



Standard Operating Procedure

APT

Revised Operational and Accounting Procedure of Customer Billing



ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	DoP	Department of Posts
2	APT	Advanced Postal Technology
3	HO	Head Office
4	CAF	Circle Account Facility
5	NAF	National Account Facility
6	COD	Cash on Delivery
7	IGST	Integrated Goods and Services Tax
8	CGST	Central Goods and Services Tax
9	SGST	State Goods and Services Tax
10	UTGST	Union Territory Goods and Services Tax
11	CDDO	Cheque Drawing and Disbursing Officer
12	NCDDO	Non-Cheque Drawing and Disbursing Officer
13	RSAO	Remittance within Same Account Office



Standard Operation Procedure:

Area	Treasury
SOP No	3
Module	Treasury Module
Dated	06.06.2026
SOP Title	Revised Operational and Accounting Procedure of Customer Billing



1 Back-ground and Introduction

To streamline the customer billing process, ensure uniform accounting practices, facilitate seamless payment collection across all Post Offices, and strengthen automation in accounting operations, a revised operational and accounting procedure for Customer Billing has been introduced.

The revised procedure is designed to provide greater flexibility to customers in making bill payments, improve compliance with GST provisions, and ensure accurate accounting and revenue allocation across all units. It also eliminates the manual revenue apportionment process currently being undertaken by Circles through automated system-driven revenue posting.

The key features of the revised framework are as follows:

- Customers can make bill payments from any Post Office, irrespective of their location. The system will provide the necessary functionality to identify and select the appropriate bill(s) for payment.
- The revised guidelines incorporate GST compliance requirements by clearly defining the applicability of GST based on the customer's GST registration status and the location from which services are availed.
- In the case of NAF (National Account Facility) contracts, revenue will be automatically credited to the concerned Head Office (HO) / Head Record Office (HRO) associated with the booking locations. As bills are generated HO/HRO (DDO/NCDDO)-wise, customers operating across multiple locations may receive more than one bill within the same State or across different States.

To facilitate payment collection, a provision has been made in the Treasury Module to enable the selection of one or more relevant bills at the time of payment. This will allow customers to:

- Make payments from any Post Office, irrespective of the State in which the bill was generated.
- Clear multiple bills through a single payment transaction at any Post Office.

Illustration: A BNPL-NAF customer booking articles across Karnataka, Maharashtra, and Himachal Pradesh may receive multiple bills. The customer may either make payments separately at the respective State Post Offices or clear all bills through a single payment transaction at any Post Office.

- The billing process for CAF customers shall continue as per the existing procedure available in the APT application.
- Monthly bills for contractual customers can be generated through **Customer Management Module → Reports → View Contractual Customer Monthly Bills**. Customers can also view and download their bills through the Self-Service Portal.

The detailed accounting flow and system-generated accounting entries applicable to NAF contracts are provided in **Annexure-I**.



2 Annexure-I

Annexure -1							
Sample ACC_ID	Purpose	Type of Customer	Scenario	Mode of Payment	Receipt Account	Payment Account	Office of Accounting
Acc_ID001	Bill Payment	BNPL	Within the same CDDO/NCDDO	Cash	Respective Product _Revenue head +CGST+SGST or IGST	Discount(If applicable)	Office of Transaction
Acc_ID002	Bill Payment	BNPL	Between multiple CDDO/NCDDO	Cash	8782000600-RSAO_Remittances _Credit		Office of Transaction
Acc_ID002	Bill Payment	BNPL	Between multiple CDDO/NCDDO	Cash	Respective Product _Revenue head +CGST+SGST or IGST	8782000500-RSAO_Remittances_D ebit Discount (If Applicable)	HO/HRO of the concerned Booking location
Acc_ID003	Bill Payment	BNPL	Within the same CDDO/NCDDO	Cheque	Respective Product _Revenue head +CGST+SGST or IGST	8677000200 (Cheques)	Office of Transaction
Acc_ID003	Bill Payment	BNPL	Within the same CDDO/NCDDO	Cheque		Discount(If applicable)	Office of Transaction
Acc_ID004	Bill Payment	BNPL	Between multiple CDDO/NCDDO	Cheque	8782000600-RSAO_Remittances _Credit	8677000200 (Cheques)	Office of Transaction
Acc_ID004	Bill Payment	BNPL	Between multiple CDDO/NCDDO	Cheque	Respective Product _Revenue head +CGST+SGST or IGST	8782000500-RSAO_Remittances_D ebit	HO/HRO of the concerned Booking location
Acc_ID004	Bill Payment	BNPL	Between multiple CDDO/NCDDO	Cheque		Discount(If applicable)	HO/HRO of the concerned Booking location
Acc_ID005	Bill Adjustment	Advance Customer	Within /between the same CDDO/NCDDO	Wallet Auto - Debit	Respective Product _Revenue head +CGST+SGST or IGST	8446001200-Wallet Debit_Contractual Customer	HO/HRO of the concerned Booking location
Acc_ID005	Bill Adjustment	Advance Customer	Within /between the same CDDO/NCDDO	Wallet Auto - Credit		Discount(If applicable)	HO/HRO of the concerned Booking location



3 Detailed Accounting Procedure for Customer Billing

I. Bill Payment – BNPL Customers (Within the Same CDDO/NCDDO)

When a bill payment is received from a BNPL customer and all the booked transactions pertain to offices under the same CDDO/NCDDO, the system shall automatically generate the accounting entries at the Office of Transaction.

a) Payment through Cash

- The respective Product Revenue Head shall be credited with the billed amount.
- Applicable GST components (CGST and SGST or IGST, as applicable) shall also be credited.
- If any discount has been allowed to the customer, the corresponding Discount Head shall be debited.
- Accounting shall be carried out at the office where the payment is accepted.

b) Payment through Cheque

- The respective Product Revenue Head shall be credited with the billed amount.
- Applicable GST components shall be credited.
- The Cheques Head (8677000200) shall be debited for the amount received through cheque.
- If any discount is applicable, the corresponding Discount Head shall be debited.
- Accounting shall be carried out at the Office of Transaction.

II. Bill Payment – BNPL Customers (Transactions Spread Across Multiple CDDOs/NCDDOs)

Where the bill pertains to transactions booked under multiple CDDOs/NCDDOs, the accounting shall be performed in two stages through the RSAO Remittance mechanism.

Stage 1: At the Office Accepting Payment

a) Payment through Cash

- The amount received shall be credited to: 8782000600 – RSAO Remittances Credit
- Accounting shall be performed at the Office of Transaction.

b) Payment through Cheque

- The amount received shall be credited to: 8782000600 – RSAO Remittances Credit
- The Cheques Head (8677000200) shall be debited.
- Accounting shall be performed at the Office of Transaction.

Stage 2: At the concerned Head Office (HO) / Head Record Office (HRO) associated with the booking locations

Upon receipt of the remittance information, the system shall automatically generate accounting entries at the concerned HO/HRO associated with the Booking Locations.



a) Revenue Accounting

- The respective Product Revenue Head shall be credited.
- Applicable GST components (CGST, SGST, or IGST) shall be credited.
- 8782000500 – RSAO Remittances Debit shall be debited.

b) Discount Accounting

- Wherever a discount has been allowed, the corresponding Discount Head shall be debited.
- The discount accounting shall also be carried out at the concerned HO/HRO.

This mechanism ensures that revenue is ultimately accounted for at the office where the service was rendered, while allowing customers to make payment from any Post Office.

III. Bill Adjustment – Advance Customers

Advance customers maintain a wallet balance from which billing adjustments are carried out automatically.

Wallet Auto-Debit Entry

When bill adjustment is processed:

- The respective Product Revenue Head shall be credited.
- Applicable GST components shall be credited.
- 8446001200 – Wallet Debit (Contractual Customer) shall be debited.
- Accounting shall be performed at the concerned HO/HRO of the booking location.

Discount Accounting

- If any discount is applicable, the corresponding Discount Head shall be debited.
- The accounting shall be performed at the concerned HO/HRO.

IV. GST Accounting Treatment

IGST Applicability

IGST shall be applied when the customer's GST registration State/UT differs from the State/UT where the booking transaction is performed.

CGST and SGST/UTGST Applicability

CGST and SGST/UTGST shall be applied when the customer's GST registration State/UT and the booking State/UT are the same.

The system shall automatically determine the applicable tax based on the GST registration details available for the customer and the originating booking location.



4 Roles Required

- **Treasury Operator:**

The user with the 'Treasury Operator role' can download the bill and process the transactions based on the customer ID keyed in.

- **Treasury Supervisor :**

The user with the 'Treasury Supervisor' role will approve the transactions as under:

- Cash Transactions: Can be approved directly by the Treasury Supervisor after verification.
- Cheque Transactions: Can be approved by the Treasury Supervisor only after the cheque is marked as Realized in the Bank Module.

This process ensures that accounting entries are approved only after confirmation of actual receipt of funds in the case of cheque transactions.

- **Bank Module Operator/Supervisor :**

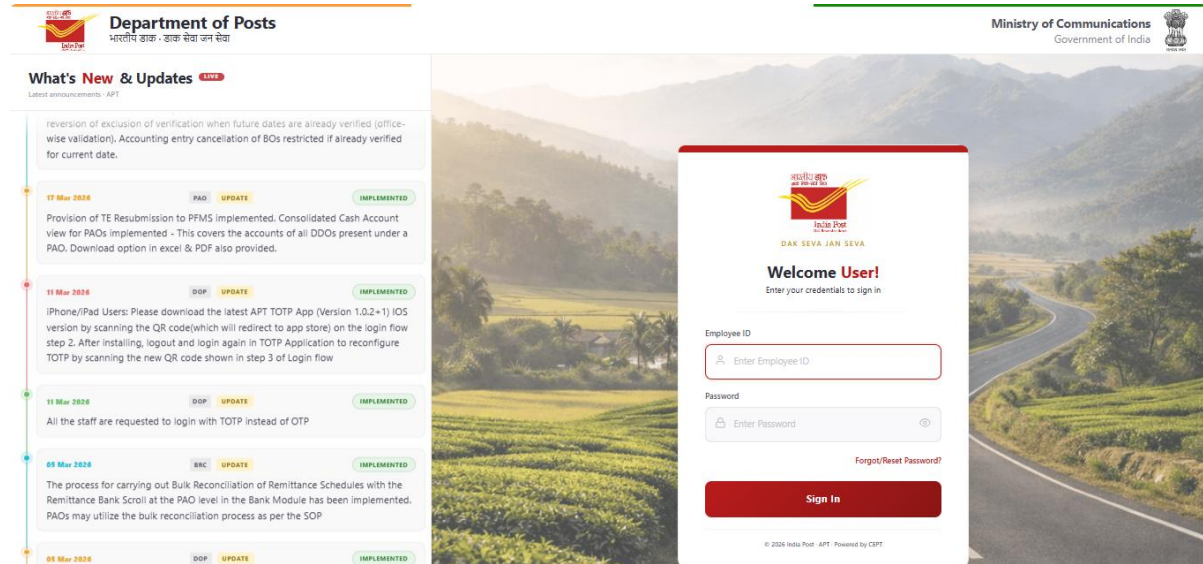
The user having the Bank Module User role is responsible for presenting the cheques to the bank for realization. After obtaining the status from the bank, the user shall update the cheque status in the system accordingly.

- If the cheque is successfully realized, the user shall mark the cheque as Realized in the Bank Module.
- If the cheque is returned unpaid or not realized for any reason, the user shall mark the cheque as Not Realized in the Bank Module.



5 User Login

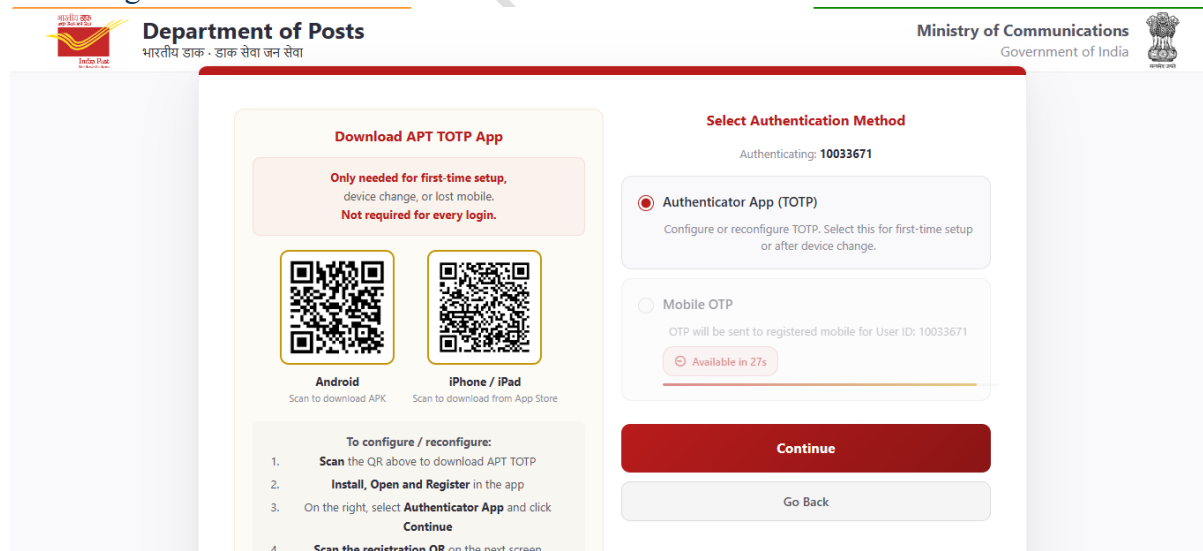
Production / Live URL: <https://app.indiapost.gov.in/employeeportal>



After entering URL in the address bar of any recommended web browser, login screen as shown above will appear.

Enter the Employee ID and Password.

Click 'Sign In'.



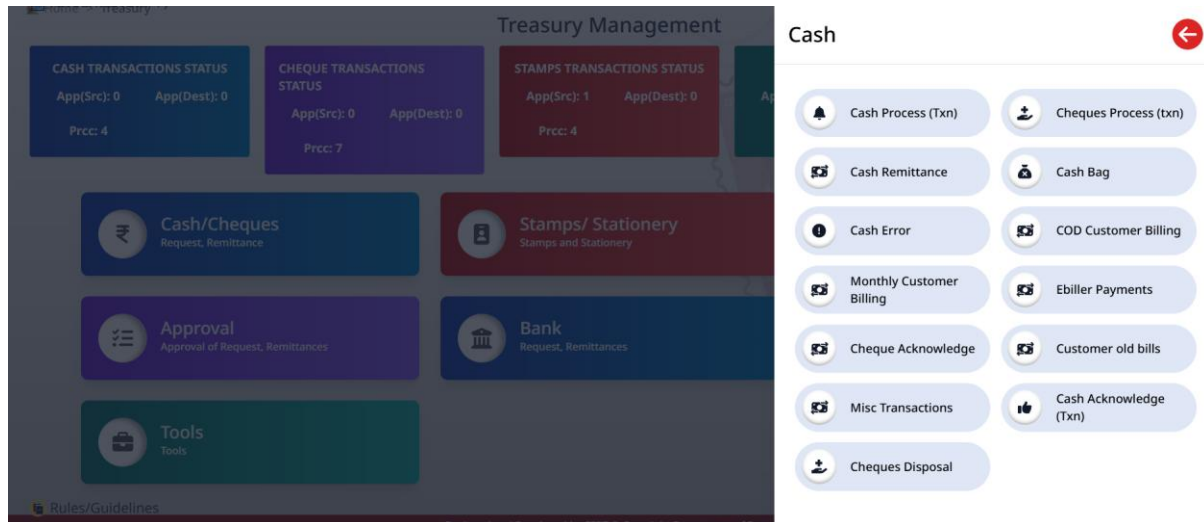
Upon clicking 'Sign In', the user is required to log in to the application using one of the following authentication methods:

1. TOTP Method
2. Mobile OTP Method.



6 Treasury Module – Operator login

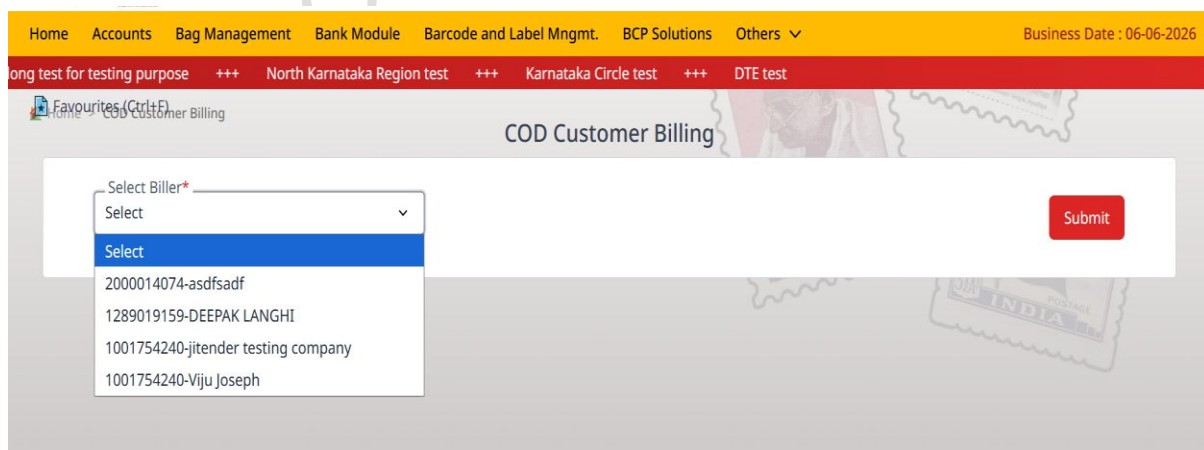
Login to Treasury Operator and click on Cash/Cheque card



Customer billing menus have two options

1. COD Customer billing
2. Monthly Customer billing – Both for CAF and NAF customers

6.1 COD Customer Billing – Payments



On selecting COD customer billing menu, only COD customers will be available and user can select the required biller and click on submit.



Favourites (Ctrl+F) COD Customer Billing

Select Biller*
2000014074-asdfsadf

Submit

☐	Bill ID	Bill Date	Type	R/P	Bill Amount	Download Bill
☐	COD40000354202605060200089030	2026-05-06	BNPL-COD	Payment	2831589	Download
☐	COD40000354202605070200091100	2026-05-07	BNPL-COD	Payment	2601295	Download
☐	COD40000354202605080200089840	2026-05-08	BNPL-COD	Payment	2618953	Download
☐	COD40000354202605090200089100	2026-05-09	BNPL-COD	Payment	2489415	Download

Rows per page: 10 1-4 of 4

On submission, the list of bills pending for processing will be displayed. The user, first has to download the bill and check the details and save it for future reference.

☐	Bill ID	Bill Date	Type	R/P	Bill Amount	Download Bill
☒	COD40000354202605060200089030	2026-05-06	BNPL-COD	Payment	2831589	Download
☐	COD40000354202605070200091100	2026-05-07	BNPL-COD	Payment	2601295	Download
☐	COD40000354202605080200089840	2026-05-08	BNPL-COD	Payment	2618953	Download
☐	COD40000354202605090200089100	2026-05-09	BNPL-COD	Payment	2489415	Download

Rows per page: 10 1-4 of 4

Transaction Mode*
select
Cash
Cheque

Remarks*

Submit

Then select the bill, transaction mode and enter remarks and submit

In case of cash, the bill will be available in the supervisor for verification and upon verification, the respective accounting entries will be passed to the DTR.

☐	Bill ID	Bill Date	Type	R/P	Bill Amount	Download Bill
☒	COD40000354202605050200089990	2026-05-05	BNPL-COD	Payment	3333927	Download
☐	COD40000354202605060200089030	2026-05-06	BNPL-COD	Payment	2831589	Download
☐	COD40000354202605070200091100	2026-05-07	BNPL-COD	Payment	2601295	Download
☐	COD40000354202605080200089840	2026-05-08	BNPL-COD	Payment	2618953	Download
☐	COD40000354202605090200089100	2026-05-09	BNPL-COD	Payment	2489415	Download

Rows per page: 10 1-5 of 5

Transaction Mode*
Cheque

Remarks*
test payment

Submit

Total Amount:
3333927.00

The transaction with amount 3333927.00 is sent for approval

If cheque is selected, the transaction data will flow to bank module for issuance of cheque.



6.2 Bank Module

Logon to bank Module and then select Drawings Management card

Department of Posts
Ministry of Communications, Government of India

Home Accounts Bag Management Bank Module Barcode and Label Mngmt. BCP Solutions Others

testing long test for testing purpose +++ North Karnataka Region test +++ Karnataka Circle test +++ DTE test

Favourites (C/F)

Bank Module

Drawings Management
Cheque Issue, Cancellation, Reissue

Remittance Management
Cheque, NEFT, Remittance

Reconciliation
Drawings, Remittance, Reconciliation

Configuration
Bank, Cheque Book Configuration

Drawings Management

Cheque Issue
CSI Cheque Reissue Request
Cheque Cancellation & Reissue
Cheque Writeback
Spoiled Cheque
Reissue Writeback Cheque
CSI Cheque Reissue

Click on Cheque issue menu

Cheque Issue

Cheque Issue Requests

Select Search Criteria Search...

Sno	Request Office	Request Date	Payee	Cheque Amount	Source/ Trans Type	Remarks	View Details
1	Test office 1	06-06-2026	AMAZON	259.00	Treasury_CRM	test payment	View Details
2	Test office 1	06-06-2026	AMAZON	33,33,927.00	Treasury_CRM	test payment	View Details
3	Test office 1	05-06-2026	Gopan	6,04,000.00	IMS	PLI-2026-000155-1000745	View Details
4	Test office 1	05-06-2026	Tony Stark	0.00	CLAIMS	PLI-2026-000030-CSPLI-2026-0000301	View Details
5	Test office 1	25-03-2026	Viju Joseph	1,000.00	Treasury_CRM	cod commission	View Details
6	Test office 1	25-03-2026	Viju Joseph	1,000.00	Treasury_CRM	sdgddg	View Details
7	Test office 1	25-03-2026	Viju Joseph	2,000.00	Treasury_CRM	sdgdfg	View Details

All the cheques pending for cheque issuance will be displayed. Click on view details against the entry for which cheque has to be issued.

Cheque Details

Payee*
AMAZON

Cheque Amount*
3333927.00

Remarks
test payment

Request Source
Treasury_CRM

Issue Date*
06-06-2026

Cheque Book Prefix*
TMB

Cheque Number
100017

Drawings A/c Number*
999888777666

Start Serial:100001 End Serial:100100 Current Serial:100017

Cheque Amount: Rupees Thirty Three Lakh Thirty Three Thousand Nine Hundred Twenty Seven Only

Issue Cheque

The details will be displayed as above. Now click on Issue cheque button



Cheque Details

Payee*
AMAZON

Cheque Amount*
3333927.00

Remarks
test payment

Request Source
Treasury_CRM

Cheque Number
100017

Start Serial:100001

Cheque Amount:Rupees Thirty Three Lakh Thirty Three Thousand Nine Hundred Twenty Seven Only

Issue Cheque

Cheque will be issued for Rupees Thirty Three Lakh Thirty Three Thousand Nine Hundred Twenty Seven Only. Please confirm to proceed

Confirm Close

A confirmation message will be displayed. Click on Confirm

25-03-2026	Viju Joseph	1,000.00	Treasury_CRM	cod commission	View Details
25-03-2026	Viju Joseph	1,000.00	Treasury_CRM	sdfgddg	View Details
25-03-2026	Viju Joseph	2,000.00	Treasury_CRM	sdgdfg	View Details
24-03-2026	Viju Joseph	1,535.00	Treasury_CRM	COD payment	
24-03-2026	Viju Joseph	3,02,000.00	Treasury_CRM	test	Cheque issued successfully

A success message will be displayed after issuance of cheque.

6.3 Treasury Module – Supervisor login

Login to Treasury Supervisor

Department of Posts
Ministry of Communications, Government of India

Home Accounts Bag Management Bank Module Barcode and Label Mngmt. BCP Solutions Other

testing long test for testing purpose +++ North Karnataka Region test +++ Karnataka Circle test +++

Favourites (Ctrl+F)

Treasury Management

CASH TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Prcc: 4

CHEQUE TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Prcc: 7

STAMPS TRANSACTIONS STATUS
App(Src): 1 App(Dest): 0
Prcc: 4

Cash/Cheques
Request, Remittance

Stamps/ Stationery
Stamps and Stationery

Approval
Approval of Request, Remittances

Bank
Request, Remittances

Approval

Cash Approval (SRC) Cash Approval (DEST)
Misc transactions approval Approve Customer Billing
Approve Ebiller Payments Stamp Bulk Sales Approve
Stamp Advance Approval Cheque Approval (SRC)
Cheque Approval (DEST) Soiled Stamps Process
Stamp Request/Remittance Approval Stamp Issue/Receipt Approval
Approve IPO Indent Approve IPO Remittance(Source)

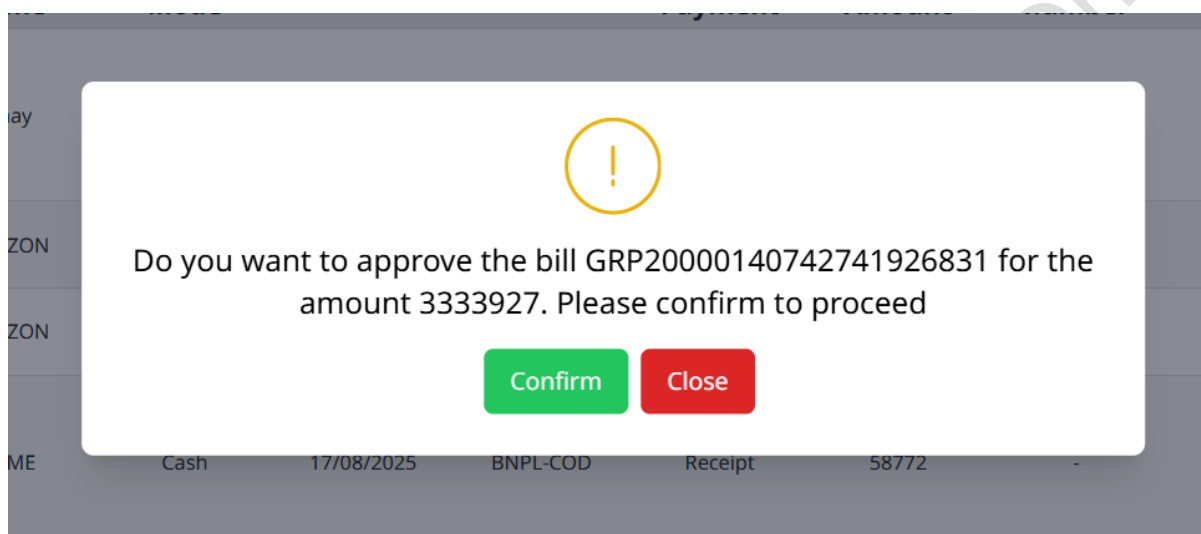
Select the Approval card and click on the Approve Customer Billing menu



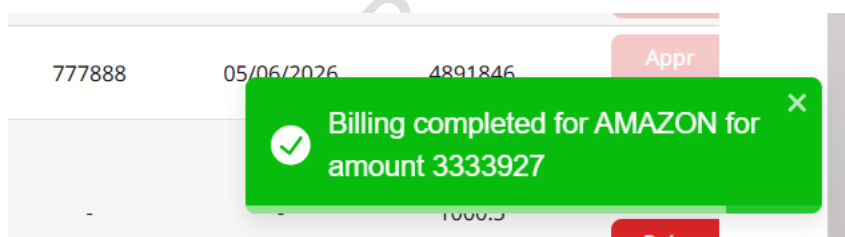
Bill ID	Customer ID	Customer Name	Transaction Mode	Bill Date	Type	Receipt / Payment	Bill Amount	Cheque number	Cheque Date	Transaction Amount	Action
GRP3000047 0067944807 789	1001754240	Vinay	Cash	11/03/2026	Regular	Receipt	1000.5	-	-	1000.5	Approve Reject
GRP2000014 0742741926 831	2000014074	AMAZON	Cheque	05/05/2026	BNPL-COD	Payment	3333927	100017	06-06-2026	3333927	Approve
GRP2000014 0745615174 213	2000014074	AMAZON	Cheque	04/05/2026	BNPL-COD	Payment	259			259	Approve
GRP2000014 0746223291 441	2000014074	MSME	Cash	17/08/2025	BNPL-COD	Receipt	58772	-	-	58772	Approve Reject

GRP1000002

Approve button will be highlighted for the cheque issued entries. Click on Approve



A confirmation message will be shown. Click on Confirm



Upon successful approval of the transaction, a confirmation message will be displayed. The corresponding accounting entries will be posted to the DTR.

7 Monthly Customer billing – Both for CAF and NAF customers

Log on to the Treasury Module and select Monthly Customer Billing under the Cash and Cheque Card.



Favourites (Ctrl+F)
Home > Monthly Customer Billing

Monthly Customer Billing

[List of CEPT Customers](#)

Upon selection, the Monthly Customer Billing screen will be displayed. This screen provides a facility to enter the Customer ID and submit for further bill processing. It also displays the list of customers mapped to the logged-in office, on clicking the List of customers.

Enter the customer ID and click on submit

Home > Monthly Customer Billing

Monthly Customer Billing

[List of Test Office Customers](#)

	Bill ID	Bill Date	Office Name	Bill Amount	Download Bill
☐	B400003543037000220264	27-05-2026	Test office 1	4136083	Download
☐	B400003542937000420264	27-05-2026	Test office 2	2811335	Download
☒	B400003542937000320264	27-05-2026	Test office 3	4891846	Download
☐	B400003542835000120264	27-05-2026	Test office 4	1892569	Download
☐	B400003542437000320264	27-05-2026	Test office 5	5006132	Download
☐	B400003541736000520264	27-05-2026	Test office 6	2622033	Download
☐	B400003541637000120264	27-05-2026	Test office 7	2427728	Download

The pending bills available for processing for the entered customer ID will be displayed. Select the customer ID, Download the bill and also save the bill for future reference.

Rows per page: 10 1-10 of 14



Transaction Mode*

Cheque

select

Cash

Cheque

Remarks*

Guidelines

Then select the transaction mode below the page.



27-05-2026 Sansad Marg HO 2427

Please enter the Cheque Details

Cheque No*

Cheque Date*

ok

If cheque is selected, enter cheque number and date and click on okay and then enter the remarks and click on submit.

☐	B400003542437000320264	27-05-2026	Redhills SO	5006132	Download
☐	B400003541736000520264	27-05-2026	Redhills SO	2622033	Download
☐	B400003541637000120264	27-05-2026	Sansad Marg HO	2427728	Download
☐	B400003541237000220264	27-05-2026	Sansad Marg HO	2002998	Download
☐	B4000035420263	07-04-2026	Bengaluru G.P.O.	33601797	Download
☐	B40000354202511	05-12-2025	Bengaluru G.P.O.	13455095	Download
☐	B40000354202510	11-11-2025	Bengaluru G.P.O.	24433334	Download

Rows per page: 10

1-10 of 13



Transaction Mode*

Cheque

Remarks*

Test 2

Submit

Total Amount:

4136083.00

The transaction with amount 4136083.00 is sent for approval

A success message will be displayed, and the transaction will be sent for approval to the Treasury Supervisor.

Billing Approval

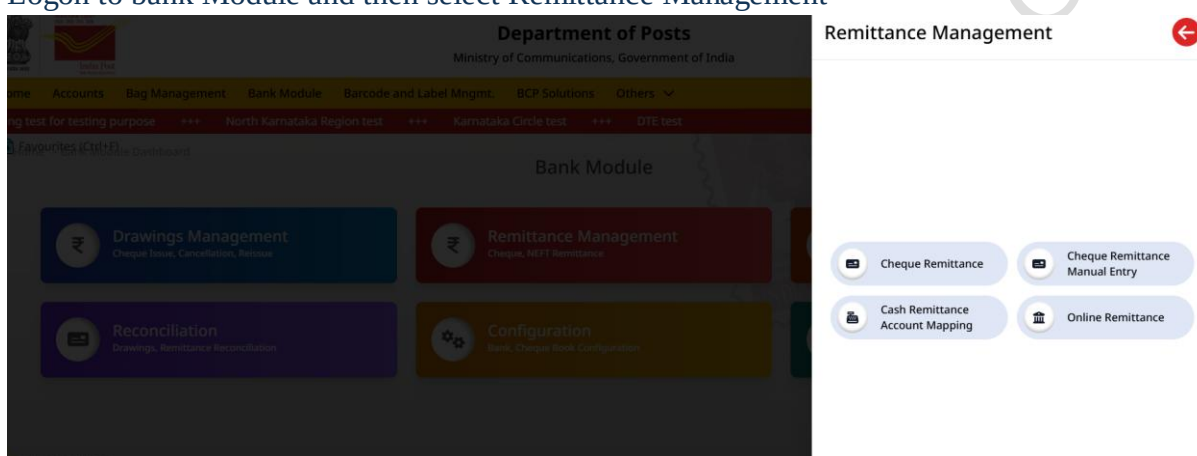
Bill ID	Customer ID	Customer Name	Transaction Mode	Bill Date	Type	Receipt / Payment	Bill Amount	Cheque number	Cheque Date	Transaction Amount	Action
GRP3000047 0067944807 789	1001754240	Vinay	Cash	11/03/2026	Regular	Receipt	1000.5	-	-	1000.5	Approve Reject
GRP1000002 9545032613 398	1000002954	AMAZON	Cheque	27/05/2026	BNPL-COD	Receipt	4136083	767676	03/06/2026	4136083	Approve
GRP1000002 9541658693 275	1000002954	AMAZON	Cheque	27/05/2026	BNPL-COD	Receipt	4891846	777888	05/06/2026	4891846	Approve
GRP1001754 2408069906 538	1001754240	Vinay	Cash	11/03/2026	Regular	Receipt	1000.5	-	-	1000.5	Approve Reject
GRP1001754 2402935334 683	1001754240	Vinay	Cash	11/03/2026	Regular	Receipt	1000.5	-	-	1000.5	Approve Reject



- If the transaction type is Cash, the Approve and Reject buttons will be enabled and displayed to the Treasury Supervisor for appropriate action.
- If the transaction type is Cheque, the Approve button will remain greyed out (disabled) until the cheque is marked as Realized in the Bank Module. Once the cheque realization status is updated, the Approve button will be enabled for the Treasury Supervisor to process the transaction.

7.1 Bank Module

Logon to bank Module and then select Remittance Management



Click on Cheque Remittance menu

Cheque Remittance							
Cheque Remittance Requests							
				Select Search Criteria		Search...	
S no	From Office	Cheque number	Date	Amount	Remarks	View Details	Reject
1	Test office 1	111000	03-06-2026	24,27,728.00	dsfdsfsdf	View Details	
2	Test office 1	767676	03-06-2026	41,36,083.00	Test 2	View Details	
3	Test office 1	777888	05-06-2026	48,91,846.00	Test1	View Details	

The details of cheques to be sent to the bank will be displayed. Click on View details



Cheque Details

Issue Date*	Cheque Number*	Cheque Amount*
05-06-2026	777888	4891846.00
Bank Sent Date*	Remittance A/c Number*	
06-06-2026	Select Account Number	

Send to Bank

Select the Remittance account number and then click on send to Bank button

Cheque Details

Issue Date*	Cheque Number*	Cheque Amount*
05-06-2026	777888	4891846.00
Bank Sent Date*	Remittance A/c Number*	
06-06-2026	Select Account Number	

Cheque will be sent to bank. Please confirm to proceed

Confirm Close

Send to Bank

A Confirmation message will be displayed. Click on Confirm

Rows per page: 10 1-8 of 8

The cheque has been remitted to the bank successfully

A Success message will be displayed.

Cheques Sent to Bank for Realization

S no	Cheque number	Amount	Payee	Bank Sent Date	Realized	Not Realized
1	777888	48,91,846.00	Postmaster	06/06/2026	Realized	Not Realized

Rows per page: 10 1-1 of 1

Details of cheques sent to bank will be displayed below in the same Remittance page

Cheque Details

Cheque Number*	Cheque Amount*	Bank Sent Date
777888	4891846	06-06-2026
Realized/Not Realized Date*		
06-06-2026		

Mark as Realized

Click on realize and then Mark as realized after entering the correct realized date.



Cheque Details

Cheque Number*
777888

Realized/Not Realized Date*
06-06-2026

Date

Cheque status will be updated as Realized. Please confirm to proceed

Confirm Close

Mark as Realized

Confirmation message will be displayed . Click on Confirm

Cheques Sent to Bank for Realization

There are no records to display

Rules/Guidelines

Cheque status updated as Realized

A success message will be shown.

7.2 Treasury Module – Supervisor login

Login to Treasury Supervisor

Department of Posts
Ministry of Communications, Government of India

Home Accounts Bag Management Bank Module Barcode and Label Mngmt. BCP Solutions Other

testing long test for testing purpose +++ North Karnataka Region test +++ Karnataka Circle test +++

Favourites (Ctrl+F)

Treasury Management

CASH TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Prcc: 4

CHEQUE TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Prcc: 7

STAMPS TRANSACTIONS STATUS
App(Src): 1 App(Dest): 0
Prcc: 4

Cash/Cheques
Request, Remittance

Stamps/ Stationery
Stamps and Stationery

Approval
Approval of Request, Remittances

Bank
Request, Remittances

Approval

Cash Approval (SRC) Cash Approval (DEST)

Misc transactions approval Approve Customer Billing

Approve Ebiller Payments Stamp Bulk Sales Approve

Stamp Advance Approval Cheque Approval (SRC)

Cheque Approval (DEST) Soiled Stamps Process

Stamp Request/Remittance Approval Stamp Issue/Receipt Approval

Approve IPO Indent Approve IPO Remittance(Source)

Select the Approval card and click on the Approve Customer Billing menu



Bill ID	Customer ID	Customer Name	Transaction Mode	Bill Date	Type	Receipt / Payment	Bill Amount	Cheque number	Cheque Date	Transaction Amount	Action
GRP3000047 0067944807 789	1001754240	Vinay	Cash	11/03/2026	Regular	Receipt	1000.5	-	-	1000.5	Approve Reject
GRP2000014 0742741926 831	2000014074	AMAZON	Cheque	05/05/2026	BNPL-COD	Payment	3333927	100017	06-06-2026	3333927	Approve
GRP2000014 0745615174 213	2000014074	AMAZON	Cheque	04/05/2026	BNPL-COD	Payment	259			259	Approve
GRP2000014 0746223291 441	2000014074	MSME	Cash	17/08/2025	BNPL-COD	Receipt	58772	-	-	58772	Approve Reject
GRP1000002											

Approve button will be highlighted for the cheque issued entries. Click on Approve

ZON	Cheque	27/05/2026	BNPL-COD	Receipt	2427728	111000	03/06/2026
ZON							
ME							
ZON							
ZON							03/06/2026
ZON	Cheque	27/05/2026	BNPL-COD	Receipt	4891846	777888	05/06/2026

Do you want to approve the bill GRP10000029541658693275 for the amount 4891846. Please confirm to proceed

Confirm Close

A confirmation message will be displayed , click on confirm

GRP1001754 2408069906 538	1001754240	Vinay	Cash	11/03/2026	Regular	Receipt	1000.5	-	-	1000.5	Approve Reject
GRP1001754 2402933534 683	1001754240	Vinay	Cash	11/03/2026	Regular	Receipt	1000.5	-	-	1000.5	Approve Reject

Billing completed for AMAZON for amount 4891846

A success message will be displayed to that effect.

Upon successful approval of the transaction, the requisite accounting entries shall be incorporated in the DTR as per Annexure-I and the Detailed Accounting Procedure for Customer Billing described in this SOP.

9. Reports

- Customer billing report is available in the Reports Card- Treasury
- Cheque reports are available in the bank module for the cheques handled.

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