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 submitt 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 submitt 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).

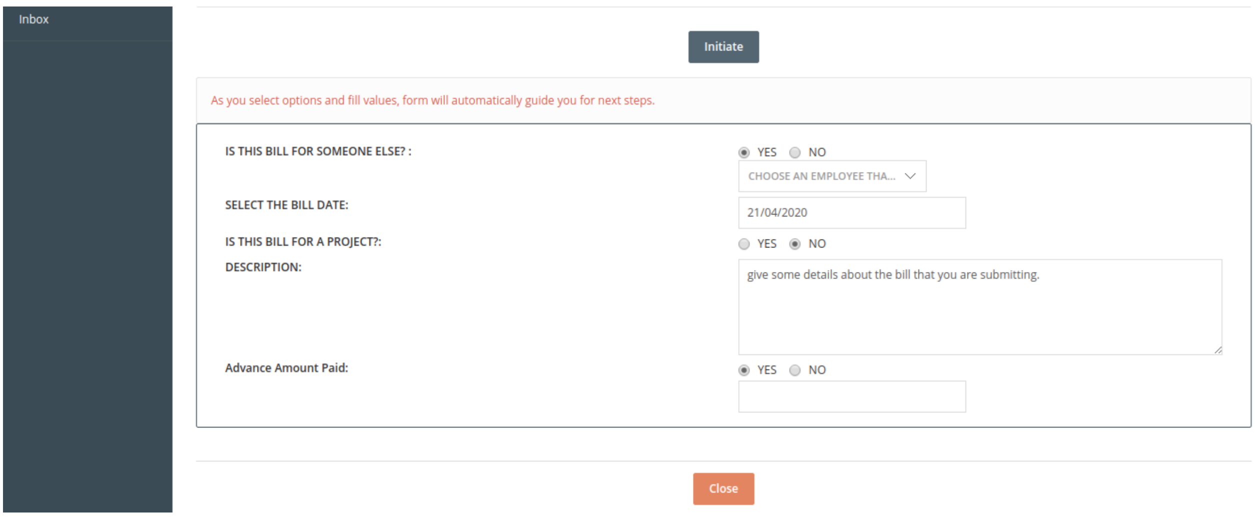


Figure - 1

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:-

a. 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.

b. 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.

c. Upload Attachments: Employee can upload documents related to bill(if any required) under this form of submission wizard.

d. 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.

e. 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).

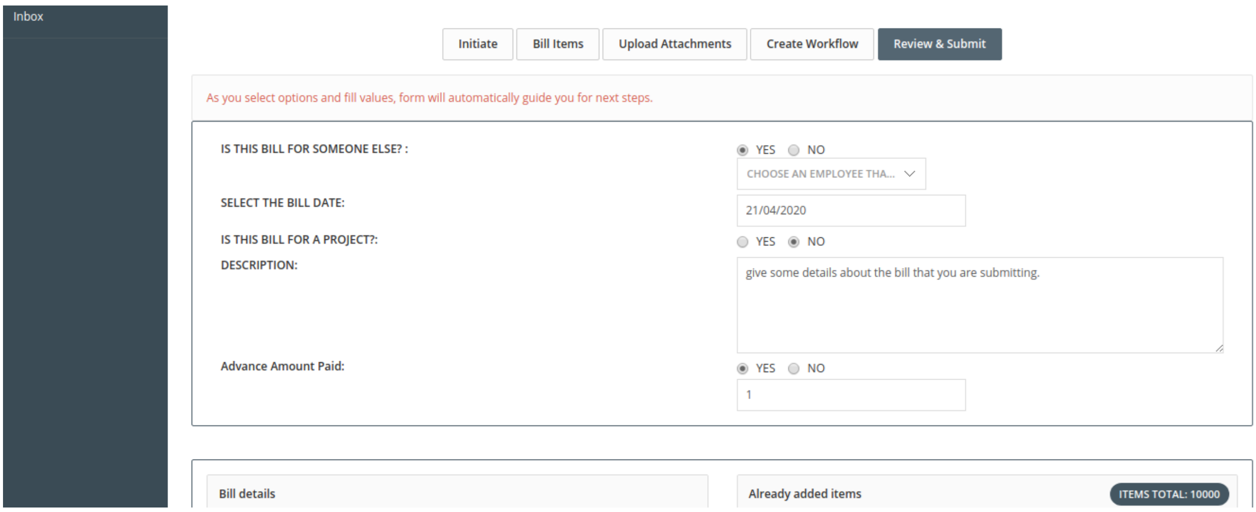


Figure-2

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).

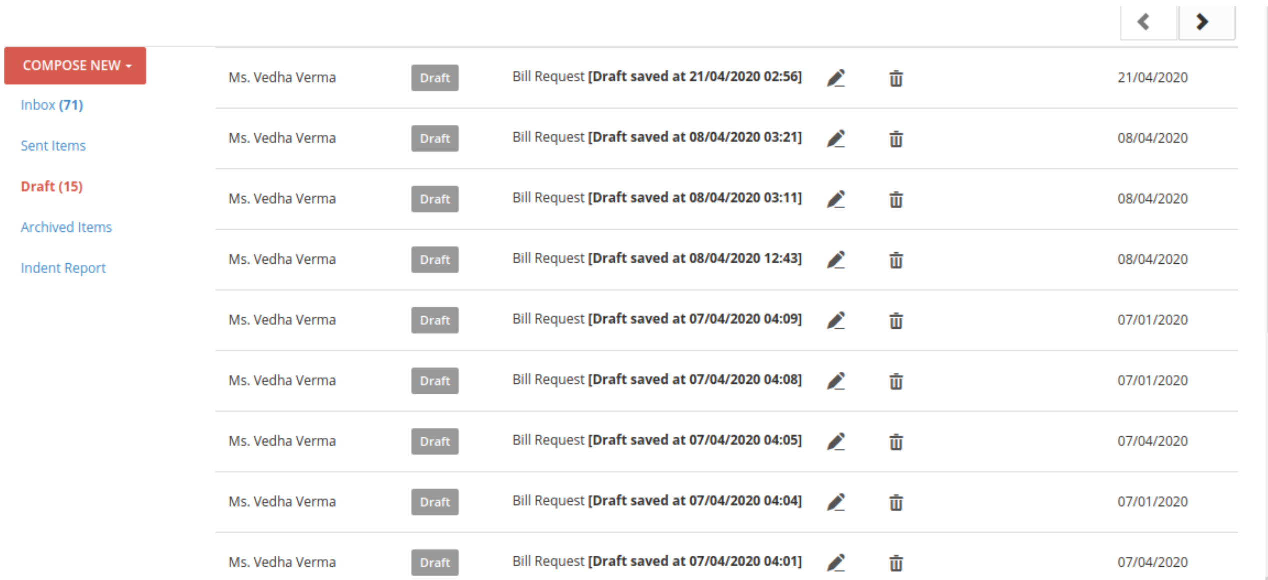


Figure-Draft

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).

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 emplyee 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).

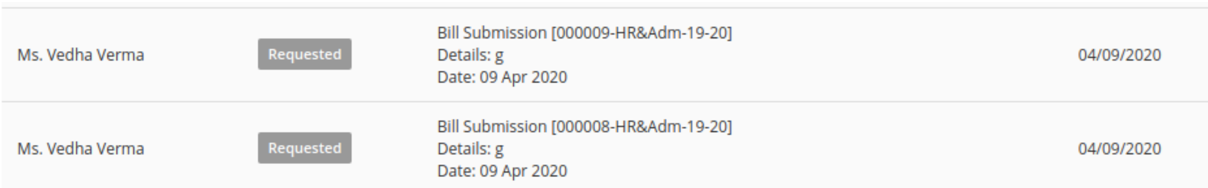


figure-4

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

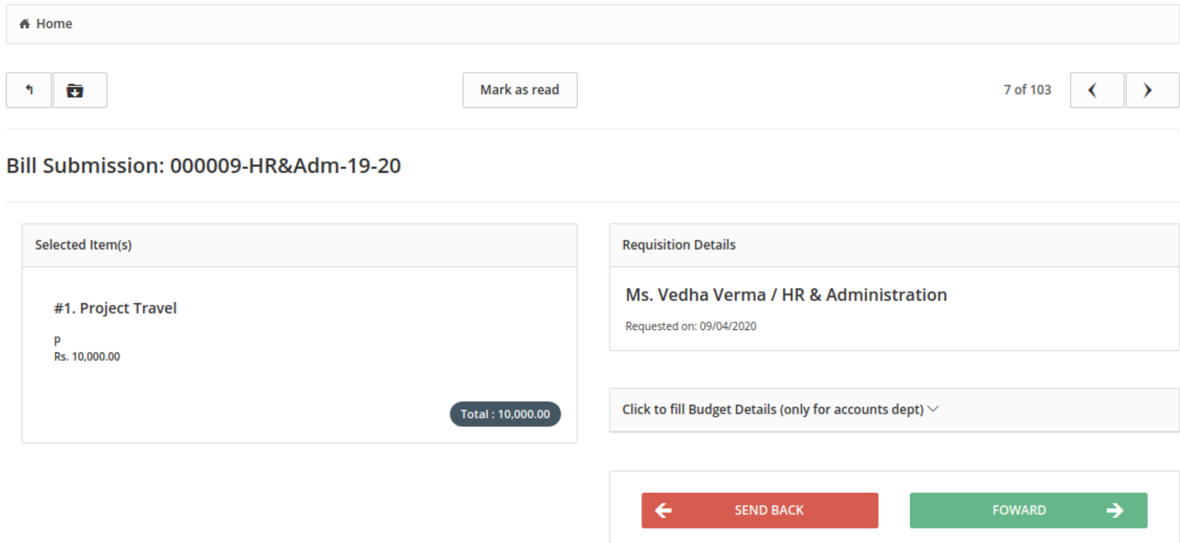


figure-5

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

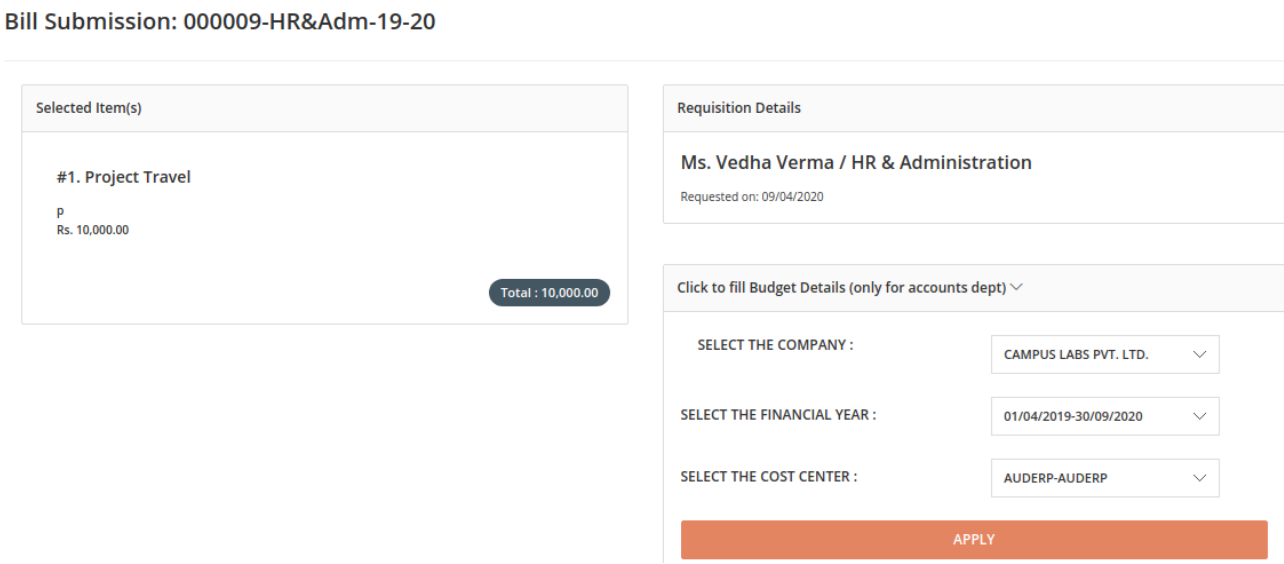


figure-6

9. 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.

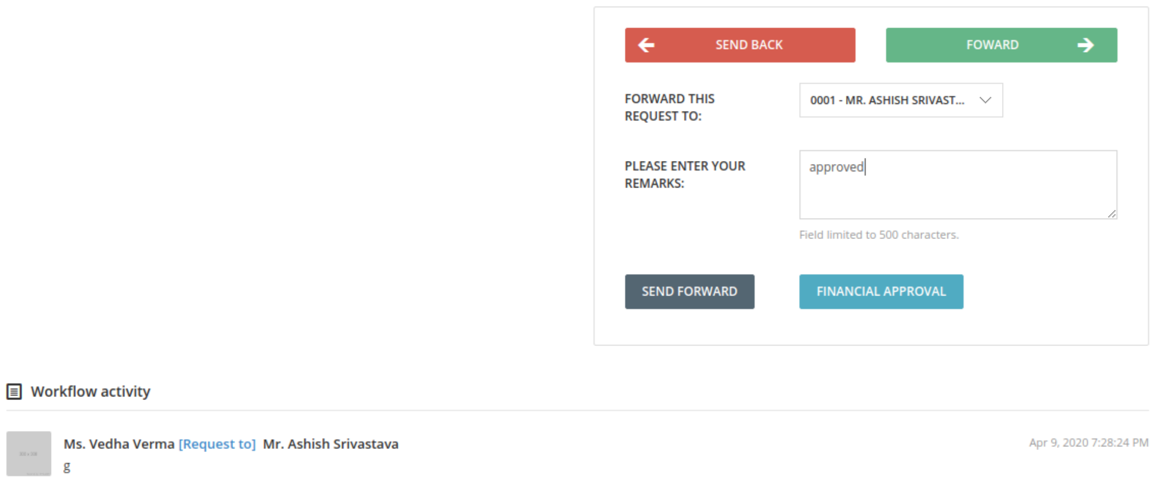


figure-7

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).

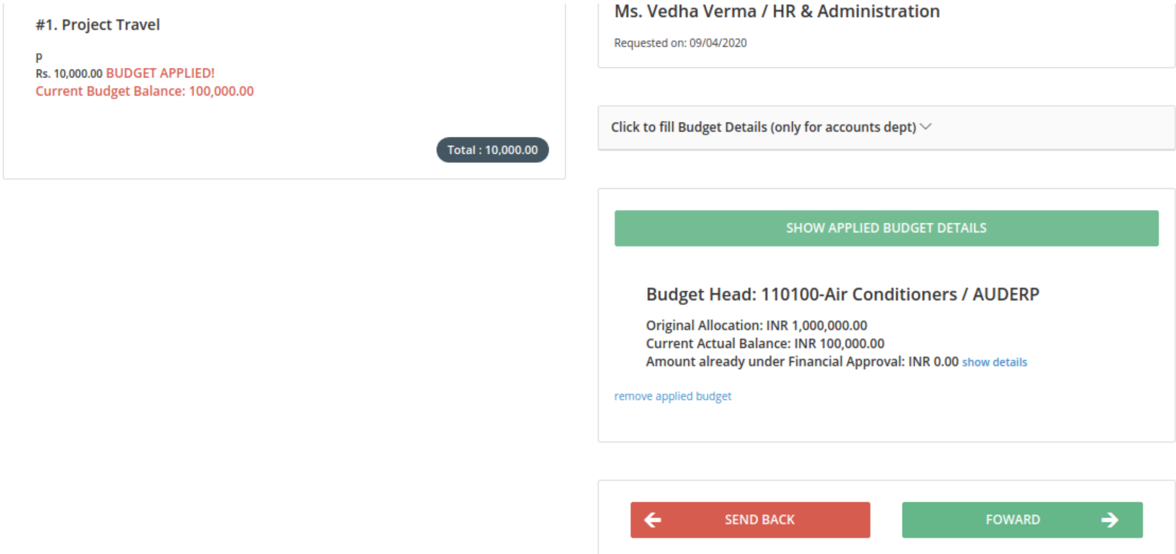


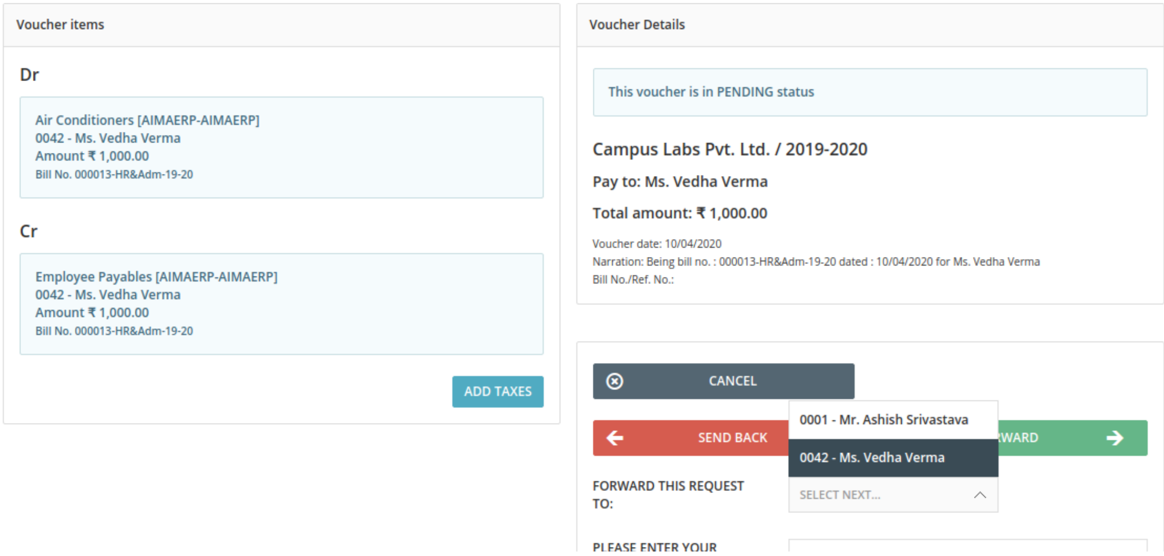
Figure - 8

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).



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.

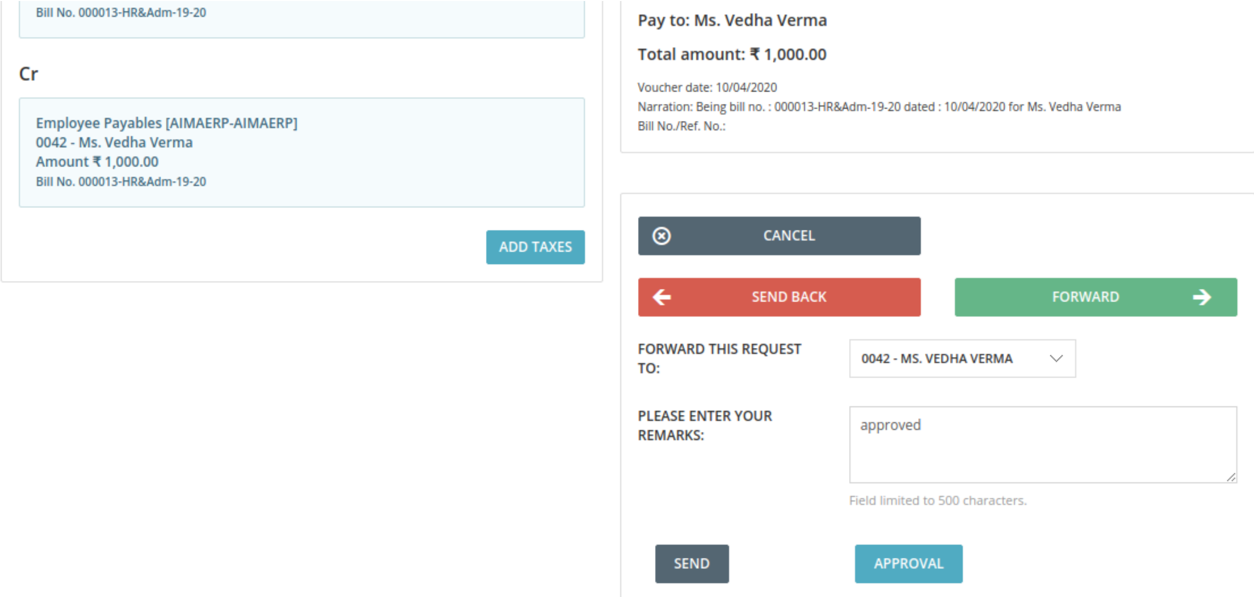


Figure-Journal Voucher Approval

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.