WRMIS User Manual

Accounts Management

Development of Water Resources Management Information System (WRMIS) and
Decision Support System (DSS) for Efficient Irrigation Water Management in Punjab

Version 1.0

NESPAK

23-Aug-16

Revision History

Version	Date	By	Summary of Changes
1.0	23-Aug-17	NESPAK	Initial Draft

Table of Contents

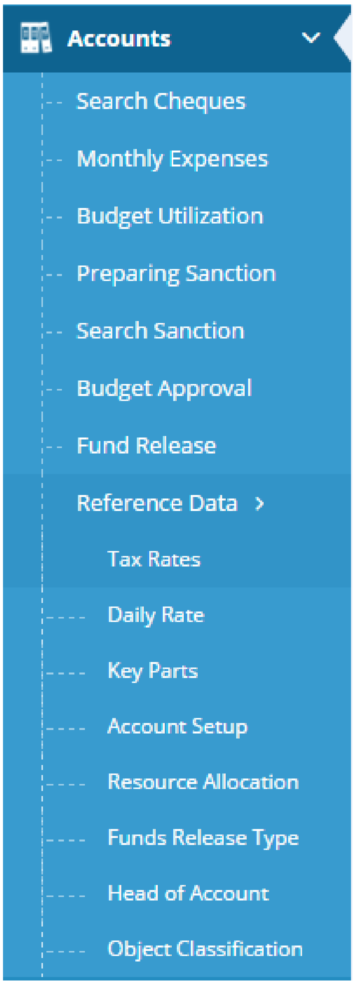
1. Accounts-

Accounts Module deals with the Accounts Management of PMIU staff including field staff and the staff in PMIU Office in Irrigation Secretariat. Accounts Management deals with the expenditures made by all PMIU staff against Repair & Maintenance, POL Receipts, TA/DA allowances and New Purchases etc. Assistant Director Monitoring (ADM) send head wise expenses made by him and other staff working under him including Monitoring Assistants (MA) on monthly basis. Accounts Officer in turns verifies the expenditures and can edit, approve or rejects the expenses based on the accounting rules. All the head wise monthly expenditures are then grouped up in various sanctions and are sent to AG office for payment. AG Office in turns releases the payment and sends it to PMIU. The Drawing and Disbursement Officer (DDO) of PMIU will disburse the amount on the basis of expenditure made by individual employee. Account Management module also deals with the Budget Allocation, its re-appropriation and revised budgets. All the budgets can be entered in the system and system will keep track of the head wise allocations, expenditures and the remaining balances. Similarly, budget utilization can also be made through the system. Account module also deals with complete sanction process which starts from sanction by DDO till the release of payment including keeping all the statuses of the Sanction.

Business User: Administrator, ADM, Accounts Officer.

Any other user can access “Accounts” based on assigned rights from Roles and Rights (User Administration)

Pre-Requisite:
Accounts Role and Rights should be assigned to respective user correctly.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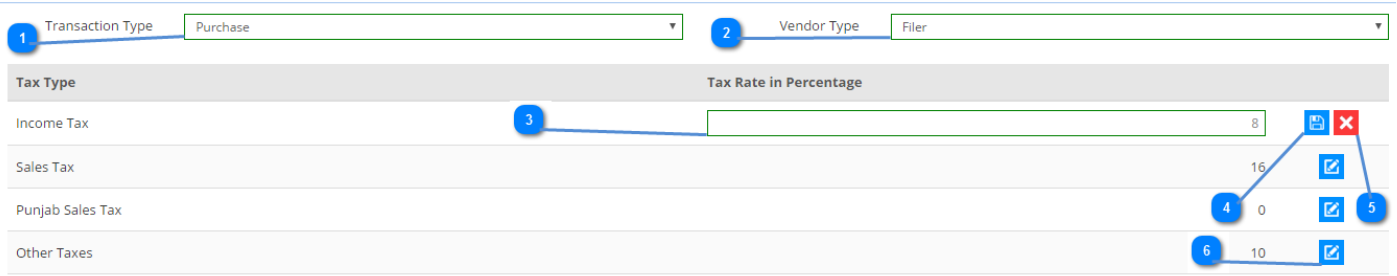
1.1 Reference Data: Tax Rate

Already created Tax rates are listed down in a tabular form and user can add, edit, and view already created Tax rate.

How to Access: Main Menu -> Accounts - > Reference Data -> Tax Rate



Tax Rate

1

Transaction Type

- Select Transaction Type into 'Transaction Type' dropdown option.

2

Vender Type

- Select Vender Type into 'Vender Type' dropdown option.

3

Tax Rate in Percentage

- Enter Tax rate in Percentage.

4

Save

- Click on 'Save' image, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required field(s) has not been entered.

- System displays newly added zone into the Table

5

Cancel

- By clicking on the Cancel image, system moves the user to previous page without saving the record.

6

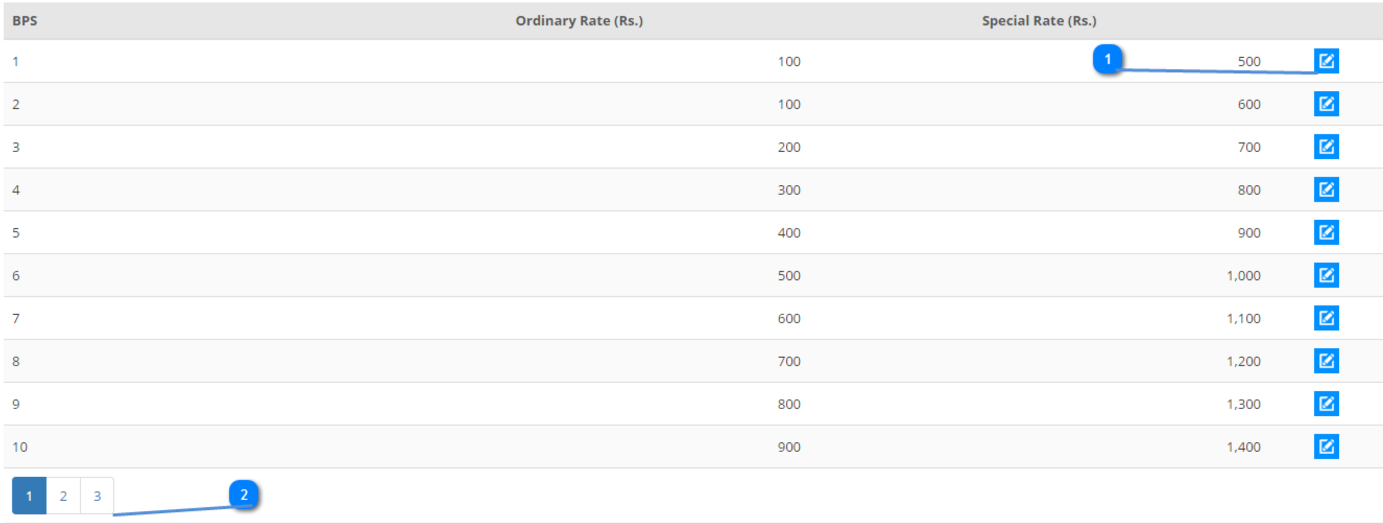
Edit

- Click on 'Edit' image to edit the existing record.
- System opens the record into editable form.

1.2 Daily Rate

Already created Tax rates are listed down in a tabular form and user can add, edit, and view already created Daily rate.

How to Access: Main Menu -> Accounts - > Reference Data -> Daily Rate



BPS	Ordinary Rate (Rs.)	Special Rate (Rs.)	
1	100	500	
2	100	600	
3	200	700	
4	300	800	
5	400	900	
6	500	1,000	
7	600	1,100	
8	700	1,200	
9	800	1,300	
10	900	1,400	

Daily Rate

1

Edit

- Click on ‘Edit’ image to edit the existing record.
- System opens the record into editable form.

2

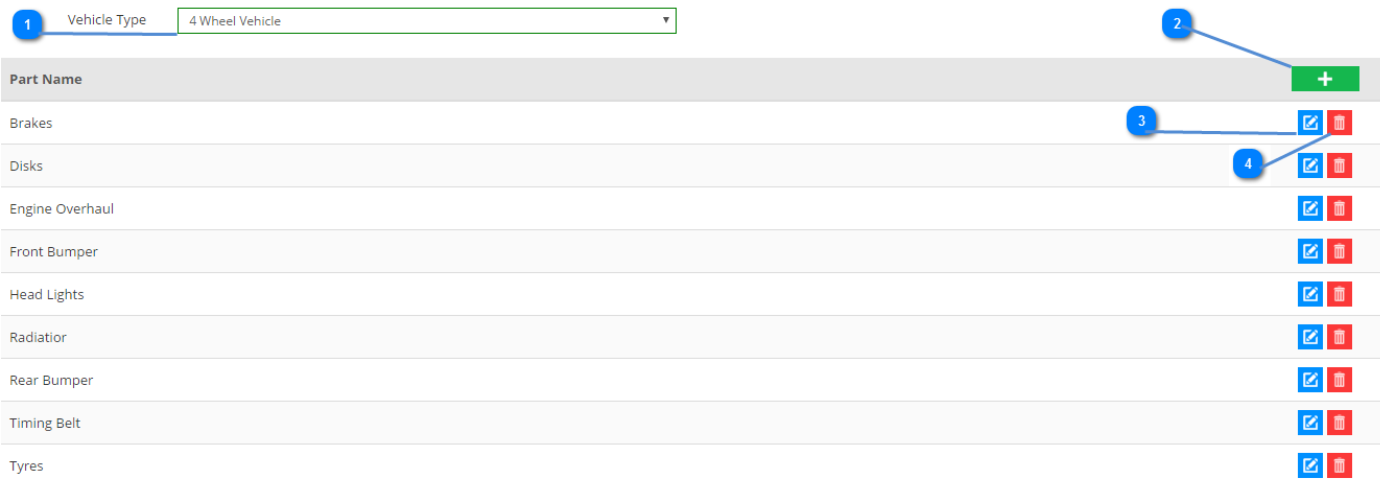
Page Numbers

- Click on page numbers to move the user to other pages.

1.3 Key Parts

Already created Tax rates are listed down in a tabular form and user can add, edit, and view already created Key Parts.

How to Access: Main Menu -> Accounts - > Reference Data -> Daily Rate



Key Parts

1

Vehicle Type

- Select vehicle type into ‘Vehicle Type’ dropdown.

2

Add

- Click on <Add> button adds a new row into the table for adding a new record.

3

Edit

- Click on ‘Edit’ image to edit the existing record.
- System opens the record into editable form.

4

Delete

- Click on ‘Delete’ image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.
- System deletes the newly added record from the table

1.4 Account Setup

Already created Account Setups are listed down in a tabular form and user can add, edit, and view already created account setup.

How to Access: Main Menu -> Accounts - > Reference Data -> Account Setup

Rule	Amount (Rs.)
Expense Limit for Tax	1,000
Expense Limit for Quotations	50,000
Expense Limit for Tenders	100,000
Per KM Rate for TA	8
Annual Sanction Power of DDO	1,000,000

Account Setup

1

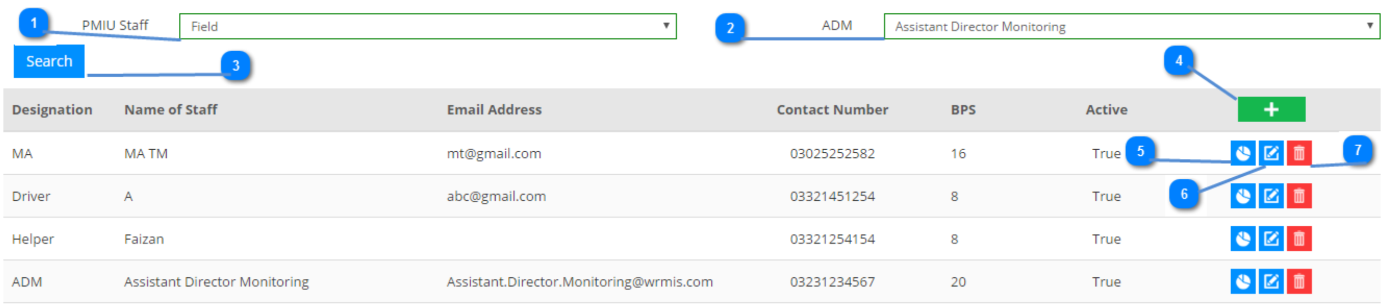
Edit

- Click on ‘Edit’ image to edit the existing record.
- System opens the record into editable form.

1.5 Resource Allocation

Already created Account Setups are listed down in a tabular form and user can add, edit, and view already created account setup.

How to Access: Main Menu -> Accounts - > Reference Data -> Account Setup



Resource Allocation

1

PMIU Staff

Field ▾

- User enters annual rate in 'Annual Rate (Rs./Cusecs) text Field.

2

ADM

Assistant Director Monitoring ▾

- Click on <Choose File> button pops up a window to insert attachment.

3

Search

Search

- Click on <Search> Button.
- System displays the records as per the search criteria given by the user.
- If there is no record against the entered search criteria, system shows the message ***'No record found'***
- System displays all records if no search criteria is provided

4

Add

+

- Click on <Add> button navigates the user to the Add page.

.

5

Assets

- Click on <Assets> button navigates the user to the Assets page.

6

- Click on 'Edit' image to edit the existing record.
- System opens the record into editable form.

.

7

Delete

- Click on 'Delete' image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.

1.6 Fund Release Type

Already created Fund release types are listed down in a tabular form and user can add, edit, and view already created Fund release types.

How to Access: Main Menu -> Accounts - > Reference Data -> Fund release types

Type Name	Descrition
Release 1	Release 1
Release 2	Release 2
Release 3	Release 3
Release 4	Release 4
Supplementary Grand	Supplementary Grand
test	
TESTING	

Fund release types

1

Add

- Click on <Add> button navigates the user to the Add page.

2

- Click on ‘Edit’ image to edit the existing record.
- System opens the record into editable form.

3

Delete

- Click on ‘Delete’ image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.
-

1.7 Head of Account

User can view add and edit Head of Account.

How to Access: Main Menu -> Accounts - > Reference Data -> Head of Account

Head Name	Description	+
Contingencies	Such as utility bills, postal charges etc.	
New Purchase	Expenses against purchase of new items	
Operating Expense	Expenses that are made in day to day oprations	
Pay	Account Head for Pay/Salary	
Repair and Maintainance	It include both purchases and labour charges	

Head of Account

1

Add

- Click on <Add> button navigates the user to the Add page.

2

- Click on 'Edit' image to edit the existing record.
- System opens the record into editable form.

3

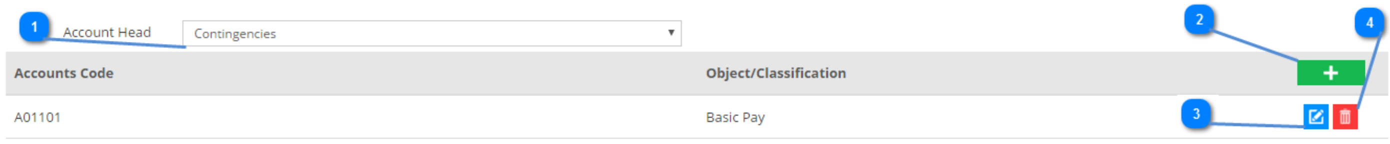
Delete

- Click on 'Delete' image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.

1.8 Object Classification

User can view add, edit and delete Object Classification.

How to Access: Main Menu -> Accounts - > Reference Data -> Object Classification



Object Classification

1

Account Head

- Select Account head into ‘Account Head’ dropdown option.

2

Add

- Click on <Add> button navigates the user to the Add page.

3

Edit

- Click on ‘Edit’ image to edit the existing record.
- System opens the record into editable form.

4

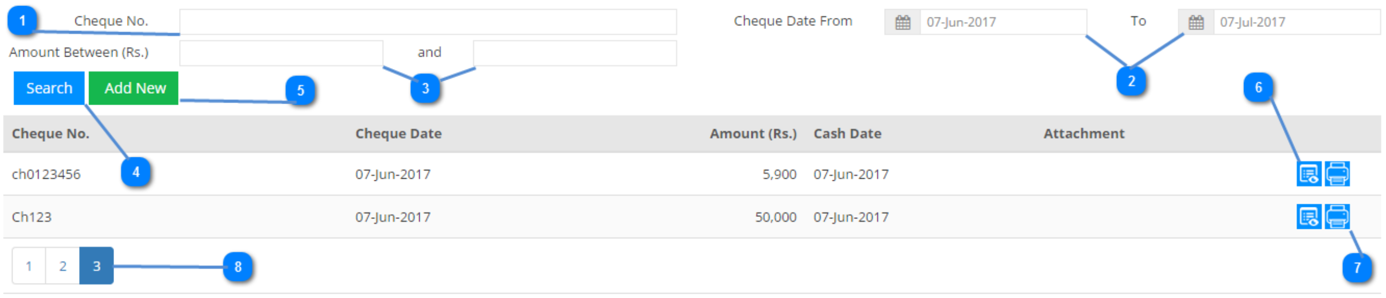
Delete

- Click on ‘Delete’ image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.

2. Search Cheque

This module is an interface to search, edit, delete and view already created cheques.

How to Access: Main Menu -> Accounts- > Search Cheques



Search Cheques

1

Cheque No.

- User enters cheque no. into ‘Cheque No.’ field.

2

Cheque Date From and To

- User selects From and To Dates into ‘Cheque Date From and To’ calendar dropdowns.

3

Amount Between (Rs.)

- User enters amount range into ‘Amount Between (Rs.)’ numeric fields.

4

Search

- Click on <Search> Button.
- System displays the records as per the search criteria given by the user.

- If there is no record against the entered search criteria, system shows the message ***'No record found'***
- System displays all records if no search criteria is provided

5

Add New

- Click on <Add New> button, system navigates the user to channel add screen.

6

Detail

- Click on 'Detail' image button navigates the user on Detail page of that specific record.

7

Print

- Click on 'Print' image button navigates the user on Print page of that specific record.

8

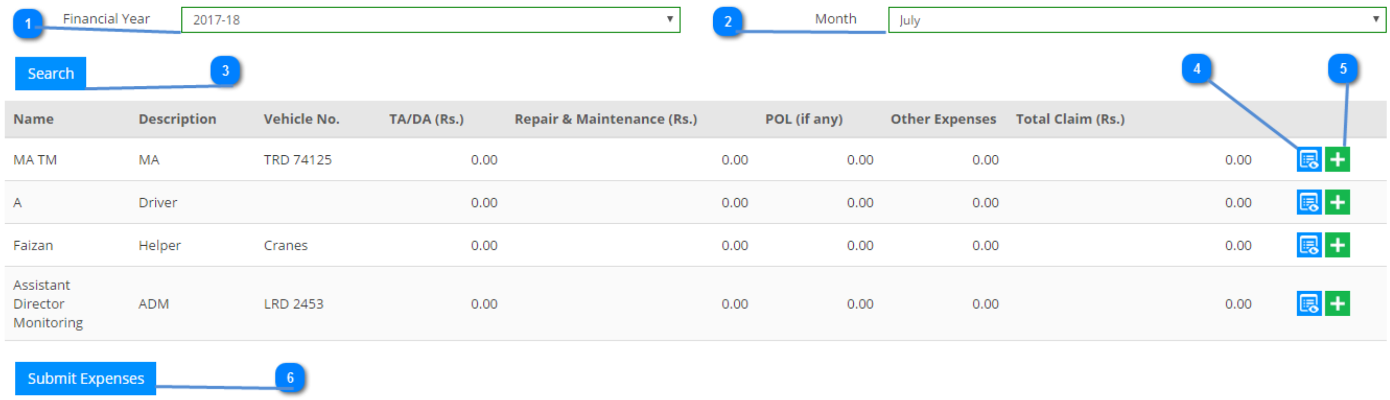
Page Numbers

- Click on page numbers to move the user to other pages.

3. Monthly Expenses

This module is an interface to search, edit, delete and view already created monthly Expenses.

How to Access: Main Menu -> Accounts- > Monthly Expenses



Name	Description	Vehicle No.	TA/DA (Rs.)	Repair & Maintenance (Rs.)	POL (if any)	Other Expenses	Total Claim (Rs.)
MA TM	MA	TRD 74125	0.00	0.00	0.00	0.00	0.00
A	Driver		0.00	0.00	0.00	0.00	0.00
Faizan	Helper	Cranes	0.00	0.00	0.00	0.00	0.00
Assistant Director Monitoring	ADM	LRD 2453	0.00	0.00	0.00	0.00	0.00

Monthly Expenses

1

Financial Year

- Select financial year into ‘Financial Year’ dropdown.

2

Month

- Select Month from ‘Month’ dropdown.

3

Search

- Click on <Search> Button.
- System displays the records as per the search criteria given by the user.
- If there is no record against the entered search criteria, system shows the message ***‘No record found’***
- System displays all records if no search criteria is provided

4

Detail

- Click on ‘Detail’ image button navigates the user on Detail page of that specific record.

5

Add

- Click on <Add New> button, system navigates the user to channel add screen.

6

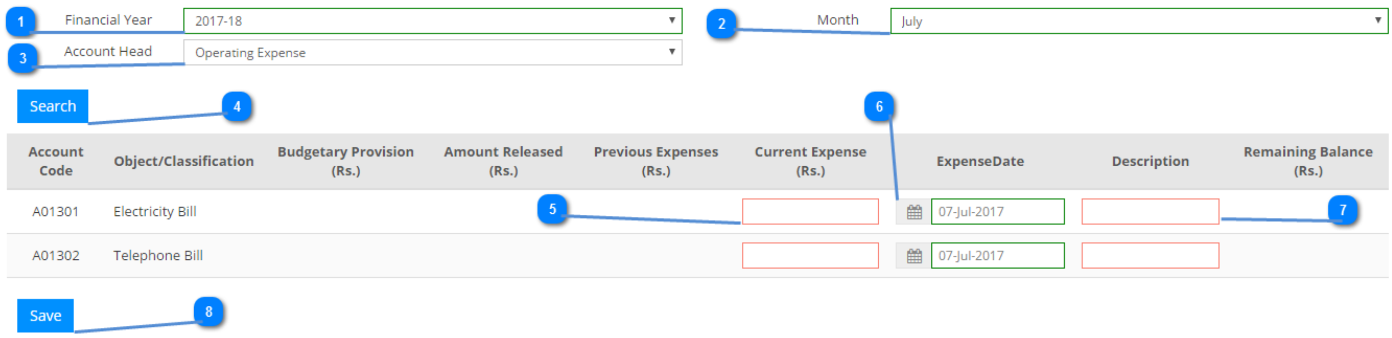
Submit Expenses

- Click on <Submit Expenses> submits all the expenses added by user.

4. Budget Utilization

This module is an interface to search, edit, delete and view already created Budget Utilization.

How to Access: Main Menu -> Accounts- > Budget Utilization



Budget Utilization

1

Financial Year

- Select financial year into ‘Financial Year’ dropdown.

2

Month

- Select Month from ‘Month’ dropdown.

3

Account Head

- Select Account Head from ‘Account Head’ dropdown.

4

Search

- Click on <Search> Button.
- System displays the records as per the search criteria given by the user.

- If there is no record against the entered search criteria, system shows the message ***'No record found'***
- System displays all records if no search criteria is provided

5

Current Expense

- Enter Current Expense into from 'Current Expense' field.
- It is mandatory field.

6

Expense Date

- Enter Expense Date into 'Expense Date' calendar dropdown.
- It is mandatory field.

7

Description

- Enter Description into from 'Description' field.
- It is mandatory field.

8

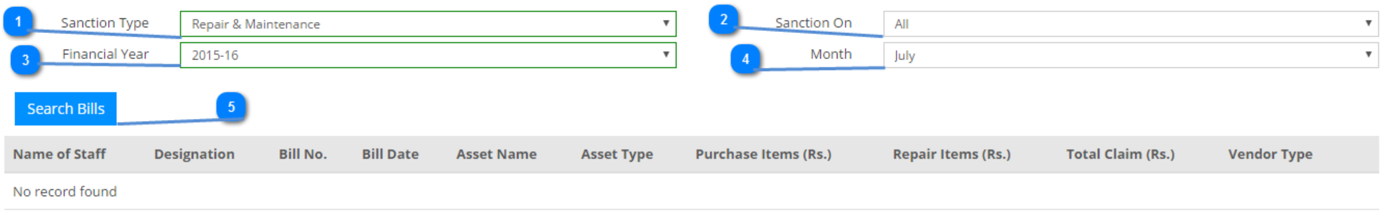
Save

- Click on <Save> button, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.

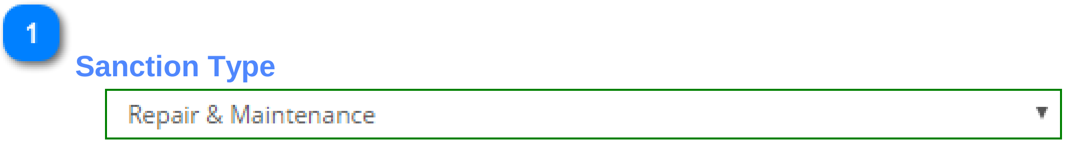
5. Prepare Sanction

This module is an interface to search, edit, delete and view already created Prepare Sanction.

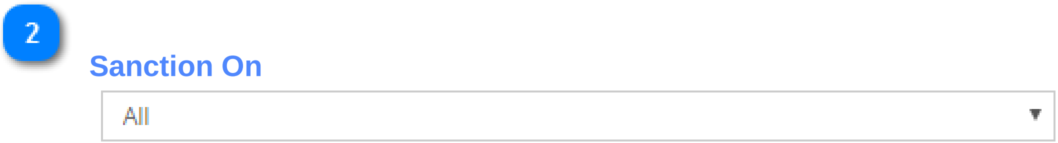
How to Access: Main Menu -> Accounts- > Prepare Sanction



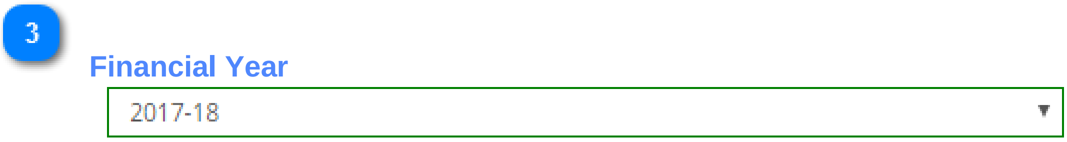
Prepare Sanction



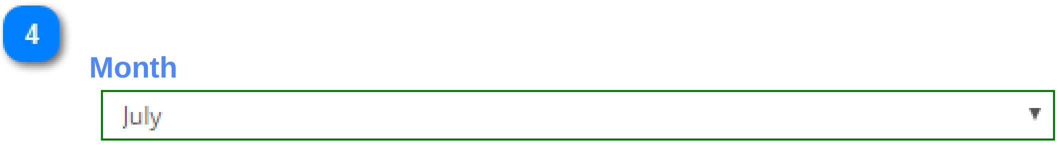
- Select Sanction Type option into 'Sanction Type' dropdown.



- Select Sanction on option into 'Sanction On' dropdown.



- Select financial year into 'Financial Year' dropdown.



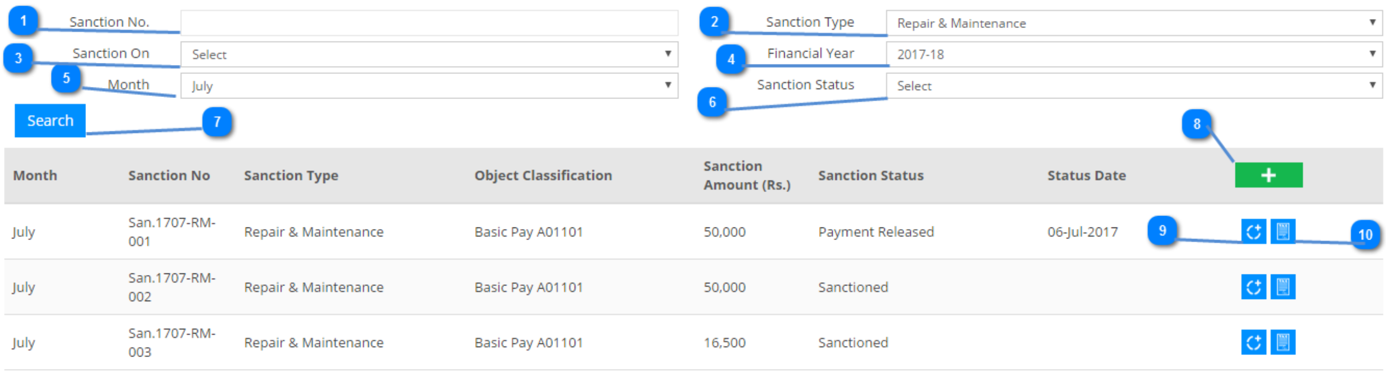
- Select Month from 'Month' dropdown.

- Click on <Search Bills> Button.
- System displays the records as per the search criteria given by the user.
- If there is no record against the entered search criteria, system shows the message ***'No record found'***
- System displays all records if no search criteria is provided.

6. Search Sanction

This module is an interface to search already created Sanction.

How to Access: Main Menu -> Accounts- > Search Sanction



Search Sanction

1

Sanction No.

- Enter Sanction No. into 'Sanction No.' numeric field.

2

Sanction Type

- Select Sanction Type option into 'Sanction Type' dropdown

3

Sanction On

- Select Sanction on option into 'Sanction On' dropdown.

4

Financial Year

- Select financial year into ‘Financial Year’ dropdown.

5

Month

- Select Month from ‘Month’ dropdown.

6

Sanctioned Status

- Selects status from ‘Sanctioned Status’ dropdown.

7

Search

- Click on <Search> Button.
- System displays the records as per the search criteria given by the user.
- If there is no record against the entered search criteria, system shows the message ***‘No record found’***
- System displays all records if no search criteria is provided

8

Add New

- Click on <Add New> button, system navigates the user to channel add screen.

9

Change Status

- Change status from ‘change Status’ image button.

10

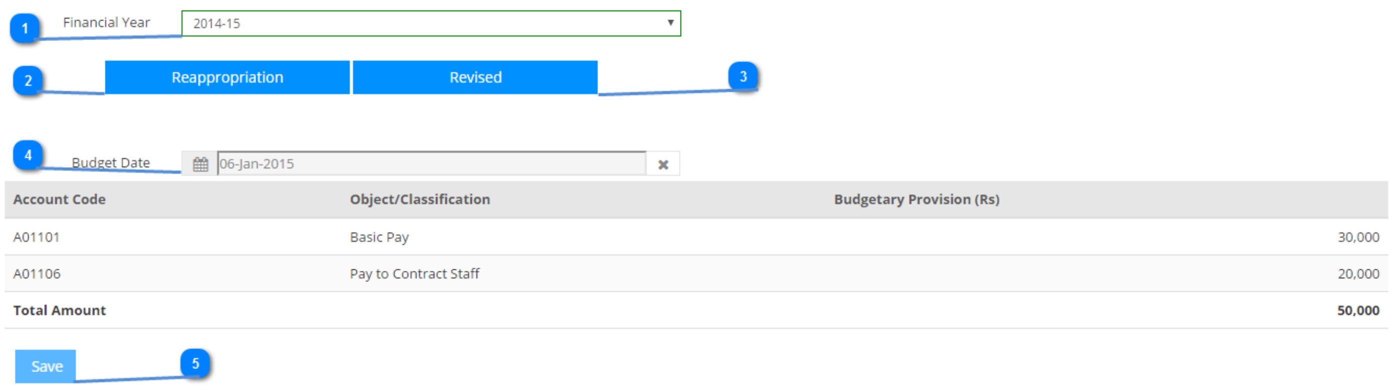
Tax Sheet

- Click on ‘Tax Sheet’ image button navigates the user to Tax sheet page.

7. Budget Utilization

This module is an interface to Re-appropriate or revise a budget of following financial year.

How to Access: Main Menu -> Accounts- > Budget Utilization



Budget Utilization

- Select financial year into ‘Financial Year’ dropdown.

2

Reappropriation

- Click on ‘Reappropriation’ button turns the new value fields editable.

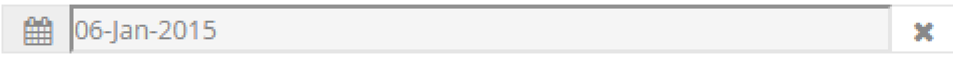
3

Revised

- Click on ‘Revised’ button enables the Revised Total Budget (Rs.) field.

4

Budget Date



- Its show the current date.

5

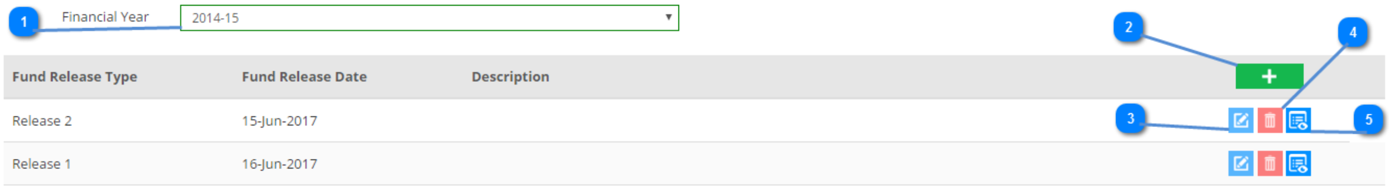
Save

- Click on <Save> button, system verify all the required fields.
- System saves the data into the database & displays a message “Records saved successfully”.
- System display error message if any of the required fields has not been entered.

8. Fund Release

This module is an interface to Release funds of following financial year.

How to Access: Main Menu -> Accounts- > Fund Release



Fund Release

1

Financial Year

- Select financial year into ‘Financial Year’ dropdown.

2

Add

- Click on <Add> button adds a new row into the table for adding a new record.

3

Edit

- Click on ‘Edit’ image to edit the existing record.
- System opens the record into editable form.

4

Delete

- Click on ‘Delete’ image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.
- System deletes the newly added record from the table.

5

Detail

- Click on ‘Detail’ image button navigates the user on Detail page of that specific record.

Fund Release Detail

This module is an interface to view detail of fund Release of following financial year.

How to Access: Main Menu -> Accounts- > Fund Release

Fund Release Type: Release 2 | **Fund Release Date:** 15-Jun-2017 | **Financial Year:** 2014-15

Account Code	Objects/Classification	Budgetary Provision (Rs.)	Previously Released Amount (Rs.)	Previous Balance (Rs.)	Current Release (Rs.)	Balance Amount (Rs.)
A01101	Basic Pay	30,000.00	800.00	29,200.00	200.00	29,200.00
A01106	Pay to Contract Staff	20,000.00	4,100.00	15,900.00	100.00	15,900.00

Back 1

Fund Release Details

1

Back

Back

- Click on <Back> button navigates the user to previous screen.