Points To ponder

1. After Completion of Token Entry, The entered tokens should be forwarded to auditor otherwise it would not be available to auditor. Use ‘Token Forward’ option in Token Menu to forward the tokens.
2. Auditor has to forward bills using ‘Bill Forward’ option in Audit menu.
3. Only bills forwarded by auditor would appear in accountant login.
4. Bills forwarded by Accountant would be available for TO Authorization. However Treasury Officer can override it and can authorize the bills without authenticated by Accountant.
5. Use ‘Save with Objection’ button to put any objection on the bill while doing bill entry.
7. Bills authorized and passed by Treasury Officer would be forwarded to Cheque print section if it does not have nil/zero cash amount and payment option is ‘By cheque’. If the cash amount is nil/zero then it would be available for voucher generation. If bills were objected by Treasury Officer then it would be available for Dispatch.
8. The authorized bills having payment option ‘ECS’ would be available for voucher generation instead of cheque print section.
9. However Payment option can be changed after TO authorization by treasury officer using ‘Bill Status’ option in Authorization menu.
10. User ‘Token Dispatch’ option in Token menu to dispatch the bills/cheque. The Dispatch slip can also be printed here using ‘print option’.
11. Cheques can only be printed by the user to whom Cheque series has been issued.
12. Use ‘Cheque Master’ option in Cheque print menu to feed Cheque series.
13. Use ‘Cheque Issue option in Cheque print menu to issue Cheque series to particular user.
14. If bills are available in ‘Cheque print’ option and user is not able to print the cheques, it means either Cheque series is not issued to user or cheques already issued have been exhausted.
15. Before printing the cheque ensure the cheque printer setting are proper as mentioned in ‘Cheque Print Setting’
16. Use ‘Bill Encashment’ option in Audit menu to feed encashment details.
17. Cheque cancel facility is available in Audit menu. However Treasury Officer has to approve the cancelled cheque using ‘Cheque Cancel Approval’ option in Authorization menu then only it would be available for re-printing.
18. All Receipt related details can be fed using Receipt menu.
20. Use ‘Accountant General’ option in Interface menu to prepare softcopies for AG office.
21. Use Report Menu to generate reports.
22. Use ‘Status Reports’ option in Report Menu for pendency, login and Bill Status.
23. Use ‘Search Voucher/Bill’ option under Other Reports Menu in Reports Menu to search any Bill or voucher.