at LOCAL>   C_ 10.193.0.164 or C_utser1

    LOGIN   bsusrer

    PASWRD   **B**susrer   press_entr

Now terminal show-- you are going to work UTS Station Balance Sheet......

                              press_entr

Terminal viewed

TRMNL No = your STN code and 01 etc as window No	
USR_ID	your Administrative ID
Password	#########

Now, open the Main Menu of B/Sheet forms:

BALANCE SHEET -- MAIN MENU

LAST FINALISED DATE -- 00 / 00 / 0000 ⟷ At the very beginning this date always be shown as '00'. It will be changed

1. DATA ENTRY FORM	0
2. PREPARE DAILY TEST BALANCE SHEET	0
3. PREPARE DAILY FINAL BALANCE SHEET	0
4. FINALISE FOR PERIOD	0
5. PRINT/VIEW BALANCE SHEET	0
6. STATION OUTSTANDINGS	0
7. LOGOUT	0

regularly after finalised a day's B/Sheet. At the beginning and to finalised a day's Balance Sheet of a month, you have need to call UTS Console or CRIS for help.

Item = 00

1. DATA ENTRY FORM (Sub-Menu)

LOCATION :		DATE : 00 /00 /0000	
SL No	ITEM NAME	AMOUNT	STATUS
1.1.	OPENING BALANCE	0	N/A
1.2.	MANUAL CASH	0	BIFURCATED
1.3.	PLATFORM VENDING MACHINE	0	BIFURCATED
1.4.	PLATFORM COUNTER CASH	0	BIFURCATED
1.5.	PARCEL CASH	0	BIFURCATED
1.6.	LUGGAGE CASH	0	BIFURCATED
1.7.	SPECIAL CREDIT	0	N/A
1.8.	SPECIAL DEBITS	0	N/A
1.9.	PRS EARNINGS	0	N/A

You are need to change this date only.

(A) For this O/B figure, see Sub-Menu below.

(B) System can allowed to bifurcated these figures, if CASH received/deposited through UTS-MONEY RECEIPT FORM (item - 8) So, all type of MANUAL cash/Earnings should be incorporated into the UTS system.

(C) These items can be bifurcated under differeent sub-heads manually. (see below)

1 - DEF :

Sub-Menu ITEMS OF 1/1. = OPENING BALANCE

1/1.01	IMPREST CASH	0
1/1.02	TIME TABLE AT GLANCE ON HAND	0
1/1.03	OUTSTANDING-ST (SEASON) ID ON HAND	0
1/1.04	DC / WFC WAIVED AWAITING REM ORD	0
1/1.05	PRS CRD CARD OPENING BALANCE	0
1/1.06	CVM COUPONS/BOOKLETS ON HAND	0
1/1.07	C CARD SERVICE CHARGE	0
1/1.08	SMARTCARD ON HAND AMT	0
1/1.09	ZONAL RLY TIME TABLE ON HAND	0

UPDATE [Y / N]

and for other Outstandings like:-

ADMITTED DEBITS

DISPUTED (OBJECTED) DEBITS

CASH OFFICE DISALAWANCE

OTHER OUTSTANDING

UNADJUSTED SPL DR /(CR) etc

can be done through

Spl Debit option and

O/Stndng form

At the very beginning you can entered/worked with this FORM. Thereafter, It automatically calculate and show the Opening Balance and you are unable to change any one of the figure(s). Even after refresh/reset the privous entered figure(s) it never be getback as "0" without help of CRIS. So, very beginning take a screen print of this Opng Balance fgr your self for future reference.

Smart Card/Go-India Card on Hand Amount on-hand SMC that's are on stock or / and in the BIN all are counted your self and multiple the same with Rs.-50/= each.

DEF : 1/2 MANUAL CASH

01. PCT - LOCAL
02. PCT - FOREIGN
03. BPT - LOCAL
04. BPT - FOREIGN
05. SEASON - LCAL
06. SEASON - FOREIGN
07. JOURNEY EXTENSION TICKET
08. SPECIAL COACHES/TRAINS
09. BUS CHARGES
10. MASS RAPID TRANSPORT SYSTEM
11. RTC (RAIL TRAVEL COUPON) SOLD
12. TC ⎤ Pop up ⎡ fare.
13. TTE ⎦   ⎢ penalty.
                 ⎢ UBL.
                 ⎣ Others.

14. TIME TABLE AT GLANCE SOLD
15. SEASON ID SOLD
16. SUNDRY EARNINGS
17. HALT EARNINGS
18. CLERKAGE CHARGES
19. CANCELLATION CHARGES/ABR
20. PLATFORM TICKET
21. COOLIE PORTER LICENCE FEE
22. RESERVATION AMT
23. SUPPLEMENTARY CHARGES
24. EXCESS IN BOOKING
25. CIRCULAR JOURNEY TICKET
26. CST - LOCAL

DEF : 1/2 MANUAL CASH (contd)

27. CST - FOREIGN
28. DEVELOPMENT CHARGES
29. GOVT. BAGGAGE - LOCAL
30. GOVT. BAGGAGE - FOREIGN
31. RETIRING ROOM CHARGES
32. WRONG MR MANUAL CASH
33. SPECIAL TICKET MANUAL
34. SERVICE TAX
~~35.~~ CVM COUPON SALE EARNINGS X
36. HALT AGENTS - INCOME TAX
37. ZONAL RLY TIME TABLE SOLD
38. MMTS CHARGES (MANUAL)
39. CABROAD TICKET

39. ~~MMTS~~ PRS.

40.

DEF : 1/3. PLATFORM VENDING MACHINE
and 1/4. PLATFORM COUNTER CASH

1. PLATFORM TICKETS
2. EXCESS-IN-BOOKING

DEF : 1/5. PARCEL CASH

01. OUTWARD PAID - LOCAL
02. OUTWARD PAID - FOREIGN
03. HCD ORDINARY - LOCAL
04. HCD MILITARY - LOCAL
05. TFA SF - LOCAL
06. TFA SF - FOREIGN
07. STORAGE CHARGES
08. CLOAK ROOM TICKET
09. DEMURRAGE CHARGES
10. UNDER CHARGES
11. WAGON/VP DEMAND REQ FEE
12. PARCEL SUNDRIES
13. AUCTION SALES
14. AUCTOPN SALES TAX
15. EXCESS-IN-BOOKING
16. WHARFAGE CHARGES (WC)
17. CANCEL CHARGES
18. PERISHABLE SECURITY DEPOSIT
19. SERVICE TAX
20. WRONG MR PARCEL
21. DEVELOPMENT CHARGE PARCEL
22. OCTROI COLLECTED
23. SHUNTING & DETENTION CHARGE
24. FSI A-FREIGHT SERV & LEDGER ACCNT
25. PERCENTAGE CHARGE
26. HCD ORDINARY - FOREIGN
27. HCD MILITARY - FOREIGN

DEF : 1/6. LUGGAGE CASH

01. OUTWARD PAID - LOCAL
02. OUTWARD PAID - FOREIGN
03. UNDER CHARGES
04. EXCESS-IN-BOOKING
05. CANCEL CHARGE
06. OUTWARD PAID -- OTHER
07. SERVICE TAX
08. WRONG MR LUGGAGE
09. CLOAK ROOM TICKET
10. HORSE CARTAGE DOCK (HCD)- LOCAL
11. HORSE CARTAGE DOCK (HCD) - FRGN
12. DEVELOPMENT CHARGE LUGGAGE
13. WHARFAGE CHARGES
14. PERCENTAGE CHARGE

Item No (C) 1/1.7. SPECIAL CREDIT Sub-Heads

LOCATION :	Txn DATE : 00 /00 /0000	
Main Item : SPECIAL CREDIT	(change the date urslf)	
AMOUNT : reflect it self		
SL No SUB ITEM NAME		**AMOUNT**
1.7.1. HALT COMMOSSION PAID		0
1.7.2. TIME TABLE AT GLANCE SOLD		0
1.7.3. TIME TABLE AT GLANCE X-FERED		0
1.7.4. SEASON ID CARD SOLD		0
1.7.5. SEASON ID CARD TRANSFERRED		0
1.7.6. DC / WFC REMISSION ORDER		0
1.7.7. RTC TICKET		0
1.7.8. MANUAL LR		0
1.7.9. CREDITS OF PRS CREDIT CARD		0
1.7.10. AMT TRANSFER TO GOODS		0
1.7.11. MANUAL LR/ABR/JRNY TKT		0
1.7.12. MANUAL LR MONEY RECEIPT		0
1.7.13. AMT TRANSFER TO PRS		0
1.7.14. AMT TRANSFER TO PARCEL		0
1.7.15. AMT TRANSFER TO OTHR STATION		0
1.7.16. AMT TRANSFER TO OTHER ZONE		0
1.7.17. TIME TABLE COMISION-BOOK STLL		0
1.7.18. THINCLIENT TXN-DATE CHANGE		0
1.7.19. CVM COUPON BOOKLETS SOLD		0
1.7.20. CREDIT OF C CARD SRV CHARGE		0
1.7.21. SMARTCARD TRANSFERRED		0
1.7.22. ZONAL RLY TIME-TABLE SOLD		0
1.7.23. ZONAL RLY TT X-FERED		0
1.7.24. SPECIAL CREDIT-PAY ORDER		0
SUB ITEM TOTAL :		0
JTBS OPENING BALANCE IN HAND		auto Sys
UPDATE [Y / N]		

use UP and
DOWN arrow
to workout
with this forms

Item No (C)   1/1.8. SPECIAL DEBITS Sub-Heads

LOCATION :	Txn DATE : 00 /00 /0000	
Main Item : SPECIAL DEBITS	(change the date urslf)	
AMOUNT : reflect it self		
SL No SUB ITEM NAME		**AMOUNT**
1.8.1. TIME TABLE AT GLANCE RECVD		0
1.8.2. SEASON ID CARDS RECEIVED		0
1.8.3. REMMISION ORDER RECEIVED		0
1.8.4. MANUAL EXCESS BOOKING AMT		0
1.8.5. MANUAL CLERKAGE COLLECTED		0
1.8.6. MANUAL TIME TABLE SOLD		0
1.8.7. DEBITS OF PRS CREDIT CARD		0
1.8.8. MANUAL DEBIT PARCEL OFFICE		0
1.8.9. MANUAL DEBIT TTE		0
1.8.10. MANUAL DEBIT BOOKING CLERK		0
1.8.11. MANUAL DEBIT BPT		0
1.8.12. MANUAL DEBIT CIR TOUR TKT		0
1.8.13. MANUAL DEBIT PRS		0
1.8.14. MANUAL DEBIT SUPERFAST TKT		0
1.8.15. MANUAL DEBIT PAID (OTHER)		0
1.8.16. AMOUNT TKEN FROM OTHR STN		0
1.8.17. THINCLIENT TXN AMT-DATE CHNG		0
1.8.18. CVM COUPON BOOKLETS RECVD		0
1.8.19. DEBIT OF C CARD SRV CHARGE		0
1.8.20. SMARTCARD RECVED ON STN		0
1.8.21. ZONAL RLY TIME TABLE RECVD		0
SUB ITEM TOTAL :		0
UPDATE [Y / N]		

2. PREPARE DAILY TEST BALANCE SHEET

3. PREPARE DAILY FINAL BALANCE SHEET

Picture of the items to prepare Balance Sheet

(2) PREPARE DAILY TEST BALANCE SHEET & (3) PREPARE DAILY FINAL BALANCE SHEET

LOCATION : reflect automatically		TXN DATE : 00 / 00 / 2015	
CR NOTE No :		CR NOTE DATE :	
CASH :		DEMAND DRAFT :	
VCH NOTE No :		VCH NOTE DATE :	
VOUCHER :		CST : RTC :	
TOTAL :			
BALANCE SHEET REMARKS :			
All details and remarks imputed and type here manually			
within three lines.			

You yourself change the date & month.

Always at first Prepare the Test B/Sheet if all TXNs & items are correct then confirm it through to FORM (3) for Final B/Sheet of a day.

FOR YOUR MIND

6/3. (MISC. OUTSTANDING) = any current O/S or station DBT, mainly cash when withdrawn from stn ERNGs & inputtd through to this form 6/3, system access it both side instead only on Cr side along with Pvs O/S. In this case to match the B/Sheet a

Spl Cr being takn without having an office order. It is not right. Notwithstanding, the said O/S has not also been cleared from total O/S of the stn for the Day/Month even if after taking such Spl Cr to match the B/Sheet.

4. FINALISE FOR PERIOD

Mind it that, before inputed the data details for the days of 11th, 21th & 28th/30th/31st you must finalisd your current period immediately. Though system shown some error massage but proceeds yourself ignoring the same, thereafter system asked, will you proceed = (Y) and thereafter it asked will you finalise the next period of the month like- 2nd, 3rd or 1st == it will be [NO].

5. PRINT/VIEW BALANCE SHEET

with this form you can take [P]rint / [V]iew of your Day's/Period/Month Stn Balance Sheet.

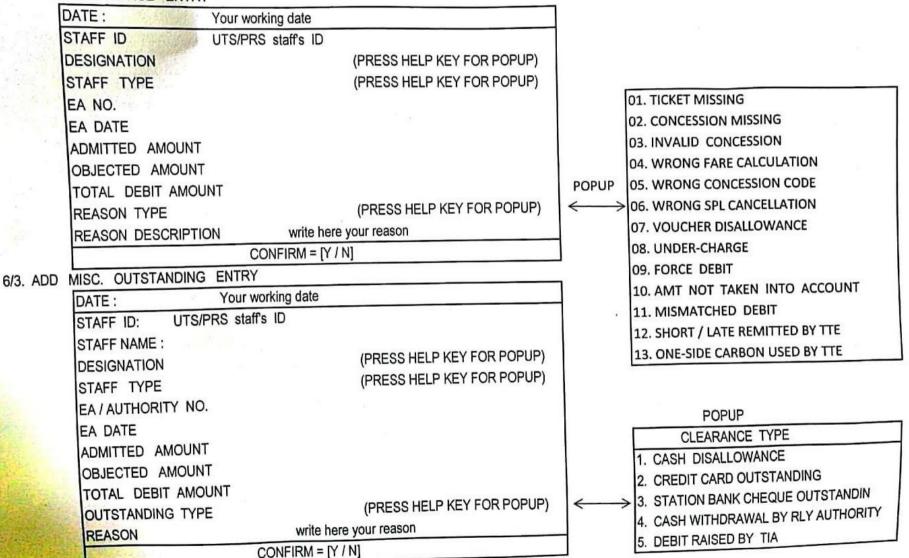| DAY	PERIOD	MONTH
VIEW / PRINT BALANCE SHEET [D]AILY/[M]ONTHLY/[P]ERIOD :_D_	VIEW / PRINT BALANCE SHEET [D]AILY/[M]NTHLY/[P]ERIOD :_P_	VIEW / PRINT BALANCE SHEET [D]AILY/[M]ONTHLY/[P]ROD :_M_
DATE DD / MM / YYYY	FROM DD / MM / YYYY TO DD / MM / YYYY	MONTH 01 / MM / YYYY (only to input month & Year)
[P]RINT / [V]IEW :	[P]RINT / [V]IEW :	[P]RINT / [V]IEW :

System again asked for [P]rint / [V]iew of your Day's/Period/Month Stn Balance Sheet. = [P / V]

Main Menu Item No-6 STATION OUTSTANDINGS

At the very beginning you have to work with this form to proceeds your station Balance Sheet for every day through to the month.

So, get ready with your record/register for total station outstanding as it shown on the last Balance Sheet along with imprest cash.

Separate the outstanding items as per record with proper amount and then imput the such O/S into the system B/Sheet at first.

O/B will be the C/B of the previous month. Henceforth system automatically recorded the Opening Balance.

Description of Sub-Menu of Stn Outstanding option with there POPUP MENU/FORM

6/1. ADD ERROR ADVISE ENTRY

DATE :	Your working date
STAFF ID	UTS/PRS staff's ID
DESIGNATION	(PRESS HELP KEY FOR POPUP)
STAFF TYPE	(PRESS HELP KEY FOR POPUP)
EA NO.	
EA DATE	
ADMITTED AMOUNT	
OBJECTED AMOUNT	
TOTAL DEBIT AMOUNT	
REASON TYPE	(PRESS HELP KEY FOR POPUP)
REASON DESCRIPTION	write here your reason
CONFIRM = [Y / N]	

POPUP →

01. TICKET MISSING
02. CONCESSION MISSING
03. INVALID CONCESSION
04. WRONG FARE CALCULATION
05. WRONG CONCESSION CODE
06. WRONG SPL CANCELLATION
07. VOUCHER DISALLOWANCE
08. UNDER-CHARGE
09. FORCE DEBIT
10. AMT NOT TAKEN INTO ACCOUNT
11. MISMATCHED DEBIT
12. SHORT / LATE REMITTED BY TTE
13. ONE-SIDE CARBON USED BY TTE

6/3. ADD MISC. OUTSTANDING ENTRY

DATE :	Your working date
STAFF ID:	UTS/PRS staff's ID
STAFF NAME :	
DESIGNATION	(PRESS HELP KEY FOR POPUP)
STAFF TYPE	(PRESS HELP KEY FOR POPUP)
EA / AUTHORITY NO.	
EA DATE	
ADMITTED AMOUNT	
OBJECTED AMOUNT	
TOTAL DEBIT AMOUNT	
OUTSTANDING TYPE	(PRESS HELP KEY FOR POPUP)
REASON	write here your reason
CONFIRM = [Y / N]	

POPUP

CLEARANCE TYPE

1. CASH DISALLOWANCE
2. CREDIT CARD OUTSTANDING
3. STATION BANK CHEQUE OUTSTANDIN
4. CASH WITHDRAWAL BY RLY AUTHORITY
5. DEBIT RAISED BY TIA

6/2. ADD COUNTER SHORTAGE ENTRY

DATE :	Your working date
STAFF ID	UTS/PRS staff's ID
DESIGNATION	(PRESS HELP KEY FOR POPUP)
STAFF TYPE	(PRESS HELP KEY FOR POPUP)
AMOUNT	
CONFIRM = [Y / N]	

6/2. Unadjusted Special Credit.

6/4. CLEARANCE OF ERROR ADVISE

STAFF ID	UTS/PRS staff's ID	
STAFF NAME		
DESIGNATION	STAFF TYPE	
EA NUMBER		
EA DATE		
ADMITTED AMOUNT	OBJECTED AMOUNT	
AMOUNT DUE :	OBJECTED DUE	
TXN DATE : (Your working Dt)	AMOUNT PAID	
[A]DMITED/[D]ISPUTED : (A/D)	CLEARANCE TYPE	
OTHER STATION :	(POPUP FOLLOW)	
ACKNOWLEDGEMENT/MR No :		
CONFIRM = [Y / N]		

6/5. CLEARANCE OF COUNTER SHORTAGE

STAFF ID	UTS/PRS staff's ID
STAFF NAME	
DATE	
TOTAL AMOUNT	
AMOUNT DUE	
AMOUNT PAID	
CLEARANCE TYPE	
CLEARANCE DATE	
ACK / MR NO :	
CONFIRM = [Y / N]	

POPUP

CLEARANCE TYPE
1. CASH REMITTENCE
2. SALARY RECOVERY
3. TIA / DCPM SPECIAL CREDIT
4. ACCOUNTS OFFICE SPL CREDIT
5. FINAL SETTLEMENT
6. WRITE OFF
Note : for ITEM No-"1" UTS deposited MR - UTS No only accepted

6/6. CLEARANCE OF MISC. OUTSTANDING

STAFF ID UTS/PRS staff's ID	
STAFF NAME	
DESIGNATION	STAFF TYPE
EA NUMBER	
EA DATE	
ADMITTED AMOUNT	OBJECTED AMOUNT
AMOUNT DUE :	OBJECTED DUE
TXN DATE : (Your working Dt)	AMOUNT PAID
[A]DMITED/[D]ISPUTED : (A/D)	CLEARANCE TYPE
OTHER STATION :	(POPUP FOLLOW)
ACKNOWLEDGEMENT/MR No :	
CONFIRM = [Y / N]	

← →

As and when you put your Staff ID or Designation, system immediately viewd the up-to-dt "Error Advise List for User" with a column of SL No., EA NUMBER, EA Date, Admitted AMT & Due with imputd figure(s) and the column for Objected AMT Due (if any). Act/work with arrow keys. You can locate your item/amount by using the Pvs Scren/Next scren key and put your specific SL No. to take clearnc.

6/7. MODIFY OF ERROR ADVISE

STAFF ID UTS/PRS staff's ID (PRESS HELP KEY FOR POPUP)	
STAFF NAME	
DESIGNATION	STAFF TYPE
EA NUMBER	
EA DATE	TXN DATE : (Your working Dt)
ADMITTED AMOUNT	OBJECTED AMOUNT
TOTAL DEBIT AMOUNT	
REASON TYPE	(PRESS HELP KEY FOR POPUP)
REASON DESCRIPTION	write here your reason
CONFIRM = [Y / N]	

6/8. MODIFY OF COUNTER SHORTAGE

STAFF ID UTS/PRS staff's ID (PRESS HELP KEY FOR POPUP)			
STAFF NAME			
DATE	0	0	0
TOTAL AMOUNT	0		
CONFIRM = [Y / N]			

6/9. MODIFY OF MISC. OUTSTANDING

STAFF ID	UTS/PRS staff's ID	(PRESS HELP KEY FOR POPUP)
STAFF NAME		
DESIGNATION		STAFF TYPE
EA NUMBER		
EA DATE		TXN DATE : (Your working Dt)
ADMITTED AMOUNT		OBJECTED AMOUNT
TOTAL DEBIT AMOUNT		OBJECTED DUE
REASON TYPE		
REASON DESCRIPTION	write here your reason	
CONFIRM = [Y / N]		

Immediate after inputed the staff ID/Designation
system will show another table for details of O/S serially, you just select your serial choise and do it rectify/modify yourself.

Keep it your mind that once any O/S or DBT
cleared either on correct procedure or on
erroneous procedure, it never been able to
rectify your self or to seen in the system
accept against Console/CRIS help with an
appellate letter.

ERROR ADVISE LIST FOR USER

SL. No.	EA NUMBER	EA DATE	ADMITTD AMT DUE	OBJECTD AMT DUE
USE PAGE UP/PAGE DOWN TO SCROLL SCREEN			SELECT EA ITEM SL. No. :	0

6/10. LIST OUTSTANDING FOR SALARY RECOVERY ADVISE
6/11. VIEW CURRENT OUTSTANDING FOR STATION
6/12. VIEW OUTSTANDING FOR OPERATOR
6/13. VIEW OUTSTANDING FOR SPECIFIC PERIOD

These all are statements, View & Print can be done

Designation: CC, DyCIT/CIT, TTE/STE/HTTE, TC/SrTC/HTCR, MISC, BC/SrBC/HBC/BS/CBS, ERC/HERC/ERS/CRS, PC/SrPC/HPC/PS/CPS, ASM/SM
Staff Type: UTS, PRS, TTE, TC, PO/PC, MISC

Station Balance Sheet

Station Balance Sheet (BS)

➤ A station balance sheet is a summary in classified traffic heads, of all station debits and credits for the period (monthly or Periodic).

➤ On the debit side of the account are shown the items of earnings for the accounting classified under the various categories of traffic and the balance forwarded from previous month

➤ On the credit side are shown the amounts remitted by the Station whether in "Cash" or "Vouchers" and the outstanding forwarded to next month

➤ Developed as a separate module in UTS

Options in Balance Sheet

➢ Entry for Station data for different category like special debits/credits, PRS earnings etc.

➢ Bifurcation of Earning submitted by Parcel, Luggage, Manual cash , Platform Earning and Halt earning

➢ Preparation of test Balance Sheet after entering CR Note Details

➢ Finalization of Balance Sheet on Daily/Periodic basis

➢ Managing Station Outstanding

➢ Printing/Viewing of Balance Sheet

Data Entry Option

➢ Data Can be Entered for:

➢ PRS Earning ➢ Special Debit/Credit ➢ Opening Balance

➢ Opening Balance Can be entered one time when the location started using the Balance Sheet Application and it will be calculated automatically for later days.

➢ PRS Data can be entered for multiple PRS Booking offices of a single UTS Location.

➢ PRS Credit card Transaction are taken care in Balance Sheet Application and it is reflected in opening as well as in outstanding portion of Balance Sheet

➢ There is no system check on data entered, it is the responsibility of staff to feed correct entries in the application.

➢ No modifications are allowed after finalization.

Earning Bifurcation Option

- Data Can be Bifurcated for:

  - Manual cash
  - PF cash
  - Parcel cash
  - Luggage cash
  - Halt earning

- The Earning from these items are deposited through the UTS Money Receipt (MR) under ACKNOWLEDGEMENT head.

- BS application allows the bifurcation of these deposits under different accounts heads.

- Balance Sheet report generation will not be allowed if these deposits are not bifurcated correctly.

- Separate Section is provided for Parcel, Luggage in the Balance Sheet Report under different account heads.

- No bifurcations are allowed after finalization.

Test Balance Sheet Preparation option

➢Test Balance Sheet can be prepared after entering the Cash Remittance (CR) Note entry.

➢Separate CR Note entry for Cash and Vouchers.

➢Data can be re-bifurcated/modified even after preparation of Test Balance Sheet.

➢This option allows the checking of mismatch and correction of the same.

➢Test Balance Sheet can be prepared on daily basis.

Balance Sheet Finalization option

➢ Balance Sheet can be finalized after preparation of Test Balance Sheet.

➢ CR note detail will be automatically reflected and can be modified only using test balance sheet option

➢ Finalization can be done on Daily or Periodic basis.

➢ Test as well as finalised Balance Sheet can be viewed or printed

➢ After finalization no modification are allowed in the Balance Sheet entries. It can be reset by the console/CRIS staff on request.

Station Outstanding option

➢ Option to add/clear various debits/credits raised by Traffic accounts against the booking operator/TC/TTE and etc.

➢ The outstanding in the Balance Sheet Report is calculated automatically.

➢ Application maintains the Staff-wise outstanding for the station.

➢ Station staff outstanding can be maintained for

  ➢ Counter Shortage

  ➢ Error Advise Raised

  ➢ Other Misc type

➢ Through this option outstanding position of the station can be checked at any time.

➢ Outstanding for a specific period can also be checked.

Balance Sheet Printing option

➢ This option allows the printing of Balance Sheet on Daily/Periodic and monthly basis.

➢ A location staff will not be able to print Balance Sheet report of other location.

➢ Zonal Accounts office have been provided a utility to print Balance Sheet of any location.

Balance Sheet Features

➢ It provides the summary of station debits and credits from all the different account heads.

➢ Provision of including earning of PRS, Parcel and Luggage booking offices.

➢ Provides the details of the CR Notes.

➢ Station data can be fed on daily basis and at the end of the month Balance Sheet will be generated.

➢ Provides option of preparing test Balance Sheet before finalization of it.

➢ Allows modification of data before finalization of it.

➢ Application interface similar to UTS application.

➢ Month-wise Opening and Closing balance calculated automatically.

Balance Status as On Date

➢ As per Railway Board directive successfully implemented over all **16 zones**.

➢ Both the commercial and Traffic account were associated in the testing and implementation.

➢ It is online from **01-01-2012** (as per NCR Request) over Allahabad station and from **01-07-2012** on remaining (A1 and A category) station.

Balance Sheet Application Screens

Login Menu

B A L A N C E   S H E E T   A P P L I C A T I O N (BETA V2.0)
CRIS
CRIS

Beta Version 2.0

TRML ID	:ALD07
USER ID	:ALDADM
PASSWORD	:

Main Menu

BALANCE SHEET - MAIN MENU

```
1. DATA ENTRY FORM
2. PREPARE DAILY TEST BALANCE SHEET
3. PREPARE DAILY FINAL BALANCE SHEET
4. FINALISE FOR PERIOD
5. PRINT/VIEW BALANCE SHEET
6. STATION OUTSTANDINGS
7. LOGOUT
```

ENTER YOUR OPTION:

Data Entry & Bifurcation Menu

BALANCE SHEET DEBIT/CREDIT MENU

LOCATION : BSP   DATE : 1 /10/2017

S.NO.	ITEM NAME	AMOUNT	STATUS
1	OPENING BALANCE	93939.00	N/A
2	MANUAL CASH	0.00	BIFURCATED
3	PLATFORM VENDING MACHINE	0.00	BIFURCATED
4	PLATFORM COUNTER CASH	0.00	BIFURCATED
5	PARCEL CASH	86831.00	BIFURCATED
6	LUGGAGE CASH	3898.00	BIFURCATED
7	HALT EARNING	0.00	BIFURCATED
8	SPECIAL CREDIT	31305.00	N/A
9	SPECIAL DEBITS	0.00	N/A
10	PRS EARNINGS	589575.00	N/A
0			
0			
0			
0			
0			

SELECT OPTION : 0   0 - EXIT

Without Data Bifurcation Generation of Balance Sheet is not allowed

CENTRE FOR RAILWAY INFORMATION SYSTEMS
(An Organisation Under Ministry of Railways)

CRIS

Data Entry Form (Special Credit)

```
BALANCE SHEET — SUB-ITEM — DATA ENTRY FORM

LOCATION :ALD      TRANSACTION DATE:1 /8 /2017
MAIN ITEM:SPECIAL CREDIT
AMOUNT    :0
```

S.NO	SUB ITEM	AMOUNT
1	HALT COMMISSION	0
2	TIME TABLE AT GLANCE SOLD	0
3	TIME TABLE AT GLANCE X-FERED	0
4	SEASON ID CARDS SOLD	0
5	SEASON ID CARDS TRANSFERRED	0
6	DC/WFC REMISSION ORDERS	0
7	CREDITS OF PRS CREDIT CARD	0
8	AMT TRANSFER TO GOODS	0
9	MANUAL LR/ABR/JRNY TKT	0
10	MANUAL LR MONEY RECEIPT	0
11	AMT TRANSFER TO PRS	0
12	AMT TRANSFER TO PARCEL	0
	SUB ITEM TOTAL	0.00

```
UPDATE [Y/N]:N
```

CENTRE FOR RAILWAY INFORMATION SYSTEMS
(An Organisation Under Ministry of Railways)

CRIS

```
BALANCE SHEET — SUB-ITEM — DATA ENTRY FORM

LOCATION :AGN     TRANSACTION DATE:23/10/2017
MAIN ITEM:OPENING BALANCE
AMOUNT    :0
```

S.NO	SUB ITEM	AMOUNT
1	IMPREST CASH	0
2	TIME TABLE AT GLANCE ON HAND	0
3	OUTSTANDING-ST ID CARDS OH	0
4	DC/WFC WAIVED AWAITING REM ORD	0
5	PRS CRD CARD OPENING BALANCE	0
6	CVM COUPON BOOKLETS	0
7	C CARD SERVICE CHARGE	0
8	ZONAL RLY TIME TABLE ON HAND	0
9	PRS YTSK OPENING BALANCE	0
10	FSLA OPENING BALALCE	0
11	UTS POS C CARD OB	0
0		
	SUB ITEM TOTAL	0.00

```
UPDATE [Y/N]:
```

Data Entry Form (Special Debit)

```
BALANCE SHEET — SUB-ITEM — DATA ENTRY FORM

LOCATION :AGN    TRANSACTION DATE:23/10/2017
MAIN ITEM:SPECIAL DEBITS
AMOUNT    :0
```

S.NO	SUB ITEM	AMOUNT
1	TIME TABLE AT GLANCE RECVD	0
2	SEASON ID CARDS RECEIVED	0
3	REMMISION ORDER RECEIVED	0
4	MANUAL EXCESS BOOKING AMT	0
5	MANUAL CLERKAGE COLLECTED	0
6	MANUAL TIME TABLE SOLD	0
7	DEBITS OF PRS CREDIT CARD	0
8	MANUAL DEBIT PARCEL OFFICE	0
9	MANUAL DEBIT TTE	0
10	MANUAL DEBIT BOOKING CLERK	0
11	MANUAL DEBIT BPT	0
12	MANUAL DEBIT CIR TOUR TKT	0
	SUB ITEM TOTAL	0.00

```
UPDATE [Y/N]:N
```

Data Entry Form (Parcel)

```
BALANCE SHEET — SUB-ITEM — DATA ENTRY FORM

LOCATION :BSP    TRANSACTION DATE:1 /10/2017
MAIN ITEM:PARCEL CASH
AMOUNT   :86831.00
```

S.NO	SUB ITEM	AMOUNT
1	OUTWARD PAID-LOCAL	1277.00
2	OUTWARD PAID -FOREIGN	33084.00
3	HCD ORDINARY- LOCAL	0.00
4	HCD MILITARY- LOCAL	0.00
5	LEASE-LOCAL	44282.00
6	LEASE-FOREIGN	0.00
7	STORAGE CHARGE	0.00
8	CLOAK ROOM TICKETS	630.00
9	DEMURRAGE CHARGES	0.00
10	UNDER CHARGES	119.00
11	WAGON/VP DEMAND REG FEE	0.00
12	PARCEL SUNDRIES	0.00
	SUB ITEM TOTAL	86831.00

```
UPDATE [Y/N]:N
```

Data Entry Form Luggage

BALANCE SHEET — SUB-ITEM — DATA ENTRY FORM

LOCATION :BSP   TRANSACTION DATE:1 /10/2017
MAIN ITEM:LUGGAGE CASH
AMOUNT   :3898.00

S.NO	SUB ITEM	AMOUNT
1	OUTWARD PAID-LOCAL	0.00
2	OUTWARD PAID-FOREIGN	3711.00
3	UNDER CHARGES	0.00
4	EXCESS IN BOOKING	0.00
5	CANCEL CHARGE	0.00
6	OUTWRD PAID-OTHER	0.00
7	GST	187.00
8	WRONG MR LUGGAGE	0.00
9	CLOAK ROOM TICKETS	0.00
10	HORSE CARIAGE DOCK(HCD)-LOCAL	0.00
11	HORSE CARIAGE DOCK(HCD)-FRGN	0.00
12	DEVELOPMENT CHARGE LUGGAGE	0.00
	SUB ITEM TOTAL	3898.00

UPDATE [Y/N]:N

Data Entry Form (Halt Earning)

BALANCE SHEET — HALT STATION — DATA ENTRY FORM

LOCATION :ALD   TRANSACTION DATE:1 /7 /2015
MAIN ITEM:HALT EARNING
AMOUNT   :3090

S.NO	HALT STN CODE	AMOUNT	COMM AMOUNT	I-TAX
1	ALH1	0	0	0
2	ALH2	0	0	0
0		0	0	0
	SUB ITEM TOTAL	0	0	0

UPDATE [Y/N]:

Data Entry Form (PRS)

```
         PRS DATA ENTRY

LOCATION : ALD
TXN DATE : 1 /7 /2015

   1.  PRS EARNING
   2.  PRS REFUND
   3.  YTSK TICKET SALE
   0.  EXIT

SELECT OPTION(0 - 3):
```

Data Entry For PRS Earning

PRS – EARNINGS

BALANCE SHEET LOCATION – ALD   TXN DATE: 1 /9 /2017

LOCN CODE	NET CASH	NET VCH	CST LOCAL	CST FOREIGN	RTC	GST	C-CARD EARN	SUR CRG	PRS EB	TOTAL
ALD	0	0	0	0	0		0	0	0	0
ALDU	0	0	0	0	0		0	0	0	0

CONFIRM [Y/N]

➢Data can be entered for different PRS Booking offices of a UTS location
➢Detail account heads bifurcation for PRS is not provided but entry for
1. Cash   2. Voucher   3. CST (Local and Foreign)
4. ROPD   5. Credit Card   6. GST

Data Entry For PRS Refund

PRS — REFUNDS

BS LOCATION — ALD   TXN DATE: 1 /9 /2017

LOCN CODE	ROPD (SYSTEM)	ROPD (MANUAL)	CARD REFUND	GST REFUND	IRCTC REFUND	OTHER REFUND	TOTAL
ALD	0	0	0		0	0	0
ALDU	0	0	0		0	0	0

CONFIRM [Y/N]

Preparation of Test Balance Sheet (CR Note Detail)

```
┌─────────────────────────── CR NOTE DETAILS ENTRY FORM ───────────────────────────┐
LOCATION : BSP                              TXN DATE :  1 /10/2017
CR NOTE DATE :  2 /10/2017                  VCH NOTE DATE:  2 /10/2017
```

CR LOC	CR NOTE NO	CASH	DD	VCH NOTE NO	VOUCHER	CST	RTC
BSP	519076	1770177.00	31305 0 0 0 0 0 0 0	519076	10490 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
	TOTAL:	1770177.00	31305		10490	0	0

```
BALANCE SHEET REMARKS: P  O CASH RS 59880    PARCEL




                        UPDATE [Y/N]:
```

➢ Separate entry for Cash and Voucher CR Note

➢ Allows entry for Cash, Voucher, CST and RTC for a Transaction Date

➢ After Updation Balance Sheet for Transaction Date can be viewed/Printed

Viewing & Printing Balance Sheet

```
┌─────────────────────────────────────────────────┐
│         VIEW/PRINT BALANCE SHEET                │
├─────────────────────────────────────────────────┤
│           [T]EST / [F]NIAL : T                  │
│  [D]AILY/[M]ONTHLY/[P]ERIOD : D                 │
├─────────────────────────────────────────────────┤
│        DATE:      :  1 /7 /2015                 │
│                   :    /  /                      │
├─────────────────────────────────────────────────┤
│        [P]RINT/[V]IEW :V                        │
└─────────────────────────────────────────────────┘
```

PLEASE WAIT ....
    Do you want to VIEW or PRINT report (p/v)?v

➢It can be viewed for Daily/Periodic and Monthly Basis

Station Outstanding Menu

```
                    STATION OUTSTANDING

        ┌─────────────────────────────────────────────┐
        │                 MAIN MENU                    │
        ├─────────────────────────────────────────────┤
        │  1│ ADD ERROR ADVISE ENTRY                   │
        │  2│ ADD COUNTER SHORTAGE ENTRY               │
        │  3│ ADD MISC. OUTSTANDING ENTRY              │
        │  4│ CLEARANCE OF ERROR ADVISE                │
        │  5│ CLEARANCE OF COUNTER SHORTAGE            │
        │  6│ CLEARANCE OF MISC. OUTSTANDING           │
        │  7│ MODIFY ERROR ADVISE ENTRY                │
        │  8│ MODIFY COUNTER SHORTAGE ENTRY            │
        │  9│ MODIFY MISC. OUTSTANDING ENTRY           │
        │ 10│ LIST OUTSTANDING FOR SALARY RECOVERY ADVISE │
        │ 11│ VIEW OUTSTANDING FOR STATION             │
        │ 12│ VIEW OUTSTANDING FOR OPERATOR            │
        │ 13│ VIEW OUTSTANDING FOR SPECIFIC PERIOD     │
        ├─────────────────────────────────────────────┤
        │       SELECT OPTION[1-13]:0    0-EXIT        │
        └─────────────────────────────────────────────┘
```
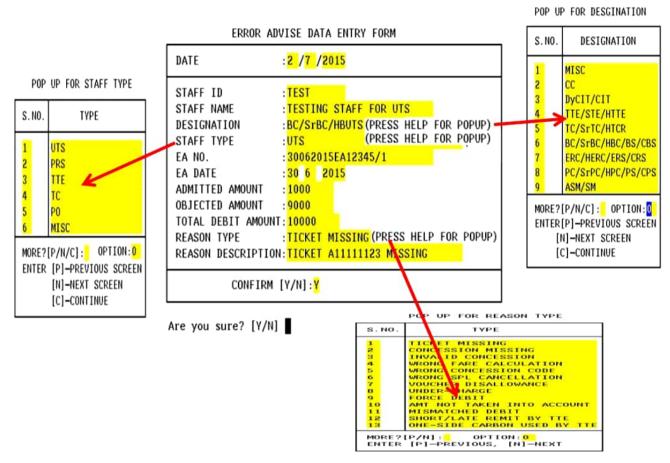
➢ Provide option for adding/Clearing/Modifying Outstanding (OS) for

  1. Error Advise   2. Counter Shortage   3. Misc type

➢ Report printing options are provided to view different types of OS Reports

➢ Separate Report is provided for Salary Recovery type of outstanding

Adding Error Advise for STAFF

POP UP FOR DESGINATION

S.NO.	DESIGNATION
1	MISC
2	CC
3	DyCIT/CIT
4	TTE/STE/HTTE
5	TC/SrTC/HTCR
6	BC/SrBC/HBC/BS/CBS
7	ERC/HERC/ERS/CRS
8	PC/SrPC/HPC/PS/CPS
9	ASM/SM

MORE?[P/N/C]: OPTION:0
ENTER[P]-PREVIOUS SCREEN
   [N]-NEXT SCREEN
   [C]-CONTINUE

ERROR ADVISE DATA ENTRY FORM

DATE   :2 /7 /2015

STAFF ID   :TEST
STAFF NAME   :TESTING STAFF FOR UTS
DESIGNATION   :BC/SrBC/HBUTS (PRESS HELP FOR POPUP)
STAFF TYPE   :UTS   (PRESS HELP FOR POPUP)
EA NO.   :30062015EA12345/1
EA DATE   :30 6 2015
ADMITTED AMOUNT   :1000
OBJECTED AMOUNT   :9000
TOTAL DEBIT AMOUNT:10000
REASON TYPE   :TICKET MISSING (PRESS HELP FOR POPUP)
REASON DESCRIPTION:TICKET A11111123 MISSING

CONFIRM [Y/N]:Y

Are you sure? [Y/N] █

POP UP FOR STAFF TYPE

S.NO.	TYPE
1	UTS
2	PRS
3	TTE
4	TC
5	PO
6	MISC

MORE?[P/N/C]: OPTION:0
ENTER [P]-PREVIOUS SCREEN
   [N]-NEXT SCREEN
   [C]-CONTINUE

POP UP FOR REASON TYPE

S.NO.	TYPE
1	TICKET MISSING
2	CONCESSION MISSING
3	INVALID CONCESSION
4	WRONG FARE CALCULATION
5	WRONG CONCESSION CODE
6	WRONG SPL CANCELLATION
7	VOUCHER DISALLOWANCE
8	UNDER-CHARGE
9	FORCE DEBIT
10	AMT NOT TAKEN INTO ACCOUNT
11	MISMATCHED DEBIT
12	SHORT/LATE REMIT BY TTE
13	ONE-SIDE CARBON USED BY TTE

MORE?[P/N]: OPTION:0
ENTER [P]-PREVIOUS, [N]-NEXT

➢ Error Advise can be added/Raised for a Staff

➢ Both Admitted and Objected Types of outstanding are allowed

➢ Reason can be selected from the pop-up

Error Advise clearance form

ERROR ADVISE LIST FOR USER

S. NO:	EA NUMBER	EA DATE	ADMITTED AMT DUE	OBJECTED AMT DUE
1 0 0	30062015EA12345/1	30-06-2015	1000 0 0	9000 0 0

SELECT EA ITEM S.NO:0   USE PAGE UP/PAGE DOWN
                               TO SCROLL SCREEN

ERROR ADVISE CLEARANCE

STAFF ID	TEST	
STAFF NAME	TESTING STAFF FOR UTS	
DESIGNATION	BC/SrBC/HBUTS STAFF TYPEUTS	
EA NUMBER	30062015EA12345/1	
EA DATE	30-06-2015	
ADMITTED AMOUNT	1000 OBJECTED AMOUNT	9000
ADMITTED DUE	1000 OBJECTED DUE	9000

TXN_DATE:3 7 2015   AMOUNT PAID:1000
[A]DMITED/[D]ISPUTED:A   CLEARANCE TYPE:3
OTHER STATION:
ACKNOWLEDGEMENT/MR NO: 543146

CONFIRM [Y/N]: Y

POP UP FOR CLEARANCE TYPE

S.NO.	TYPE
1	CASH REMITTENCE
2	SALARY_RECOVERY
3	TIA/DCPM SPECIAL CREDIT
4	ACCOUNTS_OFFICE_SPL_CREDIT
5	TRNSFR_OF_DEBIT_TO_OTHR_STATIO
6	FINAL SETTLEMENT
7	WRITE OFF
8	DISPUTE TRANSFER TO ADMIT

MORE?[P/N/C]:   OPTION:0
ENTER [P]-PREVIOUS SCREEN
      [N]-NEXT SCREEN
      [C]-CONTINUE

Are you sure? [Y/N] █

Report for STAFF Outstanding

STATION OUTSTANDING

```
                        MAIN MENU
  ┌──────────────────────────────────────────────────┐
  │  1│ ADD ERROR ADVISE ENTRY                        │
  │  2│ ADD SHORTAGE ENTRY                            │
  │  3│ ADD MISC. OUTSTANDING ENTRY                   │
  │  4│ CLEARANCE OF ERROR ADVISE                     │
  │  5│ CLEARANCE OF SHORTAGE                         │
  │  6│ CLEARANCE OF MISC. OUTSTANDING                │
  │  7│ MODIFY ERROR ADVISE ENTRY                     │
  │  8│ MODIFY SHORTAGE ENTRY                         │
  │  9│ MODIFY MISC. OUTSTANDING ENTRY                │
  │ 10│ LIST OUTSTANDING FOR SALARY RECOVERY ADVISE   │
  │ 11│ VIEW CURRENT OUTSTANDING FOR STATION          │
  │ 12│ VIEW OUTSTANDING FOR OPERATOR                 │
  │ 13│ VIEW OUTSTANDING FOR SPECIFIC PERIOD          │
  │                                                    │
  │        SELECT OPTION[1-13]: 10   0-EXIT            │
  └──────────────────────────────────────────────────┘
```

```
Enter  the  from  date(DD):02
Enter  the  from  month(MM):07
Enter  the  from  year(YYYY):2015
Enter  the  to  date(DD):04
Enter  the  to  month(MM):07
Enter  the  to  year(YYYY):2015
```

Balance sheet login for SER

▸ Dump terminal
login : bsusrse
Password:Bsusrse

Balance sheet utility for UTS CONSOLE

```
BALANCE SHEET UTILITY
  [1]   View Balance Sheet
  [2]   Reset Balance Sheet
  [3]   UTS earning generation
  [4] ATVM earning generation
  [5]   Balance Sheet preparation status
  [6] Define Balance Sheet location
  [7] Define NRH(PRS) location
  [8] Define HALT station
  [0]   Exit

  Enter choice :
```

Thank You