# Detailed Explanation of the MS Excel Sheet

* The STO/AC refers to the previous month journal book / register for the entries named “Feb sheet 8” (considering Feb as the last month) and verifies whether the opening balance for the month are correct.
* For the current month March, the STO/AC makes the necessary additions and updates to the entries manually. All the changes made to the journal entries for the month of March are recorded manually in the Final Sheet 8.
* The sum totals of the following headings are then transferred to LTU Rec- 1(3), LTU Rec- 2(3) and LTU Rec- 3(3):
  + **LTU- REC 1(3): PART A**
    - Opening Balance of Arrears at the Beginning of the month MVAT (C9) ='Feb. sheet 8'!I104
    - Opening Balance of Arrears at the Beginning of the month CST (C10) ='Feb. sheet 8'!N102
    - Opening Balance of Arrears at the Beginning of the month Others (C11) ='Feb. sheet 8'!I103
    - Additions during the month MVAT (E9) ='Final Shett 8'!I167
    - Additions during the month CST (E10) ='Final Shett 8'!N167
    - Total Arrears MVAT (G9) = (Column 1+3) in LTU REC-1(3) sheet (C9+E9).
    - Total Arrears CST (G10) = (Column 1+3) in LTU REC-1(3) sheet (C10+E10)
    - Total Arrears Others (G11) = (Column 1+3) in LTU REC-1(3) sheet (C11+E11)
    - Paid by dealer MVAT (I9) ='Final Shett 8'!I134
    - Paid by dealer CST ='Final Shett 8'!N134
    - Total Recovery during the month MVAT (S9) = I9+K9+M9+O9+Q9
    - Total Recovery during the month CST (S10) =I10+K10+M10+O10+Q10
    - Closing Balance of Arrears at the end of month MVAT (U9) =G9-S9
    - Closing Balance of Arrears at the end of month CST (U10) =G10-S10
    - Closing Balance of Arrears at the end of month Other (U11) =G11-S11
* **LTU- REC 1(3): PART B**
  + Opening Balance of Arrears at the Beginning of the Year MVAT (C22) =Ending Balance from previous years Progressive Report (i.e. March 2015 Closing Balance)
  + Addition up to the month MVAT (E22) = (Additions made from April 2015- Feb 2015) + Addition made in the current month (i.e. March 2015)
  + Total Arrears (G22) = C22+E22
  + Cells E23, E24, I22, I23, I24, M22, M23, Q22 and Q23 in LTU-REC 1(3): PART B follows the same formula pattern as cell E22.
* **LTU-REC 2(3):**
  + This tab is blank for the concerned assigned officer. However, the officer may fill information in this tab if he/she has relevant information.
* **LTU-REC 3(3):**
  + E14 ='Final Shett 8'!I86
  + E15 ='Final Shett 8'!N86
  + G14 ='Final Shett 8'!I81
  + G15 ='Final Shett 8'!N81
  + M14 ='Final Shett 8'!I77
  + M15 ='Final Shett 8'!N75
  + M16 ='Final Shett 8'!I76
  + AK14 ='Final Shett 8'!I109
  + AK15 ='Final Shett 8'!N109
  + C14=E14+G14+I14+K14+M14+O14+Q14+S14+U14+W14+Y14+AA14+AC14+AE14+AG14+AI14+AK14
  + C15=E15+G15+I15+K15+M15+O15+Q15+S15+U15+W15+Y15+AA15+AC15+AE15+AG15+AI15+AK15
  + C16=E16+G16+I16+K16+M16+O16+Q16+S16+U16+W16+Y16+AA16+AC16+AE16+AG16+AI16+AK16
* The STO/AC submits the three LTU REC sheets to the DC.
* DC updates the changes to his journal entries and compiles his LTU REC sheets and LTU REC sheets of all the STO/AC officers’ allotted under him.
* The compiled version is of the threeLTU REC Sheets is submitted to respective JC.
* The JC then compiles all the LTU REC Sheets of the DC officers allotted under him.
* The JC-HQ 7 receives three LTU REC Sheets from 39 locations.
* JC HQ-7 copy and pastes the data received from 39 locations into the REC 1, REC 2 tabs of HQ-7 Recovery April 2017 Excel Sheet.
* The data in Column H, Column I, Column L, Column M, Column N, Column O, Column P, Column Q, Column R, and Column S of the REC 1 Tab (HQ-7 Recovery April 2017) are filled from the LTU-REC 1(3) received from 39 locations.
* Similarly, the fields in REC 2 Tab (HQ-7 Recovery April 2017) is filled from LTU-REC 3(3).
* Progressive Rec Tab in HQ-7 Recovery April 2017 follows the same pattern as LTU-REC 1(3): PART B. However, the only difference is the information filled in Progressive Rec Tab in HQ-7 Recovery April 2017 is of all locations across Maharashtra whereas the data filled in LTU-REC 1(3) is by the single Nodal/STO/AC officer.
* The source for completing the Monthly REC- APRIL 2017 tab is the Column of Actual Recovery of Arrears during the month in REC 1 tab.
* Meeting Recovery Status APR-17 tab contains data linked from REC 1 and Monthly Pro-REC APR-2017tab. Column B is filled from the data in REC 1 and Column C is filled from the data in Monthly Pro-REC APR-2017tab.
* Similarly, Mumbai Status of Recovery contains the same pattern in the above mentioned point. However, it is a presentation of the Recovery information of all Mumbai Locations.
* **JC HQ – 7submits following four reports to Finance Department – Mantralaya on monthly basis:**
* MEETING RECOVERY STATUS APRIL-17
* MUMBAI STATUS FOR REC
* BST+VAT
* BST