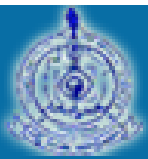


Click Path Manual for Letter of Credit Module

NIMS

(Financial Management System)



e-Sushrut *G-5*

An Advanced Hospital Management Information System

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Letter of Credit Module

Click Path

1. Request

Financial Management System → Services → Letter of Credit → Request

Note All fields marked as** are mandatory

- Click on Add Record 
- Select Request source, Request Type.
- Select Supply Order No., date, Item No., Department 1 and Department 2, Insurance Charges, Freight Charges, Country.
- Select Ledger Type, Ledger, Subject, PO Letter No. and CA No.
- Fill LC margin payment details.
- Fill Expenditure Booking Details.
- Save.
- LC request details saved 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.

2. Request Verification

Financial Management System → Services → Letter of Credit → Request Verification

Note All fields marked as** are mandatory

- Fresh LC request list will appear.
- LC request can be view by clicking 
- Click on check box
- Click on Approve 
- LC request verified successfully with LC No., message will appear

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



 **Approve** → With this button LC Request Details can be approved.


 **Reject** → With this button LC Request Details can be reject.

3. Request Approve

Financial Management System → Services → Letter of Credit → Request Approve

Note All fields marked as**are mandatory

- Verified LC Request list will appear
- Verified LC request can be view by clicking 
- Click on check box
- Click on Approve 
- LC request approved successfully with LC No., message will appear

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


 **Approve** → With this button LC Request Details can be approved.

 **Reject** → With this button LC Request Details can be reject.

4. Margin Payment

Financial Management System → Services → Letter of Credit → Margin Payment

Note All fields marked as** are mandatory

- Approved LC Request details with Date, No., PO No. etc will appear.
- Click on Edit 
- LC Details, Suppliers Order Details and Expenditure Booking Details can be seen
- Select respective Approved LC
- Write manual LC No. Charges and Deductions if any.
- Save
- LC Charge entered for LC request No., 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.

5. Margin Payment Verification

Financial Management System → Services → Letter of Credit → Margin Payment Verification

Note All fields marked as** are mandatory

- Select bill from the list by clicking check box ✓
- Click on Approve ✓
- LC Charge Entry Verified successfully with LC Request No. message will appear.

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


 **Approve** → With this button LC charges details can be approved.


 **Reject** → With this button LC Charges Details can be reject.

6. Margin Payment Approval

Financial Management System → Services → Letter of Credit → Margin Payment Approval

Note All fields marked as** are mandatory

- Select bill from the list by clicking check box ✓
- Click on Approve 
- LC Charge Entry Verified successfully with LC Request No. message will appear.

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


 **Approve** → With this button LC charges details can be approved.


 **Reject** → With this button LC Charges Details can be reject.


7. Ledger and Head of Account Posting

Financial Management System → Services → Contingency → Ledger and Head of Account Posting.


Note All fields marked as** are mandatory

- Click on Add button 
- Select Fund, Budget, scheme, and Project
- Select Ledger Name and Ledger Type
- Click on Pass.

 **Pass** → With this button Head of Account entry will be pass.

 **Reject** → With this Head of Account Details can be reject.




 **Clear** → With this button data will be erased.


 **Cancel** → With this button all the data erased and initial screen with ledger and Head of Account posting will appear.


8. Bill Payment

Financial Management System → Services → Contingency → Bill Payment

Note All fields marked as** are mandatory

- Click on pass button 
- If any reason the bill is to be withheld, click on 
- Click on check box 
- Write passed amount and withheld query
- Bill Verified message will appear.



 **Pass** → With this button Bill Verification Entry will be pass.

 **Reject** → With this button entry can be reject.


9. Bill Payment Verification

Financial Management System → Services → Contingency → Bill Payment Verification


Note All fields marked as** are mandatory

- Click on 
- Click on  to approved and forward for payment.
- Bill Approved with forward payment successfully with voucher no. will appear.

 **Pass** → With this button Bill Approval Entry will be pass.

 **Reject** → With this button Bill can be reject.



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

 **Approve and Hold** → With this button bill can be approved with hold


10. Bill Payment Approval

Financial Management System → Services → Contingency → Bill Payment Approval

Note All fields marked as** are mandatory

- Click on 
- Click on  to approved and forward for payment.
- Bill Approved with forward payment successfully with voucher no. will appear.

 **Pass** → With this button Bill Approval Entry will be pass.


 **Reject** → With this button Bill can be reject.

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

11. Voucher Generation

Financial Management System → Services → Contingency → Voucher Generation

Note All fields marked as** are mandatory

- Click on add new 
- Select Fund, Budget, Scheme and Project
- Select From Ledger Type To Ledger Type
- Select From Ledger To Ledger
- Select Voucher Type
- Select Category
- Select Debit/Credit HOA
- Write Narration
- Save
- Voucher Entry Details saved 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.

12. Installment/Retirement

Financial Management

System→Services→Contingency→Installment/Retirement

Note All fields marked as** are mandatory

- Select Record Click on add new 
- Fill Actual Rate Charged By Bank
- Select New LC%
- 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.

13. Installment/Retirement Verification

Financial Management

System→Services→Contingency→Installment/Retirement Verification

Note All fields marked as** are mandatory

- Click on 
- Click on  to approved and forward for payment.
- Bill Approved with forward payment successfully with voucher no. will appear.



Pass → With this button Bill Approval Entry will be pass.



Reject → With this button Bill can be reject.





View → With this button we can see Bill Details.

14. Installment/Retirement Approval


Financial Management

System→Services→Contingency→Installment/Retirement Approval

Note All fields marked as**are mandatory

- Click on 
- Click on  to approved and forward for payment.
- Bill Approved with forward payment successfully with voucher no. will appear.

 **Pass** → With this button Bill Approval Entry will be pass.

 **Reject** → With this button Bill can be reject.

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


 **Update**→ If required details can be updated

15. Installment/Retirement Bill Payment

Financial Management

System→Services→Contingency→Installment/Retirement Bill Payment

Note All fields marked as** are mandatory

- Select Record Click on add new 
- Fill Actual Rate Charged By Bank
- Fill Bill No.
- 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.

16. Installment/Retirement Bill Payment verify

Financial Management

System→Services→Contingency→Installment/Retirement Bill Payment verify

- Click on  to select record
- Click on  to approved and forward for payment.
- Bill Approved with forward payment successfully with voucher no. will appear.



Pass → With this button Bill Approval Entry will be pass.



Reject → With this button Bill can be reject.





View → With this button we can see Bill Details.


17. Installment/Retirement Bill Payment Approve

Financial Management

System→Services→Contingency→Installment/Retirement Bill Payment Approve

- Click on  to select record
- Click on  to approved and forward for payment.
- Bill Approved with forward payment successfully with voucher no. will appear.

 **Pass** → With this button Bill Approval Entry will be pass.

 **Reject** → With this button Bill can be reject.

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

 **Update**→ If required details can be updated