

Panchayati Raj Institutions Accounting Software (PRIASoft)

Quick Start Guide
(NIC-PID-PRIASOFT-Quick Start Guide V1.0)

Panchayat Informatics Division
National Informatics Centre
Department of Information Technology
Ministry of Communications & Information Technology

Government of India

PRIASoft - Quick Start Guide

Panchayat Raj Institution Accounting Software (PRIASoft) is developed by National Informatics Centre, Ministry of Information Technology, Govt. of India for Panchayati Raj Institutions to effectively monitor and manage their accounts.

Following are the two URL for PRIASoft:

❖ <http://accountingonline.gov.in>

❖ <http://panchayat.gov.in/priasoft>

The <http://accountingonline.gov.in> is the online site for maintaining the online accounting records of the panchayat and <http://panchayat.gov.in/priasoft> is the demo site meant for demonstration and training purpose.

User of PRIASoft:

- Central Administrator - Comptroller & Auditor General (CAG)
- State Administrator - State Auditor General (State AG)
- Zilla Panchayat Administrator
- Zilla Panchayat User
- Block Panchayat Administrator
- Block Panchayat User
- Village Panchayat Administrator
- Village Panchayat User

Instructions for using PRIASoft

1. Central Administrator is required to define all the Centrally Sponsored Schemes under which the funds are flowing to the panchayats. State Administrator are required to define their respective State Sponsored Schemes under which the funds are flowing to the panchayats.

2. State Administrators are required to map the Central/State Schemes for Zilla Panchayat / Block Panchayat / Village Panchayat. That is specify what all schemes would be operational at each tier. This is broad mapping and individual ZP / BP / VP can map the schemes applicable for them from this list.
3. Central Administrator maps the Central Sponsored Schemes at the sub-head level. This requires mapping of scheme with Major/Minor Heads at the Receipt/Expenditure Side as per accounting structure proposed by C&AG.
4. State Administrator maps the State Government Schemes at the sub-head level. This requires mapping of scheme with Major/Minor Heads at the Receipt/Expenditure Side as per accounting structure proposed by C&AG.
5. Central Administrator defines the Object Head for receipt and expenditure under the scheme, basically the Object Head under which the money would be received under the scheme and the Object Heads under which the expenditure would be recorded under the scheme.
6. State Administrator defines the Object Head for receipt and expenditure under the State Government scheme. Also, it is possible for the State Administrator to map the State Schemes with the standard object Heads created by the Central Administrator.
7. State Administrator defines the list of Line Department applicable at State / Zilla Panchayat / Block Panchayat / Village Panchayat Level.
8. State Administration defines the master list of Stock Items. This list can be further appended by respective accounting units.
9. Central Administrator defines the master list of Nationalized Banks
10. State Administrator defines the master list of State-specific Banks if any.
11. Each accounting unit is required to set its Financial Year in the application. The Financial Year specifies the year from which the accounts would be maintained in PRIASoft.
12. Each accounting unit can optionally Map the schemes for their respective tier. That is specifying the list of schemes under which they would be receiving funds or doing expenditure.

13. Each Accounting unit is required to enter the Master Data which will form the backbone of the main transaction Data. Though the Master Data can be entered as and when they are required, it will be better if the available Master Data is entered in the beginning in order to reduce swapping between Transaction and Master Data Forms. Master Data to be entered by each Accounting Entity (ZP/BP/GP) includes
- a. Treasury Details (to be entered at the District Level).
 - b. Treasury Accounts by the respective accounting units if the funds are kept in Treasury
 - c. Bank Branch Details (for to be entered at the District Level)
 - d. Mapping of Bank Branches by the respective accounting units
 - e. Bank Accounts by the respective accounting units if the funds are kept in Bank
 - f. Post Office Details by the respective accounting unit
 - g. Post Office Accounts by the respective accounting units if the funds are kept in Post Office
 - h. Cheque Book Details pertaining to Treasury / Bank / Post Office Account
 - i. Employee/Resident/Agencies Details by the respective accounting units
 - j. Stock Item Details by the respective accounting units
 - k. Opening Balance by the respective accounting Unit w.r.t to Treasury / Bank / Post Office Accounts for respective schemes till the scheme receipt head level.
 - l. Opening Balance of the Stock w.r.t to each item for respective schemes till the scheme receipt head level.
 - m. Work/Case record details by the respective accounting unit.
14. Each Accounting unit can begin to record the voucher entries as and when it happens. Following four types of vouchers supported by PRIASoft :

Receipt Voucher - Receipt Voucher record details pertaining to the funds / money received by the PRIs. The receipt voucher is further classified as

- a. Direct Receipt – To record the funds received by PRIs under schemes or own resources.
- b. Transfer Receipt – To record the receipt of funds transferred to PRIs by other PRIs
- c. Advance Receipt – To record the receipt of Advance given to PRIs by other PRIs
- d. Refund of Advance – To record the receipt of Refund of Advances.
- e. Cancellation of Cheques – To record the reverse entry of the payment made through Cheque in case a cheque is lost or its validity expires.

Payment Voucher – Payment Voucher record details pertaining to the expenditure incurred by PRIs. The payment voucher is further classified as

- a. Expenditure – To record the expenditure incurred by PRIs
- b. Transfer – To record the funds transferred to PRIs
- c. Advances – To record the advances given to employees, agency, other PRIs etc.
- d. Receipt cancellation – To record the reverse entry for cancelling any receipt, accepted by this PRIs.

Contra Voucher – Contra Voucher record the transfer of funds within the scheme. That is any fund flow that happens within a scheme (Cash to Treasury /Bank /Post Office and vice-versa)

Journal Voucher – Journal Voucher is meant for recording the rectification entry. This is basically to rectify the head of accounts, that is to book the expenditure under the correct head of account. The Journal voucher is further classified as

- a. Receipt Rectification - To rectify any incorrect receipt
- b. Payment Rectification - To rectify any incorrect payment
- c. Advance Rectification - To rectify any incorrect Advance

- d. Adjustment - To record the adjustment of any advance given
 - e. Deduction – To record the details under for which the deductions are kept
15. Each Accounting unit can generate the following reports as prescribed by C&AG from the data available in PRIASoft :
- a. Day Book
 - b. Monthly Cash Book
 - c. Scheme-Wise Cash Book
 - d. Ledger Book
 - e. Scheme-Wise Journal Book
 - f. Scheme-wise Cheque Receipt Register
 - g. Scheme-wise Cheque Issue Register
 - h. Register of Advances
 - i. Register of Receivables and Payables
 - j. Annual Receipts and Payments Accounts
 - k. Consolidated abstract register
 - l. Monthly Reconciliation Statement
 - m. Stock register
 - n. Opening Balance Report
 - o. Heads of Account

The detailed help file is also available on the site for better understanding of each feature.