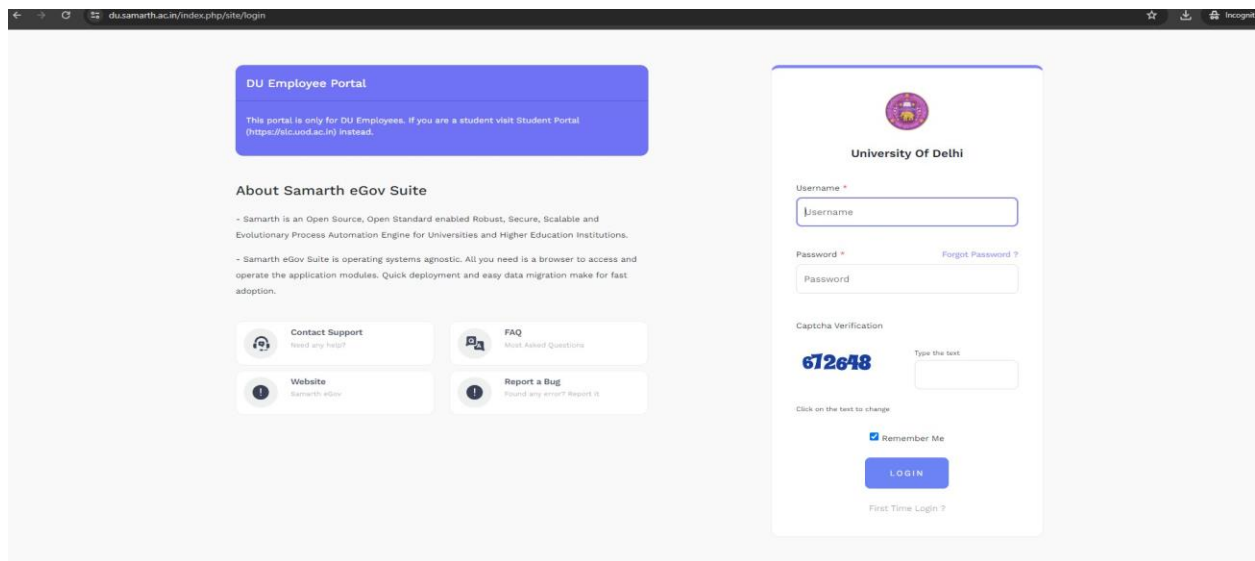
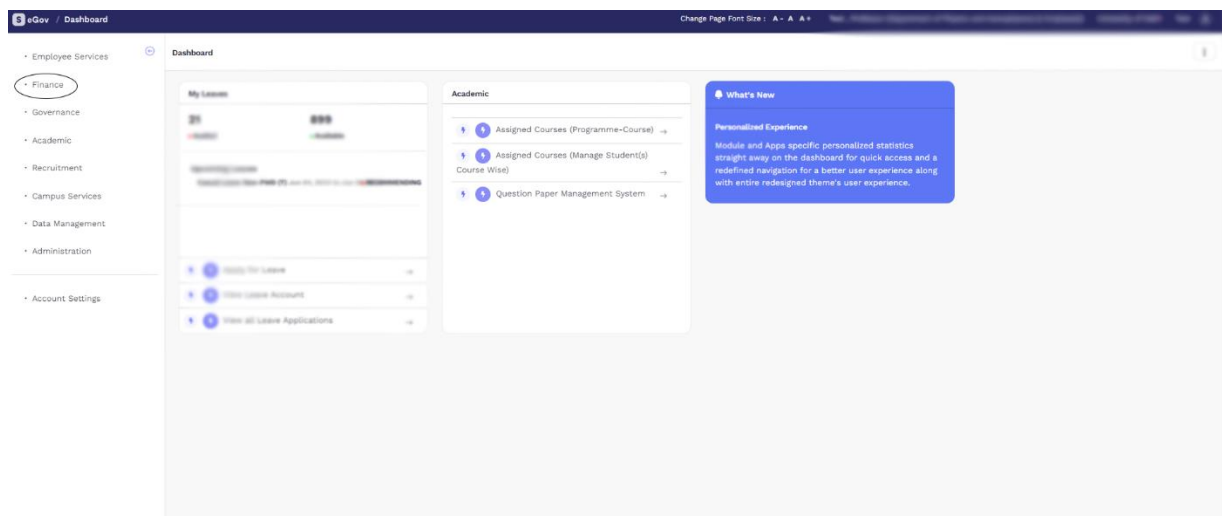


Adding Employee details on Samarth

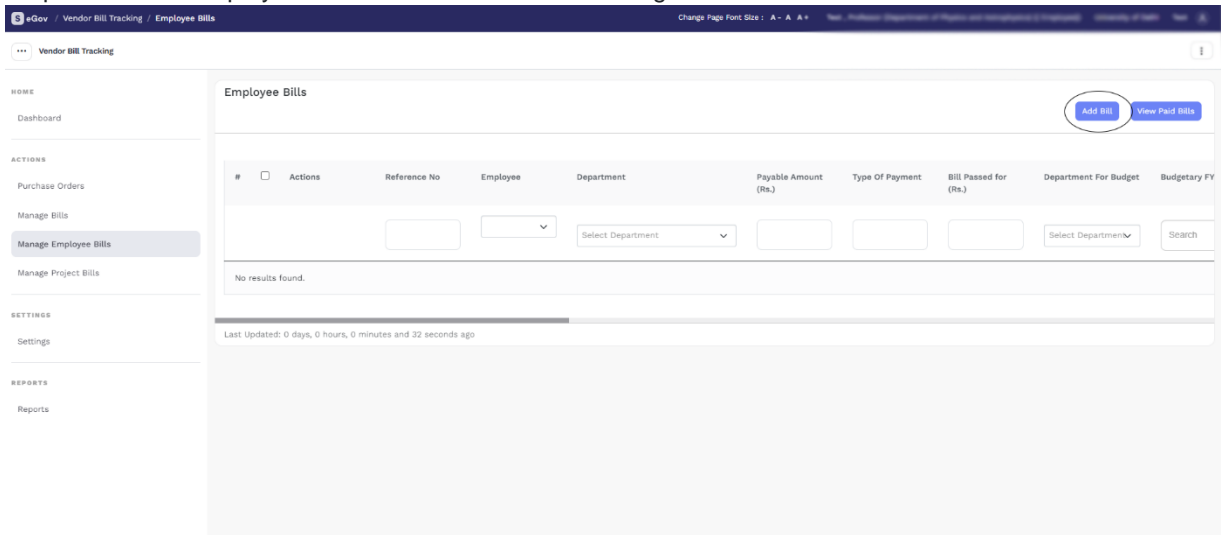
Step-1 Click on <https://du.samarth.ac.in/index.php/site/login> and login window appears on user screen.



Step 2: Click on Finance tab on the left side on the screen



Step 3: Click on Employee Bills and then Add Bill on the right side of the screen



Step 4: fill the form and upload the Hard copy of the bill

The screenshot shows the 'Add Bill' form. The left sidebar is identical to the previous screenshot, with 'Manage Employee Bills' highlighted. The form contains the following fields:

- Bill Approval Hierarchy Type * (Dropdown menu: --Select--)
- Employee Bill Id (Dropdown menu: Select)
- Are you raising this bill for your dependent? (Dropdown menu: Select)
- Budgetary FY * (Dropdown menu: Select)
- Bill No * (Text input)
- Bill Date * (Date picker: Select Date)
- Type Of Payment * (Dropdown menu: Select)
- Bill Amount (Requested By Employee) * (Text input)
- Advance Amount (if any) Rs. (Text input: 0)
- Refund Amount (if any) (Text input: 0)
- Receipt Reference No (Dropdown menu: --Select--)
- Payable Amount (Rs.) (Text input)
- Payee Detail (Dropdown menu: --Select--)
- Additional 2 (Text area: If you are applying the bill for dependents then please mention the dependent details like Name, Age, Relation, Nature of illness here.)
- Remarks (Text area)
- Upload Bill (Scanned Copy) (upto 5 MB) * (File upload button: Choose File, No file chosen)

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Step 5: Click on Save and then Submit tab on the right side the screen.

Present Status: NEW BILL CREATEDDownloadUpdate**SUBMIT**

Recent Activities

New Bill Created By: SURESH SURESHWARAN, SURESH SURESH SURESHWARAN (suresh.sureshwaran@university.com) | Created On: 2024-06-04 10:00:00 AM

Reference No	2024JUNEST00001723	Employee Name	MS SURESH SURESHWARAN
Employee ID No	20-Sep-1972	Employee Age	52
Employee Gender	Male	Employee Basic Pay	110000.00
Department	South University Computer Centre	Designation	IT Officer
Bill Type - (Billing this bill for year)	YTD	Dependent	Ms Suresha (Daughter)
Bill Approval Hierarchy Type	UCC-200-1426-1 - Normal Board	Employee Bill No	
Bill No	1001	Bill Date	May 30, 2024
Type of Payment	Salary	Bill Amount (Requested By Employee)	110000
Refund Amount (If any)	00	Advance Amount (If any) Rs.	00
Payable Amount (Rs.)	110000		
Account Reference No		Payment Detail	
Account ID		Remarks	UCC-200
Bill Type	View Type		
Entry Details			
Bill Created On	Jun 4, 2024	Bill Created By	SURESH SURESHWARAN, SURESH SURESH SURESHWARAN (suresh.sureshwaran@university.com) Computer Centre & Department 20-06-2024 10:00:00 AM
User Last Update Details			
Bill Updated On	Jun 4, 2024	Bill Updated By	SURESH SURESHWARAN, SURESH SURESH SURESHWARAN (suresh.sureshwaran@university.com) Computer Centre & Department 20-06-2024 10:00:00 AM