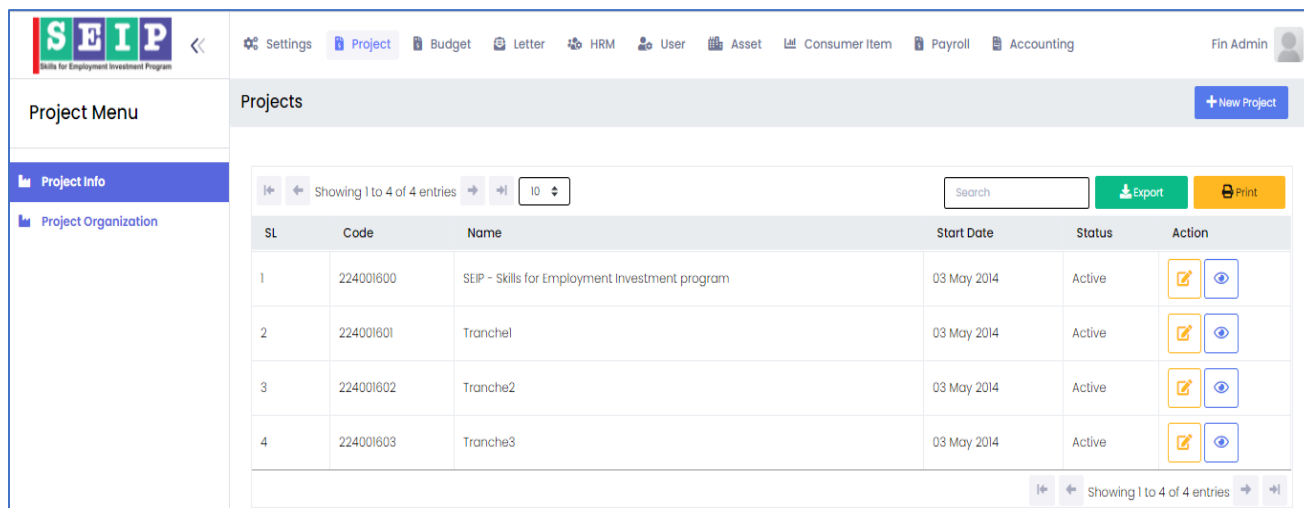# User Manual of MiniERP

admin

TAPPWARE SOLUTIONS LIMITED

Project Module:

Project Module: The user will enroll new project information from project module. There are two segments in Project Module-

i)Project information,

ii) Project Organization.

Figure-1.1(Project Module)

In this segment, the user will do four tasks.

- ✓ Export,
- ✓ Print,
- ✓ Edit,
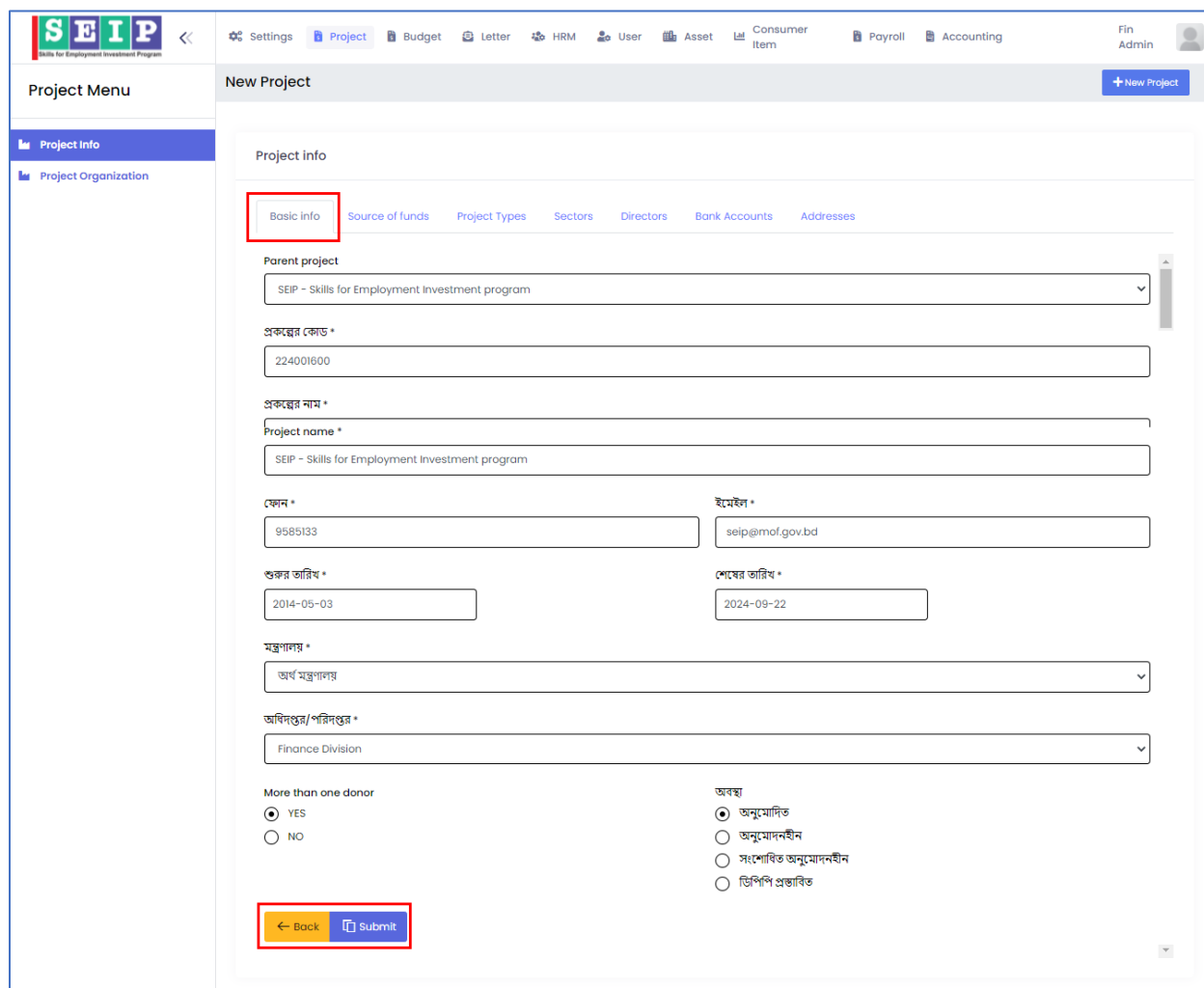- ✓ View.

In export button, the user will get three options.

- ✓ Excel,
- ✓ CSV,
- ✓ PDF.

<u>Print</u>: The printed form will be in PDF form.

Project Information: New Project information will enter from "Project Info" submenu. The user will provide the information of new project in chronological order.

Figure: 1.2(Project Basic Information)

The order will be-

Basic Information> Source of fund>Project types>Sectors>Directors>Bank Accounts> Addresses.

"Source of Funds" will fill up after filling up Basic Information-

Figure: 1.3(Source of Funds)
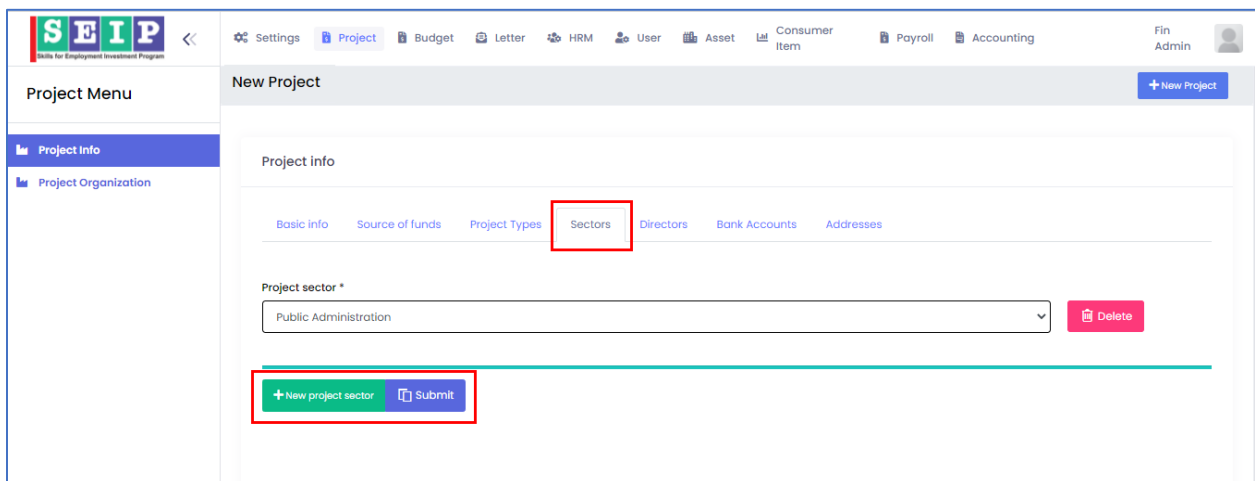
Then, Porject Types will fill up-

Figure- 1.4(Project Types)
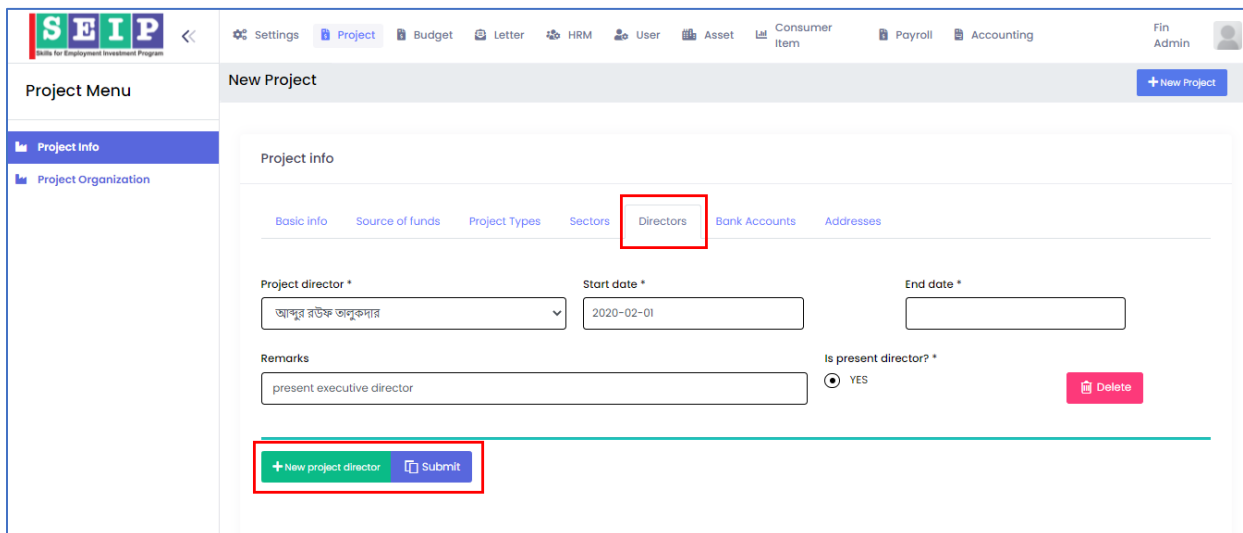
Sector will select after filling up Project Types-

Figure- 1.5 (Sectors)

In Director New Director will enter after clicking on New Project Director-

Figure- 1.6(Directors)

Figure-1.7(Bank Information)

Figure-1.8(Addresses)

The information of all these seven forms the user will create a new project.

Prepared Project Information will view in below format-

Figure-1.9(View form of Project)

Project Organization: The user will enroll Project Organization from "Project Organization".

Figure:1.5   Project Organization

In this segment, the user will do four tasks.

- ✓ Export,
- ✓ Print,
- ✓ Edit,
- ✓ View.

In export button, the user will get three options.

- ✓ Excel,
- ✓ CSV,
- ✓ PDF.

Print: The printed form will be in PDF form.

Figure- 1.6(Project Organization Entry Form)

Budget Module: This module consists of twelve features. These features will prepare different kinds of ADB, ADP budget reports.
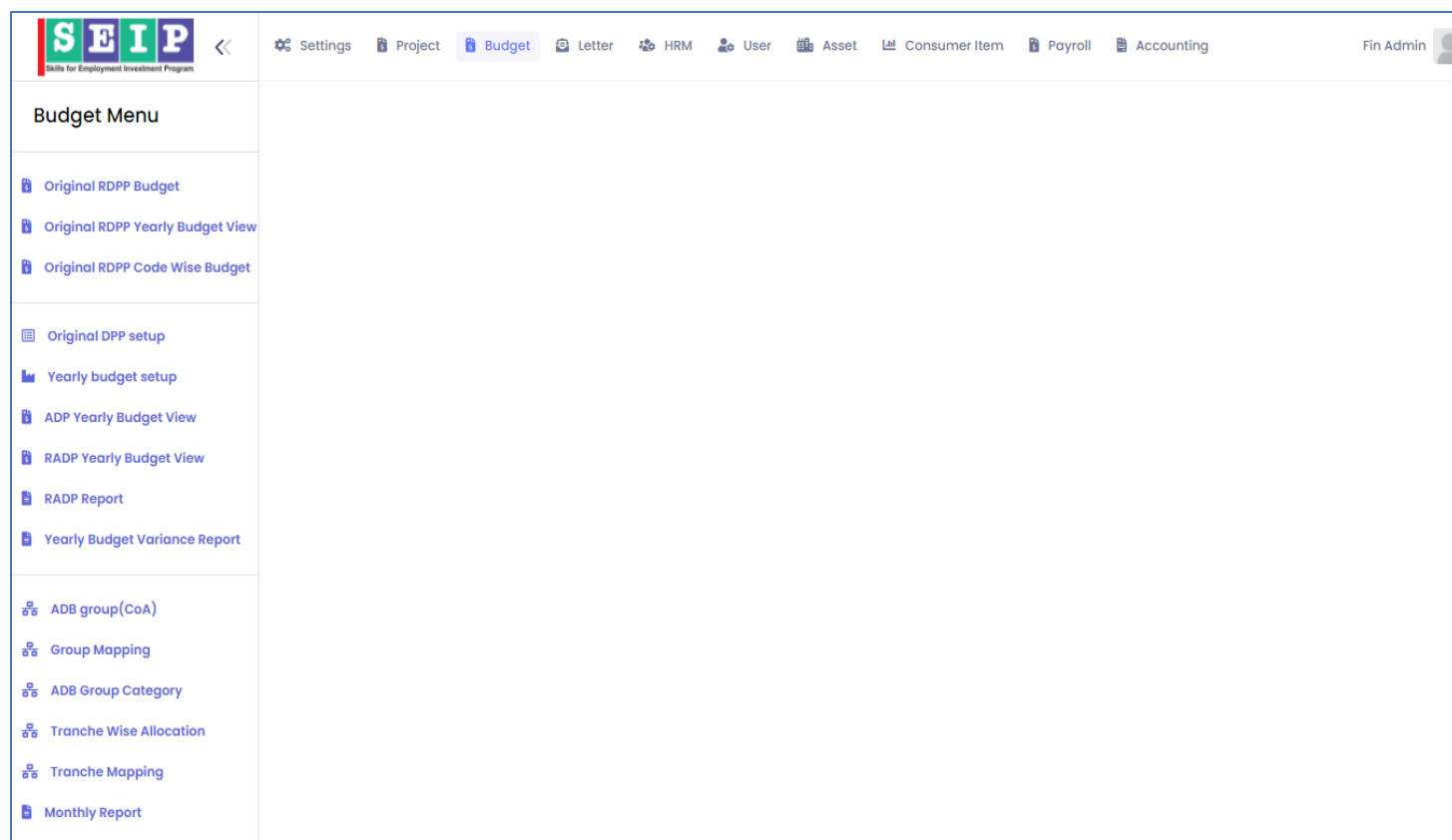
Figure-2.1 Budget Module

Original RDPP Budget: This feature consists of conglomerate budgets of ten years. From 2014-2015 to 2023-2024. In this budget feature, the user will get second revised RDPP Budget, Actual Expenditure up to and budgets of ten years from 2014-2015 to 2023-2024. Choose- Code. Two Tasks initiates- Export (Excel, PDF and CSV) and Print.

Figure-2.2(Original RDPP Budget)

Original RDPP Yearly Budget View: Ten Years RDPP Budget will show separately in this feature. The user will search the budget from drop down list of Original RDPP Yearly Budget view. Choose- Fiscal Year, Code. Two Tasks initiates- Export (Excel, PDF and CSV) and Print.

Figure-2.3(Original RDPP Yearly Budget View)
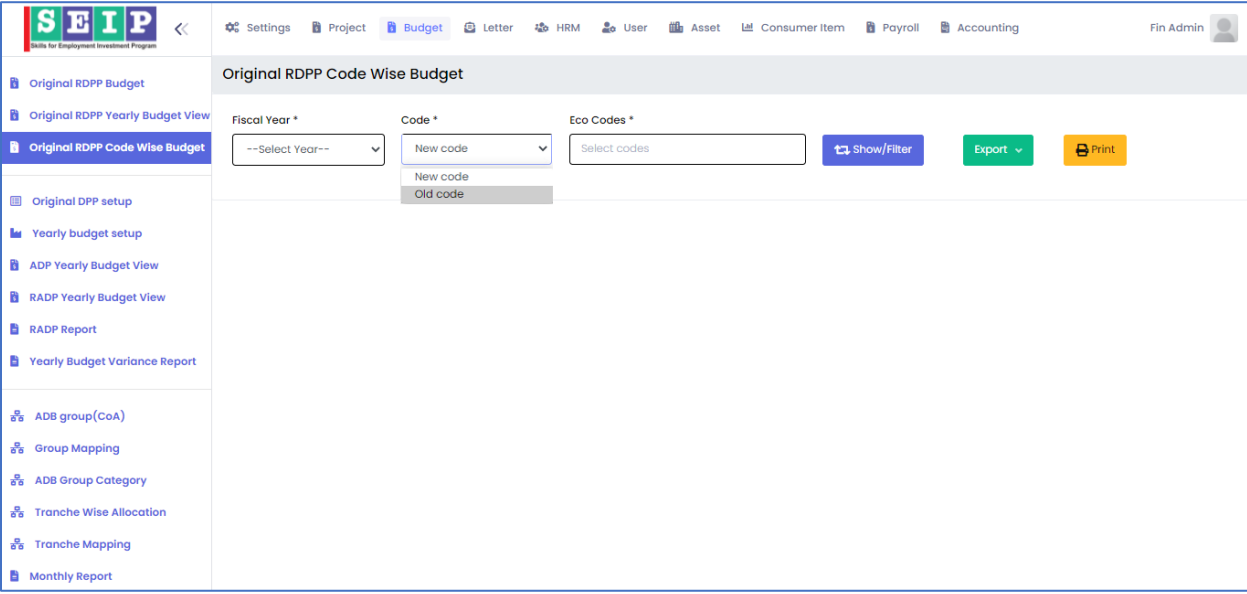
Original RDPP Code wise Budget: Ten Years RDPP Budget will show separately code wise in Original RDPP Code wise Budget. The user will search the budget from drop down list of Original RDPP code wise budget information will search with code of individual code and item line. Choose-Fiscal Year, Code, Eco Codes, Two Tasks initiates- Export (Excel, PDF and CSV) and Print.

The steps of Code wise Budget is shown below chronologically-

Figure-2.4(Original RDPP Code Wise Budget- Select Fiscal Year)

Figure-2.5(Original RDPP Code Wise Budget- Select Code)

Figure-2.6(Original RDPP Code Wise Budget- Select Eco Code)

Figure-2.6(Original RDPP Code Wise Budget- Select Eco Code)

✓ Original RDPP Code Wise Budget will generate after selecting specific Budget Eco Code wise.

Original DPP Setup: Original DPP Budget is menu list of DPP Budget setup from where RDPP Budget information is entered "Fiscal Year" wise.

Figure-2.7(Original DPP Setup)

In this segment, the user will do five tasks.
- ✓ Edit,
- ✓ View
- ✓ Budget Entry
- ✓ Copy Budget
- ✓ New Budget

Edit form of DPP Budget Setup:

Figure-2.8(Budget Setup of DPP Budget)

Entry form of DPP Budget: The information of Budget will fill up from DPP Budget Setup "New Budget" Entry form.

<p style="text-align:center">Figure-2.9 (Entry form of DPP Setup)</p>

Yearly Budget Setup: Yearly Budget Setup is menu list of Yearly Budget Setup Information where the revised budget information fiscal year wise listed. Rectification of Budget will initiate from "Budget Revision" button and the changes will show in "RADP Report".

Figure-2.10(Yearly Budget Set up Menu List)

ADP Yearly Budget View: ADP Budget view generate, after entering the information of ADP in "Yearly Budget Setup". Annual Development Plan view form of ADP is shown below-

Figure-2.11(ADP Yearly Budget View)

RADP Yearly Budget View: Budget Information will have revised from "Yearly Budget Setup" and the revised Budget will show in RADP Yearly Budget View.

Figure-2.12(Search RADP Budget according number of revision)

RADP Yearly Budget View: The user will view the RADP Yearly Budget from "RADP Yearly Budget View"

Figure-2.13(RADP Yearly Budget View)

RADP Report:

Budget Menu

- Original RDPP Budget
- Original RDPP Yearly Budget View
- Original RDPP Code Wise Budget
- Original DPP setup
- Yearly budget setup
- ADP Yearly Budget View
- RADP Yearly Budget View
- RADP Report
- Yearly Budget Variance Report
- ADB group(CoA)
- Group Mapping
- ADB Group Category
- Tranche Wise Allocation
- Tranche Mapping
- Monthly Report

RADP Report

Fiscal Year * : 2014-2015   Code * : New code   [Show]   [Export ▾]

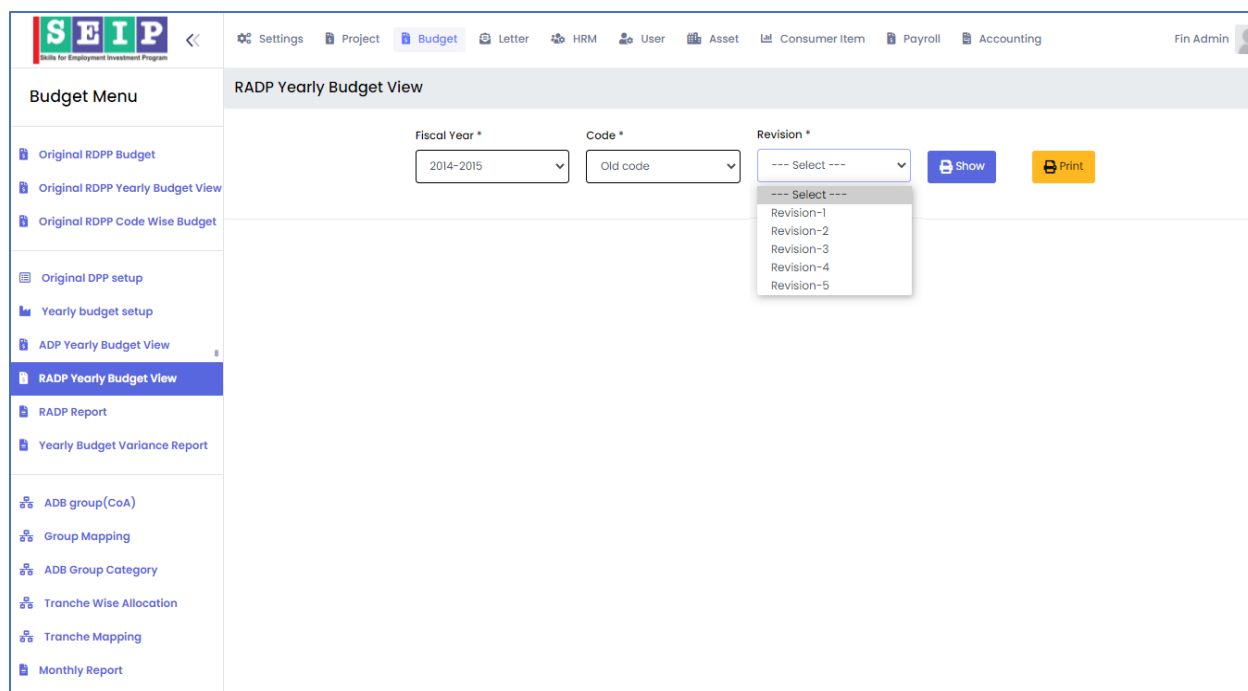| Eco code	Eco sub code	Eco name	Total Allocation 2nd Revised DPP (Amount in Lakh)							
			Unit	Qnt	Total	GoB	RPA Through GoB	RPA – SP Account	DPA	IAS/OWN/Others Fund
3111		Wages and salaries in cash								
	3111101	Basic pay (Officer)			5,359.99	20.00	0.00	5,339.99	0.00	0.00
	3111201	Basic pay (Employee)			2,802.41	10.00	0.00	2,792.41	0.00	0.00
	3111338	Other Allowances			75.00	5.00	0.00	70.00	0.00	0.00
		Subtotal – Wages and salaries in cash			8,237.40	35.00	0.00	8,202.40	0.00	0.00
3211		Administrative Expenses								
	3211106	Entertainment			60.00	5.00	0.00	55.00	0.00	0.00
	3211107	Transport hiring			1,039.99	10.00	0.00	1,029.99	0.00	0.00
	3211111	Seminar and Conference Expenses			405.00	5.00	0.00	400.00	0.00	0.00
	3211113	Electricity			150.00	0.00	0.00	150.00	0.00	0.00
	3211115	Water			30.00	0.00	0.00	30.00	0.00	0.00
	3211119	Postage			5.00	0.00	0.00	5.00	0.00	0.00
	3211120	Telephone			120.00	0.00	0.00	120.00	0.00	0.00
	3211125	Advertising Expenses			450.00	300.00	0.00	150.00	0.00	0.00
	3211129	Office Building Rental			915.10	15.10	0.00	900.00	0.00	0.00
	3211131	Salary (Out Sourcing)			255.00	5.00	0.00	250.00	0.00	0.00
		Subtotal – Administrative Expenses			3,430.09	340.10	0.00	3,089.99	0.00	0.00
3221		Fees, charges and commissions								
	3221102	License Fee			1,600.00	1,600.00	0.00	0.00	0.00	0.00
	3221108	Bank Charges			60.00	0.00	0.00	60.00	0.00	0.00
		Subtotal – Fees, charges and commissions			1,660.00	1,600.00	0.00	60.00	0.00	0.00
3231		Training								
	3231201	Domestic Training			46,598.81	37,990.66	0.00	8,608.15	0.00	0.00
	3231301	Foreign Training			8,170.00	120.00	0.00	8,050.00	0.00	0.00
		Subtotal – Training			54,768.81	38,110.66	0.00	16,658.15	0.00	0.00
3241		Domestic travel and transfer								
	3241101	Domestic travel expenses			353.00	3.00	0.00	350.00	0.00	0.00
		Subtotal – Domestic travel and transfer			353.00	3.00	0.00	350.00	0.00	0.00
3255		Printing and Stationary								
	3255101	Computer Consumables			65.00	5.00	0.00	60.00	0.00	0.00
	3255102	Printing and Binding			260.00	10.00	0.00	250.00	0.00	0.00
	3255104	Stamps and Seals			9.15	2.00	0.00	7.15	0.00	0.00
	3255105	Other Stationary			2,914.90	109.49	0.00	2,805.41	0.00	0.00
	3255106	Others Expenses			560.94	0.00	0.00	560.94	0.00	0.00
	3255107	Misc.Expenses-PIU/SDCMU			142.01	0.52	0.00	141.49	0.00	0.00
		Subtotal – Printing and Stationary			3,952.00	127.01	0.00	3,824.99	0.00	0.00
3257		Professional services, honorariums and special expenses								
	3257101	Consultancy			19,404.01	797.75	0.00	18,606.26	0.00	0.00
	3257206	Honorarium/remuneration			105.00	5.00	0.00	100.00	0.00	0.00
		Subtotal – Professional services, honorariums and special expenses			19,509.01	802.75	0.00	18,706.26	0.00	0.00
3258		Repairs and Maintenance								
	3258101	Motor vehicles			300.00	300.00	0.00	0.00	0.00	0.00
	3258102	Furniture			45.00	20.00	0.00	25.00	0.00	0.00
	3258103	Computer			21.00	1.00	0.00	20.00	0.00	0.00
	3258105	Machineries and Equipment			224.17	20.00	0.00	204.17	0.00	0.00
	3258107	Non-residential buildings			0.00	0.00	0.00	0.00	0.00	0.00
	3258108	Other buildings & Structures			4,805.13	4,800.00	0.00	5.13	0.00	0.00
		Subtotal – Repairs and Maintenance			5,395.30	5,141.00	0.00	254.30	0.00	0.00
3411		Interest on Foreign Loan								
	3411101	Interest on Foreign Loan			11,376.00	0.00	0.00	0.00	11,376.00	0.00
		Subtotal – Interest on Foreign Loan			11,376.00	0.00	0.00	0.00	11,376.00	0.00
3821		Current transfers not elsewhere classified								
	3821103	Municipal rates and taxes			0.00	0.00	0.00	0.00	0.00	0.00
	3821104	VAT			3,500.00	3,500.00	0.00	0.00	0.00	0.00
	3821112	Training Grants			181,467.65	4,000.00	17,180.18	151,887.42	0.00	8,400.05
	3821117	Stipend/Scholship			5,868.00	0.00	0.00	5,868.00	0.00	0.00
	3821125	Income Tax			1,512.36	1,512.36	0.00	0.00	0.00	0.00
		Subtotal – Current transfers not elsewhere classified			192,348.01	9,012.36	17,180.18	157,755.42	0.00	8,400.05
4111		Buildings and Structures								
	4111201	Non Residential Buildings			17,532.70	0.00	0.00	17,532.70	0.00	0.00
		Subtotal – Buildings and Structures			17,532.70	0.00	0.00	17,532.70	0.00	0.00
4112		Machinery and Equipment								
	4112202	Computer & Accessories			60.28	15.28	0.00	45.00	0.00	0.00
	4112303	Electrical Equipment			97.68	7.16	0.00	90.52	0.00	0.00
	4112304	Engineering and other Equipments			22,229.56	8,996.13	0.00	13,233.43	0.00	0.00
	4112310	Office Equipment			3,599.16	12.16	0.00	3,587.00	0.00	0.00
	4112314	Furniture			3,358.00	2,788.00	0.00	570.00	0.00	0.00
		Subtotal – Machinery and Equipment			29,344.68	11,818.73	0.00	17,525.95	0.00	0.00
9999		Contingencies								
	9999101	Physical Contingencies			3,130.00	442.00	0.00	2,688.00	0.00	0.00
	9999201	Price Contingencies			20,196.00	2,512.00	0.00	17,684.00	0.00	0.00
		Subtotal – Contingencies			23,326.00	2,954.00	0.00	20,372.00	0.00	0.00
		Grand total			371,233.00	69,944.61	17,180.18	264,332.16	11,376.00	8,400.05

Figure-2.14(RADP Report Total Allocation 2nd Revised DPP)

Second part of RADP Report-

Figure-2.15(ADP Allocation for required Fiscal Year)

Third part of RADP Report-

Figure-2.16(Expenditure from July to June)

Fourth part of RADP Report-

Figure-2.17(Cumulative Expenditure up to June)

Fifth Part of RADP Report-

Eco code	Eco sub code	Eco name	Proposed RADP 2014-2015				
			GoB	RPA Through GoB	RPA – SP Account	DPA	IAS/OWN/Others Fund
3111		**Wages and salaries in cash**					
	3111101	Basic pay (Officer)	8.50	0.00	0.00	0.00	0.00
	3111201	Basic pay (Employee)	0.00	0.00	0.00	0.00	0.00
	3111338	Other Allowances	0.00	0.00	0.00	0.00	0.00
		Subtotal – Wages and salaries in cash	8.50	0.00	0.00	0.00	0.00
3211		**Administrative Expenses**					
	3211106	Entertainment	0.00	0.00	0.00	0.00	0.00
	3211107	Transport hiring	0.00	0.00	0.00	0.00	0.00
	321111	Seminar and Conference Expenses	0.00	0.00	0.00	0.00	0.00
	3211113	Electricity	0.00	0.00	0.00	0.00	0.00
	3211115	Water	0.00	0.00	0.00	0.00	0.00
	3211119	Postage	0.00	0.00	0.00	0.00	0.00
	3211120	Telephone	0.00	0.00	0.00	0.00	0.00
	3211125	Advertising Expenses	0.00	0.00	0.00	0.00	0.00
	3211129	Office Building Rental	0.00	0.00	0.00	0.00	0.00
	3211131	Salary (Out Sourcing)	0.00	0.00	0.00	0.00	0.00
		Subtotal – Administrative Expenses	0.00	0.00	0.00	0.00	0.00
3221		**Fees, charges and commissions**					
	3221102	License Fee	0.00	0.00	0.00	0.00	0.00
	3221108	Bank Charges	0.00	0.00	0.00	0.00	0.00
		Subtotal – Fees, charges and commissions	0.00	0.00	0.00	0.00	0.00
3231		**Training**					
	3231201	Domestic Training	0.00	0.00	0.00	0.00	0.00
	3231301	Foreign Training	0.00	0.00	0.00	0.00	0.00
		Subtotal – Training	0.00	0.00	0.00	0.00	0.00
3241		**Domestic travel and transfer**					
	3241101	Domestic travel expenses	0.00	0.00	0.00	0.00	0.00
		Subtotal – Domestic travel and transfer	0.00	0.00	0.00	0.00	0.00
3255		**Printing and Stationary**					
3255		**Printing and Stationary**					
	3255101	Computer Consumables	0.00	0.00	0.00	0.00	0.00
	3255102	Printing and Binding	0.00	0.00	0.00	0.00	0.00
	3255104	Stamps and Seals	0.00	0.00	0.00	0.00	0.00
	3255105	Other Stationary	0.00	0.00	0.00	0.00	0.00
	3255106	Others Expenses	0.00	0.00	0.00	0.00	0.00
	3255107	Misc.Expenses-PIU/SDCMU	0.00	0.00	0.00	0.00	0.00
		Subtotal – Printing and Stationary	0.00	0.00	0.00	0.00	0.00
3257		**Professional services, honorariums and special expenses**					
	3257101	Consultancy	0.00	0.00	7.23	0.00	0.00
	3257206	Honorarium/remuneration	0.00	0.00	0.00	0.00	0.00
		Subtotal – Professional services, honorariums and special expenses	0.00	0.00	7.23	0.00	0.00
3258		**Repairs and Maintenance**					
	3258101	Motor vehicles	0.00	0.00	0.00	0.00	0.00
	3258102	Furniture	0.00	0.00	0.00	0.00	0.00
	3258103	Computer	0.00	0.00	0.00	0.00	0.00
	3258105	Machineries and Equipment	0.00	0.00	0.00	0.00	0.00
	3258107	Non-residential buildings	0.00	0.00	0.00	0.00	0.00
	3258108	Other buildings & Structures	0.00	0.00	0.00	0.00	0.00
		Subtotal – Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00
3411		**Interest on Foreign Loan**					
	3411101	Interest on Foreign Loan	0.00	0.00	0.00	0.00	0.00
		Subtotal – Interest on Foreign Loan	0.00	0.00	0.00	0.00	0.00
3821		**Current transfers not elsewhere classified**					
	3821103	Municipal rates and taxes	0.00	0.00	0.00	0.00	0.00
	3821104	VAT	1.08	0.00	0.00	0.00	0.00
	3821112	Training Grants	56.70	2,200.16	0.00	0.00	0.00
	3821117	Stipend/Scholship	0.00	0.00	0.00	0.00	0.00
	3821125	Income Tax	0.72	0.00	0.00	0.00	0.00
		Subtotal – Current transfers not elsewhere classified	58.50	2,200.16	0.00	0.00	0.00
4111		**Buildings and Structures**					
	4111201	Non Residential Buildings	0.00	0.00	0.00	0.00	0.00
		Subtotal – Buildings and Structures	0.00	0.00	0.00	0.00	0.00
4112		**Machinery and Equipment**					
	4112202	Computer & Accessories	0.00	0.00	0.00	0.00	0.00
	4112303	Electrical Equipment	0.00	0.00	0.00	0.00	0.00
	4112304	Engineering and other Equipments	0.00	0.00	0.00	0.00	0.00
	4112310	Office Equipment	0.00	0.00	0.00	0.00	0.00
	4112314	Furniture	0.00	0.00	0.00	0.00	0.00
		Subtotal – Machinery and Equipment	0.00	0.00	0.00	0.00	0.00
9999		**Contingencies**					
	9999101	Physical Contingencies	0.00	0.00	0.00	0.00	0.00
	9999201	Price Contingencies	0.00	0.00	0.00	0.00	0.00
		Subtotal – Contingencies	0.00	0.00	0.00	0.00	0.00
		Grand total	67.00	2,200.16	7.23	0.00	0.00

Figure-2.18(Proposed RADP for the required year)

Yearly Variance Report: Budget Variance Report will generate from Budget Variance Report. Variance report has three parts both will generate from Budget Variance Report Menu. First part of Variance Report shown below-

Eco code	Eco sub code	Eco name	Unit	Qnt	Total	GoB	RPA Through GoB	RPA – SP Account	DPA	IAS/OWN/Others Fund
							Proposed RADP 2014–2015			
3111		Wages and salaries in cash								
	3111101	Basic pay (Officer)			8.50	8.50	0.00	0.00	0.00	0.00
	3111201	Basic pay (Employee)			0.00	0.00	0.00	0.00	0.00	0.00
	3111338	Other Allowances			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Wages and salaries in cash			8.50	8.50	0.00	0.00	0.00	0.00
3211		Administrative Expenses								
	3211106	Entertainment			0.00	0.00	0.00	0.00	0.00	0.00
	3211107	Transport hiring			0.00	0.00	0.00	0.00	0.00	0.00
	3211111	Seminar and Conference Expenses			0.00	0.00	0.00	0.00	0.00	0.00
	3211113	Electricity			0.00	0.00	0.00	0.00	0.00	0.00
	3211115	Water			0.00	0.00	0.00	0.00	0.00	0.00
	3211119	Postage			0.00	0.00	0.00	0.00	0.00	0.00
	3211120	Telephone			0.00	0.00	0.00	0.00	0.00	0.00
	3211125	Advertising Expenses			0.00	0.00	0.00	0.00	0.00	0.00
	3211129	Office Building Rental			0.00	0.00	0.00	0.00	0.00	0.00
	3211131	Salary (Out Sourcing)			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Administrative Expenses			0.00	0.00	0.00	0.00	0.00	0.00
3221		Fees, charges and commissions								
	3221102	License Fee			0.00	0.00	0.00	0.00	0.00	0.00
	3221108	Bank Charges			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Fees, charges and commissions			0.00	0.00	0.00	0.00	0.00	0.00
3231		Training								
	3231201	Domestic Training			0.00	0.00	0.00	0.00	0.00	0.00
	3231301	Foreign Training			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Training			0.00	0.00	0.00	0.00	0.00	0.00
3241		Domestic travel and transfer								
	3241101	Domestic travel expenses			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Domestic travel and transfer			0.00	0.00	0.00	0.00	0.00	0.00
3255		Printing and Stationary								
	3255101	Computer Consumables			0.00	0.00	0.00	0.00	0.00	0.00
	3255102	Printing and Binding			0.00	0.00	0.00	0.00	0.00	0.00
	3255104	Stamps and Seals			0.00	0.00	0.00	0.00	0.00	0.00
	3255105	Other Stationary			0.00	0.00	0.00	0.00	0.00	0.00
	3255106	Others Expenses			0.00	0.00	0.00	0.00	0.00	0.00
	3255107	Misc.Expenses-PIU/SDCMU			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Printing and Stationary			0.00	0.00	0.00	0.00	0.00	0.00
3257		Professional services, honorariums and special expenses								
	3257101	Consultancy			7.23	0.00	0.00	7.23	0.00	0.00
	3257206	Honorarium/remuneration			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Professional services, honorariums and special expenses			7.23	0.00	0.00	7.23	0.00	0.00
3258		Repairs and Maintenance								
	3258101	Motor vehicles			0.00	0.00	0.00	0.00	0.00	0.00
	3258102	Furniture			0.00	0.00	0.00	0.00	0.00	0.00
	3258103	Computer			0.00	0.00	0.00	0.00	0.00	0.00
	3258105	Machineries and Equipment			0.00	0.00	0.00	0.00	0.00	0.00
	3258107	Non-residential buildings			0.00	0.00	0.00	0.00	0.00	0.00
	3258108	Other buildings & Structures			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Repairs and Maintenance			0.00	0.00	0.00	0.00	0.00	0.00
3411		Interest on Foreign Loan								
	3411101	Interest on Foreign Loan			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Interest on Foreign Loan			0.00	0.00	0.00	0.00	0.00	0.00
3821		Current transfers not elsewhere classified								
	3821103	Municipal rates and taxes			0.00	0.00	0.00	0.00	0.00	0.00
	3821104	VAT			1.08	1.08	0.00	0.00	0.00	0.00
	3821112	Training Grants			2,256.86	56.70	2,200.16	0.00	0.00	0.00
	3821117	Stipend/Scholship			0.00	0.00	0.00	0.00	0.00	0.00
	3821125	Income Tax			0.72	0.72	0.00	0.00	0.00	0.00
		Subtotal – Current transfers not elsewhere classified			2,258.66	58.50	2,200.16	0.00	0.00	0.00
4111		Buildings and Structures								
	4111201	Non Residential Buildings			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Buildings and Structures			0.00	0.00	0.00	0.00	0.00	0.00
4112		Machinery and Equipment								
	4112202	Computer & Accessories			0.00	0.00	0.00	0.00	0.00	0.00
	4112303	Electrical Equipment			0.00	0.00	0.00	0.00	0.00	0.00
	4112304	Engineering and other Equipments			0.00	0.00	0.00	0.00	0.00	0.00
	4112310	Office Equipment			0.00	0.00	0.00	0.00	0.00	0.00
	4112314	Furniture			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Machinery and Equipment			0.00	0.00	0.00	0.00	0.00	0.00
9999		Contingencies								
	9999101	Physical Contingencies			0.00	0.00	0.00	0.00	0.00	0.00
	9999201	Price Contingencies			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Contingencies			0	0.00	0.00	0.00	0.00	0.00
		Grand total			2,274.39	67.00	2,200.16	7.23	0.00	0.00

Figure-2.19(Budget Variance Report-Proposed RADP for the required fiscal year)

Second Part of Budget Variance Report-

Budget Variance Report

Fiscal Year *	Expense From*	Expense To*	Code *
2014-2015	01-07-2014	30-06-2015	New code

Show   Export

Eco code	Eco sub code	Eco name	Unit	Qnt	Total	GoB	RPA Through GoB	RPA – SP Account	DPA	IAS/OWN/Others Fund
3111		**Wages and salaries in cash**								
	3111101	Basic pay (Officer)			0.00	0.00	0.00	0.00	0.00	0.00
	3111201	Basic pay (Employee)			0.00	0.00	0.00	0.00	0.00	0.00
	3111338	Other Allowances			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Wages and salaries in cash			0.00	0.00	0.00	0.00	0.00	0.00
3211		**Administrative Expenses**								
	3211106	Entertainment			0.00	0.00	0.00	0.00	0.00	0.00
	3211107	Transport hiring			0.00	0.00	0.00	0.00	0.00	0.00
	3211111	Seminar and Conference Expenses			0.00	0.00	0.00	0.00	0.00	0.00
	3211113	Electricity			0.00	0.00	0.00	0.00	0.00	0.00
	3211115	Water			0.00	0.00	0.00	0.00	0.00	0.00
	3211119	Postage			0.00	0.00	0.00	0.00	0.00	0.00
	3211120	Telephone			0.00	0.00	0.00	0.00	0.00	0.00
	3211125	Advertising Expenses			0.00	0.00	0.00	0.00	0.00	0.00
	3211129	Office Building Rental			0.00	0.00	0.00	0.00	0.00	0.00
	3211131	Salary (Out Sourcing)			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Administrative Expenses			0.00	0.00	0.00	0.00	0.00	0.00
3221		**Fees, charges and commissions**								
	3221102	License Fee			0.00	0.00	0.00	0.00	0.00	0.00
	3221108	Bank Charges			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Fees, charges and commissions			0.00	0.00	0.00	0.00	0.00	0.00
3231		**Training**								
	3231201	Domestic Training			0.00	0.00	0.00	0.00	0.00	0.00
	3231301	Foreign Training			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Training			0.00	0.00	0.00	0.00	0.00	0.00
3241		**Domestic travel and transfer**								
	3241101	Domestic travel expenses			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Domestic travel and transfer			0.00	0.00	0.00	0.00	0.00	0.00
3255		**Printing and Stationary**								
	3255101	Computer Consumables			0.00	0.00	0.00	0.00	0.00	0.00
	3255102	Printing and Binding			0.00	0.00	0.00	0.00	0.00	0.00
	3255104	Stamps and Seals			0.00	0.00	0.00	0.00	0.00	0.00
	3255105	Other Stationary			0.00	0.00	0.00	0.00	0.00	0.00
	3255106	Others Expenses			0.00	0.00	0.00	0.00	0.00	0.00
	3255107	Misc.Expenses-PIU/SDCMU			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Printing and Stationary			0.00	0.00	0.00	0.00	0.00	0.00
3257		**Professional services, honorariums and special expenses**								
	3257101	Consultancy			0.00	0.00	0.00	0.00	0.00	0.00
	3257206	Honorarium/remuneration			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Professional services, honorariums and special expenses			0.00	0.00	0.00	0.00	0.00	0.00
3258		**Repairs and Maintenance**								
	3258101	Motor vehicles			0.00	0.00	0.00	0.00	0.00	0.00
	3258102	Furniture			0.00	0.00	0.00	0.00	0.00	0.00
	3258103	Computer			0.00	0.00	0.00	0.00	0.00	0.00
	3258105	Machineries and Equipment			0.00	0.00	0.00	0.00	0.00	0.00
	3258107	Non-residential buildings			0.00	0.00	0.00	0.00	0.00	0.00
	3258108	Other buildings & Structures			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Repairs and Maintenance			0.00	0.00	0.00	0.00	0.00	0.00
3411		**Interest on Foreign Loan**								
	3411101	Interest on Foreign Loan			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Interest on Foreign Loan			0.00	0.00	0.00	0.00	0.00	0.00
3821		**Current transfers not elsewhere classified**								
	3821103	Municipal rates and taxes			0.72	0.72	0.00	0.00	0.00	0.00
	3821104	VAT			0.00	0.00	0.00	0.00	0.00	0.00
	3821112	Training Grants			2,234.69	0.00	2,234.69	0.00	0.00	0.00
	3821117	Stipend/Scholship			0.00	0.00	0.00	0.00	0.00	0.00
	3821125	Income Tax			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Current transfers not elsewhere classified			2,235.41	0.72	2,234.69	0.00	0.00	0.00
4111		**Buildings and Structures**								
	4111201	Non Residential Buildings			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Buildings and Structures			0.00	0.00	0.00	0.00	0.00	0.00
4112		**Machinery and Equipment**								
	4112202	Computer & Accessories			0.00	0.00	0.00	0.00	0.00	0.00
	4112303	Electrical Equipment			0.00	0.00	0.00	0.00	0.00	0.00
	4112304	Engineering and other Equipments			0.00	0.00	0.00	0.00	0.00	0.00
	4112310	Office Equipment			0.00	0.00	0.00	0.00	0.00	0.00
	4112314	Furniture			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Machinery and Equipment			0.00	0.00	0.00	0.00	0.00	0.00
9999		**Contingencies**								
	9999101	Physical Contingencies			0.00	0.00	0.00	0.00	0.00	0.00
	9999201	Price Contingencies			0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal – Contingencies			0	0.00	0.00	0.00	0.00	0.00
		Grand total			2,235.41	0.72	2,234.69	0.00	0.00	0.00

Figure-2.20(Budget Variance Report-Expenditure from July to June)

Third Part of Variance Report-

Figure-2.21(Variance from required Fiscal Year)

ADB Group(COA): ADB Chart of Accounts Menu list shows the list of Chart of Accounts List and This Chart of account will integrate with Accounts Module.

<p align="center">Figure-2.22 Menu List of ADB Group(COA)</p>

<p align="center">Figure-2.23 Entry form of ADB Group(COA)</p>

Group Mapping: ADB and ADP both has Chart of Accounts(COA). ADB and ADP COA both need to map for Accounts Module and Budget Module.
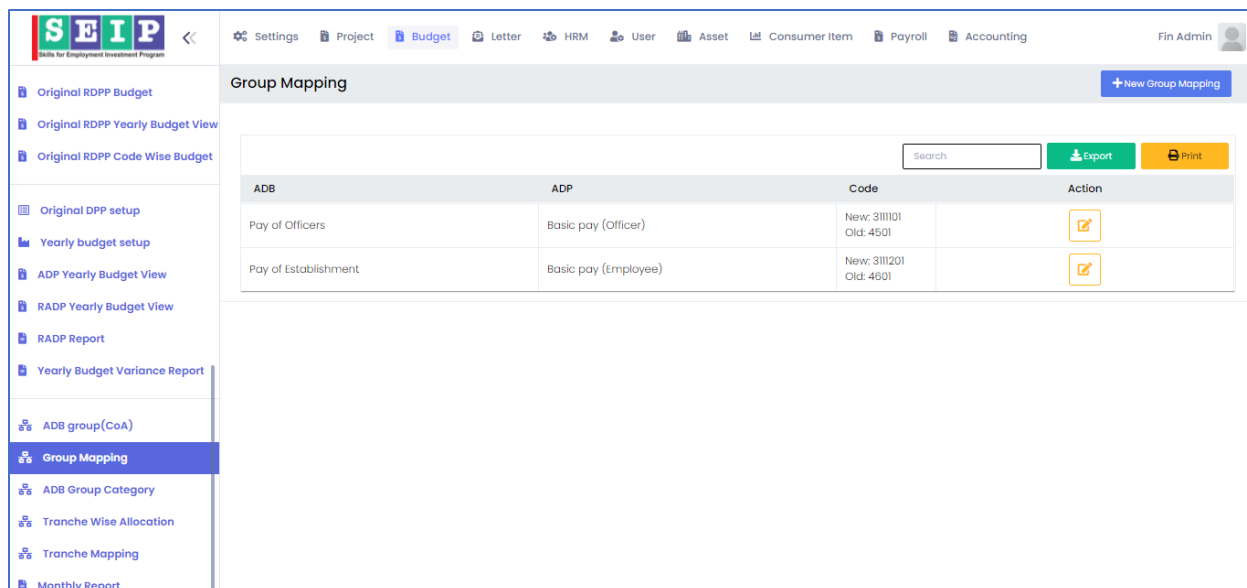
Figure-2.24 Menu List of Group Mapping

✓ New Group will create from "New Group Mapping".
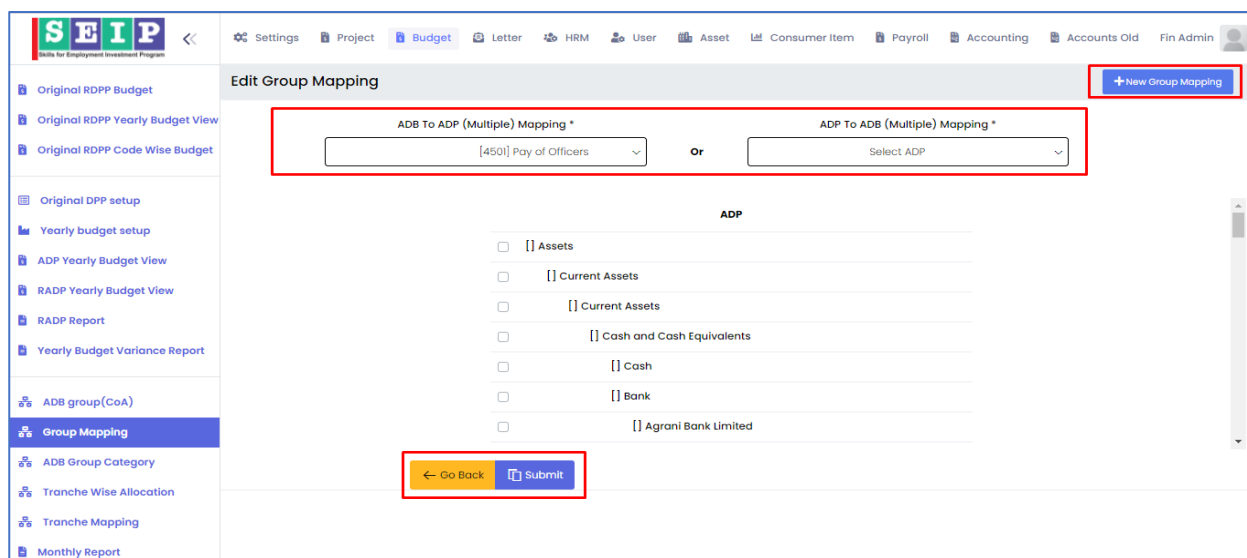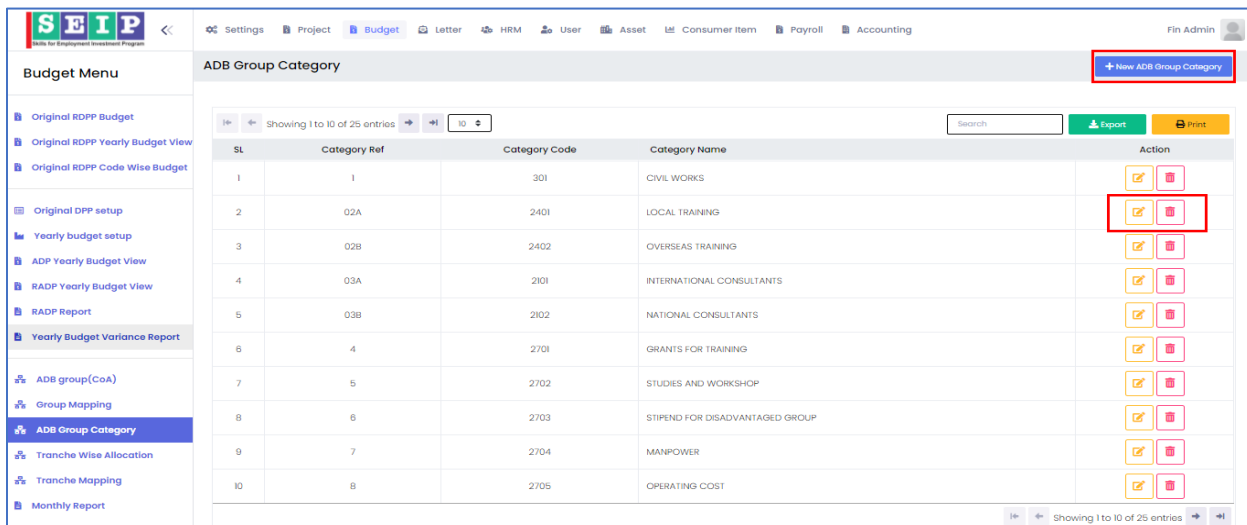
Figure-2.25 Edit Group Mapping off ADB and ADP

✓ Edit and New group mapping will map in same method.
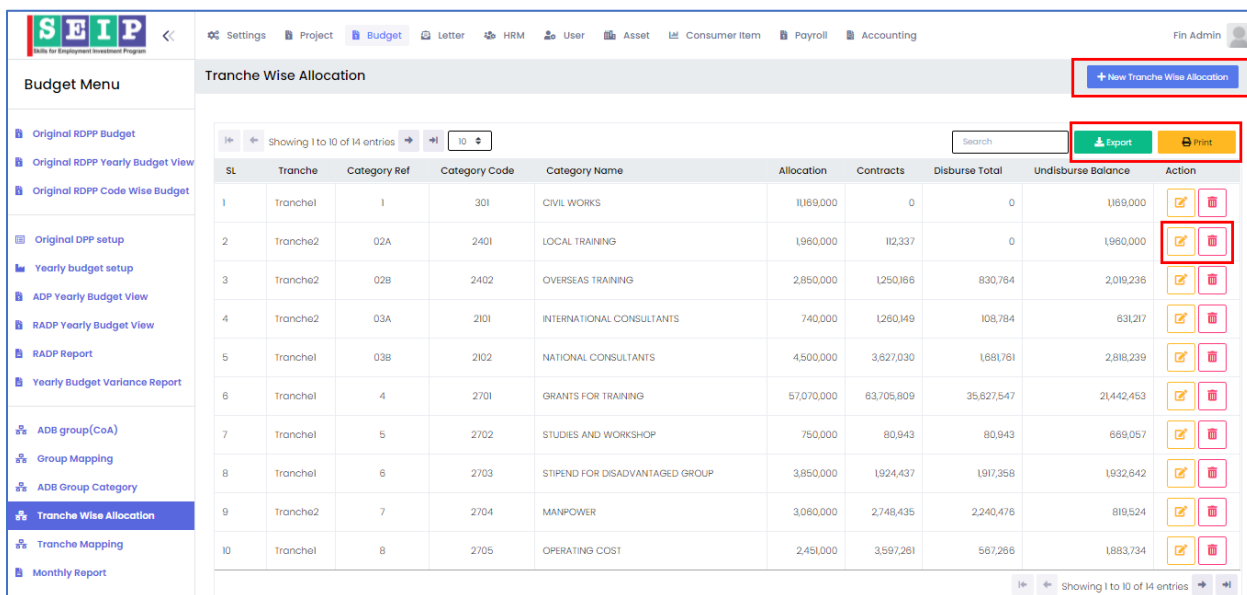
ADB Group Category: ADB Group Category will create from ADB Group Category. Edit, Delete, New Group Category will initiate from this submenu.

Figure-2.26 ADB Group Category

Tranche Wise Allocation: Tranche wise allocation of ADB group category will create from Tranche wise allocation. New Tranche Wise Allocation, Export, Print, Delete, Edit-actions will occur from Tranche wise allocation submenu.

Figure-2.27 Tranche Wise Allocation
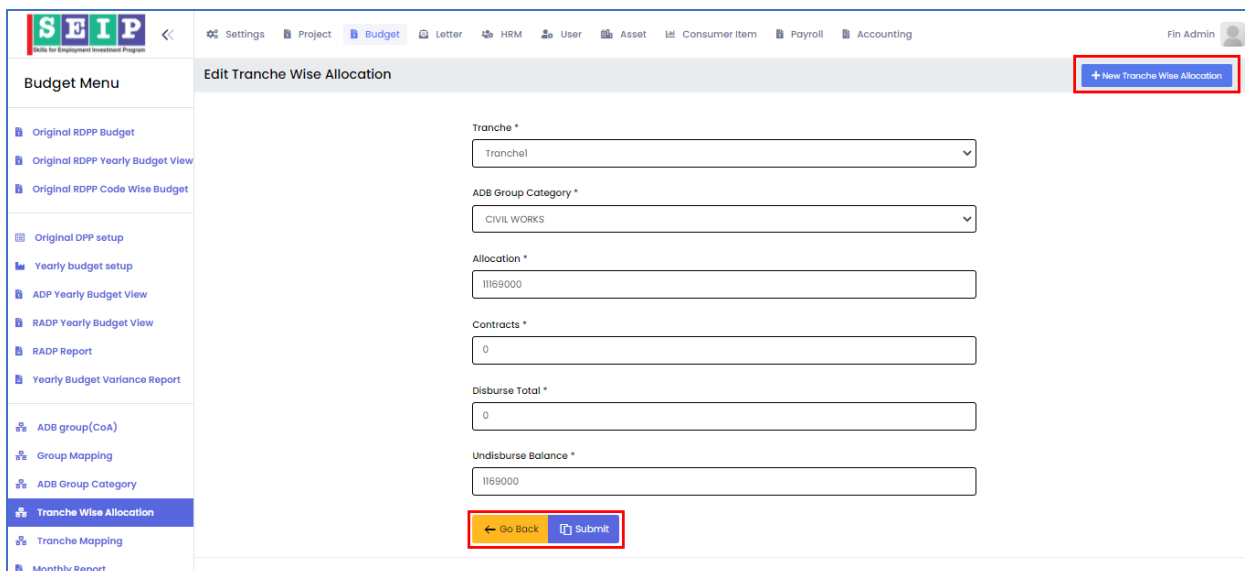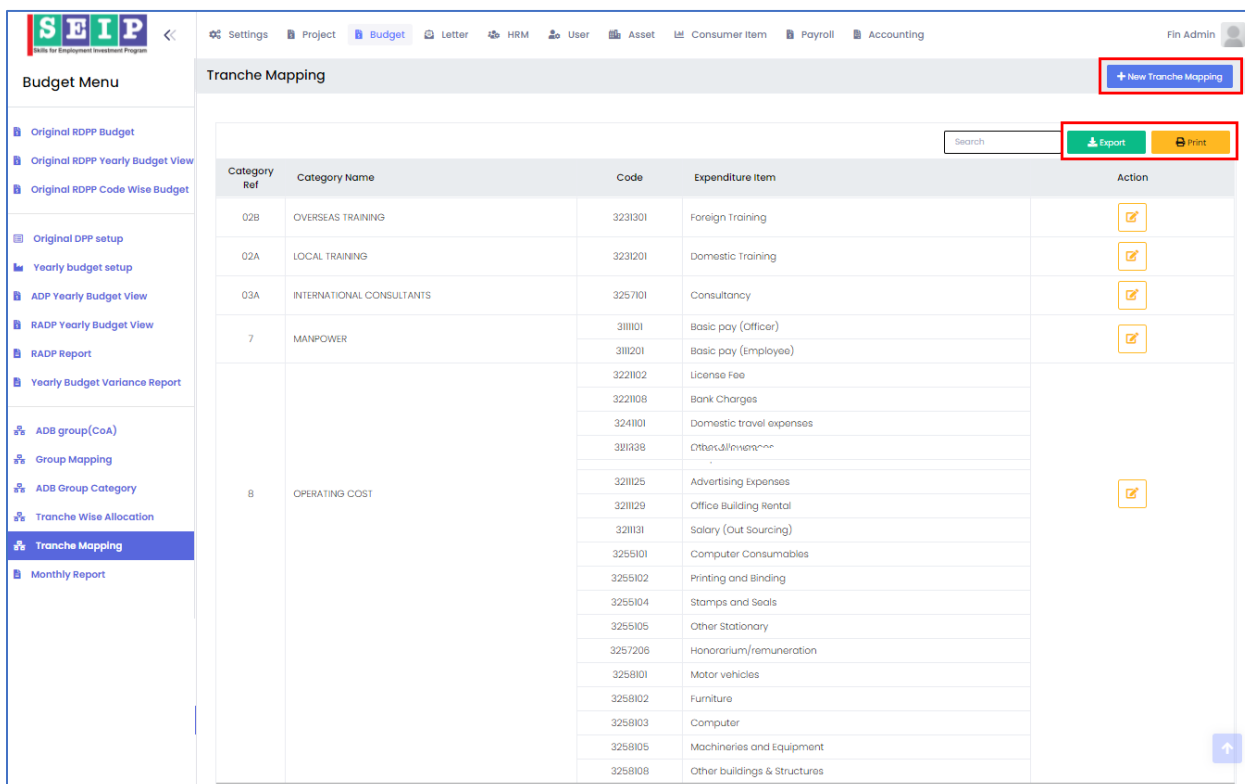
Figure-2.28 (Entry screen of Tranche Wise Allocation)

Tranche Mapping: Tranche with category mapping will occur from Tranche mapping submenu.

Figure-2.29 (Menu List of Tranche Mapping)
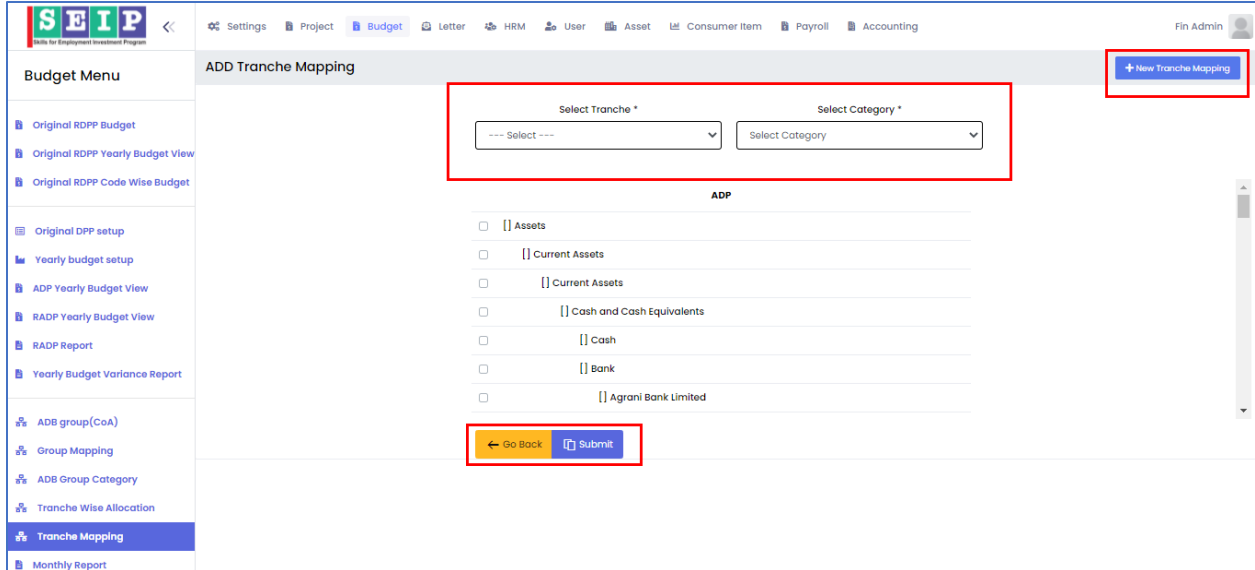
Figure-2.30 (Entry Screen of Tranche Mapping)

- ✓ Edit and New group mapping will map in same method. Edit will rectify and from new map new mapping will be added.

Monthly Report: Monthly Report of Budget will generate from Monthly Report Submenu. The information of Monthly Report will generate month wise.

Figure-2.31 (Monthly Report of Budget Module)

Letter Module:

Letter Module: After clicking on the letter module the user will view this landing page.
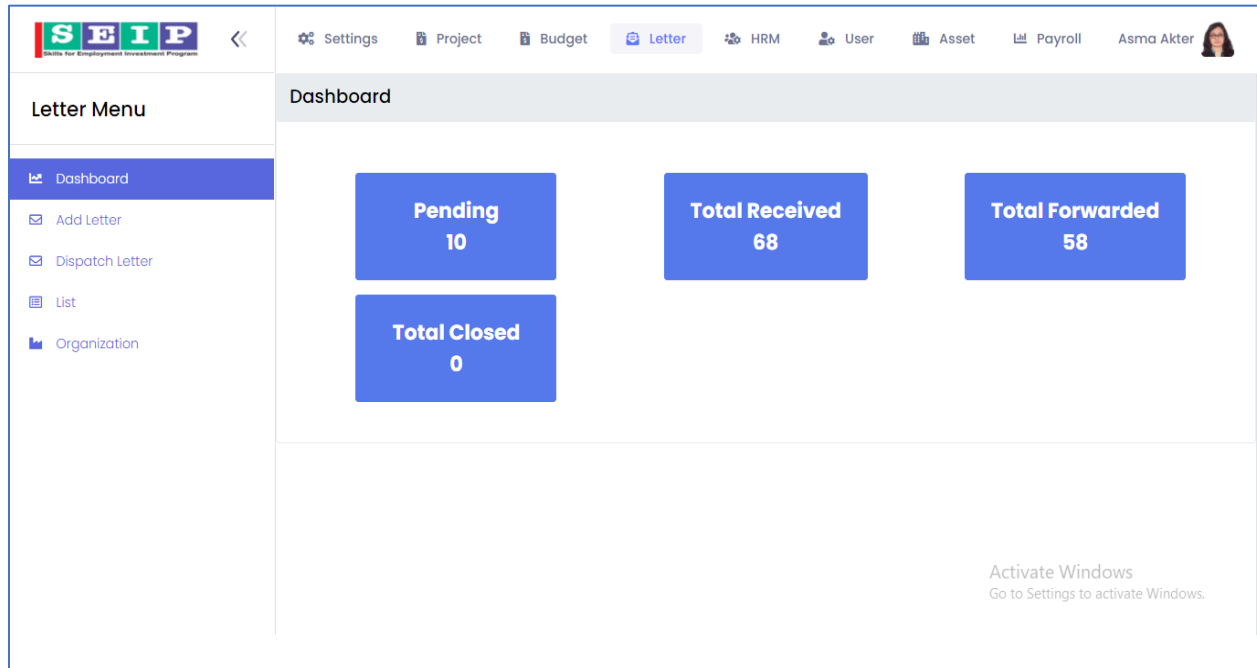
Figure: 3.1(Letter Module)

Dashboard: In dashboard, the user will get to know the information of pending letter, total received letter, total forwarded letter, and total closed letter.
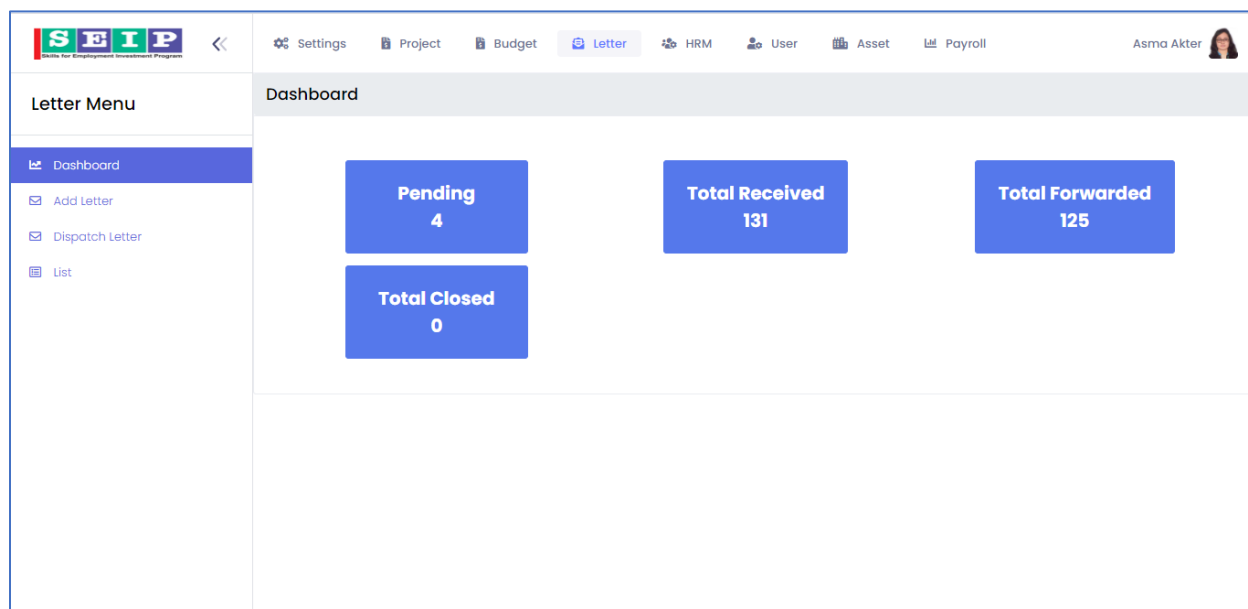
3.2(Dashboard)

Add Letter: The user will add letter from this "Add Letter" feature. In Add letter feature the user will input the information of letter. Here, the user will add –

- ✓ File name, Attach file (the letter will upload here as scanned form),
- ✓ Type of letter (If letter type is bill then another group of information the user will input in the system – bill no, tranche no, milestone no, amount),
- ✓ Docketing No, Subject, Reference, Date, Sender name.
- ✓ Organization Name

Add new letter page is illustrated in Figure-3.3
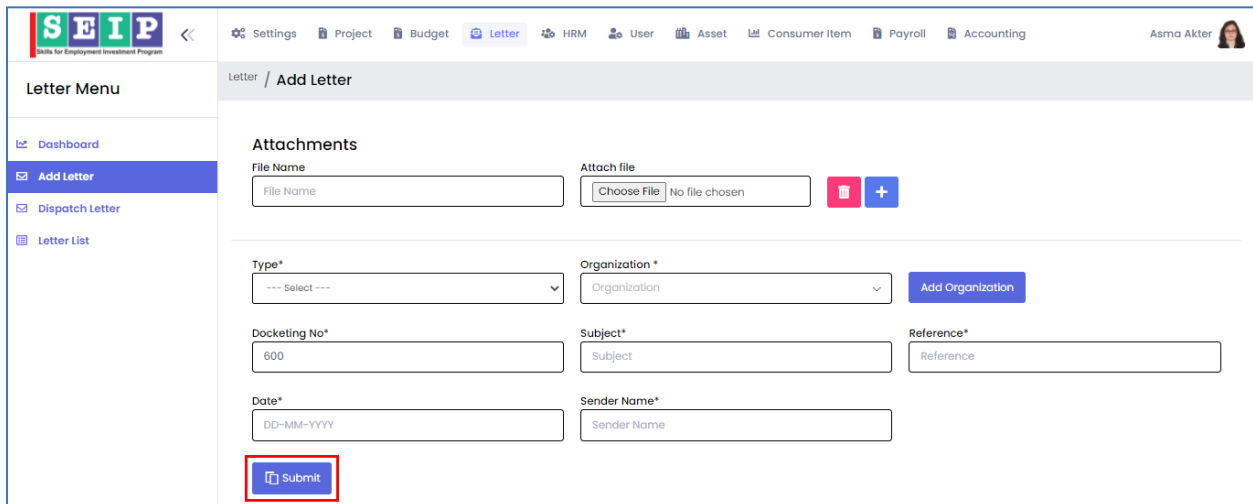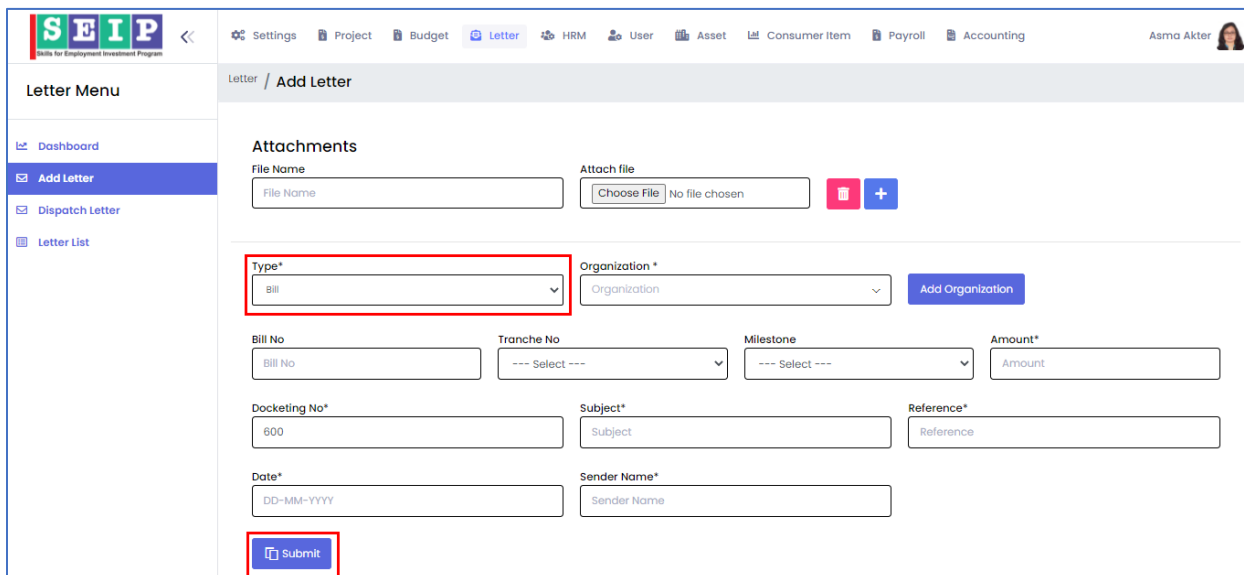
Figure: 3.3(Add New Letter)

If user click on the bill type, then the user will enter the information of bill. Illustrated in Figure:3.4

Figure: 3.4(Add Letter Entry Screen)

Along with, other information of letter, the user will input the information of bill here. Bill no, Tranche No, Milestone, Amount is required fields for Bill.

<u>Receive Letter:</u> After entering the information of letter, the receiver of the letter will get the letter and it will be informed from dashboard. The receiver of the letter will review, check, download the letter and after that forward the letter to other officer or close the letter.

Dispatch Letter: The process of dispatch letter occurs here. It is illustrated in **Figure-3.5**
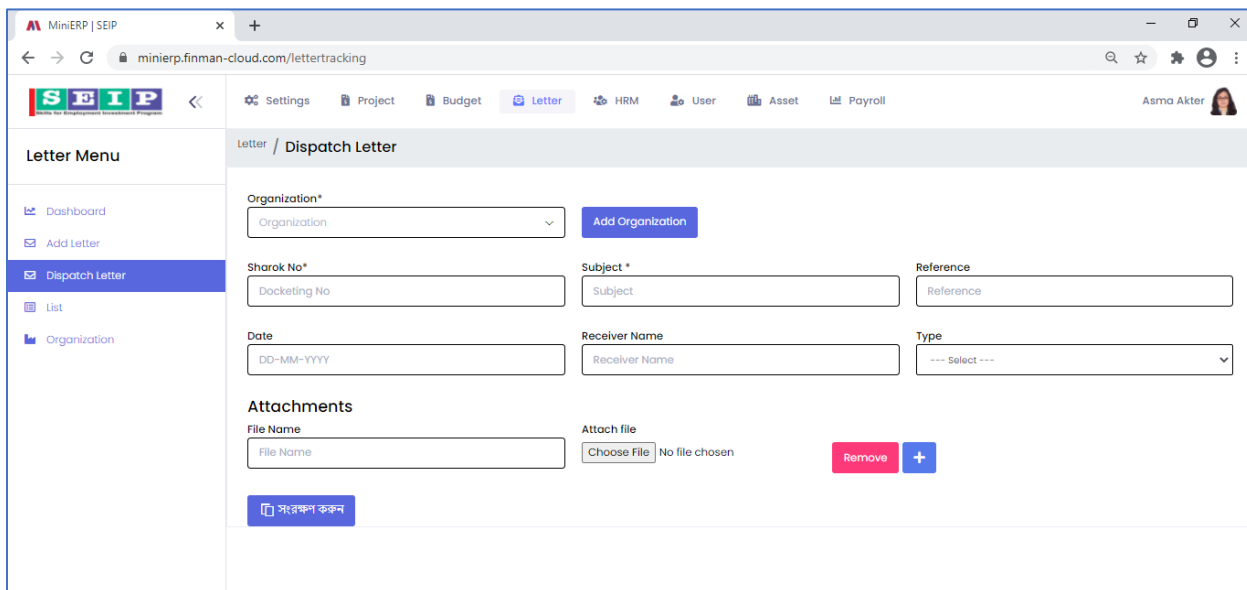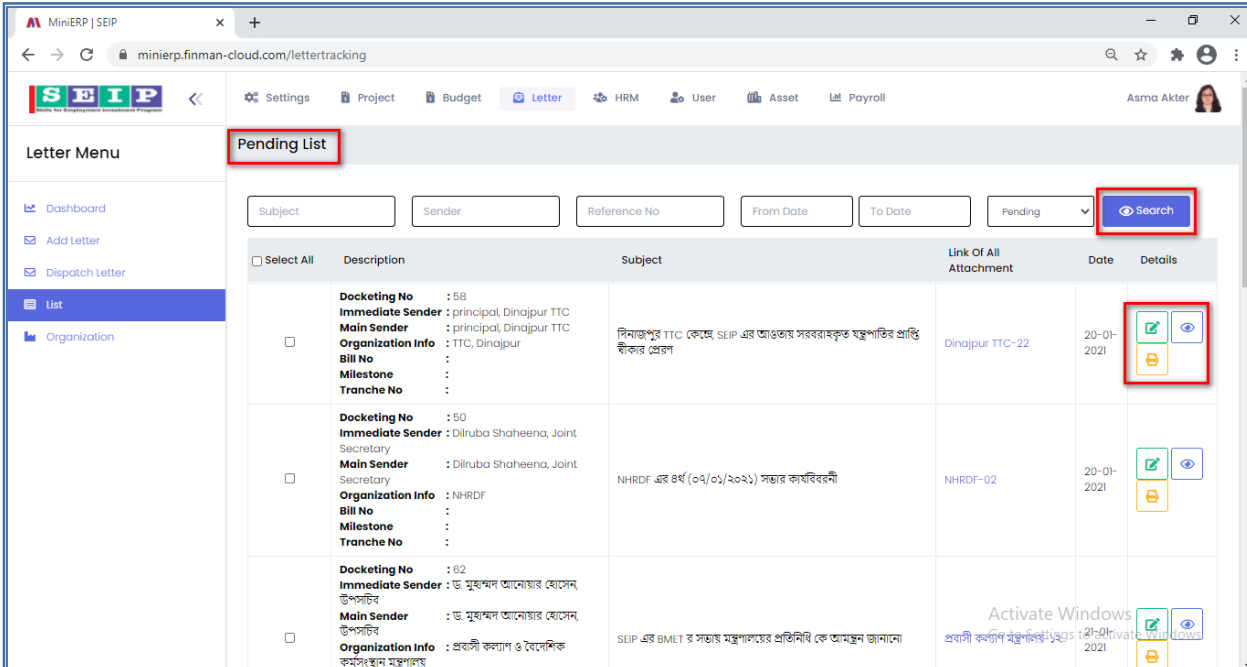
Figure: 3.5(Dispatch Letter Entry Screen)

List: The information of letter, pending list information, letter transfer process initiate from here. It is illustrated in **Figure-3.6**

Figure: 3.6(List of letter)

Search: The user will find letter from this search bar.

Edit: If any edit need to do, the user will edit the letter from here.The user will click on ⬚ here and can change the required information.

View: The user will able to view after clicking on ⬚ here.
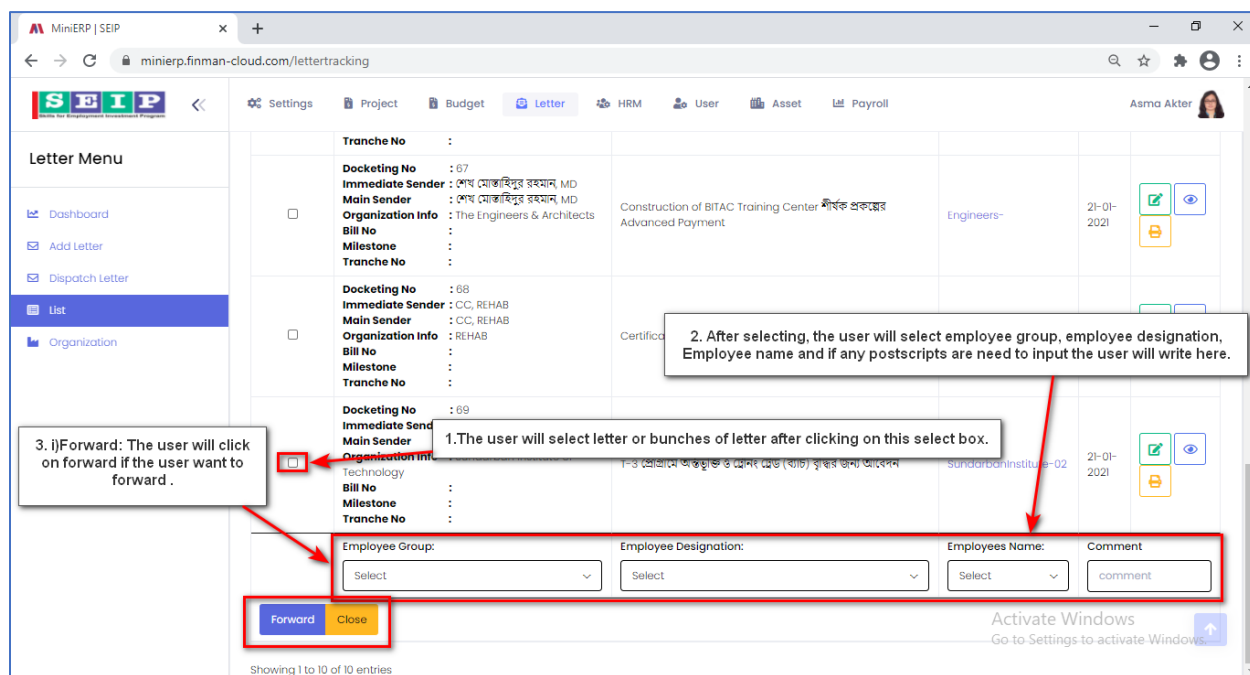
Print: If the user want to print the letter information. The user will click on ⬚ here .

Transfer process:

- ✓ The user will select letter or bunches of letter after clicking on this ☐ select box.
- ✓ After selecting, the user will select employee group, employee designation, Employee name and if any postscripts are need to input ,the user will write here.
- ✓ Forward: The user will click on [Forward] if the user want to forward .
- ✓ Close: If the user want to close the letter then the letter will be closed after clicking on [Close]

It is Illustrated in Figure-3.7

Figure: 3.7(Transfer of letter)

HRM Module:

HRM Module: After clicking on HRM Module, the user will view a landing page as **Figure-4.1**

Figure: 4.1(HRM Module)

In HRM Module, the user will view employee Group, Designation Group, Designations, Employee.

Employee Group: After clicking on employee group the user will be able to do three tasks which is showed in **Figure-4.2**
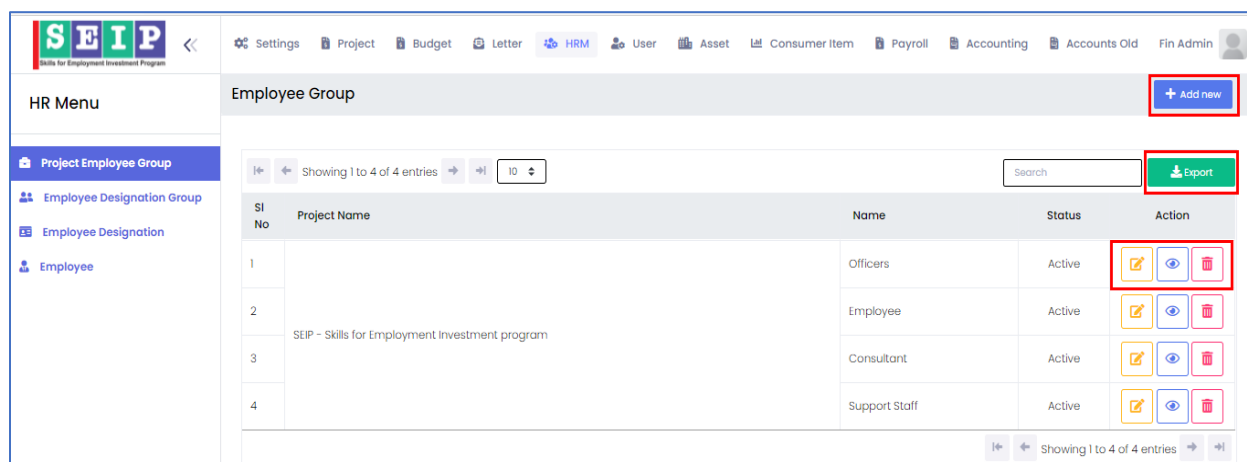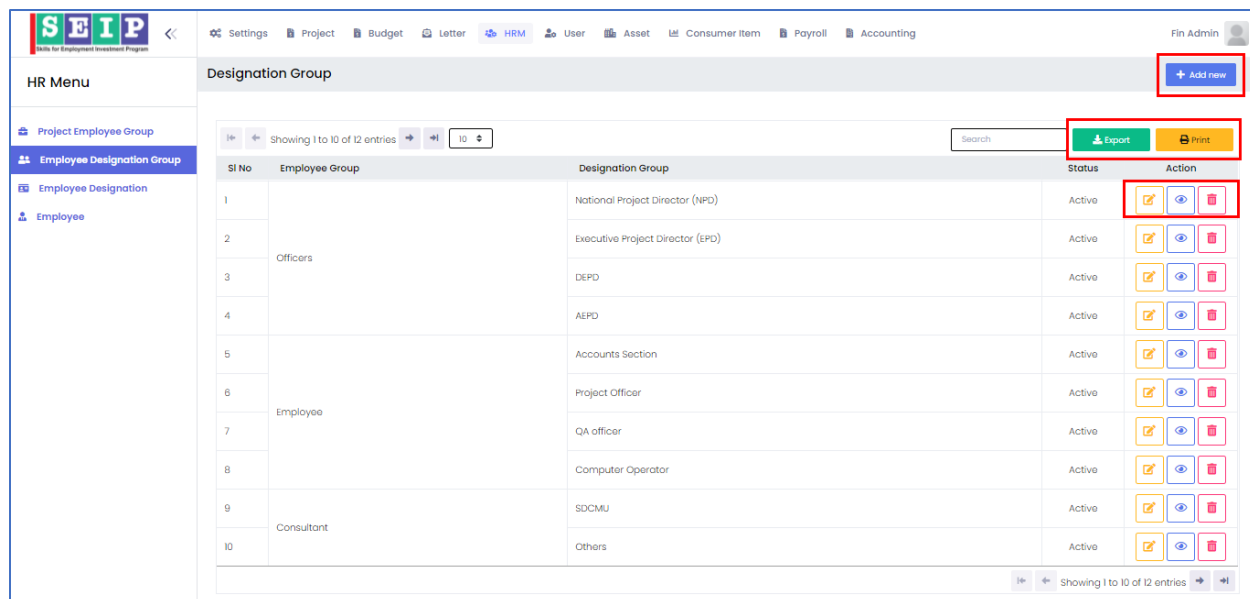
Figure:4.2(Employee Group)

Designation Group: The user will get to know about "Designation Group" after clicking on designation group.
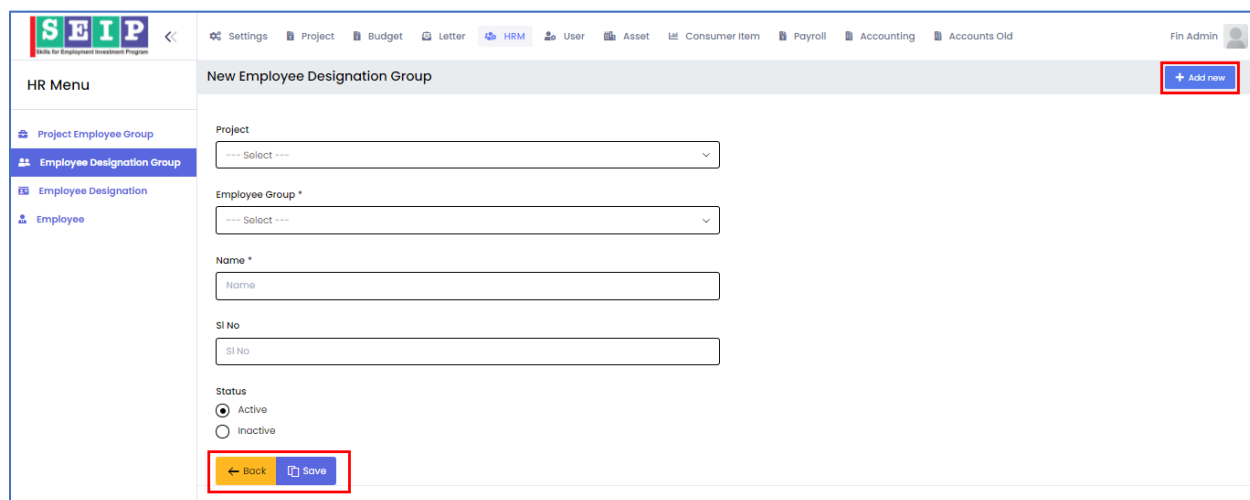
Figure:4.3(Designation Group)

Add New, Export, Print, Edit,View and delete will be done according to the instruction from the **figure 4.3**

Add New: If the user nevigate in Add new button, the user will view as **Figure 4.4** image below and will enter the information of required fields.

Figure : 4.4(Designation Group Entry Screen)

Export: The user will nevigate in export button and get three options for exporting. The information will show as **figure 4.5**
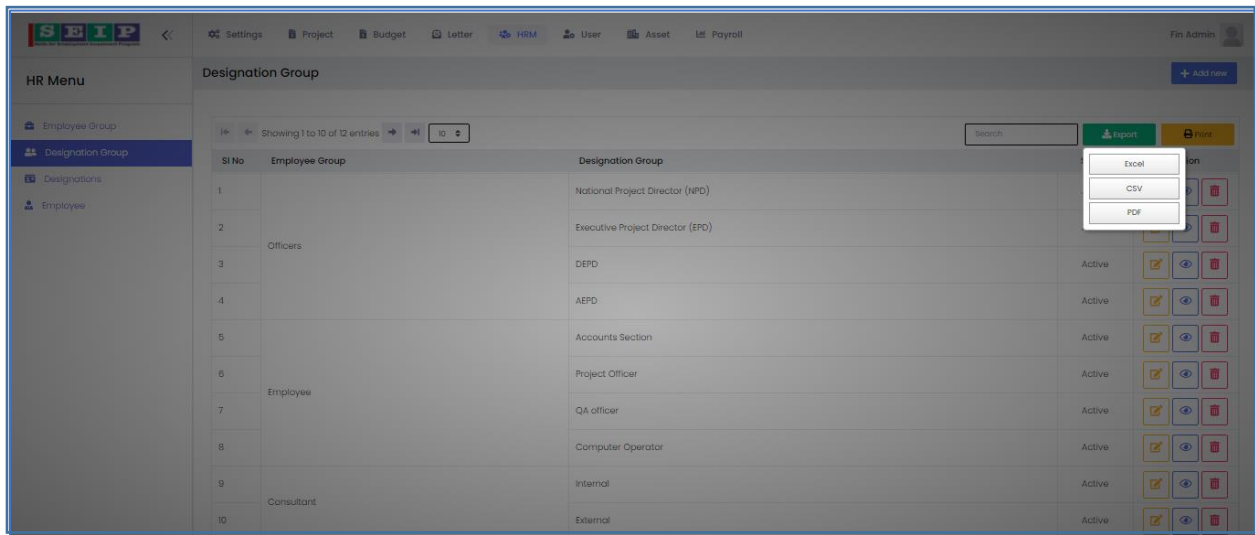
Figure: 4.5(Export of Designation Group)

From here, the user will be able to export in the form of excel, CSV, PDF.

Print: If the user want to click on Print then the a print page will appear on the screen like **Figure-4.6**
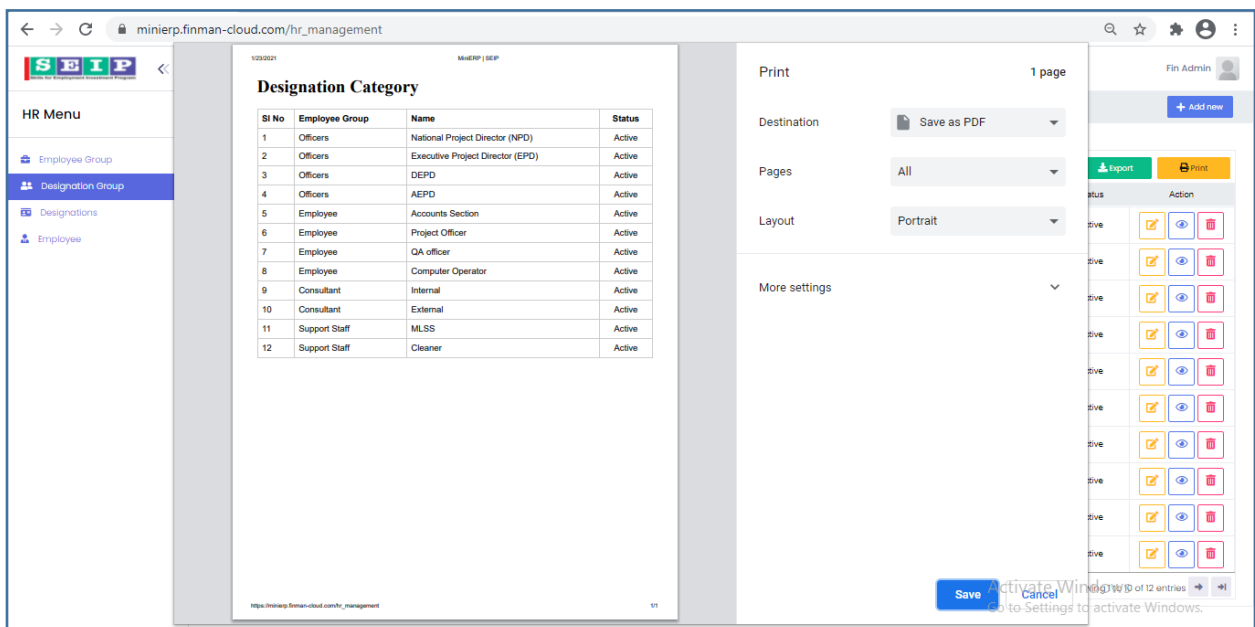
Figure-4.6(Print of Designation Group)

Edit: The user will be able to edit after clicking on edit button. After editing the user will view a page like **figure 4.7.** In this page the user will change the information and if do not want to change the click on the back button.
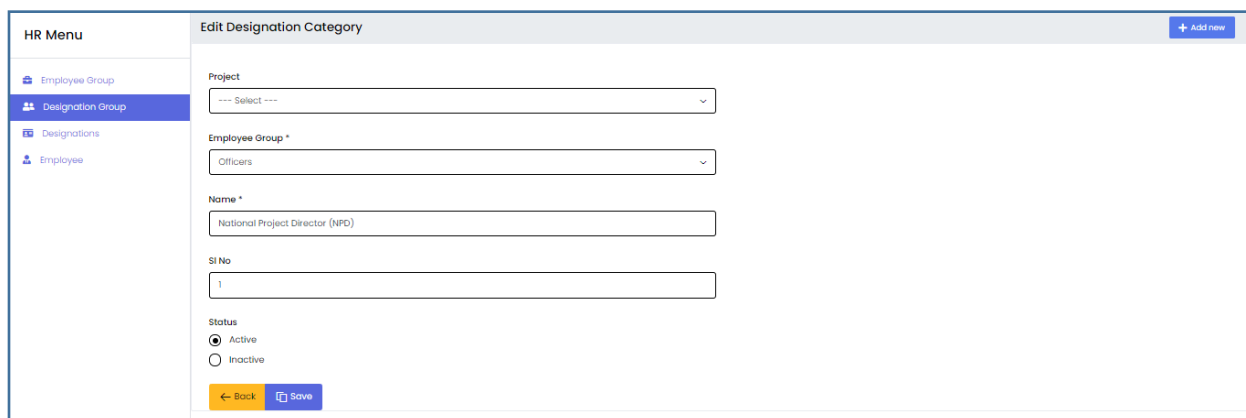
Figure-4.7(Edit Screen of Designation Category)

View: The user will view the designation group like **figure-4.8**
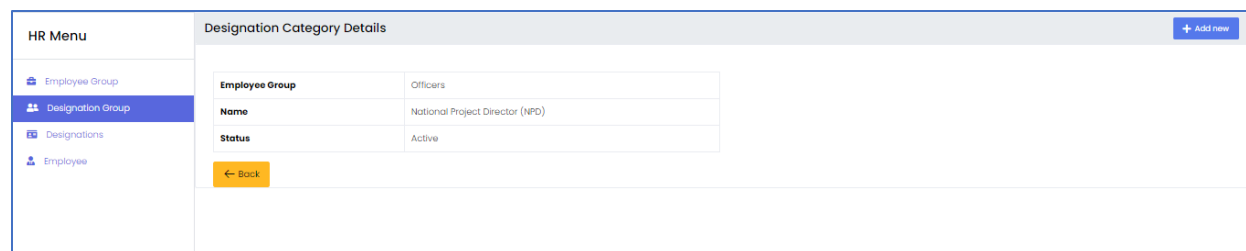
Figure-4.8(View Screen of Designation Group)

Delete: If the user wants to delete, the user will have to click on delete. Then the information will delete permanently.

Designation: The user will be able to add, edit, view, export, print "designation" from here.

Figure-4.9(Designations Screen)

Add new: After navigating on "Add new" button the user will view the page like **figure-4.10**

Figure-4.10(Designation Entry Screen)

Export: If the user wants to export the Designation information, then click on the export option. The page will appear on the screen like figure-4.11
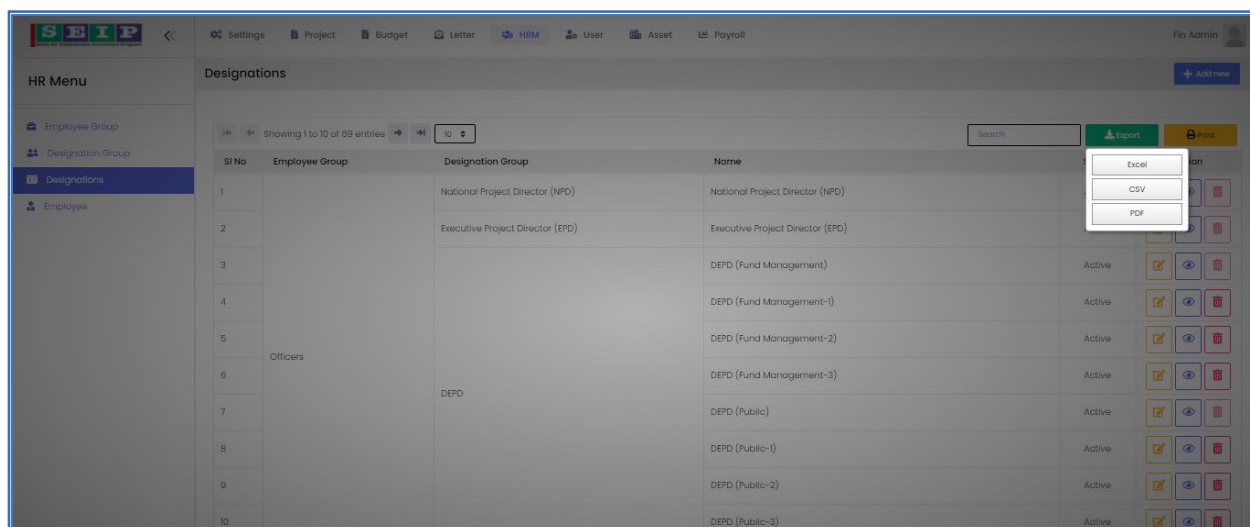
Figure-4.11(Export Screen of Designations)

In export option, there are three options –Excel, CVS and PDF. The user may print it according requirement.

Print: The user will be able to print if click on the print option. After clicking on Print option of designation, the user will view the page as like **figure-4.12**
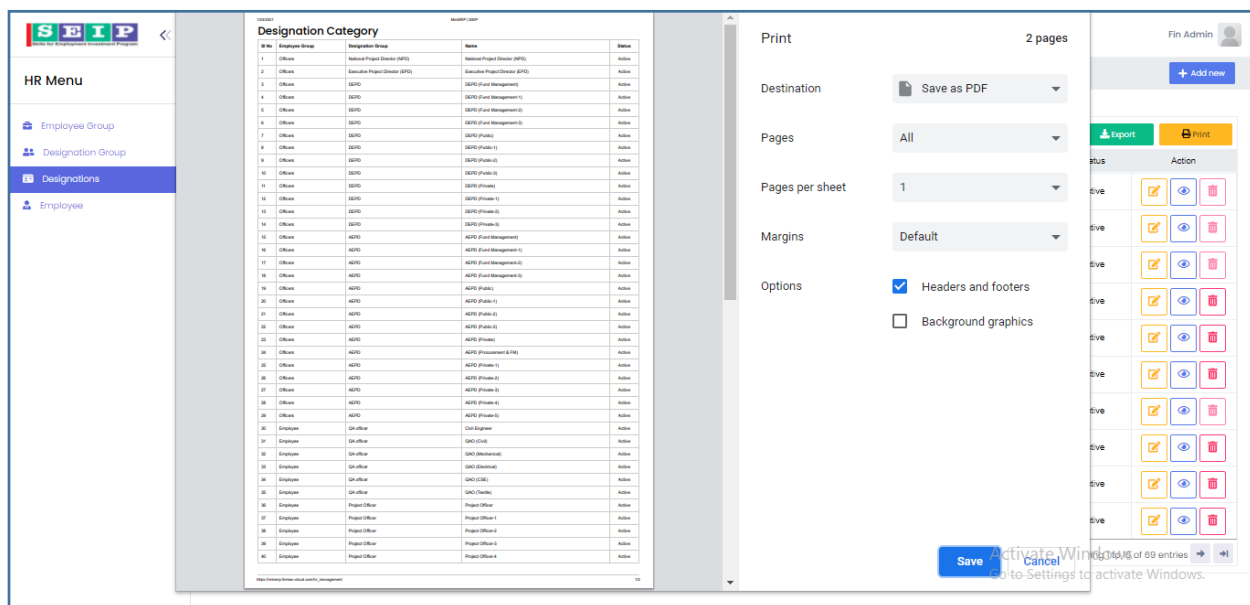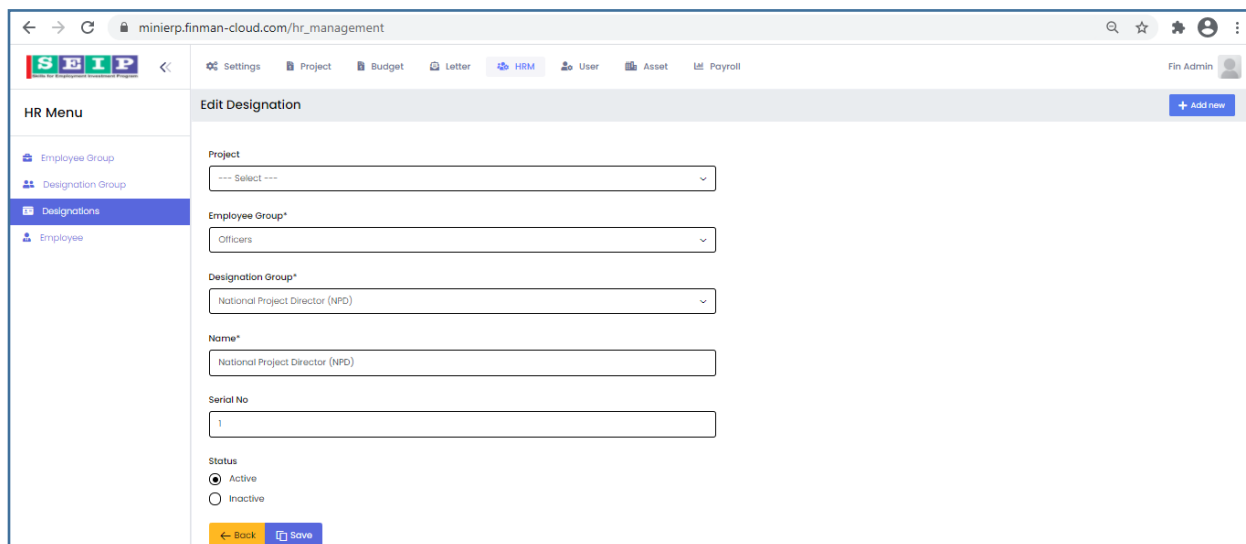
Figure-4.12(Designation Print Option)

Edit Designation: If any change need to do in designation the user may change it with edit option.

After clicking on edit button the page will appear like **Figure-4.13** as below image –
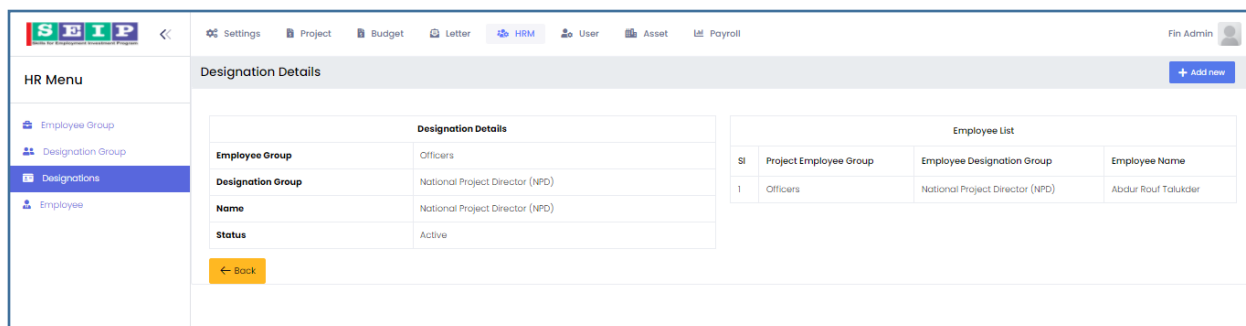
Figure-4.13(Designation Edit Option)

View: The user will view the designation information if click on view button. The view page shown on **Figure-4.14**

Figure-4.14(View Screen of Designations)

Delete: If the user wants to delete any of the designation, the user will be able to delete after clicking on delete button.

Employee: Officers and employees' profile is prepared here. The user will be able to create new profile in this feature. In figure-4.15 illustrated.

Figure- 4.15(Employees Screen)

Add new: New employee's information will input here by clicking on "Add New" button.

Figure-4.16(Employees Entry Screen)

View: After clicking on view button, the user will view the information like **figure-4.17**

Figure-4.17(Employees View Screen)

Export: After clicking on export option the user will view the page like **figure-4.18**
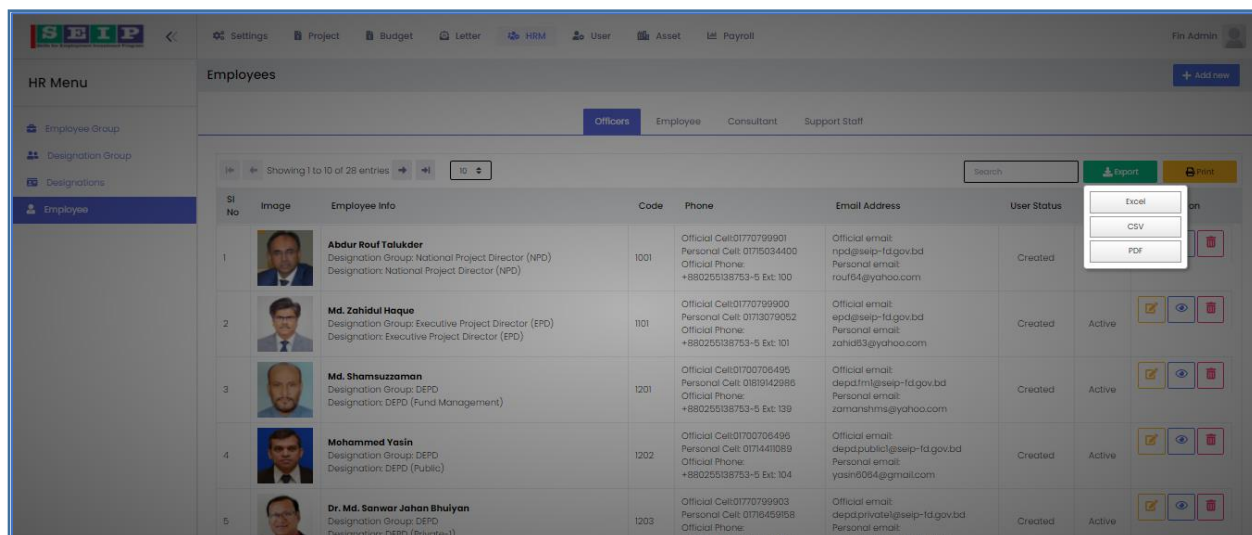
Figure-4.18(Export option of Employees)

Here, the user will be able to export in three form –excel, CVS, PDF.

Print: After clicking on Print option the user will be able print the employees' information. After clicking on print button the user views the print option like **Figure- 4.19**
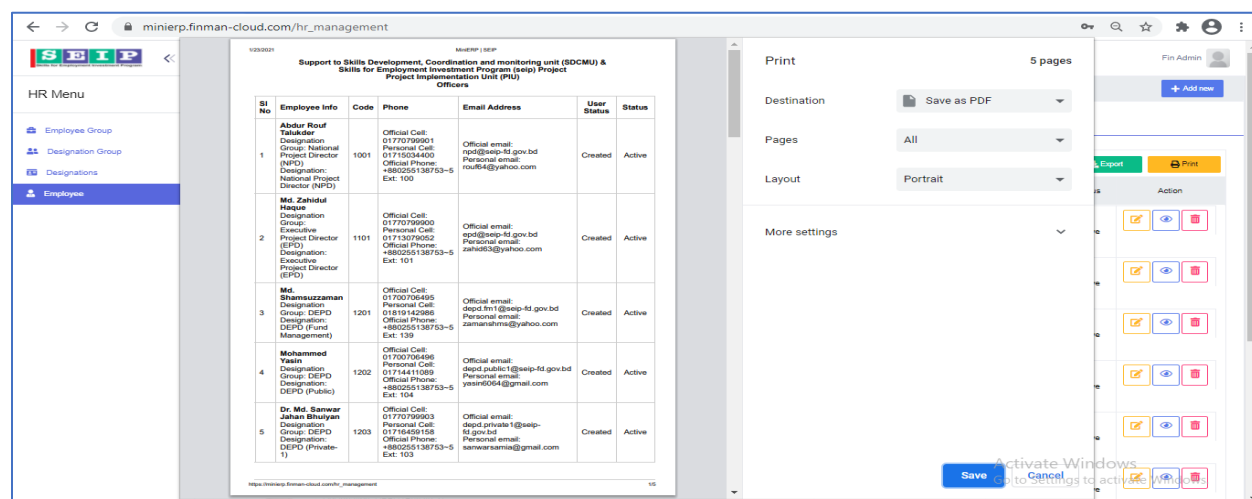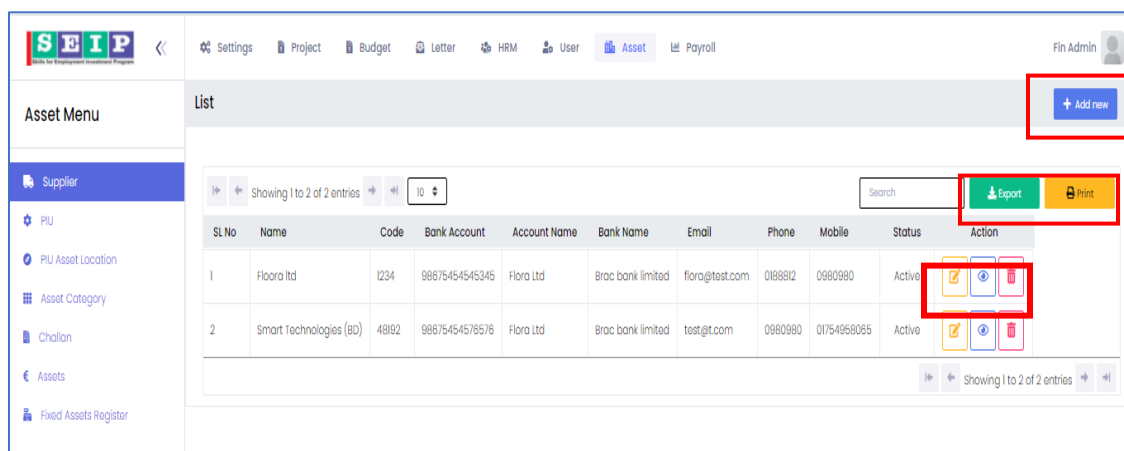
Figure- 4.19(Employees Print Screen)

Delete: After clicking on Delete button the user will be able to delete the information permanently.

Asset Module:

Asset Module: In this module asset is calculated and the asset is classified by asset category.
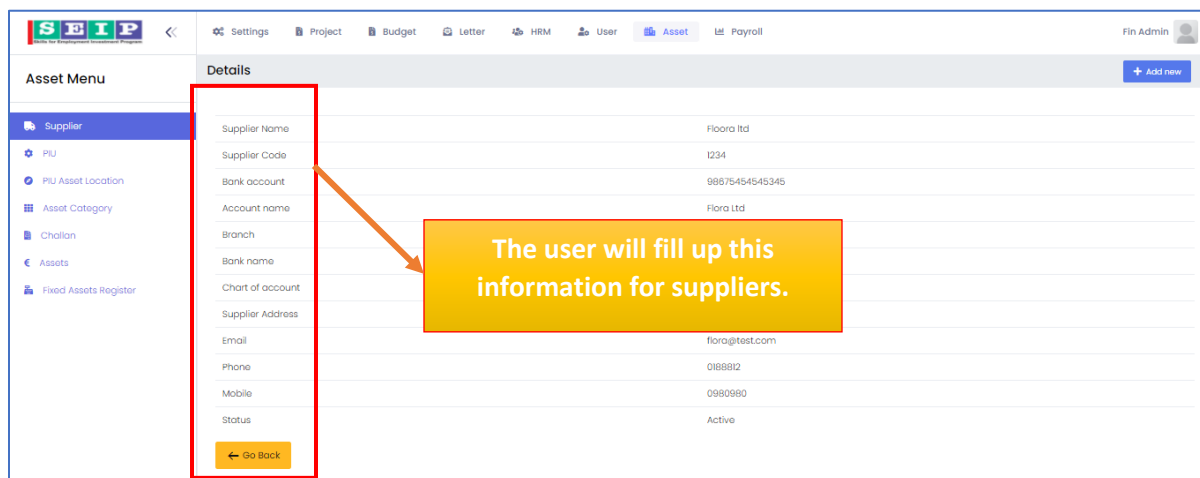
Supplier: Here, the user will be able to edit, view and delete the information of supplier. From here, the user will also add new supplier, print and download.

Figure-5.1(Menu List of Supplier)

Menu Path: Asset module>Supplier.

Figure-5.2(Entry Screen of Supplier)

Menu Path: Asset>Supplier

PIU: (Project implementation unit) in this segment the user will be able to input the information of PIU.
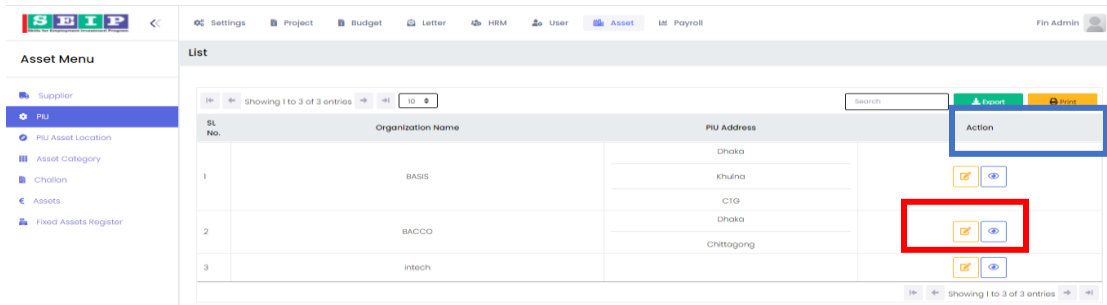
(Figure-5.3 Menu List of PIU)

In PIU the user will do 4 tasks.

1. Edit,

2. View,

3. Print,

4. Download,
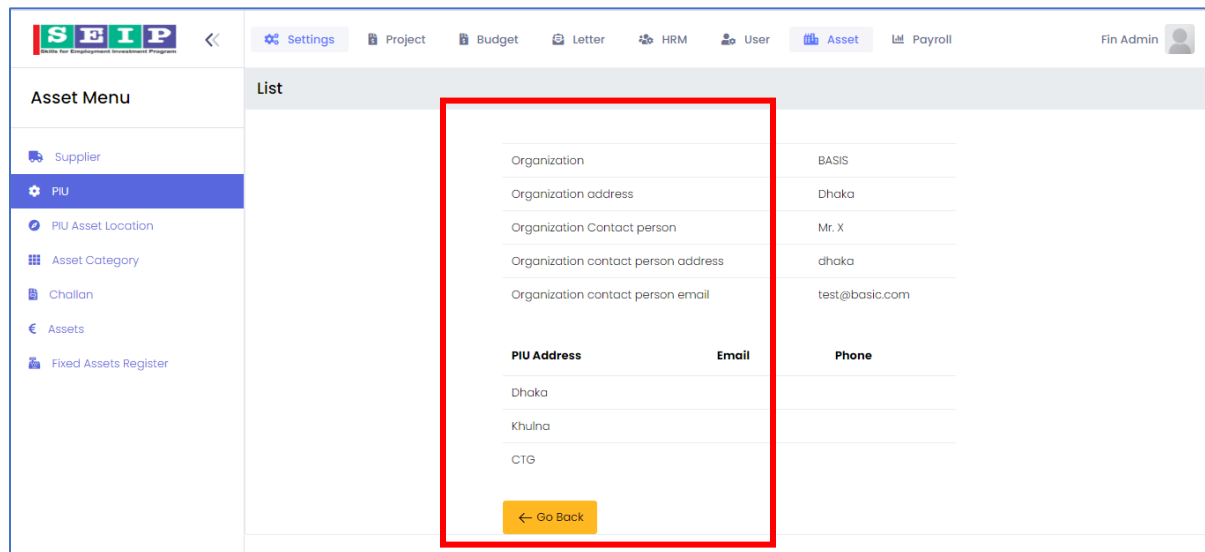
Figure-5.4(Entry Screen of PIU)

The user will fill up the required fields to input the information of PIU.

PIU Asset Location: In this segment the user will input the information of PIU Asset location and find the information of PIU Asset Location with the help of name of the institute.
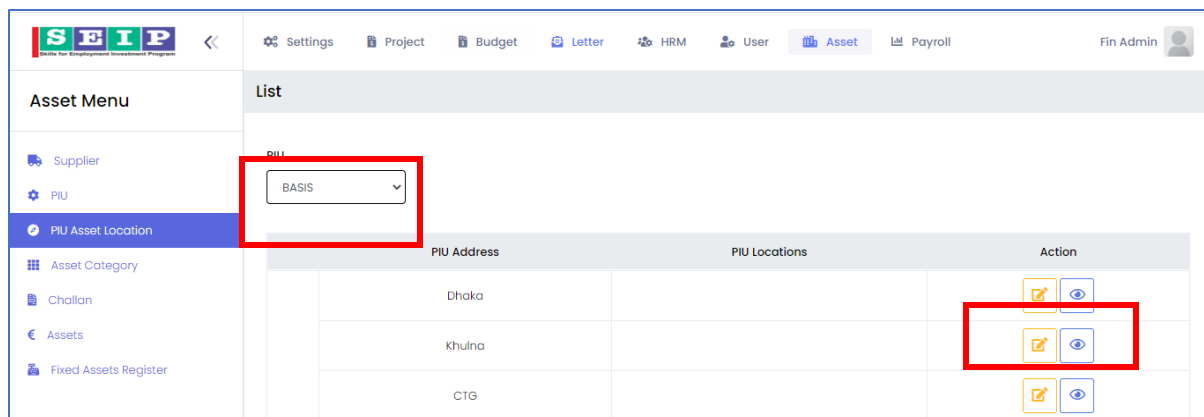
Figure-5.5(Menu List of PIU Asset Location)

From here the user will edit, view and will search by the PIU.
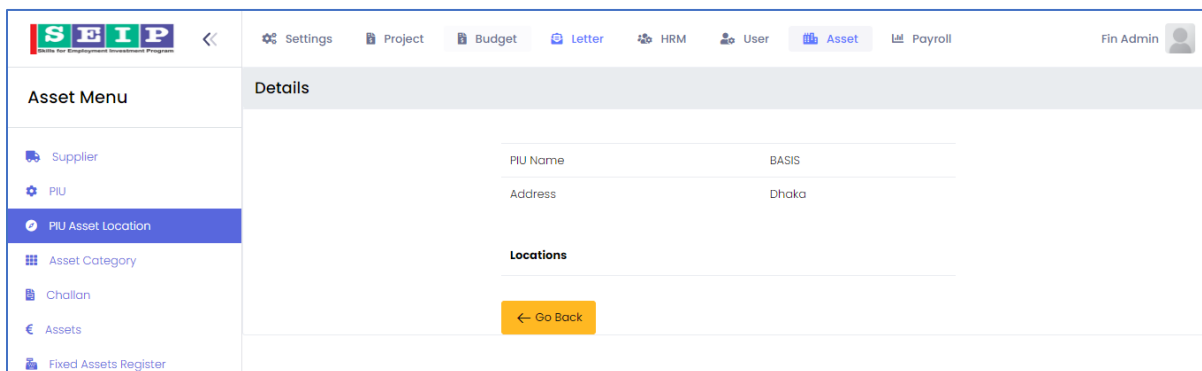
Figure-5.6(Entry Screen of PIU Asset Location)

After clicking on PIU Asset location the user will get the information of PIU name and address of the asset.

Asset Category: From here the user will input the information of asset category. The different type of assets will be included here.
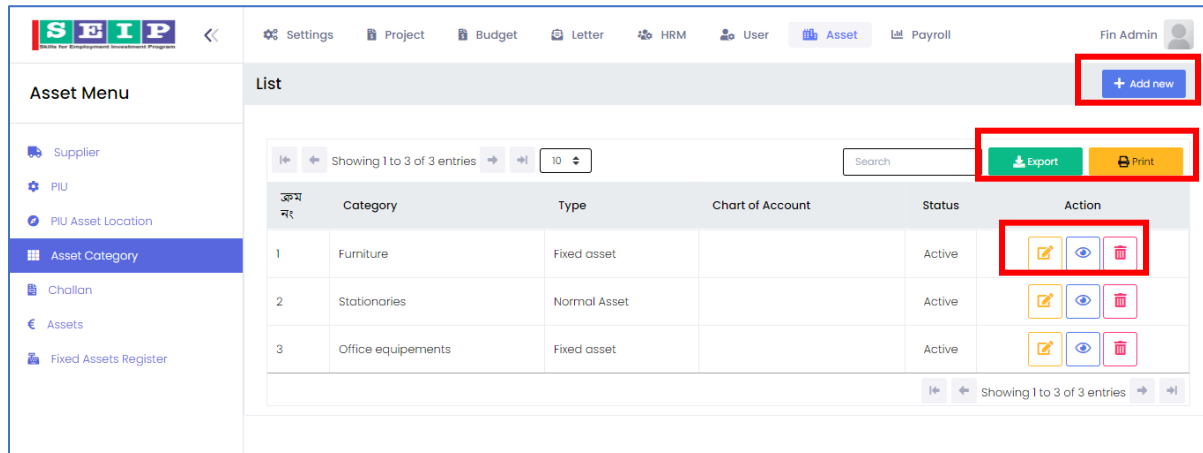
Figure-5.7(Menu List of Asset Category)

In asset category the user will edit, view, and delete the information from here. The user will download, print and add new asset also from here.
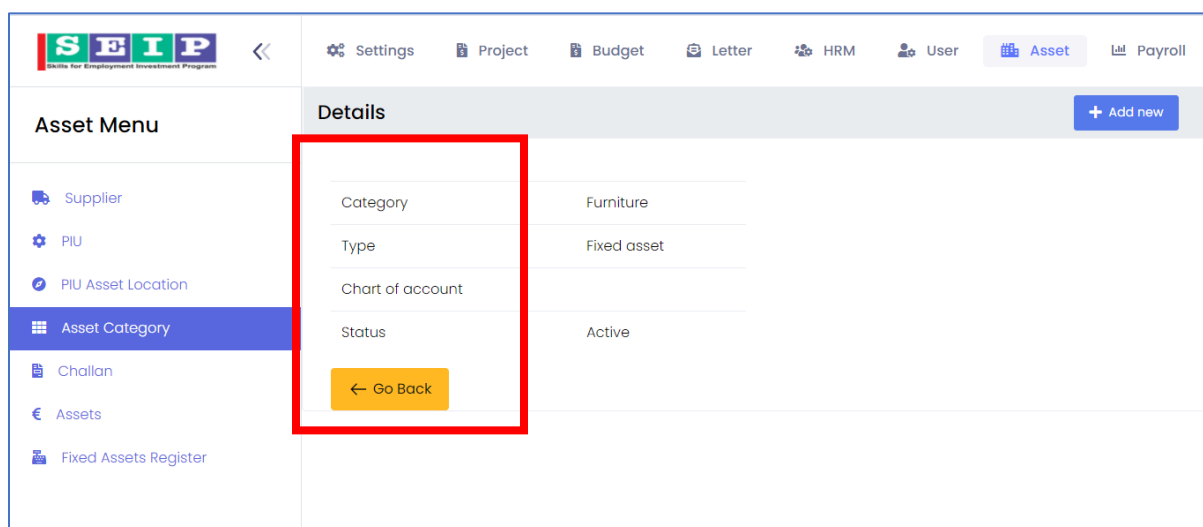
Figure-5.8(Entry Screen of Asset Category)

The user will fill up the required information of asset.

Challan: Asset purchase information will input in the system with challan information. Challan will create from "Add New". Changes will occur from Edit button and view will from View button.

Figure-5.9(Challan Menu List)

The user will input the information of challan here. In this segment the user will edit, view and delete the information of challan here. The user will also download, print here. The user will prepare new challan from here too.

Figure-5.10(Challan Entry Screen)

Asset: In Asset the user will input the information of the challan no and challan date then the user will find out the information of asset according to the date of challan and challan date.

Figure-5.11(Asset Entry Screen)

Fixed Assets Register: Here the user will input the information of fixed asset register information. Following is a structure where the user will input the information asset.
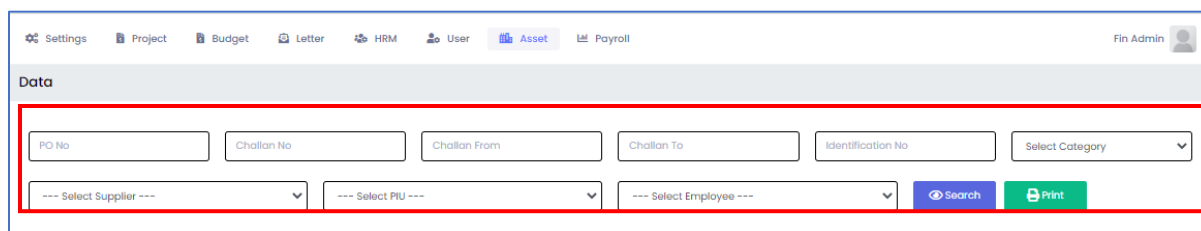
Figure-5.12 (Fixed Asset Search Box)

The user will fill up the required information of the asset and will find out the asset register. From here, the user will be able to print also.

Figure-5.13(Fixed Asset Register)

Consumer Item:

Item Category: Item Category will input in Item Category. Category wise item will input so first step of consumer item entry is Item Category.

Figure-6.1(Consumer Item Category menu list)
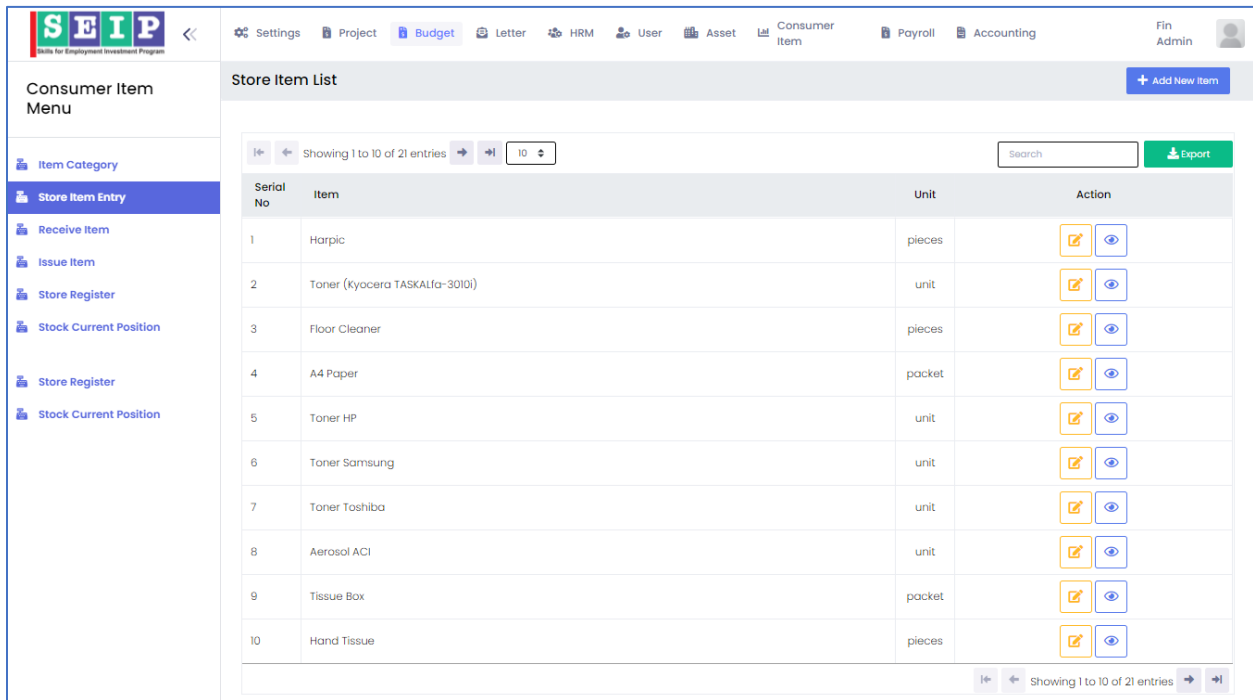
Figure-6.2(Entry Screen of Item Category)

Store Item Entry: Store Item will input in Store Item Entry.
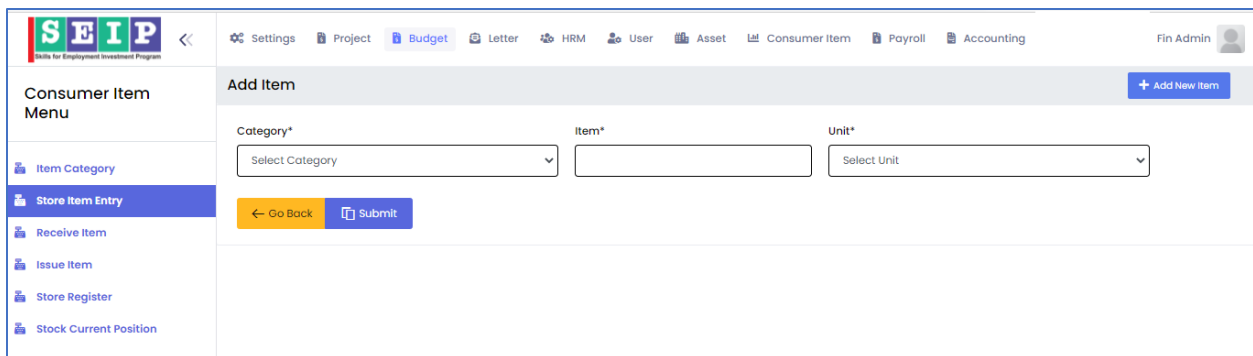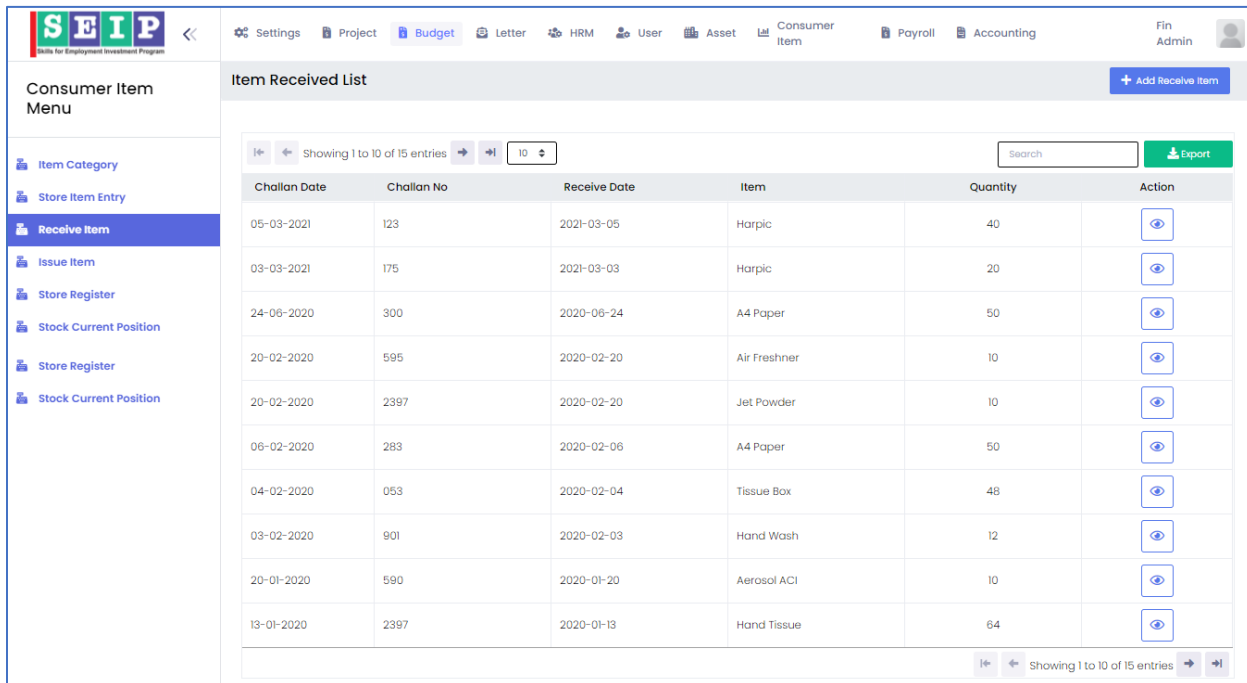
Figure-6.3(Store Item Entry Menu List)

Figure-6.4(Store Item Entry Screen)
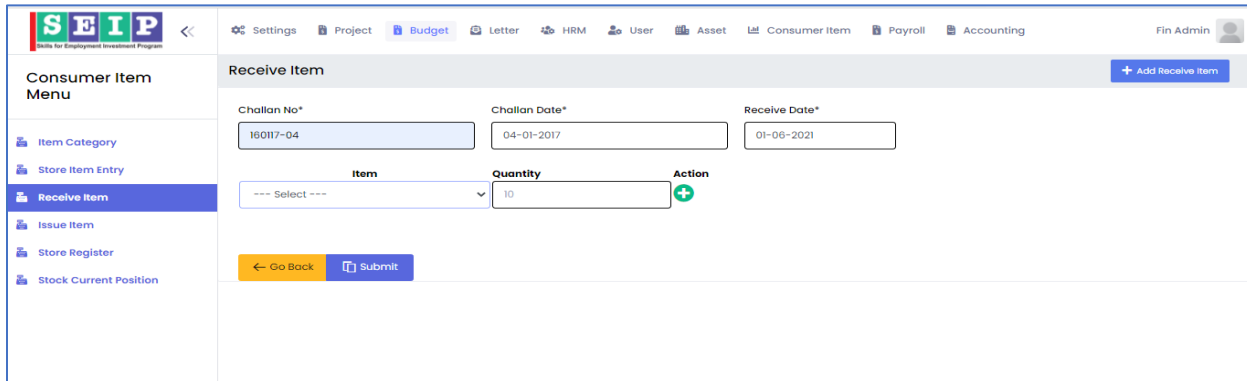
Receive Item: Receive Item for usage will input in Receive item.

Figure-6.5(Receive Item Menu List)

Figure-6.6(Receive Item Entry Screen)

Issue Item: Item Issue for specific room and Officer & Employee will initiate from Issue Item.

Figure-6.7(Menu List of Item Issue)

Figure-6.8(Entry Screen of Item Issue)

Store Register: Total Store Item information will show in Store Item Submenu. Report will show in Store Item.

<div align="center">

Figure-6.9(Store Item)

</div>

Stock Current Position: Total Updated daily stock information will Stock Current Information

<div align="center">

Figure-6.10(Stock Current Position)

</div>

Payroll Module:

Dashboard: The dashboard provides at a glance view of payroll process information.
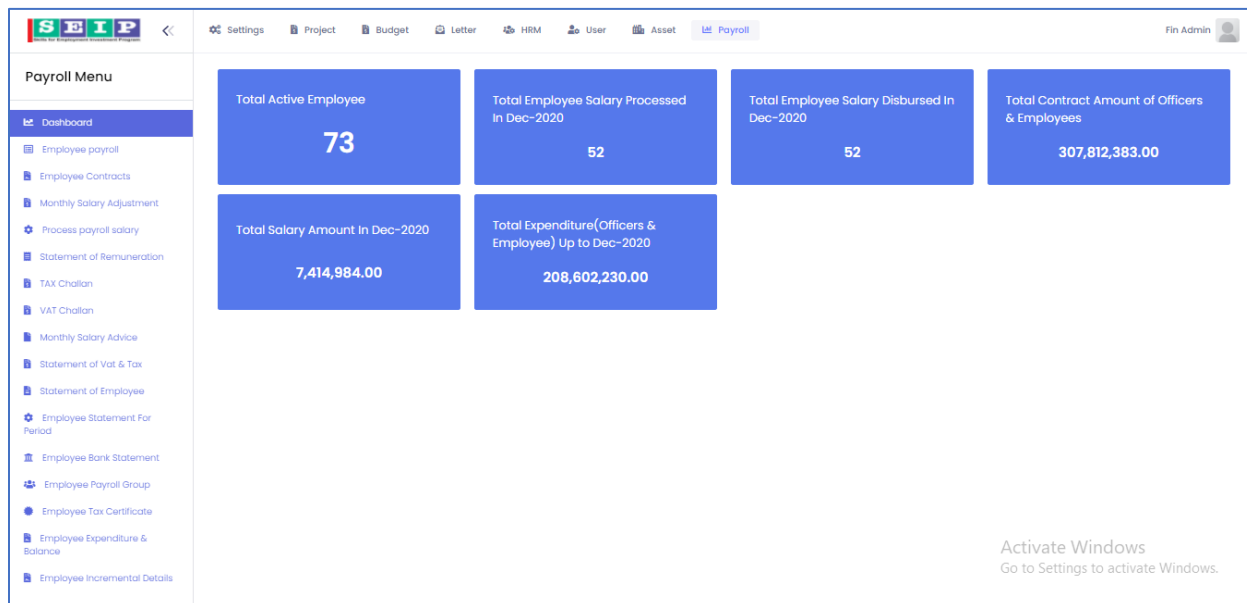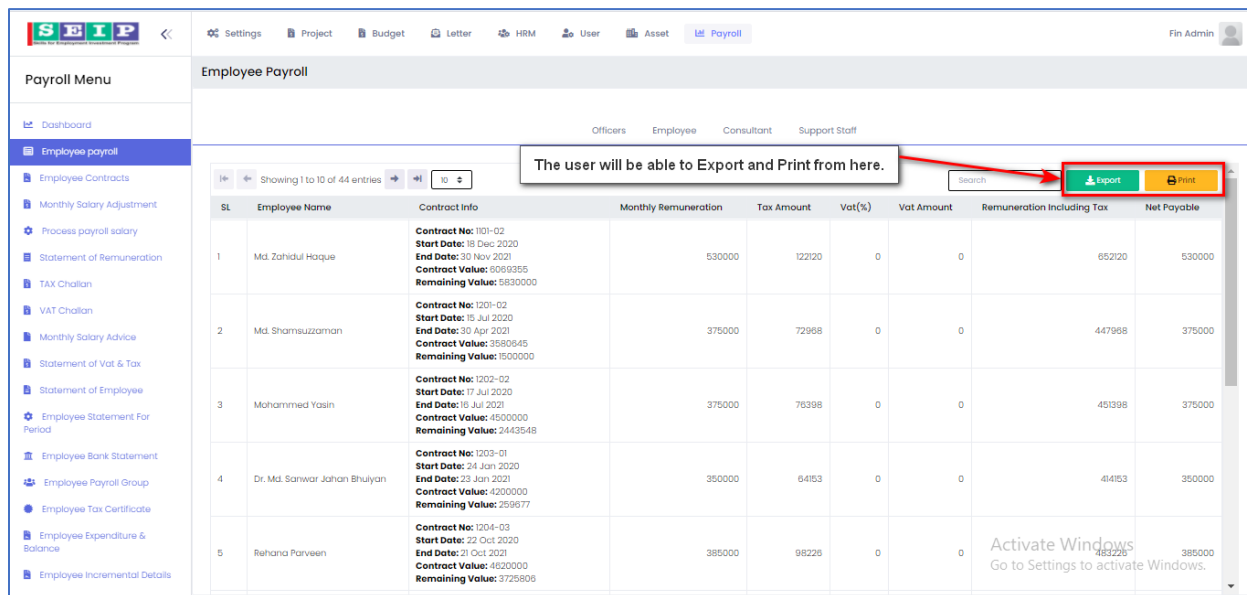
Figure- 7.1(Payroll Dashboard Screen)

From, here, the user will get the information of total active employee, Current Total Employee Salary Processed, Current Total Employee Salary Disbursed in, Total Contract Amount of Officers & Employees, Total Salary Amount, Total Expenditure (Officers &employee)

Employee Payroll: The user will able to view form of current officers and employees' payroll information. The user will get the information of employee's payroll such as- contract information, monthly remuneration, tax amount, Vat Amount, Remuneration including Tax and Net payable.

Figure-7.2(Employee Payroll)

Export: After clicking on Employee payroll option the user will view the page like figure-7.3 and after that click on export option. From here the user will give three options for export (Excel, CVS, and PDF)

Figure – 7.3(Export of Employee Payroll)

Print: After clicking on print option the user will view the page like Figure- 7.4
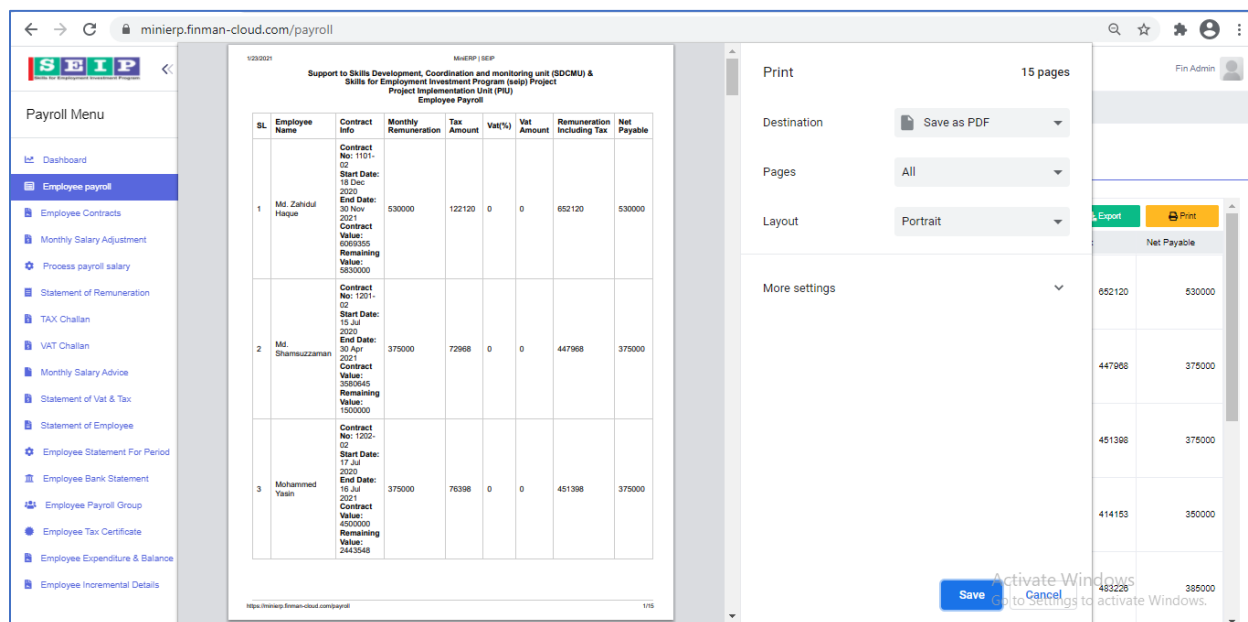
Figure- 7.4(Employee Payroll Print Screen)

Employee Contract: The user will enter here Officers and Employees' contract information here. In Employee Contract the user will be able to add new contract, export, print, edit, view, delete.
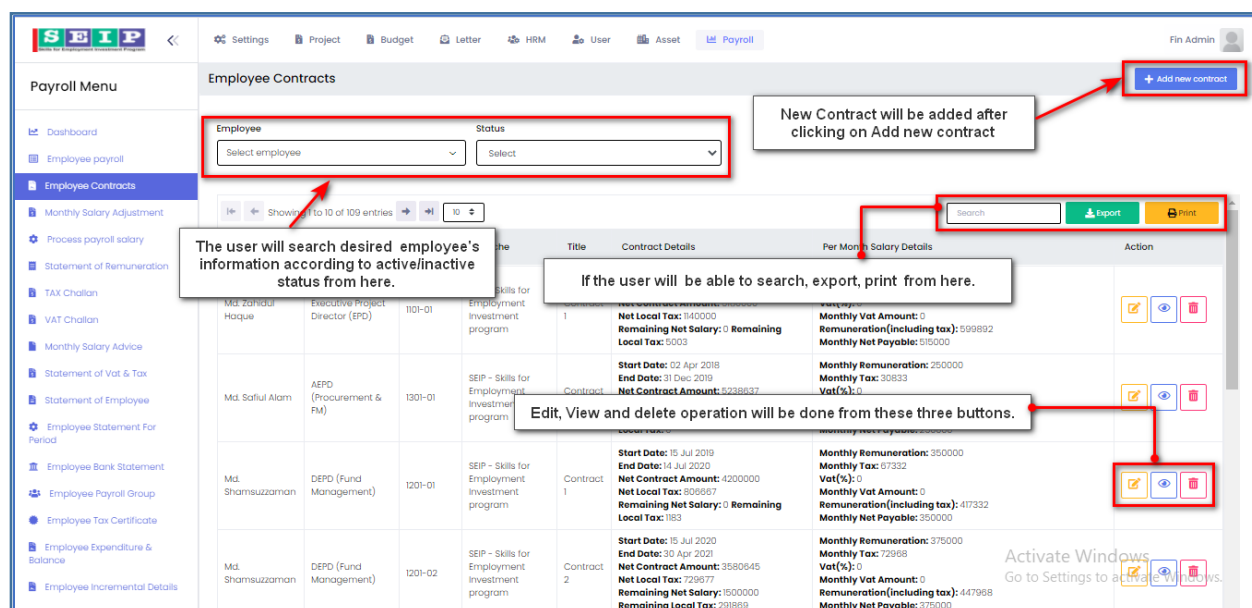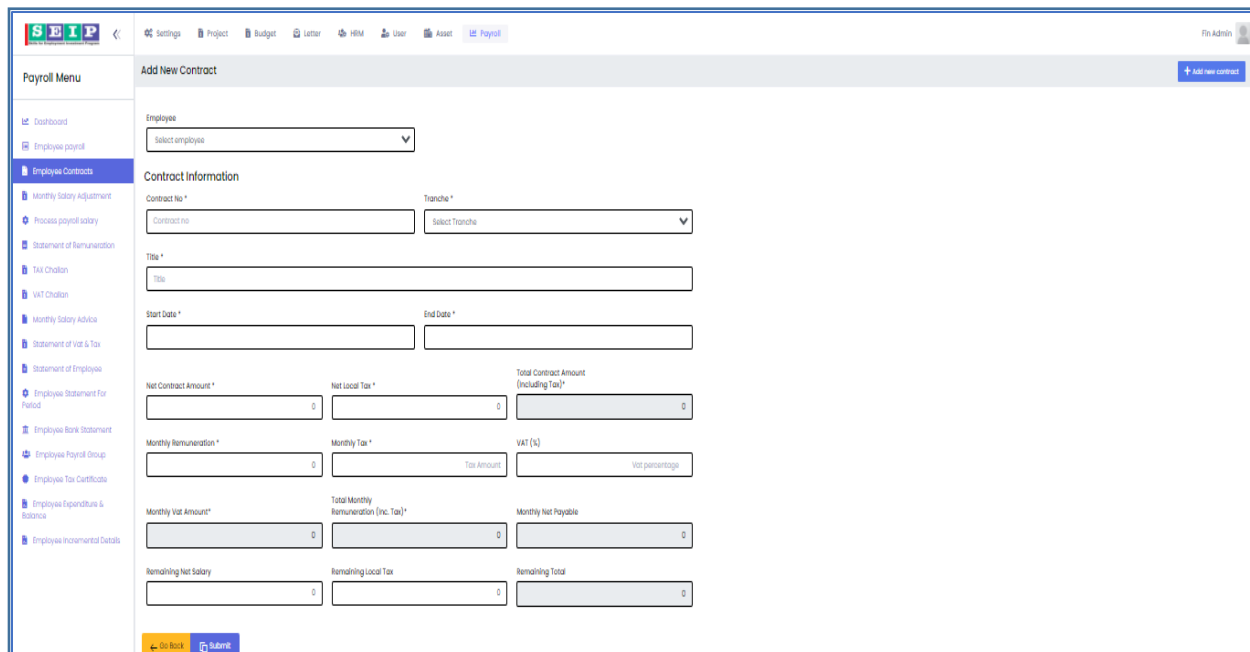
Figure- 7.5(Employee Contracts)

Add new contract: If the user wants to add employee new contract then the user will enter new contract information after clicking on "Add new contract". It is illustrated in **figure- 7.6**

Figure-7.6(Entry Screen of Employee Contract)

Export: The user will export the information of employee contract information after clicking on export button of Employee Contract page. It is illustrated in **figure-7.7** the user will be able to export in three forms- excel, CVS, PDF.

Figure-7.7(Export Option of Employee Contract)

Print: The user will print the information of contract information after clicking on Print button. It is illustrated in **Figure-7.8**
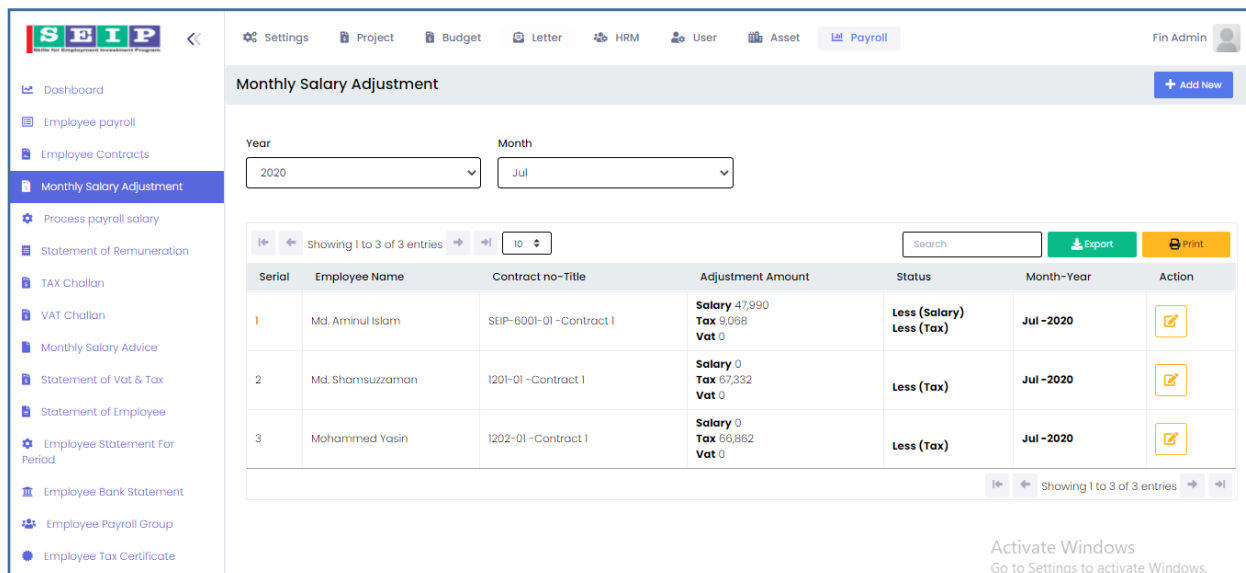
Figure-7.8(Print option of Employee Contracts)

Delete: The user will delete the information, if the user wants to delete permanently.

Monthly Salary Adjustment: In salary adjustment feature the user will be able to view and add monthly salary adjustment.

Figure-7.9(Monthly Salary Adjustment List)

Export: If the user wants to export the information of salary adjustment then the user will click on export button of "Monthly Salary Adjustment". The export button has three options –excel, CVS, PDF. It is illustrated in **Figure- 7.10**
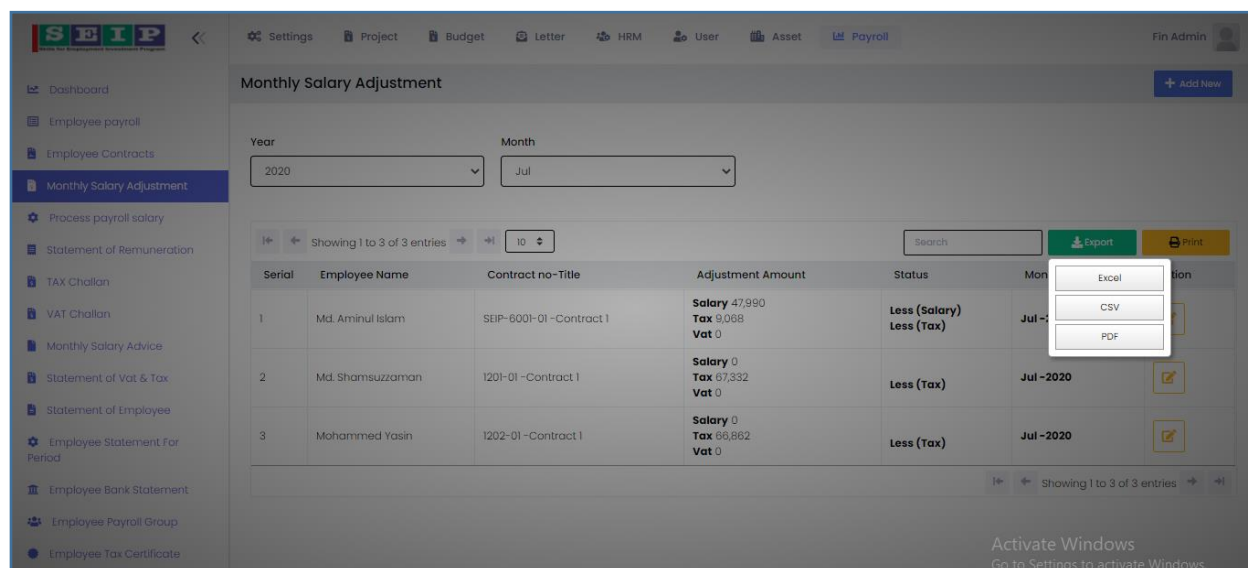
Figure-7.10(Monthly Salary Adjustment Export Button)

Print: The user will be able to print the information after clicking on Print button.

Process Payroll salary: The user will Process salary after entering the information of adjustment.

Process: In this feature the user first selects the current employees' then, click on process button. If the user wants hold the process of certain employees, then the user won't disburse the certain employees' salary.

Disbursement: In disbursement only those employees and officers will be included whose salary will be process for that month.

Figure: 7.11(Process Payroll Salary Screen)

Export:

Figure- 7.12(Process Salary Export Option)

Figure- 7.13(Process Payment Salary)

Statement of remuneration: The user will navigate to statement of remuneration after processing payroll salary. Then, the user will provide the information of specific employee group and designation and will generate statement of remuneration. This illustrated in below image –
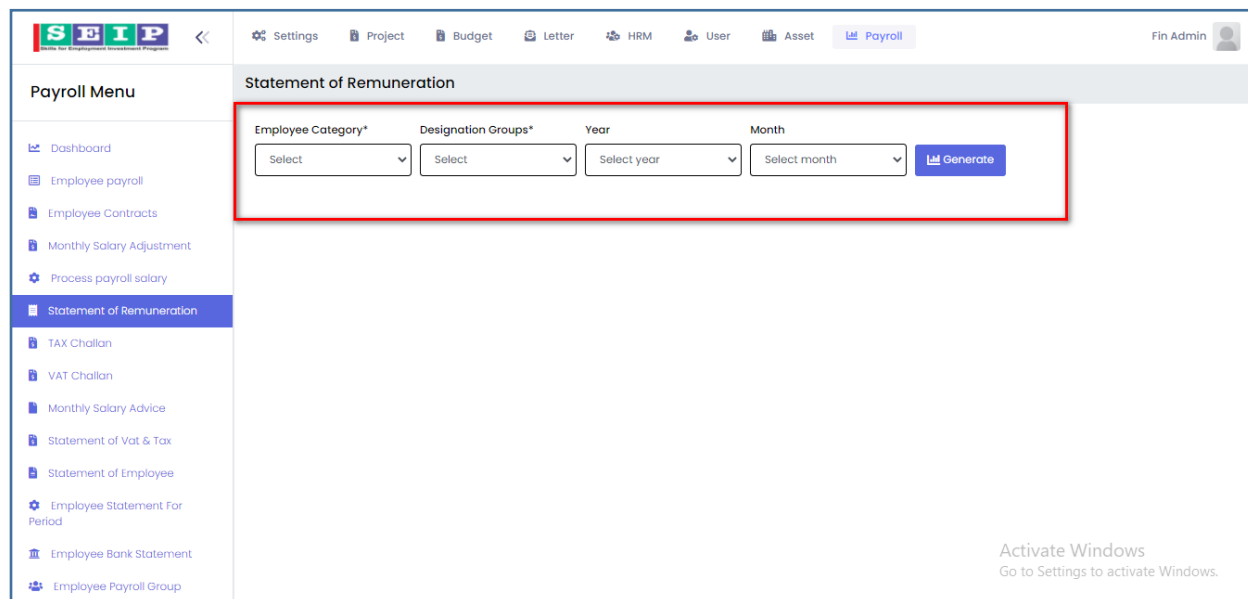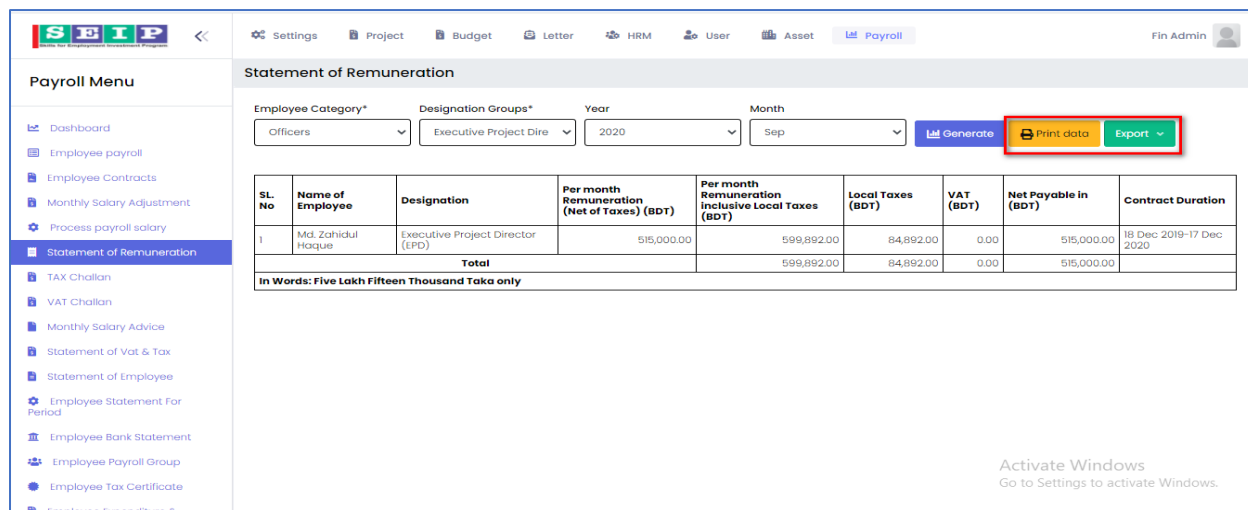
Figure-7.14(Statement of Remuneration Search Screen)

The user will get two buttons after generating statement of remuneration report.

- ✓ Export with three options and
- ✓ Another is print option,
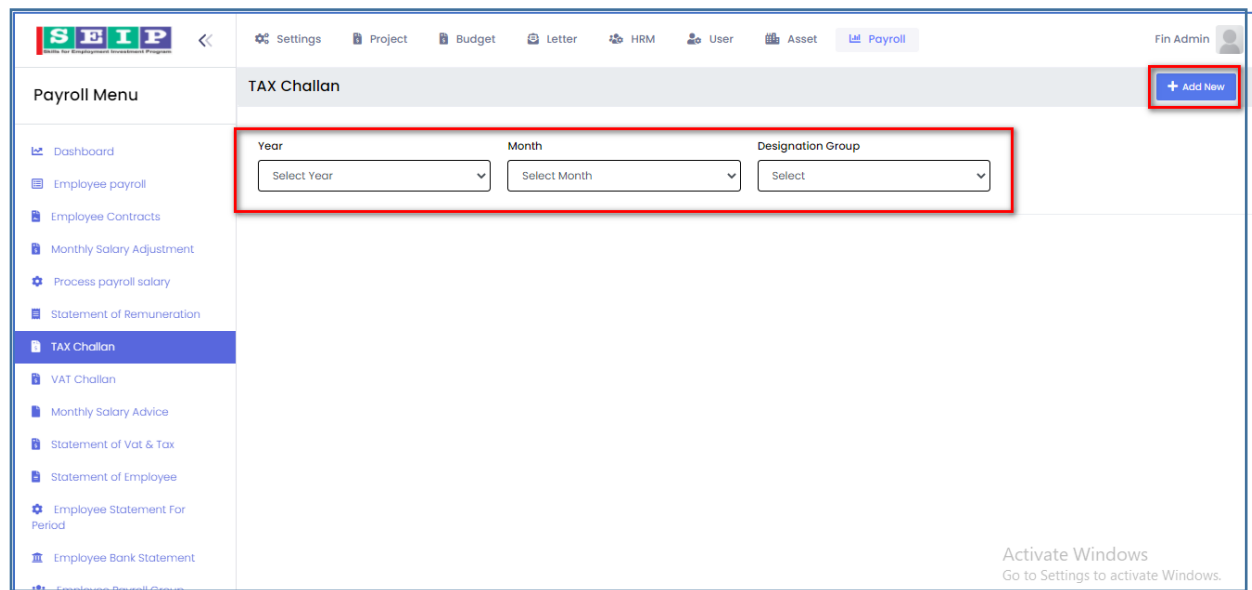
It is illustrated in **figure 7.15**

Figure-7.15(Statement of Remuneration)
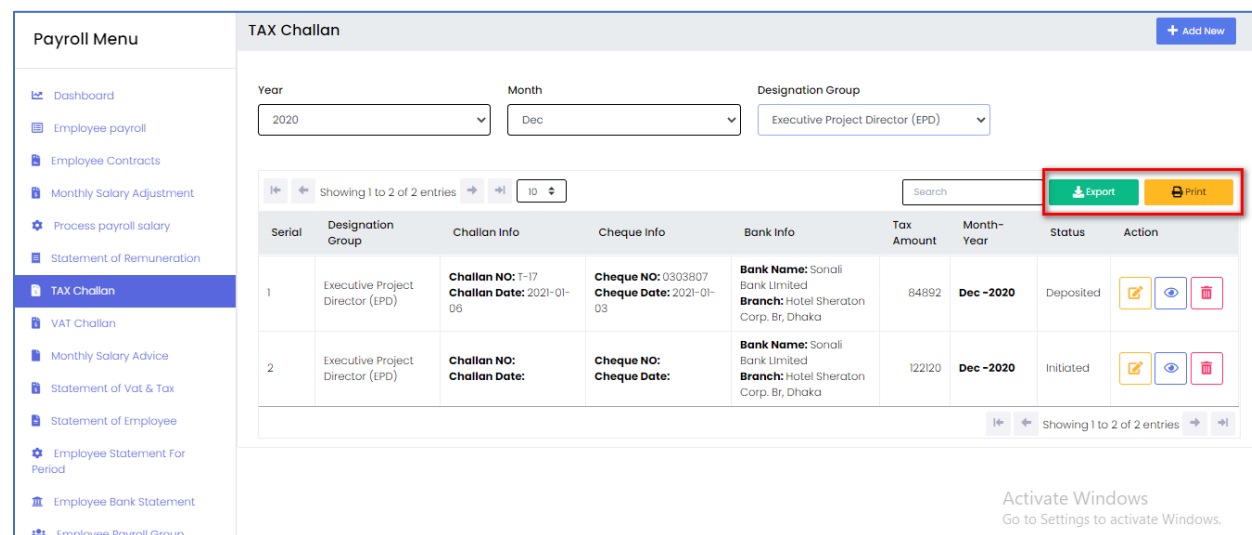
Tax Challan: After processing Tax challan report will auto generate in the system. The user will get the current month's Tax Challan after clicking on tax challan feature. The user will provide the information of specific Employee Category, Designation Group, Year, Month in the search box. From here, the user will be able to "Add New" Tax Challan. It is illustrated in **Figure-7.16**-

Figure-7.16(Tax Challan Search Box)

After providing required information the user will be able to export and print the tax report from here. It is illustrated in **Figure- 7.17**-

Figure-7.17(Tax Challan)

Vat Challan: The user will prepare Vat Challan from Vat challan feature. The user will add new vat challan if click on "Add New "Button. It is illustrated in **Figure-7.18**-
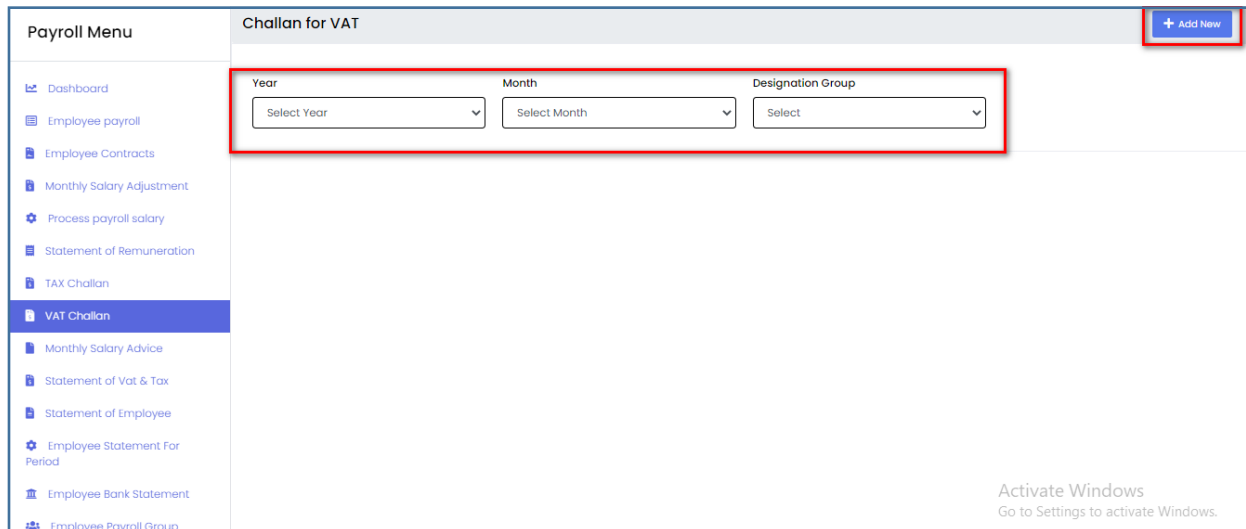
Figure-   7.18(Vat Challan Entry Screen)

After providing information of required field, the user will be able to export and print from here. It is illustrated below in **Figure-7.19**-
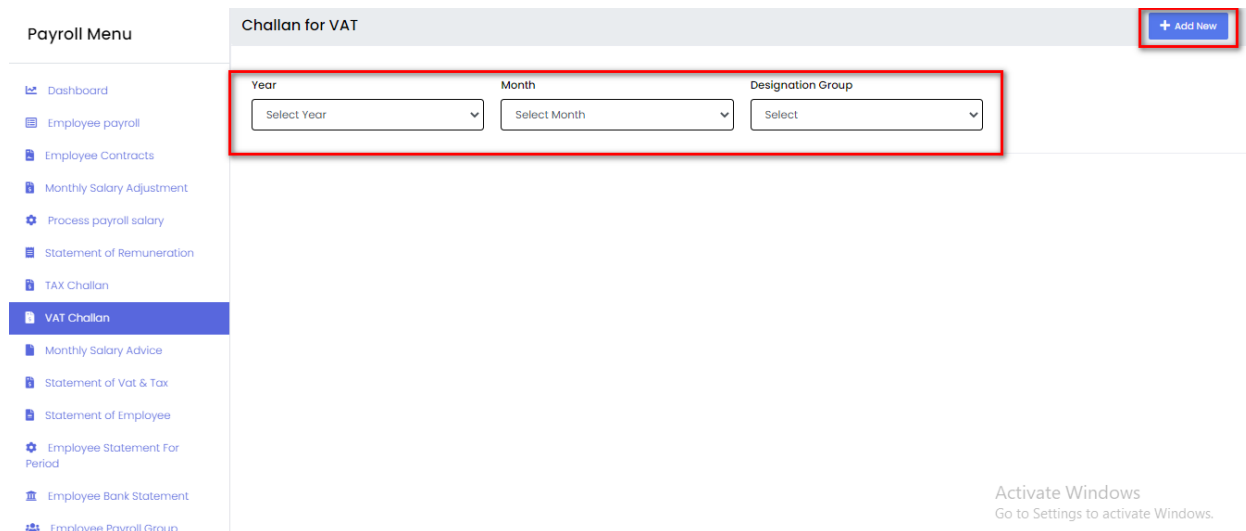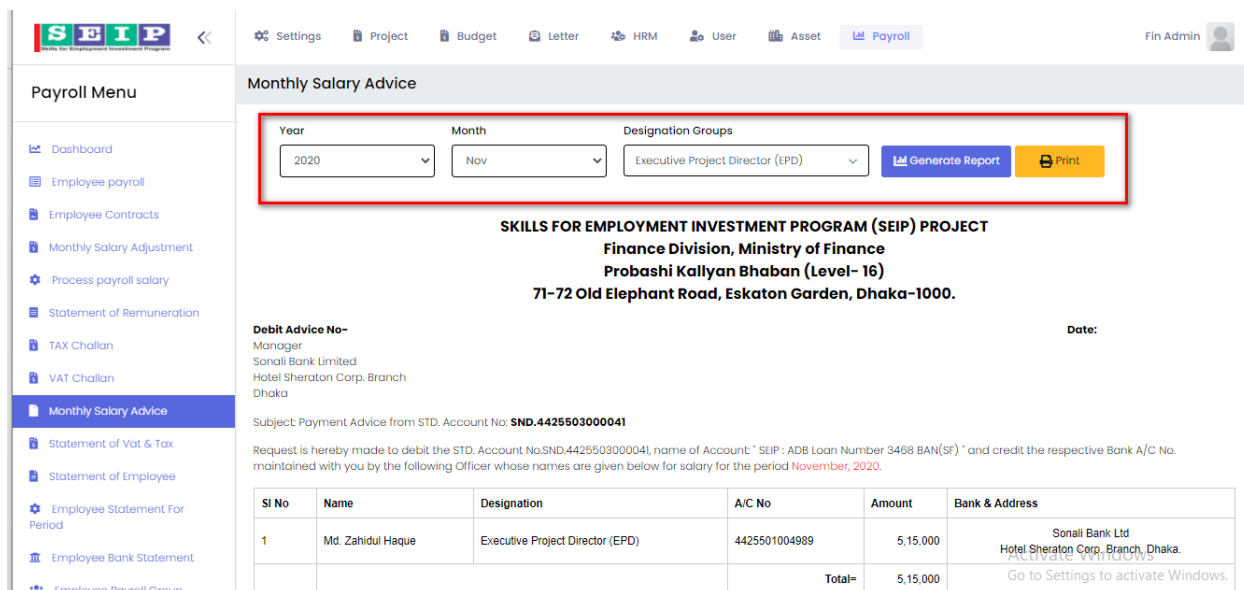
Figure-7.19(Vat Challan)

Monthly Salary Advice: The user will generate report of specific designation group after providing the information of required field. The user will print the salary advice after clicking on print option. It is illustrated in **Figure-7.20.**

Figure-7.20 (Monthly Salary Advice)

Statement of Vat & Tax: The user can generate Vat and Tax report together after clicking on Statement of Vat and Tax. The user will be able to print from here when the information will be provided in the vacant fields. It is illustrated on **Figure-7.21**.
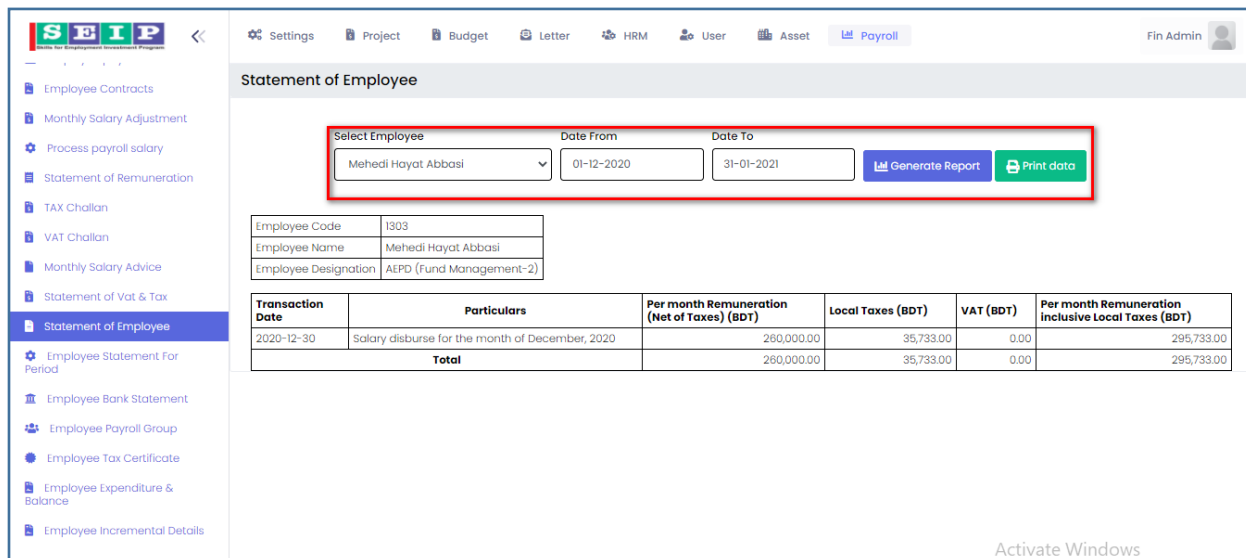
Figure-7.21(Statement of VAT and Tax)

Statement of Employee: The user will be able to prepare individual employee's statement of employee after clicking on "Statement of employee" feature. The user will provide required field's information and after that will print the report from the system if need it. It is illustrated in **figure - 7.22**

<p align="center">Figure-7.22(Statement of Employee)</p>

Employee Statement for Period: The user may generate report of salary for a certain period of time of specific employee category and designation group after clicking on "Employee Statement for Period". After providing the information the user will print it from here. It is illustrated in **figure-7.23**.

<p align="center">Figure-7.23(Employee Statement for Period)</p>

Employee Bank Statement: After navigating on Employee Bank Statement the user will generate of Employee Bank Statement of certain of time. After providing the information in empty boxes of required fields, the user will be able to print, export report from the system. It is illustrated in **Figure-7.24**.

Figure-7.24(Employee Bank Statement)

Employee Tax Certificate: The user will be able to generate Employee Tax Certificate of certain period of time

(If the salary is processed). After clicking on Employee Tax Challan the user will be able to print it from the system. It is illustrated in **Figure- 7.25**

Figure- 7.25(Employee Tax Certificate)

Employee Expenditure & Balance: The user will be able to generate report of expenditure and balance after providing the information of required fields. The user will print the report after generating it from the system. It is illustrated in **Figure- 7.26**.

Figure-7.26(Employee Expenditure & Balance)

Employee Incremental Details: The user will be able to generate the report of increment after providing information of required fields of employees. The user will be able to print the report from the system if want to print. It is illustrated in **Figure-7.27**

Figure-7.27(Employee Incremental Status)

Statement of employee (Individual): Every user will be able to generate a report for his/her own after clicking on Statement of employee (Individual). The user will provide the information of required fields and will able to know the salary information. The user will print it from here after clicking on print option.

It is illustrated in **Figure-7.28**

Figure-7.28 Statement of employee (Individual)

Accounting Module: Accounting module is records and processes of accounting transactions within functional modules such as- **COA, Ledger, Debit Voucher, Credit Voucher, Journal voucher, Group Statement, Ledger Statement, Trial Balance, Cheque Register, Advise Register.**

Chart of Accounts(Expense): Chart of Accounts- expense will show the information of expense group wise where code will be provided along with the group information.

Menu List of Chart of Accounts

Entry fields of Chart of Accounts

- ✓ Provide group name of Chart of Accounts in English and Bangla, Group Code, New Group Code and Present Group,
- ✓ Select Parent Group and select type of the expense from parent group.
- ✓ Select type of Expense
- ✓ Click on Report Content if it is needed.

Subsidiary Ledger: A subsidiary ledger is a detailed list to support a control account. A control account appears on the balance sheet in summary or total, and are accounts like accounts receivable, accounts payable, and inventory. There are three tasks what can be done from subsidiary Ledger submenu.

Menu List of Subsidiary Ledger

- ✓ "Add Ledger" for new Ledger entry
- ✓ "Add Group" for new group of Ledger
- ✓ "Edit" the previous Ledger after clicking on Edit Button.

Entry Page of Ledger

Entry Page of Group of Ledger

Debit Voucher: Debit vouchers are the documentary evidence of cash payments. These vouchers are prepared to keep records of various cash payments relating to the business including capital and revenue payments. For example, payment of Wages and Salaries, purchase of different assets by cash; Purchase of goods for cash, etc.

Menu List of Debit Voucher

Debit Voucher submenu initiates four task-

- ✓ View
- ✓ Edit
- ✓ Delete
- ✓ Send to checking

Entry Page of Debit Voucher

- ✓ After Clicking on "Save" Button the Debit Voucher will be created.
- ✓ After clicking on "Cancel" Button the debit voucher will not save.

Credit Voucher: Document which represents an accounting transaction with payment information before the invoice posting in the system.

Menu List of Credit Voucher

Credit Voucher submenu initiates four task-

- ✓ View
- ✓ Edit
- ✓ Delete
- ✓ Send to checking

Entry Page of Credit Voucher

Journal Voucher: Journal Voucher is a document which start by identifying the transection type and fill up in the required fields of Journal voucher. Here, the journal voucher is the equivalent back up document for a transaction not involving the movement of money .

Menu List of Journal Voucher

View Screen of Journal Voucher

✓ Rectification in Journal Voucher will occur after clicking on Edit Button of View Journal Voucher.
✓ Delete button is for deducting the journal voucher if not necessary from the system.
✓ Send for Checking Button provides the journal voucher recheck status for further process.

Group Statement: Group Statement of accounts module will show bunch of ledger information in one group after selecting the required fields of group statement.

Ledger Account Select

✓ Select Ledger account from dropdown list

Select Tranche

✓ Select tranche from dropdown list

Source of fund

✓ Select fund from source of fund

✓ Show data after clicking on Show button

Ledger Statement: Ledger Statement will show in the ledger statement after clicking on required fields and selecting from dropdown list. Ledger Statement will show on the screen after selecting given fields chronologically-

Select Ledger Account

Select Tranche

Select Type of Fund

After providing all information Ledger Statement will show on the Screen.

Trial Statement: Trial Balance will be initiated after clicking on required fields.

Trial Balance Search boxes

Trial Balance

Cheque Register: Cheque Register menu list will show the input cheque list what entered before.

Menu List of Cheque Register

Entry Screen of Cheque Register

Advise Register: Advise Register menu list will show the input Advise list what entered before.

Menu List of Advice Register

Entry Screen of Advice Register