

Receipt

Once a DAK/Letter is Diarised and a unique receipt/diary number is allotted then it becomes **Receipt**.

Diarisation of DAK/Letter

Browse and Diarise sub module of Receipt is used to generate **Receipt**, which can be either physical or electronic in nature.

- **Physical:** The unique number for the DAK/Letter is generated by the system, and further processing of the receipt can either be physical (manual) or electronic in nature.
- **Electronic:** The unique number for the DAK/Letter is generated by the system, and further processing of the receipt is always electronic in nature.

Important Points:

- ✓ Uploading of scanned document of 'DAK/Letter' is mandatory for **Electronic** diarisation and optional for **Physical** diarisation.
- ✓ DAK/Letter must be scanned as a single PDF (preferably a searchable PDF). For scanning the DAK/ letter refer to Annexure-I ([Guidelines for Scanning](#)).

STEPS TO FOLLOW:

1. Click **Physical/Electronic** link under **Browse & Diarize** sub-module or Click **Physical/Electronic** under **Create** link in Quick Access Menu bar for Receipt (*Figure 1*).

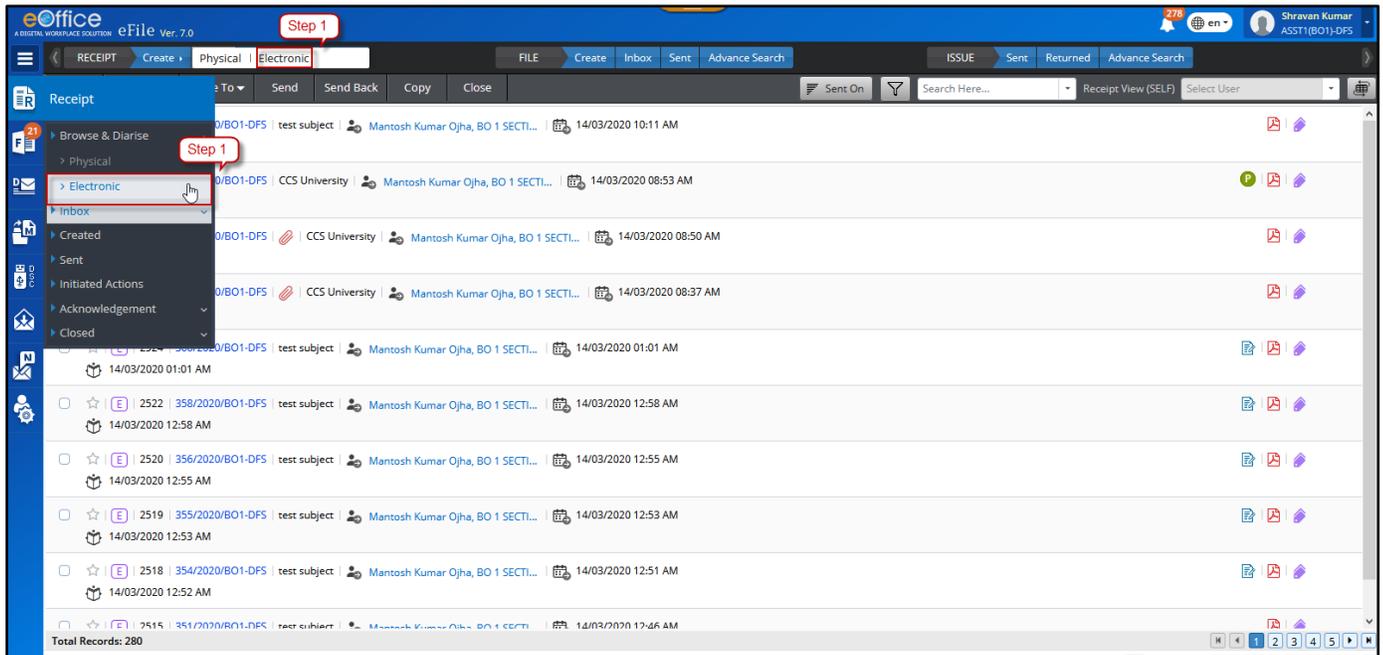


Figure 1

2. Click **Upload** button. The File Upload dialog box appears. Select the desired scanned PDF document (**up to 20 MB**) and click **Open** button (*Figure 2*).

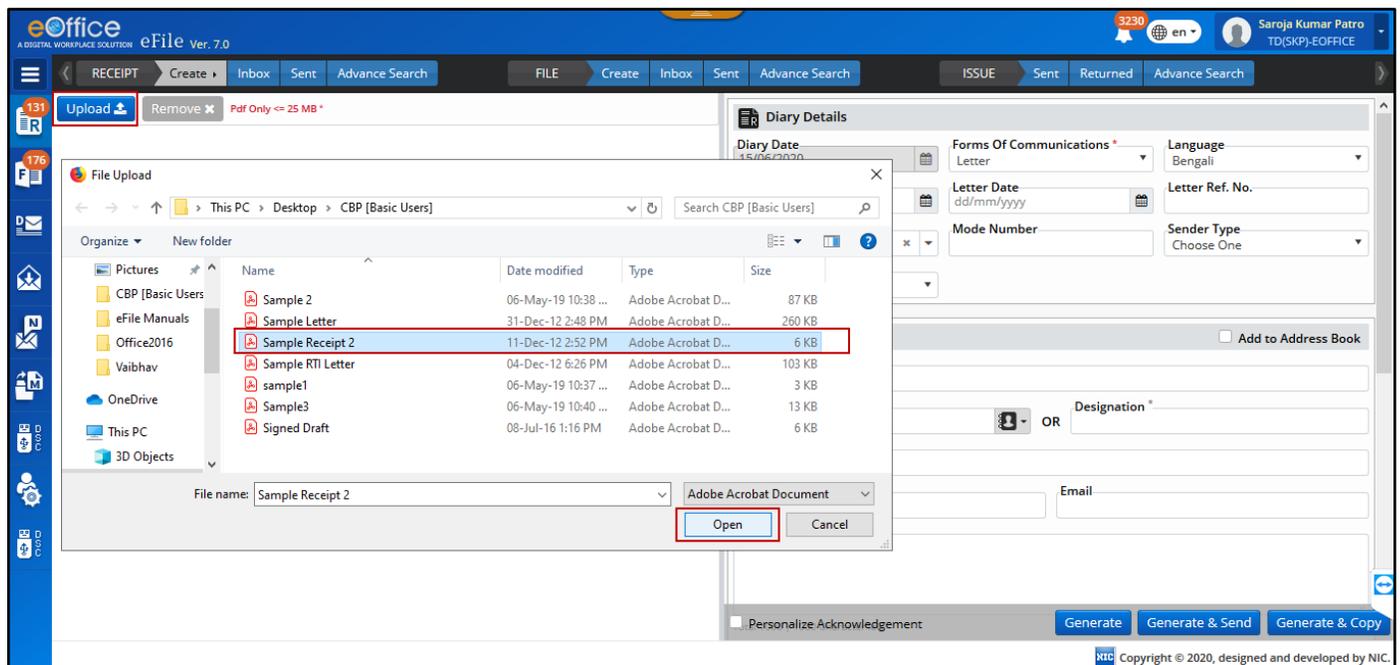


Figure 2

3. Once the scanned DAK/Letter is uploaded, enter the required metadata (**Diary Details**, **Contact Details** and **Subject Category**):

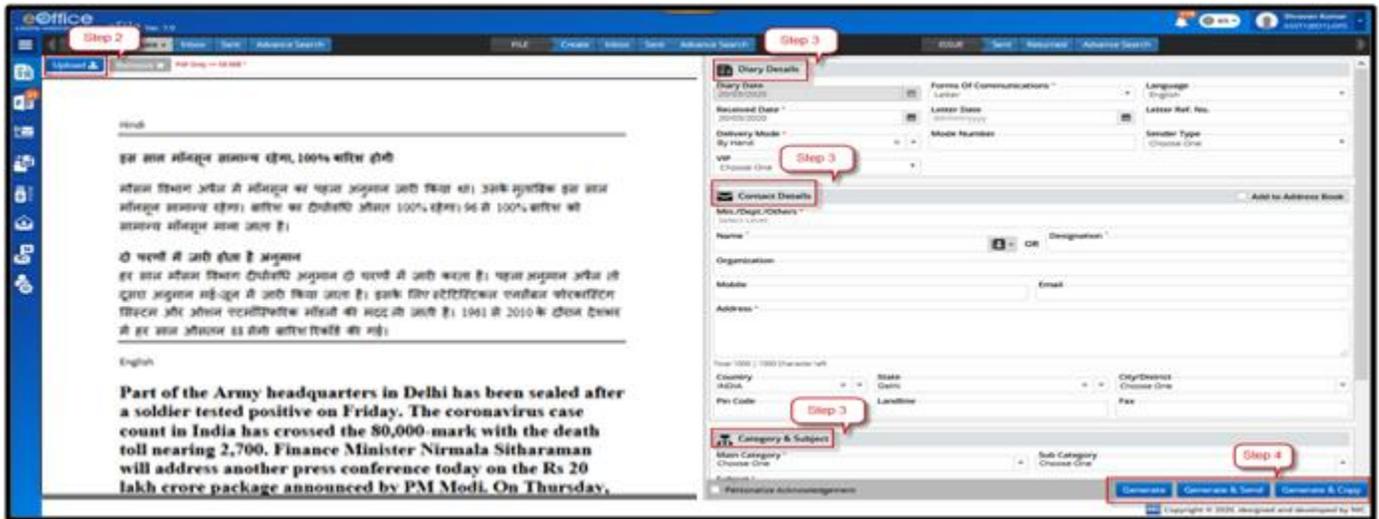


Figure 3

4. Click **Generate** or **Generate & Copy** or **Generate & Send** to generate new electronic receipt with a unique **Receipt No.** (Figure 4).

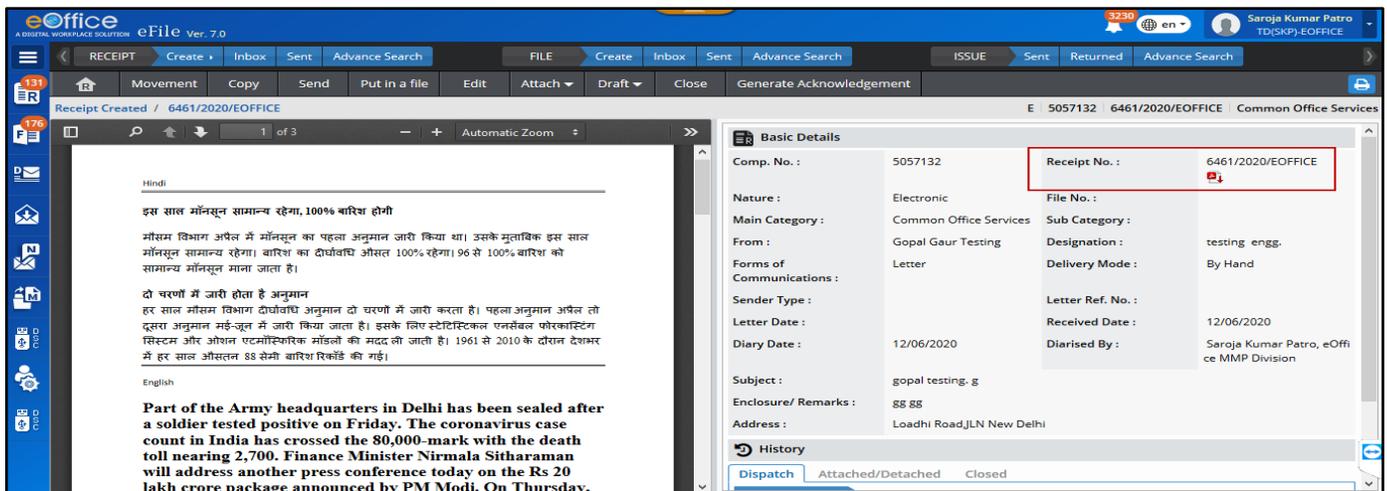


Figure 4

Note:

- All the mandatory fields are marked with **Red asterisk (*)**.
- User can choose one of the fields marked with **Orange asterisk (*)**.
- **Personalize Acknowledgment:** There is a provision to send acknowledgement to the sender who's DAK/ letter has been received in the organization (Refer [Acknowledgment](#) sub-module).
- **Generate:** Creates the receipt and saves it in 'Created' sub module.
- **Generate & Send:** Generates the Receipt No. and redirects to Receipt **Send** screen.
- **Generate & Copy:** (*This feature is configurable*): Generates the Receipt Number and redirects the user to diary screen retaining the content (PDF) and metadata (*Copying the pdf content is also configurable feature*) of the receipt.

Created Receipt List

The **Created** sub module displays the list of all generated Receipts (both **Electronic** and **Physical** in nature) that are not yet Marked/Send.

To view list of receipts created, Click **Created** sub module of **Receipt** module as shown in *Figure 5*.

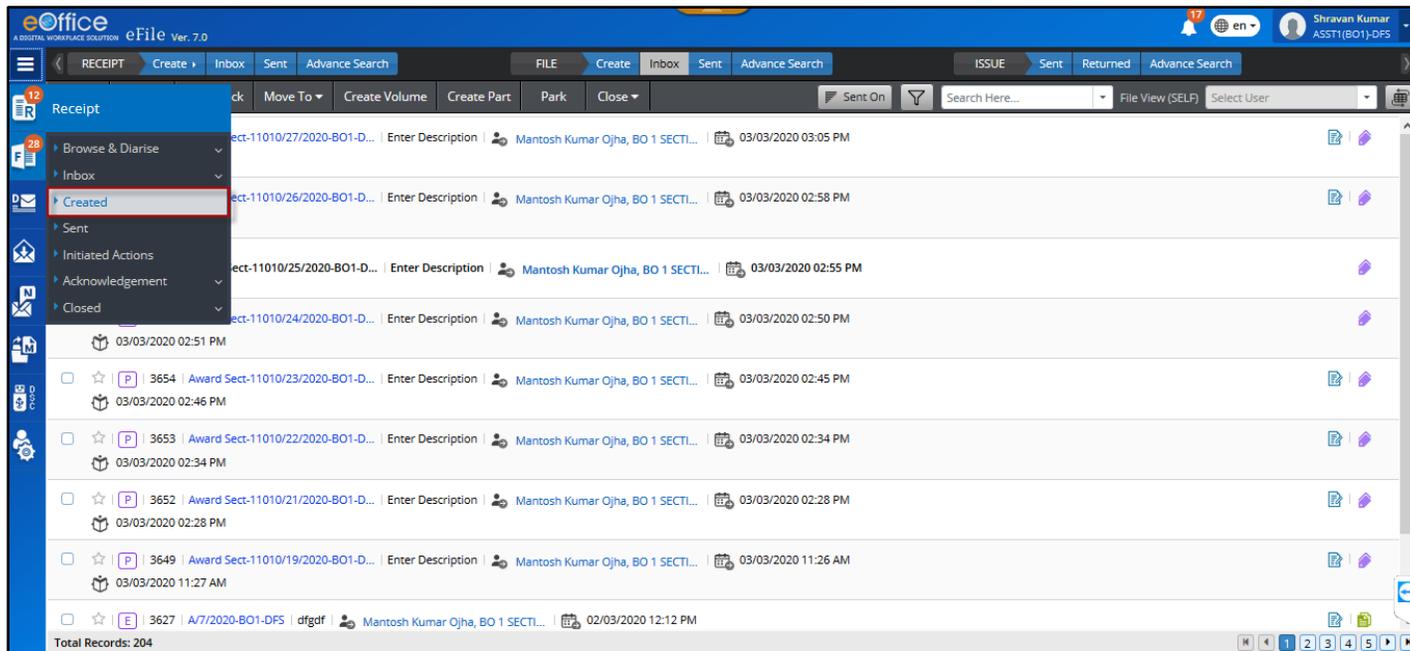


Figure 5

Description:

- The **Created** list of receipts displays information such as, **Nature of Receipt (E/P), Computer No., Receipt No., Subject, Subject Category, Created On and Enclosure/Remarks** (*Figure 6*).

Comp. No.	Receipt No.	Subject	Subject Category	Created On	Remarks
E 2546	382/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 05:37 AM	
P 2545	381/2020/BO1-DFS	CCS University	ACP and other related matters	14/03/2020 05:36 AM	
E 2544	380/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 05:35 AM	
E 2541	377/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:58 AM	
E 2538	374/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:52 AM	
E 2536	372/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:49 AM	
E 2535	371/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:48 AM	
E 2533	369/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:45 AM	
E 2531	367/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:42 AM	
E 2526	362/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:05 AM	

Figure 6

- The list of receipts can be sorted on the basis of **Computer No.** and **Created On** by clicking on column heads.
- The list of receipts can be filtered on the basis of **Nature, Subject Category, Reference (VIP) and Creation Date** range by clicking Filter Icon in menu bar.

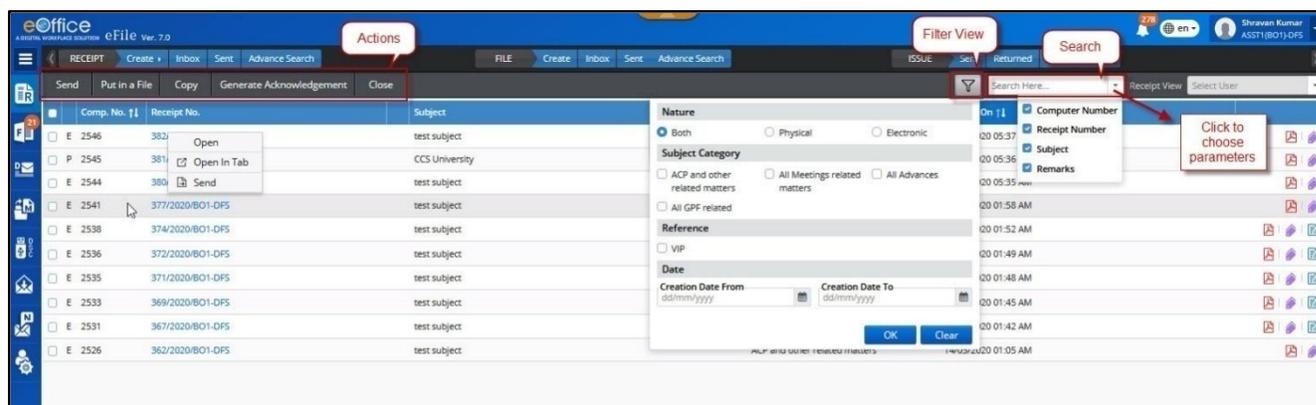


Figure 7

- The receipts can be searched using **Module Search** on the basis of **Computer No.**, **Receipt No.**, **Subject** and **Remarks**, by entering at least 3 characters.
- In addition to above, the **Created Receipt list of Self, Section User(s)** and **User under individual post hierarchy** can be viewed through **Receipt View**. (Figure 8)

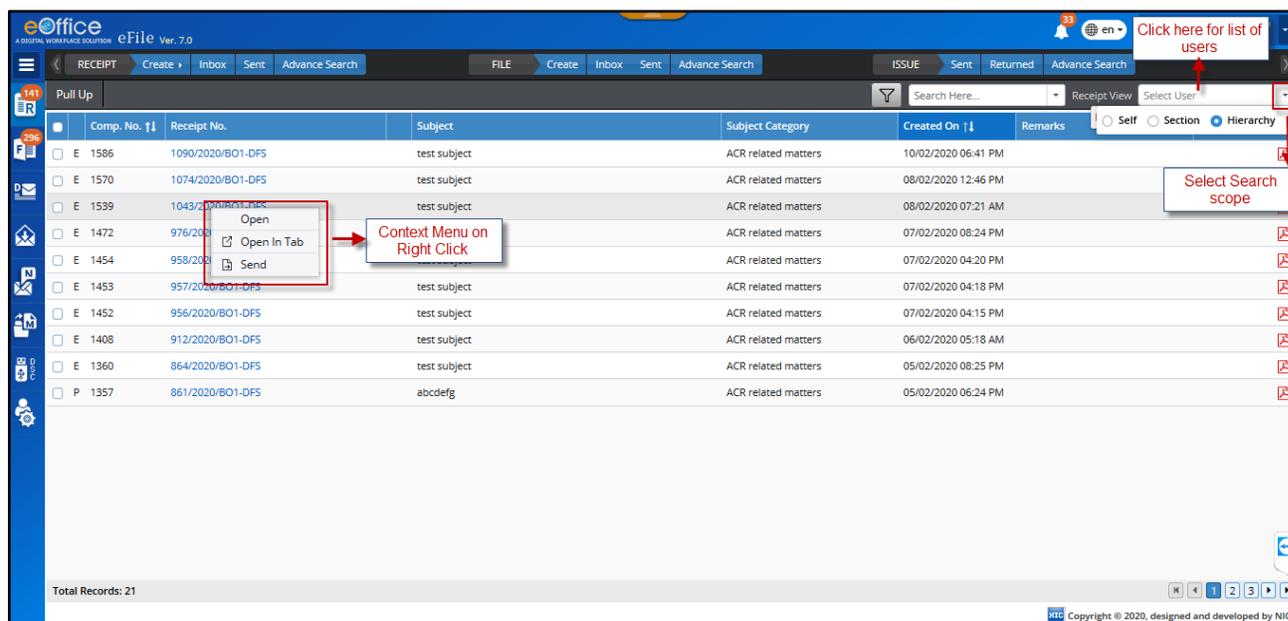


Figure 8

Note:

- Receipt View will display list of created receipts in **Section** and **Hierarchy** and no action will be allowed on them except **'Pull up'**
- Receipt is to be pulled up, to view its inner page and take other actions.

- Also, using context menu (mouse right click on receipt no.) created receipts can be opened in same or Different Tab of browser and also, can be send further.(Figure 8)
- The Attachment Icon  next to Receipt no. is visible in case some other Files and/or Receipts are attached with it and further can be clicked to see attached details.
- The following actions that can be performed on the list of Created receipts:

- Send
 - Put in a File
 - Copy
 - Generate Acknowledgement
 - Close
- Details of receipt such as diarized letter and other information can be viewed on receipt inner page by clicking on the **Receipt No.**
 - Some additional actions that can be taken from receipt inner page are as follows –
 - Edit
 - Attach
 - Draft (For Electronic Receipt only)
 - Dispatch (For Physical Receipt only)
 - Convert (For Physical Receipt only)
 - Print