

Manual For Bill Submission

Overview:

A bill is a written statement of money that you owe for goods and services.

Bill submission module is used for submission of a bill whether it is for a project or another expenses like telephone, travels etc.

e.g. if an employee has to submit the bill. Employee can submit the bill using ERP to related authorities.

Following activities are possible in bill submission module:

1. Bill Submission
2. Updation of requirements in bill submission
3. View details and current status of bill submission

Bill Submission

Employee can submit the bill by following these steps:

1. Login to Campuslabs ERP using your credentials.
2. Select “Employee CLPL” role.
3. Click on “Inbox” menu from left menu pane.
4. Click on “Compose New” button.
5. Click on “Bill Submission”.
6. Wizard for Bill submission is opened(Figure-1).

The screenshot displays a web-based form for initiating a bill submission. On the left, there is a dark sidebar with the word 'Inbox' at the top. The main content area has a light background and contains the following elements:

- An 'Initiate' button at the top right.
- A pink banner with the text: "As you select options and fill values, form will automatically guide you for next steps."
- A form with the following fields:
 - "IS THIS BILL FOR SOMEONE ELSE?": Radio buttons for YES and NO.
 - "SELECT THE BILL DATE": A dropdown menu showing "CHOOSE AN EMPLOYEE THA..." and a date input field with "21/04/2020".
 - "IS THIS BILL FOR A PROJECT?": Radio buttons for YES and NO.
 - "DESCRIPTION": A large text area with a placeholder "give some details about the bill that you are submitting."
 - "Advance Amount Paid": Radio buttons for YES and NO, and an empty input field.
- A 'Close' button at the bottom right.

Figure - 1

7. Bill submission starts from “initiate” form. As you fill details in the field the next field will be available to fill the details.

It can move back or forth by clicking on the buttons given at the top of the wizard and user needs to click on “Next Step” button to move on to the next form in the wizard.

Form details:-

- Initiate:** In this form the user needs to fill the details regarding initiation of the bill submission. User needs to answer some simple questions regarding bill in this form like: is this bill for someone else, bill date, project name, advance payment etc.
- Bill Items:** Bill items form is with the purpose of putting in the details of items for which you are submitting bill like travel, telephone, project etc.
- Upload Attachments:** Employee can upload documents related to bill(if any required) under this form of submission wizard.
- Create Workflow:** Employee needs to select the name of related authority from the dropdown to whom the request shall be forwarded with remarks entered in the remarks field.
- Review and submit:** Employee can check out all the details which was filled in each form in wizard here all together and review it before final submit of the bill and than submit the bill by clicking on “Save & send” button(figure-2).

Inbox

Initiate Bill Items Upload Attachments Create Workflow Review & Submit

As you select options and fill values, form will automatically guide you for next steps.

IS THIS BILL FOR SOMEONE ELSE? : YES NO

CHOOSE AN EMPLOYEE THA... ▾

SELECT THE BILL DATE: 21/04/2020

IS THIS BILL FOR A PROJECT?: YES NO

DESCRIPTION: give some details about the bill that you are submitting.

Advance Amount Paid: YES NO

1

Bill details

Already added items

ITEMS TOTAL: 10000

Figure-2

Bill submission request is provided with the bill submission number and the bill request is sent to the next person as per created workflow for further processing.

Updation of bill submission Request

When user click on close button before clicking on “Save & Send” button, the bill request is saved in drafts.

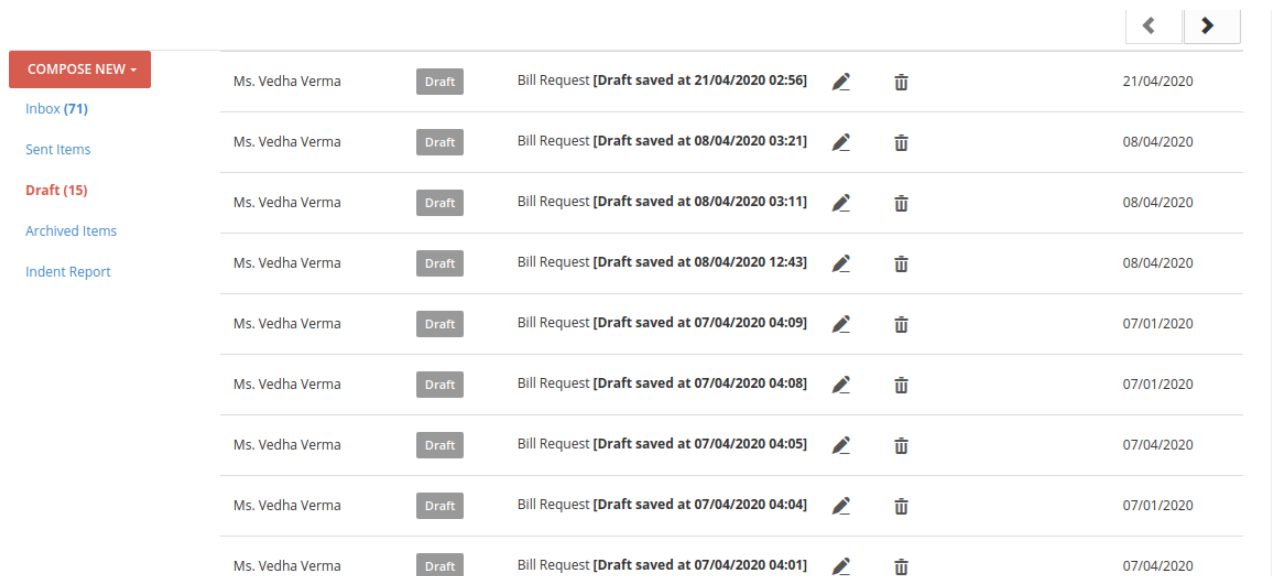
User can do the following :

1. Edit the draft
2. Delete the saved draft

Edit the Draft

The user can follow these steps to edit a bill request:

1. Click on “Inbox” menu from left panel.
2. Click on “Drafts” option (Figure-Draft).





















Sender	Status	Subject	Actions	Date
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 21/04/2020 02:56]	 	21/04/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 08/04/2020 03:21]	 	08/04/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 08/04/2020 03:11]	 	08/04/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 08/04/2020 12:43]	 	08/04/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 07/04/2020 04:09]	 	07/01/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 07/04/2020 04:08]	 	07/01/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 07/04/2020 04:05]	 	07/04/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 07/04/2020 04:04]	 	07/01/2020
Ms. Vedha Verma	Draft	Bill Request [Draft saved at 07/04/2020 04:01]	 	07/04/2020

Figure-Draft

3. Open the desired bill request draft by clicking on edit button related to the draft.

This will open bill request wizard with already filled details, user can edit the details.

Note: Bill requester can update a bill request before sending it (click of “Save & Submit” button).

Deletion Of Saved Draft

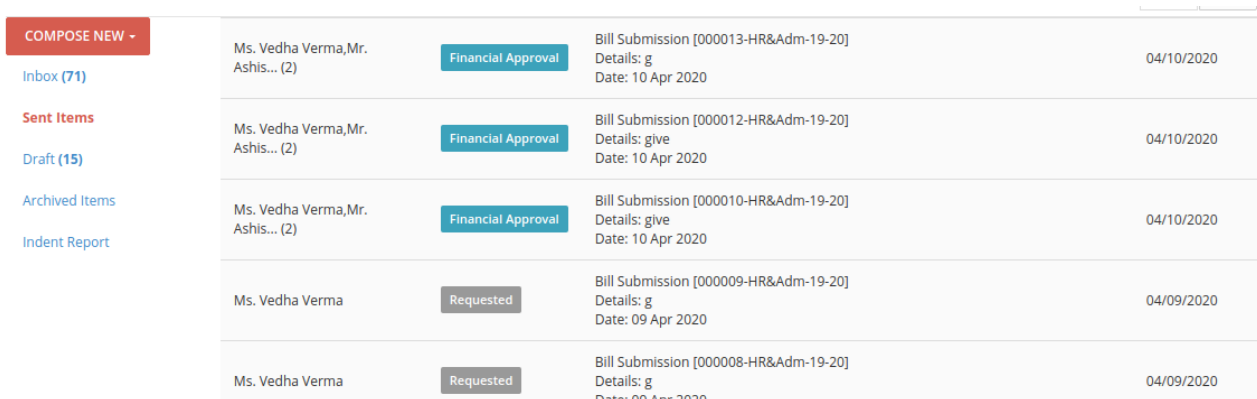
Saved draft can be deleted by following simple steps:

1. Click on “Drafts”.
2. Click on “Delete” button related to the draft to delete the saved draft(Figure-Draft).

View details and current status of Bill Request

Bill Requester can check the current status of his/her bill request with the request itself. Bill Requester can follow these steps:

1. Click on “Sent Items”.
2. The current status is shown with sent bill request(figure-3).



The screenshot shows an email inbox interface. On the left, there are navigation options: 'COMPOSE NEW', 'Inbox (71)', 'Sent Items', 'Draft (15)', 'Archived Items', and 'Indent Report'. The main area displays five email entries. Each entry includes the sender's name, a status button, the subject line, and the date. The first three entries are from 'Ms. Vedha Verma, Mr. Ashis...' and have a 'Financial Approval' status. The last two entries are from 'Ms. Vedha Verma' and have a 'Requested' status.

Sender	Status	Subject	Date
Ms. Vedha Verma, Mr. Ashis... (2)	Financial Approval	Bill Submission [000013-HR&Adm-19-20] Details: g	04/10/2020 Date: 10 Apr 2020
Ms. Vedha Verma, Mr. Ashis... (2)	Financial Approval	Bill Submission [000012-HR&Adm-19-20] Details: give	04/10/2020 Date: 10 Apr 2020
Ms. Vedha Verma, Mr. Ashis... (2)	Financial Approval	Bill Submission [000010-HR&Adm-19-20] Details: give	04/10/2020 Date: 10 Apr 2020
Ms. Vedha Verma	Requested	Bill Submission [000009-HR&Adm-19-20] Details: g	04/09/2020 Date: 09 Apr 2020
Ms. Vedha Verma	Requested	Bill Submission [000008-HR&Adm-19-20] Details: g	04/09/2020 Date: 09 Apr 2020

figure-3

Description for Statuses

User can relate the meaning of different statuses with the description provided:

1. **Requested:** This is the primary status of bill request. When a new bill request is submitted its status is shown as “Requested”.
2. **Forwarded:** When a request is forwarded from one authority to another the status of request becomes “Forwarded”.
3. **Financial Approval:** When bill request gets financial approval the status of bill request becomes “Financial Approval”.

Budget Addition

Overview

The budget user applies budget to the bill request.

E.g. For a bill request, budget user applies budget after deciding that under which financial year and under which company and cost center this bill request will be done.

Following activities are possible in bill submission module:

1. Addition of budget
2. View/Remove applied budget.

Addition Of Budget

When an employee creates a bill request this request comes to the budget user. Budget user can follow these steps to apply budget to bill request:

1. Login to Campuslabs ERP using your credentials.
2. Select “Establishment & Admin” role.
3. Click on “Inbox” from left menu pane.
4. The requests will be shown with “Requested” status in the Inbox(figure-4).

Ms. Vedha Verma	Requested	Bill Submission [000009-HR&Adm-19-20] Details: g Date: 09 Apr 2020	04/09/2020
Ms. Vedha Verma	Requested	Bill Submission [000008-HR&Adm-19-20] Details: g Date: 09 Apr 2020	04/09/2020

figure-4

5. Click on the mail to open it.
6. Click on “Click to fill Budget Details(only for accounts dept)” option as shown in figure-5

Home

Mark as read 7 of 103

Bill Submission: 000009-HR&Adm-19-20

Selected Item(s)	Requisition Details
<p>#1. Project Travel</p> <p>P Rs. 10,000.00</p> <p>Total : 10,000.00</p>	<p>Ms. Vedha Verma / HR & Administration</p> <p>Requested on: 09/04/2020</p> <p>Click to fill Budget Details (only for accounts dept) ▾</p>

SEND BACK FOWARD

figure-5

- Enter the relevant values in “Select Company”, “Select the Financial Year” and “Select the Cost center” fields (figure-3).
- Then click on “Apply” button to apply the budget to particular bill request (figure-6).

Bill Submission: 000009-HR&Adm-19-20

Selected Item(s)	Requisition Details
<p>#1. Project Travel</p> <p>P Rs. 10,000.00</p> <p>Total : 10,000.00</p>	<p>Ms. Vedha Verma / HR & Administration</p> <p>Requested on: 09/04/2020</p> <p>Click to fill Budget Details (only for accounts dept) ▾</p> <p>SELECT THE COMPANY : CAMPUS LABS PVT. LTD. ▾</p> <p>SELECT THE FINANCIAL YEAR : 01/04/2019-30/09/2020 ▾</p> <p>SELECT THE COST CENTER : AUDERP-AUDERP ▾</p> <p>APPLY</p>

figure-6

- Click on “Forward” button and select the person to whom you want to forward the request from “Forward this request to” dropdown (figure-7).

Select the name of next person in the workflow to whom the Journal Voucher should be forwarded with the help of value of “To whom you want to forward the bill” field (Figure-7).

10. Enter the comments in remarks field(figure-7).

11. Click on “Financial Approval” button as shown in figure-7.

The screenshot shows a workflow activity interface. At the top, there are two buttons: a red 'SEND BACK' button with a left arrow and a green 'FORWARD' button with a right arrow. Below these, there is a section for 'FORWARD THIS REQUEST TO:' with a dropdown menu showing '0001 - MR. ASHISH SRIVAST...'. Underneath is a text area labeled 'PLEASE ENTER YOUR REMARKS:' containing the word 'approved'. A note below the text area states 'Field limited to 500 characters.' At the bottom, there are two buttons: a dark grey 'SEND FORWARD' button and a teal 'FINANCIAL APPROVAL' button. The interface also includes a 'Workflow activity' header, a user profile for 'Ms. Vedha Verma [Request to] Mr. Ashish Srivastava', and a timestamp 'Apr 9, 2020 7:28:24 PM'.

figure-7

Financial Approval(Accounts Admin)

Overview

Financial user provides financial approval to a bill request.

Process of Financial Approval

Financial user can follow these steps to approve a bill request financially:

1. Login to Campuslabs ERP using your credentials.
2. Select “Accounts Admin” role.
3. Click on “Inbox” from left menu pane.
4. The requests will be shown with “Forwarded” status in the Inbox(figure-7).

After this process the bill request will be financially approved.

View/Remove Applied Budget

To check/delete applied budget follow these steps:

1. Click on “Show applied budget details “ button to check the details of applied budget (figure 8).
2. If you want to remove the applied budget click on “ remove applied budget” link(figure-4).

The screenshot displays a budget application interface. On the left, a box titled "#1. Project Travel" shows a status of "P" and "Rs. 10,000.00 BUDGET APPLIED!". Below this, it states "Current Budget Balance: 100,000.00" and a "Total : 10,000.00" button. On the right, the user's name "Ms. Vedha Verma / HR & Administration" and the request date "Requested on: 09/04/2020" are shown. A button labeled "Click to fill Budget Details (only for accounts dept) v" is present. Below this, a green button reads "SHOW APPLIED BUDGET DETAILS". The details section shows "Budget Head: 110100-Air Conditioners / AUDERP", "Original Allocation: INR 1,000,000.00", "Current Actual Balance: INR 100,000.00", and "Amount already under Financial Approval: INR 0.00" with a "show details" link. A "remove applied budget" link is also visible. At the bottom, there are two buttons: "SEND BACK" (red) and "FORWARD" (green).

Figure - 8

Forward Journal Voucher

Steps To Forward Journal Voucher

Finance and Accounts user can follow these steps to forward the request to next level:

1. Login to Campuslabs ERP using your credentials.
2. Select “Accounts” role.
3. Click on “My Vouchers” from left menu pane.
4. The requests will be shown with “Requested” status in the Inbox.
5. Open the request by clicking on it.
6. Click on “Forward” button (Figure-Journal Voucher Forward).

Voucher items	Voucher Details
<p>Dr</p> <p>Air Conditioners [AIMAERP-AIMAERP] 0042 - Ms. Vedha Verma Amount ₹ 1,000.00 Bill No. 000013-HR&Adm-19-20</p> <p>Cr</p> <p>Employee Payables [AIMAERP-AIMAERP] 0042 - Ms. Vedha Verma Amount ₹ 1,000.00 Bill No. 000013-HR&Adm-19-20</p> <p style="text-align: right;">ADD TAXES</p>	<p>This voucher is in PENDING status</p> <p>Campus Labs Pvt. Ltd. / 2019-2020</p> <p>Pay to: Ms. Vedha Verma</p> <p>Total amount: ₹ 1,000.00</p> <p>Voucher date: 10/04/2020 Narration: Being bill no.: 000013-HR&Adm-19-20 dated : 10/04/2020 for Ms. Vedha Verma Bill No./Ref. No.:</p>
	<p>CANCEL</p> <p>SEND BACK FORWARD</p> <p>FORWARD THIS REQUEST TO:</p> <p>PLEASE ENTER YOUR</p> <p>0001 - Mr. Ashish Srivastava 0042 - Ms. Vedha Verma SELECT NEXT...</p>

7. Select value from “Forward this request to” dropdown.
8. Enter Remarks.
9. Click on “Send” button.

The Journal Voucher will be forwarded to next person.

Journal Voucher Approval

Overview

The finance and accounts user can use the bill submission functionality for bill related activities.

Journal Voucher Approval

Finance and Accounts user can follow these steps to approve journal voucher:

1. Login to Campuslabs ERP using your credentials.
2. Select “Accounts-Admin” role.
3. Click on “My Vouchers” from left menu pane.
4. The requests will be shown with “Requested” status in the Inbox.
5. Open the request by double clicking on it.

<p>Bill No. 000013-HR&Adm-19-20</p> <p>Cr</p> <p>Employee Payables [AIMAERP-AIMAERP] 0042 - Ms. Vedha Verma Amount ₹ 1,000.00 Bill No. 000013-HR&Adm-19-20</p> <p>ADD TAXES</p>	<p>Pay to: Ms. Vedha Verma</p> <p>Total amount: ₹ 1,000.00</p> <p>Voucher date: 10/04/2020 Narration: Being bill no. : 000013-HR&Adm-19-20 dated : 10/04/2020 for Ms. Vedha Verma Bill No./Ref. No.:</p>
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CANCEL	SEND BACK	FORWARD
<p>FORWARD THIS REQUEST TO: 0042 - MS. VEDHA VERMA</p>		
<p>PLEASE ENTER YOUR REMARKS: <input type="text" value="approved"/></p> <p><small>Field limited to 500 characters.</small></p>		
SEND	APPROVAL	

Figure-Journal Voucher Approval

6. Click on “Forward” button (Figure-Journal Voucher Approval).
7. Select value from “Forward this request to” dropdown.
8. Enter Remarks.
9. Click on “Approval” button.

The Journal Voucher will be approved and forwarded to next person.