

Government of Tripura

Accounts Management System

User Manual **Version 1.0**

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 Centre for Development of Advanced Computing (CDAC) for the Public Works Department (PWD), Government of Tripura.

The system is developed with the aim of computerizing all the activities related to PW Department across the Tripura State. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by PWD 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.

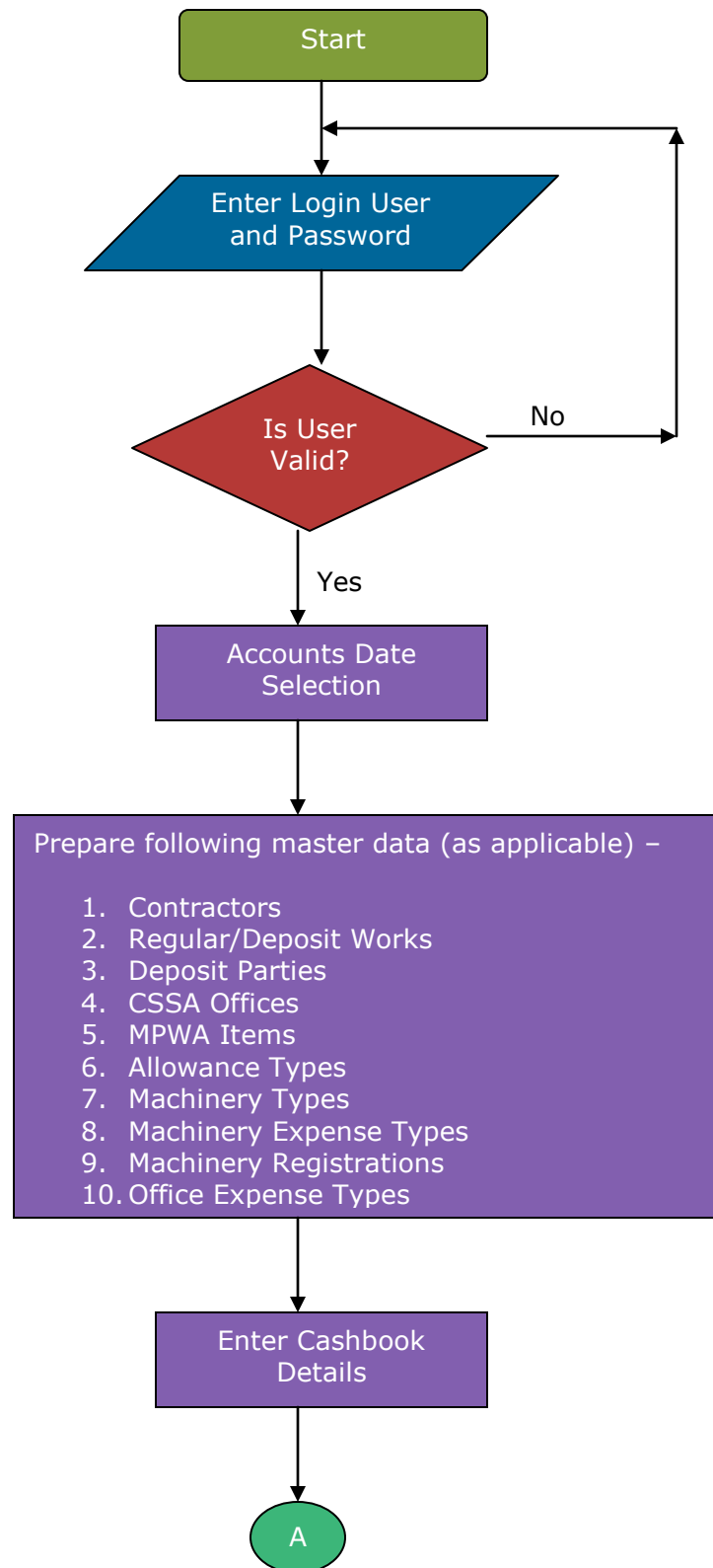
2. Objective

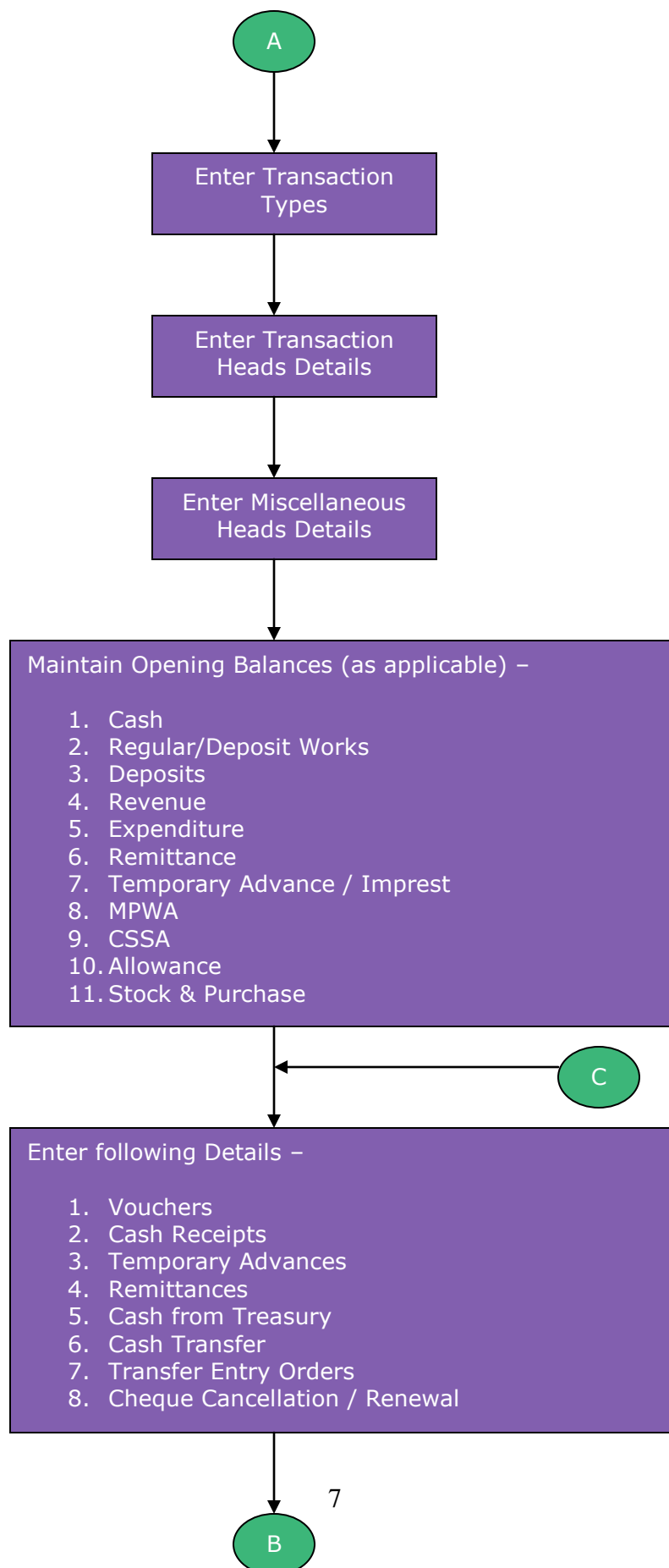
It facilitates PWD, Tripura Divisional Offices to enter the different transactions and generate the cashbook and relevant schedules along with the Monthly Account.

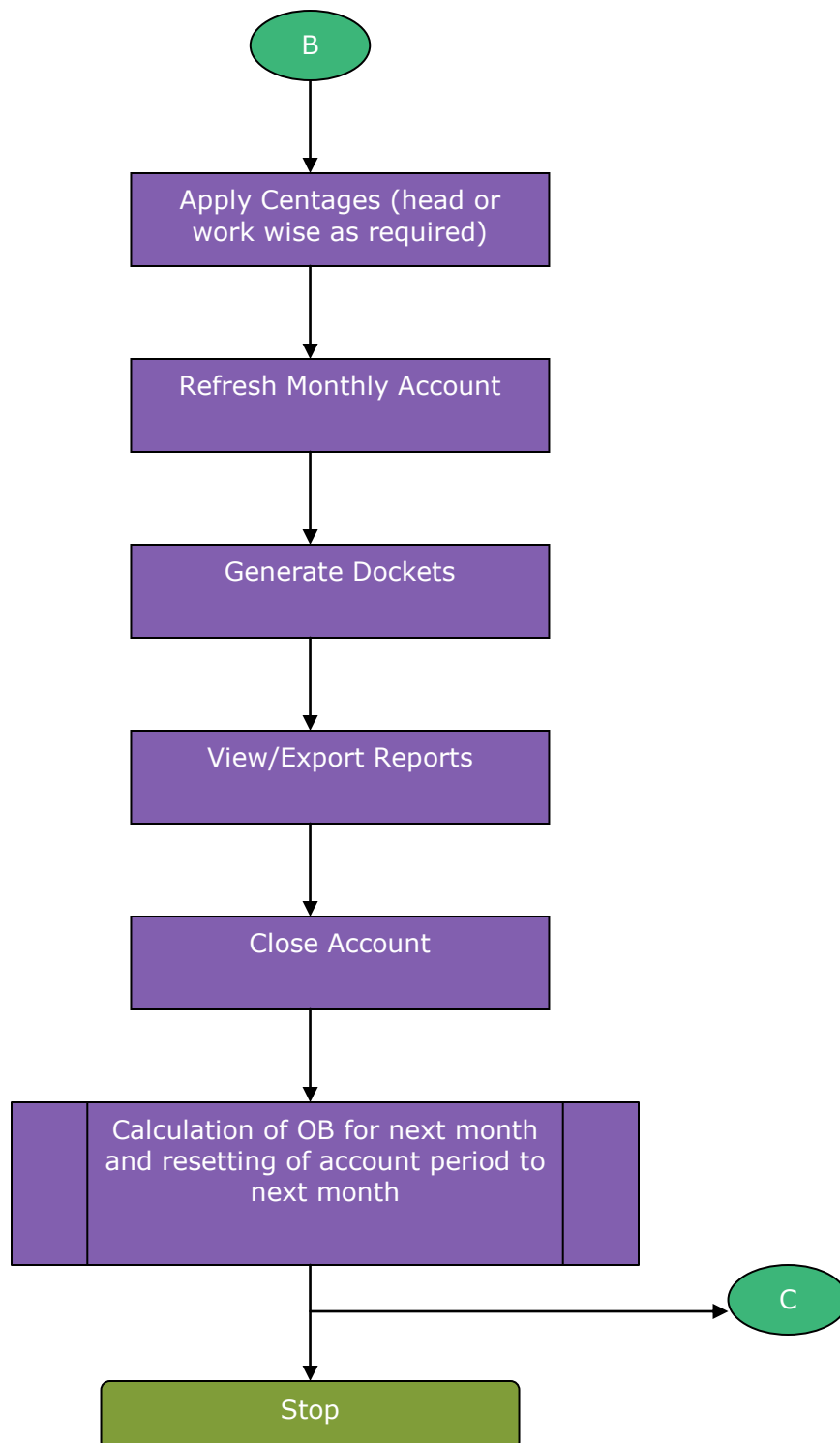
3. Functionalities

- 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



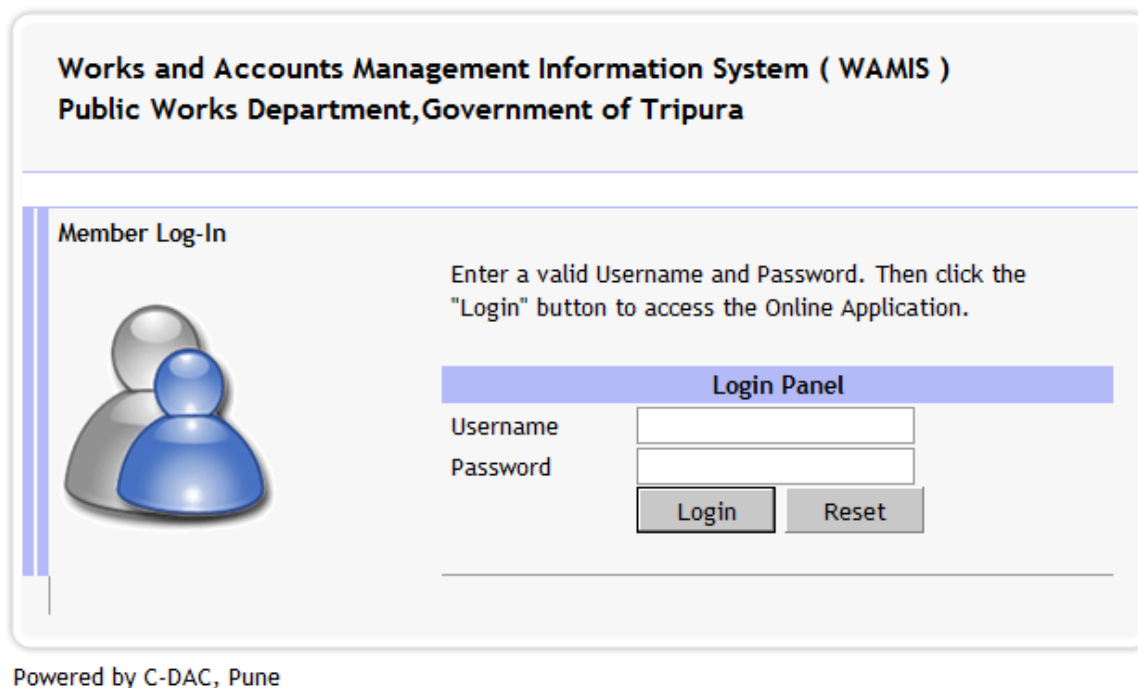




5. Login

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.



The screenshot shows the login interface for the Works and Accounts Management Information System (WAMIS). At the top, the title "Works and Accounts Management Information System (WAMIS)" is displayed, followed by "Public Works Department, Government of Tripura". Below this, the section "Member Log-In" is visible. On the left, there is a graphic of two stylized human figures. To the right, a message instructs the user to "Enter a valid Username and Password. Then click the 'Login' button to access the Online Application." Below the message is a "Login Panel" containing two input fields: "Username" and "Password". Under the "Password" field are two buttons: "Login" and "Reset". At the bottom left of the interface, it says "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.

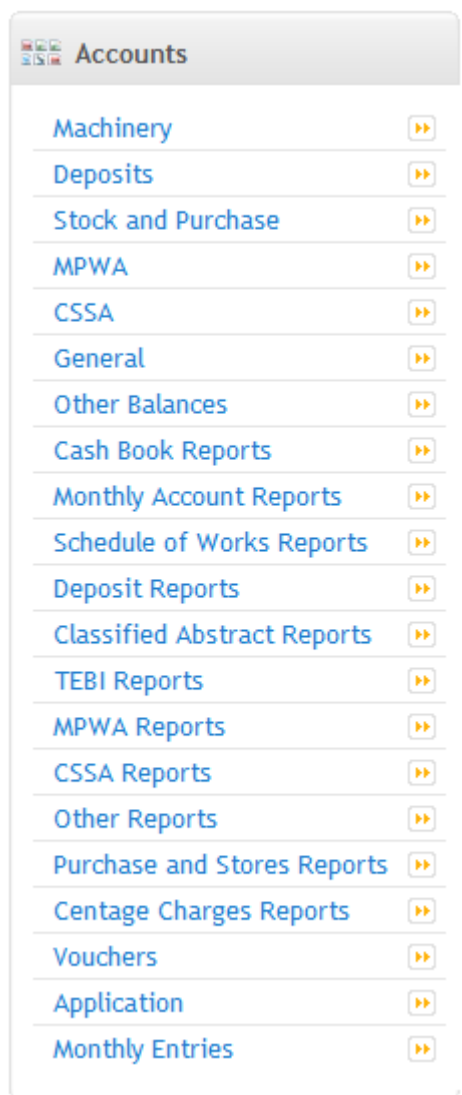


Figure 2: Home screen

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.

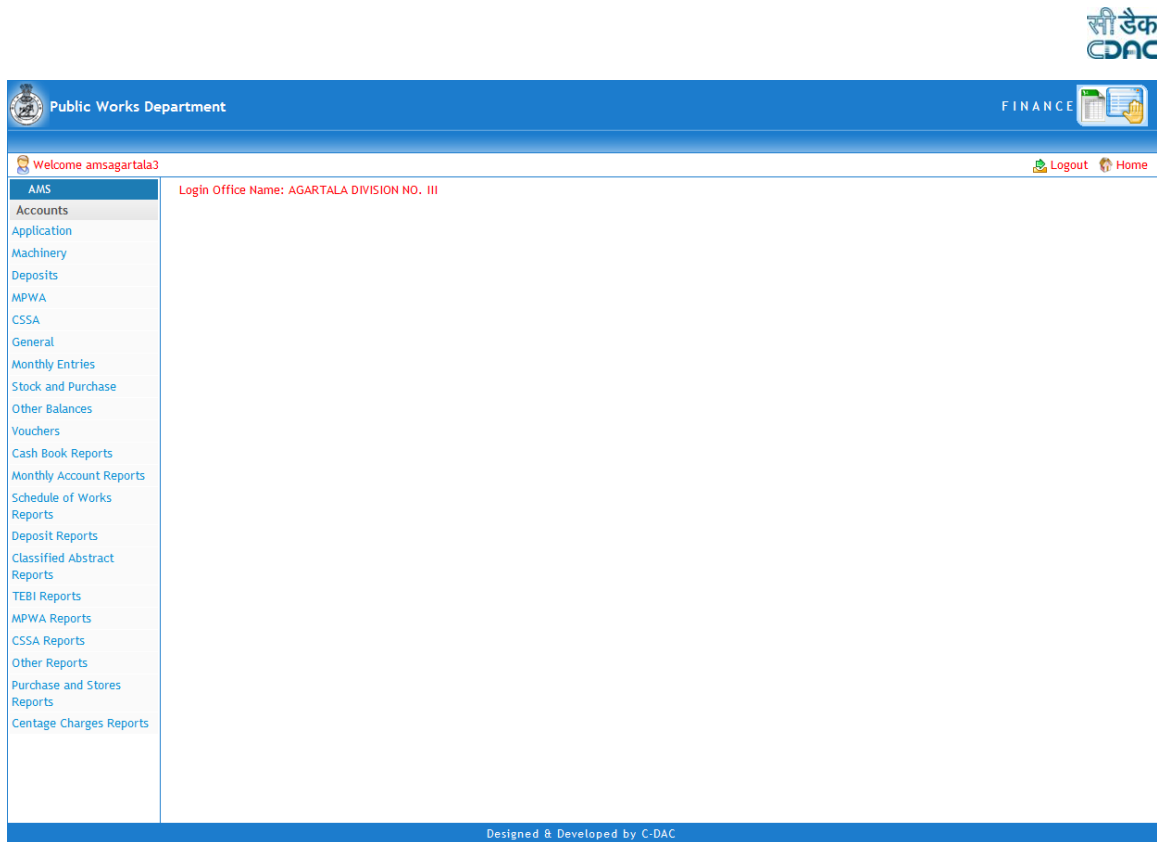


Figure 3: Main screen for Accounts

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 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" account respectively.

If divisional office is entering the data for the first time in the system, 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.

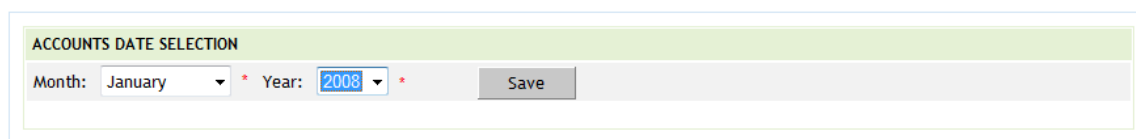


Figure 4: Accounts Date Selection Screen

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:

ACCOUNT CLOSE / REVOKE	
Current Account Month & Year November : 2008	
Close / Revoke	<input checked="" type="radio"/> Close <input type="radio"/> Revoke
<input type="button" value="Submit"/>	

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		

Add

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"/> *
Save	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 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.CPWD Head Details

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

View Heads Classification

Head Type
All Heads
Head Name

Head Code	Head Type	Head Name	Demand Number	Heads Code	Edit	Change
6003	Major	Internal Debt of the State Government	-	6003/-----		
0056	Major	Jails	-	0056/-----		
2059	Major	Public Works	-	2059/-----		
6885	Major	Other Loans for Industries and Minerals	-	6885/-----		
0215	Major	Water Supply & Sanitation	-	0215/-----		
0020	Major	Corporation Tax	-	0020/-----		
3451	Major	Secretariate Economics Services	-	3451/-----		
0405	Major	Fisheries	-	0405/-----		
1475	Major	Other General Economic Services	-	1475/-----		
2403	Major	Animal Husbandary	-	2403/-----		
0040	Major	Taxes On Sales Trade Etc.	-	0040/-----		
0051	Major	Public Service Commission	-	0051/-----		
0216	Major	Housing	-	0216/-----		
6701	Major	Loans for Major and Medium Irrigation	-	6701/-----		
0021	Major	Taxes on Income Other Than Corporation Tax	-	0021/-----		

Figure 15: CPWD Heads Screen

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

To search the CPWD 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 CPWD heads satisfying the search criteria. A 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 CPWD Head (Major / Submajor / Minor / Subminor / Detail / Object Head), click on 'Add' button. The screen appears is shown below:

Fields marked with an asterisk * are required.

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 Code	00 *	Head Name	-- *
Demand Number	21 *	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
Head Category	--Select-- *	Plan	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 16: CPWD Head Entry Screen for Major Head

Fields marked with an asterisk * are required.

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		
Major Head	--Select-- *		
Sub Major Head	--Select-- *		
Minor Head	--Select-- *		
Sub Minor Head	--Select-- *		
Detail Head	--Select-- *		
Head Code	00 *	Head Name	-- *
Demand Number	21 *	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="Cancel"/>			

Figure 17: CPWD 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.

Demand Number: Enter the Demand Number 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.

Plan: Select whether the head is plan or non-plan.

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	29/04/2009		
<input type="button" value="Close"/>		<input type="button" value="Cancel"/>	

Figure 18: CPWD Head Entry Screen for Head Other Than Major Head

Field Description:

Change 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	
2	Books and Periodicals - Expenditure during the month	
3	Books and Periodicals - Previous expenditure	
4	Books and Periodicals - Total expenditure	
5	Carriage of parcels, treasure and other Government property	
6	Country stationery and petty bazaar purchases	
7	Donation for passing examination in native languages	
8	Law charges	
9	Medicine and hospital charges	
10	Office binding direction and accounts only	
11	Office rent	
12	Other Charges not included in above	
13	Postal, telegraph and money order commission charges	
14	Printing binding and advertising	
15	Suppling drinking water and dusting office	

Add

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	<input type="text"/> *
Save	Cancel

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 'Head Closed 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		

Add

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.Proposal Work Details

By selecting [Accounts -> General -> Proposal Work Details](#), "Proposal Work Details" screen is displayed which shows all the works for the current logged-in division.

IMPORTANT, PLEASE NOTE: If any head classification is updated for any work, it will affect all the transactions where the work was selected. This will affect the entries of current month as well as previous months.

Choose Head
0000 All Heads

Work Description

filter Clear

PROPOSAL WORK DETAILS							
Sr.No	Work No.	Work Description	Heads Classification	Category	Work Type	Edit	Delete
1	28/43	Telephone Set and Stationary articles files Cleaning.	13/2059/NP/80/001/25/03/13	Own Departmental	RW Others		
2	28/42	Photography Hand Receipt.	13/2059/NP/80/001/25/03/13	Own Departmental	RW Others		
3	28/41	Xerox Hand Receipt.	13/2059/NP/80/001/25/03/13	Own Departmental	RW Others		
4	28/40	Type Writer Machine Hand Receipt.	13/2059/NP/80/001/25/03/13	Own Departmental	RW Others		
5	28/39	Hiring of private vehicle of the office of the Executive Engineer, Mechanical Division, PWD, Agartala W.E.F. 01/12/2011 to 31/12/2011.	13/2059/NP/80/001/25/03/19	Own Departmental	RW Others		
6	28/38	Repairing of Motor Vehicle.	13/3054/NP/80/52/25/03/27	Own Departmental	RW Others		
7	28/37	Servicing of repairing of DG Set, Installed at Jalabassa Plant, Jalabassa, Tripura(N)	13/3054/NP/80/52/25/03/27	Own Departmental	Buildings		
8	28/35	Computer operator CDharge.(3054-27)	13/3054/NP/80/52/25/03/27	Own Departmental	Buildings		
9	28/36	Computer Operator Charge.(2059-13)	13/2059/NP/80/001/25/03/13	Own Departmental	Road		
10	28/34	Installation of Furniture,Refrizetor,Computer Table.	13/3054/NP/80/52/25/03/27	Own Departmental	Buildings		

Add

Figure 23: Proposal Work Details Screen


To search the Proposal Work Details for a specific Account Head and/or Work Description, select the major head in Head field and/or Work Description and click on the button 'Filter', which shows the list of Proposal Work Details satisfying the search criteria. A Head criterion searches the exact match of the records whereas Work Description field works on the like match.

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

View 

ADD PROPOSAL WORK DETAILS				Amount in Rs.	
Fields marked with an asterisk * are required. Fields marked with an asterisk ** are required and takes numeric value.					
Work Number	<input type="text" value="28/44"/>	*	Work Category	<input checked="" type="radio"/> Own Departmental <input type="radio"/> Other Departmental <input type="radio"/> Deposit <input type="radio"/> Salary	
Work Description	<input type="text"/>				
Sub Division Name	<input type="text" value="--Select--"/>				
District	<input type="text" value="--Select--"/>	*	Taluka	<input type="text" value="--select--"/>	
Village	<input type="text" value="--select--"/>		Habitation	<input type="text" value="--select--"/>	
MLA Constituency	<input type="text" value="--select--"/>	*	Proposer Type	<input type="text" value="--Select--"/>	
Department	<input type="text" value="--select--"/>	*	Scheme	<input type="text" value="--Select--"/>	
Charged/Voted	<input type="radio"/> Charged <input checked="" type="radio"/> Voted		Project Cost	<input type="text" value="0.00"/>	**
Category	<input type="radio"/> TSP <input type="radio"/> SCSP <input checked="" type="radio"/> General		Backlog	<input type="radio"/> Backlog <input checked="" type="radio"/> Non-Backlog	
Demand No.	<input type="text" value="--All--"/>		Scheme(Plan/Non Plan)	<input type="text" value="--All--"/>	
			Sector	<input type="text" value="--All--"/>	
Select Tree View	<input type="checkbox"/> Tree View				
Major Head	<input type="text" value="--Select--"/>	*	Sub Major Head	<input type="text" value="--Select--"/>	
Minor Head	<input type="text" value="--Select--"/>	*	Sub Minor Head	<input type="text" value="--Select--"/>	
Detail Head	<input type="text" value="--Select--"/>	*	Object Head	<input type="text" value="--Select--"/>	
Budget Month	<input type="text" value="September"/>	*	Budget Year	<input type="text" value="2012"/>	
Work Type	<input type="text" value="--Select--"/>	*	Work Sub Type	<input type="text" value="--select--"/>	
Asset	<input type="text" value="--select--"/>		New/Upgrade	<input type="radio"/> New <input checked="" type="radio"/> Upgrade	
Chainage From	<input type="text"/>		Chainage To	<input type="text"/>	
Remarks	<input type="text"/>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Figure 24: Proposal Work Details Entry Screen for Own Departmental

View 

ADD PROPOSAL WORK DETAILS

Amount in Rs.

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

Work Number * Work Category ☐ Own Departmental ☐ Other Departmental ☐ Deposit ☒ Salary

Work Description *

Sub Division Name

Charged/Voted ☐ Charged ☒ Voted Project Cost

Category ☐ TSP ☐ SCSP ☒ General Backlog ☐ Backlog ☒ Non-Backlog

Demand No. Scheme(Plan/Non Plan) Sector

Select Tree View ☐ Tree View

Major Head * Sub Major Head *

Minor Head * Sub Minor Head *

Detail Head * Object Head *

Budget Month * Budget Year *

Remarks

Figure 25: Proposal Work Details Entry Screen for Salary Work

Field Description:

Work Number: Enter a unique Work Number for the work to be added.

Work Category: Select appropriate work category for proposal work.

Work Description: Enter work description i.e name of proposal work in detail.

Sub-Division Name: Select sub-division in which work will be carried out.

District: Select the District in which work will be executed. Available only if New Proposal is selected. Not applicable for Work Category Salary.

Taluka: Select the Taluka in which work will be executed. Available only if New Proposal is selected. Not applicable for Work Category Salary.

Village: Select the Village in which work will be executed. Available only if New Proposal is selected. Not applicable for Work Category Salary.

Habitation: Select the Habitation in which work will be executed. Available only if New Proposal is selected. Not applicable for Work Category Salary.

MLA Constituency: Select the MLA Constituency in which work will be executed. Available only if New Proposal is selected. Not applicable for Work Category Salary.

Proposer Type: Select the Proposer Type who has given the proposal. Available only if New Proposal is selected. Not applicable for Work Category Salary.

Department: Select the Department Name for which the proposal has come. Available only if New Proposal is selected. Not applicable for Work Category Salary.

Scheme: Select the Scheme under which the proposal is to be executed. Available only if New Proposal is selected. Not applicable for Work Category Salary.

Field Description:

Charged/Voted: Select whether the work is Charged or Voted.

Project Cost: Enter the Proposed Estimated Cost for the proposal. Available only if New Proposal is selected.

Category : Select appropriate category to which work belongs.

Backlog: Select appropriate backlog type for the work.

Demand No: Select demand number under which work is initiated.

Plan/Non Plan: Select whether the work is State Plan, Central Plan, Centrally Sponsored Plan or Non-Plan type.

Sector: Select the Sector whether district or state for which the work to be added. Available only if State Plan, Central Plan or Centrally Sponsored Plan selected.

Major Head: Select the Major Head name for the work to be added.

Sub Major Head: Select the Sub Major Head name for the work to be added.

Minor Head: Select the Minor Head name for the work to be added.

Sub Minor Head: Select the Sub Minor Head name for the work to be added.

Detail Head: Select the Detail Head name for the work to be added.

Object Head: Select the Object Head name for the work to be added.

Budget Month: Select budget month in which work is initiated.

Budget Year: Select the Budget Year from which the work is to be commenced.

Work Type: Select work type to which work belongs. Not applicable for Work Category Salary.

Work Sub-Type: Select work subtype with respect to work type. Not applicable for Work Category Salary.

Asset: Select asset type in which work is defined if any. Not applicable for Work Category Salary.

New/Upgrade: State whether work is new or up-gradation of old work. Not applicable for Work Category Salary.

Chainage from/to: Enter chainage for respective field if work is of type road. Not applicable for Work Category Salary.

Remark: Enter comment or remark about work if any.

To save the Proposal Work Details, click on 'Save And Add' or 'Save And Display' button. If record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. When 'Save And Add' is clicked, Proposal Work Details Entry screen is available again and when 'Save And Display' is clicked, Proposal Work Details Listing screen is shown. User can cancel the add operation by clicking the 'Cancel' button.

To edit any Proposal Work Details, click on 'Edit' link respective to that Proposal Work Details, the screen with the previously entered data appears as shown below:

View 

EDIT PROPOSAL WORK DETAILS				Amount in Rs.
Fields marked with an asterisk * are required. Fields marked with an asterisk ** are required and takes numeric value.				
Work Number	28/43 *	Work Category	Own Departmental	
Work Description	Test *			
Sub Division Name	MECHANICAL SUBDIVISION NO. I, AGARTALA			
District	Dhalai *	Taluka	Chawmanu	
Village	East Malidhar	Habitation	--Select--	
MLA Constituency	Dhalai *	Proposer Type	C.M. *	
Department	Public Works *	Scheme	Budgeted Roads & Bridges *	
Charged/Voted	<input type="radio"/> Charged <input checked="" type="radio"/> Voted	Project Cost	300.00 **	
Category	<input type="radio"/> TSP <input checked="" type="radio"/> SCSP <input type="radio"/> General	Backlog	<input type="radio"/> Backlog <input checked="" type="radio"/> Non-Backlog	
Demand No.	13	Scheme(Plan/Non Plan)	Non Plan	
Select Tree View	<input type="checkbox"/> Tree View			
Major Head	2059-[13]Public Works *	Sub Major Head	80-General *	
Minor Head	001-Direction and Administration *	Sub Minor Head	25-[NP]Public works *	
Detail Head	03-Execution *	Object Head	13-Office Expenses *	
Program Name	Current Repairs *	Repair Type	Color washing, distempering and patch painting *	
Budget Month	March *	Budget Year	2012 *	
Work Type	RW Others *	Work Sub Type	Others *	
Asset	--select--	New/Upgrade	<input checked="" type="radio"/> Maintenance & Repairs	
Chainage From		Chainage To		
Remarks				
<input type="button" value="Update"/> <input type="button" value="Cancel"/>				

Figure 26: Proposal Work Details Modify Screen for Editing Own Departmental Work

View 

EDIT PROPOSAL WORK DETAILS				Amount in Rs.
Fields marked with an asterisk * are required. Fields marked with an asterisk ** are required and takes numeric value.				
Work Number	<input type="text" value="28/1"/>	*	Work Category	Salary
Work Description	<input type="text" value="Payment made to Work Supervisor"/>			*
Sub Division Name	<input type="text" value="--Select--"/>			
Charged/Voted	<input type="radio"/> Charged <input checked="" type="radio"/> Voted		Project Cost	<input type="text" value="0.00"/>
Category	<input type="radio"/> TSP <input checked="" type="radio"/> SCSP <input type="radio"/> General		Backlog	<input type="radio"/> Backlog <input checked="" type="radio"/> Non-Backlog
Demand No.	<input type="text" value="13"/>		Scheme(Plan/Non Plan)	<input type="text" value="Non Plan"/>
Select Tree View	<input type="checkbox"/> Tree View			
Major Head	<input type="text" value="3054-[13]Roads and Bridges"/>	*	Sub Major Head	<input type="text" value="80-General"/>
Minor Head	<input type="text" value="52-Machinery and Equipment"/>	*	Sub Minor Head	<input type="text" value="25-[NP]"/>
Detail Head	<input type="text" value="03---"/>	*	Object Head	<input type="text" value="27---"/>
Budget Month	<input type="text" value="June"/>	*	Budget Year	<input type="text" value="2011"/>
Remarks	<input type="text"/>			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>				

Figure 27: Proposal Work Details For Editing Salary Work

To update the Proposal Work Details click on '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 Proposal Work Details, click on 'Delete' link respective to that Proposal Work Details, and after user's confirmation the record is deleted permanently.

Note: 1) You must have the privileges to view/add/edit the records otherwise the corresponding options will be disabled.

2) For Deposit work, head is fixed to 8443 - III.

16.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	

1 2 3

Add

Figure 28: 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"/> *
Save	Cancel

Figure 29: 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.

17. 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		

Add

Figure 30: 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	--Select-- *
Registration No.	*
Save	Cancel

Figure 31: 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.

18.Contractors

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

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

Sr.No	Contractors	Permanent Account Number	Edit
1	A.O. Dist.& Session Judges Court, West Trip.	Not Available	
2	Addl. General Manager (S.E) Generation Circle, TSECL	Not Available	
3	AG	Not Available	
4	Ashim Bhowmik	Not Available	
5	Assistant Audit Officer The AG	Not Available	
6	Assistant Electoral Officer, O/O The Chif Eletral Officer.	Not Available	
7	Asstt. Architect ,PWD, Agt,	Not Available	
8	ASSTT. DIR. Directorate of Agriculture, Agt.	Not Available	
9	Ast Director G.A. Dept	Not Available	
10	Atlantis Tech.Pvt.Ltd.Agt.	Not Available	
11	B.P. Das	Not Available	
12	Br.Officer,Dtc.of Health Service Agt.	Not Available	
13	BSNL Agartala	Not Available	
14	C.M.O. West Tripura, Agt.	Not Available	
15	C.P. PWD,DWS Agt	Not Available	

« 1 2 3 4 5 6 7 8 »

Add

Figure 32: Contractors Screen

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

ADD RECORD			
Contractor Name	<input type="text"/>	Permanent Account Number	<input type="text"/>
Email	<input type="text"/>	Fax Number	<input type="text"/>
Company Name	<input type="text"/>	Registration Number	<input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Address	<input type="text"/>		
Contractor/Supplier: <input checked="" type="radio"/> Contractor <input type="radio"/> Supplier			
Save		Cancel	

Figure 33: Contractors Entry Screen

Field Description:

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

Permanent Account Number: Enter the PAN of the Contractor.

Email: Enter the email of the Contractor.

Fax Number: Enter the fax number of the Contractor office.

Company Name: Enter the company name of the Contractor.

Registration Number: Enter the registration number of the Contractor.

Phone Number: Enter the phone number of the Contractor.

Mobile Number: Enter the mobile number of the Contractor.

Contractor/Supplier : Select whether Contractor or Supplier.

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.

19.MPWA Items

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

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

MPWA ITEMS			
Sr.No	MPWA Item	Edit	Delete
1	A B Patel		

Figure 34: MPWA Items Screen

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

Fields marked with an asterisk * are required.

ADD RECORD

MPWA Item *

Figure 35: 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.

20. 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 36: 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	--Select Office-- *
Cash Book Name	*
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 37: 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.

21.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 38: Forms Generated Screen

User will be able to only edit the form-generated details. Forms are added by default for each office.

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 39: 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.

22.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 40: 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 and then click on transaction heads 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	Additional Performance security				
Is Expenditure Head ?	<input checked="" type="checkbox"/>	Demand No.	13	Scheme(Plan/Non Plan)	Non Plan
				Sector	--All--
Select Tree View	<input type="checkbox"/> Tree View				
Major Head	2059-[13]Public Works	*	Sub Major Head	--Select--	*
Minor Head	--Select--	*	Sub Minor Head	--Select--	*
Detail Head	--Select--		Object Head	--Select--	
Update		Cancel			

Figure 41: Transaction Heads Entry Screen

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.

Field Description:

Transaction Head: Select the Transaction Type for which the heads are to be entered.

Demand No : Select Demand Number for the selected Transaction Type.

Scheme : Select Scheme for the selected Transaction Type.

Sector : Select Sector for the selected Transaction Type.

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.

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.

23. 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.

By selecting [Accounts](#) -> [Monthly Entries](#) -> [Miscellaneous Heads](#), “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	Edit	Delete
1	Contribution of workcharged staff towards tier I	8342/00/120/01/01	Credit	Form 74		
2	GPF Recoveries of Workcharged Staff of Div.XVII	8009/01/101/01/87	Credit	Form 76		
3	Payment of Workcharged of Staff of W.D.XVII PWD	8009/01/101/01/87	Debit	Form 76		
4	Recovery of HBA of work charged staff of D.XVII	8443/00/01/106/01	Credit	Form 74		
5	Final Payment of D.L.I. Accumulation under GPF subscriber	2235/60/104/01/31	Debit	Form 76		
6	Scooter Advance Recoveries of Workcharged Staff of D.XVII	7610/00/202/01/88	Credit	Form 76		
7	Scooter Advance Recoveries of Workcharged Staff of D.XVII	7610/00/202/01/88	Credit	Form 74		
8	House Building Advance Recoveries of Workcharged Staff of D.XVII	7610/00/201/00/01	Credit	Form 76		
9	House Building Advance Recoveries of Workcharged Staff of D.XVII	7610/00/201/00/01	Credit	Form 74		
10	Government Contribution of workcharged staff towards tier II	8342/00/120/02/02	Credit	Form 74		
11	Recovery towards Insurance & Saving fund to work charged staff	8011/00/107/00/02	Credit	Form 74		
12	Recoveries of Income Tax deducted from Contractors /Agencies of Division	8658/00/112/00/02	Credit	Form 76		

[Add](#)

Figure 42: 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.

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

ADD RECORD			
Miscellaneous Heads	<input type="text"/>		*
Form Name	--Select--	Credit/Debit	Credit <input checked="" type="radio"/> Debit <input type="radio"/>
Is Expenditure Head ?	<input checked="" type="checkbox"/>	Demand No.	--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		**
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 43: Miscellaneous Heads Entry Screen

Field Description:

Miscellaneous Head: 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.

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.

24.Allowance Types

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 44: 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 45: 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.

25. Opening Balances

25.1. 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 46: 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 47: 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.

25.2. 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	<input type="text"/>	Deposit Type	<input type="text"/>	<input type="button" value="filter"/>	<input type="button" value="Clear"/>
DEPOSIT BALANCES - ITEMISED					
Sr.No	Deposit Type	Contractor Name	PAN	Opening Balance	Edit Delete
1	I-Cash deposits	Subrata Debnath	NA	0.00	
2	II-Cash Deposits of contractors security	Subrata Debnath	NA	0.00	
3	III-Deposits works to be done	Subrata Debnath	NA	0.00	
4	IV-Sums due to contractor on closed accounts	Subrata Debnath	NA	0.00	
5	V-Miscellaneous	Subrata Debnath	NA	0.00	
6	VI-Deposits for supplier to be made or services to be rendered	Subrata Debnath	NA	0.00	
<input type="button" value="Add"/>					

Figure 48: Deposit Balances - Itemised Screen

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

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

Figure 49: 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 -> Deposits -> Contractors](#) screen.

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

25.3. 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).

Work Description		Deposit Party		filter	Clear
DEPOSIT WORK BALANCES					
Sr.No	Work Description	Up-to-date deposit received	Progressive Expenditure	Deposit Party	Total Charges Edit Delete
1	Cost of Providing and Commissioning of AC Machines in the Cyber Cafe of Server Room of Birchandra State Central Library, Agartala	0.00	0.00	Regular Deposit	12.00
2	Repair and Maintenance of Road Roller	0.00	0.00	Regular Deposit	0.00
Add					

Figure 50: 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 checked="" type="checkbox"/>		
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 51: 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 Up-to-date deposit received 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.

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 centage credit heads group . Available only if the Centage Charges Applicable option is selected.

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

25.4. 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 52: 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 53: 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.

25.5. 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 54: 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 55: 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.

25.6. 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 PWD Tripura 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			
2	CSSA Office - II	9,000.00			

Figure 56: 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	--Select-- *
Opening Balance	*
Particulars	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 57: CSSA Office Balance Entry Screen

Field Description:

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

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

Particulars: Enter the particulars 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.

25.7. 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		

Add

Figure 58: 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			
Save	Cancel		

Figure 59: 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:

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

25.8. 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	MECHANICAL DIVISION	PWD Mechanical Division	2,249,764.14	

Figure 60: 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 and then click on cash balance link.

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

EDIT RECORD	
Office	MECHANICAL DIVISION
Cashbook	PWD Mechanical Division
Opening Balance	<input type="text" value="2249764.14"/> **
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

Figure 61: 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.

25.9. 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 62: Form 80 Details Screen

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

Fields marked with an asterisk * are required.

ADD NEW RECORD			
Is Expenditure Head ?	<input checked="" type="checkbox"/> *	Demand No.	--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--
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

Figure 63: 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.

25.10.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	13/2059/NP/80/001/25/03/12	0.00	0.00		
2	13/2059/NP/80/001/25/03/13	0.00	0.00		
3	13/2059/NP/80/001/25/03/18	0.00	0.00		
4	13/2059/NP/80/001/25/03/19	0.00	0.00		
5	13/2059/NP/80/799/02/95/-	0.00	0.00		
6	13/2059/NP/80/799/65/01/43	0.00	0.00		
7	13/3054/NP/04/800/25/03/27	0.00	0.00		
8	13/3054/NP/80/52/25/03/27	0.00	0.00		
9	19/4210/NP/03/105/71/01/53	0.00	0.00		

Add

Figure 64: 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.

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

ADD NEW RECORD			
Demand No.	--All--	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 65: Expense Balance Entry Screen

Field Description:

Demand No : Select Demand Number for the selected Transaction Type.

Scheme : Select Scheme for the selected Transaction Type.

Sector : Select Sector for the selected Transaction Type.

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 opening 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 expenditure during the year will be not calculated properly if the opening balances are not entered correctly.

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

25.11. Remittance Balances

The credit and debit amount opening balances for 8782 Head are entered and displayed through this screen. The opening balances for 8782 head are entered once and thereafter calculated at the time of closing of the monthly account.

By selecting [Accounts](#) -> [Other Balances](#) -> [Remittance Balances](#), "Remittance Balances" screen is displayed, which shows the 8782 head and its credit and debit opening balances 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					
Description	Credit Amount	Description	Debit Amount	Edit	Delete
8782-II-P.W. Cheques	38,003,151.00	8782-I-Remittance Into Treasury	9,011,429.00		

Figure 66: Remittance Balance Screen

To add the remittance balances, click on 'Add' button. The screen appears is 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 67: Remittance Balance Entry Screen

Field Description:

8782-II-P.W. Cheque: Enter opening amount for 8782-II-P.W. Cheque.

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

To save the 8782 head balances, 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 8782 head balances, click on '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.

To delete any 8782 head balances, click on 'Delete' link, and after user's confirmation the record is deleted permanently.

Note: 1) The charges during the year will be not calculated properly if the opening balances are not entered correctly.

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

25.12. 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 a new work is added 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	0000 All Heads	Work Description		filter	Clear				
WORK BALANCES									
Sr.No	Work Description	Heads Classification	Prog Expenses	Yearly Charges	Allotment	Allotment Excess	Sanction Excess	Total Charges	Edit
1	Electric Bill(2059-12)	13/2059/NP/80/001/25/03/12	0.00	0.00	0.00	0.00	0.00	0.00	
2	Computer Operator Charge.(2059-13)	13/2059/NP/80/001/25/03/13	0.00	0.00	0.00	0.00	0.00	0.00	
3	Office Expenses	13/2059/NP/80/001/25/03/13	0.00	0.00	0.00	0.00	0.00	0.00	
4	Photography Hand Receipt.	13/2059/NP/80/001/25/03/13	0.00	0.00	0.00	0.00	0.00	0.00	
5	Telephone Set and Stationary articals files Cleaning.	13/2059/NP/80/001/25/03/13	0.00	0.00	0.00	0.00	0.00	0.00	
6	Type Writer Machine Hand Receipt.	13/2059/NP/80/001/25/03/13	0.00	0.00	0.00	0.00	0.00	0.00	
7	Xerox Hand Receipt.	13/2059/NP/80/001/25/03/13	0.00	0.00	0.00	0.00	0.00	0.00	
8	Hiring of private vehicle of the office of the Executive Engineer,Mechanical Division,PWD,Agartala W.E.F. 01/12/2011 to 31/12/2011.	13/2059/NP/80/001/25/03/19	0.00	0.00	0.00	0.00	0.00	0.00	
9	Motor Vehicle Hair Charge.	13/2059/NP/80/001/25/03/19	0.00	0.00	0.00	0.00	0.00	0.00	
10	Payment made to IOC Ltd	13/2059/NP/80/799/65/01/43	0.00	0.00	0.00	0.00	0.00	0.00	
11	Cost of AMC of newly installed split AC machine in Tripura Bhavan1, Pretoria Street	13/3054/NP/04/800/25/03/27	0.00	0.00	0.00	0.00	0.00	0.00	
12	Paid to M/S Blue Star limited for fitting VRF AC	13/3054/NP/04/800/25/03/27	0.00	0.00	0.00	0.00	0.00	0.00	
13	1. Annual running operation and mantainance contract of one dram mix plant at Kamalpur,Santirbajar. 2.Repare and maintainance of govt road rollar.	13/3054/NP/80/52/25/03/27	0.00	0.00	0.00	0.00	0.00	0.00	
14	Annual Maintenance and Incidental Repair of AC	13/3054/NP/80/52/25/03/27	0.00	0.00	0.00	0.00	0.00	0.00	
15	Computer operator CDharge.(3054-27)	13/3054/NP/80/52/25/03/27	0.00	0.00	0.00	0.00	0.00	0.00	
⏮ ⏪ 1 2 3 ⏩ ⏭									

Figure 68: Work Balance Screen

When user clicks on link [Accounts -> Other Balances -> Work Balances](#), Balances for all works other than deposit get populated with default opening balance zero.

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	Computer operater CDcharge.(3054-27)		
Progressive Expenses	<input type="text" value="0.00"/>	**	Charges For The Year
			<input type="text" value="0.00"/>
Sanction Excess	<input type="text" value="0.00"/>	**	Allotment Excess
			<input type="text" value="0.00"/>
Allotment	<input type="text" value="0.00"/>	**	
Centage Charges Applicable	Yes <input checked="" type="checkbox"/>		
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"/>
Secretarial Charges	<input type="text" value="0.00"/>	**	Affected Centage Group
			--Select--
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

Figure 69: 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.

Allotment: Enter the allotment 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 group for centage credit heads.

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 -> General -> Proposal Work Details](#) screen.

Note: 1) The charges during the year will be not calculated properly if the opening balances are not entered correctly.

2) Works for which the opening balances are not entered will not be displayed in the Schedule of Works Report.

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

25.13. 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	Achinta Kr Mitra	mech9	PWD Mechanical Division	2	23/03/2012	Temp Advance	10,000.00	2,000.00	8,000.00	

Add

Figure 70: Temporary Advance Balance Screen

To add the new temporary advance balance, 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			
Office Name	MECHANICAL DIVISION *	Cash Book	PWD Mechanical Division *
Designation	--Select-- *	Employee	--Select-- * Search
Temp Advance/Imprest <input checked="" type="radio"/> Temporary Advance <input type="radio"/> Imprest			
Advance/Imprest Amount	0 **	Settled Amount	0 **
Voucher Date	*	Voucher Number	*
Save		Cancel	

Figure 71: Temporary Advance Balance Entry Screen

Field Description:

Office Name: Select the Office (Division or Subdivision) in which the Employee is working.

Cash Book: Select the cashbook in which the temporary advance given.

Designation: Select the designation of the employee.

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

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

Advance/Imprest Amount: Enter the advance amount given to employee.

Voucher Date: Select the date when the advance was given to the selected employee.

Voucher Number: Enter the voucher number in which the advance was given to the selected employee.

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.

25.14. 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 72: 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	--Select-- *
Opening Balance	*
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 73: 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.

25.15. 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 74: 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	--Select-- *
Opening Balance	*
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 75: 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.

25.16. 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 76: 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	
Head Name	--Select-- *
Opening Balance	*
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 77: 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.

25.17. 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	Payment made to Senior Manager ESD Durjoynagar for Electricity Bill of Asphalt Drum Mix Plant Dumdamia	PAY	0.00	1,231,435.00		

Add

Figure 78: 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.

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

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 79: 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.

25.18. 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 80: Certificate Balance Screen

Field Description:

Opening Balance: Enter the certificate opening balance for the office.

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 81: Certificate Balance Entry Screen

Field Description:

.Opening Balance: Update the certificate opening balance for the office.

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

26. 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 82: Selected Office & Cashbook and Ticker 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 select any cashbook for entering the cashbook transactions, click on the link 'SELECT OFFICE/CASHBOOK' provided on all the screens under [Accounts -> Vouchers](#).

Clicking on this link opens a separate window, which shows the current logged in division office and its underlying sub-division offices with the corresponding cashbooks, which are entered through the [Accounts -> General -> Cashbooks](#) screen.

CASHBOOK SELECTION	
Office:	MECHANICAL DIVISION
Cashbook:	PWD Mechanical Division
	<input type="button" value="Go"/>

Figure 83: Office & Cashbook Selection Screen

Clicking on the radio button under the heading "Cash Book" for the corresponding office makes that cashbook available for the division/sub-division for entering the transactions and it closes the open window. 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.

If user doesn't want to select/change cashbook, click on 'Close' button to close the open window.

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

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

27.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"/>
Filter				Clear		

Figure 84: 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.

28.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.

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.

29.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: MECHANICAL DIVISION

Cashbook: PWD Mechanical Division
Go

Show Search Voucher

PAYMENT VOUCHER DETAILS

Sr.No.	Order No.	Voucher No.	Date	Cheque Amt	Cash Amt	Exp. Gross Amt(A)	Gross Amt(B)	Diff.(A-B)	Debit Amt	Credit Amt	Attached ?	Edit	Delete
1	1	1	05/04/2012	0.00	833.00	833.00	833.00	0.00	833.00	0.00	Yes		
2	2	2	05/04/2012	0.00	833.00	833.00	833.00	0.00	833.00	0.00	Yes		
3	3	3	05/04/2012	0.00	833.00	833.00	833.00	0.00	833.00	0.00	Yes		
4	63	4	19/04/2012	894,285.00	0.00	0.00	894,285.00	-894,285.00	894,285.00	0.00	Yes		
5	64	5	27/04/2012	1,929.00	0.00	0.00	1,929.00	-1,929.00	1,929.00	0.00	Yes		
6	66	6	28/04/2012	4,000.00	0.00	0.00	4,000.00	-4,000.00	4,000.00	0.00	Yes		
7	67	7	28/04/2012	4,000.00	0.00	0.00	4,000.00	-4,000.00	4,000.00	0.00	Yes		
8	68	8	28/04/2012	4,000.00	0.00	0.00	4,000.00	-4,000.00	4,000.00	0.00	Yes		
9	69	9	28/04/2012	4,000.00	0.00	0.00	4,000.00	-4,000.00	4,000.00	0.00	Yes		
10	70	10	28/04/2012	4,000.00	0.00	0.00	4,000.00	-4,000.00	4,000.00	0.00	Yes		
11	71	11	28/04/2012	11,341.00	0.00	0.00	11,341.00	-11,341.00	11,341.00	0.00	Yes		
12	72	12	28/04/2012	18,949.00	4,176.00	0.00	23,125.00	-23,125.00	18,949.00	4,176.00	Yes		
13	73	13	28/04/2012	12,773.00	1,120.00	0.00	13,893.00	-13,893.00	12,773.00	1,120.00	Yes		
14	74	14	28/04/2012	12,958.00	1,136.00	0.00	14,094.00	-14,094.00	12,958.00	1,136.00	Yes		
15	75	15	28/04/2012	21,810.00	0.00	0.00	21,810.00	-21,810.00	21,810.00	0.00	Yes		

« 1 2 » »

Add

Figure 85: Voucher Listing Screen

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

Field Description:

Voucher Number: 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.

Voucher Attached: Whether the voucher will be attached or not

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="26"/>	*	Date	30 April : 2012
Voucher Attached	<input checked="" type="radio"/> Yes <input type="radio"/> No		Contractor Name	Subir Barman, LDC. (NA) Search
Expected Gross Amount	<input type="text" value="0"/>		Order No.	<input type="text" value="86"/>
				*
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

Figure 86: Voucher Entry Screen

Field Description:

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

Voucher 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”.

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.

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

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	05 April : 2012
Voucher Attached	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contractor Name	Computer Operator (NA) Search
Expected Gross Amount	<input type="text" value="833.00"/>
Order No.	<input type="text" value="1"/> *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 87: Voucher Editing Screen

Field Description:**Voucher Number:** Change Voucher Number if required.**Voucher Date:** Change Voucher Date if required.**Voucher Attached:** Change Voucher attached value if required**Order No:** Change the order number if required.**Expected Gross Amount:** Enter Expected Gross Amount for the voucher.

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

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

Sample screen is shown below.

PAYMENT VOUCHER DETAILS						
Voucher No.	Date	Cheque Amt	Cash Amt	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 88: Voucher Transaction Listing Screen

To add the transactions against the voucher, 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"/>	**	Transaction Type	--Select--	*	
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit		Cash / Cheque	<input type="radio"/> Cash <input checked="" 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--		
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 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 89: 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.

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

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

Branch Name: Enter the name of banks branch that's Cheque is being issued. 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.

Payment Against Temporary Advance: If the transaction being entered has to be adjusted against a temporary advance / imprest then select the check box else keep it unchecked.

Temporary Advance/Imprest: Select whether payment against temporary advance or imprest. Available only if payment against temporary advance is checked.

Employee Name: Select the name of Employee whom the advance was given. Available only if payment against temporary advance is checked.

Payment Details: Select the Temporary advance voucher against which the settlement is being done. The voucher shows the balance amount left for adjustment. Available only if payment against temporary advance is checked.

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.

29.1. 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="text"/>
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 90: 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.

29.2. 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	Deposit Part II *
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
Major Head	8443 - Civil Deposits	Sub Major Head	00 -
Minor Head	108 - Public Works Deposits	Sub Minor Head	00 -
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	--Select-- *
Payment Details	<input type="text"/> *		
Narration	<div></div>		
<div>Save Cancel</div>			

Figure 91: Deposit Part II Transaction Entry Screen

29.3. Deposit Part III

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

ADD TRANSACTION DETAILS			
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:	FDR to kalarahanga R.I office building * Search		
Major Head	8443 - Civil Deposits	Sub Major Head	00 -
Minor Head	108 - Public Works Deposits	Sub Minor Head	00 -
Detailed Head	03 - Deposits from Works Other Than Takavi Works		
Item Of	MP Fund *	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 type="text"/>		
Save		Cancel	

Figure 92: 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.

Item Of: Select the Deposit Party name for the selected deposit work.

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".

29.4. Machinery

Fields marked with an asterisk * are required.

Fields marked with an asterisk ** are numeric.

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

Figure 93: 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.

29.5. 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"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 94: 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.

29.6. 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	--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 95: 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.

29.7. Purchase

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

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 2			
Amount	<input type="text"/>	Transaction Type	<input type="text" value="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	[13] 2059 - Public Works	Sub Major Head	-
Minor Head	-	Sub Minor Head	[NP] -
Detail Head	-	Object Head	-
Receipt No.	<input type="text"/>	Rcpt/MB	<input checked="" type="radio"/> Receipt <input type="radio"/> MB
Office	<input type="text" value="MECHANICAL DIVISION"/>		
Payment Against Temporary Advance	Yes <input type="checkbox"/>		
Narration	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 96: 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.

29.8. C.S.S.A

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 1

Amount	<input type="text"/>	Transaction Type	C.S.S.A.
Credit / Debit	<input type="radio"/> Credit <input checked="" type="radio"/> Debit	Cash / Cheque	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
Major Head	8658 - Suspenses Accounts	Sub Major Head	00 - 00
Minor Head	112 - Tax Deducted at Source	Sub Minor Head	0162 - Suspenses Accounts
Detail Head	16001 - Adjustment Accounts	Object Head	-
CSSA Office	EE WR Div No I Aga		
Payment Against Temporary Advance <input checked="" type="radio"/> Yes <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 97: 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.

30.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: MECHANICAL DIVISION

Cashbook: PWD Mechanical Division
Go

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	4	CR1	16/04/2012	0.00	16,318.00	16,318.00	0.00	16,318.00		
2	6	CR2	16/04/2012	0.00	73,492.00	73,492.00	0.00	73,492.00		
3	8	CR3	16/04/2012	0.00	21,912.00	21,912.00	0.00	21,912.00		
4	9	CR4	16/04/2012	0.00	101,193.00	101,193.00	0.00	101,193.00		
5	11	CR5	16/04/2012	0.00	34,397.00	34,397.00	0.00	34,397.00		
6	13	CR6	16/04/2012	0.00	212,886.00	212,886.00	0.00	212,886.00		
7	15	CR7	16/04/2012	0.00	5,617,800.00	5,617,800.00	0.00	5,617,800.00		
8	17	CR8	16/04/2012	0.00	28,904.00	28,904.00	0.00	28,904.00		
9	19	CR9	17/04/2012	0.00	44,703.00	44,703.00	0.00	44,703.00		
10	20	CR10	17/04/2012	0.00	69,150.00	69,150.00	0.00	69,150.00		
11	21	CR11	17/04/2012	0.00	8,012.00	8,012.00	0.00	8,012.00		
12	22	CR12	17/04/2012	0.00	50,287.00	50,287.00	0.00	50,287.00		
13	23	CR13	17/04/2012	0.00	9,976.00	9,976.00	0.00	9,976.00		
14	25	CR14	17/04/2012	0.00	25,159.00	25,159.00	0.00	25,159.00		
15	26	CR15	17/04/2012	0.00	325.00	325.00	0.00	325.00		

« 1 2 3 »

Add

Figure 98: 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.	<input type="text" value="CR39"/>	Date	19 ▼ April : 2012
Order No.	<input type="text" value="87"/>	Contractor Name	--Select-- ▼ Search
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 99: 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.	CR15 *	Date	17 ▼ April : 2012
Order No.	26 *	Contractor Name	T.A. & Addl. General Manager, Genera ▼ Search
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

Figure 100: Cash Receipt Editing Screen

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

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.

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/-	

Figure 101: 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			
Transaction Type	--Select-- *	Amount	**
Credit / Debit	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	Cash / Cheque	<input type="radio"/> Cash <input checked="" 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--
Cheque Details			
Cheque Number		Bank Name	
Branch Name		Cheque Payable At	
Cheque Narration			
Narration		Receipt From	
Save		Cancel	

Figure 102: 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.

Cheque Number: Enter the Cheque number being issued for the transaction. The Cheque number is auto set for next Cheque transaction in same Cash Receipt and auto incremented for the Cash Receipt. 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.

Narration: Enter the narration 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.

31.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.

CASHBOOK SELECTION

Office: MECHANICAL DIVISION
Cashbook: PWD Mechanical Division

Go

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	62	CFT1	19/04/2012	15,000.00	15,000.00	30,000.00	15,000.00	15,000.00		
2	65	CFT2	27/04/2012	189,486.00	189,486.00	378,972.00	189,486.00	189,486.00		

Add

Figure 103: 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 CFT5 *
Order No. 95 *
Voucher Date 05 October : 2008

Save Cancel

Figure 104: Cash from Treasury Entry Screen

Field Description:

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

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

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

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

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

Fields marked with an asterisk * are required.

EDIT RECORD	
CFT No.	CFT1 *
Date	19 April : 2012
Order No.	62 *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 105: Cash from Treasury Editing Screen

Field Description:

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

Date: Change Cash from Treasury Date if required.

Office Name: Change Office for this Cash from Treasury if required.

Cash Book Name: Change Cashbook for this Cash from Treasury 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 106: 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	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 107: 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.

32. 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: MECHANICAL DIVISION

Cashbook: PWD Mechanical Division
Go

[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	4	REM1	16/04/2012	0.00	16,318.00	16,318.00	16,318.00	0.00		
2	5	REM2	16/04/2012	0.00	73,492.00	73,492.00	73,492.00	0.00		
3	7	REM3	16/04/2012	0.00	21,912.00	21,912.00	21,912.00	0.00		
4	10	REM4	16/04/2012	0.00	101,193.00	101,193.00	101,193.00	0.00		
5	12	REM5	16/04/2012	0.00	34,397.00	34,397.00	34,397.00	0.00		
6	14	REM6	16/04/2012	0.00	212,886.00	212,886.00	212,886.00	0.00		
7	16	REM7	16/04/2012	0.00	5,617,800.00	5,617,800.00	5,617,800.00	0.00		
8	18	REM8	16/04/2012	0.00	28,904.00	28,904.00	28,904.00	0.00		
9	24	REM9	17/04/2012	0.00	182,128.00	182,128.00	182,128.00	0.00		
10	29	REM10	17/04/2012	0.00	164,841.00	164,841.00	164,841.00	0.00		
11	35	REM11	17/04/2012	0.00	105,879.00	105,879.00	105,879.00	0.00		
12	42	REM12	17/04/2012	0.00	277,588.00	277,588.00	277,588.00	0.00		
13	44	REM13	17/04/2012	0.00	4,950.00	4,950.00	4,950.00	0.00		
14	46	REM14	17/04/2012	0.00	12,115.00	12,115.00	12,115.00	0.00		
15	48	REM15	17/04/2012	0.00	7,842.00	7,842.00	7,842.00	0.00		

« 1 2 »»

Add

Figure 108: 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.	REM1 *
Date	01 September : 2008
Order No.	1 *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 109: 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.

EDIT RECORD	
REM No.	REM13 *
Date	17 April : 2012
Order No.	44 *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 110: 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 111: 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. 2			
Amount	<input type="text"/>	Transaction Type	Remittance
Credit / Debit	Debit	Cash / Cheque	<input type="radio"/> Cash <input checked="" 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	-
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"/>		
Treasury Type	--All--	Treasury Name	--Select--
Narration	<input type="text"/>	Challan Number	<input type="text"/>
Save		Cancel	

Figure 112: 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.

Cheque Number: Enter the Cheque number being issued for the transaction. The Cheque number is auto set for next Cheque transaction in same Remittance and auto incremented for the Remittance. 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.

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.

33.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 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	88	CT1	01/04/2012	0.00	0.00	0.00	0.00	0.00		

Figure 113: 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 114: 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.	CT1 *
Date	01 April : 2012
Order No.	88 *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 115: 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	01/04/2012	0.00	2,000.00	2,000.00	2,000.00	0.00

CASH TRANSFER TRANSACTION DETAILS						TOTAL TRANSACTIONS = 1
Sr.No	Office Name	Debit Amount	Credit / Debit	Cash / Cheque	Edit	Delete
1	MECHANICAL SUBDIVISION AMBASSA	2000.00	Debit	Cash	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 116: 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. 1

Office Name	--Select-- *	Cash Book	--Select-- *
Amount	**	Credit / Debit	Debit
Cash / Cheque	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque	Narration	
Cheque Details			
Cheque Number	322683 **	Bank Name	Try.Agt
Branch Name		Cheque Payable At	Agt
Cheque Narration			

Figure 117: Cash Transfer Transaction Entry Screen

Field Description:

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

Cashbook: Select the Cashbook to which the cash is to be transferred.

Amount: Enter the Cash Transfer 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.

Cheque Number: Enter the Cheque number being issued for the transaction. The Cheque number is auto set for next Cheque transaction in same Cash Transfer and auto incremented for the Cash Transfer. 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: 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.

34. 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, which is shown as an inner column on debit side of the cashbook, must be entered through the [Accounts -> Vouchers -> Temporary Advance](#) screen.

CASHBOOK SELECTION

Office: MECHANICAL DIVISION

Cashbook: PWD Mechanical Division

Go

Show Search Voucher

TEMPORARY ADVANCES DETAILS

Sr.No.	Order No.	TA No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Edit	Delete
1	89	TA1	01/04/2012	0.00	0.00	0.00	0.00	0.00		

Add

Figure 118: 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.

ADD RECORD

TA No.

TA2

*

Date

01

▼

October : 2008

Order No.

95

*

Save

Cancel

Figure 119: 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.	TA1 *
Date	01 April : 2012
Order No.	89 *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 120: 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	01/04/2012	0.00	5,000.00	5,000.00	5,000.00	0.00

TEMPORARY ADVANCES TRANSACTIONS DETAILS							
Sr.No	Office Name	Employee Name	Advance Type	Debit Amount	Credit / Debit	Cash / Cheque	TOTAL TRANSACTIONS = 1
1	MECHANICAL DIVISION	Achinta Kr Mitra	Temp Advance	5000.00	Debit	Cash	

Figure 121: 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			
Office Name	--Select--	Designation	--Select--
Employee Name	--Select--	Amount	*
Credit / Debit	<input type="radio"/> Credit <input checked="" type="radio"/> Debit	Cash / Cheque	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque
Narration		Temp Advance/Imprest	<input checked="" type="radio"/> Temp. Advance <input type="radio"/> Imprest
Cheque Details			
Cheque Number	**	Bank Name	
Branch Name		Cheque Payable At	
Cheque Narration			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 122: 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.

Cheque Number: Enter the Cheque number being issued for the transaction. The Cheque number is auto set for next Cheque transaction in same Temporary Advance and auto incremented for the Temporary Advance. 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.

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.

35. 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: MECHANICAL DIVISION

Cashbook: PWD Mechanical Division

Go

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	90	TE01	01/04/2012	0.00	0.00	0.00	0.00	0.00		

Add

Figure 123: 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. TE02 *

Date 01 April : 2012

Order No. 91 *

Save Cancel

Figure 124: 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.	TEO1 *
Date	01 April : 2012
Order No.	90 *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 125: 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 126: 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 127: 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.

36. 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:	MECHANICAL DIVISION									
Cashbook:	PWD Mechanical Division									
Go										
Show Search Voucher										
CHEQUE RENEWAL DETAILS										
Sr.No.	Order No.	Voucher No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	Edit	Delete
1	91	CREN1	01/04/2012	0.00	0.00	0.00	0.00	0.00		

Add

Figure 128: 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.	CREN1 *
Date	01 March : 2006
Order No.	3 *
<div>Save</div> <div>Cancel</div>	

Figure 129: Cheque Renewal Entry Screen

Field Description:

Voucher No.: Change Voucher Number if required.

Date: Change the Date if required.

Order No: Change the order number if required.

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 130: Cheque Renewal Editing Screen

Field Description:

Voucher No.: Change Voucher Number if required.

Date: Change the Date if required.

Order No: Change the order number if required.

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

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

Sample screen is shown below.



CHEQUE RENEWAL VOUCHER DETAILS							
Voucher Number		Voucher Date		Voucher Attached			
CREN1		01/07/2010		No			
CHEQUE RENEWAL TRANSACTIONS DETAILS							
Cheque Number	Cheque Month/Year	Credit/Debit	Cash/Cheque	Amount	Narration	Edit	Delete
427014	6/2010	Debit	Cheque	-2000.00	Cheque Cancellation		
555555		Debit	Cheque	2000.00	Cheque Renewal		
Display Voucher		Add Vouchers					

Figure 131: 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.

37. 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.



CHEQUE RENEWAL VOUCHER DETAILS							
Voucher Number		Voucher Date		Voucher Attached			
CREN1		01/07/2010		No			
CHEQUE RENEWAL TRANSACTIONS DETAILS							
Cheque Number	Cheque Month/Year	Credit/Debit	Cash/Cheque	Amount	Narration	Edit	Delete
427014	6/2010	Debit	Cheque	-2000.00	Cheque Cancellation		
555555		Debit	Cheque	2000.00	Cheque Renewal		
<div>Display VoucherAdd Vouchers</div>							

Figure 132: 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.	<input type="text" value="CC1"/>	*	Date
			01 March : 2006
Order No.	<input type="text" value="3"/>	*	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 133: Cheque Cancellation Entry Screen

Field Description:

Voucher No.: Change Voucher Number if required.

Date: Change the Date if required.

Order No: Change the order number if required.

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 134: Cheque Cancellation Editing Screen

Field Description:

Voucher No.: Change Voucher Number if required.

Date: Change the Date if required.

Order No: Change the order number if required.

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

After saving the Cheque 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		
148 << 1 2 >> 141							
Display Voucher		Add Vouchers					

Figure 135: 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.

38. Work Updation

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

Figure 136: 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.

39. Signing Authority

By selecting [Accounts -> General -> Signing Authority](#), "Signing Authority" screen is displayed which shows the division/Sub-division-wise authority for the current logged in divisional office for the current accounts month-year.

SIGNING AUTHORITY						
Sr.No	Office Name	First Signing Authority Designation	First Signing Authority Name	Second Signing Authority Designation	Second Signing Authority Name	Edit
1	MECHANICAL DIVISION	EXECUTIVE ENGINEER		DIVISIONAL ACCOUNTANT		
2	MECHANICAL SUBDIVISION NO. I, AGARTALA	ASSISTANT ENGINEER		-	-	
3	MECHANICAL SUBDIVISION NO. II, AGARTALA	ASSISTANT ENGINEER		-	-	
4	MECHANICAL SUBDIVISION KUMARGHAT	ASSISTANT ENGINEER		-	-	
5	MECHANICAL SUBDIVISION AMBASSA	ASSISTANT ENGINEER		DIVISIONAL ACCOUNTANT		
6	MECHANICAL SUBDIVISION UDAIPUR	ASSISTANT ENGINEER		-	-	

Figure 137: Signing Authority Screen

To edit the Signing Authority information, click on 'Edit' link respective to that Office Name, the screen with the previously entered data is displayed as shown below.

Fields marked with an asterisk * are required.

EDIT RECORD	
Office Name	MECHANICAL DIVISION
First Signing Authority Designation (e.g. EXECUTIVE ENGINEER)	<input type="text" value="EXECUTIVE ENGINEER"/> *
First Signing Authority Name	<input type="text"/> *
Second Signing Authority Designation(e.g. DIVISIONAL ACCOUNTANT)	<input type="text" value="DIVISIONAL ACCOUNTANT"/> *
Second Signing Authority Name	<input type="text"/> *
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 138: Signing Authority Edit Screen

Field Description:

First Signing Authority Designation: Enter First Signing authority designation.

First Signing Authority Name: Enter First Signing authority name.

Second Signing Authority Designation: Enter Second Signing authority designation.

Second Signing Authority Name: Enter Second Signing authority name.

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.

40.Allowances

By selecting [Accounts](#) -> [Other Balances](#) -> [Allowances](#), "Allowances" screen is displayed which shows the Allowances for the current logged in divisional office for the current accounts month-year.

ALLOWANCES				
Sr.No	Work Description	Allowance Name	Net Amount	Edit
1	Payment made to Senior Manager ESD Durjoynagar for Electricity Bill of Asphalt Drum Mix Plant Dumdamia	PAY	0.00	

Figure 139: Allowances Screen

To edit the Allowances information, click on 'Edit' link respective to that component, the screen with the previously entered 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 Type	Other Works
Work Name	Payment made to Senior Manager ESD Durjoynagar for Electricity Bill of Asphalt Drum Mix Plant Dumdamia
Allowance Name	PAY
Net Amount	0.00 **
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

Figure 140: Allowances Edit Screen

Field Description:

Net Amount: Enter net amount for allowance type.

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.

41. Centage Charges

By selecting [Accounts -> General -> 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	

1 2

Add

Figure 141: 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"/> *		
Save		Cancel	

Figure 142: 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	Major Head	0020-Corporation Ta* ▼
Select Head Tree	<input type="checkbox"/> Tree View		
Sub Major Head	--Select-- ▼ *	Minor Head	--Select-- ▼ *
Sub Minor Head	--Select-- ▼ *	Detailed Head	--Select-- ▼ *
Estab Charges	0.00 *	Tp Charges	0.00 *
Audit Charges	0.00 *	Pensionary Charges	0.00 *
Secreterial Charges	0.00 *		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure 143: 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.

42.Reports

42.1. Form 1

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.

Fields marked with an asterisk * are required.

FORM 1 - CASHBOOK	
Office :	MECHANICAL DIVISION *
Cash Book :	PWD Mechanical Division *
Month & Year :	April 2012
<input type="button" value="Show"/> <input type="button" value="Export"/>	

Figure 144: 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.

42.2. Monthly Account

By selecting [Accounts -> Monthly Account Reports -> Monthly Account](#), "Monthly Account" screen is displayed. This screen is used to download/view Monthly Account report and Cash Balance report.

Based on selected month, year and report option as "Account", Monthly Account report is generated. It shows major head wise receipts, expenditure, schedules generated for the major 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 memo miscellaneous cash receipts paid into treasuries and cash balance certificate for the logged in divisional office.

Figure 145: 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.

42.3. Generate Docket

By selecting [Accounts](#) -> [Monthly Account Reports](#) -> [Generate Docket](#), "Generate Docket" screen is displayed. This screen is used to generate the unique docket numbers for affected works and schedules in sequence of their head codes in the selected month & year.

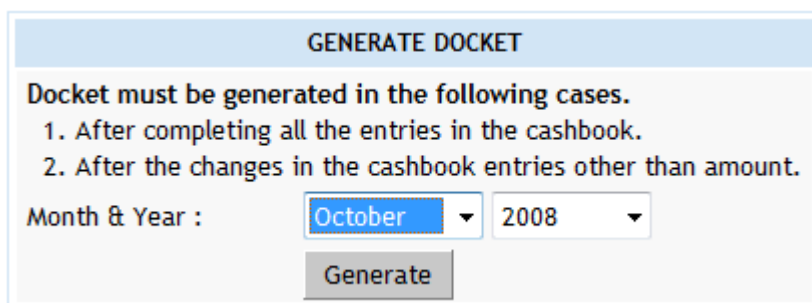


Figure 146: Generate Docket Screen

Field Description:

Month & Year: Select the period for which the Docket Numbers are 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.

42.4. Schedule of Works Expenditure

By selecting [Accounts -> Schedule of Works Reports -> Schedule of 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 :	--All--				
Major Head :	2055-[13]Police				
Affected:	Affected		Centage:	With	
Allowance:	With		Scheme:	All	
Month & Year :	April	2012	Sector:	All	
		Show	Export		

Figure 147: Schedule of Works Expenditure Report Selection Screen

Field Description:

Major Head: Select the Major Head for which the report is to be generated.

Centage: Select whether to view the report with or without centages.

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

Work Type: Select whether to view only plan works or only non-plan works or to view all types of works.

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.

42.5. Schedule Docket

By selecting [Accounts -> Schedule of Works Reports -> 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.

FORM 61 - SCHEDULE DOCKET				
Month & Year :	April	2012		
Schedule Docket For :	<input checked="" type="radio"/> Work <input type="radio"/> Schedule	Generate For All: <input type="checkbox"/>		
Demand Number :	--All--	Scheme	--All--	Sector --All--
Major Head :	--Select--			
Work:	--Select--			
		<input type="button" value="Show"/> <input type="button" value="Export"/>		

Figure 148: 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.

Major Head: Select the Major Head name to populate the list of affected works.

Work: Select the Work for which the docket is to be generated.

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.

42.6. Form 67

By selecting [Accounts -> Deposit Reports -> Deposit Register Form 67](#), "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.

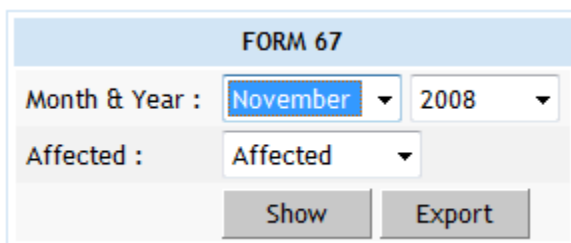


Figure 149: Form 67 Report Selection Screen

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.

42.7. Form 79

By selecting [Accounts -> Deposit Reports -> Schedule of Deposits Form 79](#), "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.

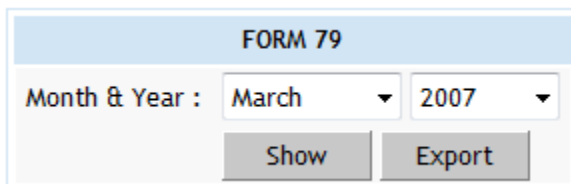


Figure 150: Form 79 Report Selection Screen

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.

42.8. Form 65

By selecting [Accounts -> Deposit Reports -> Form 65](#), "Form 65" 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.

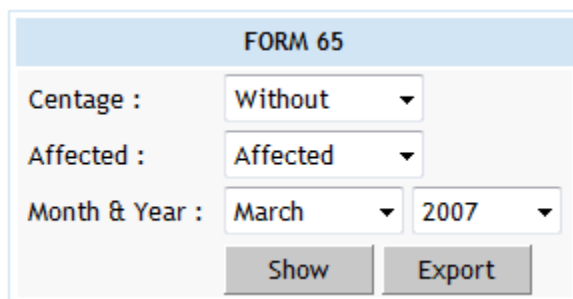


Figure 151: Form 65 Report Selection Screen

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.

42.9. Form 74

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.

FORM 74 CLASSIFIED ABSTRACT OF EXPENDITURE			
Demand No.	--All--	Scheme	--All--
		Sector	--All--
Major Head :	--Select--	Sub Major Head :	--Select--
Minor Head :	--Select--	Sub Minor Head :	--Select--
Detail Head :	--Select--	Object Head :	--Select--
Allowance :	With		
Month & Year :	April	2012	
Show		Export	

Figure 152: Classified Abstract of Expenditure Report Selection Screen

Field Description:

Major Head: Select the Major Head 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.

42.10. Form 46

By selecting [Accounts -> Classified Abstract Reports -> Form 46](#), "Form 46" screen is displayed. This screen is used to download/view Form report generated.

Based on selected month, year and major head 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.

FORM 46 - REGISTER OF REVENUE REALISED

Select Tree View : ☐ Tree View

Major Head : --Select-- * Sub Major Head : --Select--

Minor Head : --Select-- Sub Minor Head : --Select--

Detail Head : --Select-- Object Head : --Select--

Month & Year : April 2012

Report Type : ☒ Abstract ☐ Detail

Show Export

Figure 153: Form 46 Report Selection Screen

Field Description:

Major Head: Select the Major Head 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.

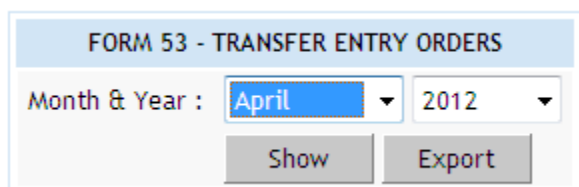
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

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

42.11. Form 53 – Transfer Entry Orders

By selecting [Accounts](#) -> [TEBI Reports](#) -> [TEBI Abstract](#), "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.



FORM 53 - TRANSFER ENTRY ORDERS

Month & Year : April 2012

Show Export

Figure 154: TEBI Abstract 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.

42.12. Form 54 – Transfer Entry Number Book

By selecting [Accounts](#) -> [TEBI Reports](#) -> [TEBI Register](#), "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.

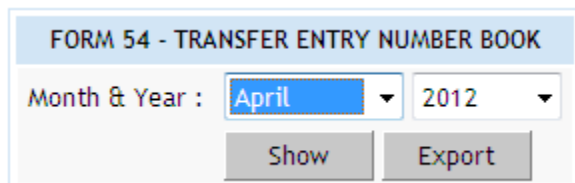


Figure 155: TEBI Register Report Selection Screen

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.

42.13. 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.

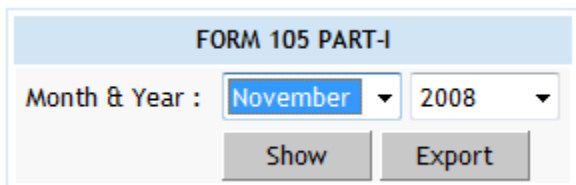


Figure 156: Form 105 Part I Report Selection Screen

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.

42.14. 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.

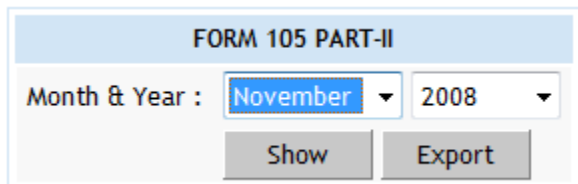


Figure 157: Form 105 Part II Report Selection Screen

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.

42.15. 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.

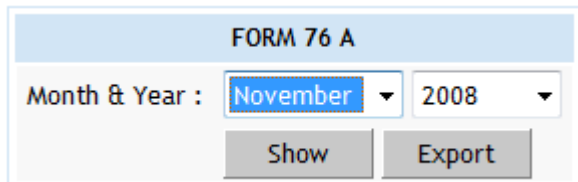


Figure 158: Form 76A Report Selection Screen

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.

42.16. 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.

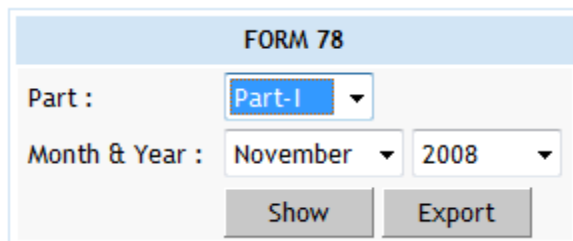


Figure 159: Form 78 Report Selection Screen

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.

42.17. 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.

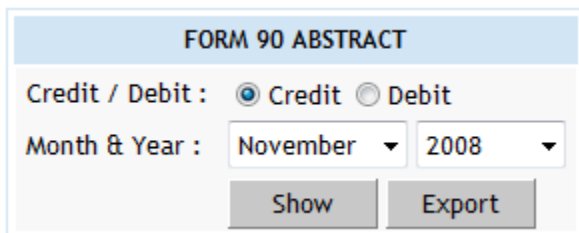


Figure 160: Form 90 Abstract Report Selection Screen

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.

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

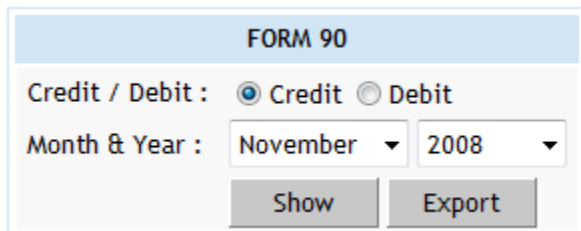


Figure 161: Form 90 Report Selection Screen

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.

42.19. 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.

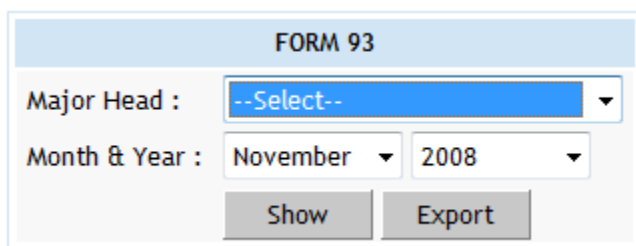


Figure 162: Form 93 Report Selection Screen

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.

42.20. Form 76

By selecting [Accounts -> Other Reports -> Form 76](#), "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.

FORM 76 - SCHEDULES OF MISC. HEADS

Select Tree View : ☐ Tree View

Major Head : --Select-- * Sub Major Head : --Select--

Minor Head : --Select-- Sub Minor Head : --Select--

Detail Head : --Select-- Object Head : --Select--

Report Type : ☒ Abstract ☐ Detail

Credit / Debit : ☒ Credit ☐ Debit

Month & Year : April 2012

Show Export

Figure 163: Form 76 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.

42.21. Form 84

By selecting [Accounts](#) -> [Other Reports](#) -> [Form 84](#), "Form 84" screen is displayed. This screen is used to download/view Form 106 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.

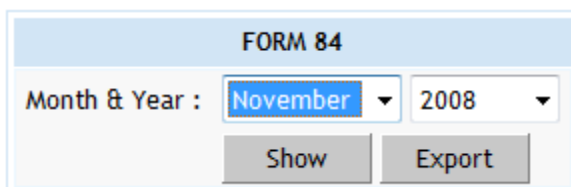


Figure 164: Form 84 Report Selection Screen

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.

42.22. Form 77 Schedule of Remittances

By selecting [Accounts -> Other Reports -> Form 77 - Schedule of Remittances](#), "Schedule of Remittances" screen is displayed. This screen is used to download/view Form report generated.

Based on selected month, year and credit/debit option, Schedule of Remittances report is generated. It shows name of division or office, head particulars, credit/debit amount etc. details for the logged in divisional office.

Figure 165: 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.

42.23. 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.

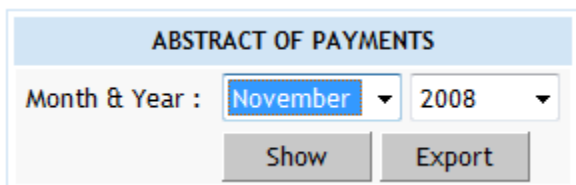


Figure 166: Abstract of Payments Report Selection Screen

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.

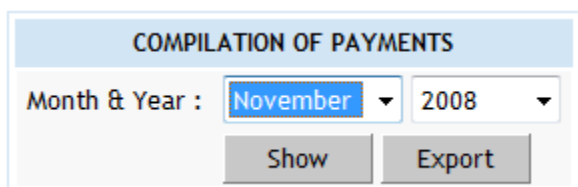
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

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

42.24.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.



COMPILATION OF PAYMENTS

Month & Year : November 2008

Show Export

Figure 167: 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.

42.25. 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.

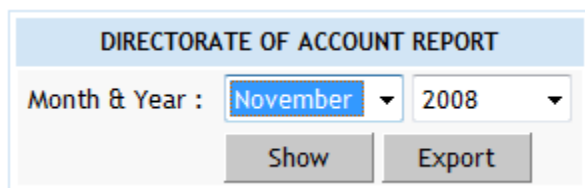


Figure 168: Directorate of Accounts Report Selection Screen

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.

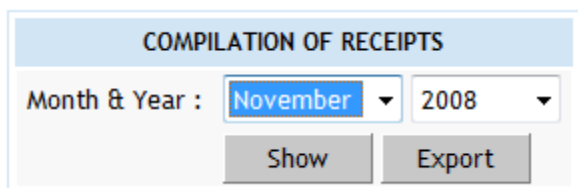
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

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

42.26.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.



COMPILATION OF RECEIPTS

Month & Year : November ▼ 2008 ▼

Show Export

Figure 169: 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.

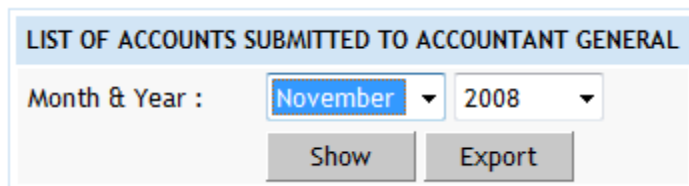
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

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

42.27. Form 83 - Schedules Submitted to Accountant General

By selecting [Accounts](#) -> [Other Reports](#) -> [Form](#), "List of Schedules Submitted to Accountant General" screen is displayed. This screen is used to download/view List of Schedules Submitted to Accountant General Report generated.

Based on selected month and year, List of Schedules 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 : November 2008

Show Export

Figure 170: Form 83 - Schedules Submitted to AG 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.

42.28.Schedule of Debits to Stock

By selecting [Accounts -> Purchase and Stores Reports -> 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.

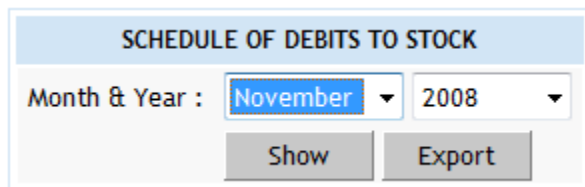


Figure 171: Schedule of Debits to Stock Report Selection Screen

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.

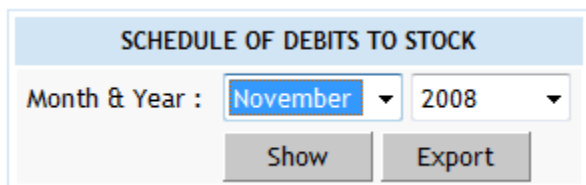
2) To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

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

42.29. Form 73

By selecting [Accounts -> Purchase and Stores Reports -> Stock Account Form 73](#), "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.



SCHEDULE OF DEBITS TO STOCK

Month & Year : November ▼ 2008 ▼

Show Export

Figure 172: Form 73 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.

42.30. 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 69 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.

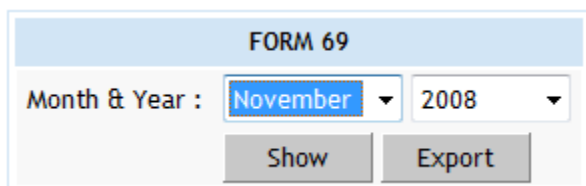


Figure 173: Form 69 – Purchase Account Report Selection Screen

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.

42.31.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 174: 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.

42.32.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 175: 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.

42.33. 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 .

MISCLASSIFICATION REPORT	
Office :	MECHANICAL DIVISION *
Cash Book :	PWD Mechanical Division *
Month & Year :	April 2012 *
<input type="button" value="Show"/>	

Figure 176: 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.

42.34. Form 62 – Percentage Recovery

By selecting [Accounts -> Centage Charges Reports -> Form 62 – Percentage Recovery](#), “Form 62 – Percentage Recovery” screen is displayed. This screen is used to download/view Percentage Recovery report generated.

Based on selected month and year, Form 62 – Percentage Recovery 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.

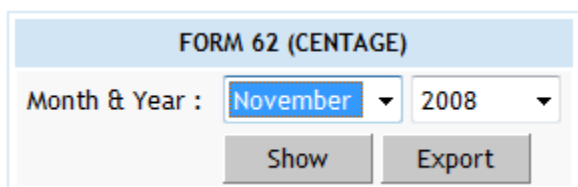


Figure 177: Form 62 – Percentage Recovery Report Selection Screen

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.

43.Centage Heads

By selecting [Accounts -> General -> Centage Heads](#), "Centage Heads" screen is displayed which shows all the Centage Heads for the current logged in divisional office for the current accounts month-year.



CENTAGE HEADS							
Sr.No.	Description	Estab Head	TP Head	Pensionary Head	Audit Head	Secretarial Head	Edit Delete
1	regular	19/3054/SP/SS/04/105/95/01/-	19/3054/SP/SS/04/105/95/01/-	19/3054/SP/SS/04/105/95/01/-	19/3054/SP/SS/04/105/95/01/-	-	 
<div>Add</div>							

Figure 178: Centage Heads Screen

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

Fields marked with an asterisk * are required.

ADD RECORD			
Description :	<input type="text"/> *		
Charges :	Head Classification :		
<input checked="" type="radio"/> Estab <input type="radio"/> TP <input type="radio"/> Pensionary <input type="radio"/> Audit <input type="radio"/> Secretarial			
Is Expenditure Head ?	<input checked="" type="checkbox"/> *		
Demand No. <input type="text"/> --All-- *	Scheme(Plan/Non Plan) <input type="text"/> --All--	Sector <input type="text"/> --All--	
Select Tree View : <input type="checkbox"/> Tree View			
Major Head <input type="text"/> --Select-- *	Sub Major Head <input type="text"/> --Select-- *		
Minor Head <input type="text"/> --Select-- *	Sub Minor Head <input type="text"/> --Select-- *		
Detail Head <input type="text"/> --Select--	Object Head <input type="text"/> --Select--		
<div>Save</div> <div>Cancel</div>		<div>Ok</div> <div>Clear</div>	

Figure 179: Centage Heads Add Screen

Field Description:

Description: Enter the description for the Centage Head.

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 centage 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 centage head details, click on 'Edit' link respective to that centage 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 centage 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.

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