Frequently Asked Questions of Payment Module

1. **How tagging & mapping is done?**

Ans.: In the User Admin Module under TO's login one menu link is given called User Mapping. The user needs to click on the menu link to open the associated form. TO can select the user from Treasury Login ID LOV to associate with the user from iFMS Login ID LOV.

2. **Do I need to take backups of the daily work performed as I used to do in CTMS?**

Ans.: No. Back up in new system is not required at any treasury.

3. **Will the same tapes/cassettes that have been used in CMC/NIC work for taking of backups?**

Ans.: Not applicable as you do not need to take any back up of your daily work in the new system.

4. **In old system I had 3 ids for 3 different roles. In new system do I need 3 different accounts?**

Ans.: No, you can use a single id for carrying out multiple roles.

5. **Can a person have multiple Ids?**

Ans.: Yes, but it is not advisable.

6. **Do I need faster computers for running the new system?**

Ans.: Windows 7 compatible systems are required.

7. **How do you receive manual Bill?**

Ans.: Go to **Payment → Front Office → Bill Receive** & select **Manual Bill** radio Button & click on **Insert** button.

8. **How to receive e-Pradan Bill?**

Ans.: Go to **Payment → Front Office → Bill Receive** & select **e-Pradan Bill** radio Button & click on **Insert** button.

9. **Can the same bill no be received for same DDO?**

Ans.: No. Same bill no for same DDO cannot be received.

10. **How do you modify received Bill?**

Ans.: Go to **Payment → Front Office → Bill Receive**; select **Manual Bill** radio Button; select Token No from **Token No. and Date** LOV. Click **Search** button. When the Bill Details appears click on the **Modify** button. After modification click on the **Save** button to save the bill.

11. **Up to when Bill can be modified?**

Ans.: User can modify a bill unless TO/ATO does not approve or object the bill. During Bill checking the Dealing Assistant enters many details such as By-Transfer, PL Transfer, Sanction, Pay Order, etc. After Dealing Assistant checks the Bill, if the Bill is modified (Payment→ Front Office→ Bill receiving/modification), the user has to reenter all the details such as By-Transfer, PL Transfer, Sanction, Pay Order, etc. After the TO/ATO approves/objects the bill it cannot be modified.

12. **What to do if at the time of COSA bill receiving the system is showing previous Token?**

Ans.: Search the previous objected bill status from **Bill Query** menu. If Return memo is not delivered then deliver the return memo & after that receive the COSA bill as usual.

13. **After uploading and saving COSA bill the error message is showing not inserted what will the user do?**
Ans.: The user needs to manually check the Head of Accounts under GISS Details, By Transfer Details and Sub-Detailed Details.

14. **How can you receive a resubmitted COSA bill?**

Ans.: During Bill Checking if a COSA bill is objected, then the user needs to generate a return memo and deliver the Return memo. Then you can go to **Payment → Front Office → COSA Bill Receive.** Upload the modified bill summary and personnel files, and receive again as new COSA bill is received.

15. **How to receive a Resubmitted bill?**

Ans.: Go to **Payment > Front Office > Bill Receive.** Select **Manual Bill** radio button; select **Resubmit Bill** from the **Select Task** dropdown menu; select previous objected Token from **Token No. and Date** LOV. Then click on the **Search** button & modify the previous bill by clicking on **Modify** Button. After modification, click on the **Save** button. New Token No will be generated.

16. **DA wants to modify the objected bill after return memo delivery because HOA is wrong. How will DA modify the bill?**

Ans.:- After return memo delivery no one can modify the bill actually. The bill can be modified or the HOA can be corrected unless DA (Bill not passed or approved in any level) has not checked the bill.

17. **What do you do if Previous Token No is not appearing in Resubmitted Menu?**

Ans.: Check the previous Token status from **Bill Query** if the Return memo is delivered or not. If delivered, then it will appear in the Resubmit menu.

18. **How do you search the bill status for a particular token?**

Ans.: Go to **Payment → Bill Query.** Select Token no or Voucher No from the LOV and click **Search.**

19. **How can Front Office Assistant reprint a token if he missed to take print of token during bill receiving**?

Ans.: Go to **Payment → Front Office →Token Print** & select Token No from the **From** and **To** LOVs & click **Print**. A PDF opens in a new window. You can print from the generated PDF.

20. **Will the Dealing Assistants get the bills which were in the middle of the process during migration?**

Ans.: The bills will be available as it was in old system.

21. **Are all the Head of accounts available which used to be present in the old system?**

Ans.: All budget allotment approved by the Budget Cell will be available in the system.

22. **Can a Dealing Assistant not receive certain HOA files?**

Ans.:   You need to assign them HOA for which they will work.

23. **Can a cheque once printed be again reprinted if required?**

Ans.: If Cheque has been generated but not printed then only user can take reprint of that cheque from **Payment→ Back Office→ Cheque→ Generate** and then select **Cheque Reprint** radio button in the associated form.

24. **How a cheque can be rejected before delivery (with new cheque requirement)? After such rejection, can the pay order be modified, if required?**

Ans.: User can reject cheque by selecting **Cheque Reject** radio button in the **Payment→Back Office→ Cheque→ Reject/Cancel** form. Then select the **Token No** from Token No LOV popup window and click **Search**. When the related cheque appears, the user selects the **Cheque Required** check box if new cheque is required, then user enters the rejection reason & click on **Save** button. Yes after as such rejection user can modify pay order.

25. **How a cheque can be rejected before delivery (without new cheque rejected? As no fresh is required, how the bill can be objected?**

Ans.: User can reject cheque by selecting **Cheque Reject** radio button in the **Payment→Back Office→ Cheque→ Reject/Cancel** form. Then select the **Token No** from Token No LOV popup window and click **Search**. When the related cheque appears, user enters the rejection reason & click on **Save** button.

Now user can object the bill from **Payment → Back Office→ Bills → Bill Obj for Rej Cheques**.

26. **How a cheque can be cancelled after delivery (with new cheque requirement)? In case of such revalidation, whether the new cheque is required to be delivered through system?**

Ans. User can Cancel cheque by selecting **Cheque Cancel** radio button in the **Payment→Back Office→ Cheque→ Reject/Cancel** form. Select the Cheque No from LOV popup window. If new Cheque is required select **Cheque Required** check box, enter reason for cancellation & click on the **Save** button. Yes the new cheque is required to be delivered through system.

27. **How a cheque can be cancelled after delivery (without new cheque requirement) and cancellation certificate can be printed?**

Ans.: User can Cancel cheque by selecting **Cheque Cancel** radio button in the **Payment→Back Office→ Cheque→ Reject/Cancel** form without selecting **Cheque Required** check box; enter reason and click on the **Save** button.

28. **What are procedures for debit scroll entry in respect of PWD/Forest cheques?**

Ans.: To enter into Debit scroll for PWD/Forest Cheques click on the **Payment → Back Office → Debit Scroll → PWD/FOREST CHEQUES**. Enter the Scroll Date. Select the Bank Name from the LOV popup window. Select Division Code from the LOV popup window. Enter Cheque No, Select MICR no from the LOV and enter the Cheque Amount and click **Save**. A success message appears.

29. **How sanction is entered into the system?**

Ans.: Sanction is entered through **Payment**-> **Back Office** -> **Sanction** -> **Entry**. Click **New** to enter a new Sanction, enter the **Sanction Number and Date**, select the **Issuing Authority and Department** from the LOV, Enter **Sanction Reference Number**; select the Head of Account from the LOV and click **Save**.

30. **Why a particular Sanction approved on a particular date is unavailable under DA and TO login?**

Ans.:   If the Head of Accounts of a Bill and Sanction do not match, the approved sanction won't appear in the Bill checking menu of DA and TO.

31. **What is the procedure of passing School PF bill and crediting PF amount from that bill?**

Ans.: The processing of School PF bills is same as other bills, however, the PF amount must credit to the **BT-SL No** 54 or **Head of Account** - 00-8336-00-800-00-003-0-19-00. Also the PF amount should not credit to operator Code of AI or DI of Schools. After successful delivery, the voucher no can be found when you select **School PF By Transfer** in the **Challan Type** dropdown menu in **Receipt→ Challans→GISS/School PF** form**.**

32. **In case of manual entry in Debit Scroll, what steps may be needed if LOV does not show any paid cheques?**

Ans.: The User needs to check the following steps if LOV does not show any paid cheques for Debit scroll entry:
   - ➢ **Treasury**: Cheque should be delivered from the system.
   - ➢ **LF/PL**: Cheque should be delivered from the system & Bank Advice ID needs to be generated.

33. **Can modification be done in respect of head of account/ amount in Debit Scroll**?

Ans.: No. Any modification cannot be done in respect of head of account/ amount in Debit Scroll.

34. **How to enter the New cheque details in e-CTS when Treasury will receive Blank cheque leafs say 30000 or 40000?**

Ans.: Request for new Cheques is placed through Indent Capture in the Stamp Strong Room. When Treasury Strong room receives physically the cheques, the invoice for these cheques is captured against the existing Indent. In the Invoice capture the Cheque Start Number and End number is mentioned. Then the cheques are delivered either as Treasury Cheques or Other cheques to associated PL/LF/PWD/Forest operators. The delivered Treasury Cheques through Stamp strong room appear in **Payment→ Back Office→ Cheque Distribution → Blank Cheque Issue**. In Blank Cheque Issue form select the Section, also select the Cheque Start No and End Number lot (The Start and End number would be the same as delivered from the Stamp Strong room cheque delivery form.). Then select the **Issued To** from LOV popup window. Enter the Start Number in the **From** column and End Number in the **To** column. The Total column automatically calculates the count of Cheques. Click on the **Save** button. When the person to whom the cheques have been issued to logs into e-CTS, he can view the blank Cheques issued to him in his login if the previous cheques are already exhausted.

35. **How to again distribute the 1000 Blank cheque lot to the cheque writer which is received from Strong room?**

Ans.: The delivered Treasury Cheques through Stamp strong room appear in **Payment→ Back Office→ Cheque Distribution → Blank Cheque Issue**. In Blank Cheque Issue form select the Section, also select the Cheque **Start No** and **End Number** lot (The Start and End number would be the same as delivered from the Stamp Strong room cheque delivery form.). Then select Cheque Writer from the **Issued To** from LOV popup window. Enter the Start Number in the **From** column and End Number in the **To** column. The Total column automatically calculates the count of Cheques. Click on the **Save** button.

When the Cheque Writer logs into e-CTS, he can view the blank Cheques issued to him in his login if the previous cheques are already exhausted.

36. **How do you redistribute cheques?**

Ans.: There may be cases sometime when the cheques issued to one cheque writer needs to be redistributed to some other cheque writer. To redistribute cheques
  ❖ Click on the **Payment→ Back Office→ Cheque Distribution→ Cheque Redistribution** from the left hand side menu tree.
  ❖ Click on the **User ID** LOV button and select the user from whom cheques are to be redistributed.
  ❖ Click on the **Issued to** LOV button and select the user to whom the cheque would be redistributed to.
  ❖ Enter the cheque numbers in the **From** and **To** fields.
  ❖ Click **Save**.

37. **How do you reset the cheque number?**

Ans.: There can be incidences when the cheque numbers need to be reset. To resrt the cheque number
  ❖ Click on the **Payment→ Back Office→ Cheque Distribution→ Cheque Reset.**
  ❖ Click on the **Cheque writer** LOV button and select the cheque writer from the LOV popup window.
  ❖ **Issue Date**, **MICR No**, **Start Cheque No**, **Next Cheque No** and **End Cheque No** fields automatically display the data of Cheque Lot in hand.
  ❖ Edit the **Next Cheque No** column and enter new cheque no.
  ❖ Click **Save**.

38. **How do you mutilate Cheque?**

Ans.: There can be incidences when the physical cheques are mutilated due to some unavoidable circumstances. In these scenarios, those cheques should be entered in the system as mutilated cheques. To enter mutilated cheque:
  ❖ Click on the **Payment→ Back Office→ Cheque Distribution→ Mutilator Cheque.**
  ❖ Click on the **Section ID** LOV button and select the section from the LOV popup window.
  ❖ Click on the **MICR No** LOV button and select the MICR number from the LOV popup window.
  ❖ Enter the **Cheque No**, **Cancellation** and **Reason** in the respective columns.
  ❖ Click on the **Save** button.

Frequently Asked Questions of Receipt Module

1. **How many types of challans are there in e-CTS and where the menus can be found?**

Ans.: There are 4 major types of Challans. Each of them contains subtypes. They appear in the menu as given below:

- ➢ **General:** General; Land Revenue, Excise, Sales tax, Stamps
- ➢ **Deposit Challan:** Election Deposit, Court Deposit, Security Deposit, Revenue/rent Deposit, LF/PL/PF Deposit, PWD/Forest Deposit
- ➢ **GISS/School PF:** Scholl PF Bank, Scholl PF By Transfer. GISS
- ➢ **Pension Challan**

2. **Where can I find scroll serial no for challan entry?**

Ans.: The scroll serial nos. is maintained by each office in a register.

3. **How to delete a challan?**

Ans.: To delete a challan search the Challan from Challan Entry form. When the challan details appear, click on the **Delete** button.

4. **Can I enter all the challans at a single go?**

Ans.: No, challans for same HOA can be entered together, and you need to refresh and again start from the beginning for the next HOA.

5. **How to enter the challans of stamp?**

Ans.: To enter the Challan Stamps click on the **Receipts→ Challan→ General**. In the **General Challan Entry** form select **Stamps** as the **Challan Type**; click **Insert**, Select **Major Head**, enter **Transaction Date**, select **Depositor Type**, enter **Amount, Scroll Serial Number**, **On whose Behalf, By Whom Tendered**, select the **Head of Account**, and click **Save**.

6. **Where can I insert Land Revenue challans?**

Ans.: Navigate to **Receipts→ Challan→ General** and In the **General Challan Entry** form select Land Revenue as **Challan Type**.

7. **What is the procedure of entry of bank challans in respect with School PF?**

Ans.: To enter bank challans in respect with School PF click on **Receipt→ Challans→ GISS/School PF**. In the associated form select the challan type as **School PF Bank**. Enter **Major Head** and **Transaction Date** in the **Header** section. Enter **Amount, Scroll Serial Number**, **On Whose Behalf**, **By Whom Tendered** in the **Challan Detail** Section. Select the **Submajor, Minor, Scheme, Detail** head of Accounts from the respective LOVs. Click on the **School PF Bank Detail** tab. In the **School PF Bank Details** tab select the **School Code** from LOV and enter the **Amount** in the given column. Click **Save**. A success message appears on the top with the newly generated Challan number.

8. **What is the procedure of entry of by transfer challans in respect of school PF?**

Ans.: To enter By Transfer challans with respect to School PF click on **Receipt→ Challans→ GISS/School PF**. In the associated form select the Challan Type as **School PF By Transfer.** Select the **Voucher No** and click on the **Search** button in the associated form. When the searched result appears click on the **School PF By Transfer** tab and click on the **Modify** button. Select the **School Code** from the LOV and enter the **Amount**. Ensure that the total of Amount for the Schools should match to the Challan Amount. Then click **Save**. A success message appears along with the Challan No.

9. **How debit Scroll is uploaded in e-CTS?**

Ans.: To upload debit/Payment scroll follow the following steps:

➢ Click on the **Receipt Scroll Upload** from the left hand side menu tree. **Upload Scroll File** form appears on the right hand side.
➢ Select the Payment Scroll radio button as **Scroll Type** from the given radio buttons.
➢ Enter the **Scroll Date** from the Calendar in that field.
➢ Click **Browse** to choose the file from the disk and click **Open**. The selected file appears in the designated field
➢ Click **Upload**. A success message appears on top.

10. **How Credit Scroll is uploaded in e-CTS?**

Ans.: To upload credit/Receipt scroll follow the following steps:

➢ Click on the **Receipt Scroll Upload** from the left hand side menu tree. **Upload Scroll File** form appears on the right hand side.
➢ Select the Receipt Scroll as **Scroll Type** from the given radio buttons.
➢ Enter the **Scroll Date** from the Calendar in that field.
➢ Click **Browse** to choose the file from the disk and click **Open**. The selected file appears in the designated field
➢ Click **Upload**. A success message appears on top.

11. **Can any modification be done in Credit scroll?**

Ans.: The editable fields can be modified in Credit Scroll.

12. **While uploading receipt scroll, its showing errors.**

Ans.: Please check whether the files are in correct format for uploading.

13. **What is the function of challan query?**

Ans.: It fetches the details of the bank/By Transfer/both types of Challans in a specified date range on a Major Head.

14. **Where can I find the total nos of challan entered?**

Ans.: Please go to the link Receipt->Challan->Query

Frequently Asked Questions of PL/LF/PF Module

1. **In PL/LF/PF → Cheque → Receive why the user is not able to put MICR NO?**

Ans.: In PL Deposit the **Cheque Receive** form has a **MICR No** LOV button. The user can select the **MICR NO** from the LOV after selecting the **Operator ID** and the **Scheme ID**. The MICR No is an editable field provided that the correct/valid MICR Number is entered in the given field.

2. **Will the operator codes of the LF/PL change?**

Ans.: Yes, it may change after migration, but only in respect of NIC treasuries.

3. **I can't find an operator id & name while entering Cheque Receive. Why?**

Ans. Check whether the HOA is available from Master Maintenance.

4. **Will the scheme codes of PL/LF/PF change?**

Ans.: Yes, scheme ids will change. The list of changed scheme ids can be obtained from Master Maintenance- LF/PL-Report-Operator wise scheme.

5. **What is the procedure to receive, approve and delivery of PL/LF/PF cheques of operators?**

Ans.: There are separate forms given in the PL Deposit module to perform each task. To receive please click **Pl Deposit→ Cheque→ Receive**. To approve click on the **PL Deposit→Cheque→ Approval→ By TO/ATO** and to deliver please click on the **PL/LF/PF →Cheque→Delivery**.

6. **Can modification in PL/LF/PF cheques be done after delivery of such cheques?**

Ans.: Yes, you can modify only Payee Name & Amount from **Master Maintenance →House Keeping → LF/PL.**

7. **Can new operator be created by TO/ATO's?**

Ans.: NO, New operator cannot be created at TO/ATO level. Creation of new operator in this connection will be done from Directorate of Treasuries and Accounts.

8. **Can new scheme be opened by TO/ATO?**

Ans.: Yes. New operator can be created through **Master Maintenance→ Local Funds→ Scheme**.

9. **What is X-fer(Cheque Challan)?**

Ans.: It helps to generate Nil Bill Statement for Operator to Operator and By Transfer head transfer.

10. **Can any modification in respect with Operator to Operator transfer or Operator to BT transfer be done in e-CTS? How?**

Ans.: Yes, it can be done before Approval. To transfer cheques from one Operator to another Operator or to BT Head refer to the form **PL/LF/PF→ Cheque Transfer → To Operator→ Entry** and **PL Deposit→ Cheque Transfer → To BT Head→ Entry** respectively.

11. **How LF/PL/PF cheque can be cancelled?**

Ans.: To cancel LF/PL cheque click **Pl Deposit→ Cheque→ Cancel** from menu tree. Search the Cheque number from the given LOV popup window and then enter reason and click **Cancel**.

12. **Where can I insert school PF cheque?**

Ans. Navigate to **PL/LF/PF→ School PF Cheque→ School PF Cheque Capture**.

13. **What is the procedure of receiving cheques, approval, delivery and advice list generation in case of school PF?**

Ans.: To receive cheques for school PF, click on the **PL/LF/PF→ School PF Cheque→ School PF Cheque Capture**. Click on the **Insert** button to select the **School Code** from the associated LOV, enter the **Cheque Number**, select **MICR number** from LOV, enter **Cheque Date**, enter **Payee Name**, **Cheque Amount** and click on the **Save** button.

To approve cheques, click on the **PL/LF/PF→ School PF Cheque→ School PF Cheque Approve**. Select the **Receipt No From** and **Receipt No To** from the respective LOVs and click on the **Search** button. The generated cheques awaiting approval appears in the **Cheque Details** table. Click on the **Approve** button to approve the cheque.

To deliver Scholl PF cheques, click on the **PL/LF/PF→ School PF Cheque→ School PF Cheque Delivery.** Select the **Receipt No From** and **Receipt No To** from the respective LOVs and click on the **Search** button. The approved cheques awaiting delivery appears in the **Cheque Details** table. Click on the **Deliver** button to deliver the cheque.

To generate School PF Advice List select the **Bank** from the LOV popup window and click on the **Search** button. The delivered cheques would appear in the **Cheque Details** table. Click on the **Generate Report** button.

14. **What will be the procedure of receiving blank LF cheques?**

Ans.: First the request for cheques needs to be placed by **Stamp Strong room→ Cheque Book→ Indent Capture**. After the cheques arrive physically in Treasury Strong room, Invoice for 100 Others cheques is captured against the created indent Id. In the Invoice Capture form select the relevant **Indent ID**, enter the **Invoice number** and **Date of Receipt** in the given fields; select the MICR number from the LOV popup window (by default one MICR would appear, in case you want to change the default MICR, select the relevant MICR from associated LOV), enter the **Start Number** and also the **End number** so that the Quantity column shows the count as 100. Click **Save**, the Invoice Id is created. Then in the Cheque Delivery form, click on the **Insert** button to enter the details. Select PL/LF/PF Cheque from the Cheque type dropdown menu. Select Operator ID from LOV popup window. MICR Number would appear automatically. However, if you need to change you can click LOV and select the relevant. **Start Number** appears automatically. Enter the End number (depending on the availability and requirement). Click on the **Delivery** button for delivery. The delivered cheque would be available at the operator login for PL/LF/PF module. That Cheque in turn is used in LF Cheque Receiving.

Frequently Asked Questions of Pension Module

1. **What is Category, Sub-Category, Type and Sub-Type in pension that is required at the time of PPO entry?**

Ans.: At the time of PPO entry, you need to enter the Type, Sub-type, and Category and Sub Category id. There are two types of pension: Pension and Family Pension. For Family Pension there are different sub types like Widow daughter, Unmarried daughter, Divorced daughter, Minor Son, Handicapped Son, and Handicapped Daughter.

There are several Category and Sub-Category listed in a LOV popup window. While entering the PPO you need to select a combination of Category- Sub Category Id from the popup window. The following Category and Sub-Category are listed in the popup window:

Cat Id	Sub Cat ID	Category Description	Sub-Category Description
1	2	W.B. SOCIAL WELFARE ADVISORY BOARD PENSION	ROPA 2009
2	6	CA/SA to Ministers Pension	NO SUB CATEGORY
3	6	Freedom Fighters(Swatantra Sainik Samman)Pension	NO SUB CATEGORY
5	1	Central Pension	ROPA 2008
6	1	Burma Pension	ROPA 2008
7	1	All India Services Pension	ROPA 2008
8	6	Eastern Railways Pension	NO SUB CATEGORY
9	6	South-Eastern Railways	NO SUB CATEGORY
10	6	Central Railways	NO SUB CATEGORY
11	6	North Frontier Railways	NO SUB CATEGORY
12	6	Defence Pension	NO SUB CATEGORY
13	2	Andhra Pradesh-Pension to other states	ROPA 2009
14	2	Arunachal Pradesh-Pension to other states	ROPA 2009
15	2	Assam -Pension to other states	ROPA 2009
16	2	Bihar-Pension to other states	ROPA 2009
17	2	Goa-Pension to other states	ROPA 2009
18	2	Gujarat-Pension to other states	ROPA 2009
19	2	Haryana-Pension to other states	ROPA 2009
20	2	Himachal Pradesh-Pension to other states	ROPA 2009
21	2	Jammu & Kashmir-Pension to other states	ROPA 2009
22	2	Karnataka-Pension to other states	ROPA 2009

23	2	Kerala-Pension to other states	ROPA 2009
24	2	Madhya Pradesh-Pension to other states	ROPA 2009
25	2	State Pension	ROPA 2009
26	3	State Pension	ROPA 1998
27	2	Compassionate Allowances	ROPA 2009
28	2	Pension to District Judges	ROPA 2009
29	2	Education Pension	ROPA 2009
30	3	Education Pension	ROPA 1998
31	7	Education Pension	Pension Rules 1966(Pre 81)
32	2	College (State Aided Non-Govt)Teacher Pension	ROPA 2009
33	3	College (State Aided Non-Govt)Teacher Pension	ROPA 1998
34	2	Panchayet Pension	ROPA 2009
35	3	Panchayet Pension	ROPA 1998
36	2	WBCADC Pension	ROPA 2009
37	2	MLA Pension	ROPA 2009
38	2	Maharashtra-Pension to other states	ROPA 2009
39	2	Manipur-Pension to other states	ROPA 2009
40	2	Meghalaya-Pension to other states	ROPA 2009
41	2	Mizoram-Pension to other states	ROPA 2009
42	2	Nagaland-Pension to other states	ROPA 2009
43	2	Orissa-Pension to other states	ROPA 2009
44	2	Jharkhand-Pension to other states	ROPA 2009
45	2	Uttaranchal-Pension to other states	ROPA 2009
46	2	West Bengal Higher Judicial pension	ROPA 2009
47	2	Prorata Pension	ROPA 2009
48	2	College(Government) Pension	ROPA 2009
49	2	DA Getting Institutions	ROPA 2009
50	2	College (State Aided Non-Govt)Staff Pension	ROPA 2009
51	3	College (State Aided Non-Govt)Staff Pension	ROPA 1998
52	6	Police Medal	NO SUB CATEGORY
53	6	Assam Rifles	NO SUB CATEGORY
54	2	French Pension	ROPA 2009
55	2	College(Government) Pension Family	ROPA 2009
56	2	French Pension Family	ROPA 2009
57	2	Prorata Pension Family	ROPA 2009
58	2	State Pension Family	ROPA 2009

59	3	State Pension Family	ROPA 1998
60	2	West Bengal Higher Judicial pension Family	ROPA 2009
61	2	Pondicherry-Pension to other states	ROPA 2009
62	2	Punjab-Pension to other states	ROPA 2009
63	2	Rajasthan-Pension to other states	ROPA 2009
64	2	Tamil Nadu-Pension to other states	ROPA 2009
65	2	Tripura-Pension to other states	ROPA 2009
66	2	Uttar Pradesh-Pension to other states	ROPA 2009
67	2	Chattisgarh-Pension to other states	ROPA 2009
68	2	Pension to High Court Judges	ROPA 2009
69	2	Pension to High Court Judges Family	ROPA 2009
70	3	Pension to High Court Judges	ROPA 1998
71	3	Pension to High Court Judges Family	ROPA 1998
72	3	West Bengal Higher Judicial pension	ROPA 1998
73	3	DA Getting Institutions	ROPA 1998
74	3	West Bengal Higher Judicial pension Family	ROPA 1998
101	6	Inactive Category	NO SUB CATEGORY

2. How to revise a PPO?

Ans.: To modify/revise a PPO, search the PPO through **Pension→ Pension process→ PPO →Entry** form. When the PPO appears, click on the **Modify** button. When the form appears in an editable format, change the required fields and click **Save**. To change/revise the PPO after Approval, you need to provide the **Effective Date** on certain fields such as **Basic**, **Pension Category**, **Relief**, and **Employed Pensioner**.

3. Where can I find the details for entering PPOs?

Ans.: The old process has not changed, you will receive the details as hard copy with all the details, as you used to receive.

4. How to generate and approve 1st pension bill?

Ans.: In order to generate First Pension Bill
> ➢ Click **Pension→ Pension Process→ Pension Bill→First Pension→ General** from the left hand side menu tree. **First Pension Bill Generation** form appears on the right hand side.
> ➢ Click on the **PPO ID** LOV button. A popup window appears.
> ➢ Select the PPO Id from the popup window. The **Pension Details** appears.
> ➢ **Period From** and **Period To** field display by default the period the pension started. You may change if needed.

➢ Click anywhere in the form. A dialog box appears.
➢ Click **OK** in the dialog box.
➢ Click on the **Generate** button. **Bill Details** and **Classification Details** table display the values in the table as follows:
➢ Click on the **Save** button. A success message appears.

In order to Approve First Pension Bill

➢ Click **Pension→ Pension Process→ Approval→ Bill→ First Pension→ General**. The **First Pension Approval - Cheque** form appears on the right hand side. The form lists down the bills pending for Approval.
➢ Click on the **Bill No.** to verify the Bill Details. The Bill Details opens in a new tab.
➢ Select the checkbox in the rightmost column.
➢ Click **Approve**. **Approval- Pay Order Details** form opens in the right hand side.
➢ Click **OK**. The success message appears.

5. How to generate and approve monthly pension bill?

Ans.: To generate Regular/ Monthly Pension Bill
➢ Click on the **Regular Pension Bill** from the left hand side menu tree. **Monthly Bill Generation** form appears on the right hand side as shown above.
➢ Select the month from the dropdown menu.
➢ Select the radio button for selecting the category like **All Bank/All Category, All Bank/Specific Category, Specific Bank/All Category, Specific bank/Specific Category**
➢ Select either Bank or category or both depending on the category selection.
➢ Click **Generate**.

To approve Regular/Monthly pension Bill
➢ Click on the **Regular Pension** under Approval from the left hand side menu tree. The **Monthly Bill Approval** form opens in the right hand side.
➢ Click on the **Month/Year** LOV button. A popup window opens.
➢ Click on the **Search** button. The search result, i.e., the list of bills pending for Approval appears in a table.
➢ Click on the **Bill No** in order to check the Bill Details. The Bill Details opens in a new tab.
➢ Select the checkbox from the right most column of the Bill row that you want to approve.
➢ Click **Approve**. **Approval – Pay Order Details** screen appears.
➢ Click on the **OK** button. A success message appears.

6. How can I refuse Pension to the family?

Ans.: Select the check box, **Refuse To Family** in Family-Nominee tab while entering PPO.

7. How to convert a pension into a family pension?

Ans.: In order to convert the Pension to Family Pension
➢ Click on the **Convert to Family Pension** from the left hand side menu tree. **Conversion to Family Pension** opens in the right hand side.

- ➢ Click on the **PPO ID** LOV button. A popup window opens.
- ➢ Select the **PPO ID** from the popup window.
- ➢ Click on the **Search** button (The Search button gets enabled only when you select the PPO ID). The **PPO Details** appears.
- ➢ Enter the **Date of Death** from the Calendar in that field. The **Expire Date** automatically gets the same input from that field.
- ➢ If the **Family Details** was already entered in the PPO, the **Family Details** displays the existing details. Also the checkbox for **Eligible for Family Pension** appears by default as selected.
- ➢ Enter the date in the **Enhance Family Pension Upto** field.
- ➢ Also check if the **Family Pension** amount is less than the Enhanced Family Pension amount. If not, kindly modify the amount in the Family pension column.
- ➢ The **Effective From** field automatically fills up its value depending the date entered on the **Date of Death** field.
- ➢ Click **Save**. A success message appears.

8. What is the procedure for M.O. pension?

Ans.: For the disabled or bed-ridden pensioners who have difficulty in visiting bank for withdrawing the Pension amount, opts for Money Order (MO) Pension. In the PPO entry form relevant option for selecting the MO Pension is given. In the PPO entry form select Post Office instead of Bank. There is separate menu for generating the Money Order Pension bill. While generating Money Order Pension bill after you select the Bank and Category combination and click **Generate** button, a new tab opens that lets you select the **Charged** or **Exempted** and enter MO Commission. After the Pension Bill is generated, it is approved and then the Cheque is generated.

9. Who can modify a PPO and to what extent?

Ans.: TO/ATO can modify the PPO. All the fields are editable in PPO, however, after approval you need to provide the **Effective Date** on certain fields such as **Basic**, **Pension Category**, **Relief**, and **Employed Pensioner**.

10. What is the function of component payable details?

Ans.: Component payable details is a type of query that shows what a pensioner is going to receive as a monthly pension at the end of the month. Pension has different components such as Basic Pension, Dearness Pension, Dearness Relief, Medical Relief, Interim relief, Overdrawal, Arrear, etc. These components can be changed.

11. What is the function of revision of component?

Ans.: Revision of Components helps you to modify the components of Pension. To modify or revise component, click on the **Pension→ Pension Process→ Pensioner Details→ Revision of Components**. To revise the component of a PPO click on the **Insert** button. Select the **PPO id** from the given LOV and then select the **Break Up ID**; enter **From Date** and **To Date**; and also **Amount/Month** and click **Save**.

12. How recoveries of overpayment can be made from pensioners?

Ans.: To recover overpayment of Pension select **Overdrwal** as **Break up ID** in the **Revision of Components** form, enter the **From Date** and **To Date** and also **Amount/Month** and click **Save**.

13. What is the procedure for deduction of tax from pension from first pension bill/monthly pension bill?

Ans.: To deduct Tax from First Pension bill or Monthly Pension Bill click on the **Pension→ Pension process→Pensioner Details→ By Transfer**. Click **Insert** in the **Pension By Transfer** form; select **PPO ID** from LOV popup window; enter **From Date** & **To Date** and select the relevant **BT Sl No** for Tax, enter the **Amount** and click **Save**.

14. Where can I find counter payment of pension report?

Ans.: Navigate to **Payment→Reports→Payment Subsidiary Register→Counter Payment of Pension.**

Frequently Asked Questions of Stamp Module

1. **When and how to deduct commission and add tax from the vendors?**

Ans.: For Vendors Stamp Challans for Both Non Judicial and Court Fee should be made after deducting discount from Gross value of Challan and thereafter adding Income Tax at the rate of 10% on commission allotted to vendors. Rate of Discount is entered in the Master form as directed by the Department. The user cannot control either the Discount or the tax. They both are calculated from the backend and appear in the Stamp delivery form depending on the Stamp Category selection and label and sheet entry.

2. **What is the procedure for delivery of stamp?**

Ans.: For Stamp delivery, click on **Stamp Strong Room→ Stamps→ Stamps Delivery**. In the **Stamps Delivery** form, click on the **Insert** button. Select the **Purchaser type**, select the **Challan No** from the LOV, select the **Category ID**, enter **Sheet** and **Label**. **Quantity**, **Value**, **Discount** columns display related information respectively. Discount and Tax are automatically calculated by the system and also the **Net Amount** is automatically generated. Click on the **Delivery** button. Transaction Id is generated. TO/ATO as Approver logs into the system. They search the **Transaction ID** from the same **Stamp Delivery** form. After the data is displayed, **Authenticate** button appears. Stamp is delivered afterwards physically.

3. **What is indent capture and invoice capture?**

Ans.: **Indent Capture** is a form in Stamps Strong Room module to place the request of Stamps of a particular denomination into the system. To capture Indent

➢ Click on the **Stamp Strong Room→ Stamps → Indent Capture**. **Stamp Indent Capture** form appears on the right hand side.
➢ Click **Insert** to enter new Indent. **Stamp Indent Capture** form appears in the Insert mode.
➢ Enter the **Memo No** and **Memo Date** in the respective fields.
➢ Click on the **Category** LOV button. Select the appropriate Category from the associated popup window. The selected category details appear in the row.
➢ Enter the number of sheet in the **Sheet** column.
➢ Enter multiple Categories and the related details in different rows if you need multiple categories in your Indent.
➢ Click **Save**. A success message appears on the top. Also the **Indent Id** is generated and appears in the designated field.

Invoice Capture is a form in the Stamp Strong Room module to capture the count/amount of Stamp based on the Indent Captured verifying with the physical stock available in Treasury and thereby either Approve it or change it accordingly. To capture invoice

➢ Click **Invoice Capture** under Stamps. **Stamps Invoice Capture** form appears in the right hand side.
➢ Click **Insert**. The form appears in the Insert mode.
➢ Click on the **Indent Id & Date** LOV button. A popup window appears. Select the Indent from the popup window.
➢ Click on the **Search Indent** button. The search result displays the Indent details in the **Stamp Invoice Details** table.
➢ Enter **Invoice Number** and **Date of Receipt**.
➢ Click **Save**. A success message appears on top of the **Stamp Invoice Capture** form. Also the Invoice Id is generated and appears in the appropriate field.
➢ Click **Approve**. A success message appears.

4. **How delivery of cheque book can be done in e-CTS?**

Ans.: To deliver Cheques

➢ Click on the **Stamp Strong Room→ Cheque Book→Cheque Delivery**. **Cheque Delivery** form appears on the right hand side.
➢ Click on the **Insert** button. The form appears in Insert mode.
➢ Select the type of Cheque from the **Cheque Type** dropdown menu.
➢ Except the Treasury Cheques click on the **Pl/Works Operator Id** LOV button and select the operator from the popup window.
➢ Click on the **MICR Number** LOV button and select the value from the popup window.
➢ Enter the **Memo Number & Date** in the given field. The **Cheque Description** section automatically displays the relevant data in the fields and also the **Start Number** field populates the available Cheque Number.

- Enter value in the **End Number**. If the Cheque Number is not valid the system displays an alert message dialog box.
- Click **OK** in the dialog box and enter the valid number. The **Quantity** column automatically calculates and displays the counts of Cheque.
- Click **Save**. A success message appears at the top of the form and also an **Issue ID** is generated and appears in its designated field.

5. **Wherefrom the report for preparation of month ending NIL BILL of stamp can be found?**

Ans.: In order to prepare the report for month ending Nil Bill of Stamp
- Click **Stamp Strong Room→ Report→ Stamp→ Delivery → TDS Details→ Monthly TDS Details.**
- Select the First day of the Month in the **From Date** field and the end of a month in the **To Date** field.
- Click on the **Generate Report** button. A report opens in a new tab. The report shows at the end total Commission amount.
- At the month end the Treasury Officer with his own DDO code inserts a Bill on 2030 Major Head with Gross Amount equal to this Commission amount from Monthly TDS Details report and Net amount as Zero.
- During Bill Checking of this bill on the By-Transfer tab select By Transfer head 8658 with the amount equal to the Tax amount from Monthly TDS Details report and Commission − Tax amount from the same report in the By Transfer Head 0030.
- After the bill is approved during bill checking a Nil Bill Statement for By Transfer is generated and then it is delivered.

6. **How to deliver Treasury Cheque lot of 1000 Blank cheque leafs from Strong room?**

Ans.: First the request for 1000 Treasury cheques needs to be placed by **Stamp Strong room→ Cheque Book→ Indent Capture**. After the cheques arrive physically in Treasury Strong room, Invoice for 1000 cheques is captured against the created indent Id. In the Invoice Capture form select the relevant **Indent ID**, enter the **Invoice number** in the given field; select the MICR number from the LOV, enter the **Start Number** and enter also the **End number** so that the Quantity column shows 1000. Click **Save**, the Invoice Id is created. Then in the Cheque Delivery form, click on the **Insert** button to enter the details. Select Treasury Cheque from the **Cheque type** dropdown menu. Select **MICR Number** and also the **Section Code** from the associated LOV popup windows. **Start Number** appears automatically. Enter the **End number**. Click on the **Delivery** button for delivery.

7. **What is the procedure of delivery of LF Cheque book of 100 pages to Operators?**

Ans.: First the request for 100 cheques needs to be placed by **Stamp Strong room→ Cheque Book→ Indent Capture**. After the cheques arrive physically in Treasury Strong room, Invoice for 100 **Others** cheques is captured against the created indent Id. In the Invoice Capture form select the relevant Indent ID, enter the **Invoice number** in the given field; select the **MICR** number from the LOV popup

window (by default one MICR would appear, in case you want to change the default MICR, select the relevant MICR from associated LOV), enter the **Start Number** and also the **End number** so that the **Quantity** column shows the count as 100. Click **Save**, the **Invoice Id** is created. Then in the **Cheque Delivery** form, click on the Insert button to enter the details. Select PL/LF/PF Cheque from the Cheque type dropdown menu. Select Operator ID from LOV popup window. MICR Number would appear automatically. However, if you need to change you can click LOV and select the relevant. Start Number appears automatically. Enter the End number (depending on the availability and requirement). Click on the Delivery button for delivery. The delivered cheque would be available at the operator login for PL/LF/PF module.

8. **Whether fresh blank cheque leafs either Treasury cheques or LF/PL/PF Cheques which are not yet distributed to Cheque writer or Operators from the strong room should be entered in the CTS as receipt of fresh cheque lot?**

Ans.: Fresh blank cheque leafs either Treasury cheques or LF/PL/PF Cheques which are not yet distributed to Cheque writer or Operators from the strong room should also be entered in the CTS as receipt of fresh cheque lot. In cheque entry form, for both pre-computerized and computerized cheques the MICR Number field will automatically populate the default MICR number as given by IFMS cell.

9. **When does delivey of pre-computerised cheque book from Stamp strong room to operator, is necessary under stamp module in CTS?**

Ans.: For both Treasury and Non-Treasury cheques, the cheques which are already issued to operators no indent or invoice creation is required. Cheques can be delivered directly using the **pre-computerised** option. Note: In these scenarios the whole cheque lot should be delivered.

Frequently Asked Questions of Accounts Module (Reports)

1. **How the list of payments for any month can be generated?**

Ans.: Two types of lists can be generated from the list of payment:

a) **For First List generation**:

First list can be generated from 1st to 10th or 15th of every month.
➢ Click on the **Payment** from the left hand side menu tree. Click **Reports** →**General** →**List of Payments** →**First List.**
➢ Select any day of the month in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. At the end of the report it shows the particulars of the payment and total payment amount.

b) **For Final List generation**:

Final list can be generated from 1st to end of every month.

➢ Click on the **payment** from the left hand side menu tree. Click **Reports →General →List of Payments →Final List**
➢ Select 1st day of the month in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. At the end of the report it shows the particulars of the payment and total payment amount.

2.
a) **How the payment subsidiary register- major head wise can be retrieved?**

Ans.: To retrieve payment subsidiary register – major head wise
➢ Click on **payment →Reports → General →Payment Subsidiary Register → Major Head wise**
➢ Select date in the **From Date** field and end date in the **To Date** field.
➢ Select **Major Head** from the LoV**.**
➢ Select **DDO Code** from the LoV.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Major Head wise Total No. of vouchers and Grand Total.

b) **How the payment subsidiary register- scheme head wise can be retrieved?**

Ans.: To retrieve payment subsidiary register – scheme head wise
➢ Click on **Payment →Reports → General →Payment Subsidiary Register → Scheme Head wise**
➢ Select date in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Scheme Head wise Total No. of vouchers and Grand Total.

3. **How the payment summary consolidated final list can be generated?**

Ans.: To generate Payment Summary Consolidated Final list
➢ Click on **Payment →Reports → General →Payment Summary → Payment Summary Consolidated →Final List**
➢ Select start date in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Total No. of Vouchers, Total Treasury Gross Amount, Total Net Amount, Total By Transfer Amount.

4. **How the Reserve Bank Deposit/Deficit report can retrieved?**

Ans.: To retrieve Reserve Bank Deposit/Deficit report

➢ Click on **Payment →Reports → General→Reserve Bank Deposit Deficit.**
➢ Select start date in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Transaction Date wise payment and receipt amount. And the difference in the Deficit/ Deposit column.

5. **How the paid treasury cheques general can be generated?**

Ans.: To generate the paid treasury cheques general
➢ Click on **Payment →Reports → Cheques→Paid Treasury Cheques →General.**
➢ Select start date in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows scroll date wise detail of cheque no, cheque type wise total cheque amount paid for a particular Head of Account.

6. **How the paid treasury cheques consolidate can be generated?**

Ans.: To generate the paid treasury cheques general
➢ Click on **Payment →Reports → Cheques→Paid Treasury Cheques →Consolidate.**
➢ Select start date in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows scroll date wise consolidated number of cheques paid including total amount of cheque paid for a Head of account.

7. **How the monthly GISS 83/87 Payment report can be generated?**

Ans.: To generate the monthly GISS 83/87 payments
➢ Click on **Payment →Reports →General→GISS→Payment.**
➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows scheme, voucher number, voucher date, DDO code, fund type, Total amount.

8. **How the monthly GISS 83/87 Payment report can be generated?**

Ans.: To generate the monthly GISS 83/87 receipts
➢ Click on **Payment →Reports →General→GISS→Receipts and Payments.**
➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
➢ Select **Scheme ID.**
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Category, Insurance subscriber, Insurance Total amount, savings subscriber , savings total, total amount.

9. **How PL / LF/PF detail register can be generated?**

Ans.: To generate the PL/LF/PF detail register
   - ➢ Click on **Payment →Reports →General→Deposit Accounts →PL/LF/PF→Detail Register.**

10. **How the plus minus memo of Deposit/GISS can be generated?**

Ans.: To generate the plus minus memo of Deposit/GISS
   - ➢ Click on **Payment →Reports →General→Plus Minus Memo→Deposit/GISS.**
   - ➢ Select **For the Month** and **Year.**
   - ➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Head of Account wise Opening Balance, Deposit, Total Lapsed, Payment Amount and Closing Balance.

11. **How Cash Account report can be generated?**

Ans.: To generate the Cash Account
   - ➢ Click on **Receipt→Reports →Cash Account.**
   - ➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
   - ➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Major Head wise No. of challans, amount. Also shows the opening balance as per last month's cash account and Closing balance as per cash balance report.

12. **How to generate Detailed Accounting report –major head wise?**

Ans.: To generate the Detailed Account Report major head wise
   - ➢ Click on **Receipt→Reports →Detailed Accounting Report→Major Head wise.**
   - ➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
   - ➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Challan No. ,Challan Date, Head wise total amount.

13. **How to generate Top Schedule?**

Ans.: To generate the Top Schedule Report
   - ➢ Click on **Receipt→Reports →Top Schedule**
   - ➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
   - ➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows top schedule of receipt major head wise.

14. **How the GISS Receipt can be generated?**

Ans.: To generate the GISS Receipt Report
   - ➢ Click on **Receipt→Reports →GISS→General.**
   - ➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.

➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Category wise No. of subscriber Insurance, No. of Subscriber Savings, Amount.

15. How the Receipt Report of LF/PL/PF can be generated?

Ans.: To generate the Receipt report of LF/PL/PF

➢ Click on **Receipt→Reports →Deposit Accounts→PL/LF/PF→Detailed Register.**
➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Account Head wise total amount.

16. How the plus minus Memo of the LF/PL/PF Operators Head Wise can be generated?

Ans.: To generate plus minus Memo of the LF/PL/PF Operators Head Wise

➢ Click on **PL/LF/PF→Reports →Plus Minus Memo→Account Head Wise.**
➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Opening Balance and closing balance of a Head of Account.

17. How the Report of cancelled cheques for which no fresh cheque is printed can be generated?

Ans.: To generate report of cancelled cheques for which no fresh cheque is printed

➢ Click on **Payment →Report→Cheques→Cancelled.**
➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
➢ Select Cancelled Cheque no fresh cheque issued.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Cheque No.,Cheque Date, MICR NO, Cheque Status, Net Amount, Account Head, Reason for cancellation.

18. How the report of cancelled cheque with fresh cheques is issued can be generated?

Ans.: To generate report of cancelled cheques for which fresh cheque is issued

➢ Click on **Payment →Report→Cheques→Cancelled.**
➢ Select start date of the month in the **From Date** field and end date in the **To Date** field.
➢ Select Cancelled Cheque fresh cheque issued.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Cheque No. ,Cheque Date, MICR NO , Cheque Status, Net Amount, Account Head, Reason for cancellation.

19. How the Annexure-J be generated?

Ans.: To generate report Annexure J

➢ Click on **Payment →Report→Cheques→Annexure- J.**
➢ Select All.

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➢ Select **On Date.**
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Total Amount.

20. **How PWD division wise cheques can be generated?**

Ans.: To generate PWD division wise report
➢ Click on **Payment→Report→General→Deposit Accounts→PWD Division wise.**
➢ Select start date in the **From Date** field and end date in the **To Date** field.
➢ Click on the **Generate Report** button. A report opens in a new tab. The report shows Division wise total amount.