

# Click Path Manual for Refund Module

## NIMS

(Financial Management System)



e-Sushrut *G-5*

*An Advanced Hospital Management Information System*

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## Click Path For Refund Module

### 1. Refund Request

Click on Financial Management System → Services → Refund → Refund Request

Enter the Fields. Note All fields marked as “\*” are mandatory

- Click on Add button 
- Click on Select Tender  icon
- Click on **OK** button in the message box
- Select the appropriate tender and double click on it
- Click on **OK** button in the alert box
- Click on Select Receipt  icon or Select the corresponding Receipt No from the Receipt No. drop down
- Choose the Depositable Status
- If necessary, click on Penalty/Charges  icon for entering the Penalty Amount
  - Select the appropriate penalty/charge
  - Enter the penalty/charge amount
  - Click on Ok  icon
- Click on Save




**Refund Request Saved Successfully** message will appear

#### Save –Clear- Cancel button

- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main pag2.

## 2. Refund Approval

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

- Select respective refund request from the list
- Click on View  for viewing the details
- Click on Pass  for acceptance
- Click on Reject  for rejection
  - Enter the reason in the Reason for Reject text box
  - Click on Save



**Refund Request approved successfully message will appear.**

### 3. Refund Payment

Click on Financial Management System → Services → Refund → Refund Payment

\*\*Note here we will deal with non-depositable receipts only

\*\*For Depositable Refund Request, go to **Bill Scrutinization** process in **Contingency** module and further Payment process will continue in Compilation

- List of Non-Depositable (e.g Bank Guaranty) Refund Request(s) will appear
- Click on View  for viewing the details
- Click on Pass  for acceptance
  - Enter the name in Dispatch To
  - Select the Dispatch Date
  - Click on Save



**Refund Payment Added Successfully** message will appear

#### Update –Clear- Cancel button

- **Update** → Update the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

### 4. Refund Request View

Click on Financial Management System → Services → Refund → Refund Request view

- List of Non-Depositable Refund Request(s) will appear
- Click on View  for viewing the details
- Click on Print  icon for getting the printout.