Click Path Manual for Recovery Module

NIMS

(Financial Management System)

e-Sushrut G-5

An Advanced Hospital Management Information System

Contents

Click Path For Recovery Module

1. Recovery Box

Click on Financial Management System→Services→Recovery→Recovery Box

Note All fields marked as * are mandatory

- List of Recovery(s) will appear with Recovery Box In ID, Department, Recovery Type, Total Recovery Amount etc
- Check the check box to view the details
- Click on Add New button
- Select Recovery Type, Request Source, Bill Category, Department, Ledger Type and Ledger
- Upload document if necessary
- Enter Total Recovery Amount (In Rs) and Recovery Order No
- 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

Recovery Box Details Saved Successfully message will appear

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

2. Recovery Approval

Click on Financial Management System→Services→Recovery→Recovery Approval

Note All fields marked as * are mandatory

- List of Recovery(s) will appear with Recovery Box In ID, Department, Recovery Type, Total Recovery Amount etc
- Check the check box to view the details
- Click on Approve button

  Recovery(s) Approved successfully message will appear

  To reject the Recovery

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

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. Recovery Adjustment

Click on Financial Management System→Services→Recovery→Recovery Adjustment

Note All fields marked as * are mandatory.

- Check the check box to select the record
- Click on Adjustment button
- Enter Recovered Amount
- 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

To make the amount to Waive Off

- Click Waive Off button
- Message box will appear. Click OK in message box for waving off the record

Recovery(s) Waived Off successfully message will appear

To show the amount in Loss

- Click on Loss button
- Message box will appear. Click OK in message box for making the amount loss

Recovery(s) Lossed Successfully message will appear

4. Recovery HoA Posting

Click on Financial Management System→Services→Recovery→Recovery HoA Posting

Note All fields marked as * are mandatory

- Recover(s) list will appear with Recovery Box In ID, Department, Total Recovery Amount, Total Recovered Amount etc
- Check the check box to select the record
- Click on Add button
- Select head of account for Debit HoA and Credit HoA
- 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

Recovery HoA Posting Details Saved Successfully message will appear

- Click to edit the saved record
- Correct the head of accounts i.e. Debit HoA and Credit HoA
- Click on Save

Update – Clear – Cancel buttons

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

Recovery(s) updated successfully message will appear

5. Receipt Challan Preparation

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

Note All fields marked as * are mandatory

- List of recover(s) will appear with Recovery Box In ID, Department, Total Recovery Amount, Recovery type, Ledger Name etc
- Click on View button to view the Receipt Challan Preparation details
- Click Add button
- Select Challan Date
- Enter Type of Depositor, Classification, Deposit Type, Particulars of Deposit, Deposit Into etc
- Click on Save

Challan 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