

WAREHOUSE MANAGEMENT SOLUTION

TEMPORARY ADVANCE VOUCHER User Manual

User - WHM

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TEMPORARY ADVANCE

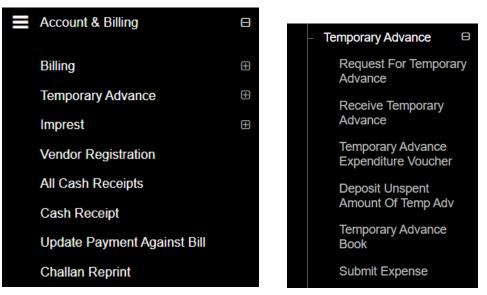
USER - WHM

1. Menu

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



- ✓ 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.

Ambatur123 -	lome / Re	quest for	Temporary Advan	сө							AMBATTU	JR(MDR44
Dashboard												
Warehouse Management												
Godown Management	F	Reque	st for Tem	porary Advan	се						Create Requ	iest
Key Management												
Space Reservation		Start Dat			End Date*			st Type"	Payment State			
Stack Management			10-04-2020		10-05-2	2020	Plea	ase Select	Please Sel	ect 🗸 🔍	Search	
Standization											Showing 1-10 of 24	titems.
Receipt Of Stock											10 v	All
Issue Of Stock	#	Print	Activity	Reference Number	Request Date	Request Amount	Request Forward	Request Status	Approve Amount	Approve/Reject Date	Payment Status	Action
Preservation												
Gunny Management 🛛 🖽		_	- Anna - Anna	10001001	0010410000	4500		4000001/50	4000	00/04/0000	400001/50	
Internal Movement	1	Print	air cooler	MDR4401- 2020/0001	09/04/2020	1500	RO_ACCOUNTS	APPROVED	1000	09/04/2020	APPROVED	
Asset Management	2	Print	Electricity Bill	MDR4401-	04/03/2020	5258	RO_ACCOUNTS	APPROVED	5258	04/03/2020	APPROVED	
Reports & Registers	2	-	CHEMICAL	2019/0016 MDR4401-	04/03/2020	798		APPROVED	797	04/03/2020	APPROVED	
Engg & Maintenance	3	Print	CHEMICAL	2019/0015	04/03/2020	790	RO_ACCOUNTS	APPROVED	191	04/03/2020	APPROVED	
H&T ⊞ PCS Management ⊞	4	Print		MDR4401- 2019/0014	27/02/2020	190	RO_ACCOUNTS	REJECTED	0	27/02/2020	REJECTED	
Physical Verification	5	Print	Air Conditioner	MDR4401- 2019/0013	13/02/2020	123	RO_ACCOUNTS	APPROVED	123	13/02/2020	APPROVED	
Account & Billing	6	Print	asdsad	MDR4401- 2019/0012	13/02/2020	12	R0_ACCOUNTS	APPROVED	12	13/02/2020	TRANSFERRED	
Employee Management	7	Print	two plate fom scale	MDR4401- 2019/0011	13/02/2020	78	RO_ACCOUNTS	APPROVED	78	13/02/2020	APPROVED	
⊕ ers Extension Service me	8	Print	CHEMICAL INSURANCE	MDR4401- 2019/0010	13/02/2020	2000	R0_ACCOUNTS	APPROVED	2000	13/02/2020	APPROVED	
FCI DOS 🛛	9	Print	PCS	MDR4401- 2019/0009	06/02/2020	1234	R0_ACCOUNTS	APPROVED	1234	06/02/2020	APPROVED	
Other Transactions	10	Print	CHEMICAL INSURANCE	MDR4401- 2019/0008	06/02/2020	1000	RO_ACCOUNTS	APPROVED	500	06/02/2020	APPROVED	
Ø	•	1			1	1						•

✓ 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.

	Advance Requisitio	on Print					Print
		ð	Central केंद्रीय भ A Govt. Of Ir Tempora	Warehousing मंडारण निगम ndia Undertaking ary Advance Requis			
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

✓ 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 Advan	ICE			Back
Request Type	Reques	t Date*		Remarks*
TEMPORARY -	m	10/04/2020		need advance for buying coolers
Iranch Name	Activity *			Forward To
AMBATTUR -	air cooler			▼ RO ACCOUNTS ▼
Ledger Name [*]		Amount		
AIR COOLERS		2000		Add More
Total Requisition Amount		2000		
Document *			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 bu 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.

			End Date*		K	equest Type	Payment S	status		
	10-04-2020)	10	-05-2020		Please Select	• Please	Select v	Q _{Search}	
									(ť •	21
Print	Activity	Reference Number	Request Date	Request Amount	Request Forward	Request Status	Approve Amount	Approve/Reject Date	Payment Status	Actio

- 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)
- \checkmark 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.

Showing 1-1 of 1	itom					
st Number	Date	Payment Method	Tranaction 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.
- \checkmark 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.

isting							+ Create Voucher
Branch *		From		To *		Glob	oal Search
AMBATTUR	•	09/03/2020	6	08/04/202	0	#	
Expense Bill Type [*]		Activity *		Page Sizes	•		
TEMPORARY ADVANCE	•	Select Activity		• 10		*	Q Search
							Column visibility PDI
Action 🗘	Voucher No		Voucher Date		Amount	Party Name	Column visibility PDF
Action 🗘	Voucher No 44015/2019/0053		Voucher Date		Amount 118.00	Party Name sahil	

- 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 কঁট্রীয় পাঁৱাংण নিযান A Gett. Cf Inda Undersking	n			There are 5 s	space reserva	ations expiring with	n in two months.						8 ⊛ ≡
ambatur123 v	Inv	/oices > EXPI	ENSE > Updati	on									Heack To Listing
Dashboard	•	Simple field	set										
Warehouse Management	Đ	Warehouse			Financial Y	ear [*]		Expense Type *			Activity*		
Godown Management	Ŧ	AMBATTUR		*			*	TEMPORARY ADVAN	CE	*	CHEMICA	INSURANCE	•
		Token No			Approved A	Amount	Voucher Date			Purchase Bill No			
Key Management	•	MDR4401-2	019/0015	*	797		11/03/2020		#				
Space Reservation	÷	Date of Expe	nse/Bill		Expense Le	edger Type *		Ledger Name *				Is Vendor/	Party Registered
				*	Asset		•	AIR COOLERS			•		
Stack Management	Đ	Vendor/Party	i .			Upload Docur							
Standization	Đ	sahil				Choose File	No file chosen						
Receipt Of Stock	Đ	Details of S	ervice Receive	er :				Details of Servio	eProvid	er:			
Issue Of Stock	æ	Name		AMBATTUR				Name					
-		Name		AMBATTOR				Name		AIR COOLERS			
Preservation	æ	Address			P) Sidco Indu:	strial Estate, Ambatt	ur, Chennai -	Address		132			
Gunny Management	œ			600098,Chennai						132			
Internal Movement		State		TAMIL NADU				State		HARYANA			
Internal Movement	æ												
Asset Management	Đ	State Code		33				State Code *		06			
Reports & Registers		GSTIN		33AAACC1206D	1ZN			GSTIN (if Registere					
Reports & Registers	•							GSTIN (II Registere	ia)	19AAACF0365	5N1ZF		
Engg & Maintenance	œ	PAN		AAACC1206D									
≡ нат	H												
PCS Management	æ	Table Headi	ng										
Physical Verification	Ŧ									IGST			
Account & Billing	Ð	Sr. No.	Description Of S	ervice		Service HSN Code		Amount Paid		Rate		Amt	
	Ð												
		1	expense			0001		100.00		18		18.00	+
Employee Management	Ð												
Farmers Extension Service Sche	eme	Total				-		100.00				18.00	
E FCI DOS	æ	Total Invoice	Amount (In Figure	a)-₹118.00				Total RoundOff Amou	int (In Figu	rre) ₹ 0.00			
Other Transactions	æ	Total Invoice	Anount (in Figure					Total Roandon Anio	ant (in Fige	ic) (0.00			
		Total Invoice	Amount (In Word	s):- One Hundred E	Eighteen Rupe	es Only.							
												Cối Up	odate O Cancel

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

Central Warehousing Corporation केंद्रीय मंडारण निगम A Got. Of Inda Endemaine	" ith in 1	two months.						5	\$ ⊕ ≡
ambatur123 ~	_	Invoices > EXPENSE							
Dashboard	æ		•				[Print 📢 Back T	o Listing
Warehouse Management	æ		Centra	l Ware	ehousing C	orporation	1		
Godown Management	Ħ		💡 केंद्रीय	भंडार	एण निगम				
Key Management	Ð		A Govt. Of Prinicip		dertaking susiness: <u>RO CHENNAI</u>				
Space Reservation	Ð		TE		t Voucher ADVANCE BILL				
Stack Management	Đ							Original F	or Depositor
			Details Of Service Receiver			Details Of Se	ervice Provider		
Standization	Œ	Name:	AMBATTUR		Name:	AIR COOLERS			
Receipt Of Stock	æ	Warehouse Address:	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai		Address:	132			
Issue Of Stock	œ	City:	Chennai		City:				
—		State:	TAMIL NADU		State:	HARYANA			
Preservation	æ	State Code:	33		State Code:	06			
Gunny Management	œ	GSTIN:	33AAACC1206D1ZN		GSTIN(If Registered):	19AAACF0365N1ZF			
		PAN:	AAACC1206D						
Internal Movement	œ	Voucher Serial No:	44015/2019/0053		Purchase Bill No:				
Asset Management	œ	Voucher Date:	11/03/2020		Purchase Bill Date:				
Reports & Registers	⊞	Activity Name:	CHEMICAL INSURANCE		Token No.:	MD	0R4401-2019/0015		
Engg & Maintenance	-	For Payment Under R	-						
Engg & Maintenance	•	Sr. No. Description Of S	iervice	Service HSN		Amount Paid	lgst F		Amount
≡ нат	œ	1 Expense			0001		100.00	18.00	18.00
		RoundOff Amount (In Figure	Total Taxable Amount				100.00	Total Igst	18.00
PCS Management	æ	Total Invoice Amount (In Figure	,						
Physical Verification	œ		rds) One Hundred Eighteen Rupees Only.						
Account & Billing	ŧ		-,-,-				Signature:		
	Đ						Name Of The Signa	itory:	
- Freedows Management							Designation/Status		
Employee Management	Ð	To,							
Farmers Extension Service Sch	em@	AIR COO	LERS.						
E FCI DOS	æ								

✓ 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.

Warehouse *		Financial Year		Expense Type *		Activity
LUDHIANA	v	2019-2020		TEMPORARY ADV	ANCE .	Type search value
Token No *		Approved Amount	Voucher Dat	e	Purchase Bi	Electricity Charges
CHD1514-2019/0005	Ŧ	5850	17/03/2020		#	Wages
Date of Expense/Bill		Expense Ledger Type *		Ledger Name	<u> </u>	
	m	Expense		Select Ledger		

imple fieldset							
Warehouse *		Financial Year		Expense Type *		Activity *	
LUDHIANA	*	2019-2020		TEMPORARY ADVANCE	*	Wages	•
Token No *		Approved Amount	Voucher Date		Purchase Bill	101000	
CHD1514-2019/0005		5850	17/03/2020	*			
Select Token		Expense Ledger Type *		Ledger Name			
CHD1514-2019/0005		Expense	Ŧ	Select Ledger		•	
Upload Document		1994 • 1994 • 1994					
Choose File No file chosen							
ces > EXPENSE > Creati	on						≪ Back To
imple fieldset							
Warehouse *		Financial Year		Expense Type *		Activity *	
LUDHIANA	٣	2019-2020	×	TEMPORARY ADVANCE	Ŧ	Wages	
Token No *		Approved Amount	Voucher Date		Purchase Bi	ll 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 No file chosen	1	Expense					
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mple fieldset		Financial Year*		Expense Type *		Activity *	≪ Back To
i mple fieldset Warehouse [*] LUDHIANA		2019-2020	۲	Expense Type * TEMPORARY ADVANCE	v Purchase Pill	Wages	
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mple fieldset Marehouse * LUDHIANA Token No * CHD1514-2019/0005 Date of Expense/Bill Jpload Document Choose File No file chosen Choose File No file chosen Warehouse * LUDHIANA Token No * CHD1514-2019/0005 Date of Expense/Bill Chen No *		2019-2020 Approved Amount 5850 Expense Ledger Type * Expense Financial Year * 2019-2020 Approved Amount 5850 Expense Ledger Type *	Voucher Date 17/03/2020 Voucher Date 17/03/2020 Voucher Date 17/03/2020	TEMPORARY ADVANCE	ENSES N EXPENSES I.F.CHARGES ULK DEPOSI D FOR QUALIT D FOR DESS 1 D FOR DESS 1 POSITODO	Wages No.	Keck To
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- \checkmark 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 dropdown and the details in the service provider section will prepopulate 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 Cod	e 03		State Code	06		
GSTIN	03AAACC1206D1Z	٥	GSTIN (if Registered)			
PAN	AAACC1206D					
able He	ading			IGST		
able He Sr. No.	ading	Service HSN Code	Amount Paid		Amt	
				IGST		•

- 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" submenu will redirect the user to the "Excess Amount Temp Adv" screen.

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

 \checkmark The user will be required to enter the following details:

- Activities*
- Reference Number*
- o 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.

 \checkmark 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.

nch Name	Bill Status *		Туре*
ESTCOVIN -	PENDING FOR SUBMISSION	•	TEMPORARY
vities*		Reference Number*	
elect Any Acitity	~	Select Reference No	
tart Date *		Close Date *	
3 0/03/2022		31/03/2022	

- 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		Ð
AKOLA-I	22015/2021/0192	30/03/2022	700	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0193	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		8
AKOLA-I	22015/2021/0194	30/03/2022	60	28101 - CHEMICAL & FUMIGANTS IN STOCK	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0195	30/03/2022	2500	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0196	30/03/2022	5800	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0197	30/03/2022	120	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0198	30/03/2022	780	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0199	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		0
AKOLA-I	22015/2021/0200	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0201	30/03/2022	200	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0202	30/03/2022	200	49117 - FREIGHT & OCTROI	PCS Work	NA	MUM2201- 2021/0018	Get Document		0
AKOLA-I	22015/2021/0203	30/03/2022	400	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
AKOLA-I	22015/2021/0204	30/03/2022	350	49133 - OTHER EXPENSES - PCS	PCS Work	NA	MUM2201- 2021/0018	Get Document		Ð
Total										

- 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.

anch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Submit Expense Date	Token	Document 🕰	Action	Print
STCOVIN	21315/2021/0004	10/03/2022	1000	28101 - CHEMICAL & FUMIGANTS IN STOCK	Business Promotion expenses	10/03/2022	HFH2131- 2021/0003	Get Document		Ð
otal								1		
ıbmit										
ıbmit										

• 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 Wa	rehousing (Corporation			
	Č	केंद्रीय भंडा A Govt. Of India L	रण निगम	Corporation			
		-	ace Of Business:				
		Payme	nt Voucher				
		TEMPORARY	ADVANCE BILI	L			
			1				Original For Deposite
	Details Of Service Receiver				etails Of Service Provide	r	
Name:	TESTCOVIN		Name:	SWARN	A		
Warehouse Address:	Govt.Of India Ministry Of Home Affairs NARCOTICS Floor,Exchange Building, Ballard Estate Mumbai Ma		Address:	QWERT	Y,East		
City:	Test		City:	East			
State:	TEST		State:	DELHI			
State Code:	TEST		State Code:	07			
GSTIN:	07AAACC1206D3ZG		GSTIN(If Register	ed): 07AABC	U9603R1ZV		
PAN:	AAACC1206D		Bill Supply Type:	B2B			
Voucher Serial No:	21315/2021/0004		Purchase Bill No	D:			
Voucher Date:	10/03/2022		Purchase Bill D	ate:			
Activity Name:	Business Promotion Expenses		Token No.: HFH2131-2021/0003				
For Payment Under	Reverse Charge						
Sr. No. Descrip	ion Of Service	Service HSN Code	Amount	Paid	IGST	Amount	
1 Smsema	iltest	0001		847.1	18%		152.48
	Total Taxable Amount			847.1			152.48
RoundOff Amount (In Figu	re) 0.42						
Total Invoice Amount (In F	gure) 1,000.00						
Total Invoice Amount (In W	/ords) One Thousand Rupees Only.						
Remarks:- Testsmsemail							
					Signature:		
					Name Of The	Signatory:	

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
 - o Cash Book
 - Temporary Advance Book

6	Central Warehousing Corporation केंद्रीय भंडारण निगम						There	are 16 sr	pace reservations expiri			X ⊕ ≡
	WhMandi ~	R	eports	> Tempo	rary Advance & Im	prest Book			•			
	Dashboard	Đ	Warehou	se		Туре		Acti	vity	I	Token No. •	
	Warehouse Management	Œ	WH Mar	ndi Request per	T.	TEMPORARY AD	VANCE	Тур	e search value		All Tokens	Ŧ
	Godown Management	Œ	This Yea		•				AII CHEMICAL INSURANCE	Î		
	Key Management	Œ							two plate fom scale 02 Nos of battery			Q Search
	Space Reservation	æ							02 Nos of battery 1000 B class gunny bags		A Generate PD	F 🕅 Generate Excel
	Stack Management	æ							1500 B-CLASS GUNNY BAG	S & 3		
	Standization	æ				e e	Central W केंद्रीय भंग	arehc डारण नि		•		
	Receipt Of Stock	⊞				Ŭ	A Govt. Of India		•			
	Issue Of Stock	⊞					Temporary	Adva	ince Book			
	Preservation	Ħ					two pla	te fom	scale			
	Gunny Management	⊕ Wŀ	H Man	di			(01/01/2019) To 14	/08/2019)			F/CD/08
	Internal Movement	■ Sr.	.No	Date	Voucher/CR/Token N	umber	Temporary Advanc	Amount	Received	Deposit An	nount C	losing Amount
	Asset Management	⊞ 1		Total			0.00			Ac	tivate Windo	WS
	Reports & Registers	B Sho	wing 0 to	0 of 0 entr	es						to Settings to ac	
	Engg & Maintenance	æ	-									

- 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.

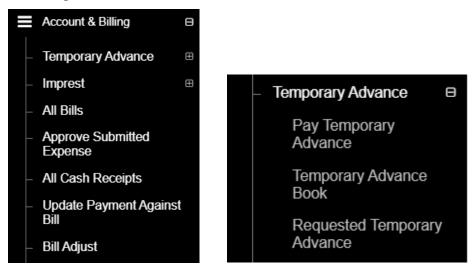
USER – RO

8. Menu

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



- ✓ 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.

dvance Temporary Requests					
Warehouse		Request Action Type*		Payment Action Type*	
TESTCOVIN	~	Pending	~	Pending	~
Start Date*		End Date*			
03/03/2022		31/03/2022		QSearch	

✓ Search

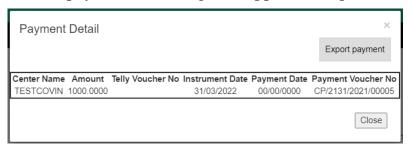
- The user will be able to view the list of temporary advance requests through the search section
- The user will enter the following details:
 - Warehosue*
 - Request Action Type*
 - Pending
 - Approved
 - Payment Action type*
 - Pending
 - Transferred
 - Approved
 - Start date
 - End Date
- Clicking 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.

	Warehouse				Request Action	Type*			Payment.	Action Type				
	TESTCOVIN			~	Pending				✓ Pendir	ıg				~
-	Start Date*				End Date*					_				
	03/03/2)22			31/03/2	022			Q _{Search}					
										-				
												Sho	wing 1-1 o	of 1 i
													6.	2
	Branch	Activity Name	Request Forwarded To	Reference Number	Request Date	Documents	Requested Amount	Approval date	Approved Amount	Payment Detail	Request Status	Payment Status	Actions	P
	Branch	Activity Name	Request Forwarded To	Reference Number	Request Date	Documents	Requested Amount	Approval date	Approved Amount	Payment Detail	Request Status	Payment Status	Actions	P

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



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

Tempo	rary Advance R	equisition 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 by WHM	Remarks by Approver			
TESTCO	TESTCOVIN	Chemical purchase for PCS/DESS	HFH2131-	31/03/2022	RO_ACCOUNTS			dama			
12100		work	2021/0004	51105/2022	ROACCOUNTS	40201 - CHEMICAL CONSUMED FOR QUALITY WORK - 1000.00	urgent	done			

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

Ledger Name	Requested Amount		Approved Amount
Ledger Hume	Requested Anount		
40201 - CHEMICAL CONSUMED FOR QUALITY WORI $~~$	1000.00		
Requisition Total Amount	1000		
WareHouse Name TESTCOVIN Status		Approval date 31/03/2022 Wh Remarks	
APPROVED Reason*	~	urgent	

- 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/DES ▼	HFH2131-2021/0004 -
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:
 - Warehosue*
 - 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/DES -	HFH2131-2021/0004 -	31/03/2022	
Search Approved Amount 1000	Instrument No.*		Instrument Date *	
Tally Voucher No. *	Date 31/03/2022		Payment No CP/2131/2021/00005	
			Sut	bmit

- 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.

ranch Name	Bill Status *		Туре				
TESTCOVIN	PENDING FOR APPROVAL	•	TEMPORARY	-			
ctivities*		Reference Number					
Business Promotion expenses	HFH2131-2021/0003						
Start Date *		Close Date *					
01/03/2022		iii 31/03/2022					

- 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		₽	Change ledger
Total			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.

		Ť	Central Wa केंद्रीय भंडा	rehou रण नि	sing Corporati नेगम	on		Print	
		<u> </u>	A Govt. Of India U	Indertakin	g				
			Principal Pla	ace Of B	usiness:				
			Payme	nt Voud	her				
			IMPRE	ST BILL				Original For Deposi	
		Details Of Service Receiver				D	etails Of Service Provider	<u>original ror poposi</u>	
Name:		TESTCOVIN		Name:		A			
Govt.Of India Ministry Of Home Affairs NARCOTIC Warehouse Address: Floor,Exchange Building, Ballard Estate Mumbai M			Address: QV		QWERT	Y,East			
City: Test				City: East					
State:		TEST			tate: DELHI				
State Code:		TEST		State Co	te Code: 07				
GSTIN:		07AAACC1206D3ZG		GSTIN(I	IN(If Registered): 07AABCU9603R1ZV				
PAN:	AAACC1206D			Bill Supp	I Supply Type: B2B				
Voucher Serial No: 21315/2021/0005				Purcha	ase Bill No:				
Voucher Date: 10/03/2022				Purch	ase Bill Date:				
or Payme	ent Under Re	verse Charge							
Sr. No.	Description	Of Service	Service HSN Code		Amount Paid		IGST	Amount	
1	Testsmsema	il	0001			19490	18%	3508.2	
Total Taxable Amount						19490		3508.2	
RoundOff Amo	ount (In Figure) -	0.2							
otal Invoice A	Amount (In Figur	e) 22,998.00							
otal Invoice A	Amount (In Word	s) Twenty-Two Thousand Nine Hundred Ninety-Eight Ru	upees Only.						
temarks:- Tes	stsmsemail								
							Signature:		
							Name Of The Sign	atory:	
							Designation/Statu		

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

Change Ledger				×
Expense Ledger Type *	•	Ledger *		Ţ
			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.

Name		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												

- \circ 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	
	ହ	Central Warehous केंद्रीय भंडारण नि A Govt. Of India Undertaking	ing Corpora गम	tion			
	Principal Place C	, CENTRAL					
	WARE	HOUSING CORPORATION,	REGIONAL OFFIC	E			
		Payment Vouch	ner				
		TEMPORARY ADVANC	E BILL				
	Details Of Service Receiver			Dataile Of Armite	Descrides	Original For Depositor	
Name:	BAHRAICH	Name:	Details Of Service Provider 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 Cod	e:	09			
GSTIN:	09AAACC1206D2ZD	GSTIN(If I	Registered):	NIL			
PAN:	AAACC1206D	Bill Supply	туре:	B2C			
Voucher Serial No:	A/00125/2019/0027	Purchas	e Bill No:				
Voucher Date:	23/12/2019	Purcha	se Bill Date:	18/12/201	9		
Activity Name:	Rent, Rates & Taxes	Token M	lo.:	3550012-	50012-2019/00007		
For Payment Under	Reverse Charge						
Sr. No.	Description Of Service		Service HSN Cod	le	Amount Paid		
1 L	ease Rent					6000	
	Total Non-Taxable	Amount				6000	
RoundOff Amount (In Figu	re) 0						
Total Invoice Amount (In Fi	igure) 6,000.00						
Total Invoice Amount (In W	/ords) Six Thousand Rupees Only.						
Remarks:-							
				Sigr	nature:		
				Nam	e Of The Signatory:		

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
 - o Cash Book
 - Temporary Advance Book

	HOUSING										8 ⊛ ≡
sunehaba ~		Repo	orts > Tempo	rary Advance & Imprest	Book						
Dashboard	Đ	Reg	ional office *		Warehouse		Ту	rpe *	Activity		
Reports & Registers	æ	Tok	ən No. *	~	TESTCOVIN Deposit Reque	st period *	✓ T	EMPORARY ADVANCE	✓ All		•
≡ н&т	Ð	All	Tokens	~	Today		~				
Account & Billing											Q Search
Temporary Advance Pay Temporary Adv	⊟ vance									🛱 Generate PDF	B Generate Excel
Temporary Advance											
Requested Tempora	Requested Temporary Advance Central Warehousing Corporation केंद्रीय भंडारण निगम										
Imprest						A Govt.	Of India Undertak	ing			
All Bills						Tempo	rarv Adv	ance Book			
Approve Submitted Ex	pense						,,				
All Cash Receipts		TECTO				(21/02)	2022 To 2	1/03/2022)			F/CD/08
Update Payment Agair	nst Bill	TEST				(31/03/	2022 10 3	(1/03/2022)			FICDIOS
Bill Adjust		Sr.No	Date	Voucher/CR/Token Number	Token Number	Description of Service	Instrument N	o. Opening Amount	Temporary Advance Amount Receiv	ed Deposit Amount	Closing Amount
Employee Managemer	nt 🕀										
Other Transactions	æ	1	31/03/2022					289	0.00		289
			Total					0	0.00		
		Openi	ng TEMPORAF	RY ADVANCE Balance: 289							
		TEMP	ORARY ADVA	NCE Received: 0							
		Exper	diture Incurred	0							
		1	diture Incurred								
		Return	1 TEMPORARY								

- 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.