

# Put a Receipt inside a File

To record decisions on the note sheet against a receipt, it is necessary that the receipts may be put inside a file as correspondence. This section describes how to put up a receipt in a file.

## Important Points:

- ✓ Physical receipts can be put inside a physical file only. To put it inside an electronic file it needs to be converted.
- ✓ Electronic receipts can be put inside both Electronic/Physical file, if required.
- ✓ Receipts with Attached files/receipts are not allowed to be put in file. They are required to be detached first.

## STEPS TO FOLLOW:

1. Select receipt (*Figure 31*) or Click open receipt, from receipt Inbox or Created list.

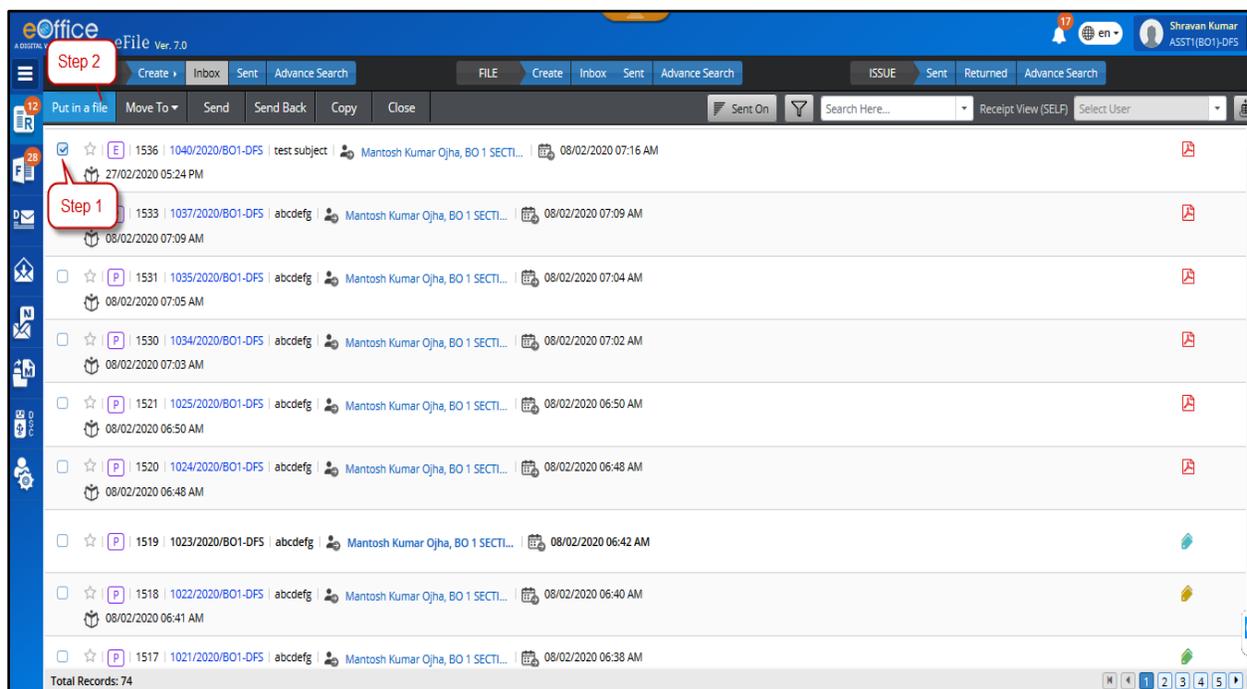


Figure 31

2. Click 'Put in a File' menu as shown in Figure 32:

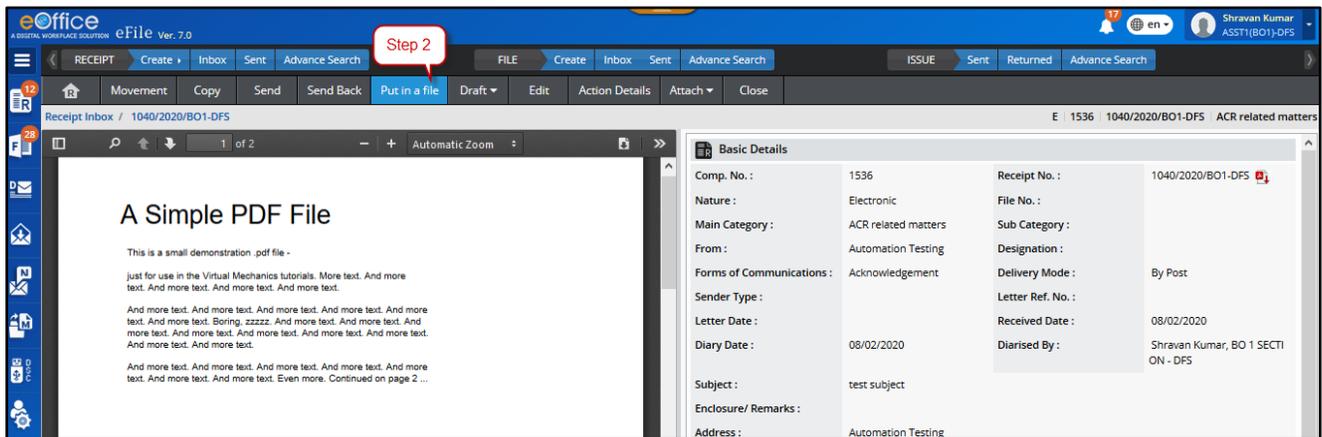


Figure 32

To put the receipt in an existing file already available with you, continue with the following steps (Figure 33).

3. In the pop-up window, select or search the file from list displayed.
4. Provide mandatory **Remarks**.
5. Click **Attach** as shown in Figure 33:

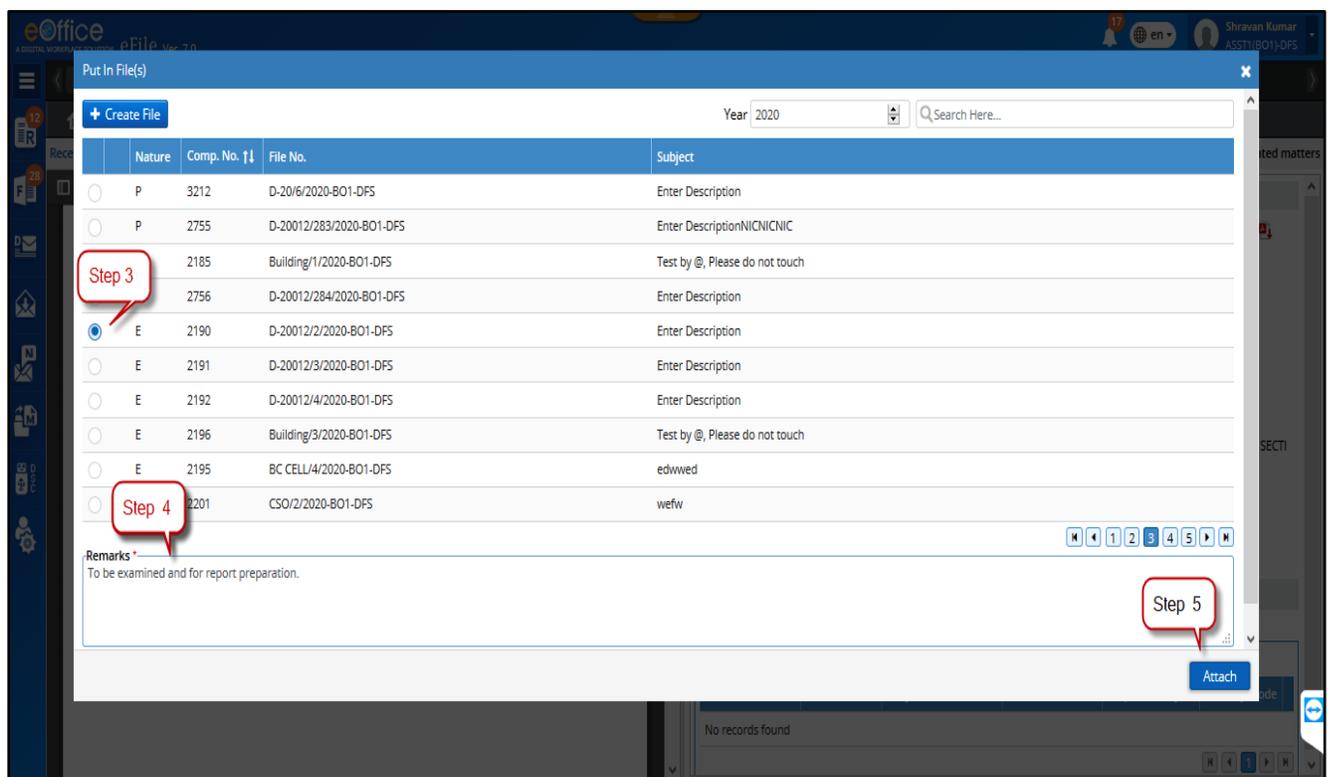


Figure 33

Or

To Put the receipt in a new file, continue with the following steps

3. Click **Create File** in **Put in File** pop-up window as shown in Figure 34:

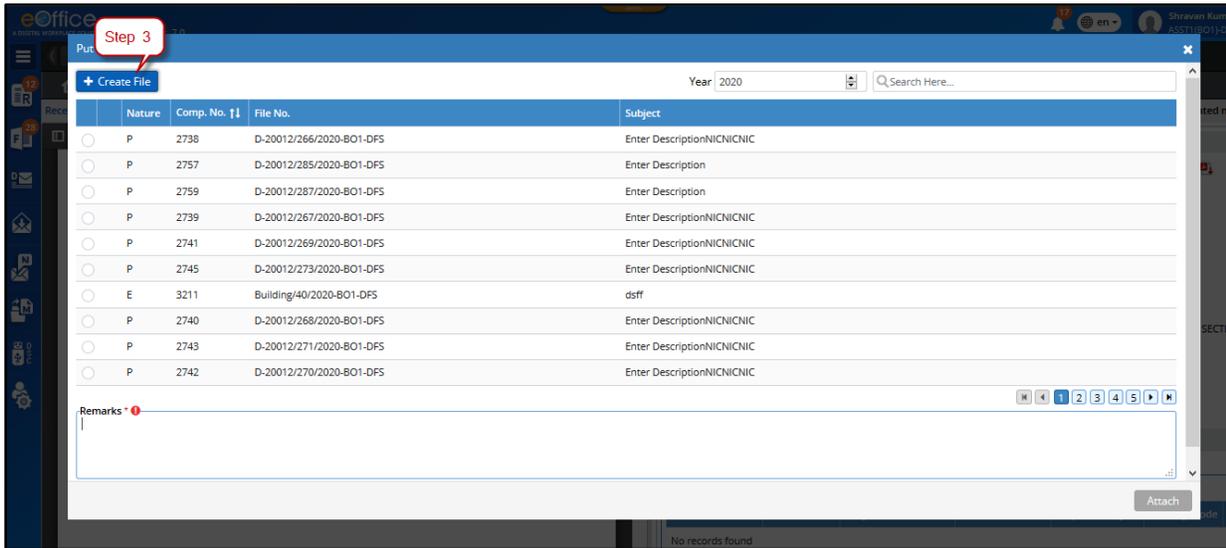


Figure 34

4. Select **Nature** of File (*Electronic/Physical*) using radio button on File Cover page. (For Physical Receipt, Nature of file will be physical only).
5. Select **Type** of File (*SFS/Non-SFS*) using radio button on File Cover page.
6. **For Non-SFS** - Select the File-Heads from the available drop-down list under 'File No'.

Or

**For SFS** - Enter desired file number in the File Number text box.

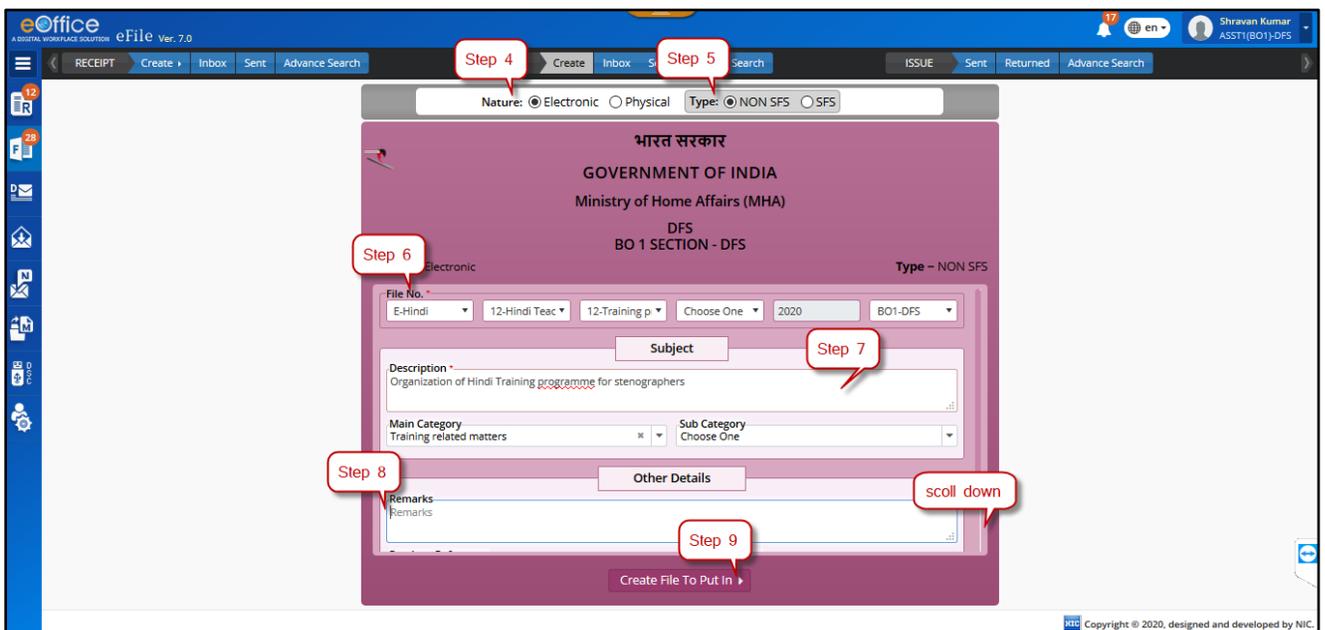


Figure 35

7. Enter the mandatory **Subject Description**.

8. Provide other relevant details like Main Category, Sub Category, Remarks, Previous References, Later References and Language.
9. Click **Create File To Put In**.
10. Confirm on the action by clicking on **Proceed** option.

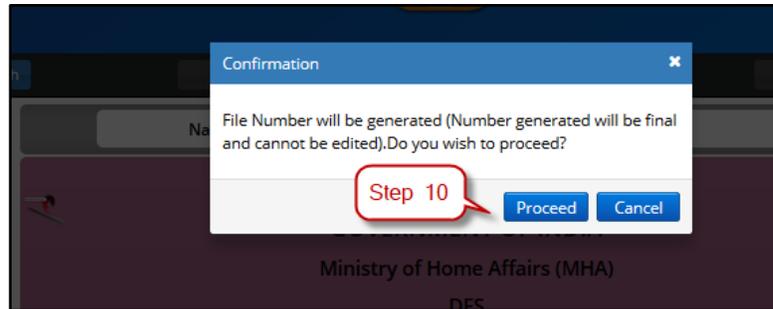


Figure 36

11. Provide mandatory **Remarks** to put receipt in a file and Click **OK**.

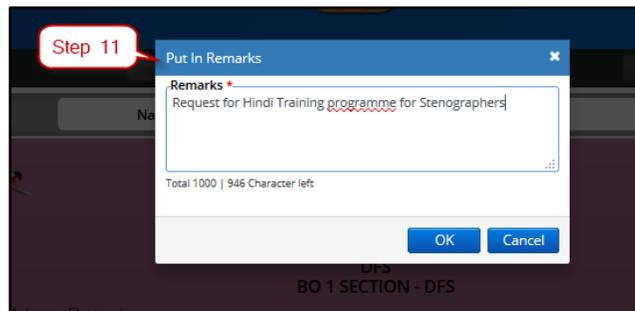


Figure 37