

Excel tool to manually tally the daily transactions for Sub Offices and to Generate SMR.

SODA Master will allow maximum of 40 BOs.

"System date format should be DD/MM/YYYY

(This can be changed in Control Panel>Region>Additional settings>Date>Short date) in Short date manually enter DD/MM/YYYY"). System date format, Folder name and file name will be validated. Please follow the steps 4 to 7 every month.

1. Create a folder with name SODA in D or E drive (Folder name will be validated. Don't create in desktop or in C drive)
2. Paste the SODA Master file without changing name (File name will also be validated)
3. Enter the office configuration details and closed holiday details. Save the file and close.
(No changes are to be made in the master file henceforth)-Maximum of 40 BOs only allowed. Enter 0 if No BO is attached.
4. Open the SODA master file again and then Click on create file for this month to create file for current month.
5. New file will be created in the same SODA folder- New file name will be Mon-Year (Ex March-2025)

Master file will be automatically closed and the newly created file will be opened automatically.

6. In the new file click on Create day sheets button to create separate sheet for each working day
7. Sheets will be created. Shortcut of the month file will also be created in desktop for accessing the month file directly from desktop. Unnecessary shortcut files may be deleted after completion of month. Please note that the shortcut file in desktop only to be deleted.

8. Generate Common account statistics report in MIS Server for current month and for last year of current month in Excel format. Import both files in SMR page to generate PA17-a SB related data and fill other details manually.

Note: Receipt and payment heads are to be added in first sheet (First day of the month) only (if required). Addition of receipt and Payment heads is not allowed in other sheets.

Note: Back up file will be saved in SODA\Backup files folder. Backup files for last 5 days are available in backup files folder.

If file is corrupted due to any reason, required backup file can be copied from backup folder.

"Closed holidays were already updated for the year 2026. Change the same for the upcoming years.

If button2 is not working, close the month file and then open the shortcut available in desktop. Button 2 will work.

Stamp sales shown in treasury should be updated in Stamp sales-Trry & Stamp sales shown in Counter shud be updated in BS

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