Force Motors Travel Management System

Marketing Member



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Document History:

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

Operating Instruction

1.1 Common Controls

S. No.	Operation	Description	Icons
1	Save Changes	To save the document	Save Changes
2	Close	To Close the document	Close
3	Edit	To edit a document	
4	Add New	To add new document	Add New
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	Post
8	Cancel	To Cancel the document	Cancel
9	Delete	To Delete the document	圓

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. <u>Home Page:</u>

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

-					•••••	
View More	>	View More		>	View More	
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

FORCE			Welcome Rajendra 🖉 👻
 Dashboard 	TRAVEL AND DAILY ALLOWNACE	LOCAL CONVEYANCE	ENTERTAINMENT EXPENDITURE
🗄 Travel & DA	3	0	1
🚔 Local Conveyance	View More	> View More	> View More >
 Entertainment Expenditure 	Marketing Manager Pending Approvals		
	Travel and Daily Allowance	3	
	Monthly Expenses	2	
	Regional office Expenses	1	
	Entertainment Expenditure	1	
	Login Time :11/02/2019 2:15:16 PM		Powered by Roadmap IT Solutions, Puducherry

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.

			-
FORCE Travel and Expense			Welcome Rajendra
S ^{of} Terrori and Deits Allenance at			
Travel and Daily Allowance New			
Document No.	Document date *	Start date *	Form Journey Place
	68/05/2019	68/05/2019	
End date *	To Journey Place	Name	Employee ID.
iii 08/05/2019		RAJENDRA	023359
Grade	Designation	Department	Cost Centre
M4	HEAD OFFICER	ISD DEPARTMENT - AKURDI	8853
Daily Allowance amount	Hotel Allowance amount	Journey expense amount	Local conveyance amount
Enter the allownace amount	0	0	0
Other expense amount	Total Amount.	Whether Company's conveyance	Whether Guest House are
0	Enter the total amount	used	used
		8	*
Purpose of travel *			
Purpose of travel			
	li)		
			Save Changes Close

- 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.

E ORCE	∃ Travel a	and Expense							1	Travel and Daily A Saved Successfully	llowance
র্গ Travel and Daily Allow	vance New								_		_
Document No.			Document date *			Start date	*	F	orm Journey Place		
TADA201718119			25/04/201	9		# 25	/04/2019		TEST		
End date *			To Journey Place			Name		E	mployee ID.		
27/04/2019			ENTRY			RAJEND	IRA		023359		
Grade			Designation			Departme	nt	c	ost Centre		
M4			HEAD OFFICE	t		ISD DEP	ARTMENT - AKURDI		8853		
Daily Allowance amount			Hotel Allowance	amount		Journey es	xpense amount	Ŀ	ocal conveyance amount		
		1400				300		200			90
Other expense amount		Total Amount.			Whether C	Whether Company's conveyance		Whether Guest House are			
		100				2190 used		u	sed		
								<i>li</i>	Save Changes	Post Cancel	Close
Hotel and Food Expens	es 🚦										
From Date & Time	From Place	To Date & Tin	ne 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	0
25/04/2019 9:38:00 AM	Agra	27/04/2019 9:38:00	AM Ahmedabad	A	With Bill	2	1400	0	300	1700	2 ×
🛪 Journey Fare Details 📵											
🖨 Local Conveyance 🛐											
Conveyance D											

9. Screen without company conveyance

Travel and Expense			Welcome Rajendra
🖏 Travel and Daily Allowance New			
Document No.	Document date *	Start date *	Form Journey Place
TADA201718119	a 25/04/2019	25/04/2019	TEST
End date *	To Journey Place	Name	Employee ID.
27/04/2019	ENTRY	RAJENDRA	023359
Grade	Designation	Department	Cost Centre
M4	HEAD OFFICER	ISD DEPARTMENT - AKURDI	8853
Daily Allowance amount	Hotel Allowance amount	Journey expense amount	Local conveyance amount
1400	300	200	90
Other expense amount	Total Amount.	Whether Company's conveyance	Whether Guest House are
100	2090	usea	usea
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.

Hotel and Foo	od Expense	s 🛛									
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	0
						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 Save Changes button.

9

otel and Food Expens	ses	
Daily Allowance/Food F	-vnenses)	
From date & Time *	Grade From Place	From Place
25/04/2019 09:38 AM	А	• Agra
To date & Time *	Grade To Place	To Place
27/04/2019 09:38 AM	А	• Ahmedabad
No. of Days	Daily Allowance Amount	
2	1	400
lotel Expenses		
Bill Type	No. of days	Amount.
Without Bill		2 30

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 Save Changes button

From date & Time *	Grade From Place	From Place
25/04/2019 09:38 AM	Α	▼ Agra × ▼
To date & Time *	Grade To Place	To Place
27/04/2019 09:38 AM	A	• Ahmedabad × •
No. of Days	Daily Allowance Amount	
2	14	00
lotel Expenses		
Bill Type	No. of days	Bill No.
With Bill	2	123
Bill Date	Amount.	Vendor
27/04/2019	300	AIRSERCO PVT. LTD * *

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	0
25/04/2019 9:38:00 AM	Agra	27/04/2019 9:38:00 AM	Ahmedabad	А	With Bill	2	1400	2	300	1700	Ø 🔽

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

🛪 Journey Far	e Details 🧕									
From Place	To Place	Travel Mode	Travel Class	Travel Ticket No.	Journey Date	Vendor	Train No.	Distance in km.	Amount	Action
		-Select Travel Mode-	-Select Travel Class-		24/04/2019	Select party Name				+
				No Re	ecord Found					

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

rom Place	To Place	Travel Mode	Travel Class	Travel Ticket No.	Journey Date	Vendor	Train No.	Distance in km.	Amount	Action
		-Select Travel Mode-	•		25/04/2019	Select Party Name				+

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"

Deament Max Deament date* Stat date* Periodence FADADD(715119 Im 2504/2019 TEST Im 2504/2019 Im Engloyee ID. Im 2504/2019 Im 2003/07. Im Desynation Desynation Desynation 2003/07. M4 Im FELO OFFICER Im Desidence amount Excit date* 160 000 000 000 000 000 160 000 000 000 000 000 000 160 000 <th>the state of the s</th> <th>Allowance New</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	the state of the s	Allowance New									
ALAZADITATIS End date* To burney Place Name M4 HEAD OFFICER Name Name Name <tr< th=""><th>Document No.</th><th></th><th></th><th>Document date *</th><th></th><th>Start date '</th><th></th><th></th><th>Form Journey Place</th><th></th><th></th></tr<>	Document No.			Document date *		Start date '			Form Journey Place		
Indiate* To Journey Place Name Employee ID. 2764-2019 EUTRY RALENDRA 20339 Grade Designation Department Cont Centre M4 HED.OPPICER Sizz DePARTNENT - AURDI 663 Did Allowance amount Hold Allowance amount Sizz Department Cont Centre 400 300 200 60 Grade Purpose of faved * Purpose of faved * Wester Guard Hoises are used 100 DBMO You are not authorized for this Travel Mode, are you want to continue? Size Clanges Mote and face Expenses No, cancel plaised Yes Jbu II	TADA201718119			25/04/2019		25/	04/2019		TEST		
Image: 27042019 EVITEY Grade Designation M4 HEAD OPFICER M4 HEAD OPFICER <td>End date *</td> <td></td> <td></td> <td>To Journey Place</td> <td></td> <td>Name</td> <td></td> <td></td> <td>Employee ID.</td> <td></td> <td></td>	End date *			To Journey Place		Name			Employee ID.		
Grade Designation Designation Department Cod Centre M4 HEAD OFFICER ISD DEPARTNENT - ARURDI 063 Daily Allowance amount HEAD OFFICER ISD DEPARTNENT - ARURDI 063 Greet Allowance amount 100 200 200 Greet Allowance amount Greet Allowance amount Iso DEPARTNENT - ARURDI Iso DEPARTNENT - ARURDI Greet Allowance amount 100 200 200 90 Greet Allowance amount Total Amount. Iso DEPARTNENT - ARURDI Iso DEPARTNENT - ARURDI Greet Allowance amount Total Amount. Iso DEPARTNENT - ARURDI Iso DEPARTNENT - ARURDI Greet Allowance amount Total Amount. Iso DEPARTNENT - ARURDI Iso Department Greet Allowance amount Total Amount. Iso Department Iso Department Greet Allowance amount Total Amount. Iso Department Iso Department Greet Allowance amount Parpose of travel * Parpose of travel * Iso Department Total Amount DEMO No. cancel pleasel Year Do It No. cancel pleasel Year Do It No. cancel pleasel Year Do It Adarta Adarta BUS * Travel Kale No. Journey Date Year Do It Adarta Adarta Adarta All * ECONOMY CLASS *	27/04/2019			ENTRY		RAJENDI	A		023359		
M4 FEAD OFFICER ISD DEPARTMENT - AKURDI 6853 Daily Allowance amount Journey expense amount Local conveyance amount 1400 1400 000 200 001er expense amount 1400 000 500 001er expense amount 1400 Total Amount. Whether Guest House are used 100 Purpose of travel * Purpose of travel * You are not authorized for this Travel Mode, are you want to continue? Sine Charyes Ref No. cancel pleasel You Do it Sine Charyes Ref Amount Action AGRA AdartaLA BUS Travel Ticke No. Journey Date Vendor Train No. Distance in inn. Amount Action AGRA AdartaLA BUS Ital Amount Callon Callon 200 Ital Allowing frace To Place To avel Mode Travel Ticke No. Journey Date Vendor Train No. Distance in inn. Amount Action AGRA AdartaLA BUS Ital Amount Callos Conveyone Ital Amount Ital Amount Ital Amount Icola Conveyonce	Grade			Designation		Departmen	t		Cost Centre		
Daily Allowance amount 1400	M4			HEAD OFFICER		ISD DEP	RTMENT - AKURDI		8853		
Idea 1400 200 200 90 Other expense amount Total Amount. 100 Image: Street House are used 100 DEMO	Daily Allowance amo	ount		Hotel Allowance amount		Journey ex	pense amount		Local conveyance amount		
Other expenses amount 100 100 100 100 100 100 100 100 100 100 100 100 100 Purpose of travel* 100 100 100 Purpose of travel* 100 100 Purpose of travel* 100 100 Purpose of travel* 100 100 100 100 <td></td> <td></td> <td>1400</td> <td></td> <td></td> <td>300</td> <td></td> <td>200</td> <td></td> <td></td> <td>90</td>			1400			300		200			90
100 ued Guest House Amount* Purpose of travel* 100 DEMO 100 DEMO 100 DEMO You are not authorized for this Travel Mode, are you want to continue? Strue Charges Post Carcel Core Implicite and food Expenses () No. cancel please! Yes, Do it! X Journey Fare Details () Travel Mode Travel Class Travel Ticket No. AGRA AGARTALA BUS Implicite and Pool OSCOPY Stelest party Name Implicitation AGRA AGARTALA AIR ECONOMY CLASS 32435 25042019 AIRSERCO PVT. LTD 90 200 Implicitation	Other expense amou	ınt		Total Amount.					Whether Guest House are		
Guest House Amount* Purpose of travel* You are not authorized for this Travel Mode, are you want to continue? No. cancel pleasel Yos, Do nt No. cancel pleasel Yos, Do nt Train No. Distance in km. Amount AGRA AGARTALA BUS CONOMY CLASS Z445 Z5042019 AIRSERCO PVT LTD 90 200			100			\bigcirc			used		
Salest House Amount * Purpose of taxes* 100 DEMO You are not authorized for this Travel Mode, are you want to continue? Save Dance No. cancel please! Yes, Do n! X Journey fare Details 0 Travel Mode Travel Mode Travel Class AGRA AGRATALA BUS AGRA AGRATALA AIR AGRA AGRATALA BUS AGRA AGRATALA BUS AGRA AGRATALA BUS AGRA AGARATALA BUS AGRA AGRATALA BUS AGRA AGARTALA BUS											
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Import and Food Expenses No, cancel pleased Yee, Do at Moumery Fare Datais Import and Food Expenses Import and Food Expenses From Place To Place Travel Mode Travel Ticket No. Journey Date Vendor Train No. Distance in km. Amount Action AGRA AGARTALA BUS Import and Busice Select perty Name Import and Busice I											
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From Place To Place Travel Mode Travel Taket No. Journey Date Vendor Train No. Distance in km. Amount Action AGRA AGARTALA BUS Image: Comparison of the c	Hotel and Food Ex	xpenses 🖸			No, cancel	please! Ye	s,Do itl				
AGRA AGARTALA EUS • 06052019 Select party Name •	Hotel and Food Ex	xpenses		_	No, cancel	pleasel Ye	s,Do it				
	Hotel and Food Ex Journey Fare Detail: From Place	xpenses D Is D To Place	Travel Mod	e Travel Class	No, cancel Travel Ticket No.	please! Ye	s,Do itl	Train No.	Distance in km.	Amount	Action
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	Hotel and Food Ex Journey Fare Details From Place	xpenses To Place AGARTALA	Travel Mod	e Travel Class	No, cancel Travel Ticket No.	pleasel Ye	s,Do it Vendor	Train No.	Distance in km.	Amount	Action
	Hotel and Food Ex Journey Fare Details From Place AGRA	xpenses 0 to 0 To Place AGARTALA AGARTALA	Travel Mod BUS	e Travel Class	No, cancel	please! Ye Journey Date 08/05/2019 25/04/2019	s, Do nt	Train No.	Distance in km.	Amount	Action
	Hotel and Food Ex Journey Fare Details From Place AGRA AGRA	xpenses To Place AGARTALA AGARTALA	Travel Mod BUS	e Travel Class	No, cancel Travel Ticket No.	pleasel Ye Journey Date 08/05/2019 25/04/2019 25/04/2019	R, Do HI Vendor Select party Name	Train No.	Distance in km.	Amount	Action
	Anny Hotel and Food Ex Journey Fare Details From Place AGRA AGRA	xpenses to Place AGARTALA AGARTALA	Travel Mod	e Travel Class	No, cancel	pleasel Ye Journey Date 08/05/2019 25/04/2019 25/04/2019	R, Do HI Vendor Select party Name •	Train No.	Distance in km.	Amount	Action
	Juny Hotel and Food Ex # Journey Fare Details From Place AGRA AGRA AGRA	Accentence Control Con	Travel Mod	e Travel Class	No, cancel	pleasel Yc Journey Date 08/05/2019 25/04/2019	s,Do H	Train No.	Distance in km.	Amount	Action

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

🚖 Local Conveyanc	e 🖸								
From Place	To Place	Travel Mode	Bill No.	Date	Vendor	Distance in km.	Amount	Remarks	Action
		-Select Travel Mode-		24/04/2019	Select party Name				+
				No Record	Found				

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

🖨 Local Conveyance	2 🖸								
From Place	To Place	Travel Mode	Bill No.	Date	Vendor	Distance in km.	Amount	Remarks	Action
		-Select Travel Mode-		25/04/2019	Select Party Name				+
AGRA	AGARTALA		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

🛾 Other Expenses 🔳		
Details	Amount	Action
		+
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 Post 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.

	Travel a	ind Expense								Welcome Rajer	ndra	0
STravel and Daily Allowance	e New											
Document No.		D	ocument date *			Start date	*	F	orm Journey Place			
TADA201718119			25/04/2019			a 2	5/04/2019		TEST			
End date *		Т	Journey Place			Name		E	mployee ID.			
27/04/2019			ENTRY			RAJENI	DRA		023359			
Grade		D	esignation			Departme	ent	c	ost Centre			
M4			HEAD OFFICER			ISD DE	PARTMENT - AKURDI		8853			
Daily Allowance amount	aily Allowance amount			ount		Journey e	expense amount	Ŀ	ocal conveyance amount			
		1400						200			90	
Other expense amount		100	otal Amount.					V	Whether Guest House are sed			
Guest House Amount *		100 Pr	IFF		Are you	i sure you want t	o Post?					
					No, cance	I please! Ye	es, Post it!		Save Changes	Post Cancel	0	ose
Am Hotel and Food Expenses)											
From Date & Time Fr	rom 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		0
25/04/2019 9:38:00 AM Ag	gra	27/04/2019 9:38:00 AM	Ahmedabad	A	With Bill	2	1400	7	300	1700	Ø	
🛪 Journey Fare Details 🛐												
🚔 Local Conveyance 📵												
Other Expenses 🔳												
Time :08/05/2019 12:24:39 PM									Powe	red by Roadmap IT :	Soluti	ions, Pu

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

STravel and Daily Allow	PDCC Destination	Madation Mercury									Posted Successiony	
Document No.	unce runny wa		Document date *				Start date '			Form Journey Place		
TADA201718119			25/04/2019				# 25/	/04/2019		TEST		
End date *			To Journey Place				Name			Employee ID.		
27/04/2019			ENTRY				RAJEND	RA		023359		
Grade			Designation				Departmen	nt		Cost Centre		
M4			HEAD OFFICER				ISD DEP	ARTMENT - AKURDI		8853		
Daily Allowance amount			Hotel Allowance an	nount			Journey ex	pense amount		Local conveyance amount		
		1400				300			200			90
Other expense amount			Total Amount.				Whether G	ompany's conveyance		Whether Guest House are		
		100				2190	used			used		
Guest House Amount "		100	DEMO						1			
um Hotel and Food Expens	es 🔒										Print	Close
Form Data & Time	From Diana	To Date & Time	To Disco	Condo of City	Dill Trees	No. of doub		Della Allenare America	No. of double for both		Total Amount	6 - ti
25/04/2019 9:38:00 AM	Agra	27/04/2019 9:38:00 AM	1 Ahmedabad	A	With Bill	NO. OF GAY	2	1400	No. of days for note	7 300	1700	Region
🛪 Journey Fare Details 💶												
🚔 Local Conveyance ョ												

Travel and Daily Allowance Page:

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

ow 10 entries										Search:	
Doc. No. D	Doc. Date	Employee ID.	Daily Allowance	Hotel Expense	Journey Expense	Local Conveyance	Other Expenses	Total Amount	Passed Amount	Status	Action
ADA201718119 2	25/04/2019	023359	1400	300	200	90	100	2190	0.00	Pending with Marketing Manager	Z
ADA201718118 2	24/04/2019	023359	0	0	0	0	0	0	0.00	New	C

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.

Ocument No.	Document Date	Name	Emp	oloyee Id
	25/04/2019	RAJENDRA	02	3359
Department	Grade	Designation	Con	npany Name
ISD DEPARTMENT - AKURDI	M4	HEAD OFFICER	FC	DRCE MOTORS LIMITED
Cost Center	Location	Total Amount	Pass	ed Amount
8853	MUMBAI-PUNE ROAD.		0.00	0.00
Remarks *				

- 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
 - 1. Passed Amount
- 4. Enter Remarks field
- 5. Click Save Changes button. Confirmation message dispalayed.

		Documer	nt Date		Name		Employee	e Id		
LC201718103		<u></u> 2	5/04/2019		RAJENDRA		023359			
epartment		Grade			Designation		Company	Name		
ISD DEPARTMENT - A	KURDI	M4			HEAD OFFICER		FORCE	MOTORS LIMIT	ED	
ost Center		Location			Total Amount		mount			
8853		MUMB/	AI-PUNE ROAD.			0.00			0.0	00
TEST							Save	changes Pox	st Cancel	Close
TEST	Date	OD/Gate	From Place	To Place	Travel Mode	Vendor	Save of Party Visited	Distance in	t Cancel	Close
TEST	Date	OD/Gate Pass	From Place	To Place	Travel Mode	Vendor	Save of Party Visited	Changes Por Distance in Kms	st Cancel	Close
TEST Travel Details Type -Select- *	Date	OD/Gate Pass	From Place	To Place	Travel Mode -Select Mode-	Vendor Select party V	Party Visited	changes Por	t Cancel	Close Action

Travel Details

Ģ) Travel Details 이										
	Туре	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 •				+
					N	o 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 **t** button to add the line entry
- 13. Line details gets added successfully as shown.

Travel Details 🧕										
Туре	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 • 25/0	04/2019 234	I3 AGE	AG	ARTALA -S	elect Mode-	RSERC × v JAI	NA		200	×

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.

ocument No.		Docum	ent Date	Na	ame		Employee	Id		
LC201718103			25/04/201	9	RAJENDRA		023359			
Department		Grade		De	Designation Comp		Company	ompany Name		
ISD DEPARTMENT - AKURDI M4 Cost Center Location Seco			HEAD OFFICER		FORCE MOTORS LIMITED					
		n				Passed Ar	nount			
8853		MUME	BAI-PUN			200.00			0.0	00
lemarks *				())					
TEST										
				$\mathbf{\cdot}$						
				Are vou sure vou war	nt to continue?		Save	hanges pos	st Cancel	Close
				Are you sure you war	nt to continue?		Save	hanges Pos	st Cancel	Close
Ə. Travel Details				Are you sure you war	nt to continue? gibility Travel Mode		Save o	hanges Pos	st Cancel	Close
🛱 Travel Details 👩				Are you sure you war You are exceeding your eli	nt to continue? gibility Travel Mode		Save o	hanges Pos	t Cancel	Close
유 Travel Details () Type	Date	OD/Gate Pass	Fro	Are you sure you war You are exceeding your eli No, cancel please!	nt to continue? gibility Travel Mode Yes,Do it	lor F	Save o Party Visited	thanges Pos Distance in Kms	t Cancel	Close
Travel Details Type Travel	Date 25/04/2019	OD/Gate Pass	Frc	Are you sure you war You are exceeding your eli, No, cancel please!	nt to continue? gibility Travel Mode Yes,Do it WY VEHICLE + Select	lor P Party *	Save o Party Visited	bistance in Kms	Total Amount	Close

To Save the Document:

1. Click Save Changes to save the document.

ocument No.		Docum	ent Date		Name			Employ	ee Id		
LC201718103		*	25/04/2019		RAJENDRA			02335	9		
epartment		Grade			Designation			Compa	Company Name		
ISD DEPARTMENT - A	KURDI	M4		HEAD OFF		EAD OFFICER		FORG	FORCE MOTORS LIMITED		
st Center Location			m	Total Amount		Passed Amount					
MUMBAI-PU							200.00			0.0	00
				Are you sure y	you want to Post	?		Sav	e changes Po	ost Cancel	Close
Travel Details 1	Date	OD/Gate Pass	Fr	Are you sure y No, cancel please	you want to Post	:? iu	or	Sav Party Visited	e changes po Distance in Kms	tst Cancel	Close
Travel Details	Date	OD/Gate Pass	Fr	Are you sure y	you want to Post	it! Select part	or y *	Sav Party Visited	e changes Pc Distance in Kms	st Cancel Total Amount	Close Actio

To Post the Document:

- 1. Click Post 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".

	Document Date	Name	Employe	e Id
LC201718103	25/04/2019	RAJENDRA	023359)
epartment	Grade	Designation	Company	y Name
ISD DEPARTMENT - AKURDI	M4	HEAD OFFICER	FORCE	E MOTORS LIMITED
ost Center	Location	Total Amount	Passed A	mount
8853	MUMBAI-PUNE ROAD.		200.00	0.00
				Print Close
स्रे Travel Details 🚺				Print Close
Image: Travel Details Type Date	OD/Gate Pass From Place	To Place Travel Mode	Vendor Party Vis	Pint Close Close ited Distance in Kms Total Amount

Local Conveyance Page:

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

🖕 In-progress 💶 🛛 🚔 Closed	-					
	0					
10 entries					Search:	
1 Document No	Date	Employee Id	Total amount	Passed amount	Status	Action
LC201718103 25/04	4/2019	023359	200.00	0.00	Pending with finance Audit	C

5. Entertainment Expenditure Form:

Steps Involved:

Header:

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

Document No.	Document Date	For the Month	Name
	25/04/2019	04/2019	RAJENDRA
Employee ID	Department	Grade	Designation
023359	ISD DEPARTMENT - AKURDI	M4	HEAD OFFICER
Company Name	Cost Center	Location	Total Amount
FORCE MOTORS LIMITED	8853	MUMBAI-PUNE ROAD.	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 Save Changes button. Confirmation message dispalayed.
- 5. Post and Cancel button appears on saving the document.

						Entertainment Exp Saved Successfully	oenditure
⑦ Dashboard	Entertainment Expendit	ITE New				,,	
	Document No.	Document Date	For the	e Month	Name		
Configuration «	EE201718106	25/04/2019		04/2019	RAJENI	DRA	
📰 Travel & DA	Employee ID	Department	Grade		Designati	on	
Monthly Expense	023359	ISD DEPARTMENT - A	KURDI M4		HEAD C	OFFICER	
C Regional Office Expense	Company Name	Cost Center	Locati	on	Total Am	ount	
🚍 Local Conveyance	FORCE MOTORS LIMITED	8853	MUN	IBAI-PUNE ROAD.			0.00
් Reports <	Expense Details 0						
습 Final Reports 《	Date E	ill No. Vendor	Nature of Expenditure	e Purpose	Name of Person Entertained	Amount	Action
	25/04/2019	Select party Name					
			no record found	d			
	Login Time :25/04/2019 9:24:57 AN	I.			Po	wered by Roadmap IT S	Solutions,Puduch

Expense Details:

Expense Details	٥						
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					Ð
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 Post 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.

	∃ Travel and Expense			i Entertainment Expenditure Saved Successfully	×
⑦ Dashboard	Entertainment Expenditure New				
	Document No.	Document Date	For the Month	Name	
Configuration «	EE201718106	25/04/2019	04/2019	RAJENDRA	
📰 Travel & DA	Employee ID	Department	Grade	Designation	
📋 Monthly Expense	023359		· · · · · · · · · · · · · · · · · · ·	HEAD OFFICER	
① Regional Office Expense	Company Name			Total Amount	
🚔 Local Conveyance	FORCE MOTORS LIMITED		ROAD.	200.00	
 Entertainment Expenditure 		Are you sure you w	ant to Post?	Save changes Post Cancel Close	
다 Reports ·	Expense Details 🚺				
☆ Final Reports 《	Date Bill No.	No, cancel please!	Yes, Post it! Purpose	Name of Person Amount Action Entertained	
	25/04/2019	Select party Name			
	25/04/2019 124	Select Party Name	DOD TREAT	JANA 200.00	

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

E		\equiv Travel and Expense			Entertainment Expenditure Posted Successfully
🔿 Das	shboard	Entertainment Expenditure	iding with Marketing Manager		
		Document No.	Document Date	For the Month	Name
Cor	nfiguration <	EE201718106	25/04/2019	04/2019	RAJENDRA
📰 Tra	vel & DA	Employee ID	Department	Grade	Designation
🛗 Mo	nthly Expense	023359	ISD DEPARTMENT - AKURDI	M4	HEAD OFFICER
🕙 Reg	jional Office Expense	Company Name	Cost Center	Location	Total Amount
🚍 Loc	al Conveyance	FORCE MOTORS LIMITED	8853	MUMBAI-PUNE ROAD.	200.00
😁 Ent Expendit	ertainment rure ports <	Expense Details 1			Print Close
☆ Fina	l Reports <	Date	Bill No. Vendor Nature of Exp	enditure Purpose	Name of Person Amount Entertained
		25/04/2019 124	Select Party Name	DD	JANA 200.00
		Login Time :25/04/2019 9:24:57 AM			Powered by Roadmap IT Solutions, Puducherm

Entertainment Expenditure Page:

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

Entertainment	Expenses								Add Nev
🖕 In-Progress	1 🗎 C	losed 1							
how 10 entr	ies	Fartha				Tetel	Derved	Search:	
↓ Doc. No.	Date	Month	Grade	Department	Designation	Amount	Amount	Status	Action
EE201718106	25/04/2019	Apr/2019	M4	ISD DEPARTMENT - AKURDI	HEAD OFFICER	200	0.00	Pending with Marketing Manager	Ø
ihowing 1 to 1 c	f 1 entries			ANONDI	OFFICER			Previous 1	N