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 the 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 displays 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 back account.
- User can enter the following details.
  - Bank Name
  - Account Number
  - Description
  - Account Name
- Following details are displays in the details list.
  - Bank Name
  - Account Number
  - Account Name
  - Account ID

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

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.
- 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.

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
  - ➢ 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.

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.