ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(A State Univ. Estd. by Govt. of Punjab vide Punjab Act No. 5 of 2015 and Approved u/s 2(f) & 12 (B) of UGC; Member AIU)

Bathinda-151001 (Punjab), India

MANUAL
Expenditure & Receipt Module

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Bathinda-151001 (Punjab), India

MANUAL – Expenditure & Receipt Module

2021

INTERNAL QUALITY ASSURANCE CELL
MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BATHINDA 151001

MANUAL – Expenditure & Receipt Module

Prepared by:

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Year 2021

INTERNAL QUALITY ASSURANCE CELL

MANUAL – Expenditure & Receipt Module

2021

Steps for Expenditure Module

In Department Login

To open sanction Performa:
Click Expenditure Menu -> Sanction Performa Option

List of Sanctions Type are Shown. Select Required Sanction.

| HOME | EXPENDITURE | MANAGE RECEIPT | MY ACCOUNT | LOG OUT |

Welcome: CSE- giani zail singh Giani Zail Singh Campus College of Engineering & Technology, Bathinda

ADD SANCTION

Fields marked with * are mandatory.

SELECT SANCTION TYPE

○ Sanction Requisition Form for Purchase and Procurement (Beyond Rs 1 Lakh))

○ Sanction Requisition Form for Purchase and Procurement (upto Rs 1 Lakh) (Recurring and Non Recurring)

○ Sanction requisition form for purchase and procurement ,as per financial power delegated to campus director/director of constituent colleges Rs 50,000/-(recurring) and Rs 10,000/-(non-recurring)during financial

○ Sanction requisition form for purchase and procurement ,as per financial power delegated to deans/directors/controller of examinations of the university Rs 20,000/-(recurring) and Rs 5,000/-(non-recurring) during financial year

○ Sanction requisition form for purchase and procurement ,as per financial power delegated to heads of the teaching department Rs 20,000/-(recurring) and Rs 5,000/-(non-recurring) during financial year

○ Sanction requisition form for purchase and procurement (beyond Rs 1.00 lakh) during financial year (Estate Department)

○ Sanction requisition form for purchase and procurement, during financial year (to be approved by registrar financial power upto Rs 1:00 lakh (recurring and non-recurring)) (Estate Department)

○ Sanction requisition form for purchase and procurement,as per financial power delegated to campus director/director of constituent colleges Rs 50,000/-(recurring)and Rs 10,000/-(non-recurring) during financial year (Estate Department)

○ Sanction requisition form for non_teaching deptts. i.e. administrive(accounts,purchase, establishment,legal cell,academics) , library, dispensory, transport ,ncc ,nss security/sweeping/cleaning/horticulre and other common departments, during financial year (Non-Teaching)

○ Sanction requisition form for non_teaching deptts. i.e. administrive (accounts, purchase, establishment, legal cell,academics), library,dispensory,transport,ncc,nss, security/sweeping/cleaning/horticulre and other common departments, during financial year (to be approved by registrar financial power upto Rs 1:00 lakh((recurring and non-recurring)

○ Sanction requisition form for non_teaching deptts. i.e. administrive (accounts, purchase, establishment, legal cell, academics), library, dispensory,transport,ncc,nss, security/sweeping/cleaning/horticulre and other common departments, during financial year

[Select]

On selection of required sanction following screen will be opened. Enter Sanction Information:

- All fields are mandatory
- If Budget is less than required sanction or zero for any selected account ledger, sanction will not be generated.
- Add Items Required for sanction.

Sanction Requisition Form for Purchase and Procurement (Beyond Rs 1 Lakh))	
*Financial Year	FY 2019-20
Name of Lab Incharge	geevan
*Name of Indentor	indentor
*Budget Type	○ Budget Head ● Project
*Recurring/ Non-Recurring	Non-Recurring
*Account Ledger	201804 - Computers
Total Budget Allocated	880000
Budget Used	33100
*Available Budget	846900
*Justification	asked for sanction of computers

Item Description	Quantity	Rate Per Item	Indegenious_Imported	Action
				Add

Item Description	Quantity	RatePerItem	TotalEstimateCost	Indegenious_Imported	Action
computer	2	36000	72000	Local	Delete
printer	2	5000	10000	Local	Delete
Total Qty Received	**4**	**Total**	**82000**		

Save   Change Sanction Type

After filing all details of Sanction and Sanction Items click Save.

From Expenditure Menu Select Manage Sanction Performa
- It will display list of Sanctions Created.
- Click Print to get Print Form of required Sanction.

MANAGE SANCTION

*Financial Year	FY 2019-20 ▼
*Budget Type	○ Budget Head ○ Project ○ All
Sanction Number	

Search

Sr. No	Sanction Number	Sanction Date	sBudget Type	Account Ledger	Financial Year	Budget Allocated	Budget Used	Available Budget	Estimate Sanction	Bill No	Bill Amount (incl. tax)	Print
1	4	20-03-2019 11:44:37	Project	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 33,100.00	₹ 8,46,900.00	₹ 1,27,000.00		₹ 0.00	Print Form
2	3	12-03-2019 10:51:03	Budget Head	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 32,500.00	₹ 8,47,500.00	₹ 1,200.00	123	₹ 1,100.00	Print Form
3	2	15-02-2019 10:50:21	Budget Head	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 0.00	₹ 8,80,000.00	₹ 34,000.00	123	₹ 33,000.00	Print Form

Print Form of Sanction

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY,BATHINDA

SANCTION REQUISITION FORM FOR PURCHASE AND PROCUREMENT (Beyond ₹1:00 Lakh)

DURING FINANCIAL YEAR 2019-20

Sanction NO: 4   **Dated:** Mar 20, 2019

1.Name OF Campus/Deptt./Section: Department of Computer Science & Engineering

2.Name OF Item(s) to be Procured:

Sr. No	Name of items with detailed Generic Specifications(s)(if required use Separate Sheet)	Quantity to Procure	Estimated Unit Cost(Rs.) Inclyusive Tax(if any)* an estimate from the firm should be inclosed.	Total Estimated cost of Procurement (Rs) inclusive tax(if any)	Indigenous/imported item(s)
1	computer	2	₹ 36,000.00	₹ 72,000.00	Local
2	printer	2	₹ 5,000.00	₹ 10,000.00	Local
3	Mouse	30	₹ 1,500.00	₹ 45,000.00	Local

* In Case of repair:Specify Clearly Whether item is Under Guarantee/Warranty(If any). Yes/No.

3.Justification Of Proposed procurement.

asked for sanction of computers

4.Mode Of Propsed Procurement.

I. Upto ₹1.99 Lakh by Calling Quotations through registered/Speed Post.

II. Through Rate Contract entered by the University.

III. As Proprietary Item.

IV. Through e-tendering.

Signature:_____   Signature:_____

Name of Lab/Section Incharge: geevan   Name Of Indentor: indentor

Designation:_____   Designation:_____

5.The above said item(s) are available/not available in the Central Store(not required in the case of books,medicines and repairing Work.)

Store Keeper

6.Availability Of Fund: **Budget Head:**   **Project Name:** 201804 - Computers

a. Budgetary Provision,as Per allocation: ₹ 8,80,000.00

b. Less:funds already utilized during year: ₹ 33,100.00

c. Available fund: ₹ 8,46,900.00

d. Less:Estimated amount of present proposal: ₹ 1,27,000.00

e. Balance available: ₹ 7,19,900.00

Departmental Clerk

7.Following committee is recommended for purchase/procurement.

I. Indentor: indentor

II. HOD/Incharge/or his Nominee_____(chairman)

III. One member from other department(not below the rank of lab Suptd) to be Nominated by Campus Director/Director of Constituent College_____.

IV. Nominee Of Accounts/Purchase(Nominated by Finace Officer)_____

HOD/Section Incharge/PI

Recommended by Campus Director/Director of Constituent College.

Recommended for approval_____

REGISTRAR

Approved/Not Approved

VICE CHANCELLOR

After sanction is approved physically and signed by all officials.

Go to Approve Sanction Option

Then click approve button against sanction number which has been approved.

MANAGE SANCTION - APPROVAL/ DISSAPPROVAL

*Financial Year	FY 2019-20 ▼
*Budget Type	○ Budget Head ○ Project ○ All
Sanction Number	

Search

Sr. No	Sanction Number	Sanction Date	College	Department	sBudget Type	Account Ledger	Financial Year	Budget Allocated	Budget Used	Available Budget	Estimate Sanction	Bill No	Bill Amount	Approve
1	4	20-03-2019 11:44:37	101	CSE	Project	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 33,100.00	₹ 8,46,900.00	₹ 1,27,000.00		₹ 0.00	Approve / Reject
2	3	12-03-2019 10:51:03	101	CSE	Budget Head	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 32,500.00	₹ 8,47,500.00	₹ 1,200.00	123	₹ 1,100.00	Bil Generated
3	2	15-02-2019 10:50:21	101	CSE	Budget Head	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 0.00	₹ 8,80,000.00	₹ 34,000.00	123	₹ 33,000.00	Bil Generated

When sanction is approved, go to Manage Sanction menu.
- There we will see Enter Record Button visible against Approved Sanction.
- **'Enter bill info'** button will not be visible until and unless records are not entered.
- Click enter record button.

Sr. No	Sanction Number	Sanction Date	sBudget Type	Account Ledger	Financial Year	Budget Allocated	Budget Used	Available Budget	Estimate Sanction	Bill No	Bill Amount (incl. tax)	Print	Enter Record of Items	Enter Bill Info
1	4	20-03-2019 11:44:37	Project	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 33,100.00	₹ 8,46,900.00	₹ 1,27,000.00		₹ 0.00	Print Form	EnterRecords	

On clicking enter record button, this screen opens to enter item wise quantity received and rate per item purchased.

- If there is any tax related to overall bill that information is also added.
- Enter record button is visible until and unless all quantity are received which are ordered.
- If quantity received is greater than quantity ordered than record will not be saved.
- If final amount is greater than total sum of estimate cost then also record will not be saved.

ENTER RECORDS

Sr. No	Item Description	Quantity Ordered	Estimate Rate Per Item	Actual Rate Per Item	Quantity Received	Total Estimate Cost	Total Actual Cost
1	computer	2	₹ 36,000.00	0.00		₹ 72,000.00	0.00
2	printer	2	₹ 5,000.00	0.00		₹ 10,000.00	0.00
3	Mouse	30	₹ 1,500.00	0.00		₹ 45,000.00	0.00
Total		34				₹ 1,27,000.00	0.00

CGST	0.00
SGST	0.00
IGST	0.00
Final Amount	0.00

Save

After records are successfully entered 'Generate Bill' button is visible.

Bill Amount (incl. tax)	Print	Enter Record of Items	Enter Bill Info
₹ 1,24,302.00	Print Form	Record Entered	Generate Bill

On clicking generate bill button, following screen opens to enter bill information.
- All fields are mandatory.
- Bill no with register entries for bill and items are entered.
- After entering all fields click save.

ENTER BILL INFORMATION

CGST Amount	150.00		SGST Amount	152.00
IGST Amount	0.00		*Bill Amount	124302.00
*Bill No			*Bill Date	20 March 2019 (DD/MM/YYYY)
*Bill Register Number			*Bill Register Entry Number	
*Bill Register Page Number			*Firm Name	--No Vendor--

Sr. No	Item Description	Quantity	Estimate Rate Per Item	Actual Rate Per Item	Total Estimate Cost	Item Wise Bill Amount	Stock Register No	Stock Register Page No	Stock Register Entry No
1	computer	2	₹ 36,000.00	₹ 35,000.00	₹ 72,000.00	₹ 70,000.00			
2	printer	2	₹ 5,000.00	₹ 4,500.00	₹ 10,000.00	₹ 9,000.00			
3	Mouse	30	₹ 1,500.00	₹ 1,500.00	₹ 45,000.00	₹ 45,000.00			
Total		34			127000	124000			

Save

After saving bill information generate voucher button is visible.

Print	Enter Record of Items	Enter Bill Info	UTR/ Bank Confirmation	Get Voucher
Print Form	Record Entered	Generated		Get Voucher

On clicking generate voucher button following screen is shown.
- Voucher date here is editable
- Add narration and then click add voucher button to save voucher

Fields marked with * are mandatory.

Voucher Type:	Journal Voucher	Voucher Number:	CSE/GIAN/2019-20/0004	
Department:	Department of Computer Science & Engineering	Voucher Date:	20 March 2019	(DD/MM/YYYY)
Expenditure Type:	Non-Recurring			

Account Ledger	Debit	Credit
201804 - Computers 7 Star computers	124302	0
Account Payable Party : 7 Star computers	0	124302
Total	124302	124302

Change Payable to

Sr. No	Item Description	Quantity	Item Bill Amount	Stock Register No	Stock Register Entry No	Stock Register Page No
1	computer	2	₹ 70,000.00	78	3	85
2	printer	2	₹ 9,000.00	1	13	1
3	Mouse	30	₹ 45,000.00	4	4	3

*Narration	

Add Voucher   Cancel

- In case account payable party name needs to be changed, then click change payable to button.
- Select payable to and select party, then click change.

Account Ledger	Debit	Credit
201804 - Computers 7 Star computers	124302	0
Account Payable Party : 7 Star computers	0	124302
Total	124302	124302

Change Payable to

*Payable to	Department ▼	*Select Party	CSE-Department of Cor ▼

Change   Cancel

Once the voucher is generated print voucher button is visible.

Enter Record of Items	Enter Bill Info	UTR/ Bank Confirmation	Get Voucher
Record Entered	Generated		Print Voucher

On clicking print voucher, Voucher is printed.

GZS Campus College of Engineering & Technology, Bathinda

A Constituent Institute of MRSPTU, Bathinda

Voucher Type:	Journal Voucher	**Voucher Number:**	CSE/GIAN/2019-20/0004
Department:	Department of Computer Science & Engineering	**Voucher Date:**	20-Mar-2019
Expenditure Type:	Non-Recurring		

Account Ledger	Debit	Credit
201804-CSE-Computers 7 Star computers	₹ 1,24,302.00	₹ 0.00
6-Account Payable Party : 7 Star computers	₹ 0.00	₹ 1,24,302.00
Total	**124302**	**124302**

Detail of Items

Sr. No	Item Description	Quantity	Item Bill Amount	Stock Register No	Stock Register Entry No	Stock Register Page No
1	computer	2	₹ 70,000.00	78	3	85
2	printer	2	₹ 9,000.00	1	13	1
3	Mouse	30	₹ 45,000.00	4	4	3

Narration: voucher generated for sanctiuon

Deptt Clerk	**Internal Audit1 (SA/ Supdt)**	**Internal Audit2**	**Head Of Department**

-- For Office Use Only --

Clerk	**Superintendent**	**Asisstant Registrar**	**FO**	**Competent Authority**

To search for particular sanction form, four filters are provided, based on which sanctions can be searched. These are financial year, budget type, account ledgers & sanction number.

*Financial Year	FY 2019-20 ▾
*Budget Type	⦿ Budget Head ◯ Project ◯ All
*Account Ledger	--Select AccountLedger-- ▾
Sanction Number	

<div align="center">Search</div>

Accounts Deptt. Steps of Expenditure Module

Accounts Department can go to Budget menu and then select Manage Sanction Bills
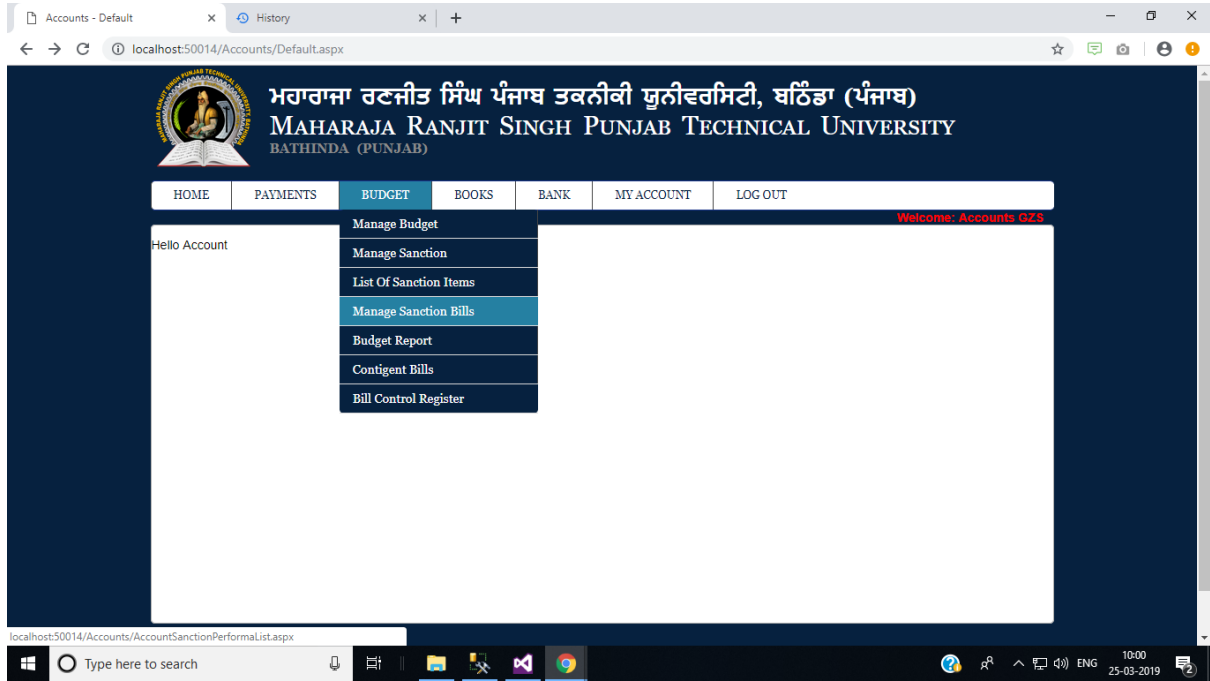
Manage Sanction Bills

- If there is any deductions for sanction provided, accounts department can enter here amount to be deducted.
- Also bank confirmation or UTR no for bill amount is entered here and saved.

MANAGE ACCOUNT SANCTION

*Financial Year	FY 2019-20
*Account Ledger	--Select AccountLedger--
*Department	--All Department--
Sanction Number	

Search

Sr. No	Sanction Number	Sanction Date	College	Department	sBudget Type	Account Ledger	Financial Year	Budget Allocated	Budget Used	Available Budget	Estimate Sanction	Bill No	Bill Amount	Deductions If Any	Enter Utr No/ Bank Confirmation	
1	4	20-03-2019 11:44:37	101	CSE	Project	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 33,100.00	₹ 8,46,900.00	₹ 1,27,000.00	123	₹ 1,24,302.00	0.00		Save
2	3	12-03-2019 10:51:03	101	CSE	Budget Head	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 32,500.00	₹ 8,47,500.00	₹ 1,200.00	123	₹ 1,100.00	500.00	confirmed	Save
3	2	15-02-2019 10:50:21	101	CSE	Budget Head	201804 - Computers	2019-20	₹ 8,80,000.00	₹ 0.00	₹ 8,80,000.00	₹ 34,000.00	123	₹ 33,000.00	500.00	confirmed	Save

Accounts Department can check List of sanction Items.
- From budget menu select list of sanction items.
- Here list of all items that has been included in sanctions can be viewed.
- Search filters are provided.

MANAGE ACCOUNT SANCTION

*Financial Year	FY 2019-20 ▼
*Department	--All Department-- ▼
*Account Ledger	--Select AccountLedger-- ▼
Sanction Number	
Item Name	

Search

Total Items are: 6

Sr. No	Sanction Number	Department	Item Name	Quantity Ordered	Estimate Rate Per Item	Total Estimate	Approved	Quantity Recevied	Actual Rate Per Item	Total Bill Amount	Stock Register No	Stock Register Entry No	stock Register Page No
1	4	CSE	computer	2	₹ 36,000.00	₹ 72,000.00	True	2	₹ 35,000.00	₹ 70,000.00	78	3	85
2	4	CSE	printer	2	₹ 5,000.00	₹ 10,000.00	True	2	₹ 4,500.00	₹ 9,000.00	1	13	1
3	4	CSE	Mouse	30	₹ 1,500.00	₹ 45,000.00	True	30	₹ 1,500.00	₹ 45,000.00	4	4	3
4	3	CSE	computer	1	₹ 1,200.00	₹ 1,200.00	True	1	₹ 1,100.00	₹ 1,100.00	78	1	20
5	2	CSE	computer	2	₹ 5,000.00	₹ 10,000.00	True	2	₹ 4,500.00	₹ 9,000.00	1	3	4
6	2	CSE	printer	12	₹ 2,000.00	₹ 24,000.00	True	12	₹ 2,000.00	₹ 24,000.00	7	2	1
Total				49				49					

Steps of Receipt Module

Department can also manage receipts. i.e.
- can generate receipt, receive fees , edit receipt, activate or deactivate receipt.
- Go to manage receipt click on 'Manage Receipt' Option.
- Following screen will be open.
- From this screen it can either generate new receipt or manage generated receipt
- To generate new receipts, click on 'Generate new receipt'.

MANAGE RECEIPTS

Receipt Group *	--ALL--
Select Branch *	--ALL--
Batch	--ALL--
Name	
Roll Number	
Hostel	--ALL--
Category	--Select Category--
	Search

Generate New Receipt

On clicking generate new receipt following screen is opened.
- To search for students whose receipt has to be generated, select receipt group and branch. These two fields are mandatory to select before searching for students.

GENERATE NEW RECEIPT

Receipt Group *	--ALL--
Select Branch *	--ALL--
Batch	--ALL--
Name	
Roll Number	
Hostel	--Select Hostel--
Bus Route	--Select BusRoute--
Category	--Select Category--
	Search Cancel

On clicking search, list of students is displayed.
- Select checkbox against students whose receipt has to be generated.
- After select students click generate receipt button.
- Receipts of those students will be generated and saved.

GENERATE NEW RECEIPT

Receipt Group	Fee January-2019 ▼
Select Branch	1111-Bachelor of Technology ▼
Batch	--ALL-- ▼
Name	
Roll Number	
Hostel	--Select Hostel-- ▼
Bus Route	--Select BusRoute-- ▼
Category	--Select Category-- ▼
	Search Cancel

☐	Branch	Roll Number	Student Name	Batch
☐	Bachelor of Technology (Computer Science & Engineering)	15110068	Monty Kumari	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110124	Abhilasha Sharma	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110125	Abhinandan Syal	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110126	Abhinav Sharma	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110127	Abhishek Kumar	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110128	Abhishek Kumar	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110129	Abhishek Nath Jha	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110130	Aishwariya Madhav	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110131	Akash Kumar Mishra	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110132	Akhilesh Kumar	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	15110133	Alok Kumar	Aug 2015
☐	Bachelor of Technology (Computer Science & Engineering)	Btechcse9119	Pardeep Singh	Aug 2018
☐	Bachelor of Technology (Computer Science & Engineering)	BtechCSE912	Shreyansh Pandey	B.Tech-2016
☐	Bachelor of Technology (Computer Science & Engineering)	Btechcse9127	Atal Pratap Singh	Aug 2018
☐	Bachelor of Technology (Computer Science & Engineering)	Btechcse9141	Yashdeep Singh	Aug 2018
☐	Bachelor of Technology (Computer Science & Engineering)	Btechcse9152	Kaushal Bansal	Aug 2018
☐	Bachelor of Technology (Computer Science & Engineering)	Btechcse9158	Sonali Goyal	Aug 2018
☑	Bachelor of Technology (Computer Science & Engineering)	Btechcse9172	Piyush Narula	Aug 2018
☑	Bachelor of Technology (Computer Science & Engineering)	Btechcse9190	Navjot Singh	Aug 2018
☑	Bachelor of Technology (Computer Science & Engineering)	BtechCSE947	Shivam Saini	B.Tech-2016
☑	Bachelor of Technology (Computer Science & Engineering)	BtechCSE948	Ayush Pratap	B.Tech-2016
☑	Bachelor of Technology (Computer Science & Engineering)	LeetCSE3011	Rohit Singh	2016-Leet

Generate Receipt

To view students whose receipts are generated click manage receipt menu.
- Next select receipt group and branch and then click search. These two fields are mandatory to select before clicking search button.
- Department can perform edit, receive fee, or refund fees and activate/ deactivate receipts.

Receipt Group	Fee January-2019 ▼
Select Branch	1902-Master of Technology (▼
Batch	--ALL-- ▼
Name	
Roll Number	
Hostel	--ALL-- ▼
Category	--Select Category-- ▼
	Search

Generate New Receipt

SrNo	Branch	Receipt Number	Roll Number	Student Name	Amount	Download	Category	Edit	Delete	Receive Fee	Fee Status	Refund	Action
1	Master of Technology (Computer Science Engineering)	188401575	170300001	Amanpreet Kaur	18700.00	No	GTF	Edit	Delete	Fee Received	Pending		Deactivate
2	Master of Technology (Computer Science Engineering)	188401576	170300002	Anita Rani	18700.00	No	GTF	Edit	Delete	Fee Received	Pending		Deactivate
3	Master of Technology (Computer Science Engineering)	188401577	170300003	Arshdeep Kaur	18700.00	No	GTF	Edit	Delete	Fee Received	Pending		Deactivate

On clicking edit receipt following screen opens.

EDIT RECEIPTS

Student Name	Rajwinder Singh
Roll Number	170300012
Branch	1902-Master of Technology (▼
Batch	Aug 2017 ▼
Hostel	--Select Hostel-- ▼
Bus Route	--Select BusRoute-- ▼
Session	EVEN
Notes	
Partial Payment Receipt	Partial Payment

Account Head	Ammount(Rs)
Tution Fee	0.00
Adm.-Regd. Fee	0.00
Development Fund	0.00
Student Fund	0.00
University charges	0.00
Edu tour charge	0.00
Alumni Fee	0.00
Security ad. Batch 2018	0.00
Library Fee	0.00
Gymkhana Fee - Sports Fee	0.00
Medical and Health Care Fee	0.00
Indentity Card Fee	0.00
Hostel	0.00
Phd Enrolment Cum Pre	0.00
PhD Course-Work Fee	0.00
PhD Semester Fee	0.00
other charges	0.00
Late Fee	0.00
Phd Registration Fee	0.00
Examination Fee - Regular	0.00
Document charges	0.00

UnLock Receipt   Cancel   Print Receipt

Before editing unlock receipt button is clicked.

PhD Course-Work Fee	0.00
PhD Semester Fee	0.00
other charges	0.00
Late Fee	0.00
Phd Registration Fee	0.00
Examination Fee - Regular	0.00
Document charges	0.00

UnLock Receipt   **Cancel**   **Print Receipt**

On clicking unlock receipt button, pop up opens to enter reason for unlocking receipts.
- Enter remarks and save.

University charges	0.00
Edu tour charge	0.00
Alumni Fee	0.00
Security ad. Batch 2018	0.00
Library Fee	0.00
Gymkhana Fe	
Medical and H	
Indentity Card	
Hostel	
Phd Enrolmen	
PhD Course-Work Fee	
PhD Semester Fee	0.00
other charges	0.00
Late Fee	0.00
Phd Registration Fee	0.00
Examination Fee - Regular	0.00
Document charges	0.00

Unlock Reason [ ]

Save Remark   **Cancel**

After this update button and Partial payment link are visible.
- After making changes in receipts click update button.
- Print of receipt can be generated through print receipt button.

- On clicking partial payment, it generates new receipt for partial payment with initial amount zero. This can be then edited in the same way.
- Once all updations are done click lock receipt button.

| Examination Fee - Regular | 0.00 |
| Document charges | 0.00 |

Lock Receipt   Update   Cancel   Print Receipt

Student Name	Rajwinder Singh
Roll Number	170300012
Branch	1902-Master of Technology (▼
Batch	Aug 2017 ▼
Hostel	Girl Hostel One ▼
Bus Route	Mandi Dabwali ▼
Session	EVEN
Notes	entered tuition fees
Partial Payment Receipt	Partial Payment

Next is delete button. If any receipt is required to be deleted, simply click delete button
- On clicking button it will ask for the confirmation of delete.

Receipt Number	Roll Number	Student Name	Amount	Download	Category	Edit	Delete	Receive Fee	Fee Status	Refund	Action
188401575	170300001	Amanpreet Kaur	18700.00	No	GTF	Edit	Delete	Fee Received	Pending		Deactivate

Next is fee received button.
- This column is visible to the login department only if fee received rights are provided by admin.
- In case no rights are provided to login department then this fee received column is not visible to the user.
- If fee received button is clicked, then fee status is changed from pending to paid.

SrNo	Branch	Receipt Number	Roll Number	Student Name	Amount	Download	Category	Edit	Delete	Receive Fee	Fee Status	Refund	Action
1	Master of Technology (Computer Science Engineering)	188401575	170300001	Amanpreet Kaur	18700.00	No	GTF	Edit	Delete	20-03-2019 15:48:13	Paid	Refund	Deactivate
2	Master of Technology (Computer Science Engineering)	188401576	170300002	Anita Rani	18700.00	No	GTF	Edit	Delete	Fee Received	Pending		Deactivate

When fee status is paid refund button is shown visible.
- If there is any refund for any student, refund button is clicked.
- On clicking refund, following screen is shown.
- After entering fees, Save refund.

REFUND FOR RECEIPT [188401575]

Student Name	Amanpreet Kaur
Roll Number	170300001
Branch	1902-Master of Technology (▼
Batch	Aug 2017 ▼
Hostel	--Select Hostel-- ▼
Bus Route	--Select BusRoute-- ▼
Session	EVEN
Notes	

Account Head	Ammount(Rs)
Tution Fee 7	5200
Adm.-Regd. Fee 6	0.00
Development Fund 8	0
Student Fund 9	0.00
University charges 10	0
Edu tour charge 11	0
Alumni Fee 13	0
Security ad. Batch 2018 14	0.00
Library Fee 23	0.00
Gymkhana Fee - Sports Fee 24	0.00
Medical and Health Care Fee 25	0.00
Indentity Card Fee 26	0.00
Hostel 27	0.00
Phd Enrolment Cum Pre 28	0.00
PhD Course-Work Fee 29	0.00
PhD Semester Fee 30	0.00
other charges 31	0.00
Late Fee 33	0.00
Phd Registration Fee 73	0.00
Examination Fee - Regular 1	0
Document charges 75	0

Refund

Next is activate and deactivate of receipt.
As per requirement if receipt has to be deactivated, click 'Deactivate' button.

Receipt Number	Roll Number	Student Name	Amount	Download	Category	Edit	Delete	Receive Fee	Fee Status	Refund	Action
188401575	170300001	Amanpreet Kaur	18700.00	No	GTF	Edit	Delete	Fee Received	Pending		Deactivate

Accounts Department Steps of Receipt Module

In REC logins

- Click manage receipts group menu.
- Click on manage
- Screen will be open from where receipts can be managed.
- Select branch and click search.
- List of students will be shown whose receipts are generated.
- These receipts can be edited, deleted or modified as required.
- Students whose fees are received, checkbox will be visible against those students, to generate their vouchers.

MANAGE RECEIPTS

Receipt Group	Fee January-2019
Select College	Giani Zail Singh Campus Co ▼
Select Branch	1113-Bachelor of Technology ▼
Batch	--ALL-- ▼
Name	
Roll Number	
Hostel	--ALL-- ▼
Category	--Select Category-- ▼
	Search

Generate New Receipt

Generate Voucher

SrNo	Branch	Receipt Number	Roll Number	Student Name	Amount	Download	Category	Edit	Delete	Fee Received	Fee Status	Refund	Action	Voucher Generate
	Bachelor of Technology (Electronics & Communication Engineering)	188400925	180390001	Lucky Soni	9750.00	No	TFW	Edit	Delete	01-03-2019 15:26:04	Paid	Refund	Deactivate	☐
	Bachelor of Technology (Electronics & Communication Engineering)	188400926	180390002	Jatin Mangla	9750.00	No	TFW	Edit	Delete	Fee Received	Pending		Deactivate	

Select checkbox and click generate voucher button.

On clicking generate voucher button, pop up will be shown which contains total sum of fees head-wise.
Select bank from drop down list.

Based on bank selected, if bank selected is of college same as of college of students, then two vouchers will be generated,
First of journal and second of receipt.

2	Adm.-Regd. Fee	0.00
3	Tution Fee	0.00
4	Development Fund	4300.00
5	Student Fund	4250.00
6	University charges	0.00
7	Edu tour charge	500.00
8	Alumni Fee	0.00
9	Security ad. Batch 2018	0.00
10	Library Fee	0.00
11	Gymkhana Fee - Sports Fee	0.00
12	Medical and Health Care Fee	0.00
13	Indentity Card Fee	0.00
14	Hostel	0.00
15	Phd Enrolment Cum Pre	0.00
16	PhD Course-Work Fee	0.00
17	PhD Semester Fee	0.00
18	other charges	0.00
19	Late Fee	0.00
20	Phd Registration Fee	0.00
21	Document charges	0.00

Electrical Engineering   Voucher Date: 25-03-2019 (DD/MM/YYYY)

Journal Voucher No
JOUR003005

Account Ledger	Debit	Credit
1820-Department of Electronics & Communication Engineering Party : Giani Zail Singh Campus College of Engineering & Technology, Bathinda	9750	0
Development Fund	0	4300
Education Tour	0	500
Examination Fee - Regular	0	700
Student Fee	0	4250
Total	**9750**	**9750**

Receipt Voucher No
RECE002127

Account Ledger	Debit	Credit
1004-Bank Account - CBI 1716970515 (SF)	9750	0
1820-Department of Electronics & Communication Engineering Party : Giani Zail Singh Campus College of Engineering & Technology, Bathinda	0	9750
Total	**9750**	**9750**

*Narration   180390001

[Add Voucher]

If bank selected is of university and student is of other college then three vouchers will be generated.
Two journal vouchers and one receipt voucher.

Department of Electrical Engineering	Voucher Date:	25-03-2019	(DD/MM/YYYY)

Journal Voucher No
JOUR003005

Account Ledger	Debit	Credit
1820-Department of Electronics & Communication Engineering Party : Giani Zail Singh Campus College of Engineering & Technology, Bathinda	9750	0
Development Fund	0	4300
Education Tour	0	500
Examination Fee - Regular	0	700
Student Fee	0	4250
Total	**9750**	**9750**

Journal Voucher No
JOUR003005+1

Account Ledger	Debit	Credit
7-Account Receivable Party : MRSPTU Bathinda	9750	0
1820-Department of Electronics & Communication Engineering Party : Giani Zail Singh Campus College of Engineering & Technology, Bathinda	0	9750
Total	**9750**	**9750**

Receipt Voucher No
RECE002127

Account Ledger	Debit	Credit
1001-Bank Account - CBI 3463857819	9750	0
7-Account Receivable Party : Giani Zail Singh Campus College of Engineering & Technology, Bathinda	0	9750
Total	**9750**	**9750**

*Narration	180390001

Add Voucher

Click add vouchers. Thus vouchers will be generated.

Receipts whose vouchers are generated will be shown as generated.

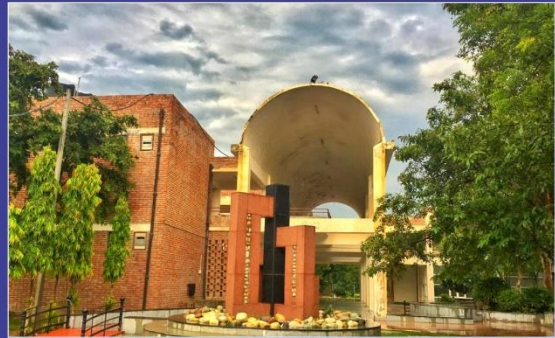|							
GTF	Edit	Delete	14-02-2019 15:41:07	Paid	Refund	Deactivate	Generated
GTF	Edit	Delete	21-12-2018 11:38:18	Paid	Refund	Deactivate	Generated
GTF	Edit	Delete	05-03-2019 09:52:46	Paid	Refund	Deactivate	☐
GTF	Edit	Delete	12-03-2019 09:35:03	Paid	Refund	Deactivate	☐

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Dabwali Road, Bathinda (Pb.) - 151001

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