# **User Manual**

For

# Financial accounting

Version 1.0

# **Bundelkhand University, Jhansi**

Submitted By :

**Designed & Developed By:** 





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# I. Financial Accounting

# 1. Login Page

- Open <u>http://ums.bujhansi.org</u> in a browser in your computer
- Follow instruction as mentioned in the image :

	Contraction Bundelkhand University Jhansi	
	University Management System	
Enter Login Details 1. Enter User Name 2. Enter Password	otpluser     Password	
Click Login	Login Reset	
$\sim$	Bundelkhand University, Jhansi	

Image: Login Page

### 2. Dashboard



Image: Dashboard

### 3. Home Page

• Follow instruction as mentioned in the image :

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Image: Home Page

### 4. Bank Master

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Image: Bank Master

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Image: Add Bank Branch

# 6. Add Cheque Details

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Image: Add Cheque Details

# 7. Add Deduction Head

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Image: Add Deduction Head

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Image: Add Head

# 9. Add Sub Head

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Image: Add Sub Head

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Image: Add Sub Head Detail

# **11. Bill Entry**

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Image: Bill Entry

# 12. Payment

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Image: Payment

# **13. Verify Payment**

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Image: Verify Payment

# 14. Payment List

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Image: Payment List

# **15. Receipt Entry**

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# II. Budget Monitoring System

# 1. Dashboard

• Follow instruction as mentioned in the image :



Image: Dashboard

# 2. Home Page



Image: Home Page

### 3. Group

• Follow instruction as mentioned in the image :

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Image: Group

# 4. Budget Head

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Image: Budget Head

#### **Budget Sub Head** 5.

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Image: Budget Sub Head

#### **Budget Sub Head Detail** 6.

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Image: Budget Sub Head Detail

# 7. Financial Year

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Image: Financial Year

# 8. Fee Type

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Image: Fee Type

#### Fee Type Details 9.

• Follow instruction as mentioned in the image :

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Image: Fee Type Details

# 10. Hostel Expense Head

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Image: Hostel Expense Head

# **11.** Fee Type Mapping with Sub Head Details

• Follow instruction as mentioned in the image :

Witzmet	Fee Type mapping with Su	h Head details			
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2	detail		Treat	-	8
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Image: Fee Type Mapping with Sub Head Details

# 12. Course Wise Fee Detail

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Image: Course Wise Fee Detail

# 13. Fee Detail

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# 14. Proposed Expense

• Follow instruction as mentioned in the image :

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Image: Proposed Expense

# 15. Department wise approved and allowance of Teaching Cadre

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Image: Department wise approved and Allowance of Teaching cadre



# 16. Income From Hostels

• Follow instruction as mentioned in the image :

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Image: Income From Hostels

# **17. Hostel Expense Details**

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Image: Hostel Expense Details

# 18. Details of Income And Expense

• Follow instruction as mentioned in the image :

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Image: Details of Income and Expense

### **19. Department Summary**

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Image: Department Summary

# 20. Budget Approval

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