



IGNOU
Computer Division (ERP)



Date: 22 July 2010

ODLSOFT: Information Bulletin 03

Status of ERP (ODLSoft) modules is put up below for information.

1. Compensatory Leave for Gr. B, C & D employees (Comp. Leave)

Initial leave balance for all B, C & D employees will show "0", as default value. Sections/Schools/Divisions are requested to contact Mrs. Anita Sajwan, extension: 1705, to credit the leave balance in the system for their respective employees, enabling them to avail the Comp. leave.

Provision has been made in the ODLSoft to avail the Comp. leave, even if there is Zero balance, which will show negative balance. The same can be adjusted, after getting it credited on approval of Head of the Sections/Schools/Divisions.

2. TA/DA Expense Module

New User friendly "user manual", prepared by Computer Division is attached for easy reference for taking Advance & Claiming expenses thru TA/DA module.

Click on [User Manual TA/DA](#) link for TA/DA User Manual

3. Conference / Board Room (Block-8) Booking:

Navigation : HCM → General Administration → Meeting & Schedule → Book Conference Room → Select tab "Add a new value" → Look up for conference room/ Board room no. & Select → Click on "Add" button.

Approval of booking Board Room, Block -8, needs to be **RECONFIRMED** by Ms. Jancy, at Extn. 1803.

* Booking of Guest house and IUC have not been configured in the ODLSoft. Please continue booking manually.


4. Cash Book generation by Schools/ Units/Centers

All Schools/ Centers/ Units are requested to complete their entries in ODLSoft till 30th June 2010 and generate ECR and Cash Book for the **first quarter of the current year 2010-11 (April-June)**. For any assistance, please contact ERP Help Desk.

5. Nodal Officer

In respect of any changes in HRMS/FSCM modules, the following nodal officers need to be contacted for request approval.

- | | | |
|----------------------------------|---|--------------------|
| 1. For Financial related changes | : | Mr. T.K.Kaul |
| 2. For HR related changes | : | Mr. R. Thyagarajan |

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Nomination of Nodal officer has been approved by Honb'le Vice Chancellor. TCS has been instructed not to do any changes in the system, without approval of the above two nodal officers in the respective functional area.

6. Vendor Creation

In order to restrict the entry of duplicate vendors in the system, New Vendor creation in ODLSoft is now restricted. All are requested to send the filled **RequisitionTemplate for Vendor** Creation to ERP Helpdesk, through e-mail: averma@ignou.ac.in, abhishek@ignou.ac.in. The attached Requisition template for Vendor Creation can be downloaded from ODLSoft portal / IGNOU Wiki / IGNOU website< Internet services & ODLsoft>

Click on link **Requisition for Vendor Creation** for **Template for Vendor Creation**

7. ERP Help Desk

Extension no. 1705	for Employee data (Block 7 Room 5)
Extension no. 1217	for Finance (Block 2 Room 17)
Extension no. 1922 / 1840 /1842	for HR and Finance 1922 at CD (TCS support team) 1840 & 1842 ERP support team in front of Horticulture Cell

8. 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.

9. 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)

10. Requirement of ODLSoft Training

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.

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

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11. ODLSoft Escalation Matrix: IGNOU

In Case of HR Related Issues		
Level	Officials	Contact Details
First	Mrs. Mamta Khanna & Mrs. Veena Chauhan	1840/ 1842
Second	Mr. Ravi Mendiratta	1921
In Case of Finance Related Issues		
First	Mr. Abhishek & Mr. V.K.Sharma	1840/ 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)

User Manual TA/DA

1. Travel Authorization

Navigation: Employee Self Service→Travel and Expense Center→ Travel Authorization for IGNOU→ Create, Modify and View TA

2. Cash Advances

Navigation: Employee Self Service→Travel and Expense Center→ Cash Advance → Create, Modify and Cancel

3. Expense Report

Navigation: Employee Self Service→Travel and Expense Center→ Expense Report→ Create, Modify and Print

Scenarios:

1. TA/DA claim –Local (Nil Advance)
2. TA/DA Claim–Outstation
 - a. To Claim TA/DA Before Out Station Travelling
 - b. To Claim TA/DA After Returning From Out Station Travelling

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TA/DA claim –Local (Nil Advance)

In the case of Local travelling without taking Advance, user have to fill Expense Report Only

Navigation: Employee Self Service→Travel and Expense Center→Expense Report→Create
Inputs:

- Quick Start Combo – Select “A Blank Report”

General Information Section:

- Description (ex: To attend a meeting/ To attend a seminar etc.)
- Purpose (Official work Local, Domestic, and Foreign.)
- Default Location (Destination location)
- Select pay commission (5TH or 6TH)

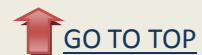
Details Section:

- Expense Type (Daily Allowance such as Food, Hotel, Travel etc.)
- Expense Date
- Amount Spent
- Currency (RS Default)
- Payment Type (Cash or Cheque Payment)
- Billing Type (Academic, Admin or Local)
- Click on the Hyperlink “**Details**” and Enter basic details:-
 - a) *Start-Date & Time and *End Date & Time.
 - b) *Payment Type (Cash or Cheque)
 - c) *Billing Type (Academic, Admin or Local)
 - d) Paid by (Office or Self)
 - e) **In Case of Road Mileage only**
 - I) Transport ID
 - II) Kilometers
 - III)* Click on Calc Mileage
 - f) *Destination Location
 - g) Enter Description
 - h) Enter Amount Claimed (If differ from entitlement)
 - i) *Entitlements→ There are two kinds of entitlements :
 - Does not Exceed → When user getting facilities while travelling according to his post or limitation.
 - Exceeds Entitlements → When user getting facilities while travelling beyond his post or limitation because of some urgent official work.
 - j) *Actual Amount Spent (Actual amount spent while travelling)
 - k) Reimbursement Amount
 - l) *Check Expense for Errors → To know about any error in the page just click on this tag, it will automatically change the field color “RED” wherever there is a need of change.
 - m) Return to expense report.

Validate TA/DA (Click)

Submit

Cont...



T/DA Claim–Outstation

TO CLAIM T/DA BEFORE OUT STATION TRAVELLING

1. Travel Authorization

Navigation: Employee Self Service-→Travel and Expense Center-→Travel Authorization for IGNOU-
→Create→Add a new value

Inputs:

- *Expense Location (Destination Location)
- Office Order No.
- *Business Purpose (Select Official Tour-Local or Official Tour-Domestic or Official Tour-Foreign from Drop Box)
- *Date from / Date to (Total period of travel.)
- *Purpose of visit (Ex: To attend a meeting/ to attend a seminar)
- Submit for approval

Note: After submitting travel authorization it will generate a unique I.D. that must be interlinked in Expense Report. (Option will be available in Expense Report you just need to click on this.)

Link will be like: [Related Travel Authorization](#)

2. Cash Advance

Navigation: Employee Self Service-→Travel and Expense Center-→Cash Advance→ Create

Inputs:

- Quick Start Combo – Select “A Blank Report”


General Information Section:

- *Description (ex: To attend a meeting/ to attend a seminar etc.)
- *Purpose (Official work Local, Domestic, and Foreign.)
- Default Location (Destination Location)
- *Select From-Date and To-Date
- Type comments, if any.
- Select pay commission (5TH or 6TH)
- *Click on “[Related Travel Authorization](#)” link (It links Travel Authorization with Cash Advance)

Details Section:

- Expense Type (Daily Allowance such as Food, Hotel, Travel etc.)
- Expense Date
- Amount Spent
- Currency (RS Default)
- *Payment Type (Cash or Cheque Payment)
- *Billing Type (Academic, Admin or Local)
- Click on the Hyperlink “**Details**” and Enter basic details:-
 - n) *Start-Date & Time and *End Date & Time.
 - o) *Payment Type (Cash or Cheque)
 - p) *Billing Type (Academic, Admin or Local)
 - q) Paid by (Office or Self)
 - r) **In Case of Road Mileage only**
 - I) Transport ID
 - II) Kilometers
 - III) *Click on Calc Mileage
 - s) *Destination Location
 - t) Enter Description
 - u) Enter Amount Claimed (If differ from entitlement)
 - v) Entitlements→ There are two kinds of entitlements :
 - Does not Exceed → When user getting facilities while travelling according to his post or limitation.
 - Exceeds Entitlements → When user getting facilities while travelling beyond his post or limitation because of some urgent official work.
 - w) Actual Amount Spent (Actual amount spent while travelling)

Cont...

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x) Check Expense for Errors → To know about any error in the page just click on this tag, it will automatically change the field color “RED” wherever there is a need of change.

y) Click on Accounting Detail link and enter chart field.

z) Click on “[Return to expense report](#)” hyperlink.

aa) Enter other details if any and repeat the steps as above in **Details Section**.

Validate TA/DA (Click)

Submit

3. Expense Report

Navigation: Employee Self Service→Travel and Expense Center→Expense Report→Create

Inputs:

- Quick Start Combo – Select “A Blank Report”

General Information Section:

- Description (ex: To attend a meeting/ To attend a seminar etc.)
- Purpose (Official work Local, Domestic, and Foreign.)
- Default Location (Target station)
- Select pay commission (5TH or 6TH)
- *Related Travel Authorization (It links Travel Authorization with Expense Report)

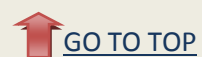
Details Section:

- Expense Type (Daily Allowance such as Food, Hotel, Travel etc.)
 - Expense Date
 - Amount Spent
 - Currency
 - Payment Type (Whether Cash or Cheque Payment)
 - *Billing Type (Whether Academic, Admin or Local)
 - *Click on the Hyperlink “**Details**” and Enter basic details like :-
- a) Start date/time and End date/time travelling, hotels etc.
- b) Payment Type (Cash or Cheque)
- c) Billing Type (Whether Academic, Admin or Local)
- Click on the Hyperlink “**Details**” and Enter basic details:-
- bb) *Start-Date & Time and *End Date & Time.
 - cc) *Payment Type (Cash or Cheque)
 - dd) *Billing Type (Academic, Admin or Local)
 - ee) Paid by (Office or Self)
 - ff) **In Case of Road Mileage only**
 - I) Transport ID
 - II) Kilometers
 - III) Click on Calc Mileage
 - gg) *Destination Location
 - hh) Enter Description
 - ii) Enter Amount Claimed (If differ from entitlement)
- d) Entitlements→ There are two kinds of entitlements :
- Does not Exceed → When user getting facilities while travelling according to his post or limitation.
 - Exceeds Entitlements → When user getting facilities while travelling beyond his post or limitation because of some urgent official work.
- e) Actual Amount Spent (Actual amount spent while travelling)
- f) Reimbursement Amount
- g) Click on Accounting Detail link and enter chart field.
- h) Check Expense for Errors → To know about any error in the page just click on this tag, it will automatically change the field color “RED” wherever there is a need of change.
- i) Return to expense report.

Validate TA/DA (Click)

Submit

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B. TO CLAIM TA/DA AFTER RETURNING FROM OUT STATION TRAVELLING

1. Travel Authorization

Navigation: Employee Self Service-→Travel and Expense Center-→Travel Authorization for IGNOU-→Create

→Add a new value

Inputs:

- *Expense Location (Destination Location)
- Office Order NO.
- *Business Purpose (Select Official Tour-Local or Official Tour-Domestic or Official Tour-Foreign from Drop Box)
- *Date from / Date to (Total period of travel.)
- *Purpose of visit (Ex: To attend a meeting/ to attend a seminar)
- Submit for approval

2. Expense Report

Navigation: Employee Self Service→Travel and Expense Center→Expense Report→Create

Inputs:

- Quick Start Combo – Select “A Blank Report”

General Information Section:

- Description (ex: To attend a meeting/ To attend a seminar etc.)
- Purpose (Official work Local, Domestic, and Foreign.)
- Default Location (Target station)
- Select pay commission (5TH or 6TH)
- Related Travel Authorization (It links Travel Authorization with Expense Report)

Details Section:

- Expense Type (Travel and Daily Allowance such as Food, Hotel, Travel etc.)
- Expense Date
- Amount Spent
- Currency
- Payment Type (Whether Cash or Cheque Payment)
- Billing Type (Whether Academic, Admin or Local)
- Details “Here we put basic details such as”
 - a) Start date and End date of travelling
 - b) Start Time and End Time of travelling
 - c) Payment Type (Whether Cash or Cheque Payment)
 - d) Billing Type (Whether Academic, Admin or Local)
 - e) Paid by (Whether office or Self)
 - f) Transportation I.D. (Auto, Bicycle, Foot, Motorcycle, Car, Scooter, Taxi-Ac, Taxi Non-Ac, Tonga)
 - g) Kilometers
 - h) Destination Location (Targeted Location)
 - i) Entitlements→ There are two kinds of entitlements :
 - Does not Exceed → When user getting facilities while travelling according to his post or limitation.
 - Exceeds Entitlements → When user getting facilities while travelling beyond his post or limitation because of some urgent official work.
 - j) Actual Amount Spent (Actual amount spent while travelling)
 - k) Reimbursement Amount
 - l) Check Expense for Errors → To know about any error in the page just click on [Check Expense for Errors](#) link, System will give error message if any error exists.
 - m) Click on Return to Expense Report Hyperlink to return to the main page.
 - n) Click on Validate TA/DA button to validate the Expense Report.
 - o) Click on “Submit button” if you want to direct Submit this Expense Report or Click on “Save for Later” to save the Expense Report and to be Submitted later.
 - p) Take print of this Expense Report by clicking on “Print Expense Report” button

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