



No. CWC CO-FD0CA/154/2020-FIN (e-13314)

Dated: 19-12-2023

Regional Managers

Central Warehousing Corporation

Regional Office

ALL

Sub: Reconciliation of Outstanding dues in WMS with Tally.

Ref: WMS RO Accounts User Manual (copy attached)

The Warehouse Management Solution (WMS) and accounting software Tally ERP is integrated for accounting of bills and cash receipts. The outstanding position in both the software is to be reconciled on monthly basis and difference, if any should be examined and necessary entries should be made using Bill Adjust Menu available in RO Accounts User login.

The following adjustment entries can be passed through Bill adjust menu:

- (a) Write Off – The outstanding dues written off should be adjusted through this menu.
- (b) Payment received by CO – The outstanding dues for payment received at CO for which credit advices are issued by CO to RO should be adjusted through this menu.
- (c) Adhoc Adjustment – This menu is used for adjustment of adhoc amount received from FCI.
- (d) Sundry Adjustment – This menu is to be used for write back of bills for which no credit note is required to be issued or after the due date of issue of credit note etc.

All RMs and Accounts in-charges should ensure that the outstanding dues as per WMS and Tally are reconciled and rectification/adjustment, if any should be made through functionality in WMS.

(RR Aggarwal)

GGM(Fin.)

Copy for information to:

1. All GM/DGM/AGMs/Managers/(Sr.) Asstt. Managers/Accountants in Finance, Accounts & Internal Audit Cadre at CWC, Corporate Office, New Delhi.
1. All DGMs/AGMs/Managers/ (Sr.) Asstt. Managers in-charge of the Finance, Accounts & Internal Audit Wings of all ROs.
2. GGM (Systems), CWC, CO, New Delhi to place this Circular on CWC's Website.



CENTRAL WAREHOUSING CORPORATION

केंद्रीय भंडारण निगम

A GOVERNMENT OF INDIA UNDERTAKING

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL

Accounts and Billing (RO)

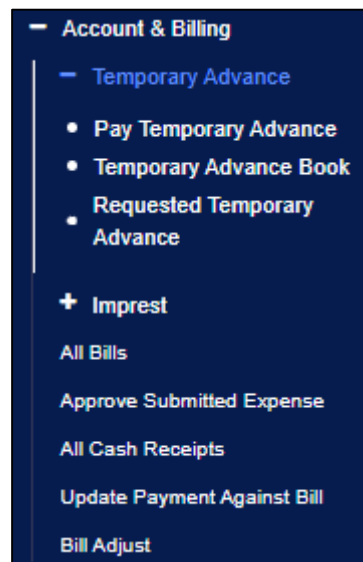
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USER (RO Accounts)

1. Menu

- The users shall 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 any of the menu options shall take the user to the respective screen in the CWC environment.



2. Temporary advance

The user shall be able to perform the temporary advance related activities from this menu as follows:

- ✓ **Pay Temporary Advance**
 - The RO can make payment against the approved temporary advance requests through WMS.
 - Clicking on the Pay Temporary Advance sub-menu shall redirect the user to the respective screen.
 - To reach this screen, the user shall click on the “Pay Temporary Advance” option.
 - Once done, the following screen shall appear:

Warehouse* Activity Name* Request No.*

Please Select Warehouse Nothing selected Nothing selected

- The user shall select the following particulars from the dropdown:
 - Warehouse
 - Activity Name
 - Request No.
- After selecting the details, the user shall click on the search button and the details related to the selected data shall appear:

Warehouse* Activity Name* Request No.* Request Date

CW SITAPURA-I Electricity Charges JAI1723-2023/0012 29/11/2023

Approved Amount Instrument No.* Instrument Date*

85790 30/11/2023

Tally Voucher No.* Date Payment No

 30/11/2023 CP/1723/2023/00016

- After verifying the details, the user shall click on the button to proceed ahead.
- ✓ **Requested Temporary Advance**
 - The user shall click on the “Requested Temporary Advance” option and the following screen shall appear:

Reports

Advance Temporary Requests

Warehouse* Request Action Type* Payment Action Type* Start Date*

Please Select Warehouse Please Select Action Please Select Action 30/10/2023

End Date*

30/11/2023

- The user shall select the following particulars:
 - Warehouse*
 - Request Action Type*(Approved/Pending)
 - Payment Action Type*(Pending/Transferred/Approved)
 - Start Date*
 - End date*

Search

- Once done, the user shall click on the **Search** button and the details related the same shall be shown as follows:

Showing 1-2 of 2 items.

#	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	CW SITAPURAI	Electricity Charges	RO_ACCOUNTS	JAI1723-2023/0012	29-11-2023	Download Document	85790.00	29-11-2023	85790.00		APPROVED	PENDING	Print	
2			RO_ACCOUNTS	JAI1723-2023/0009	01-11-2023	Download Document	42498.00	03-11-2023	42498.00		APPROVED	PENDING	Print	

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


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

Export payment

Close

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

Temporary Advance Requisition Print [Print](#)



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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 shall redirect the user to the advance approval screen.

Advance Temporary Back

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

WareHouse Name: TESTCOVIN
 Status: APPROVED
 Reason:
 Approval date: 31/03/2022
 Wh Remarks: urgent

Save

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

3. Imprest

The user shall able to perform the Imprest related activities from this menu as follows:

✓ 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: CPI/2131/2021/00006

Submit

- The user shall select the respective warehouse against which they want to make the payment and click on the search button.
- The system shall display Imprest payment form to the user where they shall enter the following details:

- Instrument No.
- Voucher No.
- The user shall then click on the ‘Submit’ button to make the payment to the warehouse.
- ✓ **Approve Imprest**
 - RO accounts have the provision to approve Imprest configured for all the warehouses falling under their jurisdiction.
 - The user can click on the “Approve Imprest” sub-menu to get redirected to the approval screen.
 - 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*
<input type="text" value="31/03/2022"/>	<input type="text" value="24998"/>
Remarks : *	
<input style="width: 100%; height: 30px;" type="text"/>	
<input type="button" value="Save"/>	

- RO accounts can change the approved amount, if desired.
- The user shall enter remarks and save the entered details by clicking on the “Save” button.
- The Imprest budget thus saved shall be locked and shall 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 shall be = Imprest budget – unspent amount.*

Imprest							
S.No.	Branch Name	Sanction Amount	Payment	Payment Details	Expenditure Amount	Balance	Action
1	CW ALWAR - Hired	10000	58576		48576	0	
2	CW BARAN	37000	941675		904675	0	
3	CW BEAWAR I - HIRED	35000	620307		617066	31759	Approved Amount
4	CW BHARATPUR	37000	705867		668867	0	
5	CW BIKANER-I	40000	816649		776649	0	
6	CW BIKANER-II	37000	1382140		1357140	12000	Approved Amount
7	CW CHOMU	37000	910359		857699	0	
8	CW DEOLI	35000	550334		515334	0	
9	CW HANUMANGARH-I	37000	886173		830447	0	
10	CW HANUMANGARH-II	40000	519116		501604	22488	Approved Amount

- The user can also click on the “eye icon” and view the payment details.
- The user can also import the payment details in the csv format.

4. 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* <input type="text" value="CW BARAN"/>	Bill Status* <input type="text" value="Choose One"/>	Type* <input type="text" value="IMPREST"/>
Start Date <input type="text" value="03/12/2023"/>	Close Date <input type="text" value="04/12/2023"/>	<input type="button" value="Search"/>

✓ Search

- The user shall 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* (Imprest/Temporary Advance)
 - Start Date*
 - Close Date*

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

✓ **Pending for Approval**

- Clicking on the search button shall 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			22998									

[Submit](#)

- **List**

- Approve Expense vouchers

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

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

- Checking the checkbox shall enable the submit button.
- Clicking on the submit button shall 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](#)



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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:	QP		
GSTIN:	07AAACC1206D3ZG			GSTIN (If Registered):	07AABCUB603R1ZV		
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	Testsememail	0001	10490	18%	3508.2
Total Taxable Amount			10490	--	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: Testsememail

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.

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

✓ **Approved**

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

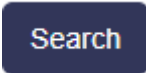
Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Voucher Approve Date	Token	Document	Action	Print	Change Ledger
BAHRAICH	18015/2021/0184	09/02/2022	1500	49114 - COMPUTERISATION CHARGES		18/02/2022	18/02/2022		Get Document			
BAHRAICH	18015/2021/0185	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			
Total			<input type="text"/>									

- 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.

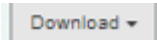
5. Temporary Advance book

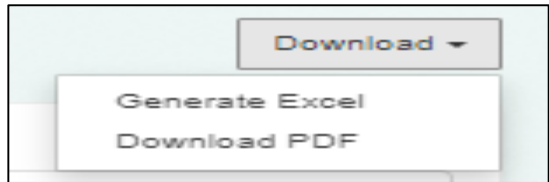
- The user can click on this menu, and shall be redirected to the following screen:

- Here, the user shall select the following particulars and shall be able to view the details accordingly:
 - Warehouse Name
 - Type (Auto-selected as Temporary Advance)
 - Activity
 - Token no. (can select one or all)
 - Deposit request period (Year/Month/Day/Specific period)
 - In case the user selects the “specific period” as filter, the following dropdowns shall appear to select the “start date” and “end date”.

- Once, the user clicks on the  button the below depicted screen shall appear displaying the details according to the selected particulars.

Sr.No	Date	Voucher/CR/Token Number	Token Number	Description of Service	Instrument No.	Opening Amount	Temporary Advance Amount Received	40808 - ELECTRICITY CHARGES	49999 - OTHER MISCELLANEOUS EXPENSES	Deposit Amount	Closing Amount
1	12/01/2023	17235/2022/0085	JAI1723-2022/0015	ELECTRICITY BILL FOR THE MONTH OF DEC.2022		31976	0.00	22,976.00	--		9000
2	13/01/2023	JAI1723-2022/0016				9000	22,160.00	--	--		31160
3	10/02/2023	JAI1723-2022/0017				31160	19,593.00	--	--		50753

- The user shall also be able to  the report in excel or PDF format.



6. Imprest book

- The Imprest book shall enable the user to view Imprest voucher reports.
- The following reports shall get affected in case of Imprest vouchers is raised
 - Cash Book
 - Imprest Book
- The user can click on this menu, and shall be redirected to the following screen:

Reports

Temporary Advance & Imprest Book

Regional office * Warehouse * Type * Deposit Request period *

- Here, the user shall select the following particulars and shall be able to view the details accordingly:
 - Warehouse Name*
 - Type (Auto-selected as Imprest) *
 - Deposit request period (Year/Month/Day/Specific period) *
 - In case the user selects the “specific period” as filter, the following dropdowns shall appear to select the “start date” and “end date”.


Note: Fields marked with “*” are mandatory.

- Once, the user clicks on the button the below depicted screen shall appear displaying the details according to the selected particulars.

Reports

Temporary Advance & Imprest Book

Regional office * Warehouse * Type * Deposit Request period *


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Imprest Book

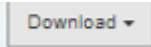
CW BHARATPUR F/CD/08

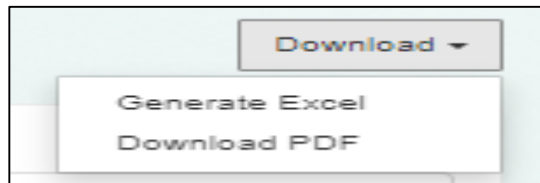
(01/12/2023 To 04/12/2023)

Sr.No	Date	Voucher/CR/Token Number	Description of Service	Instrument No.	Opening Amount	Imprest Amount Received	Deposit Amount	Closing Amount
1	01/12/2023				8020	0.00		8020
	Total				0	0.00		

Opening IMPREST Balance: 8020
 IMPREST Received: 0
 Expenditure Incurred: 0
 Return IMPREST: 0
 Closing IMPREST Balance: 8020

 Central Warehousing Corporation केंद्रीय भंडारण निगम A Unit of India Warehousing																					
Imprest Book																					
WBHARATPUR																					
(01/01/2023 To 04/12/2023)																					
Sr.No	Date	Voucher/CW/Token Number	Description of Service	Instrument No.	Opening Amount	Imprest Amount Received	2201 - ELECTRICAL SUPPLIES	4040 - OFFICE CHAIRS	4041 - CONVEYANCE	4042 - CURTAINS	4000 - WAGES	4071 - REPAIRS & MAINTENANCE BUILDING/SPECIAL	4072 - REPAIRS & MAINTENANCE SUPPLIES	4100 - TRAVELING & STATIONERY	4102 - WAGES WORK	4102 - DIME	4102 - DIME	4102 - DIME	4102 - DIME	4102 - DIME	4102 - DIME
1	05/01/2023	2022/0277			214	16,786.00	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
2	26/01/2023	17045/2022/0321	PURCHASE OF ROOM HEATER		17000	0.00	1,650.00	--	--	--	--	--	--	--	--	--	--	--	--	--	--
3	26/01/2023	17045/2022/0322	PURCHASE OF OFFICE STATIONERY		15350	0.00	--	--	--	--	--	--	--	2,095.00	--	--	--	--	--	--	--
4	26/01/2023	17045/2022/0323	INTERNET BILL		13255	0.00	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1,768.00
5	26/01/2023	17045/2022/0324	TAXI CHARGES FROM BHARATPUR TO FCI ALLWAR FOR BILATERAL MEETING		11486	0.00	--	3,004.00	--	--	--	--	--	--	--	--	--	--	--	--	--

- The user shall also be able to  the report in excel or PDF format.



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

7. All Cash receipts

- All the received collection of income bills or Advance income of warehouse depositors shall be displayed in the cash receipt list.
- Print Cash Receipt:** The Collection detail and bill detail of collection against the bill.
- The following reports shall get affected in case the cash receipt is generated:
 - Depositor Book
 - Cash Book

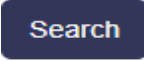
✓ Search

- Users can search for the list of existing cash receipts through the search provided.
- Users shall be required to enter the date range in which they want their results to lie and click on the search button.
- View the results of the search applied in a table format.

- There shall be option given to the user to download the details of all the CRs and also export it to CSV or PDF format.

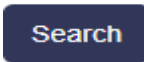
8. All bills

- The user shall have the provision to view all the bills generated in the warehouses falling under their jurisdiction.

- The user shall select/enter the following details:
 - Warehouse Name*(All or any one)
 - Date*(From and To)
 - Bill No.
 - Depositor Name
 - Bill Name
 - Page size*
- Once done, the user shall click on the  button.

9. Bill adjust

- The user shall have the provision to view the details of the bills adjusted in the warehouses falling under their jurisdiction and adjust amount against any bill.
- The user shall click on “Bill adjust” sub-menu and the following screen shall appear:

- The user can choose the following particulars on this screen and click on the  button to view the details accordingly:
 - Warehouse*
 - Depositor*(All or any one)

- Start date*
- Close date*
- Once done, a new dropdown shall appear as “Type of adjustment”.

Bill Adjustments Warehouse* Depositor* Bill Adjusted History

CW CHOMU All

Start Date* Close Date*

01/01/2020 05/12/2023 Search

Type of Adjustment*

Please Select Adjustment

- Please Select Adjustment
- Write Off
- Payment Received by Co
- Adhoc Adjustment
- SUNDRY ADJUSTMENT

- The user can choose any of the following option from the dropdown and the details shall appear accordingly in the listing below:
 - Write Off
 - Payment received by CO
 - Adhoc Adjustment
 - SUNDRY Adjustment

Bill Adjustments Warehouse* Depositor* Bill Adjusted History

CW CHOMU All

Start Date* Close Date*

01/01/2020 05/12/2023 Search

Type of Adjustment*

SUNDRY ADJUSTMENT

Action	Bill Date	Bill No.	Bill Type	Total Amount(₹)	Total TDS Amount(₹)	Pending Amount(₹)	Adjusted Amount (₹)	TDS Deducted(₹)
1. Borosil Limited Jaipur								
<input type="checkbox"/>	01/12/2023	17081/2023/0262	STORAGE	██████	0.00	██████	██████	██████
<input type="checkbox"/>	30/11/2023	17081/2023/0271	STORAGE	██████	0.00	██████	██████	██████

Total NaN

Advice letter No

Date* 05/12/2023

Document Upload No file chosen
(only png, jpg, jpeg and pdf file of maximum 2 MB size is supported)

Remarks

150 Character(s) Remaining

- The user shall select the checkbox given against entry wherein the user wants to adjust the amount.
- The user shall also enter the following details:

- Advice letter No
 - Date*
 - Document upload
 - Remarks
- Once done, the user shall click on the **Adjust Amount** button to complete the action.
 - The user shall also have the provision to view the details of the adjusted bill history.
 - To do so, the user shall click on the **Bill Adjusted History** and view the details and the following screen shall appear:
 - The user shall select the date range (From Date and To Date) and click on the **Search** button.

Adjusted Bill

From Date: To Date: **Search**

Showing 1-10 of 128 items.

#	Voucher No	Adjustment Date.	Adjustment Letter No	Action
1	JV/RO17/2023/0173	06/11/2023	CO711	Get Document
2	JV/RO17/2023/0174	06/11/2023	CO718	Get Document
3	JV/RO17/2023/0160	31/10/2023	31	Get Document
4	JV/RO17/2023/0159	31/10/2023	01	Get Document
5	JV/RO17/2023/0153	27/10/2023	RJ	Get Document

- The user can also view the document provided against each adjusted voucher number by clicking on the “Get Document” option.

10. Update Payment against bill

- The user shall click on the “Update Payment against bill” sub-menu and the following screen shall appear:

Warehouse ^{*} Depositor ^{*} Start Date ^{*}

Close Date ^{*} **Search**

- The user shall select the following particulars and click on the **Search** button:
 - Warehouse*
 - Depositor*
 - Start Date*
 - Close Date*

- The details shall appear according to the selection chosen by the user.

Warehouse ^{*}
CW BARAN

Depositor ^{*}
Please Select Depositor

Start Date ^{*}
01/01/2020

Close Date ^{*}
05/12/2023

Search

Check / Uncheck all depositor

Action	Bill Date	Bill No.	Bill Type	Total Amount(₹)	Paid Amount(₹)	Pending Amount(₹)	Amount To Be Paid(₹)	TDS Deducted(₹)
<input type="checkbox"/> 1. Fci Kota								
<input type="checkbox"/> Download Invoice	01/07/2022	17024/2022/0018	STORAGE	████████	████████	████████	<input type="text"/>	<input type="text"/>
Total				████████	████████	████████	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 2. Kartik Agritech								
<input type="checkbox"/> Download Invoice	23/11/2023	17021/2023/0085	WEIGHMENT	████████	0.00	████████	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Download Invoice	22/11/2023	17021/2023/0084	WEIGHMENT	████████	0.00	████████	<input type="text"/>	<input type="text"/>
Total								
							<input type="text"/>	<input type="text"/>

- The user shall have the provision to select the checkbox given against each depositor and enter the “Amount To be Paid” and “TDS Deduction”.
- Once done, the user shall check the amount calculated in the “Total” field and click on the **Pay Now** button and complete the action.
- The user shall also have the provision to **Download Invoice** or **Download Annexure** of the outstanding amount of the respective depositor.
- In addition to this, the user shall also have the provision to provide reminders to the respective depositors through **Reminder** button.