



**JEEViKA**

Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission (SRLM), Bihar

# Cadre Wise User Manual

(Version: 1.1)

*Project Id: ETPD/BRPLS/1005142*

*Project Name: BRLPS Decision Support System*



**Rolta India Limited**

Rolta Technology Park, Tower-A,  
MIDC, Andheri (East), Mumbai 400 093. India

### Cadre Role

The Cadre Role is meant for mainly supporting all transactions type such as Receipts, payments, Loan Disbursement, Repayment, Stock Management and contra entry of concerned CBO. They are duly assigned by duties of Micro plan activities. Below will list of Screen and its functionalities and way of approaching the stake of process.

#### 1. Receipt Voucher Entry:

**Micro Finance > Accounts Management > Create Voucher > Account Receipt Voucher**

Home Profile Institution Building Micro Finance Social Development Livelihood

Micro Finance > Accounts Management > Create Voucher > Account Receipt Voucher

Last Transaction Date: 03-Dec-2014

CBO Name: Rakhi

Payment Mode:  Bank  Cash

Cash

Cheque No.:

Cheque Date:

Member CBO Other Partner

Received From: Contractor-BPIU-Samera

Remark:

Account Index	Amount

Page 0 of 10

Submit

#### 2. Payment Voucher Entry:

**Micro Finance > Accounts Management > Create Voucher > Payment Voucher**



Home Profile Institution Building Capacity Building Micro Finance Social Development Livelihood Grievance

Micro Finance > Accounts Management > Create Voucher > Payment Voucher

Last Transaction Date: 31-Jul-2016

CBO Name: Adrash(05-09-2010) - VO Date \*

Payment Mode \*  Bank  Cash Balance :

Payment Mode\*  \*Required

Cheque No. \*  Cheque Date \*

Paid To \*  Purpose \*

Account Index	Amount

**3. Loan Disbursement:**

**Micro Finance > Book Keeping > Loan Management > Loan Disbursement**

Home Profile Institution Building Micro Finance Social Development Livelihood

Micro Finance > Book Keeping > Loan Management > Loan Disbursement

Payment Mode \*  Cash  Bank

Select Bank Account \*  Date \*  \*Required

CBO Name \*  Balance

Loan Type \*  Interest Rate 0.0 %

Loan Amount \*  Available Fund

Cheque No.  Cheque Date

Number Of Installments \*

Total Interest	Total Amount To Be Paid(Rs)
0	0

**4. Loan Repayment – ICF, General Loan and HRF Entry:**

**Micro Finance > Book Keeping > Loan Management > Loan Repayment**

Home Profile Institution Building Micro Finance Social Development Livelihood

Micro Finance > Book Keeping > Loan Management > Loan Repayment

Select CBO: Champa-SHG Date: 02-Dec-2014

Receipt to SHG

	Loan Type	Loan Start Date	Loan End Date	Outstanding Principal	Outstanding Interest	
Champa	HRF Loan	01-DEC-2014	01-OCT-2015	2 900.00	-89.00	<input type="button" value="5"/>
Champa	ICF Loan	01-DEC-2014	01-JAN-2015	7 300.00	-2 062.00	
Champa	VO General Loan	01-DEC-2014	01-OCT-2015	3 000.00	300.00	

Page 1 of 1 View 1 - 3 of 3

**5. Contra Voucher :**

- **Micro Finance > Accounts Management > Create Voucher > Contra Voucher**

Home Profile Institution Building Capacity Building Micro Finance Social Development Livelihood Grievance

Micro Finance > Accounts Management > Create Voucher > Contra Voucher

Last Transaction Date: 31-Jul-2016

CBO Name: Adrash(16-08-2011)

Date \* :

From \* : **Cash withdrawals** | **Cash deposits** | Cash

To \* : ALLDB-Banghara

Cheque No. :

Cheque Date :

Amount \* :

Meeting Date \* :

**Submit**

**6. Adjustment Voucher:**

- **Micro Finance > Accounts Management > Create Voucher > Adjustment Voucher**

Home Profile Institution Building Capacity Building Micro Finance Social Development Livelihood Grievance

Micro Finance > Accounts Management > Create Voucher > Adjustment Voucher

[Select Voucher](#)

CBO Name: Adrash(16-08-2011)

Voucher For :

Amount

Ledger \* : select

Old Ledger

Amount \* :

Date \* :

Remark \* :

**Submit**

**7. Cash Book:**

- **Micro Finance > Accounts Management > Cash Book**

Home Profile Institution Building Capacity Building Micro Finance Social Development Livelihood Grievance

Micro Finance > Accounts Management > Cash Book

From Date \* :  To Date \* :  **View Details** **Export**

Cash Book			Cash Book		
Receipt			Payment		
Date	Description	Debit (Rs)	Date	Description	Credit (Rs)

**8. Bank Book:**

**Micro Finance > Accounts Management > Bank Book**







Welcome, Sunil Kumar | Bharat CLF/ MIS Operator

Micro Finance > Accounts Management > Profit Loss Sheet

From Date \* 27-Apr-2017 To Date \* 04-May-2017 [View Details](#) [Export](#)

Expense			Income		
Sr.No	Description	Amount	Sr.No	Description	Amount
1	Interest Payment on Bank Loan	0.00	1	Administrative Fund (Till Expense Limit)	0.00
2	Administrative Expense	0.00	2	Unspent Amount of Last Period	0.00
a	Honorarium of Bank Mitra	0.00	3	Membership Fee	0.00
b	Honorarium of Jeevika Saheli	0.00	4	Interest Received on VO - CIF Loan	0.00
c	Honorarium of Job Resource Person	0.00	5	Interest Received on VO General Loan	0.00
d	Honorarium of Master Book Keeper	0.00	6	Interest Received on VO-Livelihoods Loan	0.00
e	Honorarium of Skill Extension Worker	0.00	7	Interest Received from Bank	0.00
f	Consultant Fee	0.00	8	Institutional Fee Receipt	0.00
g	Honorarium of Employee	0.00	9	Fine Receipt	0.00
h	Honorarium of other Community Cadres	0.00	10	Training and Exposure Fund	0.00
i	Stationary Expende	0.00	11	Grant in Aid Govt Scheme (TSC/NFSMMGNREGA)	0.00
j	Postal Expende	0.00	12	Other Receipts (Specify Details)	0.00
		0.00	Total :		0.00

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### 3. Trading Profit and Loss Sheet :

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Micro Finance > Accounts Management > Trading Profit Loss

From Date \* 27-Apr-2017 To Date \* 04-May-2017 [View Details](#) [Export](#)

Expense			Income		
Sr.No	Description	Amount	Sr.No	Description	Amount
Total :		0.00			0.00

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### 4. Receipt and Payment Sheet:



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Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission (SRLM), Bihar

Home Profile Institution Building Capacity Building Micro Finance

Micro Finance > Accounts Management > Receipt Payment Sheet

From Date \* 27-Apr-2017 To Date \* 04-May-2017 View Details Export

Receipt			Payment		
Sr.No	Description	Debit (Rs)	Sr.No	Description	Credit (Rs)
1	Opening Balance	0.00	1	VO CIF Loan	0.00
a	Cash	9 988.00	a	VO CIF - First Instalment ICF Loan	0.00
b	Bank	3 513 670.75	b	VO CIF - Second Instalment Loan	0.00
2	CIF Received from BPIU	0.00	c	VO CIF - HRF	0.00
a	BPIU CIF - First Instalment	0.00	d	VO CIF - Livelihood Fund	0.00
b	BPIU CIF - Second Instalment	0.00	e	VO CIF - Food Security Fund	0.00
c	BPIU CIF - Health Risk Fund	0.00	2	VO - Livelihoods Loan (Govt Scheme)	0.00
d	BPIU CIF - Livelihoods Agriculture Fund	0.00	3	VO - General Loan	0.00
e	BPIU CIF Livelihoods Off Farm Poultry Fund	0.00	4	Principal Repayment on Bank Loan	0.00
f	BPIU CIF Livelihoods Off Farm Beekeeping Fund	0.00	5	Interest Payment on Bank Loan	0.00
g	BPIU CIF Livelihoods Off Farm Dairy Fund	0.00	6	Administrative Expense	0.00
h	BPIU CIF Livelihoods Other Off Farm Fund	0.00	a	Honorarium of Bank Mitra	0.00
<b>Total :</b>		<b>3 523 658.75</b>			<b>3 523 658.75</b>

Page 1 of 1 View 1 - 60 of 60

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