



# 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

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



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## 1. Accounts-

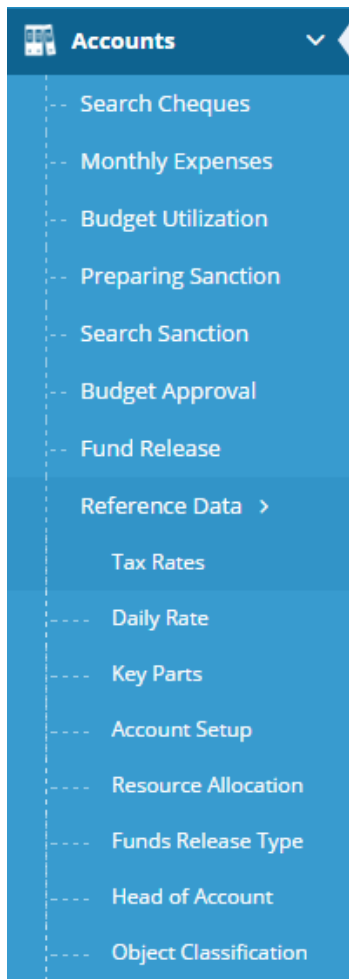
Accounts Module deals with the Accounts Management of PMIU staff including field staff and the staff in PMIU Office in Irrigation Secretariat. Accounts Management deals with the expenditures made by all PMIU staff against Repair & Maintenance, POL Receipts, TA/DA allowances and New Purchases etc. Assistant 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:**

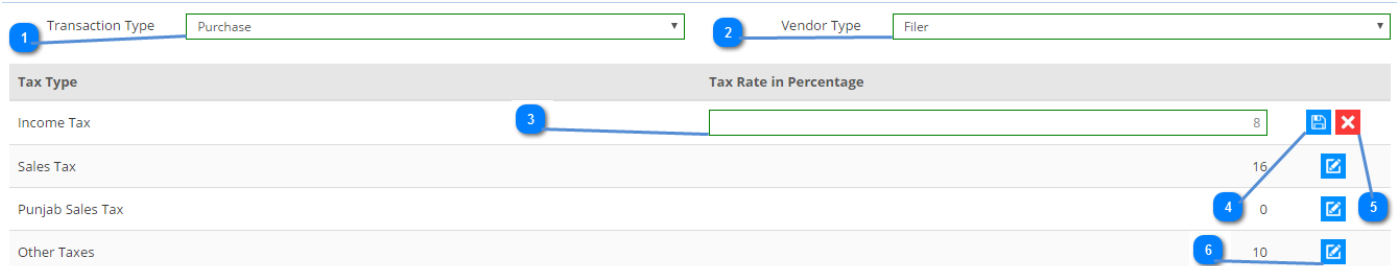
Accounts Role and Rights should be assigned to respective user correctly.



### 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 Type	Tax Rate in Percentage
Income Tax	8
Sales Tax	16
Punjab Sales Tax	0
Other Taxes	10

#### 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	

1 2 3

2

### Daily Rate

1

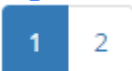
Edit



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

2

Page Numbers



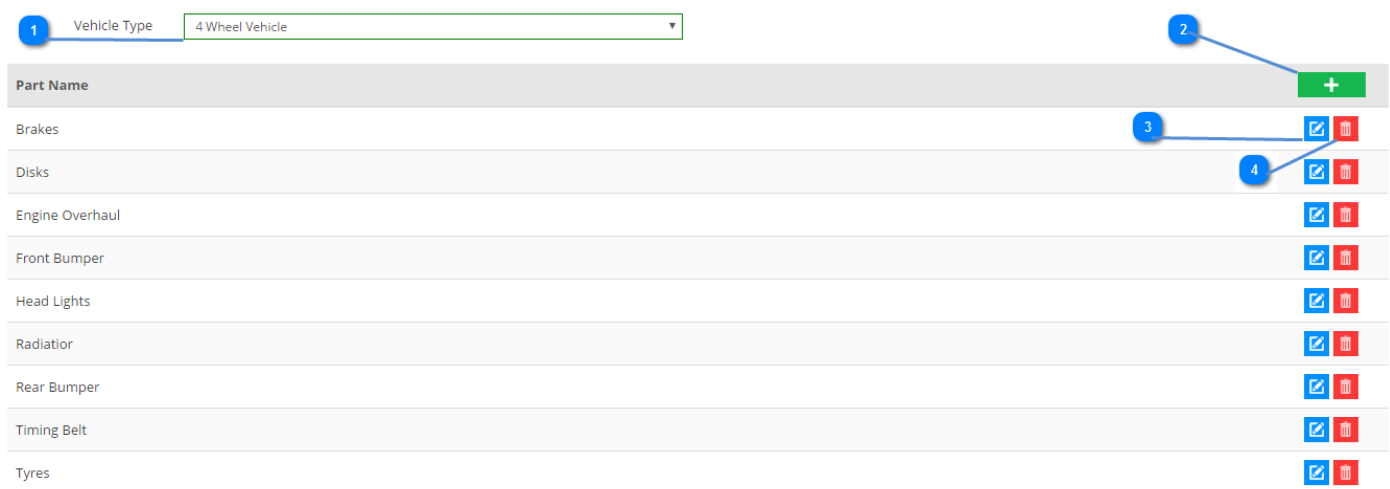
- Click on page numbers to move the user to other pages.















### 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



Part Name	
Brakes	 
Disks	 
Engine Overhaul	 
Front Bumper	 
Head Lights	 
Radiation	 
Rear Bumper	 
Timing Belt	 
Tyres	 

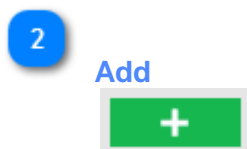
#### Key Parts



1 **Vehicle Type**

4 Wheel Vehicle

- 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

1

PMIU Staff

Field

2

ADM

Assistant Director Monitoring

Search

3

4

Designation	Name of Staff	Email Address	Contact Number	BPS	Active	
MA	MA TM	mt@gmail.com	03025252582	16	True	5 6 7
Driver	A	abc@gmail.com	03321451254	8	True	
Helper	Falzan		03321254154	8	True	
ADM	Assistant Director Monitoring	Assistant.Director.Monitoring@wrmis.com	03231234567	20	True	

### Resource Allocation

1

#### PMIU Staff

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

2

#### ADM

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

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

#### 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	Description	
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 operations	  
Pay	Account Head for Pay/Salary	  
Repair and Maintenance	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

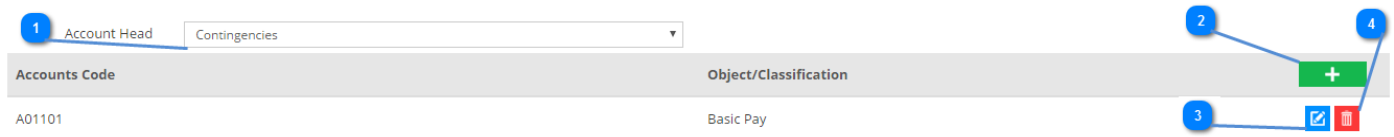


- Click on 'Delete' image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.

## 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



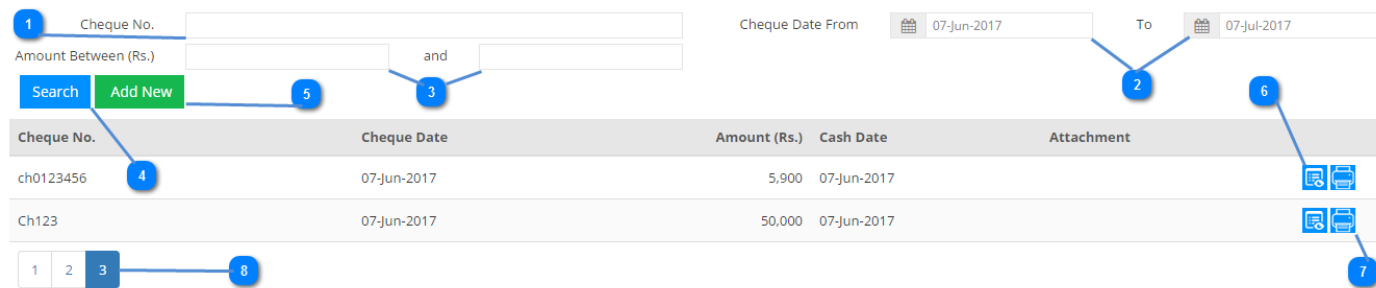
- Click on 'Delete' image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.







## 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



The screenshot shows the 'Search Cheques' interface. Callout 1 points to the 'Cheque No.' input field. Callout 2 points to the 'Cheque Date From' and 'To' date range. Callout 3 points to the 'Amount Between (Rs.)' input fields. Callout 4 points to the 'Search' button. Callout 5 points to the 'Add New' button. Callout 6 points to the 'Attachment' column in the table. Callout 7 points to the 'Print' and 'Download' icons. Callout 8 points to the pagination controls.

Cheque No.	Cheque Date	Amount (Rs.)	Cash Date	Attachment
ch0123456	07-Jun-2017	5,900	07-Jun-2017	 
Ch123	07-Jun-2017	50,000	07-Jun-2017	 

### Search Cheques



1 **Cheque No.**

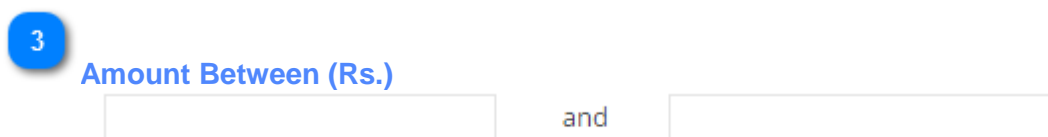
- User enters cheque no. into 'Cheque No.' field.



2 **Cheque Date From and To**

 07-Jun-2017 To  07-Jul-2017

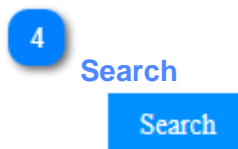
- User selects From and To Dates into 'Cheque Date From and To' calendar dropdowns.



3 **Amount Between (Rs.)**

and

- 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

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

1 Financial Year 2017-18 2 Month July

3 Search

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		

4 5

6 Submit Expenses

#### Monthly Expenses

1 Financial Year

2017-18

- Select financial year into 'Financial Year' dropdown.

2 Month

July

- Select Month from 'Month' dropdown.

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

#### 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

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

1 Financial Year 2017-18 2 Month July 3 Account Head Operating Expense 4 Search 6

Account Code	Object/Classification	Budgetary Provision (Rs.)	Amount Released (Rs.)	Previous Expenses (Rs.)	Current Expense (Rs.)	ExpenseDate	Description	Remaining Balance (Rs.)
A01301	Electricity Bill					07-Jul-2017		
A01302	Telephone Bill					07-Jul-2017		

5 7 8 Save

### Budget Utilization

1 Financial Year 2017-18

2 Month July

3 Account Head Operating Expense

4 Search Search

- Select financial year into 'Financial Year' dropdown.

- Select Month from 'Month' dropdown.

- Select Account Head from 'Account Head' dropdown.

- 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

1 Sanction Type  2 Sanction On   
3 Financial Year  4 Month   
5

Name of Staff	Designation	Bill No.	Bill Date	Asset Name	Asset Type	Purchase Items (Rs.)	Repair Items (Rs.)	Total Claim (Rs.)	Vendor Type
No record found									

### Prepare Sanction

1 **Sanction Type**

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

2 **Sanction On**

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

3 **Financial Year**

- Select financial year into 'Financial Year' dropdown.

4 **Month**

- Select Month from 'Month' dropdown.

5 **Search Bill**



### Search Bills

- 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

1 Sanction No.  2 Sanction Type

3 Sanction On  4 Financial Year

5 Month  6 Sanction Status

Search 7

8

Month	Sanction No	Sanction Type	Object Classification	Sanction Amount (Rs.)	Sanction Status	Status Date	9	10
July	San.1707-RM-001	Repair & Maintenance	Basic Pay A01101	50,000	Payment Released	06-Jul-2017	9	10
July	San.1707-RM-002	Repair & Maintenance	Basic Pay A01101	50,000	Sanctioned			
July	San.1707-RM-003	Repair & Maintenance	Basic Pay A01101	16,500	Sanctioned			

### 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

1 Financial Year 2014-15

2 Reappropriation Revised 3

4 Budget Date 06-Jan-2015

Account Code	Object/Classification	Budgetary Provision (Rs)
A01101	Basic Pay	30,000
A01106	Pay to Contract Staff	20,000
Total Amount		50,000

Save 5

### Budget Utilization

1 Financial Year

2017-18

- Select financial year into 'Financial Year' dropdown.

2

### Reappropriation

Reappropriation

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

3



### Revised

Revised

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

4

### Budget Date

 06-Jan-2015 

- Its show the current date.

5

### Save

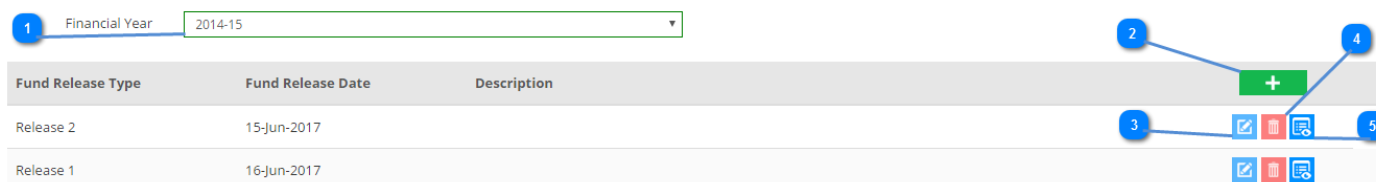
Save

- 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 Type	Fund Release Date	Description
Release 2	15-Jun-2017	
Release 1	16-Jun-2017	

### Fund Release

1

Financial Year

2017-18

- 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		Fund Release Date	Financial Year				
Release 2		15-Jun-2017	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.