

End User Manual

BILL TRACKING SYSTEM – Ver. 1.2

Prepared for

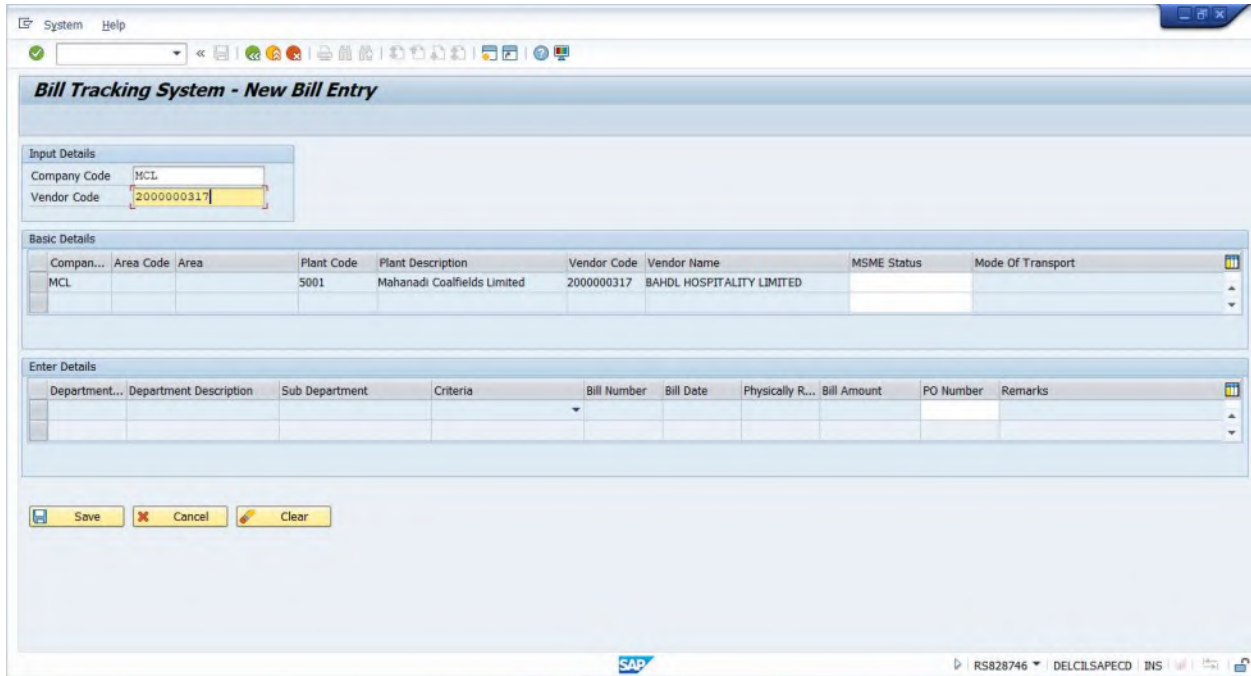


Created by: **Raj Kumar Sharma** (RS00828746)

Last Updated on 08.03.2023

Step-3

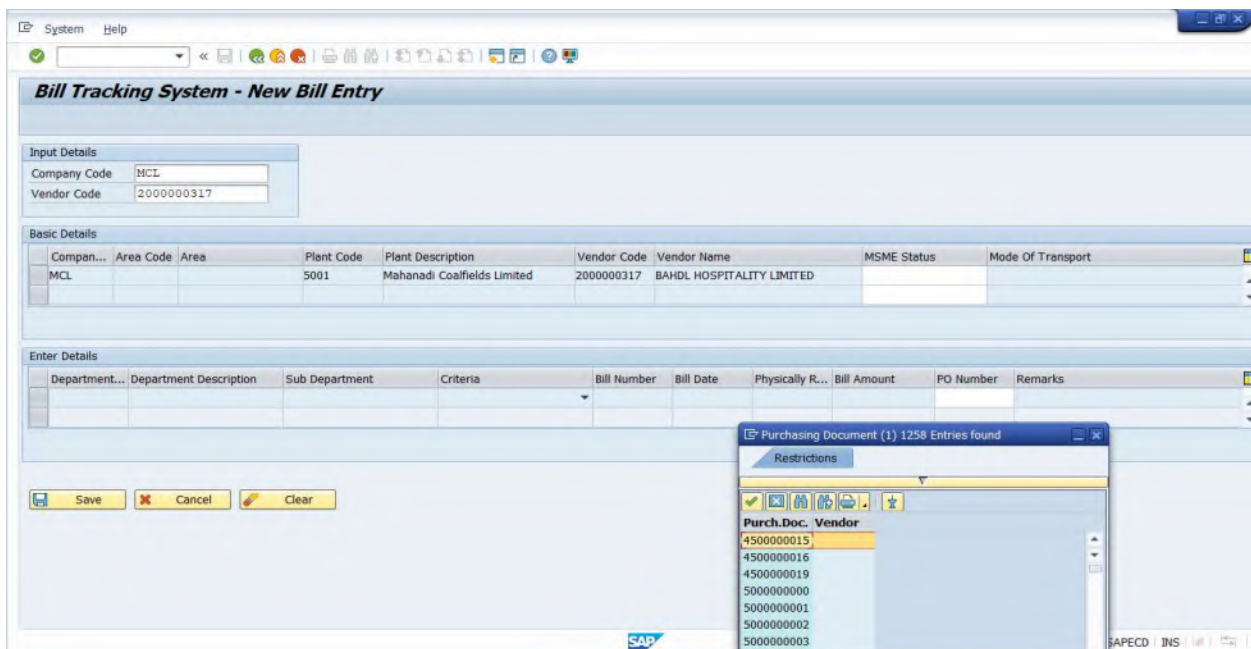
Give the necessary under Enter Details section like **Department, Sub Department, Criteria, Bill Number, Physically Received, Bill Amount, and PO number** each value should must select from drop down list.



The screenshot shows the SAP Bill Tracking System - New Bill Entry form. The 'Input Details' section contains 'Company Code' (MCL) and 'Vendor Code' (2000000317). The 'Basic Details' table lists 'MCL' as the company, '5001' as the plant code, and 'Mahanadi Coalfields Limited' as the plant description. The 'Enter Details' table is currently empty, with dropdown menus for 'Department...', 'Sub Department', and 'Criteria'. At the bottom, there are 'Save', 'Cancel', and 'Clear' buttons.

Step-4

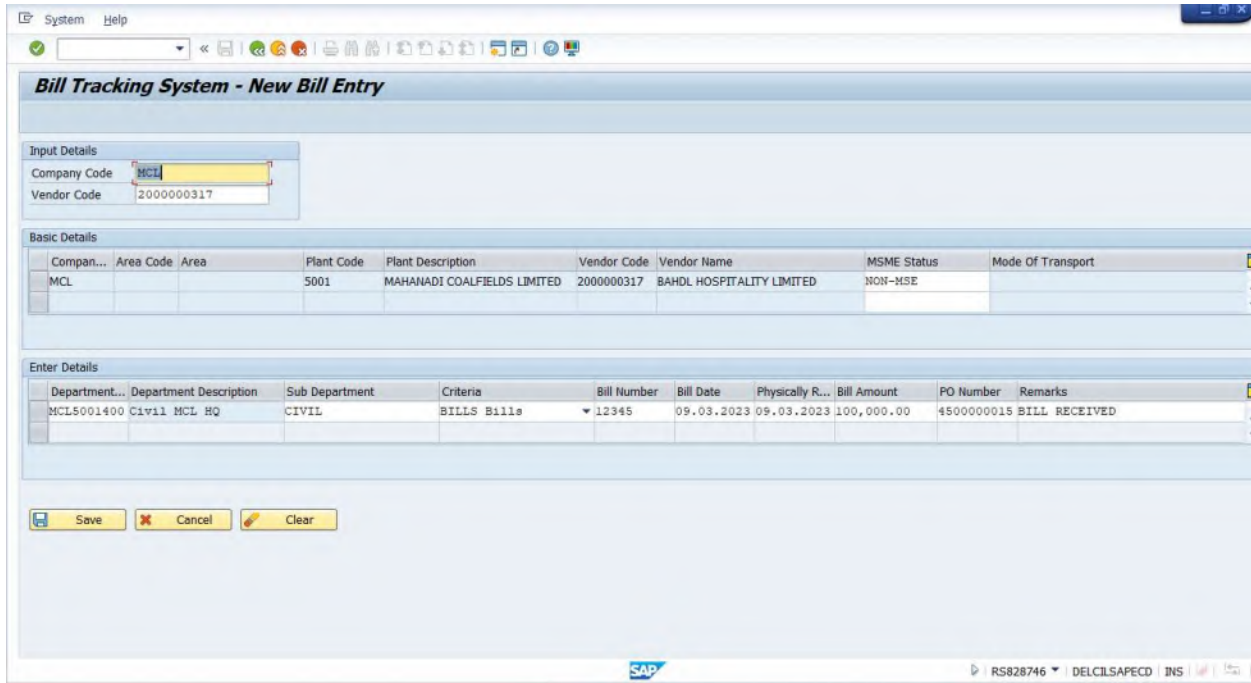
Selection of **PO number** from drop down list then press enter.



This screenshot shows the same SAP form as in Step 3, but with a 'Purchasing Document (1) 1258 Entries found' dialog box open. The dialog box displays a list of 'Purch.Doc.' numbers, with '4500000015' selected. The background form shows the 'PO Number' field in the 'Enter Details' table is now populated with the selected value.

Step-5

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



Bill Tracking System - New Bill Entry

Input Details

Company Code: MCL
Vendor Code: 2000000317

Basic Details

Compan...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
MCL			5001	MAHANADI COALFIELDS LIMITED	2000000317	BAHDL HOSPITALITY LIMITED	NON-MSME	

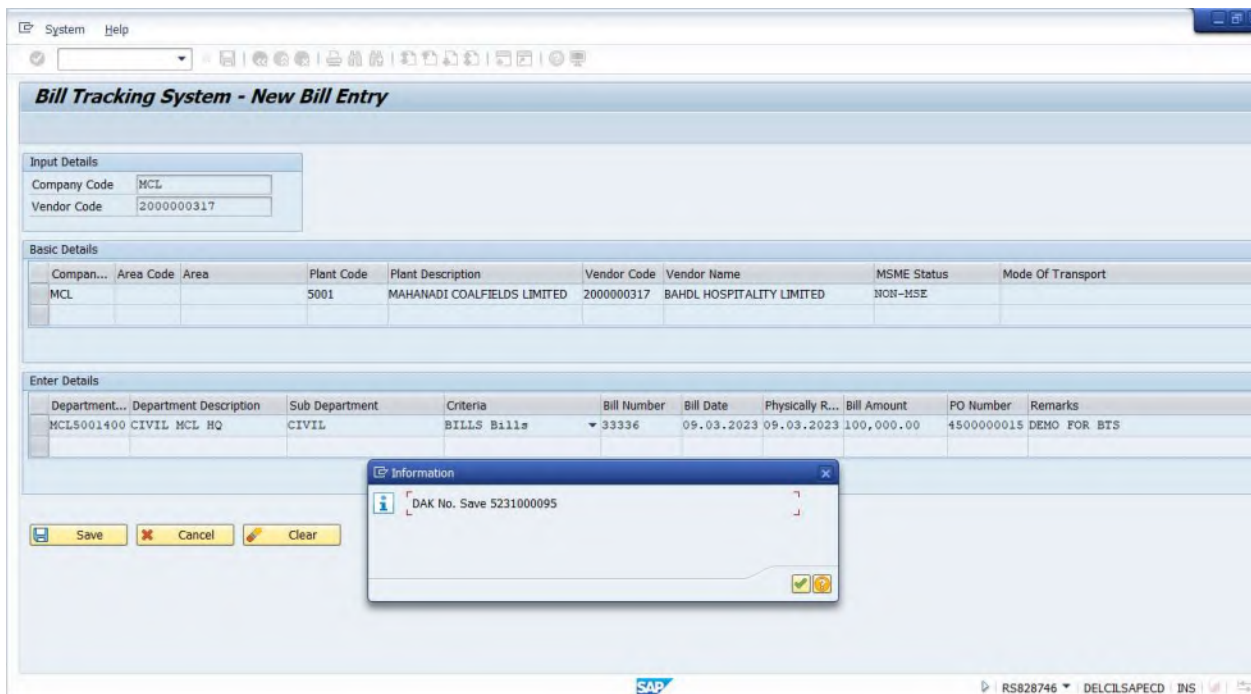
Enter Details

Department...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically R...	Bill Amount	PO Number	Remarks
MCL5001400	Civil MCL HQ	CIVIL	BILLS Bills	12345	09.03.2023	09.03.2023	100,000.00	4500000015	BILL RECEIVED

Buttons: Save, Cancel, Clear

Step-6

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



Bill Tracking System - New Bill Entry

Input Details

Company Code: MCL
Vendor Code: 2000000317

Basic Details

Compan...	Area Code	Area	Plant Code	Plant Description	Vendor Code	Vendor Name	MSME Status	Mode Of Transport
MCL			5001	MAHANADI COALFIELDS LIMITED	2000000317	BAHDL HOSPITALITY LIMITED	NON-MSME	

Enter Details

Department...	Department Description	Sub Department	Criteria	Bill Number	Bill Date	Physically R...	Bill Amount	PO Number	Remarks
MCL5001400	CIVIL MCL HQ	CIVIL	BILLS Bills	33336	09.03.2023	09.03.2023	100,000.00	4500000015	DEMO FOR BTS

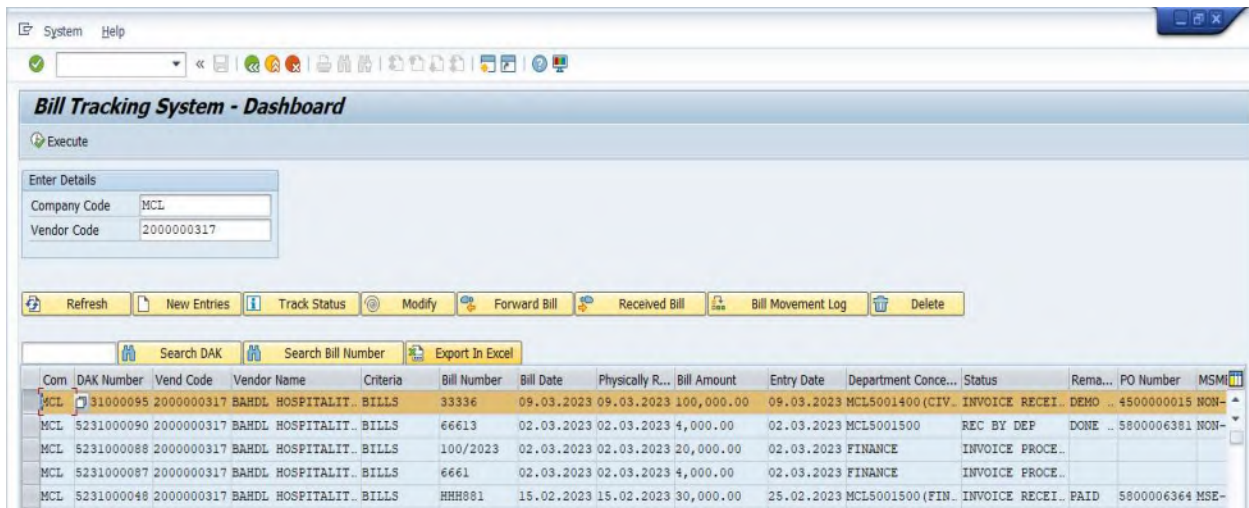
Buttons: Save, Cancel, Clear

Information

DAK No. Save 5231000095

Step-7

Go Back and **Refresh** you can see your Dak no. in top one in list. Click on **Forward Bill**



Bill Tracking System - Dashboard

Execute

Enter Details

Company Code: MCL
Vendor Code: 2000000317

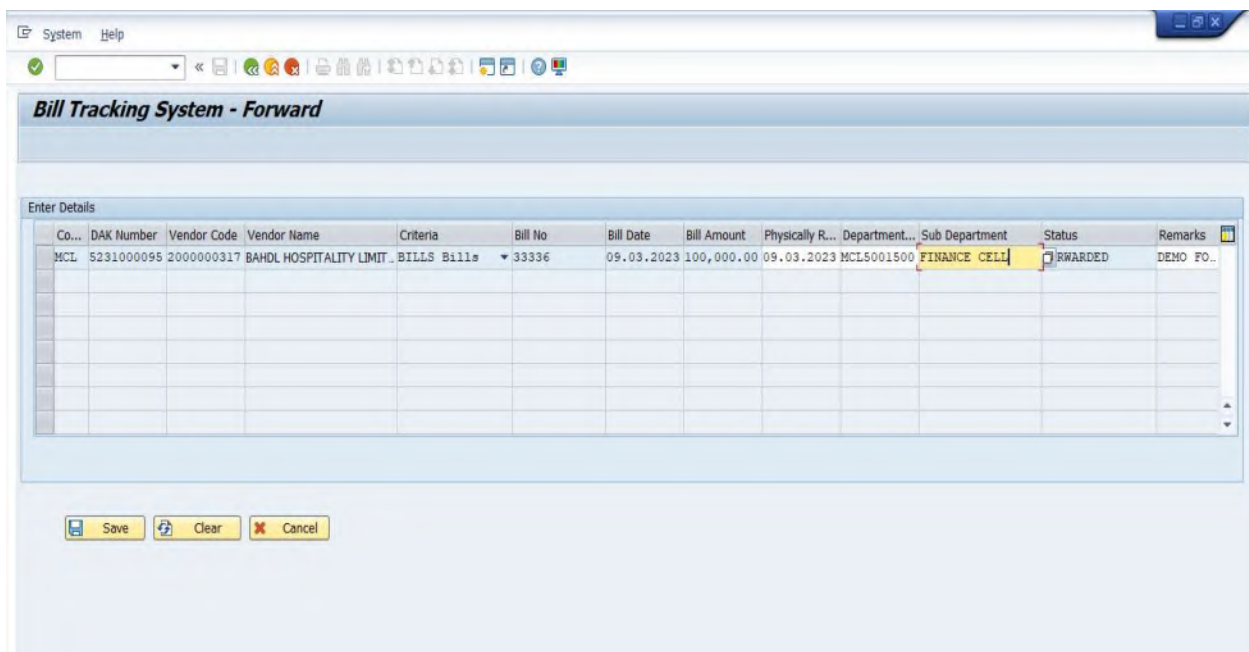
Refresh New Entries Track Status Modify Forward Bill Received Bill Bill Movement Log Delete

Search DAK Search Bill Number Export In Excel

Com	DAK Number	Vend Code	Vendor Name	Criteria	Bill Number	Bill Date	Physically R...	Bill Amount	Entry Date	Department Conce...	Status	Rema...	PO Number	MSM
MCL	31000095	2000000317	BAHDL HOSPITALIT.	BILLS	33336	09.03.2023	09.03.2023	100,000.00	09.03.2023	MCL5001400(CIV.	INVOICE RECEI.	DEMO	4500000015	NON-
MCL	5231000090	2000000317	BAHDL HOSPITALIT.	BILLS	66613	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..			
MCL	5231000048	2000000317	BAHDL HOSPITALIT.	BILLS	HHH881	15.02.2023	15.02.2023	30,000.00	25.02.2023	MCL5001500(FIN.	INVOICE RECEI..	PAID	5800006364	MSE-

Step-8

Give **Department** and **Sub Department** from drop down list.



Bill Tracking System - Forward

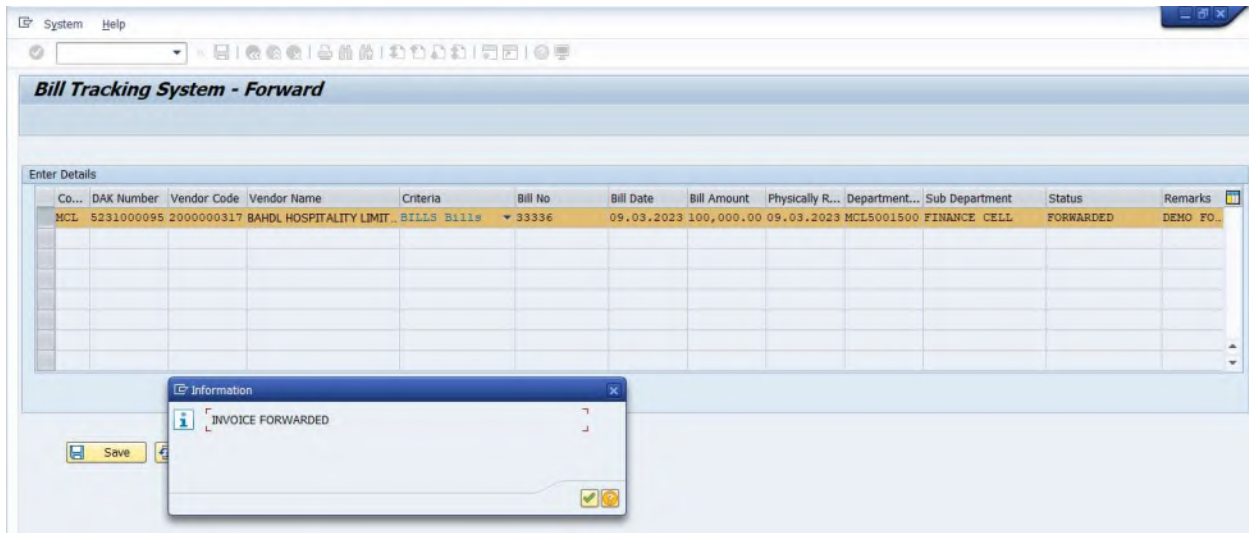
Enter Details

Co...	DAK Number	Vendor Code	Vendor Name	Criteria	Bill No	Bill Date	Bill Amount	Physically R...	Department...	Sub Department	Status	Remarks
MCL	5231000095	2000000317	BAHDL HOSPITALITY LIMIT.	BILLS B111s	33336	09.03.2023	100,000.00	09.03.2023	MCL5001500	FINANCE CELL	FORWARDED	DEMO FO..

Save Clear Cancel

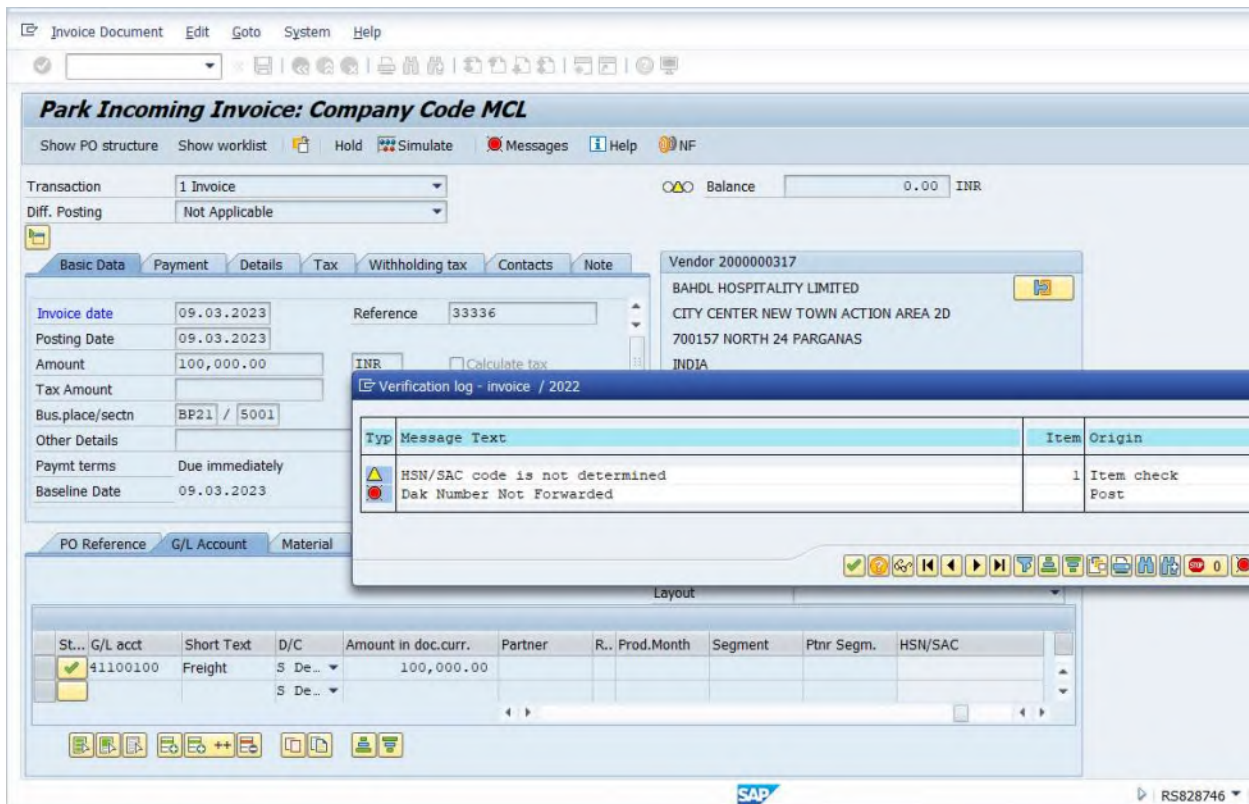
Step-9

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



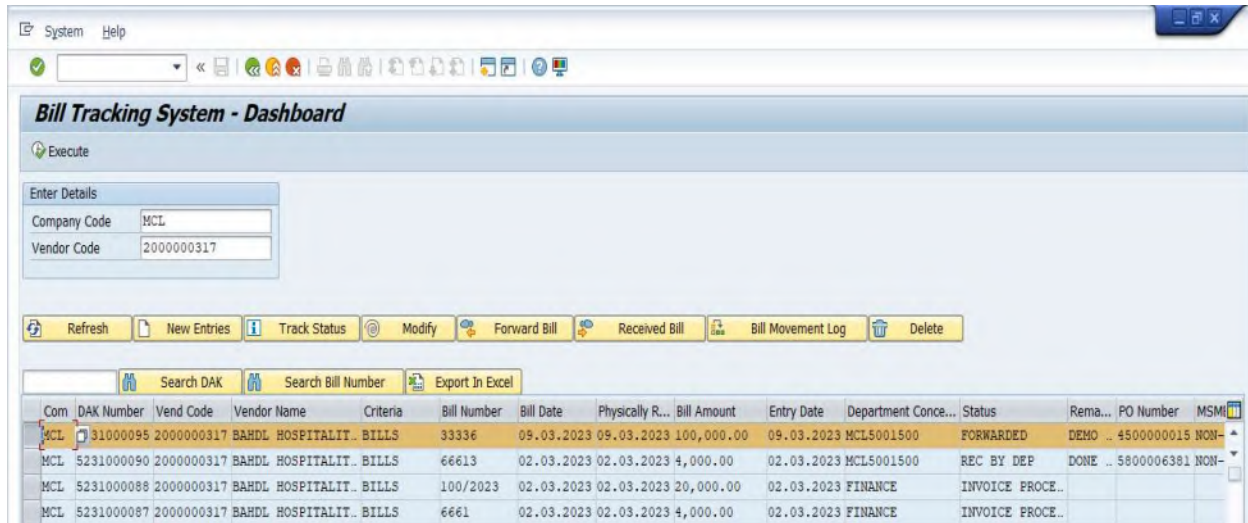
Step-10

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.



Step-11

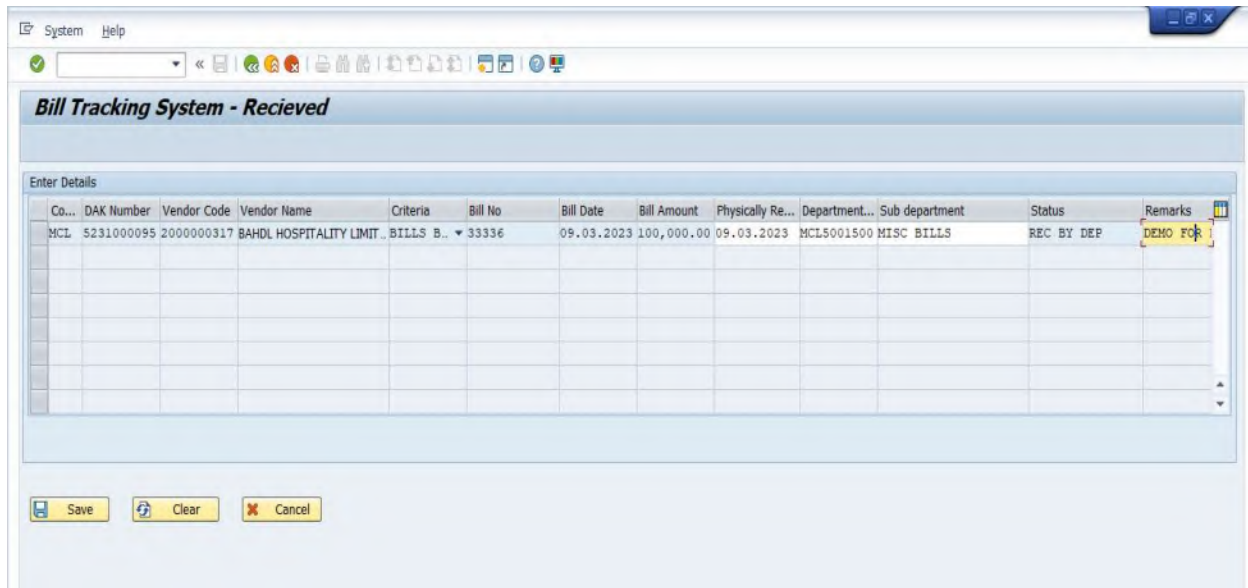
Now once parking done, then you concern department must receive the bill by click on **RECEIVED BILL**.



The screenshot shows the 'Bill Tracking System - Dashboard' interface. It includes a menu bar with 'System' and 'Help', a toolbar with various icons, and an 'Execute' button. Below this is an 'Enter Details' section with input fields for 'Company Code' (MCL) and 'Vendor Code' (2000000317). A row of action buttons includes 'Refresh', 'New Entries', 'Track Status', 'Modify', 'Forward Bill', 'Received Bill', 'Bill Movement Log', and 'Delete'. Below the buttons are search and export options: 'Search DAK', 'Search Bill Number', and 'Export In Excel'. The main area contains a table with columns: Com, DAK Number, Vend Code, Vendor Name, Criteria, Bill Number, Bill Date, Physically R..., Bill Amount, Entry Date, Department Conce..., Status, Rema..., PO Number, and MSM. The first row is highlighted in orange and shows a bill with DAK Number 31000095, Vendor Code 2000000317, Vendor Name BAHDL HOSPITALIT.. BILLS, Criteria 33336, Bill Date 09.03.2023, Physically R... 09.03.2023, Bill Amount 100,000.00, Entry Date 09.03.2023, Department Conce... MCL5001500, Status FORWARDED, Rema... DEMO .., PO Number 4500000015, and MSM NON-.

Step-12

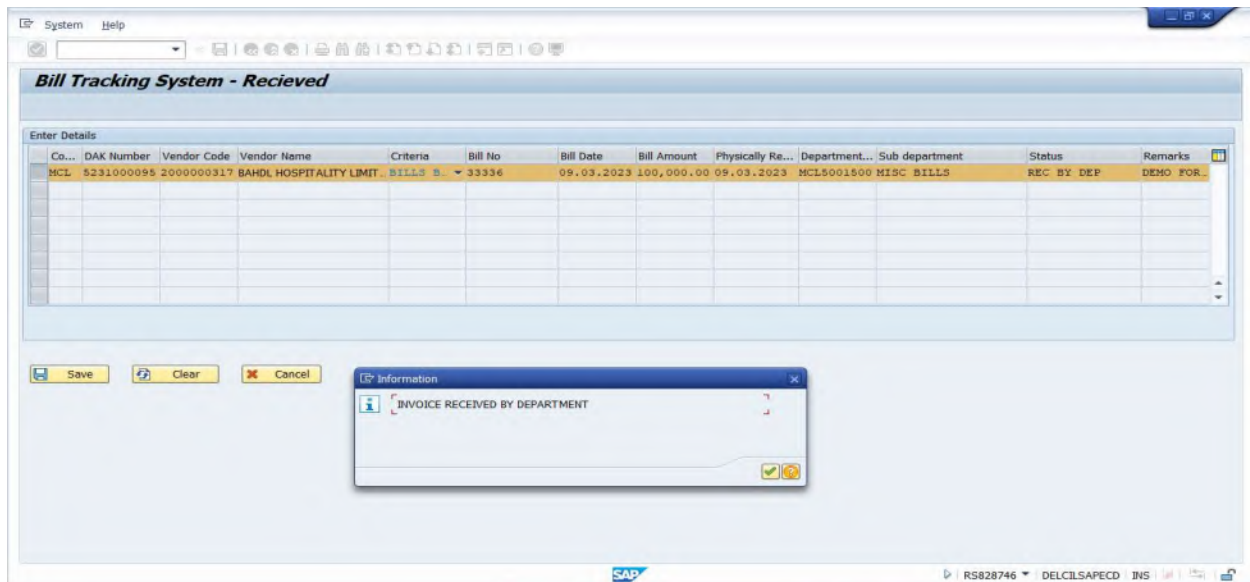
After click on Received Bill, you must fill **Department** and **Sub department** from drop down list.



The screenshot shows the 'Bill Tracking System - Recieved' interface. It includes a menu bar with 'System' and 'Help', a toolbar with various icons, and an 'Execute' button. Below this is an 'Enter Details' section with a table. The table has columns: Co..., DAK Number, Vendor Code, Vendor Name, Criteria, Bill No, Bill Date, Bill Amount, Physically Re..., Department..., Sub department, Status, and Remarks. The first row is filled with: MCL, 5231000095, 2000000317, BAHDL HOSPITALITY LIMIT.. BILLS B., 33336, 09.03.2023, 100,000.00, 09.03.2023, MCL5001500, MISC BILLS, REC BY DEP, and DEMO FOR. Below the table are three buttons: 'Save', 'Clear', and 'Cancel'.

Step-13

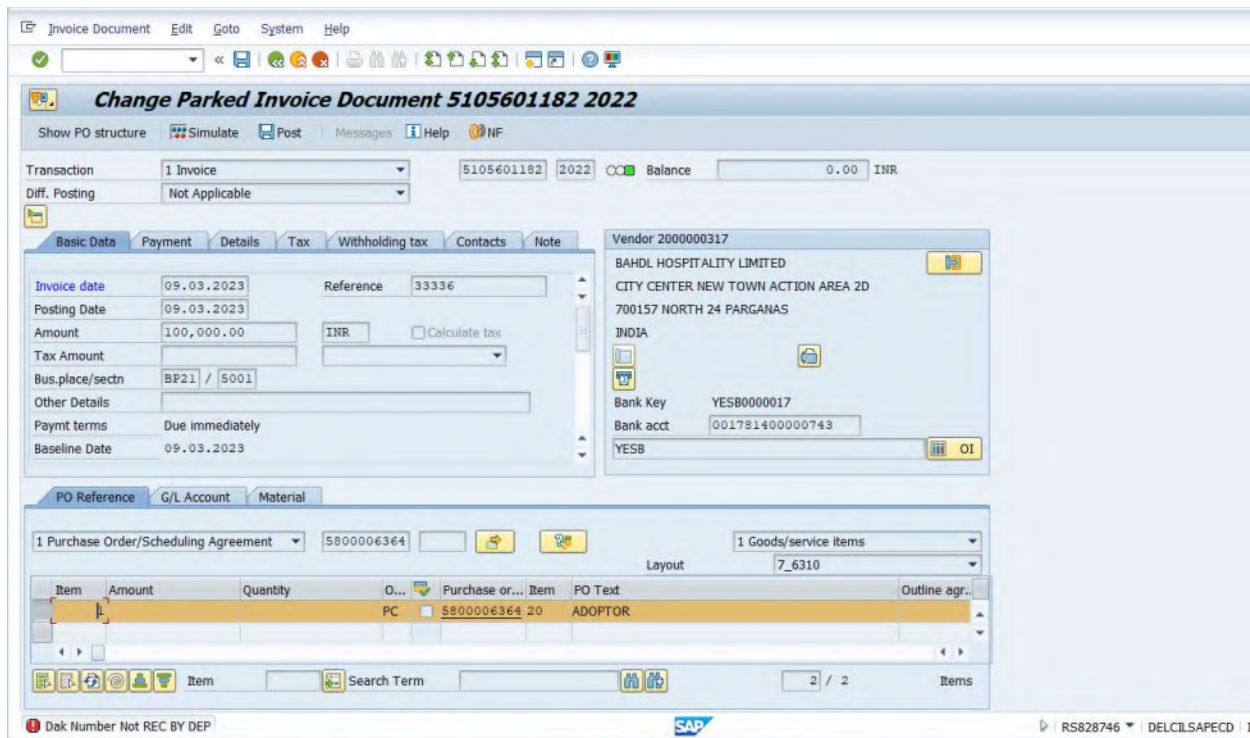
Now Select the Line and Click on **SAVE**. System through pop-up message like “Invoice Received by Department”.



Step-14

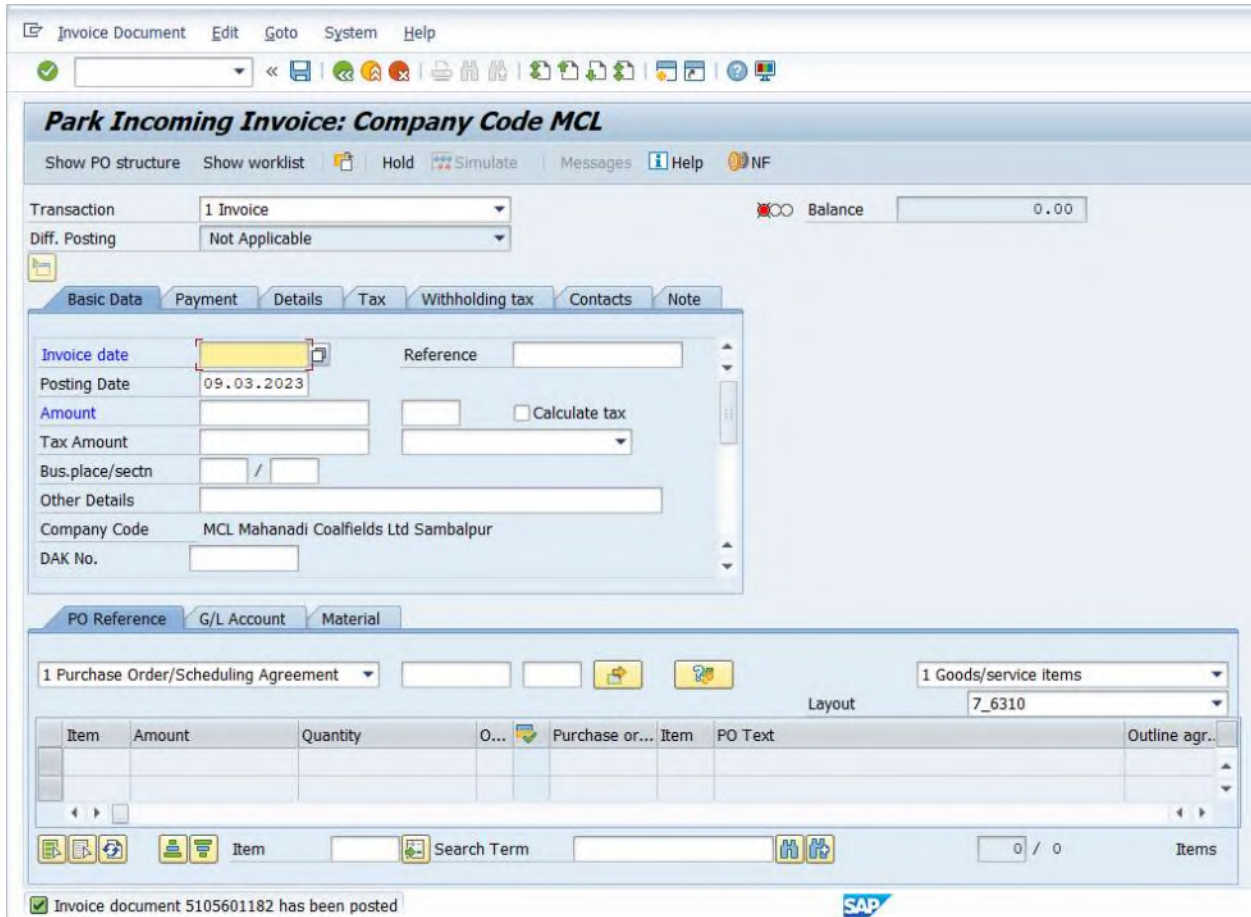
1.1

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



1.2

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



The screenshot shows the SAP MIRO (Invoice Document) interface. The title bar reads "Park Incoming Invoice: Company Code MCL". The main area is divided into several sections:

- Transaction:** 1 Invoice, Balance: 0.00
- Diff. Posting:** Not Applicable
- Basic Data:** Invoice date (highlighted), Posting Date: 09.03.2023, Reference, Amount, Tax Amount, Bus.place/sectn, Other Details, Company Code: MCL Mahanadi Coalfields Ltd Sambalpur, DAK No.
- PO Reference:** 1 Purchase Order/Scheduling Agreement, 1 Goods/service items, Layout: 7_6310
- Table:** A table with columns: Item, Amount, Quantity, O..., Purchase or..., Item, PO Text, Outline agr..
- Footer:** Invoice document 5105601182 has been posted, SAP logo.

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