

## Login screen(Accounts Officer for Local conveyance)

**ROOTS**

**LOGIN**

Employee Code  
211420

Password  
.....

**LOGIN**

[NEW USER? REGISTER NOW](#)

[FORGET PASSWORD?](#)



## LOGIN

Employee Code  
131039

Password  
.....

LOGIN

NEW USER? REGISTER NOW **1**  
FORGET PASSWORD?



## **2** REGISTRATION

Employee Code\*  
131039

Password\*  
.....

Confirm Password\*  
.....

REGISTER

← BACK TO LOGIN

← Employee Code

← New Password

← Confirm Password

← Click to register

## Forgot Password



### LOGIN

Employee Code

131039

Password

.....



LOGIN

NEW USER? REGISTER NOW

FORGET PASSWORD?



②

### Forgot Password

Employee Code\*

← Employee Code


FORGOT PASSWORD

← Click forgot password

← BACK TO LOGIN

ROOTS

Reimbursement Claim

 1
 RAGUNATHAN K

[Home](#)
[Local Conveyances](#)
[Outstation](#)
[Reimbursement](#)
[Pending Approvals](#)
[Report Chart](#)

### My Travel & Conveyances

**OUTSTATIONS**

Total	Approved	Rejected	Pending
4	0	0	4

**TRAVEL EXPENSES**

Total	Approved	Rejected	Pending
9	0	0	0

**LOCAL CONVEYANCE**

Total	Approved	Rejected	Pending
9	8	0	1

### HOD Approved Conveyances

TRAVEL EXPENSE- 1

OUTSTATION- 0

LOCAL CONVEYANCE- 1

### Original Document Pending Status


LOCAL CONVEYANCE- 1







# User profile



ROOTS

Reimbursement Claim

1 RAGUNATHAN K ▾

 Home  Local Conveyances ▾  Outstation ▾  Reimbursement ▾  Pending Approvals ▾  Report Chart ▾

Profile

<b>Name</b> Ragunathan K	<b>Employee Code</b> 211420	<b>Department</b> Finance and Accounts
<b>Email</b> ragunathank@roots.co.in	<b>Mobile No</b> 8754044169__	<b>Company Name</b> ROOTS INDUSTRIES INDIA PRIVATE LTD
<b>Company Short Name</b> RIL	<b>Grade Name</b> SM4	<b>Bank Account No</b> 001601538672
<b>Bank Ifsc code</b> 10000000000	<b>Reports To</b> 21414 - Ravi K	

# Change Password

A screenshot of a web application's "CHANGE PASSWORD" form. The form is centered on a light blue background decorated with a blue silhouette of a city skyline at the bottom and two blue airplanes flying in the sky with dotted lines. The form itself is a white card with a blue border. It contains four input fields: "Username" (with the value "131039"), "Old Password\*", "New Password\*", and "New Confirm Password\*", all masked with dots. Below the fields is a dark blue "CHANGE PASSWORD" button, and at the bottom is a link that says "← BACK TO LOGIN PAGE".

**CHANGE PASSWORD**

Username

Old Password\*

New Password\*

New Confirm Password\*

**CHANGE PASSWORD**

[← BACK TO LOGIN PAGE](#)

## Local Conveyance List for Claim

CLAIM ALL

+ NEW CONVEYANCE

### Company Owned Vehicle and Own Vehicle (Pending for Claim)

Company Name	From Place	To Place	Date	Vehicle Number	Mode of Transport	KiloMeters	Food Amount	Food With Guest Amount	Total Expense	Actions
RIL	Head Office	RMCL Unit II	24/Apr/2024	TN34FG3453	Two Wheeler - 100 cc 4s & 2s	45	0	0	248	<a href="#">Edit</a> <a href="#">Delete</a>

### Public Transport (Pending for Claim)

Company Name	From Place	To Place	Date	Travelled By	Food Amount	Food With Guest Amount	Total Expense	Actions
No Items Found								

### Food Expense (Pending for Claim)

Company Name	Food Amount	Food With Guest Amount	Date	Total Expense	Actions
No Items Found					

# New Conveyance



Local Conveyance

<

↺

SAVE

Company Name

RIL

×

Q

Conveyance Date

2/19/2024

📅

Travel Mode\*

Public Transport

×

▼

Purpose

Official

From Place

RMCL Factory

▼

To Place

Kolkata

▼

Travel By\*

Bus

×

▼

Travel Amount

₹ 0

^

▼

☒ Food (Optional)

Hotel Name

Enter Hotel Name

Food Amount

₹ 0

^

▼

UPLOAD FILE

☒ Food With Guest (Optional)

Guest Company

Guest Company

Members

Enter Members Name

separated by comma

Members Count

Enter the Members Count

^

▼

Hotel Name

Enter the Hotel Name

Food With Guest Amount

₹ 0

^

▼

UPLOAD FILE




# My Claimed Conveyance



ROOTS

Reimbursement Claim



RAGUNATHAN K ▾

Home

Local Conveyances ▾

Outstation ▾

Reimbursement ▾

Pending Approvals ▾

Report Chart ▾

Local Conveyance

New Local Conveyance


My Claimed Conveyance


Subordinate History

Select Date\*


25/Mar/2024


/Apr/2024







+ NEW CONVEYANCE







Search

 PENDING

 REJECTED

 APPROVED

Date	Conveyance Amount	Food Amount	Food With Guest Amount	Total Expense Amount	Approval Status	Status	For More Details
19/02/2024	393	120	0	513	For HOD Approval	Pending	

↑

Click More detail


# My Claimed Conveyance details



## Conveyance LOC4

<b>Name</b> Muthurangaswamy K	<b>Date</b> 19/02/2024	<b>Employee Code</b> 131140
<b>Department</b> Quality Assurance	<b>Status</b> Account Pending / Waiting for Original Document	<b>Assigned To</b> 131362 - Ravichandran. S
<b>Travel Amount</b> 393	<b>Food Amount</b> ₹ 120	<b>Food With Guest Amount</b> ₹ 0
<b>Total Expense</b> ₹ 513	<b>Approved HOD</b> 131362 - Ravichandran. S (19/02/2024)	<b>Approved Finance Officer</b> 211420 - Ragunathan K (19/02/2024)

Timeline	
19-02-2024 12:45 PM	Muthurangaswamy K 131140 Created Conveyance
19-02-2024 12:45 PM	System Assigned to Ravichandran. S for Approval
19-02-2024 12:49 PM	Ravichandran. S 131362
19-02-2024 12:49 PM	System Assigned to Ragunathan K for Approval
19-02-2024 12:52 PM	Ragunathan K 211420

Date	From Place	To Place	Vehicle Details	Conveyance Amount	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Receipt
19/02/2024	Goa	RMCL Factory	TN23ED2343	66						
19/02/2024	RMCL Unit II	Goa	TN23DF2342	127	Merchant: Annapoorna	120				
19/02/2024	RMCL Unit II	Chennai	Auto	200						

# Subordinate History



Home
Local Conveyances
Outstation
Pending Approvals
Report Chart

Local Conveyance
New Local Conveyance
My Claimed Conveyance

Select Date\*
25/03/2024
Subordinate History
04/2024

EXPORT TO EXCEL
NEW CONVEYANCE

Search

Employee Code	Employee Name	Conveyance Code	Date	Travel Amount	Food Amount	FWG Amount	Total Expense Amount	HOD Status	Sap Reference No	Sap Posted Date	For More Details
131140	Muthurangaswamy K	LOC41	25/Apr/2024	0	23	0	23	Approved			

Rows per page: 10
1-1 of 1
< > >|

Click More details

## Subordinate History details



[Home](#)
[Local Conveyances](#)
[Outstation](#)
[Pending Approvals](#)
[Report Chart](#)

### Conveyance LOC41

<b>Traveller</b> Muthurangaswamy K	<b>Employee Code</b> 131140	<b>Grade</b> O4	<b>Company</b> RIL
<b>Conveyance Code</b> LOC41	<b>Date</b> 25/Apr/2024	<b>Travel Amount</b> ₹ 0	<b>Food Amount</b> ₹ 23
<b>Food With Guest Amount</b> ₹ 0	<b>Total Expense</b> ₹ 23	<b>Total Kilometer</b> 0 KM	


**Approved HOD**  
131362 - Ravichandran. S (25/04/2024)

#### Conveyance Details

Date	From Place	To Place	Vehicle Details	Kilometer	Conveyance Amount	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Reciept
25/Apr/2024	-	-	-	0	0	Merchant: TEST	23		-	-	-
Total Conveyance - ₹ 23											

ROOTS

Reimbursement Claim



RAGUNATHAN K ▾

[Home](#)
[Local Conveyances](#)
[Outstation](#)
[Reimbursement](#)
[Pending Approvals](#)
[Report Chart](#)


Outstation

Outstation Travel  
Travel Expense

PENDING

REJECTED

APPROVED

Trip Code	Created On	Trip Name	Departure	Destination	Trip Duration	Purpose	Advance	Status	For More Details
TOK12	24/Apr/2024	OfficeTrip	Coimbatore	Cochin	From:24/Apr/2024   To:25/Apr/2024	Official	8275.00	Pending	

Rows per page: 10 ▾ 1-1 of 1 |< < > >|

<

+ NEW TRAVEL

Click new travel

Click More details

# New Travel



## Travel

< ↺ **SAVE & SUBMIT**

Company Name	RIL
Visited For	RIL <span>✕</span> <span>🔍</span>
Trip Name	Test
Trip Type	Intrastate
Office to be visited	RMCL Factory
Person to be met	Raghu
Purpose	Meeting
Date	25/04/2024 → 26/04/2024 <span>📅</span>
Trip Start Time	02:00 <span>🕒</span>
Departure	Kolkata
Destination	Enter the Destination <span>▼</span>

**+ ADD**

Destinations

☒ **Require Advance**

Stay/Daily Allowance	₹ 0 <span>⬅</span> <span>➡</span>
Conveyance	₹ 0 <span>⬅</span> <span>➡</span>
Other Expenses	₹ 0 <span>⬅</span> <span>➡</span>
Total	₹ 0 <span>⬅</span> <span>➡</span>
Advance required on	Select the Date <span>📅</span>

☒ **Add Employee**

Company	Employees Name	Employees Code
Company <span>🔍</span>	Employees* <span>▼</span>	<b>+ ADD</b>

# New Travel details



[Home](#)
[Local Conveyances](#)
[Outstation](#)
[Pending Approvals](#)
[Report Chart](#)

Travel

TOK12

Trip Type

Intrastate

Trip Name

OfficeTrip

Date

24/Apr/2024 To 25/Apr/2024

Purpose

Official

From

Coimbatore

To

Cochin

Advance I Requested

8275.00

Status

Pending

Department

Assembly

Assigned To

Gopalakrishnan.N

Timeline

24-Apr-2024 10:31 am

Jesudas A 131039

Created Trip

24-Apr-2024 10:34 am

System Assigned to Gopalakrishnan.N for Approval

ROOTS

Information Technology

# Travel Expense



[Home](#)
[Local Conveyances](#)
[Outstation](#)
[Report Chart](#)

## Expenses

Select Date\*

25/03/2024 → 25/04/2024

APPROVED TRIPS

PENDING

REJECTED

APPROVED

Expense Code	Trip Code	Trip Name	Expense Amount	Approved Amount	Exceeded Amount	Approval Status	Status	Created On	For More Details
EXP3	TOK4	Official Trip	27200	27200	0	Approved	Waiting for Payment	12/Apr/2024	
EXP4	TOK5	Sample Trip	3350	3350	0	Approved	Waiting for Payment	14/Apr/2024	
EXP5	TOK6	Unofficial Trip	34050	34050	0	Approved	Waiting for Payment	15/Apr/2024	
EXP6	TOK13	Office Trip	9487.5	9487.5	1050	Approved	Waiting for Payment	24/Apr/2024	
EXP7	TOK14	Official Trip	8987.5	8987.5	3300	Approved	Waiting for Payment	24/Apr/2024	
EXP8	TOK11	Official Tour	5137.5	5137.5	1000	Approved	Waiting for Payment	24/Apr/2024	
EXP9	TOK15	Chennai Trip	3787.5	3787.5	0	Approved	Waiting for Payment	24/Apr/2024	

Rows per page: 10

1-7 of 7

<

>

<<

>>

<

+ NEW EXPENSE

Click new expense

Click more details

Click print



# New Expense



Home
Local Conveyances
Outstation
Report Chart

Expense

Trip Code\*  
TOK16

Date\*  
25/04/2024

SAVE & SUBMIT

Expense Categories

Travel

Travel By\*  
Air

Merchant\*  
AirIndia

Class\*  
1st A/C

From Place\*  
Chennai

To Place\*  
America

Amount\*  
₹ 27000

UPLOAD FILE

onBordingImg1.png (99 KB)

+ ADD

Stay

You can claim stay amount of ₹1600/per day for this city

☐ Is Multiple Stay

City Name\*  
Ahmedabad

Hotel\*  
Mumbai

Total Amount\*  
₹ 0

Beverage(Optional)  
₹ 0

☐ Add Employee

UPLOAD FILE

+ ADD

Daily Allowance

☐ Is Multiple DailyAllowance

City Name\*  
Aurangabad

Amount\*  
₹ 850

Your Daily Allowance is as per Policy & Unable to Edit it.

+ ADD

Food with Guest

Guest Company\*  
RIL

Merchant\*

Person Name\*  
Enter Person Name separate by comma

No of Person\*

Amount\*  
₹

UPLOAD FILE

+ ADD

Start Date	End Date	From Place	To Place	Transportation Mode	Expense Category	Total Amount	Attachment	Actions
No Items Found								

Remark

# Travel Expense details



## Travel Expense EXP2

**Trip TokenNo**  
TOK2

**Trip Date**  
10/Apr/2024 To 11/Apr/2024

**Trip Status**  
Approved

**Expense Amount**  
₹ 5700

**Approved Amount**  
₹ 5700

**Exceeded Amount**  
₹ 0

**Paid Amount**  
₹ 5700

**Company Name**  
RIL

**Department**  
Assembly

**Grade**  
M4




**Approved By (HOD)**  
Gopalakrishnan.N

**Approved By (ACTS-HOD)**  
Rangaraju A

### Timeline








- 10-Apr-2024 12:06 pm ● Jesudas A 131039 Created Expense
- 10-Apr-2024 12:06 pm ● System Assigned to Gopalakrishnan.N for Approval
- 10-Apr-2024 2:23 pm ● Gopalakrishnan.N 131143
- 10-Apr-2024 2:23 pm ● System Assigned to Rangaraju A for Approval
- 10-Apr-2024 2:23 pm ● Rangaraju A 21179

### Expenses

StartDate	EndDate	Category	Amount	Receipt
10/Apr/2024	11/Apr/2024	Stay   Merchant: TAJ   City: Salem	1600	
10/Apr/2024	10/Apr/2024	Daily Allowance   City: Salem	1100	
10/Apr/2024	10/Apr/2024	Travel   Merchant: Sabari   From: Coimbatore   To: Salem	800	
11/Apr/2024	11/Apr/2024	Daily Allowance   City: Salem	1100	
11/Apr/2024	11/Apr/2024	Food with Guest	1100	


# Travel Expense print



 <b>ROOTS INDUSTRIES INDIA PRIVATE LTD</b> <b>COIMBATORE - 641 006</b>					
EXPENSE DETAILS					
 <b>Muthurangaswamy K - 131140 - RIL</b>		 <b>Description:</b> Meeting			
 <b>Trip Details:</b> Coimbatore to Bangalore,Madurai		 <b>Department:</b> Quality Assurance			
 <b>Trip Duration:</b> 20Apr2024 To 21Apr2024 (2 Days)		 <b>Bank Account No.:</b> 615201504319			
Date	Category	Merchant Name	Exceeded Amount	Amount	
20/04/2024	Stay	Taj Motel	0	450	
20/04/2024	Daily Allowance		0	425	
21/04/2024	Daily Allowance		0	425	
20/04/2024	Travel	Nellai Express	0	900	
21/04/2024	Travel	Indigo	0	25000	
<div> <b>Advance Amount: 4475</b>  <b>Expense Amount: 27200</b>  <b>Exceeded Amount: 0</b>  <b>Approved Amount: 27200</b>  <b>Discrepancy: 0</b>  <b>Total Amount: 22725</b> </div>					
Amount in words: Rupees Twenty Two Thousand Seven Hundred Twenty Five only.					
Prepared By	Checked By	Approved (HOD)	Sanctioned (Finance)	Cashier	Signature
Muthurangaswamy K (131140 )		Ravichandran. S (131362 ) (12/Apr/2024)	Rangaraju A (21179 ) (12/Apr/2024)		

ROOTS

Reimbursement Claim

 RAGUNATHAN K ▾

 Home  Local Conveyances ▾  Outstation ▾  Reimbursement ▾  Pending Approvals ▾  Report Chart ▾

## Local Conveyances

Select Date\*

20/Feb/2024

→ 29/Apr/2024





Company ▾

Grade ▾

Department ▾



Employee Code	Employee Name	Company	Department	Date	Conveyance Code	Total Expense	Sap Reference No	Sap Posted Date	Accounts Payment Reference No	Accounts Payment Date	For More Details
131035	Ramu D	RIL	Assembly	26/Feb/2024	LOC23	4335	540000045	26/Feb/2024	1500000034	26/Feb/2024	
131039	Jesudas A	RIL	Assembly	26/Feb/2024	LOC27	213	540000045	26/Feb/2024	1500000034	26/Feb/2024	

Rows per page: 10 ▾ 1-2 of 2 |< < > >|



Click more details

# Reimbursement details



ROOTS

Reimbursement Claim

RAGUNATHAN K

[Home](#)
[Local Conveyances](#)
[Outstation](#)
[Reimbursement](#)
[Pending Approvals](#)
[Report Chart](#)

### Conveyance LOC27

Name

Jesudas A

Date

26/Feb/2024

Employee Code

131039

Department

Assembly

Status

Payment Credited

Assigned To

131143 - Gopalakrishnan.N

Travel Amount

213

Food Amount

₹ 0

Food With Guest Amount

₹ 0

Total Expense

₹ 213

Total Kilometer

25 KM

Approved HOD

131143 - Gopalakrishnan.N (26/Feb/2024)

Approved Finance Officer

211420 - Ragunathan K (26/Feb/2024)

Payment Details

Payment ReferenceNo - 1500000034

Payment Date - 26/Feb/2024

Date	From Place	To Place	Vehicle Details	Kilometer	Conveyance Amount	Transport Bill	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Reciept
26/Feb/2024	Head Office	Mumbai	Bus	0	75		-	-	-	-	-	-
25/Feb/2024	Chennai	Head Office	TN34FG4243	25	138	-	-	-	-	-	-	-

Total Conveyance - ₹ 213

Timeline

26-Feb-2024 5:21 pm

Jesudas A 131039  
Created Conveyance

26-Feb-2024 5:21 pm

System Assigned to Gopalakrishnan.N for Approval

26-Feb-2024 5:21 pm

Gopalakrishnan.N 131143

26-Feb-2024 5:21 pm


System Assigned to Ragunathan K for Approval

26-Feb-2024 5:24 pm

Ragunathan K 211420

ROOTS

Reimbursement Claim



RAGUNATHAN K ▾


Home
Local Conveyances ▾
Outstation ▾
Reimbursement ▾
Pending Approvals ▾
Report Chart ▾

Local Conveyance


Select Date\*

25/Mar/2024 → 25/Apr/2024






HOD APPROVED CONVEYANCES

Employee Code	Employee Name	Conveyance Code	Date	Travel Amount	Food Amount	Food With Guest Amount	Total Expense Amount	Approval Status	Status	For More Details
131140	Muthurangaswamy K	LOC41	25/Apr/2024	0	23	0	23	For Finance Officer Approval	Pending	

Rows per page: 10 ▾

1-1 of 1

|<
<
>
|>




Click more details

# Accounts Approval details



ROOTS

Reimbursement Claim



RAGUNATHAN K ▾

[Home](#)
[Local Conveyances](#)
[Outstation](#)
[Reimbursement](#)
[Pending Approvals](#)
[Report Chart](#)

Conveyance Loc41

Traveller

Muthurangaswamy K

Conveyance Code

LOC41

Food With Guest Amount

₹ 0

Approved HOD

131362 - Ravichandran. S (25/Apr/2024)

Employee Code

131140

Date

25/Apr/2024

Total Expense

₹ 23

Remarks

Grade

O4

Travel Amount

₹ 0

Total Kilometer

0 KM

Company

RIL

Food Amount


₹ 23

HOLD

REJECT

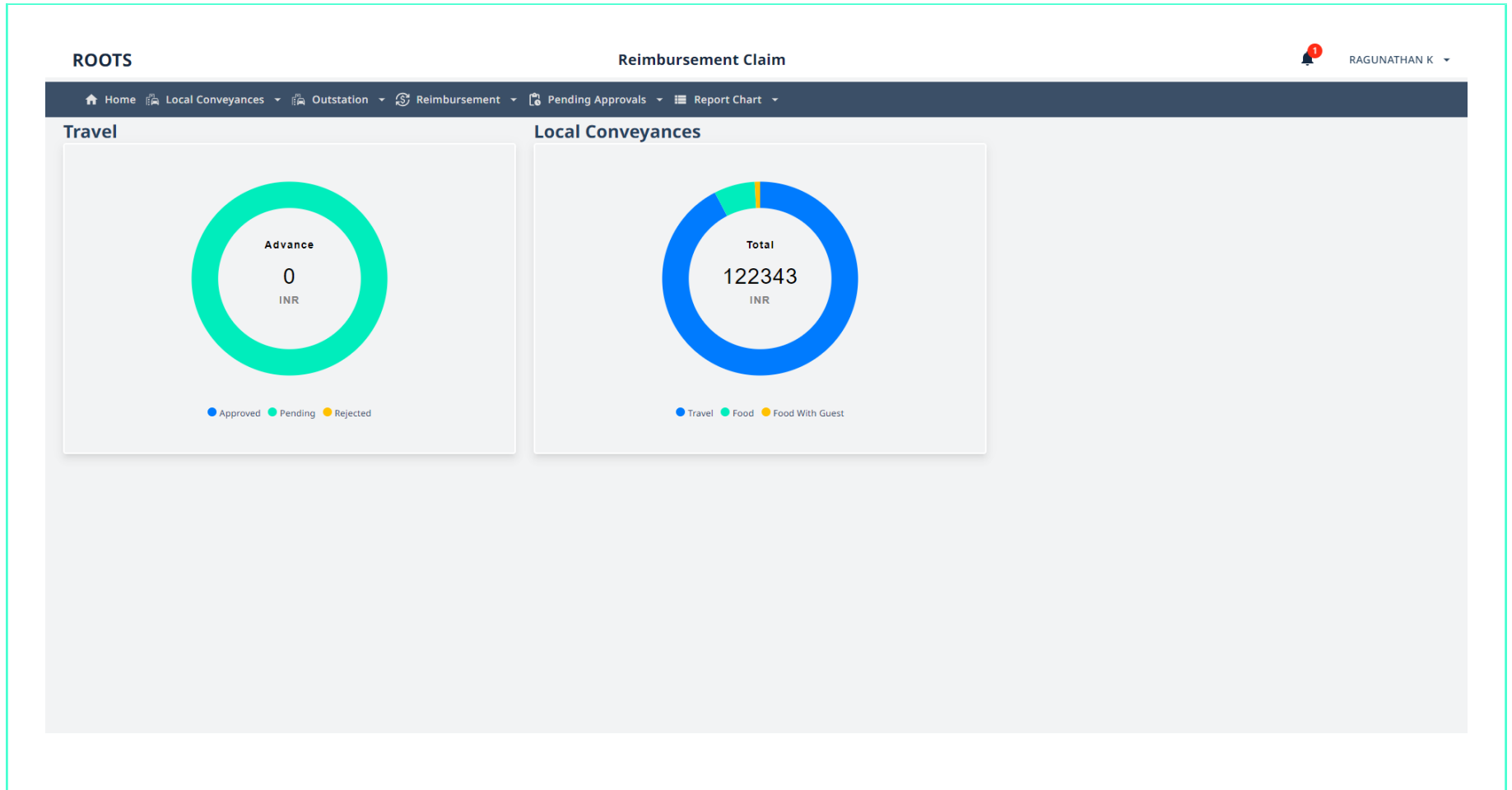
APPROVE

Conveyance Details

Date	From Place	To Place	Vehicle Details	Kilometer	Eligible Criteria	Conveyance Amount	Transport Bill	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Receipt
25/Apr/2024	-	-	-	0	-	0	-	Merchant: TEST	23		-	-	-
Total Conveyance - ₹ 23													

ROOTS

Information Technology





THANK YOU