

CIRCULAR

Dated: 18 June 2012

The details of purchase order, works order and individual ledger etc. are now available online in ARISoft. You may kindly follow the instructions given below, to access the following information/documents.

Accounts module – *log on to 'Accounts' module with AriSoft user name and password*

- Brake up of closing balance – to get expenditure details of ext. funded projects
- Individual ledger - to get details of bank remittance (Select staff ledger and individual name)
- General ledger - to get details of transactions
- Advance report- to know the details of contingent advance taken

Stores module – *log on to 'Stores' module with AriSoft user name and password*

- Purchase orders – to get details of purchase orders
- Purchase invoice – to know about details of payment made against the supply order
- Commitment register – to know about details of commitments under schemes
- Repair register – to get details of repaired items
- Item history – to get details of store items
- Staff items – to get details of items issued against staff members
- EMD /SD Report – to get details of EMD and SD report
- Stock register – to get details of Assets

Works module – *log on to 'Works' modules with AriSoft user name and password*

- Work Indent – to get works details
- Works tender – to get tender details
- Works order – to get details of work orders

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For Office Automation Committee