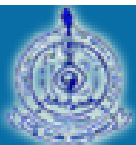


Click Path Manual for CCU Module

NIMS

(Credit Bill Acceptance, Bill Claim, Credit Payment
Receive, Receipt Challan Preparation)



e-Sushrut १-५

An Advanced Hospital Management Information System

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Click Path For CCU Module

1. Credit Bill Acceptance

Click on Financial Management System → Services → CCU → Credit Bill Acceptance

Enter the Fields. Note All fields marked as “*” are mandatory

- Enter CR No and Credit Letter Reference No
- Click on Show Bill(s)  icon
- Click on View  for viewing the details
- Click on Edit  for editing the details
 - Enter Credit Letter Issued By, Register No, Ledger Folio No, Serial No, Credit Emp No, Credit Emp Name, Credit Employee Designation, Credit Emp Department and Posting Place
 - Click on Save
- Click on Reject  for rejection
 - Click on **OK** button in the message box
 - Enter the remarks to reject in the provided text box
 - Click on **OK** button

To see the rejected record click on the **Rejected Credit Bill(s)** tab



Bill Accepted Successfully with CCU Registration No. – XXXXXXXXXXXXX message will appear

Save –Clear- Cancel button

- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

2. Credit Bill Claim

Click on [Financial Management System](#) → [Services](#) → [CCU](#) → [Credit Bill Claim](#)



- Select credit bill from the list by clicking check box
- Click on View  for viewing the details
- Click on Claim  icon for claiming the bill

Bill Claim Raised Successfully with CCU Claim No. XXXXXXXXXXXX message will appear

3. Credit Payment Receive



Click on [Financial Management System](#) → [Services](#) → [CCU](#) → [Credit Payment Receive](#)

Select the Fields. Note All fields marked as “*” are mandatory

- Select Payment Type
- Enter Payment Amount
- If necessary, tick the check box for Is TDS Applicable
- Click on View  for viewing the details
- Click on Receive  for receiving the

amount **Payment Received Successfully** message




will appear To view or enter the part payments

- Click on **Part Payment Credit Bill(s)** tab
- Select Payment Type
- Enter Payment Amount
- If necessary, tick the check box for Is TDS Applicable
- Click on View  for viewing the details
- Click on Receive  for receiving the amount

4. Receipt Challan Preparation

Click on Financial Management System → Services → CCU → Receipt Challan Preparation

Enter the Fields. Note All fields marked as “*” are mandatory

- Click on View  for viewing the details
- Click on Add  icon for adding the challan details
- Enter Challan Date and select the Type of Depositor
- Enter required details of the depositor
- Select Deposit Into and Deposit Type
- Enter Particulars of the Deposit
- Click on Save
- Click on Print  on the generated Receipt



Save – Clear - Cancel button

- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

5. Document Upload

Click on Financial Management System → Services → CCU → Document Upload

Enter the Fields. Note All fields marked as ****** are mandatory

- Enter CR No/Credit Letter Ref No/Bill No
- Click on **Go** button
- Select the appropriate record and click on Add  icon
- Enter Document Name
- Click on Upload icon 
- Browse the document and click on **Attach** button
- Click on Save


Save – Clear - Cancel button

- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

6. Duplicate Investigation Reports

Click on Financial Management System → Services → CCU → Duplicate Investigation Reports

Note All fields marked as** are mandatory

- Select Lab Name
- Enter CR No
- Click on **Go** button
- Select the corresponding record
- Click on Print Results button
- Click on Print  icon of the generated report