



User Manual of Bill Process Module



1. General Information

1.1 Acronyms and Abbreviations:

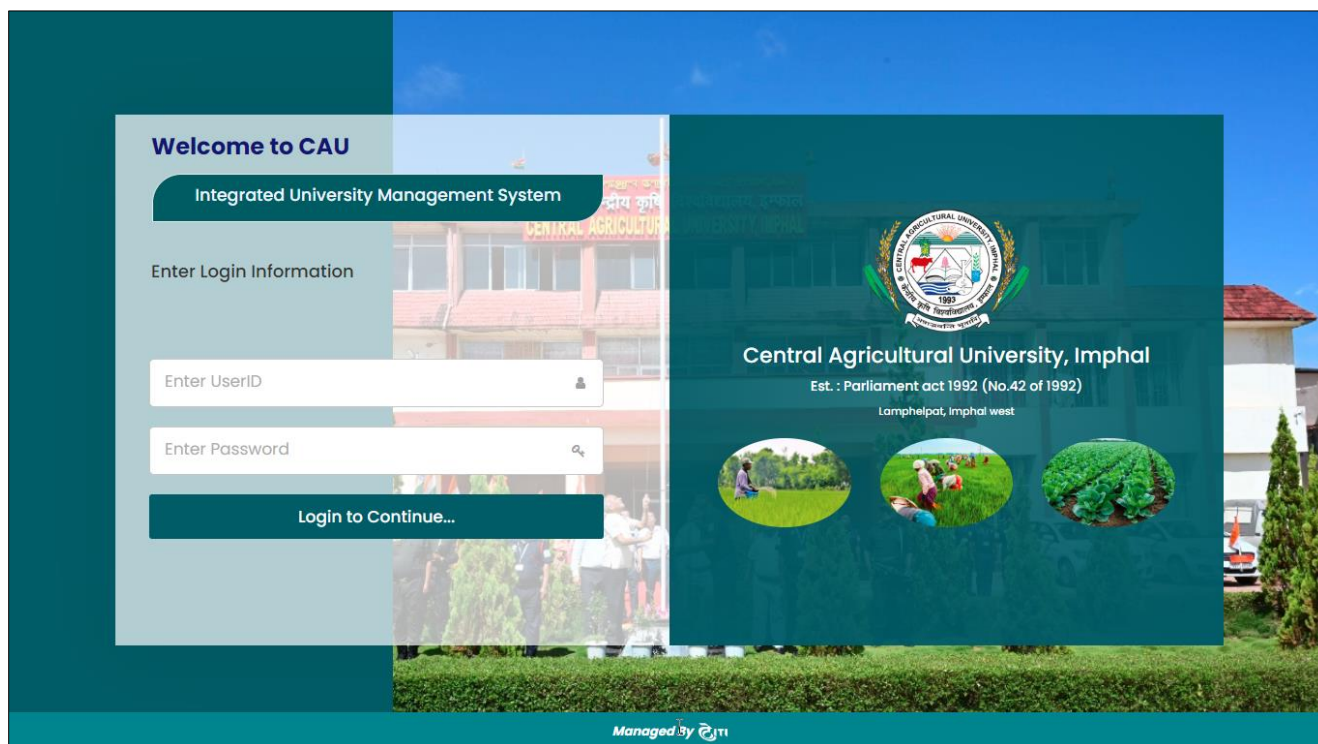
<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	CAU	Central Agricultural University
2	HQ	Head Quarter
3	DDO	Drawing & Disbursing Officer
4	FVC	Fully Voucher Contingent Bill
5	TA	Travelling Allowance
6	LTC	Leave Travel Concession

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **CAU ERP** Login Page.

<http://120.138.8.151:8080/cau-iums/>

Note: If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':

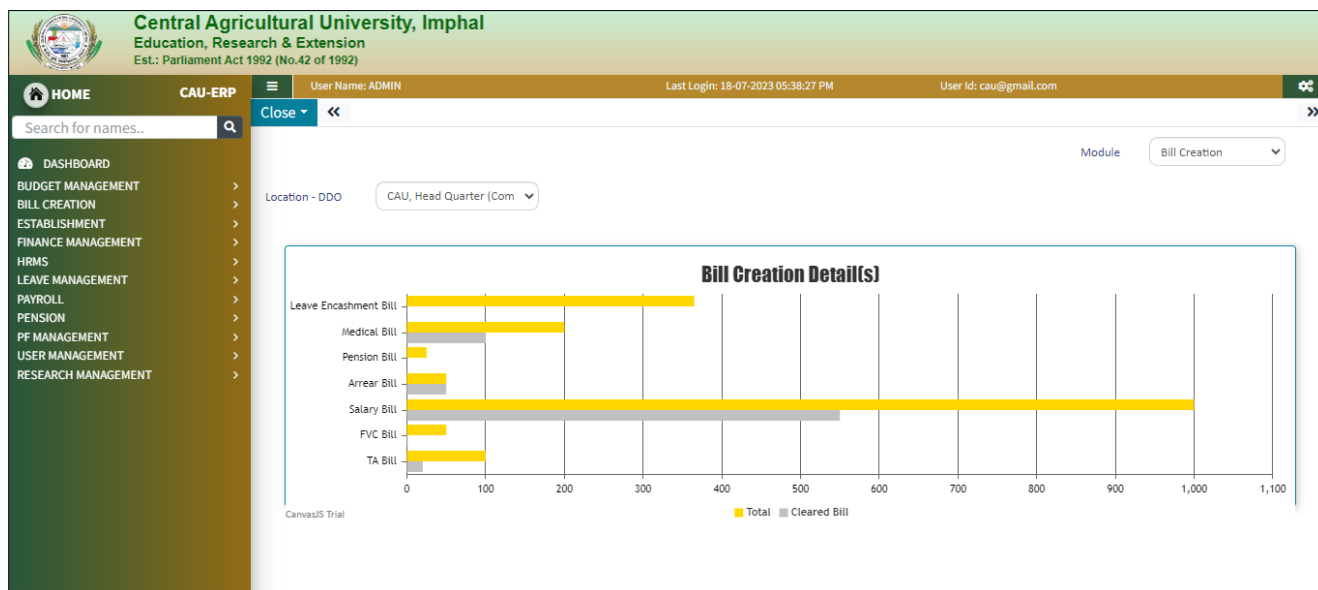


The screenshot displays the CAU login interface. On the left, a light blue sidebar contains the text 'Welcome to CAU' and 'Integrated University Management System'. Below this, it prompts the user to 'Enter Login Information' with input fields for 'Enter UserID' and 'Enter Password', followed by a 'Login to Continue...' button. The main area features the CAU logo, the university's name 'Central Agricultural University, Imphal', its establishment date 'Est. : Parliament act 1992 (No.42 of 1992)', and its location 'Lamphepat, Imphal west'. Three circular images at the bottom show agricultural activities. The footer indicates 'Managed by JITI'.

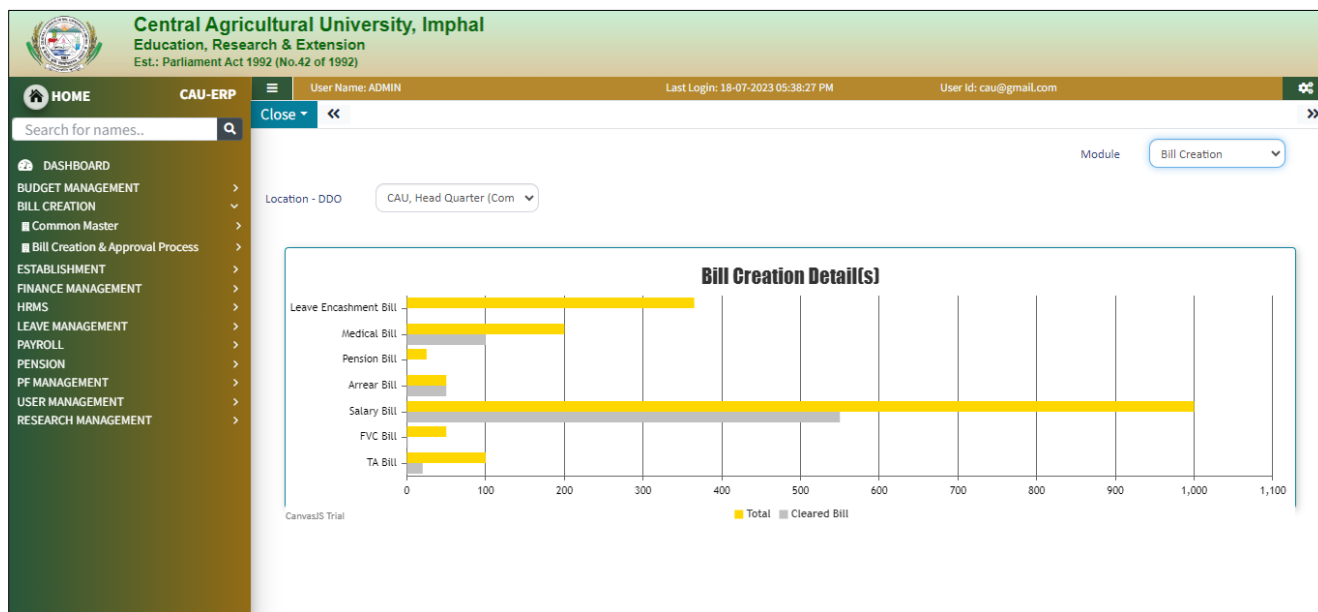
Enter the valid 'User ID' and 'Password',
For Example: User ID- cau@gmail.com and Password-**cau@123** then click on 'Login to Continue...'
button to navigate to 'Module Home Page' as shown below:



User Manual Document (Bill Process)



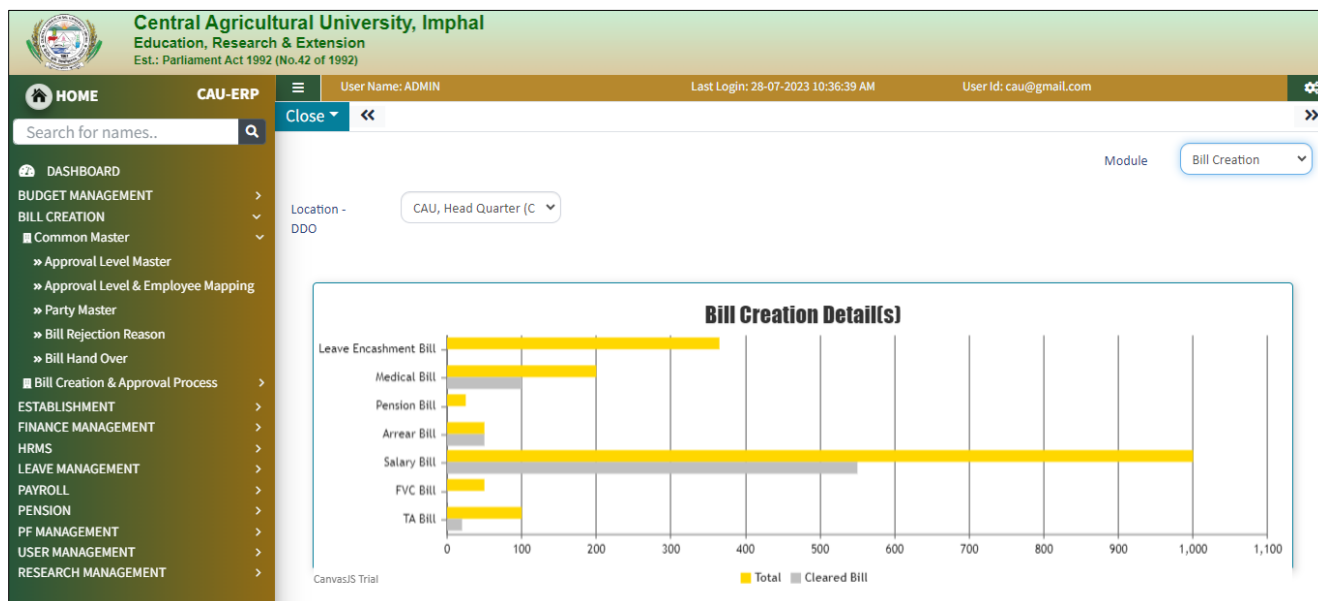
- Click on 'Bill Creation' menu from left side, then 'Sub Menu' list will be displayed as 'Common Masters' and 'Bill Creation and Approval Process' as shown below:





User Manual Document (Bill Process)

- Click on '**Common Master**' menu, then sub menu list will be displayed as shown below:





- **Common Master**

1. Approval Level Master:

Using this page, Admin user can define level of approval to approve bills as required. For example Clerk, Section Officer, Dean, Finance Officer etc.

- Click on **'Approval Level Master'** menu link, under **'Common master'** sub menu, then page will be opened as shown below:

Approval Level MasterAdvance Search

New Record

Level Name *

Enter Level Name

Order Number *

Enter Order Name

Save

Reset

List of Approval Level Master(s)

Run Date : 27-07-2023 18:02:52

Download

Show 10 entries

S.No.	Level Name	Order No	Edit	Delete
1	Dean	1	Edit	Delete
2	Accountant	2	Edit	Delete
3	Comptroller	3	Edit	Delete
4	VC	4	Edit	Delete

Showing 1 to 4 of 4 entries

Previous 1 Next

⇒ Steps to Create New Approval Level:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Approval Saved Successfully!'** and record will get added in **'List of Approval Level Master(s)'** table.
- On page load, it will display all the saved level names in **'List of Approval Level Master(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update approval levels by clicking on **'Edit'** button from saved records in **'List of Approval Level Master(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Bill Process)

2. Approval Level & Employee Mapping:

Using this page, Admin user can define the level of approver by mapping employees with approval level name by entering all the required data and save the record.

- Click on **'Approval Level & Employee Mapping'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:

Approval Level & Employee Mapping

Advance Search Q

New Record

Location *
College of Horticulture, Bermiok, Sikkim

DDO *
College of Horticulture, Bermiok, Sikkim

Bill Type *
FVC Bill

Mapping Details

Level Name *
Select Approval Level

Employee Name *
Select Employee Code

Add More

S.No.	Level Name	Employee Name	Delete
-------	------------	---------------	--------

Save

Back

Reset

List of Employee Mapping Detail (s)

Run Date : 28-07-2023 10:42:18

Download

Show All entries

S.No.	Bill Type	Location	DDO	View
1	FVC Bill	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	View
2	FVC Bill	College of Veterinary and Animal Husbandry, Jalukie, Nagaland	College of Veterinary Science and Animal Husbandry, Jalukie, Peren, Nagaland	View
3	FVC Bill	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	View

Showing 1 to 11 of 11 entries

Previous

1

Next

⇒ Steps to map Employee with Approval Level:

- Enter data in all mandatory fields and click on **'View'** button, then **'Mapping Details'** panel will be opened to map approval level with employee.
- Click on **'Save'** button, then system will display message as **'Approval Level and Employee Mapped Successfully!'** and record will get added in **'List of Employee Mapping Detail(s)'** table.
- On page load, it will display all the saved Approval Level in **'List of Employee Mapping Detail(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update mapped records by clicking on **'View'** button from mapping in **'List of Employee Mapping Detail(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Bill Process)

3. Party Master:

Using this page, Admin user can create and manage party details by entering all required details, created party name will be used on FVC Bill Creation page.

- Click on **'Party Master'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:

Party Master

Advance Search

New Record

Party Name *

Enter Party Name

Is Active

☒

Effective Date *

DD/MM/YYYY

Remarks

Save

Reset

List of Party Detail(s)

Run Date : 07-02-2023 14:11:10

Download

Show

All

entries

S.No	Party Name	Is Active	Effective From	Edit	Delete
1	IBM	Yes	04/11/2022	Edit	Delete
2	Uber	No	23/12/2022	Edit	Delete
3	TCS	Yes	02/01/2023	Edit	Delete

Showing 1 to 3 of 3 entries

Previous

1

Next

⇒ Steps to Create New Party Master Details:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Party Saved Successfully!'** and record will get added in **'List of Party Detail(s)'** table.
- On page load, it will display all the saved party details in **'List of Party Detail(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created party details by clicking on **'Edit'** button from saved records in **'List of Party Detail(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted



4. Bill Rejection Reason:

Using this page, Admin user can create & manage multiple reasons for bill rejection, Created reasons can be used by approver during rejection of any bill.

- Click on '**Bill Rejection Reason**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Bill Rejection ReasonAdvance Search

New Record

Rejection Reason *

Enter Rejection Reason

SaveReset

List of Rejection Reason(s)

Run Date : 07-02-2023 14:18:19

Download

Show 10 entries

S.No.	Rejection Reason	Delete
1	data	Delete
2	Details mismatch	Delete
3	fake bill	Delete

Showing 1 to 3 of 3 entries

Previous1Next

⇒ Steps to Create Bill Rejection Reason:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Rejection Reason(s)**' table.
- On page load, it will display all the saved reasons in '**List of Rejection Reason(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created reasons by clicking on '**Edit**' button from saved records in '**List of Rejection Reason(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Bill Process)

5. Bill Handover:

Using this page, Authorized user can handover any roles to any other user (To Approve Bills), accordingly all the pending bills will be transferred to new approver.

- Click on 'Bill Handover' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Bill Handover Work DetailsAdvance SearchNew Record

Location *

Select Location

From Employee *

Select From Employee

From Department *

From Department

From Designation *

From Designation

Effective Date *

DD/MM/YYYY

DDO *

Select DDO

To Employee *

Select To Employee

To Department *

To Department

To Designation *

To Designation

Bill Type *

Select Bill Type

Save

Reset

List of Employee Hand Over Work Detail (s)

Run Date : 31-07-2023 13:47:28

Download

Show All entries

S.No.	Bill Type	Location	DDO	From Employee	From Department	From Designation	To Employee	To Department	To Designation	Effective Date	Edit	Delete
1	FVC Bill	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	R.P.Pandey [HQ-519]	Comptroller Office	Accountant	Dipti Rama Athokpam [416]	Establishment Section	Assistant	01/08/2023	Edit	Delete
2	FVC Bill	College Of Agriculture, CAU, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	A. Herojit Singh [COAI-0002]	Soil Science & Agril. Chemistry	Professor	Angad Prasad [COAI-0027]	Agril. Extension Education	Professor	27/07/2023	Edit	Delete
3	FVC Bill	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Oinam Panthing Singh [HQ-573]	Comptroller Office	Computer Operator	Anupam Mishra [VCO-0001]	VC Office	Vice Chancellor	28/07/2023	Edit	Delete
4	FVC Bill	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Anupam Mishra [VCO-0001]	VC Office	Vice Chancellor	R.P.Pandey [HQ-519]	Comptroller Office	Accountant	28/07/2023	Edit	Delete
5	Medical Bill	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Anupam Mishra [VCO-0001]	VC Office	Vice Chancellor	Oinam Panthing Singh [HQ-573]	Comptroller Office	Computer Operator	28/07/2023	Edit	Delete
6	Medical Bill	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A. Chandramani Singh [HQ-227]	Registrar Office	Head Assistant	A.Surjit Singh [HQ-299]	Estate Office	Multi Tasking Staff (MTS)	28/07/2023	Edit	Delete

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

⇒ Steps to Handover Role:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Employee Handover Work Detail(s)' table.

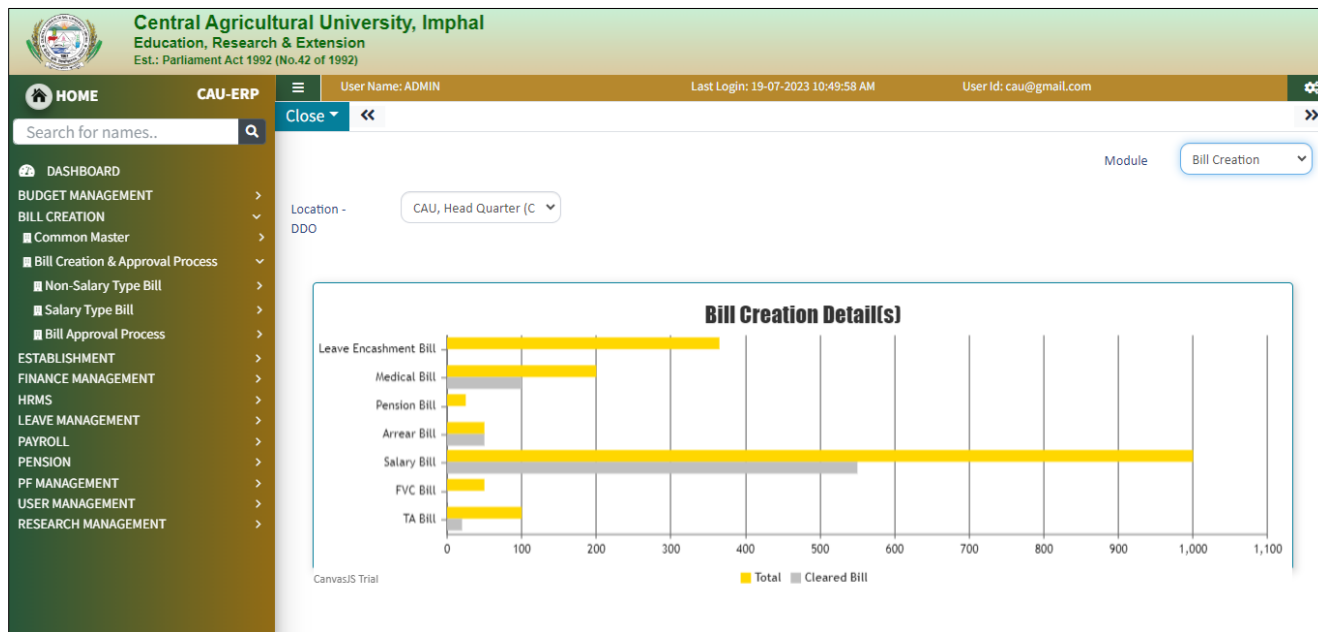


- On page load, it will display all the saved handover details in '**List of Employee Handover Work Detail(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update handover details by clicking on '**Edit**' button from saved records in '**List of Employee Handover Work Detail(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Bill Process)

- Click on 'Bill Creation & Approval Process' menu, then sub menu list will be displayed as shown below:





User Manual Document (Bill Process)

• Bill Creation & Approval Process:

1. FVC (Fully Voucher Contingent) Bill Creation:

Using this page, Authorized user can create and manage FVC Bill by entering all the required data. Created FVC Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on 'FVC Bill Creation' menu link, under 'Non-Salary Type Bill' sub menu, of 'Bill Creation & Approval Process' menu, then page will be opened as shown below:

FVC bill creationAdvance Search

FVC bill creation

Location *

Select Location

DDO *

Select DDO

Bill No: *

2023/FVC/0020

Manual Bill No: *

Enter Manual Bill No.

Bill Date: *

Enter Date

Remarks:

Enter Remarks

Head of account:

Enter Head of the account

Ledger Name *

Select Ledger

Bill Detail (s)

S.No.	Particular *	Sanctioned Date *	Description *	Amount Gross *	Upload Document ⁱ *	Delete
1	Select Party	<div>DD/MM/YYYY</div>	Enter Description	Enter Amount	<div>Choose File No file chosen</div>	<div>Delete</div>

Add More

Total Payable: *

Enter Amount Payable

List of FVC bill(s)

Run Date : 29-06-2023 14:55:42

Download

Show All entries

S.No.	Bill No	DDO	Location	Manual Bill No	Bill Date	Total Bill Amount	Print	Edit	Delete
1	2023/FVC/0001	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	FVC0001	08/06/2023	5000	<div>Print</div>		
2	2023/FVC/0002	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/FVC/0002	02/06/2023	3232	<div>Print</div>		
3	2023/FVC/0003	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	FVC003	12/06/2023	3000	<div>Print</div>	<div>Edit</div>	<div>Delete</div>
4	2023/FVC/0004	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/FVC/0004	01/06/2023	5000	<div>Print</div>	<div>Edit</div>	<div>Delete</div>


⇒ Steps to Create FVC Bill:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'FVC Bill Created Successfully!' and record will get added in 'List of FVC bill (s)' table.
- On page load, it will display all the saved bill details in 'List of FVC bill(s)' table.



User Manual Document (Bill Process)

- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created bill details by clicking on '**Edit**' button from saved records in '**List of FVC Bill(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.
- Click on 'Print' link form '**List of FVC bill(s)**' table below mentioned reports will be opened.

		
CENTRAL AGRICULTURAL UNIVERSITY		
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West		
Bill for drawal of money out of the fund of the Central Agricultural University, Imphal		
Date & Time : 19-07-2023 11:36:40		
Financial Year :		
Head of Accounts	Sanction No. & Date- 19/07/2023	Bill No Dated- 2023/FVC/0002
To amount passed for Payment		
S No.	Particulars	Amount Gross
1	Party Transaction	600.65
2	Party Transaction	700.85
Amount Payable(Rs.) :		1400.00
Net Payable(Rs.) :		1301.50
Payment (Rupees: One Thousand Four Hundred) Only.		
Pay Order		
Pay to the payee (Rs.One Thousand Four Hundred/-) only and by transfer, credit to (Rs One Thousand Four Hundred/-) only to the respective heads of accounts indicated above.		
Processed By :	Passed By :	PAID Vide Cheque No./Date



User Manual Document (Bill Process)

2. Medical Bill Creation:

Using this page, Authorized user can create and manage Medical Bill by entering all the required data. Created Medical Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on 'Medical Bill Creation' menu link, under 'Salary Type Bill' sub menu, of 'Bill Creation & Approval Process' menu, then page will be opened as shown below:

Medical bill creation

Advance Search

Medical bill creation

Location *

Select Location

DDO *

Select DDO

Bill No: *

2023/MB/0015

Manual Bill No: *

Enter Manual Bill No.

Bill Date: *

Enter Date

Remarks:

Enter Remarks

Employee Code(M)/Name *

Select Employee Code(M)/Name

Employee Name

Enter Employee Name

Department

Select Department

Designation

Select Designation

Ledger Name *

Select Ledger

Bill Detail (s)

S.No.	Relation *	Family *	Period *	Net Amount *	Upload Document ? *	Delete
Net Payable: * Enter Amount Payable Total Claimed * Enter Amount Payable						

Save

Reset

List of Medical bill(s)

Run Date : 29-06-2023 15:01:51

Download

Show All entries

S.No.	Bill No	DDO	Location	Manual Bill No	Bill Date	Total Bill Amount	Print	Edit	Delete
1	2023/MB/0001	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	CAUMed0001	08/06/2023	1000	<div>Print</div>		
2	2023/MB/0002	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/MB/0002	09/06/2023	600	<div>Print</div>	<div>Edit</div>	<div>Delete</div>
3	2023/MB/0003	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	MB0003	12/06/2023	2000	<div>Print</div>	<div>Edit</div>	<div>Delete</div>
4	2023/MB/0004	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	CAUMB004	14/06/2023	2000	<div>Print</div>		
5	2023/MB/0005	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	121	21/06/2023	1000	<div>Print</div>	<div>Edit</div>	<div>Delete</div>


⇒ Steps to Create Medical Bill record:

- Enter data in all mandatory fields.



User Manual Document (Bill Process)

- Click on 'Save' button, then system will display message as 'Medical Bill Created Successfully!' and record will get added in 'List of Medical bill(s)' table.
- On page load, it will display all the saved bill details in 'List of Medical bill(s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created bill details by clicking on 'Edit' button from saved record in 'List of Medical bill(s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted
- Click on 'Print' link form 'List of Medical bill(s)' table below mentioned reports will be opened.



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lampelpat, Imphal West
MEDICAL CHARGES REIMBURSEMENT BILL

Date & Time : 20-07-2023 12:49:11
Financial Year :

Bill NO:- 2023/MB/0001

DATE:- 13/07/2023
Ministry/Department/Office Of College of Community Science, Tura, Meghalaya
for the month/year 2023
Head of Account:-

Sl. No.	Name & Designation.	No. of bills	Relationship	Total claimed	Net amt.	From Date ~ To Date
1	Test Rekha	1	Spouse	1000.00	1000.00	2023-07-13 - 2023-07-13

Net amount required for payment (in words)
(Rupees: (One Thousand) ONLY.)

Certified that I have satisfied myself that the amounts included in bills drawn 1 month/2 months/3 months previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants there in named and their receipts taken in the office copy of the bill or in a separate acquaintance roll.

Details of medical charges refunded
Section of establishment and
name of incumbent

PERIOD
as stated above

Amount
Rs.1000.00/-

Certified that Essentially Certified, Receipts, etc.,are appended.
Received Payment

Signature.....
Designation of the Drawing Officer



User Manual Document (Bill Process)

3. TA Bill Creation:

Using this page, Authorized user can create and manage TA Bill by entering all the required data. Created TA Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on 'TA Bill Creation' menu link, under 'Salary Type Bill' sub menu, of 'Bill Creation & Approval Process' menu, then page will be opened as shown below:

TA bill creationAdvance Search

Location *

Select Location

DDO *

Select DDO

Bill No: *

2023/TA/0013

Manual Bill No: *

Enter Manual Bill No.

Bill Date: *

Enter Date

Remarks:

Enter Remarks

Distance in KM:

Enter Distance in KMs.

Duration in days :

Enter Duration of halt

Employee Code(M)/Name *

Select Employee Code(M)/Name

Employee Name

Enter Employee Name

Department

Select Department

Designation

Select Designation

Ledger Name *

Select Ledger

Bill Detail (s)

Save

Reset

List of TA bill(s)Run Date : 29-06-2023 15:08:01

Download

Show All entries


⇒ Steps to Create TA Bill record:

- Enter data in all mandatory fields.



User Manual Document (Bill Process)

- Click on **'Save'** button, then system will display message as **'TA Bill Created Successfully!'** and record will get added in **'List of TA bill(s)'** table.
- On page load, it will display all the saved bill details in **'List of TA bill(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created bill details by clicking on **'Edit'** button from saved records in **'List of TA Bill(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted
- Click on **'Print'** link form **'List of TA bill(s)'** table below mentioned reports will be opened.



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
TRAVELLING ALLOWANCE BILL FOR TOUR

Date & Time : 20-07-2023 14:20:09
Financial Year :

Sub-Bill No-2023/TA/0001

Note:- This Bill should be prepared in duplicate-one for payment and the other as office copy.

PART-A(To be filled up by Government servant)

1.Name: Arambam Jolly Devi
2.Designation: Assistant Professor
3. Pay Level: 68
4. Headquarters: College of Community Science, Tura, Meghalaya
5. Details and purpose of journey(s) performed:

Departure		Arrival		Mode of travel and class of accomodation	Fare Paid	Distance in Kms. for road mileage	Duration of halt (Days/hrs.)	Purpose of journey
Date and time	From	Date and time	To					
1	2	3	4	5	6	7	8	9
21/July/2023 11:00	Delhi	22July2023 09:00	Mumbai	By Air	1000.00	1000	2	

6. Mode of journey

i) Air

a) Exchange voucher arranged by office

b) Ticket/Exchange voucher arranged by

ii) Rail

a)Whether travelled by mail/express/ordinary train ?

Yes/No



User Manual Document (Bill Process)

4. Salary Bill Creation:

Using this page, Authorized user can create & manage Salary Bill. Once salary is processed then only user will be able to create monthly salary bill and it will be created budget head wise. Created Salary Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on 'Salary Bill Creation' menu link, under 'Salary Type Bill' sub menu, of 'Bill Creation & Approval Process' menu, then page will be opened as shown below:

Salary Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

June

Ledger Name *

Salary Bill

34650.00

Dr

View

Reset

List of employee(Salary processed)

List of Salary bills(Not transferred to account)

List of Salary bills(Transferred to account)

List of employee(Salary processed)

Show 10 entries

S.No.	Employee Code(M)	Employee Name	Budget Head	Designation	Department	Gross	Deduction	NetPay
1	HQ-227	A. Chandramani Singh	312 (Employee Salary Head)	Head Assistant	Registrar Office	95965.00	19465.00	76500.0
2	HQ-497	A.Somorjit Singh	312 (Employee Salary Head)	Jr. Stenographer	Comptroller Office	56269.00	7359.00	48910.0
3	HQ-151	A.Surjit	312 (Employee Salary Head)	Accountant	Comptroller Office	74552.00	12375.00	62177.0
4	HQ-299	A.Surjit Singh	312 (Employee Salary Head)	Multi Tasking Staff (MTS)	Estate Office	60610.00	5293.00	55317.0
5	566	Ananthashayanam K	312 (Employee Salary Head)	Comptroller	Comptroller Office	257492.00	45225.00	212267.0
6	VCO-0001	Anupam Mishra	312 (Employee Salary Head)	Vice Chancellor	VC Office	260676.00	60090.00	200586.0
7	294	Catherine L	312 (Employee Salary Head)	Upper Division Clerk	Establishment Section	65030.00	6350.00	58680.0
8	HQ-445	Ch. Sarat Singh	312 (Employee Salary Head)	Multi Tasking Staff (MTS)	Estate Office	43052.00	4238.00	38814.0
9	525	Ch.Amarjit Singh	312 (Employee Salary Head)	Jr. Stenographer	VC Office	56269.00	8219.00	48050.0
10	HQ-249	Ch.Bikram Chandra	312 (Employee Salary Head)	Accountant	Comptroller Office	95965.00	23302.00	72663.0

Showing 1 to 10 of 91 entries

Previous 1 2 3 4 5 ... 10 Next

Create Salary Bill

Reset

⇒ Steps to Create Salary Bill:

- Select 'Location', 'DDO' and 'Month' for which salary has been processed.
- Click on 'View' Button, Employee(s) will be displayed under 'List of employee (Salary Processed)' table.



User Manual Document (Bill Process)

- Click on 'Create Salary Bill' button, then system will display message 'Salary Bill Create Successfully!' and Employee(s) will be moved to 'List of Salary bill (Not Transferred to account)' section, screen will be displayed as given below:

Salary Bill Creation

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2022-2023

Month *

October

Ledger Name *

Salary Bill

34650.00

Dr

View

Reset

List of employee(Salary processed)

List of Salary bills(Not transferred to account)

List of Salary bills(Transferred to account)

Show All entries

List of Salary bills(Not transferred to account)

All	S.No.	Auto Generated Bill No.	Budget Head	Manual Bill No.	Bill Date	Earn Gross	Total Deductions	Net Pay	Delete
<input checked="" type="checkbox"/>	1	CPGAS/HQ/SAL/312/00005	312 (Employee Salary Head)	Enter Bill No.	DD/MM/YYYY	6756748.00	1142434.00	5614314	Delete

Showing 1 to 1 of 1 entries

Previous

1

Next

Send To Account

Reset

- Click on 'Auto Generated Bill No.' link, it will open monthly salary bill for selected month/year as given below:

		CENTRAL AGRICULTURAL UNIVERSITY																									
		Iroisemba, Imphal, Manipur-795004; E-mail : registrar.cau@gov.in																									
		Phone: 0385 241 5933; Website:https://cau.ac.in																									
		Salary Register Report for the Month of October - 2022																									
		Date & Time : 24-07-2023 16:26:26																									
		Earnings									Deductions																
S.No.	Name of the staff member	Basic Pay	Dearness Allowance	House Rent Allowance	Special Compensatory Allowance	Transport Allowance	Special Duty Allowance	Special Allowance	DCPF University Share	Gross Salary	Professional Tax	ProfessionalTax	DCPF	GIS	License Fee	Electric Charges	Water Charges	LIC	GPF Refund	Medical Advance	Income Tax	GPF Subscription	Total Deductions	Total Net Amount			
1	A. Chandramani Singh Head Assistant HQ-227	56900	21622	5121	1800	2484	5690	0	0	93617	250	0	0	125	0	0	0	3890	4200	0	7000	4000	19465	74152			
2	A.Somorjit Singh Jr. Stenographer HQ-497	28700	10906	2583	1800	2484	2870	0	5545	49343	250	0	3961	0	0	0	0	3034	0	0	0	0	7245	42098			
3	A.Surjit Accountant HQ-151	43600	16568	3924	1800	2484	4360	0	0	72736	250	0	0	125	0	0	0	0	0	0	2000	5000	7375	65361			
4	A.Surjit Singh Multi Tasking Staff (MTS) HQ-299	31100	11818	2799	1800	2484	3110	0	6009	53111	250	0	4292	60	0	0	0	567	0	0	0	0	5169	47942			
5	Ananthashayanam K Comptroller 566	144200	54796	0	2250	0	14420	0	27859	215666	250	0	19900	0	0	0	0	0	0	0	50000	0	70150	145516			
6	Anupam Mishra Vice Chancellor VCO-0001	110200	79800	0	2250	0	21000	11250	26600	224500	250	0	19000	0	0	0	0	0	0	0	40000	0	59250	165250			
7	Catherine L Upper Division Clerk 294	35300	13414	0	1800	2484	3530	0	6820	56528	250	0	4871	125	0	0	0	962	0	0	0	0	6208	50320			
Total		450000	208924	14427	13500	12420	54980	11250	72833	838334	1750	0	52024	435	0	0	0	8453	4200	0	99000	9000	174862	663472			



User Manual Document (Bill Process)

- Select the record and Click on **‘Send to Account’** button, then system will display message **‘Salary Bill Successfully Send to Account’** and Employee(s) will be moved to **‘List of Salary bill (Transferred to account)’** section, screen will be displayed as given below:

Salary Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2022-2023

Month *

August

Ledger Name *

Salary Bill

34650.00

Dr

View

Reset

List of employee(Salary processed)

List of Salary bills(Not transferred to account)

List of Salary bills(Transferred to account)

List of Salary bills(Transferred to account)

Download

Show All entries

All	S.No.	Auto Generated Bill No.	Budget Head	Manual Bill No.	Bill Date	Earn Gross	Total Deductions	Net Pay
<input type="checkbox"/>	1	CPGAS/HQ/SAL/312/00002	312 (Employee Salary Head)	SAL101	21/07/2023	8972.00	0.00	8972

Showing 1 to 1 of 1 entries

Previous 1 Next

Reset



User Manual Document (Bill Process)

5. Pension Bill Creation:

Using this page, Authorized user can create & manage Pension Bill. Once pension is processed then only user will be able to create monthly pension bill and it will be created budget head wise. Created Pension Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on **'Pension Bill Creation'** menu link, under **'Salary Type Bill'** sub menu, of **'Bill Creation & Approval Process'** menu, then page will be opened as shown below:

Pension Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

June

Ledger Name *

Employee Pension

27000.00

Dr

View

Reset

List of Pensioner(Pension processed)

List of Pension bills(Not transferred to account)

List of Pension bills(Transferred to account)

List of Pensioners(Pension processed)

Show All entries

S.No.	Pensioner Code(M)	Pensioner Name	Budget Head	Designation	Department	Gross	Deduction	NetPay
1	313	L(O) Mema Devi	313 (Pension Head)	Pensioner	Pensioner	14780.00	0.00	14780
2	HQ-0165	Harshita Test	313 (Pension Head)	Pensioner	Pensioner	9400.00	0.00	9400

Showing 1 to 2 of 2 entries

Previous 1 Next

Create Pension Bill

Reset

⇒ Steps to Create Pension Bill:

- Select 'Location', 'DDO' and 'Month' for which pension has been processed.
- Click on **'View'** Button, pensioner(s) will be displayed under **'List of Pensioner (Pension Processed)'** table.
- Click on **'Create Pension Bill'** button, then system will display message **'Pension Bill Create Successfully!'** and Pensioner(s) will be moved to **'List of Pension bills (Not Transferred to account)'** section, screen will be displayed as given below:



User Manual Document (Bill Process)

Pension Bill Creation

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

June

Ledger Name *

Employee Pension

27000.00

Dr

View

Reset

List of Pensioner(Pension processed)

List of Pension bills(Not transferred to account)

List of Pension bills(Transferred to account)

List of Pension bills(Not transferred to account)

Show

All

entries

All	S.No.	Auto Generated Bill No.	Budget Head	Manual Bill No.	Bill Date	Earn Gross	Total Deductions	Net Pay	Delete
<input type="checkbox"/>	1	CPGAS/HQ/PEN/313/00005	313 (Pension Head)	Enter Bill No.	DD/MM/YYYY	24180.00	0.00	24180	Delete

Showing 1 to 1 of 1 entries

Previous

1

Next

Send To Account

Reset

- Click on 'Auto Generated Bill No.' link, it will open monthly pension bill for selected month/year as given below:

<div> CENTRAL AGRICULTURAL UNIVERSITY Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West Pension Register Report for the Month of June - 2023 </div> <div>Date & Time :24-07-2023 16:35:48</div>									
S.No.	Name of the staff member	Original pension	Earnings					Gross Pension	Total Net Amount
			Pension before Commutatio	Balance Pension Payable	Dearness Relief	Medical Allowance	Dependent		
1	L.(O) Mema Devi Pensioner 313	9000	9000	9000	3780	1000	1000	14780	14780
2	Harshita Test Pensioner HQ-0165	25000	20000	0	8400	1000	0	9400	9400
Total		34000	29000	9000	12180	2000	1000	24180	24180
Grand Total		34000	29000	9000	12180	2000	1000	24180	24180
Passed for Gross Payment of Rs. 24180 By Adjustment of Rs. 0 By net payment of Rs. 24180 (Twenty four thousand one hundred eighty only)									

- Select the record and Click on 'Send to Account' button, then system will display message 'Pension Bill Successfully Send to Account' and Pensioner(s) will be moved to 'List of Pension bills (Transferred to account)' section, screen will be displayed as given below:



User Manual Document (Bill Process)

Pension Bill Creation

Searching Criteria

Location *

College of Community Science, Tura, Meghalaya

DDO *

College of Community Science, Tura, Meghalaya

Financial Year *

2023-2024

Month *

April

Ledger Name *

Employee Pension

27000.00

Dr

View

Reset

List of Pensioner(Pension processed)

List of Pension bills(Not transferred to account)

List of Pension bills(Transferred to account)

List of Pension bills(Transferred to account)

Show All entries

Download

All	S.No.	Auto Generated Bill No.	Budget Head	Manual Bill No.	Bill Date	Earn Gross	Total Deductions	Net Pay
<input type="checkbox"/>	1	COCS/COCS/PEN/313/00006	313 (Pension Head)	2343243	31/05/2023	1021.00	0.00	1021

Showing 1 to 1 of 1 entries

Previous 1 Next

Reset



User Manual Document (Bill Process)

6. Arrear Bill Creation:

Using this page, Authorized user can create & manage Arrear Bill. Once arrear is processed then only user will be able to create monthly arrear bill and it will be created budget head wise. Created Arrear Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on 'Arrear Bill Creation' menu link, under 'Salary Type Bill' sub menu, of 'Bill Creation & Approval Process' menu, then page will be opened as shown below:

Arrear Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

June

Ledger Name *

Arrear Bill

94970.00

Dr

View

Reset

List of employee(Arrear processed)

List of Arrear bills(Not transferred to account)

List of Arrear bills(Transferred to account)

List of employee(Arrear processed)

Show

All

 entries

S.No.	Employee Id	Employee code M	Budget Head	Designation	Department	Gross	Deduction	NetPay
1	1218	Rajeev Singh	312 (Employee Salary Head)	Account Asstt.	Academic Section	724500.00	0.00	724500.0
2	1247	Megha	312 (Employee Salary Head)	A/c.Asstt.	Academic Section	16.00	0.00	16.0

Showing 1 to 2 of 2 entries

Previous

1

 Next

Create Arrear Bill

Reset

⇒ Steps to Create Arrear Bill:

- Select 'Location', 'DDO' and 'Month' for which arrear has been processed.
- Click on 'View' button, then employee(s) will be displayed under 'List of employee (Arrear Processed)' table.
- Click on 'Create Arrear Bill' button, then system will display message 'Arrear Bill Created Successfully!' and Employee(s) will be moved to 'List of Arrear bills (Not Transferred to account)' section, screen will be displayed as given below:



User Manual Document (Bill Process)

Arrear Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

June

Ledger Name *

Arrear Bill

94970.00

Dr

View

Reset

List of employee(Arrear processed)

List of Arrear bills(Not transferred to account)

List of Arrear bills(Transferred to account)

List of Arrear bills(Not transferred to account)

Show

All

 entries

All <input type="checkbox"/>	S.No.	Auto Generated Bill No.	Budget Head	Bill No.	Bill Date	Earn Gross	Total Deductions	Net Pay	Delete
<input type="checkbox"/>	1	CPGAS/HQ/ARR/312/00003	312 (Employee Salary Head)	<div>Enter Bill No.</div>	<div>DD/MM/YYYY</div>	724516.00	0.00	724516.0	<div>Delete</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

Send To Account

Reset

- Select the record and Click on **'Send to Account'** button, then system will display message **'Arrear Bill Successfully Send to Account'** and Employee(s) will be moved to **'List of Arrear bills (Transferred to account)'** section, screen will be displayed as given below:

Pension Bill Creation

Searching Criteria

Location *

College of Community Science, Tura, Meghalaya

DDO *

College of Community Science, Tura, Meghalaya

Financial Year *

2023-2024

Month *

April

Ledger Name *

Employee Pension

27000.00

Dr

View

Reset

List of Pensioner(Pension processed)

List of Pension bills(Not transferred to account)

List of Pension bills(Transferred to account)

List of Pension bills(Transferred to account)

Show

All

 entries

Download

All <input type="checkbox"/>	S.No.	Auto Generated Bill No.	Budget Head	Manual Bill No.	Bill Date	Earn Gross	Total Deductions	Net Pay
<input type="checkbox"/>	1	COCS/COCS/PEN/313/00006	313 (Pension Head)	2343243	31/05/2023	1021.00	0.00	1021

Showing 1 to 1 of 1 entries

Previous

1

Next

Reset



User Manual Document (Bill Process)

7. Leave Encashment Bill Creation:

Using this page, Authorized user can create & manage Leave Encashment Bill. Once leave encashment is processed then only user will be able to create encashment bill and it will be created budget head wise. Created Encashment Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on **'Leave Encashment Bill Creation'** menu link, under **'Salary Type Bill'** sub menu, of **'Bill Creation & Approval Process'** menu, then page will be opened as shown below:

Leave Encashment Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

October

Ledger Name *

Encashment Leave

74629.31

Dr

View

Reset

List of employee(Salary processed)

List of PL Encashment Bills (Not transferred to account)

List of PL Encashment bills(Transferred to account)

List of employee(Salary processed)

S.No.	Employee Manual ID	Employee Name	Budget Head	Designation	Department	Leave to be encashed	Total Encashed Amount
1	1078	A.Surjit Singh	312 (Employee Salary Head)	Multi Tasking Staff (MTS)	Estate Office	2	2861.20

Create Leave Encashment Bill

Reset

⇒ Steps to Create Leave Encashment Bill:

- Select 'Location', 'DDO' and 'Month' for which leave encashment has been processed.
- Click on **'View'** button, then employee(s) will be displayed under **'List of employee (Salary Processed)'** table.
- Click on **'Create Leave Encashment Bill'** button, then system will display message **'Leave Encashment Bill Created Successfully!'** and Employee(s) will be moved to **'List of PL Encashment Bills (Not Transferred to account)'** section, screen will be displayed as given below:



User Manual Document (Bill Process)

Leave Encashment Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

October

Ledger Name *

Encashment Leave

74629.31

Dr

View

Reset

List of employee(Salary processed)

List of PL Encashment Bills (Not transferred to account)

List of PL Encashment bills(Transferred to account)

List of PL Encashment Bill (No transferred to Account)

All <input type="checkbox"/>	S.No.	Auto Generated Bill No.	Budget Head	Manual Bill No.	Bill Date	Total Encashed Amount	Delete
<input type="checkbox"/>	1	CPGAS/HQ/LEV/312/00006	312 (Employee Salary Head)	Enter Bill No.	<input type="text" value="DD/MM/YY"/>	2861.20	Delete

Send To Account

Reset

- Click on 'Auto Generated Bill No.' link, it will open PL Encashment Bill details for selected month/year as given below:

CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
Leave Encashment Report

Date & Time : 24-07-2023 18:21:01

SNo.	Employee Name	Department	Designation	Total Encashed Leave	Total Encashed Amount	Encashment Date
1	A.Surjit Singh	Estate Office	Multi Tasking Staff (MTS)	2	2861.20	07/10/2022

- Select the record and Click on 'Send to Account' button, then system will display message 'Leave Encashment Bill Successfully Send to Account' and Employee(s) will be moved to 'List of PL Encashment bills (Transferred to account)' section, screen will be displayed as given below:



User Manual Document (Bill Process)

Leave Encashment Bill Creation

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

Financial Year *

2023-2024

Month *

October

Ledger Name *

Encashment Leave

74629.31

Dr

View

Reset

List of employee(Salary processed)

List of PL Encashment Bills (Not transferred to account)

List of PL Encashment bills(Transferred to account)

List of PL Encashment bills(Transferred to account)

Show All entries

Download

All	S.No.	Auto Generated Bill No.	Budget Head	Manual Bill No.	Bill Date	Total Encashed Amount
<input type="checkbox"/>	1	CPGAS/HQ/LEV/312/00006	312 (Employee Salary Head)	234243	31/10/2023	2861.20

Showing 1 to 1 of 1 entries

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Reset

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Page 29

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User Manual Document (Bill Process)

8. Leave Travel Concession Bill:

Using this page, Authorized user can create and manage LTC Bill by entering all the required data. Created LTC Bill will be displayed in Bill Approval page(s) as per mapped approver.

- Click on 'Leave Travel Concession Bill' menu link, under 'Salary Type Bill' sub menu, of 'Bill Creation & Approval Process' menu, then page will be opened as shown below:

Leave Travel Concession bill

Advance Search Q

Location *

Select Location

DDO *

Select DDO

Bill No: *

2023/TC/0015

Manual Bill No: *

Enter Manual Bill No.

Bill Date: *

Enter Date

Remarks:

Enter Remarks

Employee Code(M)/Name *

Select Employee Code(M)/Name

Employee Name

Enter Employee Name

Department

Select Department

Designation

Select Designation

Ledger Name *

Select Ledger

Nature of leaves :

Enter Nature of Leave

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Bill Detail (s)

S.No.	Family	Relation	Period	Net Amount *	Upload Document	Delete
Net Payable: * Enter Amount Payable						

Save

Reset

List of Leave Travel Concession Bill(s)

Run Date : 29-06-2023 15:51:33

Download

Show All entries

S.No.	Bill No	DDO	Location	Manual Bill No	Bill Date	Total Bill Amount	Print	Edit	Delete
1	2023/TC/0001	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/TC/0001	01/06/2023	6000	Print	Edit	Delete
2	2023/TC/0002	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/TC/0002	01/06/2023	18000	Print	Edit	Delete
3	2023/TC/0003	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/TC/0003	01/06/2023	6000	Print	Edit	Delete
4	2023/TC/0004	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/TC/0004	01/07/2023	3000	Print	Edit	Delete
5	2023/TC/0005	Comptroller Office, CAU HQ, Imphal	CAU, Head Quarter	2023/TC/0005	24/06/2023	22	Print	Edit	Delete


⇒ Steps to Create Leave Travel Concession Bill record:

- Enter data in all mandatory fields.



User Manual Document (Bill Process)

- Click on **'Save'** button, then system will display message as **'Leave Travel Concession Bill Saved Successfully!'** and record will get added in **'List of Leave Travel Concession Bill(s)'** table.
- On page load, it will display all the saved bill details in **'List of Leave Travel Concession Bill(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created bill details by clicking on **'Edit'** button from saved records in **'List of Leave Travel Concession Bill(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted
- Click on **'Print'** link form **'List of Leave Travel Concession Bill(s)'** table below mentioned reports will be opened.



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
LEAVE TRAVEL CONCESSION BILL

Date & Time : 22-06-2023 14:52:21

Name : A. Chandramani Singh
Designation : Head Assistant
Pay Level : 36
HeadQuarters : test hq
Nature and period of leave sanctioned :
Nature of leave : test nature of leave
From : test FROM
TO : test TO
Particulars of members of family in respect of whom the leave travel concession has been claimed: : TEST VALUE

S.No.	Name(s)	Age	Relationship with the Government servant
1	A. Chandramani Singh	56	Daughter

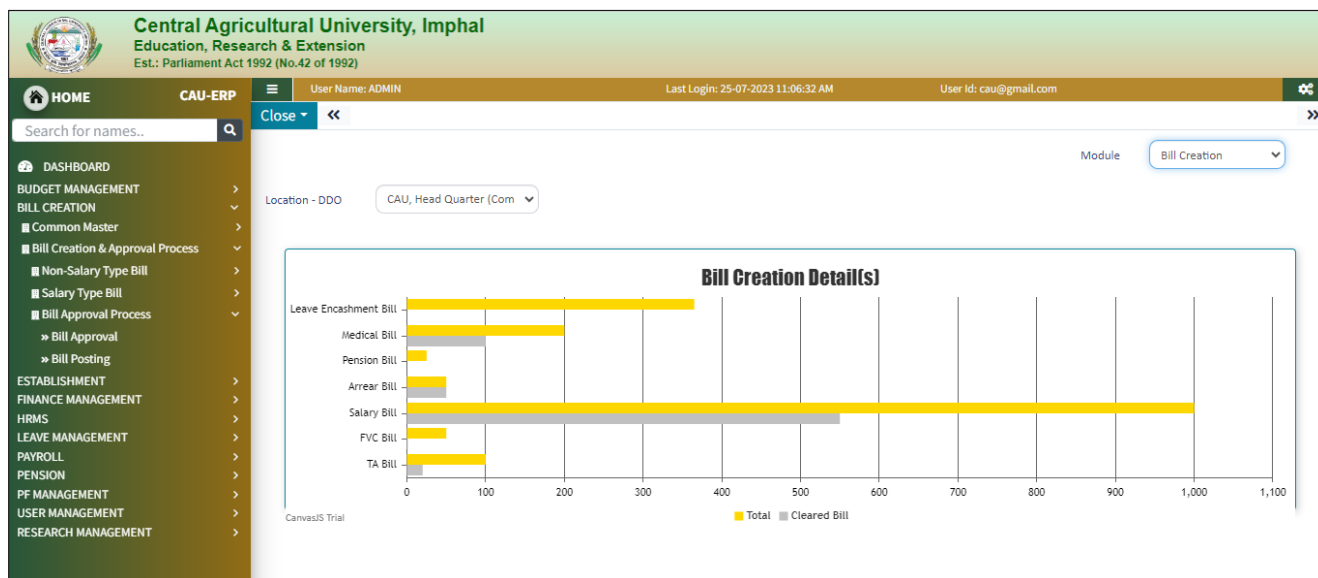
Details Of journey(s) Performed by Government servant and the members of his/her family

Departure(date/time)	Arrival(date/time)	Distance in km	Mode of travel	Class of Accommodation Used	No. of fares	Fares paid		Remark
						Rupees	Paise	
Departure	Arrival	Distance in KM		CLASS	2	9000	00	Remarks



User Manual Document (Bill Process)

- Click on 'Bill Approval Process' menu, then sub menu list will be displayed as shown below:





• Bill Approval Process:

1. Bill Approval:

Using this page, Authorized user will be able to update the status of submitted bill(s) like Approve, Reject, pending etc. once bill will be approved then it will be available for posting and after posting the bill; A journal voucher will be generated and user can generate a payment voucher against created journal voucher and rejected bill will be display on bill creation page for re-generation.

- Click on 'Bill Approval' menu link, under 'Bill Approval Process' sub menu, of 'Bill Creation & Approval Process' menu, page will be opened as shown below:

Bill Approval

Searching Criteria

Location

CAU, Head Quarter

DDO

Comptroller Office, CAU HQ, Imphal

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Bill Type *

TA Bill

Search

Reset

List of Bill (s)

Run Date : 05-04-2023 11:18:45

Download

Show

All

entries

S.No.	DDO	Bill Date	Bill No.	Manual Bill No.	Total Amount	Print	Set Status	Status
1	Comptroller Office, CAU HQ, Imphal	2023-02-23	2023/TA/0001	11190	15000	Print	Action	Pending
2	Comptroller Office, CAU HQ, Imphal	2023-03-31	2023/TA/0006	TA0006	1400	Print		Pending

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

⇒ Steps to Approve/Reject Bills:

- Enter data in all mandatory fields.
- Click on 'Search' button, then user will be able to see submitted bills under 'List of Bill(s)' table.
- Click on 'Action' link from 'List of Bill(s)' table, page will be displayed as given below:

Bill Details

Bill Number :

2023/TA/0001

Bill Type :

TA Bill

Fund Type :

Level :

Status *

Select Status

Bill status:

Pending

Select Reason

☐ Invalid Bill Details

☐ Other

Date

05/04/2023

Remarks

Save

Reset



- Select Approved/Reject status from **'Status'** drop down.
- If user select status as **'Approved'**, then **'Select Reason'** checklist will be displayed as disabled.
- If user select status as **'Reject'**, then **'Select Reason'** check box displayed as enabled and it is mandatory to choose reason of rejection.
- Select **'Date'** from calendar list.
- Click on 'Save' button, then system will display message **'Bill Details Saved Successfully'** and record will get added in **'List of Bill(s)'** table.



User Manual Document (Bill Process)

2. Bill Posting:

Using this page, Authorised user can post all the approved bills and after posting the bills an automatic Journal Voucher will be generated and user can create Payment Voucher for the same.

- Click on 'Bill Approval' menu link, under 'Bill Approval Process' sub menu, of 'Bill Creation & Approval Process' menu, page will be opened as shown below:

Bill Posting

New Record

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

From Date *

01/04/2023

To Date *

29/04/2023

Bill Type *

TA Bill

Manual Bill No

Enter Manual Bill No

Search

Reset

List of Bills

Run Date :

Download

Show All entries

S.No.	DDO	Bill Date	Bill No.	Manual Bill No.	Status	Total Amount	Print	Post	Select	View
1	Comptroller Office, CAU HQ, Imphal	2023-02-23	2023/TA/0001	11190	Approved	24400	Print	Post	<input type="checkbox"/>	View

Showing 1 to 1 of 1 entries

Previous 1 Next

⇒ Steps to Post bill.

- Enter data in all mandatory fields.
- Click on 'Search' button, then user will be able to see approved bills under 'List of Bills' table.
- Click on 'View' link from 'List of Bill(s)' table, page will be displayed as given below:

Bill Details

New

Bill Voucher Number

1

Journal Voucher Date *

Enter Voucher Date

Manual Voucher No

Enter Voucher Number

Bill number

2023/FVC/0012

Journal Voucher

S.No.	DR/CR *	Particular *	Dr Amount *	Cr Amount	Short Narration
1	DR	ARM	23200.00	Enter Amount	Enter Remarks
2	CR	Contingent Charges	Enter Dr Amount	11000	Enter Remarks

Total Dr Amount(Rs)

23200.00

Total Cr Amount(Rs)

11000

Narration *

Show Narration

Save

Reset



User Manual Document (Bill Process)

- Enter all the required details for voucher generation.
- 'Dr Amount' & 'Cr Amount' will be displayed as per mapped ledger.
- Click on 'Save' button, then system will display message '**Bill Posted Successfully**' and record will get added in '**List of Bills**' table.