User Manual For ERP

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Register

Procedure for Registering new clients

- To register new clients download **sample file (A)**, fill the details and upload the same.
- Each client must have two entries, first one for **IEX** and second one for **PXIL**.
- All necessary information should be there for both IEX and PXIL entries.

Client Details
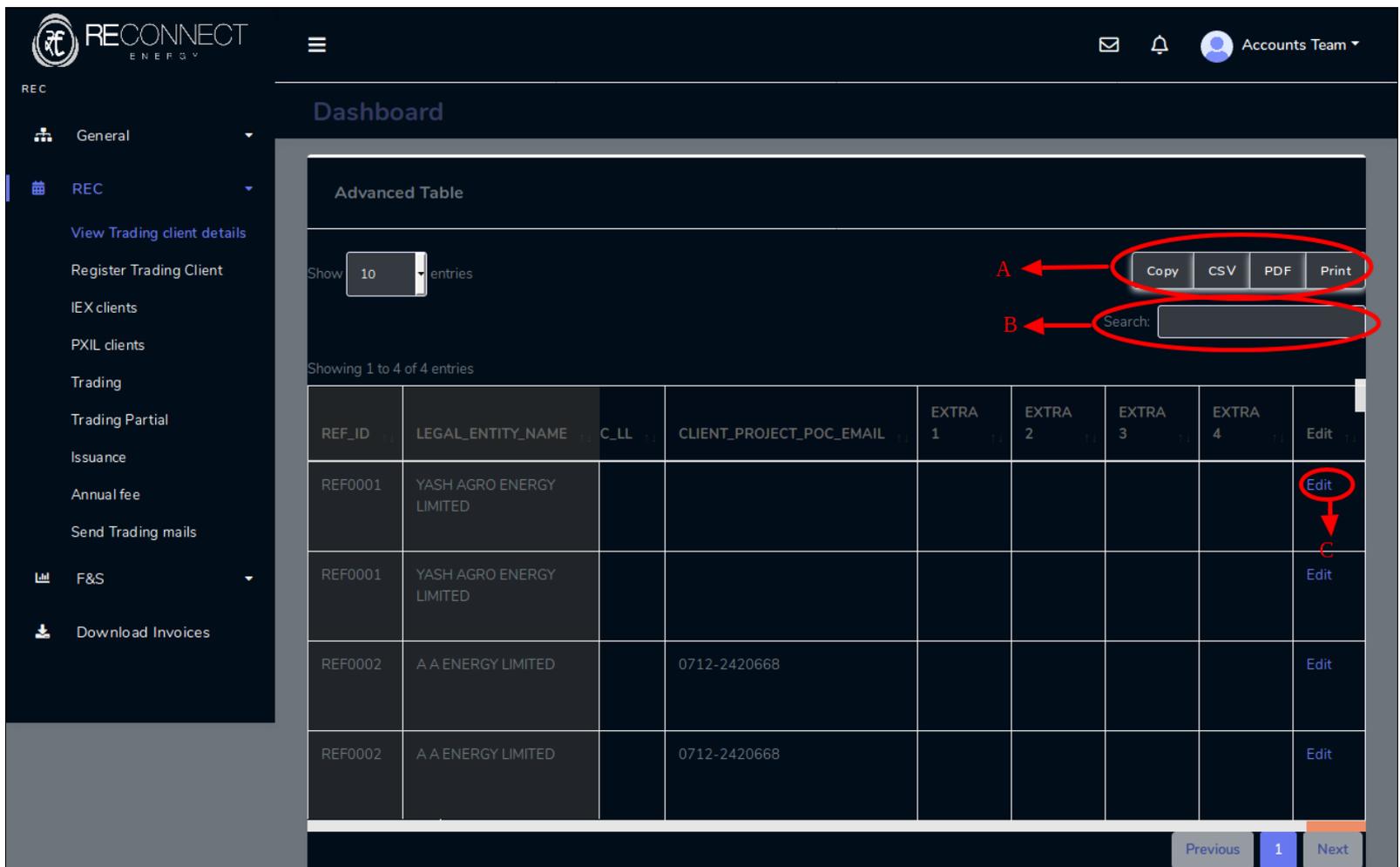
View Trading clients details page provides options

- To **Copy**, extract to **CSV**,extract to **PDF** and **Print** all the registered client details (A)
- To **Search** client details with any keyword (B)
- To **Edit** client details (C).

Update

This page is provides option to update existing client details.

Contract Details

ACCR_Fees and REG_Fees:		ACCR_REG_Billing_Entity:	
ReACCR_Fees and ReREG_Fees:		RE_ACCR_REG_Billing_Entity:	
Other_Consulting_Fees:		Other_Consulting_Billing_Entity:	
ISSUANCE_Fees:		ISSUANCE_Fees_Type:	
ISSUANCE_Frequency:		ISSUANCE_BILLING_ENTITY:	
TRADE_Fees_Type_RET:	F	TRADE_Fees_RET:	3
TRADE_Fees_Type_RES:		TRADE_Fees_RES:	
TRADE_Fees_Additional:		TRADE_Entity_Additional:	

REConnect service Invoice

Client_Group_Name:	ILFS	Client_Invoice_Entity_Legal_Name:	
REConnect_Tally_Name:		PAN_Client_Invoice:	
GST_Client_Invoice:		GST_Address_Client_Invoice:	
PoC_Name_Client_Accounts_Team:		PoC_Mobile_Client_Accounts_Team:	
PoC_LandLine_Fax_Client_Accounts_Team:			
PoC_Email_Client_Accounts_Team:	Rohil.Kudtarkar@ilfsindia.com, Sandeep.Hasu	Invoice_Mail_CC_REConnect:	parikshith.s@reconnectenergy.com, priyanka.
Invoice_Escalation_PoC_Name:		Invoice_Escalation_PoC_Email:	
Invoice_Escalation_PoC_Mobile_LL:		Success Fee Rates RET:	

client Project Capture

MAIL_TO_Obligation_Report:	Rohil.Kudtarkar@ilfsindia.com, Sandeep.Hasu	MAIL_CC_Obligation_Report:	parikshith.s@reconnectenergy.com, priyanka.
REConnect_RM:	priyanka	PoC_Name_Obli Report:	Rohil Kudtarkar
PoC_Mobile_Number_Obli Report:	98926 55948, 02226593728	PoC_Landline_Number_Obli Report:	
Internal Reference Code:	TADASKA03_IE_NS_SELL	Client_Project_Legal_Entity:	
Client_Project_GST:	29AADCT9493Q1Z4	Client_Project_PAN:	AADCT9493Q
Client_Project_GST_Address:	SURVEY NO 9 AND 10, TADAS WIND ENER(	Client_Project_PIN_Code:	581205
Client_Project_PoC_Name:	Mr. Vikram Periwal	Client_Project_PoC_Mobile:	917208885467
Client_Project_PoC_LL:	022 2659 3221	Client_Project_PoC_Email:	

Submit

Annual Fee
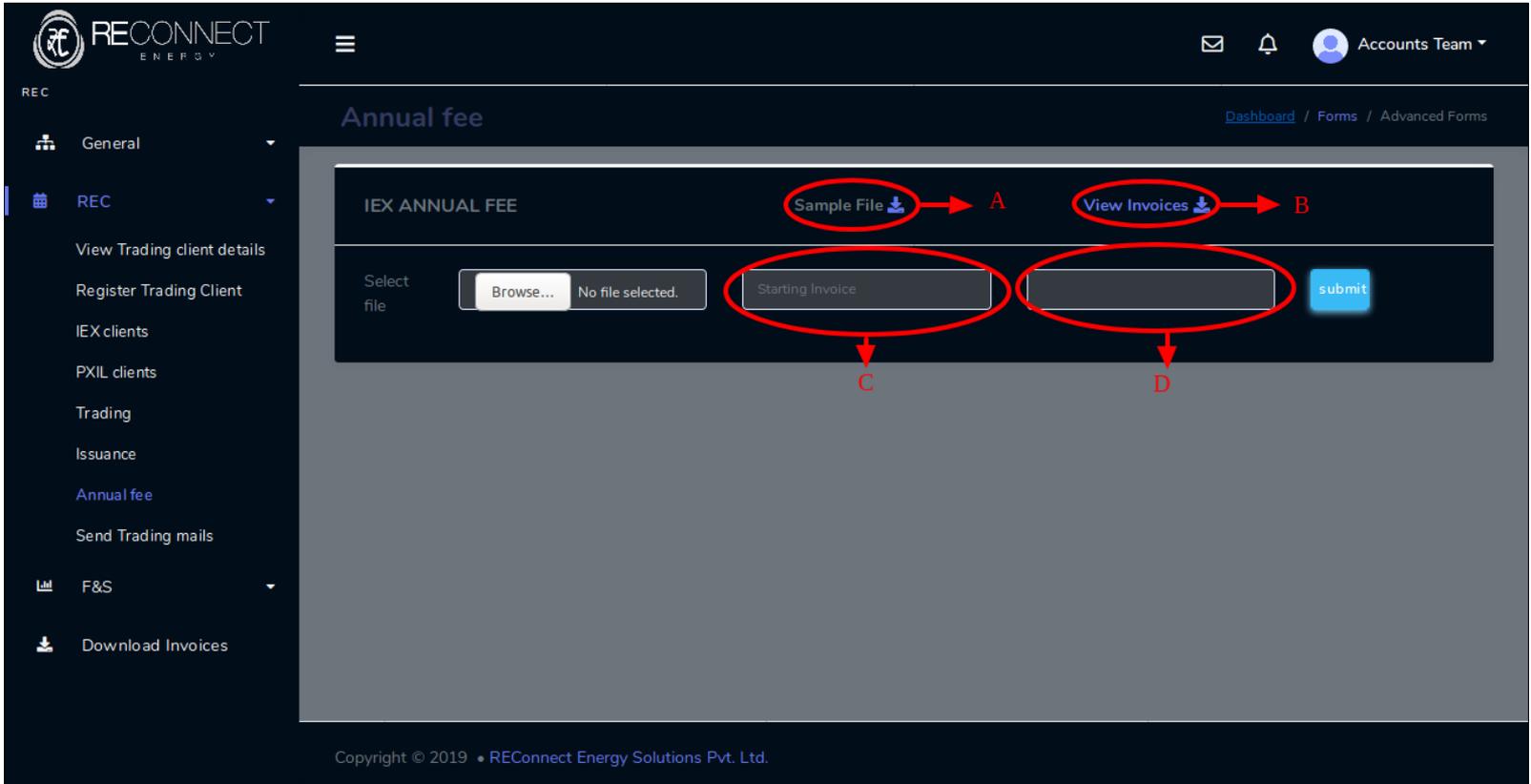
Procedure for generating Annual Fee invoices

- Download the **sample file (A)**, enter the necessary details and upload the same, enter the **invoice number (C)** and **invoice date (D)** then submit the form.
- **View Invoices (B)** button and download icon can be used to view and download the invoices respectively.

Trading Invoice Generation
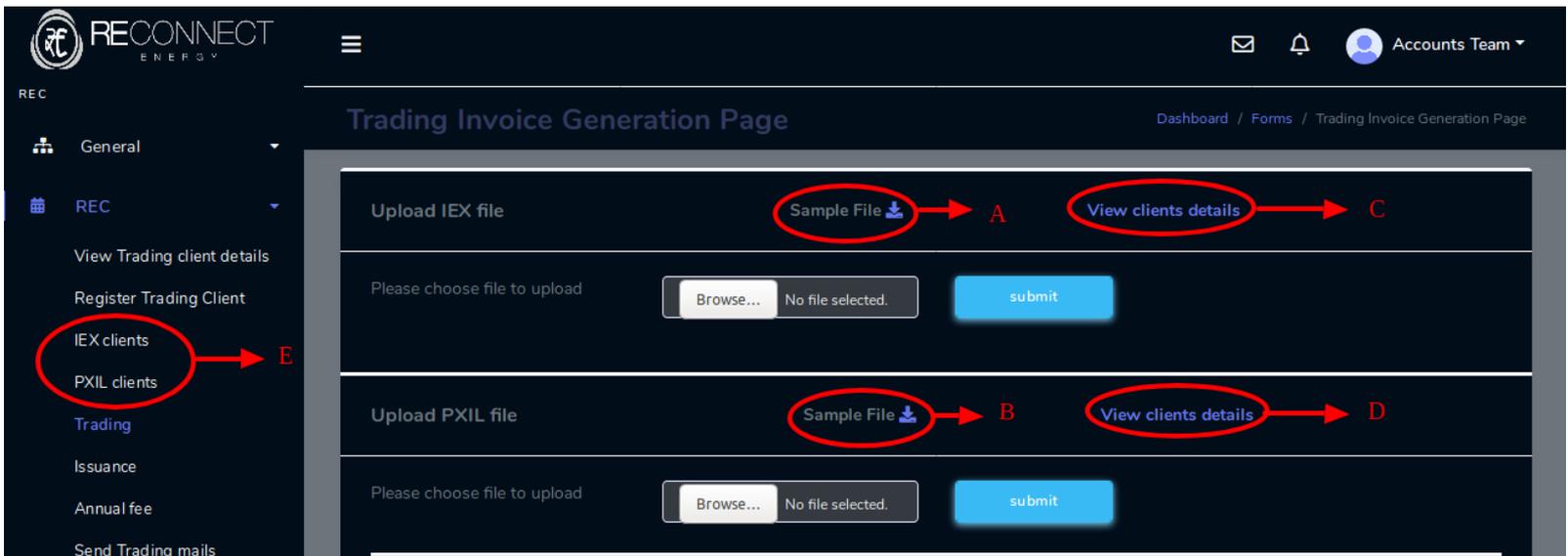
Procedure for generating Trading invoices

1. File Upload

- **Download the sample file (A&B)**, paste the trade data and upload the file and **PXIL** file should be in **xls** format.
- **View clients details (C&D)** and **IEX clients & PXIL clients** (E) provides clients information of the uploaded trade data where rates, GST and addresses can be verified before generating the invoices.
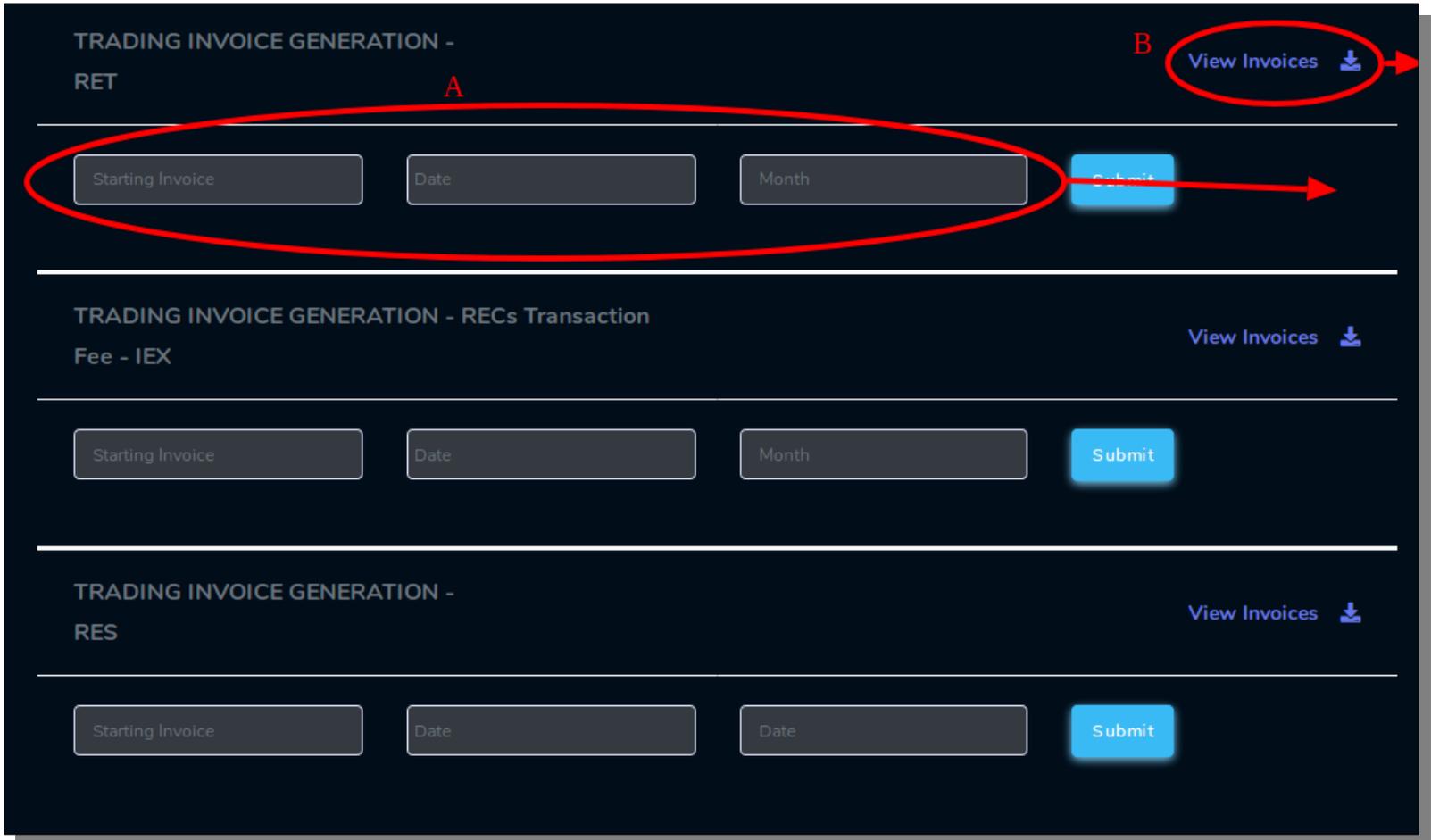
2. Invoice Generation (Transaction, Trading - RET and RES)

- Enter **Invoice number**, **Invoice Date** and **Billing month** to generate invoices (A).
- **View Invoices (B)** button and download icon can be used to view and download the invoices respectively.

Issuance
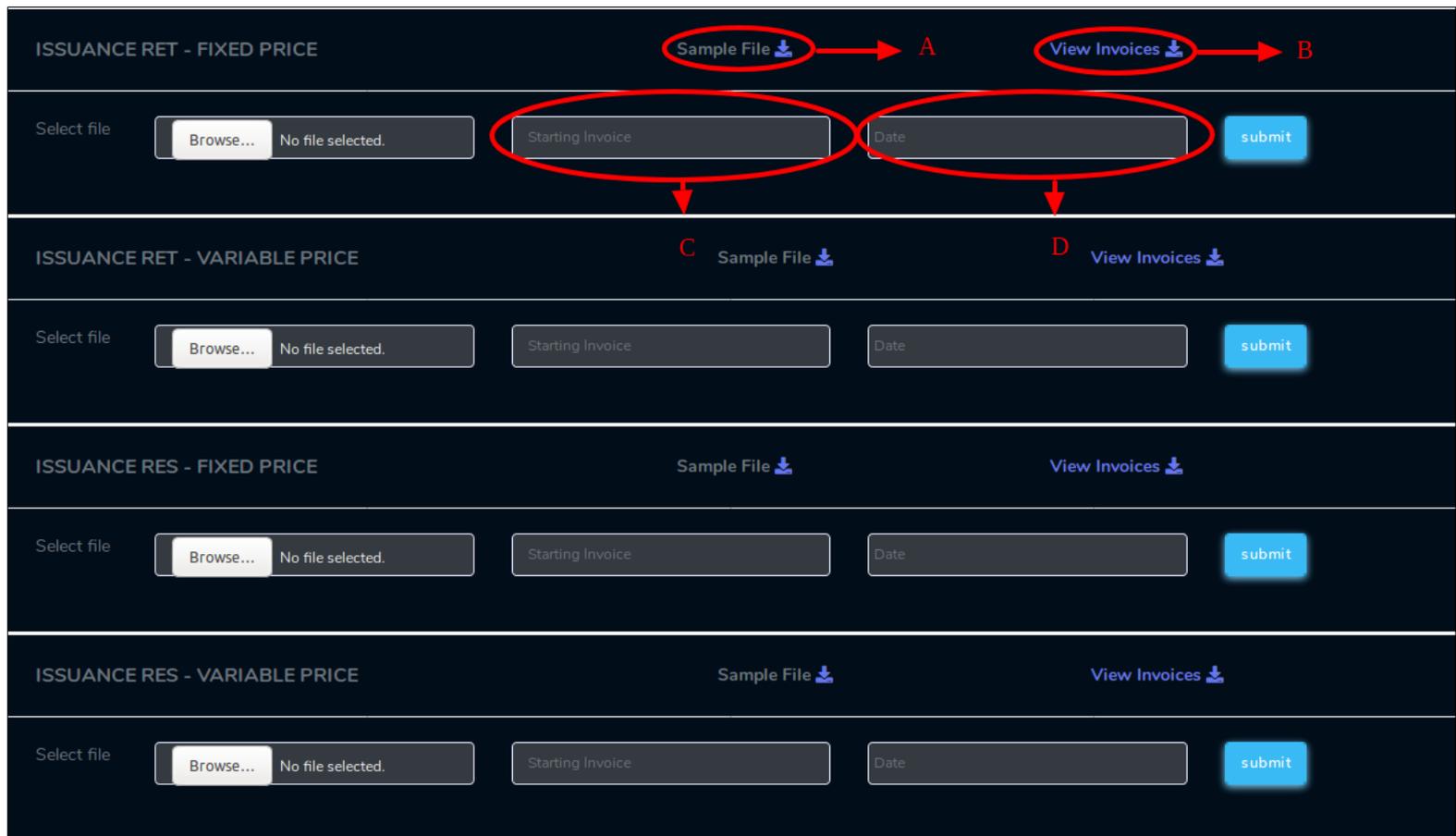
Procedure for generating Issuance invoices (Issuance RET – Fixed & Variable and RES – Fixed & Variable)

- **Download the sample file (A)**, enter the necessary details and upload the same, enter the **invoice number (C)** and **invoice date (D)** then submit the form.
- **View Invoices (B)** button and download icon can be used to view and download the invoices respectively.

F&S Invoice
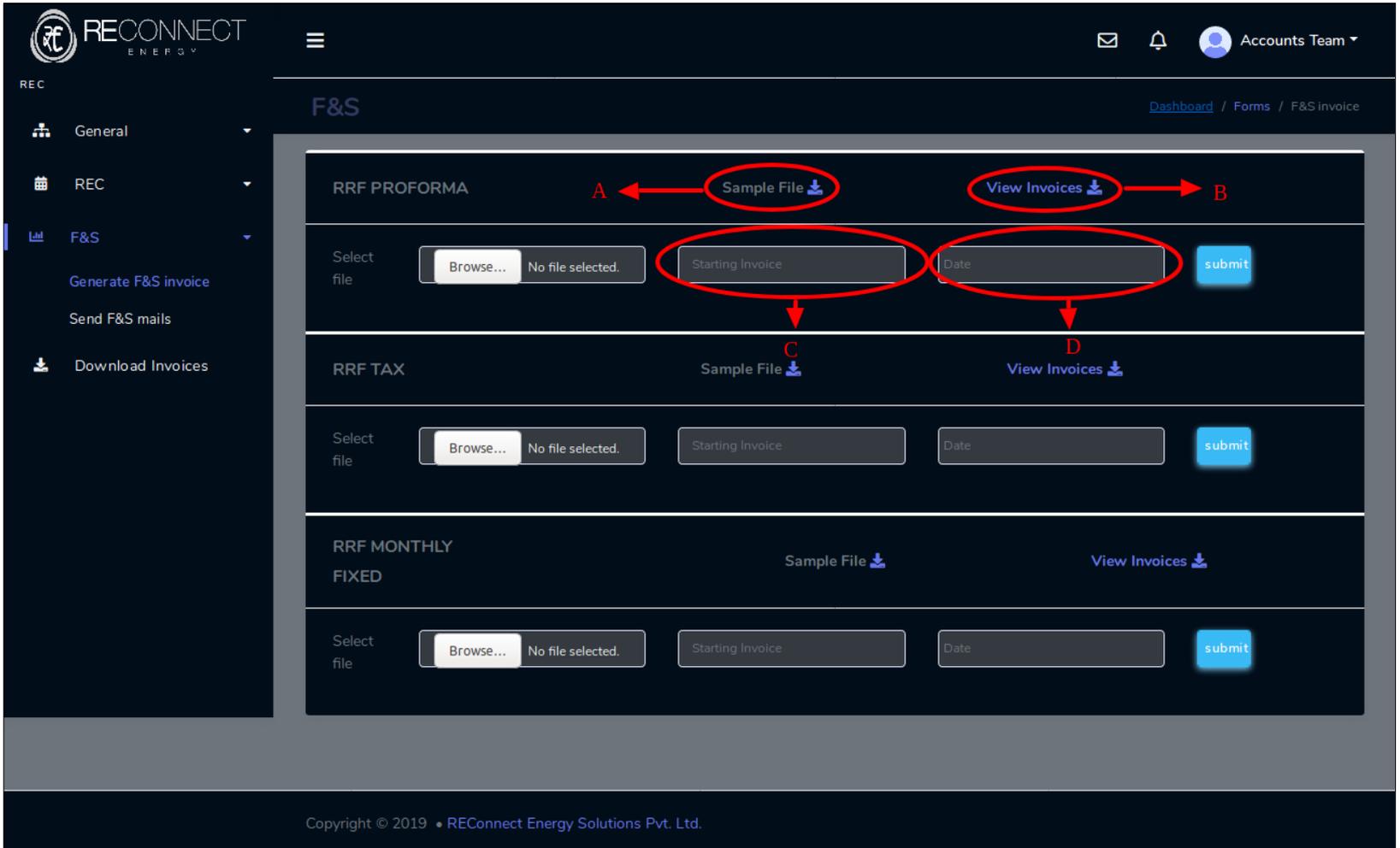
Procedure for generating F&S invoices (Tax,Proforma and Monthly Invoices)

- **Download the sample file (A)**, enter the necessary details and upload the same, **enter the invoice number (C)** and **invoice date (D)** then submit the form.
- **View Invoices (B)** button and download icon can be used to view and download the invoices respectively.

Combined Invoices
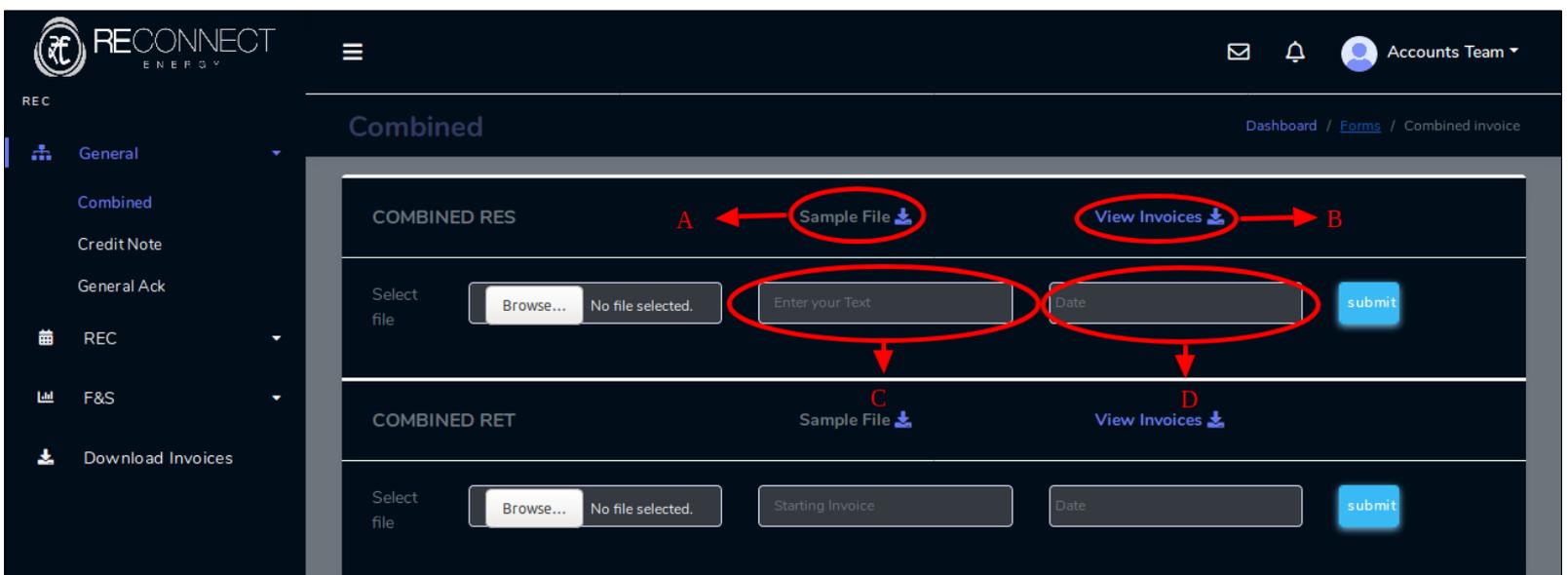
Procedure for generating Combined invoices (RET, RES and Power)

- **Download the sample file (A),** enter the necessary details and upload the same, **enter the invoice number (C)** and **invoice date (D)** then submit the form.
- **View Invoices (B)** button and download icon can be used to view and download the invoices respectively.

Credit Note (RET, RES and F&S)

Procedure for generating Credit Note (RET, RES and Power)

- **Download the sample file (A),** enter the necessary details and upload the same, enter the **Credit note number (C)** and **date (D)** then submit the form.
- **View Invoices (B)** button and download icon can be used to view and download the invoices respectively.