

Bill for individual payment (with deduction)

Login (Operator)

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Expenditures → Add New → Scheme → Expenditure done for.

Vendor → letter no. → Attach sanction order by clicking on choose file

→ upload → Sanction Date → Total Amount (Gross Amount)

→ Navigation → Scheme components (select scheme comp.)

→ Expense Type (Revenue) → Percentage (100) → Amount (GROSS)

→ Click on Add Button

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Click on check box (A Tabular form will be shown) → Save.

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Do you want to proceed with payee details? → Yes

→ Check the vendor's details → Instrument type (digital sign)

→ Click on Add Button.

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Navigation for Passbook → Do you want to add deduction?

→ Yes → Next → Deduction Type (TDS/GST...) →

Percentage (1% or 2% ...) → Amount will display →

Add Deduction → Click on Check Box → Confirm

→ Submit for Approval

Login (Approver)



Expenditures → Approve → Select scheme →

Click on the file Name → Approve by giving Remarks.

→ Digitally sign the payment file as usual.

Note: Same procedure can be done using Bulk customisation.
For that, component code must be mentioned. (This can
be viewed under My schemes → view scheme component
→ Select scheme). Payment must be GP (Gross Payment).
Expenditure type → R.

After completion of Bill → Misc. Deduction filing to be
done.