

Bill Process

1. Bill Process: Officer

- **Token Entry:** Accounting Transaction>>Token>>Token Entry For Pay Bill (Gazetted)
- **Bill Entry:** Accounting Transaction>>Bill>>Pay Bill Entry (Gazetted)
- **Bill Approval and Posting:** Accounting Transaction>>Bill>>Bill Approval & Posting
- Accounting Transaction>>EFT>>EFT Order Entry (New)
- Accounting Transaction>>EFT>>EFT Transmission (New)

- **Festival Bill:Officer:**Accounting Transaction>>Bill>>Festival Bill (Officer)

2. Bill Process: Staff

Accounting Transaction>>Staff Pay Bill>>Staff Pay Bill Entry
Accounting Transaction>> Staff Pay Bill>>Staff Pay Bill Submission
Accounting Transaction>>Bill>>Staff Pay Bill>>Approve Staff Bill
Accounting Transaction>>EFT>>Staff EFT Order
Accounting Transaction>>EFT>>EFT Transmission New

Staff Festival Bill Entry

Accounting Transaction>> Staff Pay Bill>>Staff Festival Bill Entry
Accounting Transaction>>Bill>>Staff Pay Bill>>Approve Staff Bill
Accounting Transaction>>EFT>>Staff EFT Order
Accounting Transaction>>EFT>>EFT Transmission New

3. Contingency Bill/Others Bill:

Accounting Transaction>>Bill>>Other Bill (Contingency) Entry
Accounting Transaction>>Bill>>Bill Submission
Bill Approval and Posting: Accounting Transaction>>Bill>>Bill Approval & Posting

Accounting Transaction>>EFT>>EFT Order Entry (New)
Accounting Transaction>>EFT>>EFT Transmission (New)

4. Bill Cancellation:

Accounting Transaction>>Bill Unapproved Bill Cancellation
Accounting Transaction>>Bill approved Bill Cancellation

Master Data

1. Employee Info entry:

Master data>>Employee Management>>**Employee Information Entry (Common)**

2. Employee Info Approval:

Master data>>Employee Management>>**Employee Information Approve / Un-approve**

3. GPF/CPF

GPF Management >>GPF Master Data>>**GPF Information**

GPF Management >>GPF Master Data>>**GPF Subscription Configuration**

4. GPF/CPF Loan:

GPF Management >>GPF Transactions>>**GPF Information OrGPF Advance Sanction Entry**

5. Regular Loan:

Accounting Transaction>>Loans and Advances>>**Loans & Advances Sanction**

6.Report

Report>>Employee Reports>>**Employee Information (New)**

7. How to Edit Approved Data:

Master data>>Employee Management>>

Employee Basic Information

Employee Service Information

Employee Salary Information

8.Release an Employee

Master data>>Employee Management>>**Release an Employee**

9.Employee Joining

Master data>>Employee Management>> **Employee Joining**

10. Employee Status

Master data>>Employee Management>>**Employee Status**

Staff Bill Cancelation: Accounting Transaction>>Bill>>Staff Pay Bill>>**Approve Staff Bill**

5. Adjustment

SOE Adjustment (own source)

Accounting Transaction>>SOE Adjustment>>**Own Source Adjustment (accounting userid)**

Accounting Transaction>>Bill>>**Bill Approval & Posting**

Accounting Transaction>>EFT>>**EFT Order Entry (New)**

Accounting Transaction>>EFT>>**EFT Transmission (New)**

GOB Adjustment

Accounting Transaction>>SOE Adjustment>>**GOB Adjustment (GR Userid)**