



# **Bill Tracking System**

# HIMACHAL PRADESH TECHNICAL UNIVERSITY



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
1	User Login	3
2	Apply for online Bill	4
3	Bill Request Approval in Approval Authority Login	5
4	Add Bill Amount in Salary	7
5	Reports	10



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** User Login

**Prerequisite:**

1. User should be registered into JUNO Campus.

**Roles:** Faculty/Staff/Student

**Path:** <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

**Admin/Faculty/Staff/Student login screen:**



**HIMACHAL PRADESH TECHNICAL UNIVERSITY**  
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

## University Automation System

Welcome! Please login to continue.

<input type="text" value="Username"/>	<input type="button" value="Enter"/>
<input type="password" value="Password"/>	<input type="button" value="Enter Password"/>
<input type="button" value="Login"/>	
<input type="button" value="Click to login"/>	<a href="#">Forgot password?</a>



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: Apply for online Bill

Roles: Faculty/Staff

Path: Personal » Expense/Advances » Request Expense/Advance

## Functionality :

1. Able to apply for expenses

The screenshot shows a 'Create new expense' form with the following fields and annotations:

- Select Expense Type:** Radio buttons for Project, Tour and Travel, and Others (selected). A dropdown menu shows 'Management Development Program'.
- Add Description of:** Radio buttons for Advance and Expenses (selected). A text field contains 'Bill No - TRM/2019-2020/2342'.
- Add Amount:** A text field for 'Amount (In ₹):' contains '5000'.
- Click to submit:** A blue 'Submit' button and a red 'Close' button.

The screenshot shows a table titled 'New Expense/Advance Request' with the following columns and data:

Requested On	Expense / Advance Against	Type of Request	Amount Requested(₹)	Sanctioned Amount(₹)	Settled Amount(₹)	Settlement Status	Verification By	Verification Status	Authentication Authority	Authentication Authority Status	Sanct Autl
Feb 21, 2020	Other Management	Expense Reason : Bill No - TRM/2019-2020/2342	₹5,000.00					Pending		Pending	

Annotations include 'Upload Supporting' pointing to the 'Documents' icon in the row's context menu.



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: Bill Request Approval in Approval Authority Login

Roles: Faculty/Staff

Path: Job tray click on Advance/Expenses

Personal » Expense/Advances » Approve Expense/Advance Request

Click on

Sr No.	Date	Requested By	Amount (In ₹)	Authority And Status	Sanctioned Amount (In ₹)	Approval Description
1	Mar 05, 2020	Dr. Kulbhushan Chandel Expense   Advance Against : Other Type : Expense Description : Bill:TRM/2019-20/345	₹4,500.00	Verification By : Dr. Kulbhushan Chandel Pending Authentication By : Desh Raj Pending Sanctioning By : Vijeta Sharma Pending	4500	Approved

Showing 1 to 1 of 1 entries

If rejected by Authority



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Dr. Kulbhushan Chandel**  
Dean (Academics)

**DASHBOARD**

**BULLETIN BOARD** ALL

**PERSONAL CALENDAR**

**JOB TRAY** UPDATE

- Advances/Expenses 5
- Advances/Expences Status 3
- Document Management System 1

**JOB TRAY**

**Expense/Advance Request** check X

Your Advance/Expense request has been Rejected.

Desh Raj 03:37 PM Mar 06, 2020

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**Expense/Advance Request** check X

Your Advance/Expense request has been Approved by . Dr. Kulbhushan Chandel

Dr. Kulbhushan Chandel 03:37 PM Mar 06, 2020

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**Expense/Advance Request** check X

**Notification in Job** to view details.

Vijeta Sharma 10:48 PM Mar 05, 2020

## Status of request (Approved / Rejected)

★ **EVENT EXPENSE APPROVAL** MAR 06, 2020 3:38:05 PM

Current Requests **History**

10 records per page Search:

Sr No.	Date	Expense   Advance Against	Requested By	Amount (In ₹)	Description	Verification By Status	Authentication	Sanctioning	Sanctioned Amount (In ₹)	Approval Description	Account Head
1	Mar 06, 2020	Other	Dr. Kulbhushan Chandel	₹3,500.00	Bill No: KSV/2019-20/199	Dr. Kulbhushan Chandel <b>Approved</b> approved	Desh Raj <b>Rejected</b> approved	Vijeta Sharma <b>Pending</b>	₹3,500.00	<b>Rejected</b> approved	-
2	Mar 05, 2020	Other	Dr. Kulbhushan Chandel	₹4,500.00	Bill:TRM/2019-20/345	Dr. Kulbhushan Chandel <b>Approved</b> Approved	Desh Raj <b>Approved</b> Approved	Vijeta Sharma <b>Approved</b> Approved	₹4,500.00	<b>Approved</b> Approved	-



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: Add Bill Amount in Salary

Roles: Finance Admin

Path: Accounting » Employee Expense/Advance

★ ACCOUNTING » EMPLOYEE EXPENSE/ADVANCE MAR 05, 2020 10:49:05 PM

Policy	HimTu Fin policy 2
Financial year	Apr 01,2019 - Mar 31,2020
Employee name	All

[Income Receipt](#) [Expense Voucher](#) [Journal Entry](#) [Contra Entry](#)

**Employee Expense Request** | [Employee Advance Request](#) | [Employee Expense/Advance](#) | [Employee Expenses Paid With Salary Report](#)

Sr No.	Date	Expense   Advance Against	Paid To	Sanctioned Amount (In ₹)	Paid Amount (In ₹)	Description	Against Account Head	Sanctioned By	Sanctioning Description	Fin Ad	
1	Mar 05,2020	Other	Dr. Kulbhushan Chandel (1)	₹4,500.00	₹0.00	Bill:TRM/2019-20/345		Vijeta Sharma	Approved		<a href="#">Click to Add in</a> <a href="#">Add in Salary</a>



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: Bill Amount in Salary Calculation As per component selection in salary Adjustment

Roles: Finance Admin

Path: Salary » Salary Calculations

Edit Pay Details

Earnings				Deduction			
Particulars	For the Month (In ₹)	Year to Date (In ₹)		Particulars	For the Month (In ₹)	Year to Date (In ₹)	
Pay In Pay Band	162300	-		EPF	1800	5,400	
AGP	0	-		PT	208	624	
GP	0	-		TDS	0	1,35,000	
Basic Pay	162300	4,86,900		ADV	0	0	
DA	24345	73,035		OTHD	0	0	
HRA	25968	77,904		<b>Total Deduction(s)</b>	<b>2008</b>	<b>141024</b>	
TRA_3600	4140	12,852					
SPLA	5000	15,000					
<b>Total Earning(s)</b>	<b>221753</b>	<b>665691</b>					

Please specify your remarks here

**Net Salary :- Rs 2,19,745 (Rs Two Lakh Nineteen Thousand Seven Hundred and Forty Five Only)**

[Edit Pay Structure](#) [Publish Pay Details](#) [Close](#)

Add Bill Amount in Salary of particular month: Salary » Employee Salary Adjustments



# HIMACHAL PRADESH TECHNICAL UNIVERSITY



★ SALARY > EMPLOYEE SALARY ADJUSTMENTS
MAR 06, 2020 3:54:58 PM

Policy : HPTU Renewal Policy HPTU

[Submit](#)

Society Share Capital
Society Fixed Deposit
Society Recurring Deposit
Society Loan
Society Emergency Loan
Addition Over Time
Setting and Moderation

Exam Expenses
Spot Valuation
Practical Exam
Food Expense
Mobile Expense
Travel Expense
Exam Wise Expense
Date Wise Expense

Student wise Expense
Security Deposit
Insurance Policy
Resignation Policy

Salary Component : Select    Select Month :  

Click to
Freeze
Un-Freeze

10 records per page Search:

☐	Employee Name [Employee ID]	Entered By Employee Name	Entered On Date	Verified By Employee Name	Verified On Date	Salary Component	Adjustment for Month	Amount (In ₹)	Status
☑	Dr. Kulbhushan Chandel [1]	Dr. Kulbhushan Chandel	Mar 06, 2020					4500	Pending

Click to
← Previous
1
Next →

Reports:



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

Settled Bill History: Accounting » Employee Expense/Advance

Employee Expense Request   Employee Advance Request   Employee Expense/Advance   **Employee Expenses Paid With Salary Report**

Select Month: Feb, 2020   [Click to check](#)   [Submit](#)

[Export To Excel](#)   [Download Zip](#)   [Click to](#)

Show: All   Search:

Sr. No.	Creation Date	Paid To	Description	Sanctioned By	Sanctioning Description	Expense for Month	Sanctioned Amount (In ₹)	Status
1	Feb 21, 2020		Bill No - TRM/2019-2020/2342		Approved	Feb, 2020	₹5,000.00	Salary Paid