



SYSTEM FOR TMA FINANCIAL MANAGEMENT

ACCOUNTING & BUDGET SYSTEM

USER MANUAL

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Background

The Local Government Ordinance 2001 devolved political power and decentralized administrative and financial authority to accountable local governments to improve governance, increase effective delivery of services and support transparent decision making. As a result, municipal service delivery became the responsibility of the Tehsil / Taluka Municipal Administration (TMA). However, low user charges and inefficient collection of taxes has severely limited the TMAs ability to deliver municipal services. TMAs have not been able to manage their financial systems effectively and maximize their revenue potential due to lack of capacity, lack of asset management/inventory, non-availability of records, non registration of all assets and service users, manual collection and recording system, and the distrust of citizens’ regarding the collection of service charges.

Finances play an important role in being able to provide improved municipal services to citizens. However, due to the reasons noted above, TMAs have not been able to collect more than 40% of their own source revenues. TMAs receive finances through two main sources:

- a. **Intergovernmental fiscal transfers** from the Provincial Finance Commission, provincial finance department and specific grants. These are fixed and beyond the control of the TMA.
- b. **Own source revenues** which are collected and retained by the TMA staff, and can therefore be increased either by *increasing the existing tax rate*, which would be an unpopular decision or through *better management in the collection of own source revenue* which may be achieved by:
 - Adopting a pro-active collection approach by sending demand and reminder notices to tax payers.
 - Proper management and follow up of arrears.
 - Providing timely, accurate and summarized information about billing amounts, collections, accounts, arrears, budgeting, receipts, expenditures, saving etc. in the form of periodical reports, and analysed data for informed decision making.

In August 2006, the United States Agency for International Development (USAID) awarded a Task Order to The Urban Institute to implement the “Districts That Work” (DTW) project. The DTW project has been providing selected districts in Pakistan with the necessary skills and tools for effective governance to promote USAID initiatives and to support devolution in the long run. The philosophy behind the DTW project is “governing for results”. It involves (i) capacity-building for (a) District administrative staff, (b) District Council members and Nazims (District chief Executive Officers), and (c) Community Based Organizations/Civil Society Organizations (CBOs/CSOs), (ii) improving district management and delivery of health and education services, (iii) improving the effectiveness of the Tehsil/Taluka Municipal Administrations (TMAs) in water service delivery and Own-Source Revenue (OSR) mobilization, and (iv) improving the effectiveness of provincial local government training institutions and of the Province-District relationship.

DTW worked with TMAs to develop a computer based financial management information system, named System for TMA Financial Management (STFM) that can generate periodic bills / demand notices, provide accounting and budgeting support, follow up arrears by an automatic collection process, and generate information (summaries and comparisons) required to support decision-making by top / middle management. The STFM consists of the

following five modules: (i) billing, (ii) collection, (iii) budgeting. (iv) accounting, and (v) complaint tracking.

The accounting module of the STFM is based on the New Accounting Model (NAM) codes, used to maintain books of account on computers. The software can be used to record transactions, maintain account balances, and prepare financial statements and reports. The system tracks the daily accounts receivables and accounts payable, prepares cash book, classified summaries, bank ledger and accounts payable & receivable executive summaries.

This user manual is for the third & fourth module, i.e. “Accounting & Budget Modules”.

User Manual

This manual provides the steps for running the software, describes the expected output(s), and explains the measures to be taken if errors occur. It briefly describes functions available to the user and step-by-step procedures for accessing these functions.

It includes the following information, as applicable:

- **Initialization:** Procedures needed to initialize the software and identification of initialization options available to the user.
- **User Functions:** Functions available to the user, and for each function:
 - **User inputs:** User inputs including format, limitations, input method, etc.
 - **Operational results**
- **System Inputs:** System inputs to the software that may occur while the software is in use and that may affect the interface with the user. This includes the format, frequency, allowable range, and units of measure, as applicable.
- **Termination:** How to terminate software operation and how the user determines that normal termination has occurred.
- **Restart:** Procedures for restarting the software

It also includes all error messages generated by the software, the meaning of each message, and the action to be taken when each message appears.

How to Use this User Manual

This User Manual describes all the functions performed by the system, For effectively using this user manual, check for the function required to be performed in the Table of Contents, follow the page number and you will be guided from switching on your computer to finally complete the function. This manual forms an effective training material for on the job training (OJT). It is recommended that one copy of this user manual must be kept with the system operators for reference purposes.

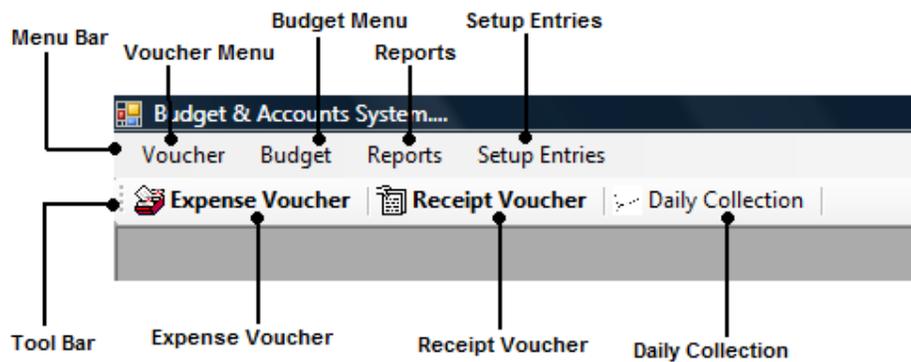
The functions described follow the same sequence of menus used in the system.

Chapter 1 Initial Setup Entries

The system tracks all the accounts heads through an account ID and its description. The accounts heads and its IDs are pre-defined and pre loaded into the system based on the New Accounting Model (NAM) chart of accounts. The system also has the capability to add new account head as the need arises.

1.1 Accounting & Budget System Control Panel

The system provides a centralized panel where the user can access all the system function very easily. Menus, Tool bar and Shortcut keys options facilitate users for ease of access. The following figure demonstrates the control panel.



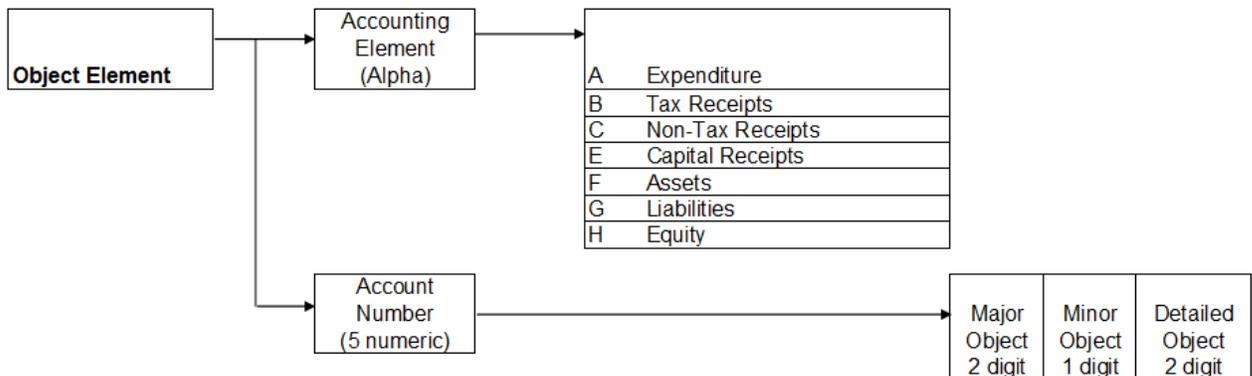
1.2 Object Code

The object codes represent the TMA receivables and payables accounts heads. The object code is the combination of four elements i.e. Accounting Element, Major Account number, Minor account number, Detailed account number. The Account Element is Alpha as shown in the following figure, Major Head 2 digits, Minor head 1 digits and detail head 2 digits. The following table demonstrates the object code combination

Element Code	Description	Major Code	Description	Minor Code	Description	Detailed Code	Description
<u>A</u>	Expenditure	<u>A01</u>	Employee related expenses	<u>A011</u>	Pay	<u>A01101</u>	Basic Pay

The above table shows the object codes in different color i.e. the element code is shown in red color and major code in blue vice versa. The final product detailed code in the combination of different code shaded in different colors.

The following block diagram shows the four elements of the account code. The accounting element, the alpha part of the code is predefined e.g. “A” part of the code identifies the head type. For example whenever the detailed code starts with the “A” it would be understood that its Expenditure head and “B” for Tax Receipt etc.



1.3 How to add Object Code?

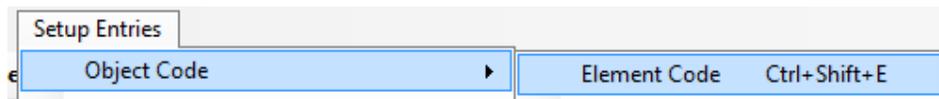
As discussed above that the element codes are pre-loaded. In some cases need may arise for adding a new code to the existing chart of accounts. The followings describe how to add an Object code

1.3.1 Element Code

Element code is the first alpha part of the account code which represents the type of account e.g. “A” has been assigned to Expenditure account. If any account code starts with “A” it would refer to expenditure account and vice versa. To add the element code please follow the proceeding steps.

Steps

- From the STFM control panel Menu bar click on the “**Setup Entries**” menu.



- Select “**Object Code**”
- Click on the “**Element Code**” and the following form will appear.

OR

- Press short cut keys “**Ctrl+Shift+E**” from the STFM control panel and the following form will appear on the screen.

Figure 1: Element Code

- Click on the “Add New” button to enter into the record entry mode
- Enter the “Element Code” and “Description”.
- Press on the “Save” button to store the record

	The element code, major code, minor code will be entered if they are not pre registered/loaded. Normally all the element codes, major code, minor code are pre-loaded and the user does not need t re-enter it unless a he/she is sure that the codes are not pre-loaded
--	--

1.3.2 Major Code

Major code divides the account codes into major sub headings. The major code consists of two numeric values which come after the first element code e.g. “A01” the “A” is the element code and the “01” is the major code, in this case we assigned “01” to employee related expenses. To add the major code please follow the steps.

Steps

- Add Major Code, from the menu bar click on the “**Setup Entries**” menu



- Click on the “Major Code”

OR

- Press short cut keys “**Ctrl+Shift+M**” from the STFM control panel and the following form will appear on the screen.

Figure 2: Major Code

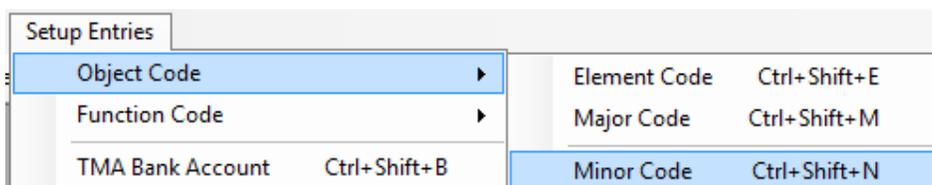
- Click on the “**Add New**” button to enable the form for data entry
- Select the “**Element Code**” from the combo box
- Enter Major code (*the element code appears automatically in the middle first field as appeared as “A” the users has nothing to do with the element code. Only enter Major code*)
- Enter description for the Major Code
- Click on the “**save**” button to save the record in database

1.3.3 Minor Code

Minor code divides the account codes into minor sub headings. The minor code adds one numeric values which come after the element code and major code e.g. “A011” the “A” is the element code and the “01” is the major code, in this case we assigned “1” to the employee pay. To add the minor code please follow the steps given below.

Steps

- Click on the “Setup Entries” menu



- Click on the “Minor Code”

OR

- Press short cut keys “**Ctrl+Shift+N**” from the STFM control panel and the following form will appear on the screen.

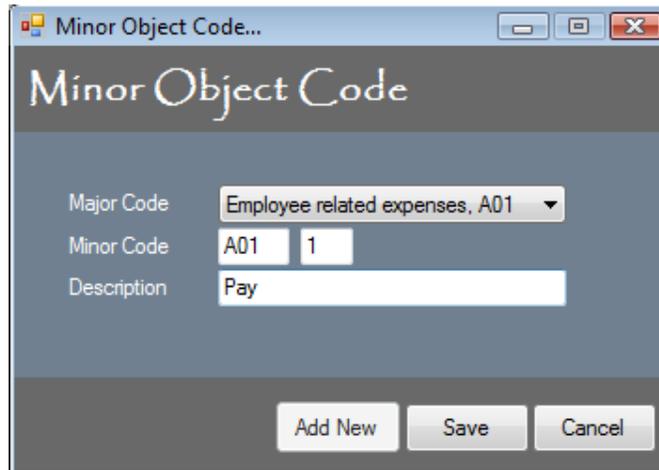


Figure 3: Minor Object Code

- Click on the “Add New” button
- Select “Major Code” from the combo box
- Enter “Minor Code” in the field as shown in the above figure



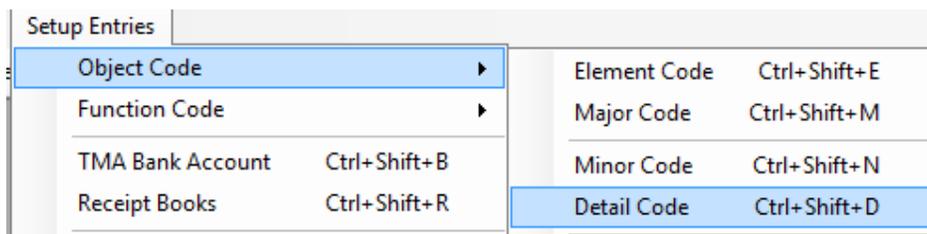
- Enter description of the Minor Code
- Click on “Save” button to save the record

1.3.4 Detailed Code

The detail code corresponds to the details or subcategory of the minor code. It adds two numeric values after the first four values of the minor code (A01101 - A=Element code, 01=Major code, 1=Minor code and 01=Detailed code). In the following case a detailed head has been added e.g. 01 Personal Pay. Adding detailed code follows the following steps:

Steps

- Click on the “Setup Entries” menu



- Select **“Object Code”** and click on the **“Detail Code”** in the sub menu

OR

- Press short cut keys **“Ctrl+Shift+D”** from the STFM control panel and the following form will appear on the screen

Figure 4: Detailed Object Code

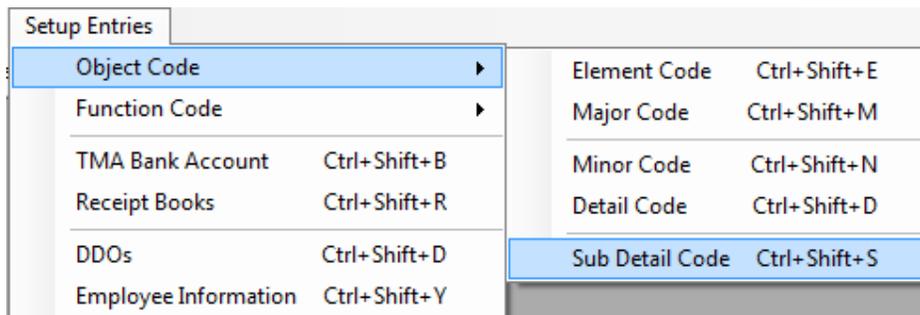
- Click on the **“Add New”** button to enable the form for data entry
- Enter **“Detailed Code”** and its description
- Click on **“Save”** button to save the record.

1.3.5 Sub-Detailed Code

The Object code can grow up to five levels; the four levels are already defined above. The Sub detailed code may be used for further subdivisions of the detailed code. The sub detailed code adds two numeric values to the detailed code. Adding new sub detailed code follows the following steps:

Steps

- Click on the **“Setup Entries”** menu



- Select **“Object Code”** and click on the **“Detail Code”** in the sub menu

OR

- Press short cut keys “**Ctrl+Shift+D**” from the STFM control panel and the following form will appear on the screen

Figure 5: Sub Detailed Object Code

- Click on the “Add New” button to enable the form for data entry
 Enter “Sub Code” and its description
 Click on “Save” button to save the record.

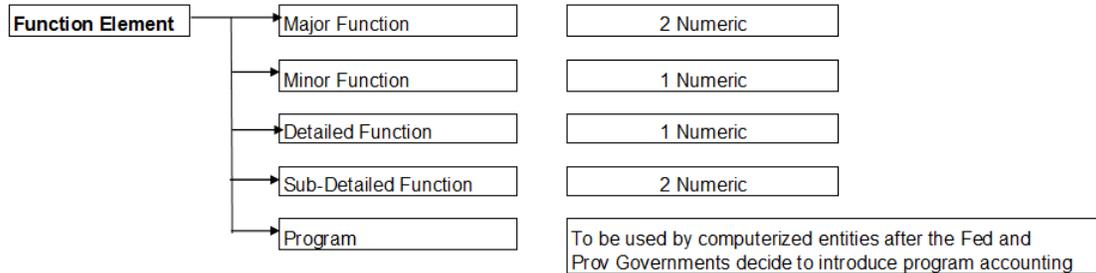
1.4 Function Code

The function codes are used to map all the TMA functions e.g. Services delivery e.g. Fire fighting and etc. and to be used for actual expenses on Tehsil Nazim’s Office, TMO Office, TO (R) office and etc. Function code consists of four elements e.g. Major Function, Minor Function, Detailed Function and Sub-Detailed Function Code. The following table demonstrates the function code combination

Major Code	Description	Minor Code	Description	Detailed Code	Description	Sub-Detailed Code	Description
01	General Public Service	015	General Services	0151	Personnel services	015101	Establishment services, General Administration

The above table demonstrates the function code with the help of different colors. For example the color shows the Major code blue color shows the Minor in the function code.

The following block diagram shows combination of the Function element code.



1.5 How to add Function Code?

The STFM comes up with the pre loaded function codes. In some cases need for adding new codes may arise. The following sections describe how to add new function code.

1.5.1 Major Function Code

Major Function Code consists of 2 numeric values. It refers to the parent function category. The following figure 6 demonstrates the major cod e.g. “01” has been assigned to “General public Service”. The General Public Service will have further more sub categories which will be covered in the proceeding sections. For adding new Major Function Code please follow the steps:

Steps

- Click on the “**Setup Entries**” menu.



- Select “**Function Code**” and click on the “**Major Function Code**” in the sub menu.

OR

- Press short cut keys “**Ctrl+Shift+F**” from the STFM control panel and the following form will appear on the screen.

Figure 6: Major Function Code

- Click on the “Add New” button to enter into the record entry mode
- Enter the “Major Function Code” and “Description”.
- Press on the “Save” button to store the record

1.5.2 Minor Function Code

As discussed the Function code follows a hierarchy e.g. we first entered Major Function code which is followed by the Minor function code. It adds one numeric value to the Function code. The following Figure 7 demonstrates the Minor code is the subcategory of Major code. In the previous section we added a Major code “01”, which is further divided by the Minor Code as “5 – Public Services”. To add Minor codes please follow the steps:

Steps

- Click on the “Setup Entries” menu



- Select “**Function Code**” and click on the “**Minor Function Code**” in the sub menu

OR

- Press short cut keys “**Ctrl+Shift+U**” from the STFM control panel and the following form will appear on the screen.

Figure 7: Minor Function Code

- Click on the “Add New” button
- Select “Major Code” from the combo box
- Enter “Minor Function Code” in the field as shown in the above figure

- Enter description of the Minor Function Code
- Click on “**Save**” button to save the record

1.5.3 Detailed Function Code

The Detailed code always describes the Function code in broader details. It also adds one numeric value to the code. Like the figure 8 shows the Detailed code of the Minor code “General Service” as “Personnel Services”. Please follow the steps to add new Detailed code

Steps

- Click on the “Setup Entries” menu

- Select “**Function Code**” and click on the “**Detail Function Code**” in the sub menu

OR

- Press short cut keys “**Ctrl+Shift+T**” from the STFM control panel and the following form will appear on the screen

Figure 8: Detailed Function Code

- Click on the “Add New” button to enable the form for data entry
- Enter “Detailed Function Code” and its description
- Click on “Save” button to save the record.

1.5.4 Sub-Detailed Function Code

Sometimes some Detailed Function Code requires more sub-divisions, so the Sub Detailed Code is the method for that. It adds two numeric values to the Function code.

Steps

- Click on the “Setup Entries” menu

- Select “**Function Code**” and click on the “**Sub Detail Code**” in the sub menu

OR

- Press short cut keys “**Ctrl+Shift+N**” from the STFM control panel and the following form will appear on the screen

Figure 9: Sub detailed Function Code

- Click on the “Add New” button to enable the form for data entry
- Enter “Sub Code” and its description
- Click on “Save” button to save the record.

1.6 TMA Account Information

The system caters for TMA Bank accounts. It maintains the inflows and outflows of cash from the accounts and generates various types of reports regarding these bank accounts. To add new bank account details please follow the steps:

Steps

- Click on the “Setup Entries” menu



- Click on the “TMA Bank Account” in the menu

OR

- Press short cut keys “**Ctrl+Shift+B**” from the STFM control panel and the following form will appear on the screen

The screenshot shows a window titled 'TMA Bank Account Details' with a sub-header 'Bank Account Registration'. The form contains the following fields and values:

Account No	118591950101
Account Type	Saving
Account Title	TMA Name
Bank Name	Habib Bank
Branch Code	110101
Address	F 8 /1 Islamabad

At the bottom of the form, there are three buttons: 'Add New', 'Save', and 'Cancel'.

Figure 10: Bank Account Registration

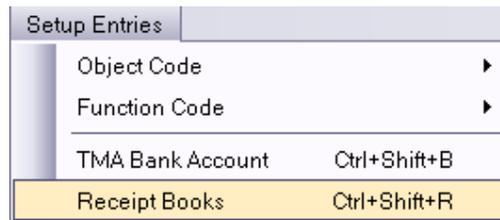
- Click on the “Add New” button to enable the form for data entry
- Enter “Bank Account No.” and select “Account Type”.
- Then enter other relevant information such as Account Title, Bank Name, Branch Code and Address of the Bank in the required field.
- Click on “Save” button to save the record.

1.7 Receipt Book

Receipt Books is very important treasury document. There may be very much chances of fraud and corruption through the misuse of the receipt books. There may be a chance to issue bogus receipts to the consumers. To prevent all these things the system takes into account all the receipt books and its pages, which are verified during the transactions. To add new receipt book please follow the steps:

Steps

- Click on the “Setup Entries” menu



- Click on the “Receipt Books” in the menu

OR

- Press short cut keys “**Ctrl+Shift+R**” from the STFM control panel and the following form will appear on the screen

Figure 11: Receipt Book Registration

- Click on the “Add New” button to enable the form for data entry
- Enter “Book No.” and then enter other relevant such as “First and Last Receipt No”, “Issued to” and “Date” of the above entered Book No. in the required fields.
- Click on “Save” button to save the record.

1.8 Drawing and Disbursing Officers (DDO)

DDO’s refers to the heads of the sections, which are responsible for preparation of his/her section budget. To add new DDO please follow the steps:

Steps

- Click on the “Setup Entries” menu

Setup Entries	
Object Code	▶
Function Code	▶
TMA Bank Account	Ctrl+Shift+B
Receipt Books	Ctrl+Shift+R
DDOs	Ctrl+Shift+D

- Click on the “DDOs” in the menu

OR

- Press short cut keys “**Ctrl+Shift+D**” from the STFM control panel and the following form will appear on the screen

Figure 12: DDO Setup

- Click on the “Add New” button to enable the form for data entry
- Select “Function Name” from the combo captioned Function name.
- Enter “Date” then select DDO Name and “Designation” from the combo boxes captioned DDO Name and Designation respectively.
- Click on “Save” button to save the record.

1.9 Employee Information

All the employees’ record is tracked by the system for later budget preparation uses. To add new employee record please follow:

Steps

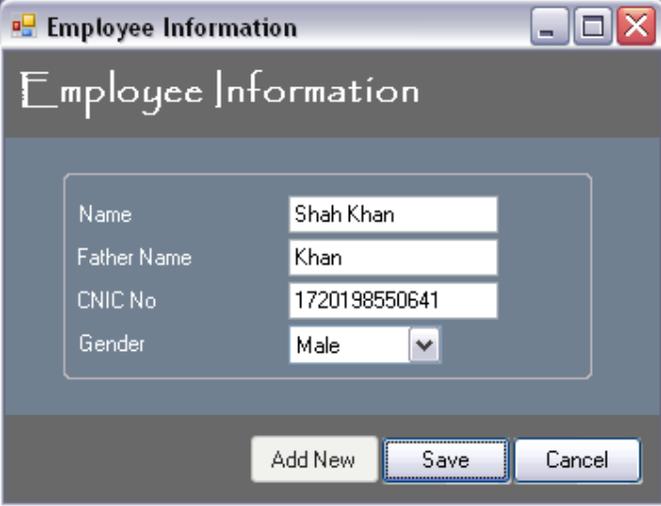
- Click on the “Setup Entries” menu

Setup Entries	
Object Code	▶
Function Code	▶
TMA Bank Account	Ctrl+Shift+B
Receipt Books	Ctrl+Shift+R
DDOs	Ctrl+Shift+D
Employee Information	Ctrl+Shift+Y

- Click on the “Employee Information” in the menu

OR

- Press short cut keys “**Ctrl+Shift+Y**” from the STFM control panel and the following form will appear on the screen



The screenshot shows a window titled "Employee Information" with a standard Windows-style title bar (minimize, maximize, close buttons). The window content has a dark header with the text "Employee Information" in a stylized font. Below the header is a form with four input fields: "Name" (text box with "Shah Khan"), "Father Name" (text box with "Khan"), "CNIC No" (text box with "1720198550641"), and "Gender" (dropdown menu with "Male" selected). At the bottom of the form are three buttons: "Add New", "Save", and "Cancel".

Figure 13: Employee Information

- Click on the “Add New” button to enable the form for data entry
- Enter Name, Father Name, and CNIC No. then select gender of the employee.
- Click on “Save” button to save the record.

Chapter 2 Accounting system Vouchers

The accounting system tracks every receivable and payable account entry through the computerized voucher forms. The system has four types of vouchers i.e. Bank receipt voucher, Bank expenditure voucher, Cash receipt voucher and Cash expenditure voucher. The vouchers forms are capable to handle multiple entries for a single voucher. The followings describe the vouchers in detail:

2.1 To Enter Bank Receipt Voucher

Bank receipt vouchers are used to enter the receivables vouchers. All the receipt transactions are credited to the selected bank account.

Steps

- Click on the “Vouchers” menu from the STFM menu bar
- Now click on the “Bank Receipt Voucher” the voucher shown in the figure 14 will appear on the screen

OR

- To open the Receipt Voucher form, press the “Ctrl+R” shortcut keys from the STFM Control Panel

BANK RECEIPT VOUCHER

Date: 12-Oct-08 | Account Nr: Saving, Habib Bank Limited, 45765 | Bank Voucher/Cheque Nr: 34567-9 | Fiscal Year: 2008-2009

Voucher Nr: 1012 | Received from: Kamran Iqbal

Code	Detailed Description	Code	Sub Detailed Description	Particulars	Book Nr	Recpt Nrs	Amount
C03880	Name Changed: TMA Other No...	C0388005	License fee (Handcarts)	Licence Fee	1	22	200
C01602	Motor Car Advance			Motor Car Advance	1	23	3000
C03880	Name Changed: TMA Other No...	C0388007	License fee - others	Licence Fee of XYZ	1	24	7000
Total							10200

Detailed Head: C03880, Name Changed: TMA Othe | Book Nr: 1 | Amount (Rs): 300

Sub Detailed Head: C0388020, Income From Transport | Receipt Nrs: 25 | Particulars: XYZ

Buttons: Save Voucher, Cancel

Figure 14: Bank Receipt Voucher

The voucher attributes are highlighted with number captions and the captions are described as:

- 1 **Voucher Number**, the voucher number is generated automatically when form initially loaded or a voucher record is saved.
- 2 **Received From**, this column prompts for the name of the payee. Full name of the payee will be entered here.
- 3 **Account Nr**, the combobox loads all the TMA bank accounts. The account and bank will be selected from the drop down list where the money is going to be deposited or is already diposted.
- 4 **Bank Voucher/Cheque Nr**, if the money is dopisted through bank voucher then the bank voucher number will be entered otherwise the bank cheque number would go here.
- 5 **Detailed Head**, the combobox is pre-loaded with all the account heads. Only select the desired head from the list.
- 6 **Sub Detailed Head**, some of the detailed heads are further distributed in sub detailed heads. The combobox remains disabled if there is no sub detailed head of and account head. Whenever the subdetailed head combobox is enabled then it means that a sub detailed head must be selected.

- 7 **Book Nr**, the book number refers to the receipt book from which the receipts are issued. The receipt books are pre-registered and the system does not accept the receipts which are not registered and not issued to a person.
- 8 **Receipt Nr**, every receipt transaction is made under issuance of a receipt. The field prompts for the receipt number. In case of cumulative transaction of more than one receipt enter receipt numbers in range like 20-70 vice versa
- 9 **Amount**, enter the transaction amount in the amount field.
- 10 **Particulars**, If any further comment is required for the transaction please enter them in the particulars field.
- 11 **Transactions Sheet**, it keeps all the voucher’s transactions in a sequential form. The entries sheet privileges the users to make sure the amount balance, to delete faulty entry if any and to verify that the entries are made in right direction. The Entries Sheet is read only means that no change can be made in an existing entry but he/she can delete and re-enter it.
- 12 **Save Voucher**, Press on the button when you are sure that all the transactions are entered correctly and no error exists in the total or account heads etc.
- 13 **Cancel**, click on cancel if you want to finish or exit the process.
- The voucher’s attributes e.g. Date, Voucher Number, Account Number, Received From and Bank Voucher/Cheque Nr will be entered once for each voucher while the transactions entry may repeat. If a voucher has more than one entry repeat the **Account Head, Book Nr, Receipt Nr, Amount and Particulars**. When the particulars are entered press the “Enter” key from your key board the transaction will be shifted to the **Entries Sheet** and repeat the same for every transaction until you finish.
 - All the fields are filled properly and now it’s the turn to save the voucher to the database. First of all make sure that all the transactions are correct and the balance is correct click on “**Save**” button to store the record.

2.2 To enter Bank Expenditure Voucher

The Bank Expenditure voucher records expense related voucher made through bank cheque. The expense voucher debits the selected bank account.

Steps

- Click on the “Vouchers” menu from the STFM menu bar
- Now click on the “Bank Expenditure Voucher” the voucher shown in the figure 15 will appear on the screen

OR

- To open the Expenditure Voucher form, press the “Ctrl+E” shortcut keys from the STFM Control Panel

BANK EXPENDITURE VOUCHER

Date: 18-Jan-09
 Voucher Nr: 1005
 Paid to: Ali

Account Nr: Current, Bank Of Punjab
 Cheque Nr: 56555

Pre Audit Serial Nr: 345
 Dated: 18-Jan-09
 Fiscal Year: 2008-2009

Code	Detailed Description	Code	Sub Detailed Description	Particulars	Amount
A03301	Gas	A0330102	Gas (TMO)	Office Bill	200
Total					200

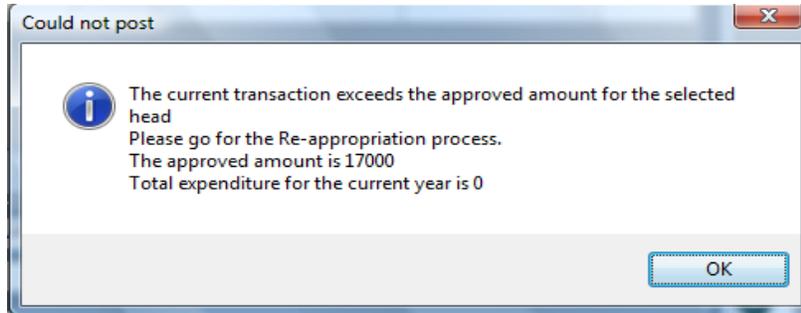
Detailed Head: _____
 Sub Detailed Head: _____
 Amount (Rs): _____
 Particulars: _____

Save Voucher Cancel

Figure 15: Bank Expenditure Voucher

The properties described above for the Receipt Voucher are the same with Bank Expenditure Voucher with slightly different attributes, which are discussed as:

- Paid to**, the text field prompts for the name of the receivee. Enter the full name of the receivee.
 - Pre Audit Nr**, every expenditure voucher is passed through the auditors for pre-audit. The auditors will put a unique number on each each expense bill.
 - Dated**, its refers to the date on which the auditors verified expense bill
- While posting an entry the system checks for the approved budget against the desired account head. It rolls back the posting if there is no budget provision for th demanded amount. To pass the entry the user must pass through some manual procedures i.e. passing a resolution from the council, approval by a competent authority. The system responds to the re-appropriation of the accounts after all the above formalities. The approved authorization letter’s information must be supplied to the system and then the system will allow the user to make the re-appropriation.
 - When the transaction amount exceeds the approved budgeted amount the system generates the following message:



Make sure that the amount is balanced and correct then press on the “Save” button to store the voucher.

2.3 To enter Cash Receipt Voucher

The Cash Receipt Voucher handles all the cash receivables. Normally TMAs don’t handle cash

Steps

- Click on the “Vouchers” menu from the STFM menu bar
- Now click on the “Cash Receipt Voucher” the voucher shown in the figure 16 will appear on the screen

OR

- To open the Cash Receipt Voucher form, press the “Ctrl+O” shortcut keys from the STFM Control Panel

CASH RECEIPT VOUCHER

Voucher Nr: 1012 Date: 30-Oct-08 Received from: Ali Zahoor Fiscal Year: 2008-2009

	Code	Detailed Description	Code	Sub Detailed Description	Particulars	Book Nr	Receipt Nrs	Amount
▶	C01902	Motor Car Advance			Motor advance	1	324	2000
*								
Total								2000

Detailed Head: Receipt Book Nr: Amount (Pts):
Sub Detailed Head: Receipt Nr: Particulars:

Transaction Entry Area

Save Voucher Cancel

Figure 16: Cash Receipt Voucher

The Cash Receipt Voucher is same as Bank Expenditure Voucher as discussed in the section 2.1 under heading “To Enter Bank Receipt Voucher”. To enter new cash receipt voucher please follow the steps:

Steps

- Select Voucher Date, enter Payee Full Name
- Jump to the “**Transaction Entry Area**” select detailed head, sub detailed head, receipt book number, receipt number, amount and particulars
- When finished entering particulars press the **Enter** key from your keyboard to shift the entry to the **Transaction Sheet**
- If there are multiple entries in a voucher repeat the entries in the “Transaction Entry Area”
- Make sure that all the transactions are correct and then click on the “**Save Voucher**” button to store the voucher in the database.

2.4 To enter Cash Expenditure Voucher

Steps

- Click on the “Vouchers” menu from the STFM menu bar
- Now click on the “Cash Expenditure Voucher” the voucher shown in the figure 17 will appear on the screen

OR

- To open the Cash Expenditure Voucher form, press the “Ctrl+X” shortcut keys from the STFM Control Panel

Figure 17: Cash Expenditure Voucher

The Cash Expenditure voucher applies the same account control mechanism means that user can't pass an entry which exceeds the approved budget for the head. All the vouchers are designed in same pattern. Once you learned using a voucher it means that you can use all the vouchers. To enter new voucher please follow the following steps:

- Enter Voucher date (current date is automatically loaded), Voucher Number (is automatically generated) and the receivee name
- For each voucher entry enter the pre audit number (pre audit number is discussed under section 2.2 To enter Bank Expenditure Voucher), select the account head, enter amount and particulars and press “Enter” key from your keyboard to shift the entry to the Transactions sheet.
- To save the voucher, make sure that all the entries and total amount is correct and click on the “Save Voucher” button

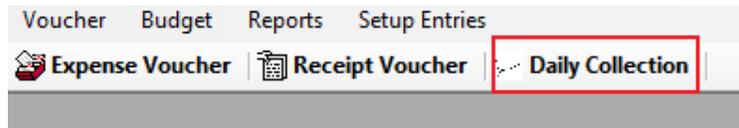
2.5 How to prepare Bank Receipt Voucher from Daily Collections?

The accounting and Billing & Collection Systems are bridged at the voucher end. The collection system tracks the details of receipts and at the end of the day the collector brings the receipts and the total collected amount to the accounts department. The accountant

verifies the daily collections and prepares a cumulative Bank Receipt Voucher for the daily collections. To prepare a cumulative voucher for daily collections please follow:

Steps

- From the STFM toolbar click on the “Daily Collection” button as shown in the following figure.



The following window will appear on the screen, prompting for the collection date

The screenshot shows a window titled 'Daily Collection Summary...'. The window has a title bar with standard Windows controls. Below the title bar, the text 'Daily Collection Summary' is displayed in a stylized font. Underneath, there is a 'Collection Date' field set to '24-Oct-08' with a calendar icon and a '>>' button. The main area contains a table with the following data:

	Sub Detail Code	Description	Total Amount
▶	C0388004	Licence Fee (Animal Drawn Vehicles)	100.0000
	C0388003	Licence Fee (Dogs and other Domesti...	300.0000
	C0388001	License fee (Articles of Food and Drink)	1020.0000
	C0388006	License fee (Hawkers)	1000.0000
	C0388047	User Charges-Receipts on account of ...	340.0000
*			

Figure 18: Daily Collection Summary

- Select the required collection date and all the date collections will be displayed in the sheet.
- Now open the Bank Receipt Voucher or Cash Receipt Voucher (depends on the mode of the payment)
- Start filling the receipt voucher, in the “**Received From**” field enter the name of the collector or the official how was responsible for the collection
- In the “**Receipt Numbers**” field enter the receipt numbers in a range like 20-70 and vice versa.
- Proceed with the voucher as discussed in section “**2.1 To Enter Bank Receipt Voucher**”

Chapter 3 Budget Forms

The budget component of the STFM handles the Actual Expenses, Approved Budget and Accounts Re-Appropriation processes. The Budget forms are based on the New Accounting Model (NAM) chart of accounts.

The expenditures are divided into two three major categories i.e. Establishment Expenses, Contingent Expenses and Development expenditure. The following budget preparation module handles the establishment budget preparation part.

3.1 To fill the Establishment Strength Form

The form will be filled for every function/department. To fill the form please follow the following steps:

Steps

- From the STFM control panel click on the “Budget” Menu
- Select “Budget Forms”
- Click on the “**BDC 2**” from the “**Budget Forms**” sub menu, the following form will appear on the screen or press the shortcut keys “**Ctrl+2**”

	Sno	BPS	Designation	Sanctioned		Filled		Recruitment Plan	
				Male	Female	Male	Female	Male	Female
	1	16	TO (F)	1	0	1	0	0	0
	2	12	Office Assistant	2	0	1	0	1	0
*									

Figure 19: Establishment Strength BDC

- Press on the “**Add New**” button to enable the form for data entry
Select the Function Name (refers to the section/department of the TMA)
- Start filling the sheet, put serial number in the first column, Select BPS, Select designation from the list inside the sheet
- The remaining columns are divided into three sections e.g. “**Sanctioned**”, “**Filled**” and “**Recruitment Plan**”. Each section has two sub columns “**Male**” and “**Female**”. Fill in the columns appropriately. For example if sanctioned positions are **two**, **one** for **male** and **one** for **female**, in this case enter **1** in the **male** and **1** in the **female** columns. Out of these two if **1 male** is **filled**. Enter **1** under “**Filled**” “**Male**” and enter **0** in the “**Filled**” “**Female**”.
- Repeat the same as discussed above every position working under the Function/Department
- When all the positions are described, click on the “**Save**” button to store the records.

3.2 To fill the BDO 3 Form

BDO (Budget Detailes Others) form, it caputers the aemployee actual pay and annual incerment and on the basis of these two things it prepares the BDO3 report, which show the budget estimate for the salaries. How to fill the BDO3? Please follow:

Steps

- From the STFM control panel click on the “Budget” Menu
- Select “Budget Forms”
- Click on the “**BDO 3**” from the “**Budget Forms**” sub menu, the following form will appear on the scree or press the shortcut keys “**Ctrl+3**”.

BDO 3 Detail Budget Year 2008-2009

Function Name: 11112, Tehsil Officer Finance
 DDO Name: 897777, Zahoor
 Date: 01-Nov-08

SNo	Employee Name	Actual Pay	Annual Increment
1	Faisal	10000	700
2	Kamran	4000	200
▶*			

Add New Save Cancel

Figure 20: BDO3 Detail

- Press the “**Add New**” button to enable the form for data entry
- Select the function name from the combo box list
- Select the concerned DDO Name form the combo box. As discussed the DDO is the section head.
- Enter serial number, Select employee name from the combo box list inside the sheet, enter actual pay and annual increment
- Press on the “**Save**” button to store the records of the selected section.

3.3 To fill the BDO 4/Allowances Form

The Allowance form will be filled for each employee. To proceed with filling of the allowances form please follow the following steps

Steps

- From the STFM control panel click on the “Budget” Menu
- Select “Budget Forms”
- Click on the “BDO 4” from the “**Budget Forms**” sub menu, the following form will appear on the scree or press the shortcut keys “**Ctrl+4**”.

Allowances Budget Year 2008-2009

Function code: 11106, Tehsil Council/ Ho
 Date: 01-Nov-08
 DDO Name: 897777, Zahoor
 Employee Name: 6532-9, Faisal

Sno	Allowance	Amount
1	Regular allowances-Senior Post Allowance	200
2	Regular allowances-Conveyance Allowance	400
*		

Add New Save Cancel

Figure 21: Allowances

- Click on the “Add New” button to enable the form for data entry
- Select the function name from the combo box list
- Select the concerned DDO Name from the combo box. As discussed the DDO is the section head.
- Select the employee name
- Enter serial number, Select Allowance head from the combo box list inside the sheet headed as “**Allowance**”, enter amount
- Press on the “**Save**” button to store the records of the selected section.

3.4 To enter Approved Expenditure Budget

The budget is divided into two categories e.g. Estimated Budget and Approved Budget. Here in this section we will talk about the approved expenditure budget and the approved receipt budget will be discussed in the next section. To enter the approved budget please follow the steps

Steps

- From the STFM control panel click on the “Budget” Menu
- Click on the “**Approved Expenditure Budget**” or press the shortcut keys “Ctrl+Alt+E” from your keyboard. The following form will appear on the screen.

Minor Code	Minor Description	Detailed Code	Detailed Description	Amount (Rs)
A011	Pay	A01101	Pay of Officers-Basic Pay	20000
A011	Pay	A01102	Pay of Officers-Personal Pay	400000
A011	Pay	A01103	Pay of Officers-Special Pay	240000
A011	Pay	A01104	Pay of Officers-Technical Pay	7608899
A011	Pay	A01105	Pay of Officers-Qualification Pay	0.00
A011	Pay	A01106	Pay of Officers-Pay of Contract Staff	400000
A011	Pay	A01107	Pay of Officers-Indexed Pay	400000
A011	Pay	A01150	Pay of Officers-Others	0.00
A011	Pay	A01151	Pay of Other Staff-Basic Pay	0.00
A011	Pay	A01152	Pay of Other Staff-Personal Pay	300000
A011	Pay	A01153	Pay of Other Staff-Special Pay	80000
A011	Pay	A01154	Pay of Other Staff-Good Conduct Pay	0.00
A011	Pay	A01155	Pay of Other Staff-Qualification Pay	0.00
A011	Pay	A01156	Pay of Other Staff-Pay of Contract Staff	0.00
A011	Pay	A01157	Pay of Other Staff-Index Pay	0.00
A011	Pay	A01170	Pay of Other Staff-Others	0.00

Auto Fill As of Previous Grand Total 9448899

*Approved Receipt Budget for the year 2008-2009 has been entered. Save Cancel

Figure 22: Approved Expenditure Budget

- All the expenditure heads are preloaded; enter the approved value in the right last column headed as “**Amount (Rs)**” against each account head
- Verify the values for its correction and press on the “**Save**” button to store the budget to the database.
- For the user facilitation a button captioned as “**Auto Fill as of Previous**” loads the previous year budget. It may be applied in a case when the current year approved budget and the previous year approved budgets has slight changes

3.5 To enter Approved Receipt Budget

Like the approved expenditure budget the approved receipt budget is also tracked by the system. The approved expenditure budget as discussed was tracked for the accounts control purposes and the approved receipt budget is tracked to assess the performance against the accounts receivable. To fill the approved receipt budget please follow the steps

Steps

- From the STFM control panel click on the “Budget” Menu
- Click on the “**Approved Receipt Budget**” or press the shortcut keys “Ctrl+Alt+R” from your keyboard. The following form will appear on the screen.

Minor Code	Minor Description	Detailed Code	Detailed Description	Sub Detailed Code	Sub Detailed Description	Amount (Rs)
C038	Others	C03805	Other Receipts (Not Elsewhere stated)...			0.00
C038	Others	C03824	Other Receipts (Not Elsewhere stated)...			30000
C038	Others	C03825	Other Receipts (Not Elsewhere stated)...			0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388001	License fee (Articles of Food and Dri...	0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388002	License fee (Dangerous and Offensi...	0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388003	Licence Fee (Dogs and other Dome...	40000
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388004	Licence Fee (Animal Drawn Vehicles)	0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388005	License fee (Handcarts)	140000
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388006	License fee (Hawkers)	0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388007	License fee - others	30000
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388016	Income From Transport Stands-Gen...	0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388017	Income From Transport Stands-Truc...	65000
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388018	Income From Transport Stands-Wag...	0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388019	Income From Transport Stands-Suzu...	0.00
C038	Others	C03880	Name Changed: TMA Other Non-tax R...	C0388020	Income From Transport Stands-Riks...	0.00
Grand Total						315000

*Approved Receipt Budget for the year 2008-2009 has been entered.

Figure 23: Approved Receipt Budget

All the receipt heads are preloaded; enter the approved value in the right last column headed as **“Amount (Rs)”** against each account head

- Verify the values for its correction and press on the **“Save”** button to store the budget to the database.
- For the user facilitation, a button captioned as **“Auto Fill as of Previous”** loads the previous year budget. It may be applied in a case when the current year approved budget and the previous year approved budgets has slight changes

3.6 To Re-Appropriate Accounts

The re-appropriation process allows the user to readjust the amount between two heads. For passing through the process it is required that the readjustment/re-appropriation must be authorized in written by the competent authority. To re-appropriate the accounts please follow the steps

Steps

- From the STFM control panel click on the **“Budget”** Menu
- Click on the **“Accounts Re-Appropriation”** or press the shortcut keys **“Ctrl+Alt+A”** from your keyboard. The following form will appear on the screen.

Re-Appropriation Form

Authorisation Details

Letter Nr: 4539 Authority: Tehsil Naizm
 Dated: 01-Nov-08 Comments: TN and his council

Today is 01-Nov-2008
 Fiscal Year 2008-2009

Transfer From

Detailed Head: A01101, Pay of Officers-Basic F
 Approved Amount (Rs): 10000.0000
 Expenses Made: 2223.0000
 Balance: 8000

Transfer To

Detailed Head: A01214, Other Regular Allowa
 Approved Amount (Rs): 345.0000
 Expenses Made: 0
 Transfer Amount: 2000
 Balance: 2345

Transfer Print Cancel

Figure 24: Re-appropriation Form

- Enter the authorization information (Letter Number, Authority, Dated and comments)
- Select the source account head from the list “Detailed Head” in the group box captioned as “Transfer From”
- Now select the destination account head to which the amount to be transferred
- Enter the transfer amount in the field highlighted with blue background shown in the above figure
- Make sure the heads and the amount and click on the “**Transfer**” to complete the process

Chapter 4 Reports

This chapter deals with the budget and accounts reports section. The system transforms the operational accounting & budget data into meaningful reports and summaries. The reports may be used as a big source of auditing and performance monitoring.

The system provides an interactive way of generating reports. The user can set criteria’s for reports generation. The procedure to print/view the reports and reports definitions are described in the following sections.

4.1 To print Classified Summary

The classified summary in other words Ledger is summarized report of the each account head for a specific month. The classified report shows the approved budget and amount inflow/outflow against each head. To view or print the classified summary please follow the following instructions

Steps

- Click on the “Reports” menu



- Select “Accounting Reports” and click on the “**Classified Summary**” in the sub menu

OR

- Press short cut keys “**Alt+S**” from the STFM control panel and the following form will appear on the screen



Figure 25: Classified Report

- Select “Account Type” such as “Expenditure or Receipts”. Then select Detailed Object and or it Sub Detailed object.
- Then select “Fiscal Year” and Month from the combos captioned Fiscal year and Month respectively.
- To view report click on “**Preview Report**” button.

Date		Expenditure (Rs)	Budget Balance(Rs)
October 2008			
22-Oct-2008		2,000.00	8,000.00
26-Oct-2008		2,000.00	6,000.00
Total Expenditure for the month		4,000.00	6,000.00
Grand Total Expenditure		4,000.00	6,000.00

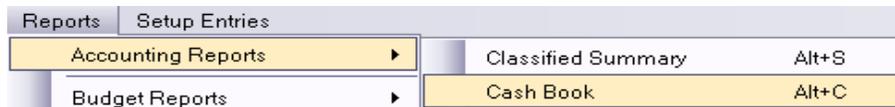
- To reset the click on “Reset” button and click on “Cancel” to exit

4.2 To print Cash Book Report

The cash book report shows the daily receipt and expenditure entries in a sequential way. The report is divided into two sections e.g. Receipt and Expenditure. The first part of the entries shows the receipt part of the cash book and then shows grand total of the receipt. The second part deals with the expenditure part of the cash book and they are represented in the same manners as of receipt part of report. To view/print the cash book report please follow:

Steps

- Click on the “Reports” menu



- Select “Accounting Reports” and click on the “Cash Book” in the sub menu

OR

- Press short cut keys “**Alt+C**” from the STFM control panel and the following form will appear on the screen

Figure 26: Cash Book Report

- Set dates such as “From” and “To”.
- To view the report click on “Preview Report” button.

 <p style="text-align: center;">GENERAL CASH BOOK TEHSIL MUNICIPAL ADMINISTRATION SAMBRIAL</p>										
Detailed Code	Detailed Description	Sub D. Code	Sub Detailed Description	R. Book Nr	Receipt Nr	Particulars	Account Nr	Cheque Nr	Bank	Amount (Rs)
Receipt Bank Voucher										
Voucher Number:		Date: October 12, 2008		Received From : Waqar						
B01313	Transfer of property tax-NEW: Tax on Transfer of Immovable Property			1	22	Non	45765-76	355	Habib Bank Limited	120.00
Total for Voucher Nr										120.00
Voucher Number:		Date: October 22, 2008		Received From : Ahmad Ail						
B01302	Urban immovable property tax-Share of net proceeds assigned to Districts/TMAs etc.			1	344	GTU	457377-2	35766	National Bank Limited	200.00
C03512	Printing-Sale of Government Publications			1	345	Non	457377-2	35766	National Bank Limited	150.00
Total for Voucher Nr										350.00
Voucher Number:		Date: October 12, 2008		Received From : Zeb Alam						
B02806	New: Taxes on vehicles other than under Motor Vehicles Act			1	76	Non	457377-2	35699	National Bank Limited	300.00
C03554	Transport and Communication - Fork: Labor fee			2	300	Non	457377-2	35699	National Bank Limited	200.00
Total for Voucher Nr										500.00

- To reset the click on “Reset” button and click on “Cancel” to exit

4.3 Approved Budget

Approved budget report shows the actual figures of the expenditure and receipt. The allocated amount each head is listed recommended by the New Accounting Model (NAM) chart of accounts.

Steps

- Click on the “Reports” menu



- Select “Accounting Reports” and click on the “Approved Budget” in the sub menu

OR

- Press short cut keys “**Alt+A**” from the STFM control panel and the following form will appear on the screen

Figure 27: Approved Budget Report

- Select “Account Type” such as “Expenditure or Receipts”.
- Then select “Fiscal Year” from combo captioned Fiscal year.
- To view report click on “Preview Report” button.



Approved Expenditure Budget
Tehsil Municipal Administration Sambrial
Budget Year 2008-2009

Major Code	Major Description	Minor Code	Minor Description	Detailed Description	Amount (Rs)
A01	Employee related expenses	A011	Pay	Pay of Officers-Basic Pay	10,000.00
				Pay of Officers-Personal Pay	10,000.00
				Pay of Officers-Special Pay	10,000.00
				Pay of Officers-Technical Pay	10,000.00
				Pay of Officers-Qualification Pay	10,000.00
				Pay of Officers-Pay of Contract Staff	30,000.00
				Pay of Officers-Indexed Pay	40,000.00
				Pay of Officers-Others	10,000.00
				Pay of Other Staff-Basic Pay	20,000.00
				Pay of Other Staff-Personal Pay	3,000.00
				Pay of Other Staff-Special Pay	70,000.00
				Pay of Other Staff-Good Conduct Pay	15,000.00
				Pay of Other Staff-Qualification Pay	12,000.00
				Pay of Other Staff-Pay of Contract Staff	1,200.00
				Pay of Other Staff-Index Pay	2,000.00
				Pay of Other Staff-Others	17,000.00
		A012	Allowances	Regular allowances-Senior Post Allowance	88,000.00
				Regular allowances-House Rent Allowance	9,000.00

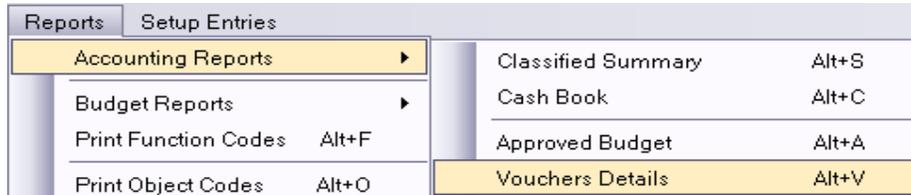
- To reset the click on “Reset” button and click on “Cancel” to exit

4.4 Voucher Details

The system deals with four types of vouchers e.g. Cash Expenditure Voucher, Cash Receipt Voucher, Bank Expenditure Voucher and Bank Receipt Voucher.

Steps

- Click on the “Reports” menu



- Select “Accounting Reports” and click on the “Voucher Details” in the sub menu

OR

- Press short cut keys “Alt+V” from the STFM control panel and the following form will appear on the screen



Figure 28: Periodic Voucher Report

- Select “Account Type” such as “Expenditure or Receipts”.
- Then Set Dates such as “From and To”
- To view report click on “Preview Report” button.

 Bank Expenditure Voucher Tehsil Municipal Administration Sambrial											
Voucher Number		1004									
Date		October 22, 2008		Paid To		Riaz					
Audit No	Dated	Code	Detailed Description	Code	Sub Detailed Description	Receipt Book No	Receipt No	A/C No	Cheque No	Particulars	Amount (Rs)
12	10/22/08	A01101	Pay of Officers-Basic Pay				45765-76	45666-5		Pay of Mr. Riaz	2,000.00
13	10/22/08	A01205	Regular Allowances-Dearness Allowance				45765-76	45666-5		Riaz H Allowance	100.00
Total for Voucher No											2,100.00
----- End of Voucher -----											
Voucher Number		1005									
Date		October 23, 2008		Paid To		Riaz Ali					
Audit No	Dated	Code	Detailed Description	Code	Sub Detailed Description	Receipt Book No	Receipt No	A/C No	Cheque No	Particulars	Amount (Rs)
34	10/23/08	A01211	Other Regular Allowances-Hill Allowance				45765-76	6544-98		Tabu II Elect Bill	1,200.00
23	10/23/08	A01152	Pay of Other Staff-Personal Pay				45765-76	6544-98		None	2,000.00
45	10/23/08	A01209	Regular Allowances-Special Additional Allowance				45765-76	6544-98		None	200.00
Total for Voucher No											3,400.00
----- End of Voucher -----											

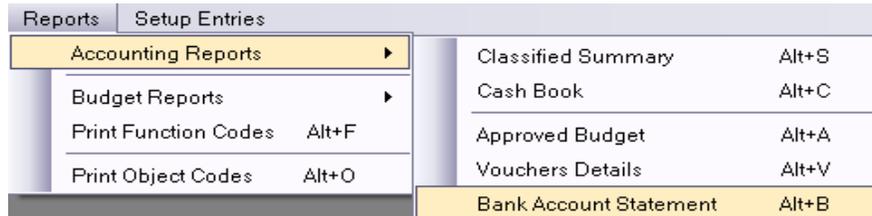
- To reset the click on “Reset” button and click on “Cancel” to exit

4.5 Bank Account Statement

Bank sends some periodic bank statements to the TMA regarding the cash inflow/outflow and balance amount. The system also generates a Bank Account Ledger for reconciliation purposes.

Steps

- Click on the “Reports” menu



- Select “Accounting Reports” and click on the “Bank Account Statement” in the sub menu

OR

- Press short cut keys “**Alt+B**” from the STFM control panel and the following form will appear on the screen

Figure 29: Bank Account Ledger

- Select “Bank Account” Then Set Dates such as “From and To”
- To view report click on “Preview Report” button.

Date	Cheque No/Voucher No	Debit Amount (Rs)	Credit Amount (Rs)	Balance Amount (Rs)
	Balance B/F			Rs.20,000.00
12-Oct-08	355		120.00	20,120.00
12-Oct-08	67544		5,000.00	25,120.00
22-Oct-08	45666-9	2,100.00		23,020.00
23-Oct-08	6544-98	3,400.00		19,620.00
23-Oct-08	5644	200.00		19,420.00
26-Oct-08	21344	2,000.00		17,420.00

- To reset the click on “Reset” button and click on “Cancel” to exit

4.6 Account Summary

The report shows a complete picture of the receipt and expenditure against each minor head. For example a minor head “Pay” may have many detailed head like Basic Pay, Special Pay etc. But the broader head is pay, if somebody is interested to see the receipt/expenditure at a broader level. This report can serve a best solution.

Steps

- Click on the “Reports” menu

Reports	Setup Entries
Accounting Reports ▶	Classified Summary Alt+S
Budget Reports ▶	Cash Book Alt+C
Print Function Codes Alt+F	Approved Budget Alt+A
Print Object Codes Alt+O	Vouchers Details Alt+V
	Bank Account Statement Alt+B
	Re-Appropriation Summary Alt+R
	Accounts Summary Alt+N

- Select “Accounting Reports” and click on the “Accounts Summary” in the sub menu

OR

- Press short cut keys “**Alt+N**” from the STFM control panel and the following form will appear on the screen



Figure 30: Accounts Executive Summary

- Select “Account Type” such as “Expenditure or Receipts”. Then Set Dates such as “From and To”
- To view report click on “Preview Report” button.

ACCOUNTS SUMMARY		From Date 22-October-2008 To Date 26-October-2008	
Account Type	Expenditure		
Fiscal Year	2008-2009		
Minor Code	Minor Description	Current Expenditure (Rs)	Budget Amount (Rs)
A011	Pay	6,000.00	270,200.00
A012	Allowances	1,700.00	1,685,829.00
Grand Total:		7,700.00	1,956,029.00

- Click on “Cancel” to exit

4.7 BDO3

Steps

- Click on the “Reports” menu



- Select “Budget Reports” and click on the “BDO3” in the sub menu

OR

- Press short cut keys “**Alt+3**” from the STFM control panel and the following form will appear on the screen



Figure 31: BDO-3 Report

- Select “Function Name” such as “Establishment Services”. Then Set “Budget Year”
- To view report click on “Preview Report” button.

FORM BDO-3
[SEE RULE 25]
SCHEDULE OF ESTABLISHMENT
CALCULATION OF PAY OF OFFICERS/ OTHER STAFF



Name of LG TEHSIL MUNICIPAL ADMINISTRATION SAMBRIAL **BUDGET YEAR** 2008 - 2009
Function Code 015101 **DDOID** 7666
Function Establishment Services, General Administ **DDO Name** Zeb

Sno	Employee Name	Post / Designation	BPS	Pay on 1st July of the current financial year	Increment added during the current financial year	Pay on 1st July of next financial year	Amount for first six Months	Increment due in December in next financial year			Total Provision	
								A Increment Amount	B Pay on 1st January	C Amount for the last six months	Male	Female
1	Zahoor	TMO	17	10,000.00	1,000.00	11,000.00	66,000.00	1,000.00	12,000.00	72,000.00	138,000.00	0.00
Function Name Establishment Services, General Adminis												
Total				10,000.00	1,000.00	11,000.00	66,000.00	1,000.00	12,000.00	72,000.00	138,000.00	0.00

Note: Sub-total by designation
Existing and vacant positions budgeted to be shown separately
To be filled by each DDO Not to be submitted with the budget

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- Click on “Cancel” to exit

4.8 BDO4

Steps

- Click on the “Reports” menu



- Select “Budget Reports” and click on the “BDO4” in the sub menu

OR

- Press short cut keys “**Alt+4**” from the STFM control panel and the following form will appear on the screen

Figure 32: BDO-4 Report

- Select “Function Name” such as “Establishment Services”. Then Set “Budget Year”
- To view report click on “Preview Report” button.

FORM BDO-4						
[SEE RULE 25]						
SCHEDULE OF ESTABLISHMENT						
CALCULATION OF ALLOWANCES						
Name of LG	TEHSIL MUNICIPAL ADMINISTRATION SAMBRIAL			BUDGET YEAR	2008-2009	
Function Code	015101			Function Name	Establishment Services, General Administ	
DDOID	7666			DDO Name	Zeb	
Name	Designation	BPS	Gender	A01202	A01226	Total (Rs)
Zahoor	TMO	19	Male	20,000.00	30,000.00	50,000.00
Total				20,000.00	30,000.00	50,000.00
<p>Note: Sub-total by designation To be filled by each DDO Allowance budgeted for vacant positions budgeted to be shown separately. Not to be submitted with the budget</p>						
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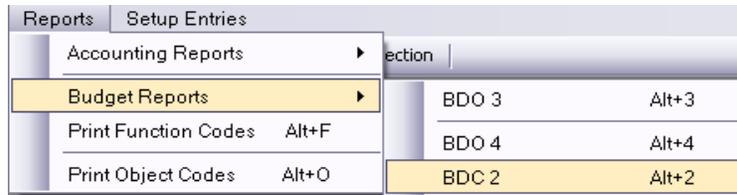
- Click on “Cancel” to exit

4.9 BDC2

The BDC2 report shows the establishment strength of a section, vacant positions and positions to be filled.

Steps

- Click on the “Reports” menu



- Select “Budget Reports” and click on the “BDO4” in the sub menu

OR

- Press short cut keys “Alt+2” from the STFM control panel and the following form will appear on the screen

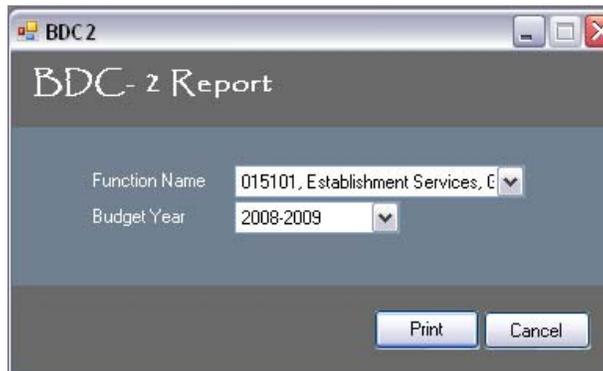


Figure 33: BDC-2 Report

- Select “Function Name” such as “Establishment Services”. Then Set “Budget Year”
- To view report click on “Preview Report” button.

FORM BDC-2
[SEE RULE 19,28,57 and 59]
ESTABLISHMENT STRENGTH BY FUNCTION

Name of LG: TEHSIL MUNICIPAL ADMINISTRATION SAMBRIAL BUDGET YEAR: 2008-2009
Function Code: 015101 Function Name: Establishment Services, General Administ

Sno	BPS	Designation	Sanctioned			Filled			Vacant			Recruitment Plan for Next Year			Total Establishment (Filled + Vacant)				
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total		
1	17	TMO	1	0	1	1	0	1	0	0	0	0	0	0	0	0	1	0	1
2	16	To (P)	1	0	1	1	0	1	0	0	0	0	0	0	0	0	1	0	1
Total			2	0	2	2	0	2	0	0	0	0	0	0	0	0	2	0	2

Note: Sub-total by designation To be filled by each DDO
Allowance budgeted for vacant positions budgeted to be shown separately. Not to be submitted with the budget

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- Click on “Cancel” to exit