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 <u>http://upsbc.fms.prosixinfotech.com</u> Internet should be connected in the system. You will see following login window -

← → C O Not secure upsbc.fms.prosixinfotech.com/HomePage.aspx	ው ☆	:
WP State Bridge Corporation Ltd	Financial Management	*
	LOGIN	
GH	IAZIABADBCU	l
		l
20	17-2018	l
He	ead Office	l
	Login Reset	l
		l

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.

Role : Unit	Log-In As : GHAZIABADBCU
 Finance Accounting Vouchers Unit Trial B Reports 	Balance

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.

GHAZIABADBCU	Active Site Location : GHAZIABAD BCU	Financial Year: 2017-2018	<u>View GL</u>	Search Voucher Home Change Password LogOu
	Unit	: Trial Balance - Monthly		
Unit Trial Balance Report Unposted Vouchers=0 Unit :* Token No.:* Voucher No.: Narration:	GHAZIABAD BCU(GHZBDI V H171804587	Posted Vouchers=3 Month/Year :* Entry Date:	Cancell Feb/201 02/02/2	ed Vouchers=0 8
Current Liability A/cs-L11		Debit: 0,00 Cr	edit: 0.00	^ ^
Provision Accounts-L12		Debit: 0,00 Cr	edit: 0.00	
Depreciation Reserve A/cs-L13		Debit: 0,00 Cr	edit: 0.00	
Gross Value of Work-I11		Debit: 0,00 Cr	edit: 0.00	
Miscellaneous Income A/cs-I12		Debit: 0.00 Cr	edit: 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 -

GHAZIABADI	BCU Active Sit	e Location : GHAZIABAD BCU	Financial Year : 2017	7-2018 <u>Vi</u> e	<u>ew GL</u> <u>Search Vouc</u> Home	her Change Password LogOut
		Unit	Trial Balance - Monthly			
Unit Trial B	Balance Report					
Unposted \	Vouchers=0		Posted Vouchers=3		Cancelled Vouchers=0	
Unit :*		GHAZIABAD BCU(GHZBDI 🔻	Month/Ye	ear :*	Feb/2018	
Token No.:	*	H171804587	Entry Da	te:	02/02/2018	
Voucher No	0.:					
Narration:						1
Deposit Work	<u>k A/cs-E11</u>		Debit: 0	Credit : 0		ADD
SI No.	G	L Heads	Debit	Credit	Narration	Add
1	01 MATERIAL CONSUMED		0	0		
2	01 CONSUMABLE STORES		0	0		
3	01 CONSUMABLE(MECH)		0	0		
4	01 FREIGHT PAID		0	0		
-						

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.

ms.prosixin	otech.com/FinancialAccouting/Voucher/TUnitTrialBa	llance.aspx				Q
Operational	Expence A/cs-E21	Debit: 0.00	Credit: 0.00			
Administrati	ve Expence A/cs-E31	Debit: 0.00	Credit: 0.00			
Depreciation	A/cs-E41	Debit: 0.00	Credit: 0.00			
H Q Admin E	ixpen A/cs-E51	Debit: 0.00	Credit: 0.00			
H Q Design I	Expen. A/cs-E61	Debit: 0.00	Credit: 0.00			
GM/PM Expe	n. A/cs-E71	Debit: 0.00	Credit: 0.00			
		Debit:90000.00Credit:0.00				ŀ
S.No.	Unit	GL Head	Debit	Credit	Narration	Delete
	GHAZIABAD BCU(GHZBDBCU)	MATERIAL CONSUMED	50000	0		×
	GHAZIABAD BCU(GHZBDBCU)	CONSUMABLE STORES	40000	0		×
			90000.00	0.00		
_		Save				

<u>VERY IMPORTANT</u> - 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.

ate Bank of India 🛛 🗙 🗸 G amazon	transportation se 🗙 🕒 UPSBC	× List of Account:	s 🗙 🖌 🕒 Change Password	× 🔽 🛓 - Ē
ms.prosixinfotech.com/FinancialAcco	outing/Voucher/TUnitTrialBalance.aspx			Q
Operational Expence A/cs-E21	upsbc.fms.prosixinfotech.com says: Do you want to post the voucher?	×	Credit: 0.00	
Administrative Expence A/cs-E31		OK Cancel	Credit: 0.00	
Depreciation A/cs-E41		Debit: 0,00	Credit: 0.00	

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?

) s	tate Bank of India 🛛 🗙 🗸 G amazor	n transportation set × C UPSBC × C List of Accounts
bc.	fms.prosixinfotech.com/FinancialAcc	outing/Voucher/TUnitTrialBalance.aspx
	Operational Expence A/cs-E21 Administrative Expence A/cs-E31	upsbc.fms.prosixinfotech.com says: Warning! Once the voucher has been Posted, No further changes will be allowed Are you Sure?
	Depreciation A/cs-E41	
	H Q Admin Expen A/cs-E51	Debit: 0.00
	H Q Design Expen. A/cs-E61	Debit: 0.00

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'

				Debit:	0.00	CIE
Þ	Miscellaneo	us Income A/cs-I12		Debit:	0.00	Cre
	Current Ass	et A/cs-A11		Debit:	0.00	Cre
	Fixed Asset	: A/cs-A12		Debit:	0.00	Cre
	Deposit Wo	rk A/cs-E11	Debit amount and cre	dit amount should be equa	l.	Cre
	S.No.	Unit		GL Head		
	1	GHAZIABAD BCU(GHZBDBCU)		MATERIAL CONSUMED		50000
	2	GHAZTABAD BCU(GHZBDBCU)		CONSUMABLE STORES		40000

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 <u>Already Exists'</u>

<u> </u>			
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	Record Already Exists	Debit: 0.00	Credit: 0.00
Fixed Asset A/cs-A12	ок	Debit: 0.00	Credit: 0.00
Deposit Work A/cs-E11		Debit: 0.00	Credit: 0.00

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-112	Debit: 0.00	Credit: 0.00
Current Asset Alcs-A11	Voucher Posted successfully and Voucher Code is 'HO/UV/22018/4'	Credit: 0.00
Fixed Asset A/cs-A12	ок Debit: 0.00	Credit: 0.00
Deposit Work A/cs-E11	Debit: 0.00	Credit: 0.00

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 Tria	l Balance - Monthly			
Unit Trial Balance Report					
Unposted Vouchers=0	Por	sted Vouchers=1		Cancelled Vouchers=0	
Unit :*	GHAZIABAD BCU(GHZBE 🔻	Month/Year	(*	Feb/2018	
Token No.:*	H171804589	Entry Date:		02/02/2018	
Voucher No.:					
Narration:	4				
Current Liability A/cs-L11		Debit: 0.00	Credit: 0.00		
Provision Accounts-L12		Debit: 0.00	Credit: 0.00		
Provision Accounts-L12		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 GHAZ Date To Feb/	IABAD BCU(GHZEE V	Ledger(GL)All	•	
			View Trial Balance Reset			
						× 🗎
anci t/ D	al Year: 2017-2018 ivision: GHAZIABAD B S.No.	CU(GHZBDBCU) Code	UP STATE BRIDGE CORPORATION LIMITED, GF <u>Trial Balance</u> Groups/ Sub Groups /	HAZIABAD BCU	Period from Lec Progre	to Feb/2018 dger(GL):All- ssive
nci / D	al Year: 2017-2018 ivision: GHAZIABAD B S.No.	CU(GHZBDBCU) Code	UP STATE BRIDGE CORPORATION LIMITED, GF Trial Balance Groups/ Sub Groups /	HAZIABAD BCU	Period from Lec Progre Debit	to Feb/2018 dger(GL):All- ssive Credit
/ D	al Year: 2017-2018 Ivision: GHAZIABAD B S.No.	CU(GHZBDBCU) Code	UP STATE BRIDGE CORPORATION LIMITED, G+ Trial Balance Groups/ Sub Groups / Subgroup Total	HAZIABAD BCU	Period from Lec Progre Debit	to Feb/2018 dger(GL):All- ssive Credit 0
t/ D	al Year: 2017-2018 Ivision: GHAZIABAD B 5.No. 1 2	CU(GHZBDBCU) Code	© UP STATE BRIDGE CORPORATION LIMITED, GH Trial Balance Groups/ Sub Groups / SubGROUP TOTAL GROUP TOTAL GROUP TOTAL	HAZIABAD BCU	Period from Lec Debit 0	to Feb/2018 dger(GL):All- ssive Credit 0 0
anci it/ D	al Year: 2017-2018 ivision: GHAZIABAD B S.No. 1 2	CU(GHZBDBCU) Code	© UP STATE BRIDGE CORPORATION LIMITED, GH Trial Balance Groups/ Sub Groups / SUBGROUP TOTAL GROUP TOTAL DEPOSIT WORK A/CS	HAZIABAD BCU	Period from Lec Progre Debit 0 0	to Feb/2018 dger(GL):All- ssive Credit 0 0
anci it/ D	al Year: 2017-2018 Ivision: GHAZIABAD B 5.No. 1 2 3	CU(GHZBDBCU) Code	© UP STATE BRIDGE CORPORATION LIMITED, G Trial Balance Groups/ Sub Groups / SUBGROUP TOTAL GROUP TOTAL DEPOSIT WORK A/CSDEPOSIT WORKS	HAZIABAD BCU	Period from Lec Debit 0 0	d to Feb/2018 dger(GL):All- ssive Credit 0 0
anci it/ D	al Year: 2017-2018 Ivision: GHAZIABAD B S.No. 1 2 3	Cu(GHZBDBCU) Code	© UP STATE BRIDGE CORPORATION LIMITED, GH Trial Balance Groups/ Sub Groups / SUBGROUP TOTAL GROUP TOTAL DEPOSIT WORK A/CSDEPOSIT WORKS	HAZIABAD BCU	Period from Lec Debit 0 50000.00	to Feb/2018 dger(GL):All- ssive Credit 0 0
anci it/ D	al Year: 2017-2018 Ivision: GHAZIABAD B S.No. 1 2 3 4	CU(GHZBDBCU) Code 	Oroups/ Sub Groups / Sub G	HAZIABAD BCU	Period from Lec Debit 0 50000.00 40000.00	to Feb/2018 dger(GL):All- ssive Credit 0 0 0 0 0 0.00
anci it/ D	al Year: 2017-2018 Ivision: GHAZIABAD B 5.No. 1 2 3 4 5	Cu(GHZBDBCU) Code E110101 E110102 E110111	Oroups/ Sub Groups / Sub Group total. GROUP TOTAL DEPOSIT WORK A/CS DEPOSIT WORKS MATERIAL CONSUMED CONNEUMABLE STORES OWNERSHIP CHARGES PROVISION	HAZIABAD BCU	Period from Le: Progre Debit 0 0 0 0 0 0 0 0 0 0 0 0 0	to Feb/2018 dger(GL):All- ssive Credit 0 0.00 0.00 90000.00
it/ D	al Year: 2017-2018 Vision: GHAZIABAD B S.No. 1 2 3 4 5 6	Cu(GHZBDBCU) Code E110101 E110102 E110111	UP STATE BRIDGE CORPORATION LIMITED, GA <u>Irial Balance</u> Groups/ Sub Groups / SUBGROUP TOTAL GROUP TOTAL DEPOSIT WORK A/CS DEPOSIT WORKS MATERIAL CONSUMED CONSUMABLE STORES OWNERSHIP CHARGES PROVISION SUBGROUP TOTAL SUBGROUP TOTAL	HAZIABAD BCU	Period from Lec Progre 0 0 50000.00 40000.00 0.00 90000	to Feb/2018 dger(GL):All- ssive Credit 0 0.00 0.00 90000.00 90000.00
anci it/ D	al Year: 2017-2018 ivision: GHAZIABAD B 5.No. 1 2 3 4 5 6 7	Cu(GHZBDBCU) Code E110101 E110102 E110111	UP STATE BRIDGE CORPORATION LIMITED, GH Irial Balance Groups/ Sub Groups / SUBGROUP TOTAL GROUP TOTAL DEPOSIT WORKS	HAZIABAD BCU	Period from Lec Debit 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	to Feb/2018 dger(GL):All- ssive Credit 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

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.