Process for applying TA BILL through ESS portal

ESS users can apply TA bill through this application within 2 months like TA claim of Jan'21 can be applied in Feb and March'21.

- Only one bill is allowed for one month, If there are more than one tour in a month, multiple trips can be entered in same Bill.
- Reason for tour is mandatory.
- For entering TA claim, "Create" button should be clicked.

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• Normal TA Bill may be applied within 2 months only.

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• In case of transfer, TA bill can be applied upto last Six months.

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• After entering month and year, click on Add row button.

- Please enter Trip no. drop down. For one tour it should be same for all lines.
- Enter "From Date, From Place, To Date, To Place".
- Drop down for mode of journey & class on the base of mode of journey is available, please select relevant drop down.

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• Class of relevant mode should only be entered, otherwise error will be shown.

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• Please enter "Number of Tickets, Ticket fare, distance, whether capital, Boarding lodging provided by firm" etc.

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- When one tour completes, user will have to select "Trip end" as Yes.
- Based on above entries, system will calculate Number of Days automatically.
- System will calculate DA as per Rules automatically, on the basis of type of DA selected by incumbent and days calculated by system.

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• In case of Split DA, Hotel charges & no. of days stayed in Hotel are mandatory.

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• In case, incumbent has availed leave during Tour, Column available for No. of days leave availed during trip, if any. Accordingly system will deduct no of leave days from total days for calculation of DA.

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- If any travelling Advance is already taken, incumbent has to enter the same in field provided. System will deduct Advance amount.
- There are 10 fields provided for other expenses. Incumbent will have to select type of other expense. Based on rule, system will calculate amount for respective other expense.
- Eg. System will calculate city wise tonga charges on the basis of drop down selected.

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- After completing all these entries, Incumbent has to select first level approver, next level approvers of accounts wing will be mapped automatically by system.
- All Validations will be shown on clicking Check button. If any error is shown, click on "Edit" button, make necessary changes.
- After removal of all Error, click on Save button.
- Entire workflow will trigger in ESS itself, concerned accounts wing incharge has to approve after making necessary correction, if any, in ESS only.

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• Print out of the same is to be taken

• Approval through Task & notification tab:

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		Bill No :	0000000	759			-							elcome: PREET	IMETHI
FI FI TA	Per	Month :	02100678 Nov	5			Emp	ioyee Nam Ye:	ar: 2020	SH ATHAIYA					П
	D	esignation :	EXECUTIV	/E ENGINEER			Place	e of Postin	g: SE (M	IS&IT), JAIPUR					
Home Employee Self-Service Tasks and Notifications	Depute	d Location :						Bas	ic: 104,9	00.00					
Universal Worklist	Total Tr	i otal DA : rip Amount :	10.500.00)			Subm	oyee Grou hission Dat	ир: R te: 29.01.	2021				-	
Tasks and Notifications > Universal Worklist														Ful	Screen
Tasks (6/6)															
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Show: New and In Progress Tasks (6 / 6) All	Reje	ect Reason :					Total Approv	ed Amou	nt: 0.00					\$ 8 G	
Subject	Trip Deta	ails												F	
Approve or Reject for Travel Request of MANISH ATHAIYA															
Approve or Reject for Travel Request of MANISH ATHAIYA	Trij	p number Fi	rom Place	From Date	From Time	To Place	To Date	To Time	Trip end	Mode of Journey	Class	No of Tickets	Tick		
Approve or Reject for Travel Request of ASHA SHARMA	TRO	1P01 3/	APOR			DELHI		08.30.00			L.	01	4,500		
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															2
Approve or Reject for Travel Request of MANISH ATHAIYA	- Long	al Journey D	otaile										- 1		
Sent Date: Today by ATHAIYA, MANISH	+ Loca	ar Journey D	otans												
Status: New	SN	IO Trip numi	ber From		То	Pu	rpose Date	Mod	de of Journ	ey Rate KM A	mount	~	~		
Description: Select one of the available decision options. This	<												>		~
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• After Final level approval, the entry will be shown in SAP-ERP Tcode ZFI_TA_EXPNS to accounts wing.

TA Bill BDC			
₽			
Travel Allowance Expenses			
Approver ID	2105708	to	
Date		to	

• On executing, Bills passed will be shown:

TA Bill BDC													
Oupload													
Report :- TA Expenses Current Date : 18.01.2021 No. of Records : 1													
Image: Serial state TA Bill No Employee ID Employee G., Name Date of f., Date of P., Billing Month Billing Year Amo	nt G/L Account Business Pla. Section Code Cost Center												
1 705 21006/8 R MANISH A1. 05.01.20. 12.01.20. NOV 2020 2,960.	0 4/61021 1000 1992 0000990212												

On uploading, automatic accounting entry (FB60) will be posted.

	Bill No	Employee ID	Date of app	Message ty	Document	Message
[705	2100678	05.01.2021	SUCCESS	1000000091	Document 1000000091 was posted in company code 1000
	_					

👦 📙 Display Document: Data Entry View													
💖 🖻 🥞 🛎 🏰 Display Currency 🛛 🗐 General Ledger View													
Data Entry View													
Document Number 00000091 Company Code 1000 Fiscal Year 2020													
Document Date	05.01.2021	Posting Date	12.01.2021	Period	10								
Reference	TA/NOV/705	Cross-Comp.No.											
Currency	INR	Texts exist		Ledger Group									
g i t t m	III I I												
Co Itm PK SG /	Account Description	Σ	Amount Curr	Clrng doc.	Tx WBS ele	ment	Flow Type	Cost Center	Profit Center	Text			
1000 1 31 2	2100678 MANISH AT	THAIYA	2,960.00- INR							MANISH ATH			
2 40 4	761021 TRAVELLING	G EXPENSES	2,960.00 INR					990212	19900	705/TA Expe			
			0.00 INR										

For Transfer TA Bills, "Whether Transfer" is to be entered as Yes, Based on this transfer TA rule will work.

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Home Inse	http://rvpnsapdp1.vvpn.co.in	
Paste Format Paint Clipboard	Back to Overview Check Edd	Emphasis Change Styles * Styles * Editing
	TA Bill Creation Bill No : 0000000756 Whether Transfer: Yes w Personnel No: 02100578 Employee Name : MAINSHATHAY/A Month : Dee: Year : 2020 w Designation : EKCUTIVE ENGINEER Place of Posting: SE (MSRT), JAIPUR Deputed Location : Basic : 104,900.00 Total IDA : 0.00 Employee Group : R Total IDA nount : 0.00 Submission Date : 15.01.2021	
· · ·	Trip Details	
- - - - -	Trip number From Place From Date From Time(24hrs) To Place To Date To Time()24hrs Trip end Mode of Journey Class No of Tickets Tick TRIP01 JAIPUR 01.12.2020 10.00.00 AJMER 01.12.2020 12:00:00 Yes Rail 2nd Class Jan Shatabdi(Rail) 01	
N		
	Local Journey Details E3, Add Row E3: Detete Row	
P1 - - - -	SNO Trip number From To Purpose Date Mode of Journey Rate KM Amount	* • •
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• System will calculate Lump-sum grant on transfer and cost of carriage amount based on rules maintained in system.

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	Jerrat Paint Clipboard		Trip number TRIP01	From Place JAIPUR	From Date 01.12.2020	From Time(24hrs) 10:00:00	AJMER	To Date 01.12.2020	To Time()24hrs 12:00:00	Trip end Yes	Mode of Journey Rail	Class 2nd Class Jan Shatabdi(Rail)	No of Tickets	Ticket F 🔨 30	v Styles + ™	Editing
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