WELCOME TO PD ACCOUNT PORTAL USER MANUAL:

ACCOUNTANT:

Go to www.aptreasury.gov.in

Scroll down and click on "PD ACCOUNTS":
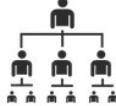
You will be directed to the PD ACCOUNT PORTAL:

LOGIN with the respective USER ID and PASSWORD:

The Home screen:

To Create an account, Go to: "MASTERS" -> "CREATE ACCOUNT"
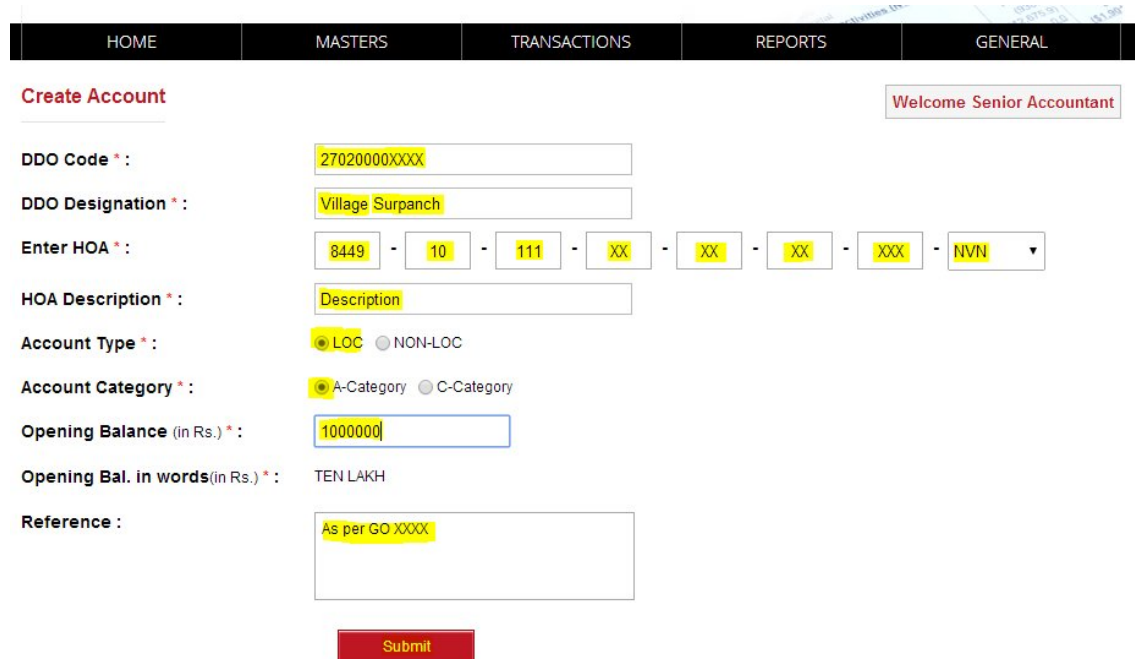
Enter all the details and click on SUBMIT to create an account:

Under TRANSACTIONS, the following options are available:

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

Click on view to view the check book request:

Cheque Book Requests

Welcome Senior Accountant

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

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

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

INVENTORY

⦿ 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

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:

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

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

Issue LOC

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.) :	100
Reference No :	Enter the LOC reference number
Remarks :	Error

Sir,

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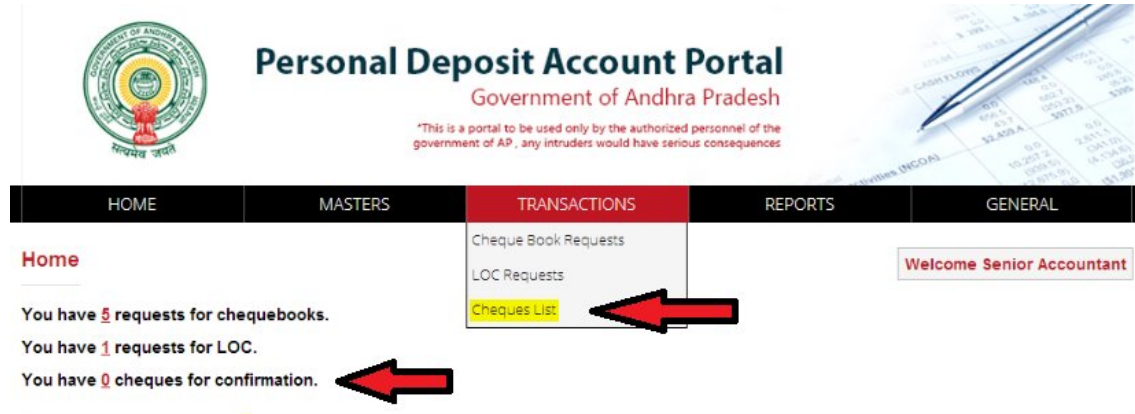
Regards

Senior Accountant

Forward to DTO/STO

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

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

Select all the fields and click on GENERATE ACCOUNT STATEMENT:

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL

Account Statement

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 ▼

Generate Account Statement

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

Account Statement

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 ▼

Generate Account Statement

http://localhost/pd/back/public/uploads/AccountStatement27020909001_8449001200061000000NVN.txt

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

Account Statement
LOC Report
Cheque Book Report
Cheques Issued Report

Welcome Senior Accountant

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

LOC reports:

Sno	Request User	Hoa	Requested Amount	Granted Amount	Date	Reference No	Status	Remarks
1	Test DDO(2702100100 1)	Deposits of Test PD(84491011100 09111111NVN)	12,000	12,000	16/09/2014	temploc123	Granted	None
2	Test DDO(2702100100 1)	Deposits of Test PD(84491011100 09111111NVN)	10,00,000	10,00,000	16/09/2014		Granted	None
3	Test DDO(2702100100 1)	Deposits of Test PD(84491011100 09111111NVN)	10,00,000	10,00,000	16/09/2014	LOCREF NO 2131/1/adqweqwe	Granted	None
4	Test DDO(2702100100 1)	Deposits of Test PD(84491011100 09111111NVN)	100	-	17/09/2014	-	Pending	Error

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

Check book Report:

Cheque Book Report

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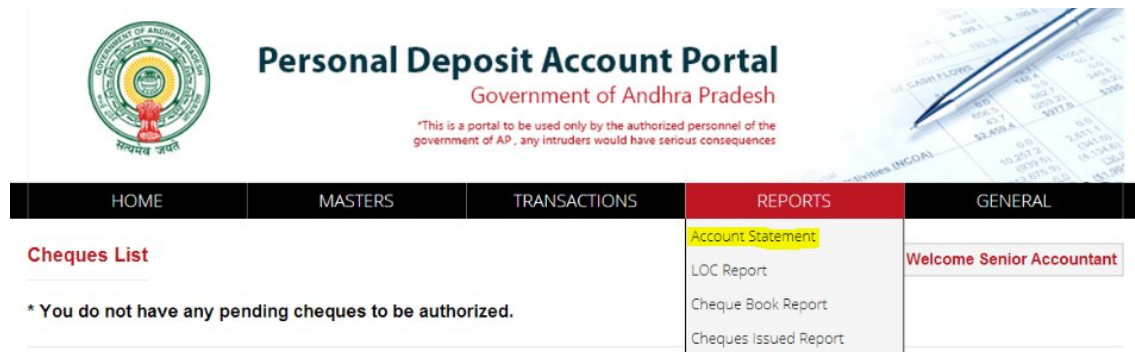
HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL

Account Statement

LOC Report

Cheques List

Cheque Book Report

Cheques Issued Report

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

Cheques Issued Report:

Sno	Cheque No	Pd Admin	Head of Account	Date	Amount (in Rs)	Purpose	Party Name	Status	Remarks
1	1000011	27021001001	844910111000911111 11NVN	16/09/2014	10000	Payment for construction of water tank	Pixelvide	Payment Done	None
2	1000012	27021001001	844910111000911111 11NVN	16/09/2014	1000	Payment for construction of water tank	Pixelvide	Payment Done	None
3	1000013	27021001001	844910111000911111 11NVN	16/09/2014	10000	Payment of roads	Test	Payment Done	None
4	1000015	27021001001	844910111000911111 11NVN	18/09/2014	121	100	Download	Cheque Rejected	qwe
5	1000016	27021001001	844910111000911111 11NVN	18/09/2014	10000	General	Pixelvide	Cheque sent to bank.Waiting for payment	None
6	101	27021002001	205500001000000000 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

*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 |

Online Query System(OQS)
Change Password
Logout

Home

You have 5 requests for chequebooks.

You have 1 requests for LOC.

You have 0 cheques for confirmation.

Describe the problem clearly and click on "SUBMIT"

| HOME | MASTERS | TRANSACTIONS | REPORTS | GENERAL |

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: : XXXXXX

Enter your phone Number : XXXXXXXXXX

Subject : Cheque book report

Query : Not able to see the reports

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"

| HOME | MASTERS | TRANSACTIONS | REPORTS | GENERAL |

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 |

Change Password

Welcome Senior Accountant

Old Password * : ••••••

New Password * : ••••••••

Confirm New Password * : ••••••••

Change Password

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

HOME	MASTERS	TRANSACTIONS	REPORTS	GENERAL

Online Query System(OQS)

Change Password

Logout

Home

You have **5** requests for chequebooks.

You have **1** requests for LOC.

You have **0** cheques for confirmation.

THANK YOU