

# Click Path Manual for Contingency Module

## NIMS

(Financial Management System)



**e-Sushrut G-5**  
*An Advanced Hospital Management Information System*

# Contents

1. Bill Box .....	3
2. Bill Acceptance .....	4
3. Bill Scrutinization .....	5
4. Ledger & HoA Posting .....	6
5. Bill Verification .....	7
6. Reply for Withheld Bill(s) .....	8
7. Bill Approval .....	9
8. Online Bill Approval .....	10
9. Secretarial Assistant Approval .....	11
10. Online Finance Concurrence .....	12
11. Voucher Entry .....	13
12. Voucher Verification .....	14
13. Voucher Acceptance .....	15
14. Direct Debit Direct Credit .....	16
15. Online Utility Bill .....	17
16. Update Online Bill Approval Amount .....	18


# Contingency Module

## Click Path

### 1. Bill Box

Financial Management System → Services → Contingency → Bill Box

Note All fields marked as\*\* are mandatory

- Click on Add new 
- Select Payment Type
- Select Request Source
- Select Bill Category
- Select Department/Division/Sub-Division
- Select Bill Type
- Write Invoice No., Base Amount
- Select Date
- Select Charges/Tax if applicable
- Select Ledger Type and Ledger
- Select Deduction (TDS) if applicable
- 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.


## 2. Bill Acceptance

Financial Management System→Services→Contingency→Bill Acceptance

Note All fields marked as\*\* are mandatory

- List of Record will appear
- Select Record from the list
- Click on  against the box
- Details of Bill/Record can be view by clicking 
- Click on  to pass the bill
- Bill/Record can be reject by clicking 
- The Details of Bill/Record can be view by clicking 

 **View**→ To View Details of Record/Bill






 **Pass**→ To Pass the Bill/Record

 **Reject**→ To reject The Record/Bills

### 3. Bill Scrutinization

Financial Management System→Services→Contingency→Bill Scrutinization

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

- List of Record will appear
- Select Record from the list
- Click on  against the box
- Details of Bill/Record can be view by clicking 
- Select Payment For
- Write Remarks if any
- Click on  to pass the bill
- Bill/Record can be reject by clicking 
- The Details of Bill/Record can be view by clicking 

 **View**→ To View Details of Record/Bill




 **Pass**→ To Pass the Bill/Record

 **Reject**→ To reject The Record/Bills

## 4. Ledger & HoA Posting

Financial Management System → Services → Contingency → Ledger & HoA Posting

Note All fields marked as\*\* are mandatory

- List of Record will appear
- Select Record from the list
- Details of Bill/Record can be view by clicking 
- Click on 
- Select Debit and Credit Head of Accounts from drop down list.
- Write remarks if any
- Save
- The Details of Bill/Record can be view by clicking 
- Ledger & HoA Posting Done 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. Bill Verification

Financial Management System → Services → Contingency → Bill Verification

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. Reply for Withheld Bill(s)

Financial Management System → Services → Contingency → Reply for Withheld Bill(s)

Note All fields marked as\*\* are mandatory

- List of Withheld bill(s) will appear.
- Select respective record
- Click on View 
- To get the details click on 
- Click on Add Details 
- Click on  to see withheld reason
- Write withheld reply
- Click on Reply 
- Reply will be saved
- 

### 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. Bill Approval

Financial Management System → Services → Contingency → Bill Approval

Note All fields marked as\*\* are mandatory

- List of Record will appear, with bill box ID, bill date, amount etc.
- Click on 
- Click on  to approve and forward for payment .
- Click on  if bill is to be keep on hold
- Bill can be reject by clicking 
- A voucher no. will be generated for further payment process



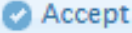
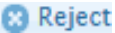
### Save – Clear – Cancel buttons

- 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. Online Bill Approval

Financial Management System → Services → Contingency → Online Bill Approval

Note All fields marked as\*\* are mandatory

- List of record will appear, with PO no., PO Date.
- Select Record by clicking 
- Click on edit  to fill GST/SGST/IGST/UTGST etc,
- Click on Update
- Click on  Accept
- Record can be reject by clicking  Reject




### 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. Secretarial Assistant Approval

Financial Management System → Services → Contingency → Secretarial Assistant Approval

Note All fields marked as\*\* are mandatory

- List of Concurrence will appear
- To view details of concurrence click on 
- Concurrence can be reject by clicking 
- To approve concurrence click on 
- Concurrence Details saved successfully.

 **View** → With this button we can see Concurrence Details.



 **Approve** → With this button Concurrence Details will be approved.


 **Reject** → With this button Concurrence Details can be reject.

## 10. Online Finance Concurrence

Financial Management System → Services → Contingency → Online Finance Concurrence

Note All fields marked as\*\* are mandatory

- List of Concurrence will appear
- To view details of concurrence click on 
- To approve concurrence click on 
- Concurrence Details saved successfully.





 **View** → With this button we can see Concurrence Details.

 **Approve** → With this button Concurrence Details will be approved.

## 11. Voucher Entry

Financial Management System → Services → Contingency → Voucher Entry

Note All fields marked as\*\* are mandatory

- Click on Add New 
- Select Voucher Type
- Select Debit/Credit HoA
- Write amount
- Write Narration
- Click on 
- To view details of concurrence click on 
- To Update any record click on 
- Select Debit/Credit HoA, Update amount
- Save

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




 **Add new** → With this button New Details can be added.

 **Update** → With this button record can be updated.


## 12. Voucher Verification


Financial Management System → Services → Contingency → Voucher Verification

Note All fields marked as\*\* are mandatory

- List of voucher entry will appear
- Select Voucher from the list
- To view detail, click on 
- To pass the voucher click on 
- To reject the voucher click on 

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




 **Pass** → With this button Voucher Entry can be passed.

 **Reject** → With this button Voucher Entry can be rejected.

## 13. Voucher Acceptance

Financial Management System → Services → Contingency → Voucher Acceptance

Note All fields marked as\*\* are mandatory

- List of verified voucher will appear
- Select Voucher from the list
- To view detail, click on 
- To give acceptance to the voucher click on 
- To reject the voucher click on 

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






 **Pass** → With this button verified Voucher can be accepted.

 **Reject** → With this button Voucher can be rejected.

## 14. Direct Debit Direct Credit

Financial Management System → Services → Contingency → Direct Debit Direct Credit

Note All fields marked as\*\* are mandatory

- Click on Add New 
- Select Bank
- Select Amount
- Select Entry Type (Debit/Credit)
- Write Narration
- Click on 
- To view details of concurrence click on 
- To Update any record click on 
- To delete any record click on 
- Save

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

 **Add new** → With this button New Details can be added.

 **Update** → With this button record can be updated.



 **Delete** → With this button record can be delete.



## 15. Online Utility Bill

Financial Management System → Services → Contingency → Online Utility Bill

Note All fields marked as\*\* are mandatory

- Select Supplier from the list
- Select Period Type
- Click on  to select Utility Bill
- Write Invoice No.
- Write Invoice Amount
- Write Sanction Amount
- To view details of Utility Bill click on 
- To Accept Utility Bill, Click on 

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

 **Pass** → With this button Utility Bill can be accepted.

## 16. Update Online Bill Approval Amount

Financial Management System → Services → Contingency → Update Online Bill Approval Amount

Note All fields marked as\*\* are mandatory

- Select Store Name from the drop down menu
- Select PO Number from the drop down menu
- Select MRN Number from the drop down menu
- Enter/Modify the Amount in the space provided.

### **Generate & Print – Clear – Cancel buttons**

- **Generate & Print** → By clicking the button based upon entered data, update is done and can be used for print purpose as well.
- **Clear** → It will clear all the fields of the search form.
- **Cancel** → Search window will close.