eVarsity®

Accounts Module

User Manual

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CONTENTS

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

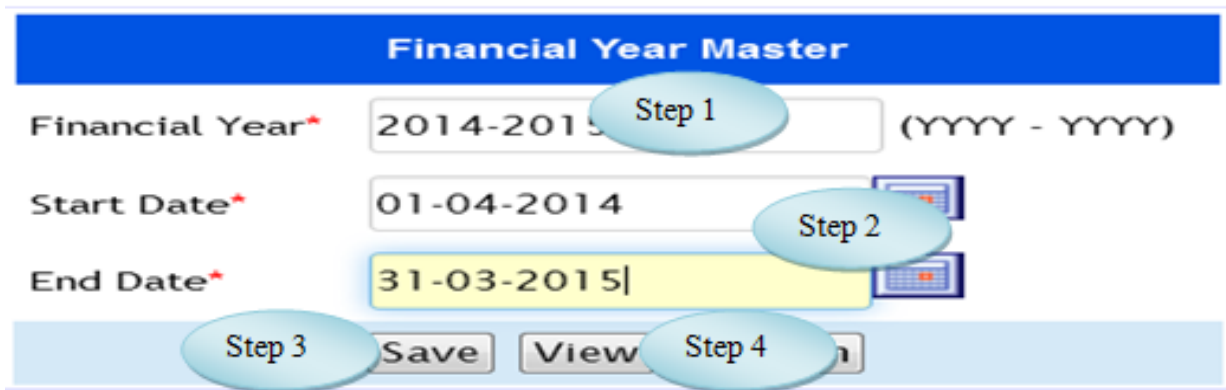*Main Menu >>Accounts Master>>Accounts Master>> Financial Master*

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.

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
		Back

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

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

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 updation.

Figure 1.D.1

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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

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

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.*

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 Detaisl.

2.D.3. Menu Access

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

2.D.4. Dependency

Bank Account

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.

Figure 2.E.1

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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

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
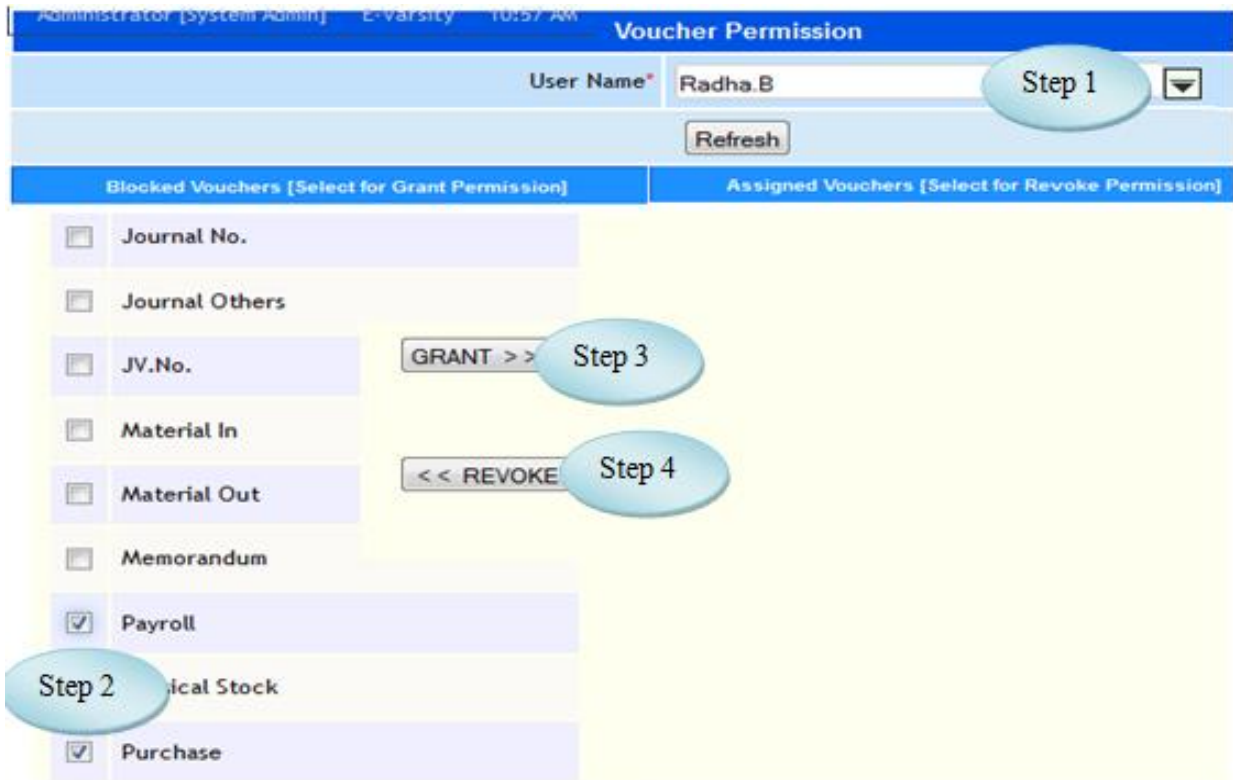
Figure 4.1

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

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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

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

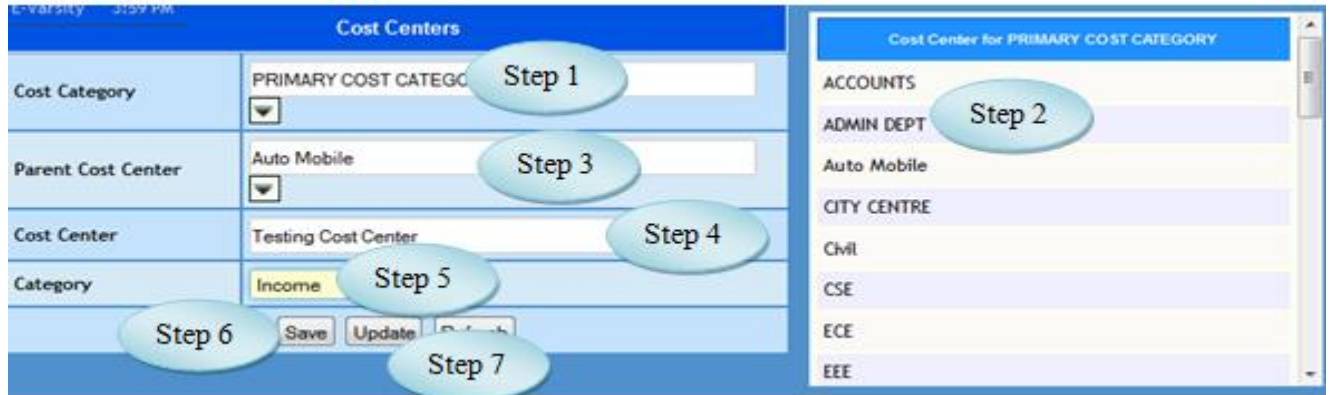6.4 Dependency

        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 >>Accounts Master >> TDS Rate Config>> TDS Nature of Payment

7.A.4 Dependency

Account Subhead

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 >>Accounts Master >> TDS Rate Config>> TDS Party Type

7.B.4 Dependency

None

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
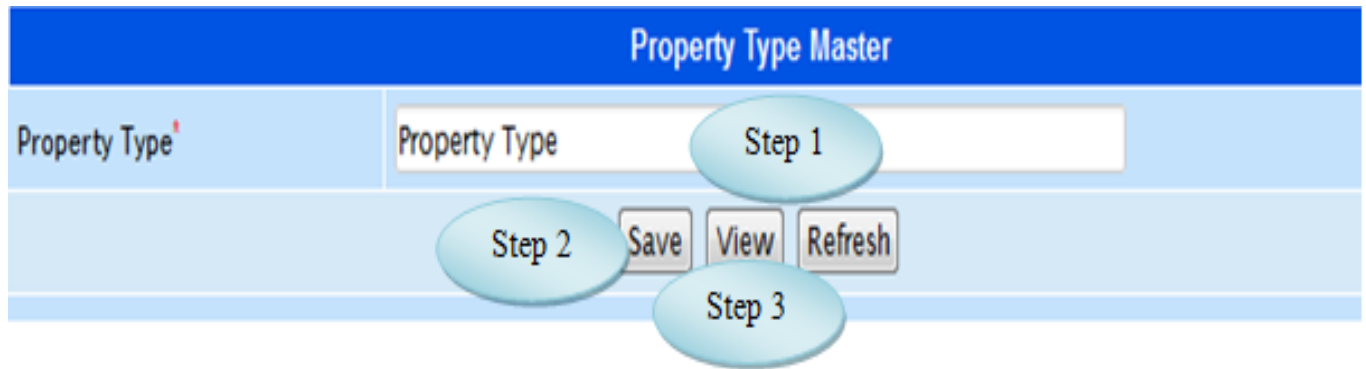
7.C.4 Dependency

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 >>Accounts Master >> TDS Rate Config>> TDS Supplier Linkage

7.D.4 Dependency

Supplier Master, Account Subhead

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 Acounts 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.

Figure 8.1

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

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.

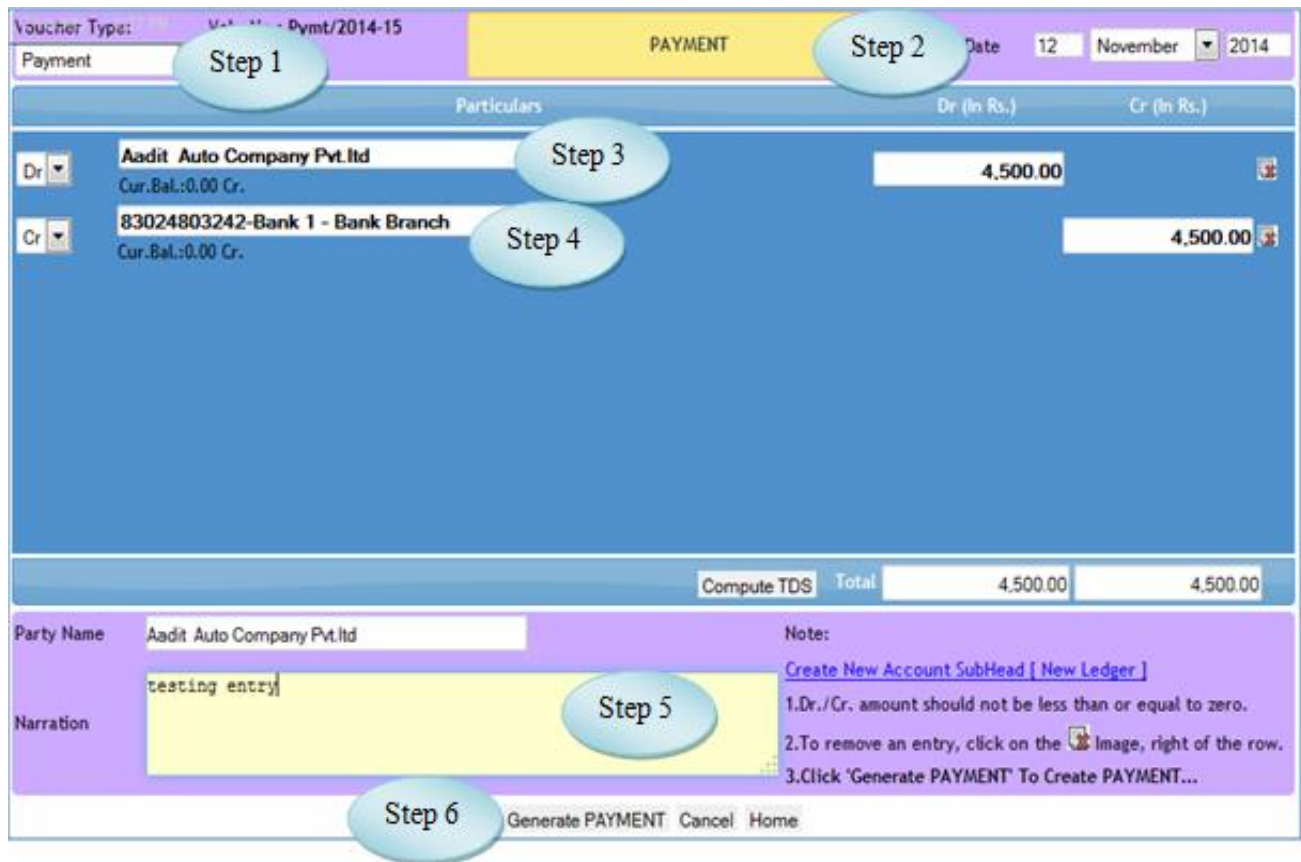   Step6: Click "Generate Payment" button to complete Voucher Entry

Figure 10.1

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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

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

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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

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

Figure 12.C.1

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

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

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.

<div style="border:1px solid #e0a060; background:#fdf5e8; padding:10px;">

15. Fund Transfer

</div>

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

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
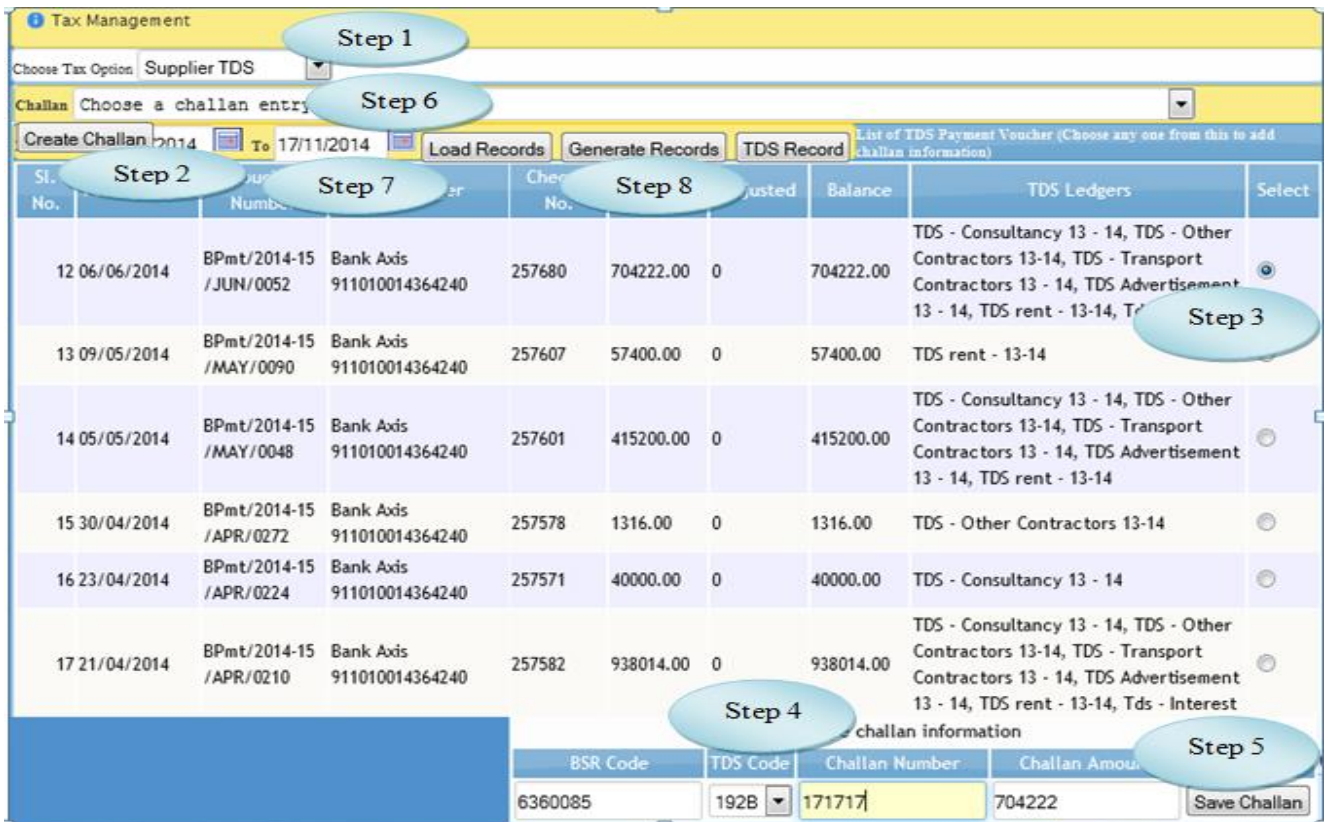
Figure 16.1

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

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

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

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)*

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

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

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

Figure 22.1

Figure 22.2

<div style="border:1px solid #000;">

23. Daybook

</div>

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

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.
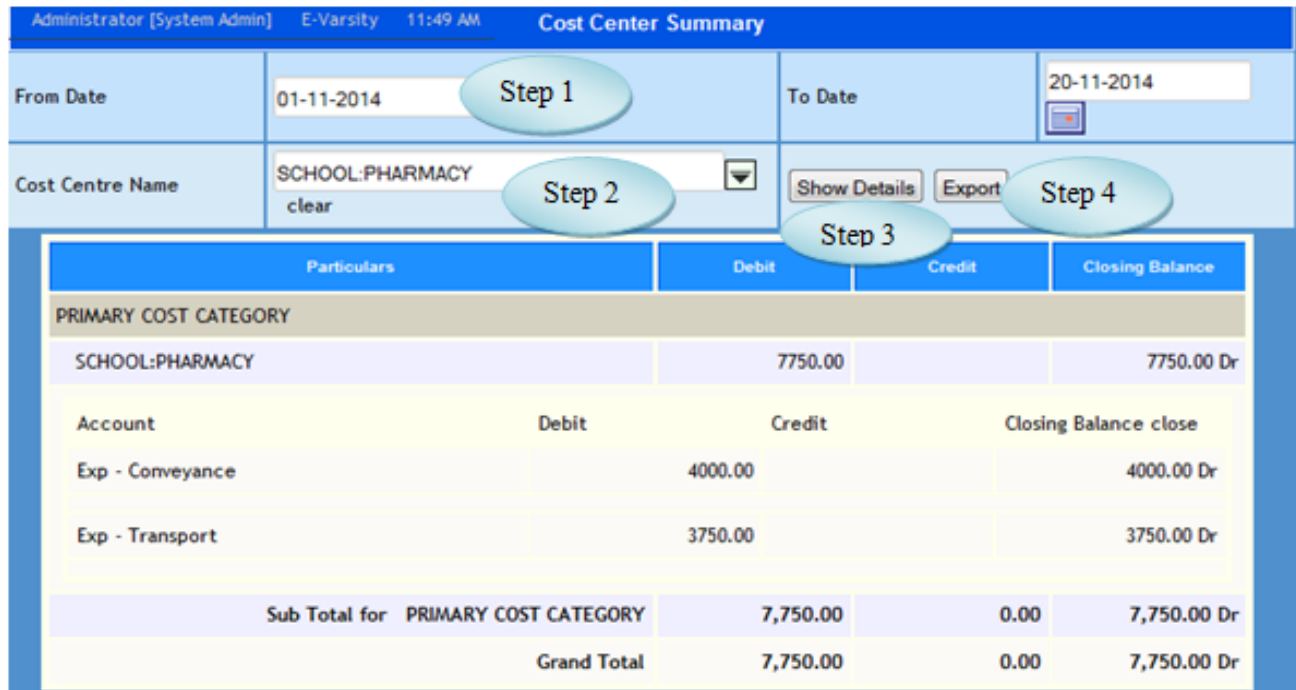
Figure 24.1

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

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

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.

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

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

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)

Figure 30.1

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

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.)

Figure 32.1

eVarsity®

Purchase Module

User Manual

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CONTENTS

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*
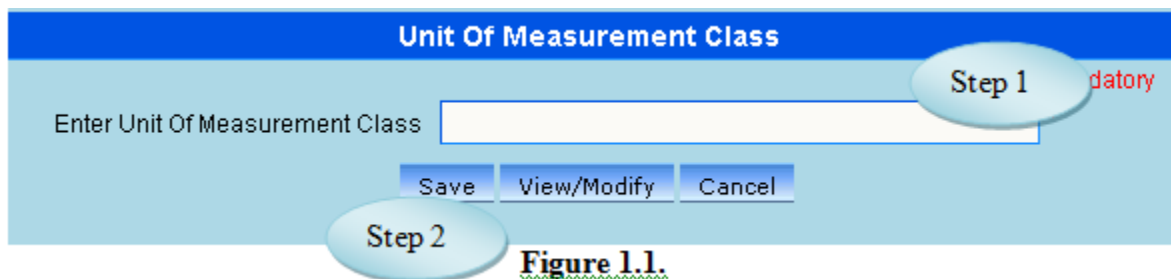
Figure 1.1.

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.*

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.*

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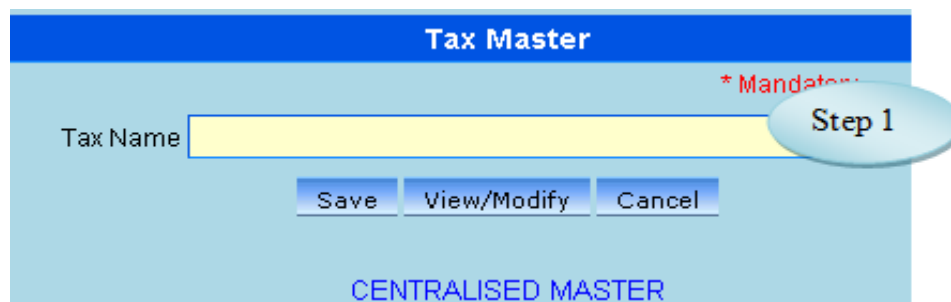
This centralized master interface records tax common for all the institutions.

3.3. Menu Access

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

3.4. Dependency

None

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.*

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*

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.*

Figure 4.2

<table>
<tr><td>5. Product Master</td></tr>
</table>

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

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

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*

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: s*elect 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

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.*

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.*

SI 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

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.

<div style="border:1px solid #000; padding:10px;">

10. Supplier Contacts

</div>

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

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 Contaacts.

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.

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
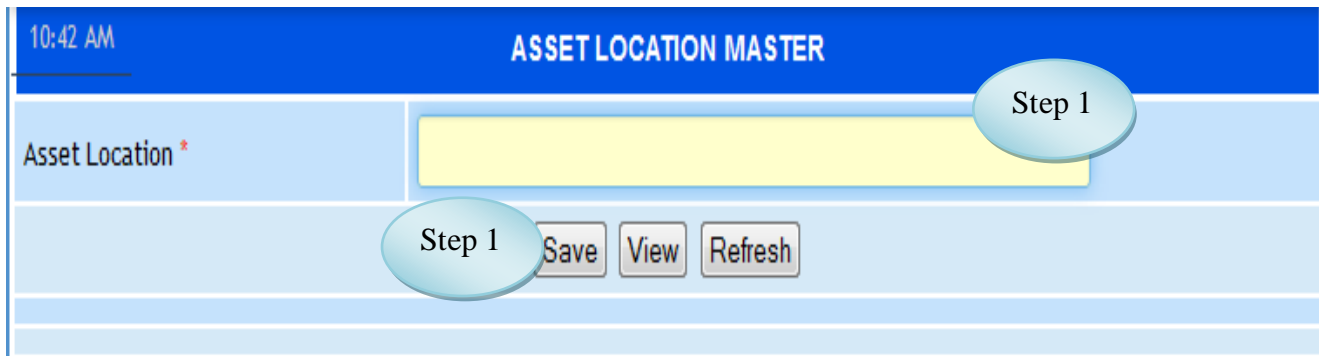
Figure 13.1

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
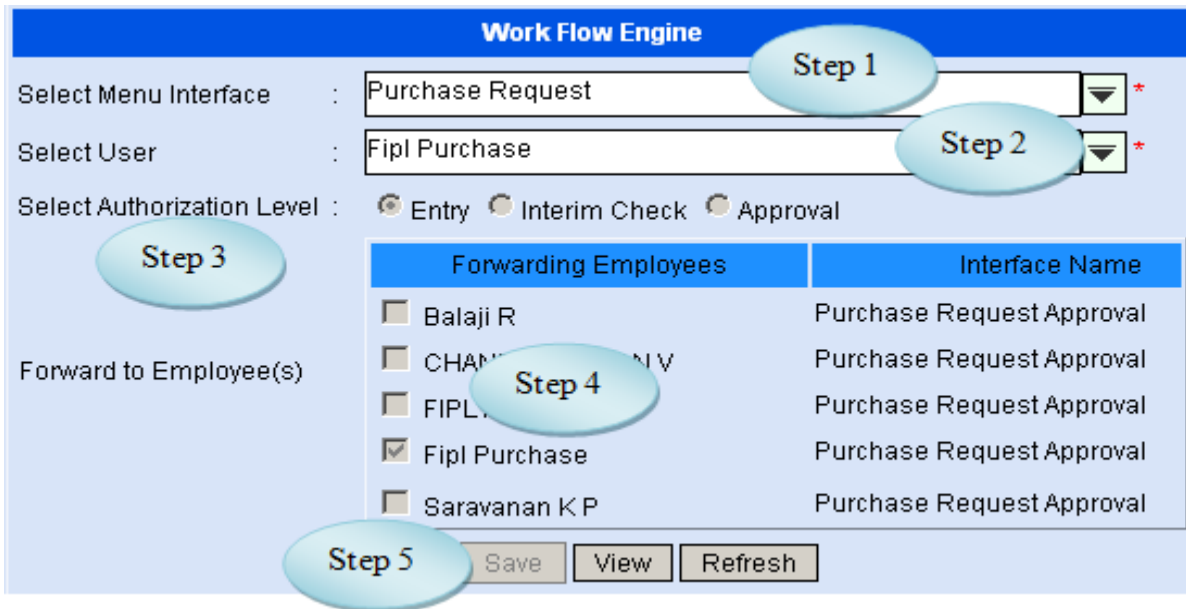
Figure 14.1

14.5. To make a new entry follow these steps,

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

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

Step3: S*elect 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.

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

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

Figure 16.1

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

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.*

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	Step 1	To Date*	24-09-2014	
Request Period*		Dental College & Hospital,	Step 2			
			Product List			
☐	S.No	Product Name	Specification	Current Stock	Requested Quantity	Processed Quantity
☐	1	CD R (MOSER BEAR)		30.0000	20.00	
	Step 3	Computer Cleaning Brush		0.0000	2.00	Step 4
☐	3	DVD R Moserbaer PRO	To back up the OPG	20.0000	25.00	
	4	Vacuumcleaner	Step 5	0.0000	1.00	
			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.

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.*

<table>
<tr><td style="border:1px solid">**20. Send Quotation to Suppliers**</td></tr>
</table>

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-	Step 1	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
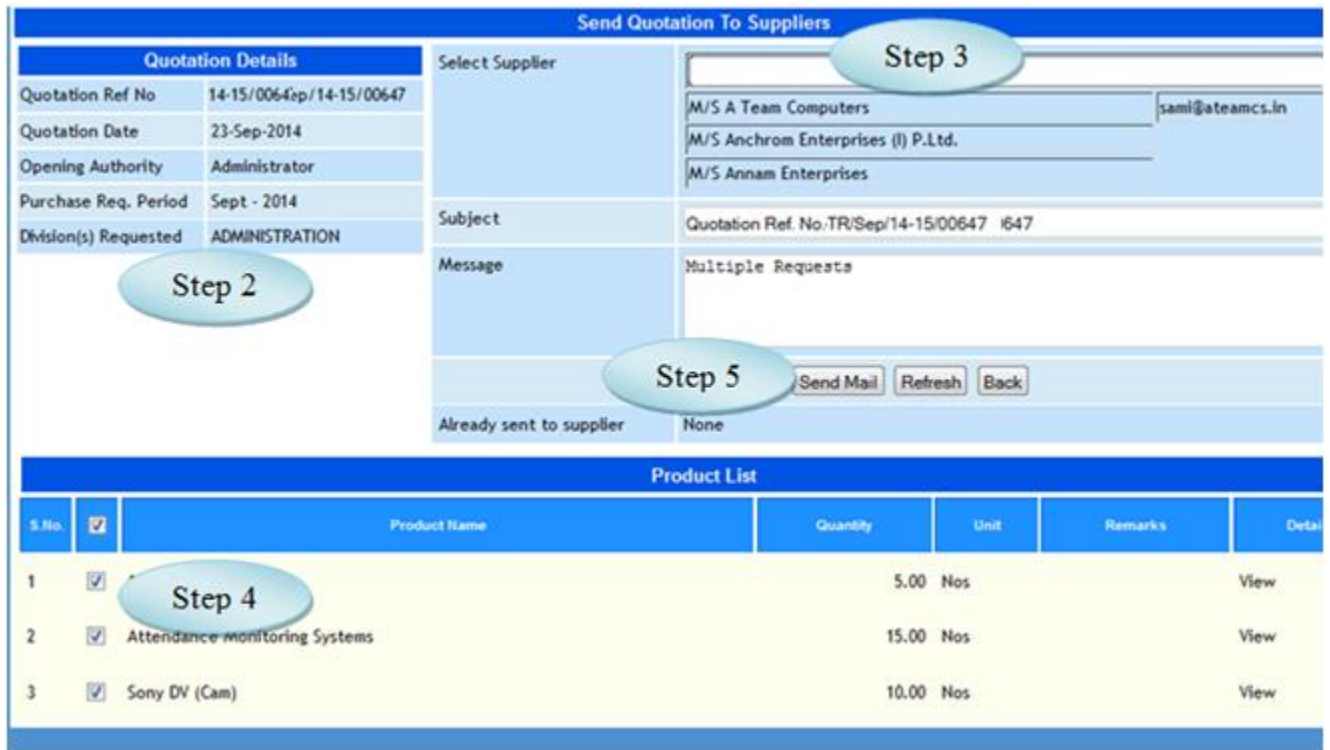
Figure 20.2

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

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 5/00647	23-Sep-2014	Administrator	Sept - 2014	ADMINSTRATION	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	Step 1 is 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 5/00639	12-Sep-2014	Stores	Electricals Motor Urgent	MAINTENANCE	Multiple Requests
'Sep/14-15/00648 5/00636	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

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

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.

Step3: Select the Quotation based on finalized supplier.

Step4: Enter Approval Remarks for Quotation Finalization.

Step5: Click "Approve" button to Approve the Quotation.
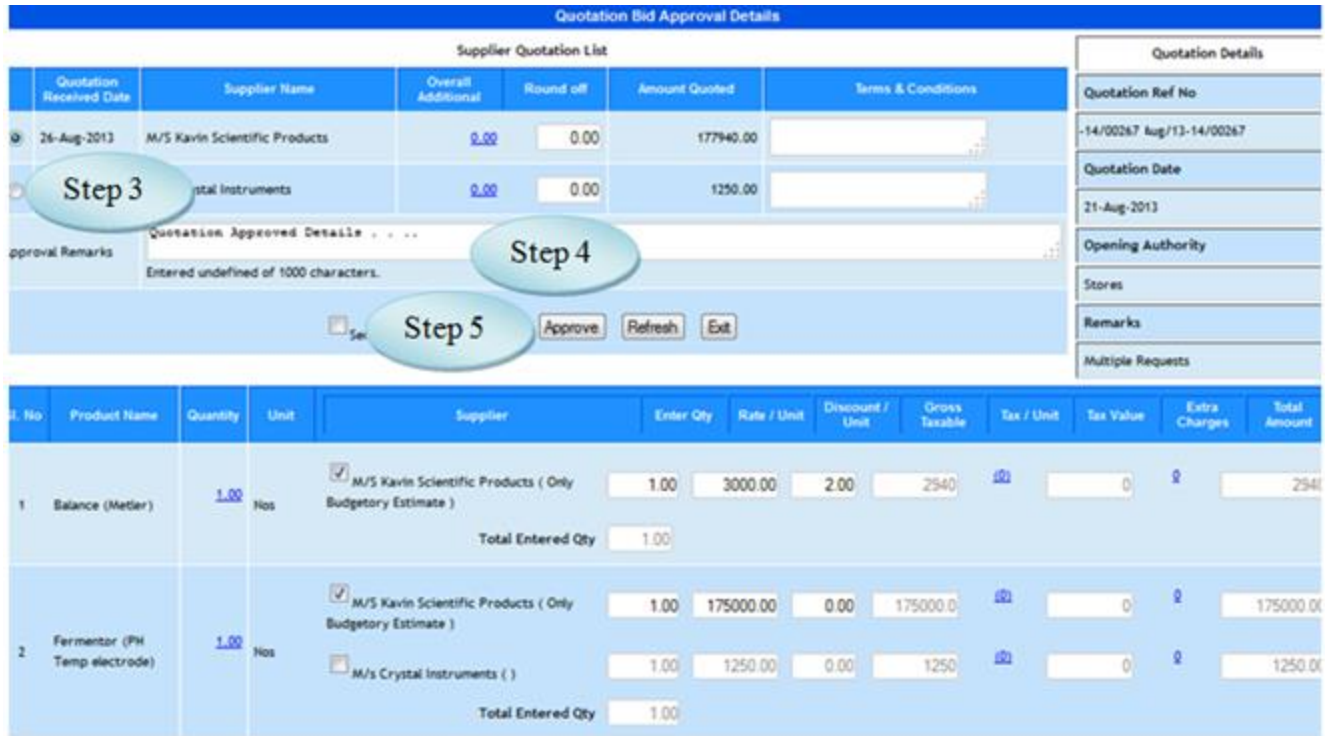
Figure 23.2

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 D	Step 1 ame	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

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	2008	Accounts
Feb/07-08/R/Feb/07-08/00034	08	Administration
Feb/07-08/R/Feb/07-08/00035	12-Feb-2008	Bioinformatics

Step 1

Figure 23.B.1

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.

Figure 25.2

<table>
<tr><td colspan="2">26. Goods Issue</td></tr>
</table>

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

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
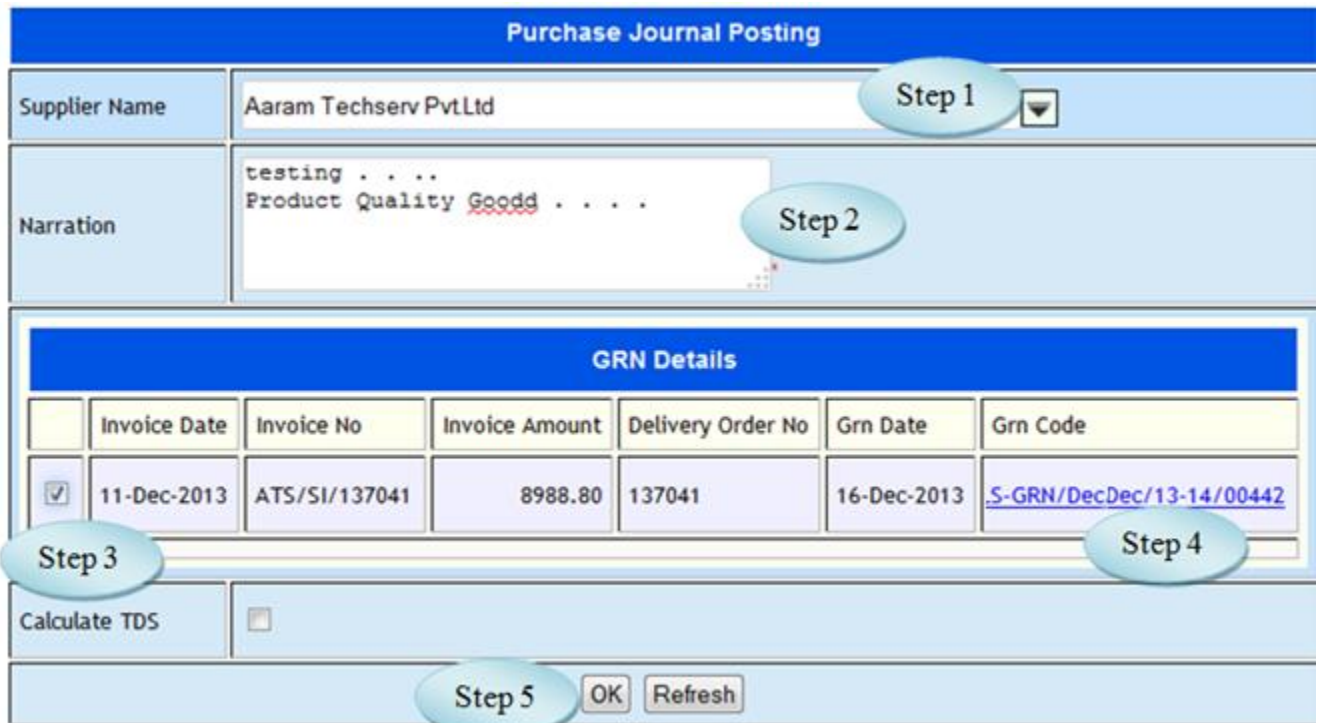
This interface enables users to post Purchase Journal for accounting the purchase

entries le.

27.3. Menu Access

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

27.4. Dependency

Purchase Order Generation

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.*

Figure 27.2

28. Consumable Spent

28.1. Intended Audience

   Department Staff

28.2. Usage

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

28.3. Menu Access

   Main Menu >> Purchase >> Transactions >> Consumable Spend

28.4. Dependency

   Goods Received Note

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.

Figure 29.1

Figure 30.1

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
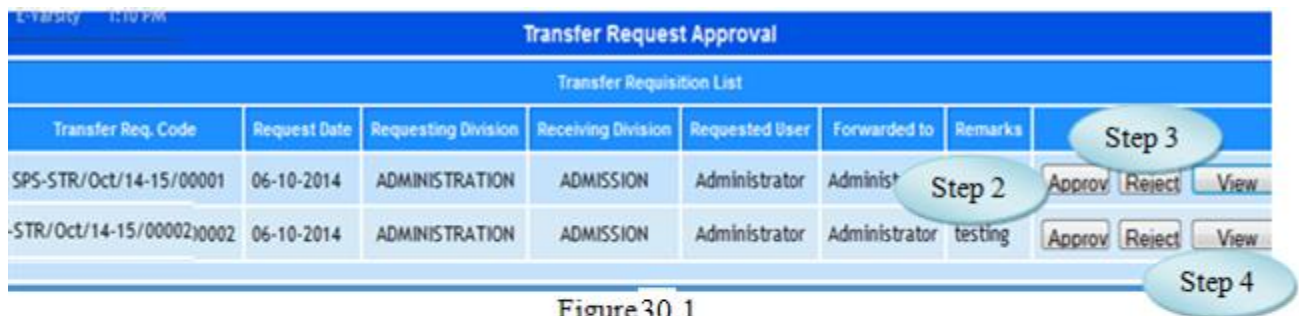
Figure 30.1
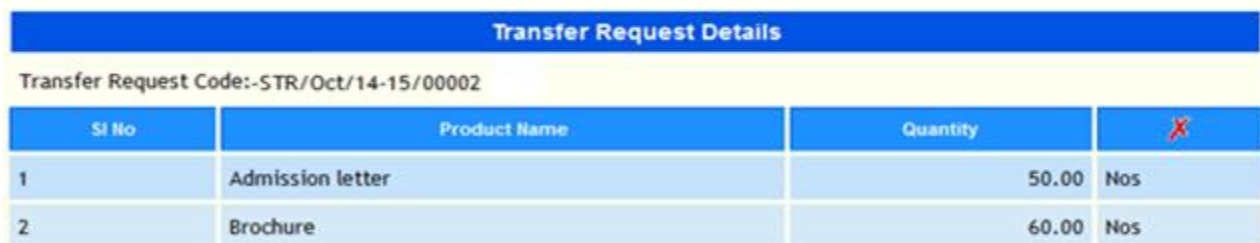
Figure 30.2

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.

<div style="border:1px solid #ccc;">

31. Stock Transfer

</div>

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

Step 1

31.4. Dependency

Stock Transfer Request Approval

Stock Transfer					
Transferring Office	Dental College & HospitaCollege & Hospital,				
Transferring Division	IT DEPARTMENT				
Transfer Ref No	SVDCH-ST/Oct/14-15/00006				
Transfer Date	07 October 201-	Step 1			
Transfer To Office	NSTITUTE OF SCIENCEIENCE TECHNOLOGY AND ADVANCED STUD		Step 2		
Transfer To Division	ADMINISTRATION Step 3				
Remarks	checked all products Step 4				

Transfer Request Details					
Sl No	**Product Name**	**Requested Quantity**	**UOM**	**Available Quantity**	
1	DDR3 Ram - 4 GB	1.00	Nos	2.0000	☑
2	Mouse (Logitech) Optical	1.00	Nos	Step 5	

Step 6   Save 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

Figure 32.1

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

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

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	:	PR/Sep/14-15/01137					
Purchase Requisition Date	:	08-Sep-2014					
Requesting Division	:	SO Office					
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 : SO Office

Remarks : Approved.

Close

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

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	

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.

Figure 36.1

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

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.*

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.

Figure 38.1

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

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

View History   Print   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

Figure 40.1

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
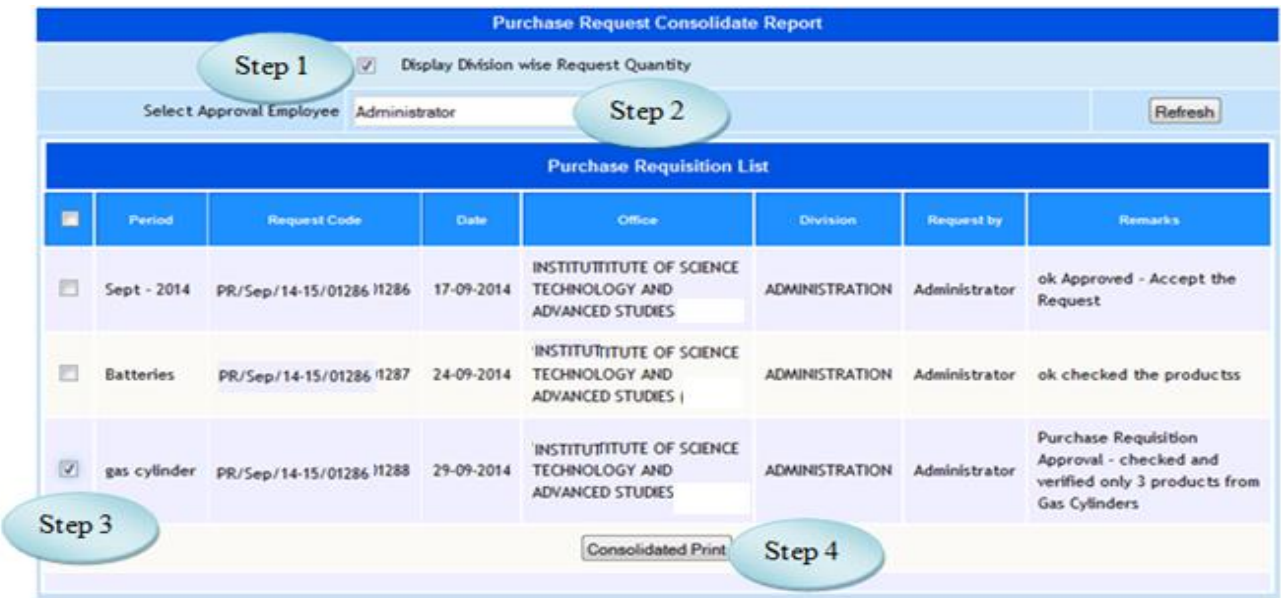
Figure 41.1

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

Figure 41.2

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

Figure 42.1

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

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 J D 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 J D 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

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
				Gross Total		2,500.00		0.00	2,500.00		309.00	0.00	2,809.00
										Grand Total		2,809.00

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

Supplier Details :

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.Ganasen

P.O. No. : **PUR/Sep/14-15/00590/R1**
Date : 29-Sep-2014
Invoice To : INSTITUTE OF SCIENCEIENCE TECHNOLOGY AND 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
							Gross Total	1,178.08
							Total Purchase Amount	1,178.08

Figure 44.3

---

45. Goods Recevied 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*

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.

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

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

Figure 48.1

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

Figure 49.1

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
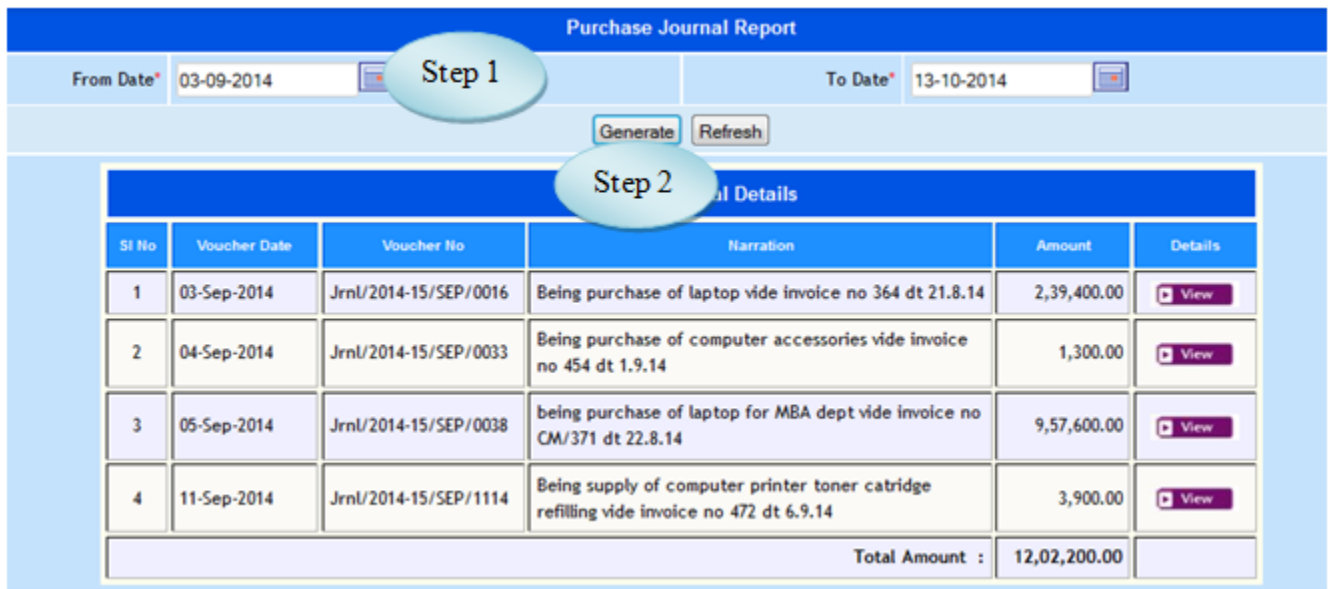
Figure 50.1

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*

Figure 50.2

Figure 50.3

<table>
<tr><td>51. Asset Register</td></tr>
</table>

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 : 06 March ▼ 2009 (DD/Month/YYYY)*   To Date : 06 March ▼ 2009 (DD/Month/YYYY)*

Generate   Refresh

Division	Available Qty			Amount		
	Opening Stock	Stock In	Closing Stock	Opening Balance	Stock In	Closing Balance
Administration	59	0	59	330000.00	0.00	330000.00
Laptop	3	0	3	75000.00	0.00	75000.00
BOOK - LIBRARY	50	0	50	75000.00	0.00	75000.00
Chemistry Lab Equipments	6	0	6	180000.00	0.00	180000.00
Laptop system	6	0	6	180000.00	0.00	180000.00
Civil	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.*

eVarsity®

Academic Module

Version	2.0.
Released on	Sep – 2014
Released By	Firstline Infotech Pvt. Ltd., Chennai.

CONTENTS

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.
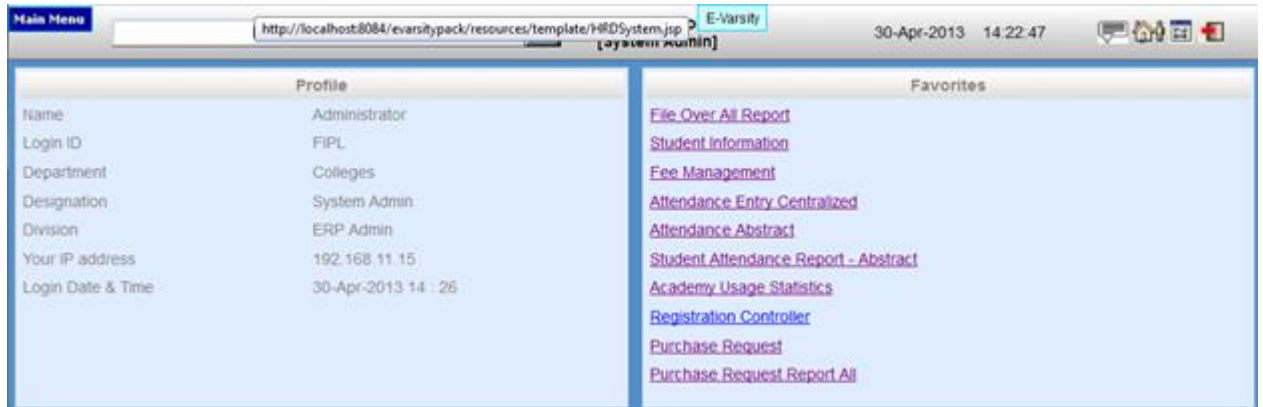
Figure 1.2

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.

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
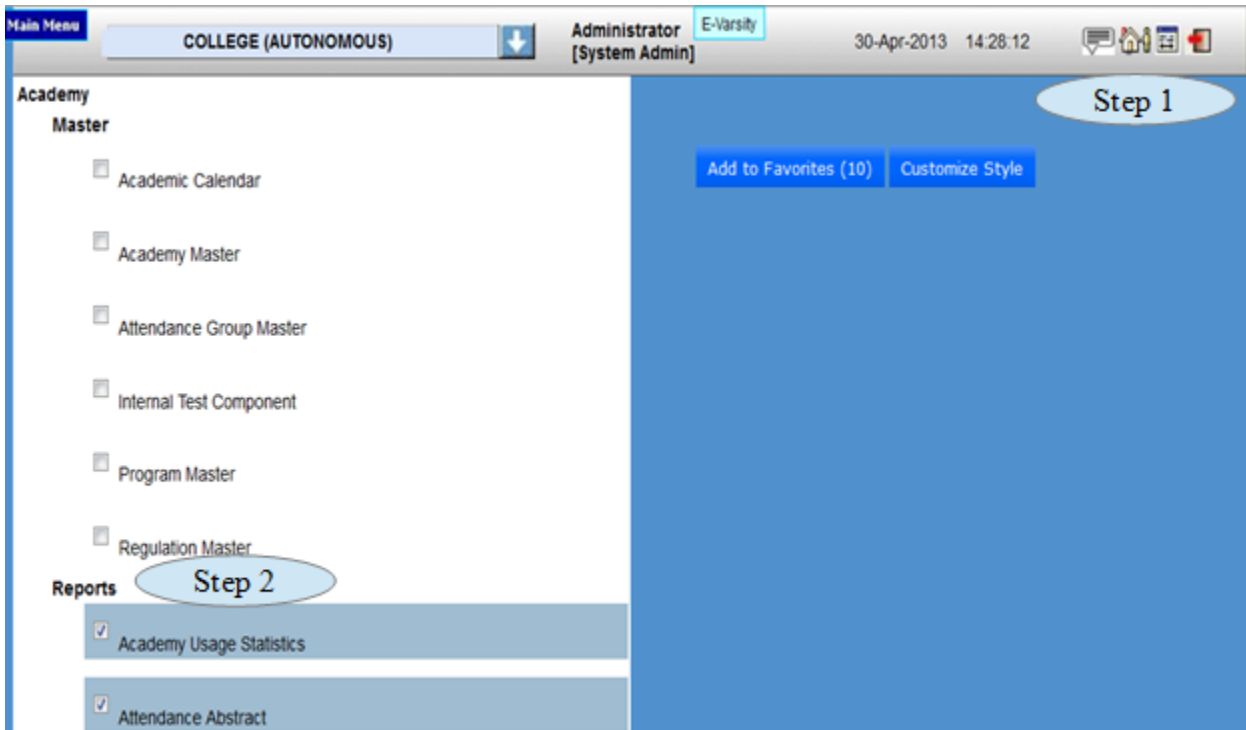
Figure 3.1

4. Adding new user

4.1 Intended Audience
System administrator
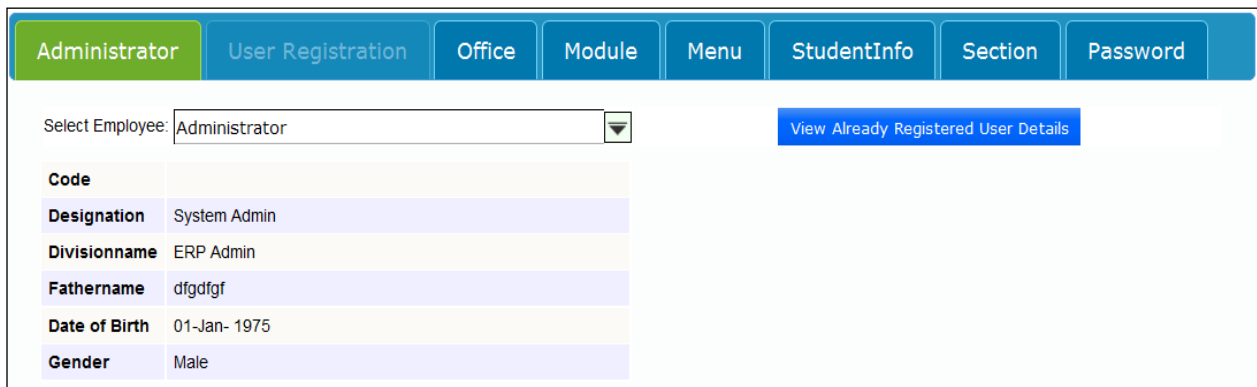
4.2 Usage
Creates new user from existing employee List in e-Varsity ERP.

4.3 Menu Access
Main Mennu >> User Rights >> User Registration

4.4 Dependency
Employee List.

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 acess.
5.3. Menu Access
Main Menu >>User Rights > >Module
5.4. Dependency
None.

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*
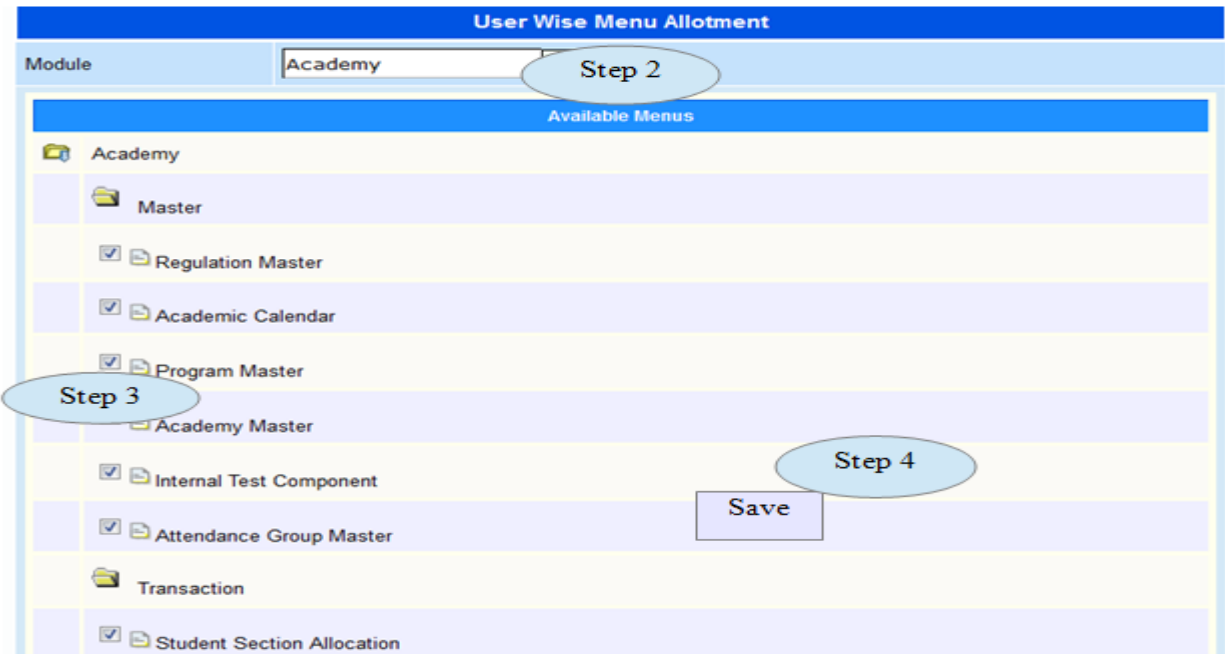
Figure 6.1

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 privillege

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
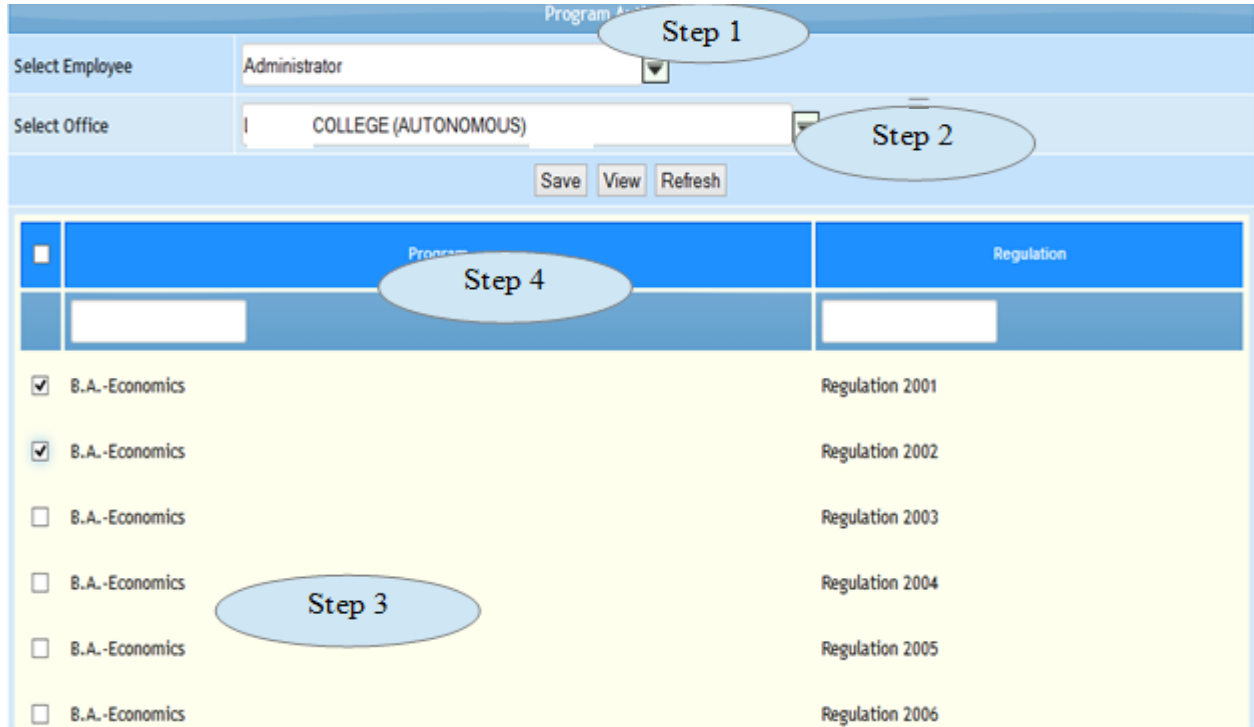
Figure 7.1

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
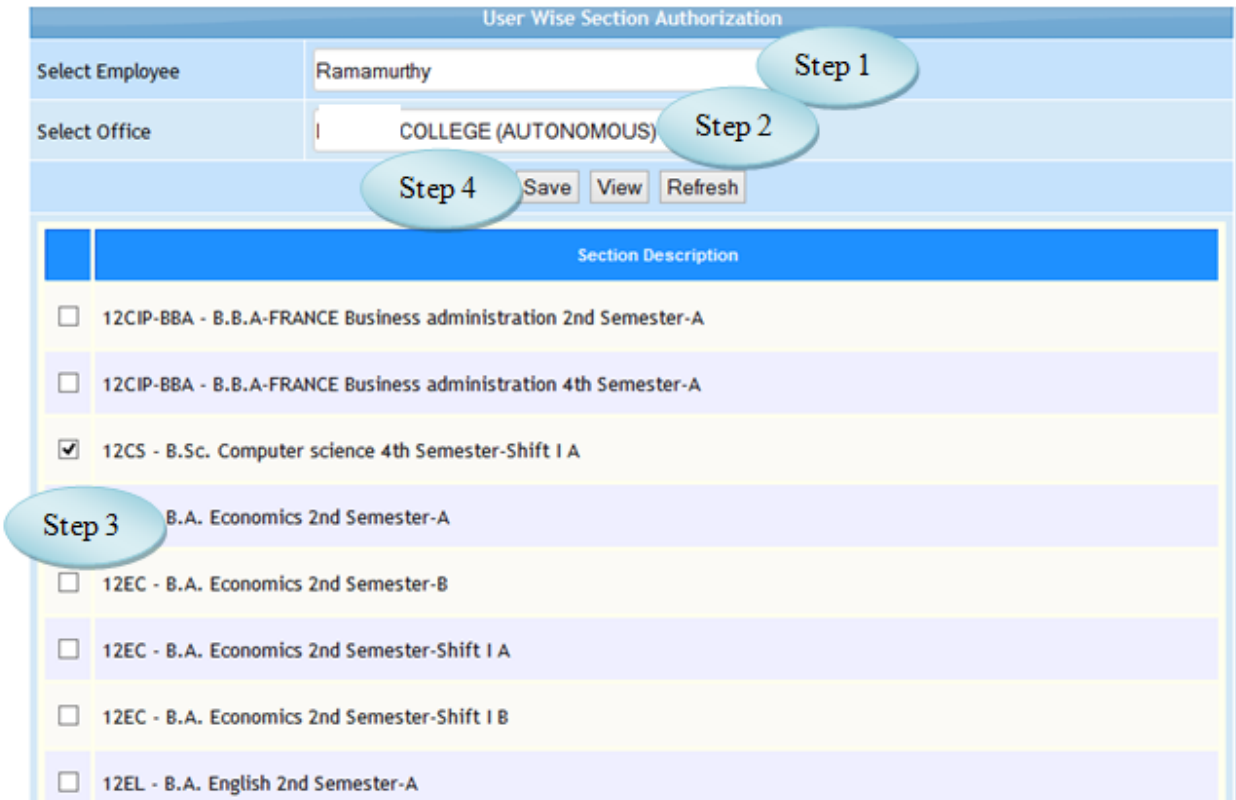
Figure 8.1

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.

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.*

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.*

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

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.

Figure 10.B.2

Figure 10.B.3

<div style="border:1px solid">

10. C.   Graduation Master

</div>
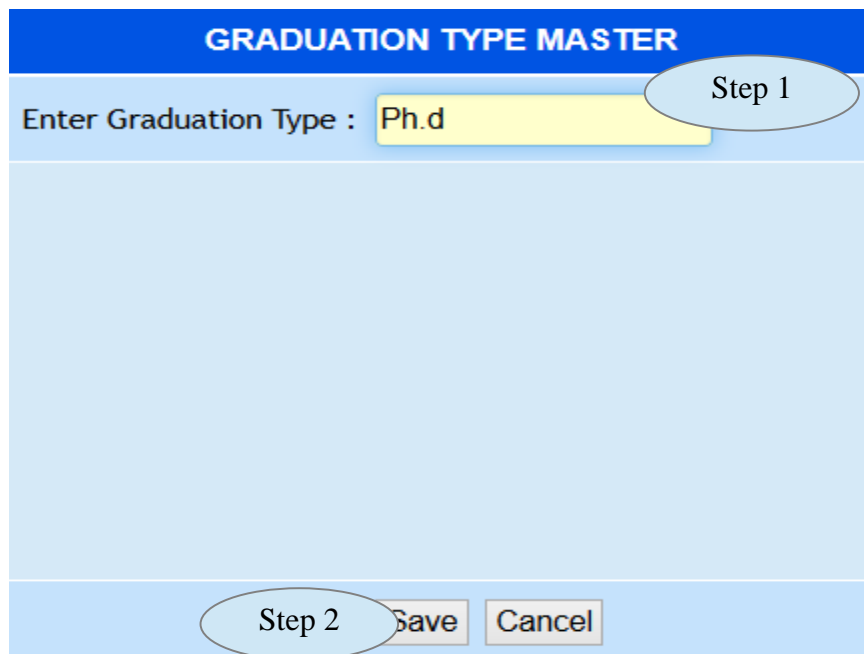
10.1. Intended Audience
  Academic committee and System Administrator.
10.2. Usage
  This master interface records Graduation details.
10.3. Menu Access
  Main Menu >> academic master >> Regulation Master>> Graduation
10.4. Dependency
  None.

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.
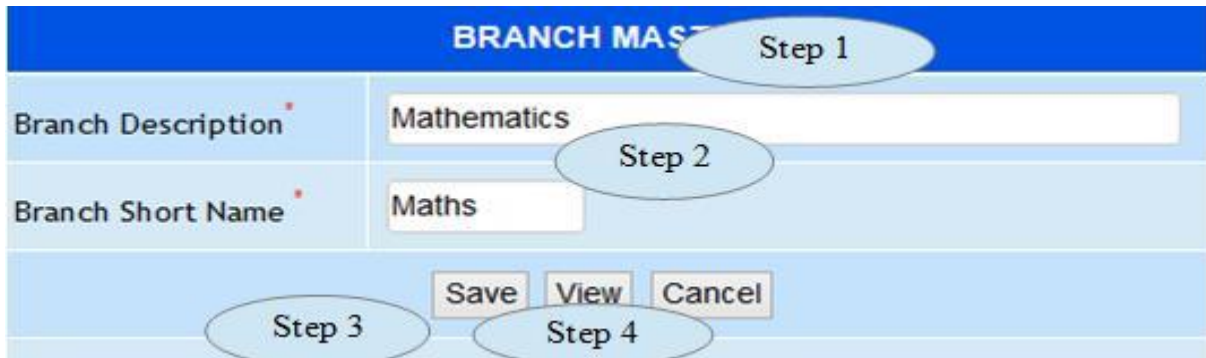
Figure 10.D.1

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.

BRANCH MASTER	
Branch Description*	Computer Application MS
Branch Short Name*	CA MS
Step 5	Modify Cancel

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.

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

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

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

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

Figure 11.C.1

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

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 Instituiton
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

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

Figure 12.A.2

<div style="border: 1px solid #000;">

12. B. Course Master

</div>

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

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

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 couse type details

        Step 3: Click the check Box to selelct 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

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* | Regulation 2011 ▼ |
| Course* | ▼ |

Save   View   Cancel

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* | School Regulation ▼ |
| Course* | AV – Audio Visual ▼ |

	Course Type	Total Hours	Minimum Marks	Maximum Marks	Input Maximum Marks
☐	Theory - External	0	0	0	0
☑	Theory - Internal	100	30	100	100
☐	Practical - External	0	0	0	0
☑	Practical - Internal	100	30	100	100
☐	Vivavoce	0	0	0	0
☐	MS Theorotical	0	0	0	0

Step 7

Modify   Cancel

Figure 12.C.3

12.D. Program Course

12.1. Intended Audience
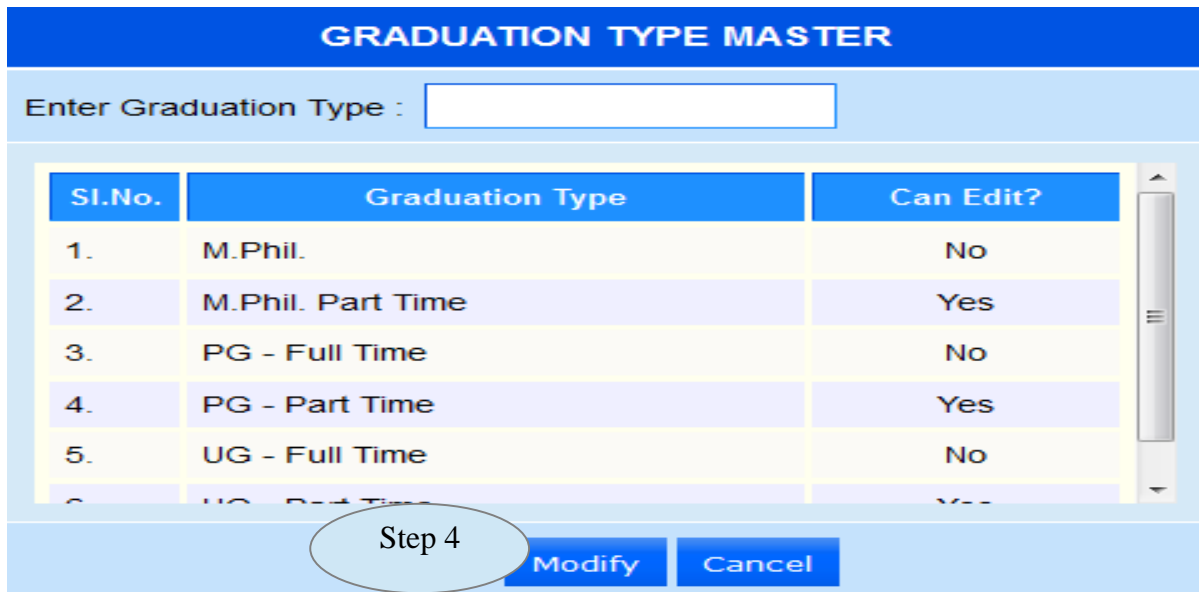*Academic committee and System Administrator*

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

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

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	FR 1090	BEGINNERS FRENCH - I (INITIAL)	3

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*
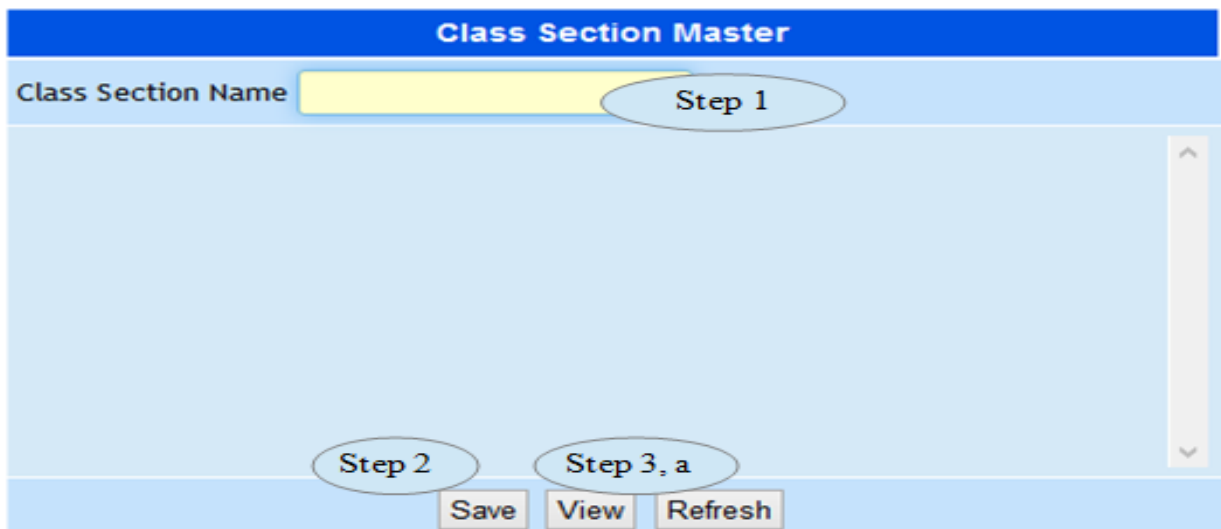
Figure 12.E.1

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
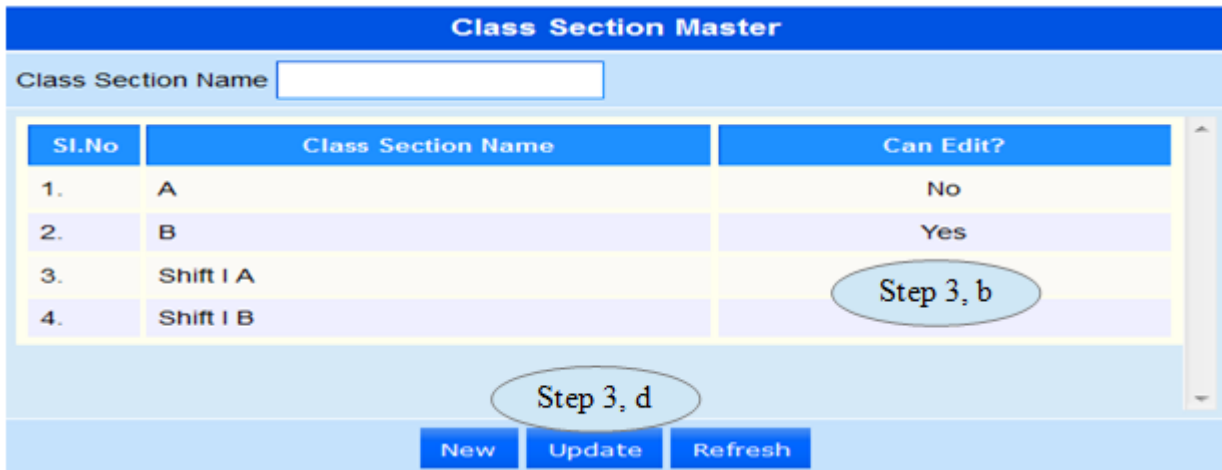
Figure 12.E.2

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.
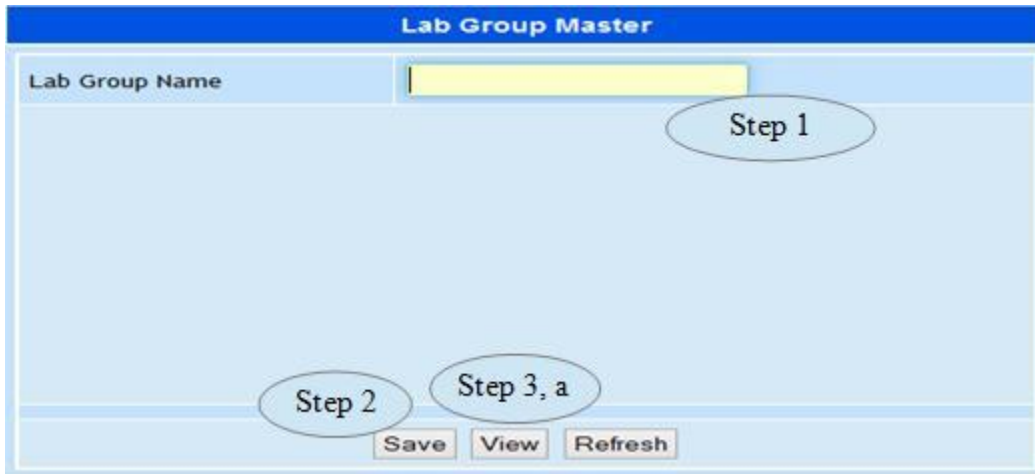
Figure 12.F.1
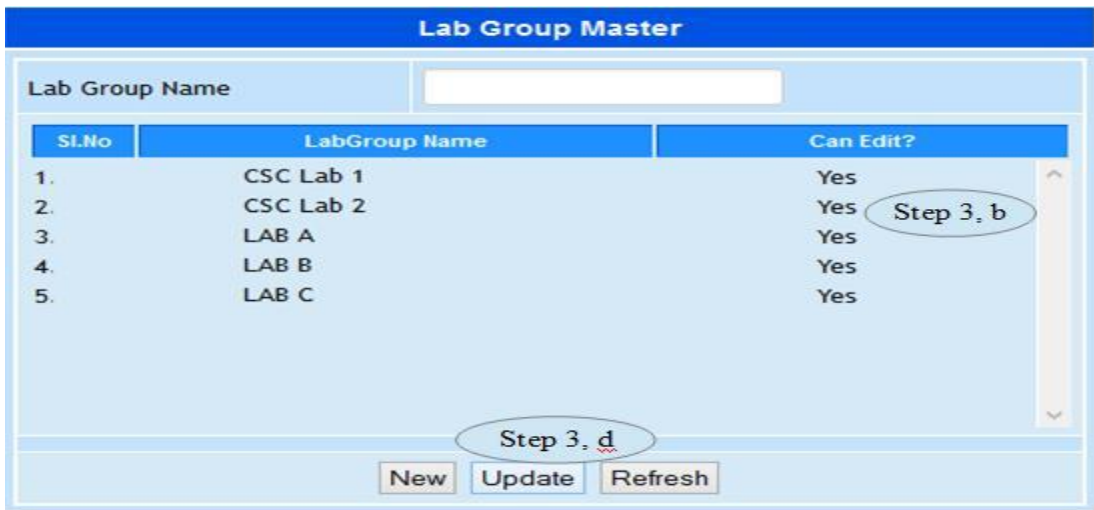
Figure 12.F.2

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.
    Step4: click on 'Assign' button to save into database as in figure 12.G.1.
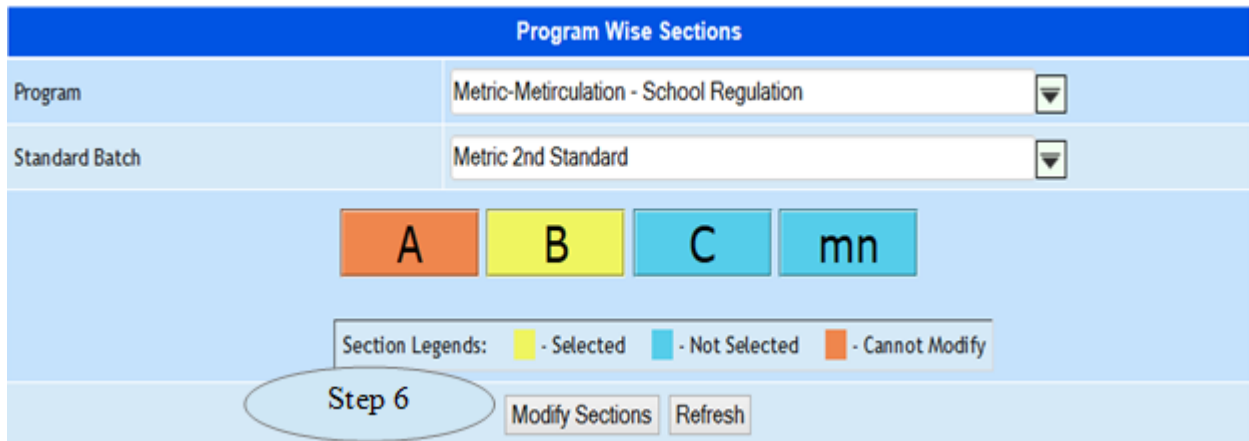
Figure 12.G.2

    Step5: *Already assigned sections are displayed in 'Yellow' Color and click the same will change the status as 'not selected'.*
    Step6: *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
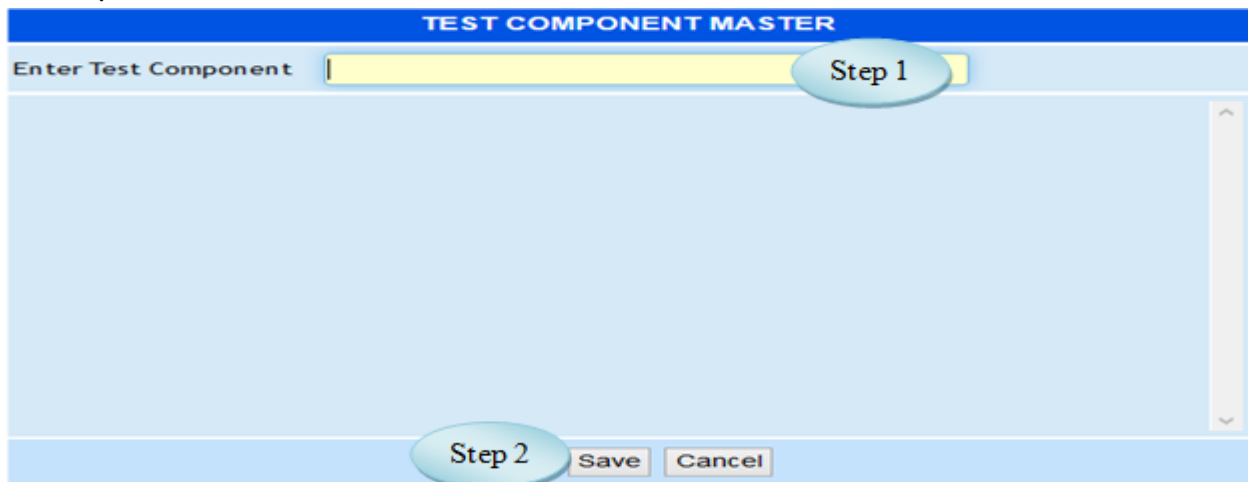
Figure 13.A.1

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.

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.

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*
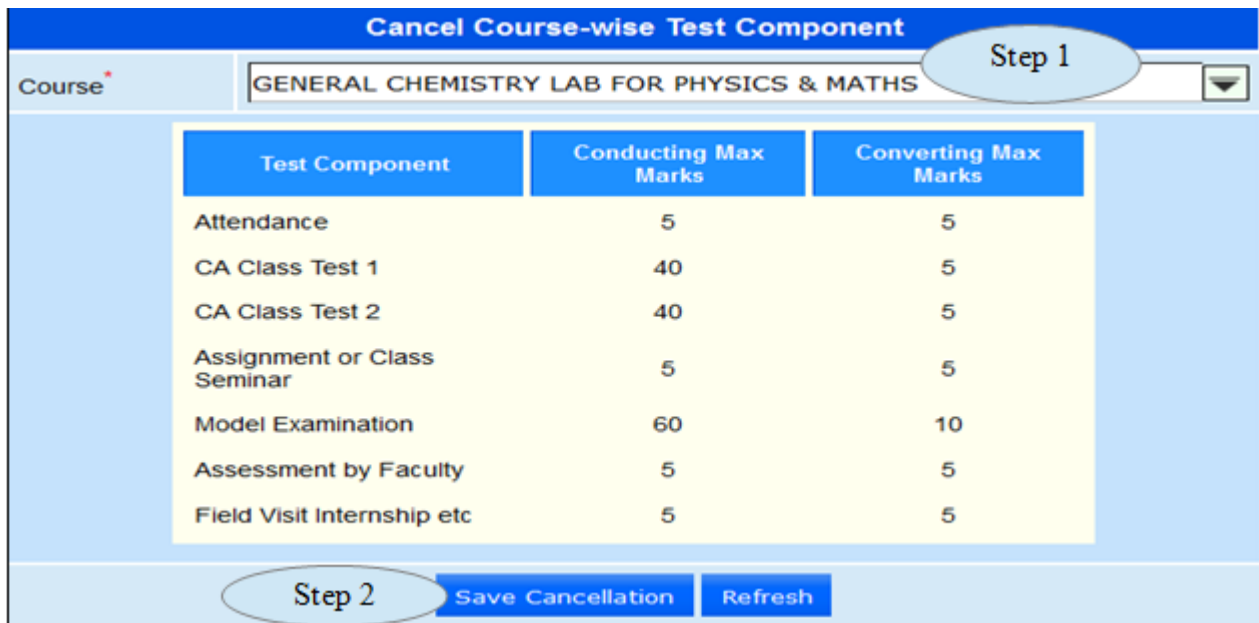
Figure 13.C.1

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.
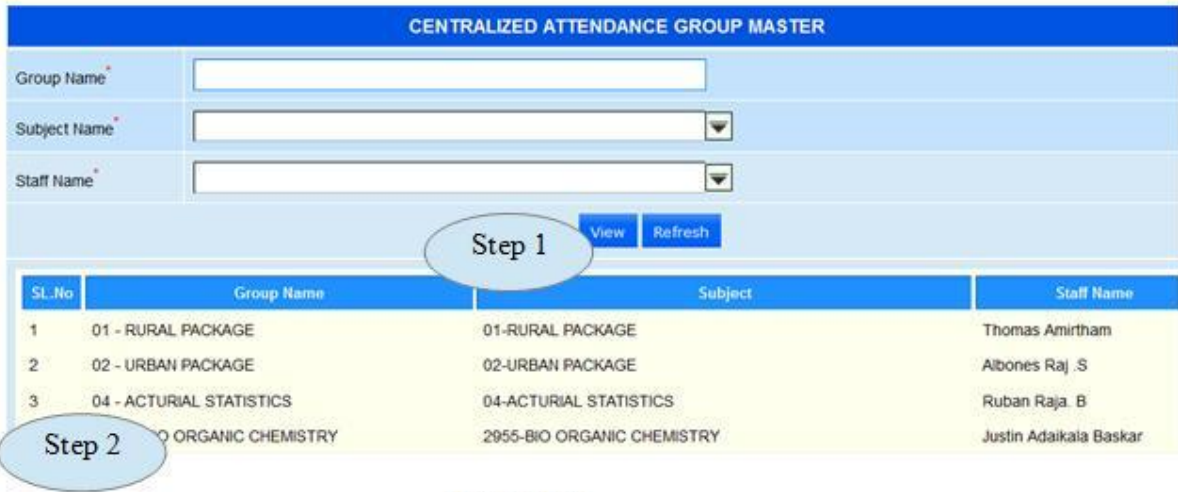
Figure 14.1

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
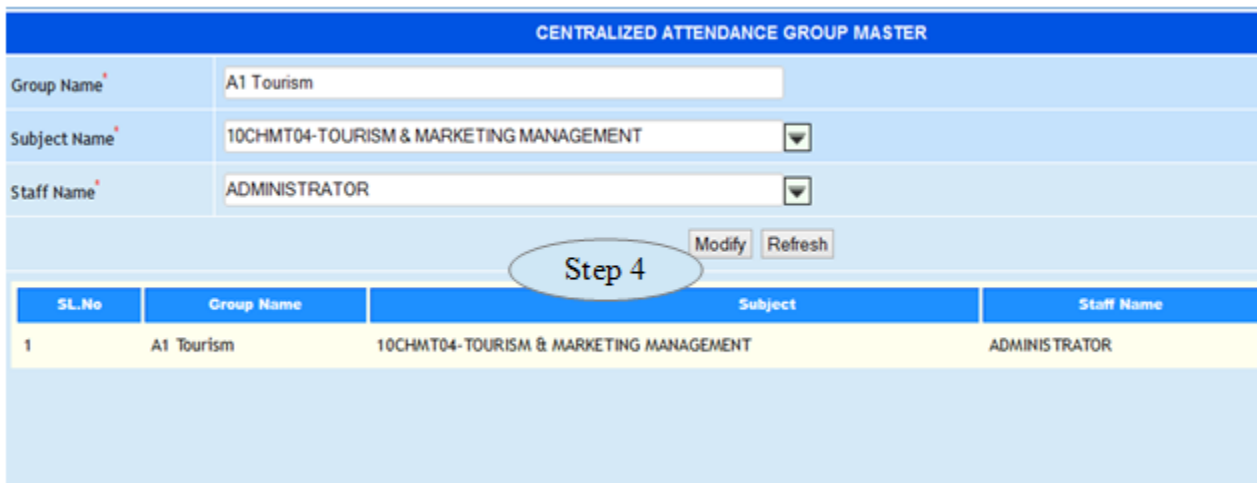
Figure 14.3

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
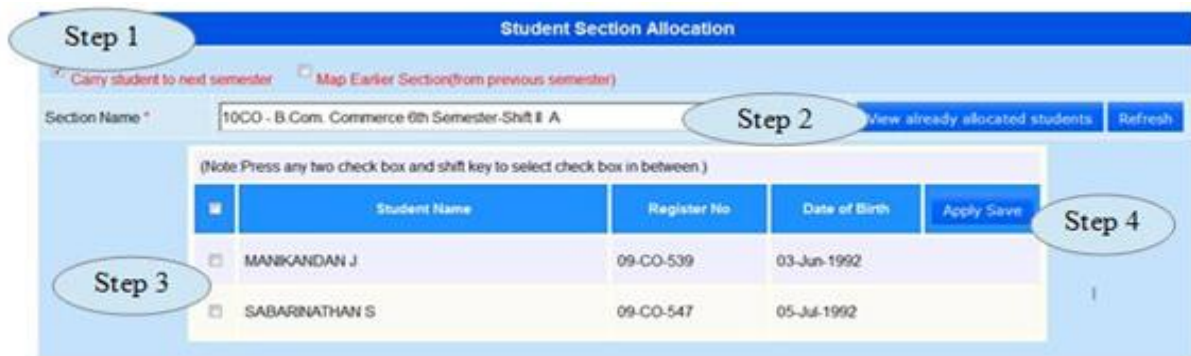
Figure 15.1

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 DisciplinaryCourse.

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 ***	▼
Extra Disciplinary Subject *	▼
	Save View 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.

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.*
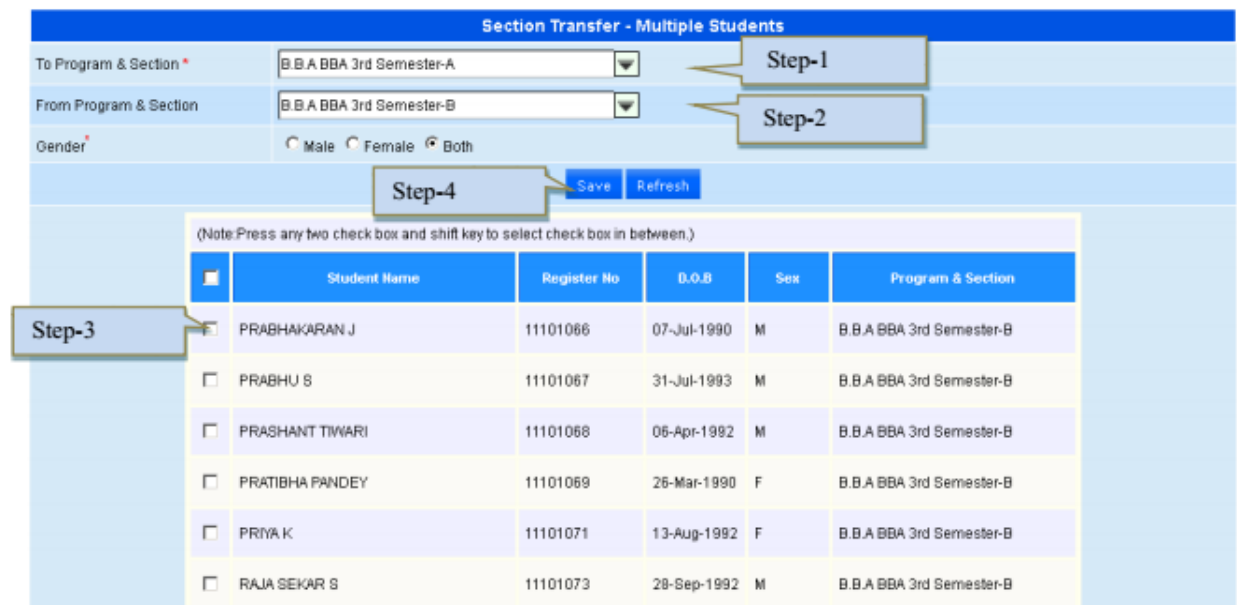
Figure 17.1

<div style="border:1px solid">

18. Student Course

</div>

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
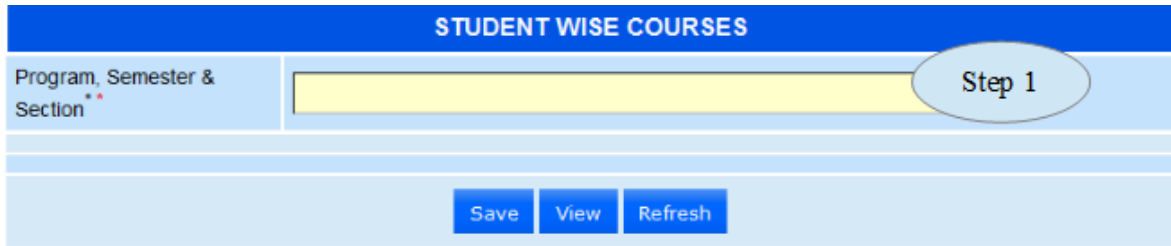
Figure 18.1

18.5 To make entry follow steps below

 Step1: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.
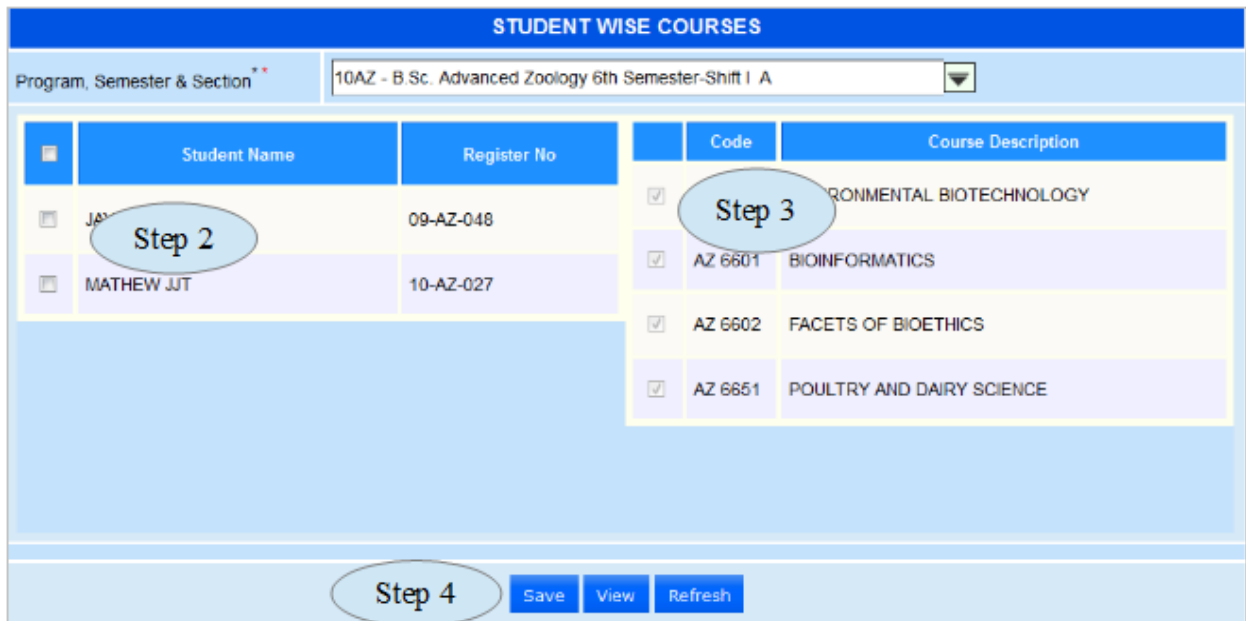
Figure 18.2

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
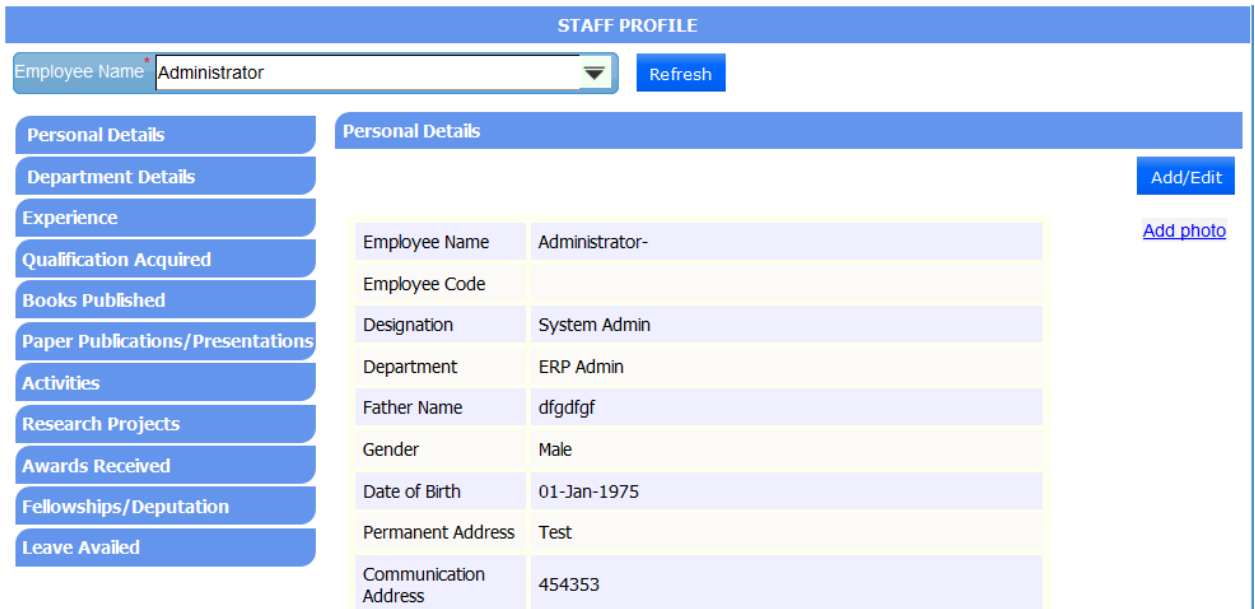
Figure 19.2

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
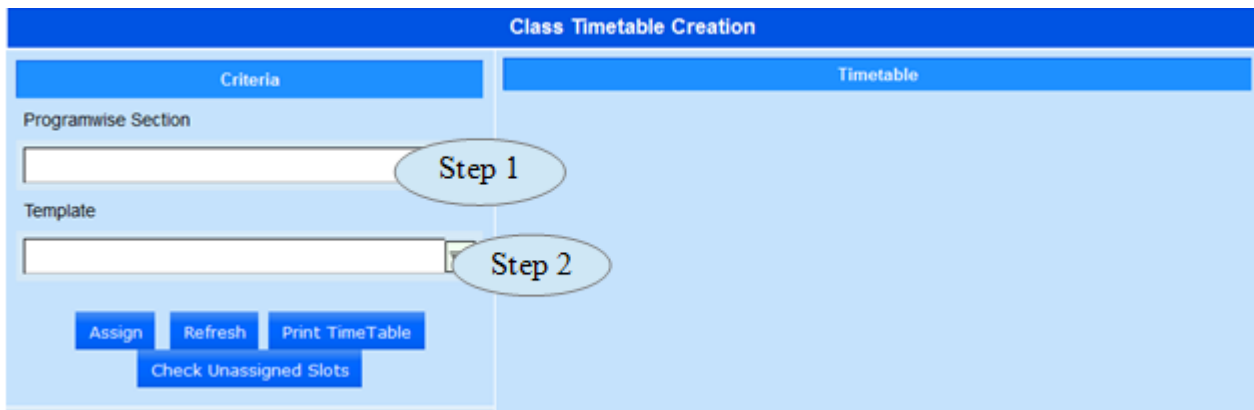
Figure 20.1

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.

Figure 21.1

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.
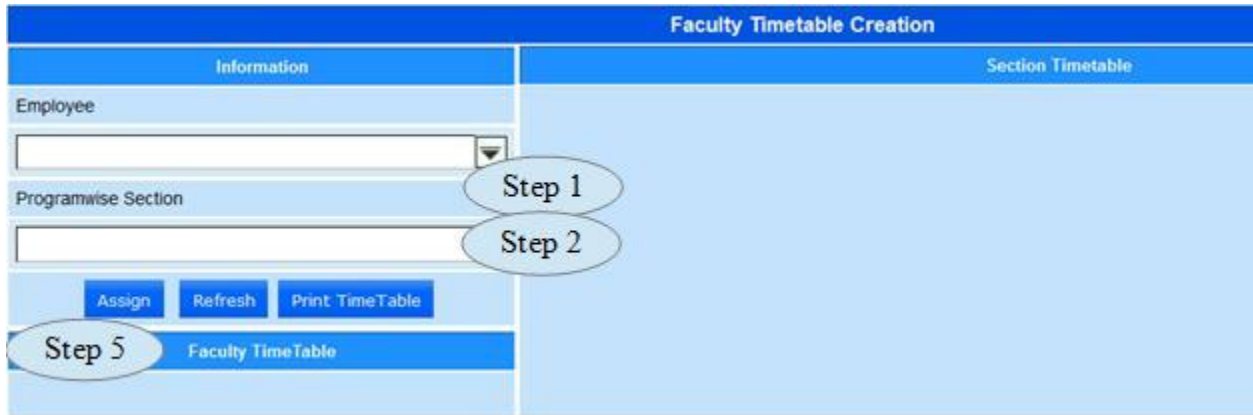
Figure 22.1

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.
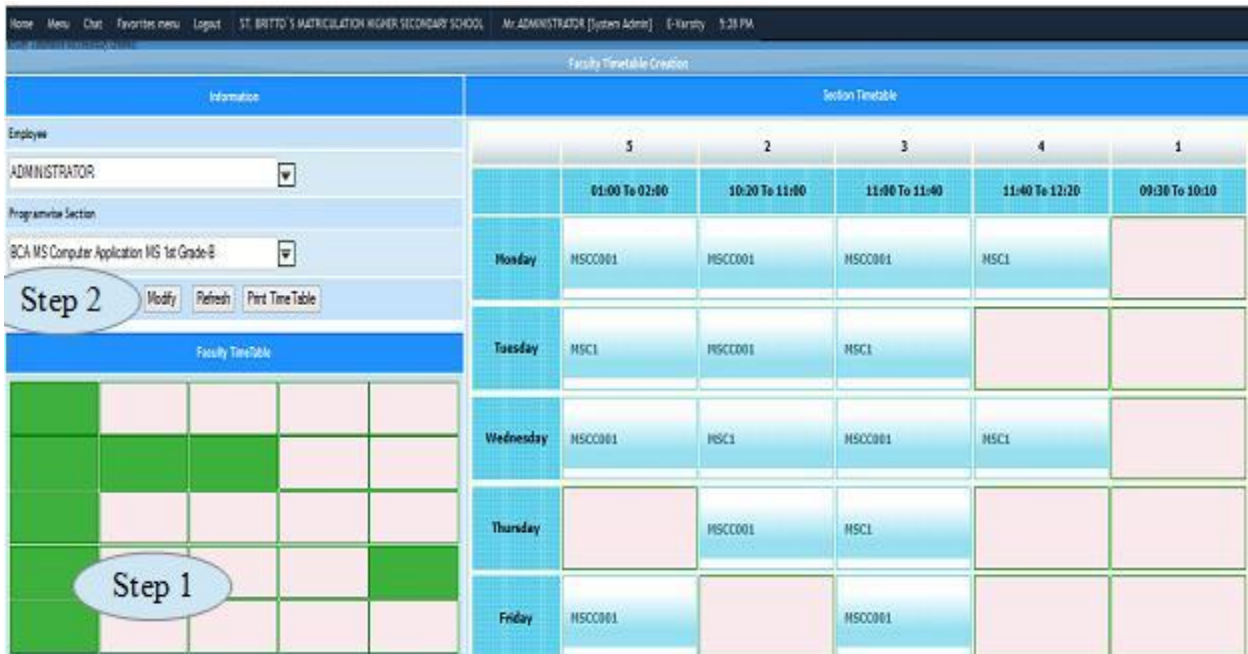
Figure 22.2

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.

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]*
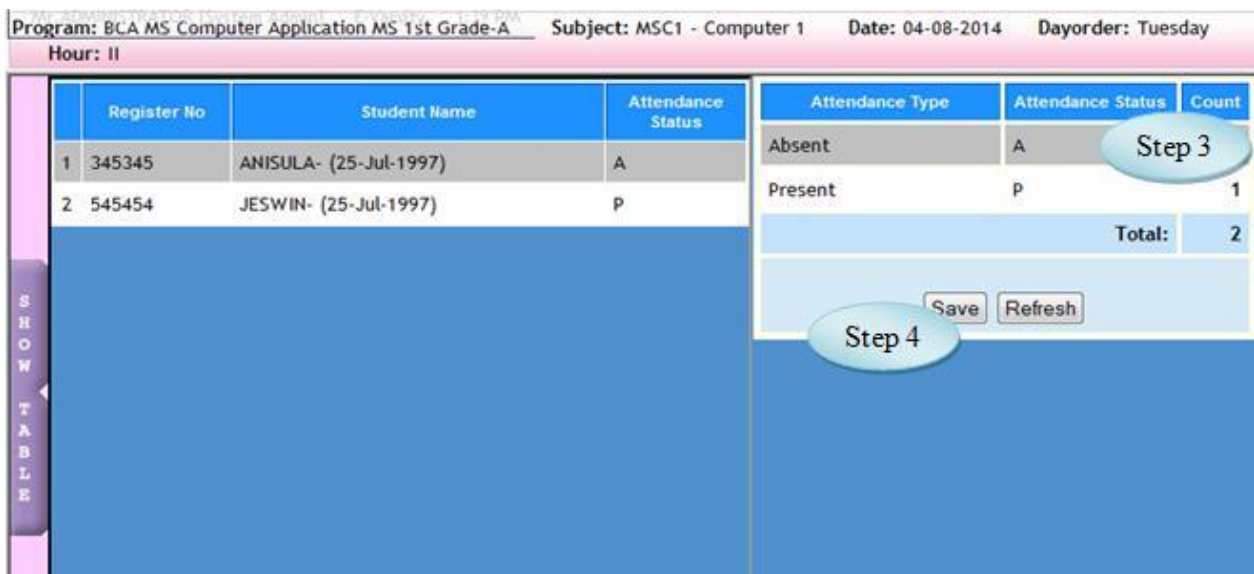
Figure 23.2

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

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

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

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: c*lick 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: c*lick 'Save' button to save the delegation entry details. if the selected staff already allocated to the particular hour, system will give alert the user.*

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

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
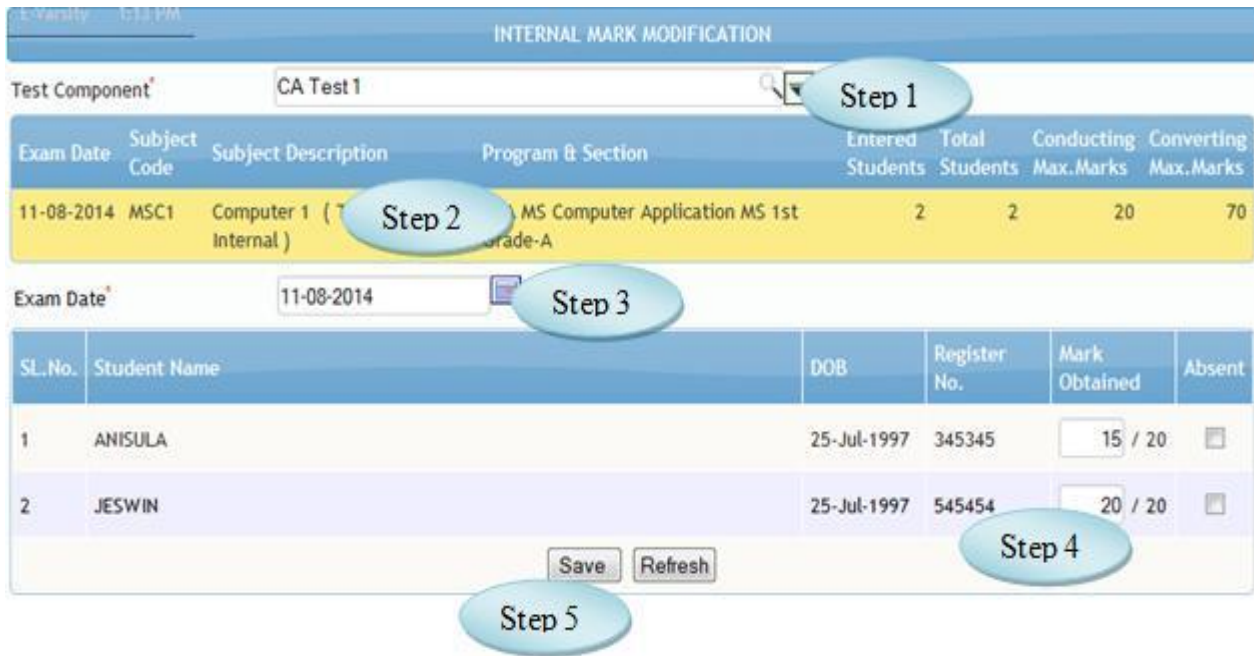
Figure 29.1

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.

<div style="border:1px solid #e0a050; background:#fdf0e0; padding:10px;">

30. Attendance Approval

</div>

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
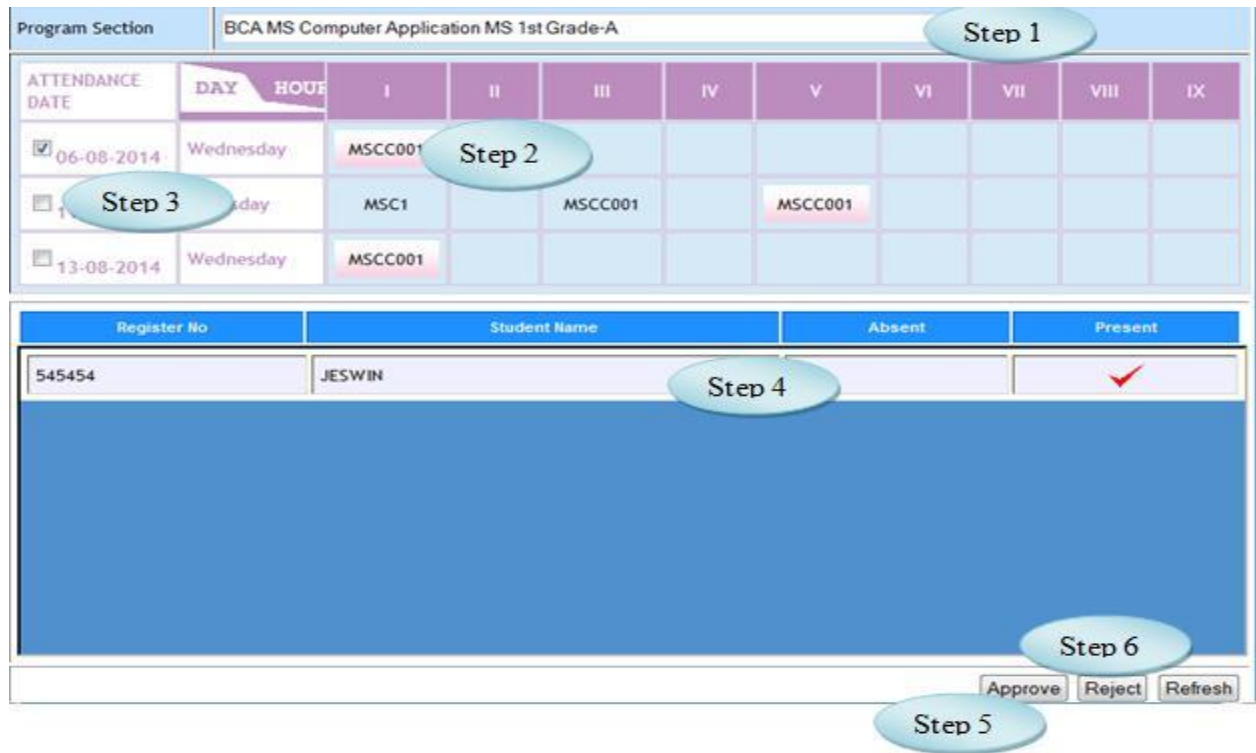
Figure 30.1

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.*
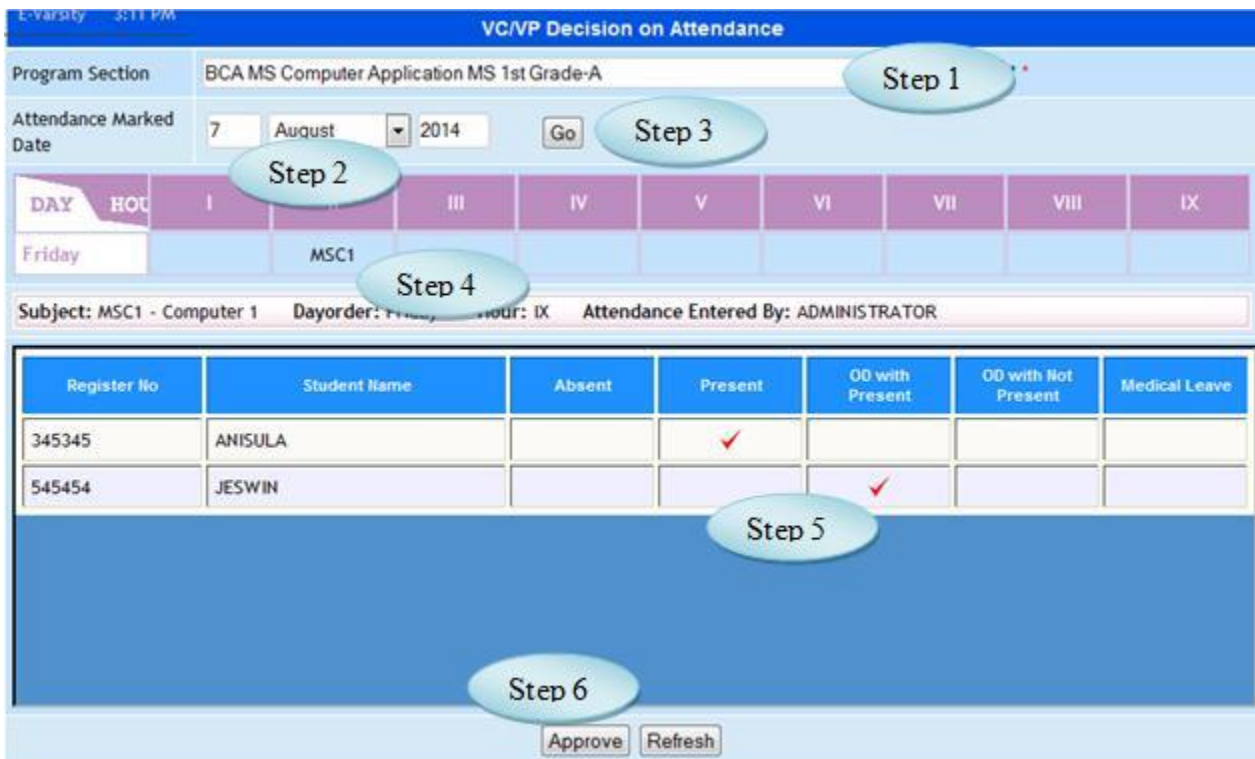
Figure 31.1

<table>
<tr><td colspan="2">32. Cancel Attendance Entry</td></tr>
</table>

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.

Figure 32.1

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

Figure 33.1

`   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*

<div style="border:1px solid #f0a030; background:#fdf0e0; padding:10px;">

35. Student Activity Approval

</div>

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	View
Medical Leave	01-04-2013	05-04-2013	Administrator On 29-Apr-2013 02:52:04	Fever	View
			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**
☑ 13PPH - M.Sc. Physics 3rd Semester-Shift I A	05-08-2014	2nd Day	2	PH 3953-CRYSTAL PHYSICS	Administrator	Rajasekaran S (Br. 0062)
Approve 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

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
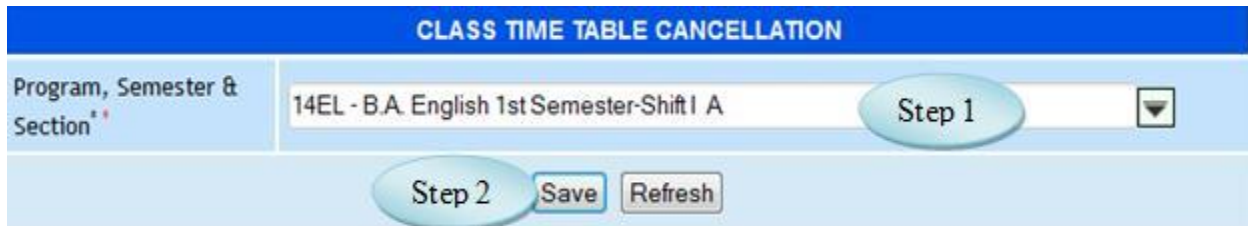
Figure 38.1

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.

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.
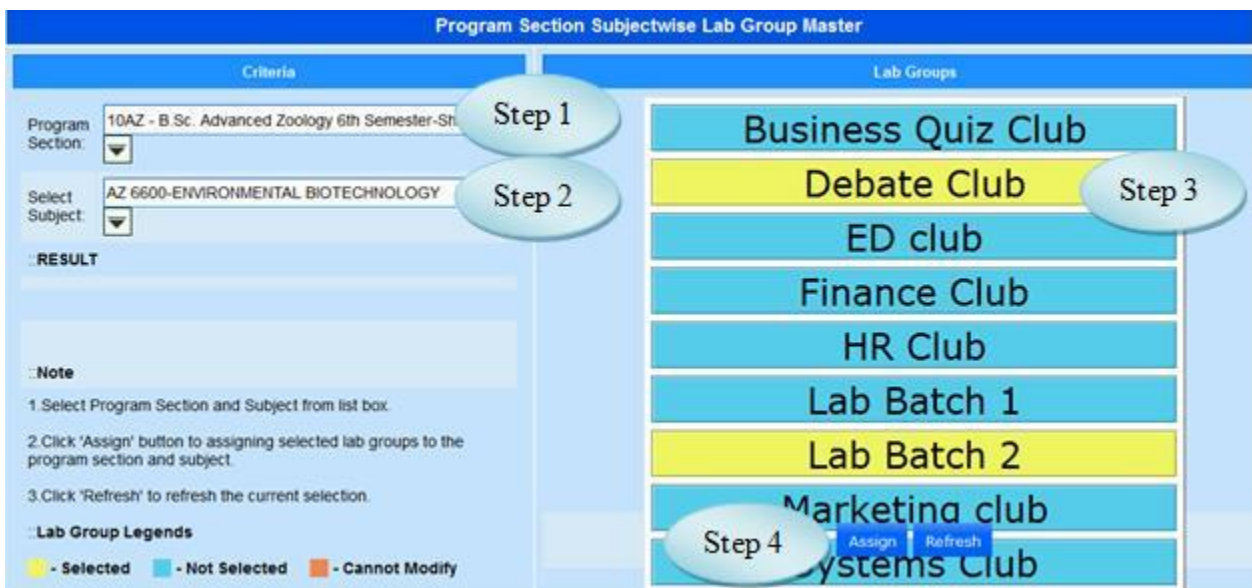
Figure 40.1

<div style="border:1px solid #f0a030; background:#fff8f0; text-align:center; padding:8px;">41. Cancel Student Wise Subjects</div>

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
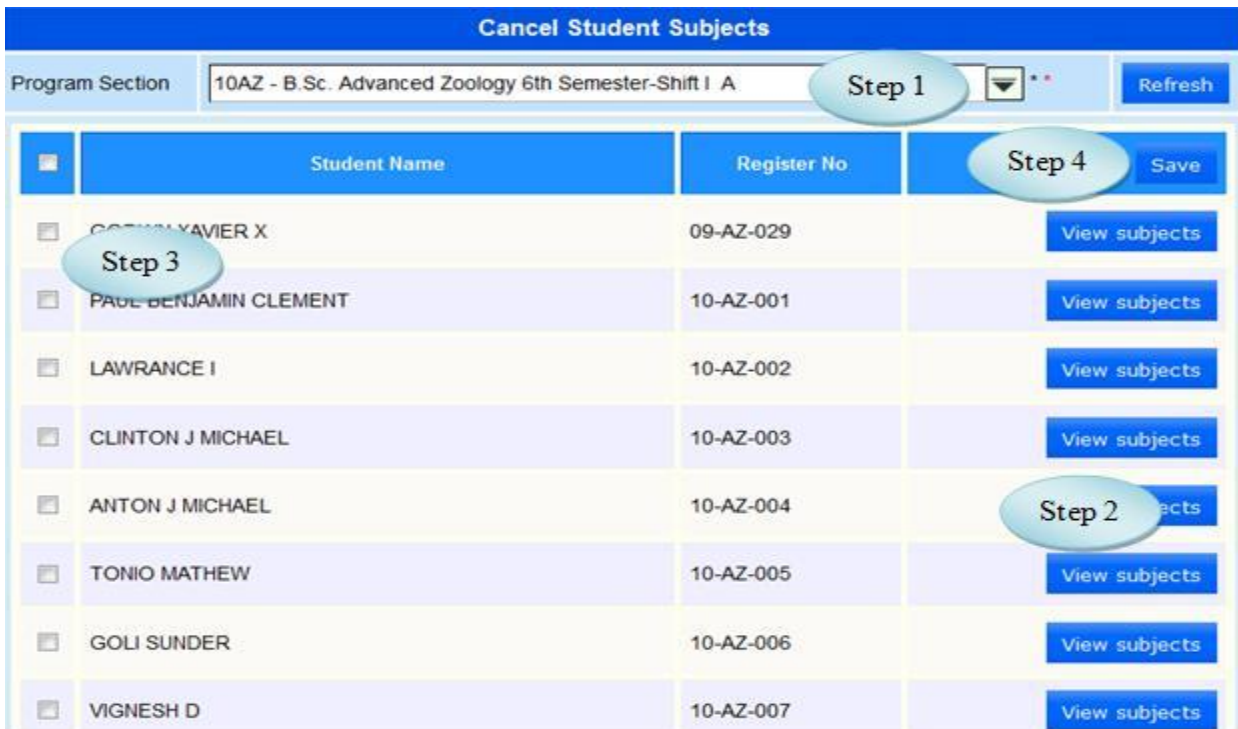
Figure 41.1

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.

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
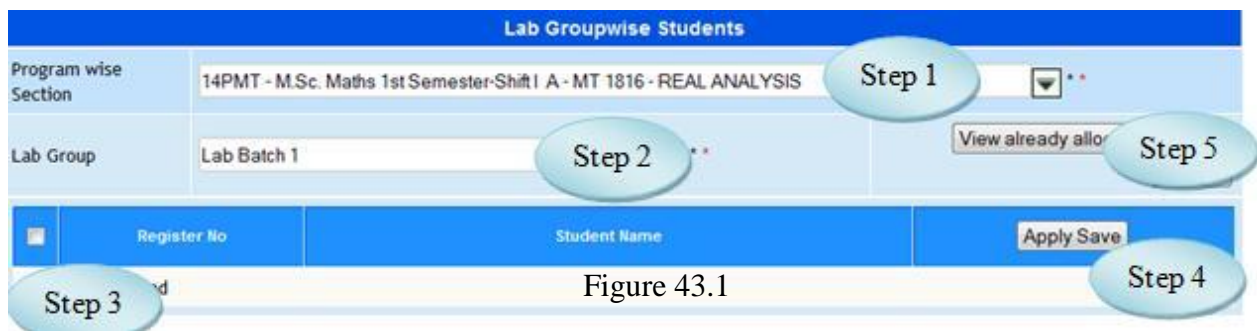
Figure 43.1

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.*

<table>
<tr><td>44. End Semester (Archive)</td></tr>
</table>

44.1. Intended Audience

Teaching Faculty

44.2. Usage

User can Archive the Program wise Semeser 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
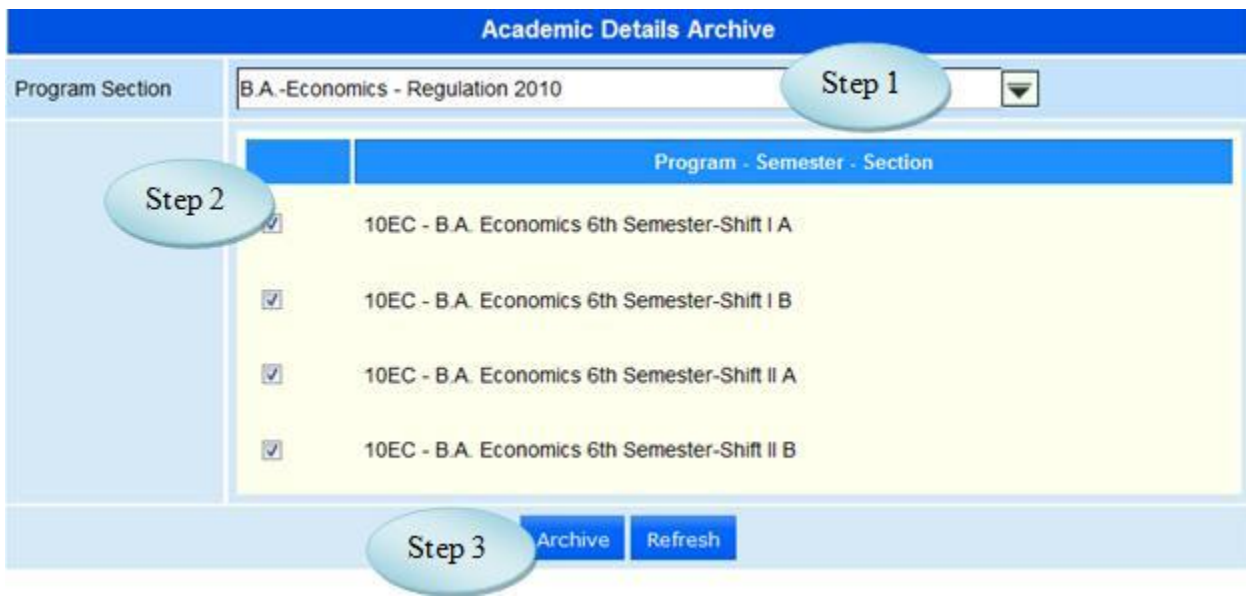
Figure 44.1

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

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
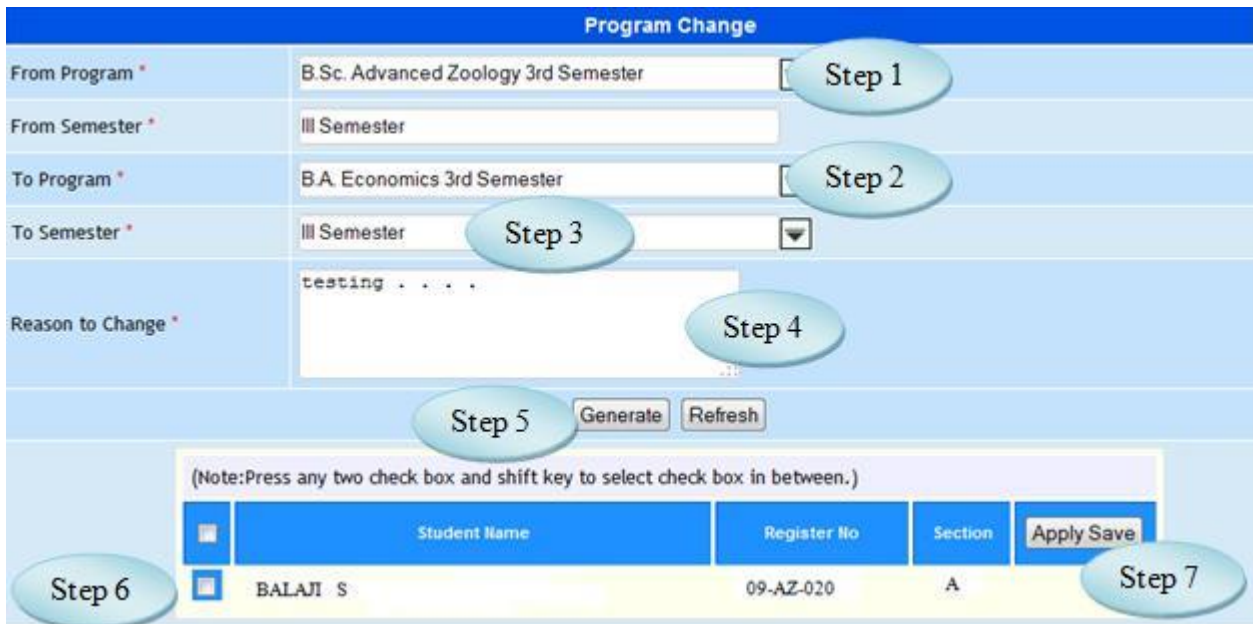
Figure 46.1

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

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

Figure 48.1

<div style="border:1px solid orange; background:#fdf3e7;">

49. Branch Change

</div>

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

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

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.

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

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

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		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.
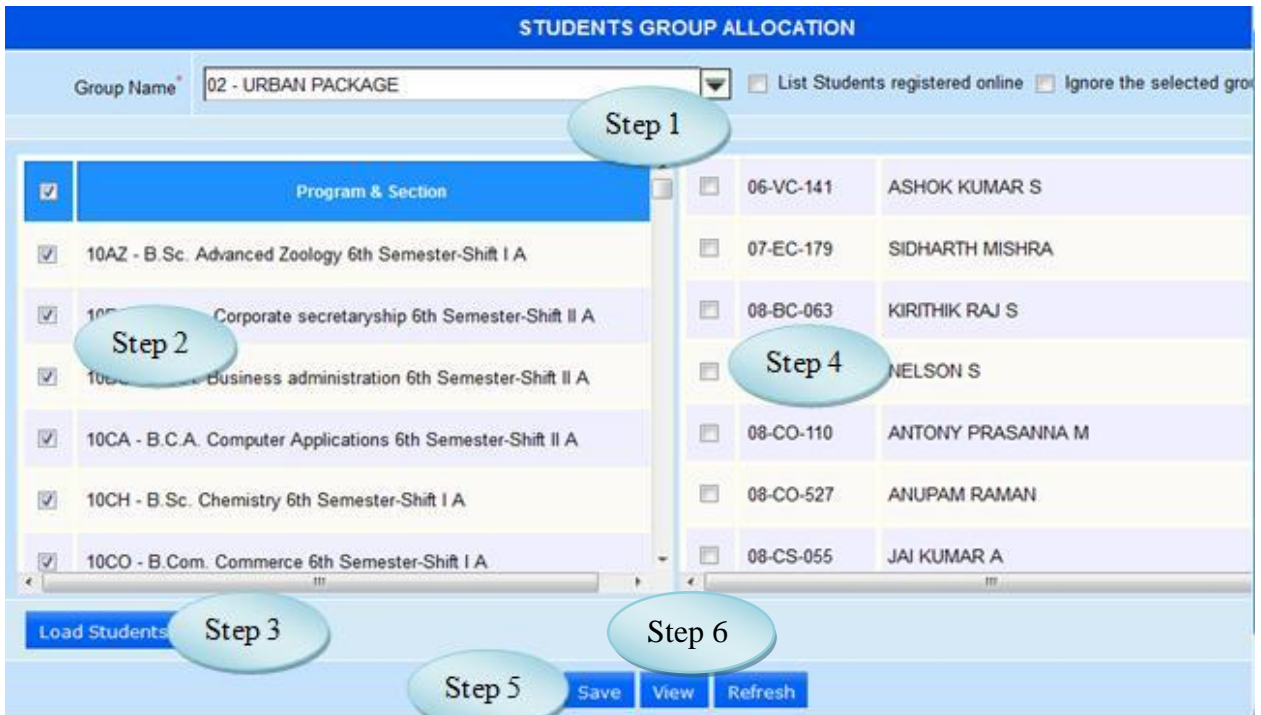
Figure 54.1

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.

Figure 55.1

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

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

SI.No.	Program Name	Semester	Section
	Program wise sections list - Report		
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

<div style="border:1px solid #e0a060; background:#fdf3e6; padding:10px;">

58. Letter Generation to Parents

</div>

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.

Figure 58.2

59. TLP1 – Master Attendance List

59.1. Intended Audience

All Users

59.2. Usage

This interface is used to viewTLP1 – 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

Figure 59.1

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

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							
SI 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

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

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.
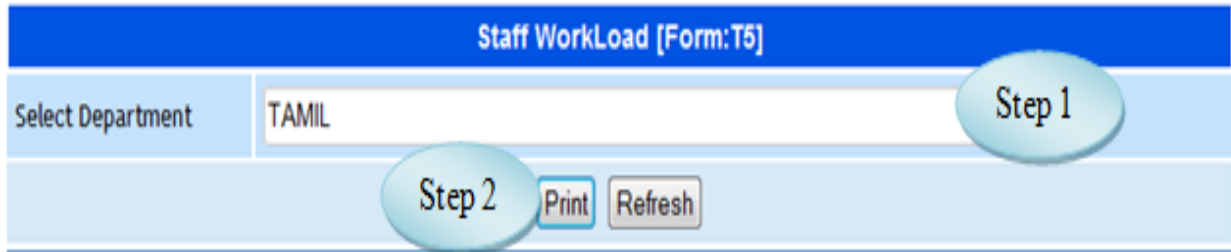
Figure 63.1

<div style="border:1px solid #f0a500; background:#fff7e6; text-align:center;">

64. TLP4

</div>

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.
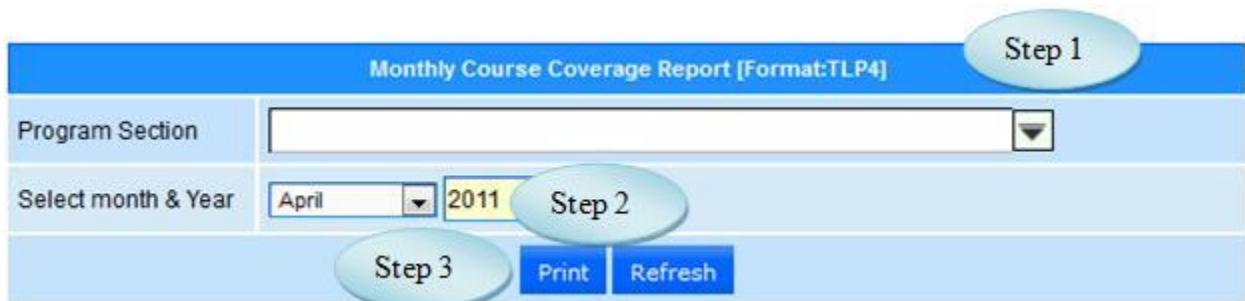
Figure 64.1

<div style="border:1px solid orange">

65. TLP5 – Internal Marks List

</div>

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

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*

Figure 66.1

<div style="border:1px solid orange; padding:10px; text-align:center; background:#fff5e6;">

67. TLP7

</div>

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.

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: 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.

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

Figure 70.1

COLLEGE (AUTONOMOUS)

STUDENTS ATTENDANCE BETWEEN 50 and 100 %

ATTENDANCE DATE BETWEEN 22-11-2012 and 30-04-2013

*THA-Total Hour Absent,*TH-Total Hour, *OD-On Duty [70hrs(14days*5hrs)], *CL-Casual Leave, *ML-Medical Leave,,*DA-Disciplinary Actions

CALCULATION - Att. without OD(%): 100-((THA+OD+CL+ML+DA) /TH*100)

CALCULATION - Att. With OD(%): 100-((THA+(OD-70)+CL+ML+DA)/TH*100)   [OD till 70 hrs considered as present]

SL.No.	Dept No.	Student Name	*THA	*OD	*CL	*ML	*DA	*TH	Att. without OD(%)	Att. with OD(%)
10AZ - B.Sc. Advanced Zoology 6th Semester-Shift I A										
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)									
		Student Count		Timetable Slot		Attendance			
S.No.	Program Semester Section	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

Figure 72.1

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.

Figure 73.1

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

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

* Course Registration	Student Course Registration Controller		
	Allowed: Students can register courses **Restricted:** Students are restricted from registering courses **SLR:** Slot Limit Required		
Office	Program	Semester	Course Registration*
COLLEGE (AUTONOMOUS)	B.A.-Economics	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-English Literature	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-History	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-Sociology	3	Restricted
COLLEGE (AUTONOMOUS)	B.A.-Tamil Literature	3	Restricted
COLLEGE (AUTONOMOUS)	B.Com.-Commerce	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Advanced Zoology	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Chemistry	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Mathematics	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Physics	3	Restricted
COLLEGE (AUTONOMOUS)	B.Sc.-Plant Biology	3	Restricted

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.

Figure 76.1

STUDENT COURSE REGISTRATION

Student Name*	ADHAVAN R	▼

Register No.	12-EC-055
Program, Semester & Section	12EC - B.A. Economics 2nd Semester-Shift I A
Institution	COLLEGE (AUTONOMOUS)
Shift	COLLEGE (AUTONOMOUS)

Allied Optional   Selected 1 of 1 required

	Subject Code	Subject Description	Max. Limit	Registered	Available
☐	SO 3202	INDIAN SOCIAL PROBLEMS	35	28	7
☑	CO 3204	ACCOUNTING FOR MANAGERS	35	35	0

Elective General   Selected 1 of 1 required

	Subject Code	Subject Description	Max. Limit	Registered	Available
☑	CO 3304	PERSONAL INVESTMENT	70	36	34
☐	VC 3300	FILM APPRECIATION	53	53	0

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

Figure 77.1

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*
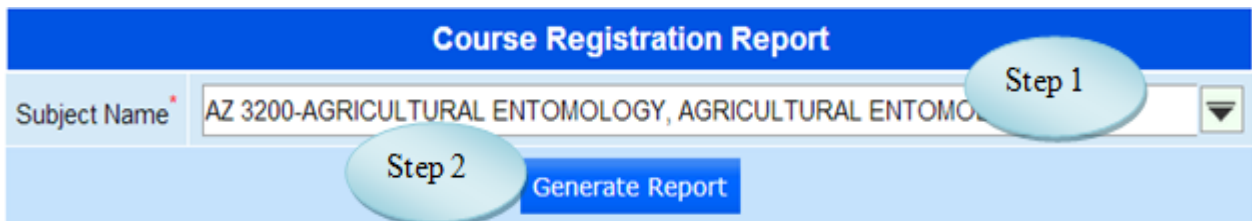
78.4. Dependency
>   *Course Registration*

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.

Figure 78.1

ALLIED OPTIONAL REGISTRATION		
Subject : AZ 3200-AGRICULTURAL ENTOMOLOGY, AGRICULTURAL ENTOMOLOGY LAB		
S. No.	Register No.	Student Name
COLLEGE (AUTONOMOUS)		
B.Sc. Chemistry		
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®

Worforce Module

User Manual

Version	1.0.
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CONTENTS

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
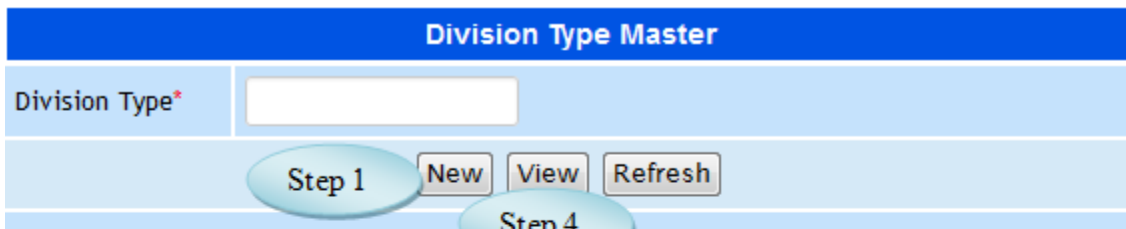
Figure 1.A.1
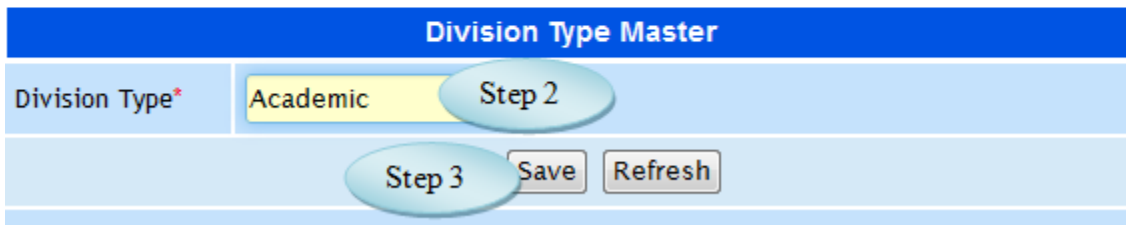
Figure 1.A.2

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
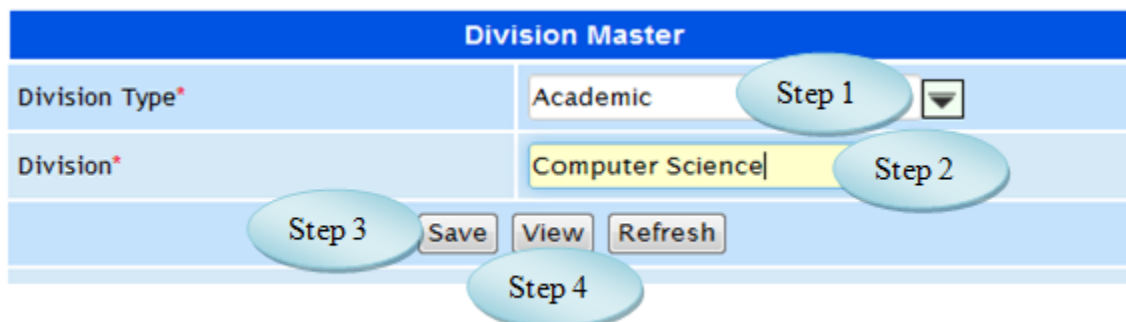
Figure 1.B.1

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
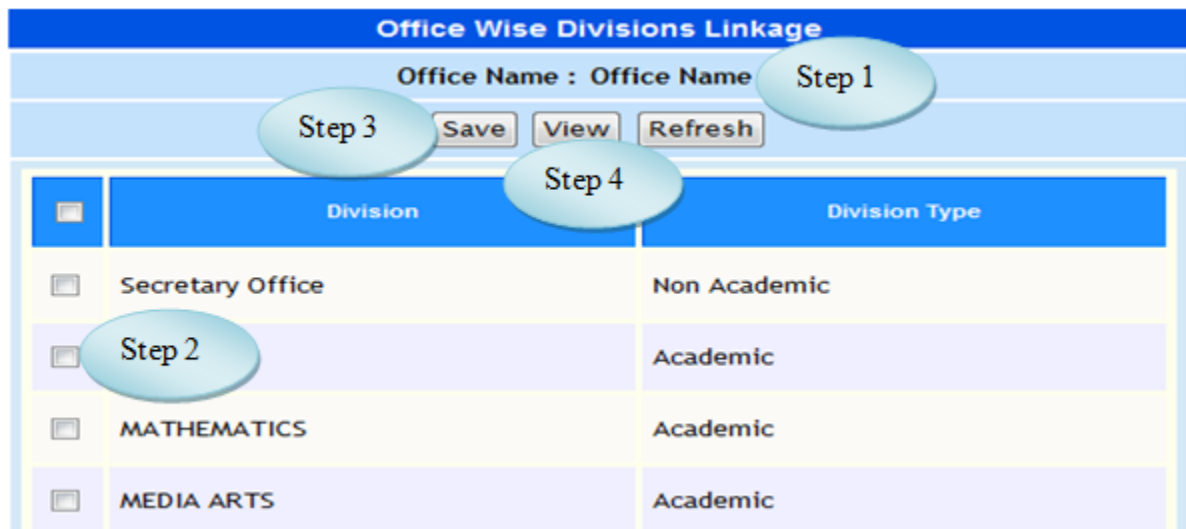
Figure 1.C.1

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.

Figure 1.C .2

1. D. Designation

1.D.1. Intended Audience
HR Manager

1.D.2. Usage

This centralized master interface records Desgination.

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
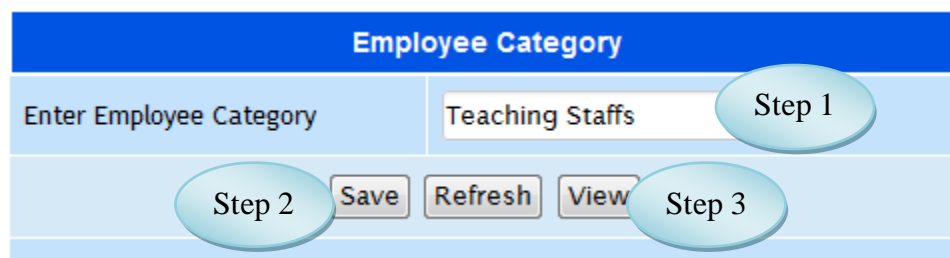
Figure 1.E.1

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

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.

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

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*

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

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
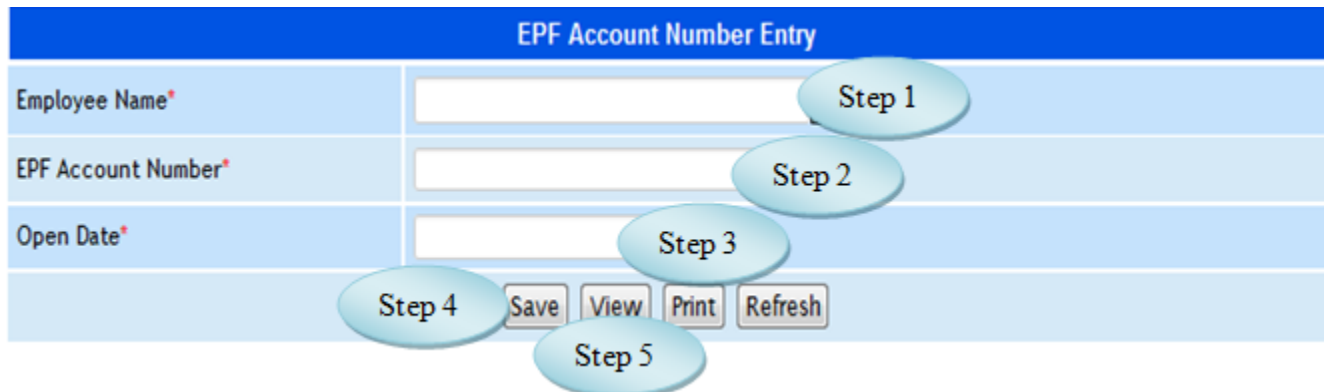
Figure 1. J.1

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*
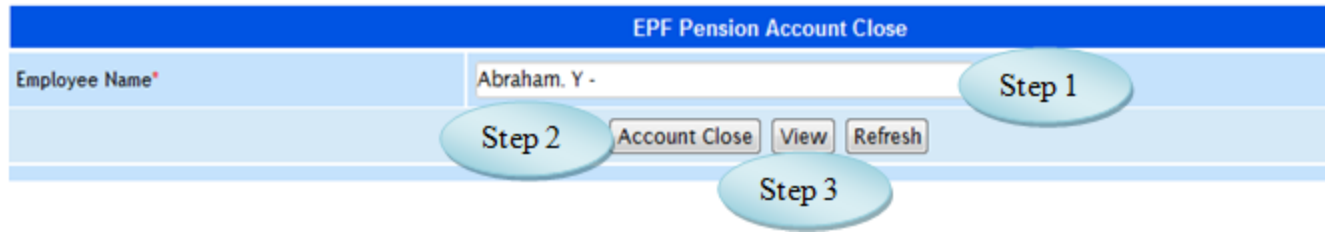
Figure 1.K.1

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
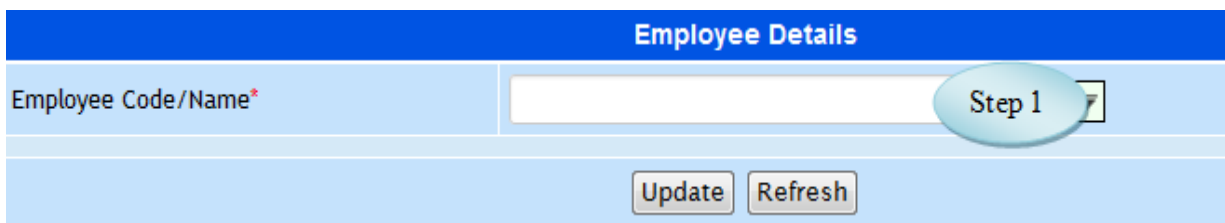*Entry*

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.

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

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

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.

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.
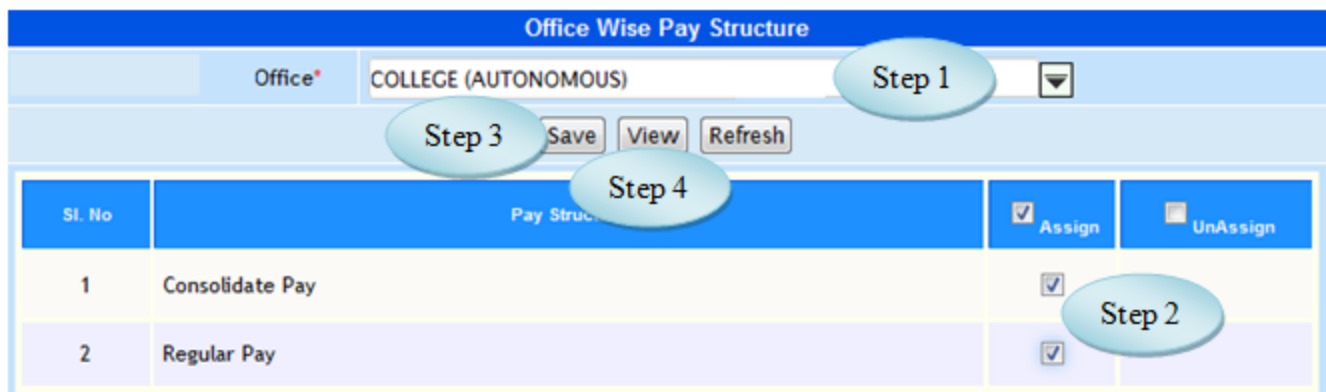
Figure 2.E.1

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*

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.
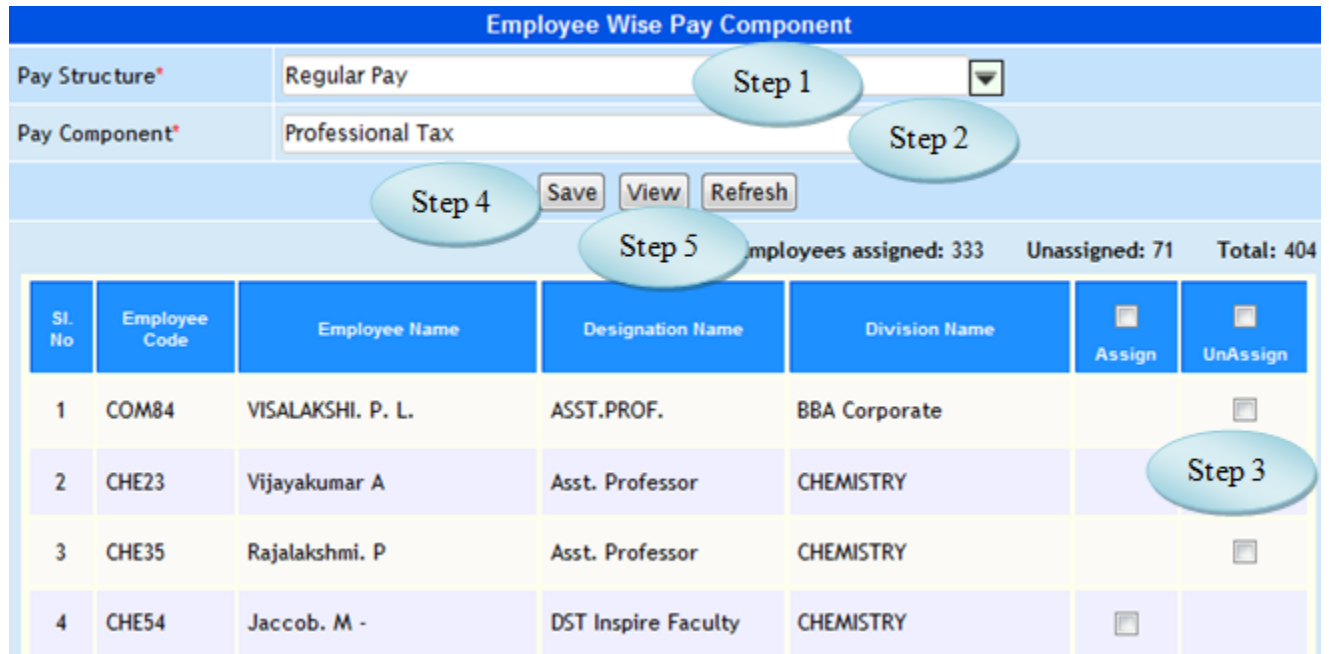
Figure 2.G.1

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

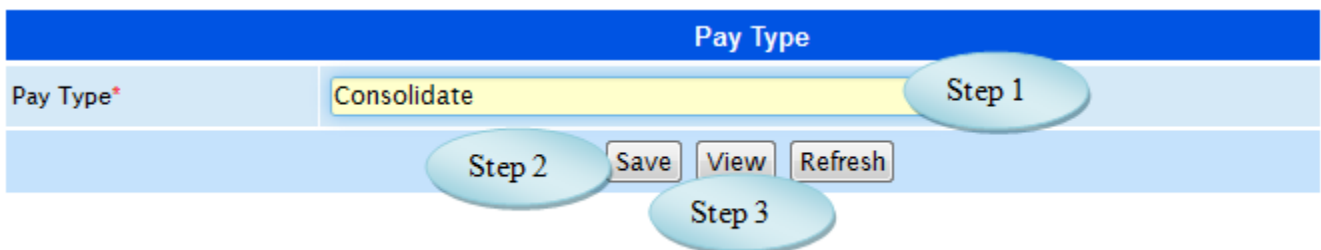*Main Menu >> Workforce >>Master>> Payroll Masters >>Pay Period*

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.

Pay Period	
Pay Type*	Regular ▾ Step 1
Pay Period*	Oct 2014 Step 2
From Date*	01-10-2014
To Date*	29-10-2014 Step 3
No. of days*	29 Step 5
	Step 4 Save View Refresh

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.

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 Compo   Step 1   Regular Pay - Special Pay Full

List All Office Employee   Step 2

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	0.00	
2	002	19664	Anitha Elavarasi. M -	Receptionist	L I F E - DEPT	23-Jan-1986	10000.00	Step 3	
3	00487	00487	PROF.WILSON.S	GARDEN INCHARGE	OFFICE - SHIFT 1	01-Jan-1960	25000.00	0.00	
4	00744	00744	SWAMIKANNU	Attender	OFFICE - SHIFT 1	01-Jan-1960	10500.00	0.00	
5	02172	02172	A.Michael (Retd.,) -	RETIRED STAFF	SELF SUPPORTING OFF.	01-Jan-1980	9000.00	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

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.

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.
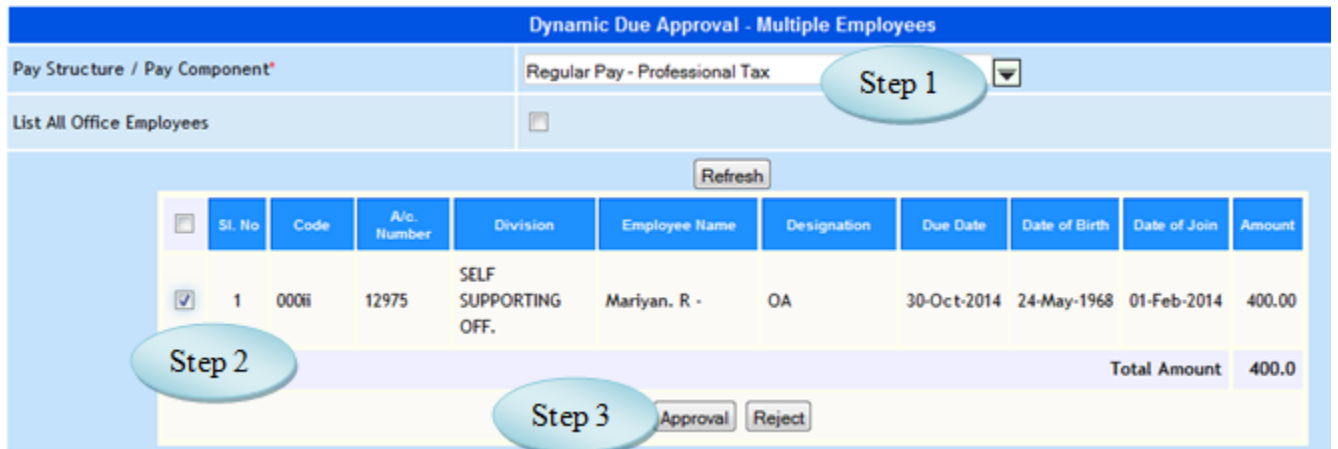
Figure 6.1

---

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*

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.

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

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.

SI. No.	Employee Code	Employee Name	Designation Name	Divi...	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.

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.
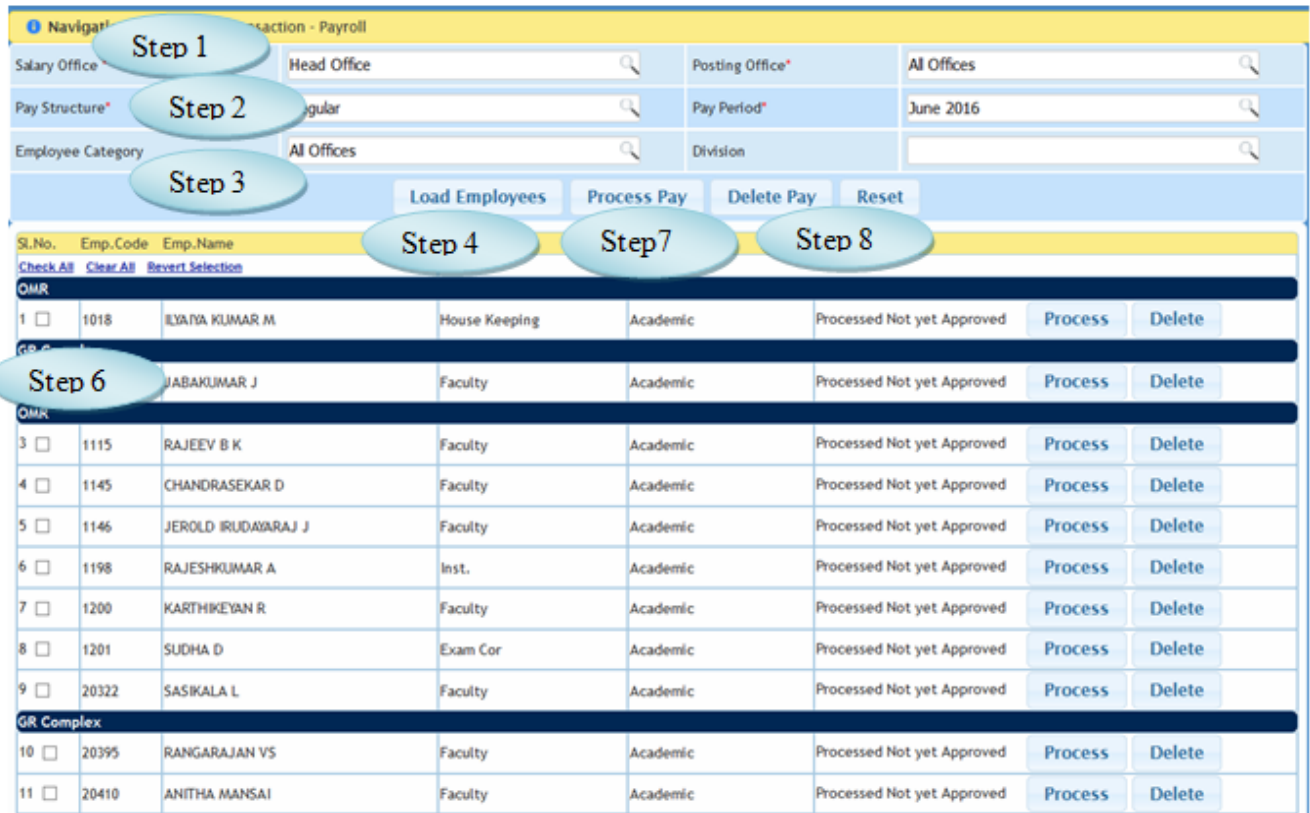
Figure 11.1

---

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.

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.

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) Step 7		Rs.	4938.00

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

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

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

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

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

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.

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 - 2014-10-3	Step 2		
Pay Component Name	Step 3	Professional Tax			

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
				Total:	1,800.00

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

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

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 - *(Step 1)*			
From Date* 01-09-2014		**To Date*** 31-10-2014 *(Step 2)*	
Step 3 Generate Print Refresh			

Employee Code	Employee Name	Designation	Division Name
SWO32	Vincent Vijayaraj -	Asst. Professor	SOCIAL WORK

Pay Structure Name : Regular Pay

Pay Periods / Pay Components	SEPTEMBER 2014	OCTOBER 2014	Total Amount
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

Figure 24.1

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.

25.1. 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

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	
				Grand Total		43,535.00	764.00		

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

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

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.

Figure 28.1

<div style="border:1px solid #ccc; background:#fdf3e7; padding:8px;">

29. Bank Statement

</div>

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*

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 Employess 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.

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.

Figure 31.1

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 1		
		Generate	Refresh	Print			
	Step 2						
	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)

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
		Employeer Contribution	0.00
Net Gross	18,87,481.00	Deduction Total	3,27,882.00
		Net Pay:	15,59,599.00

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	Step 1		
Choose Pay Period*		November 2011	Step 2		
		Print 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.

<div style="border:1px solid #ccc; padding:8px;">

35. View Pay Details

</div>

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

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.

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.

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

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)

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
		Grand Total:	25,74,105.00	1,17,780.00	36,089.00	81,691.00

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	
Total		2,77,003.09		

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.

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.

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