Creation of Project Invoices

Note: It is mandatory that budget for this project should be entered in the system. Only then will you be able to carry out the below mentioned process:

In case of creation of bills related to a particular project, please follow the additional steps as shown below at the LINES Level.

1. Select the Project number at the Lines Level for which the bill is to be made. As in below screenshot, project number, PIMS/RPPI No and duration is visible.

2. Once you select the Project Number and click on Ok, the following message shall appear showing the name of the project.
3. The next field is task. Click on the list of value attached and select the category under which the bill is to be made.

4. Expenditure Item date will default from the bill date.
5. Select the Expenditure Type for which the budget has been entered.
6. Once you select the expenditure type, the system will give you a message showing the budget and the fund available in that expenditure type for that project.

7. Click on Distribution.

The account shall automatically default from the expenditure type you select. You can change the account in case you want (NOT RECOMMENDED)
NOTE: In case the Invoice Type is Prepayment, the account details shall not default from the expenditure type and user will have to enter it manually.

NOTE: The budget amount will also get displayed when user will click on Action button (to validate the bill).