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

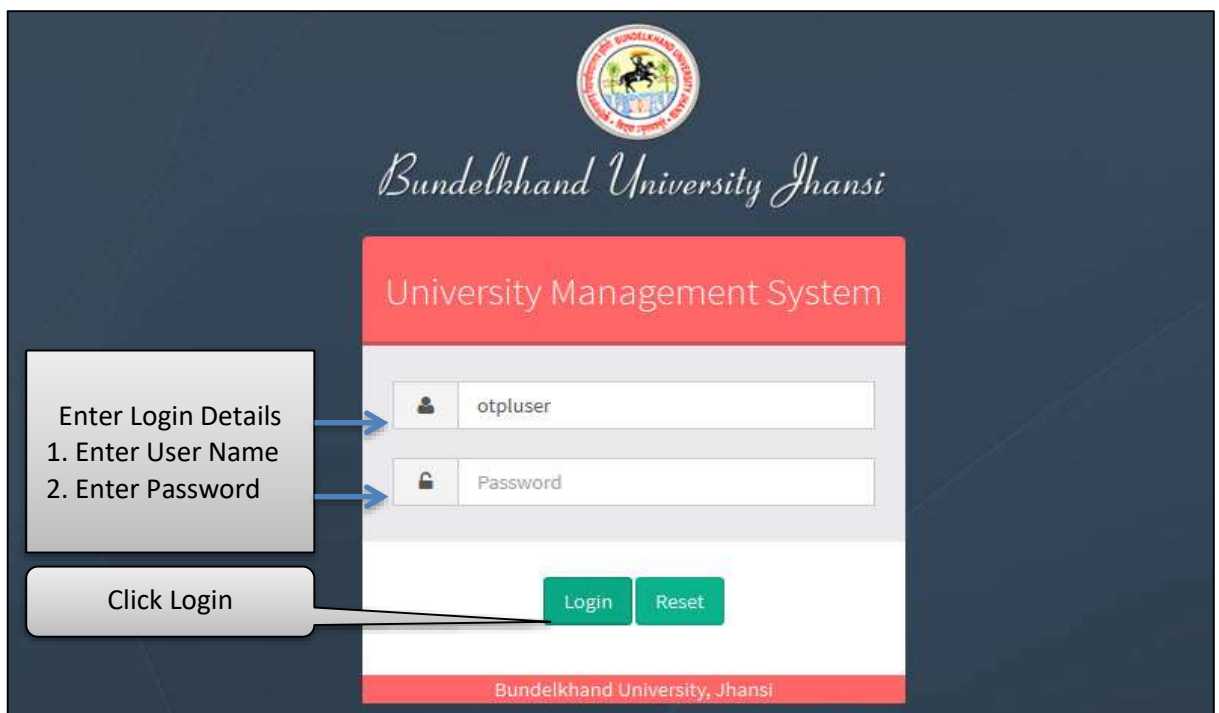


Image: Login Page

2. Dashboard

- Follow instruction as mentioned in the image :



Image: Dashboard

3. Home Page

- Follow instruction as mentioned in the image :

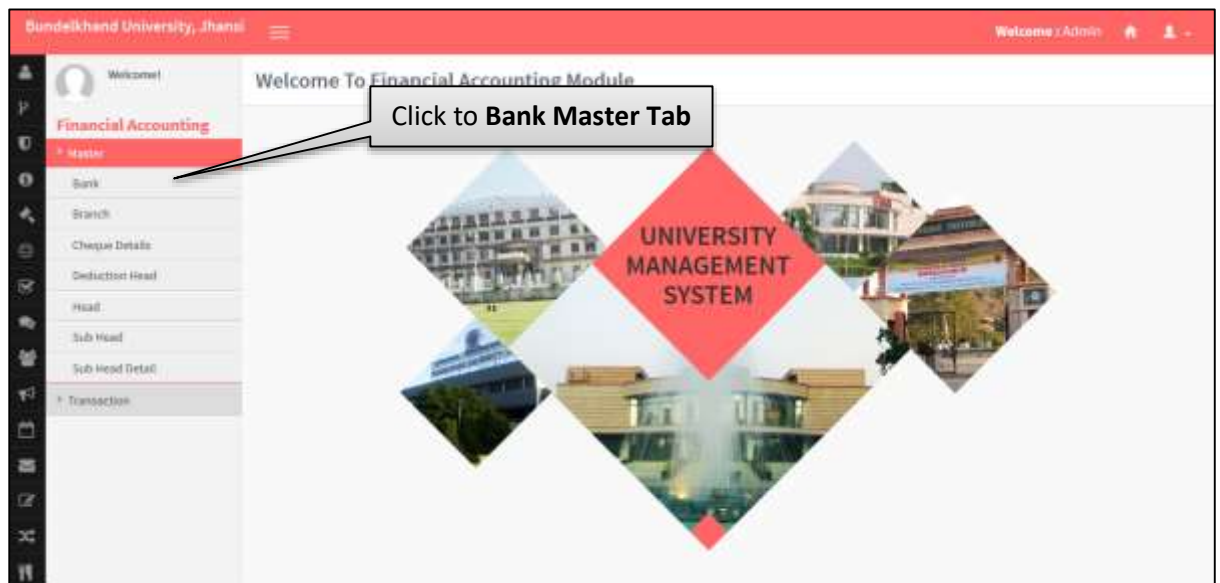


Image: Home Page

4. Bank Master

- Follow instruction as mentioned in the image :

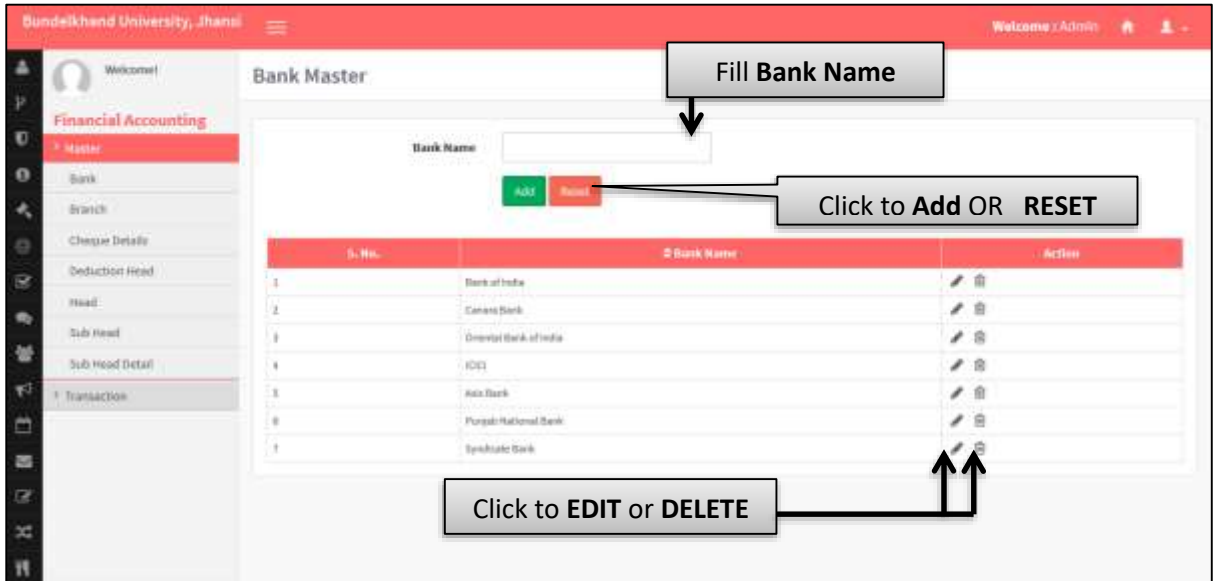


Image: Bank Master

5. Add Bank Branch

- Follow instruction as mentioned in the image :

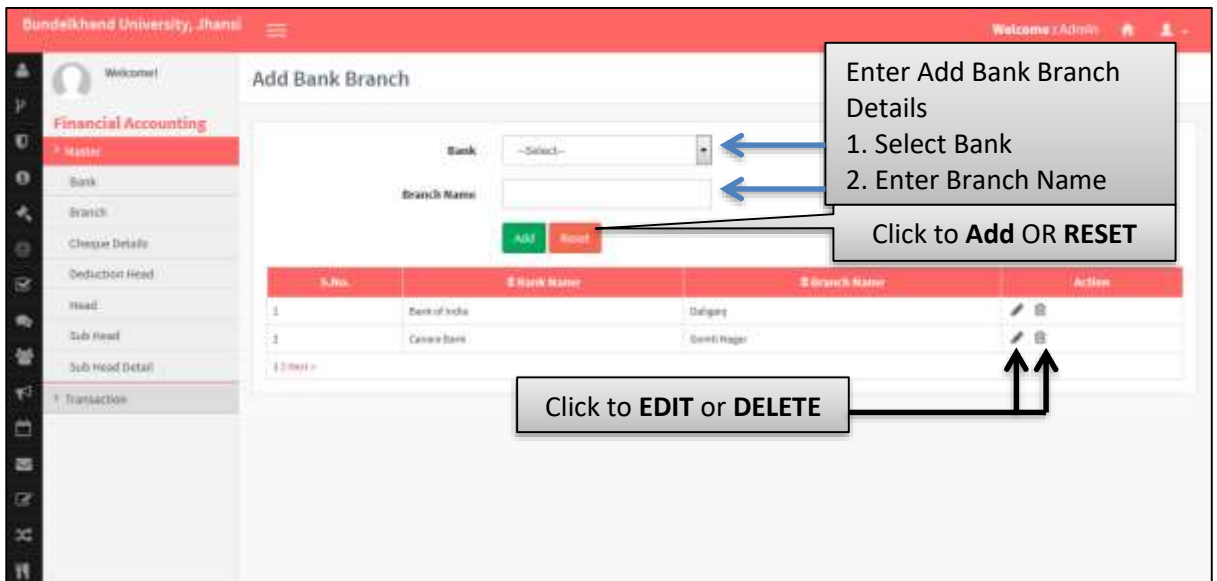


Image: Add Bank Branch

6. Add Cheque Details

- Follow instruction as mentioned in the image :

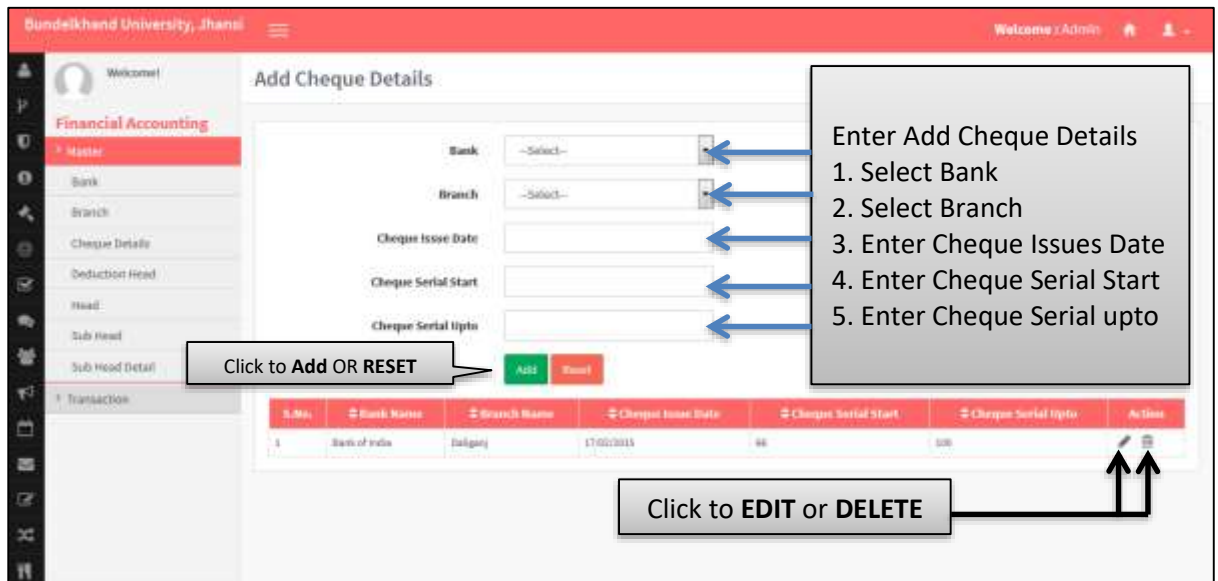


Image: Add Cheque Details

7. Add Deduction Head

- Follow instruction as mentioned in the image :

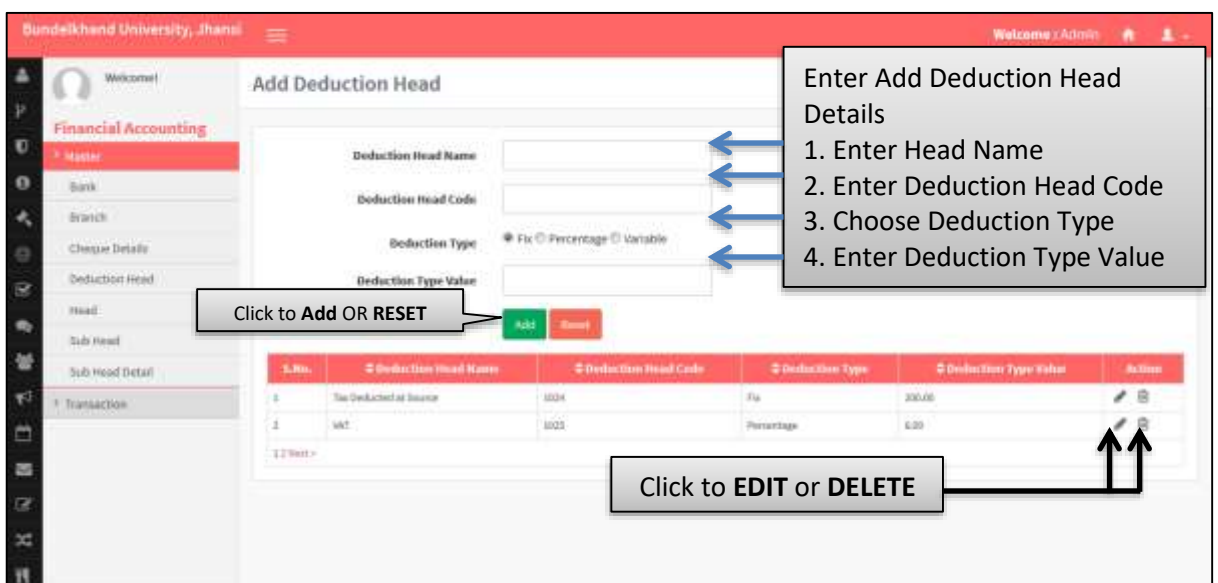


Image: Add Deduction Head

8. Add Head

- Follow instruction as mentioned in the image :

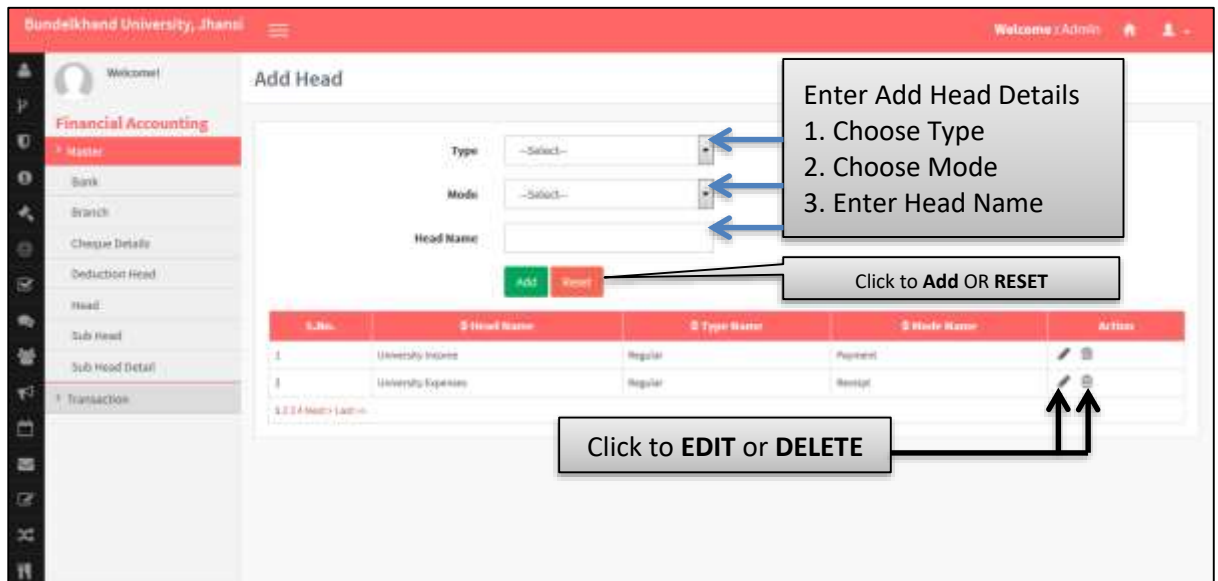


Image: Add Head

9. Add Sub Head

- Follow instruction as mentioned in the image :

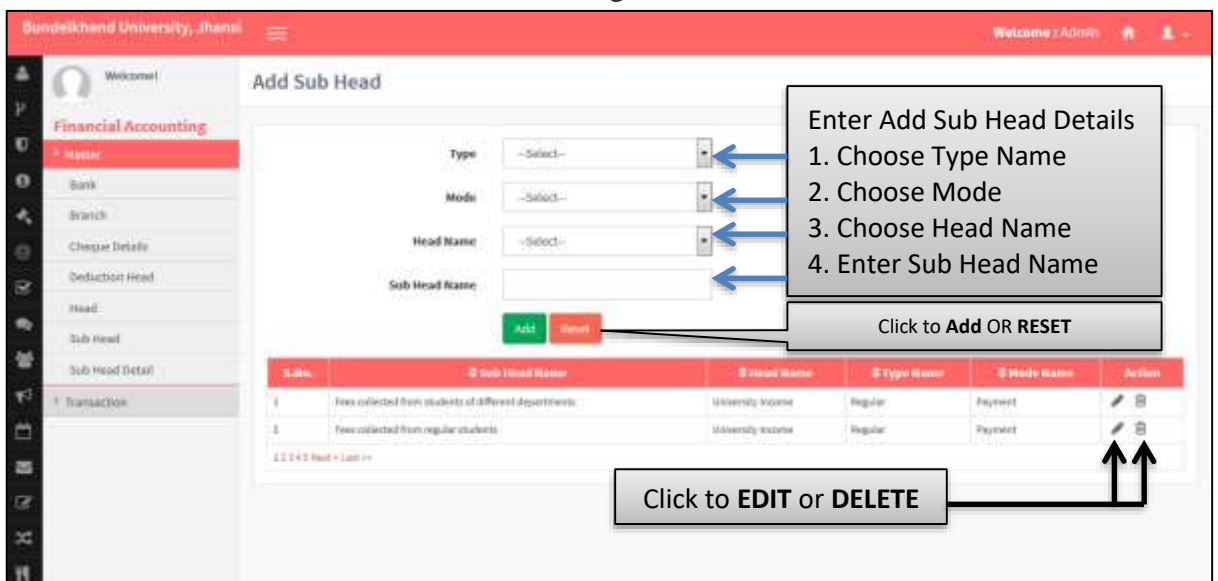


Image: Add Sub Head

10. Add Sub Head Detail

- Follow instruction as mentioned in the image :

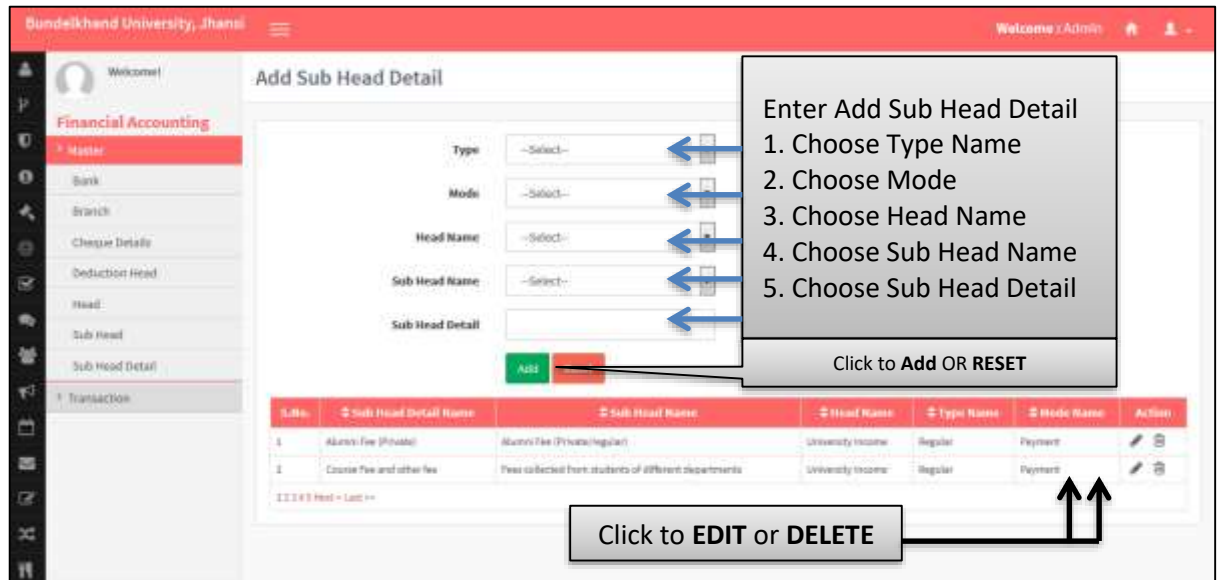


Image: Add Sub Head Detail

11. Bill Entry

- Follow instruction as mentioned in the image :

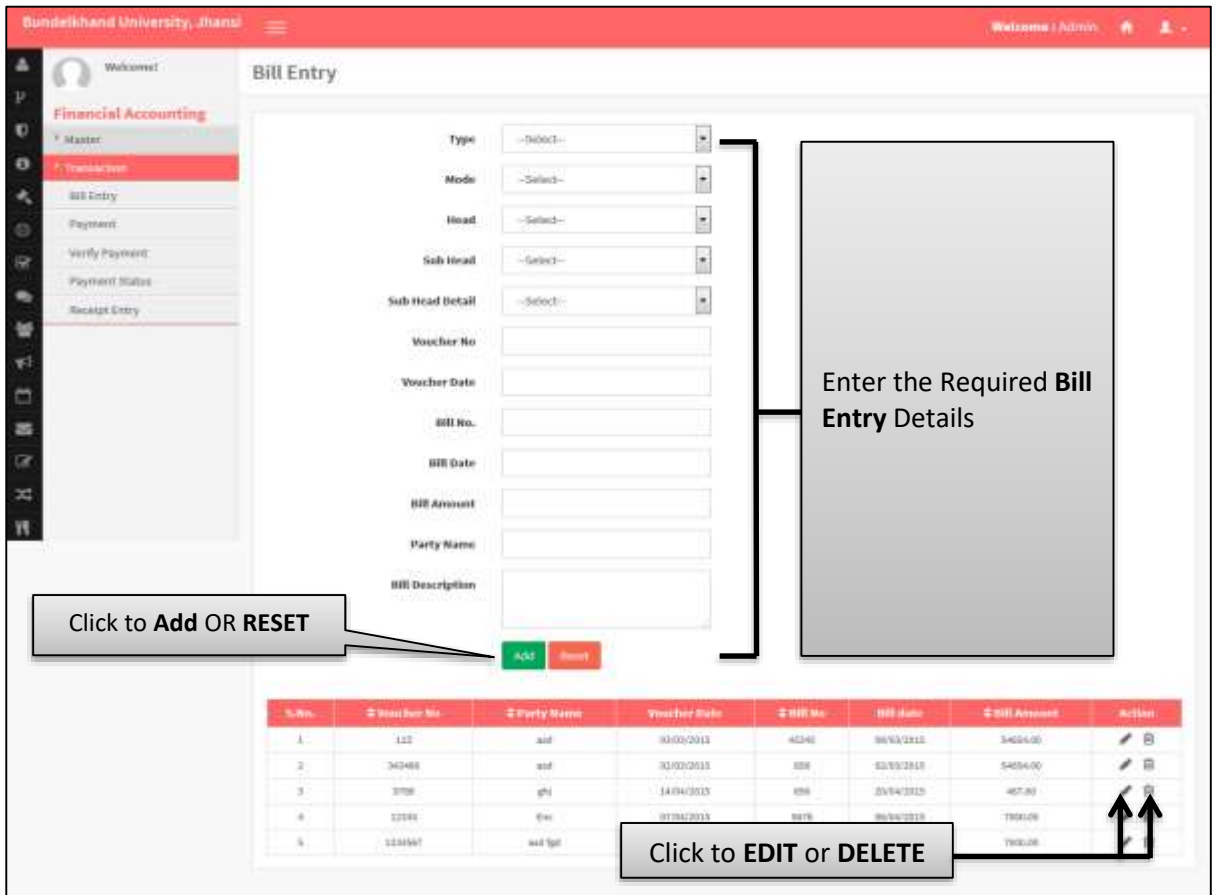


Image: Bill Entry

12. Payment

- Follow instruction as mentioned in the image :

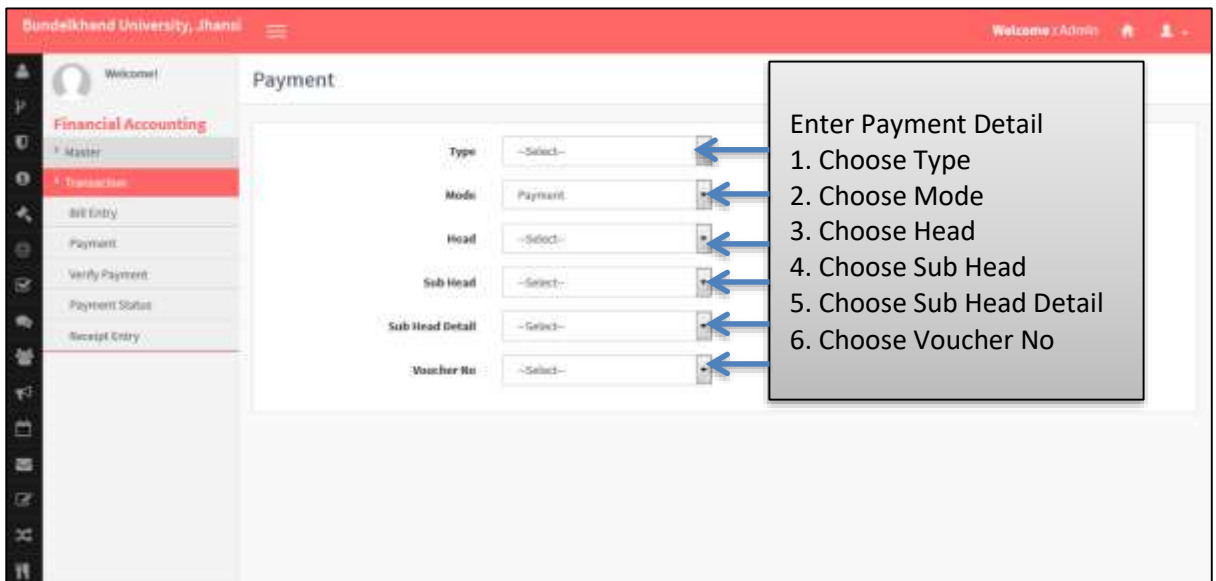


Image: Payment

13. Verify Payment

- Follow instruction as mentioned in the image :

Enter Verify Payment Detail
1. Choose Verification Status

Click to Search

S.No.	Voucher No.	Party Name	Voucher Date	Bill No.	Bill Date	Bill Amount	View Details	Approve/ Disapprove
1	8788	gfi	14/04/2015	838	20/04/2015	467.00	View	Approve/ Disapprove
3	12345	Em	07/04/2015	8478	06/04/2015	7000.00	View	Approve/ Disapprove
3	1234567	and fgd	06/04/2015	847834	02/03/2015	7000.00	View	Approve/ Disapprove
4	12346	andrew	06/04/2015	898	12/04/2015	7000.00	View	Approve/ Disapprove
5	456	tye	14/04/2015	847834	07/04/2015	7000.00	View	Approve/ Disapprove

Click to View or Approve / Disapprove

Image: Verify Payment

14. Payment List

- Follow instruction as mentioned in the image :

Enter Payment List Detail
1. Choose Verification Status

Click to Search

S.No.	Voucher No.	Party Name	Voucher Date	Bill No.	Bill Date	Bill Amount	Status	View / Edit
1	123	and	03/03/2015	4040	06/03/2015	54854.00	Disapproved By Admin	View / Edit
2	34340	and	02/03/2015	888	03/03/2015	88854.00	Approved By Admin	View / Edit
3	6789	gfi	14/04/2015	838	20/04/2015	467.00	Sent for Approval News	View / Edit / Edit
4	12345	Em	07/04/2015	8478	06/04/2015	7000.00	Sent for Approval News	View / Edit / Edit
5	1234567	and fgd	06/04/2015	847834	02/03/2015	7000.00	Sent for Approval News	View / Edit / Edit
6	12346	andrew	06/04/2015	898	12/04/2015	7000.00	Sent for Approval News	View / Edit / Edit
7	456	tye	14/04/2015	847834	07/04/2015	7000.00	Sent for Approval News	View / Edit / Edit

Click to View / Edit

Image: Payment List

15. Receipt Entry

- Follow instruction as mentioned in the image :

Enter the Required Receipt Entry Details

Click to Add OR RESET

S.No.	Voucher No.	Name	Voucher Date	Receipt Mode	Amount	
1	988787	sh. pd. sh.	01/04/2015	By Cash	1000.00	
2	988787	sh. pd. sh.	28/04/2015	By Cheque	2000.00	
3	78878	sh. pd. sh.	05/04/2015	By Cash	3000.00	

Image: Receipt Entry

Click to Edit OR Delete

II. Budget Monitoring System

1. Dashboard

- Follow instruction as mentioned in the image :



Image: Dashboard

2. Home Page

- Follow instruction as mentioned in the image :



Image: Home Page

3. Group

- Follow instruction as mentioned in the image :

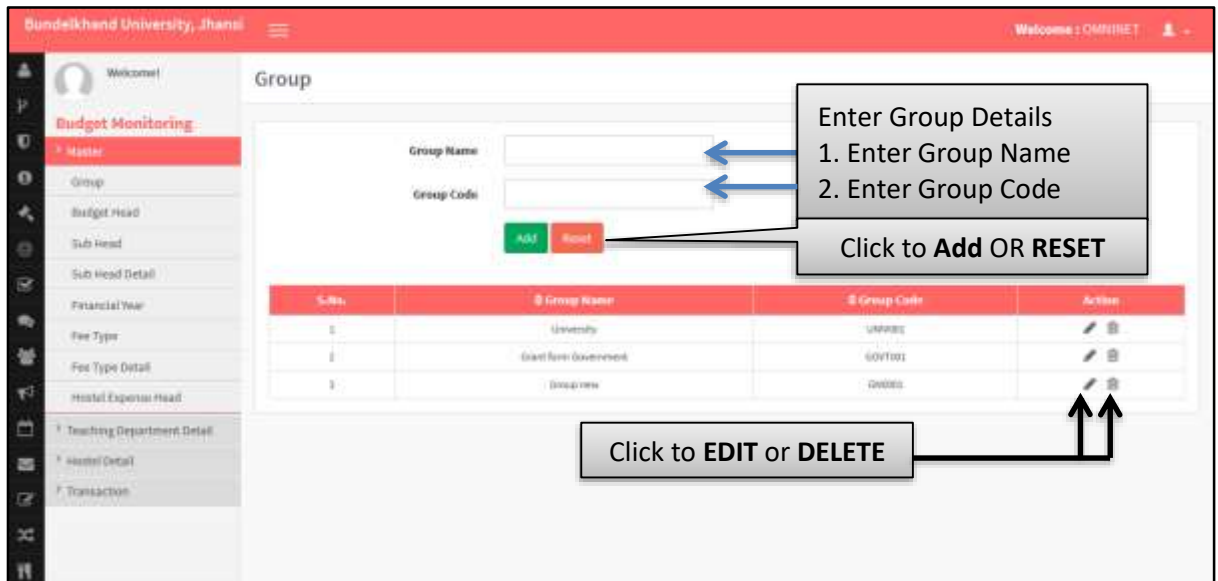


Image: Group

4. Budget Head

- Follow instruction as mentioned in the image :

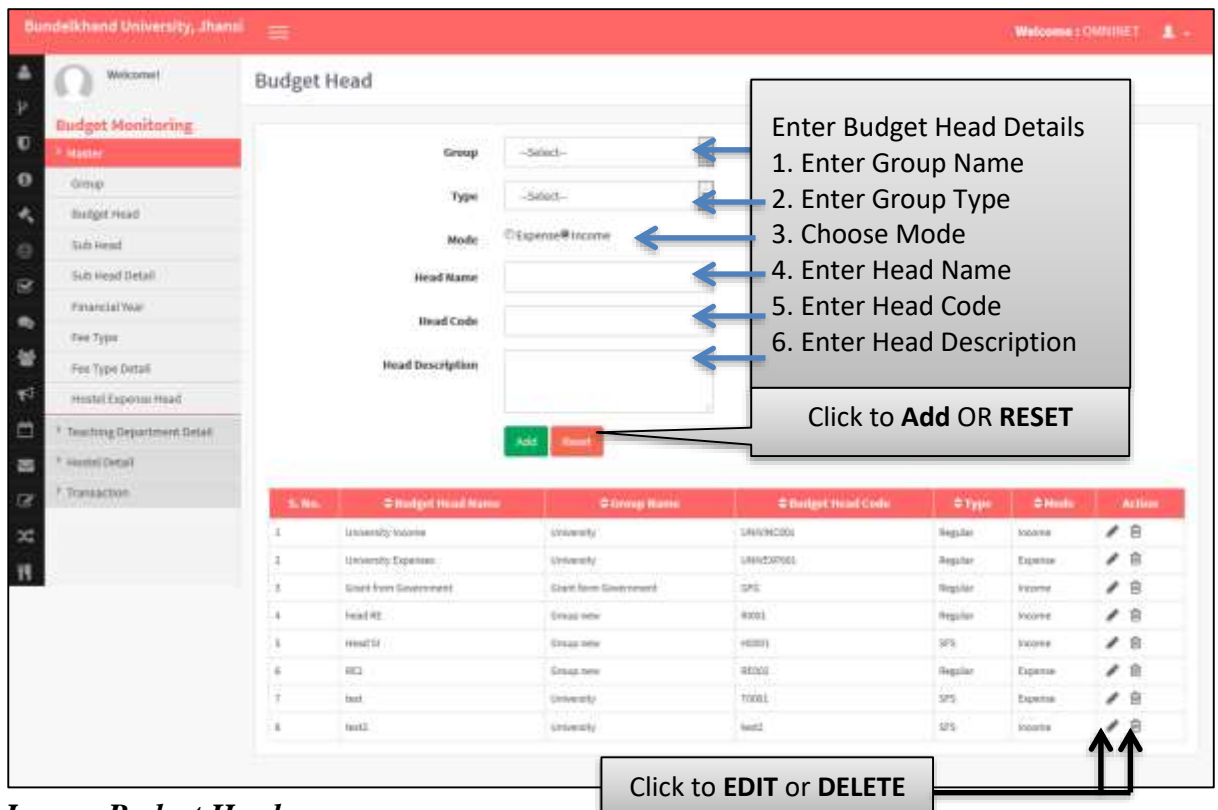


Image: Budget Head

5. Budget Sub Head

- Follow instruction as mentioned in the image :

Enter Budget Head Details

1. Enter Group Name
2. Enter Type
3. Choose Mode
4. Enter Head Name
5. Enter Head Code
6. Enter Head Description

Click to **Add OR RESET**

S.No.	Budget Head Name	Group Name	Budget Head Code	Type	Mode	Action
1	University Income	University	UNINC001	Regular	Income	
2	University Expenses	University	UNEXP001	Regular	Expense	
3	Grant from Government	Grant from Government	GFC	Regular	Income	
4	Head RE	Group new	RE01	Regular	Income	
5	Head SI	Group new	SI01	SPS	Income	
6	RE	Group new	RE02	Regular	Expense	
7	test	University	TE01	SPS	Expense	
8	test2	University	test2	SPS	Income	

Click to **EDIT or DELETE**

Image: Budget Sub Head

6. Budget Sub Head Detail

- Follow instruction as mentioned in the image :

Enter Budget Sub Head Detail

1. Enter Group Name
2. Enter Type
3. Choose Mode
4. Enter Head
5. Choose Sub Head
6. Enter Sub Head Detail
7. Enter Sub Head Code Detail
8. Enter Sub Head Detail

Click to **Add OR RESET**

S.No.	Budget Sub Head Detail Name	Budget Sub Head Name	Budget Head Name	Group Name	Budget Sub Head Detail Code	Action
1	Alumni Fee (Private)	Alumni Fee (Private/Regular)	University Income	University	AF	
2	Course Fee and other fee	Fees collected from students of different departments	University Income	University	CF	

Image: Budget Sub Head Detail

7. Financial Year

- Follow instruction as mentioned in the image :

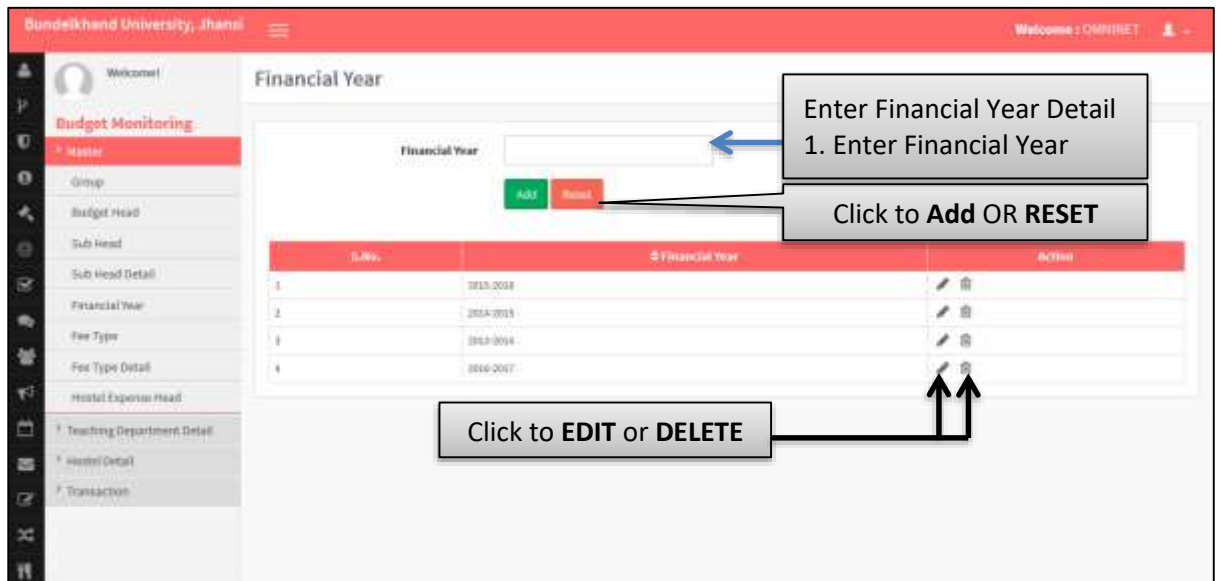


Image: Financial Year

8. Fee Type

- Follow instruction as mentioned in the image :

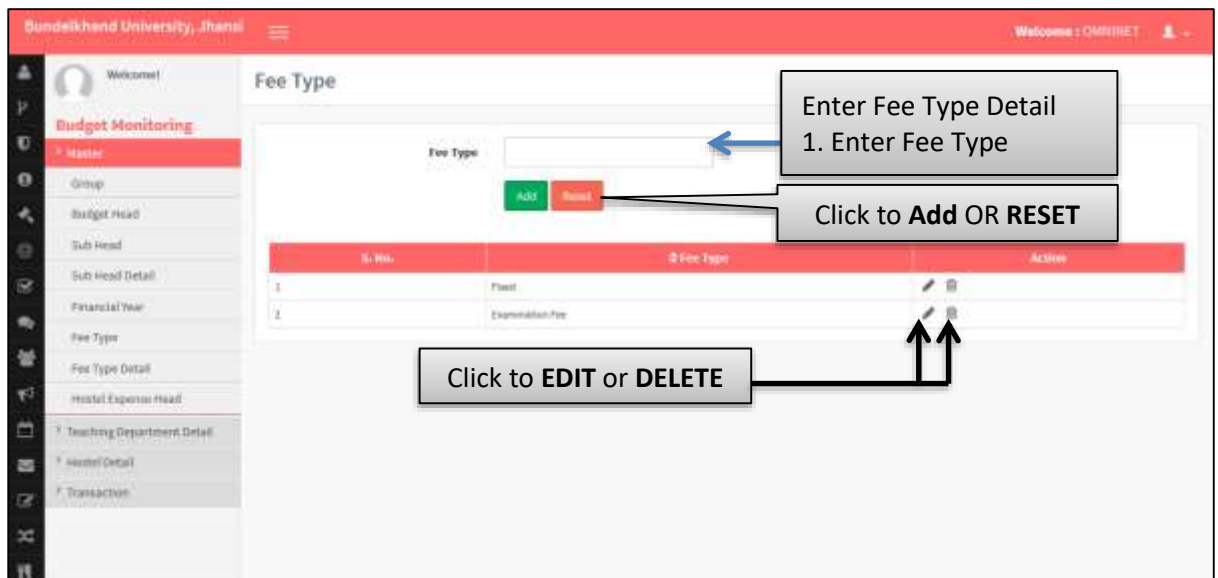


Image: Fee Type

9. Fee Type Details

- Follow instruction as mentioned in the image :

Fee Type Detail

Fee Type:

Fee Type Detail:

S.No.	Fee Type Name	Fee Type Detail	Action
1	Examination Fee	Examination	
1	Fixed	Admission Fee	
2	Fixed	Hostel Fee	
4	Fixed	Alumnae Fee	
5	Fixed	Others	
6	Fixed	Fee	
7	Fixed	Tuition Fee	

Enter Fee Type Detail
1. Enter Fee Type
2. Enter Fee Type Detail

Click to Add OR RESET

Click to EDIT or DELETE

Image: Fee Type Details

10. Hostel Expense Head

- Follow instruction as mentioned in the image :

Hostel Expense Head

Expense Head:

S.No.	Expense Name	Action
1	Telephone	
2	Expense of Electricity/Services/Internet	
3	Furniture and other Equipment	
4	News Paper/Magazine	

Enter Hostel Expense Head Detail
1. Enter Expense Head

Click to Add OR RESET

Click to EDIT or DELETE

Image: Hostel Expense Head

11. Fee Type Mapping with Sub Head Details

- Follow instruction as mentioned in the image :

Enter Fee Type Mapping with Sub Head Details

1. Choose Group
2. Choose Type
3. Choose Head
4. Choose Sub Head
5. Choose Sub Head Detail
6. Choose Fee Type

Click to **Save OR RESET**

Click to **DELETE**

Sub Head Detail	Fee Type	Action
Examination Fee	Examination Fee	
Course Fee and other Fee	Fixed	
40% University part by SFS	Fixed	
Detail	Fixed	

Image: Fee Type Mapping with Sub Head Details

12. Course Wise Fee Detail

- Follow instruction as mentioned in the image :

Enter Course Fee Detail

1. Choose Department Type
2. Choose Department Name
3. Choose Course
4. Choose Fee Type
5. Choose Financial Year

Click to **Submit OR Reset**

Enter the Required **Course Wise Fee Detail**

S.No.	Fee Detail	Fee
1	Admission Fee	₹ 1500.00
2	Hostel Fee	₹ 20000.00
3	Alumni Fee	₹ 15000.00
4	Other	₹ 2000.00
5	None	₹ 0.00
6	Lab Fee	₹ 0.00

Click to **Update**

Image: Course Wise Fee Detail

13. Fee Detail

- Follow instruction as mentioned in the image :

Enter Fee Detail

1. Choose Department Type
2. Choose Department Name
3. Choose Course
4. Choose Financial Year

Click to **Submit** or **Reset**

Financial Year	Fee Type	Amount	Fee Type Total	No. of Student	Total
2013-2016	Fee	Administration Fee ₹ 10.00	₹ 10.00	0	₹ 175.00
		Honored Fee ₹ 33.00			
		Admission Fee ₹ 3.00			
		Other ₹ 3.00			
		None ₹ 10.00			
2013-2016	Examination Fee	Examination ₹ 990.00	₹ 990.00	0	₹ 2000.00
2014-2015	Fee	Administration Fee ₹ 10.00	₹ 10.00	0	₹ 175.00
		Administration Fee ₹ 10.00			
		Honored Fee ₹ 33.00			
		Admission Fee ₹ 3.00			
		Admission Fee ₹ 3.00			
		Other ₹ 3.00			
		Other ₹ 3.00			
		None ₹ 10.00			
		None ₹ 10.00			
2014-2016	Examination Fee	Examination ₹ 990.00	₹ 990.00	0	₹ 2000.00
2015-2016	Fee	Administration Fee ₹ 10.00	₹ 10.00	0	₹ 175.00
		Administration Fee ₹ 10.00			
		Honored Fee ₹ 33.00			
		Admission Fee ₹ 3.00			
		Admission Fee ₹ 3.00			
		Other ₹ 3.00			
		Other ₹ 3.00			
		None ₹ 10.00			
		None ₹ 10.00			
2015-2016	Examination Fee	Examination ₹ 990.00	₹ 990.00	0	₹ 2000.00
2016-2017	Fee	Administration Fee ₹ 10.00	₹ 10.00	0	₹ 175.00
		Administration Fee ₹ 10.00			
		Honored Fee ₹ 33.00			
		Admission Fee ₹ 3.00			
		Admission Fee ₹ 3.00			
		Other ₹ 3.00			
		Other ₹ 3.00			
		None ₹ 10.00			
		None ₹ 10.00			
2016-2017	Examination Fee	Examination ₹ 990.00	₹ 990.00	0	₹ 2000.00
Fee Total ₹ 175.00 Examination Fee Total ₹ 2000.00 Total ₹ 2175.00					

Click to **Save**

Image: Fee Detail

14. Proposed Expense

- Follow instruction as mentioned in the image :

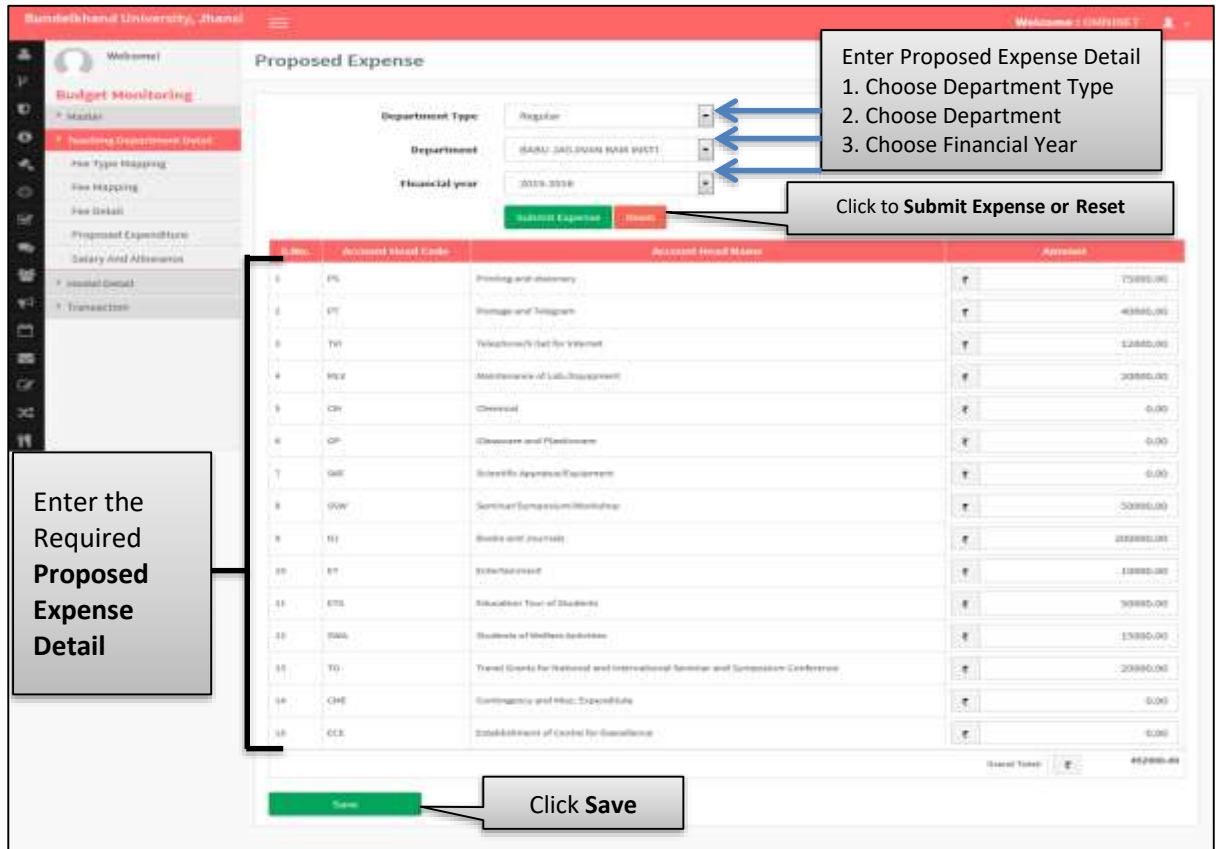


Image: Proposed Expense

15. Department wise approved and allowance of Teaching Cadre

- Follow instruction as mentioned in the image :

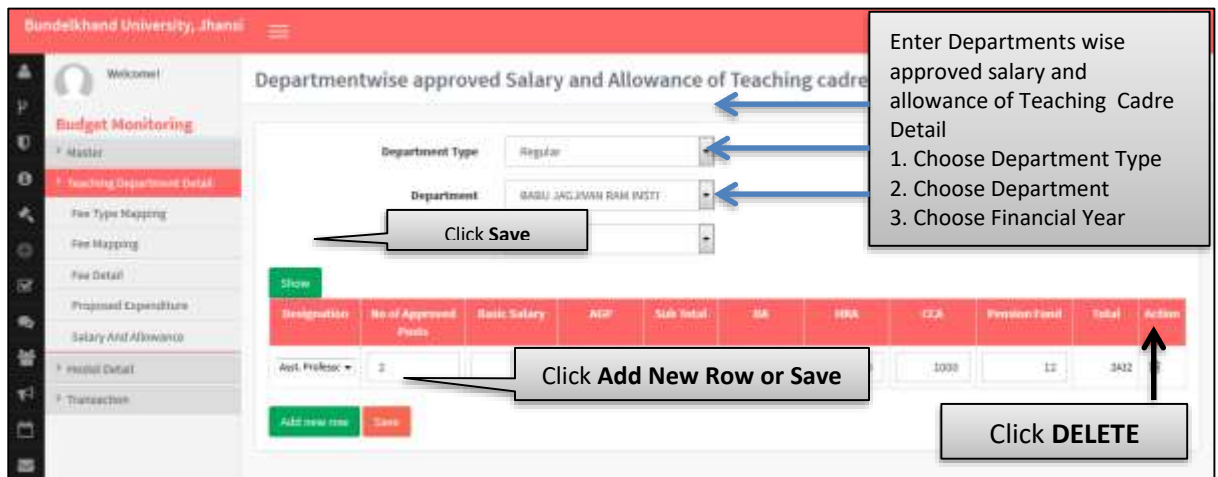


Image: Department wise approved and Allowance of Teaching cadre

16. Income From Hostels

- Follow instruction as mentioned in the image :



Image: Income From Hostels

17. Hostel Expense Details

- Follow instruction as mentioned in the image :

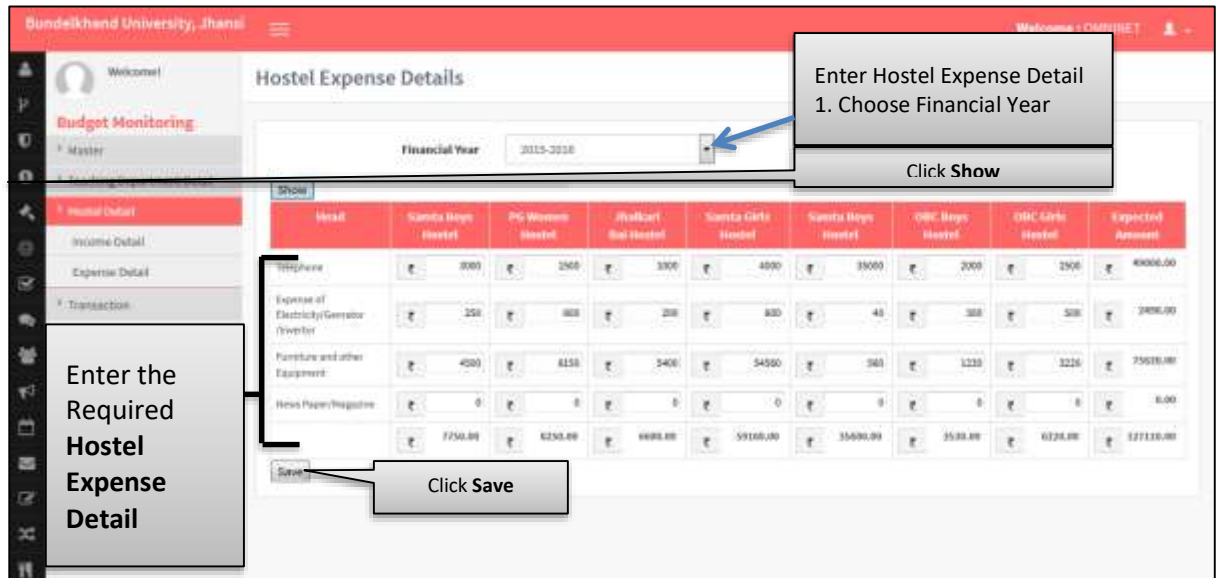


Image: Hostel Expense Details

18. Details of Income And Expense

- Follow instruction as mentioned in the image :

Enter Details of Income and Expense

1. Choose Group
2. Choose Type
3. Choose Mode
4. Choose Head
5. Choose Sub Head
6. Choose Financial Year

Click Show OR Reset

Enter the Required Details of Income and Expense

Click Save

Sub Head Detail Name	Actual Income/Expense(2015-2016)	Original Estimate(2015-2016)	Actual Income/Expense this month	Received Income/Expense(2015-2016)	Original Estimate(2015-2016)
Examination Fee and other fee	₹ 100	₹ 0	₹ 0	₹ 0	₹ 100000.00
Examination Fee	₹ 0	₹ 0	₹ 0	₹ 0	₹ 100000.00
Hostel Fee	₹ 0	₹ 0	₹ 0	₹ 0	₹ 1300000.00
	₹ 100.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 2300000.00

Image: Details of Income and Expense

19. Department Summary

- Follow instruction as mentioned in the image :

Enter Department Summary Detail

1. Choose Department Type
2. Choose Department
3. Choose Financial Year

Click View Summary

Income		Expense	
Proposed Income	₹ 180000.00	Proposed Expenditure	₹ 40000.00
		Salary and Allowances	₹ 2000.00
Total:	₹ 180000.00	Total:	₹ 40000.00

Image: Department Summary

20. Budget Approval

- Follow instruction as mentioned in the image :

Budget Approval

Group: University
 Type: Regular
 Mode: Expense Income
 Head: University Income
 Financial Year: 2020-2021

Show

Enter Budget Approval Details

1. Choose Group
2. Choose Type
3. Choose Mode
4. Choose Head
5. Choose Financial Year

Click Show

S. No.	Budget Sub Head Name	Estimated Income/Expense	View Detail	Action	Status
1	Alumni Fee (Private/regular)	₹ 1282000	View	Disapprove	Approved
2	Development Fee(Private/Regular)	₹ 13611300	View	Disapprove	Approved
3	Donation	₹ 5000	View	Disapprove	Approved
4	Fees collected from private students	₹ 45356100	View	Disapprove	Approved
5	Fees collected from regular students	₹ 80890325	View	Disapprove	Approved
6	Fees collected from students of different departments	₹ 17234875	View	Disapprove	Approved
7	Forwarding fee from private students	₹ 1278000	View	Approve	Disapproved
8	Income by different services provided by university	₹ 2910000	View	Disapprove	Approved
9	Interest collected from fixed/ recurring bank deposits	₹ 45000000	View	Disapprove	Approved
10	Sale of application form, papers related to courses and syllabus published by University	₹ 8860000	View	Approve	Disapproved
11	Sale of scrap	₹ 1100000	View	Approve	Disapproved
12	Scholarship	₹ 2500000	View	Approve	Disapproved
13	Sundry Income	₹ 4224000	View	Approve	Disapproved

Click Approved

Image: Budget Approval