



User Manual of Finance Management Module




1. General Information

1.1 Acronyms and Abbreviations:

<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	HQ	Head Quarter
4	A/c	Account
5	DDO	Drawing & Disbursing Officer
6	CR	Credit
7	DR	Debit

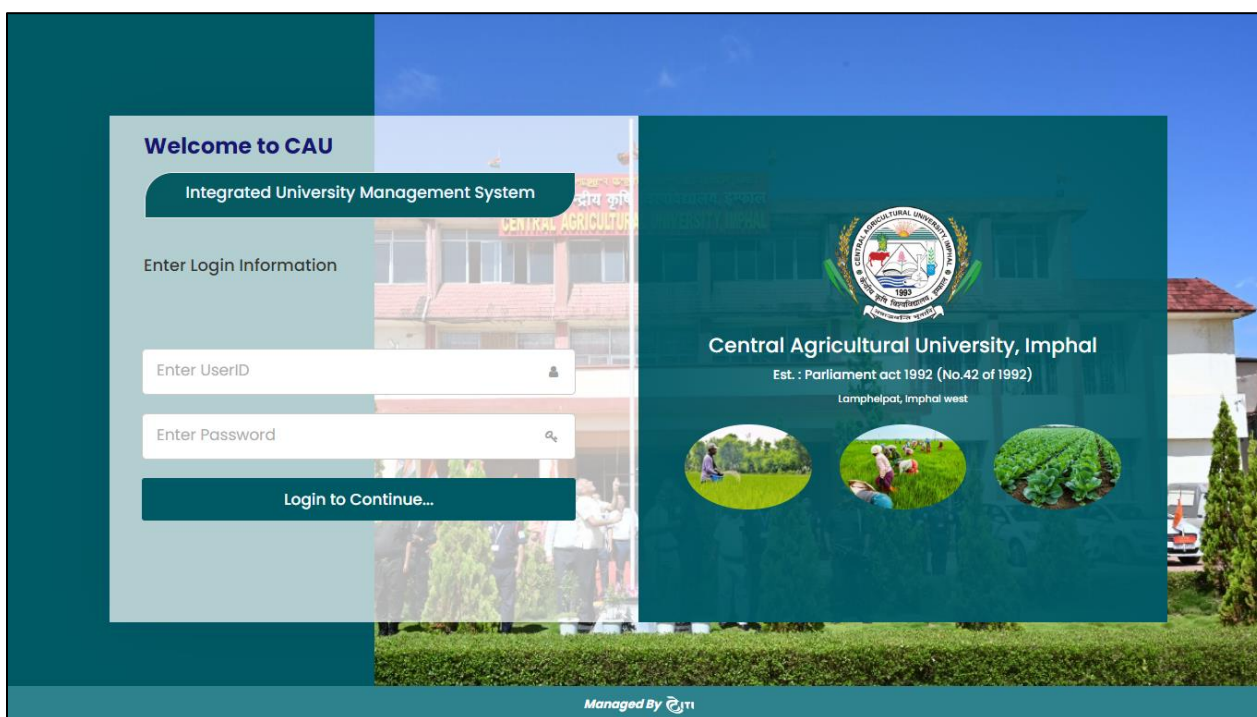
User Manual Document (Finance Management)

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome ) to open the **CAU ERP** Login Page.

<http://120.138.8.151:8080/cau-iums/>

Note: If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':

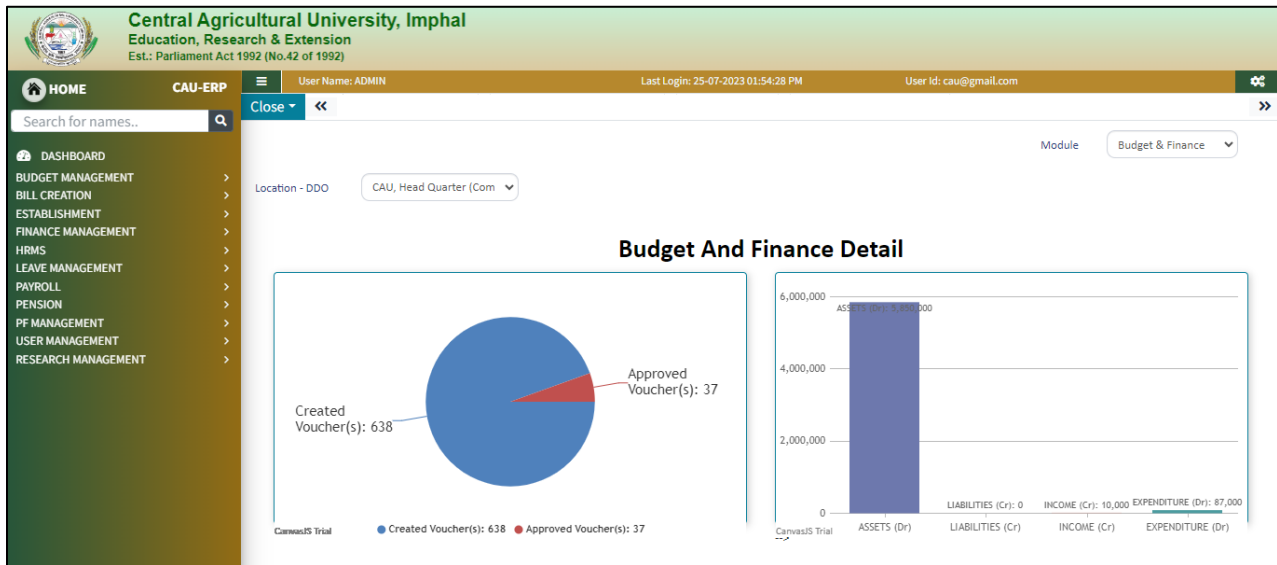


The screenshot shows the CAU Login Page. On the left, a light blue sidebar contains the text 'Welcome to CAU' and 'Integrated University Management System'. Below this is a section titled 'Enter Login Information' with two input fields: 'Enter UserID' and 'Enter Password'. A 'Login to Continue...' button is at the bottom of this section. The main area of the page features a large image of a CAU building. Overlaid on this is a dark teal box containing the CAU logo, the text 'Central Agricultural University, Imphal', 'Est. : Parliament act 1992 (No.42 of 1992)', and 'Lamphepat, Imphal west'. Below this text are three circular images showing agricultural activities. At the bottom of the page, a small text reads 'Managed By CITI'.

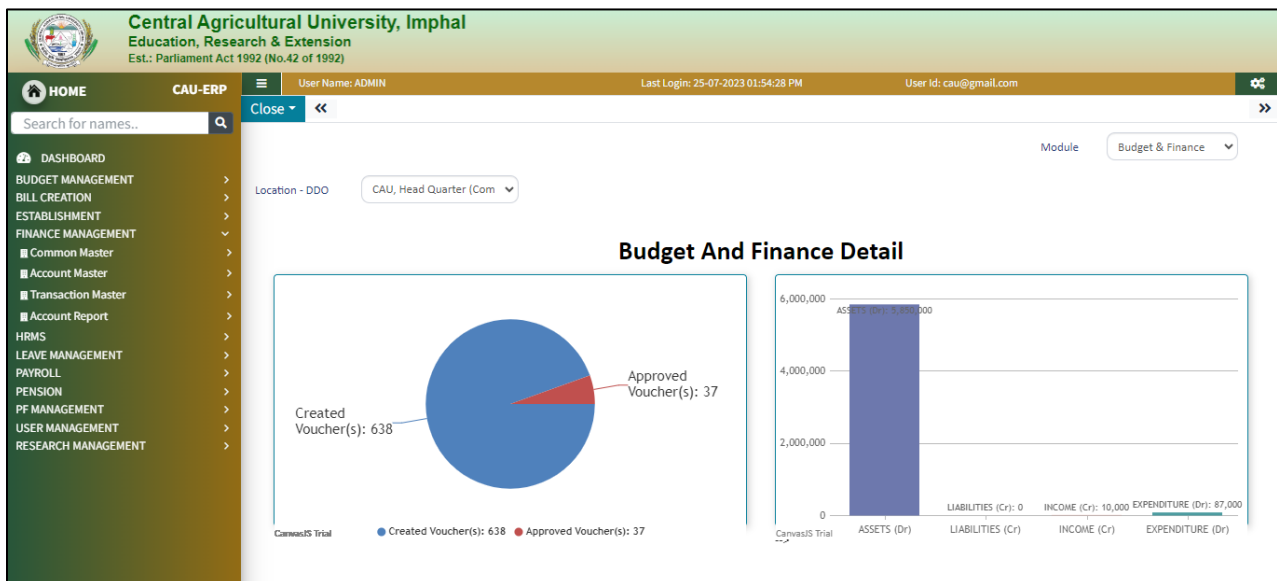
Enter the valid 'User ID' and 'Password',
For Example: User ID- cau@gmail.com and Password-**cau@123** then click on 'Login to Continue...'
button to navigate to 'Module Home Page' as shown below:



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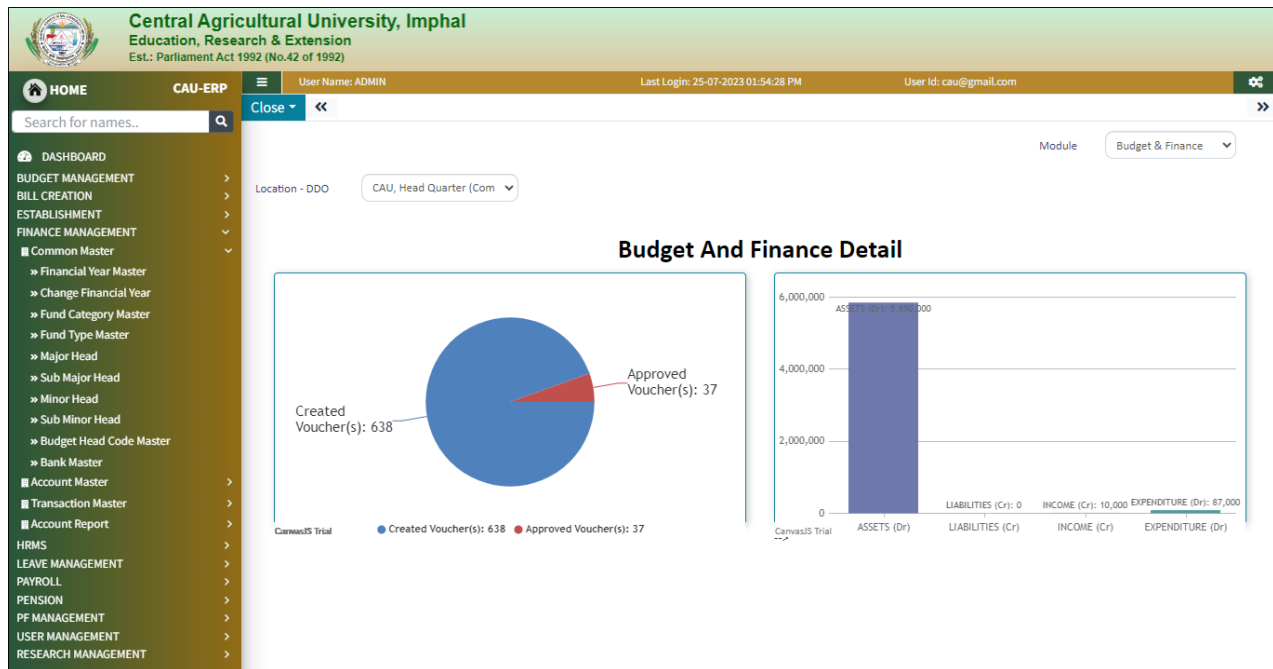


- Click on 'Finance Management' menu from left side, then sub menu list will be displayed as 'Common Master', 'Account Master', 'Transaction Master' and 'Account Report' as shown below:



User Manual Document (Finance Management)

- Click on 'Common Master' menu, then sub menu list will be displayed as shown below:





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• Common Master

1. Financial Year Master:

Using this page, Admin user can create various financial years. Only one financial year will be active at a time. All the transactions (like Ledger Management, Voucher Creation, various report generation etc.) will be made only for active financial year.

- Click on **'Financial Year Master'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:

Financial Year MasterAdvance Search

New Record

Year *

Select Financial Year

From Date *

From Date

To Date *

To Date

Save

Reset

List of Financial Year(s)

Run Date : 25-07-2023 17:06:39

Download

Show All entries

S.No.	Year	From Date	To Date	Status	Edit	Delete
1	2018	01/04/2018	31/03/2019	In-Active	Edit	Delete
2	2019	01/04/2019	31/03/2020	In-Active	Edit	Delete
3	2020	01/04/2020	31/03/2021	In-Active	Edit	Delete
4	2021	01/04/2021	31/03/2022	In-Active	Edit	Delete
5	2022	01/04/2022	31/03/2023	In-Active	Edit	Delete
6	2023	01/04/2023	31/03/2024	Active		
7	2024	01/04/2024	31/03/2025	In-Active	Edit	Delete
8	2025	01/04/2025	31/03/2026	In-Active	Edit	Delete

Showing 1 to 8 of 8 entries

Previous

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Next

⇒ Steps to change Financial Year Status to Active/In-Active:

- From 'List of Financial Year(s)' table, click on corresponding Year from **'Status'** column, then confirmation message will be shown as 'Are You Sure?' on top of the page, click 'OK' button to change status (Click on 'Active' then status will be 'In-Active' and vice versa) else click 'Cancel'.
- The system will display the confirmation message for changing 'Status'.
- Now 'Logout' and 'Login' of the application then changed 'Status' will be reflected to all users for all the respective modules.

Note: Only Admin user can change status (Active/In Active) of any financial year from this page, then that particular status will be applied for entire application.

⇒ Steps to Create New Record:

- Click on drop down box and Select **'Year'**. Ex: 2023
- Then corresponding **'From Date'** & **'To Date'** will be displayed automatically and it will be disabled.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Financial Year(s)'** table.



User Manual Document (Finance Management)

- On page load, it will display all saved financial year in '**List of Financial Year(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any saved financial year by clicking on '**Edit**' button from saved financial years in '**List of Financial Year(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.
- Active financial year cannot be edited & deleted.
- 'In-Active' financial year cannot be deleted also if its reference has been used previously or any transaction pages.



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2. Change Financial Year:

Using this page, **Admin User/College User** can change 'Financial Year'. This change of financial year will be active for logged in session & for logged in user only, for making some missing entries/transactions (if any). Once user logged out then default (Active) financial year (which comes from 'Financial Year Master' page) will be active financial year.

- Click on '**Change Financial Year**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Change Financial Year

Current Financial Year * 2022-04-01~2023-03-31

Change Financial Year To * Select Financial Year

Change Reset

⇒ Steps to Change Financial Year:

- Click on 'Change Financial Year To' drop down box and Select '**Year**' option as per the requirement.
- Click on '**Change**' button, then system will display message as '**Financial Year Changed Successfully for this particular session!**' and financial year will be changed for logged in user.

Change Financial Year

Current Financial Year * 2023-04-01~2024-03-31

Change Financial Year To * 2022-04-01~2023-03-31

Financial Year Changed Successfully for this particular session!

Reset



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3. Fund Category Master:

Using this page, Admin user can create & manage all the fund categories like State Govt., Central Govt. etc. All the created fund categories will be displayed on 'Budget Head Code Master' and 'Transaction' pages.

- Click on '**Fund Category Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Fund Category Master

Advance Search

New Record

Fund Category *

Enter Fund Category

Remarks

Enter Remarks

Save

Reset

List of Fund Category(s)

Run Date :19-01-2023 16:47:21

Download

Show All entries

S.No	Fund Category	Remarks	Edit	Delete
1	Central Government Fund		Edit	Delete
2	Other Fund	no	Edit	Delete
3	State Government Fund		Edit	Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Fund Category Saved Successfully!**' and record will get added in '**List of Fund Category(s)**' table.
- On page load, it will display all the saved fund categories in '**List of Fund Category(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created fund category by clicking on '**Edit**' button from saved records in '**List of Fund Category(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



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4. Fund Type Master:

Using this page, Admin user can create & manage fund Types like **Plan**, **Non Plan**, **Other** etc. All the created fund types will be displayed in 'Budget Head Code Master' and 'Transaction' pages

- Click on '**Fund Type Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Fund Type MasterAdvance Search

Description *

Enter Description

Under Fund Type

Select Fund Type

Order By *

Enter Order By

Save

Reset

New Record

List of Fund Type(s)

Run Date : 19-01-2023 16:48:59

Download

Show

All

entries

S.No	Description	Under Fund Type	Order By	Edit	Delete
1	Plan		1	Edit	Delete
2	Non Plan		2	Edit	Delete
3	Other		3	Edit	Delete

Showing 1 to 3 of 3 entries

Previous

1

Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Fund Type Saved Successfully!**' and record will get added in '**List of Fund Type(s)**' table.
- On page load, it will display all the saved fund types in '**List of Fund Type(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created fund type(s) by clicking on '**Edit**' button from saved records in '**List of Fund Type(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

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5. Major Head:

Using this page, Admin user can create & manage Major Head like Central Govt. Fund, State Govt. Fund etc. Created Major head will be displayed in **‘Sub Minor Head’** and **‘Transaction’** Pages’.

- Click on **‘Major Head’** menu link, under **‘Common Master’** sub menu, then page will be opened as shown below:

Major Head Master

Advance Search

New Record

Major Head Name *

Central Govt. Fund

Major Head Code *

3

Save

Reset

List of Major Head(s)

Run Date : 24-01-2023 11:21:57

Download

Show

All

entries

S.No	Major Head Name	Major Head Code	Edit	Delete
1	Central Govt. Fund	3	Edit	Delete
2	Salaries	01	Edit	Delete
3	General	02	Edit	Delete

Showing 1 to 3 of 3 entries

Previous

1

Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **‘Save’** button, then system will display message as **‘Major Head Saved Successfully!’** and record will get added in **‘List of Major Head(s)’** table.
- On page load, it will display all the saved major heads in **‘List of Major Head(s)’** table.
- Click on **‘Advance Search’** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created major heads by clicking on **‘Edit’** button from saved records in **‘List of Major Head(s)’** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

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6. Sub Major Head:

Using this page, Admin user can create & manage Sub Major Head like Travelling Allowances, Retrial Benefits etc. And created 'Sub Major' will be displayed in 'Sub Minor Head' pages and 'Transaction Pages'.

- Click on 'Sub Major Heads' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Sub Major Head Master

Advance Search

New Record

Sub Major Head Name *

Salaries

Sub Major Head Code *

1

Save

Reset

List of Sub Major Head(s)

Run Date : 24-01-2023 11:23:03

Download

Show

All

entries

S.No	Sub Major Head Name	Sub Major Head Code	Edit	Delete
1	Salaries	1	Edit	Delete
2	Pay & Allowances	01	Edit	Delete
3	Retrial Benefits	02	Edit	Delete
4	Travelling Allowances	03	Edit	Delete
5	Office Expenses	04	Edit	Delete
6	Fellowship/Scholarship	05	Edit	Delete
7	Adjunct/Visiting Faculty	06	Edit	Delete
8	H.R.D	07	Edit	Delete
9	Advertisement & Publicity	08	Edit	Delete
10	A.R.M	09	Edit	Delete
11	Misc. Research & Exten.Program	10	Edit	Delete

Showing 1 to 11 of 11 entries

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Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Sub Major Head Saved Successfully!' and record will get added in 'List of Sub Major Head(s)' table.
- On page load, it will display all the saved sub major heads in 'List of Sub Major Head(s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created sub major head by clicking on 'Edit' button from saved records in 'List of Sub Major Head(s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

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7. Minor Head:

Using this page, Admin user can create & manage Minor Head like Pay & Allowances, Retiral Benefits etc. And created 'Minor Heads' will be displayed in 'Sub Minor Head' pages and 'Transaction Pages'.

- Click on '**Minor Head**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Minor Head Master

Advance Search

New Record

Minor Head Name *

Pay & Allowances

Minor Head Code *

2

Save

Reset

List of Minor Head(s)

Run Date : 24-01-2023 11:26:28

Download

Show

All

entries

S.No	Minor Head Name	Minor Head Code	Edit	Delete
1	Pay & Allowances	2	Edit	Delete
2	Retiral Benefits	3	Edit	Delete
3	-	-	Edit	Delete
4	Location Specific(IRP)	01	Edit	Delete
5	Experimental Farms/RMC	02	Edit	Delete
6	Extension Demonstrations in New Technologies	03	Edit	Delete
7	Extension Activities in College	04	Edit	Delete
8	Informal Education Programmes For Farmers	05	Edit	Delete

Showing 1 to 9 of 9 entries

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⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display a message for the user as '**Minor Head Saved Successfully!**'.
- On page load, it will display all the saved minor heads in '**List of Minor Head(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created sub major head by clicking on '**Edit**' button from saved records in '**List of Minor Head(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Finance Management)

8. Sub Minor Head:

Using this page, Admin user can create Sub Minor Head by using combination of all the created Major Heads, Sub Major Heads, Minor Heads, created mapping will be used in budget head creation.

- Click on 'Sub Minor Head' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Sub Minor Head MasterAdvance Search

Major Heads *

Central Govt. Fund

Minor Heads *

Retiral Benefits

Sub Minor Head Code

Enter Sub Minor Head Code

Sub Major Heads *

Salaries

Sub Minor Head Name

--

Save

Reset

List of Government Budget Head(s)

Run Date : 24-01-2023 11:30:46

Download

Show

All

entries

S.No	Major Head	Sub Major Head	Minor Head	Sub Minor Head	Edit	Delete
1	Central Govt. Fund	Salaries	Pay & Allowances	--	Edit	Delete
2	Central Govt. Fund	Salaries	Retiral Benefits	--	Edit	Delete
3	General	Travelling Allowances	-	--	Edit	Delete
4	General	Office Expenses	-	--	Edit	Delete
5	General	Fellowship/Scholarship	-	--	Edit	Delete
6	General	Adjunct/Visiting Faculty	-	--	Edit	Delete
7	General	H.R.D	-	--	Edit	Delete
8	General	Advertisement & Publicity	-	--	Edit	Delete
9	General	A.R.M	-	--	Edit	Delete
10	General	Misc. Research & Exten.Program	Experimental Farms/RMC	--	Edit	Delete
11	General	Misc. Research & Exten.Program	Extension Activities in College	--	Edit	Delete
12	General	Misc. Research & Exten.Program	Extension Demonstrations in New Technologies	--	Edit	Delete
13	General	Misc. Research & Exten.Program	Informal Education Programmes For Farmers	--	Edit	Delete
14	General	Misc. Research & Exten.Program	Location Specific(IRP)	--	Edit	Delete

Showing 1 to 14 of 14 entries

Previous

1

Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display a message for the user as 'Sub Minor Head Saved Successfully!'.
- On page load, it will display all the saved sub minor heads in 'List of Government Budget Head(s)' table.



User Manual Document (Finance Management)

- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created sub minor head by clicking on **'Edit'** button from saved records in **'List of Government Budget Head(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Finance Management)

9. Budget Head Code Master:

Using this page, Admin user can create various 'Budget Head Code'. Created head code will be used in finance transaction pages (for managing opening balance, various report etc.).

- Click on 'Budget Head Code Master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Budget Head Code MasterAdvance Search Q

Government Budget Head *

Select Government Budget Head

Fund Type *

Select Fund Type

Fund Category *

Select Fund Category

Budget Head Code *

Budget Head Description *

Enter Budget Head Description

Budget Head Type *

Select Budget Head Type

Select If Used In Pension

☐

Is Active

Select Active Status

Remarks

Enter Remarks

Save

Reset

List of Budget Head Code Master(s)

Run Date : 17-01-2023 17:20:34

Download

Show 10 entries

S.No	Govt Budget Head	Budget Head	Fund Type	Fund Category	Budget Head Description	Is Active	Is Used In Pension	Edit	Delete
1	Central Govt. Fund-Salaries-Pay & Allowances---	312	Plan	Central Government Fund	Employee Salary Head	Yes	Yes	Edit	Delete
2	Central Govt. Fund-Salaries-Retiral Benefits---	313	Plan	Central Government Fund	Pension Head	Yes	Yes	Edit	Delete
3	Central Govt. Fund-General-A.R.M---	3210	Plan	Central Government Fund	A.R.M	Yes	No	Edit	Delete
4	Central Govt. Fund-General-Office Expenses---	325	Plan	Central Government Fund	Office Expenses	Yes	No	Edit	Delete
5	Central Govt. Fund-General-H.R.D---	328	Plan	Central Government Fund	H.R.D	Yes	No	Edit	Delete
6	Other Income-Head Of Account-Miscellaneous Income---	4417	Non Plan	Other Fund	Miscellaneous Income	Yes	No	Edit	Delete
7	Central Govt. Fund-General-Adjunct/Visiting Faculty---	327	Plan	Central Government Fund	Adjunct/Visiting Faculty	No	No	Edit	Delete
8	Central Govt. Fund-General-Fellowship/Scholorship---	326	Plan	Central Government Fund	Fellowship/Scholarship	Yes	No	Edit	Delete
9	Central Govt. Fund-Misc Research & Exten Programs-Experimental Farms IRP---	3312	Plan	State Government Fund	Experimental Farms IRP	Yes	No	Edit	Delete
10	Central Govt. Fund-Misc Research & Exten Programs-Extension Demonstration in New Tech---	3313	Non Plan	Central Government Fund	Extension Demonstration in New Tech	Yes	No	Edit	Delete

Showing 1 to 10 of 19 entries

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⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display a message for the user as **'Record Saved Successfully!'**.
- On page load, it will display all the saved head code in **'List of Budget Head Code(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created head code by clicking on **'Edit'** button from saved records in **'List of Budget Head Code(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



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10. Bank Master:

Using this page, Admin user can create & manage bank details which will be used in FDR Process page under 'Account Master' section.

- Click on '**Bank Master**' menu link, under '**Common master**' sub menu, then page will be opened as shown below:

Bank MasterAdvance Search

Bank Name *

Bank Name

Branch Name *

Branch Name

City *

City

State *

Select State

IFSC Code *

IFSC Code

MICR Code

MICR Code

First Contact Person

First Contact Person

First Contact Number

First Contact Number

Second Contact Person

Second Contact Person

Second Contact Number

Second Contact Number

Account Number *

Account Number

Is Used In Fee

☐

Address

Address

Is Used In Ledger

☐

Remarks

Remarks

Save

Reset

List of Bank(s)

Run Date : 17-01-2023 17:23:37

Download

Show All entries

S.No.	Bank Name	Branch Name	City	State	Account No.	Edit	Delete
1	Bank of Baroda	Noida	Noida	Uttar Pradesh	294002558452658556	Edit	Delete

Showing 1 to 1 of 1 entries

Previous

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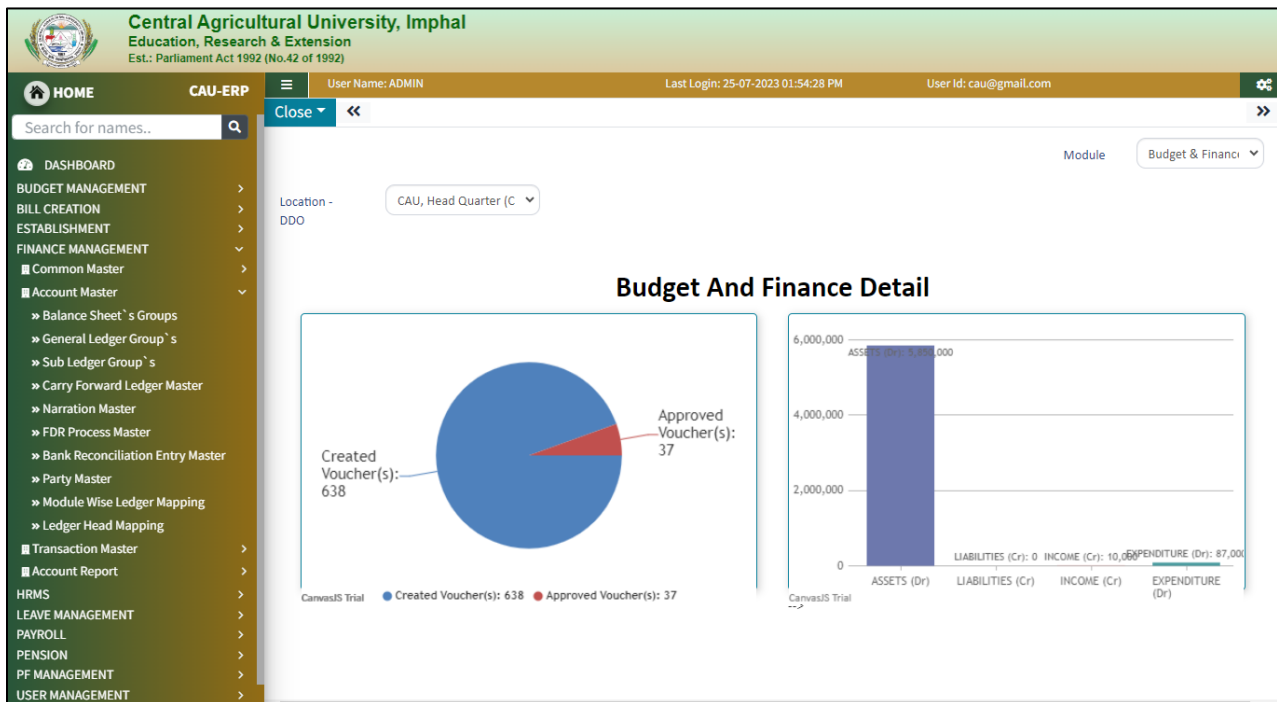
Next

⇒ Steps to Create New Record:

- Enter data in mandatory fields.
- Click on '**Save**' button, then system will display message as '**Bank Details Saved successfully!**' and record will get added in '**List of Bank(s)**' table.
- On page load, it will display all saved bank in '**List of Bank(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created bank details by clicking on '**Edit**' button from saved records in '**List of Bank(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

User Manual Document (Finance Management)

- Click on '**Account Master**' menu, then sub menu list will be displayed as shown below:





User Manual Document (Finance Management)

• Account master:

1. Balance Sheet's Group:

Using this page, Admin user can create and manage various groups of ledger, As per created groups ledger details will be categorized, group type will be Assets, Liability, Income & Expenditure.

- Click on '**Balance Sheet's Group**' menu link, under '**Account Master**' sub menu, then page will be opened as shown below:

Balance Sheet's GroupsAdvance Search

Balance Sheet Group Code *

Balance Sheet Group Name *

Balance Sheet Head *

LIABILITIES

Parent Code

Select Parent Code

Save

Reset

List of Balance Sheet's Group(s)

Run Date : 17-01-2023 17:27:15

Download

Show

All

 entries

S. No	Balance Sheet Group Code	Balance Sheet Group Name	Balance Sheet Head	Edit	Delete
1	11	Research	ASSETS	Edit	Delete
2	Research01	Research Group	ASSETS	Edit	Delete
3	100	Direct Expense	EXPENDITURE	Edit	Delete
4	IND011	Indirect Expense	EXPENDITURE	Edit	Delete
5	DIR11	Direct Income	INCOME	Edit	Delete
6	0009	Indirect Income	INCOME	Edit	Delete

Showing 1 to 6 of 6 entries

Previous1Next

⇒ Steps to Create New Record:

- Enter data in mandatory fields.
- Click on '**Save**' button, then system will display message as '**Balance Sheet Group Saved successfully!**' and record will get added in '**List of Balance Sheet's Group**' table.
- On page load, it will display all saved groups in '**List of Balance Sheet's Group(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created groups by clicking on '**Edit**' button from saved records in '**List of Balance Sheet's Group(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



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2. General Ledger Groups:

Using this page, Admin user can create & manage ledger details with their opening balance, created ledgers will be used to manage account expenses and generate various accounts reports.

Note: From 'Sub Ledger' drop down, select value as 'Yes' if any ledger is having sub ledger(s) then opening balance will be managed from '**Sub-Ledger Group's**' page.

- Click on '**General Ledger Group's**' menu link, under '**Account Master**' sub menu, then page will be opened as shown below:

General Ledger Group's

Advance Search

New Record

Location *

Select Location

DDO *

Select DDO

Financial Year *

2023-2024

General Ledger Code *

Enter General Ledger Code

General Ledger Name *

Enter General Ledger Name

Balance Sheet Group *

Select Balance Sheet Grc

Group Ledger Type *

Select Group Ledger Type

Sub Ledger

No

Opening Balance *

0.00

Remarks

Enter Remarks

Is Budget Type

☒

Budget Head *

Select Budget Head

Save

Reset

List of General Ledger Group(s)

Run Date : 26-07-2023 14:29:27

Download

Show 10 entries

S. No	Location	DDO	General Ledger Code	General Ledger Name	General Ledger Type	Sub Ledger	Under (Balance Sheet Group Name)	Edit	Delete
1			GRFG2301	Grant Recieved From Govt		No	Direct Expense	Edit	Delete
2	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	106	Advertisement & Publicity	General	No	Indirect Income	Edit	Delete
3	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	147	Extension Demonstrations including exhibitions	General	No	EXTENSION ACTIVITIES EXP	Edit	Delete
4	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	15	Informal Training Programmes for Farmers	General	No	EXTENSION ACTIVITIES EXP	Edit	Delete
5	CAU, Head Quarter	COFT, Imphal, Manipur	17	Auditors Remuneration/ Audit Expenses	General	No	Administrative Expenses	Edit	Delete

Showing 1 to 10 of 1,580 entries

Previous 1 2 3 4 5 ... 158 Next

⇒ Steps to Create New Record:

- Enter data in mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved successfully!**' and record will get added in '**General Ledger Group(s)**' table.
- On page load, it will display all saved ledgers in '**General Ledger Group(s)**' table.

CONFIDENTIAL – RESTRICTED ACCESS

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- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created ledgers by clicking on '**Edit**' button from saved records in '**List of General Ledger Group(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Finance Management)

3. Sub Ledger Group's:

Using this page, Authorized user can create and manage details for required sub ledgers (Created from General Ledger Group's). For example if any vendor having two accounts in a same bank then all details will be managed in **Sub Ledger Group**.

- Click on '**Sub Ledger Groups**' menu link, under '**Account Master**' sub menu, then page will be opened as shown below:

Sub Ledger Group's

Advance Search Q

New Record

Location *

Select Location

DDO *

Select DDO

Financial Year *

2023-2024

Sub Ledger Code *

Enter Sub Ledger Code

Sub Ledger Name *

Enter Sub Ledger Name

General Ledger *

Select Ledger

Remarks

Enter Remarks

Opening Balance *

0.00

Is Budget Type

☐

Save

Reset

List of Sub Ledger(s)

Run Date : 26-07-2023 14:24:34

Download

Show All entries

S. No	Location	DDO	Sub Ledger Code	Sub Ledger Name	General Ledger Code	Under(General Ledger Name)	Edit	Delete
1	College of PG Studies in Agricultural Sciences, Umiyam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiyam, Ri Bhoi District, Meghalaya	100	Boys Hostel Fee	100	Boys Hostel Fee	Edit	Delete
2	College of PG Studies in Agricultural Sciences, Umiyam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiyam, Ri Bhoi District, Meghalaya	101	Girls Hostel Fee	101	Girls Hostel Fee	Edit	Delete
3	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	ARM01	ARM	ARM03	ARM	Edit	Delete
4	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	F77	Fee	GD6	Other	Edit	Delete
5	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	PH01	Pension Head	PH01	Pension Head	Edit	Delete

Showing 1 to 5 of 5 entries

Previous 1 Next

⇒ Steps to Create New Record:

- Enter data in mandatory fields.
- Click on '**Save**' button, then system will display message as '**Sub Ledger Saved successfully!**' and record will get added in '**List of Sub ledger(s)**' table.
- On page load, it will display all saved sub ledgers in **List of Sub ledger(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.

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Page 23

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User Manual Document (Finance Management)

- User can Edit/Update any created sub ledger group by clicking on '**Edit**' button from saved records in '**List of Sub Ledger(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Finance Management)

4. Carry Forward Ledger master:

Using this page, Authorize user will be able transfer all the closing/remaining balance (for any financial year) to next/coming financial year, Transferred amount will be considered as opening balance for next financial year.

Note: If closing/remaining balance is unused (for any ledger) then user can mark as lapse for selected ledgers.

- Click on **'Carry Forward Ledger Master'** menu link, under **'Account Master'** sub menu, then page will be opened as shown below:

Carry Forward Ledger Master

Advance Search Q

New Record

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

From Financial Year *

2023-2024

To Financial Year *

2024-2025

Carry Forward/Lapse *

Forward

Ledger Name *

☐ Convenience Charges

☐ NTSW

☐ Professional Tax

☐ University HQ Account

☐ Recovery

☐ SC/ST BUS FARE

☐ GPF Adv

☐ Mutual Fund

☐ Staff Association

☐ University Cash

Save

Reset

List of Carry Forward Ledger

Run Date : 26-07-2023 15:13:02

Download

Show All entries

S. No	Location	DDO	Ledger Name	Ledger Code	Financial Year	Opening Balance	Closing Balance	Edit
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Employee Salary Head	ESal01	2022	10000.0000	10000.0000	Edit
2	College of PG Studies in Agricultural Sciences, Umiyam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiyam, Ri Bhol District, Meghalaya	Advertisement & Publicity	ADP01	2022	10000.0000	10000.0000	Edit
3	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	ARM	ARM02	2022	10000.0000	10000.0000	Edit
4	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	A. Herojit Singh	EMP0699	2023	0.0000	0.0000	Edit
5	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	N. Brajendra Singh	EMP0702	2023	0.0000	0.0000	Edit
6	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	Asset	As01	2023	60000.0000	60000.0000	Edit

Showing 1 to 6 of 6 entries

Previous 1 Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Carry Forward Ledger Saved Successfully!'** and record will get added in **'List of Carry Forward Ledger'** table.
- On page load, it will display all saved carry forward ledgers in **'List of Carry Forward Ledger'** table.

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User Manual Document (Finance Management)

- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created carry forward ledgers by clicking on '**Edit**' button from saved records in '**List of Carry Forward Ledger**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

User Manual Document (Finance Management)

5. Narration Master:

Using this page, Authorized user can create & manage all narrations details for all the required vouchers, created narrations will be used to add remarks during voucher creation. For example, if user created **Narrations** for 'Payment Voucher' then that particular narration will be displayed on 'Payment Voucher' only.

- Click on '**Narration Master**' menu link, under '**Account Master**' sub menu, then page will be opened as shown below:

Narration Master

[Advance Search](#)

New Record

Narration Type *

Select Narration Type

Narration Details *

Enter Narration Details

Save

Reset

List of Narration Master(s)

Run Date : 19-01-2023 17:21:29

Download

Show All entries

S. No	Narration Type	Description	Edit	Delete
1	Bank Payment Voucher	Salary for the Month of December	Edit	Delete
2	Bank Receipt Voucher	Common for all Bank Receipt Voucher	Edit	Delete
3	Cash Receipt Voucher	Cash Received	Edit	Delete

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Narration Saved Successfully!**' and record will get added in '**List of Narration(s)**' table.
- On page load, it will display all saved narrations in 'List of Narration Master(s)' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created narrations by clicking on '**Edit**' button from saved records in '**List of Narration(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Finance Management)

6. FDR Process:

Using this page, Authorized user will be able to create & manage FD (Fixed Deposit) details of university/location/college.

- Click on '**FDR Process**' menu link, under '**Account Master**' sub menu, then page will be opened as shown below:

FDR Process MasterAdvance Search

Fixed Deposit Type *

☒ New ☐ Re-Investment

Location *

Select Location

DDO *

Select DDO

Mode of Payment *

Select Mode Of Payment

Bank Name *

Select Bank Name

FD Date *

DD/MM/YY

Fixed Deposit Number *

Enter Fixed Deposit Number

FD Amount *

Enter FD AMOUNT

Period(In Days) *

In Days

Maturity Date *

DD/MM/YY

Maturity Amount *

Enter Maturity Amount

Remarks

Save

Reset

List of FDR(s)

Run Date : 26-07-2023 16:33:35

Download

Show All entries

S. No	Location	DDO	Payment Mode	Bank name	FDR Number	Amount	Encashment Date	Periods	Maturity Amount	Encashment Amount	FD Date	Maturity Date	Edit	Delete
1	College of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	CASH	SBI	9000	10000		365	20000		01/01/2023	01/01/2024	Edit	Delete

Showing 1 to 1 of 1 entries

Previous

1

Next

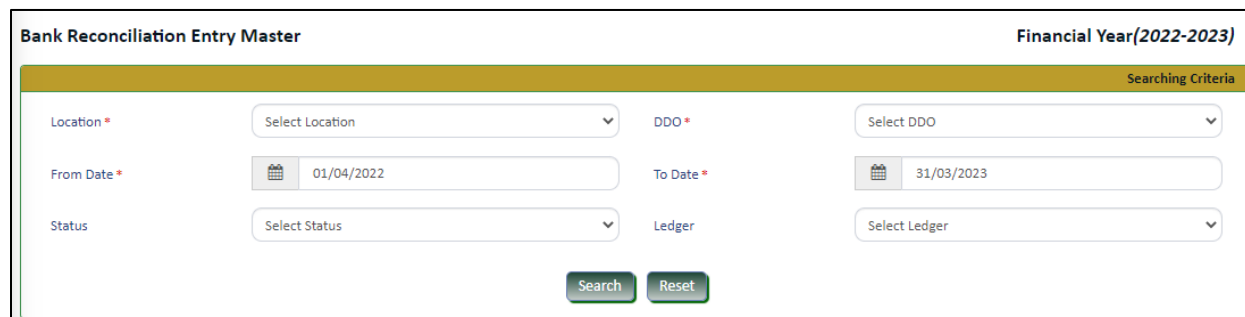
⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**FDR Saved Successfully!**' and record will get added in '**List of FDR(s)**' table.
- On page load, it will display all saved FDRs in '**List of FDR(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created FDRs process by clicking on '**Edit**' button from saved records in '**List of FDR(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

7. Bank Reconciliation Entry Master:

Using this page, Authorized user will be able to manage the status of cheque; Status of cheque will be 'Clear' and 'Not Clear'. If cheque is showing as un-cleared then it will be considered in reconciliation process.

- Click on '**Bank Reconciliation Entry Master**' menu link, under '**Account Master**' sub menu, then page will be opened as shown below:



Bank Reconciliation Entry Master		Financial Year(2022-2023)	
Searching Criteria			
Location *	Select Location	DDO *	Select DDO
From Date *	01/04/2022	To Date *	31/03/2023
Status	Select Status	Ledger	Select Ledger
<div>Search Reset</div>			

⇒ Steps to search cleared/unclear cheque:

- Enter data in all mandatory fields.
- Click on '**Search**' button. System will show a data user will be able to update the status of cheque amount and closing balance will be updated accordingly.
- Click on **Reset** button then all the data will be removed and page will be set to its default position.

NOTE: For Bank Reconciliation, cheque will be consider from 'Bank Payment Voucher', 'Bank Receipt Voucher' & 'Contra Voucher' pages.

User Manual Document (Finance Management)

8. Module Wise Ledger Mapping:

Using this page, Authorized user will be able to map all the modules with related ledgers accordingly; accordingly, various modules will be integrated with financial transaction.

- Click on **'Module Wise Ledger Mapping'** menu link, under **'Account Master'** sub menu, then page will be opened as shown below:

Module Wise Ledger Mapping

Advance Search

New Record

Location *
Select Location

DDO *
Select DDO

Group
OthTransaction

Ledger Name
Asset

Sub Ledger Name
Select Sub Ledger

Type
Select Type
☐ Research
☐ Store Purchase

Save

Reset

List of Ledger and Head Mapping(s)

Run Date : 26-07-2023 16:52:07

Download

Show All entries

S.No.	Location	DDO	Group	Ledger Name	Sub Ledger name	Type	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Research	Research Transaction		Research	Edit	Delete
2	College of Horticulture, Bermiok, Sikkim	College of Horticulture, Bermiok, Sikkim	Research	Consumable		Research	Edit	Delete

Showing 1 to 2 of 2 entries

Previous1Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Module Wise Ledger Saved Successfully!'** and record will get added in **'List of Ledger and Head Mapping(s)'** table.
- On page load, it will display all saved mapping in **'List of Ledger and Head Mapping(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created mapping by clicking on **'Edit'** button from saved records in **'List of Ledger and Head Mapping(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



User Manual Document (Finance Management)

9. Ledger Head Mapping:

Using this page, Authorized user will be able to map modules wise ledger with multiple heads to manage modules wise expenses and various reports.

- Click on '**Ledger Head Mapping**' menu link, under '**Account Master**' sub menu, then page will be opened as shown below:

Ledger Head MappingAdvance Search

Location *

Select Location

Module Type *

Select Type

Group Name *

Select Group Name

Sub Ledger Name

Select Sub Ledger Name

DDO *

Select DDO

Head *

List of Head

Ledger Name *

Select Ledger Name

Save

Reset

List of Ledger Head Mapping(s)

Run Date : 26-07-2023 17:15:55

Download

Show All entries

S.No.	Location	DDO	Module Type	Group Name	Ledger Name	Sub Ledger name	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Research	Research	Research Transaction		Edit	Delete
2	College of Horticulture, Bermiok, Sikkim	College of Horticulture, Bermiok, Sikkim	Research	Research	Consumable		Edit	Delete

Showing 1 to 2 of 2 entries

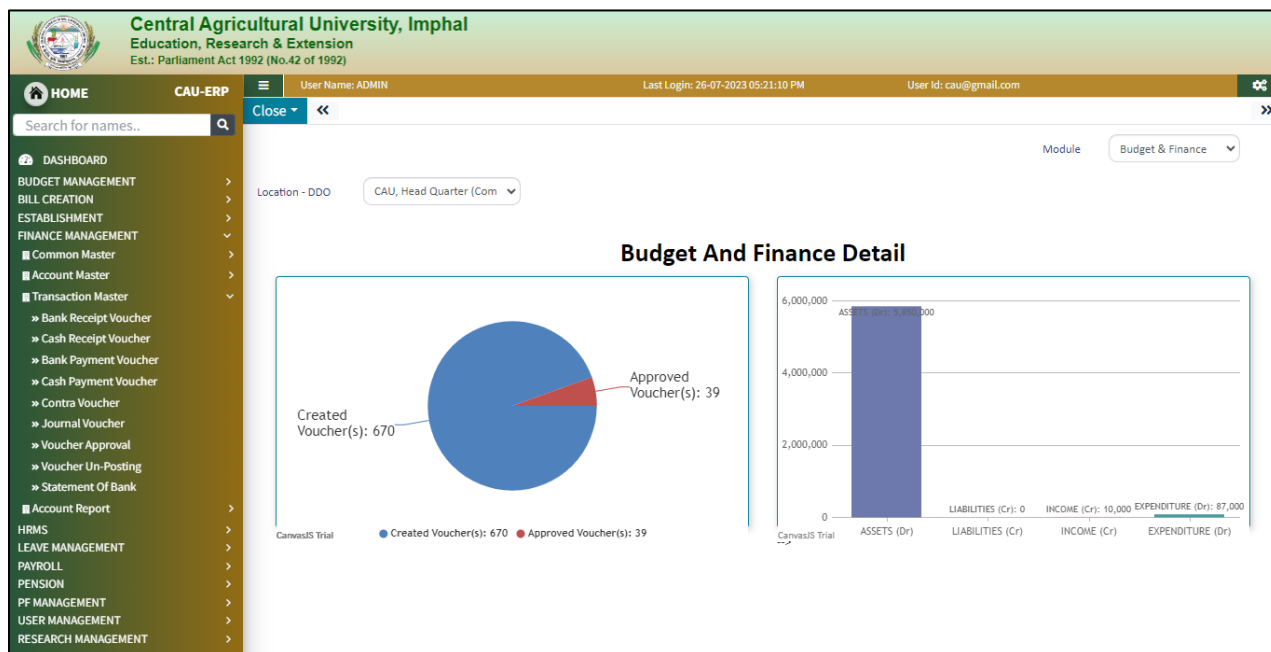
Previous1Next

⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Ledger Head Mapping(s)**' table.
- On page load, it will display all mapping in '**List of Ledger Head Mapping(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created mapping by clicking on '**Edit**' button from saved records in '**List of Ledger Head Mapping(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

User Manual Document (Finance Management)

- Click on 'Transaction Master' menu, then sub menu list will be displayed as shown below:





User Manual Document (Finance Management)

• Transaction Master:

1. Bank Receipt Voucher:

Using this page, Authorized user can create 'Bank Receipt Voucher' to receive any payment from any party/department/authority/grant in bank account; In this voucher, 'Bank Type' ledger will be used in 'CR' side & other than 'Bank Type' and 'Cash Type' ledger will be used in DR side. Created Voucher(s) will be displayed in 'Voucher Approval' page.

- Click on 'Bank Receipt Voucher' menu link, under 'Transaction Master' sub menu, then page will be opened as shown below:

Bank Receipt Voucher

Advance Search

New Record

Financial Year:[2023-2024]

Location *

Select Location

DDO *

Select DDO

Manual Voucher Number *

Enter Manual Voucher Number

Ledger Code *

Enter Ledger Code

Ledger Name *

Select Ledger Name

Cr

Voucher Date *

26/07/2023

Amount(Rs.) *

Enter Amount

Cr.

Narration *

Remarks

Show Narration

Ledger Code

Ledger Name

Balance Dr./Cr.

Amount (Dr.)

Remove

Enter Ledger Code

Select Ledger Name

Delete

Add More

Total Dr.

Enter value

Total Cr.

Enter value

Instrument Detail (s)

Instrument type

Instrument Number

Date

IFSC Code

Bank Name

A/c No.

In Favour of

Narration

Select Instrument

DD/MM/YYYY

Save

Reset

Voucher detail(s)

Run Date : 26-07-2023 17:40:36

Download

Show 10 entries

S.No.	Location	DDO	Manual Voucher Number	Voucher Number	Total Dr.	Total Cr.	Voucher Date	Edit	Cancel/Approved	Debit/Credit Note
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	123456	7	1000.00	1000.00	09/06/2023	View	Approved	Debit/Credit Notes
2	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	1	13	1000.00	1000.00	08/06/2023	View	Approved	Debit/Credit Notes

Showing 1 to 2 of 2 entries

Previous 1 Next



User Manual Document (Finance Management)

⇒ Steps to Create Voucher:

- Enter data in all mandatory fields with required Instrument Details.
- Click on **'Save'** button, then system will display message as **'Voucher Created Successfully!'** and record will get added in **'Voucher detail(s)'** table.
- On page load, it will display all saved voucher in **'Voucher detail(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Update any created voucher by clicking on **'Edit/View'** button from saved records in **'Voucher detail(s)'** table.
- If created vouchers are approved from 'Voucher Approval' page then it cannot be modified.
- By Clicking on Debit/Credit note, it will open window for generating debit/credit note against generated voucher (If Required).

User Manual Document (Finance Management)

2. Cash Receipt Voucher:

Using this page, Authorized user can create 'Cash Receipt Voucher' to receive any payment from any party/department/authority/grant in cash account; In this voucher, '**Cash Type**' ledger will be used in 'CR' side & other than '**Bank Type**' and '**Cash Type**' ledger will be used in DR side. Created Voucher(s) will be displayed in '**Voucher Approval**' page.

- Click on '**Cash Receipt Voucher**' menu link, under '**Transaction Master**' sub menu, then page will be opened as shown below:

Cash Receipt Voucher

Advance Search

New Record

Financial Year:(2023-2024)

Location *

Select Location

DDO *

Select DDO

Manual Voucher Number *

Enter Manual Voucher Number

Ledger Code *

Enter Ledger Code

Ledger Name *

Select Ledger Name

Cr

Voucher Date *

26/07/2023

Amount(Rs.) *

Enter Amount

Cr.

Narration *

Show Narration

Remarks

Ledger Code	Ledger Name	Balance Dr./Cr.	Amount (Dr.)	Remove
Enter Ledger Code	Select Ledger Name			Delete

Add More

Total Dr.

Enter value

Total Cr.

Enter value

Save

Reset

Voucher detail(s)

Run Date : 26-07-2023 18:27:09

Download

Show 10 entries

S.No.	Location	DDO	Manual Voucher Number	Voucher Number	Total Dr.	Total Cr.	Voucher Date	Edit	Cancel/Approved	Debit/Credit Note
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	2	14	1000.00	1000.00	08/06/2023	View	Approved	Debit/Credit Notes

Showing 1 to 1 of 1 entries

Previous 1 Next

⇒ Steps to Create Voucher:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Voucher Created Successfully!**' and record will get added in '**Voucher detail(s)**' table.
- On page load, it will display all saved voucher in '**Voucher detail(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.



User Manual Document (Finance Management)

- User can Update any created voucher by clicking on '**Edit/View**' button from saved records in '**Voucher detail(s)**' table.
- If created vouchers are approved from 'Voucher Approval' page then it cannot be modified.
- By Clicking on Debit/Credit note, it will open window for generating debit/credit note against generated voucher (If Required).



User Manual Document (Finance Management)

3. Bank Payment Voucher:

Using this page, Authorized user can create 'Bank Payment Voucher' for making payment to any party/department/authority in their bank account; In this voucher, '**Bank Type**' ledger will be used in 'DR' side & other than '**Bank Type**' and '**Cash Type**' ledger will be used in CR side. Created Voucher(s) will be displayed in '**Voucher Approval**' page.

- Click on '**Bank Payment Voucher**' menu link, under '**Transaction Master**' sub menu, then page will be opened as shown below:

Bank Payment Voucher

Advance Search Q

New Record

Financial Year: {2023-2024}

Location *

Select Location

DDO *

Select DDO

Manual Voucher Number *

Enter Manual Voucher Number

Ledger Code *

Enter Ledger Code

Ledger Name *

Select Ledger Name

Cr

Voucher Date *

27/07/2023

Amount(Rs.) *

Enter Amount

Dr.

Narration *

Remarks

Show Narration

Ledger Code	Ledger Name	Balance Dr./Cr.	Amount (Cr.)	Remove
Enter Ledger Code	Select Ledger Name			Delete

Add More

Total Cr. Enter value Total Dr. Enter value

Instrument Detail (s)

Instrument type	Instrument Number	Date	IFSC Code	Bank Name	A/c No.	In Favour of	Narration
Select Instrument		DD/MM/YYYY					

Save Reset

Voucher detail(s)

Run Date : 27-07-2023 10:32:17

Download

Show 10 entries

S.No.	Location	DDO	Manual Voucher Number	Voucher Number	Total Dr.	Total Cr.	Voucher Date	Edit	Cancel/Approved	Debit/Credit Note
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	3	15	1000.00	1000.00	08/06/2023	View	Approved	Debit/Credit Notes

Showing 1 to 1 of 1 entries

Previous 1 Next

⇒ Steps to Create Voucher:

- Enter data in all mandatory fields with required Instrument Details.
- Click on '**Save**' button, then system will display message as '**Voucher Created Successfully!**' and record will get added in '**Voucher detail(s)**' table.



User Manual Document (Finance Management)

- On page load, it will display all saved voucher in **'Voucher detail(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can update any created voucher by clicking on **'Edit/View'** button from saved records in **'Voucher detail(s)'** table.
- If created vouchers are approved from **'Voucher Approval'** page then it cannot be modified.
- By Clicking on Debit/Credit note, it will open window for generating debit/credit note against generated voucher (If Required).



User Manual Document (Finance Management)

4. Cash Payment Voucher:

Using this page, Authorized user can create 'Cash Payment Voucher' to make any cash payment to any party/department/authority; In this voucher, '**Cash Type**' ledger will be used in 'DR' side & other than '**Bank Type**' and '**Cash Type**' ledger will be used in CR side. Created Voucher(s) will be displayed in '**Voucher Approval**' page.

- Click on '**Cash Payment Voucher**' menu link, under '**Transaction Master**' sub menu, then page will be opened as shown below:

Cash Payment Voucher

Advance Search Q

New Record

Financial Year:(2023-2024)

Location *

Select Location

DDO *

Select DDO

Manual Voucher Number *

Enter Manual Voucher Number

Ledger Code *

Enter Ledger Code

Ledger Name *

Select Ledger Name

Cr

Voucher Date *

27/07/2023

Amount (Rs.) *

Enter Amount

Dr.

Narration *

Remarks

Show Narration

Ledger Code	Ledger Name	Balance Dr./Cr.	Amount (Cr.)	Remove
Enter Ledger Code	Select Ledger Name			Delete

Add More

Total Cr. Enter value

Total Dr. Enter value

Save

Reset

Voucher detail(s)

Run Date : 27-07-2023 10:36:59

Download

Show 10 entries

S.No.	Location	DDO	Manual Voucher Number	Voucher Number	Total Dr.	Total Cr.	Voucher Date	Edit	Cancel/Approved	Debit/Credit Note
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	4	16	1000.00	1000.00	08/06/2023	View	Approved	Debit/Credit Notes
2	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	5	17	1000.00	1000.00	08/06/2023	View	Approved	Debit/Credit Notes

Showing 1 to 2 of 2 entries

Previous 1 Next

⇒ Steps to Create Voucher:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Voucher Created Successfully!**' and record will get added in '**Voucher detail(s)**' table.
- On page load, it will display all saved voucher in '**Voucher detail(s)**' table.



User Manual Document (Finance Management)

- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Update any created voucher by clicking on '**Edit/View**' button from saved records in '**Voucher detail(s)**' table.
- If created vouchers are approved from 'Voucher Approval' page then it cannot be modified.
- By Clicking on Debit/Credit note, it will open window for generating debit/credit note against generated voucher (If Required).

User Manual Document (Finance Management)

5. Contra Voucher:

Using this page, Authorized user can create 'Contra Voucher' to make any internal (Within a campus) payment to any department/authority; In this voucher, only '**Bank Type**' and '**Cash Type**' ledgers will be displayed both 'DR' & 'CR' side. Created Voucher(s) will be displayed in '**Voucher Approval**' page.

- Click on '**Contra Voucher**' menu link, under '**Transaction Master**' sub menu, then page will be opened as shown below:

Contra Voucher

Advance Search Q

New Record

Financial Year:{2023-2024}

Location *

Select Location

DDO *

Select DDO

Manual Voucher Number *

Enter Manual Voucher Number

Ledger Code *

Enter Ledger Code

Ledger Name *

Select Ledger Name

Voucher Date *

27/07/2023

Amount(Rs.) *

Enter Amount

Narration *

Show Narration

Remarks

Ledger Code

Ledger Name

Balance Dr./Cr.

Amount (Dr.)

Remove

Enter Ledger Code

Select Ledger Name

Delete

Add More

Total Dr.

Enter value

Total Cr.

Enter value

Instrument Detail (s)

Instrument type

Instrument Number

Date

IFSC Code

Bank Name

A/c No.

In Favour of

Narration

Select Instrument

DD/MM/YYYY

Save

Reset

Voucher detail(s)

Run Date : 27-07-2023 11:00:10

Download

Show 10 entries

S.No.	Location	DDO	Manual Voucher Number	Voucher Number	Total Dr.	Total Cr.	Voucher Date	Edit	Cancel/Approved	Debit/Credit Note
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	11	18	1000.00	1000.00	08/06/2023	View	Approved	Debit/Credit Notes

Showing 1 to 1 of 1 entries

Previous 1 Next

⇒ Steps to Create Voucher:

- Enter data in all mandatory fields with required Instrument Details.
- Click on '**Save**' button, then system will display message as '**Voucher Created Successfully!**' and record will get added in '**Voucher detail(s)**' table.



User Manual Document (Finance Management)

- On page load, it will display all saved voucher in **'Voucher detail(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Update any created voucher by clicking on **'Edit/View'** button from saved records in **'Voucher detail(s)'** table.
- If created vouchers are approved from 'Voucher Approval' page then it cannot be modified.
- By Clicking on Debit/Credit note, it will open window for generating debit/credit note against generated voucher (If Required).



User Manual Document (Finance Management)

6. Journal Voucher:

Using this page, Authorized user can create 'Journal Voucher' to make any adjustment entry for any department/authority; In this voucher, Other than '**Bank Type**' and '**Cash Type**' ledgers will be displayed both 'DR' & 'CR' side. Created Voucher(s) will be displayed in '**Voucher Approval**' page.

- Click on '**Journal Voucher**' menu link, under '**Transaction Master**' sub menu, then page will be opened as shown below:

Journal Voucher

Advance Search Q

New Record

Financial Year:(2023-2024)

Location *

Select Location

DDO *

Select DDO

Manual Voucher Number *

Enter Manual Voucher Number

Ledger Code *

Enter Ledger Code

Ledger Name *

Select Ledger Name

Dr

Voucher Date *

27/07/2023

Amount(Rs.) *

Enter Amount

Dr.

Narration *

Show Narration

Remarks

Ledger Code	Ledger Name	Balance Dr./Cr.	Amount (Cr.)	Remove
Enter Ledger Code	Select Ledger Name			Delete

Add More

Total Cr. Enter value Total Dr. Enter value

Save Reset

Voucher detail(s)

Run Date : 27-07-2023 11:06:02

Download

Show 10 entries

S.No.	Location	DDO	Manual Voucher Number	Voucher Number	Total Dr.	Total Cr.	Voucher Date	Edit	Cancel/Approved	Debit/Credit Note
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	15	19	5000000000.00	5000000000.00	08/06/2023	View	Approved	Debit/Credit Notes

Showing 1 to 1 of 1 entries

Previous 1 Next

⇒ Steps to Create Voucher:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Voucher Created Successfully!**' and record will get added in '**Voucher detail(s)**' table.
- On page load, it will display all saved voucher in '**Voucher detail(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.



User Manual Document (Finance Management)

- User can Update any created voucher by clicking on '**Edit/View**' button from saved records in '**Voucher detail(s)**' table.
- If created vouchers are approved from 'Voucher Approval' page then it cannot be modified.
By Clicking on Debit/Credit note, it will open window for generating debit/credit note against generated voucher (If Required).



User Manual Document (Finance Management)

7. Voucher Approval:

Using this page, Authorized user will be able to approve all the created vouchers (Bank Payment, Bank Receipt, Cash Payment, Cash Receipt, Contra & Journal vouchers).

- Click on **'Voucher Approval'** menu link, under **'Transaction Master'** sub menu, then page will be opened as shown below:

Voucher ApprovalFinancial Year(2023-2024)

Searching Criteria

Location

Select Location

DDO

Select DDO

Voucher Number

Enter Voucher value

Manual Voucher Number

Enter manual Voucher Number

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Voucher Type

Select Voucher Type

Status *

Pending

Search

Reset

⇒ Steps to Approval of Voucher:

- Enter data in all mandatory fields and click on **'Search'** button, then page will be displayed as given below:

Voucher detail(s)

Run Date : 27-07-2023 16:59:46

Download

Show All entries

S.No.	All	Manual Voucher Number	Voucher Number	Voucher Date	Voucher Type	Narration	View	Status
1	<input type="checkbox"/>	M/0027	84	27/07/2023	BR	Common for all Bank Receipt Voucher	View	Pending
2	<input type="checkbox"/>	BI0214	21	13/07/2023	BI		View	Pending
3	<input type="checkbox"/>	BI0191	37	12/07/2023	BI	Not Any	View	Pending
4	<input type="checkbox"/>	BI0207	69	12/07/2023	BI	Not Any	View	Pending

Showing 1 to 4 of 4 entries

Previous 1 Next

Approve

Reject

- User can Approve/Reject voucher(s) by selecting voucher(s) and click on **'Approve/Reject'** button.

Note: By selecting check box(s), user will be able to Approve/Reject multiple bills.

- Click on **'View'** link, page will be displayed as given below:

Note: By clicking on **'View'** link, user will be able to Approve/Reject any single bill.

User Manual Document (Finance Management)

Voucher ApprovalNew Record

Location *CAU, Head Quarter

DDO *Comptroller Office, CAU HQ, Imphal

Voucher Number84

Manual Voucher NumberM/0027

Voucher TypeBank Receipt Voucher

Voucher Date27/07/2023

NarrationCommon for all Bank Receipt Voucher

Transaction Details

Run Date : 27-07-2023 17:12:10

S.No.	Ledger	Dr Amount(Rs.)	Cr Amount(Rs.)	Short Narration
1	Advertisement & Publicity	1500.00	0	
2	Extension Demonstrations including exhibitions	4000.00	0	
3	University HQ Account	0	5500.00	Common for all Bank Receipt Voucher

Showing 1 to 3 of 3 entries

Instrument Details

Run Date : 27-07-2023 17:12:10

S.No.	Transfer Mode	Account Number	Bank Name	IFSC Code
1	Cheque	09986998696	SBI	SBIN87678
2	Cheque	07867867767	SBI	SBIN7868767

Showing 1 to 2 of 2 entries

Approve

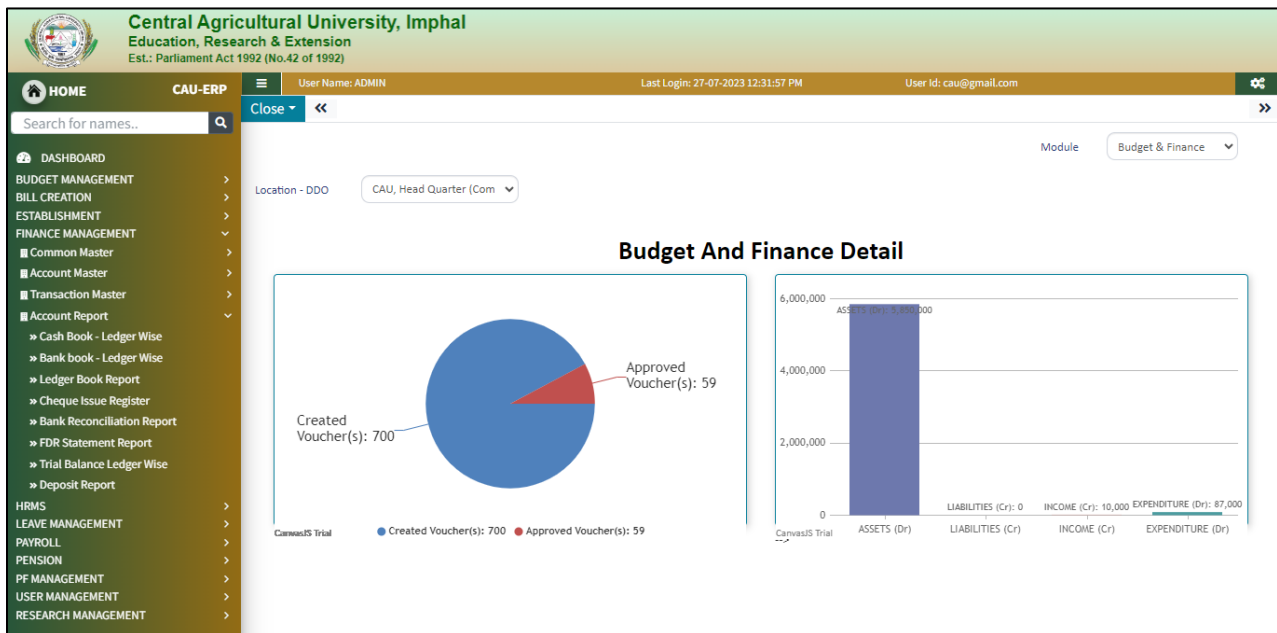
Back

Reject

- User will check all the details and click on Approve/Reject button to approve/reject any voucher.
- Click on 'Back' button, to navigate to previous page.

User Manual Document (Finance Management)

- Click on 'Account Report' menu, then sub menu list will be displayed as shown below:



User Manual Document (Finance Management)

• Account Report:

1. Cash Book Ledger Wise:

Using this page, Authorized user will be able to generate report for cash type ledger transaction under Cash Receipt Voucher, Cash Payment Voucher & Contra voucher.

- Click on 'Cash book Ledger Wise' menu link, under 'Account Report' sub menu, then page will be opened as shown below:

Cash Book Report

Financial Year(2023-2024)

Searching Criteria

Location *

Select Location

DDO *

Select DDO

From Date *

01/04/2023

To Date *

31/03/2024

Fund Type

Select Fund

Budget Head

Select Budget Head

Ledger *


Select Ledger Name

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate 'Cash Book' report in PDF file as given below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Iroisemba, Imphal

Cash Book Report (Ledger Wise)

Ledger Name :Hostel Salary

Date Between :01/03/2019 to 31/03/2019

Opening Balance :1000.00 Cr

S.No	Date	Ledger name	Voucher No.	Voucher Type	Dr(Rs)	Cr(Rs)	Closing(Rs)
1	21/01/2022	Boys Hostel Fee	3002	Cash Receipt Voucher	10000.00	0.00	0.00
Total :					10000.0	0.0	
Closing Balance :							11000.0 Cr

User Manual Document (Finance Management)

2. Bank Book Ledger Wise:

Using this page, Authorized user will be able to generate report for bank type ledger transaction under Bank Receipt Voucher, Bank Payment Voucher & Contra voucher.

- Click on 'Bank Book Ledger Wise' menu link, under 'Account Report' sub menu, then page will be opened as shown below:

Bank Book ReportFinancial Year(2023-2024)

Searching Criteria

Location *

Select Location

DDO *

Select DDO

From Date *

01/04/2023

To Date *

31/03/2024

Fund Type

Select Fund

Budget Head

Select Budget Head

Ledger *


Select Ledger Name

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate 'Bank Book' report in PDF file as given below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Iroisemba, Imphal
Bank Book Report (Ledger Wise)

Ledger Name :Axis Bank

Date Between :01/04/2018 to 31/03/2019 **Opening Balance** :100000.00 Dr

S.No	Date	Ledger name	Voucher No.	Voucher Type	Dr(Rs)	Cr(Rs)	Closing(Rs)
1	01/04/2018	Cash Deposit	test 02	Bank Payment Voucher	0.00	5000.00	155000.00
2	25/08/2021	Boys Hostel Fee	test 01	Bank Receipt Voucher	5000.00	0.00	150000.00
3	25/08/2021	Physics Tutition Fee	test 05	Bank Receipt Voucher	5000.00	0.00	145000.00
Total :					10000.0	5000.0	
					Closing Balance :		95000.0 Dr

User Manual Document (Finance Management)

3. Ledger Book Report:

Using this page, Authorized user will be able to generate report for all type ledger transaction under all the vouchers (i.e. Bank Receipt Voucher, Cash Receipt Voucher, Bank Payment Voucher, Cash payment Voucher, Contra Voucher and Journal Voucher).

- Click on '**Ledger Book Report**' menu link, under '**Account Report**' sub menu, then page will be opened as shown below:

Ledger Book Report

Financial Year(2023-2024)

Searching Criteria

Location *

Select Location

DDO *

Select DDO

From Date *

01/04/2023

To Date *

31/03/2024

Fund Type

Select Fund

Budget Head

Select Budget Head

Ledger *


Select Ledger Name

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate 'Ledger Book' report in PDF file as given below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Iroisemba, Imphal

Ledger Book Report (Ledger Wise)

Ledger Name :Boys Hostel Fee

Date Between :01/04/2018 to 31/03/2019

Opening Balance :10000.00 Cr

S.No	Date	Ledger name	Voucher No.	Voucher Type	Dr(Rs)	Cr(Rs)	Closing(Rs)
16	26/08/2021	HDFC BANK	1234	Contra Voucher	10000.00	0.00	37350.00
17	26/08/2021	Biology Tution Fee	12345	Cash Payment Voucher	0.00	1000.00	38350.00
18	26/08/2021	Physics Tution Fee	1234	Journal Voucher	700.00	0.00	37650.00
19	26/08/2021	Punjab National Bank	12345	Bank Payment Voucher	2000.00	0.00	35650.00

User Manual Document (Finance Management)

4. Cheque Issue Register:

Using this page, User can generate report for all the issued cheque under Payment Voucher & Contra Voucher (Only for those transactions for which bank type ledger is in DR side).

- Click on '**Cheque Issue Register**' menu link, under '**Account Report**' sub menu, then page will be opened as shown below:

Cheque Issue Register

Financial Year(2023-2024)

Searching Criteria

Location *

Select Location

DDO *

Select DDO

From Date *

01/04/2023

To Date *

31/03/2024

Fund Type

Select Fund

Budget Head

Select Budget Head

Ledger *


Select Ledger Name

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate 'Cheque Issue Register' report in PDF file as given below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Iroisemba, Imphal

Cheque Issue Register (Ledger Wise)

Ledger Name : Axis Bank

S.No	Date	Voucher NO.	In Favour Of	Cheque NO.	Cheque Date	Amount	Clerk Sign	Remarks
1	01/04/2018	test 02	uni	5555	01/04/2018	5000.00		

User Manual Document (Finance Management)

5. Bank Reconciliation Report:

Using this page, Authorized user can generate report for all the un-cleared cheque which has already been used during any Payment and Receipt.


- Click on '**Bank Reconciliation Report**' menu link, under '**Account Report**' sub menu, then page will be opened as shown below:

Bank Reconciliation Report

Financial Year(2023-2024)

Searching Criteria

As on Date *

 DD/MM/YYYY

Bank Name *

Select Bank Name

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate report in PDF file.

User Manual Document (Finance Management)

6. FDR Statement Report:

Using this page, Authorized user will be able generate reports all the created fixed deposits (Under 'FDR Process Master' page).

- Click on '**FDR Statement Report**' menu link, under '**Account Report**' sub menu, then page will be opened as shown below:

FDR Statement Report

Financial Year(2023-2024)

Searching Criteria

From Date *

01/04/2023

To Date *

31/03/2024

Maturity From Date *

DD/MM/YYYY

Maturity To Date *

DD/MM/YYYY

Fixed Deposit Type *

Select Fixed Deposit Type

Fixed Deposit Nature


Select Fixed Deposit Nature

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate 'FDR Statement' report in PDF file as given below:



CENTRAL AGRICULTURAL UNIVERSITY

Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

FDR Statement Report

S.No	Payment Mode	Bank Name	FDR No.	Amount	Periods	Maturity Amount	Encashment Amount	FD Date	Maturity Date	Encashment Date
1	CASH	Bank of Baroda	500	100.00	0	10.00	0.00	01/04/2023	01/04/2023	
2	BANK	Bank of Baroda	1000	100.00	12	11.00	0.00	01/04/2023	13/04/2023	

User Manual Document (Finance Management)

7. Trial Balance Ledger Wise:

Using this page, Authorized user will be able to generate 'Trial Balance Report' until selected date i.e. 'As On Date'.

- Click on 'Trial Balance Ledger Wise' menu link, under 'Account Report' sub menu, then page will be opened as shown below:

Trial Balance Ledger Wise Report

Financial Year(2023-2024)

Searching Criteria

Location *

CAU, Head Quarter

DDO *

Comptroller Office, CAU HQ, Imphal

As On Date *

27/07/2023

Suppress Zero


☐

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate 'Trial Balance' report in PDF file as given below:

<div>  <div> CENTRAL AGRICULTURAL UNIVERSITY Est.: Parliament Act 1992 (No.42 of 1992), Imphal </div> </div>								
Date As On : 19/04/2020								
Sl No	UnderGroup	Ledger Name	Opening Balance		Transaction		Closing Balance	
			Dr	Cr	Dr	Cr	Dr	Cr
1	Bank Group	Indusind Bank(00001)	3333.00	0.00	3500.00	12800.00	6833.00	12800.00
2	Cash Group	Univ Cash Acc (00003)	0.00	0.00	800.00	1500.00	800.00	1500.00
3	Indirect Expenses	Building and Maintenance (00049)	0.00	0.00	1300.00	0.00	1300.00	0.00
4	Indirect Incomes	Student Fees(00047)	0.00	0.00	0.00	3300.00	0.00	3300.00
5	Misc. Expenses	salary (00039)	0.00	0.00	12000.00	0.00	12000.00	0.00

User Manual Document (Finance Management)

8. Deposit Report:

Using this page, Authorized user will be able to generate deposit report for all the relevant transaction.

- Click on **'Deposit'** menu link, under **'Finance Reports'** sub menu, and then page will be opened as shown below:

Deposit Report

Financial Year(2023-2024)

Searching Criteria

Location *

Select Location

DDO *

Select DDO

From Date *

01/04/2023

To Date *

31/03/2024

Fund Type

Select Fund

Budget Head

Select Budget Head

Ledger *


Select Ledger Name

View

Reset

⇒ Steps to generate reports.

- Enter data in all mandatory fields.
- Click on **View** button, it will generate Deposit Report in PDF file as given below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Iroisemba, Imphal

Deposit Report (Ledger Wise)

Ledger Name :Cash Deposit

Date Between :01/04/2018 to 31/03/2019

Opening Balance :150000.00 Cr

S.No	Date	Ledger name	Voucher No.	Voucher Type	Dr(Rs)	Cr(Rs)	Closing(Rs)
1	01/04/2018	Axis Bank	test 02	Bank Payment Voucher	5000.00	0.00	105000.00
Total :					5000.0	0.0	
Closing Balance :							155000.0 Cr