

Force Motors Travel Management System

Marketing Member



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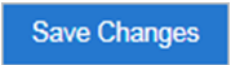
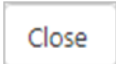





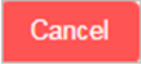

Force Motors Travel Management System - Marketing User- User Manual V1.2

Document History:

S.No	Name	Document Name	Document Date	Comments
1	Mrs. Sathya. S.	Force Motors Marketing Manager- User Manual V1.0	18-Feb-2019	Initial Draft
2	Mrs. Sathya. S.	Force Motors Marketing Manager- User Manual V1.1	25-Apr-2019	Start date & End date update
3	Mrs. Sathya. S.	Force Motors Marketing Manager- User Manual V1.2	08-May-2019	From journey place and to journey place update

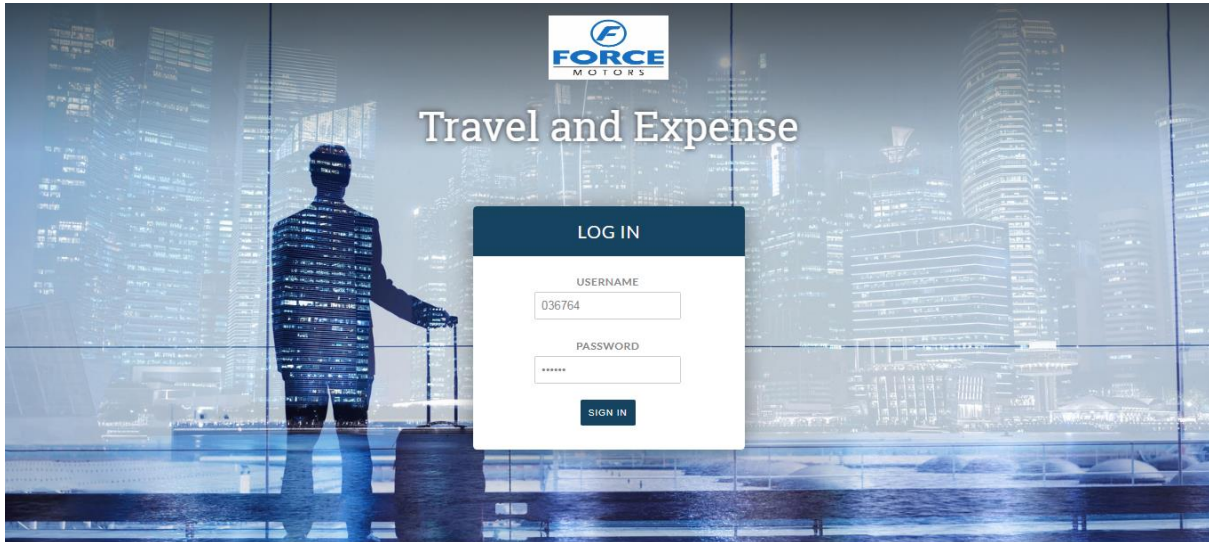
Operating Instruction

1.1 Common Controls

S. No.	Operation	Description	Icons
1	Save Changes	To save the document	
2	Close	To Close the document	
3	Edit	To edit a document	
4	Add New	To add new document	
5	New Line Entry	To Add new Line Entry	
6	Add Vehicle Entry	To add new vehicle usage line entries	
7	Post	To Post the document	
8	Cancel	To Cancel the document	
9	Delete	To Delete the document	

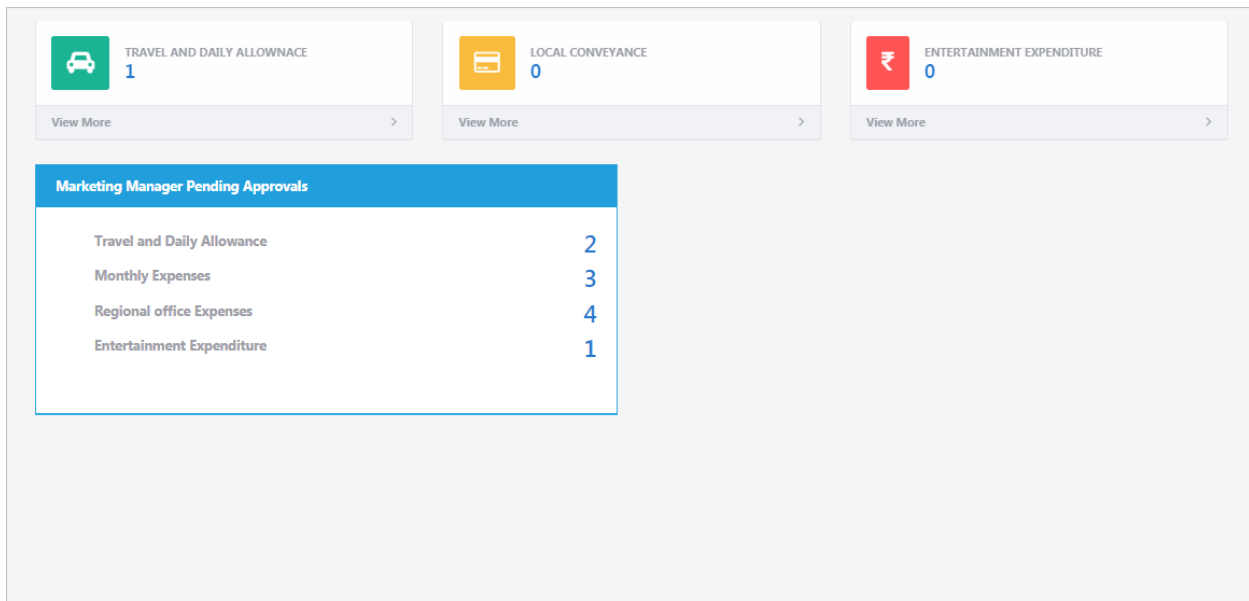
1. Login- Marketing User:

1. Enter the URL in browser and press enter.
2. URL will be redirected to Login Screen.
3. Below screen represents the User Login Screen
4. Enter the Username and Password
5. Click Sign In button



2. Home Page:

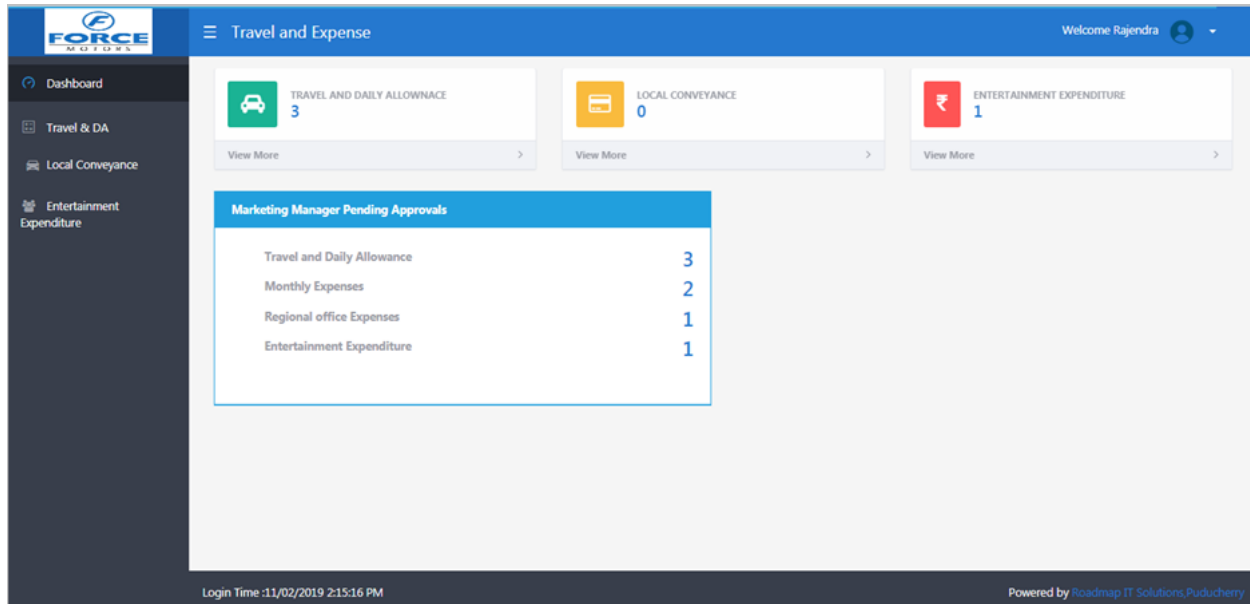
As logged in to the application, Dashboard displayed with overall count for entries made against each Expenses.



Marketing Manager Pending Approvals	
Travel and Daily Allowance	2
Monthly Expenses	3
Regional office Expenses	4
Entertainment Expenditure	1

Menu Available for Marketing User:

1. Travel & DA
2. Local Conveyance
3. Entertainment Expenditure



3. Travel & DA Form:

Guidelines:

1. Head Office Executives travelling within the city can claim their local conveyance by filling the Local Conveyance column provided in TD/DA form by mentioning the travel details and expenses incurred.
2. Other than Head Office employees, nobody can claim Local Conveyance in TA / DA forms while travelling outside base location.

Travel & Daily Allowance Form:

Steps Involved:

Header:

1. In menu -> Click Travel & DA
2. Travel & Daily Allowance Form displayed with **New** Status as shown.

3. Values displayed in fields for the following fields
 - a. Document No
 - b. Document Date
 - c. Start Date
 - d. From Journey Place
 - e. End Date
 - f. To Journey Place
 - g. Name
 - h. Employee ID
 - i. Grade
 - j. Designation
 - k. Department
 - l. Cost Center

4. Other fields present in header are non-editable and fields are empty.
5. Enable icon against the field "**Whether Company's conveyance used**".
6. Enable icon against the field "**Whether Guest House are used**". "**Guest House Amount**" displayed on enabling the icon.
7. Enter values in "Guest house Amount" field and "Purpose of travel".
8. Click Save Changes button.

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FORCE MOTORS
Travel and Expense
Travel and Daily Allowance Saved Successfully

Travel and Daily Allowance New

Document No. TADA201718119	Document date * 25/04/2019	Start date * 25/04/2019	Form Journey Place TEST
End date * 27/04/2019	To Journey Place ENTRY	Name RAJENDRA	Employee ID. 023359
Grade M4	Designation HEAD OFFICER	Department ISD DEPARTMENT - AKURDI	Cost Centre 8853
Daily Allowance amount 1400	Hotel Allowance amount 300	Journey expense amount 200	Local conveyance amount 90
Other expense amount 100	Total Amount. 2190	Whether Company's conveyance used <input checked="" type="checkbox"/>	Whether Guest House are used <input checked="" type="checkbox"/>
Guest House Amount * 100	Purpose of travel * DEMO		

Save Changes
Post
Cancel
Close

Hotel and Food Expenses New

From Date & Time	From Place	To Date & Time	To Place	Grade of City	Bill Type	No. of days for Food	Daily Allowance Amount	No. of days for hotel	Hotel Allowance Amount	Total Amount	
25/04/2019 9:38:00 AM	Agra	27/04/2019 9:38:00 AM	Ahmedabad	A	With Bill	2	1400	0	300	1700	<input type="checkbox"/> <input checked="" type="checkbox"/>

Journey Fare Details New

Local Conveyance New

Other Expenses New

Login Time :08/05/2019 12:24:39 PM
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9. Screen without company conveyance

FORCE MOTORS
Travel and Expense
Welcome Rajendra

Travel and Daily Allowance New

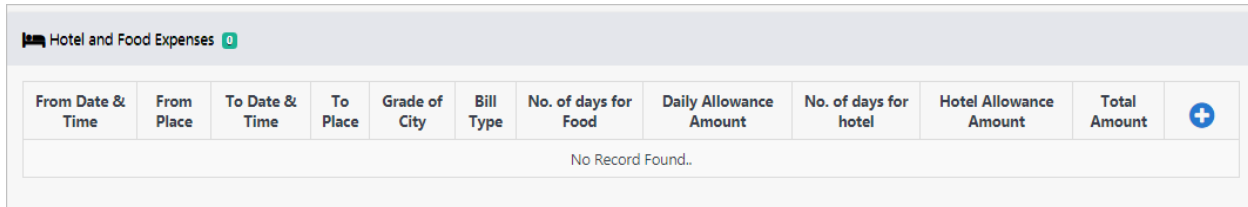
Document No. TADA201718119	Document date * 25/04/2019	Start date * 25/04/2019	Form Journey Place TEST
End date * 27/04/2019	To Journey Place ENTRY	Name RAJENDRA	Employee ID. 023359
Grade M4	Designation HEAD OFFICER	Department ISD DEPARTMENT - AKURDI	Cost Centre 8853
Daily Allowance amount 1400	Hotel Allowance amount 300	Journey expense amount 200	Local conveyance amount 90
Other expense amount 100	Total Amount. 2090	Whether Company's conveyance used <input type="checkbox"/>	Whether Guest House are used <input type="checkbox"/>
Purpose of travel * DEMO			


Save Changes
Post
Cancel
Close

Hotel and Food Expenses:

Daily Allowance (Food Expenses)

1. Click  add icon under Hotel and Food Expenses Column.

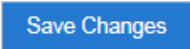


From Date & Time	From Place	To Date & Time	To Place	Grade of City	Bill Type	No. of days for Food	Daily Allowance Amount	No. of days for hotel	Hotel Allowance Amount	Total Amount	
No Record Found..											

2. Pop-up window will be displayed.
3. Give input for the following fields
 - a. From date & Time
 - b. Grade from place
 - c. From Place
 - d. To date & Time
 - e. Grade To Place
 - f. To Place
 - g. No of days
4. Daily Allowance Amount displayed automatically based on grade definition.

Hotel Expenses:

Without Bill

1. Give input for the following fields
 - a. Select From date and time
 - b. Grade from place
 - c. From place
 - d. To date and time
 - e. Grade to place
 - f. To place
 - g. No of days
 - h. Daily allowance amount auto displayed
 - i. Bill type- select without bill
 - j. No of days
 - k. Amount
2. Click  button.

Hotel and Food Expenses

Daily Allowance(Food Expenses)

From date & Time *	Grade From Place	From Place
<input type="text" value="25/04/2019 09:38 AM"/>	<input type="text" value="A"/>	<input type="text" value="Agra"/>
To date & Time *	Grade To Place	To Place
<input type="text" value="27/04/2019 09:38 AM"/>	<input type="text" value="A"/>	<input type="text" value="Ahmedabad"/>
No. of Days	Daily Allowance Amount	
<input type="text" value="2"/>	<input type="text" value="1400"/>	

Hotel Expenses

Bill Type	No. of days	Amount.
<input type="text" value="Without Bill"/>	<input type="text" value="2"/>	<input type="text" value="300"/>

With Bill

1. Give input for the following fields
 - a. Select From date and time
 - b. Grade from place
 - c. From place
 - d. To date and time
 - e. Grade to place
 - f. To place
 - g. No of days
 - h. Daily allowance amount auto displayed
 - i. Bill type- select with bill
 - j. No of days
 - k. Bill No
 - l. Bill date
 - m. Amount
 - n. Select Vendor

2. Click button

Hotel and Food Expenses
✕

Daily Allowance(Food Expenses)

From date & Time *

Grade From Place

From Place

To date & Time *

Grade To Place

To Place

No. of Days

Daily Allowance Amount

Hotel Expenses

Bill Type

No. of days

Bill No.

Bill Date

Amount.

Vendor

1. Click button.

Hotel and Food Expenses											
From Date & Time	From Place	To Date & Time	To Place	Grade of City	Bill Type	No. of days for Food	Daily Allowance Amount	No. of days for hotel	Hotel Allowance Amount	Total Amount	
25/04/2019 9:38:00 AM	Agra	27/04/2019 9:38:00 AM	Ahmedabad	A	With Bill	2	1400	2	300	1700	

Journey Fare Details:

1. Click Journey Fare Details
2. Give input for the following fields as shown
 - a. From Place
 - b. To Place
 - c. Select Travel Mode
 - d. Select Travel Class
 - e. Travel Ticket No
 - f. Journey Date
 - g. Select Vendor
 - h. Train No
 - i. Distance In Kms
 - j. Amount

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Journey Fare Details 0

From Place	To Place	Travel Mode	Travel Class	Travel Ticket No.	Journey Date	Vendor	Train No.	Distance in km.	Amount	Action
<input type="text"/>	<input type="text"/>	-Select Travel Mode-	-Select Travel Class-	<input type="text"/>	24/04/2019	Select party Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
No Record Found..										

3. Click + add icon against line entry.
4. Details get added and displayed as shown

Journey Fare Details 0

From Place	To Place	Travel Mode	Travel Class	Travel Ticket No.	Journey Date	Vendor	Train No.	Distance in km.	Amount	Action
<input type="text"/>	<input type="text"/>	-Select Travel Mode-	<input type="text"/>	<input type="text"/>	25/04/2019	Select Party Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
AGRA	AGARTALA	AIR	ECONOMY CLASS	32435	25/04/2019	AIRSERCO PVT. LT...	<input type="text"/>	90	200	x

Eligibility Check:

1. Add 1 more line entry
2. Under Travel Mode- Select "AIR". Warning message displayed as shown.
3. Reason behind this is Eligibility Mapping. Employees under Grade "S3" are not allowed for "AIR- Mode of Travel"
4. If you want to continue with the selected input, click "Yes, Do it" or Click "No, Cancel Please" to retain the previous eligible "Travel of Mode-BUS"

Travel and Expense
Welcome Rajendra

Travel and Daily Allowance

Document No.

End date

Grade

Daily Allowance amount

Other expense amount

Guest House Amount

Document date

To Journey Place

Designation

Hotel Allowance amount

Total Amount.

Purpose of travel

Start date

Name

Department

Journey expense amount

Form Journey Place

Employee ID.

Cost Centre

Local conveyance amount

Whether Guest House are used

**You are not authorized for this Travel Mode,
are you want to continue?**

No, cancel please!
Yes, Do it!

Save Changes
Post
Cancel
Close

Hotel and Food Expenses

Journey Fare Details

From Place	To Place	Travel Mode	Travel Class	Travel Ticket No.	Journey Date	Vendor	Train No.	Distance in km.	Amount	Action
AGRA	AGARTALA	BUS	<input type="text"/>	<input type="text"/>	08/05/2019	Select party Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
AGRA	AGARTALA	AIR	ECONOMY CLASS	32435	25/04/2019	AIRSERCO PVT. LTD. ...	<input type="text"/>	90	200	x

Local Conveyance

Other Expenses

Login Time: 08/05/2019 12:24:39 PM

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Local Conveyance:

1. Click Local Conveyance
2. Give input for the following fields as shown
 - a. From Place
 - b. To Place
 - c. Select Travel Mode
 - d. Bill No
 - e. Date
 - f. Select Vendor
 - g. Distance in Kms
 - h. Amount
 - i. Enter remarks

From Place	To Place	Travel Mode	Bill No.	Date	Vendor	Distance in km.	Amount	Remarks	Action
<input type="text"/>	<input type="text"/>	-Select Travel Mode-	<input type="text"/>	24/04/2019	Select party Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No Record Found..									

5. Click add icon against line entry.
6. Details get added and displayed as shown

From Place	To Place	Travel Mode	Bill No.	Date	Vendor	Distance in km.	Amount	Remarks	Action
<input type="text"/>	<input type="text"/>	-Select Travel Mode-	<input type="text"/>	25/04/2019	Select Party Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	
AGRA	AGARTALA	LOCAL TRAIN	46546	25/04/2019	AWAGAMAN ROAD...	1	90	VERIFIED	

Other Expenses:


1. Click Other Expenses
2. Give input for the following fields as shown
 - a. Enter details
 - b. Enter Amount
3. Click add icon against line entry.
4. Details get added and displayed as shown

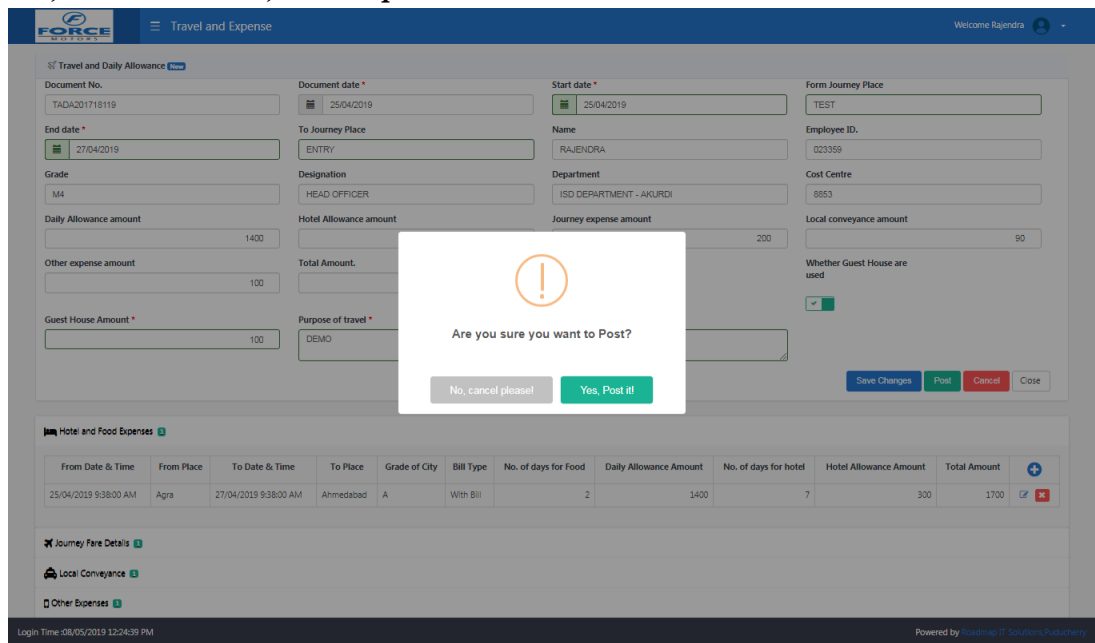
Details	Amount	Action
<input type="text"/>	<input type="text"/>	
OFFICE EXPENSES	100	

Verify Header:

1. Under Travel and Daily allowance Header, verify the values in following fields.
 - a. Daily Allowance Amount
 - b. Hotel Allowance Amount
 - c. Journey Expense Amount
 - d. Local Conveyance Amount
 - e. Other Expense Amount
2. Amount displayed in all the above fields gets added and displayed under Total Amount Field.

Post the Document:

1. Click  button to post the document.
2. Confirmation message displayed as **"Are you sure want to Post?"**
3. Click **"Yes, Post it"** or **"No, Cancel please"** to retain the document.



The screenshot displays the 'Travel and Expense' form in the Force Motors system. A modal dialog box is centered on the screen, asking 'Are you sure you want to Post?' with two buttons: 'No, cancel please!' and 'Yes, Post it!'. The background form is partially visible, showing fields for Document No. (TADA201718119), Document date (25/04/2019), Start date (25/04/2019), Form Journey Place (TEST), End date (27/04/2019), To Journey Place (ENTRY), Name (RAJENDRA), Employee ID (023359), Grade (M4), Designation (HEAD OFFICER), Department (ISD DEPARTMENT - AKURDI), Cost Centre (8853), Daily Allowance amount (1400), Hotel Allowance amount, Journey expense amount (200), Local conveyance amount (90), Other expense amount (100), Guest House Amount (100), and Purpose of travel (DEMO). A table at the bottom shows 'Hotel and Food Expenses' with columns for From Date & Time, From Place, To Date & Time, To Place, Grade of City, Bill Type, No. of days for Food, Daily Allowance Amount, No. of days for hotel, Hotel Allowance Amount, and Total Amount. The table contains one entry for 25/04/2019 9:38:00 AM in Agra, with a total amount of 1700.

4. Document posted successfully and Status displayed as "Pending with Marketing Manager".

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Travel and Daily Allowance (Pending with Marketing Manager)

Document No. TADA201718119 | Document date 25/04/2019 | Start date 25/04/2019 | Form Journey Place TEST

End date 27/04/2019 | To Journey Place ENTRY | Name RAJENDRA | Employee ID. 023359

Grade M4 | Designation HEAD OFFICER | Department ISD DEPARTMENT - AKURDI | Cost Centre 8853

Daily Allowance amount 1400 | Hotel Allowance amount 300 | Journey expense amount 200 | Local conveyance amount 90

Other expense amount 100 | Total Amount 2190 | Whether Company's conveyance used | Whether Guest House are used

Guest House Amount 100 | Purpose of travel DEMO

Print Close

Hotel and Food Expenses

From Date & Time	From Place	To Date & Time	To Place	Grade of City	Bill Type	No. of days for Food	Daily Allowance Amount	No. of days for hotel	Hotel Allowance Amount	Total Amount	Action
25/04/2019 9:38:00 AM	Agra	27/04/2019 9:38:00 AM	Ahmedabad	A	With Bill	2	1400	7	300	1700	✎


Journey Fare Details

Local Conveyance

Other Expenses

Login Time: 08/05/2019 12:24:39 PM | Powered by Roadmap IT Solutions, Puducherry

Travel and Daily Allowance Page:

1. If we retain, the document will be in "New" Status under "In-Progress".
2. Click  button, new TA/ DA form will be displayed.
3. If posted, the document will be in "Pending with Marketing Manager" Status

Travel and Daily Allowance Add New

In-progress 2 | Closed 1

Show 10 entries | Search:

Doc. No.	Doc. Date	Employee ID.	Daily Allowance	Hotel Expense	Journey Expense	Local Conveyance	Other Expenses	Total Amount	Passed Amount	Status	Action
TADA201718119	25/04/2019	023359	1400	300	200	90	100	2190	0.00	Pending with Marketing Manager	✎
TADA201718118	24/04/2019	023359	0	0	0	0	0	0	0.00	New	✎

Showing 1 to 2 of 2 entries | Previous 1 Next

4. Local Conveyance Form:

Guidelines:

Employees in Head Office alone can claim their Local Conveyance by filling the form with Travel Details.

Steps Involved:

Header:

1. In menu -> Click Local Conveyance
2. Local Conveyance form displayed with fields as shown.

The screenshot shows a web form titled "Local Conveyance". It contains several input fields arranged in a grid:

Document No.	Document Date 25/04/2019	Name RAJENDRA	Employee Id 023359
Department ISD DEPARTMENT - AKURDI	Grade M4	Designation HEAD OFFICER	Company Name FORCE MOTORS LIMITED
Cost Center 8853	Location MUMBAI-PUNE ROAD.	Total Amount 0.00	Passed Amount 0.00

Below the grid is a "Remarks" field with a red asterisk. At the bottom right, there are two buttons: "Save changes" (highlighted in blue) and "Close".

3. Values displayed in fields for the following fields
 - a. Document No
 - b. Document Date
 - c. Name
 - d. Employee ID
 - e. Department
 - f. Grade
 - g. Designation
 - h. Company Name
 - i. Cost Center
 - j. Location
 - k. Total amount
 - l. Passed Amount
4. Enter Remarks field
5. Click **Save Changes** button. Confirmation message displayed.

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FORCE MOTORS Travel and Expense Local Conveyance Saved Successfully

Local Conveyance New

Document No. LC201718103	Document Date 25/04/2019	Name RAJENDRA	Employee Id 023359
Department ISD DEPARTMENT - AKURDI	Grade M4	Designation HEAD OFFICER	Company Name FORCE MOTORS LIMITED
Cost Center 8853	Location MUMBAI-PUNE ROAD	Total Amount 0.00	Passed Amount 0.00

Remarks *
TEST

Save changes Post Cancel Close

Travel Details 0

Type	Date	OD/Gate Pass	From Place	To Place	Travel Mode	Vendor	Party Visited	Distance in Kms	Total Amount	Action
-Select-	25/04/2019				-Select Mode-	Select party ...				+

No Record Found.

Login Time :25/04/2019 9:24:57 AM Powered by Roadmap IT Solutions,Puducherry

Travel Details

Travel Details 0

Type	Date	OD/Gate Pass	From Place	To Place	Travel Mode	Vendor	Party Visited	Distance in Kms	Total Amount	Action
-Select-	25/04/2019				-Select Mode-	Select party ...				+

No Record Found.

1. Select value from drop down list against Type
2. Based on the input selected, fields enabled / dis-abled.
3. Date displayed by default
4. Enter input for OD / Gate Pass
5. From Place
6. To Place
7. Travel Mode
8. Party Visited
9. Select Vendor
10. Distance in Kms
11. Total Amount
12. Click + button to add the line entry
13. Line details gets added successfully as shown.

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Type	Date	OD/Gate Pass	From Place	To Place	Travel Mode	Vendor	Party Visited	Distance in Kms	Total Amount	Action
-Select-	25/04/2019				-Select Mode-	Select Party ...				+
Food	25/04/2019	2343	AGRA	AGARTALA	-Select Mode-	AIRSERC...	JANA		200	x

Eligibility Check:

1. Select value from drop down list
2. Enter OD/ Gate Pass
3. Enter From and To place
4. Select value from drop down against Travel Mode.
5. Alert pop-up window displayed as *"Are you are want to continue? You are exceeding your eligibility Travel Mode"*.
6. Click *"Yes, Do it"* to continue or *"No, Cancel Please"* to re-enter new value.

Document No. LC201718103

Document Date 25/04/2019

Name RAJENDRA

Employee Id 023359

Department ISD DEPARTMENT - AKURDI

Grade M4

Designation HEAD OFFICER

Company Name FORCE MOTORS LIMITED

Cost Center 8853

Location MUMBAI-PUN

Passed Amount 200.00

Remarks * TEST

Are you sure you want to continue?

You are exceeding your eligibility Travel Mode

No, cancel please! Yes, Do it!

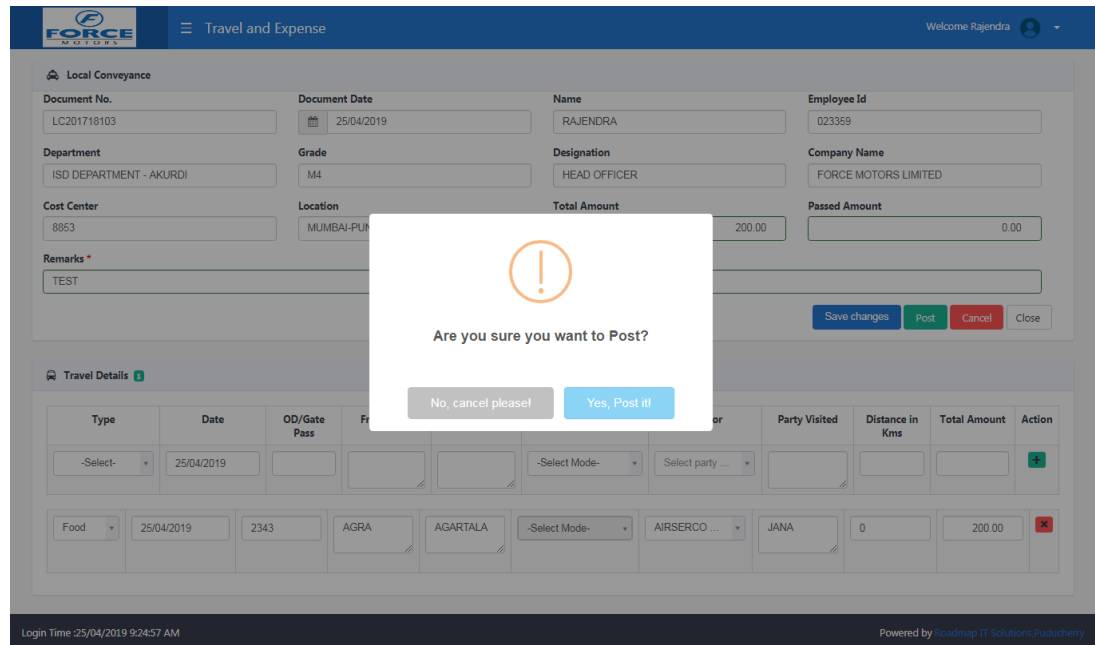
Type	Date	OD/Gate Pass	From	To	Travel Mode	Vendor	Party Visited	Distance in Kms	Total Amount	Action
Travel	25/04/2019	34	AGRA	AGARTALA	COMPANY VEHICLE	Select Party ...				+
Food	25/04/2019	2343	AGRA	AGARTALA	-Select Mode-	AIRSERC...	JANA		200	x

Login Time :25/04/2019 9:24:57 AM


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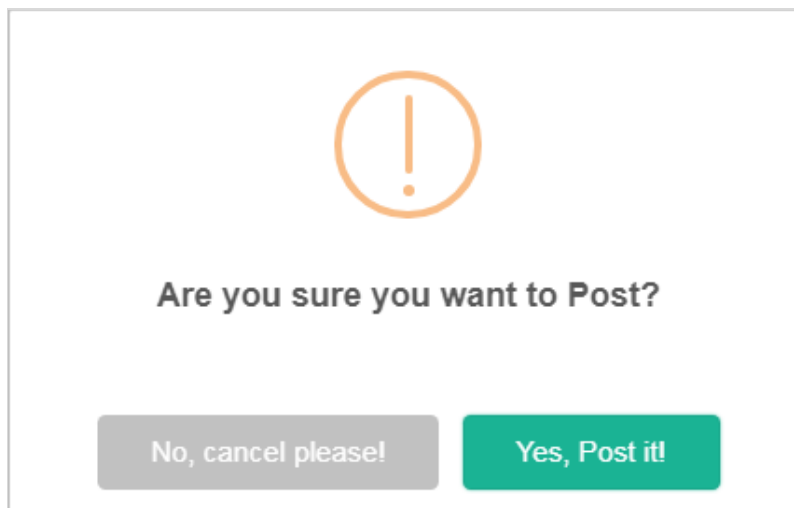
To Save the Document:

1. Click  to save the document.



To Post the Document:

1. Click  button to post the document.
2. Confirmation message displayed as **"Are you sure want to Post?"**
3. Click **"Yes, Post it"** or **"No, Cancel please"** to retain the document.



4. Document posted successfully and Status displayed as "Pending with Finance Audit".

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Local Conveyance Pending with Finance Audit

Document No. LC201718103 Document Date 25/04/2019 Name RAJENDRA Employee Id 023359

Department ISD DEPARTMENT - AKURDI Grade M4 Designation HEAD OFFICER Company Name FORCE MOTORS LIMITED

Cost Center 8853 Location MUMBAI-PUNE ROAD. Total Amount 200.00 Passed Amount 0.00

Remarks *
TEST


Print Close

Travel Details

Type	Date	OD/Gate Pass	From Place	To Place	Travel Mode	Vendor	Party Visited	Distance in Kms	Total Amount
Food	25/04/2019	2343	AGRA	AGARTALA	-Select Mode-	AIRSERCO ...	JANA	0	200.00

Login Time: 25/04/2019 9:24:57 AM Powered by Roadmap IT Solutions, Puducherry


Local Conveyance Page:

1. Local Conveyance page displays the Document with Status "*Pending with Finance Audit*" under "*In-Progress*"
2. Click  button, new Local Conveyance form will be displayed.

Local Conveyance Add New

In-progress 1 Closed 0

Show 10 entries Search:

Document No	Date	Employee Id	Total amount	Passed amount	Status	Action
LC201718103	25/04/2019	023359	200.00	0.00	Pending with finance Audit	

Showing 1 to 1 of 1 entries

Previous 1 Next

5. Entertainment Expenditure Form:

Steps Involved:

Header:

1. In menu -> Click Entertainment Expenditure
2. Entertainment Expenditure form displayed with fields as shown.

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Entertainment Expenditure

Document No. <input type="text"/>	Document Date <input type="text" value="25/04/2019"/>	For the Month <input type="text" value="04/2019"/>	Name <input type="text" value="RAJENDRA"/>
Employee ID <input type="text" value="023359"/>	Department <input type="text" value="ISD DEPARTMENT - AKURDI"/>	Grade <input type="text" value="M4"/>	Designation <input type="text" value="HEAD OFFICER"/>
Company Name <input type="text" value="FORCE MOTORS LIMITED"/>	Cost Center <input type="text" value="8853"/>	Location <input type="text" value="MUMBAI-PUNE ROAD."/>	Total Amount <input type="text" value="0.00"/>

3. Input displayed in fields for the following fields

- a. Document No
- b. Document Date
- c. For the month
- d. Name
- e. Employee ID
- f. Department
- g. Grade
- h. Designation
- i. Company Name
- j. Cost Center
- k. Location

4. Click button. Confirmation message displayed.

5. Post and Cancel button appears on saving the document.

FORCE MOTORS

Travel and Expense

Entertainment Expenditure ×

Entertainment Expenditure New


Document No. <input type="text" value="EE201718106"/>	Document Date <input type="text" value="25/04/2019"/>	For the Month <input type="text" value="04/2019"/>	Name <input type="text" value="RAJENDRA"/>
Employee ID <input type="text" value="023359"/>	Department <input type="text" value="ISD DEPARTMENT - AKURDI"/>	Grade <input type="text" value="M4"/>	Designation <input type="text" value="HEAD OFFICER"/>
Company Name <input type="text" value="FORCE MOTORS LIMITED"/>	Cost Center <input type="text" value="8853"/>	Location <input type="text" value="MUMBAI-PUNE ROAD."/>	Total Amount <input type="text" value="0.00"/>


Expense Details 0



Date	Bill No.	Vendor	Nature of Expenditure	Purpose	Name of Person Entertained	Amount	Action
<input type="text" value="25/04/2019"/>	<input type="text"/>	<input type="text" value="Select party Name"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>
no record found.							

Login Time :25/04/2019 9:24:57 AM
Powered by Roadmap IT Solutions,Puduchery

Expense Details:

Expense Details 0							
Date	Bill No.	Vendor	Nature of Expenditure	Purpose	Name of Person Entertained	Amount	Action
25/04/2019		Select party Name					
no record found..							


1. Give input for the following fields
 - a. Date displayed by default
 - b. Bill No
 - c. Select Vendor
 - d. Nature of Expenditure
 - e. Purpose
 - f. Name of Person Entertained
 - g. Amount
2. Click  button to add the line entry.
3. Line details gets added as shown.

Expense Details 0							
Date	Bill No.	Vendor	Nature of Expenditure	Purpose	Name of Person Entertained	Amount	Action
25/04/2019		Select party Name					
25/04/2019	124	AIRSERCO PVT... *	FOOD	TREAT	JANA	200	

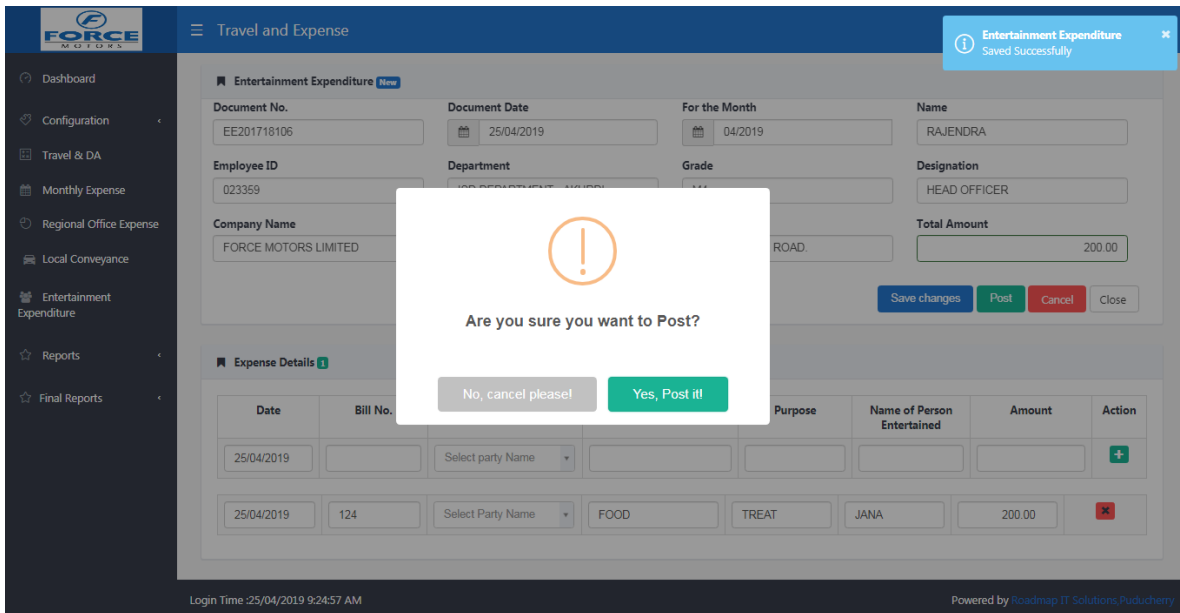
Eligibility Check:

1. Enter Bill No
2. Enter Nature of Expenditure
3. Enter Purpose
4. Enter Name of Person Entertained
5. Enter value in Amount exceeding the Eligibility.
6. Alert pop-up window displayed as ***"Are you are want to continue? You are exceeding your eligibility amount. Your eligibility amount is Rs:1500"***
7. Click ***"Yes, Do it"*** to continue or ***"No, Cancel Please"*** to re-enter new value.

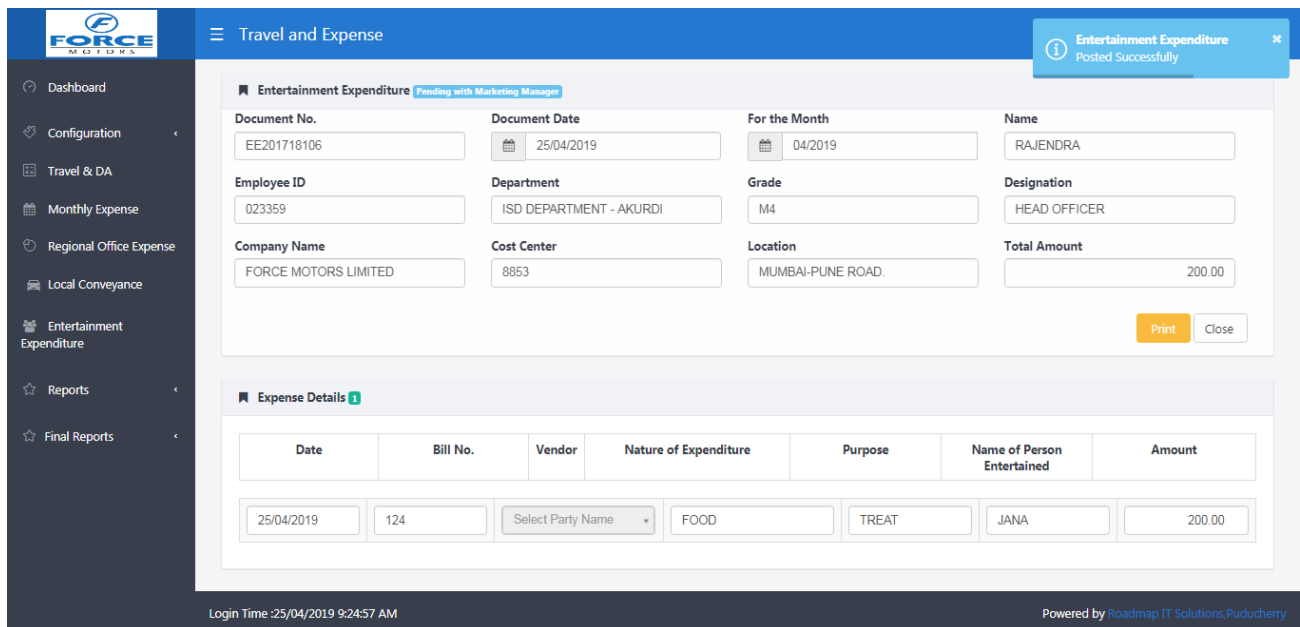
Post the Document:

1. Click  button to post the document.
2. Confirmation message displayed as ***"Are you sure want to Post?"***
3. Click ***"Yes, Post it"*** or ***"No, Cancel please"*** to retain the document.


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4. Document posted successfully and Status displayed as ***"Pending with marketing manager"***.



Entertainment Expenditure Page:

1. Entertainment Expenditure Page displays the Document with Status ***" Pending with Marketing Manager"*** under ***"In-Progress"***
2. Click  button, new Entertainment Expenditure form will be displayed.

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Entertainment Expenses Add New

In-Progress 1 Closed 1

Show entries Search:

Doc. No.	Date	For the Month	Grade	Department	Designation	Total Amount	Passed Amount	Status	Action
EE201718106	25/04/2019	Apr/2019	M4	ISD DEPARTMENT - AKURDI	HEAD OFFICER	200	0.00	Pending with Marketing Manager	

Showing 1 to 1 of 1 entries Previous **1** Next