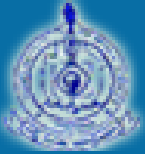


# Click Path Manual for Compilation Module

## NIMS

(Financial Management System)



e-Sushrut १-१

*An Advanced Hospital Management Information System*

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## Click Path For Compilation Module

### 1. Voucher Received

Click on Financial Management System → Services → Compilation → Voucher Received

Note All fields marked as \*\* are mandatory

- List of Vouchers will appear with Voucher No., Date, Department, Ledger, Amount etc.
- Select the respective Voucher from the list
- Receive it by clicking check button 
- Voucher Received Successfully message will appear.

 **View** → With this button we can see Voucher Receive Details.

 **Receive** → With this button we can receive voucher.

## 2. Salary Demand Received

Financial Management System → Services → Compilation → Salary Demand Received

Note All fields marked as \*\* are mandatory

- List of salary demand will appear with demand no., salary category/sub category, earning/deduction amount, PBR date etc.
- Select demand no.
- Click on club, new screen will appear.
- Select Fund, Project, Budget, Scheme etc
- Select Department/Division/Sub Division
- Click on Club & Save.
- Demand Clubbed and received successfully, message will appear


### 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.

### 3. Employee Bill Received

Financial Management System → Services → Compilation → Employee Bill Received

Note All fields marked as **\*\*** are mandatory.

- List of Employee Bill received will appear with bill no. date, Employee No./Name and bill type etc.
- Select bill from the list, click on check box
- Click on Edit 
- Select Fund, Project, Budget, Scheme etc
- Select Department/Division/Sub Division
- Click on Club & Save.
- Demand Clubbed and received successfully, message will appear

*\*\*Note if there is more than one bill, it can be clubbed.*


#### 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.

## 4. Payment Verification

Financial Management System → Services → Compilation → Payment Verification

Note All fields marked as\*\*are mandatory.

- Received Voucher list will appear with Voucher Date, Payment Request Type, Department and Amount etc.
- Select the respective received voucher.
- Click on 
- Select Debit and Credit Head of Accounts from drop down list.
- Write remarks if any
- Save
- Payment Details for Voucher Verified Successfully


### 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.

## 5. Payment Approval

Financial Management System → Services → Compilation → Payment Approval

Note All fields marked as\*\*are mandatory

- Payment Request will appear with Payment Request No., Date, Type, Ledger, Amount etc
- Select the respective bill by clicking check box.
- Select Payment Mode by selecting Cheque/Cash/NEFT or RTGS
- Click on approve 
- Payment details approved successfully for Payment request no. ID, message will appear.

 **View** → With this button we can see Payment Request Voucher Receive Details.


 **Approve** → With this button Payment Request Voucher will be approved.

 **Reject** → With this button Payment Request Voucher can be reject.

## 6. Instrument Preparation

Financial Management System → Services → Compilation → Instrument Preparation

Note All fields marked as **\*\*** are mandatory



- Approved Payment Request list will appear with No., Date, Voucher/Bill No., Payment Amount etc.
- Select respective approved request by clicking check box
- Click on Approve 

**\*\*** If there is recovery it can be adjust here, click on check box

- Select Recovery ID, click on select, Payment amount will be reduced by recovery amount.
- Write Cheque No.
- Write Payment in Favor Of
- Select Bank
- Select Payment for Letter of Credit/Other than Letter of Credit.
- Write remarks
- Save, message will appear that a recovery is pending; you want to continue with adjusting recovery or without adjusting.
- If yes than do recovery as mention in above step (4 & 5)
- Instrument details saved successfully message will appear.

 **Approve** → With this button Payment Request Voucher will be approved

### 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



## 7. Instrument Preparation-Salary Undisbursed Head

Financial Management System → Services → Compilation → Instrument Preparation-Salary Undisbursed Head

Note All fields marked as\*\*are mandatory

- Payment request list will appear, with request no., request date, and demand no.
- Select request from the list click on check box
- Select payment request, click on add instrument 
- Select Payment mode from the list.
- Fill all details and save.
- Instrument details saved successfully saved message will appear.


### 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. Instrument Dispatch

Financial Management System → Services → Compilation → Instrument Dispatch

Note All fields marked as\*\* are mandatory

- Instrument Dispatch list will appear, with Instrument Request no., Voucher/Demand/Bill No., Ledger and Payment amount.
- Select Instrument no.
- Click on 
- Fill dispatch details
- 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

## 9. Bank Reconciliation


Financial Management System → Services → Compilation → Bank Reconciliation

Note All fields marked as\*\* are mandatory

- List of Instrument Reconciliation with Instrument Request No. Voucher/Demand/Bill No., Ledger, Payment Amount etc. will appear.
- Select request no.
- Click on 
- Instrument Reconciliation Details saved successfully.

 **View** → With this button we can see Instrument Reconciliation Details.


 **Approve** → With this button Instrument Reconciliation Details will be approved.


 **Reject** → With this button Instrument Reconciliation Details can be reject.

## 10. Bank Reconciliation Entry

Financial Management System → Services → Compilation → Bank Reconciliation Entry

Note All fields marked as\*\* are mandatory

- Select Bank Name from drop down menu.
- Select Record Type from radio button.
- Enter From Date and To Date from the calendar.
- Click on Go Button.
- Reconciliation List with Voucher No, Particulars, Voucher Type, Voucher Date, Instrument/Cheque No, Instrument Date, Amount (in Rs.) etc. will appear.
- Enter Realization Date and Realization No. against Voucher No.
- Click on 
- Bank Reconciliation Details saved successfully.

 **View** → With this button we can see Instrument Reconciliation Details.


 **Approve** → With this button Instrument Reconciliation Details will be approved.

 **Reject** → With this button Instrument Reconciliation Details can be reject.

## 11. Bank Reconciliation Verify

Financial Management System → Services → Compilation → Bank Reconciliation Verify

Note All fields marked as\*\* are mandatory

- Select Bank Name from drop down menu.
- Select Record Type from radio button.
- Enter From Date and To Date from the calendar.
- Click on Go Button.
- Reconciliation List with Voucher No, Particulars, Voucher Type, Voucher Date, Instrument/Cheque No, Instrument Date, Amount (in Rs.) etc. will appear.
- Different color legends depicts the different status of Reconciliation.
- Enter Realization Date and Realization No. against Voucher No.
- Enter Edit Button against the Voucher No. 
- Enter the Details available on the page.


### 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

## 12. Bank Reconciliation Approve

Financial Management System → Services → Compilation → Bank Reconciliation Approve

Note All fields marked as\*\* are mandatory

- Select Bank Name from drop down menu.
- Select Record Type from radio button.
- Enter From Date and To Date from the calendar.
- Click on Go Button.
- Reconciliation List with Voucher No, Particulars, Voucher Type, Voucher Date, Instrument/Cheque No, Instrument Date, Amount (in Rs.) etc. will appear.
- Different color legends depicts the different status of Reconciliation.
- Enter Realization Date and Realization No. against Voucher No.
- Enter Edit Button against the Voucher No. 
- Enter the Details available on the page.



### 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

### 13. Deputy Finance Controller

Financial Management System → Services → Compilation → Deputy Finance Controller

Note All fields marked as \*\* are mandatory

- Select tab to view the record: Payment Request(s)/Clubbed Payment(s)
- Select record by clicking on the check box against the record.
- Click on  button to view the Payment details.
- Click on  button to add the record. New window will appear on the screen.
- Enter the details required on the page.
- Select Dispatch To (Internal/External) by click on radio button.
- Enter Approve By Emp Details from the Search window and Enter Dispatch date from the calendar.
- Enter Employee/Person Name.



#### 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

## 14. Finance Controller Approval

Financial Management System → Services → Compilation → Finance Controller Approval

Note All fields marked as \*\* are mandatory

- Select tab to view the record: Payment Request(s)/Clubbed Payment(s)
- Select record by clicking on the check box against the record.
- Click on  button to view the Payment details.
- Click on  button to add the record. New window will appear on the screen.
- Enter the details required on the page.
- Select Dispatch To (Internal/External) by click on radio button.
- Enter Approve By Emp Details from the Search window and Enter Dispatch date from the calendar.
- Enter Employee/Person Name.

### 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