

# **Help Manual**

## **Admin User Guide**

Total Pages :

**Guj Info Petro Limited**

## Table of Content

1.)	Login	3
2.)	Dashboard	4
3.)	Users	5
4.)	Bank Master	6
5.)	Grant type	7
6.)	Major Head	8
7.)	Sub Head Details	9
8.)	Minor Head Details	10
9.)	Department Mapping	11
10.)	Add PO Details	12
11.)	View PO Details	13
12.)	Bank Upload Report	14
13.)	Invoice Management	15

## 1.) Login



# TCGL Invoice Management

Login to Portal Admin Panel

Username

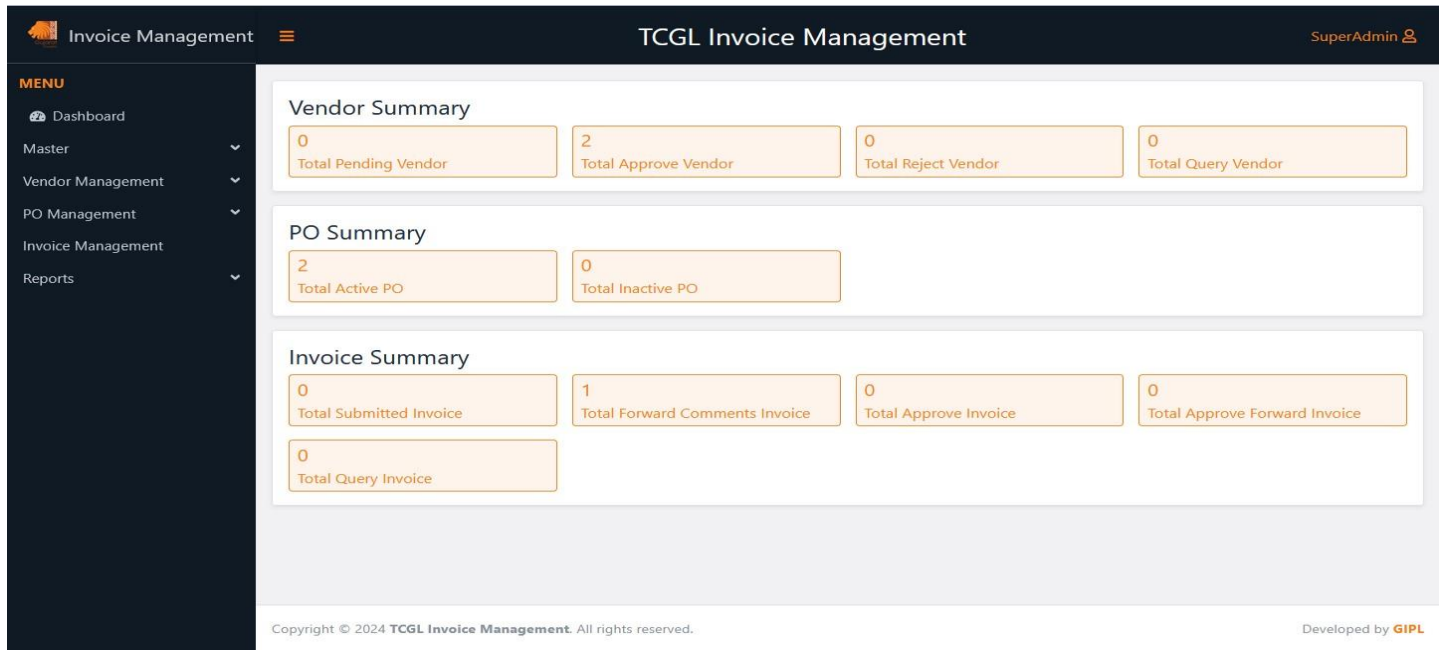
Password

Sign In

© 2025, **TCGL**  
Developed By: **Guj Info Petro Ltd.**

- Enter the appropriate credentials and click on sign in button.
- Once user will logged in, they are redirect on the admin dashboard page.

## 2.) Dashboard



- Admin dashboard, user can see the vendor summary, PO Summary and invoice summary.

### 3.) Users

Invoice Management

MENU

Dashboard

Master

View User

Scheme Management

View Department Mapping

Vendor Management

PO Management

Invoice Management

Reports

TCGL Invoice Management

SuperAdmin

Employee Name

-- ALL --

-- Please Select Role --

Search

User Details

Sr. No.	Employee Code	Employee Name	User Type	Department	Email Id	UserName	Status
1	50280	Mrs. Jil Virenkumar Patel	TCGL Employee	Skill Development	pateljil22@gmail.com	pateljil22@gmail.com	Active
2	30050	Ms. Ankita Riken Parmar	TCGL Employee	Secretarial Branch	cs@gujarattourism.com	cs@gujarattourism.com	Active
3	10145	Mr. Nalinchandra N Patel	TCGL Employee	Projects	executiveengineer@gujarattouri	executiveengineer@gujarattourism.com	Active
4	10144	Mr. Chetan K Misan	TCGL Employee	HR	gm-admin1@gujarattourism.com	gm-admin@gujarattourism.com	Active
5	80026	Mr. Sabyasachi Subrata Dasgupta	TCGL Employee	SIHM	sabyasachidasgupta.2022@gmail.	sabyasachidasgupta.2022@gmail.com	Active
6	50279	Ms. Hiral Bharat Pandya	TCGL Employee	Event	pandyahiral24@gmail.com	pandyahiral24@gmail.com	Active
7	80025	Ms. Vidushi Neeraj Panwar	TCGL Employee	SIHM	vidushipanwar2000@gmail.com	vidushipanwar2000@gmail.com	Active
8	80024	Mr. Sandeep Rangnath Kapse	TCGL Employee	SIHM	kapse.mta2004@gmail.com	kapse.mta2004@gmail.com	Active
9	70039	Mr. Vishvarajsinh Virendrasinh Zala	TCGL Employee	Skill Development	vishvaraj.neeksandhanks@gmail.	vishvaraj.neeksandhanks@gmail.com	Active

- Click on master and view user buttons.
- User can search the details by employee name and status Active or Inactive Status, or by user role.

## 4.) Bank Master

Invoice Management

MENU

Dashboard

Master

Vendor Management

PO Management

Invoice Management

Reports

TCGL Invoice Management









SuperAdmin

View Bank Details

+ Add Bank Details

Show 10 entries

Search:

Sr No.	Bank Name	Branch Name	Account Type	Account No	Address	IFSC Code	Status	Action
1	State Bank of India	AHmedabd Gujarat	Saving	3525487888	Ahmedabad Gujarat India	SBIN0000488	Active	 
2	HDFC BANK LTD (55)	GANDHINAGAR-GUJARAT	Current	01907620000055	Plot No 448, next to Pragna Petrol Pump, Sector 16, Gandhinagar, Gujarat 382016	HDFC0000190	Active	 
3	HDFC BANK LTD (38)	GANDHINAGAR-GUJARAT	Current	01907620000038	Plot No 448, next to Pragna Petrol Pump, Sector 16, Gandhinagar, Gujarat 382016	HDFC0000190	Active	 
4	HDFC BANK LTD (48)	GANDHINAGAR-GUJARAT	Current	01907620000048	Plot No 448, next to Pragna Petrol Pump, Sector 16, Gandhinagar, Gujarat 382016	HDFC0000190	Active	 

Showing 1 to 4 of 4 entries

Previous

1

Next

Copyright © 2024 TCGL Invoice Management. All rights reserved.

Developed by GIPL

- Vendor enter the bank details
- Click on save button records will be saved successfully.
- In addition, admin user can edit or delete record details.
- In addition, admin user can search the records by search button.

## 5.) Grant type

Invoice Management

MENU

Dashboard

Master

Vendor Management

PO Management

Invoice Management

Reports

TCGL Invoice Management

SuperAdmin

- ALL -

Search

View Grant Type Details

Add Grant Type Details

Sr No.	Bank Name	Grant Type Name	Status	Action
1	State Bank of India	GOG F&F	Active	<a href="#">Edit</a> <a href="#">Delete</a>
2	HDFC BANK LTD (55)	GOG-F&F	Active	<a href="#">Edit</a> <a href="#">Delete</a>
3	HDFC BANK LTD (38)	GOG-Project	Active	<a href="#">Edit</a> <a href="#">Delete</a>
4	HDFC BANK LTD (48)	GOG-Project	Active	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 50 of 4 Rows | Page 1 of 1

1

Copyright © 2024 TCGL Invoice Management. All rights reserved.

Developed by GIPL

- User can add the grant type details using this form.
- Click on add grant type button to add records.
- In addition user can edit, delete record, also user can search the record by search button.

## 6.) Major Head

Invoice Management

MENU

Dashboard

Master

Vendor Management

PO Management

Invoice Management

Reports

TCGL Invoice Management

SuperAdmin

View Major Head Details

+ Add Major Head Details

Show 10 entries

Search:

Sr No.	Bank Name	Grant Type	Major Head Type	Major Head Name	Status	Action
1	State Bank of India	GOG F&F	TASP	TASP GOG F&F	Active	<a href="#">Edit</a> <a href="#">Delete</a>
2	State Bank of India	GOG F&F	General	General GOG F&F	Active	<a href="#">Edit</a> <a href="#">Delete</a>
3	HDFC BANK LTD (55)	GOG-F&F	TASP	96-3452-80-796-01-00-5000	Active	<a href="#">Edit</a> <a href="#">Delete</a>
4	HDFC BANK LTD (55)	GOG-F&F	TASP	96-3452-01-796-02-00-3135	Active	<a href="#">Edit</a> <a href="#">Delete</a>
5	HDFC BANK LTD (55)	GOG-F&F	General	51-5452-80-104-01-00-6000	Active	<a href="#">Edit</a> <a href="#">Delete</a>
6	HDFC BANK LTD (55)	GOG-F&F	General	51-3452-80-800-02-00-5000	Active	<a href="#">Edit</a> <a href="#">Delete</a>
7	HDFC BANK LTD (55)	GOG-F&F	General	51-3452-80-104-01-00-3135	Active	<a href="#">Edit</a> <a href="#">Delete</a>
8	HDFC BANK LTD (55)	GOG-F&F	General	51-3452-01-101-03-00-3135	Active	<a href="#">Edit</a> <a href="#">Delete</a>
9	HDFC BANK LTD (38)	GOG-Project	General	51-5452-80-104-03-00-6000	Active	<a href="#">Edit</a> <a href="#">Delete</a>
10	HDFC BANK LTD (48)	GOG-Project	TASP	96-5452-80-796-01-00-6000	Active	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 12 entries

Previous

1

2

Next

Copyright © 2024 TCGL Invoice Management. All rights reserved.

Developed by GIPL

- User can add the major head details using this form.
- Click on add grant type button to add records.
- In addition user can edit, delete record, also user can search the record by search button.
- Major head details are used when Created PO details.



## 7.) Sub Head Details

Invoice Management

TCGL Invoice Management

SuperAdmin

**MENU**

- Dashboard
- Master
- Vendor Management
- PO Management
- Invoice Management
- Reports

### View Sub Head Details

+ Add Sub Head Details


Show 10 entries
 

Search:

Sr No.	Bank Name	Branch Name	Grant Type Name	Major Head Name	Sub Head Name	Sub Head Opening Balance	Status	Action
1	HDFC BANK LTD (55)	Projects	GOG-F&F	96-3452-80-796-01-00-5000	Skilling & Enterpreneurship	0.000	Active	
2	HDFC BANK LTD (55)	Projects	GOG-F&F	96-3452-01-796-02-00-3135	Integrated Tourist Destination Management	0.000	Active	
3	HDFC BANK LTD (55)	Projects	GOG-F&F	51-5452-80-104-01-00-6000	Exhibition & Seminar	0.000	Active	
4	HDFC BANK LTD (55)	IT	GOG-F&F	51-5452-80-104-01-00-6000	G O I Sanctioned Project -State Share	0.000	Active	
5	HDFC BANK LTD (55)	IT	GOG-F&F	51-3452-80-800-02-00-5000	Skilling & Enterpreneurship	0.000	Active	
6	HDFC BANK LTD (55)	IT	GOG-F&F	51-3452-80-800-02-00-5000	Niche Tourism Segment	0.000	Active	
7	HDFC BANK LTD (55)	IT	GOG-F&F	51-3452-80-800-02-00-5000	Investment. Promotion	0.000	Active	
8	HDFC BANK LTD (55)	IT	GOG-F&F	51-3452-80-800-02-00-5000	Information Technology	0.000	Active	

- User can add the Sub head details using this form.
- Click on add grant type button to add records.
- In addition user can edit, delete record, also user can search the record by search button.
- Sub head details are used when Created PO details.
- Click on ( i ) icon to see the details of sub head details.
- Click on ( + ) add opening button user can add the balance details.

## 8.) Minor Head Details

 Invoice Management
 

TCGL Invoice Management

SuperAdmin

MENU

























- Dashboard
- Master
- Vendor Management
- PO Management
- Invoice Management
- Reports

View Minor Head Details

+ Add Minor Head Details


Show 10 entries


Search:

Sr No.	Bank Name	Grant Type Name	Major Head Name	Sub Head Name	Minor Head Name	Minor Head Opening Balance	Status	Action
1	HDFC BANK LTD (55)	GOG-F&F	96-3452-80-796-01-00-5000	Skilling & Enterpreunership	Various Tourism and Hospitality Training Programs for Tribal's and Tribal Areas.	0.000	Active	   
2	HDFC BANK LTD (55)	GOG-F&F	96-3452-80-796-01-00-5000	Skilling & Enterpreunership	Training related to sectors covered under tourism policies	0.000	Active	   
3	HDFC BANK LTD (55)	GOG-F&F	96-3452-80-796-01-00-5000	Skilling & Enterpreunership	Training of artisans	0.000	Active	   
4	HDFC BANK LTD (55)	GOG-F&F	96-3452-80-796-01-00-5000	Skilling & Enterpreunership	Training for staff-officers of TIB/TRC/Toran Hotels/ Hotels operating on PPP mode and other tourist destinations/call centers	0.000	Active	   
5	HDFC BANK LTD (55)	GOG-F&F	96-3452-80-796-01-00-5000	Skilling & Enterpreunership	Tourist Police Training	0.000	Active	   
6	HDFC BANK	GOG-F&F	96-3452-80-796-01-00-5000	Skilling & Enterpreunership	SIHM Administration Expenses(Academic Development, Operation and Maintenance	0.000	Active	   


- User can add the Minor head details using this form.
- Click on add Minor Head Details button to add records.
- In addition user can edit, delete record, also user can search the record by search button.
- Sub head details are used when Created PO details.


## 9.) Department Mapping


 Invoice Management





MENU


 Dashboard

 Master

 Vendor Management


 PO Management

 Invoice Management

















 Reports

TCGL Invoice Management

SuperAdmin



Branch Mapping Details

Sr. No.	Branch Name	Initiator Name	Branch Head Name	Is Zone Branch?	Action
1	HR			No	
2	Business Development			No	
3	Finance	Ms. Pratima Rameshbhai Muniya	Mr. Rakeshbhai Sangada	No	
4	Audit			No	
5	Event			No	
6	Commercial			No	
7	Gujarat Tourism Policy			No	
8	GM Branch			No	
9	MD Section			No	
10	Promotions			No	
11	Skill Development			No	
12	Projects			No	
13	Legal & Land			No	
14	Chairman Office			No	
15	Sachivalaya			No	
16	COT			No	
17	Other			No	

- Admin user can mapped the employee details branch wise.
- All branch data should be display here.
- Admin user can click on the action button, Change User type popup will be display.
- Selected the Initiator, Department head and Remarks comments and click on the change button branch wise Initiator and Branch head name should be changed.

## 10.) Add PO Details

The screenshot shows the 'Add PO' form in the TCGL Invoice Management system. The form is titled 'Add PO' and has a 'View PO' button in the top right corner. The form contains the following fields:

Department*	-- Please Select --
Vendor*	-- Please Select --
Major Head*	-- Please Select --
Sub Head*	-- Please Select --
Minor Head*	-- Please Select --
Is PMC Available*	<input type="radio"/> Yes <input type="radio"/> No
PO Name *	PO Name
PO Date*	01/04/2025
PO Amount*	PO Amount
GST Amount*	GST Amount
Total Amount*	Total Amount
Principal Approval Document*	<input type="button" value="Browse..."/> No file selected. <small>(Note: File extension: pdf, File Size: 2 MB)</small>

- Admin or department user can add the PO details using this form.
- Enter the PO Details and click on the submit button details.
- If previous payment is done then check the check box text box should be open enter the amount and click on the submit button.
- Previously added amount should be display in the grid view.
- Once PO is created then it will be display on the Invoice otherwise invoice will not be created.

## 11.) View PO Details

Invoice Management

MENU

- Dashboard
- Master
- Vendor Management
- PO Management
- Invoice Management
- Reports

TCGL Invoice Management

SuperAdmin

Department

-- Please Select --

Grant Type

-- Please Select --

Sub Head

-- Please Select --

Vendor

-- Please Select --

Keyword :

(PO Name)

Bank

-- Please Select --

Major Head

-- Please Select --

Minor Head

-- Please Select --

Status

- ALL -

Search

View PO Details

+ Add PO Details

- Admin can view the PO Details.
- User can search the PO details with different data sets.
- In addition, user can see the uploaded document; also, user can edit or delete the records.

## 12.) Bank Upload Report

Invoice Management

MENU

Dashboard

Master

Vendor Management

PO Management

Invoice Management

Reports

TCGL Invoice Management

SuperAdmin

Filter

Fin Year\*

2024-2025

Vendor

GUJ Info Petro Limited

Search

Export

View Bank Payment Details

Sr No.	Transaction Type	Beneficiary Code	BANK ACCOUNT NO.	Net Amount	Beneficiary Name	Drawee Location	Print Location	Beneficiary Address 1	Beneficiary Address 2	Beneficiary Address 3	Beneficiary Address 4	Beneficiary Address 5	Instructor Reference Number
--------	------------------	------------------	------------------	------------	------------------	-----------------	----------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------------

Copyright © 2024 TCGL Invoice Management. All rights reserved.

Developed by GIPL

- Admin can see the Bank report.
- Finance year wise and vendor wise report should be display in search report.
- Click on export to excel button to download excel report.

## 13.) Invoice Management

Invoice Management

MENU

Dashboard

Master

Vendor Management

PO Management

Invoice Management

Reports

TCGL Invoice Management

SuperAdmin

Filter

Vendor

-- Please Select --

PO Name

-- Please Select --

Invoice Approval Status

-- Please Select --

Search

(Invoice Name/Invoice Number)

Search

Invoice Details

Sr No.	Vendor Name	Invoice Number	Invoice Name	Invoice Date	Invoice Amount	Invoice Entry Date	PO Number	PO Name	Invoice Current Status	Action
1	GUJ Info Petro Limited	INV/0001	INV PO Tourist destination	28/03/2025	267500.00	28/03/2025	TCGL/IT/2024-2025/1	PO Integrated Tourist Destination	Forward with Comments Mr. Rakeshbhai Sangada	<div><div></div><div></div><div></div></div>

Showing 1 to 50 of 1 Rows | Page 1 of 1

1

Copyright © 2024 TCGL Invoice Management. All rights reserved.

Developed by GIPL

- Created invoice should be display in invoice management.
- Click on view button user can see the invoice details.
- If invoice payment is done user can download the invoice payment report.
- If multiple invoices should be added then user can download multiple invoice at a same time click on bulk download report.