

SPM Help Application -SOP

Here is the step-by-step procedure for checking HO/SO and BO vouchers.

Video Help files available in the following YouTube link:

<https://www.youtube.com/@SPMHelp> (Can be searched with Keyword SPM Help or SPMHelp)

Procedures for Checking SO/HO and BO Vouchers

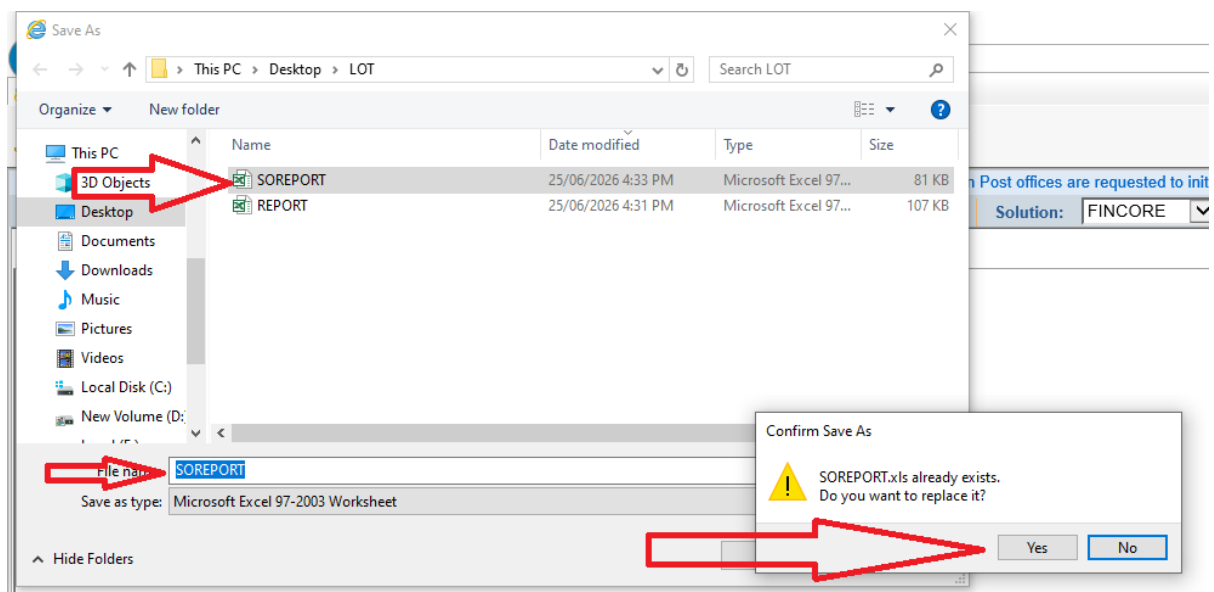
Step 1: Initial Setup

1. **Create Folder:** Create a new folder on your **Desktop** and name it as LOT.
2. **Launch Application:** Open the **SO Voucher check** application.
3. **Select Folder:** Click the **Select LOT Folder** button, navigate to your Desktop, and select the newly created LOT folder.

Step 2: Download and Save Reports.

1. **Download Report:** Generate the Long book detailed report in XLS format. Select XLS and then enter SOL ID and Date.
2. **Save File:** Goto HPR , select the report and view it. The following screen will be displayed. Click Save as

3. Then select the LOT folder created in Desktop. Save the downloaded file inside the LOT folder using the exact filename- **SOREPORT**
4. When downloading new reports on next day, save it directly into this specific LOT folder. While showing save as select the LOT folder and then select SOREPORT inside the box and click save button. . When Windows asks if you want to overwrite the existing file, simply click **Yes**.



5. The new report will be saved.
6. Similarly save the BO detailed report with name **REPORT** in xls format in LOT folder.

7. **Process Data:** Open the **HO/SO Voucher check** application and click the **Get Transactions** button to import and display the data.
8. **Viewing Options:**
 - To view current transactions again, click the **Show Transactions** button.
 - To view historical data previously saved in the database, enter the required date and click the **Fetch** button.

Transaction Processing and Navigation

- **Default Fee and Rebate Handling:** Any default fee rows and rebate rows are automatically merged directly into the main transaction rows for cleaner processing.
 - **Closure Entries:** All closure entries will be neatly consolidated and displayed in a single row.
 - **Voucher Count:** The total **Voucher count** is readily available for verification.
 - **Value Date Alerts:** An **alert message** will be automatically displayed if any SO transaction is entered by changing the value date, allowing you to catch back-dated or altered entries immediately.
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- **Duplicate Transaction Detection:** Duplicate transactions are flagged and listed specifically for BO transactions.
 - **New Account Count Discrepancies:** The system actively reconciles account openings; **any discrepancy** between the number of BO new accounts opened by BOs and the actual accounts opened in the Finalce system will be clearly displayed for verification.

Navigation Controls

- **Manual Navigation:** Press the **Enter** key on your keyboard to display the next transaction.
- **Auto-Next Navigation:**
 1. Enter the desired time interval in **seconds** into the designated text box.
 2. Click the **Use Auto-next** button.
 3. The system will now automatically display the next transaction based on the number of seconds you specified.

Step 3: Procedures for Checking BO Vouchers

1. **Download Report:** Download the **BO Long Book Detailed Report** in XLS format.
2. **Save File:** Save the file inside the LOT folder using the exact filename: **REPORT**
3. **Process Data:** Open **BO Voucher check** application and click the **Get Transactions** button to import and display the BO transaction data.
4. **Viewing Options:**
 - Click the **Show Transactions** button to review current transactions.
 - Enter a specific date and click the **Fetch** button to load past days' data from the database.

Phase 4: Procedures for Generating Consolidated IPPB Transactions

1. **Download Report:** Download the **CMR Detailed Report** (S.No-4) in XLS format.
2. **Save File:** Save the file inside the LOT folder using the exact filename: IPPB
3. **Import Data:** Click get IPPB Transactions button. The system will automatically utilize the saved IPPB file for processing consolidated IPPB transactions. Consolidated data of SO and BOs will be displayed. The IPPB report contains consolidated data for all branch and sub-offices. Because of the large volume of data encompassing all offices, **processing the IPPB report will take some time.**

Important Tips for Daily Updates

- **Overwriting Files:** When updating reports on subsequent days, there is no need to manually delete the old files. While saving into the LOT folder, simply select the old file, click **Save**, and click **Yes** when prompted to replace the existing file.
- **File Formats:** Always ensure reports are downloaded in **xls format**. Other formats (such as XLSX or PDF) will not be recognized by the import tool.

OM Settlement - Generate COC/COP/MAP

Open Click Generate COC/COP/MAP button available in voucher checking modules.

1. Search and Fetch Data

- **To search by Account Number:** Enter the account number only in the **Account No** field to retrieve all transactions associated with that account.
- **To search by Date:** Enter the date only in **DD-MM-YYYY** format in the **Enter Date of Transaction** field to retrieve all transactions recorded for that specific date.
- **To search by Both:** Enter both the account number and the date to retrieve data for that specific account on that exact date.

2. Retrieve Data from Database

- **For SO/HO Transactions:** Click the **Fetch From SO/HO DB** button.
- **For BO Transactions:** Click the **Fetch From BO DB** button.
- The retrieved data will be displayed in the large central gray grid.

3. Transfer Data to Tables

- Select the required row from the central grid where your data is displayed.

- Depending on your requirement, click one of the transfer buttons on the right:
 - Click **Add to COC/COP** to transfer the selected data to the DATA Table for COP and COC (bottom-left table).
 - **By default deposit transactions will be assigned with COC and Wdl transactions will be assigned with COP.** OM number is to be entered manually.
 - Click **Add to MAP** to transfer the selected data to the DATA Table for MAP (bottom-right table). OM number and BAT are to be entered manually.

4. Generate Output Documents

- Once the data appears in the respective bottom data tables, click the corresponding generation button on the far right:

Click **Generate COC/COP** to create your COC or COP documents.

- Click **Generate MAP** to create your MAP documents.

5. Clearing Old Data

- If you need to reset or clear previous records, click the **Delete Old OM Data** button (red button at the top right).

By default, only the transactions that have been recently checked and verified using this application are available to generate COC, COP, or MAP certificates.

Older/Past Dates: If you need to generate certificates for transactions from older dates that are not readily available in the current system memory:

1. **First, import the relevant detailed report for those older dates into the application.**
2. **Once imported and processed, proceed to fetch the data and generate the required certificates using the standard generation buttons.**