Office of the Chief Commercial Manager (Passenger Marketing)
South Central Railway, Ministry of Railway, Government of India
1ˢᵗ Floor, Reservation Complex, Secunderabad – 500 025
(Telangana)

No. C/CR/UTS/Balance Sheet/Vol-I   Dt.14.09.2022

Sr DCMs,
SC, HYB, BZA, GNT, GTL & NED Divisions.

Sub: Implementation of Error Sheet Module (ESM) & e-CR Note under
       Online Coaching Balance Sheet - Reg.
Ref: Lr .No.A/C/TA/TAMS/ESM/ID, dt 26.07.2022.

As per the above referred letter, CRIS has done required modifications in Online Coaching Balance Sheet duly incorporating the Error Sheet Module (ESM) & e-CR Note generation which is integrated with TAMS and made online w.e.f. 13.09.2022 over S.C.Railway.

Accordingly, in the ESM the data will be fed and after approval by AFA of FA & CAO/O/SC, the error sheet will be raised on auto mode. The raised error sheet data will be sent to UTS electronically for entry into the station balance sheet and the station staff would be able to handle error sheets electronically through Online Coaching Balance Sheet. The user manual on Error Sheet Module (ESM) and e-CR Note has been enclosed.

It is therefore requested to communicate all staff concerned for the implementation of Error Sheet Module (ESM) & e-CR Note under Online Coaching Balance Sheet.

Dy.CCM/PM
for CCM/PM

Digitally Signed by
Jonnalagadda.sukesh Deepak
Date: 15-09-2022 18:20:43
Reason: Approved

Encl: As above

Copy to: AFA/SI for information and necessary action.

No: A/C/TA/TAMS/ESM/ID   Dt.26-07-2022

General Manager
CRIS/First Floor
Railway Reservation complex
Secunderabad.

Sub: Implementation Of ESM Module and E-CR module In TAMS.

Ref: FA&CAO(T)/CR Letter no AC/TA/COG/TAMS. Dated 02-03-2022.

****

With reference to the above subject the Coaching wing of this office is ready to generate Error sheets in TAMS Module. As the trail run is over it is requested to give access to all the stations over South Central Railway. From August 4th to deal further.

(G.JAGADEESH KUMAR)
AFA/SI
For FA&CAO/T/SC

Copy to: PCCM/SC for kind information please.

Balance Sheet User Manual for e-CR Note and Error Sheet Module (ESM)

This document describes the procedure to use the newly introduced option for e-CR Note and Error Sheet Module (ESM). It doesn't provide details of existing options of Balance Sheet application.

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1. **Main Menu (M)**

   The existing application Main Menu is modified to include more options for generation of electronic Cash Remittance note (e-CR note). At the top of Main Menu, last finalised balance sheets date is displayed. Application will allow preparing balance sheet after last finalized date only.

   Two new options added
   - No. 2 – Prepare e-CR & TR Note for entering into sub-menu for e-CR Note
   - No. 8 – Error Sheet Module for performing various Error Sheet options

```
            BALANCE SHEET — MAIN MENU
       LAST FINALISED DATE — 31/10/2021
    ┌─────────────────────────────────────────┐
    │   1. │  DATA ENTRY FORM                   │
    │   2. │  PREPARE E-CR & TR NOTE            │
    │   3. │  PREPARE DAILY TEST BALANCE SHEET (E-CR) │
    │   4. │  PREPARE MONTHLY TEST BALANCE SHEET │
    │   5. │  SUBMIT BALANCE SHEET TO ACCOUNTS  │
    │   6. │  PRINT/VIEW BALANCE SHEET          │
    │   7. │  STATION OUTSTANDINGS              │
    │   8. │  ERROR SHEET MODULE                │
    │   9. │  OLD BALANCE SHEET PREPARATION     │
    │  10. │  LOGOUT                            │
    │                                           │
    │      ENTER YOUR OPTION: 0                 │
    └─────────────────────────────────────────┘
```

   Here the existing options to prepare Balance Sheet report and enter old format CR Notes are moved to option No. 9 (**OLD BALANCE SHEET PREPARATION**).

2. **PREPARE E-CR & TR NOTE (M.2)**

   This option is used to prepare Electronic Cash Remittance (e-CR).

   It provides **option to enter dat**a required for preparation of e-CR Note as:
   - Details for TR Note
   - Details DD/CHEQUE
   - PMS POS summary (non-integrated PMS locations)
   - PMS voucher details (non-integrated PMS locations).

   It also provides **options to verify the system captured details** as under:

   - POS summary, voucher details,
   - UPI summary and
   - Any other E-Cash received

   Option for **nullifying** the wrongly entered entries and **printing** of CR Note and its annexure after generating CR Note for a particular date is also available.

```
┌─────────────────────────────────────────────┐
│        PREPARE E-CR & TR NOTE MENU           │
├─────────────────────────────────────────────┤
│                                              │
│   1.  │  ENTER TR NOTE DETAIL                │
│   2.  │  ENTER DD/CHEQUE DETAIL              │
│   3.  │  ENTER PMS POS SUMMARY               │
│   4.  │  ENTER PMS VOUCHERS DETAIL           │
│   5.  │  VERIFY POS SUMMARY                  │
│   6.  │  VERIFY VOUCHERS DETAIL              │
│   7.  │  VERIFY UPI SUMMARY                  │
│   8.  │  VERIFY E-CASH (OTHERS) SUMMARY      │
│   9.  │  NULLIFY ENTERED RECORD              │
│  10.  │  GENERATE CR NOTE                    │
│  11.  │  PRINT CR NOTE                       │
│  12.  │  PRINT CR ANNEXURES                  │
│   0.  │  BACK TO MAIN MENU                   │
│                                              │
├─────────────────────────────────────────────┤
│          SELECT OPTION : 0                   │
└─────────────────────────────────────────────┘
```

2.1. Enter TR Note detail (M.2.1)

Here station has to enter/modify TR Note details for a particular transaction date.

Features and usage Guideline:

- If any data is already available in system then same will be shown on screen for the given date.
- Multiple TR Note entries are allowed for single transaction date.
- It allows entry of TR Note type i.e. C- for cash and D- for DD
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries.

If already TR Note details are feed then same can be modified by using this same option. If TR Note no is new/modified then new entry will be recorded otherwise same entry will be modified against same old TR Note no.

```
┌───────────────────────────────────────────────────────────────┐
│                    ENTER TR NOTE DETAIL                        │
├───────────────────────────────────────────────────────────────┤
│ LOCATION: NDLS                   TXN DATE: 1 /11/2021          │
├───────┬──────────────┬──────────────┬────────────┬────────────┤
│ S.NO. │  TR NOTE NO   │ TR NOTE DATE │TR NOTE TYPE│TR NOTE AMOUNT│
├───────┼──────────────┼──────────────┼────────────┼────────────┤
│   1   │ TESTTRNO123  │ 1 /11/2021   │     C      │ 3459821.00 │
│   2   │ TESTTRNO4567 │ 1 /11/2021   │     D      │   50000.00 │
│   3   │              │ 0 /0 /0      │            │            │
│   0   │              │ 0 /0 /0      │            │            │
│   0   │              │ 0 /0 /0      │            │            │
│   0   │              │ 0 /0 /0      │            │            │
│   0   │              │ 0 /0 /0      │            │            │
│   0   │              │ 0 /0 /0      │            │            │
│   0   │              │ 0 /0 /0      │            │            │
│   0   │              │ 0 /0 /0      │            │            │
├───────┴──────────────┴──────────────┼────────────┼────────────┤
│                                      │   TOTAL    │ 3509821.00 │
├──────────────────────────────────────┴────────────┴────────────┤
│ [USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]    UPDATE (Y/N): Y    │
└───────────────────────────────────────────────────────────────┘

TR NOTE Successfully Updated in DataBase, Press Enter to continue..
```

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2.2. ENTER DD / CHEQUE DETAIL (M.2.2):

Here station has to enter/modify DD / CHEQUE details for a particular transaction date.

Features and usage Guideline:

- If any data is already available in system then same will be shown on screen for the given date.
- Multiple entries are allowed for single transaction date.
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries.

If already DD / CHEQUE details are feed then same can be modified by using this same option. If DD / CHEQUE no is new/modified then new entry will be recorded otherwise same entry will be modified against same old DD / CHEQUE no.

```
                    ENTER DD/CHEQUE DETAIL

      LOCATION:NDLS              TXN DATE:1 /11/2021

      S.NO.  DD/CHEQUE NO   DD/CHEQUE DATE   DD/CHEQUE AMOUNT

       1     345601          30/10/2021           10000.00
       2     763029          25/10/2021             500.00
       3                     0 /0 /0
       0                     0 /0 /0
       0                     0 /0 /0
       0                     0 /0 /0
       0                     0 /0 /0
       0                     0 /0 /0
       0                     0 /0 /0
       0                     0 /0 /0
       0                     0 /0 /0

                               TOTAL            10500.00

      [USE PAGE UP/PAGE DOWN TO SCROLL]       UPDATE (Y/N):
```

2.3. ENTER PMS POS SUMMARY (M.2.3)

Here station has to enter/modify PMS POS summary for a particular transaction date.

Features and usage Guideline:

- If any data is already available in system then same will be shown on screen for the given date.
- Multiple entries are allowed for single transaction date.
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries.

If already PMS POS summary are feed then same can be modified by using this same option. If Machine ID is new/modified then new entry will be recorded otherwise same entry will be modified against same old Machine ID.

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```
┌─────────────────────────────────────────────────────────┐
│                  ENTER PMS POS SUMMARY                    │
├─────────────────────────────────────────────────────────┤
│  LOCATION:NDLS                    TXN DATE:1 /11/2021      │
├──────┬───────────┬──────────┬──────────────┬─────────────┤
│ S.NO.│ MACHINE ID│ WINDOW NO│ AMT RECEIVED │ AMT REFUND  │
├──────┼───────────┼──────────┼──────────────┼─────────────┤
│  1   │ MACHINE123│    21    │   45920.00   │      0.00   │
│  2   │           │     0    │              │             │
│  0   │           │     0    │              │             │
│  0   │           │     0    │              │             │
│  0   │           │     0    │              │             │
│  0   │           │     0    │              │             │
│  0   │           │     0    │              │             │
│  0   │           │     0    │              │             │
│  0   │           │     0    │              │             │
│  0   │           │     0    │              │             │
├──────┴───────────┴──────────┼──────────────┼─────────────┤
│                     TOTAL   │   45920.00   │      0.00   │
├─────────────────────────────┴──────────────┴─────────────┤
│ [USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]  UPDATE (Y/N):   │
└─────────────────────────────────────────────────────────┘
```

2.4. ENTER PMS VOUCHER DETAILS (M.2.4)

Here station has to enter/modify PMS voucher details for a particular transaction date.

Features and usage Guideline:

- If any data is already available in system then same will be shown on screen for the given date.
- Multiple entries are allowed for single transaction date.
- Voucher types can be C-CST, R-RTC, V- Vouchers, and O- all other type of vouchers.
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries.

If already PMS voucher details are feed then same can be modified by using this same option. If voucher no is new/modified then new entry will be recorded otherwise same entry will be modified against same old voucher no.

```
┌─────────────────────────────────────────────────────────┐
│                ENTER PMS VOUCHER DETAILS                  │
├─────────────────────────────────────────────────────────┤
│  LOCATION:NDLS                    TXN DATE:1 /11/2021      │
├──────┬────────────┬──────────┬──────────┬─────────────────┤
│ S.NO.│ VOUCHER NO │ VCH CODE │ VCH TYPE │  AMT RECEIVED   │
├──────┼────────────┼──────────┼──────────┼─────────────────┤
│  1   │ VCHN023456 │  TEST    │    C     │     2000.00     │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
│  0   │            │          │          │                 │
├──────┴────────────┴──────────┼──────────┼─────────────────┤
│                       TOTAL  │          │     2000.00     │
├───────────────────────────────┴──────────┴────────────────┤
│ [USE PAGE UP/PAGE DOWN TO SCROLL]     UPDATE (Y/N):Y       │
└─────────────────────────────────────────────────────────┘

Please Confirm do you want to update [Y/N]?? █
```

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2.5. VERIFY POS SUMMARY (M.2.5)

This option should be used to verify POS transaction summary data before preparation of e-CR Note.

Features and usage Guideline:

- If any POS data is available in the system for the given date then same will be shown for verification only.
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries. Discrepancies may be informed to Console/CRIS.
- Data must be verified using the UPDATE(Y/N) option.

```
┌─────────────────────────────────────────────────────────┐
│                   VERIFY POS SUMMARY                     │
├─────────────────────────────────────────────────────────┤
│  LOCATION:NDLS              TXN DATE:3 /11/2021           │
├──────┬──────────┬─────────────┬──────────────┬───────────┤
│ S.NO.│ MACHINE ID│ COACHING SEC│ AMT RECEIVED │ AMT REFUND│
├──────┼──────────┼─────────────┼──────────────┼───────────┤
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
│  0   │          │             │              │           │
├──────┴──────────┴─────────────┼──────────────┼───────────┤
│                      TOTAL     │              │           │
├────────────────────────────────┴──────────────┴──────────┤
│ [USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]  UPDATE (Y/N):   │
└─────────────────────────────────────────────────────────┘
```

2.6. VERIFY VOUCHER DETAILS (M.2.6)

This option should be used to verify VOUCHER transaction summary data before preparation of e-CR Note.

Features and usage Guideline:

- If any voucher data is available in the system for the given date then same will be shown for verification only.
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries. Discrepancies may be informed to Console/CRIS.
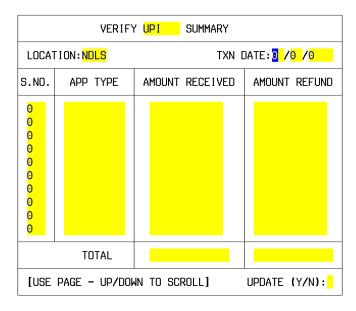- Data must be verified using the UPDATE(Y/N) option.

```
┌─────────────────────────────────────────────────────────┐
│                  VERIFY VOUCHERS DETAIL                  │
├─────────────────────────────────────────────────────────┤
│  LOCATION:NDLS              TXN DATE:0 /0 /0             │
├──────┬─────────┬─────────┬─────────┬───────────┬─────────┤
│ S.NO.│ APP TYPE│ VCH TYPE│ VCH CODE│ VOUCHER NO │AMT RECEIVED│
├──────┼─────────┼─────────┼─────────┼───────────┼─────────┤
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
│  0   │         │         │         │           │         │
├──────┴─────────┴─────────┴─────────┼───────────┼─────────┤
│                            TOTAL   │           │         │
├─────────────────────────────────────┴───────────┴────────┤
│ [USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]  UPDATE (Y/N):   │
└─────────────────────────────────────────────────────────┘
```

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2.7. VERIFY UPI SUMMARY (M.2.7)

This option should be used to verify UPI transaction summary data before preparation of e-CR Note.

Features and usage Guideline:

- If any UPI data is available in the system for the given date then same will be shown for verification only.
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries. Discrepancies may be informed to Console/CRIS.
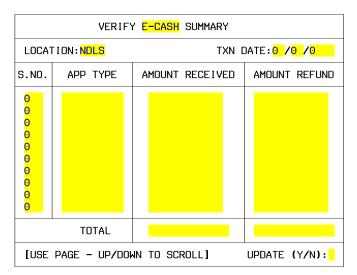- Data must be verified using the UPDATE(Y/N) option.

```
                     VERIFY UPI      SUMMARY

     LOCATION:NDLS                  TXN DATE:0 /0 /0

     S.NO.    APP TYPE    AMOUNT RECEIVED    AMOUNT REFUND

       0
       0
       0
       0
       0
       0
       0
       0
       0
       0

                 TOTAL

     [USE PAGE - UP/DOWN TO SCROLL]      UPDATE (Y/N):
```

2.8. VERIFY E-CASH SUMMARY (M.2.8)

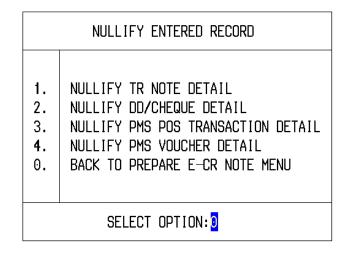This option should be used to verify e-CASH transaction summary data before preparation of e-CR Note.

Features and usage Guideline:

- If any other e-CASH data is available in the system for the given date then same will be shown for verification only.
- If more than 10 entries are their then page-up and page-down can be used to display next or previous entries. Discrepancies may be informed to Console/CRIS.
- Data must be verified using the UPDATE(Y/N) option

```
                    VERIFY E-CASH SUMMARY

     LOCATION:NDLS                  TXN DATE:0 /0 /0

     S.NO.    APP TYPE    AMOUNT RECEIVED    AMOUNT REFUND

       0
       0
       0
       0
       0
       0
       0
       0
       0
       0

                 TOTAL

     [USE PAGE - UP/DOWN TO SCROLL]      UPDATE (Y/N):
```

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2.9. NULLIFY ENTERED RECORD (M.2.9)

Station can nullify or disable wrong entered records by using this menu. System captured records cannot be modified or nullified or disabled.

```
┌──────────────────────────────────────────┐
│           NULLIFY ENTERED RECORD          │
├─────┬────────────────────────────────────┤
│     │                                    │
│  1. │  NULLIFY TR NOTE DETAIL            │
│  2. │  NULLIFY DD/CHEQUE DETAIL          │
│  3. │  NULLIFY PMS POS TRANSACTION DETAIL│
│  4. │  NULLIFY PMS VOUCHER DETAIL        │
│  0. │  BACK TO PREPARE E-CR NOTE MENU    │
│     │                                    │
├─────┴────────────────────────────────────┤
│           SELECT OPTION:0                 │
└──────────────────────────────────────────┘
```

NOTE: Nullified TR Note will not be considered for preparation of CR Note and it will also not shown under CR Note Annexure.

2.9.1. NULLIFY TR NOTE DETAIL (M.2.9.1)

This option allows nullification of TR Note (TR Note Number entered as wrong).

Features and usage Guideline:

- If TR Note Number was entered wrongly then same can be nullified here otherwise station has to use option no (M.2.1) to modify other details of TR Note.
- Station has to entered transaction date and TR Note Number, which need to be nullified.
- TR Note date, type and amount will be shown for verification purpose.
- If station confirms to nullify the shown record, same will be nullified at database level after double confirmation.

```
┌──────────────────────────────────────────┐
│          NULLIFY TR NOTE DETAILS          │
├──────────────────────────────────────────┤
│  LOCATION  :NDLS     TXN DATE:1 /11/2021  │
│  TR NOTE NO:TESTTRNO123                    │
├──────────────────────────────────────────┤
│  TR NOTE DATE  :01/11/2021                │
│  TR NOTE TYPE  :C                          │
│  TR NOTE AMOUNT:  3459821.00              │
├──────────────────────────────────────────┤
│  CONFIRM TO NULLIFY THIS RECORD (Y/N):    │
└──────────────────────────────────────────┘
```

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2.9.2. NULLIFY DD/CHEQUE NOTE DETAIL (M.2.9.2)

This option allows nullification of DD/Cheque (DD/Cheque Number entered as wrong).

Features and usage Guideline:

- Wrong entered DD/CHEQUE Numbers detail can be nullified by this option.
- If DD / CHEQUE no were feed wrongly then same can be nullified here otherwise station has to use option no M.2.2 to modify other details of DD / CHEQUE.
- Station has to feed transaction date and DD / CHEQUE no which will be nullified.
- DD / CHEQUE date, and amount will be shown for verification purpose.
- If station confirms to nullify the shown record, same will be nullified at database level after double confirmation.

```
         NULLIFY DD/CHEQUE DETAILS

 LOCATION     :NDLS   TXN DATE:1 /11/2021
 DD/CHEQUE NO:1234536

 DD/CHEQUE DATE  :30/10/2021
 DD/CHEQUE AMOUNT:       256.00

 CONFIRM TO NULLIFY THIS RECORD (Y/N):
```

2.9.3. NULLIFY PMS POS TRANSACTION DETAIL (M.2.9.3)

This option allows nullification of POS Machine transaction (POS Machine ID entered as wrong).

Features and usage Guideline:

- Wrongly entered PMS POS transaction can be nullified by this option.
- If MACHINE ID was feed wrongly then same can be nullified here otherwise station has to use option no M.2.3 to modify other details of PMS POS.
- Station has to feed transaction date and machine id which will be nullified.
- Window no, amount received and amount refund will be shown for verification purpose.
- If station confirms to nullify the shown record, same will be nullified at database level after double confirmation.

```
       NULLIFY PMS POS TRANSACTION DETAILS

 LOCATION   :NDLS     TXN DATE:1 /11/2021
 MACHINE ID:MACHINE123

 WINDOW NO       :21
 AMOUNT RECEIVED:    45920.00
 AMOUNT REFUND  :        0.00

 CONFIRM TO NULLIFY THIS RECORD (Y/N):
```

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2.9.4. NULLIFY PMS VOUCHER DETAIL (M.2.9.4)

This option allows nullification of PMS Voucher details (PMS Voucher Number entered as wrong).

Features and usage Guideline:

- Wrongly entered PMS voucher detail can be nullified by this option.
- If PMS voucher no was feed wrongly then same can be nullified here otherwise station has to use option no M.2.4 to modify other details of PMS voucher.
- Station has to feed transaction date and voucher no which will be nullified. Voucher code, type and amount will be shown for verification purpose.
- If station confirms to nullify the shown record, same will be nullified at database level after double confirmation.

```
            NULLIFY PMS VOUCHER DETAILS

    LOCATION  :NDLS     TXN DATE:1 /11/2021
    VOUCHER NO:VCHNO23456

    VOUCHER CODE   :TEST
    VOUCHER TYPE   :C
    AMOUNT RECEIVED:      2000.00

    CONFIRM TO NULLIFY THIS RECORD (Y/N):
```

2.10. GENERATE CR NOTE (M.2.10)

This option will be used to generate CR note.

Features and usage Guideline:

- Station has to feed transaction date.
- All other entries of TR Note cash and DD amount, DD/Cheque amount (cash office), POS amount, other E-Cash amount, voucher amount and UPI amount already entered will be shown. Any discrepancies may kindly be verified by using verification and enter option.
- Station has to feed cash amount which is directly sent to cash office (if any).
- After verifying all the details, station has to confirm for generation of CR note.
- CR note number and CR note total amount will be calculated and shown in the form.
- Station must verify all the entry before confirming the CR Note generation.
- After double confirmation CR note will be generated.

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```
┌─────────────────────────────────────────────┐
│              GENERATE CR NOTE                 │
├─────────────────────────────────────────────┤
│  LOCATION:NDLS          TXN DATE:1 /11/2021   │
├──────────────────────────┬──────────────────┤
│  CR INSTRUMENT           │ INSTRUMENT TOTAL AMOUNT │
│                          │                  │
│  TR NOTE (CASH)          │    3583277.00    │
│  TR NOTE (DD)            │      50000.00    │
│  DD/CHEQUE (CASH OFFICE) │      10756.00    │
│  POS                     │      45920.00    │
│  E-CASH (OTHER)          │          0.00    │
│  VOUCHERS                │       1999.00    │
│  UPI                     │          0.00    │
├──────────────────────────┴──────────────────┤
│  CASH (SENT TO CO):       0.00  GENERATE(Y/N):Y │
├─────────────────────────────────────────────┤
│  CR NOTE  NUM      :NDLS01112021001           │
│  CR TOTAL AMT      :    3691952.00            │
├─────────────────────────────────────────────┤
│              CONFIRM (Y/N):                   │
└─────────────────────────────────────────────┘
```

2.11.   PRINT CR NOTE (M.2.11):
Any generated CR note can be printed by using this option no 11.

Features and usage Guideline:

- Station have to feed the CR note date and same can be viewed on screen or can be printed on report paper in the below format.

```
┌────┬─────────────────────────┐
│10. │ GENERATE CR NOTE        │
│11. │ PRINT CR NOTE           │
│12. │ PRINT CR ANNEXURES      │
│0.  │ BACK TO MAIN MENU       │
├────┴─────────────────────────┤
│                              │
│    SELECT OPTION : 11        │
└──────────────────────────────┘
```

Enter the from date(DD):1

Enter the from month(MM):11

Enter the from year(YYYY):2021

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

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CR Note Sample Format

```
                    NORTHERN RAILWAY
_____
              COMMERCIAL DEPARTMENT          Revised Com.C-9 (R.B.)

              Cash Remittance Note (System Generated)
              ------------------------------------------
CR Note Number  :NDLS01112021002          Generation Date:03/02/2022

Cash Remitted to Cash Office, being the receipts at NEW DELHI (NDLS)
Station as notified below



  Date of Cash:01/11/2021                    Station Stamp
  I_____I
  I CR Remittance Instrument            I   Amount (in Rs.)     I
  I_____I_____I
  I Treasury Remittance Note (Cash) (TR Details in annexure)I   3583277.00I
  I_____I_____I
  I Treasury Remittance Note (DD)  (TR details in Anneure)  I     50000.00I
  I_____I_____I
  I DD/Cheque (Instrument Details in Annexure)              I     10756.00I
  I_____I_____I
  I CASH                                I         0.00I
  I_____I_____I
  I POS (Details in Annexure)           I     45920.00I
  I_____I_____I
  I Vouchers (Details in Annexure)      I      1999.00I
  I_____I_____I
  I Digital Cash (UPI + E-Cash)         I         0.00I
  I_____I_____I
  I    TOTAL:          I                I   3691952.00I
  I_____I_____I
  ITOTAL(In Figures)IThirty Six Lakh Ninety One Thousand Nine Hundred Fifty Two PoI
  I                 Iint Zero Zero                                                I
  I_____I



  _____                    _____
   Station Stamp                          Signature of Station Master

Any excess to be debited/credited (as the case may be) to Coaching account only
(1 row affected)
```

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2.12. **PRINT CR ANNEXURES (M.2.12)**
Any generated CR note's annexures can be printed by using this option no 12.

Features and usage Guideline:

Station have to feed the CR note date and same can be viewed on screen or can be printed on report paper in the below format.

```
10. | GENERATE CR NOTE
11. | PRINT CR NOTE
12. | PRINT CR ANNEXURES
0.  | BACK TO MAIN MENU

SELECT OPTION : 12
```

```
Enter the from date(DD):1

Enter the from month(MM):11

Enter the from year(YYYY):2021


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

CR Notes Annexure Sample Report

```
                        NORTHERN RAILWAY
--------------------------------------------------------------------------
                    COMMERCIAL DEPARTMENT          Revised Com.C-9 (R.B.)

                  Cash Remittance Note (System Generated)
                  ----------------------------------------
CR Note Number   :NDLS01112021002              Genaration Date:03/02/2022



 Date of Cash:01/11/2021                              Station Stamp


Treasury Remittance Note (Cash) Details:
--------------------------------------------------------------------------
 TR_NOTE_NO      TR_NOTE_DATE TR_NOTE_AMOUNT
 ---------------  ------------ --------------
 TEST               31/10/2021     123456.00
 TESTTRNO123        01/11/2021    3459821.00

(1 row affected)

 --------------------------- --------------
```

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```
                    TOTAL:     3583277.00
```

Treasury Remittance Note (DD) Details:

```
_____
 TR_NOTE_NO      TR_NOTE_DATE TR_NOTE_AMOUNT
 ---------------- ------------- ---------------
 TESTTRNO4567     01/11/2021       50000.00

                 ------------------------------ ---------------
                           TOTAL:       50000.00
```

DD/Cheque Details:

```
_____
 DD_NO           DD_DATE       DD_AMOUNT
 ---------------- ------------- ------------
 1234536          30/10/2021        256.00
 345601           30/10/2021      10000.00
 763029           25/10/2021        500.00

                 ------------------------------ ------------
                           TOTAL:      10756.00
```

POS Machines Details:

```
_____
 SECTION MACHINE_ID TXN_DATE    AMOUNT_RCVD  AMOUNT_RFND
 ------- ---------- ----------- ------------ -------------
 PMS     MACHINE123 01/11/2021     45920.00         0.00

                 ------------------------------ ------------ -------------
                           TOTAL:      45920.00         0.00
```

Vouchers Details:

```
_____
 SECTION VCH_TYPE VCH_CODE VCH_NUMBER VCH_ISSUE_DATE AMOUNT_RCVD  AMOUNT_RFND
 ------- -------- -------- ---------- -------------- ------------ -------------
 PMS     CST      TEST     VCHNO23456 01/02/2022         2000.00          1.00

                 ---------------------------------------------- ------------ -------------
                                                TOTAL:   2000.00          1.00
```

```
 _____                      _____
  Station Stamp                            Signature of Station Master
```

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3. **ERROR SHEET MODULE (M.8)**

The options under this menu are used for managing Error Sheet generated from Account office. It provides following options:

- Received Accounts Error Sheets
- Clearance of Accounts Error Sheets
- Accounts Remarks on Non Admitted Error Sheets

Features and usage Guideline:

- Station has to take action on the received error sheets from accounts.
- Station has to check the details of error sheets and do debit entries for admitted and non admitted amount along with justifications.
- Clearance of admitted error sheets received from account office will be done through option no 2.
- Station can check accounts remarks on error sheets for NAD amount.
- The NAD Error Sheet will be automatically cleared whenever Credit Advise Note (CAN) is received from account office.

NOTE: Action on Error Sheet received from Accounts Office must be taken before the last date of the month to submit the Balance Sheet to accounts. If any action is pending then station will not be able to (Finalize) Balance Sheet for that month.

```
                ERROR SHEET MODULE

    1.   RECEIVED ACCOUNTS ERROR SHEETS

    2.   CLEARANCE OF ACCOUNTS ERROR SHEETS

    3.   ACCOUNTS REMARKS ON NON ADMITTED AMOUNT

    4.   BACK TO MAIN MENU


                SELECT OPTION : 0
```

3.1. **Received Accounts Error Sheets (M.8.1)**

All the error sheets received from accounts for a particular month will be shown in this menu as per coaching module wise.

```
              RECEIVED ACCOUNTS  ERROR SHEETS
 STATION:NDLS            YEAR:2021           MONTH:10

 S.NO.  COACHING MODULE   ACCEPTED  REJECTED  TOTAL AMT  ACTIONABLE

   1    UTS               111.00    0.00      111.00       0.00
   2    TTE               1000.00   234.00    1234.00      0.00
   3    DEMMURAGE         8000.00   0.00      8000.00      0.00
   4    WHARFAGE          0.00      0.00      5000.00      5000.00
   5    PARCEL            0.00      0.00      3600.00      3600.00
   6    LUGGAGE           0.00      0.00      372.00       372.00
   7    CR NOTE           0.00      0.00      1314474.00   1314474.00
   8    LEASE             0.00      0.00      600.00       600.00
   9    CLOAK ROOM        0.00      0.00      3500.00      3500.00
   0

 USE PAGE UP/PAGE DOWN TO SCROLL SCREEN        SELECT OPTION: 0
```

Centre for Railway Information Systems

By selecting any Module's serial no, its error sheets description will be shown by Error Description wise.

Features and usage Guideline:

- If multiple error sheets are there for a section, then all such error sheets will be shown.
- ACTIONABLE equals to zero means nothing is pending for actionable and Balance Sheet can be finalized, if all the other part have been completed.
- If more than 10 entries are their then page-up/page-down can be used for next/previous error sheet records.

```
+-------------------------------------------------------------------------+
|            ERROR SHEET SECTION - PARCEL                                  |
+-------------------------------------------------------------------------+
|  STATION:NDLS            YEAR:2021            MONTH:10                    |
+-------------------------------------------------------------------------+
| S.NO. | ES DESCRIPTION   | ACCEPTED | REJECTED | TOTAL AMT | ACTIONABLE  |
+-------------------------------------------------------------------------+
|   1   | Others           | 0.00     | 0.00     | 3600.00   | 3600.00     |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
|   0   |                  |          |          |           |             |
+-------------------------------------------------------------------------+
| USE PAGE UP/PAGE DOWN TO SCROLL SCREEN      SELECT OPTION: 0             |
+-------------------------------------------------------------------------+
```

By selecting error sheet serial no, **if no actionable amount** then the following message will come

```
+-------------------------------------------------------------------------+
|            ERROR SHEET SECTION - UTS                                     |
+-------------------------------------------------------------------------+
|  STATION:NDLS            YEAR:2021            MONTH:10                    |
+-------------------------------------------------------------------------+
| S.NO. | ES DESCRIPTION    | ACCEPTED | REJECTED | TOTAL AMT | ACTIONABLE |
+-------------------------------------------------------------------------+
|   1   | Missing tickets in v | 111.00 | 0.00   | 111.00    | 0.00       |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
|   0   |                   |          |          |           |            |
+-------------------------------------------------------------------------+
| USE PAGE UP/PAGE DOWN TO SCROLL SCREEN      SELECT OPTION: 1             |
+-------------------------------------------------------------------------+
```

[20007]-Invalid 'Selection, No Actionable for UTS/PRS'.

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Otherwise all the details of corresponding details will be shown.

```
              ERROR SHEET MODULE  [ PARCEL / LUGGAGE ]

 STATION:NDLS      YEAR:2021  MONTH:10        SECTION:Others

 SN  INVOICE    CONSIGNMNT WGT SUD CLS SUD RATE SUD  KM  SUD  AMT  SUD B AMT
 NO  NUMBER     DESCRIPTON CHG BE  CHG BE  CHG  BE  CHG  BE   CHG   CHG  DIFF

 1  11-15-2021 test       545 454 sl  3a  211  121 1226 1224 2134. 1234. 900.0
 2  11-15-2021 test       545 454 sl  3a  211  121 1226 1224 2134. 1234. 900.0
 3  11-15-2021 test       545 454 sl  3a  211  121 1226 1224 2134. 1234. 900.0
 4  11-15-2021 test       545 454 sl  3a  211  121 1226 1224 2134. 1234. 900.0
 0             0   0              0   0    0    0
 0             0   0              0   0    0    0
 0             0   0              0   0    0    0
 0             0   0              0   0    0    0
 0             0   0              0   0    0    0
 0             0   0              0   0    0    0

            [USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]
 SELECT SERIAL NO:1          ACCEPT[A]/OBJECTED[O]/PARTIALY ACCEPT[P]: A
                             CONFIRM[Y/N]█
```

By selecting particular SN No, station can choose to admit or non-admit or partially admit a particular Error Sheet. On selection, error sheet's Debit Entry Details form will be shown with Error Sheet No, Serial No, Section and Sub Section Details.

Features and usage Guideline:

- Here particular against Error Sheet raised by Account office should be entered with details of Employee (with PF Number) or Party (with Party Name).
- Details of Admitted and Non-admitted amount should also be entered.
- In case of NAD, remarks to account office should be entered.
- The Remarks entered along with AD/NAD amount details will be returned back to account office on confirmation.

```
            ERROR SHEET MODULE   [ DEBIT ENTRY DETAILS ]

 STATION:NDLS       YEAR:2021  MONTH:10       SYSTEM DATE:03/02/2022

 ERROR SHEET NO:AC/DLI/NDLS/PAR202110/1      SERIAL NUMBER:1
 SECTION NAME  :PARCEL               SUB SECTION:Others
 [A]CCEPTED/[O]BJECTED/[P]ARTIALY ACCEPTED:A

 DEBIT RAISED AGAINST [E]MPLOYEE/[P]ARTY  :E
 PARTY NAME / EMPLOYEE PF-NO / STAFF-ID   :EMPNO123
 ACCEPTED DEBIT (RS.):    900.00    OBJECTED DEBIT (RS.):      0.00
 TOTAL DEBIT (RS.)  :    900.00
 REMARKS:TESTING OF PARCEL ERROR SHEET


                    CONFIRM[Y/N]:█
```

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3.2. Clearance Of Accounts Error Sheets (M.8.2)

For clearance of accounts error sheets, coaching module need to be selected.

```
┌─────────────────────────────────┐
│      COACHING MODULE TYPES       │
├────────┬────────────────────────┤
│ S.NO.  │       MODULES          │
├────────┼────────────────────────┤
│  1     │  CR NOTE               │
│  2     │  CLOAK ROOM            │
│  3     │  DEMURRAGE            │
│  4     │  LEASE                 │
│  5     │  LUGGAGE              │
│  6     │  PARCEL                │
│  7     │  PRS                   │
│  8     │  EFT-TC/TTE           │
│  9     │  UTS                   │
│  10    │  WHARFAGE             │
│  0     │                        │
│  0     │                        │
├────────┴────────────────────────┤
│  SELECT MODULE S.NO.:0           │
└─────────────────────────────────┘
```

After module selection, **Clearance Form** will come.

```
┌────────────────────────────────────────────────────────┐
│        CLEARANCE OF ACCOUNTS ERROR SHEETS              │
├────────────────────────────────────────────────────────┤
│ MODULE:PARCEL              STAFF ID/PF-NO/NAME:         │
├────────────────────────────────────────────────────────┤
│ ERROR SHEET NO  :                  ERROR SHEET SERIAL NO:0 │
│ ERROR SHEET DATE:              ES DESCRIPTION:          │
│ ADMITTED AMOUNT :                 OBJECTED AMOUNT:      │
│ ADMITTED DUE    :                    OBJECTED DUE:      │
├────────────────────────────────────────────────────────┤
│ TRANSACTION DATE:0  0  0          AMOUNT PAID:          │
│ [A]DMITED/[O]BJECTED :           CLEARANCE TYPE:0       │
│ OTHER STATION:               ACK/MR NO:                 │
├────────────────────────────────────────────────────────┤
│                CONFIRM [Y/N]:                           │
└────────────────────────────────────────────────────────┘
```

Features and usage Guideline:

- Here Staff ID (PF Number) or Party Name need to be feed to fetch all the uncleared error sheets of that staff/party.
- All the error sheets will be listed in the below Pop-up form.
- If more than 12 error sheets are there against selected Staff/Party then page-up/page-down can be used to show next/previous entries.
- Error sheet serial no can be selected to clear particular error sheet due.

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```
┌──────────────────────────────────────────────────────────────────────┐
│ MODULE:PARCEL          STAFF ID / NAME / PF NO:EMPID123                │
├────┬────────────────────┬──────────┬────┬──────────────┬───────┬──────┤
│ S. │ ERROR SHEET NUMBER │ ES DATE  │SR. │ES DESCRIPTION│ ADMIT │OBJCT │
│ NO │                    │          │NO. │              │AMOUNT │AMOUNT│
├────┼────────────────────┼──────────┼────┼──────────────┼───────┼──────┤
│ 1  │AC/DLI/NDLS/PAR202110/2│29/11/2021│1  │Others        │900    │0     │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
│ 0  │                    │          │ 0  │              │       │      │
├────┴────────────────────┴──────────┴────┴──────────────┴───────┴──────┤
│ [USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]        SELECT S.NO:0          │
└──────────────────────────────────────────────────────────────────────┘
```

- After selecting error sheet serial no, all the details of that error sheet with due amount will be shown in the Clearance of Accounts Error Sheet form.
- Station have to feed transaction date of amount cleared, amount paid, amount cleared was admitted or objected need to be entered here.

```
┌──────────────────────────────────────────────────────────────────────┐
│                  CLEARANCE OF ACCOUNTS ERROR SHEETS                    │
├──────────────────────────────────────────────────────────────────────┤
│ MODULE:PARCEL            STAFF ID/PF-NO/NAME:EMPID123                  │
├──────────────────────────────────────────────────────────────────────┤
│ ERROR SHEET NO  :AC/DLI/NDLS/PAR202110/2   ERROR SHEET SERIAL NO:1     │
│ ERROR SHEET DATE:29/11/2021       ES DESCRIPTION:Others               │
│ ADMITTED AMOUNT :900.00              OBJECTED AMOUNT:0.00             │
│ ADMITTED DUE    :900.00               OBJECTED DUE:0.00              │
├──────────────────────────────────────────────────────────────────────┤
│ TRANSACTION DATE:0  0  0            AMOUNT PAID:                       │
│ [A]DMITED/[O]BJECTED :             CLEARANCE TYPE:0                   │
│ OTHER STATION:                 ACK/MR NO:                             │
├──────────────────────────────────────────────────────────────────────┤
│                      CONFIRM [Y/N]:                                    │
└──────────────────────────────────────────────────────────────────────┘
```

- Clearance Type pop-up will come, where station has to select the appropriate predefined clearance type from the list.

```
┌──────────┬──────────────────────────────────┐
│ 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        │
│ 0        │                                  │
│ 0        │                                  │
├──────────┴──────────────────────────────────┤
│ MORE?[P/N/C]:           OPTION:0             │
│ ENTER [P]-PREVIOUS SCREEN                    │
│       [N]-NEXT SCREEN                        │
│       [C]-CONTINUE                           │
└──────────────────────────────────────────────┘
```

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- After clearance type selection station has to feed Acknowledgement/Money Receipt Number, which will be verified from UTS system.

```
            CLEARANCE OF ACCOUNTS ERROR SHEETS

  MODULE:PARCEL              STAFF ID/PF-NO/NAME:EMPID123

  ERROR SHEET NO  :AC/DLI/NDLS/PAR202110/2   ERROR SHEET SERIAL NO:1
  ERROR SHEET DATE:29/11/2021     ES DESCRIPTION:Others
  ADMITTED AMOUNT :900.00             OBJECTED AMOUNT:0.00
  ADMITTED DUE    :900.00                OBJECTED DUE:0.00

  TRANSACTION DATE:30 11 2021          AMOUNT PAID:900
  [A]DMITED/[O]BJECTED :A              CLEARANCE TYPE:1
  OTHER STATION:              ACK/MR NO:MRNO123456

                   CONFIRM [Y/N]:Y
```

Database updated successfully ....

3.3. Accounts Remarks On Non-Admitted Amount (M.8.3)

This option will be used for viewing Account office action with remarks for those error sheets which were Non-Admitted by Station Staff and sent to Account Office for further consideration with appropriate remarks. Here only entries are showing for which Accounts office have not issued Credit Advise Note (CAN) and Error Sheet is returned to station with further Remarks.

All the retuned error sheet entries from accounts will be shown here along with section and Error Sheet ID. Here only NAD amount will be shown.

```
              ACCOUNTS REMARKS ON NON ADMITTED AMOUNT
                        LOCATION:NDLS

  S.NO. | SECTION  | ERROR SHEET ID        | SERIAL NO | NON ADMITTED AMT

  1       LEASE      AC/DLI/NDLS/LSE202110/9   1              50.00
  2       LUGGAGE    AC/DLI/NDLS/LUG202110/4   1              93.00
  3       PARCEL     AC/DLI/NDLS/PAR202110/2   1             900.00
  4       PARCEL     AC/DLI/NDLS/PAR202110/3   1             300.00
  5       UTS        AC/DLI/NDLS/UTS202110/1   2              11.00
  0
  0
  0
  0
  0

            [USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]
            TO CHECK ACCOUNTS REMARKS SELECT S.NO.:0
```

After selecting Error Sheet Serial No, AFA/Accounts returned remarks will be shown, where station have to take further action again either by admitting or non admitting.

```
                    STATION ACTION ON ACCOUNTS REMARKS

 ERROR SHEET NO:AC/DLI/NDLS/LSE202110/9      SERIAL NUMBER:1
 SECTION NAME  :LEASE        SUB SECTION:Lease Error Advise
 PARTY NAME / EMPLOYEE PF-NO / STAFF-ID  :
 AFA REMARKS   :RESON FOR NAD IS NOT VALID


 ACCEPT[A]/OBJECT[O]/PARTIALY ACCEPT[P]:
 ACCEPTED DEBIT (RS.):              OBJECTED DEBIT (RS.):
 TOTAL DEBIT (RS.)  :       50.00   PREV ADMITTED AMT(RS.):        0.00
 REMARKS       :


                    CONFIRM[Y/N]:
```

```
                    STATION ACTION ON ACCOUNTS REMARKS

 ERROR SHEET NO:AC/DLI/NDLS/LSE202110/9      SERIAL NUMBER:1
 SECTION NAME  :LEASE        SUB SECTION:Lease Error Advise
 PARTY NAME / EMPLOYEE PF-NO / STAFF-ID  :
 AFA REMARKS   :RESON FOR NAD IS NOT VALID


 ACCEPT[A]/OBJECT[O]/PARTIALY ACCEPT[P]:P
 ACCEPTED DEBIT (RS.):     20.00    OBJECTED DEBIT (RS.):       30.00
 TOTAL DEBIT (RS.)  :      50.00    PREV ADMITTED AMT(RS.):      0.00
 REMARKS       :TESTING


                    CONFIRM[Y/N]:
```

In case of Non-admitting, stations remarks will be again sent to Account office for consideration.

4. **OTHER OPTIONS**
   4.1. **Prepare Daily Test Balance Sheet (M.3):** This option should be used for preparation of daily test Balance Sheet with electronic Cash Remittance (e-CR) are generated.
   4.2. **Station Outstanding (M.7):** This option should be used for managing existing Error Sheet entered by Station before commence of Error Sheet Module (ESM).
   4.3. **Old Balance Sheet Preparation (M.9):** This option should be used for preparation of Balance Sheet for the previous month, if finalization/submission of the same is pending and Manual Cash Remittance Note entry was done.

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