



End User Manual

BILL TRACKING SYSTEM – Ver. 1.2

Prepared for



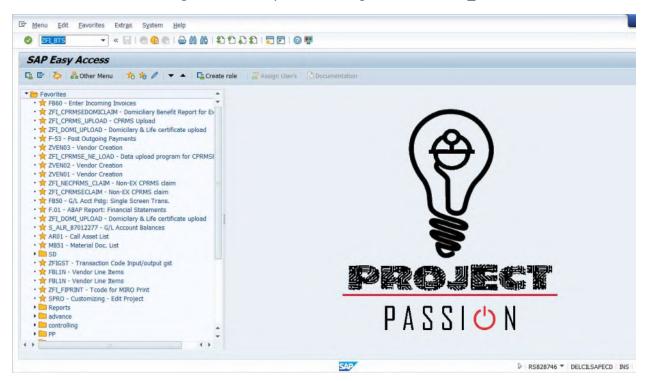
Created by: Raj Kumar Sharma (RS00828746)

Last Updated on 08.03.2023



Step – 1

To Generate new Dak no. go-to SAP Easy Access and give T-code – ZFI_BTS Press Enter



Step – 2

Then, Give or Select from drop down list "**Company code**" and "**Vendor code**" Click on Refresh to view old Dak History related to Vendor.

	Trackin	System	- Dashboard											
() Ex		Jystem	- Dasirboard											
EX EX	ecute													
	Details													
		MCL												
Vendo	or Code	2000000317	p											
	Defent If			10 mil	0		0			10 0.10	-			
3	Refresh [New Entries	s Track Status	@ Modif	y 🔧 For	rward Bill	Received	Bill	Bill Movement L	og 📅 Delete				
	M	Search DAK	Search Bill N	lumber 🔊	Export In Exce									
Con	n DAK Number		Vendor Name	Criteria	Bill Number	Bill Date	Physically R	Bill Amount	Entry Date	Department Conce	Status	Rema	PO Number	MSM
-			The second second											
1														
-														
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Give the necessary under Enter Details section like *Department, Sub Department, Criteria, Bill Number, Physically Received, Bill Amount, and PO number* each value should must select from drop down list.

System <u>H</u> elp			1000.	0 1 🗖 🗖 1 🞯 🖳							
Bill Track	ing System - Ne										
			·								
Input Details											
Company Code	MCL										
Vendor Code	200000317										
Basic Details											
and the second se	rea Code Area	Plant Code	Plant Descriptio	on V	/endor Code	Vendor Name		MSME Sta	tus	Mode Of Transport	
MCL		5001	Mahanadi Coali	fields Limited 2	000000317	BAHDL HOSPI	ALITY LIMITED				
Department	Department Description	Sub Department	t Crite		Bill Numbe	r Bill Date	Physically R	Bill Amount	PO Numbe	er Remarks	6
Save Save	🗙 Cancel 💰	Clear									

Step-4

Selection of **PO number** from drop down list then press enter.

	king S	stem - New	v Bill Entr	Y									
nput Details			-										
Company Code	MCL 20000	00317											
endor code	20000												
asic Details													
Compan	Area Code	Area	Plant Code	Plant Des				Vendor Name		MSME Status	Mo	de Of Transport	
MCL			5001	Mahanad	i Coalfields Limited	200000	00317	BAHDL HOSPITA	ALITY LIMITED				
Departmen	Departm	ent Description	Sub Department	ŧ	Criteria	Bill	Numbe	r Bill Date	Physically R Bil	Amount P	O Number	Remarks	
									Purchasing Docu	iment (1) 1258 En	tries found	_ >	
									Restrictions				
									The objection of the				
Save		Cancel	Clear					-					
Save	×	Cancel	Clear						< 12 M M 6	2. ¥			
Save		Cancel	Clear							2. ¥			
Save	X	Cancel	Clear						Purch.Doc. Vend	2. ¥			



Relevant details will fetch from PO number. Just click on SAVE

ut Details	MCL		-								
mpany Code ndor Code	20000	00317									
sic Details	ture Code		Shart Carda	Direct Dare		Vendor Code	Mar day Maria		MSME Statu		
Compan	Area Code	Area	Plant Code 5001	Plant Desi MAHANAD	I COALFIELDS LIMITED		BAHDL HOSPITAL	ITY LIMITED	NON-MSE	s Moo	le Of Transport
Department. MCL500140		ent Description	Sub Department		Criteria BILLS Bills	Bill Numbe		Physically R Bill 09.03.2023 10		PO Number 4500000015	Remarks BILL RECEIVED
			10000								
Save	×	Cancel	Clear								

Step-6

Then system will through message like **Dak no. Save XXXXXXXX** . Kindly note it.

0				1222212210						
Bill Trac	cking Sy	vstem - Ne	w Bill Entry	Y						
nput Details										
Company Code	e MCL									
/endor Code	20000	00317								
asic Details										
Compan	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name		MSME Stat	us Mod	de Of Transport
MCL			5001	MAHANADI COALFIELDS LIMITED	2000000317	BAHDL HOSPITAL	ITY LIMITED	NON-MSE		
nter Details										
		ent Description	Sub Department			er Bill Date	Physically R Bill 09.03.2023 10		PO Number	Remarks
Departmen	nt Departm 00 CIVIL 1		Sub Department	Criteria BILLS Bill#	Bill Numbe • 33336		Physically R Bill 09.03.2023 10			Remarks 5 DEMO FOR BIS
Departmen			CIVIL				09.03.2023 10			
Departmen			CIVIL	BILLS Bills			09.03.2023 10			
Departmen MCL50014	00 CIVIL 1		CIVIL	BILLS Bills			09.03.2023 10			
Departmen MCL50014	00 CIVIL 1	HCL HQ	CIVIL	BILLS Bills			09.03.2023 10			
Departmen MCL50014	00 CIVIL 1	HCL HQ	CIVIL	BILLS Bills			09.03.2023 10			
Departmen MCL50014	00 CIVIL 1	HCL HQ	CIVIL	BILLS Bills			09.03.2023 10			
Departmen MCL50014	00 CIVIL 1	HCL HQ	CIVIL	BILLS Bills			09.03.2023 10			
Departmen MCL50014	00 CIVIL 1	HCL HQ	CIVIL	BILLS Bills			09.03.2023 10			

7 ack and Refresh you can see your Dak no. in top one in list. Click on Forward Bill m Bep		
em Help « • • • • • • • • • • • • • • • • • • •		
• • • • ●	Received Bill Movement Log	
etails ny Code MCL Code 200000317	Received Bill Avernent Log	
etails ny Code MCL Code 2000000317	Received Bill Maxement Log	
ny Code MCL Code 2000000317	Received Bill Annual Bill Movement Log	
zefresh 🗋 New Entries 🚺 Track Status 🍥 Modify 🤻 Forward Bill 🏶 Received Bill 👫 Bill Movement Log 📷 Delete	Received Bill Annual Bill Movement Log	
📸 Search DAK 🛗 Search Bill Number 🐁 Export. In Excel		
DAK Number Vend Code Vendor Name Criteria Bill Number Bill Date Physically R Bill Amount Entry Date Department Conce Status 31000095 2000000317 BAHDL HOSPITALIT 33336 09.03.2023 09.03.2023 100,000.00 09.03.2023 NCL5001400 (CIV		

 MCL
 5231000087
 2000000317
 BAHDL
 HOSPITALIT.
 BILLS
 6661
 02.03.2023
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 4,000.00
 02.03.2023
 FINANCE
 INVOICE
 PROCE.

 MCL
 5231000048
 2000000317
 BAHDL
 HOSPITALIT.
 BILLS
 HHH881
 15.02.2023
 15.02.2023
 30,000.00
 25.02.2023
 MCLS001500 (FIN.
 INVOICE
 RECEI..
 FAID
 5800006364
 MSE

Step-8

Give Department and Sub Department from drop down list.

KK Number Vendor Code Vendor Name Criteria Bill No Bill Date Bill Amount Physically R Department Sub Department Status 31000095 2000000317 BAHDL HOSPITALITY LIMITBILLS Bills ▼ 33336 09.03.2023 100,000.00 09.03.2023 MCLS001500 FINANCE CELL	Remarks DEMO FO.						venuur radine	venuor coue	DAK NUMBER	
		-			* 33336	BILLS Bills	BAHDL HOSPITALITY LIMIT	200000317	5231000095	MCL !
			 1			1				



Select the line and click on SAVE. System gives you pop-up message INVOICE FORWARDED.

-	Deta	IS DAK Number	Vendor Code	Vendor Name	Criteria	Bill No	Bill Date	Bill Amount	Physically R	Department	Sub Department	Status	Remarks
				BAHDL HOSPITALITY LIMIT.		• 33336					FINANCE CELL	FORWARDED	DEMO FO

Step-10

Now you can go for Parking invoice via t-code **MIR7**. If you are getting below error message that means *Forward Bill* has not been done.

	a Show work	list 📑	Hold	Simulate	Messages	I Help	MF					
ransaction	1 Invoice			-			000	Balance		0.00 INR		
ff. Posting	Not Applica	able		*								
	notrippint											
	Payment D	etails Ta	With	holding tax	Contacts	Note	Vend	ior 200000031	7			
	- africant			instanty tak			BAH	DL HOSPITAL	TY LIMITED			
Invoice date	09.03.20	23	Refere	nce 3333	6		CIT	CENTER NEV	V TOWN ACTIO	N AREA 2D		
Posting Date	09.03.20	23				_		157 NORTH 24	PARGANAS			
Amount	100,000.	00	INR		culate tax		IND	IA				
Tax Amount	-		🔄 Ve	rification log -	invoice / 20	22						
Bus.place/sectn	BP21 / 5	001										1
Other Details			Typ	Message Te	ext						Item	Origin
Paymt terms	Due immed	iately		HSN/SAC co	de le pot	datara	ned				1	Item check
Baseline Date	09.03.20	23		Dak Number			Linea				-	Post
PO Reference	G/L Account	Material										
											N B 7 2	
			-		_	_	Layout		1		*	_
St G/L acct	Short Text			in doc.curr.	Partner	R Pro	od.Month	Segment	Ptnr Segm.	HSN/SAC		
41100100	Freight	5 De		100,000.00)							
		S De.										
					4.9						4.8	



Now once parking done, then you concern department must receive the bill by click on **RECEIVED BILL.**

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Bill	Tracking	System	- Da	shboard												
Exec	cute															
Enter De	etails			1												
Compar	ny Code M	CL														
Vendor	Code 2	000000317														
	Refresh	New Entries		Track Status	@ M	odify	E Forwar	d Bill	Received	Bill 🔒	Bill Movement Lo	g 📅 Delete				
21		Hew choice		THUCK STOLES		Juny	2 10140		Necewear	0.000	bin movement Lo	g w Delete	_			
	M	Search DAK	M	Search Bill Nu	umber i	Export	In Excel									
Com	DAK Number	Vend Code	Vendor	Name	Criteria	Bill N	umber Bi	I Date	Physically R	Bill Amount	Entry Date	Department Conce	. Status	Rema	PO Number	MSM
MCL	31000095	2000000317	BAHDL	HOSPITALIT	BILLS	3333	6 09	.03.2023	09.03.2023	100,000.0	0 09.03.2023	MCL5001500	FORWARDED	DEMO .	4500000015	NON-
MCL	5231000090	2000000317	BAHDL	HOSPITALIT.	BILLS	6661	3 02	.03.2023	02.03.2023	4,000.00	02.03.2023	MCL5001500	REC BY DEP	DONE .	. 5800006381	NON- *
MCL	5231000088	2000000317	BAHDL	HOSPITALIT.	BILLS	100/	2023 02	.03.2023	02.03.2023	20,000.00	02.03.2023	FINANCE	INVOICE PROCE.			
MCL	5231000087	2000000317	BAHDL	HOSPITALIT.	BILLS	6661	02	.03.2023	02.03.2023	4,000.00	02.03.2023	FINANCE	INVOICE PROCE.			

Step-12

After click on Received Bill, you must fill **Department** and **Sub department** from drop down list.

Department Sub department Status MCL5001500 MISC BILLS REC BY DEP			Vendor Name Crite	Vendor Code		
		LLS B • 33336	BAHDL HOSPITALITY LIMIT BILI	200000317	5231000095	MCL



Now Select the Line and Click on **SAVE**. System through pop-up message like "*Invoice Received by Department*".

er Det			last a succession	14.41.4	lan	law a c	 	14		147.515	1	
			Vendor Name BAHDL HOSPITALITY LIMIT.	Criteria	Bill No		Physically Re 09.03.2023		Sub department	Status REC BY DEP	Remarks DEMO FOR.	6
					1	1						1
St	we 🗿	Clear			CEIVED BY DEPAR	TMENT	3	1				

Step-14

1.1

If you are getting below error message that means you have not yet click on "Received Bill".

Transaction 1 Invoice		🗱 Simulate 🗟 Post Messages 🚺 Help 👹 NF		
Basic Data Payment Details Tax Withholding tax Contacts Note Invoice date 09.03.2023 Reference 33336 BAHDL HOSPITALITY LIMITED Posting Date 09.03.2023 Reference 33336 Amount 100,000.00 INR Calculate tax Tax Amount 00100 INR Calculate tax Bus.place/sectin BP21 / 5001 INR Calculate tax Porter Details Bank Key YESB0000017 Bank key YESB0000017 Bank acct 001781400000743 Bank acct 001781400000743 I Purchase Order/Scheduling Agreement \$800006364 Por Reference G/L Account Material I Goods/service items Layout 7_6310 Por Seloude act 20 ADOPTOR	ansaction	1 Invoice • 5105601182 2	022 COL Balance 0.00 INR	
Basic Data Payment Details Tax Withholding tax Contacts Note Invoice date 09.03.2023 Reference 33336 BAHDL HOSPITALITY LIMITED Image: Citry CENTER NEW TOWN ACTION AREA 2D Posting Date 09.03.2023 INR Calculate tax Image: Citry CENTER NEW TOWN ACTION AREA 2D 700157 NORTH 24 PARGANAS Amount 100,000.00 INR Calculate tax Image: Citry CENTER NEW TOWN ACTION AREA 2D 700157 NORTH 24 PARGANAS Bus, place/sectn BF21 / S001 Image: Citry CENTER NEW TOWN ACTION AREA 2D Image: Citry CENTER NEW TOWN ACTION AREA 2D Other Details Image: Citry CENTER NEW TOWN ACTION AREA 2D Image: Citry CENTER NEW TOWN ACTION AREA 2D Payment terms Due Immediately Image: Citry CENTER NEW TOWN ACTION AREA 2D Image: Citry CENTER NEW TOWN ACTION AREA 2D PO Reference G/L Account Material Image: Citry CENTER NEW TOWN ACTION AREA 2D Image: Citry CENTER NEW TOWN ACTION AREA 2D PO Reference G/L Account Material Image: Citry CENTER NEW TOWN ACTION AREA 2D Image: Citry CENTER NEW TOWN ACTION AREA 2D I term Amount Quantity O Purchase or Rem PO Text Outline agr. PC	ff. Posting	Not Applicable		
Invoice date 09.03.2023 Reference 33336 Posting Date 09.03.2023 Amount 100,000.00 INR Calculate tax Bus, piace/sectin BF21 / 5001 Other Details Bank Key Paymt terms Due immediately Baseline Date 09.03.2023 I Purchase Order/Scheduling Agreement 5800006364 I Purchase or Rem Po Reference G/L Account Material				
Invoice date 09.03.2023 Reference 33336 CITY CENTER NEW TOWN ACTION AREA 2D Posting Date 09.03.2023 INR Calculate tax Amount 100,000.00 INR Calculate tax Bus, pice/sectn BP21 / 5001 INR Other Details Bank Key YESB0000017 Baseline Date 09.03.2023 Im Ot PO Reference G/L Account Material I Purchase Order/Scheduling Agreement 5800006364 PO Text Outline agr. Po Staboof Set 20 ADOPTOR	Basic Data P	ayment Details Tax Withholding tax Contacts Note		
Posting Date 09.03.2023 Amount 100,000.00 INR Calculate tox Tax Amount Bus.place/sectn BF21 / 5001 Other Details Bank Key YESB0000017 Bank Key YESB0000017 Bank Acct 001781400000743 WESB III OI PO Reference C/L Account Material 1 Purchase Order/Scheduling Agreement S800006364 S INC Layout 7,6310 Rem Amount Quantity O Purchase or Item PO Text Outline agr.			BAHDL HOSPITALITY LIMITED	
Amount 100,000.00 INR Colculate tax Tax Amount Bus, place/sectn BF21 / 5001 Other Details Bank Key YESB0000017 Bank Key YESB0000017 Bank acct 001731400000743 Bank acct 001731400000743 FESB II OI PO Reference G/L Account Material 1 Purchase Order/Scheduling Agreement S500006364 PC PC S500006364 PC PC P	invoice date	09.03.2023 Reference 33336	CITY CENTER NEW TOWN ACTION AREA 2D	
Tax Amount Bus.place/sectn BF21 / 5001 Other Details Paymt terms Due immediately Bank Key YESB0000017 Bank Acct 001781400000743 Bank acct 001781400000743 WESB II ot PO Reference G/L Account Material I Purchase Order/Scheduling Agreement S800006364 S800006364 S800006364 Layout 7_6310 Layout 7_6310 Layout PC S800006364 ADOPTOR	Posting Date		700157 NORTH 24 PARGANAS	
Bus.place/sectn BF21 / 5001 Other Details Paymt terms Due immediately Baseline Date 09.03.2023 PO Reference G/L Account Material 1 Purchase Order/Scheduling Agreement V 5800006364 PC S800006364 PC S8000000000000000000000000000000000000	Amount	100,000.00 INR Calculate tax		
Other Details Paymt terms Due immediately Baseline Date 09.03.2023 PO Reference G/L Account Material 1 Purchase Order/Scheduling Agreement 5800006364 PO Eem Amount Quantity O PC 5800006364 S800006364 PO Text Outline agr.	Tax Amount	×		
Paymt terms Due immediately Baseline Date 09.03.2023 Bank acct 001781400000743 YESB III OT PO Reference G/L Account Material 1 Purchase Order/Scheduling Agreement V 5800006364 VESB Layout 7_6310 VESB Content of the second seco	Bus.place/sectn	BP21 / 5001		
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PO Reference G/L Account Material 1 Purchase Order/Scheduling Agreement \$5800006364 Image: Construct and the second and t	aymt terms	Due immediately	Bank acct 001781400000743	
1 Purchase Order/Scheduling Agreement ▼ 5800006364 ● 1 Goods/service items ▼ Layout 7_6310 ▼ Item Amount Quantity 0 ♥ Furchase or Item PO Text Outline agr PC 5800006364 20 ADOPTOR ▼	Baseline Date	09.03.2023	YESB III OI	
Layout 7_6310 Item Amount Quantity O PC S800006364 20 ADOPTOR	PO Reference	G/L Account Material		
Rem Amount Quantity D Purchase or Item PO Text Outline agr PC 5800006364 20 ADOPTOR	1 Purchase Order/S	cheduling Agreement 👻 5800006364	1 Goods/service items	
PC 5800006364 20 ADOPTOR			Layout 7_6310 •	
PC 5800006364 20 ADOPTOR	Item Amoun	t Quantity O 😼 Purchase or Item	PO Text Outline agr.	
	A L			
4.5	1 7			
	4 1		4.5	



1.2

System allow to post MIRO only if Dak no status has been "INVOICE RECEIVED".

Park Incon	ning Invoice	: Compan	v Code	MCL				
Show PO structure					Help 🜖	NF		
ransaction	1 Invoice		-			Balance	0.00	
ff. Posting	Not Applicable		*					
	, not repared bit							
	ayment Details	Tax With	olding tax	Contacts	Note			
busic butu	ayment Details	Tux Thui	tording tax	condets	Hote	1		
voice date	1 6	Referer	ce		-			
osting Date	09.03.2023							
mount			0	Calculate tax				
ax Amount				•				
us.place/sectn								
ther Details					1			
ompany Code	MCL Mahanadi Co	alfields Ltd Samb	alpur					
AK No.					÷			
PO Reference	G/L Account	aterial						
Purchase Order/S	cheduling Agreemen	t 🕶			8		1 Goods/service items	
						Layout	7_6310	
Item Amoun	t Qua	ntity	0 🤜	Purchase or	Item PO	Text		Outline agr
4 2								4 1

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