

Government of India
Ministry of Communications
Department of Posts

Standard Operating Procedure



Advanced Postal Technology (APT)

DTR - Budget transactions reconciliation in Budget module

Centre for Excellence in Postal Technology

Scope

To address widespread issues reported by field units where treasury transactions are not reflected in or deducted from the concerned office's budget, this SOP outlines a systematic reconciliation process using the built-in "Treasury Budget Data Comparison" card available to Divisional Offices (DO), Regional Offices (RO), and Circle Offices (CO).

Applicability:

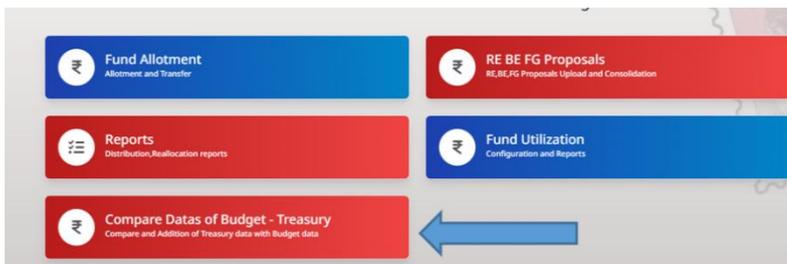
This functionality is applicable to all users at **DO / RO / CO** responsible for **budget monitoring and reconciliation**.

Purpose:

This provision facilitates the **incorporation of budget consumption** for transactions available in the Treasury system where budget consumption has not been recorded. It also enables **direct comparison and rectification of discrepancies**, thereby eliminating the need to raise **individual support tickets**.

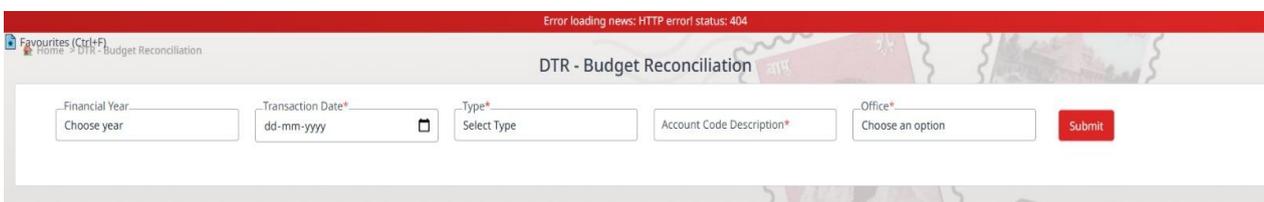
Procedure

1. **Access the below highlighted card in the Budget module**
 - Log in to the APT application.
 - Navigate to the **Budget Card**.
 - Select the option: **Compare Data of Budget-Treasury** and then select **DTR-Budget Reconciliation** menu



2. **Enter Selection Parameters**

- **Financial Year:** Select the relevant year.
- **Date of Transaction:** Specify the transaction date.
- **Type of Transaction:** Receipt or Payment.
- **Account Code:** Enter or select the required account code.
- **Office ID:** Enter the **accounting office ID** (i.e., **DDO office ID**).
 - **Important:** Use the DDO ID of the accounting office.
- Click the **Submit** button.
- The system will retrieve and display transaction details for the selected office.



- **Note:** Data fetched will include transactions from the HPO as well as all its sub-offices.

Budget-Treasury transactions reconciliation in Budget Module



3. Compare Treasury and Budget Data

- **Left Side:** Displays Treasury data (actual transactions recorded in the treasury).
- **Right Side:** Displays Budget data (consumption/reflection in the budget module).
- Manually compare the entries line by line to identify discrepancies.

Department of Posts
Ministry of Communications, Government of India

Home Bag Management Barcode and Label Mgmt. BCP Solutions Booking Solution Budget Module Others

Application
Operations (Child)
POSTS - Budget Reconciliation

DTR - Budget Reconciliation

Financial Year: 2025-2026 Transaction Date: 02-01-2026 Type: Payment Account Code Description: Postal Division-Wages Office: Mysuru H.O. Reset

HDA	320101101030102	Account Code	3201014002	Account Code Description	Postal Division-Wages
Treasury Amount	664	Budget Amount	0	Difference	664

Treasury Data

Posting Date	Transaction Office	Consumed Amount	Remarks
02/01/26 16:20:46	Integratd S.O (21661257)	664	test

Rows per page: 10 1-1 of 1

Total Amount : 664

Budget Data

There are no records to display

4. Identify and Correct Missing Entries

- Look for transactions present in Treasury data but **missing** in Budget data.
- If a missing entry is identified, use the **Red Right Arrow - Post Icon** option provided against that specific entry to post it to the budget side.
- A confirmation message will be displayed to obtain confirmation from the user.
- On clicking confirm, the record will be added to the budget consumption

Financial Year: 2025-2026 Transaction Date: 02-01-2026 Type: Payment Account Code Description: Postal Division-Wages Office: Mysuru H.O. Reset

HDA	320101101030102	Account Code	3201014002	Account Code Description	Postal Division-Wages
Treasury Amount	664	Budget Amount	0	Difference	664

Treasury Data

Posting Date	Transaction Office	Consumed Amount	Remarks
02/01/26 16:20:46	Integratd S.O (21661257)	664	test

Rows per page: 10 1-1 of 1

Total Amount : 664

Budget Data

There are no records to display

Are you sure to update the Consumption amount?

Confirm Cancel

Financial Year: 2025-2026 Transaction Date: 02-01-2026 Type: Payment Account Code Description: Postal Division-Wages Office: Mysuru H.O. Reset

HDA	320101101030102	Account Code	3201014002	Account Code Description	Postal Division-Wages
Treasury Amount	664	Budget Amount	664	Difference	0

Treasury Data

Posting Date	Transaction Office	Consumed Amount	Remarks
02/01/26 16:20:46	Integratd S.O (21661257)	664	test

Rows per page: 10 1-1 of 1

Total Amount : 664

Budget Data

Date of Consumption	Transaction Office	Consumed Amount	Remarks
02/01/2026 16:20:46	Integratd S.O (21661257)	664	test

Rows per page: 10 1-1 of 1

Total Amount : 664

Treasury Data posted to Budget consumption successfully

Note: No approval or verification is provided for the above posting and hence ensure the correctness of the data before posting.

5. Conditions for Posting:

- Posting is permitted **only** when the treasury consumed amount exceeds the budget consumption for the selected date.
- Add **only genuine missing entries**. Do not add duplicates or unrelated items.

Key Guidelines and Precautions

- Perform thorough verification before adding any entry to avoid incorrect budget consumption.
- Use this tool responsibly, as direct postings permanently affect budget utilization figures.
- This process ensures alignment between treasury-accounted expenditures and budget records.
- For persistent system errors or unusual discrepancies, escalate through standard support channels.

*****End of the Document *****