FINANCE MANAGEMENT

Draft User's Manual

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EGOVERNMENTS FOUNDATION
Bangalore

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Master Data Process

Master data in Finance Management Module derived from the Andhra Pradesh Municipal Accounts Manual and also based on ULB Level requirements, ULB administration provided with privilege to add certain master data.

For better understanding of features and procedures incorporated in the Finance module may be appreciated with the understanding of AP Municipal Accounts Manual.

Major Master Data Information in Finance Management

- Fund
- Function
- Chart of Accounts
- Bank Accounts
- Schemes
- Fund Source
- Recovery
- Account Entity
- User Defined Codes
- Supplier

Create and Manage Funds

Funds are common for all ULBs of Andhra Pradesh State. Based on the actual financial records maintenance qualitatively, funds are activated across all ULBs based on Funds used in Budget Estimate. It is observed that Fund based financial transactions recording and reporting, is not visible in Budget and Manual Accounts of most of ULBs in AP.

The Finance Module facilitates creation and maintenance of multiple funds. However, each fund should have reasonable quality Opening Balances, Bank Accounts and established sources and expenditure with the Budgetary support for clear demarcation between multiple funds.

There are overlaps among Fund, Scheme and Chart of Accounts for identification of financial records separately. It would be prudent to establish proper procedures, practices and capacity building in respect of multiple fund operation at ULB Level.
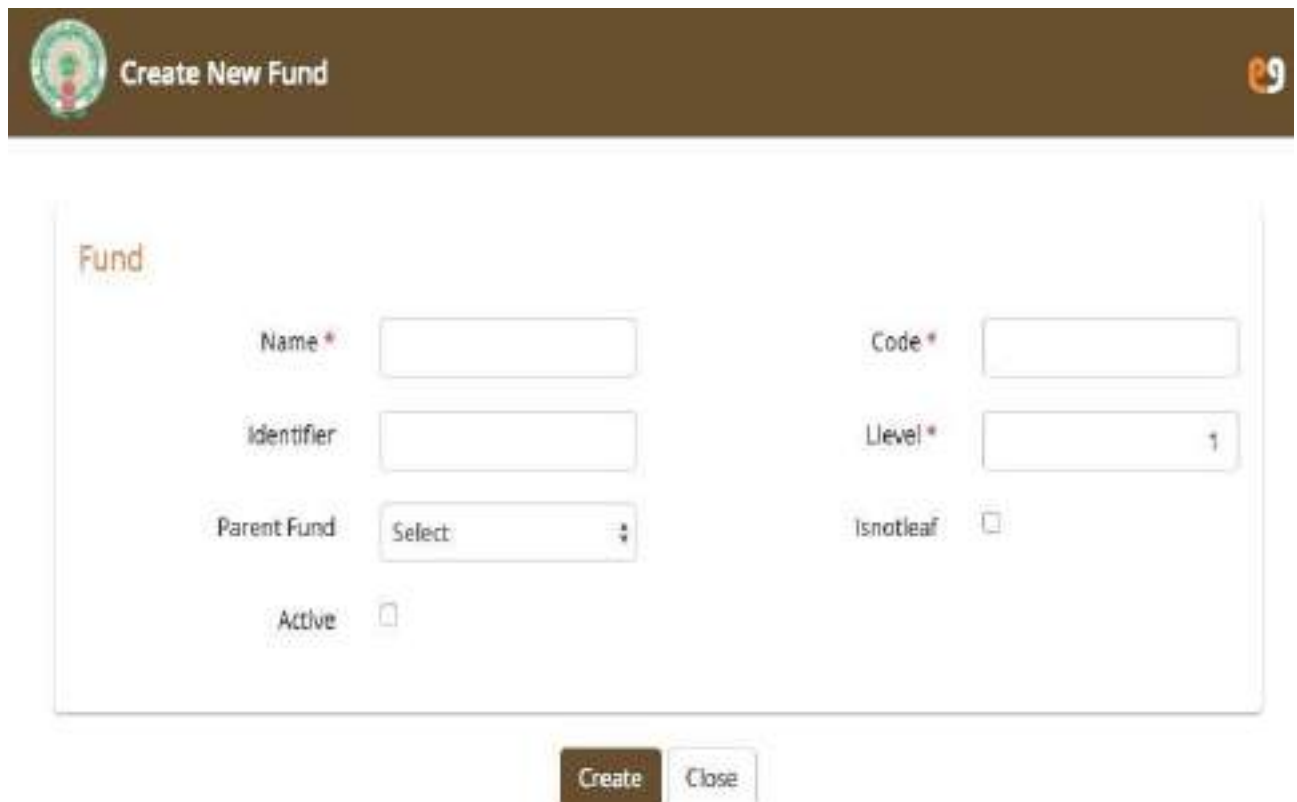
Step 1: Open the Create Fund by clicking on it

Path: **Applications>Financials>Masters>Fund>**Create Fund
Tip: Type Create Fund in Search Menu

- Click on Create Fund Menu Item

Step 2: Enter Details for New Fund

- Name of the Fund as per AP Municipal Accounts Manual to be entered in Name Field
- Fund Code as per AP Municipal Accounts Manual to be entered in Code Field
- Identifier is a short code of Fund, which can be left blank. It is optional Field
- Level starts with "0" for Major Fund (top level fund) "0" need to be assigned and Minor Fund "1" need to be assigned.
- There will not be any Parent Fund for "0" Level Fund (Major Fund). For minor Fund Parent Fund need to be selected from the list.
- IsNotleaf should be checked for Major fund for which transactions should not be posted in vouchers.
- Active should be checked for posting the transactions or act as parent fund.
- After entering the details Press Create Button to Save the Record.

Step 3: Open the View Fund by clicking on it

Path: **Applications>Financials>Masters>Fund>**View Fund
Tip: Type View Fund in Search Menu

- Click on View Fund Menu Item
- Click on Search Button to list already created funds

Step4: Click on any listed fund for detailed view

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Fund by clicking on it

Path: **Applications>Financials>Masters>Fund>**Edit Fund
Tip: Type Edit Fund in Search Menu
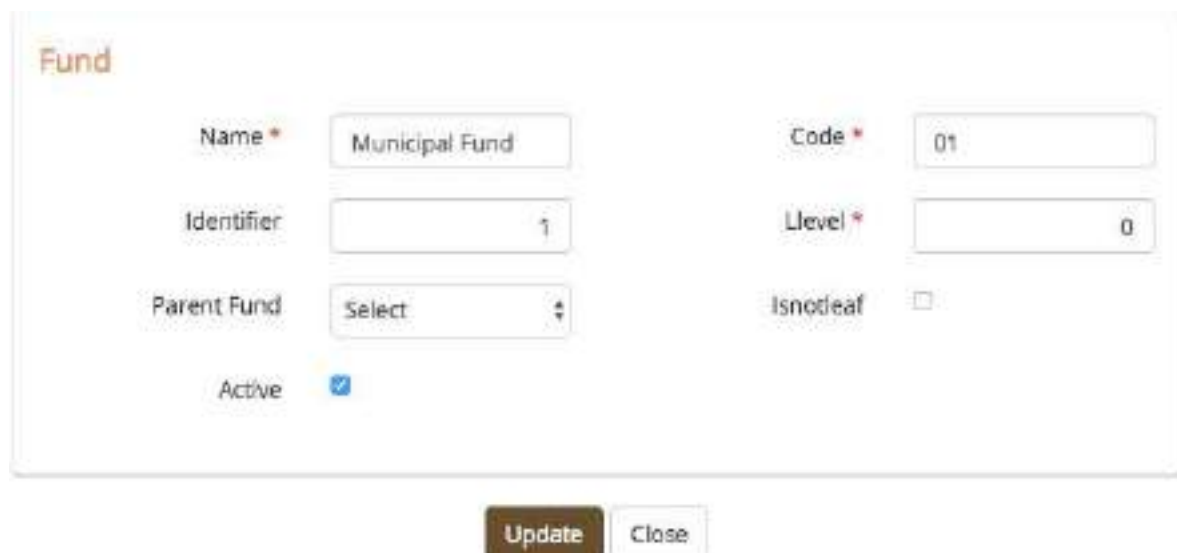
- Enter the Fund Code and Press Search Button to list the to edit
- Click on relevant listed record to edit.

- Modify the information in the relevant field based on requirements.
- Click on Update button to effect the changes.
- Click on Close button to go back to home screen.

Create and Manage Functions

Andhra Pradesh ULBs' activities are similar across the State and these activates are carried out by the concerned Departments in ULB. In each department again multiple activates are carried out and these actives are grouped as functions. AP Municipal Accounts Manual listed all the possible Major, Minor and Detailed Functions which may be used depending on the requirements of ULBs.

Common functions enabled across all ULBs of AP State and the functions shall be managed in Central Monitoring Cell based on the requirements for addition, deletion and modification of functions from the ULBs.

Step 1: Open the Create Function by clicking on it

Path: **Applications>Financials>Masters>Function>**Create Function
Tip: Type Create Function in Search Menu

     Click on Create Function to open

Step 2: Enter Details for New Function

- Name of the Function as per AP Municipal Accounts Manual to be entered in Name Field
- Function Code as per AP Municipal Accounts Manual to be entered in Code Field
- Level starts with "0" for Major Function (top level function) "0" need to be assigned and Minor Function "1" need to be assigned.
- Active should be checked for posting the transactions or act as parent function.
- There will not be any Parent Function for "0" Level Function (Major Function). For minor Function Parent Function need to be selected from the list.
- Isnotleaf should be checked for Major fund for which transactions should not be posted in vouchers.
- After entering the details Press Create Button to Save the Record.

Step 3: Open the View Function by clicking on it

Path: **Applications>Financials>Masters>Function>**View Function
Tip: Type View Function in Search Menu

- Enter partial or full values in the Search Fields then Click on Search Button to list already created function

SearchFunction

Name	Road	Code	
Active	☐		
Parent Type	Select ⬍		

Search   Close

Function Search Result

Name ⬍	Code ⬍	Active ⬍	Parent Type ⬍
Roads and Pavement	2100	true	Roads and Pavement
Roads and Pavement	21	true	Public Works

Showing 1 to 2 of 2 entries   10 ⬍ records per page   Excel PDF Print   ‹ 1 ›

Step4: Click on any listed function for detailed view

Function

Name	Roads and Pavement	Code	2100
Type		Llevel	2
Active	true	Isnotleaf	false
Parent Fund	Roads and Pavement		

Close

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Function by clicking on it

Path: **Applications>Financials>Masters>Function>**Edit Function
Tip: Type Edit Function in Search Menu

- Enter the Function Code and Press Search Button to list the to edit
- Click on relevant listed record to edit.

- Modify the information in the relevant field based on requirements.
- Click on Update button to effect the changes.
- Click on Close button to go back to home screen.

Create and Maintain Chart of Accounts

Account head is mandatory for every financial transaction for appropriate classification, balancing as well as reporting. Chart of accounts classified in to 3 categories, i.e Major Head, Minor Head and Detailed Head as per AP Municipal Accounts Manual. The same structure created for storing of Chart of Accounts in Finance Module.

The Chart of Accounts are maintained centrally for better control and pass on the best practices evenly to all ULBs across the State.

Step 1: Open the Create/Modify/View Detailed Code by clicking on it
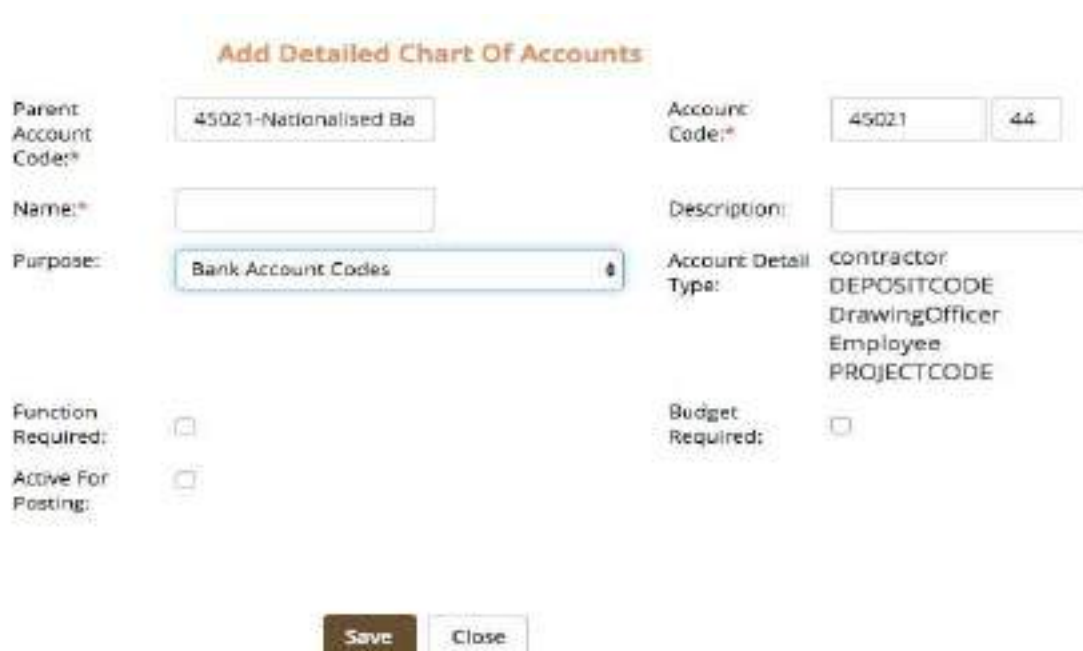
Path: **Applications>Financials>Masters>Chart of Accounts>Detailed Code>**Create/Modify/View Detailed Code
Tip: Type Detailed Code in Search Menu

Step 2: Click on Add New Button

Step 3: Enter Details for New Detailed Head

- Enter Major Account Head under Parent Account
- Enter last 2 digit detailed head in 2nd Box in Account Code

- Enter Detailed Head Description in Name Field
- Further Description of account can be entered in this field, normally this can be left blank.
- Purpose can be selected from the list relevant to the detailed head
- Account Detail Type can be selected for Sub‑Ledger purposes. One Detailed head can have none, one or more Account Detail Type. For assigning multiple Account Detail Types, "Ctr" key can be pressed and selected required multiple Account Detail Type from the list.
- Function Required field can be checked for function detail capture.
- Budget Required can be checked for enabling budgetary controls. Normally Budget Required check box enabled for Revenue Expenditure and Capital Expenditure.
- Active for Posting checked for using the detailed head in vouchers.
- After entering the details Press Create Button to Save the Record.

Step 3: Click on Search and View Button

- Enter detailed account head code in Account Code Field then Click on Search and View Button to display already created Detailed Account

- Based on the budget estimate under the detailed head, Active for posting enabled.
- Click on Close Button to go back to Home Menu

Step 4: Click on Search and Modify Button

- Enter detailed account head code in Account Code Field thsnipen Click on Search and Modify Button to display already created Detailed Account for modification.

Detailed Chart Of Accounts

Account Code:*   2301001-Power Charge

Search and Modify   **Search and View**   **Add New**   Close

Modify Chart Of Accounts

Account Code:	2301001	Name:* Power Charges for Ligt
Description:		Type: Expense
Purpose:	— Select —	Classification: Detailed Code
Active For Posting:	☑	Account Detail Type: contractor DEPOSITCODE DrawingOfficer Employee PROJECTCODE
Function Required:	☑	Budget Required: ☑

Save   Close

- Modify the information in the relevant field based on requirements.
- Click on Save button to effect the changes.
- Click on Close button to go back to Home Menu

Create and Maintain Bank Accounts

All Banks existing as on date are to be added to the Bank Master Data in the Finance Module. Normally ULBs open multiple bank accounts for various purposes. All the Bank accounts with the ULB need to be entered in Bank Account Master irrespective of operational status of the account.

Step 1: Open the Create Bank by clicking on it.

Path: **Applications>Financials>Masters>Bank Account Setup>Bank>**
Create Bank
Tip: Type create Bank in Search Menu

Step -2: Open the Bank clicking on it.

- Enter the Bank Name details in relevant field.
- Enter the Code Name in relevant field.
- Enabled the active check box
- Enter the Description in Narration field.

Step 3: Open the View Bank by clicking on it.

Path: **Applications>Financials>Masters>Bank Account Setup>Bank>**
Viw Bank
Tip: Type View Bank in Search Menu

- Enter the Bank Name details in relevant field.
- Enter the Code Name in relevant field.
- Enabled the active check box
- Enter the Description in Narration field

Step 4: Open the Update Bank by clicking on it.

Path: **Applications>Financials>Masters>Bank Account Setup>Bank>**
Update Bank
Tip: Type Update Bank in Search Menu

- User can search with the Bank Name or Code.
- After clicking the search button ,user can see the Bank name in "Bank search Result ".
- For update bank details user has to click on Bank Name.
- Now User can see the below screen.

- User can update the Bank Details Or Code details.
- Click on Update button to effect the changes.

- User can see the result " Bank Saved Successfully ".
- Click on Close button to go back to Home Menu.
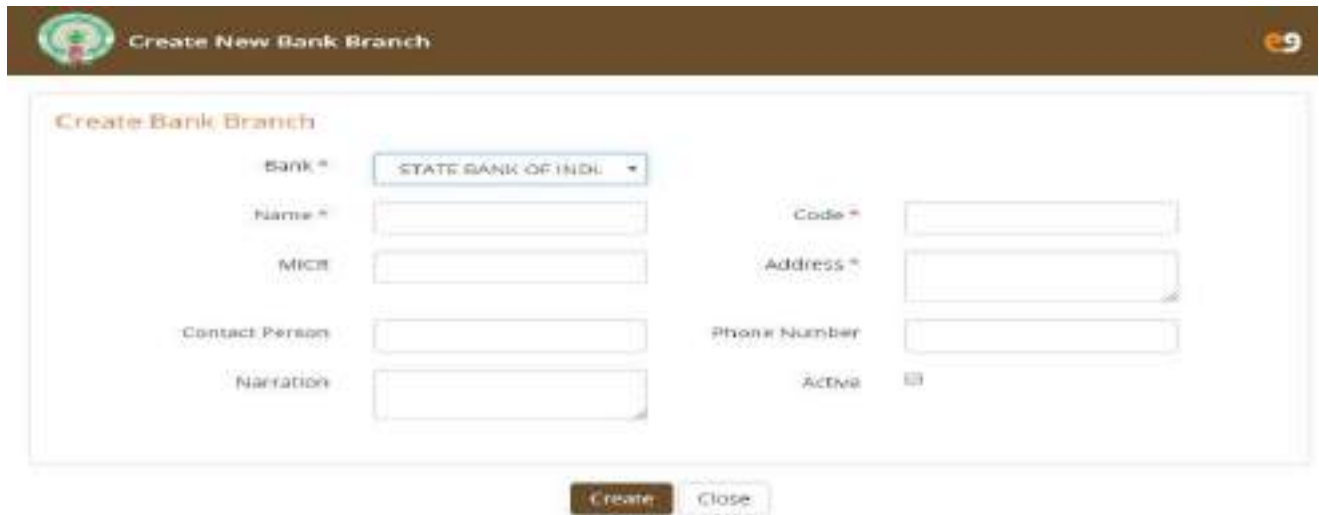
Step 1: Open the Create/View/ Update the " Bank Branch "by clicking on it

Path: **Applications>Financials>Masters>Bank Account Setup>Bank Branch.**
Tip: Type Create Bank Branch Search Menu

Step 2: Create Bank Branch fallow the below steps.

- Enter Branch Name, Branch Code and Address mandatorily
- MICR code of the Branch can be entered
- Contact person Name from the Bank can be entered
- Phone number of Bank or Contact person can be entered
- Optionally description of Branch can be entered in Narration field
- Active should be checked to enable the branch for adding bank accounts.
- Click on Save Bank Account Button to Save Bank Account.

Step 3: View bank branch clicking on it.
Path: **Applications>Financials>Masters>Bank Account Setup>Bank Branch.**
Tip: Type View Bank Branch Search Menu

Bank Branch Search Result

Bank	Bank Branch	Code	MICR	Address	Contact Person	Phone Number	Narration	Active
STATE BANK OF INDIA	Guntur	011211		Guntur				true
STATE BANK OF INDIA	SBI Tresury Branch, Kurnool	006305	518002007	COLLECTOR COMPLEX DISTT KURNOOL ANDHRA PRADESH	Branch Manager	0851827712	Operating PD Accounts and Current Accounts	true
STATE BANK OF INDIA	Main Branch Kurnool	000099	518002001	RLY STN RD, KURNOOL	Branch Manager	0851822300		true

Showing 1 to 3 of 3 entries

Show 10 ▼ entries

Print   PDF   Excel

Previous **1** Next

- Select the bank name in Drill down
- Click on search button to view the Branch list.
- User can see the list of bank branches, how many they created.

Step 4: Update bank branch clicking on it.

Path: **Applications>Financials>Masters>Bank Account Setup>Bank Branch.**
Tip: Type Modify Bank Branch Search Menu.

Update Bank Branch

Create Bank Branch

Bank *	STATE BANK OF ▼
Name *	SBI Tresury Branch,
Code *	006305
MICR	518002007
Address *	COLLECTOR COMPLEX DISTT
Contact Person	Branch Manager
Phone Number	0851827712
Narration	Operating PD Accounts and
Active	☑

Update   Close

- Select the bank Name in relevant field.
- Modify the information in the relevant field based on requirements.
- Click on Update button to effect the changes.
- Click on close button to go back to home screen.

Step 1: Create bank Account clicking on it.

Path: **Applications>Financials>Masters>Bank Account Setup>Bank Account.**
Tip: Type Create Bank Account Search Menu
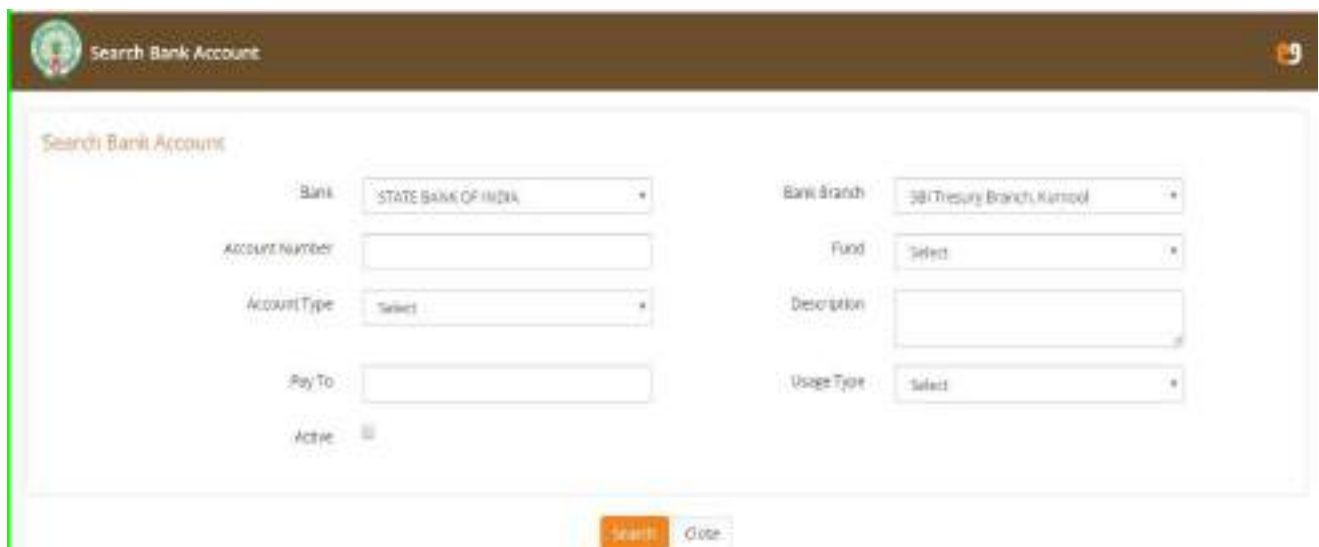
Step 2: Enter the details for create new Bank account.

- Select Bank branch in relevant field.
- User should be entered the Account number in relevant field.
- User should be select the Fund in drop down list.
- User should be select the Account type and Usage type in drop down list.
- Active should be checked to enable the adding bank account.
- Click on create bank account button to save bank account.

Step 3: Enter the details for view bank account.

- Select the bank name in relevant field.
- User can be selected the branch name if he needs branch wise account details.

- User can be selected the bank account number wise.
- Click on close button to go back to home screen.

- After entering the details click on search button to list the bank accounts for view.

Step 4: Enter the details for Modify bank account.

- Select the bank name in relevant field.
- Select the bank branch and bank account.
- Click on search button, user can be seen the list of bank accounts for edit.
- Click on relevant listed to record to edit.

- Modify the information In the relevant filed based on the requirement.
- Click on the update button to effect the changes.
- Click on close button to go back to home screen.

Step 1: Create Add /Modify Cheque and View Cheque clicking on it.

Path: **Applications>Financials>Masters>Bank Account Setup>Bank Account Cheque>Add/Modify Cheque.**
Tip: Type Create Add /Modify Cheque Search Menu.

Step 2: Enter the details for Add/ Modify Cheque.

- Select the Fund, Bank, Account Number and financial Year mandatorily.
- After clicking on Add/Modify button, User can be seen the below screen.

- User must be entered " From Cheque number and To cheque number ".
- User has to be selected the Received date.
- Select the Department name in Departments list.
- Select the Financial Year in drop down list.
- After entering all Mandatory fields, click on " Click to add new cheque " Button. Cheque series will be added.
- Press Save button to Save the new added cheque details.
- Click on close button to go back to home page.

Step 3: Enter the details for View Cheque.

Path: **Applications>Financials>Masters>Bank Account Set up>Bank Account Cheque>View Cheque.**
Tip: Type View Cheque Search Menu.

- Select the Fund, Bank, Account Number and financial Year mandatorily.
- After clicking on View Cheque button, User can be seen the above screen, what cheque numbers added.
- Click on close button to go back to home page.

Create and Manage Schemes

Normally ULBs get scheme support from Central and State Governments with specific purpose of utilization as well as set of guidelines to follow the implementation of schemes. The common requirement to ULBs across all Schemes are submission of Utilization Certificate. Finance module supports tracking of scheme funds, receipts and utilization by attaching scheme code to the financial transaction.

Step 1: Open the Create Scheme by clicking on it

Path: **Applications>Financials>Masters>Scheme and Sub Scheme>**Create Scheme
Tip: Type Create Scheme in Search Menu

Step 2: Enter Details for New Scheme Details

- Enter Scheme Code and Scheme Name Mandatorily
- Select appropriate fund from the list to fill Fund
- Active check box enabled to use the new scheme
- Start and End dates of schemes to be entered based on the Scheme Guidelines.
- Optionally additional details of the Scheme can be entered in Description filed.
- After entering the details Press Save Button to Save the Record.

Step 3: Open the View Scheme by clicking on it

Path: **Applications>Financials>Masters>Scheme and Sub Scheme>**View Scheme
Tip: Type View Scheme in Search Menu

- Select fund and Click on Search Button to list already created scheme
-

View Scheme

Fund *   Municipal Fund

Start Date   DD/MM/YYYY   End Date   DD/MM/YYYY

Search   Close

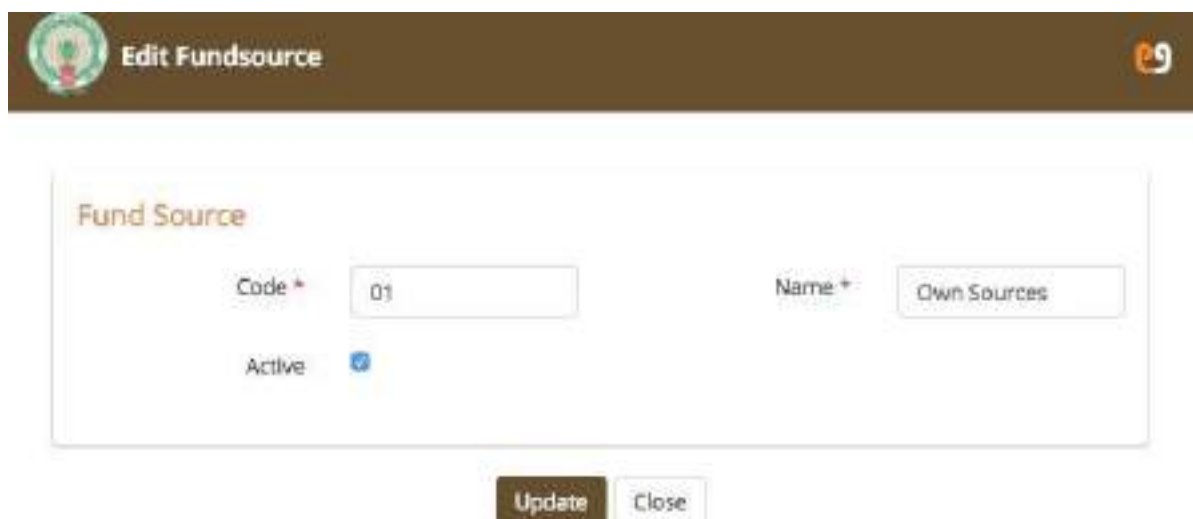| Sl No.	Scheme Code	Scheme Name	Start Date	End Date	Active Y/N
1	2013	12th Finance Commission	01/04/2016	31/03/2021	Yes
2	2014	13th Finance Commission	01/04/2016	31/03/2021	Yes
3	2015	14th Finance Commission	01/04/2016	31/03/2021	Yes
4	2022	Adverse Seasonal Conditions (ASC)	01/04/2016	31/03/2021	Yes
5	2007	AMRUT	01/04/2016	31/03/2021	Yes
6	2929	APMDP (Water Supply Improvement Scheme)	01/04/2016	31/03/2021	Yes
7	2002	Assembly Constistuency Development Program (ACDP)	01/04/2016	31/03/2021	Yes
8	2030	BPS	01/04/2016	31/03/2021	Yes
9	2908	BRGF	01/04/2016	31/03/2021	Yes
10	2017	City Infrastructure	01/04/2016	31/03/2021	Yes
11	2906		01/04/2016	31/03/2021	Yes

Step4: Click on relevant listed scheme for detailed view

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Scheme by clicking on it

Path: **Applications>Financials>Masters>Scheme and Sub Scheme>**Edit Scheme
Tip: Type Edit Scheme in Search Menu

- Enter the Fund Code and Press Search Button to list the schemes to edit
- Click on relevant listed record to edit.

- Modify the information in the relevant field based on requirements.
- Click on Modify button to effect the changes.
- Click on Close button to go back to home screen.

Create and Manage Sub-Schemes
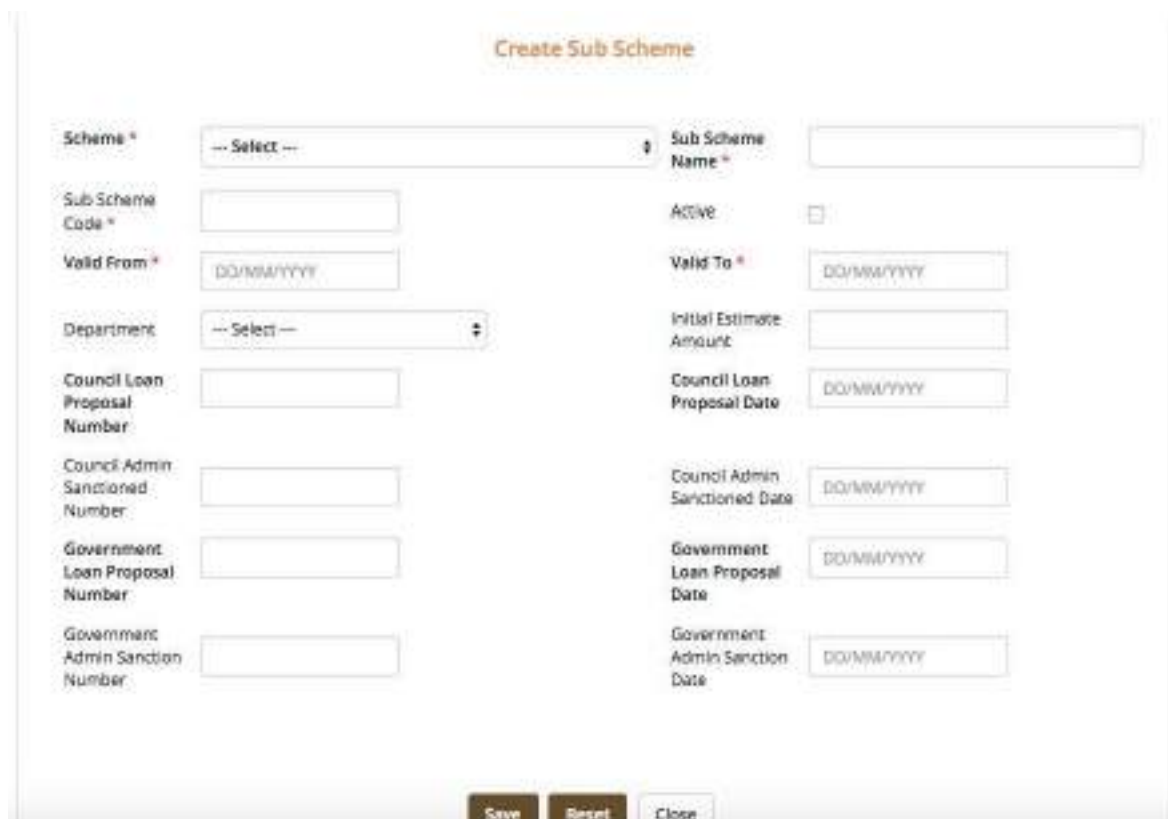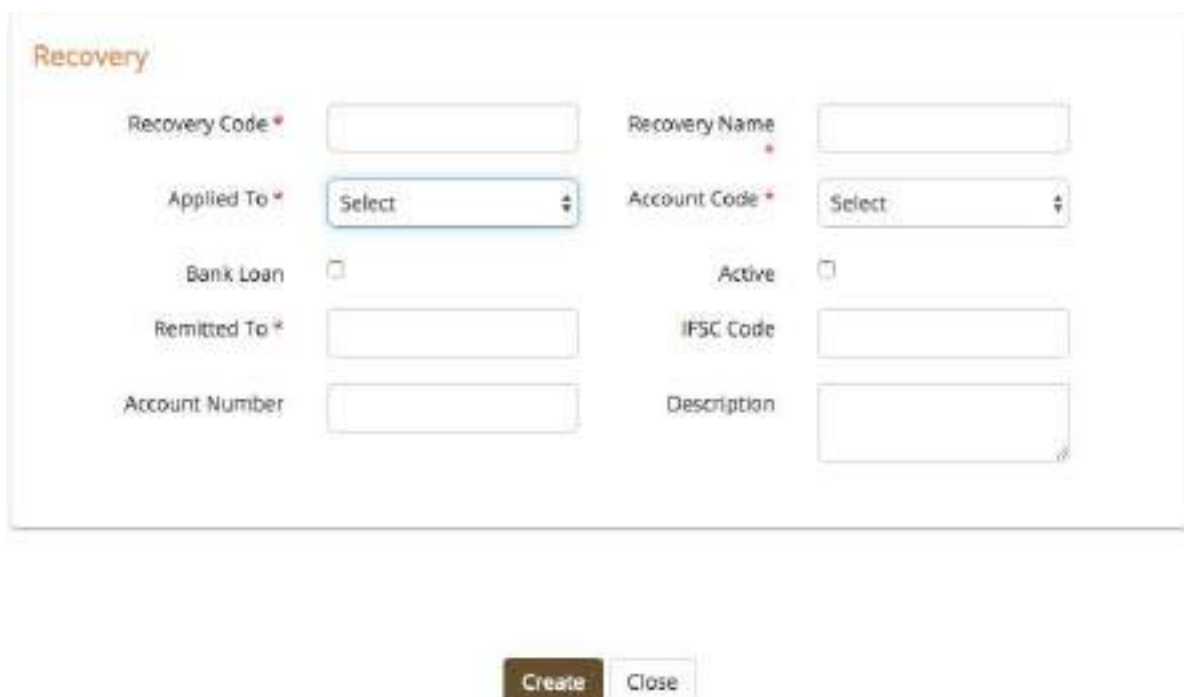
Components in the Schemes can be categorized and captured in the system using the Sub-Scheme Masters. In the e-Citizen applications Sub-Scheme is optional and the Sub-Scheme master screens provided to brining possible further bifurcation to the schemes.

Step 1: Open the Create Sub Scheme by clicking on it

Path: **Applications>Financials>Masters>Scheme and Sub Scheme>**Create Sub Scheme
Tip: Type Create Sub Scheme in Search Menu
Step 2: Enter Details for New Sub Scheme Details

- Select Scheme from the list for which Sub Scheme to be created.
- Enter Sub Scheme Name and Sub Scheme Code
- Active check box enabled to use the new scheme
- Start and End dates of schemes to be entered based on the Scheme Guidelines.
- Optionally additional details of the sub Scheme can be entered infields.
- After entering the details Press Save Button to Save the Record.

Step 3: Open the View Sub Scheme by clicking on it

Path: **Applications>Financials>Masters>Scheme and Sub Scheme>**View Sub Scheme
Tip: Type View Sub Scheme in Search Menu

- Select fund and Click on Search Button to list already created sub scheme

Step4: Click on relevant listed Sub Scheme for detailed view

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Sub Scheme by clicking on it

Path: **Applications>Financials>Masters>Scheme and Sub Scheme>**Edit Sub Scheme
Tip: Type Edit Sub Scheme in Search Menu

- Enter the Fund Code and Press Search Button to list the Sub Schemes to edit
- Click on relevant listed record to edit.

- Modify the information in the relevant field based on requirements.
- Click on Save button to effect the changes.
- Click on Close button to go back to home screen.

Create and Manage Fund Source

ULB has got multiple sources of funds such as Own Funds, Loan Funds and Grant Funds. To track the fund source for developmental activity, this Master data will be useful.

Step 1: Open the Create Fund Source by clicking on it

Path: **Applications>Financials>Masters>Fund Source>**Create Fund source
Tip: Type Create Fund source in Search Menu

Step 2: Enter Details for New Fund Source Details

- Enter Fund Source Code and Fund Source Name Mandatorily
- Active check box enabled to use the new Fund Source
- After entering the details Press Create Button to Save the Record.

Step 3: Open the View Fund source by clicking on it

Path: **Applications>Financials>Masters>Fund Source>**View Fund source
Tip: Type View Fund source in Search Menu
- Click on Search Button to list already created scheme

Step4: Click on relevant listed Fund Source for detailed view

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Fund Source by clicking on it

Path: **Applications>Financials>Masters>Fund Source>**Edit Fundsource
Tip 1: Type Edit Fundsource in Search Menu
Tip 2: As it is not frequently used it need not be added to favorites.

- Modify the information in the relevant field based on requirements.
- Click on Modify button to effect the changes.
- Click on Close button to go back to home screen.

Create and Manage Recoveries

While doing the transactions, several withholdings as well as collection of Service Tax, Library Cess etc., takes place in ULBs. These withholdings as well as collection of Service tax, Library Cess need to be paid to the concerned authorities timely and accurately to ensure proper compliances. To handle these transactions Recoveries heads master can be utilized.

Step 1: Open the Create Recovery by clicking on it

Path: **Applications>Financials>Masters>Recovery>**Create Recovery
Tip 1: Type Create Recovery in Search Menu

Step 2: Enter Details for New Scheme Details

- Enter GL Code as Recovery Code and Recovery Description in Recovery Name
- Select appropriate value from the list in Applied to field.
- Based on the applied to filed value account code gets listed and select the relevant GL Code.
- If the recovery in the nature of Bank Loan Service then check box need to be enabled.
- Active check box enabled to use the Recovery
- Remitted to details to be entered for defaulting in payment voucher.
- Optionally additional details of the recovery can be entered in Optional fields.
- After entering the details Press Create Button to Save the Record.

Step 3: Open the View Recovery by clicking on it

Path: **Applications>Financials>Masters>Recovery>**View Recovery
Tip: Type View Recovery in Search Menu

- Select Account and Click on Search Button to list already created Recovery

Recovery Search Result

Recovery Code	Recovery Name	SubLedger Type	Account Code	Remitted To	IFSC Code	Account Number	Active
3502025	TDS From Contractors	Contractor	TDS from Contractors	Yourself, A/c			true

Showing 1 to 1 of 1 entries 10 ÷ records per page Excel PDF Print < 1 >

Step4: Click on relevant listed Recovery for detailed view

Recovery

Recovery Code	3502025	Recovery Name	TDS From Contractors
SubLedger Type	Contractor	Account Code	3502025 - TDS from Contractors
Remitted To	Yourself, A/c	IFSC Code	
Account Number		Active	true
Description		Bank	

Close

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Recovery by clicking on it

Path: **Applications>Financials>Masters>Recovery>**EditRecovery
Tip: Type Edit Recovery in Search Menu
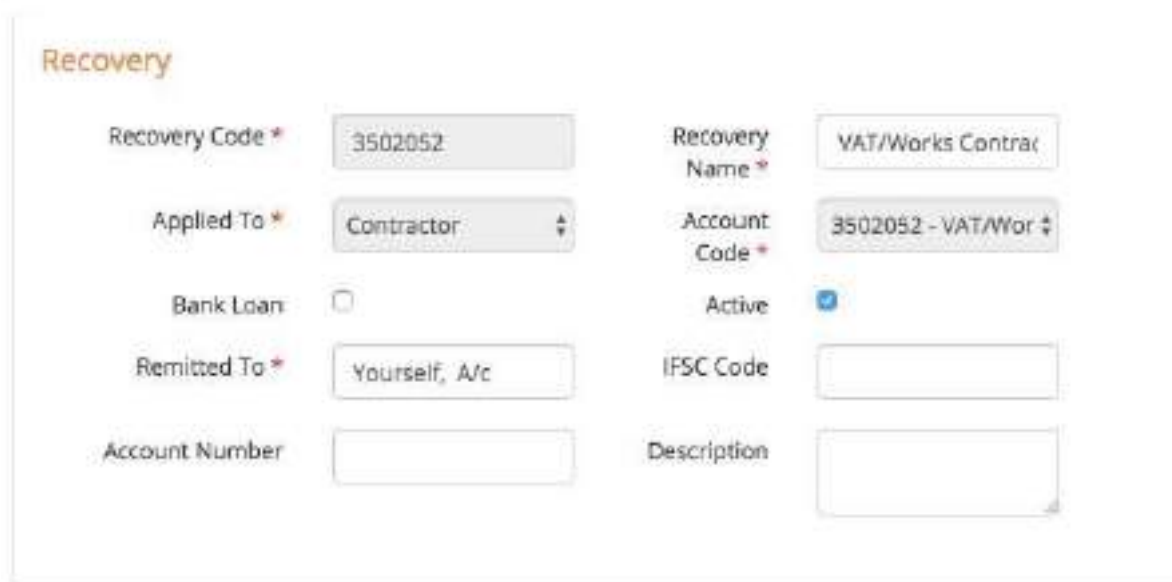
- Enter the Account Code and Press Search Button to list the Recovery to edit
- Click on relevant listed record to edit.

- Modify the information in the relevant field based on requirements.
- Click on Update button to effect the changes.
- Click on Close button to go back to home screen.

Create and Manage Account Entity

Accounting Entity used for gathering additional information to attached Detailed Account Head in Chart of Account. Defined and active Account Entity values gets listed in CoA for user to enable. These Account Entities act similar to Sub-Ledger Functionality.

Step 1: Open the Add Account Entity by clicking on it

Path: **Applications>Financials>Masters>Account Entity>**Add Account Entity
Tip: Type Add Account Entity in Search Menu

Step 2: Enter Details for New Account Entity

- Enter Name and Description of Account Entity Mandatorily
- Active check box enabled to use the new Account Entity
- After entering the details Press Create Button to Save the Record.

Step 3: Open the View Account Entity by clicking on it

Path: **Applications>Financials>Masters>Account Entity>**View Account Entity
Tip: Type View Account Entity in Search Menu
- Click on Search Button to list already created Account Entity

AccountEntity Search Result

Name	Description	Active	Fully Qualified Name
Employee	Employee	true	org.egov.id.entity.employee
Telephone	Telephone	true	org.egov.inateobumaldAccountEntity
Supplier	Supplier	true	org.egov.commons.Relation
contractor	contractor	true	org.egov.works.models.masters.contractor
projectcode	projectcode	true	org.egov.works.models.estimate.projectcode
DrawingOfficer	Drawing Officer	true	org.egov.zrs.entity.DrawingOfficer
VENDOR	VENDOR	true	org.egov.masters.model.AccountEntity

Step4: Click on relevant listed Account Entity for detailed view

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Account Entity by clicking on it

Account Entity Edit option not provided to end user.

Create and Manage User Defined Codes

User Defined Codes are Subsidiary Ledger Level master data to add to the GL Codes (Detailed Heads) in transactions where Account Entity Activated. The values added in User Defined Codes gets populated in transactional screens to facilitate user to select relevant value from the list.

Step 1: Open the Create New User Defined Code by clicking on it

Path: **Applications>Financials>Masters>User Defined Codes>**Add User Defined Code
Tip: Type Add User Defined Code in Search Menu

Step 2: Enter Details for New User Defined Code Details

- Select appropriate account detail type from the list.
- Enter User Defined Code Name and Code Mandatorily.
- Optionally add additional details of User Defined Code in Narration Field.
- Active check box enabled to use the new User Defined Code
- After entering the details Press Save Button to Save the Record.

Step 3: Open the View User Defined Code by clicking on it

Path: **Applications>Financials>Masters>User Defined Codes>**View User Defined Code
Tip: Type View User Defined Code in Search Menu

- Select Account detail type and Click on Search Button to list already created user defined codes

Search User Defined Code

Account detail type	Telephone	Name	
Code			

Search   Close

User Defined Code Search Result

Account detail type	Name	Code	Active
Telephone	Computer Section Mobile	1234567890	true

Showing 1 to 1 of 1 entries   10 ÷ records per page   Excel PDF Print   ‹ 1 ›

Step4: Click on relevant listed User Defined Codes for detailed view

User Defined Code
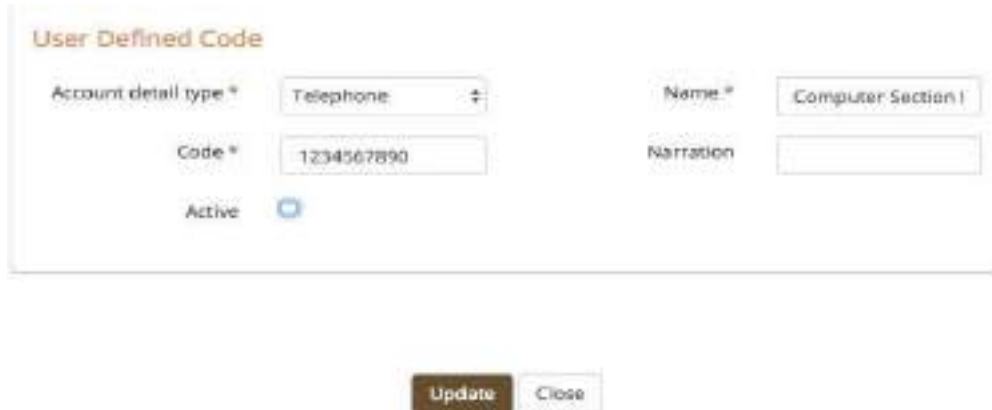
Account detail type	Telephone	Name	Computer Section Mobile
Code	1234567890	Narration	
Active	true		

Close

- Click on Close button to go back to Home Screen

Step 5: Open the Edit User Defined Codes by clicking on it

Path: **Applications>Financials>Masters>User Defined Codes>**Edit User Defined Code
Tip: Type Edit User Defined Code in Search Menu

- Modify the information in the relevant field based on requirements.
- Click on update button to effect the changes.
- Click on Close button to go back to home screen.

Create and Manage Suppliers

Suppliers of various items on regular basis or one-time shall be added to Supplier Master to generate Supplier Subsidiary Ledger.

Step 1: Open the Create Scheme by clicking on it

Path: **Applications>Financials>Masters>Supplier>**Add Supplier
Tip: Type Add Supplier in Search Men

Step 2: Enter Details for New Supplier Details

- Enter Supplier Code and Name Mandatorily
- Optionally additional details of the Supplier can be entered in other fileds.
- Active check box enabled to use the new Supplier
- After entering the details Press Save Button to Save the Record

Step 3: Open the View Supplier by clicking on it

Path: **Applications>Financials>Masters>Supplier>**View Supplier
Tip: Type View Supplier in Search Menu

- Click on Search Button to list already created supplier

Step4: Click on relevant listed Supplier for detailed view

Relation

Code	KMC199	Name	Recoveries Payables
Address	KMC	Mobile Number	
Email address		Narration	
Active	true	PAN Number	
TIN Number			
Registration Number		Bank Account	
IFSC Code		Bank	

Close

- Click on Close button to go back to Home Screen

Step 5: Open the Edit Supplier by clicking on it
Path: **Applications>Financials>Masters>Supplier>**Edit Supplier
Tip: Type Edit Supplier in Search Menu

Supplier

Code *	KMC199	Name *	Recoveries Payable
Address	KMC	Mobile Number	
Email address		Narration	
Active	☑	PAN Number	
TIN Number		Registration Number	
Bank	Select	Bank Account	
IFSC Code			

Update   Close

- Modify the information in the relevant field based on requirements.
- Click on Modify button to effect the changes.
- Click on Close button to go back to home screen.

Budgeting

Budget is the essential and pre-requisite for spending from Funds of ULB in a Financial Year. Periodical review against the budget and actual has to be taken up to understand the progress and implementation of Budgets. Though budget is vital pre-requirement of actual transactions of ULBs, transaction level budget availability checks were not in place. Keeping the importance of budgetary control and monitoring, unified system for Budget and Actuals is being implemented.

Budget upload in to the Financial Management Module is one of the critical activity in implementation.

Upload Budget

Standard templet provided for easy upload of data into finance module. Budget and Account structure comprises of

- Fund
- Department
- Function
- Account

Following are the detailed process to upload the Budget

Step 1 : Download Templet for preparation of Budget Upload file

Path: **Applications>Financials>Budgeting>**Upload Budget

Step 2: Click on Upload Budget Menu Item

Step 3 : Click on Download Templet

Step 4: Open Downloaded Excel Budget Templet File

Step 5: Fill the ULB Budget Information in the Budget Templet

- Enter Name of Municipality
- Prepare required information with Fund Code, Department Code, Function Code, CoA, RBE, BE and Planning Percentage based on Approved budget of ULB.
- Copy and Paste Special ··· Values from ULB budget excel file prepared in the identical columns in A5.
- Planning Percentage facilitate increase or decrease from the Budget allocation in utilization. Example: Planning Percentage 120% allow system to pass budget up to 20% extra.
- File must be saved as .xls file for uploading the budget

Step 6: Upload the saved file from Choose File option.

Step 7: Click on Upload Budget Button to get the internal validation before uploading the data. Once successful in validation budget records gets created in Financial Module for Approval.

Approve Budget

Budget approval can be completed in following 2 simple steps

Step 1: Click on Approve Uploaded Budget in menu

Path: **Applications>Financials>Budgeting>**Approve Uploaded Budget

Step 2: Select RBE Financial Year and Click on Approve Button to get the budget approved.

Budget Search

Uploaded budget is made available for searching in various combinations such as Nature, Department, and Budget Type.

Step 1: Click on Search Budget Menu Item

Path: **Applications>Financials>Budgeting>**Approve Uploaded Budget

Step 2: Select relevant search criteria to list the budget details

- Click on Search Button to list the Budget

Step 3: Click on the listed budget for display of CoA level details.

Budget	Budget Group	Executing Department	Function	Fund	Anticipatory Upto 31 March	Estimate Amount
ENG-BE-Cap-2016-17	4123010-CWIP-Traffic Island and Central Media	ENGINEERING	Parks, Gardens	Municipal Fund	0.00	2000.00
ENG-BE-Cap-2016-17	4123012-CWIP-Road Widening Compensation	ENGINEERING	Roads and Pavement	Municipal Fund	0.00	10000.00
ENG-BE-Cap-2016-17	4123015-CWIP-Stone and Metal Roads	ENGINEERING	Roads and Pavement	Municipal Fund	0.00	10000.00
ENG-BE-Cap-2016-17	4123102-CWIP-Major Drains	ENGINEERING	Storm water Drains	Municipal Fund	0.00	40000.00
ENG-BE-Cap-2016-17	4123103-CWIP-Minor Drains	ENGINEERING	Storm water Drains	Municipal Fund	0.00	50000.00
ENG-BE-Cap-2016-17	4123201-CWIP-Water Works	ENGINEERING	Water Supply	Municipal Fund	0.00	2000.00
ENG-BE-Cap-2016-17	4123204-CWIP-Pump House	ENGINEERING	Water Supply	Municipal Fund	0.00	3500.00
ENG-BE-Cap-2016-17	4123205-CWIP-Water Main Lines	ENGINEERING	Water Supply	Municipal Fund	0.00	3000.00
ENG-BE-Cap-2016-17	4123206-CWIP-Water Distribution Lines	ENGINEERING	Water Supply	Municipal Fund	0.00	15000.00
ENG-BE-Cap-2016-17	4123213-CWIP-Bore Wells - Motor	ENGINEERING	Water Supply	Municipal Fund	0.00	1000.00

Budget Appropriation

Appropriation budget within the CoA can be carried out by transferring surplus budget allocation to deficit budget account

Step 1: Click on Budget Addition Add/Release to effect the changes to approved budget

Path: **Applications > Financials > Budgeting > Budget Addition Appropriation >** Add/Release

- Select Financial Year
- Select BE or RBE for appropriation
- Select Executing Department
- Enter Date for appropriation
- Enter details for appropriation in comments field
- Enter CoA, Function and Fund
- Click on Get Actual to populate Budget and Actual figures
- Fill anticipated expenditure during the balance period of Financial year
- Select addition or deduction in change request
- Fill Addition of Funds Sought in Rupees
- Press save button to save the changes to the budget.

Transactions Data Process

Budget is the source for actual transactions process in ULBs. In normal process all the Revenues, Expenditures, Loans, Advances and Deposits need to be estimated while preparing the budget for the next financial year. The budget supposed to be prepared Fund, Department and Function wise under each head of account estimated financial value.

As part of implementation of budget actual transactions shall take place and use the same Fund, Department, Function and Detailed Head of Account for recording Actual financial transactions against the budget.

All revenue transaction automatically gets posted as vouchers in Finance Management Module from implemented Revenue Module and Non-Tax Revenue Module. Works bills information automatically made available which need to be manually Bill Voucher created in Financial Management Module for further process. Other than work bills all other bills shall be captured using Expenditure Bill Screen by the concerned departments.

General accounting entries processed using the Journal Voucher in Finance Management Module. Inter Bank account fund transfer entries passed using Bank Fund transfer voucher.

Expenditure

Expenditure data Flow from Works Management Module where Measurement Recording is mandatory. For expenditure other than works shall be directly captured in Finance Management Module using Expense Bill.

Bill Register

Bill Register maintains all Expense Bills of ULBs across all Spending Departments. This bill register excludes Works Bills. Bills entered in Bill Register get created as Expense Vouchers in Finance Management Module.

Create Expense Bill

Expense Bill can be entered by the ULB department user to place electronic bill for approval, voucher creation and consequent payment.

Step1: Create Expense Bill by clicking on it
Path: **Applications>Financials>Transactions>Expenditures>Bill Register>**Create Expense Bill

Step 2: Enter the details of Expense Bill

- Enter Bill Date, Fund, Department, and Function mandatorily.
- Optionally narration can be entered. To understand the Expense Bill in correct perspective, user shall enter narration about the transaction subject, administrative sanction reference, work order reference etc.
- Sub Ledger Type and Bill Type must be selected from the list.
- Based on Sub Ledger Type relevant Sub Ledger Code need to be selected to auto fill Pay To Name
- Optionally Party Bill No and Bill Date can be entered.
- Expenditure Account and Deduction Accounts with amount to be entered.
- Budget must be available for entered Fund, Department, Function and Expenditure Account Head combination.
- Relevant Sub Ledger GL account also needs to be entered.
- Click on done to done to get the Accounting and Sub Ledger Details auto filled.

Step 3: Validate the Account Heads and amounts

Step 4: Click on Check List Tab to fill the details.

- Select "Yes" for all 4 items in the Check List. If it is "No" then correct the deficiency and proceed.

Step 5: Click on Approval Information Tab

- Fill next reviewer of Expense Bill and Enter appropriate remarks. Click on Forward

Step 6: Following message displayed for successful bill creation

- Click on Print Preview to Generate Bill

Step 7: Following Bill gets generated which can be printed and placed in Physical File and signed.

AP TRAINING

EXPENSE BILL

Name of Party :	A.Premalatha	Bill Number:	ADM/EJV/0240/2016-17
Party Bill Number :	APL-1234	Bill Date:	06/04/2016
Party Bill Date :	05/04/2016	Fund:	Municipal Fund
Function:	General Administration		

SI No.	Account Code	Account Description	Sub Ledger	Debit Rs.	Credit Rs.
1	2203001	Traveling in land		3200.00	0.00
2	3501002	Contractors Payables		0.00	3136.00
3	3502025	TDS from Contractors	contractor	0.00	64.00
			Total:	3200.00	3200.00

Narration: Expenses incurred towards Travel Expenses to attend training programme on eMunicipal Module Implementation and Reporting in Goruntla, Guntur.

Bill is in order. Sanction is accorded for Rs.3200.00/-(Rupees Three Thousand Two Hundred Only)

Generated by	K.Mohammed Juneed	Checked by		Approved By	
Date	19/06/2016	Date		Date	

Bill Verification User

Step 1: Login with Bill Verification User Credentials.

Step 2: Forwarded Bill gets displayed in Work List.

- Relevant Bill Transaction Should be opened by clicking in the row.

Step 3: Expense Bill Gets displayed, which can be reviewed.

Step 4: Enter Final Approval Details

- Enter Remarks for approval and Click on Forward Button to move the transaction to next level

Bill has been forwarded to S.Ravindra Babu (Commissioner)

- Click on Close Button to close the window.

Bill Final Approval User

Step 1: Login with Final Bill Approval User Credentials.

Step 2: Open the relevant Bill for approval.

- Enter the remarks if any and click on Approve Button

The File has been approved

- Click on Print Preview to View the Bill Report.
- Click on Close Button to Close the Window.

AP TRAINING

EXPENSE BILL

Name of Party :	A.Premalatha	Bill Number:	ADM/EJV/0240/2016-17
Party Bill Number :	APL-1234	Bill Date:	06/04/2016
Party Bill Date :	05/04/2016	Fund:	Municipal Fund
Function:	General Administration		

SI No.	Account Code	Account Description	Sub Ledger	Debit Rs.	Credit Rs.
1	2203001	Traveling in land		3200.00	0.00
2	3501002	Contractors Payables		0.00	3136.00
3	3502025	TDS from Contractors	contractor	0.00	64.00
			Total:	3200.00	3200.00

Narration: Expenses Incurred towards Travel Expenses to attend training programme on eMunicipal Module Implementation and Reporting in Goruntla, Guntur.

Bill is in order. Sanction is accorded for Rs.3200.00/-(Rupees Three Thousand Two Hundred Only)

Generated by	K.Mohammed Juneed	Checked by	D Ramachandra Reddy	Approved By	S.Ravindra Babu
Date	19/06/2016	Date	19/06/2016	Date	19/06/2016

View Expense Bill

Path: **Applications>Financials>Transactions>Expenditures>Bill Register>**View Expense Bill

View Bill Registers

Expenditure Type *	Expense		
Bill Date From *	01/04/2016	Bill Date To *	07/06/2016
Fund *	Municipal Fund		
Department	----Choose----		
Bill Number			

Search   Close

- Enter the details and click on Search Button

to remove – Bill Number should come first. If Bill No entered all other fields must be made optional.

Sl No.	Expenditure Type	Bill Type	Bill Number	Bill Date	Bill Amount	Passed Amount	Bill Status	Owner Name
1	Expense	Final Bill	PD.2/2016	01/04/2016	312237.00	312237.00	Approved	-
2	Expense	Final Bill	P.D.03/2016	01/04/2016	46526.00	46526.00	Approved	-
3	Expense	Final Bill	PD.04/2016	01/04/2016	3939.00	3939.00	Approved	-
4	Expense	Final Bill	P.D.05/2016	01/04/2016	88448.00	88448.00	Approved	-
5	Expense	Final Bill	PD-8/2016	06/04/2016	106495.00	106495.00	Approved	-
6	Expense	Final Bill	PD-9/2016	06/04/2016	330303.00	330303.00	Approved	-
7	Expense	Final Bill	PD-10/2016	06/04/2016	146399.00	146399.00	Approved	-

96	Expense	Final Bill	FHS/EJV/0145/2016-17	07/04/2016	766533.00	766533.00	Approved	-
97	Expense	Final Bill	FHS/EJV/0142/2016-17	07/04/2016	3213.00	3213.00	Approved	-
98	Expense	Final Bill	FHS/EJV/0146/2016-17	07/04/2016	15178.00	15178.00	Approved	-
99	Expense	Final Bill	FHS/EJV/0150/2016-17	07/04/2016	792726.00	792726.00	Approved	-
100	Expense	Final Bill	ACC/EJV/0113/2016-17	02/04/2016	62601.00	62601.00	Approved	-
101	Expense	Final Bill	FHS/EJV/0156/2016-17	07/04/2016	8000.00	8000.00	Approved	-
102	Expense	Final Bill	TP/EJV/0237/2016-17	06/04/2016	5311130.00	5311130.00	Approved	-
103	Expense	Final Bill	ADM/EJV/0246/2016-17	06/04/2016	3200.00	3200.00	Created	0800129

to remove – Done Button and line should be removed in view bill

Bills Accounting

Every Bill Transaction gets posted in to the Financial Management Module only on creation of Voucher. User need not enter entire details of Bill, on selection of relevant Bill for creation of Voucher all the accounting data gets automatically filled and user can confirm the details.

Create Voucher

Step 1: Open Create Voucher
Path: **Applications > Financials > Transactions > Expenditures > Bill Accounting >** Create Voucher

Step 2: Enter details and click on Search Button

Step 3: Click on Bill Number to Generate Bill Voucher

- Optionally modify the Voucher Date if required
- Enter Comments and Bill Verification/Pre-Audit details in Approval work flow
- Enter remarks and click on Forward button to create voucher and forward

- Response(V Number: - 1/6JV900000X04/0016-17, The File has been forwarded to Hanuman Prasad/Assistant Examiner of Accounts)

Generate Bill Voucher

Bill Voucher Verification User
Step 4: Open the Voucher from Work list

Step 4: Enter Final Verification/Pre-Audit authority in workflow.

- Enter remarks and click on Forward Button.

- Voucher has been forwarded to D Ramachandra Reddy (Examiner of Accounts)

Print Preview   Close

Bill Voucher Verification User (2nd Level)
Step 5: Open Voucher for final verification/pre-audit pass orders

Step 6: Enter Voucher Approving Authority

- Enter remarks and Forward for voucher approval after pass orders.

Bill Voucher Final Approving User
Step 7: Open Bill Voucher for final approval

Step 8: Approval the Bill Voucher

- **Enter remarks and click on Approve Button**

Bill Payment
Step 1: Open Bill Payment

Path: **Applications>Financials>Transactions>Expenditures>Payments>**Bill Payment

Step 2: Enter details to Search Approved and Unpaid bills for payment.
Tip: Ensure to provide possible details to fetch less than 500 Bills for Better Performance

Step 3: Click on the relevant Bill tab for generating the Payment

- Click on Select Check Box for which Payment is proposed to be made
- Click on Cheque Radio Button
- Click on Generate Payment Button

Step 4: Enter Payment Details

- Enter Payment Details, Approval Details and Remarks. Click on Forward Button

Step 5: Confirmation of Payment Voucher Generation

AP TRAINING

BANK PAYMENT VOUCHER

BPV Number:	1/BPV/00000138/04/2016-17	Bank Name:	STATE BANK OF INDIA-SBI Tresury Branch, Kurnool
Date :	07/04/2016	Bank Account No:	844810206002
Bill Number :	ADM/EJV/0240/2016-17	Cheque Date:	
Link/Type No:	1/EJV/00000322/04/2016-17		
Party Name :	A.Premalatha		
Cheque No:			
Narration:	Being Travel Expenses Bill Voucher Paid as per approved Bill Voucher No: ADM/EJV/0240/2016-17		
Amount:	Rupees Three Thousand One Hundred Thirty Six Only		

Sl. No	Department	Account Code	Sub Ledger	Debit (Rs)	Credit (Rs)
1	ADMINISTRATION	3501002		3136.00	0.00
2	ADMINISTRATION	4502106		0.00	3136.00
			Total	3136.00	3136.00

Prepared by:	K.Mohammed Juneed	Checked by:	Approved by:
Date:	19/06/2016	Date:	Date:

Print   Save as PDF   Save as Excel

Step 6: Payment Voucher Confirmation (1st Authority/ 1st Cheque Signing Authority)

Step 7: Payment Voucher Final Approving User (Cheque Signatory)

Direct Bank Payment

Bank Charges or other direct debits in the bank statement shall be accounted using the Direct Bank Payment Voucher Screen.

Step 1: Open Direct Bank Payment
Path: **Applications>Financials>Transactions>Expenditures>Payments>**DirectBank Payment

- Fill all the details and forward for approval in workflow.

Cheque Assignment

Manual written Cheque duly signed by the competent authority is required to record the cheque number and cheque date in the system. Cheque number assignment has to be completed before issue of cheque to the beneficiary.

Step 1: Open Cheque Assignment
Path: **Applications>Financials>Transactions>Expenditures>Payments>**Cheque Assignment

- Enter the relevant details and click on search button

- Select Cheque Issue Department
- Select the Payment Voucher
- Enter Cheque Number and Enter Cheque Date
- Click on Assign Cheque Button

* Cheque has been assigned successfully

Cheque Assignment View

Payee Name	Year Code	Cheque Number	Cheque Amount	Cheque Date	Status
A.O BRO APSPDCL Kurnool	2016-17	999802	5311134.00	08/04/2016	New

Close

* Cheque has been assigned successfully

Cheque Assignment View

Payee Name	Year Code	Cheque Number	Cheque Amount	Cheque Date	Status
A.Premalatha	2016-37	999801	3136.80	19/05/2016	New

Close

RTGS Assignment

Step 1: Open RTGS Assignment
Path: **Applications>Financials>Transactions>Expenditures>Payments>**RTGSAssignment

Bill Payment Search

Bill Number		
Bill Date From	01/04/2016	Bill Date To	30/04/2016
Expenditure Type	—Choose—
Fund *	Municipal Fund B
Department	—Choose—
Function	—Choose—

Search **Clear**

to remove – following screen

⋯above screens to remove

Surrender Cheque Assignment

Step 1: Open Surrender Cheque Assignment
Path: **Applications>Financials>Transactions>Expenditures>Payments>**Surrender Cheque Assignment

Surrender RTGS Assignment

Step 1: Open Surrender Cheque Assignment
Path: **Applications>Financials>Transactions>Expenditures>Payments>**Surrender RTGS Assignment

Journal Voucher

Create Journal Voucher

Step 1: Open Create Journal Voucher
Path: **Applications>Financials>Transactions>Journal Vouchers>**Create Journal Voucher

- Enter all relevant details and Click on Forward Button for Approval Workflow

Contra Entries

Bank to Bank Transfer

Step 1: Open Bank to Bank Transfer

Path: **Applications>Financials>Transactions>Contra Entries>**Bank to Bank Transfer

- Enter all the required details and click on Save Button.

Bank Reconciliation

Manual Reconciliation

Step 1: Open Manual Reconciliation
Path: **Applications>Financials>Transactions>Bank Reconciliation>**Reconcile with Bank-- Manual

Un Reconciled Totals

Type	Amount
Cheque/DD/Cash Payments	5311130.00
Cheque/DD/Cash Receipts	0
RTGS Payments	0
Other Receipts	0
BRS Entry	0

Unreconciled Items

Voucher Number	Cheque Number	Cheque Date	Type	Amount	Reconciliation Date
1/BPV/00000137/04/2016-17	999002	08/04/2016	Payment	5911130.00	09/04/2016

Reconcile   Close

Reconciliation completed successfully

Search   Show Pendings   Close

Un Reconciled Totals

Type	Amount
Cheque/DD/Cash Payments	0
Cheque/DD/Cash Receipts	0
RTGS Payments	0
Other Receipts	0
BRS Entry	0

Reconciliation completed successfully

Upload Bank Statement

Step 1: Open Auto Reconcile--Statement Upload

Path: **Applications>Financials>Transactions>Bank Reconciliation>**Auto Reconcile--
Statement Upload

Details

1. First row should contain name of the Bank
2. Second row should be blank
3. Third row should contain the account number between **Account No :** and **--(Hyphen)**
4. Fourth row should be empty
5. Fifth row should contain Bank statement **from date** and **to date** in the format did
--mm--yyyy
6. Sixth row should be empty
7. Seventh row should be empty
8. Eighth row should contain heading in the mentioned order
9. Ninth row should contain data.
 Data is as followed
a. Sino should be first column
b.txn date should be in dotted format **dd.mm.yyyy**
c. Type will show type of transaction. CLG –cheque ,TRF –Payment
d. Narration column contains 'Paid to' in cheque
f. cheque :no column will contain 6 digit cheque number
g. Debit/Credit amounts. Receipts will be credit and payments will be debit
h. Balance is the Running balance of bank account
I. CSL No. . Banks E--statement will not show it is CSL. User should identify the CSL and
add the CSL number from e-Citizen system

INDIAN OVERSEAS BANK

Account No : 000000000001 --- REVENUE PAYMENTS

Statement of Account From : 01--04--2015 To : 31--03--2016

S.No	Txn Dt	Narration	Type	Cheque No	Debit	Credit	Balance	CSL No
1	03.04.2015	NEELA	CLG	434531	256168		6,64,44,082.54	
2	03.04.2015	SB 3879	CLG	433814	3.34E+07		6,63,90,082.54	
3	03.04.2015	4161	CLG	434913	33863		6,63,56,219.54	
4	03.04.2015	192	CLG	433736	22325		6,63,33,894.54	
5	03.04.2015	135	CLG	433480	4462		6,63,29,432.54	

Auto Reconcile

Step 1: Open Reconcile Upload Statement
Path: **Applications>Financials>Transactions>Bank Reconciliation>**Reconcile Upload
Statement

Bank Transactions without Accounting Vouchers

Step 1: Open Bank Statement Entries--Not in Bank Book
Path: **Applications>Financials>Transactions>Bank Reconciliation>**Bank Statement Entries
Not in Bank Book

BRS Summary

Step 1: Open Reconciliation Summary Report
Path: **Applications>Financials>Transactions>Bank Reconciliation>**Reconciliation Summary Report

Vouchers Maintenance

Cancel Bills
Step 1: Open Cancel Bills
Path: **Applications>Financials>Transactions>**Cancel Bills

Cancel Vouchers

Step 1: Open Cancel Vouchers
Path: **Applications>Financials>Transactions>**Cancel Vouchers

View Vouchers

Step 1: Open View Vouchers

Path: **Applications>Financials>Transactions>**View Vouchers

Bill Payment View

Payment Details	Bill Details	Cheque Details

Payment Details

Fund	Municipal Fund
Department	ENGINEERING
Function *	Play Grounds
Voucher Number	1/BPV/00000003/04/2016-17
Bank-Branch	STATE BANK OF INDIA-SBI Tresury Branch, Kurnool
Narration	Towards the payment of Work Bills
Mode of Payment	Cheque
Comments	The voucher has been sanctioned for Rs. 2354913.00/-

Voucher Date	07/04/2016
Bank Account	84481 0206002---STATE BANK OF INDIA
Payment Amount(Rs)	2354913.00

Print Preview   Close

Bill Payment View

Payment Details	Bill Details	Cheque Details

Bill Details

Bill Number	Bill Date	Party Name	Bill Amount(Rs)	Passed Amount(Rs)	Paid Amount(Rs)
P.D.6/2016	02/04/2016	T.Narasimha Rao	2554659.00	2354913.00	2354913.00
				Grand Total	2354913.00

Bill Payment View

Payment Details	Bill Details	Cheque Details

Cheque Details

Cheque Number	Cheque Date	Party Code	Cheque Amount(Rs)	Cheque Status
		No Cheque Details Found !		

Deductions

Remittance Recovery

Create Remittance Recovery

Step 1: Open Create Remittance Recovery
Path: **Applications>Financials>Deductions>Remittance Recovery>**Create Remittance
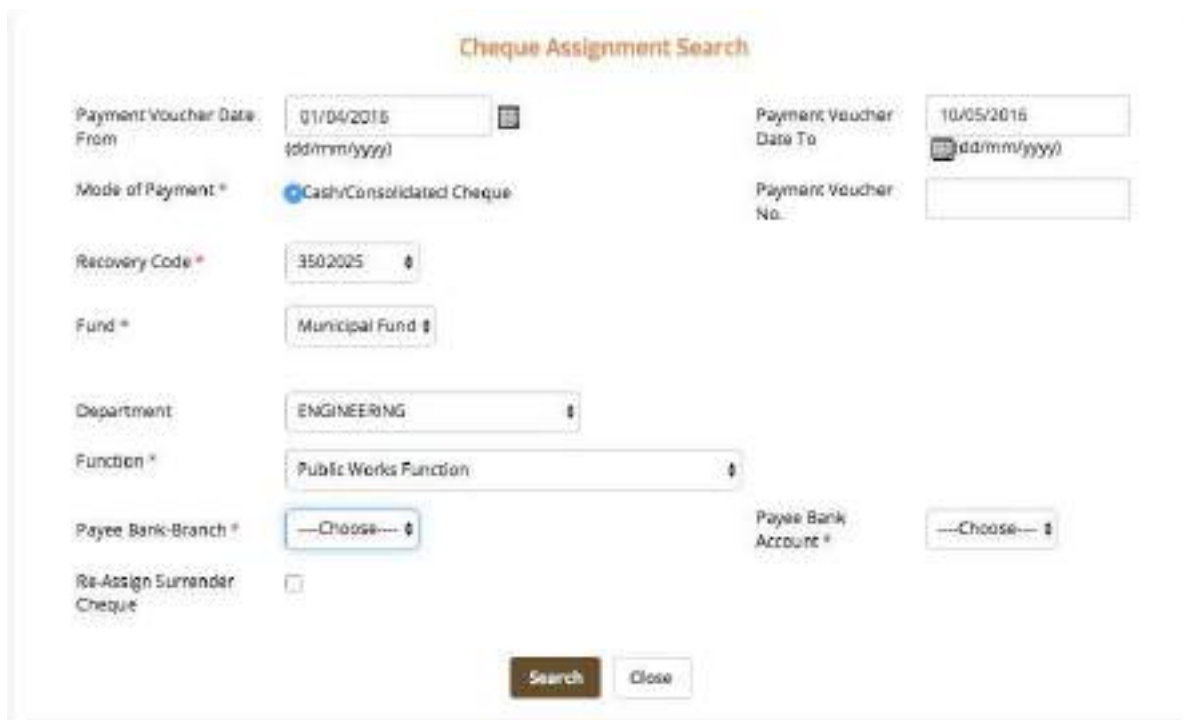Recovery

Recovery Cheque Assignment
Step 1: Open Recovery Cheque Assignment
Path: **Applications>Financials>Deductions>Remittance Recovery>**Recovery Cheque Assignment
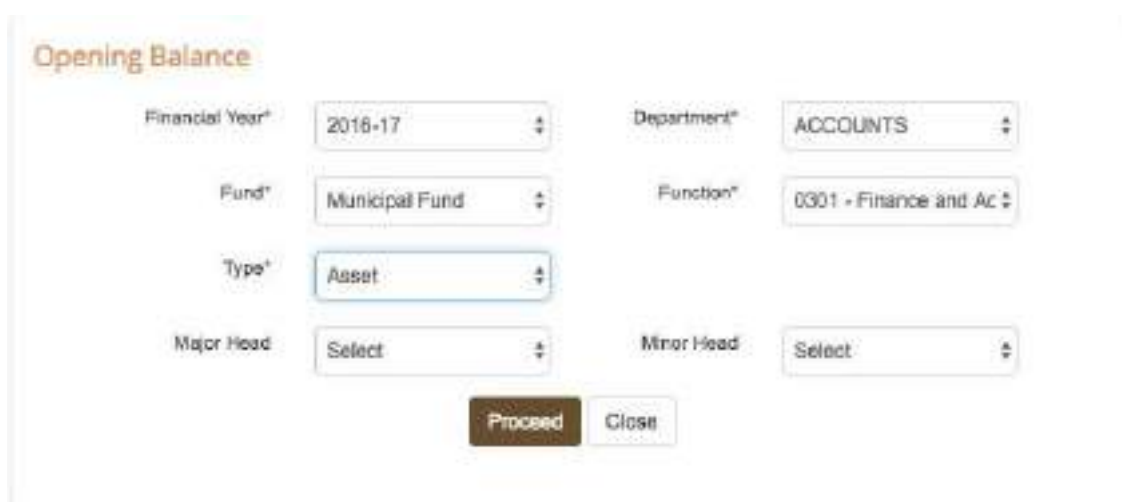

Period End Activity

Opening Balance Entry

Path: **Applications>Financials> Period End Activities > Opening Balance Entry**

Transfer Closing Balance

Path: **Applications>Financials> Period End Activities** >Transfer Closing Balance

Close Period

Path: **Applications>Financials> Period End Activities >** Close Period

Financial Year

Create Financial Year

Path: **Applications > Financials > Period End Activities > Financial Year > Create Financial Year**

View Financial Year

Path: **Applications>Financials> Period End Activities > Financial Year> View Financial Year**

Search Financial Year

Financial Year   2017-18   ⬍

Search   Close

Financial Year Search Result

Financial Year	Starting Date	Ending Date	Active	Active For Posting	Close Period	isTransferClosingBalance
2017-18	2017-04-01 00:00:00.0	2018-03-31 00:00:00.0	true	false	false	false

Showing 1 to 1 of 1 entries   10 ⬍ records per page   Excel PDF Print   ‹ 1 ›

FinancialYear

Financial Year	2017-18	Starting Date	01/04/2017
Ending Date	31/03/2018	Active	true
Active For Posting	false	Close Period	false
IsTransferClosingBala nce	false		

Fiscal Period Name	Starting Date	Ending Date
201718	01/04/2017	31/03/2018

Close

Edit Financial Year

Path: **Applications>Financials> Period End Activities > Financial Year>**Edit Financial Year

Search Financial Year

Financial Year   2016-17   ⬍

Search   Close

Search Financial Year

Financial Year   2016-17   ⇕

Search   Close

Financial Year Search Result

Financial Year	Starting Date	Ending Date	Active	Active For Posting	Close Period	IsTransferClosingBalance
2016-17	2016-04-01 00:00:00.0	2017-03-31 00:00:00.0	true	true	false	true

Showing 1 to 1 of 1 entries   10 ⇕ records per page   Excel PDF Print   ‹ 1 ›

Financial Year Master

Financial Year *   2016-17   Active For Posting   ☑

Starting Date *   01/04/2016   Ending Date *   31/03/2017

Fiscal Period Name *	Starting Date	Ending Date	
201617	01/04/2016	31/03/2017	

Update   Close

Reports

Financial Statements

Income and Expenditure Statement

Path: **Applications>Financials> Reports > Financial Statements** >Income and Expenditure Statement

Balance Sheet

Path: Applications>Financials> Reports > Financial Statements > Balance Sheet

Accounting Reports

Trial Balance

Path: Applications>Financials> Reports > Accounting Reports >Trial Balance

Sl No.	Account Number	Account Head	Opening Balance(Rs)	Debit(Rs)	Credit(Rs)	Closing Balance(Rs)
1	1100101	Properties- General Tax	2,13,43,328.00 Cr	3,09,384.00	86,88,229.00	2,97,22,173.00 Cr
2	1100102	Vacant Land Tax	22,15,548.00 Cr	0.00	2,67,910.00	24,83,458.00 Cr
3	1100201	Properties- Water Tax	26,48,985.00 Cr	3,22,989.00	2,400.00	23,28,496.00 Cr
4	1101101	Advt. Tax on Hoardings	77,87,485.00 Cr	0.00	0.00	77,87,485.00 Cr
5	1101102	Advt. Tax on Cinema Houses	85,500.00 Cr	0.00	0.00	85,500.00 Cr
6	1101199	Advt. Tax - Others	66,837.00 Cr	0.00	0.00	66,837.00 Cr
7	1301003	Rent from Function/Community Halls	1,520.00 Cr	0.00	0.00	1,520.00 Cr
8	1301009	Lease from Nurseries	7,206.00 Cr	0.00	4,587.00	11,793.00 Cr
9	1301010	Lease/Rent from Parking Places	7,748.00 Cr	0.00	0.00	7,748.00 Cr
10	1301015	Rent from Shopping Complexes	23,36,139.00 Cr	1,420.00	5,99,544.00	29,34,263.00 Cr
11	1301017	Rent from Open Air Theatres	26,336.00 Cr	0.00	8,288.00	34,624.00 Cr
12	1301019	Rent from Sports Grounds/Stadia	11,69,355.00 Cr	0.00	0.00	11,69,355.00 Cr
13	1308002	Rent from Funeral House	500.00 Cr	0.00	0.00	500.00 Cr
14	1401101	Trade License Fees	2,77,038.00 Cr	0.00	47,850.00	3,24,888.00 Cr
15	1401105	Cell Towers License	1,00,000.00 Cr	0.00	0.00	1,00,000.00 Cr
16	1401106	Encroachment Fee	3,50,800.00 Cr	0.00	0.00	3,50,800.00 Cr

97	3502058	Other Recoveries From Contractors	54,084.00 Dr	0.00	0.00	54,084.00 Dr
98	3503001	Library Cess	2,02,946.00 Cr	0.00	7,11,761.00	9,14,707.00 Cr
99	3503002	Education Cess	3,31,183.00 Cr	0.00	12,11,478.00	15,42,661.00 Cr
100	3504007	Refunds payable-Others	10,127.00 Cr	0.00	0.00	10,127.00 Cr
101	3504102	Advertisement Tax Advance Collection	1,551.00 Cr	0.00	6,881.00	8,432.00 Cr
102	3504108	Water Charges Advance Collection	0.00	0.00	3,700.00	3,700.00 Cr
103	4101002	Grounds	25,54,659.00 Dr	0.00	0.00	25,54,659.00 Dr
104	4103208	Water Distribution Lines	1,07,106.00 Dr	0.00	0.00	1,07,106.00 Dr
105	4106005	Refrigerators	22,450.00 Dr	0.00	0.00	22,450.00 Dr
106	4122001	CWIP-Concrete Road	16,47,054.00 Dr	0.00	0.00	16,47,054.00 Dr
107	4121201	CWIP-Water Works	50,630.00 Dr	0.00	0.00	50,630.00 Dr
108	4311004	PT Receivable - Arrears - Private Properties	3,60,754.00 Cr	0.00	5,64,541.00	9,25,295.00 Cr
109	4501001	Cash On Hand	1,47,46,937.00 Dr	1,43,69,835.00	39,60,438.00	2,51,56,334.00 Dr
110	4501002	Cash In Transit	1,17,317.00 Dr	2,45,722.00	0.00	3,63,039.00 Dr
111	4501051	Cheques-in-hand	36,23,410.00 Dr	26,834.00	83,534.00	35,66,710.00 Dr
112	4502105	Nationalised Banks-844810206001	27,79,868.00 Cr	0.00	0.00	27,79,868.00 Cr
113	4502106	Nationalised Banks-844810206002	1,28,206.00 Cr	26,91,807.00	0.00	25,63,601.00 Dr
114	4502109	Nationalised Banks-62007226282	58,15,238.00 Dr	6,28,210.00	0.00	64,43,448.00 Dr
115	4502112	Nationalised Banks-52142868037	31,59,114.00 Dr	0.00	0.00	31,59,114.00 Dr
116	4502124	Nationalised Banks-52142868048	1,62,988.00 Dr	0.00	0.00	1,62,988.00 Dr
	Total		1,58,35,608.00 Cr	1,86,86,363.00	1,86,86,363.00	1,58,35,608.00 Cr

Bank Book

Path: **Applications>Financials> Reports > Accounting Reports** >Bank Book

Sub Ledger Schedule Report

Path: **Applications>Financials> Reports > Accounting Reports >**Subl Ledger Schedule Report

Sub Ledger Schedule Report for 3502056 - Seignorage Charges for Municipal Fund from 01/04/2016 to 15/04/2016 and Sub Ledger Type :contractor

Code	Name	Opening Balance	Debit(Rs.)	Credit(Rs.)	Closing Balance
KMC039	G.V.V.Ramana			1,272.00	1,272.00 Cr
KMC053	K.Mahesh			12,527.00	12,527.00 Cr
KMC072	M.Manohar Reddy			36,991.00	36,991.00 Cr
KMC074	M.Iswaraoo Reddy			718.00	718.00 Cr
KMC135	R.Venkateshwara Reddy			74,632.00	74,632.00 Cr
KMC153	S.Rameswara Reddy			2,437.00	2,437.00 Cr
RMC177	Y.Raghothama Reddy			2,250.00	2,250.00 Cr
KMC0179	T.Narasimha Rao			3,254.00	3,254.00 Cr
KMC182	K SAILAJA			4,409.00	4,409.00 Cr
KMC9999	Recoveries Payables		1,39,808.00		1,39,808.00 Dr
KMC181	T.Venkateswar Reddy			73,781.00	73,781.00 Cr
Total:			**1,39,808.00**	**2,12,271.00**	**72,463.00 Cr**

Export options: Excel | PDF

Journal Book

Path: Applications>Financials> Reports > Accounting Reports >Journal Book

Journal Book Report

Starting Date*	01/04/2016 [dd/mm/yyyy]	End Date*	10/04/2016 [dd/mm/yyyy]
Fund*	Municipal Fund	Voucher name	---Choose---
Function	---Choose---	Department	---Choose---

[Search] [Close]

Journal Book Report under Municipal Fund from 01/04/2016 to 10/04/2016

Voucher Date	Voucher Number	Voucher Name	Account Code	Account Name	Narration	Debit Amount(Rs.)	Credit Amount(Rs.)
04-Apr-2016	1/CSL/00000026/04/2016-17	Pay in slip	4501001	Cash On Hand	Collection Module	0.00	160536.00
			4502106	Nationalised Banks-844810206002		160536.00	0.00
01-Apr-2016	1/CJV/00000003/04/2016-17	Contractor Journal	4103206	Water Distribution Lines	Providing of 200mm dia AC Distribution pipeline from D.No.87/1392 Jayaram Nagar.	107106.00	0.00
			3401003	Further Security Deposit		0.00	22635.00
			3501002	Contractors Payables		0.00	84471.00
02-Apr-2016	1/EJV/00000028/04/2016-17	Expense Journal	4106005	Refrigerators	Towards the purchase of New Whirlpool 230 Litra Refrigerator for Commissioner Chamber	22450.00	0.00
			3501003	Expenses Payables		0.00	22450.00
01-Apr-2016	1/EJV/00000024/04/2016-17	Expense Journal	3502056	Seignorage Charges	Towards the Seignorage Charges Deducted from the Contractors work bills for the Period from 01.03.2016 to 31.03.2016.	10961.00	0.00

06-Apr-2016	1/EJV/00003485/04/2016-17	Expense Journal	3502052	VAT/Works Contract Tax		0.00	16046.00
			3401003	Further Security Deposit		0.00	21594.00
			3501002	Contractors Payables		0.00	354969.00
			3502058	Other Recoveries From Contractors		0.00	1244.00
			3502025	TDS from Contractors		0.00	3101.00
			3502056	Seignorage Charges		0.00	2250.00
			4103206	Water Distribution Lines		402437.00	0.00
			3502015	Labour Cess		0.00	3233.00
02-Apr-2016	1/BPV/03000180/04/2016-17	Bill Payment	4502109	Nationalised Banks-62007226282		0.00	2474.00
			3501002	Contractors Payables		2474.00	0.00
02-Apr-2016	1/EJV/00002398/04/2016-17	Expense Journal	2305911	Electrical Fixures and Appliances - Repairs and Maintenance		22450.00	0.00
			3501002	Contractors Payables		0.00	22450.00
02-Apr-2016	1/EJV/00000399/04/2016-17	Expense Journal	3501002	Contractors Payables		0.00	2474.00
			2205202	Other Professional Charges		2474.00	0.00
06-Apr-2016	1/BPV/00000197/04/2016-17	Bill Payment	4502111	Nationalised Banks-62011850258		0.00	439440.00
			3501002	Contractors Payables		354969.00	0.00
			3501002	Contractors Payables		84471.00	0.00
01-Apr-2016	1/BPV/00000201/04/2016-17	Bill Payment	4502106	Nationalised Banks-844810206002		0.00	563542.00
			3501002	Contractors Payables		563542.00	0.00

Export options: Excel | PDF

Sub Ledger

Path: **Applications>Financials> Reports > Accounting Reports >**Sub Ledger

Books of Accounts - Sub Ledger Report

Account Code *	3502056	Fund *	Municipal Fund
Starting Date *	01/04/2016	End Date *	10/04/2016
Sub Ledger Type *	contractor	Entity Details *	KMC039
			G.V.V.Ramana
Department	---Choose---		

Search   Close

Sub Ledger Report for G.V.V.Ramana in Seignorage Charges under Municipal Fund from 01/04/2016 to 10/04/2016

	Debit				Credit				
Voucher Date	Voucher Number	Voucher Type Name	Particulars	Amount	Voucher Date	Voucher Number	Voucher Type Name	Particulars	Amount
Opening Balance									
					06-Apr-2016	1/CJV/00000065/04/2016-17	Journal Voucher-Contractor Journal		1,272.00
Closing Balance				1,272.00					
Total				1,272.00					1,272.00

Export options: Excel | PDF

General Ledger

Path: Applications>Financials> Reports > Accounting Reports >General Ledger

		06-Apr-2016	1/CJV/00000068/04/2016-17	Journal Voucher-Contractor Journal	11,731.00
		06-Apr-2016	1/CJV/00000069/04/2016-17	Journal Voucher-Contractor Journal	24,225.00
		06-Apr-2016	1/CJV/00000070/04/2016-17	Journal Voucher-Contractor Journal	26,088.00
		06-Apr-2016	1/CJV/00000071/04/2016-17	Journal Voucher-Contractor Journal	23,468.00
		06-Apr-2016	1/EJV/00000405/04/2016-17	Journal Voucher-Expense Journal	2,250.00
		08-Apr-2016	1/CJV/00000048/04/2016-17	Journal Voucher-Contractor Journal	1,475.00
		08-Apr-2016	1/CJV/00000049/04/2016-17	Journal Voucher-Contractor Journal	1,467.00
		08-Apr-2016	1/CJV/00000052/04/2016-17	Journal Voucher-Contractor Journal	1,467.00
Closing Balance					1,93,419.00
Total		4,05,690.00			4,05,690.00

Export options: Excel | PDF

Opening Balance Report

Path: **Applications>Financials> Reports > Accounting Reports >**Opening Balance Report

Day Book Report

Path: **Applications>Financials> Reports > Accounting Reports** >Day Book Report

				3502058	Other Recoveries From Contractors	0.00	754.00
				3502056	Seignorage Charges	0.00	1467.00
				3401003	Further Security Deposit	0.00	2399.00
				4123001	CWIP-Concrete Road	95976.00	0.00
08-Apr-2016	1/CJV/00000052/04/2016-17	Contractor Journal – Journal Voucher	Approved	3502015	Labour Cess	0.00	914.00
				4123001	CWIP-Concrete Road	95976.00	0.00
				3401003	Further Security Deposit	0.00	2399.00
				3502058	Other Recoveries From Contractors	0.00	754.00
				3502056	Seignorage Charges	0.00	1467.00
				3502052	VAT/Works Contract Tax	0.00	4570.00
				3502025	TDS from Contractors	0.00	960.00
				3501002	Contractors Payables	0.00	84912.00
10-Apr-2016	1/BRV/00000063/04/2016-17	Other receipts – Receipt	Collection Module	Approved	1405016	Water Meter	0.00	1200.00
				4501002	Cash In Transit	1200.00	0.00

Export options: Excel | PDF

MIS Reports

Cheque Issue Register
Path: **Applications>Financials>Reports>MIS Reports>**Cheque Issue Register

Completed Bill Register

Path: Applications>Financials> Reports > MIS Reports > Completed Bill Register

Dishonored Cheques Report

Path: Applications>Financials> Reports > MIS Reports > Dishonored Cheques Report

Voucher Status Report

Path: **Applications>Financials>Reports>MIS Reports>**Voucher Status Report

Voucher View

Voucher Number :	1/EJV/00000131/04/2016-17	Date :	27/04/2016
Fund :	Municipal Fund		
Department :	TOWN PLANNING		
Narration :			

Source

Account Details

Function Name	Account Code	Account Head	Debit Amount(Rs)	Credit Amount(Rs)
City and Town Planning	3501002	Contractors Payables	0.00	1020918.00
City and Town Planning	2305299	Other Buildings - Repairs and Maintenance	1118614.00	0.00
City and Town Planning	3502025	TDS from Contractors	0.00	97696.00
		Total	1118614.00	1118614.00

Sub-ledger Details

Function Name	Account Code	Detailed Type	Detailed Key	Amount(Rs)
City and Town Planning	2305299	contractor	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad	1118614.00
City and Town Planning	3502025	contractor	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad	97696.00

Bank Advice for RTGS Payment

Path: **Applications>Financials>Reports>MIS Reports>**Bank Advice for RTGS Payment

Bank Advice Report

Bank Name:	STATE BANK OF INDIA	Bank Branch:	SBI Tresury Branch, Kurnool
Account Number: *	4502106--844810206002--STATE BANK OF INDIA	RTGS Number: *	----Choose----

Search Close

RTGS Register Report
Path: **Applications>Financials>Reports>MIS Reports>**RTGS Register Report

Budget Reports

Department wise Budget
Path: **Applications>Financials> Reports > Budget Reports > Department wise Budget**

Function wise Budget

Path: **Applications>Financials> Reports > Budget Reports > Function wise Budget**

Budget Appropriation Register

Budget appropriation register can be called as Budget Watch Register. In this budget allocations made for each transaction gets posted and available balance calculated.

Path: **Applications>Financials>Reports>Budget Reports>Budget Appropriation Register**

- Select Department, Budget Head, Function and Fund for which Budget Appropriation Register Report to generate
- Select the appropriate date for the report
- Click on Submit button to Generate the Report

- Report can be exported to Excel or PDF file.

Budget Variance Report

Actual utilization and realization against the budget can be generated as Budget Variance Report at any given point of time. The report will allow functionary to review the performance and initiate corrective measures to improve the performance and meet the Budgeted Outcome.

Path: **Applications>Financials>Reports>Budget Reports>Budget Variance Report**

- Select the Department, Function and Fund
- Select appropriate Date for Budget Variance Report
- Click on Search Button to Display the Report.

- Budget Variance report can be exported to Excel and PDF format.

Budget Upload Report

Budget upload report can be generated after uploading the budget information to validate the uploaded information. Once approved the budget uploaded date then those records excluded from the report. Budget uploaded with pending approval status only displayed in the report.

Path: **Applications>Financials>Reports>Budget Reports>Budget Upload Report**

- Select Revised Budget Estimate (RE) from the list
- Select Fund from the list
- Optionally provide Department and Function from the list
- Press Search Button to display the uploaded budget details.

- Report can be downloaded in Excel and PDF format and also can be printed as well.
- After careful validation of uploaded information budget can be approved.

Remittance Reports

Administration and monitoring of Deductions and Recovery Remittance is one of the important financial transactions to ensure timely compliances as well as avoid penal

provisions. There are two reports deployed for gathering deduction information and ensuring remittance as well as monitoring.

Deduction Detailed Report

Deduction Detailed Report provides party and bill wise deduction and its status of remittance.

Path: **Applications>Financials>Reports>Remittance Report>Deduction Detailed Report**

- Select the Recovery Code from the list
- Select fund from the List
- Enter from date and As On Date for Deduction Remittance Summary
- Optionally Department and Party Name can be entered
- Click on Slow already remitted records check box for display of remitted transactions
- Click on Search on display the Report
- Information can be exported in Excel and PDF formats.

Pending Deductions to be remitted

Sl No	Voucher Type	Reference Number	Voucher Date	Party Name	PAN Number	Total Deduction(Rs)	Paid(Rs)	Pending(Rs)
1	Contractor Journal	1/CJV/00000048/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	965.00	0.00	965.00
2	Contractor Journal	1/CJV/00000049/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	960.00	0.00	960.00
3	Contractor Journal	1/CJV/00000052/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	960.00	0.00	960.00
4	Contractor Journal	1/CJV/00000059/04/2016-17	04/04/2016	K.Mahesh	BMJPK3326D	4597.00	0.00	4597.00
5	Expense Journal	1/EJV/00000131/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1065.00	0.00	1065.00
6	Expense Journal	1/EJV/00000134/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1464.00	0.00	1464.00
7	Expense Journal	1/EJV/00000135/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	3303.00	0.00	3303.00
8	Expense Journal	1/EJV/00000136/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1464.00	0.00	1464.00
9	Expense Journal	1/EJV/00000137/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1982.00	0.00	1982.00
10	Expense Journal	1/EJV/00000138/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1508.00	0.00	1508.00
11	Expense Journal	1/EJV/00000139/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1464.00	0.00	1464.00
12	Expense Journal	1/EJV/00000140/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	2129.00	0.00	2129.00
13	Expense Journal	1/EJV/00000141/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1982.00	0.00	1982.00
14	Expense Journal	1/EJV/00000142/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	932.00	0.00	932.00
64	Expense Journal	1/EJV/00000261/04/2016-17	26/04/2016	K.Mahesh	BMJPK3326D	60.00	0.00	60.00
65	Expense Journal	1/EJV/00000262/04/2016-17	26/04/2016	K.Mahesh	BMJPK3326D	130.00	0.00	130.00
66	Expense Journal	1/EJV/00000263/04/2016-17	26/04/2016	K.Mahesh	BMJPK3326D	89.00	0.00	89.00

Remitted Details

Sl No	Voucher Type	Reference Number	Voucher Date	Party Name	PAN Number	Payment Voucher	Remitted On	Payment Amount	Cheque Number
1	Expense Journal	1/EJV/00000127/04/2016-17	07/04/2016	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad		1/BPV/00000086/04/2016-17	29/04/2016	60586.00	249850-MULTIPLE
2	Expense Journal	1/EJV/00000128/04/2016-17	18/04/2016	K.Srinivasulu	AWZPS4600D	1/BPV/00000085/04/2016-17	29/04/2016	918.00	249850-MULTIPLE
3	Expense Journal	1/EJV/00000129/04/2016-17	18/04/2016	K.Srinivasulu	AWZPS4600D	1/BPV/00000085/04/2016-17	29/04/2016	918.00	249850-MULTIPLE
4	Expense Journal	1/EJV/00000130/04/2016-17	18/04/2016	M/s Vebsurs Constructions	AAEFV1849A	1/BPV/00000085/04/2016-17	29/04/2016	15580.00	249850-MULTIPLE
5	Expense Journal	1/EJV/00000131/04/2016-17	27/04/2016	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad		1/BPV/00000086/04/2016-17	29/04/2016	97696.00	249850-MULTIPLE

Export Options: Excel | PDF

Deduction Summary Report

Deduction Summary Report provides Deduction Head wise summary details of detections and remittances made.

Path: **Applications>Financials>Reports>Remittance Report>Deduction Remittance Summary**

- Select the Recovery Code from the list
- Select fund from the List
- Enter from date and As On Date for Deduction Remittance Summary
- Optionally Department and Party Name can be entered
- Click on Search on display the Report
- Information can be exported in Excel and PDF formats.