PONDICHERRY UNIVERSITY

SAMARTH - Vendor Bill Tracking

Step by Step Guide

Prepared for: Pondicherry University Bill Processing
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Source: SAMARTH Docs (https://docs.samarth.ac.in/) (as on 09-09-2025)

Samarth — Bill Tracking (User Guide converted)
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1. Introduction to SAMARTH Modules

SAMARTH is an institutional ERP platform that provides modular solutions for University administrative needs — Academics, Accounts & Finance, Employee Services, Governance and more. Each module integrates with others: the Bill Tracking module works closely with Financial Supply Chain Management (FSCM / Budget) to produce accrual accounting entries (journals, ledgers, trial balances) and helps institutions prepare final accounts.

Key points:

- SAMARTH is modular — each functional area (e.g., Bill Tracking) is configurable by administrators.
- The Bill Tracking module records the lifecycle of vendor/employee bills from receipt to payment and is GST/TDS-aware.
- Roles, approval hierarchies, and mappings determine who can create, verify, approve and pay bills.

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2. Vendor Bill Tracking — Brief

The Vendor Bill Tracking module (also called Bill Tracking System) is designed for transparent, auditable handling of manual bills and invoices submitted by vendors and employees. It supports:

- Invoice metadata (bill number, date, net amount, tax lines).
- GST and deduction methods (TDS, cess, security deposit).
- Purchase order linking (optional), budgetary financial year selection, and mapping to budget heads.
- Batch creation and cheque/bulk payment workflows for payment processing.

This manual converts the Samarth online documentation into a printable step-by-step guide tailored for Pondicherry University finance teams.

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3. How to Configure the Bill Tracking System

Prerequisite: Administrative credentials with roles such as vendor_admin, fscm_vendor, or equivalent.

Accessing Settings

1. Login using an administrative account (e.g., vendor_admin) and open **Finance → Bill Tracking** (or Manage Vendor Bill Payment).
2. Click **Settings** in the Vendor Bill Tracking area to begin configuration.

Configuration sections (high level)

1. **Manage Procurement Procedure**
    - Use the *Manage Procurement Procedure* action to add procurement heads and mark them active.
    - Add Procedure Procurement Head → fill details → set status Active → Save.
2. **Application Declarations**
    - Edit any default declarations used at stages of bill processing.
3. **Manage Tax Method**
    - Create tax slabs (GST) used when processing bills.
    - *Add New Method* → define slab details → Save.
4. **Manage Deductions**
    - Create deductions like TDS codes (e.g., 194A, 194J), Cess, Security Deposits.
    - *Add New Deduction* → fill details → Save.
5. **Bill Type**
    - Define vendor bill types (e.g., Equipment procurement, AMC, Telephone) and employee bill types (IPD, OPD, Advances).
    - *Add Bill Type* → fill and Save.
6. **Approval Hierarchy**
    - Define verifiers, approvers and default authorities for bill types and ranges (amount-based rules).
    - Create hierarchy → set orders for verifiers/approvers → Save.
    - Note: Users must already have the corresponding roles in User Management to appear in dropdown lists.
7. **Concurrence Approval Hierarchy**
    - Similar setup as Approval Hierarchy for concurrence workflows.
    - *Add Concurrence Approval Hierarchy* → fill → Save.
8. **Bill User OU Mapping**
    - Map users to organization units (OUs) and assign roles: bill creators, department verifiers, employee bill creators etc.
    - *Add Mapping* → select OU, role, bill type → Save.
9. **Mapping Bank Account with Batch Creator**

    - Map a vendor_batch_creator user to university bank accounts for recording payments.
    - *Add Mapping* → select batch creator & bank account → Save.
10. **Nature Of Receipts**
    - Define receipt types (e.g., UGC receipts OH-31/35/36, IRG).
    - *Add New Nature of Receipts* → fill and Save.
    - Note: Selecting certain categories (like IRG) may affect KPI generation.
11. **Payee Details**
    - Add payee records (for employee bills that must be paid to third parties such as empanelled hospitals).
12. **Bill Type (settings reminder)**
    - Confirm bill types exist for vendor and employee categories.
13. **Concurrence User OU Mapping**
    - Map concurrence users similar to Bill User OU Mapping.
14. **Email Templates**
    - Edit default email templates used by the system: Pending Bill Notification, Request for Batch Creation, Payment Confirmation, etc.
15. **Bank Letter Templates**
    - Set default bank letter templates (PROJECT DEDUCTION, VENDOR BILL, EMPLOYEE BILL templates etc.)

Tip: Keep a configuration checklist (roles created in User Management, bank accounts added in FSCM, budget heads created in FSCM) before turning on production workflows.

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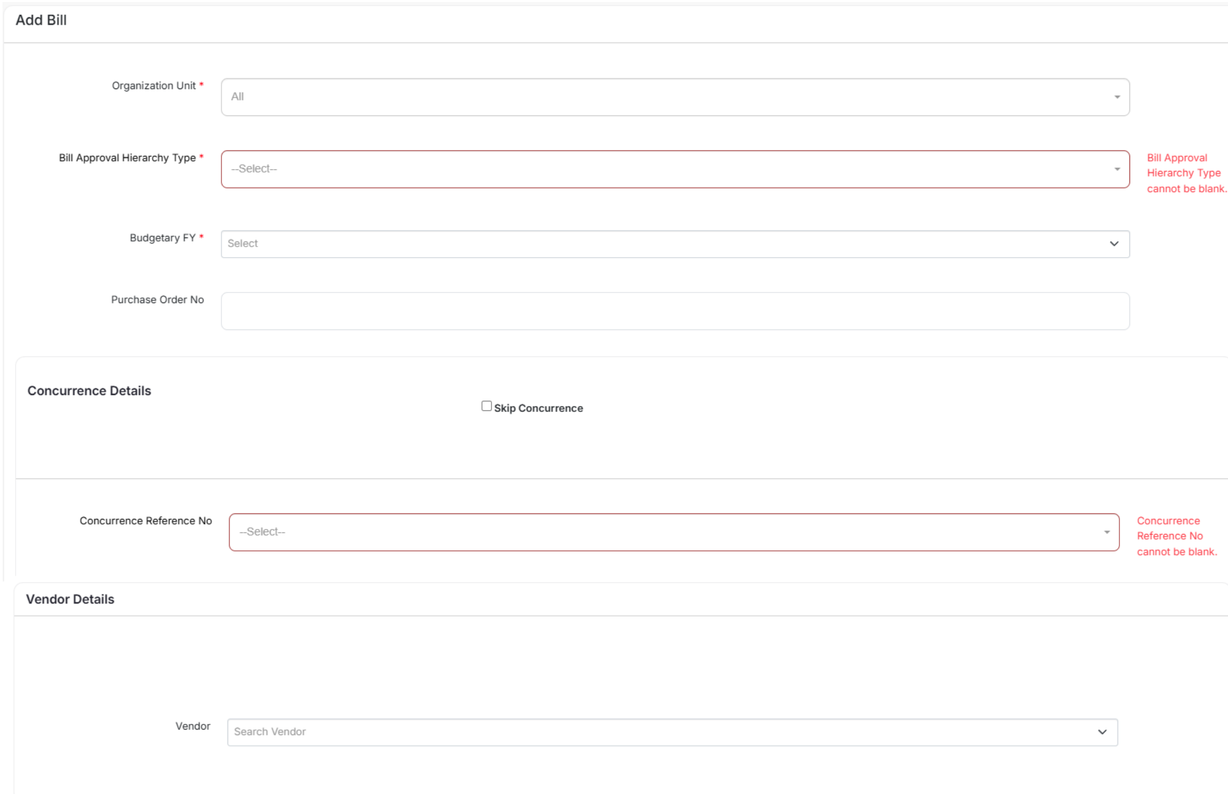
4. Steps to Adding a Vendor Bill

Role required: vendor_bill_creator (mapped to OU in Bill User OU Mapping)

1. Login as vendor_bill_creator and open **Finance** → **Manage Vendor Bill Payment**.
2. Click **Add New Vendor Bill**.
3. Click **Add Bill** and complete the bill form using the vendor invoice:
    - Organization Unit (ensure budget allocation exists for OU & heads).
    - Bill Approval Hierarchy Type (select applicable approval flow).
    - Purchase Order Details (select PO or tick *Skip Purchase Order*).
    - Budgetary FY (select FY).
    - Vendor (select existing vendor).
    - Vendor GST verification option: selecting *Yes* sends an email to vendor with a link to verify GST details.
    - Type of Payment: Advance, Final, Partial. (Advance payments can be adjusted.)
    - Bill No / Bill Date / Upload scanned bill (attach invoice).
    - Bill Amount without Tax, Applicable Taxes, Invoice Amount (auto-calculated).

    - Remarks and Last Date of Verification (if vendor verification enabled).
4. Click **Save**.
5. Open the saved bill (View / Reference number) and click **Verify Bill Details**.
6. Click **ReCalculate** to auto-calc totals; add remarks, tick declaration and **Save**.
7. Click **Submit** to forward the bill into approval flow.
8. Department verifier (role vendor_department_verifier or vendor_department) logs in:
    - Finance → Manage Vendor Bill Payment → Manage Pending Bills.
    - Open the bill → click **Creator Submitted The Bill – Forward For Further Process**.
    - Select Query Status (No Query / Query Raised).
    - Confirm receipt of goods/services (Yes/No) and provide stock/procurement details.
    - Choose Procurement Procedure, Budget Category/Head/SubHead, Amount Recommended, Diary No & Date, Remarks.
    - Click **Forward the Proforma for Verification**.
9. All verifiers in the configured hierarchy perform steps: View bill → **Verify** → choose Query status or forward back for clarification as required.
10. Approver(s) (role vendor_dealing_assistant / vendor_approver) view pending bills and click **Approve the Bill** (choose No Query, add remarks, submit).
11. Once final approval is complete, vendor_batch_creator prepares payment:
    - Select bills via checkboxes → **Batch List Generation**.
    - Choose Mode of Payment and University Bank Account → **Proceed**.
    - Open batch → **Bulk Payment** → fill cheque details → **Submit**.
12. vendor_batch_creator can then go to **Reports** → **Cheque Process** to view cheque processing and manage deductions.

Notes: - The bill will only forward if the respective OU has adequate budget allocations.
- Use the vendor verification toggle if you want vendors to check GST details before payment.


Add Bill
Organization Unit *
All
Bill Approval Hierarchy Type *
--Select--
Bill Approval Hierarchy Type cannot be blank.
Budgetary FY *
Select
Purchase Order No
Concurrence Details
Skip Concurrence
Concurrence Reference No
--Select--
Concurrence Reference No cannot be blank.
Vendor Details
Vendor
Search Vendor

Bill Details

☐ **Skip Bill Details**

Type Of Payment * : Select

Bill No :

Bill Date : Select Date

Upload Bill (Scanned Copy) [upto 10 MB] : Choose File No file chosen

Bill Amount Without Tax(Rs.) :

Applicable Tax : --Select--

Total Tax(%) : 0

☐ Apply Rounding on Tax Amount

Total Tax Amount(Rs.) :

Invoice Amount(Rs.) :

Formula To Calculate Invoice Amount (Bill Amount With Tax) :- (Bill Amount Without Tax) + ((Bill Amount Without Tax) *(Total Tax / 100))

Deduction Category : PERCENTAGE BASED

Applicable Deduction : --Select--

Total Deduction(%) :

Does Other Amount Based Deduction Applicable ? : Select

Total Deduction Amount(Rs.) : 0.00

Advance Amount (**Already Paid To Vendor**) : 0

Other Addition Exempted from tax or tds(Rs.) : 0

5. Steps to Adding an Employee Bill

Roles involved: Employee (personal account), vendor_employee_admin (if admin creates on behalf), vendor_department_verifier, vendor_verifier, vendor_dealing_assistant, vendor_batch_creator.

1. Employee logs in with personal credentials → **Finance** → **Manage Employee Bills**.
2. Click **Add Bill** and complete form using the supporting invoice:
   - Bill Approval Hierarchy Type.
   - Employee Bill Identifier (optional).
   - Is this for dependent? (yes/no) and select dependent details if yes.
   - Budgetary FY, Bill No, Bill Date.
   - Type of Payment: Claim, Final Payment, Advance Payment.
   - Bill Amount (Requested by employee).
   - If FINAL PAYMENT, select Advance Reference No (if advance exists) and the Advance Amount will appear.
   - Refund Amount (if Advance > Settlement), Receipt Reference No (for refund receipt), Payable Amount (if Settlement > Advance).
   - Payee Details (if payment to be made to third party).
   - Upload scanned bill (up to 5 MB) → Save.
3. Click **Submit** to route the bill to the department verifier.
4. Department verifier logs in → **Manage Vendor Bill Payment** → **Manage Employee Bill** → open the bill (Reference / Eye icon) → click **Bill Submitted, Forward For Further Process** and fill:
   - Department for Budget, Budget Category, Budget Head/SubHead.
   - Admissible Amount by Department (if less than claimed).
   - Advance Reference No, Deduction Category, Applicable Deduction (%), Other amount-based deduction (if any).
   - ReCalculate to update payable/total amounts.
   - Total Amount Sanctioned, Diary Number & Date, Remarks.
   - Mark declaration, click **Submit**.
5. vendor_verifier and subsequent verifiers repeat the verification and can raise queries/return for clarification or forward.
6. Approvers (vendor_dealing_assistant / vendor_approver) approve the bill and forward to batch creation.
7. vendor_batch_creator will create payment batch, select mode and bank account and proceed with cheque/bulk payment.

Example scenarios (Advance settlement): - If Advance = Settlement → Payable = 0.
- If Advance > Settlement → Refund amount shows → receipt must be created for refund.
- If Advance < Settlement → Payable amount shows → institution pays balance.

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6. Steps to Pay The Deductions

Deductions (TDS, cess, security deposits) are paid via the Reports → Cheque Process in the Bill Tracking module. There are three deduction workflows:

- Cheque Process for Deduction (Vendor).
- Cheque Process for Employee Deduction.
- Cheque Process for Project Deduction.

Cheque Process — general steps:

1. Reports → Cheque Process → Click **View** → a form opens with three inputs: Deduction, From Date, To Date.
2. Submit the form → two cards display: Vendor Paid Deductions and Vendor Unpaid Deductions.
3. View unpaid deductions → select the relevant bill(s) → click **Cheque Creation**.
4. Fill Cheque Creation form:
    - Name on Cheque.
    - University Bank Account.
    - Cheque No and Cheque Date.
    - Is the payment to be made to vendor? (If YES, select vendor field).
    - Remark (if needed).
    - Total Amount (pre-filled; cannot be edited).
5. Click **Proceed** to record payment.
6. If an error occurs, use the Paid Deduction card to **Reverse** the payment — the entry returns to Unpaid Deductions for correction.

Note: The same process applies for project and employee deductions.

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7. Steps to Adding Receipts

A receipt records incoming money to the institution and will create corresponding debit (bank/current asset) and credit (income) accounting entries.

To add a receipt:

1. Login with vendor_admin role → Finance → Manage Receipts (in Bill Tracking).
2. Click **Add New Receipt** and fill the header fields:
    - Bank Account (where deposit made).
    - Nature of Receipt (select pre-created type).
    - Date of Receipt.
    - Amount (total).
    - Comments / Narration.
    - Status (Active).

3. Click **Receipt Breakup** to allocate the total amount across Income Heads:
    - Click **Add New Receipt Breakup** → fill: Receipt Bill Status (Yes/No), Department, Budgetary FY, Budget Category (Income), Budget Head, Amount (<= total), Payment Type (Cash/Cheque/Online), Payment ID, Upload (if any), Remarks.
4. Click **Publish** when the published breakup totals equal the header Amount.
5. Once published, use **Print Receipt** to generate a printable receipt.

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8. How to create the Nature of Receipts

1. Login as vendor_admin → Finance → Settings → Nature of Receipts.
2. Click **Add New Nature of Receipt**.
3. Fill: Receipt Type (name), Receipt Category Type (e.g., UGC Fund Receipt OH-31/OH-35/OH-36), Description, Status (Active).
4. Save. The created nature becomes selectable when creating receipts.

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9. How to record the Receipts in the Samarth Portal

(Condensed; full step-by-step appears in Section 7 above.)

- Add New Receipt → Fill header → Add receipt breakup(s) → Publish → Print.

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10. Appendix / Screenshots / Notes

- **Screenshots:** Add screenshots for each major step where indicated. Suggested placeholders have been left in the document — replace placeholders with actual screenshots from your instance.

- **Checklist before launching:** Roles created, Budget heads added in FSCM, Bank accounts mapped, Bill Types defined, Approval hierarchies tested in a sandbox.

- **Common issues:** Bills not forwarded → check OU budget allocation; Vendor not visible → check fscm_vendor entries; Deductions not showing → verify deduction configuration.