



**Yashwantrao Chavan Maharashtra Open University**

Dnyangangotri Near Gangapur Dam, Nashik-422222, Maharashtra(India)

## **Finance and Accounts Management System**

# User Manual

# Login

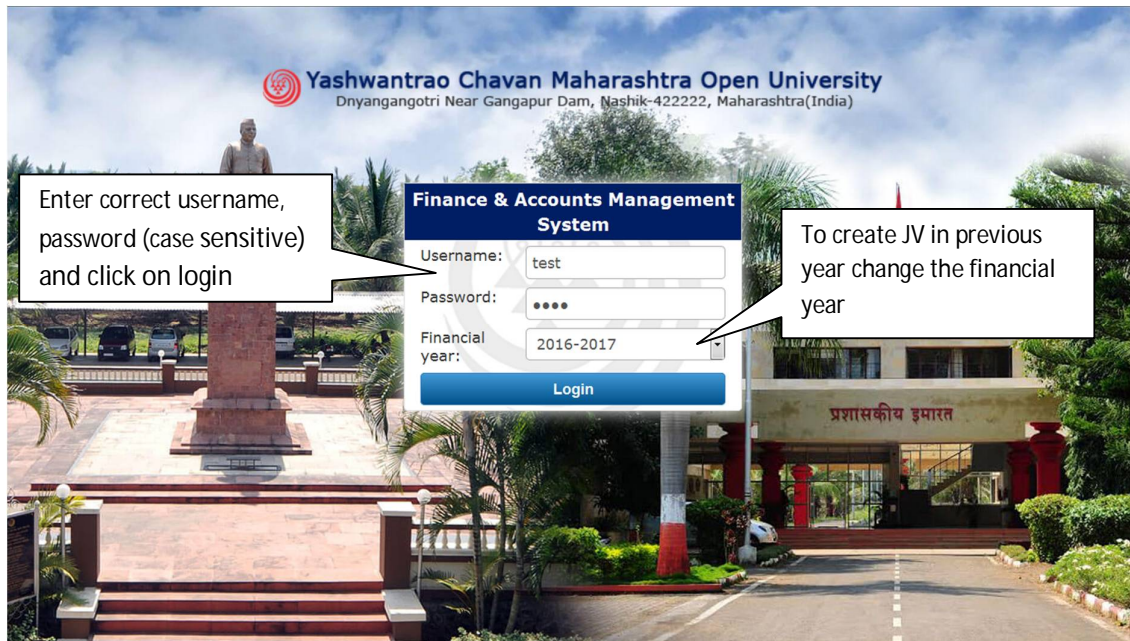


Figure 1: Login

# Welcome to Finance and Accounts Management System

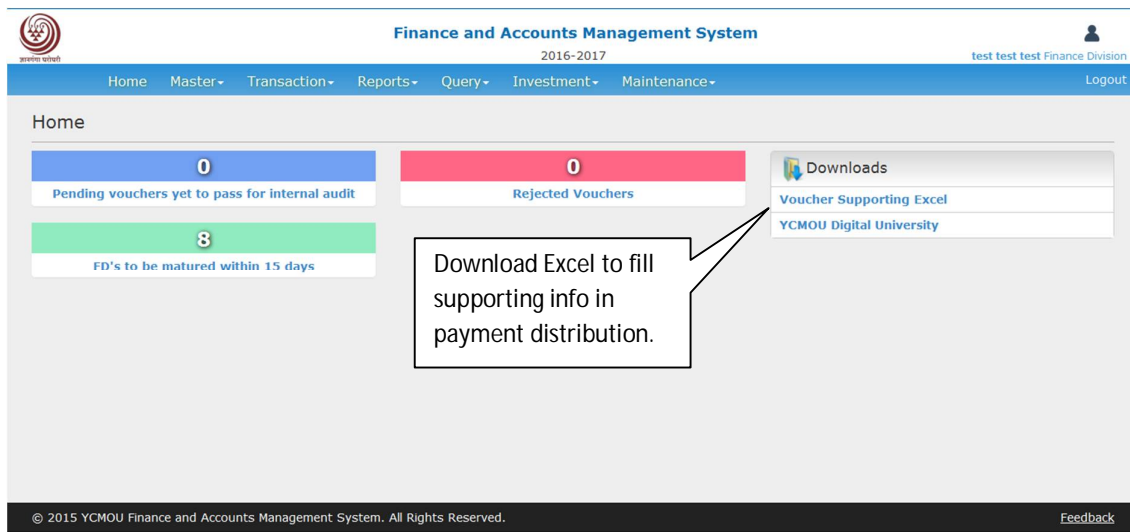


Figure 2 : Dashboard

# Master – User Master

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

Select User

Employee Number:  Department Name:

User Full Name:

Showing 1 - 10 of 294

Employee No	Name	Department	Active
<a href="#">Y0857</a>		Regional Center Amravati	No
<a href="#">Y0856</a>		Regional Center Amravati	No
<a href="#">Y0855</a>		Regional Center Amravati	No
<a href="#">Y0854</a>		Regional Center Amravati	No
<a href="#">Y0853</a>	BHANDARKAR KESHAV MADHUKAR	Regional Center Amravati	No
<a href="#">Y0852</a>	KALAMASE GOVIND MANIKRAO	Regional Center Amravati	No
<a href="#">Y0851</a>	GHATULE ARJUN PRALHAD	Examination Division	No
<a href="#">Y0850</a>	VIBHUTE BHALCHANDRA BABURAO	Regional Center Amravati	No
<a href="#">Y0849</a>	PANCHAL MARUTI RAU	Administration Division	No
<a href="#">Y0848</a>		Administration Division	No

Records Per Page: 10

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Figure 3 : User Master

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

User Master

Menu Access For User:  
Expand All Collapse All

- Home
- Master
- Transaction
- Reports
- Query
  - Department Detail
  - Party Detail
  - Budget Detail
  - Approval Detail
  - Voucher Status
  - Receipt Information
- Investment
- Maintenance

Expand All Collapse All

Emp No\*  (\*)Mandatory Field

User Name\*

Password\*  Enter Password

Confirm Password\*

Is Active User\*

Full Name\*

Department Name\*

User Type\*

Reset Password

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Figure 4 : New / Update user

# Master – Approval Master

The screenshot shows the 'Approval Master' page in the Finance and Accounts Management System. The page header includes the system name, year (2016-2017), and user information (test test test Finance Division). A navigation menu contains Home, Master, Transaction, Reports, Query, Investment, and Maintenance. The main content area has a search form with 'Approval Name' and 'Voucher Amount' fields, and buttons for Filter, Show All, New, and Clear. A table lists various approving authorities with columns for Approval Limit, Capital Amount, and Revenue Amount. Callouts provide instructions: one points to the search fields, another to the 'New' button, and a third to the 'Edit' link for 'Manager (Stores)'. A pagination bar at the bottom shows '1 2 3'.

Approval Master

Approval Name

Voucher Amount

[Filter](#) [Show All](#) [New](#) [Clear](#)

Showing 1 - 10 of 22

Approving Authority	Approval Limit	Capital Amount	Revenue Amount	
<input type="text" value="Director Evaluation"/>	<input type="text" value="Enter Approval Limit"/>	<input type="text" value="Enter Capital Limit"/>	<input type="text" value="Enter Revenue Amount"/>	<a href="#">Update</a> <a href="#">Cancel</a>
Purchase Committee				<a href="#">Edit</a>
Building and Works Committee				<a href="#">Edit</a>
Board of Management	0	0	0	<a href="#">Edit</a>
Assistant Registrar				<a href="#">Edit</a>
Manager (Purchase)				<a href="#">Edit</a>
Manager (Stores)				<a href="#">Edit</a>
Manager/Head, Print Production Center				<a href="#">Edit</a>
Manager/Head, Computer Cente				<a href="#">Edit</a>
Executive Engineer				<a href="#">Edit</a>

[1](#) [2](#) [3](#)

Figure 5 : Approval Master

# Master – Department Master

Finance and Accounts Management System  
2016-2017  
test test test Finance Division  
Logout

Home Master Transaction Reports Query Investment Maintenance

Department Master

Department Name   
Department Code

Filter Show All New Clear

Showing 1 - 10 of 32

Department Name	Department Code	Save	Cancel
<input type="text"/>	<input type="text"/>		
Department Name should not be blank	Department code should not be blank		
K.V.K. (YCMOU)	A.31	<a href="#">Edit</a>	
Academic Service Division	A.30	<a href="#">Edit</a>	
School of Health Science	A.29	<a href="#">Edit</a>	
School of Agriculture Science	A.28	<a href="#">Edit</a>	
School of Science & Technology	A.27	<a href="#">Edit</a>	
School of Computer Science	A.26	<a href="#">Edit</a>	
School of Continuing Education	A.25	<a href="#">Edit</a>	
School of Commerce & Mgnagement	A.24	<a href="#">Edit</a>	
School of Humanities	A.23	<a href="#">Edit</a>	

1 2 3 4

Add new record, click New Button. Fill all compulsory fields in table and save/update info

To update particular record click on edit link

Figure 6 : Department Master

# Master – Bank Master

Finance and Accounts Management System  
2016-2017  
test test test Finance Division  
Logout

Home Master Transaction Reports Query Investment Maintenance

Bank Master

Bank Name:   
Active: --Select--  
Filter Show All New

Showing 1 - 10 of 27

Bank Code	Bank Name	Active	Bank Transaction Type	Edit
<input type="text"/>	<input type="text"/>	Yes	Both	<a href="#">Save</a> <a href="#">Cancel</a>
Please Enter Bank Code		Please Enter Bank Name		
YB	Yes Bank	Yes	Investment	<a href="#">Edit</a>
VB	Vijaya Bank	Yes	Investment	<a href="#">Edit</a>
UT	UTI	Yes	Investment	<a href="#">Edit</a>
UW	United Western Bank	Yes	Investment	<a href="#">Edit</a>
UB	Union Bank Of India	Yes	Investment	<a href="#">Edit</a>
UC	Uco Bank			<a href="#">Edit</a>
SD	Syndicate Bank			<a href="#">Edit</a>
SH	State Bank Of Hydrabad			<a href="#">Edit</a>
SA	Sangali Bank	Yes	Investment	<a href="#">Edit</a>

1 2 3

Add new record, click New Button. Fill all compulsory fields in table and save/update info

To update particular record click on edit link

Figure 7 : Bank Master

# Master – Budget Master

**Finance and Accounts Management System**  
2016-2017

Home Master Transaction Reports Query Investment Maintenance Logout

### Budget Master

Budget Code:  Budget Description:

Budget Type: --Select-- **Filter** **Show All** **Add New Entry**

Showing 1 - 10 of 1880

Budget Code	Budget Description	Budget Type	Remaining Provision	Operate
<a href="#">B.11.P.68</a>	Testign new budget head	Subject To Receipt	0	Yes
<a href="#">A.123.P.12</a>	Test Budget Mapping	Subject To Receipt	0	Yes
<a href="#">B.35.R.1</a>	Investment	Subject To Receipt	0	Yes
<a href="#">A.9.R.202</a>	Security Deposit of Comp Section	Subject To Receipt	0	Yes
<a href="#">A.9.P.202</a>	Refund of Security Deposit of Computer Dep	On Account	0	Yes
<a href="#">D.4.R.1</a>	Security Deposit of Comp Section	On Account	0	Yes
<a href="#">D.4.P.1</a>	Refund of Security Deposit of Computer Dep	Subject To Receipt	0	Yes
<a href="#">D.3</a>	Security Deposit	On Account	0	Yes
<a href="#">D.3</a>	Refund To Security Deposit	On Account	0	Yes
<a href="#">D.3</a>	Refund To Security Deposit	On Account	0	Yes

Records Per Page: 10

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Figure 8 : Budget Master

**Finance and Accounts Management System**  
2016-2017

Home Master Transaction Reports Query Investment Maintenance Logout

### Edit Budget Master

You are editing budget code entry : B.11.P.68

**Budget Information**

Budget Code: B.11.P.68 Budget Type:  Provisional  On Account  Subject To Receipt

Budget Description: Testign new budget head

Budget Description (Marathi): test head

Provision (In Rs.): 2000000 Budget Head Type: Bills Payable Operate: Yes

**Subject To Receipt Mapping:**

	Budget Code	Budget Description
<input checked="" type="checkbox"/>	B.11.R.1	Contribution from University
<input type="checkbox"/>	B.11.R.2	Interest on Investment
<input type="checkbox"/>	B.11.R.3	Encashment of FDR

**Receipt/Payment Mapping:**

Heads: A. Maintenance Description: Administration Division

**Finalization of Accounts:**

Income Expenditure  Balance Sheet

Schedule Type: Assets Schedule Description: Fixed Assets

Balance Sheet SubHeader: Land Balance Head Text: Land Freehold  Add New

**Update** **Back**

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Figure 9 : New / Update Budget Master

# Master - Bank Account Master

Finance and Accounts Management System  
2016-2017  
test test test Finance Division  
Logout

Home Master Transaction Reports Query Investment Maintenance

Bank Account Master

Bank A/C Name  
Bank A/C Number  
Branch Name  
Active --Select--

Filter Show All New

Showing 1 - 1 of 1

Bank A/C Name	Bank A/C Number	Branch Name	Bank Name	Active	Edit
FINANCE OFFICER	1323004456	YCMOU CAMPUS	CENTRAL BANK OF INDIA	Yes	<a href="#">Edit</a>

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Figure 10 : Bank Account Master

Finance and Accounts Management System  
2016-2017  
test test test Finance Division  
Logout

Home Master Transaction Reports Query Investment Maintenance

Bank Account Master

(\*)Mandatory Field

Bank Name CENTRAL BANK OF INDIA

Branch Name\*  
Please Enter Branch Name

Address\*  
Please Enter Address

IFSC Code\*  
Please Enter IFSC Code

MICR Code\*  
Please Enter MICR Code

Active Yes

Default Payment Yes

Account Type Current A/C

Account Name\*  
Please Enter Account Name

Account Number\*  
Please Enter Account Number

Opening Balance\*  
Please Enter Account Balance

Dr/Cr Dr

A/C Opening Date\*  
Please Enter Opening Date

Save Reset Back

Enter all above compulsory fields  
click Save button

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Figure 11 : New/Update Bank Account

# Master - Cheque Book Master

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

### Cheque Book Master

Bank Name:   
Bank A/C Name:

[Filter](#) [Show All](#) [New](#)

Showing 1 - 10 of 57

Cheque Book No.	First Cheque No.	Total Cheques	Account Name
<input type="text" value="57"/>	<input type="text" value="77701"/>	<input type="text" value="100"/>	<input type="text" value="--Select--"/>
<small>Enter Cheque Book No.</small>	<small>Enter Cheque Number</small>	<small>Enter Total Cheque</small>	<small>Select Account Name</small>
57	77701	100	FINANCE OFFICER
56	77601	100	FINANCE OFFICER
	77501	100	FINANCE OFFICER
	77401	100	FINANCE OFFICER
	77301	100	FINANCE OFFICER
	77201	100	FINANCE OFFICER
51	77101	100	FINANCE OFFICER
50	77001	100	FINANCE OFFICER
49	76901	100	FINANCE OFFICER
48	76801	100	FINANCE OFFICER

[Save](#) [Cancel](#)

1 2 3 4 5 6 >> Last

Figure 12 : Cheque Book Master

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

### Cheque Book Detail

Sr No.	Cheque Book No.	Cheque No.	Used	Cancel
1	57	77713	Not Used	<a href="#">Cancel Cheque</a>
2	57	77714	Not Used	<a href="#">Cancel Cheque</a>
3	57	77715	Not Used	<a href="#">Cancel Cheque</a>
4	57	77716	Not Used	<a href="#">Cancel Cheque</a>
5	57	77717	Not Used	<a href="#">Cancel Cheque</a>
6	57	77718	Not Used	<a href="#">Cancel Cheque</a>
7	57	77719	Not Used	<a href="#">Cancel Cheque</a>
8	57	77720	Not Used	<a href="#">Cancel Cheque</a>
9	57	77721	Not Used	<a href="#">Cancel Cheque</a>
10	57	77722	Not Used	<a href="#">Cancel Cheque</a>

1 2 3 4 5 6 7 8 9

[Back](#)

Figure 13 : Cancel Cheque

# Master –Party Master

The screenshot shows the 'Party Master' interface. At the top, there is a navigation bar with 'Home', 'Master', 'Transaction', 'Reports', 'Query', 'Investment', and 'Maintenance'. The main content area has a form for adding a new party with fields for Employee (dropdown), Address, Party Name, VAT Number, PAN Card Number, Party Code, and Tax Category. Below the form is a table listing existing parties. A callout box points to the 'Add New' button with the text: 'To add new party, click Add New button, screen fig 15: New/ update Party Master will be opened.' Another callout box points to the 'Edit' link in the table with the text: 'Click to update Party details'.


Party Code	Party Name	Address	PAN Number	TDS Type	VAT Number	Employee	Edit
P2808	MATOSHREE TRANSPORT SERVICES	NASHIK	AUZPK1185D	P		No	<a href="#">Edit</a>
P2807	PAREWAL CHAYA MANOJ	NASHIK	BPEPP8566E	P		No	<a href="#">Edit</a>
P2806	MARPAKWAR PRABHAKAR CHINTAMANRAO	NAGPUR	AAUPM1437D	P		No	<a href="#">Edit</a>
P2805	KHEDKAR SHANTANU	NAGPUR	BIAPK7129K	P		No	<a href="#">Edit</a>
P2804	MEGHE PRAKASH DINKAR	NAGPUR	ABAPM6398J	P		No	<a href="#">Edit</a>
P2803	PURANIK SUDHIR MANOHAR	NAGPUR	AFBPP6280R	P		No	<a href="#">Edit</a>
P2802	HOTEL CITY PRIDE, NASHIK	NASHIK	AABCV7605E	C		No	<a href="#">Edit</a>
P2801	NILESH RAVINDRA GARUD	--	AZBPG4587C	P		No	<a href="#">Edit</a>
P2800	ASSOCIATION OF INDIAN UNIVERSITIES	NEW DELHI	AAATA0407F	T		No	<a href="#">Edit</a>
P2799	MORE KAILAS VASANTRAO	203, SHRIRAM HIGHTSM TAPOVAN LINK ROAD, GANESH NAGAR, KATHE LANE, DWARKA, NASHIK	AHZPM5148D	P		No	<a href="#">Edit</a>

Figure 14 : Party Master

The screenshot shows the 'Party Master' interface for updating a party. The form has a red asterisk (\*) indicating mandatory fields. The fields are: Employee\* (No), Party Code\* (P2799), Party Name\* (MORE KAILAS VASANTRAO), PAN Card Number\* (AHZPM5148D), Address\* (203, SHRIRAM HIGHTSM TAPOVAN LINK ROAD, GANESH NAGAR, KATHE LANE, DWARKA, NASHIK), Mobile Number (9890059400), Bank Account Number, IFSC Code, Tax Category (Individual), and VAT Number. There are 'Save' and 'Back' buttons at the bottom. A callout box points to the 'Save' button with the text: 'Enter all above compulsory (\*) fields click save/update button'.

Figure 15 : New/Update Party Master

# Master - Revised Budget Entry



**Finance and Accounts Management System**  
 2016-2017

Home
Master >
Transaction >
Reports >
Query >
Investment >
Maintenance >

### Revised Budget Entry

Filter
Show All

Showing 1 - 10 of 1600

Budget Code	Budget Description	Budget Provision	Revised Provision	
A.1.R.81	LIC GIS	200000	<input type="text" value="Please Enter Revised Provision.."/>	<a href="#">Update</a>
A.1.P.81	LIC GIS	200000	<input type="text"/>	<a href="#">Update</a>
D.2.R.18	INCOME TAX SALARY	100000	<input type="text"/>	<a href="#">Update</a>
A.10.R.7	NSS YCMOU FEES	500000	<input type="text"/>	<a href="#">Update</a>
D.2.P.17	Study Centre Deposit	2500000	<input type="text"/>	<a href="#">Update</a>
D.2.P.16	Payment of Royalty	1000000	<input type="text"/>	<a href="#">Update</a>
D.2.P.15	Payment of Labour Welfare	500000	<input type="text"/>	<a href="#">Update</a>
D.2.P.14	Payment of Insurance	500000	<input type="text"/>	<a href="#">Update</a>
D.2.P.13	Payment of VAT	500000	<input type="text"/>	<a href="#">Update</a>
D.2.P.12	Payment of TDS (94)	5000000	<input type="text"/>	<a href="#">Update</a>

1
2
3
4
5
6
7
8
9
10
>>
Last

Records Per Page: 10

Enter revised provision less or greater than budget provision and click on update to save changes

Figure 16 : Revised Budget Entry

# Master – Budget Re-appropriation

Finance and Accounts Management System  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

### Budget Reappropriation

Reappropriation Date: (\*)Mandatory Field 24/May/2016  
Approval Of: --Select--  
Total Reappropriation Amount: 20000  
Remaining Provision: 50000  
Source Budget Head (Dr): A.3.P.1 : Purchase of Furniture  
Target Budget Head (Cr):  
Reappropriation Amount:

Sr No	Budget Code	Budget Head Description	Reappropriation Amount	Delete
1	A.1.R.1	Use of Vehicles	10000	<a href="#">Delete</a>

Total Items: 1 Total Amount: Rs 10000/-

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Figure 17 : Budget Re-appropriation

1. Select re-appropriation date, it should be within log in financial year.
2. Select approval of.
3. Enter non zero value of total re-appropriation amount.
4. Select source and target budget head, source budget head and target budget head should not be same.
5. Duplicate target budget head is not allowed.
6. The sum of appropriated amount of target budget head should be equal to the total Re-appropriation amount.
7. Click on OK button.
8. Enter narration for explanation.
9. Click on Save to save total re-appropriation amount.
10. Click on New button for new budget re-appropriation.

# Master - Drawee Bank Master

The screenshot shows the 'Drawee Bank Master' page in the Finance and Accounts Management System. The page has a blue header with the system name and navigation links. Below the header, there are form fields for 'Bank Name', 'Branch Name', and 'Active'. A 'New' button is located below these fields. A table lists existing banks with columns for 'Bank Name', 'Branch Name', 'Active', and 'Edit'. Callouts point to the 'New' button, the form fields, and the 'Edit' button.

Finance and Accounts Management System  
2016-2017  
test test test Finance Division  
Logout

Home Master Transaction Reports Query Investment Maintenance

### Drawee Bank Master

Bank Name   
Branch Name   
Active --Select--  
[Filter](#) [Show All](#) [New](#)

Showing 1 - 10 of 32

Bank Name	Branch Name	Active	Edit
<input type="text"/>	<input type="text"/>	Yes	<a href="#">Save</a> <a href="#">Cancel</a>
Please Enter Bank Name	Please Enter Branch Name		
Umon Bank	.	Yes	<a href="#">Edit</a>
BANK OF INDIA	.	Yes	<a href="#">Edit</a>
DENA BANK	.	Yes	<a href="#">Edit</a>
PNB	.	Yes	<a href="#">Edit</a>
BANK OF BARODA	.	Yes	<a href="#">Edit</a>
OTHER BANK	.	Yes	<a href="#">Edit</a>
KOTAK MAHINDRA BANK	.	Yes	<a href="#">Edit</a>
DCB BANK	.	Yes	<a href="#">Edit</a>
ALLAHABAD BANK	.	Yes	<a href="#">Edit</a>

[1](#) [2](#) [3](#) [4](#)

Figure 18 : Drawee Bank Master

# Master - Rejection Category Master

The screenshot displays the 'Rejection Category Master' interface. At the top, the system name 'Finance and Accounts Management System' and the year '2016-2017' are visible. A navigation menu includes 'Home', 'Master', 'Transaction', 'Reports', 'Query', 'Investment', and 'Maintenance'. The user is logged in as 'test test test Finance Division'.

The main form area contains a 'Rejection Reason Category' input field and an 'Active' dropdown menu. Below these are 'Filter', 'Show All', and 'New' buttons. A callout points to the 'New' button with the text 'Click to add new Rejection category'.

Below the form, a table displays the current data. The table has two columns: 'Rejection Reason Category' and 'Active'. The first row is highlighted in blue and contains an empty input field for the category name and a 'Yes' dropdown for the active status. Callouts point to the 'Save' and 'Cancel' buttons in this row with the text 'Save Rejection category'. The second row contains the text 'Approval Not Attached' and 'Yes', with an 'Edit' button. A callout points to the 'Edit' button with the text 'Click to add update Rejection category'.

The footer of the page contains the copyright notice '© 2015 YCMOU Finance and Accounts Management System. All Rights Reserved.' and a 'Feedback' link.

Figure 19 : Rejection Category Master

# Master - Rejection Reason Master

The screenshot shows the 'Rejection Reason Master' interface. At the top, there is a navigation menu with options: Home, Master, Transaction, Reports, Query, Investment, and Maintenance. The system title is 'Finance and Accounts Management System' for the year '2016-2017'. The user is identified as 'test test test Finance Division' and is logged in.

The main form area includes the following fields:

- Voucher Rejection Reason:
- Rejection Reason Category:
- Active:

Below the form are buttons for 'Filter', 'Show All', and 'New'. A callout box points to the 'New' button with the text 'Click to add new Rejection reason'.

The table below shows the current data:

Rejection Category	Rejection Reason	Rejection Reason Details	Active	
<input type="text" value="--Select--"/>	<input type="text" value="Enter Rejection Reason"/>	<input type="text"/>	Yes	<a href="#">Save</a> <a href="#">Cancel</a>
Approval Not Attached	Approval Not Attached	Approval Not Attached	Yes	<a href="#">Edit</a>

A callout box points to the 'Save' button with the text 'Save Rejection reason'. Another callout box points to the 'Edit' button with the text 'Click to add update Rejection reason'.

At the bottom of the page, there is a copyright notice: '© 2015 YCMOU Finance and Accounts Management System. All Rights Reserved.' and a 'Feedback' link.

Figure 20 : Rejection Reason Master

# Bank General Receipt

## 1. Simple Receipt -

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

### Bank General Receipt

(\*)Mandatory Field

Receipt Date: 24/May/2016  
Received From: Study center, nashik  
Bank Account Name: A/C 1323004456-FINANCE OFFICER

**Draft**

Series: 111111  
Serial: 111  
Dated: 24/May/2016  
Amount: 100000  
Drawee Bank Name: Central Bank Of India - .

Select Budget Head: A.11.R.3 : Misc. receipts  
Amount: 50000 **OK**

Sr No.	Budget Code	Budget Description	Amount	
1	A.11.R.11	Study centre Processing Fees	50000	<a href="#">Delete</a>

Total Items : 1  
Total amount:Rs 50000/-

Narration: purpose of receipt goes here.....

**Save**

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Figure 21 : Simple Bank Receipt

1. Select receipt date in current financial year, type received from and select bank account name.
2. Enter draft information, series duplication is not allowed.
3. Enter instru amount and select drawee bank name.
4. Select appropriate budget head for receipt.
5. Multiple budget heads are allowed for total instru amount.
6. Enter description and purpose of receipt in narration.
7. Click on save button to submit the receipt.
8. Save or print the receipt.

## 2. Bank Receipt for Advance.

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division  
Logout

Home Master Transaction Reports Query Investment Maintenance

### Bank General Receipt

(\*)Mandatory Field

Receipt Date: 24/May/2016  
Received From: PALSHIKAR MADHAV VASANT  
Bank Account Name: A/C 1323004456-FINANCE OFFICER

**Draft**

Series: 11111  
Serial: 11111  
Dated: 24/May/2016  
Amount: 100000  
Drawee Bank Name: Central Bank Of India - .

Select Budget Head: [ ] Amount: [ ] OK  
Financial Year: 2015-2016 Advance Voucher No.: 1111 Rs.

Sr No.	Budget Code	Budget Description	Amount	Delete
1	D.1.R.7	Refund / Recoupment of Cashier Advance	100000	Delete

Total Items : 1 Total amount:Rs 100000/-  
Narration: test

Save

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Figure 22 : Bank Receipt for Advance

1. Select receipt date in current financial year, type received from and select bank account name.
2. Enter draft information, series duplication is not allowed.
3. Enter instru amount and select drawee bank name.
4. Select appropriate budget head for receipt (only one budget head for bank receipt of advance).
5. Select party name from auto suggestions.
6. Select financial year of advance and enter correct advance no.
7. Enter description and purpose of receipt in narration.
8. Click on save button to submit the receipt.
9. Save or print the receipt.

### 3. Encash FD Receipt

**Bank General Receipt**

(\*)Mandatory Field

Receipt Date: 25/May/2016      Received From: testing

Bank Account Name: A/C 1323004456-FINANCE OFFICER

**Draft**

Series: 11112      Serial: 1111      Dated: 25/May/2016      Amount: 20200000      Drawee Bank Name: Central Bank Of India - .

Select Budget Head:      Amount:      **OK** **Encash FD**

Sr No.	Budget Code	Budget Description	Amount	
1	B.29.R.3	Encashment of FDR	20000000	Delete
2	B.29.R.2	Interest on Investment	200000	Delete

Total Items : 2      Total amount:Rs 20200000/-

Narration: Testing.....

**Save**

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Figure 23 : Encash FD Receipt

1. Select receipt date in current financial year, type received from and select bank account name.
2. Enter draft information, series duplication is not allowed.
3. Enter instru amount and select drawee bank name.
4. Select appropriate budget head for receipt.
5. Multiple budget heads are allowed for total instru amount.
6. Enter description and purpose of receipt in narration.
7. Click on Encash FD button to add FD details.
8. Click on save button to submit the receipt.
9. Save or print the receipt.

**FD Details**

FD Code:      **Ok**

FD Code	FD Num	Fund Name	FD Amount	FD Date	
17	00243722	General Fund	50000000	26/Jul/2010	Delete
16	00243415	General Fund	150000000	21/Jul/2010	Delete

Total Amount : 200000000/-      **Encash FD**

**Submit** **Cancel**

Click to save FD details.

Auto suggestions for FD codes. Can select multiple FD codes to Encash.

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Figure 24 : FD Details

# Cash General Receipt

## 1. Simple Cash General Receipt

Finance and Accounts Management System  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

Cash General Receipt

(\*)Mandatory Field

Receipt Date: 25/May/2016  
Received From: testing

Cash Account Name: CASH IN HAND

Select Budget Head: [Dropdown]

Amount: [Input] OK

Sr No.	Budget Code	Budget Description	Amount	
1	R.4	Sale of Tender Form	200000	Delete

Total Items : 1  
Total amount:Rs 200000/-

Na: testing... Save

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Figure 25 : Simple Cash Receipt

## 2. Cash Receipt for Advance

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Cash General Receipt

(\*)Mandatory Field

Receipt Date: 25/May/2016  
Received From: KULKARNI SHARMILA JAYANT

Cash Account Name: CASH IN HAND

Select Budget Head: [Dropdown]

Financial Year: 2016-2017  
Advance Voucher No.: 256 Rs.

Amount: [Input] OK

Sr No.	Budget Code	Budget Description	Amount	
1	D.1.R.2	Refund of Advances paid to employees for University work	100000	Delete

Total Items : 1  
Total amount:Rs 100000/-

ation: testing... Save

Select party name against advc no.

Select appropriate budget head for receipt of advance taken.

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Figure 26 : Cash Receipt for Advance

# Cancel Receipt

Cancel Receipt

Receipt No. 138 Receipt Type Bank

Receipt Information

Receipt No. 138 Amount 20200000

Depositor Name testing

Date 25/May/2016 Type Bank Receipt

Narration Testing.....

Cancel Receipt

Enter receipt no., select receipt type. Check the receipt details. If confirm then click on Cancel Receipt button

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Figure 27 : Cancel Receipt

1. Enter Receipt No.
2. Select Receipt type.
3. The receipt like Advance receipt, receipt against FD, Cash transfer and deposit cannot be cancelled.
4. Check the receipt details.
5. If confirm click on Cancel Receipt button to delete the receipt.

# Document Entry

Finance and Accounts Management System  
2016-2017

Home Master Transaction Reports Query Investment Maintenance

Select Payment Document

Document No  Search Show All

Showing 1 - 1 of 1

Document No	Document Date	Department /Section Name	Approved By	Document Amount	Rejected(Yes/No)
701	26/May/2016	Finance Division	Vice Chancellor	100000	No

Records Per Page 10

New Document

Enter doc no. and click on search to search particular doc

Click to update document details.

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## 1. Simple payment document

Finance and Accounts Management System  
2016-2017

Home Master Transaction Reports Query Investment Maintenance Logout

Document Entry

(\*)Fields are Mandatory

Document No:  Document Date: 26/May/2016

Approved By: Vice Chancellor Bank A/C: A/C 1323004456-FINANCE OFFICER

Budget Provision Amount Rs: 1000000 Remaining Provision Amount Rs: 1000000

Select Budget Head: A.1.P.5 : Others

Dr/Cr: Dr Amount: 10000 OK

Sr No	Budget Code	Budget Description	Dr/Cr	Amount	Delete	Edit
1	A.1.P.2	Purchase of Equipments	D	100000	Delete	Edit

Total Items: 1 Total amount:Rs 100000

Payment Distribution Document Bills Supporting Information

Enter Narration testing.....

Pass for Internal Audit

Save Back

Select budget head.

Enter amount less than remaining provision amount & click on OK button to fill voucher details.

Click for Payment distribution among parties, screen Fig 22: Payment Distribution will be opened.

Feedback

1. Select approved by
2. Select bank account
3. Select budget head
4. Select transaction type (Cr/Dr.), enter voucher amount which should be less than remaining provision amount.
5. Click on OK button.

6. Click for Payment distribution among parties, screen Fig 22: Document Parties will be opened.
7. Click for Document Bills, screen Fig 23: Document Bills will be opened.
8. Click Supporting Information, screen Fig 23: Supporting Information will be opened.
9. Enter narration for explanation.
10. Tick Pass for internal audit to pass for Inward.
11. Click on Save.

Finance and Accounts Management System

YCMOU Finance Accounting System - Mozilla Firefox

Document Parties

Document Amount: 110000     Manual     Party Master    Inc.tax deduction select party from party master only

Party Name:     Amount:      Income Tax

Sr No	Party Name	Amount	IT Applic	IT Percent	IT Amount	Delete	Edit
1	BHUSE RATNAKAR MURLIDHAR	9000		10.00	1000	Delete	Edit
2	ATKARE PRAKASH SHANKARRAO	100000		0	0	Delete	Edit

Total Parties : 2    Total Party Amount : Rs 110000

Select Manual when Party name is not available.

Distribute total voucher amount among parties & click on submit to save

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Document Bill

Document Amount 110000

Bill No:  Bill Date:  Amount:

Sr No	Bill/Challan No	Bill Date	Amount		
1	167-57	26/May/2016	110000	Delete	Edit

Total Bills : 1 Total Amount: Rs 110000/-

Pay total voucher amount and click on Submit to save.

Bill date should be less than today's date.



Voucher Supporting

Voucher Amount 110000  Manual  Party Master

Party Name

Account No.  IFSC Code

Amount:

TDS Amount:

Upload Excel file here:  No files selected

Sr No.	Party Name	IFSC Code	Account No.	Amount	TDS Amount	Net Payment
No Records..						

Total Parties : 0 Total Amount: Rs 0/-

Upload excel for voucher supporting info with party name, IFSC code, Account no. and amount. Sample excel is available on homepage

## 2. Advance payment document.

(\*)Fields are Mandatory

Document No:  Document Date: 26/May/2016

Approved By: Vice Chancellor Bank A/C: A/C 1323004456-FINANCE OFFICER

Select Budget Head:

Dr/Cr: Dr Amount:

Sr No	Budget Code	Budget Description	Dr/Cr	Amount	Delete	Edit
1	D.1.P.2	Advances paid to employees for University work	D	200000	<a href="#">Delete</a>	<a href="#">Edit</a>

Total items: 1 Total amount:Rs 200000

Enter Narration

Pass for Internal Audit

Select payment head of advance to create advance payment document.

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1. Select approved by
2. Select bank account
3. Select **advance type** budget head DBA can create advance type budget head from budget master.
4. Select transaction type (Cr/Dr.), enter voucher amount which should be less than remaining provision amount.
5. Click on OK button.
6. Click for Payment distribution among parties (Manual parties not allowed for advance type payment documents), screen Fig 22: Document Parties will be opened.
7. Click for Document Bills, screen Fig 23: Document Bills will be opened.
8. Click Supporting Information, screen Fig 23: Supporting Information will be opened.
9. Enter narration for explanation.
10. Tick Pass for internal audit to pass for Inward.
11. Click on Save.

### 3. Simple deposit payment document

Document Entry

(\*)Fields are Mandatory

Document No:  Document Date: 26/May/2016

Approved By: Vice Chancellor Bank A/C: A/C 1323004456-FINANCE OFFICER

Select Budget Head:

Dr/Cr: Dr Amount:

Sr No	Budget Code	Budget Description	Dr/Cr	Amount	Delete	Edit
1	A.23.P.37	Library	D	10000	Delete	Edit
2	D.2.R.1	Library Deposit	C	2000	Delete	Edit

Total items: 2 Total amount:Rs 8000

Enter Narration

Pass for Internal Audit

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All the other steps for the voucher creation are as per simple voucher creation.

### 4. Refund of deposit

Document Entry

(\*)Fields are Mandatory

Document No:  Document Date: 26/May/2016

Approved By: Vice Chancellor Bank A/C: A/C 1323004456-FINANCE OFFICER

Select Budget Head:

Dr/Cr: Dr Amount:

Sr No	Budget Code	Budget Description	Dr/Cr	Amount	Delete	Edit
1	D.2.P.1	Library Deposit	D	2000	Delete	Edit

Total items: 1 Total amount:Rs 2000

Enter Narration

Pass for Internal Audit

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**Finance and Accounts Management System**  
2016-2017

test test test Finance Division  
Logout

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192.168.1.15/TESTFinance/Application/YCMOU\_VoucherPartyDistribution.aspx?Amt=2000&random=4&FlagVisible=D&CreditFlag=D&BudgetSide=P

### Document Parties

Document Amount: 2000     Manual     Party Master    Inc. tax deduction select party from party master only

Party Name:     Amount:      Income Tax

Financial Year: 2016-2017    Deposit by: Voucher    Voucher No.:

**Add**

Sr No	Party Name	Amount	IT Applicable Amount	IT Percent	IT Amount	
1	PALSHIKAR MADHAV VASANT	2000	0	0	0	Delete Edit

Voucher No	Voucher Date	Amount	Narration	Voucher Type	Financial Year	
373	26/May/2016	2000	Testing deposits.....	Payment	2016-2017	Delete

Total Parties : 1    Total Party Amount : Rs 2000    Total IT Amount : Rs 0

**Submit**    **Cancel**

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1. Enter party name for whose deposit is (You can add only single Party for Deposit)
2. Manual party is not allowed.
3. Enter amount
4. Enter financial year of deposit voucher, voucher deposit by (any of voucher, bank receipt, cash receipt) and respective no (any of voucher no., bank receipt no., cash receipt no.).
5. Check the information and click on submit button.
6. Other steps for document bills and supporting information are as per simple payment document.
7. Tick on pass for internal audit to forward voucher to finance department.
8. Click on save button.

# Journal Document Entry

Finance and Accounts Management System  
2016-2017

Home Master Transaction Reports Query Investment Maintenance

Select Journal Document

Document No  Search Show All

Showing 1 - 1 of 1

Document No.	Document Date	Department Name/Section Name	Approval Name	Document Amount	Rejected(Yes/No)
78	27/May/2016	Finance Division	Vice Chancellor	200000	No

Records Per Page 10

New Document

Click to update document details.

Enter doc no. and click on search to search particular doc

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## 1. Simple Journal Document

Finance and Accounts Management System  
2016-2017

Home Master Transaction Reports Query Investment Maintenance Logout

Journal Document Entry

Document No:  Document Date: 27/May/2016 Approved By: Vice Chancellor

Select Budget Head:

Dr/Cr: Dr Amount:  OK

Sr No.	Budget Code	Budget Description	Dr/Cr	Amount	Delete	Edit
1	A.1.P.3	Purchase of Computer & Peripherals	D	200000	Delete	Edit
2	A.1.R.2	Others Receipts.	C	200000	Delete	Edit

Total items: 2 Total amount:Rs 0/-

Payment Distribution Document Bills Supporting Information

Enter Narration: Testing Journal Document...

Pass for Internal Audit

Save

Credit amount = debit amount

Total amount should be zero for journal document

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Create simple journal document to adjust budget provision among two budget head

1. Select document date, approved by.
2. Select one or multiple budget head ( credit amount should equal to debit amount)
3. The other steps for payment distribution, document bills and supporting information are as per the simple payment document.
4. Enter narration
5. Tick on pass for internal audit to forward voucher to finance department.
6. Click on save button.

## 2. Advance settlement in journal document

Journal Document Entry

(\*)Fields are Mandatory

Document No:  Document Date: 27/May/2016 Approved By: Vice Chancellor

Select Budget Head:

Dr/Cr: Dr Amount:

Sr No.	Budget Code	Budget Description	Dr/Cr	Amount	Delete	Edit
1	A.3.P.33	Student Support Services	D	200000	Delete	Edit
2	D.1.R.2	Refund of Advances paid to employees for University work	C	200000	Delete	Edit

Total Items: 2 Total amount:Rs 0/-

Enter Narration: Advance settlement....

Pass for Internal Audit

Respective receipt budget head of which advance need to settle.

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Document Parties

Document Amount: 200000  Manual  Party Master Inc. tax deduction select party from party master only

Party Name:  Amount:

Financial Year: 2016-2017 Voucher No.:

Sr No	Party Name	Amount	IT Applicable Amount	IT Percent	IT Amount	Delete	Edit
1	Y.C.M.O.U. REGIONAL CENTRE, NASHIK	200000	0	0	0	Delete	Edit

Voucher No	Voucher Date	Amount	Narration	Voucher Type	Financial Year	Delete
374	27/May/2016	200000	Advance for regional center	Payment	2016-2017	Delete

Total Parties : 1 Total Party Amount : Rs 200000 Total IT Amount : Rs 0

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1. Enter party name for which advance is given (You can add only single Party for advance)
2. Manual party is not allowed.
3. Enter total voucher amount
4. Enter financial year of advance voucher
5. Check the information and click on submit button.
6. Other steps for document bills and supporting information are as per simple payment document.
7. Tick on pass for internal audit to forward voucher to finance department.
8. Click on save button

# Cheque Cancellation

Finance and Accounts Management System  
2016-2017  
test test test Finance Division  
Logout

Home Master Transaction Reports Query Investment Maintenance

### Select Cheque Cancellation Voucher

Showing 1 - 1 of 1

Document No	Document Date	Department /Section Name	Approved By	Document Amount	Rejected(Yes/No)
3	27/May/2016	Finance Division	Vice Chancellor	36742	Yes

Records Per Page: 10

New Document

Click to update document details.

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Finance and Accounts Management System  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance

### Cheque Cancellation

Document No:  Document Date: 27/May/2016  
Approved By: Vice Chancellor Bank Name: CENTRAL BANK OF IN Bank A/C: FINANCE OFFICER - 2 456  
Cheque Book No: 1 Cheque No: 72200 OK

Voucher No	Voucher Date	Party Name	Cheque No	Amount	
49	15/Apr/2015	DIGVIJAY ENTERPRISES	72200	36742	Delete

Total Items: 1 Total Amount: 36742  
Enter Narration: Wrong cheque printed.  
 Pass for Internal Audit

Save Back

Delete and add new cheque

Select all options and click on OK button, multiple cheques can be added to one cheque cancellation doc

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# IT Payment Document

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division

Home Master Transaction Reports Query Investment Maintenance Logout

### IT Payment Document

From Date: 29/Apr/2016 To Date: 06/May/2016 Select Budget Head: D.2.R.11 : TDS (94C) Deducted

Approved By: Finance Officer Select Bank Account: A/C 1323004456-FINANCE OFFICER

Showing 1 - 10 of 51

<input type="checkbox"/>	Document No.	Voucher Type	Voucher No.	Voucher Date	Income Tax/VAT
<input checked="" type="checkbox"/>	622	Payment Voucher	310	06/May/2016	1761
<input checked="" type="checkbox"/>	619	Payment Voucher	300	06/May/2016	2200
<input type="checkbox"/>	601	Payment Voucher	295	06/May/2016	2942
<input checked="" type="checkbox"/>	600	Payment Voucher	302	06/May/2016	471
<input checked="" type="checkbox"/>	599	Payment Voucher	303	06/May/2016	417
<input checked="" type="checkbox"/>	598	Payment Voucher	301	06/May/2016	596
<input type="checkbox"/>	595	Payment Voucher	304	06/May/2016	4200
<input type="checkbox"/>	579	Payment Voucher	297	06/May/2016	1748
<input type="checkbox"/>	577	Payment Voucher	249	04/May/2016	16774
<input checked="" type="checkbox"/>	544	Payment Voucher	289	05/May/2016	62



1 2 3 4 5 6 >> Last

Records Per Page: 10

Generate Document

1. Select from date, to date, select budget head (D.2.R.11 : TDS (94C) Deducted, D.2.R.12 : TDS (94J) Deducted, D.2.R.13 : VAT Deducted)
2. Click on show voucher button
3. Tick the Income tax deducted documents from the list
4. Select approved by, select bank account
5. Finally if confirmed, click on generate document button.
6. Income Tax/VAT Document can be seen in Transaction -> Voucher -> Payment Document
7. All the other steps are as per simple payment document.

# Investment Entry

 **Finance and Accounts Management System** 2016-2017 test test test Finance Division 

Home Master Transaction Reports Query Investment Maintenance Logout

### Investment Document



Showing 1 - 1 of 1

Document No	Document Date	Department /Section Name	Approved By	Document Amount	Rejected(Yes/No)
4	27/May/2016	Finance Division	Vice Chancellor	200000	No

Records Per Page: 10

[Click to update document details.](#) [New Document](#)

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 **Finance and Accounts Management System** 2016-2017 test test test Finance Division 

Home Master Transaction Reports Query Investment Maintenance Logout

### Investment Entry

(\*)Fields are Mandatory

Document No:  Document Date: 27/May/2016

Approved By: Vice Chancellor Bank A/C: A/C 1323004456-FINANCE OFFICER

Bank Name: Central Bank of India

Select Budget Head:

Dr/Cr: Dr Amount:  [OK](#)

Sr No	Budget Code	Budget Description	Dr/Cr	Amount	Delete	Edit
1	B.29.P.1	Investment in FDR	D	200000	<a href="#">Delete</a>	<a href="#">Edit</a>

Total items: 1 Total amount:Rs 200000

Enter Narration: Investment in Central Bank of India

Pass for Internal Audit [Save](#)

[No. of budget head selected here will create that no. of FD's.](#)

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# Document Inward

The screenshot shows the 'Document Inward' page of the Finance and Accounts Management System. The page includes a search form with fields for 'Document Inward Date' (27/May/2016) and 'Department Name' (a dropdown menu). Below the search form is a table of document records. Callouts provide instructions: 'Search particular document here' points to the search form; 'Select department of which voucher need to Inward.' points to the department dropdown; and 'Click to Inward document. Inward no. will be generated' points to the 'Inward' link in the first column of the table.

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## Document Inward

Search particular document here

Select department of which voucher need to Inward.

Document Inward Date:  Department Name:

Document No

Showing 1 - 10 of 36

	Document No.	Document Date	Approval Name	Document Amount	Document Type
<a href="#">Inward</a>	698	13/May/2016	Director of SSD	2830	Payment Voucher
<a href="#">Inward</a>	678	11/May/2016	Vice Chancellor	5179	Payment Voucher
<a href="#">Inward</a>	670	11/May/2016	Registrar	993	Payment Voucher
<a href="#">Inward</a>	666	11/May/2016	Vice Chancellor	91651	Payment Voucher
<a href="#">Inward</a>	659	11/May/2016	Vice Chancellor	10704	Payment Voucher
<a href="#">Inward</a>	73	11/May/2016	Vice Chancellor	35000	Journal Voucher
<a href="#">Inward</a>	658	11/May/2016	Vice Chancellor	48359	Payment Voucher
<a href="#">Inward</a>	656	11/May/2016	Vice Chancellor	42019	Payment Voucher
<a href="#">Inward</a>	655	11/May/2016	Vice Chancellor	10148	Payment Voucher
<a href="#">Inward</a>	648	10/May/2016	Vice Chancellor	2895	Payment Voucher

1 2 3 4 >>

Records Per Page

Click to Inward document. Inward no. will be generated

# Document Assign

The screenshot shows the 'Document Assign' page in the Finance and Accounts Management System. The page includes a navigation menu, a search section, and a table of document records. Callouts provide instructions on how to use the interface.

**Finance and Accounts Management System**  
2016-2017  
test test test Finance Division  
Logout

Home Master- Transaction- Reports- Query- Investment- Maintenance-

**Document Assign**

Department Name: --Select--  
Document Number:   
Search Showall

Total Records: 195

Sr No.	Inward No.	Document No.	Document Date	User	Approval Name	Document Amount	Document Type
1	596	683	12/May/2016	test test test	Vice Chancellor	84300	Payment Voucher
2	595	606	04/May/2016	test test test	Registrar	2500	Payment Voucher
3	594	111	12/Apr/2016	test test test	Registrar	1178	Payment Voucher
4	593	382	22/Apr/2016	test test test	Registrar	4900	Payment Voucher
5	592	118	12/Apr/2016	test test test	Registrar	800	Payment Voucher
6	591	393	22/Apr/2016	test test test	Vice Chancellor	24333	Payment Voucher

Assign Voucher for Audit

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**Callouts:**

- Select department of which documents need to assign
- Tick and select multiple documents to assign.
- Select user to assign for audit
- Click to assign all selected documents

# Internal Audit

Finance and Accounts Management System  
2016-2017

Home Master Transaction Reports Query Investment Maintenance Logout

Select Internal Audit

Document No  Search Show All

Showing 1 - 1 of 1

Document Number	Document Inward Number	Document Date	Approval by	Amount	Document Type
79	601	27/May/2016	Vice Chancellor	200000	Journal

Click to audit document

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Finance and Accounts Management System  
2016-2017

Home Master Transaction Reports Query Investment Maintenance Logout

Internal Audit

Document Number: 79 Document Date: 27/May/2016  
Audit Number: Audit Date: 27/May/2016  
Approval Of: Vice Chancellor Party Name: Y.C.M.O.U. REGIONAL CENTRE, NASHIK  
Bank Account:

Payment Distribution Document Bills Supporting Information

Budget Code	Budget Description	Amount	Dr/Cr	Remaining Budget Amount
D.1.R.2	Refund of Advances paid to employees for University work	200000	C	8872582
A.11.P.33	Student Support Services	200000	D	500000

Total Item 2 Total Amount 200000/-

Reject Document Tick to reject

Rejection Reason Category: --Select-- Selected Reasons

Select Reason: >> <<

Narration: Refund of Advances paid to employees for University work

Save Back

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Nothing can be changed at the stage of audit. Auditor can reject the document by ticking on reject document,

Select rejection reason category, select reason and click on save button.

If not rejected click on save button to forward document for final authorization

Journal document gets voucher number at this stage.

# Select Internal Audit Authorization

**Finance and Accounts Management System**  
2016-2017

Home Master Transaction Reports Query Investment Maintenance

Division Logout

Enter doc to search

Select Internal Audit Authorization

Document No  Search Show All

Showing 1 - 2 of 2

Document Number	Document Inward Number	Document Date	Approval by	Amount	Document Type
<a href="#">4</a>	604	27/May/2016	Vice Chancellor	200000	Investment
<a href="#">705</a>	602	27/May/2016	Finance Officer	5507	Payment

Click to audit document

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**Finance and Accounts Management System**  
2016-2017

Home Master Transaction Reports Query Investment Maintenance

test test test Finance Division Logout

Internal Audit Authorization

Document Number  Document Date

Audit Number  Audit Date

Approval Of  Party Name

Bank Account

Payment Distribution Document Bills Supporting Information

Budget Code	Budget Description	Amount	Dr/Cr	Remaining Budget Amount
B.29.P.1	Investment in FDR	200000	D	500000

Total Item 1 Total Amount 200000/-

Reject Document **Tick to reject**

Rejection Reason Category

Select Reason  >> Selected Reasons

Narration

Save Back