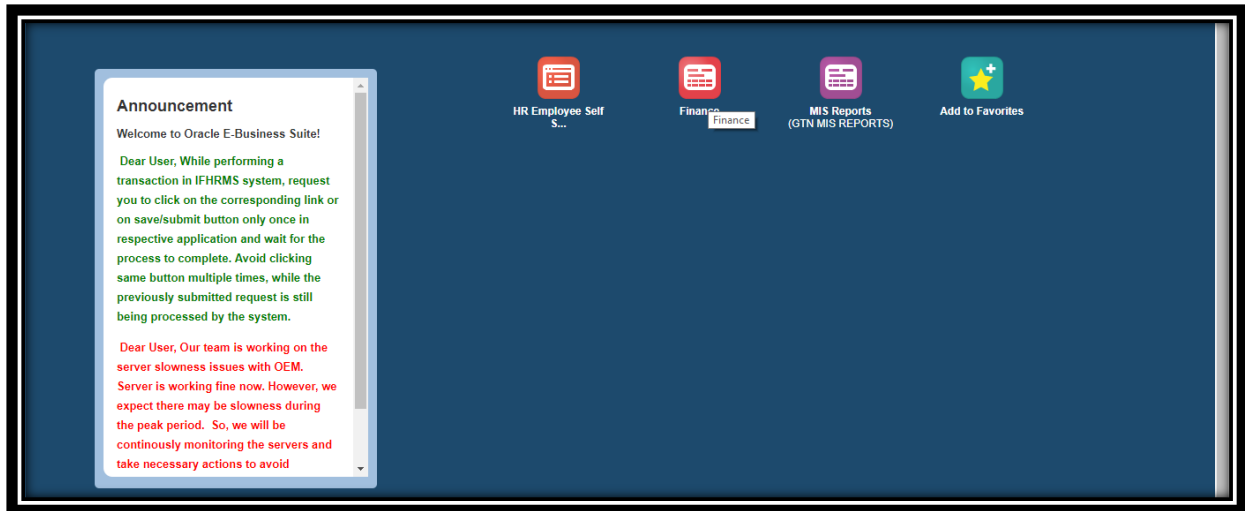


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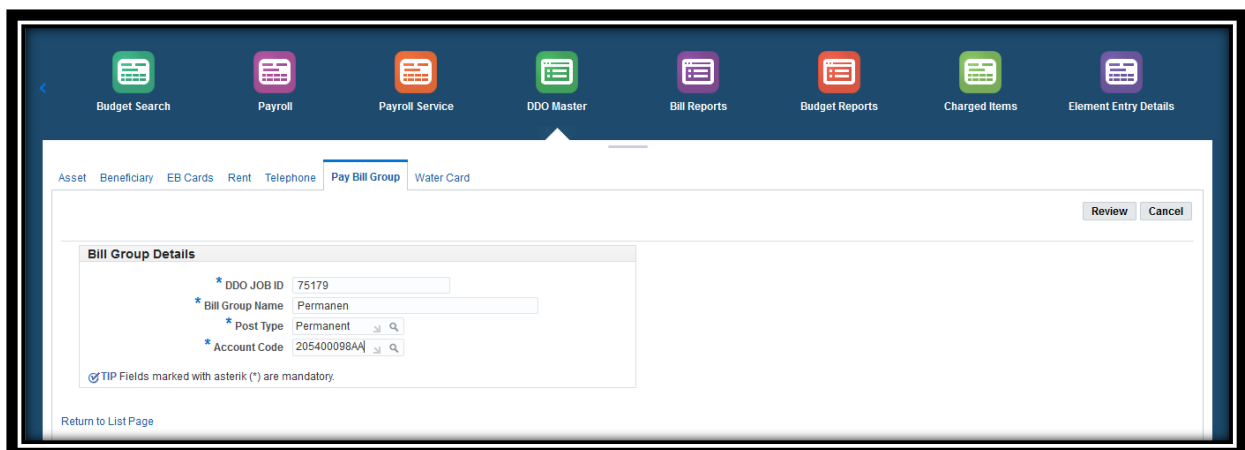
Provision has been enabled in DDO's Login Finance → Payroll → Add Bill Group WEBADI

Login with Finance Initiator ID:

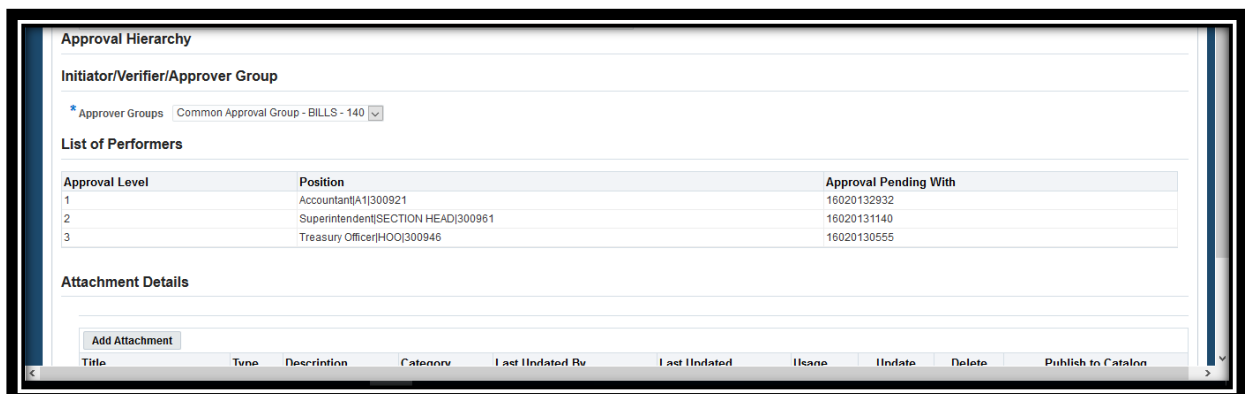


Ensure all Bill Group has been created in DDO Master (As per Web Payroll) for All Post Type & HOA in your Office:

Ex: 205400099AA, 205400098AB. Post type: Permanent.



Click Review & Complete three Level Process:



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Then go to Finance → Payroll → Add Bill Group WebADI:

Process Payroll

DDO Code 1701|0092|TO TIRUNELVELI

Office Name

Employee Number

* Period Name Jul 2019

(01-JUL-2019 To 31-JUL-2019)

Pay Bill Group

Select All Select None

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Personal	Details
No search conducted.							

[Monitor Request Status](#)

Click Call WebADI:

Please click on below link to proceed further

[Call WebAdi](#)

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WebADI Excel File will be downloaded in Your Desktop and Open the Excel file and wait till document created confirmation (Close Button):

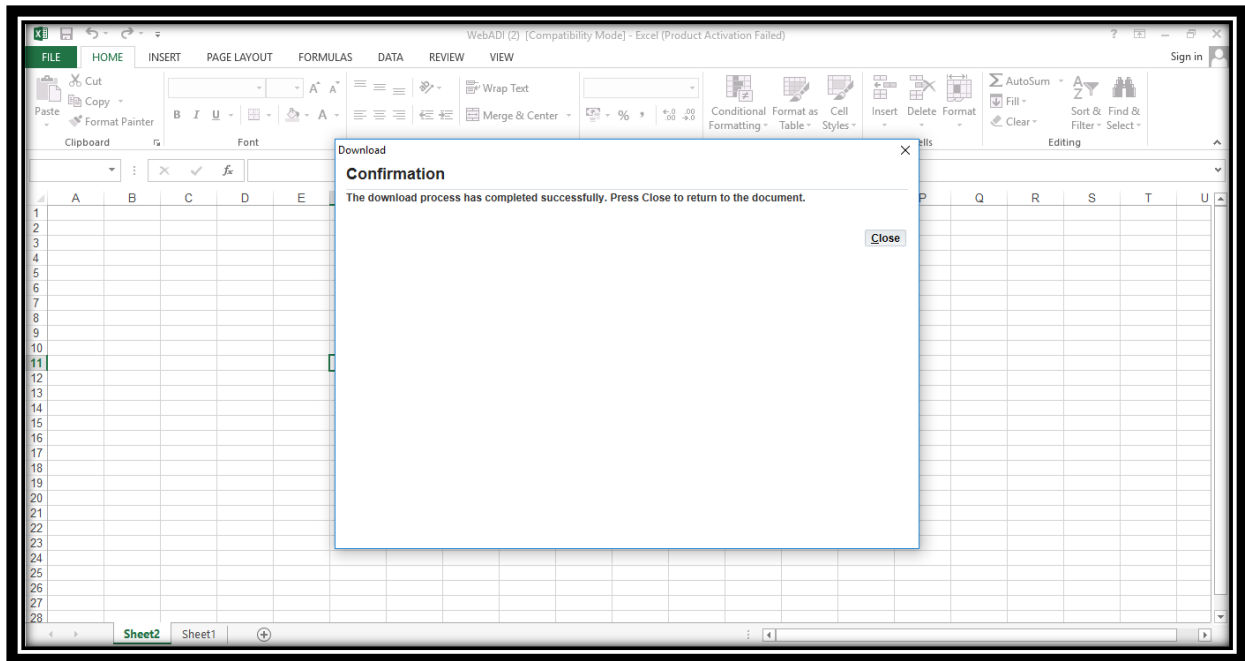
Information

A file will be downloaded to your desktop.
When prompted, choose to open the file and to enable macros. If no prompt appears, ensure your browser security settings allow files to be downloaded.

[Return](#)

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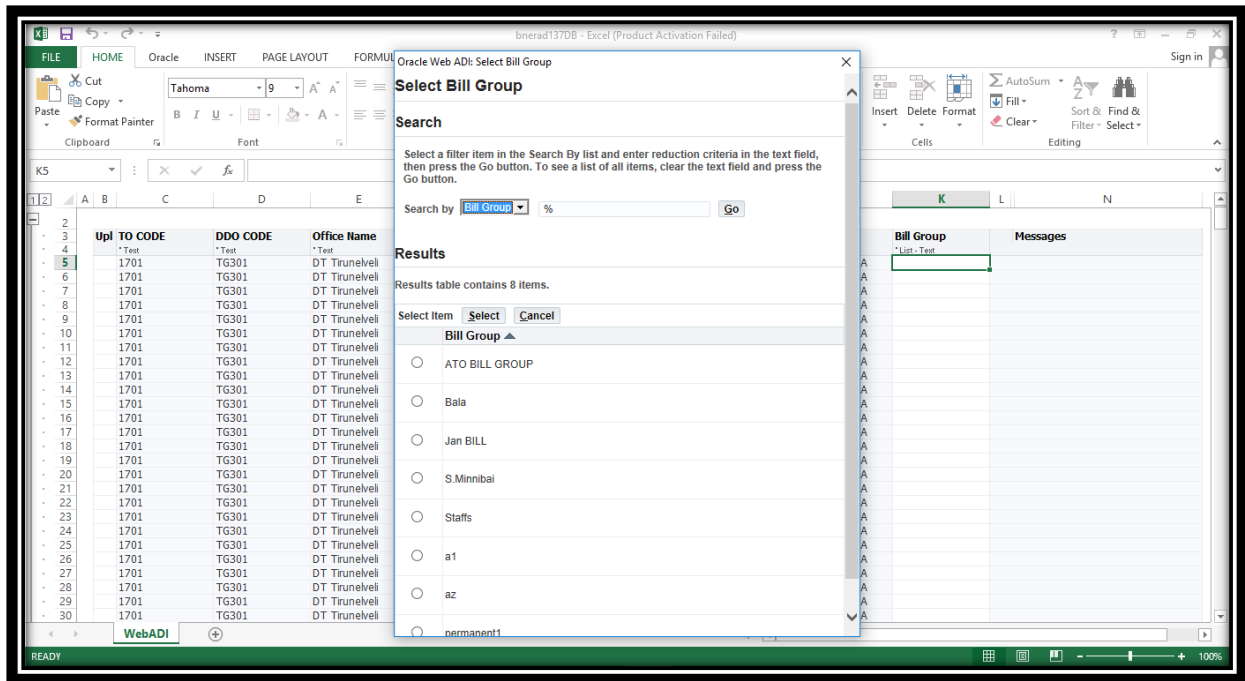


For the Each Employee, have to choose respective Bill Group in Bill Group Column LOV

The screenshot shows an Excel spreadsheet titled 'bnerad137DB - Excel (Product Activation Failed)'. The spreadsheet displays a list of employees with columns for 'Upl TO CODE', 'DDO CODE', 'Office Name', 'Employee Number', 'Employee Name', 'Post Name', 'Post Type', 'HOA', 'Bill Group', and 'Messages'. The 'Bill Group' column is highlighted in green. The data is as follows:

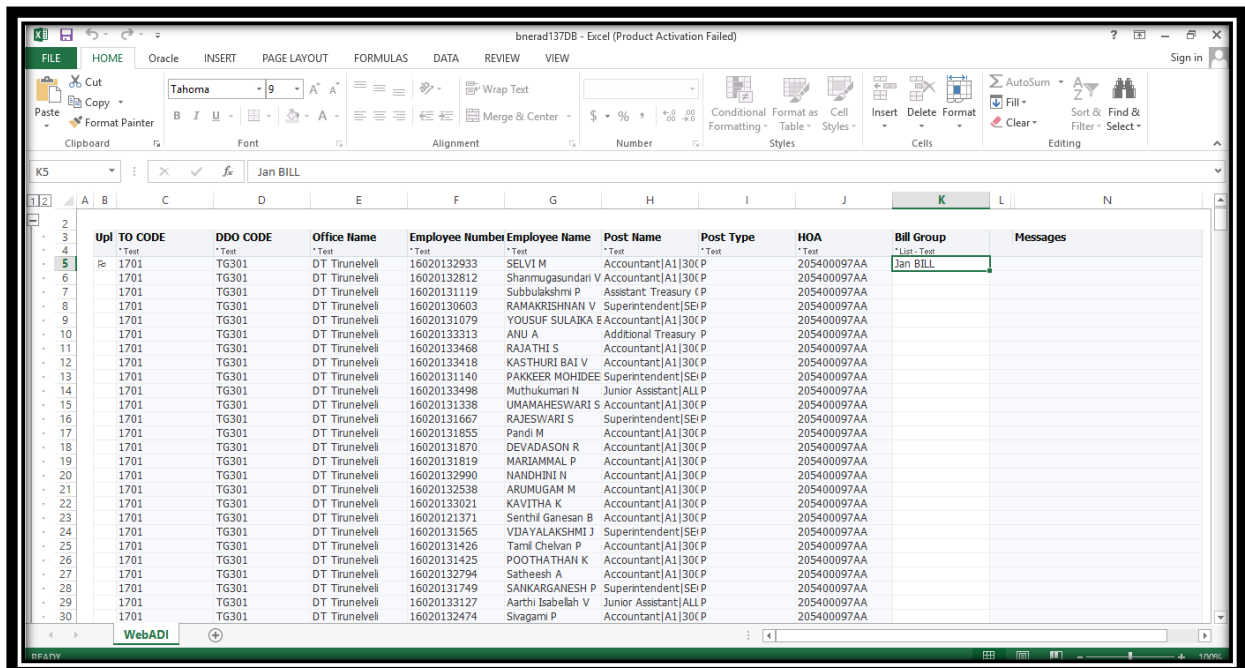
Upl TO CODE	DDO CODE	Office Name	Employee Number	Employee Name	Post Name	Post Type	HOA	Bill Group	Messages
1701	TG301	DT Tirunelveli	16020132933	SELVI M	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020132812	Sharmugasundari V	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131119	Subbulakshmi P	Assttnt Treasury (P		205400097AA		
1701	TG301	DT Tirunelveli	16020130603	RAMAKRISHNAN V	Superintendent(SEI P		205400097AA		
1701	TG301	DT Tirunelveli	16020131079	YOUSUF SULAICA E	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020133313	ANU A	Additional Treasury P		205400097AA		
1701	TG301	DT Tirunelveli	16020133468	RAJATHI S	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020133418	KASTHURI BAI V	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131140	PAKKEER MOHIDEE	Superintendent(SEI P		205400097AA		
1701	TG301	DT Tirunelveli	16020133498	Muthukumari H	Junior Assistant(ALL P		205400097AA		
1701	TG301	DT Tirunelveli	16020131338	UMAMAHESHWARI S	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131667	RAJESWARI S	Superintendent(SEI P		205400097AA		
1701	TG301	DT Tirunelveli	16020131855	Pandi M	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131870	DEVADASON R	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131819	MARIAMMAL P	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020132990	NANDHINI N	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020132538	ARUMUGAM M	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020133021	KAVITHA K	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020121371	Senithi Ganesan B	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131565	VIJAYALAKSHMI J	Superintendent(SEI P		205400097AA		
1701	TG301	DT Tirunelveli	16020131426	Tamil Chelvan P	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131425	POOTHATHAN K	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020132794	Satheesh A	Accountant(A1)300 P		205400097AA		
1701	TG301	DT Tirunelveli	16020131749	SANKARGANESH P	Superintendent(SEI P		205400097AA		
1701	TG301	DT Tirunelveli	16020133127	Aarthi Isabelah V	Junior Assistant(ALL P		205400097AA		
1701	TG301	DT Tirunelveli	16020132474	Sivagami P	Accountant(A1)300 P		205400097AA		

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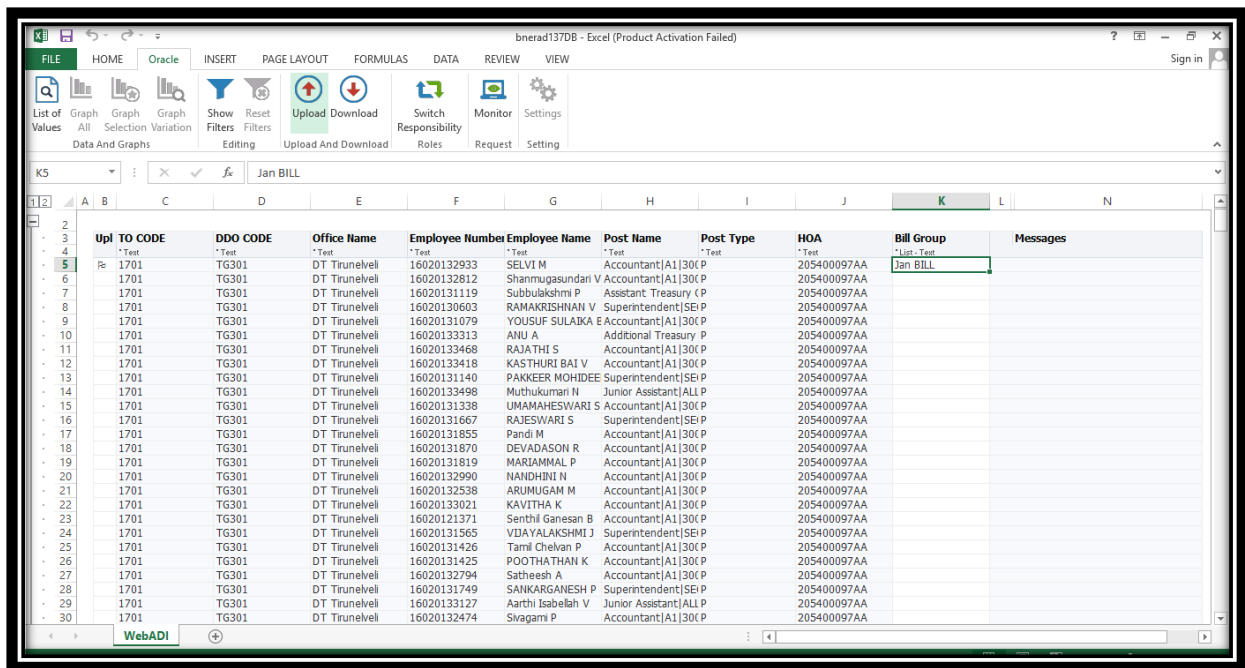
Note: In Excel Template, Only Bill Group matched to Employee's Post Head of Account (HOA) & Type (Permanent/Temporary) will be listed in the Bill Group LOV.

Select the Bill Group for respective Employees:

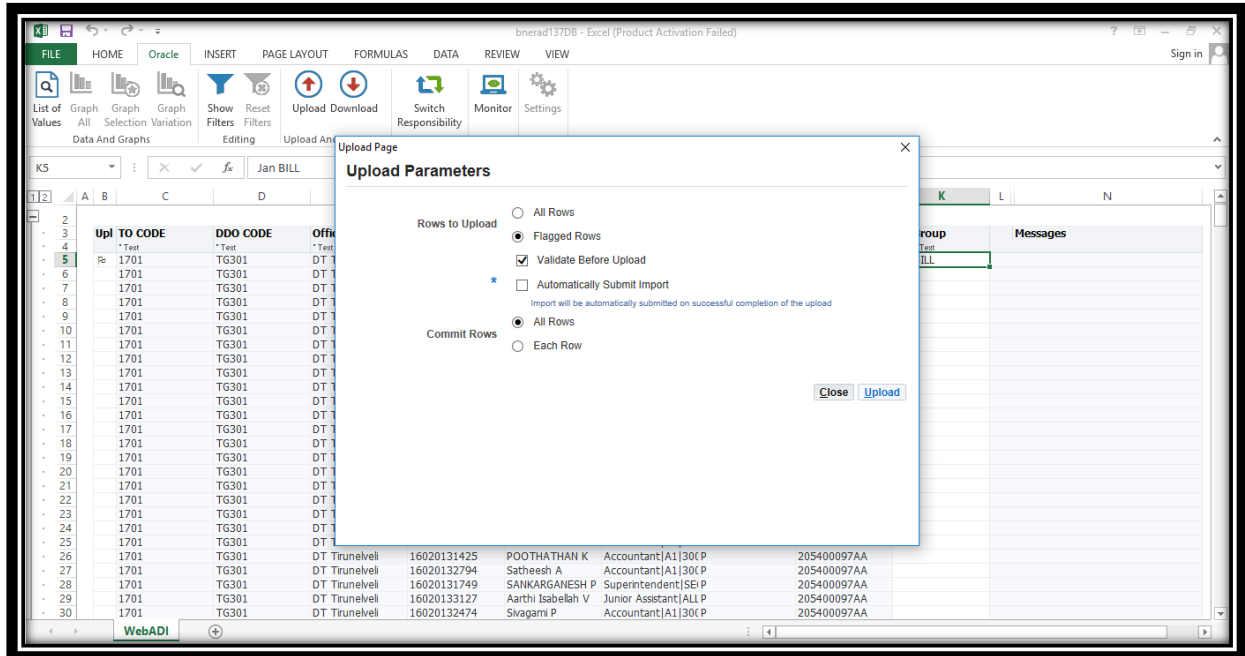


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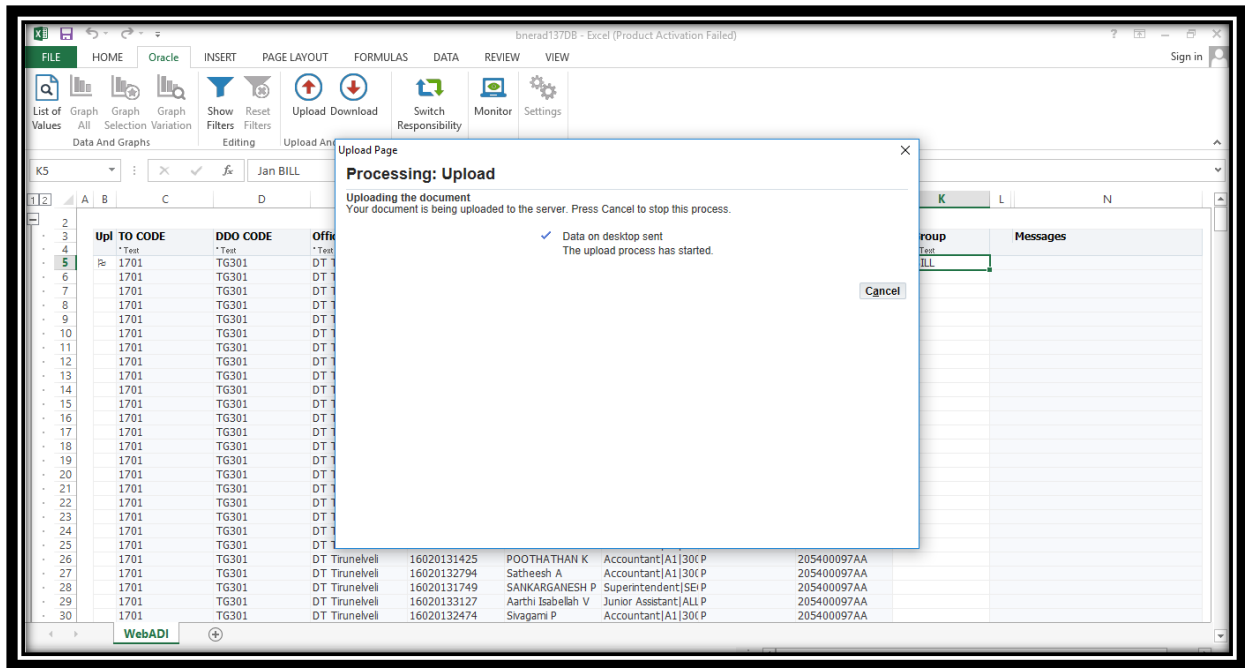
Choose Oracle in Top of Page -> Click Upload:



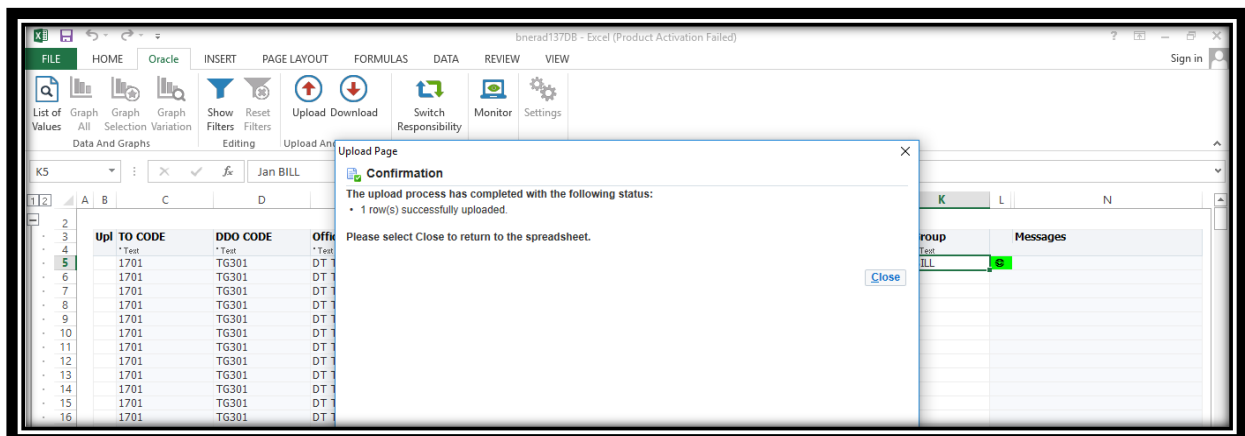
Select Flagged Rows and choose Upload:



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Bill Group for the Employee is Successfully Uploaded:



Post Successful message, Check in Payroll → Process → Bill Group:

