



Frequently Asked Questions (FAQs)

APT

FOR

Bank Module



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DISCLAIMER:

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the APT Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The APT Operational Guide should not be sighted as Rulings.



Frequently Asked Questions (FAQs) : Treasury Module

1. What is the purpose of the Treasury Module in the PAO system?

The Treasury Module facilitates critical financial operations such as:

- Posting cash transactions
- Drawing cash from the bank and Remitting the Cash to Bank
- Creating and processing cheque requests (including those from other modules like Payroll)
- Disposing of cheques
- Acknowledging cheques

2. What prerequisites must be completed before using the Treasury Module?

Before initiating any transactions, the PAO must:

- Set Minimum and Maximum Cash Limits
- Map the PAO to the Designated Bank, including:
- Recording the IFSC Code of the linked bank
- Defining the Bank Credit Limit

3. What are 'Day Begin' and 'Day End' operations?

Day Begin: Must be initiated at the start of the working day. No transactions can be processed until this step is completed.

Day End: Closes the day's operations.

Must be initiated after all transactions for the day are completed.

4. Can multiple users access the Treasury Module?

Yes, access to specific Treasury operations is role-based.

Permissions are assigned using the Role Management Module, which controls who can:

- Create transactions
- Approve or dispose of cheques
- Access bank-related functionalities

5. Can the Treasury Module process cheque requests from other modules like Payroll?

Yes, the module supports integration with other systems. Cheque requests raised from the **Payroll Module** (or others) can be processed seamlessly within the Treasury Module.

6. Who can configure the minimum and maximum cash limits and map the bank to a PAO?

Only the Treasury Divisional Head is authorized to perform this configuration.

7. Where can the configuration be done?

The configuration is done under the Treasury card by navigating through the Tools sub-card and selecting the Office Details option.



8. What details need to be entered during the configuration?

The Treasury Divisional Head has to select the PAO from the office drop-down, enter the minimum and maximum cash amounts, provide the effective date in the valid from field, and specify the transit duration.

9. How is the PAO mapped to the bank?

The PAO is mapped to a bank by selecting the bank from the Bank or Office drop-down, entering the IFSC code of the designated bank, and mentioning the bank credit limit.

10. What happens after entering the details?

Once all details are filled in, the Treasury Divisional Head adds them and confirms the entry, after which the office details are successfully updated in the system.

11. What is the effect of adding the office details?

After office details are added, users with the roles of Treasury Operator and Treasury Supervisor become enabled to process transactions such as cash transactions, cash withdrawals, cash remittances, cheque issuance, and other treasury-related activities.

12. Who is responsible for initiating the Day Begin in the Treasury module?

The Treasury Supervisor is responsible for initiating the Day Begin.

13. Why is the Day Begin important?

Day Begin must be initiated before processing or creating any transaction in the Treasury module.

14. How is the Day End handled if it was missed earlier?

The user can click the Day End button, and the system will process the Day End for the previous date before initiating the Day Begin for the current date.

15. What is the purpose of the Bank sub-card?

The Bank sub-card is used by the PAO to draw cash from the bank and to remit cash to the bank.

16. What is the Bank Drawl option used for?

The Bank Drawl option is specifically used to draw cash from the bank.

17. Is a cheque required for Bank Drawl?

Yes, a cheque must be assigned against the transaction initiated under Bank Drawl.



18. What needs to happen after the cheque is assigned?

The transaction must be approved, and the assigned cheque should be marked as Cheque Disposal.

19. Who approves the cheque?

The approval is carried out under Treasury Approvals by the Supervisor login.

20. How is the cheque issued?

It is issued through the Bank Module under Drawings Management → Cheque Issue.

21. What must be done after cheque issuance?

The cheque must be marked as Cheque Disposal.

22. What is the Bank Remittance option used for?

It is used to record remittance of cash to the bank.

23. What details are entered for Bank Remittance?

Amount, remarks, and denomination.

24. Who approves Bank Remittance?

The Treasury Supervisor approves it under Cash Approval (SRC).

25. Is a report available for Bank Remittance?

Yes, it can be generated and printed in PDF format.

26. What is Misc Transactions used for?

It is used by PAO to process cash and cheque bills.

27. Are requests from other modules processed under Misc Transactions?

No, they are processed through Cheque Process (Txn).

28. Who creates Misc Transactions?

Treasury Operator creates them.

29. Who approves Misc Transactions?

Treasury Supervisor approves them.

30. How is a Receipt in Cash mode created?

Operator selects Transaction Type Receipt, Mode Cash, enters details, and submits.

31. Who approves a Receipt in Cash mode?

Treasury Supervisor approves under Misc Transactions Approval.

32. How is a Payment in Cash mode created?



Operator selects Transaction Type Payment, Mode Cash, enters details, and submits.

33. Who approves a Payment in Cash mode?

Treasury Supervisor approves under Misc Transactions Approval.

34. How is a Receipt in Cheque mode created?

Operator enters cheque details, amount, and submits.

35. What does the Supervisor do after a Cheque Receipt is created?

Supervisor forwards the cheque for realization.

36. Where is the forwarded cheque handled?

In Bank Module under Cheque Remittance.

37. How is a cheque marked as realized?

Bank Module user marks it as Realized after credit confirmation.

38. What does the Supervisor do after realization?

Supervisor approves the transaction under Misc Transactions Approval.

39. How is a Payment in Cheque mode created?

Operator enters payee details, account code, amount, and submits.

40. What does the Supervisor do after Payment Cheque is created?

Supervisor forwards it for cheque issuance.

41. Where is the cheque issued?

In Bank Module under Cheque Issue.

42. What completes the Payment Cheque cycle?

Supervisor approves the transaction under Misc Transactions Approval.

43. What is Cheque Process (Txn) used for?

It is used to process cheque transactions from other modules like Treasury and Payroll.

44. What is the flow of Cheque Process (Txn)?

Treasury-Cheque Process (Txn) → Bank Module Cheque Issue → Treasury-Cheques Disposal.

45. What happens in Cheque Process (Txn)?

Pending transactions are processed and confirmed.

46. What happens after cheque issue?

Cheque must be disposed in Treasury under Cheques Disposal.



47. What is Accounting Entry Cancellation used for?

To cancel accounting entries in DTR that originated outside Treasury Module.

48. What is Day End used for?

To close daily financial activities and reconcile TCB CB with DTR CB.

49. What is Cash Transfer used for?

To transfer cash between Treasurers.

50. What is Request Bank Credit used for?

To request additional bank credit within limits.

51. Who approves additional bank credit requests?

Treasury Divisional Head.

52. What is Assign Cash to Treasurer used for?

To allocate cash to Treasurer before starting transactions.

53. What is Bank Credit Limit option used for?

To set the bank drawl limit.

54. What is Day End Reversal used for?

To revert completed Day End for further transactions.

55. What is Exceptional Working Day used for?

To enable transactions on holidays.

56. What is Office Details option used for?

To configure PAO details including min/max cash, bank mapping, IFSC, and credit limits.

57. Where do you generate the Cash Book?

Under Accounts Consolidation → Cash Book.

58. What does the Cash Book dashboard display?

Work Days, Cash Books not generated, Cash Books generated, and Cash Books submitted to PAO (with date-wise status).

59. When is the "Submit to Cashbook" button enabled?

Only when all subordinate offices' Daily Accounts are received and verified.

60. What happens after clicking "Submit to Cashbook"?

The Cash Book for that date is generated in PDF format.

61. How is the Cash Book submitted to PAO?

Click Step 3: Submit Cashbook to PAO → Select date → Submit Cashbook.



62. What confirmation appears after submission?

Pop-up: Cashbook Submitted successfully.

63. When can transfer entry posting be done?

Only after Cash Book generation for a date.

64. How to post a transfer entry?

Accounts Consolidation → Transfer Posting → Select date, transaction type, account code → Fetch Amount → Select transaction → Assign to new account code.

65. Can reports of transfer postings be generated?

Yes, via Reports on the Transfer Posting screen.

66. When can a Cash Account be generated?

After generation and submission of all Cash Books in a month.

67. Where is the Cash Account generated?

Accounts Consolidation → Cash Account.

68. How is the Cash Account generated?

Select year & month → View Cash Account → PDF is generated.

69. How is the Cash Account submitted to PAO?

Select year & month → Submit Cash Account → Confirm in pop-up.

Frequently Asked Questions (FAQs) : Bank Module

70. What is the Bank Module used for?

It manages government banking transactions, cheque issuance, and reconciliation.

71. How are debit and credit transactions reconciled?

By matching them with account schedules and bank scrolls.

72. Can DDO and PAO bank account details be managed here?

Yes, their account details are configured and maintained.

73. Does the module handle cheque books?

Yes, it manages and acknowledges cheque books issued for drawings.

74. Does it support RBI Put Through statements?

Yes, for accurate settlement of government receipts and payments.



75. What are the roles at DDO level?

Bank Reconciliation Operator and Supervisor.

76. What are the roles at PAO level?

PAO Bank Reconciliation Operator and Supervisor.

77. What sub-cards are available?

Drawings Management, Remittance Management, Scroll & Put-through, Reconciliation, Configuration, and Reports.

78. Can issued cheques be cancelled?

Yes, if they are not yet reconciled.

79. What happens when a cheque is cancelled?

The system automatically reissues a new cheque.

80. What is Cheque Writeback?

It is marking a cheque un-presented for over three months as Writeback by the PAO.

81. What is a Spoiled Cheque?

It refers to marking unused cheques as spoiled in the system.

82. Can a new cheque be issued against a Writeback cheque?

Yes, by using the Reissue Writeback Cheque option.

83. What is the Remittance Management sub-card used for?

To record credits to the Post Office Bank Account via cheques or electronic mode.

84. Who can access Remittance Management options?

Supervisor has access to all options; Operator has access to all except Online Remittance.

85. What is Cheque Remittance Manual Entry?

It records cheques for realization not received from other modules.

86. How is a manually entered cheque processed?

Enter cheque details → Click Send to Bank → Confirm → Mark as Realized after credit verification.

87. What is the Cheque Remittance option?

It handles cheques populated automatically from other modules for realization.

88. How is a cheque marked as realized?



Click Realized → Mark as Realized → Confirm → Status updates to Realized.

89. What is Cash Remittance?

It is used when DDO or PAO remits cash to multiple Remittance Bank Accounts.

90. What is Online Remittance?

It records electronic credits (NEFT/RTGS/UPI) to the Remittance Bank Account.

91. How is an Online Remittance recorded?

Enter Transaction Date, UTR Number, Amount, Remittance Account → Submit → Confirm → Transaction added.

92. What is the Scroll & Put Through sub-card used for?

To upload Drawings and Remittance scrolls at DDO level, PAO focal branch scrolls, and RBI Put Through statements.

93. What options are available at DDO level?

Drawings Scroll Data Entry, Drawings Scroll Upload, Remittance Scroll Data Entry, Remittance Scroll Upload.

94. What options are available at PAO level?

Focal Branch Drawings Scroll Upload, Focal Branch Remittance Scroll Upload, RBI Put Through Statement.

95. How is Drawings Scroll Data entered manually?

Select Scroll Date → Scroll Number → Scroll Amount → Add Scroll Data → Enter Cheque details → Confirm & Submit.

96. How is Drawings Scroll uploaded?

Use Excel template → Select Scroll Date, Number, Drawings A/c → Choose file → Submit → Confirm.

97. How is Remittance Scroll Data entered manually?

Select Scroll Date → Scroll Number → Scroll Amount → Add Scroll Data → Enter transaction details → Confirm & Submit.

98. How is Remittance Scroll uploaded?

Use Excel template → Select Scroll Date, Number, Remittance A/c → Choose file → Submit → Confirm.

99. How is Focal Branch Drawings Scroll uploaded?

Select Scroll Date → Scroll Number → Choose Txt/CSV file → Import → Confirm & Upload.



100. How is Focal Branch Remittance Scroll uploaded?

Select Scroll Date → Scroll Number → Choose Txt/CSV file → Import → Confirm & Upload.

101. What confirmation messages appear?

“Scroll Data Submitted Successfully”, “Drawings data uploaded successfully”, “Remittance data submitted successfully”.

102. What is the RBI Put Through Statement?

A monthly statement from RBI showing total receipts and payments for each bank branch under a PAO’s jurisdiction.

103. How to upload it?

- Select RBI Put Through Statement.
- Download the sample template (Excel).
- Choose file → Verify data → Confirm & Upload.
- Message: “Put through Statement data uploaded successfully.”

104. What is reconciliation?

Matching transactions in Drawings/Remittance Schedules with Bank Scrolls.

105. Types of reconciliation?

Automatic: Exact match; just confirm and

Manual: For mismatches; select rows → Match → Submit & Confirm.

106. Levels of reconciliation:*?**

DDO: Drawings/Remittance Reconciliation & Manual Reconciliation.

PAO: Drawings/Remittance Reconciliation with Focal Branch scrolls.

Put Through Reconciliation: Focal Branch scrolls matched with RBI Put through Statement.

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