

Requisition Send for SWSM Cheques

1. Major Features

- Cheque Receipt by Division
- Authorization of Cheque Receipt
- Cheque Deposit to Bank
- Authorization of Cheque Deposit to Bank
- Populate the Receipt to Requisition
- Send the Requisition

2. How To Achieve the Features

- Cheque Receipt by Division

Path : Menu → Allotment → Division
→ Allotment Receipt

Description : This form is used to receive the Cheques issued by SWSM. To see the previously saved records press the Query button. Give the Query criteria value for query of specific records. To Cancel the record after query clicks on the Cancel link. To add a new data click on **ADD NEW** button. After clicking on **ADD NEW** button following page will be opened.

The screenshot shows a web application interface for financial management. The main form contains the following data:

Code	Name	Civil (Rs)	Mechanical (Rs)	Total (Rs)
SM/00095	AHMEDPUR WATER SUPPLY SCHEME	0.00	0.00	1,000.00

Share	Fund	Amount (Rs)
State Share	Program Fund	1,000.00

Buttons: Save, Cancel, ERRORS/INFORMATION

1. Give the Date of Cheque Receipt from Calendar

2. Select the Cheque to be receipt from the list. (Here only those cheques will come which are issued by the Department but not yet received by division through computer)
3. Press the **Populate** button to populate the details entered by the department at the time of Cheque issue (Scheme detail and fund detail)
4. Press Save button to save data provide by user
5. Press Cancel button to go back previous page.

- **Authorization of Cheque Receipt**

Path : Menu→Allotment→Division
→Authorization

Description : This form is used to authorize the Cheque Receipt by Division. After opening the form user can see the Unauthorized Cheque Receipt list. From the list user has to click on the **Authorize** link to authorize the record. After clicking on the **Authorize** link following page will be opened

Code	Name	Civil (Rs)	Mechanical (Rs)	Total (Rs)
SM/00095	AHMEDPUR WATER SUPPLY SCHEME	0.00	0.00	1,000.00

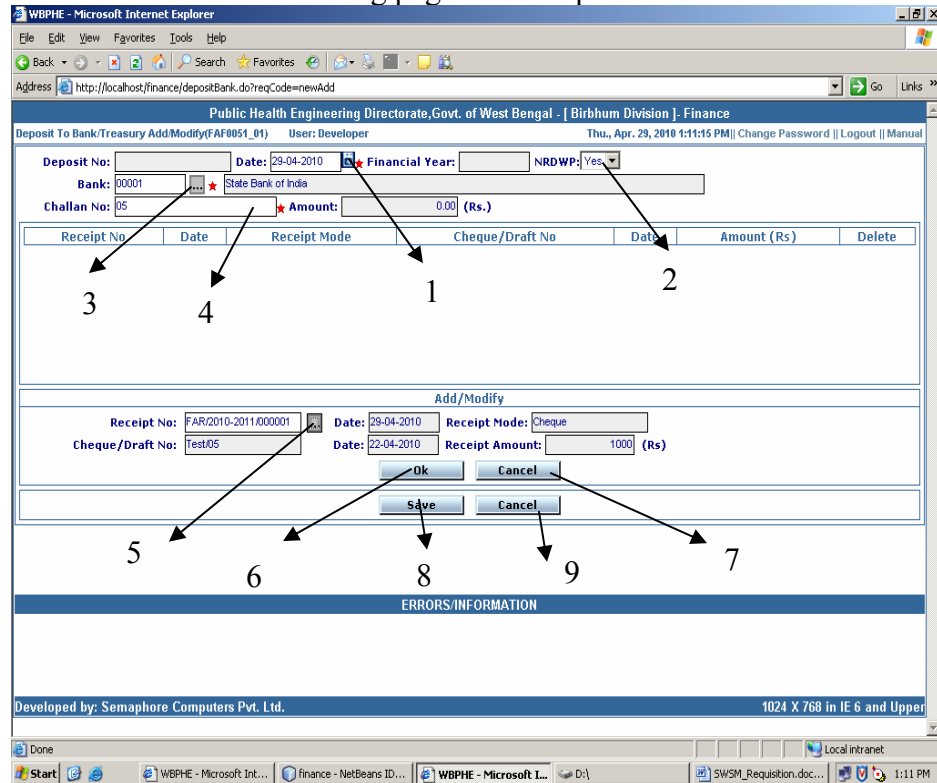
Share	Fund	Amount (Rs)
State Share	Program Fund	1,000.00

1. Give the Authorized Date from the Calendar
2. Press Save button save the records
3. Press the Cancel button to go back to previous page

- **Cheque Deposit to Bank**

Path : Menu→Deposit to Bank/Treasury

Description : This form is used to deposit the Cheques received by Division. To see the previously saved records press the Query button. Give the Query criteria value for query of specific records. To Modify/Cancel the record after query clicks on the Modify/Cancel link. To add a new data click on **ADD NEW** button. After clicking on **ADD NEW** button following page will be opened.



1. Give the Date from Calendar
2. Select the Yes from the list
3. Select the Bank name from the list to where to be deposited
4. Give the Challan No
5. select the Receipt No from the list
6. Press the Ok button to add the records to the list
7. Press the Cancel button reset the fields
8. Press Save button to save data provide by user
9. Press Cancel button to go back previous page.

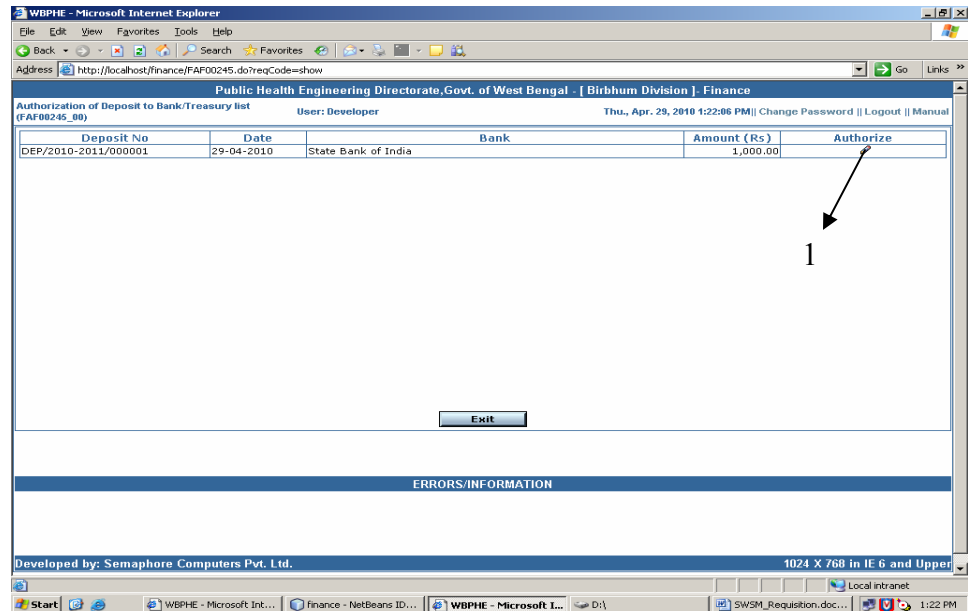
- **Authorization of Cheque Deposit**

Path : Menu→Authorization of Deposit to Bank/Treasury

Description : This form is used to authorize the deposit to bank.

After opening the form user can see the unauthorized records list.

From the list user has to click on the **Authorize** link to authorize the record.

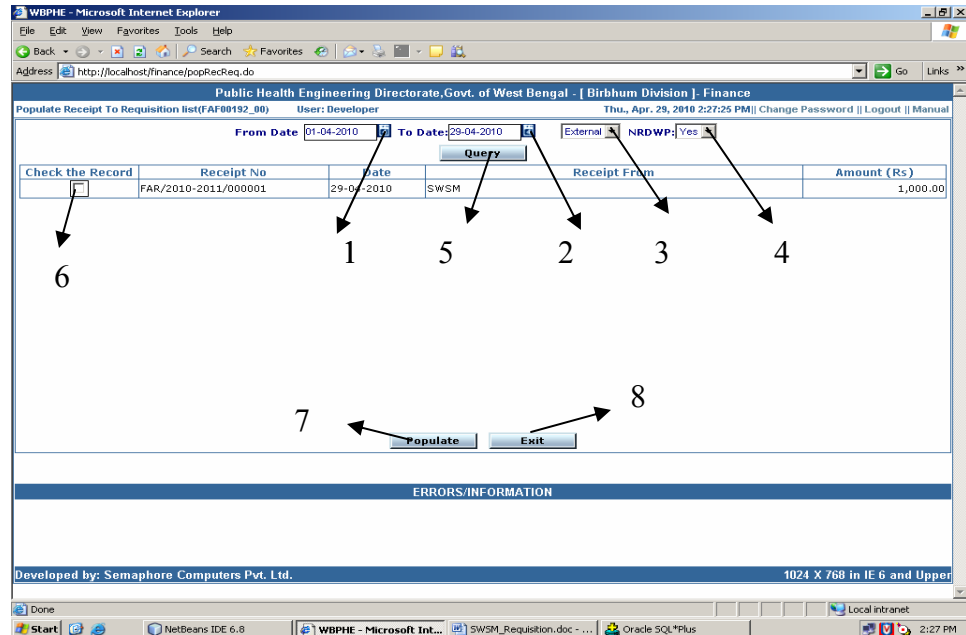


1. After clicking the link one popup window will be opened. In popup window press the ok button to save the records

- **Populate the Receipt to Requisition**

Path : Menu → Deposit Works → Requisition for LOC to Directorate → Populate

Description : This form is used to convert the Receipt data to Requisition with out changing data. To do so user has to first query the data by providing the Query criteria.

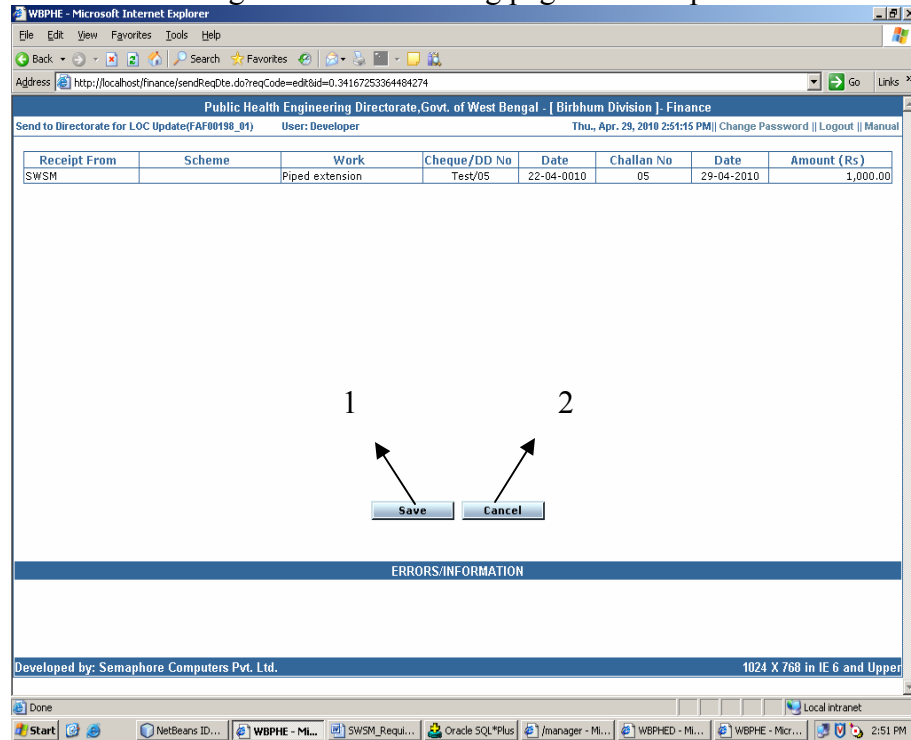


1. Give From Date from calendar
2. Give To Date from Calendar
3. select External from the list
4. select Yes from the list
5. Press Query button to populate the list of receipt data
6. Check the records which one you want to convert
7. Press the Populate button to generate the Requisition
8. Press the Exit button to exit from the page

- **Send the Requisition to Directorate**

Path : Menu→Deposit Works→Requisition for LOC to Directorate →Send

Description : This form is used to send the Requisition to Head Quarter for further process. After opening the form user can see the not sent data. To send the data click on the send link of not sent data list. After clicking send link following page will be opened



1. Press the Save button to send the data to Directorate
2. Press Cancel button to go back to previous page