



KUDOS TO ODLSOFT DEDICATED SECTIONS

1. Heartiest Congratulation to the following sections:

- ✓ **“Cash section”** of F&A : running smoothly on OdLSOft without any support of external DEO. Cash section printed **38133** cheques through ODLSOft.
- ✓ **“Salary section”** of F&A for processing 14th ODLSOft Payslip
- ✓ **“Establishment Section”** (Admin) for processing **45496** employee leave through ODLSOft .
- ✓ **“CDN section”** of Admin division for processing **55,450** Medical claims through ODLSOft.
- ✓ **F& A Division** for processing **46354** vouchers so far in ODLSOft.

REVISED ESTIMATE BUDGET

ODLSOFT SUPPORT FOR OPENMAT

Use travel & Expense module for openmat advance, claim and all other travels

Travel & Expense module under Employee self services should be used for all SRE activities like openmat etc. For openmat, please ensure the billing type as "SED" and accounting details **AE0301011** for Advance and **E0301011** for final claim.

LOCATION FOR OPENMAT

While filling up the claim for TA/DA, If location is not appearing in location drill down, choose "OTH" and write the actual location in "Comment" column.

FINANCIAL PERIOD CLOSING

The first qtr account has been finalized through ODLSOFT and budget period for first qtr (1st Apr to 30 June 2010) is closed in the system. **No back dated entry for this period is allowed in the system.** In view of last quarter for the financial year 2010-11, (Jan'11 to March'11) all Schools / Divisions /Centers are required to complete their entry for all Payment/Receipts/Adjustment for their second and third quarter of the financial year 2010-11 and these periods will also be closed soon in the system.

The RE budget 2010-11 has been uploaded in the system for all Schools/Centers/RCs/ECs and available for use.

MASTER TRAINER PROGRAM

Master trainer program is in progress. Training on Salary, LTC, Medical, Loans & Advances, TA/DA and technical reports & query generation have been completed. All the master trainers attended the training and qualified will be intimated, marking a copy to their respective head of Schools/Division. **Training program for others modules of HRMS and Finance will be notified shortly.** All master trainers are supposed to train minimum of 15 end users.

ACCOUNTS & CASH-BOOKS

All Divisions/Schools/Centers are required to prepare their Cash book in ODLSOFT only. No manual cashbook will be entertained by F&A division. Prepare ODLSOFT generated cash book for the second and third quarter 2010-11 and submit the last page of cash book to F&A division, with total Payment & Receipt, where overall closing balance is appearing.

SUBMISSION OF CASH BOOK TO F&A

Follow the below mentioned process to generate the cash book for first to fourth quarter and submit

Continue...

Continued...the last verified page of the cash book with net closing to the finance division.

1st Qtr (01Apr~30June)

Run the cash book for
Period: 01-04-2010 to 30-06-2010

2nd Qtr (01Jul~30Sep)

Run the cash book for
Period: 01-04-2010 to 30-09-2010

3rdQtr (01Oct~31Dec)

Run the cash book for
Period: 01-04-2010 to 31-12-2010

4th Qtr (01Jan~31Mar)

Run the cash book for
Period: 01-04-2010 to 31-03-2011

**SHARING OF ODLSOFT USER ID
& PASSWORD IS DANGEROUS**

If you are sharing your password with your colleagues or any other staff, then your transaction may become insecure. Anyone can use your password (deliberately / by mistake) and can create or remove some important financial transactions. Change your Password frequently.

**WHEN THE LEAVE BALANCE IS
ZERO**

In case of, system showing "0" (**Zero**) balance of leave, please wait for some time. It happens due to some processes, running in the system, which affects the leave database like Salary Processing / Leave Processing or System up gradation. But as soon as these processes are over, you can see your leave balance, correctly.

NODAL OFFICER

In respect of any changes in Finance module, the following nodal officer need to be contacted for request approval.

Mr. T.K.Kaul

Nomination of Nodal officer has been approved by Hon'ble Vice Chancellor. TCS has been instructed not to do any changes in the system, without approval of the above nodal officer.

ERP HELP DESK

Mrs. Anita Sajwan, extn. 1705 for Employee data related issue for Admin officials (Block 7 Room 5)

Mr. R Sivaraj, extn.. 1102 for Academic employee data related issue (Block 1 Room 2)

TCS extn.. 1206 for Finance (Block 2 Room 06)

IGNOU helpdesk (**Kiosk**) extn. no. 1922 / 1840/1841/1842 for all ERP related issues.

1922 at CD (TCS support team) for TCS support

**USING IGNOU MAIL ID FOR ANY
ODLSOFT RELATED
REQUIREMENTS**

All IGNOU employees are requested to use IGNOU mail id only (id(@ignou.ac.in) for the benefit of alerts & various other transactions of ODLSOft.

In case of non availability of Ignou mail id, please write a e-mail to yashpal@ignou.ac.in with a copy to ravim@ignou.ac.in, arunverma@ignou.ac.in.

SUPPORT ON SATURDAY/SUNDAY/ HOLIDAYS

TCS team is not available on Saturday/Sunday/Holidays in IGNOU campus. However ERP help desk can be made available, on prior information by the Division/Schools to ERP help desk.

EMPLOYEE MASTER DATA RELATED ISSUES

Any query / suggestion / modification and creation of Employee data / leave data / dependent data for non-academic staff may be routed through Ms. Anita Sajwan or Ms. Seema Bhardwaj of Admin div. at extension no. 1705 (Block 7 room 5). Any query / suggestion / modification and creation of Employee data / leave data / dependent data for academic staff may be routed through Sh. PVSS Satyanarayana/ Sh. R Sivaraj at extension no. 1124/ 1103 (Block 1 room no.17)

HOW TO REACH TO THE DOCUMENTS

To reach to document from wiki please follow the following rute:

www.ignou.ac.in→IGNOU Wiki Services
→ Divisions and Units→ Computer
Division→ODLSoft→Documents

Or

To direct open the ODLSoft related documents page in Wiki Please click on the following link

[http://ieg.ignou.ac.in/wiki/index.php/IGNOU_WIKI/Divisions and Units/Computer Division/ODLSoft/Documents](http://ieg.ignou.ac.in/wiki/index.php/IGNOU_WIKI/Divisions_and_Units/Computer_Division/ODLSoft/Documents)

ODLSOFT TRAINING 24X7 (ON- DEMAND)

Training on ODLSoft can be imparted for the batch of minimum 5 officials at any time during the working hours and on Saturday/Sundays/Holidays, on prior information

IMPORTANT DOCUMENTS

1. TA/DA user manual – wiki & Intranet
2. Requisition for new Vendor creation in ODLSoft - Bulletin-03, wiki

TRAINING / OTHER INFORMATION OF ODLSOFT

All latest news on ODLSoft regarding the training and other information are available on IGNOU website under:

www.ignou.ac.in-->Internet & ODL Soft Services or Copy and paste the following link in browser
<http://www.ignou.ac.in/ignou/odl/news>

Note: All ODLSoft related documents/bulletins are kept in the IGNOU **Intranet Services & ODLSOFT(ERP)** at the bottom of IGNOU website www.ignou.ac.in and in Wiki under ODLSoft.

ODLSOFT ESCALATION MATRIX: IGNOU

In Case of HR Related Issues		
Level	Officials	Contact Details
First	Mrs. Mamta Khanna & Mrs. Veena Chauhan	1840
Second	Mr. Ravi Mendiratta	1921
In Case of Finance Related Issues		
First	Mr. Abhishek & Mr. V.K. Sharma	1840/ 1842/ 1928
Second	Mrs. Anjana Verma	1919
In Case of Stock/Inventory		
First	Mr. Rishi	1840/ 1842
Second	Mr. V.K. Sharma	1928

Third escalation level in respect of all three above modules will be JD (ERP) /HEAD (CD)

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