

*Software Giant Ltd*



# **General Accounting and Reporting System (GARS)**

**Accounting software**

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***User - Manual***

**Compiled by Tech Services**

**01/2024**

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**General Accounting and Reporting  
System (GARS)**

# Accounting

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*Getting Started*

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## Getting Started – New User Information

### Introduction

This manual was designed to assist employees who enter accounting Voucher information into the **General Accounting and Reporting System (GARS) financial system to generate automatic all financial reports.**

**Each department head can decide if the new or existing user is allowed to enter financial information with or without their department head or chief deputy's approval. (This is similar to whether the department used to require the department head's signature prior to delivering payables to the auditor's office.)**

**A user is setup to enter purchase orders with or without supervisor rights.**

**01. User has supervisor rights.**

**This allows the employee to enter purchase orders without being approved by another individual in that department. The auditor's office will review and approve the purchase order.**

**02. User does not have supervisor rights.**

**A user without supervisor rights must have their payables approved by a supervisor within the department (prior to the auditor's approval).**

**The Auditor's office will contact the Tech Services department to set up the new user account in the accounting system.**

**Tech Services will set up the new user's name and password and contact the employee on how to log onto the accounting system.**

**You may contact the Auditor's office or Tech Services if you have any questions about the payables process, user account information or problems with the software.**

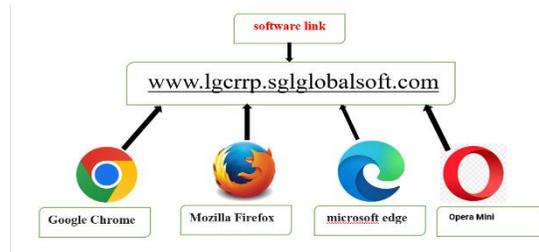
## Getting Started – New User Information

### Login Link

Use (Chrome or Mozilla Firefox or Microsoft edge and opera mini) (*not Internet Explorer*) to log onto the accounting system.

Use the following URL Link:

<https://lgcrrp.sg|globalsoft.com/>



**Contact the Tech Services department if your pc does not have Chrome installed.**

**Note: The first time you run a report in New World - Chrome will block the pop-up.**

**Click on the prompt in the upper right hand corner (highlighted in red) to always allow pop-ups from the New World accounting system.**

## Getting Started – New User Information

### User Login

First search googles software link URL than Click on Log In



Enter the user's name means email id on the first line and password on the 2<sup>nd</sup> line.

Click on “Remember My Sign-In” box if you want Chrome to save your logon user name.

The first time that you log on - Chrome will ask if you want your password information saved. Answer ‘Yes’ if you want your password to be saved so you do not have to enter the password each time you log on.

**Note:** *Each user is responsible for remembering their password.*

Welcome Back !  
Sign in to continue.

Username or Email  
maynulislam600@gmail.com

Password [Forgot password?](#)  
\*\*\*\*\*

Remember me

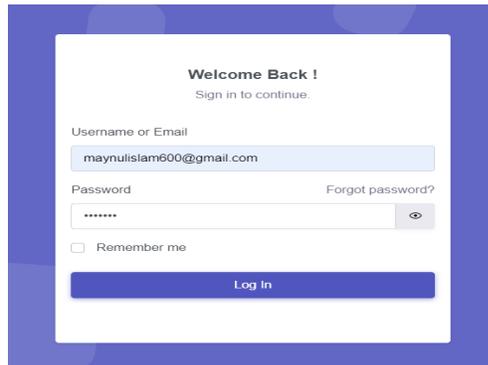
Log In

## Getting Started – New User Information

### Updating Your Password or Edit Your Profile

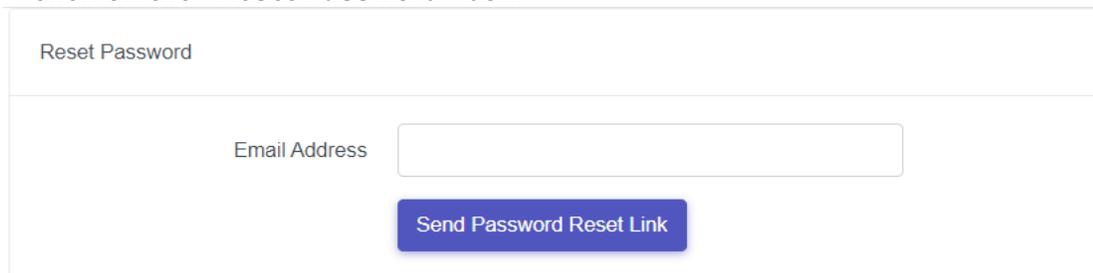
You can change your password If you forgot your password or your password is no longer working.

**Click on “Forgot your password?” on the sign-on screen to begin the process to create a new password.**



The screenshot shows a login interface with a white background and a blue border. At the top, it says "Welcome Back !" and "Sign in to continue." Below that, there are two input fields: "Username or Email" with the value "maynulislam600@gmail.com" and "Password" with masked characters. To the right of the password field is a "Forgot password?" link. There is also a "Remember me" checkbox and a "Log In" button at the bottom.

**A prompt will ask for your e-mail address. Enter the e-mail address and click on the “Reset Password” box.**



The screenshot shows a "Reset Password" form. It has a title "Reset Password" at the top. Below the title is a label "Email Address" followed by an empty input field. At the bottom of the form is a blue button labeled "Send Password Reset Link".

**New World will e-mail you a link to complete the process of creating a new password. Follow the instructions in the e-mail.**

**Others** Edit Your Profile and You can change your e-mail or password



The screenshot shows an "Edit Profile" form. At the top left, it says "Setting > Edit Profile" and "Edit Profile". At the top right, there is a navigation bar with "Perique District > Perique Municipality", "\$ Currency", and a user profile icon labeled "Mik Maynol Islam". The form fields include: "First Name\*", "MI/Maamul", "Last Name\*", "Name", "User Name\*", "Perique Municipality/Perique District Maker", "E-mail\*" (with the value "maynulislam600@gmail.com"), "Password\*", "Confirm Password\*", "User Role\*", and "User Role\*" (with a dropdown menu showing "Maker"). At the bottom is a blue "Update Profile" button.

**Contact Karen in Tech Services if you need assistance in updating your password.**

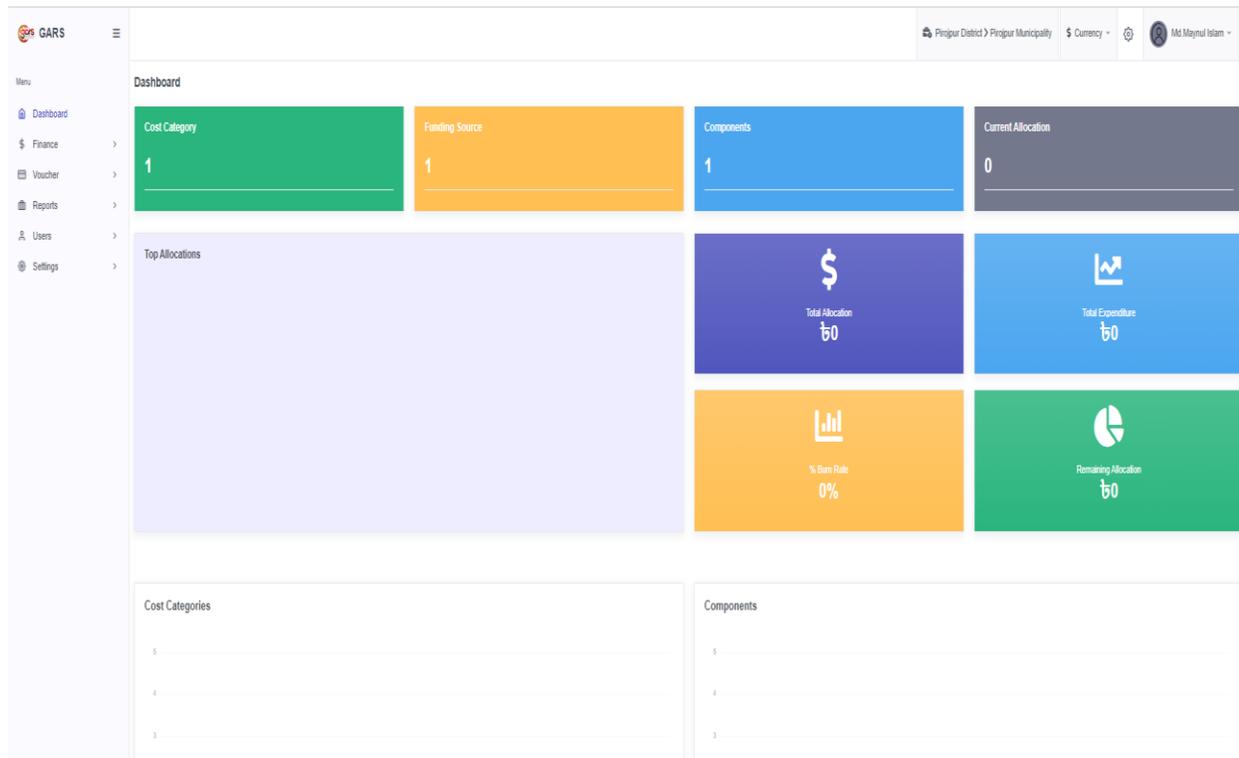
# Getting Started – New User Information

## look the software Dashboard

- Dashboard
- Finance
- Voucher
- Reports
- Users
- Settings

dashboard show tha

- Cost Category
- Funding source
- Components
- Current Allocation
- Total Allocation
- Total Expenditure
- % Burn Rate
- Remaining Allocation

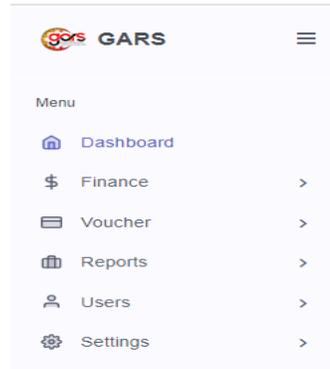


## Getting Started – New User Information

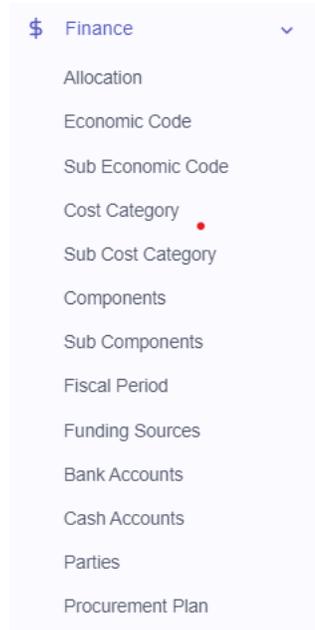
### Gars menu bar

In Menu bar you will find option namely Finance, Voucher, Reports, Users, and Settings.

Finance/ Voucher/ Reports/ Users/ Settings



### Finance



## Getting Started – New User Information

### Voucher

Go to voucher on the list then click **Journal Voucher, Debit Voucher, and Receipt Voucher or Pending Voucher** and select informant

Voucher
▼

- Journal Voucher
- Debit Voucher
- Credit Voucher (Receipt)
- Pending Voucher

### Credit Voucher ( Receipt) Entry Example

Voucher > Credit Voucher

#### Credit Voucher (Receipt)

Select Option ▼

Select Branch ▼

Add Credit Voucher

Show 10 entries
Search:

Voucher Number	Voucher Date	Head	Amount	Party	Fiscal Period
----------------	--------------	------	--------	-------	---------------

#### Add Credit Voucher

Voucher Number\*:

Procurement Method (Type):

Bank Account:

Funding Source\*:

Date\*:

Parties:

Cash Account:

Sub Economic Code:

Package number:

Fiscal Period\*:

Fund Type:

Cheque No:

Economic Code:

Type:  Debit  Credit

Advance:  Yes  No

Percentage:  %

Add

Economic Code	Economic Code Name	Sub Economic Code	Cheque No	Dr Amount	Cr Amount	Remove
0100236978693	Janata Bank Limited -Pirojpur Municipality- 0100236978693			15,000,000.00	-	Remove
10000339	Advance from LGCRRP Project IDA Credit no. 7033 BD			-	15,000,000.00	Remove
				<b>Dr Amount: 15,000,000.00</b>	<b>Cr Amount: 15,000,000.00</b>	<b>Dr-Cr Amount: 0.00</b>

Description:

Being the amount received from LGCRRP-PMU as advance against project expenditures

Upload Attachments:

Choose files
No file chosen
➤

Save

Save & Repeat

Getting Started - 7

## Getting Started – New User Information

### Debit Voucher Entry Example

#### Debit Voucher

Select Option Select Branch

**Add Debit Voucher**

Show 10 entries

Search:

Voucher Number	Voucher Date	Head	Amount	Party	Fiscal Period	Cheque No	Component
----------------	--------------	------	--------	-------	---------------	-----------	-----------

<b>Voucher Number*:</b> <input style="width: 95%;" type="text" value="DV-01/Pirojpur-Municipality/2022-23"/>	<b>Date*:</b> <input style="width: 95%;" type="text" value="11/02/2023"/>	<b>Package number:</b> <input style="width: 95%;" type="text" value="Select Package number"/>
<b>Procurement Method (Type):</b> <input style="width: 95%;" type="text" value="N/A"/>	<b>Parties:</b> <input style="width: 95%;" type="text" value="N/A"/>	<b>Fiscal Period*:</b> <input style="width: 95%;" type="text" value="5 November 2023-2024"/>
<b>Components:</b> <input style="width: 95%;" type="text" value="Component 1: COVID-19 Response Grants"/>	<b>Sub Components:</b> <input style="width: 95%;" type="text" value="Select Sub Component"/>	<b>Cost Category:</b> <input style="width: 95%;" type="text" value="Category (1) Covid-19 Response Grants"/>
<b>Sub Cost Category:</b> <input style="width: 95%;" type="text" value="Select Sub Cost Category"/>	<b>Bank Account:</b> <input style="width: 95%;" type="text" value="Janata Bank Limited, Pirojpur Municipality, IDA-RPA - ..."/>	<b>Cash Account:</b> <input style="width: 95%;" type="text" value="Select Cash Account"/>
<b>Fund Type:</b> <input style="width: 95%;" type="text" value="IDA"/>	<b>Funding Source*:</b> <input style="width: 95%;" type="text" value="IDA-RPA"/>	<b>Invoice Amount:</b> <input style="width: 95%;" type="text" value="6989846"/>
<b>Invoice No.:</b> <input style="width: 95%;" type="text" value="Invoice No"/>		

<b>Economic Code:</b> <input style="width: 95%;" type="text" value="Select Economic Code"/>	<b>Sub Economic Code:</b> <input style="width: 95%;" type="text"/>	<b>Amount:</b> <input style="width: 95%;" type="text"/>	<b>Cheque No:</b> <input style="width: 95%;" type="text" value="Cheque No"/>
<b>Type:</b> <input type="radio"/> Debit <input checked="" type="radio"/> Credit	<b>Advance:</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Refund:</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Percentage:</b> <input style="width: 80px;" type="text" value="100"/> %

**Add**

Economic Code	Economic Code Name	Sub Economic Code	Cheque No	Dr Amount	Cr Amount	Remove
4211101	Covid Response Grant: Pourashava		6410351	6,061,060.00	-	Remove
4211101	Covid Response Grant: Pourashava		6410352	557,391.00	-	Remove
4211101	Covid Response Grant: Pourashava		6410353	371,395.00	-	Remove
0100236978693	Janata Bank Limited -Pirojpur Municipality-0100236978693			-	6,989,846.00	Remove
				<b>Dr Amount:</b> 6,989,846.00	<b>Cr Amount:</b> 6,989,846.00	<b>Dr-Cr Amount:</b> 0.00

<b>Tax Percentage:</b> <input style="width: 95%;" type="text" value="5"/> %	<b>Tax Amount:</b> <input style="width: 95%;" type="text" value="371395"/>	<b>Tax Challan No.:</b> <input style="width: 95%;" type="text" value="T1"/>
<b>VDS Percentage:</b> <input style="width: 95%;" type="text" value="7.5"/> %	<b>VDS Amount:</b> <input style="width: 95%;" type="text" value="557391"/>	<b>VDS Challan No.:</b> <input style="width: 95%;" type="text" value="T2"/>
<b>Others Amount Percentage:</b> <input style="width: 95%;" type="text"/> %	<b>Others Amount:</b> <input style="width: 95%;" type="text"/>	

**Description:**

Being the amount paid against the party payment on road constructions 07 ward muslim para

**Upload Attachments:**

Choose files No file chosen

Save
Save & Repeat

# Getting Started – New User Information

## Journal Voucher Entry Example

Voucher > Journal Voucher

### Journal Voucher

Select Option  Select Branch  Select Funding Source

Add Journal Voucher

Show 10 entries

Search:

Voucher Number	Voucher Date	Head	Amount	Party	Fiscal Period	Cheque No	Component	Cost Category	Bank Account	Created By
----------------	--------------	------	--------	-------	---------------	-----------	-----------	---------------	--------------	------------

### Edit Journal Voucher

Voucher Number:  Date:  Package number:

Procurement Method (Type):  Parties:  Fiscal Period:

Components:  Source Components:  Cost Category:

Source Cost Category:  Bank Account:  Cash Account:

Fund Type:  Funding Source:  Invoice Amount:

Invoice No.:

Economic Code:  Amount:  Cheque No:   Debit  Credit

Advance:  Yes  No Refund:  Yes  No Percentage:  %

Economic Code	Economic Code Name	Cheque No	Dr Amount	Cr Amount	Remove
<input type="text" value="10000339 - Advance from LGCRPP Project IDA Credit no. 7033 BD"/>	Advance from LGCRPP Project IDA Credit no. 7033 BD		6989846.00	-	<input type="button" value="Remove"/>
<input type="text" value="10000001 - Advance to-Janata Bank Limited -Pirojpur Municipality-0100236978693"/>	Advance to-Janata Bank Limited -Pirojpur Municipality-0100236978693		-	6989846.00	<input type="button" value="Remove"/>
			Dr Amount: 6,989,846.00	Cr Amount: 6,989,846.00	Dr-Cr: 0

Description:

Tax Percentage:  % Tax Amount:  Tax Challan No:

VDS Percentage:  % VDS Amount:  VDS Challan No:

Others Amount Percentage:  % Others Amount:

### Attachments

Upload Attachments:

No file chosen

***General Accounting and Reporting System  
(GARS)***

# Accounting

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***User Role and Settings Information***

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# User Roles

Users > Roles

## User Roles

Add Role

Roles Name	Approved?	Added By	Action
Administrator	Yes	admin	<a href="#">View</a>
Approver	No	admin	<a href="#">Approve</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Checker	No	admin	<a href="#">Approve</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Maker	No	admin	<a href="#">Approve</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

## Add Role

Role Name:\*

### Permissions:

#### Budget

Select all

- View Budget
- Add Budget
- Edit Budget
- Delete Budget
- Approve Budget

#### Economic Code

Select all

- View Economic Code
- Add Economic Code
- Edit Economic Code
- Delete Economic Code
- Approve Economic Code

#### Cost Category

Select all

- View Cost Category
- Add Cost Category
- Edit Cost Category
- Delete Cost Category
- Approve Cost Category

#### Component

Select all

- View Component
- Add Component
- Edit Component
- Delete Component
- Approve Component

#### Fiscal Period

Select all

- View Fiscal Period
- Add Fiscal Period
- Edit Fiscal Period
- Delete Fiscal Period
- Approve Fiscal Period

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**Fiscal Period**

Select all

- View Fiscal Period
  - Add Fiscal Period
  - Edit Fiscal Period
  - Delete Fiscal Period
  - Approve Fiscal Period
- 

**Funding Sources**

Select all

- View Funding Sources
  - Add Funding Sources
  - Edit Funding Sources
  - Delete Funding Sources
  - Approve Funding Sources
- 

**Party**

Select all

- View Party
  - Add Party
  - Edit Party
  - Delete Party
  - Approve Party
- 

**Procurement Plan**

Select all

- View Procurement Plan
  - Add Procurement Plan
  - Edit Procurement Plan
  - Delete Procurement Plan
  - Approve Procurement Plan
- 

**Voucher**

Select all

- View Voucher
  - Add Voucher
  - Edit Voucher
  - Delete Voucher
  - Approve Voucher
- 

**Users**

Select all

- View User
  - Add User
  - Edit User
  - Delete User
  - Approve User
- 

**Roles**

Select all

- View Role
  - Add Role
  - Edit Role
  - Delete Role
  - Approve Role
- 

**Settings**

Select all

- View Settings
  - Add Settings
  - Edit Settings
  - Delete Settings
  - Approve Settings
- 

Submit

---

---

## Create user

Users > All Users > Add User

Add User

First Name:\*

Last Name:\*

User Name:\*

E-mail:\*

Password:\*

Confirm Password:\*

User Role:\*

Business Level:\*

Create User

## Software settings information

-  Settings 
  - Project Settings
  - Report Settings 
  - Cash Book Settings
  - Petty Cash Settings
  - Business Level
  - Business Level Setting
  - Voucher Setting 
  - Ledger Report Setting
  - Database Backup
  - Database Backup Access
-  Database Backup

*General Accounting and Reporting System  
(GARS)*

# Accounting

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*IUFRS Reports*

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## Reports

### **IUFR'S REPORTS**



The image shows a screenshot of a navigation menu. At the top, there is a blue folder icon followed by the text "Reports" and a downward-pointing chevron. Below this, the text "IUFR'S Reports" is displayed with another downward-pointing chevron. Underneath, a list of report titles is shown, each with a downward-pointing chevron: "Statement of Source and Uses of Funds", "Expenditure by Project Components", "Prior Review Contracts", "Post Review Contracts", "Cash Forecast", and "Designed Account Activity Statement".

- Reports
- IUFR'S Reports
  - Statement of Source and Uses of Funds
  - Expenditure by Project Components
  - Prior Review Contracts
  - Post Review Contracts
  - Cash Forecast
  - Designed Account Activity Statement

# Reports

## Statement of source and uses of funds

Reports > Statement of Source and Uses of Funds

### Statement of Source and Uses of Funds

Print Statement of Source and Uses of Funds PDF Excel

From Date:  To Date:  Select Branches\*:

Select All Branch

Particulars	Current Quarter				Year to Date				Cumulative Date			
	GOB	IDA-RPA	IDA - DPA	Total	GOB	IDA-RPA	IDA - DPA	Total	GOB	IDA-RPA	IDA - DPA	Total
<b>Opening Balance</b>												
Project Bank Account	-	-	-	-	-	-	-	-	-	-	-	-
IDA Designated Account	-	154,843,332.00	-	154,843,332.00	-	742,110,835.00	-	742,110,835.00	-	-	-	-
Advance	-	3,162,558,502.48	-	3,162,558,502.48	-	3,632,474,487.00	-	3,632,474,487.00	-	-	-	-
<b>Opening Balance Total</b>	-	<b>3,317,401,834.48</b>	-	<b>3,317,401,834.48</b>	-	<b>4,374,585,322.00</b>	-	<b>4,374,585,322.00</b>	-	-	-	-
<b>Source of Funds</b>												
IDA Funds-DA	-	3,378,000,000.00	-	3,378,000,000.00	-	3,378,000,000.00	-	3,378,000,000.00	-	7,787,600,000.00	-	7,787,600,000.00
Government Funds	-	-	-	-	-	-	-	-	-	-	-	-
<b>Source of Funds Total</b>	-	<b>3,378,000,000.00</b>	-	<b>3,378,000,000.00</b>	-	<b>3,378,000,000.00</b>	-	<b>3,378,000,000.00</b>	-	<b>7,787,600,000.00</b>	-	<b>7,787,600,000.00</b>
<b>Total Resource Available</b>	-	<b>6,695,401,834.48</b>	-	<b>6,695,401,834.48</b>	-	<b>7,752,585,322.00</b>	-	<b>7,752,585,322.00</b>	-	<b>7,787,600,000.00</b>	-	<b>7,787,600,000.00</b>
<b>Less: Uses of Funds</b>												
Category (1) Covid-19 Response Grants	-	1,647,046,834.73	-	1,647,046,834.73	-	2,684,693,410.25	-	2,684,693,410.25	-	2,684,693,410.25	-	2,684,693,410.25
Category (2) Goods (excluding vehicles), Works, Non- Consulting Services, Consulting Services, Training and Operating Cost of the Project	-	39,544,519.00	-	39,544,519.00	-	66,441,217.00	-	66,441,217.00	-	101,455,895.00	-	101,455,895.00
<b>Uses of Funds Total</b>	-	<b>1,686,591,353.73</b>	-	<b>1,686,591,353.73</b>	-	<b>2,751,134,627.25</b>	-	<b>2,751,134,627.25</b>	-	<b>2,786,149,305.25</b>	-	<b>2,786,149,305.25</b>
<b>Advance</b>	-	<b>3,413,355,481.00</b>	-	<b>3,413,355,481.00</b>	-	<b>3,965,223,783.00</b>	-	<b>3,965,223,783.00</b>	-	<b>4,966,353,578.75</b>	-	<b>4,966,353,578.75</b>
<b>Uses of Funds Total with Advance</b>	-	<b>5,099,946,834.73</b>	-	<b>5,099,946,834.73</b>	-	<b>6,716,358,410.25</b>	-	<b>6,716,358,410.25</b>	-	<b>7,752,502,884.00</b>	-	<b>7,752,502,884.00</b>
<b>Closing Balance</b>												
Project Bank Account	-	-	-	-	-	-	-	-	-	-	-	-
IDA Designated Account	-	70,975,805.00	-	70,975,805.00	-	70,975,805.00	-	70,975,805.00	-	70,975,805.00	-	70,975,805.00
Advance	-	4,966,353,578.75	-	4,966,353,578.75	-	4,966,353,578.75	-	4,966,353,578.75	-	4,966,353,578.75	-	4,966,353,578.75
<b>Closing Balance Total</b>	-	<b>5,037,329,383.75</b>	-	<b>5,037,329,383.75</b>	-	<b>5,037,329,383.75</b>	-	<b>5,037,329,383.75</b>	-	<b>5,037,329,383.75</b>	-	<b>5,037,329,383.75</b>
<b>Particulars</b>	<b>GOB</b>	<b>IDA-RPA</b>	<b>IDA - DPA</b>	<b>Total</b>	<b>GOB</b>	<b>IDA-RPA</b>	<b>IDA - DPA</b>	<b>Total</b>	<b>GOB</b>	<b>IDA-RPA</b>	<b>IDA - DPA</b>	<b>Total</b>

# Reports

## Expenditure by project component's

Reports > Expenditure by Project Components

### Expenditure by Project Components

Print PDF Excel

From Date:  To Date:  Select Branches\*:  Select Funding Source:

Select All Branch

Project Components	Actual			Planned			Variance			PAD
	Current Quarter	Year to Date	Cumulative Date	Current Quarter	Year to Date	Cumulative Date	Current Quarter	Year to Date	Cumulative Date	
Component 1: COVID-19 Response Grants	2,202,458,399.73	2,845,575,228.25	2,845,575,228.25	0	0	0	2,202,458,399.73	2,845,575,228.25	2,845,575,228.25	0
Component 2: Implementation and capacity development support, digital technology, and project management	56,856,709.00	66,441,217.00	101,455,895.00	0	0	0	56,856,709.00	66,441,217.00	101,455,895.00	0
Component 3: Contingency Emergency Response Component (CERC)	0	0	0	0	0	0	0	0	0	0
Grand Total	2,259,315,108.73	2,912,016,445.25	2,947,031,123.25	0	0	0	2,259,315,108.73	2,912,016,445.25	2,947,031,123.25	0

Save Report

# Reports

## Prior review contracts

prior Review Contracts

Print PDF Excel

From Date:  To Date:  Select Branches\*:

Select All Branch

Contract/Package No	Description of the Contract	Signing date of the Contract	Contractor's Name	Contract amount	Total invoiced amount	Amount paid till the end of the Quarter			Cumulative Expenditure	Delivery date
						GOB Fund	IDA Fund	Total		
										Actual delivery date
SIC-02	Senior Procurement Specialist	13-04-2023	Md. Sanowarul Islam Khan	10,800,000.00	572,108.00	0.00	572,108.00	572,108.00	2,176,218.00	-
SF-17(G-06)	Procurement of Readymade (off the shelf) Financial Management Software(FM, Audit, Grant management, Reporting etc.) for FMU & ULG's	23-05-2023	Software Giant Ltd	15,000,000.00	0	0	0	0	11,251,800.00	-
Total =				25,800,000.00	572,108.00	0	572,108.00	572,108.00	13,428,018.00	

## POST review contracts

Post Review Contracts

Print PDF Excel

From Date:  To Date:  Select Branches\*:

Select All Branch

Contract/Package No	Description of the Contract	Signing date of the Contract	Contractor's Name	Contract amount	Total invoiced amount	Amount paid till the end of the Quarter			Cumulative Expenditure	Delivery date
						GOB Fund	IDA Fund	Total		
										Actual delivery date
SIC-06A	Senior MIS Specialist	24-01-2023	Md. Delvar Hossain	10,800,000.00	0	0	0	0	2,912,069.00	-
SIC-15.1	MIS Analyst-1	24-01-2023	Mosarraf Hossen	6,120,000.00	0	0	0	0	1,674,988.00	-

# Reports

## CASH FORECAST

Reports > Cash Forecast

### Cash Forecast

Print PDF Excel

From Date:  To Date:

Disbursement Category		(a)	(b)	(c)	(d)	(e)	In Us
Particulars		Cash requirements for the next quarter 1	Cash requirements for the next quarter 2	Cash requirements for the next quarter 3	Cash requirements for the next quarter 4	IDA eligible total cash requisition for 6 months ending	IDA eligible total cash requisition for 6 months ending
						Q1+Q2	Q3+Q4
1	Category (1) Covid-19 Response Grants	0	0	0	0	0	0
2	Category (2) Goods (excluding vehicles), Works, Non-Consulting Services, Consulting Services, Training and Operating Cost of the Project	0	0	0	0	0	0
3	Category (3) Emergency Expenditures Under Part 3 of the Project	0	0	0	0	0	0
<b>Total IDA Financed</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Statement of Required Advance to Designated Account		In Taka		
Particulars				
Projected eligible expenditure		0		
Less. Closing DA Balance after Adjustments				
Less. Cash Balances in Operating Accounts (Break down attached)		<input type="text"/>		
Less. Closing Cash In Hand				
Less. Amount to be paid through Direct Payment of Special Commitment		<input type="text"/>		
Requested Amount to be Advanced to DA		0		

Save Report

# Reports

## **DESIGNED ACCOUNT ACTIVITY STATEMENT**

**Designed Account Activity Statement**

Print
PDF
Excel

From Date:	To Date:	Select Branches*:	
<input type="text" value="01/01/2024"/>	<input type="text" value="02/29/2024"/>	<input type="text" value="418 Items selected"/>	<input type="button" value="Filter"/>
<input type="checkbox"/> Select All Branch			

Sl.No.	Description	Amount
1	Cumulative Advance to the end of current reporting Quarter	7,787,600,000.00
2	Less: Cumulative eligible expenditures documented to the end of last reporting quarter	2,755,814,824.25
3	Outstanding Advances to be Accounted for	5,031,785,175.75
4	Opening DA Balance as at beginning of the Reporting Period	64,145,835.00
5	Add: Advance during the Quarter	0
6	Add: Amount paid out of DA but not claimed as eligible expenditure at the beginning of the quarter	<input style="width: 100%;" type="text" value="1794827549.27"/>
7	Subtotal of Advances and Adjustments	7,703,734,061.00

7	Subtotal of Advances and Adjustments	7,703,734,061.00
8	Less: Refund from DA during the Quarter	0
9	Outstanding Advances to be Accounted for	7,703,734,061.00
10	Closing DA Balance at the end of Current Reporting Quarter	-368,254,165.00
11	Project /Component Bank Account Balance	<input style="width: 100%;" type="text" value="263931229"/>
12	Add: Cumulative Adjustment	<input style="width: 100%;" type="text"/>
13	Add: Amount of Eligible Expenditure for the current disbursement period	174,012,979.00
14	Add: Amount of Eligible Expenditure for the current disbursement period-Advance	<input style="width: 100%;" type="text" value="0"/>
15	Sub Total of Advance and Adjustments	437,944,208.00
16	Total of Accounted for	69,690,043.00

*General Accounting and Reporting System  
(GARS)*

# Accounting

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REPORTS

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# Reports

## Detail General Ledger Report

Financial Management > Reports > General Ledger > General Ledger Report

### Sample Report:

Reports > Ledger > Economic Code #RPA- Bank Deposit-JBL-PMU-0100236408170

Ledger 0100236408170

Print PDF Excel

From Date:  To Date:  Economic Code:

Date	Voucher No.	Details	Head	Debit				Credit				Balance			
				GOB	IDA-RPA	IDA - DPA	Total	GOB	IDA-RPA	IDA - DPA	Total	GOB	IDA-RPA	IDA - DPA	Total
02-02-2024	-	Opening Balance	N/A	7,787,600,000.00				0				-7,787,600,000.00			
08-11-2023	DV/HO/0244/2023-2024	1)Transferred the 2nd Tranche of COVID Response Grant (CRG) Rohanpur Municipality	0100236408170	0	0	0	0	0	6,100,000.00	0	6,100,000.00	0	6,100,000.00	0	-7,793,700,000.00
08-11-2023	DV/HO/0245/2023-2024	1)Transferred the 2nd Tranche of COVID Response Grant (CRG) Taherpur Municipality	0100236408170	0	0	0	0	0	4,700,000.00	0	4,700,000.00	0	4,700,000.00	0	-7,798,400,000.00

## Reports

### PETTY CASH BOOK Report

Navigate to: **Financial Management > Reports >**

Sample Report:

02/02/2024, 16:12

Petty Cash - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Cash Book

Loan Number: Credit Number 7033-BD

01 November, 2023 - 01 February, 2024

Debit					Credit						
Date	Vouchar No	Particulars	Ledger Folio	Taka	Date	Vouchar No	Particulars	Ledger Folio	Taka		
01-08-2022	Opening Balance	N/A					2,659,995.00				
				Debit Total	0					Credit Total	0
Balance							2659995				

## Reports

### Trial Balance

Navigate to: **Financial Management > Reports > General Ledger > Trial Balance**

Sample Report:

02/02/2024, 16:14

Trial Balance - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRPP)

Trial Balance

Loan Number: Credit Number 7033-BD

01 November, 2023 - 31 December, 2023

#	Economic Code	Details	Debit	Credit
1	RPA- Bank Deposit-JBL-PMU-0100236408170	0100236408170	-	2,513,300,000.00
2	4211101	Covid Response Grant: Pourashava	796,117,146.07	-
3	4211101	Covid Response Grant: City Corp	148,237,527.00	-
4	4112303	Split Type Air Coolers	496,465.00	-
5	4112314	Furniture ( Chairs, Desks, File Cabinets, Almira etc):	4,722,415.00	-
6	4113301	Development of MIS	1,899,975.00	-
7	3211106	Meeting Expense (PSC, PIC, PMU, TLCC, CDCC, DCC)	333,349.00	-
8	3211120	Telephone, Mobile & Internet (connection & monthly charges)	23,000.00	-
9	3211125	Advertising Expenses	70,545.00	-
10	3211128	Publication Expenses	106,220.00	-
11	3211129	Office Rent with Parking	406,044.00	-
		Total	3,711,867,780.07	3,711,867,780.07

## Reports

### CASH AND BANK BOOK

Navigate to: Financial Management > Reports > General Ledger >

Sample Report:

02/02/2024, 16:17

Cash Book - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Cash Book

Loan Number: Credit Number 7033-BD

01 November, 2023 - 31 January, 2024

Debit					Credit						
Date	Voucher No	Particulars	Ledger Folio	Taka	Date	Voucher No	Particulars	Ledger Folio	Taka		
01-08-2022	Opening Balance	N/A			7,787,600,000.00						
08-11-2023	DV/HO/0244/2023-2024	Advance to-Janata Bank Limited -Rohanpur Municipality-0100236796692	-	6100000.00	-	-	-	-	-		
08-11-2023	DV/HO/0245/2023-2024	Advance to-Janata Bank Limited -Taherpur Municipality-0100237144311	-	4700000.00	-	-	-	-	-		
08-11-2023	DV/HO/0246/2023-2024	Advance to-Janata Bank Limited -Bhanga Municipality-0100236988851	-	8200000.00	-	-	-	-	-		
08-11-2023	DV/HO/0247/2023-2024	Advance to-Janata Bank Limited -Satkania Municipality-0100236860471	-	10500000.00	-	-	-	-	-		
08-11-2023	DV/HO/0248/2023-2024	Advance to-Social Islami Bank Limited-Chowgachha Municipality-0931360000284	-	5500000.00	-	-	-	-	-		
				<b>Debit Total</b>	<b>2977539201</b>					<b>Credit Total</b>	<b>0</b>
<b>Balance</b>							<b>10765139201</b>				

## Reports

# Monthly Report

### Sample Report:

02/02/2024, 16:19

Monthly Report - GARS

### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Monthly Report

Loan Number: Credit Number 7033-BD

01 January, 2024 - 01 February, 2024

Economic Code	Item	GOB	IDA-RPA	IDA - DPA	Total
RPA- Bank Deposit-JBL-PMU-0100236408170	0100236408170	-	432,400,000.00	-	432,400,000.00
4211101	Covid Response Grant: Pourashava	-	123,413,192.00	-	123,413,192.00
4211101	Covid Response Grant: City Corp	-	51,986,227.00	-	51,986,227.00
0100236914814	Janata Bank Limited -Barguna Municipality-0100236914814	-	5,076,203.00	-	5,076,203.00
0100236794029	Janata Bank Limited -Patuakhali Municipality-0100236794029	-	6,293,617.00	-	6,293,617.00
0100237008639	Janata Bank Limited -Lalmohan Municipality-0100237008639	-	3,608,083.00	-	3,608,083.00
0100237096422	Janata Bank Limited -Borhanuddin Municipality-0100237096422	-	875,887.00	-	875,887.00
0100237735549	Janata Bank Limited -Muladi Municipality-0100237735549	-	5,000,000.00	-	5,000,000.00
3269024000024	Rupali Bank Limited-Banaripara Municipality-3269024000024	-	2,500,000.00	-	2,500,000.00
				<b>Total</b>	<b>1,285,032,456.00</b>

[https://test.rcsibd.com/reports/monthly-report?from\\_date=01%2F01%2F2024&to\\_date=02%2F01%2F2024](https://test.rcsibd.com/reports/monthly-report?from_date=01%2F01%2F2024&to_date=02%2F01%2F2024)

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## Reports

### Branch voucher Report

02/02/2024, 16:23

Branch Voucher Report - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Branch Voucher Report  
Loan Number: Credit Number 7033-BD  
01 February, 2024 - 02 February, 2024

Sl	Name Of the Branch	Debit Total	Credit Total	Journal Total
1	Head Office	8,155,854,165.00	7,787,600,000.00	0
2	Pirojpur District	0	0	0
3	Pirojpur Municipality	6,989,846.00	24,627,965.00	0
4	Mathbaria Municipality	5,334,046.00	7,060,683.00	0
5	Shorupkathi Municipality	3,284,880.00	4,143,150.00	3,284,880.00
6	Bhandaria Municipality	5,875,467.00	15,608,708.00	0
7	Jhalokathi District	0	0	0
8	Jhalakathi Municipality	3,675,586.00	8,727,036.00	0
9	Nalchity Municipality	0	5,255,464.00	0
10	Barguna District	0	0	0
11	Barguna Municipality	15,842,557.00	21,669,223.00	0
	<b>Total =</b>	<b>10,541,612,495.25</b>	<b>11,877,406,726.42</b>	<b>187,923,123.29</b>

https://red.madhat.com/branchvoucherreport?branch=02%2F01%2F7033-BD&date=02%2F02%2F2024&bank=166

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## Reports

### **Party Ledger**

02/02/2024, 16:26

Party Ledger - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Party Ledger

Loan Number: Credit Number 7033-BD

01 February, 2024 - 02 February, 2024

Date	Voucher No.	Details	Head	Debit				Credit				Balance			
				GOB	IDA-RPA	IDA-DPA	Total	GOB	IDA-RPA	IDA-DPA	Total	GOB	IDA-RPA	IDA-DPA	Total
02-02-2024	-	Opening Balance	N/A	6,728,924.00				0				-6,728,924.00			
											<b>Balance</b>		<b>-6,728,924.00</b>		

### **Statement Of Expenditure report**

02/02/2024, 16:28

Statement Of Expenditure - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Statement Of Expenditure

Loan Number: Credit Number 7033-BD

01 December, 2023 - 31 January, 2024

#	Economic Code	Details	Amount
1	4211101	Covid Response Grant: Pourashava	416,152,449.27
2	4211101	Covid Response Grant: City Corp	149,139,269.00
3	3211106	Meeting Expense (PSC, PIC, PMU, TLCC, CDCC, DCC)	175,065.00
4	3211120	Telephone, Mobile & Internet (connection & monthly charges)	23,000.00
5	3211129	Office Rent with Parking	406,044.00
6	3231301	Training on MIS, Digital Technology etc for PMU, LGED, LGD, Pourashava and City Corp. including training materials etc	401,770.00
7	3257101	Sr. Finance Specialist	286,055.00
8	3257101	Sr. Procurement Specialist	286,054.00
<b>Total</b>			<b>2,664,552,893.27</b>

## Reports

### **Statement of Progress of Expenditure report**

02/02/2024, 16:30

Statement of Progress of Expenditure - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRPP)

Statement of Progress of Expenditure

Loan Number: Credit Number 7033-BD

01 December, 2023 - 01 February, 2024

SI	Particulars	Total Budget Amount	Cumulative Expenditure	Utilization Percentage	Remarks
1	Sr. Audit Specialist	10000	10000	100%	
	<b>Total =</b>	<b>10000</b>	<b>10000</b>		

### **Registers report**

## Registers

- Tax Register
- Vat Register
- Supplier Register
- Cheque Book Register

# Reports

## Tax Register

02/02/2024, 16:33

Tax Register - GARS

### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Tax Register

Loan Number: Credit Number 7033-BD

01 December, 2023 - 02 February, 2024

Date	Voucher No.	Receipts By Deduction					Payment To Govt. Treasury				Balans Taka
		Name Of Party	Description	Total Amount	Tax %	Taka	Cheque No./Cash	Challan No.	Challan Date	Taka	
2023-12-03	DV-01/Ramgatipourashava-Laxmipur/2023-24		Being the amount paid against the party payment on the "Paura Kitchen Market Building" construction(1st R/A bill)	0		0			Dat	₹	0
2023-12-06	DV-01/Ramgarh/2023-2024		Amount paid to Contractor as Running bill for work B) construction of Rcc Road & Rcc U Drain at Anondha para R/A(w-09) of Packagae No: LGCRRP/Ramgarh/2022-23/W-02.	1,670,844.00		0			Dat	₹	0
2023-12-03	DV-04/Hakimpur/Dinaj/2023-24		Being the amount paid against the party on road construction package No-01	500,164.00	5	25,008.20		232	12/1	₹	0
2023-12-07	DV-02/KHETLAL/2023-2024		Being the amount paid by road construction.	0		0			Dat	₹	0

## Vat Register

02/02/2024, 16:35

Vat Register - GARS

### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Vat Register

Loan Number: Credit Number 7033-BD

01 December, 2023 - 02 February, 2024

Date	Voucher No.	Receipts By Deduction					Payment To Govt. Treasury				Balans Taka
		Name Of Party	Description	Total Amount	Vat %	Taka	Cheque No./Cash	Challan No.	Challan Date	Taka	
2023-12-03	DV-01/Ramgatipourashava-Laxmipur/2023-24		Being the amount paid against the party payment on the "Paura Kitchen Market Building" construction(1st R/A bill)	0		0			Dat	₹	0
2023-12-06	DV-01/Ramgarh/2023-2024		Amount paid to Contractor as Running bill for work B) construction of Rcc Road & Rcc U Drain at Anondha para R/A(w-09) of Packagae No: LGCRRP/Ramgarh/2022-23/W-02.	1,670,844.00	7.5	125,313.00		232	12/1	₹	0
2023-12-03	DV-04/Hakimpur/Dinaj/2023-24		Being the amount paid against the party on road construction package No-01	500,164.00	7.5	37,512.30		232	12/1	₹	0
2023-12-07	DV-02/KHETLAL/2023-2024		Being the amount paid by road construction.	0		0			Dat	₹	0

## Reports

### Supplier Register

02/02/2024, 16:37

Supplier Register - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRRP)

supplier Register

Loan Number: Credit Number 7033-BD

01 September, 2023 - 31 January, 2024

Date	Voucher No.	Particulars of Goods Supplied	Invoice Amount	Payments (Taka)						
				Deduction				Cheque No.	Date	Total
				VAT	Income Tax	Others	Total			
2023-10-08	DV/PMU/143/23-24	4112314	497839	74676	14935		89611	Adv-096/9344961	2023-10-08	408228
2023-10-08	DV/PMU/143/23-24	4112314	497839	74676	14935		89611	Adv-096/9344963	2023-10-08	408228
2023-10-08	DV/PMU/143/23-24	4112314	497839	74676	14935		89611	Adv-096/9344962	2023-10-08	408228

### Cheque Book Register

02/02/2024, 16:39

Cheque Book Register - GARS

#### Local Government COVID-19 Response & Recovery Project (LGCRRP)

Cheque Book Register

Loan Number: Credit Number 7033-BD

01 August, 2023 - 02 February, 2024

Voucher Date	Payee	Voucher No.	Accounting Head	Cheque Book No.	Cheque No.	Amount	Issuing Authority	Receiver	Remarks
2023-09-04		DV-01/Tarabo/23-24	Covid Response Grant: Pourashava	<input type="text"/>	0071191	6658983.00			
2023-09-04		DV-01/Tarabo/23-24	Covid Response Grant: Pourashava	<input type="text"/>	0071193	605362.00			
2023-09-04		DV-01/Tarabo/23-24	Covid Response Grant: Pourashava	<input type="text"/>	0071194	403575.00			
2023-10-17		DV-02/Tarabo/23-24	Covid Response Grant: Pourashava	<input type="text"/>	0071195	4342500.00			
2023-10-17		DV-02/Tarabo/23-24	Covid Response Grant: Pourashava	<input type="text"/>	0071196	394777.00			
2023-10-17		DV-02/Tarabo/23-24	Covid Response Grant: Pourashava	<input type="text"/>	0071197	263185.00			

## Reports

Supplimentary ledger for  
SoF & UoF



Ledger of Components

Ledger of Cost Category

Ledger of Advance

Advance Ledger

Ledger of Funding Source