

HIMACHAL PRADESH TECHNICAL UNIVERSITY



Financial and Accounting Management System



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HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: User Login

Prerequisite:

1. User should be registered into JUNO Campus.

Roles: Head Admin

Path: <http://erp.himtu.ac.in>

Enter Username and Password then click on Login Button.

login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यञ्ज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Login

Click to login Forgot password?



HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: Income Expense Configuration

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be created.
3. Financial year should be active.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » Income Expense Configuration

Functionality:

1. Able to configure income receipt configuration.
2. Able to configure journal voucher configuration.
3. Able to configure contra entry configuration.
4. Able to configure automated voucher configuration.
5. Able to configure bank receipt configuration.

Screen Shots / Steps

Income expense configuration:

The screenshot shows the 'ACCOUNTING » ACCOUNTING CONFIGURATION » INCOME EXPENSE CONFIGURATION' page. At the top right, it displays 'MAR 01, 2017 5:51:52'. Below the breadcrumb, there are two dropdown menus: 'Policy' (set to 'Select Finance Policy') and 'Financial Year' (set to 'Apr 01,2016 - Mar 31,2017 - Active'). A section titled 'Receipt no. configuration.' is highlighted in yellow. Below this, there are fields for 'Terminology to be used for Petty Cash' and 'Cash'. The main table is titled 'Income Receipt no' and has columns for 'Prefix', 'Year', 'No. to Start', 'Suffix', 'Preview', and 'Manual entry'. The first row contains 'CR', '2016 -2017', '941', an empty suffix, 'CR/2016 -2017 /941/', and radio buttons for 'Yes' and 'No'. Below the table, there is a 'Pan Card Required' section with 'Yes' and 'No' radio buttons, and a 'Footer detail' section with a text area. At the bottom, there are 'Save' and 'Edit' buttons. Callouts point to the 'Prefix' field ('Enter required prefix'), the 'No. to Start' field ('Enter no. to start with'), and the 'Save' button ('Click to save').

Prefix	Year	No. to Start	Suffix	Preview	Manual entry
CR	2016 -2017	941		CR/2016 -2017 /941/	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Name	Prefix	Year	No. to Start	Suffix	Preview	Manual entry
Journal Voucher	JV	2016 -2017	460		JV/2016 -2017 /460/	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Click to save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>
Contra Entry	CV	2016 -2017	1		CV/2016 -2017 /1/	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>
Automated Voucher	AV	2016 -2017	1		AV/2016 -2017 /1/	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>

Expense	Bank	Prefix	Year	No. to Start	Suffix	Preview	Manual entry
Bank of Baroda (A/c No. 1041608)	BP	2016 -2017	1	BOB-608	BP/2016 -2017 /1/BOB-608	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>	
ICICI Bank (A/c.No.1041608)	BP	2016 -2017	1	ICIC-608	BP/2016 -2017 /1/ICIC-608	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>	
ICICI Bank (A/c No.5015220)	BP	2016 -2017	1	ICIC-220	BP/2016 -2017 /1/ICIC-220	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>	
Yes Bank (A/c No.600000221)	BP	2016 -2017	148	YES-221	BP/2016 -2017 /148/YES-221	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>	
Yes Bank (A/c No.300000021)	BP	2016 -2017	1	YES-021	BP/2016 -2017 /1/YES-021	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>	
Cash	CP	2016 -2017	1		CP/2016 -2017 /1/	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Edit</div>	

HIMACHAL PRADESH TECHNICAL UNIVERSITY



Topic: Group Creation

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » Groups

Functionality:

1. Able to add new groups.
2. Able to view list of group names.
3. Able to edit ledger details.
4. Able to delete created groups.

Screen Shots / Steps:

Groups:

ACCOUNTING » ACCOUNTING CONFIGURATION » GROUPS JAN 16, 2017 11:46:02

Finance policy:

Search group name:

Buttons: + Add new group, Refresh, Print, Generate Excel Sheet

Group	Primary Group	Alias	Delete
Fees Receivable (2014-16)	Current Assets	Fees Receivable (2014-16)	
Fees Receivable	Current Assets	Fees Receivable	
Advance Fees	Current Liabilities	Advance Fees	
Admission Fees	Direct Incomes	Admission Fees	



Add new group:

Group

Group name	<input type="text" value="Admission Fees"/>
Primary group	<input type="radio"/> Yes <input checked="" type="radio"/> No
Under	<input type="text" value="Direct Incomes"/>
Alias Name	<input type="text" value="Admission Fees"/>



Topic: Ledger Creation

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » Ledger

Functionality:

1. Able to add new ledger.
2. Able to add multiple new ledgers for same group.
3. Able to view list of ledger names with associated group.
4. Able to edit ledger details.
5. Able to block ledger account head.

Screen Shots / Steps:

Ledger:

The screenshot shows the 'ACCOUNTING » ACCOUNTING CONFIGURATION » LEDGER' interface. At the top right, the date and time are 'JAN 14, 2017 7:23:39'. Below the breadcrumb, there is a 'Finance policy' dropdown menu set to 'Select Policy Name'. To the right is a 'Generate Excel Sheet' button. Below this is a search bar with the text 'Search ledger name' and a 'Search:' input field. A callout points to the search bar with the text 'Search ledger name'. Below the search bar are three buttons: '+ Add New Ledger', 'Refresh', and '+ Add Multiple New Account'. A callout points to the '+ Add New Ledger' button with the text 'Click to add new ledger'. Another callout points to the '+ Add Multiple New Account' button with the text 'Click to add multiple new accounts'. Below the buttons is a table with columns 'Ledger' and 'Group Name'. The table contains four rows of ledger entries. A callout points to the 'Ledger' column header with the text 'Click to add new ledger'. A callout points to the 'Group Name' column header with the text 'Click to block ledger account'. A callout points to the 'Ledger' cell of the second row with the text 'Click to view ledger details'. The table data is as follows:

Ledger	Group Name	
Cultural Activities	Income	⊘
Knocking down pathways responsible for intra-macrophage survival of Mycobacterium tuberculosis: RNAi-Nano approach (SPO5)		⊘
Payable to student	-	⊘
Sports and cultural Activities	Income	⊘



Add new ledger:

Add new account			
Account of	Fee Head		
Ledger Name *	Tution Fees	Ledger Alias	Tution Fees
Type of Account *	Real	Group / Scheduler *	Income

Callouts:

- Select account of (points to Fee Head)
- Enter ledger name (points to Tution Fees)
- Enter ledger alias (points to Tution Fees)
- Select type of account (points to Real)
- Select group (points to Income)

Buttons: Submit, Close



HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: Bank Configuration

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » Bank Configuration

Functionality:

1. Able to add new bank details.
2. Able to edit bank details entered.
3. Able to delete bank details entered.
4. Able to add multiple account details against same bank.
5. Able to edit account details for banks.
6. Able to delete account details for banks.
7. Able to view list of account details against bank.
8. Able to view list of ledgers associated with bank account.
9. Able to view list of departments associated with bank account.

Screen Shots / Steps:

Bank configuration:

The screenshot shows the 'ACCOUNTING » ACCOUNTING CONFIGURATION » BANK CONFIGURATION' interface. At the top right, the date and time are 'JAN 16, 2017 12:07:10'. Below the breadcrumb, there is a 'Finance policy' dropdown menu set to 'Select Finance Policy'. A '+ Add New Bank' button is highlighted with a callout: 'Click to add bank name'. Below this is a table of bank details:

Sr no.	Bank Name	Branch	IFSC	MICR	
1	ICICI Bank Ltd	Civil Lines Nagpur	ICIC0000059	440229002	+ Add New Account Edit Bank Delete Bank

Callouts for the bank table: 'Click to add account details' points to '+ Add New Account', 'Click to edit bank details' points to 'Edit Bank', and 'Click to delete bank details' points to 'Delete Bank'. Below the bank table is a table of account details:

Sr. No.	Account Name	Account Number	Purpose	
1	ICICI Bank (A/c No. 5015220)	5015220	Current	Edit Delete Associate ledgers Department Edit Hostel Policy
2	ICICI Bank (A/c.No. 1041608)	1041608	Saving	Edit Delete Edit Ledger Edit Department Edit Hostel Policy

Callouts for the account table: 'Click to edit account details' points to 'Edit' in the first row, 'Click to associate ledgers' points to 'Associate ledgers', 'Click to delete account details' points to 'Delete' in the second row, and 'Click to associate department' points to 'Department' in the second row.



HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: NEFT/RTGS Configuration

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » NEFT/RTGS Configuration

Functionality:

1. Able to associate bank account details for NEFT/RTGS transactions.
2. Able to associate bank account details for bank challan download.

Screen Shots / Steps:

NEFT/RTGS configuration:

ACCOUNTING » ACCOUNTING CONFIGURATION » NEFT/RTGS CONFIGURATION JAN 16, 2017 12:45:55

Finance policy: Select Finance Policy

Bank Challan Configuration

Bank Challan	Yes Bank (A/c No.300000021)
--------------	-----------------------------

Save

NEFT Configuration

NEFT-1	ONLINE A/C
NEFT-2	ONLINE A/C
NEFT-3	ONLINE A/C
NEFT-4	ONLINE A/C

Save

RTGS Configuration

RTGS-1	ONLINE A/C
RTGS-2	ONLINE A/C
RTGS-3	ONLINE A/C
RTGS-4	ONLINE A/C

Save



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Topic: Ledger Closing Balance

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.
3. Financial year should be active.

Roles: Finance Admin

Path: Accounting » Accounting Configuration » Ledger Closing Balance

Functionality:

1. Able to put closing balance for ledgers as on date.
2. Able to export excel data of closing ledger balances.
3. Able to put closing balance for cost centers.

Screen Shots / Steps:

Ledger closing balance:

Sr no.	Account Name	Closing Amount (In ₹)	As on (Date)	Account Type
1	MAIN GATE & ROAD CONST.	<input type="text"/>	<input type="text"/>	<input type="radio"/> Dr <input type="radio"/> Cr <input type="button" value="Save"/>
2	BUILDING	<input type="text"/>	<input type="text"/>	<input type="radio"/> Dr <input type="radio"/> Cr <input type="button" value="Save"/>
3	LIBRARY BOOK BANK	<input type="text"/>	<input type="text"/>	<input type="radio"/> Dr <input type="radio"/> Cr <input type="button" value="Save"/>



HIMACHAL PRADESH TECHNICAL UNIVERSITY

Topic: Academic Fee Invoice

Prerequisite:

1. Finance Admin Role to user.
2. Finance policy should be configured.
3. Fee structure should be created.

Roles: Finance Admin

Path: Fee » Academic Fees Fixation » Academic Fee Invoice

Functionality:

1. Able to search student name to generate/view invoice.
2. Able to view invoice status.
3. Able to view fee deposit status.
4. Able to do admission cancellation.
5. Able to download challan for fee deposit.
6. Able to enter income receipt for late fee.

The screenshot shows the 'ACADEMIC FEE INVOICE' page for student Anupama Sharma. The interface includes a search bar, a student profile card, a 'Student Receivable' summary table, and a 'Fee Structure Details' table. Callouts highlight key actions: 'Search student name', 'Click to cancel admission', 'Click to make late fee receipt', 'Click to download bank challan', 'Click to Refund', 'Click to make payment', and 'Click to generate/view student invoice'.

Student Profile:

Name	Anupama Sharma
Roll No	1949271002
Department / Semester / Division	M.Sc. Physics / Term II / Div-1
Admission type	All India Quota
Admission category name	Open
Admission Status	PURSUING

Student Receivable (In ₹)

Academic Fees (In ₹)	₹34,000.00	Hostel Fees (In ₹)	₹0.00
Sponsorship Receivable (In ₹)	₹0.00	Miscellaneous Fees (In ₹)	₹0.00

Fee Structure Details

Fee Structure Name	Admission Type	Admission Category	Fee Structure Year	Total Fees (In ₹)	Paid Amount (In ₹)	Student Receivable (In ₹)	Student Payable (In ₹)	Sponsorship Receivable (In ₹)	Sponsorship Received (In ₹)	Sponsorship Receipt	Generate Invoice	Action
M.Sc Physics 2019-2020(First Year)	All India Quota	Open	2019-2020	₹34,000.00	₹0.00	34000.00	0.00	₹0.00	₹0.00		Generate Invoice	LOGS
Total				₹34,000.00	₹0.00	₹34,000.00	₹0.00	₹0.00	₹0.00			

HIMACHAL PRADESH TECHNICAL UNIVERSITY



Reports:

1. Student fee receipt:

Himachal Pradesh Technical University		
School of Basic and Applied Sciences		
Gandhi Chowk, Hamirpur, Himachal Pradesh		
Fee Receipt(Office Copy - Original)		
Receipt No. :	SBAS/2019-2020/6	Receipt Date : 07/03/2020
Student Name :	ANUPAMA SHARMA	Enrollment No. : 1949271002
Class :	M.Sc. Physics Term II Div-1 [All India Quota]	
S No.	Particulars	Total (In Rs.)
1	Tuition Fee	6,000.00
2	Development Fee	9,000.00
	Total Amount	15,000.00
Amt. in words(Rs.): Fifteen Thousand Only		
Paid by: Demand Draft Rs. 15,000.00 DD No.: BOI321 Bank Name: BOI Date: 07/03/2020		
Signature (Accounted by : Jitender Sharma)		

Himachal Pradesh Technical University		
School of Basic and Applied Sciences		
Gandhi Chowk, Hamirpur, Himachal Pradesh		
Fee Receipt(Student Copy - Original)		
Receipt No. :	SBAS/2019-2020/6	Receipt Date : 07/03/2020
Student Name :	ANUPAMA SHARMA	Enrollment No. : 1949271002
Class :	M.Sc. Physics Term II Div-1 [All India Quota]	
S No.	Particulars	Total (In Rs.)
1	Tuition Fee	6,000.00
2	Development Fee	9,000.00
	Total Amount	15,000.00
Amt. in words(Rs.): Fifteen Thousand Only		
Paid by: Demand Draft Rs. 15,000.00 DD No.: BOI321 Bank Name: BOI Date: 07/03/2020		
Signature (Accounted by : Jitender Sharma)		

HIMACHAL PRADESH TECHNICAL UNIVERSITY



2. Fee collection by fee heads

REPORT » OVERALL FEE COLLECTION BY FEE HEADS (FOR THE ACCOUNTS DEPARTMENT)
Duty Allocation

Policy : School of Business and Applied Sci...	Financial Year Apr 01,2019 - Mar 31,2020 - Active
Start Date : Mar 6,2020	End Date : Mar 8,2020

Department: Select All Departments

School of Basic and Applied Sciences - Department of Basic Sciences - M.Sc. Physics

School of Commerce and Management - Department of Management Studies - MBA

Submit Excel PDF

Print Mode: Select

Name	User Id	Roll No	Batch Name	Payment Mode	Account Details	Academic Batch	Programme	Admission Type	Category	Student Receivable (In ₹)	Bill No
HITESH KAUSHAL	kaushalhitesh89@gmail.com	1949271008	Term II Div-1	DemandDraft	PNB0211000109300960	2019-2021	M.Sc. Physics	HP Quota	OPEN	44000	SBAS/2019-202
DIKSHA CHAUHAN	diksha97chauhan@gmail.com	1949271007	Term II Div-1	Cash	Cash In Hand	2019-2021	M.Sc. Physics	HP Quota	OPEN	44000	SBAS/2019-202
DHEERAJ KUMAR	ashu.dheeru123@gmail.com	1949271006	Term II Div-1	DemandDraft	PNB0211000109300960	2019-2021	M.Sc. Physics	HP Quota	OPEN	44000	SBAS/2019-202
DEEPIKA SHARMA	deepikasharma071997@gmail.com	1949271005	Term II Div-1	Bank Challan	PNB0211000109300960	2019-2021	M.Sc. Physics	HP Quota	OPEN	44000	SBAS/2019-202
DANISH KUMAR	danishkumar778@gmail.com	1949271004	Term II Div-1	DemandDraft	PNB0211000109300960	2019-2021	M.Sc. Physics	HP Quota	OPEN	44000	SBAS/2019-202
ANUPAMA SHARMA	charusharma720@gmail.com	1949271002	Term II Div-1	DemandDraft	PNB0211000109300960	2019-2021	M.Sc. Physics	All India Quota	OPEN	34000	SBAS/2019-202

TOTAL (In ₹)

Account Head:	Tuition Fee	Development Fee	Grand Total:
Consolidated Total: (In ₹)	140000	54000	194000 /-



3. Student outstanding fee report

★ REPORTS » ACADEMIC FEE REPORTS » STUDENT FEE COLLECTION REPORT » OUTSTANDING FEES
MAR 08, 2020 2:57:01 PM

Policy: School of Business and Applied Scien...

Overall Report

Filter By Department: School of Basic and Applied Sciences...

SMS
 EMAIL
 Discrepancy : Please select check box to verify outstanding summary fees amount.

All records per page Search:

Student Fee Outstanding Summary

As on:- 08-Mar-2020

<input type="checkbox"/>	Sr.No.	Roll No.	Name	Email	Mobile No.	Programme	Section	Academic Batch	Amount Payble (In ₹)	Amount Paid (In ₹)	Fee Outstanding (In ₹)
<input type="checkbox"/>	1	1949271001	Anamika Singh	anamikasinghjka@gmail.com	8988002308	M.Sc. Physics	Term II- Div-1	2019 - 2021	₹44,000.00	₹0.00	₹44,000.00
<input type="checkbox"/>	2	1949271002	Anupama Sharma	charusharma720@gmail.com	9459669694	M.Sc. Physics	Term II- Div-1	2019 - 2021	₹34,000.00	₹15,000.00	₹19,000.00
<input type="checkbox"/>	3	1949271003	Ashish Kumar	ak1997100@gmail.com	8894546372	M.Sc. Physics	Term II- Div-1	2019 - 2021	₹44,000.00	₹0.00	₹44,000.00
<input type="checkbox"/>	4	1949271004	Danish Kumar	danishkumar778@gmail.com	9418582907	M.Sc. Physics	Term II- Div-1	2019 - 2021	₹44,000.00	₹12,000.00	₹32,000.00
<input type="checkbox"/>	5	1949271007	Diksha Chauhan	diksha97chauhan@gmail.com	8091791260	M.Sc. Physics	Term II- Div-1	2019 - 2021	₹44,000.00	₹35,000.00	₹9,000.00
Total (In ₹)									₹2,10,000.00	₹62,000.00	₹1,48,000.00

← Previous Next →



4. Date wise fee collection report

★ REPORTS » ACADEMIC FEE REPORTS » STUDENT FEE COLLECTION REPORT » DATE WISE FEES COLLECTION
MAR 08, 2020 3:02:35 PM

Policy : School of Business and Applied Scie

Financial Year : Apr 01,2019 - Mar 31,2020

Today
 Weeks
 Month

From Date : Mar 2,2020

To Date : Mar 8,2020

Department :

Select All

Select All PG

M.Sc. Physics

MBA

Submit

Student Fee Collection Between [Mar 2,2020 TO Mar 8,2020] Cash Cheque/D.D NEFT RTGS BankChallan

[Export To Excel](#) [Export To PDF](#)

Sr.No	Roll/UID	Date	Student Name	Payment Mode	Cheque/DD/Challan No.	Bill No	Date of Transaction	Bank Name	Amount (In ₹)
1	1949271005	Mar 07,2020	Deepika Sharma	BankChallan	PNB3421	SBAS/2019-2020/4	Mar 07, 2020	PNB	₹44,000.00
2	1949271007	Mar 07,2020	Diksha Chauhan	Cash		SBAS/2019-2020/2			₹35,000.00
3	1949271004	Mar 07,2020	Danish Kumar	DemandDraft	SBI9856	SBAS/2019-2020/5	Mar 07, 2020	SBI	₹12,000.00
4	1949271006	Mar 07,2020	Dheeraj Kumar	DemandDraft	BOM342	SBAS/2019-2020/3	Mar 07, 2020	BOM	₹44,000.00
5	1949271008	Mar 07,2020	Hitesh Kaushal	DemandDraft	ICIC5467	SBAS/2019-2020/1	Mar 07, 2020	ICICI	₹44,000.00
6	1949271002	Mar 07,2020	Anupama Sharma	DemandDraft	BOI321	SBAS/2019-2020/6	Mar 07, 2020	BOI	₹15,000.00
By Cash (In ₹)									₹35,000.00
By Cheque/D.D. (In ₹)									₹1,15,000.00
By NEFT (In ₹)									₹0.00
By RTGS (In ₹)									₹0.00
By BankChallan (In ₹)									₹44,000.00
By Other (In ₹)									₹0.00
Total Amount (In ₹)									₹1,94,000.00