TATA CONSULTANCY SERVICES

ODLSoft Accounts Payable User Manual

Version 1.0

October 2008

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ODLSoft Accounts Payable User Manual	Version 1.0	This document describes the detailed procedure for entering transactions in ODLSoft Accounts Payable Module

Revision details

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About this Document

Purpose

This user manual is intended to make you understand the following:

➢ Operating the ODL Soft system that includes creation of
- ✓ General guides to operate the PeopleSoft system.
- ✓ Operating the ODL Soft system that includes Voucher creation, Voucher Posting, Pay cycle, Payment Posting and Workflow
- ✓ Creating Vendors, Items, Banks, Excise & Sales Tax/VAT IND Setup and Withholding definition.

Intended Audience

IGNOU User team, HOD, Co-ordinators and IGNOU Management involved in the Billing and Cash Section.

Organisation of the Document

Information in this document has been organised as follows:

Table 1: Organisation of the Document

Chapter	Description
Introduction	This chapter provides details on the Introduction of this doc.
PeopleSoft Basics	This provides the details on PeopleSoft Basic information.
Business process	This provides the details on the Business Process.

Contents

TATA CONSULTANCY SERVICES

1 Introduction

The ultimate goal of any Accounts Payable system is to produce payments, either by printing a paper check, sending an Electronic Funds Transfer, or processing a Draft. The key is to make payments on time to take advantage of discounts and maintain strong Vendor relations, while achieving optimal Cash Flow.

ODL Soft Payables automates the processing of Invoices and Payments for vendors with whom the Organization(IGNOU) does business. It incorporates the following processes:

> ➢ Maintaining vendor information

> ➢ Managing vouchers

> ➢ Processing payments

> ➢ Taking advantage of Global features

> ➢ Integrating with other modules

Now this ODL Soft Accounts Payables system will replace the Legacy System by managing the Cash section, Bills section, Finance and other user division activities. Vouchers will be created online by copying the PO. Accounting Entries for all liabilities will be created inside the AP system and then sent to General Ledger through Journal Generator process. The AP module tracks the payment of the item back to the vendor and provides the means to ensure that the proper payments are made at the right time for the organization.

Matching: Matching process will ensure that payments are made only for the vouchers that comply with terms and conditions of Purchase Orders received and inspected. Depending on the nature of item, we will identify the type of matching whether it is 2-Way, 3-Way or 4-way.

For recording water and electricity charges, we will set Water/Electricity authorities as different Vendors and track the payments on the basis of delivered vendor reports.

Vendors will be first created by IGNOU AP/PO users and will only be approved if PAN is correctly entered.

To track the payment of different vendors through Drafts, we will handle this scenario by creating Bank Accounts as separate Remit to vendor IDs.

Workflow process will be customized to route the transactions for approval to supervisors. It is required that vouchers can be posted before the approval process. Hence, Post Unapproved Vouchers (Post Committed Vouchers) option will be chosen to implement this.

Withholding and VAT information will default on the Vouchers based on the ODL Soft Item, Vendor and other set-up related tables.

ODL Soft Reports and Inquiries will be used to view the relevant information as and when required. Also, specific information can be extracted from ODL Soft database using PS Query.

2 Basics on ODLSoft

2.1 Logging into ODLSoft

a) Enter the URL of the ODLSoft home page

b) Enter the User ID, Password and Click on the Sign In Button to access the application.

2.2 Adding Pages to My Favourites

You may frequently access certain pages in ODL Soft and you may wish to skip the delivered PeopleSoft navigation to open those pages.

PeopleSoft provides feature of adding these pages in 'My Favorite' list. Pages can be added to the favorite list by clicking the 'Add to Favorites' link on top of the PeopleSoft page. These pages can later be opened directly from 'My Favorite' list.

2.3 Short Cut Keys

Working in an Internet browser-based environment can often be mouse intensive. However, ODL Soft offers keyboard navigation alternatives to using the mouse. These shortcuts are classified into two categories:

- Hot keys.

- Access keys.

  To view a printable list of these shortcuts while online, press Ctrl+K while in a search or transaction page.

2.3.1 Hot Keys

When pressed, the designated actions occur. Notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

List of Hot Keys

Alt 1 -- Executes different buttons depending on the page type

- Save button on the Toolbar in a page
- OK button on a secondary page
- Search or Add button on a Search or Lookup page

Alt 2 -- Return to Search

Alt 3 -- Next in List

Alt 4 -- Previous in List

Alt 5 -- Valid Lookup Values

Alt 6 -- Related Links

Alt 7 -- Insert Row in grid or scroll area

Alt 8 -- Delete Row in grid or scroll area

Alt 0 -- Refreshes the page by invoking the Refresh button on the Toolbar

Alt. -- Next set of rows in grid or scroll area [e.g., Alt period]

Alt, -- Previous set of rows in grid or scroll area [e.g., Alt comma]

Alt / -- Find in grid or scroll area [e.g., Alt forward slash]

Alt ' -- View All in grid or scroll area [e.g., Alt prime]

Alt \ -- Toggle between Add and Update on the Search page [e.g., Alt backslash]

Ctrl J -- System Information

Ctrl K -- Keyboard Information

Ctrl Y -- Toggle menu between collapse and expand.

Ctrl Tab -- Toggles focus through the frame set

Enter -- Invokes the following buttons where present: OK, Search, and Lookup

Esc – Cancel

2.3.2 List of Access Keys

Access keys move the focus of your cursor to a particular button on a page. Pressing Enter executes the command—the equivalent clicking the appropriate button.

Alt 9 -- Takes you to the Help line

Alt \ -- Takes you to the Toolbar [e.g., Alt backslash Enter]

Ctrl Z -- Takes you to the Search box of the Menu

3 Business Processes

3.1 Establishing Business Units

In *ODLSoft* system this, a *business unit* is an operational subset of an organization that enables you to plan operations based on the way the organization functions. Accounts Payables business unit is an independent processing entity.Each business unit acts as a separate area of control, representing the primary level at which system tables can be controlled independently.

Depending on the business requirements, you can set up business units to share core control tables such as calendars, payment terms, and vendors. In the PeopleSoft system, Table Set processing handles this setup automatically, eliminating the need to maintain multiple sets of data for each business unit.

In IGNOU, we will be setting up different BU for each user divisions which are raising a PO. Depending on the business requirements, we will set up business units to share core control tables such as calendars, payment terms, and vendors. In the ODL Soft system, Table Set processing handles this setup automatically, eliminating the need to maintain multiple sets of data for each business unit.

3.1.1 Navigation

Navigation: *Set Up Financials/Supply Chain >> Business Unit Related >> Payables >> Payables Definition*

3.1.2 Step by Step Approach

Payables Definition Page

➢ AP Business Unit will be linked with GL Business Unit so that balanced accounting entries will be generated in the system based on the GL templates defined at Procurement Control Definition.
➢ Post Unapproved Vouchers (Post Committed Voucher) check box will be turned on to enable voucher posting before approval.

➢ Post Unmatched Vouchers is turned on to enable posting of Vouchers regardless of Matching.

Tax Options Page

| Definition | Tax Options | Voucher Build | Matching | Payments | Numbering | Summary Invoice |

Business Unit: IG001   IGNOU HQ Operations

Sales and Use Taxes

☐ Hide Sales Use Tax

'Sales and Use Tax Edit Message: [No Message ▼]

'Difference Option: [N/A ▼]

Ultimate Use Code: [_____ 🔍]

Value Added Tax

☑ Hide Value Added Tax   VAT Default

'Value Added Tax Edit Message: [Warning ▼]

[Save] [Return to Search] [Notify]   [Add] [Update/Display]

Definition | Tax Options | Voucher Build | Matching | Payments | Numbering | Summary Invoice

➢ Hide Sales Use Tax is turned on off Sales Use Tax is applicable.
➢ Hide Value Added Tax (VAT) is turned on since VAT is not applicable.

Voucher Build Page

| Definition | Tax Options | Voucher Build | Matching | Payments | Numbering | Summary Invoice |

Business Unit: IG001   IGNOU HQ Operations

Recurring Voucher Release Date

'Contract Release Date Option: [Curr Dt ▼]   Contract Release Date: [_____]

Evaluated Receipt Settlement

'ERS Option: [Default ▼]   'SBI Numbering Option: [Default ▼]

'ERS Invoice Date: [Default ▼]   'ERS Tax Type: [Default ▼]

Adjustments

RTV Debit Memo ☐   'RTV Adjustment Option: [No Adj ▼]

[Save] [Return to Search] [Notify]   [Add] [Update/Display]

Definition | Tax Options | Voucher Build | Matching | Payments | Numbering | Summary Invoice

➢ Contract Release Date Option is set to 'Current Date'
➢ ERS fields are set to Default since ERS feature will not be used.

➢ RTV Debit Memo is turned off and RTV Adjustment Option is 'No Adj' since automatic vouchers are not required to be generated for Return to Vendors.

Matching Page

➢ Document Association is set to STANDARD.
➢ Match Delay Days are set to 0.
➢ Matching for Voucher Approval is turned off to require approval even if vouchers are matched.
➢ Copy Gross Amount to Voucher is turned on to copy the amount from associated documents.

Payments Page

> Specify Calendar will be used since; IGNOU business calendar will be defined and used for making payments.
> Scheduled Pay Date Validation will be used. As per our discussion on AP sessions, we have decided to use the Prior day if the scheduled due date of a voucher for the business unit falls on a non business day in the IGNOU business calendar. Then, holiday option will also be enabled, the system schedules the date as due after the holiday or due before the holiday, according to the holiday option that you select
> Do Not Mix with other Units is turned on to stop making consolidated payment to Vendor for different Business Units.
> Default Payment Terms Basis Date Type is Invoice Date.

Numbering Page

| Definition | Tax Options | Voucher Build | Matching | Payments | **Numbering** | Summary Invoice |

Business Unit: IG001   IGNOU HQ Operations

Voucher Numbering
- ☑ Voucher Numbering
- ☐ Control Group Numbering

Last Voucher Number

Last Voucher Number: 00000008

Group ID last assigned: 0000000000

[Save] [Return to Search] [Notify]   [Add] [Update/Display]

Definition | Tax Options | Voucher Build | Matching | Payments | Numbering | Summary Invoice

> Voucher numbering is turned on to enable automatic numbering of vouchers for each Business Unit. The same voucher number will repeat for different business units, as different business units will follow a common sequence of voucher numbers.
> Control Group Numbering is turned off since it will not be used.
> The auto generated Voucher Number to the vouchers will be assigned by the system automatically and at any point of time if user wants to assign any specific user defined number to the voucher, then user should assign the number instead of NEXT.

Summary Invoice Page

➢ Summary Invoice Controls will be left bank since Summary Control feature will not be used.

3.2 Establishing Payables Options

In Payables Options, we define what date constitutes an Accounting Date and BU level defaults for Payment Terms, Duplicate Invoice Checking, and SUT Tolerances, and Voucher Approval rules.

3.2.1 Navigation

Navigation: *Set Up Financials/Supply Chain > Business Unit Related >Payables Options*

3.2.2 Step by Step Approach

For IGNOU Setup:

➢ Current date will be defaulted on the Accounting Date field.

- ➢ Customized workflow will be attached on the Approval Rules.
- ➢ Default Currency will be RS. and Rate Type will be CRRNT (Current).

- ➢ Duplicate Invoice Checking options will be decided later.
- ➢ Voucher Balancing would be 'Recycle' to enable saving of unbalanced Vouchers.

➢ Default Payment Terms, Payment Method and Payment Bank Options are specified on this page.

➢ Sales Tax Tolerance will not be defined since Sales Tax will be coming from coming from Purchasing Module.

3.3 Establishing Procurement Accounting Control

During voucher entry, non-merchandise amounts are prorated to each distribution line based on some ratio of total expense to the merchandise or other value on the distribution lines of the voucher. While entering the voucher, you can do one of three things with the non-merchandise amounts:

Prorate:

Records the prorated amount along with the merchandise amounts on the distribution line.

Allocate:

Creates separate accounting entries for the non-merchandise amount for the distribution line.

Expense (non-prorate/non-allocate)

Records the amounts to summary expense accounts.

Navigation: Set Up Financials/Supply Chain > Business Unit Related >Procurement Controls

For IGNOU setup:

- The Accounting Policy for Discounts will be at Gross.
- Combination Edit template will be used.
- Allow Unpost Paid Vouchers will be turned on to allow Unposting of paid vouchers.

- Default Non-Merchandise Charge Codes are defined here.
- VAT Non Recoverable Policy will be 'NRVATPR' since VAT Non-Recoverable will be prorated to the voucher accounting lines.

- Payables and Purchasing Templates to set up at procurement control to process Accounting entries.

| General Controls | Non-Merch Charges | GL Templates | ERS Options | Withholding |

Business Unit Interface

Unit: IG001   IGNOU HQ Operations

Payables Journal Templates

Accruals:	ACCRUAL		Closes:	CLOSURE	
Payments:	PAYMENT		Revaluations:	AP_REVALUE	
Cancels:	CANCEL		Cash Clearings:	CASH_CLRG	

Purchasing Journal Templates

| Receipt Accrual: | REC_ACCRUE | |
| Procard: | | |

Save   Return to Search   Notify   Refresh

General Controls | Non-Merch Charges | GL Templates | ERS Options | Withholding

➢ ERS (Evaluated Receipt Settlement) Option is used to build vouchers from procurement receipt records using the Voucher Batch process. The invoices created are called as Self-Billed Invoices (SBI). Since, creation of vouchers from procurement receipts is not applicable; ERS Option will not be used.

| General Controls | Non-Merch Charges | GL Templates | ERS Options | Withholding |

Business Unit Interface

Unit: IG001   IGNOU HQ Operations

Evaluated Receipt Settlement

| 'ERS Option: | No ERS | 'SBI Numbering Options: | Individual Voucher (Auto-Num) |
| 'ERS Invoice Date Option: | Recv Date | ERS Tax Type: | |

- Withholding (TDS) setup have to be done in procurement accounting control to get it defaulted to Voucher Header.
- IGNOU Deducts TDS from vendors depending on the nature of transactions for e.g. cheques above Rs. 20,000/- in case of contractual obligations. Also, 2% EWF is deducted from payments made to course writers.

3.4 Payment Terms

Payment Terms will be setup in the ODL Soft system under SetID. The Payment terms will default on the Vouchers from Payables Options. If specific payment terms are applicable to particular Vendor then it will be defined at Vendor level.

Basis date for payment terms will be invoice date. Hence, payment term days will be added to the invoice date to determine the Due Date.

ODL Soft delivered Payment Terms for single payment will be defined. We can also enter multiple payment terms using two or more single payment terms.

Navigation: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Payment Terms*

Payment Terms - Multi Payment

SetID:	SHARE	Description:	30/60/90 Days 1/3
Payment Terms ID:	123M	Short Description:	30/60/90

Calculate Example Payment Data

Payment Terms Control	Find	View All	First ◄ 1 of 1 ► Last

'Effective Date: 01/01/1900   Terms Applicability: Vendor-Only Terms

'Status: Active   Number of Installments: 3 ▲▼   100.00000000

Installment Terms   Customize | Find | View All | 🏢   First ◄ 1-3 of 3 ► Last

'Single Terms ID	Description	'Installment Percent	Freeze Pct
NXTM 🔍	Next Month	33.33333334	☐
NXTM 🔍	Next Month	33.33333333	☐
NXTM 🔍	Next Month	33.33333333	☐

3.5 Voucher Origin

Different voucher origins will be defined at SetID level to identify the voucher source. Separate default options and controls may be used for each voucher origin. For e.g. Duplicate Invoice Checking options can be different for different voucher origins.

In IGNOU setup, we will have mainly ONL as origin for AP module

Navigation: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Voucher Origin*

3.6 Accounting Entry Templates

Accounting Entry Templates will be used to define account codes for system-generated entries. For e.g. the Account Code for IGNOU liability account, Realized Gain/Loss account will be defined in the accounting entry templates.

Navigation: Set Up Financials/Supply Chain > Common Definitions > Accounting Entry Templates

3.7 Vendor SetUp

ODL Soft Payables focuses on the purchasing interaction and payment transactions with vendors. Maintain Vendors provides a method of entering basic and specific vendor information such as mailing addresses, contacts, withholding detail, freight terms, payment terms, vendor bank accounts, and routing instructions for electronic fund transfers. Using this application, you can also perform various types of vendor inquiries regarding balances due, voucher information, and payment information for vendors.

There will be different Vendors created under different SetId but system will also make provision to see some common vendors.

A separate role will be identified in IGNOU that will maintain all the vendor information. All other areas will have view only access to the vendor information. ODL Soft User Preferences will be configured to determine the employees having the authority to approve Vendors. While entering TDS information regarding vendor, PAN entry would be mandatory

ODL Soft Vendor information includes all the information defined for Vendors in the legacy system. Only one Vendor ID will be created in the ODL Soft system irrespective of the number of Bank Accounts and Payment Methods.

Navigation:

Vendors > Vendor Information > Add/Update > Vendor

Summary	Identifying Information	Address	Contacts	Location	Custom

SetID: SHARE

Vendor ID: IND0000002

'Vendor Short Name: IND0000002   IND0000002-001

'Vendor Name 1: Vendor for India 2

Vendor Name 2:

'Status: Approved   **'Classification:** Supplier

'Persistence: Regular   **HCM Class:**

☑ VAT Registration   Registration   VAT Default   VAT Service Treatment Setup

☐ Withholding   Expand All   Collapse All

☑ Open For Ordering

Vendor Relationships

☐ Corporate Vendor   ☐ InterUnit Vendor

Corporate SetID: SHARE   InterUnit Vendor ID:

Corporate Vendor ID: IND0000002   Vendor for India 2

▷ Additional ID Numbers

▷ Duplicate Invoice Settings

▷ Government Classifications

▷ Standard Industry Codes

▷ Additional Reporting Elements

Expand All   Collapse All

For creating Cheque and EFT payments, we will have to set up the Bank details at vendor level

Payables Options

SetID:	SHARE		Location:	MAIN
Vendor ID:	IND0000002		Description:	Main Location
Short Vendor Name:	IND0000002-001			
Name 1:	Vendor for India 2		Expand All	Collapse All

Invoicing

Vendor:	IND0000002	IND0000002-001
Address:	1 Search	Main Address
		BLOCK-AC, SECTOR-V
		CHENNAI 600005
Location:	MAIN	Main Location

Remitting

*Vendor	IND0000002	IND0000002-001
*Address:	1 Search	Main Address
		BLOCK-AC, SECTOR-V
		CHENNAI 600005
*Location:	MAIN	Main Location

▷ **Additional Payables Options**
▷ **Matching/Approval Options**
▷ **Electronic File Options**
▷ **Self-Billed Invoice Options**
▽ **Vendor Bank Account Options**

Vendor Bank Accounts   Find | View All   First ◀ 1 of 1 ▶ Last

☑ Default   Descr: Checking Account

Country:	IND India		Search
Bank Name:	PNB MAIDAN GARHI		
Branch Name:	MDELHI01		
Bank ID Qualifier:	024 Punjab National Bank	Account Type:	Bus Acct
Bank ID:	00912200000000000001	Branch ID:	
Bank Account Number:	123456789	Check Digit:	
DFI Qualifier:		DFI ID:	
IBAN:			

3.8 Vendor Set Control

Vendor Set Controls will be defined for Set ID to specify control parameters for all the Vendors. Vendor Set Controls will enable auto numbering for the Vendors and specify the duplicate vendor checking options.

Setup will be done based on following

- Auto numbering will be turned on to create Vendor IDs automatically.
- Duplicate Vendor Checking field options will be as per the screen shot above.
- Inactive vendors will be included in the processing options

Navigation: Set up Financials/Supply chain > Product Related > Procurement Options > Vendor > Set Controls – Vendor

3.9 Withholding Rules

Withholding Rules will determine the percentage of withholding on the Basis amount.

- There is a lower limit of Rs 20,000/- hence 'From Basis Amount' will always be twenty thousand. Surcharge and additional surcharge is applicable as per the government rules.
- Education cess will be calculated on the basis of percentage given in additional surcharge field

Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding Rules

Withhold Rule

Withholding Rule: 194C2

Description: Contractor rule 2%

Rule Information   Find   First ◄ 1 of 1 ► Last

'Effective Date: 01/01/1900 📅   **'Status:** Active ▼   ➕ ➖

SurCharge %: 2.00   **Additional Surcharge %** 2.00

Rule Details   Customize | Find | View All | ▦   First ◄ 1-2 of 2 ► Last

From Basis Amount	To Basis Amount	Percent Withheld	Additional Amount		
0.000	20,000.000	0.00	0.00	➕	➖
20,000.010	99,999,999,999,99	2.00	0.00	➕	➖

💾 Save   🔍 Return to Search   📧 Notify   🔄 Refresh   📑 Add   📝 Update/Display   📄 Include History

3.10 Withholding Type

Withholding Type will be defined for different types of withholding.

Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding Type

Withhold Type

Withholding Type: INDTD

Description: India Income Tax TDS

Withholding Class		Customize	Find	View 4	🏢	First ◀ 1-10 of 10 ▶ Last			
'Class	Description	Contract Reference	Active		
194A1	Int Oth than Int on Sec DOMCO	☐	☑	➕	➖
194A2	Int Oth than Int on Sec FRNCO	☐	☑	➕	➖
194C1	Payment to Sub-Contractor	☑	☑	➕	➖
194C2	Payment to Contractor	☑	☑	➕	➖
194CA	Payment to Advt Agents	☑	☑	➕	➖
194I1	Rent - Res Individual	☐	☑	➕	➖
194I2	Rent - DOMCO	☐	☑	➕	➖
194J1	Prof Fees - Res Individual	☐	☑	➕	➖
194J2	Prof Fees - DOMCO	☐	☑	➕	➖
195	Other Pymt - Res Individual	☐	☑	➕	➖

3.11 Vendor Categories

Different Vendor Categories will be defined. This will be necessary if for the same Withholding Type, different withholding percentages are applicable to different vendor categories.

Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Vendor Categories

TATA CONSULTANCY SERVICES

Vendor Categories

Withholding Type: INDTD India Income Tax TDS

Vendor Categories	Customize | Find | View All |	First ◄ 1-4 of 4 ► Last
Vendor Category	**Description**	**Default Flag**
DOMCC	Domestic Company	☐ ＋ －
FRNCC	Foreign Company	☐ ＋ －
NRI	Non Resident Indian	☐ ＋ －
REIND	Resident Individual	☐ ＋ －

3.12 Withholding Entity

The withholding percentage depends on the withholding entity, type, jurisdiction and class (or activity) for a given transaction. Furthermore the withholding percentage depends on the relationship that exists between IGNOU and the vendor.

Navigation: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding Entity*

- Withholding Entity will be created as a Vendor like Income tax authority & Work Contract Tax Authority etc.
- Apply Withholding will be 'Payment', since withholding will be calculated on voucher payment and not on voucher posting.
- Different Withholding Rules will be attached to a particular Withholding Class for different vendor categories.
- EWF will be calculated by adding a new withholding entity and then assigning it new class as EWF where 2% EWF will be calculated from evaluator vendors.

o Withholding Options will be specified for the Withholding Entity that will determine the Withholding Basis Amount.

3.13 Vendor Withholding SetUp

The withholding percentage depends on the withholding entity, type, jurisdiction and class (or activity) for a given transaction.

- IGNOU deducts TDS from vendors for cheques above Rs. 20,000/- and also deducts 2% EWF collected from evaluators vendors, therefore 2 separate withholding entities will be attached to this page and at vendor withholding setup, default withholding class will be checked for both the entities.

Navigation: Vendors > Vendor Information > Add/Update

System will through an error message if the entered PAN No. is not in the desired format.

3.14 Voucher Creation

The **Voucher** search page is where we begin creating vouchers in ODL Soft Payables. From this and subsequent pages, we can tie together the vendor, invoice number, invoice date, invoice amount, line items, distribution information, and any purchase orders or receivers for individual vendor invoices

Navigation:

Accounts Payables > Vouchers > Add/Update > Regular Entry

Voucher

Find an Existing Value / **Add a New Value**

Business Unit:	IG001 🔍
Voucher ID:	NEXT
Voucher Style:	Regular Voucher ▾
Short Vendor Name:	🔍
Vendor ID:	🔍
Vendor Location:	🔍
Address Sequence Number:	0 🔍
Invoice Number:	
Invoice Date:	📅
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Add

Find an Existing Value | Add a New Value

Vouchers (it's called Contingent Bill which is first entered from User Divisions of IGNOU and then routed to F & A Division for approval and disbursement) tie together the vendor, invoice date, invoice amount, line items, distribution (accounting) information and any purchase orders or receivers for individual vendor invoices. A voucher is created for each vendor invoice received. A voucher is also created for items that you must pay for, but do not receive an invoice. Rent payments are a good example of a monthly payment for which we would not normally receive a vendor invoice.

Voucher will be populated with default information based on the ODL Soft default hierarchy. This default information can be changed on the voucher but the matching process may reject the voucher, if it does not comply with the terms and conditions of the purchase order.

Navigation: Accounts Payables > Vouchers > Add/Update > Regular Entry

Vouchers can contain hundreds or thousands of line items. ODL Soft allows us to select specific lines, a range of lines, or just select lines in error. This makes it easier to update individual lines when necessary

In IGNOU, Voucher lines will be mostly copied from a Purchase Order. If the voucher is copied from a Purchase Order, then the voucher line and its distribution line will be populated with all the required quantitative, financial and accounting details inclusive of Tax but TDS & EWF will be calculated at Voucher Level only.

However, if the voucher is not copied from a Purchase Order and user does not enters an Item ID, all quantitative, financial and accounting information needs to be entered on the Voucher. VAT and Withholding information will be defaulted according to the ODL Soft hierarchy.

If the user does not copy voucher line details from Purchase Order but enters the Item ID, then VAT details will be defaulted on the voucher from the Item level.

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						2,000.00

Ship To: IGNOU   SpeedChart

☐ Use One Asset ID   Calculate

Maintenance WO Unit   Maintenance Work Order   Task Number   Resource Type   Resource Line No.   Copy WO Dist

Excise/Sales Tax

Distribution Lines   Customize | Find | View All | ▦   First ◀ 1 of 1 ▶

| GL Chart | Exchange Rate | Statistics | Assets |

Copy Down	Amount	Quantity	'GL Unit	Old Acct	Account	Fund Source	Div/RC/Sch/Oth	Programm
☐ 1	2,000.00		IG001	J1013	E0201003			

Payment Tab on Voucher Page

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit: IG001   Invoice Number: INDIA-002
Voucher ID: 00000012   Invoice Date: 10/10/2008
Voucher Style: Regular   Print Invoice

                                        Total: 2,000.00
Vendor: Insurance company   'Pay Terms: Due Now ▾ Schedule Payments

            Maidan garhi
            New Delhi - India 110076

Payment Information   Find | View All   First ◀ 1 of 1 ▶ Last

Scheduled Payment: 1   ➕ ➖
'Remit to: 0000000001 ▦   Gross Amount: 2,000.00 RS.
Location: IGNOU   Discount: 0.00 RS.   ☐ Discount Denied
'Address: 1   Late Charge

              Insurance company   Scheduled Due: 10/10/2008
              Maidan garhi   Net Due: 10/10/2008
              New Delhi - India 110076   Discount Due:
                                     Accounting Date: 10/10/2008

Whenever a Cheque is printed through the system, the Cheque number (Reference Number) is auto-incremented by 1.

This Auto Cheque number functionality can be set by providing the first number of the Cheques received from the Bank and needs to be defined under Last Ref Number field on Bank Account page.

3.15 Voucher Creation – TDS & EWF Calculation

Example: Created a voucher for payment to evaluator, the amount of voucher is Rs. 1,50,000/- for which both TDS & EWF would be deducted

Navigation:
Accounts Payables > Vouchers > Add/Update > Regular Entry

| Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary |

Business Unit: IG001
Voucher ID: 00000014
Voucher Style: Regular

Invoice Number: Withholding-001
Invoice Date: 10/10/2008

Print Invoice

Copy from a Source Document

PO Unit: [ ]   Purchase Order: [ ]   Copy PO   Worksheet Copy Option: None ▼

Vendor: IND0000085
Name: IND0000085-001
Location: MAIN
'Address: [1]   Advanced Vendor Search
India TDS 194A2 (FRNCO) Vendor
Address 2
BANGALORE - India

'Pay Terms: [00]   Due Now
Basis Dt Type   Inv Date
Comments(0)

Accounting Date: 10/10/2008
'Currency: RS.
Total: 150,000.00   Calculate
Difference: 0.00

Non Merchandise Summary
Session Defaults
Withholding

Packing Slip: [ ]

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount ▼						150,000.00

Ship To: IGNOU   SpeedChart: [ ]   ☐ Use One Asset ID   Calculate

TDS (Withholding) information is populated directly from vendor set-up. TDS Class will represent the nature of payment, for e.g. Payment to Contractor, Sub-Contractor etc.

Remit to vendor is IND0000085 & only one Payment is showing as scheduled for the whole amount

Withholding Information

Back to Invoice

| Unit: | IG001 | Invoice: | Withholding-001 | Vendor: | IND0000085 | India TDS 194A2 (FRNCO) Vendor |
| VAT Entity: | | Voucher: | 00000014 | Date: | 10/10/2008 | |

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information

Find | View All   First ◄ 1 of 1 ► Last

Line	Description	Withholding Code	'Withholding Applicable
1			☑

Withholding Details

Customize | Find | View All | First ◄ 1-2 of 2 ► Last

	'Entity	'Type	'Jurisdiction	'Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	EWF	IGEWI	DELHI	EWF				Payment	☑	+	−
2	INDIT	INDTD	BLORI	194C		125		Payment	☑	+	−

Remit to vendor is IND0000085 & only one Payment is showing as scheduled for the whole amount

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit:	IG001	Invoice Number:	Withholding-001
Voucher ID:	00000014	Invoice Date:	10/10/2008
Voucher Style:	Regular		Print Invoice

Total: 150,000.00

Vendor: India TDS 194A2 (FRNCO) Vendor
Address 2
BANGALORE - India

'Pay Terms: Due Now   Schedule Payments

Payment Information

Find | View All   First ◄ 1 of 3 ► Last

Scheduled Payment:	1		
'Remit to:	IND0000085	Gross Amount:	143,940.00 RS.
Location:	MAIN	Discount:	0.00 RS. ☐ Discount Denied
'Address:	1		Late Charge
	India TDS 194A2 (FRNCO) Vendor	Scheduled Due:	10/10/2008
	Address 2	Net Due:	10/10/2008
	BANGALORE - India	Discount Due:	
		Accounting Date:	

Since withholding calculation is set at Payment, so after running Payment process TDS & EWF entries will be created in the system.

TDS calculated @ 2% on 1.5 lacs plus 2% of additional surcharge so total TDS amount - Rs 3060
EWF calculated @ 2% 1.5 lacs – Rs 3000

Pay Cycle Details

Pay Cycle Data

Pay Cycle:	V-014 🔍 Withholding			Pay Cycle Summary	Pay Cycle Manager	
Business Unit:	🔍	Advice ID:	🔍		Invoice:	🔍
Vendor SetID:	🔍	Remit Vendor:	🔍 Address:	🔍	Location:	🔍
Bank SetID:	🔍	Bank Code:	🔍	Bank Account:	🔍 Method:	▾
Payment Currency:	🔍	Payment Handling:	🔍		Search	Clear

Pay Cycle Details

Customize | Find | View 10 | 🎬   First ◀ 1-3 of 3 ▶ Last

Scheduled Payments | Payment Details | Additional Details | 🔲

'Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Address	Paid Amount	Currency
None ▾	🔍	VCHR	IG001	00000014	1	Withholding-001	IND0000085	1	143940.00	RS.
None ▾	🔍	VCHR	IG001	00000014	2	Withholding-001	0000000001	1	3000.00	RS.
None ▾	🔍	VCHR	IG001	00000014	3	Withholding-001	IND0000001	1	3060.00	RS.

Hold All	Exclude All	Separate All		
		Total Paid Amount:	150000.00	RS.
		Total Gross Amount:	150000.00	RS.
		Total Discount Amount:	0.00	RS.
		Total Late Charge Amount:	0.00	RS.

3 Payment schedules are created now. One for the payment to original vendor, second is the payment to TDS Tax authority and other is the payment to the EWF Vendor

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit:	IG001	Invoice Number:	Withholding-001	
Voucher ID:	00000014	Invoice Date:	10/10/2008	
Voucher Style:	Regular			Print Invoice
		Total:	150,000.00	
Vendor:	India TDS 194A2 (FRNCO) Vendor	'Pay Terms:	Due Now ▾ Schedule Payments	
	Address 2			
	BANGALORE - India			

Payment Information

Find | **View 1**   First ◀ 1-3 of 3 ▶ Last

➕ ➖

Scheduled Payment:	1			
'Remit to:	IND0000085 📄	Gross Amount:	143,940.00 RS.	
Location:	MAIN	Discount:	0.00 RS.	☐ Discount Denied
'Address:	1			Late Charge
	India TDS 194A2 (FRNCO) Vendor	Scheduled Due:	10/10/2008	
	Address 2	Net Due:	10/10/2008	
	BANGALORE - India	Discount Due:		
		Accounting Date:	10/10/2008	

Payment Method

'Bank:	PNB	Pay Group:	
'Account:	1000	'Handling:	RE
'Method:	CHK Check	'Netting:	N

Message: [   ]   Messages

Message will appear on remittance advice.

Schedule Payment

'Action: Schedule   Payment Date: 10/10/2008

Pay: Reference: 000005

Payment Options

Hold Payment ☐   Separate Payment ☐

Hold Reason: [   ]

Letter of Credit: [   ] 📇

Payment Inquiry   Holiday/Currency Options   Express Payment   Vendor Bank Account

Payment Note

[   ]

Note: Payment Note is for internal use only and will not appear on remittance advice.

Scheduled Payment: 2   + −

'Remit to:	0000000001	Gross Amount:	3,000.00 RS.
Location:	IGNOU	Discount:	0.00 RS. ☐ **Discount Denied**
'Address:	1		Late Charge

Insurance company
Maidan garhi
New Delhi - India 110076

Scheduled Due:	10/10/2008
Net Due:	10/10/2008
Discount Due:	
Accounting Date:	10/10/2008

Payment Method

'Bank:	PNB	Pay Group:	
'Account:	1000	'Handling:	RE
'Method:	CHK Check	'Netting:	N
Message:			Messages

Message will appear on remittance advice.

Schedule Payment

'Action:	Schedule	Payment Date: 10/10/2008
Pay:		Reference: 000003

Payment Options

Hold Payment ☐   **Separate Payment** ☐

Hold Reason:

Letter of Credit:

Scheduled Payment: 3   + −

'Remit to:	IND0000001	Gross Amount:	3,060.00 RS.
Location:	MAIN	Discount:	0.00 RS. ☐ **Discount Denied**
'Address:	1		Late Charge

Vendor for India 1
116, DBS EXECUTIVE CENTRE
26, CUNNINGHAM ROAD
BANGALORE 560052

Scheduled Due:	10/10/2008
Net Due:	10/10/2008
Discount Due:	
Accounting Date:	10/10/2008

Payment Method

'Bank:	PNB	Pay Group:	
'Account:	1000	'Handling:	RE
'Method:	CHK Check	'Netting:	N
Message:			Messages

Message will appear on remittance advice.

Schedule Payment

'Action:	Schedule	Payment Date: 10/10/2008
Pay:		Reference: 000004

Payment Options

Hold Payment ☐   **Separate Payment** ☐

Hold Reason:

Letter of Credit:

3.16 Voucher Creation – TDS & WCT Calculation

Example: Created a voucher for payment to vendor, the amount of voucher is Rs 2, 00,000/- for which both TDS & WCT would be deducted

Navigation: *Accounts Payables > Vouchers > Add/Update > Regular Entry*
Created Voucher of Rs 2, 00,000/-

Withholding information is populated at voucher level directly from vendor setup

Withholding Information

Back to Invoice

| Unit: | IG001 | Invoice: | WCT01 | Vendor: | IND0000086 | India TDS 194I1 (REIND) Vendor |
| VAT Entity: | | Voucher: | 00000015 | Date: | 10/10/2008 | |

Withholding Option

Postpone Withholding ☐   Apply Withhold at Voucher Post ☐

Invoice Line Withhold Information   Find | View All   First ◄ 1 of 1 ► Last

Line	Description	Withholding Code	*Withholding Applicable
1		[ ] 🔍	☑

Withholding Details   Customize | Find | View All | 🔢   First ◄ 1-2 of 2 ► Last

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	INDIT 🔍	INDTD 🔍	BLORI 🔍	194I1 🔍			🔍	Payment	☑	+	−
2	INDW 🔍	INDW 🔍	WB 🔍	WCT1 🔍			🔍	Payment	☑	+	−

Remit to vendor is IND0000086 & only one Payment is showing as scheduled for the whole amount

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit:	IG001	Invoice Number:	WCT01
Voucher ID:	00000015	Invoice Date:	10/10/2008 📅
Voucher Style:	Regular		

Print Invoice

| Total: | 200,000.00 |

Vendor:	India TDS 194I1 (REIND) Vendor	*Pay Terms:	Due Now ▼	Schedule Payments
	Address 1			
	BANGALORE 56000			

Payment Information   Find | View All   First ◄ 1 of 1 ► Last

Scheduled Payment:	1		
*Remit to:	IND0000086 🔍 📧	Gross Amount:	200,000.00 RS.
Location:	MAIN 🔍	Discount:	0.00 RS. ☐ Discount Denied
*Address:	1 🔍		Late Charge
	India TDS 194I1 (REIND) Vendor	Scheduled Due:	10/10/2008 📅
	Address 1	Net Due:	10/10/2008
	BANGALORE 56000	Discount Due:	
		Accounting Date:	

Since withholding calculation is set at Voucher Post, so after running Voucher Post process accounting entries are created for TDS & WCT both

TDS calculated @ 15% on 2 lacs plus 2% of additional surcharge (Rs 600) so total TDS amount - Rs 30600

WCT calculated @ 2% 2 lacs – Rs 4000

3 Payment schedules are created now. One for the payment to original vendor, second is the payment to TDS Tax authority and other is the payment to the WCT Vendor

3.17 Voucher Creation – Sales Tax/VAT & Service Tax Calculation Example

Example: Created a voucher copying it from PO with all the tax information in it.

Navigation: Accounts Payables > Vouchers > Add/Update > Regular Entry

Created a PO and dispatched it, there are 2 lines in this PO. One for Air conditioner and other is for Installation service

Created Voucher by copying the PO

TATA CONSULTANCY SERVICES

ODL_Soft_Accounts_Payable_User_Manual_Ver_1[1][1].0.doc

Invoice line 1

Sales Tax/VAT details flowed from PO to Voucher for line 1

Invoice line Excise Duty/Sales Tax/VAT Detail

Business Unit: HQ001   **Invoice ID:**   AWERT   **Vendor ID:**   IND0000002

Voucher ID: 00000083   **Date:**   04/17/2008

Line: 1   **Transaction Type:** DOM 🔍   [Calculate]

Excise Duty

☐ Excise Applicable

Excise Tax Rate Code: [   ]

Vendor Category: STD001

Item Category Code:

Excise Use Av Flag:

Assessable Value:

Sales Tax/VAT

☑ Tax Applicable

Tax Rate Code: VATRATE 🔍   Ship To Location: IGNOU 🔍

Vendor Tax Category: STD001   Ship From State: DL

Item Tax Category: FG001   Ship to State: DL

Tax Authority Rate: IND   Form Code: IGN

Tax Auth Report: IND

| Total Tax Amount: | 4,761.60 | Total Recovery Amt: | | Total Non-Recovery Amt: | 4,761.60 |

▼ **Excise/Sales Tax/VAT Details**   Customize | Find | 🔳   First ◀ 1 of 1 ▶ Last

Tax Type	Seq	Tax Component Code	Basis Amount	Tax Amount	Calc Scheme	Tax Percent	Tax Rate	UOM	Rcvry Percent	Recovery Amount	Non Recovery Amount
S	1	IGNVAT	39,680.00	4,761.60	P	12.0000					4,761.60

[OK]   [Cancel]   [Refresh]

Invoice line 2

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity	AP-INSTAl	Installation Service	10.0000	MHR	324.05000	3,240.50

Ship To   SpeedChart

IGNOU   [   ]   ☐ Use One Asset ID ☐ Force Price [Calculate]

Maintenance WO Unit   Maintenance Work Order   Task Number   Resource Type   Resource Line No.

Excise/Sales Tax Purchase Order & Receiver Info

▼ **Distribution Lines**   Customize | Find | View All | 🔳   First ◀ 1 of 1 ▶ Last

| GL Chart | Exchange Rate | Statistics | Assets | | | |

Copy Down		Amount	Quantity	'GL Unit	Account	Oper Unit	Dept	PC Bus Unit	Project	Activity
☐	1	3,240.50	10.0000	HQ001	500500		10000			

Service Tax & Education Cess details flowed from PO to Voucher for line 1

Invoice line Excise Duty/Sales Tax/VAT Detail

Business Unit: HQ001	Invoice ID:	AWERT	Vendor ID:	IND0000002
Voucher ID: 00000083	Date:	04/17/2008		
Line: 2	Transaction Type:	DOM		Calculate

Excise Duty

☐ Excise Applicable

Excise Tax Rate Code:	
Vendor Category:	STD001
Item Category Code:	
Excise Use Av Flag:	
Assessable Value:	

Sales Tax/VAT

☑ Tax Applicable

Tax Rate Code:	SERVTAX	Ship To Location:	IGNOU
Vendor Tax Category:	STD001	Ship From State:	DL
Item Tax Category:	SER001	Ship to State:	DL
Tax Authority Rate:	IND	Form Code:	IGN
Tax Auth Report:	IND		

Total Tax Amount:	400.53	Total Recovery Amt:		Total Non-Recovery Amt:	400.53

▼ Excise/Sales Tax/VAT Details

Customize | Find | ▦   First ◀ 1-2 of 2 ▶ Last

Tax Type	Seq	Tax Component Code	Basis Amount	Tax Amount	Calc Scheme	Tax Percent	Tax Rate	UOM	Rcvry Percent	Recovery Amount	Non Recovery Amount
S	1	SERVTAX	3,240.50	388.86	P	12.0000					388.86
S	2	EDCESS	388.86	11.67	P	3.0000					11.67

OK   Cancel   Refresh

Ran Voucher Post process to see the accounting entries of the Voucher

Voucher Accounting Entries

'Business Unit: HQ001	Voucher ID: 00000083	Invoice Number: AWERT	
'Accounting Line View Option: Standard		☐ Show Foreign Currency	Search Reset

Invoice Date: 04/17/2008	Vendor ID: IND0000002	Vendor Name: Vendor for India 2

Accounting Information

Posting Process: AP Accrual   GL Dist Status: None

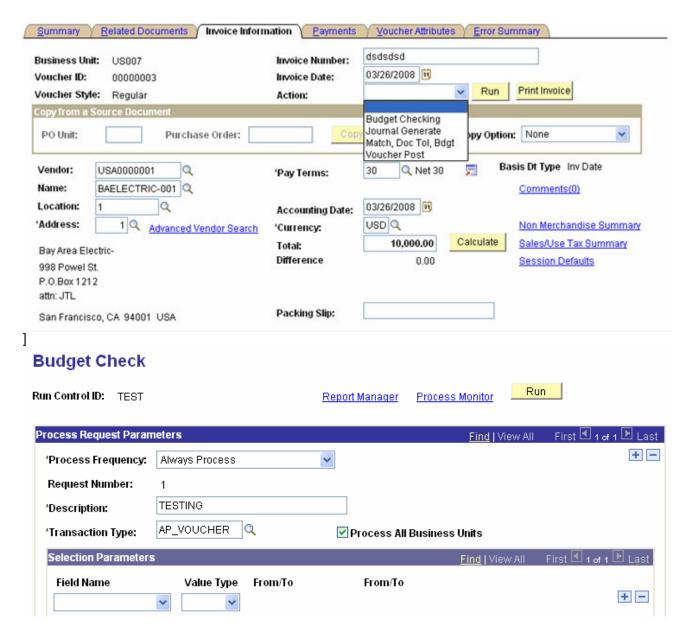| Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Account	Alternate Account	Operating Unit	Department
Air Conditioner 2T	44,441.60	INR	ACTUALS	HQ001		631000			10000
Installation Service	3,641.03	INR	ACTUALS	HQ001		500500			10000
Accounts Payable	-48,082.63	INR	ACTUALS	HQ001		200000			

3.18 Voucher Budget Check Process

The Voucher can be budget checked in two ways: On the Voucher page online by clicking on the Budget Check icon, or the batch Process. This will cause encumbrance to be released from PO and expensed out effected for the respective budget head for which the voucher is entered.

The approved budget will directly update the ECR balance.

Navigation:

Accounts Payables > Vouchers > Add/Update > Regular Entry

]

Batch Budget Check Process

3.19 Voucher Posting Process

Voucher posting process will be a schedule process that will pick all the vouchers ready for posting. Vouchers can be posted even if they are pending approval and matching.

NOTE: At Business Unit definition, Post Unapproved Vouchers and Post Unmatched Vouchers are turned on.

Voucher posting process will generate the accounting entries for IGNOU liability, withholding, VAT etc. The account chartfield will be automatically picked from the accounting entry template by the voucher

posting process. Other Chartfields (department, project id) will be specified on the distribution line of the voucher

If a voucher is not to be posted although it meets all the required criteria, the Post Voucher flag on Voucher Attributes page can be turned off so that the voucher posting process does not select the voucher.

Once a voucher has been posted, we cannot change any fields that would have an impact on accounting entries. The only information that can be changed on a voucher after posting is descriptive information such as invoice number, item number, item description, exchange rate, and comments. If we want to make changes to accounting information, we can unpost the voucher, close the voucher, create an adjusting voucher, or create a journal voucher.

Navigation:
Accounts Payables > Batch Process >Vouchers > Voucher Posting

Voucher Posting Request

Run Control ID:	IGNOU	Report Manager	Process Monitor	Run
			Process Instance:8181	

Process Request Parameters

*Request ID:	INV-001
*Description:	INV-001
*Process Frequency:	Always Process
*Post Voucher Option:	Post Voucher
*Prepayment Application Method:	Invoicing Vendor

Post Voucher List   Find | View All   First ◄ 1 of 1 ► Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	
IG001	00000014					+ −

Save | Return to Search | Notify | Refresh   Add | Update/Display

3.20 Matching

ODL Soft Matching process will ensure that vouchers comply with the terms and conditions of ODL Soft Purchase Orders. Matching will be applicable only if vouchers are copied from some source document like Purchase Order, Purchase Order Receipt, and Inspection etc.
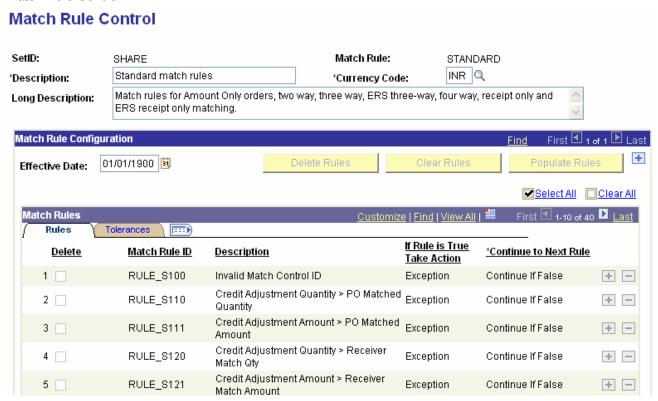
The match control ID is defined to group the listing of match rules to apply for the transaction. The match control ID is assigned to the purchasing business unit and vendor and defaults to the purchase order. Defining one match control ID with all of the match rules minimizes the maintenance required at the vendor level. Define the match control ID on the PO BU and set the vendor to Default ensures all vendors open for ordering and matching is required, use all of the rules for the transaction.

- Match Rule control will be based on only those rules which will be identified as important from Billing section perspective.

Navigation: Setup Financials/Supply Chain > Product Related > Procurement Options > Vouchers > Match Rule Control

Match Rule Control

SetID:	SHARE		**Match Rule:**	STANDARD
'Description:	Standard match rules		**'Currency Code:**	INR
Long Description:	Match rules for Amount Only orders, two way, three way, ERS three-way, four way, receipt only and ERS receipt only matching.			

Match Rule Configuration   Find   First ◄ 1 of 1 ► Last

Effective Date: 01/01/1900   Delete Rules   Clear Rules   Populate Rules

☑Select All   ☐Clear All

Match Rules   Customize | Find | View All | First ◄ 1-10 of 40 ► Last

Rules | Tolerances

	Delete	**Match Rule ID**	**Description**	**If Rule is True Take Action**	**'Continue to Next Rule**		
1	☐	RULE_S100	Invalid Match Control ID	Exception	Continue If False	+	−
2	☐	RULE_S110	Credit Adjustment Quantity > PO Matched Quantity	Exception	Continue If False	+	−
3	☐	RULE_S111	Credit Adjustment Amount > PO Matched Amount	Exception	Continue If False	+	−
4	☐	RULE_S120	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False	+	−
5	☐	RULE_S121	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False	+	−

The match rules are delivered SQL statements to compare the voucher, purchase order and receipt based upon the purchase order transaction flags such as Receiving Required, Amount Only and Inspection Required. If the transaction flag is not marked as coded in the rule, then the rule is not applied to the transaction for matching.
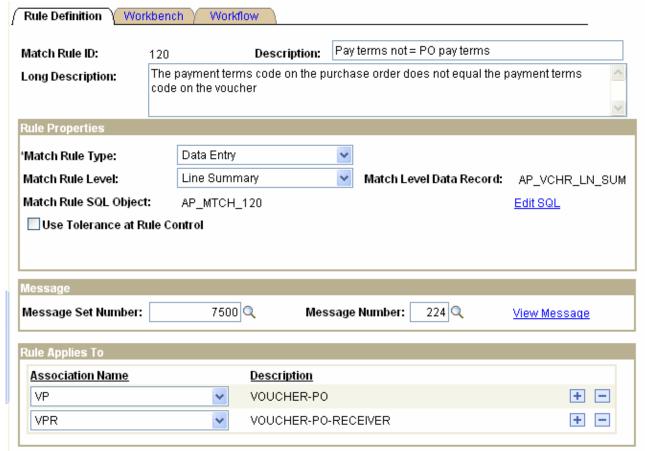
- There are currently 91 rules delivered by ODL Soft which itself suffices all comparison of PO with Voucher, Receipt & Inspection, but if needed additional Match rules can easily be created as per the requirement specified by Billing Section of F & A Division.

Navigation:

Setup Financials/Supply Chain > Product Related > Procurement Options > Vouchers > Match Rule

3.21 Matching Process

Matching Process will be a scheduled process and will be run frequently to match the vouchers entered during the day. Once a voucher is matched, it will be available for approval.

Two-way, Three-way & four-way matching will be used. Two-way matching will be applicable when Purchase Order does not require a receipt. Three-way matching will match the Voucher, Purchase Order and Receipt. Matching Process will execute the delivered Matching Rules. ODL Soft delivered Match Rule controls will be activated.

If the voucher is not matched, then the voucher will have Match Exceptions. ODL Soft security will be defined to determine if the users have the authority to override the Match Exceptions or not. Generally, vouchers will be corrected and matching process will be run again to determine whether the vouchers are as per the source documents.
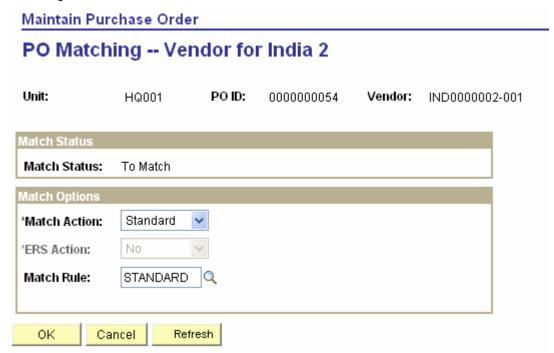
In case of Match Exceptions, manual notification may be send from the voucher page to concerned users. The notification will be different depending upon the match exception. For e.g. if a Receipt is not entered then the notification will be send with the link of the Receipt page and if Purchase Order is not entered then Purchase Order link will be send. However, no approval process is required to handle match exceptions.

Flowchart explains 3-way matching process
Navigation: Accounts Payables > Batch Process > Matching
Matching should be enabled at PO Level

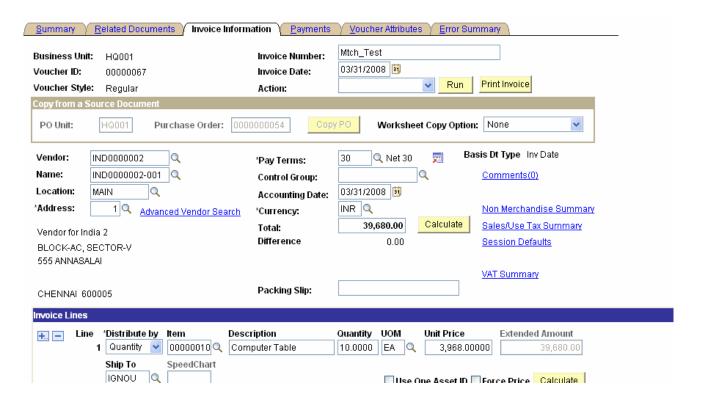**Maintain Purchase Order**

PO Matching -- Vendor for India 2

| Unit: | HQ001 | PO ID: | 0000000054 | Vendor: | IND0000002-001 |

Match Status

| Match Status: | To Match |

Match Options

'Match Action:	Standard
'ERS Action:	No
Match Rule:	STANDARD

OK   Cancel   Refresh

Create a Voucher copying the PO.

- PO was dispatched and received so it will be 3 way Matching

Navigation:
Accounts Payables > Voucher >Add/Update> Regular Entry

Matching Process will be a scheduled process and will be run frequently to match the vouchers entered during the day. We can enter different parameters at Match request page

Navigation:
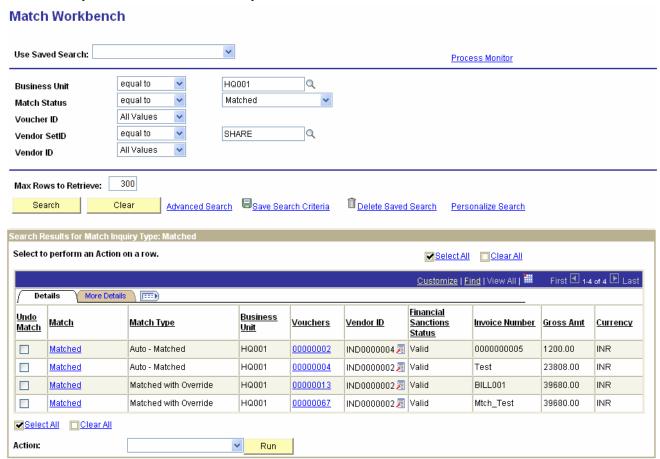*Accounts Payable > Batch Process > Vouchers > Matching*

The Match Workbench comprises of various associated pages that enable you to query match information, override exceptions, correct errors, create debit memos, put vouchers on a match hold, and initiate the Matching process on demand.

Navigation:

Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Match Workbench

Use Saved Search:	[ ]		Process Monitor

Business Unit	equal to	HQ001	
Match Status	equal to	Matched	
Voucher ID	All Values		
Vendor SetID	equal to	SHARE	
Vendor ID	All Values		

Max Rows to Retrieve: 300

[Search]   [Clear]   Advanced Search   Save Search Criteria   Delete Saved Search   Personalize Search

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row.   ☑Select All   ☐Clear All

Customize | Find | View All | First ◄ 1-4 of 4 ► Last

Details | More Details

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
☐	Matched	Auto - Matched	HQ001	00000002	IND0000004	Valid	0000000005	1200.00	INR
☐	Matched	Auto - Matched	HQ001	00000004	IND0000002	Valid	Test	23808.00	INR
☐	Matched	Matched with Override	HQ001	00000013	IND0000002	Valid	BILL001	39680.00	INR
☐	Matched	Matched with Override	HQ001	00000067	IND0000002	Valid	Mtch_Test	39680.00	INR

☑Select All   ☐Clear All

Action: [ ]   [Run]

3.22 Payment Processing

Payment page in the voucher component comprises of complete payment information about the voucher. Based on this information, voucher is finally selected for payment and payment is generated in a specified format.

The payments page mainly consists of the following information:

Payment Terms: Determines the scheduled payment date by adding the number of days to Basis Date Type. For e.g. if payment terms is 30 days and Basis Date Type is Invoice date, then 30 days will be added to the Invoice date to determine the scheduled payment date.

Remit to Vendor: The vendor to whom the payment is to be made. The Remit to Vendor can be different from the Invoicing Vendor. This functionality will be important for certain expenses that need to be to persons other than invoicing vendor. For e.g. Lawyers.

Gross Amount and Discounted Amount.

Bank Account from where the payment is to be made and payment method for making the payment. The payment method may be Bank Transfer, Manual Payment etc.

Payment Action will be 'Schedule' if the payment is to be made through 'Pay Cycle' and 'Record' if the payment is to be made manually.

Payment Options to hold the payment. Separate Payment check box will be turned on since separate payment is required for every voucher to be paid.

Vendor Bank Account in which the payment is to be made.

Express Payment Option will be used if the voucher is to be paid immediately through the Pay Cycle.

TATA CONSULTANCY SERVICES

Navigation: Accounts Payables > Voucher >Add/Update> Regular Entry

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit: HQ001
Voucher ID: 00000067
Voucher Style: Regular

Invoice Number: Mtch_Test
Invoice Date: 03/31/2008
Action: [▼] [Run] [Print Invoice]
Total: 39,680.00

Vendor: Vendor for India 2
BLOCK-AC, SECTOR-V
CHENNAI 600005

*Pay Terms: Net 30 [▼] [Schedule Payments]

Payment Information   Find | View All   First ◄ 1 of 1 ► Last

[+] [−]

Scheduled Payment: 1
*Remit to: IND0000002 🔍 📇
Location: MAIN 🔍
*Address: 1 🔍

Vendor for India 2
BLOCK-AC, SECTOR-V
555 ANNASALAI

Gross Amount: 39,680.00 INR
Discount: 0.00 INR ☐ Discount Denied
Late Charge
Scheduled Due: 04/30/2008 📅
Net Due: 04/30/2008
Discount Due: [ ]
Accounting Date: [ ]

Payment Method
*Bank: INDBK 🔍
*Account: CHCK 🔍
*Method: CHK 🔍 Check
Message: [ ]
Pay Group: [ ] 🔍
*Handling: RE 🔍
*Netting: N 🔍
Messages

Message will appear on remittance advice.

Schedule Payment
*Action: Schedule [▼]
Pay: [▼]
Payment Date: [ ]
Reference: [ ]

Payment Options
Hold Payment ☐ **Separate Payment** ☐
Hold Reason: [ ] 🔍
Letter of Credit: [ ] 📄

Payment Inquiry   Holiday/Currency Options   Express Payment   Vendor Bank Account
Payment Note

[ ]

Note: Payment Note is for internal use only and will not appear on remittance advice.
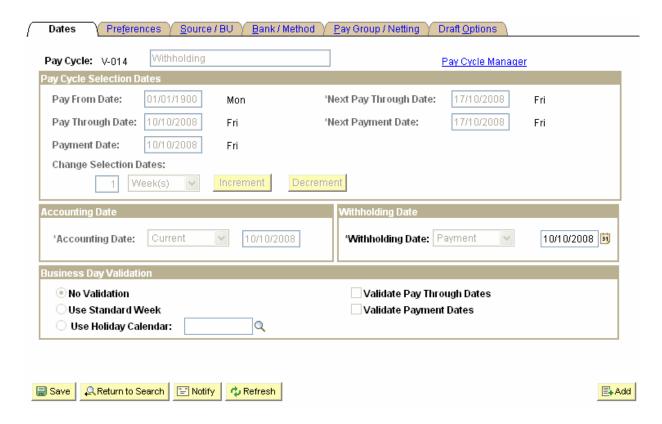
3.23 PayCycle

Pay cycles select vouchers that share similar characteristics for payment. For processing the payments of IGNOU we will define multiple Paycycle based on different sources (user divisions) so that you can process payments for different groups of vouchers.

Pay Cycle process will be a scheduled process that will process the payments based on the Payment Selection Criteria. All the payments will be processed through Pay Cycle except for Manual Payments.

- Pay from date and pay to date to determine the date range of pay cycle. Since, pay cycle will be running daily, pay from date and pay to date will be the same.

- Pay cycle Approval option will be specified to 'User' to enable final approval of payments.

- Source transaction will be vouchers and all the Business Units will be included, if payments need to be processed together for all the business units.

- All IGNOU Bank Accounts and Payment Methods will be selected if payments need to be processed together for all banks.

Navigation: Accounts Payable > Payments > Payment Selection Criteria

Pay Cycle process will be run after the daily hours to process payments for all the vouchers ready for payment. Payments may be put on hold before running of the Payment Creation process.
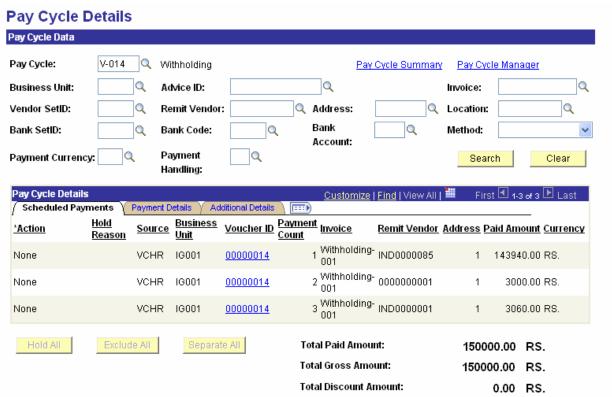
Once, the payments are approved, process will be run to generate the payment files in specified formats to be send to the bank for actual payment.
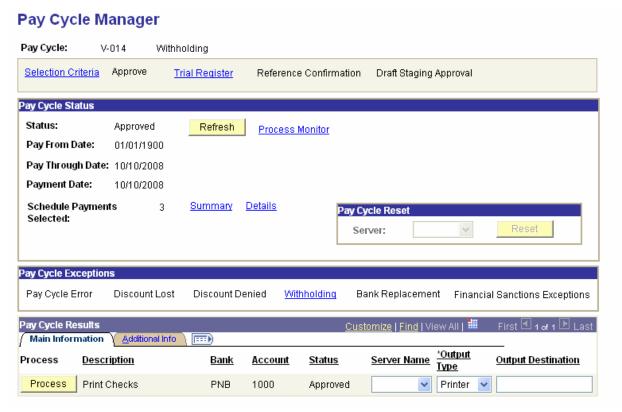
Paycycle Manager is processing the vouchers
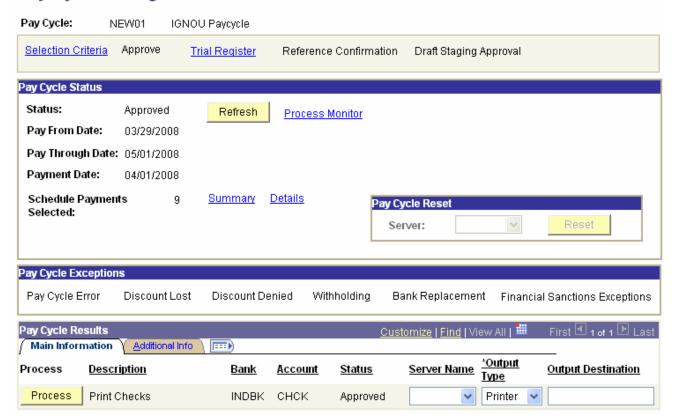
Accounts Payable > Payments > Paycycle Manager

We can create separate cheques or hold/exclude the payment selected during Paycycle creation process.

Pay Cycle Manager

Pay Cycle: V-014   Withholding

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval

Pay Cycle Status

Status: Approved   [Refresh]   Process Monitor

Pay From Date: 01/01/1900

Pay Through Date: 10/10/2008

Payment Date: 10/10/2008

Schedule Payments Selected: 3   Summary   Details

Pay Cycle Reset

Server: [   ]   [Reset]

Pay Cycle Exceptions

Pay Cycle Error   Discount Lost   Discount Denied   Withholding   Bank Replacement   Financial Sanctions Exceptions

Pay Cycle Results

Customize | Find | View All | First 1 of 1 Last

Main Information \ Additional Info

Process	Description	Bank	Account	Status	Server Name	'Output Type	Output Destination
[Process]	Print Checks	PNB	1000	Approved	[ ]	Printer	[ ]

Status is now approved

Pay Cycle Manager

Pay Cycle: NEW01   IGNOU Paycycle

Selection Criteria	Approve	Trial Register	Reference Confirmation	Draft Staging Approval

Pay Cycle Status

Status: Approved   [Refresh]   Process Monitor

Pay From Date: 03/29/2008

Pay Through Date: 05/01/2008

Payment Date: 04/01/2008

Schedule Payments Selected: 9   Summary   Details

Pay Cycle Reset

Server: [   ]   [Reset]

Pay Cycle Exceptions

Pay Cycle Error   Discount Lost   Discount Denied   Withholding   Bank Replacement   Financial Sanctions Exceptions

Pay Cycle Results

Customize | Find | View All | First 1 of 1 Last

Main Information \ Additional Info

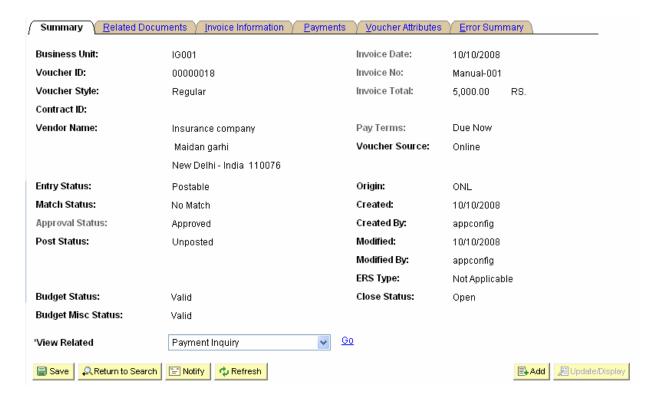| Process	Description	Bank	Account	Status	Server Name	'Output Type	Output Destination
[Process]	Print Checks	INDBK	CHCK	Approved	[ ]	Printer	[ ]

3.24 Manual Payments

A voucher is selected for manual payment if payment method is 'Manual'. Manual payments can be made individually for each voucher or collectively for a group of vouchers.

For individual payment, payment date and payment reference is entered on the voucher payments page.

For manual payment of a group of vouchers, 'Create Manual Payment' option is used to search for all the vouchers pending for a particular Vendor to be paid manually. The vouchers to be manually paid are then applied to the manual payment.

Navigation: Accounts Payables > Payments > Manual Payment and Prepayment

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary

Business Unit:	IG001		Invoice Date:	10/10/2008
Voucher ID:	00000018		Invoice No:	Manual-001
Voucher Style:	Regular		Invoice Total:	5,000.00 RS.
Contract ID:				
Vendor Name:	Insurance company		Pay Terms:	Due Now
	Maidan garhi		Voucher Source:	Online
	New Delhi - India 110076			
Entry Status:	Postable		Origin:	ONL
Match Status:	No Match		Created:	10/10/2008
Approval Status:	Approved		Created By:	appconfig
Post Status:	Unposted		Modified:	10/10/2008
			Modified By:	appconfig
			ERS Type:	Not Applicable
Budget Status:	Valid		Close Status:	Open
Budget Misc Status:	Valid			

'View Related [Payment Inquiry ▾] Go

[Save] [Return to Search] [Notify] [Refresh]   [Add] [Update/Display]

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit: IG001
Voucher ID: 00000018
Voucher Style: Regular

Invoice Number: Manual-001
Invoice Date: 10/10/2008

Print Invoice

Total: 5,000.00

Vendor: Insurance company
Maidan garhi
New Delhi - India 110076

'Pay Terms: Due Now   Schedule Payments

Payment Information   Find | View All   First ◄ 1 of 1 ► Last

Scheduled Payment: 1

'Remit to: 0000000001
Location: IGNOU
'Address: 1

Insurance company
Maidan garhi
New Delhi - India 110076

Gross Amount: 5,000.00 RS.
Discount: 0.00 RS.   ☐ Discount Denied
Late Charge: Late Charge
Scheduled Due: 10/10/2008
Net Due: 10/10/2008
Discount Due:
Accounting Date: 10/10/2008

Payment Method

'Bank: PNB
'Account: 1000
'Method: MAN   Manual

Pay Group:
'Handling: RE
'Netting: N

Message: Messages
Message will appear on remittance advice.

Schedule Payment
'Action: Record
Pay: Full

Payment Date: 10/10/2008
Reference: 125001

Payment Options
Hold Payment ☐   **Separate Payment** ☐
Hold Reason:
Letter of Credit:

Payment Inquiry   Holiday/Currency Options   Express Payment   Vendor Bank Account
Payment Note

Note: Payment Note is for internal use only and will not appear on remittance advice.

TATA CONSULTANCY SERVICES

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit: IG001	**Invoice Number:** Manual-002
Voucher ID: 00000019	**Invoice Date:** 10/10/2008
Voucher Style: Regular	Print Invoice

Copy from a Source Document

PO Unit:	Purchase Order:	Copy PO	Worksheet Copy Option: None

Vendor: 0000000001	**'Pay Terms:** 00 Due Now		**Basis Dt Type** Inv Date
Name: INSURANCE-001	**Control Group:**		Comments(0)
Location: IGNOU	**Accounting Date:** 10/10/2008		
'Address: 1 Advanced Vendor Search	**'Currency:** RS.		Non Merchandise Summary
Insurance company	**Total:** 1,000.00 Calculate		
Maidan garhi	**Difference** 0.00		Session Defaults
New Delhi - India 110076			

	Packing Slip:

Invoice Lines

	Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
+ -	1	Amount						1,000.00

Ship To	SpeedChart		
IGNOU		Use One Asset ID	Calculate

| Man Pay Worksheet | Apply Voucher |

Remit Vendor

Remit SetID:	SHARE	
Remit Vendor:	IND0000002 Vendor for India 2	**Vendor Location:** MAIN
Bank SetID:	SHARE **Bank Code:** INDBK	**Bank Account:** CHCK
Payment Method:	MAN	
Worksheet ID:	0010000020	☐ Withholding Calculated

Payment Details

Payment Date:	04/01/2008
Accounting Date:	04/01/2008
Payment Ref:	124142
Amount:	5,000.00 INR ☑ Apply Discount Refresh
Comments:	

| **Number of Payments:** 0 | **Total Applied:** 0.00 | **Balance:** 5,000.00 |

3.25 Processing Prepayments

Prepaid voucher will be entered like a regular voucher using the 'Regular Entry' component. However, the voucher style would be 'Prepaid Voucher'. Prepaid vouchers will then be paid to make them available for application to Regular Vouchers.

Prepaid vouchers can be applied manually to regular vouchers using the 'Apply Vouchers to Prepayment' page. Also, prepaid vouchers can be automatically applied to the Regular Voucher

through running of the 'Voucher Posting' process that calls the 'Prepayment Application Process'. However, for automatic application it is important that Voucher Posting process for the 'Regular Voucher' should be run prior to running of the 'Pay Cycle' process, otherwise the 'Regular Vouchers' would be paid in full.

Navigation: Accounts Payables > Payments > Apply vouchers to Prepayment

3.26 Payment Cancellation

ODL Soft provides the functionality of payment cancellation when may want to stop a payment that has been mailed or void a check that has not been sent. After we receive confirmation from the bank that the payment has been stopped, we must reconcile the appropriate accounts. We cannot undo a cancelled payment once posting occurs as posting creates reversal entries in the system

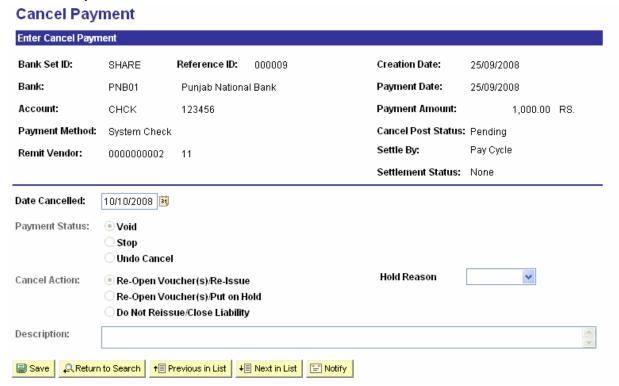Navigation: Accounts Payable > Payments > Payment Cancellation

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit: IGN01
Voucher ID: 00000016
Voucher Style: Regular

Vendor: 11
111

Invoice Number: TEST
Invoice Date: 25/09/2008

Print Invoice

Total: 1,000.00
'Pay Terms: Due Now ∨ Schedule Payments

Payment Information   Find | View All   First ◀ 1 of 1 ▶ Last
                                                              + −

Scheduled Payment: 1
'Remit to: 0000000002   Gross Amount: 1,000.00 RS.
Location: NEW DE   Discount: 0.00 RS. ☐ Discount Denied
'Address: 1   Late Charge
11   Scheduled Due: 25/09/2008
111   Net Due: 25/09/2008
1111   Discount Due:
    Accounting Date: 25/09/2008

Payment Method
'Bank: PNB01   Pay Group:
'Account: CHCK   'Handling: HD
'Method: CHK   Check   'Netting: N
Message: [   ]   Messages
Message will appear on remittance advice.

Schedule Payment   **Payment Options**
'Action: Schedule ∨   Payment Date: 25/09/2008   Hold Payment ☐   Separate Payment ☐
Pay: ∨   Reference: 000009   Hold Reason:
    Duplicate Reference [   ]   Letter of Credit:

Payment Inquiry   Holiday/Currency Options   Express Payment   Vendor Bank Account
Payment Note
[   ]

Note: Payment Note is for internal use only and will not appear on remittance advice.

Now Run Payment Cancellation for the Voucher ID **00000016**

Cancel Payment

Enter Cancel Payment

Bank Set ID:	SHARE			**Creation Date:**	25/09/2008
Bank:	PNB01	Punjab National Bank		**Payment Date:**	25/09/2008
Account:	CHCK	123456		**Payment Amount:**	1,000.00 RS.
Payment Method:	System Check			**Cancel Post Status:**	Pending
Remit Vendor:	0000000002	11		**Settle By:**	Pay Cycle
				Settlement Status:	None

Date Cancelled: 10/10/2008

Payment Status: ● Void
○ Stop
○ Undo Cancel

Cancel Action: ● Re-Open Voucher(s)/Re-Issue   **Hold Reason** [▼]
○ Re-Open Voucher(s)/Put on Hold
○ Do Not Reissue/Close Liability

Description: [   ]

[🖫 Save] [🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [📧 Notify]

Payment Posting after Payment Cancellation is required to generate the Cancellation Accounting Entries

Payment Posting Request

Run Control ID: IGNOU   Report Manager   Process Monitor   [Run]

Process Instance:9757

Process Request Parameters

Request ID: [IGNOU]

Description: [IGNOU]

'Process Frequency: [Always Process ▼]

'Post Payment Option: [Post Payment ▼]

Post Payment List
Find | View All   First ◀ 1 of 1 ▶ Last

SetID	Bank Code	Bank Account	Payment Method	Payment Reference	
SHARE 🔍	PNB01 🔍	CHCK 🔍	CHK 🔍	000009 🔍	➕ ➖

[🖫 Save] [🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [📧 Notify] [🔄 Refresh]   [🖫+ Add] [📄 Update/Display]

Once the Payment Posting Process ran to Success then the 2 Payment Schedule will be created. Now the Scheduled Payment 1 is cancelled and Scheduled Payment 2 is available to make the Payment

| Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary |

Business Unit: IGN01
Voucher ID: 00000016
Voucher Style: Regular

Invoice Number: TEST
Invoice Date: 25/09/2008

Print Invoice

Total: 1,000.00

Vendor: 11
111

Pay Terms: Due Now   Schedule Payments

Payment Information   Find | View 1   First ◀ 1-2 of 2 ▶ Last

Scheduled Payment: 1
Remit to: 0000000002
Location: NEW DE
Address: 1
11
111
1111

Gross Amount: 1,000.00 RS.
Discount: 0.00 RS.   ☐ Discount Denied
Late Charge

Scheduled Due: 25/09/2008
Net Due: 25/09/2008
Discount Due:
Accounting Date: 25/09/2008

Payment Method
Bank: PNB01
Account: CHCK
Method: CHK   Check
Message:
Message will appear on remittance advice.

Pay Group:
Handling: HD
Netting: N

Messages

Schedule Payment
Action: Cancelled   **Payment Date:** 25/09/2008
Pay: **Reference:** 000009
Duplicate Reference:

Payment Options
Hold Payment ☐   **Separate Payment** ☐
Hold Reason:
Letter of Credit:

Payment Inquiry   Holiday/Currency Options   Express Payment   Vendor Bank Account
Payment Note

Note: Payment Note is for internal use only and will not appear on remittance advice.
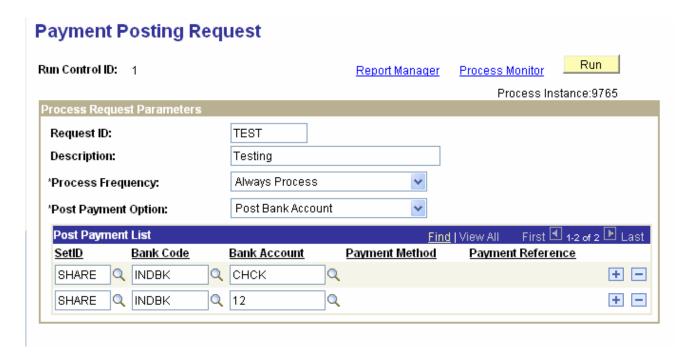
3.27 Payment Posting Process

Payment posting process will be a scheduled process that will generate the payment accounting entries in the ODL Soft system. Pay Cycle payments can be posted only if they are approved.

Payment posting process will reverse the accounting liability created during the Voucher Posting process. It updates vendor account balances and creates balanced accounting entries for all payment-related transactions. Payment-related transactions include manual payments, ACH payments, drafts, electronic funds transfers, system created payments, and system cancelled payments. After these accounting entries are generated, they are available for General Ledger journal generation.

Navigation: Accounts Payables > Batch Process > Payment > Payment Posting

Payment Posting Request

Run Control ID: 1   Report Manager   Process Monitor   [Run]

Process Instance:9765

Process Request Parameters

Request ID:	TEST
Description:	Testing
'Process Frequency:	Always Process
'Post Payment Option:	Post Bank Account

Post Payment List   Find | View All   First ◄ 1-2 of 2 ► Last

SetID	Bank Code	Bank Account	Payment Method	Payment Reference		
SHARE	INDBK	CHCK			＋	－
SHARE	INDBK	12			＋	－

3.28 Payment Accounting

The Payment Posting process creates accounting entries from payment-related transactions, such as system-created payments, electronic file transfer (EFT) payments, and cancelled payments. The Payment Posting process also creates realized gain or loss offsets when a transaction is entered in a different currency than the base currency and the rates have fluctuated between the invoice and payment dates. These accounting entries are then available to the Journal Generator process to pass to your general ledger.

There are two accounting entries for the voucher transaction at payment time: and cash distribution. The Accounts Payables entry removes the liability that was created when the voucher was posted. The cash distribution entry represents the actual cash payment and the reduction to the cash account.

GL Business Unit	Distribution Account Type	Monetary Amount	Currency Code
HQ001	Accounts Payables	10000	INR
HQ001	Cash Distribution	(10000)	INR

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

Voucher Accounting Entries

'Business Unit: HQ001   Voucher ID: 00000070   Invoice Number: BIL002323

'Accounting Line View Option: Standard   ☐ Show Foreign Currency   Search   Reset

Invoice Date: 04/01/2008   Vendor ID: IND0000002   Vendor Name: Vendor for India 2

Accounting Information   Find | View All   First ◀ 1 of 1 ▶ Last

Posting Process: Payments   GL Dist Status: None

Customize | Find | View All | 🎲   First ◀ 1-2 of 2 ▶ Last

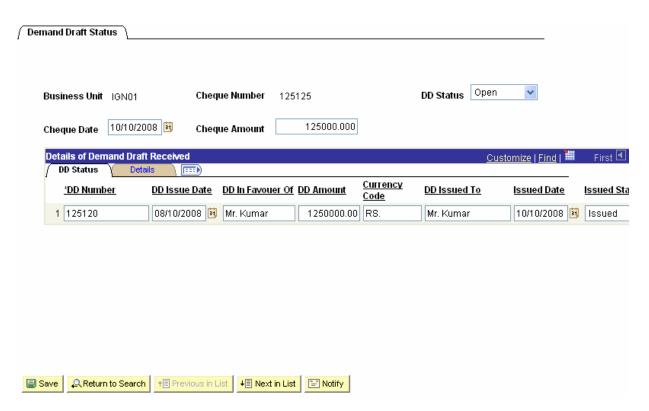| Main Information	Chartfields	Journal				
Description		**Monetary Amount**		**Currency Code**	**Ledger**	**GL Unit**
Accounts Payable		5,000.00 INR			ACTUALS	HQ001
Cash Distribution Clearing		-5,000.00 INR			ACTUALS	HQ001

3.29 Record Keeping of Paid Vouchers

Vouchers can be tracked through this page where the information like Business Unit, File No., Voucher IDs, Issue To and Issue Date can be captured into the system.

Record Keeping of Vouchers

Record Keeping of Vouchers

Business Unit   IGN01   File ID   F&A-001

'File Date   01/10/2008   File Status   F & A

Voucher Range and Comments   Customize | Find | View All | 🎲   First ◀ 1 of 1 ▶ Last

File Details	Comments			
Voucher ID From	**Voucher ID To**	**File Issued To**	**File Issued Date**	
1 00000001	00000005	Mr. Sharma	05/10/2008	➕ ➖

Save   Notify   Add   Update/Display

3.30 Demand Draft Tracking

Demand Draft Status page is used to track the record for all the Demand draft received against the Cheque sent to the Bank. All the DD related details can be reviewed on this page.
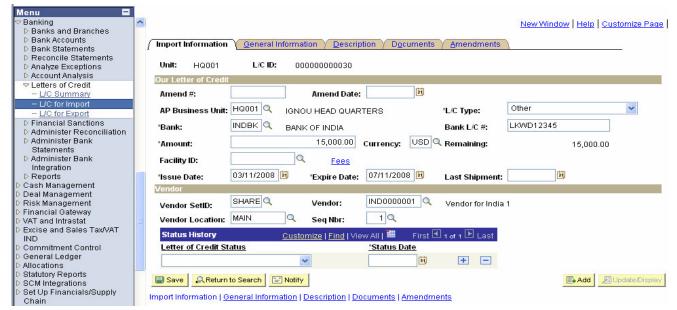
TATA CONSULTANCY SERVICES

3.31 Letter of Credit sent to the Bank

The Letter of Credit will be issued by the respective Bank to the Vendor through whom IGNOU has purchased any goods/services. This Letter of Credit can be recorded anytime and also can be reviewed.

Navigation: Banking > Letters of Credit > L/C for Import