Standard Operating Procedure of Bill Tracking Software (BTS)

(A) The complete process cycle for entering the bills in BTS till the payment of invoice in accounts payable module is explained below.

Step 1: Vendor can present the bill either at the “Central DAK” option under BTS of the concerned Unit office or or he can directly submit the bill online if the user id and password for the vendor has been provided by the operating division users and bill is Digitally signed.

In both the cases an acknowledgement number will be generated by the system against the bill entered in BTS.

Step 2: Once the bill has been entered in the Central DAK, it will be automatically forwarded to the department which is selected at the time of entering the bills in the “Central DAK” window of BTS. This process will be fully automated and no manual assignment of the DAK by the Central DAK user to the concerned department is required.

Step 3: When the bill is forwarded to the concerned department by Central DAK through Auto assignment process, the concerned head of the department and users having the "Managers" rights of that particular department will be able to view the bills assigned to their Dept through Central DAK on their dashboard. After receipt of the bill they will generate the bill in BTS for their department. (The bill can be generated with linking to purchase order or without linking to purchase order)

Step 4: After the bill has been generated by the concerned operating division it can be approved through BTS system or manual File based approval, once the bill has been approved by the concerned Operating division it needs to be forwarded to Bills section through BTS.

Step 5: On receipt of bill by the concerned operating division, bill section will approve or verify the bill and upon its satisfaction the bill will be forwarded to Accounts payable module through the "Share to ERP" tab provided only to the bills section.

Step 6: Upon sending the bill to accounts payable module the system will automatically create invoice with header and line level information for further payment of it by the Bills section.

During this entire cycle the bill can be tracked either by the concerned division or by third party vendor by entering the acknowledgement number on the dashboard window and can see the latest status of the bill.
(B) **Prerequisites for Implementation of BTS:**

1) For complete success of Bill tracking software it has to be ensured by Bill section that no payment for third party bills is to be processed unless it is entered in the BTS and forwarded to bill section through BTS after approval by the concerned operating division.

2) Appointment of one Nodal officer by each unit office for the facilitating the user creations in BTS module, the details of the Nodal officer is to be shared in the attached user creation template through Mantis support tool under BTS project tab. The appointed Nodal officer will be responsible for further creation of user/s of Central DAK and User/s of Operating Division based on the roles and responsibilities of each user.

3) Identification of one or more persons by every unit office to look after the Central DAK responsibility, the person who will be assigned the central DAK responsibility will accept and enter the Bill's provided by the third party vendors for creation of first level entry in the BTS as per the details provided by the vendor in the concerned invoice or bill.

4) Creation of users by all operating divisions of a unit office, who are dealing with the third party bills. The users of the concerned operating division once created in BTS will be responsible for approving and forwarding all third party bills through bill tracking software to Bills section for further processing and payment by Bills section.

5) All the work orders/purchase orders needs to be entered in the BTS for linking the same with the bill presented by the third party.

**Note:**

1. The existing vendors can ask for their vendor code from bill section and in case of first time bill submission by the vendor he has to first get himself registered as a Supplier in Accounts payable module by the bill section before submission of Bill through Central DAK or online submissions of bill, as creation of vendor code is a prerequisite for submission of any third party bill.

2. For further details, User Manual available at the FAP homepage under library section can be referred.