



WORKS ACCOUNTING MATERIAL MASTER USER MANUAL

**Finance Data Center
Directorate of Treasuries, Pension and
Entitlements
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Uttarakhand**

Document Control Sheet

Sr.No.	Version	Authors	Reviewed by	Guided By	Issue Date
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1. Introduction

Finance Department (FD), government of Uttarakhand (GoUK) intends to ensure effective Financial & Treasury Management and discipline for overall prosperity of the State Government that includes Works & Account management primarily works and billing system for real time decision support system.

In order to achieve the above goal FD included works & billing module into Integrated Financial Management System (IFMS) with an essential ingredient of providing a seamless interface with internal stakeholders (like other sections of FD, state government departments, treasuries, AG, .) and an efficient mechanism of electronic information sharing with external stakeholders of the FD (like the RBI, Agency banks, MoF.) enabling speedy, effortless and accurate exchange of information with all the key stakeholders and above all provides an integrated view of the system.

The system is proposed with the aim of computerizing all the activities related to Public Works, Rural Development, Roads & Buildings, Water Resources, Rural Engineering Services, Minor Irrigation, Forest government of Uttarakhand. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by Technical Section at the Divisional Offices.

It facilitates Divisional Offices to enter and monitor the different Works from initiation to execution of the work. Also progress of ongoing works and completed works executed by that office are maintained.

2. Description and Steps

2.1. How to access the IFMS Software

IFMS software can be accessed by using URL <https://cts.uk.gov.in/>. Any internet browser (i.e. Chrome, Internet Explorer, Firefox, etc.) can be used for operating the software but it works well in Chrome version 79.0.3945.117 (Official Build) (64-bit) or higher. Login page of IFMS appears as shown below:

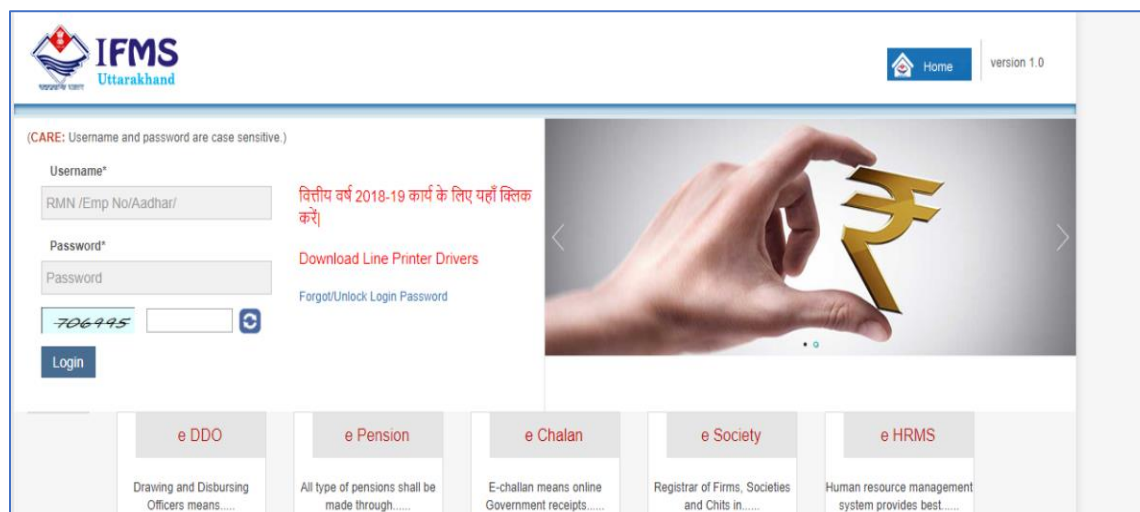


Fig-01

4.2 Logging-onto the Web Application

To log-in, user needs to enter the Login id, password and click on the “Login” button. The login ID and password will be provided to the users by the Finance Data Centre.

4.3 Components to be discussed

When it comes to work account at DDO level, module comprises of 5 portals, out of which we will for now only discuss material module.

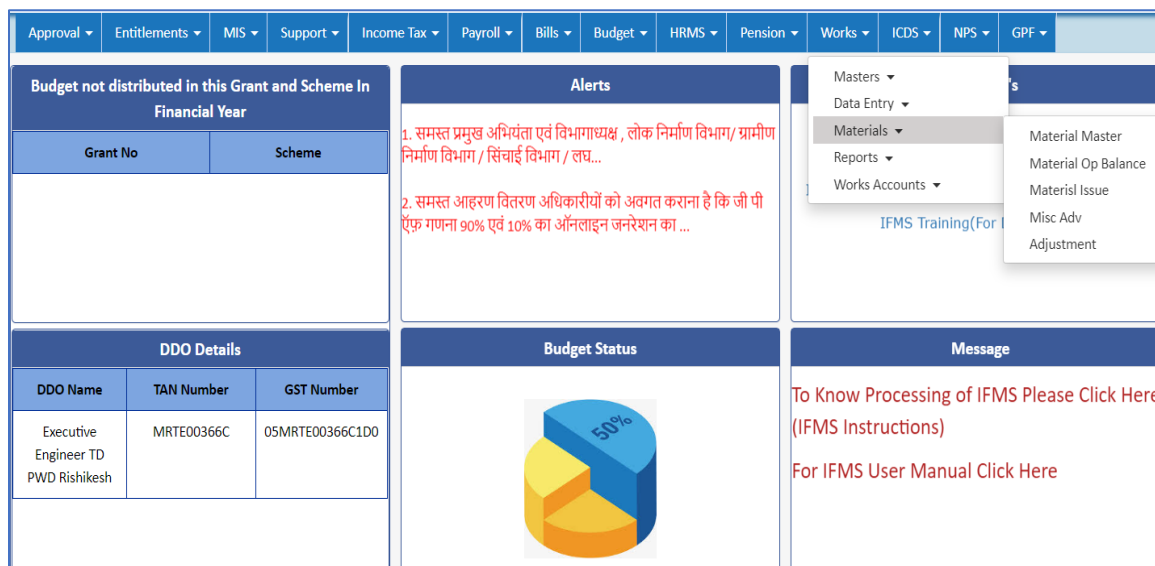
Materials

Material portal is required in order to input data related to items that are required in project. This portal comprises of 5 sub portals functioning of each sub portal is described individually. or fields that are used to add the item or material details for which the payment will be made in future.

- 3.1 Material Master
- 3.2 Material OP Balance
- 3.3 Material Issue
- 3.4 Misc Adv
- 3.5 Adjustment

Let us learn how the entries are made in material master;

Execution steps for accessing material: Works→ Materials→ Material master→ Material OP balance→ Material issue→ Misc Adv→ Adjustment



The screenshot displays the IFMS web application interface. At the top, there is a navigation bar with various menu items: Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, Pension, Works, ICDS, NPS, and GPF. Below this, the main dashboard is divided into several sections:

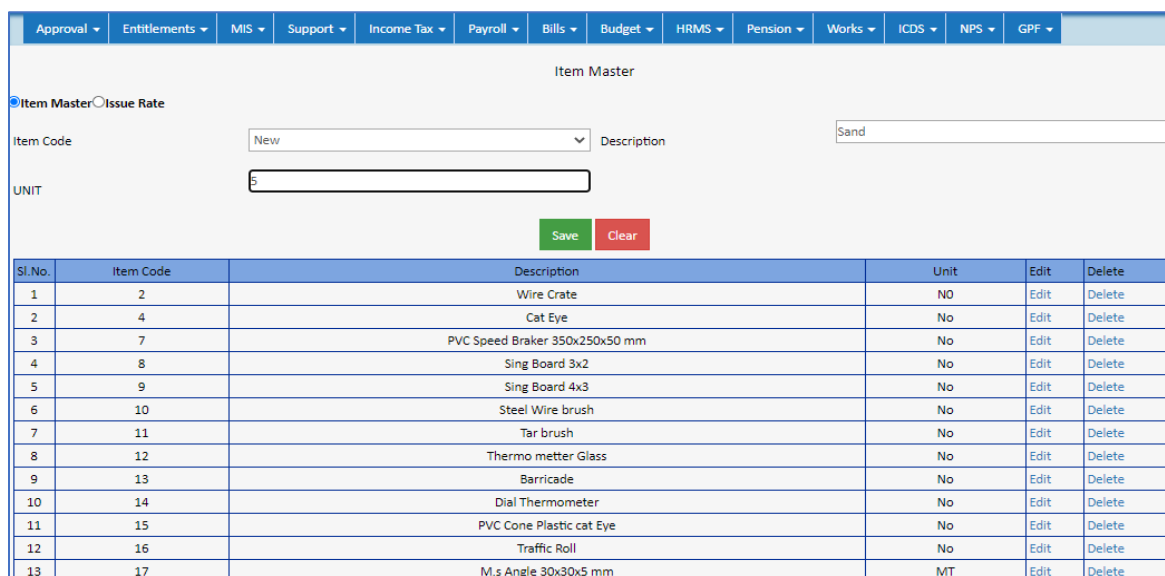
- Budget not distributed in this Grant and Scheme In Financial Year:** A table with columns for Grant No and Scheme.
- Alerts:** A section containing two red text alerts:
 - समस्त प्रमुख अभियंता एवं विभागाध्यक्ष, लोक निर्माण विभाग/ ग्रामीण निर्माण विभाग / सिंचाई विभाग / लघु...
 - समस्त आहरण वितरण अधिकारियों को अवगत कराना है कि जी पी ईएफ़ गणना 90% एवं 10% का ऑनलाइन जनरेशन का ...
- DDO Details:** A table with columns for DDO Name, TAN Number, and GST Number. The data row shows: Executive Engineer TD, MRTE00366C, and 05MRTE00366C1D0.
- Budget Status:** A section featuring a 3D pie chart showing 50%.
- Message:** A section with two links: "To Know Processing of IFMS Please Click Here (IFMS Instructions)" and "For IFMS User Manual Click Here".

On the right side, a dropdown menu is open under the 'Materials' option, showing sub-options: Material Master, Material Op Balance, Material Issue, Misc Adv, and Adjustment.

Fig-02

4.4.1 Material Master

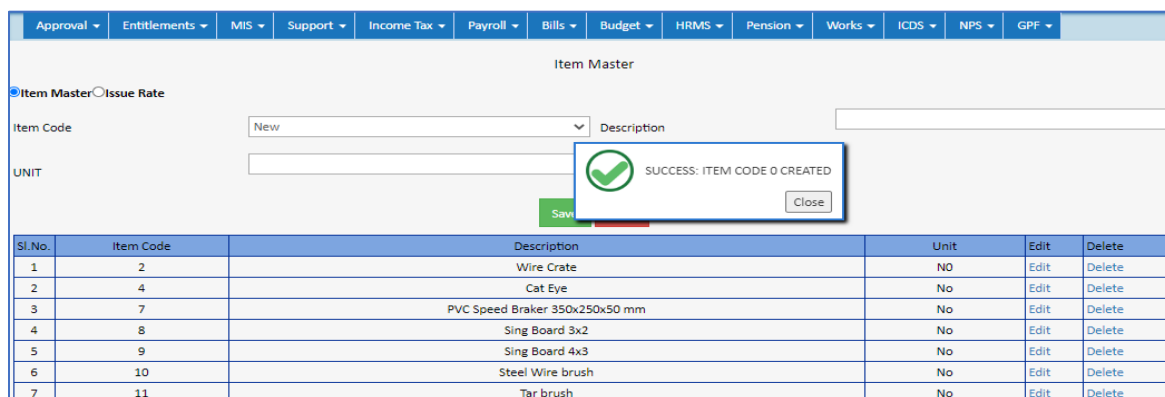
- On clicking material master (works→ materials→ material master) user is directed to the page attached below.
 - Page consist of few fields that are required for entering data related to items that are required in project. Also, page contains list of all the items that has been entered in past along with edit and delete button, user can use these button as per the requirement.
 - Click on item master provided at the top of the page, select item code like we have selected new, enter description like we have entered sand further add unit like we have entered 5, as can be seen in the image below.



Sl.No.	Item Code	Description	Unit	Edit	Delete
1	2	Wire Crate	NO	Edit	Delete
2	4	Cat Eye	No	Edit	Delete
3	7	PVC Speed Braker 350x250x50 mm	No	Edit	Delete
4	8	Sing Board 3x2	No	Edit	Delete
5	9	Sing Board 4x3	No	Edit	Delete
6	10	Steel Wire brush	No	Edit	Delete
7	11	Tar brush	No	Edit	Delete
8	12	Thermo metter Glass	No	Edit	Delete
9	13	Barricade	No	Edit	Delete
10	14	Dial Thermometer	No	Edit	Delete
11	15	PVC Cone Plastic cat Eye	No	Edit	Delete
12	16	Traffic Roll	No	Edit	Delete
13	17	M.s Angle 30x30x5 mm	MT	Edit	Delete

Fig-03

- Click on save button provided on the screen, as a result pop up message is generated on the screen providing the message of success, as can be seen in the image below.



Sl.No.	Item Code	Description	Unit	Edit	Delete
1	2	Wire Crate	NO	Edit	Delete
2	4	Cat Eye	No	Edit	Delete
3	7	PVC Speed Braker 350x250x50 mm	No	Edit	Delete
4	8	Sing Board 3x2	No	Edit	Delete
5	9	Sing Board 4x3	No	Edit	Delete
6	10	Steel Wire brush	No	Edit	Delete
7	11	Tar brush	No	Edit	Delete

Fig-04

- The data filled in the fields will be saved once the user click on save button along with this data saved will be visible at the bottom of the page in tabular manner. As can be seen in the image below that the entry that we made of sand is saved and is visible at the bottom of the page.

82	94	GI PIPE 50 MM	00	Edit	Delete
83	95	22/29 Gauge (GI SHEET)	0	Edit	Delete
84	96	TRUSS FOR ROOF	0	Edit	Delete
85	98	TOWER BOLT	0	Edit	Delete
86	99	HINGH 10CM	CM	Edit	Delete
87	100	STEEL CREAT	Per NO	Edit	Delete
88	101	no stock	0	Edit	Delete
89	102	no stock	0	Edit	Delete
90	103	Hectometer Stone	no	Edit	Delete
91	104	TOR STEEL 25 MM	QTL	Edit	Delete
92	105	Steel Trolley	No	Edit	Delete
93	106	White Lime	QTL	Edit	Delete
94	107	Polyphelt	Bundle	Edit	Delete
95	108	Avery Dimension Delineator	No	Edit	Delete
96	109	GCI Steel	NO	Edit	Delete
97	110	Joint Dish Cable	No	Edit	Delete
98	111	Exoil Line	No	Edit	Delete
99	112	Rain Guage	No	Edit	Delete
100	113	Tubller Set	No	Edit	Delete
101	114	M.S.Flase	No	Edit	Delete
102	115	Fairule	No	Edit	Delete
103	116	Out Let Shutter	No	Edit	Delete
104	117	Tree Guard	No	Edit	Delete
105	118	Sand	5	Edit	Delete

Fig-05

- Select issue rate provided at the top of the page system directs the user to new page that is attached below. Page consist of various fields for entering rate.

Approval
Entitlements
MIS
Support
Income Tax
Payroll
Bills
Budget
HRMS
Pension
Works
ICDS
NPS
GPF

Item Master

☐ Item Master
☒ Issue Rate

Item Code
Wire Crate
Valid From

Rate

Save
Clear

Fig-06

- User is prompt to select item code which is created in the above step from the drop-down menu which is created on clicking item code column like we have selected sand, enter valid from date and rate. After entering all the fields click on save button provided on the screen.

Approval
Entitlements
MIS
Support
Income Tax
Payroll
Bills
Budget
HRMS
Pension
Works
ICDS
NPS
GPF

Item Master

☐ Item Master
☒ Issue Rate

Item Code
sand
Valid From
30-JUL-2020

Rate
5000

Save
Clear

Fig-07

- Click on save button provided on the screen, data filled in the fields will be saved and pop up message is generated on the screen with the message “SUCCESS: DATA”. Along with this saved data will be visible on the bottom of the page in tabular manner.
- Right next to save button user is also provided with clear button on clicking clear button all the entries made in the form is removed.

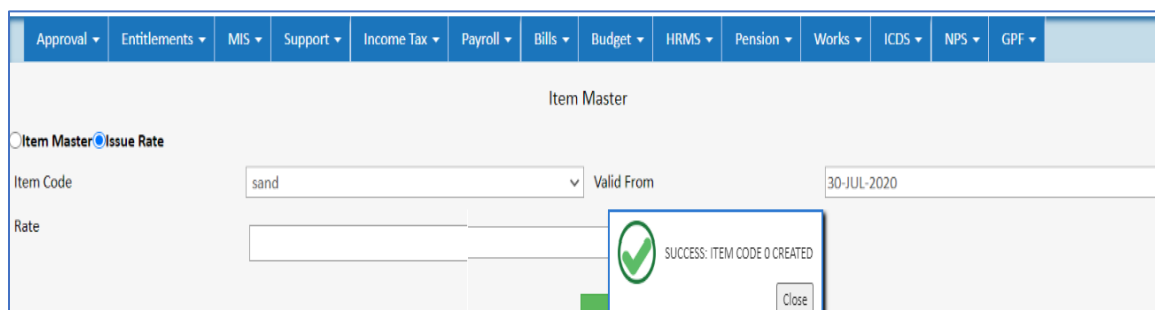
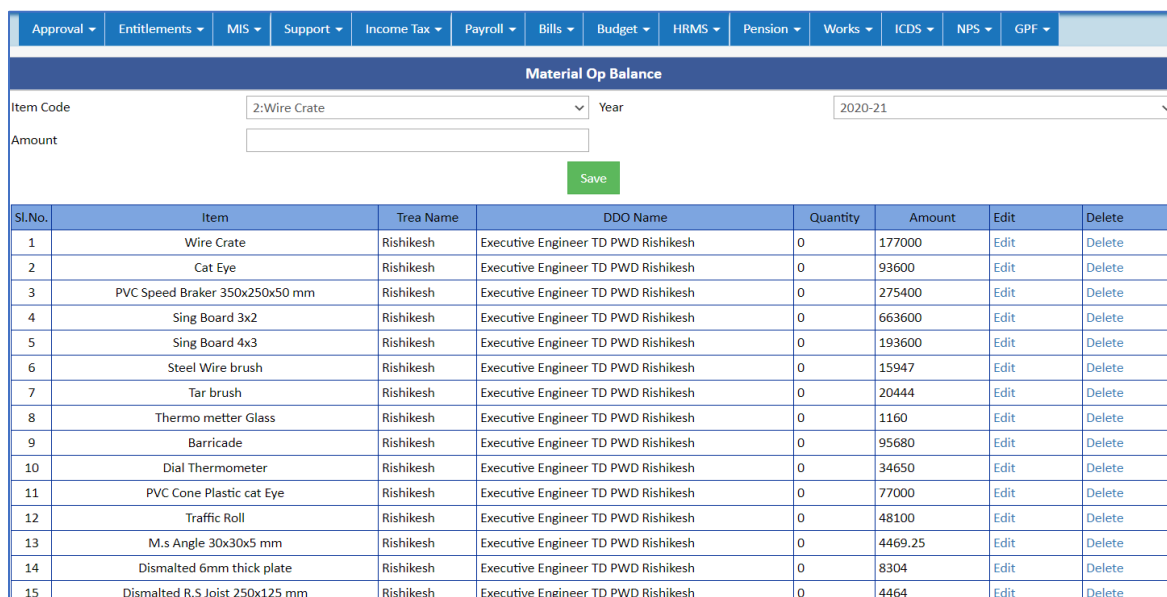


Fig-07

4.4.2 Material Opening balance

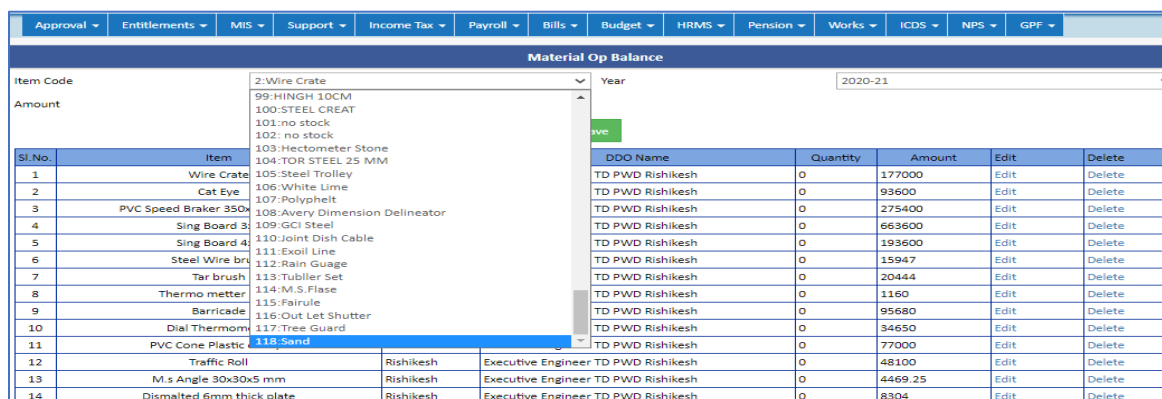
- On clicking material Opening balance (works→ materials→ material op balance) user is directed to the page attached below.
- Page consist of few fields that are required for entering opening balance for the item entered in material master and are required in project. Also, page contains list of previously entered opening balance entries in the grid manner, along with edit and delete button, user can use these button as per the requirement.



Sl.No.	Item	Trea Name	DDO Name	Quantity	Amount	Edit	Delete
1	Wire Crate	Rishikesh	Executive Engineer TD PWD Rishikesh	0	177000	Edit	Delete
2	Cat Eye	Rishikesh	Executive Engineer TD PWD Rishikesh	0	93600	Edit	Delete
3	PVC Speed Braker 350x250x50 mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	275400	Edit	Delete
4	Sing Board 3x2	Rishikesh	Executive Engineer TD PWD Rishikesh	0	663600	Edit	Delete
5	Sing Board 4x3	Rishikesh	Executive Engineer TD PWD Rishikesh	0	193600	Edit	Delete
6	Steel Wire brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	15947	Edit	Delete
7	Tar brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	20444	Edit	Delete
8	Thermo metter Glass	Rishikesh	Executive Engineer TD PWD Rishikesh	0	1160	Edit	Delete
9	Barricade	Rishikesh	Executive Engineer TD PWD Rishikesh	0	95680	Edit	Delete
10	Dial Thermometer	Rishikesh	Executive Engineer TD PWD Rishikesh	0	34650	Edit	Delete
11	PVC Cone Plastic cat Eye	Rishikesh	Executive Engineer TD PWD Rishikesh	0	77000	Edit	Delete
12	Traffic Roll	Rishikesh	Executive Engineer TD PWD Rishikesh	0	48100	Edit	Delete
13	M.s Angle 30x30x5 mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	4469.25	Edit	Delete
14	Dismaltd 6mm thick plate	Rishikesh	Executive Engineer TD PWD Rishikesh	0	8304	Edit	Delete
15	Dismaltd R.S Joist 250x125 mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	4464	Edit	Delete

Fig-08

- Click on item code, drop down the list of all the items entered in material master appears, here we will select sand which we created in the above step, as can be seen in the image below;

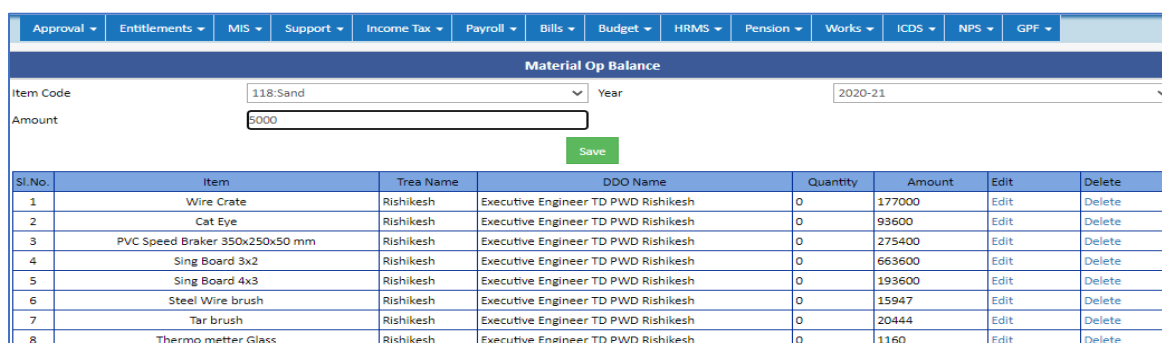


The screenshot shows the 'Material Op Balance' form. The 'Item Code' dropdown is open, displaying a list of items. '118: Sand' is highlighted. The 'Year' is set to '2020-21'. The 'Amount' field is empty. Below the dropdown, a table lists items with columns: Sl.No., Item, Trea Name, DDO Name, Quantity, Amount, Edit, and Delete.

Sl.No.	Item	Trea Name	DDO Name	Quantity	Amount	Edit	Delete
1	Wire Crate	Rishikesh	Executive Engineer TD PWD Rishikesh	0	177000	Edit	Delete
2	Cat Eye	Rishikesh	Executive Engineer TD PWD Rishikesh	0	93600	Edit	Delete
3	PVC Speed Braker 350x250x50 mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	275400	Edit	Delete
4	Sing Board 3x2	Rishikesh	Executive Engineer TD PWD Rishikesh	0	663600	Edit	Delete
5	Sing Board 4x3	Rishikesh	Executive Engineer TD PWD Rishikesh	0	193600	Edit	Delete
6	Steel Wire brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	15947	Edit	Delete
7	Tar brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	20444	Edit	Delete
8	Thermo metter Glass	Rishikesh	Executive Engineer TD PWD Rishikesh	0	1160	Edit	Delete

Fig-09

- User is prompt to select item code which is created in the above step, enter financial year and amount, after filling the form click on save button.

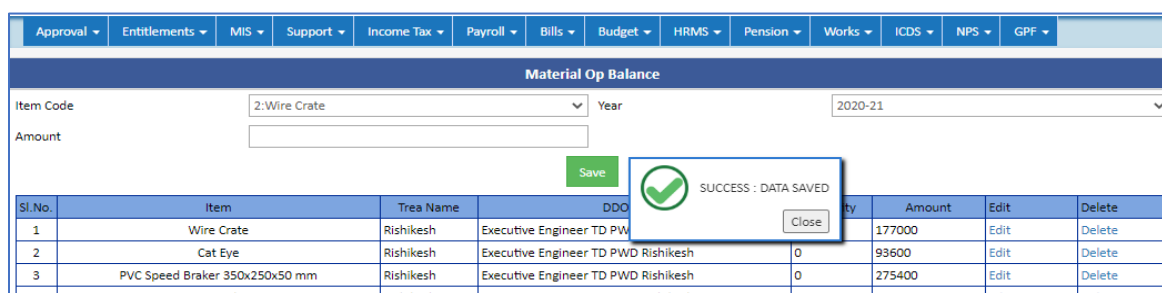


The screenshot shows the 'Material Op Balance' form. The 'Item Code' dropdown is set to '118: Sand'. The 'Year' is '2020-21'. The 'Amount' field contains '6000'. The 'Save' button is visible. Below the form, a table lists items with columns: Sl.No., Item, Trea Name, DDO Name, Quantity, Amount, Edit, and Delete.

Sl.No.	Item	Trea Name	DDO Name	Quantity	Amount	Edit	Delete
1	Wire Crate	Rishikesh	Executive Engineer TD PWD Rishikesh	0	177000	Edit	Delete
2	Cat Eye	Rishikesh	Executive Engineer TD PWD Rishikesh	0	93600	Edit	Delete
3	PVC Speed Braker 350x250x50 mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	275400	Edit	Delete
4	Sing Board 3x2	Rishikesh	Executive Engineer TD PWD Rishikesh	0	663600	Edit	Delete
5	Sing Board 4x3	Rishikesh	Executive Engineer TD PWD Rishikesh	0	193600	Edit	Delete
6	Steel Wire brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	15947	Edit	Delete
7	Tar brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	20444	Edit	Delete
8	Thermo metter Glass	Rishikesh	Executive Engineer TD PWD Rishikesh	0	1160	Edit	Delete

Fig-10

- The data filled in the fields will be saved once the user click on save button and pop up message is generated on the screen with the message "SUCCESS: DATA". As can be seen in the image below;



The screenshot shows the 'Material Op Balance' form. The 'Item Code' dropdown is set to '2: Wire Crate'. The 'Year' is '2020-21'. The 'Amount' field is empty. A green checkmark icon and a message box 'SUCCESS: DATA SAVED' are displayed over the 'Save' button. Below the form, a table lists items with columns: Sl.No., Item, Trea Name, DDO Name, Quantity, Amount, Edit, and Delete.

Sl.No.	Item	Trea Name	DDO Name	Quantity	Amount	Edit	Delete
1	Wire Crate	Rishikesh	Executive Engineer TD PWD Rishikesh	0	177000	Edit	Delete
2	Cat Eye	Rishikesh	Executive Engineer TD PWD Rishikesh	0	93600	Edit	Delete
3	PVC Speed Braker 350x250x50 mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	275400	Edit	Delete
4	Sing Board 3x2	Rishikesh	Executive Engineer TD PWD Rishikesh	0	663600	Edit	Delete

Fig-11

- The data filled in the fields will be saved once the user click on save button along with this data saved will be visible at the bottom of the page in tabular manner. As can be seen in the image below that the entry that we made of sand is saved and is visible at the bottom of the page.

37	Painting Brush 50mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	75	Edit	Delete
38	Painting Brush 75mm	Rishikesh	Executive Engineer TD PWD Rishikesh	0	450	Edit	Delete
39	Painting Kit Set	Rishikesh	Executive Engineer TD PWD Rishikesh	0	672	Edit	Delete
40	Ranging Rod	Rishikesh	Executive Engineer TD PWD Rishikesh	0	600	Edit	Delete
41	Recron Fiber	Rishikesh	Executive Engineer TD PWD Rishikesh	0	7040	Edit	Delete
42	Rubber Brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	882	Edit	Delete
43	Sludge Volve	Rishikesh	Executive Engineer TD PWD Rishikesh	0	2900	Edit	Delete
44	Speed Braker 27x15x4.5	Rishikesh	Executive Engineer TD PWD Rishikesh	0	21255	Edit	Delete
45	Sign Board	Rishikesh	Executive Engineer TD PWD Rishikesh	0	1200	Edit	Delete
46	Wheel (for wheel Barrow)	Rishikesh	Executive Engineer TD PWD Rishikesh	0	16632	Edit	Delete
47	CGI Sheet 63x910x2500	Rishikesh	Executive Engineer TD PWD Rishikesh	0	235.73	Edit	Delete
48	CGI Sheet 63x910x3000	Rishikesh	Executive Engineer TD PWD Rishikesh	0	170.03	Edit	Delete
49	Cheer Wood Board	Rishikesh	Executive Engineer TD PWD Rishikesh	0	36720	Edit	Delete
50	Salwood Sleeper (Old & used Decayed)	Rishikesh	Executive Engineer TD PWD Rishikesh	0	291.4	Edit	Delete
51	Window Frame (M.s Angle 1200x600)	Rishikesh	Executive Engineer TD PWD Rishikesh	0	680	Edit	Delete
52	Profit on Stock	Rishikesh	Executive Engineer TD PWD Rishikesh	0	-9962860.92	Edit	Delete
53	Banister brush	Rishikesh	Executive Engineer TD PWD Rishikesh	0	3838	Edit	Delete
54	Sand	Rishikesh	Executive Engineer TD PWD Rishikesh	0	5000	Edit	Delete

Fig-12

4.4.3 Material Issue

- On clicking material Issue (works→ materials→ material issue) user is directed to the page attached below.
 - Page consist of few fields that are required for entering material issue for the item entered in material master and are required in project. Also, page contains list of previously entered material issue entries in the grid manner, along with edit and delete button, user can use these button as per the requirement.

Approval ▾ Entitlements ▾ MIS ▾ Support ▾ Income Tax ▾ Payroll ▾ Bills ▾ Budget ▾ HRMS ▾ Pension ▾ Works ▾ ICDS ▾ NPS ▾ GPF ▾

Material Issue

Select Action ☒ Create Application ☐ Upload Documents

Select Trans ID :

Project Code: Contract Code:

Item Code:

Amount: Transaction Date:

Sl.No.	Trans Id	Item	Trea Name	DDO Name	Project	Contract	Rate	Quantity	Amount	Edit	Delete
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Fig-13

- Select transaction id i.e. new in this case further select project code and contract code from the drop-down menu, click on item code, drop down the list of all the items

entered in material master appears, here we will select sand which we created in the material master further enter amount and transaction date. After filling the form click on save button.

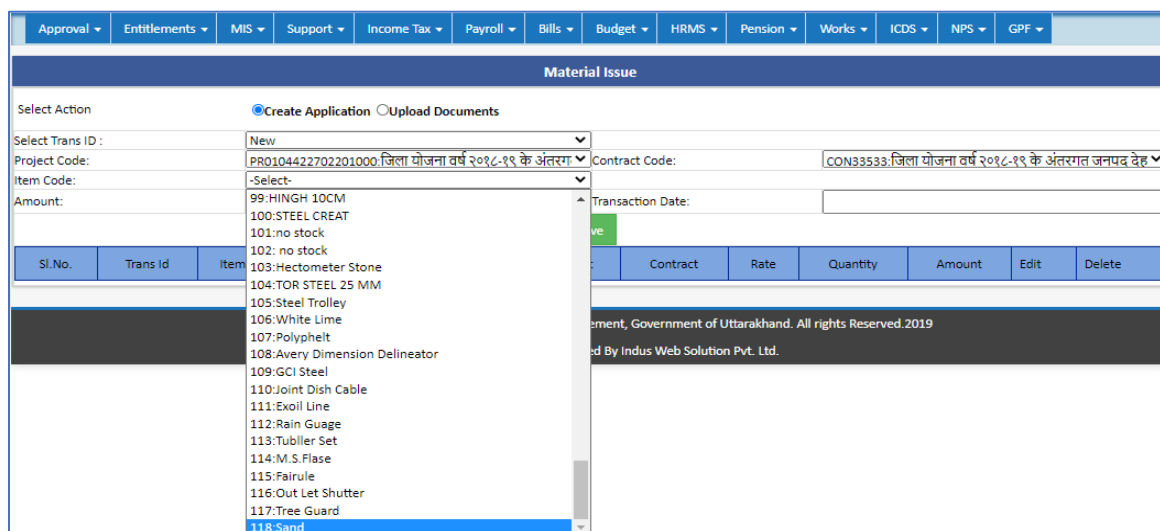


Fig-14

- The data filled in the fields will be saved once the user click on save button and pop up message is generated on the screen with the message “SUCCESS: DATA”, along with this saved data will be visible at the bottom of the page in tabular manner. As can be seen in the image below;

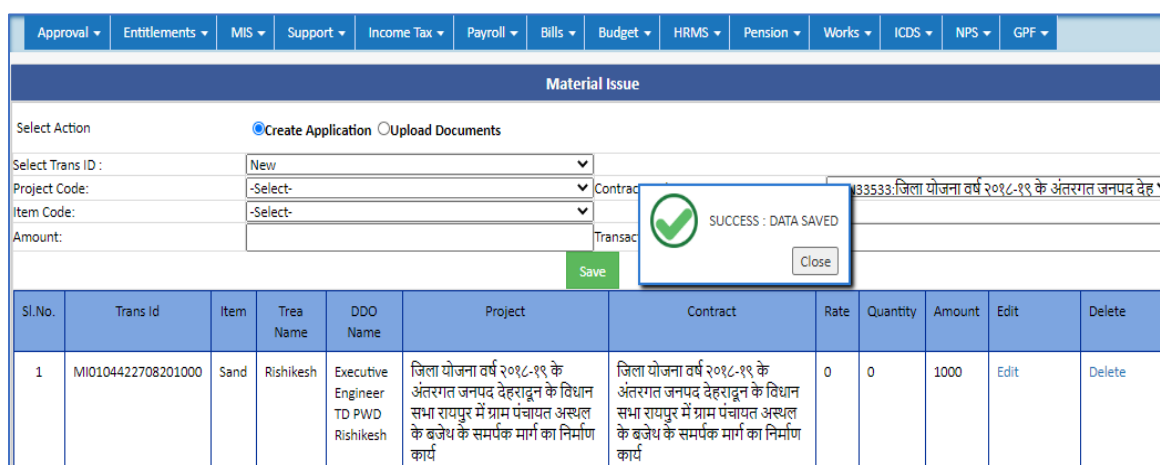


Fig-15

- On the same page at the top click on upload document button in select action which will result in directing the user to a new template where user has to upload the scanned copies of document related to material issue. Select bill from the drop-down menu. Bill is basically the transaction id which is created while saving the data in

material master. The same bill id is reflected in the drop-down menu for uploading document. Thus select the id like we have selected MI0104422708201000.

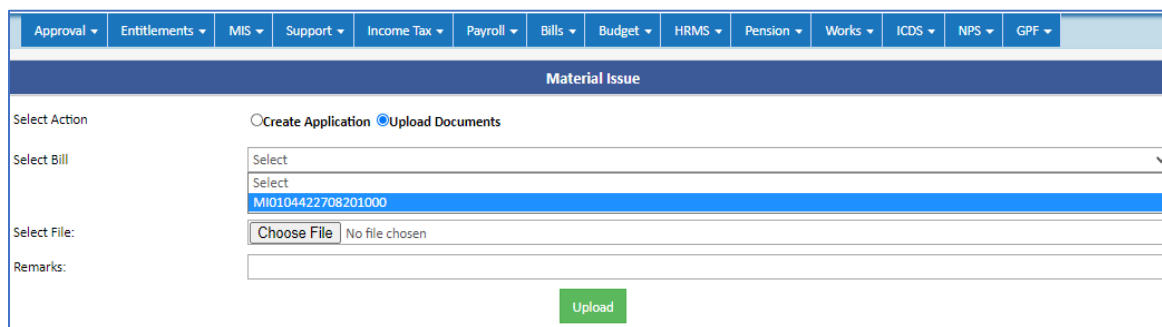


Fig-16

5. Select file from the system (pdf scanned file) further enter remark and click on upload button that is provided on the page.

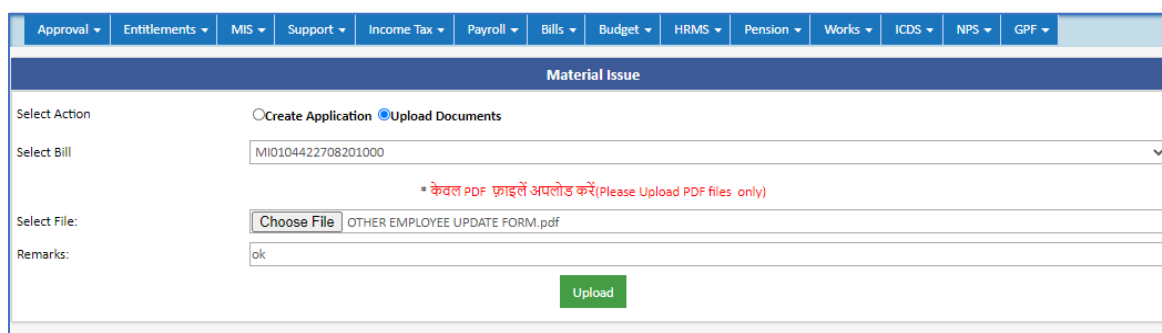


Fig-17

6. The document uploaded will be saved once the user click on upload button and pop up message is generated on the screen with the message "SUCCESS: FIEL SAVED". As can be seen in the image below;

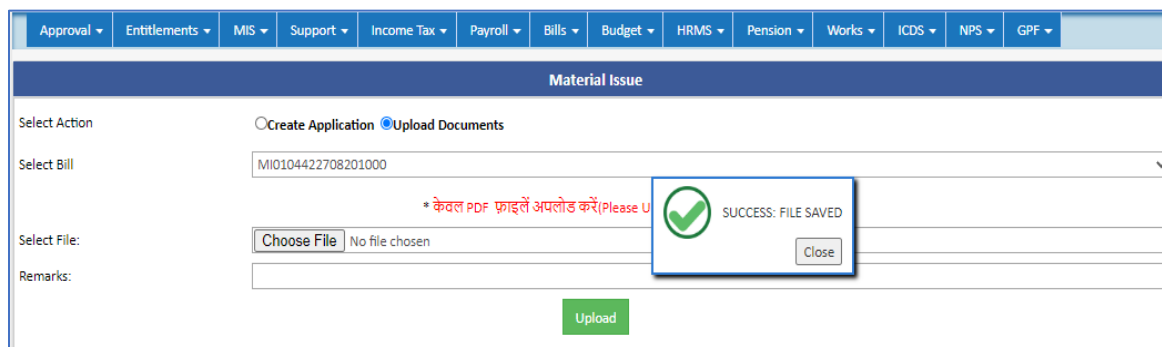
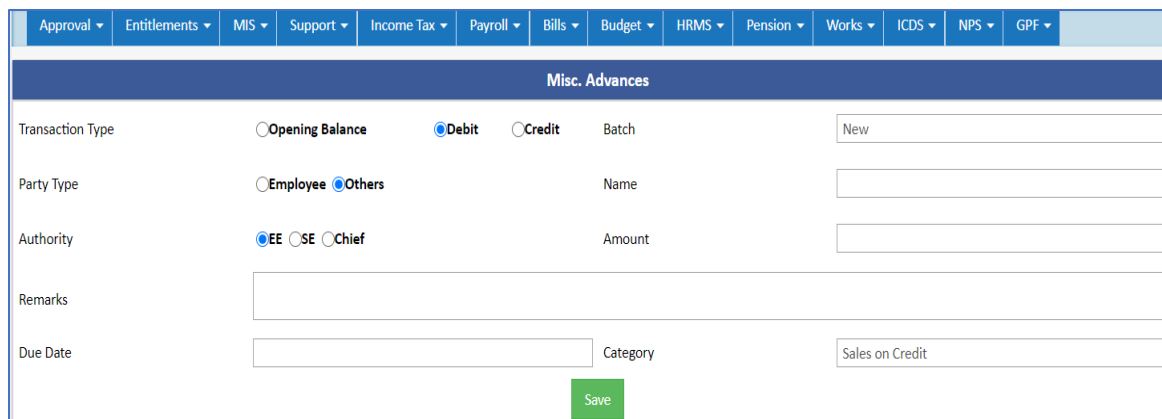


Fig-18

4.4.4 MISC Advance

On clicking misc advance (works→ materials→ misc advance) user is directed to the page attached below. Page consist of few fields that are required for entering misc advance. Also, page contains list of previously entered misc advance entries in the grid manner, along with edit and delete button, user can use these button as per the requirement.



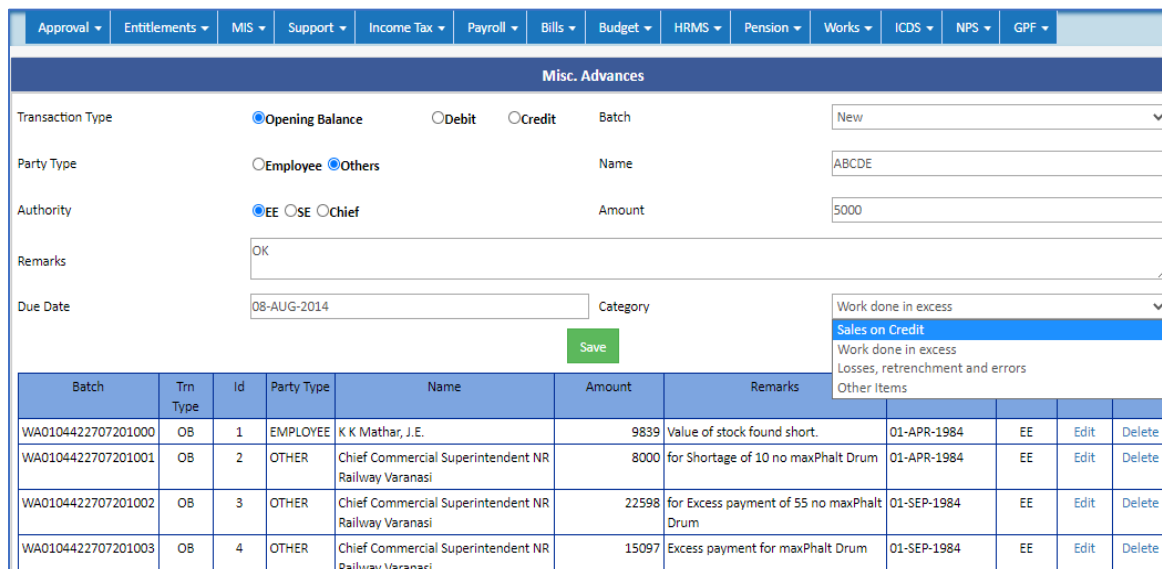
The screenshot shows the 'Misc. Advances' form with the following fields and values:

- Transaction Type:** ☐ Opening Balance, ☒ Debit, ☐ Credit. Batch: New
- Party Type:** ☐ Employee, ☒ Others. Name:
- Authority:** ☒ EE, ☐ SE, ☐ Chief. Amount:
- Remarks:**
- Due Date:** . Category: Sales on Credit
- Save** button

Fig-19

Case 1. Misc Advance - Opening Balance

1. Select opening balance at transaction type for this case, select batch i.e. new, select party type i.e. employee or others, enter name, select authority, enter amount and remark, select due date and category from the drop-down menu, as can be seen in the image below.



The screenshot shows the 'Misc. Advances' form with the following fields and values:

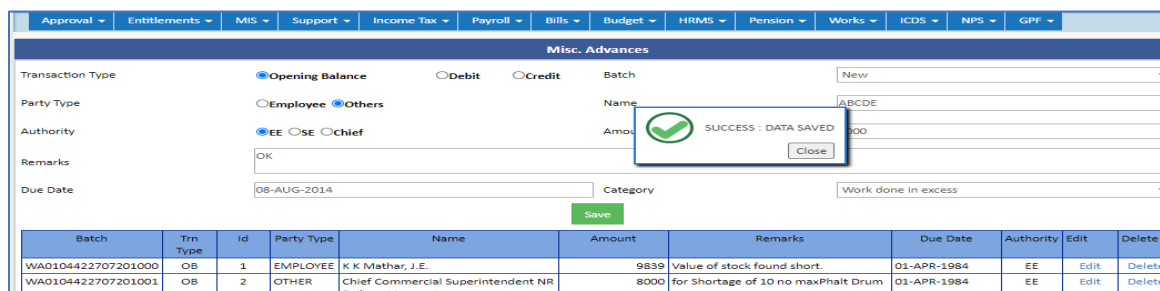
- Transaction Type:** ☒ Opening Balance, ☐ Debit, ☐ Credit. Batch: New
- Party Type:** ☐ Employee, ☒ Others. Name: ABCDE
- Authority:** ☒ EE, ☐ SE, ☐ Chief. Amount: 5000
- Remarks:** OK
- Due Date:** 08-AUG-2014. Category: Work done in excess
- Save** button

Below the form is a table showing previous entries:

Batch	Trn Type	Id	Party Type	Name	Amount	Remarks					
WA0104422707201000	OB	1	EMPLOYEE	K K Mathar, J.E.	9839	Value of stock found short.	01-APR-1984	EE	Edit	Delete	
WA0104422707201001	OB	2	OTHER	Chief Commercial Superintendent NR Railway Varanasi	8000	for Shortage of 10 no maxPhalt Drum	01-APR-1984	EE	Edit	Delete	
WA0104422707201002	OB	3	OTHER	Chief Commercial Superintendent NR Railway Varanasi	22598	for Excess payment of 55 no maxPhalt Drum	01-SEP-1984	EE	Edit	Delete	
WA0104422707201003	OB	4	OTHER	Chief Commercial Superintendent NR Railway Varanasi	15097	Excess payment for maxPhalt Drum	01-SEP-1984	EE	Edit	Delete	

Fig-20

- The data filled in the fields will be saved once the user click on save button and pop up message is generated on the screen with the message “SUCCESS: DATA SAVED”, along with this saved data will be visible at the bottom of the page in tabular manner. As can be seen in the image below;



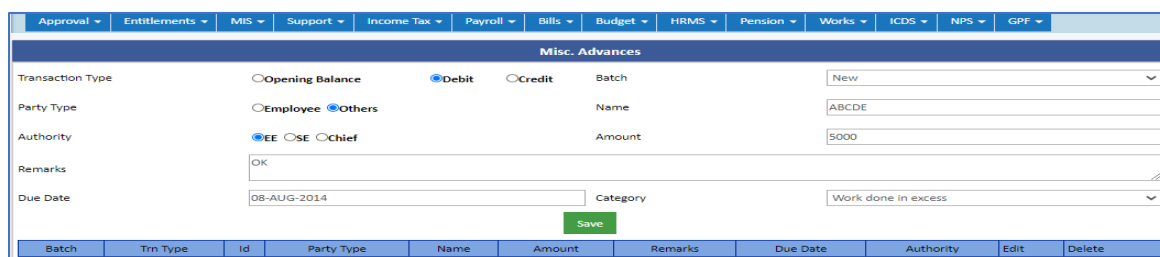
The screenshot shows the 'Misc. Advances' form with the following fields filled: Transaction Type (Opening Balance), Party Type (Others), Name (ABCDE), Amount (100), Due Date (08-AUG-2014), and Category (Work done in excess). A green checkmark pop-up message says 'SUCCESS : DATA SAVED'. Below the form is a table with the following data:

Batch	Trn Type	Id	Party Type	Name	Amount	Remarks	Due Date	Authority	Edit	Delete
WA0104422707201000	OB	1	EMPLOYEE	K.K. Mathar, J.E.	9839	Value of stock found short.	01-APR-1984	EE	Edit	Delete
WA0104422707201001	OB	2	OTHER	Chief Commercial Superintendent NR Railway Varanasi	8000	for Shortage of 10 no maxPhalt Drum	01-APR-1984	EE	Edit	Delete

Fig-21

Case 2. Misc Advance - Debit

- Select debit at transaction type for this case, select batch i.e. new, select party type i.e. employee or others, enter name, select authority, enter amount and remark, select due date and category from the drop-down menu, as can be seen in the image below.

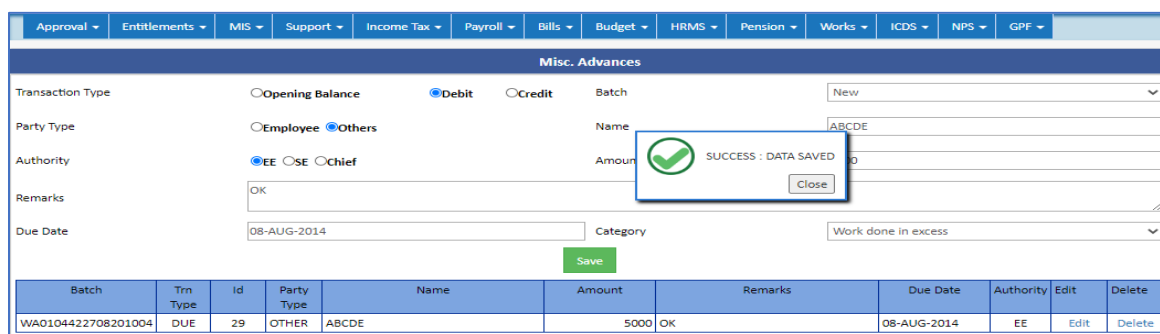


The screenshot shows the 'Misc. Advances' form with the following fields filled: Transaction Type (Debit), Party Type (Others), Name (ABCDE), Amount (5000), Due Date (08-AUG-2014), and Category (Work done in excess). A green checkmark pop-up message says 'SUCCESS : DATA SAVED'. Below the form is a table with the following data:

Batch	Trn Type	Id	Party Type	Name	Amount	Remarks	Due Date	Authority	Edit	Delete
WA0104422708201004	DUE	29	OTHER	ABCDE	5000	OK	08-AUG-2014	EE	Edit	Delete

Fig-22

- The data filled in the fields will be saved once the user click on save button and pop up message is generated on the screen with the message “SUCCESS: DATA SAVED”, along with this saved data will be visible at the bottom of the page in tabular manner. As can be seen in the image below;



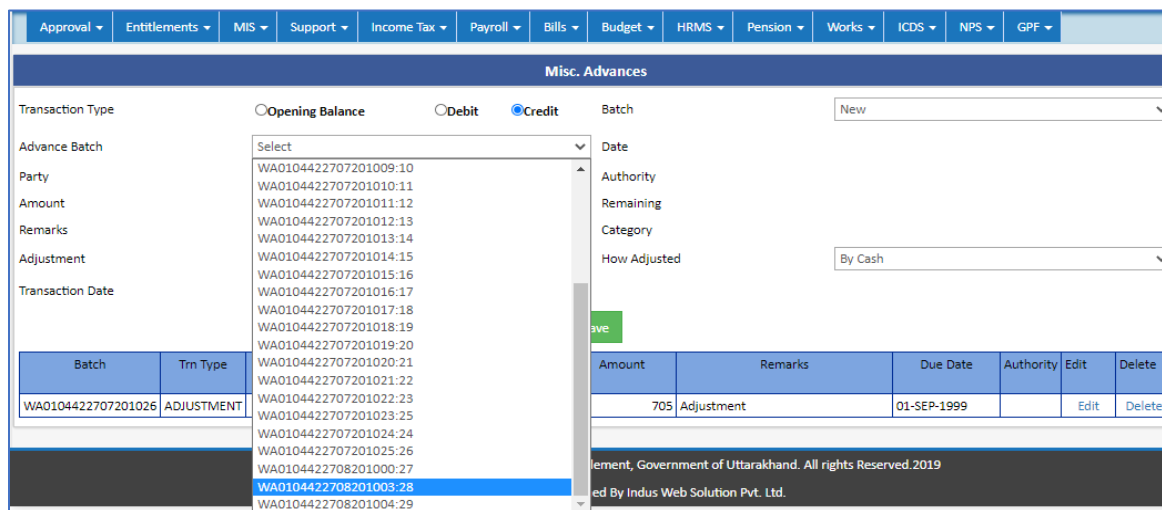
The screenshot shows the 'Misc. Advances' form with the following fields filled: Transaction Type (Debit), Party Type (Others), Name (ABCDE), Amount (5000), Due Date (08-AUG-2014), and Category (Work done in excess). A green checkmark pop-up message says 'SUCCESS : DATA SAVED'. Below the form is a table with the following data:

Batch	Trn Type	Id	Party Type	Name	Amount	Remarks	Due Date	Authority	Edit	Delete
WA0104422708201004	DUE	29	OTHER	ABCDE	5000	OK	08-AUG-2014	EE	Edit	Delete

Fig-23

Case 3. Misc Advance - Credit

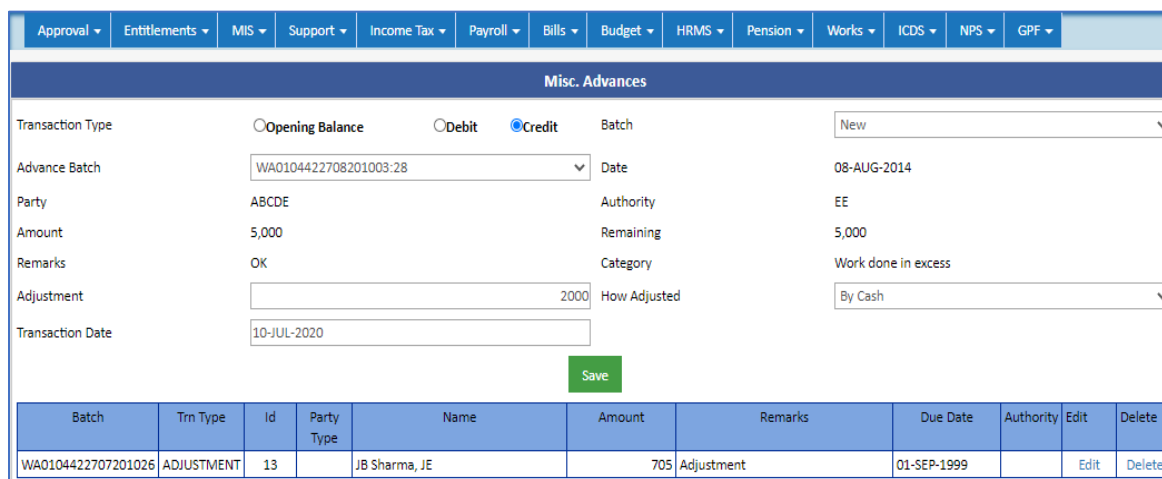
1. Select credit at transaction type for this case, select batch i.e. new, as soon as user click on batch one more field add up on the page providing advance batch id which was created in above set i.e. debit as can be seen in the image below,



The screenshot shows the 'Misc. Advances' form. The 'Transaction Type' is set to 'Credit'. The 'Batch' dropdown is set to 'New'. The 'Advance Batch' dropdown is open, showing a list of batch IDs. The 'Party' field is empty. The 'Amount' field is empty. The 'Remarks' field is empty. The 'Adjustment' field is empty. The 'Transaction Date' field is empty. The 'How Adjusted' dropdown is set to 'By Cash'. The 'Save' button is visible.

Fig-24

2. Further party name, date, amount, remaining amount and category starts displaying by default on the basis of advance batch and entry of that batch which made earlier in debit phase, enter adjustment amount and how the adjustment will be made enter transaction date, as can be seen in the image below.



The screenshot shows the 'Misc. Advances' form with the following data entered:

- Transaction Type: ☒ Opening Balance ☐ Debit ☒ Credit
- Batch: New
- Advance Batch: WAO104422708201003:28
- Party: ABCDE
- Amount: 5,000
- Remarks: OK
- Adjustment: 2000
- Transaction Date: 10-JUL-2020
- How Adjusted: By Cash
- Authority: EE
- Remaining: 5,000
- Category: Work done in excess

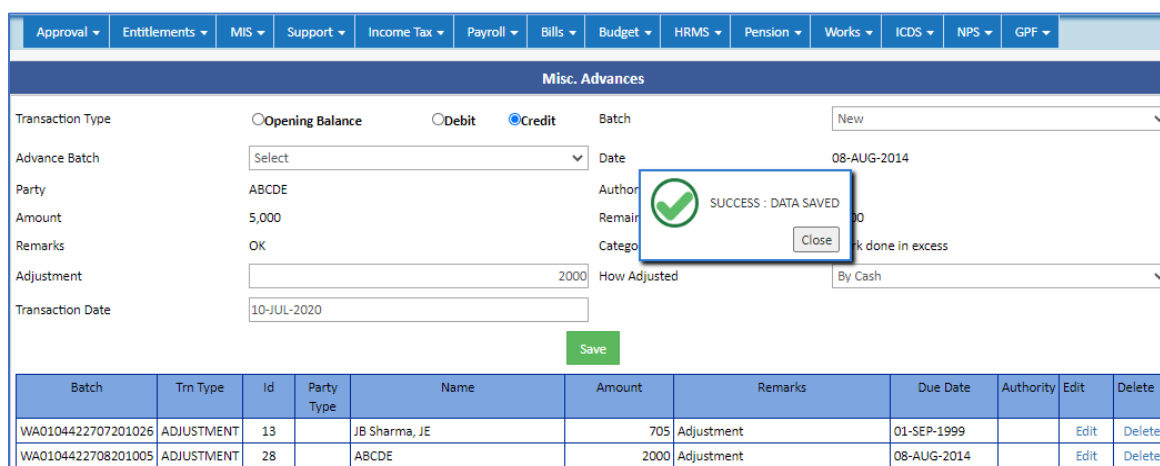
The 'Save' button is visible. Below the form, there is a table with the following data:

Batch	Trn Type	Id	Party Type	Name	Amount	Remarks	Due Date	Authority	Edit	Delete
WAO104422707201026	ADJUSTMENT	13		JB Sharma, JE	705	Adjustment	01-SEP-1999		Edit	Delete

Fig-25

3. The data filled in the fields will be saved once the user click on save button and pop up message is generated on the screen with the message "SUCCESS: DATA SAVED",

along with this saved data will be visible at the bottom of the page in tabular manner. As can be seen in the image below;



Misc. Advances

Transaction Type: ☐ Opening Balance ☐ Debit ☒ Credit Batch: New

Advance Batch: Select Date: 08-AUG-2014

Party: ABCDE Author: [Green Checkmark] SUCCESS : DATA SAVED

Amount: 5,000 Remain: 0

Remarks: OK Category: [Green Checkmark] SUCCESS : DATA SAVED

Adjustment: 2000 How Adjusted: By Cash

Transaction Date: 10-JUL-2020

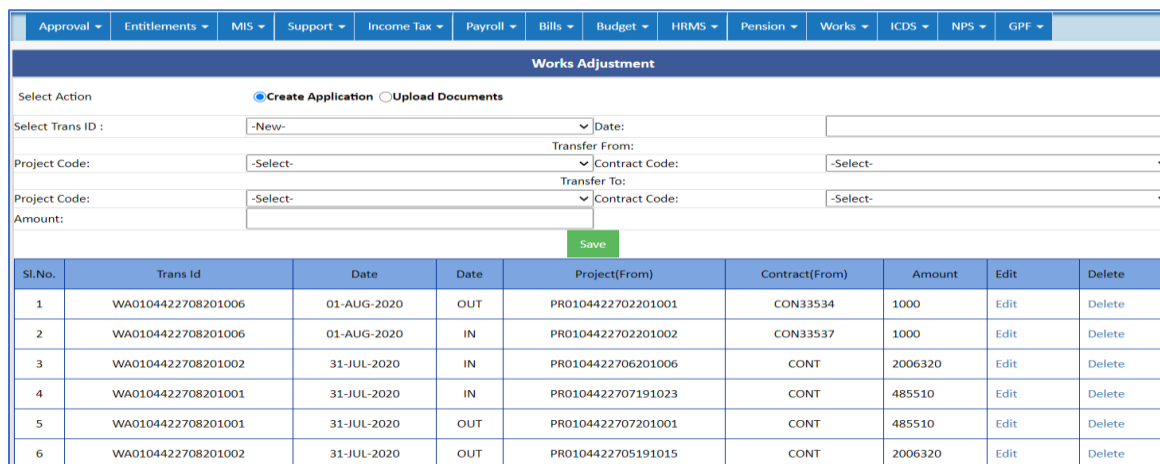
Save

Batch	Trn Type	Id	Party Type	Name	Amount	Remarks	Due Date	Authority	Edit	Delete
WA0104422707201026	ADJUSTMENT	13		JB Sharma, JE	705	Adjustment	01-SEP-1999		Edit	Delete
WA0104422708201005	ADJUSTMENT	28		ABCDE	2000	Adjustment	08-AUG-2014		Edit	Delete

Fig-26

4.4.5 Adjustment

- On clicking adjustment (works→ materials→ adjustment) user is directed to the page attached below.
- Page consist of few fields that are required for adjusting amount and are required in project. Also, page contains list of previously adjusted cases entries in the grid manner, along with edit and delete button, user can use these button as per the requirement.



Works Adjustment

Select Action: ☒ Create Application ☐ Upload Documents

Select Trans ID: -New- Date: [Empty]

Transfer From: [Empty] Contract Code: -Select-

Transfer To: [Empty] Contract Code: -Select-

Project Code: -Select- Contract Code: -Select-

Amount: [Empty]

Save

Sl.No.	Trans Id	Date	Date	Project(From)	Contract(From)	Amount	Edit	Delete
1	WA0104422708201006	01-AUG-2020	OUT	PR0104422702201001	CON33534	1000	Edit	Delete
2	WA0104422708201006	01-AUG-2020	IN	PR0104422702201002	CON33537	1000	Edit	Delete
3	WA0104422708201002	31-JUL-2020	IN	PR0104422706201006	CONT	2006320	Edit	Delete
4	WA0104422708201001	31-JUL-2020	IN	PR0104422707191023	CONT	485510	Edit	Delete
5	WA0104422708201001	31-JUL-2020	OUT	PR0104422707201001	CONT	485510	Edit	Delete
6	WA0104422708201002	31-JUL-2020	OUT	PR0104422705191015	CONT	2006320	Edit	Delete

Fig-27

- At the top of the page select create application as action, further select transaction id and date, select project code and contract code(from where the adjustment is to be

E- Sign User Manual

made) from the dropdown menu further select project code and contract code(to which the adjustment is to be made) from the dropdown menu, enter amount that is to be adjusted and click on save button.

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	ICDS	NPS	GPF
Works Adjustment													
Select Action <input checked="" type="radio"/> Create Application <input type="radio"/> Upload Documents													
Select Trans ID : <input type="text" value="-New-"/> Date: <input type="text" value="01-AUG-2020"/>													
Project Code: <input type="text" value="PR0104422702201001"/> जिला योजना वर्ष २०१८-१९ के अंतरगत <input type="text" value="Chidderw"/> Contract Code: <input type="text" value="CON33534"/>													
Project Code: <input type="text" value="PR0104422702201002"/> जिला योजना वर्ष २०१८-१९ के अंतरगत <input type="text" value="ग्राम सभा १"/> Contract Code: <input type="text" value="CON33537"/>													
Amount: <input type="text" value="1000"/>													
<input type="button" value="Save"/>													
Sl.No.	Trans Id	Date	Date	Project(From)	Contract(From)	Amount	Edit	Delete					
1	WA0104422708201001	31-JUL-2020	OUT	PR0104422707201001	CONT	485510	Edit	Delete					
2	WA0104422708201002	31-JUL-2020	IN	PR0104422706201006	CONT	2006320	Edit	Delete					
3	WA0104422708201002	31-JUL-2020	OUT	PR0104422705191015	CONT	2006320	Edit	Delete					
4	WA0104422708201001	31-JUL-2020	IN	PR0104422707191023	CONT	485510	Edit	Delete					

Fig-28

- The data filled in the fields will be saved once the user click on save button and pop up message is generated on the screen with the message “SUCCESS: DATA SAVED WITH ID WA0104422708201006”, along with this saved data will be visible at the bottom of the page in tabular manner. As can be seen in the image below;

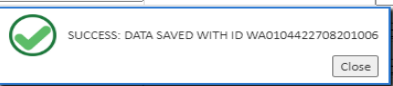
Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	ICDS	NPS	GPF
Works Adjustment													
Select Action <input checked="" type="radio"/> Create Application <input type="radio"/> Upload Documents													
Select Trans ID : <input type="text" value="-New-"/> Date: <input type="text" value="01-AUG-2020"/>													
Project Code: <input type="text" value="PR0104422702201001"/> जिला योजना वर्ष २०१८-१९ के अंतरगत <input type="text" value="Chidderw"/> Contract Code: <input type="text" value="CON33534"/>													
Project Code: <input type="text" value="PR0104422702201002"/> जिला योजना वर्ष २०१८-१९ के अंतरगत <input type="text" value="ग्राम सभा १"/> Contract Code: <input type="text" value="CON33537"/>													
Amount: <input type="text" value="1000"/>													
<input type="button" value="Save"/>													
<div>  <p>SUCCESS: DATA SAVED WITH ID WA0104422708201006</p> <input type="button" value="Close"/> </div>													
Sl.No.	Trans Id	Date	Date	Project(From)	Contract(From)	Amount	Edit	Delete					
1	WA0104422708201006	01-AUG-2020	OUT	PR0104422702201001	CON33534	1000	Edit	Delete					
2	WA0104422708201006	01-AUG-2020	IN	PR0104422702201002	CON33537	1000	Edit	Delete					
3	WA0104422708201002	31-JUL-2020	IN	PR0104422706201006	CONT	2006320	Edit	Delete					
4	WA0104422708201001	31-JUL-2020	IN	PR0104422707191023	CONT	485510	Edit	Delete					
5	WA0104422708201001	31-JUL-2020	OUT	PR0104422707201001	CONT	485510	Edit	Delete					
6	WA0104422708201002	31-JUL-2020	OUT	PR0104422705191015	CONT	2006320	Edit	Delete					

Fig-29

- On the same page at the top click on upload document button in select action which will result in directing the user to a new template where user has to upload the scanned copies of document related to material issue. Select bill from the drop-down menu. Bill is basically the transaction id which is created while saving the data in adjustment. The same bill id is reflected in the drop-down menu for uploading document. Thus select the id WA0104422708201006.
- Select file from the system (pdf scanned file) further enter remark and click on upload button that is provided on the page.

6. The document uploaded will be saved once the user click on upload button and pop up message is generated on the screen with the message “SUCCESS: FIEL SAVED”.