HOW TO UPLOAD PROOF OF PAYMENT INTO TCMS

1. Log into TCMS

https://www.saicatcms.co.za/login.aspx

The same user name and password is used to access TCMS and that used to access the CPD website and the SAICA website

2. The dashboard will be displayed

📄 TCMS Dashboard 🛛 🗙 🦲							
← → C 🗋 192.168.64.20/Secure/	/Dashboard.aspx						☆ 〓
Hops 🗋 Web Slice Gallery 🗀 Imported Fro	om IE 📄 Nedbank Internet Ba 🗋 University of J	ohann 📔	TCMS Other (Live)	irect (Live) 📔 TCMS	Test 📰 I	Mechanical Enginee	
Otcms	Liser V Proxied by Beverley Herbst (200000	52)	P Roles Tr Proxy Role SA	aining Officer IICA God User		User Leave Proxy	Session: 19:54 Sign Out
Admin 🕫	Dashboard						
Dashboard	Welcome to the SAICA Training Contract Man	agement Sv	/stem.				
Manage Requests							- 1
Manage Communications							
Manage Invites	Training Office Related Tasks						
Profile Management 🔺	Applications In Progress	0	Suspend Requests		0	Return From Suspend Requests	0
Contract Management 🛛 🕒	Academic Recess Requests	0	Remission Requests		0	Cancel Requests	0
Financial Management \$	Discharge Requests	0	Reverted		0	Invoices To Generate	0
	Invoices Awaiting Proof Of Payment	1	Profile Details Changes		0	Contact Details Changes	0
Let us get							
you there	Desis Tasks						
	Basic Tasks						.
DischargedReport(03xlsx * D ActiveReport(032715xlsx * D ApplicationInProgrexlsx * D ApplicationInProgrexlsx * D ApplicationInProgrexlsx * D ActiveReport(032715xlsx * Show all downloads x							
			3			- 🛛 🕅 🗼 .	al 02:11 PM

- 3. Select Invoices Awaiting Proof of Payment
- 4. The screen below will open and select the tab All Invoices

TCMS Deshboard ×	- 0 ×
← → C 🗋 192.168.64.20/Secure/ManageInvoices.aspx	☆ =
🔢 Apps 🗋 Web Slice Gallery 🤷 Imported From IE 🗋 Nedbank Internet Ba 🗋 University of Johann 📔 TCMS Other (Live) 📄 TCMS Direct (Live) 📄 TCMS Test 🧱 Mechanical Enginee	
Otcms	User Session: 19:54 Leave Proxy Sign Out
Admin of Manage Invoices	
Profile Management 🛔 Generate Invoices All Invoices	
Contract Management B Generate Invoices	
Financial Management \$	
Manage Involce	
1 DischargedReport(03xlsx * 1 C ActiveReport(032715xlsx * 1 ApplicationInProgrexlsx * 1 ApplicationInProgrexlsx * 1 ActiveReport(032715xlsx *	Show all downloads ×
	🔺 🛱 🔍 🖹 📶 🛛 02:13 PM

5. The screen below will open, select the invoice that you want to upload payment against by clicking on view

TCMS	Dashboard ×						
$\leftarrow \ \Rightarrow$	C 192.168.64.20/Secure/	ManageInvoices.aspx					☆ =
Apps	🗋 Web Slice Gallery 📋 Imported Fro	m IE 📄 Nedbank Internet Ba 📄 University of Johann 📗	TCMS Other (Live) 📔 TCM	S Direct (Live) 📔 TCMS	Test 📰 Mechanical Enginee		
	Otcms	User Willem Steinberg (00271065) Proxied by Beverley Herbst (20000062)	Roles Proxy Role	Training Officer SAICA God User		Leave Pro	User Session: 19:06 oxy Sign Out
	Admin 🕫	Manage Invoices					
	Profile Management 🔒	Generate Invoices All Invoices					
	Contract Management 🖺	All Invoices					
	Financial Management \$		Search Invoice				
	Manage Invoice		Search Trainee				
	Let us get	Awaiting Proof Of Payment		•			
	you there	Training Office	Invoice Number	Invoice Amount	Invoice Status	Created On	
		4	TCMS0000016739	2 305.08	Awaiting Proof Of Payment	2014-08-21	view
		First Prev Next Last Page 1 of 1					
Disch	nargedReport(03xlsx 🎽 🖬 Active	Report(032715xlsx * ApplicationInProgrexlsx *	ApplicationInProgrexl	sx 🎽 🗐 ActiveRep	ort(032715xlsx	Show a	all downloads ×
	o 🛛 🖉 🕼 🖇		23			- 🛱 🖣 🖻	atil 02:14 PM

6. The screen below will open, select the tab Actions

📑 TCMS Dashboard 🛛 🗙 🦲					_ @ ×
← → C 🗋 192.168.64.20/Secure	/Invoices_InvoiceD	etails.aspx?InvoiceNumber=	=TCMS000001673987rain	ingOfficeId=03282592	☆ =
🔛 Apps 📄 Web Slice Gallery 🧰 Imported Fr	om IE 📄 Nedbank In	ernet Ba 📋 University of Johann	n 📔 TCMS Other (Live) 📔 To	CMS Direct (Live) 📔 TCMS Test 🚃 Mechanical B	inginee
D tcms	User Proxied by	Willem Steinberg (00271065) Beverley Herbst (20000062)	₽ Roles ₽ Proxy Role	Training Officer SAICA God User	User Session: 18:36 Leave Proxy Sign Out
Admin 🕫	Back Viev	/ Invoice Details -	TCMS000001673	9	
Profile Management 💧		_			
Contract Management 🗎	View Invoice De View Invoice	ails Actions			
Financial Management \$	Trainin	g Office:			
	Address	PO Box 21282		Invoice Number	TCMS0000016739
	Address: Nelsi 1200	Nelspruit 1200	Nelspruit 1200	Created On	2014-08-21
Let us get	City:	Nelspruit		Created By	20000062
,	Province:	Mpumalanga	Updated On	2014-08-21	
	Province:	1200	1000	Updated By	20000062
	Zip Code:	1200		Status	Awaiting Proof Of Payment
	Revert Reason	:			
	View Invoic	e Lines			
DischargedReport(03xlsx *	reReport(032715xlsx	* ApplicationInProgrexls	x * ApplicationInProgre.	xlsx * ActiveReport(032715xlsx *	Show all downloads ×
🚱 💿 👅 🖉 🤗		> 😼 🛃 🖉	1		🔺 🛱 🍕 📴 📶 02:16 PM

7. Under actions select upload proof of payment

TCMS Dashboard ×					- 6 X
← → C 🗋 192.168.64.20/Secure/	Invoices_InvoiceDeta	ails.aspx?InvoiceNumber=TCM	S0000016739&Train	ingOfficeId=03282592	<u>ت</u>
Apps 🗋 Web Slice Gallery 🧰 Imported Fro	m IE 📋 Nedbank Intern	et Ba 🗋 University of Johann 📔	TCMS Other (Live)	CMS Direct (Live) 📔 TCMS Test 🧱 Mechani	cal Enginee
D tcms	User Proxied by B	everley Herbst (20000062)	🗬 Roles 🗬 Proxy Role	Training Officer SAICA God User	User Session: 17:32 Leave Proxy Sign Out
Admin 🕫	Back View I	nvoice Details - TCI	MS000001673	9	
Profile Management 💧					
Contract Management	View Invoice Detail	s Actions 👻			
	View Invoice	Download Invoice			
Financial Management \$	Training				
	Tanning				
	Address:	PO Box 21282		Invoice Number	TCMS0000016739
Let us get	1200		Created On	2014-08-21	
vou there	City:	Nelspruit		Created By	20000062
	Province:	Mpumalanga		Updated On	2014-08-21
	Province.	1200		Updated By	20000062
	Zip Code:	1200		Status	Awaiting Proof Of Payment
	Revert Reason:				
	View Invoice I	inos			
192.168.64.20/Secure/Invoices_InvoiceDetails.aspx?Inv	voiceNumber=TCMS0000	016739&TrainingOfficeId=03282592#Act	tion_UploadPOP		•
DischargedReport(03xlsx T Active	Report(032715xlsx *	ApplicationInProgrexlsx	ApplicationInProgre.	xlsx TActiveReport(032715xlsx	Show all downloads ×
🚱 💿 😻 🔯 🤗		😼 🔼 🖾 🖬	2		🔺 📴 🍕 🎠 📶 02:17 PM

8. Type the amount of the invoice into the field Amount Paid, upload the proof of payment by clicking on the choose file button. Point number 9 deals with the Add Another button

TCMS Dashboard ×	<u>– 0 ×</u>
← → C 🗋 192.168.64.20/Secure/Invoices_InvoiceDetails.aspx?InvoiceNumber=TCMS0000016739&TrainingOfficeId=03282592	값 =
🔛 Apps 🗅 Web Slice Gallery 🗅 Imported From IE 🗋 Nedbank Internet Ba 🗅 University of Johann 📔 TCMS Other (Live) 📄 TCMS Direct (Live) 📄 TCMS Test 🧮 Mechanical Enginee	
Otoms	User Session: 16:37 Leave Proxy Sign Out
Admin - 08 Back View Invoice Details - TCMS0000016739	
Profile Management 🔺	
Contract Management Diversion Contract Management Contract Managem	
Financial Management \$ Outstanding Amount: 2305.08	
Balance: 2305.08	
Let us get you there	
Amount Paid:	
Upload Proof of Payment: CHOOSE FILE	
Add Another	
	-
DischargedReport(03xlsx * 👔 ActiveReport(032715xlsx * 👔 ApplicationInProgrexlsx * 👔 ApplicationInProgrexlsx *	♣ Show all downloads ×
	🔺 📴 📢 🍡 📶 02:18 PM

TCMS Dashboard ×		- 8 ×
← → C 🗋 192.168.64.20/Secure/Invoices_InvoiceDetails.aspx?Invoice	Number=TCMS0000016739&TrainingOfficeId=03282592	යි =
Apps Buck VIEW INVOICE UE	ity of Johann 📔 TCMS Other (Live) 📔 TCMS Direct (Live) 📔 TCMS Test 🧮 Mechanical Enginee	
Profile Management		
View Invoice Details Actions -		
Contract Management E Upload Proof Of Payment		
Financial Management \$ Outstanding Amount:	2305.08	
Balance:	1000.00	
Let us get Total Allocations:	1305.08	
Amount Paid:	1000.00	
Upload Proof of Payment:	CHOOSE FILE	
Amount Paid:	305.08	
Upload Proof of Payment:	CHOOSE FILE	
Amount Paid:	1000.00	
Upload Proof of Payment:	CHOOSE FILE	
DischargedReport(03xlsx * 1 ActiveReport(032715xlsx * 1 ApplicationIr	nProgrestsx * 🗊 🏟 ApplicationInProgrestsx *	♣ Show all downloads ×
🚱 o 🗉 🖉 🤗 🖪 🕽 🕒 😼		🔺 📴 📢 🙀 and 🛛 02:21 PM

9. Multiple proofs of payment can be uploaded by using the Add another button

10. Once the amount paid equals the Outstanding amount press submit

📄 TCMS Dashboard 🛛 🗙 📃			
← → C 🗋 192.168.64.20/Secure/In	nvoices_InvoiceDetails.aspx?InvoiceN	umber=TCMS0000016739&TrainingOfficeId=03282592	☆ =
🔛 Apps 🗋 Web Slice Gallery 🧰 Imported From	m IE 📄 Nedbank Internet Ba 📋 University	of Johann 📔 TCMS Other (Live) 📋 TCMS Direct (Live) 📔 TCMS Test 🧮 Mechanical Enginee	
Let us get you there	Total Allocations:	2305.08	·
	Amount Paid:	1000.00	
	Upload Proof of Payment:	CHOOSE FILE	
	Amount Paid:	305.08	
	Upload Proof of Payment:	CHOOSE FILE	
	Amount Paid:	1000.00	
	Upload Proof of Payment:	CHOOSE FILE	
	Submit		
DischargedReport(03xlsx	Report(032715xlsx * ApplicationInPr	rogrexlsx * 🔹 ApplicationInProgrexlsx * 🔹 ActiveReport(032715xlsx *	Show all downloads ×
🚱 💿 🗉 🙆 🖇			🔺 📴 🍕 🍡 adi 🛛 02:23 PM