**Reconciliation @ OPTIMUS**

This process is aimed to eliminate the SR based process and encourage agencies to adapt to raise concern in OPTIMUS, if any, for all current bill summary uploaded in OPTIMUS.

Steps:

* Agency to login into OPTIMUS
* For all GST registered agencies, they will view 3 tabs: **Accept/ Partially Accept/ Reject** under invoice tab.
* For all Partially accepted cases, agency will be prompted to submit e-sign invoice in OPTIMUS and then raise query for LAN/ Card for that specific invoice by sharing mandated details in reconciliation upload file available in OPTIMUS.
* Once agency raises the concern in OPTIMUS, file will flow to the concerned Le@d FPR for their remarks. This step will be applicable for rejected cases also.
* Post remarks from Local Le@d FPR, file will flow to OPS team for final reconciliation.
* Agency can keep on checking the status of the reconciliation issues raised under invoice TAB.
* Agency can view detailed remarks and reconciliation amount after OPS team reconciliation.
* Agency to click on accept button and then OPS will upload reconciliation invoices post necessary internal approvals.

This process will fasten the reconciliation process and will make each stakeholder act in the desired manner.

Detailed process can be seen in the user manual updated in OPTIMUS.

For any query, please co-ordinate with local Le@D FPRs.