

EDP Section Chief Secretariat ( csedp.pon ) sent: Procedure in Preparation of Pay Bill and its Authorisation slip in BEAMS has been slightly changed.

Please follow the instructions carefully.

- 1) After Pay Calculation step in Pay Soft, please generate a Expenditure Report from the Report Menu.
- 2) Based on the Expenditure Report, generate Authorisation Slips in BEAMS.
- 3) Enter the Bill Number found in the Authorisation slip in the Report Menu for Generation Inner and Outer, then take printout of the Inner and Outer of Pay Bills.
- 4) RE-CALCULATION is allowed within the current month.
- 5) If there is a circumstance of taking Authorisation Slip in the subsequent month, Step 1 said above shall be finished during the current month itself.