

## 1. Payee Master info:

Payee Master Info					
Name *	Mahesh Borse				
Address *	Airoli			State *	Maharashtra
Contact No	9898989898	Email ID	edp@pamac.com		
PAN No	QQQQQ8888P	Is Active	Yes		
GST Active	Yes	GST No	27	HSN/SAC code	123456
NDC Signed	No	valid From		valid Upto	
MOU Signed	No	valid From		valid Upto	
Transaction Type Selection					
Transaction Types	By Cheque				
Cheque Transaction Details					
Cheque Issue to whom	11223333				
NEFT/Online Payment Transaction Details					
Account Holder Name		Account No		A/C Type	---Select---
Bank Name		Branch Name		IFSC Code	
<div>Save Changes   Add   Cancel</div>					

### 1.1 Action:

Add new payee using state dropdown and Enter GST No, and HSN/SAC Code and click on save changes button.

## 2. Vendor Payment Request:

BRANCH PAYMENT REQUEST (VENDOR)													
TRANSACTION ID :					HO APPROVED BUDGET BALANCE								
REGION/CLUSTER	MUMBAI HO	CENTRE	MUMBAI	OPENING BALANCE	0.00								
REQUEST DATE	06/11/2017			TRANSACTION DURING MONTH	0.00								
<a href="#">VIEW OPENING BUDGET BALANCE</a>				AVAILABLE AMOUNT	0.00	YEAR/MONTH	201711						
PAYMENT REQUEST DETAILS													
VERTICAL	ACTIVITY	PAYEE NAME	BILL NO	BILL DATE	BILL AMOUNT	TAX TYPE	GST%	IGST/CGST+SGST					
ADMIN	HO ADMIN	Maresh >> MAHESH BORSE	1000	06/11/2017	100.00	CGST + SGST	18.00	9					
GST NO	PRODUCT	ACCOUNT HEAD	MOBILENO/TELNO	BILL DUE DATE	ADJUSTMENT AMOUNT	ADJUST TYPE	PANNO						
QQQQ385858577	ADMIN	COURIER CHARGES	9898989898	09/11/2017	10.00	PLUS	AAAAA2222A						
REMARK													
Courier Charges for the (Period) agst () for(HO ADMIN), for(MUMBAI),(MUMBAI HO)													
									Add Remove				
PAYMENT REQUEST LIST													
<input type="checkbox"/>	VERTICAL	ACTIVITY	PRODUCT	PAYEE NAME	BILL NO	BILL DATE	BILL AMOUNT	TAX TYPE	GST%	CGST/IGST AMOUNT	SGST AMOUNT	ADJUSTMENT TYPE	ADJUST AMT

### 1.2 Action:

Add vendor payment request-

- Tax type is added as IGST,CGST+IGST,NA.
- After selecting Tax Type accordingly GST% is value mention as 5.00,12.00,18.00,28.00 and accordingly IGST/CGST+IGST value calculated.
- Adjustment Amount field is used for adjust amount in total bill amount according to Adjust Type selected as Plus,Minus and NA option
- Add perticular transaction and save.

### 3. Utility Payment Request:

BRANCH PAYMENT REQUEST (UTILITY)													
TRANSACTION ID :					HO APPROVED BUDGET BALANCE								
REGION/CLUSTER		CENTRE		OPENING BALANCE		0.00							
REQUEST DATE				TRANSACTION DURING MONTH		0.00							
<a href="#">VIEW OPENING BUDGET BALANCE</a>					AVAILABLE AMOUNT		0.00		YEAR MONTH				
									201711				
PAYMENT REQUEST DETAILS													
VERTICAL	ACTIVITY	PAYEE NAME	BILL NO	BILL DATE	BILL AMOUNT	TAX TYPE	GST%	IGST/CGST+SGST					
ADMIN	HO ADMIN	Maresh >> MAHESH BORSE	1000	06/11/2017	1000.00	IGST	5.00	50	0				
GST NO	PRODUCT	ACCOUNT HEAD	MOBILENO/TELNO	BILL DUE DATE	ADJUSTMENT AMOUNT	ADJUST TYPE	PANNO						
QQQQ585858577	CC	ELECTRICITY EXPENSES	9898989898	09/11/2017	10.00	MINUS	AAAAA2222A						
REMARK													
Electricity exps for the (period) for(MUMBAI), (MUMBAI HO)								Add	Remove				
PAYMENT REQUEST LIST													
										add selected to grid			
<input type="checkbox"/>	VERTICAL	ACTIVITY	PRODUCT	PAYEE NAME	BILL NO	BILL DATE	BILL AMOUNT	TAX TYPE	GST%	CGST/IGST AMOUNT	SGST AMOUNT	ADJUSTMENT TYPE	ADJUST AMT

#### 1.3 Action:

Add Utility payment request-

- Tax type is added as IGST,CGST+IGST,NA.
- After selecting Tax Type accordingly GST% is value mention as 5.00,12.00,18.00,28.00 and accordingly IGST/CGST+IGST value calculated.
- Adjustment Amount field is used for adjust amount in total bill amount according to Adjust Type selected as Plus,Minus and NA option
- Add perticular transaction and save.

#### 4. Bill Status Approval:

**Total Records Found 49** PAMAC Calculus Developed by PAMAC IT Software Dept.

### Bill Status Confirmation

TransactionID	<input type="text"/>	Total Amount	<input type="text"/>	Payment Type	Vender Payment
Branch	AHMEDABAD	Payee Name	<input type="text"/>	Bill Date	<input type="text"/>
Payout Date	<input type="text"/>	Bill No	<input type="text"/>	Bill Amount	<input type="text"/>

Search Reset

### Payment Request Approved List

TransactionID	Region	Branch	Request Date	Requested Amount	Auth.Status	Request Type	Remark By Account	AccountLedge
<input checked="" type="checkbox"/> PM\AHM \201709 \VPM-000005	WEST-GUJARAT & MP	AHMEDABAD	05/09/2017	1273.00	Approved	Vender Payment	Received	-Select-
<input type="checkbox"/> PM\AHM \201709 \VPM-000004	WEST-GUJARAT & MP	AHMEDABAD	05/09/2017	427.00	Approved	Vender Payment	Received	-Select-
<input type="checkbox"/> PM\AHM \201709 \VPM-000003	WEST-GUJARAT & MP	AHMEDABAD	05/09/2017	2323.00	Approved	Vender Payment	Received	-Select-

Approve Paymer Reject Payment Cancel [Update ST](#)

- Advertisement Expenses
- Courier Charges
- Brokerage
- Society Maintenance Charges
- Membership Subscription
- Provident Fund Payable
- Email Charges
- Fixed Assets
- Gratuity
- Fuel Cost
- Motor Car Expenses
- Petty Cash
- Printing and Stationary
- Consultancy Charges
- Reimbursement
- Office Rent
- Repairs & Maintenance
- ROC Expenses
- Security Charges

#### 1.4 Action:

Add Bill Status Approval-

- In this stage user can able to change the account ledger for perticular transaction and save it.

## 5. Calculus User Defined Reports:

**Calculus User Defined Reports**

Reports Name: Vendor Payment Report Branch: AHMEDABAD Status: Accept

Request From Date: 06/11/2017 Request To date: 06/11/2017

Search Reset

**Vendor Payment Report**

BranchName	TransactionID	Vertical_Name	RequestDate	PayeeName	State	BillNo	BillDate	Amount	AccountLedgerName
AHMEDABAD	PM\AHM 201711 VPM-000001	Admin	06/11/2017	Prachi Shinde	Maharashtra	1234566	06/11/2017	1000.00	Brokerage

Export Cancel

**Opening UserDefinedReport.xls**

You have chosen to open:

**UserDefinedReport.xls**  
which is: XLS file (2.3 KB)  
from: <https://pamaonline.com>

What should Firefox do with this file?

☒ Open with WPS Spreadsheets (default)

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

### 1.5 Action:

#### User Defined Reports-

- In this reports format is changed as per perticular report
- User can easily able to view all field in vendor and utility reports.

