

Pradhan Mantri Gram Sadak Yojana

Accounting Heads

User Manual 1.0

24TH January 2023



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1. Introduction

This Accounting Heads User Manual is the complete guide for Newly introduced Accounting heads in OMMAS payment module.

2. Overview of New Accounting heads

Sr. No.	Head Code	Head Code Reference	Accounting Heads
1	11.23	11.23.01	Expenditure on account of higher specifications to be borne by State on PMGSY-I Roads -Forest clearance
2	11.23	11.23.02	Expenditure on account of higher specifications to be borne by State on PMGSY-I Road -Land Acquisition
3	11.23	11.23.03	Expenditure on account of higher specifications to be borne by State on PMGSY-I Road -Utility Shifting
4	11.23	11.23.04	Expenditure on account of higher specifications to be borne by State on PMGSY-I Road - Others (if any)
5	11.24	11.24.01	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads -Forest clearance
6	11.24	11.24.02	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads -Land Acquisition
7	11.24	11.24.03	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads-Utility Shifting
8	11.24	11.24.04	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads - Others (if any)
9	11.25	11.25.01	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads -Forest clearance
10	11.25	11.25.02	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads -Land Acquisition
11	11.25	11.25.03	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads-Utility Shifting
12	11.25	11.25.04	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads- Others (if any)
13	11.25	11.25.05	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads- Increase in Cost due to deviation from PMGSY-3 guidelines
14	11.26	11.26.01	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads -Forest clearance
15	11.26	11.26.02	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads -Land Acquisition
16	11.26	11.26.03	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads-Utility Shifting
17	11.26	11.26.04	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads-Others (if any)

3. Impact of Adding New Accounting heads

By Adding New Accounting heads, it impacts on following module:

- A) Addition of New Payment
- B) Addition of New TEO
- C) Reports: Cashbook, Balance Sheet, Ledger

4. Payment

4.1. Login by PIU Pay login

PIU users shall login using the login credentials same as the PMGSY web login credentials. Enter the username (eg. paympbhopal) and 2 password (eg. Cdac@12345).



Fig 1.a. PIU Login page

PIU users shall enter the correct login credentials and enter the 'Login' button displayed as shown in Fig 1.a. 3 to login successfully as shown in Fig 1.b. 1 PIU user shall reset the fields by clicking 'Reset' button as shown in Fig 1.a. 4

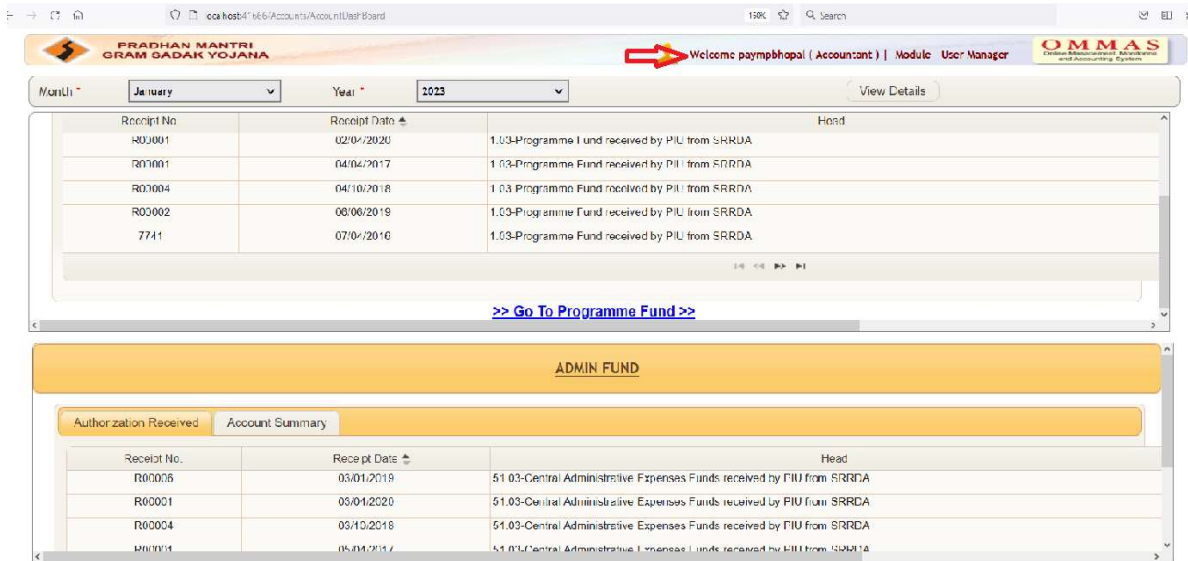


Fig.1.b. PIU Home Page

On successful login, system shall navigate to PIU Home page as shown in Fig 1.b.

On PIU Home Page, PIU shall click on '[>> Go To Programme Fund >>](#)' menu as shown in Fig.1.b.

4.2. PIU Incorrect Login Credentials

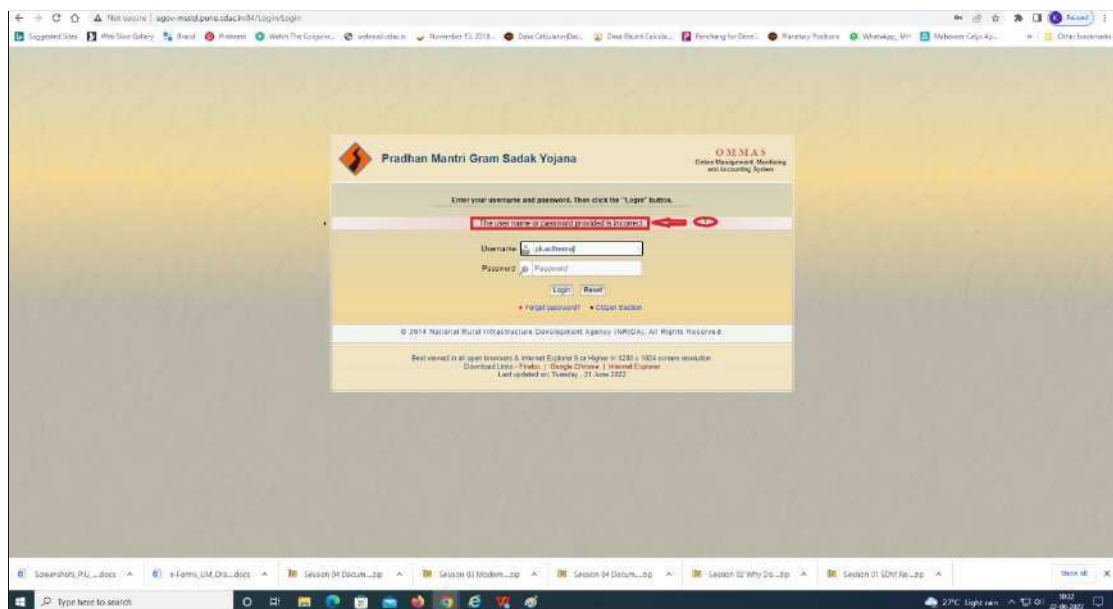


Fig. 1.c. Incorrect Login Credentials

On entering incorrect login credentials, system shall display as 'user name and password provided are incorrect' Fig .1.c

4.3. Add New Payment

How to access screen?

To access screen, take the cursor on “Accounting” menu and click on the “Payments” link. Please refer below figure.

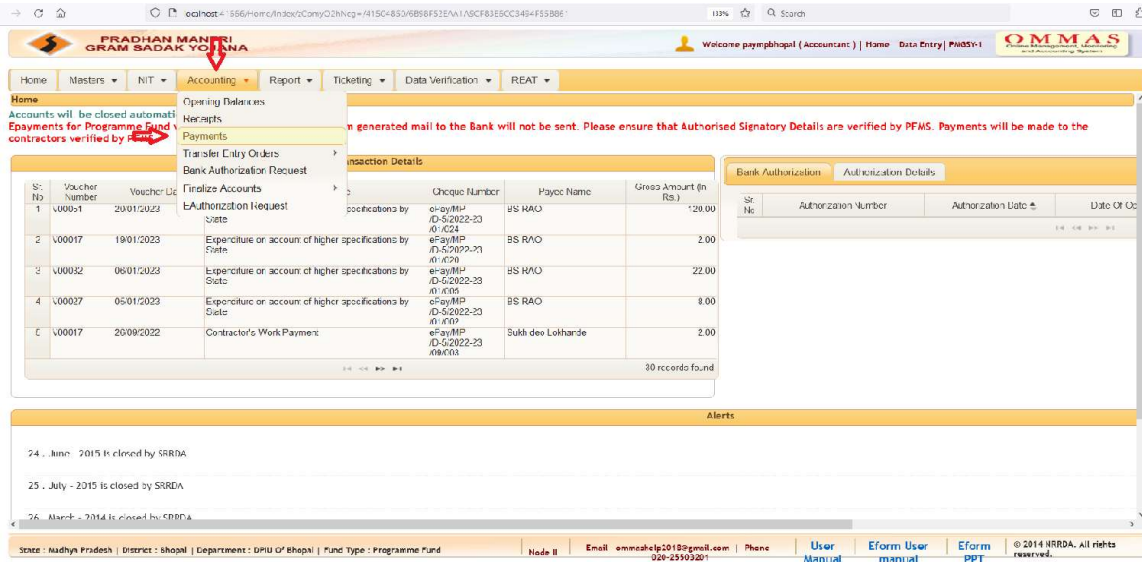


Fig. 2.a. Access Payment Screen

Add Payment Master Details:

To add payment transaction details click on the “Add New Payment” button. Please refer below figure.



Fig. 2.b. Add New Payment Button

Enter the payment master details and click on the save button. Please refer below figure with instructions.

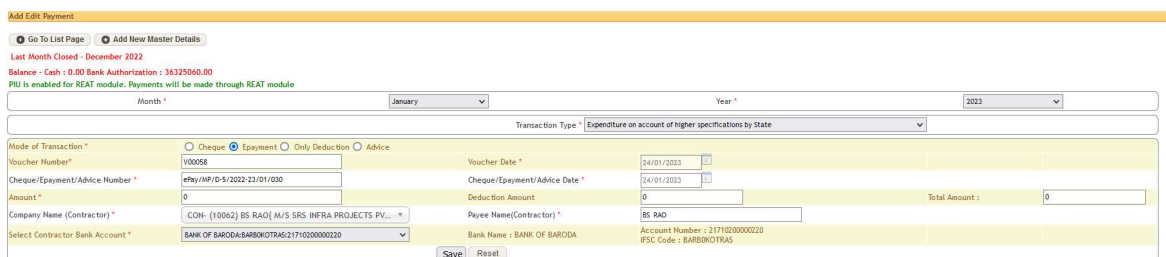


Fig. 2.c. Master Payment Entry

1. **Last Month Closed:** Displays the month closing status.
2. **Cash Balance:** Available cash balance.
3. **Bank Authorization Balance:** Available bank authorization balance. User can't make payment more than this balance.
4. **Month:** Select payment entry month.
5. **Year:** Select Payment entry year.
6. **Transaction Type:** Select transaction type '*Expenditure on account of higher specifications by State*'.
7. **Mode of transaction:** select payment mode epayment.
8. **Voucher Number:** Voucher number will be system generated.
9. **Voucher Date:** Voucher date will be prefilled.
10. **Epayment Number:** Epayment number will be system generated.
11. **Epayment Date:** Epayment date will be prefilled.
12. **Amount:** Enter the amount.
13. **Deduction amount:** Enter the deduction amount.
14. **Company Name (Contractor):** Select company name from dropdown.
15. **Select Contractor Bank Account:** Select Contractor bank account from dropdown.
16. **Save:** Click on save button to save the payment master details.
17. **Reset:** Click on reset button to reset the entered details.

Add Payment Transaction Details:

On successful saving of 'payment master details', it will redirect to 'Payment transaction details' screen.

Entering payment details:

Enter the payment details and click on save button. Please refer below figure with instructions.

The screenshot displays the 'Master Payment Details' interface. At the top, there is a table with columns: Sr No, Voucher Number, Voucher Date, Cash/Cheque, Transaction Type, Cheque/Epymt/Advice Number, Cheque/Epymt/Advice Date, Contractor/Payee Name, Cheque Amount (In Rs.), Cash Amount (In Rs.), Gross Amount (In Rs.), Edit, and Delete. A single transaction is listed with Voucher Number V00059, Date 24/01/2023, Transaction Type 'Expenditure on account of higher specifications by State', and amounts of 3.00 for Cheque and Cash, and 6.00 for Gross.

Below the table, there are two main sections:

- Add transaction details:** A summary table with columns: Description, Cheque Amount (In Rs.), Cash Amount (In Rs.), Deduction Amount (In Rs.), and Gross Amount (In Rs.). It shows a total amount of 3.00, a total amount entered of 6.00, and a difference of 3.00.
- Add Payment Details:** A form with fields for:
 - Sub Transaction Type (Payment): Expenditure on account of higher specifications to be borne by State on PMGSY-I Roads: Forest
 - Agreement Name (Contractor): 01 / 2014
 - Road: L037 - Shobhapur Bhatgaon to Bhatgaon: New (Agency-MPRRD)
 - Cheque Amount: 3
 - Cash Amount: 3.00
 - Narration: Payment towards expenditure on account of higher specifications to be borne by State on PMGSY-I Roads paid to M/S SRS INFRA PROJECTS PVT. LTD. - 10062 against 01 / 2014 For A/R to L037 - Shobhapur Bhatgaon to Bhatgaon: New (Agency-MPRRD)
- Add Deduction Details:** A form with fields for:
 - Sub Transaction Type (Deduction): Select SubTransaction
 - Deduction Amount: Enter the deduction amount
 - Narration: Enter the narration of deduction

Fig. 2.d. Payment Details Entry

1. **Sub Transaction Type (Payment):** Select the sub transaction type. This dropdown will contain all the new account heads.
2. **Agreement Name(Contractor):** Select the Agreement Name.
3. **Road :** Select the Road.
4. **Cheque Amount:** Payment amount excluding deduction.
5. **Cash Amount:** Deduction amount for selected sub transaction.
6. **Narration:** Enter narration.

7. **Save:** Click on save button to save the details
8. **Reset:** Click on reset button to reset the entered details.

Entering deduction details:

Enter deduction details and click on save button. Please refer below figure with instructions.

Fig.2.1.e. Sub Transaction Type (Deduction) selection

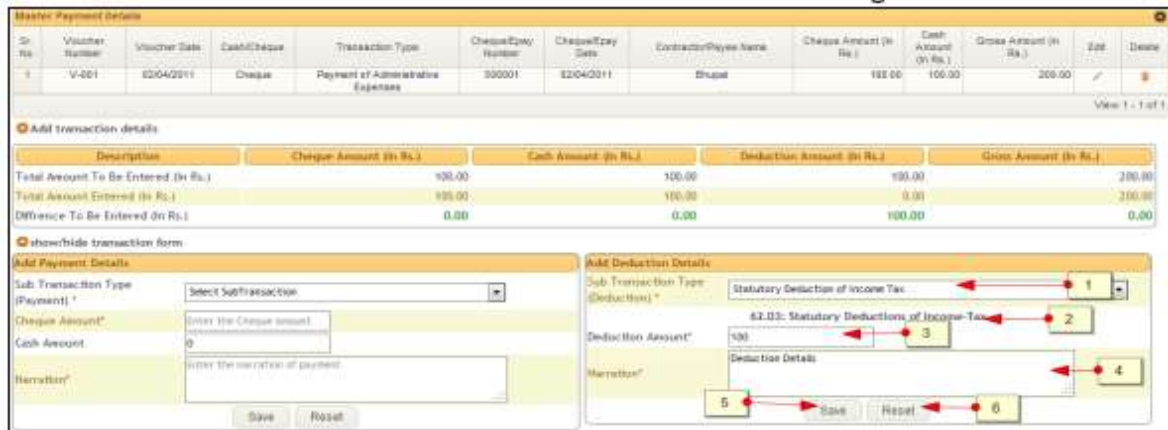


Fig. 2.2.e. Deduction Details Entry

1. **Sub Transaction (Deduction):** Select the sub transaction type.
2. **Deduction Amount:** Enter Deduction amount.
3. **Narration:** Enter narration.
4. **Save:** Click on save button to save the details.
5. **Reset:** Click on reset button to reset the entered details.

Finalize Payment Details:

To finalize payment details enter the transaction breakup for gross amount entered in master screen. After entering payment and deduction amount finalize button will appear on transaction details screen. Click on the finalize button. Please refer below figure



Fig. 2.f. Finalize Payment

5. Transfer Entry Orders:

Description:

Screen is designed to accept TEO, adjustment and settlement entries electronically.

Screen is available at PIU and SRRDA.

How to access screen?

Take the cursor on accounting menu and click on the “Adjustment”, “Imprest Settlement” or “Map Imprest Voucher” link.



Fig. 3.a. Transfer Entry Order

5.1. New Accounting Heads in TEO

The list of new accounting heads available in TEO master data entry screen are:

- 1) Adjustment on Road heads
- 2) Adjustment in Departmental expenditure heads
- 3) Adjustment of DPR advances to Roads
- 4) Adjustment in Roads and Deposits
- 5) Adjustment on Road Heads and advances

5.2. Add New Adjustment Master:

To add new adjustment details click on the “Adjustment” submenu. Click on the “Add New TEO” button. Please refer below figure.



Fig. 3.b. Add New TEO button

Enter the master details and click on save button. Please refer below figure with instructions

Fig. 3.c. Master TEO Entry

1. **Month:** Select month for data entry
2. **Year:** Select year for data entry.
3. **TEO Number:** TEO number will be system generated.
4. **TEO Date:** TEO date will be auto selected.
5. **Transaction Type:** Select Transaction Type. This dropdown will contain all the new account heads mention in the list of new accounting heads in TEO.
6. **Amount:** Enter TEO amount
7. **Save:** Click on save button to save the entered TEO master details.
8. **Reset:** Click on reset button to reset the entered details.

Add Adjustment Transaction Details:

On Successful saving of master adjustment details, control will redirect to Adjustment Transaction Details Screen.

1. Entering Credit Transaction Details:

To add credit transaction details enter the details at credit side and click on the save button. Refer below figure with instructions.

Sr. No.	TEO Number	TEO Date	Transa
1	J00065	27/01/2023	Adjustment

Credit Details

Company Name * CON- (10062) BS RAO(M/S SRS INFRA)

Contractor/Supplier Name BS RAO

Agreement Name * 01 / 2014

Road Name * L037 - Shobhapur Bhatgaon to Bhanp

Account Head * 11.23 - Expenditure on account of higher specifications t

Is Final Payment *

Amount * 5

Narration * test

Save Reset

Fig. 3.d. Credit Transaction Details

1. **Company Name:** Select the Company Name.
2. **Agreement Name:** Select the Agreement.
3. **Road Name:** Select the Road Name.
4. **Account Head:** Select the Account Head. This dropdown will contain all the new account heads.
5. **Is Final Payment:** This will be selected by the system.
6. **Amount:** Enter the amount.
7. **Narration:** Enter the narration
8. **Save:** Click on save button to save the entered details.
9. **Reset:** Click on reset button to reset the entered details.

2. Entering Debit Transaction Details:

To add debit transaction details enter the details at debit side and click on the save button. Refer below figure with instructions.

The screenshot shows a 'Debit Details' form with the following data:

Field	Value
Company Name *	CON- (10062) BS RAO(M/S SRS INFRA
Contractor/Supplier Name	BS RAO
Agreement Name *	01 / 2014
Road Name *	L037 - Shobhapur Bhatgaon to Bhanp
Account Head *	11.23 - Expenditure on account of higher specifications t
Is Final Payment *	<input type="checkbox"/>
Amount *	5
Narration *	test

At the bottom of the form, there are two buttons: 'Save' and 'Reset'. A red arrow points to the 'Save' button.

Fig. 3.e. Debit Transaction Details

1. **Company Name:** Select the Company Name.
2. **Agreement Name:** Select the Agreement.
3. **Road Name:** Select the Road Name.
4. **Account Head:** Select the Account Head. This dropdown will contain all the new account heads.
5. **Is Final Payment:** This will be selected by the system.
6. **Amount:** Enter the amount.
7. **Narration:** Enter the narration.
8. **Save:** Click on save button to save the entered details.
9. **Reset:** Click on reset button to reset the entered details.

Finalize Adjustment TEO details:

To finalize adjustment TEO details user has to enter break up for credit and debit transaction details equal to gross amount entered in master details. After entering breakup finalize button will appear on transaction details screen. User can finalize TEO by clicking finalize button. Please refer below figure.

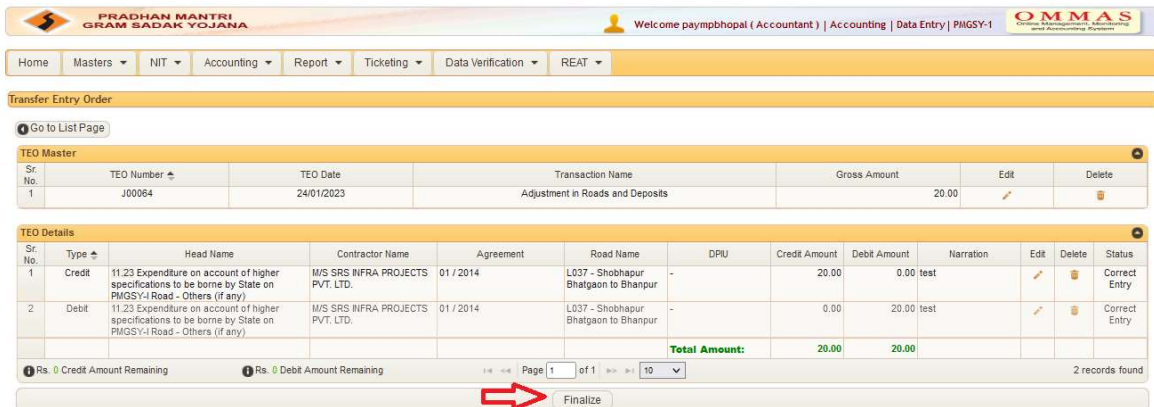


Fig. 3.f. TEO finalize

6. Viewing of Reports

The following reports are impacted on addition of new heads.

- 1) Cashbook
- 2) Balance Sheet
- 3) Ledger

How to access cashbook Report screen?

Take the cursor on "Report" menu and click on the "Cashbook" as shown in figure below.

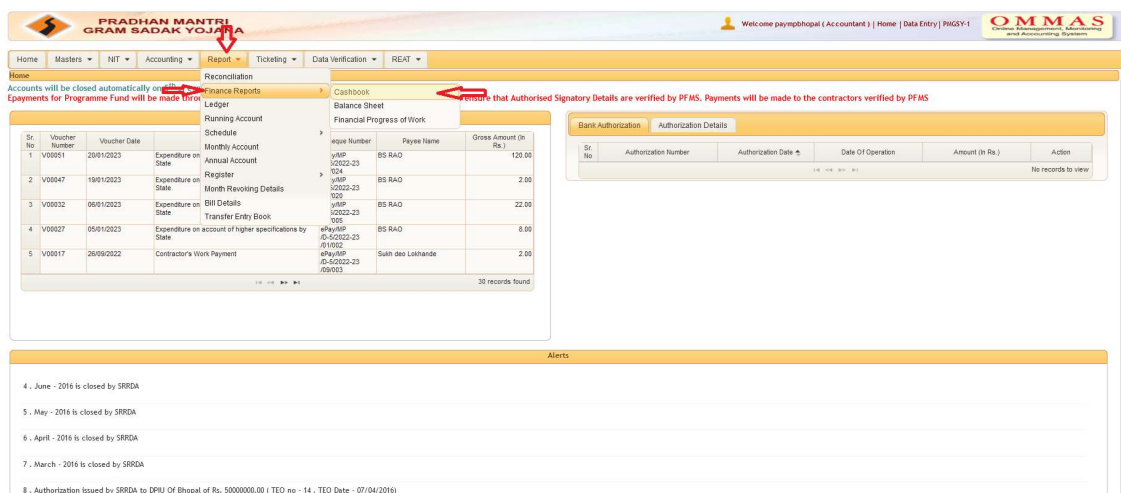


Fig. 4.1.a. Cashbook Report Menu

Pradhan Mantri Gram Sadak Yojana
 PMGSY PROGRAMME FUND
 Cash Book DF PIU
 (Referred to in paragraph 7.6.1 of the Manual)
 Program Implementation Unit (PIU) : Madhya Pradesh- DPO of Bhopal
 Month-Year : January - 2020
 Note: All Amounts are in Lakhs.

Receipt Side						Payment Side							
Date	Money Received / Voucher Number	Particulars of Transaction	Cash (Rs.)	Cheque Number	Bank Authorization	Account Code	Date	Money Received / Voucher Number	Particulars of Transaction	Cash (Rs.)	Cheque Number	Bank Authorization	Account Code
01-01-2020		Opening Balance	₹ 0.00			₹ 32,582,157.00							
02-01-2020	V00062	ED for Royalty CC Core Test On PIU Checking	3,054,369.00	/S/2019-20 /01/001		₹ 0.00	02-01-2020	V00062	Payment towards Construction of new Works paid to A/S	₹ 0.00	ePay/MP /S/2019-20 /01/001	₹ 6,053,365.00	11.05
02-01-2020	V00063	GST Deducted	₹ 178,454.00	ePay/MP /S/2019-20 /01/001		₹ 0.00							
02-01-2020	V00062	IT Deducted	₹ 178,454.00	ePay/MP /S/2019-20 /01/001		₹ 0.00							
02-01-2020	V00062	LWF Deducted	₹ 89,327.00	ePay/MP /S/2019-20 /01/001		₹ 0.00							
02-01-2020	V00062	SD Deducted	₹ 500,330.00	ePay/MP /S/2019-20 /01/001		₹ 0.00	02-01-2020	V00062	Payment towards Construction of new Works paid to A/S	3,951,234.00	ePay/MP /S/2019-20 /01/001	₹ 0.00	11.05
17-01-2020	B00004	Receipt of	₹ 0.00	874		₹ 40,000,000.00	1.03						

Fig. 4.2.a. Cashbook Report

How to access Balance Sheet Report screen?

Take the cursor on “Report” menu and click on the “Balance Sheet” as shown in figure below.

PRADHAN MANTRI GRAM SADAK YOJANA
 Welcome paymhbopal (Accountant) | Home | Data Entry | PMGSY-1

Home Masters NIT Acknowledge Accounting **Report** Ticketing Data Verification REAT

Accounts will be closed automatically. **ensuring that Authorised Signatory Details are verified by PFMS. Payments will be made to the contractors verified by PFMS**

Reconciliation Cashbook
 Finance Reports Balance Sheet
 Ledger Financial Progress of Work

Sr. No	Voucher Number	Voucher Date	Schedule	Payee Name	Gross Amount (Rs.)
1	V00051	20/01/2023	Expenditure on State Monthly Account	BS RAO	120.00
2	V00047	19/01/2023	Expenditure on State Register	BS RAO	2.00
3	V00032	06/01/2023	Expenditure on State Bill Details	BS RAO	22.00
4	V00027	05/01/2023	Expenditure on account of higher specifications by State Transfer Entry Book	BS RAO	8.00
5	V00017	26/09/2022	Contractor's Work Payment	Sulm deo Lohande	2.00

30 records found

Alerts

- 20 - August - 2015 is closed by SRRDA
- 21 - March - 2015 is closed by SRRDA
- 22 - April - 2015 is closed by SRRDA
- 23 - May - 2015 is closed by SRRDA

Fig. 4.1.b. Balance Sheet Report Menu

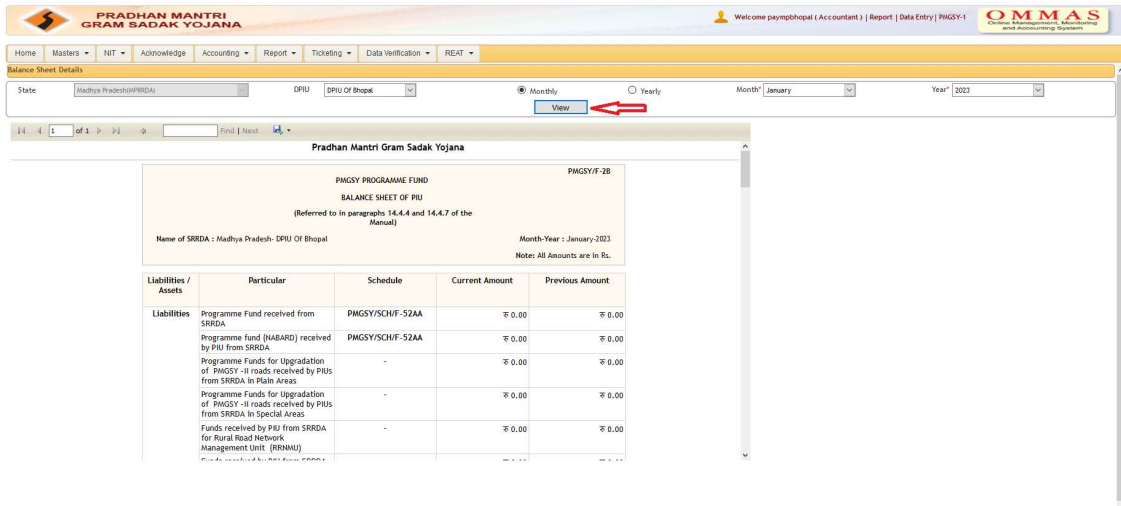


Fig. 4.2.b. Balance Sheet Report

How to access Ledger Report screen?

Take the cursor on “Report” menu and click on the “Ledger” as shown in figure below.

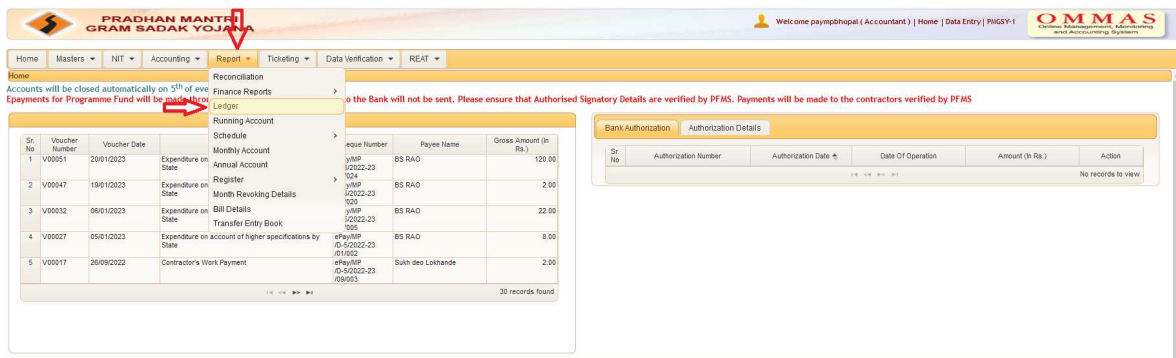


Fig. 4.1.c. Ledger Report Menu

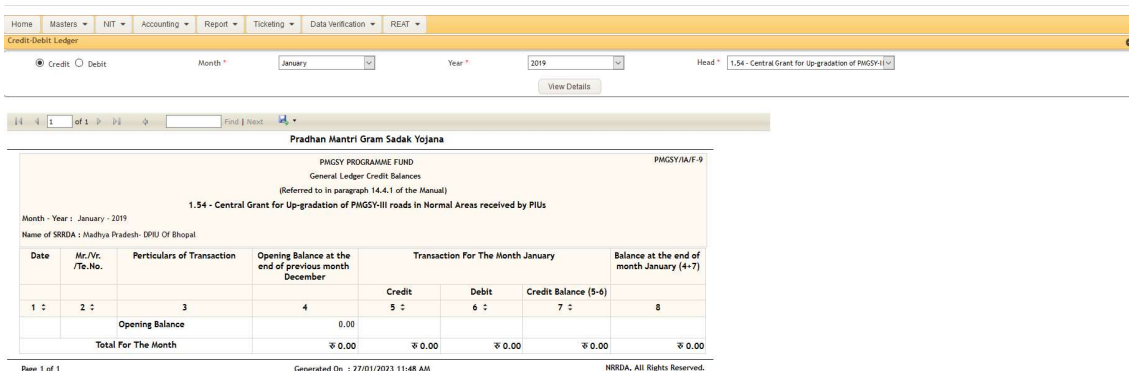


Fig. 4.2.c. Ledger Report