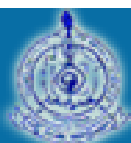


## Click path Manual for Cash Module

# NIMS

(Financial Management System)



e-Sushrut *ई-सुश्रुत*

*An Advanced Hospital Management Information System*

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## Click Path For Cash Module


### 1. Receipt Challan Preparation

Click on **Financial Management System** → **Services** → **Cash** → **Receipt Challan Preparation**

Note All fields marked as \* are mandatory

- List of Receipt Challan(s) will appear with Challan No., Challan Date, Classification, Depositor Details etc
- Click  to view the particulars of Deposit Type Details
- Click on  Add New button
- Enter Type of Depositor, Classification, Deposit Type, Particulars of Deposit etc
- Click on Save
- Click on  Print in Receipt Challan

 **View** → With this button we can see Receipt Challan Details

 **Edit** → With this button we can edit the Receipt Challan Details

 **Delete** → With this button we can delete the Receipt Challans




#### **Save – Clear – Cancel buttons**

- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form
- Cancel → Search window will close

## 2. Receipt Challan Acceptance

Click on Financial Management System→Services→Cash→Receipt Challan Acceptance

Note All fields marked as \* are mandatory

- List of Receipt Challan(s) will appear with Challan No., Challan Date, Classification, Depositor Details etc
- Click  to view the particulars of Deposit Type Details
- Click on Add button
- Check the Verified by Cashier and Received Physically fields
- Enter Manual Receipt Number
- Select Debit Head Code and Credit Head Code
- Click on Update
- Click on  Print button to take Cash Receipt print out
- Click on  Close button to go back to Receipts Challan page

To reject the Receipt Challan

- Click on Reject
- Enter Reason for Rejecting the Request
- Click on Save
- Click on Rejected Request tab to see the rejected record

### Save – Clear – Cancel buttons

- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form
- Cancel → Search window will close



**View** → With this button we can see Receipt Challan Details



**Reject** → With this button we can reject the Receipt Challan









**Add** → With this button we can add or update the Receipt Challan

### 3. Main Cash Counter Scroll Generation

Click on Financial Management System→Services→Cash→Main Cash Counter Scroll Generation





Note All fields marked as \* are mandatory.

- Click on  View Pending Scroll(s) button
- Click on  Print button to take the pending scrolls list
- Select the Receipt Date
- Click on  Show Scroll(s) button
- Select the Report Open option
- If required check the Header, Footer and Logo options
- Click on  Generate Summary Report button or Click on  Clear button
- Click on  Print button to take the Main Cash Counter Scroll

### 4. Scroll Acceptance

Click on Financial Management System→Services→Cash→Scroll Acceptance





Note All fields marked as \* are mandatory

- Accepted scroll list will appear with Receipt Summary No, Scroll Number, Total Amount, Receipt Summary Date etc
- Click  to view the particulars of Challan Details
- Click on  View button to see the Scroll details
- Click on  Print button to take the Scroll
- Click on  Accept Scroll button

## 5. Receipt Bank Deposit

Click on Financial Management System → Services → Cash → Receipt Bank Deposit

Note All fields marked as \* are mandatory

- Click on  View Pending Receipt(s) button
- Click on  Print button to take the pending receipt challans for bank deposit
- Select the Receipt Date
- Click on  Show Receipt Challan(s) button
- Check the Receipt Challan(s) check boxes
- Click on  Add button
- Enter Deposited By field
- Select bank account from Deposit Into drop down
- Click on Save

### Save – Clear – Cancel buttons





- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form
- Cancel → Search window will close

Bank Deposit Successfully Done and Bank Deposit No. is XXXXXXXX message will appear

## 6. Receipt Bank Deposit Approval

Click on Financial Management System → Services → Cash → Receipt Bank Deposit Approval

Note All fields marked as \* are mandatory

- Click on  View Pending Receipt(s) button
- Click on  Print button to take the pending receipt challans for bank deposit
- Select the Receipt Date
- Click on  Show Receipt Challan(s) button
- Check the Receipt Challan(s) check boxes
- Click on  Add button
- Enter Deposited By field
- Select bank account from Deposit Into drop down
- Click on Save

### Save – Clear – Cancel buttons



- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form
- Cancel → Search window will close

Bank Deposit Successfully Done and Bank Deposit No. is XXXXXXXX message will appear.

## 7. Receipt Challan HoA Posting

Click on Financial Management System → Services → Cash → Receipt Challan HoA Posting

Note All fields marked as \* are mandatory

- List of receipt challans will appear with Challan Number, Challan Date, Classification, Amount etc
- Click  to view the particulars of Deposit Type Details
- Click on  Add New button
- Select Debit HoA and Credit HoA from respective drop downs

### Save – Clear – Cancel buttons



- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form
- Cancel → Search window will close



## 8. IPO Deposit

Click on Financial Management System → Services → Cash → IPO Deposit

Note All fields marked as \* are mandatory

- Click on  Add New Button.
- Select Financial Year and Type of Depositor from the Drop Down menu and enter IPO Deposit Date from the calendar.
- Enter IPO Number in the space provided and enter IPO Amount from the drop down menu.
- Use  button to upload more than one IPO into the application.
- Based on above inputs, Total IPO Amount and Rupees will be auto calculated.
- Enter Full Particulars of Deposit in the space provided.
- Click on Search Icon to view Consolidated IPO Details.
- Enter IPO Denomination Details

### Save – Clear – Cancel buttons

- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form
- Cancel → Search window will close

Successful Confirmation message is displayed on the application screen.

## 9. IPO Acceptance

Click on Financial Management System→Services→Cash→IPO Acceptance

Note All fields marked as \* are mandatory

- List of deposited IPO will appear, with IPO deposit No., Date and Amount.
- Select appropriate IPO deposit No. row and click on the check box.



**View** → With this button we can see entered IPO Details



**Reject** → With this button we can reject the created IPO




**Pass** → With this button we can approve/pass the selected IPO

Successful Confirmation message is displayed on the application screen.

## 10. Prepare Instrument

Click on Financial Management System→Services→Cash→Prepare Instrument

Note All fields marked as \* are mandatory


- List of deposited IPO with IPO Deposit No., IPO Deposit Date and Total IPO Amount, will appear.
- Select the relevant IPO Deposit number by clicking on the checkbox.
- Click on prepare  button at the application screen.

Instrument Preparation Detail successfully Inserted for IPO(s) No. XXXXXXXX message will appear.

## 11. Enter Instrument Details

Click on Financial Management System → Services → Cash → Enter Instrument Details

Note All fields marked as \* are mandatory

- List of Prepared Instrument will appear with Instrument Preparation No. date, amount etc.
- Select Instrument Preparation No.
- Click on Add New Button  available in the application.
- Enter Instrument No and Instrument Amount (in Rs.) in the space provided.
- Select Instrument Date and Instrument Receipt Date from the calendar.
- Select Instrument Bank from the drop down.

### Save – Clear – Cancel buttons

- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form
- Cancel → Search window will close

Successful Confirmation message is displayed on the application screen.