User Manual

For

Telangana State Warehousing Corporation (TGSWC)

By
VividMinds Technologies

Module: Billing System

vividminds

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1.0. Revision History

Version	Author	Date	Change Description
V1.0.	Dinesh Kumar P	08-05-2024	Initial Draft
V1.1.	Navneet Anand	08-09-2024	Change of screens, added master applications, updated screen details

2.0. Document Control Information

Version	Author	Reviewed by	Approved by	Remarks
V1.0.	Dinesh Kumar P	Kishan Kumar	Vijaya Kumar	
V1.1.	Navneet Anand			

3.0. Distribution list

Name	Role

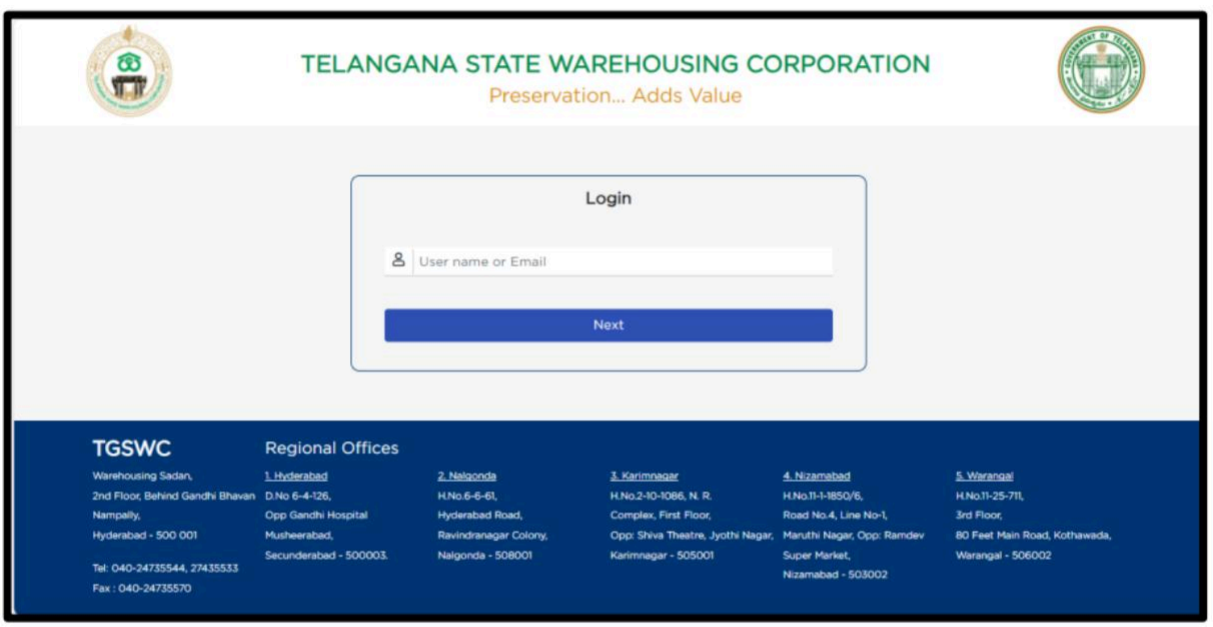
4. Overview

This guide seeks to offer users an in-depth comprehension of procedures associated with calculating and generating reports, bills, and invoices for the services provided to depositors who utilize the warehouse's storage facilities. It serves as a reference for users to efficiently navigate and execute these essential operations within the system.

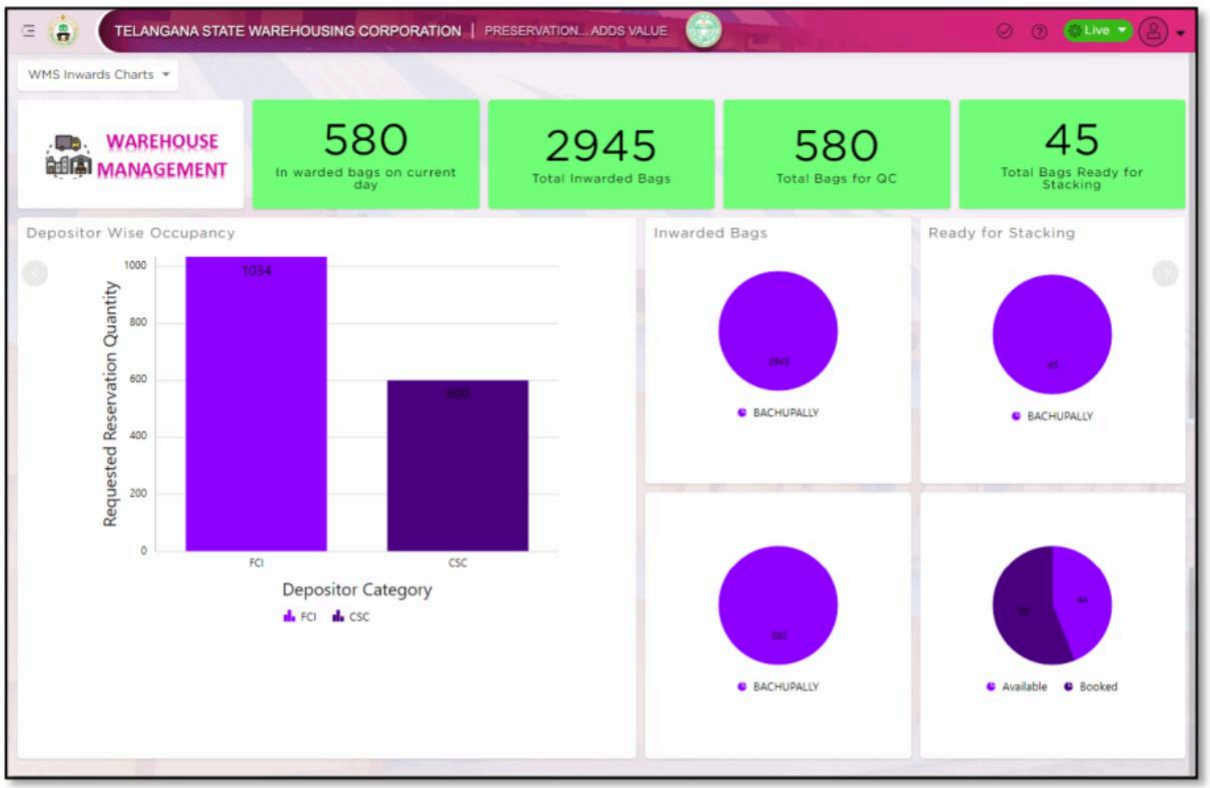
Note: Access to warehouse details is restricted to users based on their login credentials.

5. Login to TGSWC

- User will click on the link and enter **login** credentials.



- After successful login, user shall will be directed to the **dashboard** page, as shown below.



The dashboard is where all of the project's reports can be accessed quickly.

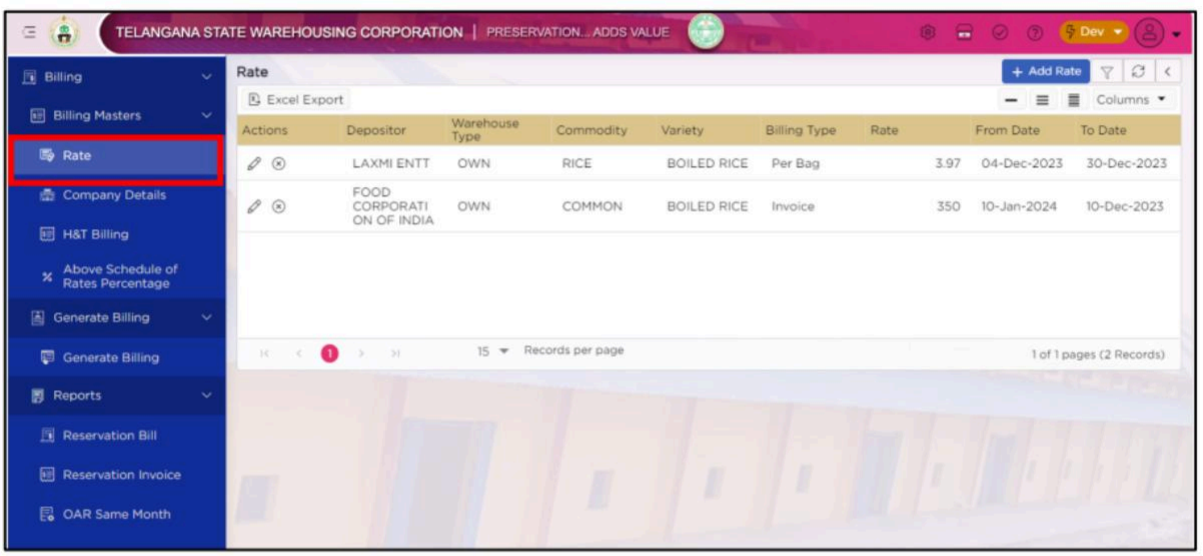
6. Billing System

Billing refers to the process of generating and managing financial documents associated with warehouse activities. It involves creating invoices, tracking costs, and handling payments for services provided within the warehouse.

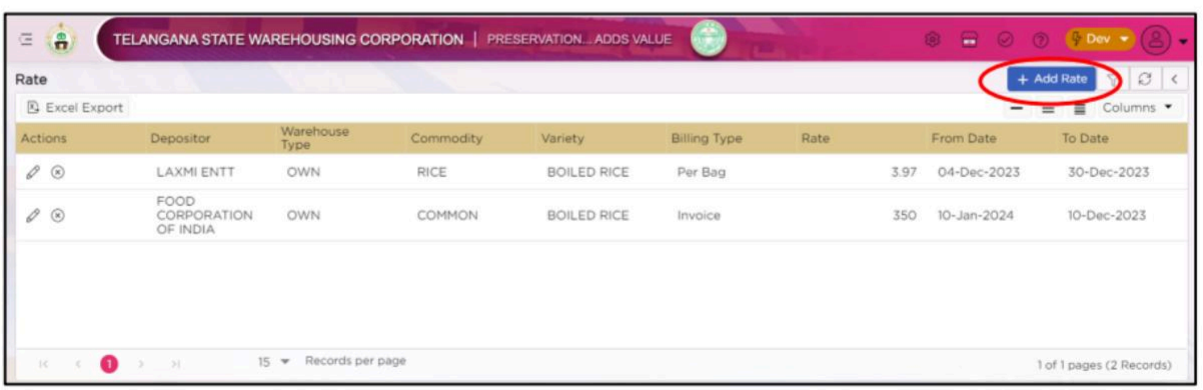
6.1. Billing Master

6.1.1. Rate

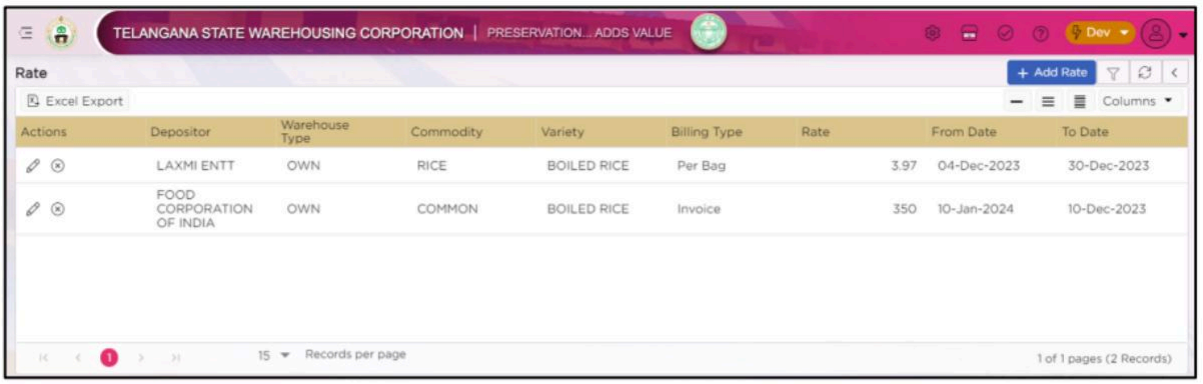
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Billing'** section and then choose **'Rate'** under **Billing Masters.**



- Upon choosing **'Rate**,' a populated list will display, presenting the details of existing rates details if any as shown in the below image.



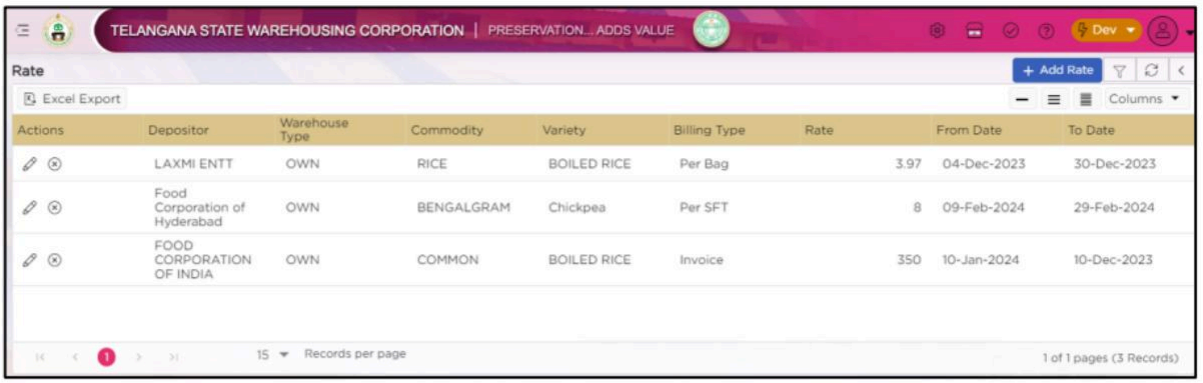
- To add details for new rate, Admin will click on the **'+ Add Rate'** button located in the top right corner.



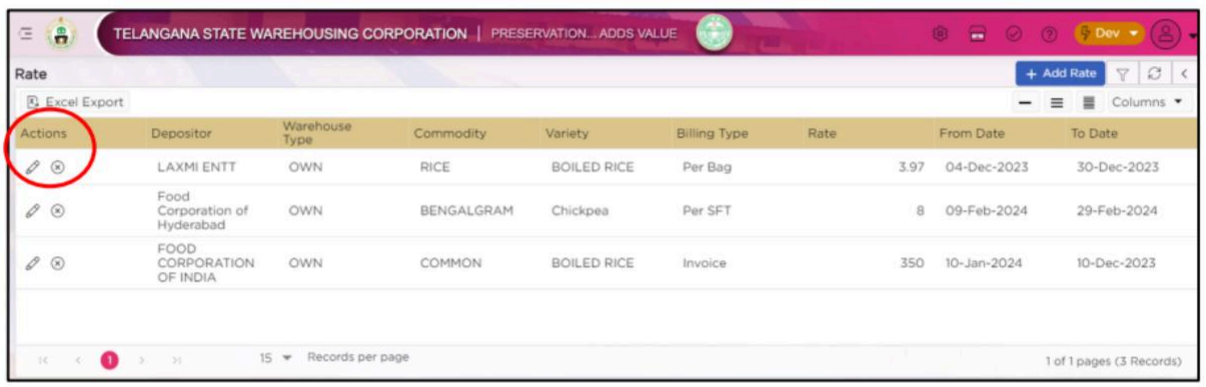
- By clicking, this action prompts a form to input **new Rate** details.
    - Depositor name- Select Depositor name from drop-down
    - Warehouse Type Name- Select Warehouse name from drop-down
    - Billing Type Name- Select the bill type (Per Bag/ Per SFT) from drop-down
    - Commodity Name- Select the Commodity Name from drop-down
    - Variety Name- Select the Varity Name from drop-down
    - Rate- Enter the Rate
    - From Date- Select the date
    - To Date- Select the date
- Once the **'Rate details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



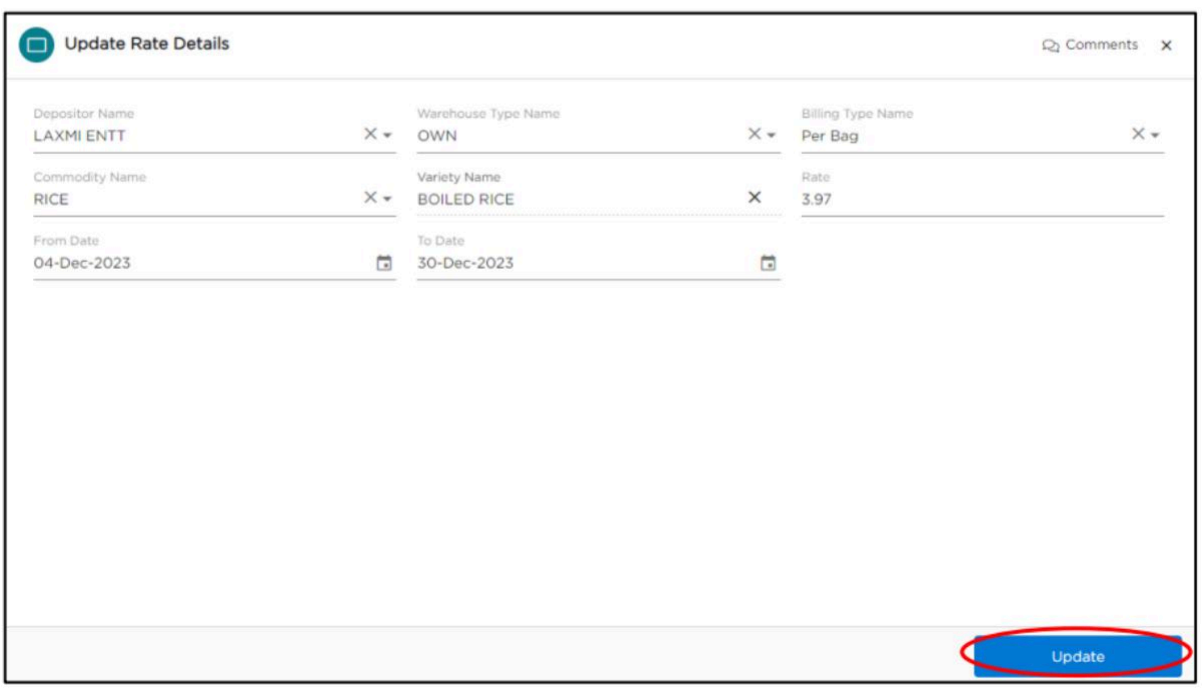
- After submission, the details will get added to the Rate list.



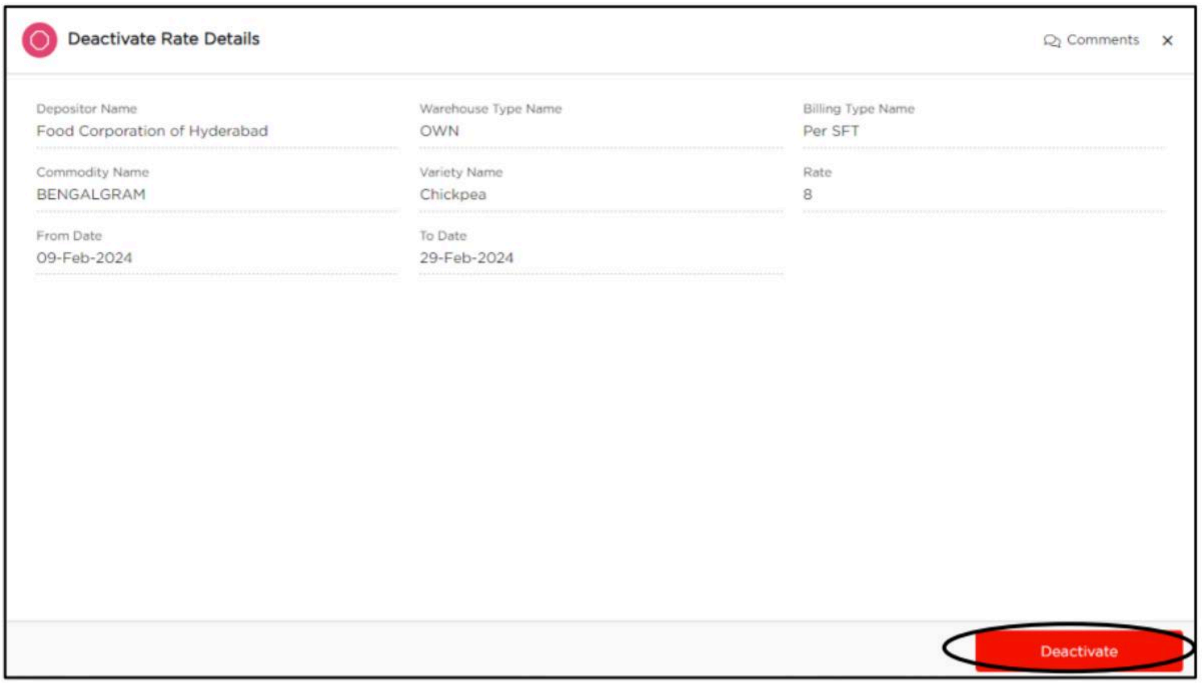
- Admin has the ability to update or deactivate rate details by selecting the **'Update/Deactivate'** buttons provided under the **Actions** column.



  - **Case 1-> If clicked on Update Button**-> Clicking on the edit icon will populate the details in an editable format, accompanied by a button to successfully save the updated information

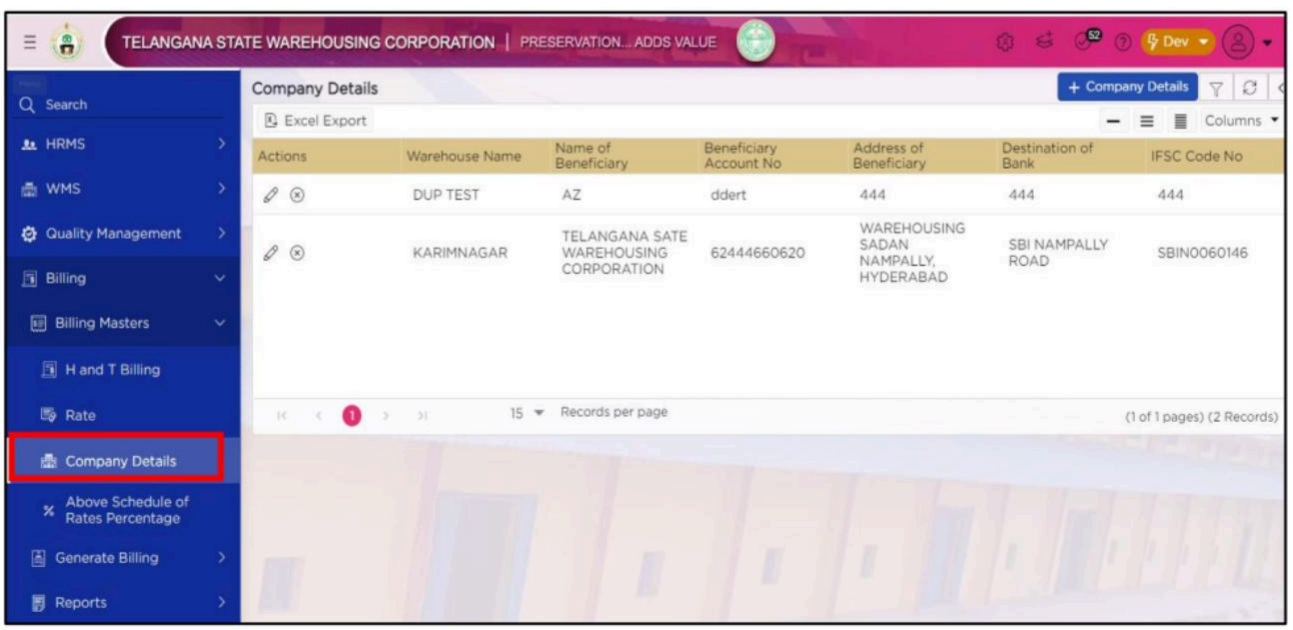


- **Case 2-> If the deactivate icon is clicked**, the details will appear in an non editable format, and a button to deactivate the information will be provided.

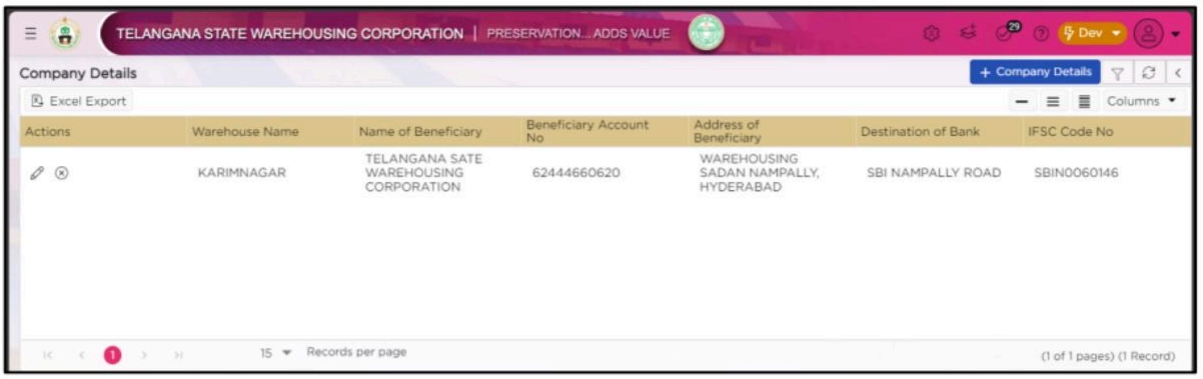


6.1.2. Company Details

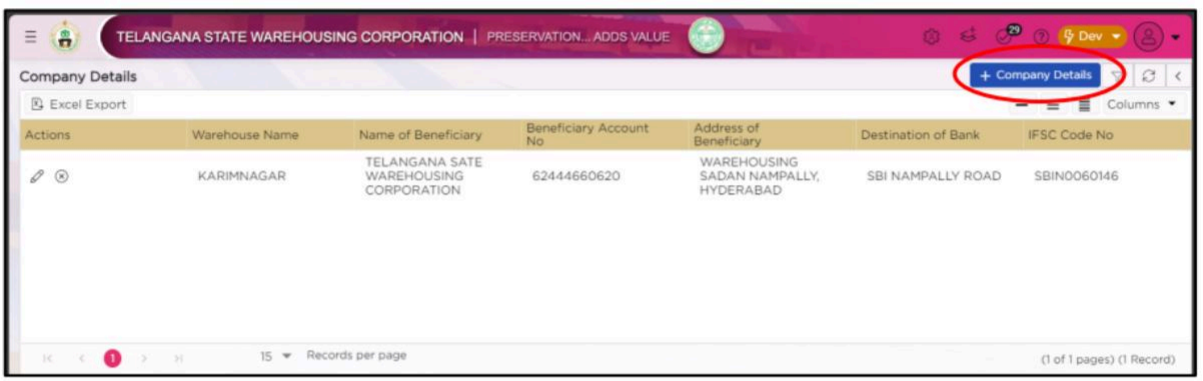
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Billing'** section and then choose **'Company Details'** under **Billing masters**



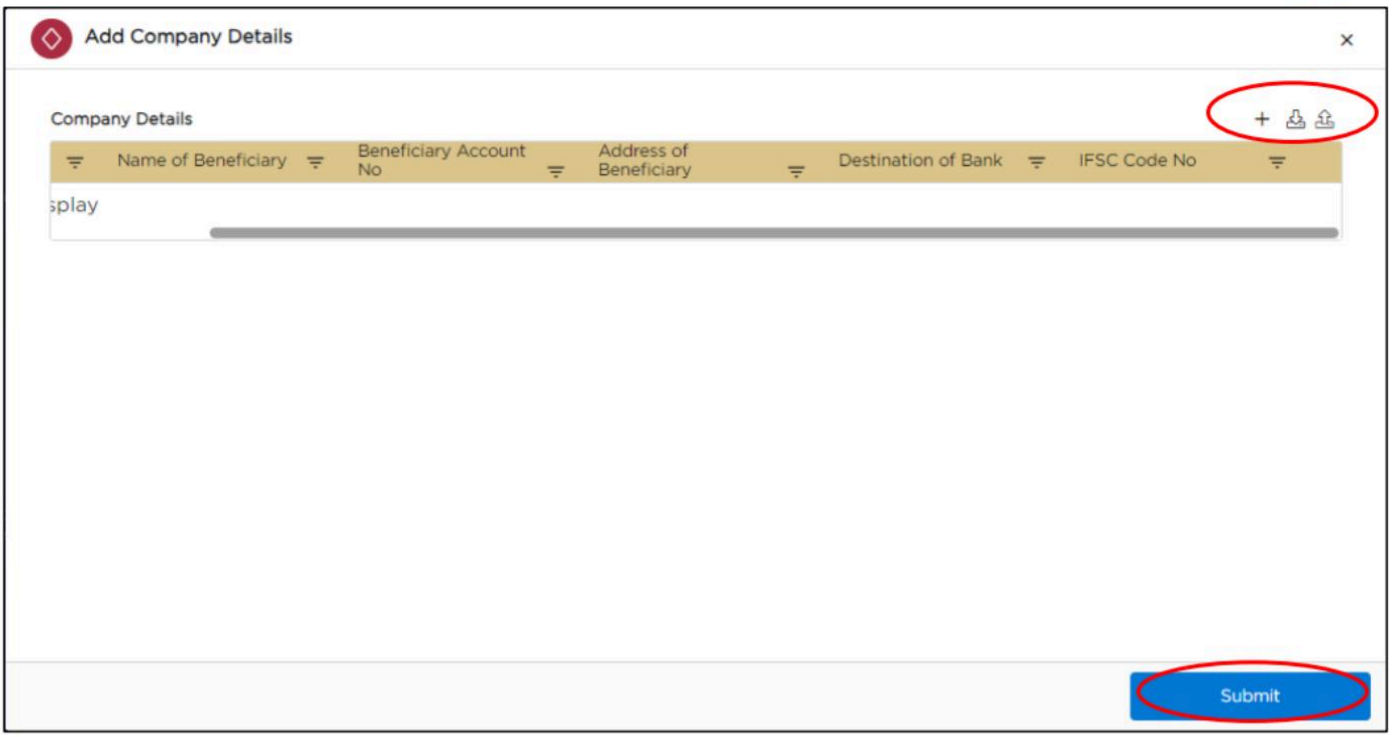
- Upon choosing **'Company Details**,' a populated list will display, presenting the details of existing above Company details if any as shown in the below image.



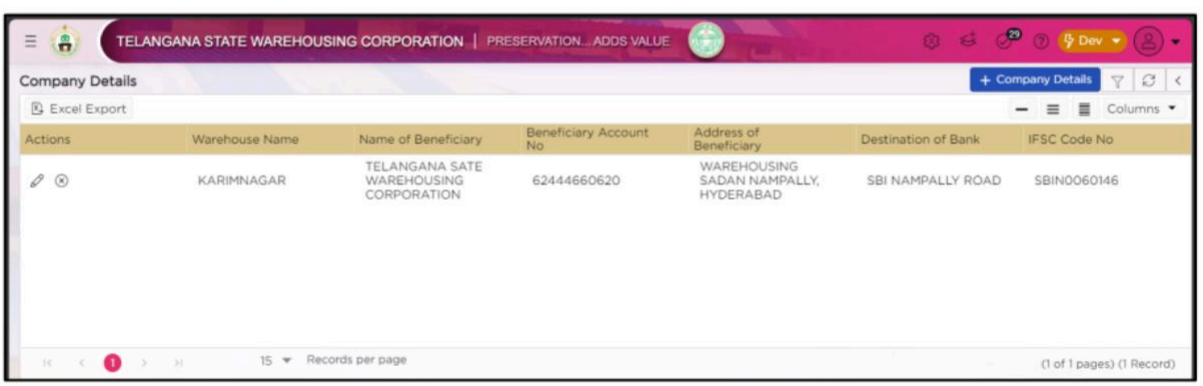
- To add details for new Company, Admin will click on the **'+ Company details'** button located in the top right corner.



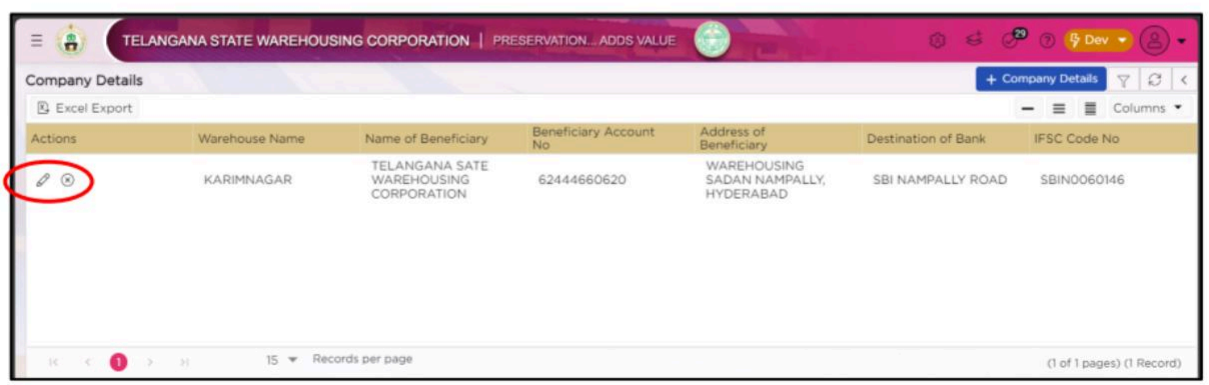
- By clicking, this action prompts a form to input **new company** details. Admin shall click on the **+** button to enable entering the following details in the grid:
    - Warehouse Name – Select from the drop down
    - Name of the Beneficiary- Enter the Beneficiary name.
    - Beneficiary Account Number- Enter the Account Number.
    - Address of the Beneficiary- Enter the Address details.
    - Destination of Bank- Enter the Bank Name
    - IFCS Code- Enter the Bank IFSC Code.
- To add bulk details of companies admin shall click on the **Download to Excel** button present next to **+** button, then download the sample excel file. Once the sample file is downloaded, Admin shall add data to the file & upload the same file by clicking **Upload Excel** button present next to **Download to Excel** button.
- Once the **'Company details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



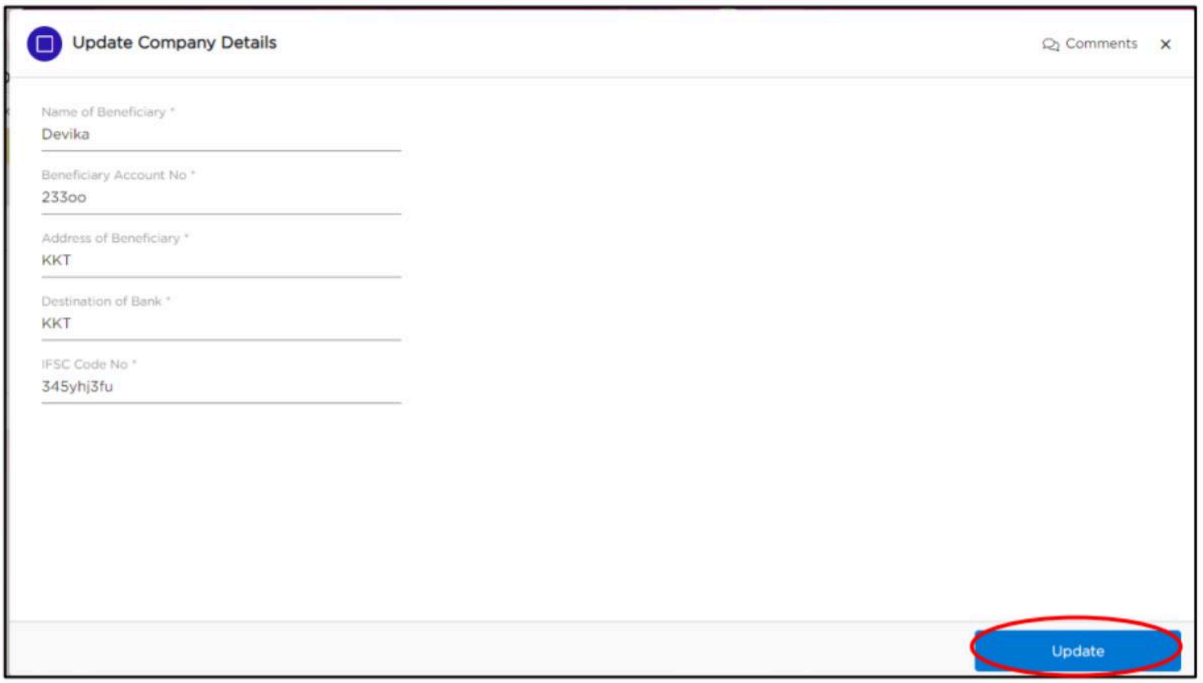
- After **submission,** the details will get added to the Company Details list.



- Admin has the ability to update or deactivate Company details by selecting the **'Update/Deactivate'** button provided under the **Actions** column.



- **Case 1-> If clicked on Update button**-> Clicking on the edit icon will populate the details in an editable format, accompanied by a button to successfully save the updated information

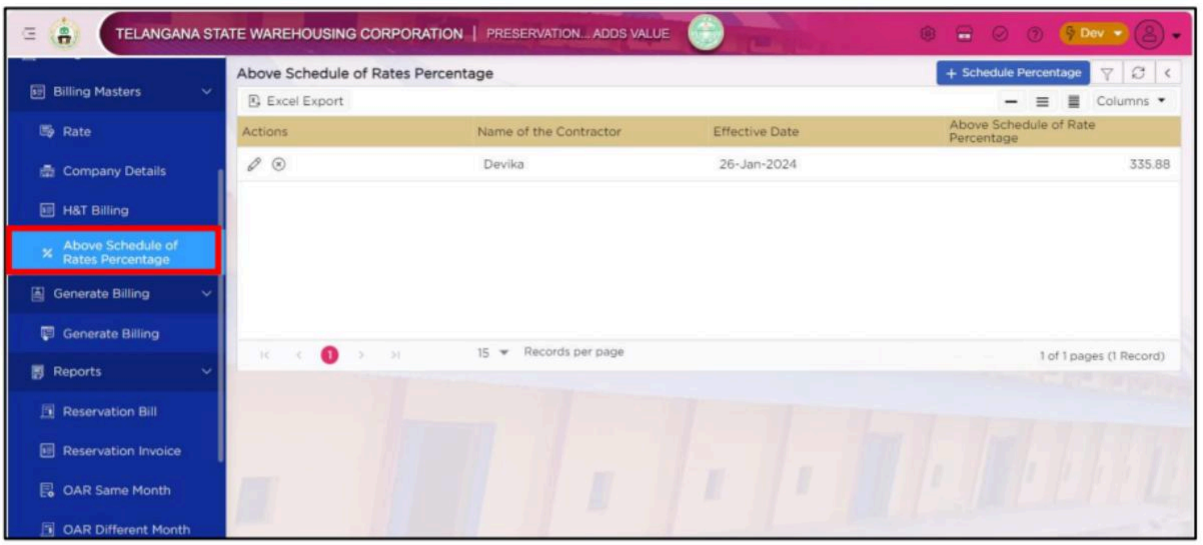


- **Case 2-> If the deactivate icon is clicked**, the details will appear in an non editable format, and a button to deactivate the information will be provided.



6.1.3. Above Schedule of Rates Percentage

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Billing'** section and then choose **'% Above Schedule of Rates Percentage'** under **Billing Masters.**



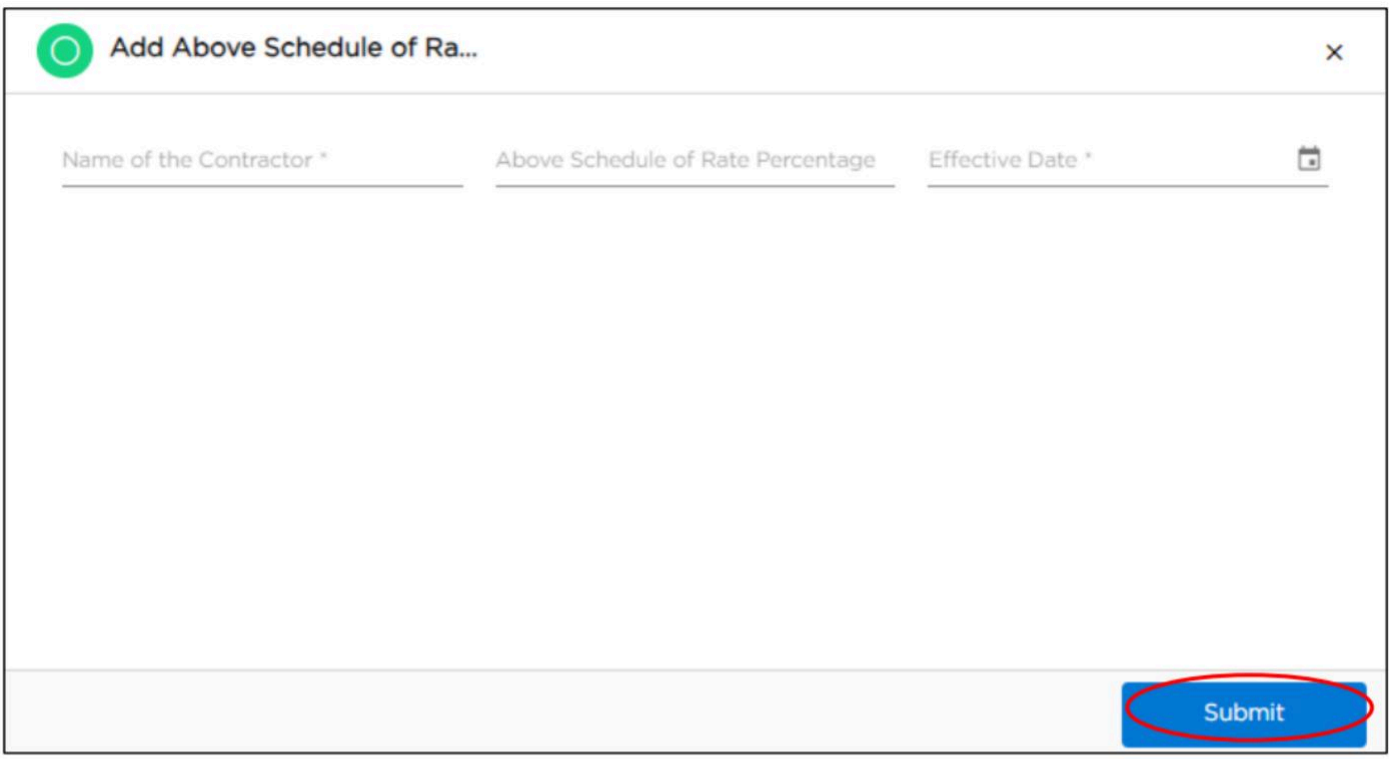
- Upon choosing **'% Above Schedule of Rates Percentage**,' a populated list will display, presenting the details of existing above schedule of rates percentage details if any as shown in the below image.



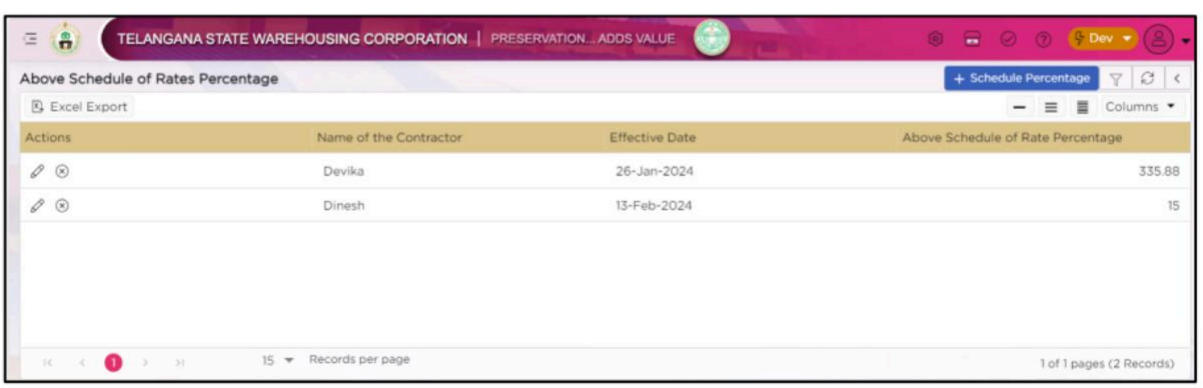
- To add details for new Schedule Percentage, Admin will click on the **'+ Schedule Percentage'** button located in the top right corner.



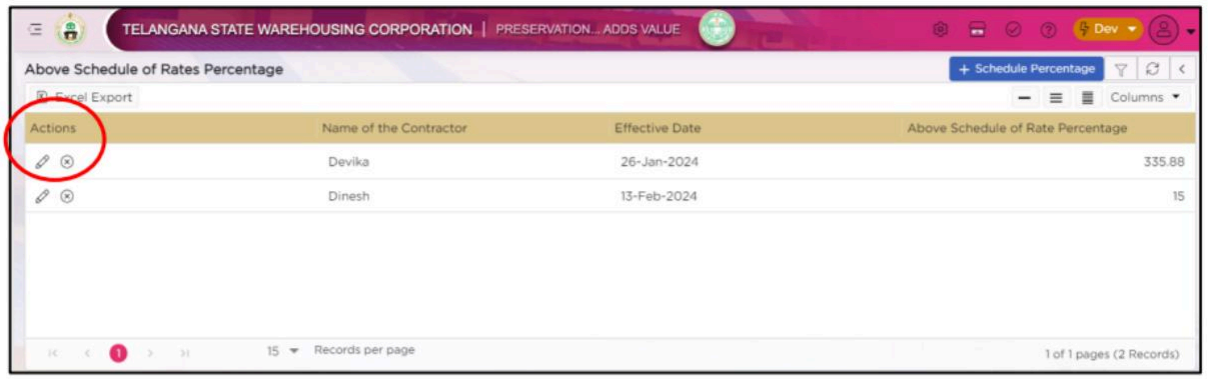
- By clicking, this action prompts a form to input **new schedule percentage** details.
    - Name of the Contractor- Enter the Contractor name.
    - Above Schedule of Rate Percentage- Enter the rate percentage.
    - Effective Date- Select the date from date picker.



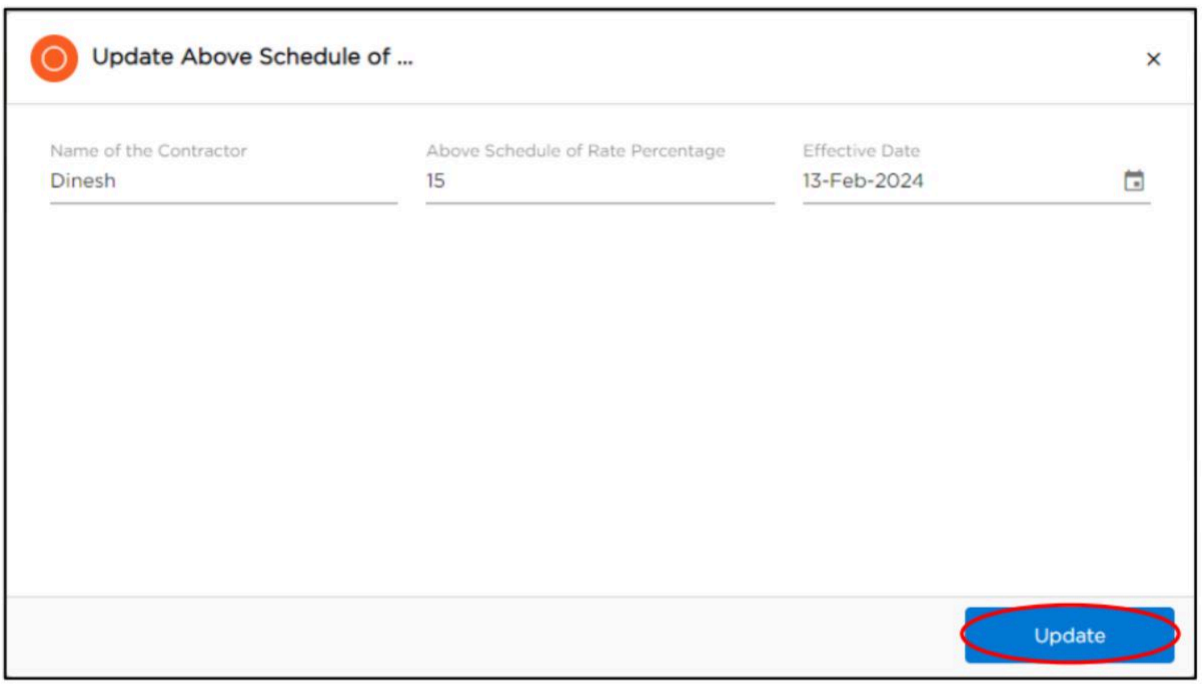
- Once the **'Schedule Percentage details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.
- After submission, the details will get added to the Above Schedule of Rates Percentage list.



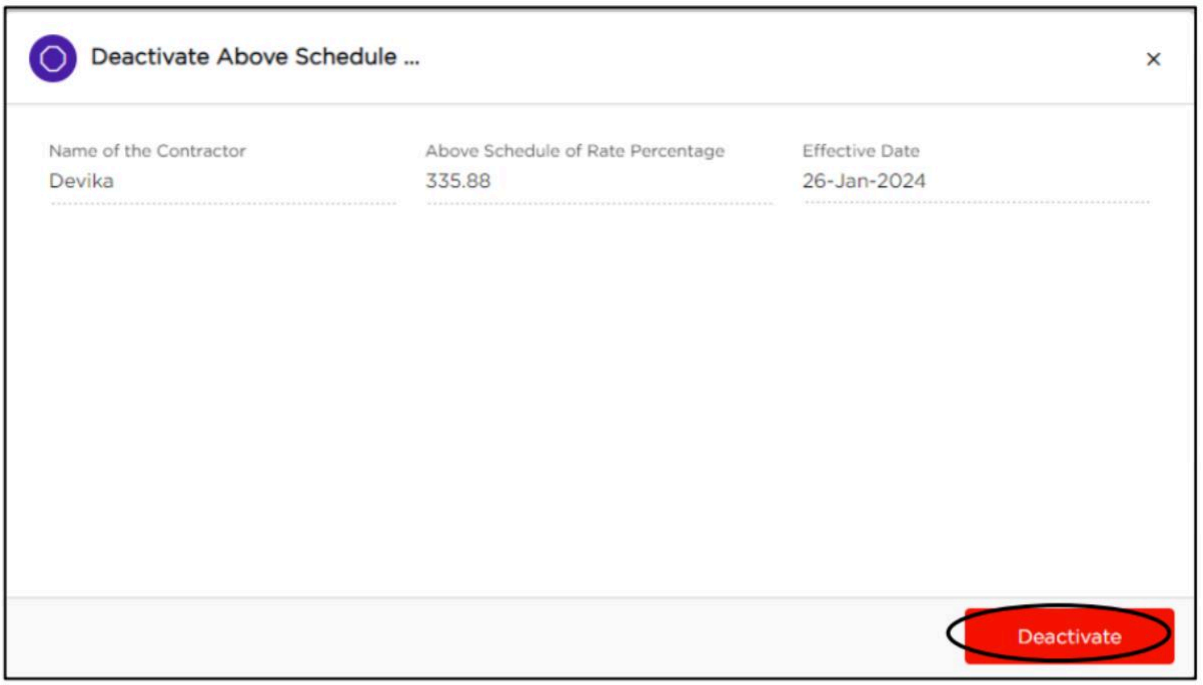
- Admin has the ability to update or deactivate schedule percentage details by selecting the **'Update/Deactivate'** buttons provided under the **Actions** column.



- **Case 1-> If clicked on Update button**-> Clicking on the edit icon will populate the details in an editable format, accompanied by a button to successfully save the updated information



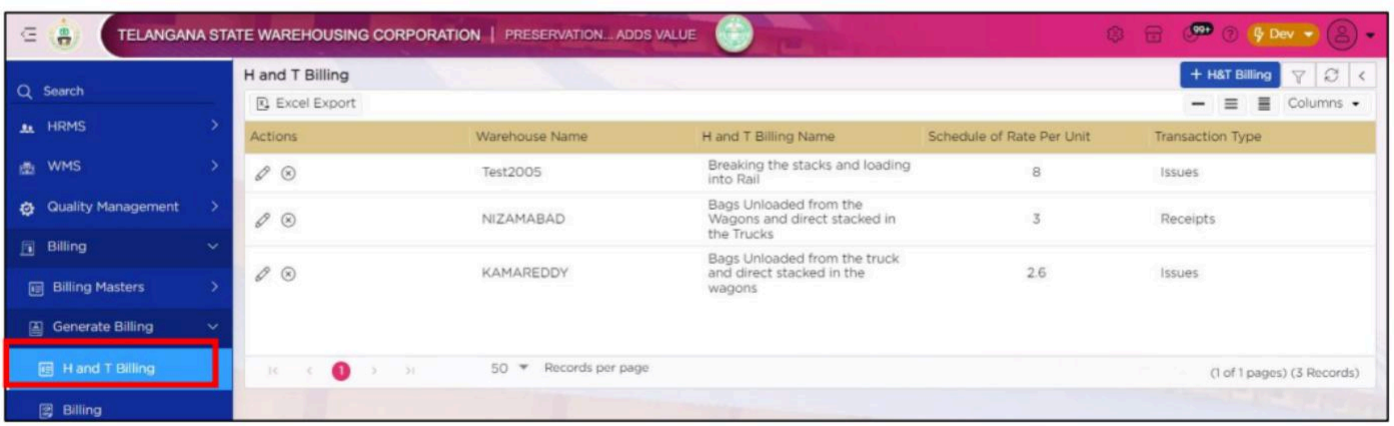
- **Case 2-> If the Deactivate button is clicked**, the details will appear in an non editable format, and a button to deactivate the information will be provided.



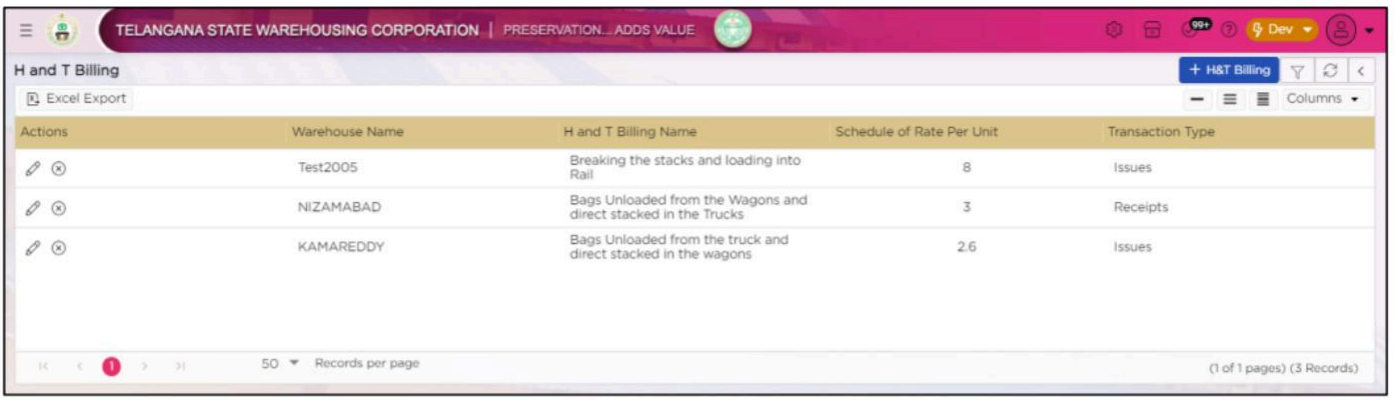
6.2. Generate Billing

6.2.1. H & T Billing

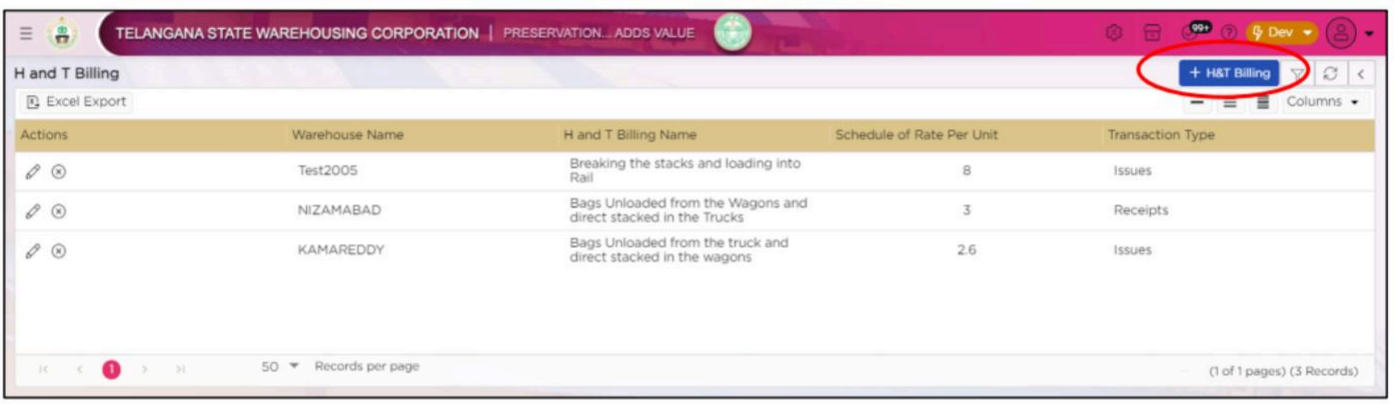
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Billing'** section and then choose **'H & T Billing'** under **Billing Masters.**



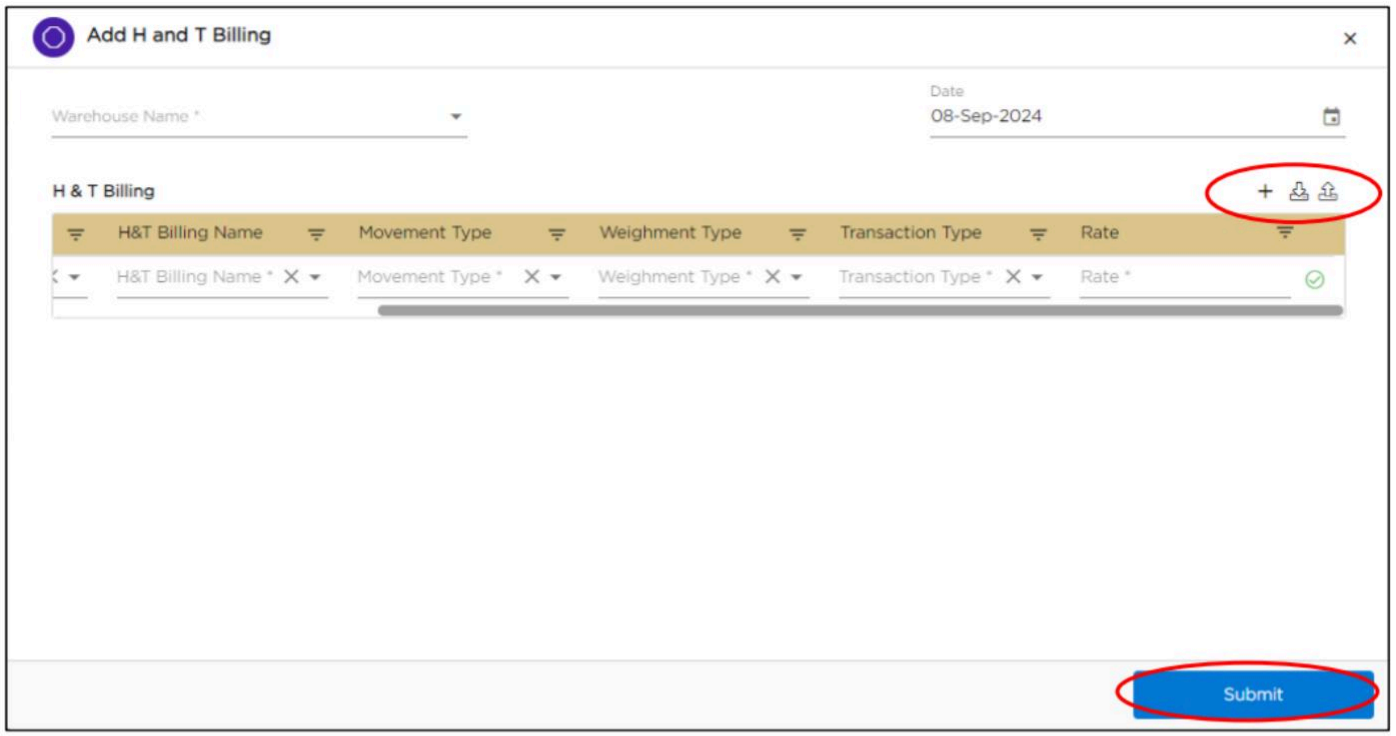
- Upon choosing **'+ H&T Billing**,' a populated list will display, presenting the details of existing H & T billing details if any as shown in the below image.



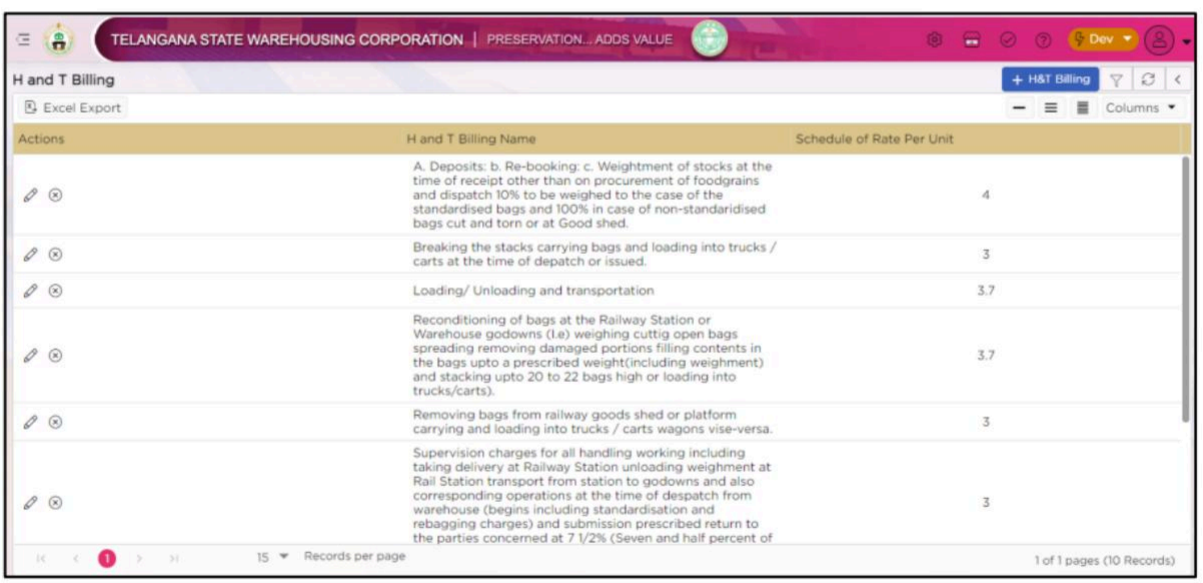
- To add details for new rate, Admin will click on the **'H & T Billing'** button located in the top right corner.



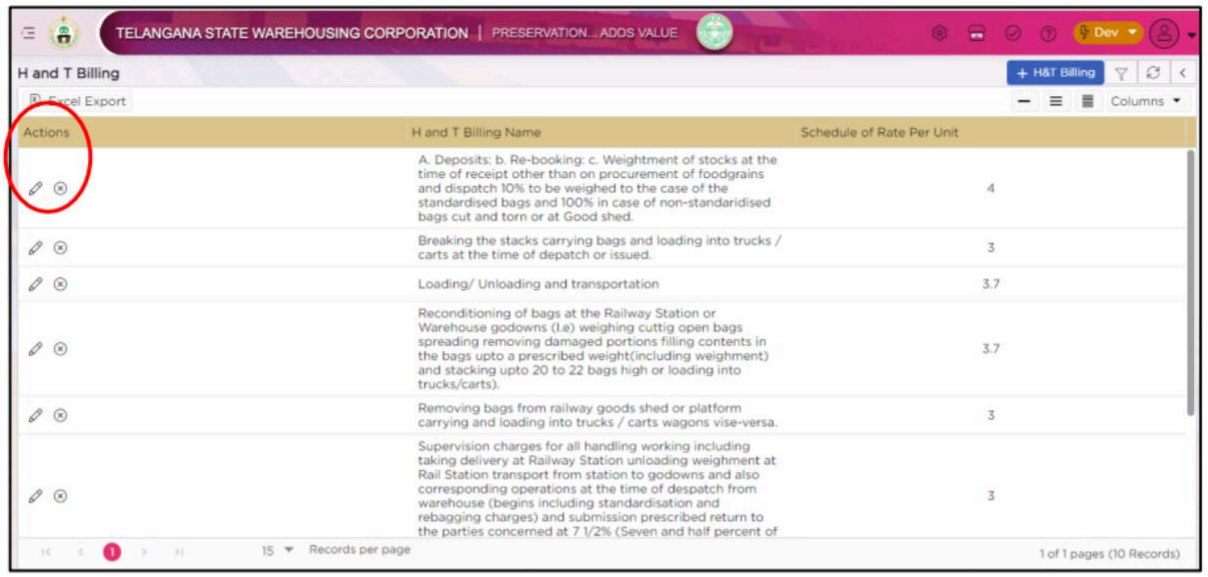
- By clicking, this action prompts a form to input **new H & T billing** details.
    - Warehouse Name- select from the dropdown
    - Date- select date
    - H & T Billing
    - Contract Item Number
    - H/T: select from dropdown
    - H & T Billing name- select from dropdown
    - Movement Type- select from dropdown
    - Weighment Type- select from dropdown
    - Transaction Type- select from dropdown
    - Rate- enter rate
- Admin can bulk upload the H & T details by clicking on the **Download to Excel** button present next to **+** button, then download the sample file & upload it by clicking on the **Upload Excel** button
- Once the **'H & T billing details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



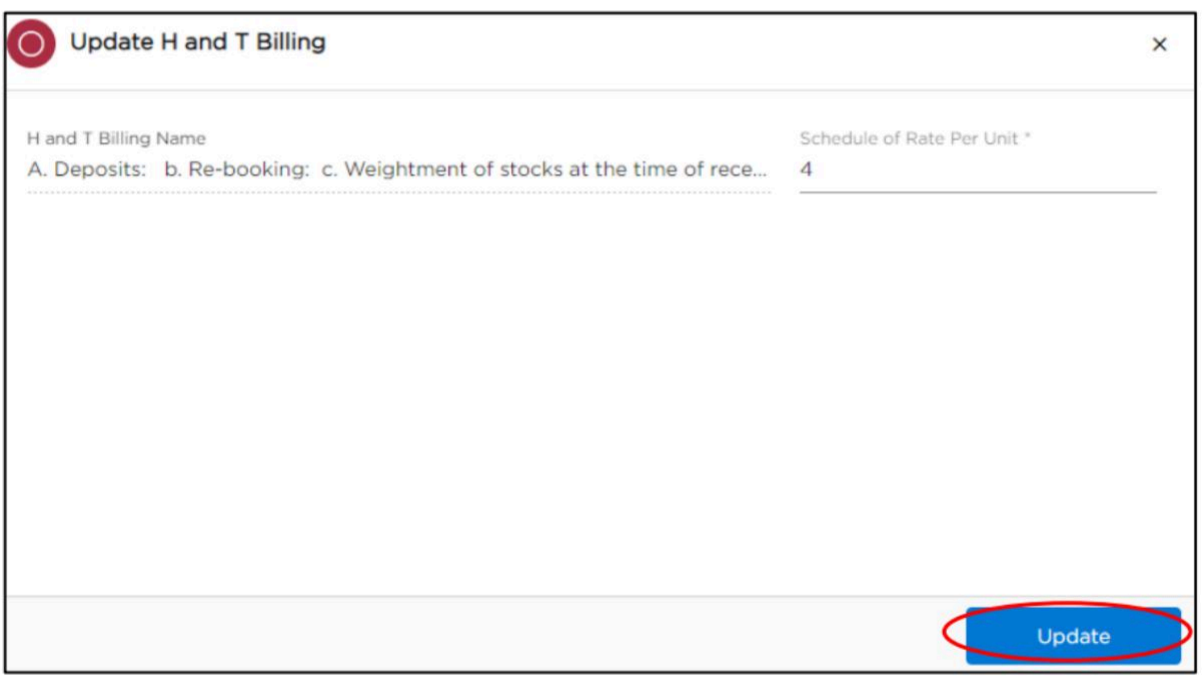
- After submission, the details will get added to the H & T Billing list.



- Admin has the ability to update or deactivate rate details by selecting the **'Update/Deactivate'** buttons provided under the **Actions** column.



- **Case 1-> If clicked on Update button**-> Clicking on the edit icon will populate the details in an editable format, accompanied by a button to successfully save the updated information



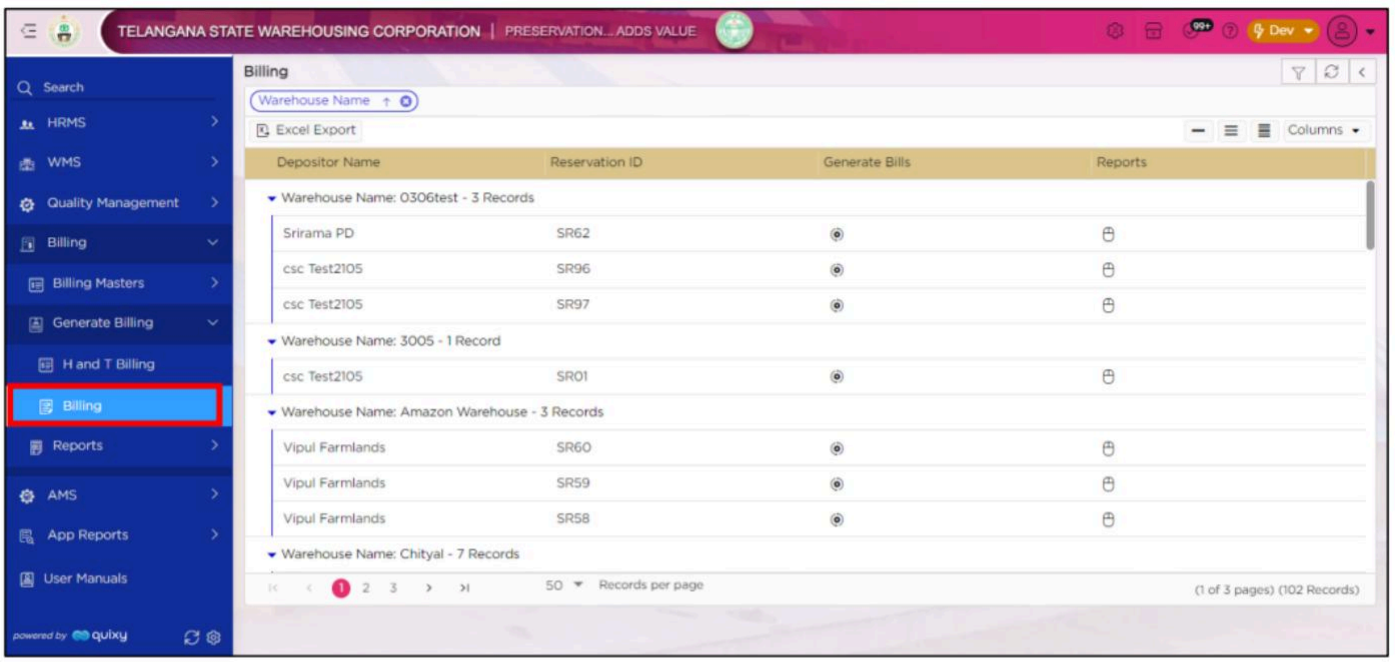
- **Case 2-> If the Deactivate button is clicked**, the details will appear in an non editable format, and a button to deactivate the information will be provided.


Deactivate H And T Billing
H and T Billing Name
Breaking the stacks carrying bags and loading into trucks / carts at the ti...
Schedule of Rate Per Unit
3
Deactivate

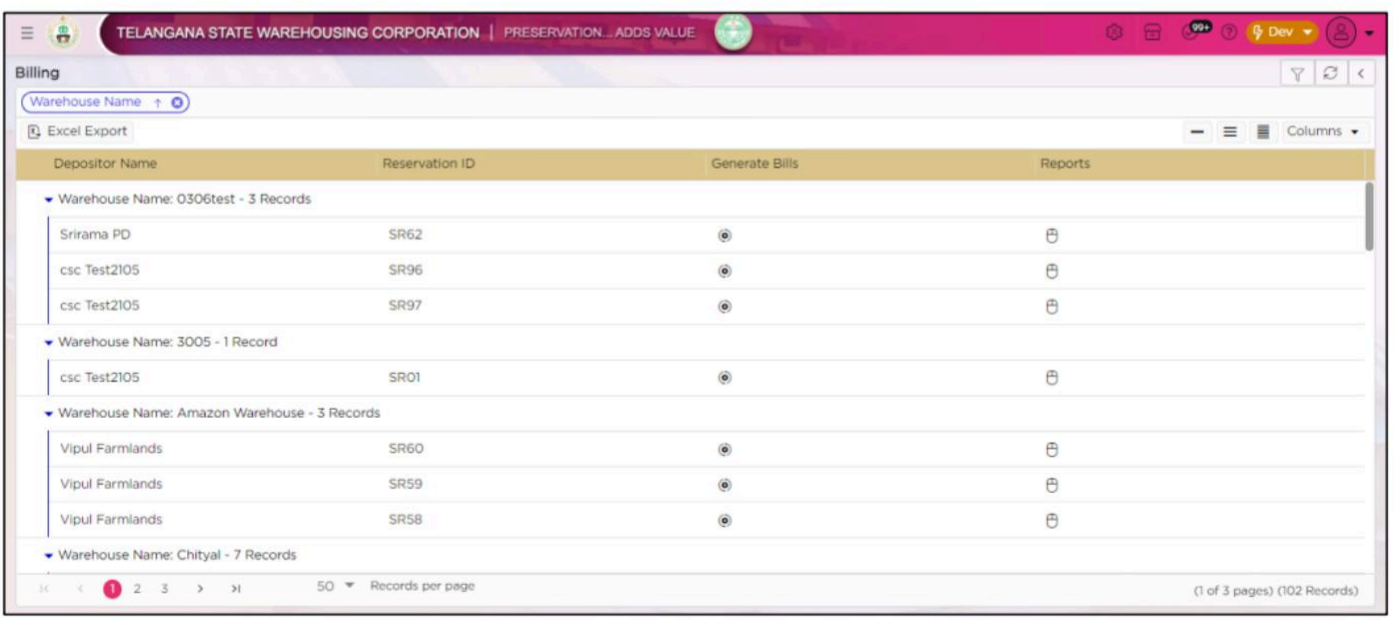
6.2.2. Billing

After creating a Rate, the next step for warehouse personnel is to generate bills for the depositors of the warehouse. This involves the following steps:

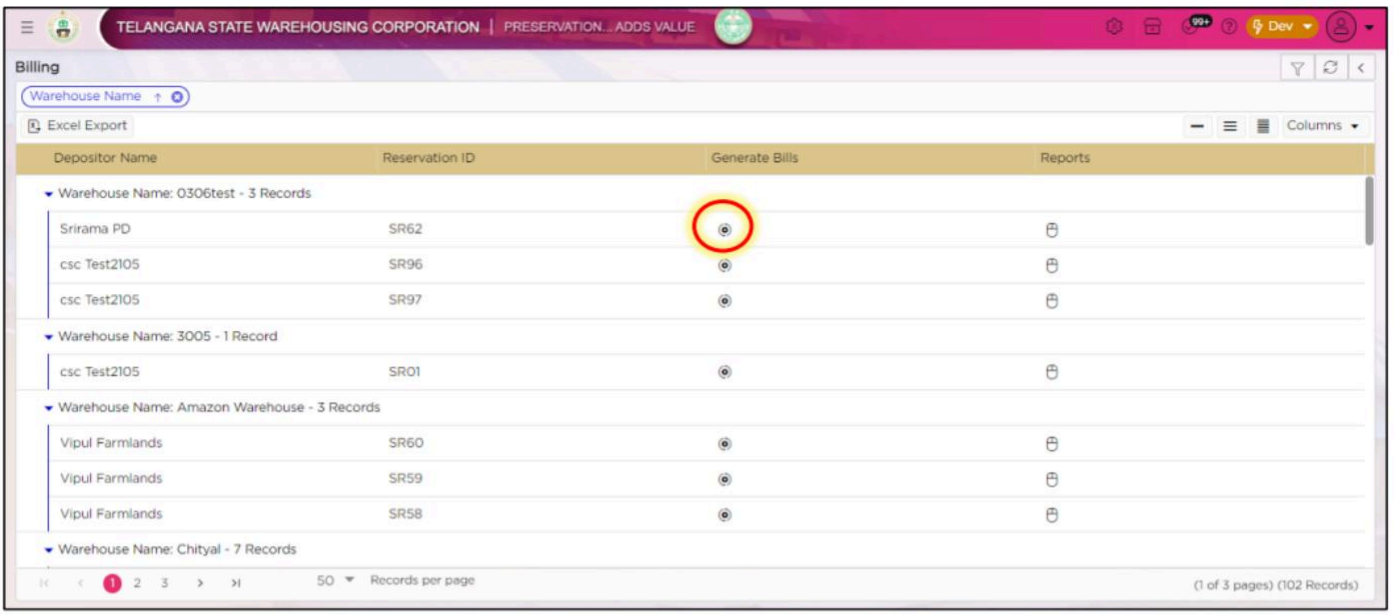
- Log in as MD/GM and navigate to the **' Billing'** mention under **'Generate Billing'.**



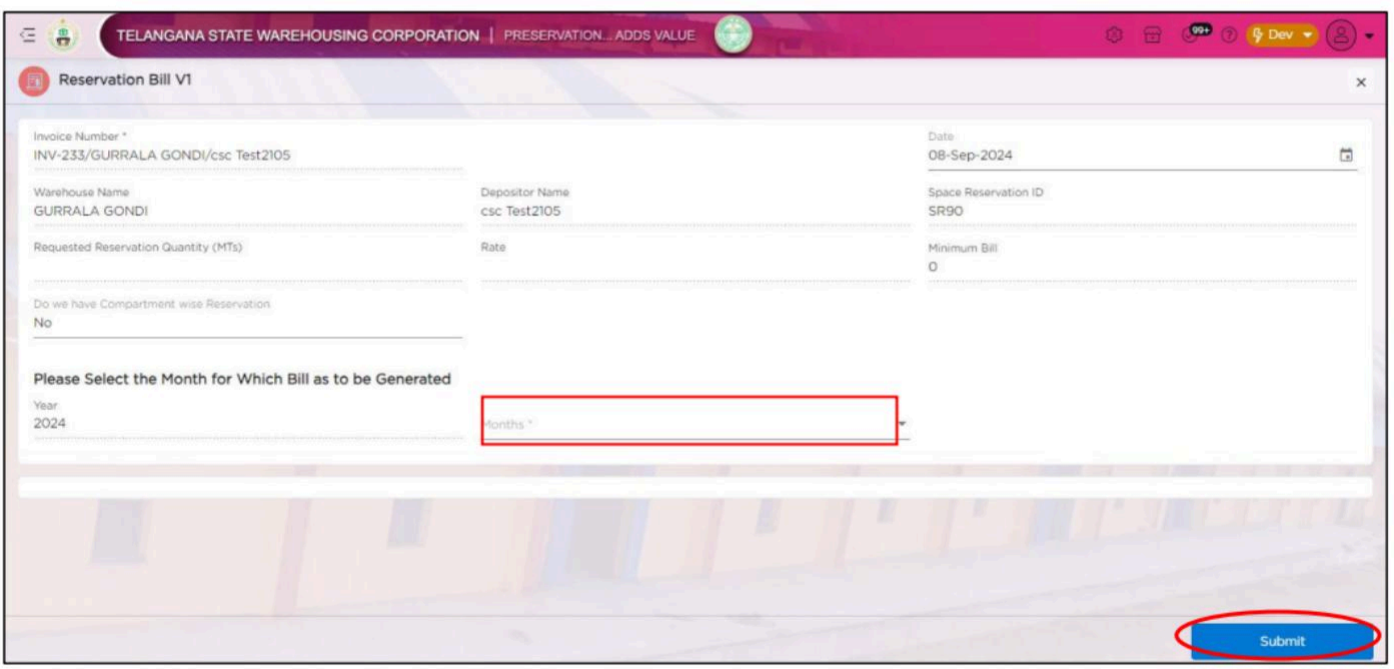
- Upon choosing **'Billing**,' a populated list will display, presenting the details of existing warehouse based Depositor wise billing details if any as shown in the below image.



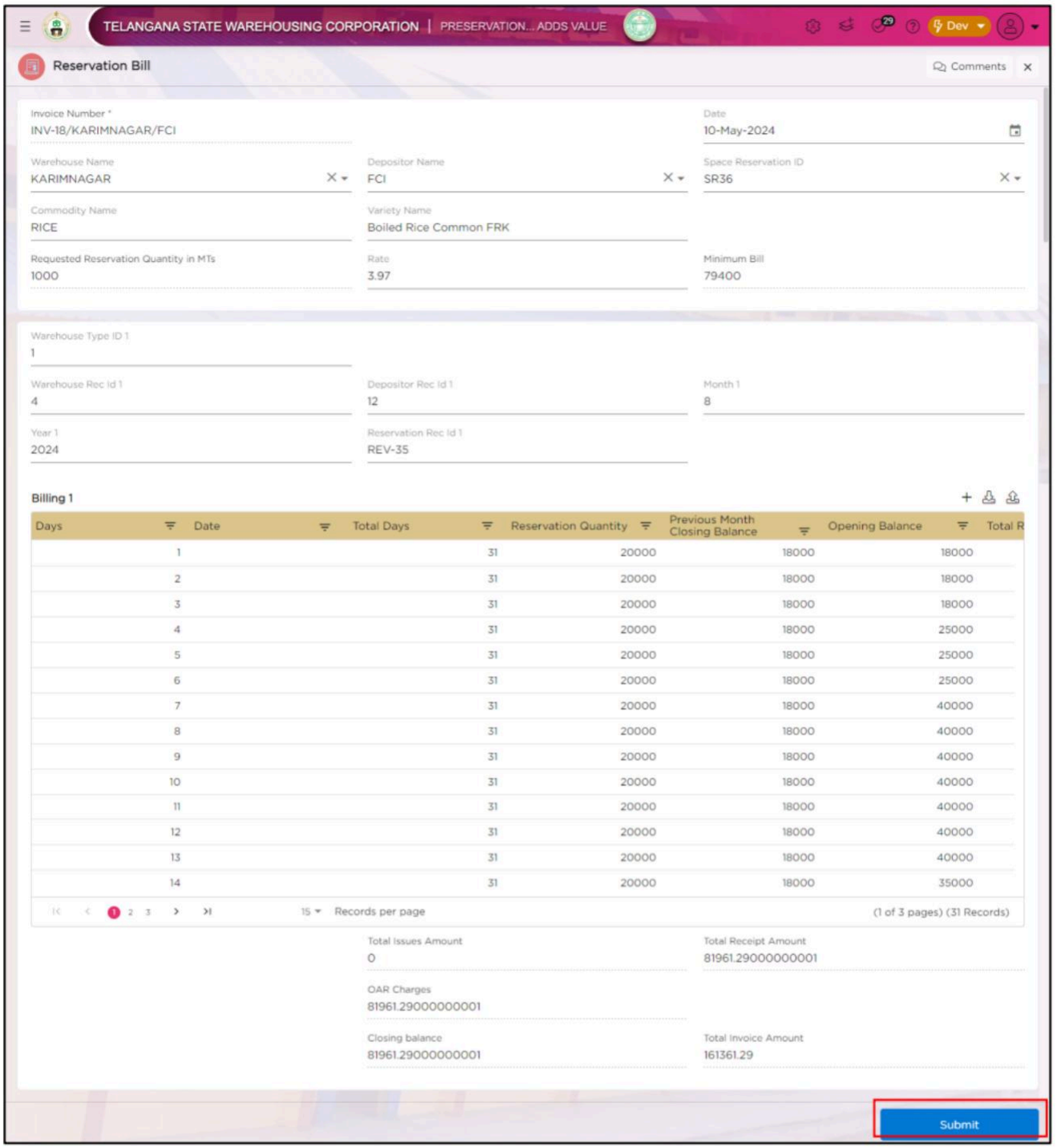
- This will redirect MD/GM to the **' Billing'** list, where they can click on **'Reservation V1'** against each depositor name to proceed.



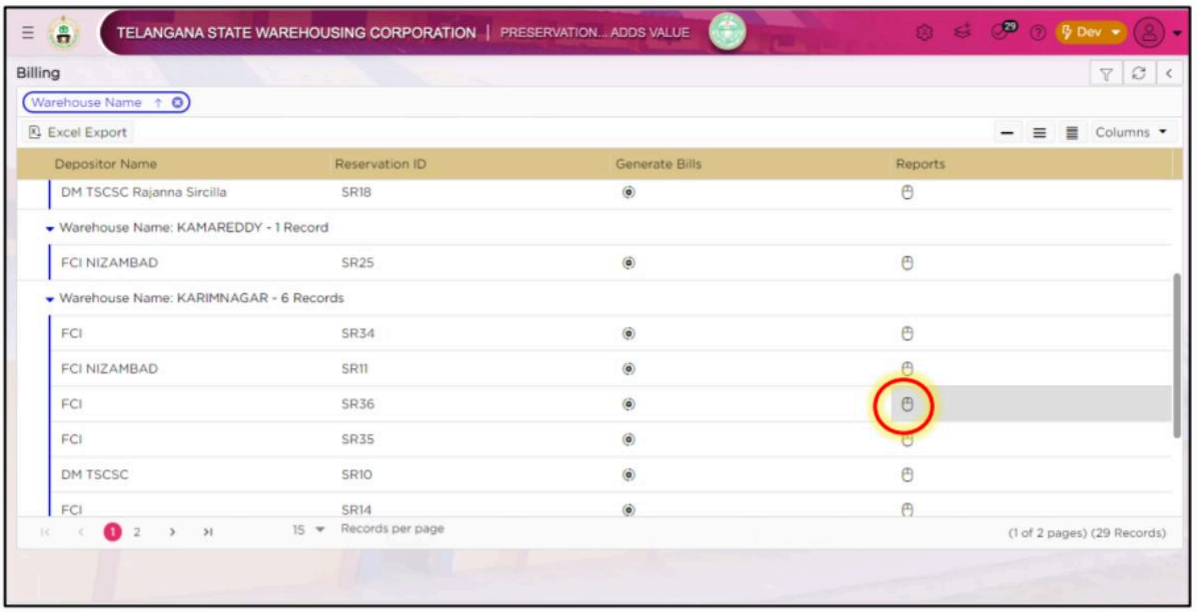
- Once chosen, a form will appear and need to fill in the following information:
  - Date: select date
  - Do We Have Compartment Wise Reservation: enter details
  - Month: Select the Month for which the user wants to generate bill.
- After giving the necessary details, warehouse personnel will click on the **'Submit'** button.



- Upon submitting the reservation bill, the warehouse will directs to reservation bill screen where user need to submit the reservation bill.



- Upon submitting the reservation bill, user will be able to view the reports by clicking on icon provided in reports column.



Note: - On the Billing screen user will be able to view the billing details against Depositor wise warehouse reservation details.

- Once chosen, user will be directed to generate billing screen.

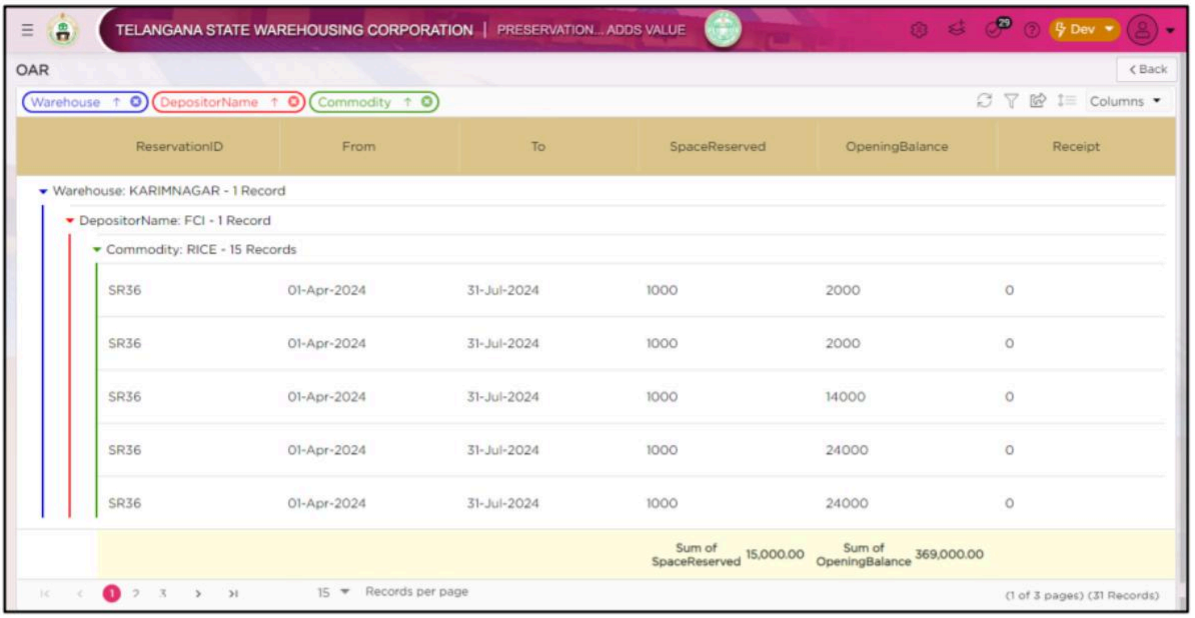


6.2.2.1. Over and Above Reservation (OAR)

Once the billing is completed against a reservation ID mentioned in the **Billing** screen. User will be able to view the OAR report by selecting the icon on OAR icon.

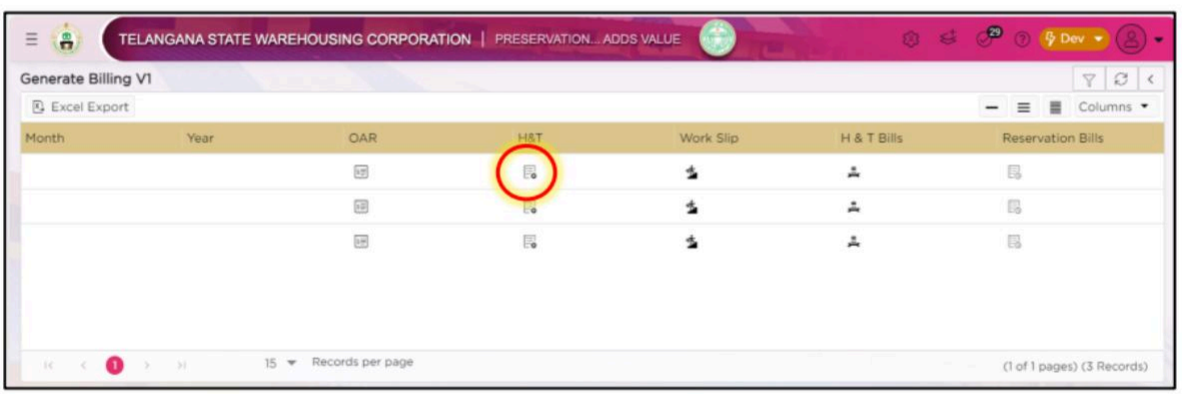


- Once clicked, OAR will get displayed against the warehouse, Depositor and commodity



6.2.2.2. Handling and Transportation

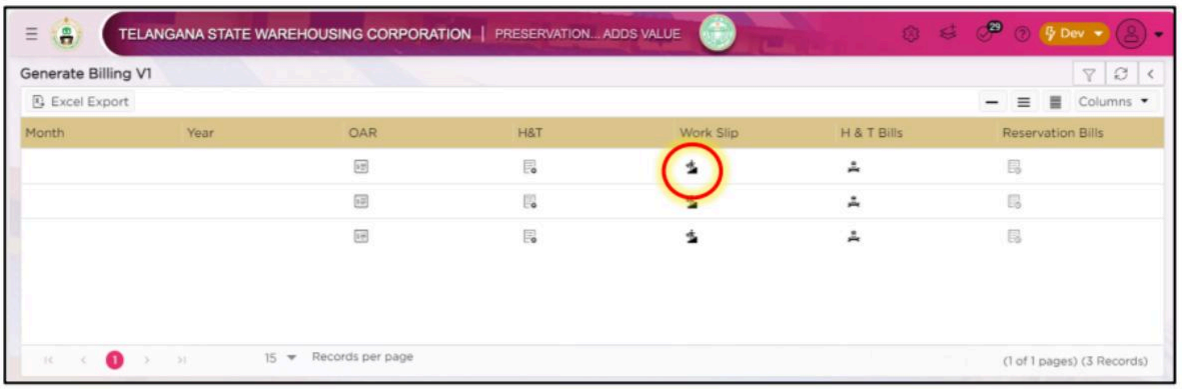
Once the billing is completed against a reservation ID mentioned in the **Billing** screen. User will be able to view the H&T report by selecting the icon on H&T column.



- Once clicked, Handling and transportation report will get displayed**.**

6.2.2.3. Work Slip

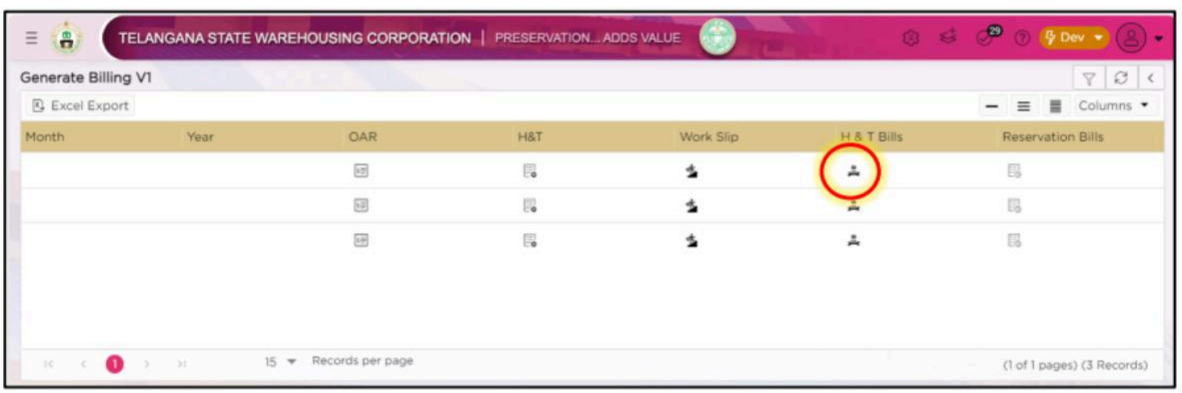
Once the billing is completed against a reservation ID mentioned in the **Billing** screen. User will be able to view the Work Slip by selecting the icon on Work Slip column.



- Once clicked, work slip will get displayed.

6.2.2.4. Handling and Transportation Bill

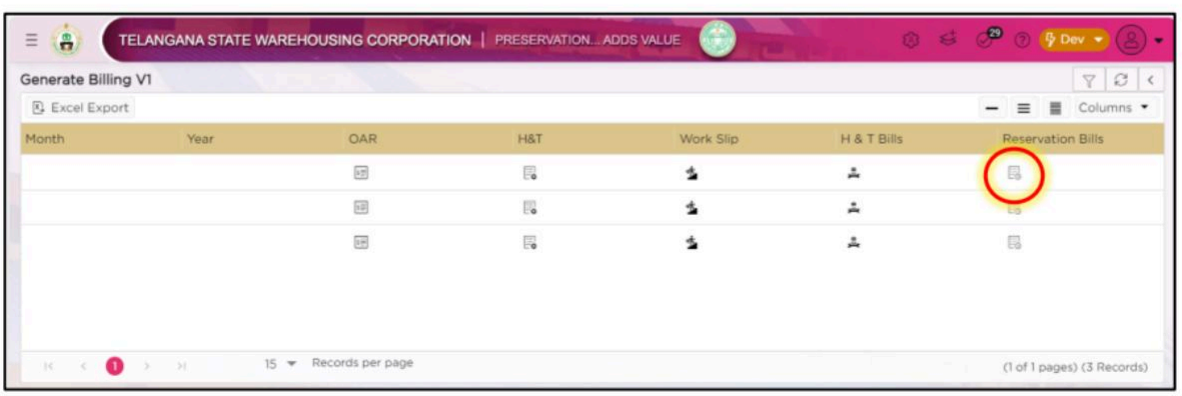
Once the billing is completed against a reservation ID mentioned in the **Billing** screen. User will be able to view the H&T bill by selecting the icon on H&T bill column.



- Once clicked, Handling and transportation bill will get displayed.

6.2.2.5. Reservation Bill

Once the billing is completed against a reservation ID mentioned in the **Billing** screen. User will be able to view the Reservation Bill by selecting the icon on Reservation Bill column.



- Once clicked, Reservation bill will get displayed.

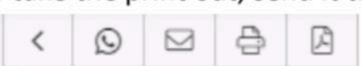
6.4. Reports

6.4.1. Reservation Bill Report

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Reports'** section and then choose **'Reservation Bill'** under **Reports**

Note:-Once the billing is completed, Warehouse personnel able to view different report associated with reservation.

- Upon choosing **'Reservation Bill**,' a populated list will display, presenting the details of existing generated bill details if any as shown in the below image.
- Once clicked, Reservation ID admin will be directed to the reservation bill**.** Where user will be able to take the print out of the Reservation Bill.

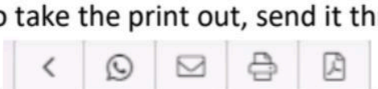
Note: - User will be able to take the print out, send it through mail or can extract the PDF of the reservation bill with the given options .

6.4.2. Reservation Invoice Report

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Reports'** section and then choose **'Reservation Invoice'** under **Reports**

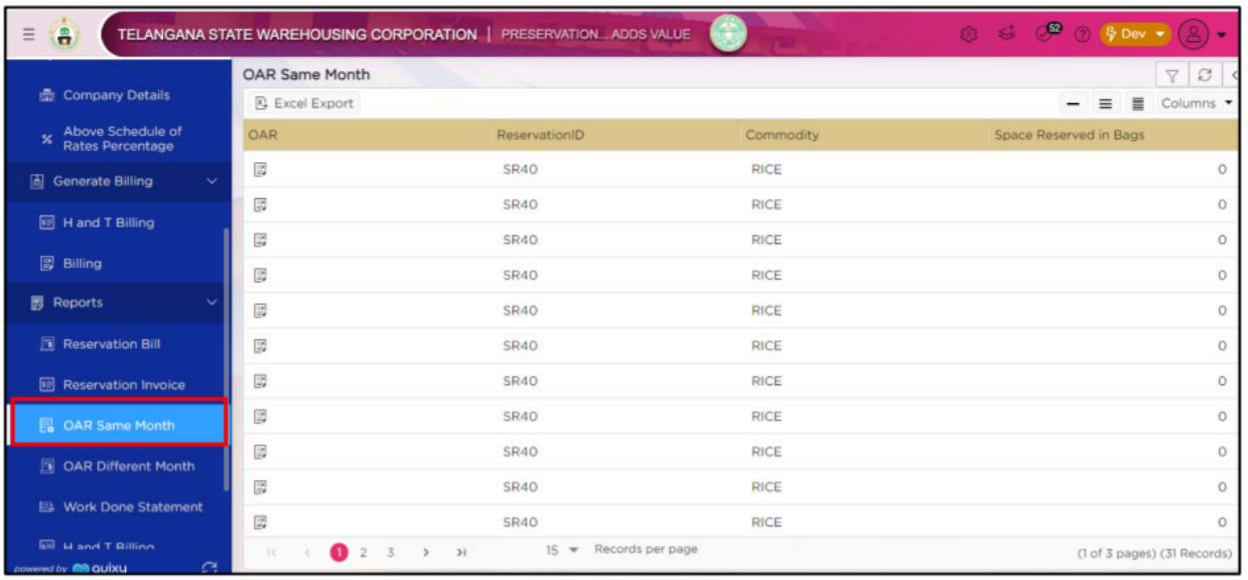
Note:- Once the billing is completed, Warehouse personnel able to view different report associated with reservation.

- Upon choosing **'Reservation Invoice**,' a populated list will display, presenting the details of existing generated bill details if any as shown in the below image.
- Once clicked, Reservation ID admin will be directed to the reservation bill**.** Where user will be able to take the print out of the Reservation invoice.

Note: - User will be able to take the print out, send it through mail or can extract the PDF of the reservation bill with the given options. .

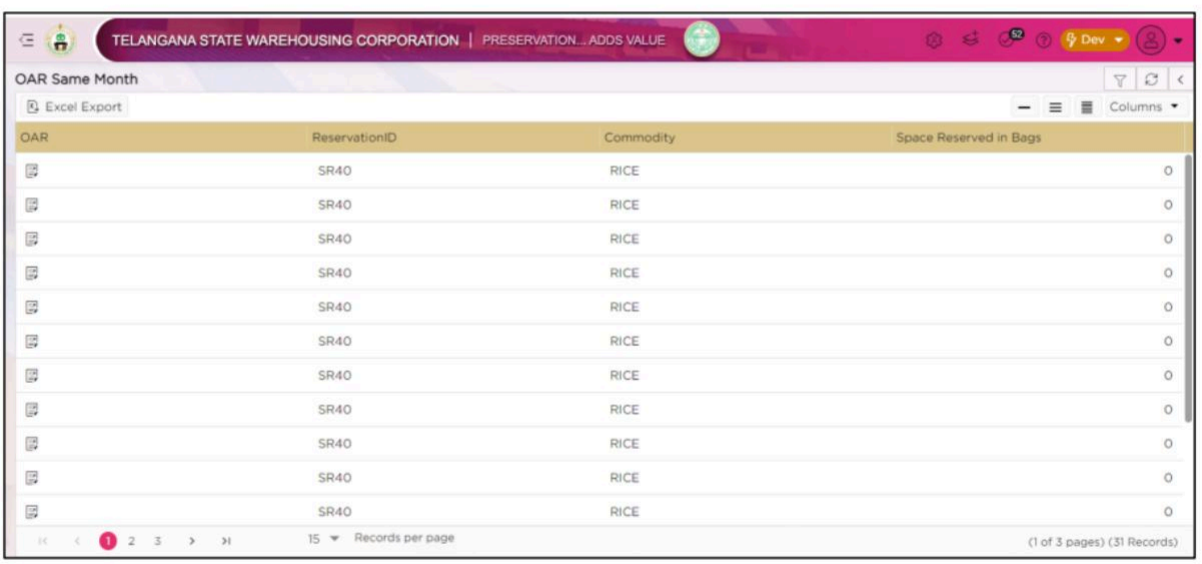
6.4.3. OAR Same Month Report

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Reports'** section and then choose **'OAR Same Month'** under **Reports**

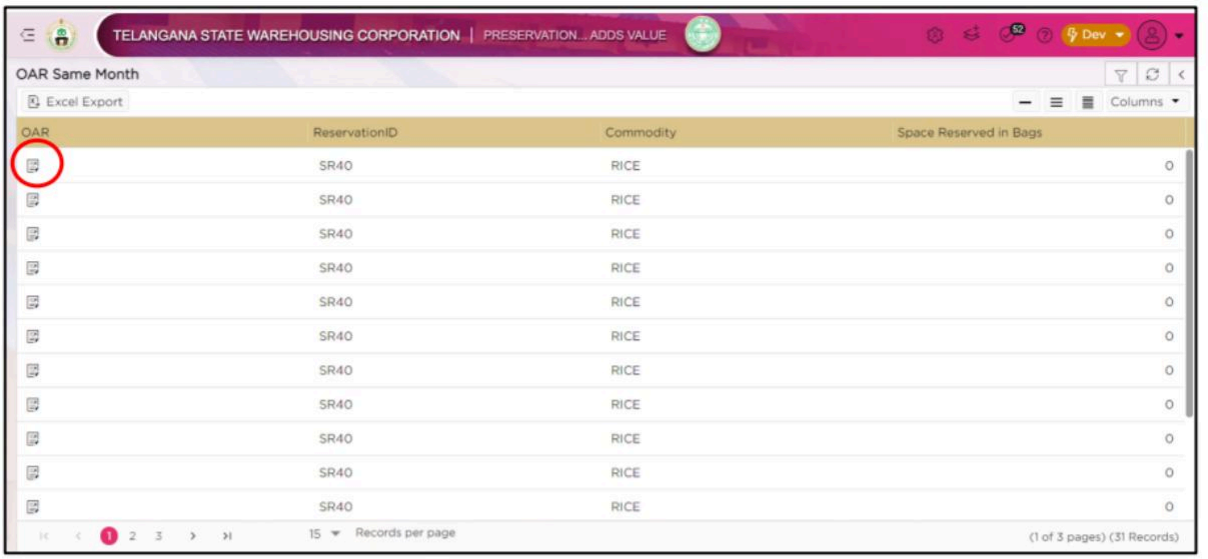


Note:-Once the billing is completed, Warehouse personnel able to view different report associated with reservation.

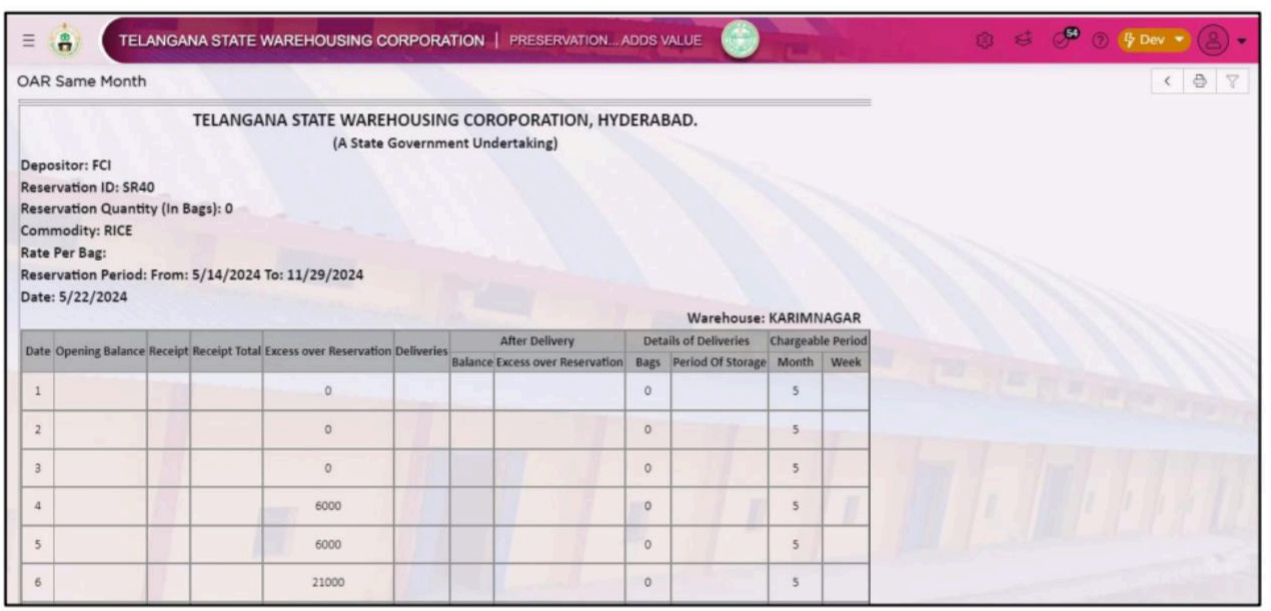
- Upon choosing **'OAR Same Month**,' a populated list will display, presenting the details of existing generated bill details if any as shown in the below image.

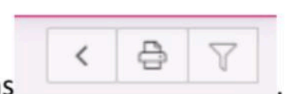


- Once clicked, OAR icon against a Reservation ID admin will be directed to the OAR same month bill**.** Where user will be able to take the print out of the OAR same month.



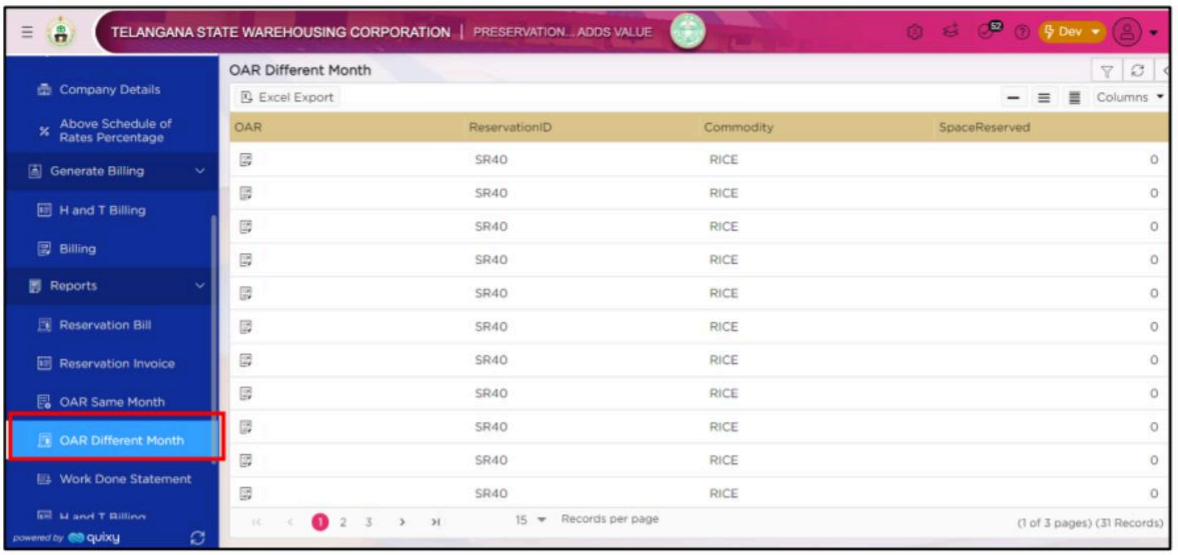
- User will be directed to OAR Same Month Screen.



Note: - User will be able to take the print out with the given options  .

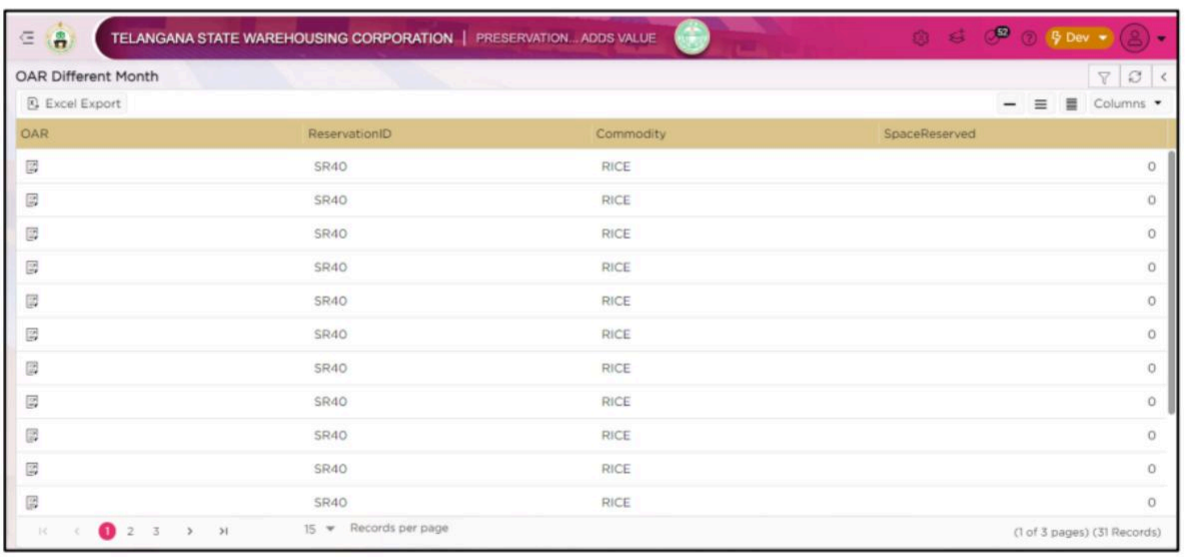
6.4.4. OAR Different Month Report

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Reports'** section and then choose **'OAR Different Month'** under **Reports.**

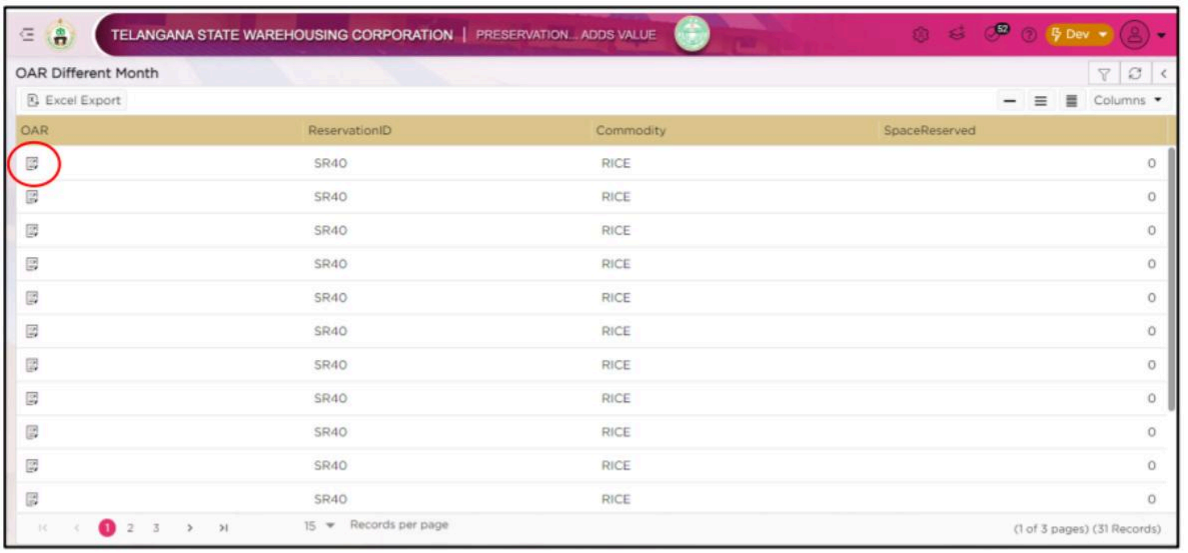


Note:- Once the billing is completed, Warehouse personnel able to view different report associated with reservation.

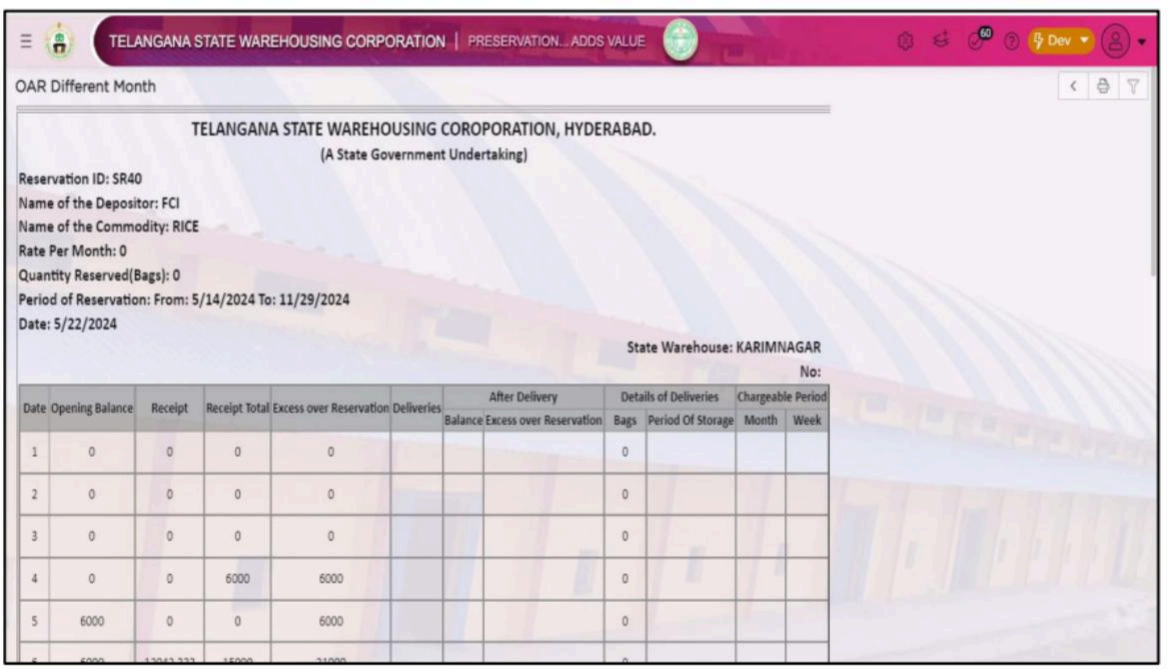
- Upon choosing **'OAR different Month**,' a populated list will display, presenting the details of existing generated bill details if any as shown in the below image.

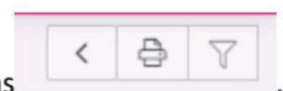


- Once clicked, OAR icon against a Reservation ID admin will be directed to the OAR different month bill**.** Where user will be able to take the print out of the OAR different month.



- Upon clicking on the OAR Different month icon user will be directed to OAR different month screen.



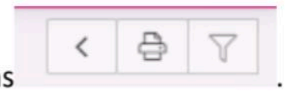
Note: - User will be able to take the print out with the given options .

6.4.5. Work Done Statement Report

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Reports'** section and then choose **'Work Done Statement'** under **Reports**

Note:-Once the billing is completed, Warehouse personnel able to view different report associated with reservation.

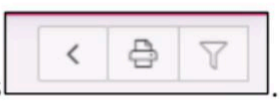
- Upon choosing **'Work Done Statement**,' a populated list will display, presenting the details of existing generated bill details if any as shown in the below image.
- Once clicked, work done statement icon against a depositor name admin will be directed to the work done statement**.** Where user will be able to take the print out of the work done statement.

Note: - User will be able to take the print out with the given options .

6.4.6. H & T Report

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'Reports'** section and then choose **'H&T Report'** under **Reports**

Note:-Once the billing is completed, Warehouse personnel able to view different report associated with reservation.

- Upon choosing **'H&T Billing**,' a populated list will display, presenting the details of existing generated bill details if any as shown in the below image.
- Note: - User will be able to take the print out with the given options .

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