CENTRAL WAREHOUSING CORPORATION
केंद्रीय भंडारण निगम
A GOVERNMENT OF INDIA UNDERTAKING

WAREHOUSE MANAGEMENT SOLUTION

IMPREST USER MANUAL

USER - WHM

Table of Contents

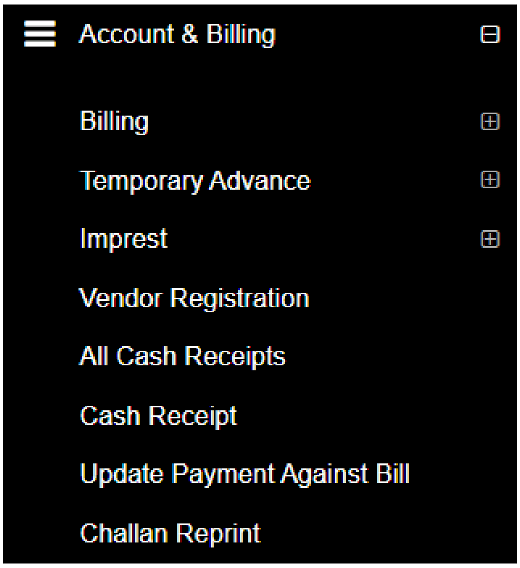
IMPREST

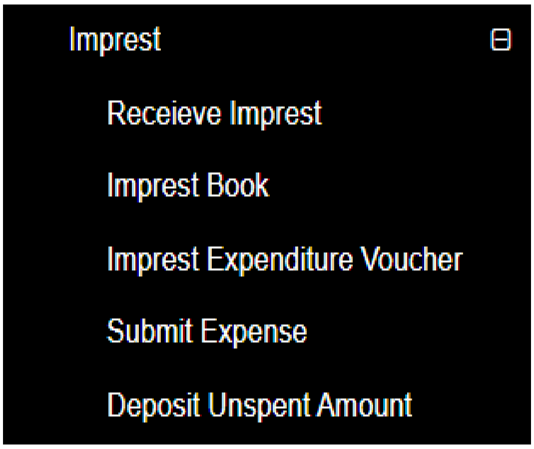
USER - WHM

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.

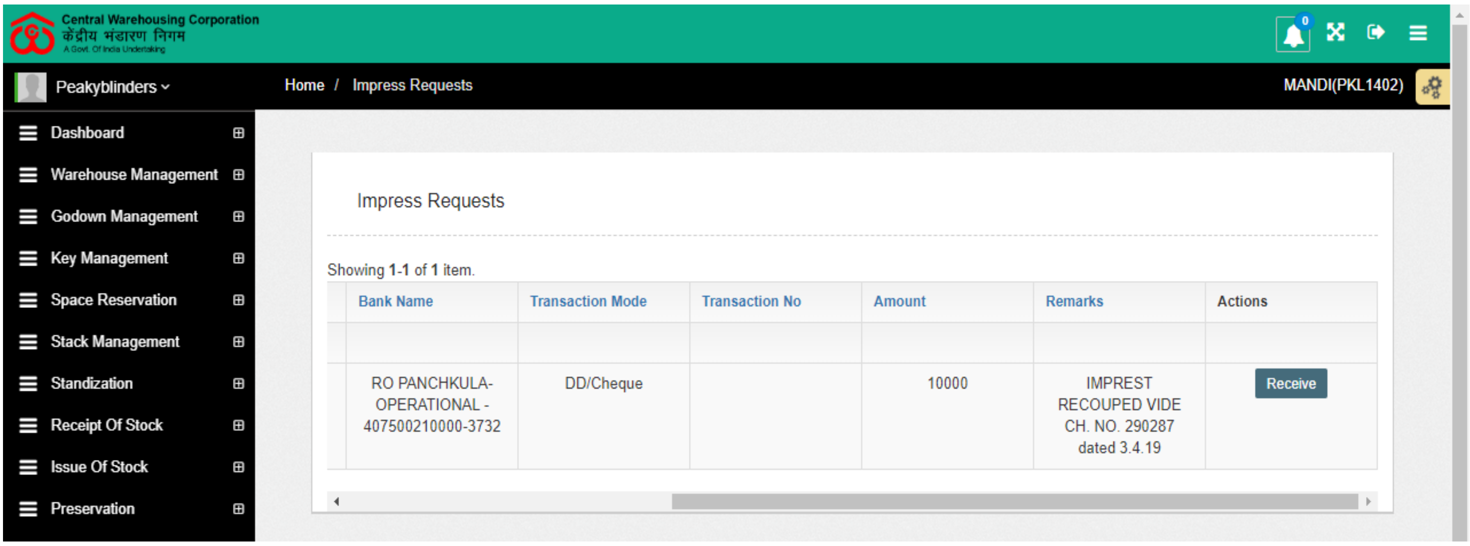
2. Imprest billing

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

- Impress Expenditure Voucher
- Submit Expense
- Deposit unspent amount

3. Receive Imprest

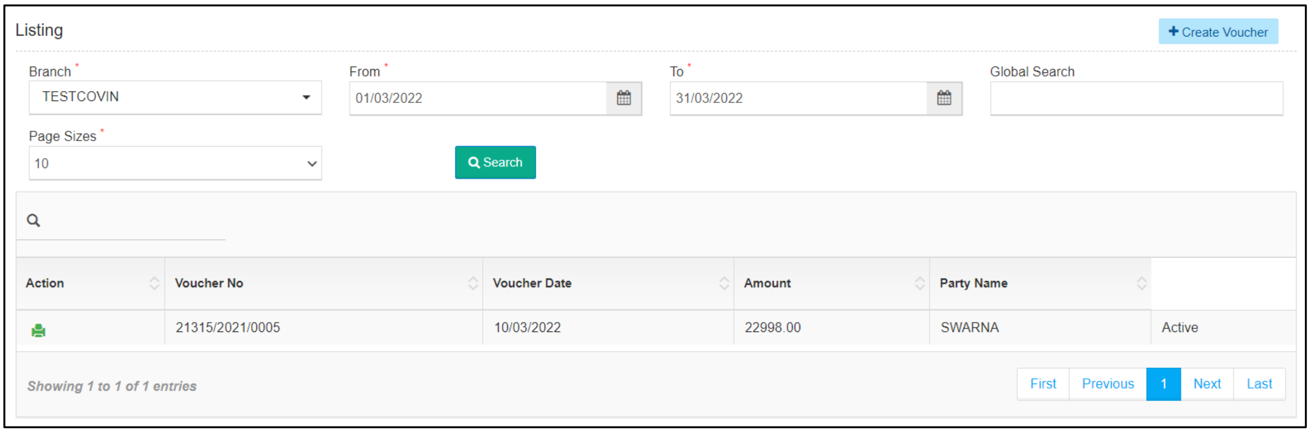
- ✓ Budget for a warehouse is configured by RO Business only.
- ✓ RO Accounts is responsible to make payments for the sanctioned amount.
- ✓ WHM will be able to view the imprest amount received on the "Receive Imprest" screen.



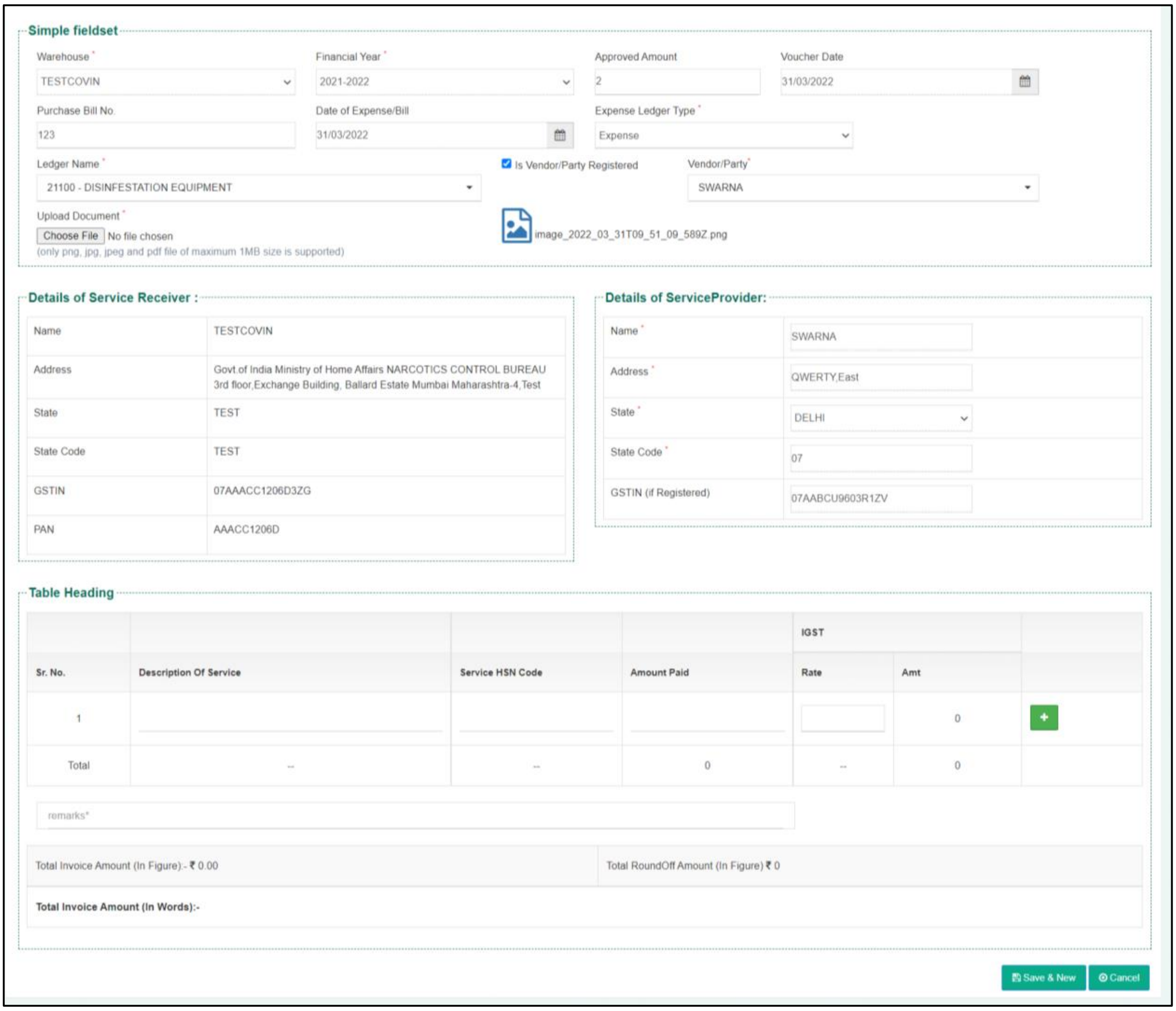
- ✓ The user will be able to click on the receive button against the imprest received to utilize the received amount.
- ✓ Clicking on the receive button will display a success message and the respective entry will no longer appear in the list.

4. Imprest Expenditure voucher

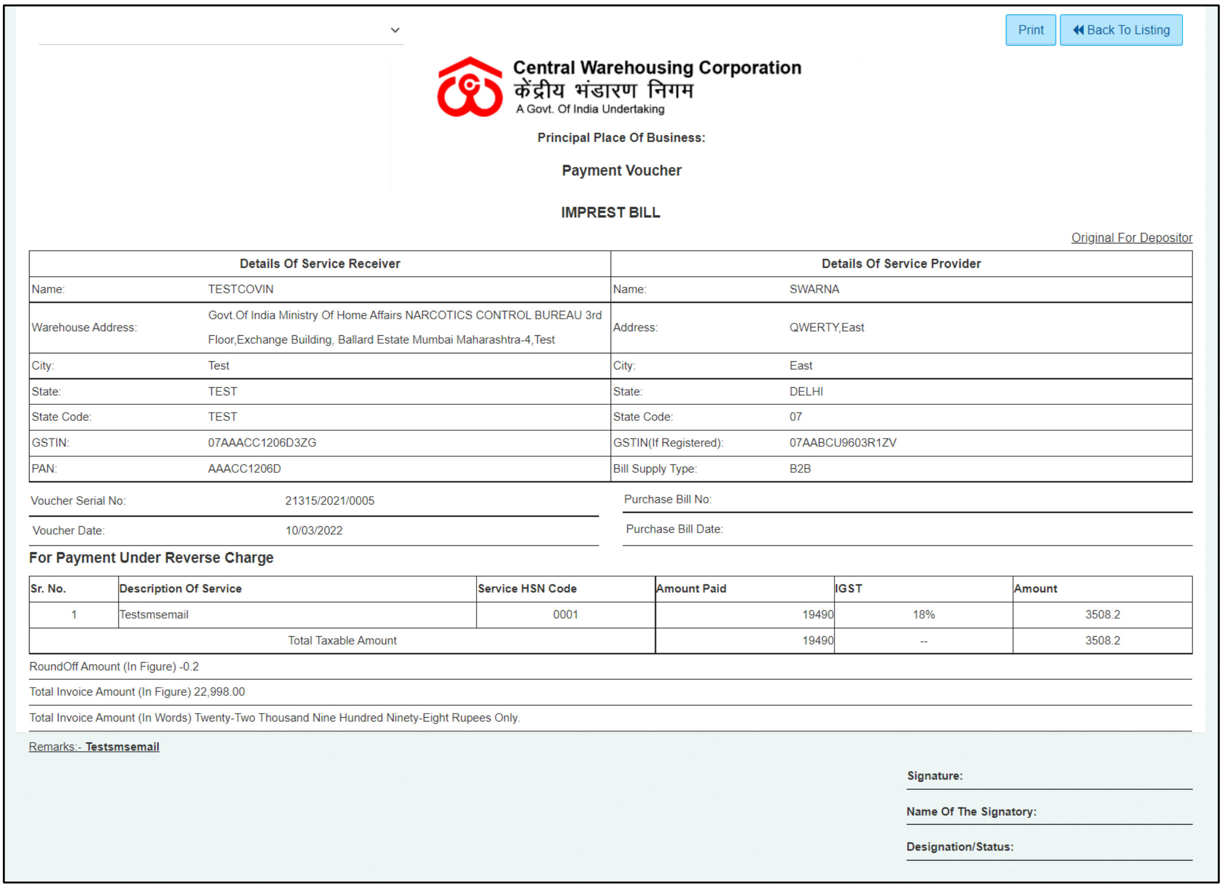
- ✓ The user can generate expenditure vouchers against the approved Imprest amount.
- ✓ The Imprest Expenditure Voucher is integrated with the Tally.
- ✓ The WHM will submit the expense voucher to RO accounts. Once the same is approved by RO accounts, the same will get posted in tally.
- ✓ **RO Accounts:**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



- ✓ **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.



- 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

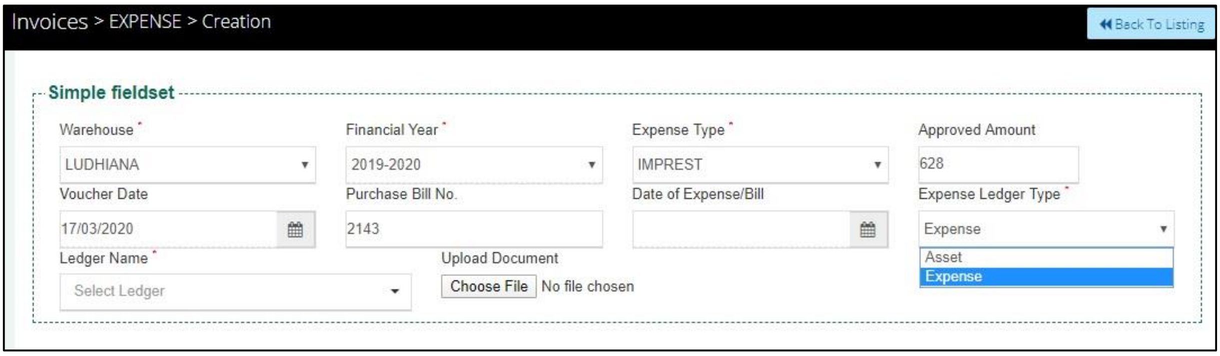
Signature:

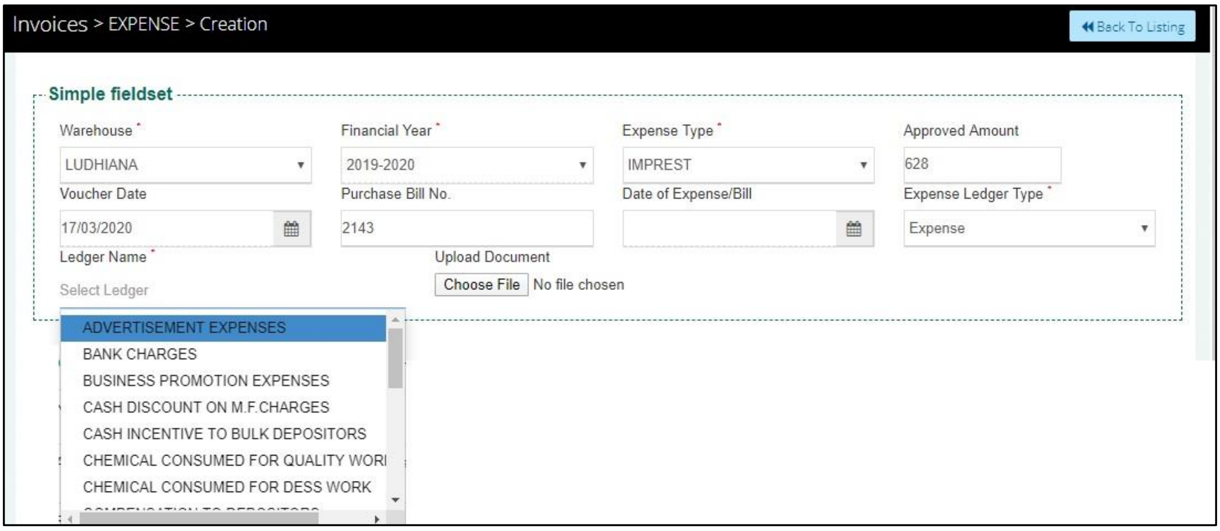
Name Of The Signatory:

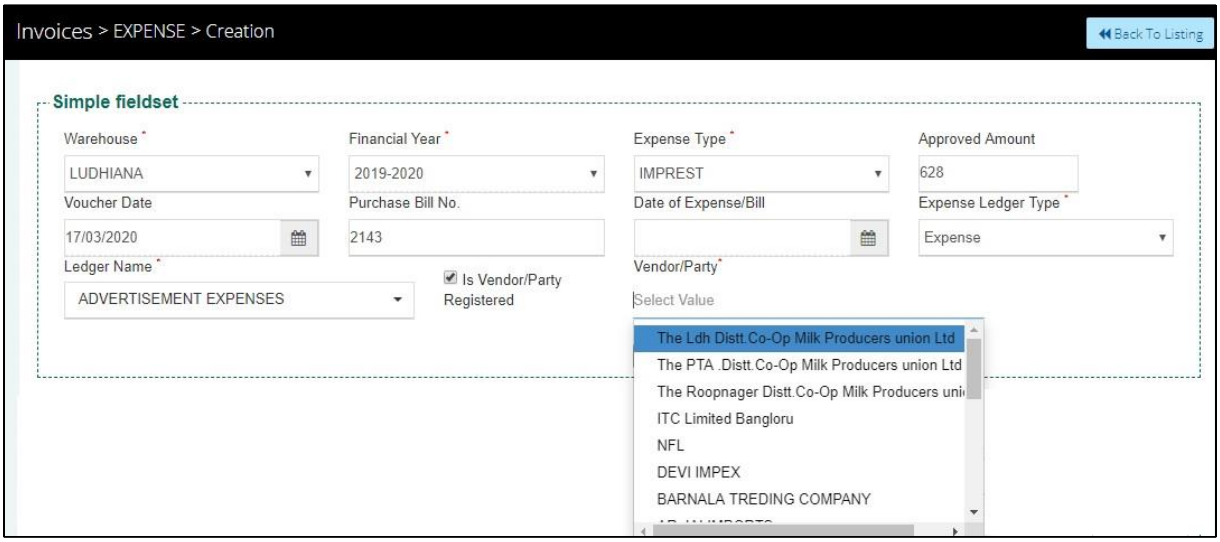
Designation/Status:

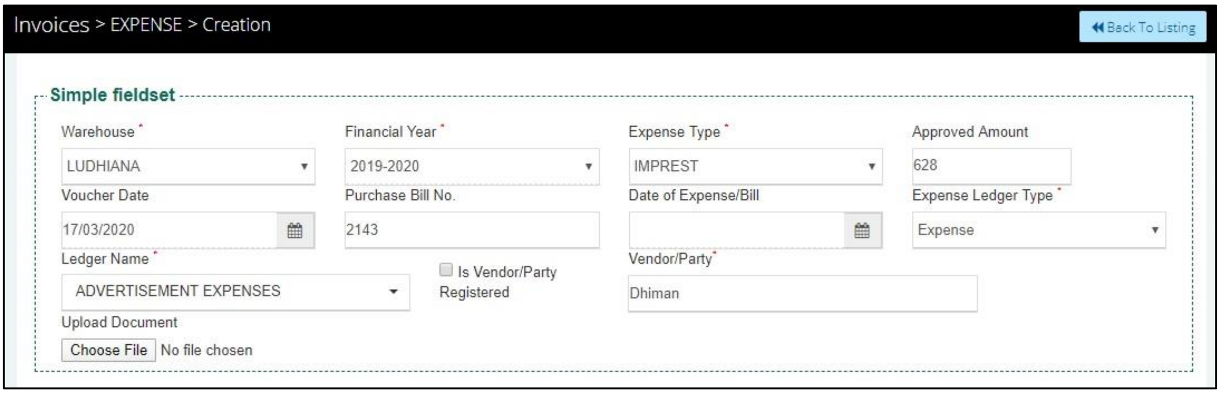
✓ New Voucher

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





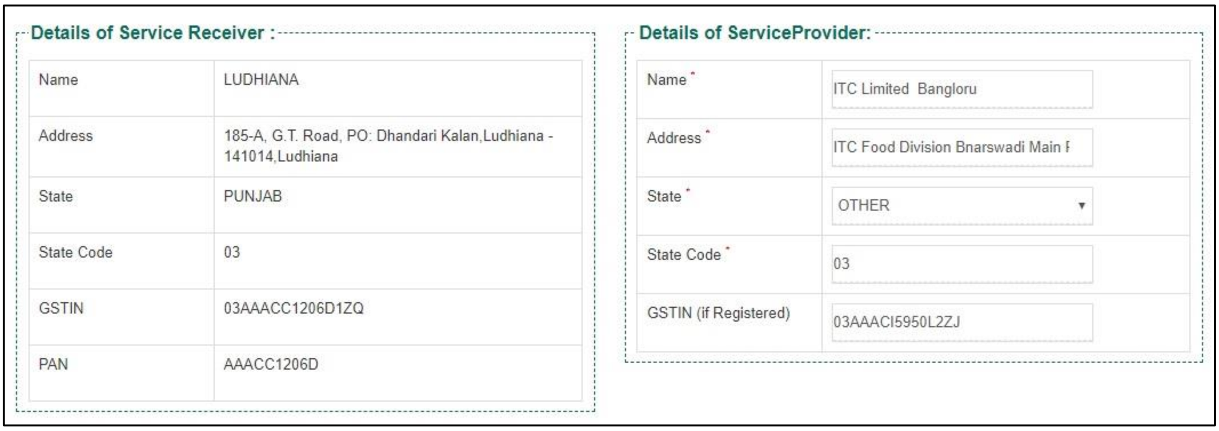


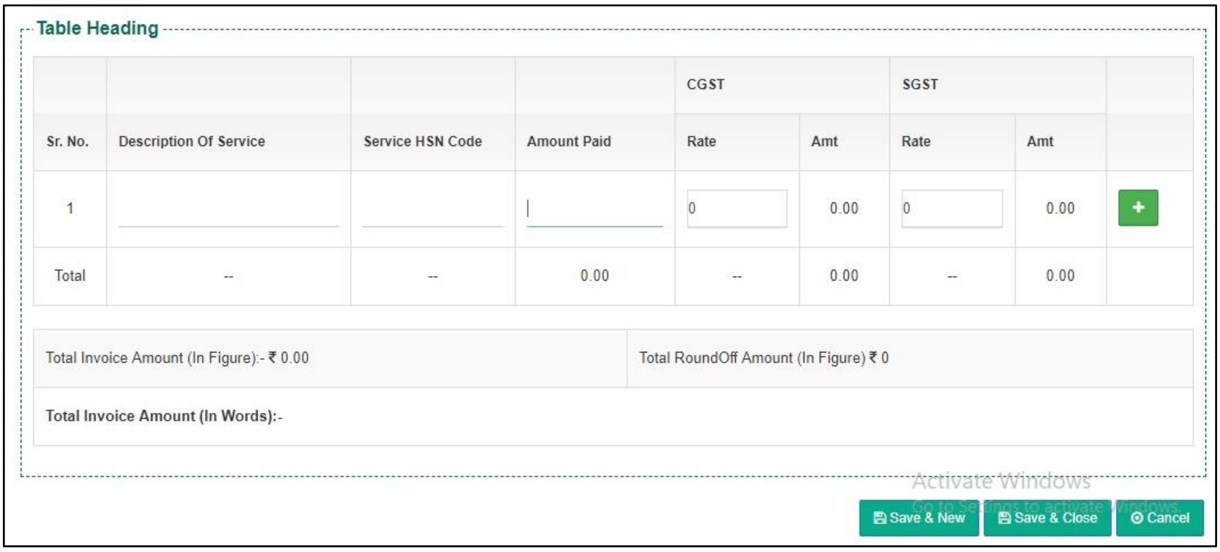


✓ The user will be required to enter/select the below-listed fields:

- 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.





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

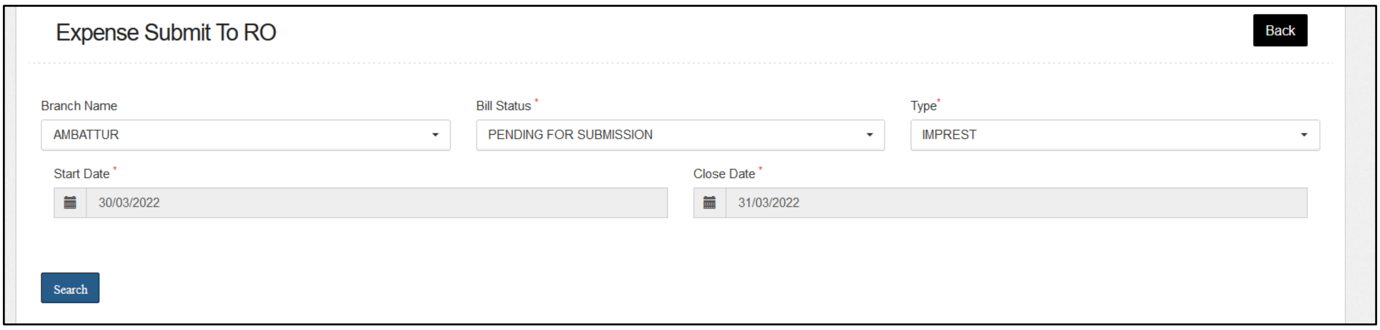
- Description of service
- Service HSN Code
- Amount Paid
- Rate%
    - This field will be enabled only when the GSTIN field in the Service provider section is filled. Else, it will remain disabled.

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.

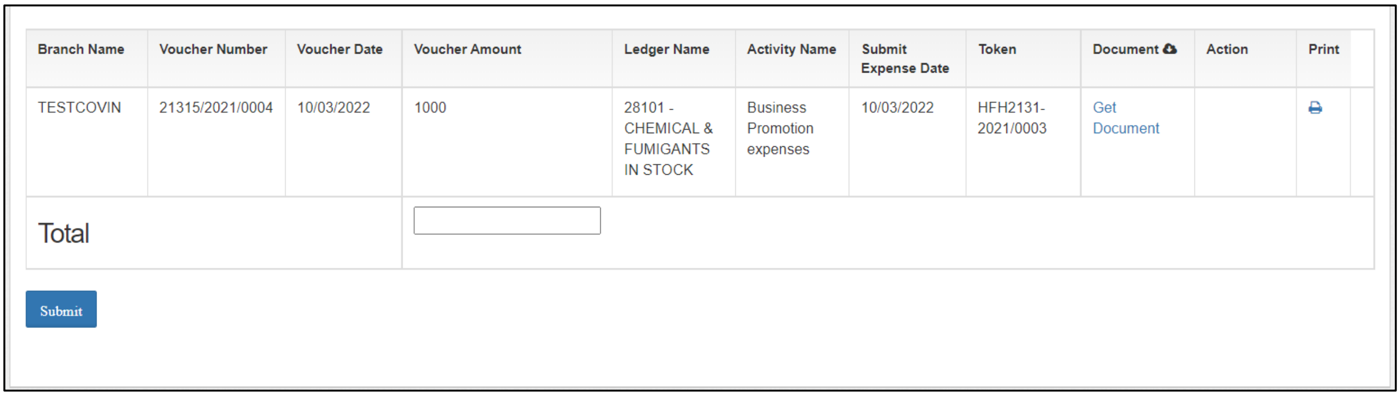
Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Token	Document	Action	Print
AMBATTUR	44015/2021/0019	31/03/2022	8999	CASH DISCOUNT ON M.F.CHARGES		NA		Get Document		
Total				Date						

Submit

- **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**

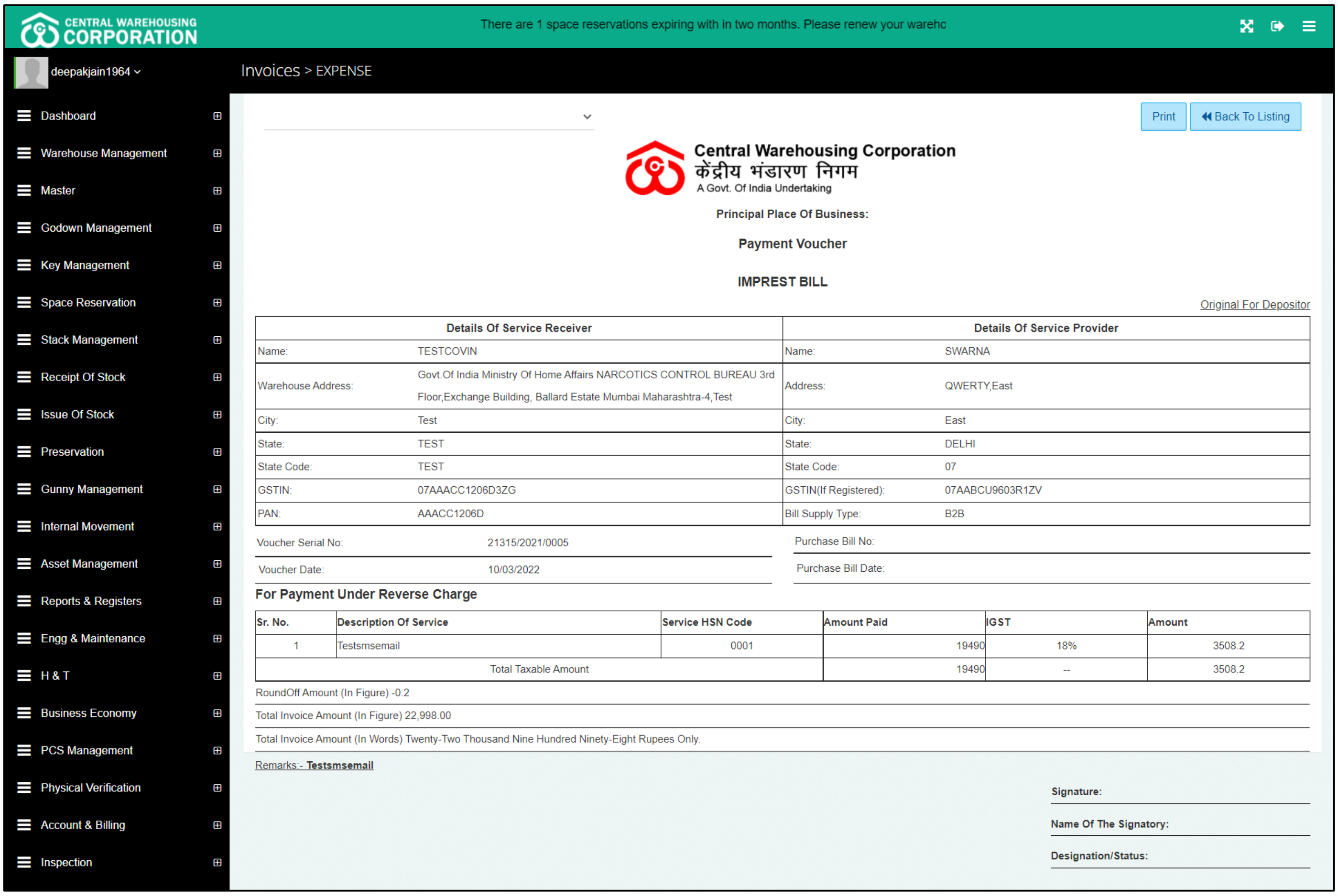
- The user will be able to view the list of expense vouchers submitted to RO from this section.
- Clicking on the "Submit Expense" sub-menu will redirect the user to the submitted expense screen.



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	Get Document		
Total										

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.



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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
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Total Invoice Amount (In Figure) 22,998.00

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

Remarks:- **Testsmsemail**

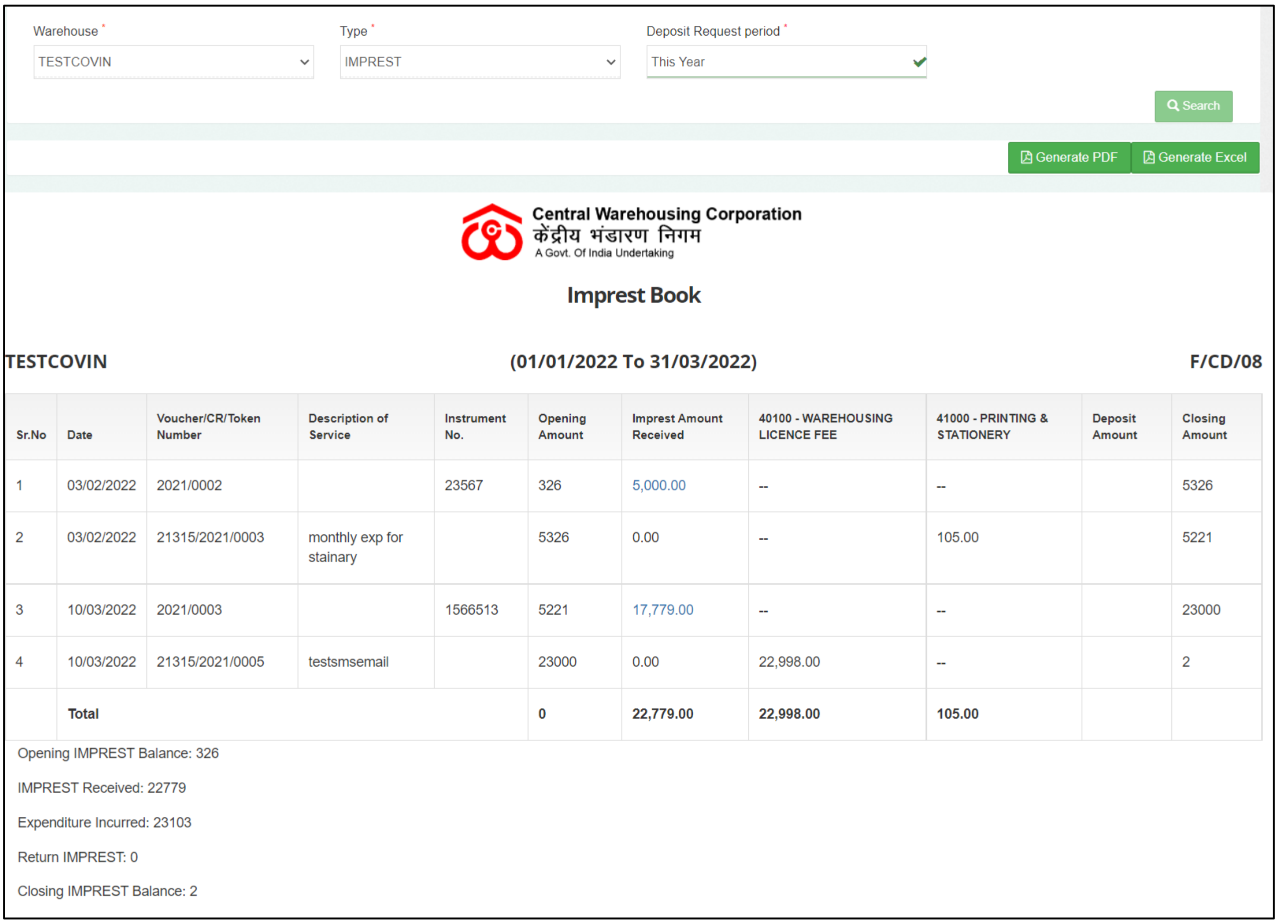
Signature:

Name Of The Signatory:

Designation/Status:

6. 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



Imprest Book

TESTCOVIN (01/01/2022 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	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 stainary		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
	Total				0	22,779.00	22,998.00	105.00		

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.

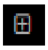
- Clicking on the search button will display the imprest book detailing all the temporary advance entries.

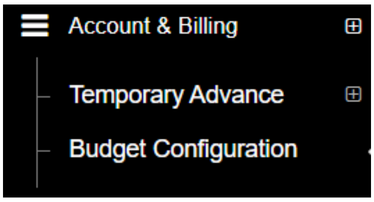
- Clicking on the generate PDF button will download the report in a PDF format.
- Clicking on the generate excel button will download the report in an excel file format

USER – RO BUSINESS

7. Menu

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

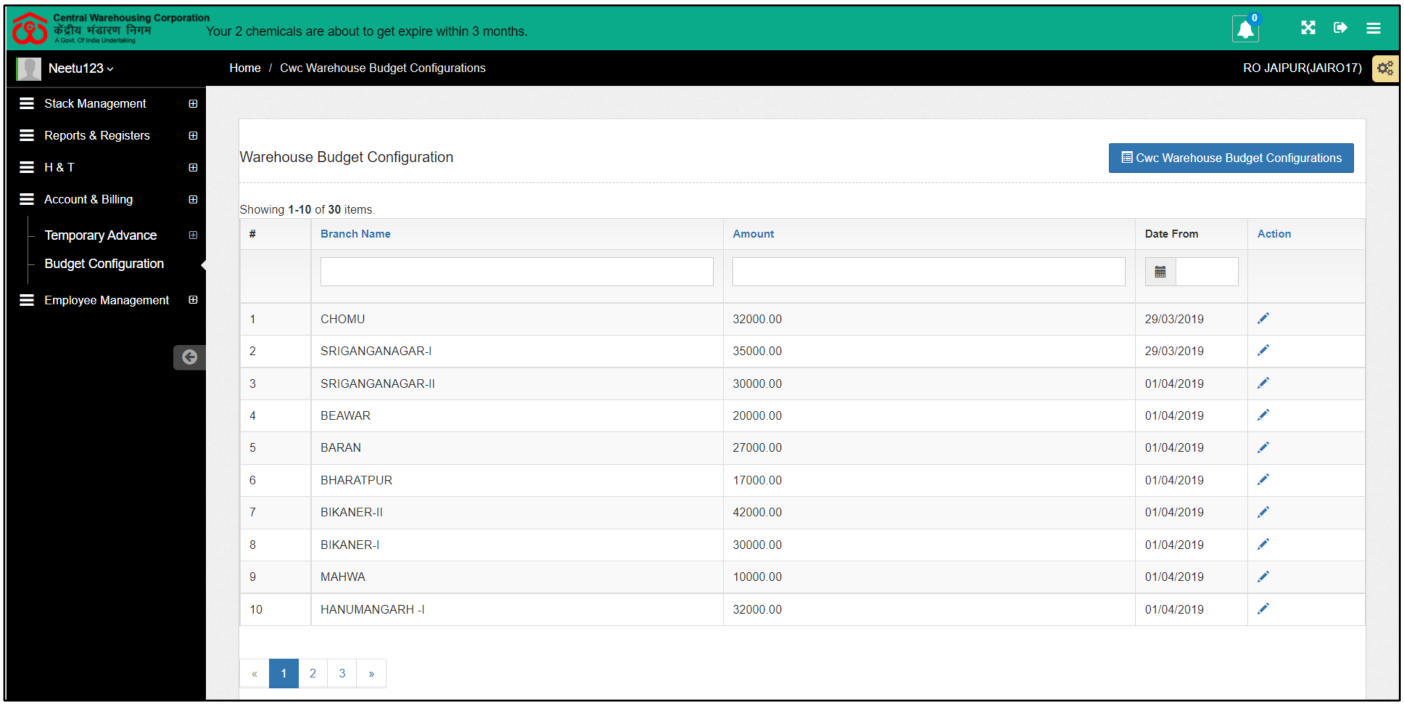
- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the RO Business as depicted in the images attached below.



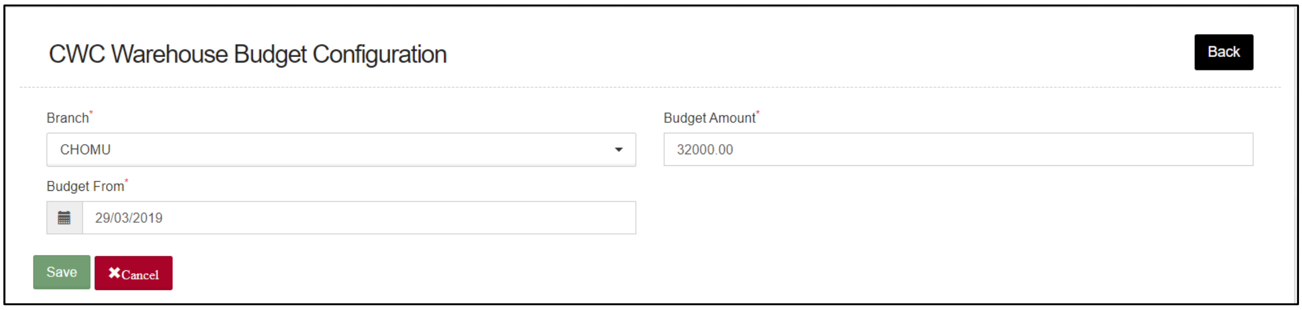
- ✓ Clicking on one of the sub-menu items will redirect the user to the respective page for further activity.

8. Budget Configuration

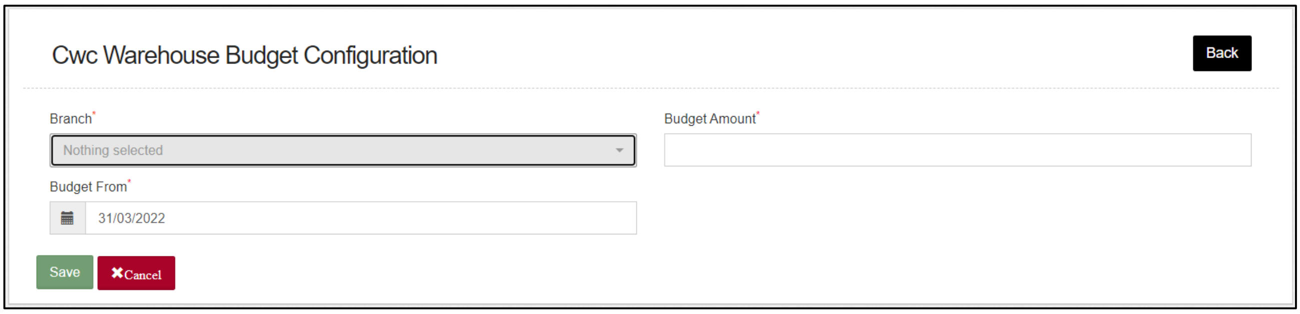
- ✓ RO business has the provision to configure imprest for a warehouse that is in turn approved by the RO accounts.
- ✓ The budget is configured either for a single financial year or the same can be continued for multiple financial years.
- ✓ The budget amount configured and approved is credited to the 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.



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



- ✓ Configure new Budget
  - The user can configure new budget by clicking on the "CWC Warehouse Budget Configuration" button.



  - This will redirect the user to the budget configuration screen where the user will enter required details:
    - Branch*
    - Budget Amount*

        ▪ Budget from*

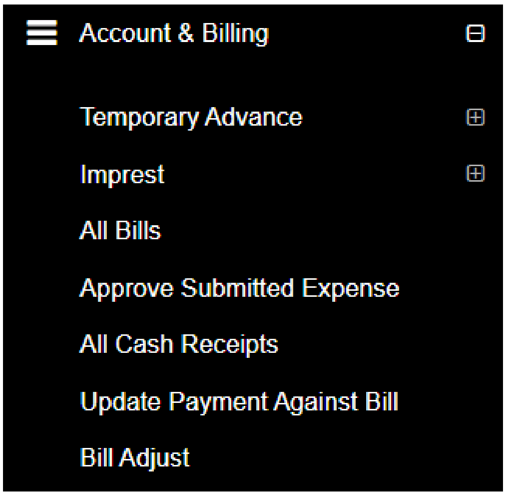
- The user can click on 'Save' button to save the details entered. The entry saved is submitted to RO Accounts for final approval.
- The user can click on 'Cancel' button to cancel the discard the entry process.

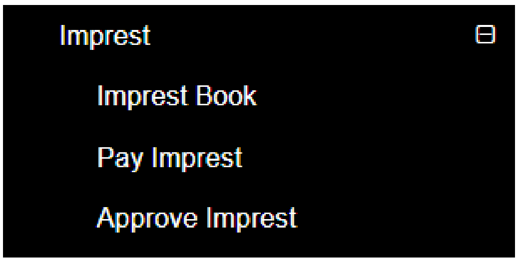
USER – RO ACCOUNTS

9. 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.



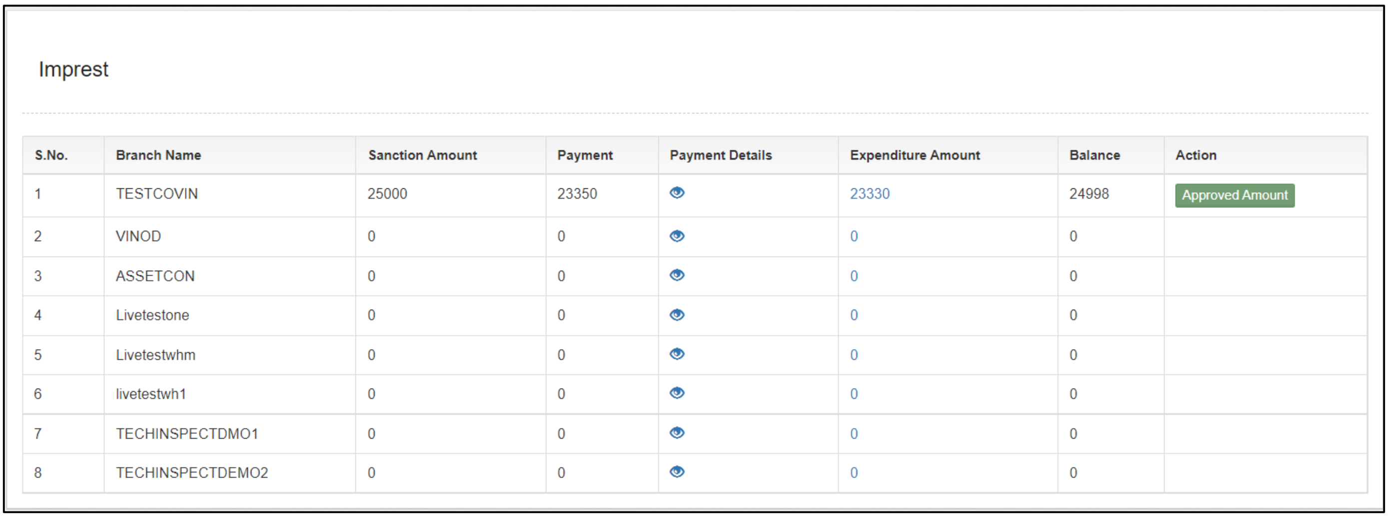


- ✓ Clicking on one of the sub-menu items will redirect the user to the respective page for further activity.

10. Approve Imprest

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

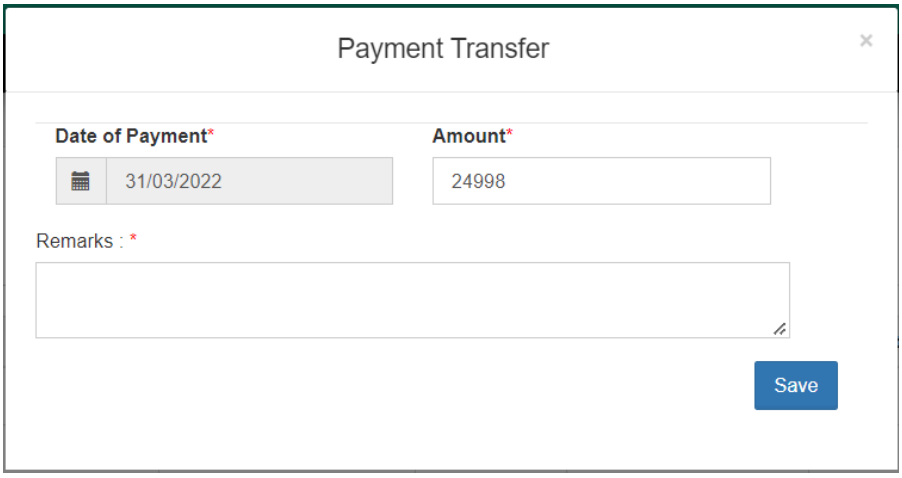
- ✓ The user can click on the “Approve Imprest” sub-menu to get redirected to the approval screen.



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	Livetestone	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.



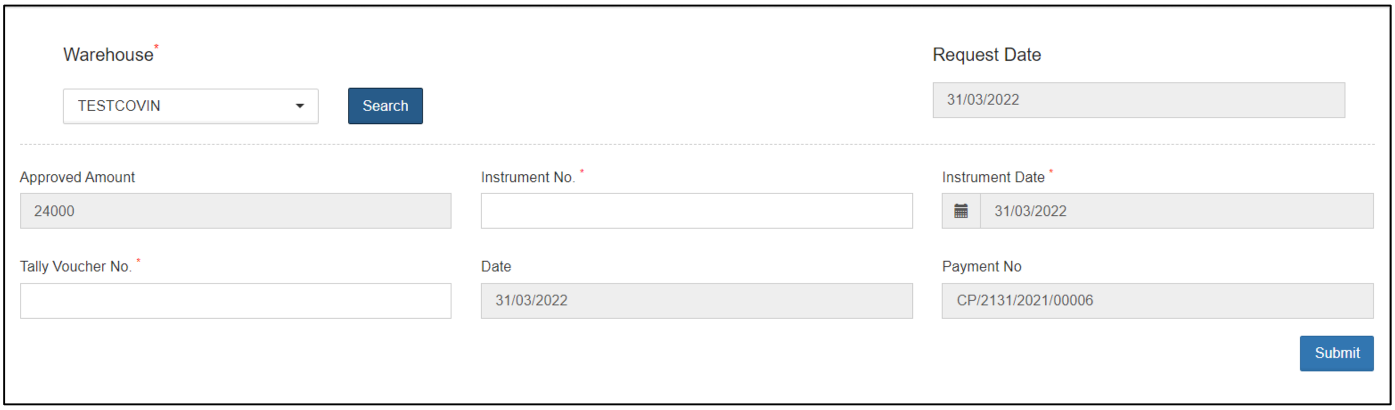
- ✓ RO accounts can change the approved amount, if desired.
- ✓ The user will enter remarks and save the entered details by clicking on the “Save” button.
- ✓ The imprest budget thus saved will be locked and will be credited to the warehouses with the start of each month.
- ✓ ***Note: The warehouse can 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.***

11.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.

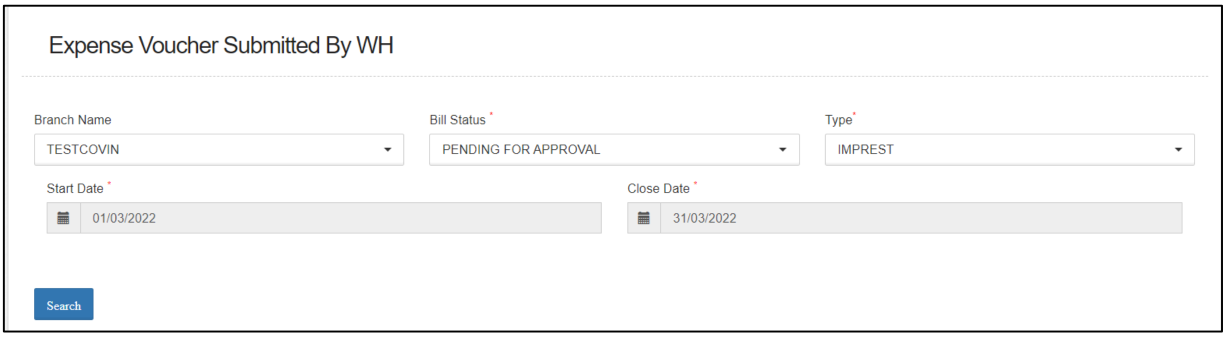
- ✓ The user can click on the “Pay Imprest” sub-menu to get redirected to the payment screen.



- ✓ 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.

12. 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.



- ✓ **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			Change ledger
Total			22998									

Submit

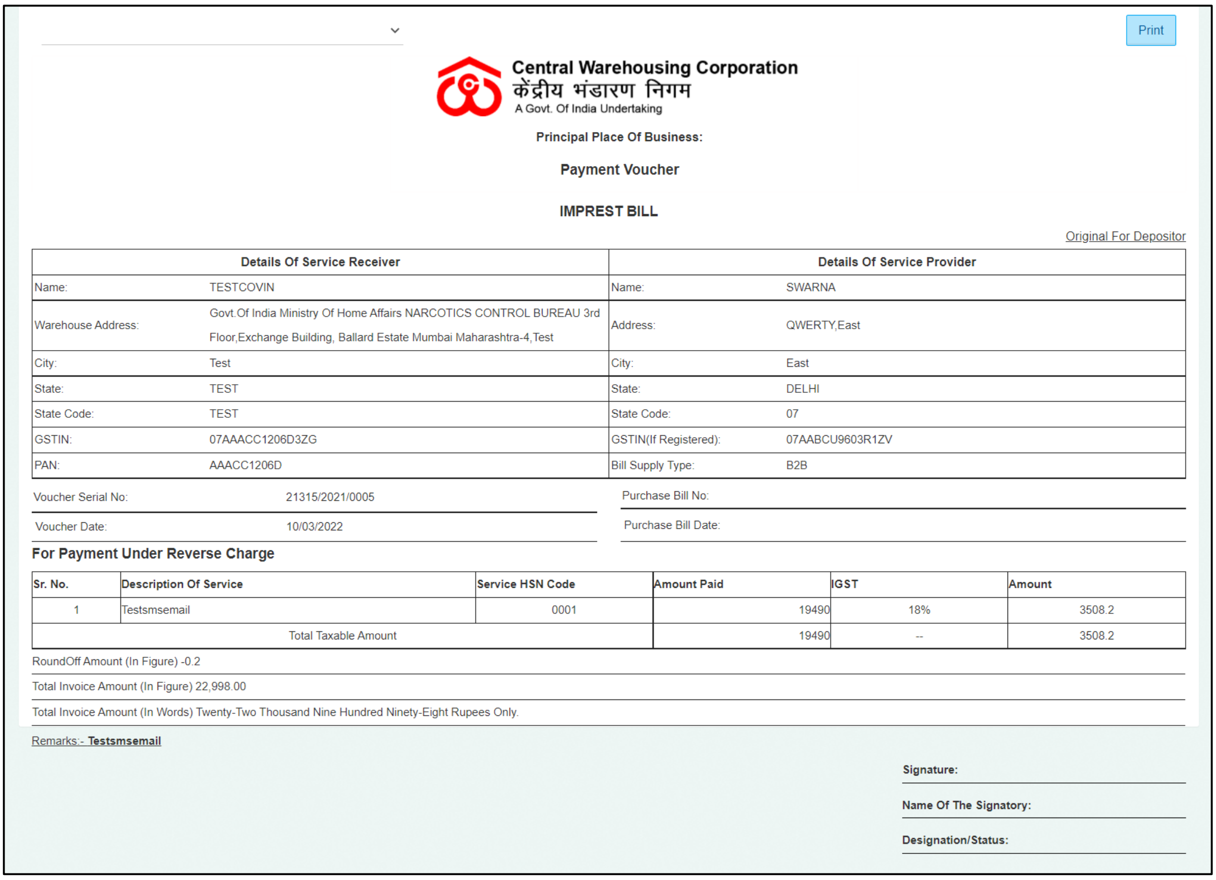
- **List**
    - Approve Expense vouchers
        - The user will be able to check the on the checkbox present against the list item to approve the respective vouchers.

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

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Principal Place Of Business:

Payment Voucher

IMPREST BILL

Original For Depositor

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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
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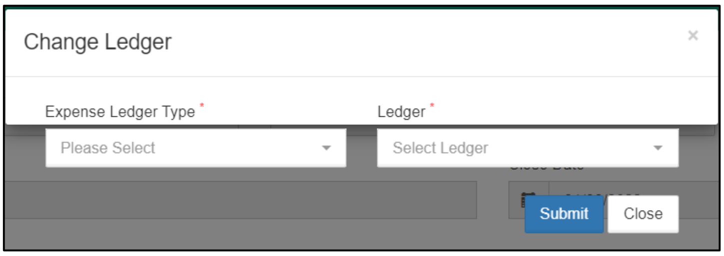
Remarks:- **Testsmsemail**

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.



- 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			
Total												

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
केंद्रीय 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:

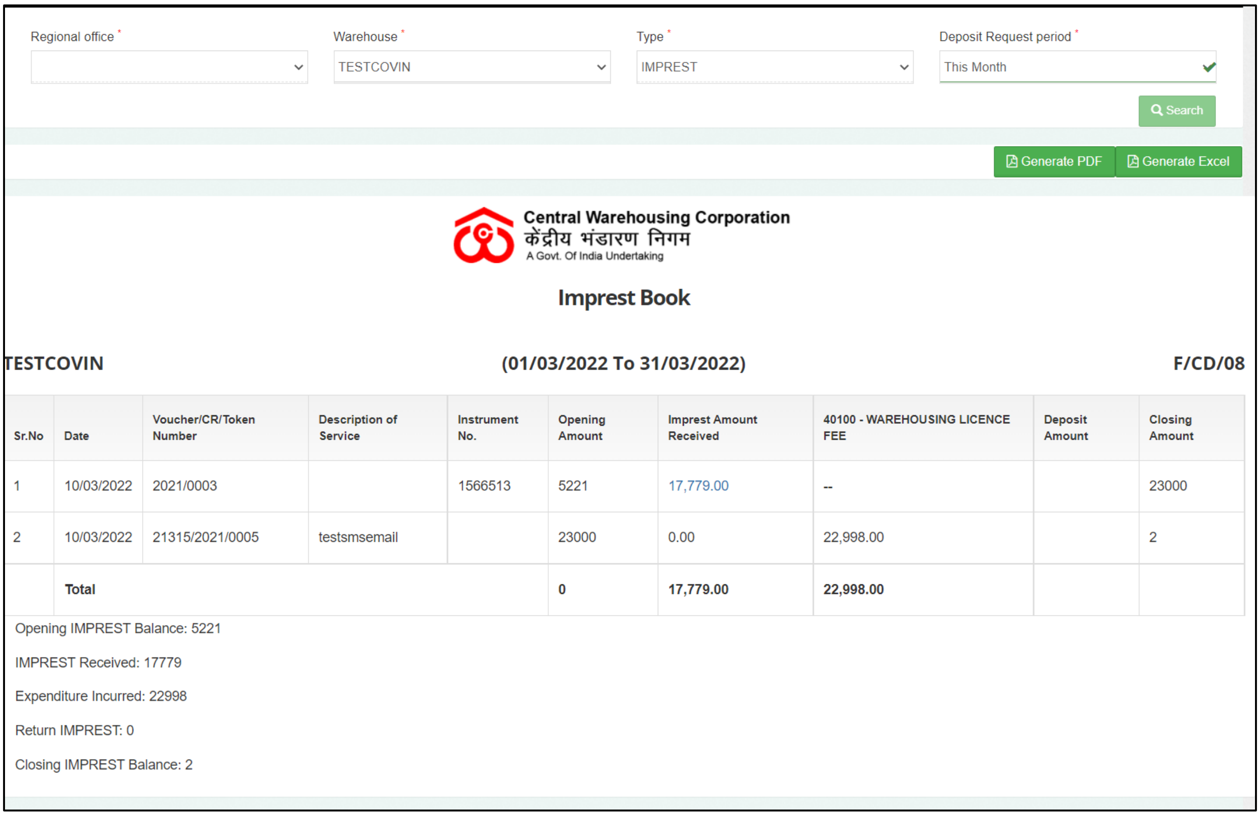
Name Of The Signatory:

Designation/Status:

13.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



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
	Total				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.