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# FINANCE MANAGEMENT

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Draft User's Manual



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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.

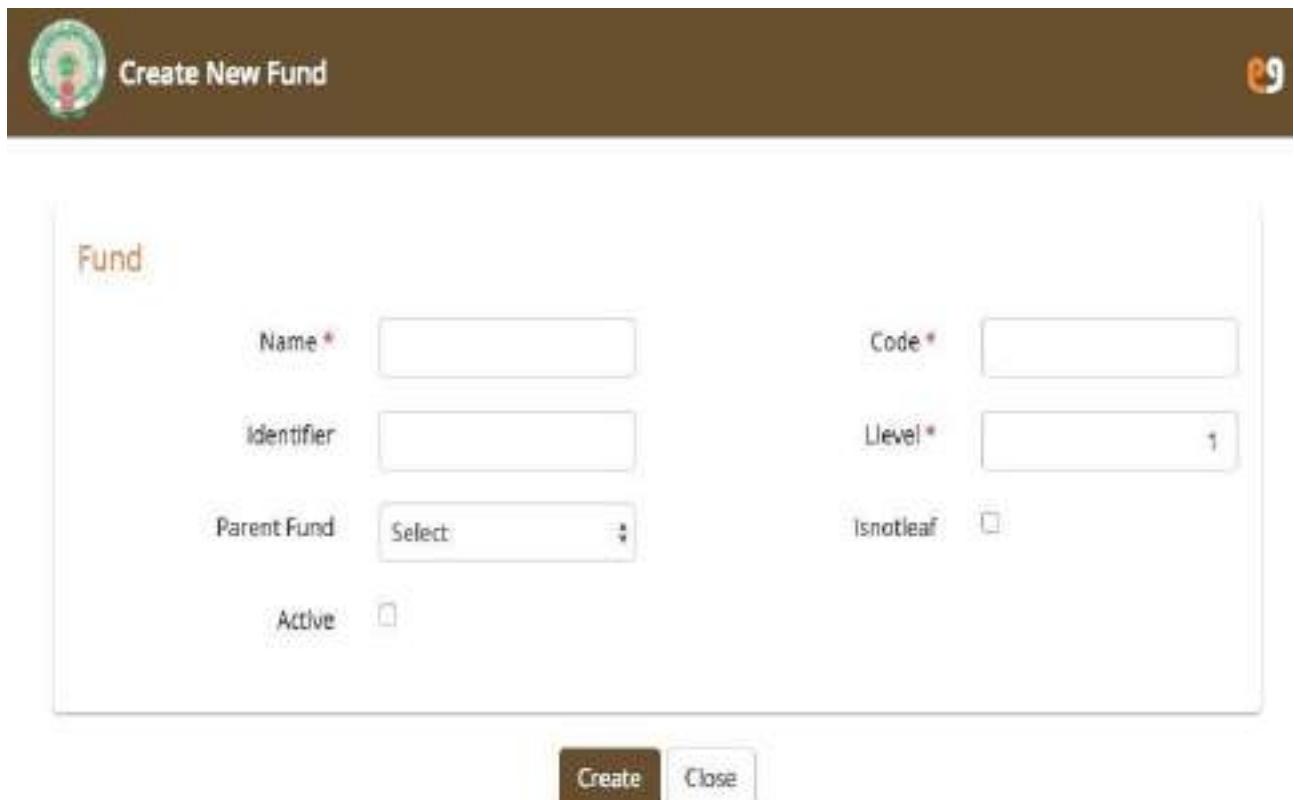
Step 1: Open the Create Fund by clicking on it

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



The screenshot shows the 'Create New Fund' form. The form is titled 'Fund' and contains the following fields:

- Name \* (Text input field)
- Code \* (Text input field)
- Identifier (Text input field)
- Level \* (Text input field with value '1')
- Parent Fund (Select dropdown menu with 'Select' placeholder)
- Isnotleaf (Check box)
- Active (Check box)

At the bottom of the form are two buttons: 'Create' (dark brown button) and 'Close' (light gray button).

- 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

SearchFund

Name	<input type="text"/>	Code	<input type="text"/>
Parent Fund	Select	Active	<input type="checkbox"/>
		Search	Close

#### Fund Search Result

Name	Code	Identifier	Level	Parent Fund	Isnotleaf	Action
Municipal Fund	01	1	0		false	true
Elementary Education Fund	03	3	0		false	false
Emarked 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](#)   

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		

- 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	<input type="text"/>	Code	<input type="text" value="01"/>
Parent Fund	<input type="text" value="Select"/>	Active	<input checked="" type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Close"/>			

#### Fund Search Result

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

Showing 1 to 1 of 1 entries  records per page

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

Fund

Name *	<input type="text" value="Municipal Fund"/>	Code *	<input type="text" value="01"/>
Identifier	<input type="text" value="1"/>	Level *	<input type="text" value="0"/>
Parent Fund	<input type="text" value="Select"/>	Isnotleaf	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="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 Functions

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

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

**Step 1: Open the Create Function by clicking on it**

Path: Applications>Financials>Masters>Function>Create Function

Tip: Type Create Function in Search Menu



Click on Create Function to open

**Step 2: Enter Details for New Function**

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

## Step 3: Open the View Function by clicking on it

Path: Applications&gt;Financials&gt;Masters&gt;Function&gt;View Function

Tip: Type View Function in Search Menu

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

SearchFunction

Name	Road	Code	
Active	<input type="checkbox"/>		
Parent Type	Select:		
		Search	Close

## Function Search Result

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

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

## 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&gt;Financials&gt;Masters&gt;Function&gt;Edit Function

Tip: Type Edit Function in Search Menu

SearchFunction

Name	Health	Code	
Active	<input type="checkbox"/>		
Parent Type	Select:	<input type="button" value="Search"/> <input type="button" value="Close"/>	

## 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 *	Public Health	Code *	3100
Level	2	Active	<input checked="" type="checkbox"/>
Parent Type	Public Health	<input type="button" value="Update"/> <input type="button" value="Close"/>	
Isnodeleaf	<input type="checkbox"/>		

- 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

Detailed Chart Of Accounts

Account Code:

**Buttons:** Search and Modify, Search and View, Add New, Close

Step 3: Enter Details for New Detailed Head

Add Detailed Chart Of Accounts

Parent Account Code*	45021-Nationalised Ba	Account Code*	45021 <input type="text"/> 44
Name*	<input type="text"/>	Description	<input type="text"/>
Purpose:	Bank Account Codes	Account Detail Type:	Contractor DEPOSITCODE DrawingOfficer Employee PROJECTCODE
Function Required:	<input type="checkbox"/>	Budget Required:	<input type="checkbox"/>
Active For Posting:	<input type="checkbox"/>	<b>Buttons:</b> Save, Close	

- Enter Major Account Head under Parent Account
- Enter last 2 digit detailed head in 2<sup>nd</sup> 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 one, one or more Account Detail Type. For assigning multiple Account Detail Types, “Ctr” key can be pressed and selected required multiple Account Detail Type from the list.
- Function Required field can be checked for function detail capture.
- Budget Required can be checked for enabling budgetary controls. Normally Budget Required check box enabled for Revenue Expenditure and Capital Expenditure.
- Active for Posting checked for using the detailed head in vouchers.
- After entering the details Press Create Button to Save the Record.

### Step 3: Click on Search and View Button

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

**Detailed Chart Of Accounts**

Account Code:	2301006-Fuel supply fc
---------------	------------------------

Search and Modify
Search and View
Add New
Close

**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

Modify
Close

- 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. Click on Search and Modify Button to display already created Detailed Account for modification.

**Detailed Chart Of Accounts**

**Account Code:**

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

**Modify Chart Of Accounts**

Account Code:	2301001	Name:	<input type="text" value="Power Charges for Light"/>
Description:	<input type="text"/>	Type:	Expense
Purpose:	<input type="text" value="Select"/>	Classification:	Detailed Code
Active For Posting:	<input checked="" type="checkbox"/>	Account Detail Type:	contractor DEPOSITCODE DrawingOfficer Employee PROJECTCODE
Function Required:	<input checked="" type="checkbox"/>	Budget Required:	<input checked="" type="checkbox"/>

**Save**
**Close**

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

## Create and Maintain Bank Accounts

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

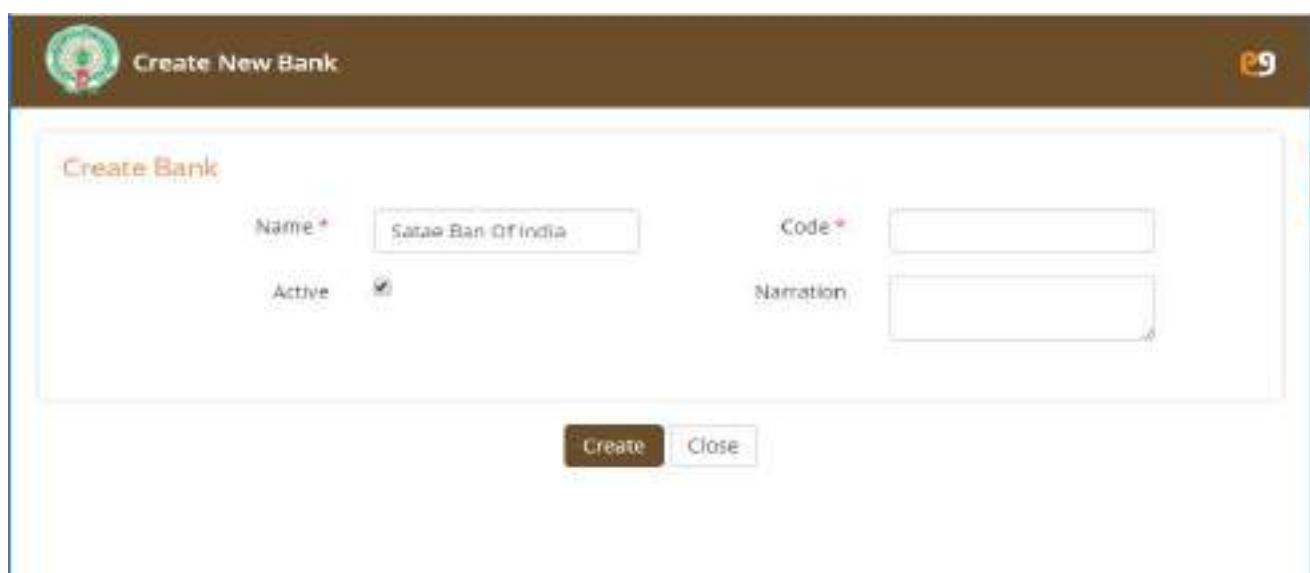
Step 1: Open the Create Bank by clicking on it.

Path: Applications>Financials>Masters>Bank Account Setup>Bank>Create Bank

Tip: Type create Bank in Search Menu



Step -2: Open the Bank clicking on it.



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

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

Path: Applications>Financials>Masters>Bank Account Setup>Bank>  
View Bank

Tip: Type View Bank in Search Menu

The screenshot shows a search interface for a bank account. At the top, there is a search bar with the placeholder 'Search Bank'. Below the search bar, there are fields for 'Name' (containing 'state bank of india'), 'Code' (containing '4502125'), 'Narration' (empty), and 'Active' (checked). Below these fields are 'Search' and 'Close' buttons. The main area is titled 'Bank Search Result' and contains a table with columns for 'Name', 'Code', 'Active', and 'Narration'. A message 'No data available to display' is shown above the table. At the bottom, there are buttons for 'Print', 'PDF', 'Excel', 'Show 10 \* entries', 'Previous', and '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	state bank of india	Code	002
Narration			

Bank Search Result

Name	Code	Active	Narration
STATE BANK OF INDIA	002	Active	

Showing 1 to 1 of 1 entries

Print PDF Exit

Search

- 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 *	STATE BANK OF INDIA	Code *	002
Active	<input checked="" type="checkbox"/>	Narration	

Update Close

- 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.

The screenshot shows the 'Create New Bank Branch' form. It includes fields for Bank (dropdown: STATE BANK OF INDIA), Name, MICR, Contact Person, Narration, Code, Address, Phone Number, and Active (checkbox). Buttons for 'Create' and 'Close' are at the bottom.

- 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

The screenshot shows the 'Search Bank Branch' form. It includes fields for Bank (dropdown: STATE BANK OF INDIA), Bank Branch (dropdown: SBI Treasury Branch), Code, MICR, Contact Person, Narration, Address, Phone Number, and Active (checkbox). Buttons for 'Search' and 'Close' are at the bottom.

## Bank Branch Search Result

Bank Branch Search Result									
Bank	Bank Branch	Code	MICR	Address	Contact Person	Phone Number	Narration	Active	
STATE BANK OF INDIA	Guntur	011211		Guntur				true	
STATE BANK OF INDIA	SBI Treasury Branch, Kurnool	006305	518002007	COLLECTOR COMPLEX, DISTT KURNool, ANDHRA PRADESH	Branch Manager	0851627712	Operating PD Accounts and Current Accounts	true	
STATE BANK OF INDIA	Main Branch Kurnool	900981	51800001	6LY 5TH RD, KURNool	Branch Manager	0851622206		true	

Showing 1 to 3 of 3 entries

Show 10 entries

[Print](#) [PDF](#) [Excel](#)
[Previous](#) [1](#) [Next](#)

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

Step 4: Update bank branch clicking on it.

Path: Applications&gt;Financials&gt;Masters&gt;Bank Account Setup&gt;Bank Branch.

Tip: Type Modify Bank Branch Search Menu.

**Update Bank Branch**

**Create Bank Branch**

Bank *	<input style="width: 100%;" type="text" value="STATE BANK OF"/>	Code *	<input style="width: 100%;" type="text" value="006305"/>
Name *	<input style="width: 100%;" type="text" value="SBI Treasury Branch"/>	Address *	<input style="width: 100%;" type="text" value="COLLECTOR COMPLEX, DISTT"/>
MICR	<input style="width: 100%;" type="text" value="518002007"/>	Contact Person	<input style="width: 100%;" type="text" value="Branch Manager"/>
Narration	<input style="width: 100%;" type="text" value="Operating PD Accounts and"/>	Phone Number	<input style="width: 100%;" type="text" value="0851627712"/>
		Active	<input checked="" type="checkbox"/>
<a href="#" style="border: 1px solid #ccc; padding: 2px 10px; color: inherit; text-decoration: none;">Update</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 10px; color: inherit; text-decoration: none;">Close</a>			



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

Step 1: Create bank Account clicking on it.

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

Tip: Type Create Bank Account Search Menu



## Step 2: Enter the details for create new Bank account.

Create New Bank Account

Bank Branch \* STATE BANK OF INDIA

Account Number \*

Fund \* Select

Account Type \* Select

Description

Pay To

Usage Type \* Select

Active

**Create** **Close**

- 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.

Search Bank Account

Bank STATE BANK OF INDIA

Bank Branch SB Treasury Branch, Kurnool

Fund Select

Account number

Description

Account Type Select

Usage Type Select

Pay To

Active

**Search** **Close**

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

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- 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	Name	Bank	Bank Branch	Active	Account Type	Usage Type	Pay To	Description	Active
12345678901234567890	Municipal Fund	STATE BANK OF INDIA	001 Primary Branch - Kumasi	202310		RECEIPTS PAYABLES	Commissioner, KMC	001 Account 001	Y
12345678901234567890	Municipal Fund	STATE BANK OF INDIA	001 Primary Branch - Kumasi	202310		RECEIPTS PAYABLES	Commissioner, KMC	001 Account 002	Y
12345678901234567890	Municipal Fund	STATE BANK OF INDIA	001 Primary Branch - Kumasi	202310	Bank Account	RECEIPTS PAYABLES	Commissioner, KMC	001 Account 003 (For Advance Commission)	Y
12345678901234567890	Municipal Fund	STATE BANK OF INDIA	001 Primary Branch - Kumasi	202310		RECEIPTS PAYABLES	Commissioner, KMC	001 Account 004 (For Advance Commission)	Y
12345678901234567890	Municipal Fund	STATE BANK OF INDIA	001 Primary Branch - Kumasi	202310		RECEIPTS PAYABLES	Commissioner, KMC	001 Account 005 (For Advance Payment)	Y
12345678901234567890	Municipal Fund	STATE BANK OF INDIA	001 Primary Branch - Kumasi	202310	Bank Account	RECEIPTS PAYABLES	Commissioner, KMC	001 Account 006 (For Advance Payment)	Y

Showing 1 to 6 of 6 entries

SHOW
10
+ 100%

- 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:

Account Number:

Account Type:

Pay To:

Active:

Bank Branch:

Run:

Description:

Usage Type:

Bank Account Search Result:

Search:

Account Number	Name	Bank	Bank Branch	Active	Account Type	Usage Type	Pay To	Description	Active
1234567890	Municipal Fund	STATE BANK OF INDIA	Main Branch Kumasi	202310		RECEIPTS PAYABLES	Commissioner, KMC	001	Y
1234567890	Municipal Fund	STATE BANK OF INDIA	Main Branch Kumasi	202310		RECEIPTS PAYABLES	Commissioner, KMC	002 (For Advance Payment 0-4-5)	Y
1234567890	Municipal Fund	STATE BANK OF INDIA	Main Branch Kumasi	202310	Bank Account	RECEIPTS PAYABLES	Commissioner, KMC	003	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.

**Create Bank Account**

Bank Branch \* STATE BANK OF I

Account Number \* 10826362639 Fund \* Municipal Fund

Account Type \* Select Description TDSMT

Pay To

Usage Type \* RECEIPTS\_PAYME

Active

**Update** **Close**

- Modify the information in the relevant field 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.

**Bank Account Cheque**

**Tasks**

Cheque No	Date	Status	Cheque Type	Status	Export/Print
No data available in table					

Showing 0 to 0 of 0 entries

Show 10 20 50 entries

Previous Next

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

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

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

Step 3: Enter the details for View Cheque.

Path: Applications>Financials>Masters>Bank Account Set up>Bank Account Cheque>View Cheque.

Tip: Type View Cheque Search Menu.

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

## Create and Manage Schemes

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

Step 1: Open the Create Scheme by clicking on it

Path: Applications>Financials>Masters>Scheme and Sub Scheme>Create Scheme

Tip: Type Create Scheme in Search Menu

Step 2: Enter Details for New Scheme Details

The screenshot shows the 'Create Scheme' form. It includes fields for Scheme Code, Scheme Name, Fund (with a dropdown menu showing 'Select', 'Capital Fund', 'Municipal Fund'), Active (checkbox), Start Date, End Date (format DD/MM/YY), and a Description text area. At the bottom are Save, Reset, and Close buttons.

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

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

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

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

**View Scheme**

Fund #	Municipal Fund #		
Start Date	DD/MM/YYYY	End Date	DD/MM/YYYY

Sl No.	Scheme Code	Scheme Name	Start Date	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	2922	Adverse Seasonal Conditions (ASC)	01/04/2016	31/03/2021	Yes
5	2907	AMRUT	01/04/2016	31/03/2021	Yes
6	2929	APMDP (Water Supply Improvement Scheme)	01/04/2016	31/03/2021	Yes
7	2902	Assembly Constituency Development Program (ACDP)	01/04/2016	31/03/2021	Yes
8	2930	BPS	01/04/2016	31/03/2021	Yes
9	2908	BRGF	01/04/2016	31/03/2021	Yes
10	2917	City Infrastructure	01/04/2016	31/03/2021	Yes
11	2976	Other	01/04/2016	31/03/2021	Yes

Step4: Click on relevant listed scheme for detailed view

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		

**Close**

- 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

S No.	Scheme Code	Scheme Name	Start Date	End Date	Active
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	2913	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	AMRJT	01/04/2016	31/03/2021	Yes

**Search** **Close**

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

Scheme Code	2913	Scheme Name	12th Finance Commission
Fund	Municipal Fund	Active	<input checked="" type="checkbox"/>
Start Date	01/04/2016	End Date	31/03/2021
Description	12th Finance Commission		

**Modify** **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 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 infields.
- After entering the details Press Save Button to Save the Record.

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

Path: Applications>Financials>Masters>Scheme and Sub Scheme>View Sub Scheme

Tip: Type View Sub Scheme in Search Menu

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

**View Sub Scheme**

Fund *	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Municipal Fund"/>	Scheme	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="--- Choose ---"/>
Sub Scheme	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="--- Choose ---"/>	<input style="border: 1px solid #ccc; padding: 2px 10px; background-color: #333; color: white; font-weight: bold; margin-right: 5px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Close"/>	

**View Sub Scheme**

Fund *	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Municipal Fund"/>	Scheme	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="--- Choose ---"/>
Sub Scheme	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="--- Choose ---"/>	<input style="border: 1px solid #ccc; padding: 2px 10px; background-color: #333; color: white; font-weight: bold; margin-right: 5px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Close"/>	

Sl. No.	Sub Scheme Code	Sub Scheme Name	Scheme Name	Fund Name	Estimate Amount	Active
1	BSUP	Basic Services for Urban Poor	InNURM	Municipal Fund	Yes	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Edit"/>

Step4: Click on relevant listed Sub Scheme for detailed view

**View Sub Scheme**

Scheme *	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="InNURM"/>	Name *	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Basic Services for Urban Poor"/>
Code *	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="BSUP"/>	Valid From *	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="01/01/2010"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="..."/>
Valid To *	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="31/03/2021"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="..."/>	Is Active	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="..."/>
Department	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="ENGINEERING"/>	Initial Estimate Amount	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>
Council Loan Proposal Number	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>	Council Loan Proposal Date	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>
Council Admin Sanctioned Number	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>	Council Admin Sanctioned Date	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>
Government Loan Proposal Number	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>	Government Loan Proposal Date	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>
Government Admin Sanction Number	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>	Government Admin Sanction Date	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text"/>

- Click on Close button to go back to Home Screen

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

Path: Applications&gt;Financials&gt;Masters&gt;Scheme and Sub Scheme&gt;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	Scheme	---- Choose ----
Sub Scheme	---- Choose ----		

**Search** **Close**

S. No.	Sub Scheme Code	Sub Scheme Name	Scheme Name	Fund Name	Bottomline Authority	Active
1	BSUP	Basic Services for Urban Poor	InNURM	Municipal Fund	Yes	<input checked="" type="checkbox"/>

**Modify Sub Scheme**

Scheme *	InNURM	Sub Scheme Name *	Basic Services for Urban Poor
Sub Scheme Code *	BSUP	Active	<input checked="" type="checkbox"/>
Valid From *	01/01/2010	Valid To *	31/03/2021
Department	ENGINEERING	Initial Estimate Amount	
Council Loan Proposal Number		Council Loan Proposal Date	DD/MM/YYYY
Council Admin Sanctioned Number		Council Admin Sanctioned Date	DD/MM/YYYY
Government Loan Proposal Number		Government Loan Proposal Date	DD/MM/YYYY
Government Admin Sanction Number		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 Mandatory
- 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

Code	Name	Action
01	Own Sources	TRUE
02	Loans	TRUE
03	Grants	TRUE
04	Debtors Writs	TRUE
05	MURCO	FALSE

Step4: Click on relevant listed Fund Source for detailed view



Fund Source			
Code	01	Name	Own Sources
Active	true		

**Close**

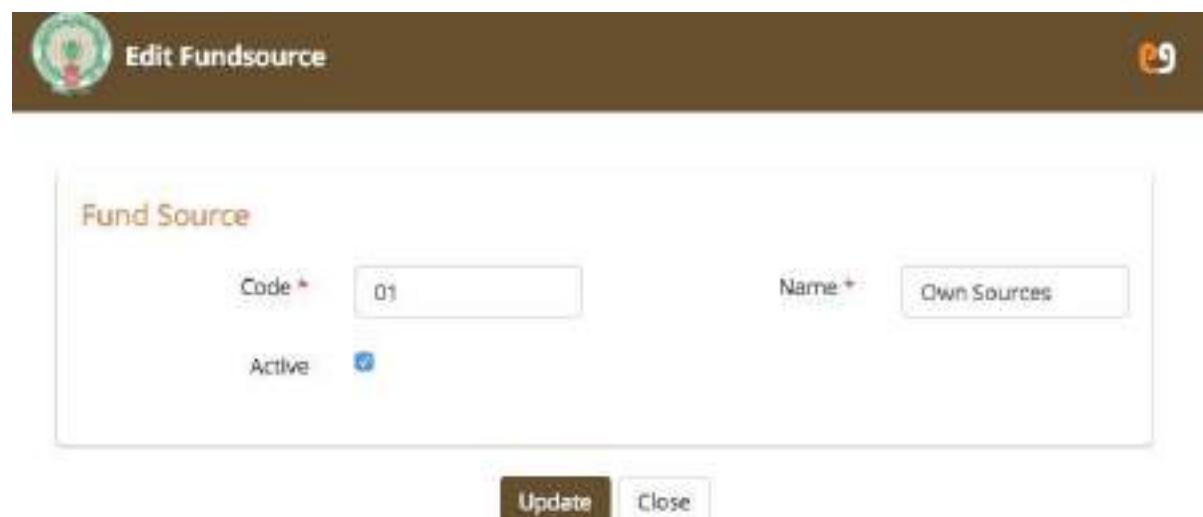
- Click on Close button to go back to Home Screen

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.



Fund Source			
Code *	01	Name *	Own Sources
Active	<input checked="" type="checkbox"/>		

**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.

## 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

Recovery	
Recovery Code *	<input type="text"/>
Applied To *	<input type="button" value="Select"/>
Bank Loan	<input type="checkbox"/>
Remitted To *	<input type="text"/>
Account Number	<input type="text"/>
Recovery Name *	<input type="text"/>
Account Code *	<input type="button" value="Select"/>
Active	<input type="checkbox"/>
IFSC Code	<input type="text"/>
Description	<input type="text"/>

**Create** **Close**

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

Step 3: Open the View Recovery by clicking on it

Path: Applications>Financials>Masters>Recovery>View Recovery

Tip: Type View Recovery in Search Menu

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

**Search Recovery**

Account Code	3502025 - TDS from Co
<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px; border-radius: 5px; background-color: #fff; color: #0070C0; font-weight: bold; font-size: 10px; font-family: inherit; text-decoration: none; cursor: pointer; width: 40px; height: 20px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; background-color: #fff; color: #0070C0; font-weight: bold; font-size: 10px; font-family: inherit; text-decoration: none; cursor: pointer; width: 40px; height: 20px;" type="button" value="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  records per page    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	

- Click on Close button to go back to Home Screen

## Step 5: Open the Edit Recovery by clicking on it

Path: Applications&gt;Financials&gt;Masters&gt;Recovery&gt;Edit Recovery

Tip: Type Edit Recovery in Search Menu

Search Recovery

Account Code	3502052 - VAT/Works C
<input type="button" value="Search"/> <input type="button" value="Close"/>	

## Recovery Search Result

Recovery Code	Recovery Name	SubLedger Type	Account Code	Remitted To	IFSC Code	Account Number	Active
3502052	VAT/WORKS CONTRACTOR	Contractor	VAT/WORKS CONTRACTOR	Yourself, A/c			True

Showing 1 to 1 of 1 entries

10 : records per page

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

- 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 Contrac
Applied To *	Contractor	Account Code *	3502052 - VAT/Wor
Bank Loan:	<input type="checkbox"/>	Active	<input checked="" type="checkbox"/>
Remitted To *	Yourself, A/c	IFSC Code	
Account Number		Description	

- 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

The screenshot shows a dialog box titled 'Account Entity'. It contains fields for 'Name' and 'Description', both marked with a red asterisk indicating they are mandatory. Below these is an 'Active' checkbox. At the bottom are 'Create' and 'Close' buttons.

- 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

The screenshot shows a dialog box titled 'Search Account Entity'. It contains fields for 'Name' and 'Description', and buttons for 'Search' and 'Close'.

AccountEntity Search Result

Name	Description	Active	Primary Qualifier Name
Employee	Employee	True	org.gov.account.Employee
Telephone	Telephone	True	org.gov.account.AccountEntity
Supplier	Supplier	True	org.gov.commerce.Related
Contractor	Contractor	True	org.gov.workforce.EmployeeContractor
ProjectCode	ProjectCode	True	org.gov.workforce.EmployeeProjectCode
DrawingOfficer	Drawing Officer	True	org.gov.citizen.DrawingOfficer
FinHOD	FinHOD	True	org.gov.account.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

- Click on Close button to go back to Home Screen

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

Account Entity Edit option not provided to end user.

### Create and Manage User Defined Codes

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

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

Path: Applications>Financials>Masters>User Defined Codes>Add User Defined Code

Tip: Type Add User Defined Code in Search Menu

Step 2: Enter Details for New User Defined Code Details

User Defined Code

Account detail type *	<input type="button" value="Select"/>	Name *	<input type="text"/>
Code *	<input type="text"/>	Narration	<input type="text"/>
Active	<input type="checkbox"/>		

- 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:	<input type="text" value="Telephone"/>	Name:	<input type="text"/>
Code:	<input type="text"/>		

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

Showing 1 to 1 of 1 entries     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

User Defined Code

Account detail type *	Telephone	Name *	Computer Section
Code *	1234567890	Narration	
Active	<input checked="" type="checkbox"/>	<b>Update</b> <b>Close</b>	

- 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.

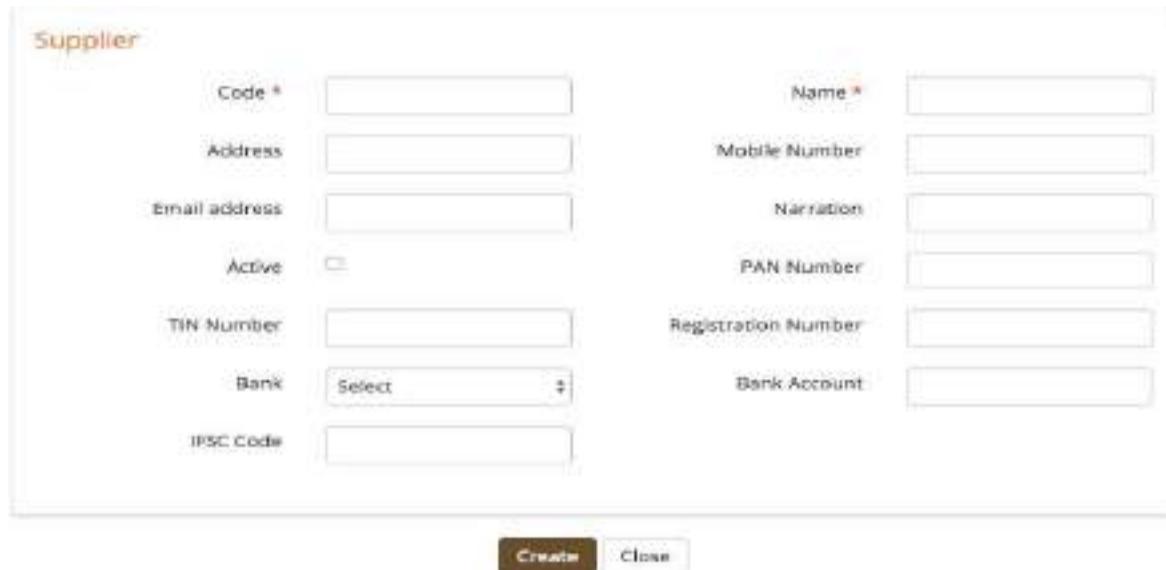
### Create and Manage Suppliers

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 image shows a 'Supplier' creation form with the following fields:

- Code \* (input field)
- Name \* (input field)
- Address (input field)
- Mobile Number (input field)
- Email address (input field)
- Narration (input field)
- Active (checkbox)
- PAN Number (input field)
- TIN Number (input field)
- Registration Number (input field)
- Bank (dropdown menu: Select)
- Bank Account (input field)
- IFSC Code (input field)

At the bottom 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
KVC100	Recoveries Payables		true			

Showing 1 to 1 of 1 entries    10 records per page    [Excel](#) [PDF](#) [Print](#)

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

[Update](#) [Close](#)

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

## Budgeting

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

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

### Upload Budget

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

- Fund
- Department
- Function
- Account

Following are the detailed process to upload the Budget

Step 1 : Download Templet for preparation of Budget Upload file

Path: Applications>Financials>Budgeting>Upload Budget

Step 2: Click on Upload Budget Menu Item

---

**Upload Budget**

**Upload File \***

Choose File | No file chosen

**Download Template**

\* Only .xls files are supported.

Output Item	Output File
Budget_Kerala Power Charges Corrections-1_budget_original_2016-05-10 12:43:08_009.xls	Budget_Kerala Power Charges Corrections-1_budget_output_2016-05-10 12:41:08_000.xls
KMC_201617FinalBudgetV3_budget_original_2016-KMC_201617FinalBudgetV3_budget_output_2016-05-06 13:08:39_16.xls	KMC_201617FinalBudgetV3_budget_output_2016-05-06 13:08:39_16.xls
KMC_201617FinalBudgetV3_budget_original_2016-KMC_201617FinalBudgetV3_budget_output_2016-05-06 12:43:46_831.xls	KMC_201617FinalBudgetV3_budget_output_2016-05-06 12:43:46_831.xls
KMC_201617FinalBudgetV3_budget_original_2016-KMC_201617FinalBudgetV3_budget_output_2016-05-03 01:19:04_266.xls	KMC_201617FinalBudgetV3_budget_output_2016-05-03 01:19:04_266.xls
KMC_201617FinalBudget_budget_original_2016-KMC_201617FinalBudget_budget_output_2016-05-03 01:19:49_945.xls	KMC_201617FinalBudget_budget_output_2016-05-03 01:19:49_945.xls

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

A	B	C	D	E	F	G
1 Name of Municipality	Kummal Municipal Corporation					
2 RBE Year	2015-16					
3 BE Year	2016-17					
4 Fund Code	Department Code	Function Code	Chart of Account Code	RBE Amount (Rs)	BE Amount (Rs)	Planning Percentage
5 01	D	00000	2101001	12323	444232	100
6 01	D	00000	2101002	7648	82100	100
7 01	D	00000	2101003	27995	30685	100
8 01	D	00000	2101004	30110	43241	100
9 01	D	00000	2101005	52451	57998	100
10 01	D	00000	2101006	73387	50398	100
11 01	D	00000	2101007	39021	43983	100
12 01	D	00000	2101008	20109	22120	100
13 01	D	00000	2101009	42129	46342	100
14 01	D	00000	2101010	35681	39227	100
15 01	D	00000	2101011	70073	77999	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 --- Executing Department: --- Select ---

Fund: --- 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 Executing Department: ENGINEERING

Fund: Municipal Fund Function: --- Select ---

**Search** **Reset** **Close**

- Click on Search Button to list the Budget

**Budget Search**

Financial Year\* 2016-17

Budget: --- Select --- Executing Department: ENGINEERING

Fund: Municipal Fund Function: --- Select ---

**Search** **Reset** **Close**

Budget		
Name	Period	Description
ENG-BE-Cap-2016-17	Capital-BE-2016-17	ENGINEERING BE Capital Budget 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 Updts 31 March	Estimate Amount
ENG-BE-Cap-2016-17	4123010-CWIP-Traffic Island and Central Medians	ENGINEERING	Parks, Gardens	Municipal Fund	0.00	2000.00
ENG-BE-Cap-2016-17	4123012-CWIP-Road Widening Compensation	ENGINEERING	Roads and Pavement	Municipal Fund	0.00	10000.00
ENG-BE-Cap-2016-17	4123015-CWIP-Stone and Metal Roads	ENGINEERING	Roads and Pavement	Municipal Fund	0.00	10000.00
ENG-BE-Cap-2016-17	4123102-CWIP-Major Drains	ENGINEERING	Storm water Drains	Municipal Fund	0.00	40000.00
ENG-BE-Cap-2016-17	4123103-CWIP-Minor Drains	ENGINEERING	Storm water Drains	Municipal Fund	0.00	50000.00
ENG-BE-Cap-2016-17	4123201-CWIP-Water Works	ENGINEERING	Water Supply	Municipal Fund	0.00	2000.00
ENG-BE-Cap-2016-17	4123204-CWIP-Pump House	ENGINEERING	Water Supply	Municipal Fund	0.00	3500.00
ENG-BE-Cap-2016-17	4123205-CWIP-Water Main Lines	ENGINEERING	Water Supply	Municipal Fund	0.00	3000.00
ENG-BE-Cap-2016-17	4123206-CWIP-Water Distribution Lines	ENGINEERING	Water Supply	Municipal Fund	0.00	15000.00
ENG-BE-Cap-2016-17	4123213-CWIP-Bore Wells - Meter	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

The screenshot shows the 'Add/Release' interface for budgeting. At the top, there are dropdown menus for 'Financial Year' (2016-17), 'Budget Line Item/Value/Item No.' (61), and 'Executing Department' (Sangli Municipality). Below these are fields for 'Date' (13/06/2016) and 'Comments' (Leave). A 'Get Actuals' button is present. The main table shows budget details for a specific item:

Add/Release From existing Budget And Release										
Actual Expenditure	Planned	Rate	Planned Expenditure	Expenditure (Rs.)	Planned Budget (Rs.)	Expenditure (Rs.)	Planned Budget (Rs.)	Actual Fund	Planned Budget (Rs.)	Actual Fund
2005221-Water 1	Water Supply	Municipal F	100.00	12500000.00	0.00	12500000.00	81950.00	12460050.00	12500000.00	

At the bottom, a summary table shows the budget after the addition:

Budget	Budget Details	Planned	Rate	Planned Expenditure	Planned Budget Percentage	Planned Budget (Rs.)	Planned Budget (Rs.)	Budget Provisions and other Additions Appropriation (Rs.)	Budget Provisions and other Additions Appropriation (Rs.)
12500000.00	12500000.00	81950.00	12460050.00	12500000.00	12500000.00	12500000.00	12500000.00	12500000.00	12500000.00

Buttons for 'Save' and 'Close' are at the bottom right.

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

## Transactions Data Process

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

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

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

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

### Expenditure

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

#### Bill Register

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

#### Create Expense Bill

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

Step1: Create Expense Bill by clicking on it

Path: Applications > Financials > Transactions > Expenditures > Bill Register > Create Expense Bill





## Step 2: Enter the details of Expense Bill

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

### Step 3: Validate the Account Heads and amounts

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

Expense #6	
Header	Check List
Approved Information	
<b>Check List Name:</b>	Check List Data
1. Productive time is present.	Yes 8
2. Whether the budget provision is available.	Yes 8
3. Whether the E&B has been appropriately documented/supported.	Yes 8
4. Whether original is has been received.	Yes 2

- 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

Header
Check List
Approve Information

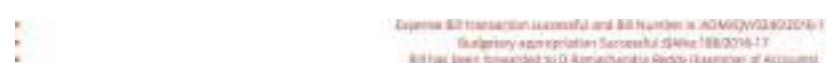
Expense #E123456789

Approval Details

Approver Department	ACCOUNTS	Approver Designation	Guarantor of Account	Approver
Dhananjay Kulkarni - ACC_001_14				
Approver Remarks				
<input style="border: 1px solid #ccc; padding: 5px; width: 100px; height: 30px; background-color: #f0f0f0; border-radius: 5px; font-weight: bold; color: #000; font-size: 12px; margin-bottom: 5px;" type="button" value="Approve"/> <input style="border: 1px solid #ccc; padding: 5px; width: 100px; height: 30px; background-color: #f0f0f0; border-radius: 5px; font-weight: bold; color: #000; font-size: 12px;" type="button" value="Deny"/>				

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

## Step 6: Following message displayed for successful bill creation



- Click on Print Preview to Generate Bill

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

<b>AP TRAINING</b> <b>EXPENSE BILL</b>																	
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 :	06/04/2016	Fund:	Municipal Fund														
Function:	General Administration																
SI No.	Account Code	Account Description	Sub Ledger	Debit Rs.	Credit Rs.												
1	2203001	Traveling in land		3200.00	0.00												
2	3501002	Contractors Payables		0.00	3136.00												
3	3502025	TDS from Contractors	contractor	0.00	64.00												
				Total:	3200.00												
<p><b>Narration:</b> Expenses Incurred towards Travel Expenses to attend training programme on eMunicipal Module Implementation and Reporting in Gorantla, Guntur.</p> <p>Bill is in order. Sanction is accorded for Rs.3200.00/- (Rupees Three Thousand Two Hundred Only.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Generated by</td> <td>K.Mohammed Junaid</td> <td style="width: 15%;">Checked by</td> <td></td> <td style="width: 15%;">Approved By</td> <td></td> </tr> <tr> <td>Date:</td> <td>19/06/2016</td> <td>Date</td> <td></td> <td>Date</td> <td></td> </tr> </table>						Generated by	K.Mohammed Junaid	Checked by		Approved By		Date:	19/06/2016	Date		Date	
Generated by	K.Mohammed Junaid	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.

Worklist					
Date	Supplier	Nature of Work	Status	Details	Search
19/06/2016/0240/EPB	K.Mohammed Junaid	Expense Bill	Accounts Officer Approved - Examined of Accounts Approval Pending	ADM/EJV/0240/2016-17	
Showing 1 to 1 of 1 entries					

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

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

Expense Bill

Header

Bill Number: ABM/EXP/2023/001

Fund: Municipal Fund #

Department: GOVT/NOTIFICATION

Function: General Administration

Remarks: Dispenser Incentive Scheme (Tamil Nadu) Government of Tamil Nadu (Information and Publicity) and Reporting to Finance

Budget Authorization Number: 00000000000000000000000000000000

Step 4: Enter Final Approval Details

Comments: The bill has been approved for Rs. 100,000.

Approval Details:

Approver Department: ADMINISTRATION

Approver Designation: Commissioner

Approver: S.Ravindra Babu - ADM.Commissioner-1

Approver Remarks: For approval of Bill Pass

Buttons: Forward, Close, Print

- 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)**

**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					
<a href="#">Expense Bill</a>  <a href="#">Voucher</a> 					
Date	Sender	Nature of Work	Status	Details	
19/06/2016 02:10 PM	D.Ramachandras Reddy	Expense Bill	Examiner of Accounts Approved - Commissioner Approval Pending	ADM/02W0340/2016-17	
12/06/2016 10:20 PM	D.Ramachandras Reddy	Expense Bill	Examiner of Accounts Approved - Commissioner Approval Pending	PH/10/W0230/2016-17	
11/06/2016 02:38 PM	D.Ramachandras Reddy	Expense Bill	END-END	TPV/V0178/2016-17	
05/06/2016 11:29 AM	944783-D.M.S.Mallikarjuna	New Assessment	Commissioner Officer Approved - Commissioner Approval Pending	04627-2016-EL-D. Shrinivasa Mallikarjuna, weaker section	
14/03/2016 04:13 PM	S.N.Chakravarthy	Voucher	END-END	1/EW/2000000005/2015-16	
10/03/2016 03:43 PM	8135528-S.Ravindra Babu	Addition/Alteration	Alter/Commissioner Approved - Digital Signature Pending	1016/ADM/143, 5 Alia Suthena, Mared, Aizawl, Nagaland	

- 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 Junaid	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 *	<input type="button" value="Expense"/>	<input type="button" value="Revenue"/>	<input type="button" value="Capital"/>
Bill Date From *	<input type="text" value="01/04/2016"/>	Bill Date To *	<input type="text" value="07/06/2016"/>
Fund *	<input type="button" value="Municipal Fund"/>		
Department:	<input type="button" value="----Choose----"/>		
Bill Number	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="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.

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	Department	ADMINISTRATION
From Date	05/04/2016	To Date	06/04/2016
Bill Number			

Bill No.	Bill Number	Bill Date	Bill Amount	Paid Amount	Expenditure Type	Department
1	ACRUEINV0240/2016-17	05/04/2016	3200.00	3200.00	Expense	ADMINISTRATION

#### Step 3: Click on Bill Number to Generate Bill Voucher

**Generate Bill Voucher**

Master User:	ORACLE11	Generate	
Paid:	Minis Fund		
Department:	ADMINISTRATION		
Amount:			

**Account Details**

Account Name	Debit	Credit	Debit Bal.	Credit Bal.
General Administration	120000	Banking Income	320000	0.00
General Administration	320000	Bank Book Banker	0.00	320000
General Administration	320000	Contingency Payable	0.00	320000
			320000	320000

**Bill Master Details**

Bill Date	Bill Type	Bill No.	Bill Bal.	Bill Due
05/04/2016	Expense	ACRUEINV0240/2016-17	3200.00	0.00

**Comments:** At per the current scenario, the required proposal for confirmation is available.

**Approval Details**

Approver Department:	ACCOUNTS	Approver Designation:	Associate Executive of Accounts
Approver Remarks:	For the audit/Verification of this proposal.		

- 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

Finance Management Module User Manual

#### Commonly Used Abbreviations

## Bill Voucher Verification User

#### Step 4: Open the Voucher from Work list

Worklist						Search
Date	Entered	Nature of Work	Status	Details		
15/06/2016 02:55 PM	K. Mohammed (united)	Voucher	Accounts Officer Approved - Assistant Examiner of Accounts Approval Pending	1-EW70000320542016-17		
03/06/2016 02:17 PM	K. Mohammed (united)	Voucher	Accounts Officer Approved - Assistant Examiner of Accounts Approval Pending	1-EW70000320542016-17		

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

**Journal Voucher Approval**

Journal Voucher Number:	110000000002040010-11	Date:	20/03/2011	
Role:	Municipal Fund			
Department:	ABMISDFWASHI			
Bank/Account:	ABMISDFWASHI			
Bill Number:	ABMISDFWASHI			
Monthly				
<b>Journal Voucher Details</b>				
Debit Account	Credit Account	Amount (Rs.)	Amount (Rs.)	
General Administration	2011000	Corporation Payables	0.00	310.00
General Administration	0022000	TDS (From Contractors)	0.00	0.00
General Administration	0023000	Flowering Plants	3000.00	0.00
			1043	3000.00
				3000.00
<b>Sub-Ledger Details</b>				
Debit Account	Credit Account	Amount (Rs.)	Amount (Rs.)	
0022000	0023000	0.00	0.00	
<b>Approval Details</b>				
Approver Department:	ACCOUNTS	Approver Designation:	Owner of Account:	Approver:
				Dr. Mahadeva Reddy - ACC_033_11
Approver Remarks:				
For the Voucher No-110000000002040010-11 Approved Please				
<b>Forward</b> <b>Next</b> <b>Close</b>				

- Enter remarks and click on Forward Button.

► Teacher has been Enriched by *Elizaveta Pechkina* (Curator of *Artists and*

ANSWER

## Bill Voucher Verification User (2<sup>nd</sup> Level)

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

Worklist					Search
Date	Sender	Nature of Work	Status	Details	
10/06/2016 03:10 PM	Hanuman Prasad	Neather	Assistant Examiner of Accounts:Approved - Examiner of Accounts:Approval pending	1/JW000000223/04/2016-17	

## Step 6: Enter Voucher Approving Authority

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

► Your bid has been forwarded to S. Journe's Biblio-Commerce!

Paul Pfeiffer 2004

## Bill Voucher Final Approving User

Worklist						Search
	Voucher	Expense Bill	New Assessment	Addition/Alteration		
Date	Entered By	Nature of Work		Status	Details	
19/06/2016 02:50 PM	D Ramachandru Reddy	Voucher		Examiner of Accounts Approved - Commissioner Approval pending	1/EN/90000322/PA/2016-17	
12/06/2016 10:30 PM	D Ramachandru Reddy	Expense Bill		Examiner of Accounts Approved - Commissioner Approval pending	PHSE/WE230/2016-17	
11/06/2016 02:39 PM	D Ramachandru Reddy	Expense Bill		END - END	THV/WE0123/2016-17	
15/06/2016 11:33 AM	844183-G.M.S.Mallikarjuna	New Assessment		Chancery/Seal Officer Approved - Commissioner Approval pending	14627-2016-01, D. Srinivasa, Residential, weaker section	
14/06/2016 04:13 PM	S M Chakravarthy	Voucher		END - END	1/EN/9000006/ES/2015-16	
19/12/2016 03:43 PM	9525620-G Rayudu Babu	Addition/Alteration		After Commissioner Approved - Digital Signature Pending	1054028/01-G. Aila, Ghatana, Nizam, Aizak Nagar	

## Step 8: Approval the Bill Voucher

- Enter remarks and click on Approve Button

#### • The filter has been removed

#### ANSWER

Department: ADMINISTRATION		Voucher Number: 16JW00010320/04/2016-17						
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	2253001	Traveling Inland				5200.00	0.00
2	General Administration	3502025	FDS from Contractors	3502025A/Premalatha			0.00	64.00
3	General Administration	3501002	Contractors Payables				0.00	3136.00
							Total	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

Approved Bill										
Bill ID	Bill Number	Bill Date	Bill Reference Number	Bill Status	Type	Due Amount	Status	Amount	Remarks	Remarks
1	PD-1/2018	28/04/2018	L1631/00000105/04/2018-17	00/04/2018	State Chkmaster	121425.00	0.00	121425.00	PUBLIC HEALTH AND SANITATION	Public Health
2	PD-2/2018	28/04/2018	L1631/00000110/04/2018-17	00/04/2018	State Chkmaster	327384.00	0.00	327384.00	PUBLIC HEALTH AND SANITATION	Public Health
3	PD-3/2018	28/04/2018	L1631/00000111/04/2018-17	00/04/2018	State Chkmaster	144305.00	0.00	144305.00	PUBLIC HEALTH AND SANITATION	Public Health
4	PD-11/2018	28/04/2018	L1631/00000112/04/2018-17	00/04/2018	State Chkmaster	149283.00	0.00	149283.00	PUBLIC HEALTH AND SANITATION	Public Health
5	PD-12/2018	28/04/2018	L1631/00000113/04/2018-17	00/04/2018	State Chkmaster	146286.00	0.00	146286.00	PUBLIC HEALTH AND SANITATION	Public Health
6	PD-13/2018	28/04/2018	L1631/00000114/04/2018-17	00/04/2018	State Chkmaster	144935.00	0.00	144935.00	PUBLIC HEALTH AND SANITATION	Public Health
7	MRM02/2018-17	28/04/2018	L1631/00000115/04/2018-17	00/04/2018	e-Promithe	10.00	0.00	10.00	APM02/2018	General Administration

Maximum of 500 records are displayed.  
Maximum amount of 50 bills for single payment.

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

Step 4: Enter Payment Details

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

Step 5: Confirmation of Payment Voucher Generation

Bill Payment Voucher

Payment Details		Bill Details																																					
<table border="1"> <thead> <tr> <th colspan="4">Payment Details</th> </tr> </thead> <tbody> <tr> <td>From:</td> <td colspan="3">Municipal Fund</td> </tr> <tr> <td>Department:</td> <td colspan="3">ADMINISTRATION</td> </tr> <tr> <td>Function:</td> <td colspan="3">General Administration</td> </tr> <tr> <td>oucher Number:</td> <td>1/BPV/00000138/04/2016-17</td> <td>oucher Date:</td> <td>20/04/2016</td> </tr> <tr> <td>Bank/Branch:</td> <td colspan="3">STATE BANK OF INDIA, Treasury Branch, Kurnool (Bank Account: 844810206002) - STATE BANK OF INDIA</td> </tr> <tr> <td>Narration:</td> <td colspan="3">Being Travel Expenses Bill Voucher Paid as per approved Bill Voucher No: ADM/EJV/0240/2016-17</td> </tr> <tr> <td>Mode of Payment:</td> <td>Cheque</td> <td>Payment Amount (Rs):</td> <td>3136.00</td> </tr> <tr> <td>Comments:</td> <td colspan="3">The voucher has been prepared for Rs. 3136.00</td> </tr> </tbody> </table>				Payment Details				From:	Municipal Fund			Department:	ADMINISTRATION			Function:	General Administration			oucher Number:	1/BPV/00000138/04/2016-17	oucher Date:	20/04/2016	Bank/Branch:	STATE BANK OF INDIA, Treasury Branch, Kurnool (Bank Account: 844810206002) - STATE BANK OF INDIA			Narration:	Being Travel Expenses Bill Voucher Paid as per approved Bill Voucher No: ADM/EJV/0240/2016-17			Mode of Payment:	Cheque	Payment Amount (Rs):	3136.00	Comments:	The voucher has been prepared for Rs. 3136.00		
Payment Details																																							
From:	Municipal Fund																																						
Department:	ADMINISTRATION																																						
Function:	General Administration																																						
oucher Number:	1/BPV/00000138/04/2016-17	oucher Date:	20/04/2016																																				
Bank/Branch:	STATE BANK OF INDIA, Treasury Branch, Kurnool (Bank Account: 844810206002) - STATE BANK OF INDIA																																						
Narration:	Being Travel Expenses Bill Voucher Paid as per approved Bill Voucher No: ADM/EJV/0240/2016-17																																						
Mode of Payment:	Cheque	Payment Amount (Rs):	3136.00																																				
Comments:	The voucher has been prepared for Rs. 3136.00																																						
<input type="button" value="Print Preview"/> <input type="button" value="Close"/>																																							

AP TRAINING					
BANK PAYMENT VOUCHER					
BPV Number:	1/BPV/00000138/04/2016-17	Bank Name:	STATE BANK OF INDIA, Treasury Branch, Kurnool		
Date:	07/04/2016	Bank Account No:	844810206002		
Bill Number:	ADM/EJV/0240/2016-17	Cheque Date:			
Link/Type No:	1/EJV/00000322/04/2016-17				
Party Name:	A.Premalatha				
Cheque No:					
Narration:	Being Travel Expenses Bill Voucher Paid as per approved Bill Voucher No: ADM/EJV/0240/2016-17				
Amount:	Rupees Three Thousand One Hundred Thirty Six Only				
Sl. No	Department	Account Code	Sub Ledger	Debit (Rs)	Credit (Rs)
1	ADMINISTRATION	3501002		3136.00	0.00
2	ADMINISTRATION	4502106		0.00	3136.00
				Total	3136.00
Prepared by:		K.Mohammed Juneed	Checked by:	Approved by:	
Date:		19/04/2016	Date:	Date:	




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

**Worklist**

Date	Entered	Reason of Work	Status	Details
19/06/2016 09:13 PM	K. Mohammed Javed	Payment	Accounts Officer Approved - Examiner of Accounts Approval Pending	1/8PV0000158/04/2016-17 CHEQUE

Showing 1 to 1 of 1 entries

100 records per page

**Bill Payment View**

**Payment Details**      **Bill Details**

Payment Details		Bill Details	
From:	Municipal Fund	Department:	ADMINISTRATION
Function:	General Administration	oucher No:	1/8PV0000158/04/2016-17
Number:	1/8PV0000158/04/2016-17	oucher Date:	07/06/2016
Bank Branch:	STATE BANK OF INDIA - Tumkur Branch, Kurnool - Bank Account		STATE BANK OF INDIA - Tumkur Branch, Kurnool - Bank Account
Narration:	Being Paid Expenses Bill Voucher Paid as per approved Bill Voucher No. 1/8PV0000158/04/2016-17		
Mode of Payment:	Cheque	Payment Amount(Rs.)	2100.00
Comments:	The amount has been sanctioned for Rs. 2100.00		

**Approve Details**

Approver Details: **COMPTROLLER**      Approver Designation: **Comptroller & Auditor**      Comptroller ID: **1/8PV0000158/04/2016-17**

Approver Remarks: **For Approval Please Review and Signatory on the Details Please**

**Forward**      **Next**      **Close**

**Post Previous**

**Reported Details**

Reported Details: **1/8PV0000158/04/2016-17**

**Bill Payment View**

**Payment Details**      **Bill Details**

Payment Details		Bill Details	
From:	Municipal Fund	Department:	ADMINISTRATION
Function:	General Administration	oucher No:	1/8PV0000158/04/2016-17
Number:	1/8PV0000158/04/2016-17	oucher Date:	07/06/2016
Bank Branch:	STATE BANK OF INDIA - Tumkur Branch, Kurnool - Bank Account		STATE BANK OF INDIA - Tumkur Branch, Kurnool - Bank Account
Narration:	Being Paid Expenses Bill Voucher Paid as per approved Bill Voucher No. 1/8PV0000158/04/2016-17		
Mode of Payment:	Cheque	Payment Amount(Rs.)	2100.00
Comments:	The amount has been sanctioned for Rs. 2100.00		

**Post Previous**      **Close**

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

APe-Citizen Application

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Worklist					Search
Payment	Expense Bill	New Assessment	Voucher	Addition/Alteration	
Date	Submitter	Nature of Work	Status	Details	
19/06/2016 03:13 PM	DR RamaChandra Reddy	Payment	Examiner of Accounts Approved - Commissioner Approval pending.	188PW08300139/04/2016-17- DR/RC	
12/06/2016 10:30 PM	DR RamaChandra Reddy	Expense Bill	Examiner of Accounts Approved - Commissioner Approval pending.	FHS08/00228/2016-17	
11/06/2016 02:33 PM	DR RamaChandra Reddy	Expense Bill	END-END	TIN/WST/TS/2016-17	
05/06/2016 11:39 AM	9441650-G.M.S.Nallikuruma	New Assessment	Creates/Revenue Officer Approved - Commissioner Approval pending.	34627-2016-EL D. Srinivasa Residential weaker section	
14/05/2016 04:19 PM	Sh Chaitanya	Voucher	END-END	188W08300136/05/2016-18	
10/12/2015 03:49 PM	0035520-S. Ravindra Babu	Addition/Alteration	Alters/Commissioner Approved - Digital Signature Pending.	1016649143-S. Alla Gauthama, Mixed. Adikar Nagar	

## Direct Bank Payment

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

### Step 1: Open Direct Bank Payment

Path: Applications>Financials>Transactions>Expenditures>Payments>DirectBank Payment

**Create Direct Bank Payment**

Voucher Date*	<input type="text" value="16/04/2015"/>	Bank*	<input type="text" value="HDFC BANK"/>	Department*	<input type="text" value="REVENUE"/>
Category*	<input type="text" value="Property Taxes"/>				
Bank*	<input type="text" value="STATE BANK OF INDIA (B-Tulsiy Wksh, Bhuban)"/>				
Amount (Amount)*	<input type="text" value="1000.00"/> Amount <input type="text" value="1000.00"/> Balance				
Mode of Payment*	<input type="text" value="Cheque/Ordr. B/RGS"/>				
Bank Type No.	<input type="text" value="42"/>				
Document Number*	<input type="text" value="103"/>				
Remarks	<input type="text" value="Bank Collected and to CC Bank account from RTA collectors"/>				

Account Details					
Account Code	Account Head		Debit Amount	Credit Amount	Adv.
101001	Interest Due		1000.00	0.00	<input checked="" type="checkbox"/>
101001			1000.00	0.00	<input type="checkbox"/>

Sub-Sub-Sub-Account					
Account Code	Name	Code	Name	Amount	Adv.
101001-1	101001-1	101001-1			<input checked="" type="checkbox"/>
101001-1					<input type="checkbox"/>

**Mandatory Fields:**

**Approval Details:**

Approver Department:	<input type="text" value="ACCOUNTS"/>	Approver Designation:	<input type="text" value="Controller of Accounts"/>	<input type="checkbox"/>
Approver Remarks:	<input type="text" value="For the payment of bank charges"/>			

**Forward** **Close**

- 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	05/04/2016	Payment Voucher Date To	07/04/2016
Mode of Payment*	<input checked="" type="radio"/> 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, Kurnool	Payee Bank Account*	4502106-844810209002-STATE BANK OF INDIA
Re-Assign Surrender Cheque	<input type="checkbox"/>		
<input type="button" value="Search"/> <input type="button" value="Close"/>			

- Enter the relevant details and click on search button

**Cheque Assignment Search**

Select All	Sl 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 APSPDOL Kurnool	1/BPV/00000137/04/2016-17	06/04/2016	5311130.00	2016-17	999502	06/04/2016
<input type="checkbox"/>	2	T.Narasimha Rao	1/BPV/00000303/04/2016-17	07/04/2016	2354013.00	2016-17		19/05/2016

Cheque Issued From\* ACCOUNTS

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

- \* Cheque has been assigned successfully

**Cheque Assignment View**

Payee Name	Year Code	Cheque Number	Cheque Amount	Cheque Date	Status
A.O. ERO AFSPDCL Kurnool	2016-17	999902	5311118.00	09/04/2018	New

- \* Cheque has been assigned successfully

**Cheque Assignment View**

Payee Name	Year Code	Cheque Number	Cheque Amount	Cheque Date	Status
A.Premalatha	2016-17	999601	3136.00	19/05/2018	New

## RTGS Assignment

### Step 1: Open RTGS Assignment

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

**RTGS Payment Search**

RTGS Number	<input type="text"/>	RTGS Date From	<input type="text" value="01/06/2018"/>
Organization Type	<input type="button" value="Choose..."/>	RTGS Date To	<input type="text" value="30/06/2018"/>
Fund	<input type="button" value="Choose..."/>		
Department	<input type="button" value="Choose..."/>		
Function	<input type="button" value="Choose..."/>		

Bill Payment									
Branch ID	Customer ID	Customer Name	Expense Bill	Bill Status	Bill Creation Date	Project Name	Bill Amount	Net Bill Amount	Payment Status
Total Balance: 0.00									
1	90174/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	61174.00	61174.00	61174.00
2	90175/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	49940.00	49940.00	49940.00
3	90176/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	188428.00	188428.00	188428.00
4	90177/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	8112.00	8112.00	8112.00
5	90178/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	84470.00	84470.00	84470.00
6	90179/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	278368.00	278368.00	278368.00
7	90180/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	89122.00	89122.00	89122.00
8	90181/18	25/04/2018	UCAW0000000000000000000000000000	25/04/18	UCAW0000000000000000000000000000	UCAW0000000000000000000000000000	85361.00	85361.00	85361.00

\*Minimum of 500 targets are displayed here.  
\*\*You can select Maximum of 50 bills for single payment.

Bank of Pleasanton® Online Banking

ANSWER

<sup>14</sup>Reliability of 500 records are displayed here.  
This can not be 100% because of the sample size.

Model of Recovery: Disease, Death/Disability, Death or Disease

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to remove - following screen

• Cannot add account detail type as uncontrolled and unsupported detail type present

Amount Type:	500000	Name:	Contractor Payables
Description:	<input type="text"/>	Type:	Category
Purpose:	Contractor Payables	Classification:	Contract Code
Active for Posting:	<input checked="" type="checkbox"/>	Account Detail Type:	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Periodic Payable:	<input type="checkbox"/>	Budget Required:	<input type="checkbox"/>

**Expense Bill**

Header	Check List	Approved Information	Action
Bill Date	11/04/2016		
Category	Non-Credit Fund		
Department	ADMINISTRATION		
Authorised	CCDR (Central Administration)		
Parameter	Initial of 240 Days (Based on Budget Month Planning)		

Bill Details			
Submitter Type	Supplier	Bill Submitter	Supplier
Submitter Date	MAC/W	Recovery Payable	
Party Bill Number		Party Bill Date	11/04/2016
Pay To	Recovery Payable		

Account Code	Account Name	Amount	Add	Delete
102010	Stationery	1000.00		
104002	Accrued Interest	10.00		
104003	10/10/2016 Accrued Tax	10.00		
105001	Recovery Payable	900.00		

Bank Ledger Details				
Bank Ledger Code	Entity Code	Entity Name	Account Head	Amount
100001	BNK100	Recovery Payable	STATE BANK OF INDIA, TRS, Branch, Autocod	1000.00
100001	BNK100	Recovery Payable	STATE BANK OF INDIA, TRS, Branch, Autocod	900.00

Expense Bill transaction is successful and Bill Number is : ADANQW034102016-17  
 Bank ledger reclassification is successful - BANL 105/2016-17  
 Bill has been forwarded to C. Kanchanamal Reddy (Controller of Accounts)

.....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 Voucher Ref No	Customer	Payment Voucher Ref To	Commodity
Payment Voucher Ref No		Customer	
Bill No	Customer Name	Payment Voucher Ref To	Commodity
Department	Customer Number	Bank Account	Customer
	STATE BANK OF INDIA, TRS, Treasury Branch, Autocod	Bank Account	Customer
	ACCOUNTS	ACCOUNTS	Customer
			EXC100-BANL1050002-STATE BANK OF INDIA

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STATE BANK OF INDIA-SBI Treasury Branch, Kurnool-84481520000-ACCOUNTS

SNo	Head Code	Cheque Number	RTGS Ref Number	Cheque Date	Cheque Date	Cheque Name	Cheque Number	Cheque Amount	Cheque Status	RTGS Date	RTGS Status	RTGS Status
1	2000-01	02460	160940-09-12052018	Branch Manager, SBI, Kurnool	160940-09-12052018	Branch Manager, SBI, Kurnool	02460	10000.00	Submitted - cheque left to be issued	160940-09-12052018	Submitted	Submitted

Choose Head Department+ Accounts

**Surrendering successful**

**Cheque Assignment View**

RTGS Ref Number	Head Code	Cheque Number	RTGS Ref Number	Cheque Amount	Cheque Date	RTGS Date	Status
Branch Manager, SBI, Kurnool	02460	02460	160940-09-12052018	10000.00	160940-09-12052018	160940-09-12052018	Submitted/For Approval

**Close**

### 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

**Journal Voucher**

Voucher Date	16/09/2018	RTGS Ref Number	
Voucher Sub-Type	General	Party Name	
Party/Bill Number	Municipal Panel #	Bill Number	
Party/Bill Date	16/09/2018	Bill Date	
Fund	Municipal Panel #	RTGS Ref Number	160940-09-12052018
Department	ACCOUNTS		
Muniary	Finance and Accounts		
Remarks	Bring forward balance of Head General Account		

**Journal Details**

Journal Details	Debit Account	Debit Amount	Credit Account	Credit Amount	Adv	Recd
1	100000	100000	100000	10000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	107400	107400	107400	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3			100000	10000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**G.O. Ledger Details**

Account Details	Type	Value	Name	Amount	Adv	Recd
—Salaries—	—Salaries—	—Salaries—		10000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Account Details		Amount Entered		Credit Entered		Debit Entered		Adv	Excess
Account Name	Account Type	Amount Entered	Amount Entered	Credit Entered	Debit Entered	Amount Entered	Amount Entered	Adv	Excess
1101001	Interest on Pmts with Deposited Balns	10000.00	10000.00	0.00	0.00	10000.00	10000.00	0.00	0.00
1074001	Interest Accrued 10000.00			10000.00	0.00	10000.00	10000.00	0.00	0.00

Sub-Ledger Details		Type	Code	Name	Amount	Adv	Excess
Account Name	Account Type	—Select—	—Select—		0.00	0.00	0.00
					0.00	0.00	0.00

Approval Details:

Approver Department: ACCOUNTS Approver Designation: Assistant Manager of ACCOUNTS Approver: Jayaraman Prasad - ACC/ADM/11

Approver Remarks: For your reference, verification is successful

**Forward** **Save**

- 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:	2023-07-01	Transfer From	
Fund:	Municipal Fund		
Department:	ACCOUNTS		
Person:	Haridas and Accounts		
Bank:	0101510000000000 STATE BANK OF INDIA	Account No:	400016-000010000000-STATE BANK OF INDIA
Source (Rs.)	1000	Transfer To	
Fund:	Municipal Fund		
Bank:	0101510000000000 STATE BANK OF INDIA	Account No:	400016-000010000000-STATE BANK OF INDIA
Balance (Rs.)	0.00		
Mode of Transaction:	IMPS/NET		
Reference Number:	10498	Reference Date:	01-07-2023
Amount (Rs.)	1000	Reason:	
Using this transfer from 1000 to 1000 in the payment of bank processing fees			
<b>Save</b> <b>Exit</b>			

- 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 *	STATE BANK OF INDIA	Branch *	SBI Treasury Branch, Kurnool
Bank Account *	4502106-844810200002	Reconciliation Date *	30/04/2016
Bank Statement From Date *	01/04/2016	Bank Statement To Date *	30/04/2016
Cheque/DD/RTGS No		Limit results By	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/SPW00000137/04/2016-17	555002	08/04/2016	Payment	5511120.00	09/04/2016
					<a href="#">Reconcile</a> <a href="#">Close</a>

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. N o	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:*	844810206001	Bank Statement Balance:*	123
Bank Statement Date:*	30/04/2016		

Particulars	Amount (Rs)	Amount (Rs)
<b>Balance as per Bank Book</b>	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	
<b>Sub-total</b>	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 Bank book	0.0	
<b>Net-total</b>	0.0	
<b>Bank Balance as per Bank Statement</b>		123

## Vouchers Maintenance

### Cancel Bills

#### Step 1: Open Cancel Bills

Path: Applications>Financials>Transactions>Cancel Bills

**Cancel Bills - Search**

Bill Number	<input type="text"/>	Fund *	<input type="text"/>
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

**General Voucher Search**

✓ Vouchers Canceled Successfully

Voucher Number	<input type="text"/>	Department	<input type="text"/>
Fund #	<input type="text"/>	Voucher Type	<input type="text"/>
Voucher Date From	<input type="text"/>	Voucher Date To	<input type="text"/>
Voucher Date From	<input type="text"/>	Voucher Date To	<input type="text"/>

**Search** **Reset** **Close**

## View Vouchers

### Step 1: Open View Vouchers

Path: Applications>Financials>Transactions>ViewVouchers

**Voucher Search**

Voucher Number	<input type="text"/>	Voucher Name	<input type="text"/>
Voucher Type	<input type="text"/>	Voucher Date From	<input type="text"/>
Fund #	<input type="text"/>	Voucher Date To	<input type="text"/>
Voucher Source	<input type="text"/>	Department	<input type="text"/>

**Search** **Close**

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

No.	Voucher Number	Voucher Type	Voucher Name	Voucher Date	Fund Name	Department Name	Total Amount	Status	Source
1	1/BPV/000000303/04/2016-17	Payment	Bill Payment	07/04/2016	Municipal Fund	ENGINEERING	2354913.00	Approved	Internal
2	1/BPV/000000376/04/2016-17	Payment	Bill Payment	07/04/2016	Municipal Fund	ACCOUNTS	606092.00	Approved	Internal
3	1/BPV/000000380/04/2016-17	Payment	Bill Payment	07/04/2016	Municipal Fund	TOWN PLANNING	633118.00	Approved	Internal
4	1/BPV/000000384/04/2016-17	Payment	Bill Payment	06/04/2016	Municipal Fund	ENGINEERING	35772.00	Approved	Internal

**Voucher View**

Voucher Number:	1/BPV/0000003594/04/2016-17	Date:	07/04/2016
From:	Municipal Fund	By:	KNOWHHS
Department:	ENGINEERING		
Narrative:	Towards the payment of Work Site		

**Print** **Close**

Voucher Details				
Debit Account	Debit Amount	Credit Account	Credit Amount	Debit Amount
Pay Gronds	3581002	Contractors Payment	2354913.00	0.00
Pay Gronds	4581008	National Health Fund	0.00	35772.00
		Total	2354913.00	35772.00

**Bill Payment View**

Payment Details	Bill Details	Cheque Details
Payment Details		
Fund	Municipal Fund	
Department	ENGINEERING	
Function *	Play Grounds	
Voucher Number	1/BPV/0000003/04/2016-17	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	The voucher has been sanctioned for Rs. 2354913.00	

[Print Preview](#) [Close](#)

**Bill Payment View**

Payment Details	Bill Details	Cheque Details			
Bill Details					
Bill Number	Bill Date	Party Name	Bill Amount(Rs)	Paid Amount(Rs)	Paid Amount(Rs)
P.D.5/2016	02/04/2016	T.Ramasimha Rao	2354659.00	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 !				

**Woucher Search**

Woucher Number:	<input type="text"/>	Woucher Date:	<input type="text" value="Journaloucher"/>
Woucher Date From:	<input type="text" value="16/04/2016"/>	Woucher Date To:	<input type="text" value="16/04/2016"/>
Fund:	<input type="text" value="Municipal Fund"/>	Document:	<input type="text" value="...Dinner..."/>
Voucher Status:	<input type="radio" value="Open"/> Open <input type="radio" value="Closed"/> Closed		

**Bill Payment View**

Payment Details	Bill Details	Cheque Details		
Cheque Details				
Cheque Number:	Cheque Date:	Party Code:	Cheque Amount(₹):	Cheque Status:
249042	06/04/2016	Farooq Basha	35772.00	None

## 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" value="3502025"/>	From Date:	<input type="text" value="01/04/2016"/> [dd/mm/yyyy]
To Date *:	<input type="text" value="30/04/2016"/> [dd/mm/yyyy]	Fund *:	<input type="text" value="Municipal Fund"/>
Department *:	<input type="text" value="ENGINEERING"/>	Function *:	<input type="text" value="Public Works Function"/>

## 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		
Recovery Code *:	3502025	Payment Voucher No.:	
Fund *:	Municipal Fund		
Department:	ENGINEERING		
Function *:	Public Works Function		
Payee Bank-Branch *:	—Choose—	Payee Bank Account *:	—Choose—
Re-Assign Surrender Cheque:	<input type="checkbox"/>		
<input type="button" value="Search"/> <input type="button" value="Close"/>			

## 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
<input type="button" value="Proceed"/> <input type="button" value="Close"/>			

Account Code	Account Head	Transaction Type	DR	Credit Amount	Credit Amount	Remarks	Print
40011001	Cash On Hand	Deposit		12345			
40021002	State Bank of Hyderabad	Deposit		2345			

**Create** **Close**

**Create Opening Balance**

**Save (Save & Close)**

**Opening Balances**

Financial Year: 2015-16 Department: ACCOUNTS  
 Period: General Year: 2015-16 / Finance and Accounts  
 Type: Assets  
 Head Year: 2015  
 Head Head:

Account Code	Account Head	Transaction Type	DR	Credit Amount	Credit Amount	Remarks	Print
40011001	Cash On Hand	Deposit		12345			
40021002	State Bank of Hyderabad	Deposit		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**



## Close Period

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

Search Closed Period

Financial Year

Search Closed Period

Financial Year: 2014-15

Search Close

Closed Period

Financial Year: 2014-15

Close Period:

Update Close

Financial Year

Create Financial Year

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

**Financial Year Master**

Financial Year *	2017-18	Active For Posting	<input type="checkbox"/>
Starting Date *	01/04/2017	Ending Date *	31/03/2018
Fiscal Period Name	Starting Date	Ending Date	
201718	01/04/2017	31/03/2018	<b>Add</b>

**Create** **Close**

**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	

**Close**

### 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 
  
  

## Financial Year

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	201718	Starting Date	01/04/2017
		Ending Date	31/03/2018

## Edit Financial Year

Path: Applications&gt;Financials&gt; Period End Activities &gt; Financial Year&gt;Edit Financial Year

## Search Financial Year

Financial Year

## Search Financial Year

Financial Year

2016-17

## Financial Year Search Result

Financial Year #	Starting Date *	Ending Date *	Active*	Active For Posting *	Close Period #	Is Transfer Closing Balance *
201617	2016-04-01 00:00:00.0	2017-03-31 00:00:00.0	true	true	base	true

Showing 1 to 1 of 1 entries

10   
  

## 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

## Reports

### Financial Statements

#### Income and Expenditure Statement

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

**Income Expenditure Report**

Period: <sup>*</sup>	Yearly <input style="width: 20px; height: 15px; border: 1px solid #ccc;" type="button" value="..."/>	Year: <sup>*</sup>	2016-17 <input style="width: 20px; height: 15px; border: 1px solid #ccc;" type="button" value="..."/>
As On Date:	04/05/2016 <input style="width: 100px; height: 25px; border: 1px solid #ccc;" type="button" value="dd/mm/yyyy"/>	Rs:	Rupees <input style="width: 20px; height: 15px; border: 1px solid #ccc;" type="button" value="..."/>
Department:	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="button" value="Select"/>	Fund:	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="button" value="Select"/>
Function:	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="button" value="Select"/>	Functionary:	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="button" value="Select"/>
Field:	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="button" value="Select"/>		

\* Mandatory Fields

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

Income And Expenditure Statement For The Financial Year 2016-17					Amount in Rupees
Account Code	Account Name	Debit Amount	Credit Amount	Debit Amount (A/C)	Amount (A/C)
<b>INCOME</b>					
110	TAX REVENUE	241		43443266.00	3858285.00
120	NON-TAX REVENUE AND COMPENSATION	144			10000.00
130	RENTAL INCOME FROM MUNICIPAL PROPERTY	123		4198803.00	1217745.00
140	FEES AND OTHER CHARGES	144		13606395.00	1306745.00
150	SALE AND HIRE CHARGES	185		9000.00	
160	OTHER INCOME	188		85470.00	4455.00
A	Total INCOME			60583062.00	13411562.00
<b>EXPENDITURE</b>					
210	Capital Works Expenses	120		994560.00	218295.00
220	Administrative Expenses	121		626667.00	-5624.00
230	OPERATION AND MAINTENANCE EXPENSES	121		1897042.00	2118079.00
240	Programme Expenses	124		858804.00	
B	Total EXPENDITURE			35241765.00	2428150.00
A-B	Balance Due (Expenditure)			25341236.00	1899612.00

System Generated : 15/05/2017

Income And Expenditure Schedule Statement For The Financial Year 2016-17					Amount in Rupees
Account code	Head of Income	Head of Expenditure	Head of Income	Head of Expenditure	Amount in Rupees
<b>TAX REVENUE</b>					
11000101	Principle - General Tax		49113900.00		39700000.00
11000201	Waived Land Tax		663100.00		180000.00
11000301	Principle - Water Tax		2359490.00		2187000.00
11000501	Add. Tax on Holdings		1181400.00		-2000.00
11000601	Advt. Tax on Cinema Houses		81000.00		81000.00
11000701	Advt. Tax - Others		98811.00		98811.00
11000801	Tax		43404888.00		3998280.00

System Generated : 15/05/2017

## Balance Sheet

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

**Balance Sheet Report**

Period*:	<input style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 100%;" type="button" value="Yearly"/>	Year*:	<input style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 100%;" type="button" value="2016-17"/>
As On Date:	<input style="width: 100%; height: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="13/06/2016"/> dd/mm/yyyy	Rupees*:	<input style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 100%;" type="button" value="Rupees"/>
Department:	<input style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 100%;" type="button" value="—Select—"/>	Fund:	<input style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 100%;" type="button" value="—Select—"/>
Function:	<input style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 100%;" type="button" value="—Select—"/>		

Balances Sheet Schedule Report for the year 2016/17			
Report Run Date: 03/08/2016		Amounts in Rupees	
Account Code	Account Name	Debit	Credit
480000	Cash In Hand	31234567.00	31234567.00
480000	Cash In Transit	300000.00	300000.00
480000	Bankers in transit	300000.00	300000.00
450000	Bankers in transit 4441100000	177888.00	177888.00
450000	Bankers in transit 4441100000	300000.00	300000.00
450000	Bankers in transit 4201100000	800000.00	800000.00
450000	Bankers in transit 4201100000	900000.00	900000.00
450000	Bankers in transit 4201100000	900000.00	900000.00
450000	Bankers in transit 4201100000	100000.00	100000.00
450000	Bankers in transit 4201100000	100000.00	100000.00
	Total	888888.00	888888.00

## Accounting Reports

### Trial Balance

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

**Trial Balance**

Report type	Date Range <input type="button" value="..."/>	
From Date *	01/06/2016 <input type="button" value="..."/>	To Date * <input type="button" value="..."/>
Fund *	Municipal Fund <input type="button" value="..."/>	Department <input type="button" value="...Choose..."/>
Function	—Choose— <input type="button" value="..."/>	Functionary <input type="button" value="...Choose—"/>
Field	—Choose— <input type="button" value="..."/>	

Trial Balance For Municipal Fund From 01/06/2016 To 13/06/2016						
			Amount in Rupees			
Sl No.	Account Number	Description	Opening Balance(Rs)	Debit(Rs)	Credit(Rs)	Closing Balance(Rs)
1	1100101	Properties- General Tax	2,13,43,328.00 Cr	3,09,384.00	86,88,229.00	2,07,22,173.00 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	1101159	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	3502058	Other Recoveries From Contractors	54,084.00 Dr	0.00	0.00	54,084.00 Dr
98	3503001	Library Costs	2,02,946.00 Dr	0.00	7,11,761.00	9,14,707.00 Cr
99	3503002	Education Costs	3,31,183.00 Dr	0.00	12,11,478.00	15,42,661.00 Cr
100	3504007	Refunds payable-Others	10,127.00 Cr	0.00	0.00	10,127.00 Cr
101	3504102	Advertisement Tax Advance Collection	1,551.00 Cr	0.00	6,881.00	8,432.00 Cr
102	3504108	Water Charges Advance Collection	0.00	0.00	3,700.00	3,700.00 Cr
103	4101002	Grounds	25,54,659.00 Dr	0.00	0.00	25,54,659.00 Dr
104	4103208	Water Distribution Lines	1,07,106.00 Dr	0.00	0.00	1,07,106.00 Dr
105	4106005	Refrigerators	22,450.00 Dr	0.00	0.00	22,450.00 Dr
106	4122001	CWDP-Concrete Roads	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 - Arrears - Private Properties	3,60,754.00 Cr	0.00	5,64,541.00	9,25,295.00 Cr
109	4501001	Cash On Hand	1,47,46,937.00 Dr	1,43,69,835.00	39,60,438.00	2,51,56,334.00 Dr
110	4501002	Cash In Transit	1,17,317.00 Dr	2,45,722.00	0.00	3,63,039.00 Dr
111	4501051	Cheques-in-hand	36,23,410.00 Dr	20,634.00	83,534.00	35,66,710.00 Dr
112	4502105	Nationalised Banks-844810206001	27,79,868.00 Cr	0.00	0.00	27,79,868.00 Cr
113	4502108	Nationalised Banks-844810206002	1,28,206.00 Dr	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 Dr	1,86,86,363.00	1,86,86,363.00 Cr

## Bank Book

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

**Bank Book Report**

Fund:	—Choose—				
Department:	—Choose—				
Function:	—Choose—				
Bank Name:	STATE BANK OF INDIA(SBI) Treasury Branch, Kurnool	Account Number:	4502106-844810205002-STATE BANK OF IN		
Start Date:	01/04/2016	dd/mm/yyyy	End Date:	30/04/2016	dd/mm/yyyy
<input type="button" value="Search"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>					

## 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 <input type="button" value="dd/mm/yyyy"/>	End Date *	15/04/2016 <input type="button" value="dd/mm/yyyy"/>
Sub Ledger Type *	Contractor <input type="button" value="Choose"/>	Department	—Choose— <input type="button" value="Choose"/>

Sub Ledger Schedule Report for 1502056 - Seigniorage 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 Dr
KMC053	K. Mahesh			12,527.00	12,527.00 Dr
KMC072	H.Mammar Reddy			36,991.00	36,991.00 Cr
KMC074	M.Ishaqul Baena			718.00	718.00 Cr
KMC135	R.Venkateshwar Reddy			74,632.00	74,632.00 Cr
KMC153	S.Ramaseswara Reddy			2,437.00	2,437.00 Cr
KMC177	Y.Raghunatha Reddy			2,250.00	2,250.00 Cr
KMC0179	T.Narasimha Rao			3,254.00	3,254.00 Cr
KMC182	K.SALAH			4,409.00	4,409.00 Cr
KMC0299	Recoveries Payables	1,39,808.00			1,39,808.00 Dr
KMC181	T.Venkateswar Reddy			73,781.00	73,781.00 Dr
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* <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="01/04/2016"/>	End Date* <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="10/04/2016"/>
Fund* <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="Municipal Fund"/>	Voucher name <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="--Choose--"/>
Function <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="--Choose--"/>	Department <input style="width: 100%; border: 1px solid #ccc; height: 25px;" type="text" value="--Choose--"/>

Journal Book Report under Municipal Fund from 01/04/2016 to 10/04/2016							
Header Date	Voucher Number	Voucher Name	Account Code	Account Name	Narration	Debit Amount(Rs.)	Credit Amount(Rs.)
04-Apr-2016	1/CR/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
05-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.	107106.00	0.00
				3401003	Further Security Deposit	0.00	22635.00
				3501002	Contractors Payables	0.00	84471.00
02-Apr-2016	1/EX/00000002/04/2016-17	Expense Journal	4106005	Refrigerators	Towards the purchase of New Whirlpool 230 Ltrs Refrigerator for Commissioner Chamber	22450.00	0.00
				3501003	Expenses Payables	0.00	22450.00
01-Apr-2016	1/EX/00000024/04/2016-17	Expense Journal	3502056	Seigniorage Charges	Towards the Seigniorage 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/EPV/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	Seigniorage Charges	0.00	2250.00
			4103206	Water Distribution Lines	402437.00	0.00
			3502015	Labour Cess	0.00	3233.00
02-Apr-2016	1/EPV/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/EPW/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/EPW/00000394/04/2016-17	Expense Journal	3501002	Contractors Payables	0.00	2474.00
			2205202	Other Professional Charges	2474.00	0.00
06-Apr-2016	1/EPV/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/EPV/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 *	<input type="text" value="3502056"/>	Fund *	<input type="text" value="Municipal Fund"/>
Starting Date *	<input type="text" value="01/04/2016"/>	End Date *	<input type="text" value="10/04/2016"/>
Sub Ledger Type *	<input type="text" value="contractor"/>	Entity Details *	<input type="text" value="KMC039"/>
Department:	<input type="text" value="—Choose—"/>		
<input type="button" value="Search"/> <input type="button" value="Close"/>			

Sub Ledger Report for G.V.V.Ramana In Seigniorage Charges under Municipal Fund from 01/04/2016 to 10/04/2016									
Debit					Credit				
Woucher Date	Voucher Number	Voucher Type Name	Particulars	Amount	Woucher Date	Voucher Number	Voucher Type Name	Particulars	Amount
Opening Balance					06-Apr-2016	1/CJW/00000985/04/2016-17	Journal Voucher-Contractor Journal		1,272.00
Closing Balance				1,272.00					1,272.00
Total				1,272.00					1,272.00

Export options: [Excel](#) | [PDF](#)

## General Ledger

Path: Applications&gt;Financials&gt; Reports &gt; Accounting Reports &gt;General Ledger

**General Ledger Report**

Account Code*	3502056	Fund*	Municipal Fund	Department	---Choose---
Starting Date*	01/04/2016 <input type="button" value="dd/mm/yyyy"/>	End Date*	10/04/2016 <input type="button" value="dd/mm/yyyy"/>		
Function	<input type="text"/>				

**General Ledger Report for 3502056:Seigniorage 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/ENV/00000001/D4/2016-17	Journal Voucher-Expense Journal	46,526.00	01-Apr-2016	1/CJW/00000001/D4/2016-17	Journal Voucher-Contractor Journal	3,254.00
01-Apr-2016	1/ENV/00000017/D4/2016-17	Journal Voucher-Expense Journal	2,08,395.00				
01-Apr-2016	1/ENV/00000024/D4/2016-17	Journal Voucher-Expense Journal	10,961.00				
01-Apr-2016	1/ENV/00000108/D4/2016-17	Journal Voucher-Expense Journal	75,336.00				
01-Apr-2016	1/ENV/00000109/D4/2016-17	Journal Voucher-Expense Journal	17,946.00				
01-Apr-2016	1/ENV/00000324/D4/2016-17	Journal Voucher-Expense Journal	46,526.00	01-Apr-2016	1/CJW/00000062/D4/2016-17	Journal Voucher-Contractor Journal	74,632.00

		06-Apr-2016	L/C/N/00000068/04/2016-17	Voucher-Contractor Journal	11,731.00
		06-Apr-2016	L/C/N/00000069/04/2016-17	Journal Voucher-Contractor Journal	24,225.00
		06-Apr-2016	L/C/N/00000070/04/2016-17	Journal Voucher-Contractor Journal	26,088.00
		06-Apr-2016	L/C/N/00000071/04/2016-17	Journal Voucher-Contractor Journal	23,465.00
		06-Apr-2016	L/C/N/00000405/04/2016-17	Journal Voucher-Expense Journal	2,250.00
		06-Apr-2016	L/C/N/00000548/04/2016-17	Journal Voucher-Contractor Journal	1,475.00
		06-Apr-2016	L/C/N/00000549/04/2016-17	Journal Voucher-Contractor Journal	1,467.00
		06-Apr-2016	L/C/N/00000550/04/2016-17	Journal Voucher-Contractor Journal	1,467.00
Closing Balance					1,93,419.00
Total			4,05,690.00		4,05,690.00

[Export options: Excel | PDF](#)

### Opening Balance Report

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

**Opening Balance Report**

Financial Year*	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="2016-17"/>	Fund	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="---Choose---"/>
Department	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="---Choose---"/>		
<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Close"/>			

**Opening Balance Report**

Financial Year*	2016-17	Fund	—Choose—
Department	—Choose—		
<input style="width: 100px; height: 25px; background-color: #e67e22; color: white; border: none; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Search"/> <input style="width: 100px; height: 25px; border: none; border-radius: 5px; font-weight: bold;" type="button" value="Close"/>			

**Opening Balance for the Year 2016-17**

Period	GL Code	Department	Section	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*	01/04/2016 <input type="button" value="dd/mm/yyyy"/>	End Date*	10/04/2016 <input type="button" value="dd/mm/yyyy"/>
Fund*	Municipal Fund		
<input style="width: 100px; height: 25px; background-color: #e67e22; color: white; border: none; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Search"/> <input style="width: 100px; height: 25px; border: none; border-radius: 5px; font-weight: bold;" type="button" value="Close"/>			

**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	L/SPV/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	L/SPV/00000138/04/2016-17	Bill Payment - Payment		Approved	3501003	Expenses Payables	51471.00	0.00
					4502111	Nationalised Banks- 52011866258	0.00	51471.00
01-Apr-2016	L/SPV/00000139/04/2016-17	Bill Payment - Payment		Approved	3501003	Expenses Payables	215051.00	0.00
					4502111	Nationalised Banks- 52011866258	0.00	215051.00
01-Apr-2016	L/SPV/00000140/04/2016-17	Bill Payment - Payment		Approved	3501003	Expenses Payables	10951.00	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	U/C/N/00000052/04/2016-17	Contractor Journal - Journal Voucher		Approved	3502015	Labour Cess	0.00	914.00
					4123001	CWIP-Concrete Road	95976.00	0.00
					3401003	Further Security Deposit	0.00	2399.00
					3502058	Other Recoveries From Contractors	0.00	754.00
					3502056	Seignorage Charges	0.00	1467.00
					3502052	VAT/Works Contract Tax	0.00	4570.00
					3502025	TDS from Contractors	0.00	960.00
					3501002	Contractors Payables	0.00	84912.00
10-Apr-2016	U/B/Rk/00000063/04/2016-17	Other receipts - Receipt	Collection Module	Approved	1405016	Water Meter	0.00	1200.00
					4501002	Cash In Transit	1200.00	0.00

MIS Reports

## Cheque Issue Register

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

**Check Issue Register Report**

Bank Name:	STATE BANK OF INDIA Treasury Branch, Kurnool	Bill Date To Date:	2018-08-01 to 2018-08-21 09:34:12
Check From Date:	01/08/2018	Check To Date:	08/08/2018
Department:	— Select —		

**\* Mandatory Fields**

## Completed Bill Register

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

Bill Register Report													
From:	Montreal Pond #	Department:	Choose...										
From Date:	01/01/2016	To Date:	01/01/2016										
OperationType:	—None—	Bill Type:	—Choose—										
Voucher Number:				Bill Number:									
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>													
250 items found, displaying 1 to 10 [First/Prev] [1..1..1..] [Last/Next]													
Line	Ref Number	Period	Period Number	Description	Period Type	Period	Period Number	Period Description	Period End Date	Period Start Date	Period Description	Period End Date	Period Start Date
1	THREEPE22112016-17	01/04/2016	103000000012016-17	Q1 Overhead Sis Data Cost	000100	000100	00000000	00000000	103000000012016-17				
2	THREEPE22112016-17	01/04/2016	103000000012016-17	My Database and Internet Security Form and Training Centre	000020	000100	00000000	00000000	103000000012016-17				
3	AC0000000002016-17	01/04/2016	103000000012016-17	Clean Home	000000	000	00000000	00000000	103000000012016-17	103000000012016-17			

## Dishonored Cheques Report

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

### Dishonored Cheque/DD Details

## Voucher Status Report

Path: Applications&gt;Financials&gt;Reports&gt;MIS Reports&gt;Voucher Status Report

**Voucher Search By Status**

Fund *	Municipal Fund *	Department	---Choose---
Voucher Type	---Choose---	Voucher Name	---Choose---
From Date*	01/04/2016 <input type="button" value="..."/>	To Date*	30/04/2016 <input type="button" value="..."/> dd/mm/yyyy
Status	<input checked="" type="checkbox"/> ---Choose--- Approved Reversed Reversal Cancelled Preapproved		
<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]

S.No	Department Name	Voucher Number	Voucher Type	Voucher Name	Voucher Date	Source	Total Amount	Owner	Status
1	ACCOUNTS	1/BPV/00000076/04/2016-17	Payment	Bill Payment	01/04/2016	Internal	605092.0	-	Approved
2	ACCOUNTS	1/BPV/00000011/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	2000.0	-	Approved
3	ACCOUNTS	1/BPV/00000002/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	1351.0	-	Approved
4	ACCOUNTS	1/BPV/00000003/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	200.0	-	Approved
5	ACCOUNTS	1/BPV/00000004/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	10.0	-	Approved
6	ACCOUNTS	1/BPV/00000005/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	3000.0	-	Approved
7	ACCOUNTS	1/BPV/00000006/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	3000.0	-	Approved
8	ACCOUNTS	1/BPV/00000007/04/2016-17	Receipt	Other receipts	01/04/2016	Collections	10.0	-	Approved
2632	TOWN PLANNING	1/EPV/00000127/04/2016-17	Journal Voucher	Expense Journal	07/04/2016	Internal	693704.0	-	Approved
2633	TOWN PLANNING	1/EPV/00000180/04/2016-17	Journal Voucher	Expense Journal	20/04/2016	Internal	2644746.0	-	Approved
2634	TOWN PLANNING	1/EPV/00000181/04/2016-17	Journal Voucher	Expense Journal	20/04/2016	Internal	2821057.0	-	Approved
2635	TOWN PLANNING	1/BPV/00000383/04/2016-17	Payment	Bill Payment	27/04/2016	Internal	1020918.0	-	Approved
2636	TOWN PLANNING	1/EPV/00000131/04/2016-17	Journal Voucher	Expense Journal	27/04/2016	Internal	1118614.0	-	Approved
2637	TOWN PLANNING	1/BPV/00000386/04/2016-17	Payment	Remittance Payment	29/04/2016	Internal	158282.0	-	Approved

### Voucher View

Voucher Number : 1/M/W00000131/04/2016-17 Date : 27/04/2016

Fund: Municipal Fund

Department: TOWN PLANNING

Narration:

Source:

#### Account Details

Fund/Department	Account Code	Account Head	Credit 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

Fund/Department	Account Code	Debtor Type	Debtor Key	Amount(Rs)
City and Town Planning	2305299	contractor	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad	1118614.00
City and Town Planning	3502025	contractor	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad	97696.00

### Bank Advice for RTGS Payment

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

#### Bank Advice Report

Bank Name:	STATE BANK OF INDIA	Bank Branch:	SBI Treasury Branch, Kurnool
Account Number:	4502106-844810206002-STATE BANK OF INDIA	RTGS Number:	----Choose----
<input style="width: 80px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-right: 10px;" type="button" value="Search"/> <input style="width: 80px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="Close"/>			

### RTGS Register Report

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

**RTGS Issue Report**

Fund*	Municipal Fund	Department	—Choose---
RTGS Assigned From Date:	01/04/2016 (dd/mm/yyyy)	RTGS Assigned To Date:	30/04/2016 (dd/mm/yyyy)
Bank:	—Choose---	Bank Branch:	—Choose---
Account Number:	—Choose---	RTGS Number:	

**Search** **Save As Pdf** **Save As Xls** **Close**

### Budget Reports

#### Department wise Budget

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

**Budget Report - Departmentwise**

Financial Year *	2016-17	Department	ENGINEERING
Type	Expense		

**PRINT** **SAVE AS PDF** **SAVE AS EXCEL**

#### Function wise Budget

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

**Budget Report - Functionwise**

Financial Year *	2016-17	Department	ENGINEERING
Type	—Select—	Function	—Select—

**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:

Function Center:

Fund:

Budget Head:

As on Date:  (dd/mm/yyyy)

**\* Mandatory Fields**

- 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 <th data-cs="4" data-kind="parent"></th> <th data-kind="ghost"></th> <th data-kind="ghost"></th> <th data-kind="ghost"></th>				
Function Center:	Roads and Pavement	As on Date:	13/06/2016 (dd/mm/yyyy)				
Fund:	Municipal Fund						
RE - (2016-17) (Rs): 76806808.00		Additional Appropriation (Rs): 0.00			RE - (2016-17) (Rs):		
#	DR/CR Appropriation #	DR Amount	DR Date	Writter No.	Writter Date	Amount (Rs)	Current Balance (Rs)
1	BAM: 800/2016-17	5057/24-35	25/04/2016	1/CON/100/00042/24/2016-17	25/04/2016	551430.00	482572.00
2	BAM: 802/2016-17	5057/24-36	25/04/2016	1/CON/100/00042/24/2016-17	25/04/2016	551430.00	482572.00
3	BAM: 803/2016-17	5057/24-36	25/04/2016	1/CON/100/00039/24/2016-17	25/04/2016	657451.00	179774.00
4	BAM: 803/2016-17	5057/24-36	25/04/2016	1/CON/100/00039/24/2016-17	25/04/2016	657451.00	179774.00
5	BAM: 804/2016-17	5057/24-36	25/04/2016	1/CON/100/00048/24/2016-17	25/04/2016	551430.00	602223.00
6	BAM: 805/2016-17	5057/24-36	25/04/2016	1/CON/100/00059/24/2016-17	25/04/2016	551430.00	602223.00

- 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*	---Choose---	Function*	---Choose---
Fund*	---Choose---		
Account Type:	---Choose---	Budget Head:	---Choose---
As On Date*	13/06/2016	dd/mm/yyyy	
<input type="button" value="Search"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>			

---

- 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 (Amount)	Additional Appropriation	Actuals	Variance
ENG-BE-Cap-2016-17	4123001-CWEP-Concrete Roads	ENGINEERING	Roads and Pavement	Municipal Fund	7000000.00	0.00	1647054.00	88332946.00
ENG-BE-Cap-2016-17	4123002-CWEP-Black Topped Roads	ENGINEERING	Roads and Pavement	Municipal Fund	5000000.00	0.00	0.00	5000000.00
ENG-BE-Cap-2016-17	4123003-CWEP-Link Roads, Parallel Roads & Slip Roads	ENGINEERING	Roads and Pavement	Municipal Fund	35000000.00	0.00	0.00	35000000.00
ENG-BE-Cap-2016-17	4123004-CWEP-Footpaths & Pavements Concrete	ENGINEERING	Roads and Pavement	Municipal Fund	12000000.00	0.00	0.00	12000000.00
ENG-BE-Cap-2016-17	4123005-CWEP-Bridges & Culverts	ENGINEERING	Roads and Pavement	Municipal Fund	3000000.00	0.00	0.00	3000000.00
ENG-BE-Cap-2016-17	4123012-CWEP-Road Widening Compensation	ENGINEERING	Roads and Pavement	Municipal Fund	10000000.00	0.00	0.00	10000000.00
ENG-BE-Cap-2016-17	4123015-CWEP-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-By-lane Roads - Repairs and Maintenance	ENGINEERING	Roads and Pavement	Municipal Fund	15000000.00	0.00	1166925.00	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		
<input type="button" value="Search"/> <input type="button" value="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	ADM	0001	1100101-Properties-General Tax	0	0	28911000	0
01	ADM	0001	1903002-Sale of old news papers	0	0	20000	0
01	ADM	0001	1800006-Other Income Un Classified	0	0	1000	0
01	ADM	0001	2101011-Wages to workers through Placement Agencies	0	0	3000000	3000000
01	ADM	0001	2201196-Contingent Expenses	0	0	15000	15000
01	ADM	0001	2202001-Newspapers & journals	0	0	140000	140000
01	ADM	0001	2202101-Printing	0	0	80000	60000
01	ADM	0001	2202102-Stationery	0	0	350000	350000
01	ADM	0001	2202103-Computer Consumables	0	0	200000	200000
01	ADM	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 6 7 8 9 10

- 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

Deduction detailed report

Recovery Code\*: 3502025

Fund\*: Municipal Fund

From Date: 01/04/2016 dd/mm/yyyy

As On Date\*: 13/06/2016 dd/mm/yyyy

Department: ---Choose---

Party Name:

Show already remitted records:

Search Cancel 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 checkbox 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								
S. No	Voucher Type	Reference Number	Voucher Date	Party Name	PAN Number	Total Deduction Amount	Finalized	Pending AMT
1	Contractor Journal	1/CJV/00000048/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	965.00	0.00	965.00
2	Contractor Journal	1/CJV/00000049/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	960.00	0.00	960.00
3	Contractor Journal	1/CJV/00000052/04/2016-17	08/04/2016	K SAILAJA	ADZPTS067A	960.00	0.00	960.00
4	Contractor Journal	1/CJV/00000059/04/2016-17	04/04/2016	K.Mahesh	BMOPK3326D	4597.00	0.00	4597.00
5	Expense Journal	1/EJV/00000131/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1065.00	0.00	1065.00
6	Expense Journal	1/EJV/00000134/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1464.00	0.00	1464.00
7	Expense Journal	1/EJV/00000135/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	3303.00	0.00	3303.00
8	Expense Journal	1/EJV/00000136/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1464.00	0.00	1464.00
9	Expense Journal	1/EJV/00000137/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1982.00	0.00	1982.00
10	Expense Journal	1/EJV/00000138/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1508.00	0.00	1508.00
11	Expense Journal	1/EJV/00000139/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1464.00	0.00	1464.00
12	Expense Journal	1/EJV/00000140/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	2129.00	0.00	2129.00
13	Expense Journal	1/EJV/00000141/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	1982.00	0.00	1982.00
14	Expense Journal	1/EJV/00000142/04/2016-17	07/04/2016	G.Chakradhar S/o Sivudu Golla	AJEPG7158A	932.00	0.00	932.00
64	Expense Journal	1/EJV/00000261/04/2016-17	26/04/2016	K.Mahesh	BMUPK3326D	60.00	0.00	60.00
65	Expense Journal	1/EJV/00000262/04/2016-17	26/04/2016	K.Mahesh	BMUPK3326D	130.00	0.00	130.00
66	Expense Journal	1/EJV/00000263/04/2016-17	26/04/2016	K.Mahesh	BMUPK3326D	89.00	0.00	89.00

Remitted Details										
S. No	Voucher Type	Reference Number	Voucher Date	Party Name	PAN Number	Payment Number	Remitted On	Payments Amount	Chq.no	
1	Expense Journal	1/EJV/00000127/04/2016-17	07/04/2016	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad	1/BPV/00000086/04/2016-17	29/04/2016	60586.00	249850-MULTIPLE		
2	Expense Journal	1/EJV/00000128/04/2016-17	18/04/2016	K.Srinivasulu	AWZPS4600D	1/BPV/00000085/04/2016-17	29/04/2016	918.00	249850-MULTIPLE	
3	Expense Journal	1/EJV/00000129/04/2016-17	18/04/2016	K.Srinivasulu	AWZPS4600D	1/BPV/00000085/04/2016-17	29/04/2016	918.00	249850-MULTIPLE	
4	Expense Journal	1/EJV/00000130/04/2016-17	18/04/2016	M/S Vebans Constructions	AAEPV1849A	1/BPV/00000085/04/2016-17	29/04/2016	15580.00	249850-MULTIPLE	
5	Expense Journal	1/EJV/00000131/04/2016-17	27/04/2016	Data Group Geospatial Technologies Pvt. Ltd. Hyderabad	1/BPV/00000080/04/2016-17	29/04/2016	97696.00	249850-MULTIPLE		

Export Options: Excel | PDF

## Deduction Summary Report

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

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

**Deductions remittance summary**

Recovery Code:	<input type="text" value="3502025"/>	Fund:	<input type="text" value="Municipal Fund"/>
From Date:	<input type="text" value="01/06/2016"/> dd/mm/yyyy	As On Date:	<input type="text" value="13/06/2016"/> dd/mm/yyyy
Department:	<input type="text" value="—Choose—"/>	Party Name:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>			

**Deductions remittance summary for 3502025 as on 13/06/2016**

Sl No.	Voucher Type	Month	Total Deduction(Rs)	Total Remitted(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.