

PROCEDURE FOR RECONCILIATION OF FINANCE TRANSACTIONS EVERY WEEK

1. The audit and accounts section can run ICAR Fund Inquiry Report for Plan and Non Plan Fund types. The Report will reflect the funding budget entered along with the encumbrances and actual expenditures. The report gives a broad view of all the expenditures incurred so far in all the budget heads.

Steps for running ICAR Fund Inquiry Report

- a) Go to IASRI General Ledger Responsibility
- b) Go to View>Request>Submit a New Request>Ok>
- c) Select the name of the report “ICAR Budget - Funds Inquiry Report - For Institute”
- d) Enter the required parameters like period and fund type.

e) Report Output

Funds Available Analysis Report Institute Range 552 to 552 IASRI, NEW DELHI						
Book Name:ICAR		Report Print Date: 19-APR-2016 12:27				
Account Period: APR-16		Budget Name:FUNDING				
Fund Type:Non Plan		Scheme Name: Default				
A/C	ACCOUNT	Description	Budget Amount	Encumbrance Amount	Actual Amount	Funds Available
Asset	700001	LAND	0.00	0.00	0.00	0.00
	700002	OFFICE BUILDING	0.00	0.00	0.00	0.00
	700003	RESIDENTIAL BUILDING	0.00	0.00	0.00	0.00
	700005	EQUIPMENTS	700,000.00	0.00	0.00	700,000.00
	700007	LIBRARY BOOKS AND JOURNAL	0.00	0.00	0.00	0.00
	700008	VEHICLES AND VESSELS	0.00	0.00	0.00	0.00
	700010	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00
	700011	OTHER CAPITAL ASSETS	0.00	0.00	0.00	0.00
	700032	LOANS & ADVANCE	1,000,000.00	0.00	0.00	1,000,000.00

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ds_Inquiry_Re_19041

2. In order to get the detailing of the bills created under the various budget heads, ICAR Account Analysis report can be run from xxx General Ledger Responsibility.

Steps for running ICAR Fund Inquiry Report

- a) Go to IASRI General Ledger Responsibility
- b) Go to View>Request>Submit a New Request>Ok>
- c) Select the name of the report “ICAR Account Analysis Report”
- d) Enter the required parameters like period and fund type.

e) Report Output

ICAR GL Account Analysis Report													
Currency:		INR											
Accounting Date From:		31-Mar-16											
Accounting Date To:		31-Mar-16											
From Account:		552.000.00000.00000											
To Account:		552.999.99999.99999											
Institute Name	Fund Type	Fund Type Description	Scheme Number	Scheme Number Description	Natural Account	Natural Account Description	Budget Head	Division	Division Description	Source	Journal Category	Journal Batch	De
IASRI_NEW	201	Non Plan	00000	Default	533006	Repairs &	REPAIRS	00000	Default	Payables	Purchase	Payables A	Pa
IASRI_NEW	201	Non Plan	00000	Default	534012	Expenditure on	HRD	00000	Default	Payables	Purchase	Payables A	RE
IASRI_NEW	201	Non Plan	00000	Default	520043	Fees and	ESTABLIS	00000	Default	Payables	Purchase	Payables A	IC/
IASRI_NEW	201	Non Plan	00000	Default	533001	Repairs &	REPAIRS	00000	Default	Payables	Purchase	Payables A	Se
IASRI_NEW	201	Non Plan	00000	Default	137301	Advance for	REPAIRS	00000	Default	Payables	Purchase	Payables A	CF
IASRI_NEW	201	Non Plan	00000	Default	533001	Repairs &	REPAIRS	00000	Default	Payables	Purchase	Payables A	Fu
IASRI_NEW	201	Non Plan	00000	Default	533001	Repairs &	REPAIRS	00000	Default	Payables	Purchase	Payables A	Ad
IASRI_NEW	201	Non Plan	00000	Default	533101	Other	OTHER	00000	Default	Payables	Purchase	Payables A	Im
IASRI_NEW	201	Non Plan	00000	Default	137304	Advance for	REPAIRS	00000	Default	Payables	Purchase	Payables A	Fu
IASRI_NEW	201	Non Plan	00000	Default	520043	Fees and	ESTABLIS	00000	Default	Payables	Purchase	Payables A	Ho

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ysis_Report_210416.:

The report can be sorted on the basis of various budget heads. Through this report, details of all the expenditures can be extracted along with their FMS Bill Numbers, the users who have created the same, the fund types, the budget heads and the account codes.

Through this report, wrongly accounted bills can be traced and a correction entry for them can be passed.

This exercise should be done on regular intervals so as to avoid excessive workload.