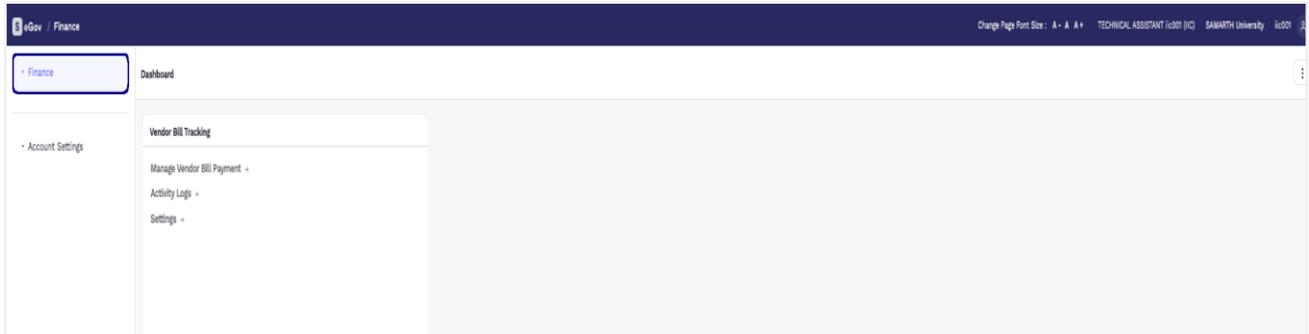


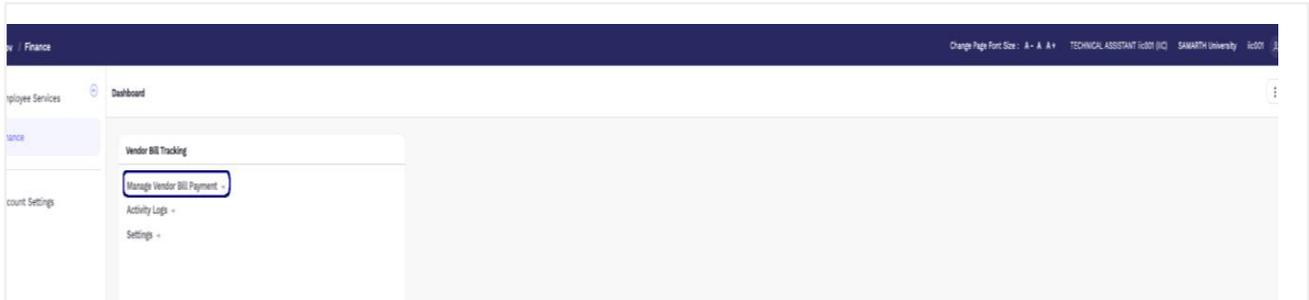
## How to process project bills on Samarth?

Creation of Project bills by the user assigned with **rpms\_pi** role once the project is registered.

1. Login using the credentials with the **rpms\_pi** role and Click on **Finance** to go to see the Finance modules.



2. Click on the **Manage Vendor Bill Payment** to go to the vendor bill tracking dashboard.



### 3. Click on the Add new Project Bill in Manage Project Bill Section

Vendor Bill Tracking

MANAGE EMPLOYEE BILLS

- Add new Employee Bill
- Manage Pending Bills
- View Action Done Bills
- View Paid Bills
- View Reversed Bills

MANAGE PROJECT BILLS

- Add New Project Bill**
- Manage Pending Project Bills
- View Action Done Project Bills
- View Paid Project Bills
- View Reversed Project Bills

#### New Project Bills

Showing 1-3 of 3 items.

#	Actions	Reference No	Batch No	Bill No	Bill Date	Project Reference Number	Project Title
1		2025JANVPT00000079		adv/new/001/0090/ppop	2025-01-01	2024RPMS00000348	East Campus Testing Research Project

### 4. Click on the Add Bill button and then fill all the details according to the invoice provided by the vendor and then Click on Save Button.

Vendor Bill Tracking

MANAGE EMPLOYEE BILLS

- Add new Employee Bill
- Manage Pending Bills
- View Action Done Bills
- View Paid Bills
- View Reversed Bills

MANAGE PROJECT BILLS

- Add New Project Bill**
- Manage Pending Project Bills
- View Action Done Project Bills
- View Paid Project Bills
- View Reversed Project Bills

#### New Project Bills

Showing 1-3 of 3 items.

#	Actions	Reference No	Batch No	Bill No	Bill Date	Project Reference Number	Project Title	Project Investigator	Budgetary FY
1		2025JANVPT00000079		adv/new/001/0090/ppop	2025-01-01	2024RPMS00000348	East Campus Testing Research Project	PT02110, Priya Sharma (Priya Sharma), Senior Finance 100-East Campus	FY 2024-25
2		2025JANVPT00000073		BILL_NO_31409937	2025-01-02	2024RPMS00000348	East Campus Testing Research Project	PT02110, Priya Sharma (Priya Sharma), Senior Finance 100-East Campus	FY 2024-25

Add Project Bill

Projects \*  x v

Funding Agency \*  v

Budgetary FY \*

Bill Approval Hierarchy Type \*  x v

Vendor Details

Vendor  v

Bill Details

Skip Bill Details

Do you want vendors to verify the GST?  No  Yes

Type Of Payment \*  v

Bill No

Bill Date

Upload Bill (Scanned Copy) (upto 10 MB)  No file chosen

Bill Amount Without Tax

Applicable Tax

Total Tax(%)

Apply Rounding on Tax Amount

Total Tax Amount

Invoice Amount

Formula To Calculate Invoice Amount (Bill Amount With Tax) :- (Bill Amount Without Tax) + ((Bill Amount Without Tax) \*(Total Tax / 100))

Deduction Category: PERCENTAGE BASED

Applicable Deduction: --Select--

Total Deduction(%):

Does Other Amount Based Deduction Applicable?: Select

Total Deduction Amount: 0.00

Advance Amount (Already Paid To Vendor): 0

Other Addition Exempted from tax or tds: 0

Refund Amount (Rs.): 0

Payable Amount (Rs.): \*

Formula To Calculate Payable Amount = ((Bill Amount With Tax) - (Bill Amount Without Tax) + (Total Deduction / 100)) - (Advance Amount) - (Other Deduction If any) + (Other Addition Exempted from tax or tds)

Remarks at the time of Bill Creation:

Last Date Of Verification: 2025-09-03

Save

**Projects:** Select the project for which the bill needs to be raised. (Please ensure that the receipt breakup of the Sanction Orders has been created in the concerned project in the respective heads in which expenditure to be recorded in respect of the bill be created.

**Funding Agency:** Select the funding agency of the project

**Budgetary FY:** Select the budgetary financial year for which the expenditure to be recorded.

**Bill Approval Hierarchy Type:** Select the “Bill Approval Hierarchy Type” according to which this bill goes to the verifiers, approvers and batch creator respectively. Bill approval hierarchy type can be configured in the Settings of Bill tracking System.

**Vendor:** Select the vendor accordingly.

**Do you want vendors to verify the GST?**

If any user selects Yes here then an email (in which link to the bill to be mentioned) will go to the vendor and the vendor can check the details of the bill which is being processed for him accordingly.

**Type of Payment:**

- **Advance Payment:** If advance payment is being selected, then it means the user is processing the bill in which advance payment will be given to the selected vendor after approval.

- **Final Payment:** If the final payment is being selected, it means the user is processing the bill in which the final payment will be given to the selected vendor after approval.  
Advance payments can also be adjusted.
- **Partial Payment:** If the payment is to be done partially to the vendor then, Partial payment option can be selected here.

**Bill No:** Invoice number/Bill number should be entered here in this field set.

**Bill date:** Invoice date/Bill date can be entered here.

**Upload Bill (Scanned copy):** Invoice/Bill copy should be uploaded here accordingly.

**Bill Amount without Tax:** Bill Amount without tax (amount mentioned in the invoice excluded applicable GST) should be entered here.

**Applicable Taxes:** Select the applicable taxes as mentioned in the invoice.

**Invoice amount:** Invoice amount will be calculated as (Bill amount without Tax + Applicable tax)

**Applicable Deductions:** Select the applicable deductions as per the laws.

**Remarks at the time of bill creation:** The Bill creator can give the remarks at the time of bill creation.

**Last date of verification:** The last date of verification can be selected for the verification by the vendor if you **want vendors to verify the GST?** can be selected as **Yes**.

**Then click on the Save button.**

5. Click on the view button or reference number of the invoice.

eGov / Vendor Bill Tracking / Pending Bills

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ic001-TECHNICAL ASSISTANT (IC) (Administrative)

DEMO UNIVERSITY kdsu

Vendor Bill Tracking

HOME

Dashboard

ACTIONS

Manage Orders

MANAGE VENDOR BILLS

Add new Vendor Bill

Manage Pending Bills

View Action Done Bills

### Pending Bills

Multiple Bills Advance Filter

Showing 1-7 of 7 items.

#	Actions	Bill Age	Reference No	Batch No	Department	Payable Amount (Rs.)	Current
1	 	0	2025JANVBT00000463		IC	₹ 1070	Role N

6. Click on the Verify Bill Details button to verify the bill details

eGov / Vendor Bill Tracking / Bills / 2025JANVBT00000463

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ic001-TECHNICAL ASSISTANT (IC) (Administrative)

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Vendor Bill Tracking

HOME

Dashboard

ACTIONS

Manage Orders

MANAGE VENDOR BILLS

Add new Vendor Bill

Manage Pending Bills

Present Status: New Bill Added

Download Update Verify Bill Details

#### Recent Activities

- New Bill Added By TECHNICAL ASSISTANT-ic001 (ICIM: Sahil Dutt)  
Created by: TECHNICAL ASSISTANT-ic001 (ICIM: Sahil Dutt)  
Jan 4, 2025, 2:23:59 PM

Reference No	2025JANVBT00000463	Organization Unit	IC
Budgetary FY	FY 2024-25	Concurrence Reference No	Concurrence Amount
Date of Order		Type Of Payment	FINAL PAYMENT
Bill No	123	Bill Date	Jan 4, 2025
Bill Amount	₹ 1000	Applicable Tax	• Test COST 9 (Rs. 00)
Without		Total Tax(%)	9.00

- Click on the **ReCalculate** button to perform the auto-recalculation.

### Purchase Supply Details:

Date of Supply of Goods / Services \*

Date of Acceptance / Verification of Goods / Supply by the purchaser \*

Place of Supply \*

Payable Amount (Rs.) \*

Upload Bill / Invoice (Scanned Copy) [upto 5 MB]  No file chosen

Remarks, if any \*

I hereby declare that the information provided by me is true and correct and I understand the submission/uploading of false claims/details may conduct suitable action against me as per applicable laws/contract

Fill in the Remarks, click on the declaration, and click on the **Save** button

- Click on the **Submit** button.

eGov / Bills / 2024SEPVB00000324 / Submit

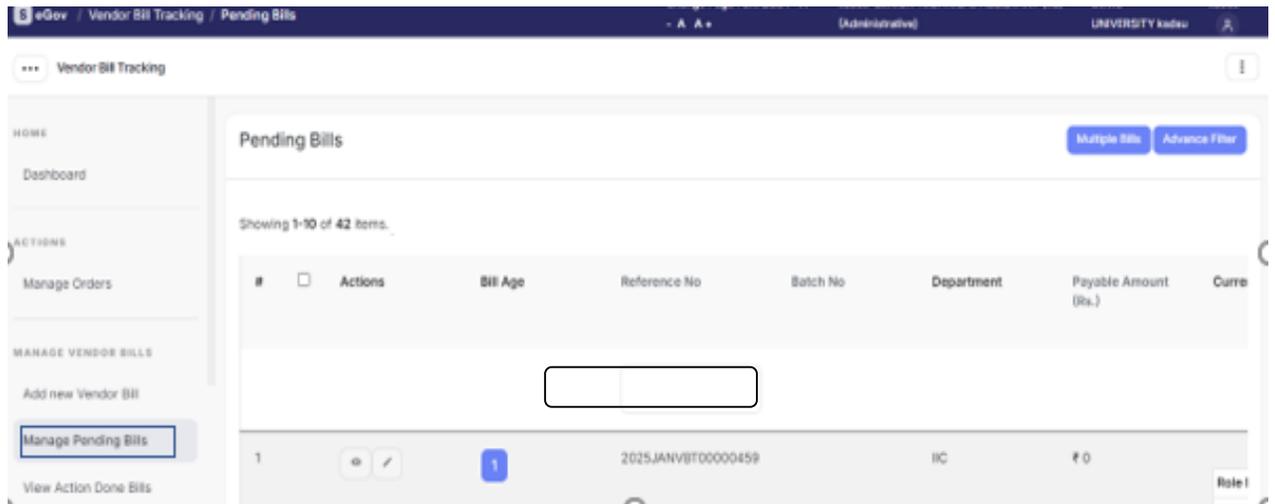
Change Page Font Size A- A+ 9007 TECHNICAL ASSISTANT (SC) DEMO UNIVERSITY 9:00 AM (Administrative) ksdsu

Vendor Bill Tracking

Update **Submit** Download Saved Copy

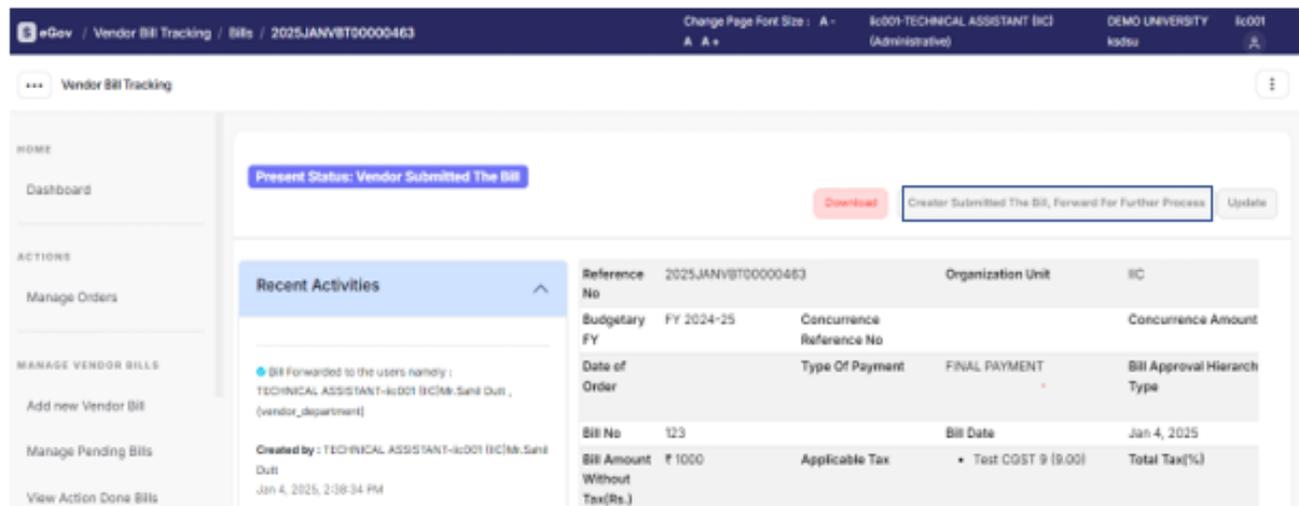
PURCHASE NUMBER AND VENDOR DETAIL					
Reference No	2024SEPVB00000324	Concurrence Reference No		Organization Unit	FACULTY OF BIOTECHNOLOGY
Vendor Name	sanjiv	Concurrence Amount		Date of Order	
BILL DETAILS					
Bill Approval Hierarchy Type	LAB EQUIPMENT BILL	Bill No	43434	Bill Date	Sep 12, 2024
Bill Amount Without Tax(Rs.)	₹ 10000	Applicable Tax	• GST 10.00	Total Tax(%)	9.00
Total Tax Amount(Rs.)	₹ 900	Invoice Amount(Rs.)	₹ 10900	Deduction Category	PERCENTAGE BASED
Applicable Deduction	• security deposited 15.00	Total Deduction(%)	5.00	Does Other Amount Based Deduction Applicable ?	NO

- Click on the Manage Pending Bills to take action on the Vendor Bills pending with the user.



Click on the reference number or the  to take action on the required Bill.

- Click on the  button and then fill all the details according to the allocation of the budget and then Click on Forward the performa for verification Button



Proforma For Faculty / Dept. / Office / Centre / Project Incharge

Query Status	<input type="text" value="No Query"/>
Whether the goods / services have been received as per bill.	<input type="text" value="Select"/>
Procedure of Procurement	<input type="text" value="Select"/>
Details of Stock	<input type="text"/>
Budget Category	<input type="text" value="--Select Budget Category--"/>
Budget Head	<input type="text" value="--Select Budget Head--"/>
Amount Recommended For Payment(Rs.)	<input type="text" value="1070.00"/>
Diary Number	<input type="text"/>
Diary Date	<input type="text" value="Select Date"/>
Remarks by Department	<input type="text"/>

I hereby declare that the above bill has been correctly verified by me and the procurement has been made as per procedure prescribed by the University.

Forward the Proforma For Verification

**Query Status:** If the user is having any objection in any details of the bill then select the query status as **Query Raised** and send the bill back to previous user, if not then select the query status as **No Query**

**Whether the goods/services have been received as per the bill:** If the goods/services received are according to the bill, select YES otherwise select NO and mention the reason of the difference.

**Procedure of Procurement:** Select the mode of payment configured in the settings, through which the procurement took place.

**Details of Stock:** Mention the details of the stock which are received in the bill

**Budget Category:** Select the Budget Category in which the budget has been allocated.

**Budget Head:** Select the Budget Category in which the budget has been allocated.

**Amount Recommended For Payment(Rs.):** Amount of the bill required to be paid to the vendor.

**Diary Number:** Mention the diary number in which the department made an entry when received this bill.

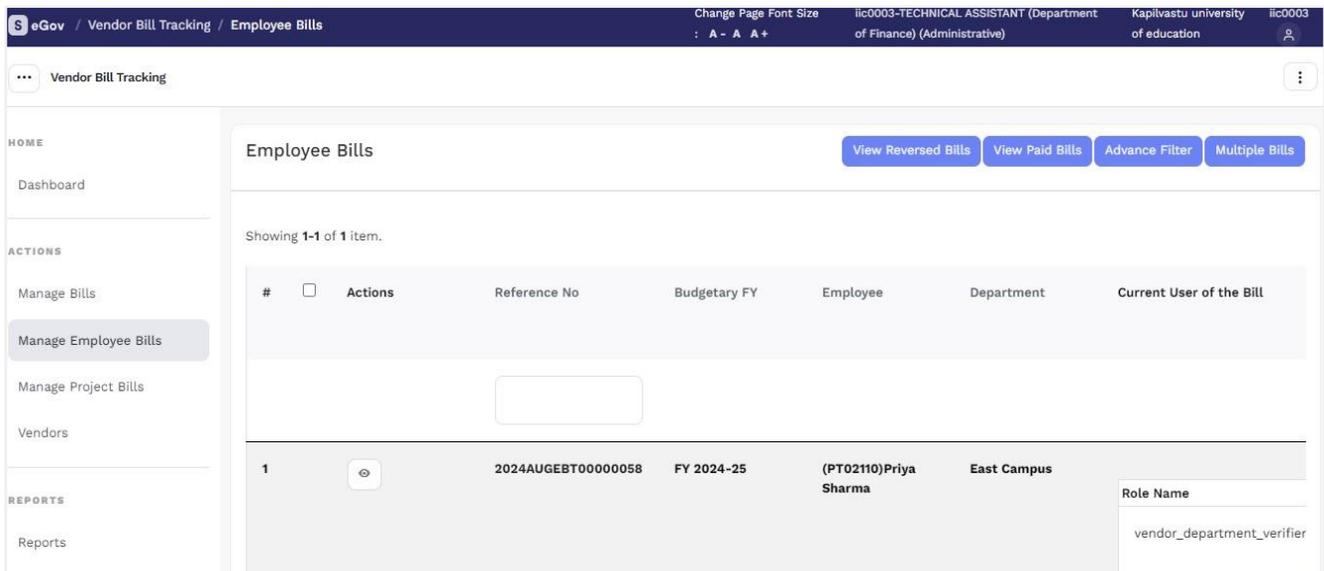
**Diary Date:** Mention the diary date on which the department made an entry when received this bill.

**Remarks by Department:** Put the remarks or additional details required to be mentioned.

Then click on the **Forward the Proforma For Verification** button.

Login using the administrative user credentials with the role of vendor\_verifier and Click on **Finance** to go to see the Finance modules.

1. Click on the reference number or the  to take action on the required Bill.



The screenshot displays the 'Employee Bills' section of the eGov Vendor Bill Tracking system. The interface includes a navigation menu on the left with options like 'Dashboard', 'Manage Bills', 'Manage Employee Bills', 'Manage Project Bills', 'Vendors', and 'Reports'. The main content area shows a table with one bill entry. The table columns are: #, Actions, Reference No, Budgetary FY, Employee, Department, and Current User of the Bill. The entry has # 1, Reference No 2024AUGEBT00000058, Budgetary FY FY 2024-25, Employee (PT02110)Priya Sharma, and Department East Campus. A dropdown menu for 'Current User of the Bill' is open, showing 'Role Name' as 'vendor\_department\_verifier'.

#	Actions	Reference No	Budgetary FY	Employee	Department	Current User of the Bill
1		2024AUGEBT00000058	FY 2024-25	(PT02110)Priya Sharma	East Campus	Role Name vendor_department_verifier

2. Click on the **Forward The Bill** button and fill in all the details

seGov / Vendor Bill Tracking / Employee Bills / 2024DECEBT00000107

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Vendor Bill Tracking

HOME

- Dashboard

ACTIONS

- Manage Orders

MANAGE VENDOR BILLS

- Add new Vendor Bill
- Manage Pending Bills
- View Action Done Bills

**Present Status: BILL FORWARDED TO FINANCE BRANCH**

Download    Update Deduction In Bill    **Forward The Bill**

**Recent Activities**

- Bill is forwarded to SENIOR ASSISTANT-iic0006 (IIC)Mr.Sahil Dutt  
Created by : SENIOR TECHNICAL ASSISTANT-iic002 (IIC)Mr.Sahil Dutt  
Dec 28, 2024, 10:46:15 AM
- Bill Forwarded to the users namely : SENIOR TECHNICAL ASSISTANT-iic002 (IIC)Mr.Sahil Dutt , (vendor\_department) SENIOR ASSISTANT-iic0005 (IIC)Mr.Sahil Dutt ,

Reference No	2024DECEBT00000107	Employee Name	Ms.Priya Sharma
Employee DOB	01-Jan-1992	Employee Age	32
Employee Gender	Female	Employee Basic Pay	40000.00
Department	East Campus	Budgetary FY	FY 2024-25
Are you raising this bill for your dependent ?	NO	Dependent	
Bill Approval Hierarchy Type	East Campus Employee Bill	Employee Bill Identifier	
Bill No	1232322	Bill Date	Dec 28, 2024

3. Fill in the following details:

Condition 1: If the Status is selected as NO Query, then fill in the Remarks and click on the Submit button after checking on the check box of declaration

seGov / Vendor Bill Tracking / Employee Bills / 2024DECEBT00000107 / Forward The Bill

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Vendor Bill Tracking

HOME

- Dashboard

ACTIONS

- Manage Orders

MANAGE VENDOR BILLS

- Add new Vendor Bill
- Manage Pending Bills

**Forward The Bill**

Query Status \*    No Query

Remarks \*

I hereby declare that the above bill has been correctly verified by me and the procurement has been made as per procedure prescribed by the University.

Submit

## Condition II: If the Status is selected as Query Raised

Vendor Bill Tracking

HOME

- Dashboard

ACTIONS

- Manage Orders

MANAGE VENDOR BILLS

- Add new Vendor Bill
- Manage Pending Bills
- View Action Done Bills

Forward The Bill

Query Status \*

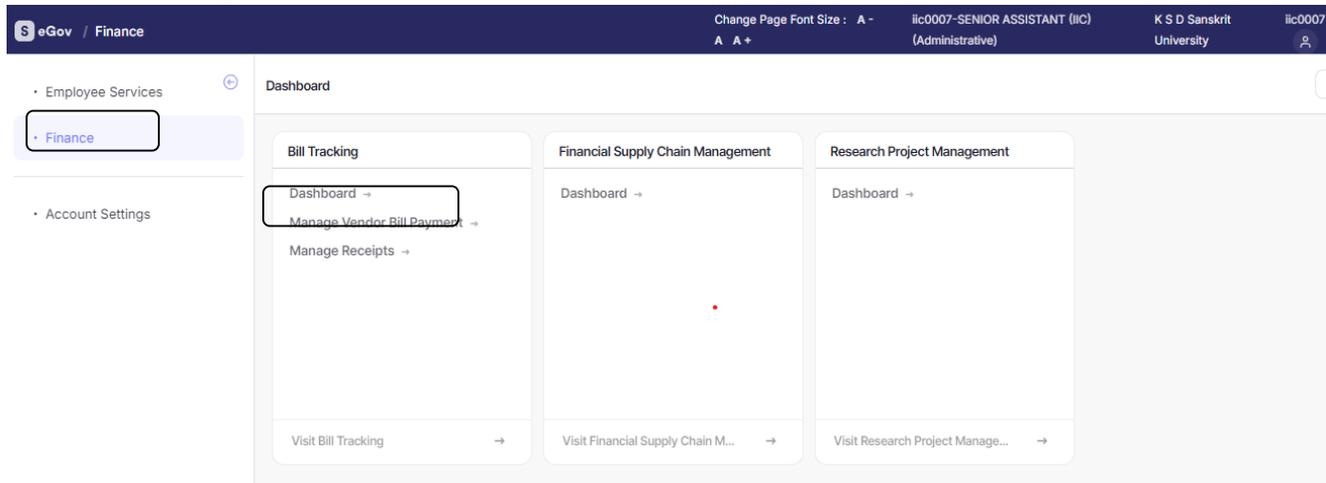
Remarks \*

Return To

Clarification Status

Submit

4. Remarks: Put the Remarks in the Remarks column
5. Return To: Select the user to whom the bill is required to be returned back
6. Clarification Status: Select the required option whether only clarification is required or any upload is also required along with the clarification, and Click on the Submit button.
7. Login using the administrative user credentials with the role of vendor\_dealing\_assistant (Vendor Approver) and Click on **Finance** and then on **Manage Vendor Bill Payment** in the **Bill Tracking** card.



Perform the above Steps by all the users who are mapped in the hierarchy as the bill verifiers. (Vendor\_Verifiers)

8. Click on the reference number or the  to take action on the required Bill on Manage Pending Bills in the Project Bill section.

eGov / Vendor Bill Tracking / Employee Pending Bills

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Vendor Bill Tracking

HOME

- Dashboard

ACTIONS

- Manage Orders

MANAGE VENDOR BILLS

- Manage Pending Bills
- View Action Done Bills
- View Paid Bills

Employee Pending Bills

Advance Filter    Multiple Bills

Showing 1-4 of 4 items.

#	<input type="checkbox"/>	Actions	Bill Age	Reference No	Batch No	Employee	Department	Pay (Rs.)
1			0	2024DECEBT00000107		Priya Sharma	East Campus	₹ 10

9. Click on the  button

eGov / Vendor Bill Tracking / Employee Bills / 2024DECEBT00000107

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Vendor Bill Tracking

HOME

- Dashboard

ACTIONS

- Manage Orders

MANAGE VENDOR BILLS

- Manage Pending Bills
- View Action Done Bills
- View Paid Bills
- View Downloaded Bills

Present Status: BILL VERIFIED BY FINANCE BRANCH

Download    Approve The Bill

Recent Activities

- Bill is verified and sent for approval to SENIOR ASSISTANT-iic0007 (IIC)Mr.Sahil Dutt  
 Checking & Verification Remark : Ok  
 Created by : SENIOR ASSISTANT-iic0006 (IIC)Mr.Sahil Dutt  
 Dec 28, 2024, 10:56:13 AM
- Bill is forwarded to SENIOR ASSISTANT-iic0006 (IIC)Mr.Sahil Dutt  
 Created by : SENIOR TECHNICAL ASSISTANT-iic0002

Reference No	2024DECEBT00000107	Employee Name	Ms.Priya Sharma
Employee DOB	01-Jan-1992	Employee Age	32
Employee Gender	Female	Employee Basic Pay	40000.00
Department	East Campus	Budgetary FY	FY 2024-25
Are you raising this bill for your dependent ?	NO	Dependent	
Bill Approval Hierarchy Type	East Campus Employee Bill	Employee Bill Identifier	
Bill No	1232322	Bill Date	Dec 28, 2024

Select the Objection Status as No Query, put the remarks, and click on the submit button after clicking on the declaration.

The screenshot shows the 'Proforma For Finance' form. The fields are as follows:

Field	Value
Objection Status *	No Query
Invoice No *	1232322
Date of Passing The Bill *	2024-12-28
Bill Passed for (Rs.) *	10000.00
Remarks *	
Approval Date *	2024-12-28

Below the form, there is a checkbox for the declaration:  I hereby declare that the above bill has been correctly approved by me and the procurement has been made as per procedure prescribed by the University. A 'Submit' button is located at the bottom right of the form.

Follow the same procedure by all the users mapped as vendor\_dealing\_assistant (Bill Approver)

Login using the administrative user credentials with the role of vendor\_batch\_creator and Click on **Finance** and then on **Manage Vendor Bill Payment** in the **Bill Tracking** card.

The screenshot shows the 'Finance' dashboard. The left sidebar has the following menu items:

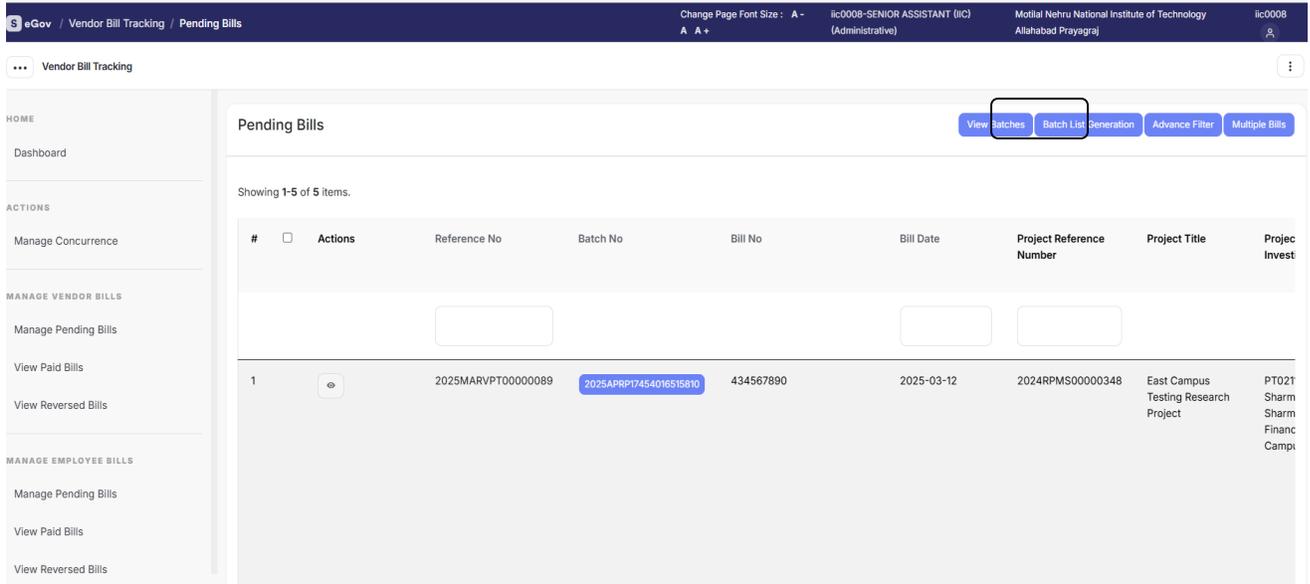
- Employee Services
- Finance** (highlighted)
- Account Settings

The main content area is titled 'Dashboard' and contains two cards:

- Bill Tracking**: Contains links for 'Dashboard', 'Manage Vendor Bill Payment' (highlighted with a red box), and 'Manage Receipts'.
- Financial Supply Chain Management**: Contains a link for 'Dashboard'.

At the bottom of each card, there are links to 'Visit Bill Tracking' and 'Visit Financial Supply Chain M...'.

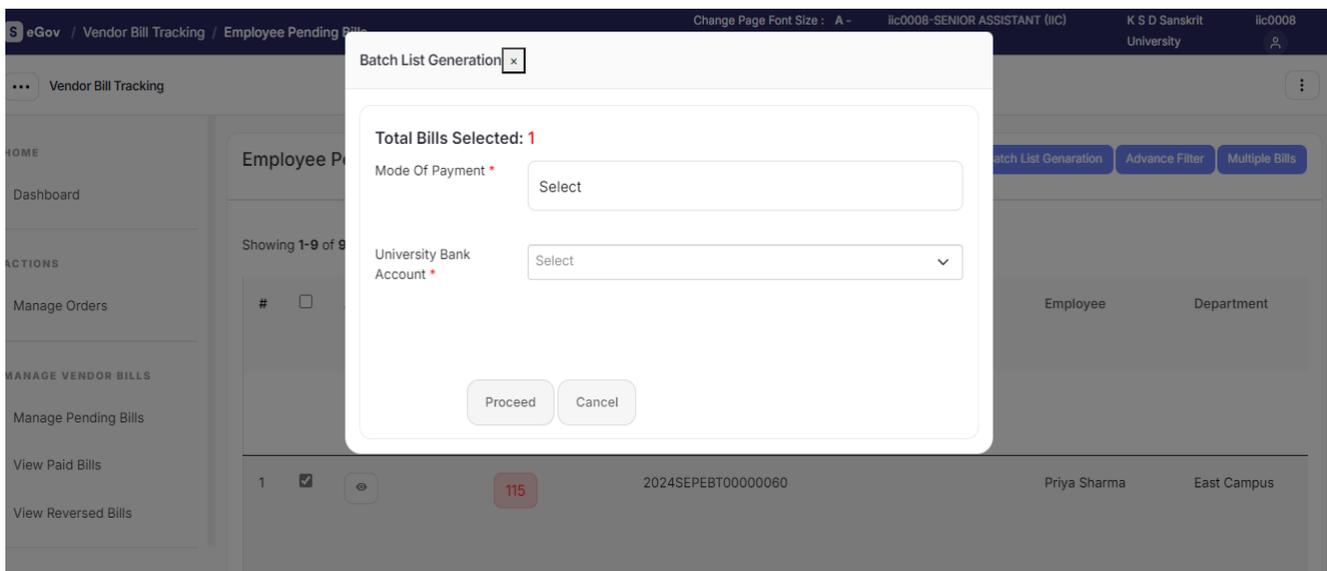
2. Select the bills by clicking on  for which the batch needs to be created for payment and click on Batch List Generation



The screenshot shows the 'Pending Bills' section of the Vendor Bill Tracking system. The interface includes a sidebar with navigation options like 'Dashboard', 'Manage Concurrency', and 'Manage Pending Bills'. The main content area displays a table of bills with columns for #, Actions, Reference No, Batch No, Bill No, Bill Date, Project Reference Number, Project Title, and Project Invest. A single bill is listed with a checked checkbox in the Actions column. The 'Batch List Generation' button is highlighted with a red box.

#	Actions	Reference No	Batch No	Bill No	Bill Date	Project Reference Number	Project Title	Project Invest
1	<input checked="" type="checkbox"/>	2025MARVPT0000089	2025APRP17454016515810	434567890	2025-03-12	2024RPMS00000348	East Campus Testing Research Project	PT021 Sharm Financ Camp

3. Select the Mode of Payment and Bank Account through which the payment needs to be recorded and click on Proceed



The screenshot shows the 'Batch List Generation' modal dialog box. It displays 'Total Bills Selected: 1' and two dropdown menus for 'Mode Of Payment' and 'University Bank Account'. The 'Proceed' button is highlighted with a red box.

Total Bills Selected: 1

Mode Of Payment \*

University Bank Account \*

#	Actions	Reference No	Batch No	Bill No	Bill Date	Project Reference Number	Project Title	Project Invest
1	<input checked="" type="checkbox"/>	2025SEPEBT0000060	115				Priya Sharma East Campus	

#### 4. Click on the batch and then click on Bulk Payment.

Vendor Bill Tracking

2024DECEMPB17353786329481

BULK PAYMENT REMOVE BILL FROM BATCH PRINT BANK LIST DOWNLOAD BANK LIST

Showing 1-1 of 1 item.

#	Actions	Bill Age	Batch No	Reference No	Employee	Payee Detail
1	<input type="checkbox"/>	115	2024DECEMPB17353786329481	2024SEPEBT00000060	Priya Sharma	

#### 5. Fill in the Cheque details and click on Submit

Vendor Bill Tracking

Prepare Cheque : 2024DECEMPB17353786329481

Cheque Number / Transaction Number \*

Name that will be printed on Cheque \*

Payment Date \* 2024-12-28

Remark \*

Total Amount \* 1000

Submit

### How to record payment of the deductions?

1. Login using the administrative user credentials with the role of vendor\_batch\_creator and Click on **Finance** and then on **Reports** in the **Bill Tracking card**.

#	<input type="checkbox"/>	Actions	Bill Age	Reference No	Batch No	Department	Payable Ar (Rs.)
1	<input type="checkbox"/>		8	SAL2024NOVBT0000448		East Campus	₹ 111196
2	<input type="checkbox"/>		9	2024DECVB00000446	2024DEC817346074847953	East Campus	₹ 0

2. Click on the View button of Cheque Process for Project Deductions for payment of Project deduction

eGov / Vendor Bill Tracking / Reports

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Vendor Bill Tracking

HOME	Deduction Report <a href="#">VIEW</a>	Employee Deduction Report <a href="#">VIEW</a>	Cheque Process for Deductions <a href="#">VIEW</a>
ACTIONS	Cheque Process for Project Deductions <a href="#">VIEW</a>	Cheque Process for Employee Deductions <a href="#">VIEW</a>	Unpaid Deduction Report <a href="#">VIEW</a>
MANAGE VENDOR BILLS	Employee Unpaid Deduction Report <a href="#">VIEW</a>	Tax Report <a href="#">VIEW</a>	Cashbook <a href="#">VIEW</a>

3. Select the deduction and the time period for which payment needs to be done and click on Submit Button

**Cheque Process For Project Deductions**

Deduction \*  From Date \*  To Date \*

4. Select all the bills required to be paid and click on the **CHEQUE CREATION** button

Cheque Process For Deductions / Cheque Process For Project Unpa... Change Page Font Size : A - A A + fscm-Fin (East Campus) (Administrative) Motilal Nehru National Institute of Technology Allahabad Prayagraj fscm

**Cheque Process For Project Unpaid Deductions : Test TDS 2**  
From Date: 1-Mar-2024 To Date: 30-Apr-2025

Total 13 Items.

#	<input type="checkbox"/>	Bill Reference No	Project Name	Vendor Name	Vendor Pan Number	Vendor Gst Number	Deduction Name	Budget Category	Budget Head
1	<input type="checkbox"/>	2024MARVPT00000002	New Project 11	pavan	ABCTY1234D	29GGGGG1314R9Z6	Test TDS 2	Project-Recurring(PR)	Project-recurring-test-1(PRTT1)
2	<input type="checkbox"/>	2024MARVPT00000003	New Project 11	pavan	ABCTY1234D	29GGGGG1314R9Z6	Test TDS 2	Project-Recurring(PR)	Project-recurring-test-1(PRTT1)
3	<input type="checkbox"/>	2024APRVPT00000007	vvcb	pavan	ABCTY1234D	29GGGGG1314R9Z6	Test TDS 2	Project-Recurring(PR)	Project-recurring-test-1(PRTT1)
4	<input type="checkbox"/>	2024APRVPT00000009	New Project 21	pavan	ABCTY1234D	29GGGGG1314R9Z6	Test TDS 2	Project-Recurring(PR)	Project-recurring-test-1(PRTT1)

5. Fill in the details of the cheque and select whether the payment is required to be paid to the vendor or concerned authorities.

The screenshot displays a web application interface for 'Vendor Bill Tracking'. A modal window titled 'CHEQUE PROCESS' is open, allowing users to record payment deductions. The modal includes the following fields:

- Total Bills Selected:** 1
- Name On Cheque:** Text input field.
- University Bank Account:** Dropdown menu with 'Select' as the current option.
- Cheque No:** Text input field.
- Cheque Date:** Date selection field with 'Select Date' as the current option.
- Is the payment to be made to vendor?:** Dropdown menu with 'Select' as the current option.
- Remark:** Text area for notes.
- Total Amount:** Text input field containing the value '240'.

A 'Proceed' button is located at the bottom of the modal. The background page shows a sidebar with navigation options like 'Dashboard', 'Manage Orders', and 'Manage Vendor Bills', and a main content area with a table of bills.

- Name on Cheque: Enter the name that should appear on the cheque.
- University Bank Account: Select the Bank Account from which the deduction payment will be recorded.
- Cheque No: Provide the Cheque Number.
- Cheque Date: Select the Cheque Date
- Is the Payment to be made to the Vendor: Indicate whether the payment is to be made to the government authorities or the vendor. If the payment is to the vendor, select the appropriate vendor.
- Enter the Remarks and click the Proceed Button.

By following these steps, the user can record the payment of the deductions.