- Web Messaging

To invoke Business Policy Management Module -

1. Login to **EPPS PRO** and click **Business Policy Management (**BPM**)** module as shown below –

Figure 12 EPPS PRO Home Page

2. BPM pop up window is displayed with all sub modules (Masters, Transactions and Reports) as shown

below

-

Figure 13 BPM pop up

Note: Depending on the logged in user and specific access provided, the list of masters and reports are varied.

Note: The employee can log in to the application using valid credentials. The default log in credentials are as follows

- **User Name**: Employee I'd
- **Password**: Employee I'd + Division Code

Initially, users can log in the application with following credentials:

- **Login I'd: sys_admin@epps-erp.com**
- **Password: epps@123**

3.1 Roles and Access on BPM Masters

EPPS PRO provides the role based access control. The application allows to create roles that can be designed as per the business standards. The roles can be linked to programs. The system administrator can assign one or more roles to users that determine the user's access to Masters, Transactions, and Reports available across the module.

4 Masters

Master's in **Business Policy Management** hold descriptive information about the data used in other modules.

Prerequisites

- Login ID and password
- Access to the Business Policy Management module

4.1 Country Master

In the Country Master users can create country in the application. A list of countries provided with the pre-defined data. Users can create, update, and view the country details. The details incorporated in the Country Master are referred across transactions and reports in the system. However, in EPPS PRO, most of the Countries are pre-defined. Although, user can create more countries as per their requirement.

Prerequisites

- Users must have access to the Country Master

4.1.1 Create Country

This section allows you to register a new country which is not available in the system.

To create new Country

1. From **BPM** pop up window, click **Country Master** as shown below -

Figure 14 BPM Home

2. **Country Master** screen is displayed as shown below -

Figure 15 Country Master

3. Click to create a new country.

4. **Add Country** pop up window is displayed as shown below-

Figure 16 Add Country Pop Up

5. Enter/Select the fields described in the below table.

Add Country		
1. *Country Name:* Enter the country name.		**Example:** India, Indonesia **Note:** System does not allow duplicate entries.

2. *Active:* Select the **Active** checkbox to activate the added country details in all transactions and reports. Active checkbox is pre-selected.

Note: If the Active checkbox is not selected, then the entered details are disabled and not available in transactions and reports.

6. Click **Add**. The Country is successfully displayed in the grid.

7. Click **Accept**. The data is successfully saved in the system and will be displayed in the grid.

4.1.2 Update Country

This section allows you to update the existing country details registered in the system.

Figure 17 Update country pop up

To Update an existing country

1. Click to edit the country

2. Edit the fields for Country Name, Active Checkbox and Default Checkbox.

Note: Only one country can be set as default. System generated default Country is India. User can change if required.

3. Click to save the data. A pop up displays on the screen with the message **"Data Saved Successfully"**

To refresh

1. click to refresh the data.

4.2 State Master

In the State Master users can create states for respective countries in the application. For INDIA, list of states is provided in pre-defined data. You can create, update, view the state details and map to their respective countries. The details incorporated in the State Master are referred across transactions and reports in the system. However, in EPPS PRO, most of the States are pre-defined corresponding to respective countries. Although, user can create more states as per their requirements.

Prerequisite

- Users must have access to the State Master
- Country must be created before creating a new State

4.2.1 Create State Master

This section allows you to register a new state which is not available in the system.

To create State Master -

1. From **BPM** pop up window, click **State Master** as shown below

Figure 18 **BPM -State Master**

2. The **State Master** screen is displayed as shown below -

Figure 19 State Master

3. Click to add a new state.

4. **Add State** pop up window is displayed as shown below -

Figure 20 Add State Pop up

5. Select/Enter the following fields described in the below table.

Add State

1. *Country Name:* Select the Country from the drop down list.

Example: India, China

Note: The countries listed in the drop down are fetched from the Country Master.

In order to register a State, it is mandatory to select the Country.

2. *State:* Enter the name of state you want to register.

Example: Maharashtra, Goa

Note: System does not allow duplicate entries.

3. *GST State Code* Enter the GST State Code. The GST State Code is defined for every state across the country by the government.

Example: 27 (For Maharashtra)

4. *GSTIN Type* This field will help to identify which GST taxes shall get applied to the entered state. Select the GSTIN Type from the drop down list as

• State – Select the GSTN Type as “State” if the “State” field entered is NOT a Union Territory.

• Union Territory - Select the GSTN Type as “Union Territory” if the “State” field entered is a Union Territory.

Note: The reason why a separate GST was implemented for the Union Territories is that the common State GST (SGST) cannot be applied in a Union Territory without legislature.

5. *GSTN State Abbr. Code* Enter the GTN State Abbreviation Code. This field is non-mandator y.

Every state has an abbreviation code defined by the government which can be accessed through the internet.

Example: Maharashtra – MH

6. *Active* Select the **Active** checkbox to activate the added state details available in transactions and reports.

   Note: If the Active checkbox is not selected, then the entered state will be not available in transactions and reports.

6. Click **Add** . The State is displayed in the grid.

7. Click **Accept** . The data is successfully saved in the system.

4.2.2 Update State

This section allows you to update the existing state details registered in the system.

To Update an existing State

1. Click to edit the state entry.

2. Select and edit any State Name. Users can update the GSTIN Type, GST State Code, GSTN State Abbr.
   Code and can also activate or deactivate the states.

3. Click **Save** .

To

refresh

1. click to refresh the data.

4.3 City Master

In the City Master users can create cities for created states and countries in the system. You can create, update, view the city details and map to their respective states. The details incorporated in the City Master are referred across transactions and reports in the system. However, in EPPS PRO, most of the cities are pre-defined corresponding to respective states and countries. Although, user can create more cities as per their requirements.

Prerequisite

- Users must have access to the City Master
- The Country and State must be created.

4.3.1 Create City Master

This section allows users to create a new city in the system.

1. Click **City Master** as shown below -

Figure 21 BPM– City Master

2. **City Master** screen is displayed as shown below -

Figure 22 City Master

3. Click to add a new record.

4. **Add City** pop up is displayed as shown below -.

Figure 23 Add City Pop up

5. Select/Enter the following field described in the table below

Add City

1. *Country:* Select the country name from the drop down list.

   Example: India, China

   Note: The countries listed in the drop down are fetched from the Country Master.

2. *State:* Enter the State name.

   Example: Maharashtra

   The state listed in the drop down are fetched from the State Master to the corresponding selected country.

3. *City:* Enter the City name of the corresponding selected state.

   Example: Pune, Mumbai

4. *Active:* If the **Active** checkbox is selected then the city is available in the system and can be used in the various transactions,

else it will be inactive. Active check box is pre-selected by default.

6. Click **Add**. The city is displayed in the grid.

7. Click **Accept**. The data is successfully saved in the system.

4.3.2 Update City

This section allows you to update the existing **City** details registered in the system.

To Update an existing City

1. Click to edit the existing data.

2. Select the corresponding Country and State to be updated for the City.

3. Users can edit the selected City Name, check or uncheck the Active checkbox from the list.

   According to the flag the city will be available for further transactions.

4. Click to save the data. A pop up is displayed with the message **“Data Saved Successfully”**

To refresh the data

1. click to refresh the screen.

4.4 Department Master

Department Master allows to create the list of departments for the company. You can create, update, view the department details. The details incorporated in the Department Master are referred across the masters, transactions and reports in the system. For e.g. Location Department Link, Role to Location Department Link, Employee Master and so on. However, in EPPS PRO, most of the standard departments are pre-defined. Although user can create more departments as per their requirements.

Prerequisites

- Country, State, and City must be created
- Division must be created
- Users must have access to the Department Master
- The Locations need to be created.

4.4.1 Create Department Master

1. From **BPM** pop up window, click **Department Master** as shown below –

Figure 24 BPM - Department Master

2. The Department Master screen is displayed as shown below -

Figure 25 Department
Master

3. Click **Create** to create a new department.

Figure 26 Create Department

4. Select/Enter the following field described in the table below -

1. *Department Name:* Enter the Department Name.

   Note: This field is mandatory.

2. *Department Long Name:* Department Long Name will be fetched from the Department Name, however, users can edit it.

   Example: Purchase, Finance

3. *Active:* If the **Active** checkbox is selected then the Department is visible in all corresponding transactions in the system, else it will be inactive.

4. *Default Account:* Enable the checkbox to mark this account as default. **Note**: Accounts and Finance department is selected to Default to enable Finance module in the system.

5. Click **Add,** the entry is displayed in the grid

6. Click **Accept**. A success window is displayed on the screen that displays "**Data saved successfully**"

4.4.2 Update *Department*

This section allows you to update the existing department details registered in the system.

1. Click **Update** and then select the **Department** that you want to update.

Figure 27 Update Department

2. Select or clear the **Active** and **Default Account** check box as per requirement.

3. Click **Update** . A success window appears on the screen that displays “**Data saved successfully**”

4.5 Beat Master

Beat is the geographical area of the city. This functionality is used to give a further description of the Beat (the precise location) in a given city. This helps in smooth and problem free functioning of business operations in and around beat. For example, a specific area of the city acts as Beat.

Prerequisite

- The Country, State and city a must be created before creating beat.

1. From **BPM** pop up window, click **Beat Master** as shown below -

Figure 28 BPM Pop up

2. The **Beat Master** screen is displayed as shown below -

Figure 29 City Master

4.5.1 Create Beat Master

This section allows users to create a new Beat and register it in the system.

3. Click to add a new beat.

4. Add Beat pop up will

appear.

Figure 30 Add City Pop up

5. Select/Enter the following field described in the table below -

Add Beat

1. *Country:* Select the country name from the drop down list.

   Example: India

   Note: The countries listed in the drop down are fetched from the **Country Master**.

2. *State:* Select the corresponding state name of the selected country from the drop down list.

   Example: Maharashtra

   Note: The state listed in the drop down are fetched from the **State Master**.

3. *City:* Select the corresponding city name of the selected state from the drop down list.

   Example: Pune

   Note: The city listed in the drop down are fetched from the **City Master** for the selected country and state**.**

4. *Beat Name:* Enter the corresponding Beat name as per selected City.

   Example: Viman Nagar in Pune

5. *Active:* If the **Active** checkbox is selected then the Beat is visible in all corresponding transactions in the system, else it will be inactive. Active checkbox is pre-selected.

6. Click **Add**. The Beat is displayed in the grid.

7. Click **Accept**. The data is successfully saved in the system.

4.5.2 Update Beat

This section allows you to update the existing beat details registered in the system.

To update an existing Beat

1. Click to update the beat.

2. Select Country, State, City. It will display all the beats registered in the system.

3. Edit the selected Beat Name, select or deselect the Active checkbox.

4. Click on to save the entry.

To refresh

1. click to refresh the data.

4.6 Route Master

Route is a specific street name within the selected area (Beat) of the city. This helps to mark the route of the customer.

Prerequisite

• The Country, State, City and Beat must be created before creating route.

1. From the **BPM** pop up window, click **Route Master** and click

Figure 31 BPM - Route Master

2. The **Route Master** screen is displayed as shown below -

Figure 32 Route Master

4.6.1 Create Route Master

This section allows users to create a new route and register it in the system.

1. Click to add a new record.

2. **Add Route** pop up is displayed as shown below –

Figure 33 Add
Route up

3. Select/Enter the following field described in the table below -

Add Route

1. *Country:* Select the country name from the drop down list

Example:
India

Note: The countries listed in the drop down are fetched from the Country Master

2. *State:* Select the corresponding state name for the selected country from the drop down list

   Example: Maharashtra

   Note: The state listed in the drop down are fetched from the state Master and depends upon the Country Master.

3. *City:* Select the corresponding city name for the selected state from the drop down list

   Example: Pune

   Note: The city drop down list depends upon the corresponding Country and State Selected and is fetched from **City Master**.

4. *Beat:* Enter the corresponding Beat name for the selected city as per requirement.

   Example: Viman Nagar

   Note: System does not allow duplicate entry

5. *Route Name:* Enter the Route name which is specific to selected Beat

   Example: Ganpati Chowk under Viman

Nagar

6. *Active:* If the Active checkbox is selected then the route is visible in all corresponding transactions in the system, else it will be inactive. Active checkbox is pre-selected.

4. Click **Add**. The Route is displayed in the grid.

5. Click **Accept**. The data is successfully saved in the system.

4.6.2 Update Route

This section allows you to update the existing Route details registered in the system.

To update an existing Route

1. Click to edit the entry.

2. Edit the selected Route Name, check or uncheck the Active checkbox, change the default Route name.

3. Click on to save the entry

To refresh

1. click to refresh the data.

4.7 Division Master

Division is the legal business entity of a company. Division Master allows to view the list of Divisions of the parent company and treated as business entities. You can create, update, view the division details. The details incorporated in the Division Master are referred frequently across all the transactions and reports in the system. However, in EPPS PRO, a default division is provided with Location and Department. Default division comes with the pre-defined data such as Country, State, City, and so on. Although user can create more Divisions as per their requirements.

Prerequisite

- Users must have access to the Division Master
- Country, State, City, and Department must be created

1. From the **BPM** pop up window, select **Division Master** and click

Figure 34 BPM - Division Master

2. The Division Master screen is displayed as shown

below -

Figure 35 Division Master

4.7.1 Create Division Master

This section allows users to create a new division and register it in the system.

To Create Division Master

1. Click to add a new division

Figure 36 Division Master

2. Select/Enter the following field described in the table below -

1. *Division* Enter the Division Name as per requirement.
Note: This field is mandatory
Example: EPPS INFOTECH PVT LTD

2. *Long Name* Enter the Long Name of the division.
This Long Name of the Division is displayed same as Division name.
Note: This field can be edited.

3. *Address 1* Enter the primary address of the division.
Note: This is the first line of the address
This field is mandatory
Example: THIRD FLOOR, PANAMA HOUSE

4. *Address 2* Enter the second line of address.
Note: This is the second line of the address

Example: NEAR GANPATI CHOWK

5. *Address 3* Enter the Third line of address.

Note: This is the third line of the address

Example: VIMAN NAGAR

6. *Pin code* Enter the valid Pin Code for the city/area to which the Division belongs.

Note: This field is mandatory

Example: For Pune, Viman Nagar - 411014

7. *Country* Select the country from the drop down list.

Note: The countries listed in the drop down are fetched from the Country Master

Example: India

8. *State* Select the corresponding State for the selected Country from the drop down list.

Note: The state listed in the drop down are fetched from the state Master and depends upon the Country selected.

Example: Maharashtra

9. *City* Select the corresponding City for the selected State from the drop down list.

Note: The City listed in the drop down are fetched from the State Master and City Master and depends upon the Country and state selected.

Example: Pune

10. *CST No (Central Sales Tax)* Enter the CST No.

Example: 41101467258

Note: Central Sales Tax Number is a unique 11-digit number issued by the Commercial Taxes Department to an applicant under the CST Act. If division have CST number you can purchase & sell goods from one state to another at lower tax rate.

11. *VAT (Value Added Tax)No* Enter the VAT No. registered for the division.

Note: VAT number is a unique 11 digit number used to identify dealers who are registered under VAT and it is also used for interstate sales done between two or more states.

12. *PAN* Enter the registered **PAN** for the division.

Example: BGHYD12345

Note: Income Tax PAN card is issued under Section 139A of the Income Tax Act. The PAN structure is as follows: AAAPL1234C: The five (5) first characters are letters, followed by four

(4) numerals, and the last (10th) character is a letter.

13. *CIN No(Corporate Identity Number)*

Enter the **CIN No** (Corporate Identity Number)

Example: U67190TN2019PTC096978

Note: CIN No is printed on reports throughout the system with respect to entered Division details.

CIN or Corporate Identity Number is an alpha-numeric code assigned to every company which is incorporated in India. This code is unique to every company. CIN is a unique 21 digit alpha-numeric number allotted to companies registered under the Companies Act, 2013

14. *GST Config.* Select the GST Configuration from the drop down list

• India

• NA

GST Config. is a system specific configuration which decides whether the GST applicability will be India or other than India. The charges are applied as per GST norms, if the GST Configuration is selected as INDIA. If NA is selected, GST Norms will not be applied for any of the locations in the applied division.

15. *Importer Exporter Code (IE Code)*

Enter the Importers Code

Example: 4568745215

Importer-Exporter C
is unique 10digit co
General of Foreign
Government of In
number is requir
exporting the goods

16. *Importers License No* Enter the Importers License No

License for Import is a permission from central government to undertake any activity of import or export in goods which is restricted. It is a 10-digit code number.

Example:

1234589695

17. *Location Name* Enter the Location name in the field provided. This will create a primary business location in Location master for the given division.

Example:
Pune

Note: The Location Name can be same as the Division Name.

18. *Department Name* Select the department name from the drop down list which is fetched from Department Master. This will automatically link the selected department as default department for the created location. It will also auto-link the created location to the selected department.

19. *Company ISO No* Enter the Company ISO No. The **International Organization for Standardization** is an international standard-setting body, composed of representatives from various national standards organizations.

Note: All standards within the ISO 9000 family refer to quality management. ISO 9001 is among ISO's best-known standards, and it defines the criteria for meeting a number of quality management principles. It helps businesses and organizations be more efficient and improve customer satisfaction.

20. *Tel No 1* Enter the primary telephone number

21. *Tel No 2* Enter an alternate telephone number

Note: This telephone number is used for all the communication purpose in case the primary Telephone number is not reachable.

22. *Fax No 1* Enter the primary Fax no

Example: Country Code + Area Code + Local Number

23. *Fax No 2* Enter an alternate Fax No

Example: Country Code +Area Code + Local Number

24. *Website* Enter the website URL

Example: www.epps.com

25. *Email Id* Enter the Email ID.

Example: epps@epps.com

26. *Doc No Tag* Enter the Document Number Tag. For example, EPPS

27. *Active* Select the **Active** checkbox. On activating the respective division will be available in the system for further use. Active check box is pre-selected by default.

28. *Division As Company* Select the **Division as a Company** check box to prints the Division's address on Export to Excel reports. By default, this checkbox is unchecked.

Note: This is applicable only for print from module list.

29. *CST Date* Enter the CST Date (Central Sales Tax) corresponding to the CST No.

Note: The CST Date cannot be greater than the current date

30. *VAT Date* Enter the VAT Date (Value Added Tax) corresponding to the VAT No.

Note: The VAT Date cannot be greater than the current date

31. *GST Date* Enter the GST Date (Goods & Service Tax)

Note
:

The GST Date is dependent on the GST Configuration field. If the GST Configuration is set to INDIA, then the GST Date has to be set to the GST registration date.

If the GST Configuration is set to NA, the GST Date field is disabled.

32. *Upload Logo* Upload logo of the division. The logo uploaded is the identity of the division for printing the same on the output prints and reports wherever required. Click the **Choose File** button to select and upload the logo.

Note: Recommended dimensions of the logo (133pixels x 140 pixels) and file size should be less than 20kb.

3. Click to save the data.

4.7.2 Update Division

This section allows you to update the existing Division details registered in the system.

To update an existing data

1. Click to edit the entry.

2. Users can only update the division that they are logged in from.

3. Click on to save the entry

To refresh

1. click to refresh the data.

4.8 Location Master

Location Master is a program that is used to save details of the geographical business locations that are mapped with divisions. The Location Master window allows the user to view, create and update the locations and their details that are used in business activities to book the transaction. Each location is treated as a branch / unit which can be a Manufacturing unit / trading unit / warehouse / corporate office / sales office etc. All transactions are booked at location level.

Prerequisites

- Country, State, and City must be created
- The Division must be created.
- Users must have access to the Location Master

4.8.1 Create Location

This section allows users to create a new Location in the system.

To create a new Location

1. From **BPM** pop up window, click **Location Master** as shown below -

Figure 37 Location Master

2. Click to add a new record.

3. Location Master screen is displayed with following fields as shown below -

Figure 38 Location
Master

4. Select/Enter the following field described in the table below -

1. *Display Name:* Enter the Display Name of the location. User can enter the name of the business location as required.
Note: This field is mandatory.
The display name reflects in various transactions across the application.
Example: PUNE
2. *Print Name:* Enter the Print Name. This name will reflect in all the prints and reports.
Note: This field is mandatory
Example: PUNE
3. *Address 1:* Enter the first line of address
Note: This is the first line of the address
This field is mandatory
Example: PANAMA HOUSE
4. *Address 2:* Enter the second line of address
Note: This is the second line of the address
Example: VIMAN NAGAR
5. *Address 3:* Enter the Third line of address
Note: This is the third line of the address
Example: PUNE

6. *Country:* Select the country from the drop down list

Note: The countries listed in the drop down are fetched from the Country Master
Example: India

7. *State:* Select the corresponding State for the selected country from the drop down list

Note: The state listed in the drop down are fetched from the state Master and depends upon the Country selected.
Example: Maharashtra

8. *City:* Select the corresponding City for the selected State from the drop down list

Note: The City listed in the drop down are fetched from the state City Master and depends upon the Country and state selected.
Example: Pune

9. *Pin code:* Enter the valid Pin Code for the city/area to which the Location belongs to. **Note:** This field is mandatory
Example: For Pune, Viman Nagar - 411014

10. *PAN:* Enter the registered **PAN** for the division.

Example: BGHYD12345
Note: Income Tax PAN card is issued under Section 139A of the Income Tax Act. The PAN structure is as follows: AAAPL1234C: The five (5) first characters are alphabets, followed by four (4) numerals, and the last (10th) character is an alphabet again.

11. *TAN:* Enter the TAN. TAN stands for Tax Deduction and Collection Account Number. It is a 10-digit alphanumeric number that's allotted to those suppliers who are supposed to deduct tax at source or TDS. Following validations have been added on the TAN Expense
1. First Four characters must be Alphabets 2. Next Five characters must be Numbers 3. 10th character must be an Alphabet

12. *Auto E-way:* Select the **Auto E-Way** checkbox to generate E-Way bills automatically for the selected location. This will automatically generate E-way Bills on generation of the invoices.

Note: **E-way bill** is an electronic **waybill** generated on the GST portal for the movement of goods. Any supplier/agent is transporting goods where the consignment value greater than Rs.50000 is required to display and produce this E-way bill. EPPS PRO has integrated E-way bill functionality with third party "Adeaquare Info Pvt. Ltd." to generate E-way bills.

13. *GSTIN Type:* Select the GSTIN type from the drop down list as applicable

to the location.

- **Composite –** Is a supplier/customer who comprises small businesses.
- **Consumer -** Is a customer who is not registered under GST and is the final consumer of the service or product sold.
- **Registered** - Is a customer who has a business which is registered under GST and has a GSTIN
- **Un-Registered** - Is a customer who has a business which is not registered under GST and does not have a GSTIN.
- **SEZ** - Is a customer who has a business which is registered under GST, has a GSTIN and is located in a SEZ or is a SEZ Developer

14. *GSTIN No:* Enter the GSTN Number in the field provided. This field gets disabled when you select **Un-Registered** and **Consumer** option from the **GSTN Type** field. Format for GSTIN No. is as follows First two numbers are state code, then, next nine characters are PAN of the tax payer, Next digit is Total number of registrations within the state, Next alphabet is a default character, the last digit is a check code. For example, 27 MHCQ4111A2Z5

15. *GST Tax Entity ID:* Enter the GST Tax Entity ID

Note: GSTIN or Goods and Services **Tax** Identification Number is a unique 15-digit number, which has replaced **the Tax Identification Number.** It is obtained when the user registers on Cleartax. The portal Id and password is provided.

16. *GST Token ID:* Enter the GSP Token ID (Generalized System of Preference) **Note:** A GSP identity token is more often referred to as a security token or an authentication token. It is attained when the user registers on Cleartax. The portal Id and password is

provided.

17. *GSP ID:* Enter the GSP ID (GST Suvidha Provider)

Note: EPPS Infotech has a tie-up with Adaequare Info Pvt. Ltd. (authorized GSP) to connect with GSTN using the Adaequare APIs. Hence the auto E-Way Bill generation from the system is chargeable. The user needs to pay the E-Way Bill generation charges to Adaequare Info Pvt. Ltd.

18. *GSP Password:* Enter the GSP Password.

19. *GL Name: (For Location Transfe r)*

Click **CREATE NEW** to link the GL Name. Select **BRANCH ACCOUNT** from the drop down list. It is pre-defined branch account when Supplier and Customer for Location Transfer are created. When the transactions are done within the particular location reflect this GL as mentioned.

20. *SL Name: (For Location Transfe r)*

L (Sub ledger) is created by the name of the ɔcation when Supplier and Customer for Transfer are created using **CREATE NEW** This SL Name will be same as Location

21. *Active:* If the Active checkbox is selected then the location is available in the system for transactions, else it is inactive. Active check box is pre-selected by default.

22. *Manufacturing:* If the Manufacturing checkbox is selected, then it describes that the respective location is also used for manufacturing. It is just for information.

23. *Doc No Tag:* Enter the Document Number Tag.

24. *Tel No 1:* Enter the primary telephone number.

Note: This is the primary telephone number and is used for all the communication purpose.

25. *Tel No 2:* Enter an alternate telephone number.

26. *Fax No 1:* Enter the primary Fax number.

Example: Country Code + Area Code + Local Number

27. *Fax No 2:* Enter an alternate Fax Number.

Example: Country Code + Area Code + Local Number

28. *Website:* Enter the website URL.

Example: www.punelocation.com

29. *Email Id:* Enter the Email ID.

Example: punelocation@gmail.com

30. *Freight Zone:* Select the Freight zone from the drop down list.

Note: The data in this list is fetched from the Miscellaneous master.

31. *VAT No (Value Added Tax):* Enter the VAT Date (Value Added Tax) corresponding to the VAT No.
32. *VAT Date (Value Added Tax)*
Enter the VAT Date. It is the date from which the CST number is allotted.
Note: The VAT Date cannot be greater than the present date
33. *GST Login* Enter the GST Login.

Note: The login for GST and GSP is the same

34. *GST Password* Enter the GST Password.

Note: The password for GST and GSP is the same

35. *Location Type* Select the Location Type as applicable to the location.

Example: In-House, Office, Home, Warehouse
The location type is for information purpose only.
36. *Supplier* **Click** Create New**,** a pop is displayed with the **GL selection Code**. Select the GL from the drop down list as **BRANCH ACCOUNT** and click **Accept**. This creates a Supplier with same name of the location in the Supplier master. This newly created Supplier is auto-approved as well.

37. *Customer* Once the field for Supplier is entered, this field is auto fetched. This creates a Customer with same name of the location in the Customer master. This newly created customer is auto-approved as well.

38. *Location Group* Select the Location Group from the drop down list if required.
5. Click to save the data.

4.8.2 Update Location Master

This section allows you to update the existing Location details registered in the system.
To Update Location Master

1. Click

2. Make the changes and Click to save the data.

To refresh

1. click to refresh the data.

4.9 Location Department Link

This program is used to link the required departments to the respective locations. It helps the organization to streamline and configure the departments as per their use in the respective locations. One Location can be linked with multiple departments and vice-versa.

Prerequisi

te

- Country, State, and City must be created
- Division must be created
- Users must have access to the Location Department Master
- The Locations need to be created
- The Department must be created

Figure 39 Location Department Link

4.9.1 To create a Location Department Link

1. From **BPM** pop up window, click **Location Department Link Master** as shown below **-**

Figure 40 BPM - Location
Department Link

2. Click to add a new record.

3. **Add Location Department Link** pop up is displayed as shown below -

Figure 41 Add Location Department Link

4. Select the **Location** from the drop down list, a list of departments pending to be linked to the location will appear.

5. Check the flag for **Link** to link the department to the particular location.

6. Click **Accept.** A message will appear on the screen with the message **"Data saved successfully"**

4.9.2 Update Location Department Link

This section allows you to update the existing Location Department Link details registered in the system.

To update Location Department Link,

1. Click

2. Select the Location from the drop down option and active or inactive the existing departments. Users can either activate or deactivate the departments already linked to the location only.

Figure 42 Update Location Department Link

3. Click to save the data. A pop up is displayed on the screen with the message **"Data Saved Successfull**

y".

To refresh

1. click to refresh the data.

4.10 Currency Master

Currency is a financial system of money in general use of a country. Currency Master is a program that is used to save the list of currencies used across different countries. By default, the application lists standard currencies for all the listed countries. The Currency Master window allows the user to view, add, and update the currency details which shall be used in various business activities across different EPPS PRO modules.

Prerequisites

- User must have access to the Currency Master

Figure 43 Currency Master

4.10.1 Create Currency Master

This section allows users to create a new currency in the system.

To create a Currency Master

1. From BPM pop up window, select Currency Master and click

Figure 44 Add Currency

2. Select/Enter the following field described in the table below -

1. *Currency Name* Enter the Currency Name.

Note: The currency name reflects in all the transactions. It is used to define the currency in which the transaction needs to be executed for the selected party

This field is mandatory

Example: INR

2. *Currency Long Name* Enter the Currency Long Name.

Note: The system captures the Currency Long Name same as the Currency name however, this field can be edited.

Example : Indian Rupee

3. *Unit Name* Enter the Currency Unit Name.

Note: This field is mandatory

Example: Rupee

4. *Currency Abbr.* Enter the Currency Abbreviation in the field.

Note: Currency Abbreviation is used for informational purpose.

5. *Currency Symbol* Select the applicable Currency Symbol from the drop down list. EPPS PRO lists all the standard currency symbols used across the globe.

Note: This field is mandatory.

A currency symbol is a graphical symbol used as a shorthand for a currency's name.

Example :

6. *Small Deno.* Enter the Small Denomination.

Note: Denominations are proper description of the currency amount, usually for coins or banknotes.

Example: Paise for Indian Rupee.

3. Active checkbox is pre-selected.

4. If the **Default** flag is selected, then the respective currency will be used throughout the application wherever applicable**.**

5. Click **Add**. The entry is displayed in the grid. Click **Accept**. A success message is displayed on the screen with the message, "**Data saved Successfully**"

4.10.2 Update Currency Master

This section allows you to update the existing Currency Master details registered in the system.

To Update Currency Master

1. Click to update the fields.

2. Only one Currency can be set as default for the application. The system generated default currency
is “INR (Indian Rupees)”.

3. Users can edit the Currency Long Name, Unit Name, Currency Symbol, Currency Symbol, Small Denominator, Activate or Deactivate the currency, or make the respective currency as Default.

4. Make the changes and Click to save the data.

To refresh

1. click to refresh the data.

4.11 Role Master

Role is a business functional activity linked to the employee’s department, designation and profile. EPPS PRO provides role-based access control to the users. The roles are linked to the departments, programs, employees and so on. These roles and their respective tasks allows the user to manage the detailed authorizations and the electronic approval workflow across the roles. The electronic approval workflow is a pre-configured automated process with varying level of access provisions based on the required business hierarchy.

4.11.1 Create Role Master

This section allows users to create a new Role in the system.

Prerequisite

- Country, State, and City must be created
- Division must be created
- Users must have access to the Role Master
- The Locations need to be created
- The Department must be created
- Location Department must be Linked

To create Role Master

1. From the **BPM** pop up window, select **Role Master** and click

Figure 45 BPM - Role Master

2. Role Master screen is displayed as shown

below

Figure 46 Role Master

3. The Role Master screen is divided in to two parts.

- Role Hierarchy
- Role Detail

4. When user logs in to the system with given credentials for the first time as System Administrator, by default, only single role is available in Role master named as "SYSTEM ADMIN". Below this role, multiple roles can be created as per need based on the business hierarchy of the respective Division.

5. User may create the Role tree as per the Organization Structure of the respective divisions.

Figure 47 Role Master - Role Hierarchy

To create the new role

Role Detail

6. Select the existing role under which you want to create the role from the role hierarchy, and right click. It displays the **Create** option. It displays the role master in Create mode as shown below

Figure 48 Role Master - Create Mode

7. Select/Enter the following field described in the table below -

1. *Role Code* Role code is auto fetched on saving the current session.
2. *Display Name* Enter the Display Name.
3. *Long Name* The data in this field is fetched from the Display Name field. However, this field is editable.
4. *Id.* An Id in the field. This field is only for reference purpose.
5. *Role Type* To create a new role, the user needs to define the Role Type against the role being created. Following is the list of Role Types which can be assigned while creating the new role:

4. Auditor 5. Customer 6. Internal 7. Partner 8. Supplier For example, HR Executive is the new

role being created, then user can assign the Role Type as **Internal**.

6. *Menu Display (Sequence)* As per the sequence number the respective role will be displayed in the tree sequence.

7. *Reference Role Id* Enter the Reference Role Id. This field is only for reference purpose.

8. *Active* Active checkbox is pre-selected.

9. *System Admin Flag* If user selects this flag, then the respective role will be termed as a system administrator.

   Note: This can be done only once.

10. *HR Admin Flag* If this flag is selected, the employee linked to this role will be able to delegate the rights, update and link the roles to employee similar to **System Admin Role.**

Approval

8. The Approval tab displays the Employee Wise **Per Item Limit** and **Per Transaction Limit**.

1. *Per Item Limit* Enter the Per Item Limit Value in the field. It allows the respective role to perform the transaction up to the mentioned limit per item. As per standards, the value in the **Per Item Limit** field should be less than or equal to value in the **Per Transaction Limit** field.

2. *Per Transaction Limit* Enter the Per Transaction Limit Value in the field. It allows the respective role to perform the transaction up to the mentioned limit transaction wise.

For

example,

Consider a role has **Per Item Limit** of Rs. 5000 and the **Per Transaction Limit** of Rs. 20,000 and the user wants to make a transaction with below mentioned item description:

Item Name Qty. Rate Total Value

Computer RAM 4 BG 10 Nos. 3000 30000

Computer RAM 8 GB 3 Nos 6000 18000

• If the user wants to buy 10 Computer 4GB RAM with rate 3000/item, then it fails for Per

Transaction
Limit.

• If the user wants to buy 3 Computer 8GB RAM with rate 6000/item, then, then it fails for Per Item

Limit
.

9. If any of these 2 limit fails, then the transaction moves up in the hierarchy to the individual roles till

the time it reaches the role with proper approval limits. It is mandated that at least one approval limit shall satisfy to get approval of the transaction within the defined limits.

10. Click to save the data. A pop up is displayed on the screen with the message **"Data Saved**

**Successfull
y".**

4.11.2 Update Role Master

1. Click to update the fields.

2. Users can also change the hierarchy of the roles by cutting and pasting the role. To cut the role, right

click on the role from the tree hierarchy which you want to cut. Right Click the role below which the you want to paste the role and select **Paste**. Similarly, users can also delete the role from the tree hierarchy, to delete, right click on the role which you want to delete.

3. Role Master is displayed in Update mode with all employee details in the data grid as shown below.

Figure 49 Role Master - Update Mode

4. Users can view following employee details in the data grid.

1. *Employee no* The Employee No is fetched from the Employee Master. Users can click the employee number to view the employee details such as Employee Name, Department, Profile and so on.

2. *Emp. First Name* It displays selected employee's first name.

3. *Emp. Last Name* It displays selected employee's last name.

4. *Email Id.* It displays selected employee's email id.

5. Users can update the Display Name, Long Name, Role Type, Menu Display (sequence), and activate or deactivate the role and so on.

6. Make the changes and Click to save the data.

To refresh

1. click to refresh the data.

4.12 Role to Employee Link

Role to Employee link master is used to link the existing role to the respective employee in the organization. With this master, the user can link one role to the multiple employees. Although one employee can work for multiple roles. **Prerequisites**

- Country, State, and City must be created
- Division must be created
- The Locations need to be created
- The Department must be created
- Location Department must be Linked
- Role must be created

• Role Location Department must be linked

• The Employee should be registered from Human Resource Module

• Users must have access to the Role To Employee Link Master

4.12.1 Create Role to Employee Link

This section allows users to create a new Role to Employee Link in the system.

To create Role to Employee Link

1. From the **BPM** pop up window, select **Role to Employee Link**

Figure 50 BPM - Role to Employee Link

2. **Role to Employee Link screen** is displayed.

3. Click . It displays the Add Role Employee Link screen as shown below

Figure 51 Addition of Role to Employee Link

4. Select Role from the hierarchy.

5. Select the employee from the drop down list to which the role will be made applicable. The

application displays the employee details in the drop down list for selection. Additionally, if user clicks on the EMPLOYEE CODE of the selected employee, a pop-up window will appear with following information as mentioned below

Figure 52 Employee Detail pop up screen

6. Click **Show Locations**, the application displays the list of locations which are pending to be linked for the role and employee and user can select the respective locations to which the employee has to be linked.

7. Users can view following employee details in the data grid.

5. *Location Name* It displays the name of the location to be linked to the selected employee and role. The data in this list is fetched from the Location Master.

6. *Location Code* Based on the location the location code will be displayed.

The data in this list is fetched from the Location Master.

7. *Salary Flag* Salary flag can be selected for an employee, for the selected role, at a single location only. Once the location is marked as Salary location for the given employee and role, it can't be changed.

8. *Active* Active checkbox is pre-selected however users can edit it.

8. Click **Accept**, a Success window is displayed on the screen that displays **'Data saved successfully'**.

4.12.2 Update Role to Employee Link

This section allows you to update the existing Role to Employee Link details in the system.

1. Click , it displays the Role to Employee Link screen in update mode.

2. Select the **Role** from the hierarchy. Select **Employee** from the drop down list.

3. Click **Show Locations,** Location and its details are displayed in the **Role Employee Link List** grid, here users can update the necessary changes. The details are only shown for the linked role and location to the selected employee.

4. Select or unselect the **Active** check box to link or unlink the employee's role to the selected location.

5. Click **Save** . A Success window is displayed on the screen that displays **'Data saved successfully'**.

4.12.3 View Role to Employee

Link.

This section allows users to view the Role to Employee Link details and register it in the system.

1. Click **View** and then select **Role** from the hierarchy.

2. Select **Employee** from the drop-down list and click the **Show Location**, this displays the list of

   Locations to which the corresponding employee is linked.

Figure 53 View Employee's Location

3. Click **Show Employee** , a pop window is displayed on the screen that displays the list of

   Employees that are linked to the selected Role.

4. Click **Show Role** , a pop window is displayed on the screen that displays the list of Roles per

   Employe e.

Figure 54 List of Employee per Role

To refresh

1. click to refresh the data.

4.13 Currency Rate

Master

The Currency Rate Master is used to update the rate of currency for a particular period. The below window allows the user to view and add span for currency rate that shall be used in transacting the currency.

Prerequisites

- Users must have access to the Currency Rate Master
- Currency must be created and active

4.13.1 Create Currency Rate

This section allows users to create a new Currency rate and register it in the system.

To access Currency Rate Master

1. From the BPM pop up window, select Currency Rate Master and click

Figure 55 BPM – Currency Rate Master

2. Currency Rate Master screen is displayed as shown below -

Figure 56 Currency Rate Master

3. Click , to add **Currency Rate**, a pop-up window is displayed on the screen.

Figure 57 Add Currency Rate

4. Select/Enter the following field described in the table below -

1.	*Currency Name*	Select the Currency Name from the drop down list Currency Name is fetched from Currency Master

Note: This field is mandatory

Example: INR

2. *Currency Rate* Enter the Currency Rate.

Note: This field is mandatory

Example: 68.00

3. *Currency Buy Rate* Enter the currency buy rate.

Note: This field is mandatory

Example: 69.00

4. *Currency Sell Rate* Enter the currency sell rate.

Note: This field is mandatory

Example: 70.00

5. *From Date* Select the From Date from the calendar.

Note: This date entered in this field applies as the start date of the Currency Rate.

The default date is set to the current date.

6. *To Date* Select the To Date from the calendar.

Note: This date entered in this field applies as the end date of the Currency Rate.

The default date is set to the current date.

7. *Active* By default, the Active checkbox is selected.

Note: If the Active checkbox is checked, the currency rate is enabled and if it is set to **Uncheck**, then the respective Currency Rate is disabled.

5. Click **Add**. The newly added Currency Rate is displayed in the **Add Currency Rate** screen.

6. Click the **Accept** button to save the information, a Success window is displayed on the screen that

displays, "**Data saved successfully**" The newly added data is displayed in the data grid of the Currency Rate Master Screen*.*

4.13.2 Update Currency Rate

This section allows you to update the existing Currency Rate details registered in the system.

1. Select the row which you want to update and then click the Update

Figure 58 Update Currency Rate

2. Edit information in the corresponding fields and click the **Accept** button to save the information, this displays the success window with a message, "**Data saved successfully"**.

To refresh

1. click to refresh the data.

4.14 Financial Year Master

A Fiscal Year (or Financial Year) is a period used for calculating yearly financial statement in the business. In order to assign business transactions to different time period, users must define a financial year. The Financial Year is duration from 1st April of the current year to 31st March of the following year. However, the financial year varies from business to business.

Prerequisit

es

• User must have access to the Financial Year master

Figure 59 Financial Year Master

4.14.1 Create Financial Year

This section allows users to create a new Financial Year and register it in the system.

1. Click to add a new Financial Year, a pop-up window is displayed on the screen.

Figure 60 Add Financial Year Master

2. Select/Enter the following field described in the table below -

1. *Description* Enter the description of Financial Year which needs to be displayed across the system.

Note: This field is mandatory

2. *Document No* Enter the document number. This is included in the document numbers generated through the system.

Note: This field is mandatory

3. *From Date* Select the From Date of the Financial year from the calendar.

Note: The default date is set to the current date.

4. *To Date* Select the To Date of the Financial year from the calendar.

Note: The default date is set to the present date.

5. *Default* Select the checkbox for default as per requirement. If the checkbox is set as default, the selected financial year will be set as default in the application.

