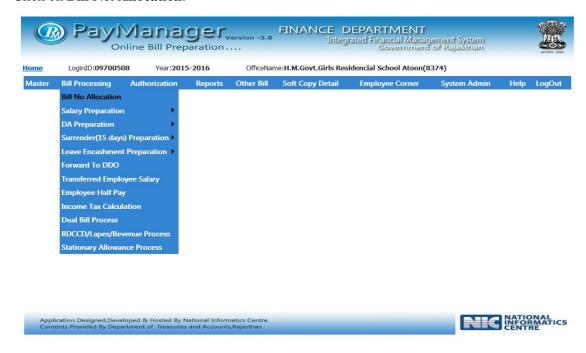
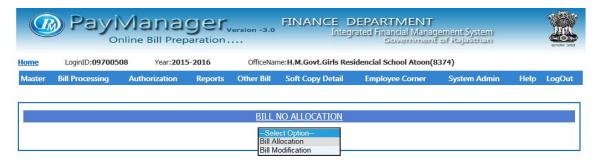
Bonus Bill Process

1. After Login in **PayManager** as **DDO**, For Bonus Bill Process, Go in **Bill Processing** Menu and Click on **Bill No. Allocation**.



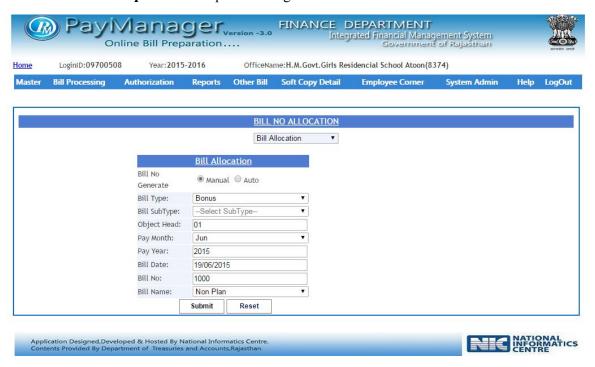
2. After Click on Bill No. Allocation, Choose Bill Allocation option from List.



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Contents Provided By Department of Treasuries and Accounts, Rajasthan

3. Select Bill Type (Bonus), Object head, Pay Month&Year of the Bill, Enter Bill Date and Bill No. and Select Group Name for Specific Budget Head. After then Click on "Submit" Button.



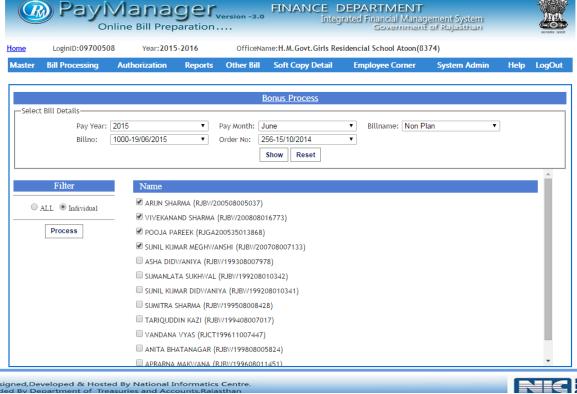
4. To Modify Bill, Choose Bill Modification Option from List, in Bill No. Allocation.



5. Go to Other Bill -> Bonus Bill

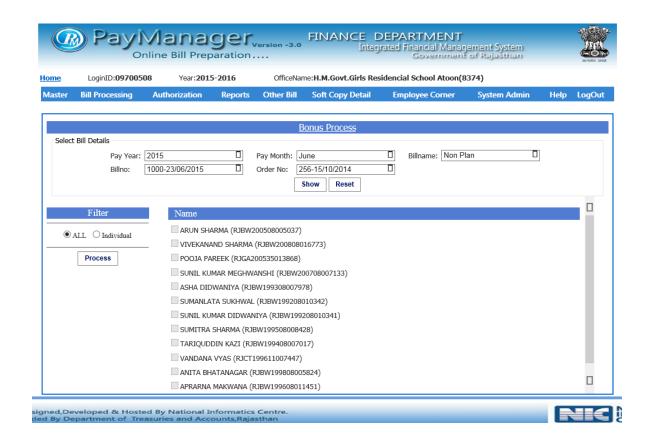


6. Go to Other Bill -> Bonus Bill -> Bonus Details
To Process Individual Employees at a time use this Step.
Select Year, Month, Group Name, Bill No., Order No. and Click on "Show" Button.
After Click on "Show" Button, Select Employee and Click on "Process" Button.



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7. To Process **All Employees** at a time use this Step. Select **Year, Month, Group Name, Bill No., Order No.** and Click on "**Show**" Button. After Click on "**Show**" Button, Select "**All**" option and Click on "**Process**" Button.



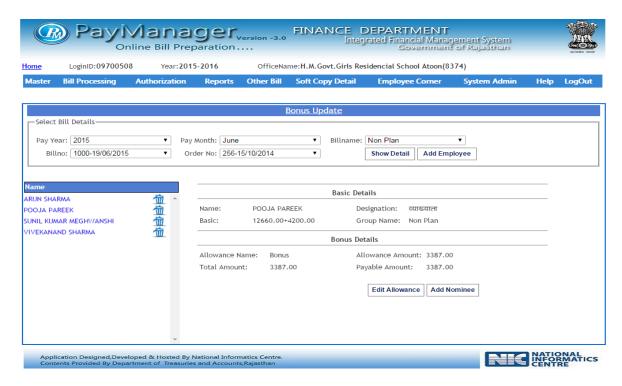
8. Go to Other Bill -> Bonus Bill -> Bonus Updation

To **Update** Bonus amount, Select **Year**, **Month**, **Group Name**, **Bill No.**, **Order No.** and Click on "**ShowDetail**" Button.

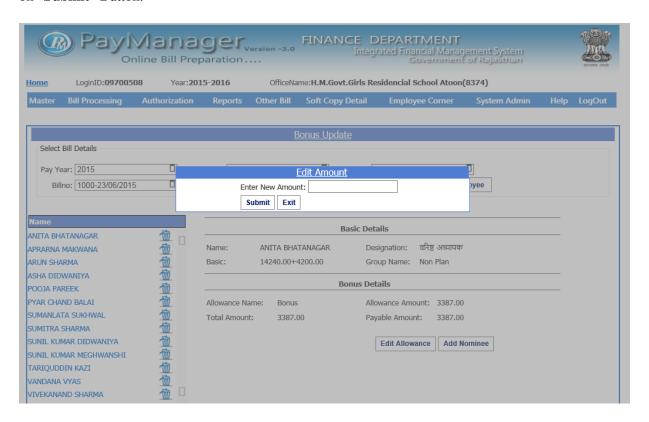
Click on **Employee** Name and **Edit** Amount from "**Edit Allowance**" Button. **Nominee** can be add by clicking on "**AddNominee**" Button.

You Can Add Employee from here also, by clicking on "AddEmployee" Button.

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9. Click on "EditAllowance" Button to EditAmount in Allowances. Enter New Amount and Click on "Submit" Button.



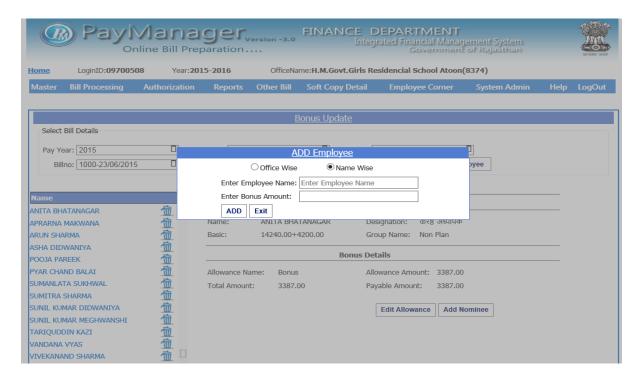
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10. You can Add Employee from here Also to Prepare Bonus.

To Add, Click on "AddEmployee" Button. Select Employees by OfficeWise or NameWise.

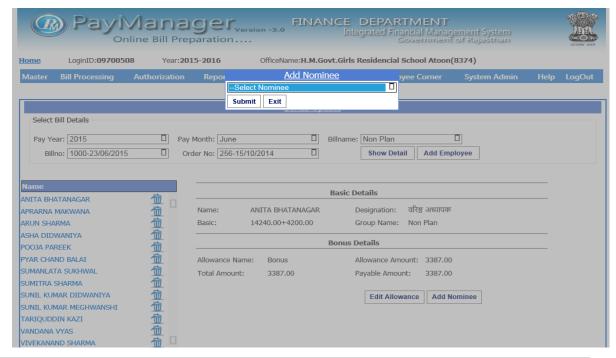
Enter EmployeeName and Amount.

After then Click on "Add" Button.



11. You Can Add Nominee from Here.

To Add Nominee, Click on "AddNominee" Button. After then Select Employee from the List and click on "Submit" Button.



12. Go to Bill Processing -> Forwardto DDO



13. After Bill Process, Forward Bill to DDO.

To **Forward**, Select **Month**, **Year**, **Bill Type** and **Group**. Bill Details will be show below on the page. To Forward Select **Bill Detail** and Click on "**Forward**" Button.

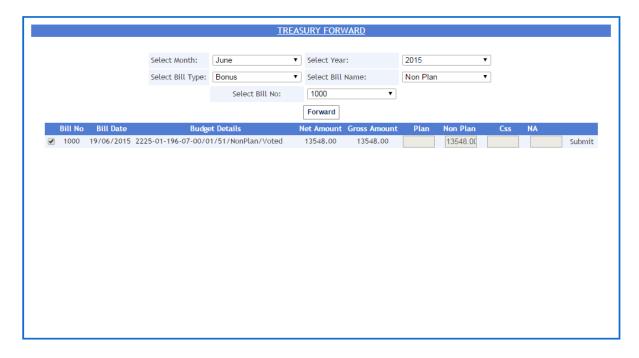


14. Go to Authorization -> Bill Forward To Treasury



15. After Forward Bill to DDO, DDO will forward bill to Treasury.

To **forward**, Select **Month**, **Year**, **Bill Type** and **Group**. **Bill Details** will be show below on the page. To Forward Select **Bill Detail** and Click on "**Submit**" Button and then Click on "**Forward**" Button.



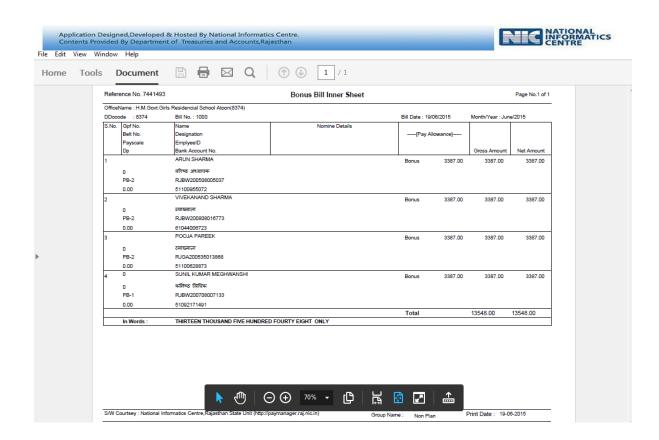
16. Go to Reports -> Other Bill Report -> Bonus Reports



17. Go to Reports -> Other Bill Report -> Bonus Reports -> Bonus Inner

To Download Inner Report of **Bonus Bill**, Select **Year**, **Month**, **Group** Name and **Bill No.** After then Click on "**Show Report**" Button.

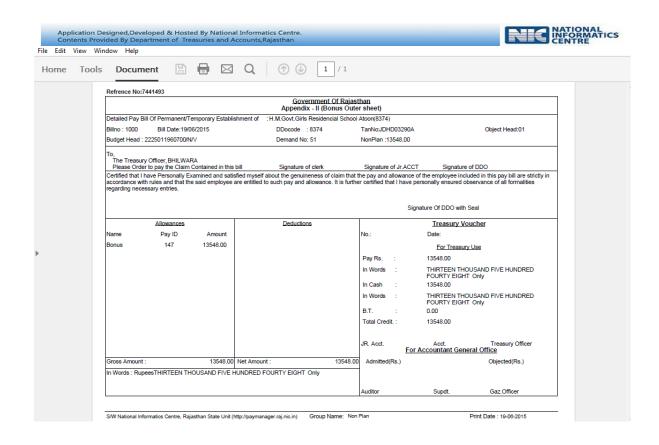




18. Go to Reports -> Other Bill Report -> Bonus Reports -> Bonus Outer

To Download Outer Report of **BonusBill**, Select **Year**, **Month**, **GroupName** and **BillNo**. After then Click on "**Show Report**" Button.





19. Go to Reports -> Other Bill Report -> Bonus Reports -> Bonus Salary Report

To Download Bonus Salary Report of BonusBill, Select Year, Month, GroupName and BillNo. After then Click on "Show Report" Button.



