

STEPS FOR UPDATING/WRITING CASH BOOK

- STEP 1: Log in from Cashier ID (ERP Module)
- STEP 2: Go to WorkList - Finance and Accounts
- STEP 3: Year Account Head – Update Bank Balance –Click Active
- STEP 4: Cash with Banks in Account 2 SBI - Click Update Balance
(It is for updating Cash at Bank)

The screenshot displays the 'Location Year Account Head' interface in the ESIC ERP system. The table below represents the data shown in the interface:

| S.No | Location | Account Head | Year | Opening Balance | Total Credit | Total Debit | Closing Balance | Open | Update Balance |
|------|-----------------|---|------|-----------------|--------------|-------------|-----------------|----------------------|--------------------------------|
| 1 | RO - Binny Peth | Cash with Banks In Account 2 Central OBC | 2011 | | | | | Open | Update Balance |
| 2 | RO - Binny Peth | Cash with Banks In Account 2 Central UCO | 2011 | | | | | Open | Update Balance |
| 3 | RO - Binny Peth | Cash with Banks In Account 1 Central SBI | 2011 | | | | | Open | Update Balance |
| 4 | RO - Binny Peth | Cash with Banks In Account 2 United Bank of India | 2011 | | | | | Open | Update Balance |
| 5 | RO - Binny Peth | Cash with Banks In Account 2 UCO | 2011 | | | | | Open | Update Balance |
| 6 | RO - Binny Peth | Cash with Banks In Account 2 SBI | 2011 | 5000000 Cr | | | 5000000 Cr | Open | Update Balance |
| 7 | RO - Binny Peth | Cash with Banks In Account 1 UCO | 2011 | | | | | Open | Update Balance |
| 8 | RO - Binny Peth | Cash with Banks In Account 1 SBI | 2011 | | | | | Open | Update Balance |

STEP 5: Write Opening Balance (same figure) at 2 places on the page
 (Choose year and month given in the format yyyyymm)

| | | | | |
|-------------------|-----------------|---------------------|----------------------------------|--|
| Year | 2011 | Location Name | BO – Belgaum | |
| Account Head Code | 415020100000001 | Account Head Name | Cash with Banks in Account 2 SBI | |
| Opening Balance | | Closing Balance | | |
| Budget Proposed | | Budget Alloted (BE) | | |

| Month wise Account Head particulars | | | | |
|-------------------------------------|-----------------|-----------------|-----------------------|-----------------------|
| Month Id | Opening Balance | Closing Balance | Final Opening Balance | Final Closing Balance |
| 201104 | | | | |
| 201106 | Insert Here | | Insert Here | |
| 201107 | | | | |

STEP 6: Submit

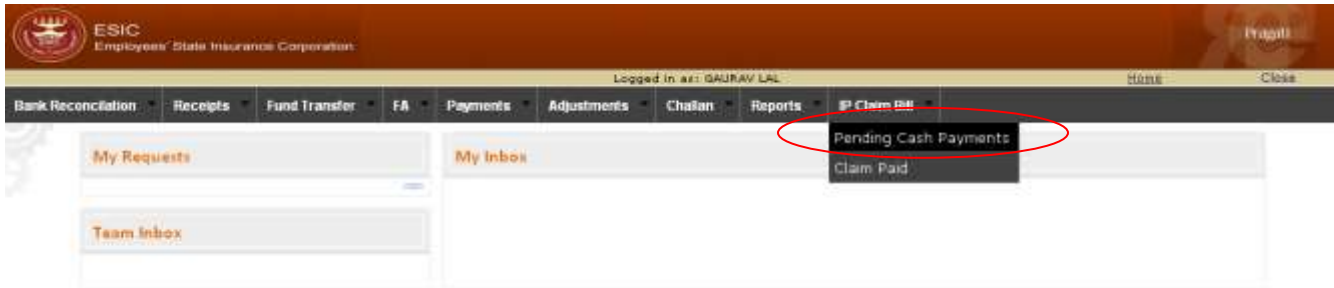
Repeat **Step 4** Onwards for Updating Cash in Hand by
 Clicking Update Balance for **Cash in Hand**

STEPS FOR UPDATING/WRITING CASH BOOK
 Continued.....

Now How to Make Payment, so that it updates Cash in Hand and Cash at Bank

STEP 7: ERP Application - Finance and Accounts - IP Claim Bill - Pending Cash Payment

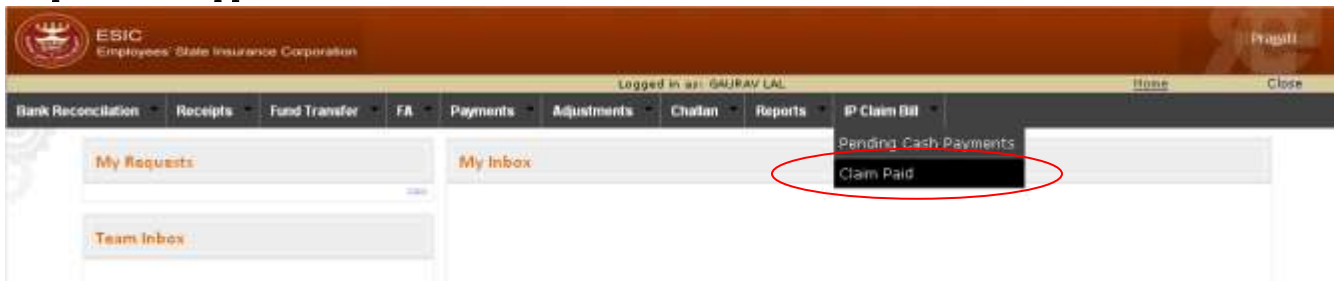
(Only for dockets generated for cash payment- It will update Cash in Hand)



STEP 8: Click Pay (to generate PV) - This will update Cash in Hand

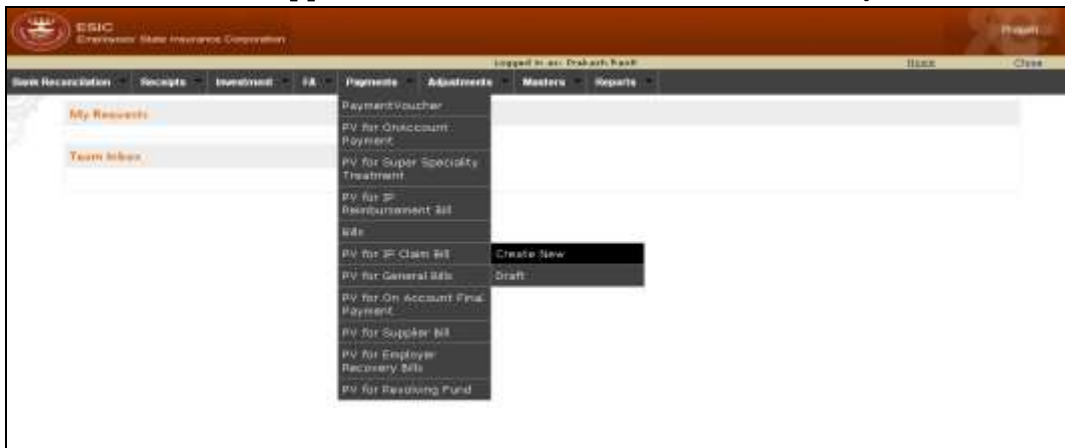
To take print out of the PV

Step 9: ERP Application - Finance and Accounts - IP Claim Bill - Claim Paid



Now How to go for payments(dockets) apart from Cash Mode

STEP 9: ERP Application - Finance and Accounts - Payments - PV for IP Claim Bill



STEP 10: Select “Payment Mode” – Select Party from the Drop Down - Attach Bill – Submit (PV is Generated and posted to Cash Book - Update Cash at Bank)

The screenshot displays the ESIC web portal interface. At the top, the logo and name 'ESIC Employees State Insurance Corporation' are visible. Below the navigation menu, the user is logged in as 'Prakash Raot'. The main content area is titled 'Payment Voucher for IP Claim Bill'. The form includes fields for 'PV Number' (Auto generated No.), 'Payment Mode *' (None), 'Bill Status *' (Approved), and 'Amount(*)'. There is a 'Submit' button at the bottom. Below the main form, there is a section for 'IP Bill Payment Details' with a table containing columns for 'Bill No.', 'Bill Date', 'Party', and 'Payable Amount'. A 'Submit' button is also present at the bottom of this section.

How to Check Cash Book Report

STEP 11: ERP Application - Finance and Accounts - Reports - Finance Reports

The screenshot shows the ESIC web portal interface with the 'Finance Reports' section selected. The navigation menu includes 'Receipts', 'FA', 'Payments', 'Masters', and 'Reports'. The 'Finance Reports' section is highlighted, and the 'My Requests' and 'Team Inbox' buttons are visible.

STEP 12: Cash Book Report - Feed in “From and To Date” and Select “Cash in Hand/Cash at Bank” - View PDF

How to Take Out Schedule Sheet

STEP 13: ERP Application - Finance and Accounts - Reports - Finance Reports

STEP 14: Schedule Benefits - Select Radio Button for “Details” – Payment Mode and Other Details - View PDF

(At Present it is being Refined by Wipro Team, so use “Cash Benefit Payment Register” to see the details of payment made by Branch Office)

Cash Voucher – Fund Transferred from HQ & Additional Fund from Regional Office

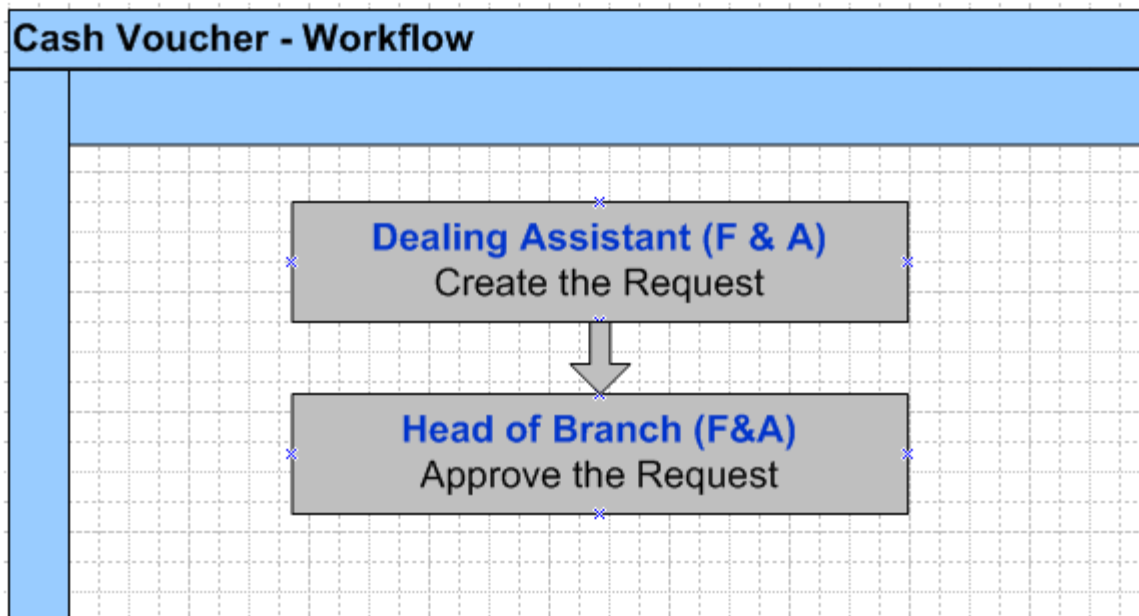
Introduction

The purpose of cash voucher is to post the daily transactions to Monthly Accounts for the payments which are processed manually.

Pre-Requisite

1. User should be mapped to Accounts Dealing Assistant/Cashier/UDC(adj-da@esic.com) & Accounts Branch Officer (fa-hob@esic.com) roles

Steps



1. Open Mozilla firefox browser
2. Type <http://myesic.esic.in> in the browser. The Login page is displayed as below

3. Login to the application

The screenshot shows the ESIC Employee Portal login page. The browser address bar displays <http://sso.esic.in/opensso/UIT/Login?realm=internal>. The page features the ESIC logo and name in Hindi and English. A login form on the right is titled "Please Login with your credentials" and contains fields for "User Name" (with the value "vmeda") and "Password" (masked with dots), along with a "Log In" button. Below the login form is a "Property Management Department" box with contact information: "Contract Manager", "Prime:swb", and "DSRFRD". On the left, there are sections for "Welcome to ESIC Employee Portal", "Login Instructions" (with a padlock icon), and "ESIC Helpline" (with a photo of staff). A footer contains copyright information: "© 2010 ESIC (OR). All Rights Reserved. All the information in this site is private, privileged and confidential. Users shall refrain from copying, distributing, misusing and/or disclosing the information to any third parties under any circumstances whatsoever."

4. Navigate to Applications → Click on Finance & Accounts

The screenshot shows the ESIC Employee Portal main menu. The browser address bar displays <http://vvesic.esic.in/web/portal/web/quest;jsessionid=42feb21b8a7c015796c06f9a396e#>. The page features the ESIC logo and name, a "Pragati" logo, and a "Welcome Rupa K!" message. A navigation menu at the top includes "Home", "ERP Module", "Applications", and "LOGOUT". The "Applications" menu is open, showing options: "Finance And Accounts", "HRMS", "Materials Management", "Payroll", and "HRMS Support Functions". Below the menu are sections for "Announcements", "ESIC News", "Industry News", and "Reference Documents". A "Links" section at the bottom lists several URLs: <http://sso.esic.in>, <http://sso.esic.in/portal>, <http://sso.esic.in/portal>, <http://sso.esic.in/portal>, and <http://sso.esic.in/portal>. A footer contains copyright information: "Copyright © 2009, ESIC, India. All Rights Reserved. DISCLAIMER: Content owned, maintained and updated by Employees' State Insurance Corporation."

5. Finance & Accounts applications is displayed with the menu

6. Navigate to Adjustments→Cash Voucher→Create New



7. Select the cash voucher date to which month to be posted. Enter the bill details, select the Account head, payment account head and enter the amount.

Cash Voucher Request * Required fields

| | | | |
|---------------------|-------------------|---------------------|------|
| Cash Voucher Number | Auto Generated No | Cash Voucher Date * | |
| Payable to * | | Payment Mode * | None |
| Party Code | | Party Name * | |

Cash Voucher Details

| Bill Number | Account Head Search(Min 4 Chars) | Account Head * | Payment Account Head * | Amount * | Remarks | Add |
|-------------|----------------------------------|----------------|------------------------|----------|---------|-----|
| | | | | | | |

Notings *

Submit Delete

Cash Voucher Request * Required fields

| | | | |
|---------------------|-------------------|---------------------|---------------|
| Cash Voucher Number | Auto Generated No | Cash Voucher Date * | 25/10/2011 |
| Payable to * | Branch Office | Payment Mode * | ECS |
| Party Code | | Party Name * | Branch Office |

Cash Voucher Details

| | | | |
|-----------------|--------|---------------|------------|
| Cheque Number * | 235555 | Cheque Date * | 25/10/2011 |
|-----------------|--------|---------------|------------|

Cash Voucher Details

| Bill Number | Account Head Search(Min 4 Chars) | Account Head * | Payment Account Head * | Amount * | Remarks | Add |
|-------------|----------------------------------|----------------|------------------------|----------|---------|-----|
| | | | | | | |

Notings *

Submit Delete

Cash Voucher Request * Required fields

| | | | |
|---------------------|-------------------|---------------------|---------------|
| Cash Voucher Number | Auto Generated No | Cash Voucher Date * | 25/10/2011 |
| Payable to * | Branch Office | Payment Mode * | ECS |
| Party Code | | Party Name * | Branch Office |

Cheque Number * 235555 Cheque Date * 25/10/2011

Cash Voucher Details

| Bill Number | Account Head Search(Min 4 Chars) | Account Head * | Payment Account Head * | Amount * | Remarks | Add |
|-------------|----------------------------------|----------------|------------------------|----------|---------|--------|
| | | None | None | | | Delete |

Notings *

Submit Delete

Cash Voucher Request * Required fields

| | | | |
|---------------------|-------------------|---------------------|---------------|
| Cash Voucher Number | Auto Generated No | Cash Voucher Date * | 25/10/2011 |
| Payable to * | Branch Office | Payment Mode * | ECS |
| Party Code | | Party Name * | Branch Office |

Cheque Number * 235555 Cheque Date * 25/10/2011

Cash Voucher Details

| Bill Number | Account Head Search(Min 4 Chars) | Account Head * | Payment Account Head * | Amount * | Remarks | Add |
|-------------|----------------------------------|----------------|------------------------|----------|---------|--------|
| | between | None | None | | | Delete |

Notings *

Delete

Cash Voucher Request * Required fields

| | | | |
|---------------------|-------------------|---------------------|---------------|
| Cash Voucher Number | Auto Generated No | Cash Voucher Date * | 25/10/2011 |
| Payable to * | Branch Office | Payment Mode * | ECS |
| Party Code | | Party Name * | Branch Office |

Cheque Number * 235555 Cheque Date * 25/10/2011

Cash Voucher Details

| Bill Number | Account Head Search(Min 4 Chars) | Account Head * | Payment Account Head * | Amount * | Remarks | Add |
|-------------|----------------------------------|----------------------------|-----------------------------|----------|---------|--------|
| | between | 318010100000003-Between Ar | 415020100000001-Cash with E | 50000 | | Delete |

Notings *

Submit Delete

Enter the notings and click on submit. On Submit Cash Voucher No. will be generated.

| Cash Voucher Request | | | |
|--|----------------------------------|-------------------|----------------|
| Cash Voucher Number | Auto Generated No | Cash Voucher Date | 10/03/2011 |
| Payable to * | Ram Industries | Payment Mode * | Cheque |
| Party Code | #55 | Party Name * | Ram Industries |
| Cheque Number * | 678949 | Cheque Date * | 03/03/2011 |
| Cash Voucher Details | | | |
| Bill Number | Account Head Search(Min 4 Chars) | Account No | Remarks |
| 909 | cash with | 41 | |
| 909 | purchase | 33 | |
| <p>Autosave *</p> <p>Es may Approva...</p> <p>Enter 1 to 500 characters</p> <p>Submit Delete</p> | | | |

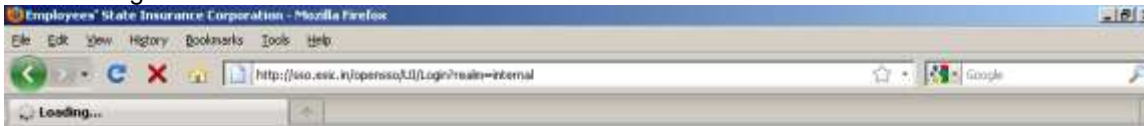
Success

Cash Voucher No CV0501000002 successfully generated

OK

Cash Voucher Approval

1. Login with Account Branch Officer/BM user-id



Welcome to ESIC Employee Portal

We at ESIC commit to help our employees by ensuring availability of information while maintaining confidentiality and integrity of data.

Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC Helpline



Office Address:
ESI Corporation, Park Road Bhawan, New Delhi - 110 002
VoIP Helpline : 7001
Email - ithelpdesk@esic.in

Please Login with your credentials

| | |
|---------------------------------------|--|
| User Name | <input type="text" value="vrahob"/> |
| Password | <input type="password" value="*****"/> |
| <input type="button" value="Log In"/> | |

Property Management Department

Contract Manager
Prinaverweb
DSRPRO

2. Navigate to ERP Worklist and click on Finance & Accounts

Employees' State Insurance Corporation - Mozilla Firefox

http://myesic.esic.in/webpage/web/guest;jsessionid=434447dfb66147a853f0cd8bab9#

कच वै नि
ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

Welcome, Mariswamy, 2010-12-07
18:17:39 D

Home ERP Worklist Applications LOGOUT

Finance And Accounts
HRMS
Materials Management
Payroll
HRMS Support Functions

Announcements
ESIC News
Circulars
Industry News
Reference Documents

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3. In the task Cash Voucher will be displayed, Click on Cash Voucher Approve

Employees' State Insurance Corporation - Mozilla Firefox

http://myesic.esic.in/webpage/web/guest/erp-universal-00?access=finance

कच वै नि
ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

Welcome, Mariswamy, 2010-12-07
18:17:39 D

Home ERP Worklist Applications LOGOUT

| Task | Task Status | Count |
|---------------------------------|------------------------------|----------|
| Branch Office - Fund Request | BO Fund Request Forward | 5 |
| | BO Pay | 1 |
| | BO FR Paid | 1 |
| Accounting Unit - Fund Request | Fund Request Finance Forward | 4 |
| Cash Withdrawal Receipt | CashWithdrawalApprove | 5 |
| Supplier Bill | Hold/Return | 2 |
| Cash Voucher | Cash Voucher Approve | 5 |
| Supplier Credit Note | Approve | 3 |
| Supplier Debit Note | Source Branch Approve | 14 |
| Revolving Fund Claim | Hold/Return | 2 |
| Cash Withdrawal Issue | CashWithdrawalApprove | 3 |
| Super Speciality Treatment Bill | Hold/Return | 3 |

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4. The transactions pending for approval is displayed in the queue

| S.No | Transaction Number | Cash Voucher Date | Amount (Rs) | |
|------|--------------------|-------------------|-------------|-----------------------------------|
| 1 | CV05010000002 | 10/03/2011 | 840.00 | Open Cash Voucher |

5. Click on Open Cash Voucher Form for the record need to be approved

Cash Voucher Request * Required Fields

| | | | |
|---------------------|----------------|-------------------|----------------|
| Cash Voucher Number | CV05010000002 | Cash Voucher Date | 10/03/2011 |
| Payable to * | Ram Industries | Payment Mode * | Cheque |
| Party Code | 45E | Party Name * | Ram Industries |
| Cheque Number * | 670549 | Cheque Date * | 01/03/2011 |

Cash Voucher Details

| Bill Number | Account Head Search(Min 4 Chars) | Account Head * | Payment Account Head * | Amount * | Remarks | Buttons |
|-------------|----------------------------------|-----------------------------|-----------------------------|----------|---------|---|
| 909 | cash with | 415020100000001-Cash with E | 402011300000001-Suptd. Furn | 800 | | <input type="button" value="Add"/> <input type="button" value="Delete"/> |
| 909 | purchase | 311020100000003-Deduction t | 402011300000001-Suptd. Furn | 40 | | <input type="button" value="Delete"/> |

Notings *

6. Enter the Notings and click on Approve. On Approve the amount is posted in Monthly Accounts

Cash Voucher Request * Required Fields

| | | | |
|---------------------|----------------|-------------------|----------------|
| Cash Voucher Number | CV05010000002 | Cash Voucher Date | 10/03/2011 |
| Payable to * | Ram Industries | Payment Mode * | Cheque |
| Party Code | 45E | Party Name * | Ram Industries |
| Cheque Number * | 670549 | Cheque Date * | 01/03/2011 |

Cash Voucher Details

| Bill Number | Account Head Search(Min 4 Chars) | Account Head * | Payment Account Head * | Amount * | Remarks | Buttons |
|-------------|----------------------------------|-----------------------------|------------------------|----------|---------|---|
| 909 | cash with | 415020100000001- | | | | <input type="button" value="Add"/> <input type="button" value="Delete"/> |
| 909 | purchase | 311020100000003-Deduction t | | | | <input type="button" value="Delete"/> |

Notings *

Approved

Notings History

| Sl No. | Date | NotingsBy | Designation | Division | Status | Notings |
|--------|-------------------|-----------------|-------------|----------|---------|----------------|
| 1 | 10-Mar-2011 23:34 | B Chandrashekar | Assistant | nafl | Created | Pz mar Approve |

Heads When Money Transferred from HQ to Branch Office (1st Limit)

Account Head -418010100000003- Between A/C No. 1-Central and A/C No. 2-
Local Office

Payment Account Head - 415020100000001-Cash with Banks in Account 2 SBI

Heads When Money Transferred from Regional Office to Branch Office

Account Head -418010100000006- Between A/C No. 2-Regl. Office and A/C No. 2-Branch Office

Payment Account Head - 415020100000001-Cash with Banks in Account 2 SBI

When Offline payment is done, to tally the cash book cash voucher has to be created

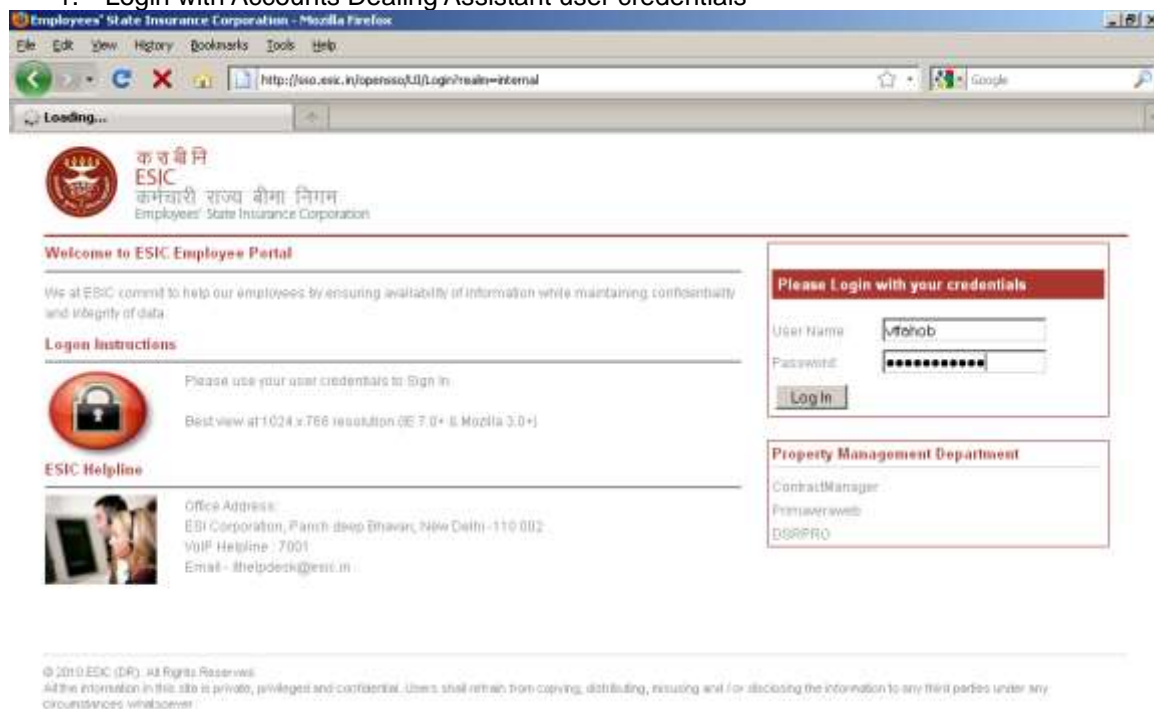
Heads When Offline Benefit Payment is made in Branch Office

Account Head -415020100000001-Cash with Banks in Account 2 SBI

Payment Account Head - Relevant Benefit Account Heads like (Sickness benefit, Maternity benefit,etc...)

Cash Voucher Cancellation


1. Login with Accounts Dealing Assistant user credentials



Employees' State Insurance Corporation - Mozilla Firefox

http://esic.esic.in/opensso/URL/Login?realm=internal

Loading...

 क र् च बी नि
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Employees' State Insurance Corporation

Welcome to ESIC Employees Portal

We at ESIC commit to help our employees by ensuring availability of information while maintaining confidentiality and integrity of data.

Login Instructions

Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC Helpline

Office Address:
ESI Corporation, Panch Somp Bahar, New Delhi - 110 002
VoIP Helpline - 7001
Email - thehelpdesk@esic.in

Please Login with your credentials.

User Name:

Password:

Property Management Department

ContractManager:
Premisesweb:
DSRPRO

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2. Navigate to ERP Worklist and click on Finance & Accounts

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3. In the task Cash Voucher will be displayed, Click on CV Post

| Task | Task Status | Count |
|------------------------------|-----------------------|-------|
| Challan | Vouchered | 1 |
| | Active | 71 |
| IP Claim Bill | Pending Cash Payments | 2 |
| PV for IP Claim Bill | Claim Paid | 5 |
| GL View | Active | 1 |
| Inter AU Transfer | Verify | 2 |
| Payment Voucher | PV Paid | 20 |
| | Pending For PV | 32 |
| Branch Office - Fund Request | TA Generation | 3 |
| PV for General Bills | Paid | 19 |
| Account Head Bank Mapping | Active | 1 |
| Cash Voucher | Cash Voucher Rework | 2 |
| | CV Post | 116 |

« Prev | 1 | 2 | 3 | Next »

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Primary Secondary My Data

| Task | Task Status |
|------------------------------|--------------------------------------|
| Challan | Vouchered 1 Active 71 |
| IP Claim Bill | Pending Cash Payments 2 |
| PV for IP Claim Bill | Claims Paid 5 |
| GL View | Active 1 |
| Inter AU Transfer | Verify 2 |
| Payment Voucher | PV Paid 20 Pending For PV 32 |
| Branch Office - Fund Request | TA Generation 3 |
| PV for General Bills | Paid 19 |
| Account Head Bank Mapping | Active 1 |
| Cash Voucher | Cash Voucher Rework 2 CV Post 116 |

< Prev | 1 | 2 | 3 | Next >

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| | | | | |
|-----|---------------|------------|--------|-----------------------------------|
| 107 | CV05010000003 | 17/03/2011 | 250.00 | Open Cash Voucher |
| 108 | CV05010000004 | 17/03/2011 | 500.00 | Open Cash Voucher |
| 109 | CV05010000002 | 10/03/2011 | 840.00 | Open Cash Voucher |

Cash Voucher Request

| Cash Voucher Number | CV05010000002 | Cash Voucher Date * | | | |
|-----------------------------|----------------------------------|---|---------------------------------|----------|---------|
| Payable to * | Ram Industries | Payment Mode * | Cheque | | |
| Party Code | 458 | Party Name * | Ram Industries | | |
| Cheque Number * | 870048 | Cheque Date * | 01/03/2011 | | |
| Cash Voucher Details | | | | | |
| Sl Number | Account Head Search(Pin & Chart) | Account Head * | Payment Account Head * | Amount * | Remarks |
| 900 | cash w/d | 41102810000001-Cash w/d Banks in Account 2 SB | 40201130000001-Suppl: Furniture | 800 | |
| 908 | purchase | 31102810000003-Deduction towards Professional Tax | 40201130000001-Suppl: Furniture | 40 | |

Notes *

Need to be cancelled [Enter 1 to 600 character](#)

Delete

Notes History

| Sl No. | Date | Noted By | Designation | Division | Status | Notes |
|--------|-------------------|----------------|--------------------|----------|-----------------------|---------------|
| 1 | 10-Mar-2011 22:28 | V Srinivas | Assistant Director | null | Cash Voucher Approved | |
| 2 | 10-Mar-2011 23:34 | S Chandrasekar | Assistant | null | Created | P2 may Approv |

ESIC
Employees' State Insurance Corporation

Logged in as: S Chandrashekar

Bank Reconciliation Receipts FA Payments Adjustments Reports

Cash Voucher Request

Cash Voucher Number: CV0501002002 Cash Voucher Date *
 Payable to * Ram Industries Payment Mode * Cheque
 Party Code 456 Party Name * Ram Industries

Cheque Number * 679848

Cash Voucher Details

| Sl. No. | Account Head Search(Min 4 Char) | Account Head * | Unit * | Remarks |
|---------|---------------------------------|--|-----------------------------------|------------|
| 909 | cash with | 41502010000001-- Banks in Account 2 | | |
| 909 | purchase | 31102010000003-Deduction towards Professional Tax | 40201130000001--Guzd Furniture 40 | - Purchase |

Notes *
 need to be cancelled [Refer to 500 structure](#)

[Delete](#)

History

| Sl. No. | Date | RequestedBy | Designation | Division | Status | Notes |
|---------|-------------------|-----------------|--------------------|----------|-----------------------|--------------------|
| 1 | 18-Mar-2011 23:38 | V Srinivas | Assistant Director | RA3 | Cash Voucher Approved | Approved |
| 2 | 18-Mar-2011 22:34 | S Chandrashekar | Assistant | RA3 | Created | Plz enter Approval |

Post cancellation request from Dealing Assistant/Cashier the request will be sent to BM for approval on approval the entry will be deleted from Books of Accounts.

Cash Withdrawal from Bank

- STEP 1: ERP Application - Finance and Accounts - Adjustment - Cash Withdrawal Issue (For withdrawing Cash from Bank) - Create New
- STEP 2: Account Type - 415020100000001-Cash with Banks in Account 2 SBI -
Cash Withdrawl Details
Receipt Account Head -415020100000001-Cash with Banks in Account 2 SBI
Payment Account Head - 418020100000001-Cash withdrawn from the Bank
- STEP 3: Fill in Cash Withdrawl Details and put up Notings and Submit

Posting of Cash Withdrawal to Cash Book

- STEP 1: ERP Application - Finance and Accounts - Adjustment - Cash Withdrawal Receipt (For Posting of Withdrawal Cash to Cash Book) - Create New
- STEP 2: Cash Withdrawl Details
Receipt Account Head -415020100000001-Cash with Banks in Account 2 SBI
Payment Account Head - 414010100000001-Cash in Hand
- STEP 3: Fill in Cash Withdrawl Details and put up Notings and Submit

Cash Withdrawal Request Created by Cashier will go for Branch Manager Approval (and through worklist, Manager will approve the Cash Withdrawal Request)

Reimbursement of Contingent Bill

Step 1 : Login from Cashier ID

Step 2 : Applications - HRMS Support Functions - CRI - Advance Request/Advance Adjustment - Create New

Step 3 : Bill Type (Impressed Reimbursement) - Party Name (Branch Manager' Name)

Step 4 : Click Add - Fill in the details (eg. 402020700000001-Contingencies-Field Work - Postage or 402021700000002-Contingencies-Field Work-Miscellaneous)
- Submit

(After Submission by the Cashier, it goes to the BM for Approval and afterward it goes to RO/SRO for approval and payment)

Frequently Asked Questions (FAQs)

Q. 1. Is it necessary to update Cash in Hand/Cash at Bank at the beginning of every month.

A. 1. Yes, at the beginning of every month Bank Balance/Cash Balance should be updated.

Q.2. When BO receives payment from HQ at the beginning of the month, while creating CV (Cash Voucher) - What will be the Account Head and Payment Account Head.

A.2. Account Head will be - 418010100000003 - Between A/c No. 1 - Central and A/c No. 2 - Local Office

Payment Account Head will be - 415020100000001 - Cash with Banks in Account 2 SBI

Q.3. When we deposit balance amount (From A/c No. 1/2 BO to A/c No. 1 RO/SRO) at the end/beginning of every month by generating challan - How to post it into Cash Book.

A.3. BO will not be depositing any amount to A/c No. 1 RO/SRO. When the challan is created the amount is directly credited to A/c No. 1 Central of HQ.

That amount will not appear in the Cash Book Report, when reconciliation is done it will be updated in RO/SRO's monthly accounts.

To Balance BO Cash Book Report a Cash Voucher has to be passed with the below Account Heads:

Account Head will be - 415020100000001 - Cash with Banks in Account 2 SBI

Payment Account Head will be - 418010100000011 - Between A/c No. 2 - Branch Offices and A/c No. 1 Central.

Scripted By

Jiv Nath Jha
Social Security Officer
SRO Hubli
Mob. 9739548793