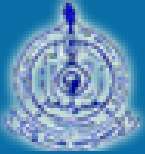


# Click Path Manual for Recovery Module

## NIMS

(Financial Management System)



e-Sushrut *9-5*

*An Advanced Hospital Management Information System*

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## 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