NON TAXREVENUE

User's Manual – Version V4.0

September, 2019
EGOVERNMENTS FOUNDATION
Bangalore

Table of Contents

Master Data Process

Master data in Revenue Management Module derived based on AP Municipal Accounts Manual, ULB Level requirements, standard procedures and practices. ULB system administrators provided privilege to add certain master data and some of the seeded master data loaded into the system.

- Fund
- Department
- Function
- Chart of Accounts
- Banks
- Bank Accounts
- Service Category
- Service Type
- Service Type to Bank Account Mapping
- Approver Remitter Mapping

Create and Manage Service Category

Revenue streams are broadly classified as following service categories. With these 4 Service categories all Bill Based and Receipt Based Revenues brought in to the system.

- Bill Based Revenue – Captured in the respective bill modules like property tax , trade license , water charges and posted to the collections module with the specified service type. These revenues should not be captured in Non Tax Revenue system using Challan or Miscellaneous Receipts.

- Challan Based Revenue – Collections made in the department for which separate operational module is not available.

- Miscellaneous Revenue – Routine receipts normally handled in the ULB counters related to all departments.

- Direct Bank Deposits – Direct Realization in ULB bank account related to all department of ULB

This is seeded data and any additional Service Category Requirements shall be communicated to the System Administrator.
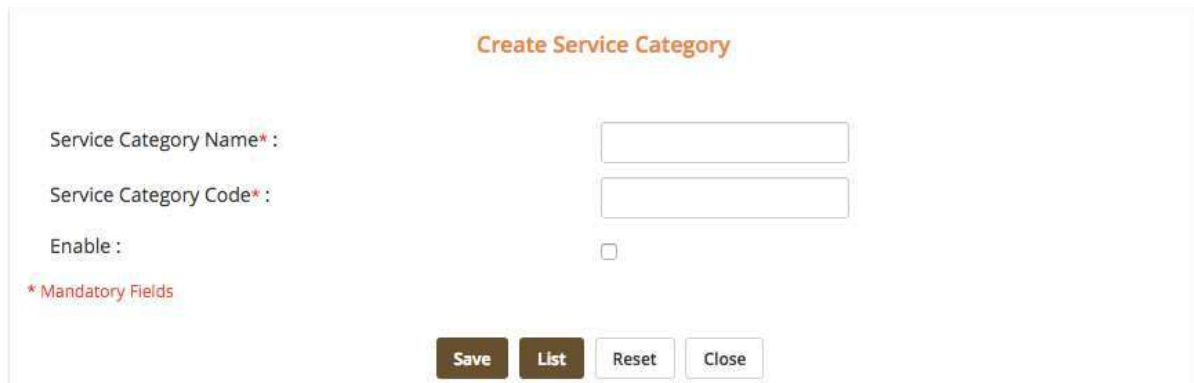
Pre-requirement: Approved Service Category for Creation

Privilege: Only to Administrator of Non-Tax Revenue Module of eGovernments.

Step 1: Open the Service Category by clicking on it

Path: **Applications>Collection>Master>Service
Category**
Tip: Type Service Category in Search Menu

Step 2: Enter New Service Category Details
- Enter Service Category Name as per the approved requirement from department
- Enter Short Name of Service Category Name as Code
- Click on Enable check box
- Click save to store the Service Category master record.

Step 3: List the already defined Service Categories
- Click on List button

Edit Service Category

Service Category Name	Service Category Code	Enabled	Edit
Advertisement Tax	ADTAX	YES	Edit
Axis Payment Gateway	AXIS	YES	Edit
Cess	CESS	YES	Edit
CH110 Tax Revenue	CH110	NO	Edit
CH120 Assigned Revenues And Compensations	CH120	YES	Edit
CH Engineering Section	CHENG	YES	Edit
Collections	CL	YES	Edit
Compensations in lieu of Concessions	CLC	YES	Edit

Step 4: Modify Service Category

- Click on edit for modification of the Service Category

Edit Service Category

Service Category Name* :   Advertisement Tax

Service Category Code* :   ADTAX

Enable :   ☑

* Mandatory Fields

Save   List   Reset   Close

- Modify the required filed as per the approved requirements from the Department.
- Click on Save Button to store the modifications.
- Click on close button to close the window.

Create and Manage Service Type

Service types are subset of Service Category. Each service type associates with the pre-defined service category and captures Fund, Function and One or Multiple Accounting rows depending on functional requirements. As service types are common across all ULBs of Andhra Pradesh State creation and maintenance of Service Type done at Central Monitoring Cell of DMA office. Any requirements of new or modification of Service Type shall be communicated to Central Monitoring Cell for validation and suitable initiation.

Pre-requirement: Approved Service Type for Creation

Privilege: Only to Administrator of Central Monitoring Cell of DMA.

Step 1: Open the Create Service Details by clicking on it

Path: **Applications>Collection>Master>Service Details**
Tip: Type Service Details in Search Menu

Step 2: Select Service Category under which Service Type required to be created

Step3: Enter Details of new Service Type Based on Approved Details

- Click on Create Service

- Enter Short Name of Service Type in Service Code
- Enter Service Type in Service Name
- Check Enable Check Box
- Select appropriate value from the list in Service Mode
- Check Create Voucher Check Box
- Select appropriate value from the list in Voucher Status

- Select appropriate value from the list in Fund and Function

Account Details

Account Head *	Account Code *	Amount *	Add	Delete
Rent from Shopping Complexes	1301015	0.00	⊕	⊗
Interest on Shop Rents/Leases Late Payment	1402014	0.00	⊕	⊗
Service Tax on Rents	3502027	0.00	⊕	⊗

Subledger Details

Account Code *	Type *	Code	Name	Amount *	Add	Delete
---Select--- ⬍	---Select--- ⬍			0	⊕	⊗

* Mandatory Fields

Save   Close

- Enter one or more row in Account Details depending on the requirement.
- Amount for each service can also be defined in the masters in the amount column.
- If the selected service requires sub-ledger accounting, it can also be defined under sub-ledger grid.
- Click on Save Button to Store the Service Type.

COLLECTIONS

- Service created/modified successfully,service code : RSC and service name : Rent From Shopping Complex

- Above message displayed for successful creation of Service Type.

Step 4: Edit Service Type

Service Master

Service Category *   Rent from Civic Amenities   ⬍

* Mandatory Fields

Create Service   List Services

- Click on List Service

List Service

Service Category : Rent from Civic Amenities

Select	SlNo	Service Code	Service Name	Enable
○	1	RSC	Rent From Shopping Complex	YES
○	2	RFM	Rent from Markets	YES
○	3	RFA	Rent from Auditoriums	YES
○	4	RFFCH	Rent from Function/Community Halls	YES
○	14	LOAR	Lease of Advertisement Right	NO
◉	15	RFSC	Rent from Shopping Complexes	YES
○	16	RFSCHG	Rent from School Grounds	YES
○	17	RFOAT	Rent from Open Air Theatres	YES
○	18	RFSGS	Rent from Sports Grounds/Stadia	YES
○	19	GRAH	Ground Rent on space for Advertisements/Hoardings	YES
○	20	LFFT	Lease from Fish Tanks	NO
○	21	RML	Road Margin Lease	NO
○	22	LFWT	Lease from Water Tanks	YES

[View] [Modify] [Create Service] [Close]

- Select the particular service to do update
- Click on Modify Button to update Service Type

Collections

Create Service

Service Details

Service Category	Rent from Civic Amenities
Service Code*	RFSC

Service Name* Rent from Shopping Comple

Enable ☑

Classification: * Misselleneous Collection ▼

Create voucher on receipt creation ☑

Voucher Status Approved ▼

Financial Details

Fund: * Municipal Fund ▼

Function: * Estate ▼

Account Details

Account Head *	Account Code *	Amount *	Add	Delete
Rent from Shopping Complexes	1301015	0	➕	❌

Subledger Details

Account Code	Type	Code	Name	Amount	Add	Delete
▼	---Select--- ▼			0	➕	❌

* Mandatory Fields

Save **Close**

- Modify the Service Type based on approved requirements
- Click Save Button to store modifications in Service Type

Create and Manage Service Type to Bank Account Mapping

All collections in the form of Cash or Instruments need to be deposited in the Bank Accounts of ULB every day. The deposits are normally made in designated bank accounts uniformly based on the service type.

This is the requirements of each ULB and it needs to be carried out by the Administrator of ULB. It is normally onetime activity which has to be carried out carefully.

Step 1: Open Service To Bank Mapping by clicking on it

Path: **Applications>Collection>Master>Service To Bank Mapping**
Tip: Type Bank Mapping in Search Menu

- Select Service Category from the List
- Select Service Type from the List
- Select Bank Name from the List
- Select Bank Branch from the List
- Select Bank Account Number from the List. All the collections made under the mapped Service Type Can automatically available for remittance to this account only.
- The bank accounts listed here are the list of bank accounts from the ULB bank account masters where it is of type Receipts, Receipts and payments.
- Application will list the bank accounts which matches the fund present in the selected service detail.
- Bank branch detail is listed as appended information of Bank account description, bank account number and bank account chart of account to facilitate easier identification of bank account.
- Click on Create Mapping button.

- Service type "Fee for No House Certificate" mapped successfully with Bank account STATE BANK OF INDIA - 8448001020006001000VN

- Above message displayed for successful creation of Service Type to bank account Mapping.

Step 2: View Remittance Bank Service Mapping

View / Modify Remittance Bank Service Mapping

Bank Name	----Choose----	Bank Branch	----Choose----
Bank Account Number	----Choose----		
Service Category	----Choose----	Service Type	----Choose----

* Mandatory Fields

View   Reset   Close

- Click on View Button to list all Service Types

Select	Service Category	Service Type	Bank Name	Bank Branch	Description	Bank Account Number	GLCode
○	Trade License	Trade License Fees	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
○	Service / Administrative Charges	Fee for NOC of Public HealthSection	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
○	Penalties and Fines	Penalty for Un-authorised Construction (TP)	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
○	Miscellaneous Income	Other Penalties	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
○	Service / Administrative	Water Supply Tap Repair Charges	STATE BANK OF	KMC Complex	General Fund	62007226282	4502109

- Select Service Type Mapping Data, which is intended to Modify

○	Fees for Certificate or Extract	Fee for No Due Certificate	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
○	Rent from Civic Amenities	Rent from Function/Community Halls	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
○	Other Fees	Fee under RTI Act	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
○	Engineering Works Deposits	Additional Security Deposit	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109
◉	User Charges	Septic Tank Clearance Charges	STATE BANK OF HYDERABAD	KMC Complex Kurnool	General Fund A/c	62007226282	4502109

Modify **Close**

- Click on Modify Button

Modify Service type to Bank account mapping

Service Category *	User Charges	Service Type *	Septic Tank Clearance Charges	
Bank Name *	STATE BANK OF HYDERABAD	Bank Branch *	KMC Complex Kurnool	
Bank Account Number *	62007226282			

* Mandatory Fields

Create Mapping Reset Close

- Modify the mapping details
- Click on Create Mapping Button to store the Modifications.
- Click on close button to go back to home screen.

Approver to Remitter Mapping

Path: **Applications>Collections>Master>Approver to Remitter Mapping**

In remittance master section we can create, view and update remitter and approver mapping. This section is divided in three screens.

- Create approver remitter mapping.
- View approver remitter mapping.
- Modify approver remitter mapping.

Create approver remitter mapping

Steps to create approver remitter mapping -

- Choose approvers from multi select drop down.
- Choose remitter from drop down.
- Choose active from status drop down if you want to activate the mapping.
- Click on save button.

View approver remitter mapping.

Steps to view approver remitter mapping -

- Select approver from the drop down and click on search to search by approver.
- Select remitter from the drop down and click on search to search by remitter.
- Select active from status drop down and click on search to view the active mappings.
- Or select all three according to you required search criteria.
- Click on reset button to reset all the field.

- If you don't select anythings from the drop downs and press Search button then all active and inactive mappings will appear.

Approver to Remitter Mapping

View Approver to Remitter Mapping

Approver	Select from below ▼
Status	All ▼

Remitter	Select from below ▼

[Search] [Reset] [Close]

S.No	Approver	Remitter	Status
1	testManagerB	Harini	ACTIVE
2	K.V.S.N.Sarma	K.V.S.N.Sarma	ACTIVE
3	testManagerA	Harini	INACTIVE
4	testManagerA	K.V.S.N.Sarma	ACTIVE

Modify approver remitter mapping

Approver to Remitter Mapping

Modify Approver to Remitter Mapping

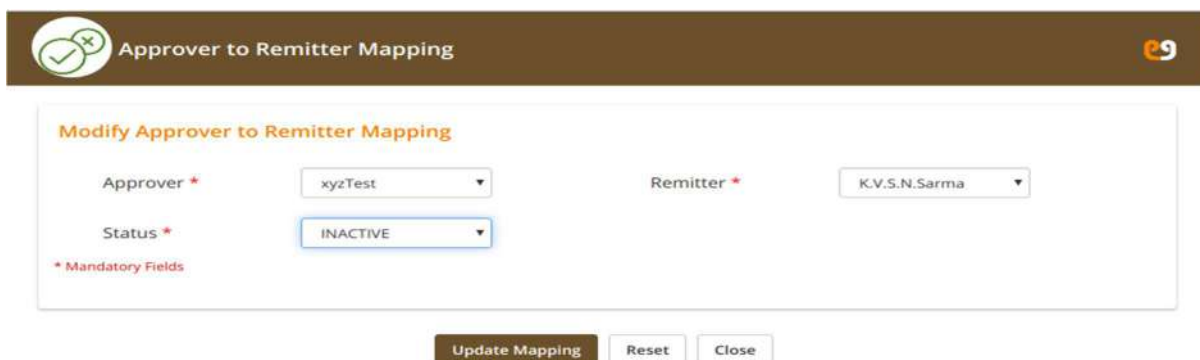|	
Approver	Select from below ▼
Status	All ▼

Remitter	Select from below ▼

[Search] [Reset] [Close]

	S.No	Approver	Remitter	Status
○	1	testManagerB	Harini	ACTIVE
○	2	K.V.S.N.Sarma	K.V.S.N.Sarma	ACTIVE
○	3	testManagerA	Harini	INACTIVE
○	4	testManagerA	K.V.S.N.Sarma	ACTIVE

[Modify] [Close]

Steps to modify approver remitter mapping -
- Select approver from the drop down and click on search to search by approver.
- Select remitter from the drop down and click on search to search by remitter.
- Select active from status drop down and click on search to view the active mappings.
- Or select all three according to you required search criteria.
- Click on reset button to reset all the field.
- Check the radio button and click on modify button. It will redirect you to the edit page.

- Select remitter from remitter drop down.
- Select active from status drop down to activate the mapping.
- Click on update button.

Revenue Data Management

Revenue data broadly comprises of Billing Transactions, Collection Transactions, Remittance to Bank and Reversal of Bounced Cheques.

Bill Based Services

Billing and Collections of Bill Based services normally ensured in respective Revenue Module. Bill Transactions directly posted in Financial Module. Bill based collections receipt vouchers created and posted in Finance Module, receipts are made available to Non-Tax Revenue Module for ensuring remittance and reporting.

Receipt Based Services

Receipt Transactions related to receipt based services entered in respective Revenue Module to service the citizen and issued receipts. Receipt vouchers gets posted in Finance Module and Receipt information made available in Non-Tax Revenue Module for ensuring remittance to Bank account of ULB.

Other than module supported receipts are entered in Non-Tax Revenue Module either through Challans or Miscellaneous Receipts.

Create Challan

Department responsible for ensuring receipt from Citizens, Contractors, Government, Grants etc for numerous activities of Urban Local Bodies shall use the challan entry screen. Following is the steps involved in Challan Entry.

Step 1: Open Challan Entry Screen in Collection Module by clicking on.

Path: **Applications>Collections>Transactions>Receipt Services>Create Challan**
Tip: Create Challan can be added to favorites to access with single click

Step 2: Enter the details in Challan Screen. *marked fields need to be filled mandatorily and other fields are optional. Transaction data can be saved after providing all the mandatory data.

Step 3: Challan Entry header data.

1) As the challan creation happens on real time basis current date shall be displayed as challan date which cannot be modified. Tip: Challan writing efforts may be put on filling the Create Challan Screen.
2) Payee Name has to be filled correctly and mandatory
3) Payee Address is optional and it would be better to fill the address and phone for better   communication.

4) Particulars of challan may be entered in Narration Field which is optional. However, proper description entry in narration gives clarity about the challan and it makes meaningful.
5) Relevant Service Category need be selected from the list to get the Service Type List
6) Available Service Types under the Selected Service Category gets displayed for selection. Correct Service type need to be selected. Based on the selection Fund, Function and Account codes gets filled based on pre-mapped information.
7) User department gets defaulted (filled) in Department Field.

Step 4: Challan Entry -- Accounting Data.

1) Fill the amount receivable under one or more account heads.
2) Account Heads for which no amount need to be collected in the challan can be deleted by clicking on add (red x) button.
3) If any new account head need to be added then user can add the account head row by clicking on add (green +) button.
4) Account code or description can be entered to populated the required account head in the new row.
5) Fill the amount in the new row with filled Account Head.

Service Category *	Challan Receipts		Service Type *	TP-CH1-Development charges-BPDC
Fund: *	Municipal Fund		Department: *	ACCOUNTS
Function: *	City and Town Planning			

Account Details

Account Head		Account Code	Amount (Rs.)	Financial Year	Add	Delete
Un-Authorised Colony Improvement Contribution		1401406	0.00	2016-17	+	x
Building Development Charges		1401401	0.00	2016-17	+	x
Special Development Contribution		1401404	0.00	2016-17	+	x
Parking Contribution		1401408	0.00	2016-17	+	x
External Betterment Charges		1401403	0.00	2016-17	+	x
Impact Fee		1401405	0.00	2016-17	+	x
Open Space Contribution		1401407	0.00	2016-17	+	x
Other Town Planning Receipts		1401499	0.00	2016-17	+	x
Betterment Charges		1401402	0.00	2016-17	+	x
Postage & Advertisement Charges		1401409	0.00	2016-17	+	x
			Total	0		

Step 5: Challan Entry – Sub-Ledger Details.

1) Where Challan Entry Account Head require Sub-ledger details then the details need to be provided mandatorily.
2) Account Code need to be selected from the list
3) Type of SL details gets listed based on the Account Code Selection. User has to select the relevant SL details type.

4) Enter SL Details Code either entering fully or entering first 3 letters of SL Details name for listing.
5) Enter the amount matching with the amount entered against the account head.

Ernest Money Deposit		3401001	0.00	2016-17	⊕	⊗
			Total	100000.00		

Subledger Details

Account Code	Type	Code	Name	Amount (Rs.)
--- Select ---	--- Select ---	Enter 3 letters		

Step 6: Challan Entry – Approval Authority Information.

1. Fill the Approver Department, Approver Designation and Approver Name from the lists.
2. Click on Create Challan for saving the Challan Entry Data and forwarding to the selected approver.

Approval Authority Information

Approver Department *	ACCOUNTS	Approver Designation: *	Senior Assistant	Approver: *	Select

* Mandatory Fields

Create Challan   Reset   Close

3. Once transaction entry is successful following confirmation message gets displayed.

View Challan

Challan Number:	06/2016-17/64	Challan Status:	Created
Date: *	01/06/2016 DD/MM/YYYY		
Payee Name: *	test direct bank deposit entires	Payee Address:	
Narration:	test		
Service Category *	Miscellaneous receipts	Service Type *	PRKFEE
Fund: *	Municipal Fund	Department: *	ACCOUNTS
Function: *	City and Town Planning		

Account Details

Account Head	Account Code	Amount (Rs.)	Financial Year	Add
Parks Entry Fees	1406001	10.00	2016-17	⊕
		Total	10.00	

4. Challan can be printed by pressing on print button at the bottom of the challan entry screen.
5. Citizen or concerned person has to give the copy of challan and Cash or Cheque for further Challan Receipt Entry →→ Next Process.

Workflow for Challan

Creates Challan

Approves Challan

ssistant

unior Assistantt

Receive Challan

Step 1: Open Create Challan Receipt

Path: **Applications>Collections>Transactions>Receipt Services>Challan Receipts**
Tip: Challan Receipts can be added to favorites to access with single click

Create Receipt For Challan

Find Challan

Challan Number: 06/2016-17/1

OR

Search

You May Enter Challan Number or Click on Search button for Detailed Demand Search

- Enter Challan Number and Press Tab to receive against the Department Challan.
- Or user can search the challan using a set of search criteria's and then create a challan receipt.

Step 2: View the Details of Challan

Challan Details

Date: 08/06/2016   Valid Upto: 06/10/2016

Payee Name: E.Seva, kalluru road

Payee Address: E.Seva, kalluru road, kurnool.   Narration: Building permissioner fees

Link Reference Number:

Fund: Municipal Fund   Department: TOWN PLANNING

Account Details   Subledger Details

- Details matches with the Challan Receive Transaction then account details also viewed.
- There is a validity period for challan and it is configurable, beyond the validity period challan cannot be processed for receipt creation.

Account Details

Function	Account Code	Description	Amount (Rs.)	Financial Year
1100	1401499	Other Town Planning Receipts	39182.00	2016-17

Step3: Enter Challan Receipt Details

If Citizen pay in cash, then:

Create Receipt

Receipt Date: * 07/06/2016

Payment Details

Total Amount To Be Received: Rs. 39182.00   Total Amount Received: Rs.

Mode of Payment:*   ● Cash ○ Cheque/DD

Amount:*   39182

* Mandatory Fields

Pay   Reset   Close

- Click on Cash Radio Button
- Enter Amount. Amount must be equal to challan amount entered in the department.
- Click on Pay button to create Challan Receipt.

If Citizen pay in Cheque, then:

Payment Details

Total Amount To Be Received: Rs. 39182.00   Total Amount Received: Rs. 39182.00

Mode of Payment:*   ○ Cash ● Cheque/DD

☑ Cheque ☐ DD

DD/Cheque Number:*   123456   DD/Cheque Date:*   06/06/2016
                                                         (DD/MM/YYYY)

Bank Name:*   STATE BANK OF BIKANER AN   Branch Name: Hyderabad

Amount:*   39182

Add More ⊕

* Mandatory Fields

[Pay]   [Reset]   [Close]

- Click on Cheque/DD Radio Button
- Click on Cheque or DD Check Box
- Enter details of instrument.
- Click on Pay button to create Challan Receipt.

If Citizen pay in multiple instruments, then:

Mode of Payment:*   ○ Cash ● Cheque/DD

☐ Cheque ☑ DD

DD/Cheque Number:*   123456   DD/Cheque Date:*   06/06/2016
                                                         (DD/MM/YYYY)

Bank Name:*   STATE BANK OF BIKANER AN   Branch Name: Hyderabad

Amount:*   39000

Add More ⊕

☑ Cheque ☐ DD

DD/Cheque Number:*   654321   DD/Cheque Date:*   06/06/2016
                                                         (DD/MM/YYYY)

Bank Name:*   ANDHRA BANK   Branch Name: Kurnool

Amount:*   182

Delete ⊖

* Mandatory Fields

[Pay]   [Reset]   [Close]

- Click on Cheque/DD Radio Button
- Click on Cheque or DD Check Box
- Enter details of instrument.
- Click on Add More to add second instrument and repeat the steps mentioned above.
- Click on Pay button to create Challan Receipt.

Search Challan

Step 1: Search Challan

Path: **Applications>Collections>Transactions>Receipt Services>Search Challan**
Tip: Search Challan can be added to favorites to access with single click

Search Challan

Search Criteria

Department:	Select	Challan Number:	
From Date:	01/04/2016 (DD/MM/YYYY)	To Date:	10/06/2016 (DD/MM/YYYY)
Service Category	----Choose----	Service Type	Select
Challan Status:	Select Status		

Search   Reset   Close

- Enter the details and click on Search Button to display the details.

Sl.No	Challan No.	Challan Date	Service Type	Fund	Department	Amount (Rs.)	Status
1	06/2016-17/1	08/06/2016	Collections	Municipal Fund	TOWN PLANNING	39,182.00	Validated

Step 2: Click on Challan Number to View Challan Details

View Challan

Challan Number:	06/2016-17/1	Challan Status:	Validated
Date: *	08/06/2016 (DD/MM/YYYY)		
Payee Name: *	E.Seva, kalluru road	Payee Address:	E.Seva, kalluru road,
Narration:	Building permissioner		
Service Category *	Collections	Service Type *	CL
Fund: *	Municipal Fund	Department: *	TOWN PLANNING
Function: *	City and Town Planning		

Account Details

Account Head *	Account Code *	Amount (Rs.) *	Financial Year *	Add
Other Town Planning Receipts	1401499	39182.00	2016-17	⊕
		Total	39182.00	

Subledger Details

Account Code *	Type *	Code *	Name *	Amount (Rs.) *
--- Select ---	--- Select ---	Enter 3 letters		

- Click on Print Button for printing the challan
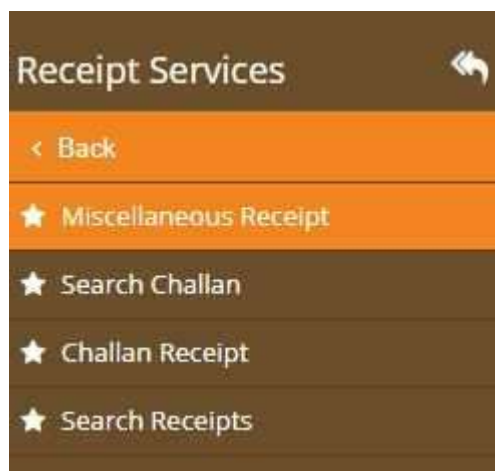- Click on Close Button to close the window.

Create Miscellaneous Receipt (MR)

Service Types which are not covered in Revenue Modules or Challans shall be entered in Miscellaneous Receipts. Receipt transaction full details can be entered in Miscellaneous Receipts. MR should not be used for Property Tax, Water Charges, Advertisement Fee, Trade License etc where Revenue module already available.

Step 1: Open Miscellaneous Receipt clicking on it.

Path: **Applications>Collections>Transactions>Receipt Services>Miscellaneous Receipt**
Tip: Miscellaneous Receipt can be added to favorites to access with single click

Step 2: Enter the details in Miscellaneous Receipt, * Marked field need to be entered Mandatorily and other field are optional. Transaction data can be saved after providing all the mandatory data.

If Citizen pay in cash, then:

Receipt Heads

Account Head		Account Code	Amount (Rs.)	Add	Delete
Fee for Birth & Death Certificates		1401302	20	⊕	⊗
			Total	20	

Subledger Details

Account Code	Type	Code	Name	Amount (Rs.)	Add	Delete
--- Select --- ▾	--- Select --- ▾			0	⊕	⊗

Payment Details

Total Amount Received: Rs. 20

Mode of Payment:*   ● Cash ○ Cheque ○ DD ○ Credit/Debit card ○ Direct Bank

Amount:*   20

* Mandatory Fields

Pay   Reset   Close

- Click on Cash radio button
- After filling the all field amount automatically fetched
- Click on Pay button create Miscellaneous receipt.

If citizen pay in cheque, Then:

Subledger Details

Account Code	Type	Code	Name	Amount (Rs.)	Add	Delete
--- Select --- ▾	--- Select --- ▾			0	⊕	⊗

Payment Details

Total Amount Received: Rs. 2000

Mode of Payment:*   ○ Cash ● Cheque ○ DD ○ Credit/Debit card ○ Direct Bank

DD/Cheque Number:*   123456   DD/Cheque Date:*   20/12/2018

Bank Name:*   MANGALORE CO-OP TOWN I   Branch Name: Mangalagiri Branch

Amount:*   2000

Add More ⊕

* Mandatory Fields

Pay   Reset   Close

- Click on Cheque/DD Radio button
- Click on Cheque or   DD button
- Enter details of instrument
- Click on Pay button to Create Miscellaneous Receipt.
- Citizen can pay the Multiple Instruments at a time ie: Cheque and DD.

Search Receipt

Step 1: Search Miscellaneous Receipt.

Path: **Applications>Collections>Transactions>Receipt Services>Search Receipt**
Tip: Search Receipt can be added to favorites to access with single click

- Enter the details in Search Criteria and Click on Search Button
- User Can search the results User Name wise and status wise.

7,478 items found, displaying 1 to 20.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

	Receipt No.	Manual receipt number	Receipt Date	Service	Bill Number	Bill Description	Amount (Rs.)	Mode of Payment	Status	Owner
☐	06/2016-17/25021		10/06/2016	PT Mutation Fee	187117	Property Tax Assessment Number: 1016077741	1,000.00	cash	To Be Submitted	944173
☐	06/2016-17/25020		10/06/2016	PT Mutation Fee	187115	Property Tax Assessment Number: 1016048503	2,000.00	cash	To Be Submitted	944173
☐	06/2016-17/25019	TR161143714902	10/06/2016	Property Tax	187113	Property Tax Assessment Number: 1016085323	5,157.00	cash	Approved	NA
☐	06/2016-17/25018	TR161143715074	10/06/2016	Property Tax	187112	Property Tax Assessment Number: 1016083737	2,264.00	cash	Approved	NA
☐	06/2016-17/25017	13KNMN000233773	10/06/2016	Property Tax	187111	Property Tax Assessment Number: 1016002277	2,134.00	cash	Approved	NA
☐	06/2016-17/25016	13KNMN000233771	10/06/2016	Property Tax	187110	Property Tax Assessment Number: 1016088729	1,733.00	cash	Approved	NA
☐			10/06/2016	Property Tax	187109	Property Tax Assessment Number: 1016022241	561.00		Failed	NA
☐	06/2016-17/25006	13KNMN000233762	10/06/2016	Property Tax	187098	Property Tax Assessment Number: 1016070134	762.00	cash	Approved	NA
☐			10/06/2016	Property Tax	187097	Property Tax Assessment Number: 1016021228	2,272.00		Failed	NA
☐	06/2016-17/25005		10/06/2016	Rent from Shopping Complexes		SHOP RENT	767.00	cash	To Be Submitted	0944181
☑	06/2016-17/25004		10/06/2016	Rent from Shopping Complexes		SHOP RENT	4,361.00	cash	To Be Submitted	0944181

[View] [Print] [Close]

- Select the desired Receipt by clicking on Check Box
- Click View Button for detailed receipt view

Mangalagiri Municipality — RECEIPT (Original Copy)

Mangalagiri Municipality — RECEIPT (Duplicate Copy)

Mangalagiri Municipality — RECEIPT (Triplicate Copy)

Search Online Receipt

Path: **Applications>Collections>Transactions>Receipt Services>Search Online Receipt**

- Enter the details in Search Criteria and Click on Search Button

SNo	Bill Number	Reference ID	Department	Amount (Rs.)	Service Type	Status	Change Status	Transaction ID	Transaction Date(dd/mm/yyyy)	Remarks
1	180161	77595	REVENUE	1,200.00	Water Tax	Failure	Select Status ⬍			Failed/Aborted Tra
2	184290	82114	REVENUE	880.00	Property Tax	Failure	Select Status ⬍			Failed/Aborted Tra
3	180160	77594	REVENUE	1,543.00	Property Tax	Failure	Select Status ⬍			Failed/Aborted Tra
4	183795	80479	REVENUE	2,034.00	Property Tax	Failure	Select Status ⬍			Failed/Aborted Tra
27	182814	80591	REVENUE	2,044.00	Property Tax	Failure	Select Status ⬍			Failed/Aborted Tra
28	184302	82131	REVENUE	1,510.00	Property Tax	Success	Select Status ⬍	2000003343	07/06/2016	
29	184265	82089	REVENUE	1,697.00	Property Tax	Success	Select Status ⬍	2000003330	07/06/2016	
30	182263	79981	REVENUE	1,270.00	Property Tax	Failure	Select Status ⬍			Failed/Aborted Tra

Submit   Close

Revenue Workflow

Creates Miscellaneous receipt

Approves Miscellaneous receipt

Collection Submission

Click on Draft Icon which is placed on Top Panel right side in between work list and alert icons

If the receipt is a bill based receipt – Then the created receipts are grouped in the users drafts based on the receipt date and service type.

If the receipt is a challan or Miscellaneous receipt – Then the Created receipts are grouped in the users drafts based on the receipt date.

Choose approver department, designation and employee name from the drop downs.

Click on submit button.

Drafts

Search

Date	Sender	Nature of Work	Status	Details
17/06/2016 12:43 PM	0944182::S.Akbar Basha	Collections Receipt Header	Create Receipt Voucher - Submit for Approval	Rent From Shopping Complex-0944182-Zone-1
17/06/2016 12:25 PM	0944182::S.Akbar Basha	Collections Receipt Header	Create Receipt Voucher - Submit for Approval	Collections-0944182-Zone-1
25/05/2016 04:24 PM	0944182::S.Akbar Basha	Collections Receipt Header	Create Receipt Voucher - Submit for Approval	Fee for Certificate or Extract Copy-0944182-Zone-1
21/04/2016 11:01 AM	0944182::S.Akbar Basha	Collections Receipt Header	Create Receipt Voucher - Submit for Approval	Collections-0944182-Zone-1

Showing 1 to 4 of 4 entries   10 ⇕ records per page   ‹ 1 ›

Collections

Mode of Payment: All

One item found.1

Select	Receipt No.	Receipt Date	Service	Bill Number	Receipt Amount	Instrument(s)	Payee Name	Bill Description
☑	08/2019-20/168	02/08/2019	Property Tax	273248	1.00	cash - 1.00	Sk Adam Safi	Property Tax Assessment Number: 1024009572

Instrument Type	Amount
Cash	1
Cheque	0
DD	0
Card	0
Bank	0
Total	1

Processing Details

Department *   ---Select from below---   Designation *   ---Select from below---

Employee *   ---Select from below---

Remarks

Submit Page Collections   Submit All Collections   Close

Receipt Approval

Step 1: For receipt approval fallow the below steps.

Worklist

Search

Collections Receipt Header (10)   Grievance (31)

Date	Sender	Nature of Work	Status	Details	
17/06/2016 12:43 PM	0944182::S.Akbar Basha	Collections Receipt Header	Approve - Approve	Rent From Shopping Complex-0944182-Zone-1	⟳
12/06/2016 12:20 PM	CH RAMA CHANDRA RAO	Grievance	REGISTERED	Complaint Number 04827-2016-GU for Revenue-Others filed on 12-06-2016 12:20 PM. Date of resolution 17-06-2016 12:20 PM	⟳
08/06/2016 05:23 PM	0954484::B.Venkateswarlu	Collections Receipt Header	Approve - Approve	Water Tax-0954484-Zone-1	⟳

- Click on relevant row to open the details and approve receipts

Approve Collections

One item found.1

Select? ☑	Receipt No.	Receipt Date	Service	Bill Number	Receipt Amount	Instrument(s)	Payee Name	Bill Description
☑	06/2016-17/25404	01/06/2016	Rent From Shopping Complex		9,350.00	cheque # 123456 - 01/06/2016 - 9350.00	Rama Krishna	Rent Received for the Month of Apr & May-16

Instrument Type	Amount
Cash	0
Cheque	9350.00
DD	0
Card	0
Bank	0
Total	9350.00

Remarks

Approve Page Collections   **Approve All Collections**   **Reject Collections**   Close

- Click on Approve All Collections Button.

Receipt(s) Approved Successfully

Close

- Click on close button to go back to home page.

Banking

Non Tax Revenue Module facilitate collecting data of all collection sources and mapping to the bank accounts. Collections made today shall be remitted on the next bank working day for safety, timely realization, preventing possible revenue leakage etc. Non Tax Revenue Module facilitate confirmation of realization for every receipt and establish linkage receipt transaction inception to realization.

Remittance

Remittances divided by two types.

1. Cash Remittance
2. Cheque Remittance

Step 1: Open Cash Remittance Screen

Path: **Applications>Collections>Transactions>Bank Remittance>Cash Remittance**
Tip: Search can be added to favorites to access with single click.

- Click on Cash remittance screen.

- Select the Bank name and Account number mandatorily
- Select the Financial year
- Select the Approver
- User can select date wise cash remittance.
- Click on search button to list the pending remittance transactions.

- Check on Check Box/s of pending remittance receipts to deposit into bank account.
- Select the deposit date in "Date of Remittance " field.
- Click on Remit to Bank Button.

- Contra Voucher gets created

COLLECTIONS

Receipt(s) Remittance created successfully with remittance voucher number 1/CSL/00000112/06/2016-17

SlNo	Receipt Number	Receipt Date	Service Name
1	06/2016-17/12668	09/06/2016	Swimming Pool Entry Fees
2	06/2016-17/12669	09/06/2016	Swimming Pool Entry Fees
3	06/2016-17/13165	16/06/2016	Swimming Pool Entry Fees

Close   Print Bank Challan

- Bank Remittance Challan Report gets generated.

Bank Challan

Bank	STATE BANK OF HYDERABAD	Bank Account	62007226282
Date	17/06/2016	Reference Number	1/CSL/00000112/06/2016-17

Abstract	
Instrument	Amount(Rs)
Cash	630.00
Cheque/DD	0.00
Total	630.00

Denomination Details:			
Denomination	X	Number	Total
1000	X		
500	X		
100	X		
50	X		
20	X		
10	X		
5	X		
2	X		
1	X		
Total Cash Remitted			630.00

Cashier:	Manager:	Received By:

Jun 20, 2016 10:29:23 AM   Page 1 of 1

Step 1: Open Cheque Remittance Screen

Path: **Applications>Collections>Transactions>Bank Remittance>Cheque Remittance**
Tip: Search can be added to favorites to access with single click.

- Click on Cheque Remittance screen.

- Select the Bank name and Account number mandatorily
- Select the Financial year
- Select the Approver
- User can select date wise cheque remittance
- Click on search button to list the pending remittance transactions.

Cheque Remittance

Bank : *	STATE BANK OF INDIA-Main Branch ▼			Account Number: *	844800102003002000VN ▼			
Financial Year:	2019-20 ▼			Approver:	--Select-- ▼			

Search

3 items found, displaying all items.1

Select☐	Receipt date	Receipt number	Cheque/DO number and date	Drawee bank and branch	Service Name	Department	Approver	Cheque /DO Amount (Rs)
☑	27/06/2019	06/2019-20/134	111111 23/06/2019	STATE BANK OF HYDERABAD	Property Tax	REVENUE	Test User of Apr 19	100.00
☐	27/06/2019	06/2019-20/135	222222 23/06/2019	STATE BANK OF HYDERABAD	Property Tax	REVENUE	Test User of Apr 19	200.00
☐	27/06/2019	06/2019-20/136	333333 22/06/2019	STATE BANK OF HYDERABAD	Property Tax	REVENUE	Test User of Apr 19	300.00

Date Of Remittance * 01/07/2019   Remittance Amount (Rs) 100.00   Account Number 844800102003002000VN

* Mandatory Fields

Remit to Bank   **Close**

- Check on Check Box/s of pending remittance receipts to deposit into bank account.
- Select the deposit date in " Date of Remittance " field.
- Click on Remit to Bank Button.
- Contra vouchers gets created.
- Bank Remittance Challan Report gets generated.
- Click on Close button to go back to home screen.

Receipt(s) Remittance created successfully with remittance reference number REM/000365/06/2019-20

Sl.No	Receipt Number	Receipt Date	Service Name
1	06/2019-20/122	12/06/2019	Property Tax

Close   **Print Bank Challan**

Dishonored Cheques Reversal

Step 1: Open Dishonored Cheque Reversal Screen

Path: **Applications>Collections>Transactions>Dishonored Cheque**
Tip: Search can be added to favorites to access with single click.

- Enter the mandatory details and Click on View Button

- Enter the bank reference number and process for dishonoring
- Enter the transaction date, either user can enter the amount manually in case of dishonoring an instrument where the receipt of the instrument has multiple instruments associated to it.
- User can click on copy amount details button to copy the instrument amount that should be dishonored.

Voucher Number	Receipt Number	Receipt Date	DD/Chq Number	DD/Chq Date	DD/Chq Amount	Bank	Bank Account Number	Status	Reference No
1/BRV/00003958/06/2016-17	06/2016-17/12736	10/06/2016	131313	10/06/2016	44.00	STATE BANK OF HYDERABAD	62179963647	Deposited	test1

Dishonored Cheques

Transaction Date :*	20/06/2016	Instrument Amount:	44.00
Reason:*	Funds Insufficient ▼	Remarks:	test

Account Code	Description	Debit Amount	Credit Amount	Reversal Amount
1402002	Penalty on Contractors for Works, Supplies and Services	99.0	0.0	44
			Total	44

Show GLEntry   Copy Amount Details

Dishonor

Click on dishonor will dishonor the instrument and create a reversal entry in financial management system.

Revenue Information Management

Stored data in Revenue Module as well as Non Tax Revenue Module Provided as several reports with multiple optional as well as mandatory Search Criteria Field to generate specific reports without dependence of programmer or multiple reports.

Cash Collection

Step 1: Click on cash collection report.

Path: **Applications>Collections>Report>CashCollection**
Tip: Search can be added to favorites to access with single click.

- User Select the dates mandatorily.
- User can select the report user name wise report.
- Click on create button, collection report gets created.
- User can be seen the transaction each payment wise receipt.

Step 1: Click on cash collection report.

Path: **Applications>Collections>Report>CollectionSummary**
Tip: Search can be added to favorites to access with single click.

- User should select the mandatorily fields.
- User can choose the report Payment/source/ service/status wise.
- Click on create button, collection report gets created.
- User can be seen the transaction each service wise report

Collection Summary

From Date: 01/06/2016   To Date: 01/06/2016

Payment Mode: ALL   Source: ALL

Service: All Services   Status: All Status

Sl. No.	Source	Service	Cash		Cheque/DD		Online		Row Total	
			Receipt	Amount	Receipt	Amount	Receipt	Amount	Receipt	Amount
1	APONLINE	Property Tax	1	6,344.00					1	6,344.00
2	ESEVA	Property Tax	61	154,699.00					61	154,699.00
9	SYSTEM	PT Mutation Fee	6	12,000.00					6	12,000.00
10	SYSTEM	Rent from Open Air Theatres	1	2,288.00					1	2,288.00
11	SYSTEM	Rent from Shopping Complexes	1	5,600.00					1	5,600.00
12	SYSTEM	Security Deposits Forfeited	7	4,200.00					7	4,200.00
13	SYSTEM	Water Supply Tap Estimation Charges	7	6,885.00					7	6,885.00
14	SYSTEM	Water Tax	114	104,540.00			3	3,600.00	117	40.00
		Total :	550	1,337,967.00	0		5	5,432.00	555	,99.00

Receipt Register Report

Step 1: Click on Receipt Register Report.

Path: **Applications>Collections>Report> Receipt Register Report**

Tip: Search can be added to favorites to access with single click.

Receipt Register Report

Search Criteria

From Date:*	01/06/2016 (DD/MM/YYYY)		To Date:*	01/06/2016 (DD/MM/YYYY)
Department:	All Departments		Payment Mode:	All Payment Modes
Status:	All Status		Source:	All Sources
Service:	All Services			

* Mandatory Fields

Create   Reset   Close

- User should select the mandatory fields.
- User can select the Dept and Payment mode

- User can select the Status/ Source/Service wise.
- Click on create button, collection report gets created.
- User can be seen the transaction each number wise receipt.

Receipt Register Report

From Date:	01/06/2016		To Date:	01/06/2016
Department:	All Departments		Payment Mode:	ALL
Status:	All Status		Source:	ALL
Service:	All Services			

Sl. No.	Receipt Date	Receipt Number	Department	Service	Source	Cash	Cheque/DD	Online	Status
1	01/06/2016	06/2016-17/17604	REVENUE	Property Tax	ESEVA	350.00			Approved
2	01/06/2016	06/2016-17/17605	REVENUE	Water Tax	SYSTEM	600.00			Remitted
3	01/06/2016	06/2016-17/17606	REVENUE	Water Tax	SYSTEM	600.00			Remitted
4	01/06/2016	06/2016-17/17607	REVENUE	Water Tax	SYSTEM	1,200.00			Remitted
5	01/06/2016	06/2016-17/17608	REVENUE	Water Tax	SYSTEM	1,200.00			Remitted

Close

543	01/06/2016	06/2016-17/18179	REVENUE	Property Tax	SYSTEM	1,424.00			Remitted
544	01/06/2016	06/2016-17/18180	ACCOUNTS	Fee under RTI Act	SYSTEM	10.00			Remitted
545	01/06/2016	06/2016-17/18181	REVENUE	Property Tax	SYSTEM	170.00			Remitted
546	01/06/2016	06/2016-17/18213	REVENUE	Property Tax	ESEVA	2,314.00			Approved
547	01/06/2016	06/2016-17/18214	REVENUE	Property Tax	ESEVA	3,350.00			Approved
548	01/06/2016	06/2016-17/18215	REVENUE	Property Tax	ESEVA	4,758.00			Approved
549	01/06/2016	06/2016-17/18216	REVENUE	Property Tax	ESEVA	320.00			Approved
550	01/06/2016	06/2016-17/18217	REVENUE	PT Mutation Fee	SYSTEM	1,750.00			To Be Submitted

Thursday 16 June 2016

Page 22 of 23

551	01/06/2016	06/2016-17/18218	REVENUE	PT Mutation Fee	SYSTEM	2,000.00			To Be Submitted
552	01/06/2016	06/2016-17/18219	REVENUE	PT Mutation Fee	SYSTEM	3,750.00			To Be Submitted
553	01/06/2016	06/2016-17/18220	REVENUE	PT Mutation Fee	SYSTEM	2,000.00			To Be Submitted
554	01/06/2016	06/2016-17/18221	REVENUE	PT Mutation Fee	SYSTEM	2,000.00			To Be Submitted
555	01/06/2016	06/2016-17/18222	REVENUE	PT Mutation Fee	SYSTEM	500.00			To Be Submitted

Close

- Click on close button to go back to home screen.

Bank Remittance Statement

Step 1: Click on Bank Remittance Statement.

Path: **Applications>Collections>Report>Bank Remittance Statement**

Tip: Search can be added to favorites to access with single click.

- User should select the mandatory field
- User can be selected the optional fields
- Click on create button, remittance statement report gets created.

Cheque Collection

Step 1: Click on cheque collections.

Path: **Applications>Collections>Report>ChequeCollection**

Tip: Search can be added to favorites to access with single click.

- User should select the mandatory fields
- User can check the collection reports Counter/User name/Zane wise.
- Click on create button cheque collection report gets generated.

Cheque/DD Collection Report

From Date: 01/06/2016   Counter: All Counters
To Date: 14/06/2016   Name of   All Users
Zone: All Zones

Sl. No.	Challan No.	Receipt No.	Department	Cheque/DD No.	Bank	Branch	Cheque/DD Date	Amount
1		06/2016-17/25008	REVENUE	254652	STATE BANK OF HYDERABAD	kurnool branch	12/05/2016	1200.00
2		06/2016-17/25009	REVENUE	615478	STATE BANK OF INDIA	kurnool branch	19/05/2016	1900.00
3		06/2016-17/25015	REVENUE	236514	STATE BANK OF HYDERABAD	kurnool branch	10/05/2016	600.00
4		06/2016-17/26883	REVENUE	587470	STATE BANK OF INDIA	Kurnool	09/06/2016	40256.00
							Total:	43956.00

Close

- Click on close button to go back to home screen.

Remittance Voucher Report

Step 1: Click on Remittance Voucher report.

   Path: **Applications>Collections>Report>Remittance Voucher Report**

Tip: Search can be added to favorites to access with single click.

- User should select the mandatory fields
- User can be selected Bank name and Bank account.
- User can be selected service and User name.
- Click on create button Remittance Voucher report gets generated.

- Click on close button to go to back home screen

Dishonored Cheque Report

Step 1: Click on Dishonored Cheque Report

Path: **Applications>Collections>Report>Dishonored Cheque report.**

Tip: Search can be added to favorites to access with single click.

- User has to select the Dates.
- User can be select service and Payment mode.
- User can be selected Location and Status.
- Click on create button Dishonored Cheque Report gets generated.

- Press on close button to go back to home page.

Online Transaction Report

Step 1: Click on Online Transaction report

 Path: **Applications>Collections>Report>Online Transaction Report**

Tip: Search can be added to favorites to access with single click.

Online Transaction Report

Search Criteria

From Date:*	01/06/2016 (DD/MM/YYYY)		To Date:*	01/06/2016 (DD/MM/YYYY)
Department:	All Departments		Service:	All Services
Status:	All Status			

* Mandatory Fields

[Create] [Reset] [Close]

- User should select the mandatory fields
- User can be selected Dept name and Service Type.
- User can be selected Status.
- Click on create button Online Transaction Report gets generated.

Online Transaction Report

From Date:	01/06/2016		To Date:	01/06/2016
Department:	All Departments		Service:	All Services
Status:	All Status			

Sl. No.	Bill ID	Consumer Code	Receipt Number	Receipt Date	Receipt Amount	Transaction ID	Transaction Date	Billing System	Payment Status
1	180155	1016059417		01-06-2016	2202.00			Property Tax	Failure
2	180156	1016059417		01-06-2016	2202.00			Property Tax	Failure
3	180160	1016069252		01-06-2016	1543.00			Property Tax	Failure
4	180163	1016005875		01-06-2016	6300.00			Property Tax	Failure
5	180236	1016021925		01-06-2016	1200.00			Water Tax	Failure
6	180590	1016069252		01-06-2016	1543.00			Property Tax	Failure
7	180787	1016020790		01-06-2016	3000.00			Water Tax	Failure
8	180792	1016071518		01-06-2016	6228.00			Property Tax	Failure
9	180794	1016004937		01-06-2016	3076.00			Property Tax	Failure

[Close]

Sl. No.	Bill ID	Consumer Code	Receipt Number	Receipt Date	Receipt Amount	Transaction ID	Transaction Date	Billing System	Payment Status
14	180244	1016023371	06/2016-17/17692	01-06-2016	1200.00	2000002982	2016-06-01 00:00:00	Water Tax	Success
15	180194	1016065507		01-06-2016	1328.00			Property Tax	Failure
16	180793	1016071518		01-06-2016	6228.00			Property Tax	Failure
17	180305	1016021925	06/2016-17/17731	01-06-2016	1200.00	2000002985	2016-06-01 00:00:00	Water Tax	Success

Sl. No.	Bill ID	Consumer Code	Receipt Number	Receipt Date	Receipt Amount	Transaction ID	Transaction Date	Billing System	Payment Status
18	180214	1016065507		01-06-2016	1328.00			Property Tax	Failure
19	180805	1016014974		01-06-2016	772.00			Property Tax	Failure
20	180809	1016071518		01-06-2016	6228.00			Property Tax	Failure
21	180813	1016084538		01-06-2016	1288.00			Property Tax	Failure
22	180222	1016060665	06/2016-17/17659	01-06-2016	504.00	2000002981	2016-06-01 00:00:00	Property Tax	Success
23	180810	1016071518		01-06-2016	6228.00			Property Tax	Failure
24	180250	1016065507	06/2016-17/17701	01-06-2016	1328.00	2000002984	2016-06-01 00:00:00	Property Tax	Success
25	180397	1016041540		01-06-2016	2038.00			Property Tax	Failure
26	180402	1016043477	06/2016-17/17833	01-06-2016	1200.00	2000002992	2016-06-01 00:00:00	Water Tax	Success

Close

- Click on close button to go back to home screen.