

### 3.7. Accrual Based Double Entry System

The accounting system being followed in Municipalities is different from the normal accounting system followed in commercial practice. The accounting system is designed to seamlessly record the entire financial transactions taking place in various departments of the municipalities

The main feature of the financial accounting module is:

- Accrual accounting
- Assets/ Liability recording
- To record all receipts from different modes of payment
- To record all payments
- To generate all records required under the law
- To generate statements required by various authorities for budgeting and decision making
- To maintain accounts required under the law

#### **Indicative sub-modules are:**

- Revenue and Receivables
- Purchases and Payables
- Inventories
- Cash and Bank
- Closing of Accounts
- Budgeting
- Cost Management Procedures
- Investments
- Year End Adjustments
- Integrated Payment Gateway
- General Ledger and Cash module
- Receipt Module
- Assets Module
- Budget Module
- Reporting module

#### **3.7.1 Financial Year**

3.7.1.1	The system should allow user to define fiscal year
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3.7.1.2	The system should provide the facility to close the accounting to any particular year as and when needed
3.7.1.3	The system should have Flexibility to define fiscal year including start month and end month
3.7.1.4	The system should have provision for separate logical periods for annual closing activities
3.7.1.5	The system should allow closing of fiscal periods to restrict transaction posting
3.7.1.6	The system should allow keeping multiple periods open across financial years or within financial year
3.7.1.7	The system should have ability to reopen closed period, subject to valid authorization
3.7.1.8	The system should allow adding, editing and viewing provision on this form
3.7.1.9	The system should generate closing exception reports before year-end
3.7.1.10	The system should ensure at year-end close all entries are in balance and all periods have been closed
3.7.1.11	The system should carry forward prior year-end account balances to new fiscal year as beginning balances during year-end close
3.7.1.12	The system should allow previous financial year entry after next financial year entry. Once system has information for multiple years in a single organization system can allow user to toggle between different financial years

### 3.7.2 Chart of Accounts

3.7.2.1	The System should have a facility to configure Chart of Accounts
3.7.2.2	The system should allow user to define Chart of Account on each organization level
3.7.2.3	The hierarchy and codification will be independent for all child organizations
3.7.2.4	The system should allow user to search based on Chart of Accounts list
3.7.2.5	Chart of Accounts should be able to handle Fund, function and object wise coding as per NMAM (National Municipal Accounting Manual)

### 3.7.3 Budget Head

3.7.3.1	The system should allow user to create Budget Head as per organization requirement
3.7.3.2	The system should allow user to create unique budget code based on defined parameters
3.7.3.3	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.3.4	The system should create budget code based on budget-entered criteria
3.7.3.5	The system should allow user to select multiple options on the screen to search

### 3.7.4 Bank Master

3.7.4.1	The system should have the ability to maintain bank master, branch master and branch details
3.7.4.2	The system should have the ability to add bank details such as bank name, branch details, address, city name etc
3.7.4.3	The system should allow user to ADD, EDIT, SEARCH, VIEW provision
3.7.4.4	The system should enable user to select multiple options on the screen to search
3.7.4.5	The system should display all the matching products based on the search
3.7.4.6	The system should display only 10 matching result on the current screen
3.7.4.7	The system should enable user to navigate between the search results
3.7.4.8	The system should optionally allow user to print the bank account list
3.7.4.9	The system should notify the user when no matching product is found on the search

### 3.7.5 Vendor Master

3.7.5.1	The system should have the facility for maintenance of master database of all contractors / vendors
3.7.5.2	The system should have the ability to maintain Bank Account Details of all vendors, suppliers and customers

3.7.5.3	The System should have the ability to manage Vendor Details (Name, Address, PAN, TAN/TIN, etc.)
3.7.5.4	The system should have the ability to maintain Bank Account Details of all vendors
3.7.5.5	The system should validate authorization (Maker – Checker) concept
3.7.5.6	The System provides the functionality of registering the contractor & suppliers with an approval process involving their personal details, firm details and license details, and account details as the amount would be directly credited to their respective current /savings account
3.7.5.7	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.5.8	The system should allow authorization process at departmental level optionally
3.7.5.9	The system does not allow transactions against unauthorized Vendors
3.7.5.10	The system should able to allocate system date (sys date) automatically for each entry
3.7.5.11	The System provides the functionality of registering the contractor & suppliers with an approval process involving their personal details, firm details and license details, and account details as the amount would be directly credited to their respective current /savings account
3.7.5.12	The form should have Add, Reset, Edit, View, Save, Print and Search buttons
3.7.5.13	The system should allow user to search data on Vendor Type, Vendor Sub Type Vendor Name and Status optionally
3.7.5.14	The system should optionally allow user to print the Vendor list

### 3.7.6 Receipt Budget

3.7.6.1	The system should have the ability to enter existing approved receipts budget of organization
3.7.6.2	The System should support budget upload from excel sheets with proper validations

3.7.6.3	The form should have Add, Reset, Edit, View, Save, Print and Search buttons
3.7.6.4	The system should optionally allow user to print the budget provision details

### 3.7.7 Expenditure Budget

3.7.7.1	The system should have the ability to enter existing approved expenditures budget
3.7.7.2	The System should support budget upload from excel sheets with proper validations
3.7.7.3	The form should have Add, Reset, Edit, View, Save, Print and Search buttons.
3.7.7.4	The system should have Flexibility to change budget figures during a fiscal year / period
3.7.7.5	The system should have facility of tracking of expenditures visa- via budget at any level
3.7.7.6	The system should have facility of enquiry of budget availability
3.7.7.7	The system should have facility of Automatic rejection of expenditure booking within the system if the cumulative expenditure amount is beyond the budget
3.7.7.8	The system should have Support for "budget availability" check and creation of Purchase Commitment during Purchase Requisition or Purchase Order entry
3.7.7.9	The system should support the monitoring of various budget types such as original budget, supplementary budget, budget carry-forward (unutilized budget amounts carried forward from previous years), budget transfers
3.7.7.10	The system should support budget and actual expenditure inquiry or reporting by a department should be restricted to the data pertaining to that department only. The authorized budget users such as the Budget Officer and the officials of the budget section should however have complete access
3.7.7.11	The system should able to search budget head on the basis of various parameters such as Fund, Function, Field and Account Head
3.7.7.12	The system should have facility to keep validation on such Budgeting heads, which are used in Transaction, such budgeting heads should not be allowed to Edit or Delete. However before used in any transaction it should be allowed for Edit or Delete

3.7.7.13	The system should have the ability to generate report on comparison between actual and estimated cost/expenditures
3.7.7.14	The system should notify the user when no matching product is found on the search
3.7.7.15	The system should optionally allow user to print the budget provision details

### 3.7.8 Budget Appropriation (Distribution)

3.7.8.1	The system should allow user to appropriate / disburse budget
3.7.8.2	The system should support budget and actual expenditure inquiry or reporting by a department should be restricted to the data pertaining to that department only. The authorized budget users such as the Budget Officer and the officials of the budget section should however have complete access
3.7.8.3	The system should support various types of budget reservations such as budget blocking (where one can block a percentage of budget funds for a fixed price before releasing it later), budget reservation (temporary reservation of budget at purchase requisition time or other user-defined intervals), budget commitments (where funds are committed due to purchase or project obligations)
3.7.8.4	The system should allow user to distribute budget head based on Budget type, Budget head wise, Account code wise
3.7.8.5	The System processes and maintains all budget iterations
3.7.8.6	The system should have ability to support user-defined budget availability controls to specify which accounts do not allow actual exceed budget or otherwise
3.7.8.7	The system should Support various types of budget reservations such as budget blocking (where one can block a percentage of budget funds for a fixed price before releasing it later), budget reservation (temporary reservation of budget at purchase requisition time or other user-defined intervals), budget commitments (where funds are committed due to purchase or project obligations)
3.7.8.8	The system should have budget definition and control in an integrated on line manner at the time of procurement

3.7.8.9	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.8.10	The system should allow multiple budget head allocation against single department
3.7.8.11	The system should keep audit trail data of budget allocation
3.7.8.12	The system should allow search based on financial year, budget types, budget code and account head

### 3.7.9 Budget Re-Appropriation

3.7.9.1	The System should have the ability to prepare Budget Appropriation between different budget heads through approval process
3.7.9.2	The system should validate authorization (Maker – Checker) concept
3.7.9.3	The system should have approval / disapproval functionality
3.7.9.4	Re-appropriation would not result in any change in the closing balance of sanctioned budget
3.7.9.5	The system should provide the facility to allow multi-level appropriation structure in line with organization's budgeting requirements
3.7.9.6	The System should retain and allow access to narrative justification for budget Adjustments (re-appropriation)
3.7.9.7	The System allows users to perform appropriation budget adjustments with appropriate security authority within the financial powers
3.7.9.8	The system should allow user to send request to Administrative Department / Finance Department for Re-appropriation
3.7.9.9	The system should be able to perform re-appropriation within two or more budgetary heads in the same group or between different groups
3.7.9.10	The System should be able to keep track of such budgets heads, which are considering for re-appropriation process and system should be able generate MIS and respective reports based on transaction carried out on respective budget heads

3.7.9.11	The system should capture "Transaction date" and "Remark" for further reference for user (Department HOD)
3.7.9.12	The system should keep track and maintained records of all balances within system (before and after-appropriation process) for both the budget code i.e., Original estimate amount and re-appropriate amount
3.7.9.13	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.9.14	The system should allow user to search on Financial Year, Department, Budget Head and Budget type

### 3.7.10 Additional/ Supplemental Budget

3.7.10.1	The System should allow preparation of supplementary budget / Additional allotment
3.7.10.2	The system should validate authorization (Maker – Checker) concept
3.7.10.3	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.10.4	Whenever additional allotment is sought, the source must also be indicated. As such, additional budget would result in an enhancement in the budgetary allocation under one or more budget heads
3.7.10.5	The system should allow User to send request to Administrative Department/Finance Department for additional requirement
3.7.10.6	Under Section of the Municipal Corporation Act, on recommendation of the Standing Committee, the Corporation may increase budget grant to meet the special or unforeseen expenditure by additional allotment. However, such additional sanction should not be resulting reduction of working balance below the prescribed statutory minimum balance
3.7.10.7	System should have facility to perform additional budget allotment on already defined budget heads within system
3.7.10.8	System should be able to keep track of such budgets heads, which are considering for additional budget process and system should be able generate MIS and respective reports based on transaction carried out on respective budget heads
3.7.10.9	System should be able to provide facility to select desired budget heads code
3.7.10.10	System should be able to keep track and maintained records of all balances within system before and after additional budget process
3.7.10.11	After additional budget process, system should be able to allow booking of payment voucher as per new updated balance provision

### 3.7.11 Revised Budget

3.7.11.1	The system should have budget revision provision through approval process or proper access rights
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3.7.11.2	The system should support revised budget upload from excel sheets with proper validations
3.7.11.3	The system should pull the budgeted estimate in the form for the current financial year
3.7.11.4	The system should populate the re-appropriation, re-allocations, surrenders, revised requirements for the remaining months etc. done as on the date for preparation of revised estimates
3.7.11.5	The system should validate that the revised total does not exceed the approved budget
3.7.11.6	The form should have Add, Reset, Edit, and View, Save, Print and Search buttons

### 3.7.12 Estimation

3.7.12.1	The system should have the ability to plan and prepare budget
3.7.12.2	The system should have ability to create department-wise estimated provision, revision for income and expenditure
3.7.12.3	The system should have budget estimation functionality through approval process or proper access rights
3.7.12.4	The system should validate authorization (Maker – Checker) concept
3.7.12.5	The system should have ability to export the budget data into text or excel format that can be used by the publisher for publishing
3.7.12.6	The system should support flexible budgeting for different funds and their sub-levels within the multidimensional fund hierarchy
3.7.12.7	The system should facility to automatically upload into the system the budget estimates provided by all the departments in a template
3.7.12.8	The system should Provide flexible budget hierarchy to define budgeting level (what level should be budgeted), account posting level (level where accounting entries will be posted) and budget availability control level (budget level where active budget availability checks are performed)

3.7.12.9	The system should have ability to provide for Revenue and Expense Budgets (can be based on last year's actual performance or approved budget as an initial version for budget planning) as well as Capital or Development Budgets
3.7.12.10	The budget preparation screens should be secured and be accessible by a select group of authorized budget users only such as the Budget Officer, Budget Section personnel in Finance Department etc.
3.7.12.11	The system should have online availability of budgeting instructions and guidelines for the budget users
3.7.12.12	The system shall be role-based and have built-in workflow to manage the activities of budget preparers, reviewers, and approvers
3.7.12.13	The workflow shall include budget submission, review, and reject functionality Facility for direct manual entry of amounts for individual budget items apart from formula builder and percentage revaluations
3.7.12.14	The system should have Ability to consolidate budgets of various departments, regions, branches into one budget
3.7.12.15	The system should have budget definition and control in an integrated on line manner at the time of procurement
3.7.12.16	The system should have Flexibility to change budget figures during a fiscal year / period
3.7.12.17	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.12.18	The system should have ability to consolidate budgets of various departments, fields and funds into one budget
3.7.12.19	The system should generate an audit log for all modifications made after final submission of budget at different levels
3.7.12.20	The system shall be role-based and have built-in workflow to manage the activities of budget preparers, reviewers, and approvers
3.7.12.21	The workflow shall include budget submission, review, and reject functionality Facility for direct manual entry of amounts for individual budget items apart from formula builder and percentage revaluations

3.7.12.22	The system should allow maintaining the confidentiality of the budget estimates after it has been finalized by final approval and is due to be presented in the board
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### 3.7.13 Opening Balances Entry

3.7.13.1	The system should allow user to enter opening balance against available account heads
3.7.13.2	The system should enable user to enter the search text on the screen
3.7.13.3	The system should display all the matching products based on the search
3.7.13.4	The system should enable user to navigate between the search results
3.7.13.5	The system should notify the user when no matching product is found on the search
3.7.13.6	The form should have Create, Reset, Edit, and View, Save, Print and Search buttons
3.7.13.7	The system should optionally allow user to print the opening balance details
3.7.13.8	The system should allow user to search opening balance optionally on selection of Opening Balance Type, Account Head, Fund and Field
3.7.13.9	The system should notify the user about save / update

### 3.7.14 Receipt Entry

3.7.14.1	The system should allow user to enter / to generate receipts through online / offline modes as per organization requirements
3.7.14.2	The system should have receipt integration with Deposits, Grants, Loans, Advances, Investment and Bill transactions
3.7.14.3	The system should have facility to capture the different mode of receipts like DD/cheque/cash etc
3.7.14.4	The system should allow user to enter the customer Cheque / DD / FDR / RTGS detail information

3.7.14.5	The system should validate authorization (Maker – Checker) concept. If maker-checker concept is not applicable, then system should post receipt voucher entry directly after receipt entry
3.7.14.6	The system should post Receipt Voucher (RV) entry based on defined voucher template. If receipt modes are RTGS, WEB and NEFT then the system should post Contra Voucher (CV) entry based on defined voucher template after Receipt Voucher (RV) entry
3.7.14.7	The system should provide printable version of receipt
3.7.14.8	The form should have Add, Reset, Edit, View, Save, Print and Search buttons
3.7.14.9	The system should enable user to search on the basis of Receipt Number, Receipt Date, Receipt Amount and Payee Name from searchable drop down list
3.7.14.10	The system should notify the user when no matching product is found on the search
3.7.14.11	The system should provide functionality to save the date with timestamp
3.7.14.12	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.14.13	The system should have provision to see or view details of receipt after it has been saved successfully in the system

### 3.7.15 Bank Transitions - Transfers, Petty Cash Deposits/ Withdrawals

3.7.15.1	The system should allow user to contra transactions, which specially relates Bank Accounts
3.7.15.2	The system should validate authorization (Maker – Checker) concept
3.7.15.3	The system should provide facility to transfer funds from one bank account to another within the same fund as well as across funds
3.7.15.4	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.15.5	The system should allow user to petty cash withdraw from designated bank account against cheque

3.7.15.6	The system should allow user to deposit petty cash amount into designated bank account
3.7.15.7	The system should allow user to enter bank transfer entry within two bank accounts
3.7.15.8	The system should display standard denomination for petty cash deposit entry
3.7.15.9	The system should allow user to optionally print contra voucher, deposit slip and cheque printing
3.7.15.10	The system should notify the user about any conflict in the current configuration
3.7.15.11	The system should allow user to search on Transaction date, Transaction type, Transaction number, Bank account and Transaction mode optionally
3.7.15.12	The system should enable user to enter the search text on the screen
3.7.15.13	The system should enable user to select multiple options on the screen to search
3.7.15.14	The system should display all the matching products based on the search
3.7.15.15	The system should display only 10 matching result on the current screen
3.7.15.16	The system should enable user to navigate between the search results
3.7.15.17	The system should notify the user when no matching product is found on the search
3.7.15.18	All withdrawals through cheques from the Bank Account(s) should be accounted on the credit side of the Bank Book
3.7.15.19	All deposits from petty cash should be accounted on the debit side of the Bank Book
3.7.15.20	The system should be able to post all transactions (Receipts, Payments and Deposit Slips) against these transactions

### 3.7.16 Bank - Pay in Slip

3.7.16.1	The system should have the ability to manage Cheque/ Cash Deposit Slips into Bank
3.7.16.2	The system should have provision to prepare bank Pay-In Slip

3.7.16.3	The system should have facility to deposit collection in the forms of Cash, Cheque, Demand Draft, FDR, and Pay Order to respective bank
3.7.16.4	The System should be able to provide Create, Reset, Save, Back, Search and Print button master form
3.7.16.5	The system should enable user to select multiple options on the screen to search
3.7.16.6	The system should notify the user about any conflict in the current configuration
3.7.16.7	The system should notify the user when no matching product is found on the search
3.7.16.8	The system should allow searching based on Deposit Slip Number, Deposit Slip Date, Amount, Bank Account Number – Name, Deposit Slip Mode and Field
3.7.16.9	The system should also have facility to capture total coin amount further this amount should be considered for Total amount
3.7.16.10	The system should post Contra Voucher (CV) entry based on voucher template

### 3.7.17 Cheque Dishonor

3.7.17.1	The system should have the ability to handle dis-honoring of cheques
3.7.17.2	The system should be able to provide various options to make Cheque dishonor entry
3.7.17.3	The details of the realization/return of the cheques/drafts shall be entered in the Receipt Register
3.7.17.4	The system shall reverse the entry passed by preparing Bank Receipt Voucher
3.7.17.5	The system should also be able to provide facility to search the dishonored Cheque

### 3.7.18 Investments

3.7.18.1	The system should have Investment management functions, which covers Opening Receivables Investment, Regular Investment, Renewal of Investment and Withdrawal of Investment transactions-master integration
3.7.18.2	The system should Help to make decisions about financial investments and borrowings with information about cash shortages and surpluses in the short term
3.7.18.3	All conventional investment instruments such as fixed term deposits, commercial papers, and securities should be covered by the system
3.7.18.4	The processing of the instruments should be fully supported from trading through back office to accounting
3.7.18.5	The system should generate alerts for user regarding investment maturity details
3.7.18.6	The system should allow only registered users to enter the transactions
3.7.18.7	Details of investment made from Municipal Fund, various Earmarked Funds and Specific Grants should be recorded in the Investment Register
3.7.18.8	On disposal of investment of the Organization, the profit earned or loss incurred on disposal of investment should be recorded as income or expenditure in the Income and Expenditure Statement
3.7.18.9	In case of Special Funds Investments or Grants Investments, the profit realized or loss incurred should be adjusted in the Special Fund or Grant
3.7.18.10	The system should allow user to search on investment number, type, date, and amount and investment bank name
3.7.18.11	Interest on investments should be recognized as and when due. At period-ends, interest should be accrued proportionately
3.7.18.12	Dividend on investments should be recognized on actual receipt

### 3.7.19 Deposits Payables

3.7.19.1	The system should have deposits management functions which covers opening payables deposits, regular deposits, deposit refund and deposit adjustments
3.7.19.2	The system should have receipt, work order, bills and payments integration with deposits
3.7.19.3	The system should have the ability to restrict / display warning messages in case the budgetary limits are exceeded based on the configuration
3.7.19.4	The system should facilitate collection of earnest money, security deposit and retention money deposit online / offline mode
3.7.19.5	The system should allow user to searching based on deposit number, deposit date, deposit amount, depositor name, deposit head and deposit type
3.7.19.6	The system should allow claimants to fill a form which will have the deposit id from which the amount was lapsed
3.7.19.7	The system should make necessary entries in the books of account and the deposit register

### 3.7.20 Grants Management

3.7.20.1	The system should have grants management functions, which covers opening payables grants, regular grants receipts, grants payments and refund of grants transactions-master integration
3.7.20.2	The system should have the ability to maintain Grant Utilization Details
3.7.20.3	The system should have the ability to maintain investment details of the grants/ funds received
3.7.20.4	The system should have the ability to track disbursement details/ payment details against the different grants
3.7.20.5	The System should provide balance amount of Grant at any point of time

3.7.20.6	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.20.7	The system should display Grants Receipts, Payment orders, Payment vouchers and Refund details within one integrated form
3.7.20.8	The system should have direct linking with Receipts, Payment orders, Payment vouchers and Refund details with grant account
3.7.20.9	The system should validate grant amount as well budget amount

### 3.7.21 Loans/ Borrowings Management

3.7.21.1	The system should have loans management functions which cover opening payables loan, regular loans receipts, principal and interest repayments and principal and interest installment transactions
3.7.21.2	The system should allow user to searching on loan number, account head, loan amount and department
3.7.21.3	The system should generate a Unique Loan number for Fresh Loans
3.7.21.4	The system should show the loan number whenever any transaction related to a particular borrowing is carried out
3.7.21.5	The system should allow user to edit the incorrect loan entries
3.7.21.6	The system should continuously generate alerts till repayment has been made. The system should generate alerts (through mail / SMS) ..... days in advance on the fixed date of loan repayment installment and payment of interest for the
3.7.21.7	Loan Officer
3.7.21.8	The system should allow the user to create the payment of interest and loan repayment requisition (e-sanctions)
3.7.21.9	The system should allow user to transfer the interest/loan Installment amount directly into Financial Institution's account through the Online Disbursement System
3.7.21.10	The system should update the organizations Liabilities Account
3.7.21.11	The system should maintain a scanned / soft copy of the sanction order in the system

### 3.7.22 Administrative Approval for Expenditure

3.7.22.1	The system should have the ability to perform administrative approval / disapproval of works linked to budget availability
3.7.22.2	The system should have Support for “budget availability” check and creation of Purchase Commitment during Purchase Requisition or Purchase Order entry
3.7.22.3	The system should have availability of an online approval mechanism for expenditure sanctions of all types of requests through estimation sheets for a schemes/works, purchase proposals; supply orders/work orders etc.
3.7.22.4	The system should have the ability to restrict/display warning messages in case the budgetary limits are exceeded based on the configuration
3.7.22.5	The system should allow user to enter requisition details
3.7.22.6	The system should allow user to searching on from date, to date, order number, department, budget head and status
3.7.22.7	The system should allow user to authorize the requisition of source department
3.7.22.8	The system should have real time data integration of payment / expenditure and budgetary figure

### 3.7.23 Work Order Entry

3.7.23.1	The system should allow user to enter Work Order entry against works / supply
3.7.23.2	The system should have the ability to perform administrative approval / disapproval of works linked to budget availability
3.7.23.3	The system should have the ability to restrict / display warning messages in case the budgetary limits are exceeded based on the configuration
3.7.23.4	The system should have Add, Reset, Save, Edit, and Search provision

3.7.23.5	The system should have facility to search the Work Orders based on Work Order number, Work Order award date, Vendor Name, Department, Expenditure head and Work Order amount range
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### 3.7.24 Bills/ Invoices Entry

3.7.24.1	The system should have the ability to entry details of invoice bills
3.7.24.2	The system should have the ability to record / modify raised invoices before authorization
3.7.24.3	The system should have the ability to restrict / display warning messages in case the budgetary limits are exceeded based on the configuration
3.7.24.4	The system should have the ability to approve bills / vouchers based on workflow
3.7.24.5	The system should book the liability on entry of these amounts and an appropriate entry should be made based on double entry accrual based accounting principles
3.7.24.6	The system should have ability to prompt/automatically deduct all deductible charges such as TDS, works contract tax, surcharge on these taxes at the time of vendor bill processing
3.7.24.7	The system should have Ability to automatically account for all these deductions based on pre-determined criteria
3.7.24.8	The system should have the facility for calculation of tax deducted at source
3.7.24.9	The system should facilitate to view the bill raised by vendor and should able to link bill details with Purchase/ work order
3.7.24.10	The system should have ability to block certain vendor's invoices so that they cannot be paid unless cleared by appropriate authority
3.7.24.11	The system should have the ability to generate report on comparison between actual and estimated cost/expenditures
3.7.24.12	The system should facilitate the user to view the status of bill raised or claim submitted

3.7.24.13	The system has a feature of capturing all billing details for the concerned work, expenditure heads of payment, total deductions and net payment
3.7.24.14	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.24.15	The system should have flexibility to process payment of all invoices at one go, however, strictly on due date basis
3.7.24.16	The form should have Add, Reset, Edit, View, Save, Print and Search buttons
3.7.24.17	The system should notify the user about any conflict in the current configuration
3.7.24.18	The system should notify the user when no matching product is found on the search
3.7.24.19	The system should facilitate to search bills or claims on basis of Bill Type, Bill number, Bill date, Vendor Name and Department
3.7.24.20	The system should have ability to track duplicate invoice based on vendor and invoice number
3.7.24.21	The system should provide the functionality to user to make modification in the rejected bill entry and resubmit or raise a fresh new bill entry
3.7.24.22	The system should record whether the bill being paid is the first bill, running bill or the final bill payment
3.7.24.23	The system should able to appropriate classification in terms of both expenditure head and the period in which the expenditure has been accounted with reference to the nature of the bill and the date of the bill respectively
3.7.24.24	The system should allow user to print payment order optionally
3.7.24.25	The system should generate notifications for the contractor (through SMS / email / voice message etc.) at each of the defined stages
3.7.24.26	The system should have direct integration with Deposit master
3.7.24.27	The system should allow user to select unpaid deposits against deposit refund bill entry
3.7.24.28	The system should have multi session interface

### 3.7.25 Cheque Book Entry

3.7.25.1	The system should have the ability to maintain the chequebook details
3.7.25.2	The system should have facility to capture Chequebook leaf details bank wise as well as account wise within same bank
3.7.25.3	The system should able to capture cheque number details ("from" and "To" cheque no.), Employee name, Issuer name, and No. of leaves in Checkbook
3.7.25.4	The system should be able to provide Create, Save, Reset, Search and Edit buttons on entry form
3.7.25.5	The system should allow user to search chequebook details based on Bank Accounts (Which have chequebook entry)

### 3.7.26 Cheque Book Utilization

3.7.26.1	The system should have facility for track check details
3.7.26.2	The system should allow user to Search, View, and Reset

### 3.7.27 Bills Payment Entry

3.7.27.1	The system should allow disbursement of payments (salary, contractors / suppliers, administrative expenses, PF, profession tax, etc.)
3.7.27.2	The system should have the ability to facilitate Loan& Advance Installment Payments
3.7.27.3	The system should have the ability to authorize / approve the payment through workflow optionally
3.7.27.4	The system should have the ability to facilitate payment against invoices
3.7.27.5	The system should allow search on Payment No., Vendor name, Payment date, Payment amount, Bank A/c. optionally

3.7.27.6	The system should notify the user when no matching product is found on the search
3.7.27.7	The system should be able to check bank balance sufficiency before the payment voucher concurrence
3.7.27.8	The system should have the ability to restrict/display warning messages in case the budgetary limits are exceeded based on the configuration
3.7.27.9	The system should facilitate entry of the consolidated salary and statutory (PF, PT etc.) payment amounts for each department in the accounting
3.7.27.10	The system should have the ability to maintain Check details, Check Printing
3.7.27.11	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.27.12	The system should have functionality for processing of payments for vendors with automatic vendor account posting
3.7.27.13	The system should allow payment for following scenarios: advance payment ad-hoc, Advance payment only against purchase orders, Payment against one or multiple invoices - matching amount, Payment against one or multiple invoices - partial amount, Payment against one or multiple invoices – ad-hoc amount
3.7.27.14	The system should validate that the entire dues recoverable including advance provided to supplier has been recovered before making the final payment to the supplier. Further, it should be ensured that only net amount has been paid to the Vendor
3.7.27.15	The form should have Add, Reset, Edit, View, Save, Print and Search buttons
3.7.27.16	The system should allow printing of payment advice along with Cheque, which may be sent across to vendors along with their payment
3.7.27.17	The system should allow user to print payment voucher optionally
3.7.27.18	The system should record the payment details on the face of the bill as well as on the bills received register
3.7.27.19	At the time of making payment for running bill, the system should tag on the payment particulars of all earlier payments made against the same work order giving sequentially

	particulars of work completed, payments made, deductions effected and the security retained about the said work
3.7.27.20	System should have facility to send a SMS and email to the registered Vendor's mobile number / email id after the amount is credited along with the work name and amount credited

### 3.7.28 Advance Management

3.7.28.1	The system should have advances management functions, which covers opening receivables advances, regular / permanent advances, repayments and adjustments of advance
3.7.28.2	The system should have ability to capture and report capital and revenue advances separately
3.7.28.3	The system should have ability to integration data between Advance master with Bill / Invoices Entry, Payments and Receipts interface
3.7.28.4	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.28.5	The system should allow EDIT / UPDATE provision for records which are entered manually and which status is open
3.7.28.6	The system should allow receipt provision for records have receivable balance and status is open
3.7.28.7	The system should allow adjustment provision for records have receivable balance and status is open
3.7.28.8	The system should allow Payment Order provision for records have no balance and status is close
3.7.28.9	The system shall enable user to select multiple options on the screen to search i.e. Advance Number, Date, Amount and Name, Advance Type and Advance Status
3.7.28.10	The system should allow the user to enter all the invoices for advance received at the front desk from the contractor/supplier/service provider for advance payments

3.7.28.11	The system should allow user to make advance payment directly to the contractor's bank account
3.7.28.12	The system should provide details of the advances that have been paid till date to the contractor/supplier service provider before any new payments
3.7.28.13	The system should record in the advance register all details regarding the amount of advance given, the purpose of advance given, the person to whom it is given, etc.
3.7.28.14	The system should account for recovery/adjustment of advance payment while making the next payments to the contractor

### 3.7.29 Direct Payment Entry

3.7.29.1	The system should allow user to enter payment entry (Direct) without billing / invoice entry
3.7.29.2	The system should be able to do the payment for all the recoveries that are deducted as part of the bills
3.7.29.3	The system should validate authorization (Maker – Checker) concept
3.7.29.4	The system should have the ability to authorize/approve the payment through workflow optionally
3.7.29.5	The system should be able to handle statutory payments (PF etc.) for employee
3.7.29.6	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.29.7	The form should have Add, Reset, Edit, View, Save, Print and Search buttons
3.7.29.8	The system should notify the user about any conflict in the current configuration
3.7.29.9	The system should enable user to enter the search text on the screen
3.7.29.10	The system should notify the user when no matching product is found on the search

3.7.29.11	The system should allow search on Payment No., Payment date, Payment amount, bank account, and account head
3.7.29.12	The system should allow user to print payment report optionally

### 3.7.30 TDS Payments

3.7.30.1	The system should allow user to make TDS payment entry
3.7.30.2	The system should be able to do the payment for all the recoveries that are deducted as part of the bills
3.7.30.3	The system should validate authorization (Maker – Checker) concept
3.7.30.4	The system should have the ability to authorize/approve the payment through workflow
3.7.30.5	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.30.6	The system should allow direct payment transaction against TDS deductions and all statutory liabilities of government like Education Cess, Employee Guaranty Cess etc.
3.7.30.7	The form should have Add, Reset, Edit, View, Save, Print and Search buttons
3.7.30.8	The system should notify the user about any conflict in the current configuration
3.7.30.9	The system should enable user to enter the search text on the screen
3.7.30.10	The system should notify the user when no matching product is found on the search
3.7.30.11	The system should allow search on Payment No., Payment date, Payment amount, bank account, and TDS type
3.7.30.12	The system should allow user to print payment report optionally
3.7.30.13	The system should have ability to maintain TDS acknowledgement
3.7.30.14	The system should allow user to maintain TDS acknowledgement on quarterly basis
3.7.30.15	The system should allow user to entry of revised acknowledgement after original acknowledgement

3.7.30.16	The system should maintain acknowledgement date and unique transaction number
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### 3.7.31 ECS Payments

3.7.31.1	The system should integrate ledger A/c with ECS Payment
3.7.31.2	The system must handle multiple modes of payment including electronic and must generate output as required by banks
3.7.31.3	The system should allow Online Disbursement System to transfer the bill amount to the contractor's bank account directly through direct debit facility (ECS, etc.)
3.7.31.4	The system should allow Online Payment/remittance of Tax

### 3.7.32 RTGS Payments

3.7.32.1	The system should support RTGS mode of payment along with cash and cheque mode of payments
3.7.32.2	The system must handle multiple modes of payment including electronic and must generate output as required by banks
3.7.32.3	The system should have the ability to generate RTGS payment order

### 3.7.33 Voucher Entry

3.7.33.1	The system should provide functionality for manual voucher entries – Receipt Voucher, Contra Voucher, Journal Voucher and Payment voucher entry
3.7.33.2	The system should allow creation and posting of entries online or in batches
3.7.33.3	The system should allow definition of recurring transactions and periodicity of recurrence
3.7.33.4	The system should Create these automatic transaction based on predefined criteria

3.7.33.5	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.33.6	The form should have Create, Reset, Edit, View, Save, Print and Search buttons
3.7.33.7	The system should provide search button based on voucher number, date, amount and account head
3.7.33.8	The system should notify the user about any conflict in the current configuration
3.7.33.9	The system should enable user to enter the search text on the screen
3.7.33.10	The system should enable user to select multiple options on the screen to search
3.7.33.11	The system should display all the matching products based on the search
3.7.33.12	The system should display only 10 matching result on the current screen
3.7.33.13	The system should enable user to navigate between the search results
3.7.33.14	The system should notify the user when no matching product is found on the search
3.7.33.15	The system should validate authorization (Maker – Checker) concept
3.7.33.16	The system should print vouchers from the system before and after posting with the status shown separately
3.7.33.17	The system should update all budget, cash and bank balances after voucher entry through automate process

### 3.7.34 Cheque Issuance Entry

3.7.34.1	The System should have the ability to record Check Issuance Details
3.7.34.2	The system should ensure updating of cheque register on printing of Cheque as well as update the payment voucher with details of Cheque no.
3.7.34.3	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.34.4	The system should have Add, Edit, Reset, Save, Print and Search buttons

3.7.34.5	The system should allow user to update multiple payment cheque issuance date in single session
3.7.34.6	The system should allow user to skip (unselect) cheques while entering issuance date
3.7.34.7	The system should allow user to searching Payment - From Date, To Date, Payment Entry Number, Payment Entry Type, Vendor and Bank Account optionally
3.7.34.8	The system will generate save message after cheque issuance entry

### 3.7.35 Stop Payment Order

3.7.35.1	The system should have stop payment provision
3.7.35.2	The system should prepare a stop payment order in which details regarding the cheque No. name of the payee, reason for stopping the payment etc. should be recorded
3.7.35.3	The system should prepare a Journal voucher and pass necessary entry in the books of accounts to reverse the original payment entry
3.7.35.4	System should be able to provide facility to mark particular cheque for stop payment and also able to capture details related to Stop Payment for respective cheque

### 3.7.36 Cancellation / Re-Issue of Cheques

3.7.36.1	The system should have the ability to record cheque cancellation details
3.7.36.2	If a cheque is cancelled before the entry is made in the Bank Book, no further correction is required. However, if the entry for cheque has already been recorded in the Bank Book, the entry should be reversed
3.7.36.3	System should be able to provide facility to cancel the issued cheque against payment voucher and able to re-issue the new one against the same

3.7.36.4	When a signed cheque for which entry for payment has been recorded is cancelled, the entry for payment should be reversed
3.7.36.5	The system should return and highlight the field, which have inconsistencies / error for user to rectify the error
3.7.36.6	The system should have provision to record the reason for cancellation
3.7.36.7	<p>System should be able to show all relevant information related to Payment voucher, Vendor, Cheque details, and bank details etc. Here on this form system should be able to capture the new information. Following would be the expected Fields</p> <ul style="list-style-type: none"> <li>• Reason for cancellation</li> <li>• New cheque Details</li> <li>• Cheque Number</li> <li>• Cheque Date</li> <li>• Bank name</li> <li>• Bank account number</li> </ul>
3.7.36.8	System should be able to use above captured details in the form for cancellation cheque report
3.7.36.9	System should be able to provide search option to search required voucher details

### 3.7.37 Bank Reconciliation

3.7.37.1	The system should have bank reconciliation functionality
3.7.37.2	The system should maintain Bank Reconciliation Statement
3.7.37.3	The system should allow defining the criteria for bank reconciliation and carries out bank reconciliation based on pre-determined criteria
3.7.37.4	The system should provide functionality to provide a manual and automatic reconciliation process
3.7.37.5	The system should provide functionality for users to make correction during the reconciliation process

3.7.37.6	The system should allow uploading of bank statements into the system
3.7.37.7	The system should consider only such entries of Cheque / DD / Pay Order for which Deposit slip or Payment voucher is prepared
3.7.37.8	The system should be able to provide functionality to capture Clearance date
3.7.37.9	The system should provide facility to show BOTH or transaction entries for Receipt and Payment according to selected date range
3.7.37.10	The system should have EDIT, SAVE, RESET, SEARCH and BACK facility on transaction form

### 3.7.38 Corrections and Reversal

3.7.38.1	The system should allow user to reversal entry against Receipts, Deposit Slips, Bills and Payments.
3.7.38.2	The system should allow user to searching transaction on transaction number, transaction date and transaction amount optionally
3.7.38.3	The system should have a facility to reverse transaction for current financial year only along with facility to capture Remark / Reason and approval details for deleting the receipt
3.7.38.4	The system should have Reconciliation entry reversal function. This form is used to reverse the wrongly entered bank reconciliation entry
3.7.38.5	The system should allow user to search deposit slip on Slip number, Slip date, Slip mode, Bank account, Instrument Number and Slip amount optionally
3.7.38.6	The system should have a facility to reverse bank reconciliation entry for current financial year only along with facility to capture Remark / Reason and approval details for reversal the deposit slip
3.7.38.7	The system should be able to reverse all the account entries related to bank balance
3.7.38.8	Provision for uploading data of opening balance, etc.

### 3.7.39 Registers, Books of Accounts and Reports

3.7.39.1	The system should have ability to generate analysis reports with user-defined parameters with flexible selection criteria and grouping options
3.7.39.2	The system should allow user to view, print cash book report on daily basis
3.7.39.3	The system should allow user to view, print Statement of Outstanding Liability for Expenses
3.7.39.4	The system should allow user to view, print function-wise income subsidiary ledger
3.7.39.5	The system should allow user to view, print function-wise expenditure subsidiary ledger
3.7.39.6	The system should allow user to view, print the Trial Balance
3.7.39.7	The system should allow user to view, print the Statement of Cash Flow
3.7.39.8	The system should allow user to view, print the Balance Sheet
3.7.39.9	The system should allow user to view, print the Income and Expenditure Statement