

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
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File No. SEEPZM-EFNC/16/2025-CA / 43483

DATE: 22-05-2025

Executive Order No 01 /2025

Sub: Implementation of RISE ERP for Financial Accounting in SEEPZ SEZ

The DC Office of SEEPZ SEZ has been using Tally to maintain records of all receipts and expenses. Currently, accounting entries are made in Tally manually, and both budgeting and financial sanction processes are also prepared in Tally after manual data entry. As all entries in Tally involve manual intervention, there is a possibility of discrepancies. To address this, it has been decided to eliminate manual intervention and develop software that will fetch data from a single source of truth. This is to inform all stakeholders of SEEPZ SEZ that henceforth, all financial accounting processes will be managed through the RISE ERP application (rise.seepz.gov.in). Authorized users will be able to perform various activities, including accounting voucher entries, financial sanction approvals, payment sanctioning, budgeting, and report generation through the Financial Accounting Module.

2. Moreover, as RISE ERP is an integrated system, the majority of entries will be automatically accounted for through various ERP modules. This will significantly reduce the effort required from the Accounts Team while ensuring greater accuracy and efficiency. For receipts and payments, the RISE ERP application has been integrated with the bank software, and integration with Punjab National Bank (PNB) has been completed for receipt and payment transactions. If integration with other banks is planned in the future, the DC Office will issue appropriate orders accordingly. Hence, all receipts and payments will be made exclusively through the PNB account via online transactions. These services are notified by the DC Office from time to time for online transactions. Receipts, such as rent, penalties, and charges for other services, are already operational through the ERP Module. Now, through the Financial Accounting Module, expenditure details will also be updated from time to time.

3. The Financial Accounting module was released on the Live server on 03.02.2025, and user privileges have been enabled for the respective stakeholders. All concerned parties are instructed to fully transition to the module to ensure the successful automation of financial processes within SEEPZ SEZ effective from 01-04-2025.

4. Responsibility of SEEPZ Users

Accounts Section

4.1. After the Go-Live of this module, **Budgetary Processes** will be simplified in the new ERP software and carried out as below:

- i. **Initiate Budget** - All sections of SEEPZ authority submit budget proposals.
- ii. **Prepare Budget** - In-charge Estate Finance consolidate submissions.
- iii. **Approve Budget** - Competent authorities review and finalize the budget.
- iv. **Reappropriate Budget** - Funds can be reallocated within approved limits after approval of competent authority.

Detailed flow of budgetary process is as follows:

- a. All budgetary demand received from ADC/Section Head of all divisions will be sent to Maker of Estate Finance Section.
- b. Upon entering of Budgetary proposals by Maker, it will be sent to ADC/ Section Head of Estate Finance Section for verification and approval.
- c. ADC/ Section Head of Estate Finance Section will then forward with comments to Competent Authority.
- d. Competent Authority will review the budgetary demand.
- e. After finalization of the budgetary demand, the same shall be placed before SEEPZ authority for approval.
- f. Approved budget shall be uploaded into the ERP module by Estate Finance Section which shall be verified and approved by the Section Head. **Receipt and Expenditure process of Budget**

4.2. Accounting vouchers are automatically generated for transactions carried out through the modules.

4.3. Our objective is to ensure that 100% of receipt and expenditure transactions are processed through the online automated modules. Therefore, it is mandatory for all users to utilize the automated transaction system. Manual entries shall only be permitted in exceptional cases and strictly with prior approval from the competent authority.

4.4. In exceptional cases where transactions—including receipts and expenditures—must be carried out manually, prior approval

from the competent authority is mandatory. All such manually entered accounting vouchers must be accompanied by scanned copies of the relevant supporting documents.

4.5. These vouchers—covering transactions not generated through integrated modules such as Sales, Purchase, Receipt, Payment, Journal, Contra, and Debit/Credit Notes—must first be submitted to the respective Section Head for verification. Once verified, the vouchers shall be forwarded to the Section Head of Estate Finance for final approval. Until approved, these transactions will remain under the 'Voucher Pending' tab in the system.

4.6. Verification & Approval: Upon receipt of the verified transactions, the Section Head of Estate Finance will thoroughly review the vouchers and the attached source documents. The transactions will be formally accounted for only after approval. In the event of any discrepancies, the vouchers will be returned to the originating section for necessary corrections.

4.7. Reports including the Trial Balance, Balance Sheet, Day Book, Bank Book, Ledger Report, and Income & Expenditure Report are available in RISE ERP software.

4.8. Accounts Section shall reconcile all the financial transactions with the bank statement on a daily basis and at fixed periodic intervals as decided by the Section Head, using all reports mentioned in point no. 4.7 of this Order. Any discrepancies noticed during the reconciliation should be immediately flagged to the Competent Authority.

4.9. All financial entries and rectification of errors or discrepancies must be completed before the auditing of the yearly accounts. The final closing should be done by 30th April or as early as possible.

4.10. Post-Audit Adjustments and Report Access: After the finalization of the Balance Sheet and completion of the audit for the financial year, any audit objections or queries identified shall be addressed and rectified in the subsequent financial year. Access to financial reports will remain available for all completed financial years.

4.11. User Access and Credential Security: Stakeholders shall access the system using their unique username, password, and a One-Time Password (OTP) sent to their registered mobile number. These credentials are issued for individual use only and must not be shared with any other person under any circumstances. Users are responsible for maintaining the confidentiality of their login information. Any misuse of credentials, including unauthorized access resulting from sharing usernames, passwords, or OTPs, will be the sole responsibility of the concerned official.

5. A detailed user manual is enclosed with this order. There is a dedicated support unit set up to manage any queries or training requirements. The roles of Users are available in Annexure-A.

6. In case stakeholders face any difficulty, they should raise tickets on the Technical Helpdesk module enabled in the RISE system. This will help the SEEPZ Authority track and monitor the issues and any pendency as well.

This issues with the approval of Development Commissioner

(Mital Hiremath)

Digitally signed by

Mital Sudhir Hiremath Development Commissioner

Date: 22-05-2025

11:48:00

SEEPZ SEZ, Mumbai

Copy to: 1) ADC, Estate Finance, SEEPZ-SEZ

2) ADC, Estate Operation, SEEPZ-SEZ

3) DCO/JDCO/DDCO/SO

4) Office Order file

5) SEEPZ Website

6) ERP Team

Annexure A

User's roles are given in financial Accounting Module

User	Roles in Module
Development Commissioner	a. Viewing of accounting vouchers b. Financial sanction c. Finalizing the budget d. Generate Reports
Joint Development Commissioner	a. Viewing of accounting vouchers b. Financial sanction c. Finalizing the budget d. Generate Reports
Deputy Development Commissioner	a. Viewing of accounting vouchers b. Financial sanction c. Finalizing the budget d. Generate Reports
SAO/FAO	a. Viewing, verifying and approving all accounting vouchers b. Viewing, verifying and forwarding financial sanction c. Generate Reports
LDC Finance	a. Create and submit financial sanction b. Generate Reports
Accounts Section	a. Creation and viewing of accounting vouchers b. Add Parties c. Add Item d. Generate Reports



RISe ERP for SEEPZ SEZ

USER MANUAL

for

FINANCIAL ACCOUNTING MANAGEMENT

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

Table of Contents

1 VERSION HISTORY	12
2 INTRODUCTION	13
2. 1 PRODUCT FUNCTION	13
3 ACCESSING PROBITY MODULE	14
3.1 ACCESSING LOGIN MODULE	14
3.2 SETUP	15
3.2.1 COMPANY SETUP	16
3.2.2 OWN TAX INFORMATION	16
3.2.3 OFFICE SETUP	17
3.2.4 GROUP SETUP	18
3.2.5 BANK/CASH SETUP	19
3.2.6 NUMBERING SETUP	20
3.2.7 ITEM/SERVICE MASTER	21
3.2.8 PARTY SETUP	22
3.2.9 COST UNIT	23
3.2.10 LEDGER/USER ALLOCATION	24
3.2.11 OPENING BALANCE	26
3.3 INBOX	28
3.4 BUDGET	28
3.4.1 HEAD OF ACCOUNTS	28
3.4.2 INITIATION – USER 1	30
3.4.3 PREPARATION – USER 2	31
3.4.4 PREPARATION RECEIVED – USER 1	32
3.4.5 CONSOLIDATION	36
3.4.6 CONSOLIDATION RECEIVED – USER 1	38
3.4.7 REAPPROPRIATION – USER 1	38

3.4.8 BUDGET VS ACTUAL	42
3.4.9 DETAILED HEAD OF ACCOUNT	43
3.5 ACCOUNTING VOUCHERS	44
3.5.1 SALES	44
3.5.2 PURCHASE	46
3.5.3 RECEIPT	47
3.5.4 PAYMENT	51
3.5.5 JOURNAL	52
3.5.6 CONTRA	53
3.5.7 DNCN	54
3.5.8 RETENTION	56
3.5.9 DRAFT	56
3.5.10 QUERY	57
3.5.11 DELETED VOUCHERS	57
3.6 VOUCHER APPROVAL	58
3.6.1 RECEIVED VOUCHER	58
3.6.2 FORWARDED VOUCHER	58
3.6.3 APPROVED VOUCHER	60
3.7 ADJUSTMENT	60
3.7.1 ADD NEW	60
3.7.2 DRAFT	64
3.7.3 RECEIVED	64
3.7.4 FORWARDED	64
3.7.5 APPROVED	65
3.8 STATUTORY PAYMENT	65
3.8.1 ADD NEW	65

3.8.2 DRAFT	66
3.8.3 RECEIVED	67
3.8.4 FORWARDED	67
3.8.5 APPROVED	68
3.9 CHART OF ACCOUNTS	69
3.10 REPORTS	71
3.11 SEARCH	72
3.12 PARTY	73
3.13 ITEM/SERVICE	73
3.13.1 RECEIVED	73
3.13.2 APPROVED	74
3.14 TAX CERTIFICATE	75
3.14.1 ADD NEW	75
3.14.2 PAID	77
3.15 FINANCIAL SANCTION	78
3.15.1 FINANCIAL SANCTION	78
3.15.2 DRAFT	80
3.15.3 QUERIED	82
3.15.4 RECEIVED	82
3.15.5 APPROVED	83
3.15.6 PAYMENT SANCTION	84
3.15.7 DISBURSEMENT	85
3.15.8 INITIATED TRANSACTION	86
3.15.9 SUCCESSFUL TRANSACTION	86
3.15.10 FAILED TRANSACTION	87
3.16 DEPOSIT	87

3.17	OPEN SUNDRY	89
3.17.1	PENDING FOR TRANSFER	89
3.17.2	PENDING FOR APPROVAL	90
3.17.3	APPROVED	91

Table of Figures

Figure 1 - Login Page	14
Figure 2 - Login Credentials.....	14
Figure 3 - Select Financial Accounting	15
Figure 4 – Accessing Setup Page	15
Figure 5 - Company Setup Page	16
Figure 6 - Accessing Own Tax Information	16
Figure 7 - Add Own Tax Information Details.....	17
Figure 8 - Own Tax Information	17
Figure 9 - Office Setup Page.....	17
Figure 10 - Adding Office Setup Details.	18
Figure 11 - Adding New Group Details.....	18
Figure 12 – View Added Group Setup Details	19
Figure 13 - Accessing Bank Details	19
Figure 14 - Adding Bank Details.	19
Figure 15 - Adding Cash Details	20
Figure 16 - Adding Numbering Details	20
<i>Figure 17 – Add Item/Service Details</i>	<i>21</i>
Figure 18 - Edit/Deactivate Added Item/Service	21
<i>Figure 19 – Party Setup</i>	<i>22</i>
Figure 20 - List of Added Party Setup Details.....	22
Figure 21 - View Item/ Service Details	23
Figure 22 – Item/Service Details	23
Figure 23 – Add Cost Unit Details	23
Figure 24 - Edit/Deactivate Cost Unit Details.....	24

Figure 25 - Ledger/User Allocation	24
Figure 26 - Cost Center Wise Ledger Allocation.....	25
Figure 27 - Cost Center Wise User Allocation	25
Figure 28 - Cost Center Wise User Allocation	26
Figure 29 - Ledger Opening Balance	26
Figure 30 - Upload Excel Sheet	27
Figure 31 - Sub Ledger Opening Balance	27
Figure 32 - Accessing Inbox	28
Figure 33 – Head of Account.....	29
Figure 34 – Add Head Setup.....	29
Figure 35 – Head of Account List	29
Figure 36 – Budget Initiation.....	30
Figure 37 – Edit Budget Initiation	30
Figure 38 – Initiation Notification	31
Figure 39 - Preparation	31
Figure 40 – Budget Preparation	31
Figure 41 – Submitting Budget Estimation	32
Figure 42 – Submit Budget Preparation.....	32
Figure 43 – Preparation Request	33
Figure 44 – Received Budget Details View.....	33
Figure 45 – Edit Budget Details	34
Figure 46 – Edit Budget Estimation.....	34
Figure 47 – Action Buttons.....	34
Figure 48 – Verify Budget Preparation.....	35
Figure 49 – Budget Preparation Verified	35
Figure 50 – Approved Budget Status	35
Figure 51 - Consolidation	36

Figure 52 – Verify Budet Consolidation	36
Figure 53 – Finalizing Budget Consolidation	37
Figure 54 – Approved Status	37
Figure 55 – Budget Details And History Details	38
Figure 56 – Consolidation Received	38
Figure 57 - Reappropriation	38
Figure 58 – Adding New Budget Reappropriation	39
Figure 59 – Saved Budget Reappropriation	39
Figure 60 – Add Head.....	39
Figure 61 – Add Head for Budget Reappropriation	40
Figure 62 – Submitting Reappropriation.....	40
Figure 63 – Submit Budget Reappropriation	40
Figure 64 – Approving Budget Reappropriation	41
Figure 65 – Reappropriation Amount View	41
Figure 66 – Approved Budget Reappropriation	41
Figure 67 – View of Budget & History Details	42
Figure 68 – Budget vs Actual.....	42
Figure 69 - Detailed Head of Account	43
Figure 70 - Head of Account Details.....	43
Figure 71 – Link Chart of Account	44
Figure 72 - Add Sales Details.....	45
Figure 73 - Save Sales Details.....	45
Figure 74 - Add Purchase Details	46
Figure 75 - Save Purchase Details	46
Figure 76 - Add Receipt Details.....	47
Figure 77 - Add Receipt Details (1).....	47
Figure 78 - View Receipt Amount Details	48

Figure 79 - Save Receipt Details	48
Figure 80 - Non Reference First Case	49
Figure 81 - Non Reference Second Case	50
Figure 82 - Non Reference Third Case	50
Figure 83 - Save Receipt Details	51
Figure 84 - Add Payment Details.....	51
Figure 85 - Save Payment Details.....	52
Figure 86 - Add Journal Details	52
Figure 87 - Add Contra Details	53
Figure 88 - Save Contra Details	54
Figure 89 - Add DNCN Details	55
Figure 90 - Save DNCN Details	55
Figure 91 – Retention Details.....	56
Figure 92 - Draft	57
Figure 93 - Query	57
Figure 94 - Deleted Vouchers.....	58
Figure 95 - Received Voucher	58
Figure 96 - Forwarded Voucher	59
Figure 97 – View Voucher Details	59
Figure 98 - Approved Voucher	60
Figure 99 – Add Adjustment Details	60
Figure 100 - Add Debit Document	61
Figure 101 - Add Credit Document	61
Figure 102 - Save Adjustment Details	62
Figure 103 - Submit Adjustment Details	62
Figure 104 - Forward tthe Details	63
Figure 105 - Verify & Approve.....	63

Figure 106 - Draft	64
Figure 107 - View Received Details	64
Figure 108 - Forwarded Adjustment Details	64
Figure 109 - Approved Adjustment Details	65
Figure 110 - Add Statutory Payment Deatils	65
Figure 111 - Add Paymnet Details	66
Figure 112 - Draft	66
Figure 113 - Received	67
Figure 114 - Forwarded	67
Figure 115 - Approved	68
Figure 116 - Save Challan Details	68
Figure 117 - Add Chart Of Accounts Details	69
Figure 118 - Add New Group	70
Figure 119 - List Of Charts Of Accounts	70
Figure 120 - Reports	71
Figure 121 - Generate Reports	71
Figure 122 - Search Voucher	72
Figure 123 - Search Details	73
Figure 124 - Party	73
Figure 125 - Item/Service	74
Figure 126 – Approval Items	74
Figure 127 - Add Item Details	75
Figure 128 Tax Certificate Details	76
Figure 129 – Added TCS Amount	76
Figure 130 - Payment Process	77
Figure 131 – Payment Details	77
Figure 132 - Paid Status	77

Figure 133 - Financial Sanction	78
Figure 134 - Forward Details	79
Figure 135 - Financial Sanction	79
Figure 136 - Financial Sanction Details	80
Figure 137 - Draft	81
Figure 138 – Draft Details	81
Figure 139 – Query Details	82
Figure 140 – Received	82
Figure 141 – Approve Details	83
Figure 142 – View Approved Details	83
Figure 143 – Approved Details	84
Figure 144 - Payment Sanction	84
Figure 145 - Payment Sanction Details	85
Figure 146 – Initiate Payment	85
Figure 147 – Initiated Transaction	86
Figure 148 – Successful Transaction	86
Figure 149 – Failed Transaction Details	87
Figure 150 – Deposit Details	87
Figure 151 – Deposit Details	88
Figure 152 - Deposit Approval	88
Figure 153 – Refund Amount	89
Figure 154 – Transfer Suspense Amount	89
Figure 155 - Transfer Details	90
Figure 156 – Approve Amount	90
Figure 157 - Approval Process	91
Figure 158 – Approved Details	92

1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	19-09-2024	Sareena Saji, Manchisha Chandramohan	Sujadh S, Manikandan	
1.1	Update Version	01-02-2025	Nishmitha K V	Aneesh K K	

2 INTRODUCTION

2. 1 PRODUCT FUNCTION

Financial Accounting Management System (Probity) is a double-entry ERP accounting system used for recording day-to-day business data of a company. It is also used to automate and integrate all business operations, such as purchasing, finance, sales, inventory, and statutory payments, etc. Probity can be used as standalone and also as integration with other modules.

3 ACCESSING PROBITY MODULE

3.1 ACCESSING LOGIN MODULE

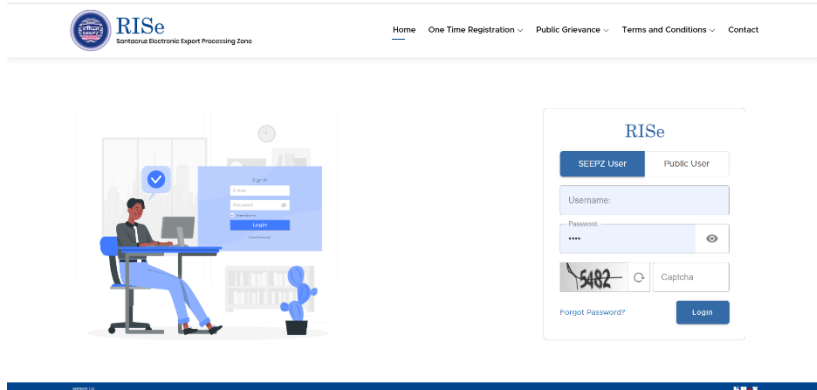


Figure 1 - Login Page

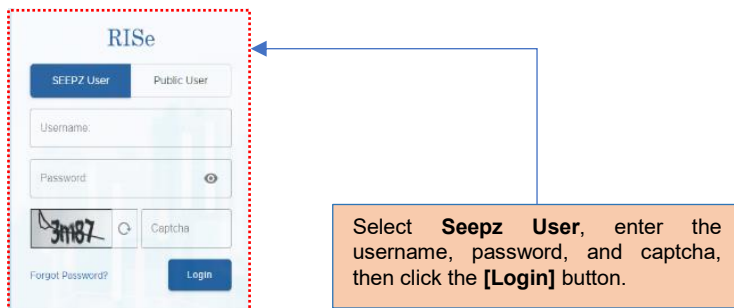
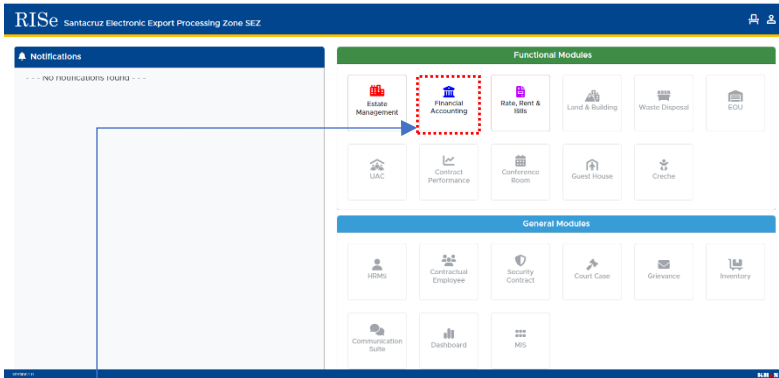


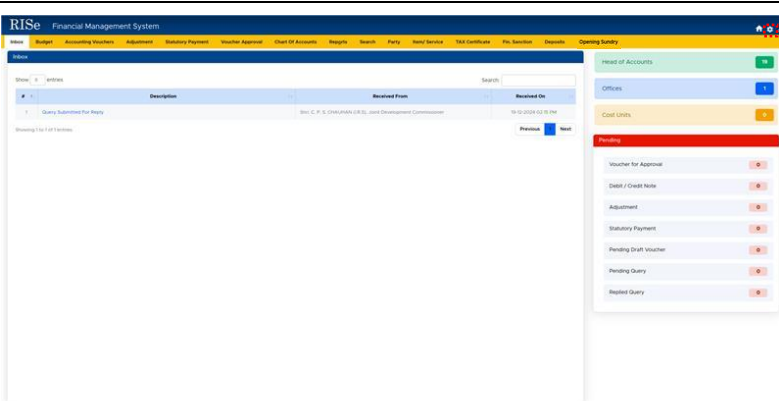
Figure 2 - Login Credentials



Select the **[Financial Module]** from the functional modules list.

Figure 3 - Select Financial Accounting

3.2 SETUP



Click on the **[Setup]** button to access the setup page.

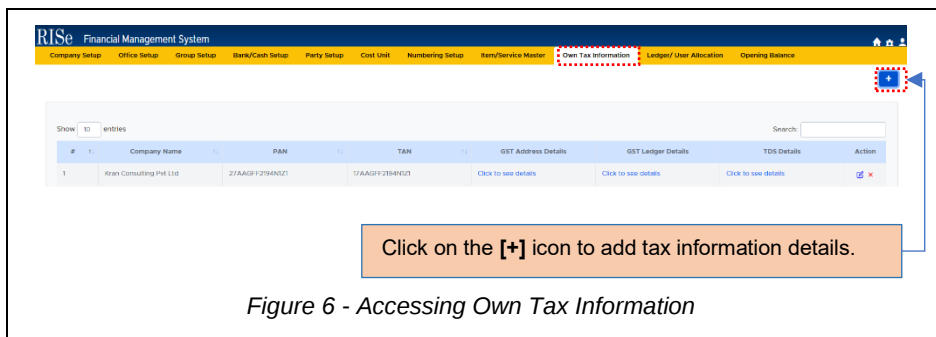
Figure 4 – Accessing Setup Page

3.2.1 COMPANY SETUP



Note: The company setup page shows the entered company details, which include the following information: company name, registered office address, company office address, email ID, corporate identification number, TAN, PAN, EPF number, ESI number, and TIN.

3.2.2 OWN TAX INFORMATION



Company Details

Company Name*
Kiran Consulting Pvt Ltd

Registered Address*
TC 33/512/L, Banookada P.O, Tiruvallur,

Contact Number*
0476-243126

Mail Id*
info@kiran.co.in

PAN*
27AAGCT294NDZ

TAN*
17AAGCT294NDZ

Own GST Details

GSTIN*
Building Name*
Location 1*
Location 2*
City*
State*

PINcode*
Phone No*
Mail Id*
Authorized Person Name*
Authorized Person Designation*

GST Input Account Ledger*
GST Input Account Ledger*
GST Input Account Ledger*
GST Input Account Ledger*
GST Input Account Ledger*

GST Output Account Ledger*
GST Output Account Ledger*
GST Output Account Ledger*
GST Output Account Ledger*
GST Output Account Ledger*

GST Payable Account Ledger*
GST Payable Account Ledger*
GST Payable Account Ledger*
GST Payable Account Ledger*
GST Payable Account Ledger*

TDS Type*
TDS Payable Ledger*
TDS Receivable Ledger*

Save

Enter the GST and TDS details, then click the **[Save]** button to save the entered details.

Figure 7 - Add Own Tax Information Details

3.2.3 OFFICE SETUP

Office Setup

Show 10 entries

#	Office Name	Company Name	Office Address	Contact Number	Mail Id	GST Details	TAN	PAN	EPF Number	ESI Number	Action
No data available											

+ Add Office

Click on the **[+]** icon to view office setup details.

Figure 9 - Office Setup Page

Add Office Details

Office Name* Company Name* Office Address* Contact Number*

Mail ID* TAN* PAN* BIF Number*

GST Number*

Add Gst Details

GSTIN* Building Name* Location* City* State* Pincode*

Phone No* Mail ID* Authorized Person Name* Authorized Person Designation*

Enter the office details and GST details. Then, click the **[Save]** button to save the entered details.

Figure 10 - Adding Office Setup Details.

3.2.4 GROUP SETUP

Add Group Details

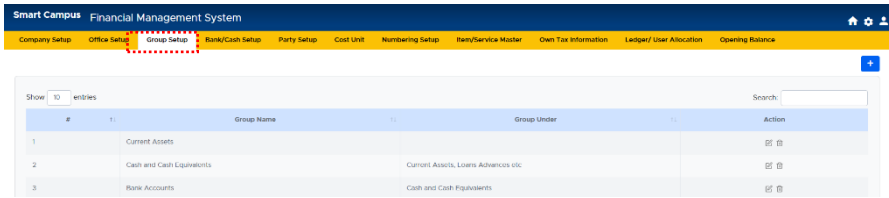
Group Name* Group Under*

Subgroup Name*

Enter the group name and corresponding ledger. Then, click **[Add New Group]** to add new group. Finally, click the **[Save]** button to save the entered details.

Figure 11 - Adding New Group Details

Note: The Group Setup page allows users to define groups with a name and a Group Under which refers to the ledger in accounting. This feature organizes ledgers hierarchically, facilitating structured financial reporting and analysis.

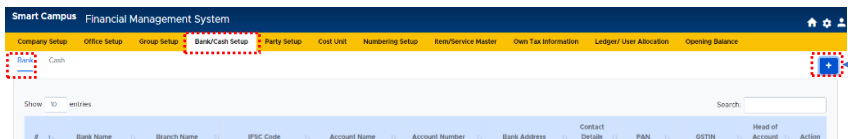


#	Group Name	Group Under	Action
1	Current Assets		[Edit] [Delete]
2	Cash and Cash Equivalents	Current Assets, Loans Advances etc.	[Edit] [Delete]
3	Bank Accounts	Cash and Cash Equivalents	[Edit] [Delete]

Figure 12 – View Added Group Setup Details

3.2.5 BANK/CASH SETUP

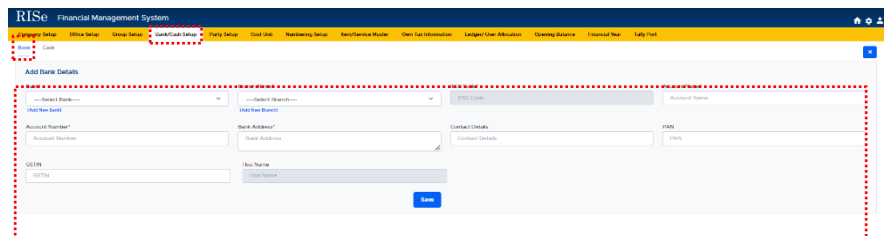
3.2.5.1 BANK



#	Bank Name	Branch Name	IFSC Code	Account Name	Account Number	Bank Address	Contact Details	PAN	GSTIN	Head of Account	Action
											[+]

Click on the **[+]** icon to add bank details.

Figure 13 - Accessing Bank Details



Add Bank Details

Bank Name: [Dropdown] Branch Name: [Dropdown] IFSC Code: [Text] Account Name: [Text]

Account Number: [Text] Bank Address: [Text] Contact Details: [Text] PAN: [Text]

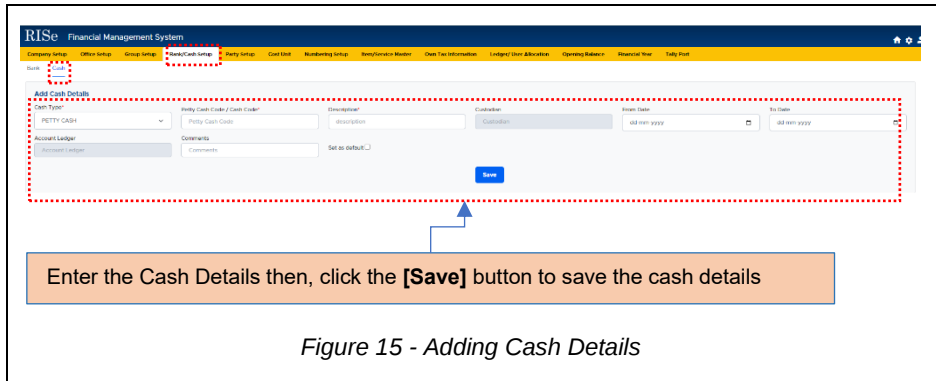
GSTIN: [Text] New Name: [Text] Lock Name: [Text]

Save

Enter the bank details then click the **[Save]** button to save the entered details.

Figure 14 - Adding Bank Details.

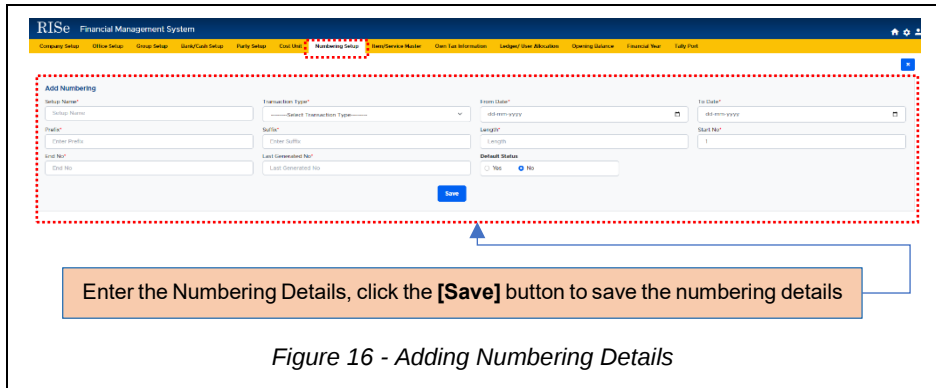
3.2.5.2 CASH



Enter the Cash Details then, click the **[Save]** button to save the cash details

Figure 15 - Adding Cash Details

3.2.6 NUMBERING SETUP



Enter the Numbering Details, click the **[Save]** button to save the numbering details

Figure 16 - Adding Numbering Details

3.2.7 ITEM/SERVICE MASTER

Add Item / Service Details

Select Category* Item/Service Code* Description* Nature*

Unit Of Measure* Select Measure* Select Type* HSN/SAC Code* GST Rate* RCM Applicable* ☐ Yes ☒ No

ITC eligibility* ☒ Yes ☐ No TDS type* TDS Rate* TCS type* TCS Rate*

Save

Enter the item/service details here then click the **[Save]** button to save the details.

Figure 17 – Add Item/Service Details

#	Category	Item/Service Code	Description	Nature	Unit Of Measure	Sales Price	Sales Account Ledger	Purchase Price	Purchase Account Ledger	HSN/SAC code	GST Rate	ITC Eligibility	RCM applicable	TDS Type	TDS Rate	TCS Type	TCS Rate	Action
1	Service	Software Services	Software services	Service	NOS- NUMBERS	₹100000.00	Software Revenue	₹10.00		087070 LIVE HORSES, ASSES, MULES AND MARES PURE-BRED	18%	Yes	No	T94C Contracts	2%	Not taxable	0.0%	 
2	Service	Hosting Charges	Hosting Charges	Service	NOS- NUMBERS	₹100000.00	Hosting Charges	₹10.00		087070 Horses for sale	18%	Yes	No	T94C Contracts	2%	Not taxable	0.0%	 
3	Service	Consultancy	Financial Consultancy Charges	Service	NOS- NUMBERS	₹10.00	Consultancy Charges	₹10000.00		087070 Horses for sale	5%	Yes	No	T94J Professional Fees	10%	Not taxable	0.0%	 
4	Service	AMC	AMC Software	Service	UNIT-UNITS	₹0.00		₹10000.00	AMC	087070 LIVE HORSES, ASSES, MULES AND MARES PURE-BRED	12%	Yes	No	T94C Contracts	2%	Not taxable	0.0%	 

Click the **[Edit]** icon to edit the added specific item/service and **[Deactivate]** icon to delete it.

Figure 18 - Edit/Deactivate Added Item/Service

3.2.8 PARTY SETUP

Enter the party setup details, which include client details, address details, bank details, and item/service details. Then click the **[Save] button to save the entered details.**

Figure 19 – Party Setup

#	Party Type	Party Name	PAN	Item/ Service Type Details	Party Ledger Details	Address Details	Bank Details	Action
1	Client	Kedron	AA80K039E	Click to see details	Click to see details	Click to see details	Click to see details	
2	Client	KUPCB	AAAGK079L	Click to see details	Click to see details	Click to see details	Click to see details	
3	Vendor	Solestar & Jayanthi	AAOF4204N	Click to see details	Click to see details	Click to see details	Click to see details	
4	Client	new Party		Click to see details	Click to see details	Click to see details	Click to see details	

Click here to view selected party item/service details.

Click the **[Edit] icon to edit the selected party's entered details, the **[Deactivate]** icon to deactivate it, and the **[Activate]** icon to activate it.**

Figure 20 - List of Added Party Setup Details



Item/ Service Name
Hosting Charges
BOSQ
Water Bottle

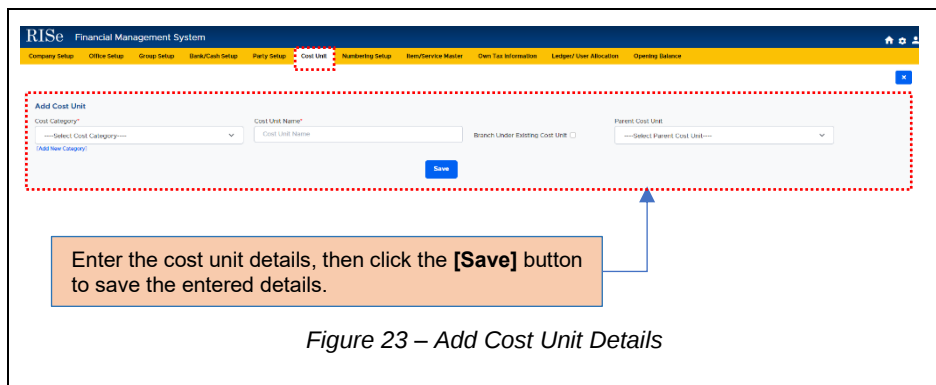
PAN Item/ Service Type Details Party Ledger Details

Figure 21 - View Item/ Service Details

Note: Similarly, in Figure 20 and Figure 21, of actions can be done in the sections for party ledger details, address details, and bank details.

3.2.9 COST UNIT

Cost Unit is used for specified transactions under prescribed category.



RISe Financial Management System

Company Setup Office Setup Group Setup Bank/Cash Setup Party Setup **Cost Unit** Warehousing Setup Item/Service Master Item Tax Information Ledger/ User Allocation Operating Balance

Add Cost Unit

Cost Category: Cost Unit Name: Branch Under Existing Cost Unit: ☐ Parent Cost Unit:

Enter the cost unit details, then click the **[Save]** button to save the entered details.

Figure 23 – Add Cost Unit Details

#	Cost Unit Name	Parent Cost Unit	Cost Category	Action
1	Admin Department		Development Center	 
2	Development		Development Center	 
3	Finance & Accounting		Development Center	 

Click the **[Edit]** icon to edit the selected cost unit entered details, the **[Deactivate]** icon to deactivate it.

Figure 24 - Edit/Deactivate Cost Unit Details

3.2.10 LEDGER/USER ALLOCATION

3.2.10.1 LEDGER ALLOCATION

RISe Financial Management System			
Company setup Office setup Group setup Bank/Cash setup Party setup Cost Unit Ledgering setup Remittance Matrix Open Tax Information Ledger/ User Allocation Opening Balance			
Ledger Allocation User Allocation			
Office Name	Number of allocated ledgers	Cost Unit Name	Number of allocated ledgers
-- No Office Found --		ADMIN DEPARTMENT	1
		DEVELOPMENT	1
		FINANCE & ACCOUNTING	0
		HR/DEPARTMENT	0
		MANAGEMENT	0

Click the “Admin Department” cost unit name for cost center-wise ledger allocation.

Figure 25 - Ledger/User Allocation

Cost center wise ledger allocation
✕

Ledger Name*

--Select ledger name--
▼

Ledger Name	Activate Status
CASH	✕

Select any ledger name from the drop-down list to allocate. The selected ledger will display in the table. Then click the **[Deactivate]** icon in the Activate Status column to deactivate the ledger.

Figure 26 - Cost Center Wise Ledger Allocation

3.2.10.2 COST CENTER WISE USER ALLOCATION

RISe Financial Management System
🏠 👤

Company Setup
Office Setup
Group Setup
Bank/Cash Setup
Party Setup
Cost Unit
Numbering Setup
Branch/Service Master
Open Tax Information
Ledger/ User Allocation
Opening Balance

Office Name	Number of allocated users
-- No Offices Found --	

Cost Unit Name	Number of allocated users
ADMIN DEPARTMENT	0
DEVELOPMENT	0
FINANCE & ACCOUNTING	0
HR DEPARTMENT	0
MANAGEMENT	0
R&D	0
SUPPORT	0

Click the "Admin Department" cost unit name for cost center-wise user allocation.

Figure 27 - Cost Center Wise User Allocation

Page 25 of 93

User Name	Activate Status
SHIJINA	

Select any user name from the drop-down list to allocate. The selected user will display in the table. Then click the **[Deactivate]** icon in the Activate Status column to deactivate the user.

Figure 28 - Cost Center Wise User Allocation

3.2.11 OPENING BALANCE

3.2.11.1 LEDGER OPENING BALANCE

Click the **[Download Excel Format]** button to download the Excel sheet. Then add the required details, and click the **[Upload Excel Sheet]** button to upload the updated sheet.

Figure 29 - Ledger Opening Balance

Browse and attach the Excel sheet, then click the **[Upload]** button to upload the sheet.

Figure 30 - Upload Excel Sheet

3.2.11.2 SUB LEDGER OPENING BALANCE

Enter sub-ledger opening balance details, then click the **[Save]** button to save the entered details. Users can then upload the same data via an Excel sheet. Click the **[Download Excel Format]** button to download the Excel sheet, add the required details, and click the **[Upload Excel Sheet]** button to upload the updated sheet.

Figure 31 - Sub Ledger Opening Balance

3.3 INBOX

After the setup, go to the home page by clicking the **[Home]** icon for the balance process.

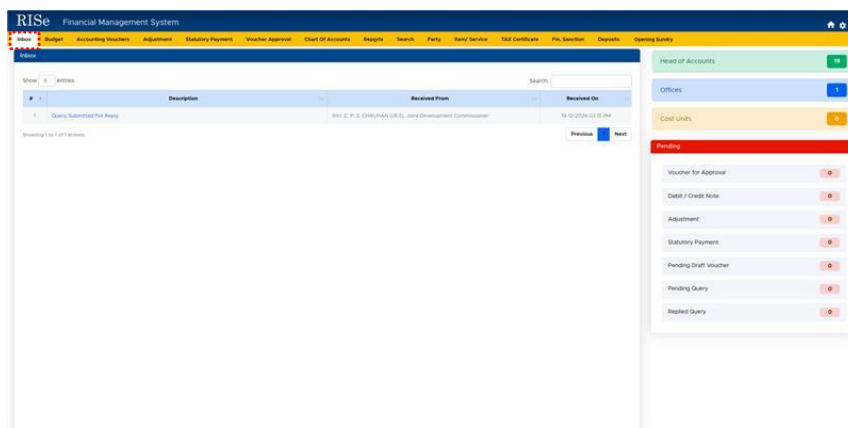


Figure 32 - Accessing Inbox

3.4 BUDGET

For Cost wise User allocation follow the steps from Figure 27 to Figure 28.

3.4.1 HEAD OF ACCOUNTS

Add classification, Choose Major Head, Sub Major Head, Minor Head, Sub Head, Detailed Head, Cost Unit, add description and click **[Save]** button.

Figure 33 – Head of Account

Select Head Type, add Head Code, Head Name, Choose Status and click **[Save]** button.

#	HEAD TYPE	HEAD CODE	HEAD NAME	STATUS
1	MAJOR HEAD	01	ADMIN DEPARTMENT	ACTIVE

Figure 34 – Add Head Setup

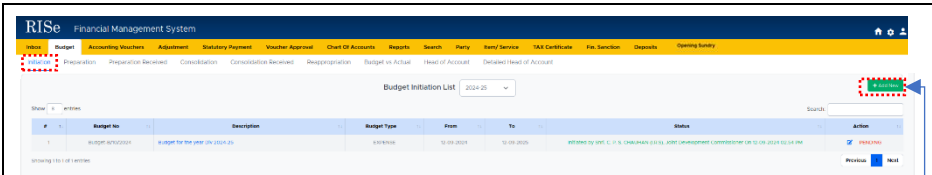
Upon Saving the Head of Accounts Details, the entries will be listed down in a table.

#	HEAD	DESCRIPTION	COST UNIT	CLASSIFICATION	STATUS
1	MAJOR HEAD	01	ADMIN DEPARTMENT	EXPENSE	ACTIVE
2	MAJOR HEAD	02	ADMIN DEPARTMENT	EXPENSE	ACTIVE

Figure 35 – Head of Account List

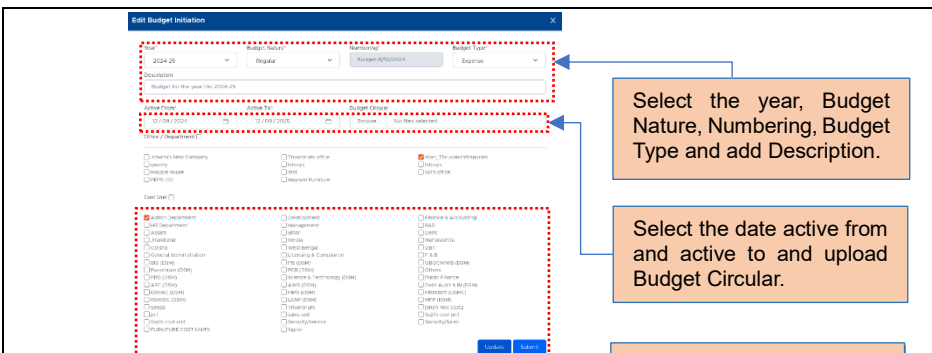
Note: The added Head of Account details could be viewed as Account Ledger field, under *Preparation Received* Tab.

3.4.2 INITIATION – USER 1



Click **[+Add New]** to edit Budget Initiation.

Figure 36 – Budget Initiation



Select the year, Budget Nature, Numbering, Budget Type and add Description.

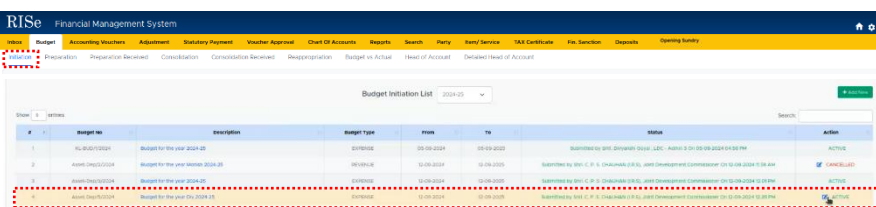
Select the date active from and active to and upload Budget Circular.

Select the Cost Unit and click **[Submit]** button.

Figure 37 – Edit Budget Initiation

The Budget Initiation will be sent to the respective user.

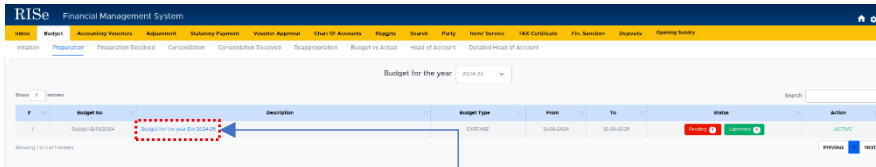
3.4.2.1 INITIATION USER 2



The initiation notification could be viewed here.

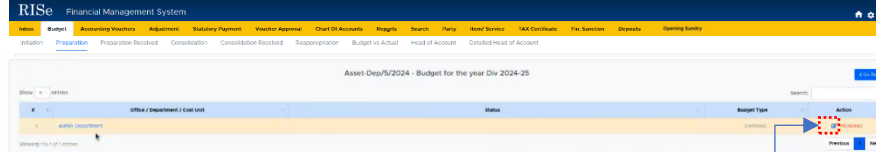
Figure 38 – Initiation Notification

3.4.3 PREPARATION – USER 2



Click the *Budget Notification*.

Figure 39 - Preparation



Click the **[Edit]** icon against the Department Unit.

Figure 40 – Budget Preparation

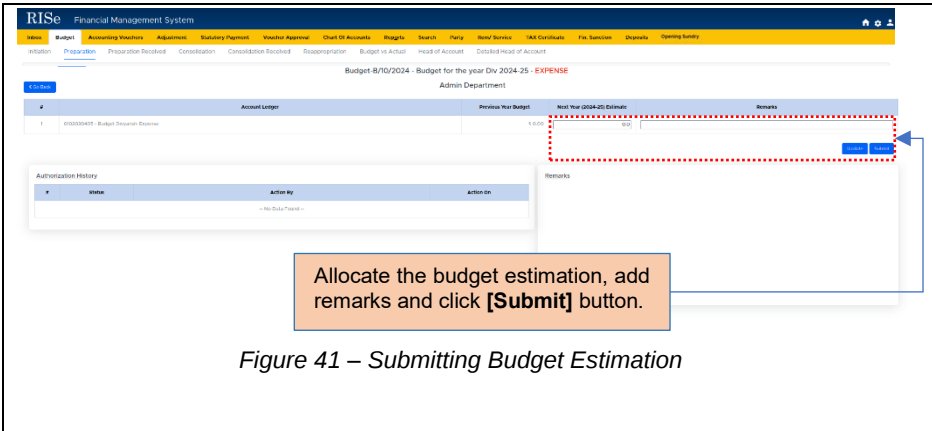


Figure 41 – Submitting Budget Estimation

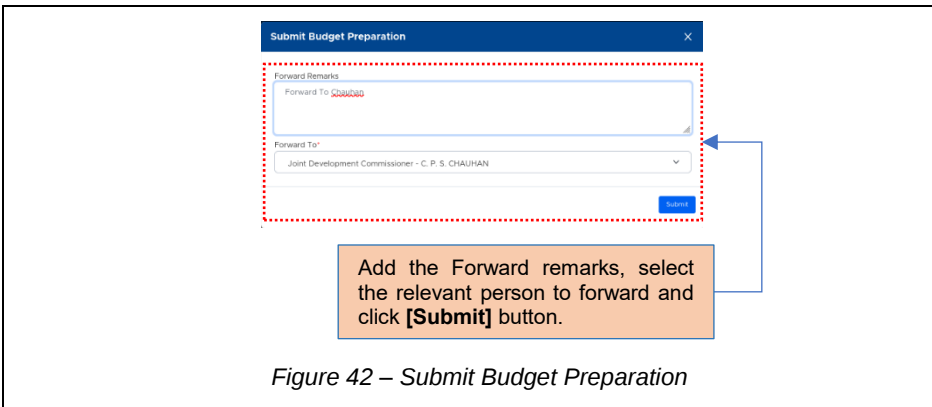
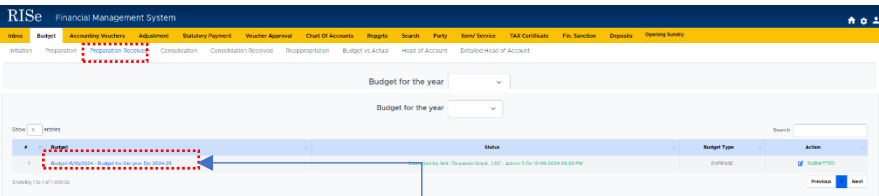


Figure 42 – Submit Budget Preparation

Upon submitting the Budget Estimation, the budget will be sent to the respective user for verification and approval.

3.4.4 PREPARATION RECEIVED – USER 1

The received Budget Preparation could be viewed under Preparation received sub-Tab.



Click the *Budget Notification* to view budget details.

Figure 43 – Preparation Request

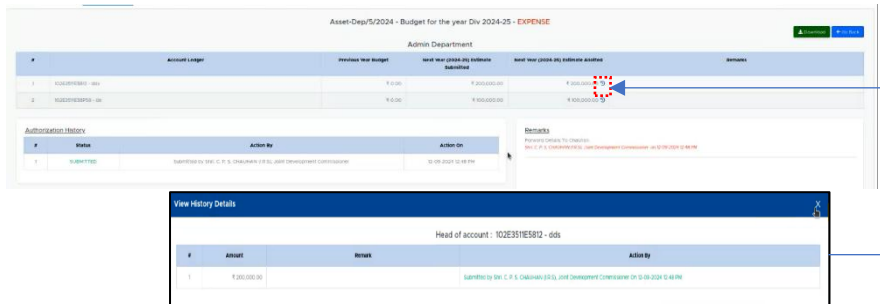
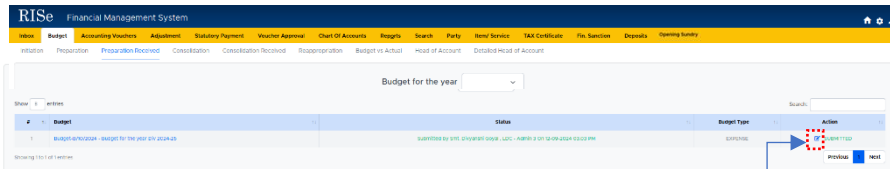
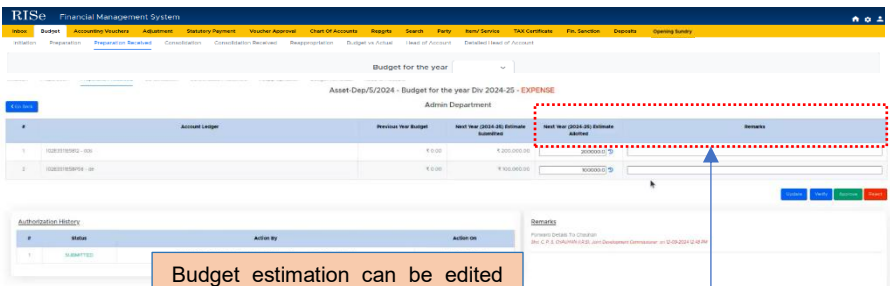


Figure 44 – Received Budget Details View



Click **[Edit]** icon to view and update the Budget Preparation.

Figure 45 – Edit Budget Details



Budget estimation can be edited and add Remarks if any.

Figure 46 – Edit Budget Estimation

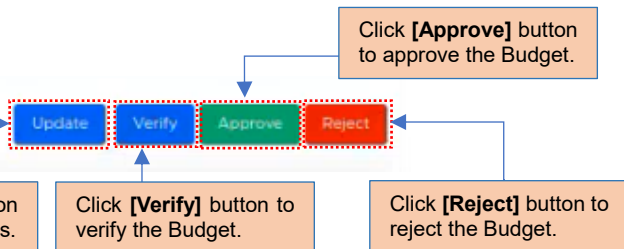


Figure 47 – Action Buttons

Upon clicking the **[Verify]** button a pop – up window will appear.

Forward Remarks

Forward To

Verify

Add the Forward remarks, select the relevant person to forward and click **[Verify]** button.

Figure 48 – Verify Budget Preparation

Upon verification the status against the budget will be updated to *Verified*.

Office / Department / Cost Unit	Status	Budget Type	Action
Asset-Dept/5/2024 - Budget for the year Div 2024-25	Verified by User: C. R. S. Chakrabarti (C.R.S.) User Development Commissioner On 15-09-2024 12:31 PM	Confirmed	Approved

Figure 49 – Budget Preparation Verified

After verification, click **[Approve]** button to approve the budget. Upon successful approval the status will be updated to *Approved* against the budget under *Preparation* sub-Tab.

Office / Department / Cost Unit	Status	Budget Type	Action
Asset-Dept/5/2024 - Budget for the year Div 2024-25	Approved by User: C. R. S. Chakrabarti (C.R.S.) User Development Commissioner On 15-09-2024 12:31 PM	Confirmed	Approve

Figure 50 – Approved Budget Status

3.4.5 CONSOLIDATION

Click **[Download]** button to view and download the budget preparation.

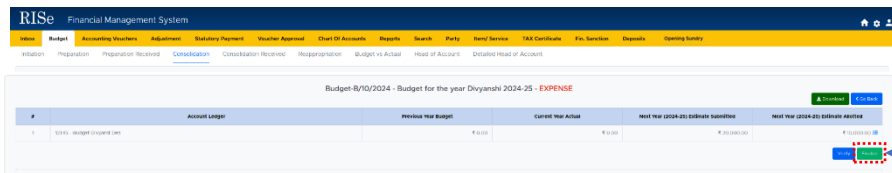
Click **[Verify]** button to verify the Budget consolidation.

Figure 51 - Consolidation

Upon clicking the **[Verify]** button a pop – up window will appear.

Add the Forward remarks, select the relevant person to forward and click **[Verify]** button.

Figure 52 – Verify Budet Consolidation

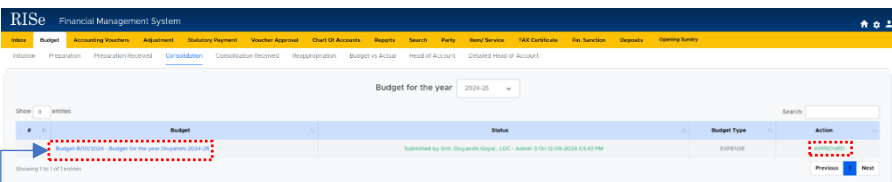


Click **[Finalize]** button to finalize the Budget consolidation.

Figure 53 – Finalizing Budget Consolidation

3.4.5.1 USER 2

Upon Finalising the Budget Consolidation, the status against the budget will be updated to approved when logged in as user 2.



Click the Budget Notification to view the budget details.

Figure 54 – Approved Status

Budget-8/10/2024 - Budget for the year Diyanah 2024-25 - EXPENSE

Admin Department

#	Account Ledger	Current Year Budget	Current Year Actual	Next Year (2024-25) Estimate	Budget Approved	Remarks
1	12345 - Budget Diyanah Des	₹ 0.00		₹ 20,000.00	₹ 10,000.00	Budget forward to Chouhan

View History Details

Head of account: 12345 - Budget Diyanah Des

#	Amount	Remark	Action By
1	₹ 20,000.00	Budget forward to Chouhan	Submitted by Smt. Diyanah Goyal, LDC - Admin 3 On 10-09-2024 03:43 PM
2	₹ 10,000.00	Budget forward to Chouhan	Approved by Smt. C. P. S. CHAKRABARTY (P.S.), Joint Development Commissioner On 10-09-2024 03:44 PM

Figure 55 – Budget Details And History Details

3.4.6 CONSOLIDATION RECEIVED – USER 1

The consolidated budget details could be viewed under Consolidation Received sub tab.

Budget for the year 2024-25

#	Budget No.	Description	Budget Type	From	To	Status	Action
1	AL/00000000	Budget for the year 2024-25	EXPENSE	01-01-2024	31-03-2024	Created by Smt. C. P. S. CHAKRABARTY (P.S.), Joint Development Commissioner On 01-01-2024 01:01 PM	ACT/USE
2	AL/00000000	Budget for the year 2024-25	EXPENSE	01-01-2024	31-03-2024	Created by Smt. C. P. S. CHAKRABARTY (P.S.), Joint Development Commissioner On 01-01-2024 01:01 PM	ACT/USE
3	AL/00000000	Budget for the year 2024-25	EXPENSE	01-01-2024	31-03-2024	Created by Smt. C. P. S. CHAKRABARTY (P.S.), Joint Development Commissioner On 01-01-2024 01:01 PM	ACT/USE

Figure 56 – Consolidation Received

3.4.7 REAPPROPRIATION – USER 1

Budget for the year 2024-25

#	Reappropriation No.	Description	Status	Action
1				

Click [+Add New] button to add new budget reappropriation.

Figure 57 - Reappropriation

Choose year, Numbering, add Description and click **[Save]** button.

Figure 58 – Adding New Budget Reappropriation

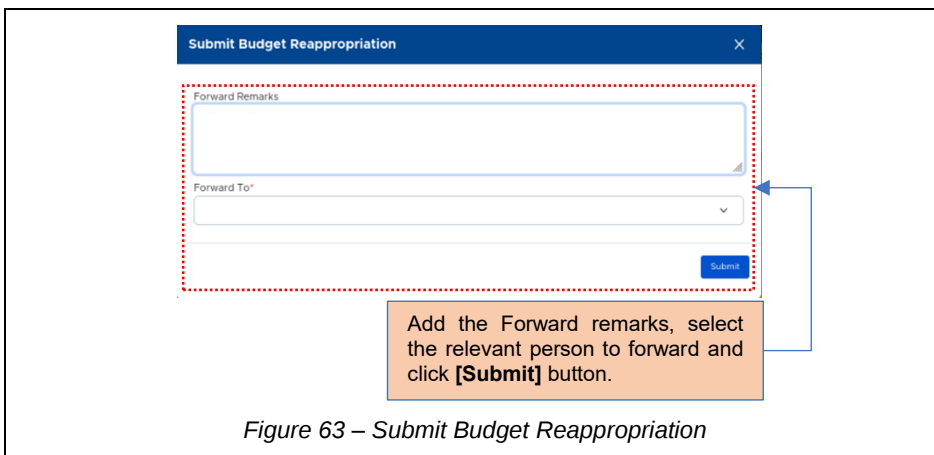
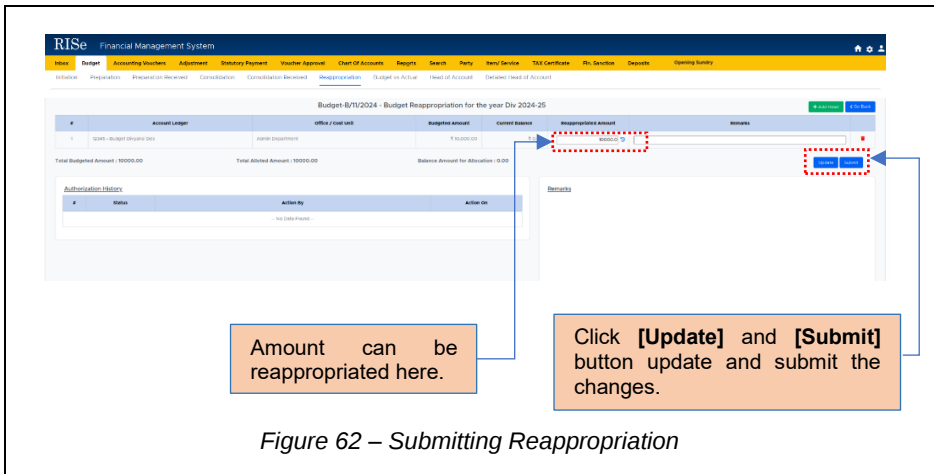
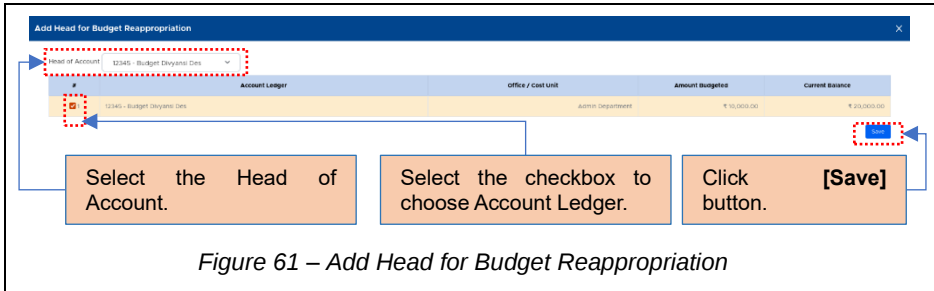
The saved Budget Reappropriation will get listed down in a table with *Pending* status.

Click *Budget Reappropriation* Notification.

Figure 59 – Saved Budget Reappropriation

Click **[+Add Head]** button to add new.

Figure 60 – Add Head



Budget-8/1/2024 - Budget Reappropriation for the year Div 2024-25

#	Account Ledger	Office / cost unit	Budgeted Amount	Current Balance	Reappropriated Amount	Remarks
1	50401 - Budget Disposed On	Admin Department	\$ 10,000.00	\$ 0.00	\$ 10,000.00	Reappropriation

Total Budgeted Amount: 10000.00 Total Allocated Amount: 10000.00 Balance Amount for Allocation: 0.00

Authorization History

#	Status	Action By	Action On
1	SUBMITTED	Submitted by SHI C P S CHALANAK (P.O), Joint Development Commissioner	12-08-2024 12:53 PM

Remarks
 Request Reappropriation Amount
 SHI C P S CHALANAK (P.O), Joint Development Commissioner on 12-08-2024 12:53 PM

Click **[Approve]** button to Approve the Budget Reappropriation.

Figure 64 – Approving Budget Reappropriation

Budget-8/1/2024 - Budget Reappropriation for the year Div 2024-25

#	Account Ledger	Office / cost unit	Budgeted Amount	Current Balance	Reappropriated Amount	Remarks
1	50401 - Budget Disposed On	Admin Department	\$ 10,000.00	\$ 0.00	\$ 10,000.00	Reappropriation

Authorization History

#	Status	Action By	Action On
1	SUBMITTED	SUBMITTED BY SHI C P S CHALANAK (P.O), Joint Development Commissioner	12-08-2024 12:53 PM
2	APPROVED	Approved by SHI C P S CHALANAK (P.O), Joint Development Commissioner	12-08-2024 12:53 PM

Remarks
 Final Reappropriation Amount
 SHI C P S CHALANAK (P.O), Joint Development Commissioner on 12-08-2024 12:53 PM
 Approved
 SHI C P S CHALANAK (P.O), Joint Development Commissioner on 12-08-2024 12:53 PM

Figure 65 – Reappropriation Amount View

3.4.7.1 USER 2

Upon approval of budget reappropriation, the status will be updated to APPROVED.

Budget for the year 2024-25

#	Budget	Status	Budget Type	Action
1	Budget-8/1/2024 - Budget for the year Disposed 2024-25	Submitted by SHI Disposables Group - LDC - Admin 3 On 12-08-2024 12:43 PM	EXPENSE	APPROVED

Showing 1 of 1 entries

Figure 66 – Approved Budget Reappropriation

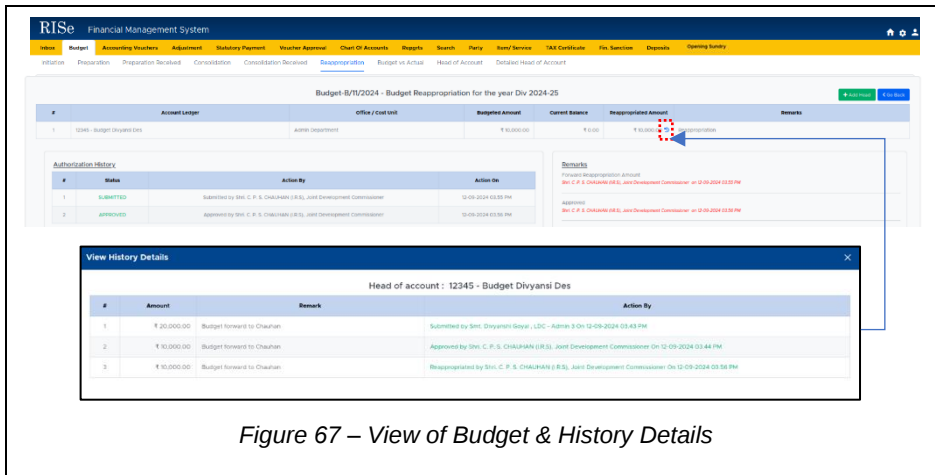


Figure 67 – View of Budget & History Details

3.4.8 BUDGET VS ACTUAL

Under Budget vs Actual Tab, the Budget Amount and Current Amount against Head Account could be viewed.

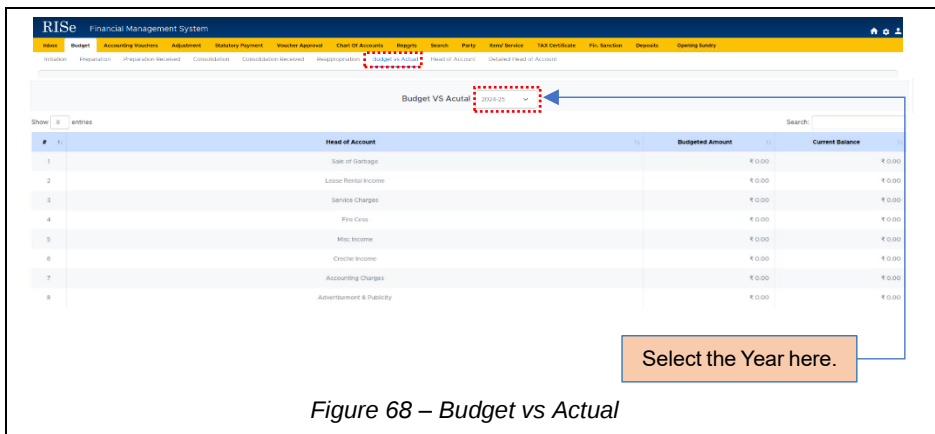
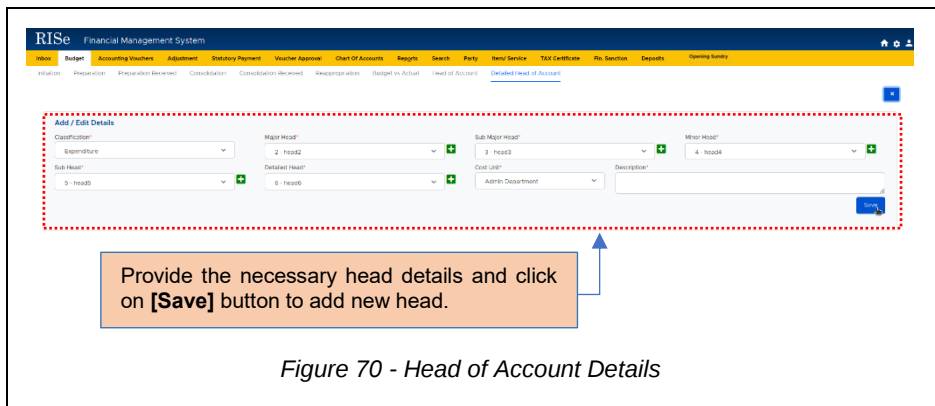
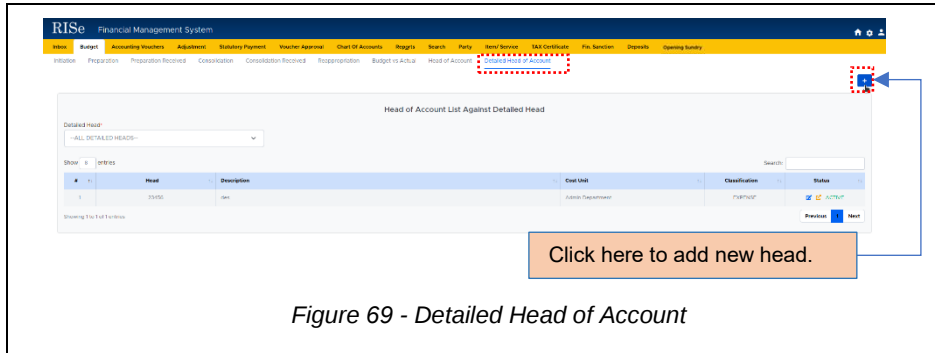


Figure 68 – Budget vs Actual

3.4.9 DETAILED HEAD OF ACCOUNT

In detailed head of account sub-tab, the user has an option to add a new head.



Upon saving the details, it will be displayed under the Detailed Head of Account sub-tab, with an option to edit and link the Chart of Account.

Head of Account List Against Detailed Head

Detailed Head:

Show: 8 entries

#	Head	Description	Cost Unit	Classification	Status
1	22000	000	Admin Department	Administrative	ACTIVE

Showing 1 to 1 of 1 entries

Previous Next

Click here to link the chart of account.

Link Chart of Account

Chart Of Account:

Save

Show: 8 entries

Search:

#	Name
No data available	

Showing 0 to 0 of 0 entries

Previous Next

Click here to link the chart of account.

Figure 71 – Link Chart of Account

3.5 ACCOUNTING VOUCHERS

3.5.1 SALES

RISE Financial Management System

Document Date: 31/01/2025 | Numbering Group: 107-6AL | Document No: | Reference No: | Cash/Credit: ☒ Credit ☐ Cash | Tag: Enter a tag and press tab/enter

Customer Name: | Customer Billing Address: | Mode of Sale: ☒ Retail ☐ Other | Cost Category: | Cost Unit: |

Accounting Entries

Type: | Sales/Income Head: | Amount: | Add/Remove

Debit: | Credit: |

Debit Amount: | Credit Amount: |

Total Debit Amount: | Total Credit Amount: |

Enter the sales details in the accounting voucher.

Figure 72 - Add Sales Details

Tax Details View

Service Type	Party GSTIN	SAC/HSN	Taxable Amt.	CGST		SGST		IGST	
				Amount	Rate(%)	Amount	Rate(%)	Amount	Rate(%)
Total TSS Amount		Total TCS Amount							

Notes: Enter notes here.

Attachments: Browse... No file selected.

Save

The Tax Details View table displays the tax details, Enter the query and add any attachments if required. Then, click the **[Save]** button to save the entered sales details.

Figure 73 - Save Sales Details

3.5.2 PURCHASE

RISE Financial Management System

Menu: **Supplier** | Accounting Voucher | Adjustment | Statutory Payment | Voucher Approval | Chart Of Accounts | Receipts | Search | Party | New/Service | Tax Certificate | Pts. Section | Deposits | Opening Entry

Submenu: **Supplier** | Journal | Receipts | Journal | Contra | JCRN | Adjustment | Draft | Query | Expense Voucher

Document Date: 28/02/2025 | Numbering Group: SE/4146 | Document No: | Reference No: | Cash/Voucher: ☒ Credit ☐ Cash

Vendor Name: | Vendor Billing Address: | Mode of Sale: ☒ Info ☐ Inter | ☐ Capex

Vendor Invoice No: | Vendor Invoice Date: SE/YYMM/YYYY | Vendor Invoice Amount: | Cost Category: | Cost Unit: | Tag: | Enter a tag and press enter

Item/Service: | Description: | Qty: | Rate: | Amount: | GST Rate(%): 0%

Accounting Entries

Type: | Purchase/Expense Head: | Amount: | Add Remove

Dr: | | Amount: |

Credit: | | Amount: |

Debit Amount: | Total Credit Amount: | Total Credit Amount: | Total Credit Amount: |

Enter the purchase details in the accounting voucher.

Figure 74 - Add Purchase Details

Tax Details View

Service Type	Party GSTIN	SAC/HSN	Taxable Amt.	CGST		SGST		IGST	
				Amount	Rate(%)	Amount	Rate(%)	Amount	Rate(%)
Total TDS Amount	Total TDS Amount								
Total TDS Amount									

Notes

Enter notes here...

Query?

Enter Query here...

Attachments

Description: | Browse... | No file selected |

The Tax Details View table displays the tax details. Enter the query, add attachment if any and click the **[Save]** button to save the entered purchase details.

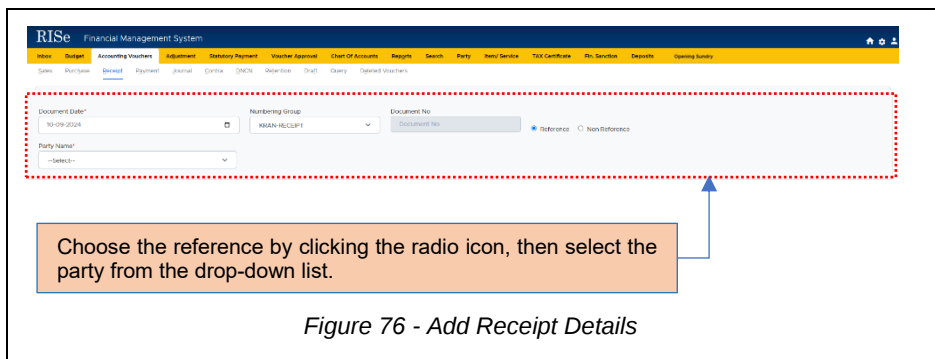
Figure 75 - Save Purchase Details

3.5.3 RECEIPT

In the receipt subtab, there are two types: reference and non-reference. These two types have a total of four cases: reference has one case, and non-reference has three cases.

3.5.3.1 REFERENCE

The privileged user can, in reference, select the party and enter the receipt details against the party.

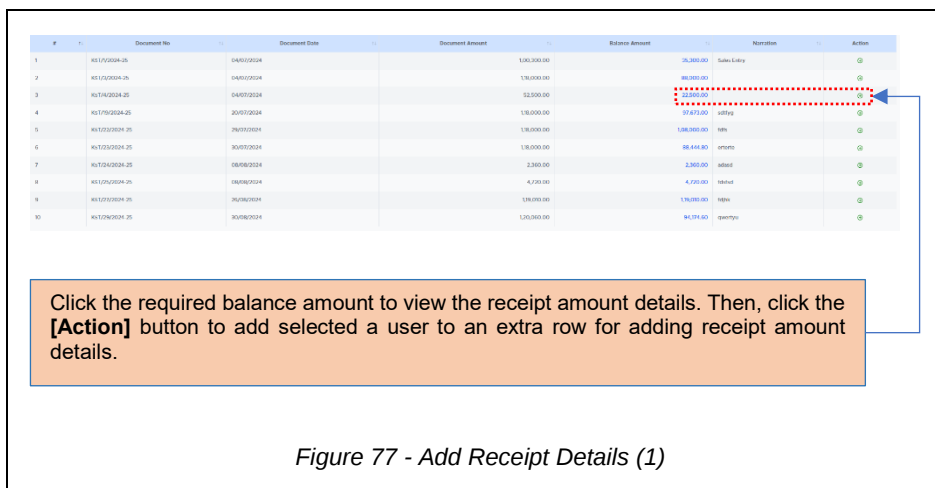


Document Date* 10/09/2024 Numbering Group KMAN-RECUPT Document No. [blank] Reference ☒ Non-Reference ☐

Party Name* [dropdown menu]

Choose the reference by clicking the radio icon, then select the party from the drop-down list.

Figure 76 - Add Receipt Details

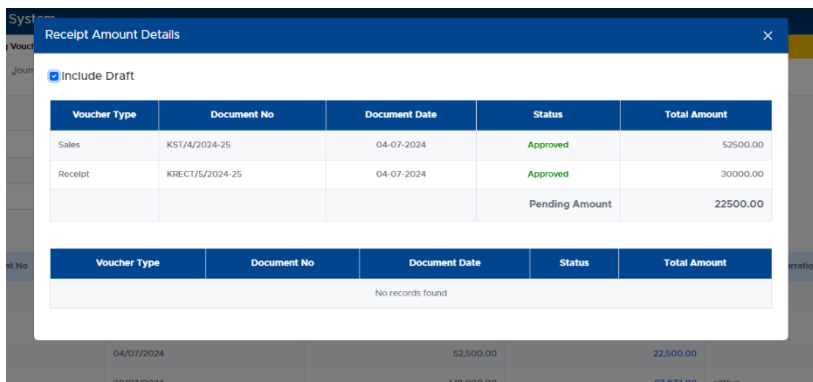


#	Document No	Document Date	Document Amount	Balance Amount	Narration	Action
1	K1512000A-26	04/02/2024	1,000,000.00	26,300.00	Sales Entry	
2	K1512000A-26	04/02/2024	1,700,000.00	90,000.00		
3	K1512000A-26	04/02/2024	22,500.00	1,020.00		
4	K1512000A-26	20/07/2024	1,500,000.00	57,000.00	advice	
5	K1512000A-26	29/07/2024	1,500,000.00	1,000,000.00	HRN	
6	K1512000A-26	30/07/2024	1,500,000.00	98,444.80	advice	
7	K1512000A-26	08/08/2024	2,300.00	2,300.00	advice	
8	K1512000A-26	08/08/2024	4,720.00	4,720.00	advice	
9	K1512000A-26	06/08/2024	1,500,000.00	1,500,000.00	HRN	
10	K1512000A-26	30/08/2024	1,700,000.00	94,194.00	advice	

Click the required balance amount to view the receipt amount details. Then, click the [Action] button to add selected a user to an extra row for adding receipt amount details.

Figure 77 - Add Receipt Details (1)

Note: When a user selects a party, the corresponding receipt details will be listed.

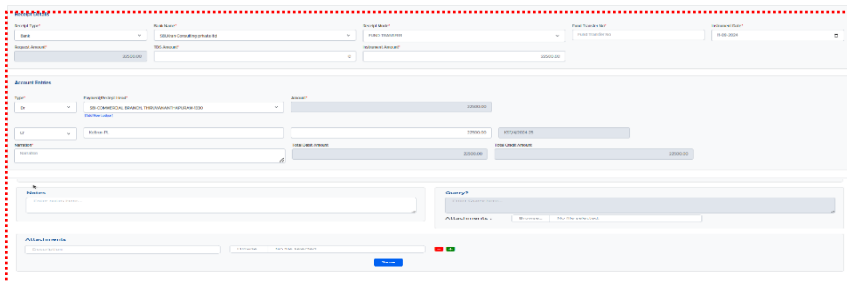


Voucher Type	Document No	Document Date	Status	Total Amount
Sales	KST/4/2024-25	04-07-2024	Approved	52500.00
Receipt	KRECT/5/2024-25	04-07-2024	Approved	30000.00
			Pending Amount	22500.00

Voucher Type	Document No	Document Date	Status	Total Amount
No records found				

Figure 78 - View Receipt Amount Details

Note: When the required balance amount is clicked, the partially paid amount will be displayed. Then, select the checkbox **[Include Draft]** to view the draft.



The screenshot shows a complex form for saving receipt details. It includes fields for 'Account Type', 'Date', 'Voucher No', 'Voucher Date', 'Voucher Amount', and 'Voucher Status'. There are also sections for 'Account Details' and 'Attachments'. A red dashed border highlights the main form area.

Enter the accounting voucher receipt details, then click the **[Save]** button to save the receipt details.

Figure 79 - Save Receipt Details

3.5.3.2 NON – REFERENCE

In non-reference, there are three cases where the user can add receipt details:

- I. **With party:** Enter the receipt details by choosing 'Add items'.
- II. **With party:** Enter the receipt details by choosing 'Remove items'.
- III. **Without party:** Enter the receipt details by choosing 'Add items'.

The screenshot displays the 'RISE Financial Management System' interface. The 'Receipts' module is active, and the 'Add Items' button is highlighted with a red dashed box. Below this, a table lists receipt items with columns for Description, Qty, Rate, Amount, and GST. The table contains three rows: 'HOSTING CHARGES', 'BOSS', and 'WATER BOTTLE'. Each row has a corresponding 'Add Items' button. Below the table, the 'Receipt Details' section is visible, containing fields for Receipt Type, Bank Name, Receipt Mode, Fund Transfer No, Instrument Code, Request Amount, TDS Amount, and Instrument Amount.

Enter the accounting voucher receipt details.

Figure 80 - Non Reference First Case

RISe Financial Management System

Index Budget Accounting Voucher Adjustment Reconciliation Payment Voucher Approval Chart Of Accounts Reports Search Party Item Service TDS Certificate PIS Section Deposits Closing Summary

Sales Purchase Receipt Payment Journal Contra Debit Selection Credit Query Expired Vouchers

Document Date: 01-09-2024 Numbering Group: KRIAN RECEIPT Document No: ☐ Balance ☒ Non Reference

Party Name: ☐ Add Item ☐ Remove Item

Receipt Details

Receipt Type: Bank Name: Receipt Mode: Fund Transfer No: Instrument Date: 01-09-2024

Request Amount: TDS Amount: Instrument Amount:

Account Entries

Type: Amount:

Dr:

Cr:

Total Debit Amount: Total Credit Amount:

Enter the accounting voucher receipt details.

Figure 81 - Non Reference Second Case

RISe Financial Management System

Index Budget Accounting Voucher Adjustment Reconciliation Payment Voucher Approval Chart Of Accounts Reports Search Party Item Service TDS Certificate PIS Section Deposits Closing Summary

Sales Purchase Receipt Payment Journal Contra Debit Selection Credit Query Expired Vouchers

Document Date: 01-09-2024 Numbering Group: KRIAN RECEIPT Document No: ☐ Balance ☒ Non Reference

Party Name: ☐ Add Item ☐ Remove Item

Party/Service: Description: City: State: Amount: GST Rate(%):

Receipt Details

Receipt Type: Bank Name: Receipt Mode: Fund Transfer No: Instrument Date: 01-09-2024

Request Amount: 0.00 TDS Amount: 0.00 Instrument Amount: 0.00

Account Entries

Type: Amount:

Dr:

Cr:

Enter the accounting voucher receipt details.

Figure 82 - Non Reference Third Case

After entering all four cases of receipt, the user can save all entries by clicking the **[Save]** button.

Figure 83 - Save Receipt Details

3.5.4 PAYMENT

The receipt uses the same four cases in payment, so the privileged user can follow it from Figure 76 to Figure 83 .

Enter the payment details in the accounting voucher.

Figure 84 - Add Payment Details

Enter the accounting voucher payment details, then click the **[Save]** button to save the payment details.

Figure 85 - Save Payment Details

3.5.5 JOURNAL

Enter the accounting voucher journal details, then click the **[Save]** button to save entered details, then click the **[Download]** button to download the Excel format journal details. Add the required details into it, then click the **[Upload]** button to upload the updated Excel sheet.

Figure 86 - Add Journal Details

3.5.6 CONTRA

Contra is for seamless cash transfer within one's own bank and cash, enabling efficient and convenient financial management. In contra, the deposit types are:

- I. Bank to bank
- II. Bank to cash
- III. Cash to bank
- IV. Cash to cash

RISE Financial Management System

Menu | Dashboard | Accounting Vouchers | Submitter | Reversing Payment | Voucher Approval | Chart Of Accounts | Reports | Search | Policy | General Service | Tax Certificate | File Services | Deposits | Operating Activity

Home | Dashboard | Overview | Payment | Journal | **CONTRA** | History | Rejection | Draft | Query | Expense Vouchers

Document Date¹: 9-09-2024 | Numbering Group: HMAN-CONTRA | Document No.:

Deposit Details

Deposit Type: | Paying Bank/ Cash Name: | Pay Mode: | Cheque No.: | Amount¹:

Reversing Bank/ Cash Name: | Subject/Receiving Bank/ Cash Name:

Accounting Entries

Type¹: | Bank/Cash: | Amount: | Credit Amount:

OT: | | |

Narration¹: | Total Debit Amount: | Total Credit Amount:

Enter the accounting voucher contra details, then click the **[Save]** button to save the contra details.

Figure 87 - Add Contra Details

The screenshot shows a web form for saving contra details. It includes a 'Notes' section with a text input field and an 'Attachments' section with a 'Query?' dropdown, a list of attachments, and a 'Save' button. A red dashed box highlights the 'Notes' and 'Attachments' sections. A blue arrow points from the text box below to the 'Save' button.

Enter the notes and attach the required document, then click the **[Save]** button to save the contra details.

Figure 88 - Save Contra Details

3.5.7 DNCN

In DNCN, there are four document types:

- I. Non-Reference
- II. Invoice Reference
- III. Debit Document
- IV. Credit Document

When selecting the invoice reference, the user can add the document number from the drop-down list.

Document Details

Document Date: 11-09-2024 | Note Type: --Select Note Type-- | Party Type: --Select Party Type-- | Numbering Group: KMAN-ENCN | Document No: --Document No--

Party Name: --Select-- | Party Billing Address: --SELECT-- | Document Type: --SELECT-- | Document No: --Non Instance-- | Mode of Sales: ☒ Inter ☐ Intra

Item/Service: --SELECT-- | Description: --Description-- | Qty: --Qty-- | Rate: --Rate-- | Amount: --Amount-- | GST Rate(%): --GST Rate--

Accounting Entries

Type: Cr | Sales/Income Head: --SELECT-- | Amount: --Amount-- | Add/Remove:

Dr | --SELECT-- | --Amount-- |

Narration: --Narration-- | Total Debit Amount: --Total Debit Amount-- | Total Credit Amount: --Total Credit Amount--

Enter the accounting voucher DNCN details, then click the **[Save]** button to save the DNCN details.

Figure 89 - Add DNCN Details

Tax Details View

Service Type	Party GSTIN	SAC/HSN	Taxable Amt.	CGST		SGST		IGST	
				Amount	Rate(%)	Amount	Rate(%)	Amount	Rate(%)
Total TDS Amount		Total TCS Amount							

Notes

Enter notes here.

Attachments

Upload Attachment

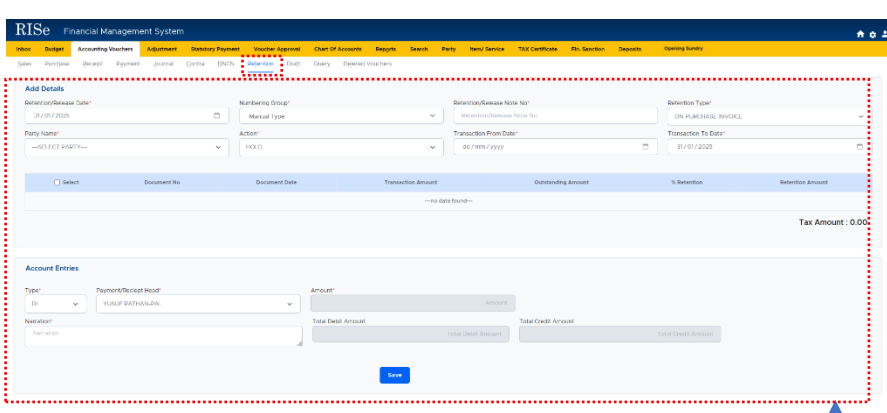
Save

The Tax Details View table displays the tax details. Then, click the **[Save]** button to save the entered DNCN details.

Figure 90 - Save DNCN Details

3.5.8 RETENTION

In this section, user have to portion of funds withheld or retained for a specific purpose.



Enter the retention details and click the **[Save]** button to save the entered Retention details.

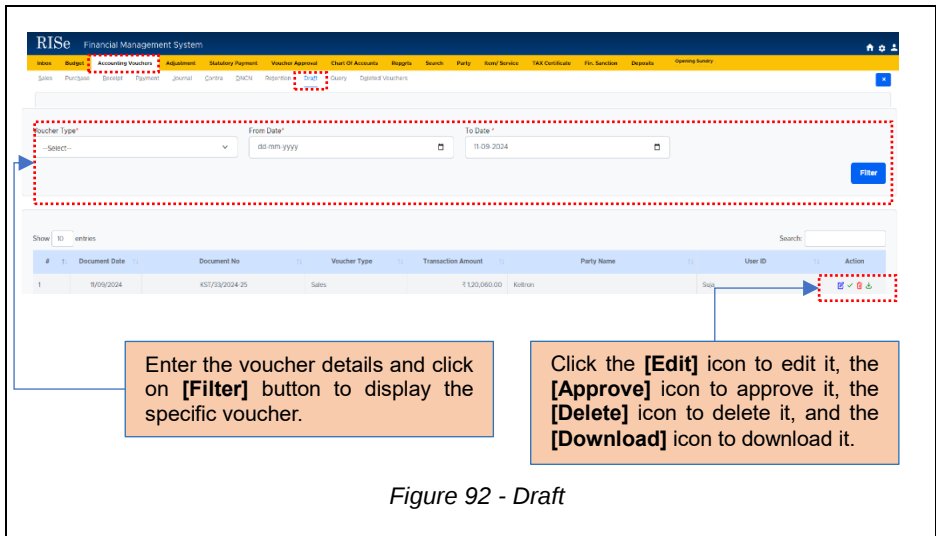
Figure 91 – Retention Details

Note: There are two types of retention: Purchase and Sales. Both types have Hold and Release options.

- For Purchase, the amount will be in Hold/Release under User.
- For Sales, the amount can be hold or released under Client.

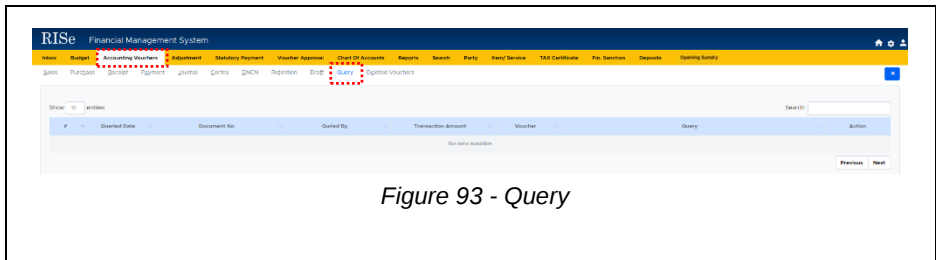
3.5.9 DRAFT

The voucher entries which are not approved or forwarded could be seen under the *Draft* sub-Tab.



3.5.10 QUERY

In this section, all the raised queries are displayed here.



3.5.11 DELETED VOUCHERS

The vouchers which are deleted will be listed down under Deleted Voucher sub-Tab.

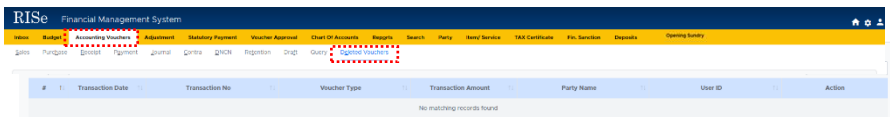


Figure 94 - Deleted Vouchers

3.6 VOUCHER APPROVAL

3.6.1 RECEIVED VOUCHER

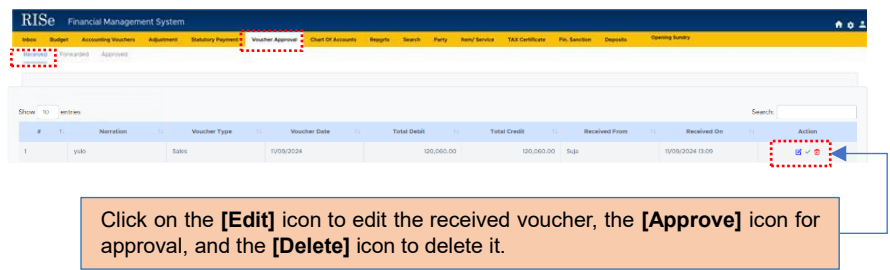
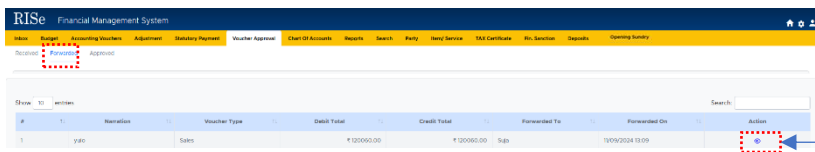


Figure 95 - Received Voucher

3.6.2 FORWARDED VOUCHER

The forwarded vouchers could be seen under the Forwarded sub-Tab.



#	Transaction	Voucher Type	Debit Total	Credit Total	Forwarded To	Forwarded On	Action
1	YTD	Sales	₹ 120000.00	₹ 120000.00	Subs	19/09/2024 11:09	View

Click on **[View]** button to view the Voucher Details.

Figure 96 - Forwarded Voucher

Daybook Detailed View

Voucher Details

Transaction Date : 19-07-2024 Numbering Setup : SCLD-PAY Invoice Number : LDPAY/13/2024 Reference Number : --- Current Status : **Approved**

Customer/ Vendor Name : THAYYIL FOOTWEAR Customer/ Vendor Billing Address : --- Mode of Sales : ---

Narration :

rdstfgdh

Notes :

No notes found

Attachments :

No attachments found

Items Rate Details

Item/ Service	Description	Quantity	Rate	Amount	GST Rate(%)
-- No Data Found --					

Accounting Entries

Type	Sales/Income Head	Debit Amount	Credit Amount
CREDIT	HDFC-ATTINGAL-4521	₹0.00	₹4,000.00
DEBIT	THAYYIL FOOTWEAR-PL	₹5,000.00	₹0.00
CREDIT	TDS PAYABLE	₹0.00	₹1,000.00
Total :		₹5,000.00	₹5,000.00

Figure 97 – View Voucher Details

3.6.3 APPROVED VOUCHER

The approved vouchers will be listed down under the Approved sub-Tab. Click on the action buttons against the respective voucher to view and download.

#	T	Narration	Voucher Type	Voucher Date	Debit Amount	Credit Amount	Action
1		Sales Entry	Sales	04/07/2024	10000.00	10000.00	[View] [Download]
2		Revised Entry	Receipt	04/07/2024	10000.00	10000.00	[View] [Download]
3		Advance Receipt from Kallian	Receipt	04/07/2024	25000.00	25000.00	[View] [Download]
4		Sales to PB	Sales	04/07/2024	1800.00	1800.00	[View] [Download]
5		Auto generated receipt with reference to direct sales for machine number null	Receipt	04/07/2024	1800.00	1800.00	[View] [Download]
6		Sales	Sales	04/07/2024	18000.00	18000.00	[View] [Download]
7		Sales	Sales	04/07/2024	57500.00	57500.00	[View] [Download]
8		Received 8,000 after TDS 800	Sales	04/07/2024	1800.00	1800.00	[View] [Download]
9		Auto generated receipt with reference to	Receipt	04/07/2024	1800.00	1800.00	[View] [Download]

Click on **[View]** button to view the Voucher Details and click on **[Download]** button to download the Tax Invoice.

Figure 98 - Approved Voucher

3.7 ADJUSTMENT

3.7.1 ADD NEW

Adjustment

Date: 14-09-2024 Party Type: KSAH-ADJUSTMENT Party Name: KSAH-ADJUSTMENT

Debit Document: [+ Add] Credit Document: [+ Add]

Document No. Date Document Amount Outstanding Amount Adjustment Amount

no data found

Save

Enter the adjustment details, then click the **[+Add]** button to add a Debit Document and the **[+Add]** button to add a Credit Document.

Figure 99 – Add Adjustment Details

Add Debit Document

Select

Document No.

Document Date

Document Amount

Outstanding Amount

Party Name

☐

KST/32/2024-25

2024-09-09

120,060.00

120,060.00

Keltron-PL

Add

Select the checkbox to pay the outstanding amount, then click the **[Add]** button to add it.

Figure 100 - Add Debit Document

In the "Add Debit Document" section, a privileged user can view the advances given to them.

Add Credit Document

Select

Document No.

Document Date

Document Amount

Outstanding Amount

Party Name

☐

KRECT/22/2024-25

2024-09-09

10,000.00

10,000.00

Keltron-PL

Add

Select the checkbox to pay the outstanding amount, then click the **[Add]** button to add it.

Figure 101 - Add Credit Document

Debit Document					Credit Document				
Document No.	Date	Document Amount	Outstanding Amount	Adjustment Amount	Document No.	Date	Document Amount	Outstanding Amount	Adjustment Amount
KSECT22/2024-25	2024-09-09	1,20,000.00	1,20,000.00	100000.00	KSECT22/2024-25	2024-09-09	10,000.00	10,000.00	100000.00
Total				100000.00	Total				100000.00

Click the **[Save]** button to save the entered details.

Figure 102 - Save Adjustment Details

The debit and credit amounts must be equal for it to save. After adding the debit and credit amounts, the user can edit them from the table.

Debit Document					Credit Document				
Document No.	Date	Document Amount	Outstanding Amount	Adjustment Amount	Document No.	Date	Document Amount	Outstanding Amount	Adjustment Amount
KSECT22/2024-25	2024-08-08	1,20,000.00	1,20,000.00	100000.00	KSECT22/2024-25	2024-08-08	10,000.00	10,000.00	100000.00
Total				100000.00	Total				100000.00

Successfully Saved

[Submit] **[Verify]** **[Approve]**

Click the **[Submit]** button to submit the entered details.

Figure 103 - Submit Adjustment Details

After clicking the **[Submit]** button, a list will be shown indicating to whom it can be forwarded.

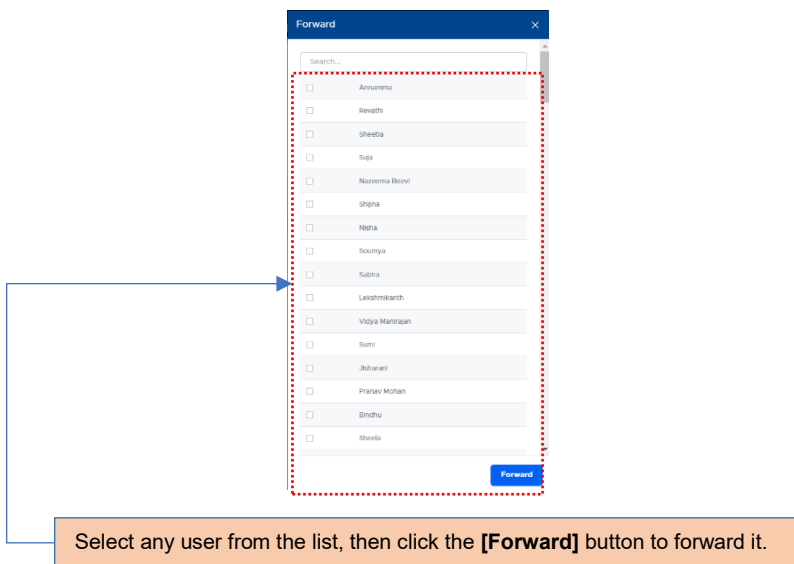


Figure 104 - Forward the Details

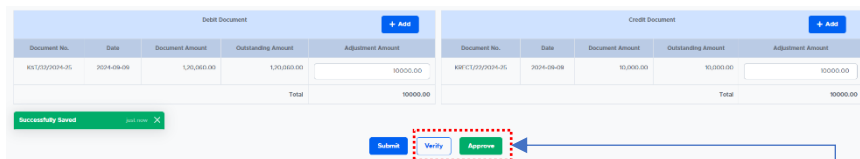
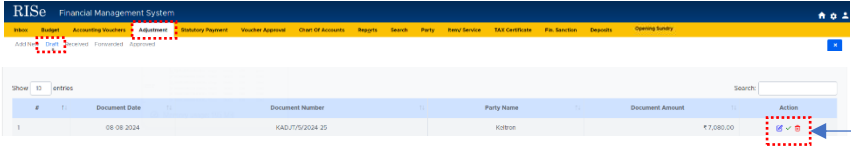


Figure 105 - Verify & Approve

3.7.2 DRAFT



Click the **[Edit]** icon to edit, the **[✓]** icon to approve, and the **[Delete]** icon to delete the adjustment details.

Figure 106 - Draft

3.7.3 RECEIVED

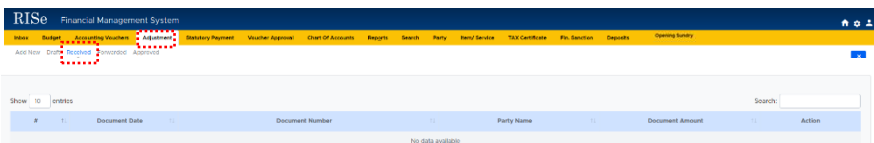
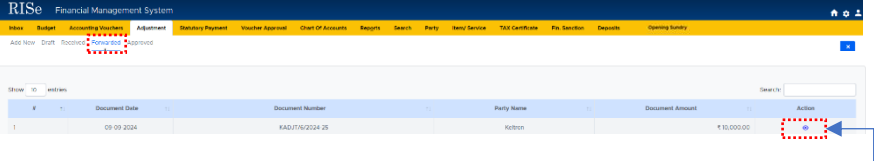


Figure 107 - View Received Details

3.7.4 FORWARDED



Click the **[🔍]** icon to view the forwarded adjustment details.

Figure 108 - Forwarded Adjustment Details

3.7.5 APPROVED



Figure 109 - Approved Adjustment Details

3.8 STATUTORY PAYMENT

3.8.1 ADD NEW

Users can pay three types of taxes, which include GST, TDS, and TCS.

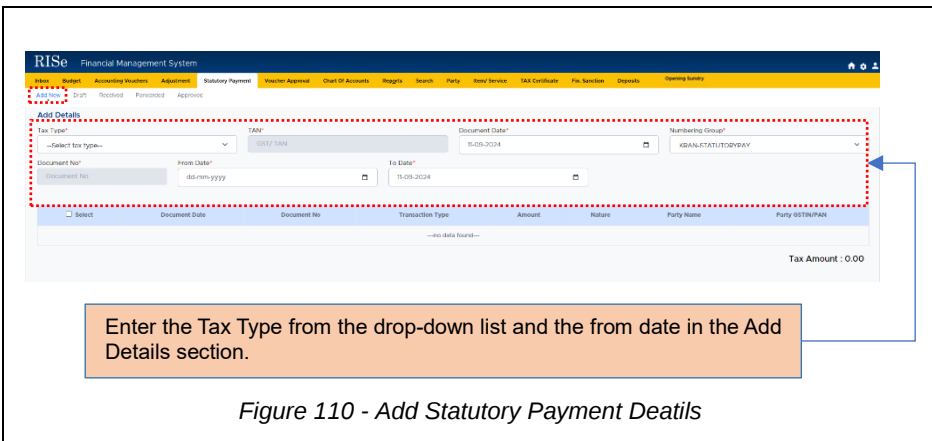


Figure 110 - Add Statutory Payment Details

Note: In the Add Details section, enter the Tax Type and From date. It will show all transactions that are pending for payment, where the amount has been deducted from the account but has not reached the payment destination.

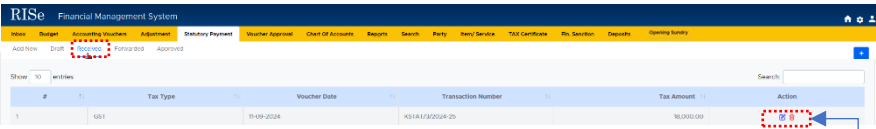
After selecting the tax type and entering the "From Date" and "To Date," the corresponding payable taxes for that period will be listed. The user can pay them by selecting the checkboxes.

3.8.2 DRAFT

The privileged user can view the saved statutory payment details in the draft subtab.

Page 66 of 93

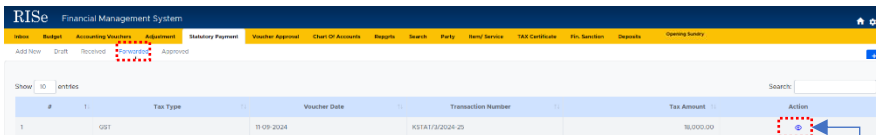
3.8.3 RECEIVED



Click the **[Edit]** icon to edit the saved statutory payment details, and the **[Delete]** icon to delete them.

Figure 113 - Received

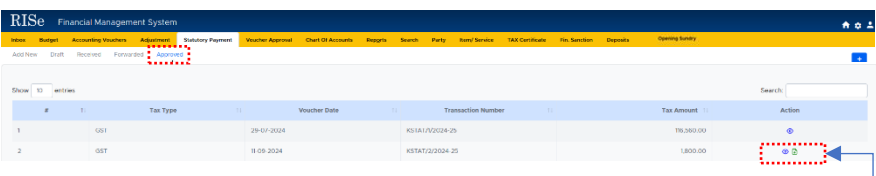
3.8.4 FORWARDED



Click the **[View]** icon to view the statutory payment details forwarded by the privileged user.

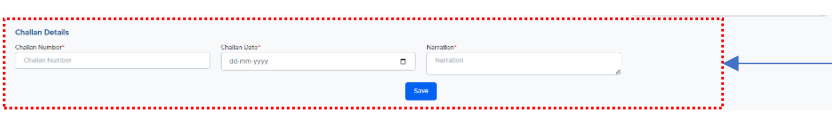
Figure 114 - Forwarded

3.8.5 APPROVED



Click the **[View]** icon to view the approved statutory payment details and **[Add Challan]** icon to add challan details.

Figure 115 - Approved



Add Challan details then click the **[Save]** button to save the entered details.

Figure 116 - Save Challan Details

3.9 CHART OF ACCOUNTS

Select a group from the dropdown list.

Enter the head of account, click the **[Save]** button to save the entered details. Then, click the **[Download Excel Format]** button and enter the details into the downloaded file. Finally, upload the details into the downloaded file using the **[Upload Excel Sheet]** button.

A privileged user can view the flow for chart of accounts.

Figure 117 - Add Chart Of Accounts Details

Add New Group

Group Name*

Subgroup Name

-

+

Group Under *

--SELECT--

▼

[\[Add new group\]](#)

Save

Enter the group name from the drop-down list and the group under from the drop-down list, then click the **[Add new Group]** button to add a new group.

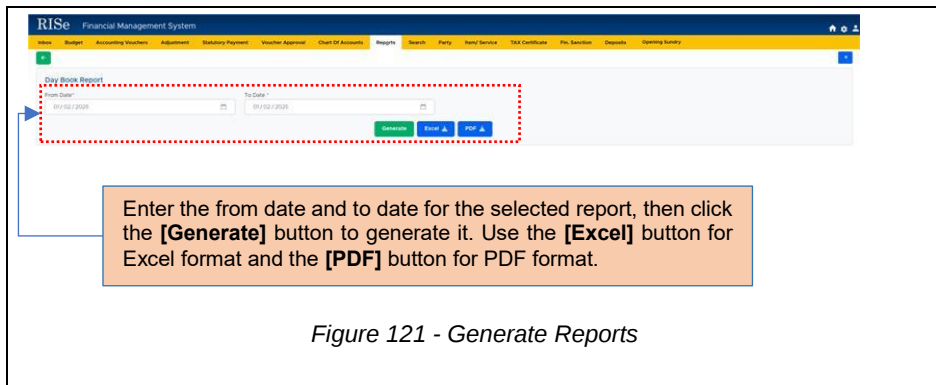
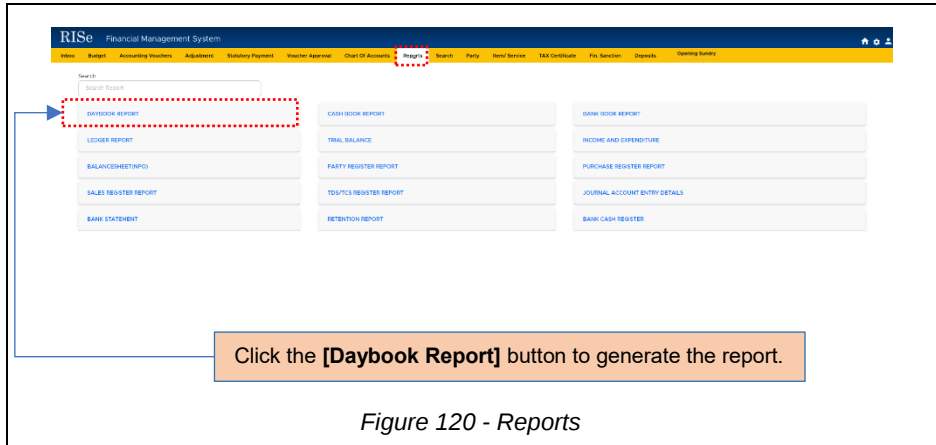
Figure 118 - Add New Group

#	Head of Account	Ledger Category	Group	Action
8	Sales Parking Account	Asset	Current Assets, Loans Advances etc.→Vehicle Debtors	✖
12	COST BCM Payable	Liability	Current Liabilities and Provisions→Outlets and Taxes Payable→Cost Payable	✖
13	SGST BCM Payable	Liability	Current Liabilities and Provisions→Outlets and Taxes Payable→GST Payable	✖
14	IGST BCM Payable	Liability	Current Liabilities and Provisions→Outlets and Taxes Payable→GST Payable	✖
15	Purchase Parking Account	Liability	Current Liabilities and Provisions→Sundry Creditors	✖
16	COST BCM INPUT	Asset	Current Assets, Loans Advances etc.→Outlets And Taxes Input→Cost Input	✖
17	SGST BCM INPUT	Asset	Current Assets, Loans Advances etc.→Outlets And Taxes Input→GST Input	✖
18	IGST BCM INPUT	Asset	Current Assets, Loans Advances etc.→Outlets And Taxes Input→GST Input	✖
19	TCS Receivable	Asset	Current Assets, Loans Advances etc.→Outlets And Taxes Input	✖
20	Loading Charges	Income	Direct Income	

Click the **[Deactivate]** icon to deactivate the selected head of account. Note that the **[Disable]** icon cannot be used.

Figure 119 - List Of Charts Of Accounts

3.10 REPORTS

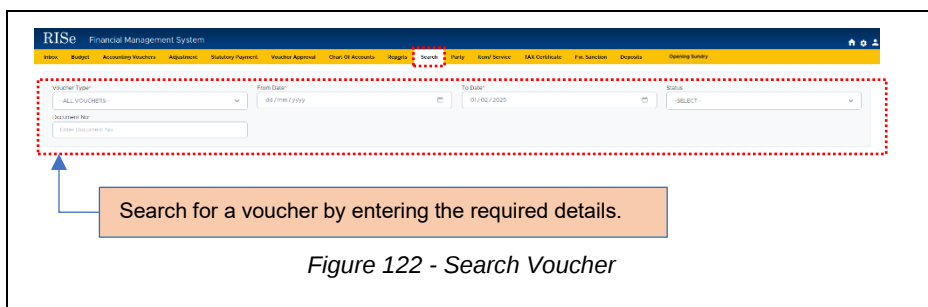


Note: The privileged user can generate all other reports in the same way as the daybook report. The reports are

- I. Daybook Report
- II. Ledger Report
- III. Balance Sheet(NPO)
- IV. Sales Register Report

- V. Bank Statement
- VI. Cash Book Report
- VII. Trial Balance
- VIII. Party Register Report
- IX. Tds/Tcs Register Report
- X. Retention Report
- XI. Bank Book Report
- XII. Income And Expenditure
- XIII. Purchase Register Report
- XIV. Journal Account Entry Details
- XV. Bank Cash Register

3.11 SEARCH



The search results will be displayed under the *Search* tab.

Date	Voucher Type	Document Number	Document Amount	Status
2025-01-01	SALES	RECEIVED0001	₹ 6,000.00	APPROVED
2025-01-08	RECEIPT	RECEIVED0005	₹ 6,000.00	PENDING
2025-01-10	SALES	RECEIVED0004	₹ 4,500.00	APPROVED

Figure 123 - Search Details

3.12 PARTY

The parties coming from the integrated module will be listed here, and a privileged user will have the ability to approve a party (currently, it is set to auto-approval).

#	Party Name	Party Code	Building Name	Address	Authorized Person Name	Authorized Person Designation	Action
No data available							

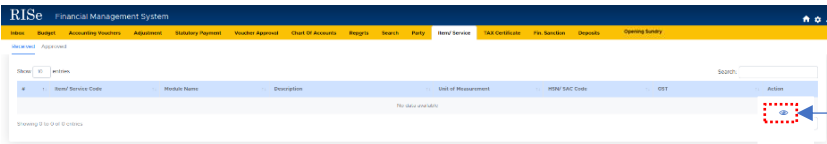
Figure 124 - Party

3.13 ITEM/SERVICE

The items or services coming from the integrated module will be listed here, and a privileged user will have the ability to approve an item or service.

3.13.1 RECEIVED

The received items will be displayed under the *Received* sub-tab.

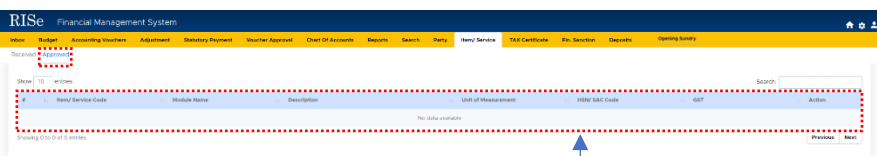


Click the [👁] icon to view the item details.

Figure 125 - Item/Service

3.13.2 APPROVED

Once the received item is viewed, it proceeds for approval under *Approved* sub-tab.



Items pending for approval will be displayed here.

Figure 126 – Approval Items

The screenshot shows a 'Party Details' window titled 'Item Details'. It contains the following fields:

Transaction Date : 27/07/2024	Item Type : B	Item Code : Item 3
Description : Item 3	Nature : Item	Unit of Measurement : NOS
Voucher Type : Purchase	HSN/ SAC Code : 6755	GST : 0
RCM : No	ITC : No	TDS Type :
TDS Rate :	TCS Type :	TCS Rate :

Below these fields are two dropdown menus for 'Purchase Ledger*' and 'Sales Ledger*', each with a 'Select' button and a '+' icon to add a new ledger. An 'Approve' button is located at the bottom right of the form.

Select the purchase ledger and sales ledger from the dropdown lists, then click the **[Approve]** button to approve.

Figure 127 - Add Item Details

Note: The privileged user can click **[Add New Purchase Ledger]** to add a new purchase ledger, and **[Add New Sales Ledger]** to add a new sales ledger.

3.14 TAX CERTIFICATE

Once sales approval is granted, the TCS amount will be displayed here. Click the **[+]** button to add the TCS amount and proceed with the payment.

3.14.1 ADD NEW

RISe Financial Management System

Home | Budget | Accounting Voucher | Adjustment | Statutory Payment | Voucher Approval | Chart Of Accounts | Reports | Search | Profile | Home | TCS Certificate | Tax Declaration | Disburse | Opening Entry

TCS Certificate

TCS Number: TCS Date: TCS Amount: TCS Certificate:

#	Document No	Customer Name	Document Date	TCS Amount	TCS Status
[Add]					

Pending TCS Certificate

#	Document No	Customer Name	Document Date	TCS Amount	TCS Status	Action
1	SEPE-SAL/193/2024	Gedik Nerses Corporation	10-03-2025	30.00	Pending	+
2	SEPE-SAL/193/2024	Gedik Nerses Corporation	10-03-2025	30.00	Pending	+
3	SEPE-SAL/193/2024	Gedik Nerses Corporation	10-03-2025	30.00	Pending	+

Click the **[+]** button to add the TCS amount.

Figure 128 Tax Certificate Details

Once the amount is added, it will be displayed under the TCS Certificate card.

RISe Financial Management System

Home | Budget | Accounting Voucher | Adjustment | Statutory Payment | Voucher Approval | Chart Of Accounts | Reports | Search | Profile | Home | TCS Certificate | Tax Declaration | Disburse | Opening Entry

TCS Certificate

TCS Number: TCS Date: TCS Amount: TCS Certificate:

#	Document No	Customer Name	Document Date	TCS Amount	TCS Status
0	SEPE-SAL/193/2024	MANKANDAN	2025-01-28	50.00	Pending

Pending Amount: 50.00

Pending TCS Certificate

#	Document No	Customer Name	Document Date	TCS Amount	TCS Status	Action
1	SEPE-SAL/193/2024	MANKANDAN	28-01-2025	50.00	Pending	+
2	SEPE-SAL/193/2024	MANKANDAN	28-01-2025	50.00	Pending	+
3	SEPE-SAL/193/2024	MANKANDAN	28-01-2025	50.00	Pending	+

Click the **[Save]** button to save the added TCS amount.

Figure 129 – Added TCS Amount

The payment will be processed under the *Paid* sub-tab.

3.14.2 PAID

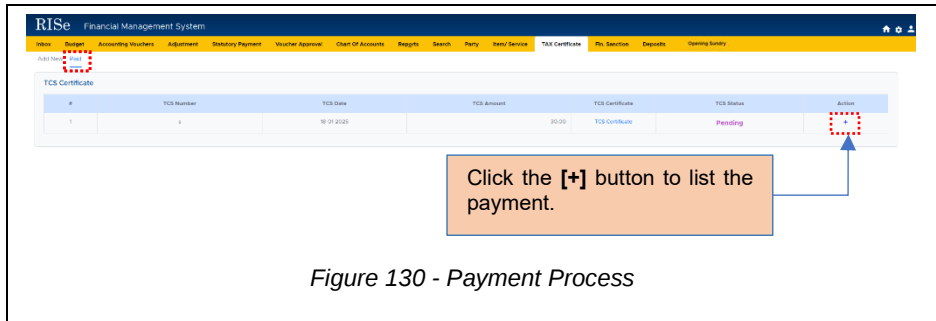


Figure 130 - Payment Process

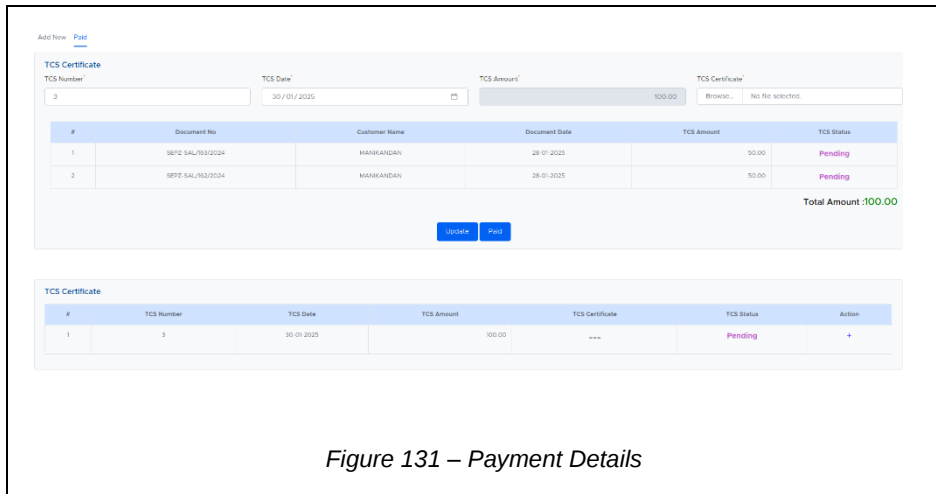


Figure 131 – Payment Details

Once the amount is paid, the status will be displayed as Paid under the *Paid* sub-tab.

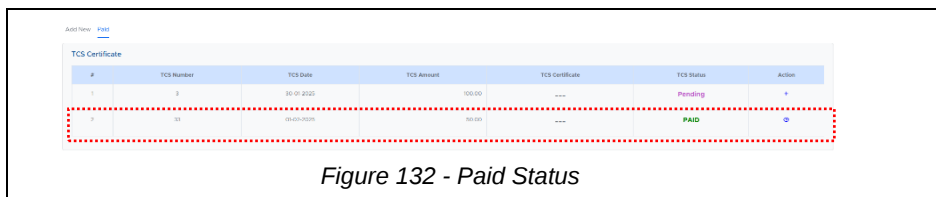
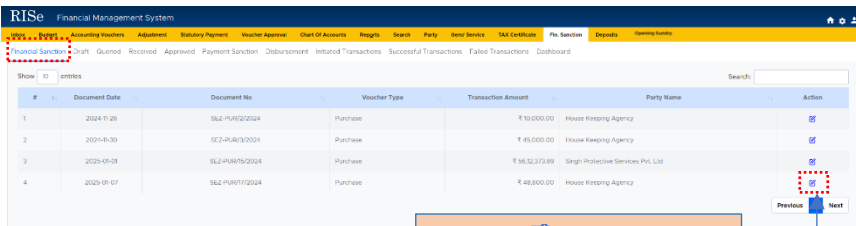


Figure 132 - Paid Status

3.15 FINANCIAL SANCTION

3.15.1 FINANCIAL SANCTION

Approved purchase bill details will be displayed under the *Financial Sanction* sub-tab.



#	Document Date	Document No.	Voucher Type	Transaction Amount	Party Name	Action
1	2024-11-26	SLZ-PUR/2/2024	Purchase	₹ 10,000.00	House Keeping Agency	
2	2024-11-30	SLZ-PUR/3/2024	Purchase	₹ 45,000.00	House Keeping Agency	
3	2025-01-08	SLZ-PUR/5/2024	Purchase	₹ 58,52,73.89	Singh Protective Services Pvt. Ltd	
4	2025-01-07	SLZ-PUR/7/2024	Purchase	₹ 48,800.00	House Keeping Agency	

Click the  button to edit the details.

Figure 133 - Financial Sanction

The screenshot shows the 'Financial Sanction' section of the RISE system. It includes a 'Test' section with 'No notes found' and 'No attachments found'. Below this is the 'Item Rate Details' table:

Item/Service	Description	Quantity	Rate	Amount	GST Rate(%)
HOU	House Keeping Expense	1	₹10,000.00	₹10,000.00	0%
			Total :	₹10,000.00	

Below the table is a dropdown for 'Relevant Head of Account and Budget' set to 'House Keeping'. The 'Budget Note' table is also visible:

Final Head	Description of Activities	Project Name	Budget Allocated	Fund Available	In Process	Budget Balance
10E120001703	House Keeping	House Keeping	₹10,00,000.00	₹10,00,000.00	₹30,000.00	₹9,70,000.00

At the bottom of the form, there are two buttons: 'Save & Verify' and 'Forward'. The 'Forward' button is highlighted with a red dashed box, and a blue arrow points from a text box to it.

Click on **[Forward]** button to forward the sanction details to Account officer to select Head of Account.

Figure 134 - Forward Details

After select the Head of Account, it will be displayed under *Financial Sanction* sub-tab.

The screenshot shows the 'Financial Sanction' sub-tab with a search bar and a table of transactions:

#	Document Date	Document No	Voucher Type	Transaction Amount	Party Name	Action
1	2024-11-25	SLZ-PUR/2/2024	Purchase	₹ 10,000.00	House Keeping Agency	
2	2024-01-30	SLZ-PUR/3/2024	Purchase	₹ 45,000.00	House Keeping Agency	
3	2025-01-01	SLZ-PUR/5/2024	Purchase	₹ 56,32,773.89	Singh Protective Services Pvt. Ltd	
4	2025-01-07	SLZ-PUR/17/2024	Purchase	₹ 48,800.00	House Keeping Agency	

At the bottom right of the table, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red dashed box, and a blue arrow points from a text box to it.

Click the button to provide the financial sanction the details.

Figure 135 - Financial Sanction

Budget Note

Budget Note	Description of Activities	Project Name	Budget Allocation	Fund Available	In Process	Budget Balance
0000000000	Security Services Expenditure	Security Services Expenditure	100,000,000.00	100,000,000.00	100,000,000.00	0.00

Financial Sanction

Numbering Group: 002 PS

Sanction Order No.: [Field]

Work Order No.: [Field]

Work Order Date: 00/00/0000

Bill No.: [Field]

Tender Date: 00/00/0000

Bill Amount: 000000.00

Period of Service/From Date: 00/00/0000

Period of Service/To Date: 00/00/0000

Contract Rate: 000000.00

Approval Rate: 000000.00

Whether any discrepancy between claimed and tendered amount/remark: [Field]

Admissible Amount: 000000.00

Client Bank Account: [Dropdown]

Notes

Notes: [Text Area]

Attachments

Attachments: [Field] [Browse] [No file selected]

Save

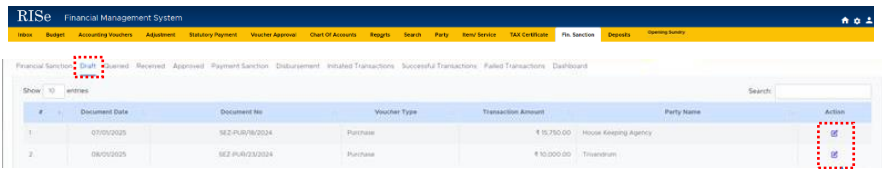
Provide the necessary Financial sanction details, Notes, Attachments if any and click on **[Save]** button.

Figure 136 - Financial Sanction Details

Once the details are saved, the details will be viewed by CA Section user. The CA Section enters the required details along with other module details and saves them. After saved, the details will be displayed under the *Draft* sub-tab.

3.15.2 DRAFT

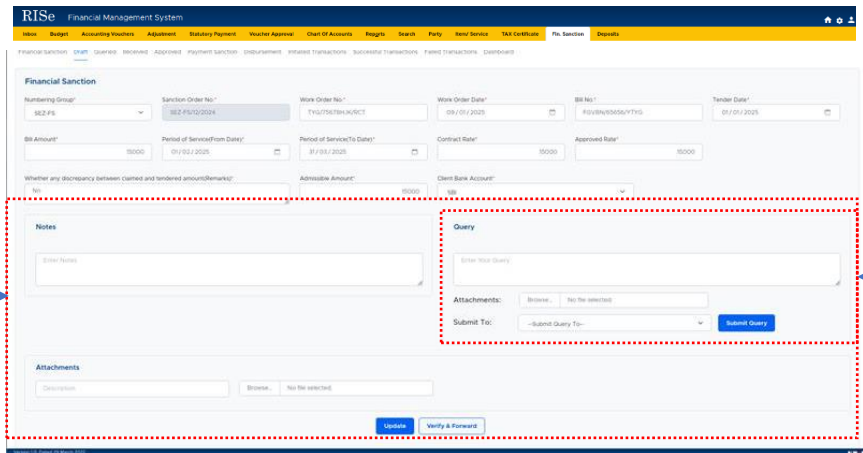
In the *Draft* tab, the user can view the added financial sanction details.



#	Document Date	Document No	Voucher Type	Transaction Amount	Party Name	Action
1	07/05/2025	SE2-PLR/16/2024	Purchase	\$ 10,750.00	House Keeping Agency	
2	08/05/2025	SE2-PLR/23/2024	Purchase	\$ 10,000.00	Townstream	

Click the  button to view the added financial sanction the details.

Figure 137 - Draft



Financial Sanction

Numbering Group: SE2-FS | Sanction Order No: SE2-FS/02/2024 | Work Order No: TYU/05078N/AUSCT | Work Order Date: 09/01/2025 | Bill No: F018N/05056/YT15 | Tender Date: 09/01/2025

Bill Amount: \$0.00 | Period of Service/From Date: 09/01/2025 | Period of Service/To Date: 09/01/2025 | Contract Rate: \$0.00 | Approved Rate: \$0.00

Whether any discrepancy between claimed and tendered amount/mark: No | Addressable Amount: \$0.00 | Client Bank Account: N/A

Notes

Enter Notes

Query

Enter Your Query

Attachments: Browse... No file selected

Submit To: -Select Query To- **Submit Query**

Update **Verify & Forward**

Provide notes, add attachments if any and then click on **[Verify & Forward]** button.

Enter the query, select attachments and submit query to details. Then click on **[Submit Query]** button to submit the query details.

Figure 138 – Draft Details

The details are forwarded and displayed under the *Received* sub-tab. The *Query* sub-tab lists the submitted query details.

3.15.3 QUERIED

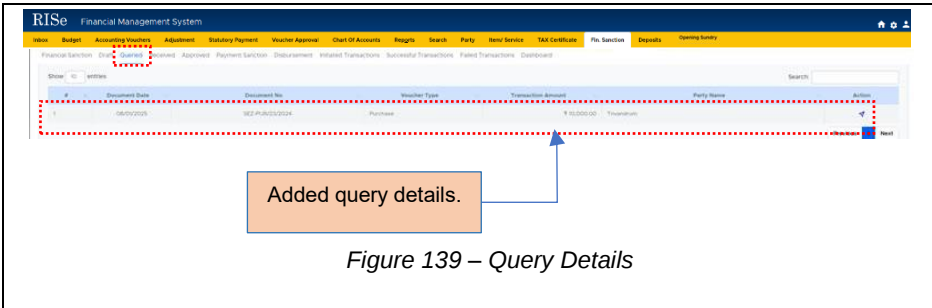


Figure 139 – Query Details

3.15.4 RECEIVED

The received financial details are displayed here.

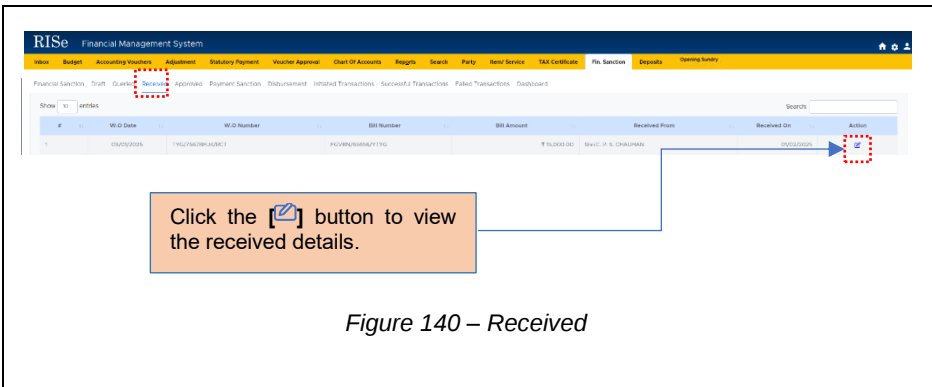


Figure 140 – Received

Financial Sanction

Sanctioning Officer: SEZ PS | Sanction Order No.: SEZ PS/12/2024 | Work Order No.: TIG/7578/BJARCT | Work Order Date: 09/01/2025 | BE No.: PS/BU/59556/1119 | Tender Date: 09/01/2025

B/E Amount: 15000 | Period of Service/Item Date: 01/01/2025 | Period of Service/Item Date: 31/03/2025 | Contract Rate: 15000 | Approved Rate: 15000

Whether any discrepancy between claimed and tendered amounts/Remarks: No | Admissible Amount: 15000 | Client Bank Account: SP

Approve **Generate Report**

Review the details then click on **[Approve]** button to approve the details and click on **[Generate Report]** button to generate report for approved details .

Figure 141 – Approve Details

The approved details are listed under *Approved* sub-tab.

3.15.5 APPROVED

#	Document Date	Document No.	Voucher Type	Transaction Amount	Party Name	Action
1	26/7/2024	SEZ-PJ/V/2024	Purchase	₹ 15,000.00	House Keeping Agency	View
2	24/7/2024	SEZ-PJ/V/2024	Purchase	₹ 10,000.00	Tirunadum	View

Click the **[View]** button to view the approved details.

Figure 142 – View Approved Details

Financial Sanction

Numbering Group: 482 PS | Sanction Order No.: 882 PS/2024 | Work Order No.: 486/546/587 | Work Order Date: 25/10/2024 | Bill No.: TSP/405/7057 | Tender Date: 01/11/2024

Bill Amount: 15000 | Period of Service/From Date: 01/11/2024 | Period of Service/To Date: 30/11/2024 | Contract Rate: 15000 | Approved Rate: 15000

Whether any discrepancy between claimed and tendered amount/remains: No | Admissible Amount: 15000 | Client Bank Account: 588

Notes: Enter Notes

Generate Report

View the approve details and click the **[Generate Report]** button to generate approved report.

Figure 143 – Approved Details

After approving the financial sanction, then proceed for payment sanction.

3.15.6 PAYMENT SANCTION

Payment Sanction

#	W/O Date	W/O Number	Bill Number	Bill Amount	Admissible Amount	Details
1	09/10/24	052755445	New 20/10/2024/0172828	₹ 10,000.00	₹ 10,000.00	Details

Details

Click on **[Details]** button to view the payment details.

Figure 144 - Payment Sanction

RISe Financial Management System

Menu Budget Accounting Voucher Adjustment Disbursement Payment Sanction Disbursement Sanctioned Transactions Paid Transactions Dashboard

Financial Sanction Draft General Received Approved **Payment Sanction** Disbursement Initiated Transactions Sanctioned Transactions Paid Transactions Dashboard

Total : ₹10,000.00

Relevant Head of Account and Budget:
Security Services Expenditure

Budget Note

Final Head	Description of Activities	Project Name	Budget Allocated	Fund Available	In Process	Budget Balance
102100000000	Security Services Expenditure	Security Services Expenditure	₹10,00,000.00	₹10,00,000.00	₹10,000.00	₹9,80,000.00

Financial Sanction

Numbering Group: 102-PS Sanction Order No.: 102-PS/00000000 Work Order No.: 102-PS/00000000 Work Order Date: 01/11/2024 Bill No.: New-Bills/01/11/2024 Tender Date: 10/12/2024

Bill Amount: 10000 Period of Service/From Date: 01/12/2024 Period of Service/To Date: 28/02/2025 Contract Rate: 10000 Approved Rate: 10000

Whether any discrepancy between claimed and tendered amount/Remarks? No Admissible Amount: 10000 Client Bank Account: 100

Bank Account: SELECT

Save Submit

Select bank account and click the **[Save]** & **[Submit]** button to forward the details .

Figure 145 - Payment Sanction Details

3.15.7 DISBURSEMENT

RISe Financial Management System

Menu Budget Accounting Voucher Adjustment Disbursement **Payment Sanction** Disbursement Sanctioned Transactions Paid Transactions Dashboard

Financial Sanction Draft General Received Approved **Payment Sanction** Disbursement Initiated Transactions Sanctioned Transactions Paid Transactions Dashboard

Total : ₹10,000.00

Relevant Head of Account and Budget:
Security Services Expenditure

Budget Note

Final Head	Description of Activities	Project Name	Budget Allocated	Fund Available	In Process	Budget Balance
102100000000	Security Services Expenditure	Security Services Expenditure	₹10,00,000.00	₹10,00,000.00	₹10,000.00	₹9,80,000.00

Financial Sanction

Numbering Group: 102-PS Sanction Order No.: 102-PS/00000000 Work Order No.: 102-PS/00000000 Work Order Date: 01/11/2024 Bill No.: New-Bills/01/11/2024 Tender Date: 10/12/2024

Bill Amount: 10000 Period of Service/From Date: 01/12/2024 Period of Service/To Date: 28/02/2025 Contract Rate: 10000 Approved Rate: 10000

Whether any discrepancy between claimed and tendered amount/Remarks? No Admissible Amount: 10000 Client Bank Account: 100

Bank Account: SELECT

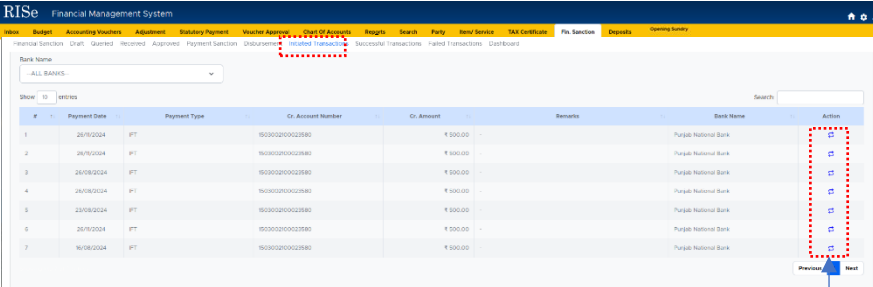
Initiate Payment

Click on **[Initiate Payment]** button to initiate the payment.

Figure 146 – Initiate Payment

3.15.8 INITIATED TRANSACTION

Once the payment is initiated, the user can view the status as Pending, Successful Transaction, or Failed Transaction.



Click here to view the transaction status.

Figure 147 – Initiated Transaction

3.15.9 SUCCESSFUL TRANSACTION

The *Successful Sanction* sub-tab lists the successful transaction details.

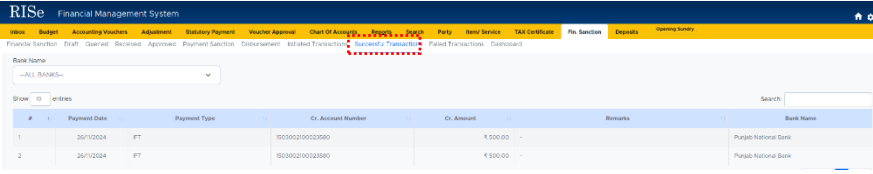
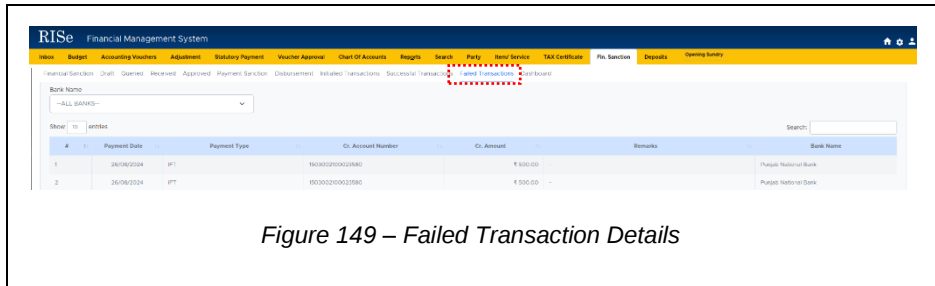


Figure 148 – Successful Transaction

3.15.10 FAILED TRANSACTION

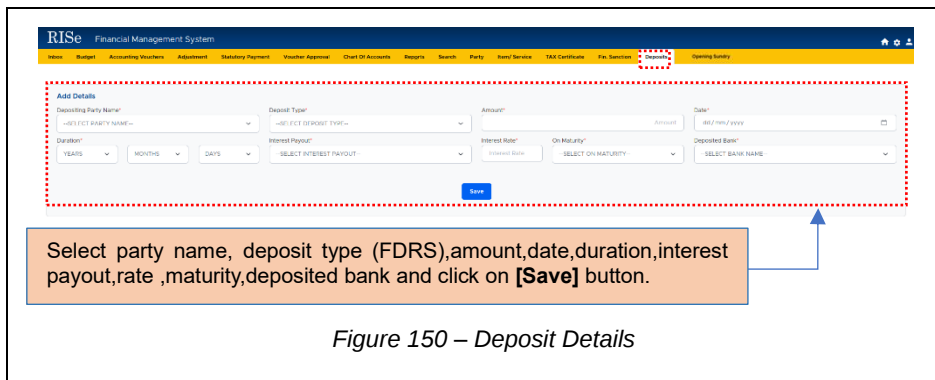
The *Failed Transaction* sub-tab lists the failed transaction details.



3.16 DEPOSIT

The Deposit section allows the party to deposit an amount. There are three types of deposits: FDRS (Fixed Deposit Receipt, Bank Guarantee, and EMDS (Earnest Money Deposit)

For FDRS deposit,



For Bank Guarantee and EMD deposit,

RISE Financial Management System

Home Budget Accounting Voucher Adjustment Statutory Payment Voucher Approval Check Of Accounts Reports Search Party Asset Services EMD Certificate Tax Services Deposits Opening Balance

Add Details

Depositing Party Name: [SELECT PARTY NAME] Deposit Type: [BANK GUARANTEE] Amount: [Amount] Date: [dd/mm/yyyy]

Duration: [YEARS] [MONTHS] [DAYS] On Maturity: [SELECT ON MATURITY] Deposited Bank: [SELECT BANK NAME]

[Save]

Select party name, deposit type (Bank Guarantee, EMD), amount, date, duration, maturity, deposited bank and click on **[Save]** button.

Figure 151 – Deposit Details

Once the details are saved, they will be displayed under the *Deposit* tab, where options to Edit, Delete, and Approve will be available.

RISE Financial Management System

Home Budget Accounting Voucher Adjustment Statutory Payment Voucher Approval Check Of Accounts Reports Search Party Asset Services EMD Certificate Tax Services Deposits Opening Balance

Add Details

Depositing Party Name: [SELECT PARTY NAME] Deposit Type: [SELECT DEPOSIT TYPE] Amount: [Amount] Date: [dd/mm/yyyy]

Duration: [YEARS] [MONTHS] [DAYS] Interest Payable: [SELECT INTEREST PAYOUT] Interest Rate: [Interest Rate] On Maturity: [SELECT ON MATURITY] Deposited Bank: [SELECT BANK NAME]

[Save]

Party Name	Deposit Type	Deposit Date	Amount	Bank Head Name	Created By	Action
Garanti Nispet	FDNR	01-06-2015	1000.0	526-607507-00001	Duyarslan	Edit Delete Approve

Click here proceed for approval.

Figure 152 - Deposit Approval

Once the deposits are approved, the option to refund the deposited amount.

Add Details

Depositing Party Name* Deposit Type* Amount* Date*

Duration* Interest Payout* Interest Rate* On Maturity* Deposited Bank*

Party Name	Deposit Type	Deposit Date	Amount	Bank Head Name	Created By	Action
AADESH K S (Dep No: 3333)	FDPS	01-01-2025	1000.0	HDFC TOWARDURAM - VADRA/THAKALD - KERALA 8900	JAY	Refund

Click here to refund the deposited amount.

Figure 153 – Refund Amount

3.17 OPEN SUNDRY

Open Sundry refers to an unidentified account, once the account is identified, the corresponding amount will be transferred.

3.17.1 PENDING FOR TRANSFER

Filter

Group: Account Ledger:

#	Group	Account Ledger	Unpaid Balance	Dr/Cr	Current Balance	Tally Group 1	Tally Group 2	Tally Group 3
1	Sundry Liabilities	Depend-Ghewag & Co. Ltd	₹ 25,000.00	Credit	₹ 25,000.00	Deposit From Units	Loans (Liability)	Liability
2	Sundry Liabilities	Depend - Shreej & Company Ltd	₹ 25,000.00	Credit	₹ 25,000.00	Deposit From Units	Loans (Liability)	Liability
3	Sundry Liabilities	SECURITY DEPOSIT- BHARTI AIRTEL LTD	₹ 48,852.00	Credit	₹ 48,852.00	Deposit From Units	Loans (Liability)	Liability
4	Sundry Liabilities	DEPOSIT-AIRTEL	₹ 48,000.00	Credit	₹ 48,000.00	Deposit From Units	Loans (Liability)	Liability

Click on account ledger link to transfer suspense amount.

Pending transfer details will be displayed here.

Figure 154 – Transfer Suspense Amount

Suspense Account Entry Transfer

Suspense Account Details

Group: Sundry Liabilities Account Ledger: Deposit-Shrenuj & Co. Ltd Debit/Credit: Credit Upload Balance: ₹25,000.00 Current Balance: ₹25,000.00

Party Name --Select--	Destination Account* --Select--	Transfer Amount* 25000
Transfer Date* dd/mm/yyyy	Narration*	
Transfer		

Provide the necessary details and click on **[Transfer]** button to transfer suspense amount.

Figure 155 - Transfer Details

Once the transfer details are submitted, the process will move forward for approval.

3.17.2 PENDING FOR APPROVAL

RISe Financial Management System

Menu: Budget Accounting Voucher Adjustment Statutory Payment Voucher Approval Chart Of Accounts Reports Search Party Asset Service Tax Certificate File Function Deposits Opening Sundry

Pending for Transfer **Pending for Approval** Approved

Filter
Group: --All-- Account Ledger: --All--

Show: 10 entries

#	Group	Account Ledger	Current Balance	Transfer Amount	Party Name	Destination Account	Narration	Tally Group
1	Sundry Assets	OF ASSESSMENT ENTIREMENTS	€ 0.00	€ 10,000.00	Solo Pass Income / PFI		Test Entry	Asset - Solo Pass Customers - Vendor Code Pass Customers

Previous Next

Click on account ledger link to view the details for approval.

Figure 156 – Approve Amount

Suspense Account Entry Transfer

Suspense Account Details

Group : Sundry Assets Account Ledger : GP-AAKANKSHA ENTERPRISES Debit/Credit : Debit Upload Balance : ₹10,000.00 Current Balance : ₹0.00

Party Name : - Destination Account : Gate Pass Income (PFI) Transfer Amount : ₹10,000.00 Transfer Date : 30-01-2025

Narration :
Test Entry

Account Entries Details

Type	Sales/Income Head	Debit Amount	Credit Amount
Debit	Gate Pass Income (PFI)	₹10,000.00	₹0.00
Credit	GP-AAKANKSHA ENTERPRISES	₹0.00	₹10,000.00
	Total :	₹10,000.00	₹10,000.00

Approve

Click on **[Approve]** button to approve the suspense amount.

Figure 157 - Approval Process

3.17.3 APPROVED

Once the details are approved, they will be displayed under the *Approved* sub-tab.

RISe Financial Management System

Home Budget Accounting Journals Adjustment Salary Payment Voucher Approval Check Of Accounts Register Search Party Party Service T&E Certificate Tax Services Expense **Processing Receipts**

Pending for Transfer Pending for Approval

Filter

Group: ---All--- Account Ledger: ---All---

Show 10 entries Search:

#	Group	Account Ledger	Transfer Date	Transfer Amount	Party Name	Destination Account	Voucher Type	Document No.	Approved By	Approved Date	Narration
1	Sundry Assets	Deposit-Servise Engineer MDC, Mega CRC-Tire Co	30/01/2025	₹ 10,000.00	International Ceramagical Institute (I) Pvt. Ltd	International Ceramagical Institute (I) Pvt. Ltd-RL	Deposit	62-001V104-28	NMTs	30/01/2025	Customer Credit Note
2	Sundry Assets	Security Deposit to MDC (Water Charges)	30/01/2025	₹ 10,000.00	-	Security Services	Journal	62-001V104-25	NMTs	30/01/2025	Journal Voucher

In this section, user can view the approved suspense amount transfer details.

Figure 158 – Approved Details

****End of the Module – RISE (Financial Accounting Management) ****

“Thank you for thoroughly exploring the features and information.”