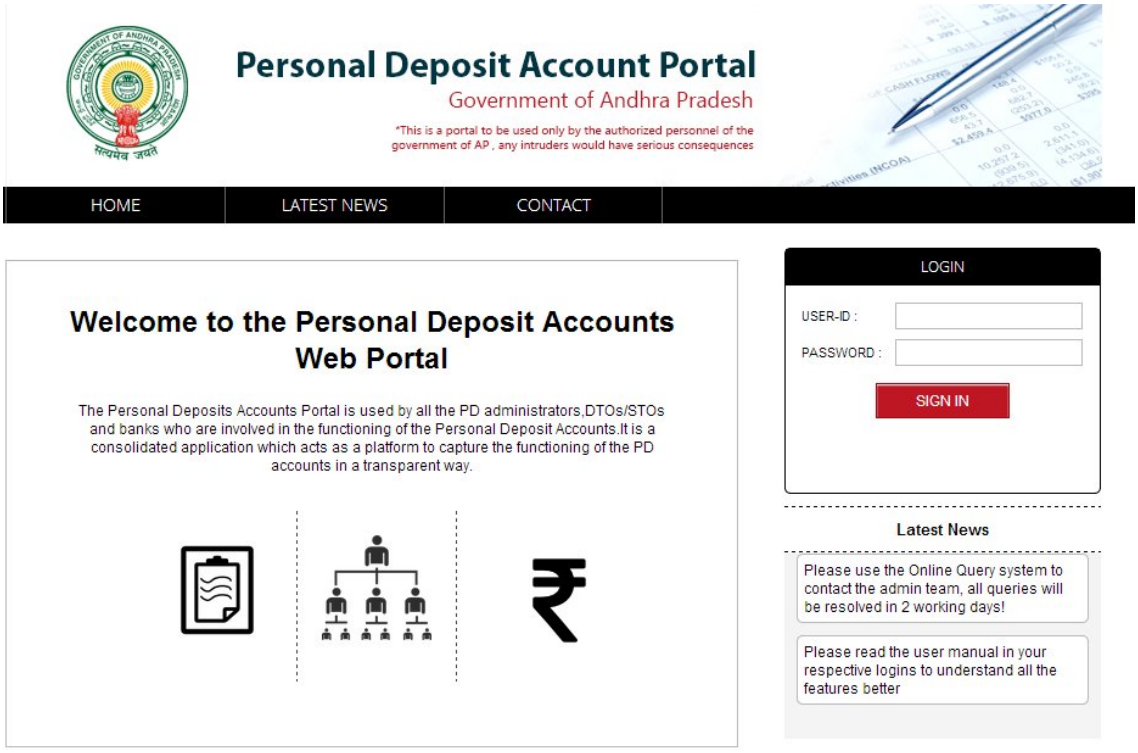
WELCOME TO PD ACCOUNT PORTAL USER MANUAL:

PD ADMINISTRATOR:

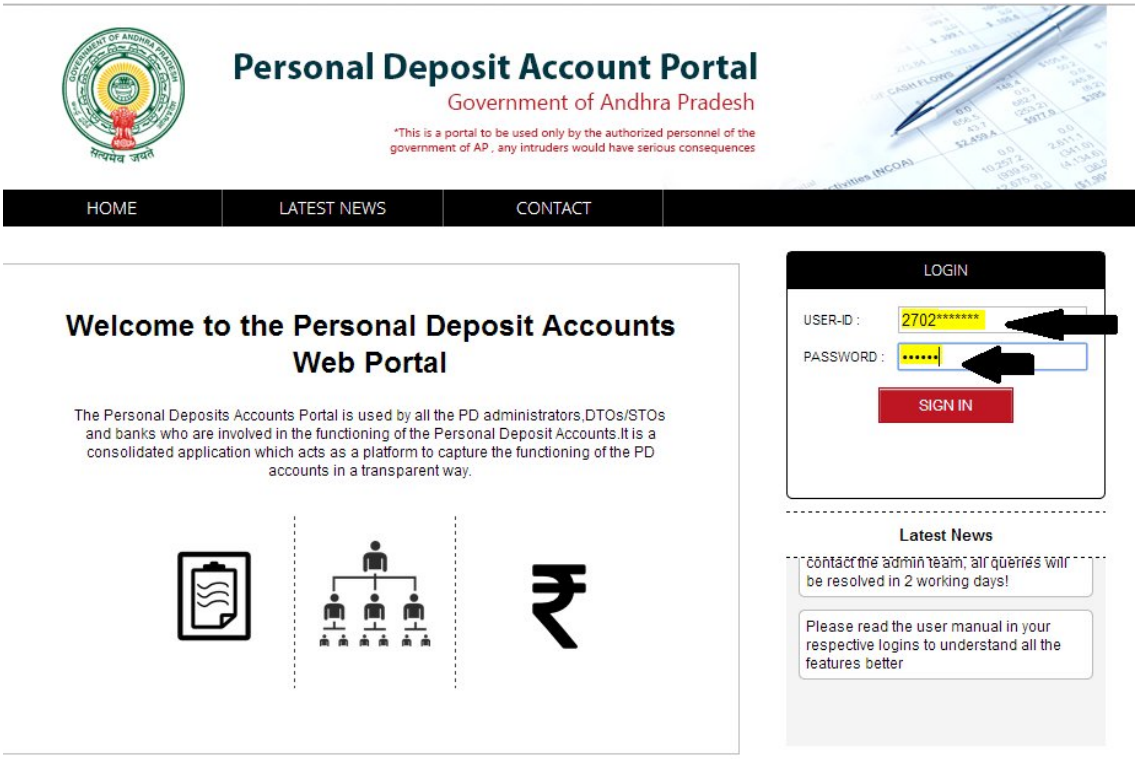
Go to www.aptreasury.gov.in

Scroll down and click on “PD ACCOUNTS”:

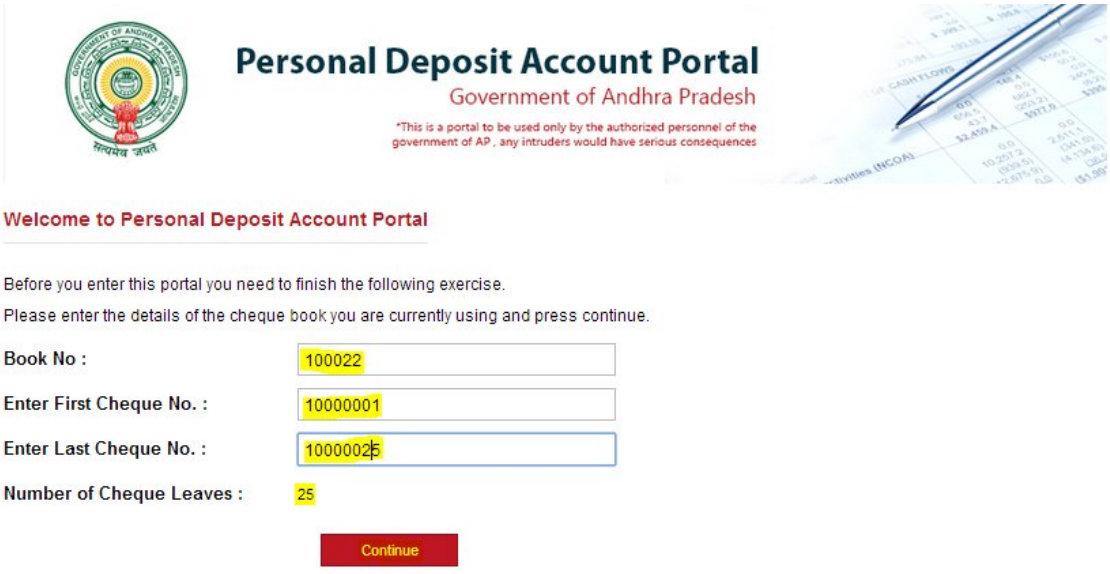
You will be directed to the PD ACCOUNT PORTAL:



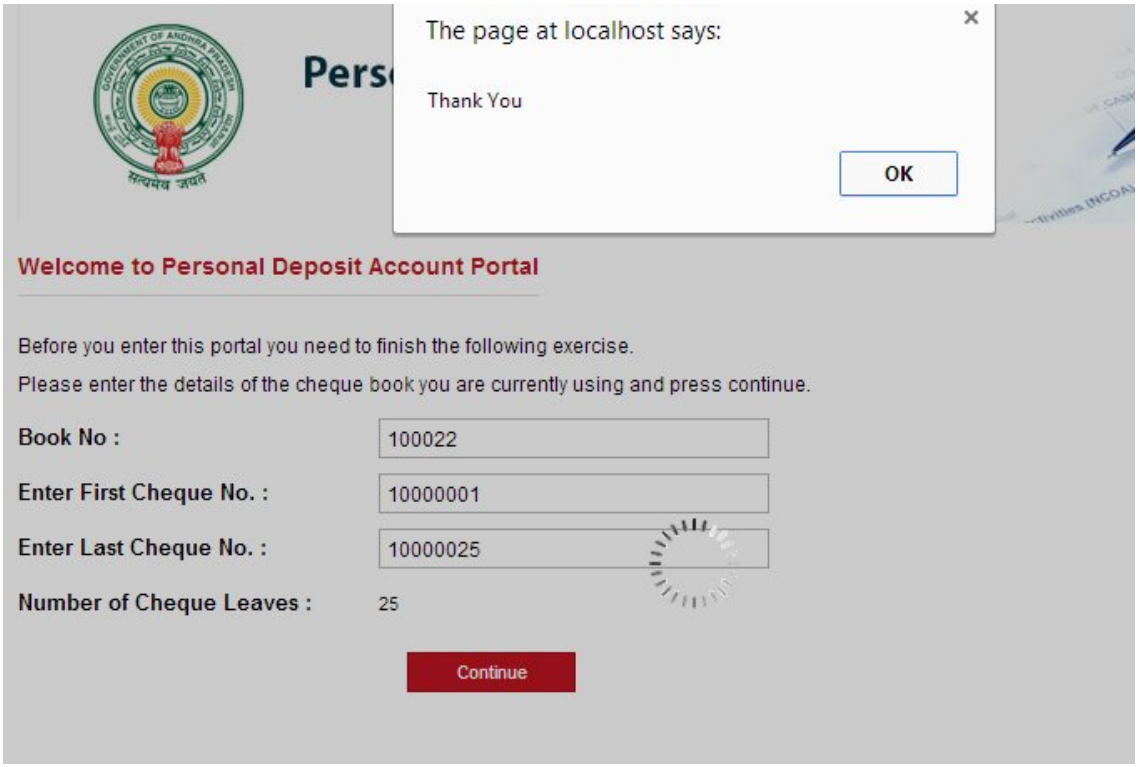
LOGIN with the respective USER ID and PASSWORD:



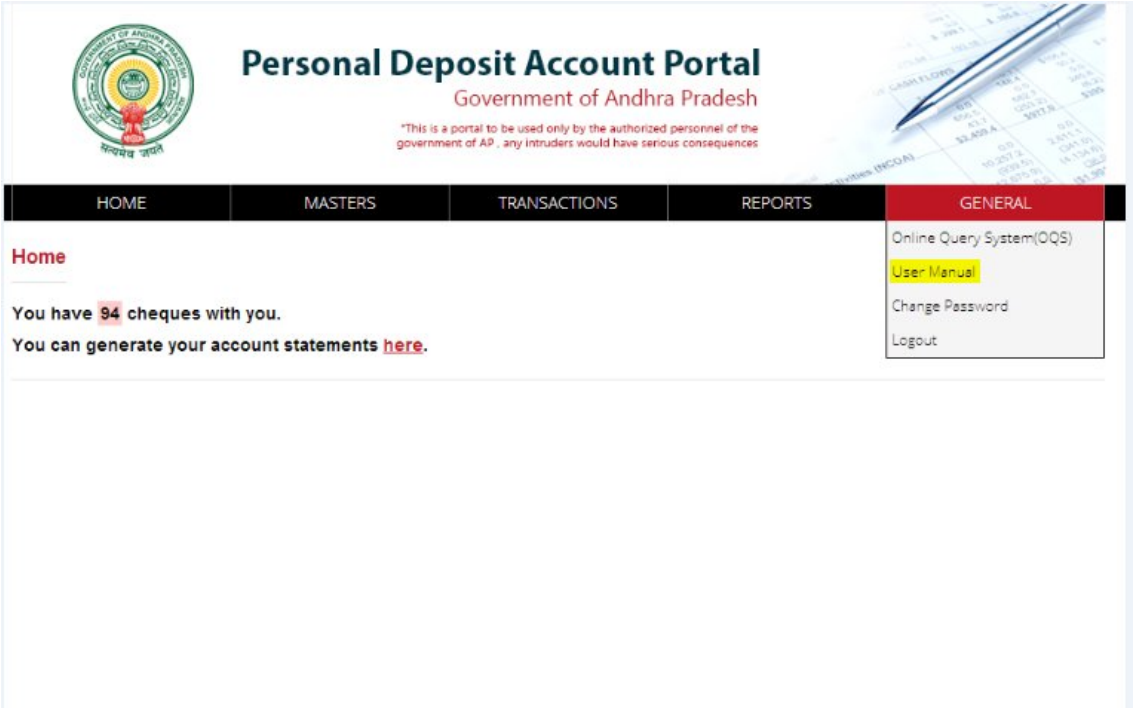
If the PD administrator is using this portal for the very first time, he will have to enter the details of the cheque book he is using currently.



Click on “CONTINUE”:

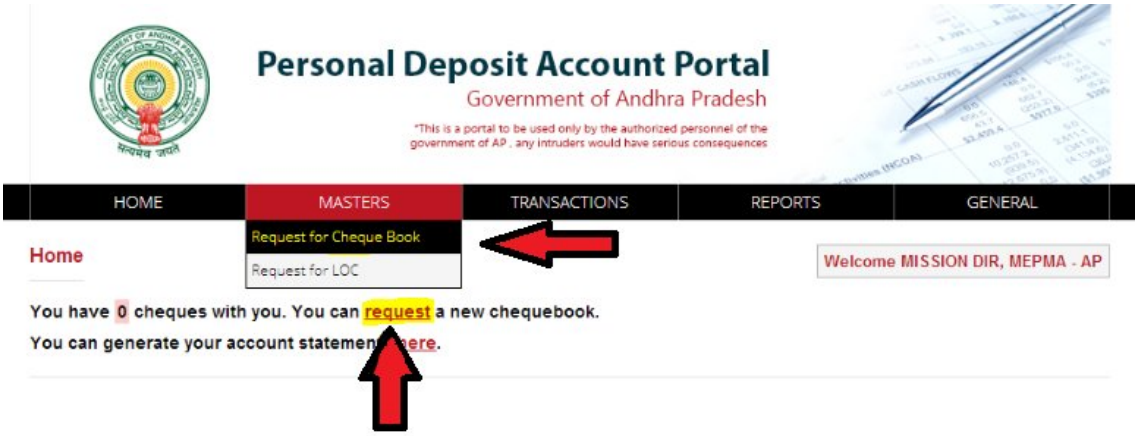


For user manual, go to “REPORTS” -> “USER MANUAL”

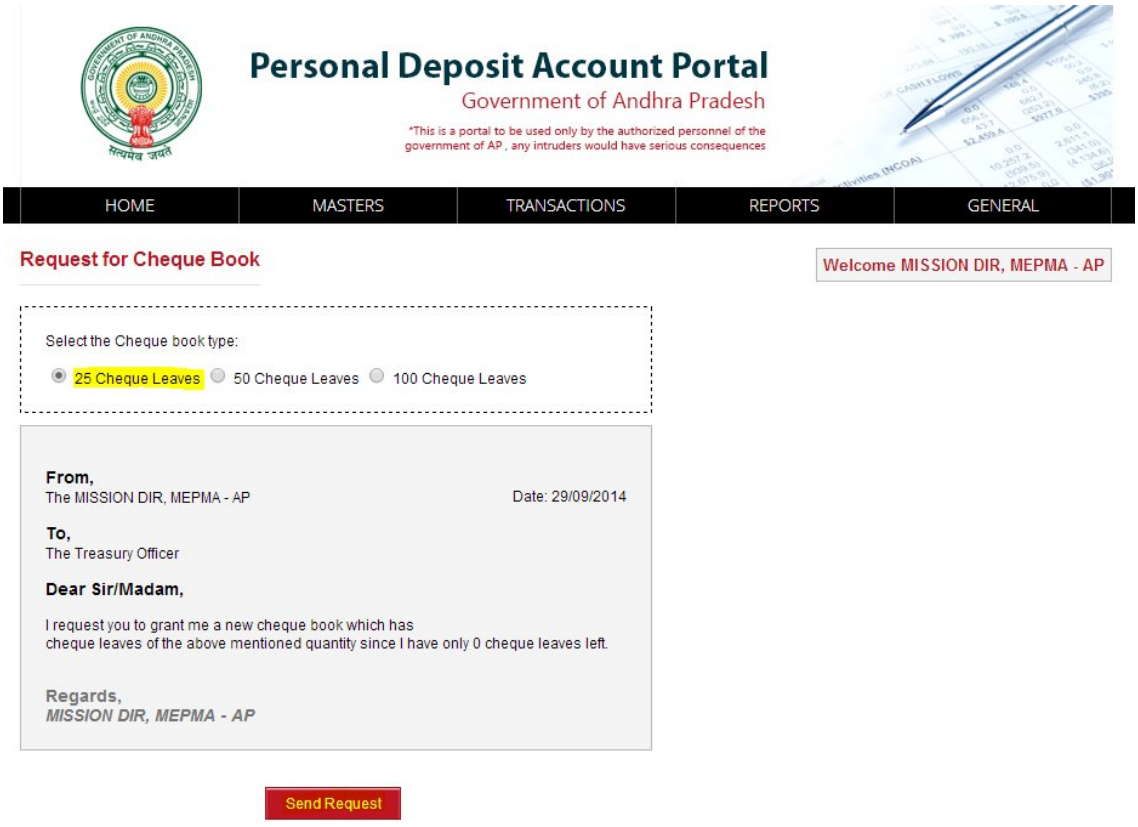


You can request for a cheque book ONLY if the number of leftover cheque leaves are below 10.

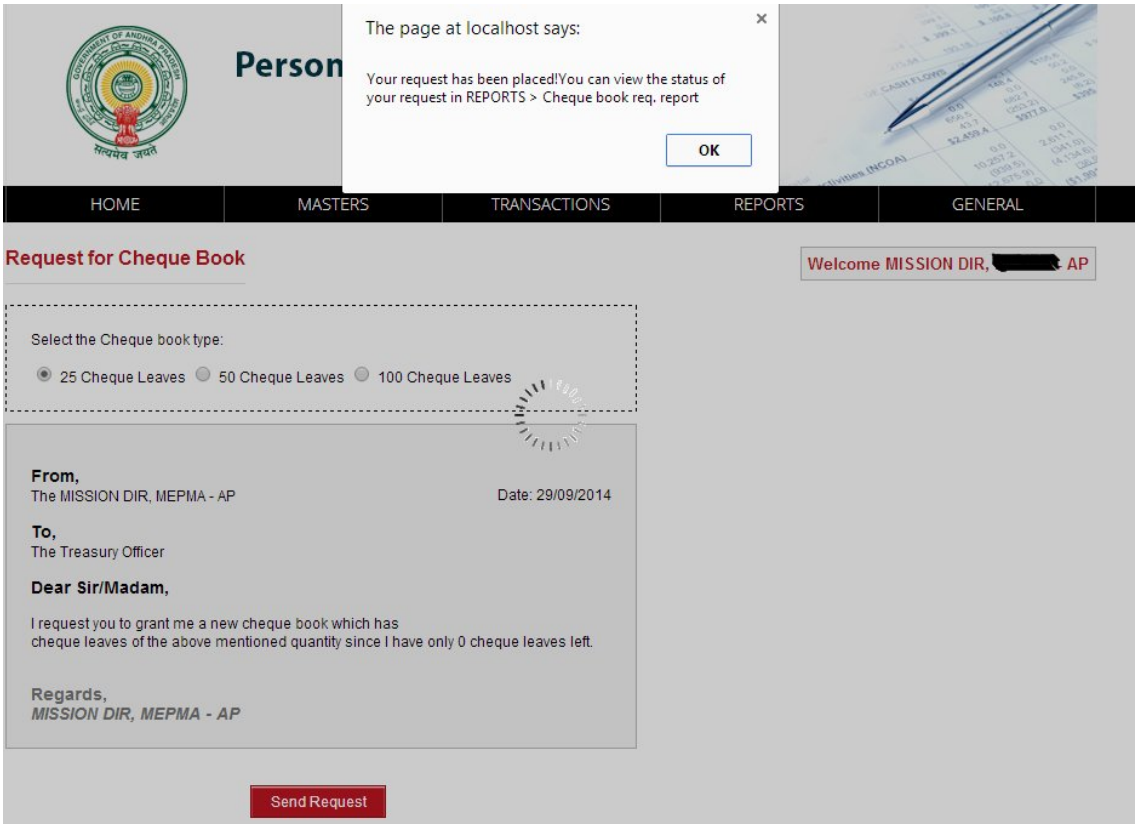
To request for a new cheque book, please click on either of the two links.



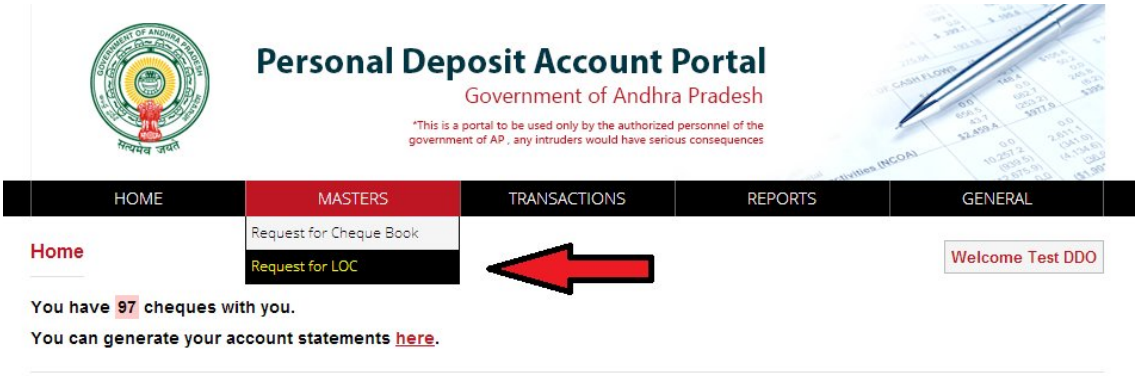
Once you click on “Request for cheque book”, you can request any of the following cheque books by selecting the number of cheque leaves.



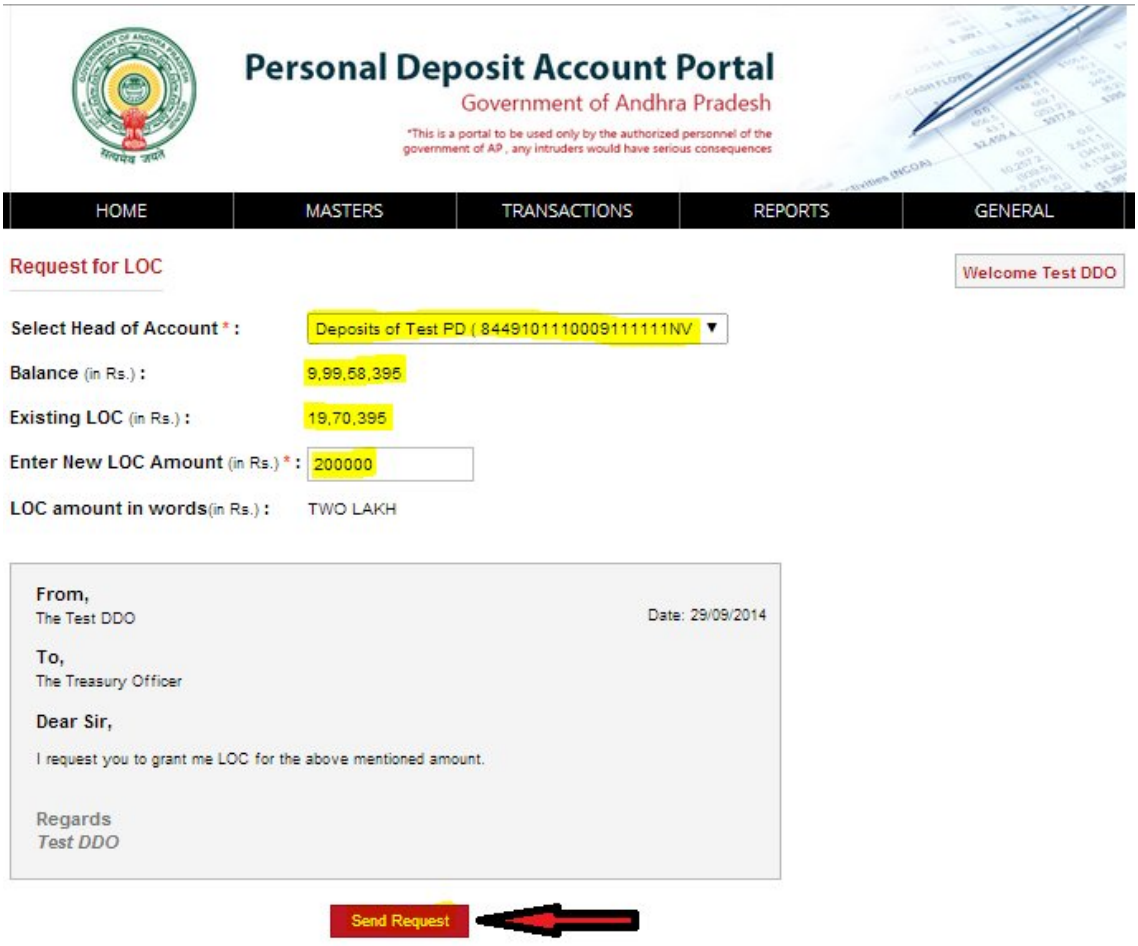
Upon clicking on SEND REQUEST,



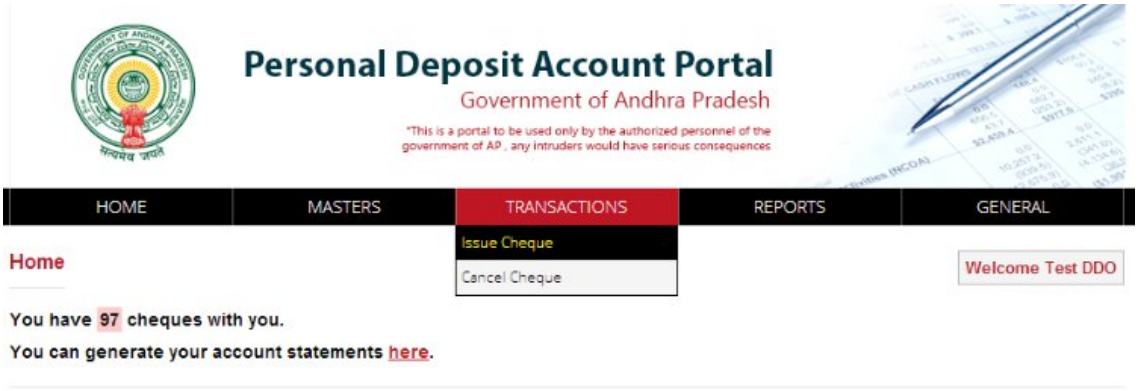
To Request for LOC, click on MASTERS -> Request for LOC:



Enter all the required fields carefully and click on “SEND REQUEST”

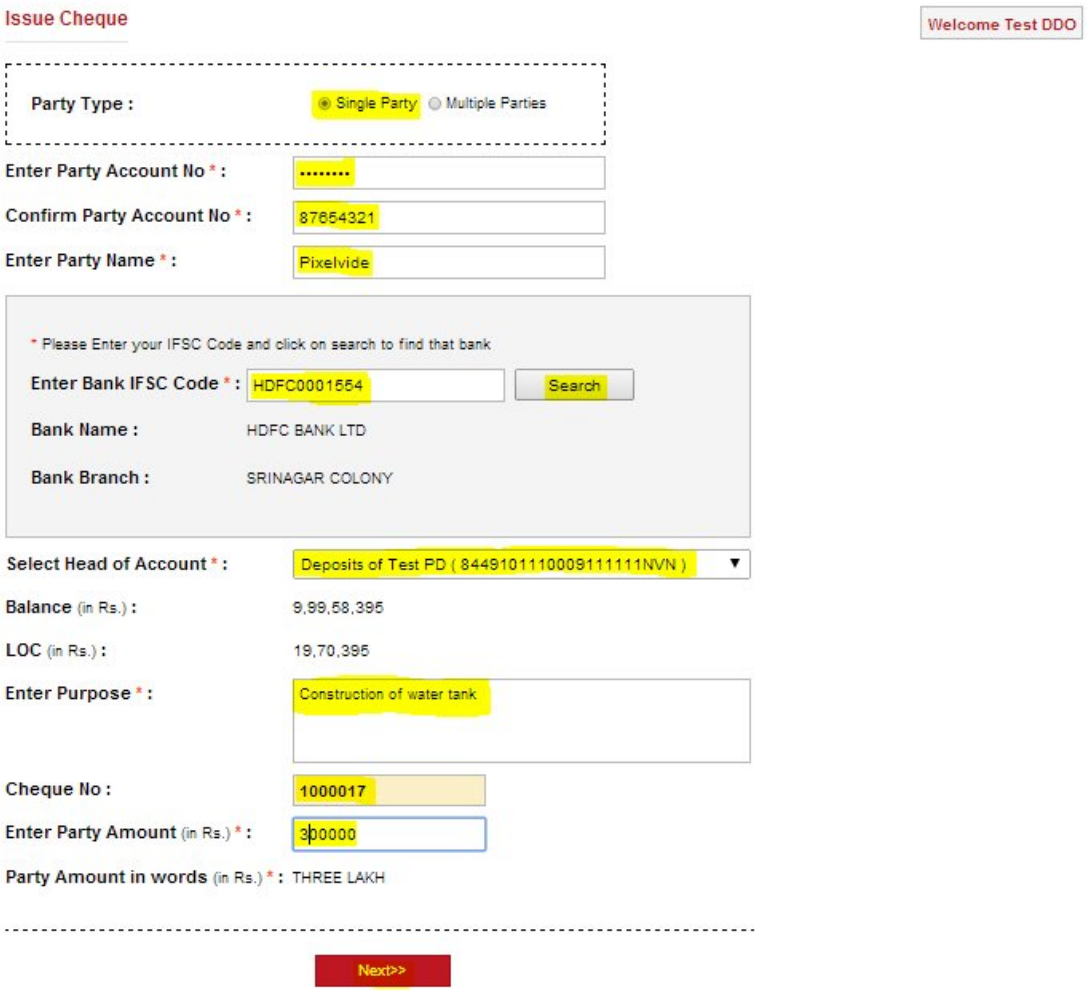


To issue cheque, Go to TRANSACTIONS -> ISSUE CHEQUE:

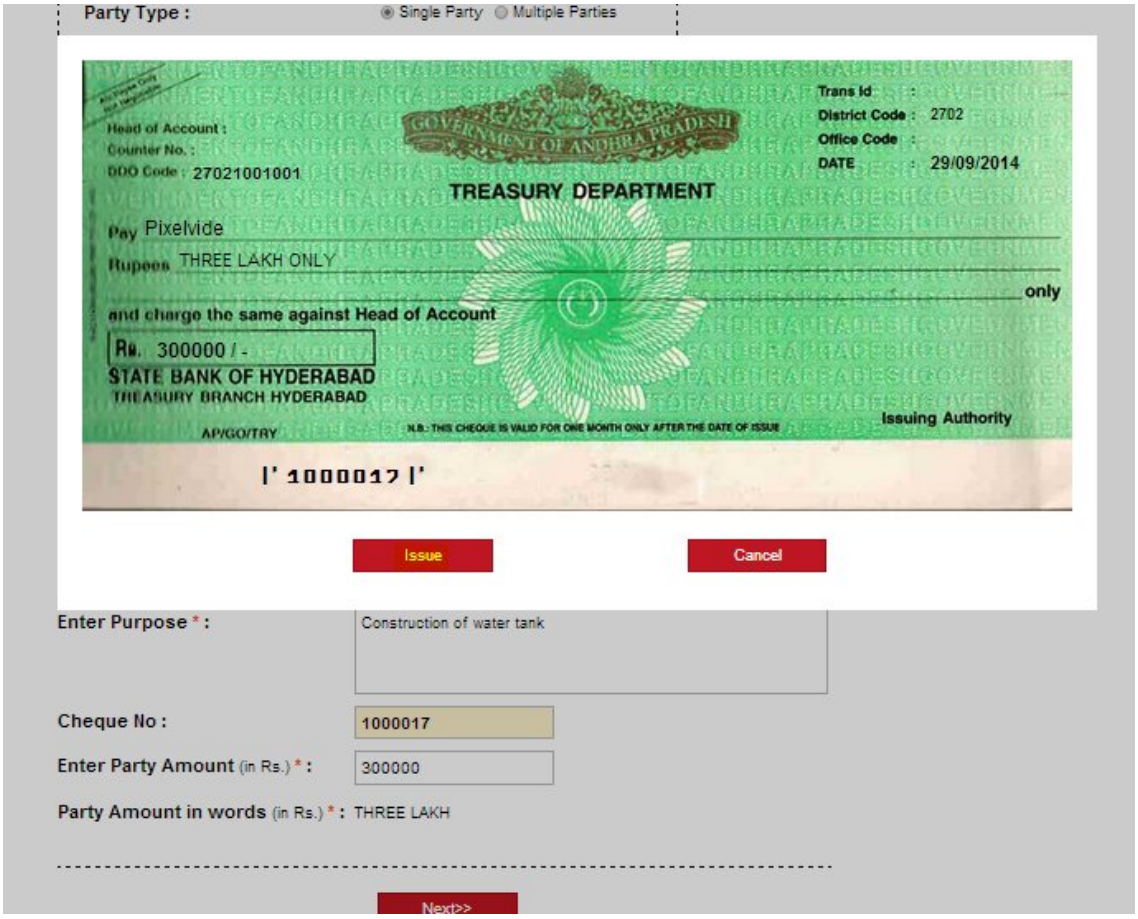


1.For “SINGLE PARTY”, select ‘Single Party’ in PARTY TYPE, and carefully enter all the required details and click on “NEXT”

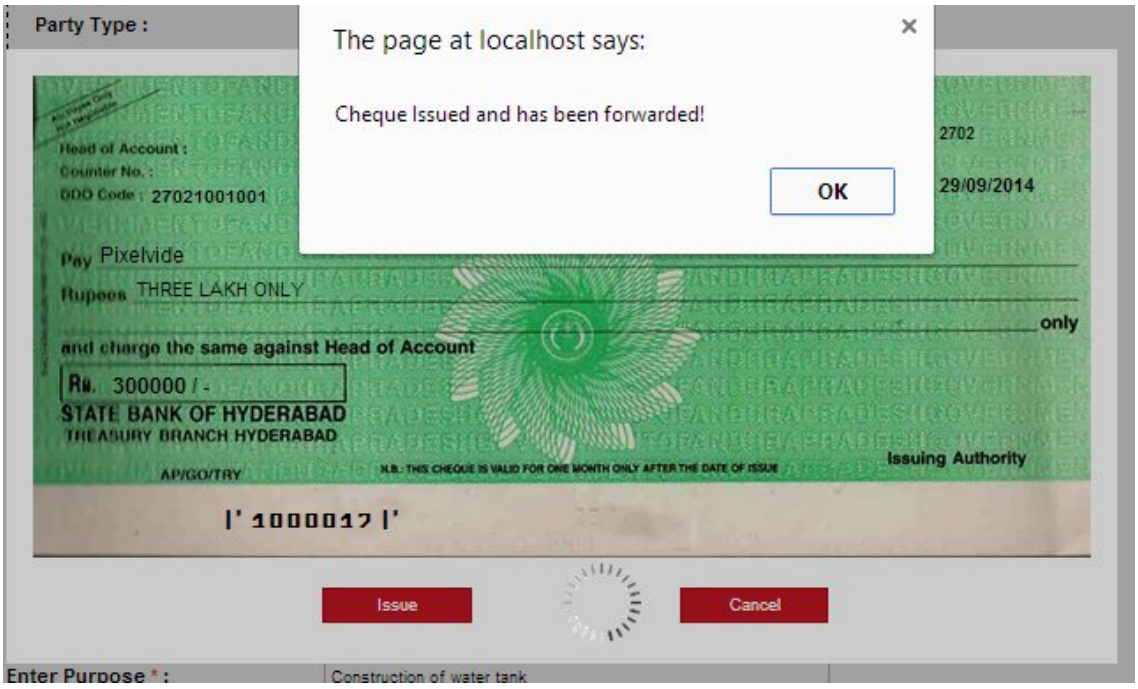
NOTE: Make sure the account number is entered correctly. The Bank details can be searched with the help of IFSC number.



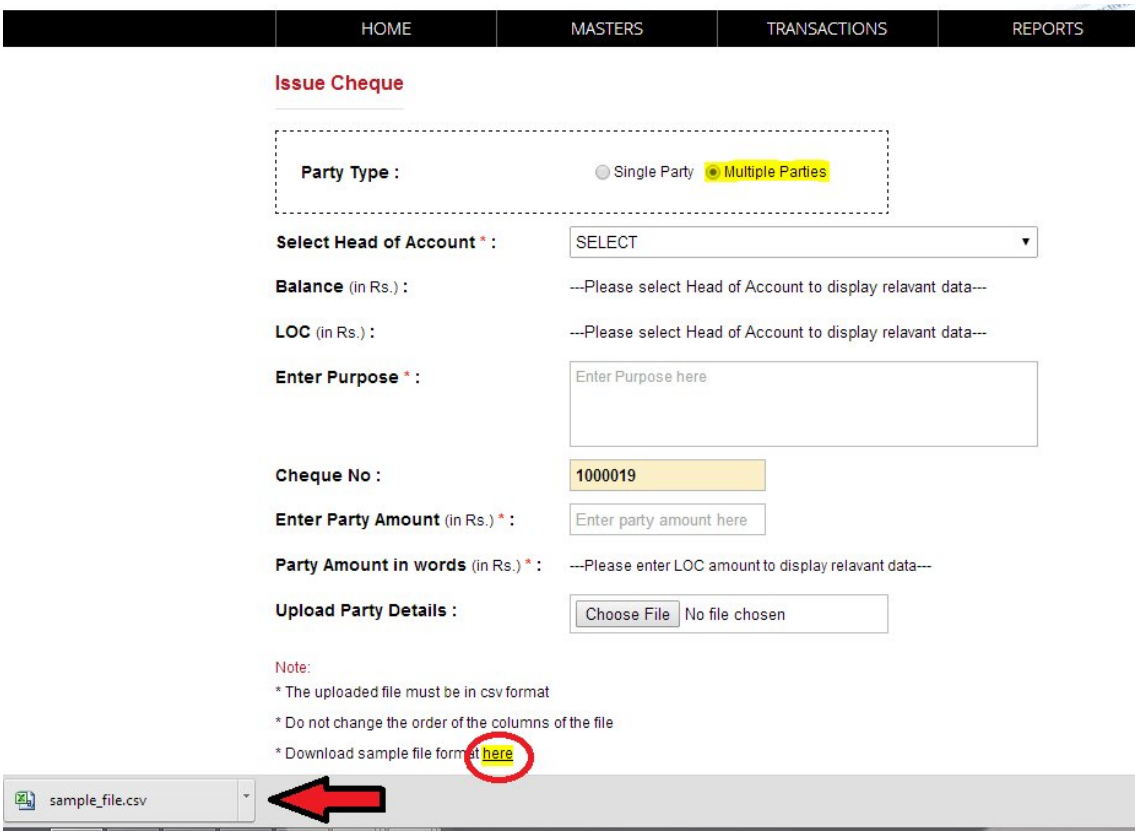
You can see the image of the cheque ready to be issued:



To issue the cheque, click on “ISSUE”



2.For MULTIPLE parties, select "Multiple parties" in PARTY TYPE and download sample format at the bottom of the page.



Open the downloaded sample file ->Enter the details of the multiple parties in the excel sheet and SAVE the file.

F12

	A	B	C	D	E	F	G
1	Sno	Party Name	Party Account no	Party Bank Name	Party Bank Branch	Party Bank Ifsc Code	Party Amount
2	1	pixelvide	11223344	HDFC	Sri nagar colony	HDFC0001554	200000
3	2	pixelvide	16273627	ANDHRA BANK	Sri nagar colony	ANDB0000543	300000
4							
5							
6							
7							
8							
9							
10							
11							

Now, enter all the required details -> Choose the above excel sheet in "UPLOAD PARTY DETAILS".

NOTE: The total amount of the entered party amount should match with the total amount with the party details.

HOME | MASTERS | TRANSACTIONS | REPORTS | GENERAL

Issue Cheque

Welcome Test DDO

Party Type : ○ Single Party ◉ Multiple Parties

Select Head of Account * : Deposits of Test PD (8449101110009111111NVN)

Balance (in Rs.) **:** 9,99,58,395

LOC (in Rs.) **:** 19,70,395

Enter Purpose * : Construction of water tanks

Cheque No : 1000019

Enter Party Amount (in Rs.) *** :** 500000

Party Amount in words (in Rs.) *** :** FIVE LAKH

Upload Party Details : Choose File sample_file.csv

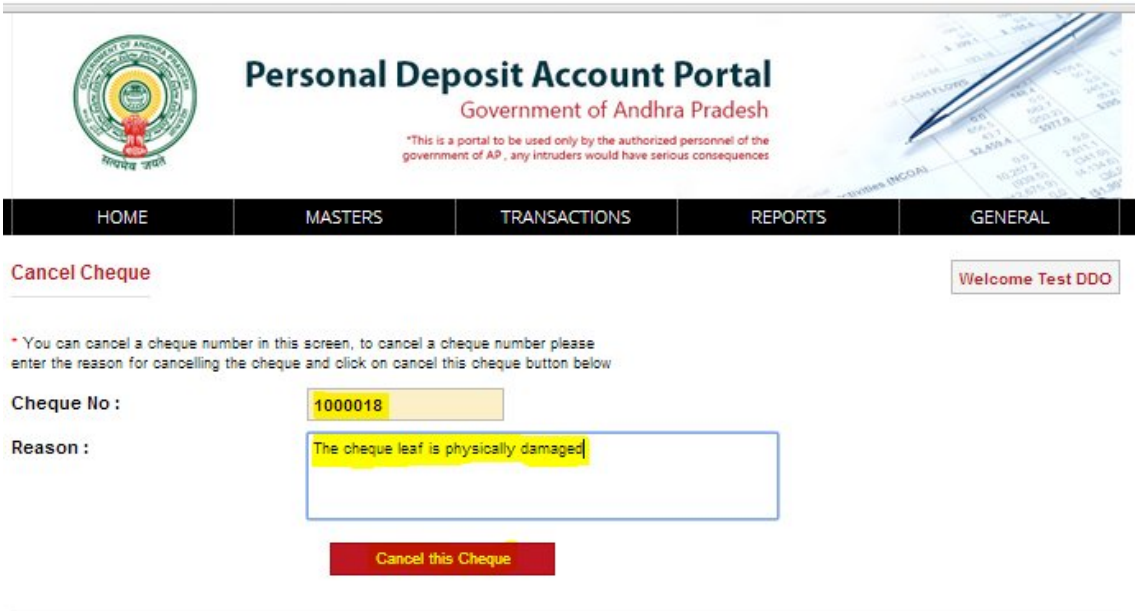
Sno	Party Name	Account No	Bank Name	Branch	IFSC Code	Amount (in Rs)
1	pixelvide	11223344	HDFC	Sri nagar colony	HDFC0001554	2,00,000
2	pixelvide	16273627	ANDHRA BANK	Sri nagar colony	ANDB0000543	3,00,000
					Total	500000

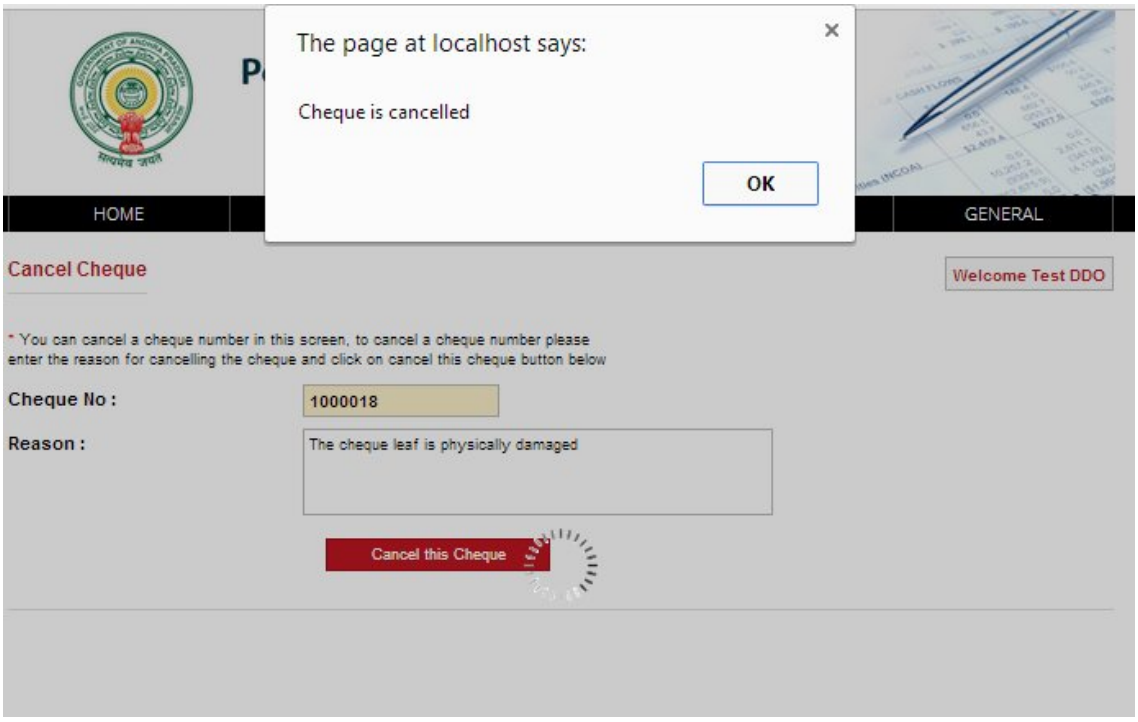
Upon clicking on NEXT, you can see the image of the cheque.

NOTE: The multiple parties cheque is always issued with “PAY YOUR SELF”.

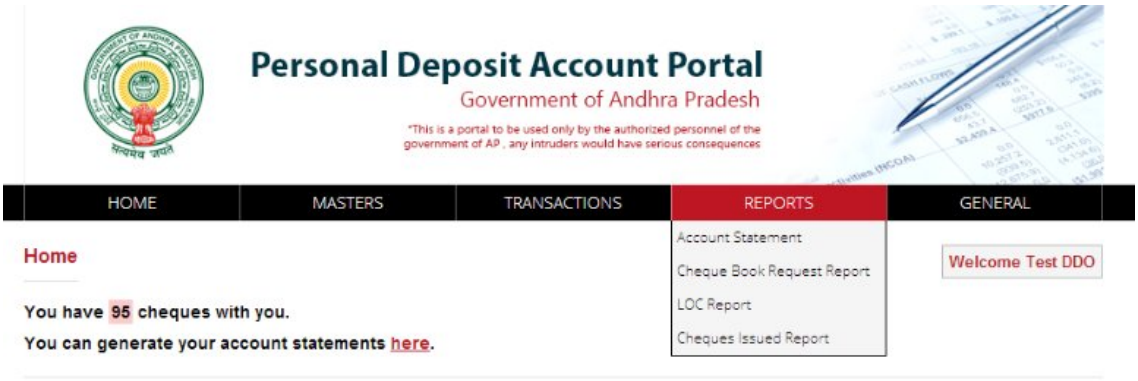
To cancel the cheque, click on “TRANSACTIONS” -> CANCEL CHEQUE:

The latest cheque leaf number will be shown:

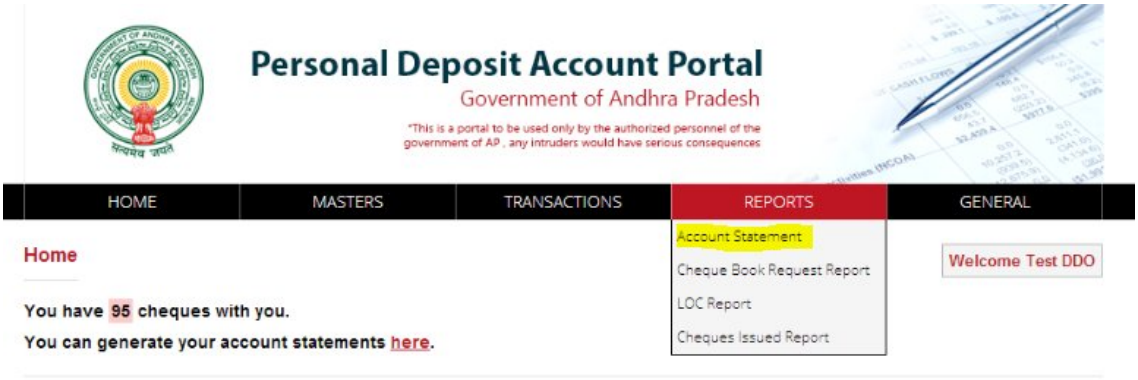




The following are 4 different types of reports under PD administrator login:



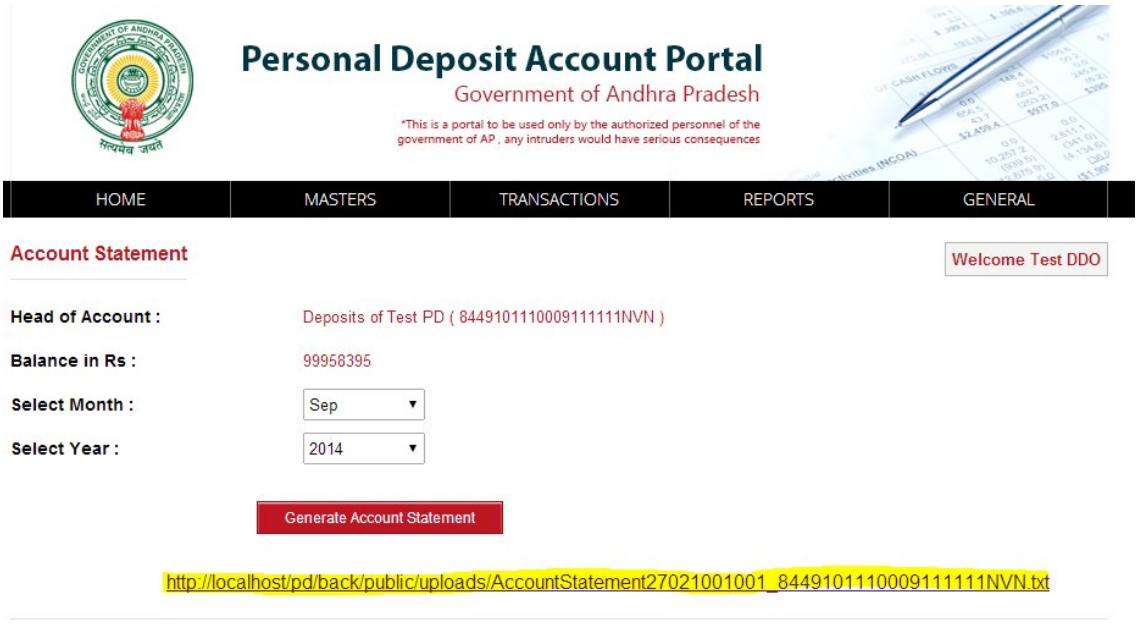
To view the Account statement, go to REPORTS -> Account statement:



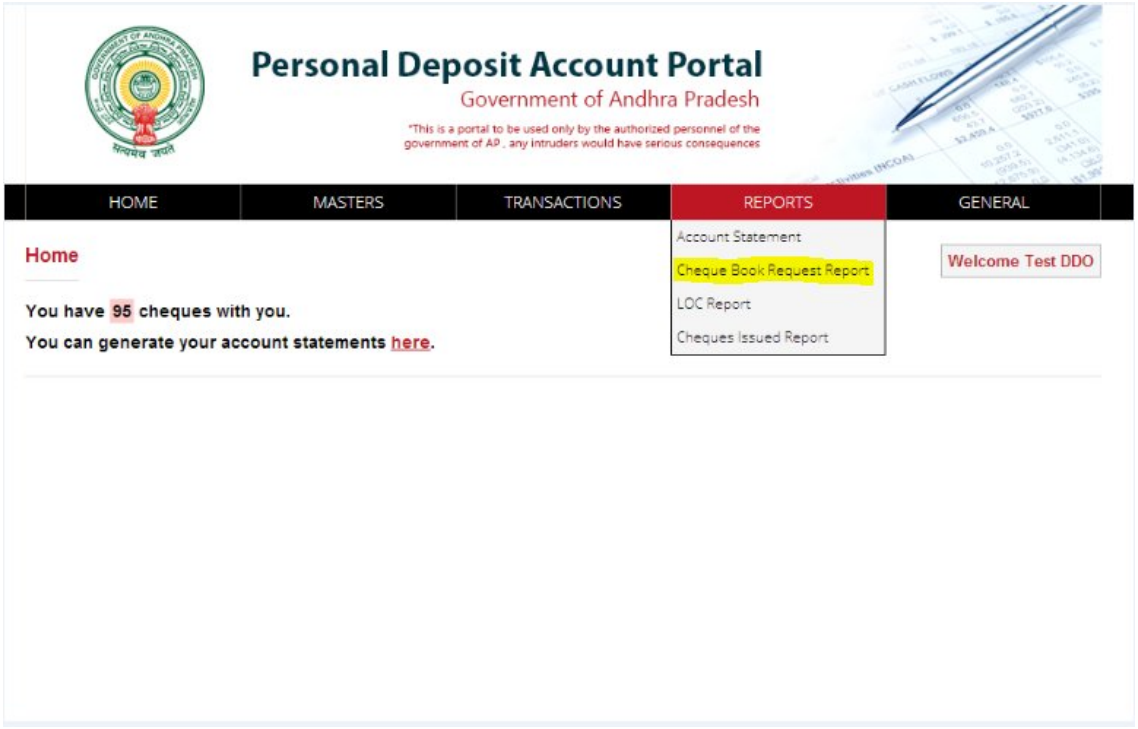
Click on the required account,

Select the month and the year to generate the account statement:

The account statement can be downloaded by clicking on the following link:



To view the CHEQUE BOOK REQUEST REPORT, go to “REPORTS” -> “cheque book request report”:

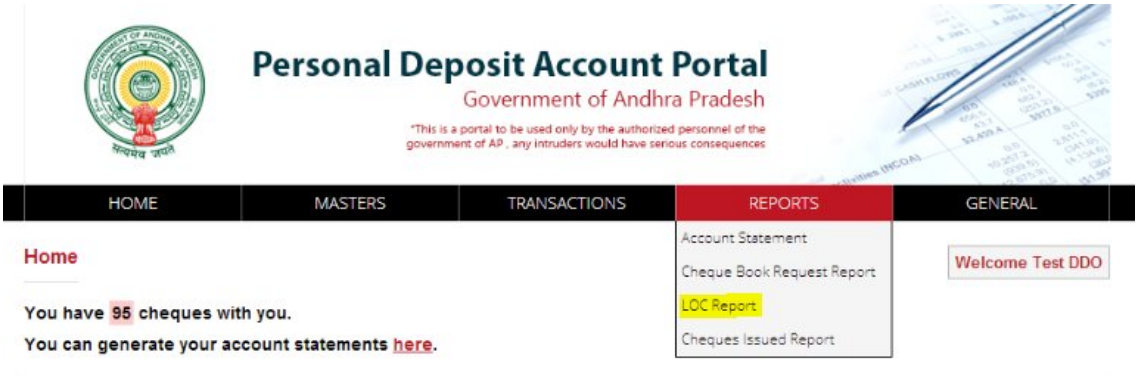


Cheque Book Request Report

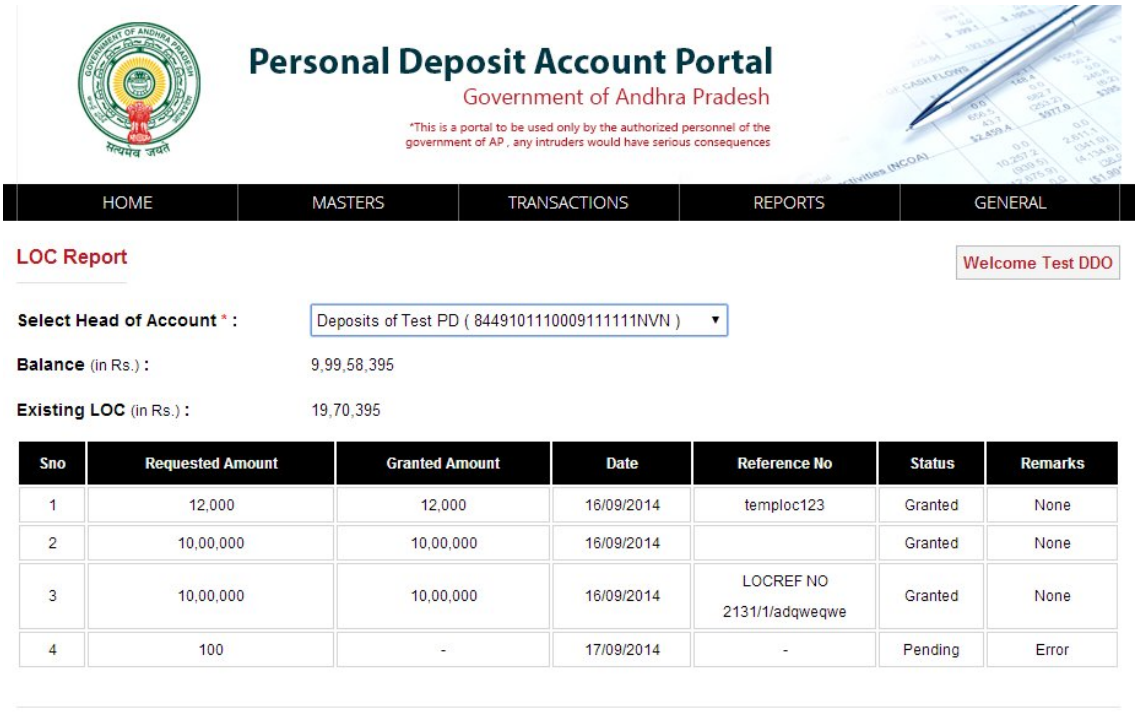
Welcome Test DDO

Sno	Request Date	No of Leaves Requested	Status	Issue Date	Book No	Starting No	Ending No	No of Leaves Granted	Remarks
1	16/09/2014	25	Granted	16/09/2014	1/abc	1000011	1000020	10	None
2	16/09/2014	25	Rejected	-	-	-	-	-	Wrong Book

To view LOC report, Go to “REPORTS” -> “LOC report”:

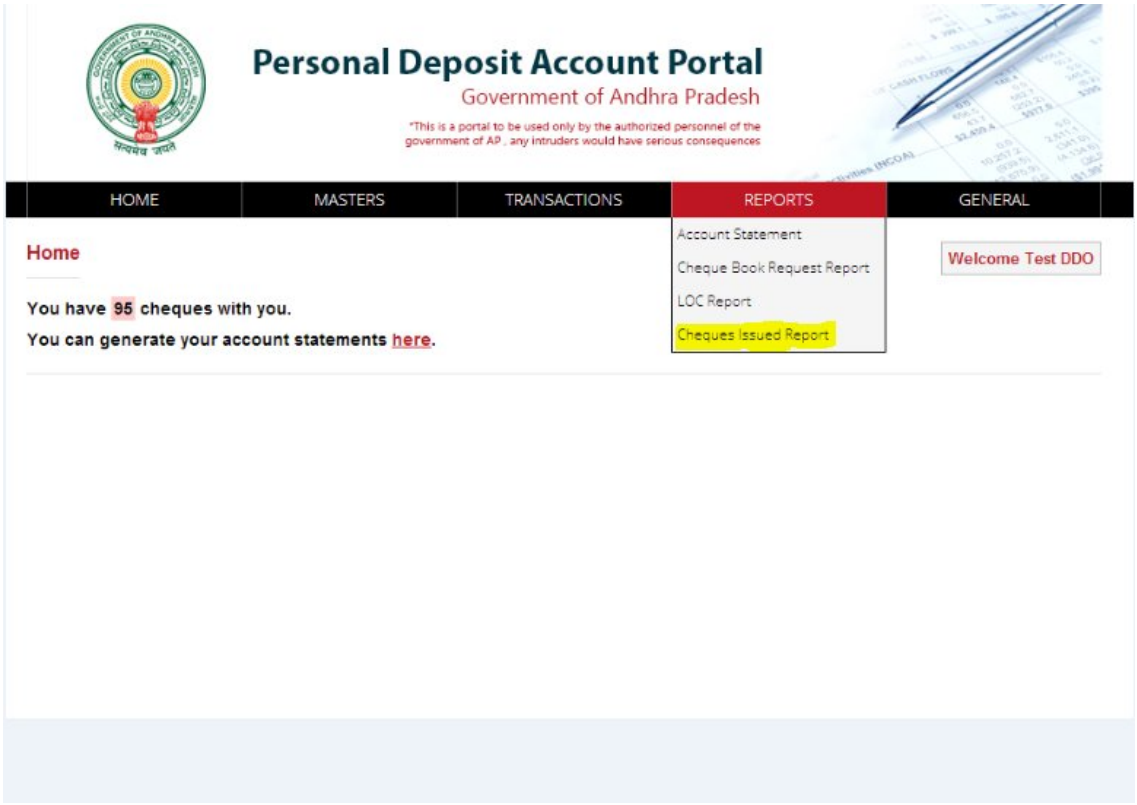


Select the Head of account:



Sno	Requested Amount	Granted Amount	Date	Reference No	Status	Remarks
1	12,000	12,000	16/09/2014	temploc123	Granted	None
2	10,00,000	10,00,000	16/09/2014		Granted	None
3	10,00,000	10,00,000	16/09/2014	LOCREF NO 2131/1/adqweqwe	Granted	None
4	100	-	17/09/2014	-	Pending	Error

To view the CHEQUES ISSUED REPORT, Go to “TRANSACTIONS” - > “Cheques issued report”



Personal Deposit Account Portal

Government of Andhra Pradesh

*This is a portal to be used only by the authorized personnel of the government of AP , any intruders would have serious consequences

HOME | MASTERS | TRANSACTIONS | REPORTS | GENERAL

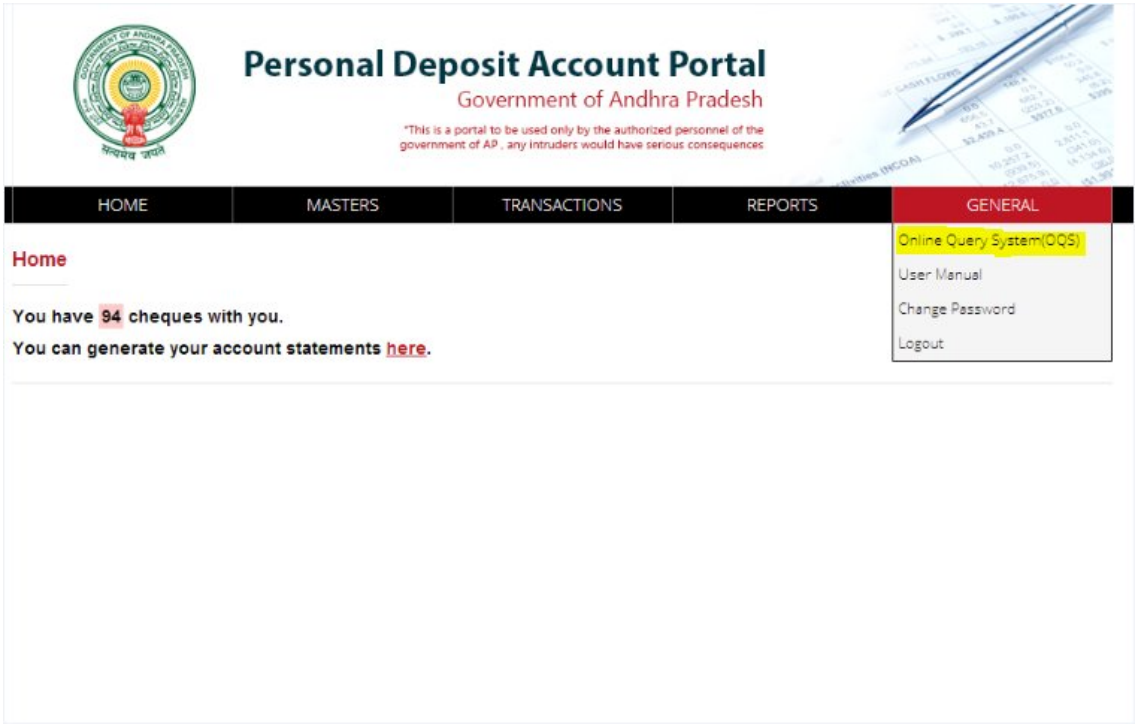
Cheques Issued Report

Welcome Test DDO

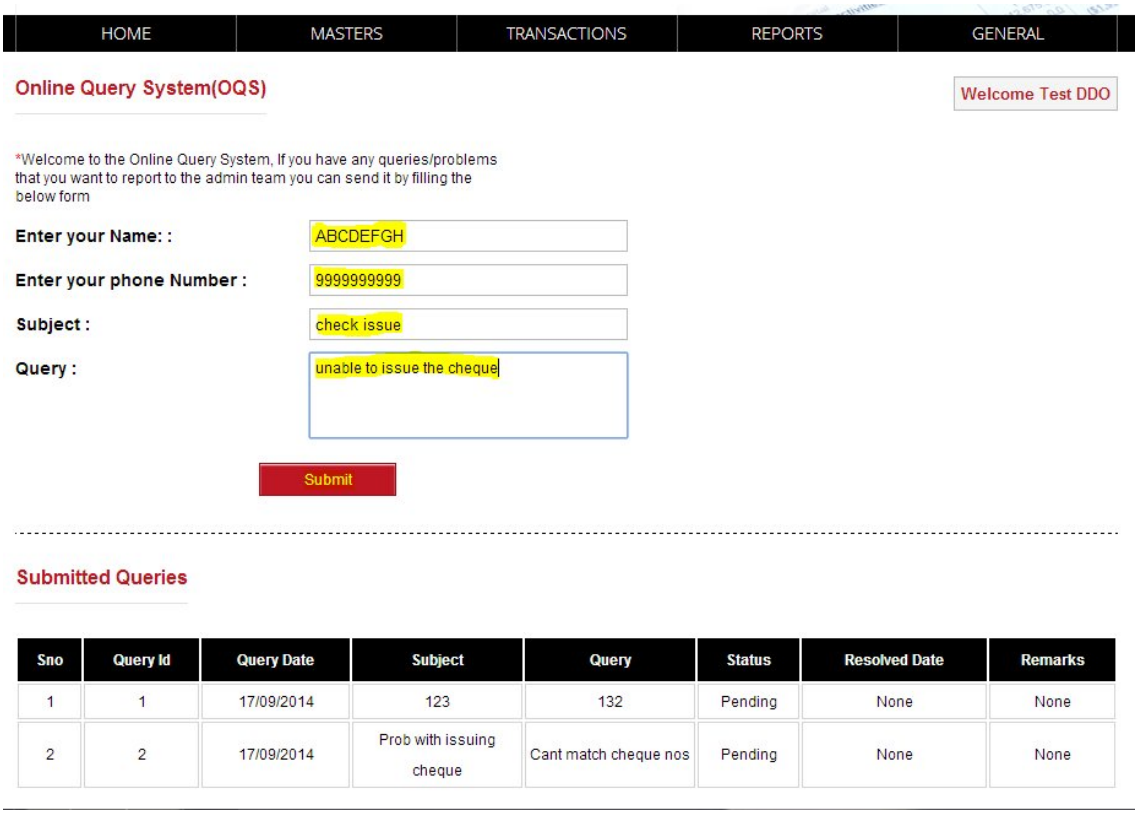
Sno	Cheque No	Head of Account	Date	Amount (In Rs)	Purpose	Party Name	Status	Remarks
1	1000011	84491011100091111111NVN	16/09/2014	10000	Payment for construction of water tank	Pixelvide	Payment Done	None
2	1000012	84491011100091111111NVN	16/09/2014	1000	Payment for construction of water tank	Pixelvide	Payment Done	None
3	1000013	84491011100091111111NVN	16/09/2014	10000	Payment of roads	Test	Payment Done	None
4	1000014	-	18/09/2014		-	-	Cheque Cancelled	Torn Leaf
5	1000015	84491011100091111111NVN	18/09/2014	121	100	Download	Cheque Rejected	qwe
6	1000016	84491011100091111111NVN	18/09/2014	10000	General	Pixelvide	Cheque pending with Bank	None
7	1000017	84491011100091111111NVN	29/09/2014	300000	Construction of water tank	Pixelvide	Cheque not received at bank	None
8	1000018	-	29/09/2014		-	-	Cheque Cancelled	The cheque leaf is physically damaged

Under “GENERAL”, the following options are available:

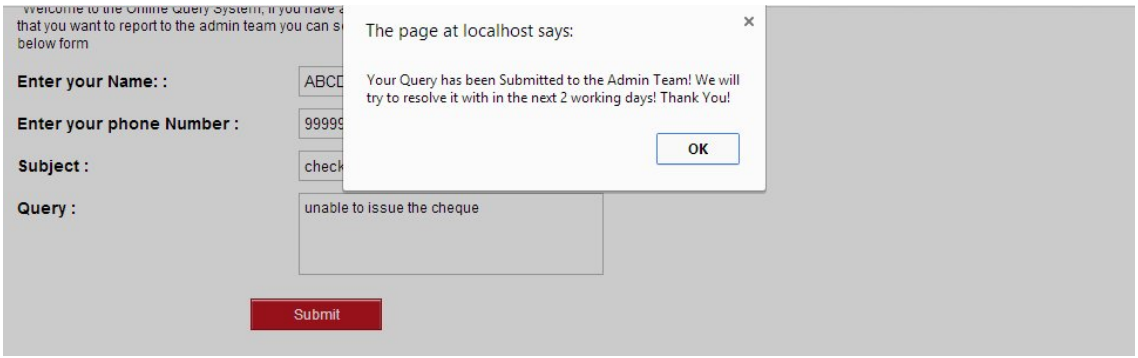
ONLINE QUERY SYSTEM (OQS) is an online support for all the queries. To report a problem, go to “GENERAL” -> OQS



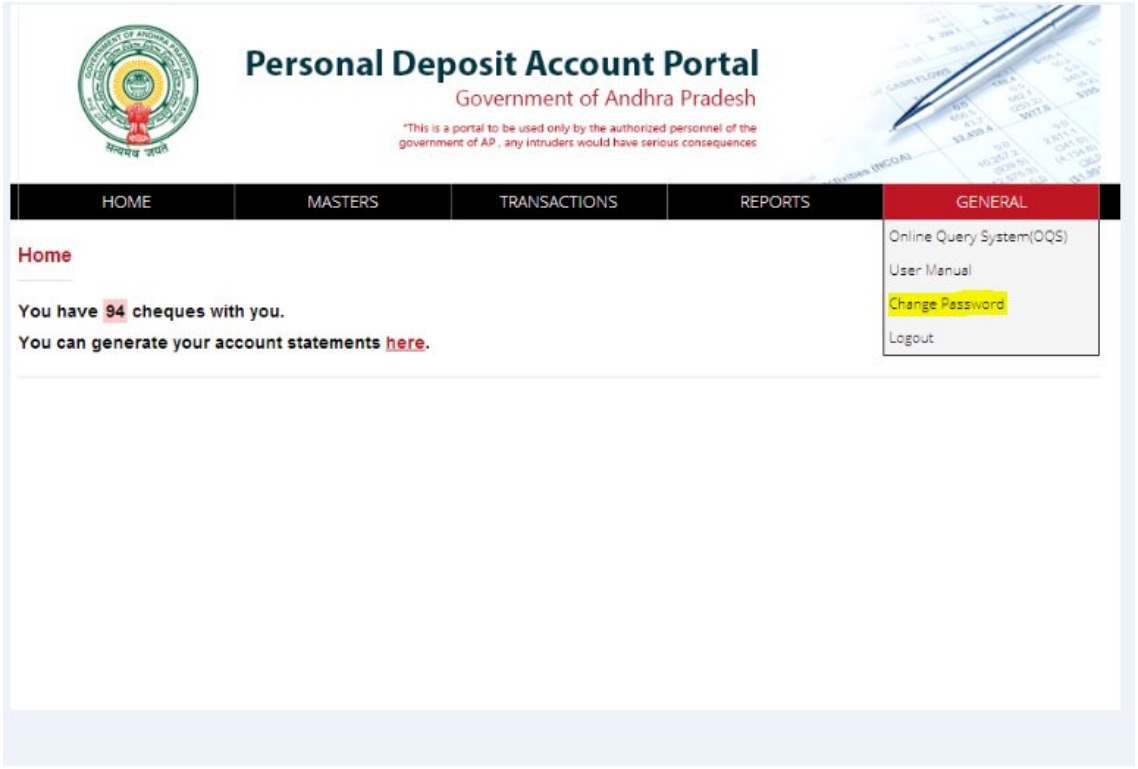
Describe the problem clearly and click on “SUBMIT”



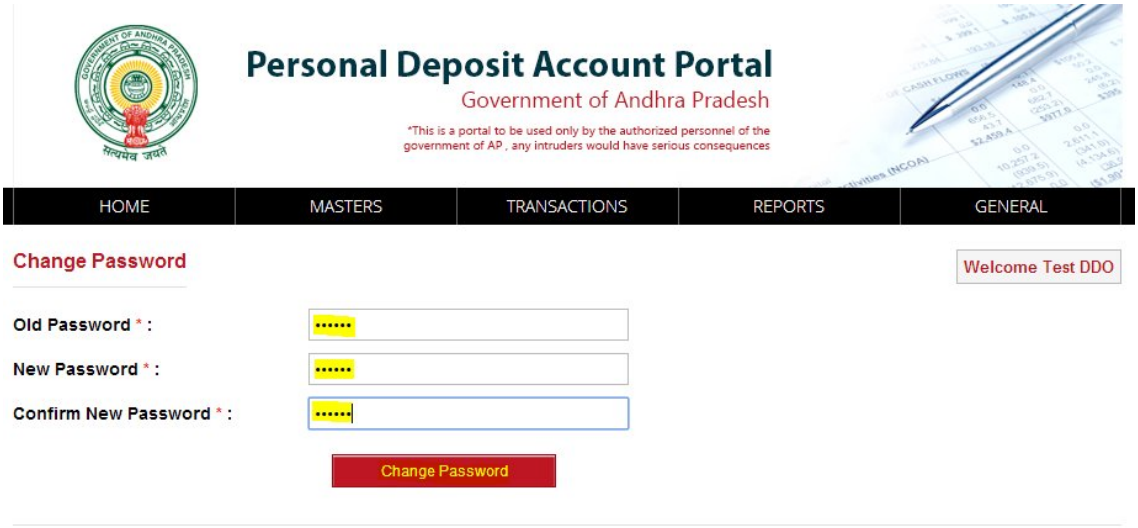
The issue will be resolved within the next two working days.



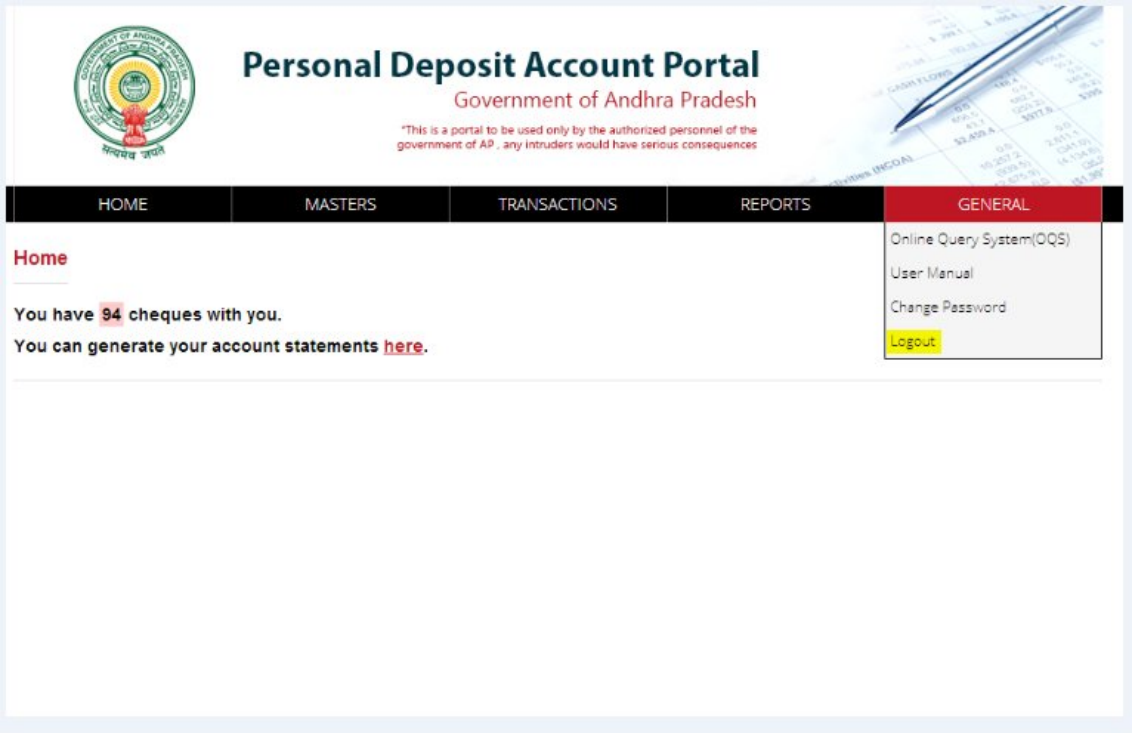
To change the password, Go to “MANUAL” -> “CHANGE PASSWORD”



Enter the old password and the new password below:



To Logout, Go to “GENERAL” -> “LOGOUT”.



THANK YOU