Frequently Asked Questions (FAQs)

APT

FOR

Treasury Management

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DISCLAIMER

The operational procedure provided in this FAQ is just an illustration to assist the user in effectively utilizing the IT 2.0 Software. If the reader has any doubts regarding department ruling and guidelines, they should refer to the respective manuals and volumes. The IT 2.0 FAQ should not be cited as authoritative Rulings.

Frequently Asked Questions (FAQs) : Treasury Management

1. **What is Treasury Management?**
   Treasury Management is one of the important modules in IT 2.0 under which management of Cash/Cheque/Stamps/IPO is done.

2. **For the first time, How the cash assignment is done to the treasurer in IT2.0?**
   Through the Divisional Head login→ Treasury Module→ Tools→ Assign Cash to Treasurer

3. **How to configure Bank credit limit?**
   Through the Divisional Head login→ Treasury Module→ Tools→Bank Credit Limit

4. **How to configure Bank/Cash office details?**
   Through the Divisional Head login→ Treasury Module→ Tools→ Office details.

5. **How many times Normal cash remittance can be done in a day?**
   Only once

6. **Can Special cash remittance can be done more than once in a day?**
   Yes.

7. **What is the line limit if the special cash remittance made through account bag?**
   Rs. 40000/- (Rupees forty thousand only)

8. **What is the line limit if the special cash remittance made through BPM/ABPM/ Daksevak?**
   Rs. 100000/- (rupees one lakh only)

9. **What is the line limit if the special cash remittance made through BPM/ABPM/ Daksevak accompanied by other BPM/ABPM/Daksevak?**
   Rs. 200000(rupees two lakh only)

10. **What is the line limit if the special cash remittance made through departmental employee?**
    Rs. 500000(rupees five lakh only)

11. **What is the line limit if the special cash remittance made through departmental employee accompanied by another departmental employee?**
    Rs. 1000000 (rupees ten lakh only)

12. **What is the line limit if the special cash remittance made through MTS with departmental MMS within city limits?**
    Rs. 2000000 (rupees twenty lakh only)

13. **What is the line limit if the special cash remittance made through MTS with Hired MMS within city limits?**
    Rs. 500000 (rupees five lakh only)

14. What is the line limit if the special cash remittance made through MTS with Hired MMS outside the city limits?
Rs. 200000 (rupees two lakh only)

15. Can I close multiple cash bags at once?
No. one at a time.

16. if I receive the cash in excess/short than the actual, any error will be reported?
Yes. if any discrepancy , it will be automatically reported under Treasury→ Cash/Cheques→ Cash Error.

17. In which option, I Can request the cheque to AO?
You can request the cheque under Treasury→ Cash/Cheques→Cheque request

18. If any cheques collected at the office, how can I remit to AO?
Remit the cheque to AO for clearance under Treasury→ Cash/Cheques→Cheque Remittance

19. In which option, counter cash request/BO cash request/ postman beat cash request can be processed?
Under Treasury→ Cash/Cheques → Cash Process (Txn) option.

20. In which option, I can acknowledge the cheque remitted by AO.
Under Treasury→ Cash/Cheques → Cheque Acknowledge.

21. Can I sale the stamps in bulk in IT2.0?
Yes. You can sale the stamps in bulk under Treasury→ Stamp/Stationary→ Bulk Sales

22. Can I issue the stamp advance in IT2.0?
Yes. under Treasury→ Stamp/Stationary→ Advances

23. Where I can account the miscellaneous receipts/payments viz, cash conveyance payment, Office expense, UCR/UCP etc..?
under Treasury→ Cash/Cheques→ Misc Transactions option.

24. Whether approval required for Miscellaneous transactions entered?
Yes. supervisor approval require to complete the transaction.

25. Can I perform billing process of registered bulk customer in treasury module?
Yes. under Treasury→ Cash/Cheques→ Customer Billing option.

26. Whether the approval required for registered bulk customer billing process submitted?
Yes. supervisor approval require to complete the process.

27. Can I check the cash in transit entries in IT2.0?
Yes. you can check under Treasury→ Reports→ Cash in Transit option.

28. Can I check the cheques in transit entries in IT2.0?
Yes. you can check under Treasury→ Reports→ Cheques in Transit option

29. Can I generate Cash balance report between any particular dates?
Yes. you can generate the report under Treasury→ Reports→ Cash Balances option.

30. Can I check the treasurer-postman related transaction details between any particular dates?
Yes. you can check the details under Treasury→ Reports→ Postman Transactions.

31. Can I check the stamp balance report between any dates and download the same?
Yes. Under Treasury→ Reports→ Stamp balances

32. In which file formats I can download the stamp balance report?
Only in PDF Format

33. Can I know who has begun the day and who has ended the day & at what time in treasury module?
Yes. you can know this Under Treasury→ Reports→ Day Begin/End Reports

34. Where can I generate and print Treasurer Cash Book (TCB)?
You can generate TCB under Treasury→ Reports→TCB

35. Where can I generate and print Daily Transaction Report (DTR)?
You can generate DTR under Treasury→ Reports→DTR

36. Can I download the TCB and DTR? If yes, in which format?
Yes. In PDF file format only.

37. Can I check the balance of Indian Postal Orders (IPO) in the system?
Yes. you can check the IPO balance under Treasury→ Reports→ IPOs Balance

38. Can I Sell the IPOs in bulk in treasury module?
Yes. you can sell under Treasury→ IPO→ IPO Sales option.

39. How to sell the IPOs in bulk?
go to the option said in Q.38, enter the SOLDTO details, add the IPOs quantity and then Click on submit.

40. Is supervisor approval needed for bulk sale of IPOs?
Yes. Supervisor approval needed. He can approve/reject the bulk sale transaction.

41. If the counter official requests for IPO, where can I supply?
   U can supply under Treasury→ IPO→ Process IPO indents

42. Can I have the provision to reject the IPO request done by the counter official?
   Yes. you can reject the request.

43. What is Cash Approval (SRC)?
   All the cash request/Remittance transactions (including Bank Remittance) which are initiated by the user's own office (Source office) to other office will reflect for approve. The Treasury Supervisor is having the option to **Reject** or **Approve** the Remittance/Request initiated by the Treasurer.

44. What is Cash Approval (DEST)?
   On receipt of Cash Request/Cash Remittance from attached Sub-ordinate Office, which is processed by Cash Office Treasurer, such transaction will be available in the "**Cash approval (DEST)**" option for approval from Treasury Supervisor of the Cash Office. Treasury Supervisor is having the option to 'Approve' or 'Reject' the transaction. Click on "**Approve**" button for approval.

45. What is Cheque Approval (SRC)?
   Cheque requests raised and Bank Withdrawals initiated by Treasurer will reflect in
   "Cheque Approval (SRC)" in Treasury Supervisor's login for approval.

46. What is Cheque Approval (DEST)?
   All Cheque request and Cheque remittance transactions from Sub Offices which are Processed by the HO Treasurer will appear in "Cheque Approval Destination" option in Treasury Supervisor's login for approval.

47. Is Day beginning required to work in Treasury Module?
   Yes.

48. Who can begin the day in Treasury Module?
   Official who is having Treasury Supervisory roles only can begin the day.

49. Can I Perform day end of previous day on today?
   Yes. Day end of previous day can be done today if not done, before performing day begin.

50. If previous day day end not then, can I be able to work for today?
   NO. Its compulsory to the day end of previous day before commencing today work.

51. If the closing balance is more than the authorised balance can I perform day end?
   NO. ECB memo is to be generated. Then only the software will allowed to do the day end.

52. What is ECB Memo?
It's Memo of Excess Cash Balance; a document used to report and manage excess cash balance in a post office.

53. Where can I generate ECB Memo?
Under Accounts→ ECB Management→ Generate ECB

54. What is Cash Process(Txn) ?
Various types of Cash transactions pending at Treasurer level will appear in this option viz. Cash request from Counter, Excess Cash remittance from Counter, Cash request from attached SOs & BOs, Cash remittance from attached SOs & BOs etc. In order to process all such transaction click on **Cash Process (Txn) menu.**

55. What is Cash Acknowledge(Txn) ?
After physical receipt of cash that is requested from cash office, the cash must acknowledged using **Cash Acknowledge (Txn)** option. Then only the cash balance will raise.

56. If additional bank credit needed, what should I do?
Raise the request for additional bank credit under Treasury→Tools→Request Bank Credit

57. Can I Transfer the cash from one user to other user in Treasury Module?
Yes. Under Treasury→ Tools→ Cash Transfer

58. What are Miscellaneous transactions?
Miscellaneous transactions are the transactions which need to be posted manually. All such receipt and payment transactions can be done by the 'Treasurer' using 'Misc Transactions' option and all such transactions must be approved by the **"Treasury Supervisor".**

59. What are soiled stamps?
Soiled stamps refer to the stamps that have some form of damage and imperfection.

60. What are the steps involved in processing soiled stamps?
Soiled Stamps disposal request should be initiated by the HO Treasurer; same will be processed by the HO Treasury Supervisor. Then this transaction will reflect in Divisional Head's login for his Approval. (This transaction can only be done at HO Level).

61. What is Approve IPO Remittance (Source)?
All IPO remittance transactions initiated by the Treasurer must be approved using **"Approve IPO Remittance (Source)"** option.

62. Who will approve IPO Remittance (Source)?
Treasury supervisor.

63. What is Cash Remittance Report?

Memo of Cash Remittance (Cash sent from one office to another either through Account Bag or Special Remittance) can be generated using **"Cash Remittance Report".**

64. Who can generate Cash Remittance Report?

Both Treasurer and Treasury supervisor can generate Cash remittance report.

65. What is Cash Error List?

Whenever cash receiving office Treasurer acknowledges short or excess amount and the same is authorized by his Treasury Supervisor, then this incident will give raise to Cash Error. This Cash Error will immediately reflect in Cash Remitting Office's Treasurer's login.

66. Who can generate Cash Error List Report?

Cash Errors List report can be generated by Cash Remitted Office's Treasurer or Treasury Supervisor's login using **"Cash Error List"** report option.

67. Can I check the stamps in transit in any particular date?

Yes. You can check under Treasury→ Reports→ Stamps in Transit

68. Can I check IPOs in transit in any particular date?

Yes. You can check under Treasury→ Reports→ IPOs in Transit