User manual

Accounts Software

Contents

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 : http://117.240.201.126/E-nagar/Accounts_demo/ajmer/home.php

Bharatpur : http://117.240.201.126/E-nagar/Accounts_demo/bharatpur/home.php

Bhilwara : http://117.240.201.126/E-nagar/Accounts_demo/bhilwara/home.php

Bikaner : http://117.240.201.126/E-nagar/Accounts_demo/bikaner/home.php

Jodhpur : http://117.240.201.126/E-nagar/Accounts_demo/jodhpur/home.php

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

  o Create User
  o Create Bank
  o Create Branch
  o Create Account
  o Create Depositer
  o Create Service Provider
  o Deduction
  o Employee
  o Other payee
  o FDR Master

- - o Opening Balance
    - o Work Entry

- Receipts

    - o Receipt Entry
    - o Challan Cancellation
    - o Cash Receipt Cancellation
    - o Cash Deposit Challan
    - o Imprest Adjustment
    - o Transfer Amount Letter
    - o See Receipts
    - o Service wise receipts
    - o Person wise receipts
    - o Receipt Reprint

- Budget

    - o Budget Major Head
    - o Budget Sub Major Head
    - o Budget Minor Head
    - o Create Revenue
    - o Create Expenses

- Reports

    - o Account Balance
    - o Cash Book
    - o Cash Book-Multi Date
    - o Ledger
    - o Deduction Details
    - o Works Wise Report
    - o 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
- o Make Salary
- o Make SL bill
- o Make Arrear
- o Invoice Entry
- o Manual/Part Salary
- o Employee Duductions To Departments
- o See Bills
- o See Vouchers

- DD Letter
    - o DD Letter
    - o DD Letter To Party

- Contra Entry
    - o Contra Entry Form
    - o Contra Entry Report
    - o Deductions To Departments

- RTGS
    - o Print RTGS
    - o RTGS Excel
    - o RTGS Report

- Profiles
    - o Change Password

- Logout

Accounts

- Home

- Masters
    - o Verify Master
    - o Deactivate Master
    - o Verify Challan Cancellation
    - o Work Entry

- Receipts
    - o Challan Varification
    - o Transfer Amount Letter
    - o See Receipts
    - o Service wise receipts
    - o Person wise receipts

- o Receipt Reprint
- Reports
    - o Account Balance
    - o Cash Book
    - o Cash Book-Multi Date
    - o Ledger
    - o Deduction Details
    - o Works Wise Report
    - o 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 Verify Bills
    - o Verify Salary Bills
    - o Verify SL Bills
    - o Verify Arrear Bills
    - o Bank Statement Date Entry
    - o Bill Cancellation
    - o Cancel Verified Bills
    - o Verify Invoice Bills
    - o See Bills
    - o See Vouchers
- DD Letter
    - o DD Letter

- o   DD Letter To Party
- RTGS
  - o   Print RTGS
  - o   RTGS Excel
  - o   RTGS Report
- Profiles
  - o   Configuration
  - o   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.
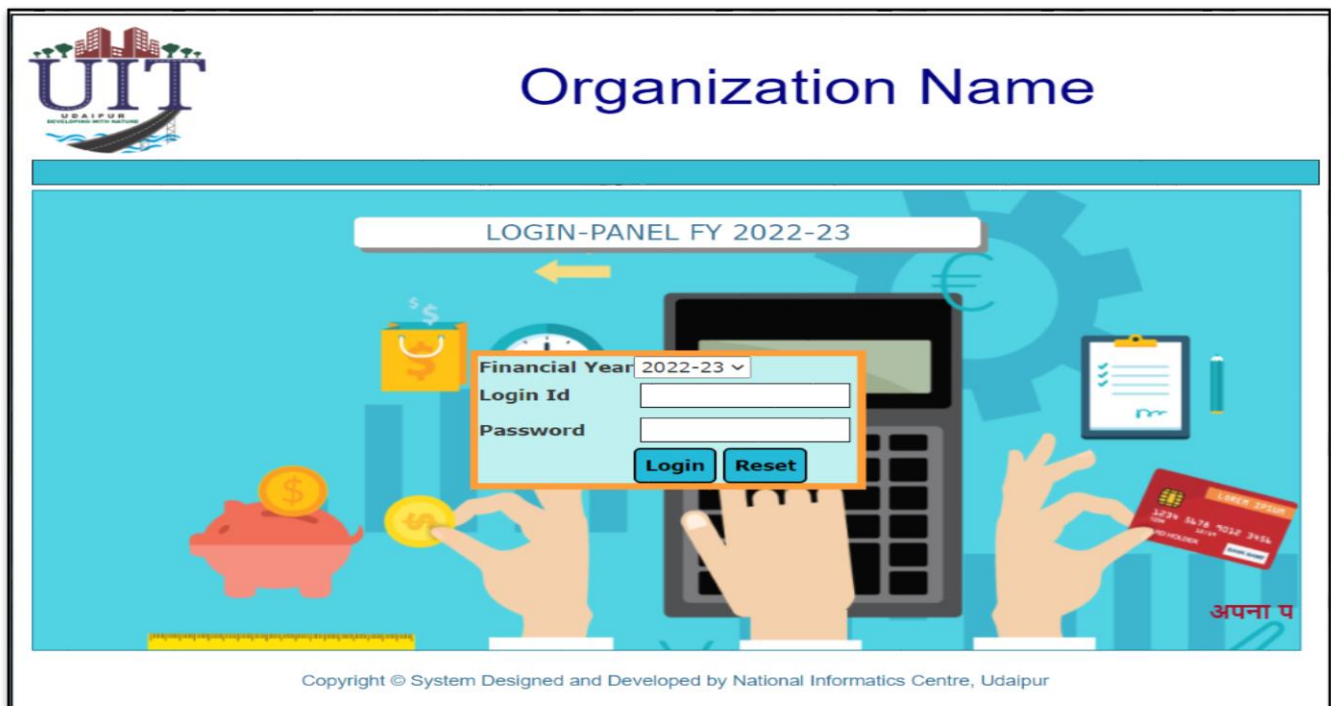
- This is Log-In page.
- Here all the users in Organization can Log-In through this page, and the OTP will come on their respective Phone Number Which will provide by Employee.
- And hence The Dashboard of that respective Designation Will reflect after Successful Log-In.
- Firstly, Cashier will Log-In for master data entry.
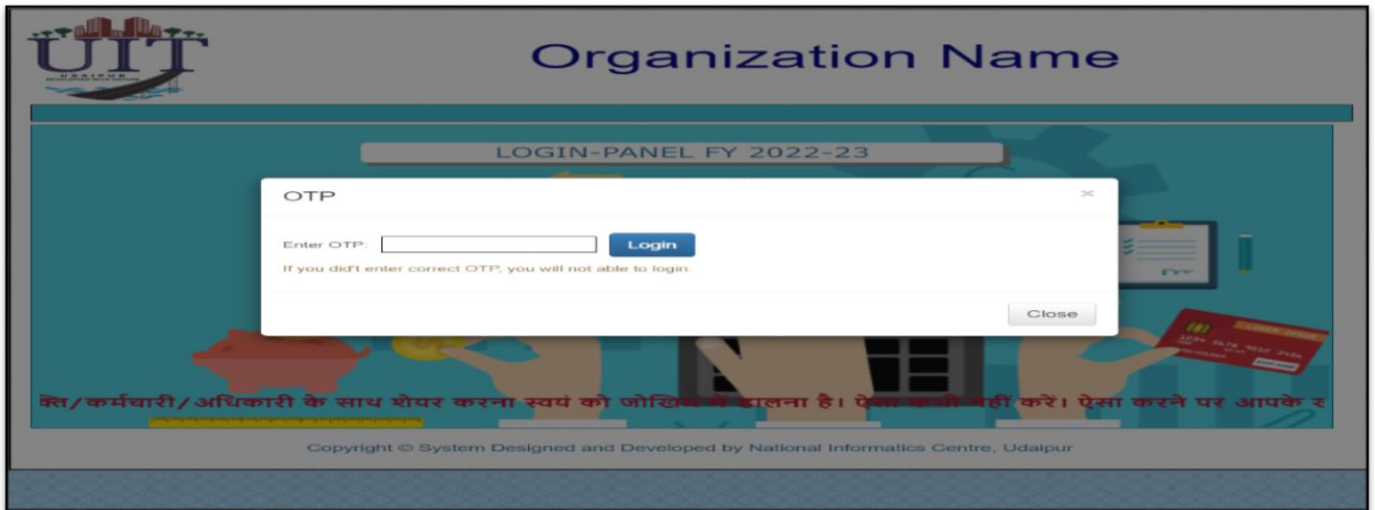
- This POP-UP reflects after Log-In on our Log-In page.
- Here OTP will entered whatsoever come on the respective phone number for secure Log-In.

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 **:**

- 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.

B. Budget Sub Major Head:

- 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 :

- 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

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

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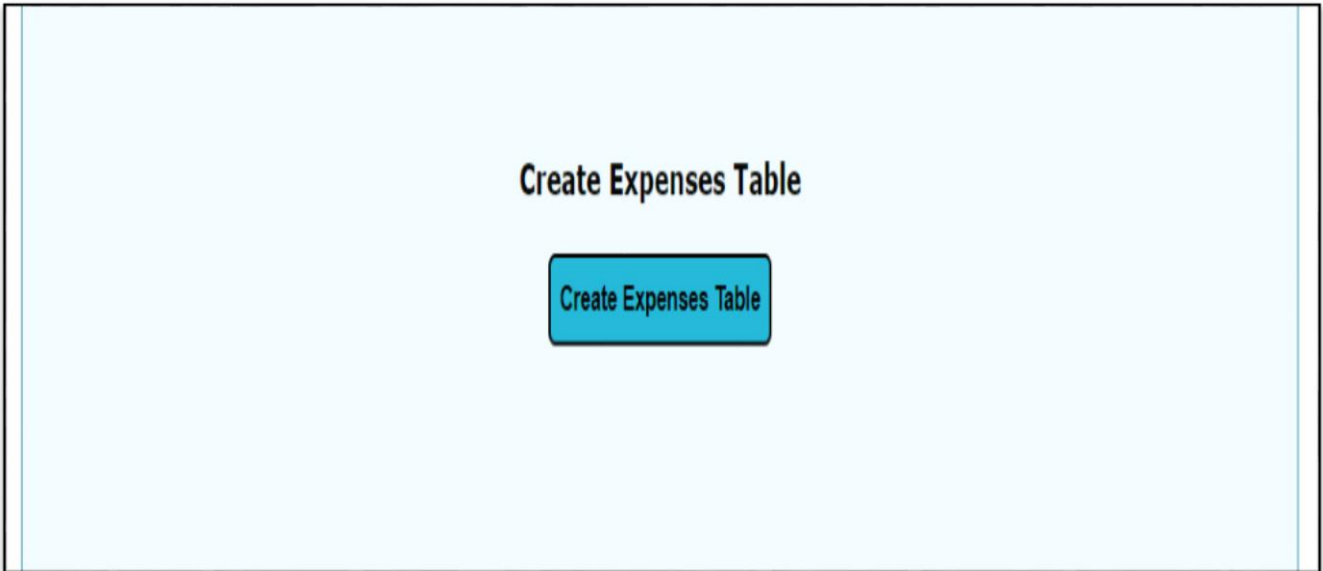
- Click on the create revenue button. After the completion of all Expenses budget head master data.

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:**

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

- **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

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

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

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

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

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

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.

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**

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	Id	Name	Designation	Account	DA%	Action
1	119	A.En._119	A.En.	394002010063895	34.00	Update
2	120	A.En._120	A.En.	394002010063891	34.00	Update
3	121	A.En._121	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--
Employee Type	--Select--	Pay Band	--Select--
Grade Pay	0.00	Basic Pay	0.00
Vehicle use for Home	--Select--	Vehicle Allowance	0.00
DA Percent	7	HRA Percent	--Select--
Full/Part Salary	Full		

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.

Other information such as :

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 Information such as :

Basic, HRA, Special pay, Deputation Allowance, Vehicle Allowance, Gratuity, Pension Contribution, DA

Deducation Information such as :

General Provident Fund, GPF LOAN, LIC PREMIUM, STATE INSURANCE, RGHS, Covid-19, Provident Fund UIT Staff,GROUP INSURANCE, STATE INSURNCE (LOAN), House and Furniture Rent, INCOME TAX (Employee), National Pension Scheme, Provident Fund Loan (UIT Employee), Pension Contribution (UIT Employee),

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**

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

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

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.

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 :   4   Dated :   13-07-2022 15:05:22
Received :   Rohit Joshi
Received as :   Cash
Plot No.   7   Plot Type: -Flat
Khasra/Scheme   Hiran Magri Sector 12 Residential Scheme Block-E
Description :   BSUP   ,cash
Amount in Figures : Rs.500/-
Sum of Rupees :   Five Hundred only

For UIT,Udaipur

Receipt Prepared By
Cashier

Authorised Signatory

- - - - - ✂ ◁ -

URBAN IMPROVEMENT TRUST
Udaipur
(Section 61,UIT Act 1959,Rule 30,UIT Rules 1961)

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   Hiran Magri Sector 12 Residential Scheme Block-E
Description :   BSUP   ,cash
Amount in Figures : Rs.500/-
Sum of Rupees :   Five Hundred only

For UIT,Udaipur

Receipt Prepared By
Cashier

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 :

| ☒ **E-Accounts** |
| (Section 61,UIT Act 1959,Rule 30,UIT Rules 1961) |
| (UIT Copy) |

Date:-13-07-2022 ; Valid upto:-13-07-2022

Section   **Drawing**
Challan No.   **5**
Acc.No.   **004501024500**
Applicant Name Rohit Joshi
Plot No.   1
Scheme/Khasra   Sukher Scheme
Service   BSUP
Remark   challan

Details of Amount to be Deposited

Code	Head	Rupees
103A02	IHSDP Scheme	2000.00
103A01	NLCP Scheme	2000.00
	Total	**4000.00**

Amount(Four Thousand Only)

Signature of Authority

| ☒ **E-Accounts** |
| (Section 61,UIT Act 1959,Rule 30,UIT Rules 1961) |
| (Bank copy) |

Date:-13-07-2022 ; Valid upto:-13-07-2022

Section   **Drawing**
Challan No.   **5**
Acc.No.   **004501024500**
Applicant Name Rohit Joshi
Plot No.   1
Scheme/Khasra   Sukher Scheme
Service   BSUP
Remark   challan

Details of Amount to be Deposited

Code	Head	Rupees
103A02	IHSDP Scheme	2000.00
103A01	NLCP Scheme	2000.00
	Total	**4000.00**

Amount(Four Thousand Only)

Signature of Authority

| ☒ **E-Accounts** |
| (Section 61,UIT Act 1959,Rule 30,UIT Rules 1961) |
| (Section Copy) |

Date:-13-07-2022 Valid upto:-13-07-2022

Section   **Drawing**
Challan No.   **5**
Acc.No.   **004501024500**
Applicant Name Rohit Joshi
Plot No.   1
Scheme/Khasra   Sukher Scheme
Service   BSUP
Remark   challan

Details of Amount to be Deposited

Code	Head	Rupees
103A02	IHSDP Scheme	2000.00
103A01	NLCP Scheme	2000.00
	Total	**4000.00**

Amount(Four Thousand Only)

Signature of Authority

| ☒ **E-Accounts** |
| (Section 61,UIT Act 1959,Rule 30,UIT Rules 1961) |
| (Applicant's Copy) |

Date:-13-07-2022 ; Valid upto:-13-07-2022

Section   **Drawing**
Challan No.   **5**
Acc.No.   **004501024500**
Applicant Name Rohit Joshi
Plot No.   1
Scheme/Khasra   Sukher Scheme
Service   BSUP
Remark   challan

Details of Amount to be Deposited

Code	Head	Rupees
103A02	IHSDP Scheme	2000.00
103A01	NLCP Scheme	2000.00
	Total	**4000.00**

Amount(Four Thousand Only)

Signature of Authority

B. Challan Cancellation :

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

- o **Validity Of Challans**: Cashier can choose the date in which Challan is created
- o **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.

CHALLAN CANCELLATION

Entry Date*	16-07-2022	Reason*	
Challan Date*	13-07-2022	Challan No*	4

Service Name   Cash Deposit by Cashier   Plot/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	Amount
Challan to Deposit UIT Cash in Bank	100

Cancel This Challan   Reset

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

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

In this page Cashier have some options like:

o **Date**: In this Cashier will choose the date of issuing the cash Receipt.
o **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.

where, Some fields like: -

o Entry Date
o Receipt Date
o Receipt No
o Service Name
o Plot/House No
o Name
o Present Address
o Bank Name
o Bank Branch Name
o 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.

o 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 :

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:

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.

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.

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.

G. See Receipts:

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

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.

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.

Select Date

Type: --Select-- ⌄

From: DD-MM-YYYY   To: DD-MM-YYYY

Select Person: ANSHIKA

[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.

LOGO

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.

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.

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 cash for some work that is related to UIT.

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.

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

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):

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.

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.

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

F. Invoice Entry:

On this page cashier will Generate Invoice.

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

Month   --Select Month-- ⌄   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.

Salary Information

Personal 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-- ⌄

Earning Information

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

Deduction 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
Recovery	0.00		

save Arrear

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

H. Employee Deductions to Departments:

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

Select Dates

From [YYYY-MM-DD] To [YYYY-MM-DD]

[Preview] [Clear]

Print Previous Letter

Information regarding Pervious Generated Deduction Bills					
S.No	Date	Bill No	Name	Amount	Print

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.

Select Date

Select Type   [---Select--- ▼]
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.

LOGO

Organization Name, Organization City (Raj.)

Bills created between 01-05-2022 and 16-07-2022

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.En._6	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	DLR_44	Employee	11028.00	Not Verified Yet
14	14	16-07-2022	Senior Accounts Officer_178	Employee	9408.00	Not Verified Yet
15	15	16-07-2022	Secretary_194	Employee	17926.00	Not Verified Yet
16	16	16-07-2022	Land Acquisition Officer_195	Employee	11080.00	Not Verified Yet
17	17	16-07-2022	AAO-I_202	Employee	10743.00	Not Verified Yet
18	18	16-07-2022	AAO-I_2	Employee	10131.00	Not Verified Yet
19	19	16-07-2022	OSD_41	Employee	11293.00	Not Verified Yet
20	20	16-07-2022	DLR_44	Employee	11028.00	Not Verified Yet
21	21	16-07-2022	Senior Accounts Officer_178	Employee	9408.00	Not Verified Yet
22	22	16-07-2022	Secretary_194	Employee	17926.00	Not Verified Yet

J. See Vouchers :

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
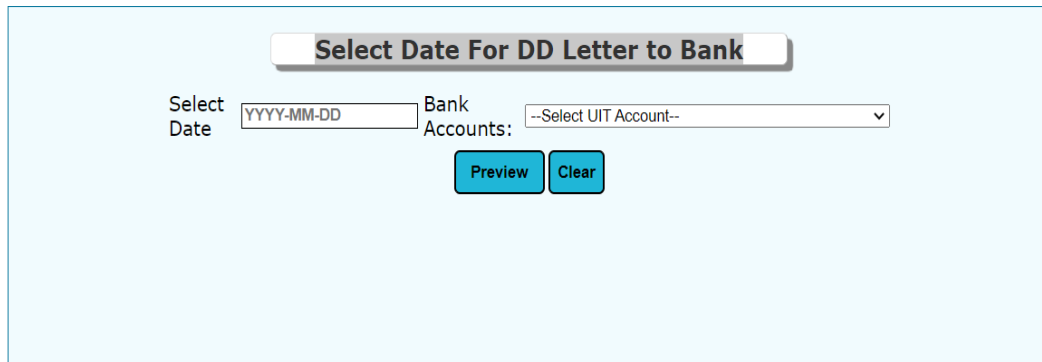- Cheque/RTGS

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 :
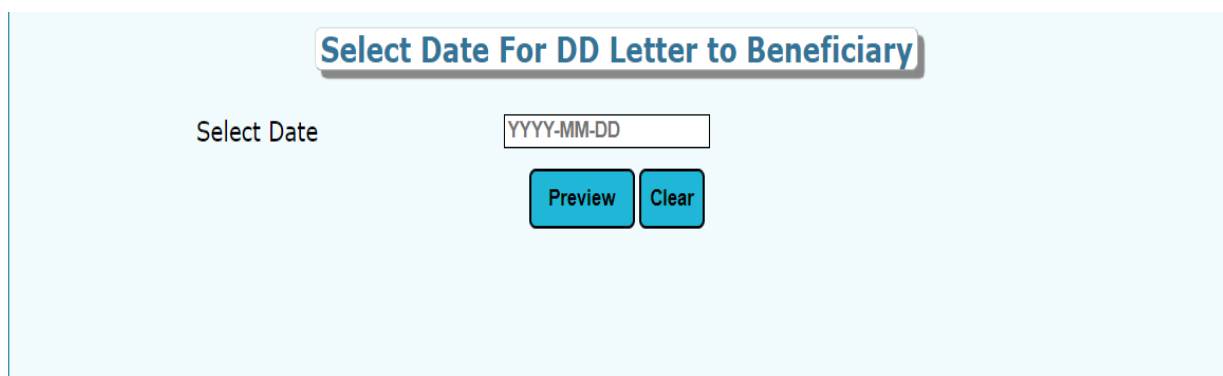

In this page cashier will select the date and select the UIT Bank Account.

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

B. DD Letter to Party :

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 :**

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