INDEX

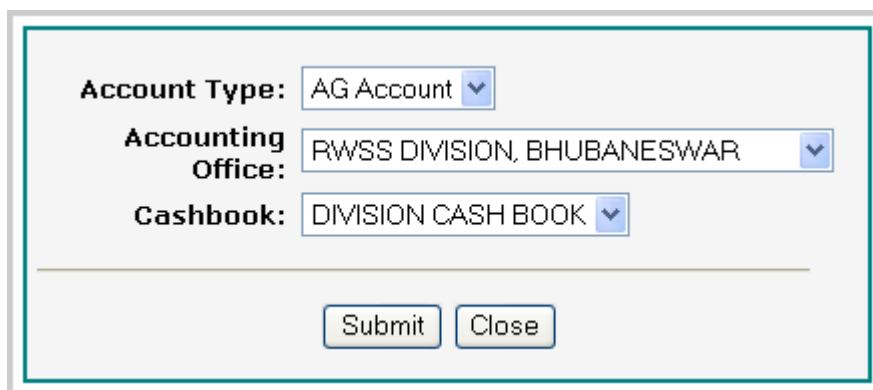**Note**: This manual contains description of the links, which are incorporated or modified after AG related changes.

1) Common Toolbar

For each login a tool bar is provided which has three links as Settings, Information and Refresh Account as shown below.
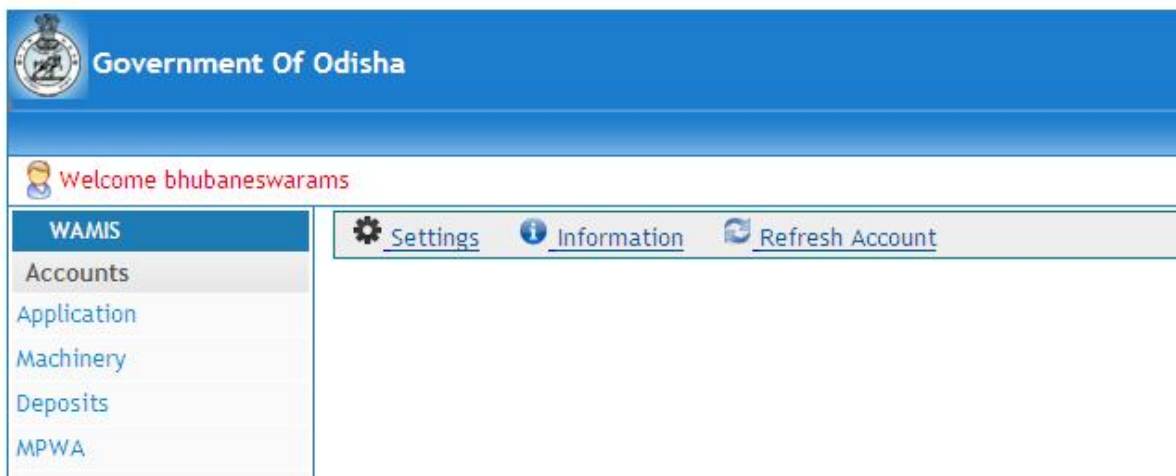
On clicking **Settings** link, a pop up will appear on screen. User can change Account Type as applicable, Accounting Office and Cashbook. Select the appropriate values from drop-downs and click on submit button for changes to reflect. If user wishes not to reflect changes then click on close button. See figure below.

The reflected changes can be confirmed in Information Link.

On clicking **Information** link the current Account Information will appear in pop up. The information regarding Login Office, Accounting Office, Office Maintaining Balance, and Office Submitting Account to DAG, Accounting Month, Account Type and Selected Cashbook will appear inside pop up as shown below.

Link **Refresh** Account is used to compile the account. On clicking this link account is compiled as per the entries in cashbook and TE Book.

Note: It is mandatory to refresh account at least once before generating any schedule.
If any change is done in cashbook/TE/head classification entries, user needs to refresh the account.

2) Upload Voucher

A voucher can be uploaded in the form of PDF format. The vouchers can be filtered by Voucher number, from date, to date, voucher type, amount less than equal to, upload status, verified status, approved status and office by clicking on filter button. By default all vouchers will be shown. Upload button is provided for each voucher. See figure below.

To upload file for a voucher, click on upload button. A pop up window will open. Browse the file to be uploaded and click on upload button. Uploaded file will be shown in the same window. The uploaded file can be downloaded by clicking on download button or can be deleted by clicking delete button. See figure below.

Alert

File uploaded successfully.

VOUCHER INFORMATION

Voucher No	Voucher Date	Exp. Gross Amt	No. of Files	Verified ?	Approved ?
CREN1	01-06-2013	0.00	1	No	No

UPLOAD FILE INFORMATION

SNo	Upload Date	File Name	Delete	Download
1	15-07-2013	CREN1.pdf	☒	🟢

Fields marked with an asterisk * are required.
Use Close button for closing window, otherwise page will not refresh.

UPLOAD VOUCHER

Attach File	[ ] Browse... *
Upload Close	

Entered voucher can be viewed in prescribed format. For that a view link is given for each voucher. On clicking view link, voucher will be shown in pop up window. The format of voucher is shown below.

Voucher

Office : Test AG Division

DDO Code :

Work Number : 1432/1

Name of Work : Regular

Head of Account : 20/4700/SP/SS/01/789/2160/37091/-

Contractor :   PAN :

Voucher Date : 01-February-2012   Voucher Number : 3

				Rs. Ps

1. Total Gross Amount [A]   91,555.00

2. Total Recoveries [B]   85,000.00

Sr.No.	Recovery Type	Head of Account	Amount	Remarks
1	Works	28/2059/NP/-----	5000.00	-
2	Works	28/2059/NP/-----	80000.00	-

3. Total [A] + [B]...[C]   6,555.00

Pay Rs. [6,555.00   ]   By Cheque Rs : Six Thousand Five Hundred Fifty Five Only

2.1)   Finalize Voucher

To finalize a voucher select check box in front of voucher and click on finalize Vouchers link. The voucher will get finalized. Multiple vouchers can be finalized at a time.

If user is DEO (Data Entry Operator), once a voucher is finalized its Verified status changes to Yes and Approved status to No for the user. The Approved status changes to Yes only if DAO (Divisional Accounts Officer) or EE (Executive Engineer) finalizes the voucher.

In the same way, if DAO finalizes a voucher the Verified status changes to Yes and Approved status to No. Once the voucher is finalized by EE the vouchers Approved   status   changes   to   Yes.

In the same manner if EE finalizes a voucher the Approved status of the voucher changes to Yes and it will appear as Yes for DAO and DEO logins irrespective of whether they approve or not.

In short we can say that the Verified status of voucher changes only if the user changes it and it is visible to the user only. And the Approved status overrides from top to bottom as per approving authority and visible to all users.

Figure below illustrates the same.

Delete All Uploaded Files of a Voucher   Finalize Vouchers

Toggle   Select All   Deselect All

UPLOADED VOUCHERS DETAILS

Sr.No	Voucher No.	Voucher Date	Exp. Gross Amt	No. of Files	File Name	Verified ?	Approved ?	View	Upload	Select
1	1	01/07/2013	1,000.00	2	CDAC Noida-PEIII&II (1).pdf,maxBhupa.jpg	No	No			
2	2	01/07/2013	0.00	0	Not Uploaded	No	Yes			
3	3	01/07/2013	0.00	0	Not Uploaded	Yes	No			
4	4	01/07/2013	0.00	0	Not Uploaded	No	No			
5	5	01/07/2013	0.00	0	Not Uploaded	No	No			
6	6	01/07/2013	10,000.00	0	Not Uploaded	No	No			
7	CC1	01/07/2013	0.00	0	Not Uploaded	No	No			
8	CR1	01/07/2013	0.00	0	Not Uploaded	No	No			
9	CR2	01/07/2013	0.00	0	Not Uploaded	No	No			
10	CREN1	01/07/2013				No	No			
11	CT1	01/07/2013				No	No			
12	TA1	01/07/2013	0.00	0	Not Uploaded	Yes	Yes			
13	TA2	01/07/2013	0.00	0	Not Uploaded	Yes	No			

Disabled →

Verified Yes, Approved Yes →

Verified Yes, Approved No →

Delete All Uploaded Files of a voucher   Finalize Vouchers

A finalized voucher can neither be modified nor be deleted by any user. In the figure below, for the finalized vouchers the links edit and delete are disabled.

PAYMENT VOUCHER DETAILS

Sr.No.	Order No.	Voucher No.	Date	Cheque Amt	Cash Amt	Exp. Gross Amt(A)	Gross Amt(B)	Diff.(A-B)	Debit Amt	Credit Amt	Attached ?	Edit	Delete
1	2	1	01/07/2013	2,000.00	0.00	1,000.00	2,000.00	-1,000.00	2,000.00	0.00	No		
2	3	2	01/07/2013	2,000.00	0.00	0.00	2,000.00	-2,000.00	2,000.00	0.00	No		
3	6	3	01/07/2013	0.00	30.00	0.00	30.00	-30.00	0.00	30.00	No		
4	7	4	01/07/2013	0.00	5,000.00	0.00	5,000.00	-5,000.00	0.00	5,000.00	No		
5	8	5	01/07/2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No		
6	12	6	01/07/2013	0.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00	No		

Disabled →

Even the details under voucher are locked for update and delete. Message is given as "Entries are locked as voucher is finalized." See figure below.

Alert

Entries are Locked as voucher is finalized.

PAYMENT VOUCHER DETAILS

Voucher No.	Date	Cheque Amt	Cash Amt	Exp. Gross Amt(A)	Gross Amt(B)	Diff.(A-B)	Debit Amt	Credit Amt
2	01/07/2013	2,000.00	0.00	0.00	2,000.00	-2,000.00	2,000.00	0.00

TRANSACTIONS DETAILS   TOTAL TRANSACTIONS = 1

Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit	Delete
1	Works	2,000.00	Debit	Cheque	20/4700/SP/SS/15/789/2160/37034/-		

Add   Display Voucher   Add Vouchers

Disabled →

3) Reports

For reports offices drop-down is added. This drop-down has first option as "Compile for All"; it means compile report for all of the offices under logged in office. The report can be generated for individual office by selecting office name from drop-down box.

MONTHLY ACCOUNT	
Month & Year :	July ☑ 2013 ☑
Report :	◉ Account ○ Cash Balance ○ Certificate
Head-wise :	◉ Major ○ Detail ○ Selected
Offices :	-- Compile For All -- ☑ *
	Show Export Refresh

Note: It is mandatory to refresh account at least once before generating any reports.

4) Close Account

When all the vouchers submitted are finalized then account can be closed. On account close, revoke link will be disable. When account for the current month is submitted, it can not be revoked. Account can be revoked only when AG rejects it.

ACCOUNT CLOSE / REVOKE	
Current Account Month & Year July : 2013	
Close / Revoke	◉ Close ○ Revoke
	Submit

Alert

Account closed successfully for June : 2013

ACCOUNT CLOSE / REVOKE	
Current Account Month & Year July : 2013	
Close / Revoke	◉ Close ○ Revoke (Account for previous month can not be revoked.) ←
	Submit

Disabled

On revoke, only TE entries are possible.

5) Submit Account

Screen for submit account is shown below. Select year and month to filter the accounts. Select an account and click on submit to AG button.

2.2) Upload Remarks

While submitting the account user can upload remarks. As shown below, year and month filters are provided for selecting account. Select appropriate year and month, click filter button to get desired accounts. User can write remarks and upload a file. To upload remarks click on upload remarks button. Write remarks and browse file to be uploaded. Click on upload to upload the remarks. The file can be scan copy of schedules, digitally signed copies of all accounting schedules. Operation can be cancelled by clicking cancel button.

2.3) Remove Upload

The uploads can be removed, to remove uploads select account and click on remove uploads. The uploads (remarks and file uploaded with it) for selected account will be removed.

2.4) Show Report

Compiled report can be seen. Select an account and click on show button. Compiled report will appear on screen as shown.

Year	2013 ▼ *	Month	--Select-- ▼	filter

ACCOUNTING STATUS

Sr.No	Month	Opening Balance	Closing Balance	Receipt	Disbursement	Status	Remarks By DAG office	Select	Submit to AG	Upload Remarks	Attached file Name
1	June 2013	0.00	0.00	924,000.00	924,000.00	Closed		⦿	🖺	🔼	--

Remove Upload | Show | Export | AG Observation

COMPILED REPORT

Division: Test AG Division   Month & Year : June 2013

Opening and Closing Balance

Opening Balance	0
Closing Balance	0

Documents submitted

Form Number
5
80

Cash Balance

Division/Sub-Division	Designation	Employee Name	Regular / Imprest Amt	Temp.Adv. Amt	Other Cash Amt	Total
Test AG Division	-	-	0	0	0	0
Test AG Division	EXECUTIVE ENGINEER	Akshay	0	0	0	0
Test AG Sub Division	ASSISTANT ENGINEER	-	0	0	0	0
Cash Balance Total			0	0	0	0

Form 80

Demand Number	Major Head	Plan / Non-plan		Receipts	Disbursement
28	0059	-		82,000	0
28	0216	-		20,000	0
07	2059	NP		0	5,000
20	4700	SP		0	620,000
28	7610	-		40,000	0
28	8009	-		20,000	0
28	8443	-		72,000	266,000
28	8658	-		50,000	0
28	8782	-		640,000	50,000
		Difference Between Opening and Closing Balance		0	0
Form 80 Total				924,000	924,000

Schedule of Deposits

MJ	SM	MN	SN	DT	O.B.	Credits	Debits	C.B.
8443	00	108	00	I	0	0	0	0
8443	00	108	00	II	1,000	30,000	0	31,000
8443	00	108	00	III	1,000	0	264,000	-263,000
8443	00	108	00	IV	0	0	0	0
8443	00	108	00	V	1,000	42,000	2,000	41,000
Schedule of Deposits Total					3,000	72,000	266,000	-191,000

Schedule of Remittances

MJ	SM	MN	SN		Amount Remitted (01)	Cheques Issued (02)
8782	00	102	00		924,000	924,000

Designed & Developed by C-DAC , Pune   Page 1 of 3

COMPILED REPORT

Division: Test AG Division   Month & Year : June 2013

Memo of Receipts & Charges

D.No.	MJ	P/NP	Scheme	Sector	C / V	SM	MN	SN	DT	SD	Receipts	Disbursement
0	0059	NP	00000	00	V	80	800	0097	null	-	32,000	0
0	0059	NP	00000	00	V	80	800	02	null	-	50,000	0
0	0059	Total									82,000	0
0	0216	NP	00000	00	V	01	106	01	00	-	20,000	0
0	0216	Total									20,000	0
0	8658	NP	00000	00	V	00	112	0162	16001	-	50,000	0
0	8658	Total									50,000	0
28	2059	NP	NP	-	V	null	null	null	null	-	0	5,000
28	2059	NP	NP	-	V	80	799	01	95	-	0	10,000
28	2059	Total									0	15,000
07	2059	NP	NP	-	V	80	800	1012	20002	-	0	5,000
07	2059	Total									0	5,000
28	2059	NP	NP	-	V	80	911	1889	49015	-	0	-32,000
28	2059	Total									0	-32,000
20	4700	P	SP	SS	V	15	789	2160	37034	-	0	120,000
20	4700	P	SP	SS	V	16	001	2160	01003	-	0	500,000
20	4700	Total									0	620,000
28	8782	NP	00000	00	V	00	102	00	01	-	0	924,000
28	8782	NP	00000	00	V	00	102	00	02	-	924,000	0
				Difference Between Opening and Closing Balance							0	0
Memo of Receipts & Charges Total											1,148,000	1,798,000

Schedule of Suspense

Description	O.B.		Credits		Debits		C.B.
Stock	5,000	-	10,000	+	0		-5,000
Purchase	13,000	+	0	-	5,000		8,000
MPSSA	0	+	0	-	0		0
CSSAOld	1,110	-	0	+	0		1,110
CSSANew	0	-	0	+	0		0
Schedule of Suspense Total	19,110						4,110

Challans

Date	Chalan No.	Treasury Name	Amount	
09/06/2013	1341	Anugul	50,000	
Challans Total			50,000	

Cheques

Date	Cheque No.	Amount	
02/06/2013	100005	15,000	
02/06/2013	100006	5,000	
02/06/2013	100009	400,000	
12/06/2013	100002	10,000	
Cheques Total		640,000	

Summary

Closing Balance	0	Cash Balance Total	0	Tallied
Form 80 Receipts	924,000	Form 80 Disbursement	924,000	Tallied
Memo of Receipts	1,148,000	Memo of Disbursement	1,798,000	Not Tallied
Form 80 Receipts	924,000	Memo of Receipts	1,148,000	Not Tallied
Form 80 Disbursement	924,000	Memo of Disbursement	1,798,000	Not Tallied
Amount Remitted	924,000	Chalan Amount	50,000	Not Tallied
Cheques Issued	924,000	Cheques Total	640,000	Not Tallied

2.5) Export Report

The generated report can be downloaded in PDF format. Select an account and click on export button.

5.5) AG Observation

If account is accepted or rejected by AG, AG can upload observation along with a downloadable file. To see these observations select an account and click on AG observation button.

> **Note**: If AGs web service is unavailable a message will appear for it, as "Web service is currently unavailable Please try later."

6) Upload Work Photo

Go to link Works – Execution – Upload Works Photo. By selecting any options from head, scheme, work description, work status, category and work type, and works can be filtered. File formats permitted for uploading are png, jpg, jpeg, gif and bmp. To upload photograph click on upload image button, a pop window will appear on screen (see figure below). Browse the file to be uploaded and click on upload button. A message will appear on screen on successful uploading. The uploaded file can be downloaded or can be deleted also. The operation can be cancelled by clicking close button.

Choose Head	0000 All Heads		Scheme(Plan/Non Plan)	--All--
Work Description			Close/Current Work	⦿ Current ◯ Closed
Category	◯ Regular ◯ Deposit ◯ Salary		Work Type	--Select--

[filter] [Clear]

UPLOAD WORK PHOTO

Sr.No	Work No.	Work Description	Heads Classification	Category	Work Type	Upload Image
1	424/1349	O/M of Hiradharbati Main Canal from RD 23.00 Km. to 41.18 Km. for the year 2013-14 (DR No.29 (H) / 13-14)	20-2701-17-101-0851-21033-000-0-1-0	Regular	Canal Works	🔼
2	424/1348	O/M to Ghodahada Right flood bank from RD 14.82 Km. to 26.76 Km. for the year 2013-14 (DR No.21 (RE) / 13-14)	20-2711-01-800-1214-21033-000-0-1-0	Regular	Canal Works	🔼
3	424/1347	O/M to Rushikulya Main canal from RD 51.40 Km. to 65.20 Km. of Rushikulya Irrigation System. for the year 2013-14 (DR No.64 (R) / 13-14)	20-2700-09-101-0851-21033-000-0-1-0	Regular	Canal Works	🔼
4	424/1346	O/M to Rushikulya Main canal from RD 28.96 Km. to 51.40 Km. of Rushikulya Irrigation System. for the year 2013-14 (DR No.51 (R) / 13-14)	20-2700-09-101-0851-21033-000-0-1-0	Regular	Canal Works	🔼
5	424/1345	Improvement to Main Ghadaka Nalla from Mardarajpur VRB to Anicut from RD 2.20Km to 3.20Km.	20-2711-01-800-1214-21033-000-0-1-0	Regular	Canal Works	🔼

Alert

File uploaded successfully.

UPLOAD WORK PHOTO

Work Name

O/M of Hiradharbati Main Canal from RD 23.00 Km. to 41.18 Km. for the year 2013-14 (DR No.29 (H) / 13-14)

UPLOAD FILE INFORMATION

SNo	Photo Taken Date	Upload Date	File Name	Delete	Download
1	03/07/2013	15/07/2013	cross.png	☒	🟢

Fields marked with an asterisk * are required.
Use Close button for closing window, otherwise page will not refresh.

UPLOAD PHOTO

Attach File		Browse...	*
Photo Taken Date	03/07/2013	📅	*

Upload   Close

7) Mapping of Screen - Role Privileges

Meaning of symbols,

- ✅ : Full rights i.e. View, Add, Update and Delete
- ❌ : No rights
- 👁 : Only view rights

Sr.No.	Sub Module	Screen	Role		
			DEO	DAO	EE
1.	Application				
		Accounts Date Selection	❌	❌	✅
		Close Account	❌	❌	✅
		Submit Account	❌	❌	✅
2.	Machinery				
		Machinery Types	👁	👁	👁
		Machinery Expense Types	👁	👁	👁
		Machinery Registration	✅	✅	👁
3.	Deposits	Deposit Parties	👁	👁	👁
		Deposit Balances – Abstract	👁	✅	👁
		Deposit Balances – Itemized	👁	✅	👁
		Deposit Work Balances	👁	✅	👁
4.	MPWA				
		MPWA Items	✅	✅	👁
		MPWA Balances - Itemized	👁	✅	👁
		MPWA Balances - Abstract	👁	✅	👁
5.	CSSA	CSSA Offices	👁	👁	👁
		CSSA Balances	👁	✅	👁

No.	Category	Item			
6.	General	Proposal Work Details	✓	✓	👁
		Contractors	✓	✓	👁
		Transaction Types	👁	✓	👁
		Underlying Offices	👁	👁	👁
		Cashbooks	👁	✓	👁
		Office Expense Types	👁	👁	👁
		Form Types	👁	👁	👁
		CPWA Heads	👁	👁	👁
		Allowance Types	👁	👁	👁
		Centage Heads	👁	✓	👁
		Signing Authority	👁	✓	👁
		Form 83 Memos	👁	✓	👁
		Yearly Centage Charges	👁	✓	👁
		Office Account Type	👁	👁	👁
7.	Monthly Entries				
		Transaction Heads	👁	✓	👁
		Forms Generated	👁	✓	👁
		Salaries	👁	✓	👁
		Form 80 Details	👁	✓	👁
		Centage Charges	👁	✓	👁
		Allowance	👁	✓	👁
8.	Stock And Purchase				
		Debit To Stock Balances	👁	✓	👁
		Stock Balances	👁	✓	👁
		Purchase Balances	👁	✓	👁

No.					
9.	Other Balances				
		Revenue Balances	👁	✓	👁
		Cash Balances	👁	✓	👁
		Work Balances	👁	✓	👁
		Temporary Advance Balances	👁	✓	👁
		Expense Balances	👁	✓	👁
		Remittance Balances	👁	✓	👁
		Allowance Balances	👁	✓	👁
		Certificate Balances	👁	✓	👁
		Miscellaneous Head Balances	👁	✓	👁
10.	Vouchers				
		Cashbook Summary	✓	✓	✓
		Payment Voucher	✓	✓	✓
		Payment Voucher II	✓	✓	✓
		Upload Vouchers	✓	✓	✓
		Cash Receipt	✓	✓	✓
		Temporary Advances	✓	✓	✓
		Remittance	✓	✓	✓
		Cash Transfer	✓	✓	✓
		Cash From Treasury	✓	✓	✓
		Transfer Entry Order	✓	✓	✓
		Cheque Cancellation	✓	✓	✓
		Valuation of Indent	✓	✓	✓
		Cheque Renewal	✓	✓	✓
11.	Cash Book Reports				
		Form 1 – Cashbook	👁	👁	👁
		Cash Compilation	👁	👁	👁

12.	Monthly Account Reports				
		Form 80 – Monthly Account	👁	👁	👁
		Generate Docket	👁	👁	👁
13.	Schedule of Work Reports				
		Form 64 Works Expenditure	👁	👁	👁
		Form 61 - Schedule Docket	👁	👁	👁
14.	Deposit Reports				
		Form 67 – Deposit Register	👁	👁	👁
		Form 79 - Schedule of Deposits	👁	👁	👁
		Form 65 – Schedule of Deposit Works	👁	👁	👁
15.	Classified Abstract Reports	Form 74 – Abstract of Expenditure	👁	👁	👁
		Form 46 – Register of Revenue Realized	👁	👁	👁
16.	TEBI Reports	Form 53 – Transfer Entry Orders	👁	👁	👁
		Form 54 – Transfer Entry Number Book	👁	👁	👁
17.	MPWA Reports				
		Form 70 PART I	👁	👁	👁
		Form 70 PART II	👁	👁	👁
18.	CSSA Reports				
		From 76(A)	👁	👁	👁
19.	Other Reports				
		Form 78	👁	👁	👁

		Form 90 Abstract	👁	👁	👁
		Form 90	👁	👁	👁
		Form 76 – Schedule of Misc. Heads	👁	👁	👁
		Form 84 – Scrutiny of Accounts	👁	👁	👁
		Form 77 – Schedule of Remittances	👁	👁	👁
		Form 83 – Schedules submitted To A.G.	👁	👁	👁
		Recovery Details	👁	👁	👁
		Misclassification Report	👁	👁	👁
20.	Purchase and Stores Reports				
		Form 72 – Schedule of Debit To Stock	👁	👁	👁
		Form 73 Stock Account	👁	👁	👁
		Form 69 – Purchase Account	👁	👁	👁
21.	Centage Charges Reports				
		Form 62 –Percentage Recovery	👁	👁	👁

Note: This manual contains description of the links, which are incorporated or modified For FA & CAO related changes.

8) Notes for FA & CAO

9) Separate Login is created for FA divisions for voucher posting.

9) FA has the authority to modify Vouchers entered by FA divisions.

9) FA will have to update the cheque number if applicable by editing the Voucher entered by the divisions.

9) FA should enter opening Balances for divisions.

9) Individual division should finalize the vouchers. But final authority is with FA only. Once FA finalizes voucher, divisions cannot modify it.

9) In Reports, offices drop-down is added to view report of specific to particular office or compiled report for FA and its divisions.

9) Close Account and Submit Account functionality is available with FA only.

9) Mapping of Screen Privileges for FA & CAO

Meaning of symbols,

- ✅ : Full rights i.e. View, Add, Update and Delete
- ❌ : No rights
- 👁 : Only view rights

Sr.No.	Sub Module	Screen	Office	
			Division	FA
1.	Application			
		Accounts Date Selection	❌	✅
		Close Account	❌	✅
		Submit Account	❌	✅
2.	Machinery			
		Machinery Types	👁	👁
		Machinery Expense Types	👁	👁
		Machinery Registration	✅	✅
3.	Deposits	Deposit Parties	👁	👁
		Deposit Balances – Abstract	❌	✅
		Deposit Balances – Itemized	❌	✅
		Deposit Work Balances	❌	✅
4.	MPWA			
		MPWA Items	✅	✅
		MPWA Balances - Itemized	❌	✅
		MPWA Balances - Abstract	❌	✅
5.	CSSA	CSSA Offices	👁	👁
		CSSA Balances	❌	✅

6.	General	Proposal Work Details	✓	✓
		Contractors	✓	✓
		Transaction Types	✗	✓
		Underlying Offices	👁	👁
		Cashbooks	✗	✓
		Office Expense Types	👁	👁
		Form Types	👁	👁
		CPWA Heads	👁	👁
		Allowance Types	👁	👁
		Centage Heads	✗	✓
		Signing Authority	✗	✓
		Form 83 Memos	✗	✓
		Yearly Centage Charges	✗	✓
		Office Account Type	👁	👁
7.	Monthly Entries			
		Transaction Heads	✗	✓
		Forms Generated	✗	✓
		Salaries	✗	✓
		Form 80 Details	✗	✓
		Centage Charges	✗	✓
		Allowance	✗	✓
8.	Stock And Purchase			
		Debit To Stock Balances	✗	✓
		Stock Balances	✗	✓
		Purchase Balances	✗	✓

9.	Other Balances			
		Revenue Balances	❌	✔
		Cash Balances	❌	✔
		Work Balances	❌	✔
		Temporary Advance Balances	❌	✔
		Expense Balances	❌	✔
		Remittance Balances	❌	✔
		Allowance Balances	❌	✔
		Certificate Balances	❌	✔
		Miscellaneous Head Balances	❌	✔
10.	Vouchers			
		Cashbook Summary	✔	✔
		Payment Voucher	✔	✔
		Payment Voucher II	✔	✔
		Upload Vouchers	✔	✔
		Cash Receipt	✔	✔
		Temporary Advances	✔	✔
		Remittance	✔	✔
		Cash Transfer	✔	✔
		Cash From Treasury	✔	✔
		Transfer Entry Order	✔	✔
		Cheque Cancellation	✔	✔
		Valuation of Indent	✔	✔
		Cheque Renewal	✔	✔
11.	Cash Book Reports			
		Form 1 – Cashbook	👁	👁
		Cash Compilation	👁	👁

12.	Monthly Account Reports			
		Form 80 – Monthly Account	👁	👁
		Generate Docket	👁	👁
13.	Schedule of Work Reports			
		Form 64 Works Expenditure	👁	👁
		Form 61 - Schedule Docket	👁	👁
14.	Deposit Reports			
		Form 67 – Deposit Register	👁	👁
		Form 79 - Schedule of Deposits	👁	👁
		Form 65 – Schedule of Deposit Works	👁	👁
15.	Classified Abstract Reports	Form 74 – Abstract of Expenditure	👁	👁
		Form 46 – Register of Revenue Realised	👁	👁
16.	TEBI Reports	Form 53 – Transfer Entry Orders	👁	👁
		Form 54 – Transfer Entry Number Book	👁	👁
17.	MPWA Reports			
		Form 70 PART I	👁	👁
		Form 70 PART II	👁	👁
18.	CSSA Reports			
		From 76(A)	👁	👁
19.	Other Reports			
		Form 78	👁	👁

		Form 90 Abstract	👁	👁
		Form 90	👁	👁
		Form 76 – Schedule of Misc. Heads	👁	👁
		Form 84 – Scrutiny of Accounts	👁	👁
		Form 77 – Schedule of Remittances	👁	👁
		Form 83 – Schedules submitted To A.G.	👁	👁
		Recovery Details	👁	👁
		Misclassification Report	👁	👁
20.	Purchase and Stores Reports			
		Form 72 – Schedule of Debit To Stock	👁	👁
		Form 73 Stock Account	👁	👁
		Form 69 – Purchase Account	👁	👁
21.	Centage Charges Reports			
		Form 62 –Percentage Recovery	👁	👁