

APS RTC

O/o the VC & MD Finance Wing
Mushirabad Hyderabad

No SM(F)/A&W/91 92

Dated 24 Jan 92

ACCOUNTS CIRCULAR No 28 / 91

To

All the Unit Officers of the Corporation

Sub Computerisation - FACTIS (Financial Accounting and Information System)
Switchover to New Accounts Classification Instructions - Issued - Reg

The development of software for the Financial Accounting and Information System (FACTIS) is under progress with the agency M/s ACS As a part of this activity it is decided to implement New Accounts Classification in lieu of existing Accounts Classification Copies of the New Accounts Classification are available with the Regional Senior Manager (Finance)

Reference to the book will clarify the meaning of the codes the purpose for which they are created together with the details of how and when to be operated etc The Account Heads and the notes thereon are created after considering the suggestions received from various Managers and staff

In this connection all the Accounting Centres are required to capture and classify the transactions as per the New Accounts Classification using the following input documents so as to ensure uniformity and clarity to begin with (Specimen formats are also enclosed)

- | | |
|---------------------|---------------------|
| (a) Receipt Voucher | (b) Payment Voucher |
| (c) Journal Voucher | (d) TRR Voucher |

The data shall be captured through the above input documents from 1-2 1992 On these input documents besides the New Account Heads, the old Account Heads shall also be written within brackets so that the staff can be familiarised with the New Accounts Classification The input documents shall be prepared by all Accounting Centres and kept ready for processing on the Centres Computer system if available or to be sent to the Computer Centre preferably to Senior Manager (Finance) office of the Region for centralised processing as and when called for after developing software In case of Head Office Accounts Centres data has to be processed on the system available with Senior Manager (Finance) / A&W

All Senior Managers (Finance) are advised to obtain required copies of the Booklet on New Accounts Classification from the Senior Manager (Finance) / Computers Head Office by sending a special messenger This process of obtaining copies of Booklet and circulating to all their Accounting Centres shall be done expeditiously

The views of all the concerned on the New Accounts Classification may be consolidated and forwarded to Senior Manager (Finance) / Computers by all the Senior Managers (Finance) The Senior Manager (Finance) / Computers will brief on New Accounts Classification to one Deputy Manager (Finance) and one Supervisor who are to be deputed by the Senior Managers (Finance) These Managers will explain to all their staff concerned

The receipt of the circular may be acknowledged

Sd/ (A Anand Rao)
CHIEF MANAGER (FINANCE)