

Government of India
Ministry of Communications
Department of Posts

Standard Operating Procedure



Advanced Postal Technology (APT)

Bank Module

**Remittance to Bank – Electronic
Mode transactions fetching and
reconciliation**

1. Purpose

This SOP outlines the detailed process for fetching online remittance transactions from the Treasury system and reconciling them in the Bank Module to ensure accurate accounting and timely reconciliation.

2. Scope

This SOP applies to all HO Treasury Operators, Treasury Supervisors, and Bank Module users involved in processing and reconciling electronic remittances to banks in Bank module.

3. Scenarios for Processing NEFT Transactions are as under

Scenario 1: NEFT Credited to HO Postmaster Account and the transaction processing Office is the same

When a NEFT amount is credited directly to the **Head Office (HO) Postmaster account**, and the **accounting office is also the same HO**, the following procedure shall be followed:

- The bill/treasury transaction shall be processed in the system in the normal course.
- Upon successful verification of the transaction, the concerned HO shall proceed with **Remittance to Bank – Electronic Mode** in the treasury Misc txn menu and complete the process in accordance with the prescribed SOP.

Scenario 2: NEFT credited to HO Postmaster Account, but Transaction Processed at the Nodal Office under the same DDO

When the **Postmaster account pertains to the Head Office**, but the transaction in treasury is **processed at a Nodal Office under the same DDO**, the following accounting shall be adopted to ensure correct reflection and reconciliation:

At the Nodal Office:

- The bill/treasury transaction shall be processed in the system in the normal course.
- The Nodal Office shall account for the NEFT amount by entering it as **“Cash Sent”** under the **Miscellaneous Transactions** option.
- This entry represents the transfer of funds to the concerned Head Office.

At the Head Office (HO):

- Upon receipt of the above transfer, the HO shall enter the corresponding amount as **“Cash Received”** under the **Miscellaneous Transactions** option.
- After successfully recording the Cash Received entry, the amount shall become eligible for **Remittance to Bank – Electronic Mode**.

Subsequent Action:

- The HO shall then initiate **Remittance to Bank – Electronic Mode** and complete the process by following the standard procedure outlined in this SOP.

Scenario 3: NEFT Credited to HO Postmaster Account but Transaction Processed at NCDDO or PO of another DDO

When the **Postmaster account pertains to the Head Office**, but the transaction in treasury is **processed at NCDDO or PO of another DDO**, the following accounting shall be adopted to ensure correct reflection and reconciliation:

At the NCDDO or PO of other DDO:

- The bill/treasury transaction shall be processed in the system in the normal course.
- The NCDDO the PO of another DDO shall account for the NEFT amount by entering it as **“RSAO Remittance Debit”** under the **Miscellaneous Transactions** option.
- This entry represents the transfer of funds to the concerned Head Office.

At the Head Office (HO):

- Upon receipt of the above transfer, the HO shall enter the corresponding amount as **“RSAO Remittance Credit”** under the **Miscellaneous Transactions** option.
- After successfully recording the Cash Received entry, the amount shall become eligible for **Remittance to Bank – Electronic Mode**.

Subsequent Action:

- The HO shall then initiate **Remittance to Bank – Electronic Mode** and complete the process by following the standard procedure outlined in this SOP.

3. Account Code Covered

- 8677000300 – Remittance to Bank _Electronic Mode.
- 8671000200 - Cash sent
- 8671000300 - Cash received
- 8782000500 - RSAO_Remittances_Debit
- 8782000600 - RSAO_Remittances_Credit

4. Pre-requisites

- Remittance to Bank _Electronic Mode must be completed for the selected date by the respective HO
- Treasury Supervisor approval must be completed.
- Remittance bank account details must be available.

5. Detailed Procedure

Step 1: Miscellaneous Transaction Entry

- Post miscellaneous transactions using account code 8677000300 (Remittance to Bank – Electronic Mode) for the applicable transactions where the amount has been received through NEFT from the customers

Miscellaneous Receipts/Payments

Note: Decimal places are not allowed please round off the amount.

Transaction Type* Payment Transaction Mode* Cash Account Code* Amount*

Select to upload: Choose File No file chosen

Submit

Receipts: There are no records to display. Total: 500000.00

Payments:

Type	Account Code	Details	Amount
Payments	8677000300	Remittance to Bank - Electronic Mode	00000

Rows per page: 10 1 of 1 Submit

Step 2: Approval by Treasury Supervisor

- Treasury Supervisor shall approve the posted remittance transactions.

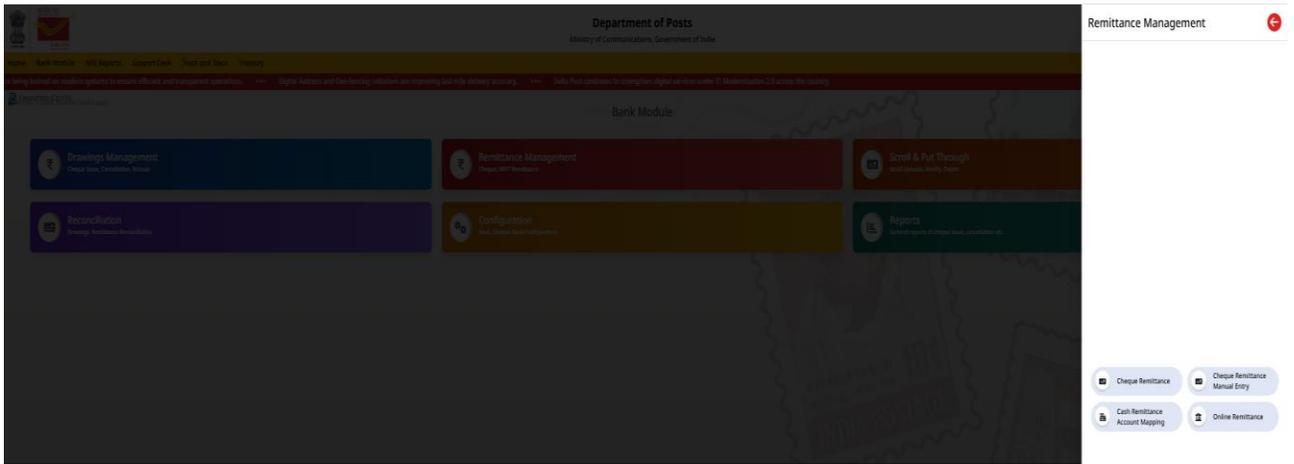
Approval of Miscellaneous Receipts/Payments

Transaction Date	Transaction Mode	Transaction Type	Amount	Remarks	Action	Forward	Approve	Reject
28-01-2025	Cash	Payments	50000		View Info	Forward	Approve	Reject
28-01-2025	Cash	Payments	25012		View Info	Forward	Approve	Reject
28-01-2025	Cash	Payments	50000		View Info	Forward	Approve	Reject
28-01-2025	Cash	Payments	25000		View Info	Forward	Approve	Reject
28-01-2025	Cash	Payments	50000		View Info	Forward	Approve	Reject

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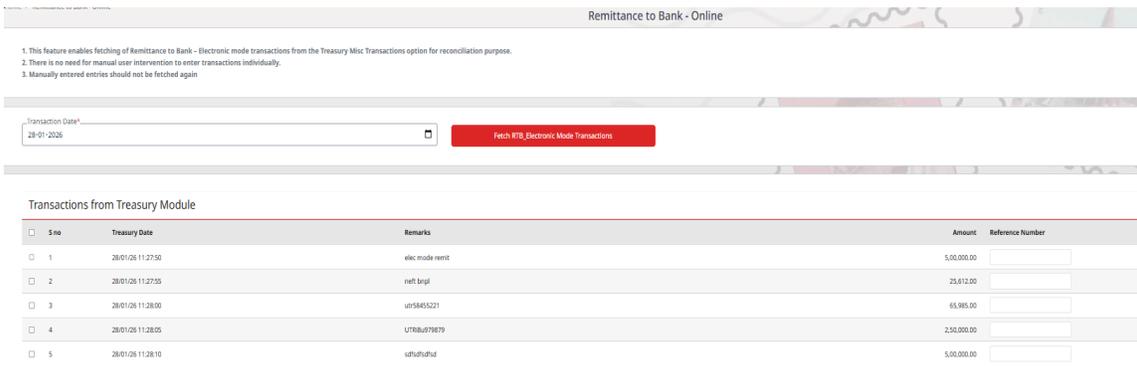
Step 3: Navigate to Bank Module

- Login to the system.
- Navigate to Bank Module → Remittance Management - Online Remittance menu.



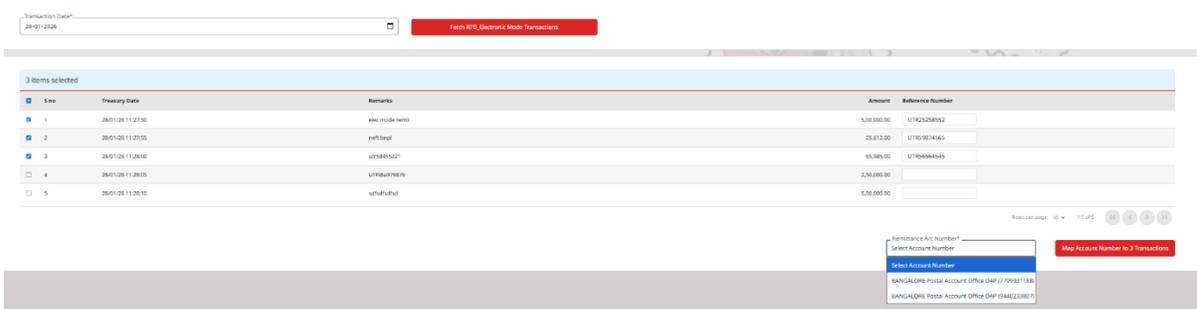
Step 4: Fetch Treasury Transactions

- Select the transaction date.
- Click on 'Fetch RTB Electronic Mode Transactions'.
- The system will display eligible treasury transactions.



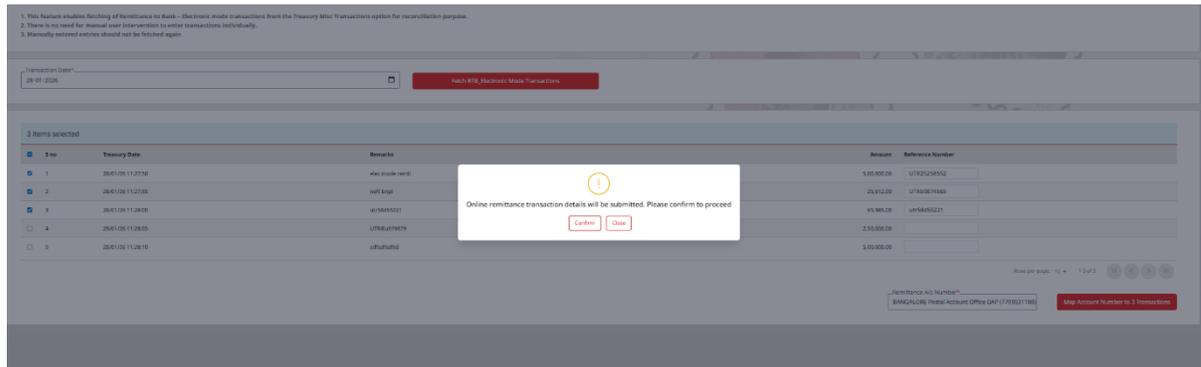
Step 5: Post Transactions to Bank Module

- Select the required transactions.
- Enter bank reference numbers.
- Select the remittance bank account number.
- Submit the details.



Step 6: Confirmation

- System will display a confirmation message.
- On confirmation, transactions will be posted to the Bank Module.

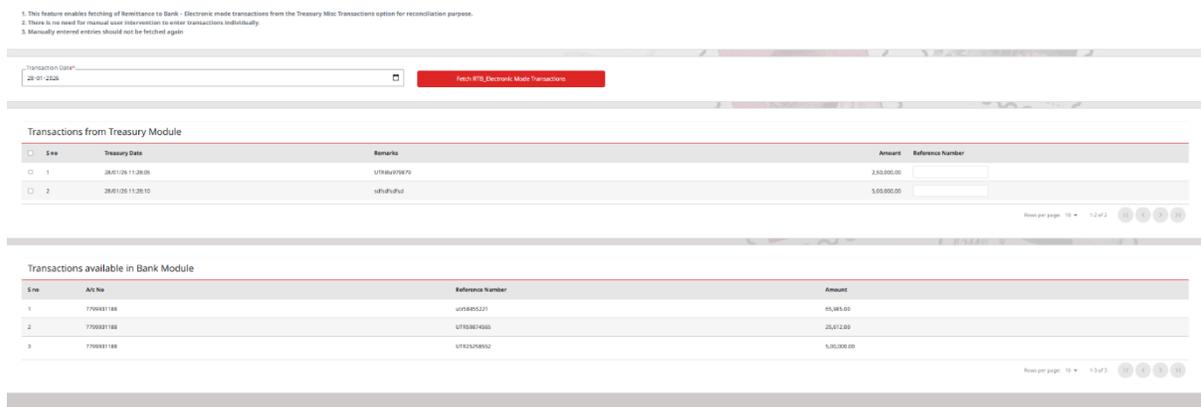


Step 7: Reconciliation

- Transactions fetched to the Bank Module will be available for reconciliation.
- Pending treasury transactions (if any) will continue to appear until fetched.

6. Important Notes

- Fetching can be performed multiple times for the same date.
- Transactions already fetched to the Bank Module will not be duplicated.
- Only transactions available in the Bank Module can be reconciled.



8. Conclusion

This SOP ensures a standardized and auditable process for fetching and reconciling online remittance transactions, minimizing reconciliation delays and accounting discrepancies.

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