सी डेक
CDAC

# Government of Odisha

# Works and Accounting Management Information System

**Accounts**
**User Manual**
**Version 3.0**

**Prepared By**

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**Pune**

**Works and Accounts Management Information System (WAMIS)**

**Section:** Accounts Management System

## 1. Introduction

The Accounts Management System is developed by Center for Development of Advanced Computing (CDAC) for the Government of Odisha.

The system is developed with the aim of computerizing all the activities related to all Engineering Departments across the Odisha State. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by Departments Accounts Section at the Divisional Offices. The system is interlinked with the other modules like Establishment, Works Management and Budget for extracting and producing the data.

The system has 'Graphical User Interface' which facilitates easy operations. The system authenticates the user and after successful authentication an interface is shown with navigation options on left hand side. The interface has links for navigation through records and screens, buttons to save/update/delete the records, shortcut keys for buttons, help-text for icons, context sensitive help for all the screens. Appropriate messages for errors, successful operations and failed operations are displayed. Guidelines are given at appropriate stages. Selection lists are provided wherever appropriate to reduce typographical errors. And it is consistent with the standard user interface.

## 2. Objective

It facilitates divisional offices to enter the different transactions and generate the cashbook and relevant schedules along with the Monthly Account.

## 3. Functionalities

- Login
- Add, Edit, Delete Master data for Accounts.
- Add, Edit, Delete Opening Balances for the various Accounts Schedules.
- Add, Edit various transactions for Vouchers, Cash Receipts, Cash Transfer, Cash from Treasury, Transfer Entry Orders and Temporary Advances
- Show, Export functionalities for various Accounts Schedules.

**4. Flow Diagram**

```
                    ┌─────────────────┐
                    │      Start       │
                    └────────┬────────┘
                             │
                             ▼
                  ╱─────────────────╲
                 │  Enter Login User  │◄──────────┐
                 │   and Password     │           │
                  ╲─────────────────╱            │
                             │                    │
                             ▼                    │
                       ◇ Is User ◇    No          │
                       ◇  Valid? ◇ ───────────────┘
                             │
                            Yes
                             ▼
                    ┌─────────────────┐
                    │  Accounts Date   │
                    │   Selection      │
                    └────────┬────────┘
                             ▼
```

Prepare following master data (as applicable) –

1. Contractors
2. Regular/Deposit Works
3. Deposit Parties
4. CSSA Offices
5. MPWA Items
6. Allowance Types
7. Machinery Types
8. Machinery Expense Types
9. Machinery Registrations
10. Office Expense Types

```
                    ┌─────────────────┐
                    │  Enter Cashbook  │
                    │    Details       │
                    └────────┬────────┘
                             ▼
                           ( A )
```

A

Enter Transaction Types

Enter Transaction Heads Details

Enter Miscellaneous Heads Details

Maintain Opening Balances (as applicable) –

1. Cash
2. Regular/Deposit Works
3. Deposits
4. Revenue
5. Expenditure
6. Remittance
7. Temporary Advance / Imprest
8. MPWA
9. CSSA
10. Allowance
11. Stock & Purchase

C

Enter following Details –

1. Vouchers
2. Cash Receipts
3. Temporary Advances
4. Remittances
5. Cash from Treasury
6. Cash Transfer
7. Transfer Entry Orders
8. Cheque Cancellation / Renewal

```
                         ( B )
                           |
                           v
            +-------------------------------+
            |   Apply Centages (head or     |
            |   work wise as required)      |
            +-------------------------------+
                           |
                           v
            +-------------------------------+
            |   Refresh Monthly Account     |
            +-------------------------------+
                           |
                           v
            +-------------------------------+
            |      Generate Dockets         |
            +-------------------------------+
                           |
                           v
            +-------------------------------+
            |     View/Export Reports       |
            +-------------------------------+
                           |
                           v
            +-------------------------------+
            |       Close Account           |
            +-------------------------------+
                           |
                           v
         +----+-------------------------------+----+
         |    |  Calculation of OB for next   |    |
         |    |  month and resetting of       |    |
         |    |  account period to next month |    |
         +----+-------------------------------+----+
                           |
                           +-------------------------> ( C )
                           v
            +-------------------------------+
            |           Stop                |
            +-------------------------------+
```
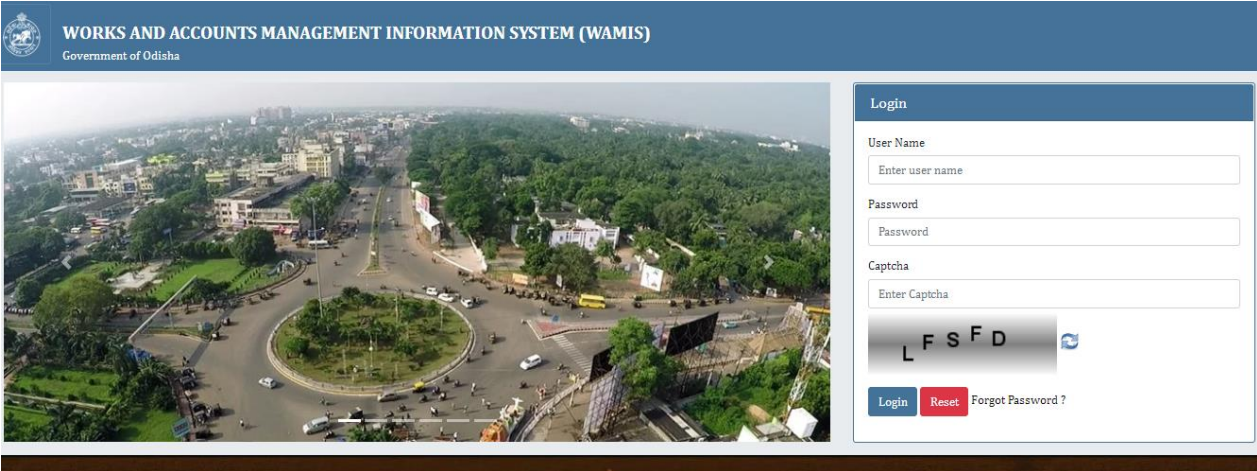
## 5. Login

Logon with login credentials provided for the concerned users for each office. The link provided to each department for WAMIS acts as the entry point for the Accounts Management System.

For login the screen is displayed as shown below.



**Figure 1: Login Screen**

Enter the username and password in the fields provided for login.

On successful login the main screen is displayed with various modules available for the user. Links for the screens/modules are enabled only for the users who have rights on the respective screens/modules; the other screens/modules for which the user doesn't have rights will be disabled. The screen is displayed as shownbelow.

**Figure 2: Home screen**

After clicking on any link in the Accounts module, the user is directed to the Accounts module with navigation links on left side. The sample screen is displayed as shown below.
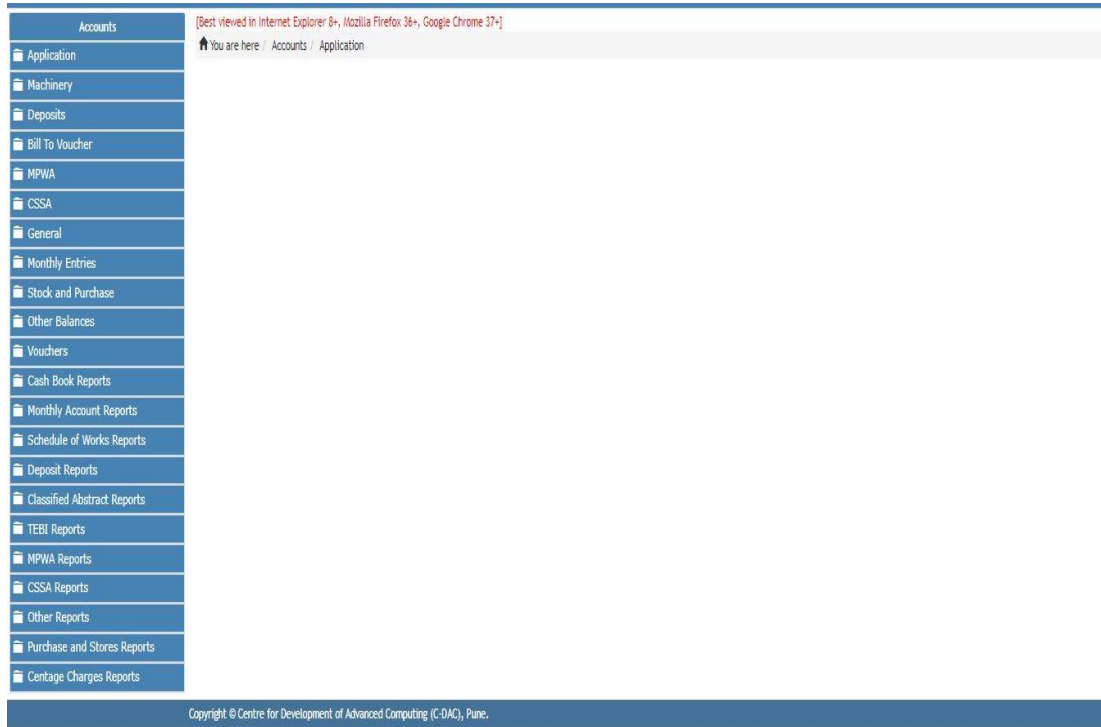
**Figure 3: Main screen for Accounts**

The logged in Username and Office name are displayed to the user.

User can click on any link available on left side under 'Accounts' module to start using the application.

To select any other module, click on the link 'Home' where different modules for the user are displayed.

To logout from the application, click on the link 'Logout'.

### 6. Accounts Date Selection

To start using the application the user has to first select the period (month and year) from which the voucher entries are to be done. This is one time selection by the user; the account period is changed to next month or previous month through "Close" or "Revoke" of account respectively.

If divisional office is logging in for the first time in the system, then the accounts date has to be set for the office. To set the Accounts Date for the office click on the link Accounts -> Application -> Accounts Date Selection in Application section.

The screen is shown as below:



**Figure 4: Accounts Date Selection Screen**

**Field Description:**

> **Month:** Select the Month from which the voucher entries to be started.
>
> **Year:** Select the Year from which the voucher entries to be started.

Click on "Save" button to save the accounts date. The screen is shown as below:

**Note:** If the user has not selected the accounts date and clicks on any of the links in opening balance or vouchers sections for which the accounts date selection is mandatory is redirected to the 'Accounts Date Selection' screen to select the month and year.

### 7. Account Close/Revoke

By selecting <span style="color:blue">Accounts -> Application -> Close Account</span>, "Account Close/Revoke" screen is displayed as shown below:



**Figure 5: Account Close/Revoke Screen**

**Field Description:**

**Close / Revoke:** Select the operation to be performed as "Close Account" or "Revoke Account"

To close the account of particular month, select "Close" option and click on 'Proceed' button. If account is successfully closed the message 'Account Closed Successfully is displayed else error messages are shown. When account is closed, all the closing balances are calculated according the current opening balances, credits and debits during the month and get forwarded as opening balances for the next month. Also, the related data is populated for the next month. Closing of account of particular month disables the entry for that month and enables the entry for the next month. Therefore, closing of the account must be done after all the data entry is done correctly.

At the time of closing of the '*March*' month account, the user is given a choice to whether to generate the supplementary account or not. If, the user chooses to generate the supplementary account then all the closing balances will be carried as opening balances for the supplementary month and at the time of closing of the supplementary month the opening balances for the month of '*April*' will be calculated.

To revoke the account to the previous month, select "Revoke" option and click on 'Submit' button. If account is successfully revoked the message 'Account Revoked Successfully is displayed else error messages are shown. When account is revoked in particular month, it disables the entry for that month and enables the entry for the previous month. Whenever account is revoked and then closed again, all the closing balances are recalculated and updated for the next month.

**Note:** 1) User cannot move to next month without 'Closing' the account.

2) For a nil entries during a month the user has to simply 'Close' the account without making any entries in the month. The opening balance for the month will be carried to next month as it is.

## 8. Submit Account

By selecting Accounts -> Application -> Submit Account, "Submit Account" screen is displayed as shown below:



**Figure 6: Submit Account**

**Figure 7: Report List generated for digital signature**

To Submit the account of particular month, select on the radio button of that particular month and click on 'Submit to AG' button. If account is successfully submitted the message 'Account submitted to AG Successfully is displayed else error messages are shown.

After closing of the account of a particular month, the user is given a choice to click on the report list which needs to be digitally signed by the DAO and Divisional Officer.

**9. Machinery Type**

By selecting Accounts -> Machinery -> Machinery Type, "Machinery Types" screen is displayed that shows all the machinery types.



**Figure 8: Machinery Types screen**

To add the new machinery type, click on 'Add' button. The screen appears is shown below:

Fields marked with an asterisk * are required.



**Figure 9: Machinery Types Entry Screen**

**Field Description:**

**Machinery Type:** Enter the Name of the Machinery type to be added.

To save the machinery type, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any machinery type, click on 'Edit' link respective to that machinery type, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is success-fully updated the message 'Record Updated Successfully is displayed else error mes-sages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete any machinery type, click on 'Delete' link respective to that machinery type, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 10. Machinery Expense Type

By selecting Accounts -> Machinery -> Machinery Expense Type, "Machinery Expense Type" screen is displayed which shows all the machinery expense types.



| Sr.No | Machinery Expense Types | Edit | Delete |
|---|---|---|---|
| 1 | Expenditure OEM Genuine parts materials & Batteries | ✏ | 🗑 |
| 2 | Cost of Spare parts got Manufactured | ✏ | 🗑 |
| 3 | Cost of Types, Tubes & Flaps | ✏ | 🗑 |
| 4 | Sundries | ✏ | 🗑 |
| 5 | Expenditure on Jobs done by out side agencies | ✏ | 🗑 |
| 6 | Expenditure on Jobs done by Deptt. workshops | ✏ | 🗑 |
| 7 | Cost of Fuel | ✏ | 🗑 |
| 8 | Cost of Lub-oil & Grease | ✏ | 🗑 |
| 9 | Cost of Hyd-oil & Breake oil | ✏ | 🗑 |
| 10 | Expenditure on operating Crew | ✏ | 🗑 |
| 11 | Expenditure on Maintainance crew | ✏ | 🗑 |
| 12 | Expenditure on laboure for repairs | ✏ | 🗑 |

**Figure 10: Machinery Expense Types Screen**

To add the new machinery expense type, click on 'Add' button. The screen appears is shown below:



**Figure 11: Machinery Expense Types Entry Screen**

**Field Description:**

**Machinery Expense Type:** Enter the Name of the Machinery expense type to be added.

To save the machinery expense type, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any machinery expense type, click on 'Edit' link respective to that machinery expense type, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any machinery expense type, click on 'Delete' link respective to that machinery expense type, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 11. Machinery Registrations

By selecting Accounts -> Machinery -> Machinery Registrations, "Machinery Registrations" screen is displayed which shows all the machinery expense types.

**Figure 12: Machinery Registrations Screen**



To add the new machinery registrations, click on 'Add' button. The screen appears is shown below:



**Figure 13: Machinery Registrations Entry Screen**

To save the machinery registration details, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any machinery registration details, click on 'Edit' link respective to that machinery registration details, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any machinery registration details, click on 'Delete' link respective to that machinery registration details, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 12. Deposit Parties

By selecting Accounts -> Deposits -> Deposit Parties, "Deposit Parties" screen is displayed which shows all the deposit types.

| Deposit Parties | | | |
|---|---|---|---|
| Sr.No | Deposit Parties | Edit | Delete |
| 1 | Regular Deposit | ✎ | 🗑 |
| 2 | MLA | ✎ | 🗑 |
| 3 | MP LAD | ✎ | 🗑 |

Add

**Figure 14: Deposit Parties Screen**

To add the new deposit party, click on 'Add' button. The screen is shown below:

**Add Record**

Fields marked with an asterisk * are required.

• Fields marked with an asterisk ** are required and takes numeric value.

Deposit Parties* [                    ]

Save  Cancel

**Figure 15: Deposit Parties Entry Screen**

To save the deposit party, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any deposit party, click on 'Edit' link respective to that deposit party, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any deposit party, click on 'Delete' link respective to that deposit party, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 13. CSSA Offices

By selecting Accounts -> CSSA -> CSSA Offices, "CSSA Offices" screen is displayed which shows all the CSSA offices.

| CSSA Offices | | | |
|---|---|---|---|
| Sr.No | CSSA Office | Edit | Delete |
| 1 | CE RW, Bhubaneswar | ✎ | 🗑 |
| 2 | SE NC RW, Angul | ✎ | 🗑 |
| 3 | SE RW Circle, Sambalpur | ✎ | 🗑 |
| 4 | EE RW Division, Sambalpur | ✎ | 🗑 |

Add

**Figure 16: CSSA Offices Screen**

To search the CSSA Offices for a specific Office Name, enter the data in CSSA Office Name field and click on the button 'Filter', which shows the list of CSSA Offices satisfying the search criteria. The CSSA Office Name field works on the like match. To reset the search and get the original list of all offices, click on the button 'Clear'.

To add the new CSSA office, click on 'Add' button. The screen appears is shown below:

**Add Record**

Fields marked with an asterisk * are required.

Office Name*  [                    ]

Save   Cancel

**Figure 17: CSSA Offices Entry Screen**

**Field Description:**

**CSSA Office:** Enter the Name of the CSSA Office to be added.

To save the CSSA office, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages areshown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any CSSA office, click on 'Edit' link respective to that CSSA office, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any CSSA office, click on 'Delete' link respective to that CSSA office, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 14. CPWA Heads

By selecting Accounts -> General -> CPWA Heads, "CPWA Heads" screen is displayed which shows all the Head of Accounts available.



**Figure 18: CPWA Heads Screen**

To view the CPWA Heads classification in tree view format, click on link 'View Heads Classification'.

To search the CPWA Heads for a specific Head Type and/or Head Name, enter the data in Head Type and/or Head Name fields and click on the button 'Filter', which shows the list of CPWA heads satisfying the search criteria. The Head Type criterion searches the exact match of the records whereas Head Name field works on the like match. To reset the search and get the original list of all heads, click on the button 'Clear'.

To add new CPWA Head (Major / Submajor / Minor / Subminor / Detail / Object Head) click on 'Add' button. The screen appears is shown below:

**Figure 19: CPWA Head Entry Screen for Major Head**



**Figure 20: CPWA Head Entry Screen for Head Other Than Major Head**

To save the CPWA head, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any CPWA head, click on 'Edit' link respective to that CPWA head, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

**Field Description:**

> **Head Type:** Select the Head type Major/Sub-Major/Minor/Sub-Minor/Detail/Object to be added.
>
> **Major Head:** Select the Major Head name under which the head to be added. Available only if Head Type Sub-Major/Minor/Sub-Minor/Detail/Object is selected.
>
> **Sub Major Head:** Select the Sub Major Head name under which the head to be added. Available only if Head Type Minor/Sub-Minor/Detail/Object is selected.
>
> **Minor Head:** Select the Minor Head name under which the head to be added. Available only if Head Type Sub-Minor/Detail/Object is selected.
>
> **Sub Minor Head:** Select the Sub Minor Head name under which the head to be added. Available only if Head Type Detail/Object is selected.
>
> **Detail Head:** Select the Detail Head name under which the head to be added. Available only if Head Type Object is selected.
>
> **Head Code:** Enter the Head Code of the Head to be added.
>
> **Head Name:** Enter the Head Name of the Head to be added.
>
> **Budget Code:** Enter the Budget Code of the Head to be added.
>
> **Tribal:** Select whether the Head to be added is for Tribal/Non-Tribal.
>
> **Backlog:** Select whether the Head to be added is for Tribal/Non-Tribal.
>
> **Description:** Enter the description for Head to be added.
>
> **Head Category:** Select the Head Category of the Head to be added as Revenue / Expenditure / Other Head.

To close any CPWA head, click on 'Close' link respective to that CPWA head, the screen with the previously entered data is displayed. The screen appears is shown below:

**Figure 21: CPWA Head Entry Screen for Head Other Than Major Head**

> **Field Description:**
>
> **Close Date:** Select the close date for the Head to be closed.

Click on 'Close' button to close the Head. If the Head is successfully closed the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the close head operation by clicking the 'Cancel' button.

The account heads closed will not be displayed for usage after the date of closure but will shown only in the back dated reports.

**Note:** You must have the privileges to view/add/edit the records otherwise the corresponding options will be disabled.

## 15. Office Expense Types

By selecting Accounts -> General -> Office Expense Types, "Office Expense Types" screen is displayed which shows all the office expense types.



**Figure 22: Office Expense Types Screen**

To add the new office expense type, click on 'Add' button. The screen appears is shown below:



**Figure 23: Office Expense Types Entry Screen**

**Field Description:**

**Office Expense Type:** Enter the Name of the Office expense type to be added.

To save the office expense type, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any office expense type, click on 'Edit' link respective to that office expense type, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

**Note:** You must have the privileges to view/add/edit the records otherwise the corresponding options will be disabled.

## 16. Form Types

All the forms, schedules and registers submitted to Accountant General orgenerated by the divisions are entered and displayed in this screen.

By selecting Accounts -> General -> Form Types, "Form Types" screen is displayed which shows all the form numbers and their descriptions.



| Sr.No | Form No | Document | Edit | Delete |
|-------|---------|----------|------|--------|
| 1 | 80 | Monthly Account | ✎ | 🗑 |
| 2 | 46 A | Schedule of Refunds of Revenue, Receipt and Recoveries on Capital Account | ✎ | 🗑 |
| 3 | 74 | Classified Abstracts of Expenditures | ✎ | 🗑 |
| 4 | 64 | Schedule of Works Expenditures | ✎ | 🗑 |
| 5 | 78 | Consolidated Contingent Bill (with necessary vouchers) | ✎ | 🗑 |
| 6 | 61 | Schedule Dockets (with necessary vouchers, transfer entry orders,survey reports and sale accounts attatched to each) | ✎ | 🗑 |
| 7 | 62 | Schedule Dockets of Percentage Recoveries | ✎ | 🗑 |
| 8 | 73 | Stock Account (With sale accounts in support of the cash credits to stock) | ✎ | 🗑 |
| 9 | 72 | Schedule of Debit to Stock | ✎ | 🗑 |
| 10 | 69 | Abstract Account of Credits, Debits and Balances of the purchase account (supported by a list of credits to the suspense heads 'Purchases' showing ref. showing to the TEO's aggregating to the figures shown in the classified abstract of expenditure) | ✎ | 🗑 |
| 11 | 70 | Schedule of Misc. P.W. Advances | ✎ | 🗑 |
| 12 | Local Form | Schedule of Workshop expense | ✎ | 🗑 |
| 13 | 76 | Schedule of Credits to Misc. Heads of Account | ✎ | 🗑 |
| 14 | 76 | Schedule of Debits to Misc. Heads of Accounts | ✎ | 🗑 |
| 15 | 96 | Schedule of Transaction Adjusted under the head 'CSSA' | ✎ | 🗑 |

**Figure 24: Form Types Screen**

To add form number, click on 'Add' button. The screen appears is shown below:



**Figure 25: Form Types Entry Screen**

**Field Description:**

**Form No:** Enter the Form Number.

**Document:** Enter the name / description of the Form.

To save the form number, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any form number, click on 'Edit' link respective to that form number, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any form number, click on 'Delete' link respective to that form number, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 17. Transaction Types

All types of transactions that are entered in a cashbook by the division offices are entered and displayed in this screen.

By selecting Accounts -> General -> Transaction Types, "Transaction Types" screen is displayed which shows all the transaction types.

| Sr.No | Transaction Type | Edit | Delete |
|-------|------------------|------|--------|
| 1 | Deposit Part I | ✎ | 🗑 |
| 2 | Deposit Part II | ✎ | 🗑 |
| 3 | Deposit Part III | ✎ | 🗑 |
| 4 | Deposit Part IV | ✎ | 🗑 |
| 5 | Deposit Part V | ✎ | 🗑 |
| 6 | Deposit Part VI | ✎ | 🗑 |
| 7 | Works | ✎ | 🗑 |
| 8 | Remittance | ✎ | 🗑 |
| 9 | Machinery | ✎ | 🗑 |
| 10 | Office Expenses | ✎ | 🗑 |
| 11 | Stock | ✎ | 🗑 |
| 12 | Purchase | ✎ | 🗑 |
| 13 | Others | ✎ | 🗑 |
| 14 | C.S.S.A. | ✎ | 🗑 |
| 15 | Public Works Cheques | ✎ | 🗑 |

« < **1** 2 3 4 5 > »

Add

**Figure 26: Transaction Types Screen**

To add new transaction type, click on 'Add' button. The screen appears is shown below:

**Add Record**

Fields marked with an asterisk * are required.

Transaction Type *  [                    ]

Save    Cancel

**Figure 27: Transaction Types Entry Screen**

**Field Description:**

**Transaction Type:** Enter the Name of the Transaction type to be added.

To save the transaction type, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any transaction type, click on 'Edit' link respective to that transaction type, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete any transaction type, click on 'Delete' link respective to that transaction type, and after user's confirmation the record is deleted permanently.
The user can delete only those transactions created by him. The user cannot delete the transactions created by the system.

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**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 18. Signing Authority

By selecting Accounts -> General -> Signing Authority, "Signing Authority" screen is displayed. The Signing authority details to be added in this screen either DAO or Divisional Officer

### Signing Authority

| Sr.No | Office Name | First Signing Authority Designation | Signature (Executive Engineer) | First Signing Authority Name | Second Signing Authority Designation | Signature (Accounts Officer) | Second Signing Authority Name | Month | Year | Edit | Delete |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | RURAL WORKS SUBDIVISION, SALEPUR | ASSISTANT ENGINEER | | | - | | - | April | 2008 | ✏ | 🗑 |
| 2 | RURAL WORKS SUBDIVISION, NISCHINTAKOILI | ASSISTANT ENGINEER | | | - | | - | April | 2008 | ✏ | 🗑 |
| 3 | RURAL WORKS SUBDIVISION, CUTTACK | ASSISTANT ENGINEER | | | - | | - | April | 2008 | ✏ | 🗑 |
| 4 | RURAL WORKS DIVISION, CUTTACK | SUPERINTENDING ENGINEER | | SANTOSH KUMAR MISHRA | SR DIVISIONAL ACCOUNTANTS OFFICER | ◉ | DEBA PRASAD MISRA | May | 2022 | ✏ | 🗑 |

Add   View All

### Add Record

Fields marked with an asterisk * are required.

| | |
|---|---|
| Office Name * | RURAL WORKS DIVISION, CUTTACK ⌄ |
| First Signing Authority Designation (e.g. EXECUTIVE ENGINEER) * | EXECUTIVE ENGINEER |
| First Signing Authority Name* | |
| Second Signing Authority Designation(e.g. DIVISIONAL ACCOUNTANT)* | DIVISIONAL ACCOUNTANT |
| Second Signing Authority Name * | |
| Month and Year * | January ⌄   2022 ⌄ |

Save   Cancel

**Figure 28: Signing Authority Screen**

## 19. Contractors

The list of all the contractors or suppliers who are registered and executing the works for the division office are entered and displayed in this screen.

By selecting Accounts -> General -> Contractors, "Contractors" screen is displayed which shows all the contractors for the current logged in divisional office.



| Sr.No | Contractor Code | Contractor/ Supplier/ Agency Name/ Pani Panchayat/ Other Agency | PAN | TAN | TIN | GSTIN | Contractor/ Supplier/ Agency/ Pani Panchayat/ Government Agency/ Other Agency | Edit |
|---|---|---|---|---|---|---|---|---|
| 1 | Not Available | AAA | 7612000 | Not Available | Not Available | Not Available | Contractor | ✎ |
| 2 | Not Available | Aditya Mishra. | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 3 | Not Available | Ajay mishra | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 4 | Not Available | Ajay MishraJi A false Name | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 5 | Not Available | amaresh | 102102010 | Not Available | Not Available | Not Available | Contractor | ✎ |
| 6 | Not Available | Arabinda Barik | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 7 | Not Available | Ashok Hota | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 8 | Not Available | B.K.Nayak | 234 | Not Available | Not Available | Not Available | Contractor | ✎ |
| 9 | 287LK579 | Baburam Behera | AVTPB6520A | Not Available | Not Available | 21AVTPB6520A1Z7 | Contractor | ✎ |
| 10 | Not Available | Balaji Borewells | ACLDX0423A | Not Available | Not Available | Not Available | Contractor | ✎ |
| 11 | Not Available | Bankeswari Bore wells | 542 | Not Available | Not Available | Not Available | Contractor | ✎ |
| 12 | Not Available | Bansidhar Behera | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 13 | Not Available | Bijaya Kishorn Dani | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 14 | Not Available | biju | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |
| 15 | Not Available | Bikramjit Patra | Not Available | Not Available | Not Available | Not Available | Contractor | ✎ |

**Figure 29: Contractors Screen**

To add new contractor name, click on 'Add' button. The screen appears is shown below:



**Figure 30: Contractors Entry Screen**

**Field Description:**

**Contractor Name:** Enter the Name of the Contractor to be added.

To save the contractor name, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any contractor name, click on 'Edit' link respective to that contractor name, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is success-fully updated the message 'Record Updated Successfully is displayed else error mes-sages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete any contractor name, click on 'Delete' link respective to that con-tractor name, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 20. MPWA Items

List of all the Miscellaneous Public Works Advances (MPWA) items are entered and displayed in this screen.

By selecting Accounts -> MPWA -> MPWA Items, "MPWA Items" screen is displayed which shows all the MPWA items for the current logged in divisional office.

| MPWA Items | | | | |
|---|---|---|---|---|
| Sr.No | MPWA Item | | Edit | Delete |
| 1 | Advace payment to ORIPLAST through proforma bill | | ✏ | 🗑 |
| 2 | Irregular expenditure of Rs. 5000.00 by J.E. Dasarathpur | | ✏ | 🗑 |

Add

**Figure 31: MPWA Items Screen**

To add new MPWA item, click on 'Add' button. The screen appears is shown below:

Fields marked with an asterisk * are required.

| ADD RECORD | |
|---|---|
| MPWA Item | [                    ] * |

Save    Cancel

**Figure 32: MPWA Items Entry Screen**

<u>**Field Description:**</u>

**MPWA Item:** Enter the Name of the MPWA Item to be added.

To save the MPWA item name, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any MPWA item name, click on 'Edit' link respective to that MPWA item name, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any MPWA item name, click on 'Delete' link respective to that MPWA item name, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 21. Cashbooks

The cashbook is the manual in which all the transactions of the accounts section for the divisions are entered and maintained for every month. Separate cashbooks can be created and maintained for division and subdivision offices or single cashbook can also be maintained if required. Similarly, separate cashbooks can be created for schemes like EGS etc.

By selecting Accounts -> General -> Cashbooks, "Cashbooks" screen is displayed which shows all the cashbooks for the current logged in divisional and its sub divisional offices.

| Sr.No | Office | Cashbook | Edit | Delete |
|---|---|---|---|---|
| 1 | Demo Division | jagatsinghpur sub. div. cash book | ✏ | 🗑 |
| 2 | Demo Division | cash book ctc | ✏ | 🗑 |
| 3 | Demo Division | Jagatsinghpur RWSS Division Cash Book | ✏ | 🗑 |
| 4 | Demo Division | DIVISION CASH BOOK | ✏ | 🗑 |
| 5 | Demo Division | DIVISION - 1 | ✏ | 🗑 |
| 6 | Demo Division | sambalpur division | ✏ | 🗑 |
| 7 | Demo Division | jagatsinghpur division cash book | ✏ | 🗑 |
| 8 | Demo SubDivision | Cash Book of talcher | ✏ | 🗑 |
| 9 | Demo SubDivision | Division Cash Bookangul | ✏ | 🗑 |
| 10 | Demo SubDivision | Sub Division Cash Book angul | ✏ | 🗑 |
| 11 | Demo SubDivision | Sub Division Cash Book Project1 | ✏ | 🗑 |
| 12 | Demo SubDivision | Bargarh division cash book | ✏ | 🗑 |
| 13 | Demo SubDivision | Subdivision Koraput | ✏ | 🗑 |
| 14 | Demo SubDivision | Raghunathpur subdivision cash book | ✏ | 🗑 |
| 15 | Demo SubDivision | cash book xyz | ✏ | 🗑 |

**Figure 33: Cashbook Screen**

To enter the vouchers for any division or subdivision office the cashbook creation is must, without creating the cashbook user cannot make vouchers entry.

To add new cashbook, click on 'Add' button. The screen appears is shown below:

**Add Record**

Fields marked with an asterisk * are required.

Office * --Select Office--

Cash Book Name *

Save   Cancel

**Figure 34: Cashbook Entry Screen**

**Field Description:**

**Office:** Select the Name of the Office for which the Cashbook is to be added.

**Cash Book Name:** Enter the name of the Cashbook to be added.

To save the cashbook details, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any cashbook details, click on 'Edit' link respective to that cashbook name, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete any cashbook details, click on 'Delete' link respective to that cashbook name, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 22. Forms Generated

The total number of pages generated for each form in a month can be entered and displayed through this screen. This data is used to generate the "Form 104" report.

By selecting Accounts -> Monthly Entries -> Forms Generated, "Forms Generated" screen is displayed which shows all the forms generated for the current logged in divisional office for the current accounts month-year.

🏠 You are here / Accounts / Monthly Entries

**Forms Generated**

| Sr.No | Form No. | Document | Total No. | Remark | Edit |
|---|---|---|---|---|---|
| 1 | 80 | Monthly Account | 2 | 1x2 | ✎ |
| 2 | 46 A | Schedule of Refunds of Revenue, Receipt and Recoveries on Capital Account | 0 | 4x2 | ✎ |
| 3 | 74 | Classified Abstracts of Expenditures | 0 | 14x2 | ✎ |
| 4 | 64 | Schedule of Works Expenditures | 0 | 14x2 | ✎ |
| 5 | 78 | Consolidated Contingent Bill (with necessary vouchers) | Not Available | Not Available | ✎ |
| 6 | 61 | Schedule Dockets (with necessary vouchers, transfer entry orders,survey reports and sale accounts attatched to each) | 186 | 186x1 | ✎ |
| 7 | 62 | Schedule Dockets of Percentage Recoveries | Not Available | Not Available | ✎ |
| 8 | 73 | Stock Account (With sale accounts in support of the cash credits to stock) | Not Available | Not Available | ✎ |
| 9 | 72 | Schedule of Debit to Stock | Not Available | Not Available | ✎ |
| 10 | 69 | Abstract Account of Credits, Debits and Balances of the purchase account (supported by a list of credits to the suspense heads 'Purchases' showing ref. showing to the TEO's aggregating to the figures shown in the classified abstract of expenditure) | Not Available | Not Available | ✎ |
| 11 | 70 | Schedule of Misc. P.W. Advances | Not Available | Not Available | ✎ |
| 12 | Local Form | Schedule of Workshop expense | Not Available | Not Available | ✎ |
| 13 | 76 | Schedule of Credits to Misc. Heads of Account | 0 | 3x2 | ✎ |
| 14 | 76 | Schedule of Debits to Misc. Heads of Accounts | 0 | 2x2 | ✎ |
| 15 | 96 | Schedule of Transaction Adjusted under the head 'CSSA' | Not Available | Not Available | ✎ |

| - | « | 1 | 2 | 3 | » | - |

**Figure 35: Forms Generated Screen**

To add new form generated details, which is not available in the current forms list, user must add the new form type in Accounts -> General -> Form Types screen.

To edit any generated form details, click on 'Edit' link respective to that form number, the screen with the previously entered/default data is displayed as shown below.

**Edit Record**

Fields marked with an asterisk * are required.

| Form No * | 80 |
|---|---|
| Total Nos* | 1 |
| Remark | |

Update  Cancel

**Figure 36: Forms Generated Entry Screen**

**Field Description:**

**Total Nos:** Enter the total numbers of pages generated for the selected form.

**Remark:** Enter the remarks to be shown for the selected form.

User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete generated form details, user must delete that form type from Accounts -> General -> Form Types screen.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 23. Transaction Heads

The heads for each transaction are created and displayed through this screen. The heads selected for each transaction for a month is the same, which will be displayed in the cashbook for that transaction.

By selecting Accounts -> Monthly Entries -> Transaction Heads, "Transaction Heads" screen is displayed which shows all the transaction head details for the current logged in divisional office for the current accounts month-year.



**Figure 37: Transaction Heads Screen**

To add a new transaction detail, which is not available in the currenttransaction head list, user must add the new transaction type in Accounts -> General -> Transaction Types screen.

To edit any transaction head details, click on 'Edit' link respective to that transaction type under Accounts -> Monthly Entries-> Transaction Heads screen. The screen with the previously entered/default data is displayed as shown below.



**Figure 38: Transaction Heads Entry Screen**

**Field Description:**

        **Major Head:** Select the Major Head for the selected Transaction Type.

        **Sub Major Head:** Select the Sub Major Head for the selected Transaction Type.

        **Minor Head:** Select the Minor Head for the selected Transaction Type.

        **Sub Minor Head:** Select the Sub Minor Head for the selected Transaction Type.

        **Detailed Head:** Select the Detailed Head for the selected Transaction Type.

        **Object Head:** Select the Object Head for the selected Transaction Type.

User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Success-fully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete transaction head details, user must delete that transaction type from Accounts -> General -> Transaction Types screen.

**Note:** 1) This step is a must and very important as the heads entered here for each transaction will be same used in voucher entry and reports.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 24. Miscellaneous Heads

The heads, which are to be displayed in the "Miscellaneous" part of the "Monthly Account Report", are created and displayed through this screen. Miscellaneous heads are those heads on which expense or recovery can be done.

By selecting Accounts -> Other Balances -> Miscellaneous Head Balances, "Miscellaneous Heads" screen is displayed that shows all the miscellaneous heads for the current logged in divisional office for current accounts month-year.



**🏠 You are here / Accounts / Other Balances**

**Miscellaneous Heads**

| Sr.No | Miscellaneous Head | Heads Classification | Credit/Debit | Form Name | Opening Balance | Edit | Delete |
|-------|--------------------|----------------------|--------------|-----------|-----------------|------|--------|
| 1 | GPF | 8009/01/101/1686/91043/000 | Credit | Form 76 | 0.00 | ✏ | 🗑 |
| 2 | HBA | 7610/00/201/0825/48016/000 | Credit | Form 76 | 0.00 | ✏ | 🗑 |
| 3 | GIS | 7610/00/800/0825/48015/000 | Credit | Form 76 | 0.00 | ✏ | 🗑 |
| 4 | INCOME TAX | 8658/00/112/1688/91299/000 | Credit | Form 76 | 1,804,413.00 | ✏ | 🗑 |
| 5 | IGST | 8658/00/101/9318/91338/- | Credit | Form 76 | 0.00 | ✏ | 🗑 |
| 6 | OGST | 8658/00/101/9318/91336/000 | Credit | Form 76 | 1,224,258.00 | ✏ | 🗑 |
| 7 | CGST | 8658/00/101/9318/91337/000 | Credit | Form 76 | 1,224,258.00 | ✏ | 🗑 |
| 8 | IGST | 8658/00/101/9318/91338/000 | Credit | Form 76 | 0.00 | ✏ | 🗑 |
| 9 | OGST DEBIT | 8658/00/101/9318/91336/000 | Debit | Form 76 | 0.00 | ✏ | 🗑 |
| 10 | CGST | 8658/00/101/9318/91337/000 | Debit | Form 76 | 0.00 | ✏ | 🗑 |
| 11 | IGST | 8658/00/101/9318/91338/000 | Debit | Form 76 | 0.00 | ✏ | 🗑 |

**Add**

**Figure 37: Miscellaneous Heads Screen**

To add new miscellaneous head, click on 'Add' button. The screen appears is shown below:



**Add Record**

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are required and takes numeric value.

| | |
|---|---|
| Miscellaneous Heads * | |
| Form Name * --Select-- | Credit/Debit  Credit ⦿ Debit ○ |
| Is Expenditure Head ? ☑ | Demand No. 28 ▾ |
| Select Tree View ☐Tree View | Heads Classification : |
| Major Head* --Select-- | Sub Major Head* --Select-- |
| Minor Head * --Select-- | Sub Minor Head * --Select-- |
| Detail Head * --Select-- | Object Head * --Select-- |
| Opening Balance** 0.0 | |

**Save** **Cancel**

**Figure 38: Miscellaneous Heads Entry Screen**

**Field Description:**

**Miscellaneous Heads:** Enter the description for the Miscellaneous Head.

**Form Name:** Select the Form Number for the Miscellaneous Head.

**Credit / Debit:** Select Credit / Debit type for the Miscellaneous Head.

**Is Expenditure Head:** Select the checkbox if head is Expenditure Head.

**Select Tree View:** Select this checkbox if head selection to be done from heads tree-view.

**Demand No:** Select Demand number for the Miscellaneous Head.

**Major Head:** Select the Major Head for the Miscellaneous Head.

**Sub Major Head:** Select the Sub Major Head for the Miscellaneous Head.

**Minor Head:** Select the Minor Head for the Miscellaneous Head.

**Sub Minor Head:** Select the Sub Minor Head for the Miscellaneous Head.

**Detailed Head:** Select the Detailed Head for the Miscellaneous Head.

**Object Head:** Select the Object Head for the Miscellaneous Head.

**Opening Balance:** Enter the Opening Balance for the Miscellaneous Head

To save the miscellaneous head details, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any miscellaneous head details, click on 'Edit' link respective to that miscellaneous head description, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any miscellaneous head details, click on 'Delete' link respective to that miscellaneous head description, and after user's confirmation the record is deleted permanently.

**Note:** 1) The heads entered here as Miscellaneous heads will be displayed under Misc. part of the Form 80 (Monthly Account) report.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 25. Allowance Types

The allowances given to wages employees as a part of salaries are created and displayed through allowance type's screen.

By selecting Accounts -> General -> Allowance Types, "Allowance Types" screen is displayed that shows all the allowance types.

| Sr.No | Allowance Name | Edit | Delete |
|-------|----------------|------|--------|
| 1 | Arrear Pay | ✏ | 🗑 |
| 2 | DA | ✏ | 🗑 |
| 3 | DP | ✏ | 🗑 |
| 4 | EPF Employers Share | ✏ | 🗑 |
| 5 | HRA | ✏ | 🗑 |
| 6 | OA | ✏ | 🗑 |
| 7 | PAY | ✏ | 🗑 |
| 8 | RCM | ✏ | 🗑 |
| 9 | TE | ✏ | 🗑 |

Add

**Figure 39: Allowance Types screen**

To add the new allowance type, click on 'Add' button. The screen appears is shown below:

**Add Record**

Fields marked with an asterisk * are required.

Allowance Name *  [                    ]

Save    Cancel

**Figure 40: Allowance Types Entry Screen**

**Field Description:**

**Allowance Name:** Enter the Allowance Name to be added.

To save the allowance type, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any allowance type, click on 'Edit' link respective to that allowance type, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete any allowance type, click on 'Delete' link respective to that allowance type, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 26. Deposit Balances - Abstract

Opening Balance for all the Deposit types are entered and displayed through this screen. The Opening Balances for deposit types are to be entered only for the first time after which the balances are calculated while closing the monthly account for each month.

By selecting Accounts -> Deposits -> Deposit Balances - Abstract, "Deposit Balances – Abstract" screen is displayed which shows all the deposit types available and their balance for the current logged in divisional office for the current accounts month-year. This data is used in the opening balance section of the 'Schedule of Deposits' (Form 79).

### Deposit Balances - Abstract

| Sr.No | Deposit Type | Head Classification | Opening Balance | Proforma Transfer Amount | Remarks | Edit |
|---|---|---|---|---|---|---|
| 1 | I-Cash deposits | 8443/00/108/1661/91036/001 | 640.00 | 0.00 | -- | ✏ |
| 2 | II-Cash Deposits of contractors security | 8443/00/108/1661/91036/002 | 210,149,513.02 | 0.00 | -- | ✏ |
| 3 | III-Deposits works to be done | 8443/00/108/1661/91036/003 | 228,941,132.00 | 0.00 | -- | ✏ |
| 4 | IV-Sums due to contractor on closed accounts | 8443/00/108/1661/91036/004 | 12,372.43 | 0.00 | -- | ✏ |
| 5 | V-Miscellaneous | 8443/00/108/1661/91036/005 | 30,888,796.97 | 0.00 | -- | ✏ |
| 6 | VI-Depsoits for supplier to be made or services to be rendered | 8443/00/108/1661/91036/006 | 0.00 | 0.00 | -- | ✏ |

**Figure 41: Deposit Type Abstract Balance Screen**

To edit any deposit type balance, click on 'Edit' link respective to that deposit type, the screen with the previously entered/default data is displayed as shown below.

### Edit Record

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are Numeric.

| | |
|---|---|
| Deposit Type | II-Cash Deposits of contractors security |

| Major Head * | 8443--Civil Deposits | Sub Major Head * | 00--00 |
|---|---|---|---|
| Minor Head * | 108--Public Works Deposits | Sub Minor Head * | 1661--Deposit of Engineering Organisation |
| Detail Head * | 91036--Deposits of Ordinary nature | Object Head * | 002---- |
| Opening Balance ** | 78051.00 | Proforma Transfer Amount | 0.00 |
| Remarks | -- | | |

[Update]  [Cancel]

**Figure 42: Deposit Type Abstract Balance Entry Screen**

**Field Description:**

**Deposit Type:** Selected Deposit type for which the opening balance is to be entered.

**Opening Balance:** Opening balance for the selected deposit type.

User can modify the record and click 'Update' button to save the modified

record. If the record is successfully updated the message 'Record Updated

Successfully is displayed else error messages are shown. User can cancel the editoper-
ation by clicking the 'Cancel' button.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise
the corresponding options will be disabled.

## 27. Deposit Balances - Itemised

The contractor wise Opening Balances for each Deposit type is entered and displayed through this screen. This entry is also one time entry for the opening balances as the balances are calculated for further months at the time of closing of the monthly account. If a new contractor is added in the master its opening balance is automatically set to '0.00'.

By selecting Accounts -> Deposits -> Deposit Balances - Itemised, "Deposit Balances – Itemised" screen is displayed that shows all the contractors as per the deposit type and their balance for the current logged in divisional office for current accounts month-year. This data is used in the opening balance section of the 'Deposits Register' (Form 67).

**You are here** / Accounts / Deposits

**Search**

| Contractor Name | | Deposit | | filter | Clear |
|---|---|---|---|---|---|

**Deposit Balances - Itemised**

| Sr.No | Deposit Type | Contractor Name | PAN | Opening Balance | Edit | Delete |
|---|---|---|---|---|---|---|
| 1 | II-Cash Deposits of contractors security | Duryodhana Pati | ABDPP5815G | -4,076,451.00 | ✏ | 🗑 |
| 2 | II-Cash Deposits of contractors security | Narasingha Panigrahy | AGIPP3038M | -1,955,240.00 | ✏ | 🗑 |
| 3 | II-Cash Deposits of contractors security | M/s Judhistir Samantara | AAEFJ7978A | 7,526,050.00 | ✏ | 🗑 |
| 4 | II-Cash Deposits of contractors security | Damador Panda | ACYPP3681N | -405,701.00 | ✏ | 🗑 |
| 5 | II-Cash Deposits of contractors security | Sri Sarathi Das | AAZPD0364P | -2,205,894.00 | ✏ | 🗑 |
| 6 | II-Cash Deposits of contractors security | Prafulla Chandra Mahapatra | ABKPM8561B | 206,881.00 | ✏ | 🗑 |
| 7 | II-Cash Deposits of contractors security | Krushna Chandra Nayak | AFLPN4802K | 353,301.00 | ✏ | 🗑 |
| 8 | II-Cash Deposits of contractors security | Sri Sunil Kumar Panda | AHCPP0453D | 2,066,937.00 | ✏ | 🗑 |
| 9 | II-Cash Deposits of contractors security | M.Jagdish Rao | ACCPM9427H | 85,553.00 | ✏ | 🗑 |
| 10 | II-Cash Deposits of contractors security | Sri Anup Kumar Dash | AEBPD8276Q | 677,156.00 | ✏ | 🗑 |
| 11 | II-Cash Deposits of contractors security | Arun Kumar Pujari | ABDPP5784G | 8,080.00 | ✏ | 🗑 |
| 20 | II-Cash Deposits of contractors security | Sabitri Patro | BMRPP0767M | 366,855.00 | ✏ | 🗑 |

« ‹ 1 2 3 4 5 6 7 8 › »

Add

**Figure 43: Deposit Balances - Itemised Screen**

To search the Deposit Balance Heads for a specific Contractor and/or Deposit Type, enter the data in Contractor and/or Deposit Type fields and click on the button 'Filter', which shows the list of Contractors satisfying the search criteria. The Contractor Name and Deposit Type fields work on the like match. To reset the search and get the original list of all heads, click on the button 'Clear'.

To add new deposit type balance of the contractor, click on 'Add' button. The screen appears is shown below:

Fields marked with an asterisk * are required.

| ADD RECORD | | |
|---|---|---|
| Deposit Type | --Select-- ▼ | * |
| Contractor Name | --Select-- ▼ | * |
| Opening Balance | | * |
| Save    Cancel | | |

**Figure 44: Deposit Balance – Itemized Entry Screen**

**Field Description:**

**Deposit Type:** Select the Deposit type for which the contractor is mapped. **Contractor Name:** Select the Contractor name for which the opening balance is to be entered.

**Opening Balance:** Opening balance for the selected deposit type.

To save the deposit type balance of the contractor, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any deposit type balance or the contractor, click on 'Edit' link respective to that deposit type and contractor, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any deposit type balance of the contractor, click on 'Delete' link respective to that deposit type and contractor, and after user's confirmation the record is deleted permanently.

To add a new contractor, select Accounts -> General -> Contractors screen.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 28. Deposit Work Balances

The opening balances for each deposit work is entered and displayed through this screen. The opening balances for deposit work is to enter only once and later it's calculated at the time of the closing of the monthly account. Whenever a new deposit work is added its opening balance is set to '0.00'.

By selecting Accounts -> Deposits -> Deposit Work Balances, "Deposit Work Balances" screen is displayed that shows all the deposit works and their balance for the current logged in divisional office for current accounts month-year. This data is used in the opening balance section of the 'Schedule of Deposit Works' (Form 65).



| Sr.No | Work Number | Work Description | Up-to-date deposit received | Progressive Expenditure | Deposit Party | Total Charges | Edit | Delete |
|---|---|---|---|---|---|---|---|---|
| 1 | 37P1/10-11 | Constn. of 200 seated Gents hostel of PME College, Berhampur | 2,500,000.00 | 2,500,002.00 | Regular Deposit | 0.00 | ✏ | 🗑 |
| 2 | 558/37 | Constn.of B.P computer center at B.U, B.bihar | 2,500,000.00 | 2,396,296.00 | Regular Deposit | 0.00 | ✏ | 🗑 |
| 3 | 558/47 | Zilla Sanskruti Bhawan at Chatrapur | 16,000,000.00 | 13,841,892.00 | Regular Deposit | 0.00 | ✏ | 🗑 |
| 4 | 38P1/10-11 | Constn.of 200 seated ladies hostel of PME College at Berhampur | 7,500,000.00 | 9,284,138.00 | Regular Deposit | 0.00 | ✏ | 🗑 |
| 5 | 558/89 | Constn.of internal road and catch water drain at Badagada(Podagada) of vill. Podampeta | 2,305,000.00 | 2,304,495.00 | Regular Deposit | 0.00 | ✏ | 🗑 |
| 6 | 558/98 | Constn. of Work shop building of PMEC at Berhampur(Sitalapalli) | 16,500,000.00 | 21,010,250.00 | Regular Deposit | 10.00 | ✏ | 🗑 |

**Figure 45: Deposit Work Balance Screen**

To add a new deposit work select Accounts -> General -> Proposal Work Details screen. The works having the account heads classification on "8443 Part III" are considered as Deposit works.

To add balance for the deposit work, click on 'Add' button. The screen appears is shown below:



**Figure 46: Deposit Work Balance Entry Screen**

**Field Description:**

> **Work Description:** Select the Deposit work for which the opening balance is to be entered.
>
> **Deposit Party:** Select the Deposit party, which is funding the selected deposit work.
>
> **Up-to-date deposit received:** Enter the Opening balance for the current month for the selected deposit work.
>
> **Progressive Expenditure:** Enter the Progressive Expenditure till date for theselected deposit work.
>
> **Yearly Expenditure:** Enter the current years expenditure for the selected deposit work.
>
> **Centage Charges Applicable:** Select whether the centages are applicable or not. If centages are applicable enter the charges and select the affected group.

To save the deposit work balance, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any deposit work or it's balances, click on 'Edit' link respective to that deposit work, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any deposit work balance, click on 'Delete' link respective to that deposit work, and after user's confirmation the record is deleted permanently.

**Note:** 1) Deposit works for which the Opening Balances are not entered will not be displayed in the Schedule of Deposit Works Report.

2) Deposit Parties list is populated from the data entered through the Accounts -> Deposits -> Deposit Parties screen.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 29. MPWA Balances - Abstract

The opening balances for the MPWA types are entered and displayed through this screen. The opening balances for the MPWA types are to be entered only once and further the opening balances are calculated at the time of closing of the monthly account.

By selecting Accounts -> MPWA -> MPWA Balances - Abstract, "MPWA Balances – Abstract" screen is displayed that shows all the MPWA types and their balance for the current logged in divisional office for current accounts month-year. This data is used in the opening balance section of the 'Schedule of Miscellaneous Public Works Advances' (Form 105).

**MPWA Balances - Abstract**

| Sr.No | MPWA Type | Opening Balance | Edit |
|---|---|---|---|
| 1 | I- Sales On Credit | 0.00 | ✎ |
| 2 | II - Expenditure incured on deposit works in excess of deposits received | 0.00 | ✎ |
| 3 | III - Losses, retrenchments, errors etc | 0.00 | ✎ |
| 4 | IV - Other Items | 0.00 | ✎ |

**Figure 47: MPWA Type Abstract Balance Screen**

To edit any MPWA type balance, click on 'Edit' link respective to that MPWA type, the screen with the previously entered/default data is displayed as shown below.

**Edit Record**

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are required and Numeric.

| MPWA Type | I- Sales On Credit |
|---|---|
| Opening Balance** | 0.00 |

Update    Cancel

**Figure 48: MPWA Type Abstract Balance Entry Screen**

**Field Description:**

**MPWA Type:** Select the MPWA type for which the opening balance is to be entered.

**Opening Balance:** Enter the Opening balance for the selected MPWA type.

User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated

Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 30. MPWA Balances - Itemised

The opening balances for each MPWA Item are entered and displayed through this screen. The opening balance for each MPWA Item has to be entered once and thereafter the opening balance for each MPWA Item is calculated at the time of closing of the Monthly Account. Whenever a new MPWA Item is added its opening balance is set to '0.00'.

By selecting Accounts -> MPWA -> MPWA Balances - Itemised, "MPWA Balances – Itemised" screen is displayed that shows all the MPWA items as per the MPWA type and their balance for the current logged in divisional office for current accounts month-year. This data is used in the opening balance section of the 'Miscellaneous Public Works Advances Register' (Form 105).



**Figure 49: MPWA Type Balance – Itemised Screen**

To add any new MPWA Item select Accounts -> MPWA -> MPWA Items screen.

To add new MPWA Item balance, click on 'Add' button. The screen appears is shown below:



**Figure 50: MPWA Type Balance – Itemised Entry Screen**

**Field Description:**

**MPWA Type:** Select the MPWA type for which the MPWA Item is mapped.

**MPWA Item:** Select the MPWA Item for which the opening balance is to be entered.

**Opening Balance:** Enter the Opening balance for the selected MPWA Item.

To save the MPWA Item balance of the selected MPWA Type, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any MPWA type or MPWA item or its balance, click on 'Edit' link respective to that MPWA type and MPWA item, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any MPWA Item balance, click on 'Delete' link respective to that MPWA type and MPWA item, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 31. CSSA Balances

The opening balances for each CSSA Office is entered and displayed through this screen. The opening balances for CSSA Offices is to be entered once and there-after the opening balances are calculated at the time of closing of the monthly account. Whenever a new CSSA Office is added its opening balance is set to '0.00'.

By selecting Accounts -> CSSA -> CSSA Balances, "CSSA Balances" screen is displayed which shows all the CSSA offices available in RD Odisha and their balance for the current logged in divisional office for current accounts month-year. This data is used in the opening balance section of the 'Schedule of CSSA' (Form 76A).



**Figure 51: CSSA Office Balance Screen**

To add a new CSSA Office select Accounts -> CSSA -> CSSA Offices screen.

To add the new CSSA office balance, click on 'Add' button. The screen appears is shown below:



**Figure 52: CSSA Office Balance Entry Screen**

**Field Description:**

**CSSA Office:** Select the CSSA Office for which the opening balance is to be entered.

**Particulars:** Enter the particulars for the selected CSSA Office.

**Opening Balance:** Enter the Opening balance for the selected CSSA Office.

To save the CSSA office balance, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any CSSA office balance, click on 'Edit' link respective to that CSSA office, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete any CSSA office balance, click on 'Delete' link respective to that CSSA office, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 32. Revenue Balances

The opening balance for each Revenue Head is entered and displayed through this screen. The opening balances for revenue head is to be entered once and there-after the opening balance is calculated at the time of closing of the monthly account.

By selecting Accounts -> Other Balances -> Revenue Balances, "Revenue Balances" screen is displayed which shows all the revenue heads and their balance for the current logged in divisional office for current accounts month-year. This data is used in the opening balance section of the 'Schedule of Revenue' (Form 46).

| Sr.No | Heads Classification | Opening Balance | Edit | Delete |
|-------|---------------------|-----------------|------|--------|
| 1 | 0071/01/800/0097/02082/000 | 7,416.00 | | |
| 2 | 0853/00/102/0217/02021/000 | 13,286.00 | | |
| 3 | 1054/00/800/0097/02006/000 | 126,074.00 | | |

**Figure 53: Revenue Balance Screen**

To add the new revenue balance, click on 'Add' button. The screen appears is shown below:

**Add Record**

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are required and takes numeric value.

| | | | |
|---|---|---|---|
| Select Tree Views * | ☐Tree View | | |
| Major Head* | --Select-- | Sub Major Head* | --Select-- |
| Minor Head* | --Select-- | Sub Minor Head* | --Select-- |
| Detail Head* | --Select-- | Object Head* | --Select-- |
| Opening Balance* | 0.00 | | |

Save   Cancel

**Figure 54: Revenue Balance Entry Screen**

To save the revenue head and its balance, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' but-ton.

To edit any revenue head or its balance, click on 'Edit' link respective to that revenue head, the screen with the previously entered data is displayed. User can

modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

**Field Description:**

    **Select Tree View:** Select this checkbox if head selection to be done from heads tree-view.

    **Major Head:** Select the Major Head for which the opening balance is to be entered.

    **Sub Major Head:** Select the Sub Major Head for which the opening balance is to be entered.

    **Minor Head:** Select the Minor Head for which the opening balance is to be entered.

    **Sub Minor Head:** Select the Sub Minor Head for which the opening balance is to be entered

    **Detailed Head:** Select the Detailed Head for which the opening balance is to be entered.

    **Object Head:** Select the Object Head for which the opening balance is to be entered.

    **Opening Balance:** Enter the opening balance for the selected heads.

To delete any revenue head balance, click on 'Delete' link respective to that revenue head, and after user's confirmation the record is deleted permanently.

**Note:** 1) The head on which revenue is taken must be entered here first, and then it is available in 'Classified Abstract of Revenue' report.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 33. Cash Balances

The cash balances for division and subdivision offices for each cashbook are entered and displayed through this screen. The default cash balances are set to '0.00' for each office and cashbook. The cash balances are to be entered only once and thereafter the cash balances are calculated at the time of closing of the monthly account.

By selecting Accounts -> Other Balances -> Cash Balances, "Cash Balances" screen is displayed, which shows all the cashbooks and their balance for the current logged in divisional and its sub divisional offices for current accounts month-year. This data is used as the opening balance in 'Cashbook' (Form 1). If the opening balance for any office is nil then the opening balance has to be entered as '0.00'.

🏠 You are here / Accounts / Other Balances

### Cash Balances

| Sr.No | Office | Cashbook | Opening Balance | Edit |
|---|---|---|---|---|
| 1 | NATIONAL HIGHWAY DIVISION, BERHAMPUR | Divisional Cash Book | 0.00 | ✏️ |
| 2 | NH Sub-Division, Berhampur | Sub-Division | 0.00 | ✏️ |
| 3 | NH Sub-Division, Sorada | Sub-Division | 0.00 | ✏️ |
| 4 | NH Sub-Division, Balliguda | Sub-Division | 0.00 | ✏️ |
| 5 | N.H.Sub-Division,Bhanjanagar | Sub-Division | 0.00 | ✏️ |

**Figure 55: Cash Balance Screen**

To add the new cash balance for the cashbook for any divisional or sub divisional office, which is not available in the current cashbook list, user must add new cashbook for the required division or sub divisional office in Accounts -> General -> Cashbooks screen.

To edit the cash balance of any cashbook, click on 'Edit' link respective to that cashbook, the screen with the previously entered/default data is displayed as shown below.

### Edit Record

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are required and takes numeric value.

| | |
|---|---|
| Office : | N.H.Sub-Division,Bhanjanagar |
| Cashbook : | Sub-Division |
| Opening Balance ** | 0.00 |

Update   Cancel

**Figure 56: Cash Balance Entry Screen**

**Field Description:**

     **Office:** Select the Office for which the cash balance is to be entered.

     **Cashbook:** Select the Cashbook for the selected Office for entering the cash balance.

     **Opening Balance:** Enter the cash balance for the selected Office and Cashbook.

User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete cash balance of any cashbook, user must delete that cashbook from Accounts -> General -> Cashbooks screen.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 34. Form 80 Details

The heads, which are to be displayed till major / sub-major / minor / sub minor / detail / object head level in "Monthly Account Report" for the current logged in division for current accounts month-year, are entered and displayed through this screen. If the entry is not available for particular head in this screen, that head's revenue/disbursement is shown summed up always on major head.

By selecting Accounts -> Monthly Entries -> Form 80 Details, "Form 80 Details" screen is displayed that shows the heads which are to be shown till major / sub-major / minor / sub minor / detail / object head level for the current logged in divisional office for current accounts month-year.



**Figure 57: Form 80 Details Screen**

To add new head, click on 'Add' button. The screen appears is shown below:



**Figure 58: Form 80 Details Entry Screen**

**Field Description:**

**Select Tree View:** Select this checkbox if head selection to be done from heads tree-view.

**Major Head:** Select the Major Head to be entered.

**Sub Major Head:** Select the Sub Major Head to be entered.

**Minor Head:** Select the Minor Head to be entered.

**Sub Minor Head:** Select the Sub Minor Head to be entered.

**Detailed Head:** Select the Detailed Head to be entered.

**Object Head:** Select the Object Head to be entered.

To save the head details, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any head details, click on 'Edit' link respective to that head description, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete any head details, click on 'Delete' link respective to that miscellaneous head description, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 35. Expense Balances

The opening balances for Expenditure Heads are entered and displayed through this screen. The opening balances for expenditure heads are entered once and thereafter the opening balances are calculated at the time of closing of the monthly account.

By selecting Accounts -> Other Balances -> Expense Balances, "Expense Balances" screen is displayed, which shows the expenditure heads and their balances for the current logged in divisional office for current accounts month-year. This data is used for calculating the expenditure during the year column of the 'Classified Abstract of Expenditure' (Form 74).



| Sr.No | Heads Classification | Opening Balance | Allotment | Edit | Delete |
|---|---|---|---|---|---|
| 1 | 12/4210/21/DS/02/110/3261/18078/119 | 650,000.00 | 1,447,000.00 | ✏ | 🗑 |
| 2 | 28/5054/21/SS/04/101/2161/37257/000 | 8,079,836.00 | 26,761,000.00 | ✏ | 🗑 |
| 3 | 28/5054/21/SS/04/337/1230/37247/000 | 20,303,748.00 | 43,000,000.00 | ✏ | 🗑 |
| 4 | 28/5054/21/SS/04/337/2161/37286/000 | 17,500,000.00 | 55,750,000.00 | ✏ | 🗑 |

**Figure 59: Expense Balance Screen**

To search the Expenditure Heads select major head in Choose Head field and click on the button 'Filter', which shows the heads under the selected major head entered in this screen.

To reset the search and get the original list of all heads, click on the button 'Clear'.

To add the new expense balance, click on 'Add' button. The screen appears is shown below:

**Figure 60: Expense Balance Entry Screen**

**Field Description:**

> **Demand No.:** Select the Demand Number for which the opening balance is to be entered.
>
> **Select Tree View:** Select this checkbox if head selection to be done from heads tree-view.
>
> **Major Head:** Select the Major Head for which the opening balance is to be entered.
>
> **Sub Major Head:** Select the Sub Major Head for which the opening balance is to be entered.
>
> **Minor Head:** Select the Minor Head for which the opening balance is to be entered.
>
> **Sub Minor Head:** Select the Sub Minor Head for which the opening balance is to be entered
>
> **Detailed Head:** Select the Detailed Head for which the opening balance is to be entered.
>
> **Object Head:** Select the Object Head for which the opening balance is to be entered.
>
> **Opening Balance:** Enter the opening balance for the selected expenditure head.
>
> **Allotment:** Allotment is fetched from IOTMS Allotment – DDO, once it is fetched user can click on refresh button in expense balance to view the allotment in Expense Balances list.

To save the expenditure head and its balance, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any expenditure head or its balance, click on 'Edit' link respective to that expenditure head, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any expenditure head balance, click on 'Delete' link respective to that expenditure head, and after user's confirmation the record is deleted permanently.

---

**Note:** 1) The head on which expenditure is done must be entered here first, and then it is available in 'Classified Abstract of Expenditure' report.

2) The expenditure during the year is calculated according to the entered opening balances.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

---

### 36. Remittance Balances

The credit and debit amount opening balances for 8782 Head are displayed through this screen. The opening balances for credit and debit on 8782 head are entered once and thereafter calculated at the time of closing of the monthly account. For the first time the opening balances are set to '0.00' which are to be modified to the desired values.

By selecting Accounts -> Other Balances -> Remittance Balances, "Remittance Balances" screen is displayed, which shows opening balances for credit and debit on 8782 head for the current logged in divisional office for current accounts month-year. This data is used for calculating the charges during the year column of the 'Schedule of Remittances' (Form 77).



**Figure 61: Remittance Balance Screen**

To edit 8782 head balances, click on 'Edit' link, the screen with the previously entered data appears as shown below.



**Figure 62: Remittance Balance Entry Screen**

**Field Description:**

**8782-II-P.W. Cheques:** Enter opening amount for 8782-II-P.W. Cheques.

**8782-I-Remittance into Treasury:** Enter opening amount for 8782-I-Remittance into Treasury.

To update the record, click on 'Update' button. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

**Note:** 1) The charges during the year is calculated according to the entered opening balances.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 37. Work Balances

The opening balances for each work other then the Deposit works are entered and displayed through this screen. The opening balance for works is to be entered once and thereafter the opening balance is calculated at the time of closing of the monthly account. Whenever user clicks on work balance link, for new work balance get added automatically and its opening balance is set as '0.00'.

By selecting Accounts -> Other Balances -> Work Balances, "Work Balances" screen is displayed, which shows all the works and their balance for the current logged in divisional and its sub divisional offices for current accounts month-year. This data is used for calculating the total charges during the year, progressive ex-penditure & other column values of the 'Schedule of Works' (Form 64).



**Figure 63: Work Balance Screen**

To add a new work balance, which is not available in the work list, user must add the new work in Accounts -> Other Balances -> Proposal Work Details.

To edit the work balance of any work, click on 'Edit' link respective to that work, the screen with the previously entered/default data is displayed as shown be-low.

**Figure 64: Work Balance Entry Screen**

**Field Description:**

**Work Description:** Select the Work for which the opening balance is to be entered.

**Progressive Expenditure:** Enter the Progressive Expenditure till date for theselected work.

**Charges for the Year:** Enter the current years expenditure for the selected work.

**Sanction Excess:** Enter the sanction excess if any for the selected work. **Allotment Excess:** Enter the allotment excess if any for the selected work. **Centage Charges Applicable:** Select whether the centages are applicable or not.

**Estab Charges:** Enter the Establishment charges percentage applicable for the work. Available only if the Centage Charges Applicable option is selected.

**TP Charges:** Enter the Tools & Plants charges percentage applicable for the work.Available only if the Centage Charges Applicable option is selected.

**Audit Charges:** Enter the Audit charges percentage applicable the work. Available only if the Centage Charges Applicable option is selected.

**Pensionary Charges:** Enter the Pensionary charges percentage applicable the work. Available only if the Centage Charges Applicable option is selected.

**Secretarial Charges:** Enter the Secretarial charges percentage applicable the work.Available only if the Centage Charges Applicable option is selected.

**Affected Centage Group:** Select the Affected Cenatge Group for which the opening balance is to be entered.

User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete work balance of any work, user must delete that work from Accounts -> Other Balances -> Proposal Work Details screen.

---

**Note:** 1) Works for which the opening balances are not entered will not be displayed in the Schedule of Works Report.

2) The charges during the year are calculated according to the entered opening balances.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

---

## 38. Temporary Advance Balances

The opening balances for Temporary Advance and/or Imprest given to Employees are entered and displayed through this screen. The opening balance for Temporary advance and/or imprest is to be entered once and thereafter the balance is calculated at the time of closing of the monthly account.

By selecting Accounts -> Other Balances -> Temporary Advance Balances, "Temporary Advance Balances" screen is displayed which shows the temporary advances and/or imprest given to the employees for the current logged in divisional and its sub divisional offices for current accounts month-year.



| Sr.No | Employee | Employee No. | CashBook Name | Voucher No. | Voucher Date | Advance Types | Advance Amount | Settled Amount | Balance Amount | Edit | Delete |
|-------|----------|--------------|---------------|-------------|--------------|---------------|----------------|----------------|----------------|------|--------|
| 1 | Bikram Keshari Lenka | GPF/53811 | Roads & Building Division No.I | 11 | 22/05/2022 | Temp Advance | 10,000.00 | 5,000.00 | 5,000.00 | ✏ | 🗑 |

**Figure 65: Temporary Advance Balance Screen**

To add the new temporary advance balance, click on 'Add' button. The screen appears is shown below:



**Figure 66: Temporary Advance Balance Entry Screen**

**Field Description:**

**Employee:** Select the employee to whom the advance was given.

**Opening Balance:** Enter the opening balance for the selected employee.

**Temp Advance/Imprest:** Select whether the advance given is Temporary advance or an imprest.

To save the temporary advance/imprest balance of the employee, click on 'Save' button. If record is successfully saved the message 'Record  Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit temporary advance/imprest balance of the employee, click on 'Edit' link respective to that employee, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any temporary advance/imprest balance of the employee, click on 'Delete' link respective to that employee, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

**39. Debit to Stock Balances**

The opening balance for Debit to Stock are entered and displayed through this screen. The opening balance for each head is entered once and thereafter the balances are calculated at the time of closing of the monthly account. The default balance for each head is set to '0.00'.

By selecting Accounts -> Stock and Purchase -> Debit To Stock Balances, "Debit To Stock Balances" screen is displayed which shows all the balances for the current logged in divisional office for current accounts month-year reflected in "Schedule of Debits To Stock" report under the link Accounts -> Purchase and Stores Reports -> Schedule of Debits To Stock.



**Figure 67: Debit to Stock Balance Screen**

To add the balance for the sub head, click on 'Add' button. The screen appears is shown below:



**Figure 68: Debit to Stock Balance Edit Screen**



**Figure 69: Debit to Stock Balance Entry Screen**

**Field Description:**

**Head Name:** Select the Head for which the cash balance is to be entered.

**Opening Balance:** Enter the opening balance for the selected Head.

To save the balance of sub head, click on 'Save' button. If record is success-fully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit the balance of sub head, click on 'Edit' link respective to that sub head, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is success-fully updated the message 'Record Updated Successfully is displayed else error mes-sages are shown. User can cancel the edit operation by clicking the 'Cancel'button.

To delete the balance of sub head, click on 'Delete' link respective to that sub head, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 40. Stock Balances

The stock balance for each heads are entered and displayed through this screen. The stock balance for each head is entered once and thereafter the balances are calculated at the time of closing of the monthly account. The default stock balance for each head is set to '0.00'.

By selecting Accounts -> Stock and Purchase -> Stock Balances, "Stock Balances" screen is displayed which shows all the balances for the current logged in divisional office for current accounts month-year reflected in "Stock Account Form- 73" report under the link
Accounts -> Purchase and Stores Reports -> Stock AccountForm-73.

| Stock Balances | | | | |
|---|---|---|---|---|
| **Sr.No** | **Head Name** | **Opening Balance** | **Edit** | **Delete** |
| 1 | Building Materials | 4,563,292.00 | ✎ | 🗑 |
| 2 | House Fitting | 166,102.00 | ✎ | 🗑 |
| 3 | Lands,Kilns etc | 0.00 | ✎ | 🗑 |
| 4 | Manufacture | 0.00 | ✎ | 🗑 |
| 5 | Metal Store | 0.00 | ✎ | 🗑 |
| 6 | Misc Store | 9,253,642.00 | ✎ | 🗑 |
| 7 | Other Sub-Heads | 0.00 | ✎ | 🗑 |
| 8 | Painter Store | 1,103,798.00 | ✎ | 🗑 |

Add

**Figure 69: Stock Balance Screen**

To add the stock balance for the head, click on 'Add' button. The screen appears is shown below:

**Add Record**

Fields marked with an asterisk * are required.

| | |
|---|---|
| **Head Name*** | --Select-- |
| **Opening Balance *** | |

Save  Cancel

**Figure 70: Stock Balance Entry Screen**

**Field Description:**

**Head Name:** Select the Head for which the cash balance is to be entered.

**Opening Balance:** Enter the opening balance for the selected Head.

To save the stock balance of head, click on 'Save' button. If record is success-fully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit the stock balance of head, click on 'Edit' link respective to that head, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete the stock balance of head, click on 'Delete' link respective to that head, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

**41. Purchase Balances**

The purchase balance for each heads are entered and displayed through this screen. The purchase balance for each head is entered once and thereafter the balances are calculated at the time of closing of the monthly account. The default purchase balance for each head is set to '0.00'.

By selecting Accounts -> Stock and Purchase -> Purchase Balances, "Purchase Balances" screen is displayed which shows all the balances for the current logged in divisional office for current accounts month-year reflected in "Purchase Account" report under the link Accounts -> Purchase and Stores Reports -> Purchase Account.

| Sr.No | Stock/Work | Opening Balance | Edit | Delete |
|-------|-----------|-----------------|------|--------|
| 1 | For Specified Work | 20,000.00 | ✏ | 🗑 |

You are here / Accounts / Stock and Purchase

Purchase Balances

Add

**Figure 71: Purchase Balance Screen**

To add the purchase balance for the head, click on 'Add' button. The screen appears is shown below:

**Add Record**

Stock/Work *        --Select--

Opening Balance *

Save   Cancel

**Figure 72: Purchase Balance Entry Screen**

**Field Description:**

**Head Name:** Select the Head for which the cash balance is to be entered.

**Opening Balance:** Enter the opening balance for the selected Head.

To save the purchase balance of head, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit the purchase balance of head, click on 'Edit' link respective to that head, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel'button.
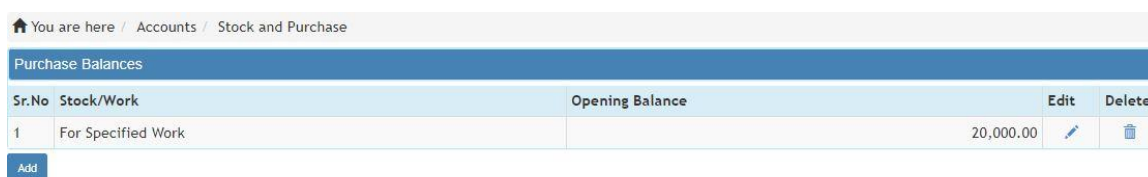
To delete the purchase balance of head, click on 'Delete' link respective to that sub head, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 42. Allowance Balances

The opening balances for allowances under any work of the logged in division for the current account month-year is entered and displayed through this screen. The opening balances for allowances under any work are entered once and further it is calculated at the time of the closing of the monthly account.

By selecting Accounts -> Other Balances -> Allowance Balances, "Allowance Balances" screen is displayed that shows the works and their allowance balances for the current logged in divisional office for current accounts month-year.

| Sr.No | Work Description | Allowance Name | Allotment | Opening Balance | Edit | Delete |
|-------|------------------|----------------|-----------|-----------------|------|--------|
| 1 | Wages salary 2059/052 | Arrear Pay | 0.00 | 0.00 | ✎ | 🗑 |
| 2 | Wages salary 2059/052 | DA | 0.00 | 0.00 | ✎ | 🗑 |
| 3 | Wages salary 2059/052 | HRA | 0.00 | 0.00 | ✎ | 🗑 |
| 4 | Wages salary 2059/052 | OA | 0.00 | 0.00 | ✎ | 🗑 |
| 5 | Wages salary 2059/052 | PAY | 0.00 | 0.00 | ✎ | 🗑 |
| 6 | Wages salary 2059/052 | RCM | 0.00 | 0.00 | ✎ | 🗑 |
| 7 | Wages salary 2059/053 | Arrear Pay | 0.00 | 0.00 | ✎ | 🗑 |
| 8 | Wages salary 2059/053 | DA | 0.00 | 0.00 | ✎ | 🗑 |
| 9 | Wages salary 2059/053 | HRA | 0.00 | 0.00 | ✎ | 🗑 |
| 10 | Wages salary 2059/053 | OA | 0.00 | 0.00 | ✎ | 🗑 |
| 11 | Wages salary 2059/053 | PAY | 0.00 | 0.00 | ✎ | 🗑 |
| 12 | Wages salary 2059/053 | RCM | 0.00 | 0.00 | ✎ | 🗑 |
| 13 | Wages salary 2216 | Arrear Pay | 0.00 | 0.00 | ✎ | 🗑 |
| 14 | Wages salary 2216 | DA | 0.00 | 0.00 | ✎ | 🗑 |
| 15 | Wages salary 2216 | HRA | 0.00 | 0.00 | ✎ | 🗑 |

**Figure 73: Allowance Balances Screen**

To add the particular allowance type balance for any work, click on 'Add' button. The screen appears is shown below:

**Figure 74: Allowance Balances Entry Screen**

**Field Description:**

**Work Type:** Select the type of the work to be added.

**Work Name:** Select the name of the work for which allowance type balance to be added. Search facility is provided to search the desired work.

**Allowance Name:** Select the allowance type for which the balance to be added.

**Opening Balance:** Enter the opening balance for the allowance type to be added for the selected work.

**Allotment:** Enter the Allotment for the allowance type to be added for the selected work.

To save the allowance balance for the allowance type under the selected work, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any allowance balance under any work, click on 'Edit' link respective to that work and allowance type, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any allowance balance under any work, click on 'Delete' link respective to that work and allowance type, and after user's confirmation the record is deleted permanently.

**Note:**1) If the allowance wise breakup of work expenditure is entered here, then it is shown in 'Schedule of Work Expenditure' report.

2) The charges during the year are calculated according to the enteredopening balances.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 43. Certificate Balances

By selecting Accounts -> Other Balances -> Certificate Balances, "Certificate Balances" screen is displayed which shows the opening balance for the current logged in divisional office for current accounts month-year.



**Figure 75: Certificate Balance Screen**

To edit any opening balance, click on the respective 'Edit' link, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.



**Figure 76: Certificate Balance Entry Screen**

**Field Description:**

**Opening Balance:** Enter the opening balance.

**Note:** You must have the privileges to view/edit the records otherwise thecorresponding options will be disabled.

**44. Select Office/Cashbook**

Before starting the voucher entry, the user has to select the Office and the Cashbook for which the vouchers have to be entered. If the user doesn't select the Cashbook and opens any screen under Accounts -> Vouchers then the system shows the message "Cashbook for this office is not available/selected" and 'Add' button is kept disabled. All the screens under Accounts -> Vouchers have the section as displayed below, which lets the user select/change the cashbook. Also, this section shows the user the Total Receipts, Total Disbursement, Credit Side Cash, Debit Side Cash and Cheque Amount for the selected cashbook as per the transactions entered till now for the current accounts month-year. These amounts can be verified to find any mistakes at the time of data entry only. When no cashbook is selected all the amounts are shown as zero.

| CASHBOOK SUMMARY | | | | |
|---|---|---|---|---|
| **Total Receipts** | **Total Disbursement** | **Credit Side Cash** | **Debit Side Cash** | **Cheque Amount** |
| Rs. 6,063,141.00 | Rs. 6,063,141.00 | Rs. 2,451,161.00 | Rs. 2,494,841.00 | Rs. 4,923,055.00 |

**Figure 77: Selected Office & Cashbook and Ticker Screen**

Cashbook Selection

| Account Type : | AG Account |
|---|---|
| Accounting Office : | QUALITY ASSURANCE DIVISION, BHADRAK |
| Cashbook: | QCD BHADRAK |

Submit   Close

**Figure 78: Office & Cashbook Selection Screen**

To select any cashbook for entering the cashbook transactions, office-wise cashbooks, which are, entered through the Accounts -> General -> Cashbooks are available in dropdown on all the screens under Accounts -> Vouchers.

Clicking on 'Go' button after selecting the cashbook makes that cashbook available for the division/sub-division for entering the transactions. Once the cashbook is selected, 'Add' button on the screens is enabled to enter the data. When minimum one transaction is entered for the division/sub-division cashbook, the cashbook is set automatically for next transactions and for the future login also.

To modify the set cashbook, user can follow the same process followed for selecting the cashbook.

---

**Note:** 1) User has to first select the Cashbook for which the cashbook entries to be done.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

---

## 45. Bill To Voucher (Generate Voucher)

Before starting the voucher entry, the user has to select the Office and the Cashbook for which the vouchers have to be entered. If the user doesn't select the Cashbook and opens any screen under Bill To Voucher -> Generate Voucher then the



**Search Work**

| | |
|---|---|
| Work Number | |
| Work Description | |
| Cheque Number | 011920(28/5054/21/SS/80/796/2161/37257/000) |

Search   filter   Clear

**Figure 79: Selected Office & Cashbook and Ticker Screen**

**Work Details**

| | | | |
|---|---|---|---|
| RA Bill No. | 3 | RA Bill Date | 23/05/2022 |
| Work Number | 15/4496/1 | Work Name | Agrt. No.P1-179, 2021-22, Construction of Bridge over Falsapali Nallah at 1.15 km on Babebira to Bugbuga road in the district of Bargarh under Biju Setu Yojana. |
| Contractor Name | DHANESWAR SAHU(DHEPS1768H/21DHEPS1768H1Z9) | | |

**Payment Voucher Details**

| | | | |
|---|---|---|---|
| Cheque Amount | 3768857 | Cash Amount | 431143.0 |
| Gross Amount | 4200000 | Debit Amount | 3768857 |
| Credit Amount | 431143.0 | | |

**Transactions Details**

| Sr. No. | Transaction Type | Amount | Credit/Debit | Cash/Cheque | Head Combinations |
|---|---|---|---|---|---|
| 1 | Works | 3768857.0 | Debit | Cheque | 28-5054-80-796-2161-37257-000-21-1-1 |
| 2 | Labour Cess (LC) | 37500.0 | Credit | Cash | 00-0230-00-101-0014-02191-000-0-0-0 |
| 3 | SGST | 37500.0 | Credit | Cash | 00-8658-00-101-9318-91336-000-0-0-0 |
| 4 | CGST | 37500.0 | Credit | Cash | 00-8658-00-101-9318-91337-000-0-0-0 |
| 5 | Income Tax (I.Tax) | 37500.0 | Credit | Cash | 00-8658-00-112-1688-91299-000-0-0-0 |
| 6 | Security Deposit (SD) | 187500.0 | Credit | Cash | 00-8443-00-108-1661-91036-002-0-0-0 |
| 7 | Royality(Manual) | 93643.0 | Credit | Cash | 00-0853-00-102-0217-02021-000-0-0-0 |

Generate   Cancel

**Figure 80: Selected Office & Cashbook and Ticker Screen**

**Figure 81: Bill To Voucher entry screen**

**46.** **Show/Hide Search Voucher**

All the screens related to cashbook entry under Accounts -> Vouchers have common section 'Show Search Voucher', which facilitates the user to search any voucher in the current accounts month-year for the selected voucher category.

To use the search facility for vouchers, click on the link 'Show Search Voucher' and section expands as shown below.



**Figure 82: Search Voucher Screen**

**Field Description:**

**Number:** To select a particular Voucher Number the number has to be entered of that voucher.

**Date:** To search on Voucher Date, select the date.

**Cash Amt:** Cash amount

**Cheque Amt:** Cheque amount

**Credit Amt:** Credit amount

**Debit Amt:** Debit amount

**Net Amt:** Net amount

To search the vouchers for a specific data, enter the data in any/all of the fields and click on the button 'Filter', which shows the list of voucher details satisfying the search criteria. A date criterion searches the exact match of the records whereas all other fields work on the like match.

To reset the search and get the original list of all vouchers, click on the button 'Clear'. To hide the search voucher section, click on the link 'Hide Search Voucher'.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled

## 47. Vouchers and Types

According to the voucher type selected from Accounts -> Vouchers section, a respective screen is displayed. The screens categorized by the voucher type are as follows

1. Payment Voucher:
   This screen is used to enter the payment vouchers with per contra entries. Debit amount that comes on the payment side of the cashbook and any recovery made through the voucher must be entered in the same voucher through the Accounts -> Vouchers -> Payment Voucher screen.

2. Cash Receipt:
   This screen is used to enter the cash receipts. Credit amount that comes on the receipt side of the cashbook other than recovery made through per contra must be entered through the Accounts -> Vouchers -> Cash Receipt screen.

3. Temporary Advances:
   This screen is used to enter the temporary advances and imprests given to employees in the office through the Accounts -> Vouchers -> Temporary Advances screen.

4. Cash Transfer:
   This screen is used to enter the cash transferred to subdivision offices by the division office, through the Accounts -> Vouchers -> Cash Transfer screen.

5. Transfer Entry Order:
   This screen is used to enter the transfer entry order through the Accounts -> Vouchers -> Transfer Entry Order screen.

6. Cash From Treasury:
   This screen is used to enter the cash from treasury (Self or Order) through the Accounts -> Vouchers -> Cash from Treasury screen.

7. Cheque Cancellation/Renewal:
   This screen is used to enter the Cheque cancellation/renewal entries through the Accounts -> Vouchers -> Cheque Cancellation/Renewal screen.

8. Remittance:
   This screen is used to enter the transaction for remittance into treasury through the Accounts -> Vouchers -> Remittance screen.

Clicking on any screen type in the Accounts -> Vouchers section, the list of respective vouchers in the selected cashbook for selected accounts month-year is shown.

## 48. Payment Vouchers

The payment vouchers for the selected cashbook of the office for current account month-year are entered and displayed through this screen. The per contra vouchers must be entered through the Accounts -> Vouchers -> Payment Vouchers screen.

| **CASHBOOK SELECTION** | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Office: | RURAL WORKS DIVISION, BHUBANESWAR | | | | | | | | | | | |
| Cashbook: | Rural Work Division, BHUBANESWAR | | | | | | | Go | | | | |

Show Search Voucher

| **PAYMENT VOUCHER DETAILS** | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sr.No. | Order No. | Voucher No. | Date | Cheque Amt | Cash Amt | Exp. Gross Amt(A) | Gross Amt(B) | Diff.(A-B) | Debit Amt | Credit Amt | Attached ? | Edit | Delete |
| 1 | 1 | 1 | 03/03/2012 | 654,068.00 | 118,482.00 | 772,550.00 | 772,550.00 | 0.00 | 654,068.00 | 118,482.00 | Yes | | |
| 2 | 2 | 2 | 03/03/2012 | 454,730.00 | 69,863.00 | 524,593.00 | 524,593.00 | 0.00 | 454,730.00 | 69,863.00 | Yes | | |
| 3 | 3 | 3 | 07/03/2012 | 0.00 | 43,623.00 | 43,623.00 | 43,623.00 | 0.00 | 34,736.00 | 8,887.00 | Yes | | |
| 4 | 4 | 4 | 07/03/2012 | 0.00 | 1,824.00 | 1,824.00 | 1,824.00 | 0.00 | 1,824.00 | 0.00 | Yes | | |
| 5 | 5 | 5 | 07/03/2012 | 0.00 | 4,718.00 | 4,718.00 | 4,718.00 | 0.00 | 4,718.00 | 0.00 | Yes | | |
| 6 | 6 | 6 | 07/03/2012 | 0.00 | 64,978.00 | 64,978.00 | 64,978.00 | 0.00 | 50,113.00 | 14,865.00 | Yes | | |
| 7 | 7 | 7 | 07/03/2012 | 0.00 | 664,395.00 | 664,395.00 | 664,395.00 | 0.00 | 643,550.00 | 20,845.00 | Yes | | |
| 8 | 8 | 8 | 07/03/2012 | 0.00 | 17,384.00 | 17,384.00 | 17,384.00 | 0.00 | 17,384.00 | 0.00 | Yes | | |
| 9 | 9 | 9 | 07/03/2012 | 0.00 | 98,625.00 | 98,625.00 | 98,625.00 | 0.00 | 89,895.00 | 8,730.00 | Yes | | |
| 10 | 10 | 10 | 07/03/2012 | 0.00 | 7,450.00 | 7,450.00 | 7,450.00 | 0.00 | 7,450.00 | 0.00 | Yes | | |
| 11 | 11 | 11 | 07/03/2012 | 44,329.00 | 5,565.00 | 49,894.00 | 49,894.00 | 0.00 | 44,329.00 | 5,565.00 | Yes | | |
| 12 | 12 | 12 | 07/03/2012 | 44,329.00 | 5,565.00 | 49,894.00 | 49,894.00 | 0.00 | 44,329.00 | 5,565.00 | Yes | | |
| 13 | 13 | 13 | 07/03/2012 | 44,329.00 | 5,565.00 | 49,894.00 | 49,894.00 | 0.00 | 44,329.00 | 5,565.00 | Yes | | |
| 14 | 14 | 14 | 07/03/2012 | 44,329.00 | 5,565.00 | 49,894.00 | 49,894.00 | 0.00 | 44,329.00 | 5,565.00 | Yes | | |
| 15 | 15 | 15 | 07/03/2012 | 44,329.00 | 5,565.00 | 49,894.00 | 49,894.00 | 0.00 | 44,329.00 | 5,565.00 | Yes | | |

1 2 3 4 5 6 7 8

Add

**Figure 83:  Voucher Listing Screen**

The list of vouchers shows the details of the respective vouchers as

**Field Description:**

**Voucher No.:** Voucher Number as displayed in cashbook.

**Voucher Date:** Date on which the voucher was generated.

**Cheque Amt:** Total Cheque amount of the voucher.

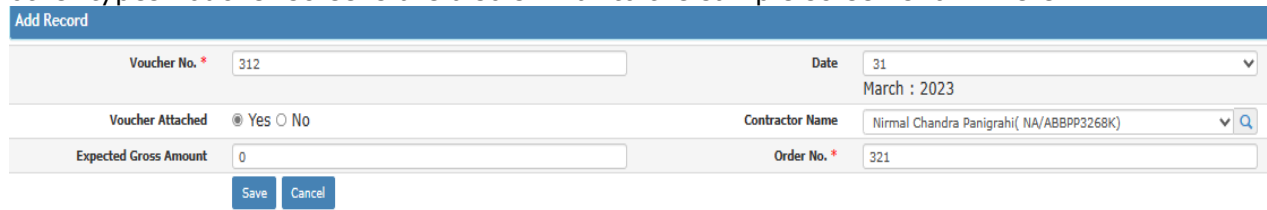**Cash Amt:** Total Cash amount of the voucher.

**Gross Amt:** Total Gross amount of the voucher.

**Debit Amt:** Total Debit amount of the voucher.

**Credit Amt:** Total Credit amount of the voucher.

To add the voucher of selected type, click on 'Add' button.

Sample screen for adding Payment Voucher is shown as below. Adding of other types voucher screens are also similar to the sample screen shown here:



**Figure 84: Voucher Entry Screen**

**Field Description:**

**Voucher Number:** Voucher Number is auto-generated but can be changed by user if required.

**Date:** Date on which the voucher was generated.

**Voucher Attached:** Whether the voucher will be attached or not with the schedule docket report. The default is set as "Yes".

**Contractor Name:** Select the Contractor Name for the Voucher.

**Expected Gross Amount:** Enter the Expected Gross Amount for the Voucher.

**Order No:** This is an auto-generated number used to display the vouchers in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the voucher in the cashbook.

To save the voucher information, click on 'Save' button. If record is successfully saved, user is directed to the "Voucher Transaction Details" screen for entering the transactions against the voucher. Every voucher must have the distinct voucher number in one cashbook for the current account month-year. If the voucher number entered is already available, the message is shown "This record already exists". User can cancel the add operation by clicking the 'Cancel' button.

To edit the voucher information, click on 'Edit' link respective to that voucher, the screen with the previously entered data is displayed with two more fields as shown below.

**Figure 85: Voucher Editing Screen**

**Field Description:**

**Voucher Number:** Change Voucher Number if required.

**Date:** Change Voucher Date if required.

**Expected Gross Amount:** Enter the Expected Gross Amount for the Voucher.

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the voucher information, user is directed to the screen to enter the transactions against the voucher. Initially all the amounts for the voucher are zero.

Sample screen is shown below.

**Payment Voucher Details**

| Voucher No. | Date | Cheque Amt | Cash Amt | Exp. Gross Amt(A) | Gross Amt(B) | Diff.(A-B) | Debit Amt | Credit Amt |
|---|---|---|---|---|---|---|---|---|
| 15 | 03/03/2023 | 23,249.00 | 1,350.00 | 24,599.00 | 24,599.00 | 0.00 | 23,249.00 | 1,350.00 |

**Transactions Details**

Total Transactions = 4

| Sr.No | Transaction Type | Amount | Credit / Debit | Cash / Cheque | Head Combinations | Edit | Delete |
|---|---|---|---|---|---|---|---|
| 1 | Works | 23,249.00 | Debit | Cheque | 42/2245/[31-SDRF]/02/106/1192/41439/918 | ✏ | 🗑 |
| 2 | Labour Cess (LC) | 208.00 | Credit | Cash | 8443/00/108/1661/91036/005 | ✏ | 🗑 |
| 3 | Income Tax (I.Tax) | 208.00 | Credit | Cash | 8658/00/112/1688/91299/000 | ✏ | 🗑 |
| 4 | royalty1 | 934.00 | Credit | Cash | 0853/00/102/0217/02021/000 | ✏ | 🗑 |

Add    Display Vouchers    Add Vouchers

**Figure 86: Voucher Transaction Listing Screen**

To add the transactions against the voucher, click on 'Add' button, screen appears is as shown below.



**Figure 87: Voucher Transaction Entry Screen**

**Field Description:**

**Amount:** Enter the transaction amount.

**Transaction Type:** Select the type of Transaction being entered.

**Credit/Debit:** Select whether the transaction is for Credit or Debit.

**Cash/Cheque:** Select whether the transaction is for Cash or Cheque.

**Major Head:** Shows the Major Head Name for the selected Transaction Type.

**Sub Major Head:** Shows the Sub Major Head Name for the selected Transaction Type.

**Minor Head:** Shows the Minor Head Name for the selected Transaction Type.

**Sub Minor Head:** Shows the Sub Minor Head Name for the selected Transaction Type.

**Detailed Head:** Shows the Detailed Head Name for the selected Transaction Type.

**Object Head:** Shows the Object Head Name for the selected Transaction Type.

**Narration:** Enter the narration for the transaction.

**Note:** Transaction Type list is populated from the data entered through the Accounts -> General -> Transaction Types screen. According to the selection of the transaction type Major Head, Sub Major Head, Minor Head, Sub Minor Head, DetailedHead are displayed which are entered through the Accounts -> Monthly Entries -> Transaction Heads screen.

Depending on the transaction type from "Works", "Deposit Part II", "Deposit Part III", "Machinery", "Misc. PW Advance", "Stock", "Purchase", "C.S.S.A." and "Office Expenses", the fields on the screen changes.

## 48.1  Works

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are numeric.



**Figure 88: Work Transaction Entry Screen**

**Field Description:**

> **Work Details:** Select the work against which the transaction is being made from the list or user can search the work through 'Search' link.

**Note:** The works list is populated from the data entered through the Accounts -> General -> Proposal Work Details screen.

## 48.2 Deposit Part II



**Figure 89: Deposit Part II Transaction Entry Screen**

**Field Description:**

**Item Name:** Select the Contractor name for Deposit Type II against which the transaction is being made from the list.

**Note:** The Contractor list is populated from the data entered through the Accounts -> General -> Contractors screen.

## 48.3   Deposit Part III



**Figure 90: Deposit Part III Transaction Entry Screen**

**Field Description:**

> **Work Details:** Select the Deposit work against which the transaction is being made from the list or user can search the work through 'Search' link.

**Note:** The deposit works list is populated from the data entered through the Accounts -> General -> Proposal Work Details screen with heads classification as "8443 Part III".

## 48.4 Machinery



**Figure 91: Machinery Transaction Entry Screen**

**Field Description:**

**Machinery Type:** Select the Machinery type for which the transaction is being made from the list.

**Machinery Expense Type:** Select the Machinery Expense type for which the transaction is being made from the list.

**Registration Number:** Select the Registration number on which the expenditure is being made.

**Note:** The Machinery Types list is populated from the data entered through the Accounts -> Machinery -> Machinery Types screen.

The Machinery Expense Types list is populated from the data entered through the Accounts -> Machinery -> Machinery Expense Types screen.

The Registration Number list is populated from the data entered through the Accounts -> Machinery -> Machinery Registrations screen.

## 48.5  Misc. Public Works Advance



**Figure 89: MPWA Transaction Entry Screen**

**Field Description:**

**MPWA Type:** Select the MPWA type for which the MPWA Item is mapped from the list.

**MPWA Item:** Select the MPWA Item for which the transaction is being made from the list.

**Note:** The MPWA Items list is populated from the data entered through the Accounts -> MPWA -> MPWA Items screen.

## 48.6 Stock



**Figure 90: Stock Transaction Entry Screen**

**Field Description:**

**Receipt No:** Enter the receipt number for the receipt of stock.

**Office:** Select the Office from the list from which the stock was taken / given.

## 48.7    Purchase



**Figure 91: Purchase Transaction Entry Screen**

**Field Description:**

**Receipt No:** Enter the receipt number for the purchase of item.

**Rcpt/MB:** Select whether the entry in receipt or MB.

**Office:** Select the Office from the list for which the purchase was made.

**Item:** Enter the name of the purchase item.

## 48.8   C.S.S.A



**Figure 92: CSSA Transaction Entry Screen**

**Field Description:**

**CSSA Office:** Select the CSSA Office from the list against which the payment is being made.

**Note:** The CSSA Office list is populated from the data entered through the Accounts -> CSSA -> CSSA Offices screen.

### 49. Payment Vouchers - II

The payment vouchers for the selected cashbook of the office for current account month-year are entered and displayed through this screen. The per contra vouchers can be entered through the Accounts -> Vouchers -> Payment Vouchers-II screen. Facility is provided to add vouchers with multiple transactions through a single screen.



You are here / Accounts / Vouchers

Shortcut Keys (Press Ctl + Code), Code → 1 : Add Voucher, 2 : Add Transaction , 3 : Add Recoveries, 4 : Delete Recovery, 5 : Reload Vouchers List

**PAYMENT VOUCHER DETAILS**

| | Voucher No * | Date * | Contractor Name | Expected Gross Amount | Voucher Attached * | Order No * | Credit Amt | Debit Amt | Cash Amt | Cheque Amt | Gross Amt | Edit / Delete | View |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | --Select [v] x | --Select (v) x | x | Yes v x | x | x | x | x | x | x | | |
| 1 | 1 | 01/03/2023 | GST Council | 1187578.00 | Yes | 1 | 0.00 | 1187578.00 | 0.00 | 1187578.00 | 1187578.00 | ✎ ✖ | View |
| 2 | 2 | 01/03/2023 | GST Council | 1187578.00 | Yes | 2 | 0.00 | 1187578.00 | 0.00 | 1187578.00 | 1187578.00 | ✎ ✖ | View |
| 3 | 3 | 01/03/2023 | Orissa Building a| 1187323.00 | Yes | 3 | 0.00 | 1187323.00 | 0.00 | 1187323.00 | 1187323.00 | ✎ ✖ | View |
| 4 | 4 | 02/03/2023 | PRABHATA KUMAF | 1845790.00 | Yes | 4 | 130553.00 | 1715237.00 | 130553.00 | 1715237.00 | 1845790.00 | ✎ ✖ | View |
| 5 | 5 | 02/03/2023 | Rajendra Kumar | 839726.00 | Yes | 5 | 73373.00 | 766353.00 | 73373.00 | 766353.00 | 839726.00 | ✎ ✖ | View |
| 6 | 6 | 02/03/2023 | Ashok Kumar Nay | 527444.00 | Yes | 6 | 41787.00 | 485657.00 | 41787.00 | 485657.00 | 527444.00 | ✎ ✖ | View |
| 7 | 7 | 02/03/2023 | PADMALOCHAN P | 829701.00 | Yes | 7 | 62003.00 | 767698.00 | 62003.00 | 767698.00 | 829701.00 | ✎ ✖ | View |
| 8 | 8 | 02/03/2023 | SANTOSH KUMAR | 803341.00 | Yes | 8 | 100678.00 | 702663.00 | 100678.00 | 702663.00 | 803341.00 | ✎ ✖ | View |
| 9 | 9 | 02/03/2023 | Kamala Sethi | 55706.00 | Yes | 9 | 0.00 | 55706.00 | 0.00 | 55706.00 | 55706.00 | ✎ ✖ | View |
| 10 | 10 | 02/03/2023 | SUSANTA NAYAK | 45119.00 | Yes | 10 | 0.00 | 45119.00 | 0.00 | 45119.00 | 45119.00 | ✎ ✖ | View |
| 11 | 11 | 04/03/2023 | Monaj Kumar Pra | 305059.00 | Yes | 11 | 24469.00 | 280590.00 | 24469.00 | 280590.00 | 305059.00 | ✎ ✖ | View |
| 12 | 12 | 04/03/2023 | Simanchal Sethi | 53014.00 | Yes | 12 | 0.00 | 53014.00 | 0.00 | 53014.00 | 53014.00 | ✎ ✖ | View |
| 13 | 13 | 06/03/2023 | BAURI BANDHU K | 2524692.00 | Yes | 13 | 342941.00 | 2181751.00 | 342941.00 | 2181751.00 | 2524692.00 | ✎ ✖ | View |
| 14 | 14 | 06/03/2023 | Giridhari Behera | 424358.00 | Yes | 14 | 27159.00 | 397199.00 | 27159.00 | 397199.00 | 424358.00 | ✎ ✖ | View |
| 15 | 15 | 06/03/2023 | Neelakantha Swa | 1665675.00 | Yes | 15 | 140291.00 | 1525384.00 | 140291.00 | 1525384.00 | 1665675.00 | ✎ ✖ | View |

+ Add Voucher        Page 1 of 17   15 v        View 1 - 15 of 251

**Figure 93: Voucher Listing Screen**

The list of vouchers shows the details of the respective vouchers as

> **Field Description:**
>
> **Voucher No.:** Voucher Number as displayed in cashbook.
>
> **Voucher Date:** Date on which the voucher was generated.
>
> **Contractor Name:** Name of contractor to which payment made.
>
> **Voucher Attached:** Whether the voucher will be attached or not
>
> **Credit Amt:** Total Credit amount of the voucher.
>
> **Debit Amt:** Total Debit amount of the voucher.
>
> **Cash Amt:** Total Cash amount of the voucher.
>
> **Cheque Amt:** Total Cheque amount of the voucher.
>
> **Net Amt:** Total Gross amount of the voucher.
>
> **Order No.:** This is an auto-generated number used to display the vouchers in the cashbook in the order of the number generated.

To add the voucher of selected type, click on 'Add Voucher' link.

Sample screen for adding Payment Voucher is shown as below:



**Figure 94: Voucher Entry Screen**

**Field Description:**

> **Voucher Number:** Voucher Number is auto-generated but can be changed by user if required.
>
> **Date:** Date on which the voucher was generated.
>
> **Contractor Name:** Select the Contractor Name for the Voucher.
>
> **Gross Amount:** Enter the Expected Gross Amount for the Voucher.
>
> **Voucher Attached:** Whether the voucher will be attached or not with the schedule docket report. The default is set as "Yes".
>
> **Order No:** This is an auto-generated number used to display the vouchers in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the voucher in the cashbook.
>
> **All remaining fields are non editable.**

To save the voucher information, click on 'Save' button. Every voucher must have the distinct voucher number in one cashbook for the current account month-year. If the voucher number entered is already available, the message is shown "This record already exists". User can cancel the add operation by clicking the 'Cancel' link.

To edit the voucher information, click on 'Edit' link of the respective voucher. A filter is provided at the top of voucher list to search for a particular voucher.



Shortcut Keys (Press Ctl + Code ), Code → 1 : Add Voucher, 2 : Add Transaction , 3 : Add Recoveries, 4 : Delete Recovery, 5 : Reload Vouchers List

PAYMENT VOUCHER DETAILS

| | Voucher No * | Date * | Contractor Name | Expected Gross Amount | Voucher Attached * | Order No * | Credit Amt | Debit Amt | Cash Amt | Cheque Amt | Gross Amt | Edit / Delete | View |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | --Select [∨] x | --Select (∨) x | x | Yes ∨ x | x | x | x | x | x | x | | |
| 1 | 1 | 10/04/20 ∨ | GST Coun ∨ | 1103392.00 | Yes | 1 | 0.00 | 1103392.00 | 0.00 | 1103392.00 | 1103392.00 | 💾 ↺ | View |
| 2 | 2 | 10/04/2023 | GST Council | 1103392.00 | Yes | 2 | 0.00 | 1103392.00 | 0.00 | 1103392.00 | 1103392.00 | ✎ ✖ | View |

+ Add Voucher     Page 1 of 1   5 ∨     View 1 - 2 of 2

**Figure 95: Voucher Editing Screen**

**Field Description:**

**Voucher Number:** Change Voucher Number if required.

**Date:** Change Voucher Date if required.

**Voucher Attached:** Change Voucher attached value if required. **Contractor Name:** Select the Contractor Name for the Voucher if required.**Gross Amount:** Enter the Expected Gross Amount for the Voucher.

**Order No:** Change the order number if required.

User can update the modified record by clicking the 'Update' link. User can cancel the edit operation by clicking the 'Cancel' link.

After saving the voucher information, to add transaction details user has to click on the respective voucher row.

Voucher Transaction screen is shown below.

**Figure 96: Voucher Transaction Listing Screen**

Transactions for the voucher can be entered in two ways as follows -

1) Click on 'Add Transaction' link at the bottom of the page



**Figure 97: Voucher Transaction Entry Screen**

The details for the screen are as mentioned in the section "45. Payment Vouchers".

2) Click on 'Add Per-Contra Transaction' link at the bottom of the page

| Transactions Details [ Voucher Number 1 ] | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Transaction Type | Credit Amt | Debit Amt | Cash / Cheque | Cash Amt | Cheque Amt | Cheque Number | Narration | Net Amt | Heads Combination | Edit / Delete |
| 1 | SGST | 0.00 | 1103392.00 | Cheque | 0.00 | 1103392.00 | 019901 | | 1103392.00 | 8658/00/101/9318/913 |

+ Add Transaction  + Add Per-Contra Transactions      Page 1 of 1   5      Total Transactions: 1

| Per Contra Transactions | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Transaction Type * | Credit / Debit * | Cash / Cheque * | Cheque Details | Search Work | Work | Net Amt * | Narration | Bill No. | Bill Date | Delete |
| 1 | --Selec | Credit | Cash | | | | 0.00 | | | | ✖ |
| 2 | --Selec | Credit | Cash | | | | 0.00 | | | | ✖ |
| 3 | --Selec | Credit | Cash | | | | 0.00 | | | | ✖ |
| 4 | --Selec | Credit | Cash | | | | 0.00 | | | | ✖ |
| 5 | --Selec | Credit | Cash | | | | 0.00 | | | | ✖ |

+ Add Row   Save to Server   Cancel

**Figure 98: Voucher Per-Contra Transaction Entry Screen**

Facility is provided to add multiple transactions with per-contra transaction entry screen. User can enter all the debit and credit transaction entries for the voucher in one go. By default 5 rows for transactions are shown in the screen. User can add rows or delete the rows as per requirement. After filling the transaction details, user has to click on "Save to Server" link. User can cancel all the transactions by clicking the "Cancel" link.

## 50. Cash Receipt

The cash receipts for the selected cashbook of the office for current account month-year are entered and displayed through this screen. Credit amount that comes on the receipt side of the cashbook other than recovery made through per contra must be entered through the Accounts -> Vouchers -> Cash Receipt screen.



| Sr.No. | Order No. | CR No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt | Edit | Delete |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | CR2 | 10/03/2023 | 0.00 | 129,000.00 | 129,000.00 | 0.00 | 129,000.00 | ✏ | 🗑 |
| 2 | 3 | CR3 | 10/03/2023 | 0.00 | 129,000.00 | 129,000.00 | 0.00 | 129,000.00 | ✏ | 🗑 |
| 3 | 1 | CR1 | 14/03/2023 | 0.00 | 321,783.00 | 321,783.00 | 0.00 | 321,783.00 | ✏ | 🗑 |

**Figure 99: Cash Receipt Listing Screen**

To add the cash receipt for the selected cashbook, click on 'Add' button. The screen appears is shown below:



**Figure 100: Cash Receipt Entry Screen**

> **Field Description:**
>
> **CR No.:** CR No. (Cash Receipt Number) is auto-generated number but can be changed if required.
>
> **Date:** Date on which the Cash Receipt is generated.
>
> **Contractor Name:** Select the contractor name / agency from whom the cash is received.
>
> **Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

To save the Cash Receipt information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Cash Receipt. Every cash receipt must have the distinct CR number in one cashbook for the current account month-year. If the CR number entered is already available, the message is shown "This record already exists".

To edit the Cash Receipt information, click on 'Edit' link respective to that cash receipt, the screen with the previously entered data is displayed with two more fields as shown below.



**Figure 101: Cash Receipt Editing Screen**

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the cash receipt information, user is directed to the screen to enter the transactions for the cash receipt. Initially all the amounts for the cash receipt are zero.

Sample screen is shown below.



You are here / Accounts / Vouchers

**Cash Receipt Voucher Details**

| CR No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt |
|--------|------|-----------|----------|-----------|-----------|-----------|
| CR1 | 14/03/2023 | 0.00 | 321,783.00 | 321,783.00 | 0.00 | 321,783.00 |

**Cash Transfer Transaction Details**  Total Transactions = 1

| Sr.No | Transaction Type | Amount | Credit / Debit | Cash / Cheque | Head Combinations | Edit | Delete |
|-------|-----------------|--------|----------------|---------------|-------------------|------|--------|
| 1 | Fail Tranjection | 321,783.00 | Credit | Cash | 8443/00/108/1661/91036/005 | ✏ | 🗑 |

Add   Display CR   Add CR

**Figure 102: Cash Receipt Transaction Listing Screen**

To add the transactions for the Cash Receipt, click on 'Add' button, screen appears is as shown below.

**Figure 103: Cash Receipt Transaction Entry Screen**

**Field Description:**

**Amount:** Enter the transaction amount.

**Transaction Type:** Select the type of Transaction being entered.

**Credit/Debit:** Select the transaction as Credit.

**Cash/Cheque:** Select whether the transaction by Cash or Cheque.

**Major Head:** Shows the Major Head Name for the selected Transaction Type.

**Sub Major Head:** Shows the Sub Major Head Name for the selected Transaction Type.

**Minor Head:** Shows the Minor Head Name for the selected Transaction Type.

**Sub Minor Head:** Shows the Sub Minor Head Name for the selected Transaction Type.

**Detailed Head:** Shows the Detailed Head Name for the selected Transaction Type.

**Object Head:** Shows the Object Head Name for the selected Transaction Type.

**Narration:** Enter the narration for the transaction.

**Receipt Form:** Enter the receipt form for the transaction.

Depending on the transaction type from "Works", "Deposit Part II", "Deposit Part III", "Machinery", "Misc. PW Advance", "Stock", "Purchase", "C.S.S.A." and "Office Expenses", the fields on the screen changes. Refer Accounts -> Vouchers -> Payment Voucher screen description for transaction type specific changes.

---

**Note:** 1) Transaction Type list is populated from the data entered through the Accounts -> General -> Transaction Types screen. According to the selection of the transaction type Major Head, Sub Major Head, Minor Head, Sub Minor Head, Detailed Head are displayed which are entered through the Accounts -> Monthly Entries -> Transaction Heads screen.

2) You must have the privileges to view/add/edit/delete the recordsotherwise the corresponding options will be disabled.

## 51. Cash from Treasury

The Cash from Treasury for current account month-year is entered and displayed through this screen. Cash from Treasury which comes as credit and debit entry in cashbook must be entered through the Accounts -> Vouchers -> Cash from Treasury screen. User has to enter only debit by cheque entry other entry of credit by cash done automatically by system.



| Sr.No. | Order No. | CFT No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt | Edit | Delete |
|--------|-----------|---------|------|------------|----------|-----------|-----------|------------|------|--------|
| 1 | 1 | CFT1 | 06/10/2009 | 131,708.00 | 131,708.00 | 263,416.00 | 131,708.00 | 131,708.00 | | |
| 2 | 2 | CFT2 | 06/10/2009 | 6,139.00 | 6,139.00 | 12,278.00 | 6,139.00 | 6,139.00 | | |
| 3 | 6 | CFT3 | 07/10/2009 | 252,790.00 | 252,790.00 | 505,580.00 | 252,790.00 | 252,790.00 | | |
| 4 | 8 | CFT4 | 07/10/2009 | 28,000.00 | 28,000.00 | 56,000.00 | 28,000.00 | 28,000.00 | | |
| 5 | 10 | CFT5 | 07/10/2009 | 60,000.00 | 60,000.00 | 120,000.00 | 60,000.00 | 60,000.00 | | |
| 6 | 21 | CFT6 | 12/10/2009 | 5,963,313.00 | 5,963,313.00 | 11,926,626.00 | 5,963,313.00 | 5,963,313.00 | | |
| 7 | 71 | CFT7 | 12/10/2009 | 1,239,710.00 | 1,239,710.00 | 2,479,420.00 | 1,239,710.00 | 1,239,710.00 | | |
| 8 | 104 | CFT8 | 12/10/2009 | 1,406,904.00 | 1,406,904.00 | 2,813,808.00 | 1,406,904.00 | 1,406,904.00 | | |
| 9 | 140 | CFT9 | 13/10/2009 | 191,716.00 | 191,716.00 | 383,432.00 | 191,716.00 | 191,716.00 | | |
| 10 | 159 | CFT10 | 13/10/2009 | 2,952,425.00 | 2,952,425.00 | 5,904,850.00 | 2,952,425.00 | 2,952,425.00 | | |
| 11 | 179 | CFT11 | 24/10/2009 | 256,457.00 | 256,457.00 | 512,914.00 | 256,457.00 | 256,457.00 | | |

**Figure 104: Cash from Treasury Listing Screen**

To add Cash from Treasury entry, click on 'Add' button. The screen appears is shown below:



**Figure 105: Cash from Treasury Entry Screen**

**Field Description:**

**CFT No.:** CFT No. (Cash from Treasury Number) is auto-generated number but can be changed if required.

**Date:** Date on which the Cash from Treasury is taken.

**Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

To save the Cash from Treasury information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Cash from Treasury. Every Cash from Treasury must have the distinct CFT number in one cashbook for the current account month-year. If the CFT number entered is already available, the message is shown "This record already exists".

To edit the Cash from Treasury information, click on 'Edit' link respective to that Cash from Treasury, the screen with the previously entered data is displayed with two more fields as shown below.

Fields marked with an asterisk * are required.

EDIT RECORD

| CFT No. | CFT1 | * | Date | 14 ▾ January : 2011 |
| Order No. | 1 | * | | |

Update    Cancel

**Figure 106: Cash from Treasury Editing Screen**

**Field Description:**

**CFT No.:** Change Cash from Treasury Number if required.

**Date:** Change Cash from Treasury Date if required.

**Order No:** Change the order number if required.

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the Cash from Treasury information, user is directed to the screen to enter the transactions against the Cash from Treasury. Initially all the amounts for the Cash from Treasury are zero.

Sample screen is shown below.

**CASH FROM TREASURY VOUCHER DETAILS**

| CFT No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt |
|---------|------|-----------|----------|-----------|-----------|-----------|
| CFT1 | 01/11/2008 | 55,000.00 | 55,000.00 | 110,000.00 | 55,000.00 | 55,000.00 |

**CASH FROM TREASURY TRANSACTIONS DETAILS**

| Transaction No | Amount | Credit / Debit | Narration | Edit |
|----------------|--------|----------------|-----------|------|
| 1 | 50000.0 | Debit | | 📝 |
| 4 | 5000.0 | Debit | | 📝 |

[Add] [Display CFT] [Add CFT]

**Figure 107: Cash from Treasury Transaction Listing Screen**

To add the transactions for the Cash from Treasury, click on 'Add' button, screen appears is as shown below.

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are numeric.

**ADD TRANSACTION DETAILS**

| | | | |
|--|--|--|--|
| Amount | [_____] ** | Cash / Cheque | Cheque |
| Narration | [_____] | Receipt From | [_____] |
| Cheque Number | [_____] ** | Bank Name | [_____] |
| Branch Name | [_____] | Cheque Payable At | [_____] |
| Cheque Narration | [_____] | | |

[Save] [Cancel]

**Figure 108: Cash from Treasury Transaction Entry Screen**

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**Field Description:**

**Amount:** Enter the Cash from Treasury transaction amount.

**Narration:** Enter the narration.

**Receipt From:** Enter from whom receipt.

**Cheque Number:** Enter the Cheque number being issued for the transaction. The Cheque number is auto set for next Cheque transaction in same Cash from Treasury and auto incremented for the Cash from Treasury. Available only if Cheque is selected.

**Bank Name:** Enter the bank name of the Cheque. Its auto set for next transactions. Available only if Cheque is selected.

**Branch Name:** Enter the banks branch name of the Cheque. Its auto set for next transactions. Available only if Cheque is selected.

**Payable At:** Enter the place where the Cheque is payable at. Its auto set for next transactions. Available only if Cheque is selected.

**Cheque Narration:** Enter the narration for the Cheque. Available only if Cheque is selected.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 52. Remittances

The remittance done into Treasury for current account month-year is entered and displayed through the Accounts -> Vouchers -> Remittance screen. This entry appears on debit side of the cashbook.



| Sr.No. | Order No. | REM No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt | Edit | Delete |
|--------|-----------|---------|------|------------|----------|-----------|-----------|------------|------|--------|
| 1 | 38 | REM1 | 17/03/2023 | 0.00 | 15,000,000.00 | 15,000,000.00 | 15,000,000.00 | 0.00 | ✏ | 🗑 |

**Figure 109: Remittance Listing Screen**

To add Remittance entry, click on 'Add' button. The screen appears is shown below:



**Figure 110: Remittance Entry Screen**

**Field Description:**

**REM No.:** REM No. (Remittance Number) is auto-generated number but can be changed if required.

**Date:** Date on which the Remittance is done.

**Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

To save the Remittance information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Remittance. Every Remittance must have the distinct REM number in one cashbook for the current account month-year. If the REM number entered is already available, the message is shown "This record already exists".

To edit the Remittance information, click on 'Edit' link respective to that Remittance, the screen with the previously entered data is displayed with two more fields as shown below.



**Figure 111: Remittance Editing Screen**

**Field Description:**

**REM No.:** Change Remittance Number if required.

**Date:** Change Remittance Date if required.

**Order No:** Change the order number if required.

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the Remittance information, user is directed to the screen to enter the transactions against the Remittance. Initially all the amounts for the Remittance are zero.

Sample screen is shown below.

**Remittance Details**

| REM No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt |
|---------|------|-----------|----------|-----------|-----------|------------|
| REM1 | 17/03/2023 | 0.00 | 15,000,000.00 | 15,000,000.00 | 15,000,000.00 | 0.00 |

**Transaction Details** — Total Transactions = 1

| Sr.No | Transaction Type | Amount | Credit / Debit | Cash / Cheque | Head Combinations | Edit | Delete |
|-------|------------------|--------|----------------|---------------|-------------------|------|--------|
| 1 | Remittance | 15,000,000.00 | Debit | Cash | 8782/00/102/1683/91028/690 | ✏️ | 🗑️ |

Add | Display REM | Add REM

**Figure 112: Remittance Transaction Listing Screen**

To add the transactions for the Remittance, click on 'Add' button, screen appears is as shown below.

**Add Transaction Details For Transaction No. 2**

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are required and takes numeric value.

| | | | |
|---|---|---|---|
| Amount ** | | Transaction Type * | Remittance |
| Credit / Debit | **Debit** | Cash / Cheque | ⦿ Cash ○ Cheque |
| Major Head | 8782 - Cash Remittance and Adjustments | Sub Major Head | 00 - 00 |
| Minor Head Head* | 102 - Public Works | Sub Minor Head | 1683 - Remittance |
| Detail Head | 91028 - Remittance into treasury | Object Head | 690 - Deposits of Ordinary Nature |
| Treasury Type * | --All-- | Treasury Name * | --Select-- |
| Narration | | Challan Number ** | --Select-- |

Save | Cancel

**Figure 113: Remittance Transaction Entry Screen**

**Field Description:**

**Amount:** Enter the Cash from Treasury transaction amount.

**Cash/Cheque:** Select whether the transaction is for Cash or Cheque.

**Treasury Name:** Select Treasury Name for Cash Transaction.

**Chalaan Number:** Enter the Challan number being issued for the transaction. **Bank Narration:** Enter the narration for the transaction.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 53. Cash Transfer

The Cash Transfer done from division to its sub division for current account month-year is entered and displayed through this screen. Cash Transfer done to the sub division office, which comes as on debit side of the divisions cashbook and credit side of subdivisions cashbook, must be entered through the Accounts -> Vouchers -> Cash Transfer screen.



**Figure 114: Cash Transfer Listing Screen**

To add Cash Transfer entry for the selected cashbook, click on 'Add' button. The screen appears is shown below:



**Figure 115: Cash Transfer Entry Screen**

<div style="border:1px solid #000; background:#f5c78e; padding:1em;">

**Field Description:**

**CT No.:** CT No. (Cash Transfer Number) is auto-generated number but can be changed if required.

**Date:** Date on which the Cash Transfer is done.

**Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

</div>

To save the Cash Transfer information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Cash Transfer. Every Cash Transfer must have the distinct CT number in one cashbook for the current account month-year. If the CT number entered is already available, the message is shown "This record already exists".

To edit the Cash Transfer information, click on 'Edit' link respective to that Cash Transfer, the screen with the previously entered data is displayed with two more fields as shown below.

Fields marked with an asterisk * are required.

| EDIT RECORD | | | | |
|---|---|---|---|---|
| CT No. | CT1 | * | Date | 20 ▼ January : 2011 |
| Order No. | 1 | * | | |
| Update    Cancel | | | | |

**Figure 116: Cash Transfer Editing Screen**

**Field Description:**

> **CT No.:** Change Cash Transfer Number if required.
>
> **Date:** Change Cash Transfer Date if required.
>
> **Order No:** Change the order number if required.

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the Cash Transfer information, user is directed to the screen to enter the transactions against the Cash Transfer. Initially all the amounts for the Cash Transfer are zero.

Sample screen is shown below.

| CASH TRANSFER DETAILS | | | | | | |
|---|---|---|---|---|---|---|
| CT No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt |
| CT1 | 01/10/2008 | 0.00 | 470,000.00 | 470,000.00 | 470,000.00 | 0.00 |

| CASH TRANSFER DETAILS | | | | | | |
|---|---|---|---|---|---|---|
| Sr.No | Office Name | Debit Amount | Credit / Debit | Cash / Cheque | Edit |
| 1 | RURAL WORKS SUBDIVISION NO-I, BHUBANESWAR | 131000.0 | Debit | Cash | 📝 |
| 2 | RURAL WORKS SUBDIVISION NO-II, BHUBANESWAR | 164000.0 | Debit | Cash | 📝 |
| 3 | RURAL WORKS SUBDIVISION, KHURDA | 102000.0 | Debit | Cash | 📝 |
| 4 | RURAL WORKS SUBDIVISION, TANGI | 73000.0 | Debit | Cash | 📝 |

Add    Display CT    Add CT

**Figure 117: Cash Transfer Transaction Listing Screen**

To add the transactions for the Cash Transfer, click on 'Add' button, screen appears is as shown below.

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are numeric.

| ADD TRANSACTION DETAILS FOR TRANSACTION NO. 2 | | | |
|---|---|---|---|
| Office Name | --Select-- ▼ * | Cash Book | --Select-- ▼ * |
| Amount | ** | Credit / Debit | Debit |
| Cash / Cheque | ● Cash ○ Cheque | Narration | |

Save    Cancel

**Figure 118: Cash Transfer Transaction Entry Screen**

**Field Description:**

**Office Name:** Select the office name to which the cash is to be transferred.

**Amount:** Enter the Cash Transfer transaction amount.

**Cash Book:** Select the Cash Book for Transaction.

**Credit/Debit:** Select the transaction as Debit.

**Cash/Cheque:** Select whether the transaction by Cash or Cheque.

**Narration:** Enter the narration for the transaction.

**Note:** 1) While editing the transaction for the Cash Transfer, all fields are editable except the office to which the cash is transferred.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 54. Temporary Advance

The temporary advance given to any employee of the office for current account month-year is entered and displayed through this screen. Temporary Advance given to any employee, the entry that is shown as an inner column on debit side of the cashbook must be entered through the Accounts -> Vouchers -> Temporary Advance screen.



**Figure 119: Temporary Advance Listing Screen**

To add temporary advance entry for the selected cashbook, click on 'Add' button. The screen appears is shown below:



**Figure 120: Temporary Advance Entry Screen**

**Field Description:**

**TA No.:** TA No. (Temporary Advance Number) is auto-generated number but can be changed if required.

**Date:** Date on which the Temporary Advance is given.

**Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

To save the Temporary Advance information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Temporary Advance. Every temporary advance must have the distinct TA number in one cashbook for the current account month-year. If the TA number entered is already available, the message is shown "This record already exists".

To edit the Temporary Advance information, click on 'Edit' link respective to that temporary advance, the screen with the previously entered data is displayed with two more fields as shown below.



**Figure 121: Temporary Advance Editing Screen**

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the temporary advance information, user is directed to the screen to enter the transactions against the temporary advance. Initially all the amounts for the temporary advance are zero.

Sample screen is shown below.



**You are here / Accounts / Vouchers**

**Temporary Advances Voucher Details**

| TA No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt |
|--------|------|-----------|----------|-----------|-----------|-----------|
| TA1 | 01/01/2018 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 |

**Cash Transfer Transaction Details**      Total Transactions = 1

| Sr.No | Office Name | Employee Name | Advance Type | Debit Amount | Credit / Debit | Cash / Cheque | Edit | Delete |
|-------|-------------|---------------|--------------|--------------|----------------|---------------|------|--------|
| 1 | Test Division | NIHAR RANJAN JENA | Temp Advance | 10000.00 | Debit | Cash | ✎ | ⊠ |

[Add] [Display TA] [Add TA]

**Figure 122: Temporary Advance Transaction Listing Screen**

To add the transactions for the Temporary advance, click on 'Add' button, screen appears is as shown below.



**Figure 123: Temporary Advance Transaction Entry Screen**

**Field Description:**

**Office Name:** Select the employee office name to whom temporary advance is to given.

**Designation:** Select the employee designation to whom temporary advance is to given.

**Employee Name:** Select the to employee name to whom temporary advance is to given.

**Amount:** Enter the temporary advance transaction amount.

**Credit/Debit:** Select the transaction as Debit.

**Cash/Cheque:** Select whether the transaction by Cash or Cheque.

**Narration:** Enter the narration for the transaction.

**Temp Advance/Imprest:** Select whether the transaction is temporary advance/imprest.

**Note:** 1) The employee names list is populated from the data entered through the Accounts -> Employee -> Personal Details screen that are working in the selected office and on the selected designation for the current accounts month-year.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 55. Transfer Entry Order

The Transfer Entry done for adjustment/misclassification of works for current account month-year is entered and displayed through this screen. Transfer Entry done for works must be entered through the Accounts -> Vouchers -> Transfer Entry Order screen.



Figure 124: Transfer Entry Order Listing Screen

To add Transfer Entry Order entry, click on 'Add' button. The screen appears is shown below:



Figure 125: Transfer Entry Order Entry Screen

**Field Description:**

**TEO No.:** TEO No. (Transfer Entry Order Number) is auto-generated number but can be changed if required.

**Date:** Date on which the Transfer Entry Order is done.

**Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

**Transfer Entry Book Item No: ?**

To save the Transfer Entry Order information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Transfer Entry Order. Every Transfer Entry Order must have the distinct TEO number for the current account month-year. If the TEO number entered is already available, the message is shown "This record already exists".

To edit the Transfer Entry Order information, click on 'Edit' link respective to that Transfer Entry Order, the screen with the previously entered data is displayed as shown below.

View All Vouchers ☰
Fields marked with an asterisk * are required.

| Edit Record | | | |
|---|---|---|---|
| TEO No. * | TEO1 | Date | 31 ˅ |
| | | | March : 2022 |
| Transfer Entry Book Item No. | 01 | Order No. * | 538 |
| | Update   Cancel | | |

**Figure 126: Transfer Entry Order Editing Screen**

**Field Description:**

**TEO No.:** Change Transfer Entry Order Number if required.

**Date:** Change Transfer Entry Order Date if required.

**Order No:** Change the order number if required.

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the Transfer Entry Order information, user is directed to the screen to enter the transactions against the Transfer Entry Order. Initially all the amounts for the Transfer Entry Order are zero.

Sample screen is shown below.

**TEO Voucher Details**

| TEO No. | Date | Cheque Amt | Cash Amt | Gross Amt | Debit Amt | Credit Amt |
|---------|------|-----------|----------|-----------|-----------|-----------|
| TEO1 | 31/03/2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**TEO Transaction Details**                                          Total Transactions = 2

| Sr.No | Transaction Type | Amount | Credit / Debit | Cash / Cheque | Head Combinations | Edit | Delete |
|-------|------------------|--------|----------------|---------------|-------------------|------|--------|
| 1 | Deposit Part III | -50,000,000.00 | Credit | Cash | 8443/00/108/1661/91036/003 | ✏ | 🗑 |
| 2 | Deposit Part III | 50,000,000.00 | Credit | Cash | 8443/00/108/1661/91036/003 | ✏ | 🗑 |

**Figure 127: Transfer Entry Order Transaction Listing Screen**

To add the transactions for the Transfer Entry Order, click on 'Add' button, screen appears is as shown below.

**Add Transaction Details For Transaction No. 3**

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are required and takes numeric value.

| | | | |
|---|---|---|---|
| Transaction Type * | --Select-- ▾ | Amount * | |
| Credit / Debit | ● Credit ○ Debit | | |
| Head Details: * | --Select-- ▾ | | |
| Major Head | --First Select Transaction/Work Type-- | Sub Major Head | --First Select Transaction/Work Type-- |
| Minor Head | --First Select Transaction/Work Type-- | Sub Minor Head | --First Select Transaction/Work Type-- |
| Detail Head | --First Select Transaction/Work Type-- | Object Head | --First Select Transaction/Work Type-- |
| Narration | | | |

Save   Cancel

**Figure 128: Transfer Entry Order Transaction Entry Screen**

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CDAC

**Field Description:**

**Transaction Type:** Select the transaction type as Work.

**Amount:** Enter the Transfer Entry Order transaction amount.

**Credit/Debit:** Select the transaction as debit or credit.

**Head Details:** Select/search the head for which Transfer Entry Order to be entered.

**Major Head:** Shows the Major Head Name for the selected work.

**Sub Major Head:** Shows the Sub Major Head Name for the selected work.

**Minor Head:** Shows the Minor Head Name for the selected work.

**Sub Minor Head:** Shows the Sub Minor Head Name for the selected work.

**Detailed Head:** Shows the Detailed Head Name for the selected work.

**Object Head:** Shows the Object Head Name for the selected work.

**Narration:** Enter the narration.

**Note:** 1) Works list is populated from the data entered through the Accounts -> General -> Proposal Work Details screen.

2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 56. Cheque Renewal

The Cheque Renewal for current account month-year is entered and displayed through this screen. Cheque Renewal entry in cashbook must be entered through the Accounts -> Vouchers -> Cheque Renewal screen.



**Figure 129: Cheque Renewal Listing Screen**

To add Cheque Renewal entry, click on 'Add' button. The screen appears is shown below:



**Figure 130: Cheque Renewal Entry Screen**

**Field Description:**

**Voucher No.:** Voucher No. (Cheque No.) is auto-generated number but can be changed if required.

**Date:** Date on which the Cash from Treasury is taken.

**Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

To save the Cheque Renewal information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Cheque Renewal. Every Cheque Renewal  must have the distinct Voucher no in one cashbook for the current account month-year. If the Voucher no number entered is already available, the message is shown "This record already exists".

To edit the Cheque Renewal information, click on 'Edit' link respective to that Cheque Renewal, the screen with the previously entered data is displayed with two more fields as shown below.

Fields marked with an asterisk * are required.

**EDIT RECORD**

| Voucher No. | CREN1 | * | | Date | 01 ▾ July : 2010 |
|---|---|---|---|---|---|
| Order No. | 18 | * | | | |

[ Update ]  [ Cancel ]

**Figure 131: Cheque Renewal Editing Screen**

**Field Description:**

**Voucher No.:** Change Voucher Number if required.

**Date:** Change the Date if required.

**Order No:** Change the order number if required.

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the Cheque Renewal information, user is directed to the screen to enter the transactions against the Cheque Renewal. Initially all the amounts for the Cheque Renewal are zero.

Sample screen is shown below.

| CHEQUE RENEWAL VOUCHER DETAILS | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Voucher Number** | | | **Voucher Date** | | **Voucher Attached** | | |
| CREN1 | | | 01/07/2010 | | No | | |

| CHEQUE RENEWAL TRANSACTIONS DETAILS | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Cheque Number** | **Cheque Month/Year** | **Credit/Debit** | **Cash/Cheque** | **Amount** | **Narration** | **Edit** | **Delete** |
| 427014 | 6/2010 | Debit | Cheque | -2000.00 | Cheque Cancellation | 📝 | ✖ |
| 555555 | | Debit | Cheque | 2000.00 | Cheque Renewal | | |

Display Voucher    Add Vouchers

**Figure 132: Cheque Renewal Transaction Listing Screen**

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 57. Cheque Cancellation

The Cheque Cancellation for current account month-year is entered and displayed through this screen. Cheque Cancellation entry in cashbook must be entered through the Accounts -> Vouchers -> Cheque Cancellation screen.



**Figure 133: Cheque Cancellation Listing Screen**

To add Cheque Cancellation entry, click on 'Add' button. The screen appears is shown below:



**Figure 134: Cheque Cancellation Entry Screen**

**Field Description:**

**Voucher No.:** This is auto-generated number but can be changed if required.

**Date:** Date on which the Cash from Treasury is taken.

**Order No:** This is an auto-generated number used to display the transactions in the cashbook in the order of the number generated. The user can change the order number to change the sequence of the transactions in the cashbook.

To save the Cheque Cancellation information, click on 'Save' button and to cancel the add operation click the 'Cancel' button. If 'Save' button is clicked and record is successfully saved, user is directed to the "Transaction Details" screen for entering the transaction details for the Cheque Cancellation. Every Cheque Cancellation must have the distinct voucher number in one cashbook for the current account month-year. If the voucher number entered is already available, the message is shown "This record already exists".

To edit the Cheque Cancellation information, click on 'Edit' link respective to that Cheque Cancellation, the screen with the previously entered data is displayed with two more fields as shown below.

Fields marked with an asterisk * are required.

| EDIT RECORD | | | | |
|---|---|---|---|---|
| Voucher No. | CC1 | * | Date | 01 ▼ July : 2010 |
| Order No. | 17 | * | | |
| Update | Cancel | | | |

**Figure 135: Cheque Cancellation Editing Screen**

User can modify the record and click 'Update' button to save the modified record. User can cancel the edit operation by clicking the 'Cancel' button.

After saving the Cheque Cancellation information, user is directed to the screen to enter the transactions against the Cheque Cancellation. Initially all the amounts for the Cheque Cancellation are zero.

Sample screen is shown below.



**Figure 136: Cheque Cancellation Transaction Listing Screen**

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 58. Work Updation

The Work Updation for current account month-year is entered the Accounts -> Vouchers -> Work Updation screen.



**Figure 137: Work Updation Entry Screen**

**Field Description:**

**Select Work:** Select the Work which to be updated in vouchers.

**Select/Clear All vouchers:** Select or deselects the all vouchers .

Or Select the vouchers manually for which selected work get updated .

User can update the selected work in different vouchers using this screen. User can modify the record and click 'Update' button to save the modified record.

**Note:** You must have the privileges to update the records otherwise thecorresponding options will be disabled.

### 59. Centage Charges

By selecting Accounts -> Monthly Entries -> Centage Charges, "Centage Charges" screen is displayed which shows the head-wise/scheme-wise centages to be levied for the current logged in divisional office for the current accounts month-year.

🏠 You are here / Accounts / Monthly Entries

**Search**

| Heads Classification | | Scheme | | filter Clear |
|---|---|---|---|---|

**Centage Charges<**

| Sr.No | Heads Classification / Scheme | Estab Charges | TP Charges | Audit Charges | Pensionary Charges | Secretarial Charges | Edit | Delete |
|---|---|---|---|---|---|---|---|---|
| 1 | 28/2216/11/05/053/0853/02001/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 2 | 28/2216/11/05/053/0853/21021/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 3 | 28/2216/11/05/053/0853/21033/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 4 | 28/2216/11/05/053/0853/21044/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 5 | 28/2216/11/05/053/0853/21108/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 6 | 28/2216/11/05/053/0853/21109/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 7 | 28/2216/11/05/053/0853/21138/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 8 | 28/2216/11/05/053/0920/37114/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 9 | 28/2216/11/05/053/1789/21033/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 10 | 28/3054/11/04/337/1230/01003/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 11 | 28/3054/11/04/337/1230/02001/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 12 | 28/3054/11/04/337/1230/03001/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 13 | 28/3054/11/04/337/1230/04002/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 14 | 28/3054/11/04/337/1230/21009/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |
| 15 | 28/3054/11/04/337/1230/21022/- | 10.50 | 8.50 | 0.00 | 1.00 | 0.00 | ✏ | 🗑 |

« < 1 2 3 > »

Add

**Figure 138: Centage Charges Screen**

To search particular heads/schemes on which centages are applied, enter the data in Heads Classification and/or Scheme fields and click on the button 'Filter', which shows the list of heads and/or schemes satisfying the search criteria. A Heads Classification and Scheme criterion searches the records on the like match.

To reset the search and get the original list of all heads/schemes, click on the button 'Clear'.

To add the head-wise/scheme-wise centage charges, click on 'Add' button. The screen appears is shown below:

**Figure 139: Centage Charges Entry Screen for Scheme**



**Figure 140: Centage Charges Entry Screen for Head**

To save the head-wise/scheme-wise centage charges, click on 'Save' button. This operation applies the centage charges for current month-year to all the works currently available for the current logged in division and fall under the selected detail head / object head / scheme. If record is successfully saved the message 'Record Saved Successfully is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit the head-wise/scheme-wise centages, click on 'Edit' link respective to that head/scheme, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully is displayed else error messages are shown. This operation applies the modified centage charges for current month-year to all the works currently available for the current logged in division and fall under the selected detail head / object head / scheme. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any head-wise/scheme-wise centages, click on 'Delete' link respective to that head/scheme, and after user's confirmation the record is deleted permanently. This operation removes the centage charges for current month-year from all the works available currently for the current logged in division and fall under the selected detail head / object head / scheme.

---

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

---

## 60. Form 1 - Cashbook

By selecting Accounts -> Cash Book Reports -> Form 1, "Form 1" screen is displayed. This screen is used to download/view Form 1 report.

Based on selected office, cashbook, month and year, Form 1 report is generated. It shows the receipt side and payment side of the cashbook as per the vouchers entered through vouchers screen.

**FORM 1 - Cashbook**

| | |
|---|---|
| Month & Year : | March |
| | 2022 |
| Office : * | --Select Office-- |
| View Compiled Report: | ☐ |
| Cash Book :* | --Select-- |

Show   Export

FORM 1
[Referred to in Paragraph]
Cash Book : Rural Works Division, Bargarh

Division:   RURAL WORKS DIVISION, BARAGARH                                                              Month: April 2022

**RECEIPT SIDE:**

| Date | V.No. | Reciept From | Total Value | Narration |
|---|---|---|---|---|
| 1/4/2022 | | Opening Balance | 0 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 12/04/2022 | CR1 | | 600 | 8443-00-108-1661-91036-005 |
| | CR2 | | 3162 | 8443-00-108-1661-91036-005 |

**PAYMENT SIDE:**

| Date | V.No. | Payment To | Cash Amount | Cheque No. | Cheque Amount | Narration |
|---|---|---|---|---|---|---|
| | | | | | | |
| 05/04/2022 | 1 | Paid to Odisha Building & Other Const. Welfare Board Bhubaneswar Labour Cess (LC) | | 11901 | 1894840 | 8443-00-108-1661-91036-005 |
| | 2 | Paid to MATRU NIRMAN ENGINEERING SERVICES Deposit Part V | | 11902 | 134505 | 8443-00-108-1661-91036-005 |
| | 3 | Paid to CHINMAYA MAHAPATRA Deposit Part V | | 11902 | 337871 | 8443-00-108-1661-91036-005 |
| 12/04/2022 | REM1 | Remittance | 600 | | | 8782-00-102-1683-91028-690 |
| | REM2 | Remittance | 3162 | | | 8782-00-102-1683-91028-690 |

**Figure 141: Cashbook Report Selection Screen**

**Field Description:**

**Office:** Select the Office for which the cashbook is to be generated. **Cashbook:** Select the name of the Cashbook, which is to be viewed. **Month & Year:** Select the period for which the Cashbook is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 61. Cash Compilation

By selecting Accounts -> Cash Book Reports -> Cash Compilation, "Cash Compilation" screen is displayed. This screen is used to view Cash Compilation report.

Based on selected office, cashbook, month and year, Cash Compilation is generated.



**Figure 142: Cash Compilation Selection Screen**

**Field Description:**

**Office:** Select the Office for which the cashbook is to be generated. **Cash-book:** Select the name of the Cashbook, which is to be viewed. **Month & Year:** Select the period for which the Cashbook is to be viewed.

**Voucher Type:** Select the voucher type for which the Cashbook is to be viewed.

**Transaction Type:** Select the transaction type for which the Cashbook is to be viewed.

**Cash/Cheque:** Select cash/cheque type for which the Cashbook is to be viewed.

**Credit/Debit:** Select credit/debit type for which the Cashbook is to be viewed.

**Is Expenditure Head :** Select the check box if head is Expenditure head **Major Head:** Select the Major Head for which the Cashbook is to be viewed.

**Sub Major Head:** Select the Sub Major Head for which the Cashbook is to be viewed.

**Minor Head:** Select the Minor Head for which the Cashbook is to be viewed.

**Sub Minor Head:** Select the Sub Minor Head for which the Cashbook is to be viewed.

**Include All Transactions :** Shows the all transaction for selected criteria.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) You must have the privileges to view the reports.

## 62.Form 80 - Monthly Account

By selecting Accounts -> Monthly Account Reports -> Form 80 - Monthly Account, "Monthly Account" screen is displayed. This screen is used to download/view Monthly Account report, Cash Balance and Certificate report.

Based on selected month, year and report option as "Account", Monthly Account report is generated. It shows major / detail / selected head wise receipts, expenditure, schedules generated for the heads and closing balance for the logged in divisional office.

Based on selected month, year and report option as "Cash Balance", Cash Balance report is generated. It shows division and subdivision wise cash balance.

Based on selected month, year and report option as "Certificate", Cash Balance report is generated. It shows balance remaining to be for the logged in divisional office.

**MONTHLY ACCOUNT**

| | |
|---|---|
| Month & Year : | March |
| | 2022 |
| Report : | ◉Account ○Cash Balance ○Certificate |
| Head-wise: | ◉Major ○Detail ○Selected |
| Offices : * | -- Compile For All -- |

Show  Export  Generate

FORM 80

MONTHLY ACCOUNT

[Referred to in Para 22.4.12 of O.P.W.A. Code]

Division:  RURAL WORKS DIVISION, BARAGARH                    Month & Year : April 2022

| Sr.No. | Major Head of Account | Schedule | Receipts | Disbursements |
|---|---|---|---|---|
| | REVENUE | | | |
| 1 | 0853 - Non-Ferrous Mining and Metallurgical Industries | FORM 46 | 46,185.00 | 0.00 |
| 2 | 8658 - Suspenses Accounts | FORM 76 | 118,221.00 | 0.00 |
| | OTHER HEADS | | | |
| 3 | 8443 - Civil Deposits | FORM 79 | 145,363.00 | 6,706,110.00 |
| 4 | 8782 - Cash Remittance and Adjustments - (Public Works Cheques) | FORM 77 | 6,400,103.00 | 3,762.00 |
| 5 | Opening Balance : O | | 0.00 | 0.00 |
| 5 | Closing Balance : O | | 0.00 | 0.00 |
| 5 | Difference Between Opening and Closing Balance | | 0.00 | 0.00 |
| | | Grand Total: | 6,709,872.00 | 6,709,872.00 |

1) If the closing balance is less than the opening balance, the difference will appear in the receipts column; but if the balance has increased during the month, the difference will fall in the disbursements column.

2) The total of the columns for receipts and disbursement must agree and if there is any difference due to cash being in transit between two disbursing officer its amount should be included in the closing balance and the certificate of cash balance should be amplified so as to state the amount and the steps taken to adjust it.

Aniruddha Golder                                              SANJAY KUMAR MISHRA
DIVISIONAL ACCOUNTS OFFICER                                  EXECUTIVE ENGINEER
RURAL WORKS DIVISION, BARAGARH                          RURAL WORKS DIVISION, BARAGARH

**Figure 143: Form 80 - Monthly Account Report Selection Screen**

**Field Description:**

**Report:** Select Account to generate the Monthly Account Report or Cash Balance to generate Cash Balance Report.

**Month & Year:** Select the period for which the Monthly Account is to be viewed.

**Head-wise:** Select Major / Detail / Selected according to which the Monthly Account report to be generated. Available only if Report option Account is selected.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 63. Generate Docket

By selecting Accounts -> Monthly Account Reports -> Generate Docket, "Generate Docket" screen is displayed. This screen is used to generate the unique docket numbers for affected works and schedules in sequence of their head codes in the selected month & year.



**Figure 144: Generate Docket Screen**

**Field Description:**

**Month & Year:** Select the period for which the Docket Numbers to be generated.

**Note:** 1) If the docket numbers are not generated by the user then the same will not be shown in the Schedule of Works & Classified Abstract of Expenditure.

2) You must have the privileges to generate the Docket Numbers.

## 64. Form 64 - Works Expenditure

By selecting Accounts -> Schedule of Works Reports -> Form 64 - Works Expenditure, "Schedule of Works Expenditure" screen is displayed. This screen is used to download/view Schedule of Works Expenditure report.

Based on selected major head, month and year, Schedule of Works Expenditure report is generated. It shows docket number generated for the work, work description, total charges of the month, total progressive expenditure, total charges of the year, allotment excess and sanctioned estimates for the selected major head for the logged in divisional office.



**Figure 145: Form 64 - Works Expenditure Report Selection Screen**

Form 64 (P.W. 513)
SCHEDULE OF WORKS EXPENDITURE
[Referred to in the note below Paragraph 22.4.6]

Division:    Master Login (Current Division Office =RURAL WORKS DIVISION, BARAGARH)      Schedule Docket No. From 1 To 7

Major Head:    28 - 5054 - Capital Outlay on Roads and Bridges      Month & Year : May 2022

-

| Sr. No. | Minor And Detailed Heads Of Combination | Schedule Docket No | Name of works(i.e. Full name as given in the estimate) N.B.-Administrative approval and technical sanction may be noted in red ink,when a work is entered for the first time | Total Charge Of Month | Total Charges Of The Year | Total Progressive Expenditure | Allotment | Allotment Excess | Sanctioned Estimate Excess | Remarks regarding action taken to regularise the excess, if the work is completed, please indicate the date of completion |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| . | Scheme : [21-SSS] - SS | | | | | | | | | |
| . | 04 - District and Other Roads<br>101 - BRIDGES<br>0186 - --<br>37257 - --<br>000 - -- | 1 | Agrt. No.P1-043, 2019-20, Construction of bridge over river Jhaun on Daharupada to Batimunda road in the district of Bargarh. | 1,315,638.00 | 1,315,638.00 | 1,315,638.00 | 7,210,000.00 | 0.00 | 0.00 | - |
| | Total Expenditure on Detail Head | | | 1,315,638.00 | 1,315,638.00 | 1,315,638.00 | 7,210,000.00 | 0.00 | 0.00 | . |

**Field Description:**

**Demand number:** Select the Demand Number for which the report is to begenerated.

**Major Head:** Select the Major Head for which the report is to be generated.

**Centage:** Select whether to view the report without centages or centages with breakup or centages summed up.

**Affected:** Select whether to view only works affected in selected month or notaffected in selected month or to view all the works.

**Centage :** Select whether to view report with or without centage charges.

**Allowance:** Select whether to view report with or without allowances

**Scheme:** Select the scheme for which the report is to be generated.

**Sector:** Select the sector for which the report is to be generated.

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 65.Form 61 - Schedule Docket

By selecting Accounts -> Schedule of Works Reports -> Form 61 - Schedule Docket, "Schedule Docket" screen is displayed. This screen is used to download/view Schedule Docket report.

Based on selected month and year Schedule Docket report is generated. It shows the docket number generated, work/schedule description, all its vouchers with the gross amount for the logged in divisional office.

Schedule Docket report can be generated individually for each work/schedule or for all affected works and schedules combined.



**Figure 146: Form 61 - Schedule Docket Report Selection Screen**

**Field Description:**

**Schedule Docket For:** 1) Select "Work" to populate the list of Major Heads or

2) "Schedule" to populate the list of Schedule Heads or

3) "Generate for All" to view all the works and schedules.

**Demand number:** Select the Demand Number for which the report is to begenerated.

**Scheme:** Select the Scheme for which the report is to be generated.

**Sector:** Select the Sector for which the report is to be generated

**Major Head:** Select the Major Head name to populate the list of affected works. Available if Work is selected and Generate For All is not selected.

**Work:** Select the Work for which the docket is to be generated. Available if Work is selected and Generate For All is not selected.

**Month & Year:** Select the period for which the docket is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 66.Form 67 - Deposit Register

By selecting Accounts -> Deposit Reports -> Form 67 - Deposit Register, "Form 67" screen is displayed. This screen is used to download/view Form 67 report generated.

Based on selected month and year, Form 67 report is generated. It shows deposit class, their items and item wise opening balance, credit amount, debit amount, closing balance etc. for the logged in divisional office.

**FORM 67 - Deposit Register**

| | |
|---|---|
| Month & Year : | March |
| | 2022 |
| Affected : | Affected |
| Offices : * | -- Compile For All -- |

Show  Export

**Figure 147: Form 67 - Deposit Register Report Selection Screen**

Part II *  DETAILED EXTRACT FROM DEPOSIT REGISTER FORM 67

Division :  RURAL WORKS DIVISION, BARAGARH                                          Month : April 2022

| Item No. as per register | Month from which transaction dates ** | Reference to month in which item was last effected | Deposit Class | PARTICULARS OF ITEMS [TO BE GENERATED BY CLASSES OF DEPOSITS] WITH NAME OF WORKS IN THE CASE OF CONTRACTOR | Opening Balance | Credit Amount | Total Amount | Debit Amount | Closing Balance | How adjusted | Remarks (in respect of each credit during the month here enter reference to schedule docket in which the corresponding debit appear or if was a cash (receipt, say so)) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

\* For June, September, December & March all current items should be extracted from the register, including those not affected by the month ¬%s transaction. In the case of other months, only items affected by the month ¬%s transactions need be detailed.

\*\* To be indicated thus <New> for items appearing for the first in <12/38> for December 1938<1/39> for January 1939 and so on.

+  No entry need be made in column 3 in the first month of the quarter not the second and third months in the case of items which were not affected by any transactions.

In the previous months of the quarter Columns 5 to 9 should be totaled separately for each class of Deposits in June, September, December and March. In other months columns 6 & 8 should be totaled separately for each classes.

= Columns 10<A> Repaid in cash, <B> Adjusted by transfer entry <C> Converted into an interest-bearing security and entered the Registration of securities. The letter A, B, C etc. should be entered in the column <How adjusted> if necessary

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**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 67. Form 79 - Schedule of Deposits

By selecting Accounts -> Deposit Reports -> Form 79 - Schedule of Deposits, "Form 79" screen is displayed. This screen is used to download/view Form 79 report generated.

Based on selected month and year, Form 79 report is generated. It shows deposit classes and their opening balances, credit amount, debit amount and closing balance for the logged in divisional office.

**FORM 79 - Schedule Of Deposits**

| Month & Year : | February | ⌄ |
| | 2022 | ⌄ |
| Offices : * | -- Compile For All -- | ⌄ |

Show   Export   Generate

**Figure 148: Form 79 - Schedule of Deposits Report Selection Screen**

FORM 79
SCHEDULE OF DEPOSITS [Refered to in Paragraph 15.2.3 ]

8443 - Civil Deposit

Division : RURAL WORKS DIVISION, BARAGARH                                Month & Year: April 2022

Part-I ABSTRACT OF ACCOUNTS OF RECEIPT ADJUSTMENTS AND BALANCE OF DEPOSITS.

| Classes of Deposit | Proforma Transfer Amount | Opening Balance | Credits during the Month | Total ( 2 + 3 + 4 ) | Debits during the Month | Closing Balance ( 5 - 6 ) | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| I-Cash deposits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -- |
| II-Cash Deposits of contractors security | 0.00 | 78,740,481.00 | 102,194.00 | 78,842,675.00 | 0.00 | 78,842,675.00 | -- |
| III-Deposits works to be done | 0.00 | 20,164,932.00 | 0.00 | 20,164,932.00 | 4,338,894.00 | 15,826,038.00 | -- |
| IV-Sums due to contractor on closed accounts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -- |
| V-Miscellaneous | 0.00 | 4,868,367.00 | 43,169.00 | 4,911,536.00 | 2,367,216.00 | 2,544,320.00 | -- |
| VI-Depsoits for supplier to be made or services to be rendered | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -- |
| Total (Rs.): | 0.00 | 103,773,780.00 | 145,363.00 | 103,919,143.00 | 6,706,110.00 | 97,213,033.00 | |

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RURAL WORKS DIVISION, BARAGARH

**Field Description:**

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 68.Form 65 – Schedule of Deposit Works

By selecting Accounts -> Deposit Reports -> Form 65 – Schedule of Deposit Works, "Form 65 - Schedule of Deposit Works" screen is displayed. This screen is used to download/view Form 65 report generated.

Based on selected month and year, Form 65 report is generated. It shows deposit works, deposits till last month, deposits during the month, schedule docket number, expenditure during the month with or without centage charges levied etc for the logged in divisional office.

**FORM 65 - Schedules of Deposit Works**

| Month & Year : | February |
| | 2022 |
| Centage : | With |
| Affected : | Affected |
| Offices : * | -- Compile For All -- |

Show   Export   Generate

**Figure 149: Form 65 – Schedule of Deposit Works Report Selection Screen**

Form 65 (P.W. 513)
SCHEDULE OF DEPOSIT WORKS
[Referred to in Paragraphs 16.2.2 to 16.2.4 to 22.4.7]
Schedule Docket No.1 To 2

Division:   RURAL WORKS DIVISION, BARAGARH                                                            Month & Year : April 2022

| Sr. No. | Detailed classification of estimates | Name of work with name of Depositor | DEPOSITS | | | Schedule Docket No | EXPENDITURE | | EXPENDITURE IF ANY CHARGED TO MISCELLANEOUS PW ADVANCES | | REMARKS If the work is completed, say so |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | To end of previous month | During the month | Total up-to-date | | Total charges of the month | Total up-to-date | Up-to-date | During the month | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | 8443 - Civil Deposits 00 - 00 108 - Public Works Deposits 1661 - Deposit of Engineering Organisation 91036 - Deposits of Ordinary nature 003 - -- | Agrt. No.P1-009, 2021-22, Construction of new class room and staff common room of panchayat High School Building Chichinda under MO SCHOOL ABHIYAN. | 2,463,933.00 | 0.00 | 2,463,933.00 | 1 | 823,551.00 | 1,580,124.00 | 0.00 | 0.00 | - |
| 2 | 8443 - Civil Deposits 00 - 00 108 - Public Works Deposits 1661 - Deposit of Engineering Organisation 91036 - Deposits of Ordinary nature 003 - -- | Agrt. No.P1-070, 2020-21, Infrastructure development of Larambha Degree College building, Bargarh under World Bank Assistance Programme (OHEPEE) in the district of Bargarh. | 6,083,750.00 | 0.00 | 6,083,750.00 | 2 | 3,515,343.00 | 4,874,759.00 | 0.00 | 0.00 | - |
| | | Total Expenditure: | 8,547,683.00 | 0.00 | 8,547,683.00 | . | 4,338,894.00 | 6,454,883.00 | 0.00 | 0.00 | . |
| | | Total P.C.: | | | | . | 0.00 | | | | - |
| | | Total : | 8,547,683.00 | 0.00 | 8,547,683.00 | . | 4,338,894.00 | 6,454,883.00 | 0.00 | 0.00 | - |

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**Field Description:**

**Centage:** Select whether to generate the report with or without centages.

**Affected:** Select whether to generate the report for affected items only or non-affected items only or all items.

**Month & Year:** Select the period for which the report is to be viewed.
**Offices:** Select the office.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 69. Form 74 - Abstract of Expenditure

By selecting Accounts -> Classified Abstract Reports -> Form 74 Abstract of Expenditure, "Form 74" screen is displayed. This screen is used to download/view Form 74 report generated.

Based on selected month, year and major head Form 74 report is generated. It shows detailed head wise expenditure and total dockets generated for the logged in divisional office.



**Figure 150: Form 74 - Classified Abstract of Expenditure Report Selection Screen**

FORM - 74

CLASSIFIED ABSTRACT OF EXPENDITURE

Division :     RURAL WORKS DIVISION, BARAGARH          Plan / Nonplan :

Major Head :     28 - 5054 - Capital Outlay on Roads and Bridges     Month & Year : April 2022

| Reference to Schedule, Schedule Docket or Bill | Minor / Sub / Detail Head of Accounts | Expenditure upto the previous month | Expenditure during the month | Progressive Expenditure during the year | Allotment |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | [21-SSS] - SS | | | | |
| S.D.No. 0 to 0 | 04 - District and Other Roads | | | | |
| | 101 - BRIDGES | | | | |
| | 0186 - -- | | | | |
| | 37257 - -- | | | | |
| | 000 - -- | 0.00 | 0.00 | 0.00 | 103,209,000.00 |
| | Total Expenditure | 0.00 | 0.00 | 0.00 | 103,209,000.00 |
| | 0186 - -- Total | 0.00 | 0.00 | 0.00 | 103,209,000.00 |

**Field Description:**

**Major Head:** Select the Major Head for which the report is to be generated.

**Sub Major Head:** Select the Sub Major Head for which the report is to be generated.

**Minor Head:** Select the Minor Head for which the report is to be generated.

**Sub Minor Head:** Select the Sub Minor Head for which the report is to be generated.

**Details Head:** Select the Details Head for which the report is to be generated.

**Object Head:** Select the Object Head for which the report is to be generated.

**Allownce:** Select to view the report with or without the allownce.

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 70. Form 46 – Register of Revenue Realised

By selecting Accounts -> Classified Abstract Reports -> Form 46 - Register of Revenue Realised, "Form 46" screen is displayed. This screen is used to down-load/view Form report generated.

Based on selected month, year, major head and Report Type as "Abstract" Form 46 report is generated. It shows detailed head wise amount carried forward from last month, receipts during the month, cheque amount not cleared in the month for the logged in divisional office.

Based on selected month, year, major head and Report Type as "Detail" Form 46 detail report is generated. It shows voucher number, date and amount for all the detail heads under selected major head for the logged in divisional office.



**Figure 151: Form 46 – Register of Revenue Realized Report Selection Screen**

Division :    RURAL WORKS DIVISION, BARAGARH                    Month & Year : April 2022

8658 - Suspenses Accounts

| Minor/SubMinor/Detailed Head Of Accounts | Amount Brought Forward from Previous Month | Amount Pertaining to the Current Month | Total | Deduct Refunds | Grand Total |
|---|---|---|---|---|---|
| | | | (1+2) | | (3-4) |
| . | (1) | (2) | (3) | (4) | (5) |
| 00 - 00<br><br>112 - Tax Deducted at Source<br><br>1688 - Suspense Account<br><br>91299 - IncomeTax<br><br>000 - -- | 0.00 | 39,407.00 | 39,407.00 | 0.00 | 39,407.00 |
| 00 - 00<br><br>101 - PAO Suspense<br><br>9318 - GST-TDS<br><br>91336 - Odisha Goods and Services Tax (OGST)<br><br>000 - -- | 0.00 | 39,407.00 | 39,407.00 | 0.00 | 39,407.00 |
| 00 - 00<br><br>101 - PAO Suspense<br><br>9318 - GST-TDS<br><br>91337 - Central Goods and Services Tax (CGST)<br><br>000 - -- | 0.00 | 39,407.00 | 39,407.00 | 0.00 | 39,407.00 |
| Total : | 0.00 | 118,221.00 | 118,221.00 | 0.00 | 118,221.00 |

**Field Description:**

**Major Head:** Select the Major Head for which the report is to be generated.

**Sub Major Head:** Select the Sub Major Head for which the report is to be generated.

**Minor Head:** Select the Minor Head for which the report is to be generated.

**Sub Minor Head:** Select the Sub Minor Head for which the report is to be generated.

**Details Head:** Select the Details Head for which the report is to be generated.

**Object Head:** Select the Object Head for which the report is to be generated.

**Month & Year:** Select the period for which the report is to be viewed.

**Report Type:** Select Abstract or Detail report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 71. Form 53 – Transfer Entry Orders

By selecting Accounts -> TEBI Reports -> Form 53 – Transfer Entry Orders, "TEBI Abstract" screen  is displayed. This screen is used to download/view Form report generated.

Based on selected month and year, TEBI Abstract report is generated. It shows major head wise transfer entry credits and debits for the logged in divisional office.



**Figure 152: Form 53 – Transfer Entry Orders Report Selection Screen**

**Field Description:**

      **Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

    2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

    3) You must have the privileges to view the reports.

### 72. Form 54 - Transfer Entry Number Book

By selecting Accounts -> TEBI Reports -> Form 54 - Transfer Entry Number Book, "TEBI Register" screen is displayed. This screen is used to download/view TEBI Register report generated.

Based on selected month and year, TEBI Register report is generated. It shows transfer entry order number, debit head on which debit has been incurred, debit amount, credit head on which credit has been incurred and credit amount for the logged in divisional office.



**Figure 153: Form 54 - Transfer Entry Number Book Report Selection Screen**



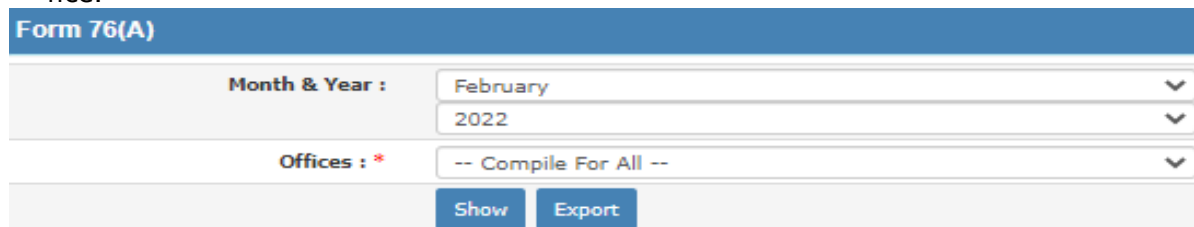**Note.** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 73. Form 70 Part I

By selecting Accounts -> MPWA Reports -> Form 70 Part I, "Form 105 Part I" screen is displayed. This screen is used to download/view Form 105 Part I report generated.

Based on selected month and year, Form 70 Part I report is generated. It shows Miscellaneous Public Works Advances (MPWA) classes, MPWA items, MPWA item wise opening balances, and debits during the month, credits during the month and closing balances for the logged in divisional office.



**Figure 154: Form 70 Part I Report Selection Screen**

FORM 70

SCHEDULE OF MISCELLANEOUS WORKS ADVANCES

(Referred to in paragraphs 22.4.15 and 22.4.16)

Part I - EXTRACT FROM THE SUSPENSE REGISTER FROM CPWA 67

Division : RURAL WORKS DIVISION, BARAGARH            Month : April 2022

| Classes of MPWA | Opening Balance | Debits during the Month | Total ( 2 + 3 ) | Credits during the Month | Closing Balance ( 4 - 5 ) |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| I- Sales On Credit | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| II - Expenditure incured on deposit works in excess of deposits received | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| III - Losses, retrenchments, errors etc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| IV - Other Items | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total (Rs.): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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**Field Description:**

      **Month & Year:** Select the period for which the report is to be viewed.
      **Offices** : Select Office.

**Note:** 1) To view the report on the screen click on 'Show' button.

     2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

     3) You must have the privileges to view the reports.

### 74. Form 70 Part II

By selecting Accounts -> MPWA Reports -> Form 70 Part II, "Form 70 Part II" screen is displayed. This screen is used to download/view Form 70 Part II report generated.

Based on selected month and year, Form 70 Part I report is generated. It shows Miscellaneous Public Works Advances (MPWA) classes, MPWA classes wise opening balances, and debits during the month, credits during the month and closing balances for the logged in divisional office.



**Figure 155: Form 70 Part II Report Selection Screen**



FORM 70

SCHEDULE OF MISCELLANEOUS WORKS ADVANCES

(Referred to in paragraphs 22.4.15 and 22.4.16)

Division :    RURAL WORKS DIVISION, BARAGARH

Month & Year : April 2022

Part II - Abstract account of debits, credits and balances

| Classes of Miscellaneous P.W. Advances | Opening Balance | Debits during the Month | Total ( 2 + 3 ) | Credits during the Month | Closing Balance ( 4 - 5 ) |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Gross Total (Rs.): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 75. Form 76 (A)

By selecting Accounts -> CSSA Reports -> Form 76 A, "Form 76 A" screen is displayed. This screen is used to download/view Form 76 A report generated.

Based on selected month and year, Form 76 A report is generated. It shows Purchase classes, Purchase classes wise opening balances, and debits during the month, credits during the month and closing balances for the logged in divisional office.

| Form 76(A) | |
|---|---|
| **Month & Year :** | February |
| | 2022 |
| **Offices : *** | -- Compile For All -- |
| | Show    Export |

**Figure 156: Form 76A Report Selection Screen**

> **Field Description:**
>
> **Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

FORM 76 A

SCHEDULE OF TRANSACTION ADJUSTED UNDER THE HEAD

CASH SETTLEMENT SUSPENSE ACCOUNT

[REFERRED TO IN PARAGRAPH]

Division :    RURAL WORKS DIVISION, BARAGARH                    Month : February 2022

| Classes of Purchases | Opening Balance | Debits during the Month | Total $(2 + 3)$ | Credits during the Month | Closing Balance $(4 - 5)$ |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total (Rs.): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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## 76. Form 78

By selecting Accounts -> Other Reports -> Form 78, "Form 78" screen is displayed. This screen is used to download/view the Form 78 I/II report generated.

Based on selected month and year, the Form 78 I/II report is generated. Form 78 I shows detailed bill of contingency charges with the voucher details and payment to for the logged in divisional office. Form 78 II shows head wise amount for contingency charges for the logged in divisional office.

**Form 78**

| Month & Year : | February | ⌄ |
| | 2022 | ⌄ |
| Part : | Part - I | ⌄ |
| Offices : * | -- Compile For All -- | ⌄ |

Show   Export   Generate

**Figure 157: Form 78 Report Selection Screen**

Form 78

(Referred to in paragraph )

Detailed Bill of Contingent Charges of:

Division:   RURAL WORKS DIVISION, BARAGARH                    Month : February 2022

| Voucher Details | Payment To | Amount(Rs.) |
|---|---|---|
| | Grand Total : | 0.00 |

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**Field Description:**

**Part:** Select whether to generate the report for Form 78 Part I or Form 78 Part II.

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 77. Form 90 Abstract

By selecting Accounts -> Other Reports -> Form 90 Abstract, "Form 90 Abstract" screen is displayed. This screen is used to download/view Form 90 Abstract report generated.

Based on selected month, year and credit/debit option Form 90 Abstract (credit/debit) report is generated. It shows division and it's subdivisions and individual office wise and major head wise receipts/disbursements according to the selected credit/debit option.

**FORM 90 ABSTRACT**

| Month & Year : | February |
| | 2022 |
| Credit / Debit : | ◉Credit ○Debit |
| Offices : * | -- Compile For All -- |

Show    Export

**Figure 158: Form 90 Abstract Report Selection Screen**

### FORM 90 ABSTRACT (Credit)

Division : RURAL WORKS DIVISION, BARAGARH          Month : February 2022

| Major | Amount |
|---|---|
| Office : RURAL WORKS DIVISION, BARAGARH | |
| 0059 - Public Works | 5,985.00 |
| 0853 - Non-Ferrous Mining and Metallurgical Industries | 1,821,001.00 |
| 8443 - Civil Deposits | 9,677,953.00 |
| 8658 - Suspenses Accounts | 1,832,688.00 |
| 8782 - Cash Remittance and Adjustments | 62,961,330.00 |
| Sub Total : | 76,298,957.00 |
| Total : | 76,298,957.00 |

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RURAL WORKS DIVISION, BARAGARH

**Field Description:**

**Credit/Debit:** Select whether to generate the Credit or Debit report for Form 90 Abstract.

**Month & Year:** Select the period for which the report is to be viewed.

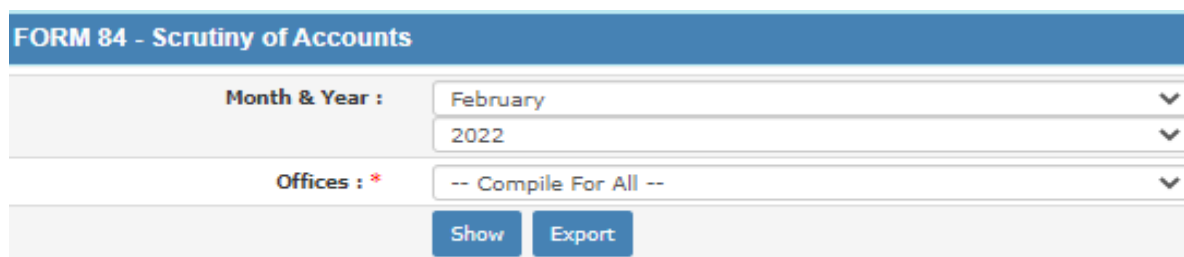**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

**78.Form 90**

By selecting Accounts -> Other Reports -> Form 90, "Form 90" screen is displayed. This screen is used to download/view Form 90 report generated.

Based on selected month, year and credit/debit option Form 90 (credit/debit) report is generated. It shows division and it's subdivisions and individual office wise and detailed head wise receipts/disbursements according to the selected credit/debit option.



**Figure 159: Form 90 Report Selection Screen**

FORM 90 (Credit)

Division :   RURAL WORKS DIVISION, BARAGARH                    Month : February 2022

| Major - Submajor - Minor - Subminor - Detail | Amount |
|---|---|
| Office :   RURAL WORKS DIVISION, BARAGARH | |
| 0059  -   Public Works | |
| 80  -   General | |
| 800  -   Other Receipts | |
| 0097  -   Miscellaneous Receipts | |
| 02100  -   PW Receipts | |
| 000  -   -- | 5,985.00 |
| 0853  -   Non-Ferrous Mining and Metallurgical Industries | |
| 00  -   00 | |
| 102  -   Mineral Concession Fees and Royalty | |
| 0217  -   -- | |
| 02021  -   -- | |
| 000  -   -- | 1,821,001.00 |
| 8443  -   Civil Deposits | |
| 00  -   00 | |
| 108  -   Public Works Deposits | |
| 1661  -   Deposit of Engineering Organisation | |
| 91036  -   Deposits of Ordinary nature | |
| 002  -   -- | 2,080,557.00 |

**Field Description:**

**Credit/Debit:** Select whether to generate the Credit or Debit report for Form 90.

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

**79.** **Form 76 – Schedule of Misc. Heads**

By selecting Accounts -> Other Reports -> Form 76 - Schedule of Misc. Heads, "Form 76" screen is displayed. This screen is used to download/view Form 76 report generated.

Based on selected month, year, major head and credit/debit option, Form 76 (credit/debit) report is generated. It shows Schedule of Credit/Debit to Miscellaneous Head Account according to the selected credit/debit option as head wise amount with payment to details for the logged in divisional office.



**Figure 161: Form 76 – Schedule of Misc. Heads Report Selection Screen**

**Field Description:**

    **Major Head:** Select the Major Head for which the report is to be generated.

    **Report Type:** Select whether Abstract or Detailed report to be generated.

    **Credit/Debit:** Select whether to generate the Credit or Debit report for Form 76

    **Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

    2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

    3) You must have the privileges to view the reports.

### 80. Form 84 – Scrutiny of Accounts

By selecting Accounts -> Other Reports -> Form 84 - Scrutiny of Accounts, "Form 84" screen is displayed. This screen is used to download/view Form 84 report generated.

Based on selected month and year, Form 84 report is generated. It shows Division Officer's Report of Scrutiny of Accounts for the logged in divisional office.



**Figure 162: Form 84 – Scrutiny of Accounts Report Selection Screen'**



FORM 84(P.W.547)

DIVISION OFFICER'S REPORT OF SCRUITNY OF ACCOUNTS

[Referred to in paragraph ]

Month : February 2022

1. After due examination of the office copies of the monthly account, and supporting documents, for the month of February 2022 which were dispatched under the signature of the divisional accountant during my absence from headquarters.

2. I have initialed the office copies of the monthly account and the list of accounts (form 104), and a duplicate copy of the monthly account signed by me attached to this report.

3. I have issued instruction for the adjustment in the next month's account of the errors and omissions detailed below, which my scrutiny of the accounts has disclosed.

SANJAY KUMAR MISHRA

EXECUTIVE ENGINEER

No.

Date

RURAL WORKS DIVISION, BARAGARH

Enclosure: Monthly Account

**Field Description:**

    **Month & Year:** Select the period for which the report is to be viewed.

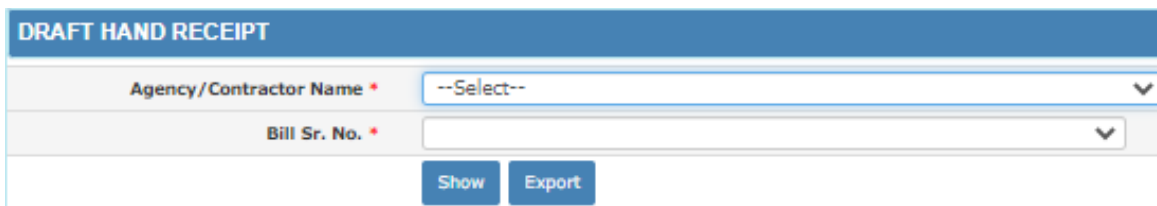**Note:** 1) To view the report on the screen click on 'Show' button.

    2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

    3) You must have the privileges to view the reports.

### 81. Form 77 - Schedule of Remittances

By selecting Accounts -> Other Reports -> Form 77 - Schedule of Remittances, "Schedule of Credits/Debits to Remittances" screen is displayed. This screen is used to download/view Form report generated.

Based on selected month, year, credit/debit option and Abstract/Detailed option as "Abstract", Schedule of Credits/Debits to Remittances report is generated. It shows name of division or office, head particulars, credit/debit amount etc. details for the logged in divisional office.

Based on selected month, year, credit/debit option and Abstract/Detailed option as "Detailed", List of Cheques Issued is generated. It shows cheque number, voucher date, voucher number and total cheque amount etc. details for the logged in divisional office.



**Figure 163: Form 77 - Schedule of Remittances Report Selection Screen**

FORM 77

SCHEDULE OF CREDITS TO REMITTANCES

[ Referred to in paragraph 22.4.4 ]

Month & Year : February 2022

Remittances Head     8782 CASH REMITTANCES AND ADJUSTMENTS BETWEEN OFFICERS RENDERING ACCOUNT TO SAME ACCOUNTANT GENERAL

Division :           RURAL WORKS DIVISION, BARAGARH

| Item No | Name of Division or Office (with name of Department and Government if necessary | *Particulars Original or Responding | Charges during the month | Charges during the year | $Remark |
|---|---|---|---|---|---|
| 1 | RURAL WORKS DIVISION, BARAGARH | 8782 - Cash Remittance and Adjustments<br>00 - 00<br>102 - Public Works<br>1683 - Remittance<br>91029 - Deposits of Public works Cheques<br>690 - Deposits of Ordinary Nature | 62,961,330.00 | 306,890,998.00 | - |
| | ( Rupees Six Crore Twenty Nine Lakh Sixty One Thousand Three Hundred And Thirty Only ) | | | | |

*Entries in this schedule should be grouped under the several headings as indicated in the Book of Forms. Transactions representing the cost of work done should be entered severally as the necessary details of works are given in the schedule of works expenditure concerned.

!Column 4 should be filled in only in respect of transactions falling under the group "III-Other Remittance".

$In the schedule of credits, items representing cash receipts should be so described in this column, and against all other items a reference to the schedule docket wherein the corresponding debit appears should be quoted.

Aniruddha Golder

DIVISIONAL ACCOUNTS OFFICER

RURAL WORKS DIVISION, BARAGARH

*Designed & Developed by C-DAC , Pune*                    Page 1 of 1

**Field Description:**

**Credit/Debit:** Select whether to generate the Credit or Debit report. **Abstract/Detailed:** Select whether to generate Abstract or Detailed report.

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 82. Income Tax Report

By selecting Accounts -> Other Reports ->Income Tax Report "**Income Tax Report**" screen is displayed. This screen is used to download/view income tax report generated.

Based on selected quarter and year, income tax report is generated..



**Income Tax**

| Select Quarter: | FIRST | | | Year: | 2022 | |

Show  Export  Export Excel

ANNEXTURE FOR NON SALARY RETURN FOR

Office: Master Login (Current Division Office =RURAL WORKS DIVISION, BARAGARH)          Quarter & Year: 1 , 2022

| SL.No | MONTH | NAME OF THE PARTY | PAN | GROSS | PERCENTAGE OF DEDUCTION | NET_AMT | TDS_AMT | VR_NO | DATE OF PAYMENT | BSR CODE NO |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | April/2022 | CHUDAMANI PADHAN | BNWPP5356E | 823,551.00 | 1 | 816,198.00 | 7,353.00 | 4 | 27/04/2022 | |
| 2 | April/2022 | KAMAL LOCHAN NAIK | ALTPN5446R | 3,515,343.00 | 1 | 3,483,289.00 | 32,054.00 | 5 | 27/04/2022 | |
| | | Total | | 4,338,894.00 | | 4,299,487.00 | 39,407.00 | | | |
| 3 | May/2022 | Ajit kumar dash | AFVPD2451C | 5,378,875.00 | 1 | 5,330,849.00 | 48,026.00 | 14 | 16/05/2022 | |
| 4 | May/2022 | BIRAKISHOR DASH | AYHPD3025H | 930,860.00 | 1 | 922,549.00 | 8,311.00 | 15 | 18/05/2022 | |
| 5 | May/2022 | BIRANCHI NARAYAN DAS | ABRPD6977B | 1,499,266.00 | 1 | 1,485,880.00 | 13,386.00 | 9 | 09/05/2022 | |
| 6 | May/2022 | KAMAL LOCHAN NAIK | ALTPN5446R | 1,315,638.00 | 1 | 1,303,891.00 | 11,747.00 | 13 | 13/05/2022 | |
| 7 | May/2022 | Sri Bibhu Bhusan Panda | ADCPP3778M | 12,167,313.00 | 1 | 12,058,676.00 | 108,637.00 | 10 | 11/05/2022 | |
| 8 | May/2022 | Sri Sarthi Kumar Barik | AEOPB9425J | 2,068,400.00 | 1 | 2,049,932.00 | 18,468.00 | 8 | 09/05/2022 | |
| 9 | May/2022 | Sri Sarthi Kumar Barik | AEOPB9425J | 5,799,246.00 | 1 | 5,747,467.00 | 51,779.00 | 11 | 12/05/2022 | |
| 10 | May/2022 | Sri Varvinder Singh Chawla | ABWPC5415G | 9,444,815.00 | 1 | 9,360,486.00 | 84,329.00 | 12 | 13/05/2022 | |
| | | Total | | 38,604,413.00 | | 38,259,730.00 | 344,683.00 | | | |
| | | Grand Total | | | | | 384,090.00 | | | |

**Figure 164: Income Tax Report Selection Screen**

**Field Description:**

**Quarter & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 83. Draft HR

By selecting Accounts -> Other Reports -> Draft HR, "Draft HR" screen is displayed. This screen is used to download/view Payment Compilation of Draft Hand Receipt.

Based on selected based on contractor and Bill Sr No., Draft HR report is generated.

**DRAFT HAND RECEIPT**

| Agency/Contractor Name * | --Select-- ▼ |
| Bill Sr. No. * | ▼ |

Show   Export

**Figure 165: Compilation of Payments Report Selection Screen**

Schedule XLV-Form No. 139 (Revised)

(P.W.A Form No.28)

**Financial Rule Form No. 18**

(See Financial Rule 205)

**HAND RECEIPT**

(To be used as a simple form of voucher for all miscellaneous payments and advances for which none of special forms 12, 13, 14, 15, 16 & 17 are suitable)

Name of Work :    PAYMENT OF SD

Head of Account:    00-8443-00-108-1661-91036-002-0-0-0

*Dated initial of Disbursing Officer*

Name of Payee :    aditya narayan mishra

Cash Book voucher No.    NA            Dated        NA

(1)  Gross Amount        471,958.00
(2)  Pay By Cash        0.00
(3)  Pay By Cheque        471,958.00
(4)  Paid Me        471,958.00

(Sd-)

*Received from the*        EXECUTIVE ENGINEER

**Dated initial**

The Sum (amount) in Words Rs.    Four Lakh Seventy One Thousands Nine
Hundred Fifty Eight Only

**of Disbursing Officer**

_____

materials noted on reverse

*Name of Work or purpose for which payment is made*

Recovery Details(By Cash)

(Amount in vernacular)

Stamp

*Witness..............................*

*Signature of Payee*

1. The officeer authorising payment should initial and date pay order (1) or (2) as may be applicable to the case.

2. The person actually making the payment should initial and date payment certificate(3).

3. In the case of works the accounts of which are kept by sub-heads the amount chargeable to each sub-head should be specified by the disbursing officer.

4. Payments should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 84. GST Report

By selecting Accounts -> Other Reports -> GST Report, "GST Report" screen is displayed. This screen is used to download/view GST report generated.

Based on selected month, year and office, GST report is generated.



**Figure 166: GST report Report Selection Screen**

---

**Field Description:**

**Month & Year:** Select the period for which the report is to be viewed.

---

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 85. Allotment Report

By selecting Accounts -> Other Reports -> Allotment Report, "Allotment Report" screen is displayed..

Based on selected month, year, scheme and head, Allotment report is generated. It shows division wise allotment report.

**Figure 167: Compilation of Receipts Report Selection Screen**



**Field Description:**

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 86. Form 83 – Schedules Submitted to A.G.

By selecting Accounts -> Other Reports -> Schedules Submitted to A.G., "List of Accounts Submitted to Accountant General" screen is displayed. This screen is used to download/view List of Accounts Submitted to Accountant General Report generated.

Based on selected month and year, List of Accounts Submitted to Accountant General report is generated. It shows form number, name of document and number of documents submitted for the logged in divisional office.

### Form 83 - Schedules Submitted To A.G.

| Month & Year : | February |
|---|---|
| | 2022 |
| Offices : * | -- Compile For All -- |

Show   Export   Generate

**Figure 168: Form 83 – Schedules Submitted to A.G. Report Selection Screen**

C.P.W.A-83

LIST OF ACCOUNTS SUBMITTED TO ACCOUNTANT GENERAL

(O.P.W.A. Code Paragraph 523 and 527)

Division: RURAL WORKS DIVISION, BARAGARH          Month : February 2022

| * Form No | Name Of Documents | No of Documents | Remarks |
|---|---|---|---|
| 80 | Monthly Account | 1 | _ |
| 46 A | Schedule of Refunds of Revenue, Receipt and Recoveries on Capital Account | 2 | _ |
| 74 | Classified Abstracts of Expenditures | 6 | _ |
| 64 | Schedule of Works Expenditures | 6 | _ |
| 78 | Consolidated Contingent Bill (with necessary vouchers) | 0 | _ |
| 61 | Schedule Dockets (with necessary vouchers, transfer entry orders, survey reports and sale accounts attatched to each) | 2 | _ |
| 62 | Schedule Dockets of Percentage Recoveries | 0 | _ |
| 73 | Stock Account (With sale accounts in support of the cash credits to stock) | 0 | _ |
| 72 | Schedule of Debit to Stock | 0 | _ |
| 69 | Abstract Account of Credits, Debits and Balances of the purchase account (supported by a list of credits to the suspense heads 'Purchases' showing ref. showing to the TEO's aggregating to the figures shown in the classified abstract of expenditure) | 0 | _ |
| 70 | Schedule of Misc. P.W. Advances | 0 | _ |
| Local Form | Schedule of Workshop expense | 0 | _ |

**Field Description.**

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 87. Recovery Details

By selecting Accounts -> Other Reports -> Recovery Details, "List of Recovey Details" screen is displayed. This screen is used to download/view List of Recovery Details.

Based on selected month and year, recovery details report is generated. It shows voucher wise or contractor wise and contractor recovery details.



**Figure 169: Recovery Details Selection Screen**

**Field Description:**

**Transaction Type:** Select the transaction type for which the report is to be viewed.

**Abstract/Detailed:** Select the Voucher Wise/Contractor Wise for which the report is to be viewed.

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 88. Misclassification Report

By selecting Accounts -> Other Reports -> Misclassification Report, "List of Misclassification Report" screen is displayed. This screen is used to view List of Misclassification Report is generated.

Based on selected month and year, List of Misclassification report is generated. It shows report name, no. of probable wrong Entries in divisional office. Using this report user is able to find out the probable wrong entries in selected cashbook .



| | MISCLASSFICTION REPORT | |
|---|---|---|
| Office : | RURAL WORKS DIVISION, BHUBANESWAR | * |
| Cash Book : | --Select-- | * |
| Month & Year : | March 2009 | * |
| Show | | |

**Figure 170: Misclassification Report Selection Screen**

### Misclassification Details

| Sr. No. | Report Name | No. of probable wrong entries |
|---|---|---|
| 1 | Debit on revenue head | 0 |
| 2 | Credit on expenditure head for transaction type other than work | 0 |
| 3 | Credit on work | 0 |
| 4 | Credit by cheque | 0 |
| 5 | Missing revenue balances [Required for Form 46] | 0 |
| 6 | Missing expense balances [Required for Form 74] | 0 |
| 7 | Missing remittance balances | 0 |
| 8 | Missing cash balances [Required for Form-1] | 0 |
| 9 | Missing work balances [Required for Form-64] | 0 |
| 10 | Missing deposit work balances [Required for Form-65] | 0 |
| 11 | Missing allowance balances for salary work [Required for Form-64,Form-74] | 0 |
| 12 | Payment vouchers with no debit entries | 0 |
| 13 | Cash receipt with debit entries | 0 |
| 14 | Payment vouchers without work | 3 |
| 15 | Payment Voucher with multiple debit heads with recovery transactions | 0 |
| 16 | Transaction for which heads are not set | 0 |
| 17 | TEO which are not nullified | 0 |
| 18 | Multiple entries of same transaction in single voucher | 0 |
| 19 | Centages applied by scheme and heads both for deposit work | NO |
| 20 | Deviation in expected and actual gross amount in payment voucher | 0 |
| 21 | Same heads present in both revenue balances and miscellaneous head balances | 3 |
| 22 | Missing miscellaneous balances | 4 |
| 23 | Missing Voucher in VATIS | 0 |

### Field Description:

**Office:** Select the Office for which the report is to be generated. **Cashbook:** Select the name of the Cashbook, for which is to be viewed. **Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 89. Form 72 - Schedule of Debits to Stock

By selecting Accounts -> Purchase and Stores Reports -> Form 72 - Schedule of Debits to Stock, "Schedule of Debits to Stock" screen is displayed. This screen is used to download/view Schedule of Debits to Stock report generated.

Based on selected month and year, Schedule of Debits to Stock report is generated. It shows name of manufacturer or other items of expenditure, total transactions for the month and total amount till date for the logged in divisional office.



**Figure 171: Schedule of Debits to Stock Report Selection Screen**



FORM 72
Schedule of Debits to Stock
[ Referred to in Paragraph 22.4.8 of O.P.W.A Code ]

Division: RURAL WORKS DIVISION, BARAGARH    Month & Year : April 2022
Head:    2059 - Public Works
         --
         --
         -

| Item No | Schedule Docket | Name of Manufacturer or Other Items of Expenditure | Total Transactions for Month | Total Upto Date | Remarks |
|---------|-----------------|----------------------------------------------------|------------------------------|-----------------|---------|
| 1       |                 | Other Sub-Heads                                    | 0.00                         | 0.00            |         |
|         |                 | Total(Rs.)                                         | 0.00                         | 0.00            |         |

Aniruddha Golder
DIVISIONAL ACCOUNTS OFFICER
RURAL WORKS DIVISION, BARAGARH

**Field Description:**

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 90. Form 73 – Stock Account

By selecting Accounts -> Purchase and Stores Reports -> Form 73 - Stock Account, "Form 73" screen is displayed. This screen is used to download/view Form 73 report generated.

Based on selected month and year, Form 73 report is generated. It shows sub head, opening, receipts, issues and balances for the logged in divisional office.

**Form 73 Stock Account**

| Month & Year : | December |
| | 2021 |
| Part : | Part - I |
| Offices : * | -- Compile For All -- |

Show    Export    Generate

**Figure 172: Stock Account Report Selection Screen**

FORM 73

Stock Account

[ Referred to Paragraph 22.4.9 of O.P.W.A. Code ]

Division:    RURAL WORKS DIVISION, BARAGARH                          Month & Year : April 2022

| Item | Sub Heads | Opening Balance (1) | Receipt (2) | Total (1+2) (3) | Issues (4) | Balance (5) | Sanctioned Reserve | Remarks |
|------|-----------|---------------------|-------------|-----------------|------------|-------------|--------------------|---------|
| 1 | Other Sub-Heads | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Total(Rs.): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

Aniruddha Golder

DIVISIONAL ACCOUNTS OFFICER

RURAL WORKS DIVISION, BARAGARH

**Field Description:**

**Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

## 91. Form 69 - Purchase Account

By selecting Accounts -> Purchase and Stores Reports -> Form 69 – Purchase Account, "Form 69" screen is displayed. This screen is used to download/view Form 103 report generated.

Based on selected month and year, Form 69 report is generated. It shows Abstract Account of Credits and Balance of Purchase Account as purchase classes, their opening, credits, debits and closing balances for the logged in divisional office.

### Form 69 - Purchase Account

| Month & Year : | December |
|---|---|
| | 2021 |
| Offices : * | -- Compile For All -- |
| | Show    Export |

**Figure 173: Purchase Account Report Selection Screen**

FORM 69

ABSTRACT ACCOUNT OF CREDITS, DEBITS AND BALANCE OF THE PURCHASE ACCOUNT

[Referred to in Paragraph 22.4.15]

Office :   RURAL WORKS DIVISION, BARAGARH                Month & Year :  April 2022

| Class of Purchases | Opening Balance | Credits during the Month | Total ( 2 + 3 ) | Debits during the Month | Closing Balance ( 4 - 5 ) |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| For Specified Works. | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 |
| Total(Rs.) | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 |

Aniruddha Golder

DIVISIONAL ACCOUNTS OFFICER

RURAL WORKS DIVISION, BARAGARH

**Field Description:**

       **Month & Year:** Select the period for which the report is to be viewed.

**Note:** 1) To view the report on the screen click on 'Show' button.

     2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

     3) You must have the privileges to view the reports.

## 92. Form 62 - Percentage Reco very

By selecting Accounts -> Centage Charges Reports -> Form 62 - Percentage Recovery, "Form 62 with Centage Charges" screen is displayed. This screen is used to download/view Form 62 with Centage Charges report generated.

Based on selected month, year and major head, Form 62 with Centage Charges report is generated. It shows schedule of percentage recovery as detailed head wise expenditure amount, centage charges (establishment and T & P charges with each percentage) etc. as per the centage charges incurred for the logged in divisional office.



**FORM 62 - Percentage Recovery**

| Month & Year : | December |
| | 2021 |
| Offices : * | -- Compile For All -- |

Show   Export   Generate

**Figure 174: Form 62 - Percentage Recovery Report Selection Screen**



FORM 62 (P.W. 513)

SCHEDULE DOCKET OF PERCENTAGE RECOVERY

[Referred to in the note below paragraph 22.4.3]

Division:   RURAL WORKS DIVISION, BARAGARH                                   Month & Year : April 2022

| Sr.N | Head of Account | Works Expd. | Estt. Charges | T & P Charges | Audit and Accounts | Pensionary Charges | Secr. Charges | Total | Grand Total |
|------|-----------------|-------------|---------------|---------------|--------------------|--------------------|---------------|-------|-------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Total on Major Head: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Aniruddha Golder                                                          SANJAY KUMAR MISHRA

DIVISIONAL ACCOUNTS OFFICER                                               EXECUTIVE ENGINEER

RURAL WORKS DIVISION, BARAGARH                                            RURAL WORKS DIVISION, BARAGARH

**Note:** 1) To view the report on the screen click on 'Show' button.

2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

### 93. Index