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# **Voucher & Check Management Report**

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## 1. EXPENDITURE LEDGER MANAGEMENT

### 1.1. CREATE EXPENSE LEDGERS

- System facilitates the user to create the new ledger code. Following functionalities are available on the system.

#### **Set program number**

- User can set the program number for the ledger.
- User can select the already added program using the drop-down menu.

#### **Set project**

- System facilitates the user to create a new project by entering the Project name, Project Code, and year.
- Also, there is an option to save and clear the project details.
- User can add the sub-projects for the main project by entering the subproject code and name.

#### **Set cashbook**

- User can get the payment cash book details by searching the time duration, Bank Account Type
- Following details are displayed in the details list.
  - Date
  - Payee Name
  - Account Number
  - Ledger Amount
  - Voucher Number
  - Cheque Number
  - Amount
  - Cross Amount
- Also user can export the report in to the excel sheet by using the system.

#### **Set account**

- This system facilitates to user to add the bank account.
- User can enter the following details.
  - Bank Name
  - Account Number
  - Description
  - Account Name
- Following details are displayed in the details list.
  - Bank Name
  - Account Number
  - Account Name
  - Account ID

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## 1.2. Edit Expense Ledgers

- System facilitates the user to update the added Expense ledger details.
- Also, there is a cancel option.

## 1.3. Delete Expense Ledgers

- System facilitates the user to delete the added details.

## 1.4. Search Expense ledgers

### Search by account year

- User can view the expense ledger details as a list by searching each account year.
- After searching following details are displayed by the system.
  - Ledger Name
  - Ledger Code
  - Program Code
  - Main code
  - Subcode
  - Value Type.

## 1.5. View ledgers

- System allows the users to view the ledger details by searching the Account Year.

# 2. VOUCHER MANAGEMENT

## 2.1. Create a new voucher

- This system facilitates the user to create a new voucher. The following functionalities are on creating new vouchers.
- Using this system, users can add one or more expense ledgers.
- User has to enter the following details to create a new voucher.
  - Voucher Number
  - Voucher date
  - Payment for
  - Payee's Name
  - Address
  - Description
  - Vote name
  - Vote amount
- After adding the details following details are displayed in the list of voucher descriptions.
  - Description
  - Expenditure Ledger
  - Payment amount
  - Deposit

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#### Add cross-entry one or more

- User can select the category name using the drop-down menu and enter the deduction amount.
- After adding the deduction amount, the details display the list.
- System displays the gross amount and automatically calculates the Net amount.

#### Connect with the deposit account

- System facilitates adding deposit value for the voucher by searching the Receipt Number or X-Entry Number.
- User can add the following details.
  - Date
  - Amount
  - Name of the depositor
  - Address of the depositor
  - Release amount
  - Vote Name.

#### Connect with supply creditors

- System facilitates to add suppliers creditors for vouchers.
- User can search the supplier by searching the supplier name.
- Following details are displays in the system.
  - GRN Number
  - GRN Date
  - GRN Amount
  - Paid Amount
  - Pay Amount
- User can add the release amount and supplier creditor ledger, Description.
- Then can add Vote.

#### Connect with sundry creditors

- System facilitates adding the sundry creditors for the voucher.
- User can select the expenses ledger type.
- After entering the credited amount system display details in the list.
- The system displays the following details.
  - Name
  - Description
  - Amount
  - Payment amount
  - Balance amount

## 2.2. Create Advance Voucher

### 2.3. Voucher details

- System facilitates the user to view the voucher details by searching by the Voucher Number.
- Also system displays the Expenditure ledger details and deduction amount details.
- System automatically displays the net amount.
- There are options to delete and print the voucher details.

### 2.4. Show issued a cheque for voucher

- Using this system user can get the details about issued cheque for the voucher.

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- Also there is an option of print and save the details report.

## 2.5. Edit Voucher

- System facilitates to do the following functionality.
  - Change voucher details
  - Add more expense ledgers
  - Edit added ledgers
  - Delete added ledgers
  - Add more cross entry
  - Delete added cross entry
  - After editing the details, there is an option to save the details.

## 2.6. Delete Voucher

- Users can delete the added all voucher details.

## 2.7. Search for Vouchers

- System facilitates searching the voucher details using the following option.
  - Search by created date
  - Search by date duration
  - Search by payee name
  - Search by voucher no
  - Search by voucher amount
- Also, the system facilitates the options of Edit, Deleting, View, and Print Export the voucher details.

# 3. VOUCHER PAYMENT MANAGEMENT

## 3.1. Voucher Payment

- System facilitates to add one or more vouchers for payment.
- Also there is an option for remove the added voucher details.
- System automatically calculate and displays the Voucher amount and Balance amount.
- Then system facilitates to the confirm cheque payment.

## 3.2. Issue a Cheque

- User can add one or more cheque for voucher
- User Can change payee name
- Can delete entered cheque (only for not printed)
- Following details have to check the user.
  - Cheque amount (Can automatically fill)
  - Payee's name
  - Bank
  - Cheque Number
  - Cheque Valid Date
  - Cheque Issued Date
- User can add or clear the filled details.
- After add the cheque details, details are display in the list.
- There is an option for remove or view the voucher payment details.
- Then user can confirm the complete payment.

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### 3.3. Can print cheque

- After successfully created the cheque payment user can print the cheque.

### 3.4. Manage cheque print settings

- System facilitates to manage the cheque.
- Following details are displayed the system.
  - Cheque Date
  - Pay
  - Amount
  - Amount in word
- Also there is option for add new cheque setting and restore to default.

### 3.5. Search cheque

- User can search the cheque using the following options.
  - By cheque, no
  - By issues date
  - By voucher, no
- Following details are displayed by the system.
  - Cheque Number
  - Payee's name
  - Bank
  - Amount
  - Issued date

### 3.6. Re-print the cheque (with permission)

- In this section system facilitates to user to re - print the cheque using the permission (User name and Password).
- System validate the user entered data for credentials.

### 3.7. Delete issues cheque(for error data entry with permission)

- For delete the cheque user must have to enter the user credentials (User Name, Password).
- Then system displays the cheque delete description.
  - Cheque Number
  - Cheque Amount
  - Reason for delete(Required)
  - User name
  - Date

## 4. VOUCHER MANAGEMENT REPORT

### 4.1. Payee wise created voucher

- System facilitates to user to search the created voucher search the details payee wise by selecting the time duration.
- Also there is an options for print and save the created voucher details.
- Following details are displays as the created voucher details.
  - Voucher Number



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- Voucher Date
  - Payee's name
  - Full Amount
  - Balance amount
  - Is supplier
  - Account ID

#### 4.2. Ledger-wise created vouchers

- System facilitates to user to get the voucher details in ledger-wise by searching the date duration and account name type.
- User can print, view and search the created voucher details.
- Also there is an option of edit and remove the voucher details.
- System automatically displays the created voucher total amount.
- Following details are displays as the created voucher details.
  - Voucher Number
  - Voucher Date
  - Payee's name
  - Code
  - Ledger Name
  - Amount
  - Voucher Total

#### 4.3. Date-wise created vouchers

- System facilitates to user to get the created voucher report in date-wise by searching the time duration.
- Following details are displays in the Date-wise voucher report.
  - Date
  - Number of voucher
  - Total
- Also system facilitates the print, save and view the report.

#### 4.4. Category wise created vouchers

- User can get the voucher details in category- wise by searching the time duration.
- Following details are displays in category –wise voucher report.
  - Program Number
  - Head Number
  - Voucher Number
  - Date
  - Branch
  - Amount
- Also there is an options are print, save, and view the report.

#### 4.5. Pending vouchers

- Using the system user can get the details of pending voucher details by searching the time duration.
- Also user can save and view the pending voucher details.
- Following details are include in the pending voucher details list.

- 
- Voucher Number
  - Voucher Date
  - Payee's Name
  - Full Amount
  - Balance amount

#### 4.6. Voucher payment report

- User can get the voucher payment report details list by searching the time period.
- Following details are displays in the voucher payment report.
  - Payee's Name
  - Voucher Number
  - Cheque Number
  - Bank
  - Issued date
  - Cheque Amount
  - X-entry
- User can print, save the voucher payment report.

#### 4.7. Expenditure vote analysis report

- This system facilitates to user to get the report of Expenditure vote analysis by searching the time duration.
- User can view, print, save and export the report.
- Following details are displays in the details list.
  - Vote Head
  - Expenditure Name
  - Previous Total
  - Total for duration
  - Current Total

#### 4.8. Voucher advance report

- User can get the details of voucher advance report by selecting the time duration, program code and vote code.
- Also system automatically calculate and displays the Total allocated amount and Total expenses.
- Following details are displayed in the details list.
  - Program Number
  - Vote Head
  - Code
  - Ledger Name
  - Allocated Amount
  - Expenses Amount
- User can view, print and export the voucher advance report.

#### 4.9. Expenditure Summary Report

- This system facilitates to get the details of Expenditure Summary Report by searching the time duration and Account Name.
- User can print and save the reports.

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#### 4.10. Expenditure Analyze Report

- This system facilitates to user to get the report of Expenditure analyze by searching the time duration.
- User can print and export the report.
- Following details are displays in the details list.
  - Vote Head
  - Expenditure Name
  - Main office
  - Total for Month
  - Previous Total
  - Current Total

#### 4.11. Cross-entry report

- User can get the details list of Cross –entry report by searching the location, and time duration.
- Also there is option of filter the details in group by branch.

##### **Income Category**

- System displays details of X – entry Number, Category, Voucher Number, Voucher Date, Amount, and Branch.

##### **Category**

- In this section displays the total of the cross entry.
- This system facilitates to print and export the cross entry report.

#### 4.12. Cross entry summary report revenue head wise

- This system facilitates ton user to get the cross entry summery report revenue head wise by searching the time duration.
- Also facilitates to export the report to the excel sheet.

#### 4.13. Cross-entry summary report

- By searching the location and time duration user can get the cross entry summery report revenue head wise in this section.
- There is an option of get the without zero category list details.

##### **Income category**

- Following details are include in the income category.
  - Head Number
  - Other Income Name
  - Amount
  - Branch

##### **Summary**

- In this section displays the total of the cross entry.

