



FINANCE MANAGEMENT

Draft User's Manual



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EGOVERNMENTS FOUNDATION
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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.

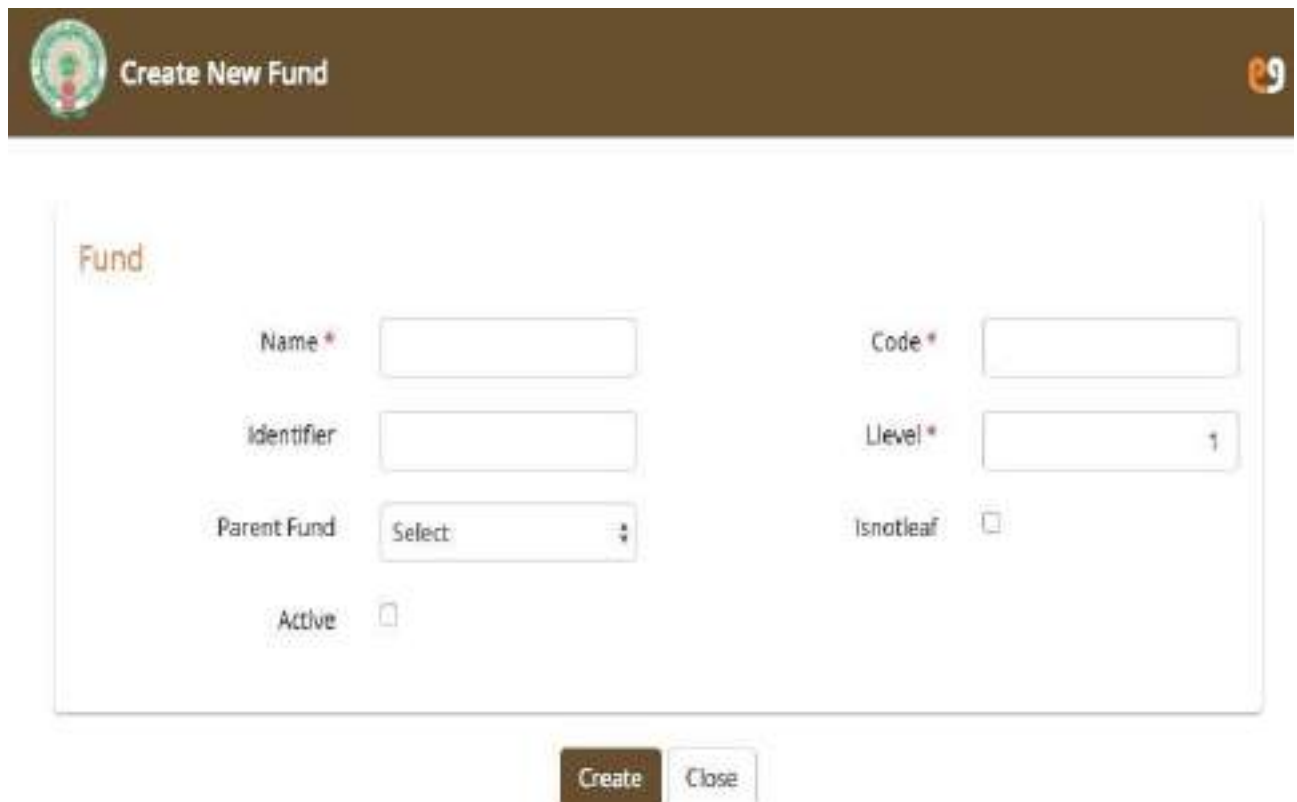
Step 1: Open the Create Fund by clicking on it

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

SearchFund

Name

Code

Parent Fund
Select

Active
☐

Search
Close

Fund Search Result

Name	Code	Identifier	Level	Parent Fund	Isnotleaf	Active
Municipal Fund	01	1	0		false	true
Benemary Educator Fund	03	3	0		false	false
Edmarked Funds	04	4	0		false	false
Capital Fund	02	2	0		false	true

Showing 1 to 4 of 4 entries

10 records per page

Excel PDF Print

1

Step4: Click on any listed fund for detailed view

Fund

Name	Municipal Fund	Code	01
Identifier	1	Level	0
Parent Fund		Isnotleaf	false
Active	true		

Close

- 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



SearchFund

Name:

Code:

Parent Fund:

Active: ☒

Fund Search Result

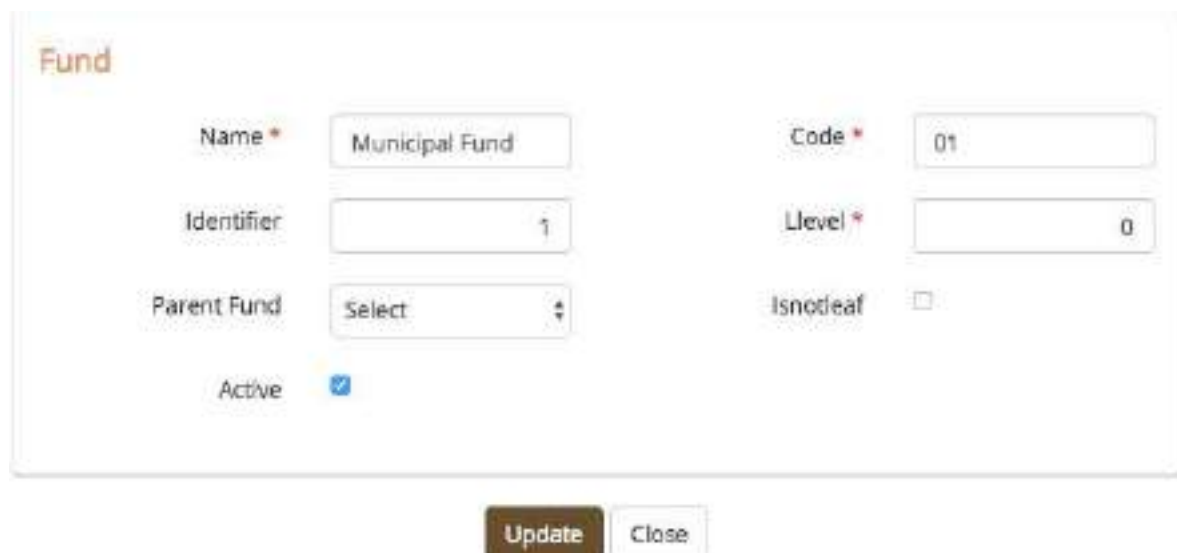
Name	Code	Identifier	Level	Parent Fund	Isnotleaf	Active
Municipal Fund	01	1	0		true	true

Showing 1 to 1 of 1 entries

10 records per page

1

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



Fund

Name *

Code *

Identifier

Level *

Parent Fund

Isnotleaf ☐

Active ☒

- 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 activities are carried out by the concerned Departments in ULB. In each department again multiple activities are carried out and these activities 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
Code

Active
☐

Parent Type
Select:

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	Level		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

SearchFunction

Name
Code

Active
☐

Parent Type
Select

Function Search Result

Name	Code	Active	Parent Type
Public Health	3100	true	Public Health
Primary Health Care	3400	false	Primary Health Care
Health	3	true	
Public Health	31	true	Health
Primary Health Care	34	false	Health

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

Function

Name *
Code *

Level
Active
☒

Parent Type
Public Health

Isnotleaf
☐

- 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 into 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

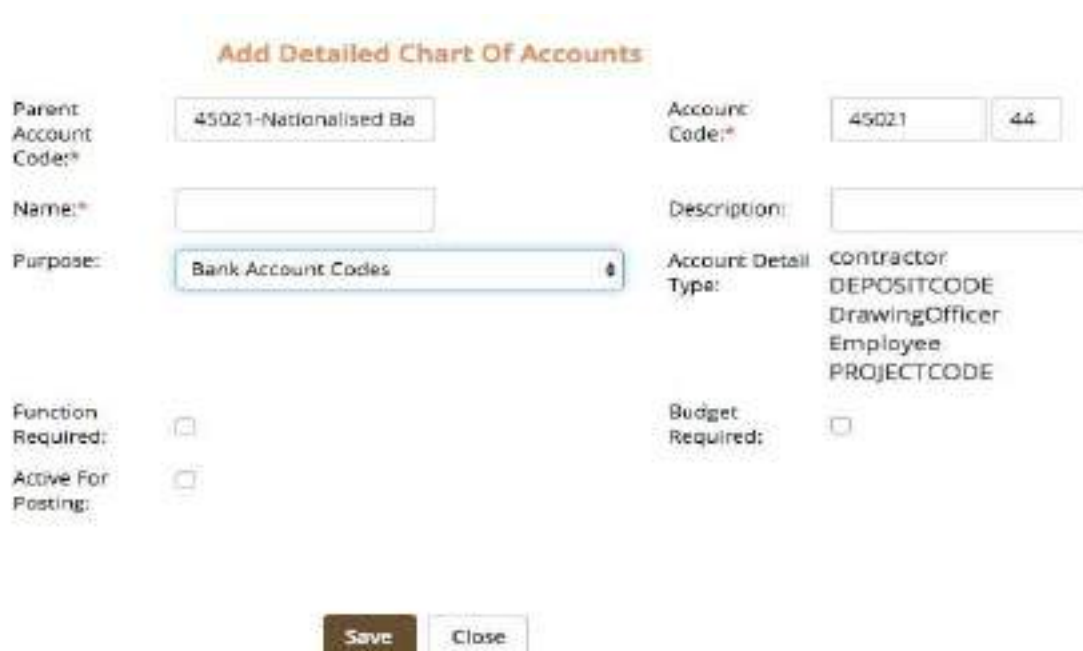
Path: **Applications>Financials>Masters>Chart of Accounts>Detailed Code>Create/Modify/View Detailed Code**

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, “Ctrl” 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

Detailed Chart Of Accounts

Account Code:

Chart Of Accounts

Account Code:	2301006	Name:	Fuel supply for Field Staff Vehicles
Description:		Type:	Expense
Classification:	Detailed Code	Purpose:	
Account Detail Type:		Active For Posting:	No
Function Required:	No	Budget Required:	Yes

- 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 then 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:

Description:

Purpose:

Active For Posting: ☒

Function Required: ☒

Name:

Type:

Classification:

Account Detail Type:

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.

The screenshot shows the 'Create New Bank' form. The form has a title bar 'Create New Bank' with a logo on the left and the 'e9' logo on the right. The form content includes:

- Create Bank** (Section Header)
- Name *** (Text Field): Satae Ban Of India
- Code *** (Text Field): Empty
- Active** (Check Box): Checked
- Narration** (Text Field): Empty
- Create** (Button)
- Close** (Button)

- 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>View Bank

Tip: Type View Bank in Search Menu

Search Bank

Name: state bank of India Code: 4502125

Narration: Active: ☒

Bank Search Result

Name	Code	Active	Narration
No data available in table			

Showing 0 to 0 of 0 entries Show 10 entries

Print PDF Excel Previous Next

- 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

Search Bank

Name: Code:

Narration: Active: ☒

Bank Search Result

Search:

Name	Code	Active	Narration
STATE BANK OF INDIA	002	Yes	

Showing 1 to 1 of 1 entries

Show 10 entries

Print PDF Excel

Previous 1 Next

- 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.

Update Bank

Create Bank

Name * Code *

Active ☒ Narration

- 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.

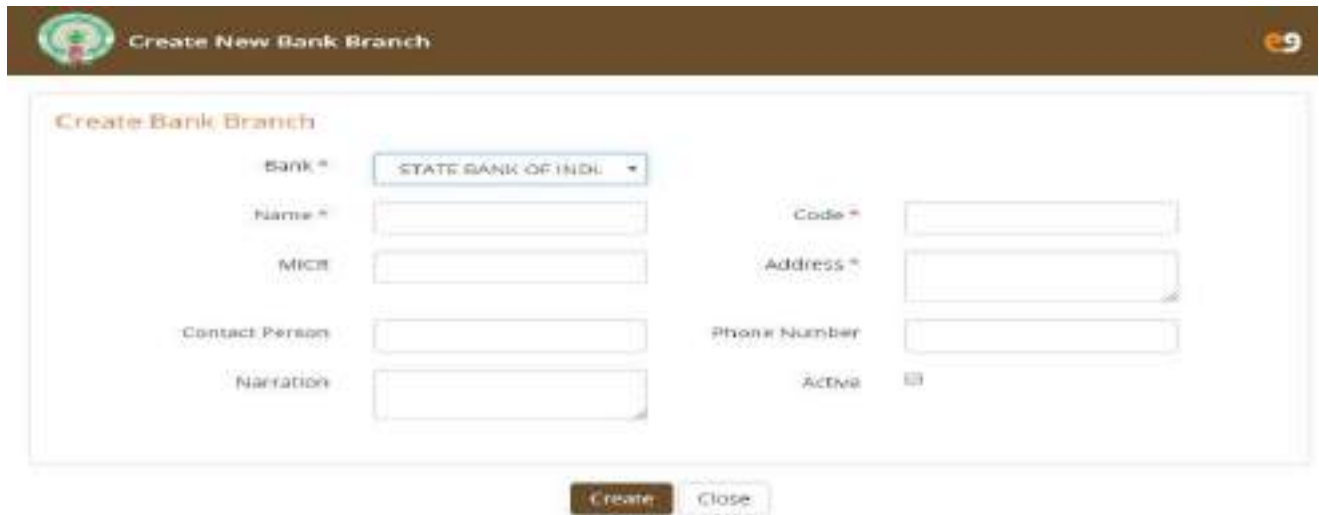
Step 1: Open the Create/View/ Update the “ Bank Branch “by clicking on it

Path: Applications>Financials>Masters>Bank Account Setup>Bank Branch.

Tip: Type Create Bank Branch Search Menu



Step 2: Create Bank Branch follow the below steps.



Create New Bank Branch

Bank * STATE BANK OF INDIA

Name *

MICR

Contact Person

Narration

Code *

Address *

Phone Number

Active ☒

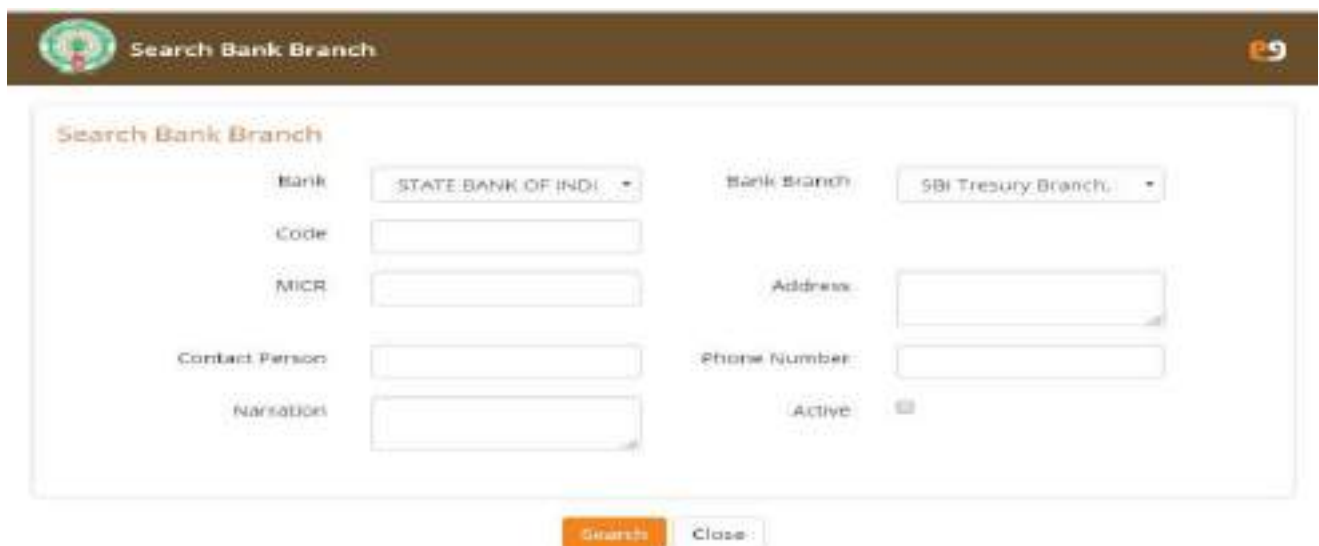
Create Close

- 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



Search Bank Branch

Bank STATE BANK OF INDIA Bank Branch SBI Treasury Branch

Code

MICR

Contact Person

Narration

Address

Phone Number

Active ☒

Search Close

Bank Branch Search Result

Search:

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 Treasury Branch, Kurnool	006305	518002007	COLLECTOR COMPLEX DISTT KURNOL ANDHRA PRADESH	Branch Manager	0851827712	Operating PD Accounts and Current Accounts	true
STATE BANK OF INDIA	Main Branch Kurnool	000099	518002001	RLY STN. RD. KURNOL	Branch Manager	0851822080		true

Showing 1 to 3 of 3 entries
Show 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 *

Name *

MICR

Contact Person

Narration

Code *

Address *

Phone Number

Active ☒



Bank Search Result

Bank Saved Successfully

View Bank

Name	STATE BANK OF INDIA	Code	002
Active	true	Narration	

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



Bank Account

Tasks

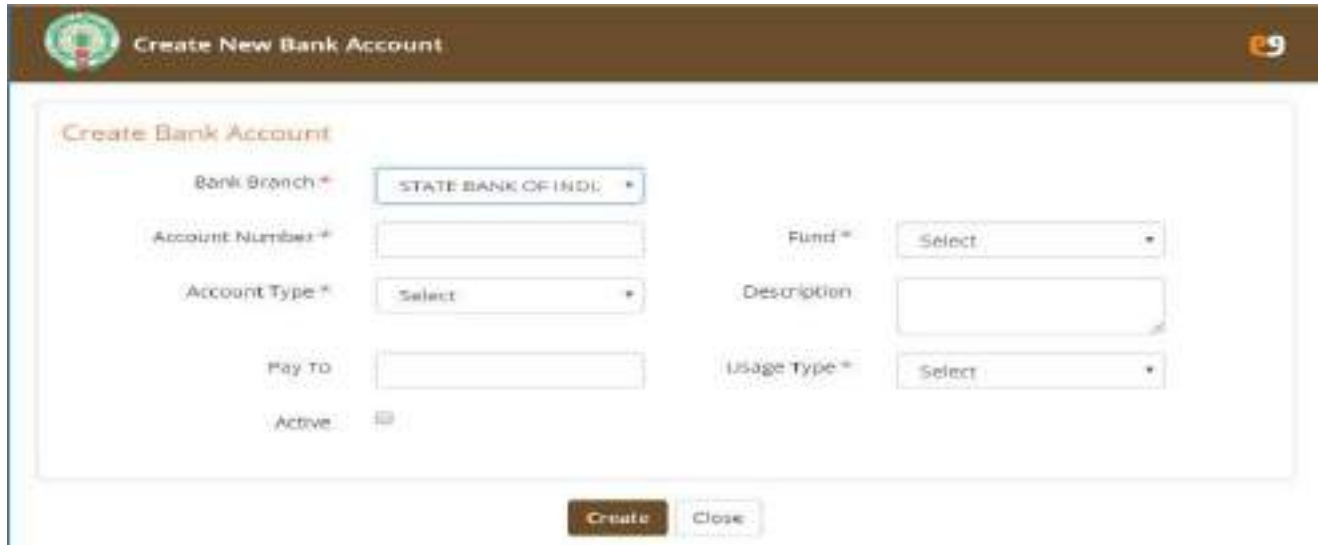
Creation	Name	Account Type	Bank	Branch	Default Code
12/12/2018 14:24:48	TSHARDA VALLI	Expenditure	Chennai - Venkateswara Perumal	ACC/15/12/2018 14:18	2

Showing 1 of 1 entries

Show 10 entries

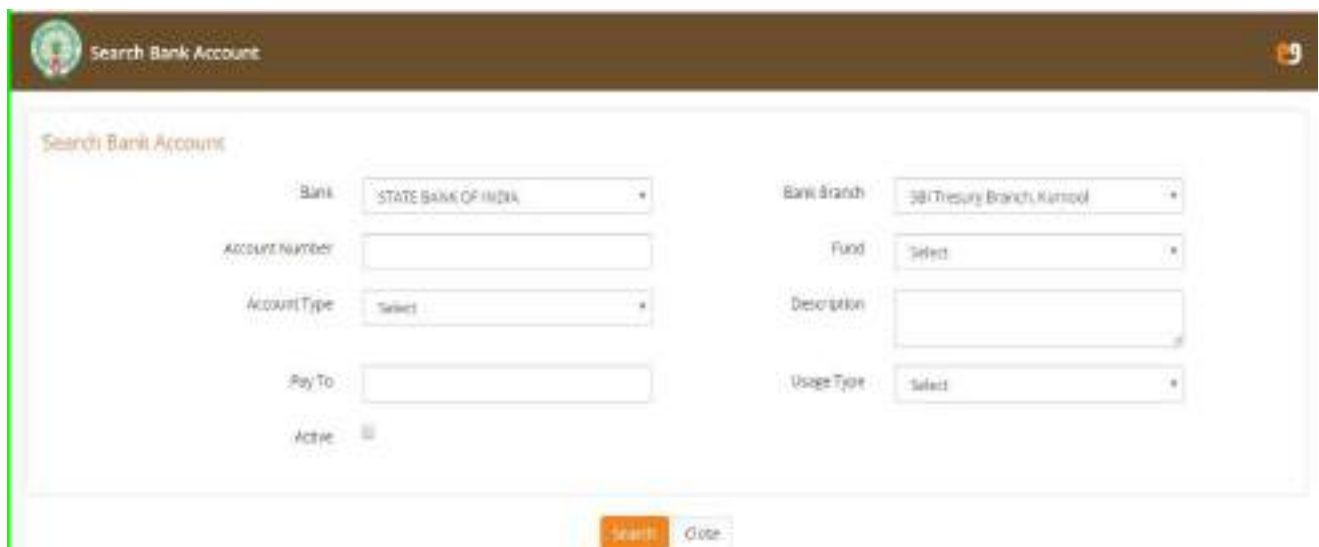
Previous 1 Next

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.

Bank Account Search Result

Search:

Account Number	Fund	Bank	Bank Branch	GL Code	Account Type	Usage Type	Pay To	Description	Active
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	SB Treasury Branch Kumbhari	4000100		RECEIPTS,SAVINGS	Commissioner, KMC	SB Kumbhari,001	Y
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	SB Treasury Branch Kumbhari	4000100		RECEIPTS,SAVINGS	Commissioner, KMC	KM Kumbhari,001	Y
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	SB Treasury Branch Kumbhari	4000100	Intermediate Bank	RECEIPTS,SAVINGS	Commissioner, KMC	SB Kumbhari,001 (TDR Kumbhari, Commission)	Y
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	SB Treasury Branch Kumbhari	4000100		RECEIPTS,SAVINGS	Commissioner, KMC	SB Kumbhari,001 (14th Finance Commission)	Y
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	SB Treasury Branch Kumbhari	4000100		RECEIPTS,SAVINGS	Commissioner, KMC	SB Kumbhari,001 (14th Finance Commission)	Y
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	SB Treasury Branch Kumbhari	4000100	Intermediate Bank	RECEIPTS,SAVINGS	Commissioner, KMC	KM Kumbhari,001 (TDR Kumbhari, Commission)	Y

Showing 1 to 6 of 6 entries

SHOW 10 20 50 100

PDF EXCEL

Previous 1 Next

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

Step 4: Enter the details for Modify bank account.

Search Bank Account

Bank: STATE BANK OF INDIA

Account Number:

Account Type: Select

Pay To:

Active:

Bank Branch: Main Branch Kumbhari

Fund: Select

Description:

Usage Type: Select

Search Close

Bank Account Search Result

Search:

Account Number	Fund	Bank	Bank Branch	GL Code	Account Type	Usage Type	Pay To	Description	Active
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	Main Branch Kumbhari	4000100		RECEIPTS,SAVINGS	Commissioner, KMC	SB Kumbhari,001	Y
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	Main Branch Kumbhari	4000100		RECEIPTS,SAVINGS	Commissioner, KMC	KM Kumbhari,001	Y
44400100000000000000	Municipal Fund	STATE BANK OF INDIA	Main Branch Kumbhari	4000100	Intermediate Bank	RECEIPTS,SAVINGS	Commissioner, KMC	SB Kumbhari,001 (TDR Kumbhari, Commission)	Y

- 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.

Financial Management

Cheque Master - Search

Fund *

Bank *

Account Number *

Financial Year *

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

Financial Management

Bank Details

Bank * STATE BANK OF INDIA

Branch * Main Branch Khammam

Account Number * 1882621222

Branch * Main Branch Khammam

Add New Cheque

From Cheque Number *

To Cheque Number *

Received Date *

Department *

Financial Year *

Existing Cheque Details

From Cheque Number	To Cheque Number	Department	Received Date	Financial Year	Received	Check
180018	180080	ACCOUNTS	31/04/2018	2018-19	Yes	<input type="button" value="X"/>

- 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.


Financial Management
89

Cheque Master - Search

Fund*

—Choose— ▾

Bank*

—Choose— ▾

Account Number*

—Choose— ▾


Financial Year*


—Choose— ▾

View Cheque

Cancel

Close


Financial Management



Cheque Master

Bank Details

Bank *

STATE BANK OF HYDERABAD

Bank Branch *

KMC Channarayana

Account Number *

83907126302

Fund *

Municipal Fund

Existing Cheque Details

Bank Cheque Number	CC Cheque Number	Description	Banked Date	Amount (Rs)	Balance
839738	839780	ACCOUNTS	30/10/2017	2017-18	9.0
834711	824735	ACCOUNTS	24/05/2017	2017-18	9.0
824739	824760	ACCOUNTS	30/02/2016	2017-18	9.0
839711	839739	ACCOUNTS	30/08/2017	2017-18	9.0
824761	824785	ACCOUNTS	30/02/2016	2017-18	9.0
901565	903655	ACCOUNTS	04/02/2017	2017-18	9.0
903689	903788	ACCOUNTS	03/02/2017	2017-18	9.0
979011	979060	ACCOUNTS	07/09/2017	2017-18	9.0
979061	979130	ACCOUNTS	27/02/2017	2017-18	9.0
991201	991260	ACCOUNTS	02/02/2017	2017-18	9.0
942701	942730	ACCOUNTS	03/03/2017	2017-18	9.0
945101	945160	ACCOUNTS	03/03/2017	2017-18	9.0
942751	942800	ACCOUNTS	03/03/2017	2017-18	9.0
811729	811825	ACCOUNTS	01/02/2016	2017-18	9.0
128002	128010	ENGINEERING	01/09/2016	2017-18	9.0

- 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



The screenshot shows a web-based form titled "Create Scheme". It has the following fields and controls:

- Scheme Code ***: A text input field.
- Scheme Name ***: A text input field.
- Fund ***: A dropdown menu with a blue border. The dropdown is open, showing two options: "Capital Fund" and "Municipal Fund".
- Start Date ***: A text input field.
- End Date ***: A text input field containing the date "00/00/0000".
- Active**: A checkbox.
- Description**: A large text area.
- Buttons**: At the bottom, there are three buttons: "Save" (dark blue), "Reset" (light blue), and "Close" (light blue).

- 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 *

Start Date

End Date

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	2029	APMDP (Water Supply Improvement Scheme)	01/04/2016	31/03/2021	Yes
7	2002	Assembly Constituency Development Program (ACDP)	01/04/2016	31/03/2021	Yes
8	2030	BPS	01/04/2016	31/03/2021	Yes
9	2508	BACF	01/04/2016	31/03/2021	Yes
10	2017	City Infrastructure	01/04/2016	31/03/2021	Yes
11	2006	City Infrastructure	01/04/2016	31/03/2021	Yes

Step4: Click on relevant listed scheme for detailed view



View Scheme

Scheme Code	2913	Scheme Name	14th Finance Commission
Fund	Municipal Fund	IsActive	True
Start Date	01/04/2016	End Date	31/03/2021
Description	14th Finance Commission		

- 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



Modify Scheme

Fund *

Start Date End Date

S No.	Scheme Code	Scheme Name	StartDate	End Date	Active Y/N
1	2913	12th Finance Commission	01/04/2016	31/03/2021	Yes
2	2914	13th Finance Commission	01/04/2016	31/03/2021	Yes
3	2915	14th Finance Commission	01/04/2016	31/03/2021	Yes
4	2902	Adverse Seasonal Conditions (ASC)	01/04/2016	31/03/2021	Yes
5	2907	AMRUT	01/04/2016	31/03/2021	Yes

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



Modify Scheme

Scheme Code *

Scheme Name *

Fund *

Active ☒

Start Date * End Date *

Description

- 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

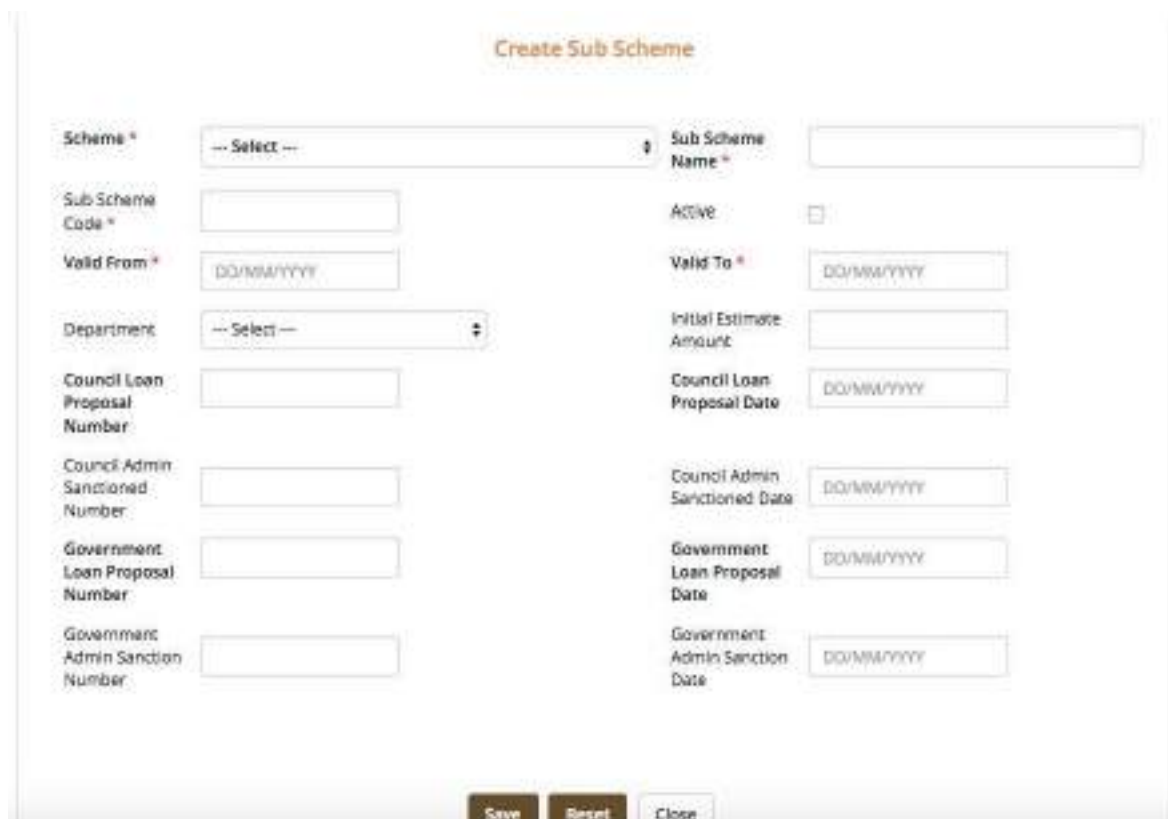
Components in the Schemes can be **categorized** and captured in the system using the Sub-Scheme Masters. In the e-Citizen applications Sub-Scheme is optional and the Sub-Scheme master screens provided to bring possible further bifurcation to the schemes.

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 in fields.
- 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

View Sub Scheme

Fund * Scheme

Sub Scheme

View Sub Scheme

Fund * Scheme

Sub Scheme

Sl. No.	Sub Scheme Code	Sub Scheme Name	Scheme Name	Fund Name	Estimate Amount	Active Y/N
1	BSUP	Basic Services for Urban Poor	InNURM	Municipal Fund		Yes

Step4: Click on relevant listed Sub Scheme for detailed view

View Sub Scheme

Scheme * Name *

Code * Valid From *

Valid To *

Is Active: ☒

Department

Initial Estimate Amount:

Council Loan Proposal Number:

Council Admin Sanctioned Number:

Government Loan Proposal Number:

Government Admin Sanction Number:

Council Loan Proposal Date:

Council Admin Sanctioned Date:

Government Loan Proposal Date:

Government Admin Sanction Date:

- 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 Sub Scheme

Fund * Municipal Fund

Sub Scheme --- Choose ---

Scheme --- Choose ---

Search
Close

#	Sl. No.	Sub Scheme Code	Sub Scheme Name	Scheme Name	Fund Name	Estimate Amount	Active Y/N
1		BSUP	Basic Services for Urban Poor	JnNURM	Municipal Fund		Yes

Modify Sub Scheme

Scheme * JnNURM

Sub Scheme Code * BSUP

Valid From * 01/01/2010

Department ENGINEERING

Council Loan Proposal Number

Council Admin Sanctioned Number

Government Loan Proposal Number

Government Admin Sanction Number

Sub Scheme Name * Basic Services for Urban Poor

Active ☒

Valid To * 31/03/2021

Initial Estimate Amount

Council Loan Proposal Date DD/MM/YYYY

Council Admin Sanctioned Date DD/MM/YYYY

Government Loan Proposal Date DD/MM/YYYY

Government Admin Sanction Date DD/MM/YYYY

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 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



Fund Source Search Result

Code *	Name *	Active *
01	Own Sources	True
02	Loans	True
03	Grants	True
04	Debtors/Receivables	True
05	Miscellaneous	True

Step4: Click on relevant listed Fund Source for detailed view



The screenshot shows a 'Fund Source' detail view. It contains a table with the following data:

Code	01	Name	Own Sources
Active	true		

Below the table is a 'Close' button.

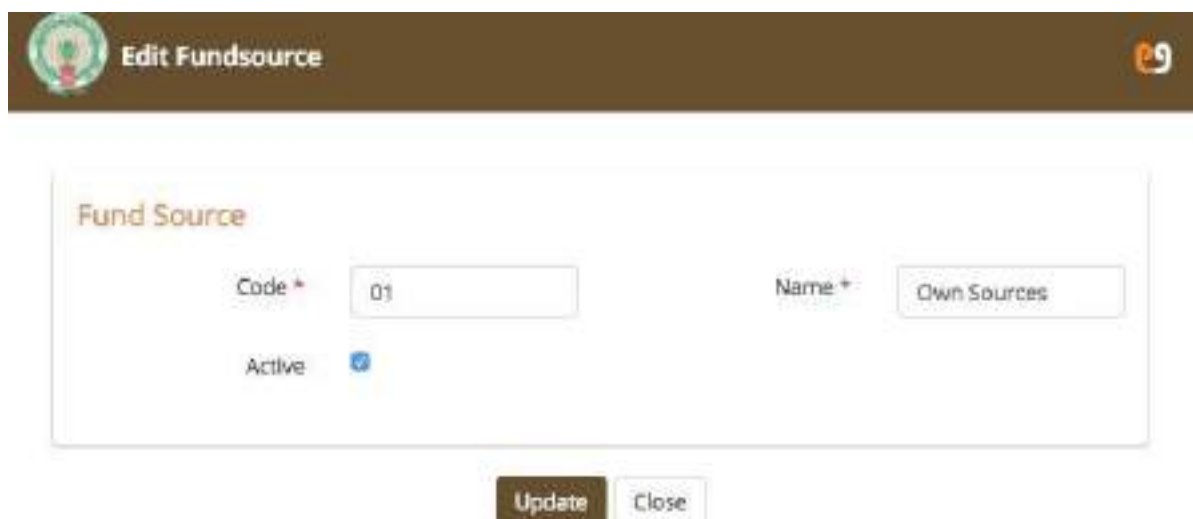
- Click on Close button to go back to Home Screen

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.



The screenshot shows the 'Edit Fundsource' form. It has a header bar with the title 'Edit Fundsource' and a logo. The form contains the following fields:

- Code ***: A text box containing '01'.
- Name ***: A text box containing 'Own Sources'.
- Active**: A checkbox that is checked.

At the bottom of the form are two buttons: 'Update' and '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.

Create and Manage Recoveries

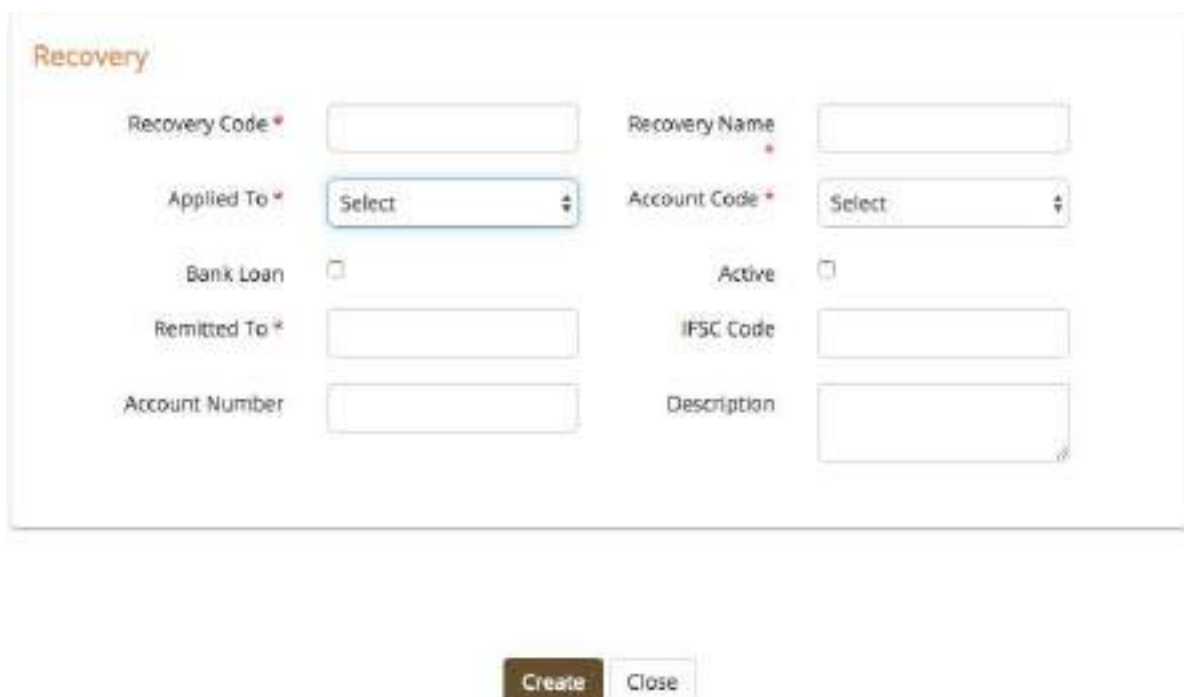
While doing the transactions, several withholdings as well as collection of Service Tax, Library Cess etc., takes place in ULBs. These withholdings as well as collection of Service tax, Library Cess need to be paid to the concerned authorities timely and accurately to ensure proper compliances. To handle 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 field value account code gets listed and select the relevant GL Code.
- If the recovery is 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

Search Recovery

Account Code

3502025 - TDS from Co

Search

Close

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



Search Recovery

Account Code: 3502052 - VAT/Works C

Search **Close**

Recovery Search Result

Recovery Code	Recovery Name	SubLedger Type	Account Code	Remitted To	IFSC Code	Account Number	Active
3502052	VAT/Works Contract Tax	contractor	VAT/Works Contract Tax	Yourself, A/c			true

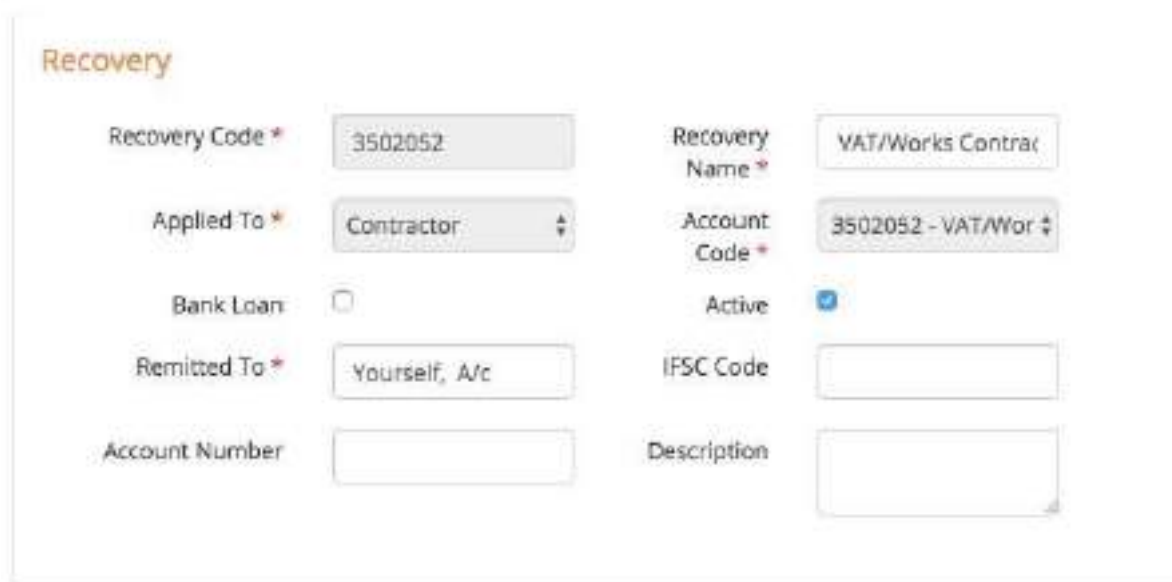
Showing 1 to 1 of 1 entries

10 records per page

[Excel](#) [PDF](#) [Print](#)

< 1 >

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



Recovery

Recovery Code * 3502052

Recovery Name * VAT/Works Contract

Applied To * Contractor

Account Code * 3502052 - VAT/Works C

Bank Loan ☐

Active ☒

Remitted To * Yourself, A/c

IFSC Code

Account Number

Description

Update **Close**

- 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 *	Full Qualifed Name *
Employee	Employee	true	eg.gov.in.entity.Employee
Telephone	Telephone	true	eg.gov.in.master.master.AccountEntity
Supplier	Supplier	true	eg.gov.in.master.master.Sales
Contractor	Contractor	true	eg.gov.in.master.master.Contract
Inspector	Inspector	true	eg.gov.in.master.master.Inspector
Drawing Officer	Drawing Officer	true	eg.gov.in.entity.DrawingOfficer
Vehicle	Vehicle	true	eg.gov.in.master.master.AccountEntity

Step4: Click on relevant listed Account Entity for detailed view

Accountdetailtype			
Name	Employee	Description	Employee
Table name	eg_employee	Column name	id
Attribute name	Employee_id	Number of Levels	1
Active	true	Fully Qualified Name	org.egov.eis.entity.Employee

Close

- Click on Close button to go back to Home Screen

Step5: 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

User Defined Code

Account detail type *

Code *

Active ☐

Name *

Narration

- 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:

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

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

User Defined Code

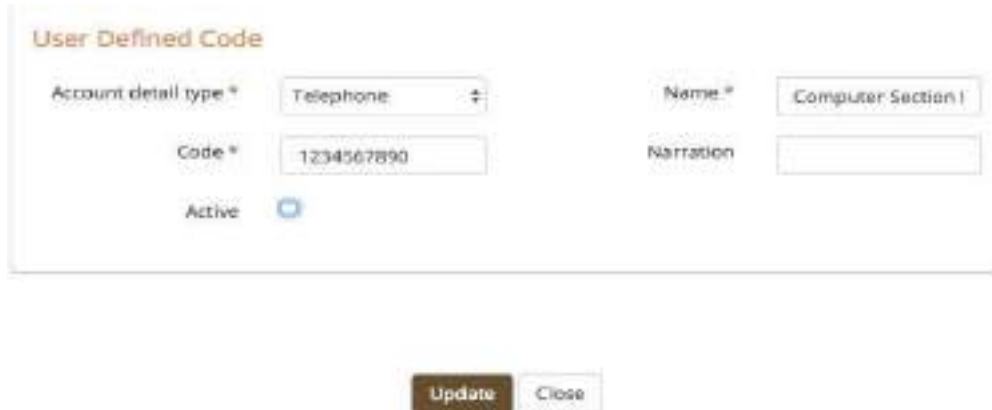
Account detail type	Telephone	Name	Computer Section Mobile
Code	1234567890	Narration	
Active	true		

- 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



The screenshot shows a 'Supplier' form with the following fields:

- Code *
- Name *
- Address
- Mobile Number
- Email address
- Narration
- Active ☐
- PAN Number
- TIN Number
- Registration Number
- Bank (Select dropdown)
- Bank Account
- IPSC Code

At the bottom, there are 'Create' and 'Close' buttons.

- Enter Supplier Code and Name Mandatorily
- Optionally additional details of the Supplier can be entered in other fields.
- 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

Supplier Search Result

Code	Name	Mobile Number	Active	PAN Number	Bank Account	Bank
HVC188	Recoveries Payables		true			

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

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>EditSupplier

Tip: Type Edit Supplier in Search Menu

Supplier			
Code *	<input type="text" value="KMC199"/>	Name *	<input type="text" value="Recoveries Payable"/>
Address	<input type="text" value="KMC"/>	Mobile Number	<input type="text"/>
Email address	<input type="text"/>	Narration	<input type="text"/>
Active	<input checked="" type="checkbox"/>	PAN Number	<input type="text"/>
TIN Number	<input type="text"/>	Registration Number	<input type="text"/>
Bank	<input type="text" value="Select"/>	Bank Account	<input type="text"/>
IFSC Code	<input type="text"/>		

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



Original File	Output File
Budget Kurnool Power Charges Corrections-1_budget_original_2018-05-10 12:41:08_009.xls	Budget Kurnool Power Charges Corrections-1_budget_output_2018-05-10 12:41:08_009.xls
KMC_201617FinalBudgetV3_budget_original_2018-KMC_201617FinalBudgetV3_budget_output_2018-05-06 13:28:39_16.xls	KMC_201617FinalBudgetV3_budget_output_2018-05-06 13:28:39_16.xls
KMC_201617FinalBudgetV3_budget_original_2018-KMC_201617FinalBudgetV3_budget_output_2018-05-06 12:25:46_831.xls	KMC_201617FinalBudgetV3_budget_output_2018-05-06 12:25:46_831.xls
KMC_201617FinalBudgetV3_budget_original_2018-KMC_201617FinalBudgetV3_budget_output_2018-05-03 01:19:04_286.xls	KMC_201617FinalBudgetV3_budget_output_2018-05-03 01:19:04_286.xls
KMC_201617FinalBudget_budget_original_2018-KMC_201617FinalBudget_budget_output_2018-05-03 01:15:49_945.xls	KMC_201617FinalBudget_budget_output_2018-05-03 01:15:49_945.xls

Upload File * No file chosen

[Download Template](#)

* Only .xls files are supported.

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

63 X ✓ for 2016-17

	A	B	C	D	E	F	G
1	Name of Municipality	Kumhoi Municipal Corporation					
2	RBE Year	2016-17					
3	BE Year	2016-17					
4	Fund Code	Department Code	Function Code	Chart of Account Code	RE Amount (Rs)	BE Amount (Rs)	Planning Percentage
5	01	0	00000	2101001	32323	644232	100
6	01	0	00000	2101002	1648	8000	100
7	01	0	00000	2101003	27995	30695	100
8	01	0	00000	2101004	30310	43241	100
9	01	0	00000	2101005	52451	57698	100
10	01	0	00000	2101006	73387	80398	100
11	01	0	00000	2101007	39021	43983	100
12	01	0	00000	2101008	20109	22120	100
13	01	0	00000	2101009	42129	46342	100
14	01	0	00000	2101010	39881	38027	100
15	01	0	00000	2101011	70073	77969	100

- 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**



Budget Search

Financial Year* 2016-17

Budget --- Select ---

Fund --- Select ---

Executing Department --- Select ---

Function --- Select ---

Search Reset Close

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



Budget Search

Financial Year* 2016-17

Budget ENG-BE-Cap-2016-17

Fund Municipal Fund

Executing Department ENGINEERING

Function --- Select ---

Search Reset Close

- Click on Search Button to list the Budget



Budget Search

Financial Year* 2016-17

Budget --- Select ---

Fund Municipal Fund

Executing Department ENGINEERING

Function --- Select ---

Search Reset Close

Budget		
Name	Fund	Description
ENG-BE-Cap-2016-17	Capital-BE-2016-17	ENGINEERING BE CapitalBudget for the year 2016-17

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

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



Budget Group	Function	Fund	Planning Percentage	Standard Expenditure	Actual Expenditure	Planning Budget Approved	Expenditure Approved	Planning Budget Unapproved	Expenditure Approved	Planning Budget Approved	Expenditure Approved
20050111-Water S	Water Supp	Municipal F	180.00	12500000.00	0.00	12500000.00	81997.00	0.00	12488003.00	12500000.00	

- 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

The screenshot shows the 'Expense Bill' entry form. It includes fields for Bill Date, Fund, Department, and Function. Below these are fields for Subledger Type, Bill Subtype, and various codes. The form also features a table for 'Account Details' with columns for Account Code, Account Head, Date, Amount, and buttons for Add, Edit, and Delete. The table contains three rows of data. Below the table are sections for 'No records found' and 'Sub Ledger Details'.

Account Code	Account Head	Date	Amount	Add	Edit	Delete
200000	Training of staff	20/06/2018	1000.00	+	-	-
200000	ITB Tech. Participants	20/06/2018	50.00	+	-	-
3001000	Commission Expense	20/06/2018	1100.00	+	-	-

- 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 get the Accounting and Sub Ledger Details auto filled.

Step 3: Validate the Account Heads and amounts

Account Code	Account Head	Date	Ref	Amount
220000	Training In-house	22/05/2016	22/05/2016	100000
220000	Training In-house	22/05/2016	22/05/2016	100000
220000	Training In-house	22/05/2016	22/05/2016	100000

Account Code	Account Head	Date	Ref	Amount
220000	Training In-house	22/05/2016	22/05/2016	100000
220000	Training In-house	22/05/2016	22/05/2016	100000
220000	Training In-house	22/05/2016	22/05/2016	100000

Subledger Code	Subledger Name	Account Head	Amount	Add	Delete
220000	Training In-house	22/05/2016	100000	<input type="checkbox"/>	<input type="checkbox"/>

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

Check List Item	Check List Value
1. Whether the bill is proper.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Whether the budget provision is available.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Whether the bill has been approved by the concerned authority.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Whether original has been enclosed.	Yes <input type="checkbox"/> No <input type="checkbox"/>

- 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

Expense Bill

Approval Information

Approver Designation: Approver Signature: Approver Remarks:

Forward Cancel

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

Step 6: Following message displayed for successful bill creation

Expense Bill transaction successful and Bill Number is: AGM/JVGG/2016/17
 Budgetary appropriation Successful: 22/05/2016-17
 Bill has been forwarded to D. Ramachandra Reddy (Examiner of Accounts)

Close Print Preview

- 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				
Sl 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 Junood	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.



Date	Sender	Nature of Work	Status	Details
19/06/2016 12:15 PM	K.Mohammed Junood	Expense Bill	Accounts Officer Approved - Examiner of Accounts Approval Pending	ADM/EJV/0240/2016-17

Showing 1 to 1 of 1 entries

10 records per page

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

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



The screenshot shows the 'Expense Bill' form with the following fields and values:

- Bill Number:** AMMSP0345930911
- Bill Date:** 16/04/2015
- Fund:** Municipal Fund B
- Department:** ADMINISTRATION
- Function:** General Administration
- Nature:** Expenses incurred towards Travel Expenses related to working on the project on the Municipal Solid Waste Management and Reporting to Govt. of India.
- Budget Appropriation Number:** 0001 PRODS-IT

Step 4: Enter Final Approval Details



The screenshot shows the 'Approval Details' form with the following fields and values:

- Comment:** The bill has been reviewed for Rs. 325.00.
- Approval Details:**
 - Approver Department:** ADMINISTRATION
 - Approver Designation:** Commissioner
 - Approver:** S.Ravindra Babu - COM. Commissioner-1
 - Approval Remarks:** For approval of Bill/heads

Buttons: Forward, Export, Close

- 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)



Buttons: Close, Print Preview

- 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.

Worklist

Expense Bill 3

New Assessment 1

Voucher 1

Addition/Alteration 1

Search

Date	Sender	Nature of Work	Status	Details
10/06/2016 02:10 PM	D.Ramachandra Reddy	Expense Bill	Examiner of Accounts Approved - Commissioner Approval pending	ADM/2016/0340/2016-17
12/06/2016 10:30 PM	D.Ramachandra Reddy	Expense Bill	Examiner of Accounts Approved - Commissioner Approval pending	PM/10/2016/0330/2016-17
11/06/2016 02:38 PM	D.Ramachandra Reddy	Expense Bill	END - END	TRV/10/170/2016-17
05/06/2016 11:59 AM	844185-D.M.S.Mallikarjuna	New Assessment	Charter Revenue Officer Approved - Commissioner Approval Pending	04627-2016-EL.O. Srinivasula Reddappa, weaker section
14/03/2016 04:13 PM	S.N.Chaitanyarthy	Voucher	END - END	10/2000000000/03/2015-16
10/12/2015 03:43 PM	8935528-S.Ravindra Bobu	Addition/Alteration	Notar Commissioner Approved - Digital Signature Pending	10/16/20143, S.Ala Sudhama, Mined, Adrak Nagar

Showing 1 to 5 of 5 entries

10 records per page

1

Expense Bill

Biller	Child List
Bill Number *	ADMNSTRATIVES
Fund *	Municipal Fund #
Department *	ADMINISTRATIVE
Function *	General Administration
Subclass	Expenses Incurred pursuant to contract entered into by Municipality with independent contractor providing services. *** Not available ***
Budget Appropriation Number	WAGE-EMPLEYEE
Comments	The bill has been processed for \$1,320.00.
Approver Remarks:	Payment may please be made upon the date as the payee.
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Clear"/>	

- Enter the remarks if any and click on Approve Button

The File has been approved

Close Print Preview

- 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			
Sl 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 Junood	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 *

Bill Date From *

Fund *

Department

Bill Number

Expense ▾

01/04/2016

Municipal Fund ▾

----Choose----

Bill Date To *

07/06/2016

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.

S. No.	Expenditure Type	Bill Type	Bill Number	Bill Date	Bill Amount	Receipt 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-6/2016	06/04/2016	106495.00	106495.00	Approved	-
6	Expense	Final Bill	PD-8/2016	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/EN/0145/2016-17	07/04/2016	766533.00	766533.00	Approved	-
97	Expense	Final Bill	FHS/EN/0142/2016-17	07/04/2016	3213.00	3213.00	Approved	-
98	Expense	Final Bill	FHS/EN/0146/2016-17	07/04/2016	15178.00	15178.00	Approved	-
99	Expense	Final Bill	FHS/EN/0136/2016-17	07/04/2016	792726.00	792726.00	Approved	-
100	Expense	Final Bill	ACC/EN/0113/2016-17	02/04/2016	62601.00	62601.00	Approved	-
101	Expense	Final Bill	FHS/EN/0136/2016-17	07/04/2016	8000.00	8000.00	Approved	-
102	Expense	Final Bill	TP/EN/0237/2016-17	06/04/2016	5311130.00	5311130.00	Approved	-
103	Expense	Final Bill	ADM/EN/0246/2016-17	06/04/2016	3200.00	3200.00	Created	0800129

Expense Bill

Header

Bill Number *

Fund *

Department *

Function *

Narration

Budget Appropriation Number

Bill Date *

Subledger Type

Bill Subtype *

Entity Code

Party Bill Date

Pay To *

Account Details

Account Code	Account Head	Debit	Adj	Done
220000	Training Grant	3200.00	<input type="button" value="Adj"/>	<input type="button" value="Done"/>
000000	TDR Fee Contingent	99.00	<input type="button" value="Adj"/>	<input type="button" value="Done"/>
200100	Contingent Expenses	3199.00	<input type="button" value="Adj"/>	<input type="button" value="Done"/>

Subledger Details

Subledger Code	Entity Code	Entity Name	Account Head	Amount	Adj	Del
000000	4751234	A.Premachandra	TDR Fee Contingent	99.00	<input type="button" value="Adj"/>	<input type="button" value="Del"/>

Sanctioned for Rupees Three Thousand Two Hundred Only (Rs.3200.00/-)

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

Create Voucher From Bill

Bill Type^{*} Expense

From Date 06/04/2016

Bill Number

Department ADMINISTRATION

To Date 06/04/2016

Search
Reset
Close

Sl. No.	Bill Number	Bill Date	Bill Amount	Payable Amount	Expenditure Type	Department
1	ADPUEJN/0240/2016-17	06/04/2016	3200.00	3200.00	Expense	ADMINISTRATION

Step 3: Click on Bill Number to Generate Bill Voucher

Generate Bill Voucher

Voucher User ADMINISTRATOR

Fund ADMINISTRATIVE FUND

Department ADMINISTRATION

Year 2016

Source

Account Details

Particulars	Amount	Particulars	Amount	Debit Amt.	Credit Amt.
General Administration	3200.00	Traveling Expense	3200.00	3200.00	0.00
General Administration	3200.00	For Staff Expenses	3200.00	0.00	3200.00
General Administration	3200.00	Contingency Payable	3200.00	0.00	3200.00
		Total		3200.00	3200.00

Bill Payee Details

Bill No.	Bill Date	Bill Amt.	Payable Amt.	Debit Amt.	Credit Amt.
000001	06/04/2016	3200.00	3200.00	3200.00	0.00

Comments

All per the Department under the control of the Department.

Approval Details

Approval Requested: ADMINISTRATOR

Approval Remarks: For the bill of the Department.

Approval Designation: ADMINISTRATOR

Approval: ADMINISTRATOR

Forward
Close

- 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

* Sequence ID Number: Y0690800333443316-17; The file has been forwarded to Forensic & Research Analysis Laboratory (FAL) / Accusent

Comments: Not a collector

Bill Voucher Verification User

Step 4: Open the Voucher from Work list

Worklist

Search:

Date	Teacher	Nature of Work	Status	Details
19/06/2016 02:50 PM	K.Mohammed (unaid)	Teacher	Accounts Officer Approved - Assistant Examiner of Accounts Approval Pending	1/GJ/00000320/04/2016-17
02/06/2016 02:13 PM	K.Mohammed (unaid)	Teacher	Accounts Officer Approved - Assistant Examiner of Accounts Approval Pending	1/GJ/00000004/04/2016-17

Showing 1 to 2 of 2 entries

12 records per page

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

Journal Voucher Approval

Journal Voucher Number: 11917000000204001011

Date: 27/04/2019

Fund: Municipal Fund

Department: ADMINISTRATION

Division:

BS Number: ADMIN/000000001011

Source:

Account Details

Account Name	Account Code	Account Description	Debit (R)	Credit (R)
General Administration	201000	Correctional Facilities	0.00	2160.00
General Administration	000000	TED (Terror Communications)	0.00	60.00
General Administration	200000	Traveling to and	2000.00	0.00
		Total	2000.00	2220.00

Sub-Ledger Details

Account Code	Account Description	Debit (R)	Credit (R)
000000	General Fund	0.00	60.00

Approval Details

Approver Department: ACCOUNTS

Approver Designation: Treasurer of Account

Approver:

Document Control Policy - ACT_FCM_1

Approver Remarks:

Journal Voucher No. 11917000000204001011 Approved (Flag):

Initiated

Reject

Close

- Enter remarks and click on Forward Button.

* *Woolmer has been awarded the Dhanwanthra Reddy (Award of Honour)*

Project Name	Class
--------------	-------

Bill Voucher Verification User (2nd Level)

Step 5: Open Voucher for final verification/pre-audit pass orders

Worklist Search

Date	Sender	Nature of Work	Status	Details
16/04/2016 03:10 PM	Hassanin Pwaid	Voucher	Assistant Examiner of Accounts Approved Examiner of Accounts Approval pending	16/JV50000323/04/2016-17

Showing 1 to 1 of 1 entries 1 to 1 records per page

Step 6: Enter Voucher Approving Authority

Journal Voucher Approval

Journal Voucher Number: 17/06/2016 02:50 PM Date: 17/06/2016

Fund: Mahanagar Fund

Department: ADMINISTRATION

Particular: ...

Bill Number: ADMINISTRATION

Source:

Account Details

Account Name	Account Code	Account Description	Amount	Balance
General Administration	301 000	Commissioner's Payroll	5.00	2185.98
General Administration	302 000	TDS Return Commission	5.00	62.98
General Administration	303 000	Printing & Stationery	300.00	0.98
		Total	305.00	305.98

Sub-Ledger Details

Account Code	Account Description	Amount	Balance
303 000	Printing & Stationery	300.00	0.98

Approval Details

Approver Department: ADMINISTRATION Approver Designation: Commissioner Approver: S. Ravindra Babu - ADMINISTRATION

Approver Remarks: For Approval of Bill Number: 17/06/2016

Buttons: **Forward** **Reject** **Close**

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

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

Print Preview Close

Bill Voucher Final Approving User

Step 7: Open Bill Voucher for final approval

Worklist

Search:

Wishlist: [Voucher](#) [Expense Bill](#) [New Assessment](#) [Addition/Alteration](#)

Date	Sender	Nature of Work	Status	Details
17/06/2016 02:50 PM	D. Ramachandra Reddy	Voucher	Examiner of Accounts Approved - Commissioner Approval pending	17/06/2016 02:50 PM
12/06/2016 11:30 PM	D. Ramachandra Reddy	Expense Bill	Examiner of Accounts Approved - Commissioner Approval pending	12/06/2016 11:30 PM
11/06/2016 02:33 PM	D. Ramachandra Reddy	Expense Bill	END - END	11/06/2016 02:33 PM
05/06/2016 11:33 AM	S. M. Chakravarthy	New Assessment	Chief Revenue Officer Approved - Commissioner Approval Pending	05/06/2016 11:33 AM
14/06/2016 04:13 PM	S. M. Chakravarthy	Voucher	END - END	14/06/2016 04:13 PM
10/12/2015 03:43 PM	S. Ravindra Babu	Addition/Alteration	After Commissioner Approved - Digital Signature Pending	10/12/2015 03:43 PM

Showing 1 to 5 of 5 entries

10 records per page

Step 8: Approval the Bill Voucher

Journal Voucher Approval

Journal Voucher Number: 1EJW000100220104/2016-17 Date: 07/04/2016

Fund: Municipal Fund

Department: ADMINISTRATION

AP Number: ADM/0000000017

Account Details

Function Code	Account Code	Account Description	Debit Rs.	Credit Rs.
General Administration	350100	Contractors Payables	0.00	3138.00
General Administration	350005	TDS from Contractors	0.00	64.00
General Administration	220000	Traveling In Land	3200.00	0.00
Total			3200.00	3200.00

Sub-Ledger Details

Account Code	Account Description	Debit Rs.	Credit Rs.
350005	TDS from Contractors	0.00	64.00

Approval Remarks: Bill Voucher Approved and Payment made to contractor for the party.

- Enter remarks and click on Approve Button

• The Bill has been approved.

AP TRAINING

EXPENSE JOURNAL VOUCHER

Department: ADMINISTRATION Voucher Number: 1EJW000100220104/2016-17

Fund: Municipal Fund Date: 07/04/2016

Seq No	Function Code	Account Code	Account Description	SL	Link Ref		Debit Rs.	Credit Rs.
					Type	No		
1	General Administration	220000	Traveling In Land				3200.00	0.00
2	General Administration	350005	TDS from Contractors			ADM/0000000017	0.00	64.00
3	General Administration	350100	Contractors Payables				0.00	3138.00
Total							3200.00	3200.00
Narration:								

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

Bill No.	Bill Number	Bill Date	Bill Voucher Number	Bill Voucher Date	Bill Type	Bill Amount	Bill Payment	Bill Status	Bill Remarks	Bill Location
1	PD-8/2018	08/04/2018	18/04/2018/00000000000000000000	08/04/2018	Soft Cheque	22900.00	0.00	0.00	22900.00 PUBLIC HEALTH AND SANITATION	Public Health
2	PD-8/2018	08/04/2018	18/04/2018/00000000000000000000	08/04/2018	Soft Cheque	22900.00	0.00	0.00	22900.00 PUBLIC HEALTH AND SANITATION	Public Health
3	PD-8/2018	08/04/2018	18/04/2018/00000000000000000000	08/04/2018	Soft Cheque	22900.00	0.00	0.00	22900.00 PUBLIC HEALTH AND SANITATION	Public Health
4	PD-8/2018	08/04/2018	18/04/2018/00000000000000000000	08/04/2018	Soft Cheque	22900.00	0.00	0.00	22900.00 PUBLIC HEALTH AND SANITATION	Public Health
5	PD-8/2018	08/04/2018	18/04/2018/00000000000000000000	08/04/2018	Soft Cheque	22900.00	0.00	0.00	22900.00 PUBLIC HEALTH AND SANITATION	Public Health
6	PD-8/2018	08/04/2018	18/04/2018/00000000000000000000	08/04/2018	Soft Cheque	22900.00	0.00	0.00	22900.00 PUBLIC HEALTH AND SANITATION	Public Health
7	PD-8/2018	08/04/2018	18/04/2018/00000000000000000000	08/04/2018	Soft Cheque	22900.00	0.00	0.00	22900.00 PUBLIC HEALTH AND SANITATION	Public Health

- 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

Transaction successfully approved. Payment voucher number is: 1/BPV/00000138/04/2016-17
 Payment Voucher Number: ADM/EJV/0240/2016-17

BILL PAYMENT VIEW

Payment Details Bill Details

Payment Details

Fund: Municipal Fund
 Dept/Venue: ADM/027MAY2016
 Fund Use: General Administration
 Voucher Number: 1/BPV/00000138/04/2016-17
 Bank Branch: STATE BANK OF INDIA SS Treasury Branch Kurmool
 Bank Account: 844810206002
 Voucher Date: 07/04/2016
 Amount: 3136.00
 Mode of Payment: Cheque
 Cheque No: 3136000
 Being Travel Expenses Bill Voucher Paid as per approved Bill Voucher No: ADM/EJV/0240/2016-17

Print Preview Close

AP TRAINING
BANK PAYMENT VOUCHER

BPV Number: 1/BPV/00000138/04/2016-17 **Bank Name:** STATE BANK OF INDIA-SBI Treasury Branch, Kurmool
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)

Worklist Search:

Date	Sender	Nature of Rem	Status	Details
19/05/2016 05:13 PM	K.Mohammed Jameel	Payment	Account Officer Approved - Examine of Accounts Approval Pending	7/00PW/0000/0138/04/2016-17-CHQQUE 

Showing 1 to 1 of 1 entries 15 records per page

BS Payment View			
Payment Detail		BS Details	
Payment Details			
Unit	Wundwin Unit		
Department	ADMINISTRATION		
Function	General Administration		
Master Number	18000001 8003016.17	Voucher Date	01/08/2018
Bank Branch	STPA 8000 DP 01000001 Kuala Lumpur, Kuala Lumpur	Bank Account	8000000001 - CUST BANK OF ISRAEL
Transaction	Bring Travel Expenses for Voucher Paid as per approved BS Voucher No. ADARUC0000016.17		
Mode of Payment	Cheque	Payment Amount (RM)	2100.00
Comments	<div> This voucher may have transactions for RM 2100.00 </div>		

Payment has been recorded by IT Services Sub-Committee

BII Payment View

Payment Details		BI Details	
Payment Details			
Fund:	Municipal Fund		
Department:	Administration		
Division:	General Administration		
Voucher Number	WPP000156042016-17	Voucher Date	07/04/2016
Bank/Branch	TDOT BANK OF INDIA-GD Tawang Branch/Kamren	Bank Account	6081028002 - TDOT BANK OF INDIA
Narration	Being Travel Expenses BII Voucher Paid as per approved BII Voucher No. WPM0001402016-IT		
Mode of Payments	Cheque Payment Amount(Rs)		
Comments	<div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> The voucher has been submitted for Rs. 315000/-		

Print Preview Cash

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

Worklist					
<div> <div>Payment 1</div> <div>Expense Bill 2</div> <div>New Assessment 1</div> <div>Voucher 1</div> <div>Addition/Alteration 1</div> </div>					
Date	Sanction	Nature of Work	Status	Details	
19/05/2016 03:13 PM	D Ramachandra Reddy	Payment	Examiner of Accounts Approved - Commissioner Approval pending	18PW0000139/04/2016-17-DAG/CLC	
12/05/2016 10:30 PM	D Ramachandra Reddy	Expense Bill	Examiner of Accounts Approved - Commissioner Approval pending	FAG2/00220/2016-17	
11/05/2016 02:32 PM	D Ramachandra Reddy	Expense Bill	END - END	TR6/W01 TR/2016-17	
05/05/2016 11:39 AM	944165-G.M.S.Mallikarjuna	New Assessment	Chief Revenue Officer Approved - Commissioner Approval Pending	34627-2016-EL, D. Srinivasulu, Residential, weaker section	
14/03/2016 04:13 PM	S.N Chakravarthy	Voucher	END - END	16PW00000186/01/2016-18	
10/12/2015 02:40 PM	000552B-S.Ravindra Babu	Addition/Alteration	Alert:Commissioner Approved - Digital Signature Pending	1016040143, S Alla Subhena, Mixed, Ashok Nagar	

BRI Payment View					
Payment Input		BRI Details			
Payment Details					
Fund	Municipal Fund				
Department	ADMINISTRATIVE				
Function *	General Administration				
Voucher Number	VERP00001809402016-IT	Voucher Date	20160316		
Bank/Branch	STATE BANK OF INDIA GB Tatyasaheb Korekar	Bank Account	60810388802 - STATE BANK OF INDIA		
Narration	Being Paid Expenses Bri Voucher Paid account approved Bri Voucher No. ADMCJ0004409-B-IT				
Status of Payment	Cheque	Payment Amount(Rs)	1750.00		
Comments	The voucher has been sanctioned for Rs. 1750.00.				

Agree **Disagree**

Payment has been generated

BILL Payment View

Payment Details **Bill Details**

Payment Details

PURV	Municipal PURV		
Cheque Serial	AJGMS/STMP/DH		
Fund Code	General Administration		
Voucher Number	16PV0800136WQ2K-17	Voucher Date	20160316
Bank Branch	STATE BANK OF INDIA(2D Treasury Branch Kurnool)	Bank account	16411230003—STATE BANK OF INDIA
Remark	Being Travel Expenses Bill voucher not yet approved by Voucher No. AJMAC/MS/4009/K-17		
Mode of Payment	Cheque	Payment Amount(Rs)	
Comments	<div>This voucher has been sanctioned for Rs. 3126.00/-</div>		

Print Preview **Close**

Direct Bank Payment

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

Cheque Assignment Search

Payment Voucher Date From: 06/04/2016

Payment Voucher Date To: 07/04/2016

Mode of Payment: ☒ Cheque ☐ Consolidated Cheque

Payment Voucher No:

Bill Type: Expense

Fund: Municipal Fund

Department: ---Choose---

Function: ---Choose---

Payee Bank Branch: STATE BANK OF INDIA SBI Treasury Branch, Karnool

Payee Bank Account: 4502106-844810209002-STATE BANK OF INDIA

Re-Assign Surrender Cheque: ☐

Search **Close**

- Enter the relevant details and click on search button

Cheque Assignment Search

Select All	Sr No	Payee Name	Payment Voucher Number	Payment Voucher Date	Payment Amount	Year Code	Cheque Number	Cheque Date (dd/mm/yyyy)
<input checked="" type="checkbox"/>	1	A.O ERO APSPDCL Karnool	1/BPW/00000137/04/2016-17	06/04/2016	5311130.00	2016-17	999002	08/04/2016
<input type="checkbox"/>	2	T.Narasimha Rao	1/BPW/00000303/04/2016-17	07/04/2016	2354913.00	2016-17		19/05/2016

Cheque Issued From: ACCOUNTS

Assign Cheque **Close**

- 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/C BRO AFSPDCL Kuttan	2016-17	991932	5311138.00	08/04/2018	New

[Close](#)

• Cheque has been assigned successfully

Cheque Assignment View

Payee Name	Year Code	Cheque Number	Cheque Amount	Cheque Date	Status
A.Premiaetha	2016-17	993001	3136.80	16/05/2018	New

[Close](#)

RTGS Assignment

Step 1: Open RTGS Assignment

Path: Applications>Financials>Transactions>Expenditures>Payments>RTGSAssignment

RTGS Payment Search

Bill Number:
 Bill Date From: Bill Date To:
 Expenditure Type:
 Fund:
 Department:
 Function: [Search](#) [Clear](#)

B/L Payment

Search B/L:
Contractor B/L
Supplier B/L
Expense B/L

Contractor B/L

Sl. No.	B/L No.	B/L Number	B/L Date	B/L Number/Number	B/L Number/Date	Supplier Name	Net Amount	B/L Amount	Payable Amount	Payment	Location
1	1077-4-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	S/S Arun Yadav	606174.00	0.00	606174.00	IN02000000	Ready and Payment	
2	1077-5-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	V Raghunatha Reddy	49941.00	0.00	49941.00	IN02000000	Ready and Payment	
3	1077-6-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	K.Ranjana	18428.00	0.00	18428.00	IN02000000	Ready and Payment	
4	1077-7-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	K. Sadasiv	8911.00	0.00	8911.00	IN02000000	Ready and Payment	
5	1077-8-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	V Raghunatha Reddy	84471.00	0.00	84471.00	IN02000000	Ready and Payment	
6	1077-9-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	K. Manjun	278168.00	0.00	278168.00	IN02000000	Ready and Payment	
7	1077-10-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	K. Sadasiv	89112.00	0.00	89112.00	IN02000000	Ready and Payment	
8	1077-11-18	25/04/2018	1/CH/00000000/04/2018-17	25/04/2018	K. Sadasiv	85164.00	0.00	85164.00	IN02000000	Ready and Payment	

*Maximum of 500 records are displayed here.
*You can select maximum of 60 bills for single payment.

Mode of Payment: Cheque Cash/Consolidated Cheque RTGS
Generate Payment

B/L Payment

Search B/L:
Contractor B/L
Supplier B/L
Expense B/L

Supplier B/L

Sl. No.	B/L No.	B/L Number	B/L Date	B/L Number/Number	B/L Number/Date	Supplier Name	Net Amount	B/L Amount	Payable Amount	Payment	Location
1	1077-14-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	Lakshminarayana	7900.00	0.00	7900.00	IN02000000	Public Works Department	
2	1077-15-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	Assistant Director of Works & Sanitary, Kurnool	2791.00	0.00	2791.00	IN02000000	Finance and Accounts	
3	1077-16-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	Asstt. Engineer Building & Other Construction Works, Nellore District, Hyderabad	8611.00	0.00	8611.00	IN02000000	Finance and Accounts	
4	1077-17-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	Assistant Director of Works & Sanitary, Kurnool	12671.00	0.00	12671.00	IN02000000	Finance and Accounts	
5	1077-18-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	The Commercial Tax Officer Ward II Kurnool	40871.00	0.00	40871.00	IN02000000	Finance and Accounts	
6	1077-19-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	The Assistant Commissioner, Income Tax (Ward), Ward No. 1, Kurnool	1041.00	0.00	1041.00	IN02000000	Finance and Accounts	
7	1077-20-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	M/s Narsayana Murthy Sons SOC Dealer Kurnool	12900.00	0.00	12900.00	PUBLIC HEALTH AND SANITATION	Public Health	
8	1077-21-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	M/s Narsayana Murthy Sons SOC Dealer Kurnool	13815.00	0.00	13815.00	PUBLIC HEALTH AND SANITATION	Public Health	
9	1077-22-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	M/s Narsayana Murthy Sons SOC Dealer Kurnool	18880.00	0.00	18880.00	PUBLIC HEALTH AND SANITATION	Public Health	
10	1077-23-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	M/s Narsayana Murthy Sons SOC Dealer Kurnool	1628.00	0.00	1628.00	PUBLIC HEALTH AND SANITATION	Public Health	
11	1077-24-18	23/04/2018	1/CH/00000000/04/2018-17	23/04/2018	M/s Narsayana Murthy Sons SOC Dealer Kurnool	34758.00	0.00	34758.00	PUBLIC HEALTH AND SANITATION	Public Health	

*Maximum of 500 records are displayed here.
*You can select maximum of 60 bills for single payment.

Mode of Payment: Cheque Cash/Consolidated Cheque RTGS
Generate Payment

to remove - following screen

Modify Chart of Accounts

* Cannot add account detail type as unrecorded and unapproved bills are present

Account Name: 0001000

Description:

Purpose: Contractor-Contractor Payable

Active for Posting: ☒

Functional Purpose: ☐

Name: Contractor Payable

Type: Liability

Classification: Detailed Code

Account Detail Type: DEBITOR - DEPOSITOR
Drawing Officer
Employee
PROJECT CODE

Budget Required: ☐

Save
Close

AP e-Citizen Application

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Expense Bill

Header
Check List
Approval Information

Bill Desc:

Cost:

Department:

Subsidiary:

Header:

Max. 1000 Characters

Bill Budget:

Bill Budget:

Supplier:

Pay To:

Subsidiary Type:

Supplier Code:

Pay Bill Number:

Pay To:

Bill Budget:

Supplier:

Pay Bill Code:

Account Code	Account Name	Amount	Debit	Credit	Debit	Credit
000000	Supplies	100.00				
000000	0000000000	10.00				
000000	0000000000	10.00				
000000	0000000000	10.00				

Subsidiary Code	Entity Code	Entity Name	Account Name	Amount	Debit	Credit
000000	000000	Supplies	0000000000	10.00		
000000	000000	Supplies	0000000000	10.00		

Expense Bill transaction successful and Bill Number is: ADMIN/0000000000-17

Budgetary Appropriation Successful: MNC100/0000000000

Bill has been forwarded to D. Mahasabha's Party (Guarantee of Account)

[Back](#) [Print Receipt](#)

-----above screens to remove

Surrender Cheque Assignment

Step 1: Open Surrender Cheque Assignment

Path: Applications>Financials>Transactions>Expenditures>Payments>Surrender Cheque Assignment

Surrender Cheque Search

Payment Number Search
Payment Number Search

Payment Number:

Payment Number:

Bank:

Department:

Payment Number:

Cheque Number:

Bank Account:

Bank Account:

[Search](#) [Close](#)

STATE BANK OF INDIA-SBI Treasury Branch, Kurnool-5481020002-ACCOUNTS

# No.	Voucher Date	Cheque Number	SFTR Ref Number	Cheque Amount	Tillam Date	Name Name	Account Number No	Remitter	Beneficiary Reason	New Year Type	New Cheque By	New Cheque To
1	2016-07	026400		903540.00	12/07/2016	Branch Manager, SDR, HFC, KURNOOL	0260401741020010		Summarize cheque leaf to be re issue	2016-17-1	026400	Pratibha

Cheque Issued Department:
ACCOUNTS

+ Succeeding successful

Cheque Assignment View

Voucher Book	Voucher Date	Cheque Number	SFTR Ref Number	Cheque Amount	Cheque Book	SFTR Date	Status
Branch Manager, SDR, HFC, Kurnool	2016-17	026400		903540.00	12/07/2016		Submitted_Fr_Assignm

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**

[illegible]

Account Details

Account Code	Account Name	Cost Account	Cost Head	Cost	Cost	Cost	Cost
100000	General Fund			100000	100000		
100000	General Fund			100000	100000		

Sub-Ledger Details

Account Code	Type	Code	Name	Amount	Cost	Cost	Cost
—Select—	—Select—						

Approval Details

Approver Department: ACCOUNTS | Approver Designation: Assistant Secretary of Accounts | Approver: Manoj Kumar - ACC, AGRA, T

Approval Remarks: For your review and approval please find enclosed.

Forward **Cancel**

- 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**

Create Bank to Bank Transfer

Voucher Date: 01/01/2018

Transfer From

Fund: Municipal Fund

Department: ACCOUNTS

Subsidiary: Revenue and Accounts

Bank: STATE BANK OF INDIA, BR, Treasury Branch, Mumbai

Account No: 400200-0000000000-STATE BANK OF INDIA - PG Account (2018)

Balance (Rs.): 1000

Transfer To

Fund: Municipal Fund

Bank: STATE BANK OF INDIA, BR, Treasury Branch, Mumbai

Account No: 400200-0000000000-STATE BANK OF INDIA - PG Account (2018)

Balance (Rs.): 1000

Mode of Transaction: **ACCOUNT**

Reference Number: 123456

Amount (Rs.): 1000

Retirement Date: 01/01/2018

Remarks: Being bank transfer from one bank to another for payment of bank processing fees.

Mandatory Fields

Save **Cancel**

- 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

Manual Bank Reconciliation

Bank *	<input type="text" value="STATE BANK OF INDIA"/>	Branch *	<input type="text" value="SBI Treasury Branch, Kurnool"/>
Bank Account *	<input type="text" value="4502106-844810206002"/>	Reconciliation Date *	<input type="text" value="30/04/2016"/>
Bank Statement From Date *	<input type="text" value="01/04/2016"/>	Bank Statement To Date *	<input type="text" value="30/04/2016"/>
Cheque/DD/RTGS No	<input type="text"/>	Limit results By	<input type="text" value="500"/>

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/SPV0000012704/2016-17	999002	08/04/2016	Payment	5311130.00	09/04/2016

Reconcile

Close

Reconciliation completed successfully

Search

Show Pending

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 dd-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

Reconciliation Summary

Bank *	STATE BANK OF INDIA	Branch *	SBI Treasury Branch, Ku
Account Number:*	84481020001	Bank Statement Balance:*	1.23
Bank Statement Date:*	30/04/2016		

Particulars	Amount (Rs)	Amount (Rs)
Balance as per Bank Book		0.0
Add: Cheques/DD issued but not presented in bank		0.0
Add: Other instruments issued but not presented in bank		0.0
Add: Credit given by Bank either for interest or for any other account but not accounted for in Bank Book		0.0
Sub-total		0.0
Less: Cheques Deposited but not cleared		0.0
Less: Other Instruments Deposited but not cleared		0.0
Less: Service Charges / Bank Charges or any other charge levied by the Bank but not accounted for in Bank book		0.0
Net-total		0.0
Bank Balance as per Bank Statement		1.23

Vouchers Maintenance

Cancel Bills

Step 1: Open Cancel Bills

Path: Applications>Financials>Transactions>Cancel Bills

Cancel Bills - Search

Bill Number	<input type="text"/>	Fund *	Municipal Fund #
From Date	01/04/2016	To Date	10/04/2016
Department	--- Choose ---	Expenditure Type	--- Select ---

Cancel Vouchers

Step 1: Open Cancel Vouchers

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

Cancel Voucher Search

Voucher Number	<input type="text"/>		
Fund *	<input type="text" value="Municipal Fund"/>	Department	<input type="text" value="—Choose—"/>
Voucher Type*	<input type="text" value="Journal Voucher"/>	Voucher Name*	<input type="text" value="Contractor Journal"/>
Voucher Date From*	<input type="text" value="01/04/2016"/>	Voucher Date To*	<input type="text" value="30/04/2016"/>

Credit Voucher Search

Voucher Number	<input type="text"/>		
Sub +	<input type="text" value="Inventory Fund +"/>	Department	<input type="text" value="--(Choose)--"/> 2
Voucher Type*	<input type="text" value="General Voucher +"/>	Voucher Name*	<input type="text" value="Contract Journal -"/>
Voucher Date Range	<input type="text" value="All Dates"/>	Voucher Issue Yr*	<input type="text" value="All Years"/>

Date	Voucher Number	Voucher Date	Fund Name	Department Name	Transaction	Description
1.	107200000004960028-17	31/04/2018	Municipal Fund	ACCURATE	Journal Voucher-Correction Journal	Pending of 200 crore AC Distribution against from G.O.No.151/LN/A-19999 Nagar
2.	107200000004960040-17	28/05/2018	Municipal Fund	FINANCE	Journal Voucher-Correction Journal	Laying of CC Road at 6th Regulatory Priority in Srinagar Nagar in Rd & No.42-10-11
3.	107200000004960041-17	28/05/2018	Municipal Fund	FINANCE	Journal Voucher-Correction Journal	Pending Platform work under item No. 6.10 Road in 20000 colony at J.P.Nagar
4.	107200000004960044-17	08/05/2018	Municipal Fund	FINANCE	Journal Voucher-Correction Journal	
5.	107200000004960045-17	30/04/2018	Municipal Fund	FINANCE	Journal Voucher-Correction Journal	
6.	107200000004960046-17	08/05/2018	Municipal Fund	FINANCE	Journal Voucher-Correction Journal	
7.	107200000004960048-17	04/04/2018	Municipal Fund	FINANCE	Journal Voucher-Correction Journal	
8.	107200000004960049-17	25/04/2018	Municipal Fund	FINANCE	Journal Voucher-Correction Journal	Laying of CC Road at Western Rural Ward in S.Nagar in M & No.3514-S-35

Sl No	Invoice Number	Invoice Date	Invoice Name	Department Name	Transaction	Description
1	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Printing of 20000 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17
2	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Laying of 22 Road in 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17
3	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Printing of 20000 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17
4	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Laying of 22 Road in 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17
5	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Laying of 22 Road in 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17
6	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Laying of 22 Road in 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17
7	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Laying of 22 Road in 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17
8	122000000049940204-17	25/04/2018	Municipal Fund	ACCOBTS	Journal Voucher-Corridor Journal	Laying of 22 Road in 88 AC 200000000049940204-17 88 AC 200000000049940204-17 88 AC 200000000049940204-17

General Voucher Search

Vouchers Created Successfully

Voucher Number:

Fund:

Voucher Type:

Voucher Date From:

Department:

Voucher Source:

Voucher Date To:

View Vouchers

Step 1: Open View Vouchers

Path: **Applications>Financials>Transactions>ViewVouchers**

Voucher Search

Voucher Number:

Voucher Type:

Voucher Name:

Voucher Date From:

Voucher Date To:

Fund:

Department:

Voucher Source:

360 items found, displaying 1 to 30 [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Sl No	Voucher Number	Voucher Type	Voucher Name	Voucher Date	Fund Name	Department Name	Total Amount	Status	Source
1	1/BP/00000003/04/2016-17	Payment	Bill Payment	07/04/2016	Municipal Fund	ENGINEERING	2354913.00	Approved	Internal
2	1/BP/000000076/04/2016-17	Payment	Bill Payment	01/04/2016	Municipal Fund	ACCOUNTS	606092.00	Approved	Internal
3	1/BP/000000080/04/2016-17	Payment	Bill Payment	07/04/2016	Municipal Fund	TOWN PLANNING	633118.00	Approved	Internal
4	1/BP/000000084/04/2016-17	Payment	Bill Payment	06/04/2016	Municipal Fund	ENGINEERING	35772.00	Approved	Internal

Voucher View

Voucher Number: 1/BP/00000003/04/2016-17

Fund: Municipal Fund

Department: ENGINEERING

Narration: Towards the payment of Work Bill

Date: 07/04/2016

Status:

Debit Details

Account Name	Account Code	Account Description	Debit Amount	Credit Amount
Pay Grounds	338100	Contractors Payment	2354913.00	6.00
Pay Grounds	600100	Nationalized Banks 84441000000	6.00	2354913.00
Total			2354919.00	2354919.00

Bill Payment View

Payment Details		Bill Details		Cheque Details	
Payment Details					
Fund	Municipal Fund				
Department	ENGINEERING				
Function *	Play Grounds				
Voucher Number	18PV000000030402016-17	Voucher Date	07/04/2016		
Bank Branch	STATE BANK OF INDIA-SBI Treasury Branch, Kurnool		Bank Account	844810206002--STATE BANK OF INDIA	
Narration	Towards the payment of Work Bills				
Mode of Payment	Cheque		Payment Amount(Rs)	2354913.00	
Comments	<div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> The voucher has been sanctioned for Rs. 2354913.00/- </div>				

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.5/2016	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 !					

Receipt Search

Receipt Number	<input type="text"/>	Receipt Name	<input type="text"/>
Receipt Type	<input type="text"/>	Receipt Date To	<input type="text"/>
Receipt Date From	<input type="text"/>	Department	<input type="text"/>
Fund *	<input type="text"/>		
Receipt Status	<input type="text"/>		

Bill Payment View

Payment Details	Bill Details	Cheque Details
-----------------	--------------	----------------

Cheque Details

Cheque Number	Cheque Date	Party Code	Cheque Amount(Rs)	Cheque Status
249842	06/04/2016	Fardooq Basha	35772.00	New

Deductions

Remittance Recovery

Create Remittance Recovery

Step 1: Open Create Remittance Recovery

Path: Applications>Financials>Deductions>Remittance Recovery>Create Remittance Recovery

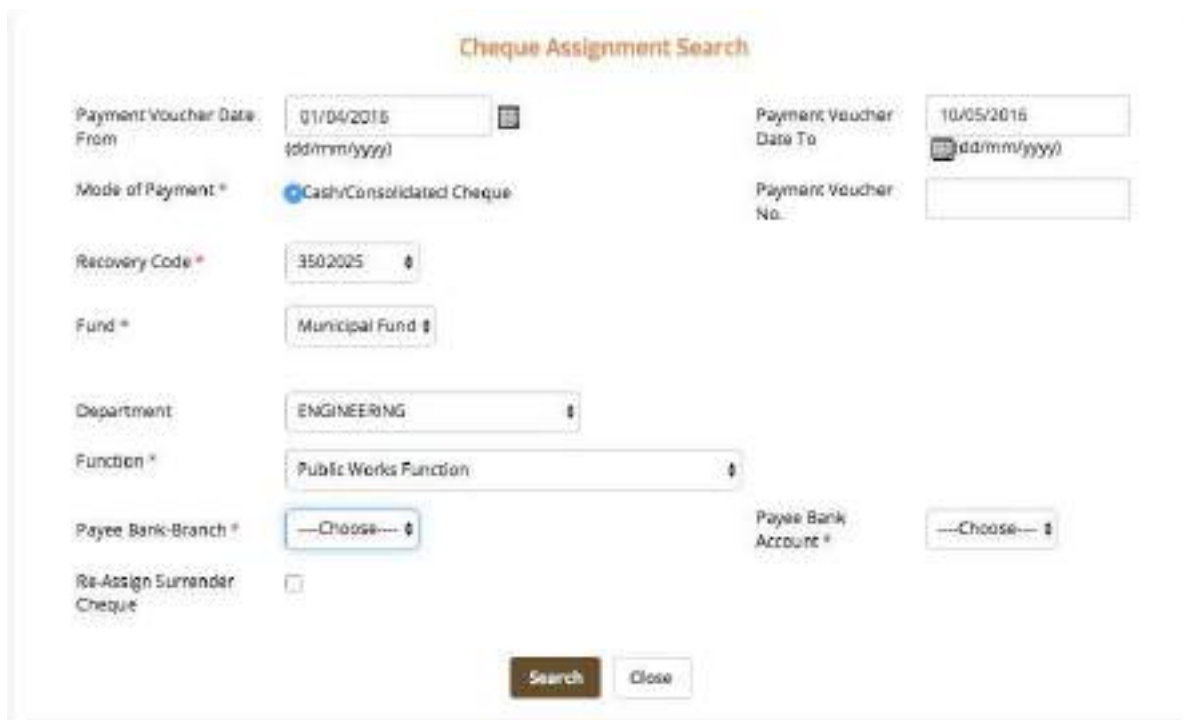
Remittance Recovery

Recovery Code *	<input type="text"/>	
From Date	<input type="text"/>	To Date *
Fund *	<input type="text"/>	
Department *	<input type="text"/>	
Function *	<input type="text"/>	

Recovery Cheque Assignment

Step 1: Open Recovery Cheque Assignment

Path: **Applications>Financials>Deductions>Remittance Recovery>Recovery Cheque Assignment**



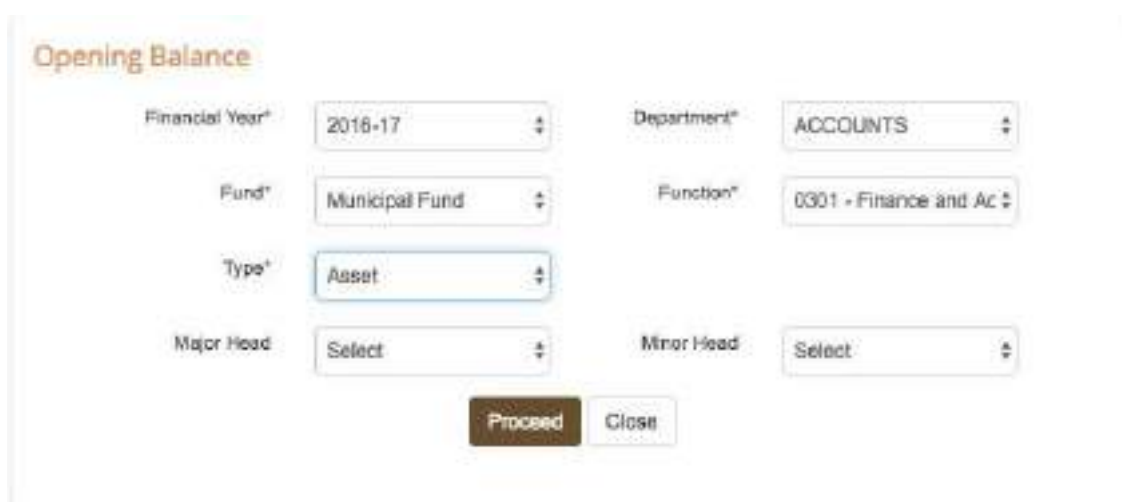
Cheque Assignment Search

Payment Voucher Date From: 01/04/2016 (dd/mm/yyyy)	Payment Voucher Date To: 10/05/2016 (dd/mm/yyyy)
Mode of Payment * <input checked="" type="radio"/> Cash/Consolidated Cheque	Payment Voucher No.:
Recovery Code * 3502025	
Fund * Municipal Fund	
Department: ENGINEERING	
Function * Public Works Function	
Payee Bank-Branch * ---Choose---	Payee Bank Account * ---Choose---
Re-Assign Surrender Cheque <input type="checkbox"/>	

Period End Activity

Opening Balance Entry

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



Opening Balance

Financial Year* 2016-17	Department* ACCOUNTS
Fund* Municipal Fund	Function* 0301 - Finance and Ac
Type* Asset	
Major Head: Select	Minor Head: Select

Account Code	Account Head	Subledger Type	Units	Debit Amount	Credit Amount	Balance
4001001	Cash On Hand	Select	%	12945		
4002902	State Bank of Hyderabad	Select	%	2345		

Create Close

Create Opening Balance

Data Saved Successfully

Opening Balance

Financial Year: 2015-16

Period: March 2016

Total: Asset

Open Head: 2015-16

Open Head: 2015-16

Account Code

Account Head

Subledger Type

Units

Debit Amount

Credit Amount

Balance

4001001

Cash On Hand

Select

%

12945

4002902

State Bank of Hyderabad

Select

%

2345

Create Close

Transfer Closing Balance

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

Transfer Closing Balance

Financial Year: 2015-16

Transfer Close

Transfer Closing Balance

• Transfer Closing Balance Successful

Financial Year: 2015-16

Transfer Close

Opening Balance Report

Financial Year? 2017

Department? --Choose--

Fund? --Choose--

Search
Date

Opening Balance for the Year 2016-17							
Fund	AC Code	Department	Transfer	Account Head	Description	Bank Bal.	Cash Bal.
Municipal Fund	3000000	ACC	1000	Excess of Income over Expenditure			13.0
Municipal Fund	3000000	ACC	11	Excess of Income over Expenditure			19.0
Municipal Fund	3000000	ACC	8	Excess of Income over Expenditure			817.0
Municipal Fund	3000000	ACC	8200	Excess of Income over Expenditure			1,709.0
Municipal Fund	3000000	ACC	8400	Excess of Income over Expenditure			3,006.0
Municipal Fund	3000000	ACC	8401	Excess of Income over Expenditure			3,912.0
Municipal Fund	3000000	ACC	8501	Excess of Income over Expenditure			2,811.0
Municipal Fund	3000000	ACC	9400	Excess of Income over Expenditure			4,000.0
Municipal Fund	3000000	ACC	9600	Excess of Income over Expenditure			8,600.0
Municipal Fund	3000000	ACC	9700	Excess of Income over Expenditure			1,25,713.0
Municipal Fund	3000000	ACC	9700	Excess of Income over Expenditure			3,02,860.0
Municipal Fund	3000000	ACC	1100	Excess of Income over Expenditure			1,24,905.0
Municipal Fund	3000000	ACC	9000	Excess of Income over Expenditure			4,00,000.0
Municipal Fund	3000000	ACC	9800	Excess of Income over Expenditure			8,14,249.0
Municipal Fund	3000000	ACC	9	Excess of Income over Expenditure			1,36,16,118.0
Municipal Fund	3000000	END	7600	Excess of Income over Expenditure		7,81,131.00	
Municipal Fund	3000000	ACC	7600	Excess of Income over Expenditure		35,25,000.00	
Municipal Fund	3000000	END	7800	Other Resources From Government			2,803.0
Municipal Fund	3000000	ACC	8600	Other Resources From Government		4,476.00	
Municipal Fund	3000000	ACC	7800	Other Resources From Government			485.0
Municipal Fund	3000000	END	7900	Refunds payable-Govt			2,885.0
Municipal Fund	3000000	ACC	7900	Refunds payable-Govt			5,883.0
Municipal Fund	4180000	ACC	7600	Concrete Road		34,70,000.00	
Municipal Fund	4800000	ACC	3800	Cash On Hand		17.00	
Municipal Fund	4800000	ACC	31	Cash On Hand		40.00	
Municipal Fund	4800000	ACC	7600	Cash On Hand		388.00	
Municipal Fund	4800000	ACC	8	Cash On Hand		50.00	
Municipal Fund	4800000	ACC	8300	Cash On Hand		1,739.00	
Municipal Fund	4800000	ACC	8400	Cash On Hand		3,410.00	
Municipal Fund	4800000	ACC	8500	Cash On Hand		3,430.00	
Municipal Fund	4800000	ACC	8500	Cash On Hand		3,810.00	
Municipal Fund	4800000	ACC	9400	Cash On Hand		4,008.00	
Municipal Fund	4800000	ACC	9600	Cash On Hand		8,088.00	
Municipal Fund	4800000	ACC	9700	Cash On Hand		1,29,713.00	
Municipal Fund	4800000	ACC	1100	Cash On Hand		3,82,860.00	
Municipal Fund	4800000	ACC	1100	Cash On Hand		1,28,688.00	
Municipal Fund	4800000	ACC	4000	Cash On Hand		4,45,000.00	
Municipal Fund	4800000	ACC	9800	Cash On Hand		8,14,249.00	
Municipal Fund	4800000	ACC	9	Cash On Hand		1,36,50,118.00	
				Difference		6.00	
				Total		1,74,28,918.00	1,76,40,510.0

Close Period

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

Search Closed Period

Financial Year

Search Closed Period

Financial Year

Closed Period

Financial Year Close Period ☒

Financial Year

Create Financial Year

Path: Applications>Financials>PeriodEndActivities > FinancialYear> Create Financial Year

Financial Year Master

Financial Year * Active For Posting ☐

Starting Date * Ending Date *

Fiscal Period Name *	Starting Date	Ending Date	
201718	01/04/2017	31/03/2018	<input type="button" value="Add"/>

FinancialYear

Financial Year 2017-18 Starting Date 01/04/2017

Ending Date 31/03/2018 Active true

Active For Posting false Close Period false

IsTransferClosingBalance false

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

View Financial Year

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

Search Financial Year

Financial Year:

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](#)

FinancialYear

Financial Year: 2017-18 Starting Date: 01/04/2017

Ending Date: 31/03/2018 Active: true

Active For Posting: false Close Period: false

IsTransferClosingBalance: false

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

Edit Financial Year

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

Search Financial Year

Financial Year:

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

Income Expenditure Report

Period:* Yearly ↓

As On Date: 04/05/2016 dd/mm/yyyy

Department: —Select— ↓

Function: —Select— ↓

Field: —Select— ↓

Year:* 2016-17 ↓

Rupees:* Rupees ↓

Fund: —Select— ↓

Functionary: —Select— ↓

* Mandatory Fields

Submit
Print
View All Minor Schedules
View All Schedules

To print the report, please ensure the following settings:
 1. Paper size: A4
 2. Paper Orientation: Landscape

Income And Expenditure Statement for the Financial Year 2016-17					
Report Run Date: 13/06/2016					
Account Code	Head Of Account	Description	Account Balance (B/F)	Account Balance	
				13-Jun-2017 (Dr)	13-Jun-2017 (Cr)
202000		INCOME			
110		Tax Revenue	141	4214356.00	18910280.00
120		ADDEDDED REVENUE AND COMPENSATIONS	144		10280.00
130		RENTAL INCOME FROM MUNICIPAL PROPERTIES	145	219860.00	1217746.00
140		FEES AND CHRG CHARGES	146	13006395.00	1206746.00
150		SALE AND HIRE CHARGES	148	9000.00	
160		OTHER INCOME	149	854710.00	44535.00
A		Total INCOME		6699300.00	15411562.00
202000		EXPENDITURE			
210		Establishment Expenses	150	994550.00	216295.00
220		Administrative Expenses	151	626667.00	5624.00
230		OPERATION AND MAINTENANCE EXPENSES	152	1897042.00	2118079.00
240		Programme Expenses	154	88834.00	
B		Total EXPENDITURE		3584676.00	2407190.00
A-B		Income Over Expenditure		3114624.00	1893862.00

Report Options : (Row) : 100

Income And Expenditure Schedule Statement for the Financial Year 2016-17				
Report Run Date: 13/06/2016			FY:2016-17 Budget	
Account Code	Name of Account	Head Of Account	Financial Results	
			Budget FY 16-17 (Actual FY 17)	Budget FY 16-17 (Actual FY 17)
	Schedule 1-10	Tax Revenue		
2000001		Property - General Tax	20713990.00	20713990.00
2000002		General Land Tax	669346.00	100000.00
2000003		Property - Water Tax	220949.00	220949.00
2000004		Adm. Tax on Holdings	13006395.00	13006395.00
2000005		Adm. Tax on Commercial Premises	9000.00	9000.00
2000006		Adm. Tax - Other	854710.00	854710.00
2000007		TOTAL	42964880.00	42964880.00
Expenditure (Actual FY 17)				

Balance Sheet

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

Balance Sheet Report

Period:*

Year:*

As On Date: [dd/mm/yyyy]

Rupees:*

Department:

Fund:

Function:

* Mandatory Fields

Submit
Print
View All Minor Schedules
View All Schedules

To print the report, please ensure the following settings:
 1. Paper size: A4
 2. Paper Orientation: Landscape

Balance Sheet Report For the year 2016-17
 Report Run Date: 12/06/2016

Account Code	Account Name	Schedule No	Minority Port	Capital Port	Balance BDT	Amount in Rupees
	LIABILITIES					
310	Fund Balance	0-01	2997901.00		2997901.00	3000000.00
340	DEPOSITS RECEIVED	0-01	1342573.00	-80001.00	1154772.00	1423670.00
390	OTHER LIABILITIES	0-09	11499344.00	80001.00	11579345.00	11579345.00
	Total		42983588.00	0.00	42983588.00	34882215.00
	Total LIABILITIES				42983588.00	34882215.00
	ASSETS					
410	FIXED ASSETS	0-11	2694215.00		2694215.00	3473806.00
412	CAPITAL WORK IN PROGRESS	0-12	1847054.00		1847054.00	0.00
431	SUPPLY DEFENSE (BROWN MILK)	0-13	-824215.00		-824215.00	0.00
438	CASH AND BANK BALANCES	0-15	39673415.00		39673415.00	11423402.00
	Total		42946609.00		42946609.00	34882215.00
	Total ASSETS				42946609.00	34882215.00

Report Options : Print | PDF

Balance Sheet Schedule Report for the year 2016-17
 Report Run Date: 12/06/2016

Account Code	Account Name	Balance BDT	Amount in Rupees
4301001	Cash In Hand	20124781.00	20124781.00
4301002	Cash In Transit	50000.00	0.00
4301003	Outstanding Cheque	20000.00	0.00
4301004	Recurrented Series-0448100000	1779990.00	0.00
4301005	Recurrented Series-0448100000	30000.00	0.00
4301006	Recurrented Series-0201120000	50000.00	0.00
4301007	Recurrented Series-0201120000	50000.00	0.00
4301008	Recurrented Series-0201120000	50000.00	0.00
4301009	Recurrented Series-0201120000	50000.00	0.00
4301010	Recurrented Series-0201120000	50000.00	0.00
4301011	Recurrented Series-0201120000	50000.00	0.00
4301012	Recurrented Series-0201120000	50000.00	0.00
4301013	Recurrented Series-0201120000	50000.00	0.00
	Total	20124781.00	20124781.00

Report Options : Print | PDF

Accounting Reports

Trial Balance

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

Trial Balance

Report type: Date Range

From Date: 01/06/2016 icon

Fund: Municipal Fund

Function: ---Choose---

Field: ---Choose---

To Date: 13/06/2016 icon

Department: ---Choose---

Functionary: ---Choose---

View HTML
Export EXCEL
Export PDF
Close

Trial Balance For Municipal Fund From 01/06/2016 To 13/06/2016						
Report Run Date: 13/06/2016			Amount in Rupees			
Sl. No.	Account Number	Account Head	Opening Balance(To)	Debit(To)	Credit(To)	Closing Balance(To)
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	3,22,889.00	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	1301013	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	3502558	Other Recoveries From Contractors	54,084.00 Dr	0.00	0.00	54,084.00 Dr
98	3503001	Library Cess	2,02,945.00 Cr	0.00	7,11,761.00	9,14,707.00 Cr
99	3503002	Education Cess	3,31,183.00 Cr	0.00	12,11,479.00	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	4123001	CWDP-Concrete Road	16,47,054.00 Dr	0.00	0.00	16,47,054.00 Dr
107	4123201	CWDP-Water Works	50,630.00 Dr	0.00	0.00	50,630.00 Dr
108	4311004	PT Receivable - Ambars - Private Properties	3,60,754.00 Cr	0.00	5,64,541.00	9,25,295.00 Cr
109	4501001	Cash On Hand	1,47,46,037.00 Dr	1,43,69,835.00	39,60,438.00	2,51,56,334.00 Dr
110	4501003	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	4502108	Nationalised Banks-844810206001	27,79,868.00 Cr	0.00	0.00	27,79,868.00 Cr
113	4502108	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

Bank Book Report

Fund:

Department:

Function:

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

Start Date*: 01/04/2016
End Date*: 30/04/2016

General Ledger Report for STATE BANK OF INDIANA Treasury Branch, Narrative-BANKING000000 from 01/04/2016 to 30/04/2016

Debits				Credits			
Period Date	Account Number	Description	Amount	Period Date	Account Number	Description	Amount
01/04/2016	10000000000000000000	To Opening Balance	0.00				
		1001001 - 120000.00 0000	120000.00				
		Total	120000.00			Closing By Balance cdt	120000.00
						Total	120000.00
04/04/2016	10000000000000000000	To Opening Balance	120000.00				
		1001001 - 100000.00 0000	100000.00				
		Total	220000.00			Closing By Balance cdt	220000.00
		To Opening Balance	220000.00			Total	220000.00
06/04/2016	10000000000000000000	To Opening Balance	220000.00	06/04/2016	10000000000000000000	1001002 - 000000.00 0000	000000.00
		Closing By Balance cdt	000000.00				
		Total	220000.00			Total	220000.00
						To Opening Balance	220000.00
						Total	220000.00
				07/04/2016	10000000000000000000	1001002 - 000000.00 0000	000000.00
				07/04/2016	10000000000000000000	1001002 - 000000.00 0000	000000.00
07/04/2016	10000000000000000000	To Opening Balance	220000.00				
		Closing By Balance cdt	000000.00				
		Total	220000.00			Total	220000.00
26/04/2016	10000000000000000000	To Opening Balance	220000.00				
		Closing By Balance cdt	000000.00			Total	220000.00
		Total	220000.00			To Opening Balance	220000.00
27/04/2016	10000000000000000000	To Opening Balance	220000.00				
		Closing By Balance cdt	000000.00			Total	220000.00
		Total	220000.00			To Opening Balance	220000.00
28/04/2016	10000000000000000000	To Opening Balance	220000.00				
		Closing By Balance cdt	000000.00			Total	220000.00
		Total	220000.00			To Opening Balance	220000.00
29/04/2016	10000000000000000000	To Opening Balance	220000.00				
		Closing By Balance cdt	000000.00			Total	220000.00
		Total	220000.00			To Opening Balance	220000.00
30/04/2016	10000000000000000000	To Opening Balance	220000.00				
		Closing By Balance cdt	000000.00			Total	220000.00
		Total	220000.00			To Opening Balance	220000.00

Export Options: Print | PDF

Sub Ledger Schedule Report

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

Sub Ledger Schedule Report

Account Code *	3502056	Fund *	Municipal Fund #
Starting Date *	01/04/2016 [dd/mm/yyyy]	End Date *	15/04/2016 [dd/mm/yyyy]
Sub Ledger Type *	contractor	Department	—Choose—

Search Close

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	H. Manohar Reddy			36,991.00	36,991.00 Cr
KMC074	M. Sumanth Reddy			718.00	718.00 Cr
KMC135	R. Venkateshwar Reddy			74,632.00	74,632.00 Cr
KMC153	S. Rameshwar Reddy			2,437.00	2,437.00 Cr
KMC177	Y. Raghuthama Reddy			2,250.00	2,250.00 Cr
KMC0179	T. Narasimha Rao			3,254.00	3,254.00 Cr
KMC182	K. SATISHA			4,409.00	4,409.00 Cr
KMC0999	Receivables 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*

dd/mm/yyyy

End Date*

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/CS/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/CJ/00000003/04/2016-17	Contractor Journal	4103206	Water Distribution Lines	Providing of 200mm dia AC Distribution pipeline from D.No.87/1392 Jayaram Nagar.	107186.00	0.00
			3401003	Further Security Deposit		0.00	22635.00
			3501002	Contractors Payables		0.00	84471.00
02-Apr-2016	1/EJ/00000028/04/2016-17	Expense Journal	4106005	Refrigerators	Towards the purchase of New Whirlpool 230 Ltra Refrigerator for Commissioner Chamber	22450.00	0.00
			3501003	Expenses Payables		0.00	22450.00
01-Apr-2016	1/EJ/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/00000405/04/2016-17	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/00000180/04/2016-17	Bill Payment	4502109	Nationalised Banks-62007226282	0.00	2474.00
			3501002	Contractors Payables	2474.00	0.00
02-Apr-2016	1/EJV/00000398/04/2016-17	Expense Journal	2305911	Electrical Fixtures 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-62011050258	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 *

Fund *

Starting Date *

End Date *

Sub Ledger Type *

Entity Details *

Department:

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/00000395/04/2016-17	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

General Ledger Report

Account Code*

Fund*

Starting Date*
(dd/mm/yyyy)

Function

Department

End Date*
(dd/mm/yyyy)

General Ledger Report for 3502056-Seignorage Charges for Municipal Fund from 01/04/2016 to 10/04/2016							
Debit				Credit			
Voucher Date	Voucher Number	Voucher Type Name	Amount	Voucher Date	Voucher Number	Voucher Type Name	Amount
Opening Balance							
01-Apr-2016	1/EDV/00000001/04/2016-17	Journal Voucher-Expense Journal	46,526.00				
				01-Apr-2016	1/CW/00000001/04/2016-17	Journal Voucher-Contractor Journal	3,254.00
01-Apr-2016	1/EDV/00000017/04/2016-17	Journal Voucher-Expense Journal	2,08,395.00				
01-Apr-2016	1/EDV/00000024/04/2016-17	Journal Voucher-Expense Journal	10,961.00				
01-Apr-2016	1/EDV/00000108/04/2016-17	Journal Voucher-Expense Journal	75,336.00				
01-Apr-2016	1/EDV/00000109/04/2016-17	Journal Voucher-Expense Journal	17,946.00				
01-Apr-2016	1/EDV/00000324/04/2016-17	Journal Voucher-Expense Journal	46,526.00				
				02-Apr-2016	1/CW/00000062/04/2016-17	Journal Voucher-Contractor	74,632.00

			06-Apr-2016	I/CN/00000066/04/2016-17	Journal Voucher-Contractor Journal	11,731.00
			06-Apr-2016	I/CN/00000068/04/2016-17	Journal Voucher-Contractor Journal	24,225.00
			06-Apr-2016	I/CN/00000070/04/2016-17	Journal Voucher-Contractor Journal	26,088.00
			06-Apr-2016	I/CN/00000071/04/2016-17	Journal Voucher-Contractor Journal	23,465.00
			06-Apr-2016	I/EN/00000405/04/2016-17	Journal Voucher-Expense Journal	2,350.00
			08-Apr-2016	I/CN/00000046/04/2016-17	Journal Voucher-Contractor Journal	1,475.00
			08-Apr-2016	I/CN/00000048/04/2016-17	Journal Voucher-Contractor Journal	1,467.00
			08-Apr-2016	I/CN/00000052/04/2016-17	Journal Voucher-Contractor Journal	1,467.00
Closing Balance						1,93,419.00
Total						4,05,690.00

Report options: Excel | PDF

Opening Balance Report

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

Opening Balance Report

Financial Year* 2016-17

Fund ---Choose---

Department ---Choose---

Search
Close

Opening Balance Report

Financial Year*

Fund

Department

Opening Balance for the Year 2016-17

Fund	GL Code	Department	Function	Account Head	Description	Debit (Rs.)	Credit (Rs.)
Municipal Fund	4501001	ACC	0301	Cash On Hand		12,345.00	
Municipal Fund	4502102	ACC	0301	State Bank of Hyderabad		2,345.00	
				Difference			14,690.00
				Total:		14,690.00	14,690.00
				Grand Total:		14,690.00	14,690.00

Export options: Excel | PDF

Day Book Report

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

Day Book Report

Start Date *

End Date *

Fund *

Day Book report from 01/04/2016 to 10/04/2016 under Municipal Fund

Total Vouchers : 483

Voucher Date	Voucher Number	Voucher type	Narration	Status	GL Code	Particulars	Debit Amount(Rs.)	Credit Amount(Rs.)
01-Apr-2016	1/8PW/00000076/04/2016-17	Bill Payment - Payment		Approved	4502112	Nationalised Banks- 52142868037	0.00	606092.00
					3501002	Contractors Payables	606092.00	0.00
01-Apr-2016	1/8PW/00000138/04/2016-17	Bill Payment - Payment		Approved	3501003	Expenses Payables	51471.00	0.00
					4502111	Nationalised Banks- 62011860258	0.00	51471.00
01-Apr-2016	1/8PW/00000139/04/2016-17	Bill Payment - Payment		Approved	3501003	Expenses Payables	215051.00	0.00
					4502111	Nationalised Banks- 62011860258	0.00	215051.00
01-Apr-2016	1/8PW/00000140/04/2016-17	Bill Payment - Payment		Approved	3501003	Expenses Payables	10961.00	0.00

					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/CW/0000005/04/2016-17	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/BR/0000063/04/2016-17	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

Cheque Issue Register Report

Bank Name: STATE BANK OF INDIA Treasury Branch, Kurumudi Account Number: 4052106-0000000000-07475 STATE BANK OF INDIA

Cheque From Date: 01/04/2016 Cheque To Date: 30/04/2016

Department: -- Select --

Mandatory Fields

Report Parameters Configuration

Cheque Issue Register report for STATE BANK OF INDIA - BBI Treasury Branch, Kurumudi with account no:4052106000 from 01/04/16 to 30/04/16

Sr No	Cheque Number	Cheque Date	Name of B/B Type	Cheque Amount/RS	Amount of Payment	Cheque Status	Cheque Issue No. & Date	Bank Payment Voucher No. & Date
1	008499	01-Apr-2016	State Bank	8127119.00	BB Payment	Yes	MULTIPLE	00849900000000000000-17, 01-Apr-2016
2	008499	05-Apr-2016	A.O BRG ARPOCL Kurumudi	232357.00	BB Payment	Yes	FW12V0312/2016-17, 20-Apr-2016	00849900000000000000-17, 20-Apr-2016
3	008499	20-Apr-2016	A.A.D BRG & ARPOCL Kurumudi	148112.00	BB Payment	Yes	FW12V0312/2016-17, 20-Apr-2016	00849900000000000000-17, 20-Apr-2016
4	008499	20-Apr-2016	A.A.D BRG & ARPOCL Kurumudi	264414.00	BB Payment	Yes	FW12V0312/2016-17, 20-Apr-2016	00849900000000000000-17, 20-Apr-2016
5	008499	25-Apr-2016	Charterhouse	342271.00	BB Payment	Yes	MULTIPLE	00849900000000000000-17, 20-Apr-2016
6	008499	25-Apr-2016	State Bank	679500.00	BB Payment	Yes	MULTIPLE	00849900000000000000-17, 20-Apr-2016
7	008499	06-Apr-2016	State Bank	447657.00	BB Payment	Yes	MULTIPLE	00849900000000000000-17, 20-Apr-2016

Page 1 of 1

Completed Bill Register

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

Bill Register Report

Fund:

From Date:

Expense Type:

Voucher Number:

Department:

To Date:

Bill Type:

Bill Number:

Sl No	Bill Number	Bill Date	Invoice Number	Particulars	Cost Amount	Debit	Net Amount	Net Amount	Payment Invoice Number	Cheque No and Date	Accounting Invoice Number	Accounting Invoice Date	Total
1	TH000000010016-IT	01/04/2016	1000000010004/2016-IT	IT Charges for Credit Card	33000.00	33000.00	33000.00	33000.00	1000000010004/2016-IT				40000.00
2	TH000000010016-IT	01/04/2016	1000000010004/2016-IT	M1 Cardless and Internet Security Port and Training Course	76000.00	15000.00	76000.00	76000.00	1000000010004/2016-IT				40000.00
3	AC000000010016-IT	01/04/2016	1000000010004/2016-IT	CDR - M1 Card	8400.00	0.00	8400.00	8400.00	1000000010004/2016-IT	0100000010004/2016-IT			40000.00
Total													

Amount in Rupees

Dishonored Cheques Report

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

Dishonored Cheque/DD Details

Cheque/DD Number:

Fund:

Starting Date **:

Mode of Payment or Receipt **:

End Date:

Voucher Status Report

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

Voucher Search By Status

Fund #	Municipal Fund	Department	---Choose---
Voucher Type	---Choose---	Voucher Name	---Choose---
From Date*	01/04/2016	To Date*	30/04/2016
Status	<div> <input checked="" type="checkbox"/> ---Choose--- <input type="checkbox"/> Approved <input type="checkbox"/> Reversed <input type="checkbox"/> Reversal <input type="checkbox"/> Cancelled <input type="checkbox"/> Preapproved </div>		
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>			

2,637 items found, displaying 1 to 30 (First/Prev) 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Sl No.	Department Name	Voucher Number	Voucher Type	Voucher Name	Voucher Date	Source	Total Amount	Owner	Status
1	ACCOUNTS	1/88V/00000076/04/2016-17	Payment	Bill Payment	01/04/2016	Internal	605092.0	-	Approved
2	ACCOUNTS	1/88V/00000001/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	2000.0	-	Approved
3	ACCOUNTS	1/88V/00000002/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	1351.0	-	Approved
4	ACCOUNTS	1/88V/00000003/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	200.0	-	Approved
5	ACCOUNTS	1/88V/00000004/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	10.0	-	Approved
6	ACCOUNTS	1/88V/00000005/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	3000.0	-	Approved
7	ACCOUNTS	1/88V/00000006/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	3000.0	-	Approved
8	ACCOUNTS	1/88V/00000007/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	10.0	-	Approved

2632	TOWN PLANNING	1/ETV/00000127/04/2016-17	Journal Voucher	Expense Journal	07/04/2016	Internal	693704.0	-	Approved
2633	TOWN PLANNING	1/ETV/00000180/04/2016-17	Journal Voucher	Expense Journal	20/04/2016	Internal	2644746.0	-	Approved
2634	TOWN PLANNING	1/ETV/00000181/04/2016-17	Journal Voucher	Expense Journal	20/04/2016	Internal	2821057.0	-	Approved
2635	TOWN PLANNING	1/BPV/00000083/04/2016-17	Payment	Bill Payment	27/04/2016	Internal	1020918.0	-	Approved
2636	TOWN PLANNING	1/ETV/00000131/04/2016-17	Journal Voucher	Expense Journal	27/04/2016	Internal	1118614.0	-	Approved
2637	TOWN PLANNING	1/BPV/00000086/04/2016-17	Payment	Remittance Payment	29/04/2016	Internal	158282.0	-	Approved

Save As Pdf

Save As Xls

Voucher View

Voucher Number : 1/EJW00000131/04/2016-17 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	Debit Type	Debit 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: Bank Branch:
 Account Number: RTGS Number:

RTGS Register Report

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



The form is titled "RTGS Issue Report". It contains the following fields:

- Fund*: Municipal Fund (dropdown)
- Department: (dropdown)
- RTGS Assigned From Date: 01/04/2016 (calendar icon) (dd/mm/yyyy)
- RTGS Assigned To Date: 30/04/2016 (calendar icon) (dd/mm/yyyy)
- Bank: (dropdown)
- Bank Branch: (dropdown)
- Account Number: (dropdown)
- RTGS Number: (text input)

Buttons at the bottom: Search, Save As Pdf, Save As Xls, Close.

Budget Reports

Department wise Budget

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



The form is titled "Budget Report - Departmentwise". It contains the following fields:

- Financial Year *: 2016-17 (dropdown)
- Department: ENGINEERING (dropdown)
- Type: Expense (dropdown)

Buttons at the bottom: PRINT, SAVE AS PDF, SAVE AS EXCEL.

Function wise Budget

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



The form is titled "Budget Report - Functionwise". It contains the following fields:

- Financial Year *: 2016-17 (dropdown)
- Department: ENGINEERING (dropdown)
- Type: (dropdown)
- Function: (dropdown)

Buttons at the bottom: Submit, Close.

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

Budget Appropriation Register Report

Department: ENGINEERING Budget Head: 4123001-CWIP-Concrete Road

Function Center: Roads and Pavement As on Date: 13/06/2016 (dd/mm/yyyy)

Fund: Municipal Fund

* Mandatory Fields

Submit Cancel Close

- 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

Budget Appropriation Register

Department: ENGINEERING Budget Head: 4123001-CWIP-Concrete Road

Function Center: Roads and Pavement As on Date: 13/06/2016 (dd/mm/yyyy)

Fund: Municipal Fund

RS - (2016-17) (Rs): 7000000.00 Additional Appropriation (Rs): 0.00 RS - (2016-17) (Rs):

S. No.	Budget Appropriation #	Budget Head	As on Date	Budget Number	Budget Head	Amount (Rs.)	Cumulative Total (Rs.)	Balance Available (Rs.)
1	BAN: 803/2016-17	SCST-3/4-30	25/04/2016	1/CN/80680042/8/4/2016-17	25/04/2016	231430.00	480072.00	69597128.00
2	BAN: 803/2016-17	SCST-3/4-30	25/04/2016	1/CN/80680042/8/4/2016-17	25/04/2016	231430.00	480072.00	69597128.00
4	BAN: 803/2016-17	SCST-4/4-30	25/04/2016	1/CN/80680039/8/4/2016-17	25/04/2016	647451.00	1787774.00	68262238.00
4	BAN: 803/2016-17	SCST-4/4-30	25/04/2016	1/CN/80680039/8/4/2016-17	25/04/2016	647451.00	1787774.00	68262238.00
2	BAN: 804/2016-17	SCST-3/4-30	25/04/2016	1/CN/80680042/8/4/2016-17	25/04/2016	231430.00	480072.00	69597128.00
5	BAN: 806/2016-17	SCST-3/4-30	25/04/2016	1/CN/80680059/8/4/2016-17	25/04/2016	459727.00	2353699.00	67645011.00

- 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

Budget Variance Report

Department: Function:

Fund:

Account Type: Budget Head:

As On Date:

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

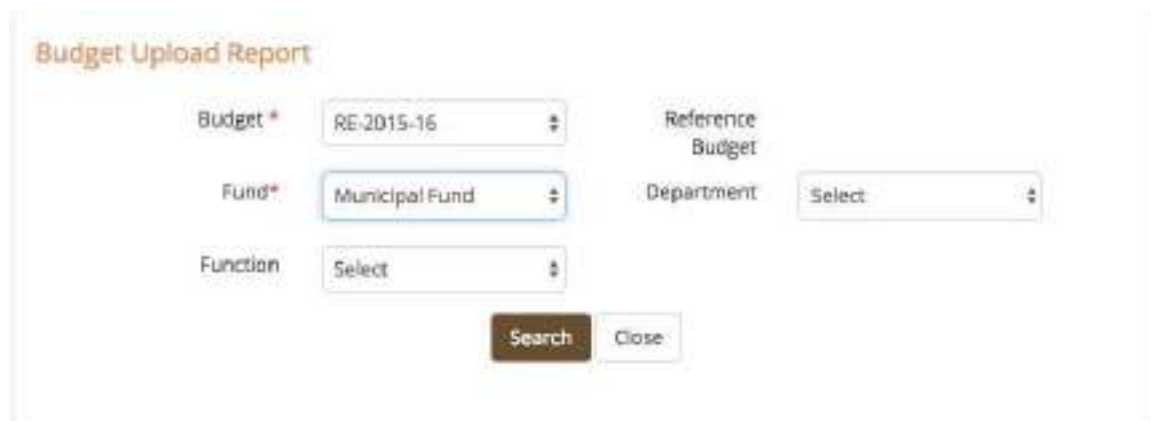
Budget	Budget head	Department	Function	Fund	Budget Estimate(Rs)	Additional Appropriation(Rs)	Actual(Rs)	Variance(Rs)
ENG-BE-Cap-2016-17	4123001-CWTP-Concrete Road	ENGINEERING	Roads and Pavement	Municipal Fund	7000000.00	0.00	1647054.00	68352946.00
ENG-BE-Cap-2016-17	4123002-CWTP-Black Topped Roads	ENGINEERING	Roads and Pavement	Municipal Fund	5000000.00	0.00	0.00	5000000.00
ENG-BE-Cap-2016-17	4123003-CWTP-Link Roads, Parallel Roads & Slip Roads	ENGINEERING	Roads and Pavement	Municipal Fund	15000000.00	0.00	0.00	15000000.00
ENG-BE-Cap-2016-17	4123004-CWTP-Footpaths & Pavements Concrete	ENGINEERING	Roads and Pavement	Municipal Fund	12000000.00	0.00	0.00	12000000.00
ENG-BE-Cap-2016-17	4123005-CWTP-Bridges & Culverts	ENGINEERING	Roads and Pavement	Municipal Fund	3000000.00	0.00	0.00	3000000.00
ENG-BE-Cap-2016-17	4123012-CWTP-Road Widening Compensation	ENGINEERING	Roads and Pavement	Municipal Fund	10000000.00	0.00	0.00	10000000.00
ENG-BE-Cap-2016-17	4123015-CWTP-Stone and Metal Roads	ENGINEERING	Roads and Pavement	Municipal Fund	10000000.00	0.00	0.00	10000000.00
ENG-BE-Rev-2016-17	1407001-Road Cutting & Restoration Charges	ENGINEERING	Roads and Pavement	Municipal Fund	2500000.00	0.00	0.00	2500000.00
ENG-BE-Rev-2016-17	2305001-Main Roads - Repairs and Maintenance	ENGINEERING	Roads and Pavement	Municipal Fund	15000000.00	0.00	0.00	15000000.00
ENG-BE-Rev-2016-17	2305002-Bi-lane Roads - Repairs and Maintenance	ENGINEERING	Roads and Pavement	Municipal Fund	15000000.00	0.00	1166926.00	13833074.00
ENG-BE-Rev-2016-17	2305008-Traffic Signals - Repairs and Maintenance	ENGINEERING	Roads and Pavement	Municipal Fund	2000000.00	0.00	0.00	2000000.00

- 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



Budget Upload Report

Budget * RE-2015-16 Reference Budget

Fund * Municipal Fund Department Select

Function Select

Search Close

- 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.

Budget Upload Report Result

Fund	Department	Function	Budget Head	RE-2015-16 Budgeted Amount	RE-2015-16 Planning Amount	Budgeted Amount	Planning Amount
01	ACM	0001	1100101 Properties General Tax	0	0	28911000	0
01	ACM	0001	1503002 Sale of Old news papers	0	0	20000	0
01	ACM	0001	1803006 Other income Un Classified	0	0	1000	0
01	ACM	0001	2101011 Wages to workers through Placement Agencies	0	0	3000000	3000000
01	ACM	0001	2201106 Contingent Expenses	0	0	15000	15000
01	ACM	0001	2202001 Newspapers & Journals	0	0	140000	140000
01	ACM	0001	2202101 Printing	0	0	600000	600000
01	ACM	0001	2202103 Stationery	0	0	350000	350000
01	ACM	0001	2202103 Computer Consumables	0	0	200000	200000
01	ACM	0001	2202104 Service postage	0	0	30000	30000

Showing 1 to 10 of 147 entries

10 records per page

PDF Excel Print

1 2 3 4 5

- 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



The screenshot shows a web form titled "Deduction detailed report". It contains several input fields: "Recovery Code*" with a dropdown menu showing "3502025"; "Fund*" with a dropdown menu showing "Municipal Fund 1"; "From Date" with a date picker showing "01/04/2016" and a format hint "dd/mm/yyyy"; "As On Date*" with a date picker showing "13/06/2016" and a format hint "dd/mm/yyyy"; "Department" with a dropdown menu showing "---Choose---"; and "Party Name" with a text input field. There is also a checkbox labeled "Show already remitted records:" which is currently checked. At the bottom of the form are three buttons: "Search" (orange), "Cancel", and "Close".

- 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 Show 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								
Sr No	Voucher Type	Reference Number	Voucher Date	Party Name	PAN Number	Total Deduction (Rs)	Paid (Rs)	Pending (Rs)
1	Contractor Journal	1/CJW/00000048/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	965.00	0.00	965.00
2	Contractor Journal	1/CJW/00000049/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	960.00	0.00	960.00
3	Contractor Journal	1/CJW/00000052/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	960.00	0.00	960.00
4	Contractor Journal	1/CJW/00000055/04/2016-17	04/04/2016	K.Mahesh	BMJPK3326D	4597.00	0.00	4597.00
5	Expense Journal	1/EJV/00000133/04/2016-17	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	86.00	0.00	86.00

Remitted Details									
Sr 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/BPW/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/BPW/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/BPW/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 Vedansh Constructions	AAEPY1849A	1/BPW/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/BPW/00000086/04/2016-17	29/04/2016	97696.00	249850-MULTIPLE

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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

Deductions remittance summary

Recovery Code:*	3502025	Fund:*	Municipal Fund
From Date	01/06/2016	As On Date:*	13/06/2016
Department:	—Choose—	Party Name:	

Deductions remittance summary for 3502025 as on 13/06/2016				
Sl No	Voucher Type	Month	Total Deductions(Rs)	Total Remittances(Rs)
1	Expense Journal	June	175698.00	175698.00

Export Options: Excel | PDF

- 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.