

# WELCOME TO PD ACCOUNT PORTAL USER MANUAL:

OFFICER:

Go to [www.aptreasury.gov.in](http://www.aptreasury.gov.in)



The screenshot displays the AP Treasury website. At the top, there is a header with the AP Treasury logo on the left and a 50th anniversary emblem on the right. Below the header is a navigation bar with links: Home, About Us, Services, Gallery, Map, Flood Relief, Contact Us, and StaffDetails. The main content area features a 'Services' sidebar on the left with a list of links: Treasury Operations, Ext Dept Operations, Net Services to public, Cyber Treasury, RTI Act, PRC FIXATION 2010, Challan Form, BILLS STATUS, NewCapitalDevelopmentFund, PD Accounts, and PAO BMS. In the center, a red text announcement reads: 'STATE BANK OF INDIA Gowliguda Branch Conduts GOVT of AP Transactions in HYDERABAD w.e.f 02-06-2014'. To the right of the announcement, there is a Norton Secured logo and two images of Indian currency notes (100 and 500 rupees).

**AP Treasury**

50th Anniversary

Home About Us Services Gallery Map Flood Relief Contact Us StaffDetails

**Services**

- Treasury Operations
- Ext Dept Operations
- Net Services to public
- Cyber Treasury
- RTI Act
- PRC FIXATION 2010
- Challan Form
- BILLS STATUS
- NewCapitalDevelopmentFund
- PD Accounts
- PAO BMS

**STATE BANK OF INDIA Gowliguda Branch Conduts GOVT of AP Transactions in HYDERABAD w.e.f 02-06-2014**

**Norton SECURED**  
powered by Symantec  
ABOUT SSL CERTIFICATES

100

500


Scroll down and click on "PD ACCOUNTS":

The screenshot shows the AP Treasury website with a blue navigation bar containing links: Home, About Us, Services, Gallery, Map, Flood Relief, Contact Us, and StaffDetails. Below the navigation bar, there is a 'Services' section with a list of links: Treasury Operations, Ext Dept Operations, Net Services to public, Cyber Treasury, RTI Act, PRC FIXATION 2010, Challan Form, BILLS STATUS, NewCapitalDevelopment, and PD Accounts (highlighted with a red arrow). To the right of the PD Accounts link, there is a red text overlay: "STATE BANK OF INDIA Gowliguda Branch Conduits GOVT of AP Transactions in HYDERABAD w.e.f 02-06-2014". Further right, there is a 'Norton SECURED' logo and a stack of Indian 1000 Rupee banknotes.

You will be directed to the PD ACCOUNT PORTAL:

The screenshot shows the Personal Deposit Account Portal website. The header features the Government of Andhra Pradesh logo, the title "Personal Deposit Account Portal", and the text "Government of Andhra Pradesh". Below the header, there is a navigation bar with links: HOME, LATEST NEWS, and CONTACT. The main content area is titled "Welcome to the Personal Deposit Accounts Web Portal" and contains a paragraph: "The Personal Deposits Accounts Portal is used by all the PD administrators, DTOs/STOs and banks who are involved in the functioning of the Personal Deposit Accounts. It is a consolidated application which acts as a platform to capture the functioning of the PD accounts in a transparent way." Below this text, there are three icons: a clipboard, a hierarchical organizational chart, and the Indian Rupee symbol (₹). To the right of the main content area, there is a "LOGIN" section with fields for "USER-ID:" and "PASSWORD:", a "SIGN IN" button, and a "Latest News" section with two paragraphs: "Please use the Online Query system to contact the admin team, all queries will be resolved in 2 working days!" and "Please read the user manual in your respective logins to understand all the features better".

LOGIN with the respective username and password:



## Personal Deposit Account Portal


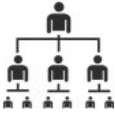

Government of Andhra Pradesh

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

HOMELATEST NEWSCONTACT

### Welcome to the Personal Deposit Accounts Web Portal

The Personal Deposits Accounts Portal is used by all the PD administrators, DTOs/STOs and banks who are involved in the functioning of the Personal Deposit Accounts. It is a consolidated application which acts as a platform to capture the functioning of the PD accounts in a transparent way.



#### LOGIN

USER-ID :

PASSWORD :

[SIGN IN](#)

#### Latest News

features better

HOME SCREEN:



## Personal Deposit Account Portal

Government of Andhra Pradesh

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HOMEMASTERSTRANSACTIONSREPORTSINVENTORYGENERAL

#### Home


Welcome DTO/STO

You have **1** requests for chequebooks.

You have **1** requests for LOC.

You have **0** cheques for confirmation.

To confirm the accounts, Go to MASTERS -> click on CONFIRM ACCOUNTS:



## Personal Deposit Account Portal

Government of Andhra Pradesh

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HOMEMASTERSTRANSACTIONSREPORTSINVENTORYGENERAL

Home

Welcome DTO/STO

You have 1 requests for chequebooks.  
You have 1 requests for LOC.  
You have 0 cheques for confirmation.

You can confirm the accounts by selecting them:

### Confirm Accounts

Welcome DTO/STO

Sno	DDO Code	DDO Designation	Head of Account	HOA Description	Date	Account Type	Account Category	Reference	Opening Balance	All
1	27023003003	sample	7777777777777777 7777NVN	sample	20/09/2014	LOC			1,00,000	<input checked="" type="checkbox"/>
2	27029009009	Sample	9999999999999999 9999NVN	Sample	25/09/2014	LOC	A	reference	1,00,000	<input checked="" type="checkbox"/>
3	123	12312	123112123121212 3123NVN	123	18/09/2014	NON-LOC			100	<input type="checkbox"/>


Remarks :

Correct

Confirm

Reject

To view the cheque book requests, Go to "TRANSACTIONS" -> Click on "Cheque Book Requests":



## Personal Deposit Account Portal

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HOMEMASTERSTRANSACTIONSREPORTSINVENTORYGENERAL

Home

Welcome DTO/STO

You have 1 requests for chequebooks.  
You have 1 requests for LOC.  
You have 0 cheques for confirmation.

Cheque Book Requests  
LOC Requests  
Cheques to be Authorized

You can either APPROVE them or REJECT them by selecting them:

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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**Cheque Book Requests** Welcome DTO/STO

Sno	Request User	DDO Code	Request Date	No of Leaves Requested	Book No	No of Leaves Granted	First Cheque No	Last Cheque No	Remarks	SA Recommendation	<input type="checkbox"/> All
1	VC & MD, SPORTS AUTH - AP	27022808001	18/09/2014	25	666	100	301	400		Approve	<input checked="" type="checkbox"/>

Remarks :

To view LOC Requests, Go to "TRANSACTIONS" and click on "LOC Requests"



## Personal Deposit Account Portal

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HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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**Home**

You have **1** requests for chequebooks.

You have **1** requests for LOC.

You have **0** cheques for confirmation.

- Cheque Book Requests
- LOC Requests**
- Cheques to be Authorized

Welcome DTO/STO

You can either APPROVE, REJECT or RETURN BACK TO SENIOR ACCOUNTANT by selecting the LOC:



HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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## LOC Requests

Welcome DTO/STO

Sno	Request User	DDO Code	Head of Account	Amount in Rs	Request Date	Amount Granted in Rs	Reference No	Remarks	SA Recommendation	All
1	Test DDO	27021001001	Deposits of Test PD ( 844910111100091 11111NVN )	100	17/09/2014	100	8745	Error	Approve	<input checked="" type="checkbox"/>

Remarks :


Approved

Approve

Reject

Return To SA

To authorize the cheques, Go to "TRANSACTIONS" -> click on "Cheques to be authorized":



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HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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**Home**

You have **1** requests for chequebooks.

You have **1** requests for LOC.

You have **0** cheques for confirmation.


Cheque Book Requests

LOC Requests

**Cheques to be Authorized**

Welcome DTO/STO

To view the account summary, Go to "REPORTS" and click on "Account Summary":



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HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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**Home**

You have **0** requests for chequebooks.

You have **0** requests for LOC.

You have **0** cheques for confirmation.

Account Statement

LOC Report

Cheque Book Report

Cheques Report

Welcome DTO/STO

Select all the required fields and click on "GENERATE ACCOUNT STATEMENT":



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Government of Andhra Pradesh

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HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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### Account Statement

Welcome DTO/STO

Select Pd Administrator : VC&MD, AP TR PRO CORP LTD - AP ( 27021316001 ▼

Select Head of Account : Deposits of APS TRADING CORPN. ( 8449001200067 ▼

Balance in Rs : 0

Select Month : Sep ▼

Select Year : 2014 ▼

Generate Account Statement

Click on the link below to download the account statement:

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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### Account Statement

Welcome DTO/STO

Select Pd Administrator : VC&MD, AP TR PRO CORP LTD - AP ( 27021316001 ▼

Select Head of Account : Deposits of APS TRADING CORPN. ( 8449001200067 ▼

Balance in Rs : 0

Select Month : Sep ▼

Select Year : 2014 ▼

Generate Account Statement

[http://localhost/pd/back/public/uploads/AccountStatement27021316001\\_8449001200067000000NVN.txt](http://localhost/pd/back/public/uploads/AccountStatement27021316001_8449001200067000000NVN.txt)

To view the LOC Report, Go to "REPORTS" and click on "LOC REPORTS":

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
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### Home

You have 0 requests for chequebooks.

You have 0 requests for LOC.

You have 0 cheques for confirmation.

Account Statement

LOC Report

Cheque Book Report

Cheques Report

Welcome DTO/STO

List of LOC reports will now appear on the screen:

### LOC Report

Welcome DTO/STO

Sno	Request User	Hoa	Requested Amount	Granted Amount	Date	Reference No	Status	Remarks
1	Test DDO(27021001001)	Deposits of Test PD(8449101110009 111111NVN)	12,000	12,000	16/09/2014	temploc123	Granted	None
2	Test DDO(27021001001)	Deposits of Test PD(8449101110009 111111NVN)	10,00,000	10,00,000	16/09/2014		Granted	None
3	Test DDO(27021001001)	Deposits of Test PD(8449101110009 111111NVN)	10,00,000	10,00,000	16/09/2014	LOCREF NO 2131/1/adqweqwe	Granted	None
4	Test DDO(27021001001)	Deposits of Test PD(8449101110009 111111NVN)	100	100	17/09/2014	8745	Granted	Approved

To view the cheque book report, Go to "TRANSACTIONS" -> click on "Cheque Book Report":

HOME
MASTERS
TRANSACTIONS
REPORTS
INVENTORY
GENERAL

Home

You have 0 requests for chequebooks.

You have 0 requests for LOC.

You have 0 cheques for confirmation.

Account Statement  
LOC Report  
Cheque Book Report  
Cheques Report

Welcome DTO/STO

The cheque book report will now appear on the screen:

### Cheque Book Report

Welcome DTO/STO

Sno	Request User	Request Date	No of Leaves Requested	Status	Issue Date	Book No	Starting No	Ending No	No of Leaves Granted	Remarks
1	Test DDO(27021001001)	16/09/2014	25	Granted	16/09/2014	1/abc	1000011	1000020	10	None
2	Test DDO(27021001001)	16/09/2014	25	Rejected	-	-	-	-	-	Wrong Book
3	COMM OF PROH & EXCISE - AP(27022304001)	17/09/2014	25	Granted	18/09/2014	567	201	250	50	None





To view Cheques report, Go to "TRANSACTIONS" and click on "Cheques Report"

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
<a href="#">Home</a> You have 0 requests for chequebooks. You have 0 requests for LOC. You have 0 cheques for confirmation.			Account Statement LOC Report Cheque Book Report <b>Cheques Report</b>	Welcome DTO/STO	

The cheques report will now appear on the screen:

Cheques Report										Welcome DTO/STO
Sno	Cheque No	Pd Admin	Head of Account	Date	Amount (in Rs)	Purpose	Party Name	Status	Remarks	
1	1000011	27021001001	84491011110009111111 NVN	16/09/2014	10000	Payment for construction of water tank	Pixelvide	Payment Done	None	
2	1000012	27021001001	84491011110009111111 NVN	16/09/2014	1000	Payment for construction of water tank	Pixelvide	Payment Done	None	
3	1000013	27021001001	84491011110009111111 NVN	16/09/2014	10000	Payment of roads	Test	Payment Done	None	


To ADD inventory, Go to "INVENTORY" and click on "ADD INVENTORY":

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
 <div> <b>Personal Deposit Account Portal</b>            Government of Andhra Pradesh  <small>*This is a portal to be used only by the authorized personnel of the government of AP, any intruders would have serious consequences</small> </div>					
<a href="#">Home</a> You have 0 requests for chequebooks. You have 0 requests for LOC. You have 0 cheques for confirmation.			Add Inventory <b>View Inventory</b>		Welcome DTO/STO

Enter the Book Number, First cheque number and Last cheque number – click on “ADD”:

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
<b>Add Inventory</b>					Welcome DTO/STO
Book No :	<input type="text" value="10001"/>				
Enter First Cheque No. :	<input type="text" value="10000001"/>				
Enter Last Cheque No. :	<input type="text" value="10000025"/>				
Number of Cheque Leaves :	<input type="text" value="25"/>				
<input type="button" value="Add"/>					

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTO
<b>Add Inventory</b>				
Book No :	<input type="text" value="10001"/>			
Enter First Cheque No. :	<input type="text" value="10000001"/>			
Enter Last Cheque No. :	<input type="text" value="10000025"/>			
Number of Cheque Leaves :	<input type="text" value="25"/>			
<input type="button" value="Add"/>				



## Personal

The page at localhost says:  
Inventory Added

To know the availability of the cheque books, Go to “INVENTORY” and click on “VIEW INVENTORY”:

HOME	MASTERS	TRANSACTIONS	REPORTS	INVENTORY	GENERAL
<b>Personal Deposit Account Portal</b> Government of Andhra Pradesh <small>*This is a portal to be used only by the authorized personnel of the government of AP, any intruders would have serious consequences</small>					Welcome DTO/STO
<b>Home</b>					<input type="button" value="Add Inventory"/> <input type="button" value="View Inventory"/>
You have 0 requests for chequebooks.					
You have 0 requests for LOC.					
You have 0 cheques for confirmation.					



## Personal Deposit Account Portal

Government of Andhra Pradesh

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HOME

MASTERS

TRANSACTIONS

REPORTS

INVENTORY

GENERAL

View Inventory

Welcome DTO/STO

25 Leaves

Total No. of Books left: 0

List of books left - 25 leaves

Sno.	Book No.	First Chq No.	Last Chq No.	Used
1	10001	10000001	10000025	Available

50 Leaves

Total No. of Books left: 0

List of books left - 50 leaves

Sno.	Book No.	First Chq No.	Last Chq No.	Used
1	567	201	250	Used

100 Leaves

Total No. of Books left: 0

List of books left - 100 leaves

Sno.	Book No.	First Chq No.	Last Chq No.	Used
1	345	101	200	Used
2	666	301	400	Used

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



## Personal Deposit Account Portal

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HOME

MASTERS

TRANSACTIONS

REPORTS

INVENTORY

GENERAL

Home

You have 0 requests for chequebooks.

You have 0 requests for LOC.

You have 0 cheques for confirmation.

Online Query System

Change Password

Logout

Describe the problem clearly and click on "SUBMIT":



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HOME

MASTERS

TRANSACTIONS

REPORTS

INVENTORY

GENERAL

## Online Query System(OQS)

Welcome DTO/STO

\*Welcome to the Online Query System, If you have any queries/problems that you want to report to the admin team you can send it by filling the below form

Enter your Name: :

XXXXX XXXXX

Enter your phone Number :

XXXXXXXXXX

Subject :

Inventory

Query :

Unable to add inventory

Submit

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

To change the password, Go to "GENERAL" -> and click on "CHANGE PASSWORD"



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HOME

MASTERS

TRANSACTIONS

REPORTS

INVENTORY

GENERAL

## Home

You have 0 requests for chequebooks.

You have 0 requests for LOC.


You have 0 cheques for confirmation.

Online Query System

Change Password

Logout

Enter both OLD and NEW password, then click on "Change Password":



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HOMEMASTERSTRANSACTIONSREPORTSINVENTORYGENERAL

Change Password

Welcome DTO/STO

Old Password \* :

New Password \* :

Confirm New Password \* :

Change Password

To LOG OUT, Go to "GENERAL" -> and click on "LOG OUT"



## Personal Deposit Account Portal

Government of Andhra Pradesh

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HOMEMASTERSTRANSACTIONSREPORTSINVENTORYGENERAL

Home

You have 0 requests for chequebooks.

You have 0 requests for LOC.

You have 0 cheques for confirmation.

Online Query System

Change Password

Logout

THANK YOU