## User manual

# **Accounts Software**

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## Intoduction :

E-Works is a web based online application software for administrative financial,technical approval of the works. It's include entire flow of the work and genrate bill accordingly. In which all concern users can view/review and comment on the file and process further.

## Landing details and S/W user level

Link to land and URLs

- AJMER: <u>http://117.240.201.126/E-nagar/Accounts\_demo/ajmer/home.php</u>
- Bharatpur: <u>http://117.240.201.126/E-nagar/Accounts\_demo/bharatpur/home.php</u>
- Bhilwara : http://117.240.201.126/E-nagar/Accounts\_demo/bhilwara/home.php
- Bikaner : <u>http://117.240.201.126/E-nagar/Accounts\_demo/bikaner/home.php</u>

Jodhpur: <u>http://117.240.201.126/E-nagar/Accounts\_demo/jodhpur/home.php</u>

Administrator Credentials and OTP:

Srno	Username	Password	Dummy OTP	Description
1	superadmin	111	1234	Create Users and modify website
				content

### Users Credentials and OTP:

Srno	Username	Password	Dummy OTP	Description
1	cashier	111	1234	Create BSR Master Entry
				Create New Project
				Create Estimate
				Create the Bill
				freeze the Bill
2	accounts	111	1234	Process and Review and modify

## Walk through the navigation bar

#### Menu by Menu Navigation

- 1. Cashier
- 2. Accounts

#### Cashier

- Home
- Masters
  - $\circ \quad \text{Create User} \quad$
  - o Create Bank
  - $\circ \quad \text{Create Branch}$
  - o Create Account
  - o Create Depositer
  - o Create Service Provider
  - $\circ$  Deduction
  - o Employee
  - $\circ \quad \text{Other payee} \quad$
  - o FDR Master

- o Opening Balance
- Work Entry
- Receipts
  - o Receipt Entry
  - o Challan Cancellation
  - o Cash Receipt Cancellation
  - o Cash Deposit Challan
  - o Imprest Adjustment
  - o Transfer Amount Letter
  - $\circ$  See Receipts
  - Service wise receipts
  - o Person wise receipts
  - o Receipt Reprint
- Budget
  - Budget Major Head
  - Budget Sub Major Head
  - o Budget Minor Head
  - o Create Revenue
  - Create Expenses
- Reports
  - o Account Balance
  - o Cash Book
  - Cash Book-Multi Date
  - o Ledger
  - o Deduction Details
  - Works Wise Report
  - Budget Head Report
  - o Budget Head Report Work Wise
  - o Imprest Report
  - o Salary Bill
  - o Pay Slip
  - o Master data
  - o GA-55
  - o Invoice Print
  - o Not Verified Challan
  - o SL Bill
  - o Arrer Bill
  - o Transaction Date
  - o Transaction Data
  - o Payee Bill with Deduction Data
- Payments
  - o Pay Imprest

- o Bill Entry
- o Eng Bill Entry
- $\circ \quad \text{Make Salary} \\$
- o Make SL bill
- o Make Arrear
- o Invoice Entry
- o Manual/Part Salary
- Employee Duductions To Departments
- See Bills
- $\circ \quad \text{See Vouchers} \quad$
- DD Letter
  - o DD Letter
  - o DD Letter To Party
- Contra Entry
  - Contra Entry Form
  - o Contra Entry Report
  - o Deductions To Departments
- RTGS
  - o Print RTGS
  - o RTGS Excel
  - o RTGS Report
- Profiles
  - Change Password
- Logout

#### Accounts

- Home
- Masters
  - Verify Master
  - o Deactivate Master
  - o Verify Challan Cancellation
  - Work Entry
- Receipts
  - o Challan Varification
  - o Transfer Amount Letter
  - See Receipts
  - Service wise receipts
  - Person wise receipts

- Receipt Reprint
- Reports
  - o Account Balance
  - o Cash Book
  - o Cash Book-Multi Date
  - $\circ$  Ledger
  - o Deduction Details
  - Works Wise Report
  - Budget Head Report
  - o Budget Head Report Work Wise
  - o Imprest Report
  - o Salary Bill
  - o Pay Slip
  - o Master data
  - o GA-55
  - o Invoice Print
  - o Not Verified Challan
  - o SL Bill
  - o Arrer Bill
  - o Transaction Date
  - o Transaction Data
  - Payee Bill with Deduction Data
- Payments
  - o Verify Bills
  - o Verify Salary Bills
  - o Verify SL Bills
  - Verify Arrear Bills
  - o Bank Statement Date Entry
  - o Bill Cancellation
  - o Cancel Verified Bills
  - o Verify Invoice Bills
  - $\circ\quad \text{See Bills}$
  - o See Vouchers
- DD Letter
  - o DD Letter

- DD Letter To Party
- RTGS
  - o Print RTGS
  - RTGS Excel
  - RTGS Report
- Profiles
  - o Configuration
  - Change Password
- Logout

Cashier Level :

Cashiers are in charge of processing and receiving payments in retail-based establishments. Some duties of cashier jobs include: Working the cash register (processing payments, issuing receipts) Greeting customers and helping them with any questions they may have.

#### Accounts Level :

Basic Schedule Rate means the priced Schedule of Rates forming part of the tender also means the schedule of quantities as specified and forming part of this contract. And Rate means any schedule included in the Contract which, in respect of any section or item of the Services to be carried out, shows the respective rate (Fee) of payment for performance of that service and which may also include lump sums, other sums, quantities and prices.

## Workflow

#### Role :

- 1. Budget Head Entry
- 2. Master Entry
- 3. Receipt Entry
- 4. Salery Genrate
- 5. DD Letter
- 6. Contra Entry

7. Reports

#### Project flow

- **Step 1.** BSR Entry From Master menu.
- **Step 2.** New Project Create From JEN Account.
- Step 3. Generate G Schedule Estimate and Generate H Schedule Estimate in the project.
- Step 4. Fill Administrative and Financial Sanction Form of the project.
- **Step 5.** Check Estimate and record page.
- **Step 6.** Project forward JEN to AEN.
- Step 7. AEN Verify the G schedule and H schedule of the project. If there any change, will make the changes and send the file to Xen.
- **Step 8.** XEN Verify and check the project and forword to SE.
- **Step 9.** SE will scrutinize the project and send the file to the Account officer for Budget verification.
- Step 10. The Accounts Officer will examine the budget head and send the file as per the budget head to the Secretary/Chairman for approval.

- **Step 11.** Once the approval is completed, SE will generate the Office Order of project.
- **Step 12.** After Office order generate, SE will forword the file to XEN for technical senction.
- Step 13. After technical senction, XEN will forword the file to Accounts for further processing.
- Step 14. The Accounts Department will send that file to the NIT (NIT section is part of accounts) .
- **Step 15.** After the release of NIT, all the information and related documents of that NIT will be put and later on the project which is Final L1 details will be entered. Then it will be sent to the accounts department
- **Step 16.** The Accounts Department will generate the Negotiation Letter if required and issue the PG Letter. If the contractor does not deposit the PG amount then the accounts department will issue him PG notice 1 letter and if he still does not deposit then he will be issued PG notice 2 letter and if he deposits the PG amount then his PG is deposited after File is sent to XEN for generate Work Order.
- **Step 17.** After deposit the PG amount,XEN will check PG amount is generated then XEN will Genrate Work Order.
- **Step 18.** After generate work order, The file sent XEN to JEN for bill generation.
- Step 19. JEN will generate the bill and apply the quantity as per the bill also add as per MB book records and then JEN will send that bill to the accounts department for deduction on that bill.
- **Step 20.** Accounts Department adds a deduction on that bill and after approving that bill sends to the JEN for freeze the bill
- Step 21. After approval of the bill from the Accounts Department, JEN freezes that bill and bill is generated.
- Step 22. If he wants to generate bill a second time, JEN will create bill and add the quantity and send that bill to the Accounts Department for approval. Once approved, JEN will freeze the bill.(Same process follow for running bill)

## Project Create and data flow

#### Cashier :

• This is a main page of our project.



- This is Log-In page.
- Here all the users in Organization can Log-In through this page, and the OTP will come on their respective Phone Number Which will provide by Employee.
- And hence The Dashboard of that respective Designation Will reflect after Successful Log-In.
- Firstly, Cashier will Log-In for master data entry.

	Organiza	ation Name
	LOGIN-PANEL FY 202	22-23
	OTP	×
	Enter OTP: Login If you didt enter correct OTP, you will not able to login:	
-		Close
केत/कर्मचारी/अधिव कार्यात्रा	ारी के साथ शेयर करना स्वयं को जोखिन्दी दालन Copyright © System Designed and Developed by Natio	

- This POP-UP reflects after Log-In on our Log-In page.
- Here OTP will entered whatsoever come on the respective phone number for secure Log-In.

#### 1. Budget Entry

- A. Budget Major Head
- B. Budget Sub Major Head
- C. Budget Minor Head
- D. Create Revenue
- E. Create Expenses
- A. Budget Major Head :

BUDGET MAJOR HEAD							
		0	Income O Expenses				
		Head Code *					
		Budget Major Head Name( Budget Major Head Name(					
		Budget Amount * Display		  Do not Displa	У		
			Save				
			Budget Head List				
S.No.	Head Code	Name(Hindi)	Name(English)	Budget Amount	Display	Update	
1	101	Sale of Land, Plots and Houses	Sale of Land, Plots and Houses	19690.00	Y	Update	
2	102	Land Conversion and Regularization Charges (60%) and External Development Charges from Land Conversion Schemes	Land Conversion and Regularization Charges (60%) and External Development Charges from Land Conversion Schemes	13100.00	Y	Update	

- On this page, the cashier can enter budget head entries such as income or expenses, head code, Budget Major Head Name (Hindi), Budget Major Head Name (English), budget amount, and display.
- **Income or Expenses:** The cashier will generate the budget major head on this page.Firstly, the cashier will choose which type of major head he wants to create. Then they will select the income or expenses.
- Head Code: The Budget Major Head Code is automatically generated by selecting the income or expenses.
- **Budget Major Head Name (Hindi**): After getting the head code, the cashier has to define their budget major head name in the Hindi language.
- **Budget Major Head Name (English):** After entering the Budget Major Head Name in Hindi, the cashier has to again define their budget major head name in the English language.
- **Display :** If the cashier wants to show all the details in the table grid, then select the Display radio button, otherwise select the Do not Display radio button.

Β.	Budget Sub Major Head:	

	BUDGET SUB MAJOR HEAD						
		• I	ncome O Expenses				
		Major Head*	102-Land Conversion and Regulariz	ation ( 🗸			
	Head Code * 102 - C						
		Sub Major Head Name	e(Hindi)*	]			
		Sub Major Head Name	e(English)	]			
		Budget Amount * Display	<ul> <li>Display</li> <li>Do</li> </ul>	not Display			
			Save				
S.No.	Head Code	Head Name(Hindi)	Head Name(English)	Budget Amount	Display	Update	
1	102-A	Land Conversion and Regularization Charge	Land Conversion and Regularization Charge	10600.00	Y	Update	
2	102-B	External Development charges	External Development charges	2500.00	Y	Update	

- On this page, the cashier will enter all the budget sub-head entries by selecting the income and expenditure of the budget head.
- **Income or Expenses:** The cashier will generate the Budget Sub Major Head on this page.Firstly, the cashier will choose which type of sub major head he wants to create. Then they will select the income or expenses.
- Major Head : After selecting income and expenses, the cashier has to select the major head.
- Head Code: The Budget Sub Major Head Code is automatically generated by selecting the income or expenses.

- **Budget Major Head Name (Hindi**): After getting the head code, the cashier has to define their budget sub major head name in the Hindi language.
- **Budget Major Head Name (English):** After entering the Budget Sub Major Head Name in Hindi, the cashier has to again define their budget sub major head name in the English language.
- **Display** : If the cashier wants to show all the details in the table grid, then select the Display radio button, otherwise select the Do not Display radio button.
- C. Budget Minor Head :

BUDGET MINOR HEAD	
Income O Expenses	
Major Head * 112-IT DEPARTMENT	
Sub Major Head* A-AWS ~	
Head Code * 112-A- 1	
Minor Head Name(Hindi) *	
Minor Head Name(English)	
Budget Amount *	
Display O Do not Display	у
Save Clear	

- On this page, the cashier will enter all the budget Minor Head entries by selecting the income and expenditure of the budget head.
- Income or Expenses: The cashier will generate the Budget Minor Major Head on this page. Firstly, the cashier will choose which type of Minor head he wants to create. Then they will select the income or expenses.
- Major Head : After selecting income and expenses, the cashier has to select the major head.
- **Sub Major Head :** After selecting Major Head, the cashier has to select the Sub Major Head.
- Head Code: The Minor Head Code is automatically generated by selecting the income or expenses.

- Minor Head Name (Hindi): After getting the head code, the cashier has to define their Minor head name in the Hindi language.
- Minor Head Name (English): After entering the Minor Head Name in Hindi, the cashier has to again define their Minor head name in the English language.
- **Display** : If the cashier wants to show all the details in the table grid, then select the Display radio button, otherwise select the Do not Display radio button.

#### D. Create Revenue :

	Create Revenue Table
	Create Revenue Table
L	

- Click on the create revenue button. After the completion of all income budget head master data.
- E. Create Expenses :

Create Expenses Table
Create Expenses Table

• Click on the create revenue button. After the completion of all Expenses budget head master data.

#### 2. Masters

- A. Create User
- B. Create Bank
- C. Create Branch
- D. Create Account
- E. Create Contractor
- F. Create Depositer
- G. Create Service Provider
- H. Deduction
- I. Employee

- J. Other payee
- K. FDR Master
- L. Opening Balance
- M. Work Entry

#### A. Create User:

Employee Details							
Full Name *	Full Name * SSO						
Level	Select 🗸		Contact No				
Designation	Select					~	
		Subr	nit Reset Fo	orm			
S	how 10 💠 entries			Search	n:	-	
SrNo 🗧 Use	r Name	Name	Å. V	Mobile 0	Designation :		
1 acco	accounts accounts			99999999999	AAO-II		
2 ANSHIKABHAWSAR17		ANSHIKABH	AWSAR17	963852741	Secretary		
3 cash	3 cashier			99999999999	Cashier		
4 khus	hahal.kumar	khushahal.k	umar	8857429827	AAO-II	•	

Users will be created on this page who will use the software.

- Full Name : Enter the full name of the employee who will use this software.
- **SSO** : (Single sign on) Here, enter the SSO ID of the employee whose account is being created.
- Level : Here, Select level of the employee whose account is being created.
- **Contact No** : enter the contact number of the employee whose account is being created.
- **Designation** : Here, Select the designation of the employee whose account is being created.
- After filling in all these details and clicking on the submit button, all these details will be shown in the

table grid.

#### **B.** Create Bank

Create New Bank Enter Name Here Save Clear						
S.NO. 🕆	Bank Code	÷ ÷	Bank Name			
1	1		HDFC BANK			
2	2		INDIAN BANK			
3 4			S.B.I.			
4 5 UNION BANK OF INDIA						

- Enter Name Here : Enter the full name of the bank that is used for the organization.
- After entering the bank name and clicking on the Save button, the bank name will be shown in the table grid.

#### C. Create Branch

		Cre	ate New Bank	
	Select Bank		Select	~
	Enter Branc	h Name and Address		
	Enter IFSC	Code		
	Enter MICR	Number		
	Save	C	lear	
	Show 1	0 ¢ entries	Search:	-
s.no. 👌	Bank Code	Bank Name	Branch Name	IFSC Code
1	1	HDFC BANK	VATIKA ATRIUM A BLOCK GOLF COURSE ROAD SECTOR 53 HARYANA	HDFC0000572
2	1	HDFC BANK	Plot No. 448, Sec.16, Gandhinagar, Gujrat	HDFC0000190
3	1	HDFC BANK	Sukher Opp BP Petrol Pump	HDFC0002242 -

On this page, User will enter all the details of the bank, like branch name and address, IFSC code, and MICR number.

- Select Bank : Here the user will select the name of the bank whose information want to enter.
- Enter Branch Name and Address : After selecting the name of the bank, enter the name and address of the branch that belongs to the bank.
- Enter IFSC Code : After entering the branch name and address, then enter the IFSC code that belongs to the bank.
- Enter MICR Code : After entering the IFSC code, you will enter the MICR number that belongs to the bank.

After filling in all the details and clicking on the save button, all the details will appear in the table grid.

#### D. Create Account

		Add Account Det		
		Add Account Det		
	Bank Name :	Select	~	
	Branch Name :	Select	~	
	Branch IFSC Code :			
	Bank Account Number	:		
	Account Type :			
		Submit Reset Fo	rm	
	Show 10 + entri	es	Search:	<u>^</u>
<b>S.NO.</b> :	Account No.	Bank Name 🗧	Branch Name	Account Type 💠
1	394001010031020	UNION BANK OF INDIA	New Fatahpura Branch	General Account
2	394001010080575	UNION BANK OF INDIA	New Fatahpura Branch	Online E-Auction Account
3	394001010080562	UNION BANK OF INDIA	New Fatahpura	Community Centre

On this page, User will enter Account Details of the bank

- Bank Name: Here the user will select the name of the bank whose information want to enter.
- Branch Name: After selecting the name of the bank, Select branch name that belongs to the bank.

- **Branch IFSC Code** : After selecting the branch name, the IFSC code will automatically appear on the text box that belongs to the bank.
- Bank Account Number : After filling in all the details, the user will enter the bank account number.
- Account Type : After entering the bank account number, the user will specify which type of account they have.

After filling in all the details and clicking on the Submit button, all the details will appear in the table grid.

#### E. Create Contractor

			Contracto	r/Supplier D	etail			
	Firm Name *							
	Proprietor		OPartnership		Com	pany		
	Contractor		Supplier(Go	ods)	Supp	olier(Services)	Č. T	
	Other							
	Propriater Name	-						
	Address			1.				
	Firm Address *			1.				
	Email-Id							
	Mobile No.*							
	PAN*							
	TIN/GST*							
	Service Tax No.*	•						
	Class*		Select 🗸					
	Time Period		Permanent	Temporary				
	Bank Name		Select				~	
	Branch Name		Select 🗸	]				
	Branch IFSC Cod	de						
	Bank Account No	umber						
			Submit	Reset Form				
	Show 10 •	entries	i		S	earch:		-
S.NO.	Firm Name	Propri	tery_name	pp_Flag	-	Firm Address	Pan No.	
1	A.R Construction	A.R. Co	nstruction	Contractor		Gali No.2, Silawat Wadi, Udaipur (Raj.)	AQGPM420	зк
4								•

On this page, User will enter Contractor/Supplier Details.

• **Firm Name**: Here enter the firm name of Contractor/Supplier.

- After enter Firm name then select type of Firm such as Propriator, partership, Company, Contractor, Supplier(Goods), Supplier(Services), Other.
- A Proprietor Name text box will appear on screen by selecting the type of firm. If the user selects another type of firm name, then automatically the text box will appear by selecting the type of firm.
- Address: Here enter the address of Contractor/Supplier.
- Firm Address: Here enter the Firm address of Firm.
- **Email-ID**: Here enter the email id address of Contractor/Supplier.
- **Mobile No.**: Here enter the Mobile number of Contractor/Supplier.
- **PAN**: Here enter the PAN number of Contractor/Supplier.
- TIN/GST: Here enter the TIN number or GST number of Contractor/Supplier .
- Service tax No.: Here enter the Service Tax Number of Contractor/Supplier.
- **Class**: Here Select the Class of Contractor/Supplier such as (AA,A,B,C,D).
- **Time Period**: Here the user will choose the time period of the contractor, whether it is permanent or temporary.
- **Bank Name**: Here the name of the contractor/supplier bank will be selected.
- Branch Name: Here select the branch Name of bank.
- Branch IFSC Code: IFSC Code will be automatically generated by selecting the branch name.
- Bank Account Number: Here enter the bank account number of Contractor/Supplier.

After filling in all the details and clicking on the Submit button, all the details will appear in the table grid.

#### F. Create Depositer

Γ			Deposito	or Detail		
		Firm Name Address Mobile No. PAN* GSTIN/UIN	*	∠ A		
		Show 10 + en	tries		Search:	
	s.no. ;	Depositor Name	Depositor Address	Pan No.	Mobile.NO.	GST
	1	Indus Tower Ltd.	D34,Subhash marg,G-Business park 3rd Floor, C- scheme jalpur 302001	AABCI7776B	9828565000	08AABCI7776B1Z

On this page, User will enter Depositor Details.

Firm Name: Here enter the firm name of Depositor Details.

Address: Here enter the address of Depositor Details.

Mobile No.: Here enter the Mobile number of Depositor Details.

PAN: Here enter the PAN number of Depositor Details.

**TIN/GST**: Here enter the TIN number or GST number of Depositor Details.

After filling in all the details and clicking on the Submit button, all the details will appear in the table grid.

#### G. Create Service Provider

			Service P	rovider De	tails		
Name	2 *				Contact No		
Addre	ess		4		Bank Account		
Bank Name	Soloct				Branch	ect 🗸	
Branc IFSC Code					Type of serviceSel	ect	~
			Submit	Reset For	m		
	Show 10	<ul><li>entries</li></ul>			Search:		· · · · · · · · · · · · · · · · · · ·
S.NO	Payee Name	Service Type	Payee Address	Pan No.	Mobile.NO.	Bank Name	Branch Name
1	Parihar Contractor	0	Sisarama		1111111111	ALLAHABAD BANK	Sisaram; Udaipur
2	Lekhani Services	placement	New Fatehpura, Udaipur		111111111	BANK OF MAHARASTRA	Udaipole City Station 🗸

On this page, User will enter Service Provider Details.

- Name: Here enter the name of Service Provider.
- **Contact No.**: Here enter the Mobile number of Service Provider.
- Address: Here enter the address of Service Provider.
- Bank Account Number: Here enter the bank account number of Service Provider.
- Bank Name: Here the name of the Service Provider bank will be selected.
- Branch Name: Here select the branch Name of bank.

- Branch IFSC Code: IFSC Code will be automatically generated by selecting the branch name.
- **Type of service**: Here the user will select the type of service that the service provider will provide such as AVVNL, Advocate, CA, Placement Agency, Public Chairman, Telephone, Vehicle Service provider, Advertisement Agency, Khel Goan, Other Services.

After filling in all the details and clicking on the Submit button then all the details will appear in the table grid.

#### H. Deduction

		DEDUCTION MAS	TER		
	Code *				
	Name *	k			
	Active/	Inactive*Select	~		
	Type*	Select	~		
		Save			
	Show 10 🜩 entri	es	S	Gearch:	<b>^</b>
5.NO. :	Code	Name	Туре	Active/ Inactive	Update :
1	Welfare (FLAG DAY)	WELFARE (FLAG DAY)	С	Y	Change
2	SD5	SD 5th	с	Y	Change
3	TCS	TCS Of Rovaltv	с	Y	Changes, *

On this page, User will enter Deduction Details.

- **Code**: Here the name of the code deduction will be entered, which is in the organization.
- Name: Here the name of the deduction will be entered.
- Active/ Inactive: Here Select whether the deduction is active or inactive. deduction is active, then this deduction will apply. If it is inactive, then the deduction will not apply.
- **Type:** After filling in all the details, choose the type of deduction. It is either supplier or employee.

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After filling in all the details and clicking on the Save button then all the details will appear in the table grid.

The last column of the grid has the Change button, by clicking on which the deduction details can be changed.

#### I. Employee

			Employee De	etails			
Name *				Designation	Select		~
Section	Sel	ect	~	Gazetted/Non Gazetted	Non Gazett	ed OGazetted	1
UIT/On Deputation	OUIT	Service On Deputat	ion		Direct Recru Deceased De		
Parent Departmen	Sel	ect	~	Contact No			
Address		1.		Bank Account Number			
Bank Name Branch IFS		ect		✓ Branch Name	Select ¥	]	
Code				Employee Id			
			Submit Reset	Form			
	Sh	ow 10 🜩 entries		Search:			^
SrNo :	Id	Name :	Designation	Account	DA%	Action :	
1	119	A.En119	A.En.	394002010063895	34.00	Update	
2	120	A.En120	A.En.	394002010063891	34.00	Update	
3	121	A.En121	A.En.	394002010063894	34.00	Update	-
4						•	

On this page, Chashier will enter the details of the employees such as earning details, deducation details, personal details which are currently working in the organization .

- Name: Here the enter full name of the employee, which is currently working in the organization.
- **Designation**: Here select the designation of the employee such as A.EN, AAO, OSD Etc.
- Section: After selecting the post, the user will select the section of the employee where he is working.
- Gazetted/Non Gazetted: In this choice, the employee is either gazetted or non-gazetted.
- **UIT/On Deputation:** In this choice, the employee is on deputation or not.
- Employment Status: In this choice, the user will choose the employee's employment status.
- **Parent Department:** Here the select parent department name of the employee.
- **Contact No**: Here Enter the mobile number of the employee.

- Address: Here the user will enter the address of the employee where the employee is currently living.
- Bank Account Number: Here enter the bank Account number of the employee.
- Bank Name: Here select the bank name.
- Branch Name: Here select the branch name.
- Branch IFSC Code: IFSC code automatically appear on text box.
- Employee Id: Here you enter the employee ID which is provided by the government.

After filling in all the details and clicking on the Submit button then all the details will appear in the table grid.

SrNo 1	Id :	Name :	Designation	Account	DA%	Action :
1	119	A.En119	A.En.	394002010063895	34.00	Update
2	120	A.En120	A.En.	394002010063891	34.00	Update
3	121	A.En121	A.En.	394002010063894	34.00	Update

The last column of the grid has the Update button, by clicking on which the employee details can be changed or modified to add deduction details, add earnings details, add personal details.

After clicking on the Update Button, more details appear on the above screen.

	Employee Details	
Employee Code	1321	
Name *	fggfgd Designation	A.En. 🗸
UIT/DEPUTATION	UIT  GAZETTED/NON-GAZETTED	NON-GAZETTED
Date Of Birth	0000-00-00 Date Of First Appoinment	0000-00-00
Date Of Joining in UIT	0000-00-00 Father's Name	
Special Pay	0.00 House Type	Select V
Employee Type	Select   Pay Band	Select V
Grade Pay	0.00 Basic Pay	0.00
Vehicle use for Home	Select Vehicle Allowance	0.00
DA Percent	7   HRA Percent	Select V
Full/Part Salary	Full v	
	calculate	

After click on Submit button more information details of employee appear on the above same screen.

The user will fill in the details such as Employee Code, Name, Designation, Uit/Deputation, Gazetted/Non-Gazetted,

Date Of Birth, Date Of First Appoinment, Date Of Joining in Uit, Father's Name, Special Pay, House Type, Employee

Type, Pay Band, Grade Pay, Basic Pay, Vehicle use for Home, Vehicle Allowance, DA Percent, HRA Percent, Full/Part

Salary.

After filling in all of the details, click the calculate button. this is a one-time task. After employee information completed then fill other information details.

Adhar No.		PAN No.	
GPF No.		] SI No.	
PRAN No.		]	
LIC Policy No.1		LIC Policy No.2	
LIC Policy No.3		LIC Policy No.4	
	Earning I	information	
Basic		] HRA	
Special pay		Deputation Allowance	
Vehicle Allowance		Gratuity	
Pension Contribution		] DA	
	Deduction	Information	
General Provident Fund	0.00	GPF LOAN	0.00
LIC PREMIUM	0.00	STATE INSURANCE	0.00
RGHS	0.00	Covid-19	0.00
Provident Fund UIT Staff	0.00	GROUP INSURANCE	0.00
STATE INSURNCE (LOAN)	0.00	House and Furniture Rent	0.00
INCOME TAX (Employee)	0.00	National Pension Scheme	0.00
Provident Fund Loan (UIT		Pension Contribution (UIT	
Employee)	0.00	Employee)	0.00
Gratuity UIT Employee	0.00	] Other (Employee)	0.00
Recovery	0.00	] ANSHIKA	0.00
ANSHIKA	0.00	ROHIT	0.00
	Save	Reset Form	

Other information such as :Adhar No., PAN No., GPF No., SI No., PRAN No., LIC Policy No.1, LIC Policy No.2, LIC<br/>Policy No.3, LIC Policy No.4Earning Information such as :Basic, HRA, Special pay, Deputation Allowance, Vehicle Allowance, Gratuity, Pension<br/>Contribution, DADeducation Information such as :General Provident Fund, GPF LOAN, LIC PREMIUM, STATE INSURANCE, RGHS, Covid-<br/>19, Provident Fund UIT Staff,GROUP INSURANCE, STATE INSURNCE (LOAN), House<br/>and Furniture Rent, INCOME TAX (Employee), National Pension Scheme, Provident<br/>Fund Loan (UIT Employee), Pension Contribution (UIT Employee),

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#### Gratuity UIT Employee, Other (Employee), Recovery

After filling in all the information Ex. (other information , Earning information, Deducation information), then click on the save button.

After click on the save button, all the information of the employee will be updated in database.

#### J. Other payee

			Payee Det	ails			
Name * [				Contact No			]
Address			<i>li</i>	Bank Account Number			
Name 🕒	Select			► Branch Name	Select ¥		
Branch IFSC [ Code							
			Submit Rese	t Form			
	Show 10 ¢	entries		Se	arch:		
-	-	ayee ddress	Pan No.	Mobile.NO.	Bank Name	Branch Name	¢
	otors T( /T Ltd UI G	HANDRA DYOTA, DAIPUR pp. Mess ate Ekling arh,		9784957281	Bandhan Bank	Udaipur	·

On this page, User will enter Payee Details.

- Name: Here enter the name of Payee.
- **Contact No.**: Here enter the Mobile number of Payee.
- Address: Here enter the address of Payee.
- Bank Account Number: Here enter the bank account number of Payee.
- Bank Name: Here the name of the Payee bank will be selected.
- Branch Name: Here select the branch Name of bank.

• Branch IFSC Code: IFSC Code will be automatically generated by selecting the branch name. After filling in

all the details and clicking on the Submit button then all the details will appear in the table grid.

#### K. FDR Master

BankSelect		✓ Branch Name
Address	li	Bank FDR Number
Issue Date		Maturity
Documents Choose File N	o file chosen	

On this page, User will enter **Fixed Deposit Receipt** (FDR) Master Details.

- Bank Name: Here sthe name of the FDR bank will be selected.
- Branch Name: Here select the branch Name of bank.
- Address: Here enter the address details of FDR.
- Bank FDR Number: Here enter the bank FDR Number.
- **Issue Date**: select FDR issue date.
- Maturity Date: Select FDR Maturity Date.
- **Other Documents**: Any document related FDR then select and upload.

After filling all the FDR details and clicking on the Submit button then all the details will appear in the table grid.

#### L. Opening Balance

M. Work Entry

	Work Entry	
	Refresh Engg. Works List	
Name of Wo Section <mark>Submit</mark>	rk Select V	

On this page the engineering E-works software has linked with the account software

All engineering work list shown by click on Refresh Engg. Work List.

#### 3. Receipts

- A. Receipt Entry
- B. Challan Cancellation
- C. Cash Receipt Cancellation
- D. Cash Deposit Challan
- E. Imprest Adjustment
- F. Transfer Amount Letter
- G. See Receipts
- H. Service Wise Receipts
- I. Person Wise Receipts
- J. Receipts Reprint

#### A. Receipt Entry:

Any money received from debtors against sales invoice or on account, as well as any transactions in which money is received, must be accounted or inserted.

Receipt
Applicant Name*:- Address :-   Mobile Number:- UIT Account*:-   Service:-*:Select Acco
<u>Please fill the following details if the payment is related to Plot.</u>
Plot No.:-
Scheme    Select Scheme     ISelect Block V       O Khasra    Select Village     V       Enter Khasra Number     V
Section:
Total Amount* Head NameSelect
Head Amount Add in Grid
Remark*:-
Cash Details
Payment Mode Revenue Head Amount Remove
Cheque Details Cheque No. Cheque Date Amount Bank Name Branch Name Account Number Remove
Submit Clear Form

On this page, Cashier will enter Receipt Details.

- Applicant's Name Here Cashier will enter full name of the Applicant.
- Address- Enter Applicant Full address.
- Mobile Number- Enter Applicant Mobile number.
- **UIT Account-** Select the organization account.

• Service- select service for which a receipt will be generated.

These Options provided for filling the details while generating Receipts.

In this there is also a section provided for filling in the details if the receipt is related to plots such as Plot No, Plot

Type, Scheme, Select Block, Khasra No, Selecting Village.

After fill all the above details another Section we have:

- Section: In this section we have various account holders related to Organization.
- Payment Modes: Cashier have 3 option for Payment.
  - a. Challan
  - b. Cash
  - c. Cheque
  - **a. Challan** : While selecting a Challan, the Cashier has to select the validity of that Challan and the total amount before which it has to be verified by the bank as well as accounts within the valid time.
  - **b.** Cash: While selecting Cash Cashier has to simply follow the process defined below.
  - **c. Cheque:** While selecting Cheque Cashier have to select the validity of that Cheque and the Amount before which it has to verified by Bank as well as Accounts within the valid time

After all these sections are filled now, we have some filed such as : -

- Total Amount
- Head Name : Select the head name.
- Head Amount : Select the head amount.

After evaluating Total Amount, Head amount and Selecting Head Name. We have an option to Add in Grid

• Remarks - In Remarks Cashier can give his Remarks at the end of the page before Click-On

Submit button

When cashier click on Add in Grid Button The details will be reflected in the grid available at the end of this page. In Cash Details or in Cheque Details Grids, as it is dependent on the amount received by the cashier, in

cash or by check.

Cash Receipt Image :

×	URBAN IMPROVEMENT TRUST Udaipur (Section 61,UIT Act 1959,Rule 30,UIT Rules 1961)	+Original For Payee+
Receipt No : Received : Received as : Plot No.	4 Dated : 13-07-2022 15:05:22 Rohit Joshi Cash 7 Plot Type: -Flat	
Khasra/Scheme Description : Amount in Figures Sum of Rupees :	Hiran Magri Sector 12 Residential Scheme Block-E BSUP ,cash : Rs.500/- Five Hundred only	
	Receipt Prepared By Cashier	For UIT,Udaipur
	Casiller	Authorised Signatory
×	URBAN IMPROVEMENT TRUST Udaipur (Section 61,UIT Act 1959,Rule 30,UIT Rules 1961)	+Office Copy+
Receipt No : Received : Received as : Plot No. Khasra/Scheme	4 Dated : 13-07-2022 15:05:22 Rohit Joshi Cash 7 Plot Type: -Flat Hiran Magri Sector 12 Residential Scheme Block-E	
Description : Amount in Figures Sum of Rupees :	BSUP ,cash	
	Receipt Prepared By Cashier	For UIT,Udaipur
		Authorised Signatory

#### **Received Detail**

Code	Head	Rupees
103A02	IHSDP Scheme	400.00
103A01	NLCP Scheme	100.00
	Total	500.00

**Recipient's Signatory** 

Challan Copy Image :

Amount(Fou	r Thousand Only)		Amount(For	ur Thousand Only)	
	Total	4000.00		Total	4000.00
103A01	NLCP Scheme	2000.00	103A01	NLCP Scheme	2000.00
.03A02	IHSDP Scheme	2000.00	103A02	IHSDP Scheme	2000.00
Code	Head	Rupees	Code	Head	Rupees
	ount to be Deposited		-	nount to be Deposited	
Remark	challan		Remark	challan	
Service	BSUP		Service	BSUP	
Scheme/Khas	ra Sukher Scheme		Scheme/Khas	sra Sukher Scheme	
Plot No.	1		Plot No. 1		
Applicant Nar	ne Rohit Joshi		Applicant Na	ame Rohit Joshi	
Acc.No.	<u>004501024500</u>		Acc.No.	004501024500	
Challan No.	5		Challan No.	5	
Section	Drawing		Section	Drawing	
Date:-13	07-2022 ; Valid upto:-1	3-07-2022	Date:-13	8-07-2022 ; Valid upto:-1	3-07-2022
(Section 61,UIT Act 1959,Rule 30,UIT Rules 1961) (UIT Copy)			(Section 61	1,UIT Act 1959,Rule 30,UIT (Bank copy)	7 Rules 1961)
	<b>×</b> E-Accounts			× E-Accounts	

(Section 61	UIT Act 1959, Rule 30, UIT (Section Copy)	'Rules 1961)
Date:-13	3-07-2022 Valid upto:-13	-07-2022
Section	Drawing	
Challan No.	5	
Acc.No.	<u>004501024500</u>	
	me Rohit Joshi	
Plot No.	1	
	ra Sukher Scheme	
Service Remark	BSUP challan	
Details of Am Code	ount to be Deposited	Rupees
	California (Sector	
103A02	IHSDP Scheme	2000.00
103A01	NLCP Scheme	2000.00
	Total	4000.00
Amount(Fou	ır Thousand Only)	

Date:-1	3-07-2022 ; Valid upto:-13	3-07-2022
Section	Drawing	
Challan No.	5	
Acc.No.	004501024500	
Applicant N	ame Rohit Joshi	
Plot No.	1	
Scheme/Kha	asra Sukher Scheme	
Service	BSUP	
Remark	challan	
Details of A	mount to be Deposited	
Code	Head	Rupees
103A02	IHSDP Scheme	2000.00
103A01	NLCP Scheme	2000.00
	Total	4000.00
Amount(Fo	our Thousand Only)	

#### **B.** Challan Cancellation :

	E-Nagar Acco	unts User Manual
CHALLAN CANCELLATION Challan Date DD-MM-YYYY Challan No. Challan No.		
View Detail Clear		

In this option Cashier Can Cancel Challans at any instance of time by selecting the Validity of Challans and Challan No.

In This page we have the options available for selecting the Challan by

- Validity Of Challans: Cashier can choose the date in which Challan is created
- **Challan No**: Cashier also selects the Challan No provide at the time of generation of that particular Challan.

After clicking on the View Details button, a pop up will appear on the screen, Do You Want to Continue... then click on the OK button.

Entry Date* Challan Date*	16-07-2022 13-07-2022	Reason* Challan No <b>*</b>	4
Service Name	Cash Deposit by Cashier	✓ Plant	ot/House no.
Name*	Secretary,UIT		
Present Addr	UIT,Udaipur		
Bank Name*	ICICI BANK		×
Branch Name*	2 Madhuwan Udaipur		~
Account No*	004501024500		~
Total Amount*	100		
		Challan Details	
	Revenue Head	1	Amount
Challan to Depo	sit UIT Cash in Bank		100

Challan Cancellation Page will open where, Some fields like: -

- o Entry Date
- o Challan Date
- o Challan No
- Service Name
- o Name
- Present Address
- o Bank Name
- Bank Branch Name
- Account No
- o Total Amount

Are filled automatically by the same details which are provided at the time of the generation of that particular challan.

And some options like: "Reason, plot/house number to be filled by the cashier." Challan Details are reflected at the end of this page.

And hence, after checking all the details, the cashier will click on the Cancel This Challan button to cancel that particular challan.

#### C. Cash Receipt Cancellation

	E-Nagar Accounts User Manual
CASH RECEIPT CANCELLATION	
Date DD-MM-YYYY Receipt No. Challan No.	
View Detail Clear	

In this page Cashier have some options like:

- Date: In this Cashier will choose the date of issuing the cash Receipt.
- **Receipt No**: And in this Cashier will select the no. of receipt by which it was issued.

After clicking on the View Details button, a pop up will appear on the screen, Do You Want to Continue... then click on the OK button.

	CASH	I RECEIPT CANCEL	LATION	
Entry Date* Receipt Date*	13-07-2022 13-07-2022	Reason* Receipt No*	4	
Service Name	BSUP	~	Plot/House no.	7
Name*	Rohit Joshi			
Present Addr	Udaipur		1	
Bank Name*	UNION BANK OF INDIA		~	
Branch Name*	New Fatahpura Branch		~	
Account No*	004501024500		~	
Total Amount*	500			
		Challan Details		
	F	Revenue Head		Amount
Centrally Sponsored Scheme (Grant-In-Aid)->Centrally sponsored Schemes->IHSDP Scheme				400
Centrally Sponsored Scheme (Grant-In-Aid)->Centrally sponsored Schemes->NLCP Scheme				100
L				

where, Some fields like: -

- o Entry Date
- o Receipt Date
- Receipt No
- Service Name
- Plot/House No
- o Name
- o Present Address
- o Bank Name
- o Bank Branch Name
- Account No
- o Total Amount

Are filled automatically by the same details which are provided at the time of the generation of that particular cash Receipt.

And some options like: "Reason, plot/house number to be filled by the cashier." cash Receipt Details are reflected at the end of this page.

- And hence, after checking all the details, the cashier will click on the Cancel This Receipt button to cancel that particular cash Receipt.
- D. Cash Deposit Challan :

			-
	Challan to De	eposit UIT Cash in Bank	
By whome Tendered*:- UIT Account*:- Service:-*:-	Secretary,UIT		
Section:- Payment Mode*	SELECT V		
Cash in Hand on: <b>-13-07-2022</b>		Cash Received on:-13-07-2022	
Total Amount*			
Remark*:-	•		
	Submi	clear Form	

This page refers only when the cashier has some amount in his hand regarding UIT. At the end of the day, the cashier will generate a challenge for that amount to prevent the loss of the cash amount. Once the Challan is generated by Cashier, Cashier will have to maintain the details while creating the Challan and before the validity expires, Cashier will go through the option where the Cash Deposit UIT Cash Deposit in Bank page will open and some field are there : -

- **By Whom Tendered**: This option means the cash amount that the cashier has at the end of the day is tendered by whom.
- **UIT Account**: This is the amount deposited by the cashier into any of the UIT accounts.
- Section: This refers to the different sections of UIT.
- **Payment Mode**: In this cashier have only the option of a cash.
- Cash In-Hand and Cash Received : On particular option date, it will be mentioned
- Total amount: The total amount is to be deposited in the bank by the cashier through challan.
- Remarks: At last, Cashier can give their remarks at the end of this page

These options allow the cashier to deposit the UIT cash into the bank account.

#### E. Imprest Adjustment:

E-Nagar Accounts User Manual

It means that any employee who is working under UIT can take a certain amount from the cashier directly in cash for some work which is related to UIT. And that amount will be added to that particular employee's account until the used amount of bills is submitted by that employee to accounts. After verification by accounts and cashier, the cashier will select the imprest adjustment for the adjustment of that cash taken by that particular employee.

		Imprest Ad	justment		
Employee Name*:-	Select-		Bill No.:-		
Taken Amount:-			Interest:-		
Service:-*:-	Select	~	UIT Account*:-	394001010031020/G	General Account
Section:- Payment Mode*	SELECT Cash	~			
Total Amount*					
Head Name	Select				
Head Amount	Add	in Grid			
Remark*:-	*				
		Cash De	etails		
Paymer	nt Mode	Revenue H	ead	Amount	Remove
		Submit	Clear Form	)	

On this page, Cashier have Some Fields :

- **Employee Name**: In this section, the cashier will select the particular employee who has taken a certain amount from the cashier as some work regarding UIT.
- **Bill No**. : It will be generated automatically after selecting the employee by the cashier.
- Taken Amount : It will also fill automatically after selecting an employee.
- Interest : Interest is dependent on the date by which an employee has to submit all the bills related to his imprest. If they are not submitted on the due date, then after the interest will be added to the amount which is already defined.
- Service : It refers only to the adjustment of the amount given to the employee.
- **UIT Accounts**: The account selected by the Cashier in which the amount should be submitted at the time of adjustment of imprest by the Cashier
- Sections: This refers to the various sections of UIT employees.
- Payment Mode: In this cashier only have Cash option at the time of Imprest Adjustment.
- **Total Amount**: Total amount taken by an employee which is to be adjusted.
- Head Name: It contains various head-names.
- Head Amount : It contains the amounts for the various heads.
- Add In Grid: After clicking on this button the Cash details are shown on the bottom of this page on Cash-Details grid.
- **Remarks**: The cashier can give their remarks as well.

After all field fill then click on Submit button.

F. Amount Transfer Letter:

It means that the amount transferred between the bank accounts of UIT.

			Amount Transfer	letter	1
	L. L		Amount Transfer	Letter	
Applicant f	Full Name/Service	Name*:-	-	Select Type	Select 💙
From UIT	Account*:-		Select Accou	To UIT Account*:-	Select Accou
<u>Please fil</u>	<u>l the following d</u>	etails if th	ne payment is related t	o Plot.	
Plot No.:-					
Plot Type:-	Select 🗸				
_ Scheme	Select Scheme				✓ Select Block ✓
○ Khasra	Select Village Enter Khasra Numbe	r			~
Total Amo	ount*		Remark/Transacti	on Details*:-	* *
			Submit	Clear Form	

On this page, Cashier have Some Fields :

- Applicant's Name/Service Name: The name of the applicant or the name of the service to which the transactions are related.
- Select Type: In this option, the cashier has to select any party or UIT to which the transaction is related to.
- From UIT Bank: The bank from which the transaction is to be done.
- To UIT Bank: The bank where the transaction will take place..

Some details are on the other grid of the same page related to plots, like: -

- Plot No
- Plot type
- Scheme
- Khasra
- Total Amount
- Remarks/Transaction Details

These details will be filled only when the transaction is related to plots.

After filling in all the details, the cashier will click on Submit to generate the Transfer Letter.

LOGO	Organization Name
F2()/Acct/Misc/2022_23/	Dated: 16-07-2022
शाखा प्रबंधक आई.सी.आई.सी.आई. बैंक मधुबन ,उदयपुर 313001	
विषय : राशि हस्तांतरण करने के	सम्म्बंध में ।
159842673159 से न्यास के बैंक <b>E</b>	sdsfd की राशि 12(Twelve ) न्यास के खाता संख्या Jandhan Bank खाता संख्या 159842673159 IFSC CODE Secretary UIT Udaipur में स्थानान्तरण करने का श्रम
वरिष्ठ लेखाधिकारी	सचिव

#### G. See Receipts:

On this page, the cashier can see all the receipts.

	Select Date
Cash ~	Detail All  To: 2022-07-13
1022-01-10	Preview
	Select Amount To see Challan
	Select AmountSelect
	Cash 2022-07-13

This will redirect to the page where Cashier can see all the receipts by selecting Type, Details, and Date from which till the date up to which Cashier wants to see receipts.

After filling in all the fields, the cashier will click on preview to see the receipts.

And at the end of the same page there is an option to selecting Date for seeing Challan Receipts.



## **Organization Name**

Cash Received between 01-05-2022 and 15-07-2022 Service Name = Adjustment of advance given to employee

Sr.No.	Cash Challan No.	Receipt date	Receipt No.	Name	Description	Amount	Other Details
1	1	11-07-2022	1	SAURAV KUMAR JHA	Plot No	20860	Verified
					Total	20860	

## H. Service Wise Receipts:

On this page, the cashier can see service wise receipts.

Type:Se	elect 🗸		
·//F	)-MM-YYYY		To: DD-MM-YYYY
Select Adi	ustment of advance give	en to employee	<b>v</b>
Service	addition of database gri		
		Preview	

In this page Cashier have some options like:

The cashier has to choose whether the amount is deposited in cash or in cash challan.

Select the date since and till date, then select the service.

After filling in all the details, the cashier will click on the preview button to preview the receipts.



# **Organization Name**

Cash Received between 01-05-2022 and 16-07-2022 Service Name = Adjustment of advance given to employee

Sr.No.	Cash Challan No.	Receipt date	Receipt No.	Name	Description	Amount	Other Details
1	1	11-07-2022	1	SAURAV KUMAR JHA	Plot No	20860	Verified
					Total	20860	

### I. Person Wise Receipt :

On this page, the cashier can see Person wise receipts.

<b>T</b>	O alla at the		
Type:	Select V		
From:	DD-MM-YYYY		To: DD-MM-YYYY
Select	ANSHIKA		
Person			
		Preview Clear	

The cashier has to choose whether the amount is deposited in cash or in cash challan.

Select the date since and till date, then select the Person.

After filling in all the details, the cashier will click on the preview button to preview the receipts.



# **Organization Name**

## Cash Received between 01-05-2022 and 15-07-2022 Service Name =

Sr.No.	Cash Challan No.	Receipt date	Receipt No.	Name	Amount	Other Details
1	3	13-07-2022	5	ROHIT JOSHI	100	Verified
2	4	13-07-2022	7	Rohit Joshi	500	Verified
					Total	600

### J. Receipts Reprint

On this page, the cashier can Reprint the Receipts.

		E-Nagar Accounts User Manual
(	Receipt Reprint	
Type: Receipt No.	Select ✓ Challan No.	
Date:	DD-MM-YYYY	
	Preview	

This Option will be used only when Cashier wanted to Re-Print the Receipts.

In which Cashier have to Select the Type, Receipt, And Date of issue.

After filling in all the details, the cashier will click on the preview button to preview the receipts.

	(Section 61,Organiza	City Name ation Act 1959,Rule 30,Organiza	+Original For Payee+
Receipt No : Received :	4 Dated : Rohit Joshi	13-07-2022 15:05:22	
Received as :	Cash		
Plot No.	7 Plot Type: -Flat		
Khasra/Scheme		12 Residential Scheme Block	с-Е
Description :	BSUP	,cash	
Amount in Figures			
Sum of Rupees :	Five Hundred only		
			For UIT,Udalpur
	R	eceipt Prepared By Cashier	
		Cashier	Authorised Signatory
	Örg ection 61,Organization Ad	nization Name ganization City ct 1959,Rule 30,Organization Ru	+Office Copy-
Receipt No :	4 Dated :	13-07-2022 15:05:22	
Received :	Rohit Joshi		
Received as :	Cash		
Plot No.	7 Plot Type: -Flat		
Khasra/Scheme		12 Residential Scheme Block	(-E
Description :	BSUP	,cash	
Amount in Figures			
Sum of Rupees :	Five Hundred only		
			For UIT,Udaipur
	R	eceipt Prepared By Cashier	
			Authorised Signatory
		Received Detail	
Code		Head	Rupees
103A02	IHSDP Scheme		400.0
103A01	NLCP Scheme		100.0
		Total	500.0

## 4. Payments

- A. Pay Imprest:
- B. Bill Entry

- C. Make Salary
- D. Make SL
- E. Make Arrear
- F. Invoice Entry
- G. Manual/Part Salary
- H. Employee Deductions to Departments
- I. See Bill
- J. See Vouchers

#### A. Pay Imprest:

An imprest means that a certain amount is taken by any employee who is working under UIT from the

cashier directly in casl	n for some work	that is related	to UIT.
cushici un cotty in cus	i loi sonne morra		

	Pay Imprest
Select Payee	Select
Purpose*	Advances to employees for petty expenditure
Details/Remarks	*
Section Name*	Select V
Major Head *	Select V
Gross Amount	Nill Deduction
Deduction Name*	Amount*
Select V	Add Delete
	Submit

In this page Cashier have various options on Pay Imprest like: -

Select Payee, Purpose, Details/Remarks, Section Name, Major Head, Gross Amount Nill Deduction, Deduction Name, Amount are available.

Select Payee: In this field Cashier will select the Payee.

Purpose: The purpose of taking certain amount by the employee.

Details/Remarks: Details and Remarks can be given by particular employee.

Section Name: This refers to various UIT Sections.

Major Head: Here cashier will select Major Head.

Sub Major Head: Here cashier will select Sub Major Head according to Major Head.

Sub Major Head: Here cashier will select Minor Head according to Sub Major Head.

Gross Amount: Here Cashier will Enter Amount.

Nill Deduction: Cashier will apply any deduction on Imprest Amount then check the box.

After filling all the details then click submit button and Payee imprest page redirect to bill entry page

### **B.** Bill Entry :

In Bill Entry Cashier will Generate Bills to various payee which is related to the work under UIT.

	Bill Entry
Payee is : Select Payee Select Work*	O Contractor/Supplier O Service Provider O Employee O Govt. Dept O Other O FDR-BankSelect
Details/Remarks*	
Section Name*	Select V PAN*
Major Head *	Select v
Gross Amount	Net Amount ONII Deduction
Deduction Name*	Amount*
Select V	Add Delete
Total Deduction:-	Net Amount 0 Submit

On this Bill entry Page Various payee like: -

- a. Contractor/Supplier
- b. Service Provider
- c. Employee
- d. Govt. Dept
- e. Other
- f. FDR-Bank

After selecting the particular person for whom the bill is being generated by the cashier,

The cashier will fill in the following fields: -

- i. Select Payee: In this field the Cashier will select the Payee.
- ii. **Select Work**: In this field, the cashier will select the work related to which the bill is being generated.
- iii. **Details and remarks**: Details and remarks given by the cashier.
- iv. Section Name: This refers to various UIT Sections.
- v. **PAN**: PAN No. will be written in this field of the particular person for whom the bill is being generated
- vi. Major Head: Here cashier will select Major Head.
- vii. **Sub Major Head**: Here cashier will select Sub Major Head according to Major Head.
- viii. Sub Major Head: Here cashier will select Minor Head according to Sub Major Head.
- ix. **Gross Amount**: Here Cashier will Enter Gross Amount.
- x. **Net Amount**: Here Cashier will Enter Net Amount.
- xi. **Nill Deduction**: If there is no deduction on the imprest amount, then check the box.

After selecting all these fields, the cashier does not apply any deductions to the bill. Then the cashier will click on the Add button.

If the cashier applies a deduction to the bill, the Total Deduction and Net Amount fields will automatically populate with the above information. And then the cashier will click on submit to enter the bill.

#### C. Make Salary

	Make Salary	
Select Month Select Employee Type	Select v Select Employee Type Generate S	<b>~</b> ]

On this page, the cashier will generate a salary that is related to the work under UIT.

Select Month: In this field, the cashier will select the month.

Select Employee Type: In this field, the cashier will select the type of employee.

After selecting both fields, the cashier will click on the "Generate Salary" button.

When the cashier clicks on the Generate Salary button, they get a pop message on the screen that says "salary generated successfully."

### D. Make SL (Surrender Leave):

	Make Salary	1
Total Selected	0	
A.En. 119	A.En. 120	A.En. 121
A.En122	A.En123	
A.En125	A.En154	
A.En179	A.En197	
A.En5	A.En53	
A.En6	A.En64	
A.En86	Additional Chief Engineer_37	
ANSHIKA	Executive Engineer III_146	
Executive Engineer II_59	Executive Engineer IV_84	
fggfgd	J.En124	
J.En151	J.En157	
J.En193	J.En207	
Jr. Accountant_163	Land Acquisition Officer_218	
Patwari_199	RADHIKA	
Revenue Inspector_129	Revenue Inspector_187	
Revenue Inspector_191	Revenue Inspector_200	
Revenue Inspector_204	Revenue Inspector_206	
Revenue Inspector_210	Revenue Inspector_214	
Revenue Inspector_215	Saurav Kumar Jha	
Secretary_219	Senior Accounts Officer_178	
Senior Accounts Officer_216	Superintending Engineer_1	
□ T.P.A109	Tehsildar_208	
UDC_40	UDC_42	
UDC_61	UDC_65	
	Generate SL	

On this page, the cashier will generate SL, which is related to the Employee which work under UIT.

• When the cashier selects employees for the SL generate, cashier can select multiple employees at once,

whose totals are generated automatically and show on Total selected text box.

- After selecting the employee, the cashier will click on the Generate SL button.
- When the cashier clicks on the button, they get a pop message on the screen that says "salary generated successfully."

#### E. Make Arrear :

Arrears is a financial and legal term that refers to the status of payments in relation to their due dates. The word is most commonly used to describe an obligation or liability that has not received payment by its due date. Therefore, the term arrears apply to an overdue payment.

		Make Arrear				
From Date	Select Month 🗸	To Date	Select Month 🗸			
Select Deductions		Select Type	Select Type			
	·	Earnings	·			
Basic						
🗆 HRA		PENSION				
GRATUITY						
		Deductions				
ANSHIKA		ANSHIKA				
CLEANING CHARGE	-	CONVEYANCE Factor				
Covid-19			GE FOR COMMUNITY HA	LL		
<ul> <li>General Provident</li> <li>Gratuity UIT Emplo</li> </ul>		GPF LOAN GROUP INSURA	Not			
Gratuity 011 Emplo House and Furnitur		GROUP INSURA     House Building A				
INCOME TAX (Emp.)		LIC PREMIUM	Ravance			
National Pension Sector		Other (Employe	e)			
Pension Contribution		Provident Fund	Loan (UIT Employee)			
Provident Fund UIT	´ Staff		Recovery			
RGHS						
STATE INSURANCE		STATE INSURNO	E (LOAN)			
Income tax %						
Total Selected		Select all				
A.En119		□ A.En120				
A.En121		A.En122				
		□ A.En125				
A.En123						
<ul> <li>A.En123</li> <li>A.En135</li> </ul>		□ A.En154				
		□ A.En154 □ A.En197				
□ A.En135						
<ul> <li>A.En135</li> <li>A.En179</li> </ul>	C           Image: Constraint of the second	□ A.En197	Г Г Г Г			
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> </ul>		□ A.En197 □ A.En213				
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> <li>A.En48</li> </ul>	I           I           I           I           I           I           I           I           I           I           I           I           I           I           I           I           I	<ul> <li>A.En197</li> <li>A.En213</li> <li>A.En5</li> </ul>				
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> <li>A.En48</li> <li>A.En53</li> </ul>	I           I	<ul> <li>A.En197</li> <li>A.En213</li> <li>A.En5</li> <li>A.En54</li> </ul>				
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> <li>A.En48</li> <li>A.En53</li> <li>A.En6</li> </ul>	I           I	<ul> <li>A.En197</li> <li>A.En213</li> <li>A.En5</li> <li>A.En54</li> <li>A.En64</li> </ul>				
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> <li>A.En48</li> <li>A.En53</li> <li>A.En6</li> <li>A.En86</li> </ul>	I           I	<ul> <li>A.En197</li> <li>A.En213</li> <li>A.En5</li> <li>A.En54</li> <li>A.En64</li> <li>A.En89</li> </ul>	C     C     C     C     C     C     C     C     C     C     C     C     C     C     C     C     C     C     C     C			
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> <li>A.En48</li> <li>A.En53</li> <li>A.En6</li> <li>A.En86</li> <li>AAO-II_162</li> </ul>	I           I	<ul> <li>A.En197</li> <li>A.En213</li> <li>A.En5</li> <li>A.En64</li> <li>A.En89</li> <li>AAO-II_212</li> </ul>	Image: Constraint of the second sec			
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> <li>A.En48</li> <li>A.En53</li> <li>A.En66</li> <li>A.AO-II_162</li> <li>AAO-I_20</li> <li>AAO_114</li> </ul>	I           I	<ul> <li>A.En197</li> <li>A.En213</li> <li>A.En51</li> <li>A.En54</li> <li>A.En64</li> <li>A.AO-II_212</li> <li>AAO-I_202</li> <li>AAO_117</li> </ul>				
<ul> <li>A.En135</li> <li>A.En179</li> <li>A.En201</li> <li>A.En53</li> <li>A.En53</li> <li>A.En86</li> <li>A.AO-II_162</li> <li>AAO-I_20</li> </ul>	I           I	<ul> <li>A.En197</li> <li>A.En213</li> <li>A.En5</li> <li>A.En64</li> <li>A.En89</li> <li>AAO-II_212</li> <li>AAO-I_21</li> <li>AAO-I_202</li> </ul>				

From Date/To Date: Within this, the cashier chooses the month from which months the arrear is made to till date.

Select Deduction: Here Cashier will select the deduction Amount.

**Select Type**: The Cashier will select the type of arrear.

- In next grid Cashier will select the types of Earnings.
- After Selection of Earning, in next grid Cashier will select the types of Deductions.
- After Selecting Deduction as well as Earning the Cashier will select designation of the Employee and fill the text box.
- Once Cashier will select all the fields then click on Submit button to generate Arrear.
- After clicking on submit button the page will redirect to make Arrear Page.

			Earnings Amount							
Srno.	Name	Arrear	Pension	HRA	DA	Total				
1	A.En119	10	0	0	0	10				
-	~.cm_119	10	Ο	О	О	10				
2	A.En120	25	0	0	0	25				
2	A.En120	23	0	0	0	25				
3	A.En121	10	0	0	0	10				
3	A.EII121	10	0	0	0	10				
	save Arrear									

On that page Cashier will fill all the fields accordingly. And then click on Save Arrear button.

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## F. Invoice Entry:

On this page cashier will Generate Invoice.

			Invo	ice Entry	,				
	Payee is :	Deposit	tor						
	Select Payee	Indus To	wer Ltd.						
	Details/Remai	rks* ok					4		
Pa	articulars		Unit			Rate		IsExtra	
				]			NC		
Click here to	Add and Remov	e the Particula	rs						
Add	Delete								
Srno	Partic	ulars	Unit	Rate	Rate Amou		IsE	IsExtra	
1	abc		cm	250	0		NO		
Select GST%	ò	12% 🗸		Total	15				
CGST 6%				0					
SGST 6%				0					
Grand Total	0								
Grand Total	+ Extra			0					
Submit									

In this page Cashier will select :

- Depositor
- Select Payee
- Details/Remarks

After selecting the fields above Cashier will go on Next grid where Cashier fills the Details of: -

- Particulars
- Unit
- Rate
- Is Extra: it is column where Cashier will select between YES/NO.

after filling these details, Cashier will click on Add button to Add all the details on the Grid Shown below. On that grid Cashier will select The GST% and the total amount given on the end of the page.

After filling all the details Cashier will click on Submit button

The Tax Invoice will be Generated.

## G. Manual/Part Salary :

In this page Cashier have to select the Months and Employee to generate Salary Manually.

	Manual Salary	
MonthSelect Month v	Employee:Select Employee Print	~

- In this Cashier will select Months
- And again, select designation of the Employee
- And then click on Print "Print" Button. And cashier want to changes in employee then after click on button page redirect to Salary Information page.

					_
	Perso	nal 1	Information		
Employee Code	UIT_UDR_1995_2				
Name *	Wireman_56		Designation	Wireman	`
UIT/DEPUTATION	UIT	~	GAZETTED/NON-GAZETTED	NON-GAZETTED	`
Date Of Birth	1965-07-10		Date Of First Appoinment	1995-09-27	
Date Of Joining in UIT	1995-09-27		Father's Name	Shankar Lal Ji	
Special Pay	10.00		House Type	Personal	`
Employee Type	Regular	~	Pay Band	Select	`
Grade Pay	2800.00		Basic Pay	42300.00	
Vehicle use for Home	No	~	Vehicle Allowance	0.00	
DA Percent	Select	~	HRA Percent	Select	`
	Earni	ng I	nformation		
Basic	42300.00		HRA	3807.00	
Special pay	10.00		Deputation Allowance	0.00	
Vehicle Allowance	0.00		Gratuity	2834.00	
Pension Contribution	6802.00		DA	14382.00	
			•		
	Deduc	tion	Information		
General Provident Fund	0.00		GPF LOAN	0.00	
LIC PREMIUM	170.00		STATE INSURANCE	0.00	
RGHS	0.00		Covid-19	0.00	
Provident Fund UIT Staff	10000.00		GROUP INSURANCE	0.00	
STATE INSURNCE (LOAN)	0.00		House and Furniture Rent	0.00	
INCOME TAX (Employee)	0.00		National Pension Scheme	0.00	
Provident Fund Loan (UIT Employee)	0.00		Pension Contribution (UIT Employee)	6802.00	
Gratuity UIT Employee	2834.00		Other (Employee)	0.00	-
	0.00		, , , /		

Once changes are done then click on save arrear button, information saved successfully.

## H. Employee Deductions to Departments:

 Select Dates

 From YYYY-MM-DD

 Preview Clear

 Print Previous Letter

 Information regarding Pervious Generated Deduction Bills

 S.No
 Date
 Bill No
 Name
 Amount
 Print

In this page cashier have to select the date for which cashier wanted to preview previous letters.

In this cashier will select the date from/To till the date up to which cashier wanted to preview previous letter.

After filling all these fields cashier will click on the Preview button to redirect to the deduction page.

#### I. See Bill :

In this page cashier have to select the type of bills creation, date for which cashier wanted to preview previous letters.

Q	Select Date
Select Type From:	DD-MM-YYYY To: DD-MM-YYYY
	Preview Clear

- In this cashier will select the type of bills creation date from/To till the date up to which cashier wanted to preview Bills.
- After filling all these fields cashier will click on the Preview button to redirect to the Bill page.

Sr.No.	Bill No.	Bill date	Payee	Category	Amount	Other Details
1	1	13-07-2022	AAO-I_2	Employee	2500.00	Verify Date=13-07-2022 Voucher Id = 2 Payment mode = Cash UIT acc no = 004501024500
2	2	13-07-2022	A.En6	Employee	15000.00	Verify Date=13-07-2022 Voucher Id = 1 Payment mode = Cash UIT acc no = 004501024500
3	3	15-07-2022	AAO-I_2	Employee	10131.00	Not Verified Yet
4	4	15-07-2022	OSD 41	Employee	11293.00	Not Verified Yet
5	5	15-07-2022	DLR_44	Employee	11028.00	Not Verified Yet
6	6	15-07-2022	Senior Accounts Officer_178	Employee	9408.00	Not Verified Yet
7	7	15-07-2022	Secretary_194	Employee	17926.00	Not Verified Yet
8	8	15-07-2022	Land Acquisition Officer_195	Employee	11080.00	Not Verified Yet
9	9	15-07-2022	AAO-I_202	Employee	10743.00	Not Verified Yet
10	10	15-07-2022	Patwari_199	Employee	10000.00	Not Verified Yet
11	11	16-07-2022	AAO-I_2	Employee	10131.00	Not Verified Yet
12	12	16-07-2022	OSD_41	Employee	11293.00	Not Verified Yet
13	13	16-07-2022		Employee		Not Verified Yet
14	14		Senior Accounts Officer_178	Employee		Not Verified Yet
15	15		Secretary_194	Employee		Not Verified Yet
16	16		Land Acquisition Officer_195			Not Verified Yet
17	17	16-07-2022		Employee		Not Verified Yet
18	18	16-07-2022		Employee		Not Verified Yet
	19	16-07-2022		Employee		Not Verified Yet
	20	16-07-2022		Employee		Not Verified Yet
21	21		Senior Accounts Officer_178			Not Verified Yet
22	22	16-07-2022	Secretary 194	Employee	17926.00	Not Verified Yet

### J. See Vouchers :

	See Vouc	hers	
Bill No.* 1			
Major Head other misce	llaneous deposits ( 🗸	Sub Major Adjusment of Imprest V	
Section Accounts Employee AAO-1_2	▼ ▼	Advances to employees for petty expenditure Work Name	*
Bill Date 13-07-2022			
Bank Name UNION BANK OF INDL V Cheque/RTGS	Branch Name New Fatahpura Branch 🗸	Account No	
Gross Amount * Net Amount	Cr Amt 2500.0 2500.0		

Cashier can see Vouchers

In this page firstly cashier will select the bill number.

After selecting bill number in the other grid

- Major head
- Sub major head
- Section
- Work name
- Employee
- Bill date
- Bank name
- Branch name
- Gross amount
- Net amount

Are selected automatically and some fields like: -

- Account number
- Cheque/RTGS

Are filled by the cashier itself.

## 5. DD Letter

A demand Draft or a DD is a Negotiable Instrument issued by the bank. The meaning of Negotiable Instrument is that it guarantees a certain amount of payment mentioning name of the page.

- A. DD Letter
- B. DD Letter to Party
- A. DD Letter :

Select Date For DD Letter to Bank						
Select Date		Bank Accounts:	Select UIT Account		<b>v</b>	
		Previe	wClear			

In this page cashier will select the date and select the UIT Bank Account.

And hence cashier will on Preview Button. It will redirect to the DD Letter Page.

## **B. DD Letter to Party :**

Select Date For DD Letter to Beneficiary				
Select Date	YYYY-MM-DD			
	Preview Clear			

In this page cashier will Select the Date only and Click on the Preview button.

And this will redirect to DD payee list page.

## 6. Contra Entry

- Contra Entry Form
- Contra Entry Report
- Deducation to departments
- Contra Entry Form :

CONTRA ENTRY						
○ Bank To Bank ○ Cash To Bank ○ Bank To Cash						
BANK TO BANK						
Bank Name*	Select	nch Name*Select				
Transfer To						
To Bank Name*	Select    To Bran	anch Name *Select 🗸				
To Account No*Select						
Bank Statement Date	Challa	an Number*				
Voucher Number*	Vouc	cher Date* 16-07-2022				
Transcation Date	Ar	mount*				
Narration *						
SUBMIT						

It is the entry of amount to transfer with bank to bank, cash to bank, bank to cash.

In this page firstly cashier will select the transactions between one mode to another.

Once cashier will select the mode of transfer from then after cashier will select the mode from which the transaction is being created and hence cashier will select the mode for transfer to.

## If cashier will select Bank to Bank Transaction

Cashier will fill some details like:

## from which amount is being transfer

Bank Name

## Branch Name

Account Name

## To which amount is being transferred

- 1. Bank Name
- 2. Branch name
- 3. Account number

In the other grid fields like:

1. Voucher

- 2. Transaction Date
- 3. Amount
- 4. Narration

Will be filled by cashier and voucher date will be selected automatically.

And hence cashier will click on the submit button.

- Contra Entry Report
- Deducation to departments
- 7. RTGS
- 8. Profiles
- 9. Reports