



### Introduction

Proper implementation of Meghdoot in the Accounts Branch of Head Post Offices is vital for ensuring success of total computerization of post offices. All transactions of the head post office and the sub offices and branch offices in account with it are consolidated and made available for further processing in the accounts branch. Implementation of all modules, utilization of all features of the modules and configuring the modules in local area network are key indicators of success.

There are two application suites for the Accounts Branch.

**Accountant** package containing the following modules:

- 1 General Module (contains Cash Book and Cash account options)
- 1 Pay Bill
- 1 Other Bills (Supplementary Bills)
- 1 GPF

1 NPC  
1 Income Tax  
**Accounts PBS** package containing the following modules:

- 1 Pension
- 1 Bank Reconciliation
- 1 Schedule

Any software incorporates business rules applicable to the organization. If the business rules are complicated, implementation of the software also will be complicated. Hence there can be no short cut to understanding our processes and implementing the software. Some of the roadblocks to implementation have been:

1 **Differing local practices** – In the manual environment there is a possibility of interpreting business rules differently, resulting in differing local practices. In a computerized environment there can be only one standard practice permitted by the business rules. Since the

software is based on the business rules, we need to accept the procedure prescribed by the software and move ahead, rather than seek modification in the software to suit local requirements. One example to illustrate this point is the general opinion that editing of Cash book figures has to be allowed in the software. The security of any accounting system will be at risk if editing of transactions already recorded, is permitted. Such provision will compromise with the integrity of the Cash book as well as the Cash Account report. There is a provision for viewing the progressive total on a daily basis. If there is some disallowed transaction, the right approach is to rectify the same through a transaction (UCR/UCP), rather than look for an editing facility.

1 **Improper configuration** – this can lead to situations whereby the software does not produce the results that it is

designed for.

1 **Incomplete implementation** – this results in the full potential of the software not being realized.

1 **Unauthorized practices** – there is a tendency to adopt shortcuts like accessing the database and modifying the data in the guise of rectifying ‘mistakes’. This dangerous practice needs to be curbed. Details on how to curb such practices will be covered in a future issue covering security. Here, it suffices to state that any ‘corrections’ can be incorporated by means of valid transactions through the software. The reasons for such contra transactions can be recorded in the concerned reports.

This issue of “Techno Talk” focuses on implementation of the accounts modules. We hope that these inputs will facilitate implementation.

## Frequently Asked Questions (FAQs) on Accounts Cashbook (General Module)

### 1. How to configure the opening balance for the first time?

1 After the cashbook database is created, when the menu Cashbook – Print Cashbook is accessed in the General module, it becomes necessary to furnish balances; Here enter the opening balance of the cashbook for the first working day of the month, the closing balance of the previous day to the day for which cash book is to be generated, enter the previous working day and thereafter view the cashbook for the current day; Thereafter, the progressive totals (PT) of each transaction head should be edited and the PT up to previous

day should be entered to generate the cashbook with progressive totals. Preferably, commence the cashbook generation from the first day of the month.

### 2. What are the prerequisites for correct generation of cashbook ?

1 The accounts module should be connected to the treasury, counter, MO compilation and Postman databases

1 HO summary should have been generated correctly for the day in Treasury module

1 SO and BO summaries should have been posted

1 SO and BO transit and advance adjustments should

have done correctly through the sub accounts module

1 HO and SO MO data should have been entered in the MO compilation module (However, if this module is not used for any day, the MO issue figure can be split using the Edit MO commission menu)

### 3. How to edit progressive totals in the cash book ?

1 This option is normally used to carryout changes in Progressive totals due to redistribution of amounts between transaction heads proposed by various branches. Correction in progressive totals can be resorted to, to reduce the transaction head and remittance to bank in case of dishonour of

cheques also. Proceed as below

1 Login as Supervisor in General Module

1 Select the menu **Cashbook – Edit Progressive Total**

1 In the next dialog box select the date and click OK button

1 In the next window, select the transactions concerned, make the corrections required

1 While making corrections, remember that

1 When a transaction head is increased under Receipt or payment, there should be reduction of the same amount on the same side in other heads of account, if it is a case of redistribution

¶ If the amount relates to reduction/increase in any head under receipt side, there should be corresponding reduction/increase on the payment side also, if it is a case of dishonour of cheque or write back of a transaction; Corresponding correction in HO summary or SO summary can be done manually on the print outs of the concerned day's reports

#### 4. How to use the Cash book adjustments option?

1 Use the menu Cashbook – Adjustments to afford correction to transaction figures of any day in the cash book already generated. When you select this menu, the Cash book adjustment dialog box appears. In this dialog box, select the date of transaction and whether the transaction pertains to HO, SO or BO and click OK button. In the next window, select the transaction head and enter the amount of adjustment. If the existing amount has to be reduced, prefix minus sign to the amount, enter the reasons for reduction and click OK button. After this a contra entry of the figure to some other head should be made to balance the adjustment, as required so as to ensure that the balance is not altered and click the Finish button. After carrying out this adjustment, you can print the cash book for the date incorporating the changes.

*Note: While printing the cash book for the day for which adjustments are given, the option Prepare afresh should not be selected as this will clear all the adjustments made. After this adjustment, the cashbook generated for subsequent days will show the altered figure*

#### 5. How to use the cashbook adjustments option which requires a corresponding adjustment in the advance/transit item pending?

1 If there is a need to reduce a transaction item in the cashbook for which a corresponding transit or advance item is pending, after selecting the transaction item in the adjustment as explained above, click the check box **Adjusted to transit or advance of sub office** and click OK button as there is no need to enter a contra adjustment entry on the payment

or receipt side as the case may be; On completion of such adjustment, a corresponding adjustment (deletion/modification) of transit or advance item pending should be done in the sub accounts module by the Supervisor of sub accounts module; After this, when cashbook is viewed, the cashbook report will show the corrected figures with the modified total of SO transit or advance corresponding.

#### 6. Cash account generation – What are the prerequisites?

1 To generate the cash account correctly, it is necessary that the cash book for the entire month should have been generated without any errors and the red ink particulars should be correctly fed at the end of the month

1 The cash account for a month can be generated in the next month

1 Before attempting generation of cash account, obtain the break up of balance of HO, break of total of SO balances and BO balances from sub accounts branch(after the red ink particulars are entered), break of transit items

1 When the print cash account menu is run, the details of closing balances of HO, of SO(net of advance), of BO, the total of transit to be entered correctly to generate the cash account

### Pay bill :

#### 7. How to correct the wrong configuration of (Contributory Pension Fund) CPF environment?

Offices should not configure CPF recovery item on their own, selecting the unconfigured recovery heads of their choice. If wrong configuration is already done, proceed in the following steps to correct the same

1 The administrator to login to server. Run the query analyzer and connect to the server where accounts database is residing.

1 Now type the following query and execute

#### Use Accounts Select \* from recovery

1 Browse through the results and check for the code no. 46 in the code column; If the

description is 'CPF' there is no need for any change.

1 If you find any other description, note down that you should change the code to CPF; follow the steps as below:

1 Login as supervisor in Accounts

1 Select **Employees - Employee Entry – Departmental**

1 In the Departmental employee dialog box click on Modify

1 Select each employee to whom CPF recovery pertains, Select recoveries and deselect CPF and also the recovery pertaining to code 46 as noticed in the query results as above

1 Select **Configuration – Paybill skeleton –Deductions**

1 In the Recovery dialog box click Modify

1 Select CPF recovery configured already and modify this as others clearing configuration data and save the changes

1 Select recovery which pertains to code 46 as observed in query analyzer

1 In the Recovery dialog box modify the Description as CPF, Click on the Check box Interest free recovery, removing any other type, modify the Report Heading as CPF, select visibility for Departmental removing any earlier configuration; Click OK

1 Now select **Others**(any free recovery) and configure the recovery found in code 46 earlier

1 Select **Employees - Employee Entry – Departmental**

1 In the Departmental employee dialog box click on Modify

1 Select each employee to whom CPF recovery pertains and select CPF

1 Also select each employee to whom other recovery was due and add these recoveries

1 You have to now configure the recovery particulars for CPF as below

1 Select **Configuration → Recovery parameter configuration → Other than group based**

¶ In the Recovery Parameter configuration dialog box, select New

¶ In the next box browse

for CPF, select and click Next

¶ In the next frame select Recovery as based on Percentage, enter the percent as 10%(current rate), select the Base allowances as

a) Basic pay

b) Dearness Pay

c) Dearness allowance

1 Click on Next button and in the subsequent dialog box click on Finish

This will ensure that CPF is recovered correctly every month and also from any DA arrears that becomes payable periodically

#### 8. How to configure dearness pay?·

Initial configuration –

¶ Configuring the allowance head - Login to pay bill module as Supervisor, Select the menu **Configure – Pay bill skeleton – Allowances** and in the next dialog box, click the **View** button and confirm whether **Dearness Pay** is configured; If not close the report window, click the **Modify** button and in the **Modify** frame click the empty space against the label **Select the item**, open the drop-down list box that appears, select **Others1** and click **OK** button; In the modification frame delete the current description and type **Dearness Pay**; in the **Visibility in respective bills** sub frame click on the check boxes **Departmental** and **Is it Dearness Pay**; Observe that the check box against **Is this allowance included as Pay for income tax calculation** is ticked and do not remove this check; Enter the description for reports as **DP** and width of the column in reports as **5**; Click on the OK button; The Dearness pay head is now created; In the options frame, click on **Priority**, browse for the newly created head and move the head next to Basic Pay, click OK button and close the window

¶ Configuring allowance rate - Login to pay bill module as Supervisor, select the menu **Configure – Allowance parameter configuration** and in the next window click on **New**; In the next frame select **Dearness Pay** and click **Next** button; In the next frame enter the sanction details, the effective date and click **Next** button; In

the subsequent frame, set the allowance to be based on percentage(default selection), do not select the check box against **Slabs**, enter the percentage(currently 50), click on **Base allowance** button and in the next frame select **Basic Pay** from the drop down list and click **Add** button and click close button; Click on **Next** button, observe the configuration and click **Finish**

1 Modification of wrong configurations –

**Please note that before proceeding with any attempt to change the existing configurations, it is essential that the backup of the existing databases is taken with the assistance of the Administrator and only then corrections should be attempted. You should also ensure that reports for all the previous months with the existing configurations are already printed.**

□ Non/wrong selection of base allowance or wrong percentage – Login to pay bill module as Supervisor, Delete the existing configuration(**Configure – Allowance parameter configuration** and in the next window click on **Delete**, in the subsequent window select the allowance **Dearness Pay**, click **OK**, view the allowance details and click **Details**); If more than one such DP is configured, delete all such entries except the correct one; Upon such deletion, proceed with the new configuration, selecting the parameters like base allowance, date, percentage etc., correctly. Please note that DP configuration is done only once and does not require any modification later

□ Wrong configuration of allowance head - Login to pay bill module as Supervisor, Select the menu **Configure – Pay bill skeleton – Allowances** and in the next dialog box, click the **Modify** button and select the item **Dearness Pay**; In the next window, check whether the items **Departmental**, **Is it Dearness Pay**, **ED substitute** and **Is this allowance included as Pay for income tax calculation** are checked; Otherwise, select these items

and click **OK**.

### 9. How to configure new Dearness allowance rate?

Departmental officials – Login as Supervisor in Pay bill module, Select the menu **Configure – Allowance parameter configuration**, click the **New** button and configure the latest rate correctly in the following steps

□ Select the menu **Configure – Allowance parameter configuration** and in the next window click on **New**;

□ In the next frame select **Dearness Allowance** and click **Next** button;

□ In the next frame enter the sanction details, the effective date, ensure that the option **Departmental** is selected in the **Pertains to** frame and click **Next** button;

□ In the subsequent frame, set the allowance to be based on percentage(default selection), do not select the check box against **Slabs**, enter the new percentage, click on **Base allowance** button and in the next frame select **Basic Pay** and **Dearness Pay** from the drop down list and click **Add** button and click close button;

□ Click on **Next** button, observe the configuration, ensure correctness and click **Finish**

1 GDS employees - Login as Supervisor in Pay bill module, Select the menu **Configure – Allowance parameter configuration**, click the **New** button and configure the latest rate correctly in the following steps

□ Select the menu **Configure – Allowance parameter configuration** and in the next window click on **New**;

□ In the next frame select **Dearness Allowance** and click **Next** button;

□ In the next frame enter the sanction details, the effective date, select the option **ED** in the **Pertains to** frame and click **Next** button;

□ In the subsequent frame, set the allowance to be based on percentage(default selection), do not select the check box against **Slabs**, enter the new percentage,

click on **Base allowance** button and in the next frame select **Basic Pay** and **TRCA** from the drop down list and click **Add** button and click close button;

□ Click on **Next** button, observe the configuration, ensure correctness and click **Finish**

### 10. What is the procedure to reduce the posts on Reduction of establishment –

1 If the number of posts of a cadre is reduced, login as Supervisor in the Accounts pay bill module, select the menu **Establishment – Posts**, click **Modify** in the next window, select the post and in the subsequent window, reduce the number of posts and click **OK**. This modification should be done only after the employee data is deleted for the concerned post.

1 If there is only one post and this needs to be deleted, use the button **delete** to delete the post from the bill. After such deletion, subsequently when you encounter error while adding a new post, please contact the PTC help desk for solution

### 11. How to configure cities?

1 If the cities are not configured properly, drawal of **HRA/CCA/TA** will not be correct. Please ensure that city configuration is accurate by viewing the parameters against each city/town/village before identifying the offices against these cities

### 12. How to configure SOs/BOs?

1 If this configuration is not correct, floppy upload of data from computerized SOs will not work correctly in the Accounts PBS module and also **HRA/CCA** will not be drawn correctly; Further, the e-payment data will also not be updated correctly in the schedule module.

1 Use the menu **Configure– sub offices** to create the names of all the SOs under the HO; Before proceeding with this step, collect the data of SO code, Pin code and Non delivery code assigned in Subaccounts module for each SO and furnish the same for all the SOs correctly and match these to the cities correctly.

1 Using the menu

**Configure – Branch offices** create the names of all BOs, both under HO(if any) and in account with SOs

### 13. How to delete employees?

1 Whenever an official is either transferred or retires or is removed from the establishment for reasons like death or punishment of removal, compulsory retirement etc., this option should be used. Option to delete is available in the Employee entry dialog box. Deletion under various circumstances are discussed below

1 On transfer – Please select the option transfer while deleting the employee data. Such deletion should be done only after the LPC and other relevant reports are generated

1 Retirement/dismissal/removal – Select the option retirement for all these purposes

1 Death – Select the option Expired for this purpose

**Please note that if the retirement/death/removal/dismissal is in the middle of the month, pay and allowances will not be drawn for the current month, upon such deletion; If the post is not immediately filled, pay for the month can be drawn and allowances and recoveries can be edited through correct pay bill and thereafter deletion can be taken up; If the post is immediately filled, employee data can be deleted so that new incumbent data can be entered; Pay for the part of the month for such retiring or other cases can be drawn and disbursed through “Other bills”.**

### 14. How to restore deleted employee data?

1 If an official previously working in the HO was transferred to another HO and the deletion option with transfer reason was used earlier, when the employee returns to the HO establishment, the employee data can be restored using the menu **Employees – Employee entry – Restore employee** against an appropriate post; On such restoration the pay and other data should be modified to the present rates based on the LPC received. There is no need to add the employee again in such cases

### 15. What should be done in case of transfer of employees between offices under the same HO?

1 If the transfer involves movement of one official from one office to other – In such cases, use the modify option in the Employee entry and modify the post and office of working; On such modification, additional entries for allowances and deductions, if any, should be made

1 If the transfer involves exchange of officials between offices – Use the option **Employees – Employee entry – Swap employees**; In the window that appears, select the officials who will interchange and click the button **Swap**; On completion use the modify option in Employee entry to modify the allowances and deductions, if any appropriately

### 16. How to draw officiating pay?

1 Select the menu **Employees – Registers – Officiating Pay – Departmental employee** to enter the officiating details of an official in the same establishment upon which officiating pay will be drawn in the bill itself

### 17. How to implement the punishment of reduction in stages of pay and how to restore the pay?

Implementation of penalty – The punishment order will normally have two components – the stages in pay to be reduced for a period and the treatment of the increment falling due during the period; Since there is no direct option to implement the penalty, proceed in the following steps

¶ Use the option modify in the employee entry, select the concerned official, click OK and in modification window, enter the current month(month from which punishment becomes operative), enter the reduced stage in the Basic pay box and click OK button

¶ Use the menu **Employees – Withholding – Increment – Departmental employee** and in the next window, select the official concerned, enter the number of months for which the increment is to be postponed from the due month(during the period of

punishment) entering the punishment order details and click OK

¶ Now, to repeat the remarks of the implementation of penalty in all the future months during the punishment period, use the menu **Employees – Registers – Pay bill remarks** and in the next window, click **New** button and in the subsequent window, select the employee, enter the reasons with punishment order memo, enter the from and to months during which the remarks should appear in the bills, select the option **monthly bills** and click OK

1 Restoration on completion of penalty period - use the option modify in the employee entry, select the concerned official, click OK and in modification window, enter the current month(month from which restoration becomes operative), enter the new stage excluding the increment due in the Basic pay box and click OK button. The withheld increment gets restored automatically

### 18. How to implement punishment of reduction to lower post and how to restore?

The punishment of reduction can be either permanent or requires restoration after a specified period; Proceed in the following steps to implement the punishment and restore;

1 Implementation – Before proceeding with the implementation, check whether the new post for which the employee should be reduced is available ; Use the menu **Employees – Employee's post/designation particulars – Departmental employee** and click **Modify** in the next window; In the modification window, select the employee, the new post and the date from which the penalty should be operative, enter the basic pay in the new post, select the office and click OK; Use the pay bill remarks option to enter the details as in the above case

1 Restoration – If the punishment is to be restored after a specified period, use the option as above and select new post, the restored pay, the office concerned and click OK button. Now, in the employee entry, modify the month of increment as required

### 19. How to implement Suspension, revocation and drawal of subsistence allowance?

1 Suspension – Use the menu **Employees – Suspension** and enter any new suspension data. Please note that if the suspension of an official is on the afternoon, the date of effect should be given as from the next day

1 Revocation – When the suspension of any employee is revoked, use the option modify in the suspension dialog box and in the modify dialog box, select the **Suspended employee**, click the check box **Suspension revoked**, enter the date of revocation, enter the memo under which revoked and click OK. The allowances will now be drawn from the date given. However, as in the case of suspension, if the revocation is on the afternoon, the date of revocation can be given as the next day

1 Drawal of subsistence allowance – There is no direct option to draw subsistence allowance. However, after drawal of the pay bill, the correct option can be used to enter the subsistence allowance due and other corresponding allowances for the suspended official after calculating these separately. The due recoveries also need to be entered

### 20. How to implement put off duty cases of GDS employees and how to draw ex-gratia payment?

1 Put off duty and revocation - Since there is no direct option to enter the put off duty of GDS employees, the employee can be either marked as on LWA or dies non, from the date of put off duty, entering the remarks as Put off duty with the memo no. concerned being cited every month till the date of revocation

1 Drawal of ex gratia payment - The bill needs to be corrected as in the case of drawal of subsistence allowance

### 21. How to draw allowances for GDS substitutes/outsiders against Postmen/Group D leave(EL/HPL or other kind of leave) vacancies or vacant posts?

1 Drawal of allowances for GDS substitutes working

against Postmen/Group D vacancies:

1 Leave vacancy – In case of leave vacancies, the leave entry should be made and the substitute entry should be made using the menu **Employees – Leave entry – Departmental officials**; Allowance can be drawn in the Other Bill module using the menu **Transaction – Departmental substitute – On leave post** in the subsequent month; Please note that corresponding leave entry should also be made for the GDS who is officiating; Recoveries, if any, for the GDS which could not be effected in the pay bill due to leave entry can be effected in this bill

1 Vacant post – For marking the GDS as working against vacant post, use the option **Employees – Registers – Officiating pay – Extra departmental** and in the next dialog box, select the employee, the vacant post, the designation, the dates, enter the memo and click OK; Please note that the vacant post of postman will appear here only if, during the data entry of the official, while entering the data of the personal details, when you select CGIS group configuration as C, the check box **Postman** must have been checked

1 Drawal of allowances to outsiders – The process is the same for outsiders except that outsiders need to be created in the pay bill module

### 22. How to draw allowances for substitutes against CL vacancies of Group D and Postmen?

1 It is generally observed that in such cases, some offices are initially using the EL option, draw outsider allowances and thereafter are deleting the leave transactions; Such an erroneous procedure will make it impossible for the bill register to be viewed and also payment details on ARs cannot be entered; Such practices should be stopped; A new option has been provided to enter casual leave entries also in the pay bill module; On receipt of sanction from DO, substitute entries(either ED or outsider) should be made in pay bill module as in EL cases and allowances should be drawn in the other bills module in the

month in which sanction is received; **A patch containing this solution is kept in the PTC website which may be applied on the accounts database**

### 23. How to effect extra recovery of PLI and other items?

1 In case some recoveries, specially PLI are not effected in the pay bill of the previous month(s), change of the amount to be recovered should be effected in the following manner

1 PLI/RPLI – In case of PLI and RPLI recoveries, after the bill is drawn, use the correct option for these recovery items and modify the months for which recoveries are to be effected

1 In case of other recovery items, the amount can be modified before drawal of bills using the option Employees – Registers – Recoveries and selecting the appropriate recovery head

### 24. How to effect leave orders of GDS officials received during the next month?

1 In such cases, allowances would normally have been drawn to the regular officials in the previous month and in most of the cases, disbursed to the regular incumbents. On receipt of leave orders in the subsequent month, entry should be made of the leave availed in the pay bill module and the amount paid should be recovered as AOR in the current month; Once leave entry is made, entry for the substitute can be made and allowance drawn to the substitute through other bills as in the usual course

### 25. How to configuring cycle advance/HBA/MCA interest recovery?

1 Many offices have been querying on how to configure recovery in equal installments in cases where the last installment happens to be broken amount; Interest recovery in such cases can be configured in equal installments in the usual course and the application will recognize the broken amount for the last installment and include for recovery accordingly

## Other Bills :

### 26. How to overcome error in drawal of bonus?

1 While troubleshooting the problems faced in bonus drawal of some of the HOs, it was seen that while configuring dearness pay in the pay bill module, the check box 'Is it Dearness Pay' is not selected; In such cases, while drawing bonus an error is encountered; To solve this, modify the dearness pay configuration and select the option 'Is it dearness pay'

### 27. How to manage drawal of bonus in case of 'transferred in' officials?

1 In case of officials who join the office in the middle of the year, emolument data in such cases can be entered with reference to the LPC and yearly report, selecting the appropriate month during the process of bonus drawal

### 28. How to manage drawal of DA arrears in case of 'transferred in' officials?

1 In the same way as emoluments are entered for such officials while drawing bonus, the basic pay and DP component qualifying for drawal of DA arrears for these employees for the months during which they were not in the establishment of the office where arrears are being drawn can be entered by selecting the employee and entering the qualifying amount for the respective months during the process of DA arrears drawal

### 29. How to mark A rolls for Service Money Order (SMO) and transfer the roll data to Point of sale?

1 This option can be used only if Point of Sale module is connected to Accounts; After the rolls are prepared, note down the cases of officials for whom SMO has to be sent (whether the officials work in HO or SO); Login as Supervisor in Other bills module, select the menu **Tools – ARs for remittance by SMO** and proceed as below

a. In the ARs for remittance by Service Money Order dialog box, select whether the employee belongs to HO or SO

b. Select the roll month and year (bill month) and click the Fetch button

c. Select the A roll

concerned

d. From the list of employees in the roll, select the employee for whom SMO needs to be sent

e. Enter the MO destination and Pincode; On completion click Next button; Note down the roll number concerned

f. Repeat the process to select other employees and on completion click Finish button and close the dialog box

### g. Now, select the menu **Tools – Transfer ARs to treasury and counter**

h. In the next dialog box select whether the employee belongs to Ho or SO, select the bill month and click Fetch button

i. Select the A rolls that need to be transferred to Point of Sale module for booking SMO and click OK button; Observe the remarks and close the dialog box; Now the rolls can be sent along with SMO forms to Point of Sale module for booking

j. Once the SMO is booked in Point of Sale and account is submitted by the counter PA, when the paid data is fetched using the menu **Tools – Fetch paid details from treasury**, after day end is done for the day in treasury, the paid data of such rolls is posted in the memorandum automatically

k. If, for any reason, the SMO data transferred to counter needs to be reverted, this can be done before the MO is booked in Point of Sale; For this, use the option **Tools – Fetch back ARs from Counter**

### 30. Why does the error message "Sub query returned more than one value" appear while entering payment of ARs?

1 Such errors occur when there are more than one entry with the same code in the substitute master for whom allowances are drawn. In such cases, the office should not attempt to delete one of the substitutes. On such errors occurring, the office can approach the help desk at PTC Mysore for solution

### 31. How to modify payment data of ARs?

1 In case wrong entries are made of paid details of any AR, this can be changed (payment

data, HO date, removal of an official or inclusion etc.) using the menu **Modify Paid ARs**; However, **in case of offices where accounts modules is linked to treasury, once the paid data is fetched, no attempt should be made to modify the same**

### 32. How to capture payment data for GPF rolls?

1 Payment data of GPF rolls cannot be entered in the other bills module; Such data should be entered in the GPF module using the menu **Transactions – Deposit – Payment details**; In case of GPF rolls transferred to treasury, paid data of such rolls should not be physically entered; The data gets fetched from the treasury when paid data is transferred in other bills module

### 33. How to draw TA bills adjusting advances already taken?

1 While drawing TA bill using the menu **Transactions – Sanctions** if there arises a need to adjust an advance already paid, select the Purpose type as **Recoverable when not adjusted**, click the check box **Final adjustment**, click the button **Advance adjustment** at the left hand bottom of the dialog box, select the appropriate pending advance against the official that is to be adjusted and click OK button. Now proceed further to enter the net amount sanctioned for the official and complete the drawal process as in the usual course

### 34. How to fetch back ARs transferred to treasury?

1 When the paid data is fetched from the treasury, the data of rolls remaining unpaid will be restored.

## GPF module :

### 35. How to reconcile OB with balance received from Postal Accounts office?

1 Balance once entered for an official cannot be altered again; However, if the GPF balance sheet received from Postal Accounts shows a different amount as balance and the difference could not be reconciled, it is necessary to change the balance as per the statement received; In such cases use the menu **Configuration – balance and interest statement**

from DDAP to enter the revised balance as per balance sheet and authorize the same.

### 36. How to modify an application for advance/withdrawal already processed?

1 When a sanction is received on an application for advance/withdrawal and the amount recommended is altered by the sanctioning authority with other relevant corrections, the case of such employee can be deleted from the list of recommended applications (using the menu **Transactions – Pending applications**), selecting the employee and pressing the delete key; Thereafter, the application can be processed afresh for the amount sanctioned

### 37. How to modify the balance of GPF Accounts of Group D officials?

1 Use the menu **Transactions – Deposits – UCR**, select the date (1<sup>st</sup> April), enter reason for correction, select the employee, enter the amount in UCR box with (-) prefix, if the balance needs to be reduced or just the amount, if the balance needs to be increased and click the OK button. Thereafter, view the ledger and confirm that the change is made

## Income tax :

### 38. How to configure financial year for various purposes?

1 For generating FORM 16, the previous year should be entered; For example, the financial year should be entered as 2006-2007 if the form 16 is to be generated in the assessment year 2007-2008

1 For generating quarterly reports as well for estimated tax for the current year the financial year should be entered as the current year; For example, if the quarterly reports and estimated tax are to be generated for the year 2007-2008, the financial year has to be entered as 2007-2008

1 For generating quarterly reports as well for estimated tax for the current year the financial year should be entered as the current year; For example, if the quarterly reports and estimated tax are to be generated for the year 2007-2008, the financial year has to be entered as 2007-

2008

### 39. When to update master configuration?

1 Every year, when there are no changes in the income tax rules, while the financial year is changed, this update has to be run to apply the rates of previous year to the current year

1 Whenever changes are made in the income tax rules, a sql script for updating the configuration will be made available in the ftp site of PTC Mysore; This can be downloaded and run in the Incometax database through the query analyzer; On completion of this, the update master configuration tool has to be used again

### 40. How to correctly configure the Masters?

1 Use the Master configuration menu to configure the following environment

□ When you click the Allowance configuration entry, the right pane will show the list of allowances already included under taxable income; If an item is to be added, double click the allowance configuration entry and in the dialog box that follows, select a new entry with the appropriate section; If you are not finding an allowance among the list in the dialog box, check how the allowance has been configured in the pay bill module or other bills module and select the item for income tax applicability; For example, while configuring non recoverable purposes in other bills module, if you configure any honorarium, click the check box Income tax applicable; After this is completed, add the entry selecting the appropriate section as explained above in the allowance configuration entry

□ Using the Other deduction entry, add any item like housing loan contribution, LIC premia payment etc., privately made by the employees

□ Other items of configuration already exist and does not require any alteration, unless warranted

### 41. How to add the data for an employee who is transferred in during the middle of the year, for a portion of the year?

1 After dumping the pay details, use the menu Tax details,

expand the name of such official and double click on **A. Income from salary**. The **PayBill and other bills manual entry** dialog box will come up. In this dialog box, select the month for which details are not available and click Fetch button. The existing details will be available. In case of an employee who did not exist in the establishment during the particular month, no details will be available. Now, select the type of entry as Allowances, click the type of allowance like Basic Pay, DP etc., enter the corresponding amount and click **Add** button. Repeat this process for all allowances. Next select the type of entry as Recoveries and enter the amount for each type of recovery, clicking the **Add** button each time. Repeat this process for other bill payments also selecting the type of entry as other bill payments and click **OK** button on completion. If all these details are not available for any other contiguous months and the details are constant over these months, you can click the button **Save above pay details for month(s)**, select the month from and month to in the dialog box that pops up and click **OK** button. On completion click the cancel button in the Pay bill and other bills manual entry dialog box to close the same;

## Pension module :

### 42. How to correctly link the pension heads to appropriate account heads in the HO summary ?

1 The applicable account heads should be created by treasury supervisor and should be made permanent by Sub accounts Supervisor

1 After this step, before attempting to link a pension head to the relevant head in HO summary, ensure that day begin is done in sub accounts module

1 Now, login to pension module, use the menu **Master details – Pension schemes**, click the tab **Modify**, click the pension scheme, select the relevant account head and click **OK** button

### 43. How to configure DP portion for eligible pensioners?

1 If the DP portion is not configured the DP portion will

not be drawn for pre 04/2004 pensioners and it will not be possible to exclude this percentage for the pensioners who retired effective from 1.4.2004

1 Login to Pension module, **select the menu Tools – Merge Dearness relief** and in the next dialog box, select the pension type, enter the percentage(50%) and effective month(04/2004) and click **OK** button

### 44. How to configure multiple commutations while configuring a pensioner?

1 Create the master data of the pensioner with first commutation

1 Now, click the tab **Modify** in the Pensioner details dialog box

1 Select the PPO number and click **Pension details**

1 Click the **New** tab, select the date of effect of second commutation, enter the reduced amount and the commuted amount and click **OK** button

### 45. How to enter reduction of enhanced pension in case of family pensioners ?

1 This can be configured while the PPO is received itself

1 As in the case of commutation, configure the pensioner data with enhanced rate first

1 Thereafter, click the tab **Modify** in the Pensioner details dialog box

1 Select the PPO number and click **Pension details**

1 Click the **New** tab, select the date of effect of reduction of pension, enter the reduced amount and click **OK** button

1 The reduction will operate in the month automatically;

*Note: Please note that the reduced rate will be operative from the first of the month even if the date of effect is in the middle of the month; The amount should be enhanced or reduced appropriately using the **Edit Pension Payment vouchers menu** for the month of reduction only.*

### 46. How to convert a regular pension to family pension ?

1 Use the menu **Master details – Conversion to family pension**, select the expired pension and enter the conversion date, click **OK** button.

1 Now, using the menu **Master details – Pensioners details**, in the General tab, enter the PPO number for the family pensioner, select the family pension under the scheme, open the Previous PPO drop down list, select the old PPO number just converted and configure the rest according to the orders.

#### 47. How to configure new dearness relief rate ?

1 Whenever a new rate is announced, A new dearness relief allowance head should not be created but the existing relief head should be modified as below

□ Select the menu **Master Details – Allowances and recoveries** and in the dialog box that comes up click the tab **Modify**

□ Expand **Allowances** folder and select **Dearness relief**

□ Click the **Rate Details** tab and note that the **New** tab is selected by default

□ Select the month of effect and with the percentage option selected, enter the new percentage of relief and click OK button

#### 48. Is it necessary to post the pension data to individual halves of pensioners ?

1 This need not be done every month. The yearly report option can be used to print the details of payments once at the end of every calendar year and the same can be preserved with each PPO

#### 49. Whenever dearness relief rates are revised, how to intimate SOs the revised rates payable ?

1 The Due-Drawn option can be used to generate the revised amount payable for each pensioner under each SO

1 The option to generate Due-Drawn report has now been provided to HOs also. **A patch for this is now available in PTC website**

#### 50. How to recover excess payments and repay short payments to pensioners?

1 To handle excess payment or short payment cases, create appropriate heads without global configuration under allowances and recoveries heads respectively

1 Whenever there are such cases, use the menu **Tools – Pension Excess/Short paid to**

record the instances; The report of such cases should accompany the schedules for the corresponding month

1 To either recover or repay the amount, before preparing the vouchers for the subsequent month, proceed as below to include the excess payment for recovery or short payment for payment

□ If the case is of short payment, select the menu **Master Details – Pensioners Details** and in the **Pensioners Details** dialog box, click the **Modify** tab, select the PPO number, click the **Allowances** tab, select the head configured for payment of short paid amount from the **Allowances** drop down list, in the current details frame select the effective date as 1<sup>st</sup> of the month for which the pension is being drawn, select the option **Fixed amount**, enter the amount of payment and click OK button

□ If the case relates to excess payment, follow the same method as in the case of short payment, except that in this case, select the **Recoveries** tab and enter the entire amount of excess payment for recovery or the instalment amount based on the decision taken for recovery

□ Complete the process of configuration for all such cases; If pension vouchers are now generated for the next month, the recoveries or allowances will be included in the vouchers

□ Once the amount of excess payment is fully recovered and short payments are paid, it is necessary to modify the pensioner details to remove these items from either allowance or recovery for normal drawal of pension from the subsequent month onwards

#### 51. How to edit a pension voucher already prepared ?

1 Use the menu **Tools – Edit pension payment vouchers** to make changes for the vouchers already drawn

1 If change is to be made in many cases, use the option undo voucher generation; But this should be done before the vouchers in case of pension already drawn are not printed and dispatched

#### 52. How to stop the pension for a pensioner without deleting the data ?

1 Mark the pensioner as

Inactive, using the menu **Master Details – Make pensioners inactive**

## Bank Reconciliation & Schedules :

### 53. How to configure the OB of unreconciled items

1 Enter the name of the bank with branch name for each office in the Schedules module

1 In the BRS module, configure OB in the following steps

□ Select the menu **Tools – Opening balance**

□ In the **Opening balance** dialog box, select the transaction type as either **Remittance** or **Drawal**

□ Click the **New** button

□ In the **New** frame, select the month as current month

□ Select the bank name of HO and do not click the check box **Whether SO transaction** if you are configuring the balance for HO

□ If you are configuring the balance for SO, select the appropriate bank, click the check box **Whether SO transaction** and select the corresponding SO from the SO name drop down list box correctly

□ Enter the amount of opening balance which is the sum of all unadjusted items and click OK button

□ Now, the opening balance will appear in the **Opening balances** dialog box

□ You have to now enter the pending items requiring reconciliation summing up to the total amount; To do this, select the opening balance item and click the button **Details**; Before proceeding with the data entry keep the list of pending items and concerned bank register with you for reference while posting

□ In the **Details of opening balance** dialog box, enter the details of all the vouchers pending adjustment, one by one, in the following steps

□ Select the HO date if it is the transaction of HO or the HO date and corresponding SO date if it is the transaction of SO

□ In case of Remittance to bank details, select the type as Cash, cheque, SBLOC (LOC – List of Collection), NSCLOC,

Clearing1 or Clearing2 as the case may be

□ If it is cash remittance, enter the voucher number and the amount and click Add button

□ If it is cheque remittance, enter the voucher number, the amount and the number of cheques remitted through the voucher and click Add button

□ If the remittance is SBLOC or NSCLOC, enter the LOC number, the amount, number of cheques in LOC, select the LOC date and click Add button

□ If the cheque is presented and cleared through the clearing house, select clearing1 or clearing2 as the case may be, accept the default voucher number generated, enter the number of cheques, select the clearing date and click Add button

□ On completion of all entries which sum up to the total amount, click **Finish** button

□ In case of drawal from bank, the process is the same as for remittances, except that the cheque number, amount and cheque date need to be entered for all the pending cheques

□ Repeat the process for all branches

*Note : Please note that for each office appropriate bank has to be selected for configuration. More than one office should not be selected for the same bank branch Enter the name of the bank with branch name for each office in the Schedules module*

### 54. How to enter the scrolls for LOC cheques received in advance and how it should be adjusted subsequently ?

#### Entering LOC cheques realized by the bank

□ In the scroll received for remittance, if the cheques remitted out of account are acknowledged and the transaction is yet to be incorporated in PO accounts, you can use the **Advance LCs** button in the **Vouchers/List of cheques acknowledged in the Scroll** frame to enter the details of such advance acknowledgements; Proceed as below to enter such details

□ Click the **Advance LCs** button

□ The **List of cheques acknowledged** frame appears

☐ Select the type as SBLOC, NSC LOC or Clg1 or 2 and the LC date, Enter the LC number again

☐ Enter the total amount of out of account cheques and click **Finish** button in the frame and return to main menu

☐ In the main menu, ensure that the total scroll amount and total of details agree and click **Finish** button to complete the entry

### Adjustment of LOC entries

The out of account cheques remitted to bank and reported as realised by the banks in the scrolls are entered while posting scrolls as explained above. In such cases, the PO does not account for the corresponding transaction like NSC/KVP issue, MIS account open etc., and such transactions are delayed in accounting.

On the day when the corresponding transactions are accounted for, the remittance to bank amount for the LOC cheques are also accounted for. The transaction of remittance is posted in the schedule. The adjustment of pending scroll items cannot be done as in the usual course. The adjustment will have to be carried as per the procedure explained below

For such cases of remittance, the LOC entry should have been made using the Advance LC option explained above. On the date of accounting, the remittance entry should be posted in the Remittance to bank schedule, selecting SBLOC or NSCLOC option as the case may be. Now, to set off this transaction entry against the pending advance LC, use the menu **Bank transactions – List of cheques adjustment** and complete the adjustment in the following steps

☐ In the dialog box (Adjustment of list of cheques) that follows, select the bank from where the LOC was received

☐ If the remittance transaction pertains to SO, click the check box **Whether SO transaction** and select the SO concerned; If the transaction is of HO no such selection is required;

☐ Click the Fetch button

☐ From the list of cheques that appear, select the appropriate date

☐ The details of scroll and the schedule amounts of LOCs will be displayed

☐ Click the check box against the scroll item requiring

adjustment and the corresponding schedule item

☐ Select the date of adjustment as per PO accounts

☐ Click on OK button and on the Yes button in the confirmation message box that pops up and close the dialog box **55. How to handle dishonour of cheques in Accounts PBS module ?**

1 In case the remittance cheques remitted to bank are dishonoured, this should reflect in the bank register. When the intimation of dishonour of a cheque is received, the initial entry of dishonour is made in the Treasury module if it is remitted by HO and there is no relation between the entry in treasury module with the Bank reconciliation module. The entry of the dishonour of such cheque will have to be again made in the Bank reconciliation module in the following steps

☐ Use the menu **Bank transactions – Accounting of dishonoured cheques**

☐ In the dialog box that comes up, select the date on which remittance entry was made in the schedule and click **Fetch** button

☐ The list of cheque remittances entered for both HO and SOs is listed

☐ Select the office and voucher through which the remittance was made and double click the entry

☐ In the next frame enter the details of cheque dishonoured like cheque number, date, amount, bank, select the date of dishonour and the transaction schedule to which it pertains and click OK button

1 The dishonoured cheque will now be shown as a minus entry in the Remittance to bank register and will not reflect in the bank reconciliation statement also. However, the accounting adjustment of dishonoured cheque will have to be carried out separately using the adjustments option in the Accounts – General module for altering the cash book figure

### 56. How to carry over the balance of unadjusted items from month to month ?

1 In the Reports – Statement reconciliation menu, use the Print button to print the reconciliation statement for each type/office and on completion of printing, the balance carry forward dialog box will come up; Click the Yes button to carry over the balance for the next month

## Response Corner :

### SpeedNet 3.0:

☐ There appears to be some confusion about adding and removing linked offices. If some linked office is wrongly configured, the SPC from which it has to be delinked, has to login to the SpeedNet updation site and remove the linked office from its list of linked offices. The SPC to which the office has to be linked will now login to the SpeedNet updation site and configure the linked office. Instructions given in Point No 5 under FAQs on SpeedNet 3.0 (Technotalk

Issue 1) may be referred for further guidance.

### EPayment:

1 “After re-registration, when ePayment Communication client is run, ‘unwanted’ files are received continuously for a long time”

☐ The files received are not ‘unwanted’ files. After re-registration configuration files are downloaded from central server. If the office is using dial-up connection this process may take a long time.

1 “EPayment office was registered six months back; it was not used due to some

reasons. Is it possible to resume operations straightaway or whether complete reinstallation is needed?

☐ Re-registration will have to be done if the hardware has been changed. If the same hardware is in use, connect to central server for downloading latest configuration files and then resume operations.

1 “EPayment” figures are not displayed under “Bills Paid” menu in Treasury module for making payment.

☐ EPayment figures are not reflected under ‘Bills Paid’. There is a separate menu item for ePayment.

### Contact Info:

PTC runs a help desk to provide solutions on problems being faced in using software developed by PTC Mysore. The contact details are given below

#### Contact details of help desk

##### Email id:

ptcdesk@hotmail.com;  
ptcdesk@gmail.com;  
ptchelpdesk@rediffmail.com

##### Telephone number :

0821 – 2449015

Responses to this Bulletin may be sent to [srk65in@gmail.com](mailto:srk65in@gmail.com)