



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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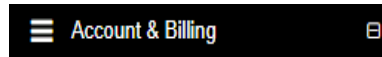
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TEMPORARY ADVANCE

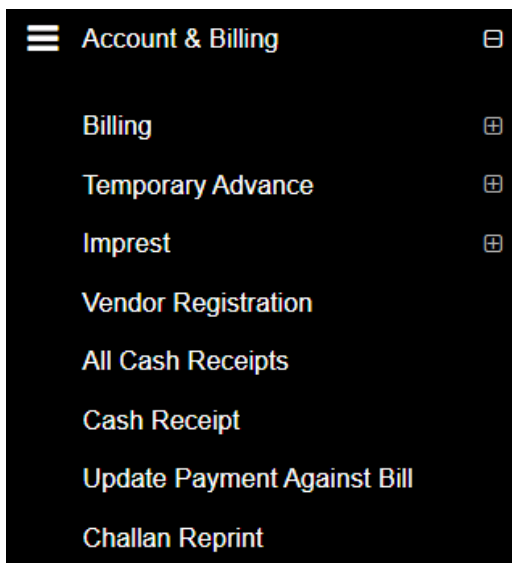
USER - WHM

1. Menu

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



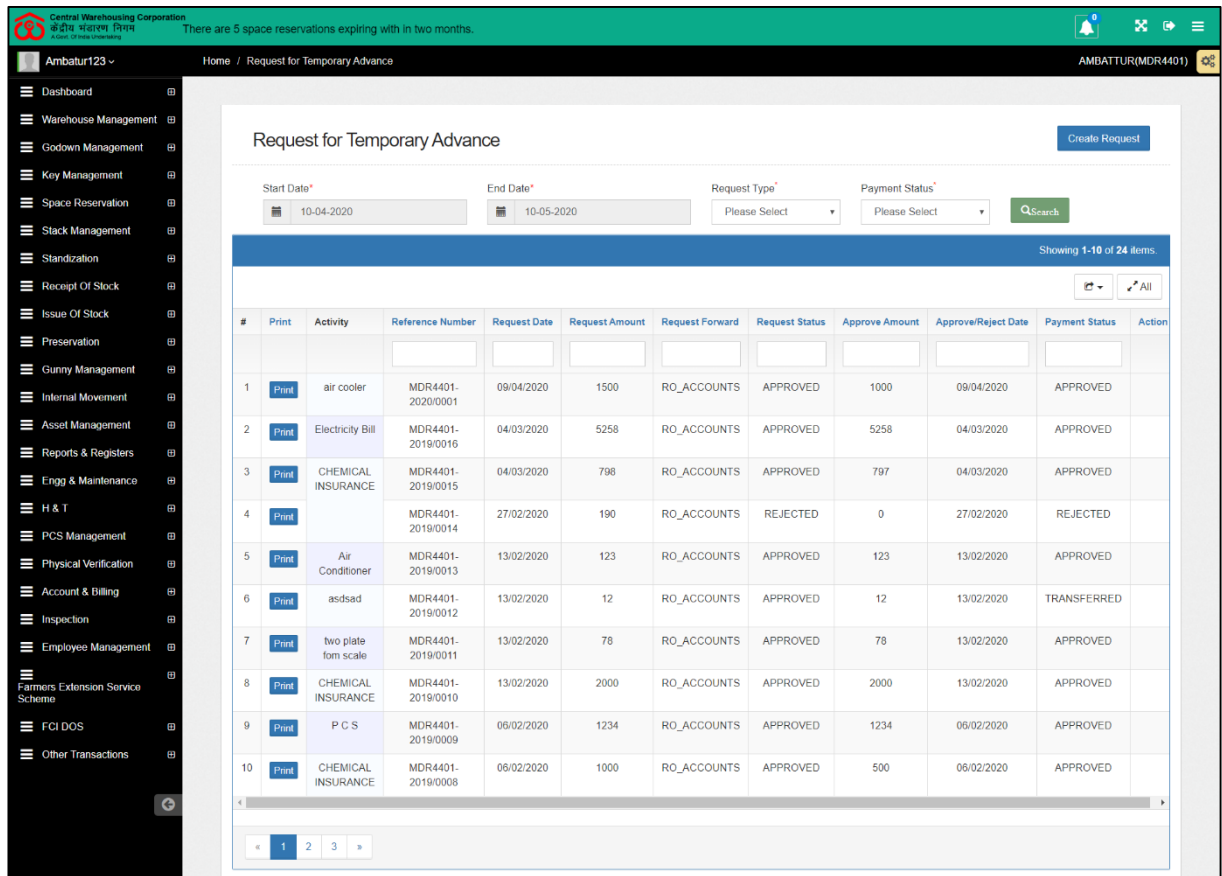
- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the WHM as depicted in the images attached below.
- ✓ Clicking on the Temporary Advance menu option will display the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



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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
RO CHENNAI	AMBATTUR	air cooler	MDR4401-2020/0001	09/04/2020	RO_ACCOUNTS	AIR COOLERS - 1500	dsfsfsd
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
TEMPORARY

Request Date*
10/04/2020

Remarks*
need advance for buying coolers

Branch Name
AMBATTUR

Activity*
air cooler

Forward To*
RO ACCOUNTS

Ledger Name*	Amount*	
AIR COOLERS	2000	Add More
Total Requisition Amount		2000

Document*

Upload
Add More

Save

- 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* End Date* Request Type* Payment Status* QSearch

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
Print	air cooler	MDR4401-2020/0002	10/04/2020	2000	RO_ACCOUNTS	PENDING	0	---	PENDING	Delete
Print		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.

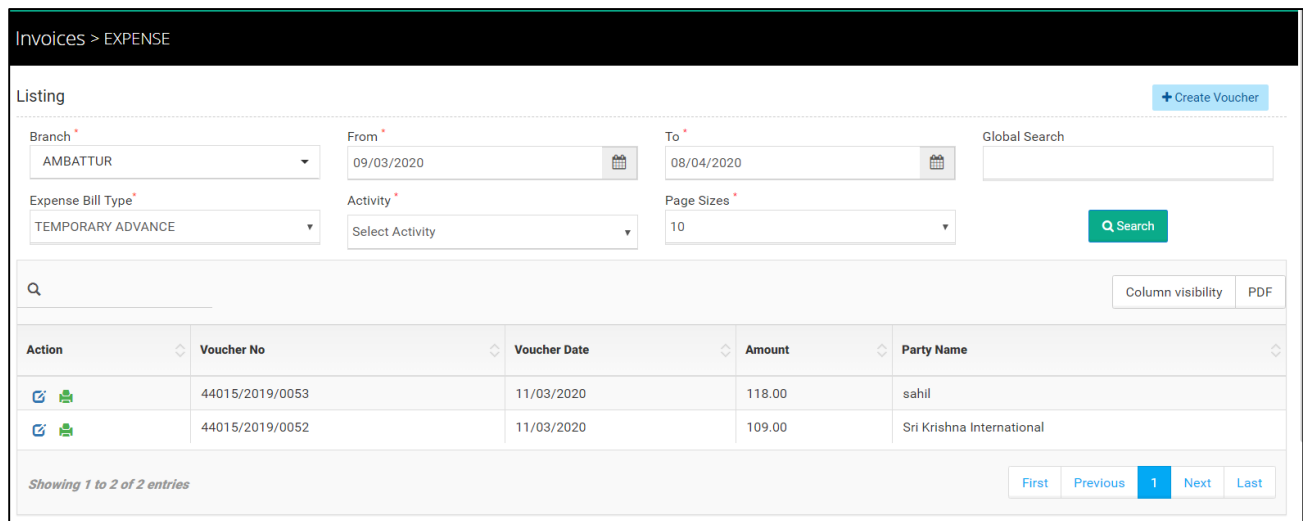
st Number	Date	Payment Method	Transaction No	Approve Amount	Transfer Date	Actions
506-2019/0011	20/02/2020	---		17420	20/02/2020	Received

- ✓ 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.

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Central Warehousing Corporation

There are 5 space reservations expiring with in two months.

embatur123
Invoices > EXPENSE > Updation

Simple fieldset

Warehouse: AMBATTUR
Financial Year: []
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
Vendor/Party: sahil
Upload Document: Choose File | 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	33AAACC1205D1ZN
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	+
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.

Update Cancel

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

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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 (NP) Sidco Industrial Estate, Ambattur, Chennai - 600096, Chennai	Address:	132
City:	Chennai	City:	
State:	TAMIL NADU	State:	HARYANA
State Code:	33	State Code:	06
GSTIN:	33AAACC1206D1ZN	GSTIN(If Registered):	19AAACF0365N1ZF
PAN:	AAACC1206D		

Voucher Serial No: 44015/2019/0053
Purchase Bill No:
Voucher Date: 11/03/2020
Purchase Bill Date:
Activity Name: CHEMICAL INSURANCE
Token No.: MDR4401-2019/0015

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

Back To Listing

Simple fieldset

Warehouse *
LUDHIANA

Financial Year *
2019-2020

Expense Type *
TEMPORARY ADVANCE

Activity *
Type search value
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

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

Simple fieldset

Warehouse *

Financial Year *

Expense Type *

Activity *

Token No *

Approved Amount

Voucher Date

Purchase Bill No.

Select Token

Expense Ledger Type *

Ledger Name *

Upload Document
 No file chosen

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

Simple fieldset

Warehouse *

Financial Year *

Expense Type *

Activity *

Token No *

Approved Amount

Voucher Date

Purchase Bill No.

Date of Expense/Bill

Expense Ledger Type *

Ledger Name *

Upload Document
 No file chosen

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

Simple fieldset

Warehouse *

Financial Year *

Expense Type *

Activity *

Token No *

Approved Amount

Voucher Date

Purchase Bill No.

Date of Expense/Bill

Expense Ledger Type *

Ledger Name *

Upload Document
 No file chosen

ADVERTISMENT 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
 COMPENSATION TO DEPOSITORS

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

Simple fieldset

Warehouse *

Financial Year *

Expense Type *

Activity *

Token No *

Approved Amount

Voucher Date

Purchase Bill No.

Date of Expense/Bill

Expense Ledger Type *

Ledger Name *

Vendor/Party *

Upload Document
 No file chosen

Is Vendor/Party Registered

- ✓ 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 *	<input type="text" value="06"/>
GSTIN	03AAACC1206D1ZQ	GSTIN (if Registered)	<input type="text"/>
PAN	AAACC1206D		

Table Heading						
Sr. No.	Description Of Service	Service HSN Code	Amount Paid	IGST		
				Rate	Amt	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="+"/>
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.
- ✓ 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

Activities*	Reference Number*
Air cooler	MDR4401-2020/0003
Amount*	Mode of Payment*
230	Cash Card
Cash/Bank Ledger*	Transaction No
Cash In Hand	7462938527304

- ✓ 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.

Expense Submit To RO Back

Branch Name Bill Status* Type*

Activities* Reference Number*

Start Date* Close Date*

✓ 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"/>		
Total			<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	Get Document			
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
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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

✓ 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.

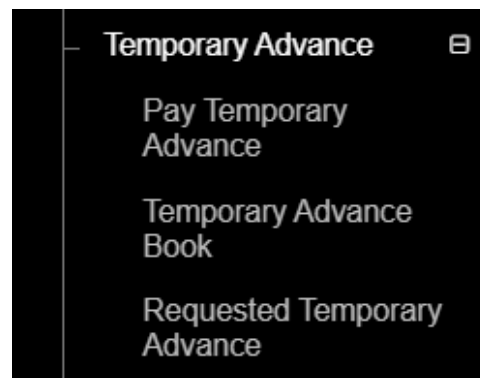
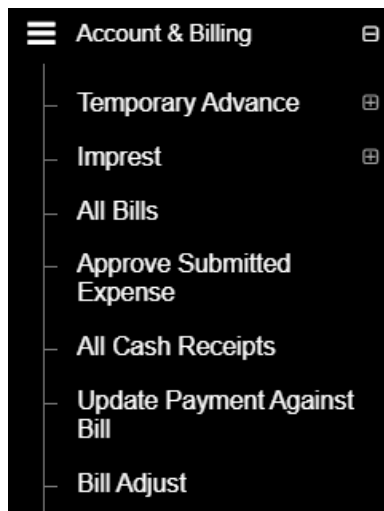
USER – RO

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 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 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*

Request Action Type*

Payment Action Type*

Start Date*

End Date*

✓ **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*

Request Action Type*

Payment Action Type*

Start Date*

End Date*

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	<input type="button" value="View"/>	<input type="button" value="Print"/>

- 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](#)



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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](#)

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

WareHouse Name
TESTCOVIN

Status *
APPROVED v

Reason *

Approval date
31/03/2022

Wh Remarks
urgent

[Save](#)

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

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.

Warehouse* Activity Name* Request No.*

TESTCOVIN Chemical purchase for PCS/DE€ HFH2131-2021/0004

Search

✓ 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.

Warehouse* Activity Name* Request No.* Request Date

TESTCOVIN Chemical purchase for PCS/DE€ HFH2131-2021/0004 31/03/2022

Search

Approved Amount Instrument No.* Instrument Date*

1000 31/03/2022

Tally Voucher No.* Date Payment No

 31/03/2022 CP/2131/2021/00005

Submit

- 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: TESTCOVIN | Bill Status*: PENDING FOR APPROVAL | Type*: TEMPORARY

Activities*: Business Promotion expenses | Reference Number*: HFH2131-2021/0003

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*
 - 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"/>									

[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

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: _____

- 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			
Total			<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 *

TESTCOVIN TEMPORARY ADVANCE All

Token No. * Deposit Request period *

All Tokens Today ✓

Search

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
Total						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.