

COVID-19 ASSISTANCE PAYMENT BILLS (i.e. Voucher Bill)

Covid-19 bill are raised by the department where COVID-19 deceased employee belonged to.

Before preparing the COVID-19 bills, Nodal Officer needs to ascertain that the user is created and the rights are properly assigned.

USER CREATION AND ASSIGNING RIGHTS FOR PAYMENT BILLS

1. Enter the web address as www.bestundertaking.co
2. Open tab **Gen. Admin.**, select **Core Accounting** tab
3. Enter the **Login** details as provided in the window
4. The menus will be displayed on the left pane.
5. Select the **Admin User Management-> User Creation**



6. After User Creation menu is selected then the following windows appears .Enter the Check No. of the employee to be made as user ,the details of the employee is displayed
7. Check the check boxes for the following menus as shown below

Core Accounting -> Bills Printing

Core Accounting -> Bills Register Payment

Core Accounting -> Bills Payable

SAVE

EDIT

PRINT

PRINT

Help

Check No

Pay Sheet

Name

Desig

Dept

Forms List (Package Name : Mat. Mgmt. Dept.)

Paysheet of User belongs to paysheets under current Admin

Project Name	Form Name	<input type="checkbox"/> View	<input type="checkbox"/> Save	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	Additional Right
Core Accounting	Asset Category	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Audit Payment Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Core Accounting	Audit Receipt Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Core Accounting	Bank Deposit Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Bank Quotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Best Banks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Bill Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Core Accounting	Bill Register Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Core Accounting	Bill Register Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Core Accounting	Bills Payable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Core Accounting	Bills Receivable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Bond Interest By Advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Bond Interest By Cheque	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Bond Interest Due	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Bond Investment List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Bond Quotation Ranking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Core Accounting	Broker Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For the Payment Dashboard - Additional rights have to be given for the users as per their Authority as follows

PREPARED BY : The employee who will prepare the bill

CHECKED BY : The employee who will check the bill viz. Officer or Supervisor who check the Bills

AUTHORISED BY : Department Head (H.O.D.), who sanctions the bill

Check No 213132
Pay Sheet 016/27
Name UDAY YASHWANT RANE
Desig SUPERVISOR (P)
Dept BUILDING(A.E.),WESTERN SUBURBS

Forms List (Additional Rights Details)
Project Name Project : Core Accounting
Form : Audit Payment Check
Additional Rights : PREPARED BY CHECKED BY AUTHORISED BY

Save Cancel

| Annual Confidential Rpt | Annual Confidential Report | <input type="checkbox"/> |
|-------------------------|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Annual Confidential Rpt | Dashboard | <input type="checkbox"/> |
| Annual Confidential Rpt | Download | <input type="checkbox"/> |
| Annual Confidential Rpt | DSC | <input type="checkbox"/> |
| Annual Confidential Rpt | DSC mac | <input type="checkbox"/> |
| Annual Confidential Rpt | Grievance | <input type="checkbox"/> |
| Annual Confidential Rpt | Grievance Box | <input type="checkbox"/> |
| Annual Confidential Rpt | Inbox | <input type="checkbox"/> |
| Annual Confidential Rpt | Officer List | <input type="checkbox"/> |
| Annual Confidential Rpt | Pending Status | <input type="checkbox"/> |
| Common Allowance | Common Allowance | <input type="checkbox"/> |
| Core Accounting | Audit Payment Check | <input type="checkbox"/> |

Save

Press SAVE button ,the menus with checked boxes will be available to the respective user.

The steps taken to prepare Covid-19 bills are as follows.

1. Enter the web address as www.bestundertaking.co
2. Open tab **Gen. Admin.**, select **Core Accounting** tab
3. Enter the **Login** details as provided in the window
4. The menus will be displayed on the left pane.
5. In the **Payment section**, select the **transaction** menu and **Bills payable** menu

The screenshot displays the 'Core Accounting' software interface. The top header bar is teal and contains the 'Core Accounting' title and user information: 'Check No. 214041 Paysheet 6/16'. On the left, a light blue 'Menu' sidebar lists various sections: Accounts, Receipt Section, Payment Section (expanded), Undertakings Loan, Lease Properties, ESI, Journal, Bills (expanded), Transaction (expanded), Bills Payable, Reports, Other Advice, Personal Loan, Vouchers, Utility, Investment Section, Quarters, Utility, DashBoard, Civil, and Help. The main content area on the right is titled 'What's new'. It features two news items. The first, dated '2021-02-12', is titled '1) Introducing Payment Bill' and describes the addition of 'Payment Bill Functionality' for Covid-19 and other bills, including a 'Bills Payable' menu option under 'Payment Section-->Bills-->Transaction.' and related reports. The second, dated '2020-05-10', is titled '1) Change In Menu Name' and notes that the 'Receipt Section Menu Name' has changed to 'Bills Receivable'.

ADDING COVID-19 BILL

First press **Add button** for new COVID-19 bill. Following steps to be followed while preparing the COVID-19 bill in their chronological order

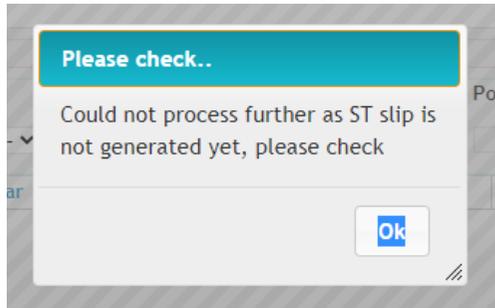
Master Record

Fields with the asterisks (*) marks indicates the compulsory files without which the bill cannot be processed or generated.

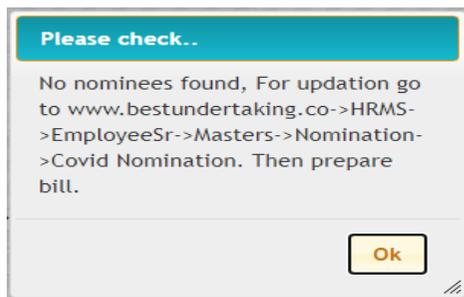
- 1. Financial Year:** Indicates the financial year for which this bill pertains to i.e. 2019-20, 2020-21
- 2. Bill Type:** Payment Bills
- 3. Purpose:** **EX-GRATIA ASSISTANCE TO LEGAL HEIRS OF DECEASED EMPL COVID19** is to be selected for COVID-19 Bills.

Purpose*

- 4. Check No. :** Check number of the deceased employee expired due to COVID-19.



If Service termination slip (S.T) of the deceased employee is not generated then this message is displayed.



If the nominees for the COVID-19 are not registered from option www.bestundertaking.co->HRMS->EmployeeSr->Masters->Nomination->Covid Nomination. Arrange for nominee registration and then proceed for further bill preparation.

5. Dept. Abbr. : Indicates the Department Abbreviation which indicates the department in short raising the bill i.e DEMN/AGMC etc

6. Bill No : Indicates the billno generated automatically when the bill is saved

7. Bill Date : Indicates the date on which the bill is raised

8. Bill Amount : Indicates the net Amount for which the bill is to be raised . The bill Amount is this case is 5000000/-

9. Remarks : The remarks shows the Personnel Dept. reference No and details of the nominees of the deceased employee.

Remark:	Ref.no. SPM/313/COVID-19/10216/2020 dtd. 10/06/20 nominee : ADITI JAGANNATH POKALE, ANITA JAGANNATH POKALE, JANHAVI JAGANNATH POKALE
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Transaction Records

Below mentioned fields to be filled for the COVID-19 Bills

Trntype : Indicates the type pf transaction DEBIT/CREDIT

Debit : Payments to be made. In this case the debit is selected

Description : Indicates the brief description about the transaction entered.

Div : Source Division/Department for which the expenditure is booked.

Actcd: Account code under which the expenditure is booked. **1946** should be selected for COVID -19

Amount: Indicates the amount of the transaction records which is payable or to be deducted. The bill Amount is this case is 5000000/-

When You Click on  , transaction get entered in screen table.

After completion of entering all details, to save all these details to database, you have to press Right side Top **Save button**.

UPLOAD DOCUMENTS :

Upload Documents: In this section upload the E-Office notification section's scanned copy for auditing purposes.

Upload Related Documents

Upload

Supporting documents to the bill can be scanned and attached for auditing and verifying purposes

Save a copy of the scanned copy of document to be uploaded and save in a suitable location on your computer.

Open the payment bills screen

Select the bill from the grid for which the document needs to be uploaded .

Press the upload button and the following window for uploading documents is opened.

Bill Document Upload Details

Select file to upload: No file chosen

Remark:

Bill Documents

Document List						
BillId	BillType	Filenm	Remark	View File	Delete	
3624	P	CHART_OF_ACCOUNT_626.PDF		<input type="button" value="View"/>	<input type="button" value="Delete"/>	
3624	P	CHART_OF_ACCOUNTS__625.PDF		<input type="button" value="View"/>	<input type="button" value="Delete"/>	

Open the location from your computer and select the file to be uploaded and press Upload button.

The file is successfully saved on the server attached to the bill.

Open

This PC > New Volume (D:) > circulars

Search circulars

Organise New folder

Name	Date modified	Type	Size
chart_962-963.pdf	05-02-2020 09:11	PDF File	239 KB
chart_no.383_dtd_10102019.pdf	11-10-2019 09:22	PDF File	239 KB
chart_of_account_626.pdf	03-02-2020 09:02	PDF File	400 KB
chart_of_accounts_625.pdf	03-02-2020 09:02	PDF File	454 KB
chart_of_accounts_24022020.pdf	28-02-2020 14:33	PDF File	479 KB
chart_of_accounts_25022020.pdf	28-02-2020 14:33	PDF File	471 KB

File name: PDF File (*.pdf)

Open Cancel

Select file to upload: No file chosen

Remark:

Bill Documents

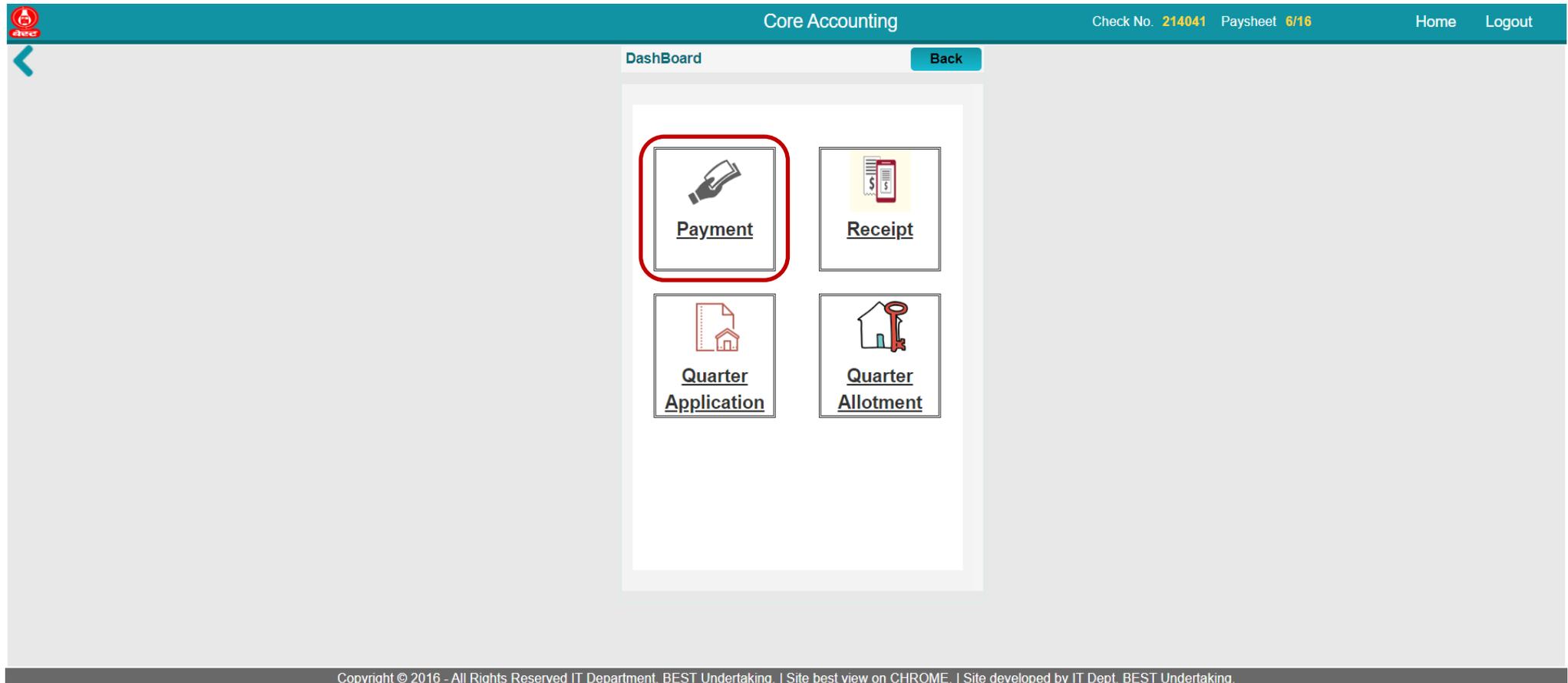
Purpose* MISCELL
Dept.Ref.(Abbr):* IT
Bill Amount: 4910
Amt % in(700): 100
Amount (700) : 4910
ActCd: 186
GST Service :
Upload Related Documents
Power Purc. Dt. Amount*
000000000000

Payment Dashboard

Payment dashboard is Interface for authentication of Manual as well as generated payable bills checking workflow untill auditing.

The Payment DashBoard menu is reached by logging in www.bestunderting.com

Login as employee and put the password. Enter the **CoreAccounting menu → Dashboard → Payment**



Please follow the following steps to process bills :

1. After selecting Payment you can see following screen with list of all pending bills , as per logged in user rights. User can search particular bill with different search option i.e billno, program name etc.with the help of search facility given at botton of list table with  icon.

Beside that one more option  is there which helps you to get previous pending bill list as per logged in user rights.

Payment Bills Exit 

Financial Year: 2020-21 Purpose: EX-GRATIA ASSISTANCE TO LEGAL HEIRS OF DECEASED EMPL CC 

Bill Date From: Bill Date To:

Program Name	Bill Date	Bill No.	Party Name	Amount	View
Manual	08/02/2021	181	NANDINI ANAND TAMBE	5000000	click here
Manual	12/02/2021	183	J A POKALE	5000000	click here

Page 1 of 1 50  View 1 - 2 of 2

Pending for Me Query Raised by me Cleared by me

2. You can apply filters such as Financial Year, Purpose, Bill Date From, Bill Date To.
 - a) **Financial Year** : Indicates the financial year for which this bill pertains to i.e. 2019-20, 2020-21
 - b) **Bill Date From & Bill Date To:** Indicates the Payment Bills within date range
 - c) **Purpose** : Indicates the purpose for which the bill is been prepared i.e. it could be payment of legal fees etc.

3. In the bottom 3 filters are there :
 - a) **Pending for Me** – after check mark this option tables shows list of bills pending for further process

for you assigned rights.

b)Query Raised by me - after check mark this option tables shows list of bills send for revert process by you.

c)Cleared by me - after check mark this option tables shows list of all bills processed by you .

4. After that click on **click here** option of perticular bill from pending bill list new screen will pop up as below with bill details .

Payment Bill Details

Program Name	Manual	Financial Year	2020-21
Party Name	J A POKALE (12061)	Activity Code	186
Department Name	INFORMATION TECHNOLOGY	Bill No.	183
		Bill Date.	12/02/2021

Amount bifurcation (Division wise) as follows...

	100 (Supply)	200 (Traffic)	700 (General Admin)	Total
Percent(%)	0	0	100	100%
Amount(Rs)	0	0	5000000	5000000

Amount bifurcation (Activity wise) as follows...

Trn Ty	Div	Act Cd	Sub ActCd	Amount	OC Year
D	706	1946		5000000	2019-20

Uploaded Files

Filename	View File
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Revert Back To: Prepared Checked Authorised AccountCheck Audited Verified AuditAuthorised

Revert Remark:

Forward Remark:

Remark Date	Bill Position	Next position	Forward Remark	Revert Remark
12/02/2021	PREPARED BY	CHECKED BY		
29/09/2020	PREPARED BY	CHECKED BY		

Bill Description

Ref.no. SPM/313/COVID-19/10216/2020 dtd. 10/06

Ex-Gratia assistance nominee of the employee :

ADITI JAGANNATH POKALE (25.00 %)

ANITA JAGANNATH POKALE (50.00 %)

JANHAVI JAGANNATH POKALE (25.00 %)

5. Bill Details are shown to you with the bill work flow . Bill details are shown with party name, financial year, acitiviy code, department, billno, bill date, Amount bifurcation(division wise, activity wise), bill description. Bill related uploaded document can also been seen. Also Bill transaction history shown in bottom table.
6. You are allowed to process the bill as per rights given to you . Bill can be forwarded if found ok or revert to previous positions if found any issue .
7. For forward to next process you have to check the checkbox of current position of bill with forwarded remark and then click on save button.

8. In case of issue, you can revert bill select position from revert back to option and put revert remark and click save buton.

PRINTING COVID-19 BILLS

In the **Payment** section, select the **Report** menu and **Payment Bill** menu

From the grid click the checkbox for the desired bill and then click Report button

Payment Bills Report Save Exit

Bill type: Internal: Program Name

From-Date: To-Date: Select All

BILLLIST

billno	billdt	Party name	amount	financeyr	auditedby	auditeddt	Select
183	2021-02-12	J A POKALE (12061)	5000000	2020-21			<input type="checkbox"/>

Page 1 of 1 | 5 | View 1 - 1 of 1

Print Format for COVID-19 BILL with sample data

बृहन्मुंबई विद्युत पुरवठा आणि परिवहन उपक्रम (बृहन्मुंबई महानगरपालिका)

नांव	J A POKALE	देयक क्रमांक	IT/183/2020-21
	Ch.No. 12061 Ps.No. 2202 Desg. DRIVER	दिनांक	12/02/2021
आकाराचा तपशील		उपविभागीय खातेवारी पृष्ठ	नवे खाती नोंद रक्कम पूर्ण अर्थसंकल्पीय संदर्भ
Ex-Gratia COVID-19	रुपये	पैसे	रुपये
Ref.no.SPM/313/COVID-19/10216/2020 dtd.10/06/20 ANITA JAGANNATH POKALE (50.00%) JANHAVI JAGANNATH POKALE (25.00%) ADITI JAGANNATH POKALE (25.00%)	2500000 1250000 1250000	00 00 00	706/1946 covid -19 (EX-GRATIA ASSISTANCE TO LEGAL HEIRS OF DECEASED EMPL COVID19) 5000000 00
एकूण ₹	5000000	00	
रक्कम ₹	FIFTY LAKH ONLY		
(शब्दांत)			
१) तयार केले			
२) तपासले			
३) समोर दाखविल्या प्रमाणे अर्थसंकल्पीय अनुदानात समावेश केला आणि संमत अर्थसंकल्पीय अनुदानाच्या कक्षेत असल्याचे प्रमाणित केले	एकूण ₹		
	5000000	00	
अ) अधीक्षक किंवा दुसरे जबाबदार सहा . CLERK (325721)	६) सारणीत नोंद केली व अर्थसंकल्पीय तरतुदीत असल्याचे प्रमाणित केले		
ब) विभागीय अधिकारी	सह लेखापाल		
क) मुख्य अधिकारी	७) प्रदानासाठी संमत केले मु. ले		
४) रु. 5000000 पै. 00 साठी लेखापरिक्षा केली .	८) मान्य लेखापुस्तिकेत नोंद केली		
रक्कम (शब्दांत) ₹	FIFTY LAKH ONLY		
अ) लेखा परिक्षा केली .	अ. कोप		
ब)	धनादेश क्र .		
५) मान्यता दिली .	स्वाक्षरी (अ)	(ब)	(क)

To Find status of Bill(flow of bill) select **Bill Register** option

The screenshot displays the 'Core Accounting' software interface. At the top, there is a teal header bar with the 'Core Accounting' title, 'Check No. 214633', 'Paysheet 3/01', and 'Home Logout' links. On the left side, a 'Menu' sidebar is visible, listing various options: Accounts, Receipt Section, Payment Section, Lease Properties, Bills (with sub-items Reports and Bill Register), Payment Advice, DashBoard, and Help. The 'Bill Register' option is highlighted. The main content area on the right is titled 'What's new'. It contains two update notices: one dated 2021-02-12 about a new 'Payment' option in the dashboard, and another dated 2020-05-10 about a menu name change from 'Bill Details' to 'Bills Receivable' under the Receipt section.

Core Accounting

Check No. 214633 Paysheet 3/01 Home Logout

Menu

- Accounts
- Receipt Section
- Payment Section
 - Lease Properties
 - Bills
 - Reports
 - Bill Register
 - Payment Advice
- DashBoard
- Help

What's new

2021-02-12

1) Introducing 'Payment' Option in DASHBOARD

► **Payment Functionality Added**

- Dashboard Section introduces 'Payment' option for Checking, verifying, Auditing etc.. of payment bills.

2020-05-10

1) Change In Menu Name

► **Receipt Section Menu Name Changed**

- Henceforth Menu 'Bill Details' Under Transaction of Receipt section is Renamed as 'Bills Receivable'



Bill Register

Report Save Exit

Bill type:	Payment Bill	With:	Details with Activity code
Format:	Bill Status Report	To-Date:	14/01/2022
From-Date:	01/08/2021	Stage:	--All--
Category:		Purpose:	EX-GRATIA ASSISTANCE TO LEGAL HEIRS OF DECEASED EMPL COVID19
Department:			
Party:	--Select--		

Press Report Option

billregister

THE BRIHAN MUMBAI ELECTRIC SUPPLY AND TRANSPORT UNDERTAKING

Page No. : 1

LIST OF PAYMENT BILLS FROM 01/08/2021 TO 14/01/2022

Date : 14/01/2022

BILL NO.	BILL DATE	NAME	AMOUNT	CLEARED BY	IN TRAY	DESCRIPTION
CSVO/942	30/12/2021	TANAJI LAXMAN PATIL (291103) Ch.No. 291103 Ps.No. 6935 Desg. ASST SECURITY INSPECTOR	5000000.00	ACCOUNTCHECK (213713) 14/01/2022	AUDITEDBY	Ref.no. SPM/313/COVID-19/10216/2020 dtd. 10/06/20 nominee : SAVITA T PATIL, Scanned File Uploaded
DEEN/796	02/12/2021	GHANSHYAM SAKHARAM LOHAR (413605) Ch.No. 413605 Ps.No. 42809 Desg. NAWGHANY	5000000.00	AUDITAUTHORISED (213772) 07/12/2021	CASH	Ref.no. Dy.CM(HR&IR)/L/COVID-19/2020-21 dtd. 08/03/21 nominee : SUSHAMA GHANSHYAM LOHAR, Scanned File Uploaded
DEEN/936	29/12/2021	MAHESH V CHAVAN (412323) Ch.No. 412323 Ps.No. 42809 Desg. NAWGHANY	5000000.00	AUDITAUTHORISED (213772) 31/12/2021	CASH	Ref.no. SPM/313/COVID-19/10216/2020 dtd. 10/06/20 nominee : KAVITA MAHESH CHAVAN, Scanned File Uploaded
DEES/771	30/11/2021	R K SINGH (412037) Ch.No. 412037 Ps.No. 42709 Desg. NAWGHANY	5000000.00	AUDITAUTHORISED (213772) 27/12/2021	CASH	Ref.no. SPM/313/COVID-19/10216/2020 dtd. 10/06/20 nominee : MAMTA RAJESHKUMAR SINGH, Scanned File Uploaded
DEMCN/924	27/12/2021	SHANKAR MAHADEV SURYAVANSHI (412392) Ch.No. 412392 Ps.No. 45102 Desg. NAWGHANY	5000000.00	AUDITAUTHORISED (213772) 06/01/2022	CASH	Exgratia payment to Shri S.M. Suryavanshi who expired due to Covid 19 on 03-06-2020, Scanned File Uploaded
DEMR/899	22/12/2021	ANWAR IBRAHIM SHAIKH (404090) Ch.No. 404090 Ps.No. 12402 Desg. ASST FOREMAN	5000000.00	AUDITAUTHORISED (213772) 28/12/2021	CASH	Ref.no. SPM/313/COVID-19/10216/2020 dtd. 10/06/20 nominee : FATIMA ANWAR SHAIKH, Scanned File Uploaded
DESLM/575	05/10/2021	MUSHTAQ YUNUS SHAIKH (408534) Ch.No. 408534 Ps.No. 45809 Desg. SR. NAWGHANY (P)	5000000.00	AUDITAUTHORISED (213772) 11/10/2021	CASH	Ref.no. SPM/313/COVID-19/10216/2020 dtd. 10/06/20 nominee : AISHABI MUSHTAQ SHAIKH, Scanned File Uploaded