



If you have Parcel cash, Luggage cash, etc. Use that respective option to bifurcate the amount. For example: - **5. PARCEL CASH**

BALANCE SHEET - SUB-ITEM - DATA ENTRY FORM

LOCATION : KCG      TRANSACTION DATE: 15/9 /2022  
 MAIN ITEM: PARCEL CASH  
 AMOUNT : 418875.00

S.NO	SUB ITEM	AMOUNT
1	OUTWARD PAID-LOCAL	7400.00
2	OUTWARD PAID -FOREIGN	21007.00
3	HCD ORDINARY- LOCAL	0.00
4	HCD MILITARY- LOCAL	0.00
5	LEASE-LOCAL	0.00
6	LEASE-FOREIGN	366377.00
7	STORAGE CHARGE	0.00
8	CLOAK ROOM TICKETS	0.00
9	DEMURRAGE CHARGES	0.00
10	UNDER CHARGES	29.00
11	WAGON/VP DEMAND REG FEE	0.00
12	PARCEL SUNDRIES	0.00
SUB ITEM TOTAL		418875.00

UPDATE [Y/N] :

After bifurcation update the amount.

Now open **8. SPECIAL CREDITS** option

BALANCE SHEET DEBIT/CREDIT MENU

LOCATION : KCG      DATE : 15/9 /2022

S.NO.	ITEM NAME	AMOUNT	STATUS
1	OPENING BALANCE	0.00	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	418875.00	BIFURCATED
6	LUGGAGE CASH	0.00	BIFURCATED
7	HALT EARNING	0.00	BIFURCATED
8	<b>SPECIAL CREDIT</b>	0.00	N/A
9	SPECIAL DEBITS	0.00	N/A
10	PRS EARNINGS	0.00	N/A
11	TIME TABLE	0.00	BIFURCATED
0			
0			
0			

SELECT OPTION : 0    0 - EXIT

After opening 8.SPECIAL CREDIT go to option

**36. SPL CREDIT – UTS REFUNDS & 37. SPL CREDIT – PRS REFUNDS**

BALANCE SHEET – SUB-ITEM – DATA ENTRY FORM

LOCATION : KCG TRANSACTION DATE: 15/9 /2022  
 MAIN ITEM: SPECIAL CREDIT  
 AMOUNT : 0

S.NO	SUB ITEM	AMOUNT
26	MMTS TIME TABLE SOLD	0
27	MMTS TIME TABLE X-FERED	0
28	RTC SOLD	0
29	RTC X-FERED	0
30	REFUND OF SPL IMPREST CASH	0
31	SURRENDER OF SPL IMPREST CASH	0
32	SUBSIDY – KISAN RAIL (PMS)	0
33	STBA COMMISSION	0
34	KISHAN-RAIL MCR RCVD	0
35	SPL CREDIT- LPO	0
36	SPL CREDIT- UTS REFUNDS	0
37	SPL CREDIT- PRS REFUNDS	0
SUB ITEM TOTAL		0.00

UPDATE [Y/N] :

Now enter **UTS ticket refund amount only (Do not include CST, RTC, Pay Orders and other billable voucher)** in option 36

UTS ticket refund amount is combination of below marked amount from UTS Daily reports:-

**4. CANCELLED TICKETS**

ASH_RFND	VCHR_RFND	RTC_RFND	PSGN CST_RFND	CAN_PSGN UPI_QR_RFND	CASH_RCVD	VCHR_RCVD	RTC_RCVD	CST_RCVD	UPI_QR_RCVD	CLKG	C
-----											
GRANT TOTAL :			8	8	1285	0	0	0	0	0	240
1045	0	0	0	0							

**5. SPL. CANCELLED TICKETS**

ST_RFND	PSGN QR_RFND	CAN PSGN DISCOUNT	CASH RCVD	VCH RCVD	RTC RCVD	CST RCVD	QR RCVD	CLKG	CASH RFND	VCH RFND	RTC RFND	C
-----												
GRAND TOTAL :		4	1520.00	0.00	0.00	0.00	0.00	0.00	1520.00	0.00	0.00	0
.00	0.00	0.00										

**8. NON ISSUE TICKETS**

RCVD	RTC RCVD	CST RCVD	ECASH_RCVD	CASH RFND	VCH RFND	RTC RFND	CST RFND	ECASH_RFND	CASH_DIFF	PSGN	CASH RCVD	VCH
-----												
GRAND TOTAL		0.00	0.00	120.00	0.00	0.00	0.00	0.00	115.00	1	120.00	0.0
0	0.00	0.00	0.00									

Similarly enter **PRS ticket refund amount** in option 37 of SPL CREDITS.

PRS refund amount from PRS Daily Reports:-

### 1. STMT ON CASH & PSGNR INFO

TOTALS FOR THE BOOKING LOCATION :: KCG																		
CASH RCVD	RTC RCVD	VCH RCVD	CST RCVD	CCARD RCVD	DIGI RCVD	TOTAL RECEIPTS	NET CASH	CASH RFND	RTC RFND	VCH RFND	CST RFND	CCARD RFND	DIGI RFND	TOTAL REFUNDS	NI AMIT	TTL SLIP	PSGN BKD	PSGN CAN
691935	0	0	0	353720	24830	1070485	634280	57655	0	0	0	10850	5965	74470	11490	688	1684	156
TOTALS FOR BOOKING LOCATION - EXCLUSIVE OF SERVICE TAX :: KCG																		
-----THESE TOTALS ARE INCLUSIVE OF CASH/VCH/CST/RTC-----																		
TOTAL RECEIPTS - ST EXCL.					NET TOTALS - ST EXCL.					TOTAL REFUNDS - ST EXCL.								
1045661					972017					73644								

**(Kindly note – do not add CST, Vouchers, UPI amount in the above options)**

Now go back to main menu and select **2. PREPARE E-CR & TR NOTE** option

```
BALANCE SHEET – MAIN MENU
LAST FINALISED DATE - 31/08/2022

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: 2
```

Once you select the option 2 you will be redirected to following sub menu



If DD/Cheque data is added in the above TR NOTE DETAILS form

Then select option **2. ENTER DD/CHEQUE DETAILS**

```
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
```

Enter the details of DD/Cheques remitted in the below form.

```
ENTER DD/CHEQUE DETAIL

LOCATION: KCG          TXN DATE: 0/0/0

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

0
0
0
0
0
0
0
0
0
0
0
0
0

TOTAL

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



Select option **6. VERIFY VOUCHER DETAIL**

```

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
  
```

Verify the data (**CST, RTC, Pay Orders and other billable vouchers**) in following form below using daily reports of UTS & PRS. The data is auto populated. No modification can be done. If any discrepancies are found, kindly contact database before generating E-CR.

VERIFY VOUCHERS DETAIL					
LOCATION: KCG			TXN DATE: 1/9/2022		
S.NO.	APP TYPE	VCH TYPE	VCH CODE	VOUCHER NO	AMT RECEIVED
1	UTS	V		462116	20000.00
2	UTS	V		462117	20000.00
3	UTS	V	POLICE	24399	360.00
0					
0					
0					
0					
0					
0					
0					
				TOTAL	40360.00
[USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]					UPDATE (Y/N) :



Select option **7. VERIFY UPI SUMMARY**

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.	<b>VERIFY UPI SUMMARY</b>
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

Verify the UPI data in following form using daily reports of UTS & PRS. The data is auto populated. No modification can be done. If any discrepancies are found, kindly contact database before generating E-CR.

VERIFY **UPI** SUMMARY

LOCATION: **KCG** TXN DATE: **1/9/2022**

S.NO.	APP TYPE	AMOUNT RECEIVED	AMOUNT REFUND
1	PRS	24830.00	5965.00
2	TVM	6815.00	0.00
0			
0			
0			
0			
0			
0			
0			
0			
TOTAL		31645.00	5965.00

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

Select option **8. VERIFY E-CASH (OTHERS) SUMMARY**

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.	<b>VERIFY E-CASH (OTHERS) SUMMARY</b>
9.	NULLIFY ENTERED RECORD
10.	GENERATE CR NOTE
11.	PRINT CR NOTE
12.	PRINT CR ANNEXURES
0.	BACK TO MAIN MENU

SELECT OPTION : 0

Verify the MR E-Cash (TTE & Other MRs) data in following form using daily reports of UTS. The data is auto populated. No modification can be done. If any discrepancies are found, kindly contact database before generating E-CR.

VERIFY **E-CASH** SUMMARY

LOCATION: **KCG** TXN DATE: **1 / 9 / 2022**

S.NO.	APP TYPE	AMOUNT RECEIVED	AMOUNT REFUND
1	UTS	134314.00	0.00
0			
0			
0			
0			
0			
0			
0			
0			
0			
TOTAL		134314.00	0.00

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

Once you have verified and satisfied with the data, select option

**10. GENERATE CR NOTE**

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.	<b>GENERATE CR NOTE</b>
11.	PRINT CR NOTE
12.	PRINT CR ANNEXURES
0.	BACK TO MAIN MENU

SELECT OPTION : 0

In case you have entered wrong data and you want to clear all the data. Use option **9. NULLIFY ENTERED RECORD (before generation of E-CR only)**

**Generate the CR NOTE using the below form after proper confirmation. E-CR Note cannot be modified or deleted once it is generated.**

GENERATE CR NOTE	
LOCATION: KCG	TXN DATE: 2/9/2022
CR INSTRUMENT	INSTRUMENT TOTAL AMOUNT
TR NOTE (CASH)	1943540.00
TR NOTE (DD)	0.00
DD/CHEQUE (CASH OFFICE)	0.00
POS	110305.00
E-CASH (OTHER)	23885.00
VOUCHERS	3800.00
UPI	46910.00
CASH (SENT TO CO): 0.00	GENERATE(Y/N): Y
CR NOTE NUM : KCG020922001	
CR TOTAL AMT : 2128440.00	
CONFIRM (Y/N):	

Do not make any Manual entries in the above form. **Kindly verify the CR TOTAL AMOUNT and confirm "Y" to generate E-CR**

Once E-CR is generated, go back to main menu.

Select option **3. PREPARE DAILY TEST BALANCE SHEET (E-CR)**

PREPARE DAILY TEST BALANCE SHEET	
LOCATION: <b>BZA</b>	TXN DATE: <b>1 / 9 / 2022</b>
CR NOTE NUMBER CR NOTE DATE	<b>BZA010922001</b> <b>15/09/2022</b>
CR INSTRUMENT	INSTRUMENT TOTAL AMOUNT
TR NOTE (CASH)	<b>4156640.00</b>
TR NOTE (DD)	<b>0.00</b>
DD/CHEQUE (CASH OFFICE)	<b>0.00</b>
VOUCHERS	<b>33135.00</b>
POS	<b>107395.00</b>
UPI	<b>24985.00</b>
E-CASH (OTHER)	<b>18788.00</b>
CASH (SENT TO CO)	<b>0.00</b>
CR TOTAL AMT	<b>4340943.00</b>
CONFIRM (Y/N)	<b>Y</b>

Confirm “Y” to continue. If prompted with the below message.

Debit mismatch with Credit for date 01/09/2022. Want to Continue? (Y/N) :

Ignore this message and press Y to continue – to view/print the daily balance sheet and to check whether Grand total is tallied.

Remaining Option in Main Menu - 5. SUBMIT BALANCE SHEET TO ACCOUNTS & 6. PRINT/VIEW BALANCE SHEET are same as in the previous version.

Repeat the above process for each day of the month.

Thank You,

**UTS Database**  
**CCM/PM Office**  
**Secunderabad.**