



भारत सरकार / Government of India
रेल मंत्रालय / Ministry of Railways
दक्षिण मध्य रेलवे / South Central Railway

मं.रे.प्र का कार्यालय,
Office of the DRM
विजयवाडा मंडल /
Vijayawada Division
वाणिज्य विभाग,
Commercial Branch
विजयवाडा, Vijayawada.
आन्ध्र प्रदेश, Andhra
Pradesh

No.B/C.518/UTS/Balance Sheet/BZA

Date: 17/11/2022

ALL SMRs,CBSR,CCSR Over BZA Division,

Sub:-Implementation of Error Sheet Module (ESM) & e-CR Note under Online Coaching Balance Sheet-Reg.

Ref:- 1) Lr.No.A/C/TA/TAMS/ESM/ID, dated:26-07-2022.
2) No.C/CR/UTS/Balance Sheet/Vol-I, dated:14-09-2022.

With reference to the letters cited above, Error Sheet Module (ESM) and e-CR Note generation have been integrated with TAMS and made online with effect from 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 here by advised to ensure implementation of Error Sheet Module (ESM) & e-CR note under online Coaching Balance Sheet.


(P.Kiran Kumar)
DCM/II/BZA
For Sr.DCM/BZA



**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

Encl: As above

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

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



OFFICE OF
THE FINANCIAL ADVISOR AND CHIEF ACCOUNTS OFFICER (TRAFFIC)
LEKHA BHAVAN, SOUTH CENTRAL RAILWAY
SECUNDERABAD

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.

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 data** 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	TESTTRN0123	1 / 11 / 2021	C	3459821.00
2	TESTTRN04567	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..

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	
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.

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		
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	VCHNO23456	TEST	C	2000.00
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]??

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					
0					
TOTAL					
[USE PAGE UP/PAGE DOWN TO SCROLL SCREEN]				UPDATE (Y/N):	

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):	

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: <input type="text" value="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): <input type="text" value="Y"/>	

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):	

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.

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): Y	

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)?

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
CR Remittance Instrument	Amount (in Rs.)
Treasury Remittance Note (Cash) (TR Details in annexure)	3583277.00
Treasury Remittance Note (DD) (TR details in Annexure)	50000.00
DD/Cheque (Instrument Details in Annexure)	10756.00
CASH	0.00
POS (Details in Annexure)	45920.00
Vouchers (Details in Annexure)	1999.00
Digital Cash (UPI + E-Cash)	0.00
TOTAL:	3691952.00
TOTAL(In Figures) Thirty Six Lakh Ninety One Thousand Nine Hundred Fifty Two P int Zero Zero	

Station Stamp

Signature of Station Master

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

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

Generation 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
TESTTRN0123	01/11/2021	3459821.00

(1 row affected)

Station Coaching Balance Sheet User Manual (ESM & e-CR Note)

TOTAL: 3583277.00

Treasury Remittance Note (DD) Details:

TR_NOTE_NO	TR_NOTE_DATE	TR_NOTE_AMOUNT
TESTTRN04567	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	VCHN023456	01/02/2022	2000.00	1.00
TOTAL:					2000.00	1.00

Station Stamp

Signature of Station Master

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	

Station Coaching Balance Sheet User Manual (ESM & e-CR Note)

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'.

Otherwise all the details of corresponding details will be shown.

ERROR SHEET MODULE [PARCEL / LUGGAGE]

STATION: NDLS		YEAR: 2021	MONTH: 10	SECTION: Others										
SN NO	INVOICE NUMBER	CONSIGNMENT DESCRIPTION	WGT CHG	SUD BE	CLS CHG	SUD BE	RATE CHG	SUD BE	KM CHG	SUD BE	AMT CHG	SUD B CHG	AMT 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]: 			

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]DMITTED/[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.

- 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]DMITTED/[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 returned 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				

Station Coaching Balance Sheet User Manual (ESM & e-CR Note)

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.