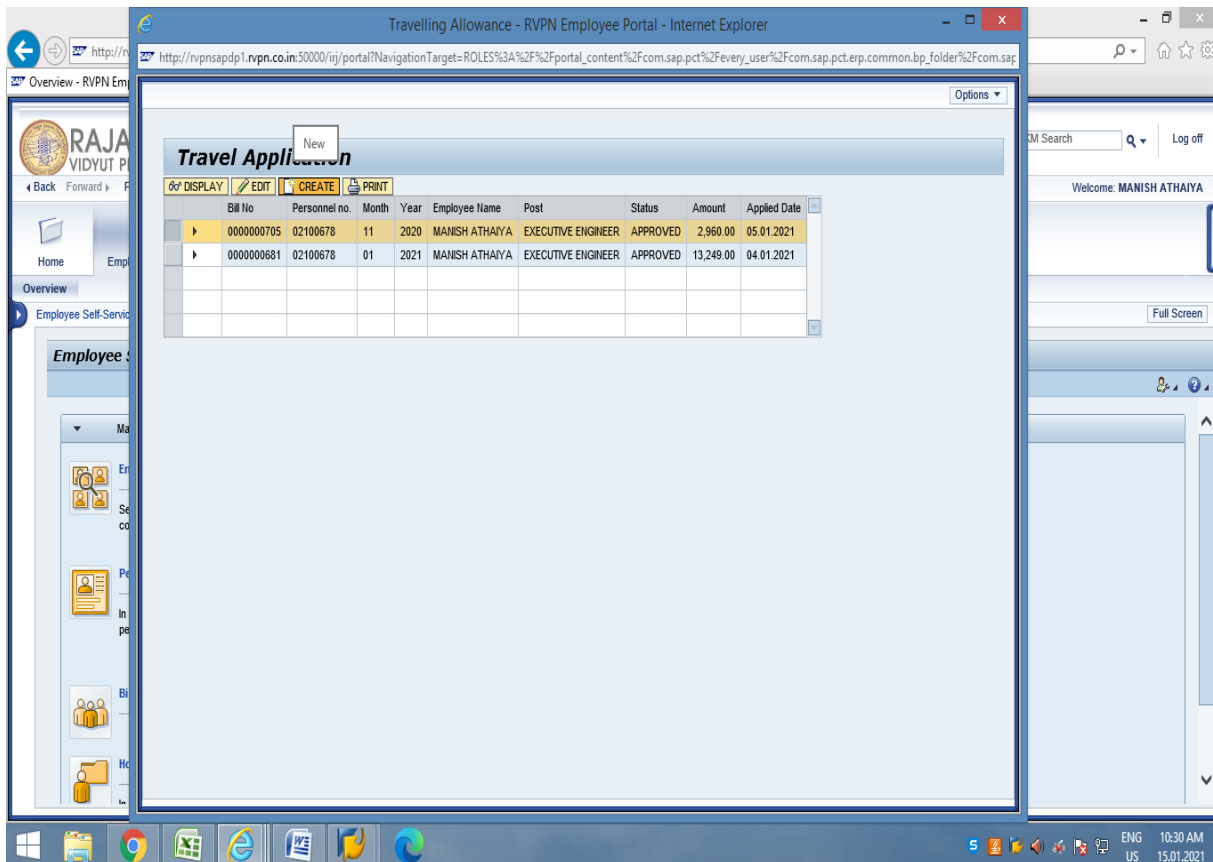


## Process for applying TA BILL through ESS portal

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.

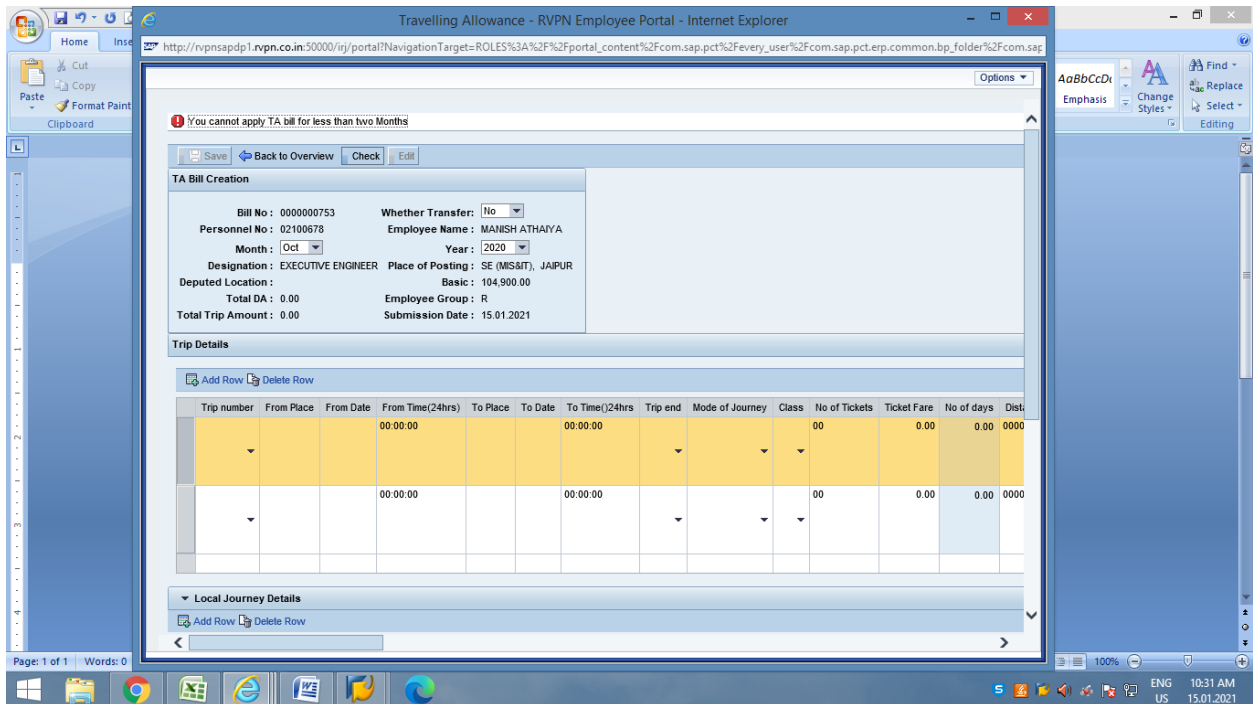


The screenshot displays the 'Travelling Allowance - RVPN Employee Portal' interface. The main content area shows a table titled 'Travel Application' with the following data:

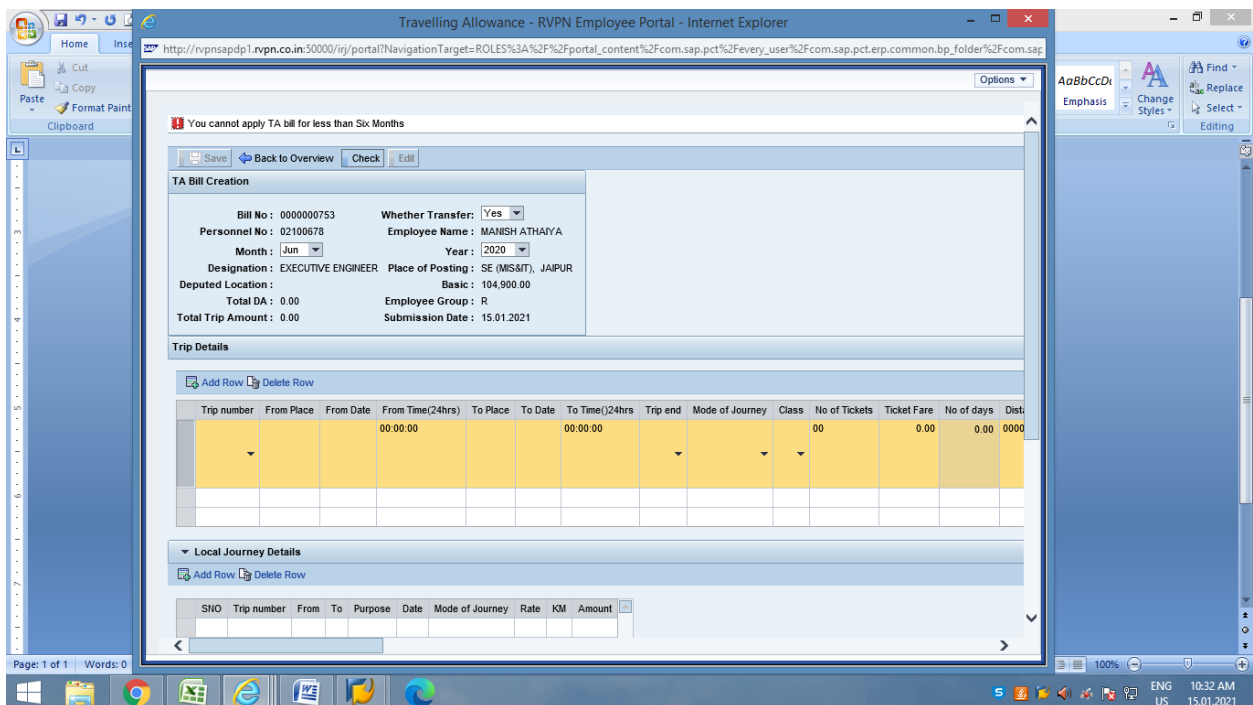
Bill No	Personnel no.	Month	Year	Employee Name	Post	Status	Amount	Applied Date
0000000705	02100678	11	2020	MANISH ATHAIYA	EXECUTIVE ENGINEER	APPROVED	2,960.00	05.01.2021
0000000681	02100678	01	2021	MANISH ATHAIYA	EXECUTIVE ENGINEER	APPROVED	13,249.00	04.01.2021

The interface includes a navigation menu on the left with options like 'Home', 'Employee Self-Service', and 'Employee'. The top right corner shows a search bar, 'Log off', and a welcome message: 'Welcome: MANISH ATHAIYA'. The bottom of the screen shows the Windows taskbar with the date and time: 'ENG 10:30 AM US 15.01.2021'.

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



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

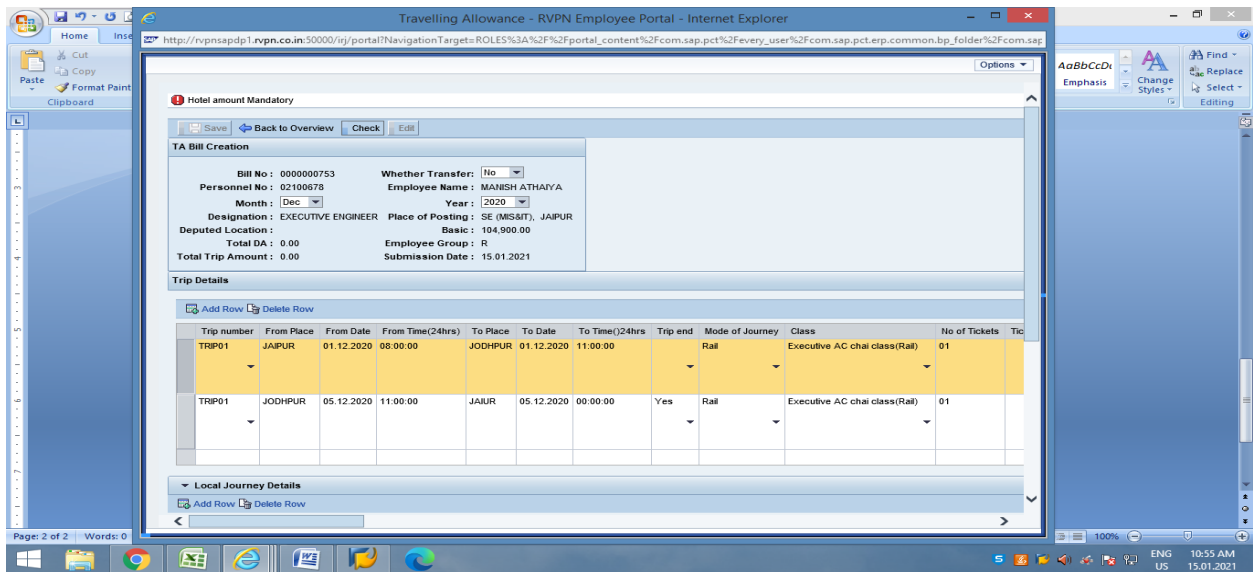


- After entering month and year, click on Add row button.

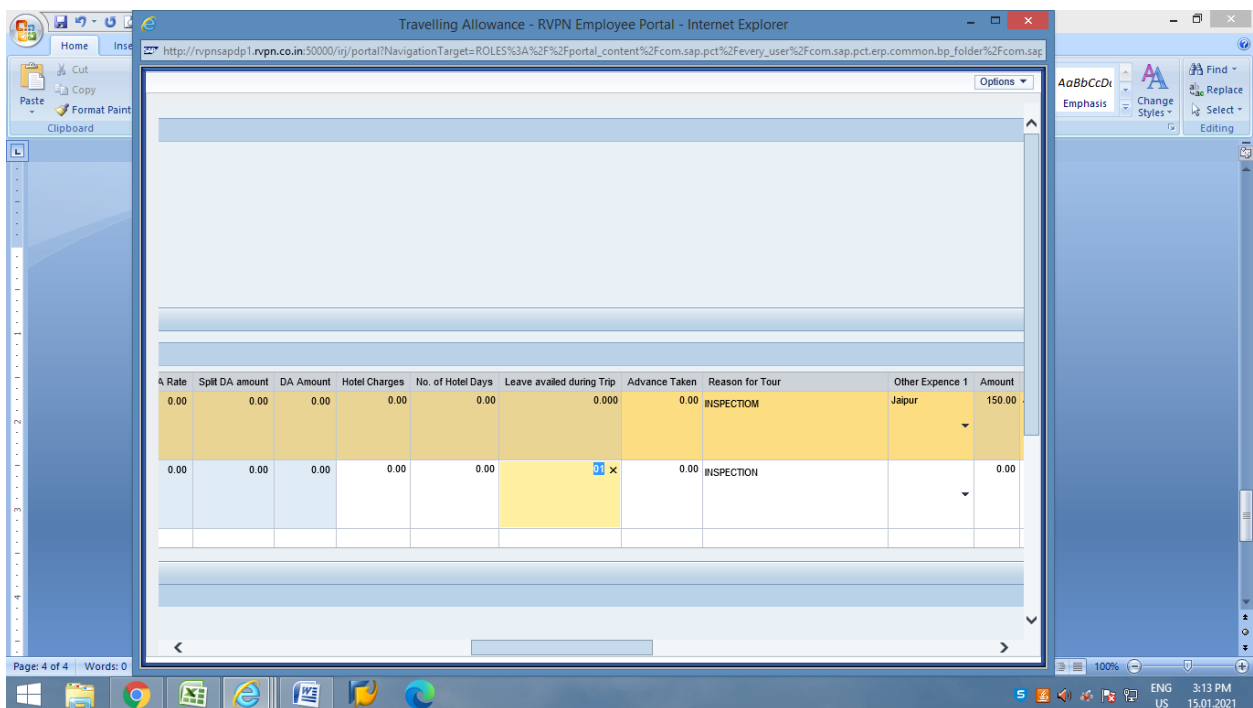




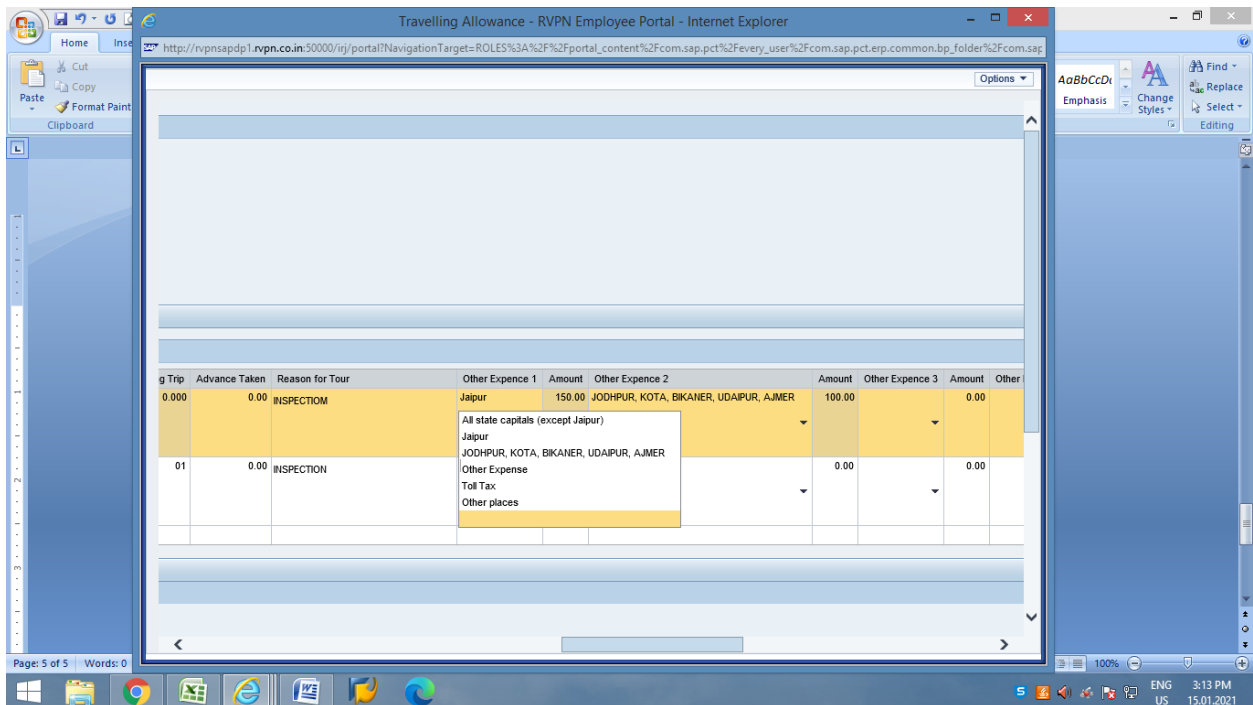
- In case of Split DA, Hotel charges & no. of days stayed in Hotel are mandatory.



- 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.



- 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.



- 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.

Travelling Allowance - RVPN Employee Portal - Internet Explorer

http://rvnpsapdp1.rvpn.co.in:50000/ijj/portal?NavigationTarget=ROLES%3A%2Fportal\_content%2Fcom.sap.pct%2Fevry\_user%2Fcom.sap.pct.erp.common.bp\_folder%2Fcom.sap

TRIP01	AJMER	04.12.2020	11:00:00	JAIPUR	04.12.2020	13:00:00	Yes	Rail	2nd Class Jan Shatabdi(Rail)	01
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**Local Journey Details**

Add Row Delete Row

SNO	Trip number	From	To	Purpose	Date	Mode of Journey	Rate	KM	Amount

**Approver Details**

Level	Approver ID	Approver Name
1	02120100	PREETI METHI

**Carriage Cost details**

Add Row Delete Row

SNO	Cost of carriage	Distance	Amount	Actual Amount

Page: 5 of 5 Words: 0

100%

ENG US 3:14 PM 15.01.2021

http://rvnpsapdp1.rvpn.co.in:50000/sap/bc/webdynpro/SAP/ZHCM\_TABILL\_EMPLOYEE;sap-ext-sid=g9kbBhr2kijAMP70mdKspg--cfVaqWCZXDXeonbo

Search...

rvnpsapdp1.rvpn.co.in

### TRAVELLING ALLOWANCE TA BILL

EMPLOYEE CODE: 02100678 PLACE OF POSTING: SE (MIS&IT) JAIPUR Approver 1: PREETI METHI Total TA Amount : 3540.00 Total TA Amount : 2900.00  
 EMPLOYEE NAME: MANISH ATHAWIA DEPUTED LOCATION: Approver 2 : UMESH SHARMA Applied Total DA : 2400.00  
 DESIGNATION : EXECUTIVE ENGINEER MONTH: 12 Approver 3 : HIMANGINI SHARMA PAY SCALE : 104600.00  
 BILL NO : 0000000757 ZYEAR: 2020

TRIP NO	DEPARTURE			ARRIVAL			MODE OF JOURNEY	CLASS	NO. OF TICKETS	TICKET FARE	NO. OF DAYS	REASON FOR TRAVEL	TYPES OF DA	BOARDING ALLOWANCE BY TRAIN	DATE	DA AMOUNT	ADVANCE TAKEN	REASON FOR TOUR	OTHER EXPENSE	TOTAL AMOUNT
	PLACE	DATE	TIME	PLACE	DATE	TIME														
TRIP01	JAIPUR	2020-12-10	10:00:00	DELHI	2020-12-10	14:00:00	Rail	Executive class	00	0.00	0.00	YES	NORMAL	NO	0.00	0.00	0.00	TRAINING		250.00
TRIP01	DELHI	2020-12-12	11:00:00	JAIPUR	2020-12-12	16:30:00	Rail	Executive class	00	0.00	3.00	YES	NORMAL	NO	800.00	2400.00	0.00	TRAINING		2650.00

COST OF CARRIAGE	DISTANCE	AMOUNT

SNO	TRIP NO	OTHER EXPENSES	AMOUNT
01	TRIP01	Jaipur	150.00
01	TRIP01	Jaipur	100.00
02	TRIP01	Jaipur	150.00
02	TRIP01	Jaipur	100.00

SNO	TRIP NO	FROM	TO	PURPOSE	DATE	MODE OF JOURNEY	RATE	KM	AMOUNT
01	TRIP01	DELHI HOTEL	TRAINING CENTR	TRAINING	2020-12-11	O	25.00	04	100.00
02	TRIP01	TRAINING OF	DELHI HOTEL	TRAINING	2020-12-11	O	25.00	04	100.00

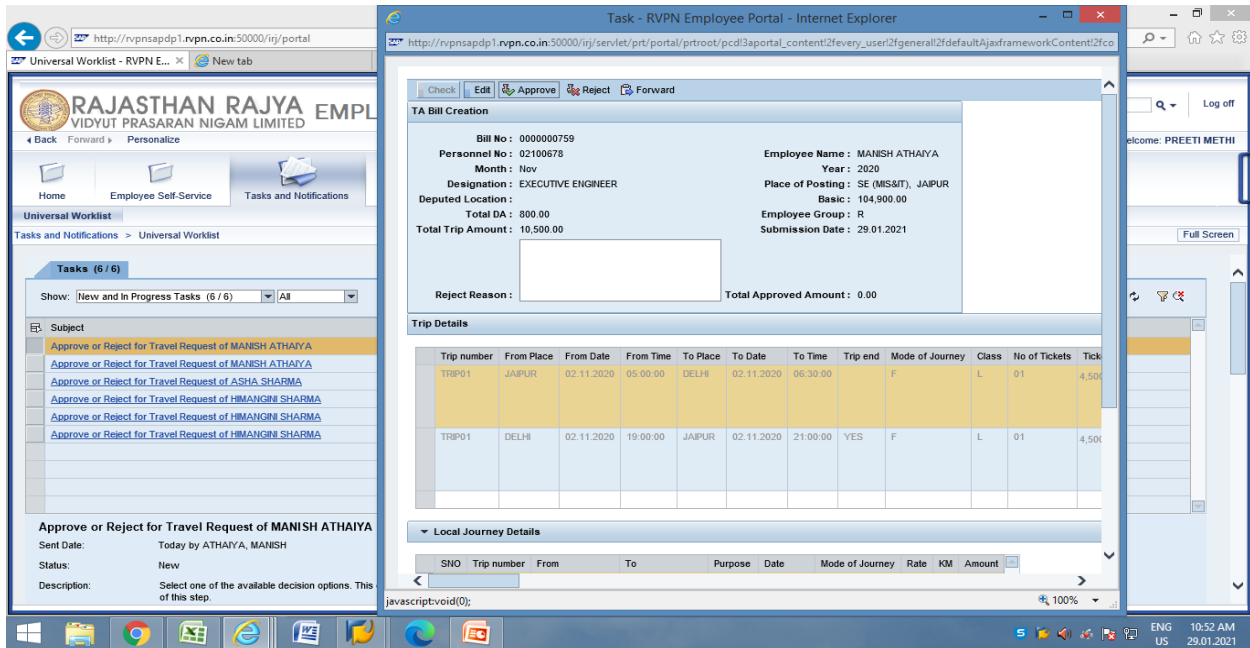
**CERTIFICATE**

- 1 Certified that I was not provided with day free locomotion at the expense of the Boards.
- 2 Certified that the payment of this bill has not been received before.
- 3 Certified that I have actually travelled in the same class of accommodation for which T.A. has been claimed.
- 4 Certified that on Sunday or other holiday for which daily allowance has been claimed by me, I was actually in camp.

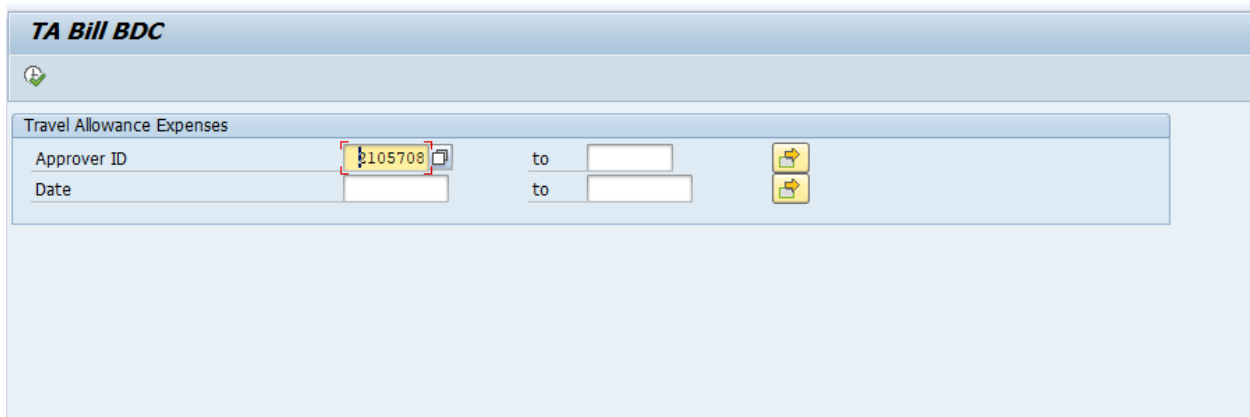
ENG US 11:39 AM 29.01.2021

- Print out of the same is to be taken

- Approval through Task & notification tab:



- After Final level approval, the entry will be shown in SAP-ERP Tcode ZFI\_TA\_EXPNS to accounts wing.



- On executing, Bills passed will be shown:



**TA Bill BDC**

UPLOAD

Report :- TA Expenses

Current Date : 18.01.2021  
No. of Records : 1

Serial	TA Bill No	Employee ID	Employee G...	Name	Date of ...	Date of P...	Billing Month	Billing Year	Amount	G/L Account	Business Pla...	Section Code	Cost Center
1	705	2100678	R	MANISH AT...	05.01.20...	12.01.20...	NOV	2020	2,960.00	4761021	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: 1000000091    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:

Co...	Itm	PK	SG	Account	Description	Σ	Amount	Curr.	Clmg doc.	Tx	WBS element	Flow Type	Cost Center	Profit Center	Text
1000	1	31		2100678	MANISH ATHAIYA		2,960.00-	INR							MANISH ATH
	2	40		4761021	TRAVELLING EXPENSES		2,960.00	INR					990212	19900	705/TA Expe
							<b>0.00</b>	<b>INR</b>							

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

Travelling Allowance - RVPN Employee Portal - Internet Explorer

http://rvnpsapdp1.rvpn.co.in:50000/rij/portal?NavigationTarget=ROLES%3A%2Fportal\_content%2Fcom.sap.pct%2Fevery\_user%2Fcom.sap.pct.erp.common.bp\_folder%2Fcom.sap

Options

Save Back to Overview Check Edit

**TA Bill Creation**

Bill No : 000000756 Whether Transfer: Yes  
 Personnel No : 02100676 Employee Name : MAISH ATHAYYA  
 Month : Dec Year : 2020  
 Designation : EXECUTIVE ENGINEER Place of Posting : SE (MS&IT), JAIPUR  
 Deputed Location : Basic : 104,900.00  
 Total DA : 0.00 Employee Group : R  
 Total Trip Amount : 0.00 Submission Date : 15.01.2021

**Trip Details**

Add Row Delete Row

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	Ticket
TRIP01	JAIPUR	01.12.2020	10:00:00	AJMER	01.12.2020	12:00:00	Yes	Rail	2nd Class Jan Shatabdi(Rail)	01	

**Local Journey Details**

Add Row Delete Row

SNO	Trip number	From	To	Purpose	Date	Mode of Journey	Rate	KM	Amount

Page: 6 of 6 Words: 0

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ENG US 3:15 PM 15.01.2021

- System will calculate Lump-sum grant on transfer and cost of carriage amount based on rules maintained in system.

Travelling Allowance - RVPN Employee Portal - Internet Explorer

http://rvnpsapdp1.rvpn.co.in:50000/rij/portal?NavigationTarget=ROLES%3A%2Fportal\_content%2Fcom.sap.pct%2Fevery\_user%2Fcom.sap.pct.erp.common.bp\_folder%2Fcom.sap

Options

Add Row Delete Row

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	Ticket F
TRIP01	JAIPUR	01.12.2020	10:00:00	AJMER	01.12.2020	12:00:00	Yes	Rail	2nd Class Jan Shatabdi(Rail)	01	

**Local Journey Details**

Add Row Delete Row

SNO	Trip number	From	To	Purpose	Date	Mode of Journey	Rate	KM	Amount

**Approver Details**

Level	Approver ID	Approver Name
1	02120100	PREETI METHI

**Carriage Cost details**

Add Row Delete Row

SNO	Cost of carriage	Distance	Amount	Actual Amount
01	Lump sum grant on transfer	0150	10,000.00	0.00
02	Cost of carriage of personal effects on transfer	0150	4,500.00	5,000.00

Page: 6 of 6 Words: 0

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ENG US 3:17 PM 15.01.2021