**Voucher & Check Management**

**Report**

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# **EXPENDITURE LEDGER MANAGEMENT**

## 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

## Edit Expense Ledgers

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

## Delete Expense Ledgers

* System facilitates the user to delete the added details.

## 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.

## View ledgers

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

# **VOUCHER MANAGEMENT**

## 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

## Create Advance Voucher

## 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.

## 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.

## 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.

## Delete Voucher

* Users can delete the added all voucher details.

## 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.

# **VOUCHER PAYMENT MANAGEMENT**

## 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.

## 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.

## Can print cheque

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

## 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.

## 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

## 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.

## 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

# **VOUCHER MANAGEMENT REPORT**

## 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

## 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

## 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.

## 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.

## 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

## 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**.**

## 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

## 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.

## 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.

## 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

## 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.

## 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.

## 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.