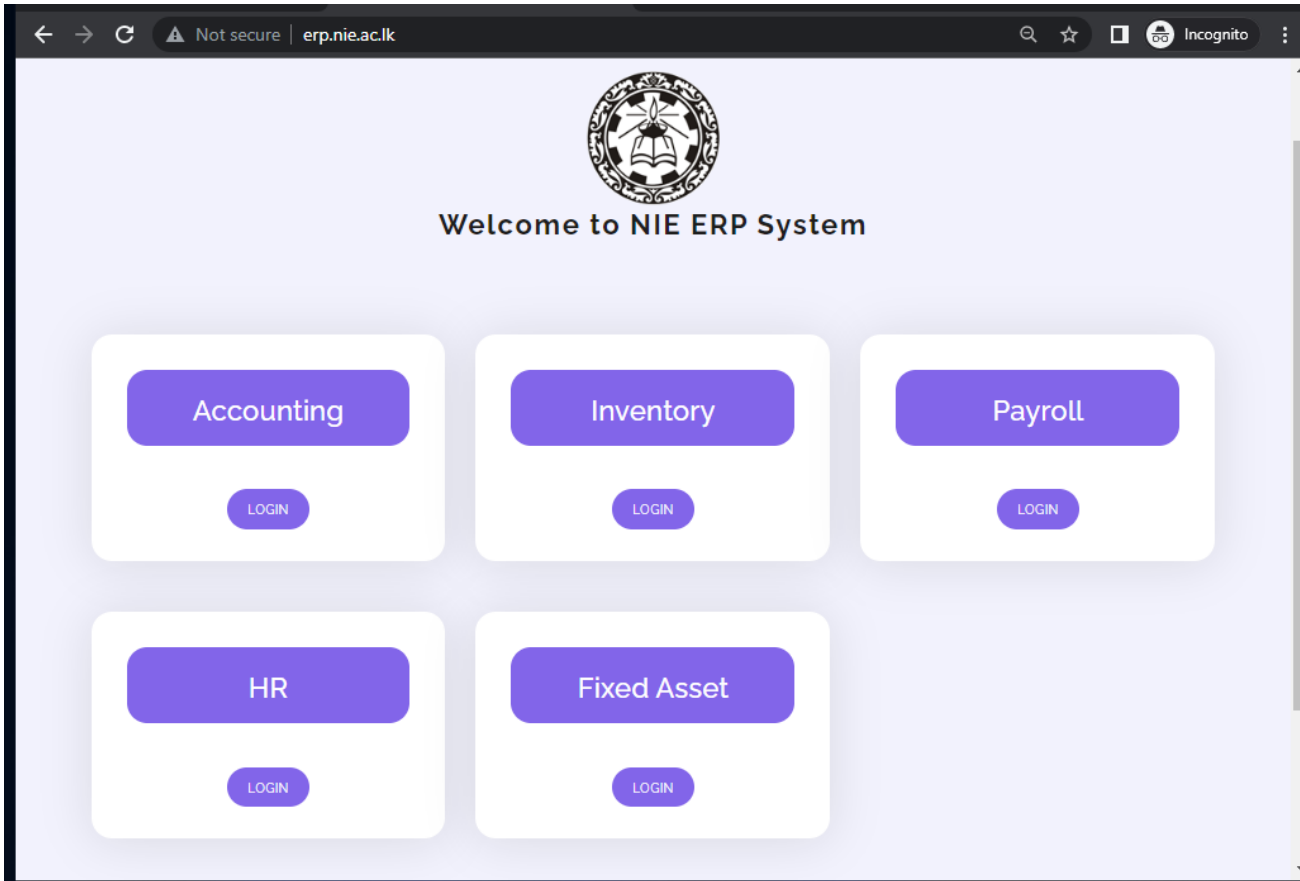


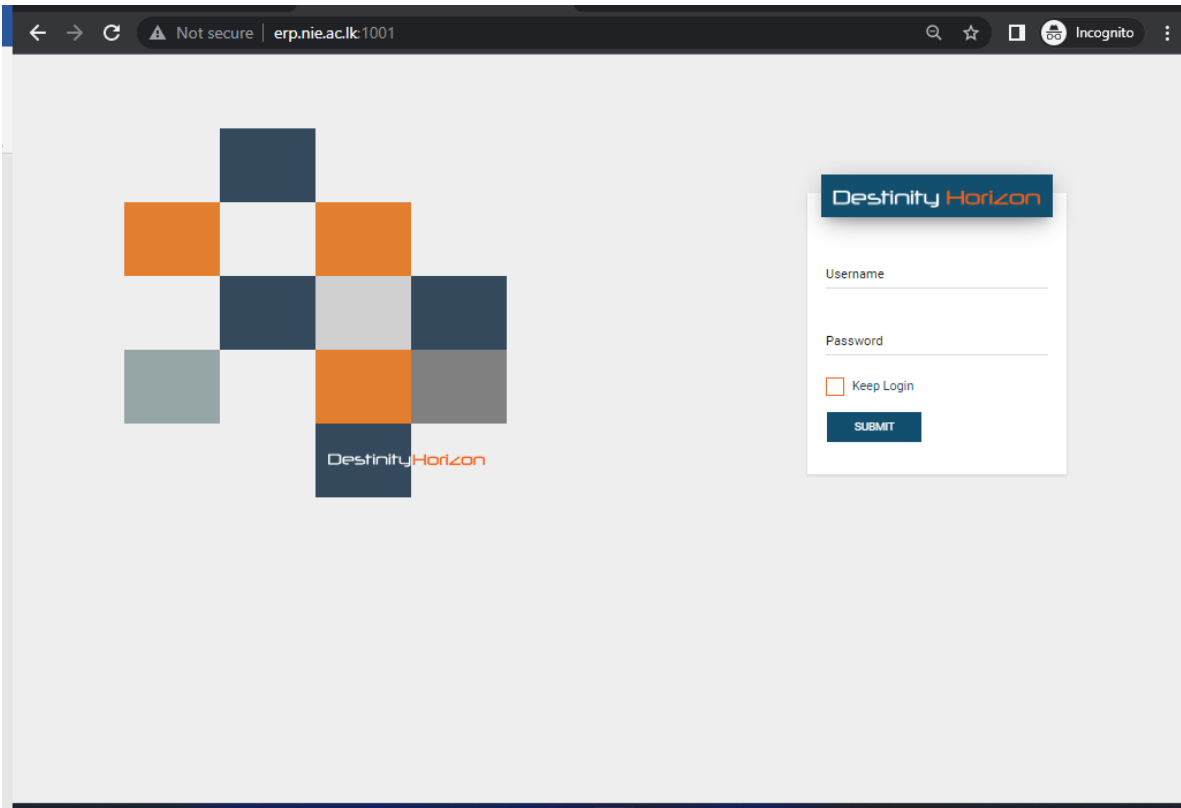
**ERP User Guide**  
**for**  
**Department Payment Request**  
**and**  
**Department Approval**

## Department Payment Request

Go to any **web browser** and type <http://erp.nie.ac.lk/> in the address bar and press enter.  
You will see the screen below.



Click on the **Accounting** Login button then you will be directed to below page.



Enter your given **username** and **password** to login. Please **change the password** at the first login.

Username : your EPF number

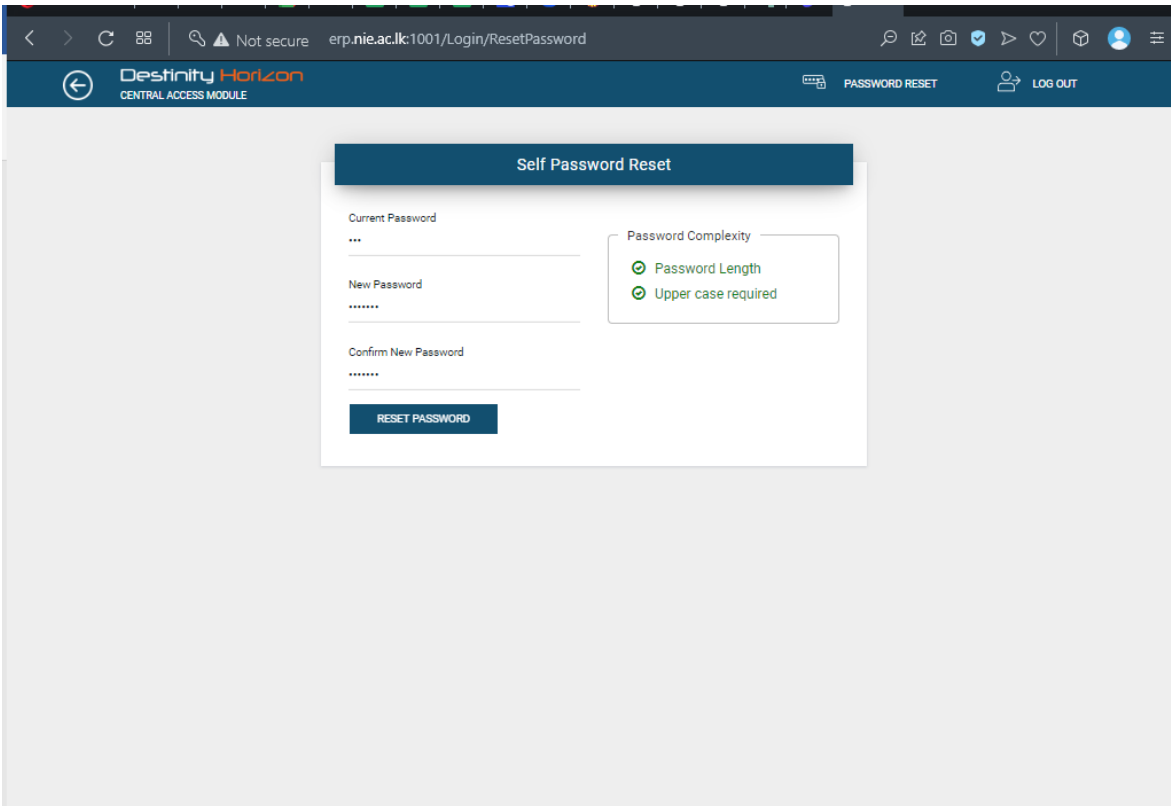
Password : 123

Then you will go to self password reset page as shown below.

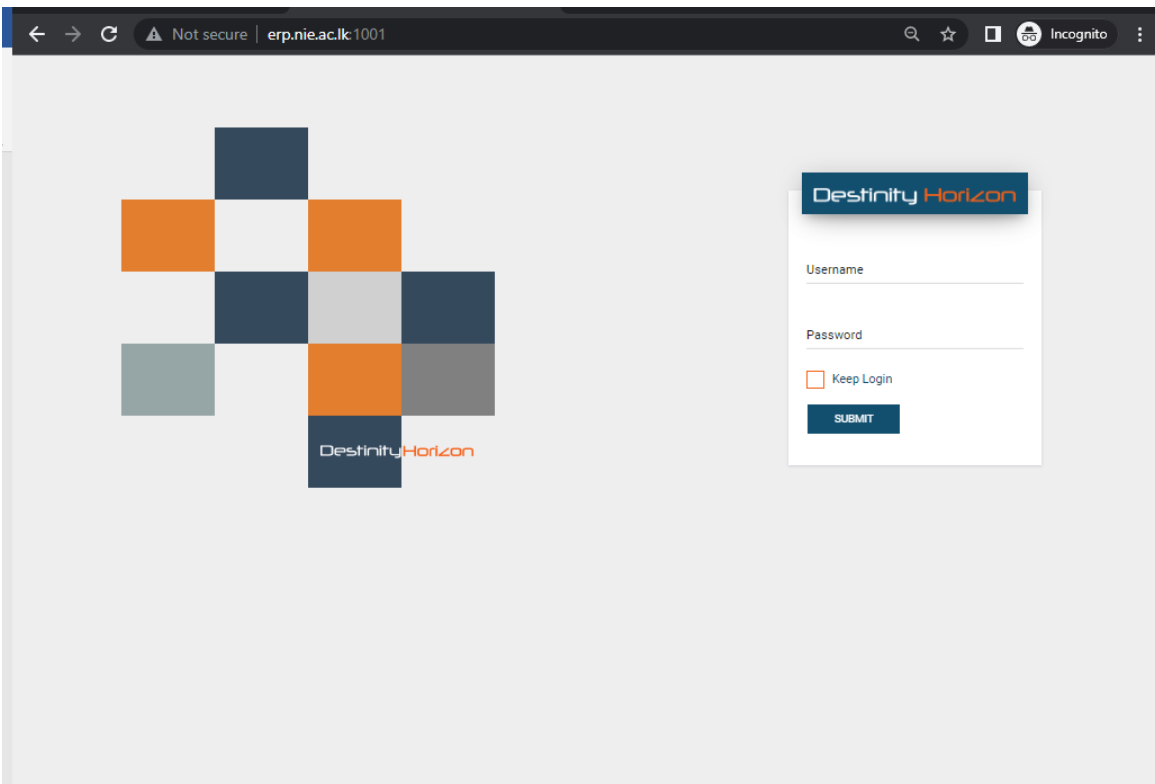
The screenshot shows a web browser window with the URL `erp.nie.ac.lk:1001/Login/ResetPassword`. The page title is "Destiny Horizon CENTRAL ACCESS MODULE". The main content area is titled "Self Password Reset" and contains the following form elements:

- Current Password**: A text input field.
- New Password**: A text input field.
- Confirm New Password**: A text input field.
- RESET PASSWORD**: A button.
- Password Complexity**: A box containing two error messages:
  - ⊗ Password Length
  - ⊗ Upper case required

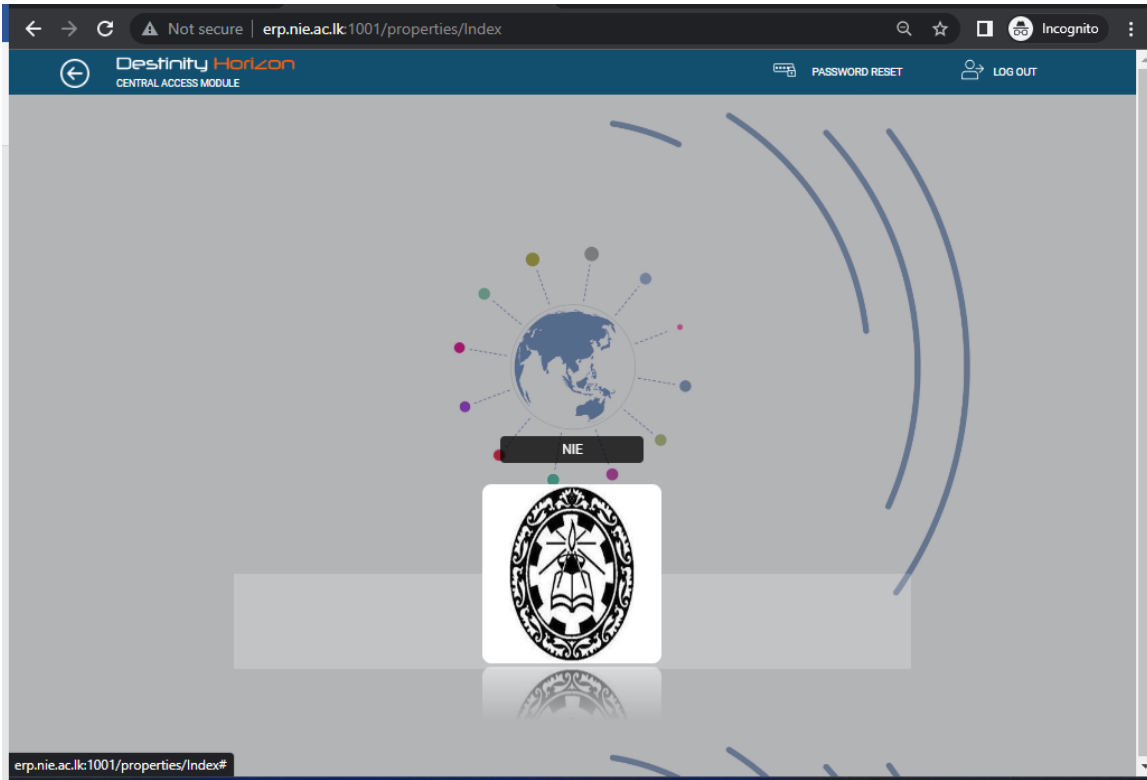
For current password enter 123. For new password enter a password that contain 8 characters including capital letter. For the confirm new password enter the same password and click reset password button.



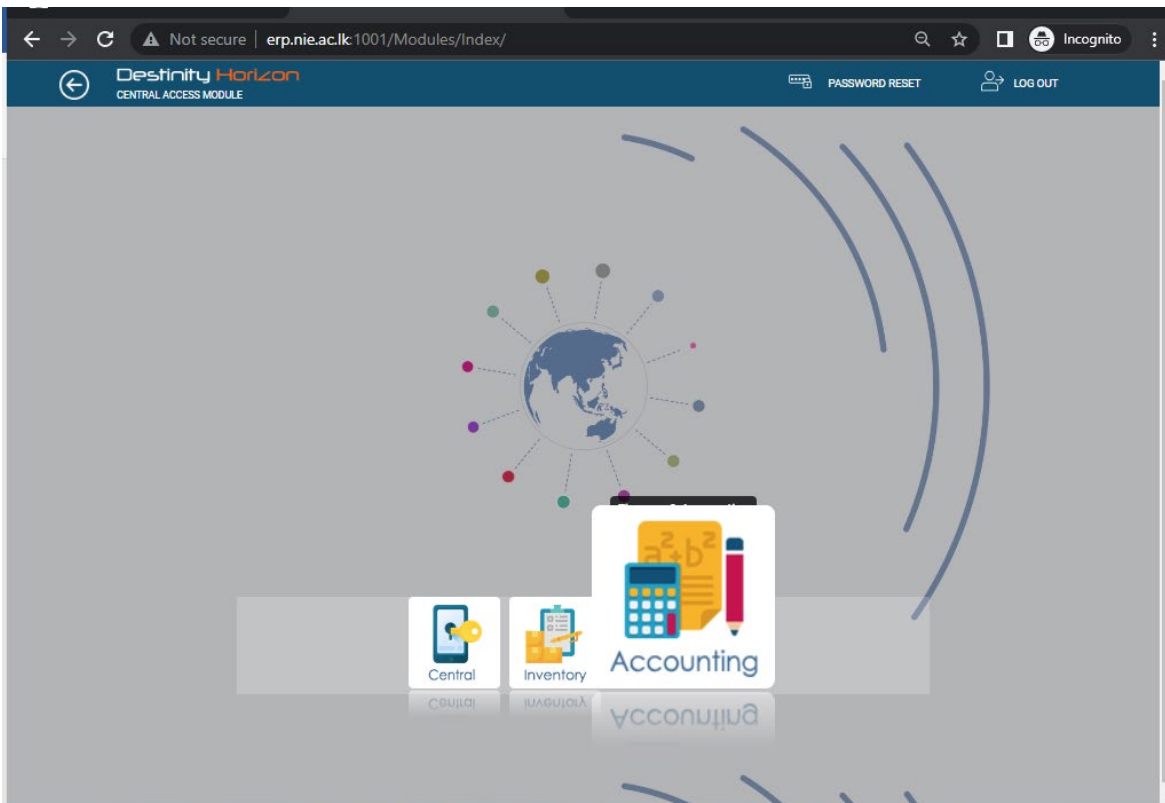
Click ok on the popup message. Then again you will be directed to the login page for login with the new password. Please type the username and your new password to login to accounting module.



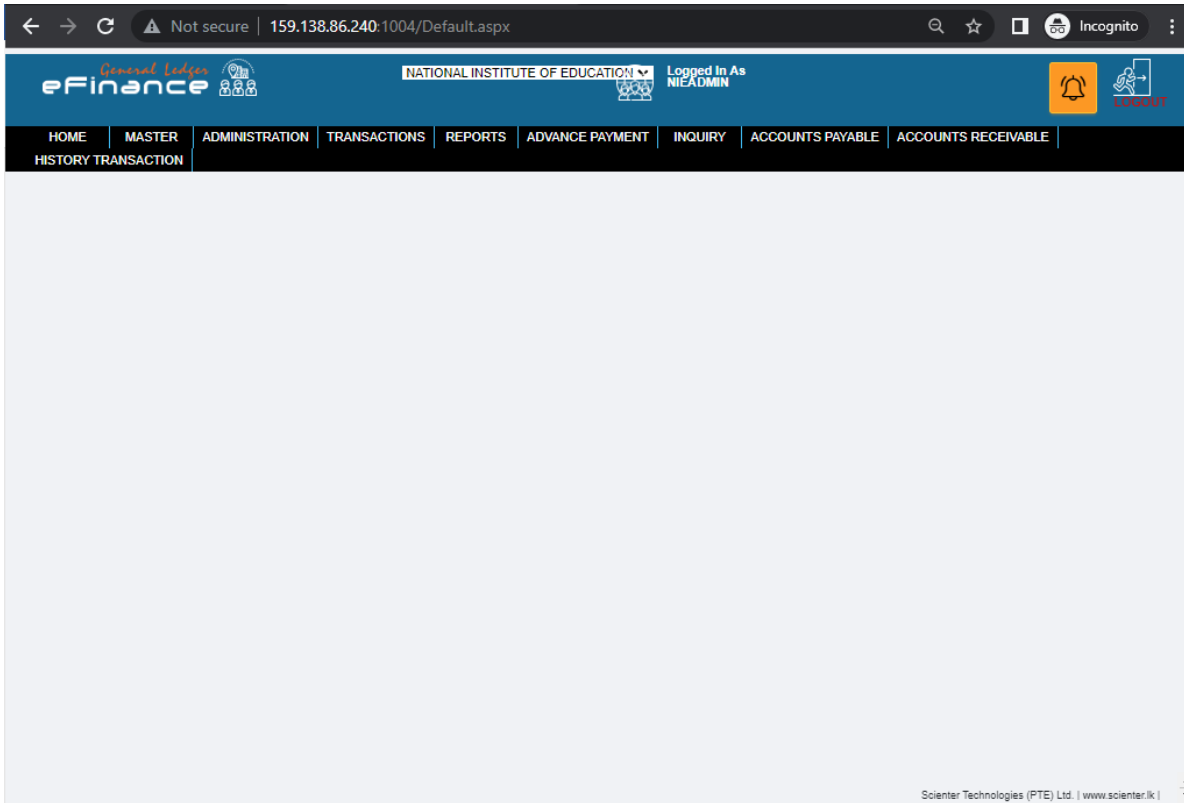
After login below page will appear. Click on the NIE logo.



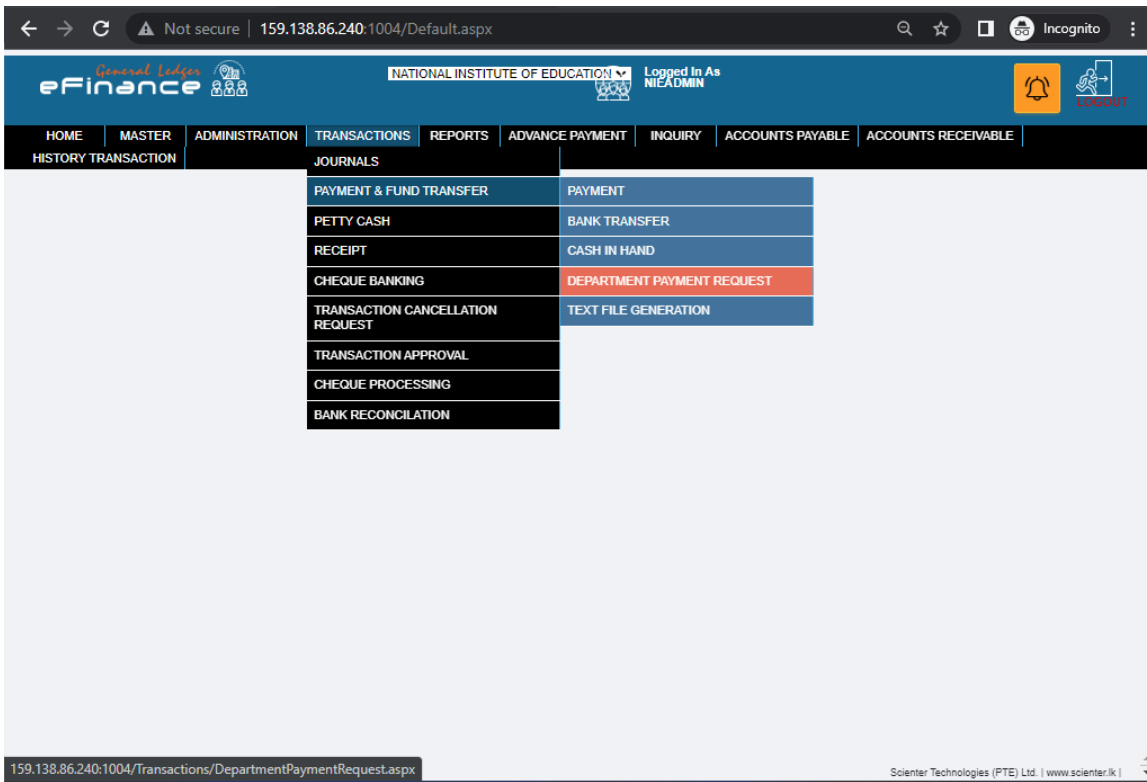
Then you will direct to below page and select Accounting.



Then the ERP Accounting module will load.



To enter the Department Payment Request go to Transactions -> Payment & Fund Transfer -> Department Payment Request.



Then you will go to the Department Payment Request page.

DEPARTMENT PAYMENT REQUEST

CURRENCY LKR 1

Project Code	--- Select ---	Financial Officer	_____	Date	19/01/2023
Member	--- Select ---	Paid To	_____	NIC No	_____
Narration	--- Select ---	Address	_____		
Amount	_____	Period From	19/01/2023	Period To	19/01/2023
Course	--- Select ---	Center	--- Select ---	Advance	<input type="checkbox"/>

Account No	_____	Bank	_____	Branch	_____
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SAVE CLEAR

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When entering Department Payment Request based on the payment request type user has to fill the fields.

DEPARTMENT PAYMENT REQUEST

CURRENCY LKR 1

Project Code	CT1-7.4-0072-20010	Financial Officer	J027 - Dept. of Engineering	Date	19/01/2023
Member	OT00000993 : ABDUL HAI S M	Paid To	_____	NIC No	641981486V
Narration	Workshop Payment	Address	ADDALAICHENAI		
Amount	5000	Period From	19/01/2023	Period To	19/01/2023
Course	--- Select ---	Center	--- Select ---	Advance	<input type="checkbox"/>

Account No	200190007677	Bank	PEOPLES BANK	Branch	ADDALACHCHENE
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SAVE CLEAR

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1. select Project Code (vote).
2. select Member. To select member, you can just type the EPF no or type last four digits of BSP code (external resource persons' code) or by just typing the name. if member that you are searching is not there, please enter the payee's name of the voucher in the paid to field in block capital. (After selecting the external resource persons please verify the NIC number). If BSP code (external resource persons' code) is not there, please inform the relevant staff member in the finance department to create the new BSP code (external resource persons' code) which relevant to your payment.
3. select the relevant Narration. If the relevant narration is not there, please inform book keepers in the finance department to create the new Narration which relevant to your payment.
4. If you type the payee's name in the paid to field you must type the address (the cheque will be posed to this address)
5. type the correct Amount.
6. Select the date period using the Period From, Period To. (this date period will be used to send SMS for online payments and send cheque covering letters)

← → ↻ Not secure | 159.138.86.240:1004/Transactions/DepartmentPaymentRequest.aspx

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HOME MASTER ADMINISTRATION TRANSACTIONS REPORTS ADVANCE PAYMENT INQUIRY ACCOUNTS PAYABLE ACCOUNTS RECEIVABLE HISTORY TRANSACTION

DEPARTMENT PAYMENT REQUEST CURRENCY LKR 1

Project Code	DO4-7.2-0211-19053	Financial Officer	J025 - Dept of Administration	Date	19/01/2023
Member	--- Select ---	Paid To	PERERA G M K	NIC No	
Narration	Paper Marking payment	Address	14/5 KAHAWATHA ROAD, PADUKKA		
Amount	8000	Period From	19/01/2023	Period To	19/01/2023
Course	--- Select ---	Center	--- Select ---	Advance	<input type="checkbox"/>

Account No		Bank		Branch	
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SAVE CLEAR

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If this payment is a course monthly payment please select the relevant course and center. As shown below.

← → ↻ Not secure | 159.138.86.240:1004/Transactions/DepartmentPaymentRequest.aspx

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HOME MASTER ADMINISTRATION TRANSACTIONS REPORTS ADVANCE PAYMENT INQUIRY ACCOUNTS PAYABLE ACCOUNTS RECEIVABLE HISTORY TRANSACTION

DEPARTMENT PAYMENT REQUEST CURRENCY LKR 1

Project Code	RN3-6.2-0051-14071	Financial Officer	J050 - M.Ed	Date	19/01/2023
Member	OT00002484 : SAMARANAYAKA B.D.M.	Paid To		NIC No	678371637V
Narration	Lecture Fee	Address	NO. 05, SAMAGI MW, WANNIYANKULAMA, ANURADHAPURA.		
Amount	15000	Period From	01/01/2023	Period To	07/01/2023
Course	Master of Education (MED)	Center	Maharagma	Advance	<input type="checkbox"/>

Account No	1496212	Bank	BANK OF CEYLON	Branch	ANURADHAPURA
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SAVE CLEAR

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If this payment is an advanced payment you must tick the advanced payment check box as shown below.

The screenshot shows a web browser window displaying the 'DEPARTMENT PAYMENT REQUEST' form in the eFinance system. The browser address bar shows '159.138.86.240:1004/Transactions/DepartmentPaymentRequest.aspx'. The page header includes the eFinance logo, 'General Ledger', 'NATIONAL INSTITUTE OF EDUCATION', and 'Logged In As NIEADMIN'. The navigation menu includes 'HOME', 'MASTER', 'ADMINISTRATION', 'TRANSACTIONS', 'REPORTS', 'ADVANCE PAYMENT', 'INQUIRY', 'ACCOUNTS PAYABLE', and 'ACCOUNTS RECEIVABLE'. The form itself is titled 'DEPARTMENT PAYMENT REQUEST' and has a 'CURRENCY' dropdown set to 'LKR' with a value of '1'. The form fields are as follows:

Project Code	RN3-1.5-0007-13040	Financial Officer	J045 - IT Services	Date	19/01/2023
Member	0947 : KUMARA S.A.D.A.	Paid To		NIC No	730590644V
Narration	Repair and Maintenance	Address	NIE - MAHARAGAMA		
Amount	8500	Period From	19/01/2023	Period To	19/01/2023
Course	--- Select ---	Center	--- Select ---	Advance	<input checked="" type="checkbox"/>
Account No	100530771457	Bank	NATIONAL SAVING BANK	Branch	MAHARAGAMA

At the bottom of the form, there are two buttons: 'SAVE' (green) and 'CLEAR' (red). The footer of the page reads 'Scienter Technologies (PTE) Ltd. | www.scienter.lk'.

Please remember to write down the generated Txn No (Serial No) in the physical payment voucher. When you save the department payment request, Txn No will generate and display in a popup message dialog box.