

*eVarsity*<sup>®</sup>

## Accounts Module

User Manual

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## I Accounts Master

### 1. Accounts Master

#### 1.A. Financial Master

##### 1.A.1. Intended Audience

*Accounts Manager*

##### 1.A.2. Usage

*This centralized master interface records unit of measurement class common for all the institutions.*

##### 1.A.3. Menu Access

*Main Menu >>Accounts Master>>Accounts Master>> Financial Master*

##### 1.A.4. Dependency

*None*

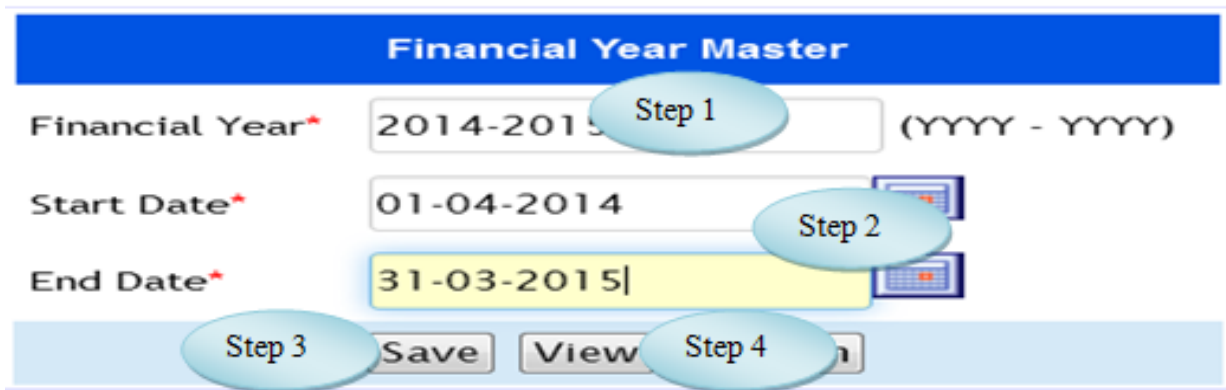
##### 1.A.5 To create Financial Year follow steps below

Step1: Enter Financial Year required to create.

Step2: Select Start Date and End Date, by default current date would appear.

Step3: Click “Save” button to complete Financial Year.

Step4: Click “View” button to view the existing Financial Years as in Figure 1.A.1.



The screenshot displays the 'Financial Year Master' interface. It features a blue header bar with the title 'Financial Year Master'. Below the header, there are three input fields: 'Financial Year\*' with the value '2014-2015', 'Start Date\*' with the value '01-04-2014', and 'End Date\*' with the value '31-03-2015'. The 'End Date' field is highlighted in yellow. At the bottom, there are two buttons: 'Save' and 'View'. Callouts labeled 'Step 1', 'Step 2', 'Step 3', and 'Step 4' point to the respective fields and buttons.

Figure 1.A.1



Financial Year List		
Financial Year	Starting Date	Ending Date
2014 - 2015	01-Apr-2014	31-Mar-2015
2013-2014	01-Apr-2013	31-Mar-2014
2012-2013	01-Apr-2012	31-Mar-2013
2011-2012	01-Apr-2011	31-Mar-2012
2010-2011	01-Apr-2010	31-Mar-2011
2009-2010	01-Apr-2009	31-Mar-2010
2008-2009	01-Apr-2008	31-Mar-2009
2007-2008	01-Apr-2007	31-Mar-2008
2006-2007	01-Apr-2006	31-Mar-2007

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Figure 1.A.2

## 1.B Account Head

### 1.B.1. Intended Audience

*Accounts Manager*

### 1.B.2. Usage

*This centralized master interface enables the user to create Account Head.*

### 1.B.3. Menu Access

*Main Menu >> Accounts Master>>Accounts Master>> Account Head*

### 1.B.4. Dependency

*Financial Year, Nature of Accounts*

The screenshot shows a web form titled "Account Head / Group Creation". The form has several fields and controls, with blue callouts indicating the sequence of steps:

- Step 1:** Financial Year (2014 - 2015)
- Step 2:** Account Head (Group) Name (Sundry Creditors)
- Step 3:** Is Parent Head (Group) (Radio buttons for Parent Group and Sub Group)
- Step 4:** Parent Group (Current Liabilities)
- Step 5:** Maintain Balance Bill-by-Bill (Yes)
- Step 6:** Save and View buttons

Figure 1.B.1

1.B.5. To make a **new entry** follow these steps,

Step1: *Select Financial Year for creating Account Head.*

Step2: *Enter Account Head required to create.*

Step3: *Select Is Parent Head from the option **Parent Group** or **Sub Group** by radio button.*

Step4: *Select Nature of Account if Parent Head option is **Parent Group** or Select Parent Group if Parent Head option is **Sub Group**.*

Step5: *Click “Save” button to complete the Account Head Creation.*

Step6: *Click “View” button to view the existing Account Heads as in Figure 1.B.2.*

Account Head	Parent Group	Sub Group	Nature of Accounts
Branch / Divisions	YES	No	Liabilities
Capital Account	YES	No	Liabilities
Current Assets	YES	No	Assets
Current Liabilities	YES	No	Liabilities
Direct Expenses	YES	No	Expenses
Direct Incomes	YES	No	Income
Fixed Assets	YES	No	Assets
Indirect Expenses	YES	No	Expenses
Investments	YES	No	Assets
Loans (Liability)	YES	No	Liabilities

Figure 1.B.2

## 1.C. Account Sub Head

### 1.C.1. Intended Audience

*Accounts Manager*

### 1.C.2. Usage

*This centralized master interface enables the user to create Account Sub Head.*

### 1.C.3. Menu Access

*Main Menu >> Accounts Master>>Accounts Master>> Account Sub Head*

### 1.C.4. Dependency

*Account Head*

The screenshot shows a web-based form titled "Account SubHead / Ledger Creation". The form is divided into several sections, each with a label and a corresponding input field or dropdown menu. Seven blue oval callouts labeled "Step 1" through "Step 7" are overlaid on the form to indicate the sequence of actions:

- Step 1:** Points to the "Financial Year" dropdown menu, which is currently set to "2014 - 2015".
- Step 2:** Points to the "Account Head (Group) Name" dropdown menu, which is currently set to "Admission Collection".
- Step 3:** Points to the "Account Subhead (Ledger) Name" text input field, which contains "Admission Fees".
- Step 4:** Points to the "Maintain Balance Bill-by-Bill" dropdown menu, which is currently set to "No".
- Step 5:** Points to the "Opening Balance" text input field, which contains "0", and the "Dr" radio button.
- Step 6:** Points to the "Save" button.
- Step 7:** Points to the "View" button.

Other fields in the form include "Maintain Cost Center" (set to "Yes"), "Default Credit Period" (with a text input and a "Days" dropdown), and "Opening Balance" (with a text input and a "Dr" radio button).

Figure 1.C.1

1.C.5. To make a **new entry** follow these steps,

*Step1: Select Financial Year for creating Account Sub Head.*

*Step2: Select Account Head from the list.*

*Step3: Enter Account Subhead required to create.*

*Step4: Select Yes or No option for **Maintain Balance Bill-by-Bill** and **Maintain Cost Center**.*

*Step5: Enter Opening Balance for the Account Sub Head.*

*Step6: Click “Save” button to complete the Account Sub Head.*

*Step7: Click “View” button to view the existing Account Sub Heads.*

## 1.D. Opening Balance

1.D.1. Intended Audience

*Accounts Manager*

1.D.2. Usage

*This centralized master interface enables the user to update Opening Balance for the Account Sub Head.*

1.D.3. Menu Access

*Main Menu >> Accounts Master>>Accounts Master>> Opening Balance*

1.D.4. Dependency

*Account Head*

1.D.5 To make new entry follow steps below

Step1: Select Financial Year for updating Opening Balance.

Step2: Select Account Sub Head from the list.

Step3: Account Head will be displayed Automatically.

Step4: Enter the Amount for the selected Account Subhead.

Step5: Select the Option Debit or Credit for the entered Amount.

Step6: Click “Update” button to complete the Opening Balance update.

The screenshot shows a web form titled "Opening Balance" with a blue header. The form is divided into several sections, each with a label on the left and a corresponding input field or control on the right. Six blue callout bubbles with white text are overlaid on the form, each pointing to a specific step in the process:

- Step 1:** Points to the "Financial Year\*" dropdown menu, which currently displays "2014 - 2015".
- Step 2:** Points to the "Account Sub Head / Ledger\*" text input field, which contains "08140200000429-Bank of Baroda - RK Nagar".
- Step 3:** Points to the "Account Head / Group" text input field, which contains "Bank Accounts".
- Step 4:** Points to the "Amount\*" text input field, which contains "28.0".
- Step 5:** Points to the "Debit or Credit\*" section, where the "Credit" radio button is selected.
- Step 6:** Points to the "Update" button at the bottom of the form.

Figure 1.D.1

## 2. Bank Master

### 2.A. Bank Master

#### 2.A.1. Intended Audience

*Accounts Manager*

#### 2.A.2. Usage

*This centralized master interface enables the user to create Bank.*

#### 2.A.3. Menu Access

*Main Menu >> Accounts Master>>Bank Master>> Bank Master*

#### 2.A.4. Dependency

*None*



The screenshot displays the 'Bank Master' form interface. It features a blue header bar with the title 'Bank Master'. Below the header, there are two input fields: 'Bank Name\*' with the value 'State Bank of India' and 'Bank Short Name' with the value 'SBI'. The 'Bank Name\*' field is circled in blue and labeled 'Step 1'. The 'Bank Short Name' field is also circled in blue and labeled 'Step 2'. At the bottom of the form, there are two buttons: 'Save' and 'View'. The 'Save' button is circled in blue and labeled 'Step 3', and the 'View' button is circled in blue and labeled 'Step 4'.

Figure 2.A.1

#### 2.A.5 To create Bank follow steps below

Step1: Enter Bank Name required to create.

Step2: Enter Bank Short Name.

Step3: Click “Save” button to complete Bank Master.

Step4: Click “View” button to view the existing Banks.

## 2.B. Bank Branch

### 2.B.1. Intended Audience

*Accounts Manager*

### 2.B.2. Usage

*This centralized master interface records Branch of the Bank.*

### 2.B.3. Menu Access

*Main Menu >> Accounts Master>>Bank Master>> Bank Branch*

### 2.B.4. Dependency

*Bank Master*

The screenshot shows a web form titled "Bank Branch Master". The form has five rows of input fields and two buttons at the bottom. The fields are: "Select Bank\*" (dropdown menu with "Syndicate Bank" selected), "Bank Branch\*" (text input with "Saidapet"), "Address1" (text input with "no. 45 Nehru street"), "Address2" (text input with "Paarvathipuram Road"), and "Address3" (text input with "chennai - 24"). The buttons are "Save" and "View". Five blue ovals with white text label the steps: "Step 1" is over the dropdown arrow, "Step 2" is over the "Bank Branch\*" field, "Step 3" is over the "Address2" field, "Step 4" is over the "Save" button, and "Step 5" is over the "View" button.

Figure 2.B.1

### 2.B.5. To make a **new entry** follow these steps,

Step1: *Select Bank from the list.*

Step2: *Enter Bank Branch for the selected Bank.*

Step3: *Enter Address1, Address2 and Address3 for the Branch.*

Step4: *Click "Save" button to complete the Bank Branch.*

Step5: *Click "View" button to view the existing Bank Branches.*



## 2.C. Bank Account

### 2.C.1. Intended Audience

*Accounts Manager*

### 2.C.2. Usage

*This interface enables users to create Bank Account.*

### 2.C.3. Menu Access

*Main Menu >> Accounts Master>>Bank Master>> Bank Account*

### 2.C.4. Dependency

*Bank Master*

### 2.C.5. To create new Bank Account follow these steps,

Step1: *Select Bank Name from the list.*

Step2: *Enter Account Number required to create.*

Step3: *Bank Account Ledger displayed automatically while entering Account Number.*

Step4: *If required, Select Account Ledger by clicking Link with existing bank Account ledger.*

Step5: *Select Account Opening Date and Closing Date.*

Step6: *Click “Save” button to complete the Bank Accounts.*

The screenshot shows a web form titled "Bank Accounts" with the following fields and steps:

- Bank Name\***: A dropdown menu with "Syndicate Bank - Pallavaram" selected. A blue oval labeled "Step 1" is around the dropdown arrow.
- Account Number\***: A text input field containing "8769879". A blue oval labeled "Step 2" is around the input field.
- Bank Account Ledger**: A dropdown menu with "8769879-Syndicate Bank - Pallavaram" selected. A blue oval labeled "Step 3" is around the dropdown arrow.
- Link with existing bank account ledger**: A checkbox that is currently unchecked.
- Account Ledger**: A dropdown menu. A blue oval labeled "Step 4" is around the dropdown arrow.
- Account Opening Date\***: A date input field containing "01-11-2014". A blue oval labeled "Step 5" is around the date field.
- Account Closing Date**: A date input field containing "06-11-2014". A blue oval labeled "Step 5" is around the date field.
- Buttons**: "Save", "Print", "View", and "Refresh" buttons. A blue oval labeled "Step 6" is around the "Save" button.

Figure 2.C.1

## 2.D. Cheque Book Details

### 2.D.1. Intended Audience

*Purchase Requestor and System Administrator.*

### 2.D.2. Usage

*This centralized master interface records Cheque Book Details.*

### 2.D.3. Menu Access

*Main Menu >> Accounts Master>>Bank Master>> Cheque Book Details*

### 2.D.4. Dependency

Bank Account

The screenshot shows a web form titled "Cheque Book Details" with a blue header. The form contains several input fields and buttons. Seven blue ovals with white text label specific parts of the form as "Step 1" through "Step 7".

Cheque Book Details	
Select Account No.*	911010015612465
Received Date*	06 November
Leaf From*	5345451
Remaining Leaves*	25
Leaf To*	5345476
Save View	

Figure 2.D.1

### 2.D.5. To make a **new entry** follow these steps,

*Step1: Select Account No. from the list for updating cheque details.*

*Step2: Select Received Date for the Cheque Book.*

*Step3: Enter Leaf From for the selected Bank Account.*

*Step4: Enter Remaining Leaves for the Bank Account.*

*Step5: Enter Leaf To for the selected Bank Account.*

*Step6: Click "Save" button to complete Cheque Book Details.*

*Step7: Click "View" button to view and modify the Cheque Book Details as in*

Figure 2.D.2.

Sl.No.	Bank	Account No	Cheque Leaf From	Cheque Leaf To	Remaining Leaves	Received Date
1.	Axis Bank-Madipakkam	911010014364240	1401	1420	19	04-Jan-2013
2.	Axis Bank-Madipakkam	911010014364240	10221	10240	20	17-Jan-2013
3.	Axis Bank-Madipakkam	911010014364240	17754	17754	0	21-Aug-2012

Figure 2.D.2

## 2.E. Damage Cheque

### 2.E.1. Intended Audience

*Accounts Manager*

### 2.E.2. Usage

*This interface enables users to entry on Damage Cheque.*

### 2.E.3. Menu Access

*Main Menu >> Accounts Master>>Bank Master>> Damage Cheque*

### 2.E.4. Dependency

*Cheque Book Details*

### 2.E.5 To make entry on Damage Cheque follow steps below

Step1: Select Account No. from the list, remaining cheque leaf for the selected account would appear.

Step2: Select the Cheque Cancel Date, by default Current date would appear.

Step3: Select the Damage Cheque No. by clicking check box.

Step4: Enter Remarks for the Damaged Cheque.

Step5: Click “Save” button to complete the Damaged Cheque.

Step6: Click “View” button to view the existing Damaged Cheque.

The screenshot shows a web form titled "Damaged Cheque". It has several fields and a list:

- Select Account No.\***: axis - salary a/c (Step 1)
- Cancel Date\***: 06 November 2014 (Step 2)
- Cheque No\***: A list with three items: 142921 (checked), 142923, and 142924 (Step 3)
- Remarks\***: wrongly entered so Cheque Damaged dt 14/Sep/2014 (Step 4)
- Buttons**: Save, View, Refresh (Step 5 points to Save, Step 6 points to View)

Figure 2.E.1

### 3. Fee Head

#### 3.1. Intended Audience

*Accounts Manager*

#### 3.2. Usage

*This interface enables users to create Fee Head for Fee Management.*

#### 3.3. Menu Access

*Main Menu >> Accounts>> Accounts Masters >> Fee Head*

#### 3.4. Dependency

*None*

The screenshot shows a web form titled "Fees Head - Master". It contains several input fields and a checkbox. Five blue ovals with white text label the steps: "Step 1" is over the "Fees Head Name" field containing "Admission Fee"; "Step 2" is over the "Short description" field containing "Adm Fee" and the "Code" field containing "Ad Fee"; "Step 3" is over the "Ledger" section where the "Create New Ledger" checkbox is checked; "Step 4" is over the "Books of account" field containing "Choose Account Book Office of the Fee Head"; "Step 5" is over the "Save" button at the bottom right.

Figure 3.1

3.5 To make new entry follow steps below

Step1: Enter Fee Head Name required to create.

Step2: Enter Short description and code for the entered Fee Head Name.

Step3: Click on the Check box to create New Ledger and select the ledger from the list.

Step4: Otherwise, select Books of account from the list

Step5: Click “Save” button to complete Fee Head.

## 4. Voucher Permission

### 4.1 Intended Audience

*Accounts Manager*

### 4.2 Usage

*This interface enables the users to give Voucher Permission for voucher Entry*

### 4.3 Menu Access

*Main Menu >>Accounts>> Accounts Masters >> Voucher Permission*

### 4.4 Dependency

*Employee Master, Voucher Types, Menu Rights*

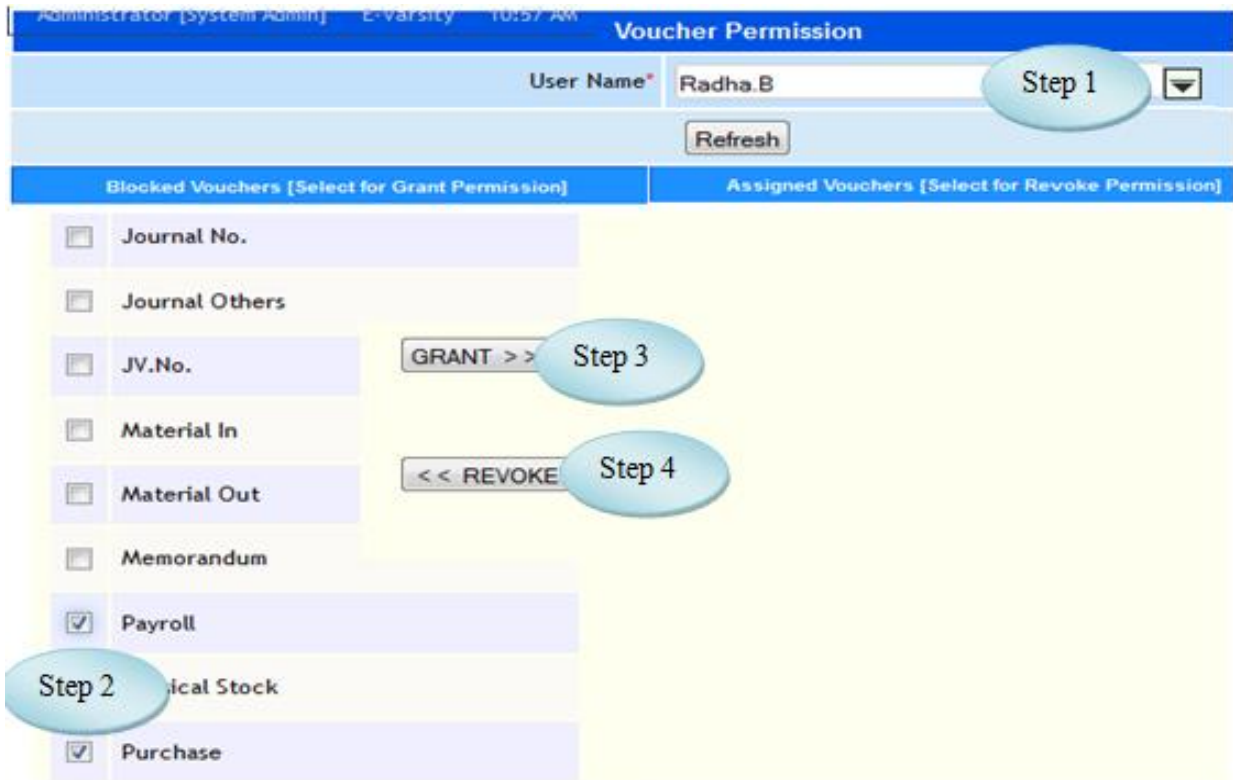


Figure 4.1

4.5 To make entry on Voucher Permission follow steps below

Step1: Select the User Name from the list.

Step2: Select the Vouchers by clicking the check box for Voucher Permission.

Step3: Click “GRANT” button to complete the Voucher Permission.

(Vouchers granted would appear on the Assigned Vouchers as in Figure 4.2)

Step4: Click “REVOKE” button to unassign the vouchers from the Assigned Vouchers.

Step5: Enter No. of Back Days for the vouchers and use Tab Key to save the No. of Back Days Allowed.

Figure 4.2

## 5. Cost Category

### 5.1. Intended Audience

*Accounts Manager*

### 5.2 Usage

*This interface enables users to create Cost Category.*

### 5.3 Menu Access

*Main Menu >>Accounts >>Master >> Cost Category*

### 5.4 Dependency

None

Cost Category			
Cost Category Name	Is Revenue	Is Non Revenue	Action
New Cost Category			
Testing Cost Category <span style="float: right;">Step 1</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Save <span style="float: right;">Step 3</span>
Existing Cost Categories			
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Delete <span style="float: right;">Step 4</span>
IT DEPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Delete
PRIMARY COST CATEGORY	<input type="checkbox"/>	<input type="checkbox"/>	Update <span style="float: right;">Step 5</span>

Figure 5.1

5.5 To Add Cost Category follow steps below

- Step1: Enter Cost Category required to create.
- Step2: Select Revenue or Non Revenue by clicking the check box.
- Step3: Click “Save” button to complete Cost Category.
- Step4: Click “Update” button after modifying the Existing Cost Categories.
- Step5: Click “Delete” button to delete the Existing Cost Categories.

## 6. Cost Center

6.1. Intended Audience

*Accounts Officer*

6.2 Usage

*This interface enables users to create Cost Center.*

6.3 Menu Access

*Main Menu >>Accounts>>Master >>Cost Center*

6.4 Dependency

*Cost Category*



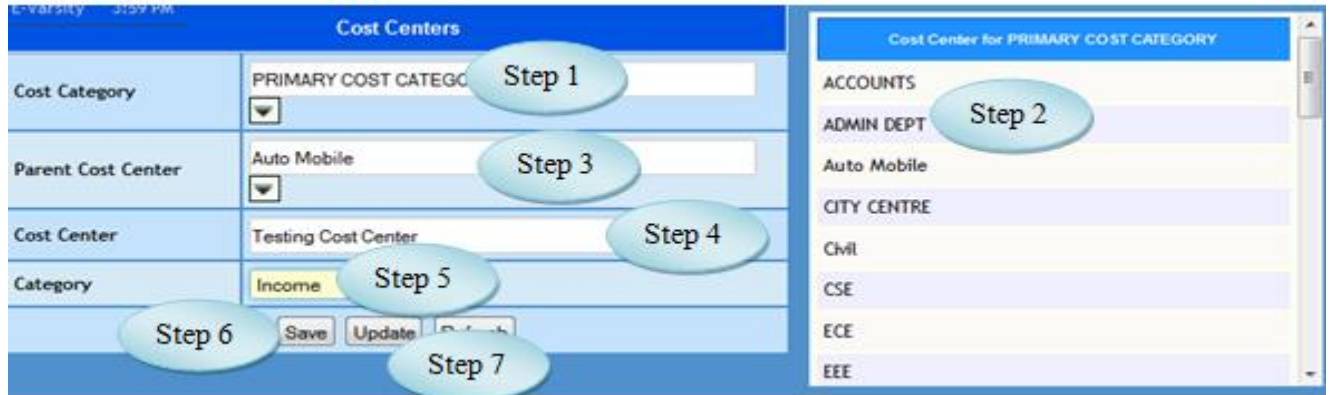


Figure 6.1

6.5 To make entry follow steps below

Step1: Select Cost Category from the list,

Step2: List of existing Cost Center for the selected Cost Category would appear.

Step3: Select the Parent Cost Center from the list.

Step4: Enter Cost Center required to create.

(No need to select Parent Cost Center if the creating Cost Center is parent Cost Center)

Step5: Select Category option Income or Expenses.

Step6: Click “Save” button to complete Cost Center.

Step7: Click “Update” button after modifying the existing Cost Center.

## 7. TDS Rate Config

### 7.A. TDS Nature of Payment

#### 7.A.1. Intended Audience

*Accounts Manager*

#### 7.A.2 Usage

*This interface enables users to create TDS Nature of Payment.*

#### 7.A.3 Menu Access

*Main Menu >>AccountsMaster >> TDS Rate Config>> TDS Nature of Payment*

7.A.4 Dependency

*Account Subhead*

The screenshot shows a web form titled "TDS Nature of Payment". It has three input fields and three buttons. The fields are: "Section Code" (with a red asterisk), "Description" (with a red asterisk), and "Account Sub Head ( Enter first four character )" (with a red asterisk). The buttons are "Save", "View", and "Refresh". Five blue ovals with white text label the steps: Step 1 points to the Section Code field, Step 2 points to the Description field, Step 3 points to the Account Sub Head field, Step 4 points to the Save button, and Step 5 points to the View button. The text "TDS - Advt" is entered in the Account Sub Head field.

Figure 7.A.1

7.A.5 To make entry on TDS Nature of Payment follow steps below

Step1: Enter Section Code required to create.

Step2: Enter Description for the Section Code.

Step3: Select the Account Sub Head from the list.

Step4: Click “Save” button to complete TDS Nature of Payment.

Step5: Click “View” button to view and modify the existing TDS Nature of Payments.

## 7.B. TDS Party Type

7.B.1. Intended Audience

*Accounts Manager*

7.B.2 Usage

*This interface enables users to create TDS Party Type.*

7.B.3 Menu Access

*Main Menu >>AccountsMaster >> TDS Rate Config>> TDS Party Type*

### 7.B.4 Dependency

*None*

The screenshot shows a web form titled "TDS Party Type". It contains three main input sections: "Party Description" with a text box, "If Pan Required" with "Yes" and "No" radio buttons, and "Pan Identification Character" with a text box containing "BVCRB". At the bottom are "Save" and "View" buttons. Five blue ovals with white text label the steps: Step 1 points to the Party Description field, Step 2 points to the radio buttons, Step 3 points to the Pan Identification Character field, Step 4 points to the Save button, and Step 5 points to the View button.

Figure 7.B.1

### 7.B.5 To make entry follow steps below

Step1: Enter Party Description required to create.

Step2: Select if Pan Required Option Yes or No.

Step3: Enter Pan Identification Character for the TDS Party Type.

Step4: Click “Save” button to complete TDS Party Type.

Step5: Click “View” button to view the existing TDS Party Type.

## 7.C Property Type Master

### 7.C.1. Intended Audience

*Accounts Manager*

### 7.C.2 Usage

*This interface enables users to create Property Type Master.*

### 7.C.3 Menu Access

*Main Menu >>AccountsMaster >> TDS Rate Config>> Property Type Master*

### 7.C.4 Dependency

*None*

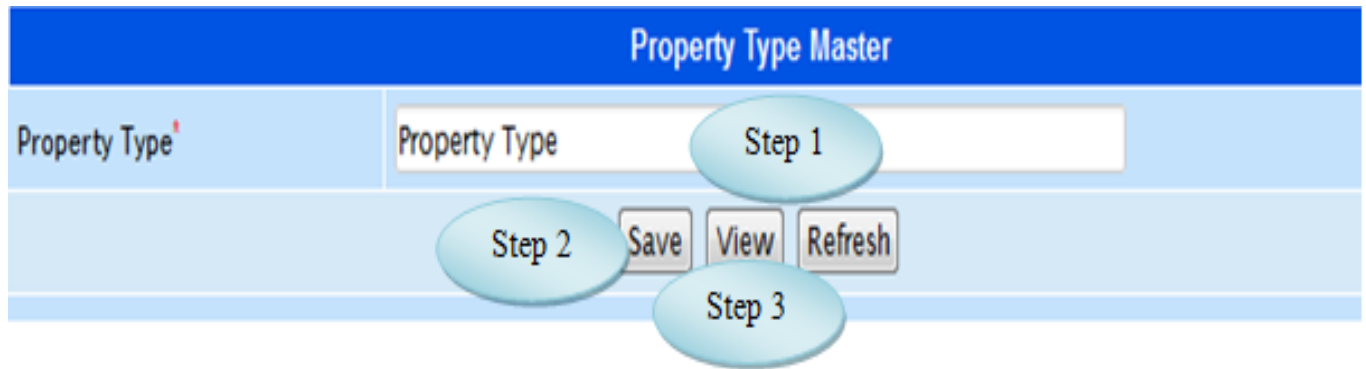


Figure 7.C.1

7.C.5 To Make new entry follow steps below

Step1: Enter Property Type required Name.

Step2: Click “Save” button to complete Property Type Master.

Step3: Click “View” button to view and modify the existing Property Type.

## 7.D TDS Supplier Linkage

7.D.1. Intended Audience

*Accounts Manager*

7.D.2 Usage

*This interface enables users to link Supplier ledger with TDS.*

7.D.3 Menu Access

*Main Menu >>AccountsMaster >> TDS Rate Config>> TDS Supplier Linkage*

7.D.4 Dependency

*Supplier Master, Account Subhead*

The screenshot shows a web form titled "TDS SUPPLIER LINKAGE" with the following fields and actions:

- Supplier Name\***: A dropdown menu with "Aaram Techserv Pvt.Ltd" selected. A blue oval labeled "Step 1" is positioned over the dropdown arrow.
- Supplier Ledger\***: A text input field containing "Crs-AARAM TECHSERV PVT.LTD.". A blue oval labeled "Step 2" is positioned over the input field.
- TDS Ledger\***: A dropdown menu with "TDS - Received" selected. A blue oval labeled "Step 3" is positioned over the dropdown arrow.
- TDS Rate\***: A text input field containing "2". A blue oval labeled "Step 4" is positioned over the input field.
- Buttons**: Three buttons labeled "Save", "View", and "Refresh" are located at the bottom right. A blue oval labeled "Step 5" is positioned over the "Save" button, and another blue oval labeled "Step 6" is positioned over the "View" button.

Figure 7.D.1

7.D.5 To Link TDS Supplier follow steps below

Step1: Select the Supplier Name from the list.

Step2: Supplier Ledger would displayed for the selected Supplier.

Step3: Select TDS Ledger from the list.

Step4: Enter TDS Rate for the selected Supplier.

Step5: Click “Save” button to Link Supplier TDS.

Step6: Click “View” button to view and modify the existing TDS Rate for the suppliers.

## 8. Ledger Wise Property

### 8.1. Intended Audience

*Accounts Manager*

### 8.2. Usage

*This interface used to link Ledger with Property type.*

### 8.3. Menu Access

*Main Menu >> Accounts >> Masters >> Ledger Wise Property*

### 8.4. Dependency

*Nature of Payment, Account subhead*

### 8.5. To make entry follow steps below

Step1: Select the option Nature of Payment.

- a) Select the Nature of Payment from the list
- b) Select Account Head from the list.  
(list of Account Subhead would appear)
- c) Select the Account Subhead by clicking check box.
- d) Click “Save” button to complete Nature of Payment as in Figure 8.1.

Step2: Select the option Property Type.

- e) Select Property Type from the list.
- f) Select Accounts Head from the list.  
(list of Account Subheads would appear)
- g) Enter the New Value for the Account Subhead.
- h) To Save the New Value, Use Tab Key as in Figure 8.2.

**Ledger Wise Property**

Step 1  Nature of Payment  Property Type

Nature of Payment: 194D-Insurance Commission a

Accounts Head \*: Capital Account b

(Note: Press any two check box and shift key to select check box in between.)

Sl. No	Account Sub Head	Save
<input type="checkbox"/> 1	Corpus Fund	d
<input checked="" type="checkbox"/> 2	BE ECE II Term (11-12)	Not Saved
<input checked="" type="checkbox"/> 3	BE ECE I Term (11-12)	Not Saved

Figure 8.1

**Ledger Wise Property**

Nature of Payment  Property Type Step 2

Property Type: PAN Number e

Accounts Head \*: Branch / Divisions f

USE TAB Key for Save

Sl. No	Account Sub Head	Existing Value	New value	h
1	Crs - Indira Educational Trust		344	
2	Thalambur -Physiotherapy		g	
3	Vels Institute of Science Technology and Trust			
4	Deccan Event Management			

Figure 8.2

## 9. Default Leder Linkage

### 9.1. Intended Audience

*Accounts Officer*

### 9.2. Usage

*This interface enables the user to link default Ledger for the Login User.*

### 9.3. Menu Access

*Main Menu >> Accounts >>Masters>> Default Ledger Linkage*

### 9.4. Dependency

*Offices, Voucher Type, Ledger Name*

ty 1:06 PM **Default Ledger Linkage**

Select Transaction Office \* INSTITUTE OF SCIENCE TECHNOLOGY AND AD **Step 1**

Mode of Transaction\* DD Receipt **Step 2**

Voucher Type\* Receipt **Step 3**

Ledger Name \* 83024803242-Bank 1 - Bank Branch **Step 4**

Save Refresh

**Step 6**

(Note: Press any two check box and shift key to select between.)

<input type="checkbox"/>	Employee Name	Employee Code	Designation
<input type="checkbox"/>	Administrator		System Admin
<input checked="" type="checkbox"/>	Anuratha.N	2966	Office Assistant
<input checked="" type="checkbox"/>	Dhanaprabha.S	2648	Accounts Assistant
<input checked="" type="checkbox"/>	EMPLOYEE ONE	CONT01	Accounts Assistant
<input type="checkbox"/>	EMPLOYEE THREE	CONT03	Accounts Assistant

**Step 5**

Figure 9.1



9.5 To make new entry follow steps below

Step1: Select Transaction Office from the list.

Step2: Select Mode of Transaction from the list.

Step3: Select Voucher Type from the list.

Step4: Select Ledger Name from the list.

(The Employee list along with the Employee Code and Designation would appear)

Step5: Select the Employee by clicking check box to whom the default ledger should linked.

Step6: Click “Save” button to complete Default Ledger Linkage.

## II Accounts Transaction

### 10. Voucher Entry

10.1 Intended Audience

*Accounts Officer*

10.2 Usage

*This interface enables the user to enter Voucher.*

10.3 Menu Access

*Main Menu >> Accounts >> Transactions >> Voucher Entry*

10.4 Dependency

*Account Subhead, Voucher Permission*

10.5 To make Voucher Entry follow Steps below

Step1: Select the Voucher type from the list.

Step2: By default current date would appear.

Step3: Select the Debit ledger from the list and enter corresponding Debit amount.

Step4: Select the Credit ledger from the list and enter corresponding Credit amount.

Step5: Enter Narration for the voucher.

Step6: Click “Generate Payment” button to complete Voucher Entry

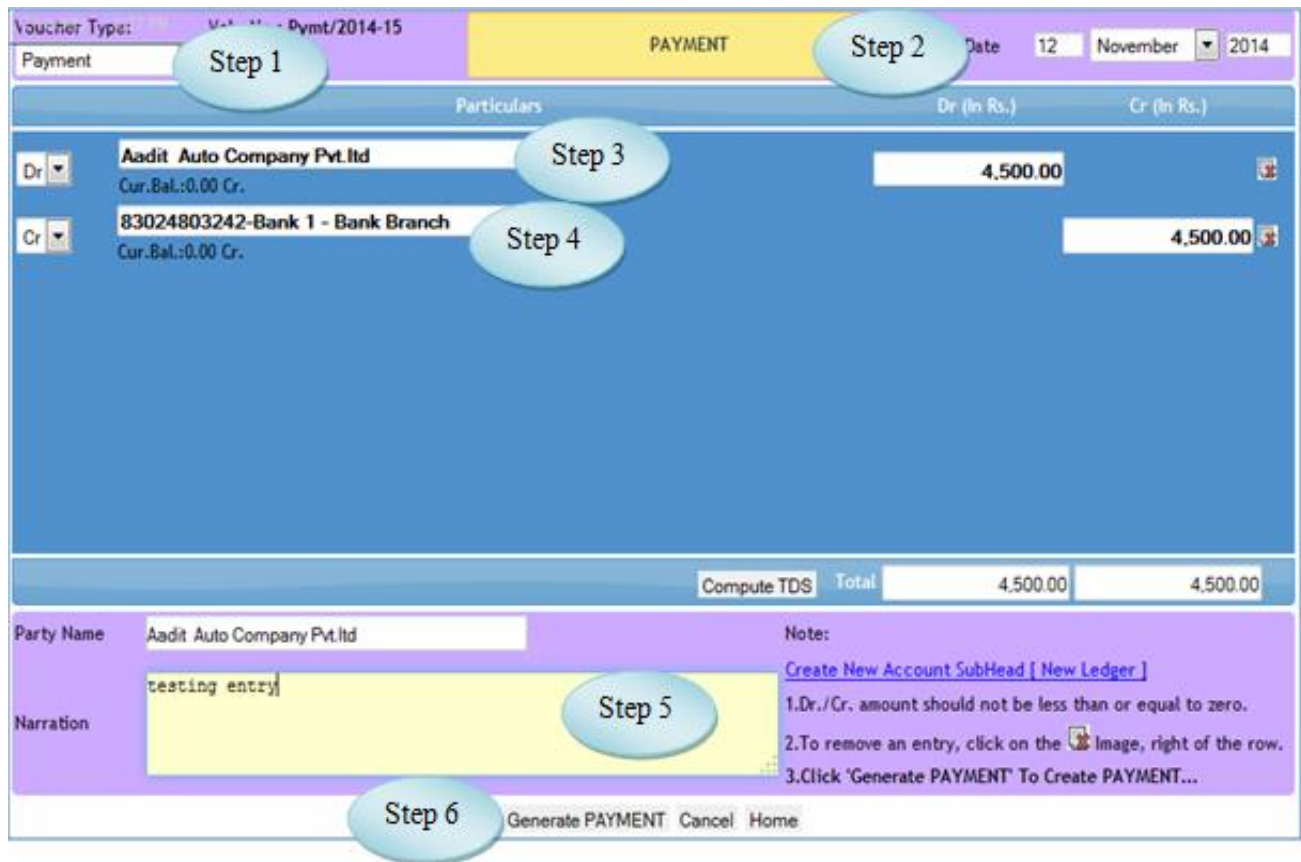


Figure 10.1

## 11. Bank Reconciliation

### 11.1 Intended Audience

*Accounts Officer*

### 11.2 Usage

*This interface enables the user to Reconcile the Bank Transactions.*

### 11.3 Menu Access

*Main Menu >> Accounts >> Transactions >> Bank Reconciliation*

### 11.4 Dependency

*Voucher Entry, Bank Accounts*

Sl. No	Vch. Date	Particulars	Voucher Type	Voucher No	Net Amount	Cheque No	Dr	Cr	Rec. Dt. [DD/MM/YYYY]	Status
1	06-11-2014	Crs - Dr.Ishari K Ganesh (Chq)	Receipt	Rcpt/2014-15 /NOV/0049	1000000.00		1000000.00		06/11/20	<input checked="" type="checkbox"/>
2	06-11-2014	THE COSMOS CO-OPERATIVE BANK LTD -06860010170	Contra		1000000.00	16832		1000000.00	06/11/20	<input checked="" type="checkbox"/>
3	07-11-2014	Crs - (Chq)	Receipt	Rcpt/2014-15 /NOV/0047	3000000.00		3000000.00			<input checked="" type="checkbox"/>
4	07-11-2014	THE COSMOS CO-OPERATIVE BANK LTD -06860010170	Contra		3000000.00	16833		3000000.00	07/11/20	<input checked="" type="checkbox"/>
5	11-11-2014	Crs - Dr.Ishari K Ganesh (Chq)	Receipt	Rcpt/2014-15 /NOV/0075	2000000.00		2000000.00			<input checked="" type="checkbox"/>
6	11-11-2014	THE COSMOS CO-OPERATIVE BANK LTD -06860010170	Contra		1500000.00		1500000.00			<input checked="" type="checkbox"/>
7	11-11-2014	Mahavir Institute of Medical Sciences	Bank Payment	BPmt/2014-15 /NOV/0067	3500000.00	16834		3500000.00		<input checked="" type="checkbox"/>

Balance as per company book 31,72,901.55  
 Amount not reflected in bank 37,74,440.00  
 Balance as per bank 28,98,461.55

Figure 11.1

11.5 To make entry on Bank Reconciliation follow steps below

- Step1: Select the Bank from the list to Reconcile
- Step2: Select the Mode Option Reconcile or un Reconciled
- Step3: Select the Period From Date and To Date.
- Step4: Click “Load” button to view the voucher details for the selected Bank.
- Step5: List of voucher details for the selected Bank would appear.
- Step6: Enter Reconcile Date from the Bank Statement.
- Step7: The Balance Amount as per company book and as per Bank would appear.

## 12. Fee Management

### 12. A Collections

#### 12.A.1. Intended Audience

*Accounts Department*

#### 12.A.2. Usage

*This interface is used to receive Fees Collection for the admitted students.*

#### 12.A.3. Menu Access

*Main Menu >> Accounts >> Transactions >> Fee Management >> Collections*

#### 12.A.4. Dependency

*Student Master, Fee Head*

The screenshot shows a 'Receipt' form for student SINDHU S. The form includes a table of fee heads, a student information sidebar, and a receipt summary section. Ten blue callout boxes labeled 'Step 1' through 'Step 10' point to specific elements:

- Step 1:** Student name field (SINDHU S)
- Step 2:** Student Info sidebar (Institution, Admission No., Register No., Program, Class / Section, Semester/Term, Sex, Date of Birth, Resident, Presently T.C., History)
- Step 3:** Fee Head dropdown menu
- Step 4:** Current Due field
- Step 5:** Receipt Date field (13/11/2014)
- Step 6:** Receipt Mode dropdown (Cash Receipt)
- Step 7:** Receipt Ledger dropdown (Cash)
- Step 8:** Narration text area
- Step 9:** Save Receipt button
- Step 10:** View fees paid by the student link

Sl. No.	Fee Head	Due date	Due Amount	Amount Collected	Current Due	Receipt Amount Rs.
1	EXAM FEE	05/02/2013	5650.00	0	5650.00	
2	II Term Fee	18/12/2012	67500.00	20000.00	47500.00	
3	III Term Fee	20/12/2013	67500.00	0	67500.00	
4	STUDENT	02/07/2013	250.00	0	250.00	
5	I Term Fee	02/07/2013	67500.00	0	67500.00	
6	OTHER EXAM FEES	05/11/2013	500.00	0	500.00	
7	[Select fee head]	13/11/2014				
8	[Select fee head]	13/11/2014				
9	[Select fee head]	13/11/2014				

Receipt Date: 13/11/2014  
 Receipt Mode: Cash Receipt  
 Receipt Ledger: Cash  
 Rupees Fifty Three Thousand One Hundred and Fifty Only  
 Save Receipt

Figure 12.A.1

#### 12.A.5 To make entry follow steps below

Step1: Select the student from the list to receive fees.

Step2: The Student information along with the Reg. No., Program, Class/Section and Semester would appear.

Step3: Select the Fee Head by clicking check box.

Step4: Enter Receipt Amount for the selected Fee Head.

Step5: Select the Receipt Date by default current date would appear.

Step6: Select the Receipt mode from the list.

Step7: Select Receipt Ledger from the list corresponding to the Fee Head.

Step8: Enter Narration for the Fees Collection.

Step9: Click “Save Receipt” button to complete the Fee Management.

Step10: Click “View fees paid by the student” link to view the existing fee details.

## **12.B Refund**

### 12.B.1. Intended Audience

*Accounts Department*

### 12.B.2. Usage

*This interface is used to Refund the fee amount.*

### 12.B.3. Menu Access

*Main Menu >> Accounts >> Transactions >> Fee Management >> Refund*

### 12.B.4. Dependency

*Fee Management - Collections*



Figure 12.B.1

12.B.5 To make Refund follow steps below

Step1: Select the Student from the list who wants to Refund the fees.

Step2: The Student information along with the Reg. No., Program, Class/Section and Semester would appear.

Step3: Select the Fee Head by clicking check box.

Step4: Enter the Refund amount for the selected Fee Head.

Step5: Select the Payment Date by default current date would appear.

Step6: Select the Payment Mode from the list.

Step7: Select the Payment Ledger from the list.

Step8: Enter Narration for the Refund amount.

Step9: Click “Save Payment” button to complete the Refund process.

Step10: Click “View fees paid by the student” link to view the existing fee details

## 12.C Reports

### 12.C.1. Intended Audience

*Accounts Department.*

### 12.C.2. Usage

*This interface is used to view the Fees Receipt details.*

### 12.C.3. Menu Access

*Main Menu >> Accounts >> Transactions >> Fee Management >> Reports*

### 12.C.4. Dependency

*Fee Management - Collections*

In the book of INSTITUTE OF SCIENCE :NCE TECHNOLOGY AND ADVANCED STUDIES

Receipt period: From 01/05/2014 To 2014

Entered by: Everyone

Type: All

Search: [ ]

Buttons: Copy, CSV, Excel, PDF, Save

Fee Collections Report - Detailed

Fee Receipt Date from 01/05/2014 to 31/05/2014

Receipts Entered By Everyone

Date	Receipt Number	Mode	Fee Head	Received From	Register No. / Emp. Code	Amount	Remarks	Status
02-May-14	P/14-1501254	Cash Rcpt.	EXAM FEE, EXAM PENALTY FEE	Stu: MOHAMEDDARVIS M	12302210	6,200.00		Posted
02-May-14	P/14-1501255	Cash Rcpt.	CONDONATION FEES	Stu: [Step 6]	11101114	3,000.00		Posted
02-May-14	P/14-1501256	Cash Rcpt.	CONDONATION FEES	Stu: MD. ARZU ISLAM	13101250	5,000.00		Posted
02-May-14	P/14-1501257	Cash Rcpt.	EXAM FEE	Stu: TAJKUMAR K	10605151	2,900.00		Posted
02-May-14	P/14-1501258	Cash Rcpt.	I Term Fee, FINE AMOUNT	Stu: KURAKULA RAMESH	09603204	20,000.00		Posted

Figure 12.C.1



**INSTITUTE OF  
SCIENCE TECHNOLOGY  
AND ADVANCED STUDIES**

**CASH RECEIPT**

<b>Receipt Num:</b> /P/14-1501260	<b>Date:</b> 02/05/2014	
<b>Received From Stu:</b> <b>Mohammed Sahil</b>		
<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount</b>
1	CONDONATION FEE	3,000.00
<b>Total:</b>		<b>3,000.00</b>

Trans. ID: 633234 Cashier  
Name: Mohanraj.A  
Time stamp: 02/05/2014  
15:36

Figure 12.C.2

12.C.5 To view the Report follow steps below

Step1: Select the office from the list.

Step2: Select Detailed or Abstract option from the list to view the report.

Step3: Select Receipt Period (From Date and To Date) by default current date would appear.

Step4: Select entered by and type option.

Step5: Click “Go” button to view the Report.

Step6: The Fee Receipt details for the selected period would appear.

Step7: By clicking the Receipt details, Cash Receipt would generate as in Figure 12.C.2.



### 13. Fee Posting

#### 13.1. Intended Audience

*Accounts Department*

#### 13.2. Usage

*This interface is used to post the fees to Accounts.*

#### 13.3. Menu Access

*Main Menu >>Accounts >> Transaction >>Fee Posting*

#### 13.4. Dependency

*Fee Management – Collections*

The screenshot shows the 'Fee Posting' interface. At the top, there are input fields for 'User / Cashier' (LAKSHMI R - Accounts Assistant), 'Period' (01/04/2014 to 14/11/2014), 'Receipt Mode' (Cash Receipt), and 'In the book of' (All Entries). A 'Go' button is next to the 'In the book of' field. Below these is a 'Total Rs.' field showing 371100.00 and a 'View Posting Entries' button. A 'List of receipts' table is at the bottom. On the right, there is a summary table for '112 - School of Physiotherapy' and '116 - School of Physiotherapy College & Hospital'. Numbered steps 1 through 9 are overlaid on the interface to indicate the sequence of actions.

Sl. No.	Date	Number	Mode	Fee Head	Received From	Register No. Emp. Code	Amount	Remarks
1	13-Nov-14	11600915/14-15	Cash Rcpt.	Hostel Fees, Books & Record Notebooks	Stu: DHARMARAJ A	UT128DS022	47,600.00	
2	Nov-14	11200269/14-15	Cash Rcpt.	Transport Fes	Stu: Bhavaneaswari K S	13151133	13,000.00	
3	14-Nov-14	11600916/14-15	Cash Rcpt.	Transport fees	Stu: DEBORAH ANGELIN PREETHI P	UT108DS016	33,000.00	
4	14-Nov-14	11600918/14-15	Cash Rcpt.	Hostel Fees, Special Fees	Stu: PRIYANKA P	UT128DS061	60,000.00	

Figure 13.1

13.5 To make entry follow steps below

Step1: Select the Cashier from the list.

Step2: Select the period by default current date would appear.

Step3: Select the Receipt Mode from the list.

Step4: Select the Office Name from the list to post the fees.

Step5: Click “Go” button to view the list of receipts.

(list of Receipts would appear)

Step6: Select the Receipts by clicking the check box.

Step7: By the selection of Receipts Total Rs would appear automatically.

Step8: Click “View Posting Entries” button to view the voucher as in Figure 13.1.

Step9: Click “Post Entries” button to post the Receipt details to Accounts.

## 14. Fine Due Raise

14.1. Intended Audience

*Accounts Department*

14.2. Usage

*This interface is used to Raise Fine Due.*

14.3. Menu Access

*Main Menu >>Accounts >> Transaction >>Fine Due Raise*

14.4. Dependency

Fee Head, Fine Head

The screenshot shows the 'Fine Due Raise' application interface. It includes the following elements:

- Academic Year:** 2014-2015 (Step 1)
- Fee Head:** FINE AMOUNT (Step 2)
- Selected Fee Heads:** A table with columns S.No. and Fee Head, containing one entry: 1 FINE AMOUNT.
- Fine Amount:** 355 (Step 3)
- Fine Head:** ADMISSION FEE (Step 4)
- Buttons:** Generate (Step 5) and Save (Step 8)
- Due List:** A table with columns S.No., Student Name, Register No./Admission No., Program / Semester, Section, FINE AMOUNT, and Total Due Amount. It contains two rows of student data and a total row.

S.No.	Student Name	Register No./Admission No.	Program / Semester	Section	FINE AMOUNT	Total Due Amount
<input checked="" type="checkbox"/> 1	Azeez Ah	2G6050043	B.E. CIVIL 3rd Semester	A	500.00	500.0
<input type="checkbox"/> 2	neena A R	U11BPHAR029	B.Pharm. PHARM 7th Semester	A	200.00	200.0
<b>TOTAL</b>					<b>700.00</b>	<b>700.00</b>

Figure 14.1

14.5 To Raise Due follow steps below

- Step1: Select Academic Year from the list.
- Step2: Select the Fee Head for those having due amount.
- Step3: Enter Fine Amount required.
- Step4: Select Fine Head to raise the Due.
- Step5: Click “Generate” button to view the students due list for the selected Fee Head.
- Step6: The Student Due list along with the Register No. and Program would appear.
- Step7: Select the students by clicking check box.
- Step8: Click “Save” button to complete the Fine Due Raise.

## 15. Fund Transfer

### 15.1. Intended Audience

*Accounts Manager*

### 15.2. Usage

*This interface is used to transfer the fund from one office to other.*

### 15.3. Menu Access

*Main Menu >>Accounts >> Transaction >>Fund Transfer*

### 15.4. Dependency

*Account Subhead*

The screenshot shows the 'Fund Transfer' form interface. At the top, there is a yellow header bar with the text 'Fund Transfer'. Below this is a navigation bar with four buttons: 'Fund Transfer', 'Receive Fund', 'Transfer Summary', and 'Receipt Summary'. The 'Fund Transfer' button is highlighted with a blue oval labeled 'Step 1'. The form fields are as follows: 'Transfer fund to' with a dropdown menu showing 'Dental College & Hospital, Illege & Hospital,' and 'Dental College & Hospital, nta1', with a blue oval labeled 'Step 2' over the second option; 'Date of Transfer' with a date field containing '14/11/2014' and a blue oval labeled 'Step 3'; 'Voucher Type' with a dropdown menu showing 'Bank Payment' and a blue oval labeled 'Step 4'; 'Payment Ledger' with a dropdown menu showing 'Crs Paramount Builders (Cheque Payment)' and a blue oval labeled 'Step 5'; 'Cheque No.' with a text field containing '089877' and a blue oval labeled 'Step 6'; 'Amount (Rs.)' with a text field containing '5000' and a blue oval labeled 'Step 7'; 'Remarks' with a text area containing 'Test Entry' and a blue oval labeled 'Step 8'; and a 'Save' button at the bottom right with a blue oval labeled 'Step 9'.

Figure 15.1

### 15.5 To Transfer the fund follow steps below

- Step1: Select Fund Transfer Type option.
- Step2: Select Transfer fund to from the list to which the fund is going to transfer.
- Step3: Select the Date of Transfer by default current date would appear.
- Step4: Select the Voucher Type.
- Step5: Select the Paymet Ledger from the list.
- Step6: Enter Cheque No. for the transferring amount.
- Step7: Enter Amount (Rs.) to transfer.
- Step8: Enter Remarks for the transferring amount.
- Step9: Click “Save” button to complete the Fund Transfer.

## **16. Tax Managements**

### 16.1. Intended Audience

*Accounts Manager*

### 16.2. Usage

*This interface is used to process challan information.*

### 16.3. Menu Access

*Main Menu >>Accounts >> Transaction >>Tax Management*

### 16.4. Dependency

TDS Payment Voucher

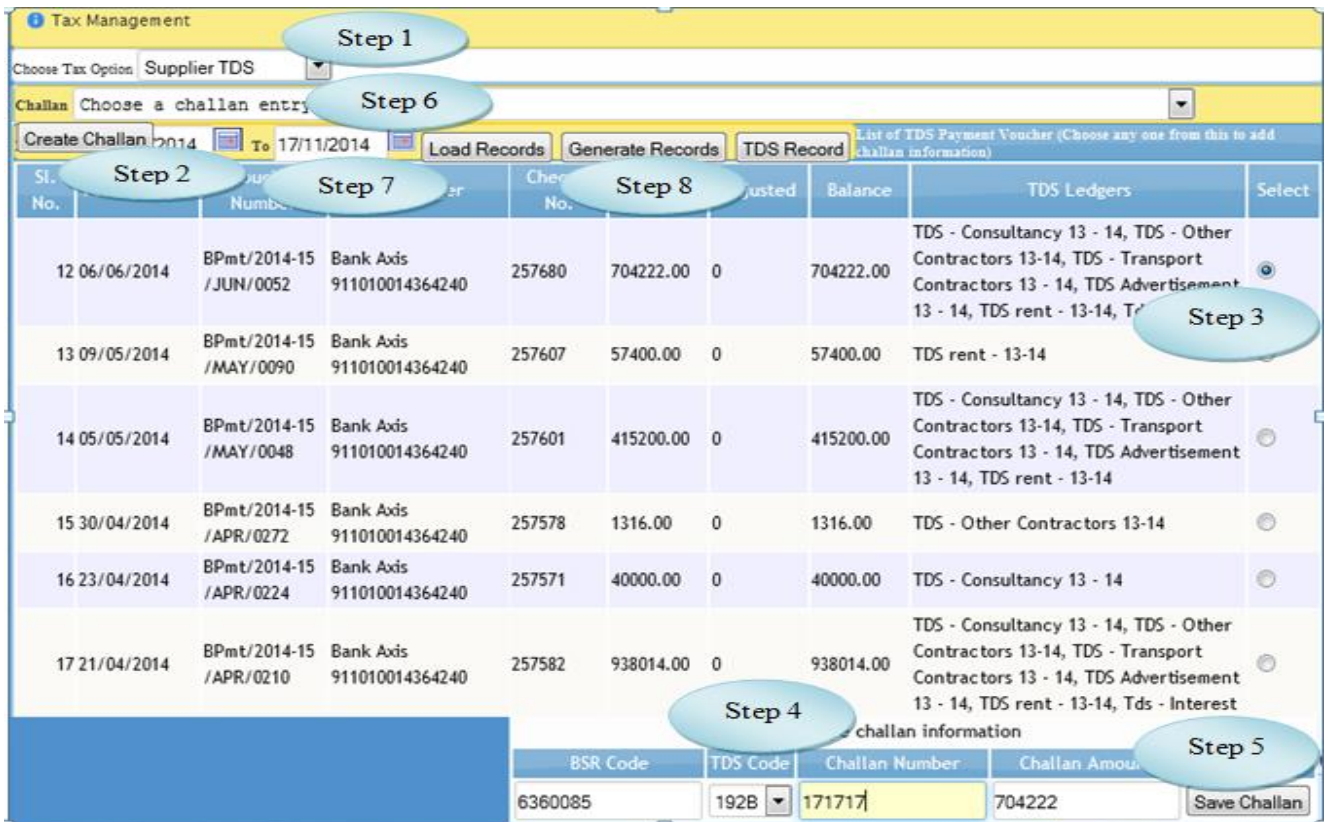


Figure 16.1

16.5 To make entry follow steps below

Step1: Select the Tax Option.

Step2: Click “Create Challan” button, list of TDS voucher would appear.

Step3: Select the payment voucher by clicking the radio button to add challan information.

Step4: Enter BSR Code and Challan Number.

Step5: Click “Save Challan” button to complete the challan details.

Step6: Select the Challan entry from the lists.

Step7: Select the Period by default current date would appear.

Step8: Click “Generate Records” to list the records of the selected period.

Step9: Select the records to apply the selected challan details by clicking check box.

(The message “Challan Applied Successfully” would display)

Step10: The Balance amount will be adjusted as in Figure 16.2

Tax Management															
Choose Tax Option: Supplier TDS															
Challan 05/03/2014 BSR Code:6360085 Chq. No.: 246749 IDS Code:194J Challan No.: 00003 TDS Amount Rs.:132256.00															
Create Challan 2014 To 18/11/2014 Load Records Generate Records TDS Record															
Sl. No.	Date	Customer Name	PAN Number	Code	TDS %	Amount	TDS Amount	SC	CESS	Total	Interest	Cheque No.	BSR Code	Date Of Deposit	Challan No.
124	05/11/2014	Crs- R.Prema ( Radha Krishnan )	PAN No. ....	194J	10.00	25000.00	2500.00	0	0	2500.00	0				<input type="checkbox"/> Check to apply selected challan details.
125	05/11/2014	THE COSMOS CO-OPERATIVE BANK LTD -06860010170	PAN No. ....	194J	10.00	40000.00	4000.00	0	0	4000.00	0				<input type="checkbox"/> Check to apply selected challan details. <b>Step 9</b>
126	05/11/2014	THE COSMOS CO-OPERATIVE BANK LTD -06860010170	PAN No. ....	194J	10.00	40000.00	4000.00	0	0	4000.00	0				Challan Applied Successfully
127	05/11/2014	THE COSMOS CO-OPERATIVE BANK LTD -06860010170	PAN No. ....	194J	10.00	24000.00	2400.00	0	0	2400.00	0				Challan Applied Successfully
Total							558571.0	0.0	0.0	558571.0					
TDS Payment (Rs.)			Adjusted (Rs.)			Balance (Rs.)			<b>Step 10</b>						
132256.00			122261.00			9995.00									

Figure 16.2

## 17. Fee Challan Collection

### 17.1. Intended Audience

*Accounts Officer*

### 17.2. Usage

*This interface is used to collect fees for Bank entry adjustment.*

### 17.3. Menu Access

*Main Menu >>Accounts >> Transaction >>Fee Challan Collection*

### 17.4. Dependency

Student Master



**Fee Collection - Bank Adjustment Entry**

Student info: ANITHA M

Academic Year: 2014-2015 (Step 1)

Student: ANITHA M (Step 2)

Fee Head: Fee Head (Step 3)

Challan Date: 18/11/2014 (Step 4)

Amount: 5000 (Step 5)

Remarks: Semester fees received (Step 6)

Buttons: Save (Step 7), View (Step 8), Refresh

Institution	INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES
Photo not found	
Admission No.	8658
Register No.	10903201
Program	M.Phil. - Bioinformatics(M.Phil. Part Time)
Class / Section	
Semester/Term	M.Phil. BIOINFO Part Time Passed Out Batch
Sex	Female
Date of Birth	16/07/1987
Resident	Day scholar
Presently Active student	
<a href="#">View fees paid by the students</a>	

Figure 17.1

17.5 To make entry follow steps below

Step1: Select the Academic Year.

Step2: Select the Student from the list for challan collection.

(The Student information along with the Register No., program and Semester would appear)

Step3: Select the Fee Head for Bank entry adjustment.

Step4: Select the Challan Date.

Step5: Enter the Amount from the challan.

Step6: Enter Remarks for Fee Collection.

Step7: Click “Save” button to complete the Fee Challan Collection.

Step8: Click “View” button to view the existing records.



## 18. Student Fee Collection Modification

### 18.1. Intended Audience

*Accounts Department*

### 18.2. Usage

*This interface is used to modify the Fee Collection of Students.*

### 18.3. Menu Access

*Main Menu >>Accounts >> Transactions >> Student Fee Collection Modification*

### 18.4. Dependency

*Fee Collection*

**STUDENT FEE COLLECTION RECEIPTS - MODIFICATION / CANCELLATION**

Student Name: ABHINAYA R

Register No.: UT09BDS002

Program: B.D.S.-Bachelor of Dental Surgery [UG - Full Time]

Academic Year / Year / Section: 2014-2015 / IV / -

Receipt Number	Receipt Amount	Mode Of Transaction	Date of Receipt	
116/13-1402914	25000.00	Cash Rcpt.	04-12-2013	Edit Delete View
116/13-1402935	25000.00	Cash Rcpt.	05-12-2013	Edit Delete View

**Pop-up Window:**

In the book of Dental College & Hospital,

Rcpt. Date	Number	Remarks	Rcpt. Total
05/12/2013	116-02935		25000.00
Hostel Fees		25000.00	

Figure 18.1

18.5 To make entry follow steps below

Step1: Select the Student Name from the list.

Step2: The Receipt Details along with the Receipt amount would appear.

Step3: Click “Edit” button to modify and update the Date of Receipt.

Step4: Click “Delete” button to delete the transaction for the particular date.

Step5: Click “View” button to view the Fee details for the selected student.

## 19. Salary Posting

19.1. Intended Audience

*Accounts Department*

19.2. Usage

*This interface is used to post the Salary to accounts*

19.3. Menu Access

*Main Menu >>Accounts>> Transactions >>Salary Posting*

19.4. Dependency

*Payroll Process*

19.5 To Post Salary follow steps below

*Step1: Select Pay Period from the list.*

*Step2: The details of Pay Structure along with employees would appear.*

*Step3; Click “post” button for posting processes.*

*Step4: Cost centre wise details would appear.*

*Step5: Click “Post Salary vouchers” button to post the salary details to Accounts.*

*(“Salary posted successfully” message would appear)*

Salary - Posting to Accounts						
Choose pay period:		August 2014 REG - Regular [01-08-2014 to 31-08-2014]		Step 1		
From	To	Description	Employees	Not approved	Approved	
01/08/2014	31/08/2014	Regular Staff	489	0	489	Repost
01/08/2014	31/08/2014	Guest Lecturer Pay	13	0		Step 3
01/08/2014	31/08/2014	Regular Others	27	0	27	Repost
Salary Account			Cost Centre	Debit	Credit	
INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES			TAMIL DEPARTMENT	1,24,395.00	1,24,395.00	
INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES			VC Office	37,518.00	37,518.00	Step 4
INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES			VISUAL COMMUNICAION	1,74,129.00	1,74,129.00	
Sub total				97,84,093.00	97,84,093.00	
Step 5				Post Salary Vouchers	Total	97,84,093.00
						97,84,093.00

Figure 19.1

### III Accounts Reports

#### 20. List of Accounts

##### 20.1. Intended Audience

*All Users*

##### 20.2. Usage

*This interface is used to view the list of Accounts.*

##### 20.3. Menu Access

*Main Menu >>Accounts>> Reports >>List of Accounts*

##### 20.4. Dependency

*Account Head, Account Subhead*

List of Accounts "INSTITUTE OF SCIENCE ENCE TECHNOLOGY"	
Financial Year	2014 - 2015 ▼
<b>Branch / Divisions</b>	
Technology and Trust	
GME & DME	
II BE MARINE	
II BE MARINE - I TERM	
II BE Marine - II Term	
li Be Marine - III Term	
Marine Fees	
Crs - Science Technology and Trust :	
Crs - Science Technology and Trust ation	
Science Technology and Trust ge	
I BE MARINE - 10-11	
Crs - Educational Trust	
Deccan Event Management	
Science Technology and Trust	
Science Technology and Trust ology and Trust	
<b>Capital Account</b>	
Reserves & Surplus	

Figure 20.1

21. Ledger View

21.1. Intended Audience

*All Users*

21.2. Usage

*This interface enables users to view Ledger wise details for the selected period.*

21.3. Menu Access

*Main Menu >>Accounts >> Reports >> Ledger View*

21.4. Dependency

*Voucher Entry*

The screenshot shows the 'Ledger View' interface. At the top, there is a header bar with the title 'Ledger View'. Below it, there are several input fields and buttons. 'Step 1' is a callout pointing to the 'Account Ledger/Sub Head' field, which contains 'Exp - Petrol'. 'Step 2' is a callout pointing to the 'Period' fields, which show 'From: 03/11/2014' and 'To: 19/11/2014'. 'Step 3' is a callout pointing to the 'View' button. 'Step 4' is a callout pointing to the table header. The table displays transaction details for 'Exp - Petrol' with columns for Date, Particulars, Vch. type, Vch. Number, Dr, and Cr. At the bottom right, there is a summary section with 'Opening Balance', 'Total Amount', and 'Closing Balance'.

Date	Particulars	Vch. type	Vch. Number	Dr	Cr
03-11-2014	Cash	Payment	Pymt/2014-15 /NOV/0008	10,010.00	
03-11-2014	Cash	Payment	Pymt/2014-15 /NOV/0012	6,000.00	
06-11-2014	Shri Padmavathi Agencies	Journal	Jrnl/2014-15 /NOV/0018	64,023.00	
06-11-2014	Cash	Payment	Pymt/2014-15 /NOV/0077	4,291.00	
08-11-2014	Cash	Payment	Pymt/2014-15 /NOV/0106	5,000.00	
08-11-2014	Imprest -Purchase Committee	Payment	Pymt/2014-15 /NOV/0110	100.00	
				Opening Balance :	7,58,161.00
				Total Amount :	89,424.00
				Closing Balance :	8,47,585.00

Figure 21.1

21.5 To view Ledger View follow Steps below

Step1: Select Account Ledger/Sub Head from the list.

Step2: Select Period From and To Date by default current date would appear.

Step3: Click “View” button to view the Ledgerwise transaction.

Step4: Click “Detailed View” button to view the Ledgerwise transaction in detailed.

## 22. Group Summary

22.1. Intended Audience

*All Users*

22.2. Usage

*This interface enables users to view Group Summary Details.*

22.3. Menu Access

*Main Menu >>Accounts >> Reports >> Group Summary*

22.4. Dependency

*Voucher Entry*

22.5 To view Group Summary follow steps below

Step1: Select the Period by default current date would appear.

Step2: Select the Account Head from the list.

Step3: Click “Summary” button to view the transaction details for the selected Account Head.

Step4: Click “Multi Ledger View” to view the Multiple Ledger details as in Figure 22.2

Group Summary

Period\* From : 01/11/2014 To : 19-11-2014

Account Head (Group) Name\* Cash-in-hand

Opening Balance |  Transaction |  Closing Balance

Dr / Cr:  Dr |  Cr

Group Summary: Cash-in-hand

Particulars	From: 01-11-2014 To: 19-11-2014		
	Transaction		Closing Balance
	Dr	Cr	
Cash	52,71,631.00	70,73,939.00	7,86,517.00 Cr
Excess/short -Cash A/c	5,000.00	5,000.00	3,795.00 Cr
Imprest - M.S. Vijayalakshmi (General)			4,000.00 Dr
Imprest - M.S. Vijayalakshmi (admin)	2,996.00	2,996.00	
Imprest -City Centre Cash	22,055.00	22,055.00	25,000.00 Dr
Imprest -Purchase Committee	5,825.00	5,825.00	30,000.00 Dr
Imprest Marketing			15,000.00 Dr
<b>Grand Total</b>	<b>53,07,507.00</b>	<b>71,09,815.00</b>	<b>7,16,312.00 Cr</b>

Figure 22.1

Group Summary

Period\* From : 10/11/2014 To : 19-11-2014

Account Head (Group) Name\* Cash-in-hand

Summary Multi Ledger View Print

Date	Party Name	Narration	Type	Voucher No.	Payments	Receipts	
Party / Ledger Name :Cash					Opening Balance	5,42,657.00	
10-11-2014	Bank Axis 911010014364240	Being cash deposited to Axis bank A/c no-4240	Contra	0		1250000.00	
10-11-2014	EXP ADMIN-NT	Being cash paid to Ms.Shanthi.TR towards salary for the month of Oct-14.	Payment	Pymt/2014-15 /NOV/0113		10000.00	
10-11-2014	Staff Kannan.E(IT Dept)	Being cash paid to Mr.Kannan.E towards salary advance deducted in 6 installment basis.	Payment	Pymt/2014-15 /NOV/0114		6000.00	
10-11-2014	Bus - TN 19 9037	Being cash paid to Mr.Anandan.G towards TN 19 9037 vehicle FC & RTO expenses as per details enclosed.	Payment	Pymt/2014-15 /NOV/0115		5500.00	
10-11-2014	Exp- Honororium	Being cash paid to Mr.RathanRaj towards civil dept board of studies meeting exp as per bills enclosed.	Payment	Pymt/2014-15 /NOV/0116		8570.00	
10-11-2014	Exp- Honororium	Being cash paid for the Conduct of Doctoral Committee Meeting for Ph.D as per list enclosed	Payment	Pymt/2014-15 /NOV/0117		2250.00	

Figure 22.2

## 23. Daybook

### 23.1. Intended Audience

*All Users*

### 23.2. Usage

*This interface is used to view day to day voucher transactions.*

### 23.3. Menu Access

*Main Menu >>Accounts>> Reports >> Daybook*

### 23.4. Dependency

*Voucher Entry*

The screenshot shows the 'Day Book' interface. At the top, there's a yellow header with 'Day Book'. Below it, there are input fields for 'Period From Date' (10/11/2014), 'Period To Date' (20/11/2014), and a dropdown menu for 'Receipt'. There are also 'Go' and 'Details' buttons. Below these, there's a field for 'In the book of' (INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED) and a 'Total No.' field (7). The main part of the interface is a table with columns: Sl. No., Date, Particulars, Vch. Type, Vch. No, Dr. Amount, and Cr. Amount. The table contains 7 rows of data, all dated 10-11-2014, with various 'Advance for Expenses' and 'PLACEMENT FEE' entries. The 'Cr. Amount' column shows values ranging from 3,000.00 to 11,100.00.

Sl. No.	Date	Particulars	Vch. Type	Vch. No	Dr. Amount	Cr. Amount
1	10-11-2014	PLACEMENT FEE, Cash	Receipt	Rcpt/2014-15 /NOV/0053		11,100.00
2	10-11-2014	Advance for Expenses Kalaivani.R.A, Cash	Receipt	Rcpt/2014-15 /NOV/0057		1,000.00
3	10-11-2014	Advance for Expenses Anandan.G, Cash	Receipt	Rcpt/2014-15 /NOV/0058		5,500.00
4	10-11-2014	Advance for expenses Teaching Staff:Rathan Raj,	Receipt	Rcpt/2014-15 /NOV/0059		8,500.00
5	10-11-2014	Advance for Expenses Mani.T.S, Cash	Receipt	Rcpt/2014-15 /NOV/0060		500.00
6	10-11-2014	Advance for Expenses Dinakaran Micheal.R, Cash	Receipt	Rcpt/2014-15 /NOV/0061		20,000.00
7	10-11-2014	Advance for expenses Antony Edwin(Accounts),	Receipt	Rcpt/2014-15 /NOV/0062		3,000.00

Figure 23.1



23.5. To view Daybook follow steps below

Step1: Select the Period From Date and To Date.

Step2: Select the Voucher Type option.

Step3: Click “Go” button to view the transactions for the selected period.

Step4: Click “Details” button to view the transactions in detailed.

(Voucher view would appear by clicking the particular transaction.)

Note: Total No. of vouchers displayed as in Figure 23.1

## 24. Cost Center Summary

24.1. Intended Audience

*All Users*

24.2. Usage

*This interface is used to view Cost Center Summary.*

24.3. Menu Access

*Main Menu >>Accounts >> Reports>> Cost Center Summary*

24.4. Dependency

*Voucher Entry*

24.5 To view Cost Center Summary follow steps below

Step1: Select From Date and To Date by default current date would appear.

Step2: Select Cost Center Name from the list to view the details.

Step3: Click “Show Details” button to view the details of Cost Center.

Step4: Click “Export” button to export the data’s to excel.

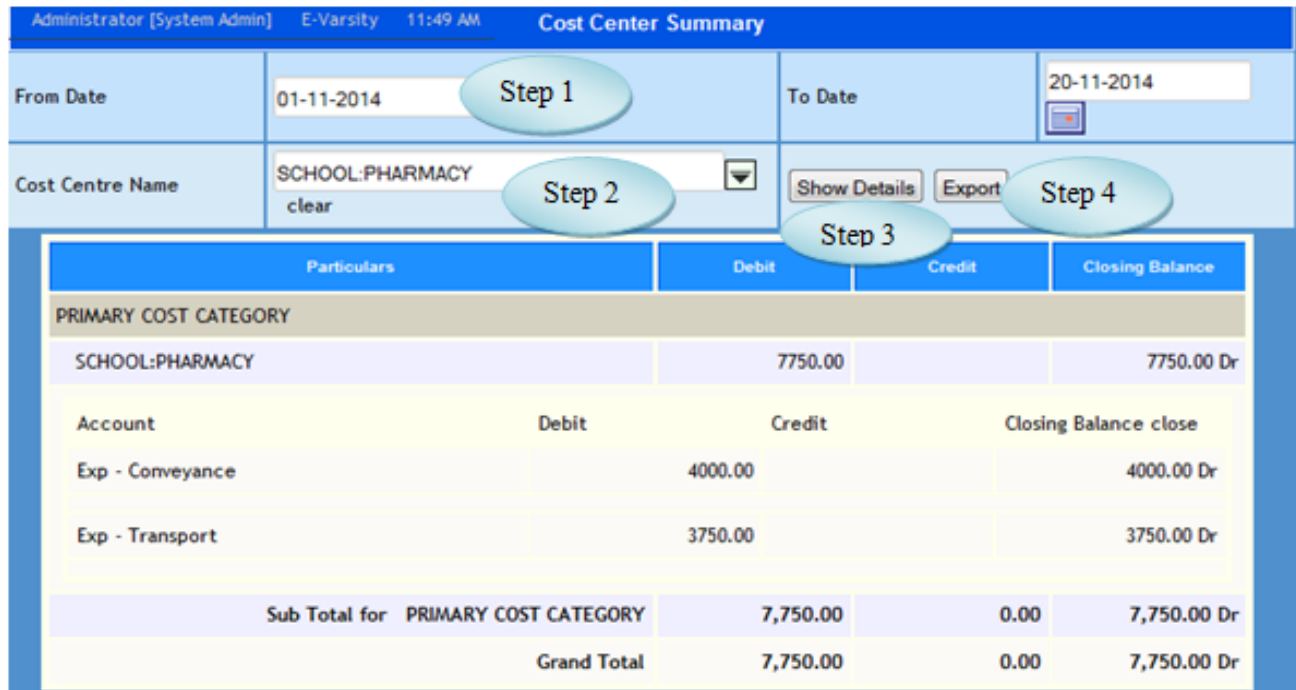


Figure 24.1

## 25. Due List

### 25.1. Intended Audience

*All Users*

### 25.2. Usage

*This interface is used to view the Due of Students.*

### 25.3. Menu Access

*Main Menu >>Accounts >> Reports>> Due List*

### 25.4. Dependency

*Voucher Entry*

Administrator [System Admin] E-Varsity 12:20 PM Student Due / Collection List

Report Option  Due List Report  Collection List Report **Step 1**

Fee Heads	Term Name
<input type="checkbox"/> ADMISSION FEE <b>Step 2</b>	<input type="checkbox"/> 2008-09/B <b>Step 3</b>
<input type="checkbox"/> APPLICATION FEE	<input type="checkbox"/> 2009-10/B
<input type="checkbox"/> AUTO CAD FEE	<input type="checkbox"/> 2009-10/M
<input type="checkbox"/> Admission Fee	<input type="checkbox"/> 2010-11
<input type="checkbox"/> Advance Fees	<input type="checkbox"/> 2011-12
<input type="checkbox"/> BIOTECHNOLOGY BOOK FEE	<input type="checkbox"/> 2013-2014

Display Due For: Current Students **Step 4**

Due as on: 20 Nov 2014 **Step 5**

Generate Report in Tabular Format

Detail Report  Abstract Report **Step 6**

**Step 7**

Sl.No	Program Name	ADMISSION FEE	Total Amount Collected
SCHOOL OF BASIC SCIENCES,			
	B.Sc.-Chemistry	112500.00	112,500.00
	M.Sc.-Organic Chemistry	49500.00	49,500.00
	M.Sc.-Chemistry	66000.00	66,000.00
	M.Sc.-Nano Science	16500.00	16,500.00
SCHOOL WISE TOTAL		244,500.00	244,500.00

Figure 25.1

25.5 To view Student Due list follow steps below

Step1: Select the Report Option Due List Report or Collection List Report.

Step2: Select the Fee Heads by clicking the check box.

Step3: Select the Term Name by clicking the check box.

Step4: Select the Display Due For option from the list for Display the reports.

Step5: Select the Due as on to list the due records.

Step6: Select the option Detail Report or Abstract Report to view in detail or abstract.

Step7: Click “Generate” button to view the students Due list.

## 26. DD Deposited Report

### 26.1. Intended Audience

*All Users*

### 26.2. Usage

*This interface is used to view DD Deposited Report.*

### 26.3. Menu Access

*Main Menu >>Accounts >> Reports>> DD Deposited Report*

### 26.4. Dependency

*Fee Management*

Sl.No	Student Name	Bank Name	Receipt Date	Cheque Date	Cheque Number	Cheque Amount
1	AKILAN,A, PONNITHI	CANARABANK	01-09-2014	22-08-2014	350202	63750.00
2	DHINAKARAN T	SBI	01-09-2014	12-08-2014	729142	116000.00
3	SHAKTHI G	CENTRAL BANK OF INDIA	01-09-2014	13-08-2014	564516	5000.00
4	ANGEL JOSEPH THOPPIL	INDIAN OVERSEAS BANK	01-09-2014	30-08-2014	757067	65000.00
5	ANGEL JOSEPH THOPPIL	INDIAN OVER SEAS BANK	02-09-2014	30-08-2014	757068	100000.00
6	MOHAN S	INDIAN BANK / KARIMANGALAM	02-09-2014	19-08-2014	259893	62000.00
7	KRISHNAN.S	INDIAN OVERSEAS BANK	03-09-2014	23-08-2014	221745	25000.00
<b>TOTAL</b>						<b>436,750.00</b>

Figure 26.1

26.5 To view DD Deposited Report follow steps below

Step1: Select From Date and To Date by default current date would appear.

Step2: Select Bank Account from the list.

Step3: Click “Generate” button to view the DD Deposited report.

Step4: List of students along with the DD details would appear.

## **27. Fees Collection Abstract**

27.1. Intended Audience

*All Users*

27.2. Usage

*This interface is used to view Fees Collection Abstract Report.*

27.3. Menu Access

*Main Menu >>Accounts>>Reports>>Fees Collection Abstract Report*

27.4. Dependency

*Fees Management*

27.5 To view Fees Collection Abstract Report follow steps below

Step1: Select Transaction or Accounts Book Office Wise option.

Step2: Select the Fees Collected Dates.

Step3: Select Transaction Office from the list.

Step4: Select the Cashier from the list.

Step5: Select the Mode of Amount Collected.

Step6: Select Fee Receipt Details from the list to view the Fees Collection Abstract report.

**Fee Collection Abstract Report**

Transaction Office Wise     Accounts Book Office Wise

**Step 1**    **Step 2**  
 Fee Collected Dates \*    From: 01-10-2014    To: 20-11-2014

**Step 3**    **Step 4**  
 Select Transaction Office \*    INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES

Select Cashier \*    Lalitha Poomima S - Accounts Assistant

**Step 5**  
 Mode of Amount Collected\*    All Mode    Account Books

   **Step 6**   

Sl.No	Student Name	Register No.	Program	Section	Receipt Date	Receipt No.	Receipt Amount
1	Arun Ramanathan S	11603012	B.E. ECE 7th Semester	A	30-10-2014	18365	1950.00
2	SATHISHKUMAR C	13102337	B.Com. ACCFIN 3rd Semester	C	30-10-2014	18366	2600.00
3	ADHIKARI MAYUM SANDEEP SHARMA	14101202	B.B.A. Bachelor of Business Administration 1st Semester	B	30-10-2014	18367	950.00
4	Damo Daran L	11604022	B.E. MECH 7th Semester	A	30-10-2014	18368	100.00
5	Lokesh S	11604050	B.E. MECH 7th Semester	B	30-10-2014	18369	100.00
6	Thangaraj M	11602088	B.E. CSE 5th Semester	B	30-10-2014	18370	9500.00
7	AMUTHA G	14109106	B.Sc. Hotel and Catering Management 1st Semester	A	30-10-2014	18371	1700.00
8	KARTHIK S	14109139	B.Sc. Hotel and Catering Management 1st Semester	B	30-10-2014	18372	1700.00
9	PRASANNA B	14109213	B.Sc. Hotel and Catering Management 1st Semester	C	30-10-2014	18373	1700.00
10	GOTTIMLIKALA ESWARKUMARAJU	14109122	B.Sc. Hotel and Catering Management 1st Semester	B	30-10-2014	18374	1700.00
<b>Total</b>							<b>22,000.00</b>

Figure 27.1

## 28. Cheque Search

### 28.1. Intended Audience

*All Users*

### 28.2. Usage

*This interface enables users to search the Cheque from Current Office and All Offices by entering the Cheque Number.*

### 28.3. Menu Access

*Main Menu >>Accounts>>Reports>>Cheque Search*

### 28.4. Dependency

*Voucher Entry*

Sl. No	Office Name	Voucher Date	Voucher No.	Cheque No.	Account Sub Head	Cheque Amount	Bank Paid On
1	SCIENCE TECHNOLOGY AND ADVANCED STUDIES	20/11/2014	15/NOV/0126	1401	Bank Axis 911010014364240	1,000.00	

Figure 28.1

### 28.5 To Search the cheque follow steps below

Step1: Select the option All Offices or Current Offices.

Step2: Select Cheque Search option Cheque Issued or Cheque Received.

Step3: Enter Cheque Number for searching the cheque.

Step4: Select the Period From Date and To Date.

Step5: Click “Search” button to view the cheque details for the entered Cheque Number.

## 29. Cheque Issued

### 29.1. Intended Audience

*All Users*

### 29.2. Usage

*This interface enables users to view the Cheque Issued report for the selected period.*

### 29.3. Menu Access

*Main Menu >>Accounts>>Reports>>Cheque Issued*

### 29.4. Dependency

*Voucher Entry*

**Cheque Issued**

Office Name: INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES

Select Bank Account: Bank of Baroda RK Nagar-08140400000132

From Date\*: 01/10/2014

To Date\*: 20-11-2014

Buttons: View, Refresh

---

From Date : 01-Oct-2014      To Date : 20-Nov-2014

Total Number of Cheque(s) Issued : 5      Total Number of Cheque(s) Reconciled : 1

Sl. No	Issued Date	Cheque Number	Cheque Date	Recon. Dt.	Amount(Rs.)	To Whom Issued	Issued By
Bank Name: Bank BOB - 08140400000132 (OD)							
1	07-10-2014	1827	13-10-2014	07-10-2014	49,080.00		2599
2	15-10-2014	1826	15-10-2014		5,00,000.00	Bank BOB - 08140400000132 (OD)	3221
3	15-10-2014	1828	15-10-2014		1,48,500.00	Crs - Preetha K Ganesh	3221
4	03-11-2014	1829	03-11-2014		1,48,500.00	Crs - Preetha K Ganesh	3221
5	05-11-2014	1829	06-11-2014		49,000.00		2599
<b>Total</b>					<b>8,95,080.00</b>		

Total Number of Cheque(s) Issued : 5

Figure 29.1



29.5 To view the Cheque Issued report follow steps below

Step1: Select the Bank Account from the list.

Step2: Select the period From Date and To Date by default current date would appear.

Step3: Click “View” button to view the Cheque Issued for the selected Bank.

Step4: The Cheque Issued details along with the party name would appear.

### 30. Fees Collection Summary Sheet

30.1. Intended Audience

*All Users*

30.2. Usage

*This interface enables users to view the Fees Collection Summary Sheet report .*

30.3. Menu Access

*Main Menu >>Accounts>>Reports>>Fees Collection Summary Sheet*

30.4. Dependency

*Fee Management*

30.5 To view Fees Collection Summary Sheet follow steps below

Step1: Select the Program Name from the list.

Step2: Select Year / Standard for the selected program.

Step3: Select the Term Description from the list. (Academic Year)

Step4: Select the Fee Heads by clicking the check box.

Step5: Click “Generate” button to view the Fees Collection Summary Sheet.

(The Fee Details for the selected program along with the Concession amount would appear)

Step6: Click the records to view the student details.

(The Student details would appear as in Figure 30.2)

The screenshot shows the 'Fee Collection Summary' interface. It includes a form with the following fields: Program Name (B.Com.-Accounts And Finance), Year / Standard (1), and Term Description (2014-2015). Below these is a 'Fee Head' section with checkboxes for 'ADMISSION FEE', 'FEE', 'AUTO CAD FEE', and 'Admission Fee'. At the bottom of the form are buttons for 'Generate', 'Print', and 'Refresh'. Below the form is a 'Fee Collection Summary Sheet' table with columns: Sl.No, Program / Standard, Student Strength, Fixed Amount, Collectable, Collected, Concession, and Due Amount. The table contains data for 'ADMISSION FEE' and a 'Total' row.

Sl.No	Program / Standard	Student Strength	Fixed Amount	Collectable	Collected	Concession	Due Amount
<b>ADMISSION FEE</b>							
1	B.Com.-Accounts And Finance	178	2500.00	445000.00	442500.00	2500.00	0.00
2	B.Com.-Accounts And Finance	2	0.00	7560.00	7560.00	0	0.00
<b>Total</b>		<b>180</b>		<b>452,560.00</b>	<b>450,060.00</b>	<b>2,500.00</b>	<b>0.00</b>

Figure 30.1

<b>INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES</b>		
<b>SL.No.</b>	<b>Student Name</b>	<b>Admission No.</b>
1	SASIREKHA S K	UP14G1020001
2	DILIP S	UP14G1020002
3	GOPINATHAN J	UP14G1020003
4	MOHAN S	UP14G1020004
5	ROBIN RAJU	UP14G1020005
6	BENAZIR BEGAM G	UP14G1020007
7	DHANAPRIYA G	UP14G1020008
8	RISWANA I	UP14G1020009
9	NAVEEN KUMAR M	UP14G1020010
10	PREM KUMAR K	UP14G1020011
11	BOOOATHI K P	UP14G1020012

Figure 30.2

### 31. Bills Outstanding

#### 31.1. Intended Audience

*All Users*

#### 31.2. Usage

*This interface enables users to view the Bills Outstanding of Receivables and Payables.*

#### 31.3. Menu Access

*Main Menu >>Accounts>>Reports>>Bills Outstanding*

#### 31.4. Dependency

*Purchase and Sales Vouchers*

The screenshot shows the 'Bills Outstanding' interface. At the top, there are filters for 'Payable' (unchecked) and 'Receivables' (checked), and a 'Report date' field set to '21/11/2014'. Below these are buttons for 'View', 'Settings', and 'Refresh'. The main table is titled 'Bills Receivables' and has columns for 'SL. No.', 'Ledger', 'Bill date', 'Reference', 'Due Amount', 'Aging in days', and 'Aging' (subdivided into '<= 30 days', '91 to 120 days', and 'above 120 days').

SL. No.	Ledger	Bill date	Reference	Due Amount	Aging in days	Aging		
						<= 30 days	91 to 120 days	above 120 days
Opening Balance (01/04/2012)				3,59,70,007.08				
					Dr			
1	Educational Trust	01/04/2012	Unadjusted Jrnl round off jr	0.22	Dr	507		(0.22)
2	Educational Trust	16/04/2012	Unadjusted Pymt 0	21,55,016.00	Dr	492		(21,55,016.00)
3	Educational Trust	17/05/2012	Unadjusted Pymt 6373	10,16,565.00	Dr	461		(10,16,565.00)
4	Educational Trust	18/05/2012	Unadjusted Pymt 6374	3,57,156.00	Dr	460		(3,57,156.00)
5	Educational Trust	07/06/2012	Unadjusted Pymt 6494	15,00,000.00	Dr	440		(15,00,000.00)
6	Educational Trust	07/06/2012	Unadjusted Pymt 6520	16,696.00	Dr	440		(16,696.00)
7	Educational Trust	12/06/2012	Unadjusted Pymt 6524	42,00,000.00	Dr	435		(42,00,000.00)
8	Educational Trust	21/06/2012	Unadjusted Pymt 6585	30,30,962.00	Dr	426		(30,30,962.00)
9	Educational Trust	06/07/2012	Unadjusted Pymt 6608	21,430.00	Dr	411		(21,430.00)
10	Educational Trust	06/07/2012	Unadjusted Pymt 6607	21,415.00	Dr	411		(21,415.00)
11	Educational Trust	07/07/2012	Unadjusted Pymt 6633	291.00	Dr	410		(291.00)
12	Educational Trust	14/07/2012	Unadjusted BPmt 0	29,425.00	Dr	403		(29,425.00)
13	Educational Trust	17/07/2012	Unadjusted Pymt 6805	19,017.00	Dr	400		(19,017.00)
14	Educational Trust	20/07/2012	Unadjusted Pymt 6811 a	43,750.00	Dr	397		(43,750.00)

Figure 31.1

31.5 To view the report follow steps below

Step1: Select the Outstanding Option Payables or Receivables.

Step2: Select the Report Date by default current date would appear.

Step3: Select the Ledger from the list to check the outstanding bills.

Step4: Click “View” button to view the outstanding bills.

## **32. Financial Statement**

32.1. Intended Audience

*All Users*

32.2. Usage

*This interface enables users to view the Financial Statement of Trial Balance, Balance Sheet and Income & Expenditure.*

32.3. Menu Access

*Main Menu >>Accounts>>Reports>>Financial Statement*

32.4. Dependency

*Voucher Entry*

32.5 To view Financial Statement follow steps below

Step1: Select the period From and To Date.

Step2: Click “Generate” button to view the Trial Balance for the selected period.

(The transaction details would appear along with the grand total for Transaction and Closing Balance.)

Step3: Click “Setting” button and select the Report type from the list.

(Tiral Balance, Balance Sheet and Income & Expenditure Report can be viewed from Financial Statement.)

Step 1      Period From 01/04/2014      To 21/11/2014      Generate      Settings      Step 3

Trial Balance      Step 2

Particulars	Transaction		Closing balance	
	Dr	Cr	Dr	Cr
Branch / Divisions	2,89,23,004.00	5,94,05,814.00	27,31,42,963.46	1,65,398.39
Direct Expenses	9,96,77,406.44	19,03,924.00	9,83,26,090.44	5,52,608.00
Indirect Expenses	11,88,44,285.46	31,16,077.10	11,57,89,283.36	61,075.00
Direct Incomes	2,11,06,446.00	30,09,64,286.00	55,61,491.00	28,54,19,331.00
Indirect Incomes	3,60,47,694.00	4,03,14,658.00	1,77,084.00	44,44,048.00
Capital Account				
Loans (Liability)	40,41,42,777.56	36,32,43,453.56		
Current Liabilities	17,42,54,375.93	14,03,98,638.86		
Current Assets	1,77,38,29,914.33	1,76,38,79,845.31		
Fixed Assets	1,64,00,793.11			
Profit:				
Difference in Opening Balance				
<b>Grand Total</b>	<b>2,67,32,26,696.83</b>	<b>2,67,32,26,696.83</b>		

Report: Trial balance

View: Trial balance, Income and Expenditure, Balance sheet

Opening Balance: Opening Balance

Transaction:  Transaction

Closing Balance:  Closing Balance

OB/CB Net Balance View:  Net Balance View

Exclude Income and:

Ok

Figure 32.1



*eVarsity*<sup>®</sup>

## Purchase Module

User Manual

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## I. Introduction

### Preface

The Purchase process across many organizations continues to be the traditional, paper based, labor intensive practice of procurement, invoice processing, routing and approvals making it a highly inefficient and cumbersome process.

The lack of an automated solution results in inefficiencies and delays in purchase requisition, purchase order placement and delays in payment processing. Numerous hand offs and approval processes reduce productivity across the organization. A prolonged cycle time also implies higher associated risks and costs. Request for Quotation and bidding/negotiation process steps have not yet been automated in many companies.

E-Varsity enhances efficiency and streamlines processes through hi-end automation. Configurable workflow as per client needs once configured, the process is frozen and employees have to rigidly comply with the process.

## II Purchase Master

### 1. Unit Of Measurement (UOM) Class

#### 1.1. Intended Audience

*System Administrator*

#### 1.2. Usage

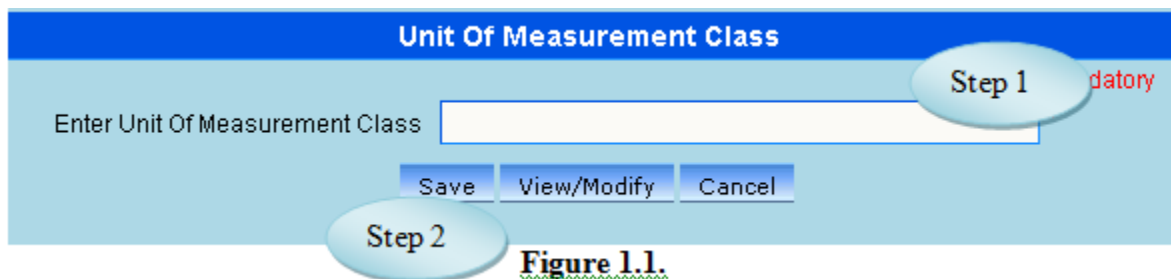
*This centralized master interface records unit of measurement class common for all the institutions.*

#### 1.3. Menu Access

*Main Menu >> Purchase >> Master >> UOM Class*

#### 1.4. Dependency

*none*



**Figure 1.1.**

#### 1.5. To make a **new entry** follow these steps,

*Step1: Enter unit of measurement class required to create.*

*Step2: Click “save” button to complete unit of measurement class creation.*

#### 1.6. To **view** existing product type follow these steps

*Step1: Click “view/Modify” button, page would load with all unit of measurement class as shown in figure 1.2.*

*Step2: click “Back” button, initial page would load are shown in figure 1.1.*

Unit Of Measurement Class List	
Sl.No	Unit OF Measurement Class
1	<a href="#">Unit</a>
2	<a href="#">Length</a>
3	<a href="#">weight</a>
4	<a href="#">Volume</a>
5	<a href="#">Area</a>
6	<a href="#">Mileage</a>

Step 2

Figure 1.2

1.7. To **modify** existing unit of measurement class, follow these steps.

Step1: Click “view/Modify” button.

Step2: Page would load with all unit of measurement class available as shown in figure 1.2.

Step3: Click a unit of measurement class in list to select it for modification.

Step4: Modify unit of measurement class.

Step5: Click “modify” to complete unit of measurement class modification.

## 2. Unit Of Measurement (UOM)

### 2.1. Intended Audience

*System Administrator*

### 2.2. Usage

*This centralized master interface records unit of measurement common for all the institutions.*

### 2.3. Menu Access

*Main Menu >> Purchase >> Master >> UOM*

### 2.4. Dependency

*UOM Class*

Figure 2.1

2.5. To make a **new entry** follow these steps,

Step1: *Select unit of measurement class.*

Step2: *Enter the unit of measurement name.*

Step3: *Enter conversion rate.*

Step4: *Click “save” button to complete unit of measurement entry.*

2.6. To **view** existing unit of measurement these steps

Step1: *Click “view” button, page would load with all unit of measurements. as shown in figure 2.2.*

Step2: *Click “Back” button, initial page would load are shown in figure 2.1.*

SI No	Unit of Measurement Class Name	Unit of Measurement Name	Conversion Rate
1	Unit	Nos	1.00
2	Unit	Bags	1.00
3	Unit	Box	1.00
4	Unit	cubic mtr	1.00
5	Unit	Length	1.00
6	Unit	packet	1.00
7	Unit	pair	1.00
8	Unit	roll	1.00
9	Unit	set	1.00
10	Unit	Sheet	1.00

Figure 2.2

2.7. To **modify** existing unit of measurement follow these steps.

Step1: Click “view/Modify” button.

Step2: page would load with all unit of measurement available as shown in figure 2.2.

Step3: Select Unit of Measurement by clicking for modification.

Step4: Modify required fields to be modified.

Step5: Click “modify” button to complete unit of measurement modification.

### 3. Tax Master

3.1. Intended Audience

*System Administrator*

3.2. Usage

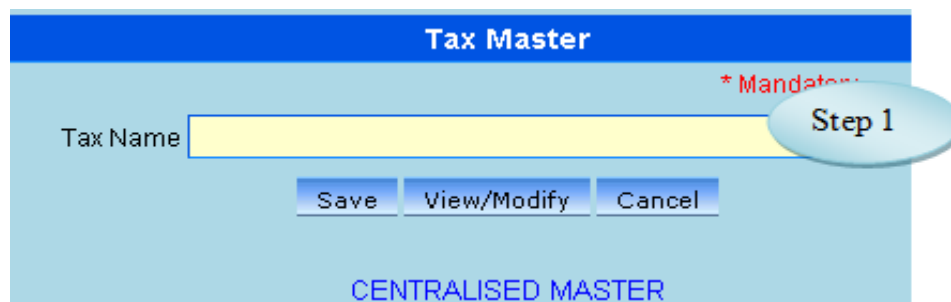
*This centralized master interface records tax common for all the institutions.*

3.3. Menu Access

*Main Menu >> Purchase >> Master >> Tax Master*

3.4. Dependency

*None*



The screenshot displays the 'Tax Master' interface. At the top, there is a blue header bar with the text 'Tax Master'. Below the header, there is a light blue background area. On the left, the text 'Tax Name' is followed by a yellow rectangular input field. To the right of the input field, there is a red asterisk and the text '\* Mandatory'. Below the input field, there are three buttons: 'Save', 'View/Modify', and 'Cancel'. At the bottom of the interface, the text 'CENTRALISED MASTER' is displayed. A blue oval callout with the text 'Step 1' is positioned over the 'Tax Name' input field.

Figure 3.1

3.5. To make a **new entry** follow these steps,

Step1: *Enter Tax Name required to create.*

Step2: *Click “save” button to complete tax entry.*

3.6. To **view** existing tax follow these steps

Step1: *click “view/Modify” button, page would load with all tax as shown in figure 3.2.*

Step2: *click “Back” button, initial page would load are shown in figure 3.1.*

Tax Master List	
Sl.No	Tax Name
1	<a href="#">VAT</a>
2	<a href="#">ED</a>
3	<a href="#">CESS</a>
4	<a href="#">CST</a>
5	<a href="#">Others</a>

Figure 3.2

## 4. Product Type Master

4.1. Intended Audience

*system administrator.*

4.2. Usage

*This centralized master interface records product type classification common for all the institutions.*

4.3. Menu Access

*Main Menu >>Purchase Master >> Product Type Master.*

4.4. Dependency

*Account Head, UOM*

The screenshot shows a form titled "Product Types/Category" with the following fields and steps:

- Step 1:** Product Type Name: Consumables \*
- Step 2:** Product Type Code: (empty)
- Step 3:** Parent Product Type: IT Related Product
- Step 4:** Unit Of Measurement: (empty)
- Step 5:** Account Head Description: Consumables \*
- Step 6:** Save button

Other buttons visible are View/Modify and Cancel. A label "Step 1 (6.6)" is also present at the bottom of the form area.

Figure 4.1

4.5. To make a **new entry** follow these steps,

Step1: *Enter product type name required to create.*

Step2: *Enter the product type code (if any) available.*

Step3: *if required, select parent product type under which new product type is to be created.*

Step4: *if required, select unit of measurement for the entered product type.*

Step5: *Select appropriate account head under which product type to be created.*

Step6: *Click “save” button to complete product type entry.*

Product Type Name	Product Type Code	Unit Of Measurement	Account Head Description
<input checked="" type="checkbox"/> BOOK - LIBRARY		Nos	Sundry creditors
<input type="checkbox"/> Books		Nos	Academic Expenses
<input checked="" type="checkbox"/> CCTV		-	Sundry creditors
<input type="checkbox"/> CD - Library		Nos	Sundry creditors
<input checked="" type="checkbox"/> Chemicals		-	Sundry creditors
<input checked="" type="checkbox"/> A Chemical		gm	Sundry creditors
<input type="checkbox"/> B Chemical		gm	Sundry creditors
<input type="checkbox"/> C Chemical		gm	Sundry creditors
<input type="checkbox"/> D Chemicals		gm	Sundry creditors
<input type="checkbox"/> Drugs		gm	Sundry creditors

Figure 4.2



## 5. Product Master

### 5.1. Intended Audience

*Purchase Requestor and System Administrator*

### 5.2. Usage

*This interface enables users to create new product into e-Varsity.*

### 5.3. Menu Access

*Main Menu >> Purchase Installation & Masters >> Product Master*

### 5.4. Dependency

*Product Type Master*

The screenshot shows the 'Product Master' form with the following fields and annotations:

- Product Type \***: Printers (Step 1)
- Product Name \***: HP Laserjet 1022 (Step 2)
- Product Code**: P-0013 (Step 3)
- Unit Of Measurement \***: Nos (Step 4)
- Specifications**: Enabled card printer. (Step 5)
- Buttons**: Save, View, Cancel (Step 6)

The form is titled 'Product Master' and 'CENTRALISED MASTER'.

Figure 5.1

### 5.5. To make a **new entry** follow these steps,

*Step1: Select product type from the list.*

*Step2: Enter product name to be created.*

*Step3: Enter product code.*

*Step4: Select unit of measure for the product.*

*Step5: Enter specifications for the product.*

*Step6: Click “save” button to complete product master entry.*

Product Type Name	Product Name	Product Code	UOM	Can Modify?
Printers	Canon BCI-24Black Cartridge		Nos	No
Printers	Canon BCI-24Colour Cartridge		Nos	No
Printers	Canon IR1600		Nos	No
Printers	Canon IR2200		Nos	No
Printers	Canon iR3045		Nos	No

Figure 5.2

## 6. Office-wise Products

### 6.1. Intended Audience

*Purchase Requestor and System Administrator.*

### 6.2. Usage

*This interface enables users to create link between product and office and product and accounts to user who access to respective offices. Only products linked with offices would be listed in all purchase flow i.e. purchase requisition, stock list etc.*

### 6.3. Menu Access

*Main Menu >> Purchase >> Masters >> Office wise Products*

### 6.4. Dependency

*Product Master, office wise account sub heads and asset prefix*

**Office wise Products**

Office Name : Faculty of Engineering and Technology, Delhi

Product Type : Lab Equipment & Inventory Step 1

<input type="checkbox"/>	Product Name	Product Code
<input checked="" type="checkbox"/>	ABG - 348	
<input checked="" type="checkbox"/>	ABG -348 ANALYZER-BAYER	
<input type="checkbox"/>	applanation tonometer	
<input type="checkbox"/>	B.P.Appratus	

Product Category :  Asset  Consumables Step 3

Account Head : Lab Equipments Step 4

Account SubHead : Lab Equipments - Chemistry Step 5

Asset Prefix : XYZ Step 6

Step 7 Save View Refresh

Step 1(8.6)

**Figure 6.1**

6.5. To make a **new entry** follow these steps,

*Step1: select product type in which products to be linked is available.*

*Step2: select product(s) to be linked with office and accounts*

*Step3: select appropriate product category for the selected product(s).*

*Step4: select appropriate account head for the selected product(s).*

*Step5: select appropriate account sub head for the selected product(s).*

*Step6: select appropriate asset prefix for the selected product(s), if product category is asset*

*Step7: click “save” button to complete link of product to office, accounts and product category.*

6.6. To **view** existing office wise products follow these steps

Step1: Click “view” button, list would appear with available products linked to the login office as shown in figure 6.2.

Step2: Enter product name to filter if available, else click search. All Products with filter product name entered would appear in list below

SI No	Product Name	Product Code	Product Category	Account Head	Account Subhead	Asset Prefix Name	
1	Zinc acetate (500 gm)	ChyCC146	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify
2	Zinc Carbonate - (500 gm)	ChyCC147	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify
3	Zinc Rod						Save Cancel
4	Zinc sulphate-(500 gm)	ChyCC148	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify
5	Zinc sulphate(500gm)		Consumables	Lab Consumable	Lab Chemicals Purchases		Modify
6	Zinc sulphide-(500 gm)	ChyCC149	Consumables	Lab Consumable	Lab Consumable - Chemistry		Modify

Figure 6.2

6.7. To **modify** office wise products follow these steps

Step1: click “view” button, list would appear with available products linked to the login office as shown in figure 6.2.

Step2: select appropriate product category for the product to be updated.

Step3: select appropriate account head for the product to be updated.

Step4: select appropriate account sub head the product to be updated.

Step5: select appropriate asset prefix name, if product category is asset.

Step6: click “Modify” button to update office wise product details.

## 7. Supplier Master (Client Master)

### 7.1. Intended Audience

*Purchase Requestor and System Administrator.*

### 7.2. Usage

*This interface enables users to create new supplier and account sub head.*

### 7.3. Menu Access

*Main Menu >> Purchase >> Masters >> Supplier Master*

### 7.4. Dependency

*Place Master*

The screenshot shows the 'Supplier Master' form with the following fields and steps:

- Step 1(9.6)**: Save, View, Refresh buttons at the bottom.
- Step 2**: Supplier First Name field.
- Step 3**: Contact Person Name field.
- Step 4**: Address field.
- Step 5**: Select Supplier Place dropdown menu.
- Step 6**: Supplier Mail Id field.
- Step 7**: Supplier Last Name field.

Other fields include: Supplier Last Name, Contact Person Designation, District Name, State Name, Pin/Zip code, Supplier Phone No, Fax Number, Supplier URL(website), Pan Number, Tin Number, and Tan Number. There are also links for 'New Duplicacy' and 'Add new Supplier Place'.

Figure 7.1

7.5. To make a **new entry** follow these steps,

Step1: Enter supplier first name.

Step2: Enter supplier last name.

Step3: Enter contact person name and contact person designation

Step4: Enter supplier address.

Step5: Select supplier place from list.

Step6: Enter supplier phone number, supplier email id, supplier website, pan number, Tin number and Tan number.

Step7: Click “Save” button to complete supplier master entry.

7.6. To **view** existing products follow these steps

Step1: Click “view/modify” button, new interface would appear as shown in figure 7.2.

Step2: Enter supplier name to filter if available, else click search. All suppliers with filter supplier name entered would appear in list below.

Step3: Click “Back” button, initial page would load are shown in figure 7.1.

S.No	Supplier Name	Address
1	Access Computer Data Corp	16/3, 2nd floor, Mathew Towers, Jagannathan Road, Nungambakkam, Chennai, Tamil Nadu 600034
2	Access Computer Data Corp	16/3, 2nd floor, Mathew Towers, Jagannathan Road, Nungambakkam, Chennai, Tamil Nadu 600034
3	Access Computer Data Corp.	Modify in Client Master ,vadapalani, Chennai, Tamil Nadu
4	Access Computer Data Corp.	Modify in Client Master ,vadapalani, Chennai, Tamil Nadu
5	Access Computer Data Corp.	Modify in Client Master ,vadapalani, Chennai, Tamil Nadu
6	ACCESS COMPUTER DATA CORP	11nd Floor Mathew Towers 16/3, Jagannathan Road Nungabakkam, Chennai, Chennai, Tamil Nadu 600034
7	Access Computer Data Corp. ACDC	, vadapalani, Chennai, Tamil Nadu
8	Access Data Corp	Modify in Client Master ,vadapalani, Chennai, Tamil Nadu
9	Access Systems	Modify in Client Master ,vadapalani, Chennai, Tamil Nadu

Figure 7.2

7.7. To modify existing suppliers follow these steps

Step1: Click “view/modify” button, new interface would appear as shown in figure 7.2.

Step2: Enter supplier name to filter if available, else click search. All suppliers with filter supplier name entered would appear in list below.

Step3: Select any on the listed supplier to enable modification.

Step4: Modify required fields to be modified.

Step5: Click “modify” button to complete supplier modification.

## 8. Office-wise Suppliers

8.1. Intended Audience

*Purchase Requestor and System Administrator.*

8.2. Usage

*This interface enables users to create link between supplier and office. Only suppliers linked with offices would be listed in all purchase flow. (quotation received, purchase order etc.)*

8.3. Menu Access

*Main Menu >>Purchase >> Masters >> Office wise Suppliers*

8.4. Dependency

*Supplier Master and office wise account sub heads.*



Figure 8.1

8.5. To make a **new entry** follow these steps,

Step1: *Select supplier(s) to be linked with login office.*

Step2: *Click “Save” button to complete link of supplier to office.*

8.6. To **view** existing office wise products follow these steps

Step1: *Click “view” button, list would appear with available suppliers linked to login office as shown in figure 8.2.*

Sl No	Supplier Name
1	Aarthy Book House
2	AB Samuel
3	Access Computer Data Corp
4	Access Computer Data Corp. ACDC
5	A C E Instruments Services
6	Ace Rasayan
7	ACT INDIA

Figure 8.2

## 9. Supplier Accounts Linkage

9.1 Intended Audience

*Purchase Requestor and System Administrator.*

9.2 Usage

*This interface enables users to link Supplier and Account Subhead*

9.3 Menu Access

*Main Menu >> Purchase >> Master >> Supplier Accounts Linkage*

9.4 Dependency

*Supplier Master*



Supplier Accounts Linkage															
Office Name*	COLLEGE (AUTONOMOUS)\NOMOUS														
	<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Supplier Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>M/s ALPHA INFOTECH</td> </tr> <tr> <td><input type="checkbox"/></td> <td>M/NITALK WIRELES SOLUTIONS PVT LTD</td> </tr> <tr> <td><input type="checkbox"/></td> <td>M/s Alagappa Tea Stall</td> </tr> <tr> <td><input type="checkbox"/></td> <td>M/s Antariksh Enterprises (HCL)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>M/s B.GANDHI Interior Work</td> </tr> </tbody> </table>	<input type="checkbox"/>	Supplier Name	<input type="checkbox"/>	M/s ALPHA INFOTECH	<input type="checkbox"/>	M/NITALK WIRELES SOLUTIONS PVT LTD	<input type="checkbox"/>	M/s Alagappa Tea Stall	<input type="checkbox"/>	M/s Antariksh Enterprises (HCL)	<input type="checkbox"/>	M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.	<input type="checkbox"/>	M/s B.GANDHI Interior Work
<input type="checkbox"/>	Supplier Name														
<input type="checkbox"/>	M/s ALPHA INFOTECH														
<input type="checkbox"/>	M/NITALK WIRELES SOLUTIONS PVT LTD														
<input type="checkbox"/>	M/s Alagappa Tea Stall														
<input type="checkbox"/>	M/s Antariksh Enterprises (HCL)														
<input type="checkbox"/>	M/s Arya Omnitalk Radio Trunking Services Pvt. Ltd.														
<input type="checkbox"/>	M/s B.GANDHI Interior Work														
Account Head*	Purchase Accounts														
Account Sub Head*	Cosmetics purchase														
	<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>														

Figure 9.1

#### 9.5 To Link Supplier to Accounts follow these steps

Step1: Select the Supplier to which the Accounts Subhead to be linked.

Step2: Select the Account Head from the list view.

Step3: Select the Account Sub Head from the list to which the selected supplier to be linked.

Step4: Click “Save” button to complete the Supplier Accounts Linkage.

Step5: Click “View” button to view the Supplier linked with the Accounts.

## 10. Supplier Contacts

### 10.1. Intended Audience

*Purchase Requestor and System Administrator*

### 10.2 Usage

*This interface enables users to add Supplier Details.*

### 10.3 Menu Access

*Main Menu >> Purchase >> Master >> Supplier Contacts*

### 10.4 Dependency

*Supplier Master*

Client's Contact Persons Details - Data Entry	
Client Name	ALPHA INFOTECH <span>Step 1</span>
Contact Person's Name	Arul Jones <span>Step 2</span> *
Designation	MCA <span>Step 3</span>
Telephone No. - Office	23458765
Fax No.	9236492374
Email	jones@gmail.com <span>Step 4</span>
Mobile	9798797987
<span>Step 5</span> Save View/Modify Refresh <span>Step 6</span>	

Figure 10.1

### 10.5 To Add Supplier Contacts follow these steps

Step1: Select the Supplier from the list.

Step2: Enter Contact Person's Name for the selected Supplier.

Step3: Enter Designation for the contact person.

Step4: Enter Telephone No., Fax No., Email and Mobile No..

Step5: Click "Save" button to add the Supplier Contacts.

Step6: Click "View" button to view the Supplier list linked with the Accounts.

## **11. Supplier wise Products**

### 11.1. Intended Audience

*Purchase Requestor and System Administrator*

### 11.2 Usage

*This interface enables users to add Supplier wise Products.*

### 11.3 Menu Access

*Main Menu >>Purchase >> Master >> Supplier wise Products*

### 11.4 Dependency

*Supplier Master and Product Master*

### 11.5 To make entry follow steps below

Step1: Select the Supplier Master from the list.

You will have the list of Products along with the Product Code.

Step2: Select the Product Name by clicking on the check box.

Step3: Click "Save" button to add Supplier wise Products.

Step4: Click "View" button to view the Supplier wise Products.



Figure 11.1

## 12. Product Installation

### 12.1. Intended Audience

*Purchase Requestor*

### 12.2 Usage

*This interface enables users to add quantity and the amount of the product for opening stock.*

### 12.3 Menu Access

*Main Menu >>Purchase >> Master >> Product Installation*

### 12.4 Dependency

*Division, Product Type and Product Master*

12.5 To Install Products follow steps below

Step1: Select the Divisions from the available list.

Step2: Select the Product Type from the available list.

The user can have the product list along with Quantity and Amount field.

Step3: Select the Product Installation Date.

Step4: Select the Product by clicking the “Add” button.

Step5: Enter Quantity and Amount for the selected product.

Step6: Click “Save” button to update the product Details.

**Product Installation**

Division\* (SSC) ECONOMICS Step 1

Product Type\* COMPUTERS AND ACCESSORIES Step 2

Product Installation Date\* 01-09-2014 Step 3

Product Description	Quantity	Amount/Unit	Total Amount	
05A - TONNER -NEW	34	15	510.00	
05A Compatible Toner	<input type="text" value="23"/> <span>Step 5</span>			<input type="button" value="Save"/> <span>Step 6</span>
103 TONER REFILL	0.0	0.00		<input type="button" value="Add"/>
12 A TONER REFILL	0.0	0.00	0.00	<input type="button" value="Add"/>
Xerox PE 220 - TONNER -NEW	0.0	0.00		<input type="button" value="Add"/> <span>Step 4</span>
optical media conveter	0.0	0.00	0.00	<input type="button" value="Add"/>
pci parallel card	0.0	0.00	0.00	<input type="button" value="Add"/>

Record Saved Successfully...

Figure 12.1

## 13. Asset Location

### 13.1. Intended Audience

*Purchase In charge*

### 13.2 Usage

*This interface enables users to create Asset Location.*

### 13.3 Menu Access

*Main Menu >>Purchase >> Master >> Asset Location*

### 13.4 Dependency

*None*

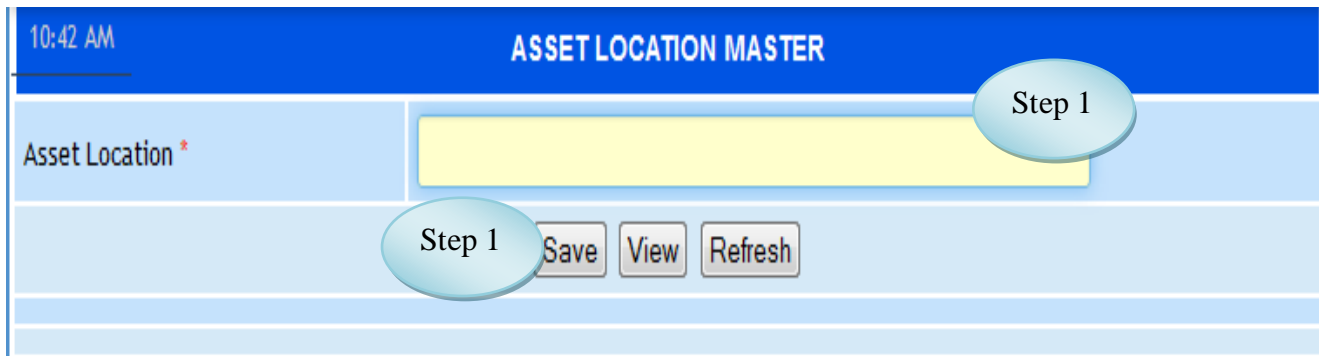


Figure 13.1

13.5 To make entry on Asset Location master follow steps below

Step1: Enter Asset Location required to create.

Step2: Click “Save” button to save the Asset Location master.

Step3: Click “View” button to view the existing Asset Locations.

### III Purchase Transactions

#### 14. Workflow Controller

##### 14.1. Intended Audience

*System Administrator*

##### 14.2. Usage

*This interface controls the flow of purchase request and purchase order. This ensures the workflow automation suggested by the management.*

##### 14.3. Menu Access

*Main Menu >>Purchase >> Transaction >> Workflow Controller*

##### 14.4. Dependency

*Menu Access*

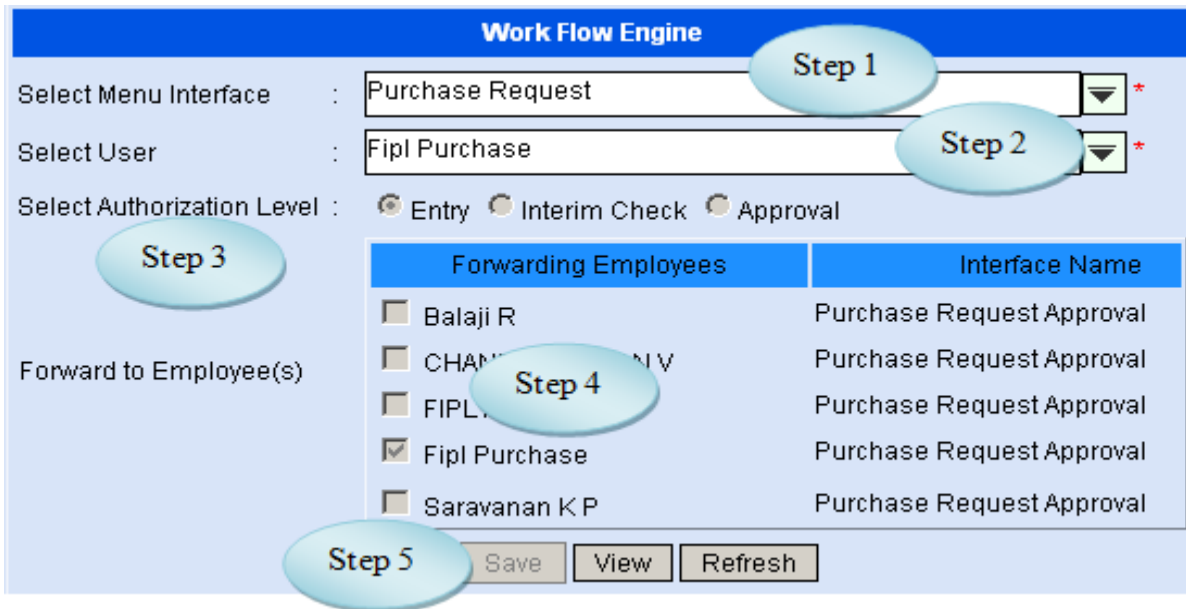


Figure 14.1

14.5. To make a new entry follow these steps,

Step1: *Select menu interface to which work flow is to be simulated.*

Step2: *Select user to whom workflow control is to be enabled.*

Step3: *Select employee’s Authorization Level whether to be considered entry, interim check or approval.*

Step4: *Select employee(s) to whom workflow can be forwarded.*

Step5: *Click “Save” button to register the workflow control.*

14.6. To **view** existing course follow these steps,

Step1: Click “View” button, list would appear with all available Work Flow as in figure 14.2.

Work Flow View					
SI No	Menu Interface Name	User Name	Authorization Level	Forwarding Users	Back
1	Purchase Order	FIPL ACADEMY	Interim Check	Fipl Purchase	
2	Purchase Request	Fipl Purchase	Entry	Fipl Purchase	
3	Purchase Request	FIPL ACADEMY	Interim Check	FIPL ACADEMY Fipl Purchase	

Figure 14.2

14.7 To **modify** existing workflow follow these steps

Step1: Select menu interface and user to whom workflow control is to be modified.

Step2: Popup message would appear for confirmation on modification.

Step4: On confirmation, it would display the existing workflow with forwarding employees.

Step5: Modify the existing workflow.

Step7: Click “modify” button to complete workflow control modification.



## 15. Purchase Indent Period

### 15.1. Intended Audience

*System Administrator*

### 15.2. Usage

*This interface used to create Purchase Indent Period*

### 15.3. Menu Access

*Main Menu >> Purchase >> Transaction >> Purchase Indent Period*

### 15.4. Dependency

*Product Type Master*

The screenshot shows the 'Purchase Indent Period Master' interface. It features a blue header bar with the title. Below the header, there are three input fields: 'Purchase Indent Period\*' with the value 'August 2014', 'From Date\*' with '16-08-2014', and 'To Date\*' with '31-08-2014'. Each of these fields has a small calendar icon to its right. Below the date fields is a list of product types, each with a checkbox. The first three items are checked: '1.5MFD Capaciter', '12w cfl', and '1'. The other items are unchecked: 'jat galss', 'pigeon hole steel 24 number', 'plastic', and 'wiper'. At the bottom of the interface, there are three buttons: 'Save', 'View', and 'Refresh'. Four blue callout bubbles with white text are overlaid on the interface, labeled 'Step 1' through 'Step 4'. Step 1 points to the 'Purchase Indent Period' field, Step 2 points to the 'From Date' field, Step 3 points to the first checked product type, and Step 4 points to the 'Save' button.

Purchase Indent Period Master	
Purchase Indent Period*	August 2014
From Date*	16-08-2014
To Date*	31-08-2014
<b>Product Type</b>	
<input checked="" type="checkbox"/>	1.5MFD Capaciter
<input checked="" type="checkbox"/>	12w cfl
<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	jat galss
<input type="checkbox"/>	pigeon hole steel 24 number
<input type="checkbox"/>	plastic
<input type="checkbox"/>	wiper
Save View Refresh	

Figure 15.1

15.5 To make entry on Purchase Indent Period follow steps below

Step1: Enter Purchase Indent Period .

Step2: Select From Date and To Date by default current date will be loaded.

Step3: Select the Product Type to link with the Purchase Indent Period.

Step4: Click “Save” button to complete the Purchase Indent Period.

## 16. Purchase Request

16.1 Intended Audience

*Purchase Requestor*

16.2 Usage

*This interface is used to raise a purchase requisition in e-Varsity ERP.*

16.3 Menu Access

*Main Menu >>Purchase >> Transactions >>Purchase Requisition*

16.4 Dependency

*Office wise Products*

Purchase Requisition					
Purchase Requisition Code *	:	PR/Feb/07-08/00039 /00039			
Purchase Requisition Date *	:	13	February	2008	Step 1
Purchase Requisition Details					
Product / Service	Quantity	Unit	Lead Time	Expected Receiving Date	Specifications
Aluminium ROD	500	Length	10 days	13-02-2008	Aluminium ROD
Add Product Details Step 2					
Requesting Division *	:	Administration			Step 3
Delivery Address *	:	Administration			Step 4
Identified Suppliers Other Remarks	:				Step 5
Forwarding Employee *	:	Fipl Purchase			Step 6
		Step 7	Save	Refresh	

Figure 16.1

Product Type *	Aluminium	Step 2a
Product/Service *	Aluminium ROD	Step 2b
Quantity (Unit) *	500	Step 2c <a href="#">View Product Availability</a>
Lead Time *	10 (in days)	Step 2e Step 2d
Expected Receiving Date *	13 February 2008 (DD/Month/YYYY)	
Specifications	Aluminium ROD - Specification Step 2f	
	Step 2g	Add To List Close

Figure 16.2

16.5. To make a **new entry** follow these steps (*Refer Figure 19.1 and 19.2*),

Step1: Enter the valid purchase requisition date, by default it would display current date.

Step2: To Add Product Details click “Add Product Details”

Step2a: Select Product Type.

Step2b: Select Product for the selected product type.

Step2c: Enter Quantity as per the unit of measurement.

Step2d: if required Click the link “View Product Availability”, would appear available products for all office.

Step2e: Enter Lead Time and Expected Receiving date.

Step2f: if any, Enter specifications for the product.

Step2g: Click “Add To List” button to add product details in the list.

Step3: Select requesting division.

Step4: Enter delivery address.

Step5: Enter identified suppliers and other remarks.

Step6: Select the employee to whom this requisition is to be forwarded.

Step7: click “Save” button to complete purchase requisition entry.

**17. Purchase Request Approval**

17.1. Intended Audience

*Principal, Dean, Director and Purchase Department*

17.2. Usage

*This interface is used to approve purchase requisition raised by the departments.*

17.3. Menu Access

*Main Menu >>Purchase >> Transactions >>Purchase Requisition Approval*

17.4. Dependency

*Purchase Requisition*

Purchase Requisition Approval			
Purchase Requisition List			
Purchase Requisition Code	Purchase Requisition Date	Requested User	
PR/Feb/07-08/00026	09-02-2008 17:48:32	Fipl	<div style="border: 1px solid gray; border-radius: 50%; padding: 2px; display: inline-block;">Step 1</div> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="View/Modify"/>
PR/Feb/07-08/00029	12-02-2008 14:14:43	Fipl Purchase	<input type="button" value="Approve"/> <div style="border: 1px solid gray; border-radius: 50%; padding: 2px; display: inline-block;">Step 2</div> <input type="button" value="Reject"/> <input type="button" value="View/Modify"/>
PR/Feb/07-08/00030	12-02-2008 14:24:22	Fipl Purchase	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="View/Modify"/>
PR/Feb/07-08/07-08/00031	12-02-2008 14:43:35	Fipl Purchase	<input type="button" value="Approve"/> <div style="border: 1px solid gray; border-radius: 50%; padding: 2px; display: inline-block;">Step 3</div> <input type="button" value="View/Modify"/>
PR/Feb/07-08/07-08/00032	12-02-2008 14:51:43	Fipl Purchase	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="View/Modify"/>
PR/Feb/07-08/07-08/00033	12-02-2008 15:02:03	Fipl Purchase	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="View/Modify"/>

Figure 17.1

17.5. To Approve Purchase Request follow these steps,

*Step1: List shows the purchase requisition waiting for approval.*

*Click “Approve” button to approve the purchase requisition in the corresponding row.*

*Step2: Click “Reject” button to reject the purchase requisition in the corresponding row.*

*Step3: Click “View/Modify” to view and modify the purchase requisition details (Refer*

*Figure 17.2)*

*Step 3a: Click “Modify” button, which enables to modify quantity, lead-time, expected receiving date and specifications for the particular product.*

Step 3b: Click “Save” button to save requisition details for the product.

Step 3c: Click “Exit” button does not allow to save the changes.

Step 3d: Click “Remove” button to remove the product.

Step 3e: By clicking “back” button would let user to view purchase requisition list waiting for approval.

The screenshot shows a web interface titled "Purchase Requisition Details". At the top, there is a text box for "Purchase Requisition Code" containing "PR/Feb/07-08/00032 00032". Below this is a table with the following columns: Product Description, Quantity, UOM, Lead Time (in days), Expected Receiving Date, and Specification. The first row contains "1.5 mm L plates WC", "57.00", "Nos", "45", "12-02-2008", and "54645". The second row contains "Aluminium ROD", "60.00", "Length", "6", "12", "February", "2008", and "Aluminium ROD". Below the table are buttons for "Modify", "Remove", "Save", "Exit", and "Back". Callouts labeled "Step 3a" through "Step 3e" point to the "Modify" button, "Save" button, "Exit" button, "Remove" button, and "Back" button respectively.

Product Description	Quantity	UOM	Lead Time (in days)	Expected Receiving Date	Specification
1.5 mm L plates WC	57.00	Nos	45	12-02-2008	54645
Aluminium ROD	60.00	Length	6	12 February 2008	Aluminium ROD

Figure 17.2

## 18. Stock Transfer from Request

### 18.1. Intended Audience

*Purchase Department*

### 18.2. Usage

*This interface is used to transfer the stock for the purchase request by the departments.*

### 18.3. Menu Access

*Main Menu >>Purchase >> Transactions >>Stock Transfer for Request*

### 18.4. Dependency

*Purchase Requisition*

### 18.5. To Transfer Stock for Purchase Request follow these steps

Step1: Select From Date and To Date , by default current date would appear.

Step2: Select Request Period from the list, Product list would appear along with the current stock and requested quantity.

Step3: Select the Product by clicking the check box.

Step4: Enter Processed Quantity to transfer stock.

Step5: Click “Stock Transfer Request” button to Transfer the Stock requested.

Stock Transfer for Purchase Request						
From Date*	01-09-2014		To Date*	24-09-2014		
Request Period*	Dental College & Hospital,					
Product List						
<input type="checkbox"/>	S.No	Product Name	Specification	Current Stock	Requested Quantity	Processed Quantity
<input type="checkbox"/>	1	CD R (MOSER BEAR)		30.0000	20.00	<input type="text"/>
<input type="checkbox"/>		Computer Cleaning Brush		0.0000	2.00	<input type="text"/>
<input type="checkbox"/>	3	DVD R Moserbaer PRO	To back up the OPG	20.0000	25.00	<input type="text"/>
<input type="checkbox"/>	4	Vacuumcleaner		0.0000	1.00	<input type="text"/>
<input type="button" value="Stock Transfer Request"/>						

Figure 18.1

## 19. Purchase Initiation from Request

### 19.1. Intended Audience

*Purchase Assistant and Head of the Department.*

### 19.2. Usage

*This interface is used to initiate purchase from request.*

### 19.3. Menu Access

*Main Menu >>Purchase >>Transactions >> Purchase Initiation from Request*

### 19.4. Dependency

*Purchase Requisition.*

Purchase Initiation from Request				
From Date*	01-07-2014	To Date*	24-09-2014	
Request Period*	Oct 14 Stationery [05-09-2014 - 10-09-2014]			
Product List				
<input type="checkbox"/>	S.No	Product Name	Quantity To Purchase	Division Count
<input checked="" type="checkbox"/>	1	A4 Size Paper TNPL 80 GSM	2.00	1
<input type="checkbox"/>		Royal Executive Bond Paper A4 Size 100 Sheets-85 GSM	2.00	1
<input type="checkbox"/>	3	Stapler Pin 10D Size	2.00	1
Initiate Purchase				

Figure 19.1

### 19.5. To Purchase Initiation from Request follow these steps,

*Step1: Select From Date and To Date by default current date would appear.*

*Step2: Select Request Period from the list, Product list along with the quantity to purchase would appear.*

*Step3: Select the products from the list.*

*Step4: Click “Initiate Purchase” button to Initiate the Purchase.*

## 20. Send Quotation to Suppliers

### 20.1. Intended Audience

*Purchase Assistant.*

### 20.2. Usage

*This interface is used to initiate purchase from request.*

### 20.3. Menu Access

*Main Menu >>Purchase >>Transactions >> Send Quotation to Suppliers*

### 20.4. Dependency

*Purchase Initiation*

### 20.5. To Send Quotation To Suppliers follow steps below

Step1: List shows the records waiting to send Quotation to Suppliers.

Step2: Select the Purchase Initiation for whom the Quotation to be send, Quotation Details would appear for the selected purchase initiation.

Step3: Select the Supplier Name from the list.

Step4: Select the products from the product list.

Step5: Click “Send Mail” button to complete the process.

Send Quotation To Suppliers					
Quotation Ref No	Quotation Date	Opening Authority	Type	Divisions	Remarks
/Sep/14-15ep/14-15 /00648	24-Sep-2014	Administrator	Oct 14 Stationery	SO Office	Multiple Requests
/Sep/14-15ep/14-15 /00647	23-Sep-2014	Administrator	Sept - 2014	ADMINISTRATION	Multiple Requests
/Sep/14-15ep/14-15 /00643	12-Sep-2014	Stores	Service	MAINTENANCE	Multiple Requests
/Sep/14-15ep/14-15 /00642	12-Sep-2014	Stores	Chemicals for Sep 14	CENTRAL CHEMICAL STORES	Multiple Requests
/Sep/14-15ep/14-15 /00640	12-Sep-2014	Stores	Oct 14 A/c Spares	MAINTENANCE	Multiple Requests
/Sep/14-15ep/14-15 /00639	12-Sep-2014	Stores	Electricals Motor Urgent	MAINTENANCE	Multiple Requests
/Sep/14-15ep/14-15 /00636	09-Sep-2014	Sampath.S	Assets for Pharmacology	Pharmacology	Multiple Requests
/Sep/14-15ep/14-15 /00634	09-Sep-2014	Prema.V	Oct 14 Elec Items	PURCHASE	Multiple Requests

Figure 20.1



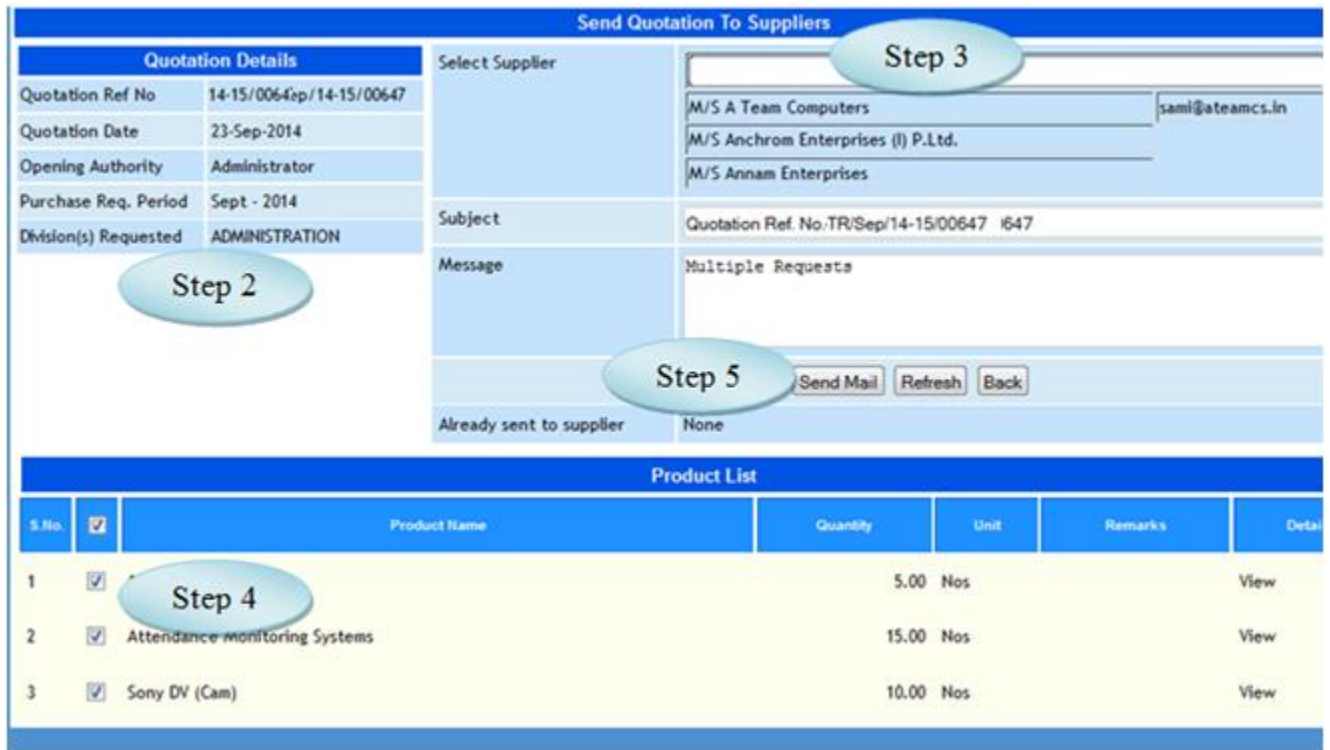


Figure 20.2

## 21. Supplier Rate Contract

### 21.1. Intended Audience

*Purchase Assistant*

### 21.2. Usage

*This interface is used to fix Supplier Rate.*

### 21.3. Menu Access

*Main Menu >>Purchase >>Transactions >> Supplier Rate Contract*

### 2.1.4 Dependency

*Purchase Initiation*

Supplier Contract Entry					
Supplier Name		Alamelu Pipe Traders			
	Product Name	Product Code	Rate/unit	Discount / unit	Tax Details
<input type="checkbox"/>	Connaction Tube 1/2		125.00	5.00	<a href="#">Add Tax (1)</a>
<input type="checkbox"/>	Pipe 15 Kg - Finolex		102.00	2.00	<a href="#">Add Tax (0)</a>
<input type="checkbox"/>	PVC Pipe 6 Kg - Finolex		50.00	0.00	<a href="#">Add Tax (0)</a>

Buttons: Save, View, Refresh

Figure 21.1

21.5 To make Supplier Contract Entry follow steps below

Step1: Select the Supplier Name from the list.

Step2: Select the product by clicking the check box and fix the rate.

Step3: Click “Save” button to complete Supplier Contract Entry.

## 22. Quotation Received Details

### 22.1. Intended Audience

*Purchase Assistant*

### 22.2. Usage

*This interface is used to register the price details for the quotation received from the supplier.*

### 22.3. Menu Access

*Main Menu >>Purchase >> Transactions >> Quotation Received Details*

### 22.4. Dependency

*Quotation Initiation*

22.5 To make entry on Quotation Received Details follow steps below

Step1: Select the Quotation Initiation to which the Quotation Details received, details of Quotation along with the product list would appear.

Step2: Select Quotation Received Date.

Step3: Select Supplier Name, from whom the quotation received.

Step4: Enter Supplier Ref. No.

Step5: Select the Product by clicking check box.

Step6: Enter the Rate/Unit for the selected product.

Step7: Enter Discount and Tax Percentage if required.

Step8: Enter Overall Additional Charges Description and Amount if required.

Step9: Click “Save” button to save the quotation received details for the selected supplier.

Quotation Received Details					
Quotation List					
Quotation Ref No	Quotation Date	Opening Authority	Type	Divisions	Remarks
'Sep/14-15/00648 5/00648	24-Sep-2014	Administrator	Oct 14 Stationery	SO Office	Multiple Requests
'Sep/14-15/00648 1/00647	23-Sep-2014	Administrator	Sept - 2014	ADMINISTRATION	Multiple Requests
'Sep/14-15/00648 5/00643	12-Sep-2014	Stores	Service	MAINTENANCE	Multiple Requests
'Sep/14-15/00648 5/00642	12-Sep-2014	Stores	Items for Sep 14	CENTRAL CHEMICAL STORES	Multiple Requests
'Sep/14-15/00648 5/00640	12-Sep-2014	Stores	Oct 14 A/c Spares	MAINTENANCE	Multiple Requests
'Sep/14-15/00648 1/00639	12-Sep-2014	Stores	Electricals Motor Urgent	MAINTENANCE	Multiple Requests
'Sep/14-15/00648 1/00636	09-Sep-2014	Sampath.S	Assets for Pharmacology	Pharmacology	Multiple Requests
'Sep/14-15/00648 5/00634	09-Sep-2014	Prema.V	Oct 14 Elec Items	PURCHASE	Multiple Requests

Figure 22.1

The screenshot shows the 'Quotation Received Details' and 'Product List' sections. The 'Quotation Received Details' section includes fields for Quotation Received Date (25-09-2014), Supplier Name (M/S A Team Computers), and Supplier Ref No (345435). The 'Quotation Details' section includes Quotation Ref No (114-15/0064/14-15/00647), Quotation Date (23-Sep-2014), Purchase Req. Period (Sept - 2014), Division(s) Requested (ADMINISTRATION), and Remarks (Multiple Requests). The 'Product List' section is a table with columns for Product Name, Remarks, Quantity, Unit, Rate/unit, Value, Discount Percentage, Discount Amount, Gross, Gross Taxable, Add Tax, Tax Value, Add Extra Charges, and Total Amount. The table contains three rows of product data: 15KVA Generator, Systems, and Sony Div (Cam). The total value is 60525.00, with a discount of 1975.50, resulting in a gross value of 58549.50. The 'Overall Additional Charges' section shows a description and amount of .00, and a 'Grand Total' of 58550.00. The interface includes buttons for 'Save', 'Refresh', and 'Back'.

**Quotation Received Details**

Quotation Received Date: 25-09-2014  
 Supplier Name: M/S A Team Computers  
 Supplier Ref No: 345435  
 Terms & Conditions: advance payments  
 Entered undefined of 1000 characters.

**Quotation Details**

Quotation Ref No: 114-15/0064/14-15/00647  
 Quotation Date: 23-Sep-2014  
 Purchase Req. Period: Sept - 2014  
 Division(s) Requested: ADMINISTRATION  
 Remarks: Multiple Requests

**Suppliers Quoted**

**Product List**

Product Name	Remarks	Quantity	Unit	Rate/unit	Value	Discount Percentage	Discount Amount	Gross	Gross Taxable	Add Tax	Tax Value	Add Extra Charges	Total Amount
15KVA Generator		5.00	Nos	1005.00	5025	2	100.5	4924.5	4924.5	Tax (0)	0	Extra (0)	4924.50
Systems		15.00	Nos	2500.00	37500		475	35625	35625	Tax (0)	0	Extra (0)	35625.00
Sony Div (Cam)		10.00	Nos	1800.00	18000		0	18000	18000	Tax (0)	0	Extra (0)	18000.00
<b>Total</b>					<b>60525.00</b>		<b>1975.50</b>	<b>58549.50</b>	<b>58549.50</b>		<b>0.00</b>	<b>0.00</b>	<b>58549.50</b>

**Overall Additional Charges**

Overall Additional Charges Description:   
 Overall Additional Charges Amount: .00  
 Round Off: 0.50  
**Grand Total: 58550.00**

Buttons: Save, Refresh, Back

Figure 22.2

## 23. Quotation Finalization

### 23.1. Intended Audience

*Dean, Purchase Department*

### 23.2. Usage

*This interface is used to finalize the quotations.*

### 23.3. Menu Access

*Main Menu >>Purchase >> Transactions >>Quotation Finalization*

### 23.4. Dependency

*Quotation Received Details*

The screenshot shows a software interface for managing quotations. It is divided into two main sections: 'Quotation Received Details' and 'Product List'.

**Quotation Received Details:**

- Step 2:** Quotation Received Date: 25-09-2014
- Step 3:** Supplier Name: M/S A Team Comput...
- Step 4:** Supplier Ref No: 345435
- Terms & Conditions: advance payments. Entered undefined of 1000 characters.
- Quotation Details:**
  - Quotation Ref No: TR/Sep/14/15/00647 647
  - Quotation Date: 23-Sep-2014
  - Purchase Req. Period: Sept - 2014
  - Division(s) Requested: ADMINISTRATION
  - Remarks: Multiple Requests

**Product List:**

Product Name	Remarks	Quantity	Unit	Rate/unit	Value	Discount Percentage	Discount Amount	Gross	Gross Taxable	Add Tax	Tax Value	Add Extra Charges	Total Amount
<input checked="" type="checkbox"/> 15KVA Generator		5.00	Nos	1005.00	5025	2	100.5	4924.5	4924.5	Tax (0)	0	Extra (0)	4924.50
<input checked="" type="checkbox"/> Systems		15.00	Nos	2475	37500			35625	35625	Tax (0)	0	Extra (0)	35625.00
<input checked="" type="checkbox"/> Sony Dv (Cam)		10.00	Nos	1800.00	18000		0	18000	18000	Tax (0)	0	Extra (0)	18000.00
<b>Total</b>					<b>60525.00</b>		<b>1975.50</b>	<b>58549.50</b>	<b>58549.50</b>		<b>0.00</b>	<b>0.00</b>	<b>58549.50</b>

**Overall Additional Charges:**

- Step 8:** Overall Additional Charges Description: (empty)
- Overall Additional Charges Amount:** .00
- Round Off:** 0.50
- Grand Total:** 58550.00

**Step 9:** Buttons: Save, Refresh, Back

Figure 23.1

23.5. To make quotation finalization, follow these steps,

- Step 1: List of Quotations waiting for approval will be listed (as in Figure 23.1)
- Step 2: Select a Quotation for finalization, quotation received details with comparative figures on various suppliers as well as products would be listed as in figure 23.2.
- Step 3: Select the Quotation based on finalized supplier.
- Step 4: Enter Approval Remarks for Quotation Finalization.
- Step 5: Click “Approve” button to Approve the Quotation.

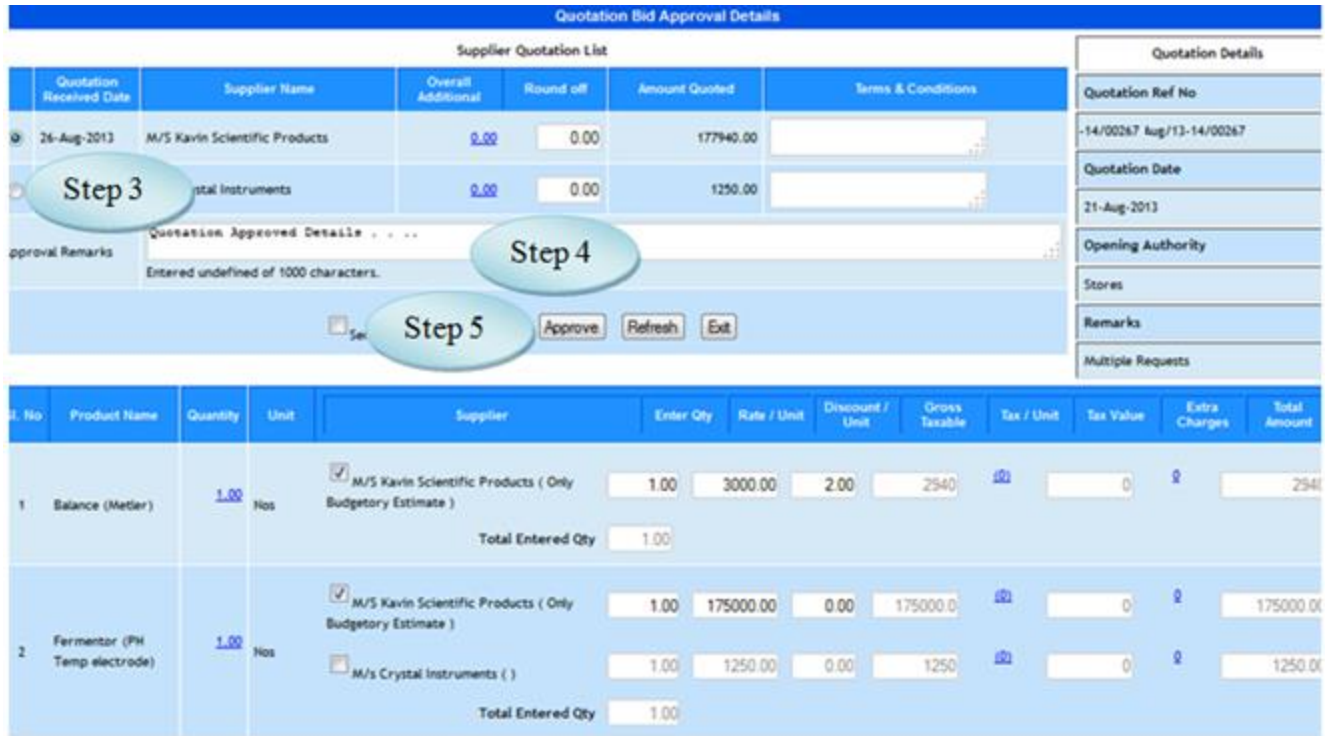


Figure 23.2

## 24. Purchase Order Generation

Two provisions for generating purchase order,

24.A. Quotation Purchase Order Generation

24.B. Direct Purchase Order Generation

### 24A. Quotation Purchase Order Generation

24.A.1. Intended Audience

*Purchase Officer*

24.A.2. Usage

*This interface enables users to generate purchase order for the approved quotation.*

24.A.3. Menu Access

*Main Menu >> Purchase >> Transactions >> Purchase Order Generation*

24.A.4. Dependency

*Quotation Approval*

24.A.5. To generate **purchase order for the quotation**, follow these steps,

Step1: Quotations waiting for purchase order generation are listed as in Fig 24.A.1

Step2: Select the required quotation, details for the purchase order generation along with the product list will be displayed as in Figure 24.A.2

Step3: Enter Delivery Address.

Step4: Enter Payment and Purchase Terms.

Step5: Enter Purchase Order note and Copy to.

Step6: Enter Deadline Date for each product listed.

Step7: Click “Generate Order” button, to generate the purchase order for the quotation selected.

Step8: Click “Back” button, to load the initial page as in Figure 24.A.1.

Quotation Purchase Order Generation			
Quotation Bidder Approval List			
Quotation Ref No	Quotation Received Date	Quotation Bidder Name	Quotation Description
TR/Feb/07-08/00016	01-Feb-2008	BVQI ( India ) Private Limited	
TR/Feb/07-08/00017	01-Feb-2008	Bestmach Engineers	

Figure 24.A.1



**Step 2** Quotation Purchase Order Generation \* Mandatory

Purchase Order Ref No : PUR/Feb/07-08eb/07-08/00021 \*

Purchase Order Date : 13 February 2008

Supplier Name : BVQI ( India ) Private Limited

Delivery Address : College, **Step 3**

Payment Terms : Advance 50% before delivery

Purchase Terms : deliver products on or be **Step 4**

Purchase Order Note : **Step 5**

Copy To :

Tender Details	
Tender Ref No	TR/Feb/07-08/00016
Tender/Quotation Received Date	01-Feb-2008
Terms & Conditions	
Tender Venue	
Remarks of Tender Opening Authority	

Product List							
Product Name	Ordered Quantity	Unit	Rate/unit	Discount %/unit	Tax %/unit	Total Cost	Deadline Date
Reciprocating pump tset rig (closed circuit)	400.0	Nos	4000.0	4.0	0.0	1,536,000.00	25 Feb
switches 999	30.0	Nos	5000.0		0.0	142,500.00	25 Feb

**Step 6**

**Step 7** **Step 8**

Generate Order Refresh Back

Figure 24.A.2

24.B. Direct Purchase Order Generation

24. B.1. Intended Audience

*Purchase Officer*

24. B.2. Usage

*This interface enables users to generate Purchase Order for the approved purchase requisition.*

24. B.3. Menu Access



*Main Menu >> Purchase >> Transactions >> Direct Purchase Order*

24. B.4. Dependency

*Purchase Requisition Approval*

24. B.5. To generate **Direct Purchase Order**, follow these steps,

Step1: Purchase Requisition approval list are listed as in Figure 23.B.1.

Step2: Select Purchase Requisition Approval, Purchase Requisition details will be displayed as in Figure 23.B.2

Step3: Select the supplier Name to whom the products are to be purchased.

Step4: Enter Delivery Address.

Step5: Enter Payment and Purchase Terms.

Step6: Enter Purchase Order Note and Copy To.

Step7: Select the Product Name from the Product List by clicking the check box.

Step8: Enter Deadline Date for each product.

Step9: Click Generate Order button, to generate the Purchase Order.

Direct Purchase		
Purchase Requisition Approval List		
Purchase Requisition Code	Purchase Requisition Date	Requesting Division
PR/Feb/07-08/00027	12-Feb-2008	Accounts
Feb/07-08/R/Feb/07-08/00034	12-Feb-2008	Administration
Feb/07-08/R/Feb/07-08/00035	12-Feb-2008	Bioinformatics

Figure 23.B.1

**Direct Purchase**

Purchase Requisition Details

Purchase Requisition Date: 11-Feb-2008      Purchase Requisition Code: PR/Feb/07-08/00027

Purchase Order Ref No: PUR/Feb/07-08/00027-01

Purchase Order Date: 13 February 2008

Supplier Name: \_\_\_\_\_ **Step 3**

Accounts: \_\_\_\_\_ **Step 4**

Delivery Address: \_\_\_\_\_

Payment Terms: \_\_\_\_\_ **Step 5**      Purchase Terms: \_\_\_\_\_

Purchase Order Note: \_\_\_\_\_ **Step 6**      Copy To: \_\_\_\_\_

**Product List** **Step 8**

Product Name	Required Quantity	Quantity in Process	Ordering Quantity	Unit	Pricel/unit	Discount(%)/unit	Tax Details	Total Cost	Deadline Date	Specification
<input type="checkbox"/> wires	75.00	25.00	Nos				<a href="#">Add Tax (0)</a>		11 February 2008	

**Step 7**      **Step 9**     

Figure 24.B.2

## 25. Goods Receipt Note (GRN)

### 25.1. Intended Audience

*Purchase Department, Stores In-charge and Head of the Department*

### 25.2. Usage

*This interface is used to record details when goods received from the supplier.*

### 25.3. Menu Access

*Main Menu >>Purchase >> Transactions >> Goods Receipt Note*

### 25.4. Dependency

*Purchase Order*

25.5 To make entry of goods received follow these steps,

Step1: Select the From Date and To Date to which the Purchase Order Generated.

Step2: Click “Go” button, Purchase Order list would appear as in Figure 25.1.

Step3: Select the Supplier from whom the goods were received.

Step4: Enter Invoice Number, Invoice Date and Delivery Order no. of goods received.

Step5: Select Receiving Division from the list.

Step6: Select the Products from products list which received from the supplier.

Step7: Enter Receiving Quantity and Price/Unit.

Step8: If required, Enter Discount Percent and Tax.

Step9: Enter Warranty Months.

Step10: Click “Save” button to complete the Goods Receipt Note.

Supplier	Purchase Order Code	Purchase Order Date	Contact Person	Mode of Purchase
M/s Southern India Aquaculture	PUR/Sep/Sep/14-15/00587	12-Sep-2014	Sampath.S-Purchase Manager(PURCHASE)	Tender Purchase
M/s Southern India Pvt Ltd	PUR/Sep/Sep/14-15/00587	12-Sep-2014	Prema.V-Telephone Operator(PURCHASE)	Tender Purchase
M/s Vectra Systems Solutions Pvt. Ltd.,	PUR/Sep/Sep/14-15/00587	12-Sep-2014	Sampath.S-Purchase Manager(PURCHASE)	Tender Purchase

Figure 25.2

## 26. Goods Issue

### 26.1. Intended Audience

*Purchase Department*

### 26.2. Usage

*This interface is used to issue the goods.*

### 26.3. Menu Access

*Main Menu >>Purchase >>Transactions >> Goods Issue*

### 26.4. Dependency

*Goods Receipt Note*

The screenshot shows the 'Goods Issue' form with the following fields and actions:

- Goods Issue Ref No\*:** /Oct/14-15/00!4-15/00914
- Goods Issue Date\*:** 01-10-2014
- Requesting Office\*:** INSTITUTE OF SCIENCE TECHNOLOGY AND (Step 1)
- Requesting Division\*:** BCA,MS.C.IT (Step 2)
- Remarks:** (Step 3)
- Product List:**

Product Name	Total Qty Available	Unit	Total Qty to Issue
<input type="checkbox"/> Stapler 10D Size	13.0000	Nos	(Step 4)
- Buttons:** Save, Refresh (Step 5)

Figure 26.1

26.5. To Make entry on Goods Issue follow these steps,

*Step1: Select Requesting Office from the list.*

*Step2: Select Requesting Division, product list would appear.*

*Step3: Enter Remarks for Goods Issue.*

*Step4: Select the product by clicking the check box.*

*Step4: Enter Total Qty to Issue.*

*(User can enter number of quantity to issue. Quantity should not be less than 1 and Quantity cannot be greater than required quantity)*

*Step5: click “save” button to complete the goods issue process.*

**27. Posting to Accounts**

27.1. Intended Audience

*Accounts Officer*

27.2. Usage

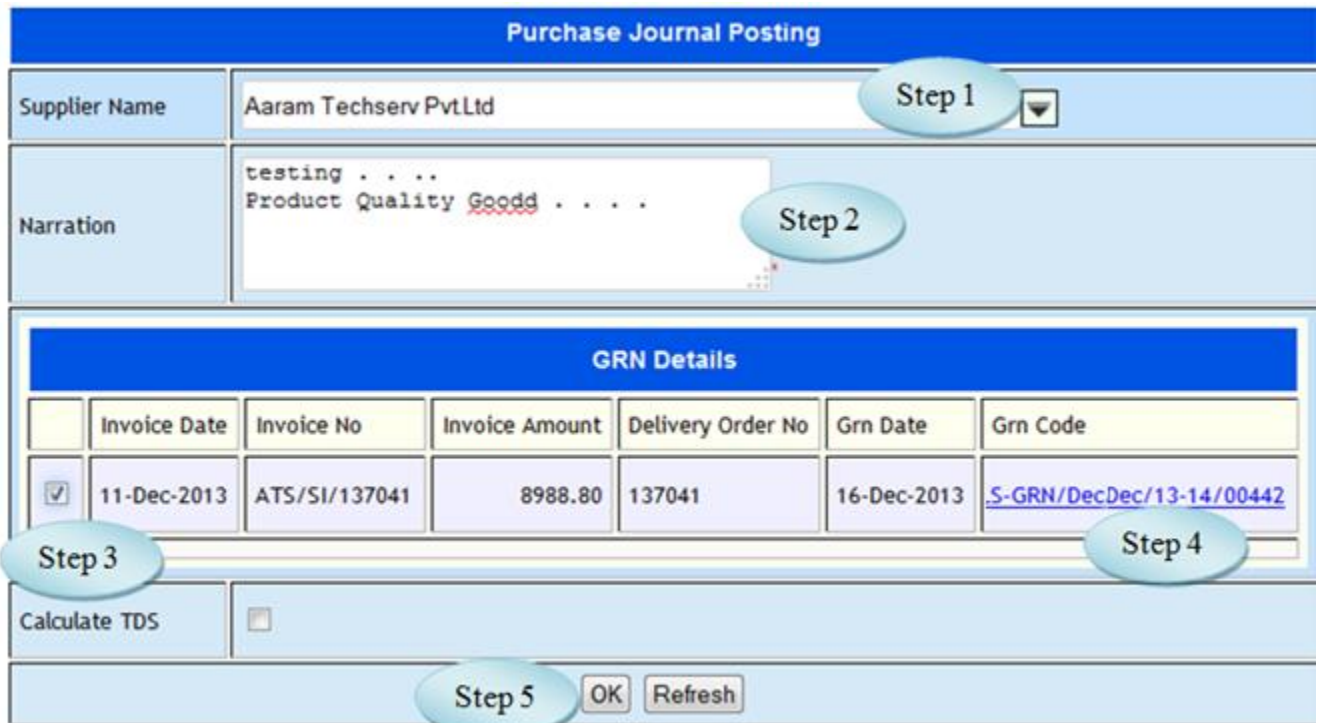
*This interface enables users to post Purchase Journal for accounting the purchase entries le.*

27.3. Menu Access

*Main Menu >> Purchase >> Transactions >> Posting to Accounts*

27.4. Dependency

*Purchase Order Generation*



Purchase Journal Posting						
Supplier Name	Aaram Techserv PvtLtd <span style="float: right;">Step 1</span>					
Narration	testing . . . . Product Quality Goodd . . . . <span style="float: right;">Step 2</span>					
GRN Details						
	Invoice Date	Invoice No	Invoice Amount	Delivery Order No	Grn Date	Grn Code
<input checked="" type="checkbox"/>	11-Dec-2013	ATS/SI/137041	8988.80	137041	16-Dec-2013	<a href="#">S-GRN/DecDec/13-14/00442</a>
Calculate TDS	<input type="checkbox"/>					
<span style="float: left;">Step 3</span> <span style="float: right;">Step 4</span> <span style="float: left;">Step 5</span> <span style="float: right;">OK Refresh</span>						

Figure 27.1

27.5. To Post the Purchased amount to accounts, follow these steps,

Step1: *Select supplier name, lists goods received notes.*

Step2: *Enter narration for the purchase journal.*

Step3: *Select goods received note for processing the purchase journal.*

Step4: *Click on link to view the Goods Received Note details.*

Step5: *Click “OK” button, Purchase Journal Voucher would appear as in Figure 27.2*

Step6. *Click ‘ Save ’ button, to complete the journal posting.*

Step7: *Click ‘Back’ button, initial page would appear as in Figure 27.1.*

PURCHASE JOURNAL VOUCHER			
		Date:	16 December 2013 (DD/Month/YYYY) *
	Particulars	Debit (in Rupees)	Credit (in Rupees)
Cr	Aaram Techserv Pvt.Ltd		8988.80
Dr	Exp - R&M (AMC-Indirect)	8988.80	
		Total:	8988.80 8988.80
Narration: <input type="text" value="Quality Good"/>			
		<input type="button" value="Save"/> <input type="button" value="Back"/>	

Figure 27.2

## 28. Consumable Spent

### 28.1. Intended Audience

*Department Staff*

### 28.2. Usage

*This interface enables users to made entry on Consumable Spent (used stock).*

### 28.3. Menu Access

*Main Menu >> Purchase >> Transactions >> Consumable Spent*

### 28.4. Dependency

*Goods Received Note*

The screenshot shows the 'Consumable Spent' form with the following fields and actions:

- Office Name\***: INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCE
- Division Name\***: ADMINISTRATION
- Spent Date\***: 06-10-2014
- Remarks**: testing
- Product Name\***: Yellow (Step 3)
- Current Stock**: 2.0000
- Unit**: Nos
- Quantity\***: (empty field)
- Action**: Add To List
- Item Details Table**:
 

Product Name	Quantity	Unit	Remove
TELEVISION	1	Nos	<input type="checkbox"/>
Iron Chain 5 feet	15	Nos	<input type="checkbox"/>
- Buttons**: Save, Refresh (Step 7)

Figure 28.1

28.5 To make entry on Consumable Spend follow steps below,

- Step1: Select the Division Name from the list.
- Step2: Enter Remarks for the consumable spent.
- Step3: Select the product from the product list.
- Step4: Enter the Quantity of consumable spend.
- Step5: Click “Add to List” button, will list the added product.
- Step6: Click the Remove Option if required.
- Step7: Click “Save” button to complete the process.

## 29. Stock Transfer Request

29.1. Intended Audience

*Department Staff*

29.2. Usage

*This interface enables users to make entry on Stock Transfer Request.*

29.3. Menu Access

*Main Menu >> Purchase >> Transactions >> Stock Transfer Request*

29.4. Dependency

*None*

29.5 To make entry on Stock Transfer Request follow steps below

- Step1: Select Transfer Request Date by default current date will be displayed.
- Step2: Select Request Receive Office and Request Receive Division.
- Step3: Enter Remarks if required.
- Step4: Select Forwarding Employee from the list.
- Step5: Enter Quantity to Issue for the requested product.
- Step6: Click “Save” button to complete the Stock Transfer Request process.



Stock Transfer Request				
Requesting Office	INSTITUTE OF SCIE SCIENCE TECHNOLOGY AND ADVANCE *			
Requesting Division	ADMINISTRATION *			
Transfer Request Ref No	R/Oct/14-15/00003-15/00003 *			
Transfer Request Date	02	October	2014	Step 1
Request Receive Office	Dental College & Hospital.			Step 2
Request Receive Division	IT DEPARTMENT			Step 2
Remarks	Step 3			
Forwarding Employee *	Administrator [System Admin] Step 4			
INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES Office - Stock List Stock List				
Sl No	Product Name	Unit	Qty available	Qty to issue
1	DDR3 Ram - 4 GB	Nos	2.0000	1
2	Mouse (Logitech) Optical	Nos	3.0000	Step 5
3	Switch 8 Port (D-Link)	Nos	1.0000	1
4	i5 intel motherboard	Nos	1.0000	
Step 6 Save Refresh				

Figure 29.1

### 30. Stock Transfer Request Approval

30.1. Intended Audience

*Department Staff*

30.2. Usage

*This interface enables users to approve the Stock Transfer Request.*

30.3. Menu Access

*Main Menu >> Purchase >> Transactions >> Stock Transfer Request Approval*

30.4. Dependency

*Stock Transfer Request*

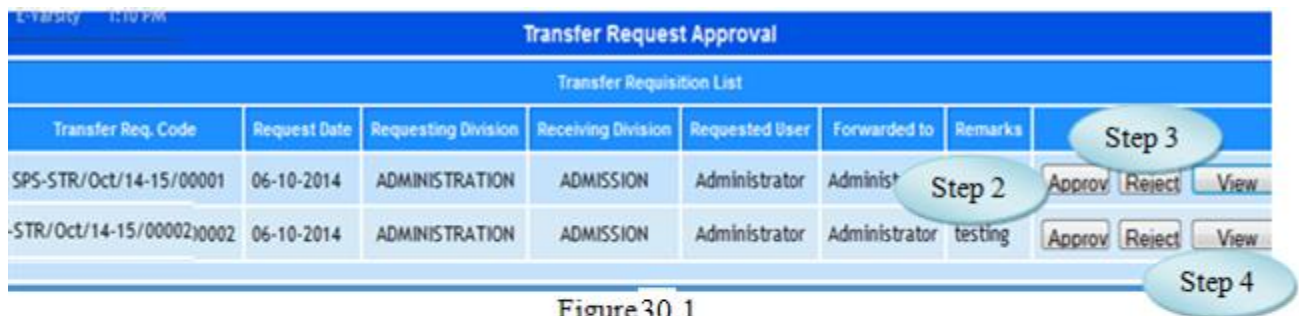


Figure 30.1

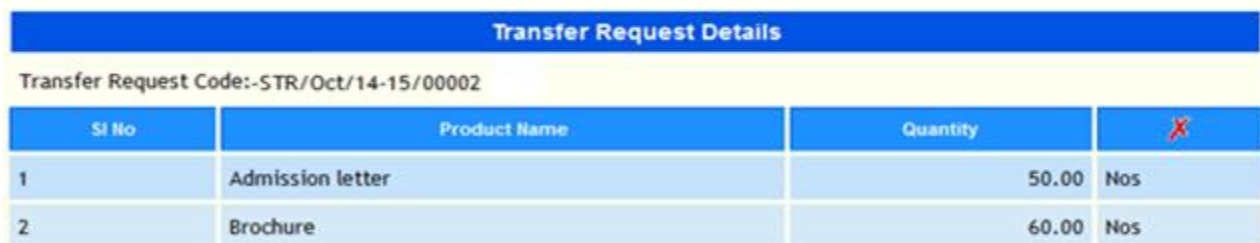


Figure 30.2

30.5 To approve the Stock Transfer Request follow steps below

Step1: List shows Stock Transfer Request waiting for approval.

Step2: Click “Approve” button to approve the Stock Transfer Request.

Step3: Click “Reject” button to reject the Stock Transfer Request.

Step4: Click “View” button to view the details of Stock Transfer Request as in Figure 30.2.

### 31. Stock Transfer

31.1. Intended Audience

*Department Staff*

31.2. Usage

*This interface enables users to transfer the stock.*

31.3. Menu Access

*Main Menu >> Purchase >> Transactions >> Stock Transfer*

31.4. Dependency

*Stock Transfer Request Approval*

Step 1

Stock Transfer					
Transferring Office	Dental College & Hospital				
Transferring Division	IT DEPARTMENT				
Transfer Ref No	SVDCH-ST/Oct/14-15/00006				
Transfer Date	07	October	2014	Step 1	
Transfer To Office	INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUD				Step 2
Transfer To Division	ADMINISTRATION				
Remarks	checked all products				
Transfer Request Details					
Sl No	Product Name	Requested Quantity	UOM	Available Quantity	
1	DDR3 Ram - 4 GB	1.00	Nos	2.0000	<input checked="" type="checkbox"/>
2	Mouse (Logitech) Optical	1.00	Nos		Step 5
<span>Step 6</span> <input type="button" value="Save"/> <input type="button" value="Back"/>					

Figure 31.1

31.5 To Transfer the stock follow steps below

- Step1: Select the Transfer Date by default current date would appear.
- Step2: Select Transfer To Office from the list to transfer the stock.
- Step3: Select Transfer To Division from the list.
- Step4: Enter Remarks if required.
- Step5: Select the product by clicking the check box to transfer.
- Step6: Click “Save” button to complete the Stock Transfer.

## 32. Stock Transfer Acknowledge

32.1. Intended Audience

*Department Staff*

32.2. Usage

*This interface enables users to acknowledge the Stock Transfer.*

32.3. Menu Access

*Main Menu >> Purchase >> Transactions >> Stock Transfer Acknowledge*

32.4. Dependency

*Stock Transfer*

Stock Transfer Acknowledge						
Transfer List						
Transfer Ref. No	Transfer Date	Issuing Division	Receiving Division	Remarks	Transfer Req. Ref. Code	Request Approved By
SVDCH-ST/Oct/14-15/00006	07-10-2014	IT DEPARTMENT	ADMINISTRATION	checked all products	R/Oct/14-15:t/14-15 /00004	Admin

Figure 32.1

Transfer Details					
Transfer Ref. Code: ST/Oct/14-15t/14-15/00006					Step 4
Sl No	Product Name	Quantity	Amount / Unit	Net Total	X
1	DDR3 Ram - 4 GB	1.00 Nos	2400.0000	2400.00	
2	Mouse (Logitech) Optical	1.00 Nos	380.0000	380.00	
Total (Rs.)		2.0		2780.0	

Figure 32.2

32.5 To Acknowledge the Stock Transfer follow steps below

Step1: List shows Stock Transfer waiting for approval.

Step2: Click “Approve” button to approve the Stock Transfer.

Step3: Click “Reject” button to reject the Stock Transfer.

Step4: Click “View” button to view the details of Stock Transfer as in Figure 32.2.

### 33. Asset Creation

#### 33.1. Intended Audience

*Purchase Department*

#### 33.2. Usage

*This interface enables users to create Asset.*

#### 33.3. Menu Access

*Main Menu >>Purchase >>Transactions >>Asset Creation*

#### 33.4. Dependency

Product Master

**ASSET CREATION**

Office\* **Step 1** INSTITUTE OF SCIENCE TECHNOLOGY LOGY AN

Division\* ACCOUNTS **Step 2**

Location\* Administration

Sl.No	Product Name*	Asset Code*	Asset Received Date*	Purchase Value*	Current Value	Warrenty Upto	Remarks
1	1/2'' PVC Dummy cap	PVC	14-10-2014	2000	1500	14-10-2014	
2	SANDAL WOOD	Sandal	14-10-2014	150	200	14-10-2014	

Product Name*	Asset Code*	Asset Received Date*	Purchase Value	Current Value	Warrenty Upto	Description
		14-10-2014	0	0	14-10-2014	

Create Multiple Copies for same product

**Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

**Add To List**

Purchase Total 2150.00 Current Total 1700.00

**Save** **View** **Asset Abstract View** **Refresh**

Figure 33.1

33.5 To Create Asset, follow steps below

Step1: Select Office from the list.

Step2: Select Division and Location from the list.

Step3: Select Product Name from the list.

Step4: Enter Asset code for the selected product.

Step5: Enter Purchase Value and Current Value for the selected product.

Step6: Click “Add to list” button to add the product details.

Step7: Click “Save” button to complete the Asset creation.

**IV Purchase Cancellation**

**34. Purchase Request Cancellation**

34.1. Intended Audience

*Purchase Officer*

34.2. Usage

*This interface has the provision to cancel the approved purchase request.*

34.3. Menu Access

*Main Menu >> Purchase >> Cancellation>> Purchase Request Cancellation*

34.4. Dependency

*Purchase Request Approval*

**Manual Close of Approved Purchase Requisition**

From Date\* 08-09-2014 To Date\* 07-10-2014

Generate Refresh

Request Date	Purchase Requisition Code	Request Division	Reason for Close	Manual Close
09-Sep-2014	PR/Sep/14-15/01201	DEPARTMENT OF HOTEL AND CATERING MANAGEMENT	Enter reason for cancelling the purchase Requisition . . . .   Entered 61 of 1000 characters.	Manual Close
08-Sep-2014	PR/Sep/14-15/01141	MAINTENANCI		Manual Close
08-Sep-2014	PR/Sep/14-15/01137	SO Office		Manual Close

Figure 34.1

34.5. To cancel the purchase requisition, follow these steps,

Step1: Enter From date and To date by default current date would appear.

Step2: Click ‘Generate’ button, list purchase requisition generated for the specified period.

Step3: Click on purchase requisition to view purchase requisition product details as in figure 40.2

Step4: Enter Reason for Close if required.

Step5: Click ‘Manual Close’ button, to cancel the approved purchase requisition.

**Purchase Requisition**

Purchase Requisition Code :

Purchase Requisition Date :

Requesting Division :

Purchase Requisition Details							
Sl. No	Product / Service	Quantity			Lead Time in Days	Expected Receiving Date	Specification
		Requested	Unit	Processed			
1	Room Spray	1.00	Nos	0.00	1	09-Sep-2014	

Delivery Address :

Remarks :

Figure 34.2



## 35. Quotation Cancellation

### 35.1. Intended Audience

*Purchase Officer*

### 35.2. Usage

*This interface has the provision to cancel the Quotations.*

### 35.3. Menu Access

*Main Menu >>Purchase >>Cancellation >> Quotation Cancellation*

### 35.4. Dependency

*Quotation Initiation, Quotation Received, Quotation Finalization , Quotation Approval*

Quotation Date	Quotation Reference No	Authority	Status	Reason	Manual Close
17-Sep-2014	-TR/Sep/14-15/00646	Administrator	Quotation Finalized		Manual Close
23-Sep-2014	-TR/Sep/14-15/00647	Administrator	Quotation Initiation		Manual Close
24-Sep-2014	TR/Sep/14-15/00648	Administrator	Quotation Initiation		Manual Close

Figure 35.1

35.5. To cancel the quotation, follow these steps,

Step1: Enter From date and To date by default current date would appear.

Step2: Click ‘Generate’ button, list quotations generated for the specified period.

Step3: Click on quotation to view quotation details as in Figure 35.2.

Step4: Enter Reason if required.

Step5: Click ‘Manual Close’ button, to cancel the quotation.

Quotation Details				Print																									
Quotation Ref No	TR/Sep/14-15/00647	Quotation Opening Date and Time	23-Sep-2014 / 05:23 PM																										
Quotation Date	23-Sep-2014	Quotation Closing Date and Time	23-Sep-2014 / 05:23 PM																										
Opening Authority	Administrator	Quotation Venue																											
Quotation Status	Quotation Initiation	Quotation Remarks	Multiple Requests																										
<table border="1"> <thead> <tr> <th colspan="5">Quotation Details</th> </tr> <tr> <th>Sl. No</th> <th>Product Name</th> <th>Quantity</th> <th colspan="2">Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15KVA Generator</td> <td>5.00</td> <td colspan="2">Nos</td> </tr> <tr> <td>2</td> <td>Attendance Monitoring Systems</td> <td>15.00</td> <td colspan="2">Nos</td> </tr> <tr> <td>3</td> <td>Sony DV (Cam)</td> <td>10.00</td> <td colspan="2">Nos</td> </tr> </tbody> </table>					Quotation Details					Sl. No	Product Name	Quantity	Unit		1	15KVA Generator	5.00	Nos		2	Attendance Monitoring Systems	15.00	Nos		3	Sony DV (Cam)	10.00	Nos	
Quotation Details																													
Sl. No	Product Name	Quantity	Unit																										
1	15KVA Generator	5.00	Nos																										
2	Attendance Monitoring Systems	15.00	Nos																										
3	Sony DV (Cam)	10.00	Nos																										

Figure 35.2

## 36. Purchase Order Cancellation

### 36.1. Intended Audience

*Purchase Officer*

### 36.2. Usage

*This interface is used to cancel the purchase order.*

### 36.3. Menu Access

*Main Menu >> Purchase >> Cancellation >> Purchase Order Cancellation*

### 36.4. Dependency

*Purchase Order*

### 36.5 To cancel Purchase Order follow steps below

Step1: Generated Purchase Order are listed as in Figure 36.1.

Step2: Select the Purchase Order for cancellation, details would appear as in Figure 36.2

Step3: Click “Cancel Purchase Order” button to cancel the Purchase Order.

4:47 PM Step 1 Purchase Order Cancellation						
Purchase Order Date	Purchase Order Code	Supplier Name	Delivery Address	Purchase Terms	Payment Terms	Purchase Mode
13-Sep-2012	13/00026/Sep /012-13/00026	M/s Venkateswara Electricals	Pallavaram Chennai		100% against delivery	Tender Purchase
21-Sep-2012	13/00026/Sep /012-13/00033	M/S Morning Star Agencies	Pallavaram Chennai		100% against delivery	Tender Purchase
26-Sep-2012	Oct /0	M/s Natural Office Art	PV Vaithyalingam Road, Velan Nagar, Pallavaram Chennai 600117	We require materials immediately today itself.	30 days from the date of receipt of materials along with invoice.	Tender Purchase
01-Oct-2012	13/00026/Oct /012-13/00045	M/s Freezeparts	Pallavaram Chennai		Payment : 100% Cash in Advance Delivery : Extra	Tender Purchase
25-Oct-2012	13/00026/Oct /012-13/00082	Mr. Purchase (PETTY CASH)	Pallavaram Chennai			Tender Purchase

Figure 36.1

Purchase Order Cancellation								
Purchase Order Ref. No.	Feb/012-13/00225 -13/00225							
Purchase order Date	04-Feb-2013							
Supplier Name	M/s Menaka Electricals							
Delivery Address	Velan Nagar,P.V. Vaithiyalingam Road,Pallavaram Chennai 600 117							
Payment Terms	50% advance and balance against completion of work							
Purchase Terms								
Purchase Order Note								
Copy To								
Product Name	Ordered Quantity	Received Quantity	Already Canceled Quantity	Cancel Quantity	Price / Unit	Tax (%) /Unit	Discount / Unit	
Transformer Testing (Canceled)	2.00	0	2.00	0.00	10000.00	12.36	0.00	
Purchase Order Canceled Successfully								
Step 3 <input type="button" value="Cancel Purchase Order"/> <input type="button" value="Back"/>								

Figure 36.2

### 37. GRN Cancellation

#### 37.1. Intended Audience

*Purchase Officer*

#### 37.2. Usage

*This interface has the provision to cancel the GRN.*

#### 37.3. Menu Access

*Main Menu >> Purchase >> Cancellation >> GRN Cancellation*

#### 37.4. Dependency

*Goods Receipt Note*

Goods Receipt Note (GRN) Cancellation				
From Date*	22-09-2014	To Date*	07-10-2014	Step 1
		Generate	Refresh	Step 2
GRN Date	GRN Code	Supplier	Status	
26-Sep-2014	-GRN/Sep/14-15/00586	M/S A Team Computers	Data Entry	Step 4 Cancel
01-Oct-2014	-GRN/Oct/14-15/00587	M/S Shanker Scientific Supplies	Data Entry	Cancel

Figure 43.1

37.5 To cancel the GRN, follow these steps,

Step1: *Enter From date and To date, default current date would appear.*

Step2: *Click ‘Generate’ button, would list goods receipt notes generated for the specified period.*

Step3: *Select the GRN to view Goods Receipt Note details as in Figure 37.2*

Step4: *Click ‘Cancel’ button, to cancel the Goods Receipt Note.*

Goods Receipt Note (GRN) Details															
GRN Code	GRN/Oct/14-15/00587 10587				Invoice No	23445									
GRN Date	01-Oct-2014				Invoice Date	01-Oct-2014									
Supplier Name	M/S Shanker Scientific Supplies				Purchase Order Code	GRN/Oct/14-15/00587 0565									
GRN Status	Data Entry				Purchase Order Date	04-Sep-2014									
GRN Remarks	GRN Remarks - From Administration. .				Gate Pass Ref	2345									
Goods Receipt Note (GRN) - Product List															
Sl No	Product Name	Quantity Received	Unit	Price/Unit	Value	Discount (%) /Unit	Discount Amount	Gross	Deduction before tax	Addition before tax	Gross Taxable	Tax (%) /Unit	Tax Amount	Extra Charges	Total Amount
	Electronic Weighing Balance	1.00	Nos	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00	0.00	4,200.00	5.00	210.00	0.00	4,410.00
<b>Total</b>					<b>4,200.00</b>		<b>0.00</b>	<b>4,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,200.00</b>		<b>210.00</b>	<b>0.00</b>	<b>4,410.00</b>
<b>Grand Total</b>															<b>4,410.00</b>

Figure 37.2

## 38. Goods Issue Cancellation

### 38.1. Intended Audience

*Purchase Officer*

### 38.2. Usage

*This interface has the provision to cancel the Goods Issue.*

### 38.3. Menu Access

*Main Menu >> Purchase >> Cancellation >> Goods Issue Cancellation*

### 38.4. Dependency

*Goods Issue*

### 38.5 To cancel the Goods Issue, follow these steps,

Step1: Enter From Date and To Date, by default current date would appear.

Step2: Click ‘Generate’ button, would list goods issues generated for the specified period.

Step4: Select the goods issue to view the details as in Figure: 38.2

Step5: Click ‘Cancel’ button, to cancel the Goods Issue.

**Goods Issue Cancellation**

From Date\* 12-09-2014 To Date\* 08-10-2014 **Step 1**

Generate Refresh

Date	Goods Issue Code	From Divisions	To Divisions	
12-Sep-2014	GI/Sep/14-15/00910	STORES	PURCHASE	Cancel
12-Sep-2014	GI/Sep/14-15/00911	STORES	DEPARTMENT OF HOTEL AND CATERING MANAGEMENT	Cancel
12-Sep-2014	GI/Sep/14-15/00912	STORES	STORES	Cancel
12-Sep-2014	GI/Sep/14-15/00913	STORES	DEPARTMENT OF HOTEL AND CATERING MANAGEMENT	Cancel <b>Step 4</b>

**Step 2**

**Step 3**

Figure 38.1

**Goods Issue Details View** Print

Goods Issue Code	GI/Sep/14-15/00910	Goods Issue Date	12-Sep-2014
Issuing Division	STORES	Receiving Division	PURCHASE
Remarks			

Goods Issue Product List				
SL. No	Product Name	Quantity Issued	Unit	Net Amount
1	Angle Cock - Waterman	10.00	Nos	3,100.00
2	Flush tank set	2.00	Nos	2,500.00
3	Long Body Big Cock - Waterman	15.00	Nos	6,150.00
4	Wash basin tap	10.00	Nos	3,540.00
5	Waste Hose 1 1/4"	44.00	Nos	1,320.00
6	Water Tap Stem	56.00	Nos	3,075.00
7	1/2" CP CONNECTION HOSE	56.00	Nos	3,640.00
<b>Grand total:</b>				<b>23,325.00</b>

GRN Code [GRN/Sep/14-15/0058200582](#), [GRN/Sep/14-15/005820328](#),

Figure 38.2



## V. Purchase Reports

### 39. Purchase Requisition Report

#### 39.1. Intended Audience

Individual User

#### 39.2. Usage

*This interface is used to view the purchase requisition list by the Individual login user.*

#### 39.3. Menu Access

*Main Menu >>Purchase >> Reports >> Purchase Requisition Report*

#### 39.4. Dependency

*Purchase Requisition*

Request Date	Purchase Requisition Code	Request Division	Indent Period	Status
29-Sep-2014	PR/Sep/14-15/01288	ADMINISTRATION	gas cylinder	Final Approval
24-Sep-2014	PR/Sep/14-15/0128	ADMINISTRATION	Batteries	Data Entry
17-Sep-2014	PR/Sep/14-15/01286	ADMINISTRATION	Sept - 2014	Final Approval

Figure 39.1

39.5. To view the Purchase Request Report follow these steps,

Step1: Select From Date and To Date, by default current date.

Step2: Click “Generate” button, would list the purchase request of login user’s for the specified period.

Step3: Select the purchase requisition to view the details of purchase requisition as in Figure 39.2

Purchase Requisition											
Purchase Requisition Code		PR/Sep/14-15/01288									
Purchase Requisition Date		29-Sep-2014									
Originating User		Administrator									
Requesting Division		ADMINISTRATION									
Purchase Requisition Details											
S.No	Code	Product Name/ Service	Quantity					Price Per Unit	Lead Time in Days	Expected Receiving Date	Specification
			Requested	Approved	Unit	Processed	Received				
1		Gas Cylinder 19 kg	5.00	5.00	Nos	5.00	0	0.00	1	30-Sep-2014	
2		Gas cylinders New (Deposit)	10.00	10.00	Nos	10.00	0	0.00	1	30-Sep-2014	
3		Nitrogen Cylinder	6.00	6.00	Nos	6.00	0	0.00	1	30-Sep-2014	
Delivery Address		Origin Chennai									
Remarks		Purchase Requisition Approval - checked and verified only 3 products from Gas Cylinders									
<input type="button" value="View History"/> <input type="button" value="Print"/> <input type="button" value="Close"/>											

Figure 39.2



## 40. Purchase Request Report All

### 40.1. Intended Audience

All User

### 40.2. Usage

*This interface is used to view the purchase requisition list by the all user.*

### 40.3. Menu Access

*Main Menu >>Purchase >> Reports >> Purchase Request Report All*

### 40.4. Dependency

*Purchase Requisition*

### 40.5. To view the Purchase Request Report All follow these steps,

Step1: Select From Date and To Date, by default current date.

Step2: Click “Generate” button, would list the purchase request of all user’s for the specified period.

Step3: Select the purchase requisition to view the details of purchase requisition as in Figure 40.2

The screenshot shows the 'Purchase Request Report' interface. At the top, there are two date input fields: 'From Date\*' with the value '11-09-2014' and 'To Date\*' with the value '12-09-2014'. A 'Step 1' callout points to the 'To Date' field. Below these is a 'Product Name' dropdown menu. A 'Step 2' callout points to the 'Generate' button, which is next to a 'Refresh' button. Below the buttons is a table with the following columns: 'Request Date', 'Purchase Requisition Code', 'Request Division', 'Indent Period', and 'Status'. The table contains three rows of data. A 'Step 3' callout points to the first row of the table.

Request Date	Purchase Requisition Code	Request Division	Indent Period	Status
12-Sep-2014	Sep/14-15/p/14-15/01285	MAINTENANCE	Service	Data Entry
12-Sep-2014	Sep/14-15/p/14-15/01283	PURCHASE	urgent Assets for city of	Interim Approval
11-Sep-2014	Sep/14-15/p/14-15/01283	DEPARTMENT OF HOTEL AND CATERING MANAGEMENT	Computer Access urg	Interim Approval

Figure 40.1

Purchase Requisition											
Purchase Requisition Code		Sep/14-15/01214-15/01285									
Purchase Requisition Date		12-Sep-2014									
Originating User		Mr. Rajasekar.M									
Requesting Division		MAINTENANCE									
Purchase Requisition Details											
S.No	Code	Product Name/ Service	Quantity					Price Per Unit	Lead Time in Days	Expected Receiving Date	Specification
			Requested	Approved	Unit	Processed	Received				
1		Water Motor 1 hp Services	1.00	1.00	Nos	0.00	0	0.00	1	13-Sep-2014	RO PLANT SECTION MOTOR -1NO NOT WORKING (WENDING and BEARING PRPBLEM). WE NEED SEND SERVICE and REPAIR. URGENT
Delivery Address		STORES									
Remarks		URGENT									
										View History	
										Print	
										Close	
Other Details											
Date	Sender		Designation	Division	Status	Remarks					
12-Sep-2014 03:16	Mr. Rajasekar.M		Supervisor	MAINTENANCE	Data entry	URGENT					
Pending with Mr. Venkatesh Babu.R.V											

Figure 40.2

## 41. Purchase Request Consolidation Report

### 41.1. Intended Audience

All Users

### 41.2. Usage

*This interface is used to view the purchase requisition list by the all user.*

### 41.3. Menu Access

*Main Menu >>Purchase >> Reports >> Purchase Request Report All*

### 41.4. Dependency

*Purchase Requisition*

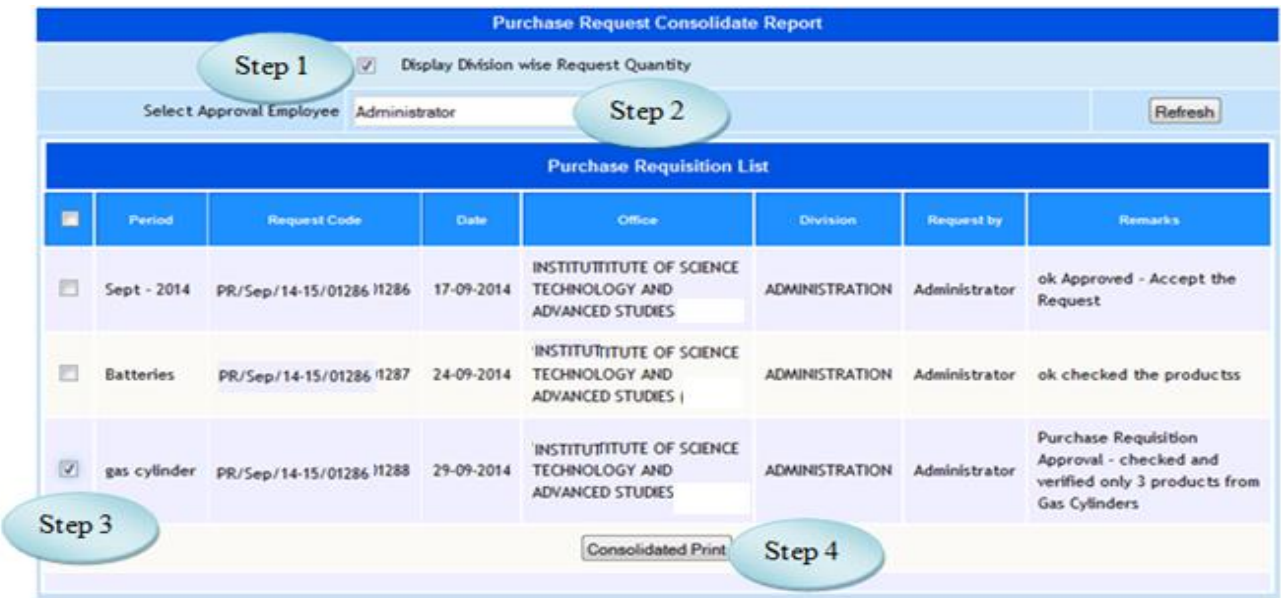


Figure 41.1

41.5 To view the Purchase Request Consolidate Report follow step below

Step1: Select Display Division wise Request Quantity by clicking the check box.

Step2: Select the Approval Employee from the list, list of purchase requisition would appear.

Step3: Select the Purchase Request by clicking the check box.

Step4: Click “Consolidate Print” button to view the Purchase Request Consolidate Report as in

Figure 41.2

INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES					
Purchase Requisition Consolidated Report					
Code :			for the Month of : November 2014		
S.No.	Product Name	Stock in Hand	Quantity	Unit	Division wise details
Computer Accessories					
1	Mouse	10.00	0.00	Nos	
Gas Cylinder					
2	Gas Cylinder 19 kg	Nil	0.00	Nos	
3	Gas cylinders New (Deposit)	Nil	0.00	Nos	
4	Nitrogen Cylinder	Nil	0.00	Nos	

Figure 41.2

## 42. Quotation Report

### 42.1. Intended Audience

All Users

### 42.2. Usage

*This interface is used to view Quotation report.*

### 42.3. Menu Access

*Main Menu >>Purchase >> Reports >>Quotation Report*

### 42.4. Dependency

*Quotation Received Details*

### 42.5. To view Quotation Report follow these steps

Step1: Select Quotation from date and to date, by default current date would appear.

Step2: Click on “Generate” button, list of quotations generated for the specified period would appear.

Step3: Select the quotation to view the quotation details as in Figure 42.2

The screenshot shows the 'Quotation Report' interface. At the top, there are two date input fields: 'From Date\*' with the value '17-09-2014' and 'To Date\*' with the value '09-10-2014'. Below these are two buttons: 'Generate' and 'Refresh'. A table below contains the following data:

Quotation Date	Quotation Reference No	Authority	Status
17-Sep-2014	TR/Sep/14-15/00646	Administrator	Quotation Finalized
23-Sep-2014	TR/Sep/14-15/00647	Administrator	Quotation Initiation
24-Sep-2014	TR/Sep/14-15/00648	Administrator	Quotation Initiation
29-Sep-2014	TR/Sep/14-15/00649	Administrator	Purchase Order Issued

Figure 42.1

Quotation Details				Print
Quotation Ref No	-TR/Sep/14-15/00647	Quotation Opening Date and Time	23-Sep-2014 / 05:23 PM	
Quotation Date	23-Sep-2014	Quotation Closing Date and Time	23-Sep-2014 / 05:23 PM	
Opening Authority	Administrator	Quotation Venue		
Quotation Status	Quotation Initiation	Quotation Remarks	Multiple Requests	

Quotation Details			
Sl.No	Product Name	Quantity	Unit
1	15KVA Generator	5.00	Nos
2	Attendance Monitoring Systems	15.00	Nos
3	Sony DV (Cam)	10.00	Nos

Figure 42.2

### 43. Comparative Statement

#### 43.1. Intended Audience

*All Users*

#### 43.2. Usage

*This interface is used to generate comparative statement from the received quotations.*

#### 43.3. Menu Access

*Main Menu >>Purchase >> Reports >>Comparative Statement*

#### 43.4. Dependency

*Quotation Received Details*

Comparative Statement					
Quotation List					Step 1
Department	Quotation Ref No	Quotation Date	Venue	Opening Authority	Remarks of Authority
ADMINISTRATION	TR/Apr TR/Apr /14-15/00003	10-Apr-2014		Murugadoss K	Multiple Requests
ADMINISTRATION	TR/Apr TR/Dec /13-14/00015	19-Dec-2013		Murugadoss K	Multiple Requests
ADMINISTRATION	SIVM TR/Feb /13-14/00028	04-Feb-2014		Murugadoss K	Multiple Requests
ADMINISTRATION	TR/Apr TR/Jan /13-14/00024	27-Jan-2014		Murugadoss K	Multiple Requests

Figure 43.1

43.5. To view the Comparative Statement, follow these steps,

Step1: List of quotations received would be listed as in Figure 43.1.

Step2: Select the Quotations from the list, Comparative Statement would be listed as in Figure

43.2

INSTITUTE OF SCIENCE TECHNOLOGY AND ADVANCED STUDIES									
Department Of ADMINISTRATION									
Comparative Statement for Quotation Ref.SIVMH-TR/Feb/13-14/00028									
Sl. No	Product Name	Quantity	Unit	Supplier Name	Rate/Unit	Discount(%)Unit	Tax(%)Unit	Extra Charges	Total Amount
1	1 1/2" SPECIAL CLAMP	14.00	Nos	M/s MAHADEV ELECTRICAL AND ELECTRONICS	7.50	0.00	5.00	0	110.25
				M/s KRISHNA ELECTRICALS AND HARDWARES	9.00	0.00	5.00	0	132.30
				M/s PONRAM HARDWARES	10.00	0.00	5.00	0	147.00
				M/s JD Hardwares	12.00	0.00	0	0	168.00
				M/s J.D.HARDWARE	12.00	0.00	5.00	0	176.40
2	1 1/2" PVC ELBOW	14.00	Nos	M/s MAHADEV ELECTRICAL AND ELECTRONICS	16.00	0.00	5.00	0	235.20
				M/s KRISHNA ELECTRICALS AND HARDWARES	17.00	0.00	5.00	0	249.90
				M/s PONRAM HARDWARES	20.00	0.00	5.00	0	294.00
				M/s JD Hardwares	29.00	0.00	0	0	406.00
				M/s J.D.HARDWARE	29.00	0.00	5.00	0	426.30

Figure 43.2

## 44. Purchase Order Report

### 44.1. Intended Audience

All Users

### 44.2. Usage

*This interface is used to view purchase order list and purchase order details for login office.*

### 44.3. Menu Access

*Main Menu >>Purchase >> Reports >>Purchase Order Report*

### 44.4. Dependency

*Purchase Order*

Purchase Order Report						
From Date* 12-09-2014			To Date* 10-10-2014			
Step 2			Generate Refresh		Step 1	
Order Date	Purchase Order Code	Type	Supplier	Status	Purchase Amount	HTML View
29-Sep-2014	PUR/Sep/14-15/00590/R1	PURCHASE ORDER	M/S-Alamelu Pipe Traders	Issued	1,178.08	HTML
25-Sep-2014	PUR/Sep/14-15/00589	PURCHASE ORDER	M/S-A Team Computers	Goods Received	908.00	HTML
12-Sep-2014	PUR/Sep/14-15/00588	PURCHASE ORDER	M/s-S.E Muthu Agencies	Goods Received	27,089.60	HTML
12-Sep-2014	PUR/Sep/14-15/00587	WORK ORDER	M/s-Vectra Systems Solutions Pvt. Ltd.,	Issued		Step 4
12-Sep-2014	PUR/Sep/14-15/00586	PURCHASE ORDER	M/s-Netcom Online Solution India Pvt Ltd	Issued	8,612.46	HTML
Total Purchase Amount (Excludes Cancellation) :					40,597.14	

Figure 44.1

### 44.5. To view purchase order report, follow these steps

Step1: Select from date and to date, by default current date would appear.

Step2: Click on “Generate” button, list purchase orders generated for the specified period.

Step3: Select the Purchase Order to view the details as in Figure 44.1.2.

Step4: Click html to view the purchase order in HTML format as in Figure 44.1.3.

Purchase Order															
Client Name & Details								M/s Vectra Systems Solutions Pvt. Ltd., Mr.Rajaram Jahaver Plaza 5Th Floor No 1-A Nungambakkam High Road Chennai				Purchase Order Code		PUR/Sep/14-15/00587	
Contact Name								Mr.Srinvasakamer ( 044-28250135/38/0146/9840299504/9550002915 )				Purchase Order Date		12-Sep-2014	
Purchase Order Details															
S.No	Product / Service	Initial Qty	Cancel Qty	Quantity	Price/Unit	Value	Dis % /Unit	Dis Amt/Unit	Gross Taxable	Tax %	Tax Value	Extra Charges	Total Price		
1	LCD projector-service	1.0	0.0	1.0	2500.00	2,500.00	0.00	0.00	2,500.00	12.36	309.00	0.00	2,809.00		
<b>Gross Total</b>						<b>2,500.00</b>		<b>0.00</b>	<b>2,500.00</b>		<b>309.00</b>	<b>0.00</b>	<b>2,809.00</b>		
<b>Grand Total</b>												<b>2,809.00</b>			
Purchase Terms		six months warranty should be given from the date of receipt of material.													
Payment Terms		After successful completion of work along with invoice.													
Delivery Address		Velan Nagar,P.V. Vaithiyalingam Road,Pallavaram Chennai 600 117													

Figure 44.2

PURCHASE ORDER									
<b>Supplier Details :</b> M/S Alamelu Pipe Traders Old No 43, New No 89, Linghi Cheety Street, Chennai ? 600 001 Supplier Reference No. : 8888 Quotation Received on : 29-Sep-2014 Contact Person : S.Ganaseen					P.O. No. : PUR/Sep/14-15/00590/R1 Date : 29-Sep-2014 Invoice : INSTITUTE OF SCIENCE TECHNOLOGY AND To : ADVANCED STUDIES (VISTAS) Delivery At :				
Sl No	Description	Qty	Unit	Price /Unit [Rs.]	Discount /Unit[%]	Tax /Unit [%]	Extra Charges	Total Price [Rs.]	
1	Gas Cylinder 19 kg	5.00	Nos	50.00	2.00	13.50	0	278.08	
2	Gas cylinders New (Deposit)	10.00	Nos	30.00	0.00	0	0	300.00	
3	Nitrogen Cylinder	6.00	Nos	100.00	0.00	0	0	600.00	
<b>Gross Total</b>								<b>1,178.08</b>	
<b>Total Purchase Amount</b>								<b>1,178.08</b>	

Figure 44.3



## 45. Goods Received Note (GRN) Report

### 45.1. Intended Audience

All Users

### 45.2. Usage

*This interface is used to view Goods Received Report.*

### 45.3. Menu Access

*Main Menu >>Purchase >> Reports >>GRN Report*

### 45.4. Dependency

*Goods Received Note*

Figure 45.1

### 45.5. To view Goods Receipt Note, follow these steps

Step1: *Enter from date and to date, by default current date would appear.*

Step2: *Click on “Generate” Button, list goods received notes for the specified period.*

Step3: *Select the Goods Received Note to view the details as in Figure 45.2*

Goods Receipt Note (GRN) Details															Print
GRN Code	-GRN/Oct/14-15/00587				Invoice No	23445									
GRN Date	01-Oct-2014				Invoice Date	01-Oct-2014									
Supplier Name	M/S Shanker Scientific Supplies				Purchase Order Code	PUR/Sep/14-15/00565									
GRN Status	Data Entry				Purchase Order Date	04-Sep-2014									
GRN Remarks	GRN Remarks - From Administration. .				Gate Pass Ref	2345									
Goods Receipt Note (GRN) - Product List															
Sl No	Product Name	Quantity Received	Unit	Price/Unit	Value	Discount (%) /Unit	Discount Amount	Gross	Deduction before tax	Addition before tax	Gross Taxable	Tax (%) /Unit	Tax Amount	Extra Charges	Total Amount
1	Electronic Weighing Balance	1.00	Nos	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00	0.00	4,200.00	5.00	210.00	0.00	4,410.00
<b>Total</b>					<b>4,200.00</b>		<b>0.00</b>	<b>4,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,200.00</b>		<b>210.00</b>	<b>0.00</b>	<b>4,410.00</b>
<b>Grand Total</b>															<b>4,410.00</b>

Figure 45.2

## 46. Goods Issue Report

### 46.1. Intended Audience

*All Users*

### 46.2. Usage

*This interface is used to view Goods Issue Report.*

### 46.3. Menu Access

*Main Menu >>Purchase >> Reports >>Goods Issue Report*

### 46.4. Dependency

*Goods Issue*

### 46.5. To view Goods Issue Details follow these steps

Step1: Enter from date and to date, by default current date would appear.

Step2: Select Report Type from the option Detailed or Abstract.

Step3: Select Product Name if required.

Step4: Select From Division and To Division if required.

Step5: Click on “Generate” button, list of goods issues would appear.

Sl No	Date	Product Name	Quantity	Unit	Amount (in Rs.)	From Division	To Division	Remarks
1	12-Sep-2014	Angle Cock - Waterman	10.00	Nos	3,100.00	STORES	PURCHASE	
2	12-Sep-2014	Flush tank set	2.00	Nos	2,500.00	STORES	PURCHASE	
3	12-Sep-2014	Long Body Big Cock - Waterman	15.00	Nos	6,150.00	STORES	PURCHASE	
4	12-Sep-2014	Wash basin tap	10.00	Nos	3,540.00	STORES	PURCHASE	
5	12-Sep-2014	Waste Hose 1 1/4"	44.00	Nos	1,320.00	STORES	PURCHASE	
6	12-Sep-2014	Water Tap Stem	56.00	Nos	3,075.00	STORES	PURCHASE	
7	12-Sep-2014	Ã½" CP CONNECTION HOSE	56.00	Nos	3,640.00	STORES	PURCHASE	
Total			193.0		23,325.00			

Figure 46.1

## 47. Stock Report

### 47.1. Intended Audience

Stores In-charge, Purchase Officer and Head of the Department

### 47.2. Usage

*This interface is used to view stock in and stock out detail.*

### 47.3. Menu Access

*Main Menu >>Purchase>> Reports >>Stock Report*

### 47.4. Dependency

*Goods Received Note, Goods Issue*

Figure 47.1

Product Name	Available Quantity				Amount			
	Opening Stock	Stock In	Stock Out	Closing Stock	Opening Balance	Stock In	Stock Out	Closing Balance
<b>Admission Printing Materials</b>								
Entrance Application Form Cover	5000.0000	0.0000	0.0000	5000.0000	15,000.0000	0.0000	0.0000	15,000.0000
Entrance Prospectus	2000.0000	0.0000	0.0000	2000.0000	76,000.0000	0.0000	0.0000	76,000.0000
Flyers	5000.0000	0.0000	0.0000	5000.0000	11,000.0000	0.0000	0.0000	11,000.0000
<b>Total</b>	<b>12000.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>12000.0000</b>	<b>102,000.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>102,000.0000</b>
<b>Annual Maintenance Contract</b>								
Toshiba E Studio 207 Copier	3.0000	0.0000	0.0000	3.0000	21,477.6000	0.0000	0.0000	21,477.6000
<b>Total</b>	<b>3.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>3.0000</b>	<b>21,477.6000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>21,477.6000</b>

Figure 47.2

47.5. To view stock report follows these steps,

Step1: Enter from date and to date, by default current date would appear.

Step2: Select division to view the stock details in division wise.

Step3: Click on “Generate” button to view stock details as in Figure 47.2.

## 48. Stock Movement Report

### 48.1. Intended Audience

Purchase Officer and Head of the Department

### 48.2. Usage

*This interface is used to view stock movement details.*

### 48.3. Menu Access

*Main Menu >>Purchase>>Reports >>Stock Movement Report*

### 48.4. Dependency

*Goods Issue, Stock Transfer Report*

Stock Movement Report			
From Date*	10-09-2014	To Date*	13-10-2014
From Division		To Division	
Generate		Refresh	
Sl. No	From Division	To Division	Amount (in Rs.)
1	ADMINISTRATION	STORES	410.55
2	STORES	ADMINISTRATION	1,01,500.00
3	STORES	DEPARTMENT OF HOTEL AND CATERING MANAGEMENT	1,45,326.60
4	STORES	MAINTENANCE	22,755.75
5	STORES	MANAGEMENT STUDIES	3,57,812.50
6	STORES	PURCHASE	23,325.00
7	STORES	Pharmacology	31,000.00
8	STORES	STORES	30,500.00
<b>Total</b>			<b>7,12,630.40</b>

Figure 48.1

Stock Transfer Report									
From Date*	13-09-2014			To Date*	13-10-2014				
Receiving Office	All Office			Receiving Division	All Division				
				Generate	Refresh				
Sl. No	Date	Reference No.	To Office	From Division	To Division	Remarks	Total Amount (Rs.)	Status	Report
1	16-Sep-2014	ST/Sep/14-15 /00001	INSTITUTE OF SCIENCE :NCE TECHNOLOGY AND ADVANCED STUDIES	ADMINISTRATION	STORES	jhgwhi	409.50	In Transit	Print
Total Amount (Rs.)							409.5000		

Figure 48.2

48.5 To View Stock Movement report follow steps below

- Step1: Select From Date and To Date, by default current date would appear.
- Step2: Select From Division and To Division from the list.
- Step3: Click “Generate” button to view the stock movement report.
- Step4: Select the stock movement to view the details as in Figure 43.2.

## 49. Stock Transfer Report

### 49.1. Intended Audience

All Users

### 49.2. Usage

*This interface is used to view stock transfer report.*

### 49.3. Menu Access

*Main Menu >>Purchase >> Reports >>Stock Transfer Report*

### 49.4. Dependency

*Stock Transfer*

**Stock Transfer Report**

From Date\* 13-09-2014 To Date\* 13-10-2014

Receiving Office All Office Receiving Division All Division

Generate Refresh

Sl.No	Date	Reference No.	To Office	From Division	To Division	Remarks	Total Amount (Rs.)	Status	Report
1	16-Sep-2014	ST/Sep/14-15 /00001	INSTITUTE OF SCIENCE INCE TECHNOLOGY AND ADVANCED STUDIES	ADMINISTRATION	STORES	jhgvi	409.50	In Transit	Print
<b>Total Amount (Rs.)</b>							<b>409.5000</b>		

Figure 49.1

**Stock Transfer Report**

From Date\* 13-09-2014 To Date\* 13-10-2014

Receiving Office All Office Receiving Division All Division

Generate Refresh

Sl.No	Date	Reference No.	To Office	From Division	To Division	Remarks	Total Amount (Rs.)	Status	Report
1	16-Sep-2014	ST/Sep/14-15 /00001	INSTITUTE OF SCIENCE INCE TECHNOLOGY AND ADVANCED STUDIES	ADMINISTRATION	STORES	jhgvi	409.50	In Transit	Print
		Product Code	Product Name	Quantity	Amount / Unit	Net Total Amount (Rs.)			
			192pgs Long Size Ruled Note	20.00	20.4750	409.50			
		<b>Total</b>				<b>409.50</b>			
<b>Total Amount (Rs.)</b>							<b>409.5000</b>		

Figure 49.2

49.5 To view Stock Transfer report, follow steps below

Step1: Select From Date and To Date, by default current date would appear.

Step2: Select Receiving Office and Receiving Division if required.

Step3: Click “Generate” button to view the stock transfer report.

Step4: Select the stock transfer to view the product details along with the quantity as in Figure

49.2

## 50. Purchase Journal Report

### 50.1. Intended Audience

All Users

### 50.2. Usage

*This interface is used to view purchase journal details.*

### 50.3. Menu Access

*Main Menu >>Purchase >> Reports >>Purchase Journal*

### 50.4. Dependency

*Purchase Journal*

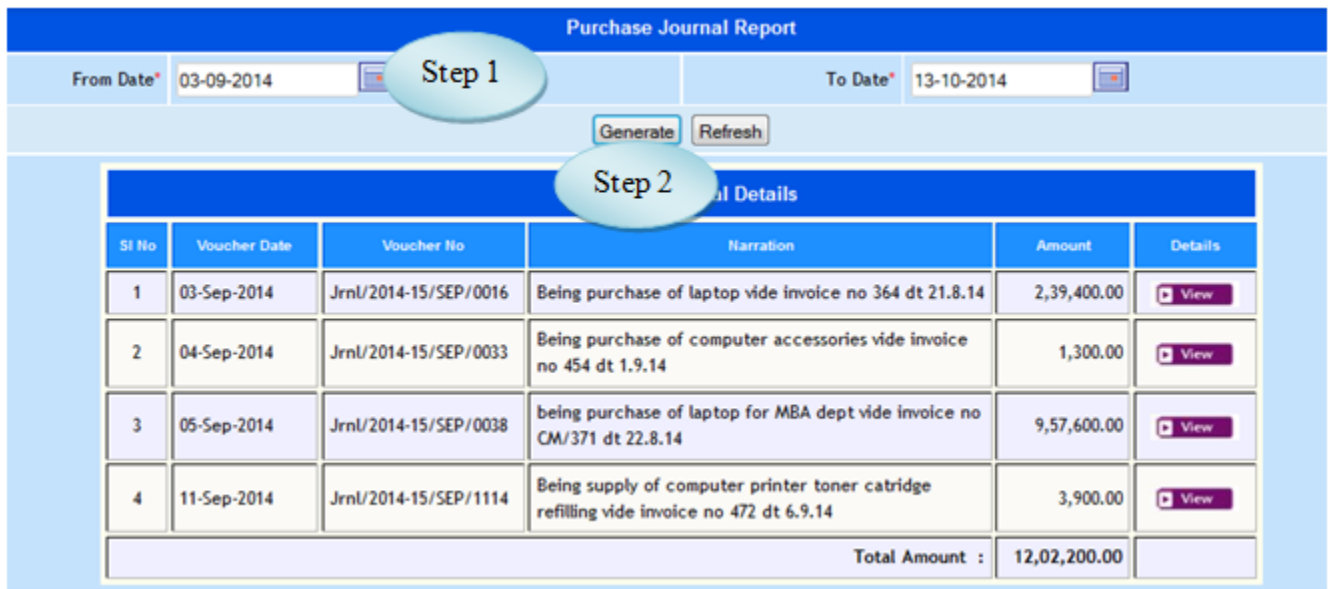


Figure 50.1

### 50.5. To view Purchase Journal Report, follow these steps

Step1: Enter from date and to date, by default current date would appear.

Step2: Click on “Generate” Button to list the purchase journal generated for the specified period.

Step3: Select the Purchase Journal to view the details as in Figure 50.2.

Step4: Click “view” button to view purchase journal details as in Figure 50.3



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Voucher Type: Journal Voucher No.: Jrnl/2014-15/SEP/0033 Date: 04-09-2014 Thursday

Sl. No.	Particulars	Dr	Cr						
1	By Exp - R & M (Printer)	1,300.00							
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p style="text-align: center; background-color: #0070C0; color: white; margin: 0;">Cost centre allocations</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PRIMARY COST</td> <td style="width: 40%;">SCHOOL:COMPUTING</td> <td style="width: 30%; text-align: right;">1300.00</td> </tr> <tr> <td>CATEGORY</td> <td>SCIENCE</td> <td></td> </tr> </table> </div>				PRIMARY COST	SCHOOL:COMPUTING	1300.00	CATEGORY	SCIENCE	
PRIMARY COST	SCHOOL:COMPUTING	1300.00							
CATEGORY	SCIENCE								
2	To TDS - Other Contractors 13-14		26.00						
3	To Crs - Magiba Enterprises		1,274.00						
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p style="text-align: center; background-color: #0070C0; color: white; margin: 0;">Bill adjustment details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">New Ref</td> <td style="width: 40%;">Invoice no 454 dt 1.9.14</td> <td style="width: 30%; text-align: right;">1274.00 Cr</td> </tr> </table> </div>				New Ref	Invoice no 454 dt 1.9.14	1274.00 Cr			
New Ref	Invoice no 454 dt 1.9.14	1274.00 Cr							
<b>Total</b>		<b>1,300.00</b>	<b>1,300.00</b>						

Party Name: Exp - R & M (Printer)  
 Narration: Being purchase of computer accessories vide invoice no 454 dt 1.9.14  
 Transaction Id : 759382 Author : Lalitha Poornima,S [ Accounts Assistant ]

Figure 50.2

**Journal Detail View**

**Journal Posting Date** : 05-Sep-2014  
**Supplier Name** : Vectra Systems Solutions Pvt. Ltd.,  
**Amount** : 9,57,600.00  
**Narration** : being purchase of laptop for MBA dept vide invoice no CM/371 dt 22.8.14

GRN Details				
GRN Code	GRN Date	Invoice No	Invoice Date	Amount
GRN/Aug/N/Aug/14-15/00534	23-Aug-2014	371	22-Aug-2014	9,57,600.00
<b>Total Amount</b>				<b>9,57,600.00</b>

Figure 50.3

## 51. Asset Register

### 51.1. Intended Audience

*Stores In-charge, Purchase Officer and Head of the Department*

### 51.2. Usage

*This interface is used to view asset register details.*

### 51.3. Menu Access

*Main Menu >>Purchase >> Reports >>Asset Register*

### 51.4. Dependency

*Goods Receipt Note*

Asset Register Report						
* Mandatory						
From Date	:	<input type="text" value="06"/>	<input type="text" value="March"/>	<input type="text" value="2009"/>	(DD/Month/YYYY)*	To Date
						:
						<input type="text" value="06"/>
						<input type="text" value="March"/>
						<input type="text" value="2009"/>
						(DD/Month/YYYY)*
<input type="button" value="Generate"/> <input type="button" value="Refresh"/>						
Division	Available Qty			Amount		
	Opening Stock	Stock In	Closing Stock	Opening Balance	Stock In	Closing Balance
<b>Administration</b>	59	0	59	330000.00	0.00	330000.00
<b>Laptop</b>	3	0	3	75000.00	0.00	75000.00
<b>BOOK - LIBRARY</b>	50	0	50	75000.00	0.00	75000.00
<b>Chemistry Lab Equipments</b>	6	0	6	180000.00	0.00	180000.00
Laptop system	6	0	6	180000.00	0.00	180000.00
<b>Civil</b>	3	0	3	22261.02	0.00	22261.02

Figure 51.1

51.5. To view asset register details follow these steps,

Step1: *Enter from date and to date, by default current date.*

Step2: *Click on “Generate” button to view division wise asset details.*

Step3: *Click on division to view product details.*



## Academic Module

<b>Version</b>	<b>2.0.</b>
<b>Released on</b>	<b>Sep – 2014</b>
<b>Released By</b>	<b>Firstline Infotech Pvt. Ltd., Chennai.</b>

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## I. General

### 1. Login

1.1. Intended Audience

*All users*

1.2. Usage

Login provides access to e-Varsity ERP.

1.3. Dependency

*None.*

1.4. To Login please follow steps below

Step 1: Enter Your ID

Step 2: Enter the Password

Step 3: Click “Log In” button



Figure 1.1

1.5 On Successful login, user can have access to their home page as shown in figure 1.2.

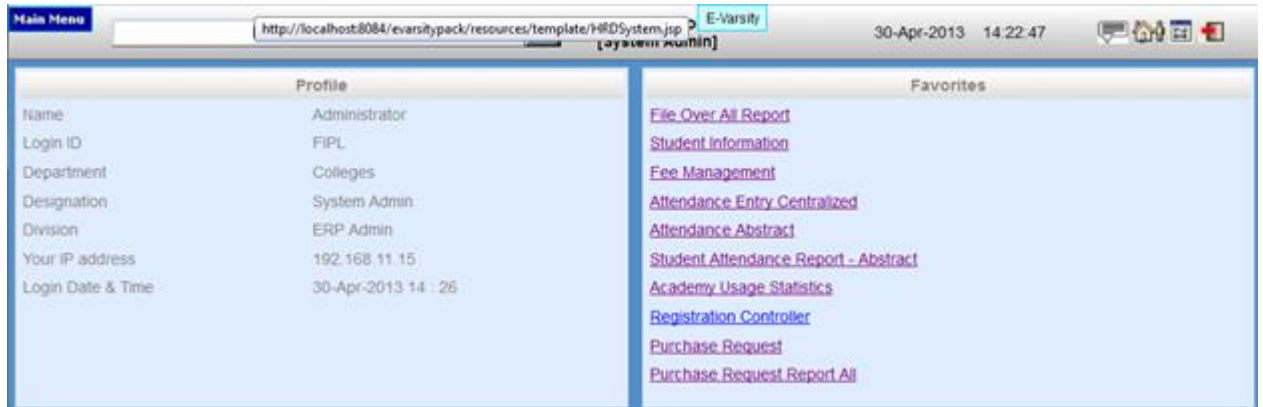


Figure 1.2

## 2. Changing password

### 2.1. Intended Audience

*All users.*

### 2.2. Usage

Creates new password for the login User

### 2.3. Menu Access

*Main Menu >> User Manager >> Change Password.*

### 2.4. Dependency

*Login.*

### 2.5. Follow steps below to change your password.

Step 1: Enter Current Password.

Step 2: Enter New Password.

Step 3: Enter Confirm New Password.

Step 4: Click "Save" button to save the password to database.



**- User Manager**

[Change Password](#)

[Date Configuration](#)

[Program Authorization](#)

[User Rights](#)

[Menu Rights Monitor](#)

[Section Authorization](#)

[Attendance Group Authorization](#)

Change Password	
Login Name:	<input type="text" value="FIPL"/>
Employee Name:	<input type="text" value="Administrator -"/>
Designation:	<input type="text" value="System Admin"/>
Login Creation Date:	<input type="text" value="30-04-2009"/>
Current Password	<input type="password"/> Step 1
New Password	<input type="password"/> Step 2
Confirm New Password	<input type="password"/> Step 3
Step 4 <input type="button" value="Save"/> <input type="button" value="Exit"/>	

Figure 2.1

### 3. Adding to favorite menu

3.1. Intended Audience  
*All users*

3.2. Usage  
Adding menu to Favorites.

3.3. Menu Access  
*Favourites menu*

3.4. Dependency  
*None.*

Step 1: Click menu in the check box to be your favorite menu

Step 2: “Click Add to Favorites” button as in figure 3.1

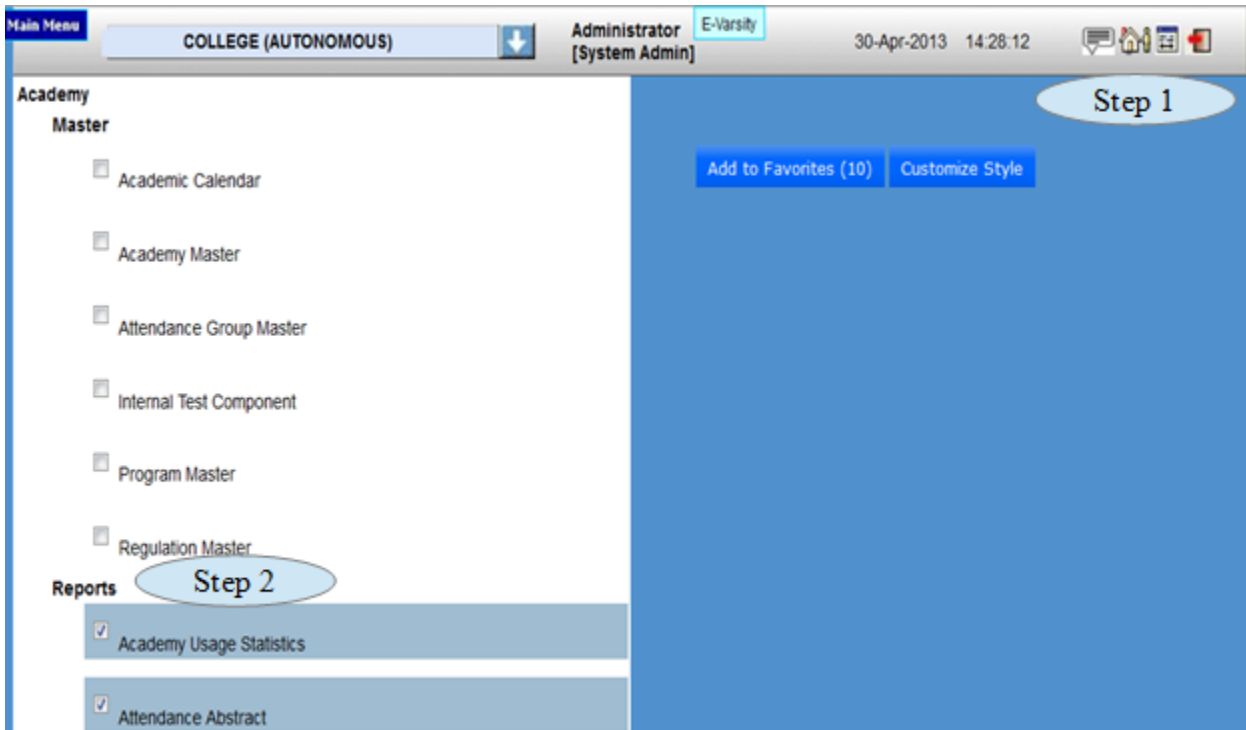


Figure 3.1

## 4. Adding new user

### 4.1 Intended Audience

System administrator

### 4.2 Usage

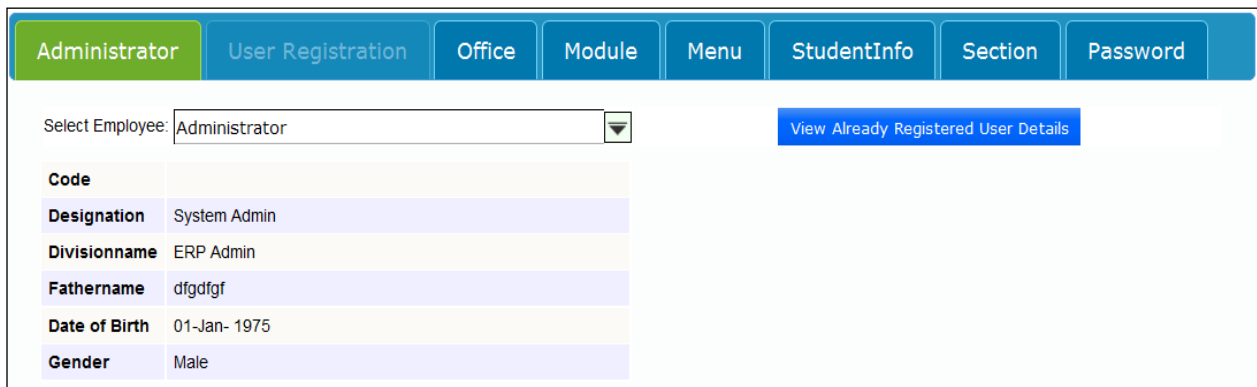
Creates new user from existing employee List in e-Varsity ERP.

### 4.3 Menu Access

Main Menu >> User Rights >> User Registration

### 4.4 Dependency

Employee List.



The screenshot shows a web interface for user registration. At the top, there is a navigation bar with tabs: Administrator (highlighted in green), User Registration, Office, Module, Menu, StudentInfo, Section, and Password. Below the navigation bar, there is a 'Select Employee:' dropdown menu with 'Administrator' selected. To the right of the dropdown is a blue button labeled 'View Already Registered User Details'. Below these elements is a table displaying user details for the selected employee.

<b>Code</b>	
<b>Designation</b>	System Admin
<b>Divisionname</b>	ERP Admin
<b>Fathername</b>	dfgdfgf
<b>Date of Birth</b>	01-Jan-1975
<b>Gender</b>	Male

Figure 4.1

## 5. Module access privilege

### 5.1. Intended Audience

*System administrator*

### 5.2. Usage

*This interface provides module wise user access, only users with module level privilege can be assigned menu access.*

### 5.3. Menu Access

*Main Menu >> User Rights >> Module*

### 5.4. Dependency

*None.*

User Wise Module Assignment	
Select	Module Name
<input checked="" type="checkbox"/>	Acader <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 2</span>
<input checked="" type="checkbox"/>	Accounts
<input checked="" type="checkbox"/>	Administration
<input checked="" type="checkbox"/>	Admission
<input checked="" type="checkbox"/>	Examination <span style="border: 1px solid black; padding: 2px;">Save</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 3</span>
<input checked="" type="checkbox"/>	Hostel
<input checked="" type="checkbox"/>	Leave Management
<input checked="" type="checkbox"/>	Library
<input checked="" type="checkbox"/>	Purchase

Figure 5.1

5.5. Follow steps below to **assign module access**,

Step1: *select employee from the available employee list.*

Step2: *Select module tab and select the required modules for the user access.*

Step3: *click “save” button to complete user wise module assignment.*

## 6. Menu access privilege

6.1. Intended Audience

*System administrator*

6.2. Usage

*This interface provides menu level access to users.*

6.3. Menu Access

*Main Menu >> User Rights >> Menu*

6.4. Dependency

*User Wise Module Assignment*

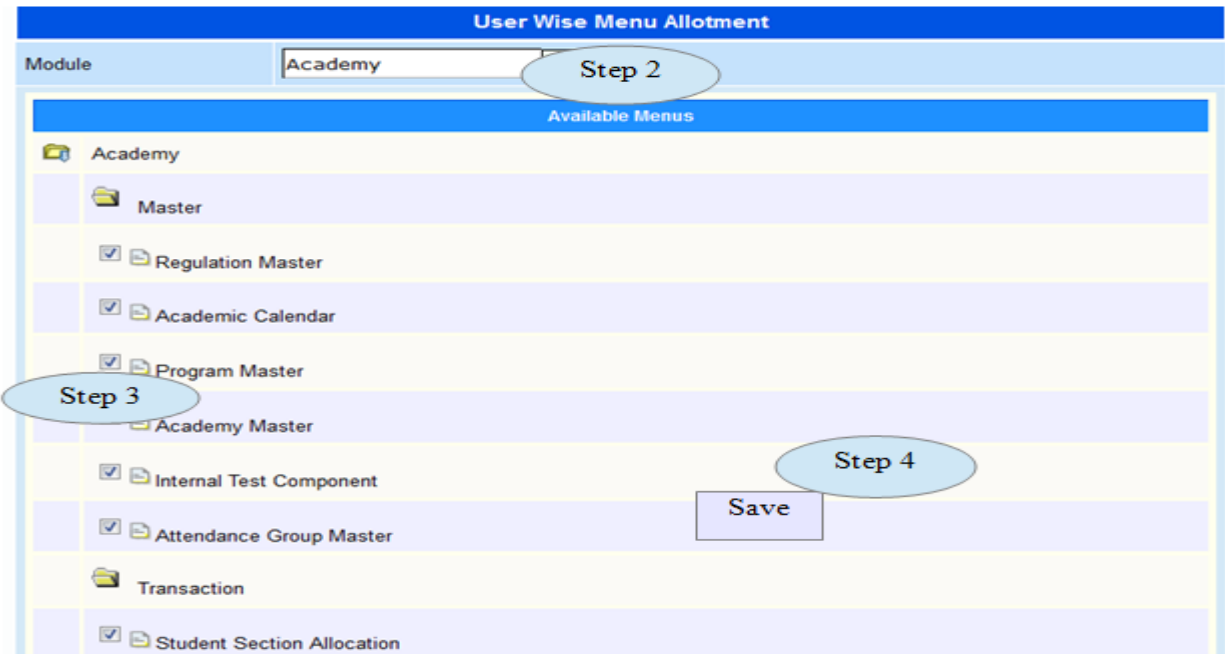


Figure 6.1

6.5. Follow steps below to **assign menu access**,

Step1: *Select the employee to whom menu access right is required.*

Step2: *Select the module to which menu access right is required for the user.*

Step3: *Select the required menu access right to be provided for the selected user.*

Step4: *Click “save” button to complete user wise menu allotment.*

## 7. Program access privilege

7.1. Intended Audience

*System administrator*

7.2. Usage

*This interface provides program wise access to the users.*

7.3. Menu Access

*Main Menu >> User Rights >> Program Authorization*

7.4. Dependency

*User Registration and Office*

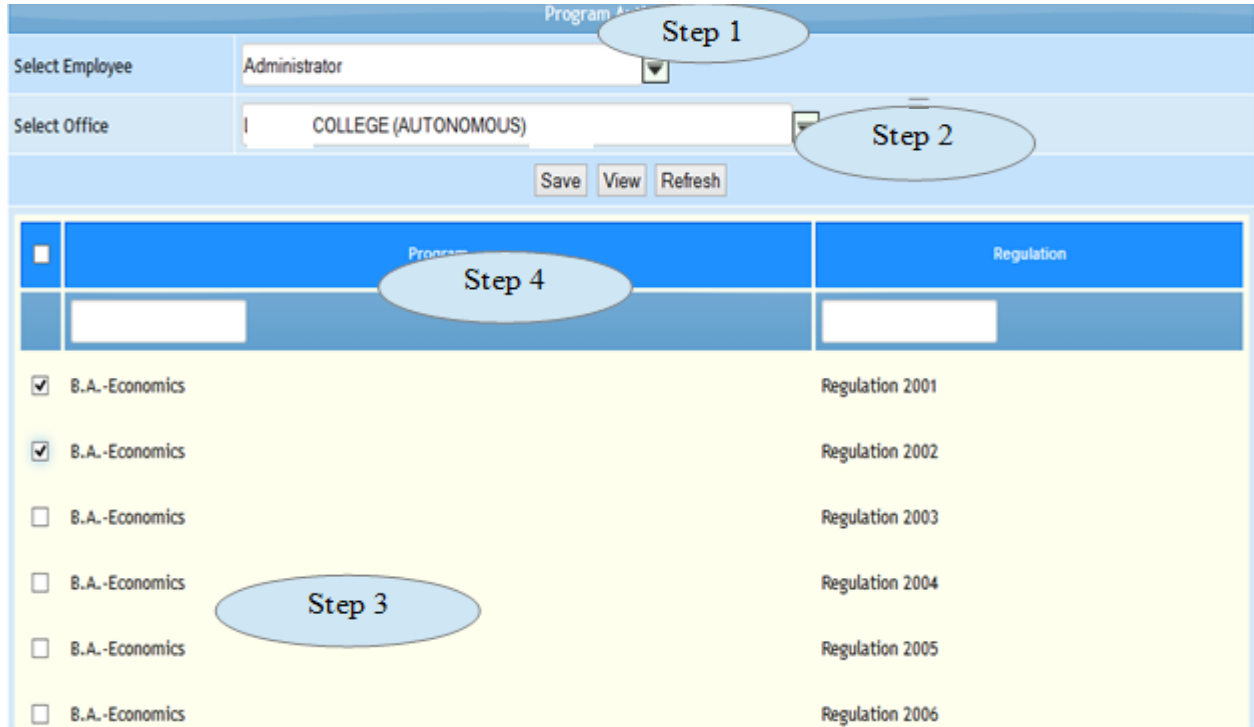


Figure 7.1

7.5 Follow Steps below to assign program for the employees.

*Step 1: Select Employee from the list.*

*Step 2: Select Office from the list*

*Step 3: Click the Check Box to select the programs*

*Step 4: Click “Save” button to assign the programs for the selected employee*

## 8. Section Authorization

### 8.1. Intended Audience

*Timetable coordinator*

### 8.2. Usage

*This interface is used to assign rights on program wise sections to particular staff.*

### 8.3. Menu Access

*Main Menu >> User Rights >> Section Authorization*

### 8.4. Dependency

*program access privilege*

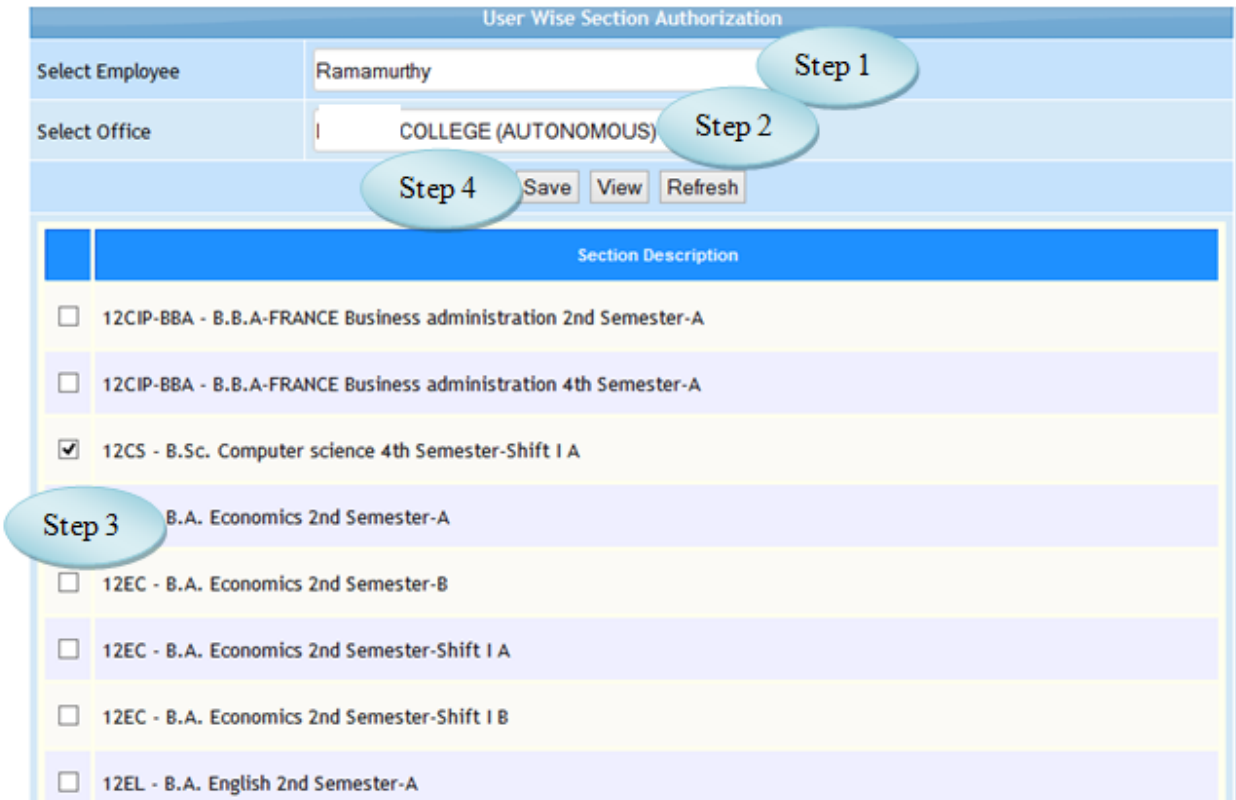


Figure 8.1

8.5 Follow Steps below to assign program for the employees.

*Step 1: Select Employee from the list.*

*Step 2: Select Office from the list.*

*Step 3: Click the Check Box to select the programs.*

*Step 4: Click “Save” button to assign the programs for the selected employee.*

## II Academic Master

### 9. Academic Calendar

9.1. Intended Audience

*Academic committee and System Administrator.*

9.2. Usage

*This master interface records Day Status and Day Order Name.*

9.3. Menu Access

*Main Menu >> Academic>> Academic Calendar*

9.4. Dependency

*None.*

ACADEMIC CALENDER CONFIGURATION						
Academic Year *	2012-2013					
Semester Type *	<input type="radio"/> Odd Semester <input checked="" type="radio"/> Even Semester					
From Date *	29-04-2013	To Date *	29-04-2013			
Date	Day	Day Status	Week	Day Order Name	Remarks	Save / Modify
29-04-2013	Monday	Working Day	0	1st Day		Save

Figure 9.1



## 10. Regulation Master

### 10. A. University Master

10.1. Intended Audience

*Academic committee and System Administrator*

10.2. Usage

*This master interface records course related details.*

10.3. Menu Access

*Main Menu >> Academic>> Regulation Master >> University Master*

10.4. Dependency

*None.*

The screenshot shows a web form titled "UNIVERSITY MASTER". The form is divided into several sections. The "University Name" field contains "university of madras" and is annotated with "Step 1". The "Address" field contains "chennai" and is annotated with "Step 2". Below the address field, it says "(Entered 7 of 200 characters)". The "Location" field contains "Chennai", "Fax Number" contains "77808", "Pin Code" contains "8979878", "Email ID" contains "msuniv@gmail.com", "Phone No." contains "987098", and "Website" contains "www.msuniv.com". At the bottom of the form, there are three buttons: "Save", "View", and "Cancel". The "Save" button is annotated with "Step 3" and the "View" button is annotated with "Step 4".

UNIVERSITY MASTER			
University Name *	university of madras (Step 1)		
Address *	chennai (Step 2) (Entered 7 of 200 characters)		
Location	Chennai	Fax Number	77808
Pin Code	8979878	Email ID	msuniv@gmail.com
Phone No.	987098	Website	www.msuniv.com
(Step 3) Save (Step 4) View Cancel			

Figure 10.A.1

10.5. To make a new entry follow these steps,

*Step 1: Enter University name*

*Step 2: Enter Address*

*Step 3: Click "Save" button to add the university to database.*

*Step 4: Click "view" button to view earlier existing university details and to edit the existing university details as in Figure 10.A.2*

*Step 5: Click "Modify" button to update the university details.*

UNIVERSITY MASTER			
University Name	<input type="text" value="Madras University"/>		
Address	<input type="text" value="Adampakkam&lt;br/&gt;chennai - 20"/> <small>(Maximum of 200 characters)</small>		
Location	<input type="text" value="St Thomas Mount"/>	Fax Number	<input type="text" value="987879789"/>
Pin Code	<input type="text" value="600020"/>	Email ID	<input type="text" value="msuniv@gmail.com"/>
Phone No.	<input type="text" value="9884123608"/>	Website	<input type="text" value="www.msuniv.com"/>
<input type="button" value="Modify"/> <input type="button" value="Cancel"/>			

Step 5

Step 5

Figure 10.A.2

10. B. Regulation Master

10.1. Intended Audience

*Academic committee and System Administrator*

10.2. Usage

*This master interface records Regulation related details.*

10.3. Menu Access

*Main Menu >> academic master >> Regulation Master>> Regulation*

10.4. Dependency

*University Master*

The screenshot shows a web form titled "REGULATION MASTER". It has three main input fields: "University" with a dropdown menu showing "UNIVERSITY OF MADRAS" (labeled Step 1), "Regulation" with a text box containing "Regulation 2012" (labeled Step 2), and "Regulation Year" with a date picker showing "16-07-2014" (labeled Step 3). At the bottom, there are three buttons: "Save" (labeled Step 4), "View", and "Cancel".

Figure 10.B.1

10.5. To make a new entry follow these steps,

*Step 1: Select University from the list*

*Step 2: Enter Regulation*

*Step 3: Enter Regulation Year.*

*Step 4: Click “Save” button to add the Regulation to database.*

*Step 5: Click “View” button to view the list and to edit the details as in Figure 10.B.2.*

*Step 4: Click “Modify” button to update the Regulation Details as in Figure 10.B.3.*

**REGULATION MASTER**

University\*

Regulation\*

Regulation Year\*  [Select One]  (DD/Month/YYYY)\*

Step 5

SL.No	Regulation	University
1	CIP Regulation	Lille Catholic University
2	Regulation 2001	UNIVERSITY OF MADRAS
3	Regulation 2009	UNIVERSITY OF MADRAS
4	Regulation 2010	UNIVERSITY OF MADRAS
5	Regulation 2011	UNIVERSITY OF MADRAS

Figure 10.B.2

**REGULATION MASTER**

University\* UNIVERSITY OF MADRAS

Regulation\* Regulation 2012

Regulation Year\* 01-01-2012

Step 6

Figure 10.B.3

## 10. C. Graduation Master

### 10.1. Intended Audience

*Academic committee and System Administrator.*

### 10.2. Usage

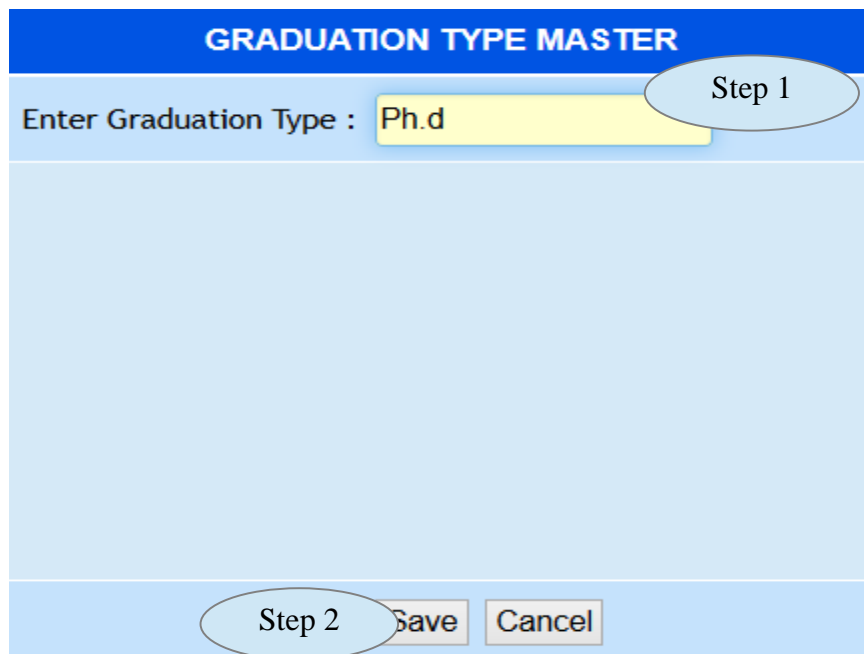
*This master interface records Graduation details.*

### 10.3. Menu Access

*Main Menu >> academic master >> Regulation Master>> Graduation*

### 10.4. Dependency

*None.*



The screenshot shows a software interface titled "GRADUATION TYPE MASTER". The interface has a blue header bar with the title in white. Below the header, the main area has a light blue background. At the top of this area, it says "Enter Graduation Type : Ph.d". The text "Ph.d" is highlighted in yellow. A callout bubble labeled "Step 1" points to the text input field. At the bottom of the interface, there are two buttons: "Save" and "Cancel". A callout bubble labeled "Step 2" points to the "Save" button.

Figure 10.C.1

10.5. To make entry follow these steps,

Step 1: Enter Graduation Type required to create.

Step 2: Click “Save” button to add the record to database.

Step 3: Click “View” button to view the Graduation Type list and to edit the Graduation type as in Figure 10.C.2.

Step 4: Click “Modify” button to update the modified record.

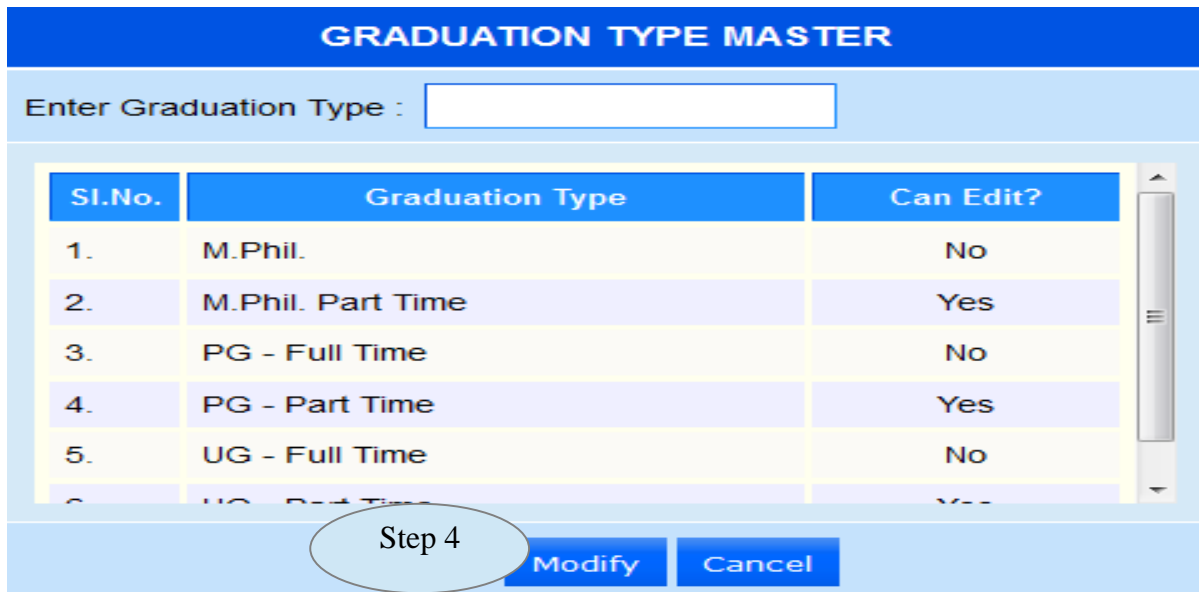


Figure 10.C.2

**10. D. Branch Master**

10.1. Intended Audience

*Academic committee and system administrator*

10.2. Usage

*This master interface records of Branch Master.*

10.3. Menu Access

*Main Menu >> academic master >>Regulation master >>Branch*

10.4. Dependency

*none.*

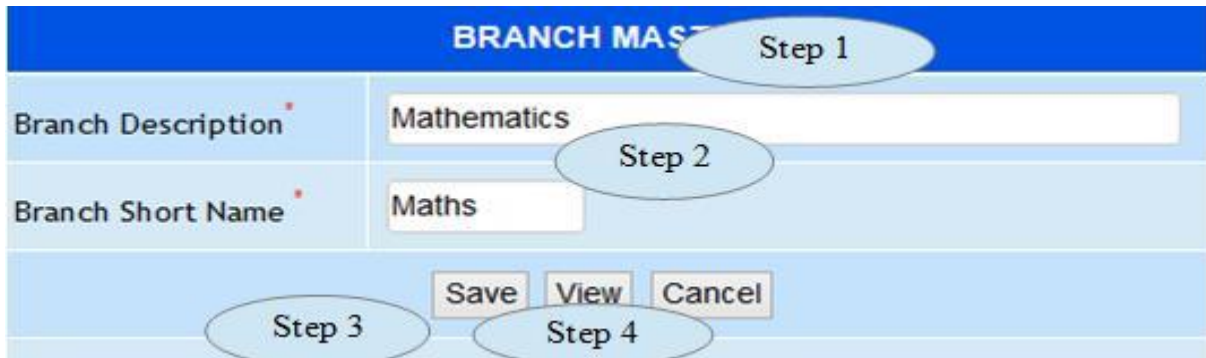


Figure 10.D.1

10.5. To make entry follow the steps,

Step 1: Enter Branch Description

Step 2: Branch Short Name.

Step 3: Click “Save” button to add the record

Step 4: Click “View” button to view the branch list and to edit the record as in figure

10.D.2

Step 5: Cick “Modify” button to update the Branch.

The screenshot shows a web interface titled "BRANCH MASTER". It has two input fields: "Branch Description" with the value "Computer Application MS" and "Branch Short Name" with the value "CA MS". Below these fields are "Modify" and "Cancel" buttons. A callout bubble labeled "Step 5" points to the "Modify" button. Below the buttons is a table with the following data:

Branch Description	Branch Short Name
Central Board Secondary Education	CBSE
Commerce	Commerce
Computer Application MS	CA MS
Computer Applications	CA

Figure 10.D.2

## 11. Program Master

### 11.A. Program Pattern

11.1. Intended Audience

*Academic committee and system administrator.*

11.2. Usage

*This master interface records program pattern master.*

11.3. Menu Access

*Main Menu >> academic master >> Program master >> Program Pattern*

11.4. Dependency

*None.*

**PROGRAM PATTERN MASTER**

Program Short Name \*  (Step 1) (Eg., M.C.A, B.Sc.)

Program Description \*  (Step 2) (Eg. of Technology)

(Step 3)    (Step 4)

Figure 11.A.1

- 11.5. To make entry follow the steps,
- Step 1: Enter Program short name
  - Step 2: Enter Program Description
  - Step 3: Click "Save" button to add the record as in Figure 11.A.1
  - Step 4: Click "View" button to view the existing programs and to edit the programs as in Figure 11.D.2
  - Step 5: Click "Modify" button to update the record as in Figure 11.A.2

**PROGRAM PATTERN MASTER**

Program Short Name \*  (Eg : B.Tech.,M.Tech., M.C.A, B.Sc.)

Program Description \*  (Eg : Bachelor of Technology)

(Step 5)

Sl.No.	Program Pattern Name	Program Pattern Description	Can Edit?
1	B.A.	Bachelor of Arts	No
2	B.B.A.	Bachelor of Business Administration	No
3	B.B.A-FRANCE	Bachelor of Business Administration	No
4	B.C.A.	Bachelor of Computer Application	No

Figure 11.A.2



## 11.B. Program Type

### 11.1. Intended Audience

*System Administrator*

### 11.2. Usage

*This interface links program, branches and Graduation Type together.*

### 11.3. Menu Access

*Main Menu << academic <<Program master << Program Type*

### 11.4. Dependency

Program master, Branch master and Graduation Type

The screenshot shows a web form titled "PROGRAM TYPE MASTER". It has three main input fields: "Program" with a dropdown menu showing "B.A.", "Branch" with a text input field containing "Advanced Zoology & Biotechnology" and a dropdown arrow, and "Graduation Type" with a dropdown menu showing "U.G.". Below these fields are three buttons: "Save", "View", and "Refresh". Four blue ovals with white text label the steps: "Step 1" points to the Program dropdown, "Step 2" points to the Branch dropdown arrow, "Step 3" points to the Graduation Type dropdown, and "Step 4" points to the Save button.

*Figure 11.B.1*

### 11.5. To make entry follow the steps,

Step 1: Select the program from the list

Step 2: Select the Branch from the list

Step 3: Select the Graduation Type from the S List

Step 4. Click “Save” button to add the record to database.

Step 5: Click “View” button to view the existing list as shown in the figure 11.B.2

**PROGRAM TYPE MASTER**

Program \*

Branch \*

Graduation Type \*

SL.No.	Program	Branch	Graduation
1	B.A.	Economics	UG - Full Time
2	B.A.	English Literature	UG - Full Time
3	B.A.	French Literature	UG - Full Time
4	B.A.	History	UG - Full Time
5	B.A.	Sociology	UG - Full Time
6	B.A.	Tamil Literature	UG - Full Time

Figure 11.B.2

**11.C. Program Master**

11.1. Intended Audience

*System Administrator*

11.2. Usage

*This interface links program , Branch with Regulation*

11.3. Menu Access

*Main Menu >> academic master >> program master >> Program*

11.4. Dependency

*University master, Regulation master, Graduation type and Branch master*

11.5.To make entry follow steps below

Step 1: Select University from the list.

Step 2: Select Regulation from the list

Step 3: Select Program Category

Step 4: Select Graduation Type

Step 5: Select Branch

Step 6: Enter Program Description

Step 7: Select Duration Pattern

Step 8: Enter Program Code

Step 9: Click “Save” button to add the program into Database

Step 10:Click “View” button to view the program details and to edit the program details as in figure 11.C.1

Step 11: Click “Modify” button to save the modified details in to database as in figure 11.C.2

The screenshot shows a web form titled "PROGRAM MASTER" with the following fields and annotations:

- University \***: Text input field with a callout bubble labeled "Step 1".
- Regulation \***: Text input field with a callout bubble labeled "Step 2".
- Program Category / Discipline \***: Dropdown menu with a callout bubble labeled "Step 3".
- Graduation Type \***: Dropdown menu with a callout bubble labeled "Step 4".
- Branch \***: Text input field with a callout bubble labeled "Step 5".
- Program Description \***: Text input field with a callout bubble labeled "Step 6".
- Duration Pattern \***: Text input field with a callout bubble labeled "Step 7".
- Program Code \***: Text input field with a callout bubble labeled "Step 8".
- Buttons**: "Save", "View", and "Cancel" buttons are located at the bottom. Callout bubbles labeled "Step 9" and "Step 10" point to the "Save" and "View" buttons respectively.

Figure 11.C.1

PROGRAM MASTER						
University *	UNIVERSITY OF MADRAS					
Regulation *	Regulation 2009					
Program Category / Discipline *	B.A.					
Graduation Type *	UG - Full Time					
Branch *	Economics					
Program Description *	Bachelor of Arts In Economics					
Duration Pattern *	Semester					
Total No.Of Semesters *	6					
Program Code *	EC					
<input type="button" value="Modify"/> <input type="button" value="Cancel"/>						
Step 11						
SL.No	Program Code	Program	Branch	Graduation Type	Regulation	University
1	EC	B.A.	Economics	UG - Full Time	Regulation 2009	UNIVERSITY OF MADRAS
2	EC	B.A.	Economics	UG - Full Time	Regulation 2010	UNIVERSITY OF MADRAS
3	EC	B.A.	Economics	UG - Full Time	Regulation 2011	UNIVERSITY OF MADRAS

Figure 11.C.2

## 11.D. Institution Program

### 11.1. Intended Audience

*System administrator*

### 11.2. Usage

*This interface provides program wise access to the Institution.*

### 11.3. Menu Access

*Main Menu >> academic >> program master >> Institution Program*

### 11.4. Dependency

*Program master and Branch master*

Institution Programs		
Program Available in University	Program Granted to Institution	
Step 1	B.A.-Economics	Regulation 2009
	B.A.-Economics	Regulation 2010
	B.A.-Economics	Regulation 2011
	B.A.-Economics	Regulation 2012
	B.A.-English Literature	Regulation 2009
	B.A.-English Literature	Regulation 2010
	B.A.-English Literature	Regulation 2011
	B.A.-English Literature	Regulation 2012
	B.A.-French Literature	Regulation 2009
	B.A.-French Literature	Regulation 2010
	B.A.-French Literature	Regulation 2011
	B.A.-French Literature	Regulation 2012
	B.A.-History	Regulation 2009
	B.A.-History	Regulation 2010

Figure 11.D.1

11.5 To make entry follow steps below

*Step 1: Click the available programs to grant program access for the selected Institution*

*Step 2: Click the Program Granted to Institution to revoke the program access for the selected Institution as in Figure 11.D.1*

## 12. Academic Master

### 12.A. Course Type

#### 12.1. Intended Audience

*Academic committee and System Administrator*

#### 12.2. Usage

*This master interface records course Type details.*

#### 12.3. Menu Access

*Main Menu >> academic >> academic master >> Course Type*

#### 12.4. Dependency

*None*

**COURSE TYPE MASTER**

Course Type Name\*  Eg.,  
Theory-External, Theory-Internal etc.,

Exam Type\*  Internal  External

Fly Slip Procedure Required\*  Yes  No

Buttons: Save, View, Cancel

Figure 12.A.1

12.5 To make entry follow steps below

*Step 1: Enter Course Type Name*

*Step 2: Select Exam Type*

*Step 3 : Click “Save” button to add the record in to database*

*Step 4: Click “View” button to view the records and to edit the records*

*Step 5 : Click “Modify” button to update the modified records as in Figure 12.A.2*

**COURSE TYPE MASTER**

Course Type Name\*  Eg.,  
Theory-External, Theory-Internal etc.,

Exam Type\*  Internal  External

Fly Slip Procedure Required\*  Yes  No

Course Type	Exam type	Fly Slip Procedure Required
Practical - External	External	No
Practical - Internal	Internal	No
Theory - External	External	Yes
Theory - Internal	Internal	No
Vivavoce	External	No

Buttons: Add, Modify, Cancel

Figure 12.A.2

## 12. B. Course Master

### 12.1. Intended Audience

*Academic committee and System Administrator*

### 12.2. Usage

*This master interface records course related details.*

### 12.3. Menu Access

*Main Menu >> academic >> academic master >> course master*

### 12.4. Dependency

*Regulation master*

The screenshot shows a web form titled "COURSE MASTER" with the following fields and steps:

- Regulation \***: A text input field with "Step 1" circled next to it.
- Course Code \***: A text input field with "Step 2" circled next to it.
- Course Description \***: A large text input field with "Step 3" circled next to it.
- Total Min. Marks \***: A text input field with "Step 4" circled next to it.
- Total Max. Marks \***: A text input field with "Step 4" circled next to it.
- Course Type \***: Radio buttons for "Core" (selected) and "Elective" with "Step 5" circled next to the "Core" option.
- Buttons**: "Save", "View", and "Cancel" buttons. "Step 6" is circled around the "Save" button, and "Step 7" is circled around the "View" button.

Figure 12.B.1

### 12.5 To make entry follow steps below

Step 1: Select the Regulation

Step 2: Enter Course Code

Step 3: Enter Course Description

Step 4: Enter Total Min. and Max. Marks

Step 5: Select Course Type.

Step 6: Click "Save" button to add the Courses in to database

Step 7: Click "View" button to view the existing Courses and to edit the courses

Step 8: To Modify, click the record in the view list and make the necessary changes and click “Modify” button to update the modified record as in Figure 12.B.2

**COURSE MASTER**

Regulation *	<input type="text" value=""/>
Course Code *	<input type="text" value=""/>
Course Description *	<input style="width: 90%;" type="text" value=""/>
Total Min. Marks *	<input type="text" value=""/>
Total Max.Marks *	<input type="text" value=""/>
Course Type *	<input checked="" type="radio"/> Core <input type="radio"/> Elective

Step 8
|
Modify
|
Cancel
|
Obsolete

SL.No	Course Code	Description	Regulation	University	Status
1	-	Physics for Maths	Regulation 2011	UNIVERSITY OF MADRAS	Active
2	01	RURAL PACKAGE	Regulation 2010	UNIVERSITY OF MADRAS	Active
3	02	URBAN PACKAGE	Regulation 2010	UNIVERSITY OF MADRAS	Active

Figure 12.B.2

## 12.C. Course Details

### 12.1. Intended Audience

*Academic committee and System Administrator*

### 12.2. Usage

*This master interface records course related details.*

### 12.3. Menu Access

*Main Menu >> academic >> academic master >> course details*

### 12.4. Dependency

*Regulaton Master, Course master and Course Type*



12.5.To make entry follow step below

Step 1: Select Regulation from the list

Step 2: Select Course from the list, display all the course type details

Step 3: Click the check Box to select the Course type

Step 4 : Enter Details of Course Type for the selected Course type.

Step 5: Click “Save” button to add Course Details in to database

Step 6: To view the Details

a) Select the Regulation from the list

b) Click “View” button, display existing Details of Course Master as in Figure 12.C.2

COURSE MASTER DETAILS				
Regulation *	Regulation 2012			
Course *	TL 2060 - S2 U G II YR ADVANCE TAMIL			
Course Type	Total Hours	Minimum Marks	Maximum Marks	Input Maximum Marks
<input type="checkbox"/> Theory - External	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Step 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Practical - External	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Practical - Internal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Vivasvoce	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Vivasvoce - Internal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Skill Based Project	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="View"/>				

Figure 12.C.1

Step 7: To Modify the existing Course Master Details

a) Select the Course from the view list for modification as in figure 12.C.2

b) Modify the required fields to be modified as in Figure 12.C.3

c) Click “Modify” button to update the Course Master Details as in Figure 12.C.3

**COURSE MASTER DETAILS**

Regulation\*

Course\*

Course Code	Description	Total Min.Marks	Total Max.Marks
AZ 1503	INVERTEBRATA	40	100
AZ 1504	INVERTEBRATA - LAB. COURSE	40	100
AZ 1505	BASIC BIOTECHNOLOGY	40	100
AZ 2102	ANIMAL DIVERSITY	40	100
AZ 2103	ANIMAL DIVERSITY LAB COURSE	40	100
AZ 2301	CLINICAL TECHNOLOGY	40	100

Figure 12.C.2

**COURSE MASTER DETAILS**

Regulation\*

Course\*

	Course Type	Total Hours	Minimum Marks	Maximum Marks	Input Maximum Marks
<input type="checkbox"/>	Theory - External	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Theory - Internal	<input type="text" value="100"/>	<input type="text" value="30"/>	<input type="text" value="100"/>	<input type="text" value="100"/>
<input type="checkbox"/>	Practical - External	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Practical - Internal	<input type="text" value="100"/>	<input type="text" value="30"/>	<input type="text" value="100"/>	<input type="text" value="100"/>
<input type="checkbox"/>	Vivavoce	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	MS Theoretical	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Step 7

Figure 12.C.3

## 12.D. Program Course

### 12.1. Intended Audience

*Academic committee and System Administrator*

### 12.2. Usage

*This master interface links Program and Courses belongs to same Regulation.*

### 12.3. Menu Access

*Main Menu >> academic >> academic master >> Program course*

### 12.4. Dependency

*Regulaton Master, Program and Course*

The screenshot displays the 'PROGRAM WISE COURSES' interface. At the top, there are three dropdown menus for selection: 'University' (UNIVERSITY OF MADRAS), 'Regulation' (Regulation 2011), and 'Program' (B.C.A.-Computer Applications). Below these is a table titled 'The course(s) to be linked for the selected Program'. The table has columns for 'Course Code', 'Description', 'Semester', and 'Credit'. A search bar is located above the table. The table lists four courses: MA 1810 (COMPUTER APPLICATION), MA 2805 (MEDIA GENRES AND TECHNIQUES), THAMIZH MEDIA GRAMMAR, and MA 2807 (NEWSPAPER PRODUCTION). At the bottom, there are 'Save', 'View', and 'Cancel' buttons.

Course Code	Description	Semester	Credit
MA 1810	COMPUTER APPLICATION		2
MA 2805	MEDIA GENRES AND TECHNIQUES		3
THAMIZH MEDIA GRAMMAR			
MA 2807	NEWSPAPER PRODUCTION		3

Figure 12.D.1

12.5 To make entry follow steps below

Step 1: Select University from the list

Step 2: Select Regulation from the list

Step 3: Select Program from the list, displaying the available courses to be linked for the selected program

Step 4: Click the courses to be linked for the selected program

Step 5: Select the Semester and modify the credits if necessary as in Figure 12.D.1

Step 6: Click “Save” button to add the programwise courses in to database.

Step 7: To view the Program wise courses

a) Select university, Regulation and Program

b) Click “View” button to view the courses for the selected program as in Figure

12.D.2

PROGRAM WISE COURSES			
University *	UNIVERSITY OF MADRAS		
Regulation *	Regulation 2012		
Program *	B.Sc.-Mathematics		
Available course(s) for the selected Program			
Semester	Course Code	Description	Credit
1	FR 1091	ADVANCED FRENCH - I (FESTIVAL I)	3
1	LH 1084	HINDI - I (PROSE & FUNCTIONAL HINDI)	3
1	EL 1050	GENERAL ENGLISH - I	3
1	MT 1503	ANALYTICAL GEOMETRY OF 2D, TRIG. & MATRICES	4
1	MT 1502	ALGEBRA AND CALCULUS - I	5
1	TL 1085	GENERAL TAMIL - I	3
1	PD 1000	REPRESENTATIVE FORMS - I (INITIAL)	3
<input type="button" value="Back"/>			

Figure 12.D.2

## 12.E. Section

### 12.1. Intended Audience

*System Administrator*

### 12.2. Usage

*This interface allows user to create a new class section and modifying existing sections.*

### 12.3. Menu Access

*Main Menu >> academic >> academic master>> Section*

### 12.4. Dependency

*None*

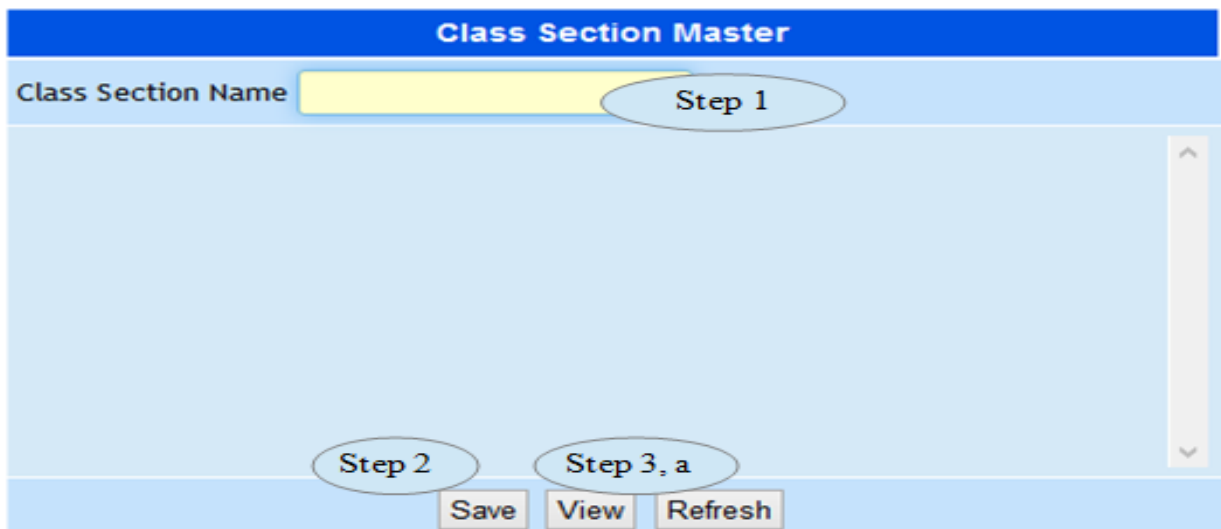


Figure 12.E.1

### 12.5 To make entry follow steps below

Step 1: Enter Class Section Name

Step 2: Click “Save” button to add the Class Section into database

Step 3: To modify Class Section follow steps below

a) Click “View” button, will list existing Class Sections as in Figure 12.E.2

b) Select the Class Section with status “Can Edit?” is Yes

c) Edit the Class Section Name.

d) Click “Update” button to complete modification

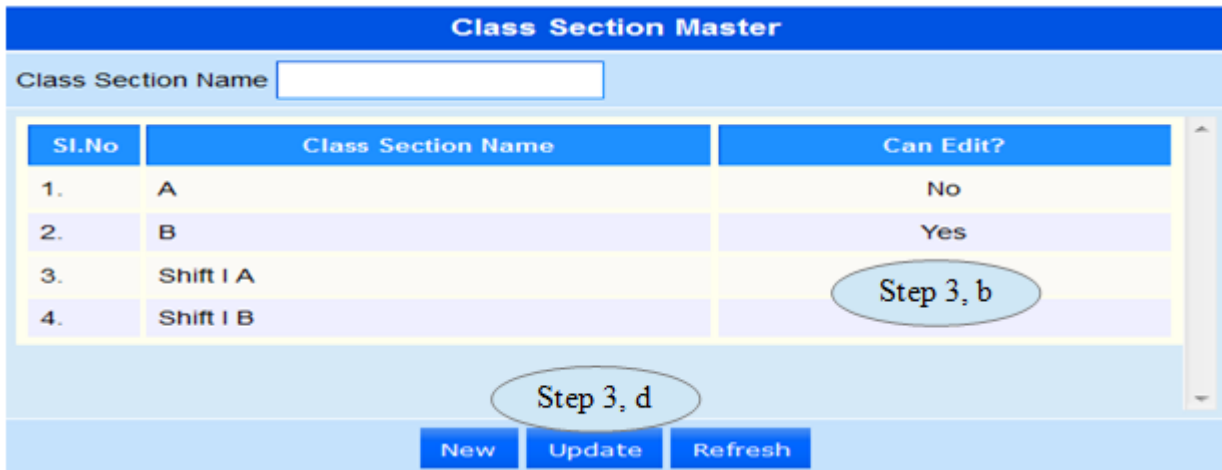


Figure 12.E.2

## 12.F. Lab Group

### 12.1. Intended Audience

*System Administrator*

### 12.2. Usage

*This interface allows user to create a new Lab Group and modifying existing Lab Groups.*

### 12.3. Menu Access

*Main Menu >> academic >> academic master>> Lab Group*

### 12.4. Dependency

*None*

### 12.5. To make entry follow steps below

Step 1: Enter Lab Group Name

Step 2: Click “Save” button to add the Lab Group into database.

Step 3: To modify Lab Group follow steps below

a) Click “View” button, will list existing Lab Groups as in Figure 12.F.2.

b) Select the Lab Group with status “Can Edit?” is Yes

c) Edit the Lab Group Name

d) Click “Update” button to complete modification.

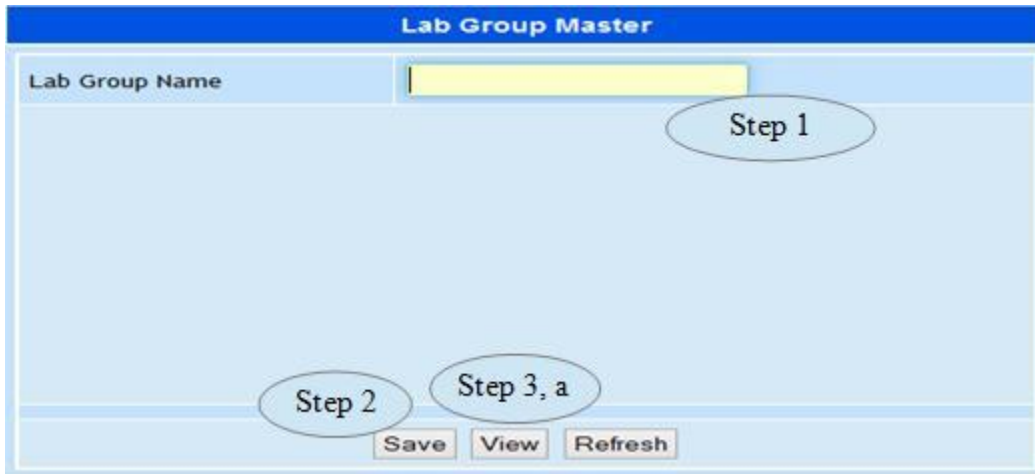


Figure 12.F.1

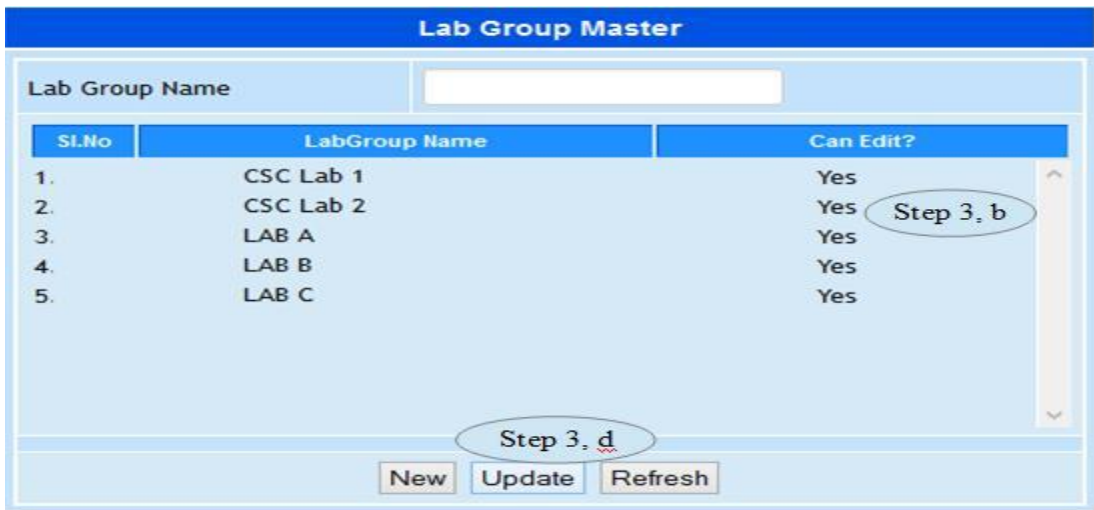


Figure 12.F.2

## 12.G.Programwise Section

### 12.1. Intended Audience

*Timetable coordinator*

### 12.2. Usage

*This interface links sections to respective programs.*

### 12.3. Menu Access

*Main Menu >> Academic > Program wise Sections*

### 12.4. Dependency

*Program, Standard batch master and Section Master*



Figure 12.G.1

12.5 To make entry follow steps below

*Step 1: Select the Program from the list.*

*Step 2: Select the Standard Batch for the selected program from the list.*

*Step 3: click on the required section to be assigned for the selected program.*

*Step 4: click on 'Assign' button to save into database as in figure 12.G.1.*

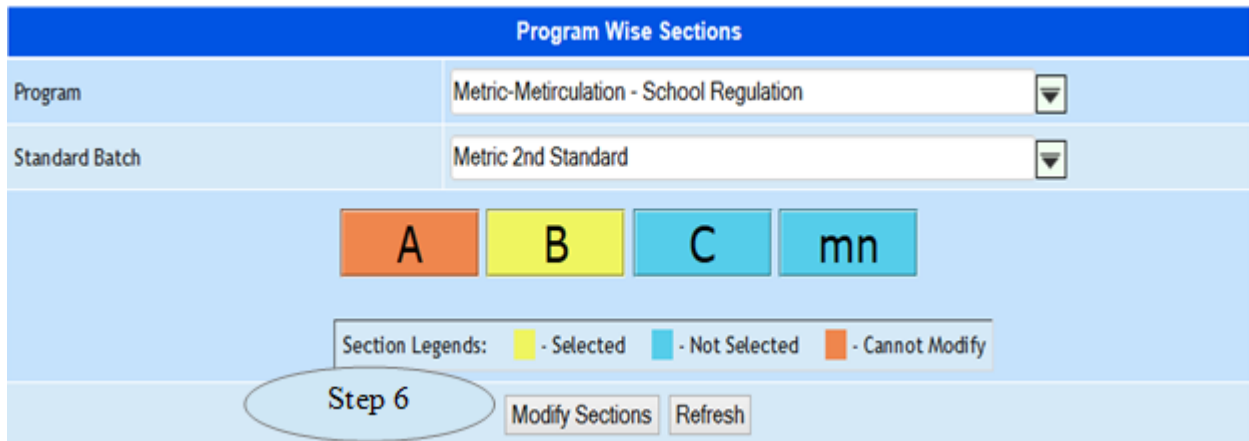


Figure 12.G.2

*Step 5: Already assigned sections are displayed in 'Yellow' Color and click the same will change the status as 'not selected'.*

*Step 6: Click on 'Modify Sections' button, to update the modified details as in Figure 12.G.2*



## 13. Internal Test Component

### 13.A. Test Component

#### 13.1. Intended Audience

*System Administrator*

#### 13.2. Usage

*This master interface records further detail related to a course.*

#### 13.3. Menu Access

*Main Menu >> academic >> Internal Test Component*

#### 13.4. Dependency

*None*

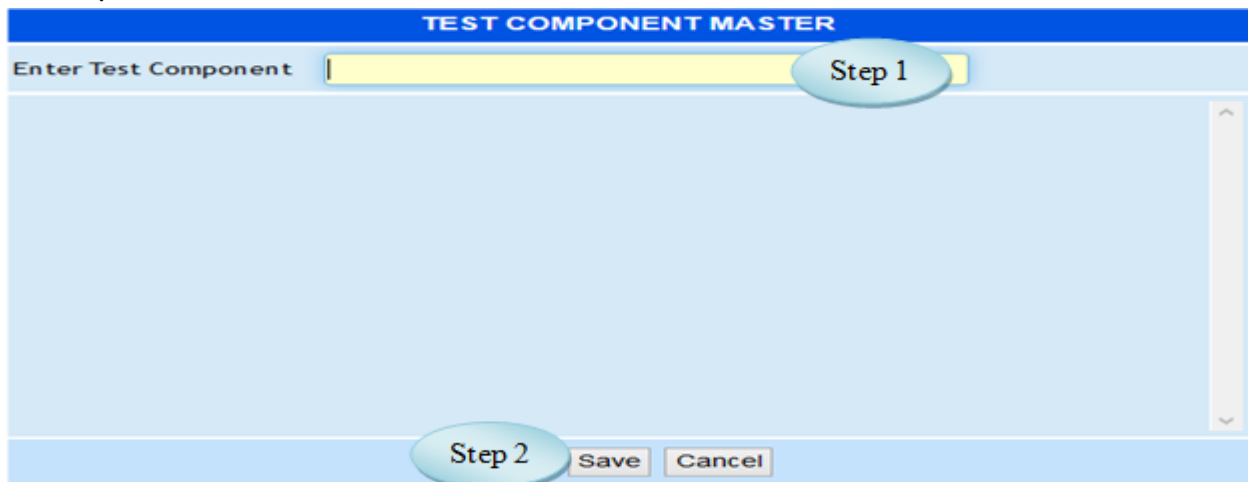


Figure 13.A.1

#### 13.5 To make entry follow steps below

Step 1: Enter the Test Component

Step 2: Click “Save” button to add a new Test Component in to database.

Step 3: Click “View” button to view the existing test component as in Figure 13.A.2

#### 13.6 To Modify existing Test Components follow below steps

Step 1: Select the Test Component in view list for modification

Step 2: if “Can Edit” status in list is “Yes” it is allowed to modify

Step 3: Modify the Test Component

Step 4: Click “update” button to complete modification.

Sl.No.	Test Component	Can Edit?
1.	Assessment by Faculty	Yes
2.	Assignment or Class Seminar	Yes
3.	Attendance	Yes
4.	CA Class Test 1	Yes
5.	CA Class Test 2	Yes
6.	CA Class Test 3	Yes
7.	Field Visit Internship etc	Yes
8.	Model Examination	Yes

Figure 13.A.2

**13.b Coursewise Test Component**

13.1. Intended Audience

*System Administrator*

13.2. Usage

*This interface links courses and test components together.*

13.3. Menu Access

*Main Menu >> Academic Master >> Internal Test Component >> Course wise Test component*

13.4. Dependency

*Course Details Master*

Figure 13.B.1

13.5. To make entry follow step below

*Step 1: Select Regulation from the list.*

*Step 2: Select Course to which Test Components to be linked*

*Step 3: Select Test Components by clicking the check box*

*Step 4: Enter Conducting Max Marks and Converting Max Marks for the selected Test Components*

*Step 5: Click “Save” button to complete Coursewise Test Components.*

Select	Test Component	Conducting Max Marks	Converting Max Marks
<input checked="" type="checkbox"/>	CA Class Test 1	100	5
<input checked="" type="checkbox"/>	CA Class Test 2	100	5
<input checked="" type="checkbox"/>	CA Class Test 3	100	5
<input checked="" type="checkbox"/>	Assignment or Class Seminar	5	5
<input checked="" type="checkbox"/>	Assessment by Faculty	5	5
<input checked="" type="checkbox"/>	Attendance	5	5
<input checked="" type="checkbox"/>	Model Examination	100	10
<input checked="" type="checkbox"/>	Field	5	5

Figure 13.B.2

### 13.C. Cancel Course Wise Test Component

13.1. Intended Audience

*System Administrator*

13.2. Usage

*This interface used to Cancel Course Wise Test Component.*

13.3. Menu Access

*Main Menu >> academic master >> Internal Test Component >> Cancel Course Wise Test Component*

13.4. Dependency

*Course Wise Test Component*

13.5 To make entry follow steps below

*Step 1: Select the Course to which the Test Component linked*

*Step 2: Click “Save Cancellation” button to cancel the Coursewise Test Components*

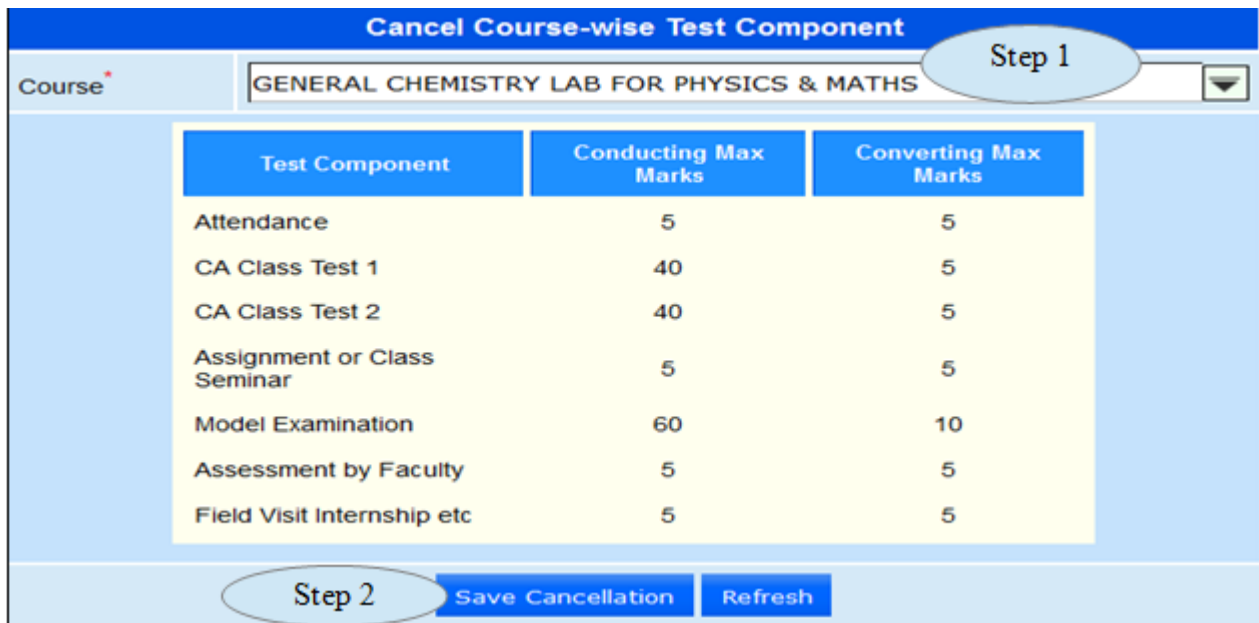


Figure 13.C.1

## 14. Attendance Group Master

### 14.1. Intended Audience

*System Administrator*

### 14.2. Usage

*This interface used to create Centralized Attendance Group Master.*

### 14.3. Menu Access

*Main Menu >> academic master >> Attendance Group Master*

### 14.4. Dependency

*Subject and Staff Name*

### 14.5. To make entry follow steps

*Step 1: Enter the Group Name.*

*Step 2: Select the Subject Name from the list.*

*Step 3: Select the Staff Name from the list.*

*Step 4: Click “Save” button to add the Attendance Group master in to database.*

The screenshot shows a web form titled "CENTRALIZED ATTENDANCE GROUP MASTER". The form has three input fields: "Group Name" (a text box), "Subject Name" (a dropdown menu), and "Staff Name" (a dropdown menu). Below the fields are three buttons: "Save", "View", and "Refresh". Four callout boxes labeled "Step 1", "Step 2", "Step 3", and "Step 4" are overlaid on the form. Step 1 points to the Group Name text box. Step 2 points to the Subject Name dropdown menu. Step 3 points to the Staff Name dropdown menu. Step 4 points to the Save button.

Figure 14.1

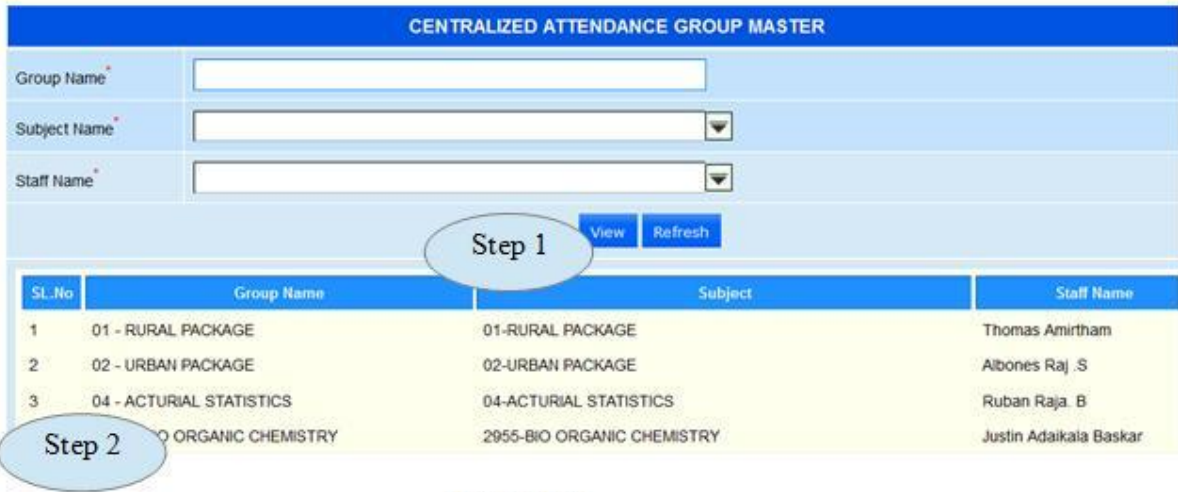


Figure 14.2

13.6. To modify the existing Attendance Group Master follow steps below

Step 1: Click on “View” button will list the existing Attendance Groups as in figure 14.2

Step 2: Click the Group Name in list for modification

Step 3: Modify the required fields

Step 4: Click “Modify” button to complete modification as in figure 14.3

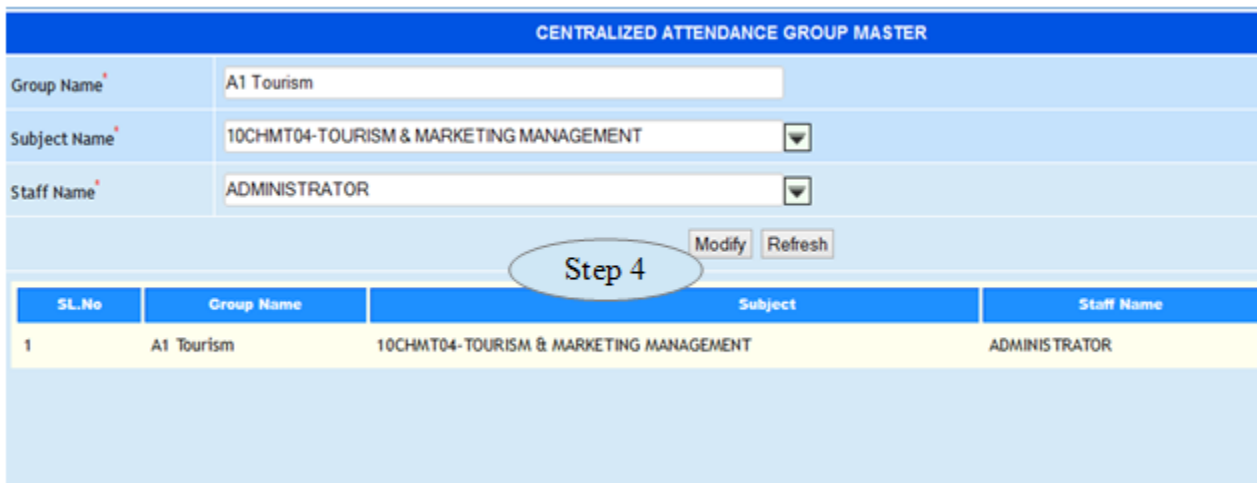


Figure 14.3

### III. Transaction

#### 15. Student Section Allocation

##### 15.1 Intended Audience

*Timetable coordinator*

##### 15.2 Usage

*Using this interface, user can allocate the students to the appropriate program section.*

##### 15.3 Dependency

*Program wise section and student master*

##### 15.4 Menu Access

*Main Menu >> Academy >>Transaction>> Student Section Allocation*

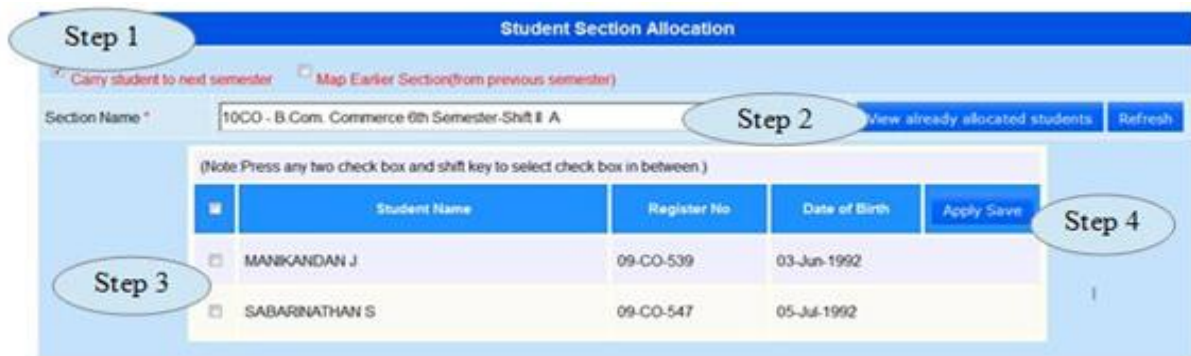


Figure 15.1

To allocate students to a program section

Step1:click the check box named **carry student to next semester**.

Step2: Select a **Program Section** from the drop-down list.

*You will see a list of Students belong to the selected program section.*

Step3:Select the check boxes of the student records, which you want to allot to the selected program section.

Step4:Click **Save** button to save program section into ERP system.

**Note:** Click **View already allocated students** button to view the already allocated students for the selected program section.

## 16. Extra Disciplinary Course Registration

### 16.1 Intended Audience

*Timetable coordinator*

### 16.2 Usage

*Using this interface, user can allocate the students to the Extra Disciplinary Course.*

### 16.3 Dependency

*Course master, Programwise Section*

### 16.4 Menu Access

*Main Menu >> Academy >> Transaction >> Extra Disciplinary Course  
Registration*

Extra Disciplinary Subject Registration	
Program, Semester & Section **	<input type="text"/>
Extra Disciplinary Subject *	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	

Figure 16.1

### 16.5 To make entry follow steps below

Step 1: Select Program, semester & Section

Step 2: Select Extra Disciplinary Subject , will display all the student list for the selected

Program

Step 3: Click the check box for selecting the students as in Figure 16.2

Step 4: Click “Save” button to complete Extra Disciplinary Subject Registration

Step 5: Click “View” button to view the existing students assigned for the Extra Disciplinary Subject.



Extra Disciplinary Subject Registration		
Program, Semester & Section**	10BC - B.Com. Corporate secretaryship 6th Semester-Shift II A	
Extra Disciplinary Subject*	COMMUNITY SERVICES	
<input type="checkbox"/>	Student Name	Register No
<input type="checkbox"/>	MOSES VICTOR PRASANA A	08-BC-063
<input type="checkbox"/>	MOSES VICTOR PRASANA A	09-BC-051
<input type="checkbox"/>	SHAROON SRINIVAS	09-BC-062
<input type="checkbox"/>	RAJASEKARAN S K	10-BC-002
<input type="checkbox"/>	SOLOMON MICHAEL RAJ B	10-BC-003
<input type="checkbox"/>	ABHISHEK S GANAHAARI	10-BC-004

Figure 16.2

## 17. Section Transfer

### 17.1 Intended Audience

*Timetable coordinator*

### 17.2 Usage

*Using this interface, user can re-allocate the students to the appropriate program section.*

### 17.3 Dependency

*Program wise section and student master*

### 17.4 Menu Access

*Main Menu >> Academy >>Transaction>>Student Section Transfer*

**17.5 To Transfer students Section follow steps below**

Step1:Select a **To Program Section** from the drop-down list.

You will see a list of Students belong to the selected program .

Step2:Select a **From Program Section** from the drop-down list.

Step2:Click the **Gender**.

Step3:Select the check boxes of the student records, which you want to allot to the selected program section.

Step4:Click “**Save**” button to save program section into ERP system.

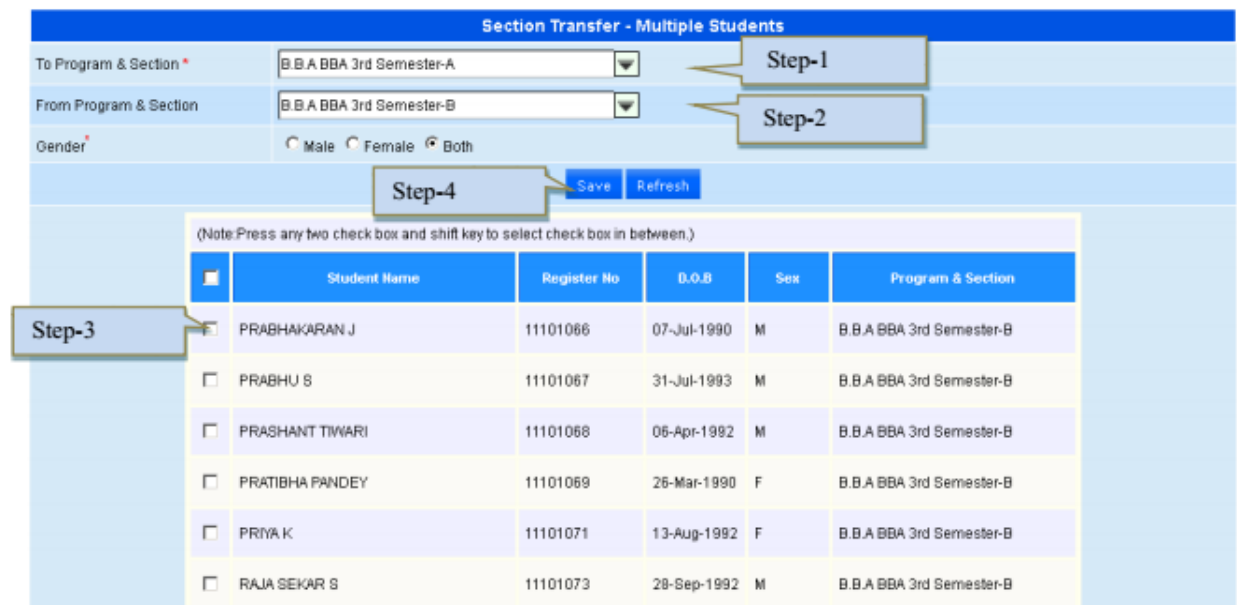


Figure 17.1

**18. Student Course**

18.1 Intended Audience

*Timetable coordinator*

18.2 Usage

*User can specify student’s courses for the semester.*

18.3 Dependency

*Student section allocation and program wise courses*

18.4 Menu Access

*Main Menu >>Academy>>Transaction >>Student wise Courses*

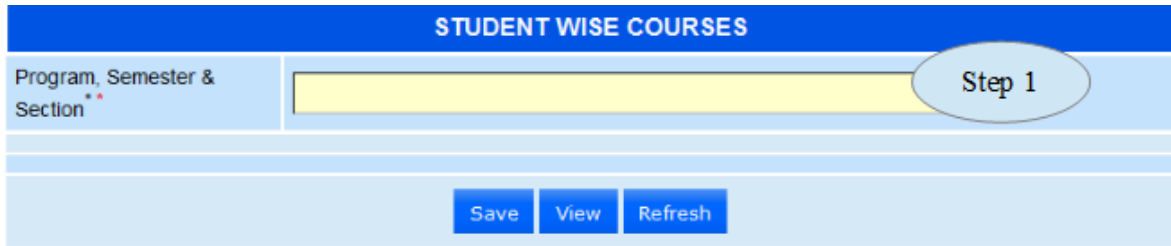


Figure 18.1

18.5 To make entry follow steps below

*Step 1: Select the **Program Section** from the drop-down list.*

*You will see the details of the Students and Subjects assigned for the selected program section. only elective subjects are in enabled mode.*

*Step 2: Select the students records to which you want to assign the elective subjects.*

*Step 3: Select the check boxes of the appropriate elective subjects to be assigned for the selected students.*

*Step 4: Click “**Save**” button to save the student-wise elective course details.*

*Step 5: Click “**View**” button to view the existing studentwise courses.*

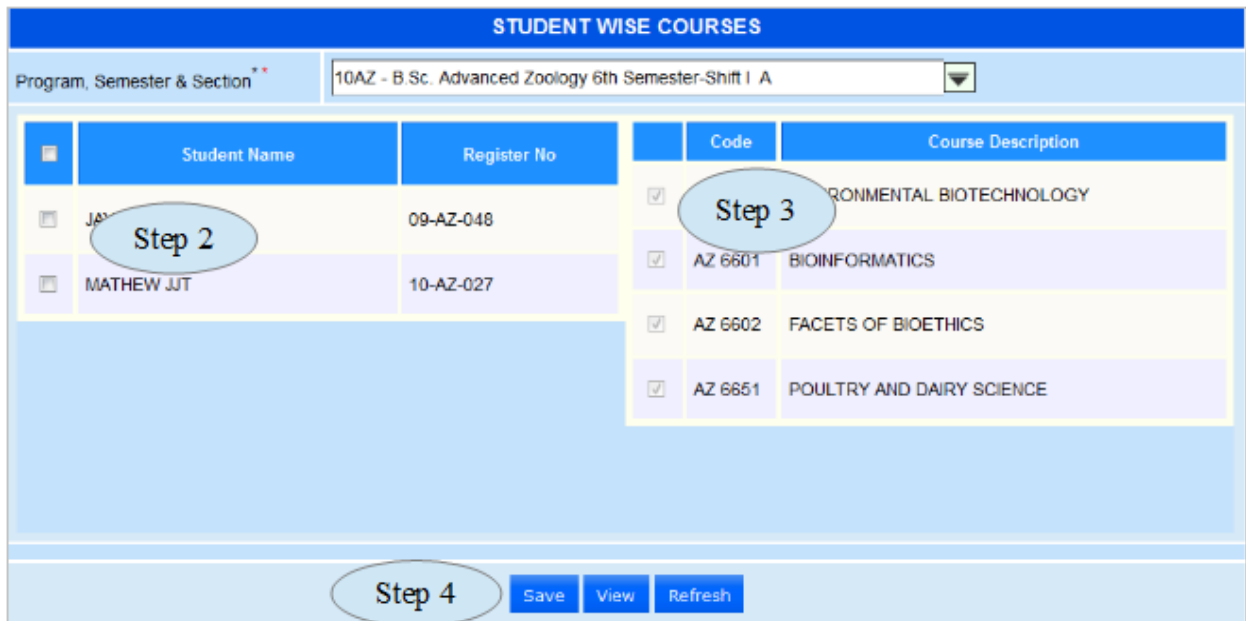


Figure 18.2

## 19. All Staff Profile

19.1 Intended Audience  
*HR*

19.2 Usage  
*Using this interface the user can view the Profile of Staff*

19.3 Dependency  
Employee Master

19.4 Menu Access  
*Main Menu >> Academy >>Transaction>>All Staff Profile*



Figure 19.1

19.5 To view staff profile follow steps below

Step 1: Select the Employee Name from the list.

You can able to check the full details of the Staff such as Personal Details, Department Details, Experience, Qualification Acquired etc . . . as in figure 19.2

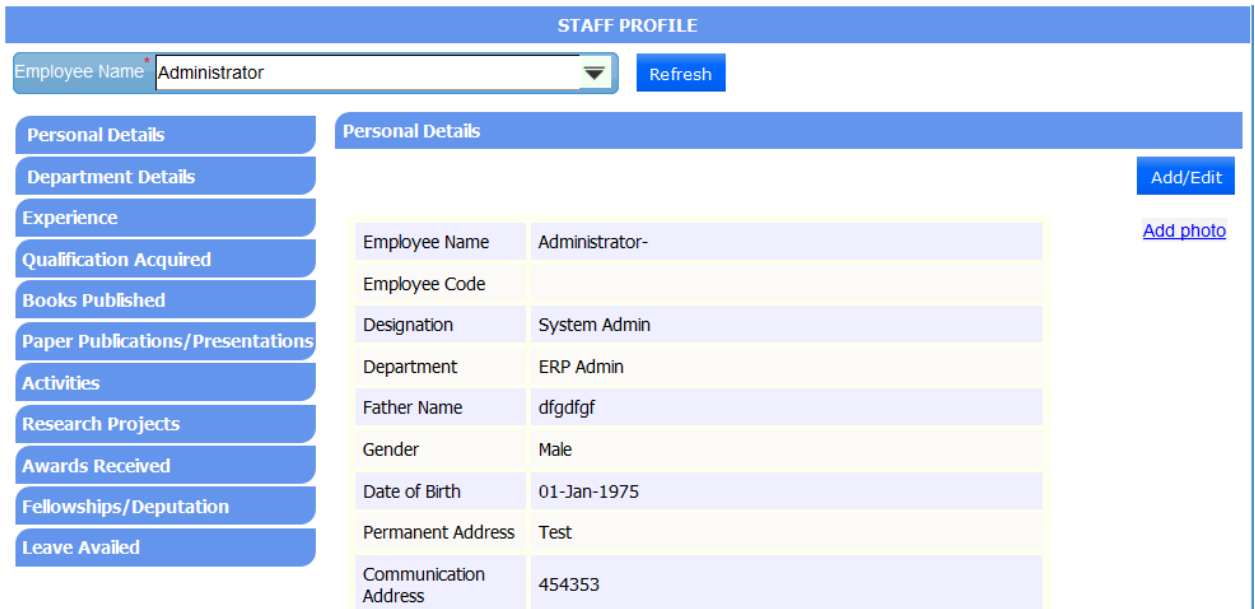


Figure 19.2

## 20. Class Time Table

### 20.1 Intended Audience

Timetable coordinator

### 20.2 Usage

This interface is used to prepare timetable for particular program section.

### 20.3 Dependency

Program wise courses and program wise sections

### 20.4 Menu Access

Main Menu >> Academy >> Transaction >> Class Timetable

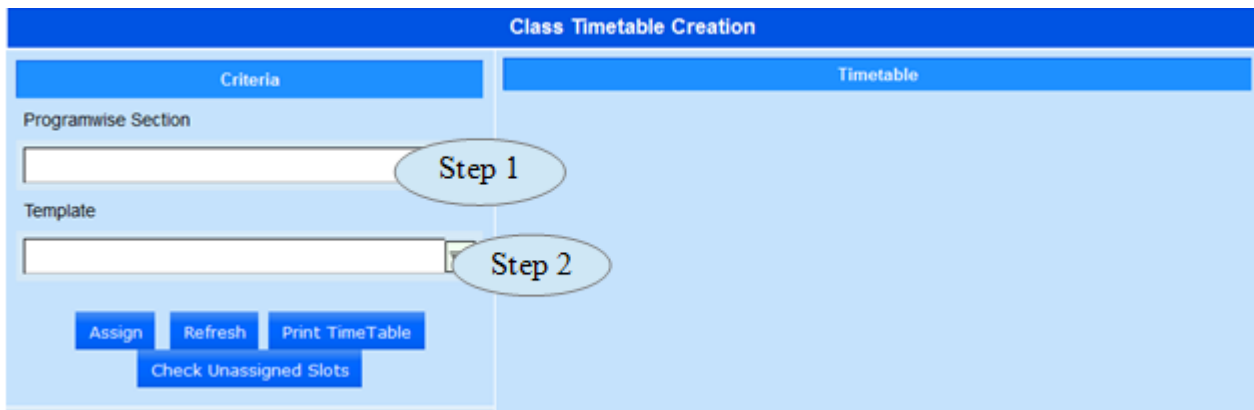


Figure 20.1

### 20.5 The follow steps to create Time Table for the particular program Section

Step1: *Select Program section from the drop down list*

Step2: *Select Day order template from the drop down list.*

Step3: *Click on the required course, which is to be assigned to the appropriate cell of the selected program section timetable template displayed on the right side.*

Step4: *Click on the appropriate cell to assign the selected subject. (Assignment of the same subject to different cells is possible and also multiple subjects can be assigned to the same cell).*

Step5: *Click on the 'Assign' button to save the generated class timetable for the selected program section into ERP system as in Figure 20.2*

### 20.6. To deselected a cell (figure 20.2)

Step1: *Click again on the selected subject, it become deselect.*

Step2: *Double click on the subject assigned cell, will remove the subject from the cell means not assigned.*



Figure 20.2

## 21. Faculty Courses

### 21.1 Intended Audience

Timetable coordinator

### 21.2 Usage

This interface links courses to respective faculty.

### 21.3 Dependency

Employee master (from HR module), program wise section and program wise courses.

### 21.4 Menu Access

Main Menu >> Academy >> Transaction >> Staff wise Courses

### 21.5 To assign Courses to the Staff

Step1: Select the staff name from the Select Employee Name drop-down list.

Step2: Select the program section that was authorized to the selected employee from the Select Section Name drop-down list.

Step3: Click on the check box associated with the required course to be assigned for the selected staff.

Step4: Click “Apply Save” button to save the details.

Step5: Click “View Allocated subjects” button to view the existing allocated courses.

The screenshot shows the 'Faculty Wise Courses' form. It has a blue header with the title. Below the header, there are two input fields: 'Employee Name' and 'Section Name'. The 'Employee Name' field has a dropdown arrow and is circled with 'Step 1'. To the right of this field are two buttons: 'View allocated subjects' and 'Cancel'. The 'Section Name' field is also circled with 'Step 2'.

Figure 21.1

The screenshot shows the 'Faculty Wise Courses' form with more details. The 'Employee Name' field is filled with 'ADMINISTRATOR' and has a dropdown arrow and a red asterisk. The 'Section Name' field is filled with 'BCA MS Computer Application MS 1st Grade-B' and also has a dropdown arrow and a red asterisk. To the right of these fields are buttons for 'View allocated subjects' and 'Refresh'. Below the input fields, there is a section with a checkbox labeled 'Check for all subjects'. Below that is a table with a blue header 'Course Code & Description'. The table has one row with a checked checkbox and the text 'MSCC001 CDesComputer001'. To the right of the table is a button labeled 'Apply Save'. The form also includes several callouts: 'Step 3' points to the table header, 'Step 4' points to the 'Apply Save' button, and 'Step 5' points to the 'View allocated subjects' button.

Figure 21.2

## 22. Faculty Time Table

### 22.1 Intended Audience

Timetable coordinator

### 22.2 Usage

This interface is used to prepare staff timetable.

### 22.3 Dependency

Staff wise courses and class timetable.

### 22.4 Menu Access

Main Menu >> Academy >> Transaction >> Staff Timetable

You will see the Staff Timetable Master page.

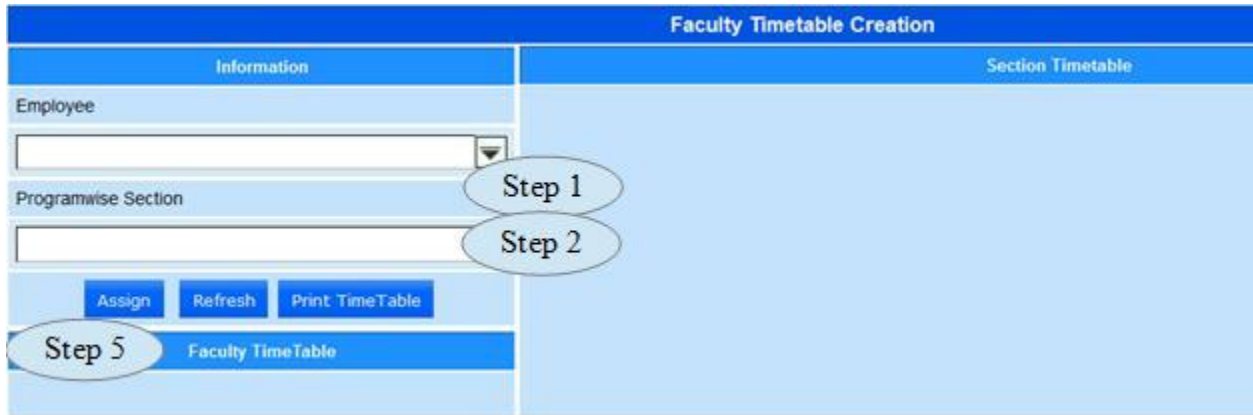


Figure 22.1

22.5 To generate Timetable for a Staff

Step1: Select the staff name from the Employee drop-down list.

Step2: Select the program from the Program wise Section drop-down list.

Step3: You will see the corresponding timetable in the Sections Timetable section on the right.

In the timetable, the enabled cell indicates the subjects assigned to the selected staff.

Step4: Click on the enabled cell to prepare the timetable for the selected staff.

Step5: Click Assign button to save the staff timetable in ERP.

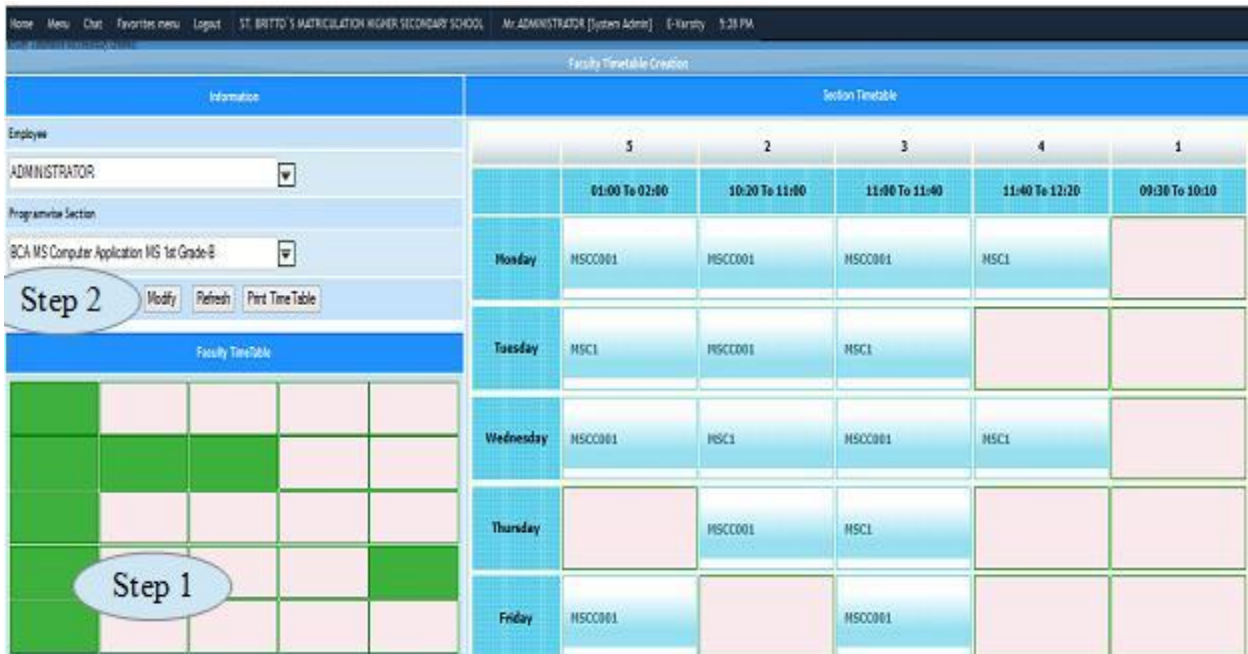


Figure 22.2



**Note:** Green shaded cell denotes that the slot was assigned to that cell. Double-click on the green cell if you want to remove assigned subject.

22.6 To modify the Faculty Timetable follow steps below

Step 1: *Green shaded cell denotes, the slot was assigned to that cell. If we double click on the green cell will remove the assigned subject.*

Step 2: *Click on the 'Modify' button to update the changes done on the staff timetable.*

**23. Attendance Entry**

23.1. Intended Audience

*Teaching faculty*

23.2. Usage

*Concerned teaching faculty can mark their student attendance for appropriate day order and hour.*

23.3. Menu Access

Main Menu >> Academy >> Transaction >> Attendance Entry

23.4. Dependency

*Student wise courses, Student section allocation and Class timetable.*

DAY	HOUR	I	II	III	IV	V
Monday		MSCC001	MSC1	SC		
Tuesday		SC	MSC1	MSC1	MSC1	
Wednesday		MSCC001				MSC1
Thursday		MSC1				MSCC001
Friday		MSCC001				

Figure 23.1

23.5. Follow steps below to mark the attendance for the students.

Step1: *By default, the day order should be the appropriate day order for the entered date. If requires, user can check the check box associated with ‘Mark for Other day order’ option to mark attendance for any other day order.*

Step 2: *User can click on the appropriate cell for marking attendance of the students. The details in the cell are program section and the course. The students associated with the corresponding slot alone listed. [Shown in Figure 23.2]*

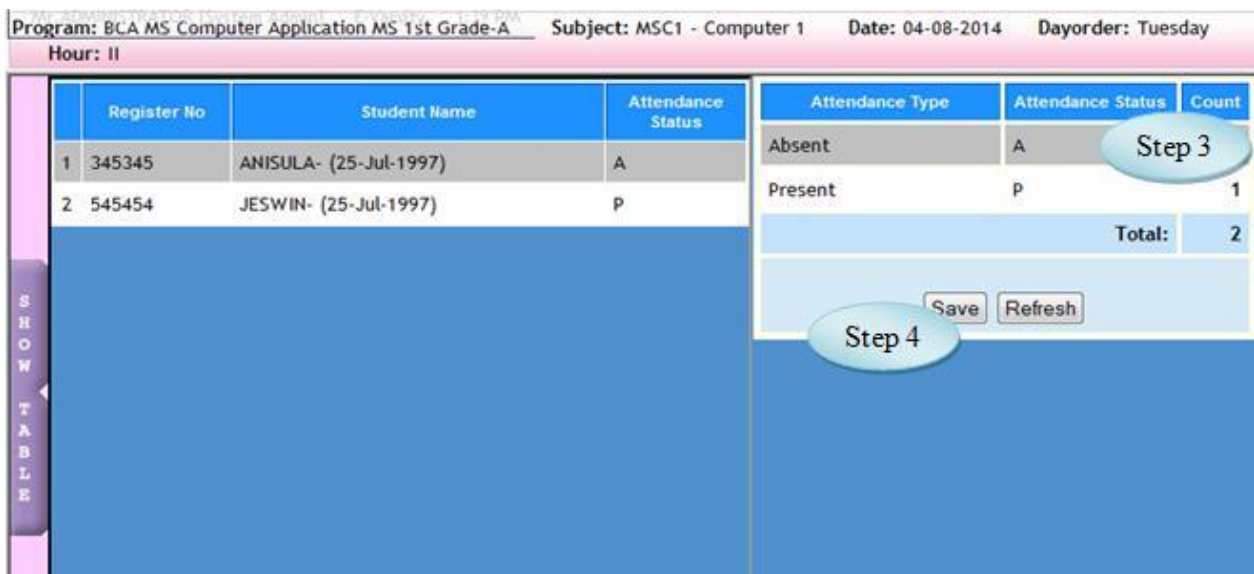


Figure 23.2

Step3: *User can click on the attendance status cell to change the attendance status from present to absent or vice versa.*

Step4: *Click ‘Save’ button to save the attendance details.*

**Important Note::**

1. *Cell displayed in pink color represents for Fresh data entry ie, ready to mark the attendance for the listed students.*
2. *Cell displayed in red color represents attendance already marked waiting for HOD approval, user can able to modify the attendance status if requires.*
3. *Cell displayed in green color represents attendance marked and it was approved by the concern HOD. User cannot able to modify the marked attendance.*

**24. Attendance Entry Centralized**

24.1. Intended Audience

*Teaching faculty*

24.2. Usage

*This interface used to mark the student attendance for any day order and hour.*

24.3. Menu Access

Main Menu >> Academy >> Transaction >> Attendance Entry Centralized

24.4. Dependency

*Student wise courses, Student section allocation and Class timetable*

**Student Attendance Entry (Centralized)**

Attendance Date: 29-04-2013 (Step 1)

Day Order: 1st Day (Step 2)

Program Section: ENG IV SEM VAGE SEC 6 (Step 3)

Course: IV SEM VAGE-ENGLISH IV SEM VAGE (Step 4)

Hour: 1 (Step 5)  Multi Hour

Absentee Register No.:

Present Count:73  
Absent Count :3

10-CA-026,11-CA-004,11-CA-001, (Step 6)

Save Refresh

S.No.	Register No.	Name	Status
1	09-CA-052	AKLILL YEBIYO TESFAY- (21-May-1982)	Present
2	10-CA-026	MANIMARAN R- (14-Dec-1992)	Absent
3	10-CA-050	RAMPRASATH N K- (27-Aug-1989)	Present
4	10-VC-125	IVAN PRAVEEN I- (30-Aug-1991)	Present
5	11-CA-001	EDWIN LOBO- (20-Sep-1993)	Absent
6	11-CA-003	DINESH RAJ S- (25-Feb-1994)	Present
7	11-CA-004	PRADEEP H- (13-Dec-1993)	Absent
8	11-CA-005	PREM ANANDH A- (08-Sep-1992)	Present
9	11-CA-006	TAHA MUAZ T- (18-Feb-1993)	Present
10	11-CA-007	VIGNESH M- (27-Jun-1994)	Present

Figure 24.1

24.5 To make Student Attendance Entry follow steps below

Step 1: Select the Attendance Date

Step 2: Select Day Order

Step 3: Select Program section from the list

Step 4: Select Course from the list

Step 5: Select Hour or Multi Hour Option , will display students from the selected

Program Section

Step 6: Select the record to change the status Present or Absent

Step 7: Click “Save” button to update the Student Attendance Entry into database.

## 25. Student Activity Entry

25.1. Intended Audience

*Teaching faculty*

25.2. Usage

*This interface used to update the Student Activity.*

25.3. Menu Access

Main Menu >> Academy >> Transaction >> Student Activity Entry

25.4. Dependency

*Student wise courses, Student section allocation and Activity Master*

25.5. To make entry follow steps below

*Step 1: Select the Activity Type*

*Step 2: Select From Date and To Date, you can able to see the details of the day order*

*and hour*

*Step3: Select the Date by clicking on the check Box*

*Step 4: Enter the Activity Description*

*Step 5: Select the Student from the list*

*Step 6: Click “Save” button to update student Activity into database*

**STUDENT ACTIVITY ENTRY**

Activity Type\*  Step 1

Leave Type

From Date\*   To Date\*   Step 2

	Day	Hours
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/>	01-04-2013 Monday	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/>	02-04-2013 Tuesday	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/>	03-04-2013 Wednesday	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5

No of Days

Activity Description\*  Step 4

Achievement Description

Student Name\*   Step 5

Student On Duty List					
Register No.	Student Name	Program	Semester	Prev. Details	
12-VC-154	AADESH CHANDRA PRAKASH	12VC - B.Sc. Visual communication 2nd Semester-Shift II A	II SEMESTER		<input checked="" type="checkbox"/>

Step 6

Figure 25.1

**26. Delegation Entry**

26.1. Intended Audience

*Teaching faculty*

26.2. Usage

*Using this interface staff can delegate his/her hour to another staff.*

26.3. Menu Access

Main Menu >> Academy >> Transaction >> Delegation Entry

26.4. Dependency

*Staff Timetable*

The screenshot shows the 'Delegation on Attendance Data Entry' interface. At the top, it displays 'E-Varsity 11:18 AM' and the title 'Delegation on Attendance Data Entry'. The 'Staff Name' field is set to 'Mr.Administrator [System Admin]'. The 'Date' is '05 August 2014', with 'Tuesday' selected and a checked box for 'Mark for Other day orders'. Below this is a table with columns for 'DAY' and 'HOUR' (1-5) and rows for '1st Day' through '6th Day'. The table shows 'PH 3953' in the 4th hour of the 1st Day, the 2nd hour of the 2nd Day, and the 3rd hour of the 5th Day. Below the table, the 'Program Section' is '13PPH - M.Sc. Physics 3rd Semester-Shift I A', 'Day order' is '2nd Day', 'Hour' is '2', and 'Subject code & desc' is 'PH 3953 - CRYSTAL PHYSICS'. The 'Department' is 'ERP Admin' and 'Delegating To' is 'Rajasekaran S (Br. 0062)'. At the bottom are 'Save' and 'Refresh' buttons.

DAY	HOUR	1	2	3	4	5
1st Day					PH 3953	
2nd Day			PH 3953			
3rd Day						
4th Day						
5th Day				PH 3953		
6th Day						

Figure 26.1

26.5. To make delegation entry by Staff follow steps below

*Step 1: By default the attendance date should be the current date. If requires, user can change the attendance date. [Optional]*

*Step 2: Click on the 'Ok' button to change the day order displayed appropriate to the changed attendance date.*

*Step 3: By default, the day order should be the appropriate day order for the entered date. If requires, user can check the check box associated with "Mark for other day orders" option to delegate the hour.*

*Step 4: Click the required cell to be delegated as in Figure 26.1*

*Step 5: Select the Delegating To staff from the list*

*Step 6: Click 'Save' button to save the delegation entry details.*

## **27. Delegation Entry by HOD**

27.1. Intended Audience

*Dean and Head of the department.*

27.2. Usage

*This interface helps authorities to provide class of one faculty to another on absence.*

27.3. Menu Access

*Main Menu >> Academic >> Transaction >> Delegation Entry By HOD..*

27.4. Dependency

*Class timetable and staff timetable.*

27.5. To Delegate an hour follow steps below

*Step 1: select Staff Name from the list whose hour to be delegated to another staff.*

*Step 2: click on the 'Ok' button to change the day order displayed appropriate to the change dattendance date.*

*Step 3: click on the required cell to be delegated.*

*Step 4: select the delegating to staff from the list.*

*Step 5: click 'Save' button to save the delegation entry details. if the selected staff already allocated to the particular hour, system will give alert the user.*



**Delegation Entry by HOD**

Staff Name: Administrator  \* **Step 1**

Date: 05 August 2014 Tuesday  **Step 2**

DAY	HOUR	1	2	3	4	5
1st Day					PH 3953	
2nd Day			PH 3953			
3rd Day						
4th Day						
5th Day				PH 3953		
6th Day						

Program Section: 13PPH - M.Sc. Physics 3rd Semester-Shift I A Day order: 2nd Day Hour: 2 Subject code & desc: PH 3953 - CRYSTAL PHYSICS

Delegating To: Gnana Yuvaraj. G  \*\* **Step 4**

**Step 5**

Figure 27.1

## 28. Internal Mark Entry

### 28.1. Intended Audience

*Teaching Faculty*

### 28.2. Usage

*This interface intakes internal mark details of students for a course.*

### 28.3. Menu Access

*Main Student section allocation*

*Menu >> Academic >> Transaction >> Internal Mark Entry*



28.4. Dependency

*Program wise sections, Course Details Master and Course wise Test component*

**INTERNAL MARK ENTRY**

Exam Date\* 11-08-2014 **Step 1**

Test Component\* CA Test 1 **Step 2**

Subject Code	Subject Description	Program & Section	Entered Students	Total Students	Conducting Max.Marks	Converting Max.Marks
10CBSD10	JAVA PROGRAMMING TEST (Theory - Internal)	B.Sc. Fashion Design and Technology 3rd Semester-A	7	7	100	50
MSC1	Computer 1 (Theor	BCA MS Computer Application MS 1st Grade-A	0	2	20	70

**Step 3**

SL.No.	Student Name	DOB	Register No.	Mark Obtained	Absent
1	ANISULA	25-Jul-1997	345345	20 / 20	<input type="checkbox"/>
2	JESWIN	25-Jul-1997	545454	15 / 20	<input type="checkbox"/>

**Step 4**

**Step 5** Save Refresh

**Step 6**

Figure 28.1

28.5 To make a **new entry** follow these steps,

Step1: *select Exam Date*

Step2: *select the Test Component to which internal mark is to be entered*

*You will have the list of subjects and program sections related to Test Components*

Step3: *Select the Subjects, students belong to programwise sections and subject would appear in list*

Step 4: *Enter Mark Obtained by the student in Text boxes*

Step 5: *Click the Check Box if the student was absent*

Step 6: *Click “Save” button to complete the Internal Mark entry*

## 29. Internal Mark Modification

### 29.1. Intended Audience

*Teaching Faculty*

### 29.2. Usage

*This interface used to modify internal mark details of for a course.*

### 29.3. Menu Access

*Main Student section allocation Menu >> Academic >> Transaction >> Internal Mark Modification.*

29.4. Dependency

*Program wise sections, Course Details Master, Course wise Test component*

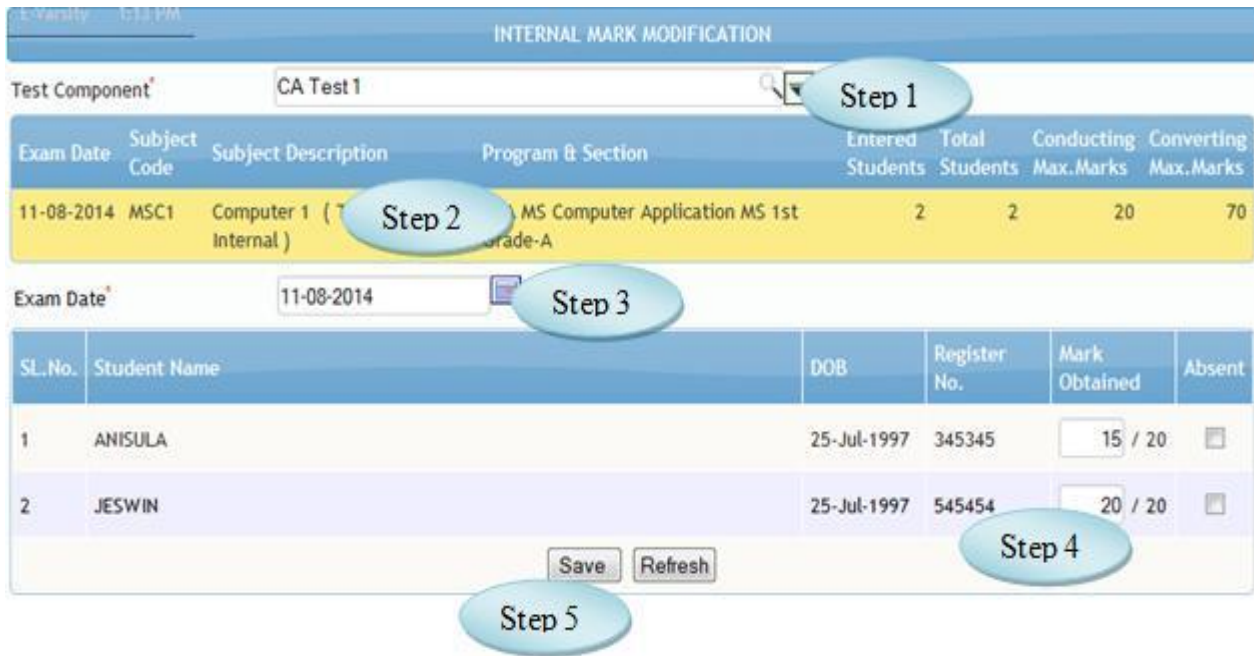


Figure 29.1

29.5 To Modify Internal Mark follow these steps,

*Step1: select Test Component from the list*

*You will have the list of subjects and program section whose internal marks entered.*

*Step2: Select the subjects, students belong to programwise sections and subject would appear in list*

*Step3: change the Exam Date if required.*

*select the Test Component to which internal mark is to be entered*

*You will have the list of subjects and program sections related to Test Components*

*Step4: Modify the Internal Mark obtained*

*Step5: Click “Save” button to update the modified Internal Mark.*

## 30. Attendance Approval

### 30.1. Intended Audience

*Dean / Head of the department*

### 30.2. Usage

*This interface is used to approve student's attendance entered by teaching faculty.*

### 30.3. Menu Access

*Main Menu >> Attendance >> Approval >> Attendance Approval*

### 30.4. Dependency

*Attendance Entry*

### 30.5. To approve student attendance entry follow the steps,

*Step1: Select program section from list.*

*Step2: Click on a single cell to approve for an Hour.*

*Step3: Select check box to approve entire day attendance.*

*Step4: Make changes on attendance entry if required (for hour wise approval only).*

*Step5: Click "Approve" after necessary changes made*

*Step 6: Click "Reject" to cancel the attendance entry .*

*On successful approval "Record Saved successfully" message would appear.*

*On successful rejection "Attendance Cancelled successfully" message would appear*

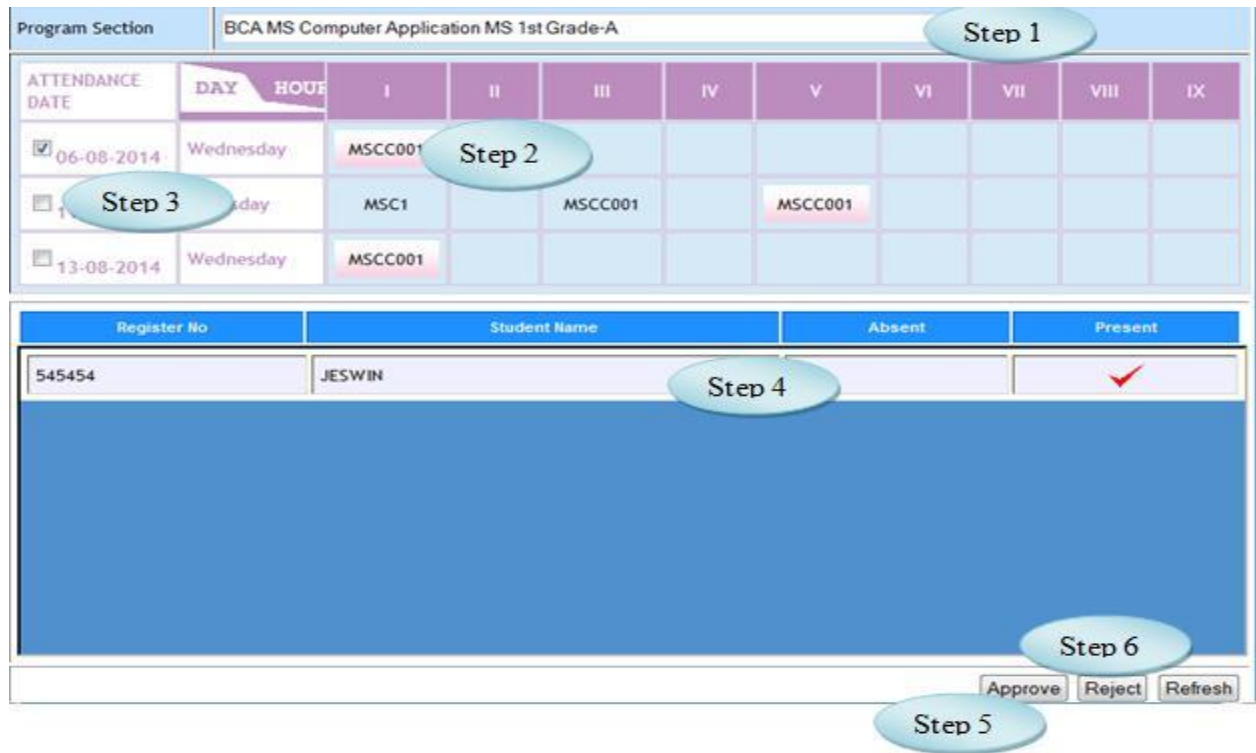


Figure 30.1

## 31. Decision on Attendance

### 31.1. Intended Audience

*Vice chancellor and Academic Dean*

### 31.2. Usage

*This interface is a provision where higher authorities can decide on students attendance Immaterial of attendance entry and approval made thereafter.*

### 31.3. Menu Access

*Main Menu >> Academic >> Transaction>> Decision on Attendance*

### 31.4. Dependency

*Attendance marking*

31.5. To make decision on attendance please follow steps as below,

Step1: *Select Program section.*

Step2: *Enter Attendance Marked date*

Step3: *Click 'Go' button to view attendance marked for the selected date.*

Step4: *Select any of the slot*

Step5: *Make changes on Attendance entry.*

Step6: *Click 'Approve' button to approve changes done on Attendance entry details.*

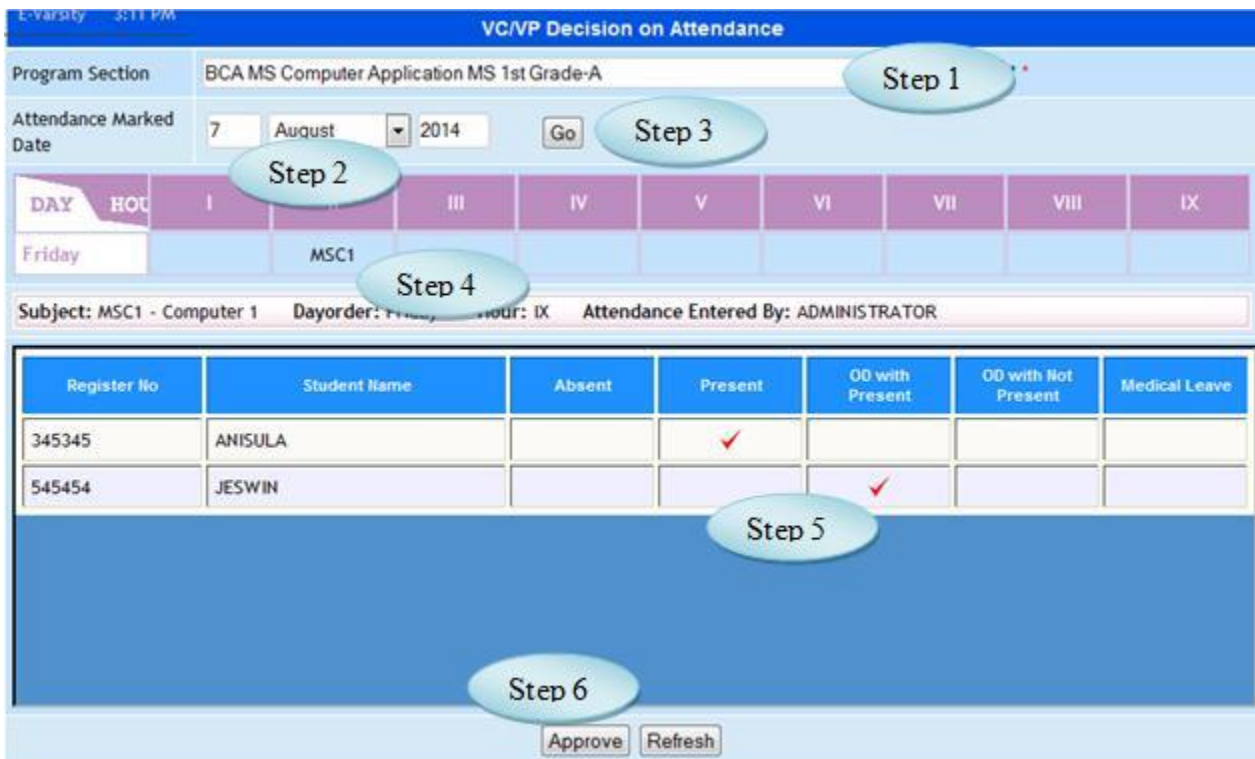


Figure 31.1

### 32. Cancel Attendance Entry

32.1. Intended Audience

*Teaching faculty.*

32.2. Usage

*Concerned teaching faculty can cancel their student attendance for appropriate hour*

32.3. Menu Access

Main Menu >> Academic >> Transaction >> Cancel Attendance Entry

32.4. Dependency

*Student wise courses, Student section allocation and Class timetable.*

Attendance Entry Cancellation							
Attendance Date: 01-02-2013		Generate					
SL.No.	Program Wise Section	Total Students	1	2	3	4	5
1	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A	40	40	40	40	40	40
2	10BC - B.Com. Corporate secretaryship 6th Semester-Shift II A	66	66	66	66	66	66
3	10BU - B.B.A. Business administration 6th Semester-Shift II A	63	63	63	63	63	63
4	10CA - B.C.A. Computer Applications 6th Semester-Shift II A	42	42	0	0	42	42
5	10CH - B.Sc. Chemistry 6th Semester-Shift I A	46	46	46	46	46	46
6	10CO - B.Com. Commerce 6th Semester-Shift I A	71	71	71	71	71	0
7	10CO - B.Com. Commerce 6th Semester-Shift I B	60	60	60	60	60	0
8	10CO - B.Com. Commerce 6th Semester-Shift II A	68	66	66	66	33	66
9	10CO - B.Com. Commerce 6th Semester-Shift II B	67	68	67	68	40	68
10	10CO - B.Com. Commerce 6th Semester-Shift II C	64	64	64	64	64	64
11	10CO - B.Com. Commerce 6th Semester-Shift II D	66	66	66	66	66	66
12	10CO - B.Com. Commerce 6th Semester-Shift II E	64	64	64	64	64	64

Figure 32.1

ATTENDANCE ENTRY CANCELLATION	
Program & Section : 10CO - B.Com. Commerce 6th Semester-Shift II A	
Group / Program & Section	
S2 10 EXPORT MARKETING SEC NO 1	Cancel
S2 10 INCOME TAX SEC NO 1	Cancel

Figure 32.2



32.5 To Cancel Attendance Entry follow steps below

Step1: Select Attendance Date and click “Generate” button

You will have the list of programwise Section , Total Students and number of students present for the particular hour for the selected Attendance Date.

Step2: Click the hour whose attendance to be cancelled

You will have the Details of the selected hour such as Subject, Subject Code and Faculty

Step3: Click “Cancel” button to Cancel the selected hour

### 33. Missing Attendance Details

33.1. Intended Audience

*Teaching faculty.*

33.2. Usage

*Concerned teaching faculty can cancel their student attendance for appropriate hour*

33.3. Menu Access

Main Menu >> Academic >> Transaction >> Missing Attendance Details

33.4. Dependency

*Student wise courses, Student section allocation and Class timetable.*

33.5. To check Missing Attendance follow steps below

Step 1: Select the Attendance Date

Step 2: By clicking “Generate” button , User can have the details of Program wise Sections corresponding with the Attendance details as shown in the Figure 33.1

Step 3: Click on the “Attendance not entered” for the particular program wise section

Step 4: Enter “Not Entered Reason” for selected program wise section as in Figure 33.2

Step 5: Click “Save” button to add the Reason to the database

Missing Attendance Details Entry							
Attendance Date:		30-11-2012	Generate				
SL.No.	Program Wise Section	Students	1	2	3	4	5
1	10PCA - M.C.A. Computer Applications 6th Semester-Shift II A			Attendance Not Entered			
2	11PBT - M.Sc. Biotechnology 4th Semester-Shift II A			Attendance Not Entered			
3	11PCS - M.Sc. Computer science 4th Semester-Shift II A			Attendance Not Entered			
4	11PML - M.Sc. Medical lab technology 4th Semester-Shift II A			Attendance Not Entered			
5	11PPL - M.A. Philosophy 4th Semester-Shift II A			Attendance Not Entered			
6	11PSO - M.Sc. Medical Sociology 4th Semester-Shift II A			Attendance Not Entered			
7	11PSW - M.A. Social work 4th Semester-Shift I A			Attendance Not Entered			
8	11PVC - M.Sc. Visual communication 4th Semester-Shift II A			Attendance Not Entered			
9	12PFP - M.Sc. Food processing 2nd Semester-Shift II A			Attendance Not Entered			
10	12PMT - M.Sc. Mathematics 2nd Semester-Shift I A			Attendance Not Entered			
11	12PPL - M.A. Philosophy 2nd Semester-Shift II A			Attendance Not Entered			
12	12PST - M.Sc. Statistics 2nd Semester-Shift I A			Attendance Not Entered			
13	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A	40	0	0	38	38	38

Figure 33.1

MISSING ATTENDANCE ENTRY REASON	
Attendance Date	30-11-2012
Program & Section	11PBT - M.Sc. Biotechnology 4th Semester-Shift II A
Hour	
Not Entered Reason	<input type="text"/>
	Save Close

Figure 33.2



### 34. Student Med. Leave Approval

#### 34.1. Intended Audience

Dean /Head of the department

#### 34.2. Usage

This interface is used to approve student’s general and medical leave.

#### 34.3. Menu Access

Main Menu >> Attendance >> Approval >> Student Med. Leave Approval

#### 34.4. Dependency

Student leave entry



Figure 34.1

To approve student leave follow steps as below,

*Step1: Select program section from the drop down list. After program section selected, the students corresponding to the selected program section those who are waiting for leave approval alone listed.*

*Step2: Check the appropriate students.*

*Step3: Click on 'Approve' button to approve the student leave details. On successful approval "Record Approved successfully" message would appear.*

*Step4: Click on 'Reject' button to reject the student leave details. On successful rejection "Record rejected successfully" message would appear*

### 35. Student Activity Approval

#### 35.1. Intended Audience

*Teaching faculty*

#### 35.2. Usage

*This interface used to Approve the Student Activity.*

#### 35.3. Menu Access

Main Menu >> Academy >> Transaction >> Student Activity Approval

#### 35.4. Dependency

*Student wise courses, Student section allocation and Student Activity Entry*

STUDENT ACTIVITY - APPROVAL					
Activity	From Date	To Date	Entered By	Activity Details	
Disciplinary Actions	06-02-2013	08-02-2013	Rajasekar. A On 09-Apr-2013 02:12:37	suspension	<a href="#">View</a>
Medical Leave	01-04-2013	05-04-2013	Administrator On 29-Apr-2013 02:52:04	Fever	<a href="#">View</a>

[Refresh](#)

Figure 35.1

### 36. Delegation Approval

36.1. Intended Audience

*Dean and Head of the department*

36.2. Usage

*This interface is used to approve delegation entry made by teaching faculty.*

36.3. Menu Access

*Main Menu >> Attendance >> Approval >> Delegation Approval*

36.4. Dependency

*Delegation entry*

Attendance Delegation - Approval						
Program Section desc	Attendance Date	Day Order	Hour	Subject code & description	Delegating Employee	Receiving Employee
<input checked="" type="checkbox"/> 13PPH - M.Sc. Physics 3rd Semester-Shift I A	05-08-2014	2nd Day	2	PH 3953-CRYSTAL PHYSICS	Administrator	Rajasekaran S (Br. 0062)
<input type="button" value="Approve"/> <input type="button" value="Reject"/>						

Figure 36.1

36.5 To Approve Delegation Follow steps below

Step1: *Select Program Section*

Step2: *Click on 'Approve' button to approve the delegation entry.*

Step3: *Click on 'Reject' button to reject the delegation entry.*

### 37. Register Number Assigning

37.1. Intended Audience

*Teaching Faculty*

37.2. Usage

*This interface is used to Assign Register Number.*

37.3. Menu Access

*Main Menu >> Academic >> Transaction >> Register Number Assigning*

37.4. Dependency

*Program Master, Program wise section*

37.5 To Assign Register Number follow steps below

Step 1: Select Program from the list

Step 2: Select Semester from the list

Step 3: Select “List All Students” option by clicking Check Box

Students from Selected Program and Semester will be listed

Step 4: Enter “ Prefix”

Step 5: Select the Students for whose the Register number to be entered

Step 6: Enter Register number

Step 7: Click “Save” button to save Register Number to the Database

Student Register No. Entry				
Program *	B.Com. Commerce <span style="float: right;">Step 1</span>			
Semester *	5 <span style="float: right;">Step 2</span>			
Enter Prefix	BCOM111 <span style="float: right;">Step 4</span>	<input checked="" type="checkbox"/> List All Students <span style="float: right;">Step 3</span>		
Sl No	Student Name	DOB	Register No	Ledger Name
<input checked="" type="checkbox"/> 1	ABDUL VAHAB K V	23-04-1994	<input type="text" value="BCOM111001"/>	
<input checked="" type="checkbox"/> 2	MI	01-06-1994	<input type="text" value="BCOM111002"/>	
<input checked="" type="checkbox"/> 3	ADITHYA GIRIDHAR	11-01-1995	<input type="text" value="BCOM111003"/>	
<input checked="" type="checkbox"/> 4	AKSHAY RAJA R	28-05-1995	<input type="text" value="BCOM111004"/>	
<input checked="" type="checkbox"/> 5	ALLFIN JOY V	21-12-1994	<input type="text" value="BCOM111005"/>	
<input type="checkbox"/> 6	ANBAZHAGAN A	20-08-1995	<input type="text" value="12-CO-016"/>	
<input type="checkbox"/> 7	ANDREW AKASH B	11-12-1994	<input type="text" value="12-CO-009"/>	
<input type="checkbox"/> 8	ANTHONY BOSCO F	20-07-1995	<input type="text" value="12-CO-061"/>	
<input type="checkbox"/> 9	ANTONY NAVAROJI	07-03-1995	<input type="text" value="12-CO-151"/>	
<input type="checkbox"/> 10	ARJUN P	24-08-1994	<input type="text" value="12-CO-027"/>	
<span style="float: right;">Step 7</span>		<input type="button" value="Save"/> <input type="button" value="Refresh"/>		

Figure 37.1

## 38. Cancel Class Timetable

### 38.1 Intended Audience

Timetable coordinator

### 38.2 Usage

This interface is used to Cancel timetable for particular program section.

### 38.3 Dependency

Program wise courses and program wise sections

### 38.4 Menu Access

Menu >> Academy >> Transaction >> Cancel Class Timetable

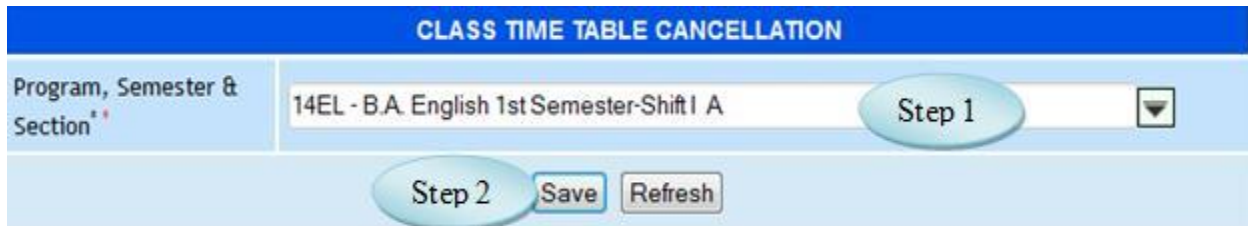


Figure 38.1

### 38.5 To Cancel Time Table follow steps below

Step 1: Select Program wise Sections from the list.

Step 2: Click “Save” button to cancel the Time Table.

## 39. Cancel Student Section

### 39.1 Intended Audience

*Timetable coordinator*

### 39.2 Usage

*Using this interface, user can cancel the Student Section allocation for appropriate Program.*

### 39.3 Dependency

*Student Section Allocation*

### 39.4 Menu Access

*Main Menu >> Academic >> Transaction >> Cancel Student Section*

39.5 To Cancel Student Section follow steps below

Step 1: Select the Program wise Section from the list whose section to be cancelled.

You will have the list of Studens and Register No. for the selected Program wise

Section

Step 2: Select the Students by clicking check Box whose section to be cancelled.

Step 3: Click “Save” button to Cancel Student Section Allocation.

	Student Name	Register No
<input type="checkbox"/>	GODWN XAVIER X	09-AZ-029
<input type="checkbox"/>	JAYACHANDRAN S	09-AZ-048
<input type="checkbox"/>	PAUL BENJAMIN CLEMENT	10-AZ-001
<input type="checkbox"/>	DINESH KUMAR E	10-AZ-056
<input type="checkbox"/>	INFANT JESUS M	10-AZ-057
<input type="checkbox"/>	HARIKRISHNAN G	10-AZ-060

Figure 39.1

## 40. Program Lab Group

### 40.1. Intended Audience

*Timetable coordinator*

### 40.2. Usage

*User can allocate Lab Group to a program wise section Subjectwise*

### 40.3. Menu Access

*Main Menu >> Class Groups >> Program Lab Group*

### 40.4. Dependency

*Lab Group Master and Program wise subject.*

### 40.5. To assign Program Lab group Follow steps as below

Step 1: Select the Program Section from the list

Step 2: Select Subject from the list

(You will have the list of Lab Groups)

Step 3: Select the Lab Groups for the Selected Subject

Step 4: Click “Assign” button to assign the selected Lab Groups to the Program Section and Subject.

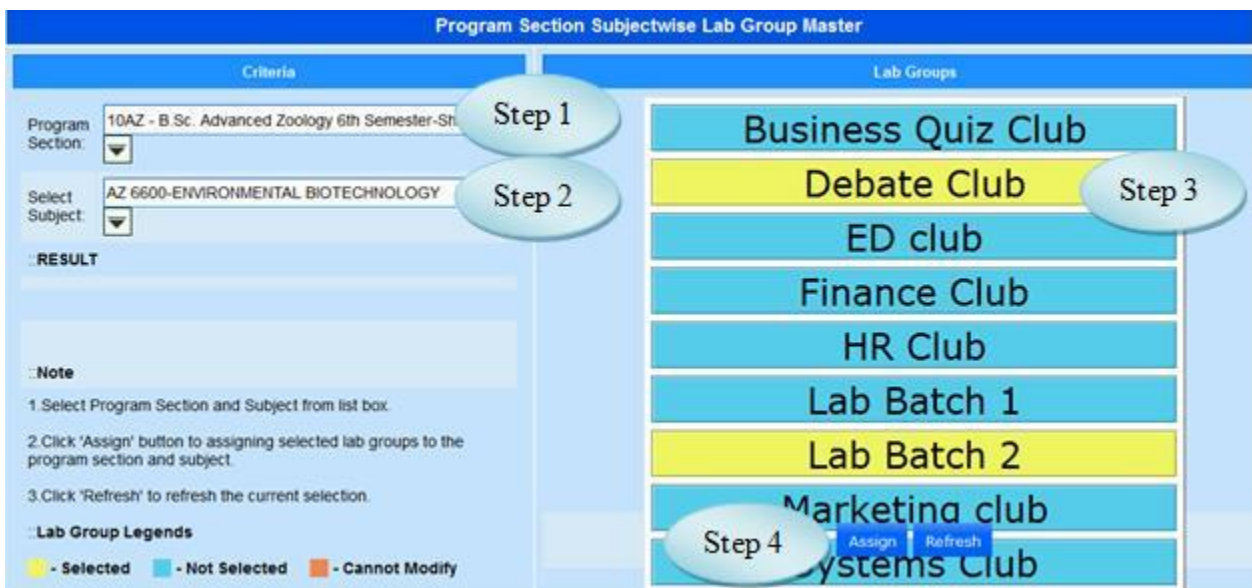


Figure 40.1



**41. Cancel Student Wise Subjects**

41.1 Intended Audience

*Timetable coordinator*

41.2 Usage

*User can Cancel the student wise Subjects for the semester.*

41.3 Dependency

*Student Course*

41.4 Menu Access

*Main Menu >>Academic>>Transaction >>Cancel Student wise Subjects*

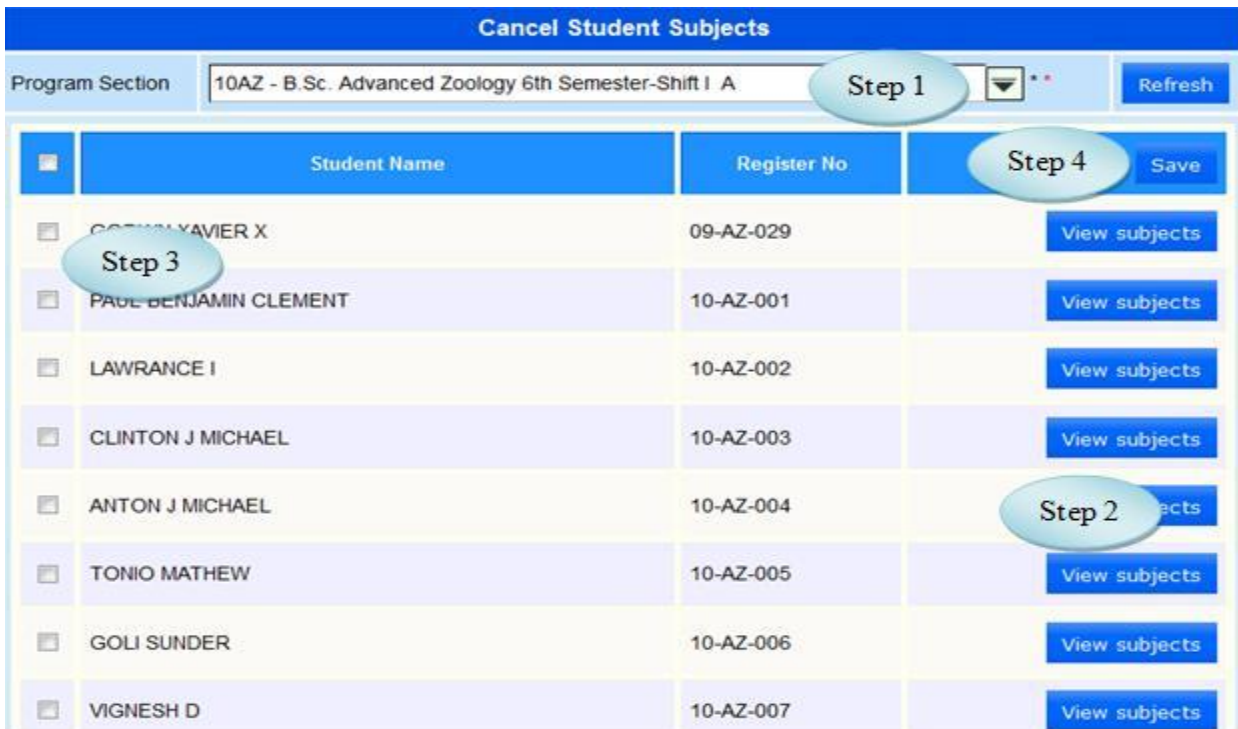


Figure 41.1



41.5 To Cancel Student Subjects follow steps below

Step 1: Select the Program Section from the list

You will have the students list along with the Register No.

Step 2: Click “View Subject” to view the subjects assigned for the particular Student.

Step 3: Select the Students by clicking Check Box whose Subjects to be cancelled.

Step 4: Click “Save” button to Cancel Studentwise Subject for the selected Program.

## 42. Cancel Staff Subjects

42.1 Intended Audience

Timetable coordinator

42.2 Usage

This interface used to cancel the courses for respective Staff.

42.3 Dependency

Faculty Courses

42.4 Menu Access

Main Menu >> Academic>> Transaction >> Cancel Staff Subjects

42.5 To Cancel Staff Subjects follow steps below

Step 1: Select the Staff Name.

The user can have the list of Program Section along with the Subjects assigned for the Selected Staff.

Step 2: Select the Program Section whose Subjects to be cancelled.

Step 3: Click “Cancel Staff Subjects” to cancel the Subjects assigned for the Selected Staff.

The screenshot displays the 'Cancel Staff Subjects' application window. At the top, the title bar reads 'Cancel Staff Subjects'. Below the title bar, there is a 'Staff Name' field containing 'Alex Pereira, J'. A blue oval labeled 'Step 1' highlights this field. Below the staff name field is a table with three columns: 'S. No', 'Program Section', and 'Subject Desc'. The table contains two rows of data. The first row has '1' in the 'S. No' column, 'Com. Corporate secretaryship 1st Semester-Shift II A' in the 'Program Section' column, and 'BC 1503 - BUSINESS ENVIRONMENT' in the 'Subject Desc' column. A blue oval labeled 'Step 2' highlights the checkbox next to the first row. The second row has '2' in the 'S. No' column, '14BC - B.Com. Corporate secretaryship 1st Semester-Shift II B' in the 'Program Section' column, and 'BC 1502 - FINANCIAL ACCOUNTING' in the 'Subject Desc' column. Below the table, there is a 'Cancel Staff Subjects' button and a 'Refresh' button. A blue oval labeled 'Step 3' highlights the 'Cancel Staff Subjects' button.

S. No	Program Section	Subject Desc
<input type="checkbox"/> 1	Com. Corporate secretaryship 1st Semester-Shift II A	BC 1503 - BUSINESS ENVIRONMENT
<input type="checkbox"/> 2	14BC - B.Com. Corporate secretaryship 1st Semester-Shift II B	BC 1502 - FINANCIAL ACCOUNTING

Figure 42.1

### 43. Lab Group Students

#### 43.1. Intended Audience

*Timetable coordinator*

#### 43.2. Usage

*User can allocate single or multiple students to a specific class group.*

#### 43.3. Menu Access

*Main Menu >> Academic >> Transaction>> Lab Group Students*

#### 43.4. Dependency

*Program Lab group and student section allocation*

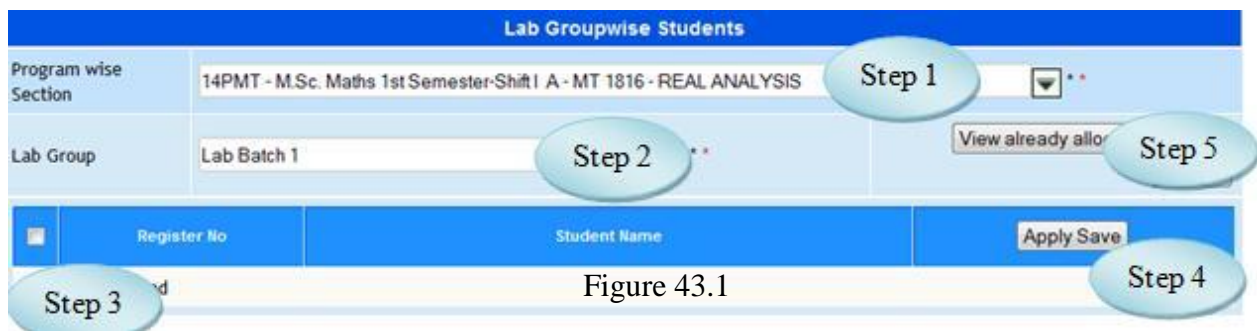


Figure 43.1

#### 43.5. To allocate students to particular Lab group follow steps below,

*Step1: Select program section from the drop down list.*

*Step2: Select appropriate lab group name from the drop down list.*

*Step3: Check the required students to be allocated to the selected lab group.*

*Step4: Click on 'Apply Save' button to save the checked student Lab group allocation.*

*Step5: Click on 'View already allocated students' to view the already allocated students of the selected program section and Lab group.*

## 44. End Semester (Archive)

### 44.1. Intended Audience

*Teaching Faculty*

### 44.2. Usage

*User can Archive the Program wise Semester along with the Section from semester to other semester*

### 44.3. Menu Access

*Main Menu >> Academic >> Transaction>>End Semester( Archive)*

### 44.4. Dependency

*Program wise Regulation, Program semester Section*

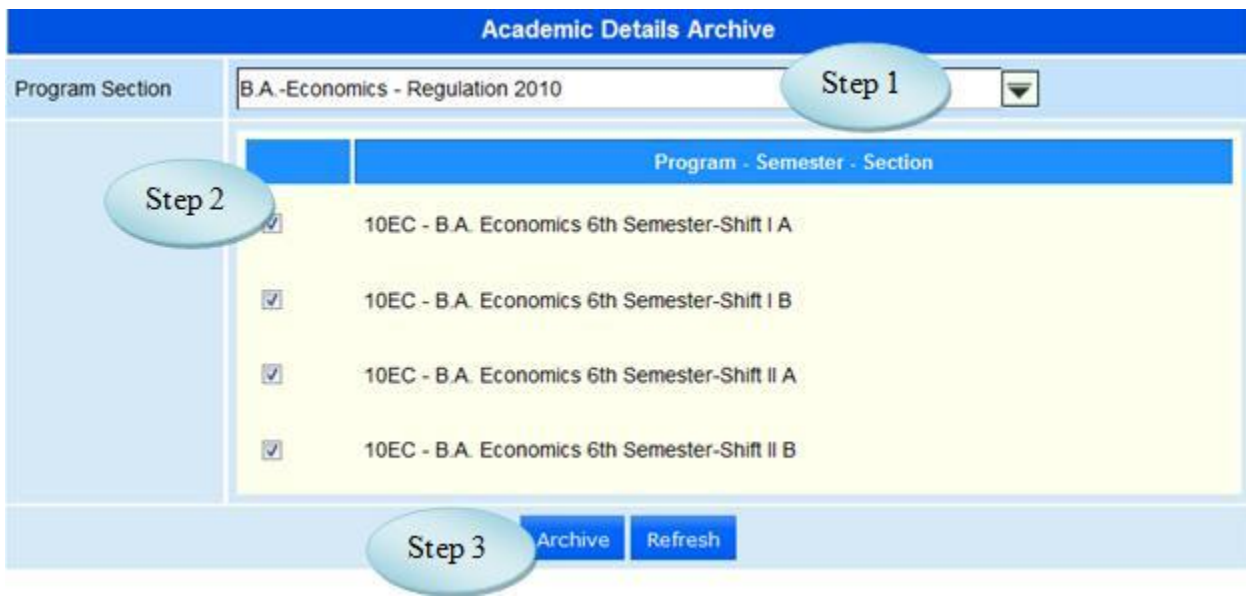


Figure 44.1

### 44.5 To End Semester Archive follow steps below

Step1: Select Program Section from the list.

Step2: Select Programwise semester by clicking the check Box.

Step3: Click “Archive” to save the End Semester.

## 45. Student Promotion

45.1. Intended Audience

*Teaching Faculty*

45.2. Usage

*User can change the student from one semester to another for the selected Program.*

45.3. Menu Access

*Main Menu >> Academic >> Transaction>> Semester change*

45.4. Dependency

*Regulation, Program wise Students and Program wise Semesters*

The screenshot shows a web form titled "Student Promotion / De-Promotion". It contains several input fields and a table. Seven steps are highlighted with blue ovals:

- Step 1: Promoting Academic Year\* (text box with "2012-2013")
- Step 2: Regulation\* (dropdown menu with "Regulation 2011")
- Step 3: Program\* (dropdown menu with "B.Sc. -Advanced Zoology")
- Step 4: Current Semester\* (text box with "B.Sc. Advanced Zoology 3rd Semester")
- Step 5: To Semester\* (dropdown menu with "B.Sc. Advanced Zoology 4th Semester")
- Step 6: A checkbox in the table header.
- Step 7: Save and Refresh buttons.

<input checked="" type="checkbox"/>	S.No.	Register No	Student Name	DOB	Standard Batch
<input checked="" type="checkbox"/>	1	10-AZ-024	ARUN R	12-08-1992	B.Sc. Advanced Zoology 3rd Semester

Figure 45.1

45.5 To Promote or Depromote the Student follow steps below

- Step 1: Select the promoting Academic Year.
- Step 2: Select the Regulation from the list.
- Step 3: Select the Program from the list
- Step 4: Select the Current Semester from the list
- Step 5: Select the To Semester from the list to which the student has to Promote or De-Promote, list the students from the Current Semester for the Selected Program
- Step 6: Select the Students list by clicking the Check Box.
- Step 7: Click “Save” button to save the students from current semester to other semester

**46. Program Change**

46.1. Intended Audience

*Head of the Department*

46.2. Usage

*User can change the Program before the Fees Paid*

46.3. Menu Access

*Main Menu >> Academic >> Transaction>> Program Change*

46.4. Dependency

*Student Admission*

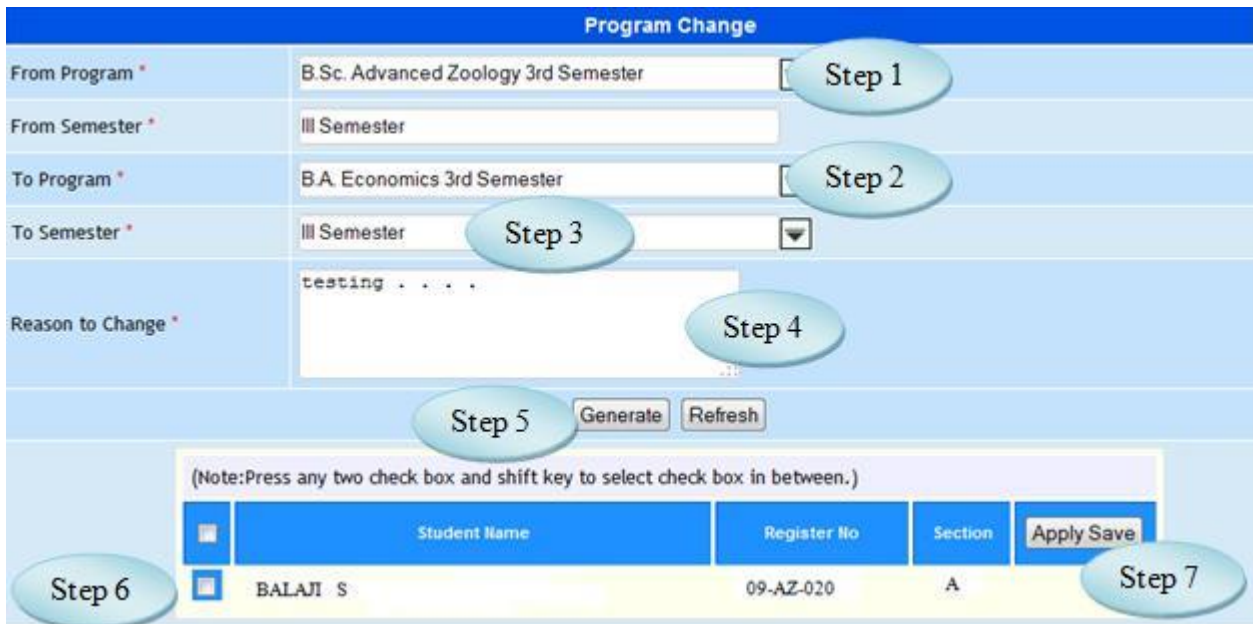


Figure 46.1

46.5 To Change the Program of the student before Fee Paid follow the step below

Step 1: Select the **From Program** from which the student wants to change the Program.

Step 2: Select the **To Program** to which the student wants to change the Program.

Step 3: Select the Semester from the list.

Step 4: Enter the Reason to Change the Program.

Step 5: On Clicking the “Generate” button, students will be listed for the Selected From Program.

Step 6: Select the Students by clicking the Check Box.

Step 7: Click “Apply Save” to save the change of Program before Fee Paid.

## 47. Student Activity Cancellation

47.1. Intended Audience

*Teaching Faculty*

47.2. Usage

*User can cancel the Students Activity*

47.3. Menu Access

*Main Menu >> Academic >> Transaction>> Student Activity Cancellation*

47.4. Dependency

Student Activity

From Date	To Date	No. of Days	Activity Type	Description	Student Name	Action
05-Jul-2014	17-Jul-2014	13	Casual Leave	---	13-EL-024 SUSIL ANANTH M	CANCEL
07-Jul-2014	17-Jul-2014	11	Medical Leave	--	13-CO-071 LIBIN JOHN	CANCEL

Figure 47.1

47.5 To Cancel the Student Activity follow steps below

Step 1: Select the Period “From Date” and “To Date”.

Step 2: Click “Generate” button, Students will be listed for the selected period.

Step 3: Click “Cancel” button to cancel the particular student Activity.

## 48. Attendance Group Cancellation

48.1. Intended Audience

*Teaching Faculty*

48.2. Usage

*User can cancel the Students Group Cancellation*

48.3. Menu Access

*Main Menu >> Academic >> Transaction>> Attendance Group Cancellation*

48.4. Dependency

*Attendance Entry Centralized*

48.5 To Cancel the Attendance Group follow steps below

Step 1: Select the Group Name from the list.

The students from the corresponding Group listed.

Step 2: Select the Students by clicking Check Box.

Step 3: Click “Cancel” button to cancel the student from the Group

<input type="checkbox"/>	Register No.	Student Name
<input type="checkbox"/>	10-SO-063	DAVID MINJ
<input type="checkbox"/>	10-SO-067	ALEXANDER G
<input type="checkbox"/>	10-SO-068	SARAVANA KUMAR S R
<input type="checkbox"/>	10-SO-073	SIVA SANGAIAH M S S
<input type="checkbox"/>	10-SO-076	SIDHDHARTHAN D
<input type="checkbox"/>	10-SO-077	RAJ B
<input type="checkbox"/>	10-SO-079	DANIEL BENJAMIN V D
<input type="checkbox"/>	10-SO-081	LALHMINGLIANA P

Figure 48.1



## 49. Branch Change

### 49.1. Intended Audience

*Teaching Faculty*

### 49.2. Usage

*User can change the Branch of students.*

### 49.3. Menu Access

*Main Menu >> Academic >> Transaction>> Branch Change*

### 49.4. Dependency

Student Section Allocation, Student wise Semester and Student wise courses

STUDENT BRANCH CHANGE	
Student Name / Register No.*	EZRA E A (Reg No. 09-AZ-001 ) <span>Step 1</span> <small>(Maximum No. of Characters 40)</small>
University	UNIVERSITY OF MADRAS
Regulation	2009
Program	B.Sc.-Advanced Zoology [UG - Full Time]
Institution	COLLEGE (AUTONOMOUS)
Semester	7
New Branch*	B.Sc.-Advanced Zoology[UG - Full Time] <span>Step 2</span> <small>(Maximum No. of Characters 40)</small>
Reason for Branch Change*	Test 1 <span>Step 3</span> <small>(Maximum No. of Characters 250 Only)</small>
<span>Step 4</span> Save <span>Step 5</span> View Refresh	

Figure 49.1

### 49.5 To change the students Branch follow steps below

Step 1: Select the Student Name from the list.

The details of Branch will be listed for the selected Student.

Step 2: Select the New Branch from the list.

Step 3: Enter Reason for Branch Change.

Step 4: Click “Save” button to change the student Branch change.

Step 5: Click “View” button to view the history of Student Branch as in Figure 49.2



BRANCH CHANGED STUDENTS LIST							
Academic Year*		2014-2015					
SL.No	Register No.	Student Name	Previous Program	New Program<	University	Reason	Branch Changed Date
1	09-AZ-001	EZRA E A	B.Sc.-Advanced Zoology and Biotechnology [U.G.] - Regulation 2009	B.Sc.-Advanced Zoology and Biotechnology[U.G.] - Regulation 2002	UNIVERSITY OF MADRAS	testing . . .	21-Aug-2014

Figure 49.2

**50. Debar / Discontinue Students**

50.1. Intended Audience

*Head of the Department*

50.2. Usage

*This interface used to Debar/Discontinue Students*

50.3. Menu Access

*Main Menu >> Academic >> Transaction>> Debar / Discontinue Students.*

50.4. Dependency

Student Section Allocation, Student wise Semester and Student wise courses

50.5 To Debar / Discontinue Students follow below steps

Step 1: Select Debar / Discontinue / Detained by clicking the radio button.

Step 2: Select the Student Name from the list.

The Program Details belongs to the Selected student listed below.

Step 3: Enter Reason for Debar / Discontinue / Detained students.

Step 4: Enter Remarks for Debar / Discontinue / Detained students.

Step 5: Click “Save” button to save the Debar / Discontinue / Detained students.

The screenshot shows a web form titled "Students Discontinued/Debar". The form has a blue header and a light blue background. It contains several fields and a radio button group. Five callouts labeled "Step 1" through "Step 5" are overlaid on the form to indicate the sequence of actions:

- Step 1:** Points to the "Mode" section, which has three radio buttons: "Discontinued (Break in Study)" (selected), "Debar (Disciplinary Actions)", and "Detained (Attendance Lack)".
- Step 2:** Points to the "Enter Register No / Student Name" field, which contains "09-EC-104" and a dropdown arrow.
- Step 3:** Points to the "Reason" field, which contains "Discontinued".
- Step 4:** Points to the "Remarks" text area, which contains "Test".
- Step 5:** Points to the "Save" button at the bottom of the form.

Other fields in the form include "Student Name" (ANANKUMAR D [23-09-1991]), "Regulation" (Regulation 2010), "Program" (B.A.-Economics), "Semester" (5), "Ledger Name" (null), and "Section belongs to" (10EC - B.A. Economics 6th Semester-Shift I B). At the bottom, there are "Save", "View", and "Refresh" buttons.

Figure 50.1

## 51. Readmission

### 51.1. Intended Audience

*Head of the Department*

### 51.2. Usage

*This interface used to Readmit the Debar/Discontinue Students.*

### 51.3. Menu Access

*Main Menu >> Academic >> Transaction>> Readmission*

### 51.4. Dependency

Debar / Discontinue Students

Figure 51.1

51.5 To Readmit the Student follow the steps below

Step1: Select the Student Name from the list.

Step2: Select the Readmission Date.

Step3: Select the Program from the list to which the Readmission Student going to join.

Step4: Select the Semester from the list.

Step5: Click “Save” button to Readmit the Student.

Step6: Click “View” button to view the Readmitted Student as in Figure 51.2

Student Re-Admission-View								
Date of Re Admission		From* 22-08-2014		To* 22-08-2014				
						View	Close	
SL.No.	Register No.	Student Name	Program	Re-Admitted Details			Detained	
				Date	Semester	Re-Admitted By	Date	Detained By
1	11-TL-068	KUMARAN P	B.A. Tamil Literature	22-08-2014	6	Administrator, System Admin	22-08-2014	Administrator, System Admin

Figure 51.2

## 52. Semester Allocation

### 52.1. Intended Audience

*Teaching Faculty*

### 52.2. Usage

*This interface used to allocate Semester for the Promotion Students*

### 52.3. Menu Access

*Main Menu >> Academic >> Transaction>> Semester Allocation*

### 52.4. Dependency

Student Readmission

Student Promotion / De-Promotion					
Promoting Academic Year*	2012-2013 <span style="float: right;">Add the students not admitted in selected academic year</span>				
Regulation*	Regulation 2011				
Program*	B.Com.-Commerce				
Current Semester*	B.Com. Commerce 2nd Semester				
To Semester*	B.Com. Commerce 3rd Semester				
<input type="checkbox"/>	S.No.	Register No	Student Name	DOB	Standard Batch
<input type="checkbox"/>	1	11-CO-009	RAMACHANDRAN V	12-11-1993	B.Com. Commerce 2nd Semester
<input type="checkbox"/>	2	11-CO-010	ASHWIN R	04-10-1993	B.Com. Commerce 2nd Semester
<input type="checkbox"/>	3	11-CO-101	SATHISH KUMAR T L	06-05-1994	B.Com. Commerce 2nd Semester
<input type="button" value="Save"/> <input type="button" value="Refresh"/>					

Figure 52.1

52.5 To Allocate Semester follow steps below

Step1: Select the Promoting Academic Year.

Step2: Select Regulation from the list.

Step3: Select Program from the list.

Step4: Select Current Semester from the list.

Students will be listed along with the Register No. for the selected program.

Step5: Select the To Semester from the list

Step6: Select the students for semester allocation

Step7: Click “Save” button to allocate the semester for the selected students

## 53. Individual Student Attendance

53.1. Intended Audience

*Head of the Department*

53.2. Usage

*This interface used to enter an Individual Attendance of Student.*

53.3. Menu Access

*Main Menu >> Academic >> Transaction>> Individual Student Attendance*

53.4. Dependency

Attendance Entry

53.5 To make entry in Individual Student Attendance

Step1: Select the Student Name.

The details of attendance entry for the selected student will be listed

Step2: Click on the particular hour to change the attendance status ‘P’ or ‘A’.

Step3: Click “Save” button to save the attendance of Individual Student.

Attendance Date / Hrs	1	2	3	4	5
22-Nov-2012	P	A	A	A	
23-Nov-2012	A	P	A	A	A
24-Nov-2012	A	A	A	A	
26-Nov-2012	A	A	Step 2	A	A
27-Nov-2012	A			A	
28-Nov-2012	P	P	A	P	
29-Nov-2012	A	P	A	A	
30-Nov-2012	P	P	P	P	
03-Dec-2012	P	P	P	P	
04-Dec-2012	A	A	A		A
05-Dec-2012	A	A	A	A	
06-Dec-2012		P			P

Figure 53.1

## 54. Attendance Group Creation

### 54.1. Intended Audience

*Teaching Faculty*

### 54.2. Usage

*This interface is used to allocate the students Group*

### 54.3. Menu Access

*Main Menu >> Academic >> Transaction>> Attendance Group Creation*

### 54.4. Dependency

Attendance Group Master

54.5 To allocate Group of Students follow steps below

Step1: Select the Group Name from the list

The details of Programwise semester will be listed

Step2: Select the Programs from the available list

Step3: Click “Load Students” button to list the students for the selected program as in

Figure 54.1

Step4: Select the students for group allocation.

Step5: Click “Save” button to allocate group of students.

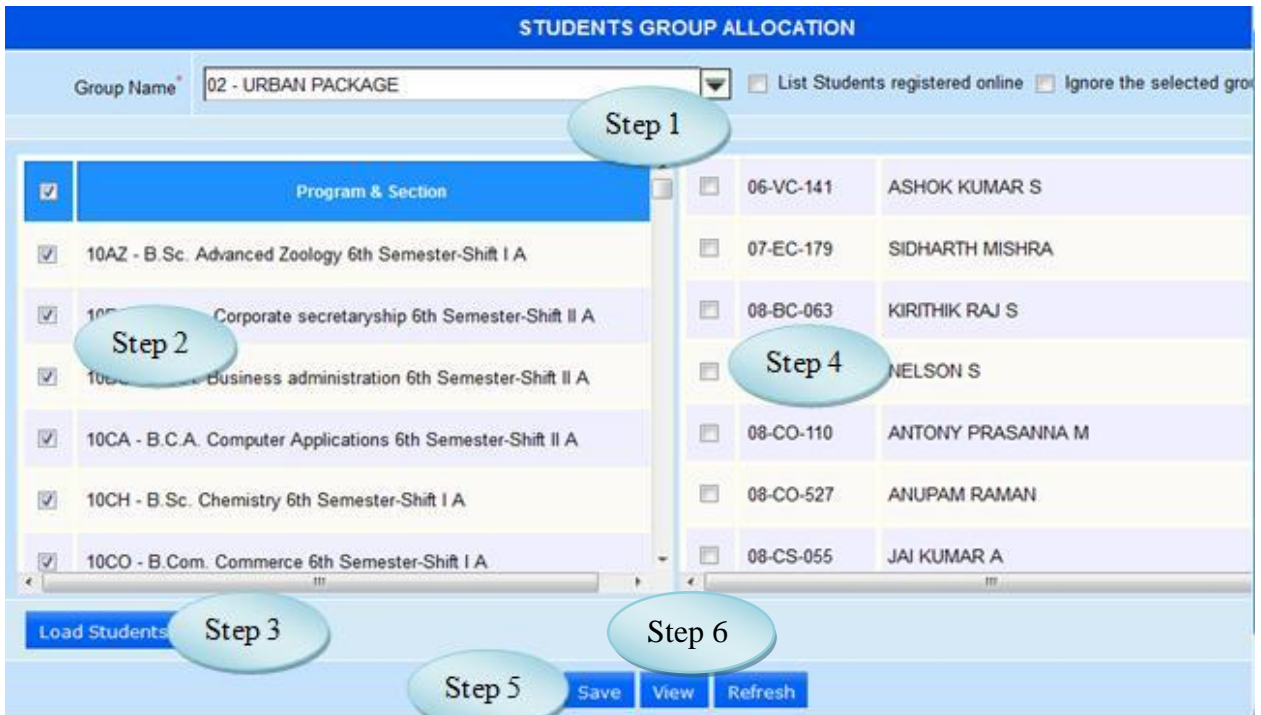


Figure 54.1



Group Name :	ES PG CS 3951 DISTRIBUTED COMPUTING			
GROUP WISE STUDENTS LIST				
SL.No.	Register No.	Student Name	D.O.B.	Sex
1	13-PCS-07	VINOTH KUMAR T	30-Apr-1992	M
2	13-PCS-08	THENNARASAN G	20-Apr-1990	M
3	13-PCS-09	FRANKLIN A	12-May-1991	M
4	13-PCS-12	CAROLINE BLESSY J	19-Oct-1992	F
5	13-PCS-18	SIVAGNANAMUTHU K	22-Feb-1993	M
6	13-PCS-19	SRIYOGASHANGAR J	13-May-1992	M
7	13-PCS-20	VIBIN BRIT L	29-Aug-1990	M
8	13-PCS-21	SURESH KUMAR R	22-May-1992	M
9	13-PCS-22	FREDDY WILSON	07-Feb-1989	M

Figure 54.2

## 55. Condonation Fee Dues Raising

### 55.1. Intended Audience

*Teaching Faculty*

### 55.2. Usage

*This interface used to Due Raise for Condonation Fee.*

### 55.3. Menu Access

*Main Menu >> Academic >> Transaction>> Attendance Condonation Fees Dues*

*Raising*

### 55.4. Dependency

*Attendance Entry*

### 55.5 To make entry on Condonation Fee Dues Raising

Step1: Select the Attendance Date.

Step2: Enter the Attendance (%).

Step3: Select the Fee Head from the list.

Step4: Enter the Condonation Amount.

Step5: Select the Programwise Section by clicking the check Box.

Step6: Click “Load Students” button, students from selected programwise sections will be listed.



Step7: Select the Students by clicking check Box.

Step8: Click “Save” button to save Due raising for the Condonation Fee.

**CONDONATION FEE DUE**

Attendance Date: From\* 30-04-2013 To\* 30-04-2013 (Step 1)

Attendance (%): Between 0 And 100 (Step 2)

Fee Head: [Dropdown]

Condonation Amount: 0

<input type="checkbox"/>	Program Wise Section	Register No.	Student Name	Attendance (%)
<input type="checkbox"/>	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A			
<input type="checkbox"/>	10CH - B.Sc. Chemistry 6th Semester-Shift I A			
<input type="checkbox"/>	10CO - B.Com. Commerce 6th Semester-Shift I A			
<input type="checkbox"/>	10CO - B.Com. Commerce 6th Semester-Shift I B			
<input type="checkbox"/>	10EC - B.A. Economics 6th Semester-Shift I A			
<input type="checkbox"/>	10EC - B.A. Economics 6th Semester-Shift I B			

Load Students

Figure 55.1

**CONDONATION FEE DUE**

Attendance Date: From\* 22-11-2012 To\* 29-04-2013

Attendance (%): Between 50 And 100

Fee Head: Lack of attendance (Condonation) (Step 3)

Condonation Amount: 100 (Step 4)

<input type="checkbox"/>	Program Wise Section	Register No.	Student Name	Attendance (%)
<input checked="" type="checkbox"/>	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A	09-AZ-048	JAYACHANDRAN S	79.57
<input checked="" type="checkbox"/>	10CH - B.Sc. Chemistry 6th Semester-Shift I A	10-AZ-002	LAWRANCE I	94.94
<input checked="" type="checkbox"/>	10CO - B.Com. Commerce 6th Semester-Shift I A (Step 5)		ANTON J MICHAEL	92.09
<input type="checkbox"/>	10CO - B.Com. Commerce 6th Semester-Shift I B		ANTON J MICHAEL	92.41
<input type="checkbox"/>	10EC - B.A. Economics 6th Semester-Shift I A	10-AZ-005	TONIO MATHEW	95.57
<input type="checkbox"/>	10EC - B.A. Economics 6th Semester-Shift I B	10-AZ-006		80.38

Load Students (Step 6)

Save View Refresh (Step 8)

Figure 55.2

**IV. REPORTS**

**56. Cumulative Attendance**

56.1. Intended Audience

All Users

56.2. Usage

*This interface is used to view Cumulative Attendance.*

56.3. Menu Access

*Main Menu >>Academic >>Reports>>Cumulative Attendance*

56.4. Dependency

*Attendance Entry*

Student Attendance Cumulative													
Program Section		10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A										Step 1	
SL.No	Register No	Student Name	Total Hrs	Absent		Present		On Duty		Medical Leave		Casual Leave	
				in (Hrs)	in (%)	in (Hrs)	in (%)	in (Hrs)	in (%)	in (Hrs)	in (%)	in (Hrs)	in (%)
1	09-AZ-029	GODWN XAVIER X	284	74	26.06	207	72.89	3	1.06	0	0.00	0	0.00
2	09-AZ-048	JAYACHANDRAN S	279	57	20.43	222	79.57	0	0.00	0	0.00	0	0.00
3	10-AZ-001	PAUL BENJAMIN CLEMENT	316	97	30.70	219	69.30	0	0.00	0	0.00	0	0.00
4	10-AZ-002	LAWRANCE I	316	16	5.06	300	94.94	0	0.00	0	0.00	0	0.00
5	10-AZ-003	CLINTON J MICHAEL	316	25	7.91	291	92.09	0	0.00	0	0.00	0	0.00
6	10-AZ-004	ANTON J MICHAEL	316	24	7.59	292	92.41	0	0.00	0	0.00	0	0.00
7	10-AZ-005	TONIO MATHEW	316	14	4.43	302	95.57	0	0.00	0	0.00	0	0.00
8	10-AZ-006	GOLI SUNDER	316	41	12.97	254	80.38	0	0.00	3	0.95	18	5.70
9	10-AZ-007	VIGNESH D	316	76	24.05	240	75.95	0	0.00	0	0.00	0	0.00
10	10-AZ-008	CYRIL SIMON FERNANDO A	316	65	20.57	251	79.43	0	0.00	0	0.00	0	0.00
11	10-AZ-009	JOHN BERKUMANS J	316	46	14.56	270	85.44	0	0.00	0	0.00	0	0.00
12	10-AZ-010	TARUN S	316	72	22.78	244	77.22	0	0.00	0	0.00	0	0.00
13	10-AZ-011	SAM VAISHAK THILAK M S	316	37	11.71	279	88.29	0	0.00	0	0.00	0	0.00

Figure 56.1

56.5 To view Cumulative Attendance, follow steps below

Step1: Select the Program Section from the list.

The user can have the Cumulative Attendance of the student.

## 57. Sections Report – Program Wise

### 57.1. Intended Audience

All Users

### 57.2. Usage

*This interface is used to view Program Wise Sections Report.*

### 57.3. Menu Access

*Main Menu >>Academic >>Reports>>Sections Report Program Wise*

### 57.4. Dependency

*Section Allocation*

Program wise sections list - Report			
Sl.No.	Program Name	Semester	Section
1	B.A.-Economics	2	Shift I A
2	B.A.-Economics	4	Shift I A
3	B.A.-Economics	6	Shift I A
4	B.A.-Economics	6	Shift I B
5	B.A.-English Literature	2	Shift I A
6	B.A.-English Literature	4	Shift I A
7	B.A.-English Literature	6	Shift I A
8	B.A.-History	2	Shift I A
9	B.A.-History	4	Shift I A
10	B.A.-History	6	Shift I A
11	B.A.-History	6	Shift I B
12	B.A.-Sociology	2	Shift I A
13	B.A.-Sociology	4	Shift I A
14	B.A.-Sociology	6	Shift I A

Figure 57.1

## 58. Letter Generation to Parents

### 58.1. Intended Audience

All Users

### 58.2. Usage

*This interface is used to generate Letter to Parents.*

### 58.3. Menu Access

*Main Menu >>Academic >>Reports>>Letter Generation to Parents*

### 58.4. Dependency

*Attendance Entry*

Figure 58.1

### 58.5 To Generate Letter to Parents follow steps below

Step1: Select the Attendance Report by clicking Radio Button.

Step2: Select the Program Section from the list.

Step3: Enter “From Date” and “To Date”, by default current date.

Step4: Enter Above and Below Percentage by default 0 and 100 respectively.

Step5: Enter Remarks for Attendance Report.

Step6: Click “Print” button to print the Report as in figure 58.2.

<b>COLLEGE (AUTONOMOUS)</b>			
<u>Attendance Report</u>			
Department of Advanced Zoology			
Name of the student	: GODWN XAVIER X	Register	: 09-AZ-029
Period of attendance	: 22/Nov/2012 - 08/Apr/2013	Class	: 10AZ - B.Sc. Advanced Zoology 6th Semester-
<u>Subject Code &amp;</u>		<u>Percentage</u>	
-			72.89
		<b>Overall</b>	<b>72.89</b>
Remarks: Test			
Date	30-Apr-2013	CLASS IN-CHARGE	HOD
		TO	
		GODWN XAVIER X	

Figure 58.2

## 59. TLP1 – Master Attendance List

### 59.1. Intended Audience

All Users

### 59.2. Usage

*This interface is used to view TLP1 – Attendance Report.*

### 59.3. Menu Access

*Main Menu >>Academic >>Reports>>TLP1 – Master Attendance List*

### 59.4. Dependency

*Attendance Entry*

### 59.5 To view TLP1 Report follow steps below

Step1: Select the Program Section from the list.

Step2: Select From Date and To Date , by default displaying current date.

Step3: Click “View” button to view the Attendance Monitoring Sheet as in figure 59.2

**Attendance Monitoring Report [Format:TLP1]**

Program Section: 10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A Step 1

From Date: 1 March 2013 Step 2

To Date: 30 March 2013

Step 3

View Print Refresh

Figure 59.1

COLLEGE (AUTONOMOUS)																											
Format No: TLP1		Attendance Monitoring Sheet															Revised on: 2013-04-30										
Program: 10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A		Semester: 6																									
Sl No	Reg. No	Name	01-03-2013					04-03-2013					05-03-2013					06-03-2013					07-03-2013				
			1	2	3	4	5	1	2	3	4	5	1	3	4	5	1	2	3	4	5	1	2	3	4	5	1
1	09-AZ-029	GODWN XAVIER X-(12-09-1991)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	A	A	A
2	09-AZ-048	JAYACHANDRAN S-(08-04-1991)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	10-AZ-001	PAUL BENJAMIN CLEMENT-(04-05-1993)	A	P	P	P	P	P	P	P	P	A	P	P	P	A	A	A	A	A	P	P	P	P	P		
4	10-AZ-002	LAWRANCE I-(14-10-1992)	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P		
5	10-AZ-003	CLINTON J MICHAEL-(30-11-1993)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
6	10-AZ-004	ANTON J MICHAEL-(30-11-1993)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P		
7	10-AZ-005	TONIO MATHEW-(23-06-1990)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		

Figure 59.2



## 60. TLP2

### 60.1. Intended Audience

All Users

### 60.2. Usage

*This interface is used to view TLP2*

### 60.3. Menu Access

*Main Menu >>Academic >>Reports>>TLP2*

### 60.4. Dependency

*Attendance Entry*

### 60.5 To view the attendance report format TLP2 follow

Step1: Select Program Section from the list.

Step2: Select Attendance Upto date.

Step3: Enter Below Percentage.

Step4: Click “Print” button to print the TLP2 as in figure 60.2

Fortnightly attendance report by HOD [Format:TLP2]	
Program Section	10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A
Attendance Upto date	22 November 2012
Below percentage	50 %
<input type="button" value="Print"/> <input type="button" value="Refresh"/>	

Figure 60.1

College Name								
Student Attendance Abstract Below 100%								
Program 10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A						Semester: 6		
						Student Strength : 38 of 40		
Format:TLP2								
TOTAL NUMBER OF HOURS HANDLED FROM DAY ONE: 3								
Sl No	Register No	Student Name	Attendance upto 22-11-2012		No. of hrs of leave sanctioned as			
			Hrs	%	ML	OD	%	
1	10-AZ-001	PAUL BENJAMIN CLEMENT	3	100.00	0	0	0.00	
2	10-AZ-002	LAWRANCE I	0	0.00	0	0	0.00	
3	10-AZ-003	CLINTON J MICHAEL	0	0.00	0	0	0.00	
4	10-AZ-004	ANTON J MICHAEL	0	0.00	0	0	0.00	

Figure 60.2

**61. T1 (Master Timetable Print)**

61.1. Intended Audience

All Users

61.2. Usage

*This interface is used to view T1(Master Timetable Print)*

61.3. Menu Access

*Main Menu >>Academic >>Reports>> view T1(Master Timetable Print)*

61.4. Dependency

*Class Time Table*



61.5 To view Master Timetable Print follow steps below

Step1: Select Program from the list.

Step2: Click “Print” button to view the Master Timetable as in Figure 61.2

Figure 61.1

FORM:T-1 Department of															
MASTER TIME TABLE															
Report Date: 28/8/2014															
Degree specialisation semester section	1st Day					2nd Day					3rd Day				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
<b>B.A.Economics Sem - Shift I</b>	EC 1500	FC 1032		EL 1050		EC 1501		EC 1500		EL 1050	EC 1500	FC 1032			EL 1050
<b>B.A.Economics Sem - Shift II</b>	EC 1500	EL 1050	CO 1102	FC 1032	FR 1091, LH 1084, FR 1090, IL 1085	EC 1501	CO 1102	FR 1090, LH 1084, TL 1085, FR 1091	EL 1050	EC 1501	EC 1500	EL 1050	FC 1032	FR 1090, IL 1085, FR 1091, LH 1084	CO 1102
<b>B.A.Economics Sem - Shift II</b>	EC 1501	EL 1050	CO 1102	FC 1032	TL 1085, FR 1090, LH 1084, FR 1091	EC 1500	CO 1102	LH 1084, FR 1090, TL 1085, FR 1091	EL 1050	EC 1501	EC 1500	EL 1050	FC 1032	FR 1091, TL 1085, FR 1090, LH 1084	CO 1102
<a href="#">Print Me</a>															
<b>14EC - B.A. Economics 1st Semester-Shift I A</b>															
<b>EC 1500</b> MICRO ECONOMICS - I															
<b>EC 1501</b> INDIAN ECONOMY I															
<b>14EC - B.A. Economics 1st Semester-Shift II A</b>															
<b>CO 1102</b> ACCOUNTING FOR ECONOMISTS															
<b>EC 1500</b> MICRO ECONOMICS - I															
<b>EC 1501</b> INDIAN ECONOMY I															

Figure 61.2

## 62. T2 (Section Timetable Print)

### 62.1. Intended Audience

All Users

### 62.2. Usage

*This interface is used to view T2(Section Timetable Print)*

### 62.3. Menu Access

*Main Menu >>Academic >>Reports>> view T2(Section Timetable Print)*

### 62.4. Dependency

*Class Time Table*

### 62.5 To view Section Timetable Print T2 folow steps below

Step1: Select the Program Section from the list.

Step2: Click “Print” button to view the Section Timetable Print.

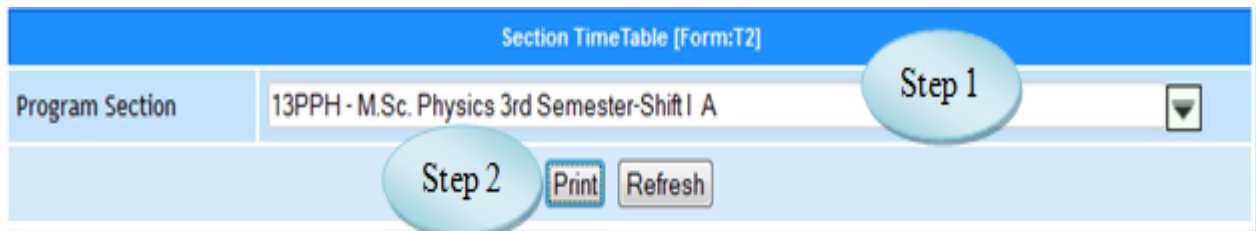


Figure 62.1

FORM:T-2 Department of Physics  
**TIME TABLE - EVEN SEMESTER**  
**CLASS:** 13PPH - M.Sc. Physics 3rd Semester-Shift I A **SEMESTER:** 3 **Report Date:** 28/8/2014

	1	2	3	4	5
	08:15 To 09:10	09:10 To 10:05	10:05 To 11:00	11:25 To 12:20	12:20 To 01:15
1st Day				PH 3953	
2nd Day		PH 3953			
3rd Day					
4th Day					
5th Day			PH 3953		
6th Day					

**Code Description**  
 PH 3953 - CRYSTAL PHYSICS - Administrator

Figure 62.2

### 63. T5 (Staff Workload)

63.1. Intended Audience

All Users

63.2. Usage

*This interface is used to view T5(Staff Workload)*

63.3. Menu Access

*Main Menu >>Academic >>Reports>> view T5(Staff Workload)*

63.4. Dependency

*Staff Timetable*

63.5 To View Staff Workload follow steps below

Step1: Select Department from the list.

Step2: Click “Print” button to view the Staff Workload T5 for the selected Department.

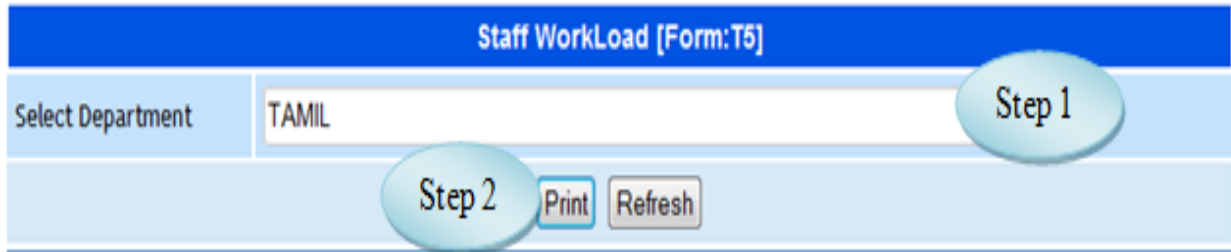


Figure 63.1

## 64. TLP4

### 64.1. Intended Audience

All Users

### 64.2. Usage

*This interface is used to view TLP4 Report*

### 64.3. Menu Access

*Main Menu >>Academic >>Reports>> TLP4*

### 64.4. Dependency

*Staff Timetable*

### 64.5 To View TLP4 follow steps below

Step1: Select Program Section from the list.

Step2: Select Month & Year by default Current Date will be displayed.

Step3: Click “Print” button to view the TLP4 Report.

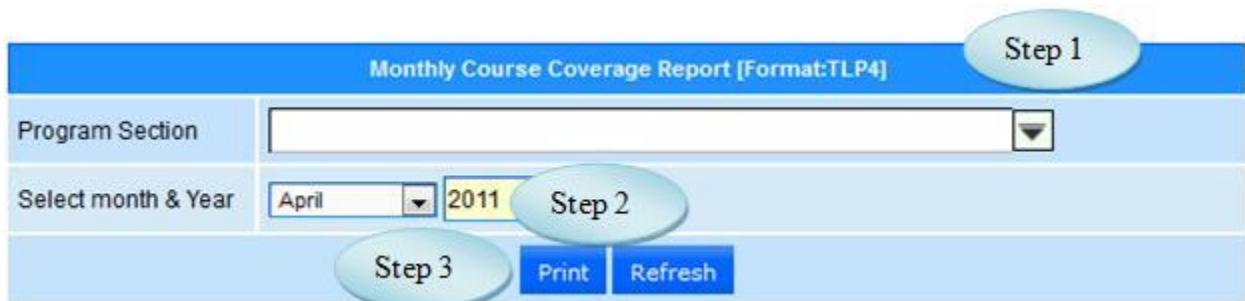


Figure 64.1

## 65. TLP5 – Internal Marks List

### 65.1. Intended Audience

All Users

### 65.2. Usage

*This interface is used to view TLP5 – Internal Marks List.*

### 65.3. Menu Access

*Main Menu >>Academic >>Reports>> TLP45 – Internal Marks List*

### 65.4. Dependency

*Internal Mark*

The screenshot shows a web interface titled "[FORMAT:TLP5] Marks List (Internal Test)". It features three dropdown menus for selection: "Program section", "Subject", and "Test Component". Below these menus are two buttons: "Print Marks List" and "Refresh". Four blue callout boxes with white text are overlaid on the interface to indicate the steps: "Step 1" points to the "Program section" dropdown, "Step 2" points to the "Subject" dropdown, "Step 3" points to the "Test Component" dropdown, and "Step 4" points to the "Print Marks List" button.

Figure 65.1

### 65.5 To View TLP5 – Internal Marks List follow steps below

Step1: Select Program Section from the list.

Step2: Select Subject from the list.

Step3: Select Test Component from the list.

Step4: Click “Print Marks List” button to view the Internal Marks List.

## 66. TLP6 – Analysis Report

### 66.1. Intended Audience

All Users

### 66.2. Usage

*This interface is used to view TLP6 – Analysis Report.*

### 66.3. Menu Access

*Main Menu >>Academic >>Reports>> TLP6 – Analysis Report*

### 66.4. Dependency

*Internal Marks*

### 66.5 To View *TLP6 – Analysis Report* follow steps below

Step1: Select Program Section from the list.

Step2: Select Test Component from the list.

Step3: Click “Print Result Analysis” button to view the *TLP6 – Analysis Report*

The screenshot displays a web interface for generating a report. At the top, a blue header contains the text "[FORMAT:TLP6] Result Analysis Report (Internal Test)". Below the header, there are two input fields: "Program section" and "Test Component". A blue oval labeled "Step 1" is positioned over the "Program section" field. Below the "Test Component" field, another blue oval labeled "Step 2" is positioned. At the bottom of the interface, there are two buttons: "Print Result Analysis" and "Refresh". A blue oval labeled "Step 3" is positioned over the "Print Result Analysis" button.

Figure 66.1

**67. TLP7**

67.1. Intended Audience

All Users

67.2. Usage

*This interface is used to view TLP7 Report.*

67.3. Menu Access

*Main Menu >>Academic >>Reports>> TLP7 Report*

67.4. Dependency

*Attendance Entry*

67.5 To View *TLP7 Report* follow steps below

Step1: Select Attendance Percentage option from the list.

Step2: Select Graduation Type from the list.

Step3: Select Program Section from the list.

Step4: Select Semester for the selected Program Section.

Step5: Click “Print” button to view the Semester Attendance Details.

The screenshot shows a web form titled "Semester Attendance Details [Format No: TLP7/TLP8]". The form has four main sections, each with a dropdown menu and a "Step" label in a blue oval:

- Attendance Percentage:** A dropdown menu showing "Above" and a text input field containing "50". A blue oval labeled "Step 1" is positioned over the dropdown arrow.
- Graduation Type:** A dropdown menu showing "P.G.". A blue oval labeled "Step 2" is positioned over the dropdown arrow.
- Program Section:** A dropdown menu showing "M.Sc. - Computer Science". A blue oval labeled "Step 3" is positioned over the dropdown arrow.
- Semester:** A dropdown menu with a yellow background. A blue oval labeled "Step 4" is positioned over the dropdown arrow.

At the bottom of the form, there are two buttons: "Print" and "Refresh". A blue oval labeled "Step 5" is positioned over the "Print" button.

Figure 67.1

## 68. Attendance Abstract

### 68.1. Intended Audience

All Users

### 68.2. Usage

*This interface is used to view Attendance Abstract.*

### 68.3. Menu Access

*Main Menu >>Academic >>Reports>> Attendance Abstract*

### 68.4. Dependency

*Attendance Entry*

### 68.5 To View Attendance Abstract Report follow steps below

Step1: Select Attendance Date by default Current Date will be displayed

Step2: Click “Attendance Entry Count” button to view the Attendance Abstract as in

Figure 68.2



Figure 68.1



Datewise Attendance Abstract						
Attendance Date:	<input type="text" value="07-01-2013"/>		Absent Count	Attedance Entry Count	Refresh	
Program	Total Strength	1	2	3	4	5
B.A.-Economics-Regulation 2010	210	0	0	0	0	0
B.A.-Economics-Regulation 2011	161	29	13	17	9	11
B.A.-Economics-Regulation 2012	209		9	22	18	29
B.A.-English Literature-Regulation 2010	70	4	3	3	3	3
B.A.-English Literature-Regulation 2011	63	10	3	5	9	3
B.A.-English Literature-Regulation 2012	70	21	16	22	15	
B.A.-History-Regulation 2010	105	0	0	0	0	0
B.A.-History-Regulation 2011	68	29	6	12	19	19
B.A.-History-Regulation 2012	75	41	18	29	29	29

Figure 68.2

## 69. Staff Attendance Entry Status

### 69.1. Intended Audience

All Users

### 69.2. Usage

*This interface is used to view the Attendance status of staff.*

### 69.3. Menu Access

*Main Menu >>Academic >>Reports>> Staff Attendance Entry Status*

### 69.4. Dependency

*Attendance Entry*

### 69.5 To View Attendance Status of Staff follow steps below

Step1: Select From Date and To Date by default current date will be displayed.

Step2: Click “Go” button to view Attendance Status of Staff.

The screenshot shows the 'Staff Attendance Entry status' interface. It features a blue header bar with the title. Below the header, there are two date selection fields. The first field is labeled 'From Date' and contains the date '22 November 2012'. The second field is labeled 'Date' and contains the date '30 April 2013'. A blue 'Go' button is located to the right of the second date field. Two callout boxes are present: 'Step 1' is a light blue oval pointing to the 'From Date' field, and 'Step 2' is a light blue oval pointing to the 'Go' button.

Figure 69.1

## 70. Students Attendance Report

### 70.1. Intended Audience

All Users

### 70.2. Usage

*This interface is used to view the Students Attendance Report.*

### 70.3. Menu Access

*Main Menu >>Academic >>Reports>> Students Attendance Report*

### 70.4. Dependency

*Attendance Entry*

70.5 To view the Students Attendance Report follow steps below

Step1: Select the Attendance Date.

Step2: Enter Attendance (%)

Step3: Select Report Type Option Abstract Report or Letter to parents.

Step4: Select List Students from the list.

Step5: Select the Programwise Section as in Figure 70.1

Step6: Click “Print Attendance Abstract” button to view the Attendance Report of students as in Figure 70.2

The screenshot shows a web application interface for generating a student attendance abstract. The form is titled "STUDENTS ATTENDANCE ABSTRACT" and contains several input fields and options. The fields are: "Attendance Date" with "From" and "To" date pickers; "Attendance (%)" with a "Between" range input; "Report Type" with radio buttons for "Abstract Report" and "Letter to Pare"; "List Students" with a dropdown menu set to "Active"; and a "Remarks" field. Below the form is a section titled "Program Wise Section" with a list of program sections, each with a checkbox. At the bottom, there are buttons for "Print Attendance Abstract" and "Refresh".

STUDENTS ATTENDANCE ABSTRACT	
Attendance Date	From* 01-04-2014 To* 04-09-2014
Attendance (%)	Between 0 50
Report Type	<input checked="" type="radio"/> Abstract Report <input type="radio"/> Letter to Pare
List Students	Active
Remarks	

Program Wise Section
<input checked="" type="checkbox"/> History 1st Semester-Shift I B
<input checked="" type="checkbox"/> 14MT - B.Sc. Maths 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14PB - B.Sc. Plant Biology 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14PH - B.Sc. Physics 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14SO - B.A. Sociology 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14ST - B.Sc. Statistics 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14TL - B.A. Tamil liter. 1st Semester-Shift I A
<input checked="" type="checkbox"/> 14VC - B.Sc. Visual communication 1st Semester-Shift I A

Print Attendance Abstract Refresh

Figure 70.1

<b>COLLEGE (AUTONOMOUS)</b>											
<b><u>STUDENTS ATTENDANCE BETWEEN 50 and 100 %</u></b>											
<b>ATTENDANCE DATE BETWEEN 22-11-2012 and 30-04-2013</b>											
<small>*THA-Total Hour Absent,*TH-Total Hour, *OD-On Duty [70hrs(14days*5hrs)], *CL-Casual Leave, *ML-Medical Leave,,*DA-Disciplinary Actions</small>											
<small>CALCULATION - Att. without OD(%): 100-((THA+OD+CL+ML+DA) /TH*100)</small>											
<small>CALCULATION - Att. With OD(%): 100-((THA+(OD-70)+CL+ML+DA)/TH*100) [OD till 70 hrs considered as present]</small>											
SL.No.	Dept No.	Student Name	*THA	*OD	*CL	*ML	*DA	*TH	Att. without OD(%)	Att. with OD(%)	
<b>10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A</b>											
1	09-AZ-029	GODWN XAVIER X	74	3	0	0	0	284	72.89	73.94	
2	09-AZ-048	JAYACHANDRAN S	57	0	0	0	0	279	79.57	79.57	
3	10-AZ-001	PAUL BENJAMIN CLEMENT	97	0	0	0	0	316	69.30	69.30	
4	10-AZ-002	LAWRANCE I	16	0	0	0	0	316	94.94	94.94	
5	10-AZ-003	CLINTON J MICHAEL	25	0	0	0	0	316	92.09	92.09	
6	10-AZ-004	ANTON J MICHAEL	24	0	0	0	0	316	92.41	92.41	
7	10-AZ-005	TONIO MATHEW	14	0	0	0	0	316	95.57	95.57	
8	10-AZ-006	GOLI SUNDER	41	0	18	3	0	316	80.38	80.38	
9	10-AZ-007	VIGNESH D	76	0	0	0	0	316	75.95	75.95	
10	10-AZ-008	CYRIL SIMON FERNANDO A	65	0	0	0	0	316	79.43	79.43	
11	10-AZ-009	JOHN BERKUMANS J	46	0	0	0	0	316	85.44	85.44	
12	10-AZ-010	TARUN S	72	0	0	0	0	316	77.22	77.22	
13	10-AZ-011	SAM VAISHAK THILAK M S	37	0	0	0	0	316	88.29	88.29	

Figure 70.2

## 71. Academy Usage Statistics

### 71.1. Intended Audience

All Users

### 71.2. Usage

*This interface is used to view the Academy Usage Statistics Report.*

### 71.3. Menu Access

*Main Menu >>Academic >>Reports>> Academy Usage Statistics*

### 71.4. Dependency

*Attendance Entry*

ACADEMY USAGE STATISTICS									
COLLEGE (AUTONOMOUS)									
S.No.	Program Semester Section	Student Count		Timetable Slot		Attendance			
		Section Allocated	Subject Allocated	Count	Allocated to faculty	Min Date	Max Date	Entered	Approved
1	10EC - B.A. Economics 6th Semester-Shift I A	48	46	0	0	22-11-2012	12-04-2013	269	269
2	10EC - B.A. Economics 6th Semester-Shift I B	59	54	0	0	22-11-2012	12-04-2013	311	311
3	11EC - B.A. Economics 4th Semester-Shift I A	65	61	0	0	22-11-2012	08-04-2013	352	352
4	12EC - B.A. Economics 2nd Semester-Shift I A	80	80	0	0	22-11-2012	12-04-2013	342	342
5	B.A.-Economics	0	0	0	0			0	0
6	10EL - B.A. English 6th Semester-Shift I A	70	70	0	0	22-11-2012	08-04-2013	270	270
7	11EL - B.A. English 4th Semester-Shift I A	64	63	0	0	22-11-2012	10-04-2013	338	338
8	12EL - B.A. English 2nd Semester-Shift I A	70	70	0	0	22-11-2012	09-04-2013	323	323

Figure 71.1

**V. Students Course Registration**

**72. Subject Configuration**

72.1. Intended Audience

Teaching Faculty

72.2. Usage

*This interface is used for Subject Configuration.*

72.3. Menu Access

*Main Menu >>Academic >>Students Course Registration>>Subject Configuration*

72.4. Dependency

*Programwise Courses*

The screenshot shows a form for adding a course. The fields are: Office Name (LOYOLA COLLEGE (AUTONOMOUS) SHIFT II), Program Name (B.B.A.-Business Administration [U.G.]), Semester (2), Regulation (2011), Subject (HT 4205-WORLD HISTORY), Registration Limit (115), and Type (Allied Optional). Buttons for Save, View, and Refresh are at the bottom. Eight blue callouts labeled Step 1 through Step 8 point to various parts of the form.

Figure 72.1

The screenshot shows the 'Course Registration Slot Master' interface. It has a form with fields for Office Name, Program Name, Semester, Regulation, Subject, Registration Limit, and Type. Below the form are Save, View, and Refresh buttons. A table lists existing courses:

SL. No	Program	Office	Subject	Semester	Type	Max. Students Limit	Remove
1	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	PH 3204-PHYSICS FOR BIOLOGY	3	Allied Optional	13	X
2	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	CH 3204-BIOCHEMISTRY FOR BIOLOGISTICS II	3	Allied Optional	13	X
3	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	PB 3206-GENERAL MICROBIOLOGY	3	Allied Optional	13	X
4	B.Sc.-Advanced Zoology	COLLEGE (AUTONOMOUS)	PB 3300-HERBAL MEDICINE	3	Elective General	50	X

Figure 72.2

72.5 To Configure Student Subject follow steps below

Step1: Select the Office Name from the list.

Step2: Select the Program Name from the list.

Step3: Select the Semester.

Step4: Select the Regulation from the list.

Step5: Select the Subject from the list.

Step6: Enter the Registration limit.

Step7: Select the Type(Subject Pattern)

Step8: Click “Save” button to save the Student Subject Configuration.

### 73. Limit Configuration

73.1. Intended Audience

Teaching Faculty

73.2. Usage

*This interface is used to Configure the Slot Limit.*

73.3. Menu Access

*Main Menu >>Academic >>Students Course Registration>>Limit Configuration*

73.4. Dependency

*Course Registration Slot Master*

73.5 To Configure the Slot Limit follow step below

*Step1: Select the Program Name from the list, the details of Semester , Regulation , Type and Office will be displayed.*

*Step2: Enter the Slot Limit.*

*Step3: Click “Save” button to Configure the Slot Limit.*

**Slot Limit Configuration**

Program Name  **Step 1**

Semester

Regulation

Type

Office

Slot Limit  **Step 2**

**Step 3**

Figure 73.1

**Slot Limit Configuration**

Program Name

Semester

Regulation

Type

Office

Slot Limit

SL. No	Program	Office	Semester	Regulation	Type	Max. Type Limit	Remove
1	B.Sc.-Advanced Zoology [UG - Full Time]	COLLEGE (AUTONOMOUS)	3	2012	Allied Optional	1	X
2	B.Sc.-Advanced Zoology [UG - Full Time]	COLLEGE (AUTONOMOUS)	3	2012	Elective General	1	X
3	B.Sc.-Advanced Zoology [UG - Full Time]	COLLEGE (AUTONOMOUS)	3	2012	Part IV Language	1	X
4	B.Com.-Corporate Secretaryship [UG - Full Time]	LOYOLA COLLEGE (AUTONOMOUS) SHIFT II	3	2012	Allied Optional	1	X
5	B.Com.-Corporate Secretaryship [UG - Full Time]	LOYOLA COLLEGE (AUTONOMOUS)	3	2012	Elective General	1	X



Figure 73.2

**74. Compulsory Subjects**

74.1. Intended Audience

Teaching Faculty

74.2. Usage

*This interface is used for Compulsory Subjects.*

74.3. Menu Access

*Main Menu >>Academic >>Students Course Registration>>Compulsory Subjects*

74.4. Dependency

*Programwise Subjects*

74.5 To assign Compulsory Subjects follow steps below

*Step1: Select Subject Name from the list.*

*Step2: Select Student Name from the list.*

*Step3: Click “Save” button to assign the Compulsory Subjects*

Subject Name	APPLIED MATHEMATICS	▼	
Student Name	SAI VARUNAN E		
	Save	View	Refresh

Figure 74.1

## 75. Registration Controller

### 75.1. Intended Audience

System Administrator/Dean

### 75.2. Usage

*This interface is used to Register Student Course.*

### 75.3. Menu Access

*Main Menu >>Academic >>Students Course Registration>>Registration Controller*

### 75.4. Dependency

Student Master

Student Course Registration Controller			
* Course Registration		<b>Allowed:</b> Students can register courses <b>Restricted:</b> Students are restricted from registering courses <b>SLR:</b> Slot Limit Required	
Office	Program	Semester	Course Registration*
COLLEGE (AUTONOMOUS)	B.A.-Economics	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.A.-English Literature	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.A.-History	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.A.-Sociology	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.A.-Tamil Literature	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.Com.-Commerce	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.Sc.-Advanced Zoology	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.Sc.-Chemistry	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.Sc.-Mathematics	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.Sc.-Physics	3	<b>Restricted</b>
COLLEGE (AUTONOMOUS)	B.Sc.-Plant Biology	3	<b>Restricted</b>

Figure 75.1

**76. Student AO / EG Registration**

76.1. Intended Audience

Academic Dean of students

76.2. Usage

*This interface is used to Register Student Course.*

76.3. Menu Access

*Main Menu >>Academic >>Students Course Registration>>Student Course Registration*

76.4. Dependency

*Student Master*

76.5 To Register Student Course follow steps below

*Step1: Select the Student Name from the list.*

*The Academic Details of Students will be displayed.*

*Step2: Select the Allied, Elective and Language from the available subjects by clicking check Box.*

*Step3: Click “Register” button to Register Student Course.*

STUDENT COURSE REGISTRATION	
Student Name*	<input type="text"/>
Register No.	<input type="text"/>
Program, Semester & Section	<input type="text"/>
Institution	<input type="text"/>
Shift	<input type="text"/>

Figure 76.1

STUDENT COURSE REGISTRATION					
Student Name*	ADHAVAN R <span style="float: right;">▼</span>				
Register No.	12-EC-055				
Program, Semester & Section	12EC - B.A. Economics 2nd Semester-Shift I A				
Institution	COLLEGE (AUTONOMOUS)				
Shift	COLLEGE (AUTONOMOUS)				
<b>Allied Optional Selected 1 of 1 required</b>					
	Subject Code	Subject Description	Max. Limit	Registered	Available
<input type="checkbox"/>	SO 3202	INDIAN SOCIAL PROBLEMS	35	28	7
<input checked="" type="checkbox"/>	CO 3204	ACCOUNTING FOR MANAGERS	35	35	0
<b>Elective General Selected 1 of 1 required</b>					
	Subject Code	Subject Description	Max. Limit	Registered	Available
<input checked="" type="checkbox"/>	CO 3304	PERSONAL INVESTMENT	70	36	34
<input type="checkbox"/>	VC 3300	FILM APPRECIATION	53	53	0

<input type="checkbox"/>	EL 3300	ENGLISH FOR JOURNALISM	66	61	5
<input type="checkbox"/>	CO 3305	BUSINESS ORGANIZATION AND MANAGEMENT	70	70	0
<input type="checkbox"/>	PB 3300	HERBAL MEDICINE	50	22	28
<input type="checkbox"/>	CH 3300	CHEMISTRY IN EVERYDAY LIFE	40	18	22
Part <b>Step 2</b> Selected <b>1</b> of <b>1</b> required					
	Subject Code	Subject Description	Max. Limit	Registered	Available
<input type="checkbox"/>	TL 3302	BASIC TAMIL - I	1000	125	875
<input type="checkbox"/>	LS 3300	SANSKRIT - GEN. ELECTIVE - I	1000	6	994
<input checked="" type="checkbox"/>	FR 3042	BASIC FRENCH	1000	281	719
<input type="checkbox"/>	LH 3300	BASIC ADMINISTRATIVE HINDI	1000	294	706
Step 3 <span style="margin-left: 100px;">Register</span> <span style="margin-left: 50px;">Refresh</span>					

Figure 76.2

## 77. Report - Overall

### 77.1. Intended Audience

All Users

### 77.2. Usage

*This interface is used to view Course Registered Report.*

### 77.3. Menu Access

*Main Menu >>Academic >>Students Course Registration>>Report - Overall*

### 77.4. Dependency

*Course Registration*

COURSE REGISTERED REPORT									
<input checked="" type="radio"/> Course Registered Students List <input type="radio"/> Course not Registered Students List <input type="radio"/> Both									
<input type="checkbox"/>	Code	Program	Regulation	<input type="checkbox"/>	Subject Code	Subject Description	Regulation	<input type="checkbox"/>	Program & Section
<input type="checkbox"/>	EC	B.A.-Economics	2012	<input type="checkbox"/>	AZ 3200	AGRICULTURAL ENTOMOLOGY, AGRICULTURAL ENTOMOLOGY LAB	2012	<input type="checkbox"/>	12AZ - B.Sc. Advanced Zoology 2nd Semester-Shift I A
<input type="checkbox"/>	EL	B.A.-English Literature	2012	<input type="checkbox"/>	AZ 3300	CLINICAL TECHNIQUES	2012	<input type="checkbox"/>	12CH - B.Sc. Chemistry 2nd Semester-Shift I A
<input type="checkbox"/>	HT	B.A.-History	2012	<input type="checkbox"/>	CH 3204	BIOCHEMISTRY FOR BIOLOGISTS II	2012	<input type="checkbox"/>	12CO - B.Com. Commerce 2nd Semester-Shift I A
<input type="checkbox"/>	SO	B.A.-Sociology	2012	<input type="checkbox"/>	CH 3300	CHEMISTRY IN EVERYDAY LIFE	2012	<input type="checkbox"/>	12CO - B.Com. Commerce 2nd Semester-Shift I B
<input type="checkbox"/>	TL	B.A.-Tamil Literature	2012	<input type="checkbox"/>	CO 3204	ACCOUNTING FOR MANAGERS	2012	<input type="checkbox"/>	12EC - B.A. Economics 2nd Semester-Shift I A
<input type="checkbox"/>	CO	B.Com.-Commerce	2012	<input type="checkbox"/>	CO 3207	PRINCIPLES OF MARKETING	2012	<input type="checkbox"/>	12EL - B.A. English 2nd Semester-Shift I A
<input type="checkbox"/>	AZ	B.Sc.-Advanced Zoology	2012					<input type="checkbox"/>	12HT - B.A. History 2nd Semester-Shift I A

Figure 77.1

COURSE REGISTERED STUDENTS LIST				
SL.No.	Register No.	Student Name	Allied Optional	Elective General
<b>B.A.-Economics</b>				
<b>12EC - B.A. Economics 2nd Semester-Shift I A</b>				
1	12-EC-001	MUKILAN P	CO 3204-ACCOUNTING FOR MANAGERS	CO 3305-BUSINESS ORGANIZATION AND
2	12-EC-002	VIGNESHWAR M	CO 3204-ACCOUNTING FOR MANAGERS	SO 3300-SOCIAL BEHAVIOUR
3	12-EC-004	KEVIN ANDREWS A	CO 3204-ACCOUNTING FOR MANAGERS	CO 3304-PERSONAL INVESTMENT
4	12-EC-005	FRANCE ARO STALIN M	CO 3204-ACCOUNTING FOR MANAGERS	CO 3304-PERSONAL INVESTMENT
5	12-EC-006	KARTHIGEYAN S	SO 3202-INDIAN SOCIAL PROBLEMS	SO 3300-SOCIAL BEHAVIOUR
6	12-EC-007	GOPIKRISHNA K R	CO 3204-ACCOUNTING FOR MANAGERS	HT 3300-AMERICAN STUDIES
7	12-EC-008	AGNEL J	SO 3202-INDIAN SOCIAL PROBLEMS	CO 3305-BUSINESS ORGANIZATION AND
8	12-EC-009	RAJKIRAN M	SO 3202-INDIAN SOCIAL PROBLEMS	SO 3300-SOCIAL BEHAVIOUR
9	12-EC-010	GNANASEKAR J	SO 3202-INDIAN SOCIAL PROBLEMS	ST 3301-BASIC STATISTICAL TECHNIQU
10	12-EC-011	SANTHOSH AMBROKE	CO 3204-ACCOUNTING FOR MANAGERS	VC 3300-FILM APPRECIATION
11	12-EC-012	SHIVSHANKER S	SO 3202-INDIAN SOCIAL PROBLEMS	HT 3300-AMERICAN STUDIES

Figure 77.2

## 78. Report –Subject Wise

### 78.1. Intended Audience

All Users

### 78.2. Usage

*This interface is used to view Course Registration Subject wise Report.*

### 78.3. Menu Access

*Main Menu >>Academic >>Students Course Registration>>Report-Subject Wise*

### 78.4. Dependency

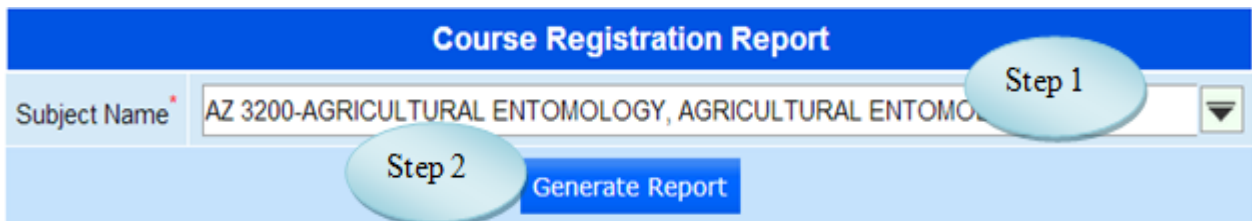
*Course Registration*

78.5 To view Course Registration Report – Subjectwise follow steps below

*Step1: Select the Subject Name from the list*

*Step2: Click “Generate Report” button to view the report of Course Registration*

*Subjectwise as in Figure 78.2.*



The screenshot shows a web interface titled "Course Registration Report". It features a blue header bar with the title. Below the header, there is a form with a "Subject Name" label and a dropdown menu. The dropdown menu is open, showing a list of subjects, with "AZ 3200-AGRICULTURAL ENTOMOLOGY, AGRICULTURAL ENTOMO" visible. A blue button labeled "Generate Report" is positioned below the dropdown. Two callout boxes, "Step 1" and "Step 2", are overlaid on the interface. "Step 1" points to the dropdown menu, and "Step 2" points to the "Generate Report" button.

Figure 78.1

<b>ALLIED OPTIONAL REGISTRATION</b>		
<b>Subject : AZ 3200-AGRICULTURAL ENTOMOLOGY, AGRICULTURAL ENTOMOLOGY LAB</b>		
<b>S. No.</b>	<b>Register No.</b>	<b>Student Name</b>
<b>COLLEGE (AUTONOMOUS)</b>		
<b>B.Sc. Chemistry</b>		
1	12-CH-003	MANIVANNAN M
2	12-CH-005	SENTHAMILNATHAN N
3	12-CH-006	SURESHKUMAR D
4	12-CH-008	RAVI P A
5	12-CH-014	KARTHICK V
6	12-CH-017	SEBASTIAN M
7	12-CH-022	JOHN PHILOMIN S
8	12-CH-039	JEGAPRIYAN A
9	12-CH-044	VISHNUKUMAR P
10	12-CH-048	VASANTHA KUMAR D
11	12-CH-052	PETER PRADEEP R
12	12-CH-053	ARUL RAJESH D

Figure 78.2



*eVarsity*<sup>®</sup>

## Worforce Module

### User Manual

<b>Version</b>	<b>1.0.</b>
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**I Masters**

**1. Workforce Masters**

**1. A. Division Type**

1. A.1. Intended Audience

*HR Manager*

1. A.2. Usage

*This centralized master interface records Division Type.*

1. A.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Division Type*

1.A.4. Dependency

*None*

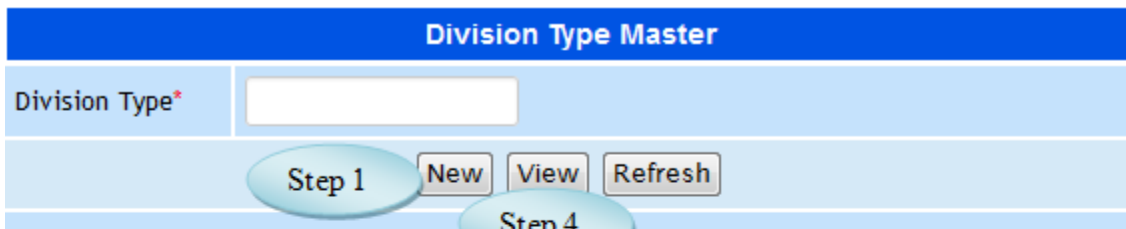


Figure 1.A.1

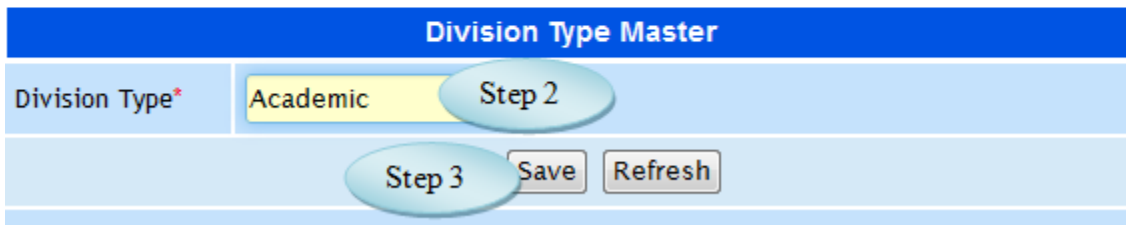


Figure 1.A.2

1.5. To create Division Type follow steps below

Step1: Click “New” button to enable the Division Type field.

Step2: Enter Division Type required to create.

Step3: Click “Save” button to complete the Division Type entry.

Step4: Click “View” button to view and modify the Division Type.

## 1. B. Division

1.B.1 Intended Audience

*HR Manager*

1.B.2. Usage

*This centralized master interface records Division.*

1.B.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Division*

1.B.4. Dependency

*Division Type*

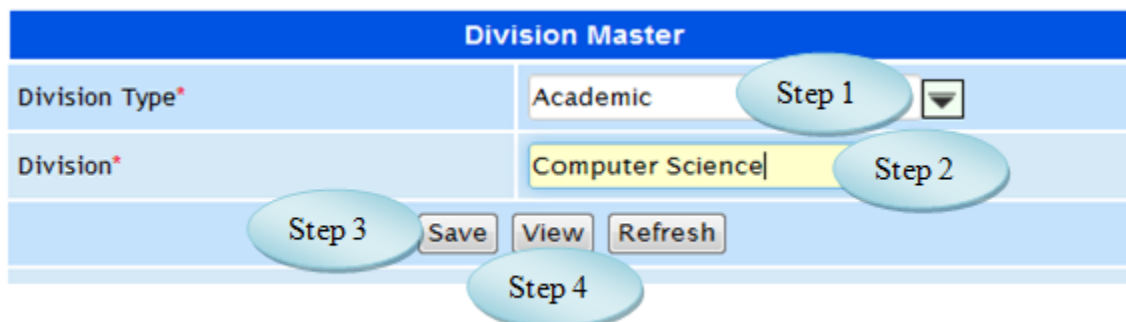


Figure 1.B.1

1.B.5. To make a **new entry** follow these steps,

Step1: Select the Division Type from the list.

Step2: Enter Division for the Selected Division Type.

Step3: Click “Save” button to complete the Division entry.

Step4: Click “View” button to view and modify the existing divisions.

## 1. C. Office Division

### 1.C.1. Intended Audience

*HR Manager*

### 1.C.2. Usage

*This centralized master interface records tax common for all the institutions.*

### 1.C.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Office Division*

### 1.C.4. Dependency

*Division*

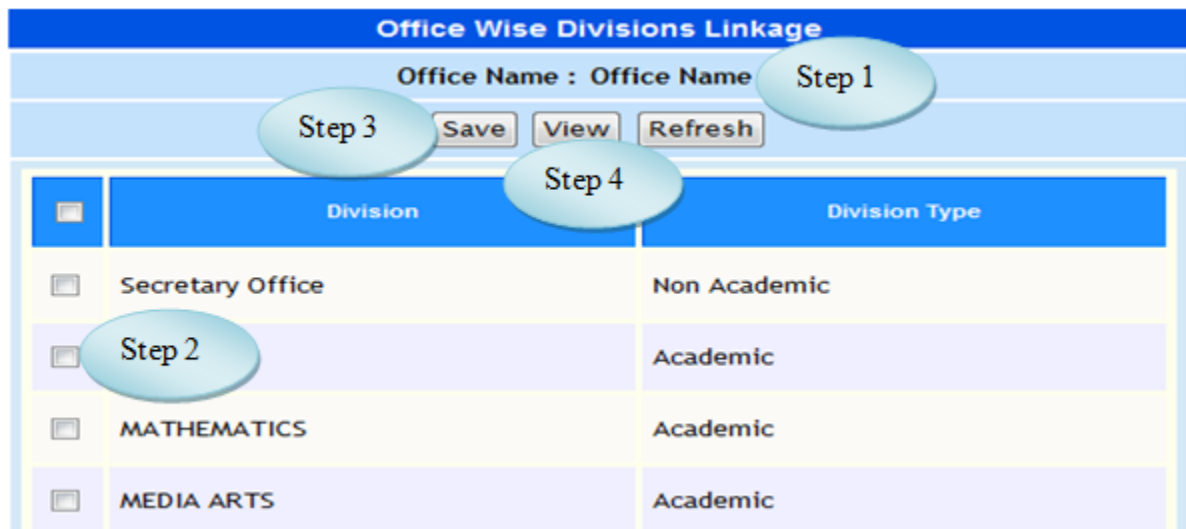


Figure 1.C.1

1.C.5. To make a **new entry** follow these steps,

Step1: Select the Office to which the Division has to assign.

Step2: Select the Division by clicking check box.

Step3: Click “Save” button to complete the Office Divisions.

Step4: Click “View” button to view the existing Office Divisions as in Figure 1.C.2.

Step5: Click “Back” button to go Office Division Page.

Sl.No.	Division	Division Type
1.	Hostel Office	Non Academic

Figure 1.C .2

### 1. D. Designation

#### 1.D.1. Intended Audience

*HR Manager*

#### 1.D.2. Usage

*This centralized master interface records Designation.*

#### 1.D.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Designation*

#### 1.D.4. Dependency

*None*

Figure 1.D.1

1.D.5. To make a **new entry** follow these steps,

Step1: Enter Designation required to create.

Step2: Enter Short Designation for the Designation.

Step3: Click “Save” button to complete the Designation.

Step4: Click “View” button to view and modify the existing Designations.

## 1. E. Employee Category

1.E.1. Intended Audience

*HR Manager*

1.E.2. Usage

*This interface enables users to create Employee Category.*

1.E.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Employee Category*

1.E.4. Dependency

*None*

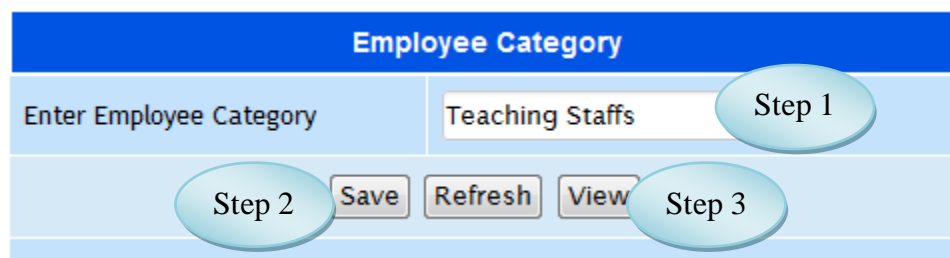


Figure 1.E.1

1.E.5. To make a **new entry** follow these steps,

Step1: Enter Employee Category required to create.

Step2: Click “Save” button to complete Employee Category.

Step3: Click “View” button to view and modify the existing Employee Category.



## 1. F. Employee Details

### 1.F.1. Intended Audience

*HR Manager*

### 1.F.2. Usage

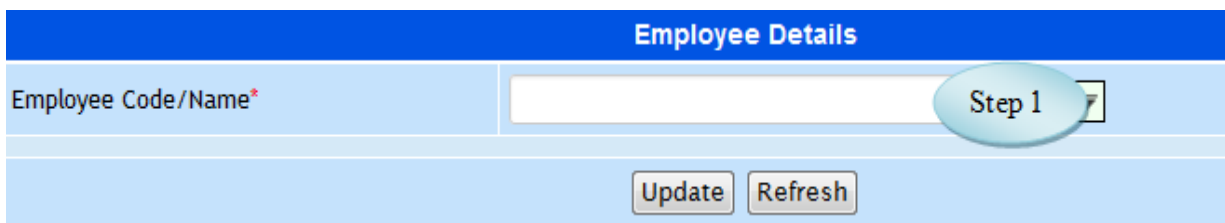
*This interface enables users to update Employee Details.*

### 1.F.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Employee Details*

### 1.F.4. Dependency

*Employee Master*



The screenshot shows a web interface titled "Employee Details". It features a search field labeled "Employee Code/Name\*" with a blue oval callout "Step 1" pointing to it. Below the search field are two buttons: "Update" and "Refresh".

Figure 1.F.1

### 1.F.5 To make entry follow steps below

Step1: Select the Employee by entering Employee Code or Employee Name.

(The Details of Employee along with the address would appear as in Figure 1.F.2)

Step2: If required, make changes and click “Update” button to complete the Employee Details.

Step3: Click “Refresh” button to refresh the page.

The screenshot shows the 'Employee Details' form for Jesu Das. The form is divided into several sections:

- Employee Code/Name:** Jesu Das [18.05.1961]
- Employee Code:** LOHO11
- Employee Short Name:** Jesu
- Sex:** Male (selected)
- Date of Birth:** 18-05-1961
- Date of Join:** 01-06-1987
- Joining Designation:** Accountant
- Qualification:** MSC
- Division:** Hostel Office
- PAN Card Number:** 345345
- Father Name:** Joseph
- Mother Name:** Glory
- Husband / Wife Name:** Mary
- Religion:** CATHOLIC CHRISTIAN
- Community:** BC
- Caste:** AASARI
- Nationality:** Indian
- Mother Tongue:** Tamil
- Blood Group:** B+
- Identification Mark:** A mole on the right hand
- Permanent Address:** no. 45 Gandhi Road, Nehru Colony, Adambakkam, Chennai-24
- District:** Chennai
- State:** Tamil Nadu
- Pin code:** 24
- Phone No.:** 91 044 324423424
- Mobile No.:** 9444464490
- Communication Address:** no. 45 Gandhi Road, Nehru Colony, Adambakkam, Chennai-24
- District:** Chennai
- State:** Tamil Nadu
- Pin code:** 24
- Phone No.:** 91 044 98347538
- Mobile No.:** 9444464490
- Email:** jesudas@gmail.com
- Employee Status:** ACTIVE

At the bottom of the form, there are four buttons: 'Step 2', 'Update', 'Refresh', and 'Step 3'.

Figure 1.F.2

## 1. G. Category Wise Employees

### 1.G.1. Intended Audience

*HR Manager*

### 1.G.2. Usage

*This interface enables users to assign Category Wise Employees*

### 1.G.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Category Wise Employees*

### 1.G.4. Dependency

*Employee Master*

The screenshot shows a web interface titled "Category Wise Employees". At the top, there is a dropdown menu for "Employee Category" with "Non Teaching Aided" selected. Below this is a checkbox labeled "List All employees". A table displays a list of employees with columns for "Sl. No.", "Employee Code", "Employee Name", "Designation Name", and "Division Name". At the bottom of the interface are three buttons: "Save", "View", and "Refresh".

Sl. No	Employee Code	Employee Name	Designation Name	Division Name
1	LOHO11	Jesu Das A	Accountant	Hostel Office
2	LOHO12	Louis D	Clerical	Hostel Office
3		Raja R	Maintenance Manager	Hostel Office
4	LOHO14	Thirumalai E	Office Assistant	Hostel Office
5	LOHO15	Prasanth M	Office Assistant	Hostel Office

Figure 1.G.1

1. G.5. To make a **new entry** follow these steps,

Step1: Select Employee Category from the list.

Step2: Select Employees by clicking check box.

Step3: Click “Save” button to complete the Category Wise Employees.

Step4: Click “View” button to view and modify the Category Wise Employees.

## 1. H. EPF Master

1.H.1. Intended Audience

*HR Manager*

1.H.2. Usage

*This interface enables users to create EPF.*

1.H.3. Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> EPF Master*

1.H.4. Dependency

*None*

EPF Master	
Establishment Code*	9487
Employer Contribution1*	12
Employer Contribution2*	12
P.F. Account Bank*	SB
<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	

Figure 1.H.1

1.H.5. To make a **new entry** follow these steps,

*Step1: Enter Establishment Code for EPF.*

*Step2: Enter Employer Contribution1.*

*Step3: Enter Employer Contribution2.*

*Step4: Enter P.F. Account Bank.*

*Step5: Click “Save” button to complete the EPF Master*

## 1. I. EPF Account Number Entry

### 1. I.1 Intended Audience

*HR Manager*

### 1. I.2 Usage

*This interface enables users create EPF Account Number*

### 1. I.3 Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> EPF Account Number Entry*

### 1. I.4 Dependency

*Employee Master*

EPF Account Number Entry	
Employee Name*	<input type="text"/>
EPF Account Number*	<input type="text"/>
Open Date*	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>

Figure 1. I.1

1. I.5 To make entry follow steps below

*Step1: Select the Employee Name from the list.*

*Step2: Enter EPF Account Number for the selected employee.*

*Step3: Select Open Date for the EPF Account.*

*Step4: Click “Save” button to complete the EPF Account Number Entry.*

*Step5: Click “View” button to view the EPF Account Number Entry.*

## 1. J. ESI Account Number Entry

1. J.1. Intended Audience

*HR Manager*

1. J.2 Usage

*This interface enables users to create ESI Account Number.*

1. J.3 Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> ESI Account Number Entry*

1. J.4 Dependency

*Employee Master*

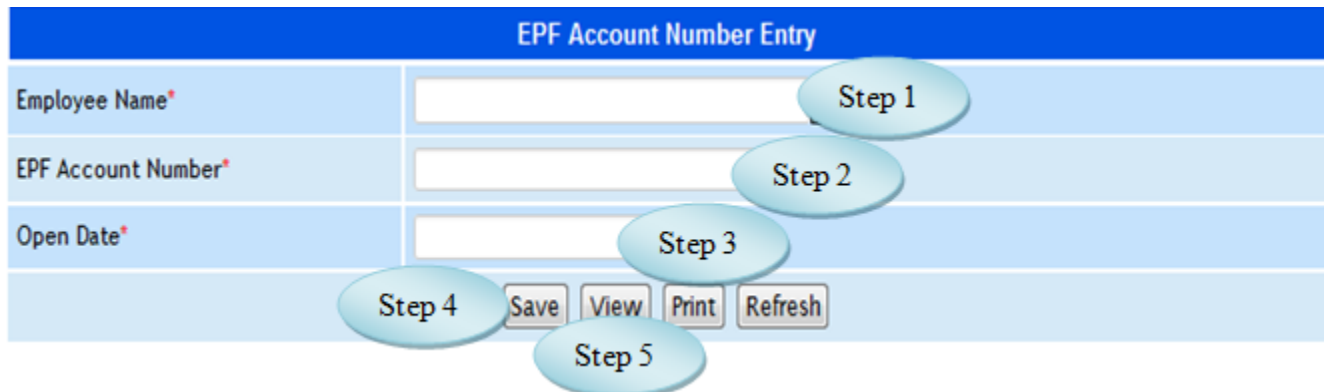


Figure 1. J.1

1. J.5 To make entry follow steps below

*Step1: Select the Employee Name from the list.*

*Step2: Enter ESI Account Number for the selected employee.*

*Step3: Select Open Date for the ESI Account.*

*Step4: Click “Save” button to complete the ESI Account Number Entry.*

*Step5: Click “View” button to view the ESI Account Number Entry.*

## 1. K. EPF Pension Account Close

1.K.1. Intended Audience

*HR Manager*

1.K.2 Usage

*This interface enables users to close the EPF Pension Account.*

1.K.3 Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> EPF Pension Account  
Close*

1.K.4 Dependency

*Employee Master*

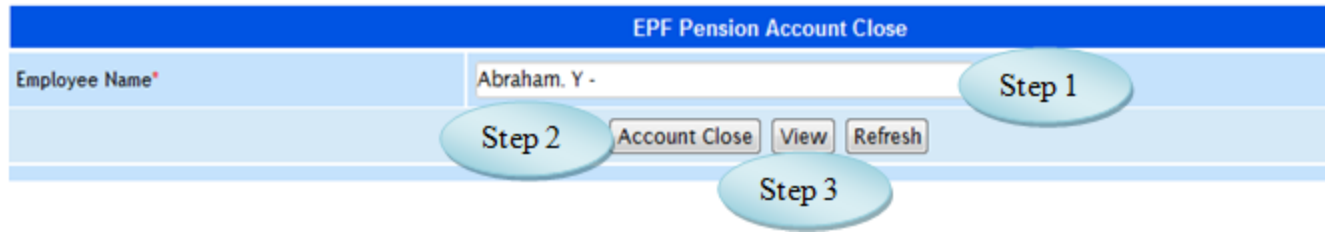


Figure 1.K.1

1.K.5 To make entry follow steps below

Step1: Select the Employee Name from the list.

Step2: Click “Account Close” button to close the account of EPF Pension.

Step3: Click “View” button to view the employees of EPF Pension Account Closed.

## 1. L.Bank Account No Entry

1.L.1. Intended Audience

*HR Manager*

1.L.2 Usage

*This interface enables users to create Employee Wise Bank Accounts.*

1.L.3 Menu Access

*Main Menu >> Workforce >> Master>> Workforce Masters >> Bank Account No Entry*

1.L.4 Dependency

*Bank Master, Employee Master*

1.L.5 To create Employee wise Bank Account no. follow steps below

Step1: Select the Office Salary Account from the list.

Step2: Select the Employee Salary Bank Name from the list.

Step3: Select the Employee Name from the list.

Step4: Enter Bank Account No. for the selected employee.

Step5: Select the Open Date for the Bank Accounts.

Step6: Click “Save” button to complete Employee Wise Bank Accounts.

Employee Wise Bank Accounts	
Office Salary Account Sub Head *	06750100007932 BOB <span>Step 1</span>
Employee Salary Bank Name *	Axis Bank-AXIS <span>Step 2</span>
Employee Name *	DOMINIC SAVIO <span>Step 3</span>
Bank Account No *	9283749 <span>Step 4</span>
Open Date*	01-10-2014 <span>Step 5</span>
<span>Step 6</span> <input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	

Figure 1.L.1

## 2. Payroll Masters

### 2. A. Pay Component Group

#### 2.A.1. Intended Audience

*HR Manager*

#### 2.A.2 Usage

*This interface enables users to create Pay Component Group.*

#### 2.A.3 Menu Access

*Main Menu >> Workforce >> Master>> Payroll Masters >> Pay Component Group*

#### 2.A.4 Dependency

*None*

Pay Component Group	
Pay Component Group Name*	Loss of Pay <span>Step 1</span>
Pay Component Group Short Name*	LOP <span>Step 2</span>
<span>Step 3</span> <input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	
<span>Step 4</span>	

Figure 2.A.1



2.A.5 To make entry follow steps below

Step1: Enter Pay Component Group Name.

Step2:Enter Pay Component Group Short Name.

Step3: Click “Save” button to complete the Pay Component Group.

Step4: Click “View” button to view the existing Pay Component Group.

2. B. Pay Component

2.B.1. Intended Audience

*HR Manager*

2.B.2 Usage

*This interface enables users to create Pay Component.*

2.B.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >> Pay Component Group*

2.B.4 Dependency

*None*

The screenshot shows a web form titled "Pay Component" with a blue header. The form contains five input fields and a row of buttons. Each field is annotated with a blue oval labeled "Step 1" through "Step 5". The fields and their values are: "Pay Component Name\*" with "Basic Pay" (Step 1), "Pay Component Short Name\*" with "Basic" (Step 2), "Pay Component Description\*" with "Basic Actual Pay" (Step 3), "Pay Component Group\*" with "All Earnings" (Step 4), and "Display Format\*" with "99,99,99,999.99" (Step 5). Below the fields is a row with three buttons: "Save" (Step 6), "View", and "Refresh".

Pay Component	
Pay Component Name*	Basic Pay (Step 1)
Pay Component Short Name*	Basic (Step 2)
Pay Component Description*	Basic Actual Pay (Step 3)
Pay Component Group*	All Earnings (Step 4)
Display Format*	99,99,99,999.99 (Step 5)
Step 6 Save View Refresh	

Figure 2.B.1

2. B.5 To make new entry follow steps below

Step1: Enter Pay Component Name required to create.

Step2: Enter Pay Component Short Name for the Pay Component.

Step3: Enter Pay Component Description.

Step4: Select the Pay Component Group from the list.

Step5: Enter Display Format to view as in Figure 2.B.1

Step6: Click “Save” button to complete Pay Component.

## 2. C. Pay Type

2.C.1. Intended Audience

*HR Manager*

2.C.2 Usage

*This interface enables users to create Pay Type.*

2.C.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >> Pay Type*

2.C.4 Dependency

*None*

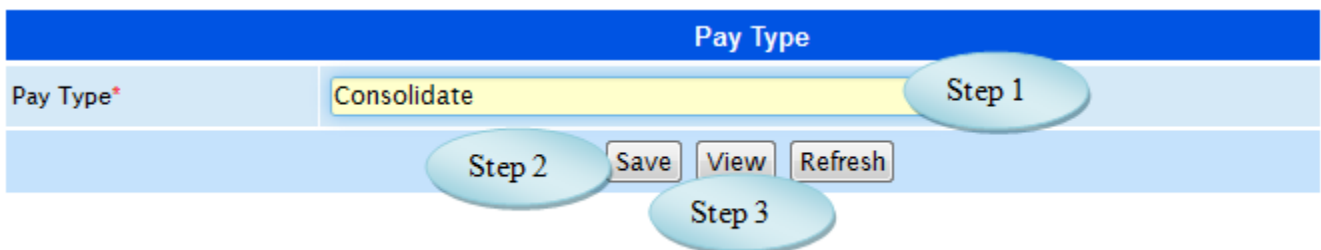


Figure 2.C.1

2.C.5 To make Pay Type follow steps below

Step1: Enter Pay Type required to create.

Step2: Click “Save” button to complete Pay Type.

Step3: Click “View” button to view and modify the Pay Type.

## 2. D. Pay Structure

2.D.1. Intended Audience

*HR Manager*

2.D.2 Usage

*This interface enables users to create Pay Structure.*

2.D.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >> Pay Structure*

2.D.4 Dependency

*Pay Type, Pay Component, Pay Component Group*

2.D.5 To make Pay Structure follow steps below

Step1: Enter Pay Name required to create.

Step2: Select Pay Type, Pay Component, Pay Component Group and Computation Method from the list.

Step3: Click “Save” button after entering all details required to complete Pay Structure.

Step4: Click “View” button to view and modify the Pay Structure details.

Pay Structure - Configuration	
Pay Name*	Regular Pay <span style="float: right;">Step 1</span>
Pay Type*	Regular <input type="text"/>
Pay Component*	HRA Percentage <input type="text"/>
Pay Component Group	All Earnings <input type="text"/> <span style="float: left;">Step 2</span>
Computation Method *	Calculate From Fixed Due <input type="text"/>
Processing Order *	10 <input type="text"/>
Display Order	0 <input type="text"/>
Display Format*	99.99 <input type="text"/>
Total Required	Yes <input type="text"/>
Applicable For All	Yes <input type="text"/>
Taxable	No <input type="text"/>
Round to Digits	2 <input type="text"/>
Pay Slip Side	<input type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Left Total <input type="radio"/> Right Total
Acquittance Row	2 <input type="text"/>

Step 3

Step 4

Figure 2.D.1

## 2. E. Office Wise Pay Structure

### 2.E.1. Intended Audience

*HR Manager*

### 2.E.2 Usage

*This interface enables users to assign Office Wise Pay Structure.*

### 2.E.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >>Office Wise Pay Structure*

### 2.E.4 Dependency

*Pay Structure*

### 2.E.5 To assign Pay Structure follow steps below

Step1: Select the Office from the list to which the Pay Structure is to be assign.

Step2: Select the Pay Structure by clicking the check box.

Step3: Click “Save” button to assign the Pay Structure for the selected office.

Step4: Click “View” button to view the assigned Pay Structure.

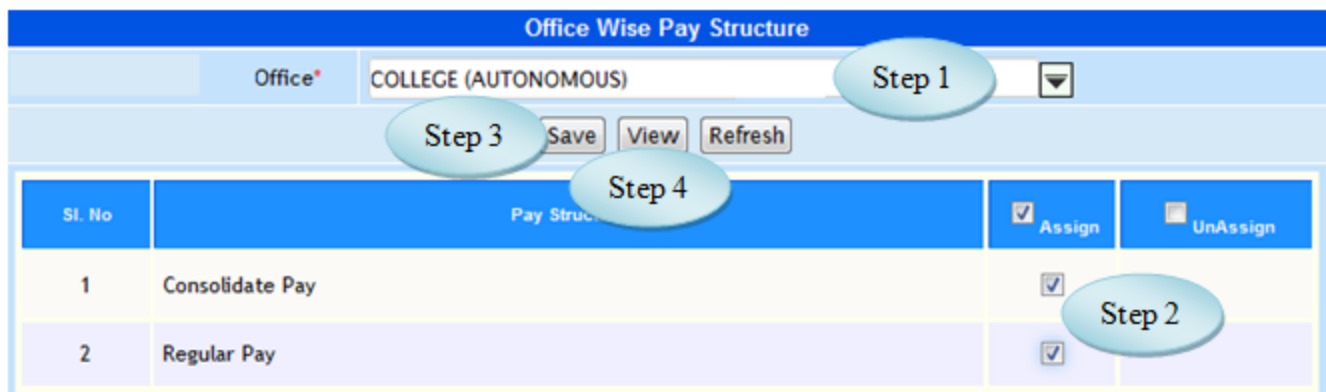


Figure 2.E.1

## 2. F. Employee Wise Pay Structure

### 2.F.1. Intended Audience

*HR Manager*

### 2.F.2 Usage

*This interface enables users to assign Employee Wise Pay Structure.*

### 2.F.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >>Employee Wise Pay Structure*

### 2.F.4 Dependency

*Pay Structure*

Employee Wise Pay Structure

Pay Structure\* Regular Pay  List All employees

Step 1

Step 3 Save View Refresh

Step 4 No.of Employees Selected: 579 / 906

Assign	Employee Code	Employee Name	Designation Name	Division Name
<input type="checkbox"/>	ade10	Admission Data Entry	Data Entry Staff	Admission Office
<input type="checkbox"/>	ADE12	Admission Data Entry	Data Entry Staff	Admission Office
<input type="checkbox"/>	ADE13	Admission Data Entry	Data Entry Staff	Admission Office
<input type="checkbox"/>	ADE14	Admission Data Entry	Data Entry Staff	Admission Office
<input type="checkbox"/>	ADE15	Admission Data Entry	Data Entry Staff	Admission Office
<input type="checkbox"/>	ADE16	Admission Data Entry	Data Entry Staff	Admission Office
<input type="checkbox"/>	ADE17	Admission Data Entry	Data Entry Staff	Admission Office

Step 2

Figure 2.F.1

2.F.5 To assign Pay Structure follow steps below

Step1: Select Pay Structure, list of employees would appear.

Step2: Select the employees by clicking check box.

Step3: Click “Save” button to assign the employees for the selected pay structure.

Step4: Click “View” button to view the employees assigned for the selected pay structure.

## 2. G. Employee Wise Pay Component

2.G.1. Intended Audience

*HR Manager*

2.G.2 Usage

*This interface enables users to assign Pay Component for employees.*

2.G.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >>Employee Wise Pay Component*

2.G.4 Dependency

*Pay Structure, Pay Component*

2.G.5 To assign Employee Wise Pay Component follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Component from the list.

(Employees list along with the Designation would appear)

Step3: Select the employees by clicking check box for the selected Pay Component.

Step4: Click “Save” button to complete Employee Wise Pay Component.

Step5: Click “View” button to view the employees assigned for the selected Pay Component.

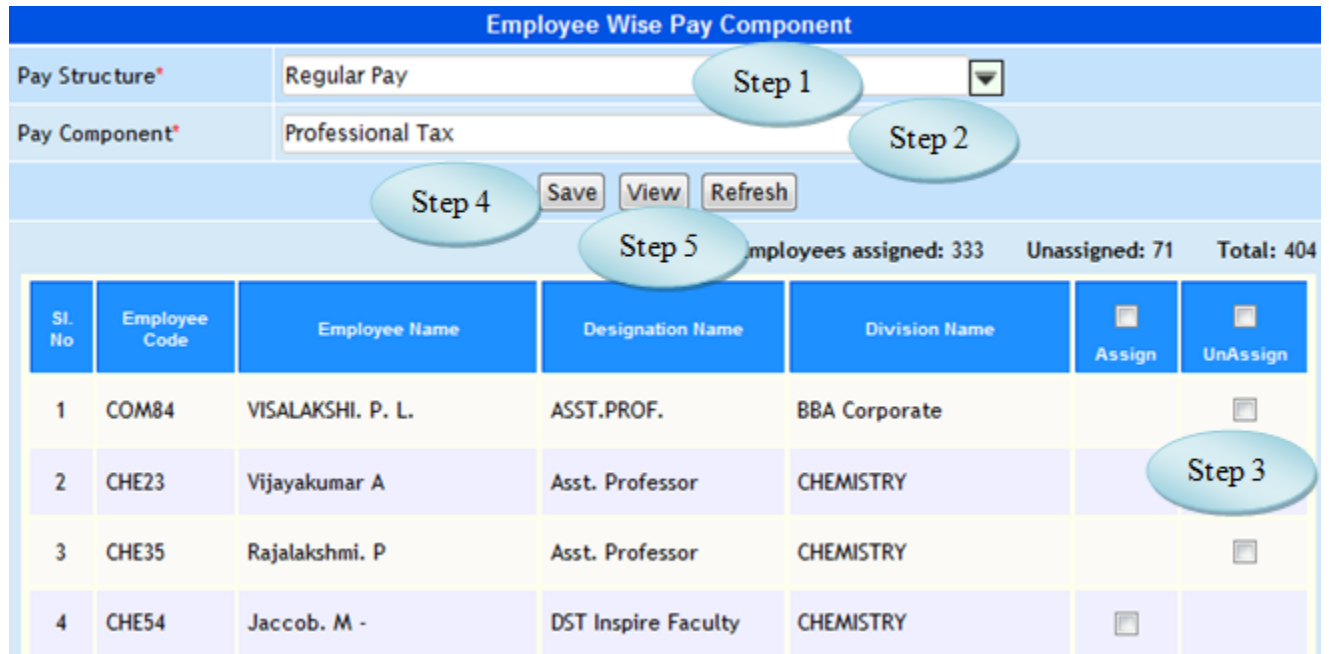


Figure 2.G.1

## 2. H. Pay Period

### 2.H.1. Intended Audience

*HR Manager*

### 2.H.2 Usage

*This interface enables users to assign create Pay Period.*

### 2.H.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >>Pay Period*

### 2.H.4 Dependency

*Pay Type*



2.H.5 To create Pay Period follow steps below

Step1: Select Pay Type from the list.

Step2: Enter Pay Period required to create.

Step3: Select From Date and To Date for processing the pay.

Step4: Click “Save” button to complete Pay Period.

Step5: Click “View” button to view the existing Pay Period as in Figure 2.H.2.

Figure 2.H.1

Pay Period View					
Sl. No	Pay Type	Pay Period	From Date	To Date	No.of Days
1	Regular	JANUARY 2015	01-Jan-2015	31-Jan-2015	31.0
2	Regular	DECEMBER 2014	01-Dec-2014	31-Dec-2014	31.0
3	Regular	NOVEMBER 2014	01-Nov-2014	30-Nov-2014	30.0
4	Regular	OCTOBER 2014	01-Oct-2014	31-Oct-2014	31.0
5	Regular	SEPTEMBER 2014	01-Sep-2014	30-Sep-2014	30.0
6	Regular	AUGUST 2014	01-Aug-2014	31-Aug-2014	31.0

Figure 2.H.2

## 2. I. Employee Wise Pay Ledger Link

### 2.I.1. Intended Audience

*HR Manager*

### 2.I.2 Usage

*This interface enables users to link Employee and Pay Ledger.*

### 2.I.3 Menu Access

*Main Menu >> Workforce >>Master>> Payroll Masters >>Employee Wise Pay Ledger Link*

### 2.I.4 Dependency

*Pay Structure, Pay Component, Employee Maser and Account Subhead*

### 2.I.5 To Link Employee Wise Pay Ledger follow steps below

Step1: Select the Pay Structure from the list.

Step2: Select the Pay Component from the list

Step3: Select the Employee Name from

Step4: Select the Ledger Name from the list to link with the employees.

Step5: Click “Save” button to complete the Employee Wise Pay Ledger Link.

The screenshot shows a web form titled "Employee Wise Pay Ledger Link". It contains four dropdown menus and three buttons. The fields are: "Pay Structure\*" with "Regular Staff" selected (Step 1), "Pay Component\*" with "EPF Basic" selected (Step 2), "Employee Name\*" with "Abdul Sukkur.M" selected (Step 3), and "Ledger Name\*" with "Advance for Expenses Abdul Sukkur" selected (Step 4). Below the form are "Save", "View", and "Refresh" buttons. Step 5 is annotated on the "Save" button, and Step 6 is annotated on the "View" button.

Employee Wise Pay Ledger Link	
Pay Structure*	Regular Staff <span>Step 1</span> <input type="button" value="v"/>
Pay Component*	EPF Basic <span>Step 2</span> <input type="button" value="v"/>
Employee Name*	Abdul Sukkur.M <span>Step 3</span> <input type="button" value="v"/>
Ledger Name*	Advance for Expenses Abdul Sukkur <span>Step 4</span>
<span>Step 5</span> <input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/> <span>Step 6</span>	

Figure 2.I.2

## II Transactions

### 3. Multiple Employees Fixed Amount Entry

3.1. Intended Audience

*HR Manager*

3.2. Usage

*This interface enables the users to enter Fixed Amount Entry for multiple employees.*

3.3. Menu Access

*Main Menu >> Workforce >> Transaction >> Multiple Employees Fixed Amount Entry*

3.4. Dependency

*Pay Structure, Pay Component*

Fixed Due Entry - Multiple Employees

Pay Structure-Pay Component Step 1

List All Office Employees Step 2

Regular Pay - Special Pay Full ▼

USE TAB Key for Save

Sl. No	Code	A/c. Number	Employee Name	Designation	Division	Date of Birth	Existing Value	New value	Status
1	000ii	12975	Mariyan. R -	OA	SELF SUPPORTING OFF.	24-May-1968	0	<input style="width: 50px;" type="text" value="0.00"/>	
2	002	19664	Anitha Elavarasi. M -	Receptionist	L I F E - DEPT	23-Jan-1986	10000.00	<input style="width: 50px;" type="text" value="0.00"/>	
3	00487	00487	PROF.WILSON.S	GARDEN INCHARGE	OFFICE - SHIFT 1	01-Jan-1960	25000.00	<input style="width: 50px;" type="text" value="0.00"/>	
4	00744	00744	SWAMIKANNU	Attender	OFFICE - SHIFT 1	01-Jan-1960	10500.00	<input style="width: 50px;" type="text" value="0.00"/>	
5	02172	02172	A.Michael (Retd.,) -	RETIRED STAFF	SELF SUPPORTING OFF.	01-Jan-1980	9000.00	<input style="width: 50px;" type="text" value="0.00"/>	

Figure 3.1

4.5 To make entry follow steps below

Step1: Select Pay Component from the list.

Step2: Select List All Office Employees by clicking check box, employees from all offices along the Employee Code, Designation, Division and existing value would appear for the selected Pay Component as in Figure 3.1.

Step3: Enter the New Value and use Tab Key for Save.

#### 4. Employee Wise Fixed Amount Approval

4.1. Intended Audience

*HR Manager*

4.2. Usage

*This interface enables user to Approve Multiple Employees Fixed Amount.*

4.3. Menu Access

*Main Menu >> Workforce >> Transaction >> Employee Wise Fixed Amount Approval*

4.4. Dependency

*Multiple Employees Fixed Amount Entry*

✓	Sl. No.	Code	A/c. Number	Division	Employee Name	Designation	Date of Birth	Date of Join	Amount
✓	1	000ii	12975	SELF SUPPORTING OFF.	Mariyan, R -	OA	24-May-1968	01-Feb-2014	200.00
Total									200.00

Figure 4.1

4.5 To Approve Employee Wise Multiple Employee follow steps below

Step1: Select the Pay Component from the list.

(Employees list would appear those who entered new value for the selected Pay Component)

Step2: Select the Employees by clicking check box.

Step3: Click “Approve” button to approve the amount entered for the selected Pay Component.

## **5. Employee Wise Dynamic Amount Entry**

5.1 Intended Audience

*HR Manager*

5.2 Usage

*This interface enables users to enter Dynamic Amount Employee Wise.*

5.3 Menu Access

*Main Menu >> Workforce >> Transaction >> Employee Wise Dynamic Amount Entry*

5.4 Dependency

*Pay Structure, Pay Component*

5.5 To make entry follow steps below

Step1: Select Pay Component from the list.

Step2: Select the Due Date, date should be within the pay period.

Step3: Select List All Office Employees by clicking check box, employees from all offices would appear.

Step4: Enter the New Value for the selected Pay Component and use Tab Key for Save.

Sl. No	Code	A/c. Number	Employee Name	Designation	Division	Date Of Birth	Existing Value	New Value
1	000ii	12975	Mariyan. R -	OA	SELF SUPPORTING OFF.	24-May-1968	0.00	0.00
2	002	19664	Anitha Elavarasi. M -	Receptionist	L I F E - DEPT	23-Jan-1986	0.00	
3	00487	00487	PROF. WILSON. S	GARDEN INCHARGE	OFFICE - SHIFT 1	01-Jan-1960	0.00	0.00
4	00744	00744	SWAMIKANNU	Attender	OFFICE - SHIFT 1	01-Jan-1960	3000.00	0.00
5	02172	02172	A.Michael (Retd.,) -	RETIRED STAFF	SELF SUPPORTING OFF.	01-Jan-1980	0.00	0.00
6	03241	03241	Anthony. R	OA	MAINTENANCE	31-Jul-1954	2000.00	0.00

Figure 5.1

## 6. Employeewise Dynamic Amount Approval

### 6.1 Intended Audience

*HR Manager*

### 6.2 Usage

*This interface enables user to Approve Employeewise Dynamic Amount.*

### 6.3 Menu Access

*Main Menu >> Workforce >> Transaction >> Employee Wise Dynamic Amount Approval*

### 6.4 Dependency

*Employeewise Dynamic Amount Entry*

### 6.5 To Approve Employeewise Dynamic Amount follow steps below

Step1: Select Pay Component from the list to which Dynamic Amount entered.

(Employees waiting for Approval would appear)

Step2: Select the employees by clicking check box.

Step3: Click “Approve” button to approve the Employeewise Dynamic Amount.

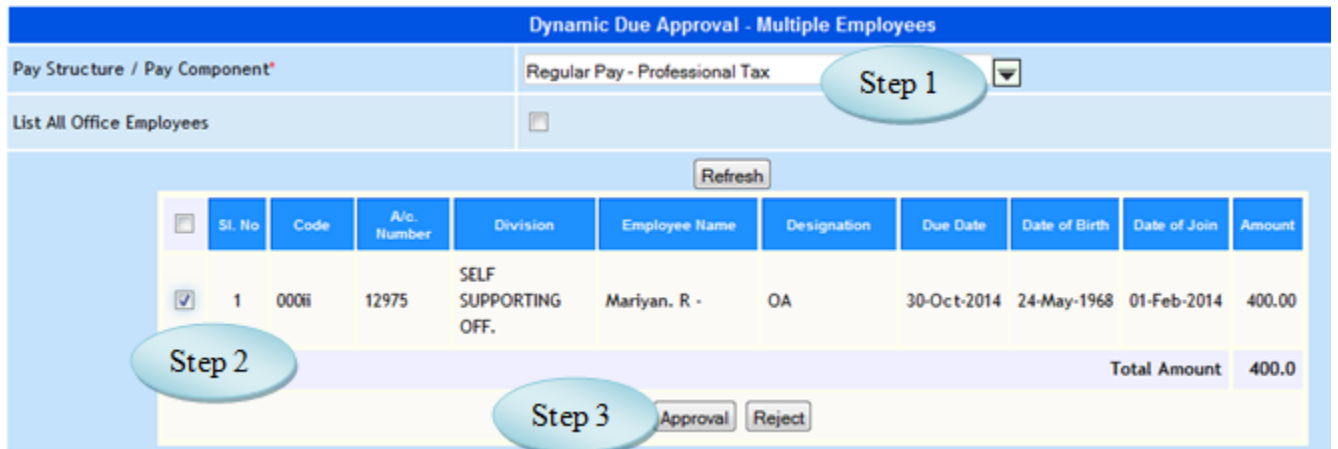


Figure 6.1

## 7. Automatic Periodic Due Posting

### 7.1. Intended Audience

*HR Manager*

### 7.2. Usage

*This interface enables users to post Automatic Periodic Due.*

### 7.3. Menu Access

*Main Menu >> Workforce >> Transactions >> Automatic Periodic Due Posting*

### 7.4. Dependency

*Pay Structure, Pay Component, Employee Master*

**Automatic Periodic Due Posting**

Pay Structure*	Regular Pay <span style="float: right;">Step 1</span>
Pay Component*	Income Tax <span style="float: right;">Step 2</span>
Employee Name*	Nidhya. B - <span style="float: right;">Step 3</span>
<input type="button" value="Save"/> <input type="button" value="Refresh"/>	

Step 12

Due Months\*

<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> April	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> June
<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> November	<input checked="" type="checkbox"/> December

[All Months](#) Step 4 [If yearly](#) [Odd](#) [Even](#) [Clear All](#)

Reference Number	34545 <span style="float: right;">Step 5</span>
Remarks	Automatic Due - Nithya from Oct 2014 <span style="float: right;">Step 6</span>
Is recurring due	<input type="checkbox"/>
Total Due Amount*	5000 <span style="float: right;">Step 7</span>
Number of Dues*	5 <span style="float: right;">Step 8</span>
Current Due Number*	2 <span style="float: right;">Step 9</span>
First / Next Due Date*	29-10-2014 <span style="float: right;">Step 10</span>
Due Amount	1000
Amount Collected so far	0 <span style="float: right;">Step 11</span>

Due No.	Due Date	Due Amount	Total Sum
2	29-Oct-2014	1000.0	2000.0
3	29-Nov-2014	1000.0	3000.0
4	29-Dec-2014	1000.0	4000.0
5	29-Jan-2015	1000.0	5000.0

Figure 7.1



7.5 To make entry on Automatic Periodic Due Posting follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Component from the list.

Step3: Select Employee Name from the list whose have periodic Due.

Step4: Select Due Months Option as in Figure 6.1

Step5: Enter Reference Number for the selected employee.

Step6: Enter Remarks for Automatic periodic Due Posting if required.

Step7: Enter Total Due Amount.

Step8: Enter Number of Dues.

Step9: Enter Current Due Amount.

Step10: Enter Next Due Date.

Step11: Enter Amount Collected so far.

Step12: Click “Save” button to complete the Automatic Periodic Due Posting.

(Due Amount will be calculated automatically)

## 8. LOP Days

8.1. Intended Audience

*HR Manager*

8.2. Usage

*This interface enables users to enter LOP Days.*

8.3. Menu Access

*Main Menu >> Workforce >> Transactions >> LOP Days*

8.4. Dependency

*Pay Structure, Pay Period, Division, Employee Category*

8.5 To make LOP Entry follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list.

Step3: Select Division and Employee Category from the list.

( You will have the list of employees for the selected Division and Employee Category as in Figure 8.1)

Step4: Enter LOP Days and Use Tab key for Save.

Step5: Click “x” to delete the LOP days.

**Loss of Pay - Entry**

Pay Structure\* Regular Pay **Step 1**

List All Office

Pay Period\* JANUARY 2015[2015-01-01-2015-01-31] **Step 2**

Division\* CHEMISTRY **Step 3**

Employee Category\* All Category

Refresh

Use TAB key for SAVE

Sl. No	Code	A/c. Number	Name	Designation	Eligible Days	Loss of Pay Days
1	CHE23	13009	Vijayakumar A	Asst. Professor		3 X <b>Step 4</b>
2	CHE35	14018	Rajalakshmi. P	Asst. Professor	31	0 X
3	CHE54	17843	Jacob. M	DST Inspire Faculty	31	

**Step 5**

Figure 8.1

## 9. Stop Salary

### 9.1. Intended Audience

*HR Manager*

### 9.2. Usage

*This interface enables user to stop the Salary from the particular date.*

### 9.3. Menu Access

*Main Menu >> Workforce >> Transactions >> Stop Salary*

### 9.4. Dependency

*Employee Master, Stop Salary Type*

The screenshot shows the 'Employee Stop Salary' form with the following fields and values:

Employee Stop Salary	
Employee Name*	Admission Team - Aravindan S
Current Salary Office	COLLEGE (AUTONOMOUS)
Stop Date*	01-10-2014
Stop Salary Type*	Resigned
Save View Refresh	

Five blue oval callouts labeled 'Step 1' through 'Step 5' are overlaid on the form:

- Step 1: Employee Name\*
- Step 2: Current Salary Office
- Step 3: Stop Date\*
- Step 4: Stop Salary Type\*
- Step 5: Save button

Figure 9.1

### 9.5 To make Stop Salary follow steps below

Step1: Select the Employee Name whose Salary to be stopped.

Step2: Current Salary Office will be displayed automatically for the selected employee.

Step3: Select the Stop Date for the selected employee to stop the salary.

Step4: Select Stop Salary Type from the list.

Step 5: Click “Save” button to complete Stop Salary.

Step6: Click “View” button to view the Stop Salary employees as in Figure 9.2.

Employee Stop Salary						
Sl. No.	Employee Code	Employee Name	Designation Name	Division	Stop Date	Stop Salary Type
1	ECO48	Diana Josephine -	Asst. Professor	TEMPORARY STAFF	20-Nov-2013	Resigned
2	Com028	Justin Rayappa. J -	Asst. Professor	COMMERCE	13-Mar-2014	Resigned

Figure 9.2

## 10. Employee Rejoin

### 10.1. Intended Audience

*HR Manager*

### 10.2. Usage

*This interface enables users to Rejoin the Employees.*

### 10.3. Menu Access

*Main Menu >> Workforce >> Transactions >> Employee Rejoin*

### 10.4. Dependency

*Stop Salary*

### 10.5. To Rejoin the Employees follow steps below

Step1: Select the Employee Name those who Rejoin.

Step2: Rejoining Office & Current Status will be displayed automatically for the selected employee.

Step3: Select the Rejoin Date.

Step4: Click “Save” button to complete Employee Rejoin.

Step5: Click “View” button to view the Rejoin Employee.

Employee Rejoin	
Employee Name*	Navamani, A - <input type="checkbox"/> <span>Step 1</span>
Re-Joining Office & Current Status	COLLEGE (AUTONOMOUS)   Resign <span>Step 2</span>
Rejoin Date*	30-10-2014 <span>Step 3</span>
In Experience Calculation exclude the duration of absence?*	<input type="checkbox"/> <span>Step 5</span>
<span>Step 4</span> <input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>	

Figure 10.1

## 11. Payroll Process

### 11.1. Intended Audience

*HR Manager*

### 11.2. Usage

*This interface enables user to Process Payroll.*

### 11.3. Menu Access

*Main Menu >> Workforce >> Transactions >> Payroll Process*

### 11.4. Dependency

*Fixed Entry Approval, Dynamic Entry Approval*

### 11.5. To Process Payroll follow steps below

Step1: Select Salary Office and Posting Office from the list.

Step2: Select Pay Structure and Pay Period from the list.

Step3: Select Employee Category from the list.

(Employees list would appear)

Step4: Click “Load Employees” button to load employees.

Step5: Select the employees by clicking the check box.

Step6: Click “Process Pay” button to Process Payroll.

Step7: Click “Delete Pay” button to delete the Pay.

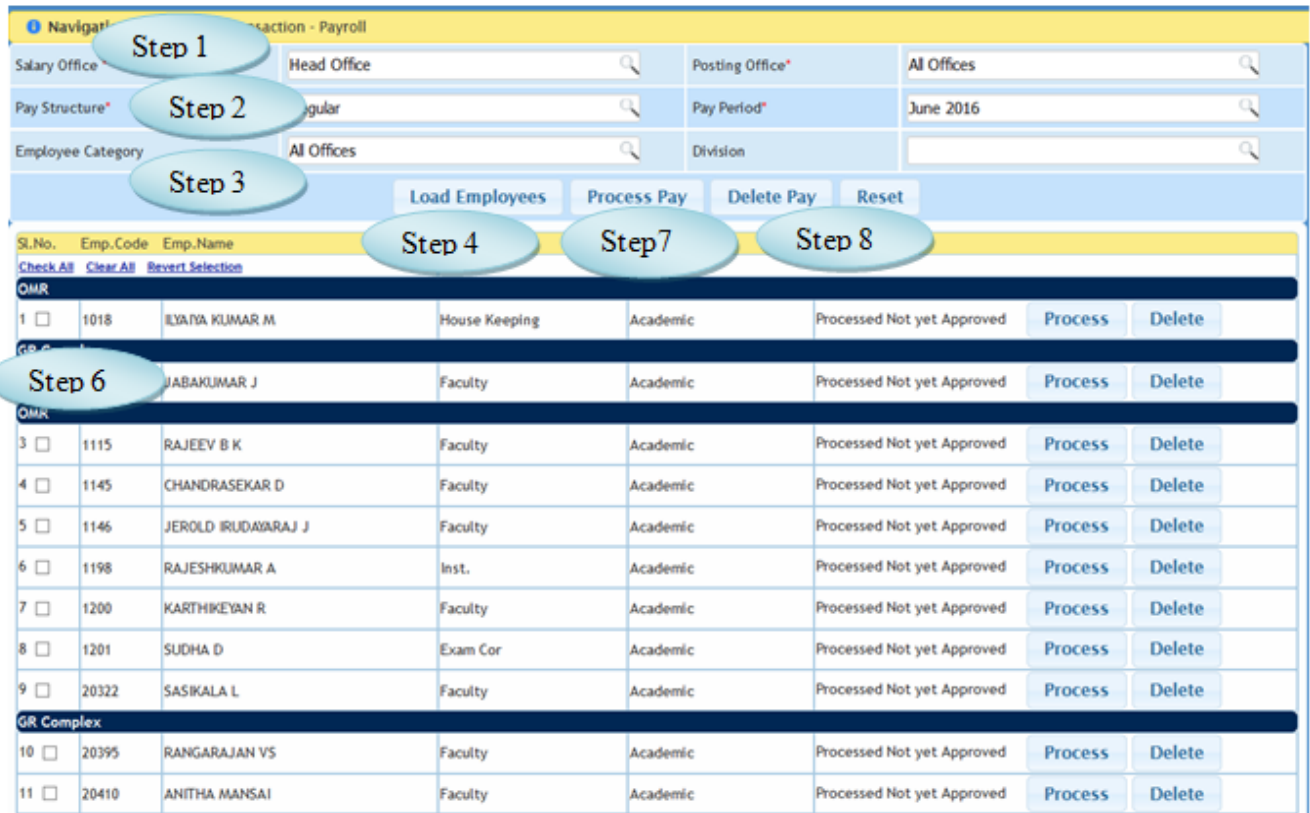


Figure 11.1

## 12. Payroll Approval

### 12.1. Intended Audience

*HR Manager*

### 12.2. Usage

*This interface enables users to Approve Payroll Process.*

### 12.3. Menu Access

*Main Menu >> Workforce >> Transactions >> Payroll Approval*

### 12.4 Dependency

*Payroll Process*

12.5 To Approve Payroll follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list.

Step3: Select Employee Category, list of Payroll processed employees would appear.

Step4: Select the employees by clicking check box.

Step5: Click “Approve” button to Approve Payroll.

The screenshot displays the 'Payroll Approval' interface. At the top, there are three dropdown menus: 'Pay Structure\*' (set to 'Regular Pay'), 'Pay Period\*' (set to 'DECEMBER 2012'), and 'Employee Category\*' (set to 'Teaching'). Below these are three buttons: 'Approve', 'Cancel Pay', and 'Refresh'. A table below lists employees with columns for 'Sl. No.', 'Code', 'A/c. Number', 'Name', 'Designation', and 'Payroll Process - Status'. The table contains four rows of data, all with a status of 'Approved'. A section header 'COMMERCE' is visible above the last two rows. Callouts labeled 'Step 1' through 'Step 5' are overlaid on the interface to indicate the sequence of actions: Step 1 points to the Pay Structure dropdown, Step 2 to the Pay Period dropdown, Step 3 to the Employee Category dropdown, Step 4 to the checkbox in the first row of the table, and Step 5 to the Approve button.

Sl. No.	Employee			Designation	Payroll Process - Status
	Code	A/c. Number	Name		
1	CHE23	13009	Vijayakumar A	Asst. Prof.	Approved
2	CHE35	14018	Rajalakshmi. P	Asst. Prof.	Approved
COMMERCE					
3	COM40	11880	Josephine Sangitha -	Asst. Prof.	Approved
4	COM85	16860	RAJESWARI. M	ASST.PROF.	Approved

Figure 12.1

## 13. IT Computation

### 13.1. Intended Audience

*HR Manager*

### 13.2. Usage

*This interface is used to compute Income Tax (IT).*

### 13.3. Menu Access

*Main Menu >> Workforce >> Transactions >> IT Computation*

### 13.4. Dependency

*Payroll Process*

### 13.5 To make entry on IT computations, follow steps below

Step1: Select Financial Year for IT Computation.

Step2: By default Pay Period From and To Date will display.

Step3: Select Employee Name from the list.

Step4: Click “Go” button, display all the fields for computing IT along with the employee Designation, Department and Pan No. etc.

Step 5: Enter Earnings and Deduction for the required fields as in Figure 13.1, 13.2 and 13.3

Step6: Click “Compute IT” button for computation of Income Tax.

Step7: Total Tax Payable will be calculated automatically as in Figure 13.3.(No. 16)

Step8: Click “Save IT” button to complete the process of IT Computation.



COMPUTATION OF INCOME TAX			
Choose Financial Year:	2013-2014	Step 1	
Pay Period From	04-2013	To	28-02-2014
Employee Name	Vijayakumar A	Go	Compute IT Save IT Step 8
Step 3		Step 6	
Vijayakumar A	Designation :	Asst. Professor	
Department :	CHEMISTRY	PAN No.	AKBPV5757E
SALARY INCOME :		INCOME TAX ALREADY COMPUTED	
a. Salary		Rs.	313663.0
b. Exam Remuneration		Rs.	5806.00
c. Remuneration received from other institutes		Rs.	0.00
d. Pay revision and arrears		Rs.	22562.00
1. Total		Rs.	368743.00
a. Transport Allowance	Rs.	0.00	
b. Research Allowance	Rs.	0.00	
2. Less : Exemption (Total of Transport and Research Allowance) [a+b]		Rs.	0.00
3. Gross Salary (1 - 2)		Rs.	368743.00

Figure 13.1

4. Less : House rent Allowance U/s 10(13A)		
	Actual rent paid (Rs. )	Rs. 72000.00
	10% of salary (Basic Pay + GP + DA	Rs. 28931.0
	a. Rent paid in excess of 10% of salary if	Rs. 40617.00
	b. HRA Received	Rs. 19396.0
	c. 50% of salary (Pay + GP + DA)	Rs. 144655.0
5. Net Salary (3 - Least of 4a, b, or c)		Rs. 347578.00
6. Less : Deduction U/s. 16(iii) Professional Tax		Rs. 2190.0
7. Net Salary (5 - 6)		Rs. 345388.00
8. Deduction U/s. 24 (Interest paid on Housing Loan) (Max.150000)		Rs. 0.00
9. Balance (7 - 8)		Rs. 345388.00
10. a) Deduction Under Chapter VIA: U/s. 80D Mediclaim Policy (Max.15000)		Rs. 0.00
b) U/s. 80CCF Infrastructure Bonds (Max.20000)		Rs. 0.00
c) U/s. 80G : One day salary for Thane Cyclone		Rs. 0.00
c) U/s. 80U :Physically challenged Persons		Rs. 0.00

Figure 13.2

11. Gross Taxable Income (9 - 10)		Rs.	345388.00
12. Less : Chapter VI A U/s. 80C			
	Provident Fund	Rs.	26321.0
	LIC Premium	Rs.	48180.00
	Public Provident Fund / Postal	Rs.	0.00
	NSC Principal / FD	Rs.	0.00
	HB Loan Principal	Rs.	0.00
	Tuition Fee	Rs.	0.00
Total Deduction under section 80C (Max. 1,00,000/-)		Rs.	77443.00
13. Taxable Income (11 - 12)		Rs.	267940.00
Less: Tax Exemption		Rs.	2000
14. Tax on Income		Rs.	4794.00
15. Add: Education Cess 3%		Rs.	144.00
Less: Tax deducted at source		Rs.	4938.00
16. Total Tax Payable (14 +15)		Rs.	4938.00

Step 7

Figure 13.3

**14. IT Posting**

14.1. Intended Audience

*HR Manager*

14.2. Usage

*This interface enables users to post Income Tax.*

14.3. Menu Access

*Main Menu >> Workforce >> Transactions >> IT Posting*

14.4. Dependency

*IT Computation*

**Income Tax Posting**

Concern Financial Year     Concern Month    Step 1

Financial Year:     Step 2

Pay Component:     Step 3

Sl. No	Code	Employee Name	Designation	Division	Taxable Income (Rs.)	Tax Amount (Rs.)	Amount Collected (Rs.)	Tax Paid (Rs.)
1 <input type="checkbox"/>	0RH05	Antonyamy. S	Asst. Professor	OUTREACH DEPT - A.P. 1	288310.00	7036.0	7036.00	<input type="text" value="0.0"/>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; display: inline-block;">Step 4</span> 2 <input checked="" type="checkbox"/>	43	Joseph Sandhanam. N.C	SENIOR ACCOUNTANT	OFFICE - SHIFT 1	225250.00	541.0	541.00	<input type="text" value="0.0"/>
3 <input type="checkbox"/>	12899	Rubert Jebastin Joy	SYSTEM ADMINISTRATOR	COMPUTER ACADEMY	237820.00	1835.0	1835.00	<input type="text" value="0.0"/>
4 <input type="checkbox"/>	13382	Peter Wenisch. S	SYSTEM ADMINISTRATOR	COMPUTER ACADEMY	223650.00	376.0	376.00	<input type="text" value="0.0"/>
<b>Total Amount Paid (Rs.)</b>								<input type="text" value="0.00"/>

Step 5

Figure 14.1

14.5. To Post Income Tax, follow these steps,

Step1: Select the Option “Concern Financial Year” or “Concern Month” by radio button.

Step2: Select the Financial Year for Income Tax Posting.

Step3: Select Pay Component from the list.

(Employees list would appear along with the Tax amount)

Step4: Select the employees by clicking check box.

Step5: Click “Save” button to complete the IT Posting.

## 15. Form 16 Generation

### 15.1. Intended Audience

*HR Manager*

### 15.2. Usage

*This interface is used to generate Form 16.*

### 15.3. Menu Access

*Main Menu >> Workforce >> Transactions >> Form 16 Generation*

### 15.4. Dependency

*IT Computation*

Sl. No	Code	Employee Name	Designation	Division	Taxable Income (Rs.)	Already Paid Amount (Rs.)	Tax Paid (Rs.)
1	CHE35	Rajalakshmi. P	Asst. Professor	CHEMISTRY	477250.00	0	26497.0
<b>Total Amount Paid (Rs.)</b>							<b>26497</b>

Figure 15.1

### 15.5 To generate Form 16, follow steps below

Step1: Select Financial Year for the process of Form 16.

Step2: Select Quarter from the list.

Step3: Click “Go” button, IT computed employees would appear.

Step4: Enter **BSR Code of the Bank Branch** and **Challan Serial Number**.

Step5: Select the employees for processing Form 16.

Step6: Click “Save” button to complete Form 16 Generation.

## 16. LOP Entry Using Attendance

### 16.1. Intended Audience

*HR Manager*

### 16.2. Usage

*This interface is used in the process of LOP Calculation Using Attendance.*

### 16.3. Menu Access

*Main Menu >> Workforce >> Transactions >> LOP Entry Using Attendance*

### 16.4. Dependency

*Biometric Attendance*

Loss of Pay - Attendance Entry

Pay Structure*	Regular <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">Step 1</span> ▼
List All Office	<input type="checkbox"/>
Pay Period*	June 2016[2016-06-01-2016-06-30] <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">Step 2</span>
Division*	Marketing ▼
Employee Category*	Teaching ▼ <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">Step 3</span>

Use TAB key for SAVE

S.No	Code	A/c. Number	Name	Designation	Eligible Days	Loss of Pay Days
1	20472		NARESH M	Marketing Executive	28	0 <span style="color: red; font-weight: bold;">X</span>
2	20487		BALAMURUGAN M	Marketing Executive	23	0 <span style="color: red; font-weight: bold;">X</span>
3	20470		SUNIL KUMAR R	MARKETING MANAGER	30	0 <span style="color: red; font-weight: bold;">X</span>

Step 4

Figure 16.1

16.5 To Calculate LOP from Biometric Attendance, follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list.

Step3: Select Division and Employee Category from the list.

( The Employees details would appear along with the Eligibility days for the selected fields)

Step4: if required modify the Loss of Pay Days.

Step5: Use TAB Key for SAVE.

Step6: Click “Save” button to complete TDS Receipt Number updation.

### III Reports

#### 17 . List of Employees

17.1. Intended Audience

*All Users*

17.2. Usage

*This interface enables users to view List of Employees.*

17.3. Menu Access

*Main Menu >> Workforce >> Reports >> List of Employees*

17.4. Dependency

*Employee Details, Category wise Employees*

**List of Employees**

<b>Division*</b>	All Division <input type="button" value="v"/>
<b>Employee Category*</b>	All Employee Category <input type="button" value="v"/>
<b>Course Type*</b>	All Course Type <input type="button" value="v"/>
<b>Gender*</b>	All Gender <input type="button" value="v"/>
<b>Religion*</b>	All Religion <input type="button" value="v"/>
<b>Community*</b>	All Community <input type="button" value="v"/>
<b>Office Category*</b>	All Office Category <input type="button" value="v"/>
<input type="button" value="Generate"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Refresh"/>	

**Employee's**

Sl. No	Name	Code	Designation	DOB	DOJ	Blood Group
Division Name: RACE - DEPT						
1	Richard. M.P.	15750	COORDINATOR	13-Mar-1978	01-Aug-2014	
2	Robert Selvam	12657	Asst. Professor	17-Apr-1979	16-Jun-2004	O+
3	William Tarchies. C	15327	RC	12-May-1984	05-Jun-2009	Not Provided
4	Yesu. J	16173	OA	30-May-1974	24-Jun-2000	Not Provided
Division Name: REACHOUT CAFE						
5	Jayaseelan. K	SEL320	Cashier	15-Jan-1974	01-Sep-2014	
6	Jayaseelan. P	SEL322	Manager	29-May-1987	01-Sep-2014	

Figure 17.1

17.5 To view List of Employees, follow steps below

- Step1: Select Division, Employee and Category, Course Type from the list.
- Step2: Select Gender, Religion and Community from the list.
- Step3: Select Office Category from the list.
- Step4: Click “Generate” button to view the details of List of Employees.



## 18. Acquittance Roll – A4

### 18.1. Intended Audience

*All Users*

### 18.2. Usage

*This interface is used to view Acquittance Roll – A4 report.*

### 18.3. Menu Access

*Main Menu >> Workforce >> Reports >> Acquittance Roll – A4*

### 18.4. Dependency

*Payroll Process*

Acquittance Roll - A4			
COLLEGE (AUTONOMOUS)			
Pay Structure*	Regular Pay	Pay Period*	AUGUST 2014
Employee Category*	All Employee Category	Division*	((SSC) VIS.COMM.)
Records in First Page	: 2	Records in Other Page	: 3
		Generate	Print Refresh
1. Month & Year	: AUGUST 2014		
Basic	:	16,690.00	
Gr. Pay	:	4,500.00	
Spl Pay	:	0.00	
DA	:	10,595.00	NET
HRA	:	5,298.00	Mgmt. PF
CCA	:	1,060.00	Mgmt Cont. ESI
Med. Allow.	:	0.00	Add. PF Cont.
OTHER AL.	:	0.00	
Assoc.	:	0.00	
Fest. Adv.	:	0.00	
			27,237.00
			780.00
			0.00
			0.00

Figure 18.1

### 18.5 To view Acquittance Roll – A4 follow these steps,

Step1: Select Pay Structure from the list.

Step2: Pay Period from the list.

Step3: Select Employee Category from the list.

Step4: Select Division from the list.

Step5: Click “Generate” button to view the Acquittance Roll – A4 Report.

## **19. Acquittance Roll - Lengthy**

### 19.1. Intended Audience

*All Users*

### 19.2. Usage

*This interface is used to view Acquittance Roll – Lengthy report.*

### 19.3. Menu Access

*Main Menu >> Workforce >> Reports >> Acquittance Roll – Lengthy*

### 19.4. Dependency

*Payroll Process*

### 19.5 To view Acquittance Roll – Lengthy follow these steps,

Step1: Select Pay Structure from the list.

Step2: Pay Period from the list.

Step3: Select Employee Category from the list.

Step4: Select Division from the list.

Step5: Click “Generate” button to view the Acquittance Roll – Lengthy Report.

Acquittance Roll-Lengthy						
COLLEGE (AUTONOMOUS)						
Pay Structure*	Regular Pay <b>Step 1</b>			Pay Period*	SEPTEMBER 2013 <b>Step 2</b>	
Employee Category*	All Employee Category <b>Step 3</b>			Division*	All Division <b>Step 4</b>	
With Line : <input type="checkbox"/>						
<b>Step 5</b> <input type="button" value="Generate"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>						
Division : (SSC) FRENCH						
Division : (SSC) M.L.T						
Month & Year	: SEPTEMBER 2013			Date of Inc.	:	
Code	: ZOO17			Scale of Pay	: Regular	
Name	: ROBERT SELVAM.D			Pan Card No.	: AZUPR4002N	
Designation	: Asst. Professor			Bank A/C No.	: 12657	
DOJ	:			EPF A/C No.	: 82	
DOB	: 17-Apr-1979					
Posting Office	: (AUTONOMOUS) SHIFT II					
Basic	:	13,576.00	CCA	:	366.00	NET : 21,279.00
Gr. Pay	:	3,660.00	Med. Allow.	:	61.00	Mgmt. PF : 3,123.00
Spl Pay	:	0.00	OTHER AL.	:	0.00	Mgmt Cont. ESI : 0.00
DA	:	8,790.00	Assoc.	:	0.00	Add. PF Cont. : 0.00
HRA	:	1,769.00	Fest. Adv.	:	0.00	

Figure 19.1

## 20. Automatic Periodic Due Detailed View

### 20.1. Intended Audience

*All Users*

### 20.2. Usage

*This interface enables users to view Automatic Periodic Due Detailed report.*

### 20.3. Menu Access

*Main Menu >> Workforce>> Reports >> Automatic Periodic Due Detailed View*

### 20.4. Dependency

*Automatic Periodic Due Raising*

20.5 To view Automatic Periodic Due Detailed report, follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list.

Step3: Select Pay Component Name from the list.

(Employees list for the selected Pay component would appear as in Figure 20.1)

Automatic Due Detailed View					
Pay Structure Name*		Regular Pay		Step 1	
Pay Period*		2014-10-01 - 2014-10-01		Step 2	
Pay Component Name		Professional Tax		Step 3	
Sl. No	Account Number	Employee Code	Employee Name	Due Amount	Amount Processed
1		06871	Joseph. A	0.00	350.00
2		08296	Emelda Rani. S	0.00	550.00
3		000ii	Mariyan. R	0.00	500.00
4		002	Anitha Elavarasi. M	0.00	400.00
				<b>Total:</b>	<b>1,800.00</b>

Figure 20.1

## 21. Employeewise Dynamic Amount Report

### 21.1. Intended Audience

*All Users*

### 21.2. Usage

*This interface enables users to view Employeewise Dynamic Amount Report.*

### 21.3. Menu Access

*Main Menu >> Workforce>> Reports>> Employeewise Dynamic Amount Report*

### 21.4. Dependency

*Employeewise Dynamic Amount Approval*

Employee Wise Dynamic Amount - Report							
Pay Structure / Pay Component*		Regular Pay - Professional Tax <span style="float: right;">Step 1</span>					
From Date *		31-10-2014	To Date*			31-10-2014	
Step 2		Step 3		Generate	Print	Refresh	
Sl. No	Code	Account No.	Employee Name	Designation	Division	Periodic Date	Periodic Amount
1	002	19664	Anitha Elavarasi. M -	Receptionist	L I F E - DEPT	31-Oct-2014	400.00
2	06871	06871	Joseph. A -	OA	OFFICE - SHIFT 1	31-Oct-2014	350.00
3	08296	08296	Emelda Rani. S -	TYPIST	OFFICE - SHIFT 1	31-Oct-2014	550.00
4	000ii	12975	Mariyan. R -	OA	SELF SUPPORTING OFF.	31-Oct-2014	500.00

Figure 21.1

21.5 To view Employee Wise Dynamic Amount report, follow steps below

Step1: Select Pay Component from the list.

Step2: Select From Date and To Date.

Step3: Click “Generate” button to view the Dynamic Amount report.

## 22. Component Wise Pay Detail

### 22.1. Intended Audience

*All Users*

### 22.2. Usage

*This interface enables users to view Component Wise Pay Detail.*

### 22.3. Menu Access

*Main Menu >> Workforce >> Reports>> Component Wise Pay Detail*

### 22.4. Dependency

*Payroll Process*

Component Wise Pay Details							
Pay Component*	Basic Pay			Range Between: <input type="text"/> And <input type="text"/> [Optional]			
Division Name	HEALTH CENTRE						
From Date*	01-09-2014	Step 3			To Date*	30-09-2014	<input type="button" value="Calendar"/>
<input type="button" value="Generate"/> <input type="button" value="Export"/> <input type="button" value="Refresh"/>							
SLNo.	A/C. No.	Emp. Code	Employee Name	Division	Designation	PAN No.	sep14
Pay Component : Basic Pay							
1	16458	16458	Pradeep	HEALTH CENTRE	LAB ASST.	CNGPP9926F	7920.00
2	17616	17616	Anand Prasad	HEALTH CENTRE	DOCTOR	AWWPA3136D	18700.00
<b>Total :</b>							<b>26620.00</b>

Figure 22.1

22.5 To view Component Wise Pay Details, follow steps below

Step1: Select Pay Component from the list.

Step2: Select Division Name from the list.

Step3: Select From Date and To Date.

Step4: Click “Generate” button to view the Component Wise Pay Details.

## 23. Employee Wise Pay Detail

### 23.1. Intended Audience

*All Users*

### 23.2. Usage

*This interface enables users to view Employee Wise Pay Detail.*

### 23.3. Menu Access

*Main Menu >> Workforce >> Reports >> Employee Wise Pay Detail*

### 23.4. Dependency

*Payroll Process*

23.5 To view Employee Wise Pay Details follow steps below

Step1: Select Employee Name from the list.

Step2: Select From Date and To Date.

Step3: Click “Generate” button to view the Employee Wise Pay Details.

**Employee Wise Pay Details**

Employee Name/Code*	Vincent Vijayaraj - <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">Step 1</span>		
From Date*	01-09-2014	To Date*	31-10-2014 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">Step 2</span>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;">Step 3</span> <input type="button" value="Generate"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>			

Employee Code	Employee Name	Designation	Division Name
SWO32	Vincent Vijayaraj -	Asst. Professor	SOCIAL WORK

Pay Structure Name : Regular Pay			
Pay Periods	SEPTEMBER 2014	OCTOBER 2014	Total Amount
Pay Components			
Basic Pay (E)	16,070.00	16,070.00	32,140.00
Grade Pay	4,500.00	4,500.00	9,000.00
Special Pay	0.00	0.00	
DA	10,285.00	10,285.00	20,570.00
HRA	5,143.00	5,143.00	10,286.00
CCA	1,029.00	1,029.00	2,058.00
Medical Allowance	0.00	0.00	
Other Allowance	0.00	0.00	
Gross Salary	37,027.00	37,027.00	74,054.00
Loss Of Pay Days	0.0	0.0	
PF Sub	1,800.00	1,800.00	3,600.00
ESI	0.00	0.00	
Management Loan	0.00	1,000.00	1,000.00
CCLUB	100.00	100.00	200.00

Figure 23.1

## 24. Establishment Report

### 24.1. Intended Audience

*All Users*

### 24.2. Usage

*This interface enables users to view the Establishment Report.*

### 24.3. Menu Access

*Main Menu >> Workforce >> Reports >> Establishment Report*

### 24.4. Dependency

*Payroll Process*

The screenshot shows the 'Establishment Report' interface for the month of September 2014. The interface includes several input fields and a list of pay components. Five steps are highlighted with callouts:

- Step 1:** 'Regular Pay' dropdown menu.
- Step 2:** 'SEPTMBER 2014 [2014-09-01 - 2014-09-30]' date range.
- Step 3:** 'COLLEGE (AUTONOMOUS)' dropdown menu.
- Step 4:** 'Gr. Pay' checkbox in the 'Pay Component' list.
- Step 5:** 'Ok' button at the bottom right of the 'Pay Component' list.

Pay Component	
<input checked="" type="checkbox"/>	Basic
<input type="checkbox"/>	Gr. Pay
<input type="checkbox"/>	Spl Pay
<input type="checkbox"/>	DA
<input checked="" type="checkbox"/>	HRA
<input checked="" type="checkbox"/>	CCA
<input type="checkbox"/>	Med. Allow.
<input type="checkbox"/>	OTHER AL.
<input checked="" type="checkbox"/>	GROSS
<input type="checkbox"/>	LoP Days

Figure 24.1



Establishment Report							
For the Month of SEPTEMBER 2014							
Choose Pay Structure*	Regular Pay ▾			Choose Pay Period*	SEPTEMBER 2014 [2014-09-01 - 2014-09-30] ▾		
Choose Office *	COLLEGE (AUTONOMOUS) ▾						
				Print	Modify Components		
<b>Step 6</b>							
Sl. No	Branch / Office Name	Basic	HRA	CCA	GROSS	Total Ded.	NET
1	COLLEGE (AUTONOMOUS)	37,20,843.00	12,81,223.00	2,26,688.00	1,03,08,364.00	13,68,792.00	89,39,572.00
Grand Total:		37,20,843.00	12,81,223.00	2,26,688.00	1,03,08,364.00	13,68,792.00	89,39,572.00
		Basic	HRA	CCA	GROSS	Total Ded.	NET

Figure 24.2

24.5 To view Establishment Report follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list.

Step3: Select Office from the list, display all pay components as in Figure 24.1.

Step4: Select the pay components by clicking the check box.

Step5: Click “OK” button to view the report.

Step6: The details of the selected pay components for the selected office displayed as in Figure

24.2.

## 25. Employees ESI Report

### 25.1. Intended Audience

*All Users*

### 25.2. Usage

*This interface enables users to view Employees ESI Report.*

### 25.3. Menu Access

*Main Menu >> Workforce >> Reports >> Employees ESI Report*

### 25.4. Dependency

*Payroll Process*

**Employee's ESI Report**

Choose Pay Structure: Regular Others | Select Month & Year: May | Choose Employee Category: Non Teaching

Buttons: Generate, Refresh

**Employees E.S.I. Recovery Register**

Sl. No	E. S.I No.	Employee Name	Employee Code	Designation	No. of days of Wages	Total Amount Contribution on Wages Paid	Employees ESI Contribution	Whether still continues ESI with in the insurable wage ceiling	Dispensary
1		Bakyalakshmi.P	3176	Attender	31.00	6,000.00	105.00	Yes	
2		Ganesan.A	2578	Admin Officer	31.00	10,600.00	186.00	Yes	
3		Manikandan.A	3179	Network Support Engineer	30.00	6,775.00	119.00	Yes	
4		Nallathambi.B	4021	Lab Instructor	30.00	8,177.00	144.00	Yes	
5		Rajkumar.S.J.M	4052	Lab Assistant	29.00	7,483.00	131.00	Yes	
6		Suguna.V	4051	Lab Instructor	15.50	4,500.00	79.00	Yes	
<b>Grand Total</b>						<b>43,535.00</b>	<b>764.00</b>		

Summary:

- Employees Contribution @ 1.75% Rs: 764.00
- Employer Contribution @ 4.75% Rs: 2,068.00
- Total Rs: 2,832.00**

Figure 25.1

25.5 To view Employees ESI Report follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Month & Year to view the ESI's report.

Step3: Select Employee Category from the list.

Step4: Click “Generate” button to view the details of ESI report as in Figure 25.1

## 26. Festival advance Report

26.1. Intended Audience

*All Users*

26.2. Usage

*This interface enables users to view Festival Advance report.*

26.3. Menu Access

*Main Menu >>Workforce>>Reports >>Festival Advance Report*

26.4. Dependency

Automatic Periodic Due Posting

The screenshot displays the 'Employee Wise Festival Advance Report' interface. It features a search bar for 'Employee Name / Code\*' with 'Jagannathan.R' entered. Below the search bar are date pickers for 'From Date\*' (01-09-2014) and 'To Date\*' (03-11-2014). There are 'Generate' and 'Refresh' buttons. The main content area contains two tables. The first table shows employee details for Jagannathan.R. The second table shows a breakdown of the advance amount by month and recovery status.

Employee Code	Employee Name	Designation	Division Name
7001	Jagannathan.R	HOD Career Development Centre	CAREER DEVELOPMENT CENTRE

Sl. No	Month	Recovery	Total Due Amount
			60000.00
1	September 2014 REG	10,000.00	
2	October 2014 REG	10,000.00	
	Closing Balance		40000.0

Figure 26.1

26.5 To view Festival Advance Report, follow steps below

Step1: Select Employee Name from the list.

Step2: Select From Date and To Date to view the report.

Step3: Click “Generate” button to view the Festival Advance report for the selected employee.

Step4: Total Due Amount and Recovery Amount will be displayed for the selected employee as in Figure 26.1.

## 27. Single Pay Component

27.1. Intended Audience

*All Users*

27.2. Usage

*This interface enables the users to view the details of Single Pay Component.*

27.3. Menu Access

*Main Menu >> Workforce>> Reports >> Single Pay Component Report*

27.4. Dependency

*Process Payroll*

27.5 To view Single Pay Component follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Single Pay Period for the Single Pay Component report.

Step3: Select Pay Component and Employee Category from the list.

Step4: The details of the selected pay component along with the employees designation and code will be displayed as in Figure 27.1

COLLEGE (AUTONOAUTONOMOUS)						
Pay Structure*	Regular Pay		Step 1		▼	
Pay Period*	SEPTEMBER 2014		Step 2			
Pay Component*	Med. Allow.		Step 3		▼	
Employee Category*	All Employee Category		Step 3		▼	
<input type="button" value="Print"/> <input type="button" value="Refresh"/>						
Employee						
Sl. No	Branch	Code	Account No.	Name	Designation	Med. Allow.
COMP. SCI.(MCA)						
1	LCAS	CSC02	10794	Nagarajan. S. A -	ASST.PROF.	100.00
						Total: 100.00
ORIENTAL LANGUAGE						
2	LCAS	ORI05	12006	Logeswar. G -	Asst. Professor	61.00
						Total: 61.00
						Grand Total: 161.00

Figure 27.1

## 28. Multiple Pay Component Report

### 28.1. Intended Audience

*All Users*

### 28.2. Usage

*This interface enables users to view Multiple Pay Component Report.*

### 28.3. Menu Access

*Main Menu >> Workforce >> Reports >> Multiple Pay Component Report*

### 28.4. Dependency

Payroll Process

28.5 To view Multiple Pay Component report follow steps below

Step1: Select the Pay Mode from the list.

Step2: Select Pay Structure from the list.

Step3: Select Pay Period and Employee Category from the list.

(Pay Components list would appear. Select the pay components and click “ok” button)

Step4: The details of the selected pay components would display.

COLLEGE (AUTONOMOUS)									
AUGUST 2014 Regular Pay Pay - for All Employee Category									
Employee									
Sl. No	Code	Account No.	First & midname	Designation	Basic	DA	HRA	CCA	Med. Allow.
1	COM84	16739	VISALAKSHI. P. L.	ASST.PROF.	12,700.00	8,600.00	4,300.00	860.00	0.00
2	CHE23	13009	Vijayakumar A	Asst. Prof.	16,690.00	10,595.00	5,298.00	1,060.00	0.00
3	CHE35	14018	Rajalakshmi. P	Asst. Prof.	15,470.00	9,985.00	4,993.00	999.00	0.00
4	COM26	11955	Sushama Rajan. P -	Asst. Prof.	17,990.00	11,245.00	5,623.00	1,125.00	0.00
5	COM32	12337	Jesu Kulandai Raj. A -	Asst. Prof.	19,370.00	11,935.00	5,968.00	1,194.00	0.00
6	COM40	11880	Josephine Sangitha -	Asst. Prof.	16,690.00	10,595.00	5,298.00	1,060.00	0.00

Figure 28.1

## 29. Bank Statement

### 29.1. Intended Audience

*All Users*

### 29.2. Usage

*This interface is used to view Bank Statement for processing salary.*

### 29.3. Menu Access

*Main Menu >> Workforce >> Reports >> Bank Statement*

### 29.4. Dependency

*Bank Account no. Entry, Payroll Process*

### BANK STATEMENT

COLLEGE (AUTONOM/AUTONOMOUS)  
For the Month of AUGUST 2014

Choose Pay Structure:	Regular Pay <span style="float: right;">Step 1</span>
Choose Pay Period:	AUGUST 2014 [2014-08-01 - 2014-08-31] <span style="float: right;">Step 2</span>
Choose Office Salary Account Subhead:	171201000001083 IOB COLLEGE <span style="float: right;">Step 3</span>
Choose Employee Bank Name:	[All Banks] <span style="float: right;">Step 4</span>
Choose Employee Category:	Teaching <span style="float: right;">Step 5</span>
<input type="checkbox"/> Bank Account Open Date >>	<input type="text"/> Jan <input type="text"/>
<span style="border: 1px solid blue; border-radius: 50%; padding: 5px; display: inline-block;">Step 6</span> <input type="button" value="Go"/> <input type="button" value="Export Excel"/> <input type="button" value="Print"/>	

Sl. No	Account No	Employee Name	Net
1	*00000	Ms. Amala Anandhi. D -	20,000.00
2	*00000	Ms. Beml. C.M. -	20,000.00
3	*00004	CO-OPT Society	82,590.00
4	*01083	Management Contribution PF	25,740.00
5	*01083	Management Loan	2,500.00

Figure 29.1

29.5 To view Bank Statement follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list.

Step3: Select Office Salary Account Subhead.

Step4: Select Employee Bank Name in which the salary will be credited.

Step5: Select Employee Category from the list.

Step6: Click “Go” button to view the Bank Statement.

(The Employee list along with the Net salary and Account No. would appear as in Figure 29.1)

## 30. Employee Stop Salary Report

30.1. Intended Audience

*All Users*

30.2. Usage

*This interface enables the users to view the Stop Salary Employees for the particular period.*

30.3. Menu Access

*Main Menu >> Workforce >> Reports >> Employee Stop Salary Report*

30.4. Dependency

*Stop Salary*

30.5 To view Stop Salary Employees follow steps below

Step1: Select From Date and To Date.

Step2: Select Office Name from the list.

Step3: Select Stop Salary Type from the list.

Step4: Click “Generate” button to view the Stop Salary Employees.



Sl.No	Code	Name	Designation	Division	Date	Status
1	COM92	Clemence Jenifer. S-	Asst. Professor	COMMERCE	10-Jun-2014	Resigned
2	ECO	Tania Mary Kuncheria-	Asst. Professor	TEMPORARY STAFF	30-Jun-2014	Resigned
3	14012	Bharathidasan. S	COORDINATOR	PU-LC TWINNING	30-Jun-2014	Resigned
4	COM070	Alexander.Y-	Lecturer	COMMERCE	30-Jun-2014	Resigned
5	17671	Jeyasingh Babu Rex.A-	PROGRAM MANAGER	LOYOLA FM	30-Jun-2014	Resigned
6	13498	Neeta. S	COORDINATOR	RACE - DEPT	31-Jul-2014	Resigned
7	STA30	Sharon Varghese. A-	Asst. Professor	TEMPORARY STAFF	31-Aug-2014	Resigned
8	00001	Alan Godfrey. A-	COORDINATOR	Loyola Student Support Services	31-Aug-2014	Resigned
9	ENG90	Beml. C.M.-	Asst. Professor	TEMPORARY STAFF	30-Sep-2014	Resigned
10	13564	Navamani. A-	Asst. Professor	TEMPORARY STAFF	30-Sep-2014	Resigned
11	SEL303	Angela Nancy. T-	P.A. to Principal	OFFICE - SHIFT 1	30-Sep-2014	Resigned

Figure 30.1

### 31. Printing Pay Slip

#### 31.1. Intended Audience

*All Users*

#### 31.2. Usage

*This interface enables the users to print the Pay Slip.*

#### 31.3. Menu Access

*Main Menu >> Workforce >> Reports >> Printing Pay Slip*

#### 31.4. Dependency

*Payroll Process*

#### 31.5 To view Printing Pay Slip follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list for which month the Pay Slip to generate.

Step3: Select Employee Category and Division from the list.

Step4: Click “Pay Slip” button to generate Pay Slip as in Figure 31.2.

Printing PaySlip	
Pay Structure*	Regular Pay <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 1</span>
Pay Period*	NOVEMBER 2013 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 2</span>
Employee Category*	Non Teaching Management <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 3</span>
Division*	All Division
No. of Pay Slip per Page	2 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 4</span>
<input type="button" value="Pay slip"/> <input type="button" value="Refresh"/>	

Figure 31.1

COLLEGE (AUTONCM(AUTONOMOUS) Chennai - 600034 PAYS LIP FOR THE MONTH OF NOVEMBER 2013					
DEPARTMENT: COMPUTER ACADEMY			INDIAN OVERSEAS BANK-08583		
NAME: Mr. Lazar B			DESIGNATION: Computer Technician		
GENERAL		EARNINGS		DEDUCTIONS	
Basic (F)	8,370.00	Basic	8,370.00	PF Sub.	1,716.00
G. Pay (F)	1,100.00	Gr. Pay	1,100.00	Mgt. Loan	1,000.00
DA (F)	4,830.00	DA	4,830.00	Coop. Society	3,679.00
Med. Al. (F)	61.00	HRA	1,500.00	Assoc.	1,275.00
GROSS FULL	16,161.0	CCA	300.00		
		Med. Allow.	61.00		
		GROSS 16,161.00		Total Ded. 7,670.00	
<b>NET Pay (Rs.): 8,491.00</b>		<b>(Rupees Eight Thousand Four Hundred Ninety One only)</b>			

Figure 31.2

## 32. Salary Difference Report

### 32.1. Intended Audience

All Users

### 32.2. Usage

*This interface is used to view the Difference in Salary Generation.*

### 32.3. Menu Access

*Main Menu >> Workforce >> Reports >> Salary Difference Report*

### 32.4. Dependency

*Payroll Process*

Salary Difference Report							
Report for the month of*		September 2014 REG					
		Step 2		Generate Refresh Print		Step 1	
Salary Report							
Sl. No	Department	September Employee Count	September Gross Pay	August Employee Count	August Gross Pay	Difference in Employee Count	Difference in Gross Pay
Employee Category Name : Teaching							
1	CAREER DEVELOPMENT CENTRE	4	1,09,840.00	4	1,06,200.00	0	3,640.00
2	Higher Officials	5	1,56,760.00	5	2,18,871.00	0	-62,111.00
3	Pharmaceutical Chemistry	1	25,000.00	1	25,000.00	0	0.00
4	Pharmaceutics	2	53,414.00	2	70,000.00	0	-16,586.00
5	Pharmacognosy	1	30,000.00	1	10,645.00	0	19,355.00
6	Pharmacology	1	25,246.00	1	22,177.00	0	3,069.00

Figure 32.1

### 32.5 To view Salary Difference Report, follow steps below

Step1: Select the Report for the month from the list.

Step2: Click “Generate” button to view the Difference in Salary as in Figure 32.1.

### 33. Salary Abstract Report

#### 33.1. Intended Audience

All Users

#### 33.2. Usage

*This interface is used to view the Salary Abstract Report.*

#### 33.3. Menu Access

*Main Menu >> Workforce >> Reports >> Salary Abstract Report*

#### 33.4. Dependency

*Payroll Process*

#### 32.5. To view Salary Abstract Report, follow below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period from the list.

Step3: Select Office Name from the list.

Step4: Select Employee Category from the list.

(Salary Component wise Salary Abstract would appear as in Figure 33.2)

The screenshot shows a web form titled "Abstract Salary Report". It contains four rows of dropdown menus, each with a blue oval callout indicating a step: "Step 1" for "Pay Structure\*" (set to "Regular Staff"), "Step 2" for "Pay Period\*" (set to "February 2014 REG"), "Step 3" for "Office Name\*" (set to "All Office"), and "Step 4" for "Employee Category\*" (set to "Non Teaching"). At the bottom right, there are "Print" and "Refresh" buttons.

Abstract Salary Report	
Pay Structure* <b>Step 1</b>	Regular Staff
Pay Period* <b>Step 2</b>	February 2014 REG
Office Name* <b>Step 3</b>	All Office
Employee Category* <b>Step 4</b>	Non Teaching
<input type="button" value="Print"/> <input type="button" value="Refresh"/>	

Figure 33.1

Salary Component wise Salary Abstract			
Earning		Deductions	
PayComponents	Amount	PayComponents	Amount
Over Time	0.00	EPF Basic (Full)	6,24,083.00
Basic PF	5,44,753.00	Arrear Days	94.00
Basic Pay	5,52,406.00	EPF Basic	5,66,614.00
House Rent Allowance	6,40,025.00	LoP Amount	1,96,328.00
Conveyance Allowance	91,408.00	No.of Leave Surrender	0.00
Over Time Amount	0.00	Leave Surrender Amount	0.00
Arrear	49,889.00	Employer Provident Fund	67,762.00
Salary Arrear	0.00	E.S.I.	13,056.00
Other Earnings	9,000.00	Caution Deposit	0.00
		Fine	0.00
		Other Deductions	0.00
		Salary Advance	0.00
		Telephone Deduction	4,789.00
		TDS (IT)	33,500.00
		Festival Allowance	97,550.00
		CIDTT	0.00
		Transport Deduction	0.00
		Professional Tax	1,11,225.00
		Employer Contribution	0.00
<b>Net Gross</b>	<b>18,87,481.00</b>	<b>Deduction Total</b>	<b>3,27,882.00</b>
		<b>Net Pay:</b>	<b>15,59,599.00</b>

Figure 33.2

### 34. Loss of Pay Report

#### 34.1. Intended Audience

All Users

#### 34.2. Usage

*This interface is used to view the Loss of Pay days.*

#### 34.3. Menu Access

*Main Menu >> Workforce >> Reports >> Loss of Pay Report*

#### 34.4. Dependency

*Loss of Pay Entry*

Loss of Pay List					
Choose Office*	Chrompet Area Centre <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 1</span>				
Choose Pay Period*	November 2011 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Step 2</span>				
<input type="button" value="Print"/> <input type="button" value="Refresh"/>					
S.No	Code	Name	Designation	Posting Office	L.O.P Days
1	0221	S RAMADASS	Sales Assistant	Chitlapakkam - 1	30.0
2	0131	G MOHAN	Sales Assistant	Chrompet Area Centre	30.0
3	0167	K.JAYARAMAN	Sales Assistant	Chrompet Area Centre	15.0
4	187	G.MANI	Sales Assistant	KDCCWS (H.O)	30.0
5	089	P S CHINNAKULANTHAI	Sales Man	Madipakkam - 11	19.0
6	093	M KOTTESWARI	Sales Man	Radha Nagar -2	30.0
7	0133	K SIVASANKARAN	Sales Assistant	R B I COLONY 3	3.0
8	0189	K.ALAMELU	Sales Assistant	Tambaram- 5	30.0
9	0118	R.SUGUNA	Sales Assistant	Thiruneer Malai	15.0

Figure 34.1

34.5 To view the Loss of Pay list, follow steps below

Step1: Select Office Name from the list.

Step2: Select Pay Period from the list, Loss of Pay List would appear as in Figure 34.1.

### 35. View Pay Details

#### 35.1. Intended Audience

All Users

#### 35.2. Usage

*This interface is used to view Pay Details.*

#### 35.3. Menu Access

*Main Menu >> Workforce >> Reports >> View Pay Details*

#### 35.4. Dependency

*Payroll Process*

Sl. No	Code	A/c. No.	First & midname	Designation	Date of Join	LoP Days	Over Time	Arrear Days	Gross	LoP Amt	Basic PF	Basic	H.R.A	Conv.Allow	Over Time Amt	Arrear	No. of Leave Surrende	Leave Surr.Amt	Salary Arrear	
Posting Office: S EDUCATIONAL TRUST						EPF	E.S.I	Cau Dept. Fine	Other Ded	Sal Adv.	Tele.Dedu.	TDS	Fest.Allow.	CIDTT	Trans.Dedu.	Prof. Tax	Deductions	Net Pay		
1	3201		Mahendran.M	Driver	02-Aug-2010	0.0	0.00	0.00	10,750.00	0.00	6,450	0	3,763.00	537.00	0	0.00	0.00	0.00	0	
						774	189	0.00	0.00	0.00	0.00	0.00	0.00	1,625.00	0.00	0.00	0.00	2,588.00	8,162.	
2	3202	0680501020703	Murali	Driver	26-Jul-2010	0.0	0.00	0.00	10,750.00	0.00	6,450	0	3,763.00	537.00	0	0.00	0.00	0.00	0	
						774	189	0.00	0.00	0.00	0.00	0.00	0.00	1,625.00	0.00	0.00	0.00	2,588.00	8,162.	
3	3217		Kannan	Driver	05-Mar-2005	30.0	0.00	0.00	10,750.00	10,750.00	0	0	0	0.00	0	0.00	0.00	0.00	0	
						0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
4	3218	0680501020758	Elangovan	Driver	26-Feb-2011	0.0	0.00	0.00	10,750.00	0.00	6,450	0	3,763.00	537.00	0	0.00	0.00	0.00	0	
						774	189	0.00	0.00	0.00	0.00	0.00	0.00	1,625.00	0.00	0.00	0.00	2,588.00	8,162.	
5	3204	0680501020785	Otimuthu Raja	Driver	31-Jan-2011	0.0	0.00	0.00	10,750.00	0.00	6,450	0	3,763.00	537.00	0	0.00	0.00	0.00	0	
						774	189	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	2,463.00	8,287.	
6	3219		Ram	Cleaner	05-Mar-2005	1.0	0.00	0.00	5,600.00	187.00	3,248	0	1,895.00	270.00	0	0.00	0.00	0.00	0	
						390	95	0.00	0.00	0.00	0.00	0.00	0.00	833.00	0.00	0.00	0.00	1,318.00	4,095.	
7	3063		Amutha.B	Aayah	16-Jun-2011	0.0	0.00	0.00	4,000.00	0.00	0	2,400	1,400.00	200.00	0	0.00	0.00	0.00	0	
						0	70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	3,930.	
<b>Total:</b>						<b>3,486</b>	<b>921</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,208.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,615.00</b>	<b>40,798.</b>

Figure 35.1

35.5 To view Pay Details follow steps below

Step1: Select Office Name from the list.

Step2: Select Pay Structure from the list.

Step3: Select Pay Period from the list.

Step4: Select Employee Category from the list.

Step5: Select Division from the list, display Pay details for the selected Employee Category and Division.

## **36. IT Statement**

36.1. Intended Audience

*All Users*

36.2. Usage

*This interface is used to generate Statement of Income Tax.*

36.3. Menu Access

*Main Menu >> Workforce >> Reports >> IT Statement*

36.4. Dependency

*IT Posting*

36.5. To view IT Statement follow steps below

Step1: Select Financial Year from the list.

Step2: Click “Go” button, display IT Statement of the selected Financial Year.

Step3: Click “Export Excel” button to export the data to the excel sheet.



IT Statement						
Choose Financial Year:					2013-2014	▼
<input type="button" value="Go"/> <input type="button" value="Export Excel"/> <input type="button" value="Export Statement"/> <input type="button" value="Print All"/>						
Sl. No	Employee Code	Employee Name	Department	PAN Number	Tax Amount	
1	CSC75	Venkatalakshmi. S	COMPUTER SCIENCE	AKBPV5215D	5,664.00	
2	CSC77	Regina. M	COMPUTER SCIENCE	AJTPR5389R	2,930.00	
3	CSC78	Nester Jeyakumar. M	COMPUTER SCIENCE	AMPPN3914K	3,389.00	
4	CSC81	Amali Asha. A	COMPUTER SCIENCE	BGIPA0855Q	0.00	
5	CSC82	Amali Mary Bastina	COMPUTER ACADEMY		0.00	
6	CSC84	Deeba. M	COMPUTER SCIENCE	BPZPD6935A	373.00	
7	CSC86	Sivasakthi. M	COMPUTER SCIENCE	CFOPM8485A	0.00	
8	ECO12	Chithra Regis	ECONOMICS	ARWPC7753P	7,509.00	
9	ECO18	Mariyappan. A	ECONOMICS	AOZPM6667A	5,302.00	
10	ECO22	Saritha. R	ECONOMICS	BGNPR9623J	6,908.00	

Figure 36.1

## 37. Salary Register

### 37.1. Intended Audience

All Users

### 37.2. Usage

*This interface is used to view Salary Register.*

### 37.3. Menu Access

*Main Menu >> Workforce >> Reports >> Salary Register*

### 37.4. Dependency

*Payroll Process*

### 37.5. To view Salary Register follow steps below

Step1: Select Financial Year from the list.

Step2: By default From Date and To Date will be displayed for the selected Financial Year.

Step3: Select the Employee Name from the list to view the Salary Register.

Step4: Click “Go” button, will display employee details along with the Pay Component details for the selected Employee and Financial Year as in Figure 37.1.

Salary Register											
Choose Financial Year:	2014-2015										
From Date	01-03-2013		To Date	28-02-2014							
Employee Name	Vickram. A		Go								
Employee Name	VICKRAM. A		Category	Teaching							
Date of Birth	29.06.1970		Department	GRANT IN AIDED II LEVEL							
Date of Appointment	16.06.2000										
Sl.No.	Month	B Pay	S Pay	Gr Pay	D.A.	HRA	CCA	MA	Other Allow.	GROSS	PF Sub
1	MARCH 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
2	APRIL 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
3	MAY 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
4	JUNE 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
5	JULY 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
6	AUGUST 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
7	SEPTEMBER 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
8	OCTOBER 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
9	NOVEMBER 2013	14636.00	0.00	3660.00	9331.00	1769.00	366.00	61.00	0.00	29823.00	0.00
10	DECEMBER 2013	19370.00	0.00	4500.00	10742.00	2029.00	597.00	0.00	0.00	37238.00	0.00
11	JANUARY 2014	19370.00	0.00	4500.00	10742.00	2029.00	597.00	0.00	0.00	37238.00	0.00
12	FEBRUARY 2014	19370.00	0.00	4500.00	10742.00	2029.00	597.00	0.00	0.00	37238.00	0.00
Grand Total :		1,89,834.00	0.00	46,440.00	1,16,205.00	22,008.00	5,085.00	549.00	0.00	3,80,121.00	0.00

Figure 37.1

### 38. Form 16

#### 38.1. Intended Audience

All Users

#### 38.2. Usage

*This interface is used to view Form 16 Report.*

#### 38.3. Menu Access

*Main Menu >> Workforce >> Reports >> Form 16*

#### 38.4. Dependency

*IT Computation*

IT Statement						
Choose Financial Year:		2013-2014	Step 1	<input type="checkbox"/> With Nil Tax		
		Step 2	Go	Export Excel		
Sl. No	Employee Code	Employee Name	Department	PAN Number	Tax Amount	Print
1	0RH05	Antonymsamy. S	OUTREACH DEPT - A.P. 1	ARTPA2148K	7,036.00	Print
2	10443	Joseph Sandhanam. N.C	OFFICE - SHIFT 1	AIUPJ0998G	541.00	Print
3	12899	Rubert Jebastin Joy	COMPUTER ACADEMY	AMEPR0914G	1,835.00	Print
4	13382	Peter Wenisch. S	COMPUTER ACADEMY	BWTPP8411Q	376.00	Print
5	13503	Josephine Jayashanthi. I	TAMIL	ATRPJ7190A	8,887.00	Print
6	13803	P.S.Albert	COMPUTER ACADEMY	BAGPA0561F	2,763.00	Print
7	13815	M.John Gilbert	CONTROLLER OF EXAMS OFF.	ATIPJ6327N	1,926.00	Print

Figure 38.1

#### 38.5. To view Form 16, follow these steps

Step1: *Select Financial Year for Form 16.*

Step2: *Click on “Go” Button, employee list along with the tax amount for the specified Financial Year.*

### 39. PF Statement

#### 39.1. Intended Audience

*All Users*

#### 39.2. Usage

*This interface is used to view PF Statement.*

#### 39.3. Menu Access

*Main Menu >> Workforce >> Reports >> PF Statement*

#### 39.4. Dependency

*Payroll Process*

#### 39.5. To view PF Statement follow steps below

Step1: Select Pay Structure from the list.

Step2: Select Pay Period for monthly EPF Statement.

Step3: Select Employee Category from the list.

(Employee list along with the EPF Calculation would appear as in Figure 37.2)

Employees Provident Fund Deduction List			
COLLEGE (AUTONOMOUS)ONOMOUS)			
Establishment Code : TU/49975/			
For the Month of JULY 2014 (Non Teaching Management)			
Choose Pay Structure*	Regular Pay [Step 1]	Choose Pay Period for Monthly EPF Statement*	JULY 2014 [2014-07-01 - 2014 [Step 2]
		Click for EPF Yearly Report	Form 3A Revised
Choose Employee Category*	Non Teaching Management [Step 3]	Days	
	Print		

Figure 39.1

Sl. No	Account No.	Name of the Member(in Block letter)	Wages retaining allowances if any & D.A including concession paid during the currency period	Amount of workers contribution deducted	Employer Share	
					3.67% Rs.	8.33% Rs.
1	26	CHELLAN. S -	15,874.00	780.00	239	541
2	95	PARTHIBAN. M -	28,310.00	780.00	239	541
3	97	CLINT EASTWOOD -	27,710.00	780.00	239	541
4	98	ANTONISAMY. J	29,803.00	780.00	239	541
5	605	JESPER DAISY JOSEPH DENNIS -	19,855.00	780.00	239	541
6	606	MARIYAN. R -	10,040.00	780.00	239	541
7	647	ARUNKANNAN. A.P. (BR. 0888) -	30,050.00	780.00	239	541
8	653	LOURDUSAMY. K -	14,976.00	780.00	239	541
<b>Grand Total:</b>			<b>25,74,105.00</b>	<b>1,17,780.00</b>	<b>36,089.00</b>	<b>81,691.00</b>
Employee P.F + Employer P.F.			- A/c No 1	1,53,869.00		
25,74,105.00 * 1.10%			- A/c No 2	28,315.16	Administrative Chargers	
Employer Pension			- A/c No 10	81,691.00		
25,74,105.00 * 0.50%			- A/c No 21	12,870.52	Linked Insurance	
25,74,105.00 * 0.01%			- A/c No 22	257.41	Inspection Chargers	
<b>Total</b>				<b>2,77,003.09</b>		

Figure 39.2

## 40. Professional Tax Report

### 40.1. Intended Audience

*All Users*

### 40.2. Usage

*This interface is used to view PF Statement.*

### 40.3. Menu Access

*Main Menu >> Workforce >> Reports >> PF Statement*

### 40.4. Dependency

*Payroll Process*

40.5. To view Professional Tax Report follow steps below

Step1: Select Pay Structure from the list.

Step2: Select From Pay Period and To Pay Period from the list.

Step3: Select Employee Category and Divisions from the list.

Step4: Click “Generate” button to view the Professional Tax Report.

Sl.No	Employee Code	Employee Name	Designation	Total Amount	Professional Tax
1	14016	A.Baskar	JR ACCT.	1,095.00	1,095.00
2	02172	A.Michael (Retd.,)	RETIRED STAFF	0.00	0.00
3	14825	A.Thomas,S.J	BURSAR	0.00	0.00
4	09764	AMAL RAJ. A	JA	0.00	0.00
5	SOC18	ANDREW MICHAEL. S	Asst. Professor	0.00	0.00
6	011252	ANTHONI SAGAYARAJ. T	JA	0.00	0.00

Figure 40.1

## 41. Salary Report

### 41.1. Intended Audience

*All Users*

### 41.2. Usage

*This interface is used to view Salary Report.*

### 41.3. Menu Access

*Main Menu >> Workforce >> Reports >> Salary Report*

### 41.4. Dependency

*Payroll Process*

### 41.5. To view Salary Report follow steps below

Step1: Select Salary Office and Posting Office.

Step2: Select Pay Structure and Pay Period.

Step3: Select Employee Category and Division from the list.

Step4: Choose Report Option from the list.

Step 5: Click “Print Report” button to view the report.

The screenshot displays the 'SALARY REPORT' interface with the following fields and steps:

SALARY REPORT			
Salary Office	Head Office	Step 1	Office
Pay Structure	Regular	Step 2	Pay Period
Employee Category	All Offices	Step 3	Division
Recovery Group			Pay Component
Choose Report	Report 1	Step 4	Page Wise Record
	Step 5	Print Report	Reset

Figure 41.1



ALL OFFICES COLLEGE - SALARY FOR THE MONTH OF JUNE 2016												
Sl.No.	Emp Code	Employee Name	Payment Mode	Bank Account No.	Date Of Joining	Fixed Salary	Tot.Working Days	C.L.	LOP	Late Att	LOP Non Punch	Tot.LOP
1	10001	RANJULA	BANK	60200152305	20-06-2012	38500.00	30.00	0.00	0.00	23.00	0.00	23.00
2	10002	ABIRAMI S	BANK	027601516962	26-08-2013	16000.00	30.00	0.00	0.00	0.00	7.00	7.00
3	10003	RENUKA	BANK	027601516941	05-05-2012	33000.00	30.00	0.50	0.00	14.50	0.00	14.50
4	10007	MARIAPPAN S	BANK	027601516943	16-08-2012	27500.00	30.00	0.00	0.00	2.00	0.00	2.00
5	10009	REKHA	BANK	027601516942	12-08-2013	21000.00	30.00	0.50	0.00	3.00	3.00	6.00
6	10011	SUSILA	BANK	027601516880	05-06-2012	27500.00	30.00	0.00	0.00	2.00	0.00	2.00
7	10012	VALARMATHI	BANK	7701548963	14-04-2014	15100.00	30.00	0.00	0.00	0.00	6.00	6.00
8	10013	BANUMATHII R	BANK	027601516757	19-03-2015	10500.00	30.00	1.00	0.00	0.00	9.00	9.00
9	10024	KATHIRVELU J	BANK	027601516969	11-06-2014	15100.00	30.00	0.00	0.00	0.00	1.00	1.00
10	10025	BANUMATHY	BANK	234601502058	14-07-2014	35000.00	30.00	0.00	0.00	13.00	0.00	13.00
11	10027	JEYANTHI	BANK	007701548697	10-04-2014	16000.00	30.00	0.00	0.00	11.00	0.00	11.00
12	10028	JOTHI D	-		01-01-1900	6600.00	30.00	0.00	0.00	12.00	2.00	14.00
13	10029	RAJA C	BANK	027601516878	02-05-2014	11000.00	30.00	0.00	0.00	18.00	3.00	21.00
14	1003	ANTONY PRABHU P	BANK	27601516826	02-05-2014	33000.00	30.00	0.00	0.00	0.00	1.00	1.00
15	10030	AYYAPPAN S	BANK	602601548606	01-09-2011	27500.00	30.00	0.00	0.00	31.00	2.00	30.00
16	10033	KAMALAKANNAN B	BANK	027601516856	10-12-2014	12000.00	30.00	0.00	0.00	22.00	3.00	25.00
17	10034	MUNIRAJ A M	BANK	27601516883	01-09-2014	24200.00	30.00	0.00	0.00	0.00	0.00	0.00
18	1004	THARA DEVI.A	BANK	27601517008	21-02-2013	32000.00	30.00	0.00	0.00	31.00	1.00	30.00
19	10043	SHANMUGAPRIYAN M P R	BANK	027601516854	19-03-2015	19500.00	30.00	0.00	0.00	0.00	3.00	3.00
20	10044	BHAMA	BANK	269201503299	28-05-2011	50000.00	30.00	0.00	0.00	0.00	25.00	25.00
21	10048	KARTHIKEYAN S	BANK	27601516851	15-03-2015	12000.00	30.00	0.00	0.00	5.50	1.00	6.50

Figure 41.2