

1. E-CR & TR Note

In order to prepare an e-TR note, the user should choose option number 2 from the main menu..

BALANCE SHEET – MAIN MENU

LAST BS DATE : FINALISED- 31/08/2023 TEST- 26/09/2023
LAST CR DATE : FINALISED- 26/09/2023 TEST- 26/09/2023

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.	STATION ACTION ON ACCOUNTS AUDITED ITEMS
10.	LOGOUT

ENTER YOUR OPTION: 2

2. E-CR & E-TR note menu

This menu contains all the options for e-TR note preparation, manual data entry, system data verification, test and final CR note generation, as well as CR note and annexure printing.

PREPARE E-CR & E-TR NOTE MENU	
1.	E-TR NOTE MENU
2.	ENTER DD/CHEQUE DETAIL
3.	ENTER PMS POS SUMMARY
4.	ENTER PMS/MANUAL VOUCHERS DETAIL
5.	VERIFY POS SUMMARY
6.	VERIFY VOUCHERS DETAIL
7.	VERIFY UPI/QR SUMMARY
8.	VERIFY E-CASH (OTHERS) SUMMARY
9.	NULLIFY ENTERED RECORD
10.	ENTER SHORT IN VOUCHERS
11.	GENERATE TEST CR NOTE
12.	FINALIZE CR NOTE
13.	PRINT CR NOTE
14.	PRINT CR ANNEXURES
0.	BACK TO MAIN MENU

SELECT OPTION : 0

3. TR Note Menu

The TR Note menu offers four options for generating, nullifying, and printing TR Notes, as well as updating the bank acknowledgement of TR Notes in the accounts.

TR NOTE MENU	
1.	GENERATE TR NOTE
2.	NULLIFY TR NOTE
3.	UPDATE BANK ACKNOWLEDGEMENT OF TR
4.	PRINT TR NOTE
0.	BACK TO PREPARE E-CR NOTE MENU
SELECT OPTION: 0	

4. Prepare e-TR note

The login location will be visible on the form, and the user needs to input the transaction date or the cash date. If there is an existing e-TR note in the system, a message will appear at the bottom stating, "In total, 1 e-TR Note amounting to Rs. 60,000.00 has been prepared."

PREPARE E-TR NOTE	
LOCATION: CSMT	TXN DATE: 4 / 9 / 2023
ACCOUNTING UNIT TR LOCATION CODE REMITTANCE TYPE (P/G/M) TR NOTE TYPE (C/D)	[REDACTED]
TR NOTE AMOUNT	[REDACTED]
CASHIER CODE BANK NAME BANK CODE BANK BRANCH BANK CITY	[REDACTED]
TR NOTE NO	[REDACTED]
GENERATE TR NO(Y/N):	CONFIRM (Y/N):

In total 1 eTR Note Amounting to Rs. 60000.00 Prepared

For first-time users, it is necessary to input details such as the accounting unit, TR location code, bank name, bank code, bank branch, and bank city. Subsequent logins will display these previously entered details by default, which are typically consistent for a given location. Users have the option to make modifications to these details if needed. Additionally, users must select the remittance type as either P-Passenger, G-Goods, or M-Mixed.

PREPARE E-TR NOTE	
LOCATION: CSMT	TXN DATE: 4 /9 /2023
ACCOUNTING UNIT TR LOCATION CODE REMITTANCE TYPE (P/G/M) TR NOTE TYPE (C/D)	A&CAO CR CSMT
TR NOTE AMOUNT	
CASHIER CODE BANK NAME BANK CODE BANK BRANCH BANK CITY	STATE BANK SBI MI ROAD/1 JAIPUR
TR NOTE NO	
GENERATE TR NO(Y/N):	CONFIRM (Y/N):

The TR note type options are C-Cash and D-DD. When selecting a TR note type, a popup for Cash or DD entry will appear.

5. **Denomination Popup**

In this popup, user will find a display of all valid denomination notes and coins. To complete the process, users must input the number of notes and coins for each corresponding collected denomination. The total amount for both notes and coins will be showcased separately, and the grand total will represent the combined sum of both the notes and coins amounts.

DENOMINATION POPUP

S.NO	NOTES	NO OF NOTES	VALUE	COINS	NO OF COINS	VALUE
1	2000	200	400000	20.00	0	
2	500	166	83000	10.00	10	100.00
3	200	0		5.00	32	160.00
4	100	310	31000	2.00	0	
5	50	2	100	1.00	29	29.00
6	20	0		0.50	3	1.50
7	10	100	1000		0	
8	5	0			0	
9	2	0			0	
10	1	0			0	
TOTAL			515100			290.50
			GRAND TOTAL : 515390.50	CONFIRM (Y/N):		

6. TR Note DD entry popup

This is the popup form used for entering the DD number, DD date, DD drawee bank, DD branch, and DD amount. The total will automatically calculate as the sum of all the DD entries.

TR NOTE DD ENTRY POPUP

S.NO	DD NUMBER	DD	MM	YEAR	DRAWEE BANK AND BRANCH	DD AMOUNT
1	324567123493	12	8	2023	STATE BANK MIRA ROAD	10000.00
2	61234509347	7	8	2023	KOTAK BANK CHURCH GATE	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		
0		0	0	0		
0		0	0	0		
TOTAL:						60000.00
NEXT[N]:		PREVIOUS[P]:			CONFIRM (Y/N):	

Upon entering the denomination or DD entries, the total TR note amount will be displayed in the "Prepare e-TR note" form. The user must provide their cashier code or PF number, along with other relevant bank details. By pressing 'Y' to generate a TR Number, the TR NOTE Number will be automatically generated and presented on the form, such as "C1CSMT23103101."

PREPARE E-TR NOTE	
LOCATION: CSMT	TXN DATE: 4 / 9 / 2023
ACCOUNTING UNIT TR LOCATION CODE REMITTANCE TYPE (P/G/M) TR NOTE TYPE (C/D)	FA&CAO CR CSMT M C
TR NOTE AMOUNT	515390.50
CASHIER CODE BANK NAME BANK CODE BANK BRANCH BANK CITY	MUKESH STATE BANK SBI MI ROAD/1 JAIPUR
TR NOTE NO	C1CSMT23103101
GENERATE TR NO(Y/N): Y	CONFIRM (Y/N):

Up to this point, the e-TR note has not been submitted in the system. The user is required to confirm and reconfirm the action to generate the e-TR note. Once the submission is successful, a message will appear on the screen, saying, "TR NOTE Generated Successfully. Press Enter to continue."

PREPARE E-TR NOTE	
LOCATION: CSMT	TXN DATE: 4 /9 /2023
ACCOUNTING UNIT TR LOCATION CODE REMITTANCE TYPE (P/G/M) TR NOTE TYPE (C/D)	FA&CAO CR CSMT M D
TR NOTE AMOUNT	60000.00
CASHIER CODE BANK NAME BANK CODE BANK BRANCH BANK CITY	MK STATE BANK SBI MI ROAD/1 JAIPUR
TR NOTE NO	C1CSMT23103101
GENERATE TR NO(Y/N): Y	CONFIRM (Y/N): Y

Please confirm do you want to generate TR Note [Y/N]??

TR NOTE Generated Successfully, Press Enter to continue..

7. Nullify e-TR note

If any e-TR note entry was made in error, you have the option to nullify it using the "Nullify e-TR note" feature. By entering the transaction date, all the e-TR note details for that specific transaction date will be displayed. You must then select the serial number of the particular TR note number you wish to nullify and confirm the action. Once nullified, the e-TR note will no longer appear in the balance sheet or any further records.

NULLIFY E TR NOTE

LOCATION: CSMT		TXN DATE: 4 / 9 / 2023		
S.NO	TR NOTE NUMBER	TR LOC	TYPE	TR NOTE AMOUNT
1 0 0 0 0 0 0 0 0	C1CSMT23103101	CSMT	D	60000.00
ENTER S.NO. TO NULLIFY: 1		CONFIRM (Y/N): Y		

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

8. Update Bank Acknowledgement of TR note

Following the receipt of bank acknowledgment for the cash or DD, the user has the option to input the correct acknowledged amount. Any difference in amount will be displayed on the screen. This difference should be considered as a short remittance, and the appropriate shortage should be issued accordingly.

UPDATE BANK ACKNOWLEDGEMENT OF TR NOTE

LOCATION: CSMT				TXN DATE: 1 / 9 / 2023		
S.NO	TR NOTE NUMBER	TR LOC	TYPE	TR NOTE AMOUNT	BANK ACK AMT	DIFFERENCE
1	C1CSMT23102010	CSMT	C	4585517.00	4585517.00	
2	C1CSMT23102011	CSMT	D	137203.00	137203.00	
0						
0						
0						
0						
0						
0						
0						
TOTAL				4722720.00	4722720.00	
CONFIRM (Y/N):						

UPDATE BANK ACKNOWLEDGEMENT OF TR NOTE

LOCATION: CSMT				TXN DATE: 1 / 9 / 2023		
S.NO	TR NOTE NUMBER	TR LOC	TYPE	TR NOTE AMOUNT	BANK ACK AMT	DIFFERENCE
1	C1CSMT23102010	CSMT	C	4585517.00	4585000	517.00
2	C1CSMT23102011	CSMT	D	137203.00	137203.00	0.00
0						
0						
0						
0						
0						
0						
0						
0						
TOTAL				4722720.00	4722203.00	517.00
CONFIRM (Y/N): Y						

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

9. Print e-TR note

Users can access and view e-TR notes by providing the transaction date. All the TR note details corresponding to the specified date will be displayed on the screen. To print or view a specific e-TR note, the user must select the serial number associated with the particular TR note.

PRINT E TR NOTE

LOCATION:CSMT		TXN DATE:4 /9 /2023		
S.NO	TR NOTE NUMBER	TR LOC	TYPE	TR NOTE AMOUNT
1 0 0 0 0 0 0 0 0 0	C1CSMT23103101	CSMT	D	60000.00
ENTER S.NO. TO PRINT:1		PRINT (Y/N):		

TR Note of DD will be printed as per the below format.

1st FOIL Sr. No. 01 CHALLAN NO.:C1CSMT23103101

To be retained by the remitter as Office Copy-Station Manager/Cashier as the case may be

1. Accounting Unit	:		FA&CAO CR
2. Station Code	:		CSMT
3. Cashier Code	:		MK
4. Type of Remittance:	:		M
5. Name of the Bank	:		STATE BANK
6. Bank Code	:		SBI
7. Challan No.	:		C1CSMT23103101
8. Challan Date Time	:		31/10/2023 14:34:08
9. Amount (in Rs.)	:		60000.00
10. Cash/Cheque/DD	:		DD (DEMAND DRAFT)

11. To The Manager,
Name of the Bank STATE BANK
Branch MI ROAD/1 JAIPUR
City/Town MI ROAD/1 JAIPUR

Please receive the sum of Rs. 60000.00/-
Rupees Sixty Thousand Zero Point Zero Zero Only
& the same be kindly credited to CENTRAL RAILWAY Revenue Account.
The particular details are placed at Annexure:

Station Seal/Stamp

Signature of Station Master

Chief Div. Cashier

Signature of Cashier

To be used by Bank

Received sum of Rs. _____ (in figures)

(in words)

For crediting in CENTRAL RAILWAY Revenue Account.

Name of the Bank and Branch: _____

Seal of the Bank:

Date: _ _ / _ _ / _ _ _ _

Annexure (Details of Demand Draft) Challan No.:C1CSMT23103101

DD_NUMBER	DD_DATE	DRAWEE_BANK	DD_AMOUNT
1234	12/08/2023	SBI	10000.00
321	19/08/2023	KOTAK	50000.00

(1 row affected)

DD Total Amount : 60000.00

TR Note of Cash will be printed as per the below format.

PLEASE WAIT

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

CENTRAL RAILWAY

REMITTANCE CHALLAN

COM-246B

1st FOIL Sr. No. 01 CHALLAN NO.:C1CSMT23102007

To be retained by the remitter as Office Copy-Station Manager/Cashier as the case may be

1. Accounting Unit :	FA&CAO CR
2. Station Code :	CSMT
3. Cashier Code :	MUKESH
4. Type of Remittance:	M
5. Name of the Bank :	STATE BANK
6. Bank Code :	SBI
7. Challan No. :	C1CSMT23102007
8. Challan Date Time :	20/10/2023 13:25:17
9. Amount (in Rs.) :	404000.00
10. Cash/Cheque/DD :	CASH

11. To The Manager,
Name of the Bank STATE BANK
Branch MI ROAD/1
City/Town MI ROAD/1

Please receive the sum of Rs. 404000.00/-

Rupees Four Lakh Four Thousand Zero Point Zero Zero Only

& the same be kindly credited to CENTRAL RAILWAY Revenue Account.

The particular details are placed at Annexure:

Station Seal/Stamp

Signature of Station Master

Chief Div. Cashier

Signature of Cashier

To be used by Bank

Received sum of Rs. _____ (in figures)

_____ (in words)

For crediting in CENTRAL RAILWAY Revenue Account.

Name of the Bank and Branch: _____

Seal of the Bank:

Date: _ / _ / _ _ _

Annexure (Details of Currency Denomination) Challan No.:C1CSMT23102007

Notes Denomination Details			Coins Denomination Details		
Denomination		Amount	Denomination		Amount
Rs.2000 x	202 =	404000.00	Rs.50 x =		
Rs. 500 x	0 =	0.00	Rs.20 x =		
Rs. 200 x	0 =	0.00	Rs.10 x =		
Rs. 100 x	0 =	0.00	Rs. 5 x =		
Rs. 50 x	0 =	0.00	Rs. 2 x =		
Rs. 20 x	0 =	0.00	Rs. 1 x =		
Rs. 10 x	0 =	0.00	Rs 0.5 x =		
Rs. 5 x	0 =	0.00			
Rs. 2 x	0 =	0.00			
Rs. 1 x	0 =	0.00			
Total Amount:		404000.00	0.00		