

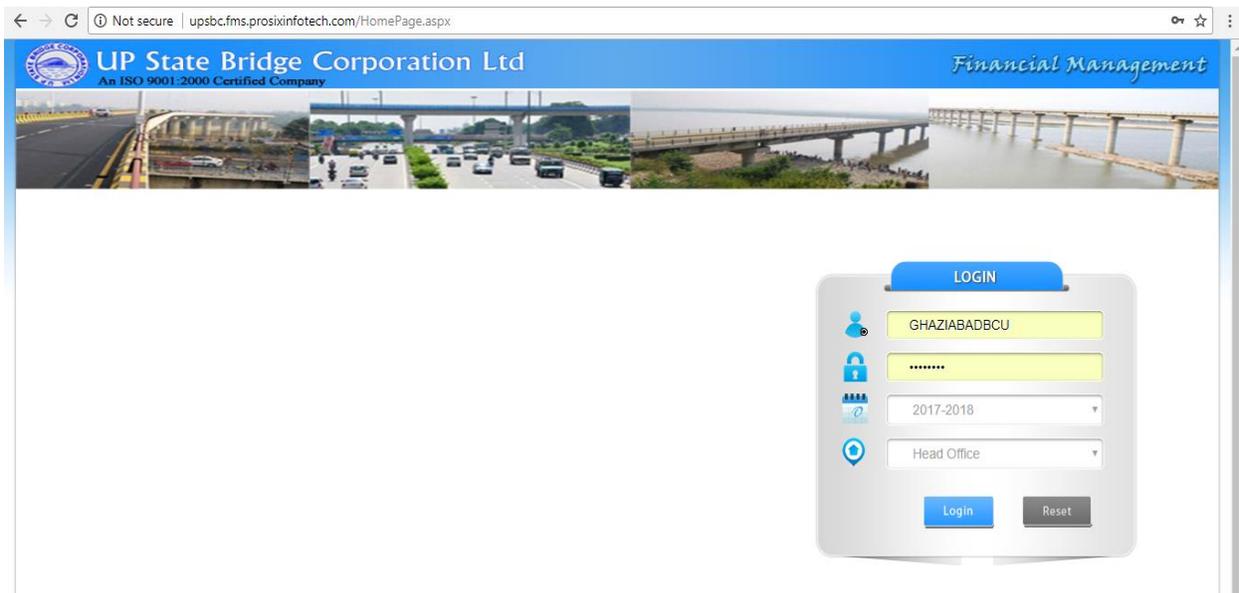
U.P.State Bridge Corporation Ltd.

Financial Management System

Entry of Trial Balance from Units

Step 1 Login in the system

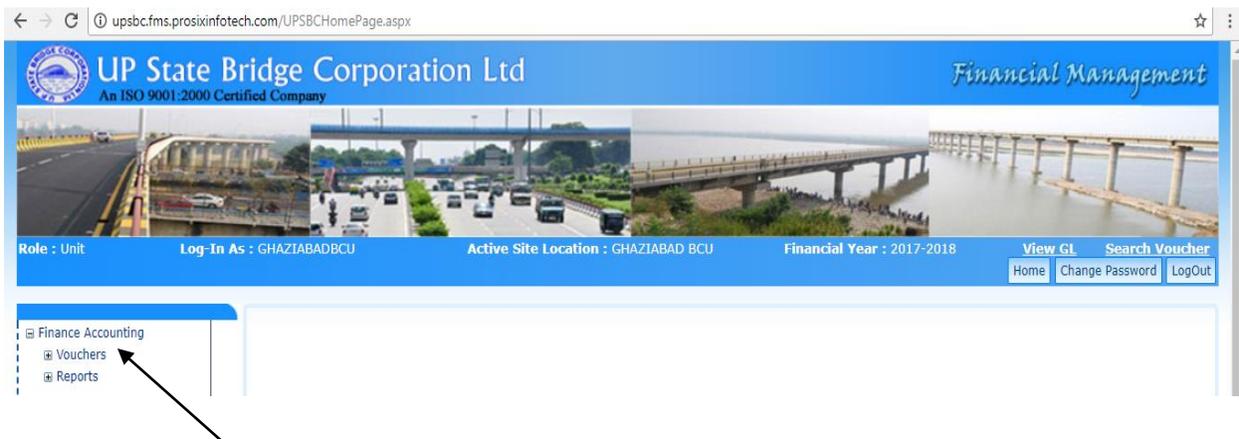
On your computer browser enter the URL address <http://upsbc.fms.prosixinfotech.com>
Internet should be connected in the system.
You will see following login window -



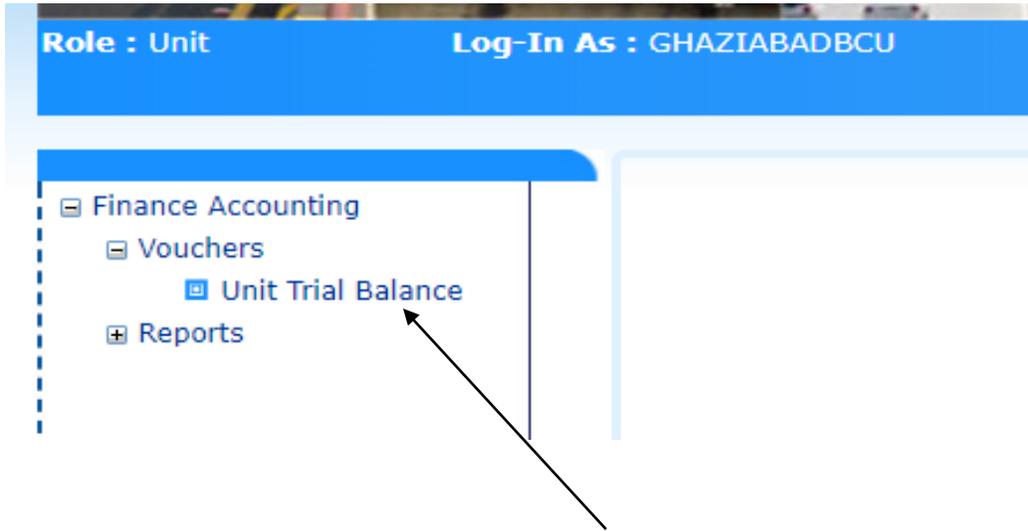
Enter your login ID, password. Select correct financial year. Check that the location is showing your unit location. Then press login button.

Step 2 – Entry of trial balance

On successful login, the system will show following screen. Please ensure that your active site location and financial year is correct.



Now locate the menu on the left side and click on the '+' sign in front of 'Vouchers' to expand it.



The system will display the Unit Trial Balance – Monthly – Entry screen as shown below. First of all select correct month/ year for which you want to submit the trial balance. Entry date is today's date. You may enter some narration for your reference. The system initially gives a Token Number to this trial balance. When it is finally posted by you, then the system will generate a Voucher No.

Unit Trial Balance - Monthly	
Unit Trial Balance Report	
Unposted Vouchers=0	Posted Vouchers=3
Cancelled Vouchers=0	
Unit :*	GHAZIABAD BCU(GHZBD) ▼
Month/Year :*	Feb/2018 ←
Token No. :*	H171804587
Entry Date:	02/02/2018
Voucher No.:	
Narration:	
Current Liability A/cs-L11	Debit: 0.00 Credit: 0.00
Provision Accounts-L12	Debit: 0.00 Credit: 0.00
Depreciation Reserve A/cs-L13	Debit: 0.00 Credit: 0.00
Gross Value of Work-I11	Debit: 0.00 Credit: 0.00
Miscellaneous Income A/cs-I12	Debit: 0.00 Credit: 0.00

The above screen shows various account groups like 'Current Liability', 'Provisions' etc. Click on any of these groups. The system will display the account heads under this group. For example 'Deposit Works A/c' group will open following heads on clicking -

: GHAZIABADBCU Active Site Location : GHAZIABAD BCU Financial Year : 2017-2018 View GL Search Voucher
 Home Change Password LogOut

Unit Trial Balance - Monthly

[Unit Trial Balance Report](#)
 Unposted Vouchers=0 Posted Vouchers=3 Cancelled Vouchers=0

Unit : * GHAZIABAD BCU(GHZBDI) Month/Year : * Feb/2018
 Token No. : * H171804587 Entry Date: 02/02/2018
 Voucher No.:
 Narration:

[Deposit Work A/cs-E11](#) Debit: 0 Credit: 0

ADD

Sl No.	GL Heads	Debit	Credit	Narration	Add
1	01 MATERIAL CONSUMED	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Add"/>
2	01 CONSUMABLE STORES	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Add"/>
3	01 CONSUMABLE(MECH)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Add"/>
4	01 FREIGHT PAID	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Add"/>
5	01 SALARY/WAGES & BONUS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Add"/>

You may feed the amount in Debit and credit columns with Remarks (if any) against the respective heads. **DON'T FORGET TO PRESS 'ADD' BUTTON SHOWN ABOVE WHEN YOU HAVE FINISHED ENTRY IN ONE SECTION.**

fms.prosixinfotech.com/FinancialAccounting/Voucher/TUnitTrialBalance.aspx

[Operational Expen A/cs-E21](#) Debit: 0.00 Credit : 0.00
[Administrative Expen A/cs-E31](#) Debit: 0.00 Credit : 0.00
[Depreciation A/cs-E41](#) Debit: 0.00 Credit : 0.00
[H Q Admin Expen A/cs-E51](#) Debit: 0.00 Credit : 0.00
[H Q Design Expen. A/cs-E61](#) Debit: 0.00 Credit : 0.00
[GM/PM Expen. A/cs-E71](#) Debit: 0.00 Credit : 0.00

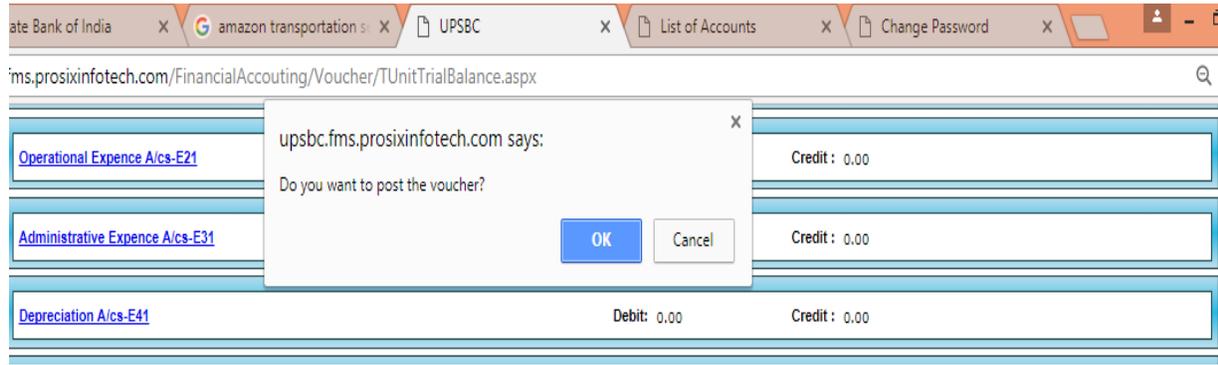
Debit:90000.00 Credit:0.00

S.No.	Unit	GL Head	Debit	Credit	Narration	Delete
1	GHAZIABAD BCU(GHZBD)BCU)	MATERIAL CONSUMED	50000	0		<input type="button" value="X"/>
2	GHAZIABAD BCU(GHZBD)BCU)	CONSUMABLE STORES	40000	0		<input type="button" value="X"/>
			90000.00	0.00		

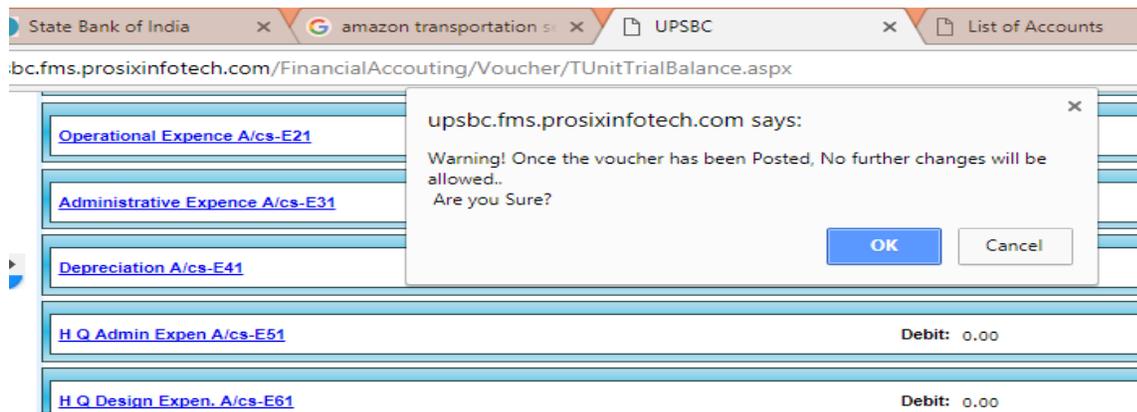
Save **Reset**

VERY IMPORTANT - Keep pressing the 'Save' button in the bottom of the screen after making few entries, to avoid loss of effort due to internet failure etc.

When you press 'Save' button, the system will ask - 'Do you want to post the voucher?'

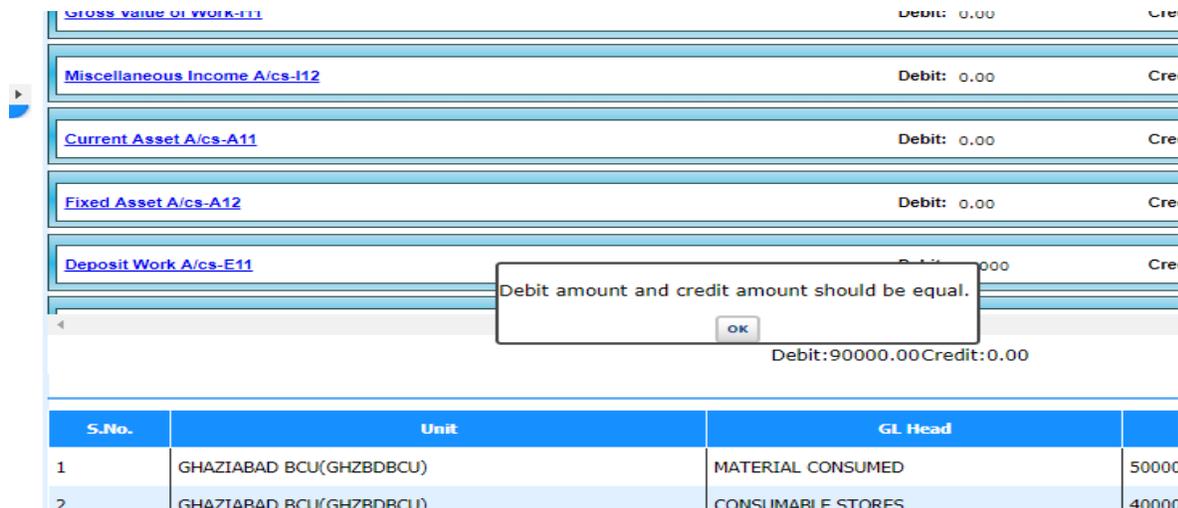


If you press 'OK', the system will again show a warning – Once the voucher has been posted, No further changes will be allowed. Are you Sure?



Press 'Cancel' button, if you just want to save the record.

In case you press 'OK' (that means you want to finally lock the trial balance', the system will finally attempt to post the trial balance voucher. However, if the total of all Debits and all Credits is not equal it will not post and give the message – 'Debit amount and Credit amount should be equal'



If debit and credit amounts are same, then system will try to post the trial balance, however, if you have already posted a trial balance for the same month, then the system will give error – ‘Record Already Exists’

Gross Value of Work-I11	Debit: 0.00	Credit : 0.00
Miscellaneous Income A/cs-I12	Debit: 0.00	Credit : 0.00
Current Asset A/cs-A11	Debit: 0.00	Credit : 0.00
Fixed Asset A/cs-A12	Debit: 0.00	Credit : 0.00
Deposit Work A/cs-E11	Debit: 0.00	Credit : 0.00

Record Already Exists...

If every thing is alright, then system will post (lock) the trial balance and generate a voucher number for the same. You may note the voucher number for your reference.

Miscellaneous Income A/cs-I12	Debit: 0.00	Credit : 0.00
Current Asset A/cs-A11	Debit: 0.00	Credit : 0.00
Fixed Asset A/cs-A12	Debit: 0.00	Credit : 0.00
Deposit Work A/cs-E11	Debit: 0.00	Credit : 0.00

Voucher Posted successfully.. and Voucher Code is 'HO/UV/22018/4'

Step 3 – Other options available on Unit Trial Balance Screen

On the top part of the Unit Trial Balance screen, you will find some useful options. These are – Unit Trial Balance Report, Unposted Vouchers, Posted Vouchers, Cancelled Vouchers.

Unit Trial Balance - Monthly

Unit Trial Balance Report

Unposted Vouchers=0 Posted Vouchers=1 Cancelled Vouchers=0

Unit : * GHAZIABAD BCU(GHZBC) Month/Year : * Feb/2018

Token No. : * H171804589 Entry Date: 02/02/2018

Voucher No.:

Narration:

Current Liability A/cs-L11	Debit: 0.00	Credit: 0.00
Provision Accounts-L12	Debit: 0.00	Credit: 0.00
Depreciation Reserve A/cs-L13	Debit: 0.00	Credit: 0.00

3.1 Unit Trial Balance Report

This option is also available under Report Menu in the left side menu panel. Using this option you can print the trial balance submitted by you for any month.

Trial Balance

Unit/ Location: GHAZIABAD BCU(GHZBC) Ledger(GL): --All--

Date To: Feb/2018

View Trial Balance Reset

UP STATE BRIDGE CORPORATION LIMITED, GHAZIABAD BCU

Trial Balance

Financial Year: 2017-2018 Period from: to Feb/2018
 Unit/ Division: GHAZIABAD BCU(GHZBDBC) Ledger(GL): --All--

S.No.	Code	Groups/ Sub Groups /Ledger	Progressive	
			Debit	Credit
1		SUBGROUP TOTAL	0	0
2		GROUP TOTAL	0	0
3		DEPOSIT WORK A/CS		
		---DEPOSIT WORKS		
4	E110101	---MATERIAL CONSUMED	50000.00	0.00
5	E110102	---CONSUMABLE STORES	40000.00	0.00
6	E110111	---OWNERSHIP CHARGES PROVISION	0.00	90000.00
7		SUBGROUP TOTAL	90000	90000
8		GROUP TOTAL	90000	90000
		GRAND TOTAL	90000.00	90000.00

The trial balance can be printed on the printer or it can be saved in an Excel file by using two buttons shown in the screen.

3.2 Unposted vouchers=n1

Posted vouchers=n2

Cancelled vouchers=n3

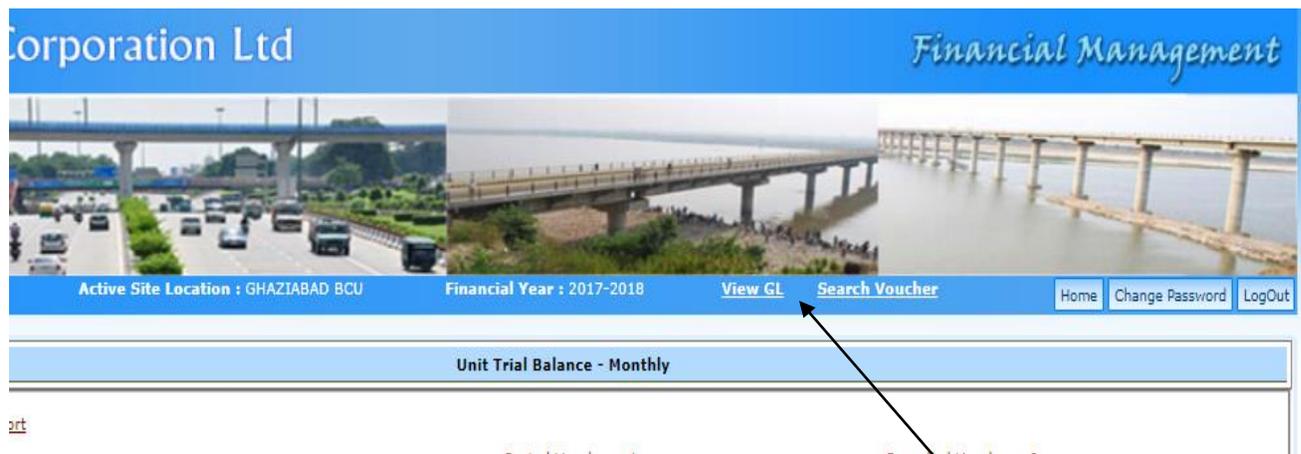
These options are provided on top of the trial balance screen to view the vouchers you have already entered in the system.

Unposted vouchers are those trial balances which are only saved (not posted). These can be called on screen and modified and then posted. The count of such vouchers is shown as n1.

Posted vouchers are those trial balances which have been posted (locked) by you.

Cancelled vouchers are those vouchers which have been aborted by you.

Step 4 – Other Utilities



Some other utilities are available in the top bar of the screen. These are – View GL, Search Voucher, Change Password and Logout.

4.1 View GL gives you a facility to view complete chart of account.

4.2 Search voucher can be used to search your desired voucher based on multiple criteria. This is useful when you have entered a large number of vouchers and want to search a voucher on a search criteria.

4.3 Change password should be used occasionally and specially the first time when you are allotted a login password. This option will ask your current password and then ask you to type your new password twice.

4.4 Logout option is to close the session.