## Changes in Payment of Bills

### Synopsis

- Payment Mode Changes
- Payment Voucher bill attachment changes
- E Payment File Generation

## Payment Mode Changes

- In system there will be only 2 kinds of payment mode for all type of bills.
  - E Payment
  - Demand Draft
- In Insurance Module Only E Payment will be available.
- All existing bills which are approved with any kind of payment mode (ECS, NEFR/RTGS, Cheque) will be available for Payment Voucher creation in payment mode E – Payment.
- Cash Mode will be disable in system with these changes.
- All kind of bills which are in progress (Workflow), Payment Mode needs to be re-selected before sending to next level.

## Payment Mode Changes in ERP

• Existing Payment Modes

#### New Payment Modes

• Payment Mode will be changed in All transactions of ERP

Payment Voucher		
PV Number	Auto Generated No.	
Bill Type	Select	
Payment Mode	Select 🗸	
Account Type	Select	ſ
	ECS	Ī
	RTGS/NEFT	
SI No	Cash	E
Do you want to digitally sign the form	Cheque	
Natings (May 500 Chars )	Demand Draft	
notings (Max 200 Citars.)		

Payment Voucher							
PV Number		Auto Generated No.					
Bill Type		Select	¥				
Payment Mode		Select	v				
Account Type		Select					
		E - Payment					
		Demand Draft					
SI No		Bill No					
Do you want to digit	ally sign the form	OYes ◉No					
Notings (Max 500 Cł	iars.)						

#### Payment Mode in Insurance

• Current system have Cash/ Money Order/ ECS/ Cheque.

Sickness Claim Form - Regulation 63 & 89-B			
Insurance Number:	1114952513		Insured Person:
Guardian's Name:	dad		Relationship With Insured Person:
Claim Type:	Sickness Benefit	~	
Period for which Benefit Claimed:-	From Date:	To Date:	
No Of days worked or on strike::			
Date Of Fitness:			
Payment Mode:-	Cash O Money Order	CECS Cheque ( Cash pay	ment is only possible for amount < 3000 )

#### • It will be replaced by E – Payment Mode.

Sickness Claim Form - Regulation 63 & 89-8			
Insurance Number:	1199900090		insured Person:
Guardian's Name:	ISHWAR SINGH		Relationship With Insured Person.
Claim Type	Sickness Benefit -		
Period for which Benefit Claimed."	From Date: 01/07/2019	To Date:	04/07/2019
No Of days worked or on strike:			
Date Of Fitness:			
Payment Mode:*	E - Payment		
Present Address:	TRILOK PURI Delhi New Delhi 110091		

#### Bank Account Mandatory

- Bank Account Details will be mandatory to generate Payment Voucher.
- All locations of ESIC needs to Add/ Update/ Correct bank account details for all party type such as Employee/ Pensioner/ Hospital Master/ Supplier Master/ IP/ Party Master/ Any Others.

### Accept Bank Details while generating PV

- While generating Payment Voucher, Dealing Assistant need to accept bank account details changes to include bill for generating payment voucher.
- System will validate bank account details from previous payment voucher to current payment voucher, if bank account details are same then we can create payment voucher by including bill.
- If Bank account details are changed between previous Payment Voucher and current Payment Voucher, then Dealing Assistant should validate and accept changes of bank account, post acceptance Payment Voucher can be generated for said bill.
- If bank account is not available for any party type, then Payment Voucher will not be generated as it is mandatory to send file to bank for payment, if bank details are not correct then payment will bounce at bank and manual work for reversal of transaction and creation of new transaction needs to be carried by respective branch.

# Bill Attachment while generating Payment Voucher

#### **Existing Screen**

Bill Se	arch Cr	iteria									
	Bill N	umber			Search						
Maxin	Maximum limit for including bills is 25. Only one bill can be attached for the bill type - Loans and HBA.										
Bill De	tails										
	SI No	Bill No.	Bill Date	Bill Type	Party	Amount	A/C Head Code Exists?				
	1	SSTTR0119000018	26/06/2019	Super Speciality Treatment Bill	Mr. Training HRMS	990.00	Yes				
	2	SSTTR0119000016	25/06/2019	Super Speciality Treatment Bill	malar hospitals	29890.00	Yes				
	1 - 2	OF 2				1	Go				
Inclu	Include Close										
* Disa	bled Bi	lls cannot be attached as the	e debit accoun	t code is not valid for your l	ocation.						

# Bill Attachment while generating Payment Voucher

#### **New Screen**

• If Account Details are changed for any party, Dealing Assistant will click on <u>Yes</u> and accept the changes in bank account details of party.

Bill Se	earch C	riteria									
	Bill Nu	umber				Search					
Maxin	Maximum limit for including bills is 25. Only one bill can be attached for the bill type - Loans and HBA.										
Bill De	etails										
	SI No Bill No.		A/C Details changed	Bill Date	Bill Type	Party	Amount	A/C Head Code Exists?			
	1	SSTTR0119000015	No	17/07/2019	Super Speciality Treatment Bill	B M Birla Heart Research Centre	31880.00	Yes			
	2	SSTTR0118000026	No	28/12/2018	Super Speciality Treatment Bill	test12 abc	9.00	Yes			
	з	SSTTR0117000033	Yes	21/12/2017	Super Speciality Treatment Bill	Mr. TEST IN PRODUCTIONN	10.00	Yes			
	4	SSTTR0117000013	Yes	07/10/2017	Super Speciality Treatment Bill	appollo	1083.00	Yes			

#### Accept Bank Details

- When we click on <u>Yes</u> link, system will show New Bank Details of party. Dealing Assistant will verify and select Accept Button if data is correct else click on Back
- If details are accepted then bill can be attached for Payment Voucher.
- If selected back bill cannot be attached for Payment Voucher. Dealing Assistant can get account details corrected and then accept.

Account Details	Account Details * Required Fields									
Sr. Number	IP/Employee /Supplier /Party No.	Name	Account number	IFSC	IFSC MICR Da		User id	IP address	Employer Id/Employee Id	
1	HOSP1000782	appollo	32133222395	ANDB0002311	901124000	17-07-2019 12:07	traihr@ESIC	localhost	147267	
1 - 1 0	)F 1	·						1	Go	
Accept Back										

#### Attaching of bill for Payment Voucher

 After accept of bank details check box for bill attachment will get enabled and bill can be selected and attached for Payment Voucher generation.

earch C	riteria									
Bill Nu	umber				Search					
Maximum limit for including bills is 25. Only one bill can be attached for the bill type - Loans and HBA.										
Bill Details										
SI No	Bill No.	A/C Details changed	Bill Date	Bill Type	Party	Amount	A/C Head Code Exists?			
1	SSTTR0119000015	No	17/07/2019	Super Speciality Treatment Bill	B M Birla Heart Research Centre	31880.00	Yes			
2	SSTTR0118000026	No	28/12/2018	Super Speciality Treatment Bill	test12 abc	9.00	Yes			
3	SSTTR0117000033	Yes	21/12/2017	Super Speciality Treatment Bill	Mr. TEST IN PRODUCTIONN	10.00	Yes			
4	SSTTR0117000013	No	07/10/2017	Super Speciality Treatment Bill	appollo	1083.00	Yes			
	earch C Bill Nu etails SI No 1 2 3 4	Bill Number   Bill Number   Improved the second of th	Bill Number   Bill Number   mum limit for including bills is 25 . Only one bill   A/C Details   changed   I No   SI No A/C Details   I SSTTR0119000015 No   2 SSTTR0118000026 No   3 SSTTR0117000033 Yes   4 SSTTR0117000013 No	Bill Number   Bill Number   mum limit for including bills is 25 . Only one bill can be attack   A/C Details changed   Bill No.   A/C Details changed   Bill Date   1 SSTTR011900015 No 17/07/2019   2 SSTTR0118000026 No 28/12/2018 3 SSTTR011700033 Yes 21/12/2017   4 SSTTR0117000013 No 07/10/2017 01/10/2017 01/10/2017	Bill Number   mum limit for including bills is 25 . Only one bill can be attached for the bill type -   etails   SI No A/C Details changed Bill Date Bill Type   strR011900015 No 17/07/2019 Super Speciality Treatment Bill   2 \$STTR011800026 No 28/12/2018 Super Speciality Treatment Bill   3 \$STTR0117000033 Yes 21/12/2017 Super Speciality Treatment Bill   4 \$STTR0117000013 No 07/10/2017 Super Speciality Treatment Bill	Bill Number Search   Sar	Search   A/C Details changed Bill Date Bill Type Party Amount   1 \$SSTTR0119000015 No 17/07/2019 Super Speciality Treatment Bill B M Birla Heart Research Centre 31880.00   2 \$SSTTR0118000026 No 28/12/2018 Super Speciality Treatment Bill test12 abc 9.00   3 \$SSTTR0117000033 Yes 21/12/2017 Super Speciality Treatment Bill Mr. TEST IN PRODUCTIONN 10.00   4 \$STTR0117000013 No 07/10/2017 Super Speciality Treatmen			

- E Payment File Generation
- E Payment File Generation will help ESIC to send payment to Bank directly from ERP application.
- After Payment Voucher, New transaction will be created 'E Payment File Generation'.
- When we create E Payment file transaction, system will create 'TXT' file which will be sent to bank after approval for Finance HOB.
- TXT file will be encrypted and cannot be tampered, it will be sent to bank.

#### Workflow for E – Payment File Generation



#### E – Payment File Generation

#### Path: Payment Voucher $\rightarrow$ E-Payment File Generation $\rightarrow$ Create New

Home	Receipts		Adjustments •	SMC	Fund Request	Fund Transfer	Supplier Bill	Payment Voucher	Reports	• Othe
Ledger View -	Masters		Task List	Budget .	Budget Consolida	ation• Budget All	otment	Create New		
ogged in as: Mr. Tr	aining HRMS	Base	Location: Training	Accounting Unit	Current Location: T	raining Accountin	ig Unit	List		
Message Board	l.							E-Payment File	Create New	
Contraction Contraction	<u> </u>							Generation	List	
								Pending Cash Payments		
								Pending Benefit Dockets		

#### Create New Page

- Dealing Assistant will select From Date & To Date to select Payment Voucher created in that duration
- Select Settlement Date by which bank need to do settlement of payment

E-Payment File Generation				*Required Fields							
Location	Training Accounting Unit	Accounting Unit	ESIC - HQ								
E - Payment File No	Auto Generated No.	E - Payment File Date	17/07/2019								
From Date	17/07/2019 *	To Date	17/07/2019	*							
Payment Mode	E - Payment 🗸 *	Settlement By	1	]•							
	Search										
Payment Voucher Details			July 🗸 2019 🗸								
SI.No. PV Number	Payment Mode	PV Date Amount	[								
			Su Mo Tu We Th Fr Sa	^							
			1 2 3 4 5 6	$\sim$							
<			7 8 9 10 11 12 13	>							
		Total (Rs).	14 15 16 17 18 19 20								
			21 22 23 24 25 26 27								
			28 29 30 31								
Notings (Max 500 characters)											
	Create File Reset										

## Select Payment Voucher for E – Payment File

- After entering date, click on search.
- Select Check Box for Payment Voucher which needs to be sent to bank for payment.
- Enter Notings and Create File

E-Paymer	nt File Ge	neration							*Required Fields	
Location			Training Accounting Uni	t	Accounting Unit		ESIC - HQ			
E - Payme	nt File No		Auto Generated No.		E - Payment File Da	ate	17/07/2019			
From Date	2		17/07/2019	•	To Date		17/07/2019	•		
Payment M	Mode		E - Payment	¥ *	Settlement By		18/07/2019	]*		
				Se	arch					
Payment	Voucher	Details								
	SI.No.	PV Number		Payment Mode	PV Date	Amount	Narration			
✓	1	PV00119000195		E - Payment	17/07/2019	3323.00 E	- Payment-REIMBURSEMENT		0	
<									>	
					Total (Rs).	3323.00				
Notings (M	1ax 500 cl	naracters)	E File Generati	on						
	Create File Reset									

### File Generation Success Message

Home	Receipts -	Adjustments 🔹	SMC -	Fund Request	Fund Tr	ransfer 🔻	Payment Vouche	er• Reports	-	Other Bill	• Office Bills	▼ Ledger View ▼
Masters 🔹	Task List	Budget 🔹	Budget Consolida	tion• Budget Allo	tment <del>v</del>							
Logged in as: Mr. Tr	aining HRMS Bas	e Location: Training	Accounting Unit	Current Location: E	SIC - HQ							Close
E-Payment File	Generation											*Required Fields
Location	Location Training Accounting Unit			E - Payment Fil	e EPAY0011	19000001 C	reated Successfully!!		ESIC	- но		
E - Payment File	e No	Auto Generate	d No.					17/07	7/2019			
From Date		17/07/2019		*					17/0	7/2019	*	
Payment Mode		E - Payment	v *								*	
							OK					
Payment Vouch	er Details											
SI.N	o. PV Number		Payment M	lode		PV Dat	e Amo	ount	Narr	ation		
												^
												×
						Тс	tal (Dc)					2
Notings (Max 500 characters)												
					• Example 2 (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2							
					Create File	e Res	et					

## Task List for Bill Approval

Task List							
Current Location : ESIC - H	IQ						
Transaction Type	ype Pending Activity Cou						
AU Fund Request							
	Pending For Approval	17					
	Pending for Receipt Confirmation	77					
	Sent Back	1					
Budget Proposal							
	Pending for Approval	267					
Cash Voucher							
	Cancellation Pending For Approval	5					
	Pending For Approval	752					
	Sent Back	17					
Corporate Fund / Limit Tra	ansfer						
	Sent Back	1					
E-Payment File Generation	n						
	Pending For Approval	1					
Inter AU Journal Voucher		·					
	Pending For Approval	24					
Office Electricity Bill							

#### Finance SO Verification

Home	Receipts	▼ Adjustments ▼	SMC -	Fund Request	Fund Transfer 🔻	Payment Voucher*	Reports -	Other Bill 🛛 👻	Office Bills	Ledger View 🔹	
Masters 💌	Task List	Budget 👻	Budget Consolida	tion <del>v</del> Budget Allo	tment <del>▼</del>						
Logged in as: Mr. Tr	aining HRMS 🛛 🗄	Base Location: Training	Accounting Unit	Current Location: E	SIC - HQ					Close	

E-Payment File List * Required Fields									
Created From Date			Created To Date						
E - Payment File No.			Payment Mode		Select	Y			
File Status	Select 🗸		Workflow Status		Pending For Approval	Y			
Get List									
E - Payment File List									
Sl. No.	E-Payment File No.	File	ТХТ	Paymer	nt Mode	Workflow Status			
1	EPAY00119000001	EPAY001	19000001	E - Pa	yment	Pending with SO for Approval			
1 - 1 OF 1						1 Go			

_										
E-Payme	ent File Ge	neration							*Required Fields	
Location Training Accounting Unit						Accounting Unit		ESIC - HQ		
E - Payme	- Payment File No EPAY00119000001 E-				E - Payment File Da	ate	17/07/2019			
From Dat	e		17/07/2019 To Date					17/07/2019		
Payment	Mode		E - Payment			Settlement By		18/07/2019		
					Se	arch				
Payment	Voucher	Details								
	SI.No.	PV Number		Payment Mode		PV Date	Amount	Narration		
	1	PV00119000195	E - Payment			17/07/2019	3323.00	E - Payment-REIMBURSE	MENT	
<	-								>	
						Total (Rs).	3323.00			
Notings (I	Notings (Max 500 characters)									
	Check Send Back Back									
Notings H	listory									
	D	ate	Na	ime	Desig	Ination	Com	Status		
	17/07/2019 10:41:28 Mr. Training HRMS Assistant						E File Generation	Request Submitted		

## Finance HOB Approval

- Finance HOB will click on E Pay, Once Clicked on E Pay file will be sent to Bank Portal.
- If rejected, new file generation can be done for same bills.

E-Payment File Generation *Required Fields											
Location	ocation Training Accounting Unit Acc					Accounting Unit		ESIC - HQ			
E - Payme	Payment File No EPAY00119000001 E - Pay					E - Payment File Da	ite	17/07/2019			
From Date	Date 17/07/2019 To Date						17/07/2019				
Payment	Mode		E - Payment			Settlement By		18/07/2019			
					Se	arch					
Payment	Voucher I	Details									
	SI.No.	PV Number		Payment Mode		PV Date	Amount	Narration			
	1	PV00119000195		E - Payment		17/07/2019	3323.00	- Payment-REIMBURSEMENT			
1											
<u>`</u>						Total (Pc)	3333.00		~		
	10tal (KS). 3323.00										
			Approved								
Notings (I	4ax 500 cl	haracters)									
E Day Send Back Deject Back											
Notings History											
	Di	ate	Na	ime	Desi	nation Comments		ments	Status		
	17/07/201	9 10:42:50	Mr. Training HRMS		Assistant		Verified		Verified By SO		
17/07/2019 10:41:28 Mr. Training HRMS Assistant						E File Generation Request Submitted					