Government of Tripura

Accounts Management System

User Manual
Version 1.0

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Works and Accounts Management Information System (WAMIS) ........................................... 5
Section: Accounts Management System .................................................................................. 5
1. Introduction .......................................................................................................................... 5
2. Objective ............................................................................................................................. 5
3. Functionalities ...................................................................................................................... 5
4. Flow Diagram ...................................................................................................................... 6
5. Login .................................................................................................................................. 9
6. Accounts Date Selection .................................................................................................... 12
7. Account Close/Revoke .......................................................................................................... 13
8. Machinery Type .................................................................................................................. 14
9. Machinery Expense Type .................................................................................................... 15
10. Deposit Parties .................................................................................................................... 16
11. CSSA Offices ..................................................................................................................... 17
12. CPWD Head Details .......................................................................................................... 18
13. Office Expense Types ......................................................................................................... 22
14. Form Types ........................................................................................................................ 24
15. Proposal Work Details ....................................................................................................... 26
16. Transaction Types .............................................................................................................. 32
17. Machinery Registration ....................................................................................................... 34
18. Contractors ....................................................................................................................... 36
19. MPWA Items ...................................................................................................................... 38
20. Cashbooks .......................................................................................................................... 39
21. Forms Generated ............................................................................................................... 41
22. Transaction Heads ............................................................................................................. 43
23. Miscellaneous Heads ......................................................................................................... 45
24. Allowance Types ............................................................................................................... 47
25. Opening Balances ............................................................................................................. 48
25.1. Deposit Balances - Abstract ......................................................................................... 48
25.2. Deposit Balances - Itemised ......................................................................................... 50
25.3. Deposit Work Balances .................................................................................................. 52
25.4. MPWA Balances - Abstract ....................................................................................... 55
25.5. MPWA Balances - Itemised ....................................................................................... 57
25.6. CSSA Balances .............................................................................................................. 59
25.7. Revenue Balances .......................................................................................................... 61
25.8. Cash Balances ................................................................................................................ 63
25.9. Form 80 Details ............................................................................................................. 65
25.10. Expense Balances ......................................................................................................... 67
25.11. Remittance Balances .................................................................................................... 70
25.12. Work Balances ............................................................................................................. 72
25.13. Temporary Advance Balances ..................................................................................... 75
25.14. Debit to Stock Balances .............................................................................................. 77
25.15. Stock Balances ............................................................................................................ 79
25.16. Purchase Balances ....................................................................................................... 81
25.17. Allowance Balances ..................................................................................................... 83
25.18. Certificate Balances ..................................................................................................... 85
26. Select Office/Cashbook ...................................................................................................... 86
27. Show/Hide Search Voucher ............................................................................................... 88
28. Vouchers and Types .......................................................... 89
29. Payment Vouchers .......................................................... 90
29.1. Works ........................................................................ 97
29.2. Deposit Part II ............................................................. 98
29.3. Deposit Part III ............................................................ 99
29.4. Machinery ................................................................. 100
29.5. Misc. Public Works Advance ...................................... 101
29.6. Stock ....................................................................... 102
29.7. Purchase .................................................................. 103
29.8. C.S.S.A ..................................................................... 104
30. Cash Receipt ................................................................. 105
31. Cash from Treasury ....................................................... 110
32. Remittances ................................................................. 114
33. Cash Transfer ............................................................... 118
34. Temporary Advance ..................................................... 122
35. Transfer Entry Order .................................................... 126
36. Cheque Renewal ........................................................... 130
37. Cheque Cancellation ..................................................... 132
38. Work Updation ............................................................. 134
39. Signing Authority .......................................................... 135
40. Allowances .................................................................. 136
41. Centage Charges .......................................................... 137
42. Reports .................................................................... 141
42.1. Form 1 ..................................................................... 141
42.2. Monthly Account ....................................................... 142
42.3. Generate Docket ....................................................... 143
42.4. Schedule of Works Expenditure ............................... 144
42.5. Schedule Docket ........................................................ 145
42.6. Form 67 .................................................................... 146
42.7. Form 79 .................................................................... 147
42.8. Form 65 .................................................................... 148
42.9. Form 74 .................................................................... 149
42.10. Form 46 ................................................................... 150
42.11. Form 53 – Transfer Entry Orders ......................... 151
42.12. Form 54 – Transfer Entry Number Book ............. 152
42.13. Form 105 Part-I ......................................................... 153
42.14. Form 105 Part-II ....................................................... 154
42.15. Form 76 A ............................................................... 155
42.16. Form 78 .................................................................... 156
42.17. Form 90 Abstract ..................................................... 157
42.18. Form 90 ................................................................. 158
42.19. Form 93 ................................................................... 159
42.20. Form 76 ................................................................... 160
42.21. Form 84 ................................................................... 161
42.22. Form 77 Schedule of Remittances ...................... 162
42.23. Abstract of Payments .............................................. 163
42.24. Compilation of Payments ........................................ 164
42.25. Directorate of Accounts Report ............................ 165
42.26. Compilation of Receipts ........................................... 166
42.27. Form 83 - Schedules Submitted to Accountant General .......................................................... 167
42.28. Schedule of Debits to Stock .................................................................................................. 168
42.29. Form 73 .................................................................................................................................. 169
42.30. Form 69 – Purchase Account ................................................................................................. 170
42.31. Cash Compilation ................................................................................................................... 171
42.32. Recovery Details ..................................................................................................................... 173
42.33. Misclassification Report ......................................................................................................... 174
42.34. Form 62 – Percentage Recovery ............................................................................................ 175
43. Centage Heads .......................................................................................................................... 176
44. Figure Index ............................................................................................................................... 178
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

Start

Enter Login User and Password

Is User Valid?

Yes

Accounts Date Selection

Prepare following master data (as applicable) –

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

Enter Cashbook Details

A
Enter Transaction Types

Enter Transaction Heads Details

Enter Miscellaneous Heads Details

Maintain Opening Balances (as applicable) –
1. Cash
2. Regular/Deposit Works
3. Deposits
4. Revenue
5. Expenditure
6. Remittance
7. Temporary Advance / Imprest
8. MPWA
9. CSSA
10. Allowance
11. Stock & Purchase

Enter following Details –
1. Vouchers
2. Cash Receipts
3. Temporary Advances
4. Remittances
5. Cash from Treasury
6. Cash Transfer
7. Transfer Entry Orders
8. Cheque Cancellation / Renewal
Apply Centages (head or work wise as required)

Refresh Monthly Account

Generate Dockets

View/Export Reports

Close Account

Calculation of OB for next month and resetting of account period to next month

Stop
5. Login

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

For login the screen is displayed as shown below.

![Login Screen](image)

**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.
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.

![Accounts Date Selection Screen](image)

**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 Screen](image)

**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 Table]

Figure 7: Machinery Types screen

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

![Add Record Form]

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 Screen](image1)

**Figure 9: Machinery Expense Types Screen**

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

![Add Record](image2)

**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.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Deposit Parties</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MP Fund</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>2</td>
<td>MLA Fund</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

Add

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.

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.

![CSSA Offices Screen](image1)

**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.**

![CSSA Offices Entry Screen](image2)

**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](image)

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:

![CPWA HEADS](image)
Fields marked with an asterisk * are required.

**Figure 16: CPWD Head Entry Screen for 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.

**Figure 17: CPWD Head Entry Screen for Head Other Than Major Head**

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.
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:

**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 Minor/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.
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.

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

![Figure 19: Office Expense Types Screen](image)

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

Fields marked with an asterisk * are required.

![Figure 20: Office Expense Types Entry Screen](image)

**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 Screen](image)

**Figure 21: Form Types Screen**

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

![Form Types Entry Screen](image)

**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.

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:
Figure 24: Proposal Work Details Entry Screen for Own Departmental
**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.
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:

![Proposal Work Details Modify Screen for Editing Own Departmental Work](image)

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

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Transaction Type</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deposit Part I</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Deposit Part II</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Deposit Part III</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Deposit Part IV</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Deposit Part V</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Deposit Part VI</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Works</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Remittance</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Machinery</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Office Expenses</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Stock</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Purchase</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>C.S.S.A.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Salary Payment to Staff</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Machinery Type</th>
<th>Registration No.</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jeep</td>
<td>GA01AB1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Truck</td>
<td>GA01AB1235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Truck</td>
<td>GA01AB1200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Machinery Registration Screen](image)

**Figure 30: Machinery Registration Screen**

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

![Machinery Registration Entry Screen](image)

**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.
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.

Figure 32: Contractors Screen

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

Figure 33: Contractors Entry Screen
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.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>MPWA Item</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A B Patel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**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.

![Figure 36: Cashbook Screen](image)

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:

![Figure 37: Cashbook Entry Screen](image)

**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.

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Form No.</th>
<th>Document</th>
<th>Total No.</th>
<th>Remark</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>80</td>
<td>Summary of Monthly Account</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
<td>Classified Abstract</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>102</td>
<td>Schedule of Revenue</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>Cash Book</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>73</td>
<td>Deposit Schedule</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>97</td>
<td>Schedule of Works</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
<tr>
<td>7</td>
<td>76</td>
<td>Schedule of Deposit Works</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
<tr>
<td>8</td>
<td>15</td>
<td>TEBI Register</td>
<td>Not Available</td>
<td>Not Available</td>
<td>✓</td>
</tr>
</tbody>
</table>

**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.*

**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.

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

**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.

**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.

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Miscellaneous Head</th>
<th>Heads Classification</th>
<th>Credit/Debit</th>
<th>Form Name</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contribution of workcharged staff towards tier I</td>
<td>8342/00/120/01/01</td>
<td>Credit</td>
<td>Form 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GPF Recoveries of Workcharged Staff of Div. XVII</td>
<td>8009/01/101/01/87</td>
<td>Credit</td>
<td>Form 76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Payment of Workcharged of Staff of W.D.XVII PWD</td>
<td>8009/01/101/01/87</td>
<td>Debit</td>
<td>Form 76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Recovery of HBA of work charged Staff of D.XVII</td>
<td>8443/00/01/10/06/01</td>
<td>Credit</td>
<td>Form 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Final Payment of D.L.I. Accumulation under GPF subscriber</td>
<td>2235/60/104/01/31</td>
<td>Debit</td>
<td>Form 76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Scooter Advance Recoveries of Workcharged Staff of D.XVII</td>
<td>7610/00/202/01/88</td>
<td>Credit</td>
<td>Form 76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Scooter Advance Recoveries of Workcharged Staff of D.XVII</td>
<td>7610/00/202/01/88</td>
<td>Credit</td>
<td>Form 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>House Building Advance Recoveries of Workcharged Staff of D.XVII</td>
<td>7610/00/201/00/01</td>
<td>Credit</td>
<td>Form 76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>House Building Advance Recoveries of Workcharged Staff of D.XVII</td>
<td>7610/00/201/00/01</td>
<td>Credit</td>
<td>Form 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Government Contribution of workcharged staff towards tier II</td>
<td>8342/00/120/02/02</td>
<td>Credit</td>
<td>Form 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Recovery towards Insurance &amp; Saving fund to work charged staff</td>
<td>8011/00/107/00/02</td>
<td>Credit</td>
<td>Form 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Recoveries of Income Tax deducted from Contractors /Agencies of Division</td>
<td>8658/00/112/00/02</td>
<td>Credit</td>
<td>Form 76</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 42: Miscellaneous Heads Screen**

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

**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 Table]

**Figure 44: Allowance Types screen**

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

![Allowance Types Entry Screen]

**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).

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Deposit Type</th>
<th>Opening Balance</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I-Cash deposits</td>
<td>0.00</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>II-Cash Deposits of contractors security</td>
<td>38,663,078.02</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>III-Deposits works to be done</td>
<td>8,914,220.30</td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>IV-Sums due to contractor on closed accounts</td>
<td>0.00</td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>V-Miscellaneous</td>
<td>7,280,007.80</td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>VI-Deposits for supplier to be made or services to be rendered</td>
<td>0.00</td>
<td>✓</td>
</tr>
</tbody>
</table>

**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.*

**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).

![Figure 48: Deposit Balances - Itemised Screen](image)

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

![Figure 49: Deposit Balance – Itemised Entry Screen](image)

**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).

![Deposit Work Balance Screen](image1)

**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:

![Deposit Work Balance Entry Screen](image2)

**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.
- **TP Charges:** Enter the Tools & Plants charges percentage applicable for the work.
- **Audit Charges:** Enter the Audit charges percentage applicable the work.
- **Pensionary Charges:** Enter the Pensionary charges percentage applicable the work.
- **Secretarial Charges:** Enter the Secretarial charges percentage applicable the work.
- **Affected Centage Group:** Select the affected centage credit heads group.
To save the deposit work balance, click on ‘Save’ button. If record is successfully saved the message ‘Record Saved Successfully’ is displayed else error messages are shown. User can cancel the add operation by clicking the ‘Cancel’ button.

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

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

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

2) 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).

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>MPWA Type</th>
<th>Opening Balance</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I- Sales On Credit</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>II - Expenditure incurred on deposit works in excess of deposits received</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>III - Losses, retrenchments, errors etc</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>IV - Other Items</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MPWA Type</strong>: Select the MPWA type for which the opening balance is to be entered.</td>
</tr>
<tr>
<td><strong>Opening Balance</strong>: Enter the Opening balance for the selected MPWA type.</td>
</tr>
</tbody>
</table>
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).

**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.*

**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).

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>CSSA Office</th>
<th>Opening Balance</th>
<th>Particulars</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CSSA Office - I</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CSSA Office - II</td>
<td>9,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>CSSA Office</th>
<th>Opening Balance</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Select--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).

![Figure 58: Revenue Balance Screen](image)

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

*Fields marked with an asterisk * are required.*

![Figure 59: Revenue Balance Entry Screen](image)

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'.

![Figure 60: Cash Balance Screen](image)

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.

![Figure 61: Cash Balance Entry Screen](image)

**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 Screen](image)

**Figure 62: Form 80 Details Screen**

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

![Form 80 Details Entry Screen](image)

**Figure 63: Form 80 Details Entry Screen**
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).

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Heads Classification</th>
<th>Opening Balance</th>
<th>Allotment</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13/2059/HP/001/25/03/12</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>13/2059/HP/001/25/03/13</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>13/2059/HP/001/25/03/18</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>13/2059/HP/001/25/03/19</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>13/2059/HP/001/25/03/20</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>13/2059/HP/001/25/03/21</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>13/2059/HP/001/25/03/22</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>13/2059/HP/001/25/03/23</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>13/2059/HP/001/25/03/24</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**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 Screen](image)

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.

![Remittance Balance Entry Screen](image)

Figure 67: Remittance Balance Entry Screen

**Field Description:**


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).
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.

**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 Balance" 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 Balance Screen](image1.png)

**Figure 70: Temporary Advance Balance Screen**

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

![Temporary Advance Balance Entry Screen](image2.png)

**Figure 71: Temporary Advance Balance Entry Screen**
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 Balance Screen](image1)

**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:

![Debit to Stock Balance Entry Screen](image2)

**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 head is 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.

![Figure 74: Stock Balance Screen](image)

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

![Figure 75: Stock Balance Entry Screen](image)

**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 head is 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 Balance Screen](image)

**Figure 76: Purchase Balance Screen**

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

![Add Record](image)

**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.

![Figure 78: Allowance Balances Screen](image)

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

![Figure 79: Allowance Balances Entry Screen](image)
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.

**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.
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.

Figure 80: Certificate Balance Screen

<table>
<thead>
<tr>
<th>Field Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opening Balance</strong>: Enter the certificate opening balance for the office.</td>
</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>CASHBOOK SUMMARY</th>
<th>Total Receipts</th>
<th>Total Disbursement</th>
<th>Credit Side Cash</th>
<th>Debit Side Cash</th>
<th>Cheque Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs. 6,063,141.00</td>
<td>Rs. 6,063,141.00</td>
<td>Rs. 2,451,161.00</td>
<td>Rs. 2,494,841.00</td>
<td>Rs. 4,923,055.00</td>
</tr>
</tbody>
</table>

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.

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.

![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.

![Figure 85: Voucher Listing Screen]

The list of vouchers shows the details of the respective vouchers as
To add the voucher of selected type, click on ‘Add’ button.

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

Figure 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.

**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.

![Sample screen of Voucher Transaction Listing Screen](image)

**Figure 88: Voucher Transaction Listing Screen**

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

![Add button and Details table](image)
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 bank's 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.

29.1. Works

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

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.

![Deposit Part II Transaction Entry Screen](image)

**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.

**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.

**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.

**Figure 94: MPWA Transaction Entry Screen**

<table>
<thead>
<tr>
<th>Field Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MPWA Type:</strong> Select the MPWA type for which the MPWA Item is mapped from the list.</td>
</tr>
<tr>
<td><strong>MPWA Item:</strong> Select the MPWA Item for which the transaction is being made from the list.</td>
</tr>
</tbody>
</table>

**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

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.

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

**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.

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

To edit the Cash Receipt information, click on ‘Edit’ link respective to that cash receipt, the screen with the previously entered data is displayed with two more fields as shown below.
Figure 100: Cash Receipt Editing Screen

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

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.

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.

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.
**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.

**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.

![Cash from Treasury Listing Screen](image1)

**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.

![Cash from Treasury Entry Screen](image2)

**Figure 104: Cash from Treasury Entry Screen**
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.

**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.

**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.

![Sample Screen](image)

**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.

![Transaction Entry Screen](image)

**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.

![Remittance Listing Screen](image)

**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.

![Screen shot of Remittance Entry Screen](image)

**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.

![Screenshot of Remittance Editing Screen](image)

**Figure 110: Remittance Editing Screen**
User can modify the record and click ‘Update’ button to save the modified record. User can cancel the edit operation by clicking the ‘Cancel’ button.

After saving the 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.

**Figure 111: Remittance Transaction Listing Screen**

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

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.

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.

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.

![Figure 116: Cash Transfer Transaction Listing Screen](image)

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

![Figure 117: Cash Transfer Transaction Entry Screen](image)
**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.

![Temporary Advance Listing Screen](image)

**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.*

![Temporary Advance Entry Screen](image)

**Figure 119: Temporary Advance Entry Screen**
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.

<table>
<thead>
<tr>
<th>Field Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TA No.:</strong> Change Temporary Advance Number if required.</td>
</tr>
<tr>
<td><strong>Date:</strong> Change Temporary Advance Date if required.</td>
</tr>
<tr>
<td><strong>Order No:</strong> Change the order number if required.</td>
</tr>
</tbody>
</table>
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.

**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.*

**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.

![Figure 123: Transfer Entry Order Listing Screen](image)

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

![Figure 124: Transfer Entry Order Entry Screen](image)
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.

**Figure 125: Transfer Entry Order Editing Screen**

<table>
<thead>
<tr>
<th>Field Description:</th>
</tr>
</thead>
</table>

**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.

---

**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.

---

**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.

![Cheque Renewal Listing Screen](image)

**Figure 128: Cheque Renewal Listing Screen**

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

![Cheque Renewal Entry Screen](image)

**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.

![Cheque Renewal Editing Screen](image1)

**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 Transaction Listing Screen](image2)

**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 Cancellation Listing Screen](image1)

**Figure 132: Cheque Cancellation Listing Screen**

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

![Cheque Cancellation Entry Screen](image2)

**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”.

132
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.

**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.

**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.

![Work Updation Entry Screen](image)

**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 Table]

**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.

![Signing Authority Edit Screen]

**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.

![Figure 139: Allowances Screen](image)

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.

![Figure 140: Allowances Edit Screen](image)

**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.

![Centage Charges Screen](image1)

**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.*

![Centage Charges Entry Screen for Scheme](image2)

**Figure 142: Centage Charges Entry Screen for Scheme**
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.

**Establish 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.

![Figure 144: Cashbook Report Selection Screen](image)

**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.

![MONTHLY ACCOUNT](image)

**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.

![Schedule of Works Expenditure Report Selection Screen](image)

**Figure 147: Schedule of Works Expenditure Report Selection Screen**

<table>
<thead>
<tr>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Head</strong>: Select the Major Head for which the report is to be generated.</td>
</tr>
<tr>
<td><strong>Centage</strong>: Select whether to view the report with or without centages.</td>
</tr>
<tr>
<td><strong>Affected</strong>: Select whether to view only works affected in selected month or not affected in selected month or to view all the works.</td>
</tr>
<tr>
<td><strong>Work Type</strong>: Select whether to view only plan works or only non-plan works or to view all types of works.</td>
</tr>
<tr>
<td><strong>Month &amp; Year</strong>: Select the period for which the report is to be viewed.</td>
</tr>
</tbody>
</table>

**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.

![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.

![Form 65 Report Selection Screen](image)

**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.

![Figure 152: Classified Abstract of Expenditure Report Selection Screen](image)

**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 Report Selection Screen](image)

**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](image)

**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](image)

**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.

![Form 105 Part I Report Selection Screen](image)

**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](image)

**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.

![Form 76A Report Selection Screen](image)

**Figure 158: Form 76A Report Selection Screen**

<table>
<thead>
<tr>
<th>Month &amp; Year:</th>
<th>Show</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

![Form 78 Report Selection Screen](image)

**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 it’s 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**

<table>
<thead>
<tr>
<th>FORM 90 ABSTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit / Debit : [ ] Credit [ ] Debit</td>
</tr>
<tr>
<td>Month &amp; Year : [ ] November [ ] 2008</td>
</tr>
<tr>
<td>Show</td>
</tr>
</tbody>
</table>

**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](image)

**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.

![Form 93 Report Selection Screen](image)

**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.

**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.

![Form 84 Report Selection Screen](image)

**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.

![Schedule of Remittances Report Selection Screen]

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.

<table>
<thead>
<tr>
<th>ABSTRACT OF PAYMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month &amp; Year: November 2008</td>
</tr>
<tr>
<td>Show</td>
</tr>
</tbody>
</table>

**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.

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.

![Directorate of Accounts Report Selection Screen](image)

**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 Report Selection Screen](image)

**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.

![Figure 170: Form 83 - Schedules Submitted to AG Report Selection Screen](image)

**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.

![Schedule of Debits to Stock Report Selection Screen](image)

**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.

![Form 73 Report Selection Screen](image)

**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.

![Form 69 - Purchase Account Report Selection Screen](image)

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.

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.

![Recovery Details Selection Screen](image)

**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 Selection Screen]

**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 Screen](image1)

Figure 178: Centage Heads Screen

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

![Add Centage Head Screen](image2)

Figure 179: Centage Heads Add Screen

Fields marked with an asterisk (*) are required.
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.

**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.
44. Figure Index

Figure 1: Login Screen .......................................................... 9
Figure 2: Home screen ............................................................ 10
Figure 3: Main screen for Accounts ........................................... 11
Figure 4: Accounts Date Selection Screen .................................. 12
Figure 5: Accounts Date Set Message ....................................... 12
Figure 6: Account Close/Revoke Screen .................................... 13
Figure 7: Machinery Types screen ............................................. 14
Figure 8: Machinery Types Entry Screen .................................... 14
Figure 9: Machinery Expense Types Screen ............................... 15
Figure 10: Machinery Expense Types Entry Screen ....................... 15
Figure 11: Deposit Parties Screen ............................................. 16
Figure 12: Deposit Parties Entry Screen ..................................... 16
Figure 13: CSSA Offices Screen ............................................... 17
Figure 14: CSSA Offices Entry Screen ....................................... 17
Figure 15: CPWD Heads Screen ................................................ 18
Figure 16: CPWD Head Entry Screen for Major Head ..................... 19
Figure 17: CPWD Head Entry Screen for Head Other Than Major Head .................................................................................. 19
Figure 18: CPWD Head Entry Screen for Head Other Than Major Head .................................................................................. 21
Figure 19: Office Expense Types Screen ..................................... 22
Figure 20: Office Expense Types Entry Screen ............................. 22
Figure 21: Form Types Screen ................................................... 24
Figure 22: Form Types Entry Screen .......................................... 24
Figure 23: Proposal Work Details Screen ..................................... 26
Figure 24: Proposal Work Details Entry Screen for New Proposal ....... 27
Figure 25: Proposal Work Details Entry Screen for Salary Work ...... 28
Figure 26: Proposal Work Details Modify Screen for Editing Proposal & Work Details ................................................................. 30
Figure 27: Proposal Work Details For Editing Salary Work ............... 31
Figure 28: Transaction Types Screen .......................................... 32
Figure 29: Transaction Types Entry Screen ................................... 32
Figure 30: Machinery Registration Screen ................................... 34
Figure 31: Machinery Registration Entry Screen ............................ 34
Figure 32: Contractors Screen ................................................... 36
Figure 33: Contractors Entry Screen ........................................... 36
Figure 34: MPWA Items Screen ................................................. 38
Figure 35: MPWA Items Entry Screen ........................................ 38
Figure 36: Cashbook Screen ...................................................... 39
Figure 37: Cashbook Entry Screen .............................................. 39
Figure 38: Forms Generated Screen ............................................ 41
Figure 39: Forms Generated Entry Screen .................................... 41
Figure 40: Transaction Heads Screen ......................................... 43
Figure 41: Transaction Heads Entry Screen ................................... 43
Figure 42: Miscellaneous Heads Screen ....................................... 45
Figure 43: Miscellaneous Heads Entry Screen .............................. 45
Figure 44: Allowance Types screen ............................................. 47
Figure 45: Allowance Types Entry Screen ..................................... 47
Figure 46: Deposit Type Abstract Balance Screen ......................... 48
Figure 47: Deposit Type Abstract Balance Entry Screen .................. 48
Figure 48: Deposit Balances - Itemised Screen ................................................................. 50
Figure 49: Deposit Balance – Itemised Entry Screen .......................................................... 50
Figure 50: Deposit Work Balance Screen ............................................................................ 52
Figure 51: Deposit Work Balance Entry Screen ................................................................. 52
Figure 52: MPWA Type Abstract Balance Screen .............................................................. 55
Figure 53: MPWA Type Abstract Balance Entry Screen ..................................................... 55
Figure 54: MPWA Type Balance – Itemised Screen .......................................................... 57
Figure 55: MPWA Type Balance – Itemised Entry Screen .................................................. 57
Figure 56: CSSA Office Balance Screen ............................................................................. 59
Figure 57: CSSA Office Balance Entry Screen .................................................................. 59
Figure 58: Revenue Balance Screen ................................................................................... 61
Figure 59: Revenue Balance Entry Screen ......................................................................... 61
Figure 60: Cash Balance Screen ......................................................................................... 63
Figure 61: Cash Balance Entry Screen ............................................................................... 63
Figure 62: Form 80 Details Screen ..................................................................................... 65
Figure 63: Form 80 Details Entry Screen ............................................................................ 65
Figure 64: Expense Balance Screen ................................................................................... 67
Figure 65: Expense Balance Entry Screen ......................................................................... 68
Figure 66: Remittance Balance Screen .............................................................................. 70
Figure 67: Remittance Balance Entry Screen ..................................................................... 70
Figure 68: Work Balance Screen ....................................................................................... 72
Figure 69: Work Balance Entry Screen .............................................................................. 73
Figure 70: Temporary Advance Balance Screen ................................................................. 75
Figure 71: Temporary Advance Balance Entry Screen ....................................................... 75
Figure 72: Debit to Stock Balance Screen ........................................................................... 77
Figure 73: Debit to Stock Balance Entry Screen ................................................................. 77
Figure 74: Stock Balance Screen ....................................................................................... 79
Figure 75: Stock Balance Entry Screen .............................................................................. 79
Figure 76: Purchase Balance Screen ................................................................................... 81
Figure 77: Purchase Balance Entry Screen ........................................................................ 81
Figure 78: Allowance Balances Screen ............................................................................ 83
Figure 79: Allowance Balances Entry Screen .................................................................... 83
Figure 80: Certificate Balance Screen ............................................................................... 85
Figure 81: Certificate Balance Entry Screen ..................................................................... 85
Figure 82: Selected Office & Cashbook and Ticker Screen ................................................ 86
Figure 83: Office & Cashbook Selection Screen ................................................................. 86
Figure 84: Search Voucher Screen ..................................................................................... 88
Figure 85: Voucher Listing Screen ..................................................................................... 90
Figure 86: Voucher Entry Screen ....................................................................................... 91
Figure 87: Voucher Editing Screen ..................................................................................... 92
Figure 88: Voucher Transaction Listing Screen ................................................................. 93
Figure 89: Voucher Transaction Entry Screen ................................................................... 94
Figure 90: Work Transaction Entry Screen ....................................................................... 97
Figure 91: Deposit Part II Transaction Entry Screen .......................................................... 98
Figure 92: Deposit Part III Transaction Entry Screen ......................................................... 99
Figure 93: Machinery Transaction Entry Screen ............................................................... 100
Figure 94: MPWA Transaction Entry Screen ................................................................... 101
Figure 95: Stock Transaction Entry Screen ....................................................................... 102
Figure 96: Purchase Transaction Entry Screen ................................................................... 103
Figure 97: CSSA Transaction Entry Screen ................................................................. 104
Figure 98: Cash Receipt Listing Screen ................................................................. 105
Figure 99: Cash Receipt Entry Screen ............................................................... 106
Figure 100: Cash Receipt Editing Screen .......................................................... 107
Figure 101: Cash Receipt Transaction Listing Screen ......................................... 107
Figure 102: Cash Receipt Transaction Entry Screen .............................................. 108
Figure 103: Cash from Treasury Listing Screen .................................................. 110
Figure 104: Cash from Treasury Entry Screen ................................................... 110
Figure 105: Cash from Treasury Editing Screen .................................................. 111
Figure 106: Cash from Treasury Transaction Listing Screen ............................... 112
Figure 107: Cash from Treasury Transaction Entry Screen .................................. 112
Figure 108: Remittance Listing Screen .............................................................. 114
Figure 109: Remittance Entry Screen ............................................................... 115
Figure 110: Remittance Editing Screen ............................................................. 115
Figure 111: Remittance Transaction Listing Screen ............................................ 116
Figure 112: Remittance Transaction Entry Screen ............................................. 117
Figure 113: Cash Transfer Listing Screen ......................................................... 118
Figure 114: Cash Transfer Entry Screen .......................................................... 118
Figure 115: Cash Transfer Editing Screen ........................................................ 119
Figure 116: Cash Transfer Transaction Listing Screen ...................................... 120
Figure 117: Cash Transfer Transaction Entry Screen ......................................... 120
Figure 118: Temporary Advance Listing Screen ................................................ 122
Figure 119: Temporary Advance Entry Screen .................................................. 122
Figure 120: Temporary Advance Editing Screen .............................................. 123
Figure 121: Temporary Advance Transaction Listing Screen ............................ 124
Figure 122: Temporary Advance Transaction Entry Screen .............................. 124
Figure 123: Transfer Entry Order Listing Screen ............................................ 126
Figure 124: Transfer Entry Order Entry Screen ................................................ 126
Figure 125: Transfer Entry Order Editing Screen ............................................. 127
Figure 126: Transfer Entry Order Transaction Listing Screen ........................... 128
Figure 127: Transfer Entry Order Transaction Entry Screen ............................. 128
Figure 128: Cheque Renewal Listing Screen ..................................................... 130
Figure 129: Cheque Renewal Entry Screen ........................................................ 130
Figure 130: Cheque Renewal Editing Screen ..................................................... 131
Figure 131: Cheque Renewal Transaction Listing Screen .................................... 131
Figure 132: Cheque Cancellation Listing Screen ................................................ 132
Figure 133: Cheque Cancellation Entry Screen .................................................. 132
Figure 134: Cheque Cancellation Editing Screen .............................................. 133
Figure 135: Cheque Cancellation Transaction Listing Screen ............................ 133
Figure 136: Work Updation Entry Screen .......................................................... 134
Figure 137: Signing Authority Screen .............................................................. 135
Figure 138: Signing Authority Edit Screen ........................................................ 135
Figure 139: Allowances Screen ......................................................................... 136
Figure 140: Allowances Edit Screen ................................................................. 136
Figure 141: Centage Charges Screen ............................................................... 137
Figure 142: Centage Charges Entry Screen for Scheme ..................................... 137
Figure 143: Centage Charges Entry Screen for Head ........................................ 138
Figure 144: Cashbook Report Selection Screen ................................................ 141
Figure 145: Monthly Account Report Selection Screen ....................................... 142
Figure 146: Generate Docket Screen .................................................. 143
Figure 147: Schedule of Works Expenditure Report Selection Screen .................................................. 144
Figure 148: Schedule Docket Report Selection Screen .................................................. 145
Figure 149: Form 67 Report Selection Screen .................................................. 146
Figure 150: Form 79 Report Selection Screen .................................................. 147
Figure 151: Form 65 Report Selection Screen .................................................. 148
Figure 152: Classified Abstract of Expenditure Report Selection Screen .................................................. 149
Figure 153: Form 46 Report Selection Screen .................................................. 150
Figure 154: TEBI Abstract Report Selection Screen .................................................. 151
Figure 155: TEBI Register Report Selection Screen .................................................. 152
Figure 156: Form 105 Part I Report Selection Screen .................................................. 153
Figure 157: Form 105 Part II Report Selection Screen .................................................. 154
Figure 158: Form 76A Report Selection Screen .................................................. 155
Figure 159: Form 78 Report Selection Screen .................................................. 156
Figure 160: Form 90 Abstract Report Selection Screen .................................................. 157
Figure 161: Form 90 Report Selection Screen .................................................. 158
Figure 162: Form 93 Report Selection Screen .................................................. 159
Figure 163: Form 76 Report Selection Screen .................................................. 160
Figure 164: Form 84 Report Selection Screen .................................................. 161
Figure 165: Schedule of Remittances Report Selection Screen .................................................. 162
Figure 166: Abstract of Payments Report Selection Screen .................................................. 163
Figure 167: Compilation of Payments Report Selection Screen .................................................. 164
Figure 168: Directorate of Accounts Report Selection Screen .................................................. 165
Figure 169: Compilation of Receipts Report Selection Screen .................................................. 166
Figure 170: Form 83 - Schedules Submitted to AG Report Selection Screen .................................................. 167
Figure 171: Schedule of Debits to Stock Report Selection Screen .................................................. 168
Figure 172: Form 73 Report Selection Screen .................................................. 169
Figure 173: Form 69 – Purchase Account Report Selection Screen .................................................. 170
Figure 174: Cash Compilation Selection Screen .................................................. 171
Figure 175: Recovery Details Selection Screen .................................................. 173
Figure 176: Misclassification Report Selection Screen .................................................. 174
Figure 177: Form 62 – Percentage Recovery Report Selection Screen .................................................. 175
Figure 178: Centage Heads Screen .................................................. 176
Figure 179: Centage Heads Add Screen .................................................. 176