

# WELCOME TO PD ACCOUNT PORTAL USER MANUAL:

## ACCOUNTANT:

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



The screenshot displays the AP Treasury Portal homepage. At the top, there is a header with the AP Treasury logo on the left and a 50th Anniversary badge 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. On the right side of the main content area, there is a 'AP Treasury' logo, a Norton Secured badge, and a news snippet titled 'STATE BANK OF INDIA Gowliguda Branch Conduits GOVT of AP Transactions in HYDERABAD w.e.f 02-06-2014' accompanied by an image of Indian currency notes.

**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

**AP Treasury**

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

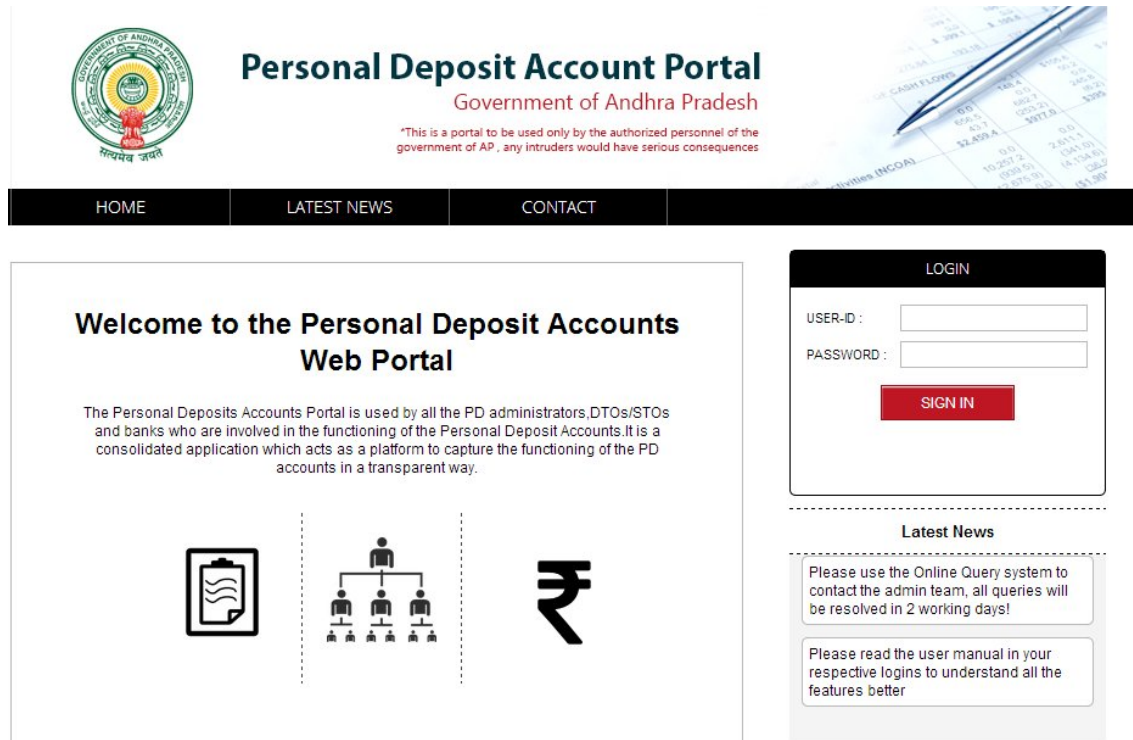
**STATE BANK OF INDIA Gowliguda Branch Conduits GOVT of AP Transactions in HYDERABAD w.e.f 02-06-2014**

Scroll down and click on “PD ACCOUNTS”:




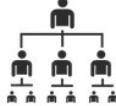

The screenshot shows the State Bank of India website. The top navigation bar includes links: Home, About Us, Services, Gallery, Map, Flood Relief, Contact Us, and StaffDetails. The 'Services' dropdown menu is open, listing various services. The 'PD Accounts' link is circled in blue, and a large red arrow points to it. To the right of the menu, there is a banner for 'AP Treasury' with a 'Norton SECURED' logo and a text overlay: 'STATE BANK OF INDIA Gowliguda Branch Conduts GOVT of AP Transactions in HYDERABAD w.e.f 02-06-2014'. Below the banner is an image of Indian currency notes.

You will be directed to the PD ACCOUNT PORTAL:





The screenshot shows the 'Personal Deposit Account Portal' for the Government of Andhra Pradesh. The header includes the Government of Andhra Pradesh logo, the portal title, and a disclaimer: 'This is a portal to be used only by the authorized personnel of the government of AP, any intruders would have serious consequences'. The navigation bar has links: HOME, LATEST NEWS, and CONTACT. The main content area is titled 'Welcome to the Personal Deposit Accounts Web Portal' and includes a description of the portal's purpose. Below the text are three icons: a clipboard, a hierarchical organizational chart, and the Indian Rupee symbol (₹). On the right side, there is a 'LOGIN' section with fields for 'USER-ID' and 'PASSWORD', and a 'SIGN IN' button. Below the login section is a 'Latest News' section with two messages: '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 USER ID and PASSWORD:

HOME	LATEST NEWS	CONTACT
<div><h2>Welcome to the Personal Deposit Accounts Web Portal</h2><p>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.</p><div></div></div>		
<div><h3>LOGIN</h3><p>USER-ID : <input type="text" value="2702"/></p><p>PASSWORD : <input type="password" value="*****"/></p><p><b>SIGN IN</b></p></div>		
<div><h3>Latest News</h3><p>Please use the Online Query system to contact the admin team, all queries will be resolved in 2 working days!</p><p>Please read the user manual in your respective logins to understand all the features better</p></div>		

The Home screen:

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
<div><h2>Personal Deposit Account Portal</h2><p>Government of Andhra Pradesh</p><p><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></p></div> <div></div>				
<div><h3>Home</h3><p><b>Welcome Senior Accountant</b></p><p>You have <b>5</b> requests for chequebooks.</p><p>You have <b>1</b> requests for LOC.</p><p>You have <b>0</b> cheques for confirmation.</p></div>				

To Create an account, Go to: "MASTERS" -> "CREATE ACCOUNT"



**Personal Deposit Account Portal**  
Government of Andhra Pradesh

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HOME MASTERS TRANSACTIONS REPORTS GENERAL

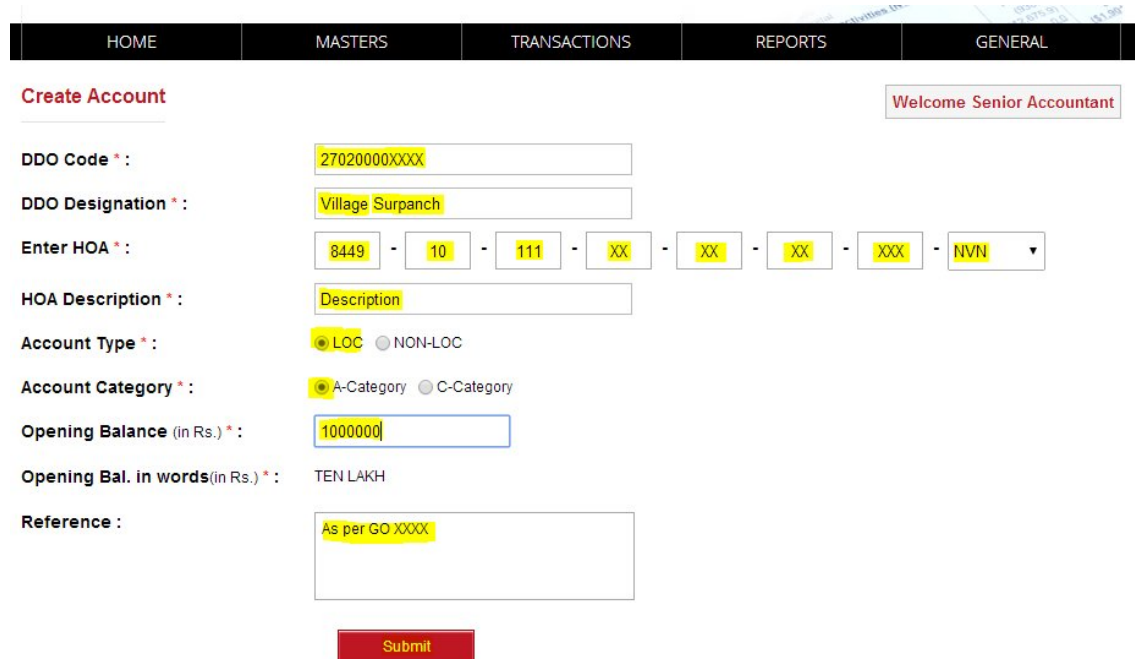
Create Account

Home

Welcome Senior Accountant

You have **5** requests for chequebooks.  
You have **1** requests for LOC.  
You have **0** cheques for confirmation.

Enter all the details and click on SUBMIT to create an account:



HOME MASTERS TRANSACTIONS REPORTS GENERAL

Create Account

Welcome Senior Accountant

DDO Code \* : 27020000XXXX

DDO Designation \* : Village Surpanch

Enter HOA \* : 8449 - 10 - 111 - XX - XX - XX - XXX - NVN

HOA Description \* : Description

Account Type \* : ☒ LOC ☐ NON-LOC

Account Category \* : ☒ A-Category ☐ C-Category

Opening Balance (in Rs.) \* : 1000000

Opening Bal. in words(in Rs.) \* : TEN LAKH

Reference : As per GO XXXX

Submit

Under TRANSACTIONS, the following options are available:

The screenshot shows a navigation bar with five tabs: HOME, MASTERS, TRANSACTIONS, REPORTS, and GENERAL. The TRANSACTIONS tab is selected and highlighted in red. A dropdown menu is open under TRANSACTIONS, showing three options: 'Cheque Book Requests', 'LOC Requests', and 'Cheques List'. On the left side of the page, under the 'Home' heading, there are three status messages: 'You have 5 requests for chequebooks.', 'You have 1 requests for LOC.', and 'You have 0 cheques for confirmation.'. On the right side, there is a 'Welcome Senior Accountant' message.

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
<b>Home</b>				
You have 5 requests for chequebooks.				
You have 1 requests for LOC.				
You have 0 cheques for confirmation.				

Cheque Book Requests

LOC Requests

Cheques List

Welcome Senior Accountant

To view for cheque book requests, click on either of the two links:

This screenshot is identical to the previous one, but with two red arrows added. One arrow points to the 'Cheque Book Requests' link in the dropdown menu, and the other points to the 'LOC Requests' link. The 'Cheque Book Requests' link is highlighted in yellow.

Click on view to view the check book request:

The screenshot shows the 'Cheque Book Requests' page. At the top, there is a navigation bar with tabs: HOME, MASTERS, TRANSACTIONS, REPORTS, and GENERAL. The TRANSACTIONS tab is selected. Below the navigation bar, the page title 'Cheque Book Requests' is displayed on the left, and a 'Welcome Senior Accountant' message is on the right. The main content area contains a table with 5 columns: Sno, Request User, DDO Code, No of Leaves, Request Date, and View. There are 5 rows of data. The 'View' column contains blue hyperlinks. The first 'View' link is circled in red.

Sno	Request User	DDO Code	No of Leaves	Request Date	View
1	COMM & DFO OF APVVP - AP	27020909001	25	20/09/2014	<a href="#">View</a>
2	SECY, APSWRE INST SOC - AP	27022409001	25	24/09/2014	<a href="#">View</a>
3	DIR OF MINES & GEOLOGY - AP	27021307001	25	24/09/2014	<a href="#">View</a>
4	SECY, MJPAPBCWREI SOCIETY - AP	27022503001	100	24/09/2014	<a href="#">View</a>
5	MISSION DIR, MEPMA - AP	27021802002	25	29/09/2014	<a href="#">View</a>

You can either "Approve" or "Reject" the request for the cheque book. Enter the relevant information and forward it to DTO/STO.

NOTE: On the right side of the page, you will find the existing cheque book Inventory.

### Issue Cheque Book

Welcome Senior Accountant

Request User : COMM & DFO OF APVVP - AP  
DDO Code : 27020909001  
Request Date : 20/09/2014  
No of Leaves requested : 25  
No of Leaves left with user : 0

☒ Approve Request ☐ Reject Request

Enter Book No \* : 10001  
Enter First Cheque No \* : 10000001  
Enter Last Cheque No \* : 10000025  
Number of leaves : 25  
Remarks : issued

Sir,

As per your request, I am hereby approving your request and forwarding it to the Treasury Officer.

Regards

Senior Accountant

Forward to DTO/STO

## INVENTORY



### Existing Cheque Book Inventory

#### 25 LEAVES:

No of books left: 1

Latest Book No.: 10001

First Cheque No.: 10000001

Last Cheque No.: 10000025

#### 50 LEAVES:

No of books left: 0

Latest Book No.: -

First Cheque No.: -

Last Cheque No.: -

#### 100 LEAVES:

No of books left: 0

Latest Book No.: -



To view for LOC requests, click on either of the two links:

**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

**Home**

You have 5 requests for chequebooks.  
You have 1 requests for LOC.  
You have 0 cheques for confirmation.

Welcome Senior Accountant

LOC Requests

Click on "VIEW" to view the LOC requests from the list:

**Personal Deposit Account Portal**  
Government of Andhra Pradesh

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HOME MASTERS TRANSACTIONS REPORTS GENERAL

**LOC Requests**

Welcome Senior Accountant

Sno	Request User	DDO Code	Head of Account	Amount (in Rs.)	Request Date	View
1	Test DDO	27021001001	Deposits of Test PD ( 8449101110009111111NVN )	100	17/09/2014	<a href="#">View</a>

You can either "Approve" or "Reject" the request for the LOC. Enter the relevant information and forward it to DTO/STO.

**Issue LOC**

Welcome Senior Accountant

**Request User :** Test DDO  
**DDO Code :** 27021001001  
**Head of Account :** Deposits of Test PD ( 8449101110009111111NVN )  
**Current Balance (in Rs.) :** 9,99,58,395  
**Existing Loc (in Rs.) :** 19,70,395  
**Request Amount (in Rs.) :** 100  
**Request Date :** 17/09/2014

☒ Approve Request ☐ Reject Request

**Issue Amount (in Rs.) :**   
**Reference No :**   
**Remarks :**

Sir,

As per your request, I am hereby approving your LOC request and forwarding it to the Treasury Officer for the above mentioned amount.

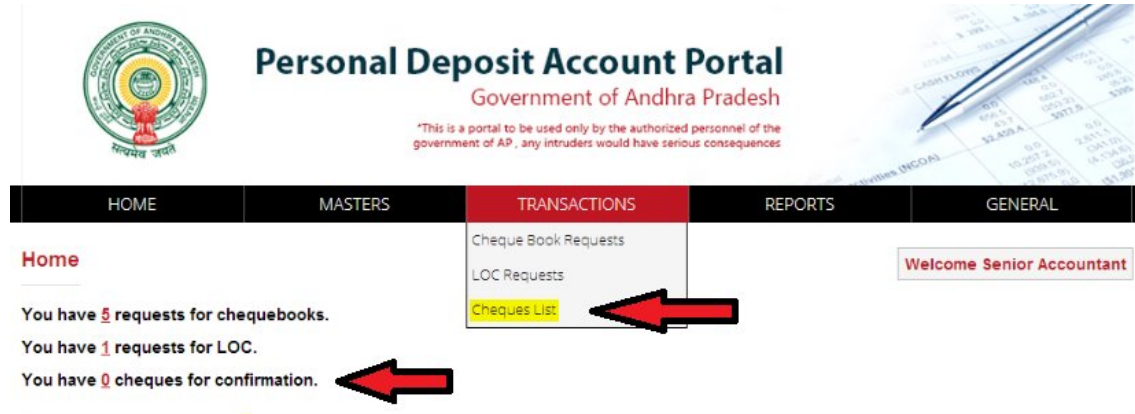
Regards

Senior Accountant

Forward to DTO/STO



To view the cheque list, click on either of the following links:



**Personal Deposit Account Portal**  
Government of Andhra Pradesh

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HOME MASTERS **TRANSACTIONS** REPORTS GENERAL

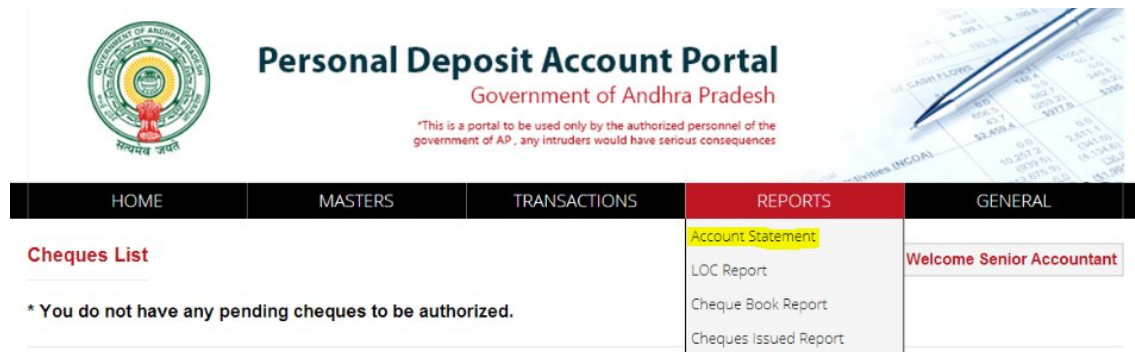
**Home**

You have **5** requests for chequebooks.  
You have **1** requests for LOC.  
You have **0** cheques for confirmation.

Cheque Book Requests  
LOC Requests  
**Cheques List**

Welcome Senior Accountant

To view the Account statement, Go to "REPORTS" -> click on "Account Statement":



**Personal Deposit Account Portal**  
Government of Andhra Pradesh

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HOME MASTERS TRANSACTIONS **REPORTS** GENERAL

**Cheques List**

\* You do not have any pending cheques to be authorized.

Account Statement  
LOC Report  
Cheque Book Report  
Cheques Issued Report

Welcome Senior Accountant



Select all the fields and click on GENERATE ACCOUNT STATEMENT:

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
<b>Account Statement</b>				Welcome Senior Accountant
Select Pd Administrator :	COMM & DFO OF APVVP - AP ( 27020909001 ) ▼			
Select Head of Account :	Deposits of APS VAIDYA VIDHANA PARISHAD ( 844 ▼			
Balance in Rs :	0			
Select Month :	Sep ▼			
Select Year :	2014 ▼			
<b>Generate Account Statement</b>				

Upon clicking on GENERATE ACCOUNT STATEMENT, a link will appear helps to download the account statement.

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
<b>Account Statement</b>				Welcome Senior Accountant
Select Pd Administrator :	COMM & DFO OF APVVP - AP ( 27020909001 ) ▼			
Select Head of Account :	Deposits of APS VAIDYA VIDHANA PARISHAD ( 844 ▼			
Balance in Rs :	0			
Select Month :	Sep ▼			
Select Year :	2014 ▼			
<b>Generate Account Statement</b>				
<a href="http://localhost/pd/back/public/uploads/AccountStatement27020909001_8449001200061000000NVN.txt">http://localhost/pd/back/public/uploads/AccountStatement27020909001_8449001200061000000NVN.txt</a>				

To view LOC REPORT, Go to "REPORTS" and click on "LOC report":

HOME	MASTERS	TRANSACTIONS	REPORTS	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>				
<b>Cheques List</b>		Welcome Senior Accountant		
<b>* You do not have any pending cheques to be authorized.</b>		Account Statement		
		<b>LOC Report</b>		
		Cheque Book Report		
		Cheques Issued Report		


LOC reports:

LOC Report

Welcome Senior Accountant

Sno	Request User	Hoa	Requested Amount	Granted Amount	Date	Reference No	Status	Remarks
1	Test DDO(27021001001)	Deposits of Test PD(8449101110009111111NVN)	12,000	12,000	16/09/2014	temploc123	Granted	None
2	Test DDO(27021001001)	Deposits of Test PD(8449101110009111111NVN)	10,00,000	10,00,000	16/09/2014		Granted	None
3	Test DDO(27021001001)	Deposits of Test PD(8449101110009111111NVN)	10,00,000	10,00,000	16/09/2014	LOCREF NO 2131/1/adqweqwe	Granted	None
4	Test DDO(27021001001)	Deposits of Test PD(8449101110009111111NVN)	100	-	17/09/2014	-	Pending	Error


To view the cheque book report, Go to "REPORTS" and click on "Cheque Book Report"



Personal Deposit Account Portal

Government of Andhra Pradesh

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HOMEMASTERSTRANSACTIONSREPORTSGENERAL

Cheques List

\* You do not have any pending cheques to be authorized.

Account Statement

LOC Report

Cheque Book Report

Cheques Issued Report

Welcome Senior Accountant


Check book Report:

**Cheque Book Report**

Welcome Senior Accountant

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(2702100 1001)	16/09/2014	25	Granted	16/09/2014	1/abc	1000011	1000020	10	None
2	Test DDO(2702100 1001)	16/09/2014	25	Rejected	-	-	-	-	-	Wrong Book
3	COMM OF PROH & EXCISE - AP(270223040 01)	17/09/2014	25	Granted	18/09/2014	567	201	250	50	None
4	TEST(2702100 2001)	18/09/2014	25	Granted	18/09/2014	345	101	200	100	None

To view the cheque book report, Go to "REPORTS" and click on "Cheques Issued Report"



## Personal Deposit Account Portal

Government of Andhra Pradesh

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HOMEMASTERSTRANSACTIONSREPORTSGENERAL

**Cheques List**

\* You do not have any pending cheques to be authorized.

Account Statement

LOC Report

Cheque Book Report

**Cheques Issued Report**

Welcome Senior Accountant

## Cheques Issued Report:

### Cheques Report

Welcome Senior Accountant

Sno	Cheque No	Pd Admin	Head of Account	Date	Amount (in Rs)	Purpose	Party Name	Status	Remarks
1	1000011	27021001001	84491011100091111 11NVN	16/09/2014	10000	Payment for construction of water tank	Pixelvide	Payment Done	None
2	1000012	27021001001	84491011100091111 11NVN	16/09/2014	1000	Payment for construction of water tank	Pixelvide	Payment Done	None
3	1000013	27021001001	84491011100091111 11NVN	16/09/2014	10000	Payment of roads	Test	Payment Done	None
4	1000015	27021001001	84491011100091111 11NVN	18/09/2014	121	100	<a href="#">Download</a>	Cheque Rejected	qwe
5	1000016	27021001001	84491011100091111 11NVN	18/09/2014	10000	General	Pixelvide	Cheque sent to bank.Waiting for payment	None
6	101	27021002001	20550000100000000 00NVN	18/09/2014	100	General	Pixelvide	Cheque sent to bank.Waiting for payment	None

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



## Personal Deposit Account Portal

Government of Andhra Pradesh

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HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
------	---------	--------------	---------	---------

**Home**

You have **5** requests for chequebooks.

You have **1** requests for LOC.

You have **0** cheques for confirmation.

**Online Query System(OQS)**

Change Password

Logout

Describe the problem clearly and click on "SUBMIT"

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
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**Online Query System(OQS)**

Welcome Senior Accountant

\*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 :**

**Enter your phone Number :**

**Subject :**

**Query :**

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

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

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
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**Home**

Online Query System(OQS)  
Change Password  
Logout

You have 5 requests for chequebooks.

You have 1 requests for LOC.

You have 0 cheques for confirmation.

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

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL
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**Change Password**

Welcome Senior Accountant

**Old Password \* :**

**New Password \* :**

**Confirm New Password \* :**



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

HOMEMASTERSTRANSACTIONSREPORTSGENERAL

Home

You have 5 requests for chequebooks.

You have 1 requests for LOC.

You have 0 cheques for confirmation.

Online Query System(QQS)

Change Password

Logout

THANK YOU