

# **Inter-Unit Remittance Reconciliation Portal (IURRP)**

## **User Manual**

The Inter-unit Remittance Reconciliation Portal (IURRP), a web based application, has been designed to facilitate auto reconciliation of the remittances made between different units of Prasar Bharati with an objective to arrest the increase in un-reconciled remittances and minimize the un-reconciled remittances shown in the Balance Sheet of Prasar Bharati.

This portal will help to trace the amount directly deposited in the bank account of one unit by the other and to book such amount being transferred under the correct head of account. IURPP has been designed to keep track on individual record of remittance. The portal will also serve as a monitoring tool for the management with upto date status of the fund transfers between the units.

### **Key features:**

1. It is a web based facility enabling access from anywhere.
2. The portal has been designed to enable the feeding of individual record of fund transfer and fund received.
3. All relevant Receipts & Payments A/c heads have been incorporated in the application in order to know the head of account where amount is booked and avoid any probable error in the accounting of Prasar Bharati as a whole.
4. The details of all existing bank accounts of all DDOs have been pre-fed into the system.
5. User names have been designed with the logic "DDO.DDOCODE". The DDO codes will be same as assigned in EMS. The password for the first time login to this application will be same as the password for EMS. The password can be changed by user on his discretion. It is clarified that the password for IURRP and EMS are independent.
6. The range of period has already been entered in the system for which the user may want to enter the records.
7. The DDO Codes and Names have already been fed into the system. The user is required to feed either DDO Code or DDO Name while making entry for transferring or receiving fund. The DDO Name field is provided with the user-friendly Autocomplete search facility.
8. The system has been provided with the probable Modes of remittance.
9. IURRP will auto reconcile the transactions on the basis of mode of remittance.

10. Each DDO will be able to edit the un-reconciled records entered by him on any later date till the auto reconciliation is done by the system.
11. Reports have been designed to assist in the final reconciliation of the transactions made between units. The reports have also been designed to facilitate the various stakeholders such as management and finance team.
12. Process of generation of reports has been kept user friendly and various options are available for users to view and download the reports.

### **Methodology of Reconciliation:**

The fund transferor makes the entry in the system. The entry made by the fund transferor is displayed to the fund receiver in the "Entries made by others". When the funds are received by the receiver, an entry to this effect is made by the fund receiver. After the record is entered, the system automatically checks for the reconciliation of the entries made by the fund transferor and the fund receiver on the basis of pre-defined logics. In best scenario, the entry made by the receiver is reconciled on run-time basis and appear in the "Reconciled Records". If the entry is not appearing in the Reconciled Records and instead shown in the "Edit Self Entered Records", it means there are some differences in the entry made by the fund receiver and the transferor which need to be rectified.

### **URL address:**

The URL address of this application is <http://pbinfo.air.org.in/iurrrp/>. A link to this application has also been provided in 'Expenditure Monitoring System' (EMS). DDOs may login either by clicking on the link available in EMS or visit the URL directly.

### **Description of Menu:**

Though the portal is user friendly and the menus of the portal are self explanatory, the brief information on the major menu items along with the screen shots (wherever necessary) are produced below:

### **Login and Password**

In EMS, a code of three digit was assigned to each DDO unit. To maintain uniformity, the same code is used in this application also.

A User name and password has been given to each DDO. The detail of the usernames is enclosed in Annexure-1. The existing password which is being used in EMS by the DDO concerned will be the password for this application in order to ensure the security and confidentiality of each user. The user can start feeding the data from the day one of launch of this application. The password can be changed by user on his discretion and after change of password, this password shall be used for future login.

## User Profile

The user has to complete the profile by filling necessary details. The same can also be modified in case of any change in DDO details, in future. Further, the password can also be changed, any time in the future, at the discretion of the user.

## Bank Account Details > View and Edit Account

The details of bank account of the respective DDO have already been entered in the application. Initially the DDOs are required to enter the remaining bank account details e.g. IFSC Code etc. After completion of the bank details the facility to edit the bank account details will be withdrawn from the application.

DDOs are not allowed to edit Bank account number. Any alteration in bank account number or any addition or deletion in the list of bank account numbers can be carried out through Prasar Bharati Secretariat only.

The screenshot of the Account Details page in the application is shown below wherein the details of the bank account for an User- DD, New Delhi (for example) can be seen. It can also be seen that at present the Edit field is available for editing the IFSC Code and Account Type.

S.NO	Bank Name	Account No	IFSC Code	Account Type	Edit
1	SBI	31568716619	SBIN0004041	OAE	Update Cancel
2	SBI	11084233130	SBIN0004041	Salary	Edit
3	SBI	11084233129	SBIN0004041	Receipt	Edit
4	Canara	2417201002124	CNRB0002417	Receipt	Edit
5	Canara	2417201002095	CNRB0002417	Receipt	Edit
6	Canara	2417201002096	CNRB0002417	Receipt	Edit
7	Canara	2417201002097	CNRB0002417	Receipt	Edit
8	Canara	2417201001657	CNRB0002417	Receipt	Edit
9	Canara	2417201002071	CNRB0002417	Receipt	Edit
10	Canara	2417201002113	CNRB0002417	Receipt	Edit
11	Canara	2417201002114	CNRB0002417	Receipt	Edit
12	Canara	2417201002115	CNRB0002417	Receipt	Edit
13	Canara	2417201002116	CNRB0002417	Receipt	Edit

## Data Entry:

In the Sub-Menu 'Data Entry', there are options to make entries for Funds Transferred as well as Funds Received. All Entries of Funds transferred by one unit to other unit of Prasar Bharati have to be made on this portal. Similarly, entries of fund received by the unit from other are also to be entered. The user can make an entry of new fund transfer or fund received entry through this sub-menu.

## **Funds Transfer >Add New Records**

On clicking the Add New Record, the following screen will appear. For the convenience of the users, the period of transactions to be entered by the user is pre-filled. In Period: From Cell, the first day of previous month is shown and in Period: To cell, the Today's date is displayed. The User may modify the period, if the entry(ies) is to be made for any other period. No entry can be made outside the Period range. All fields are mandatory. The User may either fill the DDO Code or Unit Name to which funds are transferred, other one will be filled automatically by system. There are seven different modes of remittances have been defined. These are-

1. Same Bank Transfer: This option shall be selected when funds are transferred from one bank account to other bank account of the same bank.
2. National Electronic Fund Transfer (NEFT)
3. Real Time Gross Settlement (RTGS)
4. Net Banking
5. Demand Draft (DD)
6. Cheque
7. Cash: The cash transfer is not allowed. This option is given just to capture the whereabouts of the cash deposited into the bank account without information to the DDO unit who has received the funds.

On the basis of selection of Mode of Remittance, the other required fields to be filled, will be displayed. The user has to fill the all required fields. Bank accounts of unit to whom funds are transferred will be displayed in case of Same Bank Transfer, NEFT, RTGS & Net Banking to facilitate the user and minimizing the clerical errors.

Purpose of fund transfer is blank field and the user is free to write the purpose for which funds are transferred.

To reconcile with Receipts in Payments Account, the user is required to enter Receipts & Payments Account head under which transferred amount is shown in Receipts and Payments Account. Normally, only inter-unit remittance heads should only be selected, however to make the adjustment entries for the prior periods the users have given the option to fill the information about the head under which transferred funds had been booked. To save the record, press "Submit" button after entering all requisite details for a single entry.

After submission of record, that record will be displayed on the footer of the section for 'New Fund Transfer Entry' in editable mode. In case, user found that there is some correction to be made in the earlier submitted record he can still do so till the auto reconciliation of the fund transfer entry made by him with fund receipt entry made by other unit to which funds are transferred.

### **Funds Transfer >Edit Self Entered Records**

The users have the option to edit self-entered and unreconciled records only. A record entered by the user is displayed for edit in the “Edit Self Entered Records” until it gets reconciled. For reconciling the record, the unit needs to contact with other unit to which funds are transferred. Any mistake found in the record entered by the user can be corrected by the user. In case, he observes that there is duplicate entry then he has the option to delete the record. Such deleted record will not be considered for reconciliation.

### **Funds Received >Add New Records**

This menu enables the user to make new entry for the fund received. On clicking the Add New Record, the following screen will appear.

All user friendly features provided on ‘New Fund Transfer Entry’ page are provided on this page also. These features are already explained under ‘Fund Transferred>Add New Records section. All fields are mandatory.

The user will be required to enter date of Receipt of the fund, DDO Code/ Unit Name, Mode of Remittance, Amount, Purpose of Funds receipt, Receipts & Payment Account head used and other requisite field appeared on the basis of selection of mode of remittance are to be filled. After filling all these fields, press “Submit” button for saving the record.

Here too, after submission of record, that record will be displayed on the footer of the section for ‘New Fund Receive Entry’ in editable mode. In case, user found that there is

some correction to be made in the earlier submitted record he can still do so till the auto reconciliation of the fund receive entry made by him with fund transfer entry made by other unit from which funds are received.

**Admin** Log-Out

**Funds Received to Prasar Bharati Secretariat/Directorates/ Other Units**

**New Fund Receive Entry**

Period : From  To

**Controller of sales DD New Delhi**

Date of Receipt

**Details of DDO Unit From Whom Funds are Received**  
*(Please fill any one of the two. Second will be populated automatically)*

**DDO Code**

**Name of DDO Unit**

**Payment Details**

Mode of Remittance

Amount(Rs)

Account in which funds received  ▼

Purpose of fund Received

R & P Account Head  ▼

### **Funds Received >Edit Self Entered Record**

Through this menu the user has the option to edit the self-entered and un-reconciled records only.

The users have the option to edit self-entered and unreconciled records only. A record entered by the user is displayed for edit in the "Edit Self Entered Records" until it gets reconciled. For reconciling the record, the unit needs to contact with other unit to which funds are transferred. Any mistake found in the record entered by the user can be corrected by the user. In case, he observes that there is duplicate entry then he have the option to delete the record. Such deleted record will not be considered for reconciliation.

### **Note:**

1. There are two parties/ sides of every transaction, one side transfers the funds whereas the other side receives the funds. Entry made by one party will be displayed to other party, the other party after checking its records may make the entry in the relevant section for reconciling the record.
2. Only the DDO/ user who entered the records can modify that record. Other party has to contact with first party to alter the record, if required.

- Once the records is reconciled, no alteration is possible by the DDO units. DDO units have to contact Prasar Bharati Secretariat with specific issue and requirement on the contact details given on the Log in page of this application.
- Deleted records will not be considered for reconciliation. However, they will remain in system for information purposes only.

## Reports

At present, basic reports relating to reconciled records, pending for reconciliation and deleted records are provided in the application. The user has the option to generate different types of reports, in respect of self-entered records as well as for records entered by other DDOs.

The reports available for self-entered records are Fund Transfer Report, Fund Received Report, Reconciled Report and Deleted Report. The reports can be saved in MS-Excel and PDF formats.

Based on the requirement, a user may reduce the number of columns and filter the report based on any criteria included in the report such DDO to/from whom funds are transferred/ received, particular mode of remittance, specific period, etc. The screenshot of a report generated for the funds transferred by DD New Delhi is given below.

Admin Log-Out

Details of fund Transferred to Prasar Bharati Secretariat/Directorate/ Other Units during the financial Year 2016-2017

Date from  Date To

**Prasar Bharati Secretariat/Directorate/ Other Units**  
 Directorate:- Delhi - DD Name Of DDO:- Controller of sales DD New Delhi  
 Period: 1st April 2016 to 31st March 2017

Show  entries      Search:

Sr. No.	Date Of Transfer	Fund transferred to	Mode of Remittance	Reference No of Remittance	Bank Account from Which Funds Transferred	Bank Account to Funds Transferred	Amount(Rs)	A/C Head Under Which amount shown in Receipt&Payment Account	Purpose Of fund Transfer
1	18-04-2016	Prasar Bharti Release Section	Same Bank Transfer		11084233129 - SBI	11084233390 - Delhi	58505000	1	Receipts
2	25-04-2016	Prasar Bharti Release Section	Same Bank Transfer		11084233129 - SBI	11084233390 - Delhi	69622000	1	Receipts
3	02-05-2016	Prasar Bharti Release Section	Same Bank Transfer		11084233129 - SBI	0	102154000	1	Receipts
							<b>Total:230281000</b>		

Showing 1 to 3 of 8 entries

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