

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 typo 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. <u>Receipt Voucher Entry:</u>

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

		Last Transaction Date	03-Dec-2014	
CBO Name	Rakhi	Date *		
Payment Mode *	🔘 Bank 🖲 Cash 🧲			
	Cash 🔹			
Cheque No.		Cheque Date		
	Member CBO Other Part	ner		
Received From *	Contractor-BPIU-Sarmera	Remark *		
	Account Index		Amount	

2. Payment Voucher Entry:

Micro Finance > Accounts Management > Create Voucher > Payment Voucher



Bihar Rural Livelihoon State Rural Livelihoon	ds Promotion Soci ds Mission (SRLM)	iety), Bihar	User N	lanual -Ca	dre wise			
Home	Profile	Institution Buildin	g Capacity Build	ing Micro Fin	ance Social Develo	pment Livelihood	Grievance	
Micro F	inance > Acco	ounts Manageme	nt > Create Voucher	> Payment Vouc	her			
					Last Transaction D	Date: 31-Jul-2016		
	Name	Adrash(05-09-	2010) - VO		Date *			
Payn	nent Mode *	◯ Bank ◯ Ca	sh		Balance :			
		Payment Mode	e»					
		*Required						
Cheq	que No. *				Cheque Date *			
		Member	CBO Other	Partner				
Paid	То *	None	~		Purpose *			
			Account Inde	x		Amount		

3. Loan Disbursement:

Micro Finance > Book Keeping > Loan Management > Loan Disbursement

ayment Mode *	Cash 💮 Bank		
elect Bank Account*	Cash 🔹	Date *	*Required
BO Name *	Select •	Balance	
pan Type	None •	Interest Rate	0.0 %
aan Amount * heque No. umber Of Installments *	None Bank Loan FSF Loan Govt Livelihood Fund HRF Loan ICF Loan Inter Ioan Livelihood Loan	Available Fund Cheque Date	Calculate
Total I	VO General Loan	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

Vicro Finance > Book I	Keeping > Loan Managen	ient > Loan Repayi	ment			
Select CBO : Cha	ampa-SHG	Date :	02-Dec-2014	G	iet Loan Detail	Repayment
Receipt to SHG						- N
						N N
4	Loan Type	Loan Start Date	Loan End Date	Outstanding Principal	Outstanding Interest	
Champa	Loan Type HRF Loan	Loan Start Date	Loan End Date 01-OCT-2015			
<u> </u>	·			Principal	Interest	





5. Contra Voucher :

• Micro Finance > Accounts Management > Create Voucher > Contra Voucher

Home	Profile	Institution Building	Capacity Building	Micro Finance	Social Development	Livelihood	Grievance	
Micro Fi	nance > Acc	counts Management > C	Create Voucher > Cor	ntra Voucher				
				L	ast Transaction Date: 31	-Jul-2016		
CBO I	Name	Adrash(16-08-2011)		C)ate *			
		Cash withdrawa	Is Cash deposi	its E	Balance :			
From	*	Cash	~	Т	o * AL	LDB-Banghara		
Chequ	ue No.			C	Cheque Date			
Amou	nt *			Ν	leeting Date *			
							a 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 Fi	inance > Acc	ounts Management >	Create Voucher > Adj	ustment Voucher				
Selec	t Voucher							
	Name	Adrash(16-08-2011)	v	oucher For :			
Amo	unt			c	ld Ledger			
Ledg	er *	select»	\sim	D	ate *			
Amo	unt *			R	emark *			
							a Submit	
								-

7. Cash Book:

• Micro Finance > Accounts Management > Cash Book

Home Profi	e Institution Building	Capacity Building	Micro Finance	Social Developme	nt Livelihood	Grievance	
Micro Finance	Accounts Management >	Cash Book					
From Date *		Т	o Date *			View Details	Export
Cash Book							
				1			
	Re	ceipt				Payment	
Date	Desc	ription	Debit (Rs)	Date		Description	Credit (Rs)

8. Bank Book:

Micro Finance > Accounts Management > Bank Book





Home Profil	le Institution Building	Capacity Building	Micro Finance	Social Development	Livelihood	Grievance	
Micro Finance >	> Accounts Management >	Bank Book					
From Date *		То	Date *			View Details	Export
Bank Book							
	Rec	ceipt				Payment	
Date	Descr		Debit (Rs)	Date		Description	Credit (Rs)

Besides this entry screen, there is reporting level which consists of Receipt payment Sheet, Balance Sheet, Trading Profit and Loss Sheet and Profit Loss Sheet.

1. Balance Sheet :

Water Standard Control Scheder Weer Mithading C Search S	ox ×	📈 Receipt Payment	S 🗙 🛛 😹 Profit Loss Sheet	× 😹 Baland	ce Sheet >	، 💌	Store Profit Lo	ss S 🗙	😹 /mana	ger	× Nev	v Tab		×	+		- 0	x
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Merce P Accounts Management > Balance Sheet From Dat* 27-Apr-2017 To Date* 03-May-2017 View Details Balance Sheet Anexure SheetExport Anexure SheetExport Searce Anexure SheetExport Interview Anexure Since Sheet Image: Color SheetExport Anexure SheetExport Anexure A		Bihar Rural L State Rural L	Livelihoods Promotion Society											SUD 55 RT				
From Date* 27-Apr-2017 To Date* 03-May-2017 View Details BalSheetExport Anexure SheetExport Mexure SheetExport Set on the SheetExport Set on the SheetExport Assets Striko Description Amount Striko Description Amount Of the SheetExport Assets Striko Description Amount Striko Description Amount Of the SheetExport Assets Striko Description Amount Striko Description Amount Of the SheetExport Of the SheetExport		Home Profile	Institution Building Capac	ity Building I	Micro Finance													
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b CIF - Second Installment 0.00 b VO CIF - Second Installment ICF Loan 0 2 CIF - HRF (Health Disk Fund) 0.00 - VO - I belihhodds I aan (Grad Scheme) 0 0 0.00 Total : 0.00 Total : 0.00 0														1			- 5-	
2 CIF - HBF (Health Risk Fund) 0.00 c VD - I hell/hords I oan (Grud Scheme) 0.00 Name xure Sheet 0.00 Total : 0.00 0.00 Total : 0.00 S CBO Shart H.R.F. Group Loan Initial Loan Loan Total Total intere Reper Amount Amount Intere R	-					9.017									-			33
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Amexure Sheet ICF Loan Amount General Loan Total Total Total Total Tota		•					Total :						0.0	0			1	
Si CBO Name Savin Group Loan Loan Loan Total Initial Loan Total Initial Initial Initial Initial Loan Total Loan Total Initial Loan Total Initial Loan Total Loan Total Initial Loan Total Initial Loan Total Loan Total Loan Total Initial Loan Total Loan Total Reco Loan Total Loan Total Reco Loan Total Loan Total Reco Loan Total Loan Total Loan Total Loan Total Reco Loan Total Loan Total Reco Loan Total Loan To															-	-02	TC C	
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		1 Saheli 0.00	Allion											.	82	1.2	Contract of	1
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2. Profit and Loss Sheet:





User Manual -Cadre wise

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Hom	ne Profi	ile Institution Building Capa	icity Building MI	cro Finance						
From	ro Finance≯ m Date * rofit Loss SI	 Accounts Management > Profit Los 27-Apr-2017 heet 	ss Sheet To Date	* 04	-May-2	View Details	Export			
		Expense				Income				
Sr.J	No	Expense Description		Amount	Sr.No		Amount	t		•
Sr.J				Amount 0.00				t 0.00 🔺		-
	1 Interest	Description			1	Description	C			
1	1 Interest 2 Adminis	Description Payment on Bank Loan		0.00	1 2	Description Administrative Fund (Till Expense Limit)	C	0.00		
1	1 Interest 2 Adminis a Honoral	Description Payment on Bank Loan strative Expense		0.00	1 2 3	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period	C C C	0.00		
1 2 a	1 Interest 2 Adminis a Honoral b Honoral	Description Payment on Bank Loan strative Expense rium of Bank Mitra		0.00 0.00 0.00	1 2 3 4	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee		0.00 ^ 0.00 0		
1 2 a b	1 Interest 2 Adminis a Honoral b Honoral c Honoral	Description Payment on Bank Loan trative Expense rium of Bank Mitra rium of Jeevika Saheli		0.00 0.00 0.00 0.00	1 2 3 4 5	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee Interest Received on VO - CIF Loan	0 0 0 0 0	0.00 0.00 0.00 0.00		
1 2 a b c	1 Interest 2 Adminis a Honoral b Honoral c Honoral d Honoral	Description Payment on Bank Loan Itative Expense rium of Bank Mitta rium of Jeevika Saheli rium of Job Resource Person		0.00 0.00 0.00 0.00 0.00	1 2 3 4 5 6	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee Interest Received on VO - CIF Loan Interest Received on VO General Loan	0 0 0 0 0 0 0	0.00 0.00 0.00 0.00 0.00		
1 2 a b c c d	1 Interest 2 Adminis a Honoral b Honoral c Honoral d Honoral	Description Payment on Bank Loan strative Expense rium of Jaank Mitra rium of Jeevika Sahell rium of Job Resource Person rium of Skill Extension Worker		0.00 0.00 0.00 0.00 0.00 0.00	1 2 3 4 5 6 7	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee Interest Received on VO - CIF Loan Interest Received on VO General Loan Interest Received on VO-Livelihoods Loan		0.00 0.00 0.00 0.00 0.00		
1 2 a b c c d	1 Interest 2 Adminis a Honoral b Honoral c Honoral d Honoral f Consult	Description Payment on Bank Loan strative Expense rium of Jaank Mitra rium of Jeevika Sahell rium of Job Resource Person rium of Skill Extension Worker		0.00 0.00 0.00 0.00 0.00 0.00 0.00	1 2 3 4 5 6 7 8	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee Interest Received on VO - CIF Loan Interest Received on VO General Loan Interest Received on VO-Livelihoods Loan Interest Received from Bank		0.00 0.00 0.00 0.00 0.00 0.00		
1 2 a b c c d d e f	1 Interest 2 Adminis a Honoral b Honoral c Honoral d Honoral f Consult g Honoral	Description Payment on Bank Loan strative Expense rium of Bank Mitra rium of Bank Mitra rium of Job Resource Person rium of Master Book Keeper rium of Kill Extension Worker ant Fee		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	1 2 3 4 5 6 7 8 9	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee Interest Received on VO - CIF Loan Interest Received on VO - CIF Loan Interest Received on VO - Livelihoods Loan Interest Received from Bank Institutional Fee Receipt		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		
1 2 a b c d d e f f g	1 Interest 2 Adminis a Honoral b Honoral c Honoral d Honoral f Consult g Honoral n Honoral	Description Payment on Bank Loan trative Expense rium of Bank Mitra rium of Jeevika Saheli rium of Jeevika Saheli rium of Master Book Keeper rium of Kalil Extension Worker ant Fee rium of Employee		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	1 2 3 4 5 6 7 8 9 10	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee Interest Received on VO - CIF Loan Interest Received on VO - CIF Loan Interest Received on VO - Livelihoods Loan Interest Received from Bank Institutional Fee Receipt Fine Receipt	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00 × 100000 × 10000 × 1000 × 1000 × 1000 × 10000 × 1000 × 1000 × 1000 × 10000		
1 2 a b c d d e f f g	1 Interest 2 Adminis a Honoral b Honoral c Honoral d Honoral f Consult g Honoral n Honoral	Description Payment on Bank Loan istative Expense frium of Dank Ititra frium of Dank Ititra frium of Jekevika Saheli frium of Master Book Keeper frium of Skill Extension Worker ant Fee frium of Exployee frium of Exployee frium of Exployee frium of ther Community Cadres fry Expence		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	1 2 3 4 5 6 7 8 9 10 11	Description Administrative Fund (Till Expense Limit) Unspent Amount of Last Period Membership Fee Interest Received on VO - CIF Loan Interest Received on VO General Loan Interest Received on VO-Livelihoods Loan Interest Received from Bank Institutional Fee Receipt Fine Receipt Training and Exposure Fund	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00 0.		

3. Trading Profit and Loss Sheet :

Z Zimbra: Inbox 🛛 🗙	😹 Receipt Payme	nt S 🗙 🛛 😹 Profit	Loss Sheet	× 🔀 Balance S	Sheet	× 😹 Store Prof	it Loss S 🗙	😹 /manager	× New	Tab		× +		- 0	×
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	Profit Loss Sh	aget													
	PTOIL LOSS SI		Expense					Income							
	Sr.No	Desc	ription		Amount	Sr.No		Description		Amou	nt		1		
	Total :				0.04						0.00				
	powered by Rolta							Copyright 20	14 Bihar Rural Livelih	oods Prom	otions Soc	aty		200	1
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4. Receipt and Payment Sheet:





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	JEEV KA Bhar Rural Livelihoods Promotic State Rural Livelihoods Mission (on Society SRLM), Bihar						Salar an				
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Sr.No	n De	escription	Debit (Rs)	Sr.No		Description	Credi	it (Rs)		-	-	
- Shirt		Seription	Debit (110)	51.110		beschption	Cicu		_		the second	
1	Opening Relance		0.00	1				0.00		1000	10.0	
1	Opening Balance		0.00		VO CIF Loan	ICELoan		0.00				-
1 a b	Cash		9 988.00	a	VO CIF - First Instalment			0.00	* H			
a	Cash Bank		9 988.00 3 513 670.79	a b				0.00		f		the second
a b	Cash		9 988.00	a b c	VO CIF - First Instalment VO CIF - Second Instalm	ient Loan		0.00				
a b 2	Cash Bank CIF Received from BPIU	ant	9 988.00 3 513 670.75 0.00	a b c d	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF	ient Loan		0.00				A CAR
a b 2 a	Cash Bank CIF Received from BPIU BPIU CIF - First Instalment		9 988.00 3 513 670.79 0.00	a b c d e	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF VO CIF - Livelihood Fund	ient Loan J und		0.00 0.00 0.00 0.00				
a b 2 a	Cash Bank CIF Received from BPIU BPIU CIF - First Instalment BPIU CIF - Second Instalmen	d	9 988.00 3 513 670.75 0.00 0.00 0.00	a b c d e 2	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF VO CIF - Livelihood Fund VO CIF - Food Security Fi	ient Loan J und		0.00 0.00 0.00 0.00 0.00				
a b 2 a b c	Cash Bank CIF Received from BPIU BPIU CIF - First Instalment BPIU CIF - Second Instalme BPIU CIF - Health Risk Fund	d culture Fund	9 988.00 3 513 670.75 0.00 0.00 0.00 0.00 0.00	a b c d e 2 3	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF VO CIF - Livelihood Fund VO CIF - Food Security Fi VO - Livelihoods Loan (C	ient Loan d und Sovt Scheme)		0.00 0.00 0.00 0.00 0.00 0.00				
a b 2 a b c d	Cash Bank CIF Received from BPIU BPIU CIF - First Instalment BPIU CIF - Second Instalme BPIU CIF - Health Risk Fund BPIU CIF - Livelihoods Agrid	d culture Fund irm Poultry Fund	9 988.0 3 513 670.7 0.00 0.00 0.00 0.00 0.00 0.00	a b c d e 2 3 4	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF VO CIF - Livelihood Fund VO CIF - Food Security Fi VO - Livelihoods Loan (G VO - General Loan	sent Loan J und Sort Scheme) Bank Loan		0.00 0.00 0.00 0.00 0.00 0.00 0.00				
a b 2 a b c d	Cash Bank CIF Received from BPIU BPIU CIF - First Instalment BPIU CIF - Second Instalmen BPIU CIF - Health Risk Fund BPIU CIF - Livelihoods Agric BPIU CIF Livelihoods Off Fa	d culture Fund irm Poultry Fund arm Beekeeping Fund	9 988 0 3 513 670.75 0.00 0.00 0.00 0.00 0.00 0.00 0.00	a b c d e 2 3 4 5	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF VO CIF - HRF VO CIF - Livelihood Fund VO CIF - Food Security Fi VO - Livelihoods Loan (G VO - General Loan Principal Repayment on	sent Loan J und Sort Scheme) Bank Loan		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0				
a b 2 a b c d e f	Cash Bank CIF Received from BPIU BPIU CIF - First Instalment BPIU CIF - Second Instalment BPIU CIF - Health Risk Fund BPIU CIF - Livelihoods Agif Fa BPIU CIF Livelihoods Off Fa	d culture Fund irm Poultry Fund arm Beekeeping Fund irm Dairy Fund	9 988.00 3 513 670.75 0.00 0.00 0.00 0.00 0.00 0.00 0.00	a b c d e 2 3 4 5 6	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF VO CIF - Livelihood Fund VO CIF - Food Security F VO - Livelihoods Loan (G VO - General Loan Principal Repayment on Ban Interest Payment on Ban	ent Loan J und Sort Scheme) Bank Loan Ik Loan		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0				
a b 2 a b c d f f g	Cash Bank CIF Received from BPIU BPIU CIF - First Instalment BPIU CIF - Second Instalme BPIU CIF - Livelihoods Agric BPIU CIF Livelihoods Off Fa BPIU CIF Livelihoods Off Fa BPIU CIF Livelihoods Off Fa	d culture Fund irm Poultry Fund arm Beekeeping Fund irm Dairy Fund	9 988.00 3 513 670.74 0.00 0.00 0.00 0.00 0.00 0.00 0.00	a b c d e 2 3 4 5 6 a	VO CIF - First Instalment VO CIF - Second Instalm VO CIF - HRF VO CIF - Livelihood Fund VO CIF - Food Security Fi VO - Livelihoods Loan (C VO - General Loan Principal Repayment on Interest Payment on Ban Administrative Expense	ent Loan J und Sort Scheme) Bank Loan Ik Loan	3 523	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0				





