

Government of Odisha

Works and Accounting Management Information System

User Manual Version 2.0

Prepared By

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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.

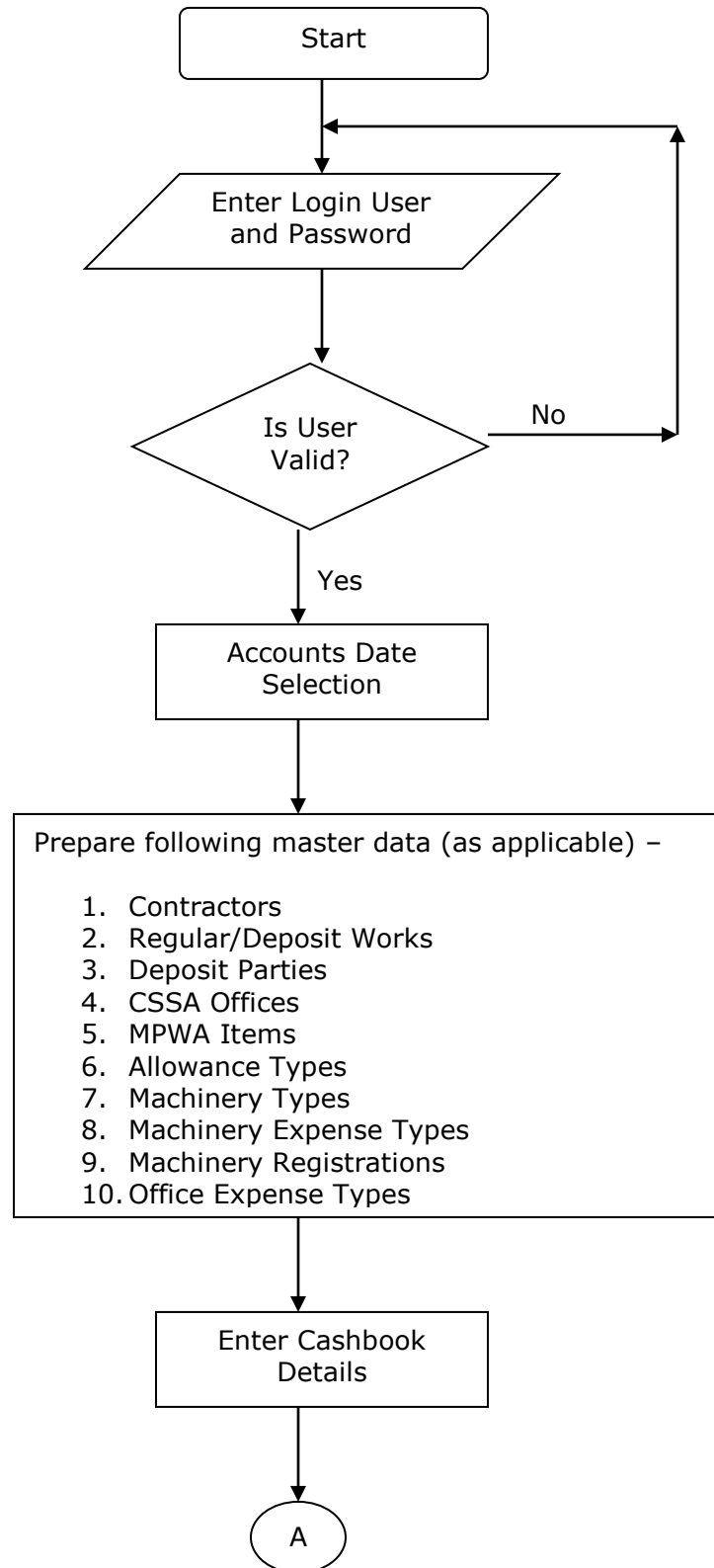
2. Objective

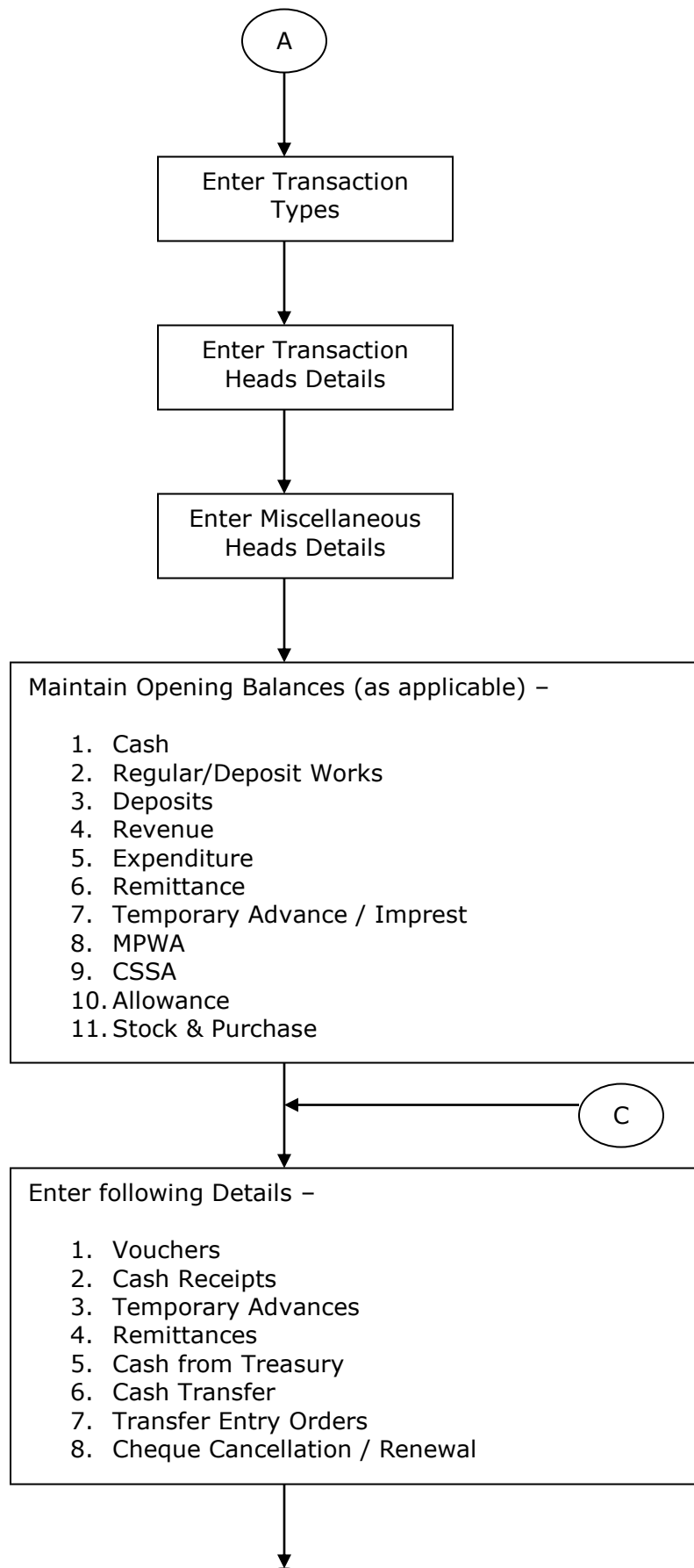
It facilitates divisional offices to enter the different transactions and generate the cashbook and relevant schedules along with the Monthly Account.

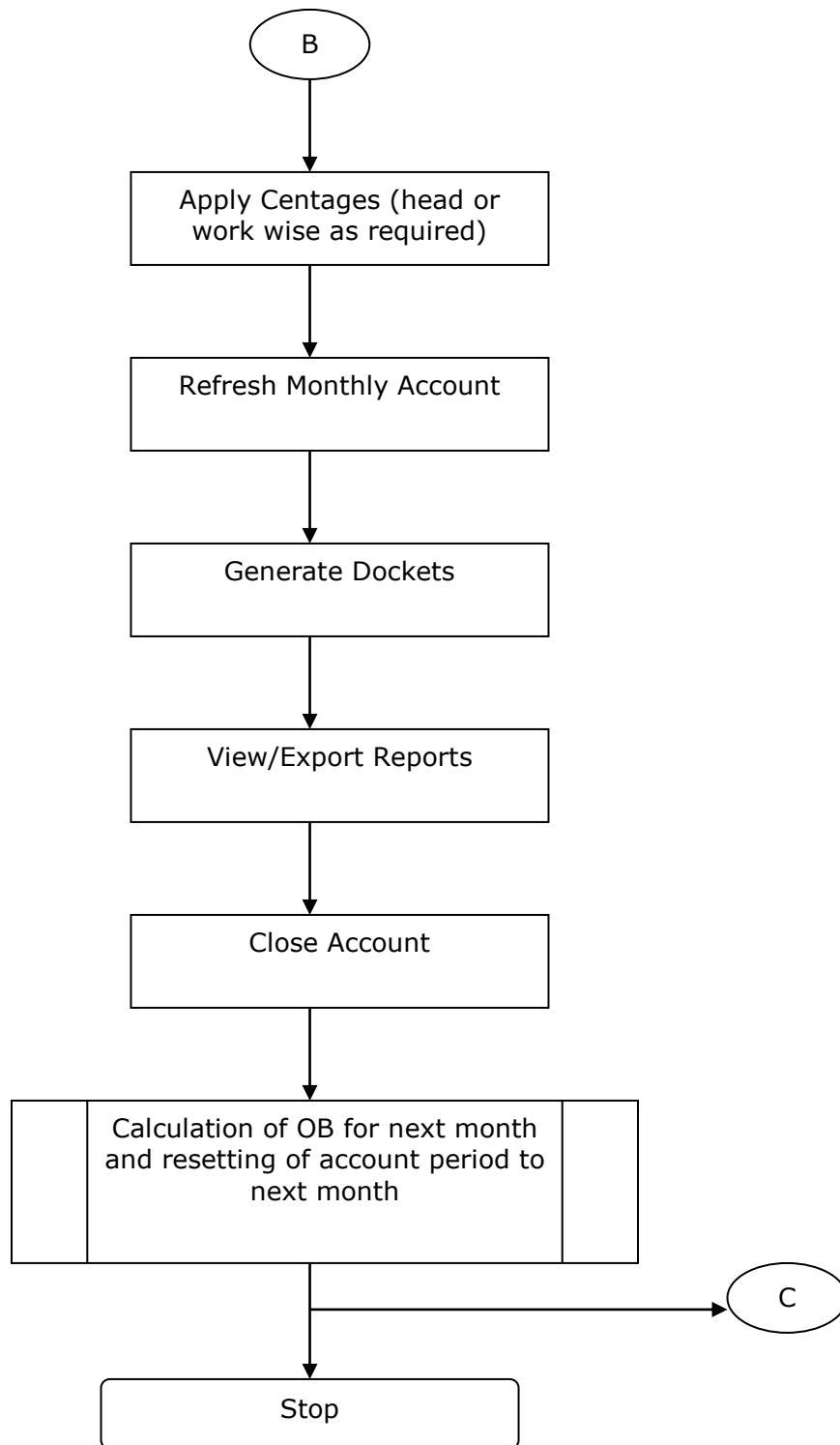
3. Functionalities

- 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







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.

Works and Accounts Management Information System (WAMIS)
Government of Odisha

Member Log-In

Enter a valid Username and Password. Then click the "Login" button to access the Online Monitoring Tool.

Login Panel

Username

Password

Powered by C-DAC, Pune

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 shown below.



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.

The screenshot shows the main interface of the Accounts module. At the top, there is a blue header with the Rural Development Department logo and the text 'RURAL DEVELOPMENT DEPARTMENT' on the left, and 'FINANCE' with a calculator icon on the right. Below the header, a navigation bar contains 'Welcome division', 'Logout', and 'Home' links. The main content area is divided into a left sidebar and a main pane. The sidebar lists various modules under the 'AMS' heading, including 'Accounts', 'Application', 'Machinery', 'Deposits', 'MPWA', 'CSSA', 'General', 'Monthly Entries', 'Stock and Purchase', 'Other Balances', 'Vouchers', 'Cash Book Reports', 'Monthly Account Reports', 'Schedule of Works', 'Reports', 'Deposit Reports', 'Classified Abstract Reports', 'TEBI Reports', 'MPWA Reports', 'CSSA Reports', 'Other Reports', 'Purchase and Stores Reports', and 'Centage Charges Reports'. The main pane displays the text 'Login Office Name: RURAL WORKS DIVISION, BHUBANESWAR'. At the bottom of the page, a footer indicates 'Designed & Developed by C-DAC'.

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:

Fields marked with an asterisk * are required.

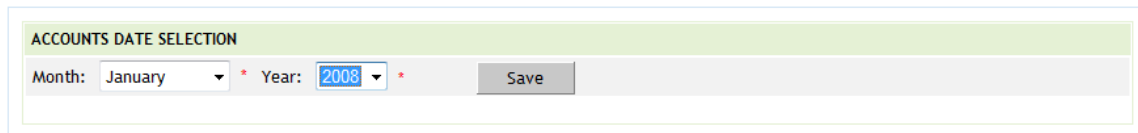


Figure 4: Accounts Date Selection Screen

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:



Figure 5: Accounts Date Set Message

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 [Accounts](#) -> [Application](#) -> [Close Account](#), "Account Close/Revoke" screen is displayed as shown below:

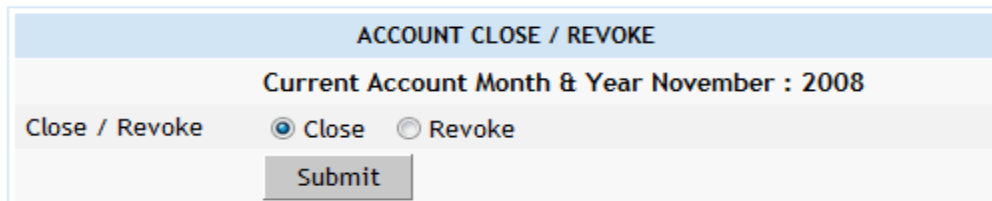


Figure 6: Account Close/Revoke Screen

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 'Submit' 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. Machinery Type

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











MACHINERY TYPES			
Sr.No	Machinery Type	Edit	Delete
1	Truck		
2	Car		
3	Maruti		
4	Jeep		
5	Taxi		

Figure 7: 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.

ADD RECORD	
Machinery Type	<input type="text"/> *
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 8: 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 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 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.

9. Machinery Expense Type

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



MACHINERY EXPENSE TYPES			
Sr.No	Machinery Expense Types	Edit	Delete
1	Fuel Expenses		
2	Machine Parts		

Figure 9: Machinery Expense Types Screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Machinery Expense Type	<input type="text"/> *
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 10: 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.

10. 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	MP Fund		
2	MLA Fund		

Figure 11: Deposit Parties Screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Deposit Parties	<input type="text"/> *
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 12: Deposit Parties Entry Screen

Field Description:

Deposit Parties: Enter the Name of the Deposit Party to be added.

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.

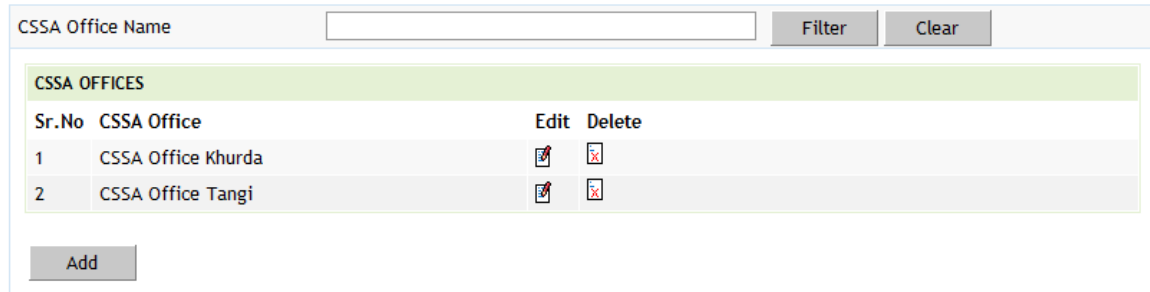
To edit any deposit party, click on 'Edit' link respective to that deposit party, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' 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.

11.CSSA Offices

By selecting [Accounts](#) -> [CSSA](#) -> [CSSA Offices](#), "CSSA Offices" screen is displayed which shows all the CSSA offices.



Sr.No	CSSA Office	Edit	Delete
1	CSSA Office Khurda		
2	CSSA Office Tangi		

Figure 13: 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:

Fields marked with an asterisk * are required.



Figure 14: 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 are shown. 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.

12.CPWA Heads

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

View Heads Classification

Head Type: Head Name:

CPWA HEADS							
Sr.No	Head Code	Head Type	Head Name	Demand Number	Heads Code	Edit	Close
1	0056	Major	Jails	-	0056/-----		
2	6003	Major	Internal Debt of the State Government	-	6003/-----		
3	4216	Major	Capital Outlay on Housing	21	4216/-----		
4	0020	Major	Corporation Tax	-	0020/-----		
5	0405	Major	Fisheries	-	0405/-----		
6	8009	Major	State Provident Fund	-	8009/-----		
7	6885	Major	Other Loans for Industries and Minerals	-	6885/-----		
8	2059	Major	Public Works	-	2059/-----		
9	0051	Major	Public Service Commission	-	0051/-----		
10	1475	Major	Other General Economic Services	-	1475/-----		
11	00	Major	--	21	00/-----		
12	0403	Major	Animal Husbandry	-	0403/-----		
13	2245	Major	RANC	-	2245/-----		
14	6701	Major	Loans for Major and Medium Irrigation	-	6701/-----		
15	0049	Major	Interest Receipts	-	0049/-----		

« 1 2 3 4 5 6 7 8 »

Figure 15: 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:

ADD RECORD			
Head Type	<input checked="" type="radio"/> Major <input type="radio"/> SubMajor <input type="radio"/> Minor <input type="radio"/> SubMinor <input type="radio"/> Detail <input type="radio"/> Object		
Head Category	--Select-- *		
Head Code	00 *	Head Name	-- *
		Budget Code	0.0 *
Tribal	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Description	Y *	Backlog	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Plan	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save"/> <input type="button" value="Save & Add"/> <input type="button" value="Cancel"/>			

Figure 16: CPWA Head Entry Screen for Major Head

ADD RECORD			
Head Type	<input type="radio"/> Major <input type="radio"/> SubMajor <input type="radio"/> Minor <input type="radio"/> SubMinor <input type="radio"/> Detail <input checked="" type="radio"/> Object		
Head Category	--Select-- *		
Major Head	--Select-- *		
Sub Major Head	--Select-- *		
Minor Head	--Select-- *		
Sub Minor Head	--Select-- *		
Detail Head	--Select-- *		
Head Code	00 *	Head Name	-- *
		Budget Code	0.0 *
Tribal	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Description	Y *	Backlog	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Plan	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save"/> <input type="button" value="Save & Add"/> <input type="button" value="Cancel"/>			

Figure 17: 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:

CLOSE RECORD			
Head Type	SubMinor	Major Head	2215-Water Supply and Sanitation(NP)
SubMajor Head	01-Water Supply	Minor Head	052-Machinery& Equipment
SubMinor Head	0851-Maintenance and Repair	Detailed Head	-
Head Code	0851	Head Name	Maintenance and Repair
Demand Number	21	Budget Code	0.0
Tribal	No	Backlog	No
Description	Y	Plan	No
Change Date	<input type="text" value="29/04/2009"/>		
<input type="button" value="Close"/>		<input type="button" value="Cancel"/>	

Figure 18: 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.

13. Office Expense Types

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

OFFICE EXPENSE TYPES		
Sr.No	Office Expense Type	Edit
1	Books and Periodicals - Amount of estimate	<input checked="" type="checkbox"/>
2	Books and Periodicals - Expenditure during the month	<input checked="" type="checkbox"/>
3	Books and Periodicals - Previous expenditure	<input checked="" type="checkbox"/>
4	Books and Periodicals - Total expenditure	<input checked="" type="checkbox"/>
5	Carriage of parcels, treasure and other Government property	<input checked="" type="checkbox"/>
6	Country stationery and petty bazaar purchases	<input checked="" type="checkbox"/>
7	Donation for passing examination in native languages	<input checked="" type="checkbox"/>
8	Law charges	<input checked="" type="checkbox"/>
9	Medicine and hospital charges	<input checked="" type="checkbox"/>
10	Office binding direction and accounts only	<input checked="" type="checkbox"/>
11	Office rent	<input checked="" type="checkbox"/>
12	Other Charges not included in above	<input checked="" type="checkbox"/>
13	Postal, telegraph and money order commission charges	<input checked="" type="checkbox"/>
14	Printing binding and advertising	<input checked="" type="checkbox"/>
15	Suppling drinking water and dusting office	<input checked="" type="checkbox"/>

Figure 19: Office Expense Types Screen

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

Fields marked with an asterisk * are required.

ADD RECORD

Office Expense Type *

Figure 20: 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.

14. Form Types

All the forms, schedules and registers submitted to Accountant General or generated 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.

FORM TYPES				
Sr.No	Form No	Document	Edit	Delete
1	80	Summary of Monthly Account		
2	100	Classified Abstract		
3	102	Schedule of Revenue		
4	10	Cash Book		
5	73	Deposit Schedule		
6	97	Schedule of Works		
7	76	Schedule of Deposit Works		
8	15	TEBI Register		

Figure 21: Form Types Screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Form No	<input type="text"/> *
Document	<input type="text"/> *
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 22: 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.

15.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.

TRANSACTION TYPES		
Sr.No	Transaction Type	Edit
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	Salary Payment to Staff	

Navigation: << 1 2 3 >>

Figure 23: Transaction Types Screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Transaction Type	<input type="text"/> *
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 24: 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.

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

16. Machinery Registration

The registration of all the machinery types are entered and displayed in this screen. The machinery types can be entered through [Accounts -> Machinery -> Machinery Types](#) screen.

By selecting [Accounts -> Machinery -> Machinery Registration](#), "Machinery Registration" screen is displayed which shows all the machinery registrations for the current logged in divisional office.







MACHINERY REGISTRATIONS				
Sr.No	Machinery Type	Registration No.	Edit	Delete
1	Jeep	GA01AB1234		
2	Truck	GA01AB1235		
3	Truck	GA01AB1200		

Figure 25: Machinery Registration Screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Machinery Type	<input type="text" value="--Select--"/> *
Registration No.	<input type="text"/> *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 26: Machinery Registration Entry Screen

Field Description:

Machinery Type: Select the Machinery type for which the registration number is to be added.

Registration No.: Enter the registration number of the machinery.

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.

17. 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.

CONTRACTORS			
Sr.No	Contractors	PAN Number	Edit
1	a	Not Available	
2	Abdul Razzaque	BG121212	
3	Abdul Samsur Khan	Not Available	
4	Ajay Kumar Pradhan	Not Available	
5	Akshya Kumar Patra	Not Available	
6	Alokendu Dash	Not Available	
7	Anil Kr Prusty	Not Available	
8	Anil Kumar Mahallick	Not Available	
9	Ansuman Parida	Not Available	
10	Ansuman Press Metal (P) Ltd.	Not Available	
11	Antaryami Rout	Not Available	
12	Anusaya Behra	Not Available	
13	Arata Martha	Not Available	
14	Ashok Kumar Dash	Not Available	
15	Ashok Kumar Uday Singh	Not Available	

« 1 2 3 4 5 6 7 8 »»

Figure 27: Contractors Screen

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

ADD RECORD

Contractor Name <input style="width: 90%;" type="text" value=""/>	*	Permanent Account Number <input style="width: 90%;" type="text" value=""/>	
Email <input style="width: 90%;" type="text" value=""/>		Fax Number <input style="width: 90%;" type="text" value=""/>	
Company Name <input style="width: 90%;" type="text" value=""/>		Registration Number <input style="width: 90%;" type="text" value=""/>	
Phone Number <input style="width: 90%;" type="text" value=""/>		Mobile Number <input style="width: 90%;" type="text" value=""/>	
Address <input style="width: 95%; height: 20px;" type="text" value=""/>			
Contractor/Supplier: <input checked="" type="radio"/> Contractor <input type="radio"/> Supplier			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 28: 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 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.

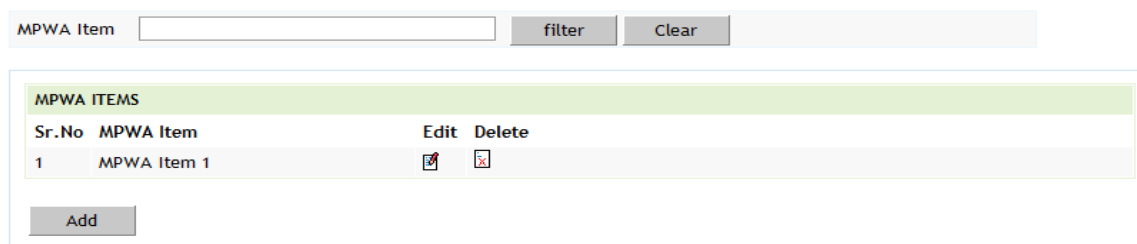
To delete any contractor name, click on 'Delete' link respective to that contractor name, and after user's confirmation the record is deleted permanently.

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

18.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.



Sr.No	MPWA Item	Edit	Delete
1	MPWA Item 1		

Figure 29: 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.



Figure 30: MPWA Items Entry Screen

Field Description:

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.

19. 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.











CASHBOOKS				
Sr.No	Office	Cashbook Name	Edit	Delete
1	RURAL WORKS DIVISION, BHUBANESWAR	Rural Work Division, BHUBANESWAR		
2	RURAL WORKS SUBDIVISION NO-I, BHUBANESWAR	Rural Work SubDivision No-I, BHUBANESWAR		
3	RURAL WORKS SUBDIVISION, TANGI	Rural Works SubDivision, Tangi		
4	RURAL WORKS SUBDIVISION NO-II, BHUBANESWAR	Rural Work Sub-Division No-II, BHUBANESWAR		
5	RURAL WORKS SUBDIVISION, KHURDA	R.W. SubDivision, Khurda		

Figure 31: 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:

Fields marked with an asterisk * are required.

ADD RECORD	
Office	<input type="text" value="--Select Office--"/> *
Cash Book Name	<input type="text"/> *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 32: 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.

20. 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.

FORMS GENERATED					
Sr.No	Form No.	Document	Total No.	Remark	Edit
1	80	Summary of Monthly Account	Not Available	Not Available	
2	100	Classified Abstract	Not Available	Not Available	
3	102	Schedule of Revenue	Not Available	Not Available	
4	10	Cash Book	Not Available	Not Available	
5	73	Deposit Schedule	Not Available	Not Available	
6	97	Schedule of Works	Not Available	Not Available	
7	76	Schedule of Deposit Works	Not Available	Not Available	
8	15	TEBI Register	Not Available	Not Available	

Figure 33: 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.

Fields marked with an asterisk * are required.

EDIT RECORD	
Form No	80
Document	Summary of Monthly Account
Total Nos	<input type="text"/> *
Remark	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 34: 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.

21.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.

TRANSACTION HEADS				
Sr.No	Transaction Head	Heads Classification	Edit	Delete
1	2059 PW Paid to Wages Staff towards their salary	2059/0853/02001/---		
2	2059-057 Paid to Wages Staff towards their salary	2059/00/052/0851/02001/-		
3	2216 Paid to Wages Staff towards their salary	2216/05/053/0853/02001/-		
4	3054 Paid to Wages Staff towards their salary	3054/04/337/1230/02001/-		
5	Additional Performance security	8443/00/108/00/05/-		
6	Auction sale	0031/-----		
7	C.S.S.A.	0029/-----		
8	Cost of Tender Paper	1054/00/800/00/01/-		
9	CR I	1054/00/800/00/01/-		
10	Deposit Part I	2059/-----		
11	Deposit Part II	8443/00/108/00/02/-		
12	Deposit Part III	8443/00/108/00/03/-		
13	Deposit Part IV	8443/00/108/00/04/-		
14	Deposit Part V	8443/00/108/00/05/-		
15	Deposit Part VI	8443/00/108/00/06/-		

Figure 35: Transaction Heads Screen

To add a new transaction detail, which is not available in the current transaction 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, the screen with the previously entered/default data is displayed as shown below.

EDIT RECORD			
Transaction Head	Deposit Part III		
Is Expenditure Head ?	<input type="checkbox"/>		
Select Tree View	<input type="checkbox"/> Tree View		
Major Head	8443-Civil Deposits	* Sub Major Head	00-00
Minor Head	108-Public Works Deposits	* Sub Minor Head	00-00
Detail Head	03-Deposits from Works Other Than Takavi Works	Object Head	--Select--
Update		Cancel	

Figure 36: 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 Successfully' 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.

22. 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.

MISCELLANEOUS HEADS							
Sr.No	Miscellaneous Head	Heads Classification	Credit/Debit	Form Name	Opening Balance	Edit	Delete
1	Misc i	28/2059//80/799/03/--	Debit	Form 46	0.0		
2	Misc i	28/2059/NP/80/799/03/95/-	Debit	Form 46	0.0		
3	State Provident Fund	8009/01/101/01/87/-	Credit	Form 76	97890.0		
4	Income Tax recovered from contractor	8658/00/112/02/--	Credit	Form 76	1598132.0		
5	Advance for Purchase of Motor Conveyance	7610/00/202/01/88/-	Credit	Form 76	280.0		
6	HBA	7610/00/201/---	Credit	Form 76	0.0		
7	HBA	7610/00/201/0079/13072/-	Credit	Form 76	14400.0		
8	misc jp	28/2059/NP/00/052/0851/--	Credit	Form 46	0.0		
9	Festival Advance Voted	28/3451/CSP/SS/00/090/1224/01003/-	Credit	Form 76	9500.0		
10	Festival Advance Voted	28/3451/CSP/SS/00/090/1224/01003/-	Debit	Form 76	0.0		
11	SHBA	7610/00/201/---	Credit	Form 76	0.0		
12	GIS	7610/00/800/---	Credit	Form 76	0.0		
13	sdee	28/2215/CSP/SS/01/05/0762/01003/-	Credit	Form 74	0.0		
14	Income Tax recovered from contractor	8658/00/112/0162/16001/-	Credit	Form 76	4565.0999999		

Figure 37: Miscellaneous Heads Screen

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

Fields marked with an asterisk * are required.

ADD RECORD

Miscellaneous Heads *

Form Name * Credit/Debit Credit Debit

Is Expenditure Head ? * Demand No. *

Select Tree View Tree View

Major Head * Sub Major Head *

Minor Head * Sub Minor Head *

Detail Head Object Head

Opening Balance

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.

23.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.











ALLOWANCE TYPES			
Sr.No	Allowance Name	Edit	Delete
1	DA		
2	DP		
3	HR		
4	PAY		
5	TE		

Figure 39: Allowance Types screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Allowance Name	<input type="text"/> *
<input type="button" value="Save"/>	<input type="button" value="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.

24. 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	Opening Balance	Edit
1	I-Cash deposits	0.00	
2	II-Cash Deposits of contractors security	38,663,078.02	
3	III-Deposits works to be done	8,914,220.30	
4	IV-Sums due to contractor on closed accounts	0.00	
5	V-Miscellaneous	7,280,007.80	
6	VI-Deposits for supplier to be made or services to be rendered	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.

Fields marked with an asterisk * are required.

EDIT RECORD	
Deposit Type	I-Cash deposits
Opening Balance	<input type="text" value="0.00"/> *
<input type="button" value="Update"/>	<input type="button" value="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 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.

25. 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).

Contractor Name		Deposit Type		filter	Clear	
DEPOSIT BALANCES - ITEMISED						
Sr.No	Deposit Type	Contractor Name	PAN	Opening Balance	Edit	Delete
1	I-Cash deposits	Niranjan Nath	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2	I-Cash deposits	Subrat Kumar Paikory	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
3	I-Cash deposits	Trishakti Pd. Patil	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
4	I-Cash deposits	P.K Construction	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
5	I-Cash deposits	Subash Chandra Swain	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
6	I-Cash deposits	Mahendra Kr Samanty	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
7	I-Cash deposits	Biswanath nayak	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
8	I-Cash deposits	Antaryami Rout	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
9	I-Cash deposits	Ramesh Kr Panda	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
10	I-Cash deposits	Shashanka Parida	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
11	I-Cash deposits	Bajay Ketan Swain	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
12	I-Cash deposits	Rajan Kumar Sahu	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
13	I-Cash deposits	Isher Chandra Mishra	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
14	I-Cash deposits	Sudarshan Pradhan	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
15	I-Cash deposits	Sonatan Nayak	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="text" value="--Select--"/> *
Contractor Name	<input type="text" value="--Select--"/> *
Opening Balance	<input type="text"/> *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 44: Deposit Balance – Itemised 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.

26. 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 Description	Up-to-date deposit received	Progressive Expenditure	Deposit Party	Total Charges	Edit	Delete
1	FDR to kalarahanga R. I office building	0.00	99,223.00	Regular Deposit	0.00		
2	FDR to RI Office	0.00	49,923.00	Regular Deposit	0.00		
3	Impt. Rengal Village Road	0.00	73,635.00	Regular Deposit	0.00		
4	Refund MD	0.00	0.00	Regular Deposit	0.00		
5	Refund of Withheld amount	0.00	0.00	Regular Deposit	0.00		
6	Daruthenga Alasei road Part - III	524,480.00	0.00	Regular Deposit	0.00		
7	Chuda Berhempura road under Part - III	527,142.00	0.00	Regular Deposit	0.00		
8	Banamalipur Jayadevpitha to Poijhari road under Part-III	147,552.00	0.00	Regular Deposit	0.00		
9	Banamalipur Vetinarth Amanakuda road under Part - III	800,000.00	0.00	Regular Deposit	0.00		
10	Mdhuban Darada raod under Part-III	600,000.00	0.00	Regular Deposit	0.00		
11	Biswanathpur Baliana via Kiajhari road under Part-III	700,000.00	0.00	Regular Deposit	0.00		
12	Ramachandrapur Chitalpur under Part-III	346,884.00	0.00	Regular Deposit	0.00		
13	Dingar Gadamantri road under Part-III	1,200,826.00	0.00	Regular Deposit	0.00		

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:

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

ADD RECORD			
Work Description	--Select--	*	
Deposit Party	Regular Deposit	*	Up-to-date deposit received: 0.00 **
Progressive Expenditure	0.00	**	Yearly Expenditure: 0.00 **
Centage Charges Applicable	Yes <input type="checkbox"/>		
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

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 the selected 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.

27.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 incurred 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.

Fields marked with an asterisk * are required.

EDIT RECORD	
MPWA Type	I- Sales On Credit
Opening Balance	<input type="text" value="0.00"/> *
<input type="button" value="Update"/>	<input type="button" value="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.

28.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).

MPWA BALANCES - ITEMISED					
Sr.No	MPWA Type	MPWA Item	Opening Balance	Edit	Delete
1	I- Sales On Credit	A B Patel	0.00		
2	II - Expenditure incurred on deposit works in excess of deposits received	A B Patel	200.00		

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:

Fields marked with an asterisk * are required.

ADD RECORD	
MPWA Type	--Select-- *
MPWA Item	--Select-- *
Opening Balance	*
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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.

29. 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 thereafter 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).

CSSA BALANCES					
Sr.No	CSSA Office	Opening Balance	Particulars	Edit	Delete
1	CSSA Office - I	10,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	CSSA Office - II	9,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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:

Fields marked with an asterisk * are required.

ADD RECORD	
CSSA Office	<input type="text" value="--Select--"/> *
Opening Balance	<input type="text"/> *
Particulars	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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.

30.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 thereafter 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).

REVENUE BALANCES				
Sr.No	Heads Classification	Opening Balance	Edit	Delete
1	0040/00/102/01/00	1,326,033.00		
2	0215/01/102/01/01	14,419,128.00		
3	0215/01/103/01/01	26,699,012.00		
4	0215/01/800/81/81	7,615,294.00		
5	7610/00/202/01/88	17,998.00		
6	0853/00/102/01/00	81,096.00		
7	0070/60/800/11/11	712.00		
8	0216/01/106/01/00	875.00		

Figure 53: Revenue Balance Screen

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

Fields marked with an asterisk * are required.

ADD RECORD			
Select Tree View	<input type="checkbox"/> Tree View		
Major Head	--Select-- *	Sub Major Head	--Select--
Minor Head	--Select--	Sub Minor Head	--Select--
Detailed Head	--Select--	Object Head	--Select--
Opening Balance			*
<input type="button" value="Save"/>		<input type="button" value="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' button.

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.

31. 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'.







CASH BALANCES				
Sr.No	Office	Cashbook	Opening Balance	Edit
1	RURAL WORKS DIVISION, BHUBANESWAR	Rural Work Division	0.00	
2	RURAL WORKS DIVISION, BHUBANESWAR	Rural Work Division, BHUBANESWAR	170,405.00	
3	RURAL WORKS SUBDIVISION NO-I, BHUBANESWAR	Rural Work SubDivision No-I, BHUBANESWAR	-86,799.00	
4	RURAL WORKS SUBDIVISION, TANGI	Rural Works SubDivision, Tangi	-137,157.00	
5	RURAL WORKS SUBDIVISION NO-II, BHUBANESWAR	Rural Work Sub-Division No-II, BHUBANESWAR	490.00	
6	RURAL WORKS SUBDIVISION, KHURDA	R.W. SubDivision, Khurda	35,987.00	

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.

Fields marked with an asterisk * are required.

EDIT RECORD	
Office	RURAL WORKS DIVISION, BHUBANESWAR
Cashbook	Rural Work Division, BHUBANESWAR
Opening Balance	<input type="text" value="170405.00"/> *
<input type="button" value="Update"/> <input type="button" value="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.

32. 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.









FORM 80 DETAILS				
Sr.No	Heads Classification	Edit	Delete	
1	3054/04/337/1230/21033/-			
2	3054/04/337/1790/21033/-			
3	7610/00/201/00/01/-			
4	7610/00/202/01/88/-			

Figure 57: Form 80 Details Screen

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

ADD NEW RECORD			
Is Expenditure Head ?	<input checked="" type="checkbox"/> *	Demand No.	28 *
Select Tree View	<input type="checkbox"/> Tree View		
Major Head	--Select--	* Sub Major Head	--Select-- *
Minor Head	--Select--	Sub Minor Head	--Select--
Detail Head	--Select--	Object Head	--Select--
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

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.

33. 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).

Choose Head		0000 All Heads		Filter	Clear
EXPENSE BALANCES					
Sr.No	Heads Classification	Opening Balance	Allotment	Edit	Delete
1	28/2059/NP/00/052/0851/21056/-	82,415.00	0.00		
2	28/2059/NP/01/051/0853/21033/-	671,517.00	0.00		
3	28/2059/NP/01/051/0853/21033/-	5,296,866.00	0.00		
4	28/2059/NP/01/051/0853/21083/-	5,448,269.00	0.00		
5	28/2059/NP/01/053/0853/02001/-	183,496.00	0.00		
6	28/2059/NP/01/053/0863/21033/-	9,416.00	0.00		
7	28/2059/NP/80/001/02/01/-	-6,040,389.00	0.00		
8	28/2059/NP/80/052/01/55/-	-3,076,846.00	0.00		
9	28/2216/NP/05/053/0853/02001/-	284,056.00	0.00		
10	28/2216/NP/05/053/0853/21033/-	2,965,184.00	0.00		
11	28/2216/NP/05/053/0853/51002/540	29,063.00	0.00		
12	28/2216/NP/05/053/0853/51002/589	305,149.00	0.00		
13	28/2216/NP/05/053/0853/51002/655	247,028.00	0.00		
14	28/3054/NP/04/337/1230/01003/-	0.00	0.00		
15	28/3054/NP/04/337/1230/02001/-	476,143.00	0.00		

Page No.

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:

Fields marked with an asterisk * are required.

ADD NEW RECORD			
Demand No.	28	Scheme(Plan/Non Plan)	--All--
		Sector	--All--
Select Tree View	<input type="checkbox"/> Tree View		
Major Head	--Select--	* Sub Major Head	--Select--*
Minor Head	--Select--	* Sub Minor Head	--Select--*
Detail Head	--Select--	* Object Head	--Select--
Opening Balance	0.0*	Allotment	0.0*
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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: Enter the Allotment for the selected expenditure head.

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.

34. 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).

REMITTANCE BALANCES			
8782-II-P.W. Cheques(Credit Amount)	229729914.00	8782-I-Remittance Into Treasury (Debit Amount)	19026500.00

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.

Fields marked with an asterisk * are required.

EDIT RECORD			
8782-II-P.W. Cheques	<input type="text" value="38003151.00"/>	*	8782-I-Remittance Into Treasury
			<input type="text" value="9011429.00"/>
	<input type="button" value="Update"/>		<input type="button" value="Cancel"/>

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.

35. Work Balances

The opening balances for each work other than 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 expenditure & other column values of the 'Schedule of Works' (Form 64).
















Choose Head		Work Description		filter	Clear				
0000 All Heads									
WORK BALANCES									
Sr.No	Work Description	Heads Classification	Prog Expenses	Yearly Charges	Allotment	Allotment Excess	Sanction Excess	Total Charges	Edit
1	Jeep OR/02/6537	28/2059/NP/00/052/0851/21056/-	0.00	0.00	0.00	0.00	0.00	0.00	
2	OR-02-E-1839	28/2059/NP/00/052/0851/21056/-	29,313.00	29,313.00	0.00	0.00	0.00	0.00	
3	OR-02-X-5525	28/2059/NP/00/052/0851/21056/-	0.00	0.00	0.00	0.00	0.00	0.00	
4	OR/02/2770 (New)	28/2059/NP/00/052/0851/21056/-	3,224.00	3,224.00	0.00	0.00	0.00	0.00	
5	OR/02/9675 (New)	28/2059/NP/00/052/0851/21056/-	12,517.00	12,517.00	0.00	0.00	0.00	0.00	
6	Addl. PHC Building at Begunia under 2059	28/2059/NP/01/051/0853/21021/-	0.00	0.00	0.00	0.00	0.00	0.00	
7	Constn. Of OSRRA Cell at R.W. C.E.Office BBSR	28/2059/NP/01/051/0853/21021/-	0.00	0.00	0.00	0.00	0.00	0.00	
8	Jemadei High School at Sisupalgarh under 21021	28/2059/NP/01/051/0853/21021/-	0.00	0.00	0.00	0.00	0.00	0.00	
9	A.O. Quarter at Renagal under 2059 B/R	28/2059/NP/01/051/0853/21033/-	0.00	0.00	0.00	0.00	0.00	0.00	
10	A/R to R.W. Division Office	28/2059/NP/01/051/0853/21033/-	0.00	0.00	0.00	0.00	0.00	0.00	
11	Arakhapalli High School at Arakhapalli	28/2059/NP/01/051/0853/21033/-	0.00	0.00	0.00	0.00	0.00	0.00	
12	Badapari Govt. High School at Badapari	28/2059/NP/01/051/0853/21033/-	0.00	0.00	0.00	0.00	0.00	0.00	
13	Bankoi Hospital building at Bolagarh	28/2059/NP/01/051/0853/21033/-	0.00	0.00	0.00	0.00	0.00	0.00	
14	Barahi High School at Abhayamukhi	28/2059/NP/01/051/0853/21033/-	0.00	0.00	0.00	0.00	0.00	0.00	
15	Bhagabateswar Ashram School at Kantabada	28/2059/NP/01/051/0853/21033/-	0.00	0.00	0.00	0.00	0.00	0.00	

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 below.

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

EDIT RECORD			
Work Description	03-june test 2		
Progressive Expenses	<input type="text" value="0.00"/>	**	Charges For The Year
Sanction Excess	<input type="text" value="0.00"/>	**	Allotment Excess
Allotment	<input type="text" value="0.00"/>	**	
Centage Charges Applicable		Yes <input checked="" type="checkbox"/>	
Estab Charges	<input type="text" value="10.5"/>	**	TP Charges
Audit Charges	<input type="text" value="0.0"/>	**	Pensionary Charges
Secretarial Charges	<input type="text" value="0.0"/>	**	Affected Centage Group
		Regular Work	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

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 the selected 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.

36. 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.

TEMPORARY ADVANCE BALANCES											
Sr.No	Employee	Employee No.	CashBook Name	Voucher No.	Voucher Date	Advance Types	Advance Amount	Settled Amount	Balance Amount	Edit	Delete
1	pratap kumar jena	G7098gpf	cashbook-1	v1	31/03/2011	Temp Advance	100.00	10.00	90.00		
2	pratap kumar jena	G7098gpf	cashbook-1	v1	01/04/2011	Temp Advance	1,200.00	0.00	1,200.00		
3	pratap kumar jena	G7098gpf	cashbook-1	v2	01/04/2011	Temp Advance	2,100.00	0.00	2,100.00		
4	pratap ku jena	GPF/39	subdiv cashbook	1	30/04/2011	Temp Advance	5,000.00	0.00	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:

ADD RECORD			
Office Name	--Select--	Cash Book	--Select--
Designation	--Select--	Employee	--Select-- <input type="button" value="Search"/>
Temp Advance/Imprest	<input checked="" type="radio"/> Temporary Advance <input type="radio"/> Imprest		
Advance/Imprest Amount	0	Settled Amount	0
Voucher Date	<input type="text"/>	Voucher Number	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

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.

37. 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](#).







DEBIT TO STOCK BALANCES				
Sr.No	Head Name	Opening Balance	Edit	Delete
1	Other Sub-Heads	0.00		
2	Manufacture	0.00		
3	Lands, Kilns etc	0.00		

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:

Fields marked with an asterisk * are required.

ADD RECORD	
Head Name	<input type="text" value="--Select--"/> *
Opening Balance	<input type="text"/> *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 68: 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 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 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 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 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.

38. 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 Account Form-73](#).

DEBIT TO STOCK BALANCES				
Sr.No	Head Name	Opening Balance	Edit	Delete
1	Other Sub-Heads	0.00		
2	Manufacture	0.00		
3	Lands,Kilns etc	0.00		

Figure 69: Stock Balance Screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Head Name	<input type="text" value="--Select--"/> *
Opening Balance	<input type="text"/> *
<input type="button" value="Save"/> <input type="button" value="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 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 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.

39. 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](#).





PURCHASE BALANCES				
Sr.No	Stock/Work	Opening Balance	Edit	Delete
1	For Stock	100.00		
2	For Specified Work	1,000.00		

Figure 71: Purchase Balance Screen

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

Fields marked with an asterisk * are required.

ADD RECORD	
Stock/Work	<input type="text" value="--Select--"/> *
Opening Balance	<input type="text"/> *
<input type="button" value="Save"/>	<input type="button" value="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.

40.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.

ALLOWANCE BALANCES						
Sr.No	Work Description	Allowance Name	Allotment	Opening Balance	Edit	Delete
1	2059 Paid to Wages Staff towards their salary(00/052)	DA	0.00	0.00		
2	2059 Paid to Wages Staff towards their salary(00/052)	HRA	0.00	0.00		
3	2059 Paid to Wages Staff towards their salary(00/052)	PAY	0.00	0.00		
4	2059 Paid to Wages Staff towards their salary(01) (New)	DA	0.00	146,081.00		
5	2059 Paid to Wages Staff towards their salary(01) (New)	DP	0.00	0.00		
6	2059 Paid to Wages Staff towards their salary(01) (New)	GP	0.00	38,500.00		
7	2059 Paid to Wages Staff towards their salary(01) (New)	HR	0.00	0.00		
8	2059 Paid to Wages Staff towards their salary(01) (New)	HRA	0.00	7,288.00		
9	2059 Paid to Wages Staff towards their salary(01) (New)	PAY	0.00	247,200.00		
10	2059 Paid to Wages Staff towards their salary(01) (New)	RCM	0.00	0.00		
11	2059 Paid to Waork-charge Staff towards their salary	DA	0.00	167,168.00		
12	2059 Paid to Waork-charge Staff towards their salary	GP	0.00	82,426.00		
13	2059 Paid to Waork-charge Staff towards their salary	HRA	0.00	7,674.00		
14	2059 Paid to Waork-charge Staff towards their salary	PAY	0.00	245,369.00		
15	2216 Paid to Wages Staff towards their salary	Arrear Pay	0.00	0.00		

« 1 2 3 »

Add

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:

Fields marked with an asterisk * are required.

ADD RECORD			
Work Type	<input type="radio"/> Deposit Works <input checked="" type="radio"/> Other Works *		
Work Name	--Select--	Search *	
Major Head	--First Select Work Type--	Sub Major Head	--First Select Work Type--
Minor Head	--First Select Work Type--	Sub Minor Head	--First Select Work Type--
Detail Head	--First Select Work Type--	Object Head	--First Select Work Type--
Allowance Name	--Select-- *	Opening Balance	0.00 *
Allotment	0.00		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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 entered opening balances.

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

41. 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.

CERTIFICATE BALANCES		
Sr.No	Opening Balance	Edit
1	3,570.00	

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.

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

EDIT RECORD	
Opening Balance	<input type="text" value="3570.00"/> **
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

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 the corresponding options will be disabled.

42. Select Office/Cashbook

Before starting the voucher entry the user has to select the Office and the Cashbook for which the vouchers has 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	
Office:	RURAL WORKS DIVISION, BHUBANESWAR
Cashbook:	Rural Work Division, BHUBANESWAR <input type="button" value="Go"/>

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.

43.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.

Hide Search Voucher

CRITERIA						
Number	Date	Cash Amt	Cheque Amt	Credit Amt	Debit Amt	Net Amt
<input type="text"/>	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="button" value="Filter"/>	<input type="button" value="Clear"/>		

Figure 79: 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.

44.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.

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

45.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:

Cashbook:

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		

15 << 1 2 3 4 5 6 7 8 >> >>>

Figure 80: 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:

Fields marked with an asterisk * are required.

ADD RECORD			
Voucher No.	<input type="text" value="86"/>	Date	31 January : 2011
Voucher Attached	<input checked="" type="radio"/> Yes <input type="radio"/> No	Contractor Name	Salestax Officer (NA) Search
Expected Gross Amount	<input type="text" value="0"/>	Order No.	<input type="text" value="95"/>
Save Cancel			

Figure 81: 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.

Fields marked with an asterisk * are required.

EDIT RECORD			
Voucher No.	<input type="text" value="1"/> *	Date	14 ▾ January : 2011
Voucher Attached	<input checked="" type="radio"/> Yes <input type="radio"/> No	Contractor Name	Paid to Wages staff (NA) ▾ Search
Expected Gross Amount	<input type="text" value="0.00"/>	Order No.	<input type="text" value="1"/> *
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	

Figure 82: 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.

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

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 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	Gross Amt	Debit Amt	Credit Amt
1	01/10/2008	0.00	31,261.00	31,261.00	26,101.00	5,160.00







TRANSACTIONS DETAILS						
Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit
1	Works	26,101.00	Debit	Cash	2216/05/053/0853/02001/-	
2	GPF	3,869.00	Credit	Cash	8009/01/101/01/87/-	
3	LIC	424.00	Credit	Cash	8443/00/108/00/05/-	
4	Interest on SHBA	547.00	Credit	Cash	0049/04/800/00/02/-	
5	House Rent (HR)	70.00	Credit	Cash	0216/01/106/01/00/-	
6	Professional Tax (PT)	250.00	Credit	Cash	0028/00/00/107/913780/-	

Figure 83: Voucher Transaction Listing Screen

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

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 7			
Amount	<input type="text"/>	Transaction Type	--Select--
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
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--
Payment Against Temporary Advance Yes <input type="checkbox"/>			
Narration <input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 84: 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, Detailed Head 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.

45.1. Works

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

ADD TRANSACTION DETAILS			
Amount	<input type="text"/> **	Transaction Type	Works * <input type="button" value="v"/>
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
Work Details:	--Select-- * Search		
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--
Detailed Head	--First Select Transaction/Work Type--	Object Head	--First Select Transaction/Work Type--
Payment Against Temporary Advance	Yes <input checked="" type="checkbox"/>		
Temp Advance/Imprest	<input type="radio"/> Temp. Advance <input type="radio"/> Imprest	Employee Name	--Select-- *
Payment Details	--Select-- *		
Narration	<input type="text"/>		
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

Figure 85: 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.

45.2. Deposit Part II

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

ADD TRANSACTION DETAILS			
Amount	<input type="text"/>	**	Transaction Type
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit		Cash / Cheque
Major Head	8443 - Civil Deposits		Sub Major Head
Minor Head	108 - Public Works Deposits		Sub Minor Head
Detailed Head	02 - Cash Deposits		Object Head
Payment Against Temporary Advance	Yes <input checked="" type="checkbox"/>		
Temp Advance/Imprest	<input type="radio"/> Temp. Advance <input type="radio"/> Imprest		Employee Name
Payment Details	<input type="text"/>	*	
Narration	<input type="text"/>		
Save		Cancel	

Figure 86: 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.

45.3. Deposit Part III

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 2

Amount	<input type="text"/> **	Transaction Type	Deposit Part III
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque
Work Details	Ayurvedic Dispensary building at Bhetswar * Search		
Major Head	8443 - Civil Deposits	Sub Major Head	00 - 00
Minor Head	108 - Public Works Deposits	Sub Minor Head	00 - 00
Detail Head	03 - Deposits from Works Other Than Takavi Works	Object Head	-
Cheque Details			
Cheque Number	<input type="text"/> *	Bank Name	<input type="text"/>
Branch Name	<input type="text"/>	Cheque Payable At	<input type="text"/>
Cheque Narration	<input type="text"/>		
Payment Against Temporary Advance Yes <input type="checkbox"/>			
Narration	<input style="height: 40px;" type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 87: 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".

45.4. Machinery

Fields marked with an asterisk * are required.

Fields marked with an asterisk ** are numeric.

ADD TRANSACTION DETAILS			
Amount	<input type="text"/> **	Transaction Type	Machinery * ▼
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque
Major Head	2059 - Public Works	Sub Major Head	80 - General
Minor Head	052 - Machinery and Equipment	Sub Minor Head	01 - New Supplies (N.P.)
Detailed Head	56 - Machinery and Equipments	Object Head	
Machinery Type	--Select-- * ▼	Machinery Expense Type	--Select-- * ▼
Registration Number	--Select-- * ▼		
CHEQUE DETAILS			
Cheque Number	<input type="text"/> *	Bank Name	<input type="text"/>
Branch Name	<input type="text"/>	Cheque Payable At	<input type="text"/>
Cheque Narration	<input type="text"/>		
Payment Against Temporary Advance	Yes <input type="checkbox"/>		
Narration	<input type="text"/>		
Save		Cancel	

Figure 88: 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.

45.5. Misc. Public Works Advance

Fields marked with an asterisk * are required.

Fields marked with an asterisk ** are numeric.

ADD TRANSACTION DETAILS			
Amount	<input type="text"/> **	Transaction Type	Misc. PW Advance *
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque
Major Head	2059 - Public Works	Sub Major Head	80 - General
Minor Head	799 - Suspense	Sub Minor Head	02 - Miscellaneous Public Works Advances (N.P.)
Detailed Head	95 - Suspense	Object Head	
MPWA Type	--Select-- *	MPWA Items	--Select-- *
CHEQUE DETAILS			
Cheque Number	<input type="text"/> *	Bank Name	<input type="text"/>
Branch Name	<input type="text"/>	Cheque Payable At	<input type="text"/>
Cheque Narration	<input type="text"/>		
Payment Against Temporary Advance	Yes <input type="checkbox"/>		
Narration	<input type="text"/>		
Save		Cancel	

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.

45.6. Stock

Fields marked with an asterisk * are required.

Fields marked with an asterisk ** are numeric.

ADD TRANSACTION DETAILS					
Amount	<input type="text"/>	**	Transaction Type	Stock	*
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit		Cash / Cheque	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque	
Major Head	2059 - Public Works		Sub Major Head	80 - General	
Minor Head	799 - Suspense		Sub Minor Head	01 - Stock - Suspense (N.P.)	
Detailed Head	95 - Suspense		Object Head		
Receipt No.	<input type="text"/>	**			
Office	RURAL WORKS DIVISION, BHUBANESWAR				*
CHEQUE DETAILS					
Cheque Number	<input type="text"/>	*	Bank Name	<input type="text"/>	
Branch Name	<input type="text"/>		Cheque Payable At	<input type="text"/>	
Cheque Narration	<input type="text"/>				
Payment Against Temporary Advance	Yes	<input type="checkbox"/>			
Narration	<input type="text"/>				
Save		Cancel			

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.

45.7. Purchase

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

ADD TRANSACTION DETAILS			
Amount	<input type="text"/> **	Transaction Type	Purchase *
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
Major Head	2059 - Public Works	Sub Major Head	
Minor Head		Sub Minor Head	
Detailed Head		Object Head	
Receipt No.	<input type="text"/> **	Rcpt/MB	<input checked="" type="radio"/> Receipt <input type="radio"/> MB
Office	RURAL WORKS DIVISION, BHUBANESWAR *		
Payment Against Temporary Advance	Yes <input checked="" type="checkbox"/>		
Temp Advance/Imprest	<input type="radio"/> Temp. Advance <input type="radio"/> Imprest	Employee Name	--Select-- *
Payment Details	--Select-- *		
Narration	<input type="text"/>		
Save		Cancel	

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.

45.8. C.S.S.A

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 9

Amount	<input type="text"/>	**	Transaction Type	C.S.S.A.	*
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit		Cash / Cheque	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque	
Major Head	[28] 2059 - Public Works		Sub Major Head	-	
Minor Head	-		Sub Minor Head	[NP] -	
Detail Head	-		Object Head	-	
CSSA Office	CE RW, Bhubanesw	*			
Cheque Details					
Cheque Number	210270	*	Bank Name	<input type="text"/>	
Branch Name	<input type="text"/>		Cheque Payable At	<input type="text"/>	
Cheque Narration	<input type="text"/>				
Payment Against Temporary Advance Yes <input type="checkbox"/>					
Narration	<input type="text"/>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

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.

46.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.

CASHBOOK SELECTION													
Office:		RURAL WORKS DIVISION, BHUBANESWAR											
Cashbook:		Rural Work Division, BHUBANESWAR											
Go													
PAYMENT VOUCHER DETAILS													
Voucher No *	Date *	Contractor Name	Gross Amount	Voucher Attached *	Credit Amt	Debit Amt	Cash Amt	Cheque Amt	Net Amt	Order No *	Edit / Delete	View	
--Select	--Select	--Select Contractor-		Yes									
2	01/12/2011	Paid to Work charge Establishment	649595.00	Yes	20845.00	628750.00	649595.00	0.00	649595.00	4			View
6	01/12/2011	Pradipta Kumar Mishra	44.00	Yes	0.00	3016.00	0.00	3016.00	3016.00	8			View
8	01/12/2011	Ajay Kumar Samantaray	58.00	Yes	6234.00	43549.00	6234.00	43549.00	49783.00	10			View
11	01/12/2011	Ajay Kumar Samantaray	49856.00	Yes	2253.00	0.00	2253.00	0.00	2253.00	13			View
22	01/12/2011	Samarendra Tripathy	49981.00	Yes	5411.00	44570.00	5411.00	44570.00	49981.00	24			View
25	01/12/2011	Desabandhu Jena	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	27			View
27	03/12/2011	Desabandhu Jena	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	29			View
28	03/12/2011	Prafulla Parida	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	30			View
30	03/12/2011	Prafulla Parida	49648.00	Yes	5196.00	43956.00	5196.00	43956.00	49152.00	32			View
31	03/12/2011	Prafulla Parida	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	33			View
33	03/12/2011	Dillip Kumar Panigrahi	781043.00	Yes	61843.00	680148.00	61843.00	680148.00	741991.00	35			View
34	03/12/2011		47321.00	Yes	6348.00	0.00	5848.00	500.00	6348.00	36			View
37	03/12/2011	The Pacific	47321.00	Yes	6056.00	41265.00	6056.00	41265.00	47321.00	39			View
38	03/12/2011	The Pacific	47321.00	Yes	4757.00	164721.00	4757.00	164721.00	169478.00	40			View
41	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	43			View
42	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	0.00	6134.00	0.00	6134.00	44			View
43	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	45			View
44	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	46			View
45	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	47			View
46	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	48			View

+ Add Voucher Page 1 of 76 View 1 - 20 of 1 518

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:

CASHBOOK SELECTION

Office:

Cashbook:

PAYMENT VOUCHER DETAILS

Voucher No *	Date *	Contractor Name	Gross Amount	Voucher Attached *	Credit Amt	Debit Amt	Cash Amt	Cheque Amt	Net Amt	Order No *	Edit / Delete	View	
--Select	--Select	Contractor-		Yes									
2	01/12/2011	Paid to Work charge Establishment	649595.00	Yes	20845.00	628750.00	649595.00	0.00	649595.00	4			View
6	01/12/2011	Pradipta Kumar Mishra	44.00	Yes	0.00	3016.00	0.00	3016.00	3016.00	8			View
8	01/12/2011	Ajay Kumar Samantaray	58.00	Yes	6234.00	43549.00	6234.00	43549.00	49783.00	10			View
11	01/12/2011	Ajay Kumar Samantaray	49856.00	Yes	2253.00	0.00	2253.00	0.00	2253.00	13			View
22	01/12/2011	Samarendra Tripathy	49981.00	Yes	5411.00	44570.00	5411.00	44570.00	49981.00	24			View
25	01/12/2011	Desabandhu Jena	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	27			View
27	03/12/2011	Desabandhu Jena	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	29			View
28	03/12/2011	Prafulla Parida	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	30			View
30	03/12/2011	Prafulla Parida	49648.00	Yes	5196.00	43956.00	5196.00	43956.00	49152.00	32			View
31	03/12/2011	Prafulla Parida	49648.00	Yes	5692.00	43956.00	5692.00	43956.00	49648.00	33			View
33	03/12/2011	Dillip Kumar Panigrahi	781043.00	Yes	61843.00	680148.00	61843.00	680148.00	741991.00	35			View
34	03/12/2011		47321.00	Yes	6348.00	0.00	5848.00	500.00	6348.00	36			View
37	03/12/2011	The Pefic	47321.00	Yes	6056.00	41265.00	6056.00	41265.00	47321.00	39			View
38	03/12/2011	The Pefic	47321.00	Yes	4757.00	164721.00	4757.00	164721.00	169478.00	40			View
41	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	43			View
42	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	0.00	6134.00	0.00	6134.00	44			View
43	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	45			View
44	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	46			View
45	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	47			View
46	03/12/2011	Bichitra Kumar Subudhi	49678.00	Yes	6134.00	43544.00	6134.00	43544.00	49678.00	48			View
1545	31/12/2011	Niranjan Nath	100000	Yes	0.00	0.00	0.00	0.00	0.00	1571			View

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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.




CASHBOOK SELECTION												
Office:	RURAL WORKS DIVISION, BHUBANESWAR											
Cashbook:	Rural Work Division, BHUBANESWAR										Go	
PAYMENT VOUCHER DETAILS												
Voucher No *	Date *	Contractor Name	Gross Amount	Voucher Attached *	Credit Amt	Debit Amt	Cash Amt	Cheque Amt	Net Amt	Order No *	Edit / Delete	View
1543	--Select	--Select Contractor-		Yes								
1543	31/12/2011	Niranjan Nath	0.00	Yes	0.00	0.00	0.00	0.00	0.00	1569	 	
+ Add Voucher Page 1 of 1 20 View 1 - 1 of 1												

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.




CASHBOOK SELECTION												
Office:	RURAL WORKS DIVISION, BHUBANESWAR											
Cashbook:	Rural Work Division, BHUBANESWAR										Go	
PAYMENT VOUCHER DETAILS												
Voucher No *	Date *	Contractor Name	Gross Amount	Voucher Attached *	Credit Amt	Debit Amt	Cash Amt	Cheque Amt	Net Amt	Order No *	Edit / Delete	View
1545	--Select	--Select Contractor--		Yes								
1545	31/12/2011	Niranjana Nath	100000.00	Yes	0.00	0.00	0.00	0.00	0.00	1571	 	
+ Add Voucher Page 1 of 1 View 1 - 1 of 1												
Transactions Details [Voucher Number 1545]												
Transaction Type	Credit Amt	Debit Amt	Cash / Cheque	Cash Amt	Cheque Amt	Cheque Number	Narration	Net Amt	Heads Combination	Edit / Delete		
+ Add Transaction + Add Per-Contra Transactions Page 1 of 0 No records to view												

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

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 7				
Amount	<input type="text"/>	**	Transaction Type	--Select--
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit		Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
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--
Payment Against Temporary Advance Yes <input type="checkbox"/>				
Narration <input type="text"/>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

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 1545]										
Transaction Type	Credit Amt	Debit Amt	Cash / Cheque	Cash Amt	Cheque Amt	Cheque Number	Narration	Net Amt	Heads Combination	Edit / Delete
+ Add Transaction + Add Per-Contra Transactions Page 1 of 0 No records to view										
Per Contra Transactions										
Transaction Type *	Search Work	Work	Credit / Debit *	Cash / Cheque *	Cheque Details		Net Amt *	Narration	Delete	
--Select--			Credit	Cash			0.00		✖	
--Select--			Credit	Cash			0.00		✖	
--Select--			Credit	Cash			0.00		✖	
--Select--			Credit	Cash			0.00		✖	
--Select--			Credit	Cash			0.00		✖	
+ Add Row Save to Server Cancel View 1 - 5 of 5										

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.

47. 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.

CASHBOOK SELECTION

Office:

Cashbook:

Show Search Voucher

CASH RECEIPT DETAILS

Sr.No.	Order No.	CR No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Edit	Delete
1	1	CR1	24/10/2009	0.00	300,000.00	300,000.00	0.00	300,000.00		

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:

Fields marked with an asterisk * are required.

ADD RECORD

CR No. * Date January : 2011

Order No. * Contractor Name

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.

Fields marked with an asterisk * are required.

EDIT RECORD			
CR No.	<input type="text" value="CR1"/> *	Date	01 February : 2011
Order No.	<input type="text" value="1"/> *	Contractor Name	--Select-- Search
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	

Figure 101: Cash Receipt Editing Screen



Field Description:**CR No.:** Change Cash Receipt Number if required.**Date:** Change Cash Receipt Date if required.**Contractor Name:** Change Contractor Name 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 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.

CASH RECEIPT VOUCHER DETAILS						
CR No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt
894700	17/10/2008	0.00	4,160.00	4,160.00	0.00	4,160.00

TRANSACTIONS DETAILS						
Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit
1	CR I	4,000.00	Credit	Cash	1054/00/800/00/01/-	
2	Value Added Tax (VAT)	160.00	Credit	Cash	8443/00/108/00/05/-	

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.

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

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 3			
Amount	<input type="text"/> **	Transaction Type	--Select-- *
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
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--
Detailed Head	--First Select Transaction/Work Type--	Object Head	--First Select Transaction/Work Type--
Narration	<input type="text"/>	Receipt From	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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 records otherwise the corresponding options will be disabled.

48. 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.

CASHBOOK SELECTION

Office:

Cashbook:

Show Search Voucher

CASH FROM TREASURY DETAILS

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:

Fields marked with an asterisk * are required.

ADD RECORD

Voucher No *

Voucher Date October : 2008

Order No. *

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.	<input type="text" value="CFT1"/> *
Date	14 ▼ January : 2011
Order No.	<input type="text" value="1"/> *
<input type="button" value="Update"/> <input type="button" value="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		

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	<input type="text"/> **	Cash / Cheque	<input type="radio"/> Cheque
Narration	<input type="text"/>	Receipt From	<input type="text"/>
Cheque Number	<input type="text"/> **	Bank Name	<input type="text"/>
Branch Name	<input type="text"/>	Cheque Payable At	<input type="text"/>
Cheque Narration	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 108: Cash from Treasury Transaction Entry Screen

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.

49. 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.

CASHBOOK SELECTION

Office:

Cashbook:

Show Search Voucher

REMITTANCE DETAILS

Sr.No.	Order No.	REM No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Edit	Delete
1	1	REM1	27/10/2009	0.00	300,000.00	300,000.00	300,000.00	0.00		

Figure 109: Remittance Listing Screen

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

Fields marked with an asterisk * are required.

ADD RECORD

REM. No. * Date

Order No. *

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.

Fields marked with an asterisk * are required.

EDIT RECORD	
REM No.	REM1 *
Date	01 March : 2006
Order No.	1 *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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	01/09/2008	10,000.00	0.00	10,000.00	10,000.00	0.00


TRANSACTIONS DETAILS						
Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit
1	Remittance	10,000.00	Debit	Cheque	8782/00/102/00/02/-	

Figure 112: Remittance Transaction Listing Screen

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

ADD REMITTANCE DETAILS FOR TRANSACTION NO. 3			
Amount	<input type="text"/> **	Transaction Type	Remittance * ▼
Credit / Debit	Debit	Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
Major Head	8782 - Cash Remittance and Adjustments	Sub Major Head	00 - 00
Minor Head	102 - Public Works	Sub Minor Head	00 - 00
Detail Head	01 - Remittances into Treasuries	Object Head	-
Treasury Name	Khurda,BBSR * ▼	Challan Number	<input type="text"/> **
Narration	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="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.

50. 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.

CASHBOOK SELECTION

Office:

Cashbook:

Show Search Voucher

CASH TRANSFER DETAILS

Sr.No.	Order No.	CT No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Edit	Delete
1	1	CT1	07/10/2009	0.00	28,000.00	28,000.00	28,000.00	0.00		
2	183	CT2	07/10/2009	0.00	60,000.00	60,000.00	60,000.00	0.00		

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:

Fields marked with an asterisk * are required.

ADD RECORD

CT No. * Date

Order No. *

Figure 115: Cash Transfer Entry Screen

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.

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.	<input type="text" value="CT1"/> *
Date	20 January : 2011
Order No.	<input type="text" value="1"/> *
<input type="button" value="Update"/>	<input type="button" value="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		

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	<input type="text" value="--Select--"/>	*	Cash Book	<input type="text" value="--Select--"/>	*
Amount	<input type="text"/>	**	Credit / Debit	Debit	
Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque		Narration	<input type="text"/>	
<input type="button" value="Save"/>		<input type="button" value="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.

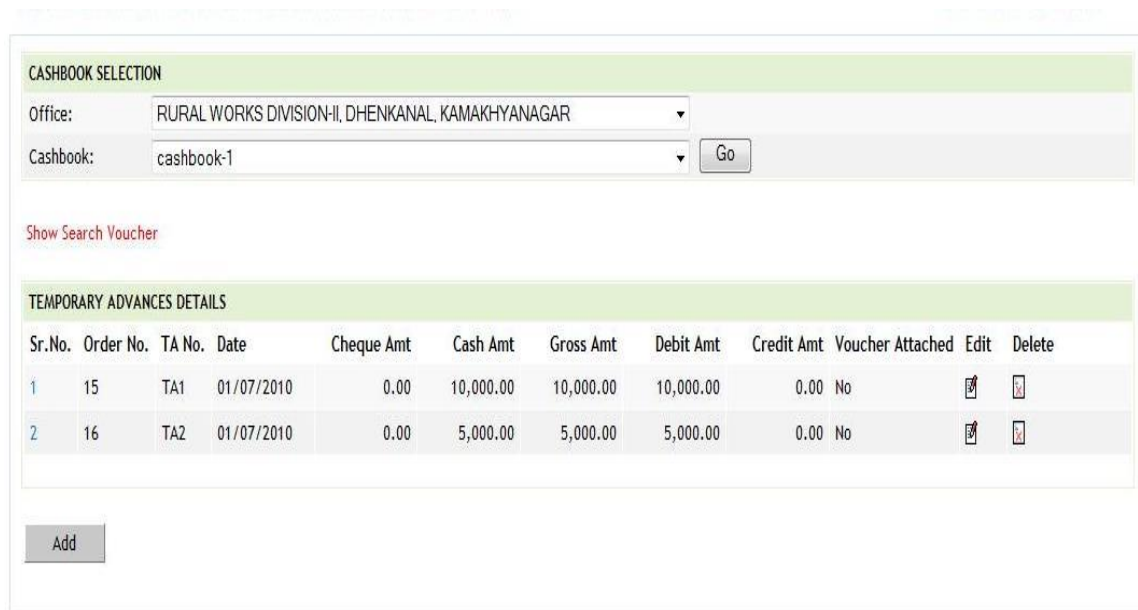
Narration: Enter the narration for the transaction.

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.

51. 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.



Sr.No.	Order No.	TA No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Voucher Attached	Edit	Delete
1	15	TA1	01/07/2010	0.00	10,000.00	10,000.00	10,000.00	0.00	No		
2	16	TA2	01/07/2010	0.00	5,000.00	5,000.00	5,000.00	0.00	No		

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:

Fields marked with an asterisk * are required.

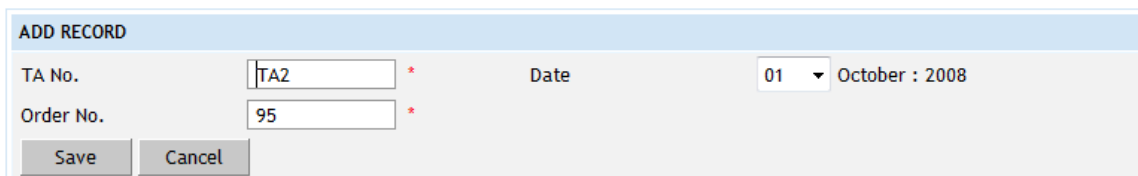


Figure 120: Temporary Advance Entry Screen

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.

Fields marked with an asterisk * are required.

EDIT RECORD	
TA No.	<input type="text" value="TA1"/> *
Date	03 February : 2011
Order No.	<input type="text" value="1"/> *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 121: Temporary Advance Editing Screen

Field Description:

TA No.: Change Temporary Advance Number if required.

Date: Change Temporary Advance 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 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.

TEMPORARY ADVANCES VOUCHER DETAILS						
TA No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt
TA1	01/10/2008	0.00	100.00	100.00	100.00	0.00

TEMPORARY ADVANCES TRANSACTIONS DETAILS							
Sr.No	Office Name	Employee Name	Advance Type	Debit Amount	Credit / Debit	Cash / Cheque	Edit
1	RURAL WORKS DIVISION, BHUBANESWAR	B. Mahapatra	Temp Advance	100.0	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.

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

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 2

Office Name	<input type="text" value="--Select--"/>	*	Designation	<input type="text" value="--Select--"/>	*
Employee Name	<input type="text" value="--Select--"/>		Amount	<input type="text"/>	
Credit / Debit	<input type="radio"/> Credit <input checked="" type="radio"/> Debit		Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque	
Narration	<input type="text"/>		Temp Advance/Imprest	<input checked="" type="radio"/> Temp. Advance <input type="radio"/> Imprest	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

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.

52. 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.

CASHBOOK SELECTION

Office:

Cashbook:

Show Search Voucher

TRANSFER ENTRY ORDER DETAILS

Sr.No.	Order No.	TEO No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Edit	Delete
1	1	TEO1	23/06/2009	0.00	9,693,768.00	9,693,768.00	4,846,884.00	4,846,884.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 124: Transfer Entry Order Listing Screen

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

Fields marked with an asterisk * are required.

ADD RECORD

TEO No. *
 Date

Order No. *

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.

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.

Fields marked with an asterisk * are required.

EDIT RECORD	
TEO No.	<input type="text" value="TEO1"/> *
Date	28 ▾ January : 2011
Order No.	<input type="text" value="1"/> *
<input type="button" value="Update"/> <input type="button" value="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						
Voucher Number	Voucher Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt
95	22/11/2008	0.00	100.00	100.00	100.00	0.00

TEO TRANSACTIONS DETAILS						
Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit
1	Works	100.00	Debit	Cash	5054/04/789/800/0907/-	

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.

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

ADD TRANSACTION DETAILS			
Transaction Type	<input type="text" value="Works"/> *	Amount	<input type="text"/> **
Credit / Debit	<input type="radio"/> Credit <input checked="" type="radio"/> Debit		
Work Details:	<input type="text" value="Imp. to Malud Morada road"/> *	Search	
Major Head	5054 - Capital Outlay on Roads and Bridges	Sub Major Head	04 - District and Other Roads
Minor Head	789 - Special Component Plan for Scheduled Castes	Sub Minor Head	800 - Other Exp
Detailed Head	0907 - MNP RIDF NABARD	Object Head	
Narration	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 128: Transfer Entry Order Transaction Entry Screen

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.

Work Details: Select/search the work 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.

53. 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.

CASHBOOK SELECTION

Office: ▼
 Cashbook: Go

Show Search Voucher

CHEQUE RENEWAL DETAILS

Sr.No.	Order No.	Voucher No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Voucher Attached	Edit	Delete
1	18	CREN1	01/07/2010	0.00	0.00	0.00	0.00	0.00	No		

Figure 129: Cheque Renewal Listing Screen

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

Fields marked with an asterisk * are required.

ADD RECORD

Voucher No. * Date ▼ March : 2006
 Order No. *

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 *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 131: Cheque Renewal Editing Screen

Field Description:

Voucger 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	<input type="checkbox"/>	<input type="checkbox"/>
555555		Debit	Cheque	2000.00	Cheque Renewal		

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.

54. 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.

CASHBOOK SELECTION

Office:

Cashbook:

Show Search Voucher

CHEQUE CANCELLATION DETAILS

Sr.No.	Order No.	Voucher No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Voucher Attached	Edit	Delete
1	17	CC1	01/07/2010	-2,114.00	0.00	-2,114.00	-1,114.00	-1,000.00	Yes		

Figure 133: Cheque Cancellation Listing Screen

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

Fields marked with an asterisk * are required.

ADD RECORD

Voucher No. *
 Date

Order No. *

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 *
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

Figure 135: Cheque Cancellation Editing Screen

Field Description:

Voucher No.: Change it Number if required.

Date: Change 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 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.

CHEQUE CANCELLATION VOUCHER DETAILS							
Voucher Number	Voucher Date		Voucher Attached				
CC1	01/07/2010		Yes				

CHEQUE CANCELLATION TRANSACTIONS DETAILS							
Cheque Number	Cheque Month/Year	Credit/Debit	Cash/Cheque	Amount	Narration	Edit	Delete
111114	7/2010	Debit	Cheque	-1114.00	Cheque Cancellation		

« 1 2 »

Display Voucher Add Vouchers

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.

55. Work Updation

The Work Updation for current account month-year is entered the [Accounts - > Vouchers -> Work Updation](#) screen.

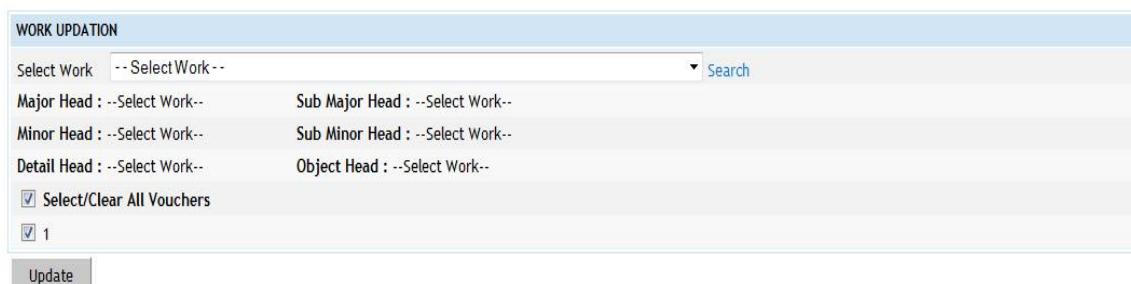


Figure 137: Work Updation Entry Screen

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 the corresponding options will be disabled.

56. 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.

Heads Classification		Scheme		filter	Clear			
CENTAGE CHARGES								
Sr.No	Heads Classification	Estab Charges	Tp Charges	Audit Charges	Pensionary Charges	Secreterial Charges	Edit	Delete
1	2216/05/053/0853/02001/-	10.50	8.50	0.00	1.00	0.00		
2	2216/05/053/0853/21033/-	10.50	8.50	0.00	1.00	0.00		
3	2216/05/053/0853/21033/-	10.50	8.50	0.00	1.00	0.00		
4	2216/05/053/0853/21033/-	10.50	8.50	0.00	1.00	0.00		
5	2216/05/053/0853/21108/-	10.50	8.50	0.00	1.00	0.00		
6	2216/05/053/1789/21033/-	10.50	8.50	0.00	1.00	0.00		
7	3054/04/337/1230/21009/-	10.50	8.50	0.00	1.00	0.00		
8	3054/04/337/1230/21022/-	10.50	8.50	0.00	1.00	0.00		
9	3054/04/337/1230/21033/-	10.50	8.50	0.00	1.00	0.00		
10	3054/04/337/1230/21033/-	10.50	8.50	0.00	1.00	0.00		
11	3054/04/337/1230/21033/-	10.50	8.50	0.00	1.00	0.00		
12	3054/04/337/1230/21110/-	10.50	8.50	0.00	1.00	0.00		
13	3054/04/337/1790/04002/-	10.50	8.50	0.00	1.00	0.00		
14	3054/04/337/1790/21033/-	10.50	8.50	0.00	1.00	0.00		
15	3054/04/337/1790/21033/-	10.50	8.50	0.00	1.00	0.00		

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:

Fields marked with an asterisk * are required.

ADD RECORD			
Scheme/Heads	<input checked="" type="radio"/> Scheme <input type="radio"/> Heads	Scheme	Deposit Type 1 *
Estab Charges	<input type="text" value="0.00"/> *	Tp Charges	<input type="text" value="0.00"/> *
Audit Charges	<input type="text" value="0.00"/> *	Pensionary Charges	<input type="text" value="0.00"/> *
Secreterial Charges	<input type="text" value="0.00"/> *		
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

Figure 139: Centage Charges Entry Screen for Scheme

Fields marked with an asterisk * are required.

ADD RECORD			
Scheme/Heads	<input type="radio"/> Scheme <input checked="" type="radio"/> Heads		
Is Expenditure Head ?	<input checked="" type="checkbox"/>	Demand No. 28	Scheme(Plan/Non Plan) --All-- Sector --All--
Select Head Tree	<input type="checkbox"/> Tree View		
Major Head	--Select-- *	Sub Major Head	--Select-- *
Minor Head	--Select-- *	Sub Minor Head	--Select-- *
Detail Head	--Select-- *	Object Head	--Select-- *
Estab. Charges	0.00 *	TP Charges	0.00 *
Audit Charges	0.00 *	Pensionary Charges	0.00 *
Secretarial Charges	0.00 *	Affected Centage Group	--Select-- *
Save		Cancel	

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.

Field Description:

Schemes/Heads: Select Scheme or Head according to which centages to be levied.

Scheme: Select the Scheme on which centages to be applied. Available only if Scheme is selected for Schemes/Heads option.

Select Head Tree: Select this checkbox if head selection on which centages to be applied is to be selected from heads tree-view. Available only if Head is selected for Schemes/Heads option.

Major Head: Select the Major Head of the detail/object head on which centages to be applied. Available only if Head is selected for Schemes/Heads option and Select Head Tree checkbox is not selected.

Sub Major Head: Select the Sub Major Head of the detail/object head on which centages to be applied. Available only if Head is selected for Schemes/Heads option and Select Head Tree checkbox is not selected.

Minor Head: Select the Minor Head of the detail/object head on which centages to be applied. Available only if Head is selected for Schemes/Heads option and Select Head Tree checkbox is not selected.

Sub Minor Head: Select the Sub Minor Head of the detail/object head on which centages to be applied. Available only if Head is selected for Schemes/Heads option and Select Head Tree checkbox is not selected.

Detail Head: Select the Detail Head on which centages to be applied. Available only if Head is selected for Schemes/Heads option and Select Head Tree checkbox is not selected.

Object Head: Select the Object Head on which centages to be applied. Available only if Head is selected for Schemes/Heads option and Select Head Tree checkbox is not selected.

Object Head: Select the Object Head on which centages to be applied. Available only if Head is selected for Schemes/Heads option and Select Head Tree checkbox is not selected.

Estab Charges: Enter the Establishment charges percentage applicable for the head/scheme to be entered.

TP Charges: Enter the Tools & Plants charges percentage applicable for the head/scheme to be entered.

Audit Charges: Enter the Audit charges percentage applicable for the head/scheme to be entered.

Pensionary Charges: Enter the Pensionary charges percentage applicable for the head/scheme to be entered.

Secretarial Charges: Enter the Secretarial charges percentage applicable for the head/scheme to be entered.

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.

57. 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.

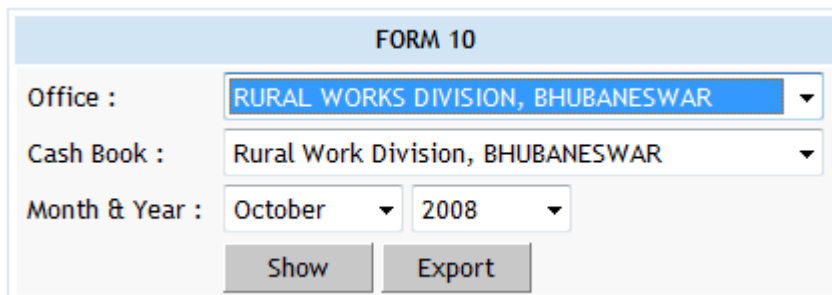


Figure 141: Cashbook Report Selection Screen

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.

58. 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.

CASH COMPILATION			
Month & Year:	February	2011	Office: --Select--
Voucher Type:	--All--		Cash Book: --Select--
Transaction Type:	--All--		Cash/Cheque: --All--
Is Expenditure Head ? :	<input checked="" type="checkbox"/>	Demand No.: 28	Credit/Debit: --All--
Major Head:	--Select--		Sub Major Head: --Select--
Minor Head:	--Select--		Sub Minor Head: --Select--
Detail Head:	--Select--		Object Head: --Select--
Include All Transactions: <input type="checkbox"/>			
Show		Reset	

Figure 142: Cash Compilation 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.

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.

59. 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.

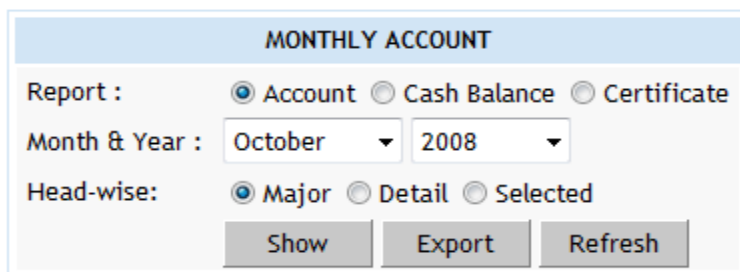


Figure 143: Form 80 - Monthly Account Report Selection Screen

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.

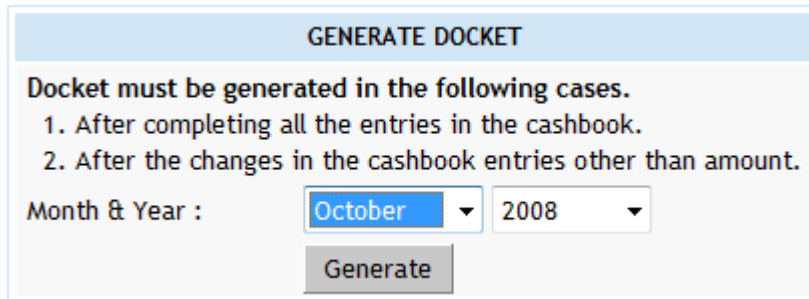
Note: 1) To view the report on the screen click on 'Show' button.

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.

60. 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.



GENERATE DOCKET

Docket must be generated in the following cases.

1. After completing all the entries in the cashbook.
2. After the changes in the cashbook entries other than amount.

Month & Year :

Figure 144: Generate Docket Screen

Field Description:

Month & Year: Select the period for which the Docket Numbers to be generated.

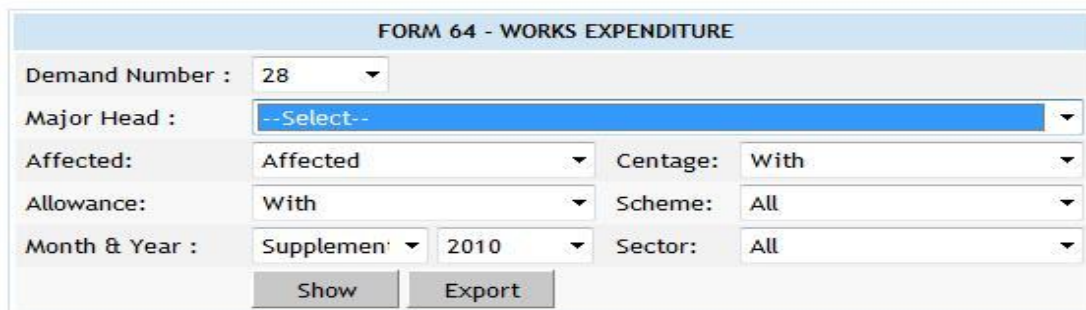
Note: 1) If the docket numbers are not generated by the user then the same will not be shown in the Schedule of Works & Classified Abstract of Expenditure.

2) You must have the privileges to generate the Docket Numbers.

61. 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.



FORM 64 - WORKS EXPENDITURE			
Demand Number :	28		
Major Head :	--Select--		
Affected:	Affected	Centage:	With
Allowance:	With	Scheme:	All
Month & Year :	Supplemen	2010	Sector: All
	Show	Export	

Figure 145: Form 64 - Works Expenditure Report Selection Screen

Field Description:

Demand number: Select the Demand Number for which the report is to be generated.

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 not affected 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.

62. 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.

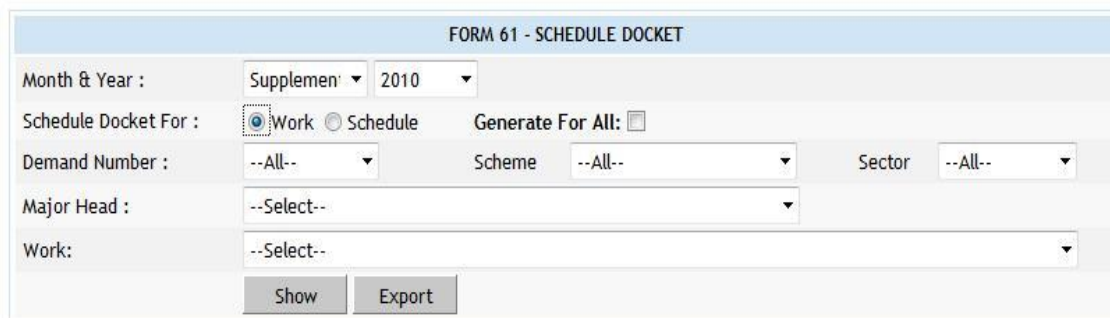


Figure 146: Form 61 - Schedule Docket Report Selection Screen

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 be generated.

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.

63. 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.

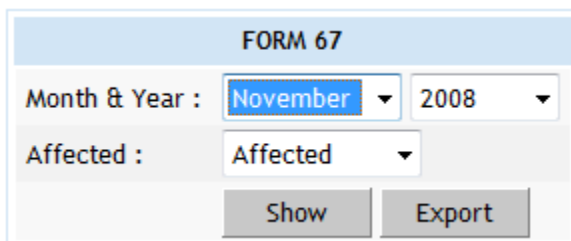


Figure 147: Form 67 - Deposit Register Report Selection Screen

Field Description:

Month & Year: Select the period for which the report is to be viewed.

Affected: Select whether to view only works affected in selected month or not affected in selected month or to view all the works.

Note: 1) To view the report on the screen click on 'Show' button.

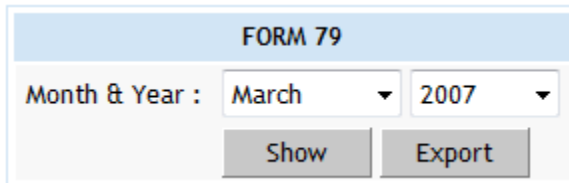
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

64. 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.



The screenshot shows a web interface titled "FORM 79". Below the title, there is a label "Month & Year :" followed by two dropdown menus. The first dropdown menu is set to "March" and the second is set to "2007". Below these dropdowns are two buttons: "Show" and "Export".

Figure 148: Form 79 - Schedule of Deposits 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.

65. 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.

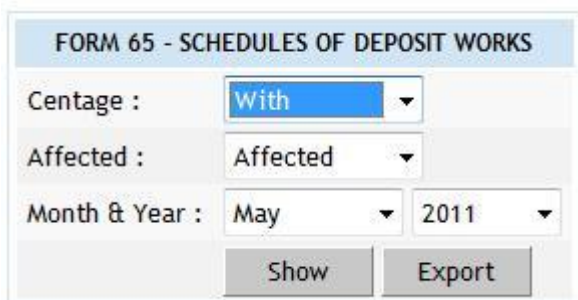


Figure 149: Form 65 – Schedule of Deposit Works Report Selection Screen

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.

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 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.

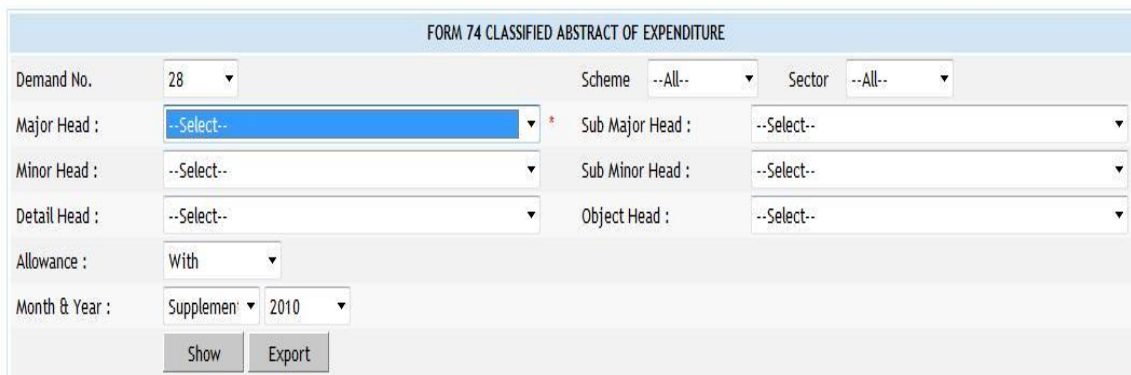


Figure 150: Form 74 - Classified Abstract of Expenditure Report Selection Screen

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.

67. 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 download/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.

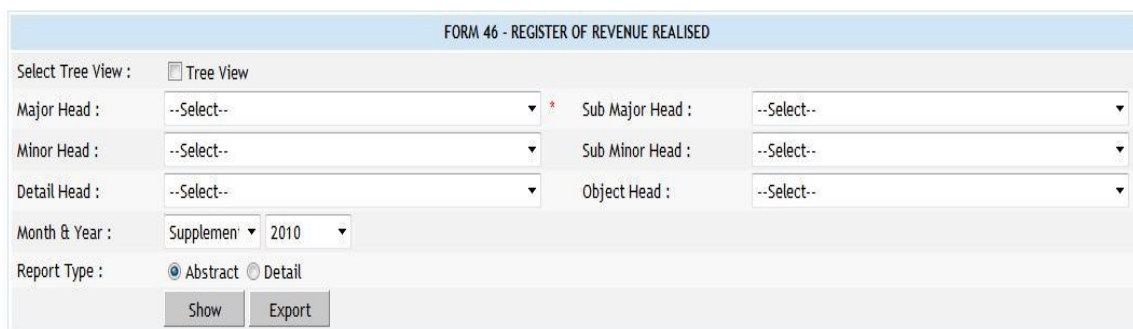


Figure 151: Form 46 – Register of Revenue Realised Report Selection Screen

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.

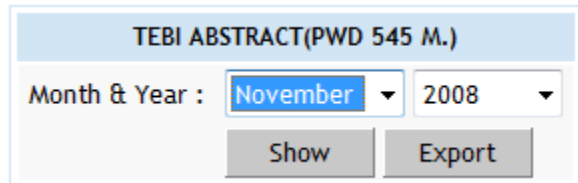
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

68. 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.



TEBI ABSTRACT(PWD 545 M.)

Month & Year :

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.

69. 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.

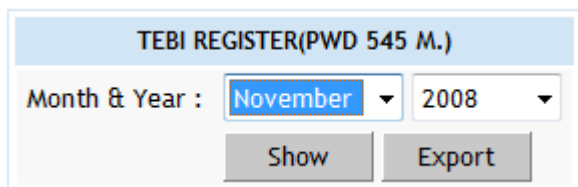


Figure 153: Form 54 - Transfer Entry Number Book Report Selection Screen

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.

70. Form 105 Part-I

By selecting [Accounts -> MPWA Reports -> Form 105 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 105 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.

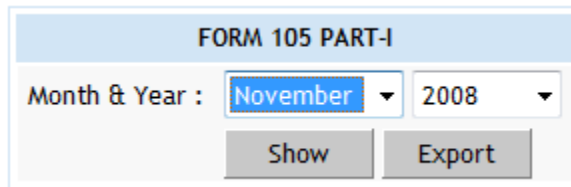


Figure 154: Form 105 Part I Report Selection Screen

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.

71. Form 105 Part-II

By selecting [Accounts -> MPWA Reports -> Form 105 Part II](#), "Form 105 Part II" screen is displayed. This screen is used to download/view Form 105 Part II report generated.

Based on selected month and year, Form 105 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.

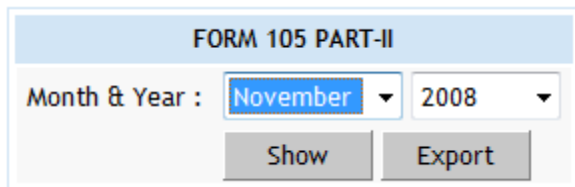


Figure 155: Form 105 Part II Report Selection Screen

Note: 1) To view the report on the screen click on 'Show' button.

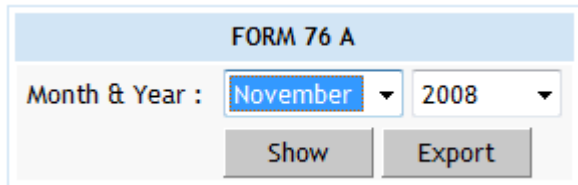
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

72. 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 :

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.

73. 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.

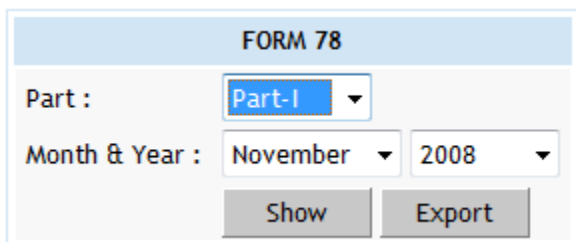


Figure 157: Form 78 Report Selection Screen

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.

74. 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 its subdivisions and individual office wise and major head wise receipts/disbursements according to the selected credit/debit option.

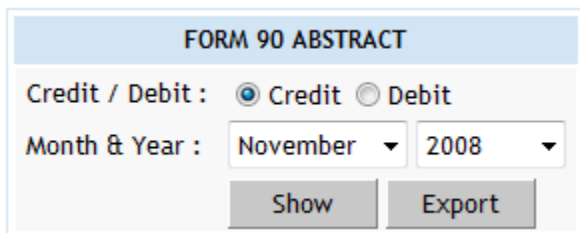


Figure 158: Form 90 Abstract Report Selection Screen

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.

75. 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.

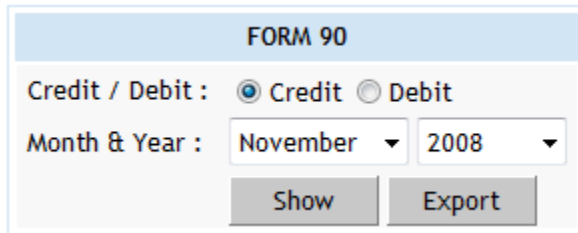


Figure 159: Form 90 Report Selection Screen

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.

76. Form 93

By selecting [Accounts -> Other Reports -> Form 93](#), "Form 93" screen is displayed. This screen is used to download/view Form report generated.

Based on selected month, year and major head as "0021", "0040" or "8658", Form 93 report is generated. It shows Schedule of debits/credits to Adjusting Account between Central and State Government / Adjusting Account with Railways / Adjusting Account with P and T / Adjusting Account with Defiance as item name, voucher details and the gross amount of the voucher for the logged in divisional office.

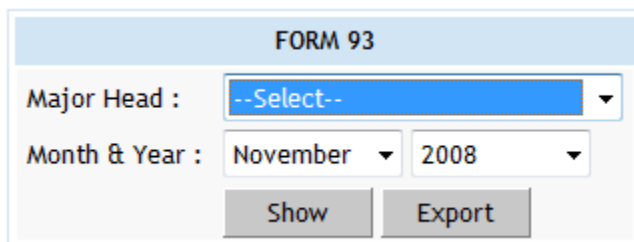


Figure 160: Form 93 Report Selection Screen

Field Description:

Major Head: Select the Major Head from list to generate the report for the same. The heads available for selection are "0021", "0040" and "8658".

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 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.

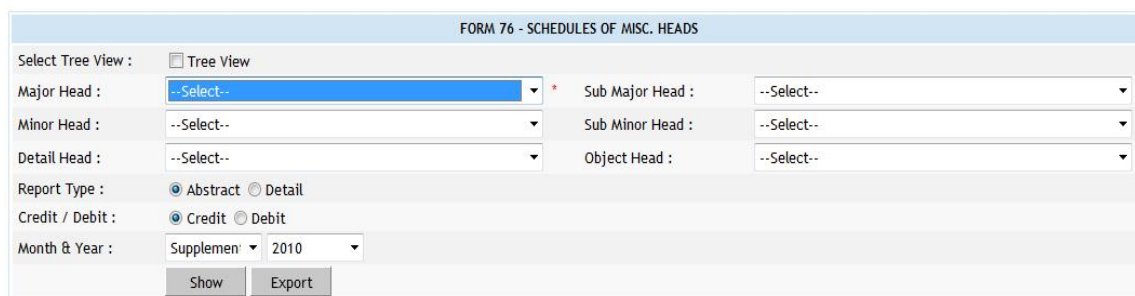


Figure 161: Form 76 – Schedule of Misc. Heads Report Selection Screen

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.

78. 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.

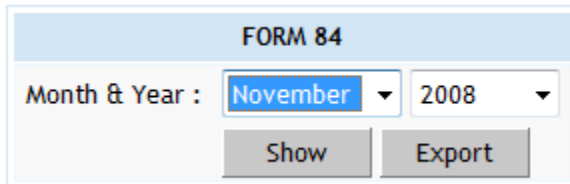


Figure 162: Form 84 – Scrutiny of Accounts Report Selection Screen

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.

79. 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.

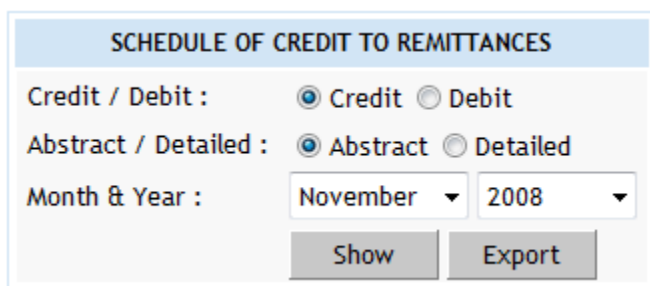


Figure 163: Form 77 - Schedule of Remittances Report Selection Screen

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.

80. Abstract of Payments

By selecting [Accounts](#) -> [Other Reports](#) -> [Payment Abstract](#), "Payment Abstract" screen is displayed. This screen is used to download/view Payment Abstract report generated.

Based on selected month and year, Payment Abstract report is generated. It shows major head wise expenditure amount for all divisional offices.

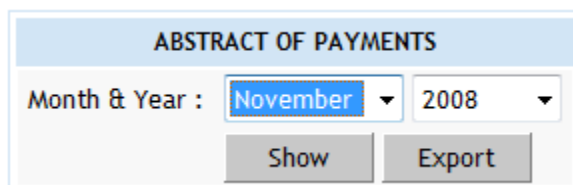


Figure 164: Abstract of Payments Report Selection Screen

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.

81. Compilation of Payments

By selecting [Accounts](#) -> [Other Reports](#) -> [Payment Compilation](#), "Payment Compilation" screen is displayed. This screen is used to download/view Payment Compilation report generated.

Based on selected month and year, Payment Abstract report is generated. It shows detailed head wise expenditure amount for all divisional offices.

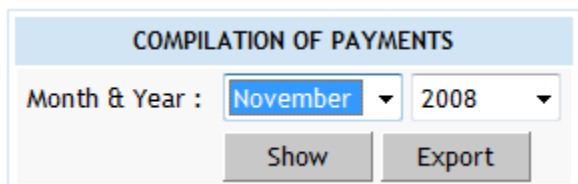


Figure 165: Compilation of Payments Report Selection Screen

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.

82. Directorate of Accounts Report

By selecting [Accounts](#) -> [Other Reports](#) -> [DA Works Audit](#), "Directorate of Accounts Report" screen is displayed. This screen is used to download/view Directorate of Accounts report generated.

Based on selected month and year, Directorate of Accounts report is generated. It shows all the divisions and division wise detailed head wise expenditure amount.

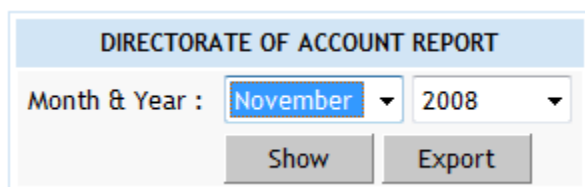


Figure 166: Directorate of Accounts Report Selection Screen

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.

83. Compilation of Receipts

By selecting [Accounts -> Other Reports -> Receipts Compilation](#), "Compilation of Receipts" screen is displayed. This screen is used to download/view Compilation of Receipts report generated.

Based on selected month and year, Compilation of Receipts report is generated. It shows all the divisions and division wise detailed head wise receipt amount.

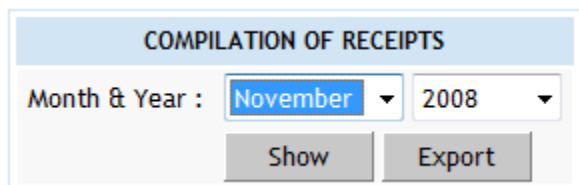


Figure 167: Compilation of Receipts Report Selection Screen

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.

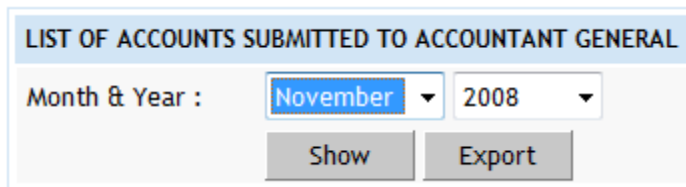
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

3) You must have the privileges to view the reports.

84. 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.



LIST OF ACCOUNTS SUBMITTED TO ACCOUNTANT GENERAL

Month & Year :

Figure 168: Form 83 – Schedules Submitted to A.G. 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.Recovery Details

By selecting [Accounts -> Other Reports -> Recovery Details](#), "List of Recovery Details" screen is displayed. This screen is used to download/view List of Recovery Details.

Based on selected month and year, List of Accounts Submitted to Accountant General report is generated. It shows voucher wise or contractor wise 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.

86. 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 .

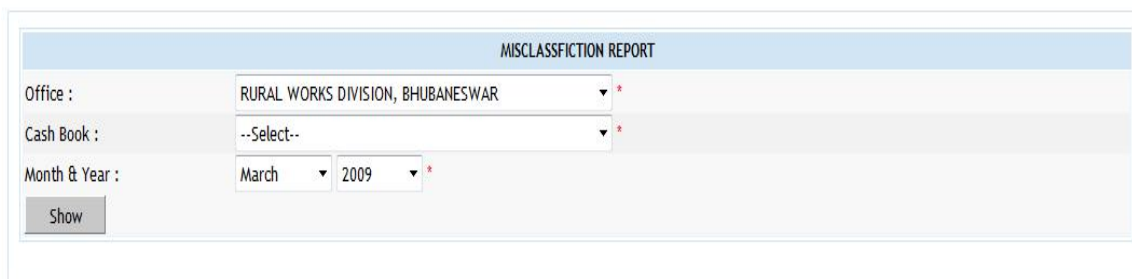


Figure 170: Misclassification Report Selection Screen

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.

87. 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.

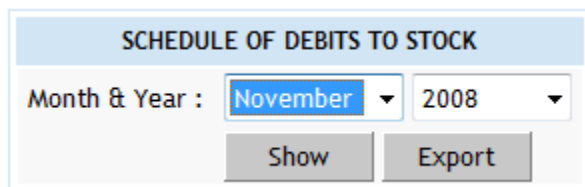


Figure 171: Schedule of Debits to Stock Report Selection Screen

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.

88. 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.

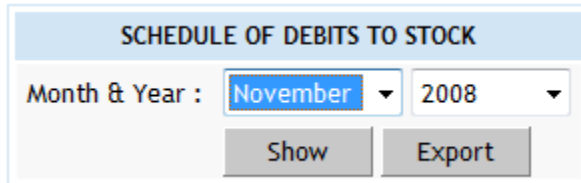


Figure 172: Stock Account Report Selection Screen

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.

89. 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.

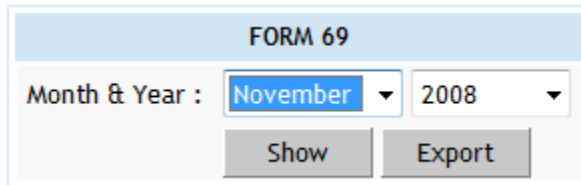


Figure 173: Purchase Account Report Selection Screen

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.

90. Form 62 - Percentage Recovery

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.

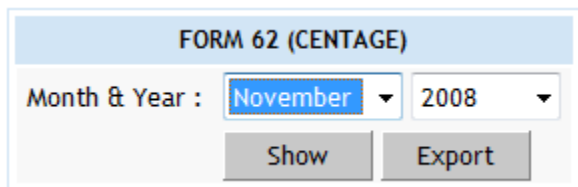


Figure 174: Form 62 - Percentage Recovery Report Selection Screen

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.

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