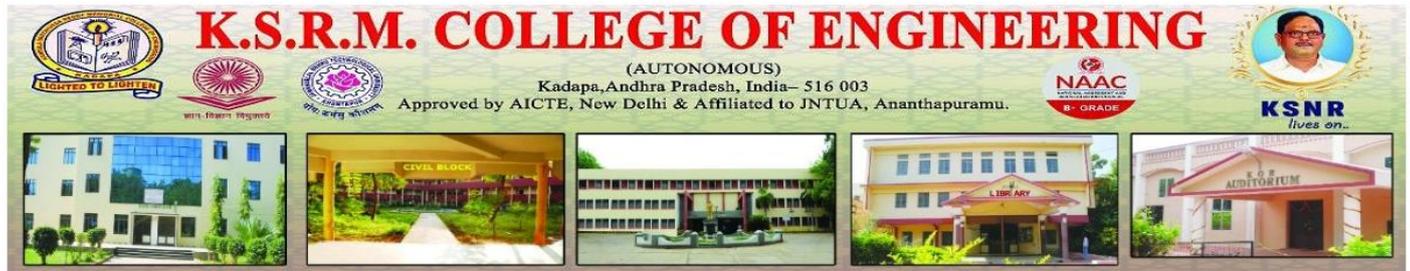


Implementation of e-governance in areas of operation:

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

ERP document



Institution purchased College Automation Package - ECAP from Webpros Solutions Pvt Ltd, # 39-34-15/3, Ambedkar Colony & B Junction, Visakhapatnam, Andhra Pradesh 530007, which is established in the year 2003, having registered office in Visakhapatnam, AP, India.

The software here is referred to as ECAP, fulfilling all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats ease the work of staff and management and increase in transparency and accountability in administration.

Package Highlights:

- Internet or Intranet enabled Application.
- User Levels with Access Rights for Data Security.
- Course/Batch/Category/Student Fee Dues Reports.
- Tracks Performance of Scholarship Students.
- Fee/Attendance Reminders and Progress Reports.
- Attendance & Marks Analysis.
- Integration with Attendance Capturing Devices.
- Accounts Module similar to Tally.
- Payroll Integrated Staff Module.
- Barcode Integrated Library Module.

A central database of information also aids in improving analytics and reporting. Since an ERP records and stores all the data users input it makes for an excellent intelligence tool. As long as vendor provides strong functionality, ERP software makes it easier and faster to generate various reports. ERP stores all entered data into a single database, allowing all departments to work with the same information. Additionally, all this data can be organized, analyzed and made into reports.

ERP Document



Engineering College Automation Package

Introduction to E CAP

Webpros Solutions Pvt Ltd, Visakhapatnam was established in the year 2003, having registered office in Visakhapatnam, AP, India. The company has been promoted by a team of qualified, skilled and experienced personnel. Since inception, the company has witnessed rapid but steady growth in the areas of operations. Apart from having business transactions, the company has comprehensively won the confidence of many esteemed clients whose continuous support and encouragement has brought success and reputation to the company in the industry.

Divisions:

Software Development:

Caters to the software needs of any establishment looking for automation of their regular tasks. Division employs qualified Marketing Executives, Business Analysts, Developers, Testers and Customer Support Executives to provide best software solutions and ensure quality service support to our esteemed clients.

Web Development:

Caters to the software needs of any establishment looking for automation of their regular tasks. Division employs qualified Marketing Executives, Business Analysts, Developers, Testers and Customer Support Executives to provide best software solutions and ensure quality service support to our esteemed clients.

Biometrics:

Aims to meet the Time & Attendance & Access Control requirements of any establishment looking for tracking staff attendance and automation of payroll processing. Division possesses qualified and skilled Marketing Executives, Software Developers and Customer Support Executives to provide customized Time and Attendance and Access Control solutions to our valuable clients.

Barcode:

Meets Automatic Identification and Tracking needs of any Industry/Retail/Warehouses etc by providing robust barcode solutions including hardware and consumables. Division has qualified, skilled and experienced Marketing Professionals, Software Developers and Customer Support Executives to ensure best barcode solutions and timely service support to our valuable customers. We are the manufacturers of barcode labels and have state of art die cut machines to produce blank as well as color quality barcode labels.

Our Mission

Our mission is to identify the business needs of our clients and to fulfill those needs by providing the best technological solutions. Our primary commitment is achieving total client satisfaction by assisting our clients in successful selection and implementation of new technologies. We will constantly strive to be the technological leaders and the best source of solutions to our clients, which inturn will help our clients to outperform their competitors.

Infrastructure

The Company office is located in a flat consisting of 2000 SFT each in an apartment in posh locality in Visakhapatnam, AP, India. The office premises are well furnished with partitions and wood work to house cabins for staff and systems. Office has computernetwork of 20 clients and one server of latest hardware configuration and supported by 10KVA UPS to provide uninterrupted power supply. Our computer network is wellconnected to internet with 2 Mbps broadband internet access to ensure online support to our reputed clients.

Human Resources

The company employs highly qualified and motivated personnel to meet it's organizational objectives. Every employee is provided with an equal opportunity thereby encouraging diversity and respecting the views and opinions of one and all in the organization. All employees work in challenging work environment and to those who are really sincere and want to glorify in the career, our company will be the launching pad.

The Technologies we work on

Web Applications	HTML, XML, DHTML, ASP, JSP, VB.NET, J2EE, Java Script, C#, ASP.NET
Back End MS-SQL Server, MySql, Oracle Desktop	
Programming Tools VB 6.0, VC++ 6.0	
Designing Tools Adobe Photoshop, Macromedia Flash and Dreamweaver.	
Features	

Welcome to the presentation of Engineering College Automation Package, designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam. The software here in after referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats ease the work of staff and management and increase in transparency and accountability in administration.

Package Highlights:

- o **Internet or Intranet enabled Application.**
- o **User Levels with Access Rights for Data Security.**
- o **Course/Batch/Category/Student Fee Dues Reports.**
- o **Tracks Performance of Scholarship Students.**
- o **Fee/Attendance Reminders and Progress Reports.**
- o **Attendance & Marks Analysis.**
- o **Integration with Attendance Capturing Devices.**
- o **Accounts Module similar to Tally.**
- o **Payroll Integrated Staff Module.**
- o **Barcode Integrated Library Module.**

Login for Students/Parents to access data online.



Engineering College Automation Package

MODULES

- Administration
- Academics
- Accounts
- Admissions
- Fee Payments
- Examinations
- Placements
- Correspondance
- Library
- Staff
- Central Stores
- Departmental Stores
- Hostel
- Transport
- Students

Introduction to ECAP

Watch full video

Welcome to the presentation of Engineering College Automation Package, designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam. The software hereinafter referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats, ease the work of staff and management and increase in transparency and accountability in administration.

Package Highlights

Watch module wise videos

- ✓ Internet or Intranet enabled Application.
- ✓ User Levels with Access Rights for Data Security.
- ✓ Course/Batch/Category/Student Fee Dues Reports.
- ✓ Tracks Performance of Scholarship Students.
- ✓ Fee/Attendance Reminders and Progress Reports.
- ✓ Attendance & Marks Analysis.
- ✓ Integration with Attendance Capturing Devices.
- ✓ Accounts Module similar to Tally.

MODULES:

Administration

Academics

Accounts

Admissions

Fee Payments

Examinations

Placements

Correspondence Library

Staff

Central Stores

Departmental

Stores Hostel

Transport

Students

Administration - Features:

- Creation of Departments, Courses and Branches.
- Fees for courses along with Due Dates & Fines.
- User Levels with Access Rights on modules.
- Mapping Users to User Levels.
- Backup and Restore Data.
- Track staff Logins and Resetting Passwords.
- Complaints/Suggestions Received from Students/Staff
- Setting Academic Calendar.
- Posting News/Events for notice by Users.
- Uploading Students Data to College Website.
- Maintaining College Diary.
- Device IDs to students for capturing attendance.
- Data Backup & Restore. **Links**

S.No	Link Name	Description
1.	Academic Calendar	To set Academic Calendar for all courses.
2.	Backup & Restore	To take database backup and restore manually
3.	Branches	To create branches for various courses.
4.	College Details	To enter college details. These details will be shown in all reports.
5.	Complaints	To view complaints/suggestions posted by staff and students.
6.	Courses	To create Courses. B.Tech, MBA, MCA and M.Tech courses can be added.
7.	Credits	To set credits required to promote students from one

		Semester to next semester for any course.
8.	Departments	To create departments. These departments offer courses.
9.	Dairy	To note important events for future. This remindsday's events when logged in.
10.	Fee Types	To set fee types for various courses along with duedates and fines.
11.	Grading Subjects	To give grading to subjects to decide ranks in case iftwo or more students get same total marks.
12.	Holidays	To set Holidays during academic year.
13.	New Bank	To add Bank names so that they appear in Bank DropDown in receipts/payments screens.
14.	Lecture Halls	To add Lecture Halls details along with number of benches (No of rows and columns). This data is used while generating Seating Arrangement during externalexaminations.
15.	News & Events	To add news or events for attention of all users. They scrollon top bar and catch attention of users when they login.
16.	Students Passwords	To reset password for any student.
17.	Seats	To enter convener and management quota seatsunder Direct and Later categories for courses
18.	Settings	To configure GPRS modem, set Attendance fine payableper day by students, set Admission Number and Receipt Number to start with, set batch wise regulationsfor selected course.
19.	Staff Logins	To track application login and logout timings ofstaff members.
20.	Staff Working Hours	To set working hours for staff.
21.	Student Bio-ID	To assign Numbers to students.
22.	Subjects	To add subjects for courses.
23.	User Levels	To create user levels and set page level access rights on individual modules for selected user level.
24.	Users	To assign User Level, Login ID and Password tostaff .
25.	Web Upload	To upload students profiles, Attendance and Marksdata to college website.
26.	Set Maximum Marks	To set batch wise maximum and pass marks forthery, lab and project for all courses.

Academics – Features:

- o Attendance & Marks Entry by Faculty.
- o Students' Attendance Analysis.
- o Student's Complete Profile in one single screen.
- o Analysis of Teaching Plan and Topics Covered.
- o Upload of Resources like notes etc for students.
- o Integration with Attendance Capturing devices.
- o Messages/Assignments by Faculty to Students
- o Students Feedback Against Faculty.
- o Attendance Shortage Notices to Parents.
- o Time Table & Faculty Teaching Assignments.
- o Academic Projects.
- o Faculty Academic Register
- o Faculty Workload
- o Faculty Adjustments
- o Circulars
- o Disciplinary Actions.
- o Faculty Performance.
- o Certificates
- o Extra Classes
- o Students Promotion & Detention.

Links

Sl.No	Link Name	Description
1.	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.
2.	Academic Register	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
3.	Attendance	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.
4.	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
5.	Batches	To divide students of selected semester into batches for attending labs simultaneously.
6.	Certificates	To issue Study, Conduct and TC certificates in standard formats

		to students and to track certificates issued to students.
7.	Circular	To issue circulars meant for students or staff or for both by principal or secretary of the institution.
8.	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
9.	Disciplinary Action	To initiate disciplinary action against students and staff and track disciplinary actions taken.
10.	Extra Classes	To assign extra classes to faculty in addition to regular classes.
11.	Faculty	To view faculty performance i.e class taken, marks obtained etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty,
12.	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
13.	Feedback Questions	To add feedback questions which need to be answered by students while giving feedback against faculty.
14.	Internal Marks	To enter internal marks by faculty.
15.	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
16.	MBA	To enter specializations for MBA course and select electives chosen by students.
17.	Projects	To assign projects and project guides to students of B.Tech, MBA, MCA and M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.
18.	Promotions	To view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However they can also be qualified for promotion manually.
19.	Resources	To view what resources are available for students to download under various categories?
20.	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
21.	Teaching Assignments	To assign subjects to faculty.
22.	Teaching Plans	To upload teaching plan and every day topics covered by faculty.
23.	Time Table	To set theory and lab time tables for courses and print them.

24.	Student Messages	To post messages/assignments to selected student(s) by faculty.
25.	Upload Resource	To upload resources meant for students by faculty.

Accounts - Features:

- o Creation of Revenue & Expenditure Heads.
- o Department wise Budgets.
- o Head wise Revenue & Expenditure Reports.
- o Bank Accounts & Transactions.
- o Day Book & Cash Book Maintenance.
- o Profit & Loss Statement.
- o Attendance Fine & Exam Fee Collection.
- o Supplier Payments & Dues.
- o Fee Refunds to Students.
- o Loan Estimates for Students.

Links

Sl.No	Link Name	Description
1.	Attendance Fine	To view fine payable monthly by students for the days becoming absent and collecting fine.
2.	Bank Accounts	To enter bank account details.
3.	Bank Deposits	To enter cash or cheque deposits in selected bank account.
4.	Bank Transactions	To view Deposits or withdrawal history of selected bank account.
5.	Bank Withdrawals	To enter withdrawal details from selected bank account.
6.	Bill Clearance	To view suppliers pending bills and clearing them for payment.
7.	Department Budgets	To set annual expenditure budgets for individual departments.
8.	Day Book	To view financial transactions recorded during the selected day.
9.	Expenditure Heads	To add expenditure Heads.
10.	Expenditure Reports	To view had wise expenditure transactions.
11.	Fee Refunds	To refund fees already collected to students in case of college transfers etc.
12.	Profit/Loss	To view profit and loss statement during the selected period of time.

13.	Receipts	To enter non fee receipts.
14.	Receipts Reports	To view head wise revenue reports.
15.	Revenue Heads	To add revenue heads.
16.	Transactions	To view financial transactions and edit them if needed.

Admissions – Features:

- o Import of Students data from Excel Sheet.
- o Admission Register
- o Castes & Sub Castes.
- o Tracks Certificates to be Submitted by Students.
- o Re Admission of Detained students.
- o Bar-coded ID Cards for Students.
- o Scholarship Students.
- o Generates 10 digit Roll Numbers for Students.
- o Division of Students into Sections.
- o Reports.

Links

Sl.No	Link Name	Description
1.	Admission	To enter students data through interfaces or import students data from excel sheets.
2.	Admissions Register	To generate admissions register in standard format after admissions are over.
3.	Castes	To add castes.
4.	Certificates	To add list of certificates to be collected from students during admission time.
5.	Checklist	To track what certificates have been submitted by a student at the time of admission.
6.	College Strength	To view total number of students basing on gender i.e. male and female.
7.		To view or enter details of detained students and readmit them.
8.	Detained Students	To generate barcoded ID cards to students after admissions. To generate university roll numbers for students admitted during
9.	Generate ID Cards	
10.	Generate Roll	

	Numbers	current academic year.
11.	Scholarship Students	To view details of students who are eligible for scholarships from state government.
12.	Sections	To divide students into sections if a branch has more than one section.
13.	Edit	To view and edit students data.
14.	Reports	To view course wise, Branch wise, seat type wise, category wise and gender wise admissions of selected batch of students. To compare current batch of students with previous three batches of students and analyze the admission trends.

Fee Payments – Features:

- o Fee Collection & Receipt Printing.
- o Course/Batch/Student wise Fee Dues.
- o Fee Concessions.
- o Fee Reminders to Parents.
- o Tracking Fee Reimbursement from Government.
- o Issuing Study etc. Certificates to Students.
- o Reports.

Links

Sl.No	Link Name	Description
1.	Certificates	To issue study and conduct certificates to students and track them. To enter details of payment made by the students at counseling centers.
2.	Counseling Payments	Aggregate, Student wise- To view course wise tuition fee and other fees dues and fee wise dues of all students.
3.	Dues List	To give concessions in tuition fee to certain students and set different fee due dates.
4.	Fee Adjustments	
5.	Fee Payments	To accept fee payment from students.
6.	Fee Reminders	To generate letters containing fee dues, addressed to parents.
7.	Govt Receipts	To view fee reimbursement dues from state government and enter details of payments from state government.
8.	Old Receipt	To view details of payment made by student against entered receipt number.
9.	Permitted Students	To view list of students who are given fee concessions and given extended time to pay fees.

10.	Previous Dues	To enter previous years fee dues
11.	Reports	To view fee committed, fee paid and fee dues details of selected student. Class wise fee paid and dues reports also can be seen.

Examinations – Features:

- o Exam Fee Collection & Exam Schedules.
- o Student Registrations for Regular/Supply Exams.
- o Seating Arrangement for External Exams & D-Forms.
- o Entry/Upload of External/Internal Exams Marks.
- o External/Internal Marks Analysis & Reports.
- o Progress Reports & Attendance Reminders.
- o Supplementary & Detained Students.
- o Invigilation Charges for Staff.
- o Reports.

Links

Sl.No	Link Name	Description
1.	Admissions Report	To view branch wise students admissions of selected batch in the format prescribed by the university.
2.	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs.
3.	D-Forms	To generate subject wise D-Forms during external examinations.
4.	Exam Fee Dues	To view list of students who are yet to pay examination fees
5.	Exam Application	To view and print exam application form for circulation among students.
6.	Question Paper	To download internal exams question papers set by faculty
7.	Exams	To set fees, due dates, exam schedules and generate seating arrangement for external examinations.
8.	Expenditure	To enter expenditure details incurred by examination section.
9.	Expenditure Report	To view expenditure incurred by examination section.
10.	External Marks	To enter external marks, analyze marks obtained and generate marks reports.
11.	Internal Marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks reports.
12.	Invigilation Charges	To enter invigilation charges payable to faculty. These charges are reflected in payslips.

13.	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations.
14.	Progress Reports	To generate progress reports containing both attendance and marks of selected exam. Progress reports contain

Placements – Features:

- o Companies & Correspondence.
- o Screening Students as per Company Requirements.
- o Company Offers.
- o Students Performance
- o Alumni.
- o Reports

Links

Sl.No	Link Name	Description
1.	Companies	To add details of companies which conduct campus placements.
2.	Correspondence	To correspond with visiting companies through email or letters and track previous correspondence made with companies.
3.	Offers	To post details of placements offered by visiting companies to students.
4.	Screening	To generate shortlisted students basing on requirements of visiting companies.
5.	Alumni	To maintain details of students of previous batches along with their present employment and contact details.
6.	Student Performance	To view distinction students, first class and second class students with and without subject backlogs.
7.	Reports	To view batch wise placements offered by visiting companies.

Correspondence - Features

- o Labs Experiments
- o Equipment & Consumables
- o Indents to Central Stores
- o Issues within Department
- o Purchases & Receipts
- o Stocks
- o Reports

Links

Sl.No	Link Name	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Parents Addresses	To view addresses of parents of students of selected semester and print them.
6.	Parents Correspondence	To correspond with parents of selected student(s) through email or letter.
7.	Log Report	To view Undelivered SMS log report on a selected day.
8.	SMS	To send attendance, marks, fee dues sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admissions time.

Library - Features

- o Library Rules for Students & Staff.
- o Entry/Upload of Books/Journals/Magazines.
- o Book Bank Students & Book Reservations.
- o Book Issues/Returns/Renewals.
- o Printing Barcodes.
- o OPAC & Search.
- o Journal/Magazine Subscriptions & Renewals.
- o Titles/Authors/Publishers Database.
- o Backup & Restore of Library Data.
- o Budget & Expenditure, Purchases & Receipts.
- o Stock Verification
- o Reports.

Links

Sl.No	Link Name	Description
1.	Back Volumes	To enter details of national and international journals which are bound into volumes relating to certain period.

2.	Backup & Restore	To backup and restore of library data.
3.	Book Status	To view and change status of selected book from reference to Issue etc.
4.	Book Bank Students	To add and view students who availed book bank scheme.
5.	Books	To enter books data either through interfaces or importing from excel sheets.
6.	Books Reserved	To view the details of books which are reserved by students and staff. Librarian can consider calling them when reserved books are being returned by somebody else.
7.	Budget & Expenditure	To view budget grants for library and enter expenditure details and view the report.
8.	Circulation	To issue, return and renewal books among students and staff.
9.	Cross Check	To view to whom a particular book was issued.
10.	Dept. Library	To transfer books from main library to departmental library and accept them back to main library.
11.	Dues	To view library dues payable by students. To edit
12.	Edit	book details.
13.	OPAC	Online Public Access Catalogue for search by users.
14.	Equipment	To post details of any equipment like Xerox machine installed in library.
15.	Journals	To post details of periodical journals received in library. To
16.	Authors, Titles & Publishers	maintain authors, titles and publishers database.
17.	Projects	To enter details of academic projects submitted by students in library.
18.	Purchases	To purchase books for library
19.	Receipts	To receive books purchased for library
20.	Requisition	To request books to be purchased for library.
21.	Rules	To set rules i.e number of issue tickets for staff and students, lending period, renewal times and fine etc for library.
22.	Search	To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.
23.	Stock Verification	To compare system stock of books with physical stock taken in excel sheet.
24.	Subjects	To enter subjects for library.
25.	Subscription	To subscribe for national and international journals for library.
26.	Suppliers	To enter details of suppliers for library.

Staff - Features

- Messages among Staff Members.
- Groups & Members.
- SMS to Parents, Staff & Students.
- Marks/Attendance & Fee Dues through SMS to Parents.
- Printing Parents Addresses.
- Correspondence Via Email/Letters with Parents.
- Bulk SMS to Parents/Students during Admissions.
- Birthday Greetings

Links

Sl.No	Link Name	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Fee Payments	To accept fee payment from students.
6.	Parents Addresses	To view addresses of parents of students of selected semester and print them.
7.	Parents Correspondence	To correspond with parents of selected student(s) through email or letter.
8.	Log Report	To view Undelivered SMS log report on a selected day.
9.	SMS	To send attendance, marks, fee dues sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admissions time.

Central stores - Features:

- Categories, Sub categories & Items.
- Indents & Issues.
- Suppliers, Purchases & Receipts.
- Stock Adjustments & Stock Register.
- Pending Indents.
- Initial Stock Entry.
- Reports.

Links

Sl.No	Link Name	Description
1.	Indents	To view department wise indents and process them.
2.	Masters	To create categories, sub categories, Items and units.
3.	Pending Indents	To view indents received from various departments yet to be processed.
4.	Purchases	To process purchase orders for purchase of various items.
5.	Receipts	To receive items ordered.
6.	Stock Entry	To enter initial stocks of various items.
7.	Stock Adjustments	To adjust stocks in case of any differences with physical stock taking.
8.	Reports	To view department wise indents received, items purchased and issued to various departments, stock register, item wise issues, purchases and receipts

Departmental stores – Features:

- o Labs
- o Experiments
- o Equipment & Consumables
- o Indents to Central Stores
- o Issues within Department
- o Purchases & Receipts
- o Stocks
- o Reports

Links

Sl.No	Link Name	Description
1.	Consumables	To enter equipment wise required consumables.
2.	Indents	To post indents to central stores for items.
3.	Issues	To issue items received from central stores for local consumption.

4.	Lab Equipment	To enter details of equipment used/installed in various labs of the department.
5.	Lab Experiments	To enter experiments pertaining to each lab.
6.	Labs	To add labs for the department.
7.	Purchase Orders	To process purchase orders for purchase of items separately.
8.	Receipts	To receive the items ordered.
9.	Stocks	To View the stocks of various items.
10.	Reports	To view the indents posted to central stores, items received and purchased, consumables consumed, equipment maintenance details.

Hostel – Features:

- o Application for Admission into Hostel.
- o Student Registration.
- o Rooms & Room Allotment.
- o Attendance & Marks Analysis for Hostlers.
- o Hostel Dues & De-Registration.
- o Reports

Links

Sl.No	Link Name	Description
1.	Application	To view details of students who applies for admission into hostel.
2.	New Room	To add rooms details.
3.	Registration	To register students by allocating room after getting hostel admission and necessary fee payment.
4.	De-Registration	To check the hostel dues payable by any hostel resident who proposes to leave the hostel.
5.	Room Adjustment	To transfer students from one room to another.
6.	Reports	To view details of students who admitted into hostel, hostelfee defaulters, academic performance of hostel residents.

Transport – Features:

- o Vehicles.

- o Routes & Halts.
- o Assignment of Halts to Students.
- o Expenditure Types & Expenditure Tracking.
- o Log Book & Mileage Checking.
- o Transport Fee Collection & Dues.
- o Vehicle Insurance & Premium Tracking.
- o Reports

Links

Sl.No	Link Name	Description
1.	De-Subscription	To check transport dues payable by any student who proposes not to use college bus.
2.	Defaulters	To view details of students who need to pay transport charges beyond due date.
3.	Due Date	To set due date for payment of transport fee.
4.	Expenditure Report	To view bus wise expenditure incurred under various expenditure heads.
5.	Expenditure Types	To create expenditure heads for which vehicle expenditure needs to be tracked.
6.	ExpHeads Mapping	To group various expenditure heads under one expenditure head created in accounts module.
7.	Fitness Certificate	To track fitness certificates obtained for various college buses.
8.	Log Book	To enter odo meter readings daily for each vehicle to track vehicle movements.
9.	New Policy	To enter insurance policy taken for college vehicles
10.	Routes & Halts	To add routes and add halts to routes along with amounts to be paid.
11.	Students Halts	To assign students to halts.
12.	Subscription	To register student for bus service.
13.	Vehicle Expenditure	To enter expenditure incurred for a vehicle.
14.	Vehicle Insurance	To track insurance premiums being paid for college buses.
15.	Vehicles	To add new vehicles.
16.	Premium Amount	To view insurance premium paid/pending details for selected vehicle
17.	Receipts	To receive transport fee from students.

Students – Features:

- o Access to Attendance, Marks & Fee Data of Self.
- o Posting Feedback Against Faculty.
- o Search for Books in Library & Book Reservations.
- o Access to Resources like Notes, E-Books etc.
- o Access to Personal Messages from HOD/Faculty.
- o Access to Circulars.
- o Access to Alumni Data.

Links

Sl.No	Link Name	Description
1.	Academic Calendar	To view the academic calendar of the course and semester, the student currently studying.
2.	Attendance	Displays daily , monthly and up to date attendance of student who logged in.
3.	Backlogs	Show the subject backlogs if any of the logged in student.
4.	Book Search	To search for books in the library by the student.
5.	Circulars	To view the circulars issued by the principal and Management addressed to the students.
6.	Complaints/Suggestions	To post complaints/suggestions for attention by the administrator.
7.	Exam Schedule	To view internal and external exam schedules by students.
8.	Faculty Feedback	To post feedback against the faculty by studentwho logged in.
9.	Fee Details	Displays the details of fees paid by the logged in student.
10.	Fee Dues	Displays the details of fee dues payable by thelogged in student.
11.	Resources	Student can view and download the resourcesuploaded by the faculty or librarian.
12.	Library Books	Displays history of book issues and returns fromlibrary of logged in student.
13.	Marks	Shows student’s semester wise marks with aggregate.
14.	Project Search	Student can search for academic projects titlesand abstracts from library.
15.	Profile	Student can view Bio Data, Performance in current semester and previous semesters, fee payment details, backlogs details.

16. Time Table

Student can view class time table.

MODULES	Contact Us	
❏ Administration	Mrs. G. Lakshmi Bala	
❏ Academics	Corporate Office: (USA)	
❏ Accounts	Excell International Group Inc.	
❏ Admissions	27 Schall Street	Bridgewater Plaza
❏ Fee Payments	Bridgewater, NJ - 08807	250 Route 28
❏ Examinations	Phone No.: 908 218 1341	Suite # 205
❏ Placements	Fax No.: 908 218 1441	Bridgewater, NJ 08807
❏ Correspondance	Offshore Office: (India)	
❏ Library	Webpros Solutions Pvt. Ltd.	
❏ Staff	#39-34-15/3,	#202, 6th Cross,
❏ Central Stores	Ambedkar Colony,	K.G.F. Munireddy Layout,
❏ Departmental Stores	R & B Junction,	Mahadevapura,
❏ Hostel	Visakhapatnam ,	Bangalore 560 016
❏ Transport	Andhra Pradesh 530 007	
❏ Students		

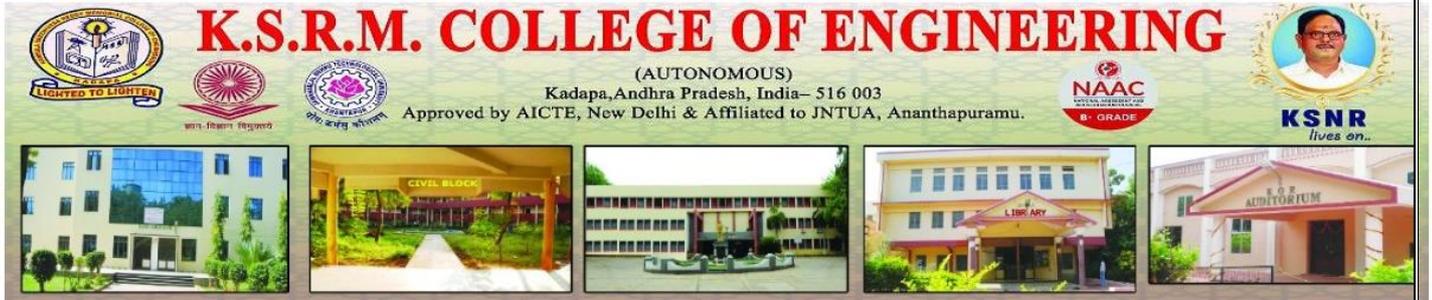


Fig: Login Page



Fig: Admin home page

- ▶ ACADEMICS
- ▶ ACCOUNTS
- ▶ ADMINISTRATION
- ▶ ADMISSIONS
- ▶ CENTRAL STORES
- ▶ CORRESPONDENCE
- ▶ EXAMINATIONS
- ▶ FEE PAYMENTS
- ▶ HOSTEL
- ▶ LIBRARY
- ▶ PLACEMENTS
- ▶ STAFF
- ▶ SYSTEMS
- ▶ TRANSPORT

Welcome ADMINISTRATOR Search [Change Password](#) [Log Out](#)

ADMISSIONS

- ▶ ADMISSION
- ▶ ADMISSION REGISTER
- ▶ CASTES
- ▶ CHECK LIST
- ▶ COLLEGE STRENGTH
- ▶ DETAINED STUDENTS
- ▶ GENERATE ID CARDS
- ▶ LOCATION REPORT
- ▶ RE-JOIN DATE
- ▶ REPORT
- ▶ SCHOLARSHIP STUDENTS
- ▶ SECTIONS
- ▶ TRANSFER

ADMISSION

Parent/Guardian Details
Addresses
Academic Record
Reset

Roll.No

Student Name

Course

Semester

Date Of Admission

Religion

Land Line No

Entrance Type/Rank

Student Type

Gender Male Female

Branch

Date Of Birth

Admission.No

Nationality

enter, if new

Student Mobile No

Hall Ticket No

Fig: Admission home page

- ▶ ACADEMICS
- ▶ ACCOUNTS
- ▶ ADMINISTRATION
- ▶ ADMISSIONS
- ▶ CENTRAL STORES
- ▶ CORRESPONDENCE
- ▶ EXAMINATIONS
- ▶ FEE PAYMENTS
- ▶ HOSTEL
- ▶ LIBRARY
- ▶ PLACEMENTS
- ▶ STAFF
- ▶ SYSTEMS
- ▶ TRANSPORT

Welcome ADMINISTRATOR Search [Change Password](#) [Log Out](#)

ACADEMICS

- ▶ ABSENT FACULTY
- ▶ ABSENTIES REPORT
- ▶ ACADEMIC REGISTER
- ▶ ASSIGNMENTS
- ▶ ATTENDANCE
- ▶ ATTENDANCE REPORTS
- ▶ BATCHES
- ▶ CERTIFICATES
- ▶ CIRCULAR ENTRY
- ▶ COUNSELING
- ▶ CURRENT TIME TABLE
- ▶ DISCIPLINARY ACTION
- ▶ ELECTIVES
- ▶ EXTRA CLASS
- ▶ FACULTY
- ▶ FACULTY ADJUSTMENTS
- ▶ FEEDBACK QUESTIONS
- ▶ FEEDBACK REPORT
- ▶ FEEDBACK SETTINGS
- ▶ INTERNAL MARKS
- ▶ LAB BATCHES
- ▶ LEAVES
- ▶ LESSON PLAN

TIME TABLE AS ON 19/08/2023 (11:17 AM)

Not working hours

Fig: Academics home page

- ▶ ADMIN
- ▶ ACADEMICS
- ▶ EMPLOYEE
- ▶ GENERAL
- ▶ ADMISSIONS
- ▶ EXAMINATIONS
- ▶ CORRESPONDENCE

Welcome B.GOURI Search [Change Password](#) [Log Out](#)

- ACADEMICS
- ▶ ABSENTIES REPORT
 - ▶ ACADAMIC REGISTER
 - ▶ ASSIGNMENTS
 - ▶ ATTENDANCE
 - ▶ ATTENDANCE REPORTS
 - ▶ BATCHES
 - ▶ CERTIFICATES
 - ▶ CIRCULAR ENTRY
 - ▶ COUNSELING
 - ▶ CURRENT TIME TABLE
 - ▶ DISCIPLINARY ACTION
 - ▶ ELECTIVES
 - ▶ EXTRA CLASS
 - ▶ FACULTY
 - ▶ FACULTY ADJUSTMENTS

ABSENTEES REPORT

Course:

Semester:

Branch:

Section:

Date:

Hostelers Only:

: Days continue absent.

Show Cancel

- ▶ ACADAMIC DETAILS
- ▶ ACHIEVEMENTS
- ▶ ATTENDANCE
- ▶ DAY CLASS WORK
- ▶ ELECTIVE ATTENDANCE
- ▶ LEISURE TIME
- ▶ PERFORMANCE
- ▶ RESEARCH PAPERS
- ▶ SET PAPER

Fig: Faculty home page

- ▶ ACADEMICS
- ▶ ACCOUNTS
- ▶ ADMINISTRATION
- ▶ ADMISSIONS
- ▶ CENTRAL STORES
- ▶ CORRESPONDENCE
- ▶ EXAMINATIONS
- ▶ FEE PAYMENTS
- ▶ HOSTEL
- ▶ LIBRARY
- ▶ PLACEMENTS
- ▶ STAFF
- ▶ SYSTEMS
- ▶ TRANSPORT

Welcome ADMIN STRA/OH Search [Change Password](#) [Log Out](#)

- EXAMINATIONS
- ▶ ADMISSIONS REPORT
 - ▶ BACKLOGS
 - ▶ D-FORM
 - ▶ DUES LIST
 - ▶ EXAM APPLICATION
 - ▶ EXAM NAMES
 - ▶ EXAM PAPER
 - ▶ EXAM SCHEDULE
 - ▶ EXAMS
 - ▶ EXPENDITURES
 - ▶ EXPENDITURES REPORT
 - ▶ EXTERNAL
 - ▶ GRANTS
 - ▶ GRANTS REPORT
 - ▶ INTERNAL
 - ▶ INVESTIGATION CHARGES
 - ▶ PROGRESS REPORT
 - ▶ REGISTERED STUDENTS

EXAM APPLICATION

Course:

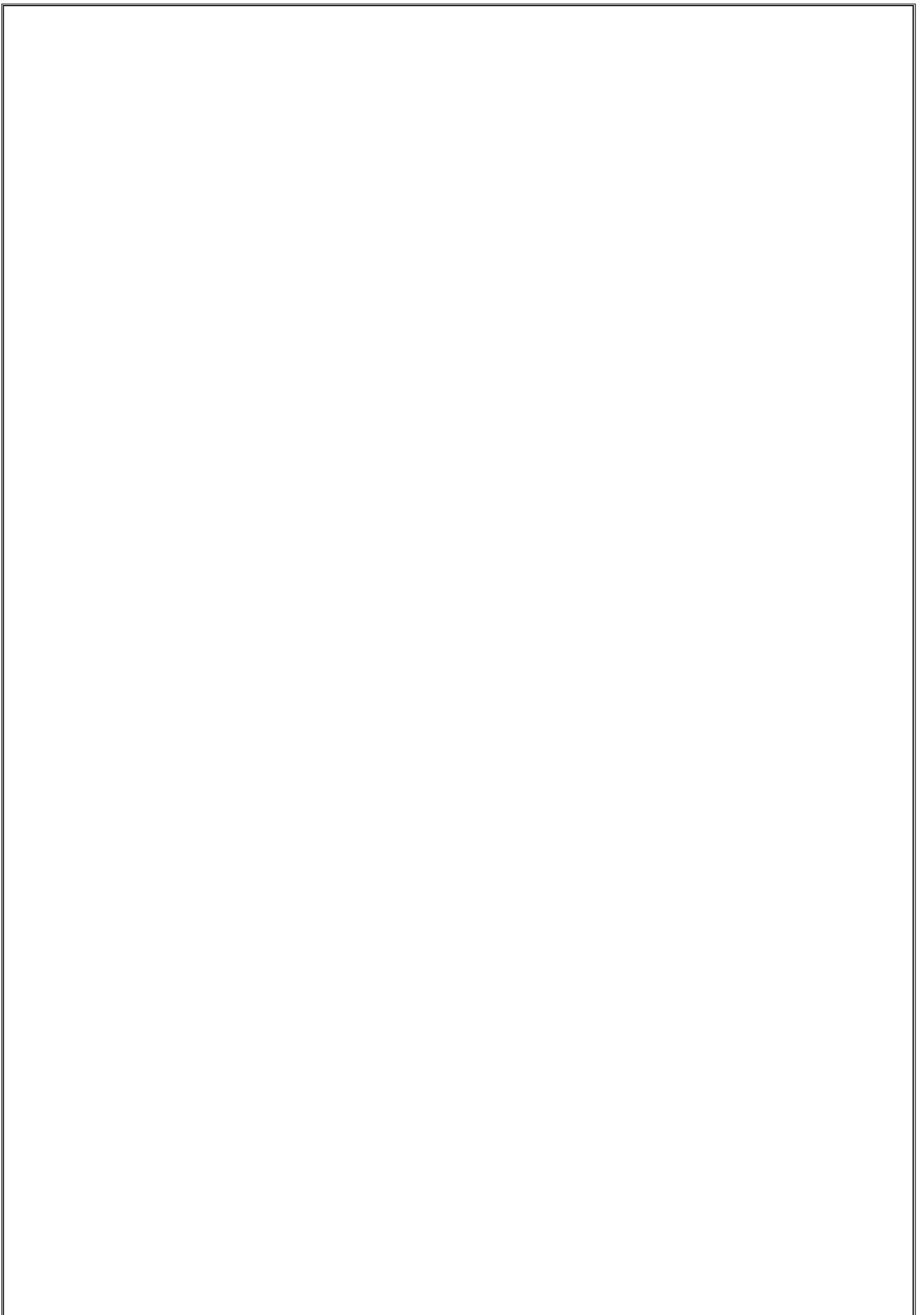
Semester:

Branch:

Regulation:

Show Application

Fig: Examination section home page



2.The report of Examination soft ware

1. Admin

Using this module different courses and its duration may be selected and submitted. It is provided with field's course, code, duration. Submitted records can also be viewed, and wrong entry may be deleted. The regulation and course wise distribution and weightage of marks can be submitted. It is provided with field's regulation, course, subtype, internal max. marks, external max. marks, external pass marks, total pass marks. Submitted records can also be viewed, and wrong entry may be deleted.

i. Student Profile Creation/updating

Using this module student profiles are created. It is provide with Hall ticket Number, Student name, Father Name, Mother Name, Regulation, College Name, Student Type, Gender these all are mandatory fields, other fields Email ID, Phone No., SSC%, Inter%, Date of Birth, Date of admission, Category, Physical Handicap are all optional fields. All created profiles may be viewed and any wrong entry may be deleted through application.

And providing an option to upload bulk students at single shot through excelupload feature.

2. DATA VALIDATION

Validating data is a preprocessing step before carrying out the results processing. In this validations procedure, the software should identify the gaps and inconsistencies among different data elements (for example registrations data with d-form data, d-form data with award-list data etc). Only after resolving all the above said anomalies, the process proceeds to the next step.

3. REGISTRATION AMOUNT

Student has to enroll for the particular exam by paying the exam fee after notification has released. In EMS software we have a feature to setup the registration amount for each exam notification. Once registration amount setup completed for the particular notification then system will automatically calculate the total registration amount payable.

4. HALL TICKET GENERATION

Hall ticket generation is one of the important report generation services. Before commencement of the college examination, after verification of all the credentials, every registered student should be given hall-ticket for the examinations of each semester. Each Hall-ticket will contain the list of subjects the student has registered along with the date of each examination, venue, photo graph of student printed on it with the facsimile of Controller of Examination and Principal of the college.

5. RESULT PROCESSING

The crucial module of this software is result processing. It involves mapping external with internal marks and declaration of result, while processing it dynamically considers the rules defined for that regulation.

6. MODERATION

Colleges follow certain moderation rules while processing the results. These are called moderation rules. The automation software should incorporate these moderation rules in a consistent manner.

7. RESULT ANALYSIS

After completing the result processing, by using this sub module user can download the different types of reports, which gives the overall analysis of the particular exam result. Different functionalities/sub modules under this module include (before/after Moderation)

- a. GENERAL REPORT**
- b. BRANCH WISE REPORT**
- c. BRANCH AND SUBJECT REPORT**
- d. SUBJECT WISE**
- e. COLLEGE WISE REPORT**
- f. COLLEGES WITH BRANCH AND SUBJECT WISE**
- g. STUDENTS PASSED AFTER MODERATION**
- h. CLASS WISE ANALYSIS**
- i. AB REPORT**
- j. MP REPORT**

8. T SHEET GENERATION

Tabulates sheet, These can be treated as hard copy of the result which can be filed and same may be displayed to the students to check their results. And any discrepancy in the result noted in these sheets must be brought to the notice of the Controller of Examinations, within two weeks from the above date, which can be corrected in result after verification.

9. MEMO GENERATION

Marks Memo is received by students after examinations of every semester or year which reflects the performance in that particular examination. Each college has its own format, so they are printed in particular format. It usually contains the details like Name, Hall Ticket Number, Photo, Examination, Date of Declaration of result, branch, result etc. Before Printing Marks Memos of students for particular examination, on permission, system will automatically lock the examination, so further result processing for that examination in that month and year cannot be done.

10. SINGLE MEMO GENERATION

In This sub-module we have a feature to regenerate any single memo for the students. This will helpful when student lost his memo card and claiming for duplicate memo card.

3. Report of Tally software

K.S.R.M. COLLEGE OF ENGINEERING, KADAPA **(AUTONOMOUS)**

Date: 06/07/2018

Tally ERP9 software is used to maintain the following transactions in our institution.

1. To record daily transactions of fee remittance by the students with EMS Software.
2. To keep daily payments made under various heads of expense.
3. To maintain individual ledgers for all stake holders of the institution.
4. To maintain effective handling of Income and Expenditure account which is used to generate various financial statements.
5. Best in using of multi users.
6. For accuracy maintenance.
7. Tally ERP 9 helps to generate numerous reports and statements instantly upon entering the transactions.
8. Tally ERP 9 uses a binary encoding format to prevent devious grouping of information.
9. Migrate the data from the earlier version to the latest version of the product.
10. Tally ERP 9 allows to storing company data in multiple directories.
11. To maintain Bank Reconciliation Statements.
12. Reduces human risks.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Company Login Ctrl + M

Select Company

Directory : \\narasimha-pc\data\ksrm
Name : K S R M College of Engineering Kadapa

Company : K S R M College of Engineering Kadapa

Name of User : XXXXXXXXXX
Password (if any) :

Q: Quit

Product	Version	License	Configuration	Calculator
 Tally.ERP 9 <small>POWER OF SIMPLICITY</small>	Series A Release 3.7 Latest Install Rel. 4.93	Serial Number 753053598	Stat 184 8 TDL(s) loaded	Install STAT 269
	<input checked="" type="checkbox"/> (13/25) Tally Messages Edition Users <i>Gold Unlimited</i>	Account ID <i>ksrmcengg2010@gmail.com</i> <small>Tally.NET subscription expired on 31-Dec-2012</small>	Proxy Client with ODBC on Port 9000	None

Tally MAIN --> Company Info. --> Select Company --> Company Login (c) Tally Solutions Pvt. Ltd., 1988-2012 Fri, 6 Jul, 2018 16:24:10

16:24
06-07-2018

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Gateway of Tally Ctrl + M X

<p>Current Period 1-4-2018 to 31-3-2019</p> <p>Current Date Tuesday, 3 Jul, 2018</p> <p>List of Selected Companies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Name of Company</th> <th style="width: 30%;">Date of Last Entry</th> </tr> </thead> <tbody> <tr> <td>K S R M College of Engineering Kadapa</td> <td style="text-align: center;">3-Jul-2018</td> </tr> </tbody> </table>	Name of Company	Date of Last Entry	K S R M College of Engineering Kadapa	3-Jul-2018	<p>Gateway of Tally</p> <p>Masters</p> <ul style="list-style-type: none"> Accounts Info. Quick Setup <p>Transactions</p> <ul style="list-style-type: none"> Accounting Vouchers <p>Utilities</p> <ul style="list-style-type: none"> ImpOrt of Data Banking <p>Audit</p> <ul style="list-style-type: none"> Audit & Compliance <p>Reports</p> <ul style="list-style-type: none"> Balance Sheet Income & Expense A/c Ratio Analysis <p>Display</p> <ul style="list-style-type: none"> Multi Account Printing <p>Quit</p> <ul style="list-style-type: none"> Students Import Ledger MUity Voucher Posting Modules Education Management
Name of Company	Date of Last Entry				
K S R M College of Engineering Kadapa	3-Jul-2018				

Product	Series A	Version	License	Configuration	Calculator	Ctrl + N X
 Tally.ERP 9	Release 3.7 Latest Install Rel. 4.93 (13/25) Tally Messages		Serial Number 753053598 Account ID ksmcengg2010@gmail.com	Stat 184 8 TDL(s) loaded Install STAT 269		
	Edition Users	Gold Unlimited	Tally.NET subscription expired on 31-Dec-2012	Proxy Client with ODBC on Port 9000		

Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-2012 Fri, 6 Jul, 2018 16:20:03

16:20
06-07-2018

**TRAINING
MATERIAL**

&

**TALLY MODEL
COMPANY**

INDEX

<u>SR NO.</u>	<u>PARTICULARS</u>	<u>PAGE NO.</u>
1	Basic Principles of Accounting	2 – 4
2	Golden Rules of Accounting	5 – 5
3	First Screen	6 – 6
4	Select Company	7 – 7
5	Choose Company	8 – 8
6	Gateway of Tally	9 – 9
7	Change in Accounting Period	10 – 10
8	Alter/Create New Company	11 – 11
9	Recording of Opening Balances	12 – 15
10	Making Accounting Entries	16 – 16
11	Select the Proper Key As per Requirement	17 – 17
12	F6 – Receipt Entries	18 – 19
13	F4 – Contra Entries	20 – 21
14	F5 – Payment Entries	22 – 23
15	Banks Monthly Extracts	24 – 24
16	Banking Detailed Transactions	25 – 25
17	Preparing Bank Reconciliation Statements	26 – 26
18	Printing Option	27 – 28
19	Trail Balance View	29 – 33
20	Profit & Loss A/c View	34 – 34
21	Balance Sheet view	35 – 35
22	Shortcut Keys in Tally	36 - 38

Basic Principles of Accounting : -

Guidelines on Basic Accounting Principles and Concepts

GAAP (**Generally Accepted Accounting Principles**) is the framework, rules and guidelines of the financial accounting profession with a purpose of standardizing the accounting concepts, principles and procedures.

Here are the basic accounting principles and concepts under this framework :

1. Business Entity

A business is considered a separate entity from the owner(s) and should be treated separately. Any personal transactions of its owner should not be recorded in the business accounting book, vice versa. Unless the owner's personal transaction involves adding and/or withdrawing resources from the business.

2. Going Concern

It assumes that an entity will continue to operate indefinitely. In this basis, assets are recorded based on their original cost and not on market value. Assets are assumed to be used for an indefinite period of time and not intended to be sold immediately.

3. Monetary Unit

The business financial transactions recorded and reported should be in monetary unit, such as INR, US Dollar, Canadian Dollar, Euro, etc. Thus, any non-financial or non-monetary information that cannot be measured in a monetary unit are not recorded in the accounting books, but instead, a memorandum will be used.

4. Historical Cost

All business resources acquired should be valued and recorded based on the actual cash equivalent or original cost of acquisition, not the prevailing market value or future value. Exception to the rule is when the business is in the process of closure and liquidation.

5. Matching Concept

This principle requires that revenue recorded, in a given accounting period, should have an equivalent expense recorded, in order to show the true profit of the business.

6. Accounting Period

This principle entails a business to complete the whole accounting process of a business over a specific operating time period. It may be monthly, quarterly or annually. For annual accounting period, it may follow a Calendar or Fiscal Year.

7. Conservatism

This principle states that given two options in the valuation of business transactions, the amount recorded should be the lower rather than the higher value.

8. Consistency

This principle ensures consistency in the accounting procedures used by the business entity from one accounting period to the next. It allows fair comparison of financial information between two accounting periods.

9. Materiality

Ideally, business transactions that may affect the decision of a user of financial information are considered important or material, thus, must be reported properly. This principle allows errors or violations of accounting valuation involving immaterial and small amount of recorded business transaction.

10. Objectivity

This principle requires recorded business transactions should have some form of impartial supporting evidence or documentation. Also, it entails that bookkeeping and financial recording should be performed with independence, that's free of bias and prejudice.

Golden Rules of Accounting :-

A] Real Accounts:-

- 1) Debit what comes in.
- 2) Credit what goes out.

B] Personal Accounts :-

- 1) Debit the receiver.
- 2) Credit the giver.

C] Nominal Accounts :-

- 1) Debit all expenses & Losses.
- 2) Credit all Incomes & Revenue.

FIRST SCREEN :-

Tally ERP Icon.

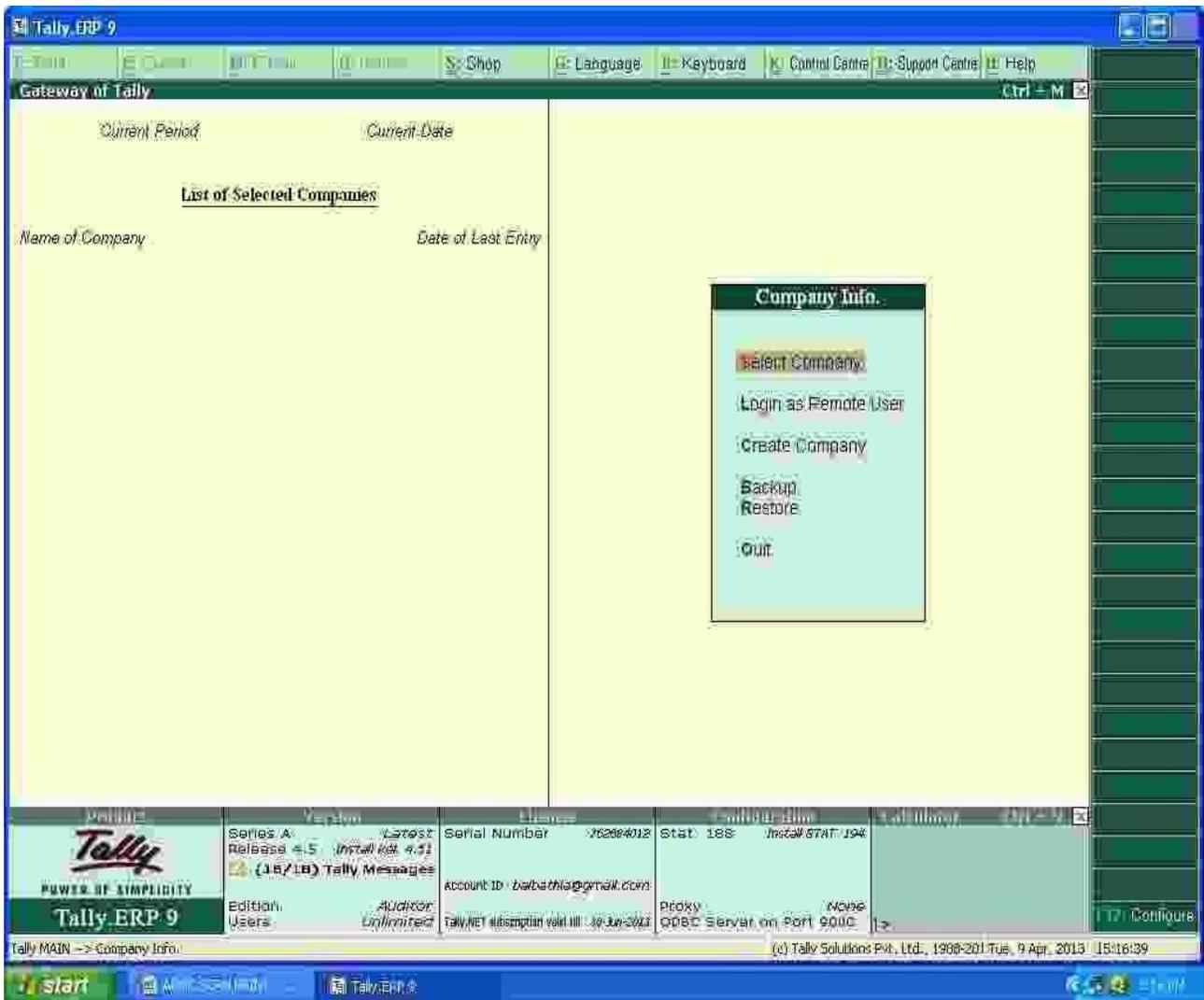


Please double Click on Tally ERP9 Icon or select and press enter on Tally ERP9 Icon to start the Tally ERP Program



SELECT COMPANY:-

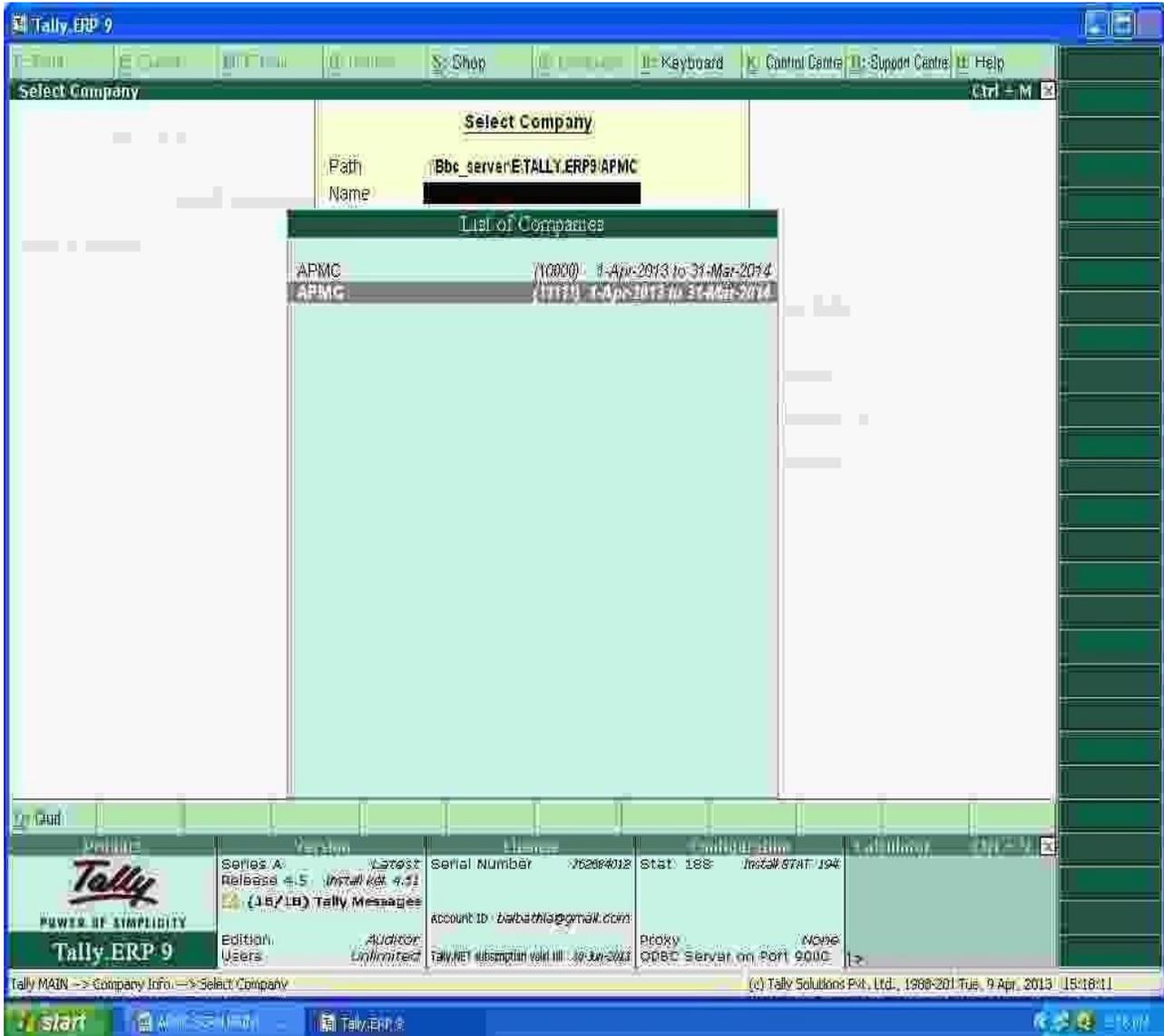
Main Screen



Enter on Select or Press “S” to open the desired company.



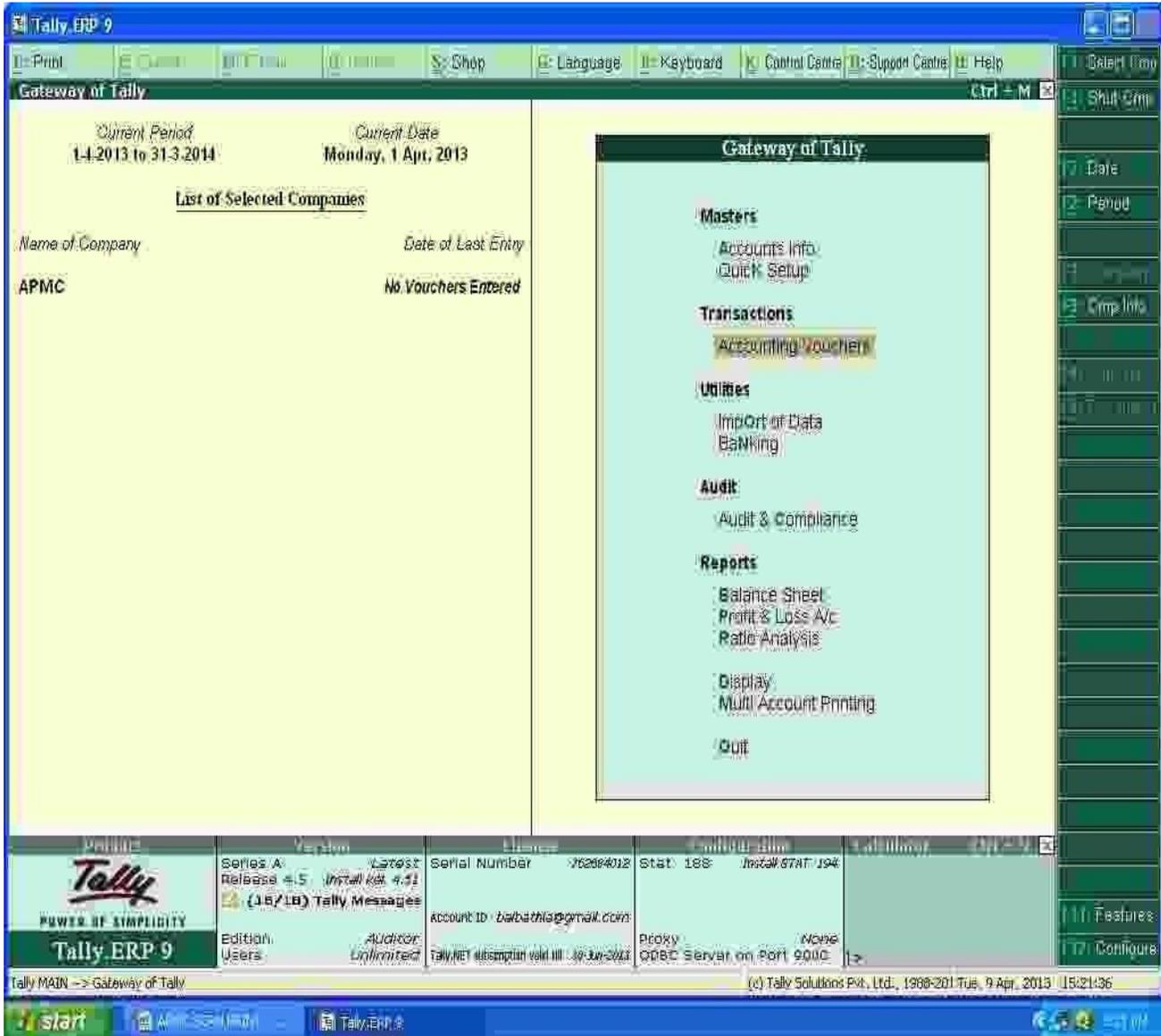
CHOOSE COMPANY :-



Choose the Relevant company from the list and press enter.



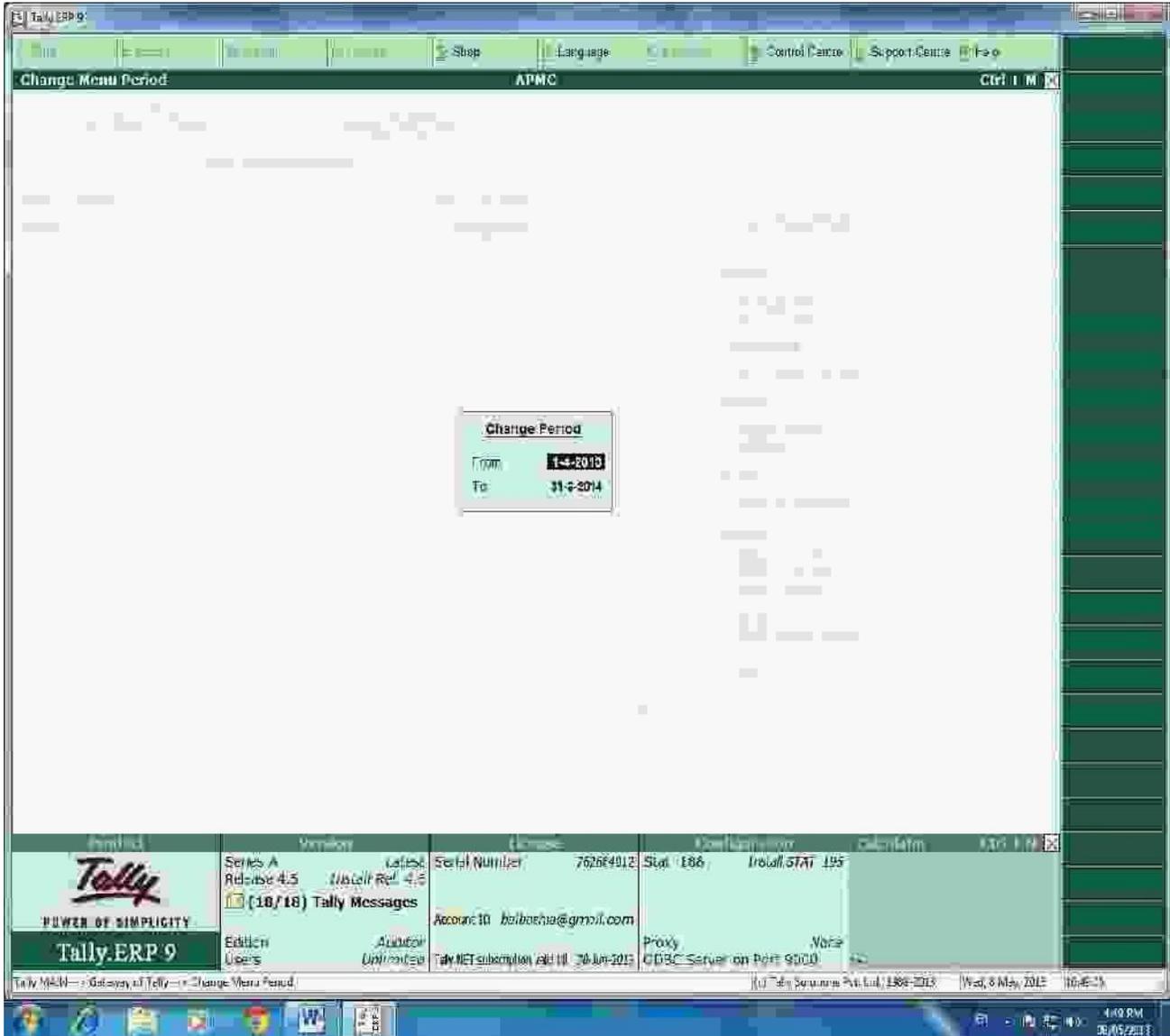
GATEWAY OF TALLY :-



At this screen, it can be seen as to which company is open, period of operation, current date and the date of last entry.



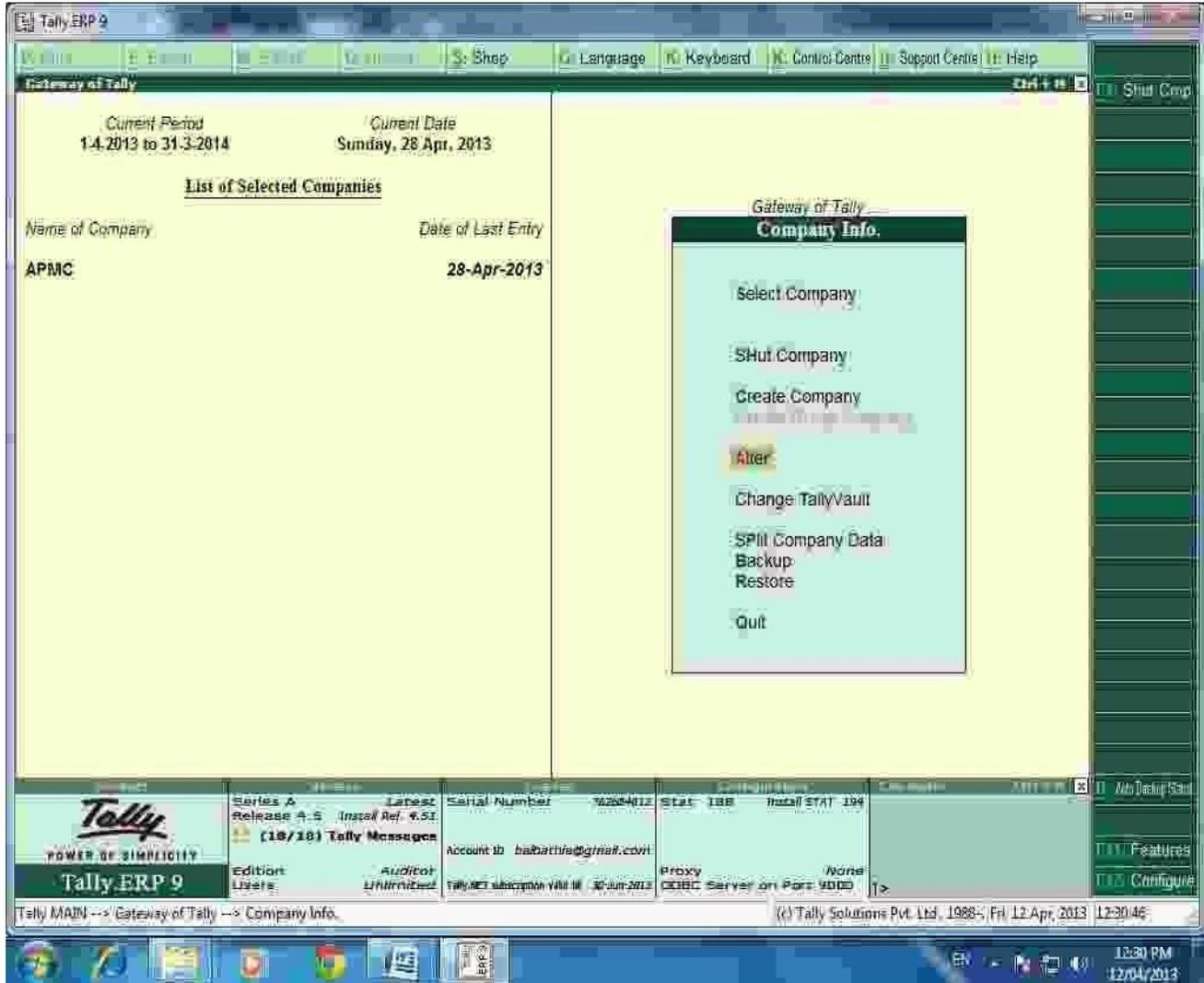
CHANGE ACCOUNTING PERIOD :-



Press “Alt-F2” to change the period for which accounting is to be done.



ALTER COMPANY/ CREATE NEW COMPANY :-



After pressing “Alt-F3”, the company info screen is displayed, in which options for Altering company master data, backup etc are seen (**A**lter).



RECORDING OF OPENING BALANCES :-

PATH : At Gateway of Tally

Accounts Info → Ledger → Alter → Cash in Hand.



The opening Balances of all Balance Sheet items can be recorded by selecting the ledgers.



ENTER THE OPENING BALANCE AMOUNT :-

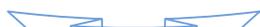
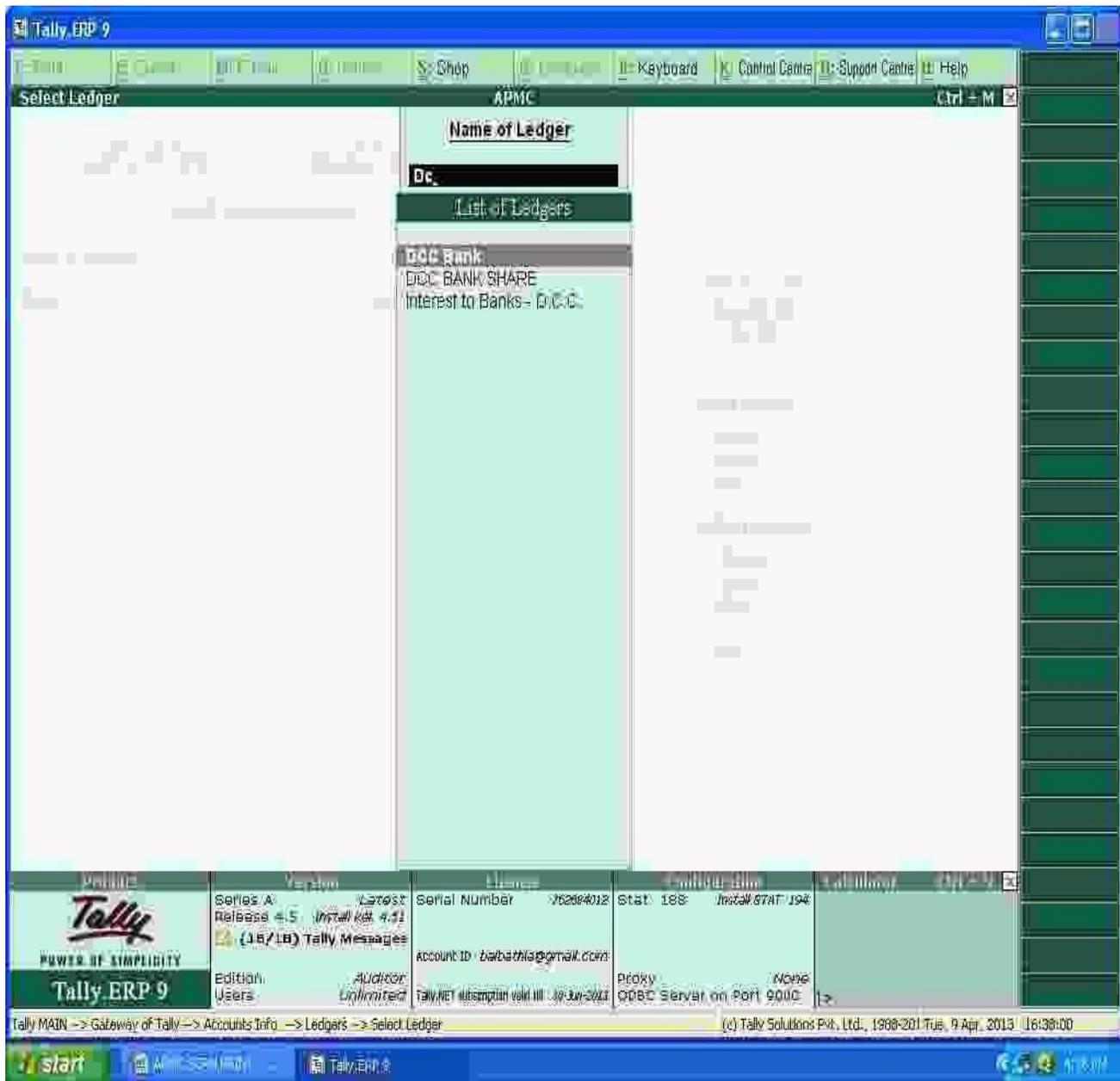
The screenshot shows the 'Ledger Alteration' window in Tally ERP 9. The ledger name is 'Cash at Head Office'. The 'Total Op. Bal.' is 1,45,780.00 Dr. The 'Difference' is 1,45,780.00 Dr. The 'Opening Balance (on 1-Apr-2013)' is 1,45,780.00 Dr. The 'Under' field is 'Cash in Hand (Current Assets)'. The 'Mailing Details' section includes Name, Address, State, and PIN Code. The 'Tax Information' section includes PAN/IT No, Sales Tax No, and CST No. The bottom status bar shows the path: Tally MAIN -> Gateway of Tally -> Accounts Info -> Ledgers -> Ledger Alteration. The copyright notice is (c) Tally Solutions Pvt. Ltd., 1988-2011. The date and time are 9 Apr, 2013 16:31:51.

Ledger Alteration	
Name (alias): Cash at Head Office	Total Op. Bal. 1,45,780.00 Dr
	Difference 1,45,780.00 Dr
Under: Cash in Hand (Current Assets)	Mailing Details Name Address State PIN Code
	Tax Information PAN/IT No Sales Tax No CST No
Opening Balance (on 1-Apr-2013) : 1,45,780.00 Dr	

The Opening Balance as on 01-04-2013 can be feeded for all ledgers and it should be ensured that there is no difference in opening Balance in Tally.



PATH : Accounts info → Ledger → Alter → DCC BANK



ENTERING THE OPENING BALANCE AMOUNT :-

The screenshot shows the 'Ledger Alteration' window in Tally ERP 9 for the 'DCC Bank' ledger. The window is titled 'Ledger Alteration' and 'APMC'. The 'Name' field is 'DCC Bank'. The 'Total Op. Bal.' is 5,32,280.00 Dr. The 'Difference' is 5,32,280.00 Dr. The 'Opening Balance (on 1-Apr-2013)' is 3,86,500.00 Dr. The 'Effective Date for Reconciliation' is 1-Apr-2013. The 'Bank Accounts' section is set to 'Current Assets'. The 'Mailing Details' section is set to 'DCC Bank'. The 'State' field is set to 'Not Applicable'. The 'Set/Alter Cheque Book' and 'Set/Alter Banking Configuration' fields are both set to 'No'.

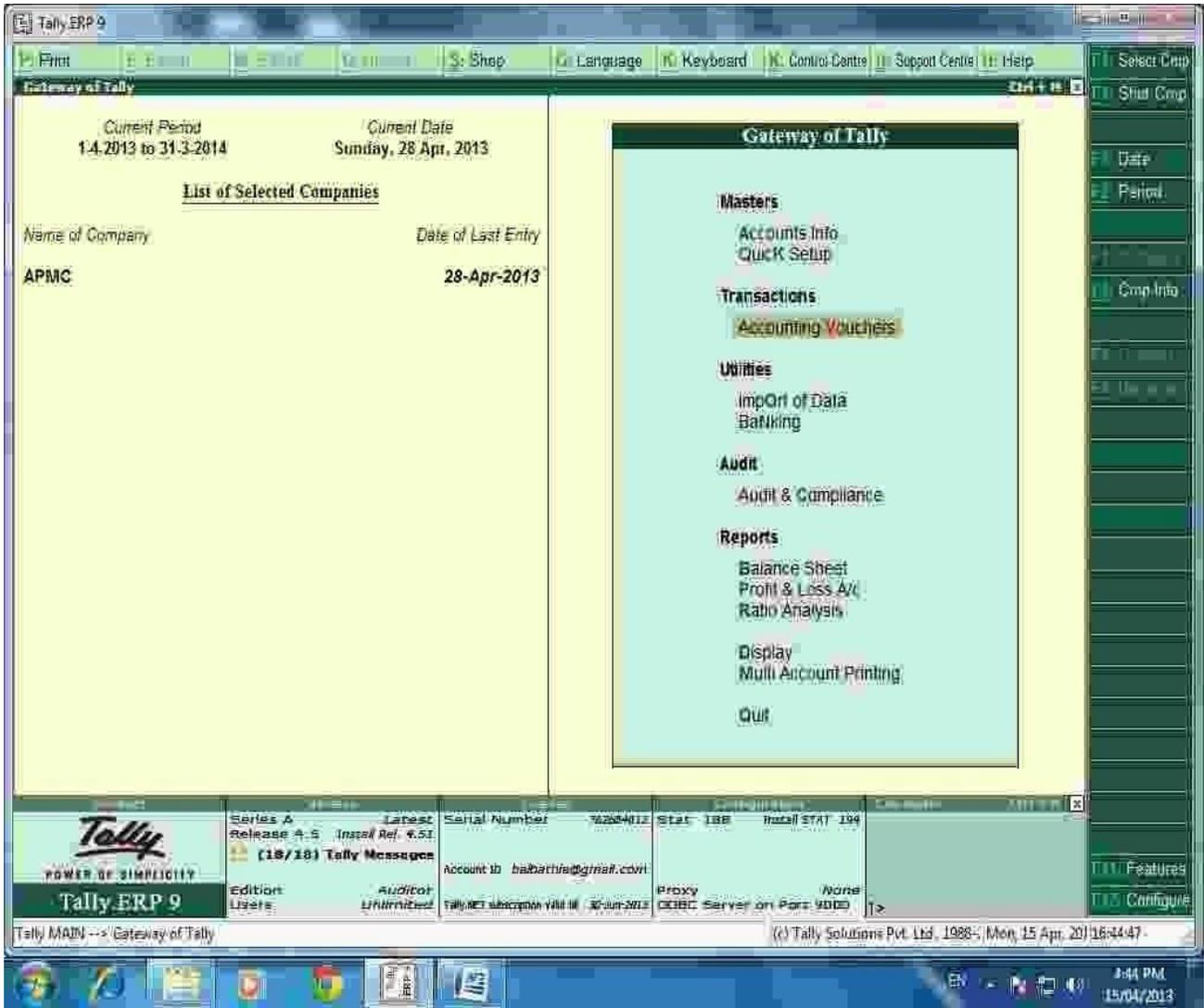
Ledger Alteration		APMC		Ctrl + M	
Name	DCC Bank			Total Op. Bal.	5,32,280.00 Dr
(alias)				Difference	5,32,280.00 Dr
Under	Bank Accounts (Current Assets)	Name	DCC Bank		
Effective Date for Reconciliation	1-Apr-2013	Address			
Set/Alter Cheque Book	No	State	<input type="checkbox"/> Not Applicable		
Set/Alter Banking Configuration	No	Pin Code			
		A/c No.			
		Branch Name			
		BSR Code			
		IFS Code			
Opening Balance (on 1-Apr-2013) : 3,86,500.00 Dr					

The Closing balance as on 31.03.2013 as per audited statement of accounts can be recorded as opening balance as on 01.04.2013.



FOR MAKING ACCOUNTING ENTRIES :-

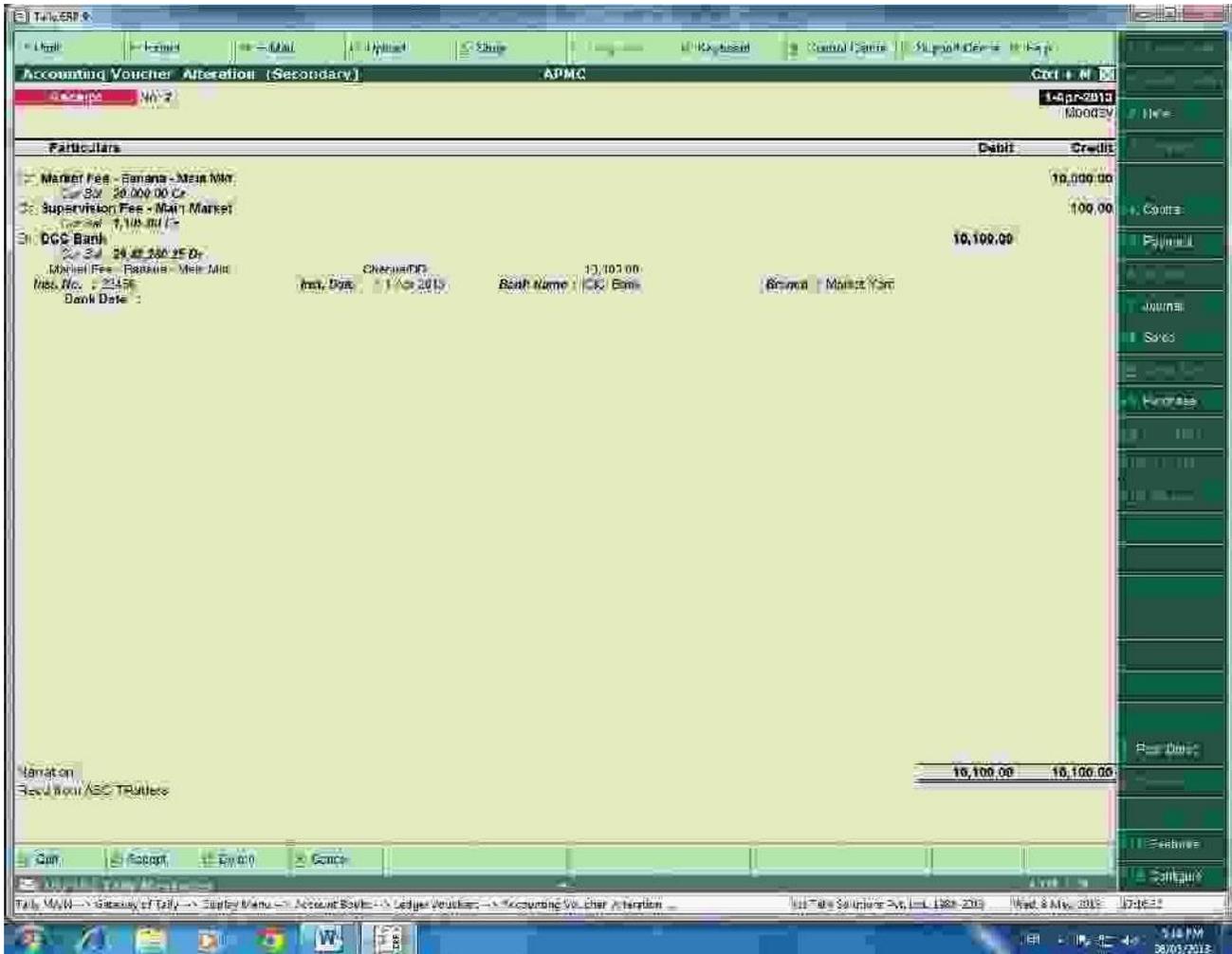
Select Accounting Vouchers



SELECT THE PROPER KEY AS PER REQUIREMENT :-

- i) **F4 – Contra** : For any Deposit/Withdrawal of Cash from Bank. (Only Cash/Bank A/c are Debited / Credited in Contra entries.)
- ii) **F5 – Payment**: For any Payment made weather cash /Cheque entry should be passed through Payment entry. (Only Cash/Bank A/c are Credited in Payment entry.)
- iii) **F6 – Receipt**: For any Receipt weather in cash /Cheque entry should be passed through Receipt entry. (Only Cash/Bank A/c are Debited in receipt entry.)
- iv) **F7 – Journal** : Other than Cash/Bank any entry can be passed through Journal entry. (Transactions where No Cash/Bank A/c are affected should be passed through Journal e.g. Year end Provisions entries).
- v) **F8 & F9 – Sales & Purchase Entries**: For Trading Activities i.e Purchase & Sales of Goods, Entries should be passed through this keys.

**SELECT F6 KEY FOR RECEIPT ENTRY : -
MAIN MARKET FEES RECEIPT.**



For recording of any transactions, Rules of Accounting should be followed. E.g. At the time of recording Market receipt (Income) Nominal Accounts rules i.e. Credit the Incomes and Revenues.(Please refer above screen).

Summary of Transactions Should be mentioned in Narration Part.

In the above entry, please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.



SUB MARKET FEES RECEIPT.



In the above entry , please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.



SELECT F4 KEY FOR CONTRA ENTRY : -

Contra entry :

Amount withdrawn from the Bank.

The screenshot displays the Tally ERP 9 Accounting Voucher Creation window. The voucher type is 'Contra' with number '1' and date '28-Apr-2013 Sunday'. The voucher details include:

- To DCC Bank** (Credit): 10,000.00. Sub-voucher details: Cur Bal: 29,48,285.25 Dr, APMC, Cheque, 10,000.00, Inst. No., Inst. Date: 28-Apr-2013, Cross Using: A/c Payee.
- By Cash at Head Office** (Debit): 10,000.00. Sub-voucher details: Cur Bal: 6,66,035.00 Dr.

The total for both sides is 10,000.00. The window also shows a 'Narration' field and a 'Post-Dated' checkbox. The status bar at the bottom indicates 'Tally MAIN -> Gateway of Tally -> Accounting Voucher Creation' and the system time is 11:24 AM on 12/04/2013.



Contra entry :

Amounts Deposit into the Bank.

The screenshot shows the Tally ERP 9 Accounting Voucher Creation window. The voucher type is 'Contra' and the number is '2'. The date is '28-Apr-2013 Sunday'. The entry is as follows:

Particulars	Debit	Credit
To Cash at Head Office Cur Bal: 6,56,036.00 Dr		10,000.00
By DCC Bank Cur Bal: 29,58,285.25 Dr	10,000.00	

Below the table, there are fields for 'Inst. No.', 'Inst. Date : 28-Apr-2013', 'Bank Name', and 'Branch'. A 'Narration' field is present at the bottom left, which is currently blank. The total debit and credit amounts are both 10,000.00.

At the bottom of the window, the status bar shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and the copyright information '(c) Tally Solutions Pvt. Ltd., 1988 - Fri 12 Apr, 2013 11:29:05'. The Windows taskbar at the bottom shows the system clock as '11:27 AM 12/04/2013'.



SELECT F5 KEY FOR PAYMENT ENTRY : -

Payment Entry :

The screenshot displays the Tally ERP 9 Accounting Voucher Creation window. The window title is "Tally ERP 9" and the menu bar includes options like Print, Export, E-Mail, Upload, Shop, Keyboard, Control Centre, Support Centre, and Help. The main area shows a "Payment" voucher for No. 1, dated 28-Apr-2013 (Sunday). The voucher details are as follows:

Particulars	Debit	Credit
By Bank Charges Cur Bal: 100.00 Dr	100.00	
To DCC Bank Cur Bal: 29,68,186.25 Dr		100.00

Additional details for the cheque entry include: Bank Charges, Cheque Range: 0 Not Applicable, Inst. No., Inst. Date: 28-Apr-2013, and Cross Using: A/c Payee. The total debit and credit amounts are 100.00 each. The window also shows a Narration field, a bottom status bar with navigation buttons (Quit, Accept, Cancel, Help), and a taskbar at the bottom with the system clock showing 5:38 PM on 15/04/2013.



Payment Entry :

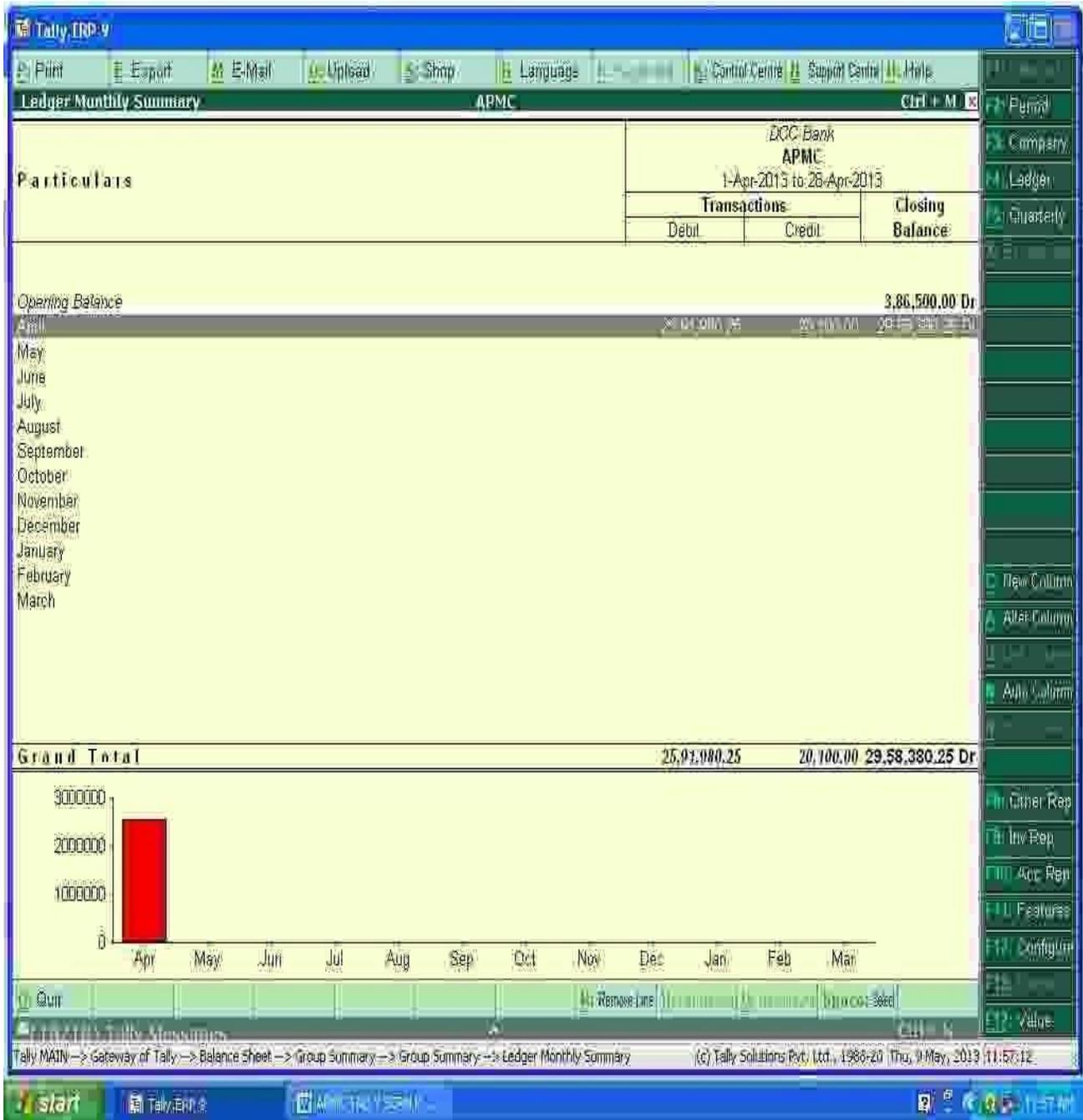
The screenshot displays the 'Accounting Voucher Creation' window in Tally ERP 9. The voucher type is 'Payment' with number 'No. 2', dated '28-Apr-2013 Sunday'. The entry details are as follows:

Particulars	Debit	Credit
By House Rent - Officers & Staff Cur Bal: 10,000.00 Dr	10,000.00	
To DCC Bank Cur Bal: 29,48,186.25 Dr		10,000.00
House Rent - Officers & Staff	Cheque	10,000.00
Cheque Range: 1 Not Applicable	Inst. No.:	Inst. Date : 28-Apr-2013
Bank Date :		Cross Using : A/c Payee
Narration	10,000.00	10,000.00

At the bottom of the window, there are buttons for 'Quit' and 'Accept'. The status bar shows the path 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and the copyright information '(c) Tally Solutions Pvt. Ltd., 1988-; Mon, 15 Apr, 2013 17:40:04'. The Windows taskbar at the bottom indicates the time is 5:40 PM on 15/04/2013.



BANKS MONTHLY EXTRACT :-



We can see the Total monthly Inflow and outflow (Dr.& Cr.) of a particular ledger and also can see the Monthly closing balance of the said ledger.



BANKING DETAILED TRANSACTIONS :-

Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-4-2013 (as per details)		Receipt	2		10,100.00
	Market Fee - Banana - Main Mkt			10,000.00 Cr	
	Supervision Fee - Main Market			100.00 Cr	
3-4-2013 (as per details)		Receipt	3		10,00,500.00
	Market Fee - Cotton - Main Mkt			10,00,000.00 Cr	
	Supervision Fee - Main Market			500.00 Cr	
16-4-2013 (as per details)		Receipt	4		5,00,250.00
	Market Fee - Wheat - Main Mkt			5,00,000.00 Cr	
	Supervision Fee - Main Market			250.00 Cr	
15-4-2013 (as per details)		Receipt	5		50,025.00
	Market Fee - Beeto Leaf - Sub Mkt			50,000.00 Cr	
	Supervision Fee - Sub Market			25.00 Cr	
28-4-2013 (as per details)		Receipt	8		1,00,050.00
	Market Fee - Wheat - Sub Mkt			1,00,000.00 Cr	
	Supervision Fee - Sub Market			50.00 Cr	
28-4-2013 (as per details)		Receipt	9		60,530.25
	Market Fee - Potato - Sub Mkt			60,500.00 Cr	
	Supervision Fee - Sub Market			30.25 Cr	
28-4-2013 (as per details)		Receipt	10		8,50,425.00
	Market Fee - Dry Fruits - Sub Mkt			8,50,000.00 Cr	
	Supervision Fee - Sub Market			425.00 Cr	
28-4-2013	Cash at Head Office	Contra	1		10,000.00
28-4-2013	Cash at Head Office	Contra	2	10,000.00	
28-4-2013	BANK CHARGES	Payment	1		100.00
28-4-2013	House Rent - Officers & Staff	Payment	2		10,000.00
28-4-2013 (as per details)		Receipt	12		10,100.00
					2 mins ...
	Opening Balance			3,86,500.00	
	Current Total			25,91,980.25	20,100.00
	Closing Balance :			29,58,380.25	

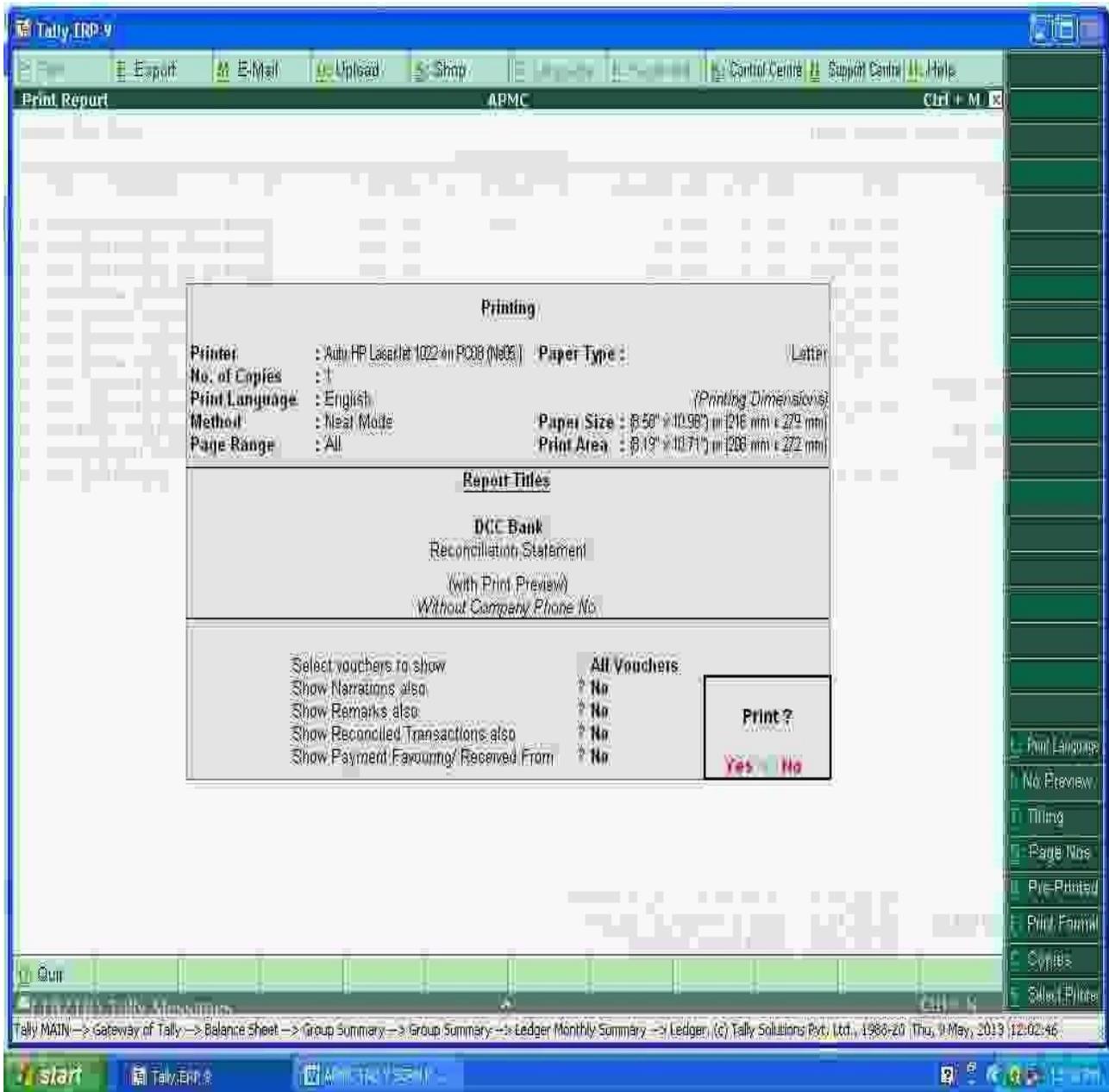
After Entering Ledger Monthly Extract, We can get the detailed day wise Transactions.

PREPARING BANK RECONCILIATION STATEMENTS :-

Date	Particulars	Vch Type	Transaction Type	Instrument No	Instrument Date	Bank Date	Debit	Credit
1-4-2013	Market Fee - Banana - Main Mkt	Receipt	Cheque/DD	2345E	1-4-2013	15-4-2013	10,100.00	
8-4-2013	Market Fee - Cotton - Main Mkt	Receipt	Cheque/DD		8-4-2013	12-4-2013	10,00,500.00	
15-4-2013	Market Fee - Wheat - Main Mkt	Receipt	Cheque/DD		15-4-2013	20-4-2013	5,00,250.00	
15-4-2013	Market Fee - Round Leaf - Sub Mkt	Receipt	Cheque/DD		15-4-2013		50,025.00	
28-4-2013	Market Fee - Wheat - Sub Mkt	Receipt	Cheque/DD		28-4-2013		1,00,050.00	
28-4-2013	Market Fee - Potato - Sub Mkt	Receipt	Cheque/DD		28-4-2013		60,530.25	
28-4-2013	Market Fee - Dry Fruits - Sub Mkt	Receipt	Cheque/DD		28-4-2013		8,50,425.00	
28-4-2013	Cash at Head Office	Contra	Cheque		28-4-2013			10,000.00
28-4-2013	Cash at Head Office	Contra	Cash		28-4-2013		10,000.00	
28-4-2013	BANK CHARGES	Payment	Cheque		28-4-2013			100.00
28-4-2013	House Rent - Officers & Staff	Payment	Cheque		28-4-2013			10,000.00
28-4-2013	Market Fee - Banana - Sub Mkt	Receipt	Cheque/DD	7894E	28-4-2013	6-5-2013	10,100.00	
Balance as per Company Books							29,58,380.25	
Amounts not reflected in Bank							10,81,130.25	20,100.00
Balance as per Bank :							18,97,350.00	

For Preparing Bank Reconciliation , Press F5 Key and enter the Actual clearance date of cheque (Bank Date). From that we can get the difference and detail of amount which is not reflected in Bank account for current period.

PRINTING OPTION :-



For Print of any page press Alt+P key and select the required detail: (Please see the above Right side screen). E.g.

- For Print Preview - Alt + I
- For Title Editing - Alt + T
- For No.of copies - Alt + C etc.



BANK RECONCILIATION STATEMENTS :-

APMC
DCC Bank
Reconciliation Statement

1-Apr-2013 to 30-Apr-2013

Page 1

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
28-4-2013	Market Fee - Wheat - Sub Mtr Receipt		Cheque/DD		28-4-2013		1,00,050.00	
28-4-2013	Market Fee - Potato - Sub Mtr Receipt		Cheque/DD		28-4-2013		60,530.25	
28-4-2013	Market Fee - Dry Fruits - Sub Mtr Receipt		Cheque/DD		28-4-2013		8,50,425.00	
28-4-2013	Cash at Head Office Contra		Cheque		28-4-2013			10,000.00
28-4-2013	BANK CHARGES Payment		Cheque		28-4-2013			100.00
28-4-2013	House Rent - Offices & Staff Payment		Cheque		28-4-2013			10,000.00
28-4-2013	Cash at Head Office Contra		Cash		28-4-2013	2-5-2013	10,000.00	
28-4-2013	Market Fee - Banana - Sub Mtr Receipt		Cheque/DD	78945	28-4-2013	2-5-2013	10,100.00	
Balance as per Company Books							29,58,380.25	
Amounts not reflected in Bank							10,31,105.25	20,100.00
Balance as per Bank							49,47,375.00	

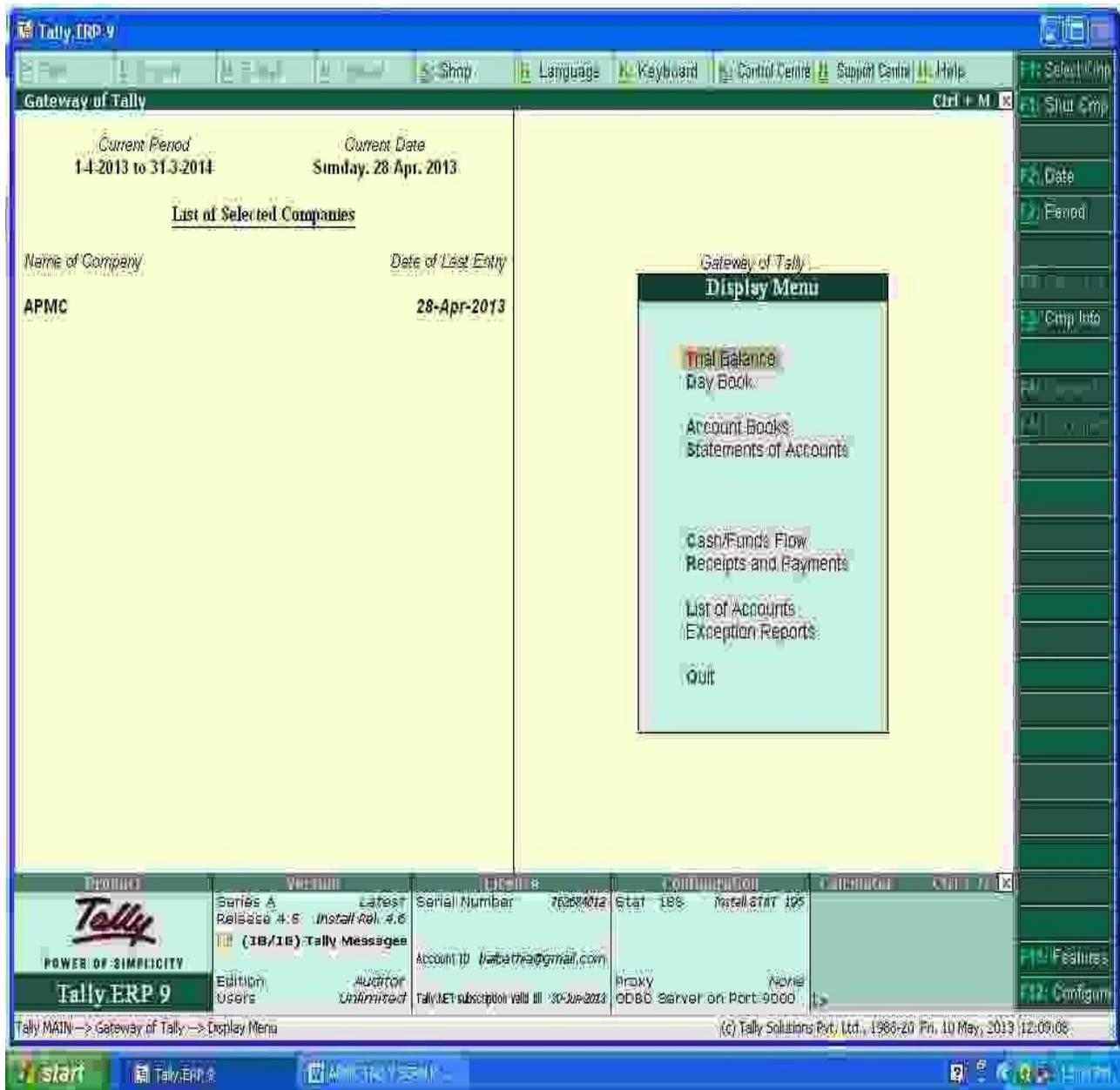
Tally MAIN -> Gateway of Tally -> Balance Sheet -> Group Summary -> Group Summary -> Ledger Monthly Summary -> Ledger, (c) Tally Solutions Pvt. Ltd., 1988-20 (Thu, 9 May, 2013 12:14:10)

Bank Reconciliation can be prepared on the basis of Bank date and Date on which entries are recorded in tally. With the help of this BRS can be obtained on Real Time basis.



TRAIL BALANCE :-

PATH- Gateway of Tally → Display → Trail Balance



Summerise Groupwise Closing Trail Balance:-

Particulars	APMC 1-Apr-2013 to 28-Apr-2013	
	Debit	Credit
Capital Accounts		6,32,780.00
Current Liabilities		1,810.25
Current Assets	38,64,490.25	
Direct Incomes		32,40,500.00
Indirect Expenses	10,100.00	
Grand Total	38,74,590.25	38,74,590.25

Tally MAIN -> Gateway of Tally -> Display Menu -> Trial balance

(c) Tally Solutions Pvt. Ltd., 1988-20. Fri, 10 May, 2013 (12:10:01)

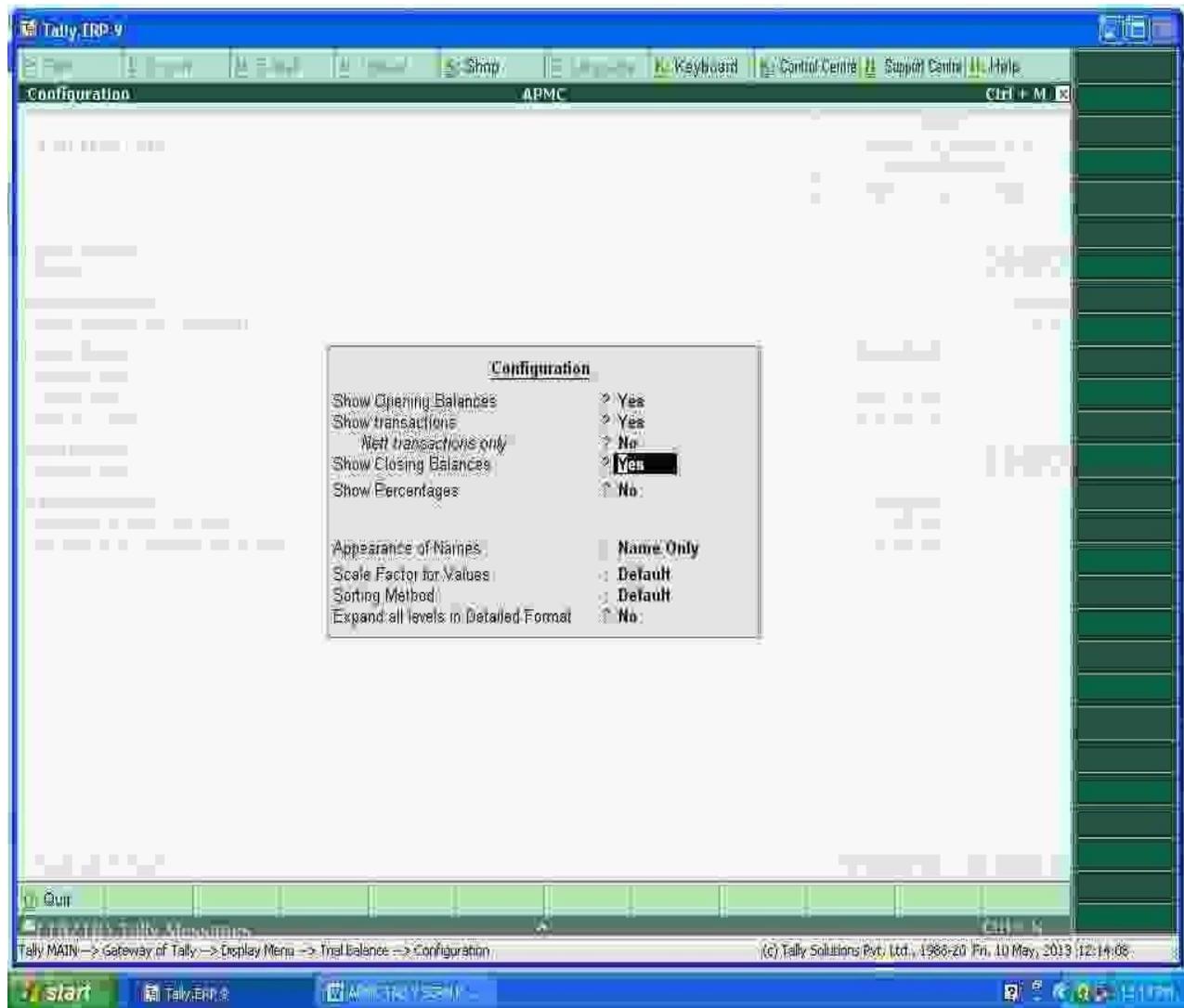


After Pressing Alt+F1 key, We will get the detailed trail Balance :-

Trial Balance		APMC	
		1-Apr-2013 to 28-Apr-2013	
Particulars		Closing Balance	
		Debit	Credit
Capital Account			6,32,280.00
FUNDS			6,32,280.00
Current Liabilities			1,810.25
SUPERVISION FEES PAYABLE			1,810.25
Current Assets		38,64,490.25	
Opening Stock			
Cash-in-hand		8,06,110.00	
Bank Accounts		29,58,380.25	
Direct Incomes			32,40,500.00
MARKET FEES			32,40,500.00
Indirect Expenses		10,100.00	
ADMINISTRATIVE EXPENSES		100.00	
SALARY & ALLOWANCE TO STAFF		10,000.00	
Grand Total		38,74,590.25	38,74,590.25



By Pressing F12 (Configuration), We can select Opening trail Balance Yes Option and can see the Opening Trail Balance also or Can see the transactions during the year also.



Can see the opening as well as Closing Trail Balance with Transactions During the year as per below screen :

Particulars	APMC			
	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Capital Account	5,32,280.00 Cr			6,32,280.00 Cr
FUNDS	5,32,280.00 Cr			6,32,280.00 Cr
Current Liabilities			1,810.25	1,810.25 Cr
SUPERVISION FEES-PAYABLE			1,810.25	1,810.25 Cr
Current Assets	6,32,280.00 Dr	32,62,310.25	30,100.00	38,64,490.25 Dr
Opening Stock				
Cash-in-hand	2,45,780.00 Dr	6,70,330.00	10,000.00	9,06,110.00 Dr
Bank Accounts	3,86,500.00 Dr	25,91,980.25	20,100.00	29,58,380.25 Dr
Direct Incomes			32,40,500.00	32,40,500.00 Cr
MARKET FEES			32,40,500.00	32,40,500.00 Cr
Indirect Expenses		10,100.00		10,100.00 Dr
ADMINISTRATIVE EXPENSES		100.00		100.00 Dr
SALARY & ALLOWANCE TO STAFF		10,000.00		10,000.00 Dr
Grand Total		32,72,410.25	32,72,410.25	



PROFIT & LOSS A/C IN TALLY :-

PATH- Gateway of Tally → Display → Profit & Loss A/c

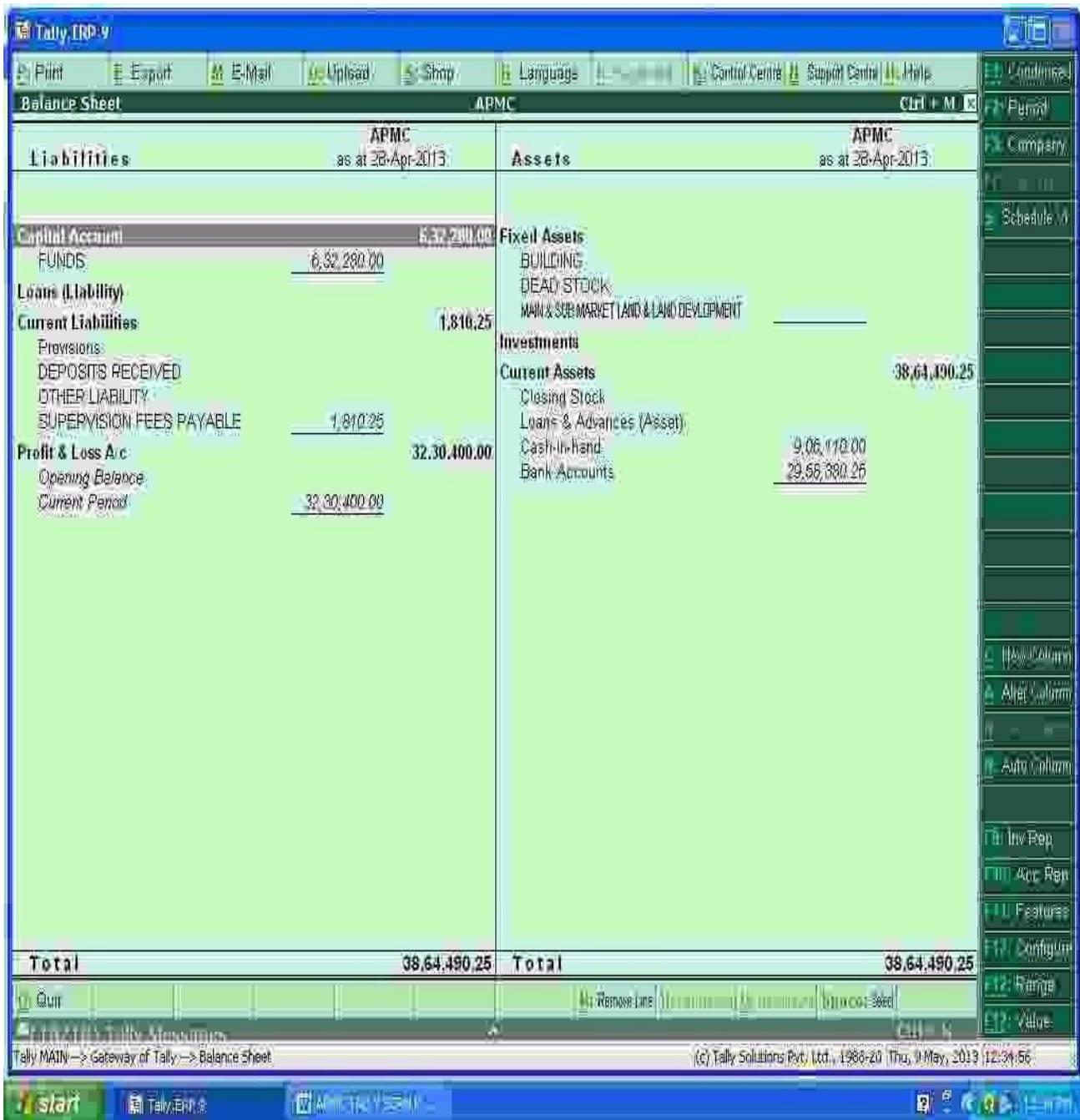
APMC		APMC	
1-Apr-2013 to 30-Apr-2013		1-Apr-2013 to 30-Apr-2013	
Particulars		Particulars	
Opening Stock		Sales Accounts	
Purchase Accounts		Direct Incomes	32,40,500.00
Gross Profit c/o	32,40,500.00	MARKET FEES	32,40,500.00
		Closing Stock	
	32,40,500.00		32,40,500.00
Indirect Expenses	10,100.00	Gross Profit bt	32,40,500.00
ADMINISTRATIVE EXPENSES	700.00	Indirect Incomes	
COMMITTEE MEMBERS EXP		INVESTMENT INCOME	
INTEREST PAID TO BANKS		MAIN MARKET - OTHER INCOME	
OTHER EXPENSES		MAIN MARKET - PROPERTY INCOME	
SALARY & ALLOWANCE TO STAFF	10,000.00	SUB MARKET - OTHER INCOME	
Net Profit	32,30,400.00	SUB MARKET - PROPERTY INCOME	
Total	32,40,500.00	Total	32,40,500.00

Tally MAIN → Gateway of Tally → Profit & Loss A/c

(c) Tally Solutions Pvt. Ltd., 1980-20 Thu, 9 May, 2013 12:33:50

BALANCE SHEET IN TALLY :-

PATH- Gateway of Tally → Display → Balance Sheet



Liabilities		Assets	
APMC as at 30-Apr-2013		APMC as at 30-Apr-2013	
Capital Account	6,32,290.00	Fixed Assets	
FUNDS	<u>6,32,290.00</u>	BUILDING	
Loans (Liability)		DEAD STOCK	
Current Liabilities	1,810.25	MAIN & SUB-MARKET LAND & LAND DEVELOPMENT	
Provisions:		Investments	
DEPOSITS RECEIVED		Current Assets	38,64,490.25
OTHER LIABILITY		Closing Stock	
SUPERVISION FEES PAYABLE	<u>1,810.25</u>	Loans & Advances (Asset)	
Profit & Loss A/c	32,30,400.00	Cash-in-hand	<u>9,06,110.00</u>
Opening Balance		Bank Accounts	<u>29,58,380.25</u>
Current Period	<u>32,30,400.00</u>		
Total	38,64,490.25	Total	38,64,490.25



SHORTCUT KEYS IN TALLY :-

<i>Windows</i>	<i>Functionality</i>	<i>Availability</i>
F1	To select a company To select Accounts Button and inventory Buttons	At all masters menu screen At the Accounting / Inventory vouchers creation and alteration screen
F2	To change the menu period	To change the menu period
F3	To select the company	To change the menu period
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL + F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen

F10	To select the Memorandum voucher	At Accounting / Inventory Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configure screen	At almost all screens in TALLY
ALT + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.

ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + E	To export the report in ASCII, SDF, HTML OR XML format	At all reports screens in TALLY
ALT + I	To insert a voucher	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
ALT + R	To remove a line in a report	At all reports screens in TALLY
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.