ACCOUNTING SYSTEM OF PAKISTAN INSTITUTE OF MEDICAL SCIENCES

BY

Mr. Sajjad Hussain

&

Ms. Sarwat Yasmeen

A Report Submitted to
Quaid-i-Azam University
ISLAMABAD

In partial fulfilment of the requirement
of the Post Graduate Diploma in
Computer Sciences
Year 1997

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QUAID-I-AZAM UNIVERSITY
COMPUTER CENTRE
FINAL APPROVAL

Certify that we have read the project report submitted by Mr. Sajjad Hussain & Ms. Sarwat Yasmeen and it is our judgement that this report is of sufficient standard to warrant its acceptance by Quaid-i-Azam university, Islamabad for the Post Graduate Diploma in Computer Sciences.

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ACKNOWLEDGEMENT

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CHAPTER ONE

INTRODUCTION

1.1 Introduction

The Pakistan Institute of Medical Sciences, Islamabad, is located in sector G-8/3 over an area of 140 acres. Situated practically at the very entrance to Islamabad, 2 KM north of zero point, it is easily accessible to both the residents of Islamabad & Rawalpindi.

The establishment of PIMS in Islamabad heralds a bright new era for the citizens of Pakistan, especially the residents of Federal Capital.

Pakistan Institute of Medical Sciences is an extensive system under which various medical and pharmaceutical research departments work to provide specialized treatment. At present PIMS has three functioning departments namely Islamabad Hospital, Children Hospital and a Post Graduate College of Nursing and Paramedical Institute.

The Post Graduate Medical College of Pakistan Institute of Medical Sciences is another institute that will be of great help in advancing postgraduate, training in the country. Regular teaching and research oriented on-job training programs for the medical graduates will not only enable them to improve their qualification but also meet the deficiency of specialist in the country.

1.2 History

The first conceptual design of Pakistan Institute of Medical Sciences was prepared in 1965 and master plan, keeping in view the future needs, was outlined in 1978.The Institute started functioning since December, 1985 and was formally inaugurated in 1987.

PIMS was initially named as Islamabad Hospital Complex(IHC), the original site was located within the premises of the National Institute of Health, but was shifted in favor of present site due to its central position. In 1975, the Capital Development Authority(CDA), outlined a plan for the construction of an inpatient block. In 1978, a master plan was prepared by Pakistani engineers envisaging ample room for the future alteration and expansion.

PIMS is a big project under which many medical research departments work. These are :-
- Diagnostic Areas.
- Children Hospital.
- College of Nursing and Paramedical Nursery Institute.

The detailed description of each of these is given as under :

1.2.1 Diagnostic Areas :

The hospital has a pathology department fully equipped with a Blood Bank, Radiology Department with conventional radiography, C.T. Scanning and Ultra Sonography facilities and twelve operation theaters in addition to one emergency and

15.	Radiology	x-ray facilities.
16.	Pathology	Provides different laboratory tests.
17.	Gynecology	Provides treatments related to female diseases.
18.	Pharmacy	Issues medicines to the patients.
19.	Medical stores medicines.	Purchases medical and surgical equipment , drugs and

Future plan also proposes a civic center having a shopping plaza and a motel for accommodating relatives of patients coming from far flung areas of the country.

1.3 Organizational Structure

The Pakistan Institute of Medical Sciences is a big organization in which various research and medical training departments are embedded.

In all, 2463 employees are working in PIMS which is headed by an Executive Director. The Executive Director is assisted by a Joint-Executive Director, an Assistant Director and other subordinate staff for administrative matters.

1.4 Composition Of Board

a)	Federal Minister for Health	Chairman
b)	Secretary, Ministry of Health, special education and social welfare	Vice Chairman
c)	One Senator to be nominated by the Prime Minister	Member
d)	One member of National Assembly to be nominated by the Prime Minister	Member
e)	Auditor General of Pakistan	Member
f)	Secretary, Ministry of Finance	Member
g)	Director General Health, Health division	Member
h)	Surgeon General, Army	Member
i)	Executive Director, National institute of Health	Member
j)	Executive Director, PIMS	Member/Secretary
k)	Senior Chief, Health and Nutrition, Planning and Development Division	Member
l)	Such other person(s) as may be appointed by the Prime Minister on the recommendation of Chairman.	Member

CHAPTER TWO

INTRODUCTION TO ACCOUNTING

2.1 Accounting As A System

Accounting is the language of business. Every organization employs it as a communication tool, and society regards the practicing of it as a business norm.

• Hospitals Non Financial Economics Systems

All societies or nations must deal with the problem of rationing scarce resources. Whatever the particular economic system, the society needs information on which to base the resource allocation decision. An important subset of this information is known as "Financial Information", and "Accounting" is the language used to communicate this information, under an organized set of rules.

The subject matter of accounting is the financial activities of an accounting unit. These financial activities are often the exchanges between one accounting unit and another; and accounting is concerned with the process of recording, classifying, sorting, summarizing and interpreting the results of these activities according to the generally accepted principles. These steps are the means of creating accounting information. Thus accounting is a system for creating financial information.

The data is frequently expressed in monetary terms. This is so for two reasons :

1. Money is our medium of exchange.

2. Transactions must be expressed quantitatively, and money provides a logical common denominator.

2.2 Information Concept

Accounting systems do not end with the recording of business transactions and events. They are designed to report the results of these transactions.

1. Accounting information system provides the feedback needed by an organization, to regulate its system activities, controlling their resources and measuring their accomplishments.

2. Information can influence a decision so it must be relevant. By presenting only the financial information, accounting system tends to exclude the processing and storage of non-quantifiable information.

2.3 Computer As An Accounting Tool

The computer is an electronic tool that can collect organize and communicate vast amount of information, with great speed. The use of computer aids in producing timely, relevant and reliable reports, free from both error and bias. It assists the decision maker in correctly interpreting and forecasting the outcomes, besides aiding the management to achieve greater operating efficiency.

payable, salaries payable etc.

Long Term Liabilities :-
Liabilities that will be due after a comparatively long time, as bonds payable, mortgages payable, etc.

2.4.7 Owner's Equity

Owner's equity is the residual claim after deducting liabilities from assets. The owner's equity is the resources invested by the owner. We can state the owner's equity equation as follows :

Assets - Liabilities = Owner's equity.

2.4.8 Accounting Period

Life of business must be divided into appropriate segments for studying the results shown by the transactions after each segment, for which the summary of business operation is prepared. such span of time is termed as an accounting period. It may consist of a month, a quarter of a year, a half year or a year. Many of the business transactions may effect one or more succeeding accounting periods.

2.4.9 Account

When large amount of data are gathered in the measurement of business transactions, a method of storage is required. An "Account" is the basic storage unit for the data in accounting. An accounting system has separate accounts for each asset, each liability, and each component of owner's equity.

2.4.10 Ledger

In a manual accounting system, each account is kept on a separate page. These pages are placed together in a book or file. This book or file, which contains all the company's accounts, is called a ledger.

2.4.11 Chart Of Accounts

To find the account in ledger and to identify accounts, an accountant often numbers the accounts. A list of these numbers with the corresponding account names is usually called a chart of accounts.

2.4.12 Double Entry System

A system of accounting by which every accounting transaction must be recorded twice, in such a way that the total amount, debit and credit equal each other.

CHAPTER THREE

EXISTING SYSTEM

3.1 Introduction

The accounts department is headed by a Senior Accounts Officer. The other staff members are :

Accounts officer	1
Assistant accounts officers	2
Superintendent accounts	1
Accountants	2

Moreover 12 other clerical staff members assist in running the department.

PIMS has an accounting period of twelve months starting from 1st July to 30th June.

The process cycle includes both approval by the accounts officer for *purchase / repair of items plus other services*; and *payment to companies and employees*. Average number of daily transactions is about 150.

PIMS receives the annual budget from the Ministry of Finance, suggested and approved by the Board of Governors. This budget also includes the amount generated by PIMS from its own resources e.g., patient receipt income from the private ward, etc. The Board allocates the budget to different account heads. Payments made to companies is deducted from these heads. The annual budget is watched throughout the year and running balance is kept head-wise.

3.2. Purchase Procedure

In PIMS a Purchase committee purchases items for different stores. This committee comprises of :

1. Chairman
2. Secretary
3. Superintendent General Stores
4. Assistant Director (Administration)
5. Superintendent House Keeper
6. Senior Accounts Officer

As the accounts department is related to all the wards / departments and institutes, so it has to deal with three different types of purchases :

3.2.1. Tender Purchase :

The purchase committee prepares a list of items demanded by stores on three or six months basis. Tenders are called from different suppliers and manufacturers. In the tender list description of each medicine is specified. On receipt of tenders, the comparative statement of rates is prepared and the purchase committee decides about the suitable tender satisfying the criteria. The approximate demand bill is prepared and passes for approval from the purchase and accounts departments. Purchase order is placed to the supplier. Each consignment is received on a delivery challan showing the quantity of items delivered on that date. On completion of total supply order, the supplier submits the bill to purchase department.

- **Firm-Wise Ledger :**

    Bill date, v-contingent no., firm bill no., supply date, amount, bill receiving date, cheque no., and cheque date. The records are indexed firm-wise.

- **Expenditure register :**

    Date, voucher contingent no., amount, name   of receiver, f-bill no., I-tax, and net amount. The records are indexed head-wise. Current balance is calculated for the particular head after each entry.

- **Cash Book :**

It has two sides, receipts and payments. The receipt's side contains the opening balance for the particular date. The payment side contains the records for payments made on that date. At the end of the day, amount in hand is calculated, deducting expenses from the opening balance. This amount becomes the opening balance for the next date.

    The accounts department also deals with cases related with payment to employees. In such cases, the input data documents are to be filled in by the employees, such as, medical reimbursement proforma, traveling allowance proforma, etc. The rest of the procedure is same as above.

3.4. Summaries And Reports :

The following reports are prepared monthly :
1. list of outstanding bills
2. expenditure statement
3. balance of different account heads.
Producing these reports is a cumbersome and time-taking activity.

3.5 Drawbacks Of The Existing System :

Our study reveals the following drawbacks of the existing system :

1. Lack Of Security :

In the present system no backups are prepared. All books and ledgers are in original form. A loss of any book may cause a disaster.

2. Slow And Laborious :

Present system is manual so storing and retrieving information from ledgers and registers makes office work quite slow.

3. Inefficient :

No timely preparation of reports is possible so required information is not available within the time, which effects decision making.

CHAPTER FOUR

Proposed System

4.1. Introduction:

It is an era of computer, in which computer has become popular in every field of life because of its speed efficiency & accuracy. For this purpose most of the manual systems are being replaced by the computer-base solutions. PIMS is also looking for an automated accounting information system to make their tedious job of handling large volume of data easy & efficient.

4.2. Objectives Of The Proposed System:

4.2.1. General objectives:

1. To provide better services to the concerned users, management and hospital employees.

2. To provide a simple & user friendly system with online help facility.

3. To reduce typing load, increasing productivity.

4. To provide an accurate & error-free system, supplied with several checks for data entry & updating. For example, there should not be a chance of duplication of data as voucher number, etc.

5. To improve data management control, like updating, deletion retrieval , etc.

6. To improve data security by restricting unauthorized access to data.

7. According to O and M Division report, a minimum saving of Rs.10,00,000.00 per annum will be expected towards the salaries and allowances when the system is fully computerized.

8. Saving cost of forms & communication. According to a rough estimate of O and M Division saving Rs.4,50,000.00 per annum can be achieved in the head of printing and stationary.

9. Managing the budding requirements of the whole institute concerning, accounting services, data manipulation, efficiency etc.

4.2.2. Specific Objectives:

1. Providing multiple indexing of files for efficient searching of records, such as providing multi-selection criteria for voucher searching (on voucher number, month year, receivers code head etc.

2. Provide online information for various reports and queries.

2. Provide employees data base with complete information about job status such as , employees on long leave, retired, transferred, terminated, deceased , temporary employees left and on duty etc. So that the person on leave can not draw conveyance allowance etc. For the said period. The existing system provides no such information uptil now.

3. facilitate the process of rent for accommodation , TADA/Conveyance allowances, telephone expenses and recording the access amount for deduction.

4. sorting and searching the cases w.r.t employees.

5. keeping record for temporary employees, such as nature of job, stipend, extra amount per annum etc.

6. total amount pending/paid to any particular employee for different heads.

c) **Department Module:**

Every sort of purchase or service made is related directly or indirectly to different departments of the institute. Different processes of the proposed keeping the following information in concern:-

1. Department wise expenditure with reference to current/ previous accounting years

2. Facility of adding new records for new departments .

3. Record of indirect assignment of expenditures to departments through employees for particular department.

The new system is designed considering the requirements of these three modules.

CHAPTER FIVE

SYTEM ANALYSIS

Data Dictionaries

Data Dictionary :   Data Element

Data Element Name	
	FIRM CODE
Short Description	
	A unique code allotted to each company / firm applying for payment by the accounts department.
Aliases	COMPANY CODE
Format	XX9999
Values	
	Discrete **Continuous**
	Not Applicable XX0001 - XX9999
Security	
	Created by the accounts officer , deleted by the accounts officer only if no related case found, may be viewed by all the staff members.
Editing	Not Applicable
COMMENTS	
	Two character prefix is for company code, while four numeric digits are serial in nature.

Data Dictionary : Data Flow

Data Flow Name	
	Tax Deduction Statement
DESCRIPTION	
	Describes the tax deduction on purchase & service of goods, etc, on the total amount, also mentioning the tax rate applied.
Contents	
	• Voucher Contingent Number • Applicant's Name • Total Amount • Tax Title • Tax Rate • Tax Deduction Amount • Net Payable Amount
VOLUME INFORMATION	
	2000 / YEAR
COMMENTS	
	This statement provides information about tax deduction amount. It accompanies the voucher form if the respective account head is taxable.

Data Dictionary : Data Process

Data Process Name	
Tax Deduction	

Description

This process calculates the amount for deduction on taxable account heads.

INPUTS	LOGIC
	If
1. Voucher Form	Case-Type = Purchase Or
2. Detailed Bills	Case- Type=Service

Data Flow
Diagrams

DATA FLOW DIAGRAM FOR COMPUTERIZATION OF ACCOUNTS DEPARTMENT OF PIMS

(1a)
Request

(2b)
Comparative statement
+ approximate demand
bill for approval

Administration

Stores

(3)
Set (2b) +
Comments

(4)
Set (3) +
Comments
by A.D

(8)
Set (7) for approval

(9)
Set (8) Signed back

(7)

(1b)
Quotation &
Tenders

(2a)
Rates

(5)
Final
Order

(6)
Delivery Challan
+ Cash memo

Store's order
processing & book
keeping

(10)

Audit

(11)

(12)

Companies

(13)

Cash
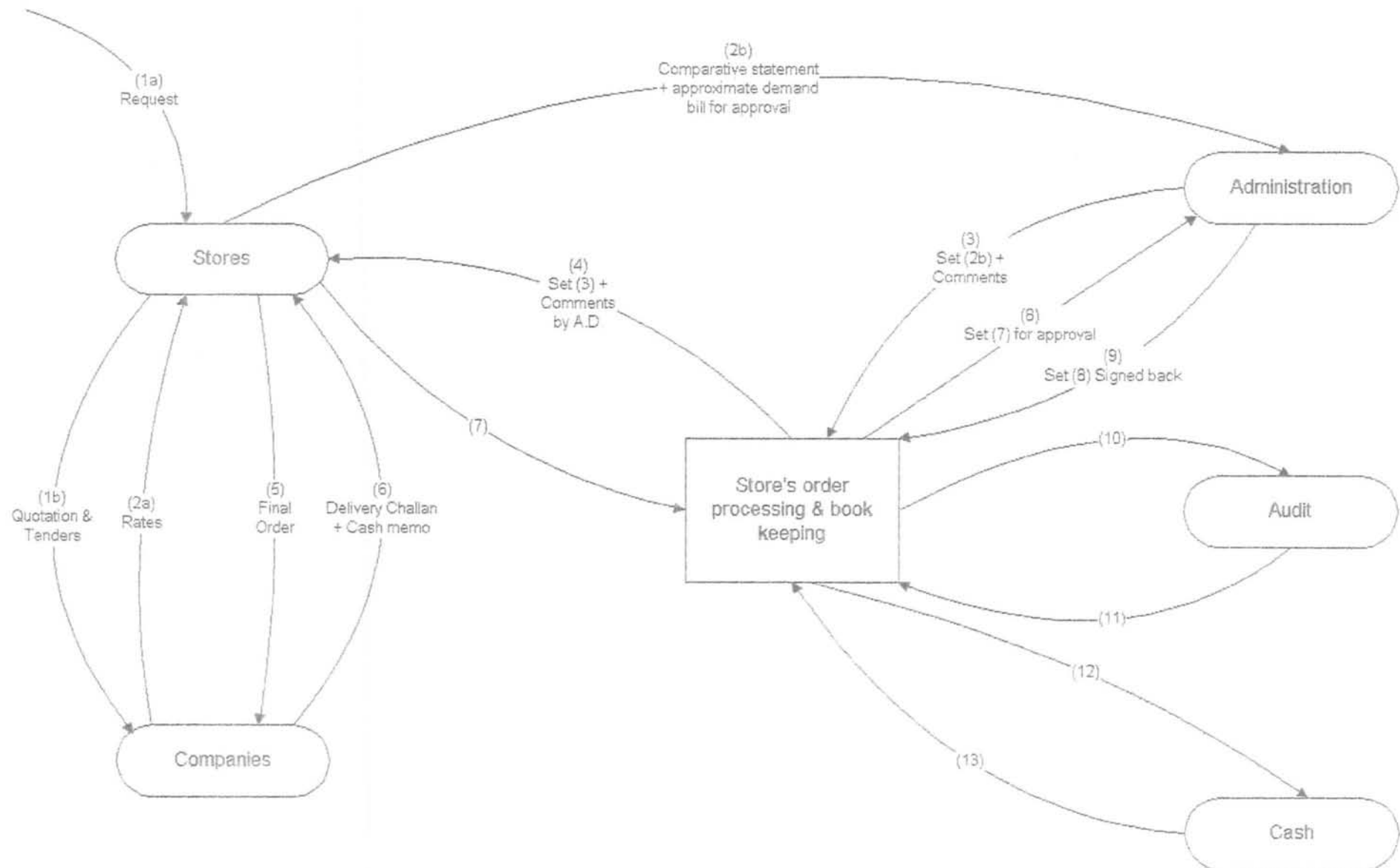
System Flow Charts

When Headcode is 51300 When bill is not paid.
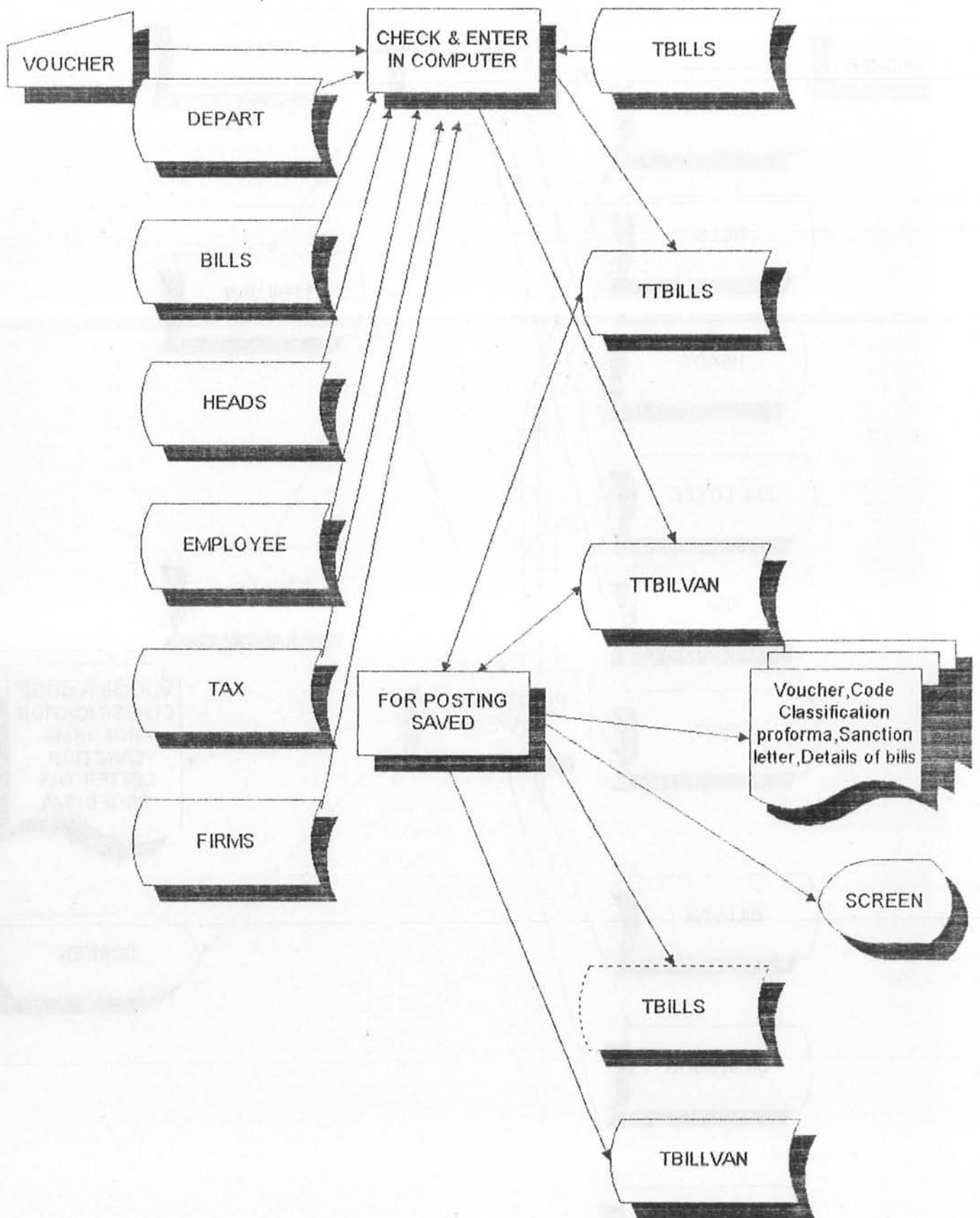
When Headcode is 59000,59900,67000 Cheque is issued to a posted bill

When Headcode is 59000,59900,67000 Cheque is issued to bill not posted

INPUT	MASTER	PROCESS	TRANSACTION	OUTPUT

When Headcode is 59000,59900,67000 When bill is not paid.

VOUCHER

CHECK & ENTER IN COMPUTER

TBILLS

DEPART

BILLS

HEADS

TTBILLS

TTBLDET1

EMPLOYEE

FOR POSTING SAVED

VOUCHER,CODE CLASSIFICATION PROFORMA, SANCTION LETTER

SCREEN

TBILLS

TBILDET1
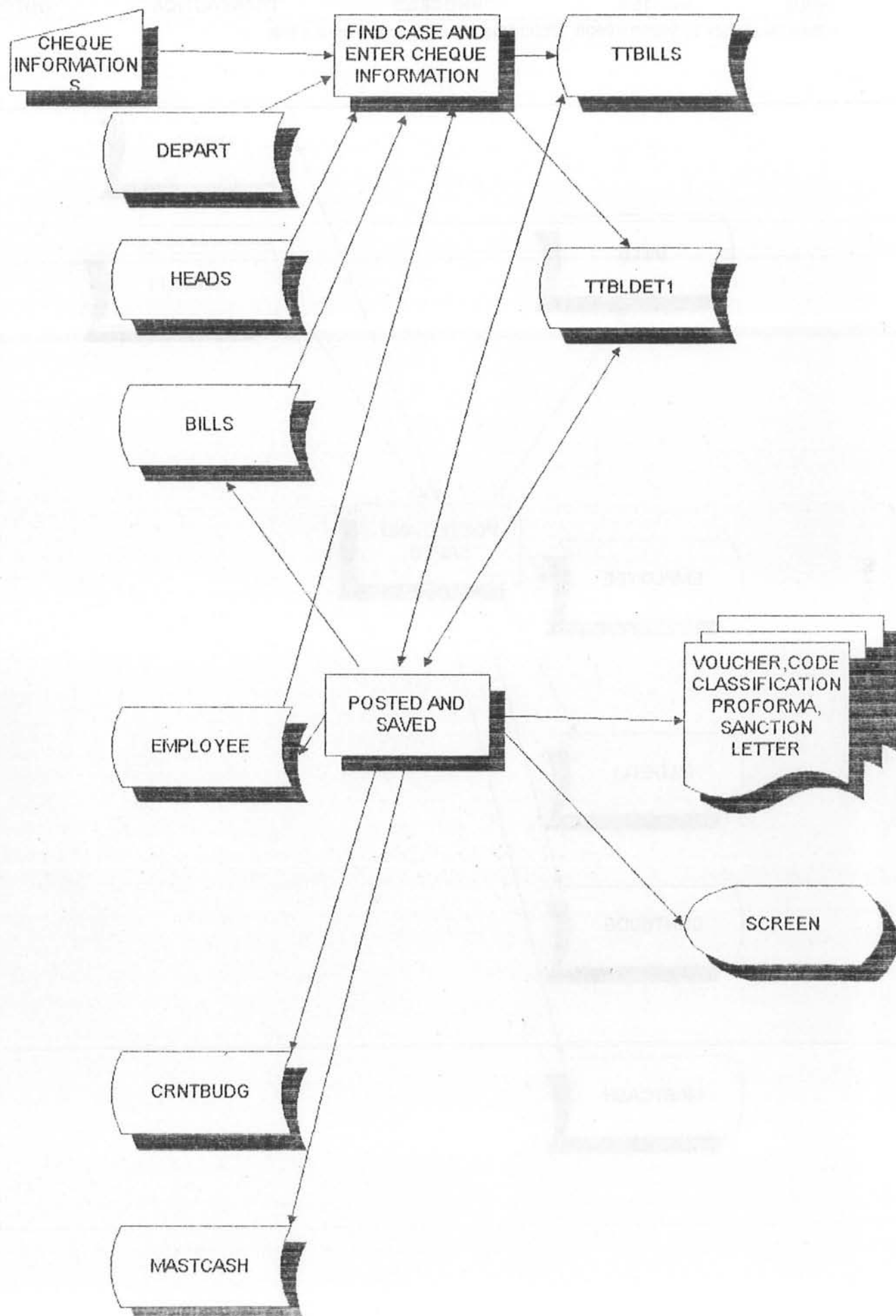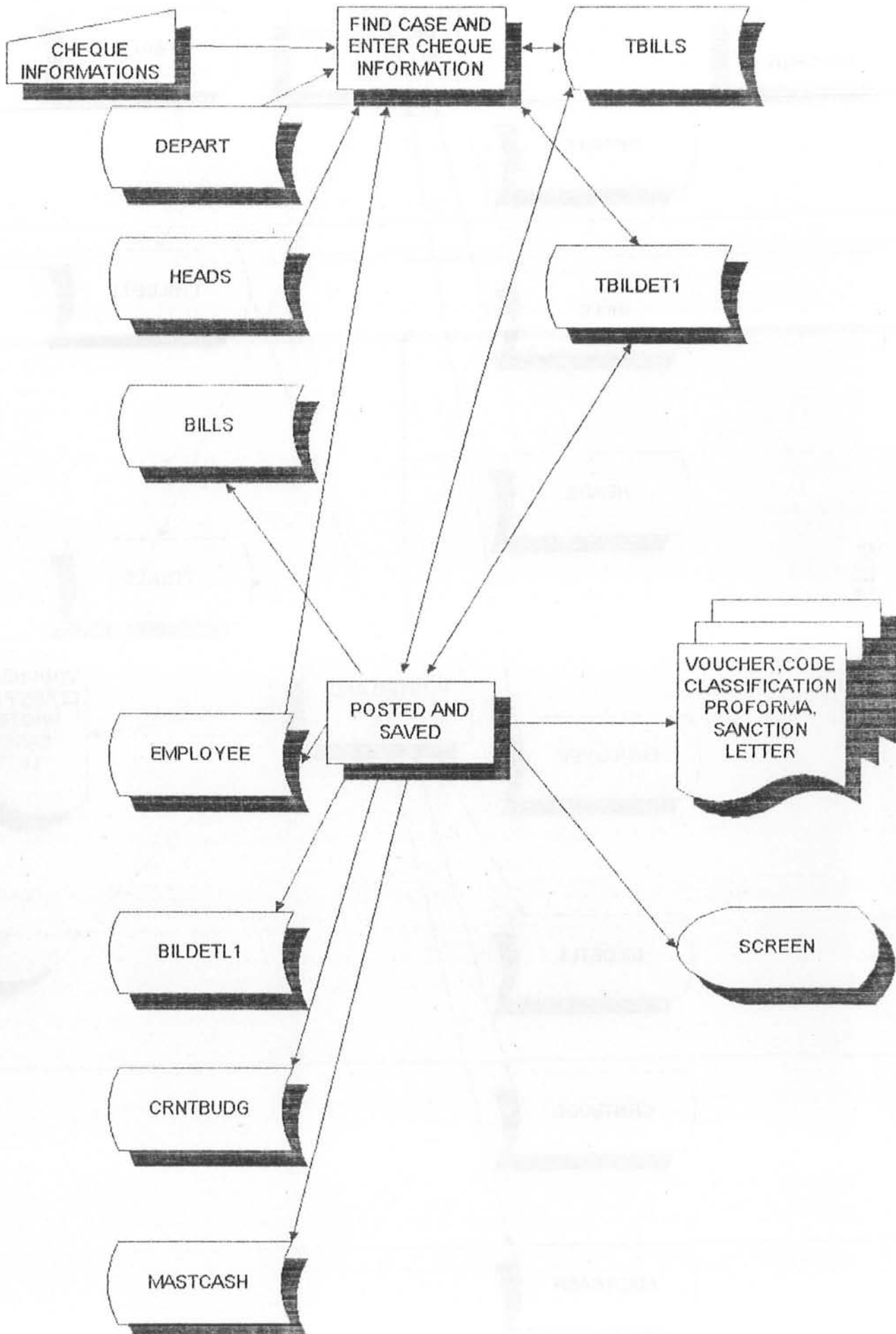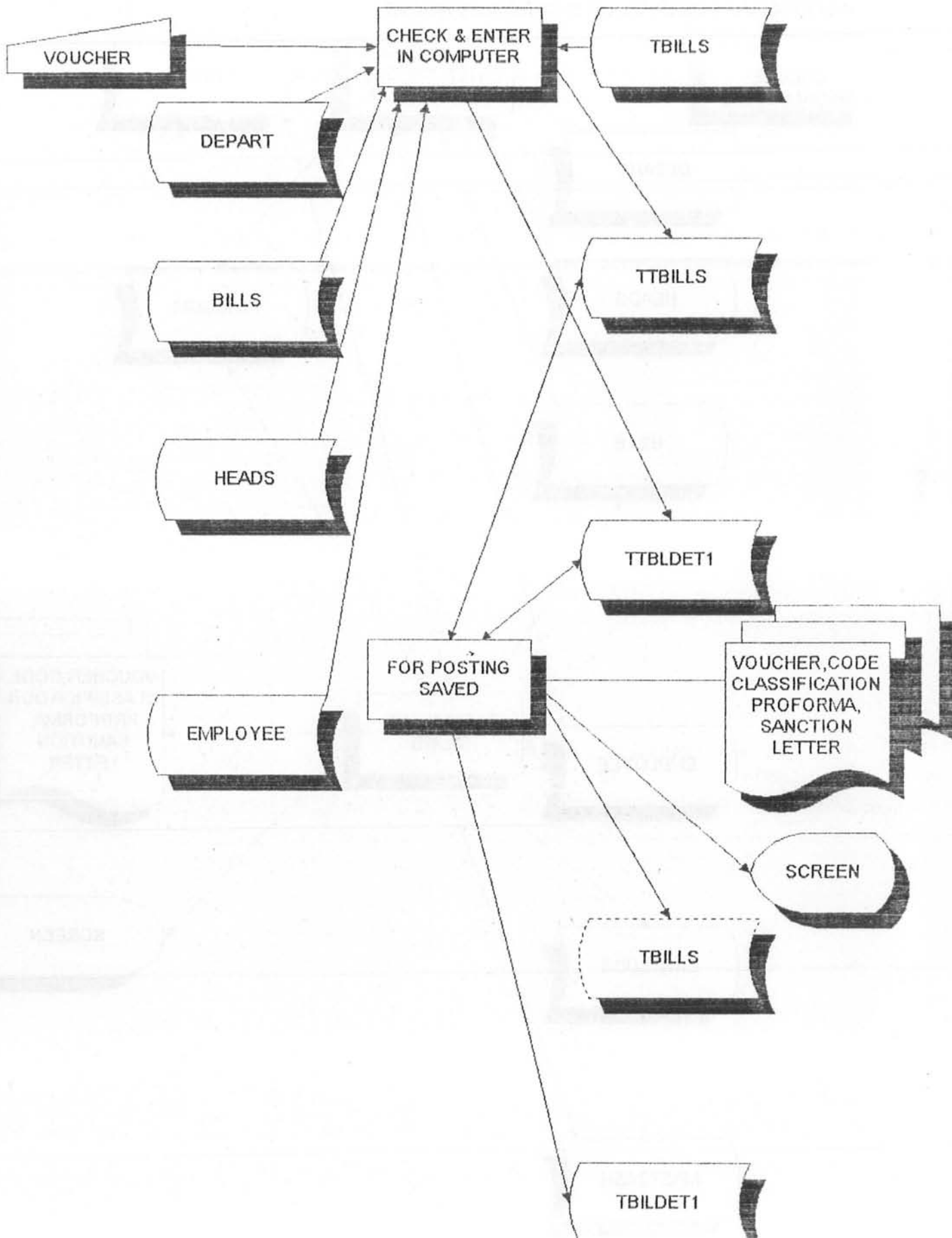
INPUT	MASTER	PROCESS	TRANSACTION	OUTPUT

When Headcode is 58200 ,Posting is done for unpaid bills
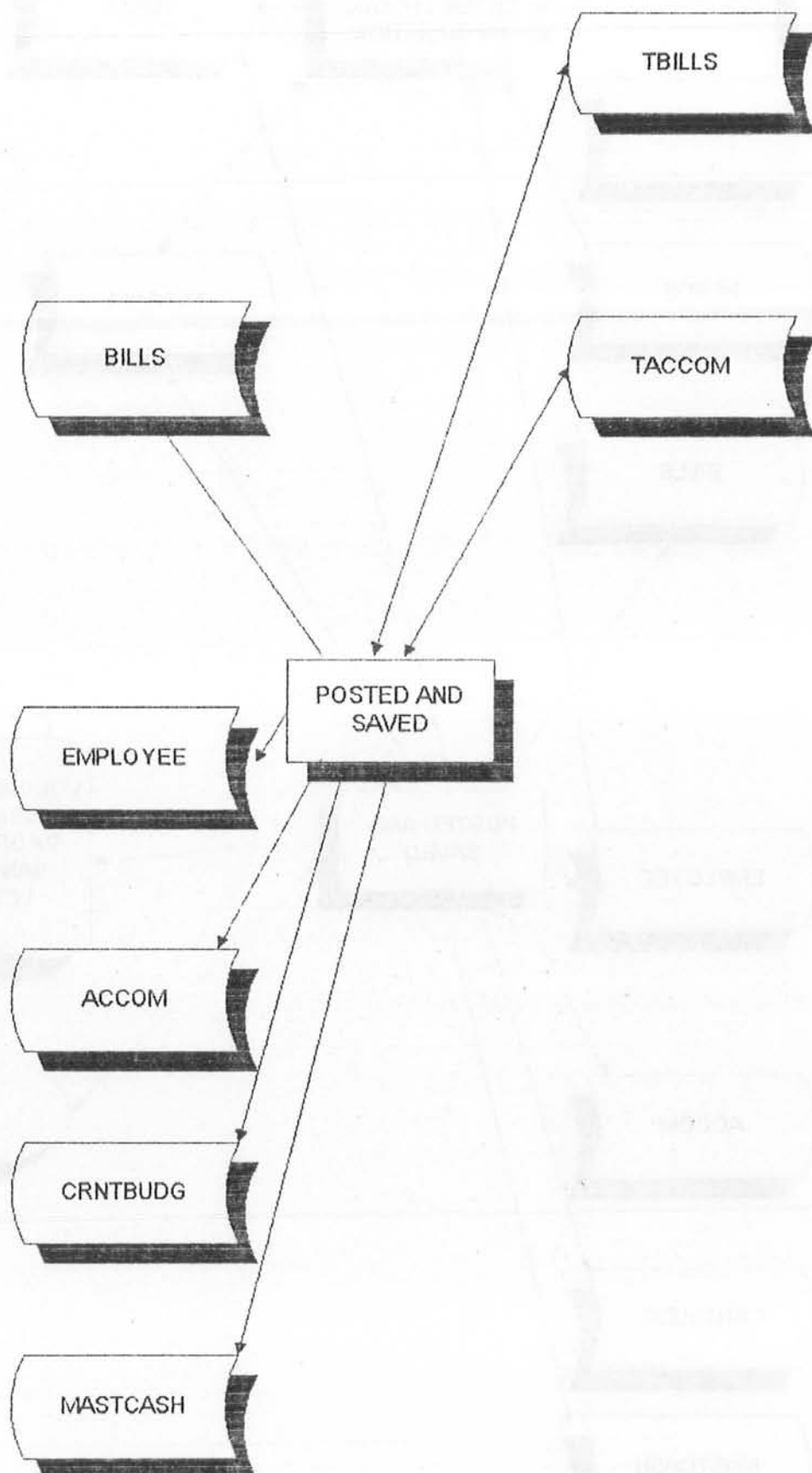
INPUT   MASTER   PROCESS   TRANSACTION   OUTPUT

When Headcode is 58200 and bill is paid.

VOUCHER

DEPART

BILLS

HEADS

EMPLOYEE

LIMITS3

ACCOM

CRNTBUDG

MASTCASH

CHECK & ENTER IN COMPUTER

TBILLS

TTACCOM

TTBILLS

POSTED AND SAVED

Error Report if house rent limit is crossed

VOUCHER,CODE CLASSIFICATION PROFORMA, SANCTION LETTER

SCREEN

INPUT	MASTER	PROCESS	TRANSACTION	OUTPUT

When Headcode is 52200, Cheque is issued to a posted bill

CHEQUE INFORMATIONS

FIND CASE AND ENTER CHEQUE INFORMATION

TTBILLS

DEPART

HEADS

TT_TELE

BILLS

POSTED AND SAVED

VOUCHER, SANCTION LETTER

EMPLOYEE

CRNTBUDG

SCREEN

MASTCASH

When Headcode is 52200, Cheque is issued to bill not posted

INPUT   MASTER   PROCESS   TRANSACTION   OUTPUT

When Headcode is 52200 And bill is not paid.

VOUCHER

CHECK & ENTER IN COMPUTER

DEPART

BILLS

HEADS

EMPLOYEE

LIMITS1

TBILLS

Error Report if telephone calls limit is crosed

TTBILLS

TT_TELE

FOR POSTING SAVED

Voucher,Code Classification proforma,Sanction letter

SCREEN

TBILLS

T_TELE

When Headcode is 51100, 51400,Posting is done for unpaid bills

TBILLS

T_TADA

BILLS

POSTED AND SAVED

EMPLOYEE

TADA

CRNTBUDG

MASTCASH
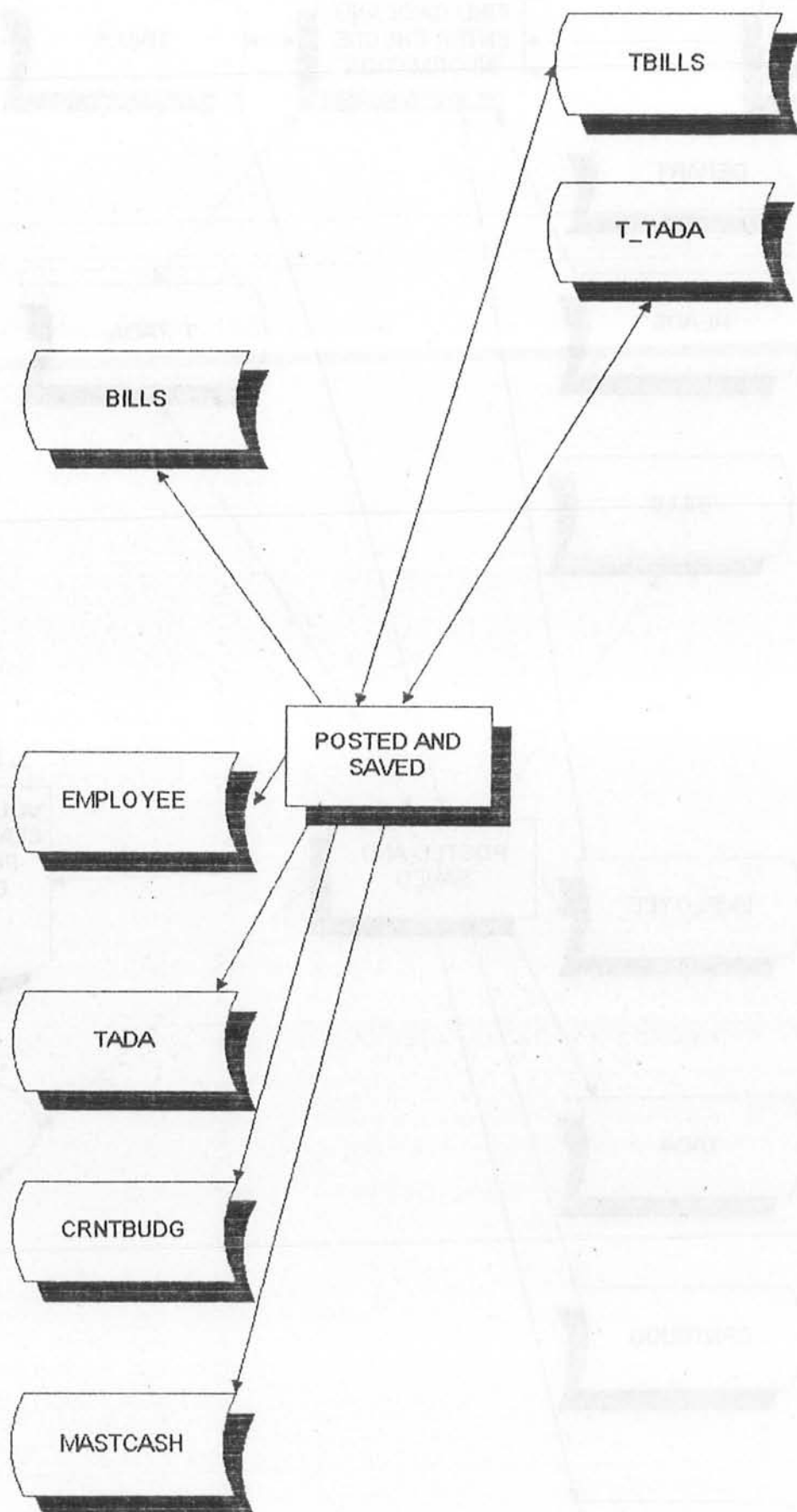
INPUT	MASTER	PROCESS	TRANSACTION	OUTPUT

When Headcode is 51100, 51400,When bill is paid.

VOUCHER

CHECK & ENTER IN COMPUTER

TBILLS

DEPART

BILLS

TT_TADA

HEADS

TTBILLS

POSTED AND SAVED

VOUCHER,CODE CLASSIFICATION PROFORMA, SANCTION LETTER

EMPLOYEE

TADA

SCREEN

CRNTBUDG

MASTCASH

When Headcode is 51300 ,Cheque is issued to bill not posted

CHEQUE INFORMATIONS

FIND CASE AND ENTER CHEQUE INFORMATION

TBILLS

DEPART

HEADS

BILLS

TAX

FIRMS

TBILLVAN

POSTED AND SAVED

VOUCHER,CODE CLASSIFICATION PROFORMA, SANCTION LETTER,TAX PROFORMA

EMPLOYEE

BILLVAN

SCREEN

CRNTBUDG

MASTCASH

When Headcode is 51300 Cheque is issued to a posted bill

CHEQUE INFORMATIONS

DEPART

HEADS

TAX

BILLS

FIRMS

EMPLOYEE

CRNTBUDG

MASTCASH

FIND CASE AND ENTER CHEQUE INFORMATION

POSTED AND SAVED

TTBILLS

TTBILVAN

VOUCHER, CODE CLASSIFICATION PROFORMA, SANCTION LETTER

SCREEN

INPUT	MASTER	PROCESS	TRANSACTION	OUTPUT

When Headcode is 11000, 12000, 13000, 41000, 42000, 43000, 44100, 51200, 52100, 54000, 55000, 56000, 57000, 59000, 59500, 59600, 59800, 59900, 67000 When bill is paid.

VOUCHER

DEPART

BILLS

HEADS

EMPLOYEE

TAX

FIRMS

BILDETL1

CRNTBUDG

MASTCASH

CHECK & ENTER
IN COMPUTER

TBILLS

TTBILDET

TTBILLS

POSTED AND
SAVED

VOUCHER,CODE
CLASSIFICATION
PROFORMA,
SANCTION
LETTER,TAX
PROFORMA

SCREEN

When Headcode is 11000, 12000, 13000, 41000, 42000, 43000, 44100, 51200, 52100, 54000, 55000, 56000, 57000, 59000, 59500, 59600, 59800, 59900, 67000   Cheque is issued to a posted bill

CHEQUE INFORMATIONS

FIND CASE AND ENTER CHEQUE INFORMATION

TTBILLS

DEPART

HEADS

TAX

BILLS

TTBILDET

FIRMS

POSTED AND SAVED

VOUCHER, CODE CLASSIFICATION PROFORMA, SANCTION LETTER

EMPLOYEE

SCREEN

CRNTBUDG

MASTCASH

When Headcode is 52200, 53100, 53200, 53300 When bill is not paid.

VOUCHER

DEPART

BILLS

HEADS

EMPLOYEE

TAX

FIRMS

CHECK & ENTER IN COMPUTER

FOR POSTING SAVED

TBILLS

TTBILLS

TT_UTILY

Voucher,Code Classification proforma,Sanction letter,Details of bills

SCREEN

TBILLS

TUTILITY

When Headcode is 52200, 53100, 53200, 53300   Posting is done for unpaid bills

TBILLS

TUTILITY

BILLS

FIRMS

EMPLOYEE

POSTED AND SAVED

DEPART

CRNTBUDG

MASTCASH

UTILITY

INPUT	MASTER	PROCESS	TRANSACTION	OUTPUT

When Headcode is 52200, 53100, 53200, 53300   Cheque is issued to a posted bill

CHEQUE INFORMATIONS

FIND CASE AND ENTER CHEQUE INFORMATION

TTBILLS

DEPART

HEADS

TAX

BILLS

TT_UTILY

FIRMS

POSTED AND SAVED

VOUCHER,CODE CLASSIFICATION PROFORMA, SANCTION LETTER

EMPLOYEE

SCREEN

CRNTBUDG

MASTCASH

When Headcode is 65000 When bill is paid.

VOUCHER

CHECK & ENTER IN COMPUTER

TBILLS

STIPEND

BILLS

HEADS

STIPEND1

TTBILLS

POSTED AND SAVED

VOUCHER, CODE CLASSIFICATION PROFORMA, SANCTION LETTER

EMPLOYEE

SCREEN

CRNTBUDG

MASTCASH

When Headcode is 65000 Posting is done for unpaid bills

When Headcode is 00000 When bill is not paid.

VOUCHER

CHECK & ENTER IN COMPUTER

TBILLS

BILLS

HEADS

TTBILLS

PAY

FOR POSTING SAVED

Voucher,Code Classification proforma,Sanction letter

SCREEN

When Headcode is 00000 Cheque is issued to bill not posted

```
┌──────────────┐                    ┌──────────────┐              ┌──────────────┐
│   CHEQUE     │ ─────────────────► │ FIND CASE AND│ ◄─────────── │    TBILLS    │
│ INFORMATIONS │                    │ ENTER CHEQUE │              │              │
└──────────────┘                    │ INFORMATION  │              └──────────────┘
                                    └──────────────┘
```

HEADS

TTBILLS

BILLS

POSTED AND SAVED

VOUCHER, CODE CLASSIFICATION PROFORMA, SANCTION LETTER

CRNTBUDG

MASTCASH

SCREEN

INPUT	MASTER	PROCESS	TRANSACTION	OUTPUT

When Headcode is 00000 Cheque is issued to a posted bill

CHEQUE INFORMATIONS

FIND CASE AND ENTER CHEQUE INFORMATION

TTBILLS

HEADS

BILLS

POSTED AND SAVED

VOUCHER,CODE CLASSIFICATION PROFORMA, SANCTION LETTER

CRNTBUDG

SCREEN

MASTCASH

Sample Program Flow Chart

```
                        ( Start )
                           │
                           ▼
              ┌──────────────────────────┐
              │    Initialize Variables   │
              └──────────────────────────┘
                           │
                           ▼
    ┌──────────────────────────────────────────────┐
    │ Move 0 to hbs,fbs,ebs,dbs,pcs,dsb,pdcs,ebsi,gbs│
    └──────────────────────────────────────────────┘
                           │
                           ▼
    ┌──────────────────────────────────────────────┐
    │ Make array of years for which vouchers are available│
    └──────────────────────────────────────────────┘
                           │
                           ▼
    ┌──────────────────────────────────────────────┐
    │        Name this array 'yeararr'              │
    └──────────────────────────────────────────────┘
                           │
                           ▼
    ┌──────────────────────────────────────────────┐
    │          m.reportyear=space(9)                │
    └──────────────────────────────────────────────┘
                           │
                           ▼
    ╱─────────────────────────────────────────────╱
   ╱  Display Screen,Chapter Eight:Page No. 146   ╱
  ╱─────────────────────────────────────────────╱
                           │
                           ▼
    ╱─────────────────────────────────────────────╱
   ╱  Wish to print all or selected year's reports ╱
  ╱─────────────────────────────────────────────╱
                           │
                           ▼
                      ◇ if all years ◇──Yes──►┌──────────────┐
                           │                   │  allyear=1    │
                          No                   └──────────────┘
                           │                          │
                           ▼                          │
  ┌────────────────────────────────────────────────┐ │
  │ allyear=2, Select year from the list and store  │ │
  │ in m.reportyear                                 │ │
  └────────────────────────────────────────────────┘ │
                           │◄─────────────────────────┘
                           ▼
    ╱─────────────────────────────────────────────╱
   ╱      "Print general budget summary ?"         ╱
  ╱─────────────────────────────────────────────╱
                           │
                           ▼
                      ◇ If selected ◇──Yes──►┌──────────────┐
                           │                  │    gbs=1      │
                           ▼                  └──────────────┘
              ┌──────────────┐                       │
              │    gbs=0      │                       │
              └──────────────┘                       │
                           │◄────────────────────────┘
                           ▼
    ╱─────────────────────────────────────────────╱
   ╱      "Print headwise budget summary"          ╱
  ╱─────────────────────────────────────────────╱
                           │
                           ▼
                      ◇ If selected ◇──Yes──►┌──────────────┐
                           │                  │    hbs=1      │
                          No                  └──────────────┘
                           │                         │
                           ▼                         ▼
              ┌──────────────┐          ┌──────────────────────┐
              │   Process     │          │ Select heads to be   │
              └──────────────┘          │     processed        │
                           │            └──────────────────────┘
                           │◄───────────────────────┘
                           ▼
                        ┌─────┐
                        │  A  │
                        └─────┘
```

```
                                   ┌────────┐
                                   │   A    │
                                   └───┬────┘
                                       │
                                       ▼
            ╱"Print firmwise budget summary?"╱
                                       │
                                       ▼
                              ◇ If selected ◇ ──Yes──► ┌─────────┐
                                       │                │  fbs=1  │
                                       No               └────┬────┘
                                       ▼                     ▼
                              ┌─────────┐          ┌──────────────────┐
                              │  fbs=0  │          │ select firm(s) to be
                              └─────────┘          │     processed    │
                                                   └──────────────────┘

            ╱"Print Employee budget summary?(direct)"╱
                                       │
                                       ▼
                              ◇ If selected ◇ ──Yes──► ┌─────────┐
                                       │                │  ebs=1  │
                                       No               └────┬────┘
                                       ▼                     ▼
                              ┌─────────┐          ┌──────────────────┐
                              │  ebs=0  │          │ select employee(s) to
                              └─────────┘          │   be processed   │
                                                   └──────────────────┘

            ╱"Print Employee budget summary?(indirect)"╱
                                       │
                                       ▼
                              ◇ if selected ◇ ──Yes──► ┌─────────┐
                                       │                │ ebsi=1  │
                                       No               └────┬────┘
                                       ▼                     ▼
                              ┌─────────┐          ┌──────────────────┐
                              │  ebs=0  │          │ select employee(s) to
                              └─────────┘          │   be processed   │
                                                   └──────────────────┘

            ╱"Print department wise budget summary?"╱
                                       │
                                       ▼
                              ◇ If selected ◇ ──Yes──► ┌─────────┐
                                       │                │  dbs=1  │
                                       No               └────┬────┘
                                       ▼                     ▼
                              ┌─────────┐          ┌──────────────────┐
                              │  dbs=0  │          │ select department(s) to
                              └─────────┘          │   be processed   │
                                                   └──────────────────┘

            ╱"Print paid cases summary?"╱
                                       │
                                       ▼
                              ◇ If selected ◇ ──Yes──► ┌─────────┐
                                       │                │ pdcs=1  │
                                       No               └────┬────┘
                                       ▼                     │
                              ┌─────────┐                    │
                              │ pdcs=0  │                    │
                              └────┬────┘                    │
                                   └──────────┬─────────────┘
                                              ▼
                                          ┌───────┐
                                          │   B   │
                                          └───────┘
```

```
                              ┌───────┐
                              │   B   │
                              └───┬───┘
                                  │
                     ╱─────────────────────────╲
                     │ "Print Pending cases summary?" │
                     ╲─────────────────────────╱
                                  │
                              ◇─────────◇
                              │if selected│──Yes──▶  ┌──────────┐
                              ◇─────────◇            │  pcs=1   │
                                  │                  └────┬─────┘
                                  No                      │
                          ┌──────────┐                    │
                          │  pcs=0   │                    │
                          └────┬─────┘                    │
                               │◀───────────────────────┘
                     ╱──────────────────────────────╲
                     │ "Print brief summary of each voucher?" │
                     ╲──────────────────────────────╱
                                  │
                              ◇─────────◇
                              │if selected│──Yes──▶  ┌──────────┐
                              ◇─────────◇            │  dsb=1   │
                                  │                  └────┬─────┘
                                  No                      │
                          ┌──────────┐                    │
                          │  dsb=0   │                    │
                          └────┬─────┘                    │
                               │◀───────────────────────┘
                     ╱──────────────────────────╲
                     │ "Print datewise cash book?" │
                     ╲──────────────────────────╱
                                  │
                              ◇─────────◇
                              │if selected│──Yes──▶  ┌──────────┐
                              ◇─────────◇            │  dcb=1   │
                                  │                  └────┬─────┘
                                  No                      │
                                                    ┌──────────────┐
                                                    │select date(s)│
                          ┌──────────┐              └────┬─────────┘
                          │  dcb=0   │                   │
                          └────┬─────┘                   │
                               │◀──────────────────────┘
                     ╱──────────────────────────╲
                     │ "Pint on screen or printer?" │
                     ╲──────────────────────────╱
                                  │
                              ◇─────────◇
                              │if screen │──Yes──▶  ┌──────────┐
                              ◇─────────◇            │ scrnprnt=1│
                                  │                  └────┬─────┘
                                  No                      │
                          ┌──────────┐                    │
                          │ scrnprnt=2│                    │
                          └────┬─────┘                    │
                               │◀───────────────────────┘
                     ╱──────────────────────────────╲
                     │ "Process above selection or not?" │
                     ╲──────────────────────────────╱
                                  │
                              ◇─────────◇
                              │if continue│──Yes──▶ ┌──────────┐
                              ◇─────────◇            │okcancel=2│
                                  │                  └────┬─────┘
                                  No                      │
                          ┌──────────┐                    │
                          │okcancel=1│                    │
                          └────┬─────┘                    │
                               │◀───────────────────────┘
   ┌──────┐         ◇─────────────◇
   │ Stop │────────│ if okcancel=1 │──Yes──▶ ┌───┐
   └──────┘         ◇─────────────◇           │ C │
                                              └───┘
```

```
                          ┌─────────┐
                          │    C    │
                          └────┬────┘
                               │
                               ▼
                          ╱─────────╲
        No ───────────────  IF GBS=1
                          ╲─────────╱
                               │
                              Yes
                               │
                               ▼
                          ╱──────────────╲
        No ────────────── IF ALLYEAR=1
                          ╲──────────────╱
                               │
                              Yes
                               │
                               ▼
                     ┌──────────────────┐
                     │ OPEN FILE CLOSING │
                     └──────────────────┘
                               │
                               │                              ╱───────────────╲
 ┌──────────────────┐          │                   No ─────── IF SCRNPRNT=1
 │ OPEN FILE CLOSING │          │                              ╲───────────────╱
 └──────────────────┘          │                        │                     Yes
          │                     │                        ▼
 ┌──────────────────┐          │              ┌──────────────────┐   ┌──────────────────┐
 │ SELECT RECORDS   │          │              │ PRINT REPORT ON  │   │ PRINT REPORT ON  │
 │ FOR REQUIRED     │          │              │ PRINTER FOR ALL  │   │ SCREEN FOR ALL   │
 │ YEARS            │          │              │ YEARS            │   │ YEARS            │
 └──────────────────┘          │              └──────────────────┘   └──────────────────┘
          │
          ▼
     ╱─────────────╲
     IF SCRNPRNT=1 ──── Yes ──┐
     ╲─────────────╱          ▼
          │             ┌──────────────────┐
         No             │ PRINT REPORTS ON │
          │             │ SCREEN FOR       │
          ▼             │ SELECTED YEAR    │
 ┌──────────────────┐   └──────────────────┘
 │ PRINT REPORTS ON │
 │ SCREEN FOR       │
 │ SELECTED YEAR    │
 └──────────────────┘

                          ┌─────────┐
                          │    D    │
                          └─────────┘
```

```
                              ┌─────────┐
                              │    D    │
                              └────┬────┘
                                   │
                                   ▼
                            ╱─────────────╲
              No ◄──────────┤   IF HBS=1   │
              │             ╲─────────────╱
              │                    │ Yes
              │                    ▼
              │             ╱───────────────╲
              │      No ◄───┤  IF ALLYEAR=1  │
              │      │      ╲───────────────╱
              │      │             │ Yes
              │      │             ▼
              │      │   ┌──────────────────────────────────────────┐
              │      │   │              Open Files                  │
              │      │   │ Bills,headsele,tbills,heads,employee,firms│
              │      │   └──────────────────┬───────────────────────┘
              │      │                      │
              │      │                      │
              │      ▼                      ▼
              │  ┌────────────────────┐  ╱─────────────────╲
              │  │     Open Files     │ No◄┤  IF SCRNPRNT=1 │
              │  │Bills,headsele,...  │  ╲─────────────────╱
              │  └─────────┬──────────┘   │            │ Yes
              │  ┌─────────▼──────────┐   │            │
              │  │  SELECT RECORDS    │   │            │
              │  │  FOR REQUIRED      │   ▼            │
              │  │     YEARS          │ ┌──────────────┐│
              │  └─────────┬──────────┘ │PRINT REPORT ON││
              │            │            │PRINTER FOR ALL││
              │            ▼            │    YEARS     ││
              │  ╱─────────────────╲   └──────┬───────┘│
              │  │  IF SCRNPRNT=1   ├─Yes─┐    │        ▼
              │  ╲─────────────────╱     │    │  ┌──────────────┐
              │            │ No          │    │  │PRINT REPORT ON│
              │            │             ▼    │  │ SCREEN FOR ALL│
              │            │    ┌──────────────┐ │    YEARS     │
              │            │    │PRINT REPORTS ON│└──────┬───────┘
              │            │    │  SCREEN FOR   │        │
              │            ▼    │ SELECTED YEAR │        │
              │  ┌──────────────┐└──────┬───────┘        │
              │  │PRINT REPORTS ON│      │               │
              │  │  SCREEN FOR   │       └───────────────┤
              │  │ SELECTED YEAR │                       │
              │  └──────┬───────┘                        │
              │         │                                │
              │         └────────────────┬───────────────┘
              └──────────────────────────┤
                                         ▼
                                   ┌─────────┐
                                   │    E    │
                                   └─────────┘
```

```
                              ┌─────┐
                              │  E  │
                              └──┬──┘
                                 │
                                 ▼
                            ╱─────────╲
              No────────────   IF fbs=1
                            ╲─────────╱
              │                  │
              │                 Yes
              │                  │
              │                  ▼
              │             ╱─────────────╲
              │    No───────  IF ALLYEAR=1
              │             ╲─────────────╱
              │      │              │
              │      │             Yes
              │      │              │
              │      │              ▼
              │      │      ┌────────────────────────┐
              │      │      │ Open files:tbills,firms │
              │      │      └───────────┬────────────┘
              │      │                  │
              │      ▼                  │
              │  ┌────────────────────────┐
              │  │ Open files:tbills,firms │
              │  └───────────┬────────────┘
              │              │                                    ╱─────────────╲
              │  ┌────────────────────┐           No──────────────  IF SCRNPRNT=1
              │  │ SELECT RECORDS     │                           ╲─────────────╱
              │  │ FOR REQUIRED       │           │                      │
              │  │ YEARS              │           │                     Yes
              │  └─────────┬──────────┘           │                      │
              │            │                      ▼                      ▼
              │            ▼             ┌──────────────────┐   ┌──────────────────┐
              │      ╱─────────────╲     │ PRINT REPORT ON  │   │ PRINT REPORT ON  │
              │        IF SCRNPRNT=1 ──Yes│ PRINTER FOR ALL  │   │ SCREEN FOR ALL   │
              │      ╲─────────────╱     │ YEARS            │   │ YEARS            │
              │            │     │       └────────┬─────────┘   └─────────┬────────┘
              │           No     │                │                       │
              │            │     ▼                │                       │
              │            │  ┌──────────────────┐│                       │
              │            │  │ PRINT REPORTS ON ││                       │
              │            │  │ SCREEN FOR       ││                       │
              │            │  │ SELECTED YEAR    ││                       │
              │            │  └────────┬─────────┘│                       │
              │            ▼           │          │                       │
              │  ┌──────────────────┐  │          │                       │
              │  │ PRINT REPORTS ON │  │          │                       │
              │  │ SCREEN FOR       │  │          │                       │
              │  │ SELECTED YEAR    │  │          │                       │
              │  └────────┬─────────┘  │          │                       │
              │           │            │          │                       │
              │           └────────────┘          │                       │
              │                 │                  │                       │
              └─────────────────┴──────────────────┴───────────────────────┘
                                │
                                ▼
                           ┌─────┐
                           │  F  │
                           └─────┘
```

```
                              ┌─────────┐
                              │    F    │
                              └────┬────┘
                                   │
                                   ▼
                    No        ╱──────────╲
◄──────────────────────────  ╱  IF ebs=1  ╲
│                            ╲──────────────╱
│                                   │
│                                  Yes
│                                   │
│                                   ▼
│              No            ╱──────────────╲
│   ◄────────────────────── ╱  IF ALLYEAR=1  ╲
│   │                       ╲──────────────────╱
│   │                                │
│   │                               Yes
│   │                                │
│   │                                ▼
│   │                       ┌──────────────────┐
│   │                       │       Open        │
│   │                       │ files:tbills,employee │
│   │                       └─────────┬────────┘
│   │                                 │
│   │                                 ▼
│   ▼
│ ┌──────────────────┐                          ╱──────────────╲
│ │       Open        │              No         ╱  IF SCRNPRNT=1  ╲
│ │ files:tbills,employee │  ◄──────────────── ╲──────────────────╱
│ └─────────┬────────┘                                   │
│           │                                           Yes
│           ▼                                            │
│ ┌──────────────────┐         ┌──────────────────┐      │
│ │ SELECT RECORDS   │         │ PRINT REPORT ON  │      │
│ │ FOR REQUIRED     │         │ PRINTER FOR ALL  │      ▼
│ │ YEARS            │         │ YEARS            │  ┌──────────────────┐
│ └─────────┬────────┘         └─────────┬────────┘  │ PRINT REPORT ON  │
│           │                            │           │ SCREEN FOR ALL   │
│           ▼                            │           │ YEARS            │
│   ╱──────────────╲      Yes            │           └─────────┬────────┘
│  ╱ IF SCRNPRNT=1  ╲────────────┐       │                     │
│  ╲──────────────────╱          │       │                     │
│           │                    ▼       │                     │
│          No         ┌──────────────────┐                     │
│           │         │ PRINT REPORTS ON │                     │
│           ▼         │ SCREEN FOR       │                     │
│ ┌──────────────────┐│ SELECTED YEAR    │                     │
│ │ PRINT REPORTS ON ││                  │                     │
│ │ SCREEN FOR       │└─────────┬────────┘                     │
│ │ SELECTED YEAR    │          │                              │
│ └─────────┬────────┘          │                              │
│           │                   ▼                              │
│           └───────────────────┤◄─────────────────────────────┘
│                               │
└───────────────────────────────┤
                                ▼
                           ┌─────────┐
                           │    G    │
                           └─────────┘
```

```
                              ┌─────┐
                              │  G  │
                              └──┬──┘
                                 │
                                 ▼
                            ◇ IF ebsi=1 ◇───────No──────┐
                                 │                       │
                                Yes                      │
                                 ▼                       │
                         ◇ IF ALLYEAR=1 ◇───No───┐       │
                                 │               │       │
                                Yes              │       │
                                 ▼               │       │
                    ┌────────────────────────┐   │       │
                    │         Open           │   │       │
                    │ files:tbills,tbildet1, │   │       │
                    │ employee,firms,tbillvan│   │       │
                    │ ,tutility              │   │       │
                    └───────────┬────────────┘   │       │
                                │                 │       │
```

G

IF ebsi=1 — No / Yes

IF ALLYEAR=1 — No / Yes

Open
files:tbills,tbildet1,employee,firms,tbillvan,tutility

Open
files:tbills,tbildet1,employee,firms,tbillvan,tutility

SELECT RECORDS FOR REQUIRED YEARS

IF SCRNPRNT=1 — Yes / No

IF SCRNPRNT=1 — No / Yes

PRINT REPORT ON PRINTER FOR ALL YEARS

PRINT REPORT ON SCREEN FOR ALL YEARS

PRINT REPORTS ON SCREEN FOR SELECTED YEAR

PRINT REPORTS ON SCREEN FOR SELECTED YEAR

H

```
                           ┌───────┐
                           │   H   │
                           └───┬───┘
                               │
                               ▼
        No ◄─────────────────◄ IF dbs=1 ►
                               │
                              Yes
                               │
                               ▼
   No ◄──────────────────◄ IF ALLYEAR=1 ►
                               │
                              Yes
                               │
                               ▼
                    ┌─────────────────────────┐
                    │        Open files       │
                    │ tbills,tbildet1,depart, │
                    │     firms,depart,tbillvan│
                    └───────────┬─────────────┘
                                │
                                ▼
                                        No ◄──◄ IF SCRNPRNT=1 ►
                                                       │
                                                      Yes
  ┌──────────────────┐                     ┌──────────────────┐
  │   Open files     │                     │ PRINT REPORT ON  │
  │tbills,tbildet1,  │                     │ PRINTER FOR ALL  │
  │depart,firms,     │                     │     YEARS        │
  │depart,tbillvan   │                     └──────────────────┘
  └────────┬─────────┘                     ┌──────────────────┐
           │                               │ PRINT REPORT ON  │
  ┌────────▼─────────┐                     │ SCREEN FOR ALL   │
  │ SELECT RECORDS   │                     │     YEARS        │
  │ FOR REQUIRED     │                     └──────────────────┘
  │    YEARS         │
  └────────┬─────────┘
           │
           ▼
    IF SCRNPRNT=1 ──Yes──►
           │
          No          ┌──────────────────┐
           │          │ PRINT REPORTS ON │
  ┌────────▼────────┐ │ SCREEN FOR       │
  │ PRINT REPORTS ON│ │ SELECTED YEAR    │
  │ SCREEN FOR      │ └──────────────────┘
  │ SELECTED YEAR   │
  └─────────────────┘

                           ┌───────┐
                           │   I   │
                           └───────┘
```

```
                              ┌─────────┐
                              │    K    │
                              └────┬────┘
                                   │
                                   ▼
          No                   ◇ IF dsb=1 ◇
  ┌────────────────────────────
  │                                │
  │                               Yes
  │                                │
  │                                ▼
  │          No              ◇ IF ALLYEAR=1 ◇
  │  ┌──────────────────────
  │  │                             │
  │  │                            Yes
  │  │                             │
  │  │                             ▼
  │  │                    ┌──────────────────────┐
  │  │                    │     Open files:      │
  │  │                    │ tbills,employee,heads,fi │
  │  │                    │         rms          │
  │  │                    └──────────┬───────────┘
  │  │                               │
  │  ▼                               ▼
  │  ┌──────────────────┐                    ◇ IF SCRNPRNT=1 ◇
  │  │   Open files:    │         No ┌──────────
  │  │tbills,employee,heads,fi│      │                      │
  │  │       rms        │            │                     Yes
  │  └────────┬─────────┘            │                      │
  │           │                      ▼                      │
  │  ┌────────────────────┐  ┌──────────────────┐           │
  │  │  SELECT RECORDS    │  │ PRINT REPORT ON  │           │
  │  │  FOR REQUIRED      │  │ PRINTER FOR ALL  │           │
  │  │     YEARS          │  │     YEARS        │           │
  │  └────────┬───────────┘  └────────┬─────────┘           │
  │           │                       │                     ▼
  │           ▼                       │          ┌──────────────────┐
  │    ◇ IF SCRNPRNT=1 ◇ ──Yes──┐     │          │ PRINT REPORT ON  │
  │           │                 │     │          │ SCREEN FOR ALL   │
  │          No                 ▼     │          │     YEARS        │
  │           │        ┌──────────────────┐      │              │
  │           │        │ PRINT REPORTS ON │      └──────┬───────┘
  │           ▼        │   SCREEN FOR     │             │
  │  ┌──────────────┐  │  SELECTED YEAR   │             │
  │  │PRINT REPORTS ON│ └────────┬─────────┘             │
  │  │  SCREEN FOR    │          │                       │
  │  │ SELECTED YEAR  │          │                       │
  │  └───────┬────────┘          │                       │
  │          │                   │                       │
  │          └───────────────────┤                       │
  │                              ◄────────────────────────┘
  └──────────────────────────────┤
                                  ▼
                              ┌─────────┐
                              │    L    │
                              └─────────┘
```

```
                                    ┌─────┐
                                    │  L  │
                                    └──┬──┘
                                       │
                                       ▼
                                   ◇─────────◇
           No ◄─────────────────── IF dcb=1
                    │              ◇─────────◇
                    │                   │
                    │                  Yes
                    │                   │
                    │                   ▼
                    │               ◇───────────◇
           No ◄──────────────────── IF ALLYEAR=1
                │   │               ◇───────────◇
                │   │                   │
                │   │                  Yes
                │   │                   │
                │   │                   ▼
                │   │            ┌──────────────────┐
                │   │            │   Open files:    │
                │   │            │ tbills,heads,    │
                │   │            │ firms,employee   │
                │   │            └────────┬─────────┘
                │   │                     │
                ▼   │                     └──────────────────────┐
    ┌──────────────────┐                                         │
    │   Open files:    │                                         ▼
    │ tbills,heads,    │                                    ◇──────────────◇
    │ firms,employee   │                    No ◄──────────── IF SCRNPRNT=1
    └────────┬─────────┘                     │              ◇──────────────◇
             │                               │                     │
             ▼                               │                    Yes
    ┌──────────────────┐                     ▼                     │
    │ SELECT RECORDS   │         ┌──────────────────┐             │
    │ FOR REQUIRED     │         │ PRINT REPORT ON  │             │
    │ YEARS            │         │ PRINTER FOR ALL  │             ▼
    └────────┬─────────┘         │ YEARS            │   ┌──────────────────┐
             │                   └────────┬─────────┘   │ PRINT REPORT ON  │
             ▼                            │             │ SCREEN FOR ALL   │
      ◇──────────────◇    Yes             │             │ YEARS            │
      IF SCRNPRNT=1 ──────────┐           │             └────────┬─────────┘
      ◇──────────────◇        │           │                      │
             │                ▼           │                      │
            No     ┌──────────────────┐   │                      │
             │     │ PRINT REPORTS ON │   │                      │
             ▼     │ SCREEN FOR       │   │                      │
    ┌──────────────┤ SELECTED YEAR    │   │                      │
    │ PRINT REPORTS│ └────────┬───────┘   │                      │
    │ ON SCREEN FOR│          │           │                      │
    │ SELECTED YEAR│          ▼           ▼                      │
    └──────┬───────┘          ◄───────────◄──────────────────────┘
           │                  │
           └──────────────────┤
                              │
                              ▼
                          ┌─────┐
                          │  M  │
                          └─────┘
```

```
                              ┌─────┐
                              │  I  │
                              └──┬──┘
                                 │
                                 ▼
                            ╱─────────╲
         No─────────────────  IF pdcs=1
                            ╲─────────╱
         │                       │
         │                      Yes
         │                       │
         │                       ▼
         │                  ╱──────────────╲
         │        No────────  IF ALLYEAR=1
         │        │         ╲──────────────╱
         │        │               │
         │        │              Yes
         │        │               │
         │        │               ▼
         │        │      ┌──────────────────────┐
         │        │      │      Open files:      │
         │        │      │ tbills,firms,heads,emplo │
         │        │      │         yee           │
         │        │      └──────────┬───────────┘
         │        ▼                 │
         │  ┌──────────────────┐    │
         │  │   Open files:    │    │
         │  │tbills,firms,heads,emplo│    │
         │  │      yee         │    │
         │  └────────┬─────────┘    │
         │           │              │
         │           ▼              ▼
         │  ┌──────────────────┐  ╱──────────────╲
         │  │ SELECT RECORDS   │  No──  IF SCRNPRNT=1
         │  │  FOR REQUIRED    │     ╲──────────────╱
         │  │     YEARS        │         │         │
         │  └────────┬─────────┘         │        Yes
         │           │                   ▼         │
         │           ▼            ┌──────────────┐ │
         │    ╱──────────────╲    │PRINT REPORT ON│ │
         │    IF SCRNPRNT=1 ──Yes │PRINTER FOR ALL│ │
         │    ╲──────────────╱    │    YEARS     │ │
         │         │         │    └──────┬───────┘ ▼
         │        No        Yes          │  ┌──────────────┐
         │         │         │           │  │PRINT REPORT ON│
         │         ▼         ▼           │  │ SCREEN FOR ALL│
         │  ┌──────────┐ ┌──────────┐    │  │    YEARS     │
         │  │PRINT     │ │PRINT     │    │  └──────┬───────┘
         │  │REPORTS ON│ │REPORTS ON│    │         │
         │  │SCREEN FOR│ │SCREEN FOR│    │         │
         │  │SELECTED  │ │SELECTED  │    │         │
         │  │YEAR      │ │YEAR      │    │         │
         │  └────┬─────┘ └────┬─────┘    │         │
         │       │            │          │         │
         │       │            └──────────┴─────────┘
         │       │                  │
         └───────┴──────────────────┤
                                    ▼
                               ┌─────┐
                               │  J  │
                               └─────┘
```

```
                              ┌─────────┐
                              │    J    │
                              └────┬────┘
                                   │
                                   ▼
              ┌─No──────────────◇ IF pcs=1 ◇
              │                       │
              │                      Yes
              │                       │
              │                       ▼
              │    ┌─No────────◇ IF ALLYEAR=1 ◇
              │    │                   │
              │    │                  Yes
              │    │                   │
              │    │                   ▼
              │    │            ┌──────────────────┐
              │    │            │    Open files    │
              │    │            │ tbills,firms,heads,emplo
              │    │            │       yee        │
              │    │            └────────┬─────────┘
              │    │                     │
              │    ▼                     │
              │  ┌──────────────────┐    │
              │  │ OPEN FILE CLOSING │   │
              │  └────────┬─────────┘    │
              │           │              ▼
              │  ┌────────▼─────────┐  ◇ IF SCRNPRNT=1 ◇──No──┐
              │  │ SELECT RECORDS   │         │               │
              │  │  FOR REQUIRED    │        Yes              │
              │  │     YEARS        │         │               │
              │  └────────┬─────────┘         │               ▼
              │           │                   │      ┌──────────────────┐
              │           ▼                   │      │ PRINT REPORT ON  │
              │    ◇ IF SCRNPRNT=1 ◇──Yes──┐  │      │ PRINTER FOR ALL  │
              │           │                │  │      │     YEARS        │
              │          No                │  │      └──────────────────┘
              │           │                ▼  ▼
              │           │      ┌──────────────────┐
              │           │      │ PRINT REPORTS ON │
              │           │      │   SCREEN FOR     │  ┌──────────────────┐
              │           │      │  SELECTED YEAR   │  │ PRINT REPORT ON  │
              │           ▼      └──────────────────┘  │ SCREEN FOR ALL   │
              │  ┌──────────────────┐                  │     YEARS        │
              │  │ PRINT REPORTS ON │                  └──────────────────┘
              │  │   SCREEN FOR     │
              │  │  SELECTED YEAR   │
              │  └──────────────────┘
              │
              │                    ▼
              └─────────────────┌─────────┐
                                │    K    │
                                └─────────┘
```

CHAPTER SIX

SYSTEM DESIGN

6.1. Introduction

The purpose of the system design is to develop a complete new system from the specification produced in the analysis phase. It is the most challenging job of all the phases in the systems life cycle. Analyst should plan for selecting a new system which should meet the requirements of the organization. The main components of system design are as follows :

- Input designing
    1. Codes Designing
    2. Forms Designing
    3. Input Screen Designing

- Output designing
    1. Reports
    2. Queries

- Files Designing and Maintenance
- Data Security

6.2. Input Designing

A correct and precise input designing is a must for producing required outputs which are up to the mark. The overall efficiency of a computerized system depends on the data entry mechanism. If the data entry mechanism is strong enough to perform necessary input tests , then invalid & poor data entry is minimized. More over responsibility lies on the shoulder of operating staff too to make every possible effort during the data entry session to avoid wrong data input. Only then we could expect a reasonable output.

Designing of input involves the following parameters :

6.2.1. Codes Designing

Codes are placed against the long information which is repeated and takes much space. Codes are used to minimize both the storage wastage and data entry time. In addition they provide faster & efficient retrieval of information. Following codes are used to achieve the above purposes :

a) Voucher Contingent Number

It is the reference number generated by the system for all cases coming to the Accounts Department for payment of bills. It is coded as,

99999/9999-9999

e.g., 00391/1996-1997

The first five numeric characters stand for the serial number of bill, while the rest stand for the related accounting year. The century part of the year code is required to

6.2.3. Designing Of Input Screens

- Perfect designing of input screens plays an important role to provide relevant data for processing and producing required outputs. More over, it increases the level of accuracy and efficiency. The following objectives of input screen designing were kept in mind :

- The system should provide easy and speedy data entry mechanism for the records needing input. To achieve this end, the screens provide different lists of data items as, employees list, firms list, account heads list, department list, voucher numbers list and many other. The user only has to select the required item. It reduces the key-stroking time and labour. More over, it aids an error-free data input.

- For an efficient retrieval of records for payment input or so, the cases can be retrieved in many different ways. For instance, date-wise, month-wise, year-wise, head-wise, voucher number wise, department-wise, employee-wise, company-wise, etc. These options are branched further for a handy record access. For instance, date-wise searching also opts for the following :

  a) -case receiving date
  b) -case entry date
  c) -case posting date
  d) -different date ranges, etc.

- The data entry screen should be as user friendly as possible.

- The data entry screen should provide explanatory messages during the data entry to facilitate the user. The screens designed provide online & detailed help and appropriate error messages to aid the user.

- To validate the data entry, different check routines are incorporated to avoid duplicate, invalid or ill-logical data.

6.3. Output Designing

An important component of any system is the output produced, catering the needs of the users and administration. These outputs provide the feedback for decision-making for future planning. The following factors are considered while designing outputs :

- They should be self-explanatory, readable and understandable.
- Must be relevant and precise.
- Purpose of the output must be clearly mentioned.
- Frequency of production of outputs must be estimated prior.
- Must cater the requirement of the management & users.

b. Reports

Following reports have been designed considering the needs of the management and users :

1. General budget summary

2. Head-wise budget summary

3. Firm-wise budget summary

4. Employee-wise budget summary (Direct)
5. Employee-wise budget summary (Indirect)

6. Department-wise budget summary

7. Paid cases summary

8. Pending cases summary

9. Brief summary of each voucher

10. Date-wise cash book

2. File Name : ACCOM.DBF
Primary Key : V_CON_NO

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	V_Con_No	Voucher Contingent No.	Character	15
2	Nme_Of_Own	Name Of Accommodation Owner	Character	25
3	Location	Location, Islamabad/Outside	Logical	1
4	Rate_Per_M	Rate Per Month	Numeric	9.2
5	Date_1	Contract Starting Date	Date	8
6	Date_2	Contract Ending Date	Date	8
7	Scheme_I	Scheme Valid	Character	4

Purpose :

This file holds the data about all the cases related to house rent and accommodation.

3. File Name : BILLVAN.DBF
Primary Key : V_CON_NO

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	V_Con_No	Voucher Contingent No.	Character	15
2	Sr_No	Serial Number Of Bill	Numeric	3
3	Bill_No	Bill Number	Character	15
4	Van_No	Van Number	Character	10
5	Used_By	User Code	Character	6
6	Date	Billing Date	Date	8
7	Amount	Amount Paid	Numeric	8.2
8	Remarks	Any Particular Notes	Memo	10

Purpose :

This file holds the data for cases related to running cost of vehicles.

6. File Name : EMPLOYEE.DBF

Record Keys :

1. EMP_CODE
2. NAME
3. GRADE
4. DEPT_CODE

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	Emp_Code	Employee Code	Character	6
2	Name	Name Of Employee	Character	25
3	Fath_Name	Father's Name	Character	25
4	Address	Residential Address	Character	60
5	Phone1	Residential Phone No.	Character	14
6	Particular	Any Remarks	Memo	10
7	Designatio	Official Designation	Character	20
8	Dept_Code	Department Code	Character	6
9	Grade	Employee's Grade	Numeric	2
10	D_O_B	Date Of Birth	Date	8
11	Dt_Of_Join	Date Of Joining	Date	8
12	Dt_Of_Reti	Date Of Retirement	Date	8
13	N_I_C_Num	National Identity Card Number	Character	13
14	Status	Status Of Employee	Numeric	2
15	Paid	Amount Paid To Employee	Numeric	12.2

Purpose :

This file holds the data about all PIMS employees.

9. File Name : FIRMS.DBF
Primary Key : FIRM_CODE

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	Firm_Code	Firm Code	Character	6
2	Name	Name Of The Firm	Character	30
3	Address	Firm's Official Address	Character	60
4	Tel_Phone1	Telephone Number	Character	14
5	Tel_Phone2	Telephone Number	Character	14
6	Fax	Fax Number	Character	14
7	E_Mail	E-Mail Address	Character	40
8	Status	Firm's Status	Numeric	1
9	Pending	Total Pending Amount For The Year	Numeric	12.2
10	Paid	Total Paid Amount For The Year	Numeric	12.2
11	F_Reg_No	Firm's Registration Number	Character	20
12	Reg_Date	Registration Date	Date	8
13	Remarks	Any Particular Notes	Memo	10

Purpose :

This file holds data about all firms.

10. File Name : FIRMSELE.DBF
Primary Key : FIRM_CODE

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	Firm_Code	Firm Code	Character	6
2	Name	Firm Name	Character	30

Purpose :

This transaction file holds the list of firms from the latest selection made.

13. File Name : HEADSELE.DBF
Primary Key : CLASS_CODE

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	Class_Code	Account Head Code	Character	5
2	Subject	Account Head Title	Character	60

Purpose :

This transaction file holds the list of account heads from the latest selection made.

14. File Name : LIMITS1.DBF
Record Keys :
1. SCHEME_T
2. GRADE

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	Grade	Employee's Grade	Numeric	2
2	Scheme_T	Valid Scheme For Phone Expense Limit	Character	4
3	Phone_Off	Office Phone Bill Amount	Numeric	8.2
4	Phone_Res	Residential Phone Bill Amount	Numeric	8.2

Purpose :

This file contains data about grade-wise telephone expense limits for employees.

17. File Name : MASTBUDG.DBF
Record Keys :
1. HEAD_CODE
2. YEAR

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	Head_Code	Account Head Code	Character	5
2	Year	Accounting Year	Character	9
3	Total_Allo	Total Allocation	Numeric	12.2
4	Paid	Amount Paid	Numeric	12.2
5	Pending	Amount Pending	Numeric	12.2
6	Balance	Cash Balance	Numeric	12.2
7	Actual_Bal	Actual Balance After Paying Pending Amount	Numeric	12.2

Purpose :

This master file holds budget details for all accounting years.

18. File Name : MASTCASH.DBF
Primary Key : DATE

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	Date	Date For Balance	Date	8
2	Opening	Opening Balance	Numeric	12.2
3	Total_Paid	Payment For Date	Numeric	12.2
4	Closing	Closing Balance	Numeric	12.2

Purpose :

This file contains the details for date-wise cash book.

21. File Name : STIPEND1.DBF
Primary Key : V_CON_NO

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	V_Con_No	Voucher Contingent No.	Character	15
2	Receiver	Employee's Code	Character	6
3	Month	Month Of Stipend	Character	13

Purpose :

This file holds data about stipend receiver & month.

22. File Name : TADA.DBF
Record KEY : V_CON_NO

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	V_Con_No	Voucher Contingent No.	Character	15
2	Distance	Distance Travelled	Numeric	10.2
3	Station	Station Visited	Character	15
4	Date	Date Of Travel	Date	8
5	Rate	Rate Per Kilometer	Numeric	7.2
6	Means	Means Of Travel	Character	15

Purpose :

This file holds details about cases related to transport / conveyance allowance.

25. File Name : UTILITY.DBF
Primary Key : V_CON_NO

The file structure is given as below :

Field	Field Name	Description	Type	Width
1	V_Con_No	Voucher Contingent No.	Character	15
2	Sr_No	Bill Serial Number	Numeric	3
3	Bill_Month	Billing Month	Character	13
4	Meter_No	Meter No. Of Utility	Character	15
5	Issue_Date	Bill Issue Date	Date	8
6	Due_Date	Date Due For Payment Of Bill	Date	8
7	Prv_Read	Previous Reading	Numeric	15
8	Crt_Read	Current Reading	Numeric	15
9	Amount	Amount Payable	Numeric	11.2
10	Remarks	Remarks About Bill	Memo	10
11	Dept_Code	Department Code	Character	6

Purpose :

This file holds the record of cases related to supply of utilities as electricity, gas & water.

6.4.2. Files Maintenance

Once the files have been created, the next step is to keep them up to date. this process is called file maintenance. It consists of the following tasks :

- Addition of new records
- Deletion of records
- Modification of records

1. Addition of new record

In the course of running the system, new records are required to be added to the database all the time. The new system copes with this task in a convenient, easy and flaw proof way.

2. Deletion of records

To keep the database up-to-date and reliable, it is necessary to delete unnecessary records from the database. This facility is available in the system, e.g., if a firm has no payment case on its account, it might be deleted without effecting the outputs.

3. Modification of records

It is one of the most important and useful feature of the developed system. If wrong data entry has been made by mistake, or due to some other reasons record is to be changed, then the system provides editing facilities.

6.5. SECURITY

Concerning the confidential and very important data related to the budget and payments, greatest care has been taken to build a fool-proof data security system to check any unauthorized entry to different modules of the system. Three levels of password have been designed for the system,

1. Master Password :
It is of master level, having an authority to access, clear or edit any other password.

2. Edit-Delete Password :
It is of second level, authorized to modify or delete different records, and edit / clear this password.

CHAPTER SEVEN

SYSTEM DEVELOPMENT, IMPLEMENTATION AND EVALUATION

7.1 System Development

Development of system is an important and time-consuming stage in the system cycle. Because, in this stage, software is developed to achieve the objectives defined after conducting system study. Selection of suitable software tool plays a vital role in effective and efficient programming.

7.1.1 Software Selection

Selection of programming language is an important task while developing a system. But it is quite a difficult job because the selection depends on the facilities provided by different languages, system requirements and available hardware resources. Keeping these points in mind, _FOXPRO 2.5 for windows_ is preferred for developing the Accounting Information System . It provides the following advantages :

- It provides a wide range of screen formatting facilities for user interface, and output forms such as menu-builder, Report writer and Label generator.
- Programming capability of Foxpro makes it outstanding database management system.
- Foxpro is rich in commands, data manipulation, string operations and data functions extensively used for the management of the system.
- API (Application program interface) to integrate Assembly language and C-routines.
- It has the ability to handle large amount of data. So file handling is very strong.
- Its processing is fast and its compiler has a complete set of diagnostic features that help to locate and identify errors.
- Foxpro and Foxpro/Lan have the same basic features. Foxpro/Lan supports multiple users accessing database files concurrently and consistency can be handled by setting automatic locking and manual locking. So the system can be easily transformed to the network.
- WINDOWS increases the data portability. Data once created, can be transformed into any format which is supported by the Windows.
- It can handle Pictures, Graphs and Sound clips.

7.1.2 Hardware Considerations

The system is designed considering the following hardware :

- An IBM compatible 486/dx with 4-MB RAM or more.
- A 200 MB hard disk or more disk storage.
- A VGA Color Monitor.
- A printer with 132 columns width.
- MS-WINDOWS operating system version 3.1 or above.

7.2.5. Programs For System Initialization

There are programs which initialize screens, databases, serial numbers, taxes, house rent schemes, telephone calls limit schemes and other entries. User is confirmed for correct time and data before starting the project each time.

7.2.6. Programs For Reports And Queries

There a number of setups required by the user to get selected data. He doesn't need to wander throughout the data base to search a record but he is provided with a number of options to view or print the data. A large number of reports are available to the user for printing thus providing useful data for decision making and to report to higher authorities.

7.3 System Implementation

Implementation is the process of replacing existing system by the developed one. This phase of the project covers the period from acceptance of the tested design to its satisfactory uses and operation manual. Proper implementation is essential to provide a reliable system to meet the requirements of the organization concerned.

7.3.1 IMPLEMENTATION PHASE

The implementation phase consists of following two activities :

- Testing of system
- Conversion of system

7.3.1.1 TESTING OF SYSTEM

The usefulness and effectiveness of developed system could only be evaluated by operating it on real data. No matter how carefully a system is developed, flaws may be encountered while testing it on dummy data. Therefore, testing on real data is necessary to make sure that the developed system is working well.

Testing of the system has been achieved in following manner :

Unit testing : To ensure reliability, accuracy, effectiveness and efficiency, different modules of the developed system have been tested independently. The purpose of this testing is to determine the proper working of individual unit. It helps in locating logical and coding errors.

Integrated testing : The interaction of different units is judged by testing them in a menu driven environment. The combined output of these units is compared

7.3.2. PROPOSED CONVERSION METHOD :

The main objective of developing a system is to implement it properly. For this, the whole setup of the organization and its limitations and restrictions were kept in mind. Direct system conversion is not recommended for the implementation as the existing system could not be discarded at once as it is not advisable. Pilot conversion was also not suitable as the system works as unit and not in parts. Parallel conversion strategy is the best suitable one for implementation due to following advantages :

- It provides an opportunity to compare the results of the developed system with those of the previous system.
- It is the safest conversion strategy as compared to the other techniques.
- The user personnel can have time to get completely familiar with the new system.
- If unfortunately, the developed system fails, the huge amount of data would not be lost, as the old system would also be running in parallel until the satisfactory implementation of the new system.

7.4 SYSTEM EVALUATION

1. Efficiency :-

- The new system offers easy data entry, retrieval, deletion and updation within a short time.
- The database responds quickly and accurately due to the usage of index files, while in the old system, data is kept in registers and files so searching records consumes much time.
- Quick responses to queries and report generation is a powerful feature of the new system, which aids decision making in time.
- The codes designed for data items as account heads, wards/ departments/ institutions , firms and employees have reduced the data entry task to a great extent. Moreover, lists of these items are provided wherever necessary to further aid the task.
- It saves storage space and processing time.

7. Future extension :-

The system is divided into number of independent modules integrated together to fulfill user requirements. The developed system can be modified and extended due to its modularity, e.g., it can be linked with other modules like pharmacy module, salary branch, stores, etc. It can thus be converted to multi-user system by providing file and record locking protection.

CHAPTER EIGHT

SCREEN SECTION AND USER'S GUIDE

Introduction

This chapter Explains in detail all the steps required to run this project. Each screen is explained and if other screens are involved then their reference with page number is given immediately .

8.1-How To Start Project

1. **Click the icon "Pims" on the desktop and you will be on the following screen.**

or

2. **Enter command "Do Final" in the command window of the foxprow 2.5 for windows or above and you will be on the following screen.**

```
+---------------------------------------------------+
|  +---------------------------------------------+  |
|  |              Start Project                  |  |
|  +---------------------------------------------+  |
|  +---------------------------------------------+  |
|  |              Exit to Window                 |  |
|  +---------------------------------------------+  |
|  +---------------------------------------------+  |
|  |              About Project                  |  |
|  +---------------------------------------------+  |
|  +---------------------------------------------+  |
|  |                  Help                       |  |
|  +---------------------------------------------+  |
+---------------------------------------------------+
```
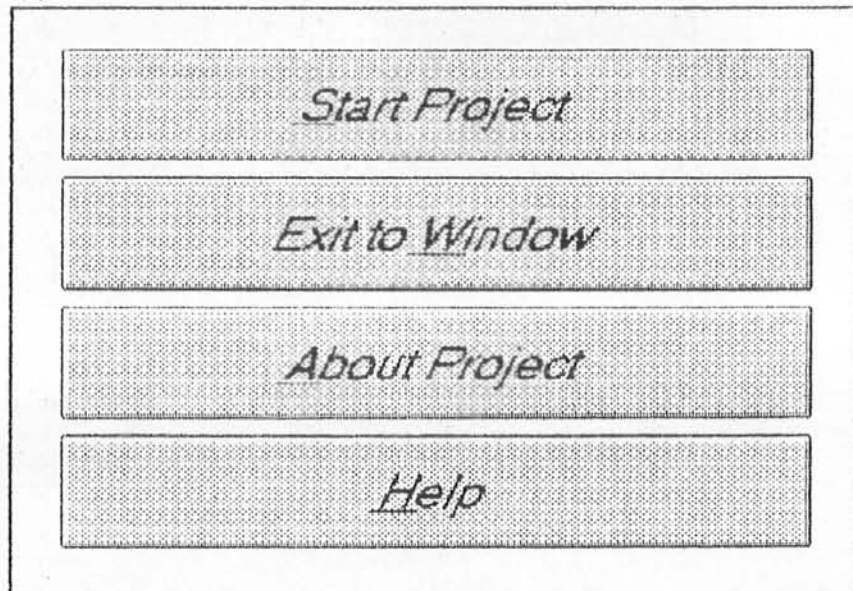
Purpose

This screen is designed to Control the Project's starting and exiting features.

Details Of All Objects

1. **Start Project**

It starts the project and asks the password. It continues if the correct password is entered, otherwise after three fruitless efforts the program is terminated. The screen displayed after correct password is explained on Page No. 3 , Topic 8.2.

8.2-How To Open Main Menu

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen explained on   (Page No. 1, Topic 8.1.) .

You will be on the following screen.
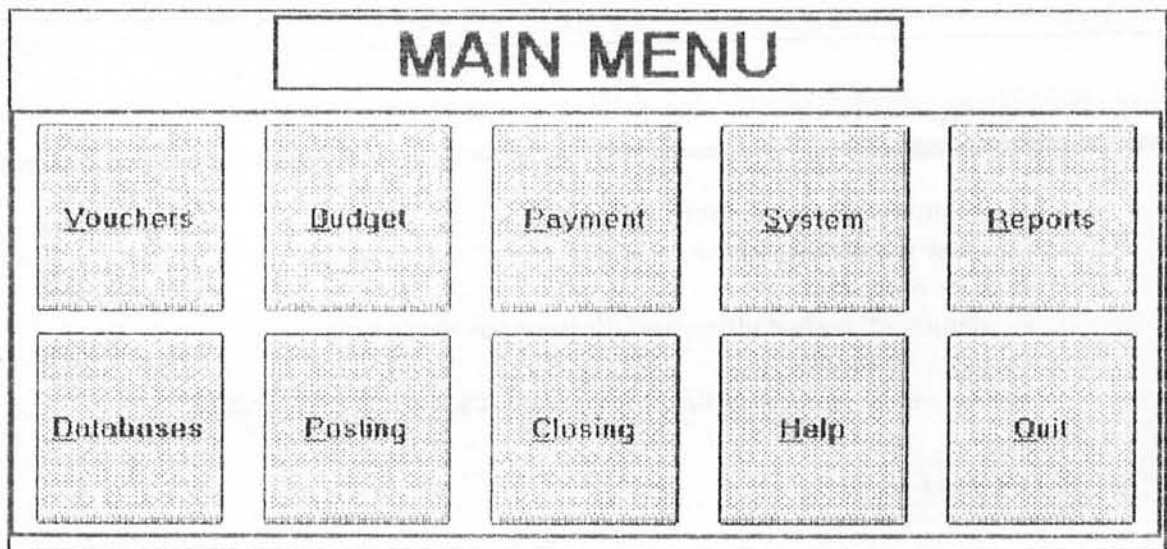
8.2.1 Purpose

This screen is designed to process vouchers, budget , payments, reports, databases, posting, and closing .

8.2.2 Details Of All Objects
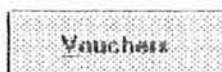
| Vouchers |

This button displays a detailed window showing the details of vouchers. The window also gives the add, edit, delete and print features for the vouchers. The screen shown for this option is on (**Page No. 10, Topic 8.3.**)
If no voucher is present there in the file then the following message is displayed.

5. **Reports**
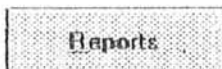
This button shows a list of reports that can be printed out.
The screen displayed for this option is on (**Page No. 146, Topic 8.36.**)

6. **Databases**
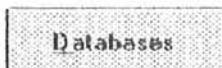
It provides the facility to maintain the major database files directly in a number of ways. These files include companies, employees and wards/department files.
The screen displayed for this option is on (**Page No. 149, Topic 8.37.**)

7. **Posting**
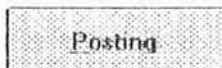
It selects and transfers the selected cases from transaction file to master file and also updates the budget w.r.t. payment or non-payment of these cases.
The screen displayed for this option is on (**Page No. 180, Topic 8.42.**)

8. **Closing**
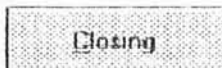
It is used for yearly closing of accounts at the end of the accounting year. It also provides the facilities of generating annual reports and initializing new budget parameters such as tax limits, house-rent allowance, scholarship limit, etc.It also opts for entering new budget.
The screen displayed for this option is on (**Page No. 182, Topic 8.43.**)

9. **Help**
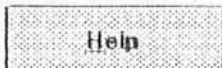
This button gives help on the current screen.

10. **Quit**

It takes you back to the previous window.

eight characters are for accounting year. For example 00123/1996-1997 has the serial number 123 and accounting year 96-97.

2. Entry Date

This text field shows the date on which the case was entered to the computer.

3. Case Receiving Date:

This text field shows the date on which case was received by the office.

4. Total Amount

This text field gives the total amount which is claimed by the firm, employee, payment or temporary employee in the current case (bill) .

5. Deduction

This text field gives the deduction which is made for the current bill . It might be the tax or any sort of deduction.

6. Net Amount

This text field gives the net amount for which cheque is paid .
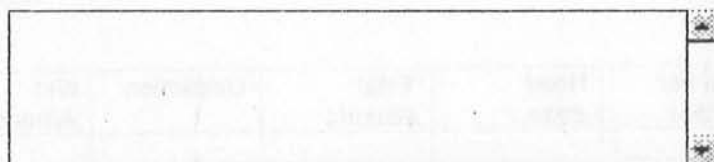
7. Head

This gives the class code and subject of the head.

8. Receiver Title

This gives the title of the receiving authority i.e. firm name or employee name or the title "Pay and Allowances".

9. Remarks

This editing field gives the remarks about the current bill. These remarks can contain any additional information of the bill.

10. Paid & Posted

☐ Paid Cheque no. [_____]   ☐ Posted Posting Date [_____]

If a cross is present before "Paid " , it means this bill is paid and thus cheque number is also present. If check box is empty then this bill is yet to be paid.

This browse window shows all the records selected under the current criteria selected by the select button. In this browse window all the details of the bill are shown whose detail is given below.

a. **Voucher No**
b. **Head_code**

When cursor is in the head_code field the subject of the head is automatically shown in the small window activated itself. This windows is removed when mouse is moved or any key is pressed by the user. When cursor moves to the next record in the same field the subject for the current class code is updated in the wait window.

c. **Total Amount**
d. **Deduction**
e. **Net Amount**
f. **Remarks**

When the cursor is in the remarks field ,user can see the details by pressing ctrl + pgdn key simultaneously. This editing window of remarks can be closed by pressing ctrl + W.

g. **Receiver**

When the cursor is in receiver field the title of the receiver i.e. firm name or employee name or the title "Pay and Allowances" is shown in the wait window which disappears when mouse is moved or any key is pressed on the keyboard.

h. **Case entry date**
i. **Case Receiving date**
j. **Cheque no.**
k. **Cheque Date**
l. **Posted**

This field shows whether the bill is posted i.e. it's effect on the budget is made or not. If .T. is present in the field then bill is posted otherwise if .F. is present , bill is not posted . It means bill is just written in the transaction file but it has no effect on budget.

m. **Posting Date**

This Date field shows the date on which the effect of the current bill was shown on the budget.

D. When class code is 51100, 51400 following screen is displayed.

```
┌──────────────────────────────────────────────────────────────┐
│  ┌────────────────────────────────────────────────────────┐  │
│  │                                                        │  │
│  └────────────────────────────────────────────────────────┘  │
│  ┌──────────────────────────────────────────────────────────┐│
│  │  Voucher Contingent No  : [          ]                    ││
│  │      Receiver   Code    : [          ]                    ││
│  │    Name   of receiver   : [                            ]  ││
│  │           Head Code     : [                            ]  ││
│  │      Date (Of Bill )    : [          ]                    ││
│  │      Transport Means    : [                          ]    ││
│  │          Rate / Km      : [          ]                    ││
│  │   Distance Travelled    : [          ]                    ││
│  │            Station      : [          ]                    ││
│  │            Amount       : [          ]                    ││
│  │            Remarks      : [          ]                    ││
│  └──────────────────────────────────────────────────────────┘│
└──────────────────────────────────────────────────────────────┘

  [ Save ]   [ Nosave ]   [ Print ]   [ Help ]   [ Return ]
```

E. When class code is 58200, following screen is displayed

```
┌──────────────────────────────────────────────────────────────┐
│           Rent For Accommodation                             │
│                                                              │
│  Voucher contingent number : [15 v con no]                   │
│    Head code and title     : [16 ana[m larray]]              │
│        Employee Code       : [17 comcode[c]]                 │
│      Name of  Officer      : [18 emprsrne[nameofrec]]        │
│  Grade and Designation     : [19 grade desn]                 │
│        Name of owner       : [20 nme_of_own]                 │
│            Location        : [Within Islamabad  ▼]           │
│        Rate per month      : [22 rate per]                   │
│  Starting date of agreement: [23 date_1]                     │
│  Ending date of agreement  : [24 date_2]                     │
│            Total amount    : [25 amount]                     │
│      Deduction ( if any)   : [26 tax]                        │
│            Net Amount      : [27 net_amount]                 │
└──────────────────────────────────────────────────────────────┘

  [ Save ]   [ Nosave ]   [ Return ]   [ Help ]   [ Print ]
```

17. List

VOUCHERS LIST

2 v con no
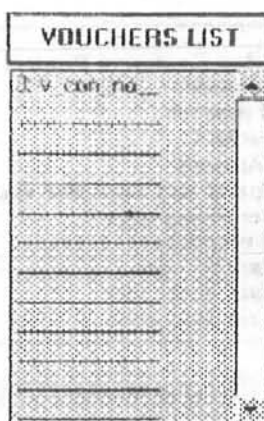
This button will show the list of voucher numbers . When you select one of the voucher number the desired voucher will be shown on the screen.

18. Select
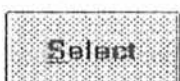
With the help of this button you can select different bills under a variety of criteria. It's details are given under the help of respective screen. The screen displayed for this option is on **(Page No. 16, Topic 8.4.)**

19. Search
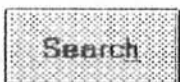
This button gives a list of different fields and a text field. First select the field then give the data according to the field selected. It will search the bill and show on the screen.

20. Notes
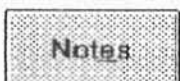
This button will show the editing window in which the details or remarks about the bill are shown. The above said remarks are also shown on the screen but if the remarks are longer than the designed window then use this button.

21. Status
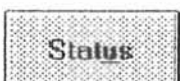
This button will shows the statistics of the current selected records.

26. **Print**
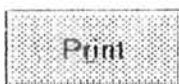
    To print a voucher on printer use this button. Make selections according to your choice and have different printouts here.

```
┌──────────────────────────────────────────────────────────────┐
│                  ┌─────────────────────────┐                 │
│                  │   Print  Menu           │                 │
│                  └─────────────────────────┘                 │
│   ┌──────────────────────────┐  ┌──────────────────────────┐ │
│   │    Records Selection     │  │   Document Selection     │ │
│   │                          │  │                          │ │
│   │  ◌ Print All             │  │  ☑ Expenditure Sanction..│ │
│   │  ◉ Print Current Record  │  │  ☑ Deduction Statement   │ │
│   │  ◌ Print Selected Records..│ │ ☑ Code Classification Proforma│
│   │                          │  │  ☑ Fully Voucher Contigent Bill│
│   │  ◉ Print on Screen       │  │  ☐ Bill's Complete Details│ │
│   │  ◌ Print on printer      │  │                          │ │
│   │  ◌ Print on Screen and Printer both│ │                   │ │
│   └──────────────────────────┘  └──────────────────────────┘ │
│              ┌──────────┐   ┌──────────┐                     │
│              │   Ok     │   │  Cancel  │                     │
│              └──────────┘   └──────────┘                     │
└──────────────────────────────────────────────────────────────┘
```

27. **Help**
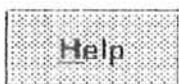
    It gives the help about all the objects on the vouchers screen.

28. **Quit**

    It will return to the main window.

8.4.2 Details Of All The Objects:

```
○ Today
○ Current Week
○ Current Month
⦿ Current Accounting Year
○ Current Calendar Year
○ Date....
○ Previous Vouchers....
○ All
```

The "Voucher Selection" screen shows five option-windows and a control button bar. Each window has a default option which is ticked. You are free to tick any other option as needed, otherwise the default setting would be considered. Use the button bar for the tasks indicated.

(a) Today :

It selects the cases which are entered today. An appropriate message is displayed if there is no such case.

(b) Current Week :

It selects the cases entered this week. Monday is taken as the first day of the week.

(c) Current Month :

It selects the cases entered during the current month, starting from the first date of the present month. Bill selection is based on the case entry date.

(d) Current Accounting Year :

It selects the bills entered during the current accounting year spanning from 1st July to 30th June.

(e) Current Calendar Year :

It selects the bills entered during the current calendar year i.e., 1st Jan till 31st Dec.

(f) Date... :

This option is followed by dots, meaning that it requires some more information before it works. Press "space bar" to view the relative screen and help. The screen displayed for this option is on (**Page No. 28, Topic 8.5.**)

1. | Uk |

        This button is focused first of all. You can jump to other buttons by pressing the left and right arrow keys. After using the other selection buttons, choose this "OK" button to confirm the head selection. This button also takes you back to the previous window.
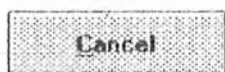
2. | Cancel |

        Choosing this button discards the new selection criteria yet considers the previous selection of heads. It also takes you back to the previous screen.

3. | Select All |

        It copies all the heads displayed in the 1st window into the 2nd window showing that these heads are selected. Choose "OK" to confirm this selection and return to the previous screen. Use the "Show" button to display the cases related to the selected heads.

4. | Deselect All |

        This button allows you to discard any previous selection for heads. You are thus free to make new selection. Return to the previous screen by choosing the "OK" button.

5. | Report |

        This button is used to select or deselect heads for any report. As this button is chosen, the cursor moves to the "select" column of the 1st window. This window also shows the firm names and codes in parallel columns but these are not accessible.

• Steps For Selection Of Heads :

1. Tick the particular head by pressing any character key other than space(as a,b,c...or 1,2,3....), in the "select" column against the head name.
2. To select more than one head, scroll up or down the window(using arrow keys, Page Up/Page Down keys, or mouse for scroll-arrows) and repeat step 1.
3. To skip a head, just leave it unticked.
4. To confirm the final selection, press the "Esc" key on the keyboard.

| Ok | Cancel | Select all | Deselect all | Report | Selected |

	Report	
Firm code	Name	Select

Selected Firm codes and Names	
Firm code	Name

1. | Ok |

This button is focused first of all. You can jump to other buttons by pressing the left and right arrow keys. After using the other selection buttons, choose this "OK" button to confirm the company selection. This button also takes you back to the previous window.
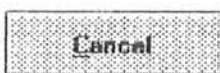
2. | Cancel |

Choosing this button discards the new selection criteria yet considers the previous selection of companies. It also takes you back to the previous screen.

3. | Select All |

It copies all the companies displayed in the 1st window into the 2nd window showing that these companies are selected. Choose "OK" to confirm this selection and return to the previous screen. Use the "Show" button to display the cases related to the selected companies.

4. | Deselect All |
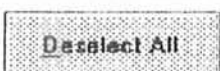
This button allows you to discard any previous selection for companies. You are thus free to make new selection. Return to the previous screen by choosing the "OK" button.

(b) Employee... :

Ok	Cancel	Select all	Deselect all	Report	Selected

Report		
Employee Code	**Name**	**Select**

Selected Employee codes and Names	
Employee code	**Name**

This option shows a screen with a row of buttons and two windows, explained as follows :

1. | Ok |

This button is focused first of all. You can jump to other buttons by pressing the left and right arrow keys. After using the other selection buttons, choose this "OK" button to confirm the employee selection. This button also takes you back to the previous window.

2. | Cancel |

Choosing this button discards the new selection criteria yet considers the previous selection of employees. It also takes you back to the previous screen.

6. | Selected |

This button is used to view the list of the selected employees by scrolling the list if it is too large to fit in the 2nd window. By choosing this button, the cursor jumps to the 2nd window providing you the facility of scrolling the window using the up/down arrow keys, Page Up/Down keys or mouse for scroll-arrows. You may note the employee's code for deselection, etc. Exit this window by pressing the "Esc" key.

For deselection, see help on "Report".

(c) Both... :

This button helps you to view all the records related to both companies and employees in main voucher's window, when the "Show" button is chosen.

```
○ Vouchers under head ...

○ Stipend

○ Pay _Alowances

◉ All Heads
```
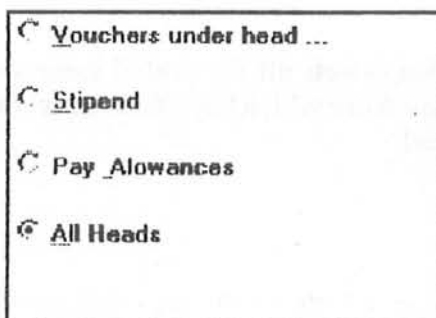
(A) Vouchers Under Head...

The dots at end show that further information is required to use this option.

(b) Stipend

This option is used to select the cases related to the head code "65000". These have three categories :

- House job officers
- Post Graduate students
- Student nurses

View these cases by using the "Show" button.

(c) Both

It selects all the cases whether paid or unpaid. These may be displayed later by using the "Show" button.

| Show | Cancel | Default | Help |

1. **Show**
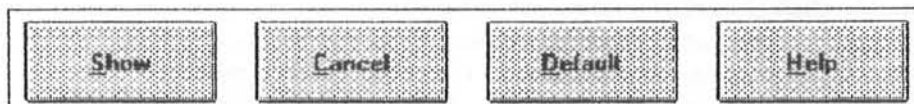
This button has two affects :
- It takes you back to the main voucher screen.
- It displays the selected cases on the main voucher window.

2. **Cancel**
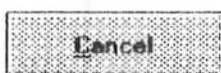
This option discards the latest selection and considers the previous select criteria. Moreover it takes you back to the main voucher screen.

3. **Default**

The default select criteria has the following consideration :
i)   all the vouchers pertaining to the current accounting year , (if there is no such case, then all the previous cases irrespective of the accounting year are selected)
ii) all the account heads,
iii) all the cases pertaining to both companies and employees,
iv) both posted and unposted bills,
v)   both paid and unpaid bills.

4. **Help**

It displays help on the current screen.

```
┌─────────────────────────────┐
│ ⦿ Bill Receiving date       │
│ ○ Bill entry date           │
│ ○ Payment Date              │
│ ○ Posting date              │
└─────────────────────────────┘
```

(a)

This set of radio buttons give you the choice <u>to select the date type</u> i.e, the date for which you want to select the voucher. These are :

(i) Bill Receiving Date

It is the date on which the case was handed to the office. It is also the default selection.

(ii) Bill Entry Date

It is the date on which the case was fed into the computer.

(iii) Payment Date

It is the date on which the cheque was issued to the subject.

(iv) Posting Date

It is the date on which the affect of the bill was shown on the budget.

```
┌──────────────────────────────────────────────────────────┐
│ ⦿ Date Equal to ─────────────────────────── [10: date3__] │
│ ○ Date Greater than or equal to──────────── [11: date4__] │
│ ○ Date Less than or Equal to ─────────────  [12: date5__] │
│ ○ Date Between ───────────────────  From  [13: date6__]   │
│                                     To    [14: date7__]   │
└──────────────────────────────────────────────────────────┘
```

(b)

This set of radio buttons receive *date for comparison with the given date type.* These are :
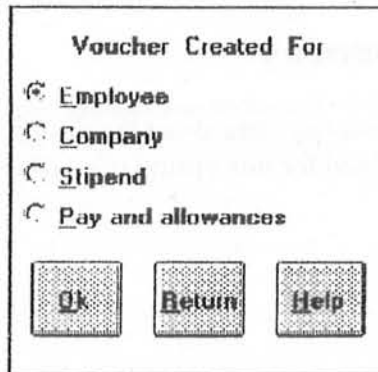
(I) Date Equal To

Enter the date for which the voucher is to be viewed. All the cases which exactly tally with this date for the above type will be selected.

8.6. How To Enter New Voucher

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.   ).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.   ).
4. Press "New" on the next screen   (Page No. 6, Topic 8.3.)

You will be on the following screen

```
┌─────────────────────────────┐
│     Voucher Created For      │
│  ⦿ Employee                  │
│  ○ Company                   │
│  ○ Stipend                   │
│  ○ Pay and allowances        │
│                              │
│  ┌─────┐ ┌──────┐ ┌──────┐   │
│  │ Ok  │ │Return│ │ Help │   │
│  └─────┘ └──────┘ └──────┘   │
└─────────────────────────────┘
```
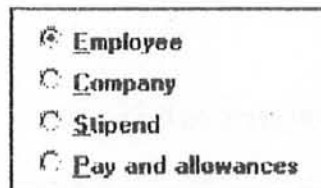
Purpose

This set of radio buttons gives us the facility to select the target for which voucher is being created.

Details Of All Objects

1.

```
┌──────────────────────────┐
│  ⦿ Employee              │
│  ○ Company               │
│  ○ Stipend               │
│  ○ Pay and allowances    │
└──────────────────────────┘
```

(i) Employee

This option will give us the screen given on (**Page No. 33, Topic 8.7.**) Here a voucher is created using selected heads.

8.7. How To Enter Voucher For Employee

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.).
4. Press "New" on the next screen   (Page No. 6, Topic 8.3.)
5. Select "Employee" here and Press "   Ok" (Page No. 31, Topic 8.6.)

You will be on the following screen

```
╔═══════════════════════════════════════════════╗
║       Voucher  Creation  Screen                ║
║                                                ║
║   Voucher Number : [              ]            ║
║   Head Code & Title: [                   ][▼]  ║
║                                                ║
║     Employee Code [          ][▼]     ┌─────┐  ║
║                                       │ New │  ║
║     Employee Name : [            ][▼] └─────┘  ║
║                                                ║
║  Case Entry Date : [     ]   Case Receiving Date : [   ] ║
║                                                ║
║  [ Bill(s) Detail(s)... ]    [    Remarks    ] ║
║                                                ║
║  Total Amount : [        ]    Deduction : [      ] ║
║                                                ║
║           Net Amount : [        ]              ║
║                                                ║
║  Cheque No. [         ]    Cheque date : [     ]  ║
║                                                ║
║        ○ Paid              ⊙ Pending           ║
║                                                ║
║  [ Save ] [ Nosave ] [ Print ] [ Return ] [ Help ] ║
║  [            New voucher                    ]  ║
╚═══════════════════════════════════════════════╝
```

Purpose

This screen is designed to enter vouchers to be prepared for different employees under different heads. This screen is for general entries. The details of bills are entered in different environments according to the nature of the case.

Use the Tab/ Shift +Tab key to jump between fields. In case a field displays a list, proceed as follows to select your required element :

  i) Every list displays its 1st element at first. All the elements are arranged in ascending order.

employee. After feeding in the data, its name becomes a part of the list. Follow the usual steps for selection of the employee then.

7. Case Entry Date

This field is automatically filled with the system date, i.e., current date. It can't be edited.

8. Case Receiving Date

The date on which the case was submitted in the office, is considered here as the current date. However the user can edit it by giving some later date.

9. `Bill(s) Detail(s)...`

This button provides a variety of screens according to the nature of bill. The order of screens according to head codes is given below :

(i) Head Code 51100, 51400
The screen explained on **Page No. 38, Topic 8.8.**   is displayed.

(ii) For Head Code   52200
Screen explained on **Page No. 41, Topic 8.9.**   is displayed.

(iii) For Head Code   58200
Screen explained on **Page No. 45, Topic 8.10.**   is displayed.

(iv) For Head Code   59000, 59900, 67000
Screen explained on **Page No. 58, Topic 8.13.**   is displayed.

10. `Remarks`

It contains any observation or specification about the bill. These remarks are printed later on the printed voucher. Proceed as follows to note the remarks :

a) Press the Ctrl+PgDn keys to open the editing window.
b) Note down your remarks up to 5000 characters.
c) Press the Ctrl+w keys to save & exit.

11. Total Amount

Its contents are read-only. Its value is taken from the Bill's Details screen. It is the amount claimed   by the employee.

12. Deduction

Any sort of deduction to be made is copied here from the respective screen. This amount can be edited..

21. | Help |

It provides both the detailed and brief help about all the objects of the screen.

22. | New |

This button helps you if you want to enter another bill for any employee. Make sure you have saved the current bill. This button initializes all the objects on the screen so that you can enter the new bill.

Details of all the objects

1. [   ]

   It displays the title for the respective head codes. It can't be edited.

2. Voucher Contingent Number

This field can't be filled by the user. The system generates the next voucher number and assigns to the new case.

3. Receiver Code

It stands for the employee code which is taken from the previous screen on **(Page No. 33, Topic 8.7.)** . It can't be edited.

4. Name of receiver

It stands for the employee name which is taken from the previous screen on **(Page No. 33, Topic 8.7.).**   It can't be edited.

5. Head Code

It stands for the head code which is taken from the previous screen. It can't be edited.

6. Date (of Bill)

It is the date on which the claim bill was prepared by the receiver.

7. Transport Means

Enter the way of transportation in descriptive form.

8. Rate /Km

It is the average rate per Kilometer paid in this respect. Enter the numeric value with decimal, if any.

9. Distance Traveled

Enter the traveled distance in Kilometer. It must be a numeric value.

10. Station

Enter the station name where the employee has moved. It may be the name of any place, city, or country.

8.9. How To Enter Voucher For Employee (Telephone Head)

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.).
4. Press "New" on the next screen   (Page No. 6, Topic 8.3.)
5. Select "Employee" here and Press "   Ok" on screen at   (Page No. 31, Topic 8.6.)
6. Select head 52200 and press "Bill(s) Detail(s)" on screen at (Page No. 33, Topic 8.7.)

You will be on the following screen

```
┌─────────────────────────────────────────────────┐
│  Telephone  Bills   Voucher                       │
│  ┌─────────────────────────────────────────────┐ │
│  │ Voucher contingent number: [            ]   │ │
│  │     Head code and Title : [              ]   │ │
│  │         Employee   code: [          ]        │ │
│  │         Employee Name : [              ]     │ │
│  │   Grade and Designation : [              ]   │ │
│  └─────────────────────────────────────────────┘ │
│  ┌─────────────────────────────────────────────┐ │
│  │ Residence Phone number : [          ]        │ │
│  │         Month of Bill : [          ]         │ │
│  │          Bill amount : [          ]          │ │
│  │   Office phone number : [          ]         │ │
│  │         Month of Bill : [          ]         │ │
│  │          Bill amount : [          ]          │ │
│  │         Total amount : [          ]          │ │
│  │   Deduction ( if any ) : [          ]        │ │
│  │           Net amount  : [          ]         │ │
│  └─────────────────────────────────────────────┘ │
│  [ Save ]  [ Nosave ]  [ Return ]  [ Help ]  [ Print ] │
└─────────────────────────────────────────────────┘
```

Purpose

This screen is used to enter vouchers under head 52200-Telephone & Trunk Calls. It includes the residential & office phone bills for the gazette officers.

e) Press "Tab" or "Esc" to exit the list-window.

The Bill-Month is displayed in the following format : 051997-071997 for May 1997 to July 1997.

The selected month is marked with a heart-shape symbol before it. In case of multi-selection, the 1st and last months of the range get this symbol in the list.

9. Bill Amount

It is the net amount which is to be paid for the residential telephone bill.

10. Office Phone Number

Enter the phone no. of office for which the bill is paid. It may contain brackets or hyphens as required, along with the numeric digits. It does not accept spaces, and an error message is displayed.

11. Month Of Bill

It displays a list of seven months i.e., previous five months, current & the coming month with year. Select the particular month for the bill, proceeding as follows :

a) Press the Space bar to open the list.
b) Highlight the month using the up/down arrow keys and press "Enter" key.
c) Press "Tab" or right arrow key to move to the next column. You will see that the Bill-Month is displayed in 6 digits, first 2 for month no., next 4 digits for year. As, 071997 for July 1997.
d) **Multi-selection** : To select a range of months, press "Enter" at the first required month, then move the cursor to the last month of the range and press Ctrl+Enter.
e) Press "Tab" or "Esc" to exit the list-window.

The Bill-Month is displayed in the following format : 051997-071997 for May 1997 to July 1997.

The selected month is marked with a heart-shape symbol before it. In case of multi-selection, the 1st and last months of the range get this symbol in the list.

12. Bill Amount

It is the net amount which is to be paid for the office telephone bill.

13. Total Amount

It is the amount claimed by the employee. i.e., the sum of residence & office bill amount. It is calculated by the system. If this amount is greater than the personal ceiling value, an error message is displayed.

8.10. How To Enter Voucher For Employee (Accommodation Head)

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.).
4. Press "New" on the next screen   (Page No. 6, Topic 8.3.)
5. Select "Employee" here and Press "   Ok" on screen at   (Page No. 31, Topic 8.6.)
6. Select head 58200 and press "Bill(s) Detail(s)" on screen at   (Page No. 33, Topic 8.7.)

<div align="center">

You will be on the following screen

Rent For Accommodation

Voucher contingent number :	[_____]
Head code and title :	[_____]
Employee Code :	[_____]
Name of Officer :	[_____]
Grade and Designation :	[_____]
Name of owner :	[_____]
Location :	Within Islamabad ▼
Rate per month :	[_____]
Starting date of agreement :	[_____]
Ending date of agreement :	[_____]
Total amount :	[_____]
Deduction (if any) :	[_____]
Net Amount :	[_____]

[Save] [Nosave] [Return] [Help] [Print]

</div>

Purpose

This screen is designed to enter the details of bills under head 58200-Rent for Accommodation.

10. Starting date of agreement

It is the first date starting the agreement.

It must be later than the current date and must not exceed an year, otherwise an error message is displayed.

11. Ending date of agreement

It is the last date ending the agreement, after which the agreement is considered canceled.

- It must be later than the starting date of agreement,
- The duration of agreement must not be more than a year, otherwise an error message is displayed.

12. Total Amount

It is the amount calculated by the system as rent for the whole agreement period. It can be edited.

13. Deduction (If any)

Enter the amount for deduction , if any.

14. Net Amount

It is the actual amount to be paid to the employee. It is calculated by the system as follows :

Net Amount = Total Amount - Deduction

15. [Save]

Choose this button to save the bill-detail. To save the contents of the voucher, return to the previous screen.

16. [Nosave]
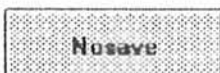
It washes only the details of the bill not the voucher.

> All the data will he deleted!
> Are you sure ?
>
> [Yes]   [No]

17. [Return]
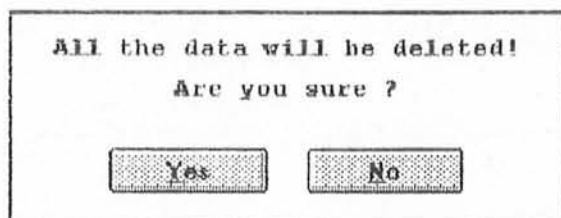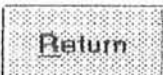
It takes back to the previous screen. Appropriate message is displayed if the bill-detail is not saved.

8.11. How To Enter Voucher For Firm

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.   ).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.   ).
4. Press "New" on the next screen   (Page No. 6, Topic 8.3.   )
5. Select "Company" here and Press "   Ok" (Page No. 31, Topic 8.6.)

You will be on the following screen

Voucher Creation Screen

Voucher Number :
Head Code & Title:

Company Code :
Company Name :

New..

Case Entry Date :   Case Receiving Date :

Bill(s) Detail(s)...   Remarks

Total Amount :   Income Tax :
Tax Title :
Tax Rate (%) :   Net Amount :

Cheque No.   Cheque date :

○ Paid   ● Pending

Save   Nosave   Print   Return   Help

New voucher

Purpose

This screen is designed to enter vouchers to be prepared for different firms and companies under different heads. This screen is for general entries. The details of bills are entered in different environments according to the nature of the case.

6. New...

     Select this button if the company's name is not found in the objects 3 & 4, i.e., Company's Code/Name. It offers a screen to enter the particulars of the company. After feeding in the data, its name becomes a part of the list. Follow the usual steps for selection of the company then.

7. Case Entry Date

     This field is automatically filled with the system date, i.e., current date. It can't be edited.

8. Case Receiving Date

     The date on which the case was submitted in the office, is considered here as the current date. However the user can edit it by giving some later date.

9. Bill(s) Detail(s)...

     This button provides a variety of screens according to the nature of bill. The order of screens according to head codes is given below :

You will see screen on (**Page No. 54, Topic 8.12.**)   to select the user if it is single.

(i) **For Head Code 11000, 12000, 13000, 41000, 42000, 43000, 44100, 51200, 52100, 54000, 55000, 56000, 57000, 59000, 59500, 59600, 59800, 59900, 67000**
Screen explained on (**Page No. 58, Topic 8.13.**)   is displayed.

(ii) **For Head Code   52200, 53100, 53200, 53300**
Screen explained on (**Page No. 64, Topic 8.14.**)   is displayed.

(iii) **For Head Code   51300**
Screen explained on (**Page No. 69, Topic 8.15.**)   is displayed.

10. Remarks

     It contains any observation or specification about the bill. These remarks are printed later on the printed voucher. Proceed as follows to note the remarks :

a) Press the Ctrl+PgDn keys to open the editing window.
b) Note down your remarks upto 5000 characters.
c) Press the Ctrl+w keys to save & exit.

11. Total Amount

     Its contents are read-only. Its value is taken from the Bill's Details screen. It is the amount claimed by the firm.

12. Income Tax

     This amount is calculated by the system as follows :
Tax Deduction = Total Amount * Tax Rate / 100

```
All the data will be deleted!
Are you sure ?

   Yes            No
```
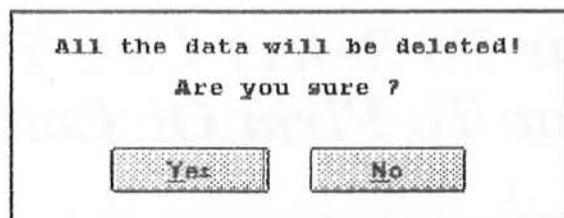
21. **Print**

It is used to get a copy of the voucher on the screen or printer attached.

22. **Return**

It takes back to the main voucher's window. Appropriate message is displayed if the bill is not saved.

23. **Help**

It provides both the detailed and brief help about all the objects of the screen.

24. **New voucher**

This button helps you if you want to enter another bill for any firm. Make sure you have saved the current bill. This button initializes all the objects on the screen so that you can enter the new bill.

(a)

This list box gives us the names of the wards/dept./institutes which are a part of the hospital. The list is arranged alphabetically.

Select one from the list. Following hints would aid you :

a) Pressing the "Home" key you move to the first element in the list, while the "End" key takes you to the last element.
b) Page up/down keys may be used to scroll the list.
c) If using mouse, click on the scroll-arrows on the right side of the list.
d) You can easily access the name if you press its first alphabetic character. The cursor will move to the first element in the list starting with that character.
e) Use the "Enter" key to select and move to the buttons.
f) You may press the "Tab" key to move to the buttons.

Now choose the "Assign" button to confirm the assignment and go forward to the next screen. **(Page No. 58 or 64 or 69) depending on head selected.**

Assign
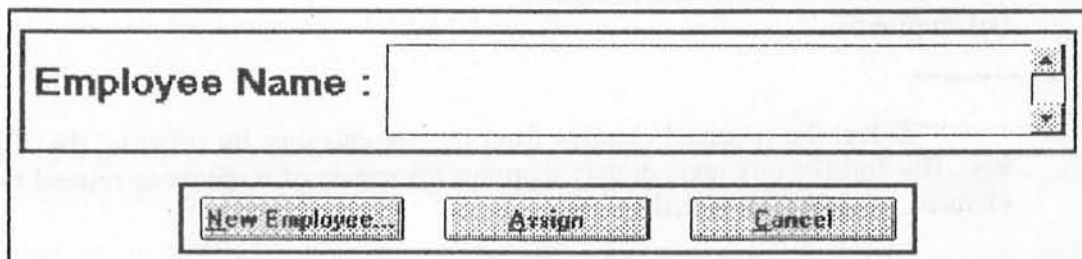
It confirms the assignment to the particular subject and takes you forward to the next screen. **(Page No. 58 or 64 or 69). depending on head selected.**

Cancel

It takes you back to the next screen without any assignment. **(Page No. 58 or 64 or 69). depending on head selected.**

2. | Employee |

This button displays the following screen :

Employee Name : [   ]

[New Employee...] [Assign] [Cancel]

(a) New Employee

If you fail to find the name of some employee in the list, use this button. It gives you a screen to enter the personal data of the employee. Save this information, return and get the name in the list.

Select the name from the list. The screen displayed for this option is on **(Page No. 154)** Press "Nosave or return" from new screen and return here again.

f) You may press the "Tab" key to move to the buttons.

Now choose the "Assign" button to confirm the assignment and go forward to the next screen. **(Page No. 58 or 64 or 69) depending on head selected.**

4. | Cancel |

It takes you to the next screen **(Page No. 58 or 64 or 69) depending on head selected.**

5. | Help |

This will show help for all the objects designed on the screen.

Purpose

This screen involves the entry of all the bills sent by different firms under the following heads :

11000, 12000, 13000, 41000, 42000, 43000, 44100, 51200, 52100, 54000, 55000, 56000, 57000, 59000, 59500, 59600, 59800, 59900, 67000.

Sometimes, there may be more than one firm-bill against one voucher under a particular head. In such cases, this screen helps to enter the details about each & every bill. This screen is called by the main voucher creation screen which also passes some information to it. Such as, head code, firm name, etc. The numeric calculations are made by the system itself.

Details of all the objects

1.

| Utility Bills Detail Screen |

This is the title of the screen which remains unchanged.

2. Fully Voucher Contingent Number

This field is read-only. The voucher no. generated by the system is transferred from the previous screen to this screen.

3. Head Code and Title

This read-only field can't be edited by the user directly. It is taken from the previous screen.

4. Firm Name

It displays the name of the company for which the voucher is prepared. It is read-only.

5. Grand Total

It is numeric and read-only field. It displays the total amount of the voucher. It can't be edited directly. It is updated each time when a firm-bill is entered in the window given for bill-detail. It is the sum of "net amounts" claimed by each bill.

6. Tax Rate

It is the pre-decided rate for tax deduction for different types of bills. Such as, sales, service , etc. This field is read-only and its value is taken from the previous screen, depending on the nature of tax selected by the user.

```
Utility bills Detail is not saved
Wish to save utility bills detail  ?

    Yes            No            cancel
```

(A.) Yes:

This will save the details of the bills.

(B.) No.

This will cancel all the details entered in the browse window.

(C) Cancel

It will return to the previous window.

13. **Window**

It sends the control from the control panel to the detail-window in the first available blank row.

14. **Help**
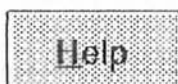
It gives the help on all the objects on the screen.

Firm name + relevant code (Voucher Number)							
Serial Number	Firm Bill Number	Date	Bill Amount	Discount	Net Amount	Department Code	Remarks

Description of Detail-Window

This window has eight columns which must be filled for a complete entry :

displayed in this "User Code" column. In the later case, user's name is asked each time you approach this column.

To exit the window, enter any character in the Firm-Bill Number column and press the "Esc" key. This dummy entry will not be saved.

(viii) Remarks

It contains any observation or specification about the bill. These remarks are printed later on the printed voucher. Proceed as follows to note the remarks :

- a) Press the Ctrl+PgDn keys to open the editing window.
- b) Note down your remarks upto 5000 characters.
- c) Press the Ctrl+w keys to save & exit.

Purpose

This screen is for entry of all the bills sent by different companies providing utilities as gas, water, and electricity. This screen is called for the bills under the following heads :

- 52200-Telephone & Trunk Calls
- 53100-Gas Charges
- 53200-Water Charges
- 53300-Electricity Charges

Description of all the Objects

1. | **Utility Bills Detail Screen** |

This is the title of the screen.

2. Fully Voucher Contingent number

This field is read-only. The voucher no. generated by the system is transferred from the previous screen to this screen.

3. Head Code & Title

This read-only field can't be edited by the user directly. It is taken from the previous screen.

4. Receiver Title

It displays the name of the company for which the voucher is prepared. It is read-only.

5. Grand Total

It is numeric and read-only field. It displays the total amount of the voucher. It can't be edited directly. It is updated each time when a firm-bill is entered in the window given for bill-detail. It is the sum of "net amounts" claimed by each bill.

6. Tax Rate

It is the pre-decided rate for tax deduction for different types of bills. Such as, sales, service , etc. This field is read-only and its value is taken from the previous screen, depending on the nature of tax selected by the user.

```
┌─────────────────────────────────────────────┐
│   Utility bills Detail is not saved          │
│   Wish to save utility bills detail  ?       │
│                                              │
│   ┌─────────┐   ┌─────────┐   ┌─────────┐   │
│   │   Yes   │   │   No    │   │ cancel  │   │
│   └─────────┘   └─────────┘   └─────────┘   │
└─────────────────────────────────────────────┘
```

13. **Window**

It sends the control from the control panel to the detail-window in the first available blank row.

14. **Help**

This option explains all the objects of current screen in detail, well-illustrated with figures.

15. Description of Detail-Window

Firm name + relevant code (Voucher Number)								
Serial Number	Bill month	Meter Number	Issue Date	Due Date	Previous Reading	Current Reading	Amount	Given to

This window has nine columns which must be filled for a complete entry :

(i) Serial Number

It counts the number of bills sent under single voucher. The numbers are generated by the system and can't be edited by the user.

(ii) Bill Month

It displays a list of seven months i.e., previous five months, current & the coming month with year. Select the particular month for the bill, proceeding as follows :

8.15. How To Enter Details Of Bills For (Running Cost Of Vehicles) Voucher For Firm

1. Double click the icon "Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.).
4. Press "New" on the next screen (Page No. 6, Topic 8.3.)
5. Select "Company" here and Press "Ok" (Page No. 31, Topic 8.6.)
6. Press "Bill(s) Detail(s)" from the next screen (Page No. 49, Topic 8.11.)
7. Select employee or department from next screen (Page No. 54, Topic 8.12.) and press "assign" or skip this option by pressing "Cancel"

You will be on the following screen

Vans Bills Detail Screen

Fully Voucher Contingent Number :

Head Code & Title :

Firm Name :

| Grand Total : | | Total Deduction : | |
| Tax Rate(%) : | | Net Amount : | |

| Save | Nosave | Print | Return | Window |

Firm name + relevant code (Voucher Number)

Serial Number	Firm Bill Number	Date	Bill Amount	Van Number	Used By	Remarks

9. **Save**

It saves all the details given by the user in the details-window.

10. **Nosve**

It displays the following screen :

> It will delete all the bill's detail
> Wish to delete all detail ?
>
> Yes   No
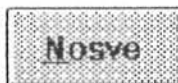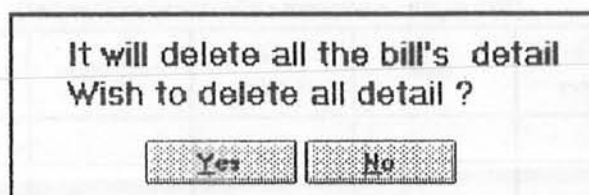
(a) Yes

Choosing this button deletes all the details in this window, initializing all the objects except the Voucher No., Head-code & title, and Firm Name. You may feed in new entries.

(b) No

This button will take you back to the details screen without any deletion.

11. **Print**

It provides a hard copy of the bill detail.

12. **Return**
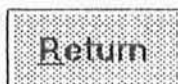
This button returns the control to the calling screen. But if the bill is not saved, it displays the following screen and confirms to save or delete the details.
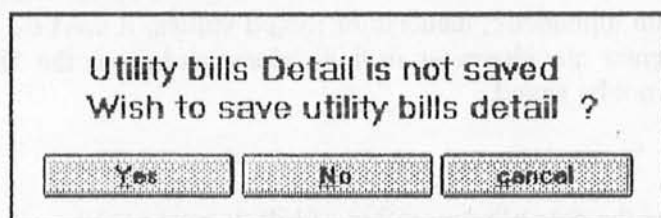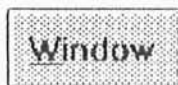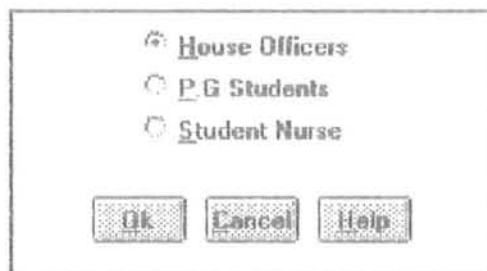
> Utility bills Detail is not saved
> Wish to save utility bills detail ?
>
> Yes   No   cancel

13. **Window**

It sends the control from the control panel to the detail-window in the first available blank row.

8.16. How To Enter New Voucher For Stipend

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.).
4. Press "New" on the next screen (Page No. 6, Topic 8.3.)
5. Select "Stipend" radio button here and Press " Ok" (Page No. 31, Topic 8.6.)

You will be on the following screen

```
┌─────────────────────────────────────┐
│                                      │
│       ⦿ House Officers              │
│                                      │
│       ○ P.G Students                │
│                                      │
│       ○ Student Nurse               │
│                                      │
│      [ Ok ]  [ Cancel ]  [ Help ]   │
│                                      │
└─────────────────────────────────────┘
```
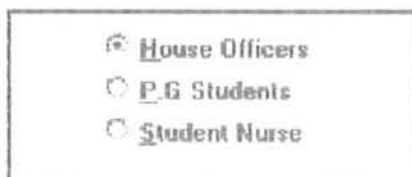
Purpose

This screen is activated when a new voucher for "Stipend" is to be created.

Details Of All The Objects

1.

```
┌─────────────────────────────┐
│   ⦿ House Officers          │
│   ○ P.G Students            │
│   ○ Student Nurse           │
└─────────────────────────────┘
```

From this set of radio buttons we select the status of the temporary employee for which voucher is created. The user is asked to select the particular category. These are :

(i) House Officers,
(ii) P.G Students,
(iii) Student Nurse.

For selection, use the hot keys or press space bar on the aimed category.

8.17. How To Select Category Of Person For Stipend

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "vouchers" on the next screen (Page No. 3, Topic 8.2.).
4. Press "New" on the next screen (Page No. 6, Topic 8.3.)
5. Select "Stipend" radio button here and Press " Ok" (Page No. 31, Topic 8.6.)
6. Select any category from next screen and press " Ok" (Page No. 74, Topic 8.16.)

You will be on the following screen

```
Stipend  For  [                              ]

        Voucher Number: [            ]
     Head Code & Title: [            ]
           Person code: [          ▼]      ┌──────────────┐
           Person name: [          ▼]      │  ○ Paid      │
             Pay Month: [          ▼]      │  ◉ Pending   │
                                           └──────────────┘
       Case Entry Date: [            ]
   Case Receiving Date: [            ]       □ Extra Rs. [        ]
            Gross Pay : [            ]
             Deduction: [            ]
              Net Pay : [            ]
           Cheque  no : [            ]
          Cheque Date : [            ]
             Remarks  : [            ]

  [New empl.] [ Save ] [Nosave] [Print] [Help] [Return]
```

Purpose

This screen is designed to create new voucher for stipend given to house officer, P.G.Student , student nurse.

respective names appear in the Code's field. For selecting any element, see the Help for this screen.

Use either the field Code or Name for selecting any employee. The system considers the latest selection.

5. Pay Month

This field displays a list of the names of seven months along with the year. Select the month for which the stipend is to be paid.

6. Case Entry Date

This field is automatically filled with the system date, i.e., current date. It can't be edited.

7. Case Receiving Date

The date on which the case was submitted in the office, is considered here as the current date. However the user can edit it by giving some later date.

8. Gross Pay

The user is supposed to fill here the amount claimed by the employee.

9. Deduction

Enter any sort of deduction due on the employee.

10. Net Pay

It is the net amount to be paid to the employee after any deduction, calculated by the system as :

Net Pay = Gross Pay - Deduction

It is read-only and no editing is possible.

11. Cheque No.

The user has to enter the specification of the cheque issued to the payee as stipend. Enter the Cheque no. here at the time of payment, otherwise skip this field .

12. Cheque Date

Enter the date here on which the cheque is issued at the time of payment. If the cheque no. is not given, the control skips this field and the bill is considered as "Pending".

13. Remarks

If any remarks are to be entered about the voucher, proceed as follows :
(a) Press Ctrl+Page Down keys to open an editing window.
(b) Type the remarks.
(c) Press Ctrl+w keys to close the editing window and save the remarks.

14.

```
○ Paid
◉ Pending
```

This set of radio buttons is for checking the case status for paid or pending bills. It can't be altered by the user. It is marked as "paid" automatically if the cheque no. and date have been entered, "Pending" otherwise.

15. ▦ Extra Rs. [   ]

Select this box for the additional amount to be paid per annum to the employees as the House Officers, etc. It sums the pre-fixed extra amount to the net amount. For selection, press Enter when the cursor is on this box. An error message is displayed if the employee category is not entitled for the extra amount.

16. New Employee...

Select this button if the payee's name is not found in the objects 3 & 4, i.e., Person's Code/Name.

It offers a screen to enter the particulars of the employee. After feeding in the data, his name becomes a part of the list. Follow the usual steps for selection of the employee then. The screen displayed for this option is on (**Page No. 154**)and Press "nosave or return" to return here again.

17. Save

Select this button to save the contents of the voucher.

18. Nosave

It washes all the data entered right now and clears the screen.

19. Print

It is used to get a copy of the voucher on the screen or printer attached.

20. Help

It provides both the detailed and brief help about all the objects of the screen.

21. Return

It takes back to the main voucher's window.

2. Voucher Contingent Number

This field can't be filled by the user. The system generates the next voucher number and assigns to the new case.

3. Head Code

It stands for the related head code which is "00000"

4. Month of Pay

It displays a list of months with year. Select the particular month for the bill, proceeding as follows :

a) Press the Space bar to open the list.
b) Highlight the month using the up/down arrow keys and press "Enter" key.
c) Press "Tab" or right arrow key to move to the next column. You will see that the Bill-Month is displayed in 6 digits, first 2 for month no., next 4 digits for year. As, 071997 for July 1997.
d) **Multi-selection** : To select a range of months, press "Enter" at the first required month, then move the cursor to the last month of the range and press Ctrl+Enter.
e) Press "Tab" or "Esc" to exit the list-window.
f) The Bill-Month is displayed in the following format : 051997-071997 for May 1997 to July 1997.

The selected month is marked with a heart-shape symbol before it. In case of multi-selection, the 1st and last months of the range get this symbol in the list.

5. ◯ Paid
   ◉ Pending

This set of radio buttons is for checking the case status for paid or pending bills. It can't be altered by the user. It is marked as "paid" automatically if the cheque no. and date have been entered, "Pending" otherwise.

6. Bill Receiving Date

It is the date on which the case was handed to the office. It is considered here as the current date. However the user can edit it by giving some later date.

7. Current Date

It is the date on which the case is fed into the computer. This field is automatically filled with the system date, i.e., current date. It can't be edited.

8. Amount

It is the amount claimed by the case.

16.
```
Print
```

It is used to get a copy of the voucher on the screen or printer attached.

17.
```
Help
```
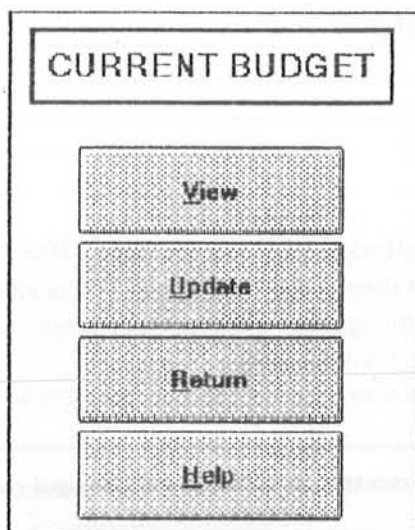
It provides both the detailed and brief help about all the objects of the screen.

18.
```
Return
```
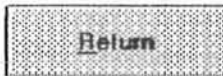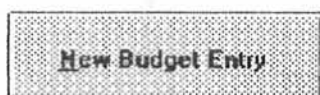
It takes back to the main voucher screen. Appropriate message is displayed if the voucher is not saved.
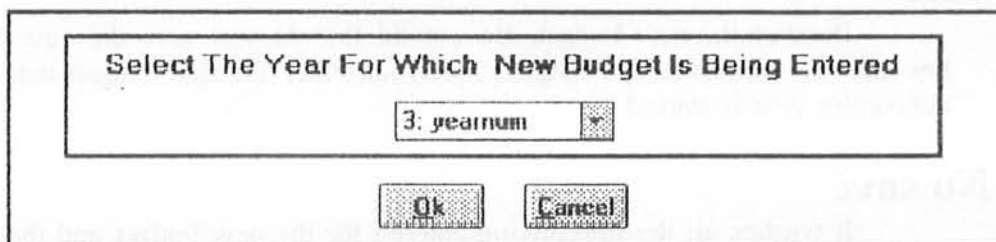
```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │   CURRENT BUDGET      │  │
│  └───────────────────────┘  │
│                             │
│     ┌─────────────────┐     │
│     │      View       │     │
│     └─────────────────┘     │
│     ┌─────────────────┐     │
│     │     Update      │     │
│     └─────────────────┘     │
│     ┌─────────────────┐     │
│     │     Return      │     │
│     └─────────────────┘     │
│     ┌─────────────────┐     │
│     │      Help       │     │
│     └─────────────────┘     │
└─────────────────────────────┘
```

2. ┌───────────────────────┐
    │   New Budget Entry   │
    └───────────────────────┘

It provides you a window to make new budget entries and thus save it for later use. It displays the following screen :

```
┌──────────────────────────────────────────────────────┐
│  Select The Year For Which  New Budget Is Being Entered │
│                                                      │
│          ┌────────────────────────┐                  │
│          │ 3: yearnum        ▼    │                  │
│          └────────────────────────┘                  │
│                                                      │
│          ┌──────┐      ┌────────┐                    │
│          │  Ok  │      │ Cancel │                    │
│          └──────┘      └────────┘                    │
└──────────────────────────────────────────────────────┘
```

(i) Year List

It gives you a list of the accounting years. For the 1st half period of current accounting year, the list gives the current acc. year plus the next one. For the 2nd half period of current accounting year, the list gives the next two acc. years. Use up/down arrow keys to highlight the particular year. Press the Tab key to select.

(ii) OK

Press this button to initiate the budget entry. It displays an error message if the current year budget has already been entered. Otherwise a window with three columns is displayed, titled as the acc. year chosen.

(iii) Cancel

It takes back to the previous menu screen from where you took off to enter the new budget.

Previous Budget

YearWise Budget
Comparisons
Help
Print
Return

4. Datewise Balance

It provides the up-to -date position of the current budget by displaying the opening & closing budget for each date.

Year List

2: dayyear

Where to send result!

Screen (Browse)	Printer	Cancel

8.20. How To Process Current Budget

1. **Double click the icon " Pims" on the desktop.**
2. **Press "Start project" from next screen (Page No. 1, Topic 8.1.).**
3. **Press "Budget" on the next screen (Page No. 3, Topic 8.2.).**
4. **Press "Current Budget" on the next screen (Page No. 84, Topic 8.19.)**

Following Screen is displayed

```
┌──────────────────────────────────┐
│  ┌────────────────────────────┐  │
│  │     CURRENT BUDGET         │  │
│  └────────────────────────────┘  │
│                                  │
│     ┌──────────────────────┐     │
│     │        View          │     │
│     └──────────────────────┘     │
│     ┌──────────────────────┐     │
│     │        Update        │     │
│     └──────────────────────┘     │
│     ┌──────────────────────┐     │
│     │        Return        │     │
│     └──────────────────────┘     │
│     ┌──────────────────────┐     │
│     │        Help          │     │
│     └──────────────────────┘     │
│                                  │
└──────────────────────────────────┘
```
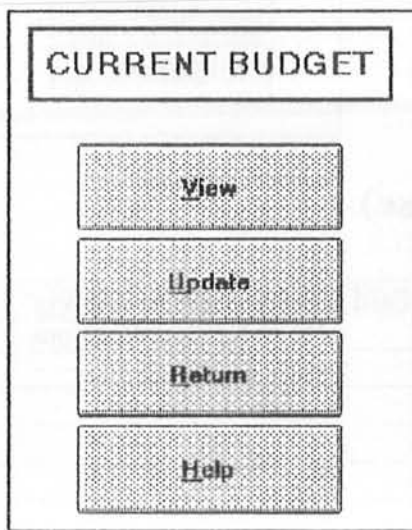
Purpose

This screen helps the user to view and update the current budget.

Detail of All Objects

1.

| CURRENT BUDGET |

It is the title of the screen.

2.
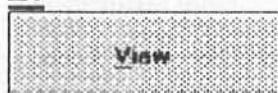
| View |

It helps to view the current budget in different styles as screen view, print pre-view on screen, on printer, etc.

i) Use up/down arrow keys to access the particular head.

ii) Update the amount for respective head. It must be a numeric value.

(When Esc Key is pressed)

```
┌─────────────────────────────────────────┐
│  Wish to save the changes to Budget File │
│                                          │
│   [  Save  ]   [  Nosave  ]   [ Cancel ] │
└─────────────────────────────────────────┘
```
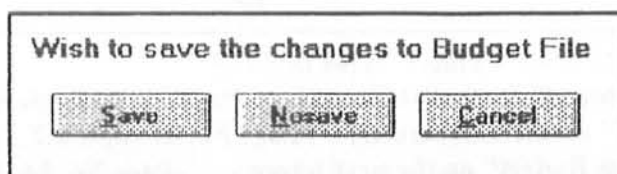
a) Save

It saves the changes made for the budget and takes you back to the main budget screen. Be careful that you can not use the updated budget for the next acc. year. For this you have to use the "New Budget Entry" option on the budget menu.

b) No save

It washes all the changes made for the current budget and the budget remains unchanged.

c) Cancel

It takes back to the budget updation window for more editing.

3.

```
┌──────────────────────┐
│        Return        │
└──────────────────────┘
```
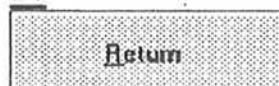
It takes back to the budget menu.

4.

```
┌──────────────────────┐
│         Help         │
└──────────────────────┘
```
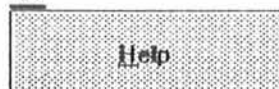
It provides both the detailed and brief help about all the objects of the screen.

Details Of All Objects

1. **Year Wise Budget**

This button shows the following screens :

Year List	Pims Previous Budget For The Year ----				
5: abc___	Year	Headcode	Total allocation	Paid	Actual Balance

TOTAL ALLOCATION :   TOTAL EXPEDITURE: TOTAL BALANCE

8. TOTALLOC___   7: EXPENCE___   6: BALANC___

The first screen shows a list box which contains the years for which it has budgets. To select an year proceed as follows :

i)   Press the Space Bar to open the list.
ii) Use arrow keys to scroll up & down and highlight the particular year.
iii) Press Enter to confirm.

The 2nd screen is titled as the accounting year chosen. It contains the following columns which are read-only :

- **Head Code :** It displays the head code.
- **Total Allocation :** It is the amount allocated for respective head for the year mentioned.
- **Paid** : It is the amount consumed under the respective head.
- **Actual Balance** : It is the amount left under the particular head during that acc. year.

The 3rd screen provides a brief summary of the entire budget for the accounting year chosen. It has the following columns :

- **Total Allocation** : It is the total amount allocated for all heads for the year mentioned.

4. | Print |

It displays a list of years for which the report is to be printed. Select a year and choose the Print button to get the print out.

It provides both the detailed and brief help about all the objects of the screen.

5. | Return |

It takes back to the budget menu.

Detail of All Objects

1. | View Payments |

It will display the following screen.

```
┌─────────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────────┐ │
│  │ Voucher Selection For Payment Status                        │ │
│  └─────────────────────────────────────────────────────────────┘ │
│  ┌───────────────────────────┐  ┌───────────────────────────────┐ │
│  │ ○ Today                   │  │ ○ Employee Wise...            │ │
│  │ ○ Current Week            │  │ ○ Company Wise...             │ │
│  │ ○ Current Month           │  │ ○ Department Wise             │ │
│  │ ◉ Current Accounting Year │  │ ◉ Head Wise                   │ │
│  │ ○ Current Calendar Year   │  │ ○ Date Wise (cheque date)     │ │
│  │ ○ Date....                │  │ ○ Month wise                  │ │
│  │ ○ Previous Vouchers....   │  │ ○ Year wise                   │ │
│  │ ○ All                     │  ┌──────────────┐ ┌────────────┐ │ │
│  │                           │  │ ◉ Related    │ │ ○ Paid     │ │ │
│  │                           │  │ ○ All        │ │ ○ Unpaid   │ │ │
│  │                           │  │              │ │ ◉ Both     │ │ │
│  └───────────────────────────┘  └──────────────┘ └────────────┘ │
│  ┌────────┐  ┌─────────┐  ┌────────┐  ┌──────┐                   │
│  │ Show   │  │ Default │  │ Return │  │ Help │                   │
│  └────────┘  └─────────┘  └────────┘  └──────┘                   │
└─────────────────────────────────────────────────────────────────┘
```

1. Set of Radio Buttons-I

```
┌───────────────────────────┐
│ ○ Today                   │
│ ○ Current Week            │
│ ○ Current Month           │
│ ◉ Current Accounting Year │
│ ○ Current Calendar Year   │
│ ○ Date....                │
│ ○ Previous Vouchers....   │
│ ○ All                     │
└───────────────────────────┘
```

It offers a set of buttons to select the cases datewise. It has the following consideration :

- For paid bills, the cheque date is matched with the date/range selected.
- For unpaid bills, the case entry date is matched.

You can make only one choice from the following options :

```
┌─────────────────────────────────────────────┐
│  ┌───────────────────────────────────────┐  │
│  │      Select Date Categor𝘺             │  │
│  └───────────────────────────────────────┘  │
│           ⦿ Bill Receiving date              │
│           ○ Bill entry date                  │
│           ○ Payment Date                     │
│           ○ Posting date                     │
│  ┌───────────────────────────────────────┐  │
│  │ ⦿ Date Equal to ──────────── 11: date3_ │  │
│  │                                         │  │
│  │ ○ Date Greater than or equal to─ 12: date4_ │
│  │                                         │  │
│  │ ○ Date Less than or Equal to ── 13: date5_ │
│  │                          ┌──────────────┐ │
│  │ ○ Date Between ───────── │From 14: date6_│ │
│  │                          │To   15: date7_│ │
│  │                          └──────────────┘ │
│  └───────────────────────────────────────┘  │
│   ┌────────┐   ┌────────┐   ┌────────┐       │
│   │  Ok    │   │ Cancel │   │  Help  │       │
│   └────────┘   └────────┘   └────────┘       │
└─────────────────────────────────────────────┘
```

vii) Previous Vouchers... :

It displays a list of accounting years. Select an year for match. For this, proceed as follows :

    a) Press the Space Bar to open the list.
    b) Use arrow keys to scroll up & down and highlight the particular
       year.
    c) Press Enter to confirm.

```
┌──────────────────┐
│ 2 previous...  ▲ │
│ ════════════     │
│                  │
│ ──────────────   │
│                  │
│                  │
│ ──────────────   │
│                  │
│                  │
│ ──────────────   │
│                  │
│                  │
│ ──────────────   │
│                  │
│ ──────────────  ▼│
└──────────────────┘
```

viii) All :

It considers all the cases available for all acc. years.

```
┌─────────────────────────────────┐
│  ┌───────────────────────────┐  │
│  │   Company Status          │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │                           │  │
│  │   ☑ Good                  │  │
│  │                           │  │
│  │   ☐ Substandard           │  │
│  │                           │  │
│  │   ☐ Banned                │  │
│  │                           │  │
│  └───────────────────────────┘  │
│       ┌─────────────────┐       │
│       │      Ok         │       │
│       └─────────────────┘       │
└─────────────────────────────────┘
```

3. Set of Radio Buttons-III

```
┌──────────────┐
│  ⦿ Related   │
│  ○ All       │
└──────────────┘
```

It considers the following elements for dislaying the cases : employee/ company/departments/ wards/ institutes/ heads.

i) Related :

It selects only those elements for which it has cases.

ii) All :

It selects all the cases available.

4. Set of Radio Buttons-IV

```
┌──────────────┐
│  ○ Paid      │
│  ○ Unpaid    │
│  ⦿ Both      │
└──────────────┘
```

It considers only the posted records. It has three options :

i) Paid :

It selects only the paid cases.

ii) Unpaid :

It selects only the unpaid cases.

iii) Both :

It selects both the paid and unpaid cases.

When direct assignments of payment are to be shown then the following screen is displayed

10. emplo						
			Firm name + relevant code			

Voucher Number	Head Code	Amount	Income Tax	Net Amount	Cheque Number	Cheque Date
Name of Receiver	Current Date	Bill Receive Date	Posted	Posting Date	Paid	Remarks

Total Cases :	11. tolcases	Total Gross Amount :	14. Gross	Total Amount of Paid Cases	17. paidamount
Paid Cases :	12. paidcases	Total Deduction :	15. deduction	Total Amount of unpaid Cases	18. unpaidamount
Unpaid Cases :	13. unpaidcas	Total Net Amount :	16. netamount		

Return

It takes back to the previous screen.

Help

It provides both the detailed and brief help about all the objects of the screen.

M. Enter Cheque Number
N. Enter Cheque Date

O. **Confirm** If you press this button the cheque's information entered above are stored in the files. Again move to Voucher number editing window to process new record for issuing cheque.

P. **Cancel** It cancels the information of a cheque and asks the user to enter new information.

Q. Return
R. **Help**
S. Print

3.
```
Return
```
It will return to the previous screen.

Details Of All The Objects

> (•) Direct Assignment to Employee
> ( ) Indirect Assignment to Employee
> ( ) Both

1. Set Of Radio Buttons-I

a. Direct Assignment To Employees :

It selects only the cases involving the direct payment to the employees.

b. Indirect Assignment To Employees :

It selects only the cases related indirectly to the employees for the payment. In fact this payment is made to some firm due to this employee.

c. Both

It selects both the upper categories of records.

> (•) Select ( ) All

2. Set Of Radio Buttons-II

a. Select :

When this button is chosen, the user can select other options in the next check box set.

b. All :

It helps the user to select all the options in the next check box set. However changes can yet be made for selection.

8.24. Process Password And Default Values For House Rent, Taxes, Telephone

1. **Double click the icon " Pims" on the desktop.**
2. **Press "Start project" from next screen (Page No. 1, Topic 8.1.).**
3. **Press "System" on the next screen (Page No. 3, Topic 8.2.).**
   Following Screen is displayed

SYSTEM MENU		
Password	Default	Directory
Calculator	Clock	CalendaDiary
Backup	Help	Return
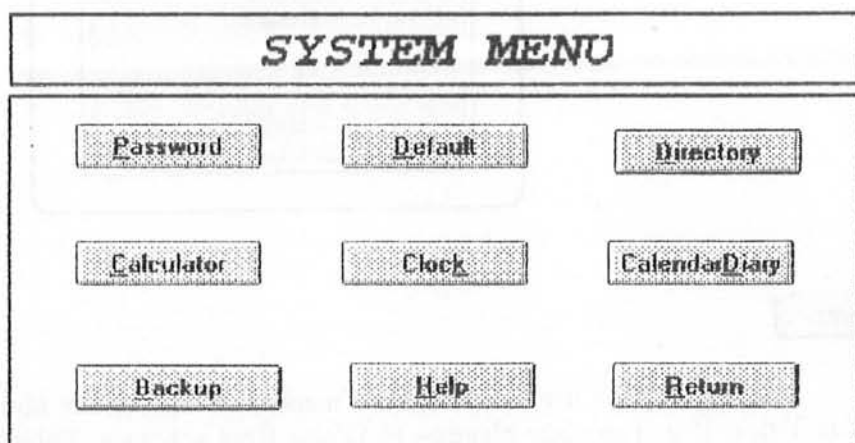
Purpose

This screen is designed to control a number of parameters for the project, accessories required and password settings.

Details of All Objects

1.
Password

It is used to change and disable passwords. The master password can change its own and other passwords. It displays the screen explained on **Page No. 112, Topic 8.25.**

3.
Directory

It is used to avail the telephone directory for PIMS.

4.
Calculator

It provides a calculator for mathematical operations.

Chapter Eight: Screen Section & User's Guide
8.24. How to Process Password And Default Values For House Rent, Taxes, Telephone
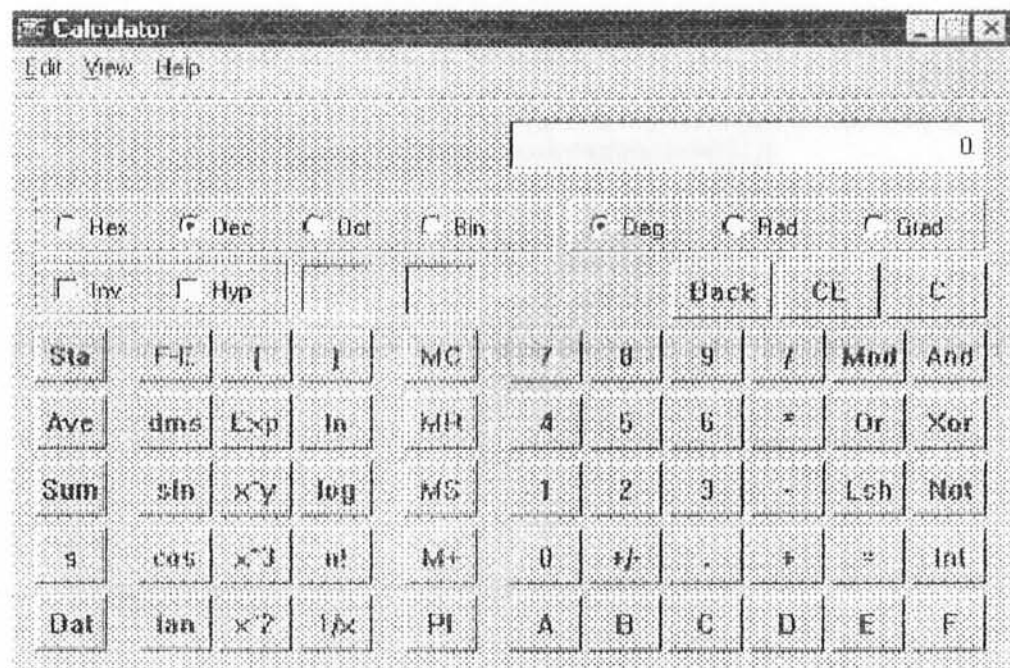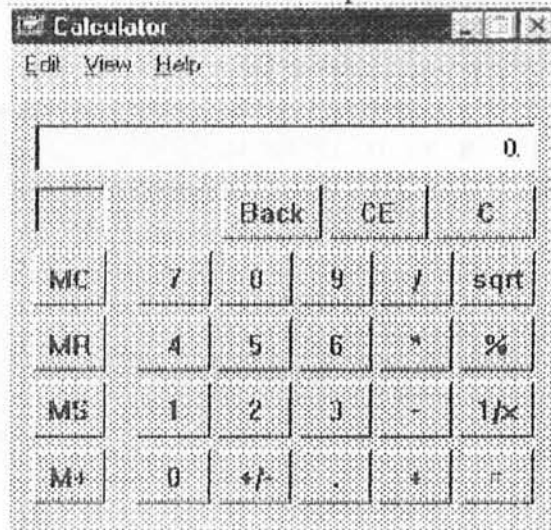
7
Backup

It makes backup of necessary file for future use.

8.
Help

It provides help on different topics.

9.
Return

It takes back to the main menu.

c) Entry / View :

This password is on the third level. It can be used to start the project and view different data on screen only. But in some cases, the view facility is also not available.

For master password , screen on **Page No. 115, Topic 8.26.** is explained.
For second & third level passwords , screen on **Page No. 117, Topic 8.27.** is displayed.

Enter your Password : [_____]

[OK]   [Cancel]

Change Password

○ Master
○ Edit/Delete
⦿ Entry/View

[Change...]
[Return]
[Help]

2.

Disable Password

Choosing this button , the user can inactivate his respective password for the current work session only. It helps him to proceed without password confirmation. Restarting the project, the passwords become active automatically.
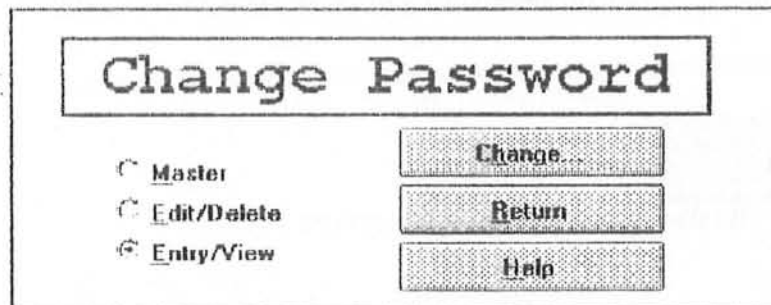
For master password , the Disable screen on **Page No. 119, Topic 8.28.** is displayed.
For second & third level passwords , the Disable screen on **Page No. 121, Topic 8.29.** is displayed.

8.26. How To Change Password

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.   ).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.   ).
4. Press "Password" on the next screen (Page No. 109, Topic 8.24.   )
5. Press "Change Password" on the next screen (Page No. 112, Topic 8.25.   )

Following Screen is displayed

```
┌──────────────────────────────────────────────┐
│   ┌──────────────────────────────────────┐    │
│   │  Change  Password                    │    │
│   └──────────────────────────────────────┘    │
│                                                │
│    ⊙ Master            ┌──────────────┐        │
│                        │   Change...  │        │
│    ⊙ Edit/Delete       └──────────────┘        │
│                        ┌──────────────┐        │
│    ⊙ Entry/View        │   Return     │        │
│                        └──────────────┘        │
│                        ┌──────────────┐        │
│                        │   Help       │        │
│                        └──────────────┘        │
└──────────────────────────────────────────────┘
```

Purpose

This screen is designed to select the category for changing *Master*, *Edit-Delete*, and *Entry-View* passwords. It is displayed only when *Change-Password* process is called by giving the Master password. Select the category from radio buttons and Choose "Change" to get new screen.

Detail of All Objects

⊙ Master
⊙ Edit/Delete
⊙ Entry/View

Select any one of these buttons :

a) Master :

This password can be applied anywhere in the project.

b) Edit / Delete : T

This password is on second level. It can start the project. Moreover, it can add, view, delete and print the record.

8.27. How To Change Password

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Password" on the next screen (Page No. 109, Topic 8.24.)
5. Press "Change Password" on the next screen (Page No. 112, Topic 8.25.)
    (Above steps are enough for second and third level)
6. Press "Change..." (For Masters only) on the next screen (Page No. 115, Topic 8.25.)

Following Screen is displayed

```
┌──────────────────────────────────────────────────┐
│            ┌─────────────────────────┐            │
│            │     Change Password     │            │
│            └─────────────────────────┘            │
│                                                    │
│            ┌─────────────────────────┐            │
│            └─────────────────────────┘            │
│      ┌────────────────────────────────────┐       │
│      │   Enter Current Password :  ┌────┐ │       │
│      │                             └────┘ │       │
│      │   Enter New Password     :  ┌────┐ │       │
│      │                             └────┘ │       │
│      │   Retype New Password    :  ┌────┐ │       │
│      │                             └────┘ │       │
│      └────────────────────────────────────┘       │
│   ┌─────────────────┐ ┌────────────────┐ ┌──────┐ │
│   │Confirm New Password│ │Cancel New Password│ │ Help │ │
│   └─────────────────┘ └────────────────┘ └──────┘ │
│            ┌─────────────────────────┐            │
│            │          Return         │            │
│            └─────────────────────────┘            │
└──────────────────────────────────────────────────┘
```

Purpose

This screen is designed to change the passwords.

Detail of All Objects

1. ┌────────────────────────────────┐
    │   Change Password   │
    └────────────────────────────────┘

    It is the heading of screen.

8.28. How To Disable Password (For Master)

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Password" on the next screen (Page No. 109, Topic 8.24.)
5. Press "Disable Password" from the next screen (Page No. 112, Topic 8.25.)

Following Screen is displayed
(For Master only)

```
┌─────────────────────────────────┐
│  ┌───────────────────────────┐  │
│  │  Disable Password         │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │    ☐ Master               │  │
│  │                           │  │
│  │    ☐ Edit/Delete          │  │
│  │                           │  │
│  │    ☐ Entry/ View          │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │ [ Ok ]  [ Cancel ] [ Help ]│ │
│  └───────────────────────────┘  │
└─────────────────────────────────┘
```

Purpose

This Disable Password screen can be accessed by the Master user only. The user can disable any / all of the following passwords :

a) **Master**   (master level),

b) **Edit / Delete**   (second level),

c) **Entry / View**   (third level).

Details Of All The Objects

1. | Disable Password |

2. ☐ Master

Mark this box to ignore the Master password for the current work session.

8.29. How to Disable Password (For Second and Third level)

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Password" on the next screen (Page No. 109, Topic 8.24.)
5. Press "Disable Password" from the next screen (Page No. 112, Topic 8.25.   )

Following Screen is displayed
(For second and third level only)

```
+---------------------------------------------------+
|  +---------------------------------------------+  |
|  |  Disable/Enable Password                    |  |
|  +---------------------------------------------+  |
|  +---------------------------------------------+  |
|  |  6:  passdis                                |  |
|  +---------------------------------------------+  |
|  +---------------------------------------------------+  |
|  | +--------+  +--------+  +--------+  +--------+  |
|  | | Disable|  | Enable |  | Cancel |  |  Help  |  |
|  | +--------+  +--------+  +--------+  +--------+  |
|  +---------------------------------------------------+  |
+---------------------------------------------------+
```
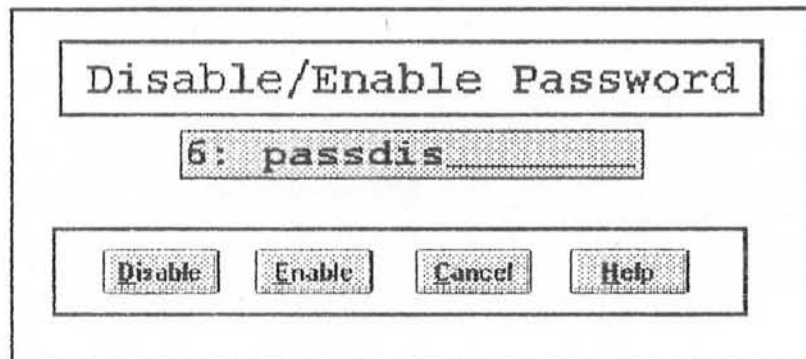
Purpose

This screen is designed for second & third level users to activate or de-activate their respective passwords for the current work session only.

Details of All Objects

1. | Disable/Enable Password |

   It is the heading of the screen.

2. | 6: passdis |

   It displays the title of the edit-window w.r.t. the password entered before. It is read-only.

3. | Disable |

   Choosing this button , the user can inactivate his respective password for the current work session only. It will help him to proceed without password confirmation. Restarting the project, the password becomes active automatically.

8.30. How To Process Default Settings For The System

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Default" on the next screen (Page No. 109, Topic 8.24.   )

Following Screen is displayed

```
┌─────────────────────────────────┐
│  System Default Limits          │
│  ┌───────────────────────────┐  │
│  │        Tax Rate           │  │
│  ├───────────────────────────┤  │
│  │       House Rent          │  │
│  ├───────────────────────────┤  │
│  │     Telephone Calls       │  │
│  ├───────────────────────────┤  │
│  │  PG/Nurse Std./H.Officer  │  │
│  ├───────────────────────────┤  │
│  │        Return             │  │
│  ├───────────────────────────┤  │
│  │         Help              │  │
│  └───────────────────────────┘  │
└─────────────────────────────────┘
```

Purpose

This screen is meant to *view, add, delete, edit, activate or de-activate* a number of parameters involved in this accounting system.

Details of All Objects

1.   **System Default Limits**

This is the title of the screen.

4. | Telephone Calls |

It is used to view, add, delete, edit or print all the details about the telephone call limits applied on the employees according to their grades. The related screen for this button is on **Page No. 135, Topic 8.33.** .

```
            ┌──────────────────────────────────────────┐
            │        Telephone Limits                  │
            │  ┌─────────────────────────────────────┐ │
            │  │         Grade    :  □               │ │
            │  │    Start Date    :  [        ]       │ │
            │  │      End Date    :  [        ]       │ │
            │  │   Phone Office   :  [        ]       │ │
            │  │ Phone Residence  :  [        ]       │ │
            │  └─────────────────────────────────────┘ │
            └──────────────────────────────────────────┘
```

| Top | Prior | Next | Bottom | Print | Return | Help |

| Select | Browse | New | Edit | Delete | Dis/Enable | Default |

5. | PG/Nurse Std./H.Officer |

It is used to view, add, delete, edit or print all the details about the stipends given to different students.

The related screen for this button is on **Page No. 143, Topic 8.35.** .

```
            ┌──────────────────────────────────────────┐
            │          Daily Wages                     │
            │                                          │
            │       Title :  [                ]        │
            │      Amount :  [            ]            │
            │ Extra per year :  [         ]            │
            └──────────────────────────────────────────┘
```

| Top | Prior | Next | Bottom | |
| Browse | Edit | Help | Print | Return |

8.31. How To Process House Rent Limits

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Default" on the next screen (Page No. 109, Topic 8.24.   )
5. Press "House Rent " from next screen (Page No. 123, Topic 8.30.   )

Following Screen is displayed

```
┌─────────────────────────────────────────────────────────────────┐
│         ┌───────────────────────────────────────┐               │
│         │     House Rent Limits                 │               │
│         └───────────────────────────────────────┘               │
│     ┌──────────────────────────────────────────────┐            │
│     │              Grade     :  [  ]               │            │
│     │         Start Date     :  [        ]         │            │
│     │           End Date     :  [        ]         │            │
│     │   Rent Within Islamabad :  [        ]        │            │
│     │   Rent Outside Islamabad :  [        ]       │            │
│     └──────────────────────────────────────────────┘            │
│  ┌───────────────────────────────────────────────────────────┐ │
│  │ [Top] [Prior] [Next] [Bottom] [Print] [Return] [Help]     │ │
│  │ [Select] [Browse] [New] [Edit] [Delete] [Dis/Enable] [Default] │
│  └───────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

Purpose

This screen is used to control all the parameters about the House Rent schemes for employees respective of their grade.

Details of All Objects

A small window displays the following elements :

1. **House Rent Limits**

It is the title of the screen.
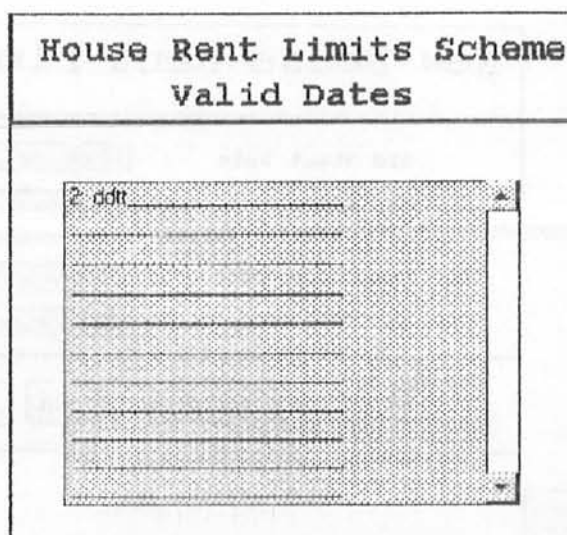
2. Grade

It is read-only. It displays the grade (1 to 22) for which H-Rent limit details are displayed on the rest of the screen.

13. | Help |

It provides help on all the objects of the current screen.

14. | Select |

It will display the following screen.

```
┌─────────────────────────────────────┐
│   House Rent Limits Scheme          │
│          Valid Dates                │
│                                      │
│  ┌────────────────────────────┐ ▲   │
│  │ 2 ddtt                     │ │   │
│  │                            │ │   │
│  │                            │ │   │
│  │                            │ │   │
│  │                            │ │   │
│  │                            │ │   │
│  │                            │ │   │
│  │                            │ ▼   │
│  └────────────────────────────┘     │
└─────────────────────────────────────┘
```

It is used to select a certain year for H-Rent scheme. It displays different sets of dates (starting-ending dates) showing different H-Rent schemes. Highlight the particular date range by using the up/down arrow keys. Use the Enter key / left mouse button to confirm. On returning from this screen, the selected H-Rent scheme will be available.

The date range normally spans the whole acc. year (i.e., 1st July to 30th June).

15. | Browse |

It will display the following browse window.

Grade	House Rent in Islamabad	House Rent out of Islamabad

It is used to view the particular scheme grade-wise. It displays a window with the following columns :

        (i) Grade
        (ii) House Rent in Islamabad   (monthly limit)
        (iii) House Rent outside Islamabad   (monthly limit)

(When Escape is pressed.)

```
┌──────────────────────────────────────────────┐
│ Wish to save these  changes to Limits File ? │
│                                                │
│          ┌─────────┐      ┌─────────┐          │
│          │   Yes   │      │   No    │          │
│          └─────────┘      └─────────┘          │
└──────────────────────────────────────────────┘
```

(a) Yes   (b) No
Choose 'Yes' to save these changes.
Choose 'No' to cancel these changes.

18. | Delete |

It is used to delete H-Rent limits for the selected acc. year. It displays the
following screen :

```
┌────────────────────────────────────────┐
│  Duratuion  to  be  deleted            │
│    ┌──────────────────────────────┐▲   │
│    │ 4 house3_____     │    │
│    │ _____      │    │
│    │ _____      │    │
│    │ _____      │    │
│    │ _____      │    │
│    │ _____     ▼│   │
│    └──────────────────────────────┘    │
│        ┌────────┐   ┌────────┐          │
│        │ Delete │   │ Return │          │
│        └────────┘   └────────┘          │
└────────────────────────────────────────┘
```

This **list** is used to select a certain year for deletion of its H-Rent scheme. It
displays different sets of dates (starting-ending dates) showing different H-Rent
schemes. Select the particular date range by using the up/down arrow keys. Use the
Enter key / left mouse button to confirm. For deletion, choose the "Delete" button
next.

(a) | Delete |

It deletes the H-Rent schemes for the selected year.

(b) | Return |

It takes back to the previous screen.

19. | Dis/Enable |

It is used to select the H-Rent scheme for the particular year. It shows a
screen with three columns :

Valid From	Valid Upto	Valid

8.32. How To Enter New House Rent Limits

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Default" on the next screen (Page No. 109, Topic 8.24.   )
5. Press "House Rent " from next screen (Page No. 123, Topic 8.30.   )
6. Press "New" from the next screen (Page No. 127, Topic 8.31.   )

Following Screen is displayed

```
New House Rent Limits

       Old Start Date    :   [            ]
       Old End Date      :   [            ]

       New Start Date    :   [            ]
       New End Date      :   [            ]


    [Details] [Save] [Nosave] [Return] [Help]
```

Purpose
This screen is designed to enter new house rent schemes.

Details of all the objects
It is used to enter new House Rent scheme for the next acc. year. It displays the screen explained below :

1. Old Start Date
It is read-only. It displays the date of commencement for the current H-Rent scheme.

2. Old End Date
It is read-only. It displays the ending date for the current H-Rent scheme.

3. New Start Date
Enter the date of commencement for the new H-Rent scheme.

8.33. How to Process Telephone Calls Limits

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Default" on the next screen (Page No. 109, Topic 8.24.)
5. Press "Telephone Calls" from next screen (Page No. 123, Topic 8.30.)

Following Screen is displayed

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│         ┌─────────────────────────────────────┐         │
│         │        Telephone  Limits           │         │
│         └─────────────────────────────────────┘         │
│                                                         │
│                       Grade       :   □                │
│                  Start Date       :  [          ]      │
│                    End Date       :  [          ]      │
│                 Phone Office      :  [          ]      │
│                Phone Residence    :  [          ]      │
│                                                         │
│   ┌─────┐ ┌──────┐ ┌─────┐ ┌───────┐ ┌──────┐ ┌──────┐ ┌──────┐ │
│   │ Top │ │Prior │ │Next │ │Bottom │ │Print │ │Return│ │ Help │ │
│   └─────┘ └──────┘ └─────┘ └───────┘ └──────┘ └──────┘ └──────┘ │
│   ┌──────┐ ┌──────┐ ┌─────┐ ┌──────┐ ┌──────┐ ┌──────────┐ ┌───────┐│
│   │Select│ │Browse│ │ New │ │ Edit │ │Delete│ │Dis/Enable│ │Default││
│   └──────┘ └──────┘ └─────┘ └──────┘ └──────┘ └──────────┘ └───────┘│
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Purpose

This screen is used to control all the parameters about the Telephone limits schemes for employees respective of their grade.

Details of All Objects

A small window displays the following elements :

1. | Telephone Limits |

It is the title of the screen.

2. Grade

It is read-only. It displays the grade (1 to 22) for which Telephone limits details are displayed on the rest of the screen.

12. [Return]
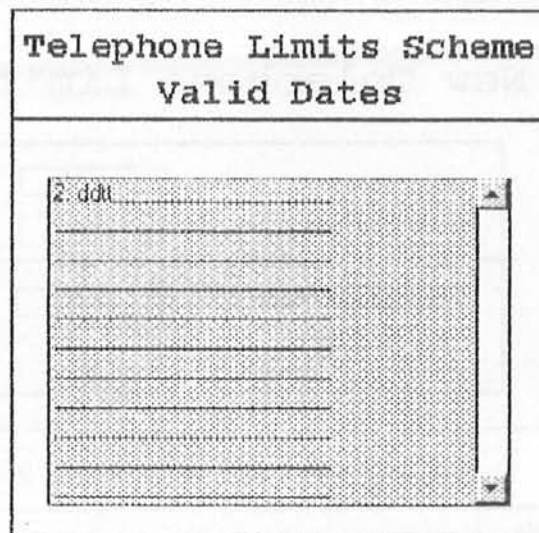
It takes back to the previous screen.

13. [Help]

It provides help on all the objects of the current screen.

14. [Select]

It will display the following screen.

```
┌─────────────────────────────────┐
│   Telephone Limits Scheme       │
│        Valid Dates              │
│                                 │
│  ┌───────────────────────┬──┐   │
│  │ 2. ddtt               │▲ │   │
│  │ ───────────────────── │  │   │
│  │ ───────────────────── │  │   │
│  │ ───────────────────── │  │   │
│  │ ───────────────────── │  │   │
│  │ ───────────────────── │  │   │
│  │ ───────────────────── │  │   │
│  │ ───────────────────── │▼ │   │
│  └───────────────────────┴──┘   │
└─────────────────────────────────┘
```

It is used to select a certain year for Telephone limits scheme. It displays different sets of dates (starting-ending dates) showing different Telephone limits schemes. Highlight the particular date range by using the up/down arrow keys. Use the Enter key / left mouse button to confirm. On returning from this screen, the selected Telephone limits scheme will be available. The date range normally spans the whole acc. year (i.e., 1st July to 30th June).

15. [Browse]

It will display the following browse window.

Grade	Office Phone	Residence Phone

(When Escape is pressed.)

```
┌─────────────────────────────────────────────┐
│  Wish to save these  changes to Limits File ? │
│                                               │
│         ┌───────┐        ┌───────┐            │
│         │  Yes  │        │  No   │            │
│         └───────┘        └───────┘            │
└─────────────────────────────────────────────┘
```

(a) Yes   (b) No
Choose 'Yes' to save these changes.
Choose 'No' to cancel these changes.

18. [Delete]

It is used to delete Telephone limits for the selected acc. year. It displays the following screen :

```
┌────────────────────────────────────────┐
│   Duratuion  to  be  deleted           │
│   ┌─────────────────────────────┬──┐   │
│   │ 4. phone 3                   │▲ │   │
│   │ ──────────────────────────── │  │   │
│   │ ──────────────────────────── │  │   │
│   │ ──────────────────────────── │  │   │
│   │ ──────────────────────────── │▼ │   │
│   └─────────────────────────────┴──┘   │
│        ┌────────┐    ┌────────┐         │
│        │ Delete │    │ Return │         │
│        └────────┘    └────────┘         │
└────────────────────────────────────────┘
```

This **list** is used to select a certain year for deletion of its Telephone limits scheme. It displays different sets of dates (starting-ending dates) showing different Telephone limits schemes. Select the particular date range by using the up/down arrow keys. Use the Enter key / left mouse button to confirm. For deletion, choose the "Delete" button next.

(a) [Delete]

It deletes the Telephone limits schemes for the selected year.

(b) [Return]

It takes back to the previous screen.

19. [Dis/Enable]

It is used to select the Telephone limits scheme for the particular year. It shows a screen with three columns :

Valid From	Valid Upto	Valid

8.34. How To Process Telephone Calls Limit

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Default" on the next screen (Page No. 109, Topic 8.24.   )
5. Press "Telephone Calls" from next screen (Page No. 123, Topic 8.30.   )
6. Press "New" on the next screen (Page No. 135, Topic 8.33.   )

Following Screen is displayed

```
New Telephone Limits

    Old Start Date    :  [          ]
    Old End Date      :  [          ]

    New Start Date    :  [          ]
    New End Date      :  [          ]

[Details]  [Save]  [Nosave]  [Return]  [Help]
```

Purpose

This screen is designed too enter new telephone calls limit scheme for the new accounting year.

Details of all the objects

It is used to enter new Telephone limits scheme for the next acc. year. It displays the screen explained below :

1. Old Start Date

It is read-only. It displays the date of commencement for the current Telephone limits scheme.

2. Old End Date

It is read-only. It displays the ending date for the current Telephone limits scheme.

3. New Start Date

Enter the date of commencement for the new Telephone limits scheme.

8.35. How To Process Stipend Limits

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Default" on the next screen (Page No. 109, Topic 8.24.   )
5. Press "PG/Nurses Std./   H.Officer" from next screen (Page No. 123, Topic 8.30.   )

<div align="center">Following Screen is displayed</div>

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│              ┌──────────────────────────┐               │
│              │      Daily  Wages        │               │
│              └──────────────────────────┘               │
│    ┌──────────────────────────────────────────────┐     │
│    │              Title  :  [                 ]    │     │
│    │             Amount  :  [          ]           │     │
│    │      Extra per year :  [          ]           │     │
│    └──────────────────────────────────────────────┘     │
│                                                         │
│    ┌──────────────────────────────────────────────┐     │
│    │  [ Top ]   [ Prior ]  [ Next ]  [ Bottom ]    │     │
│    │                                        [Return]│    │
│    │  [Browse]  [ Edit ]   [ Help ]  [ Print ]     │     │
│    └──────────────────────────────────────────────┘     │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Purpose

This screen is designed to control all the parameters about the monthly Stipend paid to the House Officers / PG students / Student nurses.

Details of All Objects

A small window displays the following elements :

1. ┌──────────────────┐
   │ Daily Wages   │
   └──────────────────┘

It is the title of the screen.

2. Title

It is read-only. It displays the title of the screen for one of these categories :

- House Officers,
- PG students,
- Student nurses.

10. [Edit]

It displays an edit window with three columns. These are :

Title	Amount	Extra Per Year

i) Title

It is read-only. It displays the title for one of these categories :

- House Officers,
- PG students,
- Student nurses.

ii) Amount

It displays the amount paid monthly for the above stipend title. User can change this amount if required.

iii) Extra per Year (Rs.)

If some category is entitled for any extra amount paid per year, this amount is displayed here. User can change this amount if required.

Press Ctrl+w or Esc key to return.

11. [Help]
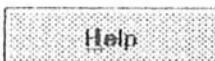
It provides help on all the objects of the current screen.

12. [Print]

It prints the details about Stipend.

13. [Return]
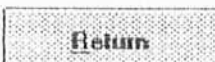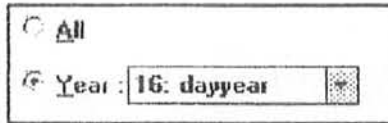
It takes back to the previous screen.

Details of all the objects

A.

> ○ A̲ll
>
> ◉ Y̲eai : [16: dayyear] ▣
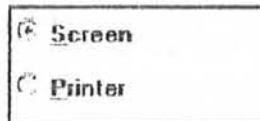
a. ALL:

This radio button selects all the vouchers available in the computer.

b. Year:

This radio button selects the year for which reports can be printed.

B.

> ◉ S̲creen
>
> ○ P̲rinter

a. Screen:

This radio button causes to print reports on screen only not on the paper.

b. Printer:

This radio button causes to print reports on papers.

C.

1. ☑ G̲eneral Budget Summary

2. ☐ H̲eadwise Budget Summary

3. ☐ F̲irmwise Budget Summary

4. ☐ E̲mployeewise Budget Summary (Direct)

5. ☐ E̲mployeewise Budget Summary (Indirect)

6. ☐ D̲epartment wise Budget Summary

7. ☐ P̲aid Cases Summary

8. ☐ P̲ending Cases Summary

9. ☐ Brief S̲ummary of each Voucher

8.37. How To Process Databases (Employees, Firms, Departments/wards)

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "Databases" on the next screen (Page No. 3, Topic 8.2.).

Following Screen is displayed

```
╔════════════════════════════════╗
║         Data Bases             ║
╟────────────────────────────────╢
║  ┌──────────────────────────┐  ║
║  │        Employees         │  ║
║  └──────────────────────────┘  ║
║  ┌──────────────────────────┐  ║
║  │         Firms            │  ║
║  └──────────────────────────┘  ║
║  ┌──────────────────────────┐  ║
║  │    Wards/Departments     │  ║
║  └──────────────────────────┘  ║
║  ┌──────────────────────────┐  ║
║  │        Return            │  ║
║  └──────────────────────────┘  ║
║  ┌──────────────────────────┐  ║
║  │         Help             │  ║
║  └──────────────────────────┘  ║
╚════════════════════════════════╝
```
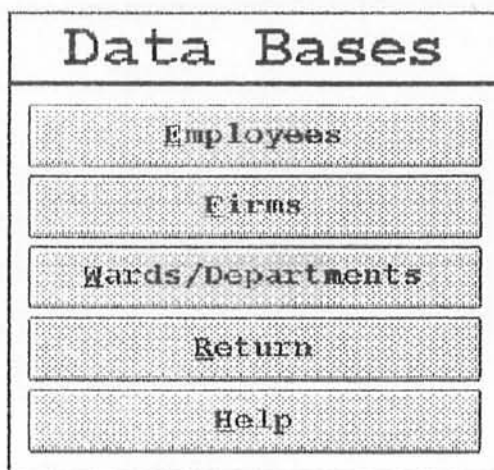
Purpose

This screen is designed to switch to screen setups providing facilities to view , add, delete, update, print and other operations on databases like employees, firms, wards, etc. used in the system.

Details of all the objects

1. ┌──────────────────────┐
   │   Data Bases   │
   └──────────────────────┘

   It is the title of the screen.

2. │   Employees   │

   It is used to move to the screen setup providing facility to view , add, delete, update, and print personal bio-data of the permanent and temporary employees (as PG students, Student Nurses and House Officers). It displays the screen explained on **Page No. 151, Topic 8.38.**

8.38. How To Process Employees Personal Data

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.   ).
3. Press "Databases" on the next screen (Page No. 3, Topic 8.2.   ).
4. Press "Employees" from the next screen (Page No. 149, Topic 8.37.   )

Following Screen is displayed

```
Employee code :   22:  emp code___        |   Top    |

        Name :     23:  name_____          |   Prior  |

 Father name :     24:  fath name___       |   Next   |

     Address :     25:  address____        |          |
                                           |  Bottom  |

       Phone :     26:  phone1____         |  Search  |
 Designation :     27:  designatio___      |          |
       Grade :     28:  gr                 |   New    |
Date of birth :    29:  d o b____          |          |
Date of joining :  30:  dt of join_        |   Edit   |
Date of retirement : 31: dt of reti_       |          |
National Id. Card No. : 32: n i c num_     |  Delete  |
        Paid :     33:  paid____           |          |
                                           |   Quit   |
```

Purpose

This screen is meant to *view, add, delete, edit, & print*   the record about permanent employees , PG students, student nurses & House Officers, which is involved in this accounting system.

Details of All Objects

Following text fields are displayed in the **window** :

i) Employee Code : It is a unique, system generated code allotted to each employee.
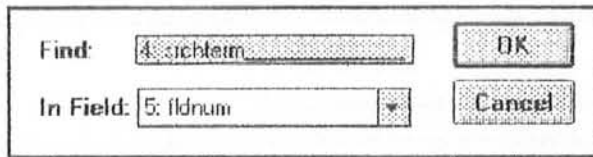
ii) Name : It is for the employee's name.

iii) Father's Name : It displays the father's name of the employee.

iv) Address : It displays the residential address of the employee.

5. Search

It displays the following screen :

```
Find:     4: sichterm
In Field:  5: fldnum   ▼        OK
                                Cancel
```

i) Find

Enter the data which is to be found according to the list given under "In Field" option. The data entered may be character , numeric, or mixed. Don't give quotation marks anywhere.

e.g., Give the name of the employee here. And in the next "In Field" option, select "Name" as the matching criteria.

ii) In Field

This list box contains all the fields available in the employee file, e.g., Employee Code, Name, N.I.C. number, etc. User can select only one field for match.

To select :

a) While the cursor is in this box, use the Space bar / left mouse button to open the list.
b) Scroll the list & highlight the required field using up/down arrow keys.
c) Press Enter to confirm, or click the left mouse button.

The selected item will be displayed in the list box.

iii) OK

It searches the text given under "Find" option in the selected field of the employee file.

iv) Cancel

It takes back to the previous screen without searching the given item.

vii) Department : From the list given, select the department where the particular employee is posted.

viii) Status : For the grades ranging 1--22 (permanent employees), the following list of status is shown :

  a. On duty
  b. Retired
  c. Transferred
  d. Terminated
  e. Long leave
  f. Died

If the grade is "00" (temporary employees), the following list of status is shown :

  a. House Officer on duty
  b. PG student on duty
  c. Student nurse on duty
  d. House Officer left
  e. PG student left
  f. Student nurse left

Only one status can be assigned to a person. It can be edited later according to the requirement.

ix) Address : Enter the residential address of the employee.

x) Phone : Enter the contact phone number of the employee.

xi) Designation : Enter the official seat held by the employee.

xii) Date of joining : Enter the employee's date of joining the office.

xiii) Date of retirement : Give the employee's date of retirement from the office, in case he's retired.

xiv) Remarks : Give the general information or comments about the employee.

xv) Save : It saves the information entered on this screen.

xvi) Nosave : It washes the information entered on this screen.

xvii) Return : It takes back to the previous screen.

b. In Field

This list box contains all the fields available in the employee file, e.g., Employee Code, Name, N.I.C. number, etc. User can select only one field for match.

To select :

a) While the cursor is in this box, use the Space bar / left mouse button to open the list.
b) Scroll the list & highlight the required field using up/down arrow keys.
c) Press Enter to confirm, or click the left mouse button.

The selected item will be displayed in the list box.

c. OK

It searches the text given under "Find" option in the selected field of the employee file.

d. Cancel

It takes back to the previous screen without searching the given item.

iii) Filter : Details are given on .

Examples

1. To see the employees' records whose name starts from character "A" Type **Employee.name="A"** and press "ok"
2. To see the Employee's data whose date of birth is before 23rd March, 1950 type **Employee.D O B <= {23/03/1950}** and press "ok".
3. To see the employee whose phone number is equal to 5880330 type **Employee.phone1="5880330"** and press "ok".

4. To see Employees whose grade is greater than or equal to 14 type **Employee.grade="14"** and press "ok".
5. To See House Nurses, PG Students and House Officers Type **Employee.grade="0"** and press "Ok".

ii) Calendar \ Diary
It provides a calendar and a diary for daily notes and future planning.

iii) Puzzle
It provides the system game.

v) Telephone 2 : It is the telephone number of the firm.

vi) Fax : It is the contact fax number of the firm, if any.

vii) E-mail : It is the contact E-mail number of the firm, if any

viii) Paid : It shows the total amount paid to the firm during this acc. year.

ix) Pending : It shows the pending amount due to be paid to the firm.

x) Firm Regd. No. : It shows the registration number of the firm with the respective authority.

xi) Regd. Date : It shows the firm-registration date.

xii) Remarks : It gives the general information or comments about the firm.

The column of buttons is explained as follows :

1. Top
It displays the details about the 1st record (i.e., the very first firm's record available) in the above window.

2. Prior
It displays the previous record in the above window, if any. Otherwise, an appropriate message is given.

3. Next
It displays the next available record in the above window, if any. Otherwise, an appropriate message is given.

4. Bottom
It displays the details about the last record in the above window.

5. Search
It displays the following screen :

| Find: | 4: sichterm | OK |
| In Field: | 5: fldnum | Cancel |

i) Find
Enter the data which is to be found according to the list given under "In Field" option. The data entered may be character , numeric, or mixed. *Don't give quotation marks anywhere.*

Purpose

This screen is designed to enter the data about the firms / companies.

Details of All Objects

6.1. Firm Code : It is a unique code assigned to each firm by the system.

6.2. Status : Select any one of the three status available :-

    a. Good
    b. Sub-standard
    c. Banned

6.3. Name : Give the name of the company / firm.

6.4. Address : Feed in the official address of the firm / company here. Press "Enter" only at end.

6.5. Telephone 1 : Enter the telephone number of the firm.

6.6. Telephone 2 : Enter the telephone number of the firm.

6.7. Fax : Enter the contact fax number of the firm, if any.

6.8. E-mail : Enter the contact E-mail number of the firm, if any.

6.9. Firm Regd. No. : Give the registration number of the firm with the respective authority.

6.10. Regd. Date : Give the firm-registration date.

6.11. Remarks : Give the general information or comments about the firm.

6.12. Save : It saves the information entered on this screen.

6.13. Nosave : It washes the information entered on this screen and takes back to the previous screen.

7. Edit

It displays the same data-entry screen , with the data of the selected firm displayed. Edit if required.

i) Find

Enter the data which is to be found according to the list given under "In Field" option. The data entered may be character , numeric, or mixed. *Don't give quotation marks anywhere.* e.g., Give the name of the firm here. And in the next "In Field" option, select "Name" as the matching criteria.

ii) In Field

This list box contains all the fields available in the firm's database file, e.g., Firm Code, Name, Firm Regd. number, etc. User can select only one field for match.

To select :

a) While the cursor is in this box, use the Space bar / left mouse button to open the list.
b) Scroll the list & highlight the required field using up/down arrow keys.
c) Press Enter to confirm, or click the left mouse button.

The selected item will be displayed in the list box.

iii) OK

It searches the text given under "Find" option in the selected field of the firm file.

iv) Cancel

It takes back to the previous screen without searching the given item.

iii) Filter : Details are given below.

iii) Pack
If some record is deleted from the database file, use this option to re-order the file.

4. Help
It has the following selection bars :

i) Calculator
It provides a calculator for mathematical operations.
ii) Calendar \ Diary
It provides a calendar and a diary for daily notes and future planning.

iii) Puzzle
It provides the system game.

The row of **buttons** is explained as follows :

1. Top

It displays the details about the 1st record (i.e., the very first ward's record available) in the above window.

2. Prior

It displays the previous record in the above window, if any. Otherwise, an appropriate message is given.

3. Next

It displays the next available record in the above window, if any. Otherwise, an appropriate message is given.

4. Bottom

It displays the details about the last record in the above window.

5. Search

It displays the following screen :

| Find: | 4. srchterm | OK |
| In Field: | 5. fldnum | Cancel |

i) Find

Enter the data which is to be found according to the list given under "In Field" option. The data entered may be character , numeric, or mixed. Don't give quotation marks anywhere.

e.g., Give the name of the ward / depart. / institute here. And in the next "In Field" option, select "Name" as the matching criteria.

ii) In Field

This list box contains all the fields available in the depart. file, e.g., Code, Name, etc. User can select only one field for match.

To select

a) While the cursor is in this box, use the Space bar / left mouse button to open the list.

b) Scroll the list & highlight the required field using up/down arrow keys.

c) Press Enter to confirm, or click the left mouse button.

The selected item will be displayed in the list box.

6.4 Save : It saves the information entered on this screen.

6.5 Nosave : It washes the information entered on this screen.

7. Edit

It displays the same data-entry screen , with the data of the selected ward displayed. Edit if required.

8. Delete

It is used to delete the record of the ward / department / institute if it is not involved in any voucher. Otherwise the voucher no./s is displayed and the record can't be deleted.

9. Quit

It takes you back to the main database screen.

MENU DESCRIPTION FOR CURRENT PROGRAM

There are four menu pads activated alongwith the above mentioned objects :

i) File
ii) Application
iii) Utilities
iv) Help

Description of All Menu Pads

1. File

It contains only one selection bar titled "Quit". It takes back to the main database screen.

2. Application

It has four selection bars :

i) Browse ' Ctrl+B'
ii) Search ' Ctrl+S'
iii) Filter ' Ctrl+F'
iv) Order ' Ctrl+O'

Choose the selection bar by clicking the left mouse button / pressing the Ctrl-key combination, or using the respective hot key.

Details

i) Browse : It displays all the data of the current database file in a browse window. It can't be edited here. Press 'Esc' or 'Ctrl+W' to return.

iii) Filter : Details are given below.

Examples:

1. To see wards' records only
   Type **Substr(Depart.Dept_code,1,1)= "W"** and press ok.

2. To see Departments' records only
   Type **Substr(Depart.Dept_code,1,1)= "D"** and press ok.

3. To see institutes' records only
   Type **Substr(Depart.Dept_code,1,1)= "I"** and press ok.

4. To see Departments records whose total expenses are more than Rs. 10000.
   Type **Substr(Depart.Dept_code,1,1)= "D" and Depart.tot_expens >= 10000**
   and press ok.

iv) Order : It displays the following screen :-

a. Index Order

It is a list having all the fields of the current database file. User can select any field according to which the records will be ordered. Press **Tab** or **Enter** to confirm selection. Choose "OK" for display.

8.41. How To Process Tax Limits

1. Double click the icon " Pims" on the desktop.
2. Press "Start project" from next screen (Page No. 1, Topic 8.1.).
3. Press "System" on the next screen (Page No. 3, Topic 8.2.).
4. Press "Default" on the next screen (Page No. 109, Topic 8.24.   )
5. Press "Tax Rate" from next screen (Page No. 123, Topic 8.30.   )

Following Screen is displayed

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│            ┌─────────────────────────────────┐              │
│            │         TAX  RATE               │              │
│            └─────────────────────────────────┘              │
│                                                             │
│            ┌─────────────────────────────────┐              │
│            │  Tax Title  :  [            ]    │              │
│            │  Tax Rate   :  [      ]          │              │
│            └─────────────────────────────────┘              │
│                                                             │
│   ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐│
│   │  Top  │ │ Print │ │ Next  │ │Bottom │ │Return │ │ Print ││
│   └───────┘ └───────┘ └───────┘ └───────┘ └───────┘ └───────┘│
│   ┌───────┐ ┌───────────┐ ┌─────┐ ┌─────┐ ┌───────┐ ┌───────┐│
│   │Browse │ │Valid/Invalid│ │ Edit│ │ New │ │Delete │ │ Help  ││
│   └───────┘ └───────────┘ └─────┘ └─────┘ └───────┘ └───────┘│
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Purpose

It is used to view, add, delete, edit or print all the details about the tax schemes implemented on different firms under certain heads. These taxes vary according to the nature of the case, as Sales Tax, Service Tax, etc.

Details of All Objects

1.
┌─────────────────────────────┐
│   TAX RATE   │
└─────────────────────────────┘

It is the title of the screen.

A small window displays two elements :

2. Tax Title

It displays the title of the tax as, Sales Tax, Service Tax, etc. It is read-only.

3. Tax Rate

It displays the rate for the above tax title. It is read-only.

11. | Valid/Invalid |

It displays a window with four columns :

Tax Code	Tax Title	Tax Rate	Valid

(i) **Tax code :** It is the system generated code, unique for each tax scheme. It can't be edited by the user.

(ii) **Tax Title :** It displays the title of the tax. It is read-only.

(iii) **Tax Rate :** It displays the rate of the tax. It is read-only.

(iv) **Valid :** It tells the validity of the particular tax. It can be edited by the user. For instance, pressing "T" for 'applicable' & "F" for 'not applicable' for all the related cases. The "not-applicable taxes" will not be available in the tax lists & other situations.

12. | Edit |

It displays a window with four columns :

Tax Code	Tax Title	Tax Rate	Valid

(i) **Tax code :** It is the system generated code, unique for each tax scheme. It can't be edited by the user.

(ii) **Tax Title :** It is for the title of the tax. It can be edited by the user. Press Ctrl+w to save the new title for the particular tax scheme.

(iii) **Tax Rate :** It displays the rate of the tax. It can be edited by the user. Press Ctrl+w to save the new rate.

(iv) **Valid :** It tells the validity of the particular tax. It displays ".T." or ".F." as the contents. If ".T.", then this tax is applicable for different cases, otherwise not. The contents are read-only.

(i) **Tax code :** It is the system generated code, unique for each tax scheme. It can't be edited by the user.

(ii) **Tax Title :** It displays the title of the tax. It is read-only.

(iii) **Tax Rate :** It displays the rate of the tax. It is read-only.

(iv) **Valid :** It tells the validity of the particular tax. It displays ".T." or ".F." as the contents. If ".T.", then this tax is applicable for different cases, otherwise not. The contents are read-only.

(v) **Delete :** It is used to delete or undelete a tax, while on this screen. Press "T" for deletion and "F" to save from deletion.

15. | Help |

It provides help on all the objects of the current screen.

4. **Deselect all**

This option unmarks all the selected vouchers. So the 2nd window becomes empty.

5. **Report**

It sends control to the 1st window which is designed to select bills for posting. It is explained later.

6. **Selected**

It sends control to the 2nd window which shows only the selected vouchers.

7. Window-1

This browse window contains the following four columns :

i) Voucher Number : This column is read-only. It shows a list of unposted voucher numbers. These vouchers have no effect on any file or budget.

ii) Name of Receiver : This column is read-only. It shows a list of receiver's code which might stand for a firm or employee.

iii) Paid : This column is read-only. It shows the current payment status of each bill. Here 'T' stands for "Paid", & 'F' for "Unpaid".

iv) Select : This column is used to select vouchers for posting.

- Press any character key to mark the voucher/s against the respective cell. If the cell is left blank, the voucher/s is not considered for posting. Press Esc to confirm your selection and return to the control buttons. These marked vouchers are copied in the 2nd window.
- Choose the "Select all" button to select all the vouchers. It fills the whole column with the letter 'T'.
- The "Deselect all" option unmarks all the selected vouchers. So the 2nd window becomes empty.

8. Window-2

This window displays only the selected vouchers from the 1st window. It has two columns, which are read-only. User can jump to these columns but no editing is allowed.

i) Voucher Number : This column shows the list of voucher numbers selected for posting.

ii) Name of Receiver : This column shows a list of receiver's code which might stand for a firm or employee. Press Esc to return to the control buttons.

Return

It cancels 'closing' and takes back to the main menu.
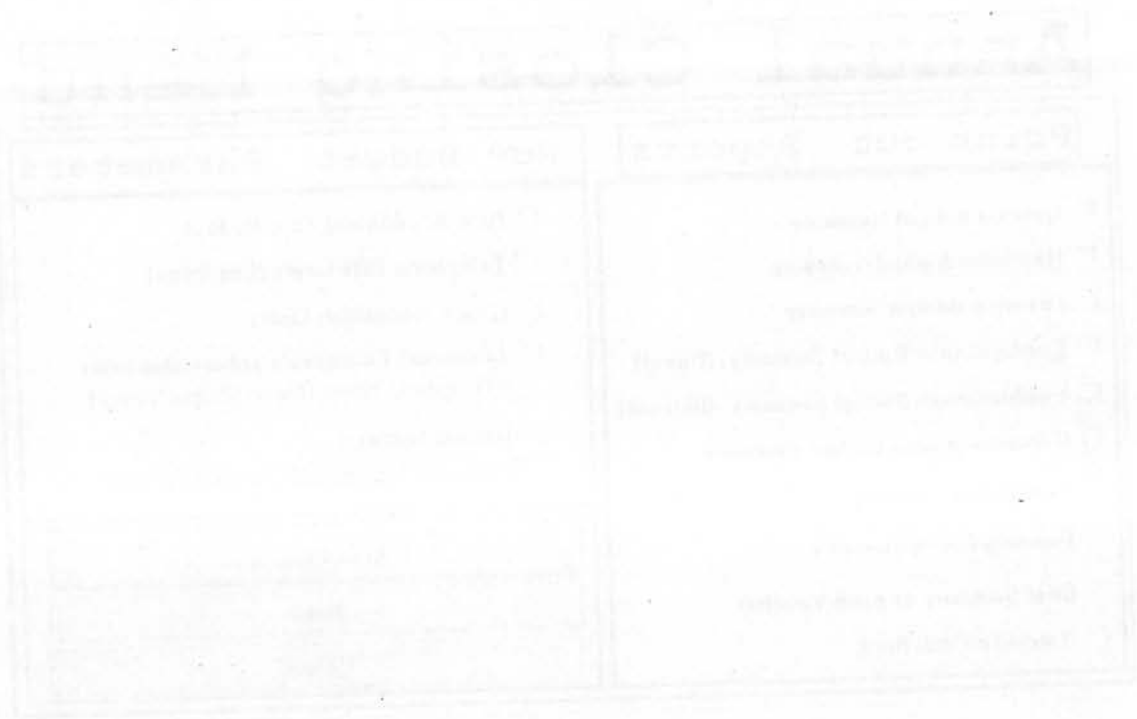
Details of All Objects

```
┌─────────────────────────────────────┐
│   Print out    Reports              │
├─────────────────────────────────────┤
│ ☑ General Budget Summary            │
│ ☐ Headwise Budget Summary           │
│ ☐ Firmwise Budget Summary           │
│ ☐ Employeewise Budget Summary [Direct]   │
│ ☐ Employeewise Budget Summary (Indirect) │
│ ☐ Department wise Budget Summary    │
│ ☐ Paid Cases Summary                │
│ ☐ Pending Cases Summary             │
│ ☐ Brief Summary of each Voucher     │
│ ☐ Datewise Cash Book                │
└─────────────────────────────────────┘
```

Print Out Reports

Mark the respective check boxes using the Space bar to select/deselect the report/s for print-out.

1. ☑ General Budget Summary

2. ☐ Headwise Budget Summary

3. ☐ Firmwise Budget Summary

4. ☐ Employeewise Budget Summary (Direct)

5. ☐ Employeewise Budget Summary (Indirect)

6. ☐ Department wise Budget Summary

7. ☐ Paid Cases Summary

8. ☐ Pending Cases Summary

9. ☐ Brief Summary of each Voucher

10. ☐ Datewise Cash Book

CHAPTER NINE

PRINTED REPORTS

PAKISTAN INSTITUTE OF MEDICAL SCIENCES
ISLAMABAD

DATED: 21/12/1997

SUBJECT : **EXPENDITURE SANCTION**

I HAVE THE HONOUR TO CONVEY THE SANCTION OF PRESIDENT OF PAKISTAN
TO INCURE AN EXPENDITURE OF RS.   *******924.00

IN FAVOUR OF M/S   Raybank Marina
                                                              1996-1997
THE EXPENDITURE INVOLVED WILL BE MET WITHIN THE SANCTIONED BUDGET GRANT
OF PAKISTAN INSTITUTE OF MEDICAL SCIENCES, ISLAMABAD FOR THE YEAR
DEMAND NO. 70-MEDICAL SERVICES ,UNDER HEAD 40000-SOCIAL SERVICES, 42000-HEALTH,
42200-GENERAL HOSPITAL & CLINICS,42200-(008)PAKISTAN INSTITUTE OF MEDICAL SCIENCE
ISLAMABAD.

UNDER HEAD :53200

Javed Hussain

JOINT EXECUTIVE DIRECTOR

CODE CLASSIFICATION PROFORMA
PAKISTAN INSTITUTE OF MEDICAL SCIENCES
ISLAMABAD

Demand Number- 07(

Voucher No. 00023/1996-1997

Medical Services

Bundle No.

Counter No.

Controlling Office Code-2000

. D. D. O. Code 2000

MAJOR FUNCTION – 40000

MINOR FUNCTION – 42000

DETAIL FUNCTION – 42200

SUB-FUNCTION – 008

CURRENT EXPENDITURE

Met from Revenue
(6)

Voted Expenditure
(2)

CL
08

CN
01

CODE	PAYMENTS Detailed Object	Amount	Code	RECEIPT Detailed Object
10000-			0100000-0118200 (Income Tax From Companies)	
40000-				Rs. ****32.34
50000-	53200	******924.00		
60000-				

Gross claim Rs. ******924.00

Gross deduction Rs. ***32.34

Net Claim Rs. ******891.66

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

Voucher No. 00023/1996-1997

Head code 53200   **Subject**   (utilities..b)   Water Charges

Firm Name : Raybank Marina

Sr.No	Bill month	Meter Number	Amount of bill	User
1	051997	ERTWET	345.00	Children Hospital
2	051997	345	345.00	Accounts Section
3	051997	RWERT	234.00	Accident/emergency

Total Amount	924.00
Deduction Rate	3.50
Deduction	32.34
Net amount Payable	891.66

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

Telephone & Trunk Calls

```
VOUCHER NUMBER..............  00216/1997-1998
HEAD CODE ..................  52200
SUBJECT....................:  (communications..b) Telephone & Trunk Calls
EMPLOYEE CODE...............  000001
EMPLOYEE NAME...............  NIGHAT SIDDIQUE
GRADE.......................  19
DESIGNATION.................  Sterling
RESIDENCE PHONE NUMBER......  4564564
MONTH OF BILL...............  111997
BILL AMOUNT.................            345.00
OFFICE PHONE NUMBER.........  3453425
MONTH OF BILL...............  111997
BILL AMOUNT (OFFICE) ........           345.00
TOTAL AMOUNT CLAIMED........            690.00
DEDUCTION (IF ANY)..........            45.00
NET AMOUNT TO BE PAID.......            645.00
```

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

House Requisition

Voucher Contingent Number :   00181/1996-1997

Head code   58200

Subject   Rent For Accomodation

Receiver Code   000063

Name of Receiver   GHULAM MURTAZA

Bill Receiving date   22/06/1997

Cheque no.   etertyerty

Cheque date   20/05/1997

Payment status   This Bill is paid.

Name of owner   SAJJAD

Location   Outside Islamabad

Rate per month   2344.00

Starting date of agreement   20/06/1996

Ending date of agreement   20/11/1996

Amount   11720.00

Deduction (If Any)   0.00

Net amount Payable :   11720.00

Remarks

Date : 21/12/1997

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

Running cost of vehicle

VOUCHER NUMBER: 00116/1996-1997

HEAD CODE : 51300

SUBJECT : (transportation..c) Running Cost Of Vehicles

NAME OF RECEIVER : Western Marketing Inc

Sr.No.	Bill No.	Van No.	Used by	Date	Amount	Remarks
1	sajjad1		ACCIDENT/EMERGENCY	12/12/1912	123.00	
2	sajjad2		MUHAMMAD BASHIR	12/12/1912	1233.00	
3	sajjad3		M. SALIM KUNDI	12/12/1912	2344.00	
4	sajjad4		HAIDER ALI	12/12/1912	2344.00	

6044.00

TOTAL AMOUNT CLAIMED: 6044.00

DEDUCTION (IF ANY) : 211.54

NET PAYABLE : 5832.46

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

Stipend For Student Nurse

Voucher No.   00214/1997-1998

Employee code :   000004

Name   :   MUHAMMAD ASLAM

Father name   :   ALI ZAMAN

Head code   65000

Subject   Stipend

Net amount   2100.00

Bill Entry Date   05/11/1997

Bill receiving date   05/11/1997

Cheque number

Cheque date   / /

Department title   TRANSPORT

Pay Month   April 1997 To May 1998

Remarks

PAKISTAN INSTITUTE OF MEDICAL SCIENCES

ISLAMABAD

Date   21/12/1997

Current Budget Status for the year   1997-1998

Head code	Total Allocation	Paid	Amout in hand	Pending previous	Pending current	Current balance
11000	34563456.0	3456.0	34560000.0	456.0	678.0	34558866.0
12000	345345.00	5677.0	339668.0	767.0	678.0	338223.0
13000	3456345.00	3464.0	3452881.0	575.0	67.0	3452239.0
41000	3456345.00	3453.0	3452892.0	546.0	867.0	3451479.0
42000	345634.00	34563.0	311071.0	456.0	67867.0	242748.0
43000	674567.00	435.0	674132.0	546.0	678.0	672908.0
44100	456456.00	34563.0	421893.0	565.0	6786.0	414542.0
51100	456456.00	34563.0	421893.0	5675.0	6786.0	409432.0
51200	546456.00	4356.0	542100.0	566.0	6786.0	534748.0
51300	456745.00	34564.0	422181.0	756.0	678.0	420747.0
51400	456456.00	5454.0	451002.0	565.0	8678.0	441759.0
52100	456745.00	34564.0	422181.0	567.0	678.0	420936.0
52200	4567456.00	454.0	4567002.0	6567.0	678.0	4559757.0
53100	456745.00	4545.0	452200.0	5677.0	6786.0	439737.0
53200	45674.00	463.0	45211.0	5677.0	6786.0	32748.0
53300	45674.00	567.0	45107.0	7567.0	677.0	36863.0
54000	456.00	56.0	400.0	56.0	67.0	277.0
55000	456745.00	3456.0	453289.0	56756.0	678.0	395855.0
56000	45674.00	34563.0	11111.0	567.0	6867.0	3677.0
57000	456745.00	3465.0	453280.0	5675.0	67867.0	379738.0
58200	456745.00	4356.0	452389.0	567.0	6786.0	445036.0
59000	4567456.00	34563.0	4532893.0	5675.0	6786.0	4520432.0
59500	4567456.00	34563.0	4532893.0	7565.0	6786.0	4518542.0
59600	456745.00	3456.0	453289.0	5676.0	678.0	446935.0
59800	45674.00	3456.0	42218.0	3455.0	3453.0	35310.0
59900	456745.00	3456.0	453289.0	5677.0	678.0	446934.0
65000	456745.00	34565.0	422180.0	5675.0	6786.0	409719.0
67000	45674.00	3454.0	42220.0	5677.0	678.0	35865.0
00000	456745.00	345.0	456400.0	456.0	579.0	455365.0
	63256160.0	368895.0	62887265.0	141005.0	224843.0	62521417.0

PAKISTAN INSTITUTE OF MEDICAL SCIENCES
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DAILY BUDGET SUMMARY FOR THE YEAR 1996-1997

					Date	01/01/97
					Opening	232255225.6

V_con_no	00177/1996-1997		Head_code	59000		
Subject	Drugs And Medicines					
Cheque_no	07890789	Receiver Code: 000290			Payment	456.4
Name of	Receiver : RAJA MUHAMMAD					
Remarks						

V_con_no	00184/1996-1997		Head_code	57000		
Subject	Uniform & Liveries					
Cheque_no	6422246	Receiver Code: CC0001			Payment	3347315.7
Name of	Receiver : Western Marketing Inc					
Remarks						

V_con_no	00185/1996-1997		Head_code	58200		
Subject	Rent For Accomodation					
Cheque_no	6435674567	Receiver Code: 000359			Payment	47655.00
Name of	Receiver : MUHAMMAD AKRAM					
Remarks						

V_con_no	00187/1996-1997		Head_code	58200		
Subject	Rent For Accomodation					
Cheque_no	4356345784	Receiver Code: 000259			Payment	12000.00
Name of	Receiver : PERVAIZ AKHTAR					
Remarks						

DAILY BUDGET SUMMARY FOR THE YEAR 1996-1997

Date	20/05/97
Opening	228292140.8

V_con_no   00181/1996-1997   Head_code   58200
Subject   Rent For Accomodation
Cheque_no   5656789443   Receiver Code: 000063   Payment   11720.00
Name of   Receiver : GHULAM MURTAZA
Remarks

V_con_no   00183/1996-1997   Head_code   52200
Subject   (communications..b) Telephone & Trunk Calls
Cheque_no   856735464   Receiver Code: 000098   Payment   5631.00
Name of   Receiver : MUHAMMAD ASHFAQ
Remarks   This bill is paid by user himself.

Total Payment	17351.00

Closing	228274789.80
Date	20/05/97

HEAD WISE BUDGET'S COMPARISON

Head_cod	Year	Total_allo	Paid	Pending	Balance	Actual_bal
	1996-1997	2345345.00	45674.00	657454.00	2299671.00	1642217.00
53200						
	1995-1996	47464566.00	47464566.00	0.00	0.00	0.00
	1996-1997	2345436.00	75675.00	466347.00	2269761.00	1803414.00
53300						
	1995-1996	74564667.00	745656.00	0.00	73819011.00	73819011.00
	1996-1997	345646.00	3456.00	4356.00	342190.00	337834.00
54000						
	1995-1996	74565468.00	74565468.00	0.00	. 0.00	0.00
	1996-1997	5234534.00	23454.00	34554.00	5211080.00	5176526.00
55000						
	1995-1996	85678567.80	85678567.80	0.00	0.00	0.00
	1996-1997	345245.00	234534.00	34345.00	110711.00	76366.00
56000						
	1995-1996	85675677.00	85675677.00	0.00	0.00	0.00
	1996-1997	324545.00	345.00	34535.00	324200.00	289665.00
57000						
	1995-1996	86757858.00	8567788.00	0.00	78190070.00	78190070.00
	1996-1997	234545.00	3434.00	34543.00	231111.00	196568.00
58200						
	1995-1996	56785788.50	8567788.00	0.00	48218000.50	48218000.50
	1996-1997	6534345.00	65464.00	645644.00	6468881.00	5823237.00
59000						
	1995-1996	5678567.00	5675756.00	0.00	2811.00	2811.00
	1996-1997	4566776.00	746545.00	745674.00	3820231.00	3074557.00
59500						
	1995-1996	567578.00	567578.00	0.00	0.00	0.00
	1996-1997	8765776.00	876876.00	867578.00	7888900.00	7021322.00
59600						
	1995-1996	56785678.78	56785678.78	0.00	0.00	0.00
	1996-1997	6435665.00	65454.00	456546.00	6370211.00	5913665.00
59800						
	1995-1996	56785787.00	56785787.00	0.00	0.00	0.00
	1996-1997	63456345.00	63456.00	456645.00	63392889.00	62936244.00
59900						
	1995-1996	56787856.70	56785677.00	0.00	2179.70	2179.70
	1996-1997	5234535.00	64545.00	434566.00	5169990.00	4735424.00
65000						
	1995-1996	56757578.85	56757578.85	0.00	0.00	0.00
	1996-1997	55234566.00	6544456.00	6456445.00	48690110.00	42233665.00
67000						
	1995-1996	56756757.80	576857.00	0.00	56179900.80	56179900.80
	1996-1997	6345656.00	64545.00	456456.00	6281111.00	5824655.00

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

House Rent Limits

Valid from   01/07/1995   **Valid upto**   30/06/1996

Grade	House rent in Islamabad	House rent outside Islamabad
1	800.00	750.00
2	800.00	750.00
3	1250.00	1100.00
4	1250.00	1100.00
5	1250.00	1100.00
6	1250.00	1100.00
7	1875.00	1675.00
8	1875.00	1675.00
9	1875.00	1675.00
10	1875.00	1675.00
11	2825.00	2450.00
12	2825.00	2450.00
13	2825.00	2450.00
14	3550.00	3100.00
15	3550.00	3100.00
16	3550.00	3100.00
17	4700.00	4100.00
18	4700.00	4100.00
19	6250.00	5350.00
20	7850.00	6750.00
21	9400.00	8125.00
22	11250.00	10200.00

PAKISTAN INSTITUTE OF MEDICAL SCIENCES
ISLAMABAD

Stipend Scheme For Different Students and temporary employee

Title	Amount	Extra Amount per year
House Officer	3000.00	0.00
P. G. Student	3000.00	250.00
Student Nurse	2100.00	0.00

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

Headwise Budget Summary

Head_cod 11000   Subject   Transport

Voucher No.	Amount Claimed	Deduction	Net amount	Cheque no	Cheque date	Receiver
Unpaid Bills						
00095/1996-1997	3520.00	176.00	3344.00		/ /	CC0001
00098/1996-1997	400.00	14.00	386.00		/ /	CC0001
00102/1996-1997	9316.00	326.06	8989.94		/ /	CC0001
00103/1996-1997	0.00	0.00	0.00		/ /	CC0001
00110/1996-1997	7239.00	253.37	6985.63		/ /	CC0001
00111/1996-1997	591.00	20.69	570.31		/ /	CC0001
00161/1996-1997	8928.00	312.48	8615.52		/ /	CC0001
00162/1996-1997	5933.00	207.66	5725.34		/ /	CC0001
Total Un Paid Amount	35927.00	1310.26	34616.74			
Paid Bills						
00137/1996-1997	1212.00	42.42	1169.58	7689678967	12/12/1912	000001
00188/1996-1997	121.00	0.00	121.00	4567456746	12/12/1997	CC0001
Total Paid Amounts	1333.00	42.42	1290.58			
Total Paid& Unpaid	37260.00	1352.68	35907.32			

Head_cod 41000   Subject   Transport

Voucher No.	Amount Claimed	Deduction	Net amount	Cheque no	Cheque date	Receiver
Unpaid Bills						
00009/1996-1997	3254.00	0.00	3254.00		/ /	CC0358
Total Un Paid Amount	3254.00	0.00	3254.00			
Total Paid& Unpaid	3254.00	0.00	3254.00			

Headwise Budget Summary

Total Un Paid Amount	59983.00	33151.87	26831.13			
Paid Bills						
00128/1996-1997	1212.00	0.00	1212.00	5678675678	12/12/1912	000001
00133/1996-1997	133.00	0.00	133.00	567856678	12/12/1912	000359
00134/1996-1997	1344.00	47.04	1296.96	567856	12/12/1912	000001
00135/1996-1997	135.00	0.00	135.00	67896789	12/12/1912	000007
00136/1996-1997	123123.00	4309.31	118813.69	67896789	12/12/1912	000001
00138/1996-1997	121212.00	4242.42	116969.58	4567484674	12/12/1912	000001
00189/1996-1997	3480.00	0.00	3480.00	45674567	12/12/1997	000328
Total Paid Amounts	250639.00	8598.77	242040.23			
Total Paid& Unpaid	310622.00	41750.64	268871.36			

Summary of bills and budget for employees

Voucher no.	HeadCode	Amount	Deduction	Amount Claimed	Cheque no.
00139/1996-1997	51400	161616.00	0.00	161616.00	6798678
00143/1996-1997	52200	242424.00	8484.84	233939.16	678987996
Total amount paid		530931.00	12883.61	518047.39	
Total Paid & unpaid amount		594830.00	47703.15	547126.85	

Code of receiver 000002	Name	SALEEM MASIH

Unpaid Bills

Voucher no.	HeadCode	Amount	Deduction	Amount Claimed
00193/1997-1998	59000	211.00	0.00	211.00
Total unpaid amount		211.00	0.00	211.00
Total Paid & unpaid amount		211.00	0.00	211.00

Code of receiver 000004	Name	MUHAMMAD ASLAM

Unpaid Bills

Voucher no.	HeadCode	Amount	Deduction	Amount Claimed
00194/1997-1998	59000	357.00	0.00	357.00
00214/1997-1998	65000	2100.00	0.00	2100.00
Total unpaid amount		2457.00	0.00	2457.00
Total Paid & unpaid amount		2457.00	0.00	2457.00

Code of receiver 000005	Name	NASEER AHMAD

Unpaid Bills

Voucher no.	HeadCode	Amount	Deduction	Amount Claimed
00195/1997-1998	51100	12312.00	0.00	12312.00
Total unpaid amount		12312.00	0.00	12312.00
Total Paid & unpaid amount		12312.00	0.00	12312.00

Employee wise summary of bills and budget paid indirectly

Voucher No.	Head code	Total Bill's Amount	Amount paid Due to empl.	Name of company to whome amount paid
Total Paid Amount		3611.99	3401.00	
Total Paid and unpaid amount		3611.99	3401.00	

AZHAR MEHMOOD

Paid Bills

Voucher No.	Head code	Total Bill's Amount	Amount paid Due to empl.	Name of company to whome amount paid
00191/1996-1997	42000	774.89	433.00	Western Pearl Corporation
Total Paid Amount		774.89	433.00	
Total Paid and unpaid amount		774.89	433.00	

GHULAM MUHAMMAD

Paid Bills

Voucher No.	Head code	Total Bill's Amount	Amount paid Due to empl.	Name of company to whome amount paid
00180/1996-1997	42000	915.78	37.00	Legal Corp.
Total Paid Amount		915.78	37.00	
Total Paid and unpaid amount		915.78	37.00	

HAIDER ALI

Unpaid Bills

Voucher No.	Head code	Total Bill's Amount	Amount paid Due to empl.	Name of company to whome amount paid
00116/1996-1997	51300	5832.46	2344.00	Western Marketing Inc
Total unpaid amount		5832.46	2344.00	
Total Paid and unpaid amount		5832.46	2344.00	

HAMID ULLAH

Unpaid Bills

Voucher No.	Head code	Total Bill's Amount	Amount paid Due to empl.	Name of company to whome amount paid
00206/1997-1998	51300	24952.39	2434.00	Western Marketing Inc
Total unpaid amount		24952.39	2434.00	
Total Paid and unpaid amount		24952.39	2434.00	

Department wise summary of bills and budget paid indirectly

Voucher No.	Head code	Total Bill's Amount	Amount paid Due to dept.	Name of company to whome amount paid
00203/1997-1998	11000	439.07	221.00	Farhill Mahtnai
00203/1997-1998	11000	439.07	234.00	Farhill Mahtnai
	Total unpaid amount	39665.34	1068.00	

Paid Bills

00169/1996-1997	43000	896.80	211.00	Programs Margolis
00176/1996-1997	42000	3931.41	3420.00	SC Telephone Group
	Total Paid Amount	4828.21	3631.00	
	Total Paid and unpaid amount	44493.55	4699.00	

BLOOD BANK

Paid Bills

00191/1996-1997	42000	774.89	222.00	Western Pearl Corporation
	Total Paid Amount	774.89	222.00	
	Total Paid and unpaid amount	774.89	222.00	

CARDIOLOGY WARD

Paid Bills

00180/1996-1997	42000	915.78	168.00	Legal Corp.
	Total Paid Amount	915.78	168.00	
	Total Paid and unpaid amount	915.78	168.00	

COLLEGE OF NURSING

Unpaid Bills

00204/1997-1998	51300	344.50	123.00	Grounded Computer
	Total unpaid amount	344.50	123.00	

Paid Bills

00191/1996-1997	42000	774.89	123.00	Western Pearl Corporation
	Total Paid Amount	774.89	123.00	
	Total Paid and unpaid amount	1119.39	246.00	

Summary Report for paid bills

Voucher No.	Amount	Deduction	Net amount	Name of receiver
00133/1996-1997	133.00	0.00	133.00	MUHAMMAD AKRAM
00134/1996-1997	1344.00	47.04	1296.96	NIGHAT SIDDIQUE
00135/1996-1997	135.00	0.00	135.00	ALI HUSSAIN
00136/1996-1997	123123.00	4309.31	118813.69	NIGHAT SIDDIQUE
00189/1996-1997	3480.00	0.00	3480.00	ALI ASGHAR
Total :	**129427.00**	**4356.35**	**125070.65**	

Head code: 51400   Subject: (transportation..d) Conveyance

Voucher No.	Amount	Deduction	Net amount	Name of receiver
00139/1996-1997	161616.00	0.00	161616.00	NIGHAT SIDDIQUE
Total :	**161616.00**	**0.00**	**161616.00**	

Head code: 52200   Subject: (communications..b) Telephone & Trunk

Voucher No.	Amount	Deduction	Net amount	Name of receiver
00143/1996-1997	242424.00	8484.84	233939.16	NIGHAT SIDDIQUE
00183/1996-1997	5654.00	23.00	5631.00	MUHAMMAD ASHFAQ
00190/1996-1997	447657.00	0.00	447657.00	NIGHAT SIDDIQUE
Total :	**695735.00**	**8507.84**	**687227.16**	

Head code: 53200   Subject: (utilities..b) Water Charges

Voucher No.	Amount	Deduction	Net amount	Name of receiver
00112/1996-1997	123637.00	4327.30	119309.70	Western Marketing Inc
Total :	**123637.00**	**4327.30**	**119309.70**	

Head code: 56000   Subject: Purchase Of Books & Periodicals

Voucher No.	Amount	Deduction	Net amount	Name of receiver
00170/1996-1997	37375.00	1308.13	36066.87	Aspen Technology
00172/1996-1997	664.00	23.24	640.76	Goods For The Masses
00174/1996-1997	652.00	22.82	629.18	Triad Resort Computers
Total :	**38691.00**	**1354.19**	**37336.81**	

Head code: 57000   Subject: Uniform & Liveries

Voucher No.	Amount	Deduction	Net amount	Name of receiver
00184/1996-1997	3468721.00	121405.24	3347315.76	Western Marketing Inc
Total :	**3468721.00**	**121405.24**	**3347315.76**	

PAKISTAN INSTITUTE OF MEDICAL SCIENCES
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Summary Report for unpaid bills

Voucher No.	Amount	Deduction	Net amount	Name of receiver
Head code: 11000	**Subject: Transport**			
00203/1997-1998	455.00	15.93	439.07	Farhill Mahtnai
Total :	455.00	15.93	439.07	
Head code: 51100	**Subject: (transportation..a) Personal**			
00195/1997-1998	12312.00	0.00	12312.00	NASEER AHMAD
00196/1997-1998	144.00	0.00	144.00	ALI HUSSAIN
Total :	12456.00	0.00	12456.00	
Head code: 51300	**Subject: (transportation..c) Running Cost Of**			
00204/1997-1998	357.00	12.50	344.50	Grounded Computer Electro
00205/1997-1998	23546.00	824.11	22721.89	Western Works
00206/1997-1998	25857.40	905.01	24952.39	Western Marketing Inc
Total :	49760.40	1741.62	48018.78	
Head code: 52200	**Subject: (communications..b) Telephone & Trunk**			
00197/1997-1998	357.00	3.00	354.00	GHULAM MURTAZA
00198/1997-1998	268.00	23.00	245.00	NIGHAT SIDDIQUE
00215/1997-1998	0.00	0.00	0.00	NIGHAT SIDDIQUE
00216/1997-1998	690.00	45.00	645.00	NIGHAT SIDDIQUE
Total :	1315.00	71.00	1244.00	
Head code: 58200	**Subject: Rent For Accomodation**			
00202/1997-1998	23423.00	23.00	23400.00	MUHAMMAD NAWAB

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

Brief Summary of all vouchers

Voucher No: 00192/1997-1998	Head code: 59900	Subject: Other Misc. Exp.	
Amount: 211.00 Deduction: 0.00 Net_amount: 211.00			Not Paid
Receiver: 000001 Name: NIGHAT SIDDIQUE			
Voucher No: 00193/1997-1998	Head code: 59000	Subject: Drugs And Medicines	
Amount: 211.00 Deduction: 0.00 Net_amount: 211.00			Not Paid
Receiver: 000002 Name: SALEEM MASIH			
Voucher No: 00194/1997-1998	Head code: 59000	Subject: Drugs And Medicines	
Amount: 357.00 Deduction: 0.00 Net_amount: 357.00			Not Paid
Receiver: 000004 Name: MUHAMMAD ASLAM			
Voucher No: 00195/1997-1998	Head code: 51100	Subject: (transportation..a) Personal	
Amount: 12312.00 Deduction: 0.00 Net_amount: 12312.00			Not Paid
Receiver: 000005 Name: NASEER AHMAD			
Voucher No: 00196/1997-1998	Head code: 51100	Subject: (transportation..a) Personal	
Amount: 144.00 Deduction: 0.00 Net_amount: 144.00			Not Paid
Receiver: 000007 Name: ALI HUSSAIN			
Voucher No: 00197/1997-1998	Head code: 52200	Subject: (communications..b) Telephone & Trunk	
Amount: 357.00 Deduction: 3.00 Net_amount: 354.00			Not Paid
Receiver: 000023 Name: GHULAM MURTAZA			
Voucher No: 00198/1997-1998	Head code: 52200	Subject: (communications..b) Telephone & Trunk	
Amount: 268.00 Deduction: 23.00 Net_amount: 245.00			Not Paid
Receiver: 000001 Name: NIGHAT SIDDIQUE			
Voucher No: 00199/1997-1998	Head code: 59000	Subject: Drugs And Medicines	
Amount: 877.00 Deduction: 0.00 Net_amount: 877.00			Not Paid
Receiver: 000007 Name: ALI HUSSAIN			
Voucher No: 00200/1997-1998	Head code: 59000	Subject: Drugs And Medicines	
Amount: 111.00 Deduction: 0.00 Net_amount: 111.00			Not Paid
Receiver: 000016 Name: GHULAM US SADQAIN			
Voucher No: 00201/1997-1998	Head code: 59000	Subject: Drugs And Medicines	
Amount: 211.00 Deduction: 0.00 Net_amount: 211.00			Not Paid
Receiver: 000015 Name: MUHAMMAD IMTIAZ KHAN			

Brief Summary of all vouchers

Voucher No:00215/1997-1998   Head code: 52200   Subject:(communications..b) Telephone & Trun:

Amount: 0.00 Deduction: 0.00 Net_amount: 0.00
                                                                   Not Paid
Receiver: 000001   Name: NIGHAT SIDDIQUE

Voucher No:00216/1997-1998   Head code: 52200   Subject:(communications..b) Telephone & Trun

Amount: 690.00 Deduction: 45.00 Net_amount: 645.00
                                                                   Not Paid
Receiver: 000001   Name: NIGHAT SIDDIQUE

Voucher No:00217/1997-1998   Head code: 59000   Subject:Drugs And Medicines

Amount: 3741.00 Deduction: 0.00 Net_amount: 3741.00
                                                                   Not Paid
Receiver: 000084   Name: SHAHAB UD DIN

Voucher No:00218/1997-1998   Head code: 59000   Subject:Drugs And Medicines

Amount: 71054.00 Deduction: 0.00 Net_amount: 71054.00
                                                                   Not Paid
Receiver: 000251   Name: MUSHTAQ AHMED

SUMMARY

TOTAL VOUCHERS :   27   TOTAL AMOUNT CLAIMED : 1167695.40

TOTAL DEDUCTION : 1851.55   TOTAL NET AMOUNT   : 1165843.85

PAKISTAN INSTITUTE OF MEDICAL SCIENCES
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Informations of firms registered in Pims

Firm_code	Name	Paid	Pending
CC0094	Rubber & Designs	25647.90	24792.97
CC0016	Mullett Electric Ltd	23366.85	22587.96
CC0375	I & S Programming	30038.70	29037.41
CC0421	Sweet Systems Incorporated	30706.20	29682.66
CC0357	Oil & Gallery	20302.65	19625.90
CC0270	Mary Opera	33249.00	32140.70
CC0085	South & Inc.	4273.20	4130.76
CC0185	Financial Stamps Of Builders	11538.30	11153.69
CC0010	Grounded Computer Electronics	17390.10	16810.43
CC0439	Soltis Marina	19763.55	19104.77
CC0040	Thinfilm Computer Inc	22657.80	21902.54
CC0360	JLS Consulting	2548.20	2463.26
CC0451	Business State Computers	1275.00	1232.50
CC0035	Software Corporate Forms Syste	6628.65	6407.70
CC0156	New Software Inc	2455.80	2373.94
CC0063	Triad Systems	2532.60	2448.18
CC0093	System County Medical Health I	14554.05	14068.92
CC0148	Investors Corp	30733.20	29708.76
CC0330	Electrical Insurance	11618.70	11231.41
CC0053	Yegen Inc.	33435.60	32321.08
CC0205	Znanie Inc.	12703.20	12279.76
CC0416	Walker Business Gallery	3794.40	3667.92
CC0438	South and Arlington	22327.50	21583.25
CC0202	Hearth & Color Farm	13174.05	12734.92
CC0114	City Greeley	21530.40	20812.72
CC0120	Leasing Research	12959.40	12527.42
CC0353	Blue Solutions	14997.15	14497.25
CC0197	Azimuth Corp	4233.30	4092.19
CC0022	PC Software Master	24630.75	23809.73

Summary

	Paid	Pending
TOTAL	475066.20	459230.70

PAKISTAN INSTITUTE OF MEDICAL SCIENCES
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Employee's Personal Data

Employee code	000359
Name	Muhammad Akram
Father name	Muhammad Tufail
Address	5111 Parkway
Phone1	315/475-2851
Designation	San Diego
Dept. Code & Title	DN0002--NEUROLOGY
Grade	18
N.I.C. No.	315-13-133331
Date of birth	07/07/1962
Date of join	18/01/1983
Date of retirement	/ /
Paid	10951.70
Unpaid	3573.00
Indirect	398.90
Remarks	Mohammad Akram belongs to Jehlum. His father is a retired Army Officer. Akram was in Valley Clinic before joining us. He has done masters in Economics.

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Dept.code	Department Title	Total Expenses
DA0001	ACCOUNTS SECTION	46572.70
DA0002	ACCIDENT/EMERGENCY	55957.30
DA0003	ALLERGY CENTRE	99321.90
DB0001	BLOOD BANK	26085.30
DC0001	CARDIOLOGY	31428.90
DD0001	DERMATOLOGY	58390.10
DD0002	DENTAL SURGERY	53435.80
DD0003	DOCTORS HOSTEL	53588.50
DE0001	E.N.T.	73388.70
DE0002	ENGINEERING DEPARTMENT	44172.20
DG0001	GASTROENTEROLOGY	45861.30
DG0002	GENERAL MEDICINE	46329.40
DG0003	GENERAL SURGERY	87843.10
DG0004	GYNAECOLOGY	46829.40
DK0001	KITCHEN & FOOD SERVICES	78004.30
DL0001	LIBRARY	75698.10
DM0001	MEDICAL BOARD	61861.90
DM0002	MED.RECORD & STA	98133.90
DN0001	NURSING ADMINISTRATION	36669.30
DN0002	NEUROLOGY	37454.00
DN0003	NEPHROLOGY	100255.80
DN0004	NEURO SURGERY	110292.70
DO0001	OPTHALMOLOGY	80891.20
DO0002	OPERATION THEATRE	113638.10
DO0003	ORTHOPAEDIC SURGERY	23267.00
DO0004	ONCOLOGY	117531.80
DP0001	PULMONOLOGY	99110.20
DP0002	PLASTIC SURGERY	28499.10
DP0003	PATHOLOGY	30153.00
DP0004	PSYCHIATRY	68826.70
DP0005	PHARMACY	75026.80
DR0001	RHEUMATOLOGY	9293.70
DR0002	RADIOLOGY	23199.70
DS0001	SECURITY	122775.90
DS0002	SANITATION	21480.20
DS0003	STORES	97430.00
DT0001	TRANSPORT	32350.40
DU0001	UROLOGY	80813.90
WA0001	ANGIOGRAPHY CENTRE	24401.10
WC0001	CARDIOLOGY WARD	41807.80
WC0002	C.C.U.	13994.60
WI0001	I.C.U.	82592.90
WL0001	LITHOTRIPCY	105558.80
WM0001	MEDICAL WARD-1	61774.90
WM0002	MED.WARD-1 (YELLOW UNIT)	44357.40
WM0003	MEDICAL WARD 2	26898.70
WM0004	MEDICAL WARD-3	14056.00
WM0005	MEDICAL WARD-4	81955.60