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 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 ◯ Money Order ◯ ECS ◯ Cheque **(Cash payment is only possible for amount < 3000)**		

- It will be replaced by E – Payment Mode.

Sickness Claim Form - Regulation 63 & 89-B			
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 Search Criteria							
Bill Number						Search	

Maximum limit for including bills is 25 . Only one bill can be attached for the bill type - Loans and HBA.

Bill Details

☐	Sl 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

Include   Close

* Disabled Bills cannot be attached as the debit account code is not valid for your location.

Bill Attachment while generating Payment Voucher

New Screen

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

Bill Search Criteria							
Bill Number					Search		

Maximum limit for including bills is 25 . Only one bill can be attached for the bill type - Loans and HBA.

Bill Details

☐	Sl 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	Yes	07/10/2017	Super Speciality Treatment Bill	appollo	1083.00	Yes

Accept Bank Details

- When we click on Yes 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									* Required Fields
Sr. Number	IP/Employee /Supplier /Party No.	Name	Account number	IFSC	MICR	Date Modified	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 OF 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.

Bill Search Criteria

Bill Number		Search

Maximum limit for including bills is 25 . Only one bill can be attached for the bill type - Loans and HBA.

Bill Details

☐	Sl 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

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
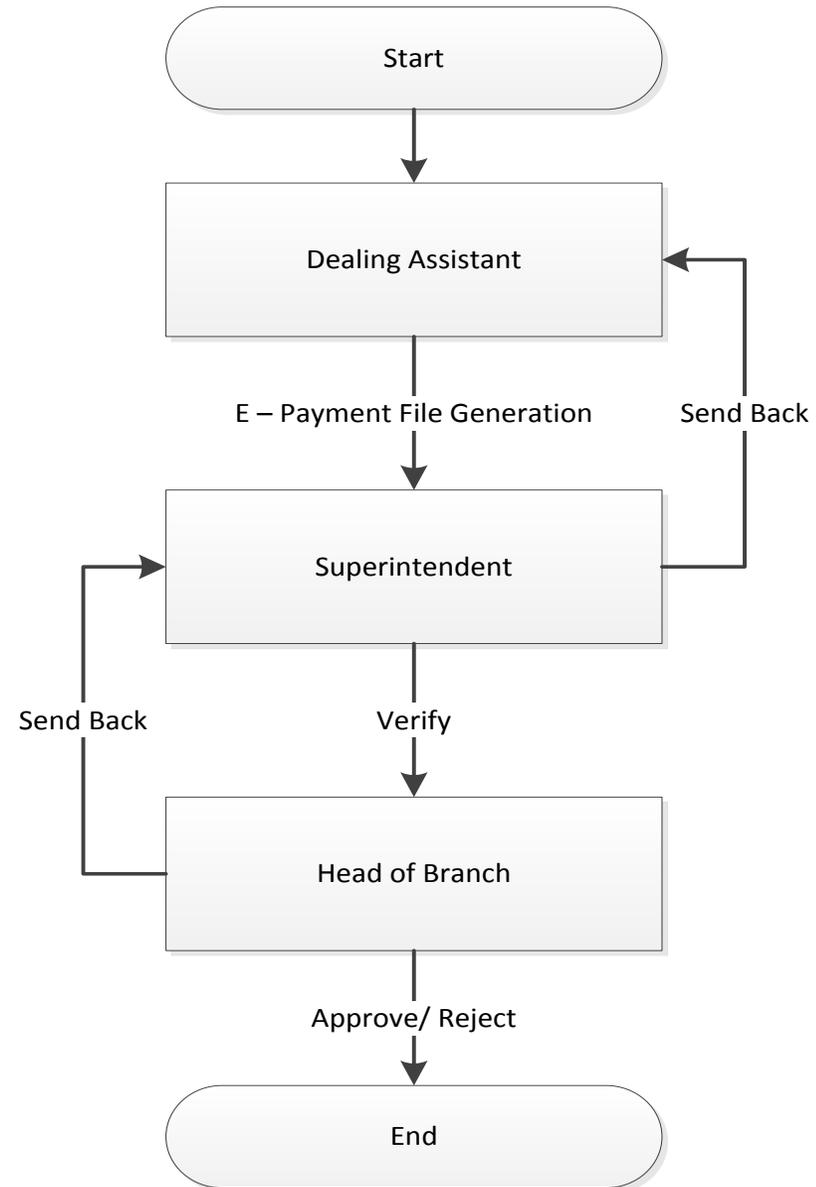
E – Payment File Generation

Path: Payment Voucher → E-Payment File Generation → Create New

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	*

Search

Payment Voucher Details

	Sl.No.	PV Number	Payment Mode	PV Date	Amount

			Total (Rs).	

Clear   Close
<Prev   Today   Next>

July   2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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-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	18/07/2019	*
			Search			

Payment Voucher Details

	Sl.No.	PV Number	Payment Mode	PV Date	Amount	Narration
☑	1	PV00119000195	E - Payment	17/07/2019	3323.00	E - Payment-REIMBURSEMENT
				Total (Rs).	**3323.00**	

Notings (Max 500 characters)

E   File Generation

Create File   Reset

File Generation Success Message

Task List for Bill Approval

Task List		
Current Location : ESIC - HQ		
Transaction Type	**Pending Activity**	**Count**
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 Transfer		
	Sent Back	1
E-Payment File Generation		
	Pending For Approval	1
Inter AU Journal Voucher		
	Pending For Approval	24
Office Electricity Bill		

Finance SO Verification

Logged in as: **Mr. Training HRMS**   Base Location: **Training Accounting Unit**   Current Location: **ESIC - HQ**   Close

E-Payment File List   * Required Fields

Created From Date		Created To Date	
E - Payment File No.		Payment Mode	Select
File Status	Select	Workflow Status	Pending For Approval

Get List

E - Payment File List

Sl. No.	E-Payment File No.	File TXT	Payment Mode	Workflow Status
1	EPAY00119000001	EPAY00119000001	E - Payment	Pending with SO for Approval

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E-Payment File Generation   *Required Fields

Location	Training Accounting Unit	Accounting Unit	ESIC - HQ
E - Payment File No	EPAY00119000001	E - Payment File Date	17/07/2019
From Date	17/07/2019	To Date	17/07/2019
Payment Mode	E - Payment	Settlement By	18/07/2019

Search

Payment Voucher Details

	Sl.No.	PV Number	Payment Mode	PV Date	Amount	Narration
☐	1	PV00119000195	E - Payment	17/07/2019	3323.00	E - Payment-REIMBURSEMENT

				Total (Rs).	3323.00	

Notings (Max 500 characters)	Verified *

Check   Send Back   Back

Notings History

Date	Name	Designation	Comments	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	Training Accounting Unit	Accounting Unit	ESIC - HQ
E - Payment File No	EPAY00119000001	E - Payment File Date	17/07/2019
From Date	17/07/2019	To Date	17/07/2019
Payment Mode	E - Payment	Settlement By	18/07/2019

<div align="center">Search</div>

Payment Voucher Details

	Sl.No.	PV Number	Payment Mode	PV Date	Amount	Narration
☐	1	PV00119000195	E - Payment	17/07/2019	3323.00	E - Payment-REIMBURSEMENT

				Total (Rs).	3323.00	

Notings (Max 500 characters)	Approved *

<div align="center">E Pay   Send Back   Reject   Back</div>

Notings History

Date	Name	Designation	Comments	Status
17/07/2019 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