



**ODLSOFT: Information Bulletin 04**

Updated Information in respect of ERP (ODLSoft) is given below for your ready reference:

**1. What is New?**

**Purchase Module:** Purchase module is operational with effect from 01-09-2010. Training on Purchase and Inventory module for all Divisions/Schools/Centers has been scheduled on **All Saturdays** in 2 batches from 11:00 AM to 1 PM and 02PM to 04:00 PM at Computer Division, Room No. 10

Queries/ Questions in respect of other ODLSoft modules will also be addressed in the afternoon session including HRMS and Finance modules.

**The simplified flow diagram for Purchasing cycle is given on page no 7**

**Material Request**

Request of Material/Item issue, will be sent to respective Stores through ODLSoft. Please click on the following link to reach to the Material/Item Issue's user document.

[Material/Item Issue](#)

**IGNOU Mail Id :** 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. A list of all IGNOU mail id, created by computer division is kept in the ODLSoft portal / Wiki / Interanet. In case of request for creation of mail id / password please e-mail to [yashpal@ignou.ac.in](mailto:yashpal@ignou.ac.in) with a copy to "Ravi Mehandiratta <[ravim@ignou.ac.in](mailto:ravim@ignou.ac.in)>, [arunverma@ignou.ac.in](mailto:arunverma@ignou.ac.in).

**Please use Ignou e-mail id,** for all correspondence in IGNOU for faster & secure communication.

**2. Board Room Booking**

Board Room Booking has been removed from ODLSoft on request from VC office. The booking and confirmation should be taken up telephonically only.

**3. Cash Book generation by Schools/ Units/Centers**

**Schools completed cash book through ODLSoft for 1st quarter of current year.**

Following Schools & Centers have completed their first quarter cashbook for the year 2010.

- |           |          |
|-----------|----------|
| 1. SOA    | 6. SOVET |
| 2. SOL    | 7. SOS   |
| 3. SOCE   | 8. NCIDE |
| 4. SOMS   | 9. SOSW  |
| 5. SOJNMS | 10. SOFL |



SOA was the first school to complete the Cash book in ODLSoft for the current quarter.  
“**Congratulation to Director & all concern officials of SOA** “

4. All Schools/ Centers/ Units are requested to complete their entries in ODLSoft till 31<sup>th</sup> October 2010 and generate ECR and Cash Book for the first and second quarter of the current year 2010-11 (April-June & July-September). For any assistance, please contact ERP Help Desk.

#### 5. For Schools / Centres

All schools/Centers are required to enter their specific bank account number in all payment lines in Payment tab of Contingent bills (Regular Vouchers/Advance Vouchers). System will not save the voucher if wrong account number is selected.

#### Precautions

1. Do not type the Date in date fields. Only select the date by the calendar available.
2. Always change Bank-Account No with the number assigned to the School/Centers, in Bank Account field at Payment Tab.
3. Reinsure the type of voucher you are going to prepare.
4. Raise ticket, at ODLSoft helpdesk for any correction required.
5. Always use IGNOU specific e-mail id for any ODLSoft related Query/Corrections. Please mention the following details in the mail:
  - a) Login ID :
  - b) Name :
  - c) Div/Sch./Center :
  - d) Designation :
  - e) Intercom No :


#### 6. List of Empanelled Hospital

List of empanelled Hospitals/Doctors is available at

1. IGNOU official website [www.ignou.ac.in](http://www.ignou.ac.in) at Link [Intranet Services & ODLSOFT\(ERP\)](#)
  - a) List of Empanelled Hospitals/ Diagnosis Centres/ Eye/ Dental/ Ayurvedic/ Homeopathic
  - b) List of IGNOU Panel Doctors
2. ODLSoft at following navigation  
<http://ims.odlsoft.ac.in> →HCM→Self Service→Medical Request→(Link)  
Empanelled List Of Hospitals/Doctors

#### 7. Stoppage of Vendor Creation by Users:

Due to **duplication of vendors**, created in the ODLSoft, Cleansing of duplicate Vendors is in progress by Computer Division. In view of it, centralized creation of new

 [GO TO TOP](#)

vendor will be taken up by ERP cell of Computer Division. Request for creation of new vendor data may please be sent in the format provided. All are requested to send the filled **RequisitionTemplate for Vendor** creation to ERP Helpdesk, through e-mail:

veena chauhan"" <veenachauhan@ignou.ac.in>, [abhishek@ignou.ac.in](mailto:abhishek@ignou.ac.in). The Requisition template for Vendor Creation can be downloaded from ODLSoft portal / IGNOU Wiki / IGNOU website< Internet services & ODLsoft>

## 8. TA/DA Module

Cash Advance screen in respect of Expense (TA/DA) is being simplified. Details will be notified in next ERP bulletin.

## 9. Important Queries

Following are the queries available in ODLSoft.

MODULE	SL	QUERY NAME	DECRPTION
Finance	Path	FSCM→Reporting Tools→Query Viewer	
	1	IGN_AP_CASHBOOK_PYMNTS	AP Cashbook Payment Side
	2	IGN_AP_CASHBOOK_RCPT	AP Cashbook Receipt side
	3	IGN_AP_CASHBOOK_UD	AP Cashbook UD Details
	4	IGN_AP_DEPTWISE_ECR	AP DEPTWISE ECR
	5	IGN_AP_DEPTWISE_ECR_NOT_PAID	AP DEPTWISE ECR NOT PAID
	6	IGN_VOUCHER_PAYMENT_DETAILS	Payment Voucher Details
Medical	7	IGN_ADV_PEND	Unadjusted Advances
	Path	HCM→Reporting Tools→Query Viewer	
	1	IGN_MED_ADV	Medical Advances
	2	IGN_MED_ADV_PENDING	Outstanding Medical Advances
	3	IGN_LTC_ADV_TILL_DATE	All LTC Advances within two entered dates
	4	IGN_OUTSTANDING_LTC_ADV	All outstanding LTC Advances within two entered dates
	HR		HCM→Reporting Tools→Query Viewer
	1	IGN_DEPTWISE_LIST	Department wise employees
	2	IGN_EMPLCTCT	Employee Contact Details

## 10. 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

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.

 [GO TO TOP](#)

## 11. ERP Help Desk

Extension no. 1705 for Employee data (Block 7 Room 5)  
Extension no. 1212 for Finance (Block 2 Room 12)  
Extension no. 1922 / 1840 for HR and Finance  
1922 at CD (TCS support team)  
1840 & 1842 ERP support team in front  
of Horticulture Cell

## 12. 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.

## 13. 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 )

## 14. 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.

**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](http://www.ignou.ac.in) and in Wiki under ODLSoft.

## 15. ODLSoft Escalation Matrix: IGNOU

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

 [GO TO TOP](#)

## 16. Important Documents :

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

### How to reach to the Documents

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

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:

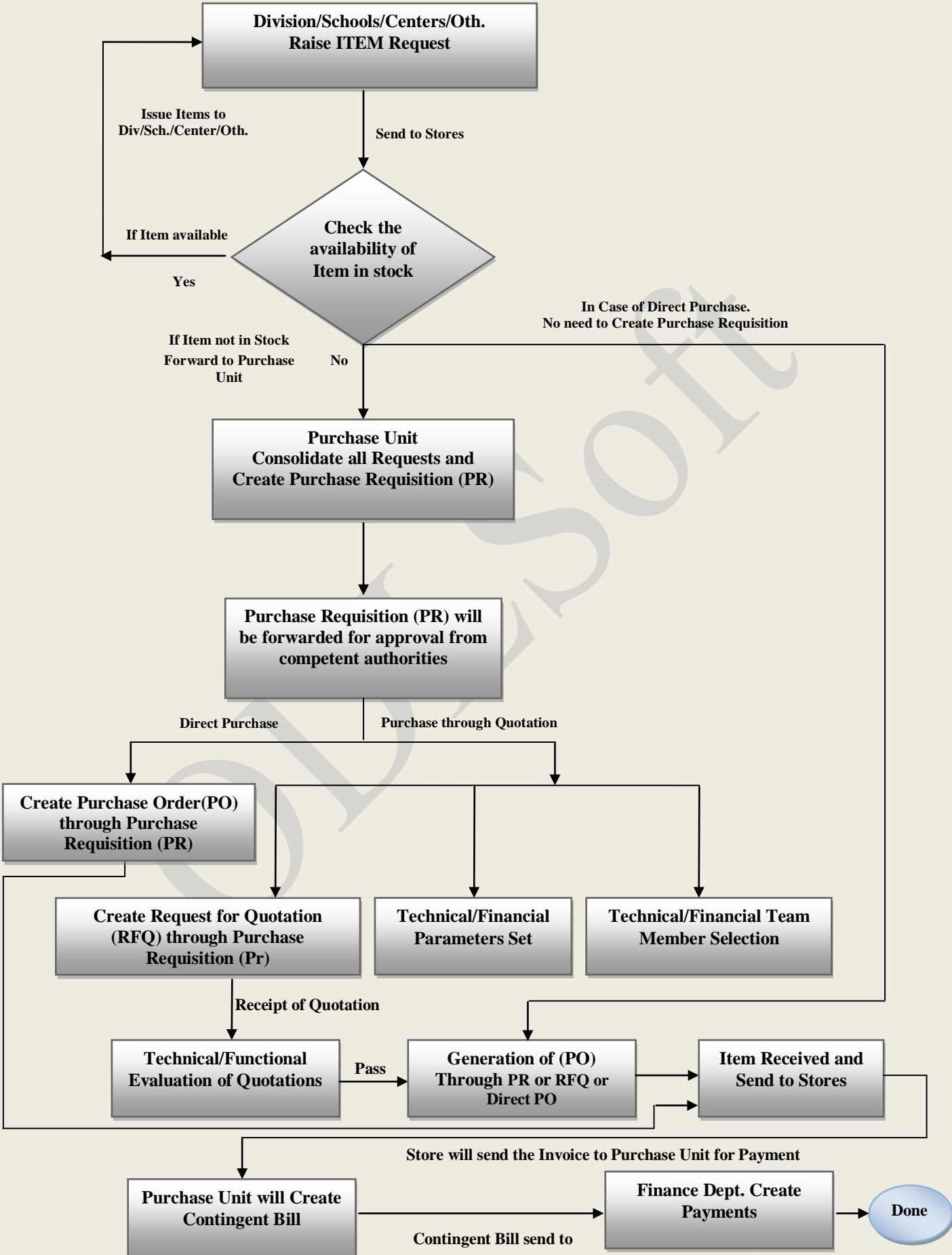
[http://ieg.ignou.ac.in/wiki/index.php/IGNOU\\_WIKI/Divisions and Units/Computer Division/ODLSOft/Documents](http://ieg.ignou.ac.in/wiki/index.php/IGNOU_WIKI/Divisions_and_Units/Computer_Division/ODLSOft/Documents)

## Requisition Form for Vendor Creation

*Type of Vendor	<p><b>Please mark (√) on appropriate box</b></p> <p>Evaluator ( ) <span style="float: right;">Evaluator ID : (If available)</span>          (If Evaluator is an IGNOU Employee, Give EMP ID)</p> <p>Paper Setter ( )          (If Paper Setter is an IGNOU Employee, Give EMP ID)</p> <p>Outside Party (Regular Vendor) ( )</p> <p>One Time Vendor ( )</p>
*Vendor Name	
*Withholding	<p>EWF – Employee Welfare Fund Y/N :</p> <p>INDIT – Income Tax(TDS) Authority Y/N :          (In Case of INDIT, Please give the following details)</p> <ul style="list-style-type: none"> <li>• Class :</li> <li>• PAN No. :</li> </ul>
Address	*Address 1 :
	Address 2 :
	*City :
	*State :
	*Pin Code :
	Email ID :
Requester Detail	<p>Name :</p> <p>EMPID :</p> <p>DIV/Sch./Unit/Oth. :</p> <p>Designation :</p> <p>Intercom No :</p> <p>Date :</p>

**\* - Mandatory Fields**

# ODLSoft Purchase Module Process Flow



## Material/ Item Requests

Request of Material/Item issue, will be done through ODLSoft only, from 1<sup>st</sup> September 2010 onwards.

- **How to raise Material/Item request from different stores (CPU, CD, MPDD1, MPDD2 and EMPC)?**

To raise a Material/Item request please follow the following navigation.

Navigation (For Material Request):

**FSCM→Inventory→Material Issue**

Input requirement in Material Issue Page:

1. Business Unit/ Type of Stores : CPU,CD,MPDD1,MPDD2 & EMPC (As an example Paper/ Furniture from CPU, Computer from CD)
2. Item : Select Item from the **look up icon (Lens button)**

Note: The Search will show all item belonging to the relevant store selected in Business Unit/ type of stores field.

In case of non availability of Item required in the relevant store, Please call extn. No. 1840/1841 or send E- mail at

[veenachauhan@ignou.ac.in](mailto:veenachauhan@ignou.ac.in)

[rishianand@ignou.ac.in](mailto:rishianand@ignou.ac.in)

[abhishek@ignou.ac.in](mailto:abhishek@ignou.ac.in)

After filling the Item/Material request, take a print out of this issue slip as per the given steps:

**Material Issue Report Navigation:**

FSCM→ Inventory→Material Issue Report→Add New Value

**Input Parameters:**

1. Run Control ID : 1
2. Serial ID Label: Issue Request No

Click on Save button.

Click on Run Button

Click on Report Manager Link and refresh the Page to view the report. When Detail Link appears then Click on the hyperlink to view and print the Item Request Report.

Take the print out of the report, get it signed by the Director/Head of the Schools/Divisions/Centers/Sections and send it to the relevant store for issue of item. Stock i/c will issue the item against the issue slip in ODLSoft. In case of non availability of item, stock i/c will forward the requirement to purchase section for provisioning of the required item.

- **Who all are authorized to create Material /Item requests?**

All the officials of IGNOU headquarter. In case of non availability of access, Please call extn. No. 1840/1841 or send E- mail at

[veenachauhan@ignou.ac.in](mailto:veenachauhan@ignou.ac.in)

[rishianand@ignou.ac.in](mailto:rishianand@ignou.ac.in)

[abhishek@ignou.ac.in](mailto:abhishek@ignou.ac.in)

