

Payment Process

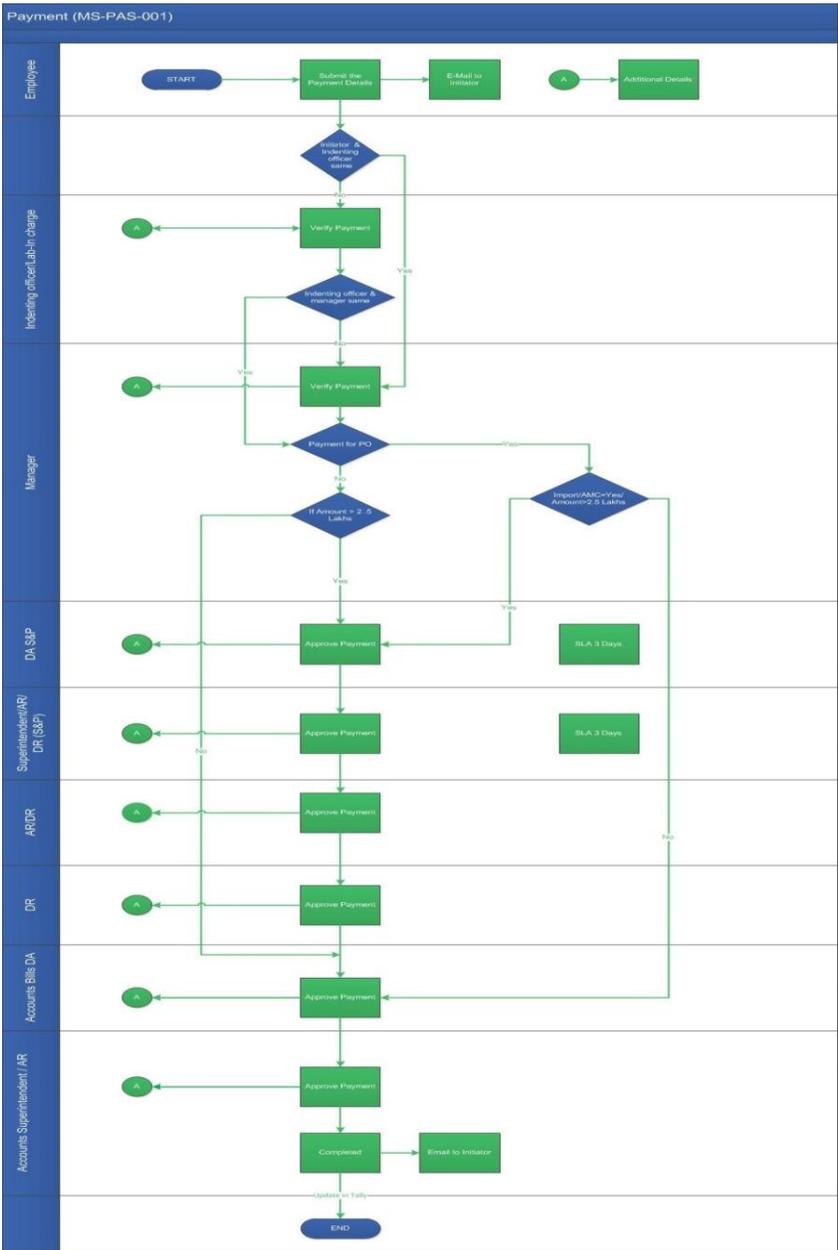
Overview:

1.1 Scope:

This process describes the payment for the purchase order and stores received book.

1.2 Flowchart:

Flowchart for the payment process is given below



1.3 User Roles:

User	Roles
Employee	Payment Initiation screen
Indenting officer/Lab-in charge	Approve
Department Manager verification	Verify Payment
Stores DA(S&P)	Approve Payment
Superintendent AR/DR(S&P)	Approve Payment
AR/DR →DR	Approve Payment
Account Bills Dealing Assistant	Approve Payment
Accounts Super indent/AR Approval	Approve Payment

2.2.1 Process description:

2.2.1.1 Key Information Captured:

The following details are key fields in the process

Imp rest and Reimbursement

If SRB Applicable-Yes then,

1. Payment Details
 - 1.1 SRB Number
 - 1.2 Department
 - 1.3 Indenting officer/Lab in-charge
2. SRB Item Details
 - 3.1 SRB Purchase Total
 - 3.2 SRB Tax Amount
 - 3.3 SRB Total Amount
 - 3.4 Purchase Total
 - 3.5 Tax Amount
 - 3.6 Total Amount
4. Document grid

If SRB Applicable-No then,

1. Payment Details
 - 1.1 Department
 - 1.2 Indenting officer/Lab in-charge
 - 1.3 Budget Type
2. SRB Item Details
 - 3.1 SRB Purchase Total
 - 3.2 SRB Tax Amount
 - 3.3 SRB Total Amount
 - 3.4 Purchase Total
 - 3.5 Tax Amount
 - 3.6 Total Amount
4. Document Grid

Direct Payment

If SRB Applicable-Yes then,

1. Payment Details
 - 1.1 SRB Number
 - 1.2 Department
 - 1.3 Indenting officer/Lab in-charge

2. SRB Item Details
 - 3.1 SRB Purchase Total
 - 3.2 SRB Tax Amount
 - 3.3 SRB Total Amount
 - 3.4 Purchase Total
 - 3.5 Tax Amount
 - 3.6 Total Amount

4. Document grid

If SRB Applicable-No then,

1. Payment Details
 - 1.1 Department
 - 1.2 Indenting officer/Lab in-charge
 - 1.3 Budget Type
 - 1.4 Supplier Name

2. SRB Item Details
 - 3.1 SRB Purchase Total
 - 3.2 SRB Tax Amount
 - 3.3 SRB Total Amount
 - 3.4 Purchase Total
 - 3.5 Tax Amount
 - 3.6 Total Amount

4. Document Grid

Purchase Order

1.1 Purchase Order Number

1.2 Payment Mode

1.2.1 Advance Payment

1.2.2 Partial Payment

1.2.3 Final Payment

1.2.4 Adjustments

1.3 Purchase Order Amount

1.4 PO Advance Percentage

1.5 Purchase Order Date

If SRB Applicable-Yes then,

2.1 SRB Number

2.2 Department

2.3 Indenting officer/Lab in-charge

3. SRB Item Details

4.1 SRB Purchase Total

4.2 SRB Tax Amount

4.3 SRB Total Amount

4.4 Purchase Total

4.5 Tax Amount

4.6 Total Amount

4. Document Grid

If SRB Applicable-No then,

2.1 SRB Number

2.2 Department

2.3 Indenting officer/Lab in-charge

2.4 Budget Type

3. SRB Item Details

4.1 SRB Purchase Total

4.2 SRB Tax Amount

4.3 SRB Total Amount

4.4 Purchase Total

4.5 Tax Amount

- 4.6 Total Amount
- 5. Document Grid

2.2.1.2 Functional Specifications

1. When the user selects the payment type like Imp rest and Reimbursement, Direct payment and Purchase order, it will auto-populate the fields as per above key information

2. Payment Type: User can select the payment type in this dropdown

3. SRB Applicable: User shall select the option like 'Yes' (or) 'No'

4. Department Name: If SRB Applicable='yes', then Department is auto-populated from that SRB.

If SRB Applicable='No', then Department name shall select by the user.

For Purchase order, user shall give department name and Lab in-charge.

5. Indenting Officer/Lab-in charge: If SRB Applicable='yes', then this field is auto-populated from that SRB.

If SRB Applicable='No', then user shall select the Lab in-charge from the given department.

6. Budget Type: If SRB Applicable='No', then Budget Type is mandatory to submit the process

7. CPDA Balance: System allows the user to view the CPDA Balance only if the budget detail is choosing as CPDA.

8. Supplier Name: Supplier name is mandatory, if user select the direct payment and SRB Option is No.

If the payment type is Purchase order, then the following fields are auto-populated like PO Number, Payment Mode, PO Amount, PO Advance Percentage and PO Date

9. Purchase Order Number: User shall select their respective department PO's and it auto-populate and fill the values in PO Amount, PO Advance Percentage (If Applicable) and PO Date.

System allows the user to print the cover page and submit the process.

2.2.1.3 User Interface Design:

Step 1: Payment Initiation Screen:

When the user invokes the ‘payment process’, then System generate the Payment Initiation Screen. This process menu is available for all employees.

Menu: Main Stores →Payment Process

The screenshot displays the 'Payment Initiation' web interface. At the top right, there are three buttons: 'HelpDoc', 'FlowChart', and 'PrintCoverPage'. The main content is divided into two sections: 'Basic Information' and 'Payment Details'. In the 'Basic Information' section, there is a 'Payment Type' dropdown menu currently set to 'Imprest and Reimburseme'. The 'Payment Details' section contains several fields: 'SRB Applicable' (dropdown set to 'Yes'), 'SRB Number' (dropdown set to 'AMSRB/2018/CO016'), 'Department', and 'Indenting officer / Lab – In charge'. A blue button labeled 'Get SRB Details' is positioned between the 'SRB Number' and 'Department' fields.

There are three types of payments are available in payment process.

- 1. Imp rest and Reimbursement**
- 2. Direct payments-Non Po**
- 3. Purchase order.**

The blue color button named “Get SRB Details” which shown the task summary of the particular SRB and this button is displayed in all steps.

If we choose SRB Applicable=’NO’, we can edit the department name, indent officer and the budget type in the payment Initiation screen.

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Payment Initiation

[HelpDoc](#)
[FlowChart](#)
[PrintCoverPage](#)

Basic Information

Payment Type *

Payment Details

SRB Applicable *
 Department *
 Indenting officer / Lab - In charge *
 BDG Type

In SRB Grid, we can add, update and delete the records in the grid. All modifications are allowed in the grid.

If SRB = 'No', then user should add the entries, No records populated.

SRB Item Details										
Supplier Name *	Supplier Address	Invoice No *	Invoice Date	Description *	Quantity	Amount *	Currency *	Excg Rate	Total Amount	
Parikar bussiness and kn	No.224,Xinchang road,hong kong	567856-787-990	22-04-2018	AC Adapter	1	2,10,000.00	Indian Rupee	0.00	2,10,000.00	
M/s. Aarjay Internationa	8, Athipattan Street, Anna Salai, c	586568-676-22	14-08-2018	Compressed Oxygen gas	1	47,500.00	Indian Rupee	0.00	47,500.00	
SOVEREIGN TECHNOLO	No.19,Rich street,Adambakkam,c	DYWDE687643	02-04-2018	Digital camera	3	21,330.69	Australian Dollar	2.45	52,260.19	

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SRB Purchase Total	Purchase Total
5,715.49	3,09,760.19
SRB Tax Amount	Tax Amount
220.00	100.00
SRB Total Amount	Total Amount
5,935.49	3,09,860.19

Note: Please scan and upload the invoices.

Document

Document Name *	Attachment *
sample	20.pdf

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SRB Total is auto-populated from SRB (If SRB=Yes), otherwise SRB Purchase Total, SRB Tax Amount values are Zero.

SRB Grid items total are auto-calculated with Tax amount and shown in Purchase total.

Direct Payment-Non PO:

For Direct payment, payment Initiation screen look like below

Payment Initiation

HelpDoc FlowChart PrintCoverPage

Payment Type *
Direct Payment - NonPO

Payment Details

SRB Applicable * SRB Number * Department * Indenting officer / Lab - In charge *

Yes AMSRB/2018/C0025 Get SRB Details AM - Applied Mechanics

Foreign Supplier Info(Address1/Address2/Address3/Phone No/City) Local Supplier Info(Address1/Address2/Address3/Phone No/City)

360 Degreez Image Solutions/No.T3/6, V.O.C Nagar/Tondiarpet, Chennai - 600 081/NULL /-/0

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Payment Initiation

HelpDoc FlowChart PrintCoverPage

Payment Type *

Direct Payment - NonPO

Payment Details

SRB Applicable *

No

Department *

AM - Applied Mechanics

Indenting officer / Lab - In charge *

BDG Type

CPDA

CPDA Balance

20,482.00

Supplier Name

SS CORPORATION

Foreign Supplier Info(Address1/Address2/Address3/Phone No/City)

Local Supplier Info(Address1/Address2/Address3/Phone No/City)

D3,2nd Floor/Gemini Commercial Complex 1, Kodambakkam High Road/NULL/Chennai /9500172197/600001

SRB Item Details

+ X T

Invoice No *	Invoice Date	Description *	Quantity	Amount *	Currency *	Excg Rate	Total Amount
SDSG54637	05-05-2018	Carbon Di Oxide	<input type="checkbox"/> 2	57,587.99	Indian Rupee	0.00	57,587.99
34563456	01-05-2018	HIGH SPEED CAMERA	<input type="checkbox"/> 3	12,478.55	Indian Rupee	0.00	12,478.55
75675675	02-05-2018	Copper (II) Oxide	<input type="checkbox"/> 1	24,757.22	Indian Rupee	0.00	24,757.22

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SRB Item Details grid which consists Invoice No, Invoice Date, Description, quantity, Amount, currency, Exchange rate and Total amount

SRB Purchase Total

45,000.00

Purchase Total

94,823.76

SRB Tax Amount

5,000.00

Tax Amount

100.00

SRB Total Amount

50,000.00

Total Amount

94,923.76

Note: Please scan and upload the invoices.

Document

+ X T

Document Name *

Attachment *

No data found

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⏪ ⏩ ⏴ ⏵

Purchase total is auto-calculated based upon User-inputs in SRB Item Details grid. User shall scan and upload the invoice documents etc.

Purchase order:

If User chooses the payment type as Purchase order, then following fields are populated like purchase order Number, Payment mode, Purchase Order Amount, PO Advance Percentage

When we choose the PO Number in the dropdown, then PO Amount, PO Advance Percentage (If applicable) and Purchase Order Date are auto-populated.

Whenever we choose the PO number, PO Address also populated. PO Reports is available in the button 'Get PO Details'

The screenshot shows a web form titled "Payment Initiation" with three utility buttons: "HelpDoc", "FlowChart", and "PrintCoverPage". The form is divided into two main sections: "Basic Information" and "Payment Details".

Basic Information:

Payment Type *	Purchase Order Number *	Payment Mode *	Purchase Order Amount	PO Advance Percentage	Purchase Order Date
Purchase Order	AM/2018/0231/SPL	Partial Payment	56,500.00	0	

Payment Details:

SRB Applicable *	SRB Number *	Department *	Indenting officer / Lab – In charge *
Yes	AMSRB/2018/C0112	-Select-	-Select-

A blue button labeled "Get PO Details" is positioned between the SRB Number and Department fields.

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Payment Initiation

[HelpDoc](#)
[FlowChart](#)
[PrintCoverPage](#)

Payment Type * Purchase Order	Purchase Order Number * AM/2018/0228/A1/SPL	Payment Mode * -Select-	Purchase Order Amount 10,000.00	PO Advance Percentage 0	Purchase Order Date <input type="text"/>
-----------------------------------------	-------------------------------------------------------	-----------------------------------	-------------------------------------------	-----------------------------------	----------------------------------------------------

Payment Details

SRB Applicable * No	Get PO Details	Department * -Select-	Indenting officer / Lab – In charge * -Select-	BDG Type -Select-
Foreign Supplier Info(Address1/Address2/Address3/Phone No/City) <input type="text"/>		Local Supplier Info(Address1/Address2/Address3/Phone No/City) Datalogics India Pvt. Ltd/2 nd floor, SIET College Avenue, /54, K.B. Dasan Road, Teynampet, //Chennai/044-2432168/555555		

SRB Item Details

Invoice No *	Invoice Date	Description *	Quantity	Amount *	Currency *	Excg Rate	Total Amount
SDSG54637	05-05-2018	Carbon Di Oxide	2	57,587.99	Indian Rupee	0.00	57,587.99
34563456	01-05-2018	HIGH SPEED CAMERA	3	12,478.55	Indian Rupee	0.00	12,478.55
75675675	02-05-2018	Copper (II) Oxide	1	24,757.22	Indian Rupee	0.00	24,757.22

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SRB Purchase Total 45,000.00	Purchase Total 94,823.76
SRB Tax Amount 5,000.00	Tax Amount 100.00
SRB Total Amount 50,000.00	Total Amount 94,923.76

Note: Please scan and upload the invoices.

Document Name *	Attachment *
No data found	

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Please print cover page, attach your bills to it, and submit process to proceed.

SRB Number *
AMSRB/2018/C0016

Get SRB details

AM - Applied Mechanics

000041 / Murali R

Representing officer / Lab – In charge

Supplier Address	Invoice No *	Invoice Date	Description *	Quantity	Amount *	Currency *
Xinchang road,hong kong	567856-787-990	22-04-2018	AC Adapter	1	2,10,000.00	Indian Rupee
Plot No. 1, Anna Salai	586568-676-22	14-08-2018	Compressed Oxygen gas	1	47,500.00	Indian Rupee

Before submission of payment process, a pop-up raise to remind the user that bills and cover page are printed (or) not. User shall give 'ok' to submit the payment process.

Step2: Indenting Officer (or) Lab in-charge Screen

User shall either check ‘Verify payment to verify the payment details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step3: Department manager verification:

User shall either check ‘Verify payment’ to verify the payment details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Step4: Stores DA Approval:

User shall either check ‘verify payment’ to verify the payment details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Payment - Stores DA Approval HelpDoc FlowChart

Guidelines

Recommended Actions

Approve Payment Incomplete Data

Remarks * stores DA approved

Step5: Stores Superintendent-AR-DR Approval:

User shall either check ‘verify payment’ to verify the payment details or ‘Incomplete data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Payment - Stores Supdt - AR - DR Approval HelpDoc FlowChart

Guidelines

Recommended Actions

Approve Payment Incomplete Data

Remarks * Stores super indent approved

Step6:AR-DR Approval:

User shall either check ‘verify payment’ to verify the payment details or ‘Incomplete data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Payment - AR - DR Approval HelpDoc FlowChart

Guidelines

Recommended Actions

Approve Payment Incomplete Data

Remarks * AR - DR Approval gk

Step7: DR Approval:

User shall either check ‘verify payment’ to verify the payment details or ‘Incomplete data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Payment - DR Approval HelpDoc FlowChart

Guidelines

Recommended Actions

Approve Payment Incomplete Data

Remarks * stores DR Approval

Step8: Accounts Bills DA Approval:

User shall either check ‘verify payment’ to verify the payment details or ‘Incomplete data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

In Accounts step, two ledger grids are available.

1. Accounts Ledger Entry

2. Invoice Details

1. Accounts Ledger Entry:

We can add Ledgers by clicking on dropdown in ‘ledger Name’ column

Accounts team can add Taxes and TDS for the items in this grid

2. Invoice Details:

In this grid ‘invoice no.’ and ‘invoice date’ are auto-populated from the ‘SRB item Details’ grid. Accounts user shall edit the field ‘Approved Amount’. We can add new rows in ‘Invoice details’.

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Accounts Ledger Entry						
Ledger Name *	Amount *	TDS	SGST	CGST	IGST	Total Amount *
122-LIFE INSURANCE CORP	2,10,000.00	-Select-	0.00	0.00	0.00	2,10,000.00
125-STAFF CLUB	45,250.00	-Select-	2.50	2.50	0.00	47,512.50
129-MILK (MDS)	52,247.69	-Select-	0.00	0.00	0.00	52,247.69

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Invoice Details			
Invoice No *	Invoice Date ▲	Claimed Amount	Approved Amount *
TDS		0.00	0.00
DYWDE687643	02-04-2018	52,260.19	52,260.19
567856-787-990	22-04-2018	2,10,000.00	2,10,000.00
586568-676-22	14-08-2018	47,500.00	47,500.00

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Accounts Ledger Total

3,09,760.19

Invoice Approved Total

3,09,760.19

Mode of Payment *

CASH

Bill Received On Date *

22/08/2018

If Account Ledger total and invoice approved total is not same, User shall not submit the process.

User shall enter the remarks and submit the process.

Step9: Accounts Bills Superintendent-AR Approval:

User shall either check 'verify payment' to verify the payment details or 'Incomplete data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Payment - Accounts Superintendent - AR Approval HelpDoc FlowChart

Guidelines

Recommended Actions

Approve Payment Incomplete Data

Remarks *

This is carbon copy of Accounts bills DA step. User can add, update and delete the Ledger and invoice grid items.

Payment process is completed and available in Tally.