## **USER MANUAL FOR ASSISTANT REGISTAR (PROJECT)**

#### **Receipt**

- 1. whenever PCE will submit receipt you will get notification of receipt.
- 2. it will view as follows

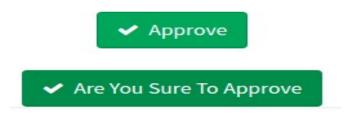
#### screen shot – 01

Receipt		
Consultancy / Assignment No.	ISM Cash Receipt No.	
2015	455662	
Dated *	RS.	
2016-04-28	15000	
Scan Copy of RECEIPT_20160 Receipt	4281853361.pdf	

# Approval of Disbursement Sheet.

- 1. When PCE forward disbursement sheet.
- 2. A notification will come to you.
- 3. you have two option either forward or reject
- 4. Approve:
  - I) after clicking forward button a confirmation button will added which will asked are you sure.
  - II) after clicking "Are You Sure To Approve" the file will move to PCE.
  - III) now you have to fill account project

### screen shot - 02



#### 5.reject:

I)after clicking reject a remark text area and "Are You Sure To Reject" button will added.

- II) remark will be optional it should contain why are you form has been rejected.
- III) after clicking ""Are You Sure To Reject" file will move again to CI.
- IV) a notifiacation will send to CI to fill again.

# screen shot – 03



# Filling of Account Project Form.

Step 1: Detail of receipt.

- 1. all the details are auto filled form consultant estmate form
- 2. for the detail click link in red

## screen shot – 04

Details of Receipt / Payment	Credits & Disbursement	Net Amount Paylable		
Calculation Sheet For Course C	onsultancy/Testing Disburseme	ent		
Total Amount received			11400	
Services Tax (Including CESS)	) Cess		1400	
Consultancy Fee(A)			10000	
Deduct: Actual expenditure/payment already made(details %)		<b>%</b> )	þ	
Balance			11400	

# Step 2: Credit and disbursement

- 1. how are distributing the money.
- 2.most of data are auto filled from previous form.

3. grand total should be sum of all the data.

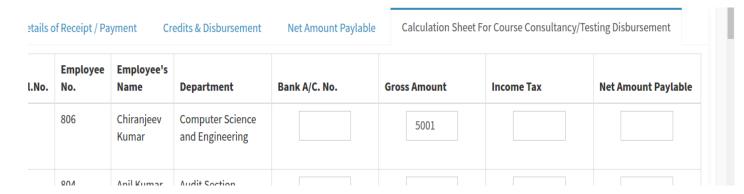
#### Step 3: Net amount Payable

1. if you have filled all the data in previous step all three row will automatically filled

#### Step 4: Calculation sheet for course consultancy/ testing disbursement

- 1. it will contain all the emp which are present in consultancy (faculty or non faculty)
- 2. bank account no will auto fill if it is present in database.
- 3. else fill it.
- 4. fill the income tax and net amount paylable..

#### screen shot – 23



#### Viewing of Consultancy File.

- → You can track you file through following
- 1) click view consultancy form in header
- 2) click link in action column
- 3) A pop up window will open which will show the status of your file andall process it gone through.

# screen shot – 03

