



Kudos to OdlSoft Dedicated Schools / Sections

1. Heartiest Congratulation to the 30 IGNOU employees and 5 TCS Consultants for Odlsoft certificate awarded by Hon'ble Vice Chancellor on 19th August 2011

2. Congratulation to the following schools/sections for receiving Odlsoft certificate awarded by Hon'ble Vice Chancellor on 19th August 2011

- School of Agriculture
- School of Law
- School of Management Studies
- Cash Section, F&A
- Fee Receipt Section, F&A
- Account Section, F&A
- Establishment Section, Admin
- CDN, Admin
- CPU Store/ Admin
- Academic Co-ordination Division
- MPDD
- Computer Division

New Functionalities:

- Print Command in Medical Module
- Crediting of non-salary payments like Medical etc. directly to bank accounts of employees

Awaiting Confirmation from Admin. Division for usage of the following modules:

- Children Education allowance reimbursement
- On line application for housing allotment
- On line requisition for Transport
- Employee Welfare Fund
- Purchasing in CPU
- Recruitment

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 account head and Forward the Cash Advance and Claim to Employee id 3698.(SRE).

PF Information in Self Service: Now employee can see his PF Information in Self service. The Navigation for the same is: **HCM→Self Service → Provident Fund**

LTC For Lien Officials(Less than One Year): In case of any official coming from Govt Organisation in Lien, spent less than an year in IGNOU he needs to get approval from Registrar Admin for Grant of LTC. On approval of R(A) odlsoft will allow respective officials to claim LTC.

Medical Advance In case of Hospitalization : CDN Section is authorized to raise the medical Advance for the employee admitted to the hospital.

Loans & Advances: Loans & Advances are processed through ODLSoft.

Navigation is as given below:

ODLSoft – Launch HCM – Self Service --- Loans & Advances

Uploading of the document on Academic Leave: Only one file can be retrieved by supervisor in case of multiple files uploaded by applicant **and it is not Zipped**.

How to attach the multiple Attachment:-

1) Create a ZIP/RAR file containing multiple files (to be uploaded).

2) Attach the ZIP/RAR file.

Kindly contact ERP help desk in case of any help.

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

Accounts & Cash-Books: All the schools/Canters are requested not to use Cash Account and Account Names allotted to Schools starting from A00P in making their vouchers Payments. PAN and TAN Numbers are to be entered in ODLSOFT. For any help, please contact ERP helpdesk.

Submission of Cash book to F&A : Follow the below mentioned process to generate the cash book for first to fourth quarter and submit 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: 01-04-2011 to 30-06-2011

2nd Qtr (01Jul~30Sep)

Run the cash book for
Period: 01-04-2011 to 30-09-2011

Master Trainer Program: Master trainers have imparted training on Payroll, Budget, LTC, Medical, Loans & Advances, TA/DA, Account Receivable and technical

reports & query generation. All the master trainers are required to train minimum of 15 end users for getting the certificate.

Updation of Email ids: All users are requested to update their respective E-mail ids in **HCM → Self Service → Personnel Information → Email Addresses**

It is mandatory to maintain ignou mail id (*id@ignou.ac.in*) for alerts and all related information.

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

USE IGNOU Mail Id ONLY for any OdLSoft related requirements

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.

Nodal Officer : In respect of any changes in Finance & HRMS module, the following nodal officers need to be contacted for request approval.

Mr. T.K.Kaul (Finance) & Dr.SS Bisht (HCM)

TCS has been instructed not to do any changes in the system, without approval of the above respective 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 (New Block)

TCS extn.. 1221 for Finance (Block 2)

IGNOU helpdesk, extn. no. 1840/1841/1842 for all ERP related issues.

TCS Support Team : Extn.1922 at Computer Division.

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)

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 – ODLSoft Portal
2. Requisition for new Vendor creation in ODLSoft - Bulletin-03, intranet & ODLSoft on ignou site.

Training / Other Information of OdlSoft

All latest news on ODLSoft regarding the training and other information are available on ODLSoft Portal (you reach the portal, the moment you log in ODLSoft)

ODL-Soft Responsibility Matrix :IGNOU Officials

ODLSoft

Modules	Primary		Secondary	
	Name	Ph./Mob.	Name	Ph./Mob.
HCM				
Workforce Administration	Mohini	1840	Veena Chauhan	1842
Position Management, Service book	Mohini	1840	Veena Chauhan	1842
General Administration, TA/DA, Housing, EWF, CEA	Badri	1840/9910817206	Veena Chauhan	1842
Recruitment,	Rohit	1840/9911497471	V.K Sharma	1928/ 9968291793
Performance Management	Rohit	1840/9911497471	Veena Chauhan	1842
Payroll	Badri	1840/9910817206	Ravi Mendiratta	1921 / 9810905660
Pension, GPF, CPF	Badri	1840/9910817206	Ravi Mendiratta	1921 / 9810905660
Training	Rohit	1840/9911497471	V K Sharma	1928/ 9968291793
Leaves/Absence Management	Mohini	1840	Veena Chauhan	1842
Benefits (Loans & Advances, LTC, Inst. Membership, Medical & Governance)	Mohini	1840	Veena Chauhan	1842
Transport	Badri	1840/9910817206	V.K.Sharma	1928/ 9968291793
Documentum	Rohit	1840/9911497471	Veena Chauhan	1842
FSCM				
General Ledger	Javed	1841/7503808678	Mamta Khanna	1842
Investments	Javed	1841/7503808678	Mamta Khanna	1842
Budgeting	Javed	1841/7503808678	Mamta Khanna	1842
Accounts Receivables	Javed	1841/7503808678	Mamta Khanna	1842
Accounts Payable	Javed	1841/7503808678	Mamta Khanna	1842

Maintenance Management	Raj Kumar	1841/8130046449	Anjana Verma	1919
Project Costing	Mohini	1840	Arun Verma	1841/ 9990291493
Asset Management	Rohit	1840/9911497471	V.K Sharma	1928/ 9968291793
Inventory	Rohit	1840/9911497471	V.K Sharma	1928/ 9968291793
Portal & Performance Mgmt	Mohini	1840	Veena Chauhan	1842
Purchasing	Rohit	1840/9911497471	V.K Sharma	1928
Reconciliation	Badri	1840/9910817206	Mamta Khanna	1842

End