



UTTAR PRADESH RAJKIYA NIRMAN NIGAM LTD.
उत्तर प्रदेश राजकीय निर्माण निगम लि.



Dolphins

Corporate Financial Management System

User Manual for
Unit Offices

 **PROSIX**TM
www.prosixinfotech.com

**updesco**
Uttar Pradesh
Development Systems Corporation Ltd.
(A.U.P. Govt. Undertaking)

DOLFINS (Distributed On-line Financial Management System) is a web-based software to facilitate on-line entry of day to day financial transactions (vouchers) by all unit offices and other locations of UPRNN.

It is hosted on URL www.uprnn.in

All units are given a unique login id and password. In fact, there would be two logins for each unit – Maker and Checker. Maker can only create (enter) the vouchers while Checker will post (lock) these vouchers.

When a user from a unit office logs in the system, he will see a list of all jobsites under his unit, along with a unit office itself. Vouchers can be entered in any of these locations.

Unit office cannot make any changes in chart of account. However, it can add items to following lists –

- a) Suppliers/ Contractors/ PRW of Unit
- b) Work Orders/ Supply Orders of the above
- c) Bank Accounts of Unit
- d) Fixed Deposits created in Unit
- e) Employees under the Unit

Note- All Subsidiary Ledgers (SLs) have to be created by Unit Only.

Unit office need to contact head office admin after creation of these lists for review and assignment of these lists to their unit/ jobsites.

These lists are to be created before starting the entry of vouchers, because while entry of vouchers these lists will show in sub-ledger column. For example, the list of work orders/ supply orders will show in GL head – Advance to PRW, Advance to suppliers etc.

Use of various options available in DOLFINS to unit office is explained in this guide.

1. Login into DOLFINS

Unit user needs to connect to URL www.uprnn.in Login page will appear.

At this page User will enter the login credential provided by the department and then click at the Login button.



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LOGIN

rainb

.....

2018-2019


Select

Select

- UN-Unit 10 K.G.M.U
- JS-Rain Basera
- JS-Organ Transplant Shatabdi Phase-1
- JS-KGMC Nurse Hostel

User is shown the list of all jobsites (pre-fixed with JS) under that unit along with the unit (prefixed with UN). He can enter vouchers for any jobsite or unit level expenses (overheads). Accordingly, he will select the location from the list.

2. Dashboard: - After login user can see the Dashboard Page.

Location : 11087CA F Y : 2018-2019 [Chart of A/C](#)  [Search Voucher](#) [PopUp Detail](#)
[Home](#) [Change Password](#) [LogOut](#)

Dashboard

Transaction Drill

S.No.	Zone	Unit	Jobsite (s)	Total Voucher (s)	Posted Voucher (s)	Last Posted Date	Bank Account (s)	Balances (As Per Bank Book)
1	Consultancy Zone	Unit 10 K.G.M.U	9	0	0		0	0.00
2	Contract Zone	Cancer Institute Unit Lko	1	13	10	04/02/2019	0	-7350.00
3	Electrical Zone-1 Lucknow	Unit-18 Electrical	1	0	0		0	0.00

Financial Alerts

Head Office : * Consolidation Zone : Admin Zone : *

Unit : * Job Site : *

S.No	Exception Detail	Count
1	Voucher Date > Posted Date:	0
2	Voucher Date not in Financial Year:	0
3	Voucher where Debit != Credit:	0
4	Voucher- SL Type exists without SL Code:	0
5	Voucher- No SL Type exists but SL Code available:	0
6	SL Code not created for a SL Type:	0
7	Voucher exists without GL Allocation:	0
8	Difference in Opening Balance:	0.00
9	Payment recieved from client directly at unit	1
10	Multiple orders to same supplier	3
11	Contract expired	0

When we click on“Chart of A/C” link in Dashboard chart of account list will be open.

CHART OF ACCOUNTS

SNo.	Sub Group Code	Sub Group Description	Comp. Code	Actual Code	GL Name	SL Name	HO Schedule	Unit Schedule	BPV	BRV	CPV	CRV	JV	CV	Location Type
1															
2															
3															
4	A0101	Land													
5			A0101001	211100	FREE HOLD LAND				B	B	D	C	B		
6			A0101002	211200	LEASE HOLD LAND				B	B	D	C	B		
7	A0102	Building							B	B	D	C	B		
8			A0102001	212100	OFFICE				B	B	D	C	B		
9			A0102002	212200	RESIDENTIAL				B	B	D	C	B		
10			A0102003	212300	WORK SHOP				B	B	D	C	B		
11			A0102004	212400	GUEST HOUSE				B	B	D	C	B		
12			A0102005	212500	TEMPORARY				B	B	D	C	B		
13	A0103	Plant & Mechinary							B	B	D	C	B		
14			A0103001	213010	HEAVY MACHINES				B	B	D	C	B		UN,JS,HO
15			A0103002	213020	MIXTURES				B	B	D	C	B		UN,JS,HO
16			A0103003	213030	VIBRATORS				B	B	D	C	B		UN,JS,HO
17			A0103004	213040	WATER PUMPS				B	B	D	C	B		UN,JS,HO

Operation Steps on DOLFINS at unit offices

1. Check Your Master data

- Unit code & Name
- Job sites



2. Enter Your Local Data

- Your Suppliers/ Contractors
- Their supply orders/ work orders
- Branch Details
- Bank Accounts/ FDRs
- Employee Detail
- Vendor Order
- Project/Customer Detail



3. Start Entry of Vouchers

- All Vouchers from 01/04/2019
- Jobsite wise



4. Enter Opening Balances

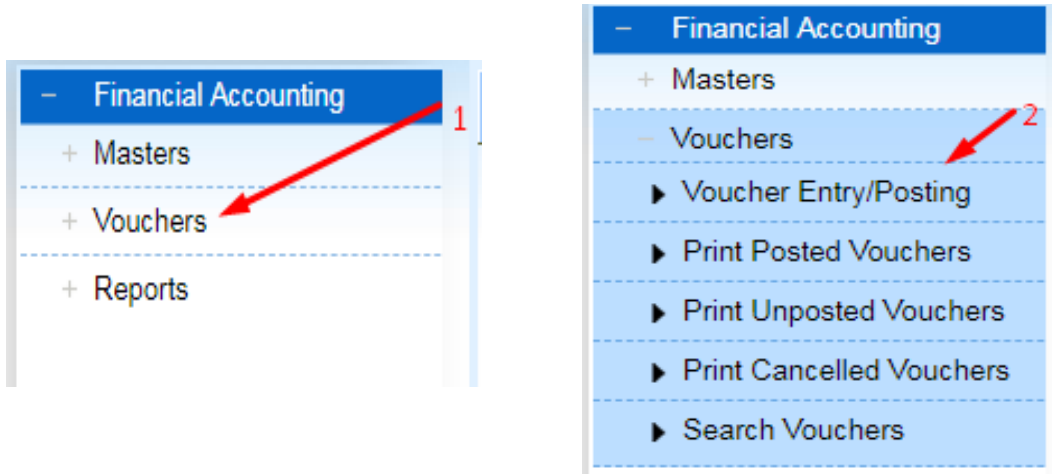
- O/B as on 01/04/2019



5. Print & Review

- Bank Book
- Ledger
- Trial Balance
- Other Reports

3. Voucher Entry/Posting: - For going to the Voucher Entry/Posting page user can click on the Vouchers Link at the left side in the page after that click on Voucher Entry/Posting link.



After that user can see the voucher Entry Page as shown below. User will select one option from the six radio buttons shown on the top – Cash Payment, Cash Receipt, Bank Payment, Bank Receipt, Journal and Contra.


Bank Payment Voucher					
<input type="radio"/> Cash Payment	<input type="radio"/> Cash Receipt	<input checked="" type="radio"/> Bank Payment	<input type="radio"/> Bank Receipt	<input type="radio"/> Journal	<input type="radio"/> Contra
<u>Unposted Vouchers=20</u>		<u>Posted Vouchers=2</u>		<u>Cancelled Vouchers=1</u>	
Location:*	<input type="text" value="Cancer Institute Unit Lko"/>	Entry Date:	<input type="text" value="19/02/2019"/>		
Token No.:	<input type="text" value="PA0000118190000044"/>	Voucher No.:	<input type="text"/>	Voucher Date:	<input type="text" value="19/02/2019"/>
Debit To	SL Description	Inst Type	Amount(Dr)	Balance	ADD MORE
--Select--					
Credit By	SL Description	Inst Type	Amount(Cr)	Balance	ADD MORE
--Select--					
Pay To :	<input type="text"/>				
Narration :	<input type="text"/>				
<input type="button" value="Create"/> <input type="button" value="Post"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					

For modifying any unposted voucher entered earlier, user may select the voucher from the list attached to the link – Unposted vouchers=nn

In voucher header part - Token No. is allotted to all vouchers on fresh entry. However Voucher No. is generated and allotted by the system only at the time of posting. Voucher No. has the format – ‘Location Code/Voucher type/MMYYYY/Serial No.’ for example ‘10193CA/BPV /102018/241’

In voucher details part, user can enter all debit and credit entries line by line. User can enter multiple lines in Debit Side and multiple lines in credit side. In every line user will first select the Account Head (General Ledger Code – GL Code). If that GLCode has a subsidiary ledger code list (SL Code) then system will ask SL Code. (For example, Advance to Suppliers GL Code will open the list of contracts/ supply orders to select as SL Code.


After completing a line click on the Add More button for inserting next line.

Credit By	SL Description	Inst Type	Amount(Cr)	Balance	ADD MORE
--Select--					
241600 - Bank Balance with Scheduled banks [Balances with Bank & Others]	BOB SWEEP ACCOUNT ALIGANJ_1902010009088	Cheque	5255		 
Total :			5255.00		

After adding all the entries in both (Debit/Credit) side User will click on create button for creating (saving) voucher as shown below.

Pay To :

Narration :



The voucher will be saved with provisional token no. Later on when the voucher is opened again and posted, then a firm voucher number will be allotted to the voucher.

Users at unit are required to write this computer generated voucher number on paper voucher for future reference and as a confirmation that this voucher has been entered into system.

4. Additional Information (Pop-ups) in vouchers: -

In some of the account heads like GST Payable, Contract works payment etc., the system will ask few additional information. For this a pop-up window will open on click of the link appearing below the heading Inst Type. The link to pop-up will appear only where required.

Presently the pop-up is available on following GLCodes –

S. No.	GL Name	GL Codes
1.	Bank Payment	241600
2.	Outward GST Payable	142150
3.	GST Charged by Supplier/ Contractor	242450
4.	TDS GST of Supplier	141315
5.	TDS GST Deducted by Client	242650
6.	TDS during the year (By Client)	242520
7.	Income Tax from PRW/ Sub-Contractor	141310
8.	BG Details	742020
9.	Work/Vendor Order Details	620000

In most of the cases, the amount filled-up in pop-up screen is automatically filled in debit/ credit amount (as the case may be)

4.1 Additional Information (Pop-up) on GL Code 241600- Bank Payment

Credit By	SL Description	Inst Type	Inst	Amount(Cr)	Balance	
241600 - Bank Balance with Scheduled ...	BOB SWEEP ACCOUN	Cheque	Detail	0	767877.70	ADD MORE

After click on the link, popup box is open as shown below for entry of instrument (Chq/DD/NEFT etc.) detail

Number*	Date*	Amount*	Party Name & Period*	
1235	25/02/2019	2342.00	Isan infratech	Add
1234	25/02/2019	5255	Ashok Infratech	Edit Delete

Save

Note:-All fields marked with * are mandatory.





4.2 Additional Information (Pop-up) on GL Code 142150 –Outward GST Payable

Credit By	SL Description	Inst Type	GST Details	Amount(Cr)	Balance	ADD MORE
142150 - OUTWARD GST PAYABLE [Ou...	CGST				-28422.40	

After click on the TDS Details link, popup box is opened as shown below-

Project / Customer	Invoice No.	Invoice Date	HSN	Job Sites	Taxable Value	GST Rate	IGST	SGST	UTGST	CGST	
PA000 C	1234	05/02/2019	abc	Cancer Institi	4520	5.00				226.00	Add
PA000	1234	05/02/2019	abc	PA00001	4520	5.00	0	0	0	226.00	Delete

in the GST GL, if one row is added for CGST then another row of SGST is automatically added as shown below.

Credit By	SL Description	Inst Type	Amount(Cr)	Balance	ADD MORE
--Select--					
142150 - OUTWARD GST PAYABLE [Outward GST Payable]	CGST		226		 
142150 - OUTWARD GST PAYABLE [Outward GST Payable]	SGST		226		 
Total :			452.00		

4.3 Additional Information (Pop-up) on GLCode 242450- GST Charged by Supplier/ Contractor

Bank Payment Voucher					
<input type="radio"/> Cash Payment	<input type="radio"/> Cash Receipt	<input checked="" type="radio"/> Bank Payment	<input type="radio"/> Bank Receipt	<input type="radio"/> Journal	<input type="radio"/> Contra
<u>Unposted Vouchers=40</u>		<u>Posted Vouchers=10</u>		<u>Cancelled Vouchers=1</u>	
Location:*	Cancer Institute Unit Lko	Entry Date:	25/02/2019	Voucher Date:	25/02/2019
Token No.:*	PA0000118190000089	Voucher No.:			
Debit To	SL Description	Inst Type	GST Charged by Supplier/ Contractor	Amount(Dr)	Balance
242450 - INPUT GST [Input (GST)]	CGST				-28.35

After click on the GST charged by Supplier/Contractor link, popup box is opened as shown below-

Supplier	Bill No.	Job Sites	Item Description	Quantity	Taxable Value	GST Rate	IGST	SGST	UTGST	CGST	
ARCHOI	1234	Cancer Instit	accessories	5.00	5000.00	5.00				250.00	Add
ARCHOHN	1234	PA00001	accessories	5.00	5000.00	5.00	0	0	0	250.00	Delete

[Save](#)

in the GST GL, if one row is added for CGST then another row of SGST is automatically added as shown below.

Bank Payment Voucher					
<input type="radio"/> Cash Payment	<input type="radio"/> Cash Receipt	<input checked="" type="radio"/> Bank Payment	<input type="radio"/> Bank Receipt	<input type="radio"/> Journal	<input type="radio"/> Contra
Unposted Vouchers=40		Posted Vouchers=10		Cancelled Vouchers=1	
Location:*	Cancer Institute Unit Lko	Entry Date:	25/02/2019		
Token No.:	PA0000118190000089	Voucher No.:		Voucher Date:	25/02/2019
Debit To	SL Description	Inst Type	Amount(Dr)	Balance	ADD MORE
--Select--					
242450 - INPUT GST [Input (GST)]	CGST		250		
242450 - INPUT GST [Input (GST)]	SGST		250		
Total :			500.00		

4.4 Additional Information (Pop-up) on GL Code 141315 - TDS GST of Supplier

Credit By	SL Description	Inst Type	TDS(GST)	Amount(Cr)	Balance	ADD MORE
141315 - TDS(GST) PRW/SUPPLIER/SU...	CGST		PRW		0.00	

After click on the TDS (GST)PRW link, popup box is opened as shown below-

Supplier	Bill No.	Job Sites	Item Description	Quantity	Taxable Value	GST Rate	IGST	SGST	UTGST	CGST	
ARCHOI	1234	Cancer Instit	Accessories	5.00	4500.00	5.00				225.00	Add
ARCHOHN	1234	PA00001	Accessories	5.00	4500.00	5.00	0	0	0	225.00	Delete

[Save](#)

in the GST GL, if one row is added for CGST then another row of SGST is automatically added as shown below.

Credit By	SL Description	Inst Type	Amount(Cr)	Balance	ADD MORE
--Select--	--Select--				
141315 - TDS(GST) PRW/SUPPLIER/SUB CONTRACTORS [TDS (GST) PRW]	CGST		225		
141315 - TDS(GST) PRW/SUPPLIER/SUB CONTRACTORS [TDS (GST) PRW]	SGST		225		
Total :			450.00		

4.5 Additional Information (Pop-up) on GL Code 242650 - TDS GST Deducted by Client

Journal Voucher					
<input type="radio"/> Cash Payment	<input type="radio"/> Cash Receipt	<input type="radio"/> Bank Payment	<input type="radio"/> Bank Receipt	<input checked="" type="radio"/> Journal	<input type="radio"/> Contra
Unposted Vouchers=13		Posted Vouchers=7		Cancelled Vouchers=0	
Location:*	Cancer Institute Unit Lko	Entry Date:	26/02/2019		
Token No.:*	PA0000118190000090	Voucher No.:		Voucher Date:	26/02/2019
Debit To	SL Description	Inst Type	TDS GST Deducted by Client	Amount(Dr)	Balance
242650 - TDS (GST) CLIENT [T.D.S. (G...	CGST				-15.78

After click on the TDS GST Deducted by Client link, popup box is opened as shown below-

Customer	Invoice No.	HSN	Job Sites	Taxable Value	GST Rate	IGST	SGST	UTGST	CGST	ADD
PA000 C	1234	abc	Cancer Instit	5000.00	5.00				250.00	Add
PA000	1234	abc	PA00001	5000.00	5.00	0	0	0	250.00	Delete

in the GST GL, if one row is added for CGST then another row of SGST is automatically added as shown below.

Debit To	SL Description	Inst Type	Amount(Dr)	Balance	ADD MORE
--Select--	--Select--				
242650 - TDS (GST) CLIENT [T.D.S. (GST) Client]	CGST		250		
242650 - TDS (GST) CLIENT [T.D.S. (GST) Client]	SGST		250		
Total :			500.00		

4.6 Additional Information (Pop-up) on GL Code 242520 - TDS during the year

Journal Voucher					
<input type="radio"/> Cash Payment	<input type="radio"/> Cash Receipt	<input type="radio"/> Bank Payment	<input type="radio"/> Bank Receipt	<input checked="" type="radio"/> Journal	<input type="radio"/> Contra
<u>Unposted Vouchers=13</u>		<u>Posted Vouchers=7</u>		<u>Cancelled Vouchers=0</u>	
Location:*	Cancer Institute Unit Lko	Entry Date:	26/02/2019	Voucher Date:	26/02/2019
Token No.:	PA0000118190000090	Voucher No.:			
Debit To	SL Description	Inst Type	TDS Deducted by Customer	Amount(Dr)	Balance
242520 - TDS during the year [Income ...	--Select--				-363105.70
ADD MORE					

After click on the TDS Deducted by Customer link, popup box is opened as shown below-

[Close](#)

Invoice No :*

Invoice Date :*

Invoice Amount :*

Customer SL :*

TDS Section SL :*

TDS Rate :*

TDS Amount :*

[Save](#)

4.7 Additional Information (Pop-up) on GL Code 141310 - Income Tax from PRW/ Sub-Contractor

Credit By	SL Description	Inst Type	TDS Details	Amount(Cr)	Balance
141310 - Income Tax from PRW/ Sub-C...	M/S ARCHOHN CC				-500.00
ADD MORE					

After click on the TDS Details link, popup box is opened as shown below-

[Close](#)

Invoice No :*

Invoice Date :*

Invoice Amount :*

Creditors SL :*

TDS Section SL :*

TDS Rate :*

TDS Amount :*

[Save](#)

4.8 Additional Information (Pop-up) on GL Code 742020–BG Detail

Bank Payment Voucher					
<input type="radio"/> Cash Payment	<input type="radio"/> Cash Receipt	<input checked="" type="radio"/> Bank Payment	<input type="radio"/> Bank Receipt	<input type="radio"/> Journal	<input type="radio"/> Contra
<u>Unposted Vouchers=19</u>		<u>Posted Vouchers=22</u>		<u>Cancelled Vouchers=2</u>	
Location :*	<input type="text" value="High Class Cancer Institut ▾"/>	Entry Date:	<input type="text" value="01/03/2019"/>	Voucher Date:	<input type="text" value="01/03/2019"/>
Token No. :*	<input type="text" value="10193CA18190000061"/>	Voucher No.:	<input type="text"/>		
Debit To	SL Description	Inst Type	BG Details	Amount(Dr)	Balance
742020 - PRW/Sub-Contractor Advance...	M/S MUKESH ASSOCIATES (12212) ▾		BG Details	<input type="text"/>	-400.00
					ADD MORE

After click on the BG Details link, popup box is opened as shown below-

BG No :*

BG Date :*

BG Amount :*

Valid Upto

Bank Name :*

Branch Name :*

IFSC Code :*

4.9 Additional Information (Pop-up) on GL Code 620000–Vendor Order

Bank Payment Voucher

Cash Payment
 Cash Receipt
 Bank Payment
 Bank Receipt
 Journal
 Contra

Unposted Vouchers=19
Posted Vouchers=22
Cancelled Vouchers=2

Location:* Entry Date:

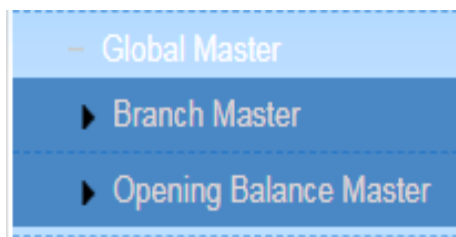
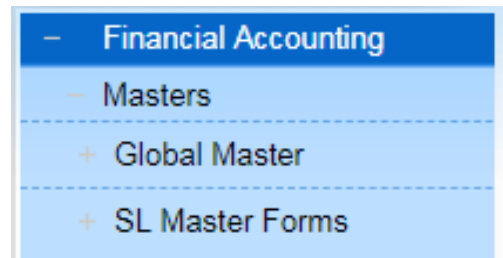
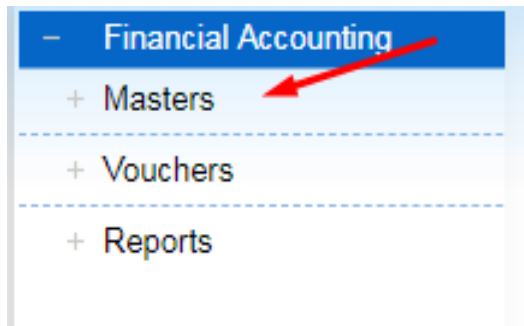
Token No. :* Voucher No.: Voucher Date:

Debit To	SL Description	Inst Type	Amount(Dr)	Balance	
620000 - Work Contract Direct Expen...	--Select--	Vendor Order	<input type="text"/>	0.00	<input type="button" value="ADD MORE"/>

After click on the vendor order link, popup box is opened as shown below-

Work Order no	Bill no	Bill Date	Bill Amt.	
<input style="width: 100%;" type="text" value="Select WorkOrder No."/>	<input type="text" value="Bill No"/>	<input type="text"/>	<input type="text" value="Enter Amt."/>	<input type="button" value="Add"/>
1	WORKPA0000100301 , M/S MUKESH ASSOCIATES	12121	06/02/2019	5555 ✖

5. Masters: - For going to the Master forms user can click on the master's Link at the left side in the page after that click on SL Master Forms link then all SL Master Forms visible as shown below.



5.1. Bank Branch Master: - In this user can fill all the details and then click on the save button for saving.

Branch Master			
Branch Master Details			
Bank Name	<input type="text" value="Kotak Mahindra Bank"/>	Branch Name*	<input type="text" value="KMB Indira nagar"/>
Branch Code*	<input type="text" value="KK01"/>	Contact No	<input type="text" value="1234562122"/>
IFSC*	<input type="text" value="KMB00012345"/>	Email	<input type="text"/>
Contact Person	<input type="text"/>	Remark	<input type="text"/>
MICR	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/>			




5.2. Opening Balance Master: - In this user can fill all the details and then click on the save button for saving.

Opening Balance Master			
Location	<input type="text" value="Cancer Institute Unit Lko"/>	SL Code/Name	<input type="text" value="CANCER INSTITUTE"/>
Group *	<input type="text" value="Non-Current liabilities"/>	Credit *	<input type="text" value="525152"/>
GL Code/Name *	<input type="text" value="Advance from client (Ten"/>		
Debit *	<input type="text" value="525000"/>		
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

5.3. Bank Accounts: - In this user can fill the all details and then click on the save button to save the bank account detail.

Bank Account Master			
Bank Account Details			
Bank Name*	<input type="text" value="Bank of Baroda"/>	Bank Code*	<input type="text" value="BN003"/>
SL Name*	<input type="text" value="BOB SWEEP Account"/>	SL Code*	<input type="text" value="ABCD"/>
Branch Address	<input type="text" value="BOB Aliganj"/>	AC No.*	<input type="text" value="1223456789512"/>
Contact Person	<input type="text"/>	Mobile No	<input type="text" value="0"/>
A/c Type	<input type="text" value="Sweep"/> CA/SWEEP	Email	<input type="text"/>
MICR	<input type="text"/>	IFSC	<input type="text"/>
		Remark	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

For Edit/Update bank account user can click on edit button and update the details.

Details						
	S.No	SL Code	A/C No.	SL Name	Actype	Branch Name
	1	HDFCS1204	50100185681204	HDFC SWEEP ACCOUNT, PRANAY TOWER	SWEEP	HDFC Pranay Tower
	2	HDFCS6768	50100047586768	HDFC SWEEP ACCOUNT AMINABAD	SWEEP	HDFC Aminabad
	3	BOBSW9088	1902010009088	BOB SWEEP ACCOUNT ALIGANJ	SWEEP	BOB Aliganj

5.4. Creditors/Supplier/Contractor: - In this user can fill all the details and then click on the save button for saving.

Creditors/Supplier/Contractor			
Creditors Details			
Creditor Type*	<input type="text" value="Supplier"/>	SL Code*	<input type="text" value="ABCD"/>
SL Name*	<input type="text" value="Panchi lal jain"/>		
General Information			
Status	<input type="text" value="Company"/>	Nature Of Expense	<input type="text"/>
TAN No. *	<input type="text" value="5421235444"/>	PAN No. *	<input type="text" value="12AVC154"/>
GST No. *	<input type="text" value="12X12121V1221"/>	E-mail	<input type="text"/>
Mobile/Tel.No.	<input type="text"/>	City	<input type="text"/>
Address	<input type="text"/>	PinCode	<input type="text"/>
Contract end Date *	<input type="text" value="26/08/2022"/>		
Bank Details			
Bank Name	<input type="text" value="--Select--"/>	Branch Name	<input type="text"/>
Account No.	<input type="text"/>	IFSC Code	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

5.5. Fixed Deposits Master: - In this user can fill the all detail and then click on the save button for saving detail.

Fixed Deposits Master			
Fixed Deposits Details			
Bank Name*	State Bank of India	Bank Code*	BN002
SL Name*	Cancer Institute	SL Code*	ABCD
Branch Address*	State Bank of India indira	Mobile No	123456789
Contact Person	aa1	Email	
A/c Type		IFSC	10010
MICR	123456	Remark	NA1
Amount Invested *		Date of Investment *	
Period of Investment *		Maturity Date*	
Compounded	<input type="radio"/> Yes <input type="radio"/> NO	Compounded	Select
Interest Credited On*	Select	Interest Amount	
Maturity Value			
Prematurity Date			
Upload File (Only PDF and DOC File can be Uploved)	Choose File No file chosen	Yrly Rate of Interest*	5
	Compute Amount		
Please Click on Compute Button First Then Click on Save			
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/>			

5.6. Employee Master: - In this user can fill the all detail and then click on the save button for saving detail.

Employee Master	
Name*	Alok Kumar
Designation*	Chief Project Manager
Address	Lucknow
PAN No.	
E-Mail	
Employee/SI Code*	10036
City	Lucknow
Mobile No.	9854565844
PIN Code	226020
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

5.7. Vendor Order Master: - In this user can fill the all detail and then click on the save button for saving detail.

Vendor Order Master			
Filter Supplier for Location	PA00001 [Cancer Institut ▼]	Supplier	ASHOK [M/S MUKESH AS ▼]
Supplier Name	M/S MUKESH ASSOCIATES	Workorder Type	Work Order ▼
Order No.	54646	Order Date	09/01/2019
Order Value	97464545	Contract Expiry	02/01/2021
Description Of Order	1131		
Status	<input checked="" type="radio"/> Active <input type="radio"/> Completed <input type="radio"/> Handover		
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

Note- Work Order Type “Supply Order” will be listed only for GL Code 742040. Others will be listed for GL Code 742020 & 742030.

6. Reports: -



a. Search Voucher

Search Voucher

Amount From:	<input type="text" value="Enter Starting Range"/>	Amount To:	<input type="text" value="Enter End Range"/>	Voucher type:*	<input type="text" value="Bank Payment"/>
Voucher No.:	<input type="text"/>	Instrument No.:	<input type="text"/>	Instrument Date:	<input type="text"/>

Time Block

Financial Year : *	<input type="text" value="2018-2019"/>	Date From :	<input type="text" value="01-04-2018"/>	Date To :	<input type="text" value="31-03-2019"/>
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Location Block

Head Office : *	<input type="text" value="Head Office UPRNN, Luck"/>	Consolidation Zone : *	<input type="text" value="Lucknow Zone 2"/>	Admin Zone : *	<input type="text" value="Consultancy Zone"/>
Unit : *	<input type="text" value="Unit 10 K.G.M.U"/>	Job Site : *	<input type="text" value="Rain Basera"/>		

GL & SL Block

GL Name : *	<input type="text" value="241600 - Bank Balance"/>	SL Name :	<input type="text" value="Select"/>
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VOUCHER REPORT							
SNo.	Voucher InternalNo.	Voucher Code	Voucher Date	Voucher Type	Payee name	Status	Voucher Amount
1	11087CA1819000001	11087CA/BPV/42018/1	17/04/2018	BPV		Posted	24,58,576.00
2	11087CA18190000010	11087CA/BPV/52018/10	16/05/2018	BPV		Posted	4,900.00
3	11087CA1819000002	11087CA/BPV/42018/2	20/04/2018	BPV		Posted	82,063.00
4	11087CA1819000003	11087CA/BPV/42018/3	20/04/2018	BPV		Posted	7,306.00
5	11087CA1819000004	11087CA/BPV/42018/4	24/04/2018	BPV		Posted	14,21,720.00
6	11087CA1819000005	11087CA/BPV/42018/5	22/04/2018	BPV		Posted	95,797.00
7	11087CA1819000006	11087CA/BPV/42018/6	29/04/2018	BPV		Posted	82,500.00
8	11087CA1819000007	11087CA/BPV/42018/7	29/04/2018	BPV		Posted	4,76,593.00
9	11087CA1819000008	11087CA/BPV/52018/8	14/05/2018	BPV		Posted	23,100.00
10	11087CA1819000009	11087CA/BPV/52018/9	14/05/2018	BPV		Posted	9,98,578.00
11	11087CA18190000100	11087CA/BPV/92018/99	24/09/2018	BPV		Posted	44,418.00
12	11087CA1819000011	11087CA/BPV/52018/26	16/05/2018	BPV		Posted	3,422.00
13	11087CA1819000012	11087CA/BPV/52018/11	16/05/2018	BPV		Posted	44,889.00
14	11087CA1819000013	11087CA/BPV/52018/12	16/05/2018	BPV		Posted	76,134.00
15	11087CA1819000014	11087CA/BPV/52018/13	16/05/2018	BPV		Posted	6,08,012.00
16	11087CA1819000015	11087CA/BPV/52018/14	16/05/2018	BPV		Posted	4,35,567.00
17	11087CA1819000016	11087CA/BPV/52018/15	16/05/2018	BPV		Posted	5,452.00
18	11087CA1819000017	11087CA/BPV/52018/16	16/05/2018	BPV		Posted	4,106.00
19	11087CA1819000018	11087CA/BPV/52018/17	16/05/2018	BPV		Posted	3,699.00
20	11087CA1819000019	11087CA/BPV/52018/18	16/05/2018	BPV		Posted	21,062.00

Bank Payment Voucher

Financial Year : **2018-2019**
 Accounting Center :
 Token No :11087CA18190000004
 Voucher No :11087CA/BPV/42018/4
 Pay To :

Entry Date :27/02/2019
 Voucher Date:24/04/2018
 Posted Date:27/02/2019 16:34:50

Account Head Code/Description	Dr/Cr	SL Code/Description	Debit	Credit
241600/Bank Balance with Scheduled banks	Credit By	9/SYNDICATE_98442140000020	0.00	14,21,720.00
601200/Purchase during the year	Debit To		12,04,847.49	0.00
242450/INPUT GST	Debit To	3/IGST	2,16,872.51	0.00
Passed for Rs.Fourteen Lac Twenty One Thousand Seven Hundred Twenty Only			14,21,720.00	14,21,720.00

Additional Details Bank Detail (Credit):

Leg Detail	Dr/Cr	SL Code/Description	Debit	Credit
241600/Bank Balance with Scheduled banks	Credit By	9/SYNDICATE_98442140000020	0.00	14,21,720.00
InstrumentNo	TransDate	Amount	Remark	
225805	24/04/2018	1421720.00	Gagan	

Additional Details GST Charged by Supplier/ Contractor:

Leg Detail	Dr/Cr	SL Code/Description	Debit	Credit				
242450/INPUT GST	Debit To	3/IGST	2,16,872.51	0.00				
GSTNO	SLName	InvoiceNo	TaxableValue	GSTRate	IGST	CGST	SGST	UTGST
19AABC	IGST	00403	1204847.49	18.00	216872.51	0.00	0.00	0.00

Narration :

Prepared By / Cashier

Account Incharge

Passing Authority

b. General Ledger (GL) Report



UTTAR PRADESH RAJKIYA NIRMAN NIGAM LTD.
उत्तर प्रदेश राजकीय निर्माण निगम लि.

GL REPORT

Financial Year: 2018-2019

Period from 01-04-2018 to 31-03-2019

A/c Head: Bank Balance with Scheduled banks

□

231,392,760.00 Dr

SL Description	Opening Bal	During The Period Dr	During The Period Cr	Total During The Period	Closing
BOB SWEEP ACCOUNT ALIGANJ_1902010009088	18,29,83,572.00	56,18,68,587.00	71,95,35,624.00	(15,76,67,037.00)	2,53,16,535.00
HDFC SWEEP ACCOUNT AMINABAD_50100047586768	2,36,40,396.00	6,34,645.00	0.00	6,34,645.00	2,42,75,041.00
HDFC SWEEP ACCOUNT, PRANAY TOWER_50100185681204	2,47,68,792.00	5,50,714.00	4,23,01,778.00	(4,17,51,064.00)	(1,69,82,272.00)
Grand Total:	23,13,92,760.00	56,30,53,946.00	76,18,37,402.00	(19,87,83,456.00)	3,26,09,304.00

Prepared By

Account Officer

c. Subsidiary Ledger (SL) Report



UTTAR PRADESH RAJKIYA NIRMAN NIGAM LTD.
उत्तर प्रदेश राजकीय निर्माण निगम लि.

SL REPORT

Financial Year: 2018-2019

Period from 01-04-2018 to 31-03-2019

A/c Head: Bank Balance with Scheduled banks

Opening Balance 23,13,92,760.00 Dr

Vch. Date	Vch. Type	Vch.No.	Particulars	Additional Details	Debit	Credit	Running Balance	Dr/Cr
05/05/2018	BPV	10193CA/BPV/12019/12	GIS (Deputation)(L0702004) -- C K D Diwedi(10032)200.00 GLIS (NIGAM) (L0702009) -- Raj Mani(10034)100.00 GLIS (NIGAM)(L0702009) -- Rajeev Garg(10030)100.00 GPF (Deputation)(L0702003) -- C K D Diwedi(10032)10000.00 Income Tax from Staff(L0702002) -- C K D Diwedi(10032)1000.00 Income Tax from Staff(L0702002) -- Raj Mani(10034)6000.00 Income Tax from Staff(L0702002) -- Rajeev Garg(10030)20000.00 IUT-EPF(HQ)(L0709006) -- Cancer Institute Unit Lko(PA00001)26161.00 Dr	-615682, Staff	0.00	2,30,807.00	23,11,61,953.00	Dr
05/05/2018	BPV	10193CA/BPV/52018/11	GLIS (NIGAM)(L0702009) -- Ram Prakash(10033)100.00 Dr	-615683, Staff Salary RTGS	0.00	21,958.00	23,11,39,995.00	Dr
05/05/2018	BPV	10193CA/BPV/52018/13	GIS (Deputation)(L0702004) -- C K D Diwedi(10032)200.00 GLIS (NIGAM) (L0702009) -- Raj Mani(10034)100.00 GLIS (NIGAM)(L0702009) -- Rajeev Garg(10030)100.00 GLIS (NIGAM)(L0702009) -- Ram Prakash(10033)100.00 GPF (Deputation)(L0702003) -- C K D Diwedi(10032)10000.00 Income Tax from Staff(L0702002) -- C K D Diwedi(10032)1000.00 Income Tax from Staff(L0702002) -- Raj Mani(10034)6000.00 Income Tax from Staff(L0702002) -- Rajeev Garg(10030)20000.00 IUT-EPF(HQ)(L0709006) -- Cancer Institute Unit Lko(PA00001)26161.00 Dr	-615684, EPF	0.00	91,239.00	23,10,48,756.00	Dr
05/05/2018	BPV	10193CA/BPV/52018/14		-689, Dehradun	0.00	5,870.00	23,10,42,886.00	Dr
31/12/2018	BPV	10193CA/BPV/122018/77	GIS (Deputation)(L0702004) -- C K D Diwedi(10032)200.00 GLIS (NIGAM)(L0702009) -- Rajeev Garg(10030)100.00 GLIS (NIGAM)(L0702009) -- Ram Prakash(10033)100.00 GPF (Deputation)(L0702003) -- C K D Diwedi(10032)10000.00 Income Tax from Staff(L0702002) -- C K D Diwedi(10032)2500.00 Income Tax from Staff(L0702002) -- Prashant Yadav(10031)1500.00 Income Tax from Staff(L0702002) -- Rajeev Garg(10030)40000.00 IUT-EPF(HQ) (L0709006) -- Cancer Institute Unit Lko(PA00001)14712.00 Dr	Cheque-615790, EPF	0.00	84,437.00	3,26,09,304.00	Dr
				Grand Total:	56,30,53,946.00	76,18,37,402.00		
CLOSING BALANCE				DURING THE PERIOD	Cr		19,87,83,456.00	
				Closing	Dr		3,26,09,304.00	

Prepared By

Account Officer

d. Trail Balance General Ledger (GL) wise

Trial Balance GL Level

Financial Year: 2018-2019

Period from 10/05/2018 to 31/05/2018

Code	Groups/ Sub Groups /Ledger	Opening Balance		For the Period 10/05/2018 To 31/05/2018			Closing Balance as on 31/05/2018	
		Debit	Credit	Debit	Credit	Net Balance	Debit	Credit
	NON-CURRENT ASSETS							
	--BALANCES WITH BANK & OTHERS							
241600	----BANK BALANCE WITH SCHEDULED BANKS	0.00	46,23,832.00	0.00	31,03,110.00	(31,03,110.00)	0.00	77,26,942.00
	SUBGROUP TOTAL	0.00	46,23,832.00	0.00	31,03,110.00	(31,03,110.00)	0.00	77,26,942.00
	--SHORT-TERM LOANS AND ADVANCES							
742040	----SUPPLIER ADVANCE	0.00	0.00	13,818.00	13,818.00	0.00	0.00	0.00
	SUBGROUP TOTAL	0.00	0.00	13,818.00	13,818.00	0.00	0.00	0.00
	--T.D.S. (GST) CLIENT							
242650	----TDS (GST) CLIENT	24,58,576.00	0.00	0.00	0.00	0.00	24,58,576.00	0.00
	SUBGROUP TOTAL	24,58,576.00	0.00	0.00	0.00	0.00	24,58,576.00	0.00
	--INPUT (GST)							
242450	----INPUT GST	3,17,203.39	0.00	4,70,602.00	0.00	4,70,602.00	7,87,805.39	0.00
	SUBGROUP TOTAL	3,17,203.39	0.00	4,70,602.00	0.00	4,70,602.00	7,87,805.39	0.00
	GROUP TOTAL	27,75,779.39	46,23,832.00	4,84,420.00	31,16,928.00	(26,32,508.00)	32,46,381.39	77,26,942.00
	SHAREHOLDERS FUNDS							
	--DEPOSITS							
141110	----SECURITY / E.MONEY DEPOSITS PRW	0.00	0.00	0.00	52,100.00	52,100.00	0.00	52,100.00
141275	----UNPAID ROYALTY	0.00	413.00	0.00	1,316.00	1,316.00	0.00	1,729.00
	SUBGROUP TOTAL	0.00	413.00	0.00	53,416.00	53,416.00	0.00	53,829.00
	--DEDUCTIONS							
141310	----INCOME TAX FROM PRW/ SUB-CONTRACTOR	0.00	310.00	0.00	21,130.00	21,130.00	0.00	21,440.00
	SUBGROUP TOTAL	0.00	310.00	0.00	21,130.00	21,130.00	0.00	21,440.00
	--INTER UNIT ACCOUNTS							
760300	----IUT-WITHIN ZONE	0.00	1,94,760.00	0.00	0.00	0.00	0.00	1,94,760.00
	SUBGROUP TOTAL	0.00	1,94,760.00	0.00	0.00	0.00	0.00	1,94,760.00
	GROUP TOTAL	0.00	1,95,483.00	0.00	74,546.00	74,546.00	0.00	2,70,029.00
	MATERIAL CONSUMED							
	--MATERIAL CONSUMED							
601200	----PURCHASE DURING THE YEAR	20,28,289.61	0.00	16,41,269.00	0.00	16,41,269.00	36,69,558.61	0.00
	SUBGROUP TOTAL	20,28,289.61	0.00	16,41,269.00	0.00	16,41,269.00	36,69,558.61	0.00
	--OTHER WORK EXPENSES							
602000	----LABOUR CHARGES	15,246.00	0.00	10,51,967.00	0.00	10,51,967.00	10,67,213.00	0.00
608000	----RUNNING & MAINTENANCE MACHINERY	0.00	0.00	13,818.00	0.00	13,818.00	13,818.00	0.00
	SUBGROUP TOTAL	15,246.00	0.00	10,65,785.00	0.00	10,65,785.00	10,81,031.00	0.00
	GROUP TOTAL	20,43,535.61	0.00	27,07,054.00	0.00	27,07,054.00	47,50,589.61	0.00
	GRAND TOTAL	48,19,315.00	48,19,315.00	31,91,474.00	31,91,474.00	0.00	79,96,971.00	79,96,971.00

Prepared By

Account Officer

e. A/c Head Drilldown



UTTAR PRADESH RAJKIYA NIRMAN NIGAM LTD.
उत्तर प्रदेश राजकीय निर्माण निगम लि.

ACCOUNT HEAD DRILL DOWN

Financial Year: 2018-2019

Period from 01-04-2018 to 31-03-2019

Account Head Description	Opening Balance as on 01-04-2018		For the Period 01-04-2018 To 31-03-2019		Closing Balance as on 31-03-2019	
	Debit	Credit	Debit	Credit	Debit	Credit
STEEL SHUTTERING PLATES				21,700.00	0.00	21,700.00
Bank Balance with Scheduled ba				4,59,94,394.00	0.00	91,07,125.00
Supplier Advance				6,98,344.00	1,47,878.00	0.00
Staff Advance (Salary)				10,000.00	0.00	0.00
TDS during the year				0.00	4,22,780.00	0.00
TDS (GST) CLIENT				0.00	47,23,426.00	0.00
INPUT GST				0.00	53,57,422.00	0.00
INPUT (GST) RCM				4,700.00	0.00	4,700.00
Advance from client (Tender wor				2,11,38,600.00	0.00	2,11,38,600.00
Security / E.money deposits PRV				4,81,800.00	0.00	4,81,800.00
Unpaid Liabilities				242.00	0.00	0.00
Unpaid Royalty	0.00	0.00	46,909.00	41,412.00	5,497.00	0.00
Income Tax from PRW/ Sub-Contractor	0.00	0.00	1,87,958.00	2,21,654.00	0.00	33,696.00
TDS(GST) PRW/SUPPLIER/SUB CONTRACTORS	0.00	0.00	2,59,384.00	1,94,144.00	65,240.00	0.00
IUT-HEAD OFFICE	0.00	0.00	13,60,000.00	0.00	13,60,000.00	0.00
IUT-WITHIN ZONE	0.00	0.00	16,53,024.00	1,73,48,611.00	0.00	1,56,95,587.00
Interest received from Bank (Other then Overheads	0.00	0.00	0.00	51,337.00	0.00	51,337.00
Purchase during the year	0.00	0.00	2,38,46,720.95	2,82,516.00	2,35,64,204.95	0.00
Labour Charges	0.00	0.00	1,02,13,975.00	0.00	1,02,13,975.00	0.00
Freight, Cartage & Octrai	0.00	0.00	12,000.00	0.00	12,000.00	0.00
Running & Maintenance Machinery	0.00	0.00	42,526.00	0.00	42,526.00	0.00
Consultancy Charges (Chargeable to Work)	0.00	0.00	1,50,000.00	0.00	1,50,000.00	0.00
Work Contract Direct Expenses	0.00	0.00	74,055.00	0.00	74,055.00	0.00
Salary and Allowances (Regular)	0.00	0.00	4,193.00	0.00	4,193.00	0.00
Miscellaneous Expenses	0.00	0.00	593.00	0.00	593.00	0.00
Consultancy Expenses	0.00	0.00	3,90,755.00	0.00	3,90,755.00	0.00
Grand Total	0.00	0.00	8,64,89,454.00	8,64,89,454.00	4,65,34,545.00	4,65,34,545.00