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Azadi Ka  
Amrit Mahotsav



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)

**CENTRAL WAREHOUSING CORPORATION**

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-FDOCASH/8/2022-FINANCE

19<sup>th</sup> July, 2022

**Cash & Bank Circular # 1**

**Sub: Standard Operating Practice (SOP) to be followed for regulation of Imprest Advance/Temporary Advance, limit, DOP, recoupment & accountal of same through Warehouse Management System (WMS) and other issues relevant/associated**

**Ref:** (i) WMS accounts & billing advisory # 8 dated 27.09.2021 regarding SOPs to be followed for Request, release, recoupment and booking of expenditure of Imprest in WMS.  
(ii) WMS advisory # 9 dated 27.09.2021 regarding matching of Imprest & Temporary advance balance in WMS as per actual balance  
(iii) Letter No. CWC/FD-CASH /Cash Card/2018-19 dated 08.05.2018 regarding permission to provide cash cards for Temporary Advance and Imprest Amount

1. This is in supersession to all the earlier instructions issued with respect to Request, Release, Recoupment and Booking of Expenditure on account of Imprest Advance and Temporary Advance.
2. It has been noticed that Regional Offices are following different practices for regulation of Imprest and Temporary Advance.
3. In order to have a uniform procedure, following SOPs along with Annexures are prescribed:
  - (i) **Annexure- I** - SOP for issuance of Imprest Advance
  - (ii) **Annexure-II** - SOP for issuance of Temporary Advance
  - (iii) **Annexure III** - DoP - Sanction of permanent recoupable imprest & Sanction of temporary advances for incurring Office contingent expenditure and local purchases
  - (iv) **Annexure IV** - WMS Accounts & Billing Advisory No 8 & 9 dt 27.09.2021
  - (v) **Annexure V** - User Manual for Imprest functionality in WMS (Pages from 1 to 23) and user manual for Temporary advances functionality in WMS (Pages 24-52)
4. The above SOPs are mandatorily to be followed by all the Regional Offices / Warehouses / CO without fail for regulation of Imprest and Temporary advance. No deviation in the above procedure shall be allowed.

This issues with the approval of Director(Fin.).

(Amit Puri)  
General Manager (F&A)

**Enc: As above.**

**Distribution to:**

1. All Regional Managers of CWC
2. All HoDs, CWC, C.O.
3. All DGMs/AGMs/Managers/ (Sr.) Asstt.Managers /Accountants in Finance, Accounts & Internal Audit Wings of all ROs.

निगमित कार्यालय :4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज़ खास, नईदिल्ली-110016.  
CO: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.  
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**Copy for information to:**

1. MD CWC, CO, New Delhi.
2. Dir.(Pers.)/Dir.(M&CP)/Dir.(Fin.)/ CWC, CO, New Delhi.
3. GGM(F&A), CWC, Corporate Office, New Delhi
4. All DGMs/AGMs/Managers/(Sr.) Asstt.Managers /Accountants in Finance, Accounts & Internal Audit Cadre at CWC, Corporate Office, New Delhi.
5. Supdt. (MIS), CWC, CO, New Delhi –with a request to place this Circular on CWC’s website.
6. Manager (Rajbhasha), CWC, CO, New Delhi, with a request to arrange Hindi version of this circular.

**General Manager (F&A)**

## ANNEXURE-I

### SOP for issuance of Imprest Advance:

1. Regional Manager is the competent authority to sanction the imprest advance to warehouse managers as per administrative DOP No. 31-section VIII (B) of Regional Managers. The amount of imprest can be utilised on the items listed under the DOP of warehouse manager at Section VI of DoP.  
Extracts of DoP No. 31- section VIII(B) of Regional Managers and extracts of section VI of DoP of the In-charge of the warehouses is placed at **Annex.'III'**.
2. DoP of Warehouse Manager as per section VI above is to be followed and its payments are regulated as under::

DoP S.No	Subject Matters	Payment Mode	
1	<b>Local Conveyance</b>	No payment of Local Conveyance to be made from Imprest.  Warehouse officials be advised to claim local conveyance as per the prescribed form and forward same to RO for necessary sanction & payment like other employee reimbursement payment.	
2	<b>Entertainment</b>	No expenses to be incurred on Entertainment out of warehouse imprest. For refreshment to customers/depositors, DoP at sl. No. 11 can be followed with respect to contingent expenditure as per limit stated therein.	
3a	<b>Stationery and other article for officer</b>	To be supplied by Regional Office. Hence, not to be incurred out of imprest.	
3b	<b>Emergent Purchases of Stationery and other article</b>		
	Warehouse Capacity below 15000MT	Rs. 2500/- in each case upto a ceiling of Rs. 5000/- p.a.	Payment can be made out of Imprest
	Between 15000 MT & 50,000 MT	Rs. 5000/- in each case upto a ceiling of Rs. 10,000/- p.a.	
	Above 50,000 (incl ICD, CFS, ACC, ICP etc.)	Rs. 10,000/- in each case upto a ceiling of Rs. 20,000/- p.a.	
4	<b>Grant of Tour Advance</b>	No Tour Advance to be given at Warehouse level from Imprest.	

		Officials to use HRMS Application for requesting Tour Advance.
5	<b>Repairs &amp; Maintenance</b>	
	Warehouse Capacity below 15000MT	Full powers upto a ceiling of Rs. 5000/- p.a.
	Between 15000 MT & 50,000 MT	Full powers upto a ceiling of Rs. 7500/- p.a.
	Above 50,000 (incl ICD, CFS, ACC, ICP etc.)	Full powers upto a ceiling of Rs. 10,000/- p.a.
6	<b>Dead Stock</b>	
	No Dead Stock items are be purchased from Imprest. Henceforth. RO to make the purchases from GeM Portal, as per procedure.	
7	<b>Consumable stores</b>	
	Warehouse Capacity below 15000MT	Full Powers upto Rs. 500/- in each case subject to ceiling of Rs. 5,000/- per annum
	Between 15000 MT & 50,000 MT	Full Powers upto Rs. 500/- in each case subject to ceiling of Rs. 7,500/- per annum
	Above 50,000 (incl ICD, CFS, ACC, ICP etc.)	Full Powers upto Rs. 500/- in each case subject to ceiling of Rs. 10,000/- per annum
8.	<b>Postal Expenses</b>	
	Warehouse Capacity below 15000MT	Full Powers upto Rs. 200/- in each case subject to ceiling of Rs. 2500/- per annum
	Between 15000 MT & 50,000 MT	Full Powers upto Rs. 500/- in each case subject to ceiling of Rs. 5000/- per annum
	Above 50,000 (incl ICD, CFS, ACC, ICP etc.)	Full Powers upto Rs. 1000/- in each case subject to ceiling of Rs. 7500/- per annum
9	<b>Expenditure on emergent repairs and maintenance of own constructed warehouses</b>	
	Warehouse Capacity below 15000MT	Full powers upto Rs. 1,000/- subject to

		annual ceiling of Rs. 5,000/-	Payment can be made out of Imprest
	Between 15000 MT & 50,000 MT	Rs. 3000/- subject to annual ceiling of Rs. 15,000/-	
	Above 50,000 (incl ICD, CFS, ACC, ICP etc.)	Rs. 5000/- subject to annual ceiling of Rs. 25,000/-	
10	<b>Expenditure on Newspapers &amp; Periodicals</b> Full powers for two newspapers		Payment can be made out of Imprest
11	<b>Contingent Expenditure:</b>		Payment can be made out of Imprest
	Warehouse Capacity below 15000MT	At a time Rs. 5000/- subject to annual ceiling of Rs. 10,000/-	
	Between 15000 MT & 50,000 MT	At a time Rs. 10,000/- subject to annual ceiling of Rs. 20,000/-	
	Above 50,000 (incl ICD, CFS, ACC, ICP etc.)	At a time Rs. 15,000/- subject to annual ceiling of Rs. 30,000/-	
12	<b>Sanction of Expenditure on inter-carting and internal handling of stock / material from one warehouse to another or within the same complex/godown</b>		
	Warehouse Capacity below 15000MT	Rs. 1000/- in each case subject to annual ceiling of Rs. 5000/-	Payment can be made out of Imprest
	Between 15000 MT & 50,000 MT	Rs. 2000/- in each case subject to annual ceiling of Rs. 10,000/-	
	Above 50,000 (incl ICD, CFS, ACC, ICP etc.)	Rs. 5000/- in each case subject to annual ceiling of Rs. 25,000/-	

**Note : In all above cases, wherever limits have been prescribed , the sanctioning authority has to monitor and manage the cited limit before sanction of payment and submission against imprest advance**

3. The regional managers and accounts in-charge of the region should ensure that the expenses incurred by warehouse managers is within the DOP of warehouse managers and within the overall ceiling of expenses decided by Regional Manager.
4. Warehouse Manager shall not make any expenditure in excess of his DOP. Any expenditure incurred by warehouse managers in excess of DOP of warehouse manager in emergent cases should be sanctioned by the Regional Manager in consultation and concurrence of Regional Accounts head.
5. The corporate office vide circular dated 10.04.1996 has prescribed the ceiling limits of imprest advance in respect of warehouses. However, RMs have been given full powers to sanction imprest advance to warehouses subject to minimum of Rs. 10,000/- vide CO instructions dated 31.07.2018. Considering the existing DOP of the warehouse managers, the following limits of imprest advance to the warehouse managers are prescribed.

Sl. No.	Warehouse capacity (incl. ICD/ CFS/ ICP/ ACC)	Imprest amount (Rs.) per month
1.	Below 15000 MT	10,000
2.	Between 15000 MT & 50,000 MT	15,000
3.	Above 50,000 (incl. ICD, CFS, ACC)	25,000
4.	For Regional office (only one officer)	25,000
5.	For Corporate office (only 03 officer from Personnel & Admin.)	25,000 per official

6. In case imprest advance is required to be given in excess of the limits given in para 5 above, approval of **Managing Director** for the same should be obtained.
7. Payment of Imprest is to be made by NEFT/RTGS directly into the bank account of Warehouse Manager and in **no case “bearer cheque”** is to be issued. Option for issuance of cash card for imprest are being explored at Corporate Office.
8. Imprest Holder shall maintain item wise details of expenditure in accordance with his DOP and submit imprest expense voucher duly authenticated and passed for recoupment of imprest advance to the Accounts division of the regional office.

The original invoice is to be obtained from the vendor/ supplier on which the name, address, invoice number and date with **GST** (in case of registered vendor) of the vendor / supplier should be printed. **The genuineness of the bill and its payment has to be certified by warehouse manager and he will be responsible for the transaction**

9. All the payments made by the Warehouse Manager against temporary bill, Kuccha bill / bill of simple piece of paper / estimate must be summarily rejected and not passed for payment .
10. In case of Regional Office, the expenditure incurred from imprest advance should be sanctioned by Regional Manager with due financial concurrence in terms of DoP..
11. In case of corporate office, imprest advance can be sanctioned by Head of Division (GM & Above) in consultation with finance as per administrative DOP No. 29. The expenditure incurred from imprest advance should be sanctioned by the HoD with due financial concurrence under the DOP of respective HoD.
12. No payment of Rs. 10,000/- or above should be made through imprest advance in cash as per provisions of Income Tax Act.
13. All imprest advances shall be settled on monthly basis. In case a recoupment of imprest advance is required prior to completion of the month, the same may also be considered.
14. For payment and settlement of Imprest, functionality is already available in WMS and WMS accounts and billing advisories # 8 & 9 dated 27.09.2021 are to be followed. Same are again enclosed at **Annexure-IV**.
15. User Manual for managing imprest advance through WMS functionality is placed at **Annexure –V**.

## ANNEXURE-II

### SOP for issuance of Temporary advance:

1. Regional Manager is the competent authority to sanction temporary advance to the warehouse managers for incurring office contingent expenditure & local purchases as per administrative DOP No. 32 of Regional Managers as **Annexure 'III'**.
2. Regional Manager may sanction temporary advance for incurring contingent expenditure & local purchases of **non-recurring nature** on the recommendation of operating section head and with the concurrence of finance. The temporary advance should be given for specific purpose where the procurement of supplies/services cannot be procured through ARC/AMC/TENDER/GEM etc. as applicable in fair and transparent manner.
3. The temporary advance should be utilised only for incurring contingent expenditure & local purchases which are non-recurring in nature. No temporary advance should be recurring expenditure like conveyance, stationery, purchase of chemical, payment to casual labours, property tax, municipal taxes, electricity bills etc. except in emergent circumstances.
4. No payment of Rs. 10,000/- or above should be made through temporary advance in cash as per provisions of Income Tax Act.
5. Regional offices should ensure that the payment of all statutory dues, property tax, municipal taxes, electricity bills, water bills etc. are made through online, NEFT/RTGS mode. In case any payment is made through cheque drawn in the name of the respective authority in absence of online payment facility, the same should not be treated as temporary advance and should be directly debited to respective expense account.
6. All purchases for more than Rs. 25000/- are required to be made through quotations/ limited tender or open tender. Therefore, the maximum limit of temporary advance to be given by RO/CO may be considered as Rs. 25,000/-. Temporary advance may be permitted beyond Rs. 25,000/- only in exceptional circumstances with the approval of RM / HoD at CO.
7. Payment of Temporary advance is to be made by NEFT/RTGS directly into the bank account of Warehouse Manager and in no case "bearer cheque" is to be issued. Option for issuance of cash card for Temporary advance are being explored at Corporate Office. The original invoice is to be obtained from the vendor/ supplier on which the name, address, invoice number and date with **GST** (in case of registered vendor) of the vendor / supplier should be printed. **The genuineness of the bill and its payment has to be certified by warehouse manager and he will be responsible for the transaction.**
8. All the payments made by the Warehouse Manager against temporary bill, Kuccha bill / bill of simple piece of paper / estimate must be summarily rejected and not passed for payment.
9. For payment and settlement of Temporary advance functionality is already available in WMS and WMS accounts and billing advisories # 8 & 9 dated 27.09.2021 are to be followed. Same are again enclosed at **Annexure-IV**.
10. User Manual for managing Imprest and Temporary Advance through WMS functionality is placed at **Annexure -V**.

## Annexure-III

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
28.	Authorising payment of cancellation charges for tickets by air/rail journeys			Full powers for staff under him including self			
29.	Approval of issue of advertisement						
i)	For tender invitation			Full powers			
ii)	For recruitment			Full powers			
30. i)	Sanction of expenditure on publicity, advertisement other than tender and recruitment notices.			Full powers			In consultation with Director (Pers.)
Modified vide DOP CIRCULAR No. 03/2021 dated 26.04.2021. prior to modification was as under:							
<del>30. i)</del>	<del>Sanction of expenditure on publicity, advertisement other than tender and recruitment notices.</del>			Full powers			<del>In consultation with Director (Pers.)</del>
ii)	Sanction of expenditure on photographic video coverage of works/functions etc.			Full powers			
iii) (\$)	Sanction of expenditure of publicity and advertisement for PCS related activities/service	Full powers	Upto Rs. 5 lakh per annum	Upto Rs. 2 lakh per annum	Upto Rs. 1 lakh per annum		
(\$)							
Inserted vide circular No. CWC/1-DOP/Rectt/18-19/183A dated 26.11.2018							
31.	Sanction of permanent recoupable imprest			Full powers			



S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
32.	Sanction of temporary advances for incurring office contingent expenditure & local purchases			Full powers			
33.	Sanction of cash allowance to cashiers as per rules.			Full powers			
34. i)	Power to appoint Attorney Solicitors, Counsels, Arbitrators, Advocates, Consultants etc. from approved panels at approved rates of remuneration.			Full powers			
ii)	Other than Govt. Counsels			Rs.15,000/- in each case	-	-	Reasons to be recorded
iii)	To obtain legal opinion from Consultant/Advocate at warehouse level			-	-	Rs.1000/- in each case	For warehouses
35.	To constitute, conduct, defend, compound, open or abandon any legal proceedings sign Vakalatnamas, plaints, written statements, affidavits, replies, claims, counter-claims etc. in any legal proceeding before a Court of Law/Arbitrator for and on behalf of the Corporation.			Full powers			
36.	Sanction of expenditure on inter carting and internal handling of stock/material			Rs.10,000/- only in each case after			

### Section VI: Exclusive Administrative Powers to Incharge Of The Warehouses to Facilitate Smooth Functioning

Central Warehousing Corporation has as many as 489 warehouses operating throughout the length and breadth of the country. These are located at different places far away from the Regional Offices. These warehouses are being headed by executives and non-executives depending upon capacity and location. The Warehouse Managers are dependent upon the regional offices for most of the day-to-day operations. In order to provide some basic infrastructure and support to function smoothly some of the administrative powers are exclusively proposed to the Warehouse Managers to enable him to function smoothly and efficiently. The administrative powers proposed are given below :

S.No.	Subject Matters	Warehouse Capacity			Remarks
		Below 15000 MT	Between 15000 MT & 50,000 MT	Above 50,000 (ICD, CFS, ACC)	
1.	Local conveyance	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	
2.	Entertainment	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	
3. (a)	Stationery and other articles for offices	To be supplied by Regional Office	To be supplied by Regional Office	To be supplied by Regional Office	Half yearly requirement to be given by the Warehouse Manager to RO
3. (b)	Emergent Purchases of Stationery & other articles	Rs.2500/- in each case upto a ceiling of Rs.5000/- p.a.	Rs.5000/- in each case upto a ceiling of Rs.10,000/- p.a.	Rs.10,000/- in each case upto a ceiling of Rs.20,000/-	
4.	Grant of Tour advance	Rs.1000/- in each case	Rs.2000/- in each case	Rs.3000/-	
5.	Repair & Maintenance	Full powers upto a ceiling of Rs.5000/- per annum	Full powers upto a ceiling of Rs.7500/- per annum	Rs.10,000/- p.a.	

6.	Dead stock	Rs.500/- in each case subject to ceiling of Rs.5000/- per annum	Rs.500/- in each case subject to ceiling of Rs.7500/- per annum	Rs.500/- in each case subject to ceiling of Rs.10,000/- per annum	
7.	Consumable stores	Full powers upto Rs.500/- in each case subject to ceiling of Rs.5000/- per annum	Full powers upto Rs.500/- in each case subject to ceiling of Rs.7500/- per annum	Full powers upto Rs.500/- in each case subject to ceiling of Rs.10,000/- per annum	
8.	Postal expenses	RM to decide the limit	RM to decide the limit	RM to decide the limit	
9.	Expenditure on emergent repairs and maintenance of own constructed warehouses.	Full powers upto Rs.1000/- subject to annual ceiling of Rs.5000/-	Rs.3000/- subject to annual ceiling of Rs.15000/-	Rs.5000/- subject to annual ceiling of Rs.25,000/-	
10.	Expenditure on Newspapers & periodicals	Full powers for two newspapers	Full powers for two newspapers	Full powers for two newspapers	
11.	Contingent expenditure	At a time Rs.5000/- subject to annual ceiling of Rs.10,000/-	At a time Rs.10,000/- subject to annual ceiling of Rs.20,000/-	At a time Rs.15,000/- subject to annual ceiling of Rs.30,000/-	
12.	Sanction of expenditure on inter-carting and internal handling of stock/material from one warehouse to another or within the same complex/godown	Rs.1000/- in each case subject to annual ceiling of Rs.5000/-	Rs.2000/- in each case subject to annual ceiling of Rs.10,000/-	Rs.5000/- in each case subject to annual ceiling of Rs.25,000/-	

**REMARKS:**

A quarterly statement of expenditure under various heads mentioned above shall be sent to Regional Manager indicating the details of amount spent with date and the purpose.



CWC CO-FD0CA/154/2020-FIN

27<sup>th</sup> September, 2021

**WMS Accounts & Billing Advisory-8**

**Sub.: Standing Operating Practices (SoPs) to be followed for Request, release, recoupment and booking of expenditure of Imprest in Warehouse Management System (WMS).**

1. Functionality is available in the Warehouse Management System (WMS) for the release, recoupment and booking of expenditure against Imprest. WMS has also been integrated with Tally ERP of all the Regions and all the accounting entries connected to release, recoupment and expenditure booking are being done through integration.
2. The process has been modified slightly to take full advantage of automation. SoP explaining the step-by-step process for Imprest is as under:
  - a. Imprest Limit shall be sanctioned by Business Section at Regional Office (RO)
  - b. Payment of Imprest by Accounts Section at RO
  - c. Uploading of expense in WMS on day to day basis by WM
    - i. WM will mark a running serial number on each supporting bill before scanning the supporting invoices to avoid duplicity.
    - ii. WM will mandatorily upload the supporting bill in WMS at the time of feeding of expense.
  - d. At the time of submission of Imprest, WM shall confirm about submission and recoupment of vouchers to RO through email.
  - e. RO Accounts shall approve the expense in WMS on the basis of scanned bill.
  - f. RO shall recoup the Imprest.
  - g. WM shall maintain a separate file with all original bills of Imprest at warehouse.
  - h. WM will send the file containing original bills to RO through registered post on quarterly basis and any time before 3 months, in case asked by RO for audit purposes.
  - i. Accounts Officer at RO after receiving the file shall acknowledge the receipt of file containing the Original Bills & shall match the original bills with scanned invoices for its accuracy and correctness.
  - j. In case any irregularity is observed in the original bills, the necessary action including recovery of amount involved shall be initiated after approval of RM.



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A Govt. of India Undertaking)  
जन-जन के लिए भण्डारण/Warehousing for Everyone



k. At the time of transfer/retirement of existing WM, the new WM shall take charge of the file containing original bills so that any chances of misappropriation are curtailed at that point of time only.

3. For Temporary Advance SOP, guidelines will be issued separately. Till the time, existing process shall be followed.

This comes into force with immediate effect.

Digitally signed  
by Amit Puri  
Date: 2021.09.27  
12:53:18 +05'30'

**Amit Puri**  
**GM (Tax & A/cs)**

**Distribution to:**

1. All Regional Managers of CWC
2. All the DGMs /AGMs / Managers / (Sr.) Asstt. Manager(Accts.) In-charge of Finance & Accounts Wings of all Regional Offices

**Copy to:**

1. PS to MD, PS to Dir. (Pers.),CWC,CO, New Delhi
2. PA CVO/PPS to GGM(Fin.), CWC, CO, New Delhi
3. All HoDs of CWC, CO, New Delhi.
4. All DGMs/AGMs/Managers in Finance and Accounts and Internal Audit Cadre of CWC, CO



AMIT PURI &lt;amitpuricwc@gmail.com&gt;

## WMS Accounts & Billing Advisory- 9 Matching of Imprest & Temporary Advance balance in WMS as per actual balance

1 message

Sachin Gupta &lt;casachin.gupta@cewacor.nic.in&gt;

Mon, Sep 27, 2021 at 1:37 PM

To: "ACCOUNT R.O, PATNA" <acctro.pat@cewacor.nic.in>, "ACCOUNTS, RO Delhi Accounts" <cwcdliacct@gmail.com>, Accounts Section RO Kochi <acct.rokochi@cewacor.nic.in>, Acct CWC RO Kol <rokoll.accounts@cewacor.nic.in>, CWC GHY ACCOUNTS <roghy.accts@cewacor.nic.in>, Chennai Accounts <cwcchennaiaccounts@yahoo.co.in>, MANPREET KAUR <manpreet.cwc@cewacor.nic.in>, MAREEDU YEDUKONDALU <yedukondalu.cwc@cewacor.nic.in>, MUMBAI ACCOUNTS <cwcro.acs@cewacor.nic.in>, NANCY GOYAL GOYAL <nancy.goyal@cewacor.nic.in>, CHENNAI ACCOUNTS <chennai.accounts@cewacor.nic.in>, "accounts, RO Bhopal A/c" <samfinbhopal@yahoo.in>, jaipur accounts <cwcrojpr.acs@cewacor.nic.in>, bangalore accounts <accounts.cwcbllr@cewacor.nic.in>, cwc.rodelhi@gmail.com, cwcroacs@gmail.com, delhi accounts <cwc.dliacct@cewacor.nic.in>, ghyacct@gmail.com, hyderabad accounts <hyd.accounts@cewacor.nic.in>, lucknow accounts <rolko.accounts@cewacor.nic.in>, nancy goyal <nancygoyal.sam@cewacor.nic.in>, SAM Accounts <samacc.ahd@cewacor.nic.in>, Abhinandan Kashyap <stse.patna@cewacor.nic.in>, Apurva Patel <stse.ahmedabad@cewacor.nic.in>, Deepak Verma <stse.delhi@cewacor.nic.in>, Dinesh Lade <stse.hyderabad@cewacor.nic.in>, Farwell Lama <stse.bhopal@cewacor.nic.in>, Mohan Sharma <stse.jaipur@cewacor.nic.in>, Nibedita Chakraborty <stse.guwahati@cewacor.nic.in>, Rahees Mohammed <stse.kochi@cewacor.nic.in>, Rajesh Paul <stse.bangalore@cewacor.nic.in>, STSE Chandigarh <stse.chandigarh@cewacor.nic.in>, STSE Chennai <stse.chennai@cewacor.nic.in>, STSE MUMBAI <stse.mumbai@cewacor.nic.in>, Sarthak Sarthak Arya <stse.lucknow@cewacor.nic.in>, Subedita Mohapatra <stse.bhubaneshwar@cewacor.nic.in>, stse kolkata <stse.kolkata@cewacor.nic.in>

Cc: "Amit Puri DGM (Tax & CA)" <amitpuricwc@gmail.com>, R R Aggarwal <rraggarwal@cewacor.nic.in>, cwc wms <cwcwmsproject@gmail.com>, Group General Manager <ggmsystem@cewacor.nic.in>, jessy jacob <jessy.jacob@cewacor.nic.in>, DEEPAK JAIN <jain.deepak1964@cewacor.nic.in>

Sir/Madam,

### WMS Accounts & Billing Advisory- 9

#### **Sub.: Matching of Imprest & Temporary Advance balance in WMS as per actual balance**

It is to inform that Internal Audit has raised observation at some of the centres that Imprest/Temporary Advance balances in WMS are not matching with physical balance. The WMS balance of Imprest & Temporary shall match with actual balance available at Warehouse. Regional Office accounts team shall also check that balance of WMS shall match with balance as per Tally.

The following process shall be adopted to match the balances in WMS:

- **For Imprest**
  - Any old Imprest available in Receive Imprest menu shall be get deleted in WMS by mentioning the Voucher/Token number. (Email may be sent to [casachin.gupta@cewacor.nic.in](mailto:casachin.gupta@cewacor.nic.in) with the approval of RO Accounts)
  - Any Excess payment if done in WMS, shall be get deleted in WMS by mentioning the payment voucher number. (Email may be sent to [casachin.gupta@cewacor.nic.in](mailto:casachin.gupta@cewacor.nic.in) with the approval of RO Accounts )
  - If balance is not matching for want of non-feeding of vouchers for a period of time, then the imprest account may be get deleted by raising the ticket on helpdesk portal and providing the RO account approval.
- **For Temporary Advance**
  - Balance lying of Temporary Advance may be checked in **Temporary Advance detailed report**. This report will provide the details against which activities and token number the advance is pending.
  - To get it corrected, open the Temporary Advance book in WMS by selecting all activities and all token. From Period may be selected as 1.4.2018 and To period may be selected as current date.
  - Download the file in Excel format.
  - Match the receipt and expense amount against each activity/token number. The matched entries may be deleted.
  - The total of unmatched entries will tally with the balance amount of Temporary Advance.
  - An email may be sent with the approval of RO Accounts to [casachin.gupta@cewacor.nic.in](mailto:casachin.gupta@cewacor.nic.in) for unmatched entries which are required to be deleted in WMS for matching with the actual balance.

- Any old Temporary Advance available in Receive Temp Advance menu shall be get deleted in WMS by mentioning the Voucher/Token number. (Email may be sent to [casachin.gupta@cewacor.nic.in](mailto:casachin.gupta@cewacor.nic.in) with the approval of RO Accounts)
- For any clarification, undersigned may please be contacted.

Request you all to intimate the Warehouse Managers to match the balance of Imprest & Temporary Advance.

For this purpose, STSE's help may be taken to coordinate with warehouses and get the balances matched. **ATR to this may be submitted with in a weeks time.**

## सादर धन्यवाद,

सी ए सचिन गुप्ता

वरिष्ठ सहायक प्रबंधक (वित्त लेखा)



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
CENTRAL WAREHOUSING CORPORATION  
(A GOVERNMENT OF INDIA UNDERTAKING)

WAREHOUSING FOR EVERYONE  
जन जन के लिए भण्डारण

कृपया आवश्यकता होने पर ही प्रिंट निकाले। पेड़ बचाये।





CENTRAL WAREHOUSING CORPORATION  
केंद्रीय भंडारण निगम  
A GOVERNMENT OF INDIA UNDERTAKING

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# WAREHOUSE MANAGEMENT SOLUTION

## IMPREST USER MANUAL

USER - WHM



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# IMPREST

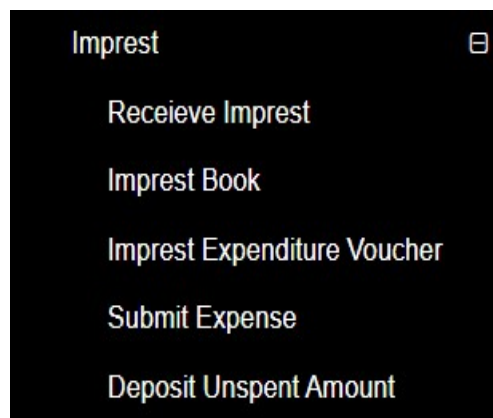
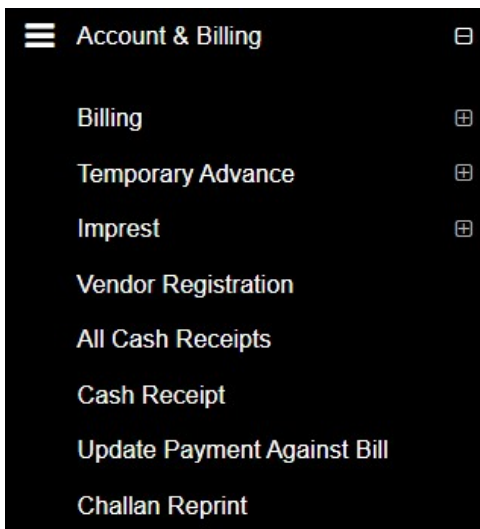
## USER - WHM

### 1. Menu

- ✓ The users will be able to access the Account & Billing module of the CWC through the side menu option “Accounts & Billings”.



- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the WHM as depicted in the images attached below.
- ✓ Clicking on the “Imprest” menu item will display the corresponding sub-menus.



- ✓ Clicking on one of the sub-menu items will redirect the user to the respective page for further activity.

### 2. Imprest billing

- ✓ The Imprest bill is generated against monthly expenditure received by the warehouse from the RO.
- ✓ There are five following submodule under Imprest Billing:
  - Receive Imprest
  - Imprest Book

- Imprest Expenditure Voucher
- Submit Expense
- Deposit unspent amount

### 3. Receive Imprest

- ✓ Budget for a warehouse is configured by RO Business only.
- ✓ RO Accounts is responsible to make payments for the sanctioned amount.
- ✓ WHM will be able to view the imprest amount received on the “Receive Imprest” screen.

The screenshot shows the 'Imprest Requests' screen in the CWC web application. The page title is 'Imprest Requests' and it indicates 'Showing 1-1 of 1 item.' The table below contains the following data:

Bank Name	Transaction Mode	Transaction No	Amount	Remarks	Actions
RO PANCHKULA- OPERATIONAL - 407500210000-3732	DD/Cheque		10000	IMPREST RECOUPED VIDE CH. NO. 290287 dated 3.4.19	Receive

- ✓ The user will be able to click on the receive button against the imprest received to utilize the received amount.
- ✓ Clicking on the receive button will display a success message and the respective entry will no longer appear in the list.

### 4. Imprest Expenditure voucher


- ✓ The user can generate expenditure vouchers against the approved Imprest amount.
- ✓ The Imprest Expenditure Voucher is integrated with the Tally.
- ✓ The WHM will submit the expense voucher to RO accounts. Once the same is approved by RO accounts, the same will get posted in tally.
- ✓ **RO Accounts:** RO accounts will have the provision to view the list of all the vouchers approved by him.

Listing + Create Voucher

Branch \* TESTCOVIN From \* 01/03/2022 To \* 31/03/2022 Global Search

Page Sizes \* 10 Search

Q

Action	Voucher No	Voucher Date	Amount	Party Name	
	21315/2021/0005	10/03/2022	22998.00	SWARNA	Active

Showing 1 to 1 of 1 entries First Previous 1 Next Last

### ✓ Search

- The user can search for imprest expenditure vouchers through the search provided.
- The user can enter the following details:
  - Branch
  - From
  - To
  - Expense bill type
  - Activity
  - The user will be able to perform a global search by entering the bill number to narrow down the search.
- Clicking on the search button will display the results for the search performed.

### ✓ List

- The user will be able to view the list of imprest expenditure vouchers in a table format.
- Clicking on the update icon will redirect the user to the update screen.
- The user will be able to make the necessary edits only until no action is taken by RO on the submitted voucher.

**Simple fieldset**

Warehouse *	Financial Year *	Approved Amount	Voucher Date
TESTCOVIN	2021-2022	2	31/03/2022
Purchase Bill No.	Date of Expense/Bill	Expense Ledger Type *	
123	31/03/2022	Expense	
Ledger Name *	<input checked="" type="checkbox"/> Is Vendor/Party Registered		Vendor/Party*
21100 - DISINFESTATION EQUIPMENT			SWARNA

Upload Document \*

No file chosen image\_2022\_03\_31T09\_51\_09\_589Z.png

(only png, jpg, jpeg and pdf file of maximum 1MB size is supported)

**Details of Service Receiver :**

Name	TESTCOVIN
Address	Govt of India Ministry of Home Affairs NARCOTICS CONTROL BUREAU 3rd floor,Exchange Building, Ballard Estate Mumbai Maharashtra-4,Test
State	TEST
State Code	TEST
GSTIN	07AAACC1206D3ZG
PAN	AAACC1206D

**Details of Service Provider:**

Name *	SWARNA
Address *	QWERTY,East
State *	DELHI
State Code *	07
GSTIN (if Registered)	07AABCU9603R1ZV

**Table Heading**

Sl. No.	Description Of Service	Service HSN Code	Amount Paid	IGST		
				Rate	Amt	
1					0	<span style="color: green; font-weight: bold;">+</span>
<b>Total</b>	--	--	0	--	0	

remarks\*


---

Total Invoice Amount (In Figure) - ₹ 0.00      Total RoundOff Amount (In Figure) ₹ 0

**Total Invoice Amount (In Words):-**

- Clicking on the print icon will redirect the user to the payment voucher screen.

[Print](#)   [Back To Listing](#)



**Central Warehousing Corporation**  
**केंद्रीय भंडारण निगम**  
 A Govt. Of India Undertaking

Principal Place Of Business:

**Payment Voucher**

**IMPREST BILL**

Original For Depositor

Details Of Service Receiver		Details Of Service Provider	
Name:	TESTCOVIN	Name:	SWARNA
Warehouse Address:	Govt.Of India Ministry Of Home Affairs NARCOTICS CONTROL BUREAU 3rd Floor,Exchange Building, Ballard Estate Mumbai Maharashtra-4,Test	Address:	QWERTY,East
City:	Test	City:	East
State:	TEST	State:	DELHI
State Code:	TEST	State Code:	07
GSTIN:	07AAACC1206D3ZG	GSTIN(If Registered):	07AABCU9603R1ZV
PAN:	AAACC1206D	Bill Supply Type:	B2B
Voucher Serial No:	21315/2021/0005	Purchase Bill No:	
Voucher Date:	10/03/2022	Purchase Bill Date:	

**For Payment Under Reverse Charge**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST	Amount
1	Testsmsemail	0001	19490	18%	3508.2
Total Taxable Amount			19490	--	3508.2

RoundOff Amount (In Figure) -0.2

Total Invoice Amount (In Figure) 22,998.00

Total Invoice Amount (In Words) Twenty-Two Thousand Nine Hundred Ninety-Eight Rupees Only.

Remarks : **Testsmsemail**

Signature: \_\_\_\_\_

Name Of The Signatory: \_\_\_\_\_

Designation/Status: \_\_\_\_\_

✓ **New Voucher**

- The user will be redirected to the expense create screen by clicking on the “Create Voucher” screen.

Invoices > EXPENSE > Creation
[Back To Listing](#)

**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Approved Amount
LUDHIANA	2019-2020	IMPREST	628
Voucher Date	Purchase Bill No.	Date of Expense/Bill	Expense Ledger Type *
17/03/2020	2143		Expense
Ledger Name *	Upload Document		Asset
Select Ledger	Choose File No file chosen		Expense

Invoices > EXPENSE > Creation Back To Listing

**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Approved Amount
LUDHIANA	2019-2020	IMPREST	628
Voucher Date	Purchase Bill No.	Date of Expense/Bill	Expense Ledger Type *
17/03/2020	2143		Expense
Ledger Name *	Upload Document		
Select Ledger	Choose File No file chosen		

- ADVERTISEMENT EXPENSES
- BANK CHARGES
- BUSINESS PROMOTION EXPENSES
- CASH DISCOUNT ON M.F.CHARGES
- CASH INCENTIVE TO BULK DEPOSITORS
- CHEMICAL CONSUMED FOR QUALITY WOR
- CHEMICAL CONSUMED FOR DESS WORK

Invoices > EXPENSE > Creation Back To Listing

**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Approved Amount
LUDHIANA	2019-2020	IMPREST	628
Voucher Date	Purchase Bill No.	Date of Expense/Bill	Expense Ledger Type *
17/03/2020	2143		Expense
Ledger Name *	<input checked="" type="checkbox"/> Is Vendor/Party Registered	Vendor/Party *	
ADVERTISEMENT EXPENSES		Select Value	

- The Ldh Distt Co-Op Milk Producers union Ltd
- The PTA .Distt Co-Op Milk Producers union Ltd
- The Roopnager Distt Co-Op Milk Producers uni
- ITC Limited Bangloru
- NFL
- DEVI IMPEX
- BARNALA TREDING COMPANY

Invoices > EXPENSE > Creation Back To Listing

**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Approved Amount
LUDHIANA	2019-2020	IMPREST	628
Voucher Date	Purchase Bill No.	Date of Expense/Bill	Expense Ledger Type *
17/03/2020	2143		Expense
Ledger Name *	<input type="checkbox"/> Is Vendor/Party Registered	Vendor/Party *	
ADVERTISEMENT EXPENSES		Dhiman	
Upload Document	Choose File No file chosen		

✓ The user will be required to enter/select the below-listed fields:

- Warehouse\*
- Financial Year\*
- Expense Type\*
- Approved Amount (Auto-fill)
- Voucher Date

- This will be pre-filled with the current date.
  - Date of Expense Bill
    - This field may contain back-date entry.
  - Expense Ledger Type\*
  - Ledger Name\*
  - Is vendor/party registered checkbox
  - Vendor/Party name\*
    - *If the vendor/party is registered:* This field will be a drop-down and the details in the service provider section will pre-populate with existing details.
    - *If the vendor/party is not registered:* This field will be an input field and the details in the service provider section will be entered manually.
  - The user will be able to upload documents if any.

Details of Service Receiver :		Details of Service Provider:	
Name	LUDHIANA	Name *	ITC Limited Bangloru
Address	185-A, G.T. Road, PO: Dhandari Kalan,Ludhiana - 141014,Ludhiana	Address *	ITC Food Division Bnarswadi Main F
State	PUNJAB	State *	OTHER
State Code	03	State Code *	03
GSTIN	03AAACC1206D1ZQ	GSTIN (if Registered)	03AAAC15950L2ZJ
PAN	AAACC1206D		

Table Heading								
Sr. No.	Description Of Service	Service HSN Code	Amount Paid	CGST		SGST		
				Rate	Amt	Rate	Amt	
1				0	0.00	0	0.00	
Total	--	--	0.00	--	0.00	--	0.00	
Total Invoice Amount (In Figure):- ₹ 0.00				Total RoundOff Amount (In Figure) ₹ 0				
Total Invoice Amount (In Words):-								

Activate Windows

Save & New
 Save & Close
 Cancel

- The user will be able to enter the following details in the table heading section



- Description of service
- Service HSN Code
- Amount Paid
- Rate%
  - This field will be enabled only when the GSTIN field in the Service provider section is filled. Else, it will remain disabled.

*Note: The fields marked with “\*” are mandatory.*

- Clicking on the “Save & New” button will save the expense voucher and refresh the screen for new entries.
- Clicking on the “Save & Close” button will save the expense voucher and exit the screen.
- Clicking on the “Cancel” button will cancel the voucher creation.

## 5. Submit Expense

✓ This Module will enable the user to submit expenses to RO.

✓ **Search**

- The user will be able to submit the expense to RO by entering the following details:
  - Branch Name
  - Bill Status\*
    - **Pending for submission:** The user must select this option if they want to submit the pending expense vouchers.
    - **Submitted:** The user must select this option if they want to view the list of vouchers submitted to RO

- Type\*
- Activities\*
- Reference Number\*
  - The drop-down will consist of reference numbers corresponding to the activity selected
- Start Date\*
- Close Date\*

*Note: All the fields marked with “\*” are mandatory.*

✓ **Pending for Submission**

- Clicking on the search button will display the list of vouchers created as per the search applied.

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Token	Document	Action	Print
AMBATTUR	44015/2021/0019	31/03/2022	8999	CASH DISCOUNT ON M.F.CHARGES		NA		Get Document	<input type="checkbox"/>	
Total			<input type="text"/>	Date	<input type="text"/>					

- **List**
  - The user will be able to check the on the checkbox present against the list item.
  - Checking the checkbox will enable the submit button.
  - Clicking on the submit button will send the expense to the RO for approvals.

✓ **Submitted Expense**

- The user will be able to view the list of expense vouchers submitted to RO from this section.
- Clicking on the “Submit Expense” sub-menu will redirect the user to the submitted expense screen.

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Token	Document	Action	Print	
TESTCOVIN	21315/2021/0004	10/03/2022	1000	28101 - CHEMICAL & FUMIGANTS IN STOCK	Business Promotion expenses	10/03/2022	HFH2131-2021/0003	<a href="#">Get Document</a>			
Total			<input type="text"/>								

[Submit](#)

○ List

- The user will be able to view the list of expense vouchers submitted to RO in a table format.
- The user can click on the ‘Get Document’ hyperlink to download the submitted documents in the voucher.
- The user can click on the ‘Print’ icon under the action column to download the payment voucher.

CENTRAL WAREHOUSING CORPORATION
There are 1 space reservations expiring with in two months. Please renew your warehc

deepakjain1964
Invoices > EXPENSE

**Central Warehousing Corporation**  
केंद्रीय भंडारण निगम  
A Govt. Of India Undertaking

Principal Place Of Business:  
**Payment Voucher**  
**IMPREST BILL**

Original F-or Depositor

[Print](#)
[← Back To Listing](#)

Details Of Service Receiver				Details Of Service Provider			
Name:	TESTCOVIN	Name:	SWARNA				
Warehouse Address:	Govt Of India Ministry Of Home Affairs NARCOTICS CONTROL BUREAU 3rd Floor,Exchange Building, Ballard Estate Mumbai Maharashtra-4,Test	Address:	QWERTY,East				
City:	Test	City:	East				
State:	TEST	State:	DELHI				
State Code:	TEST	State Code:	07				
GSTIN:	07AAACC1206D3ZG	GSTIN(IF Registered):	07AABCU9603R12V				
PAN:	AAACC1206D	Bill Supply Type:	B2B				
Voucher Serial No:	21315/2021/0005	Purchase Bill No:					
Voucher Date:	10/03/2022	Purchase Bill Date:					

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST	Amount
1	Testsmsemail	0001	19490	18%	3508.2
Total Taxable Amount			19490	--	3508.2

RoundOff Amount (In Figure) -0.2  
Total Invoice Amount (In Figure) 22,998.00  
Total Invoice Amount (In Words) Twenty-Two Thousand Nine Hundred Ninety-Eight Rupees Only.

Remarks : **Testsmsemail**

Signature: \_\_\_\_\_  
Name Of The Signatory: \_\_\_\_\_  
Designation/Status: \_\_\_\_\_

## 6. Deposit Unspent Amount

- ✓ The user will be able to deposit the unspent amount of Imprest to RO from this section.
- ✓ A cash receipt will be generated at warehouse end for the unspent amount.
- ✓ Clicking on the “Deposit Unspent Amount of Imprest” sub-menu will redirect the user to the “Excess Amount Imprest” screen.

The screenshot shows a web form titled "Deposit Unspent Amount". The form is divided into two columns. The left column contains: Warehouse (AMBATTUR), Mode of Payment (a dropdown menu with "Select Payment Type" selected), Transaction Date (04/04/2022), and Date of CR (a date picker). The right column contains: Amount (1000), Cash/Bank Ledger (a dropdown menu with "Cash In Hand" selected), and Transaction No (an empty text field). A blue "Submit" button is located at the bottom right of the form.

- ✓ The user will be required to enter the following details:
  - Amount\*
    - The value of the remaining amount will pre-populate and will be non-editable.
  - Mode of Payment\*
    - The drop-down will have below listed options
      - NEFT
      - RTGS
      - DD/Cheque
      - Cash Card
      - Cash
  - Cash/Bank Ledger\*
  - Transaction Number (Optional)
  - Date of Cash Receipt (Back-Date) (Only in the case of session closing, otherwise it will allow only current date)

**Note:** All the fields marked with “\*” are mandatory.

- ✓ Clicking on submit will submit the excess amount to RO Accounts.

## 7. Imprest Book

- ✓ The Imprest book will enable the user to view Imprest voucher reports.
- ✓ The following reports will get affected in case of Imprest vouchers is raised
  - Cash Book
  - Imprest Book

Sr.No	Date	Voucher/CR/Token Number	Description of Service	Instrument No.	Opening Amount	Imprest Amount Received	40100 - WAREHOUSING LICENCE FEE	41000 - PRINTING & STATIONERY	Deposit Amount	Closing Amount
1	03/02/2022	2021/0002		23567	326	5,000.00	--	--		5326
2	03/02/2022	21315/2021/0003	monthly exp for stallinary		5326	0.00	--	105.00		5221
3	10/03/2022	2021/0003		1566513	5221	17,779.00	--	--		23000
4	10/03/2022	21315/2021/0005	testsmsemail		23000	0.00	22,998.00	--		2
<b>Total</b>					<b>0</b>	<b>22,779.00</b>	<b>22,998.00</b>	<b>105.00</b>		

Opening IMPREST Balance: 326  
IMPREST Received: 22779  
Expenditure Incurred: 23103  
Return IMPREST: 0  
Closing IMPREST Balance: 2

### ✓ Search

- The user will be able to view the imprest book after applying the search.
- The user will be able to enter the following details
  - Warehouse\*
  - Type\*
  - Deposit Request Period\*

**Note: Fields marked with "\*" are mandatory.**

- Clicking on the search button will display the imprest book detailing all the temporary advance entries.


- Clicking on the generate PDF button will download the report in a PDF format.
- Clicking on the generate excel button will download the report in an excel file format

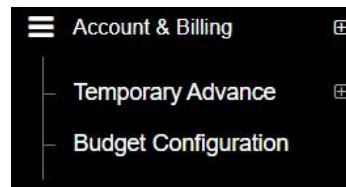
## USER – RO BUSINESS

### 8. Menu

- ✓ The users will be able to access the Account & Billing module of the CWC through the side menu option “Accounts & Billings”.



- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the RO Business as depicted in the images attached below.



- ✓ Clicking on one of the sub-menu items will redirect the user to the respective page for further activity.

### 9. Budget Configuration

- ✓ RO business has the provision to configure imprest for a warehouse that is in turn approved by the RO accounts.
- ✓ The budget is configured either for a single financial year or the same can be continued for multiple financial years.
- ✓ The budget amount configured and approved is credited to the respective warehouses with the start of every month to carry out warehouse expenses.
- ✓ To configure budget, the user will click on the ‘Budget Configuration’ menu and get redirected to the Budget configuration list screen.

Central Warehousing Corporation  
 Your 2 chemicals are about to get expire within 3 months.

Neetu123 ~ Home / Cwc Warehouse Budget Configurations RO JAIPUR(JAIRO17)

Warehouse Budget Configuration

Showing 1-10 of 30 items.

#	Branch Name	Amount	Date From	Action
1	CHOMU	32000.00	29/03/2019	
2	SRIGANGANAGAR-I	35000.00	29/03/2019	
3	SRIGANGANAGAR-II	30000.00	01/04/2019	
4	BEAWAR	20000.00	01/04/2019	
5	BARAN	27000.00	01/04/2019	
6	BHARATPUR	17000.00	01/04/2019	
7	BIKANER-II	42000.00	01/04/2019	
8	BIKANER-I	30000.00	01/04/2019	
9	MAHWA	10000.00	01/04/2019	
10	HANUMANGARH -I	32000.00	01/04/2019	

✓ The user can click on the edit icon against a row to edit the respective budget configuration.

CWC Warehouse Budget Configuration Back

Branch\*  Budget Amount\*

Budget From\*

✓ Configure new Budget

- The user can configure new budget by clicking on the “CWC Warehouse Budget Configuration” button.

Cwc Warehouse Budget Configuration Back

Branch\*  Budget Amount\*

Budget From\*

- This will redirect the user to the budget configuration screen where the user will enter required details:

- Branch\*
- Budget Amount\*


- Budget from\*
- The user can click on ‘Save’ button to save the details entered. The entry saved is submitted to RO Accounts for final approval.
- The user can click on ‘Cancel’ button to cancel the discard the entry process.

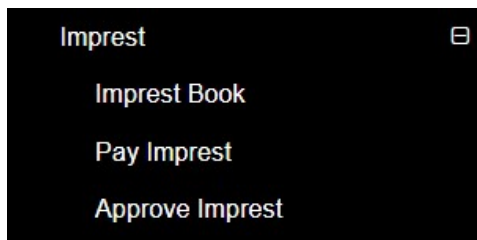
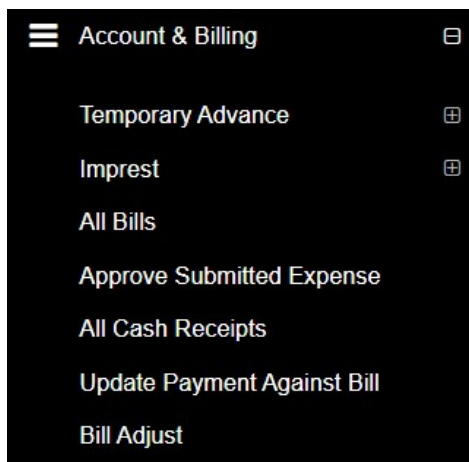
## USER – RO ACCOUNTS

### 10.Menu

- ✓ The users will be able to access the Account & Billing module of the CWC through the side menu option “Accounts & Billings”.



- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the RO Business as depicted in the images attached below.
- ✓ Clicking on the Imprest menu option will display the constituting module list to the user.



- ✓ Clicking on one of the sub-menu items will redirect the user to the respective page for further activity.

### 11. Approve Imprest

- ✓ RO accounts has the provision to approve imprest configured for all the warehouse falling under their jurisdiction.



- ✓ The user can click on the “Approve Imprest” sub-menu to get redirected to the approval screen.

Imprest

S.No.	Branch Name	Sanction Amount	Payment	Payment Details	Expenditure Amount	Balance	Action
1	TESTCOVIN	25000	23350		23330	24998	Approved Amount
2	VINOD	0	0		0	0	
3	ASSETCON	0	0		0	0	
4	Livestone	0	0		0	0	
5	Livetestwhm	0	0		0	0	
6	livetestwh1	0	0		0	0	
7	TECHINSPECTDMO1	0	0		0	0	
8	TECHINSPECTDEMO2	0	0		0	0	

- ✓ The user can click on the “Approve Amount” button under the action column to approve the respective imprest budget.

Payment Transfer ✕

---

**Date of Payment\*** **Amount\***

**Remarks : \***

- ✓ RO accounts can change the approved amount, if desired.
- ✓ The user will enter remarks and save the entered details by clicking on the “Save” button.
- ✓ The imprest budget thus saved will be locked and will be credited to the warehouses with the start of each month.
- ✓ *Note: The warehouse can only have a fixed maximum amount with them on the start of a month. In case a warehouse has some unspent amount with them from the previous month, then the Imprest amount received for that month will be = Imprest budget – unspent amount.*

## 12. Pay Imprest

- ✓ RO Accounts can make manual payment of imprest through the “Pay Imprest” screen. One can also make auto-payments for imprest through

Tally.

- ✓ The user can click on the “Pay Imprest” sub-menu to get redirected to the payment screen.

Warehouse\*  
TESTCOVIN Search

Request Date  
31/03/2022

Approved Amount  
24000

Instrument No.\*

Instrument Date\*  
31/03/2022

Tally Voucher No.\*

Date  
31/03/2022

Payment No  
CP/2131/2021/00006

Submit

- ✓ The user will select the respective warehouse against which they want to make the payment and click on the search button.
- ✓ The system will display imprest payment form to the user where they will enter the following details:
  - Instrument No.
  - Voucher No.
- ✓ The user will then click on the ‘Submit’ button to make the payment to the warehouse.

### 13. Approve Submitted Expense

- ✓ RO Accounts can approve the expenses submitted by warehouses through the approve submitted expense screen
- ✓ The user can click on the “Approve Submitted Expense” sub-menu to get redirected to the respective screen.

Expense Voucher Submitted By WH

Branch Name  
TESTCOVIN

Bill Status\*  
PENDING FOR APPROVAL

Type\*  
IMPREST

Start Date\*  
01/03/2022

Close Date\*  
31/03/2022

Search

- ✓ **Search**
  - The user will be able to search for the list of expense vouchers submitted by WHM by entering the following details:

- Branch Name
- Bill Status\*
  - **Pending for approval:** The user must select this option if they want to view the list of vouchers pending for approval.
  - **Approved:** The user must select this option if they want to view the list of vouchers approved by him.
- Type\*
- Start Date\*
- Close Date\*

*Note: All the fields marked with “\*” are mandatory.*

✓ **Pending for Approval**

- Clicking on the search button will display the list of vouchers pending for approval.

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Voucher Approve Date	Token	Document	Action	Print	Change Ledger
TESTCOVIN	21315/2021/0005	10/03/2022	22998	40100 - WAREHOUSING LICENCE FEE		10/03/2022	NA		Get Document	<input checked="" type="checkbox"/>		Change ledger
Total			<input type="text" value="22998"/>									

- **List**
    - Approve Expense vouchers
      - The user will be able to check the on the checkbox present against the list item to approve the respective vouchers.
- NOTE: The user will have the provision to check multiple line items and submit them in a single go.*
- Checking the checkbox will enable the submit button.
  - Clicking on the submit button will approve the expense vouchers.
- The user can click on the “Get Document” hyperlink to download the document attached by WHM with the

respective voucher.

- The user can click on the “Print” icon to take print of the respective payment voucher.

Print



**Central Warehousing Corporation**  
 केंद्रीय भंडारण निगम  
 A Govt. Of India Undertaking

Principal Place Of Business:

**Payment Voucher**

**IMPREST BILL**

Original For Depositor

Details Of Service Receiver		Details Of Service Provider	
Name:	TESTCOVIN	Name:	SWARNA
Warehouse Address:	Govt. Of India Ministry Of Home Affairs NARCOTICS CONTROL BUREAU 3rd Floor,Exchange Building, Ballard Estate Mumbai Maharashtra-4,Test	Address:	QWERTY,East
City:	Test	City:	East
State:	TEST	State:	DELHI
State Code:	TEST	State Code:	07
GSTIN:	07AAACC1206D3ZG	GSTIN(If Registered):	07AABCU0603R1ZV
PAN:	AAACC1206D	Bill Supply Type:	B2B
Voucher Serial No:	21315/2021/0005	Purchase Bill No:	
Voucher Date:	10/03/2022	Purchase Bill Date:	

**For Payment Under Reverse Charge**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST	Amount
1	Testsmsemail	0001	19490	18%	3508.2
Total Taxable Amount			19490	--	3508.2

RoundOff Amount (In Figure) -0.2

Total Invoice Amount (In Figure) 22,998.00

Total Invoice Amount (In Words) Twenty-Two Thousand Nine Hundred Ninety-Eight Rupees Only.

Remarks: - **Testsmsemail**

Signature: \_\_\_\_\_

Name Of The Signatory: \_\_\_\_\_

Designation/Status: \_\_\_\_\_

- The user can click on the “Change Ledger” hyperlink to change the ledger associated with the respective entry.

Change Ledger ✕

---

Expense Ledger Type \* Ledger \*

Please Select

Select Ledger

Submit
Close

- The user will select the Expense ledger type and Ledger name.
- Clicking on the submit button will save the details entered.
- Clicking on the close button will exit the screen.

✓ **Approved**

- Clicking on the search button will display the list of vouchers approved by RO.

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Voucher Approve Date	Token	Document	Action	Print	Change Ledger
BAHRAICH	18015/2021/0184	09/02/2022	1500	49114 - COMPUTERISATION CHARGES		18/02/2022	18/02/2022		Get Document			
BAHRAICH	18015/2021/0185	09/02/2022	3997	49129 - WATER & ELEC. CHARGES		18/02/2022	18/02/2022		Get Document			
BAHRAICH	18015/2021/0186	09/02/2022	190	41000 - PRINTING & STATIONERY		18/02/2022	18/02/2022		Get Document			
<b>Total</b>			<input type="text"/>									

[Submit](#)

### ○ List

- The user can click on the “Get Document” hyperlink to download the document attached by WHM with the respective voucher.
- The user can click on the “Print” icon to take print of the respective payment voucher.



**Central Warehousing Corporation**  
**केन्द्रीय भंडारण निगम**  
A Govt. Of India Undertaking

Principal Place Of Business: NEAR ROADWAYS WORKSHOP, CENTRAL  
WAREHOUSING CORPORATION, REGIONAL OFFICE

**Payment Voucher**  
**IMPREST BILL**

Original For Depositor

Details Of Service Receiver		Details Of Service Provider	
Name:	BAHRAICH	Name:	SRI BALAJI BROKER AND CONSULTANT
Warehouse Address:	P.O. Kalpipara, Bahraich-271801, Bahraich	Address:	BAHRAICH
City:	Bahraich	City:	
State:	UTTAR PRADESH	State:	UTTAR PRADESH
State Code:	09	State Code:	09
GSTIN:	09AAACC1206D2ZD	GSTIN(if Registered):	NIL
PAN:	AAACC1206D	Bill Supply Type:	B2C
Voucher Serial No:	18015/2021/0184	Purchase Bill No:	48
Voucher Date:	09/02/2022	Purchase Bill Date:	09/02/2022

**For Payment Under Reverse Charge**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid
1	EXPENDITURE OF DSC		1500
Total Non-Taxable Amount			1500

RoundOff Amount (In Figure) 0  
Total Invoice Amount (In Figure) 1,500.00  
Total Invoice Amount (In Words) One Thousand Five Hundred Rupees Only.

Remarks:-

Signature: \_\_\_\_\_

Name Of The Signatory: \_\_\_\_\_

Designation/Status: \_\_\_\_\_

## 14. Imprest Book

- ✓ The Imprest book will enable the user to view Imprest voucher reports.

✓ The following reports will get affected in case of Imprest vouchers is raised

- Cash Book
- Imprest Book

Regional office \*

Warehouse \*


Type \*

Deposit Request period \*

TESTCOVIN

IMPREST

This Month



**Central Warehousing Corporation**  
 केंद्रीय भंडारण निगम  
 A Govt. Of India Undertaking

### Imprest Book

TESTCOVIN
(01/03/2022 To 31/03/2022)
F/CD/08

Sr.No	Date	Voucher/CR/Token Number	Description of Service	Instrument No.	Opening Amount	Imprest Amount Received	40100 - WAREHOUSING LICENCE FEE	Deposit Amount	Closing Amount
1	10/03/2022	2021/0003		1566513	5221	17,779.00	--		23000
2	10/03/2022	21315/2021/0005	testsmsemail		23000	0.00	22,998.00		2
<b>Total</b>					0	17,779.00	22,998.00		

Opening IMPREST Balance: 5221  
 IMPREST Received: 17779  
 Expenditure Incurred: 22998  
 Return IMPREST: 0  
 Closing IMPREST Balance: 2

✓ **Search**

- The user will be able to view the imprest book after applying the search.
- The user will be able to enter the following details
  - Warehouse\*
  - Type\*
  - Deposit Request Period\*

*Note: Fields marked with "\*" are mandatory.*

- Clicking on the search button will display the imprest book detailing all the temporary advance entries.
- Clicking on the generate PDF button will download the report in a PDF format.
- Clicking on the generate excel button will download the report in an excel file format.



CENTRAL WAREHOUSING CORPORATION  
केंद्रीय भंडारण निगम  
A GOVERNMENT OF INDIA UNDERTAKING

---

# WAREHOUSE MANAGEMENT SOLUTION

## TEMPORARY ADVANCE VOUCHER User Manual

User - WHM

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# TEMPORARY ADVANCE

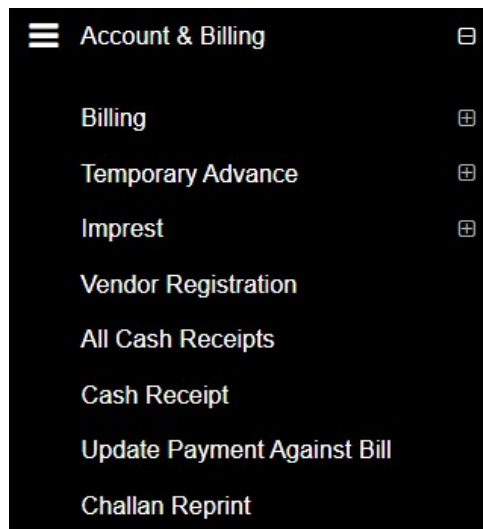
## USER - WHM

### 1. Menu

- ✓ The users will be able to access the Account & Billing module of the CWC through the side menu option “Accounts & Billings”.



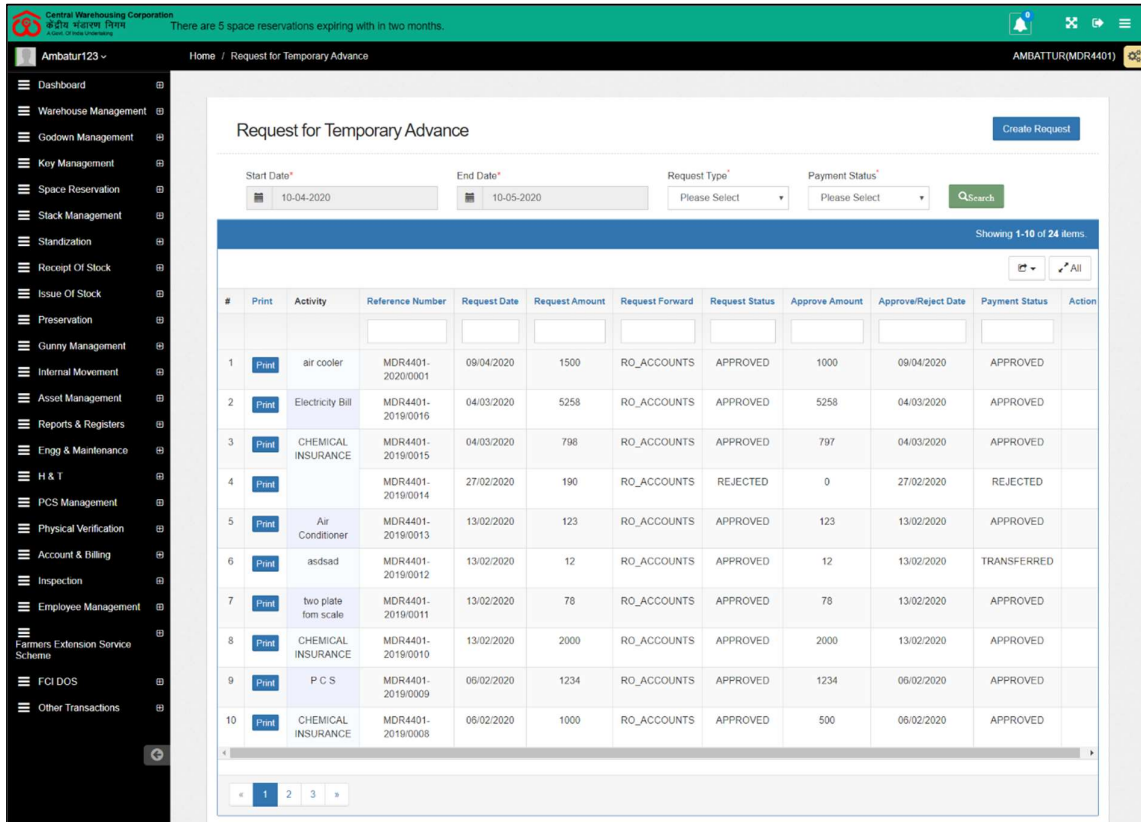
- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the WHM as depicted in the images attached below.
- ✓ Clicking on the Temporary Advance menu option will display the constituting module list to the user.



- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

### 2. Request for Temporary Advance

- ✓ The request for a temporary advance can only be created against a particular activity by the WHM. The WHM can request for temporary advance against the available activities only.
- ✓ Clicking on the Request for Temporary Advance sub-menu will redirect the user to the temporary advance screen.




### ✓ Search

- The user will be able to search for existing temporary advance requests from the search section.
- The user will be able to enter the following details:
  - Start date
  - End date
  - Request type
  - Payment status
- Clicking on the Search button will display the results of the search applied.

### ✓ List

- The user will be able to view the list of existing temporary advance request created.
- Clicking on the print button will redirect the user to the temporary requisition screen as depicted in the image attached below.

Temporary Advance Requisition Print Print



**Central Warehousing Corporation**  
**केंद्रीय भंडारण निगम**  
 A Govt. Of India Undertaking

Temporary Advance Requisition

Region Name	Warehouse Name	Activity Name	Token No.	Requisition Date	Forward to (Division Name)	Ledger Name & Amount	Remarks
RO CHENNAI	AMBATTUR	air cooler	MDR4401-2020/0001	09/04/2020	RO_ACCOUNTS	AIR COOLERS - 1500	dsfstd
Requisition Total Amount						1500	

### ✓ Create Request

- The user will be able to create a new temporary request by clicking the New request button.
- The user will be redirected to the "Create Request for Temporary Advance" screen.

Create Request for Temporary Advance Back

---

Request Type

Request Date\*

Remarks\*

Branch Name

Activity\*

Forward To\*

Ledger Name*	Amount*	
<input type="text" value="AIR COOLERS"/>	<input type="text" value="2000"/>	Add More
Total Requisition Amount		<input type="text" value="2000"/>

Document\*

- The user will be required to fill the fields required to create a temporary request.
  - Request Type\*
    - This field will be pre-populated.
  - Request Date\*
    - This field will be pre-populated.
  - Remarks\*

- Branch Name\*
  - This field will be pre-populated and non-editable.
- Activity\*
  - This field will consist of a drop-down.
- Forward To\*
  - This field will consist of a drop-down with the following options:
    - RO Accounts
    - RO Establishment
    - RO Technical
    - RO Business
    - RO Engineering
  - The user will select one of the available options and the request created will be forwarded to the selected account only.
  - In case the Request is sent to RO Accounts then, the request is approved and paid by RO Accounts only.
  - If the request is sent to any account other than RO Accounts then, the account that receives the request will approve it. But the payment will be made by RO Accounts only.
- Ledger Name\*
  - The ledgers are predefined for each activity. The user must select the correct ledger for a respective activity.
- Amount\*
  - The user will be able to enter multiple rows for ledger name and amount by clicking on the “Add more” button.
- Total Requisition amount
  - This will be auto-calculated by the system from the amounts entered by the user against each ledger.
- Documents
  - The user will be able to upload multiple documents by clicking on the Add more button.

**Note: All the fields marked with “\*” are mandatory.**

- Clicking on the save more button will create the Temporary advance request and send it to selected RO.
- The user will be able to view the request created in the list screen with a delete option against the respective list item.

Request for Temporary Advance Create Request

Start Date\* 10-04-2020 End Date\* 10-05-2020 Request Type\* Please Select Payment Status\* Please Select Search

Showing 1-10 of 25 items

Print	Activity	Reference Number	Request Date	Request Amount	Request Forward	Request Status	Approve Amount	Approve/Reject Date	Payment Status	Action
<a href="#">Print</a>	air cooler	MDR4401-2020/0002	10/04/2020	2000	RO_ACCOUNTS	PENDING	0	---	PENDING	<a href="#">Delete</a>
<a href="#">Print</a>		MDR4401-2020/0001	09/04/2020	1500	RO_ACCOUNTS	APPROVED	1000	09/04/2020	APPROVED	

- Clicking on the delete button will delete the request. This provision will be available only until the payment status is marked as Pending.
- ✓ Payment shall only be made from RO accounts. (Other can only approve request)
- ✓ Once approved, the entry is posted to tally.
- ✓ **RO accounts** - Payment button will only be visible when the request status is marked as Approved. The payment can be made manually or done automatically (through payment entries received from tally).
- ✓ After successful Payment, payment status will change to “**Transferred**”.

### 3. Receive Temporary Advance

- ✓ Users can view a list of Temporary Advance received after approval from RO.

Temporary Advance Received

Showing 1-1 of 1 item.

st Number	Date	Payment Method	Transaction No	Approve Amount	Transfer Date	Actions
506-2019/0011	20/02/2020	---		17420	20/02/2020	<a href="#">Received</a>

- ✓ Users will receive the amount by clicking on the “**Received**” button.

- ✓ **Revert to RO** - WHM shall cross-check the details of payment and if found wrong then, WHM may cancel/revert the payment to RO.

#### 4. Temporary Advance expenditure voucher

- ✓ The user will be able to create expenditure vouchers from the “Temporary Advance Expenditure voucher” section.
- ✓ Clicking on the “Temporary Advance Expenditure Voucher” sub-menu will redirect the user to the expense screen.
- ✓ The Temporary Advance expenditure is integrated with Tally.
- ✓ After the WHM submits the expense, RO Accounts approves the same. On approval, the vouchers are posted in Tally.
- ✓ **RO Accounts:** RO Accounts has the provision to view all the vouchers approved by him.

Invoices > EXPENSE

Listing + Create Voucher

Branch \* AMBATTUR From \* 09/03/2020 To \* 08/04/2020 Global Search

Expense Bill Type \* TEMPORARY ADVANCE Activity \* Select Activity Page Sizes \* 10 Search

Q Column visibility PDF

Action	Voucher No	Voucher Date	Amount	Party Name
	44015/2019/0053	11/03/2020	118.00	sahil
	44015/2019/0052	11/03/2020	109.00	Sri Krishna International

Showing 1 to 2 of 2 entries First Previous 1 Next Last

#### ✓ Search

- The user will be able to search for a temporary expense voucher through the search section
- The user can enter the following details:
  - Branch
  - From date
  - To date
  - Expense bill type
  - Activity
  - The user will also be able to do a global search.
- Clicking on the search button will display results as per the search

criteria.

✓ List

- The user will be able to view the list of temporary expense vouchers in a table format.
- Clicking on the edit button will redirect the user to the update screen.
- The user will be able to make the necessary edits only until the vouchers are not submitted and no action is taken by RO on the submitted voucher.

Central Warehousing Corporation  
இந்திய அரசின் பொது நிறுவனம்  
Public Warehousing Corporation

embatur123 ▾ Invoices > EXPENSE > Update [Back To Listing](#)

There are 5 space reservations expiring with in two months.

**Simple fieldset**

Warehouse: AMBATTUR | Financial Year: 797 | Expense Type: TEMPORARY ADVANCE | Activity: CHEMICAL INSURANCE  
Token No: MDR4401-2019/0015 | Approved Amount: 797 | Voucher Date: 11/03/2020 | Purchase Bill No.:  
Date of Expense/Bill: | Expense Ledger Type: Asset | Ledger Name: AIR COOLERS |  Is Vendor/Party Registered  
Vendor/Party: sahil | Upload Document:  No file chosen

**Details of Service Receiver :**

Name	AMBATTUR
Address	Plot.No :21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai
State	TAMIL NADU
State Code	33
GSTIN	33AAACC1206D12N
PAN	AAACC1206D

**Details of Service Provider:**

Name	AIR COOLERS
Address	132
State	HARYANA
State Code	06
GSTIN (if Registered)	19AAACF0365N1ZF

**Table Heading**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST Rate	Amt	
1	expense	0001	100.00	18	18.00	<input type="button" value="+"/>
Total	--	--	100.00	--	18.00	

Total Invoice Amount (In Figure)- ₹ 118.00 | Total RoundOff Amount (In Figure) ₹ 0.00  
Total Invoice Amount (In Words):- One Hundred Eighteen Rupees Only.

- Clicking on the print icon will redirect the user to the payment voucher screen.

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केन्द्रीय भंडारण निगम  
A Govt. Of India Undertaking  
Principal Place Of Business: RO, CHENNAI

Payment Voucher  
TEMPORARY ADVANCE BILL

Original For Depositor

Details Of Service Receiver		Details Of Service Provider	
Name:	AMBATTUR	Name:	AIR COOLERS
Warehouse Address:	Plot No. 21/B (NF) Sidco Industrial Estate, Ambattur, Chennai - 600098, Chennai	Address:	132
City:	Chennai	City:	
State:	TAMIL NADU	State:	HARYANA
State Code:	33	State Code:	06
GSTIN:	33AAACC1209D12N	GSTIN(if Registered):	18AAACF0365N12F
PAN:	AAACC1209D		
Voucher Serial No:	440152019/0053	Purchase Bill No:	
Voucher Date:	11/03/2020	Purchase Bill Date:	
Activity Name:	CHEMICAL INSURANCE	Token No:	MDR4401-2019/0015

**For Payment Under Reverse Charge**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	Igst Rate	Amount
1	Expense	0001		18.00	18.00
Total Taxable Amount			100.00	Total Igst	18.00

RoundOff Amount (In Figure) 0.00  
Total Invoice Amount (In Figure) 118.00  
Total Invoice Amount (In Words) One Hundred Eighteen Rupees Only

To: AIR COOLERS

Signature: \_\_\_\_\_  
Name Of The Signatory: \_\_\_\_\_  
Designation/Status: \_\_\_\_\_

## ✓ Create Voucher

- Once the Amount is approved and received, the user can create an expenditure voucher against selected activity and token no.
- Users cannot spend more than the approved amount.

Invoices > EXPENSE > Creation

Simple fieldset

Warehouse \*  
LUDHIANA

Financial Year \*  
2019-2020

Expense Type \*  
TEMPORARY ADVANCE

Activity \*  
Electricity Charges  
Wages

Token No \*  
CHD1514-2019/0005

Approved Amount  
5850

Voucher Date  
17/03/2020

Purchase Bill No

Date of Expense/Bill

Expense Ledger Type \*  
Expense

Ledger Name \*  
Select Ledger

Upload Document  
Choose File No file chosen



**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Activity *
LUDHIANA	2019-2020	TEMPORARY ADVANCE	Wages
Token No *	Approved Amount	Voucher Date	Purchase Bill No.
CHD1514-2019/0005	5850	17/03/2020	
Select Token	Expense Ledger Type *	Ledger Name *	
CHD1514-2019/0005	Expense	Select Ledger	
Upload Document			
Choose File	No file chosen		

**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Activity *
LUDHIANA	2019-2020	TEMPORARY ADVANCE	Wages
Token No *	Approved Amount	Voucher Date	Purchase Bill No.
CHD1514-2019/0005	5850	17/03/2020	
Date of Expense/Bill	Expense Ledger Type *	Ledger Name *	
	Expense	Select Ledger	
Upload Document	Asset		
Choose File	Expense		
No file chosen			

**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Activity *
LUDHIANA	2019-2020	TEMPORARY ADVANCE	Wages
Token No *	Approved Amount	Voucher Date	Purchase Bill No.
CHD1514-2019/0005	5850	17/03/2020	
Date of Expense/Bill	Expense Ledger Type *	Ledger Name *	
	Expense	Select Ledger	
Upload Document			
Choose File	No file chosen		

- ADVERTISEMENT EXPENSES
- BANK CHARGES
- BUSINESS PROMOTION EXPENSES
- CASH DISCOUNT ON M.F.CHARGES
- CASH INCENTIVE TO BULK DEPOSITORS
- CHEMICAL CONSUMED FOR QUALITY WORK
- CHEMICAL CONSUMED FOR DESS WORK
- CONTRIBUTION TO DEPOSITORS

**Simple fieldset**

Warehouse *	Financial Year *	Expense Type *	Activity *
LUDHIANA	2019-2020	TEMPORARY ADVANCE	Wages
Token No *	Approved Amount	Voucher Date	Purchase Bill No.
CHD1514-2019/0005	5850	17/03/2020	324
Date of Expense/Bill	Expense Ledger Type *	Ledger Name *	<input type="checkbox"/> Is Vendor/Party Registered
03/03/2020	Expense	WAGES	
Vendor/Party *	Upload Document		
	Choose File	No file chosen	

✓ The user will be required to enter/select the below-listed fields:


- Warehouse\*

- Financial Year\*
- Expense Type\*
- Activity\*
- Token Number\*
  - The drop-down will bind depending on the activity chosen.
- Approved Amount
  - This field will pre-populate and will be non-editable.
- Voucher Date
  - This field will pre-populate and will be non-editable.
- Purchase Bill No (Optional)
- Date Of Expense Bill (Optional)
- Expense Ledger Type
  - This drop-down will have two options
    - Asset
    - Expense
- Ledger name
- Is vendor/party registered checkbox
- Vendor/Party name\*
  - *If the vendor/party is registered:* This field will be a drop-down and the details in the service provider section will pre-populate with existing details.
  - *If the vendor/party is not registered:* This field will be an input field and the details in the service provider section will be entered manually.
- The user will be able to upload documents if any.

State Code	03	State Code *	06
GSTIN	03AAACC1206D1ZQ	GSTIN (if Registered)	
PAN	AAACC1206D		

**Table Heading**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST		
				Rate	Amt.	
1					0.00	
Total	--	--	0.00	--	0.00	

- The user will be able to enter the following details in the table heading section
  - Description of service
  - Service HSN Code
  - Amount Paid
  - Rate%
  - This field will be enabled only when the GSTIN field in the Service provider section is filled. Else, it will remain disabled.

**Note: All the fields marked with “\*” are mandatory.**

- Clicking on the “Save & New” button will save the expense voucher and refresh the screen for new entries.
- Clicking on the “Save & Close” button will save the expense voucher and exit the screen.
- Clicking on the “Cancel” button will cancel the voucher creation.

## 5. Deposit Unspent Amount Of Temporary Advance

- ✓ The user will be able to deposit the unspent amount of Temporary advance to RO from this section.
- ✓ A cash receipt will be generated at warehouse end for the unspent amount.
- ✓ Clicking on the “Deposit Unspent Amount of Temporary Advance” sub-menu will redirect the user to the “Excess Amount Temp Adv” screen.

Excess Amount Temp Adv

---

<p>Activities* <input type="text" value="Air cooler"/></p>	<p>Reference Number* <input type="text" value="MDR4401-2020/0003"/></p>
<p>Amount* <input type="text" value="230"/></p>	<p>Mode of Payment* <input type="text" value="Cash Card"/></p>
<p>Cash/Bank Ledger* <input type="text" value="Cash In Hand"/></p>	<p>Transaction No <input type="text" value="7462938527304"/></p>

- ✓ The user will be required to enter the following details:
  - Activities\*
  - Reference Number\*
  - Amount\*
    - The value of the remaining amount will pre-populate and will be non-editable.
  - Mode of Payment\*
    - The drop-down will have below listed options
      - NEFT
      - RTGS
      - DD/Cheque
      - Cash Card
      - Cash
  - Cash/Bank Ledger\*
  - Transaction Numer (Optional)

**Note: All the fields marked with “\*” are mandatory.**

- ✓ Clicking on submit will submit the excess amount to RO.

## 6. Submit Expense

- ✓ The user will be able to submit the Expense voucher to the RO from this section.
- ✓ The user will be able to submit the expense voucher only when he has either spent all the amount received from RO or, after submitting the excess amount to RO for the mentioned activity.
- ✓ Clicking on the “Submit Expense” sub-menu will redirect the user to the “Expense submit to RO” screen.

**Back**

---

Expense Submit To RO

Branch Name: TESTCOVIN      Bill Status\*: PENDING FOR SUBMISSION      Type\*: TEMPORARY

Activities\*: Select Any Acitivy      Reference Number\*: Select Reference No

Start Date\*: 30/03/2022      Close Date\*: 31/03/2022

**Search**

### ✓ Search

- The user will be able to submit the expense to RO by entering the following details:
  - Branch Name
  - Bill Status\*
    - **Pending for submission:** The user must select this option if they want to submit the pending expense vouchers.
    - **Submitted:** The user must select this option if they want to view the list of vouchers submitted to RO
  - Type\*
  - Activities\*
  - Reference Number\*
    - The drop-down will consist of reference numbers

corresponding to the activity selected

- Start Date\*
- Close Date\*

*Note: All the fields marked with “\*” are mandatory.*

✓ **Pending for Submission**

- Clicking on the search button will display the list of vouchers created as per the search applied.

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Token	Document	Action	Print	
AKOLA-I	22015/2021/0191	30/03/2022	800	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0192	30/03/2022	700	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0193	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0194	30/03/2022	60	28101 - CHEMICAL & FUMIGANTS IN STOCK	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0195	30/03/2022	2500	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0196	30/03/2022	5800	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0197	30/03/2022	120	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0198	30/03/2022	780	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0199	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0200	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0201	30/03/2022	200	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0202	30/03/2022	200	49117 - FREIGHT & OCTROI	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0203	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
AKOLA-I	22015/2021/0204	30/03/2022	350	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201-2021/0018	Get Document	<input type="checkbox"/>		
<b>Total</b>			<input type="text"/>								

16890 Amount is Left Please Use First.

- **List**
  - The user will be able to check the on the checkbox present against the list item.

*NOTE: The system will display the unspent amount (if any) that needs to either be spent or submitted to RO before proceeding with submission of expense vouchers.*

- Checking the checkbox will enable the submit button.
- Clicking on the submit button will send the expense to the RO for approvals.


✓ **Submitted Expense**

- The user will be able to view the list of expense vouchers submitted to RO from this section.
- Clicking on the “Submit Expense” sub-menu will redirect the user to the submitted expense screen.

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Token	Document	Action	Print
TESTCOVIN	21315/2021/0004	10/03/2022	1000	28101 - CHEMICAL & FUMIGANTS IN STOCK	Business Promotion expenses	10/03/2022	HFH2131-2021/0003	<a href="#">Get Document</a>		
Total			<input type="text"/>							

- **List**
  - The user will be able to view the list of expense vouchers submitted to RO in a table format.
  - The user can click on the ‘Get Document’ hyperlink to download the submitted documents in the voucher.
  - The user can click on the ‘Print’ icon under the action column to download the payment voucher.

[Print](#)   [← Back To Listing](#)



**Central Warehousing Corporation**  
**केंद्रीय भंडारण निगम**  
 A Govt. Of India Undertaking

Principal Place Of Business:

**Payment Voucher**

**TEMPORARY ADVANCE BILL**

Original For Depositor

Details Of Service Receiver		Details Of Service Provider	
Name:	TESTCOVIN	Name:	SWARNA
Warehouse Address:	Govt.Of India Ministry Of Home Affairs NARCOTICS CONTROL BUREAU 3rd Floor,Exchange Building, Ballard Estate Mumbai Maharashtra-4,Test	Address:	QWERTY,East
City:	Test	City:	East
State:	TEST	State:	DELHI
State Code:	TEST	State Code:	07
GSTIN:	07AAACC1206D3ZG	GSTIN(If Registered):	07AABCU9603R1ZV
PAN:	AAACC1206D	Bill Supply Type:	B2B
Voucher Serial No:	21315/2021/0004	Purchase Bill No:	
Voucher Date:	10/03/2022	Purchase Bill Date:	
Activity Name:	Business Promotion Expenses	Token No.:	HFH2131-2021/0003

**For Payment Under Reverse Charge**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST	Amount
1	Smsemailtest	0001	847.1	18%	152.48
Total Taxable Amount			847.1	--	152.48

RoundOff Amount (In Figure) 0.42

Total Invoice Amount (In Figure) 1,000.00

Total Invoice Amount (In Words) One Thousand Rupees Only.

Remarks - **Testsmemail**

Signature: \_\_\_\_\_

Name Of The Signatory: \_\_\_\_\_

Designation/Status: \_\_\_\_\_

## 7. Temporary Advance Book

- ✓ In this module, the WHM can view all the reports of temporary advance bills.
- ✓ The following reports will get affected in case a temporary advance bill is generated
  - Cash Book
  - Temporary Advance Book



The screenshot displays the 'Temporary Advance Book' report in the CWC system. The search filters are set to Warehouse: WH Mandi, Type: TEMPORARY ADVANCE, Activity: All, and Token No.: All Tokens. The report title is 'Temporary Advance Book' for 'two plate fom scale' at 'WH Mandi' for the period '(01/01/2019 To 14/08/2019)'. The table below shows a total of 0.00 for the Temporary Advance Amount Received. The interface also includes buttons for 'Generate PDF' and 'Generate Excel'.

Sr.No	Date	Voucher/CR/Token Number	Temporary Advance Amount Received	Deposit Amount	Closing Amount
1		Total	0.00		

## ✓ Search


- The user will be able to view the temporary advance book after applying the search.
- The user will be able to enter the following details
  - Warehouse (Mandatory)
  - Type (Mandatory)
  - Activity (Mandatory)
  - Token Number (Mandatory)
  - Deposit Request Period
- Clicking on the search button will display the temporary advance book detailing all the temporary advance entries.
- Clicking on the generate PDF button will download the report in a PDF format.
- Clicking on the generate excel button will download the report in an excel file format.

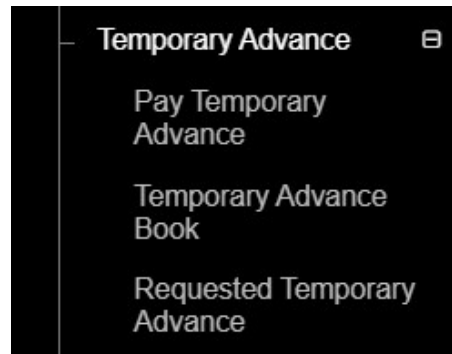
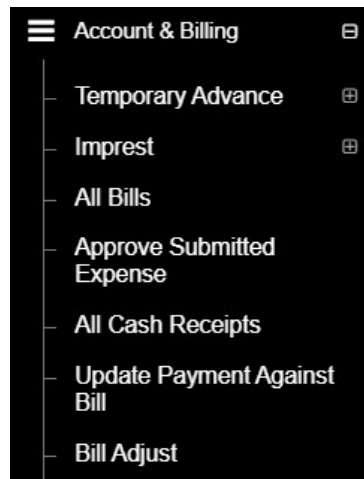
## USER – RO Accounts

### 8. Menu

- ✓ The users will be able to access the Account & Billing module of the CWC through the side menu option “Accounts & Billings”.



- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the RO Accounts as depicted in the images attached below.
- ✓ Clicking on the Temporary Advance menu option will display the constituting module list to the user.



- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

### 9. Requested Temporary Advance

- ✓ The RO Accounts can view the list of temporary advance requests submitted by warehouses.
- ✓ Clicking on the Requested Temporary Advance sub-menu will redirect the user to the respective screen.

Advance Temporary Requests

---

Warehouse\*  
TESTCOVIN

Request Action Type\*  
Pending

Payment Action Type\*  
Pending

Start Date\*  
03/03/2022

End Date\*  
31/03/2022

Search

✓ **Search**

- The user will be able to view the list of temporary advance requests through the search section
- The user will enter the following details:
  - Warehouse\*
  - Request Action Type\*
    - Pending
    - Approved
  - Payment Action type\*
    - Pending
    - Transferred
    - Approved
  - Start date
  - End Date
- Clicking on the search button will display results as per the search criteria applied.

✓ **List**

- The user will be able to view the list of temporary advance requests in a table format.

Advance Temporary Requests

---

Warehouse\*  
TESTCOVIN

Request Action Type\*  
Pending

Payment Action Type\*  
Pending

Start Date\*  
03/03/2022

End Date\*  
31/03/2022

Search

Showing 1-1 of 1 item

#	Branch	Activity Name	Request Forwarded To	Reference Number	Request Date	Documents	Requested Amount	Approval date	Approved Amount	Payment Detail	Request Status	Payment Status	Actions	Print
1	TESTCOVIN	Chemical purchase for PCS/DESS work	RO_ACCOUNTS	HFH2131-2021.0004	31-03-2022	Download Document	1000.00	--	0.00		PENDING	PENDING	<a href="#">View</a>	<a href="#">Print</a>

- Clicking the eye icon on the list screen, the user will be able to view the payment details against approved requests.

Payment Detail ✕


[Export payment](#)

Center Name	Amount	Telly Voucher No	Instrument Date	Payment Date	Payment Voucher No
TESTCOVIN	1000.0000		31/03/2022	00/00/0000	CP/2131/2021/00005

[Close](#)

- By clicking on the Print button, user will be able to print the temporary advance requisition.

Temporary Advance Requisition Print [Print](#)



**Central Warehousing Corporation**  
**केंद्रीय भंडारण निगम**  
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Temporary Advance Requisition

Region Name	Warehouse Name	Activity Name	Token No.	Requisition Date	Forward to (Division Name)	Ledger Name & Amount	Remarks by WHM	Remarks by Approver
TESTCO	TESTCOVIN	Chemical purchase for PCS/DESS work	HFH2131-2021/0004	31/03/2022	RO_ACCOUNTS	40201 - CHEMICAL CONSUMED FOR QUALITY WORK - 1000.00	urgent	done
Requisition Total Amount						1000		

- Clicking on the view button will redirect the user to the advance approval screen.

Advance Temporary [Back](#)

<b>Ledger Name</b>	<b>Requested Amount</b>	<b>Approved Amount</b>
40201 - CHEMICAL CONSUMED FOR QUALITY WOR	1000.00	
<b>Requisition Total Amount</b>	1000	

<b>WareHouse Name</b>	<b>Approval date</b>
TESTCOVIN	31/03/2022
<b>Status *</b>	<b>Wh Remarks</b>
APPROVED	urgent
<b>Reason *</b>	

[Save](#)

- The RO Accounts will enter the Approved amount and reason.
- On the click of save button, the approved amount entered by RO Accounts will be paid to the WHM.

## 10. Pay Temporary Advance

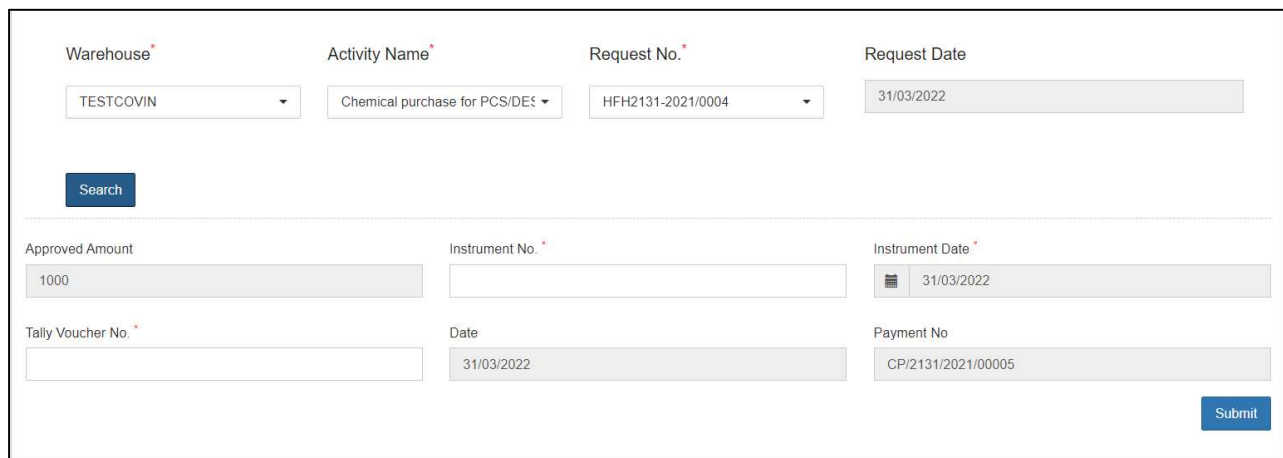
- ✓ The RO can make payment against the approved temporary advance requests through WMS.
- ✓ Clicking on the Pay Temporary Advance sub-menu will redirect the user to the respective screen.



The screenshot shows a search form with three dropdown menus: Warehouse (TESTCOVIN), Activity Name (Chemical purchase for PCS/DE), and Request No. (HFH2131-2021/0004). A blue Search button is located below the dropdowns.

### ✓ Search

- The user will be able to view the list of temporary advance requests through the search section
- The user can search for approved requests by entering following details:
  - Warehouse\*
  - Activity name\*
  - Request number\*
- Clicking on the search button will display results as per the search criteria applied.



The screenshot shows a form with several input fields: Warehouse (TESTCOVIN), Activity Name (Chemical purchase for PCS/DE), Request No. (HFH2131-2021/0004), Request Date (31/03/2022), Approved Amount (1000), Instrument No. (empty), Instrument Date (31/03/2022), Tally Voucher No. (empty), Date (31/03/2022), and Payment No. (CP/2131/2021/00005). A blue Submit button is located at the bottom right.

- Once done, the user will enter the required details in the form displayed, i.e.,
  - Instrument No.
  - Tally Voucher No.

- Clicking on the submit button will mark that the payment is made to the respective warehouse.

## 11. Approve Submitted Expense

- ✓ RO Accounts can approve the expenses submitted by warehouses through the approve submitted expense screen
- ✓ The user can click on the “Approve Submitted Expense” sub-menu to get redirected to the respective screen.

Expense Voucher Submitted By WH

---

Branch Name  Bill Status\*  Type\*

Activities\*  Reference Number\*

Start Date\*  Close Date\*


### ✓ Search

- The user will be able to search for the list of expense vouchers submitted by WHM by entering the following details:
  - Branch Name
  - Bill Status\*
    - **Pending for approval:** The user must select this option if they want to view the list of vouchers pending for approval.
    - **Approved:** The user must select this option if they want to view the list of vouchers approved by him.
  - Type\*
  - Activities\*
  - Reference Number\*
  - Start Date\*
  - Close Date\*

*Note: All the fields marked with “\*” are mandatory.*

✓ **Pending for Approval**

- Clicking on the search button will display the list of vouchers pending for approval.

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Voucher Approve Date	Token	Document	Action	Print	Change Ledger
TESTCOVIN	21315/2021/0004	10/03/2022	1000	28101 - CHEMICAL & FUMIGANTS IN STOCK	Business Promotion expenses	10/03/2022	NA	HFH2131-2021/0003	Get Document	<input type="checkbox"/>		Change ledger
Total			<input type="text" value="22998"/>									

○ **List**


▪ **Approve Expense vouchers**

- The user will be able to check the on the checkbox present against the list item to approve the respective vouchers.

*NOTE: The user will have the provision to check multiple line items and submit them in a single go.*

- Checking the checkbox will enable the submit button.
- Clicking on the submit button will approve the expense vouchers.
- The user can click on the “Get Document” hyperlink to download the document attached by WHM with the respective voucher.
- The user can click on the “Print” icon to take print of the respective payment voucher.

Print



**Central Warehousing Corporation**  
**केंद्रीय भंडारण निगम**  
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Principal Place Of Business:

**Payment Voucher**

**IMPREST BILL**

Original For Depositor

Details Of Service Receiver		Details Of Service Provider	
Name:	TESTCOVIN	Name:	SWARNA
Warehouse Address:	Govt. Of India Ministry Of Home Affairs NARCOTICS CONTROL BUREAU 3rd Floor, Exchange Building, Ballard Estate Mumbai Maharashtra-4, Test	Address:	QWERTY, East
City:	Test	City:	East
State:	TEST	State:	DELHI
State Code:	TEST	State Code:	07
GSTIN:	07AAACC1206D3ZG	GSTIN (If Registered):	07AABCU0603R1ZV
PAN:	AAACC1206D	Bill Supply Type:	B2B
Voucher Serial No:	21315/2021/0005	Purchase Bill No:	
Voucher Date:	10/03/2022	Purchase Bill Date:	

**For Payment Under Reverse Charge**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST	Amount
1	Testsmsemail	0001	19490	18%	3508.2
Total Taxable Amount			19490	--	3508.2

RoundOff Amount (In Figure) -0.2  
 Total Invoice Amount (In Figure) 22,998.00  
 Total Invoice Amount (In Words) Twenty-Two Thousand Nine Hundred Ninety-Eight Rupees Only.

Remarks: - Testsmsemail

Signature: \_\_\_\_\_

Name Of The Signatory: \_\_\_\_\_

Designation/Status: \_\_\_\_\_

- The user can click on the “Change Ledger” hyperlink to change the ledger associated with the respective entry.

Change Ledger ✕

---

Expense Ledger Type \*      Ledger \*

Please Select      Select Ledger

Submit    Close

- The user will select the Expense ledger type and Ledger name.
- Clicking on the submit button will save the details entered.
- Clicking on the close button will exit the screen.

✓ **Approved**

- Clicking on the search button will display the list of vouchers approved by RO.




Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Voucher Approve Date	Token	Document	Action	Print	Change Ledger
BAHRAICH	A/00125/2019/0027	23/12/2019	6000	49999 - OTHER MISCELLANEOUS EXPENSES	Rent, Rates & Taxes	23/12/2019	NA	3550012-2019/00007	Get Document			
<b>Total</b>			<input type="text"/>									

[Submit](#)

○ **List**

- The user can click on the “Get Document” hyperlink to download the document attached by WHM with the respective voucher.
- The user can click on the “Print” icon to take print of the respective payment voucher.

[Print](#)



**Central Warehousing Corporation**  
**केंद्रीय भंडारण निगम**  
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Principal Place Of Business: NEAR ROADWAYS WORKSHOP, CENTRAL  
 WAREHOUSING CORPORATION, REGIONAL OFFICE

**Payment Voucher**  
**TEMPORARY ADVANCE BILL**

Original For Depositor

Details Of Service Receiver		Details Of Service Provider	
Name:	BAHRAICH	Name:	Agricultural Produce Market Committee
Warehouse Address:	P.O. Kalpipara, Bahraich-271801,Bahraich	Address:	BAHRAICH
City:	Bahraich	City:	
State:	UTTAR PRADESH	State:	UTTAR PRADESH
State Code:	09	State Code:	09
GSTIN:	09AAACC1206D2ZD	GSTIN(if Registered):	NIL
PAN:	AAACC1206D	Bill Supply Type:	B2C
Voucher Serial No:	A/00125/2019/0027	Purchase Bill No:	
Voucher Date:	23/12/2019	Purchase Bill Date:	18/12/2019
Activity Name:	Rent, Rates & Taxes	Token No.:	3550012-2019/00007

**For Payment Under Reverse Charge**

Sr. No.	Description Of Service	Service HSN Code	Amount Paid
1	Lease Rent		6000
Total Non-Taxable Amount			6000

RoundOff Amount (In Figure) 0

Total Invoice Amount (In Figure) 6,000.00

Total Invoice Amount (In Words) Six Thousand Rupees Only.

Remarks:-

Signature: \_\_\_\_\_

Name Of The Signatory: \_\_\_\_\_

Designation/Status: \_\_\_\_\_

## 12. Temporary Advance Book

- ✓ In this module, the RO can view the report of temporary advance vouchers.
- ✓ The following reports will get affected in case a temporary advance voucher is generated
  - Cash Book
  - Temporary Advance Book

Reports > Temporary Advance & Imprest Book

Regional office \* Warehouse \* Type \* Activity \*

Token No. \* Deposit Request period \*

All Tokens Today

Generate PDF Generate Excel

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**Temporary Advance Book**

TESTCOVIN (31/03/2022 To 31/03/2022) F/CD/08

Sr.No	Date	Voucher/CR/Token Number	Token Number	Description of Service	Instrument No.	Opening Amount	Temporary Advance Amount Received	Deposit Amount	Closing Amount
1	31/03/2022					289	0.00		289
<b>Total</b>						0	0.00		

Opening TEMPORARY ADVANCE Balance: 289  
TEMPORARY ADVANCE Received: 0  
Expenditure Incurred: 0  
Return TEMPORARY ADVANCE: 0  
Closing TEMPORARY ADVANCE Balance: 289

### ✓ Search

- The user will be able to view the temporary advance book after applying the search.
- The user will be able to enter the following details
  - Warehouse\*
  - Type\*
  - Activity\*
  - Token Number\*
  - Deposit Request Period
- Clicking on the search button will display the temporary advance book detailing all the temporary advance entries.

- Clicking on the generate PDF button will download the report in a PDF format.
- Clicking on the generate excel button will download the report in an excel file format.