



**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN  
BANKING TECHNOLOGY, HYDERABAD.**

**User Manual for CA Accounting Application**

**VERSION 1.0**

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Castle Hills, Road No.1, Masab Tank, Hyderabad-500 057, India

Fax: +91-40-23535157 || E-mail: [cahelp@idrbt.ac.in](mailto:cahelp@idrbt.ac.in)

## Statement of Confidentiality

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## Abbreviations/Terms Used

<b>Term</b>	<b>Description</b>
CA	Certifying Authority
IDRBT	Institute for Development and Research in Banking Technology
RA	Registration Authority
TDS	Tax Deducted at Source
GST	Goods & Services Tax
DD	Demand Draft
NEFT	National Electronic Funds Transfer

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## 1. Introduction

As part of the CA Application, IDRBT introduced CA Accounting module for the convenience of the IDRBT RAs, subscribers and subscribers for which IDRBT is acting as RA. The under mentioned are the main features of this module.

- Payment details of certificates procured
- Online payment facility.
- Offline payment facility.
- Payment history of the bank.
- Amount Balance of a specific bank.
- View status of payment details
- Search criteria
- Tax details
- Generate Reports
  - Payment Report
  - Certificate Report
  - Pro-forma invoice
- Profile
- Certificate details
- List of IDRBT Holidays

This CA Accounting application is designed to ensure bank's request to issue DSC will be processed based on its positive balance in CA Accounting Application. RA's and subscribers for which IDRBT is acting as RA should make payment in favour of IDRBT and enter the payment details in Accounting Application and apply for Certificate.

The subscriber should login to CA Application and click on "**Accounting**" link to access CA Accounting Application.



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**IDRBT Certifying Authority** Licensed by Controller of Certifying Authorities, Government of India.

User Home Enroll **Accounting** View Status Revoke Suspend Activate Update Profile Renewal DSC Details Log Out

UserID	Name	Last Login Time	Registration Authority
TEST_1	USER1	2017-03-20 11:20:58.0	Bank

**The Enrollment procedure requires you to go through the 4 steps outlined below.**

**Important:** You are connected to IDRBT Certifying Authority secured website. To make sure you connect smoothly, your browser should have the root certificates of the Controller of Certifying Authority (CCA), Government of India and IDRBT Certifying Authority installed in your browser.  
[Click here for installation instructions >>](#)

**Step-1: Enroll for a Digital Certificate**

- Choose the **Enroll** option or [click here](#) to enroll and generate your Digital Certificate key pairs. [More >>](#)

**Step-2: Validation documents**

- Submit physical copies of the completed [Certificate Request Form](#) and supporting validation documents. [More >>](#)

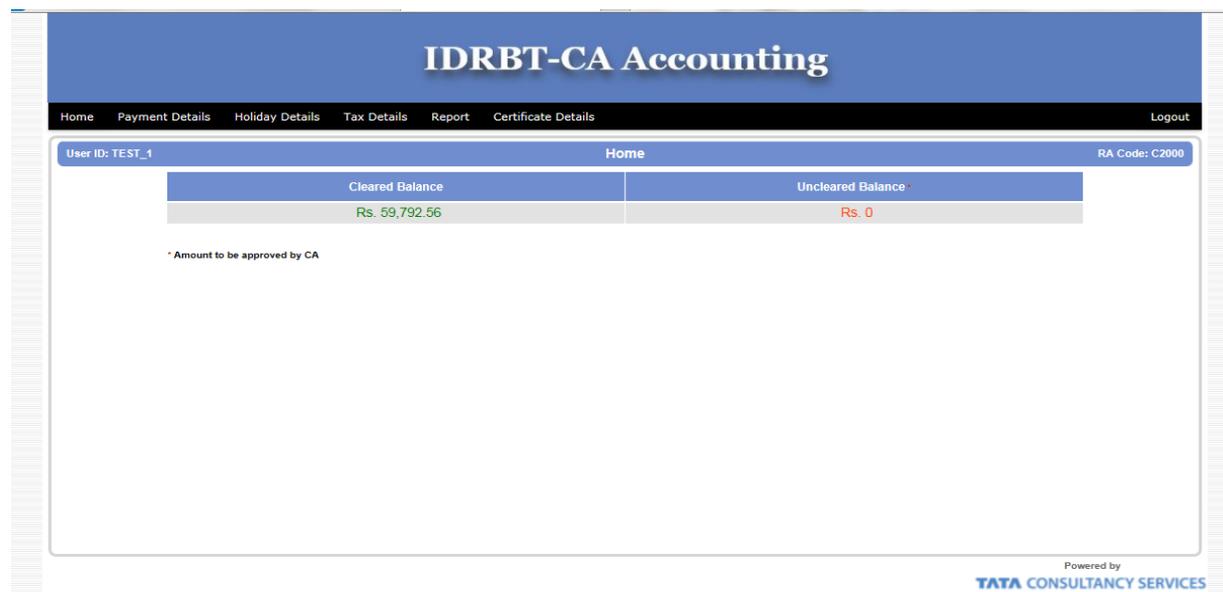
**Step-3: View your request status**

- Choose the **View Status** option or [click here](#) to check the status of your Digital Certificate request. [More >>](#)

**Step-4: Download your Digital Certificate**

- After you receive the email notification, choose the **View Status** option or [click here](#) to download your Digital Certificate. [More >>](#)

The subscriber will be redirected to Home page of CA Accounting Application in a new window as shown in below screen.



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1 Home RA Code: C2000

Cleared Balance	Uncleared Balance
Rs. 59,792.56	Rs. 0

\* Amount to be approved by CA

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The below sections describe various functionalities available in the **Accounting Application**.

## 2. Access to Accounting module and System Configuration

All the users will be able to access accounting module on <https://10.0.67.39> (through INFINET connectivity, port number 443). By enabling this configuration in the firewall users will be able to access CA Accounting module seamlessly.

Similarly, users will be able to access CA Services over INTERNET connectivity using URL: <https://services.idrbtca.org.in> and for accounting module <https://epay.idrbt.org.in>.

Our Accounting module is compatible in following configurations:

Operating System	OS Bit	Browser	Browser Bit
Windows 8	64	IE10	32
Windows 8	64	IE10	64
Windows 8.1	64	IE11	32
Windows 8.1	64	IE11	64
Windows 10	64	IE11	32
Windows 10	64	IE11	64
Windows 10	32	IE11	32

In case of any issue, users may share the screenshots to [catech@idrbt.ac.in](mailto:catech@idrbt.ac.in) to troubleshoot the issue through INFINET:

- 1) Error screenshot
- 2) telnet 10.0.67.39 443,
- 3) tracert 10.0.67.39 and
- 4) ping 10.0.67.39
- 5) your INFINET IP
- 6) Windows Version
- 7) IE Version

### 3. Home page of Accounting Application

Two types of accounting balances are maintained for the banks are shown in this page.

- **UnCleared Balance**
- **Cleared Balance**

This page displays the Cleared / UnCleared balances of the Institute/Bank available with IDRBT CA Accounting. This screen shows the balances of the Institute/Bank present with IDRBT CA, for the subscriber logged in.

## IDRBT-CA Accounting

Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Logout

User ID: TEST\_1
Home
RA Code: C2000

Cleared Balance	Uncleared Balance *
Rs. 59,792.56	Rs. 0

\* Amount to be approved by CA

**Uncleared Balance:** This is the amount, which is added by the subscriber/bank, once the payment is done to IDRBT CA through NEFT/Cheque. (Details of payment information entry will be shown in below sections)

Once this amount is entered and submitted, the payment details will be sent to IDRBT CA subscriber for verification and Approval. After, verification and approval process activities are successfully completed, the amount will be moved to Cleared Balance.

**Cleared Balance:** This is the amount present for the Institute/Bank, from which certificate cost will be deducted.

This screen shown below describes the same.

## IDRBT-CA Accounting

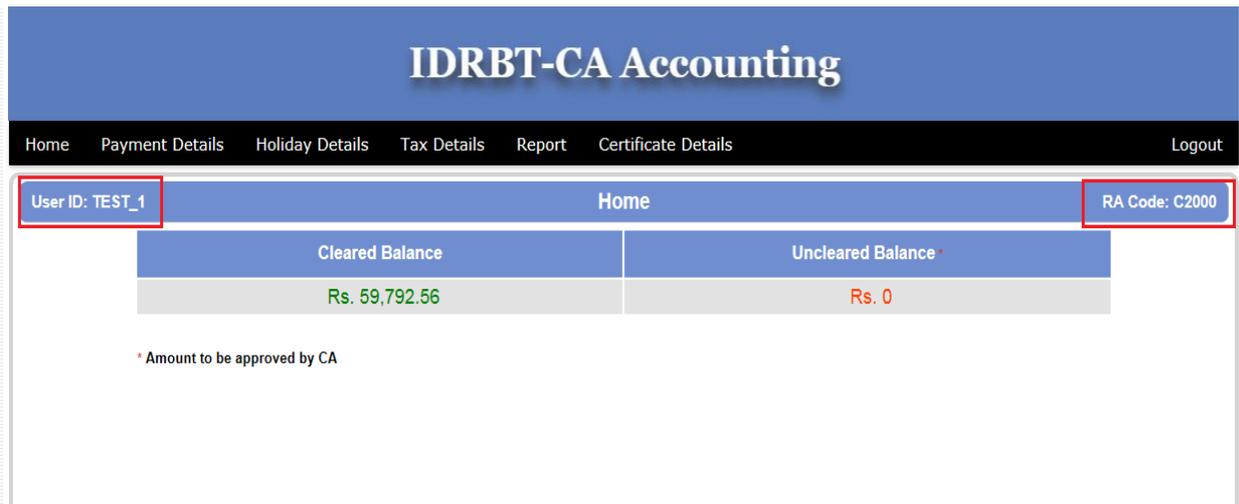
Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Logout

User ID: TEST\_1
Home
RA Code: C2000

Cleared Balance	Uncleared Balance *
Rs. 59,792.56	Rs. 0

\* Amount to be approved by CA

**Note:** In every page of CA Accounting Application, logged in Subscriber details are shown as (User Id) and Subscriber RA Code. The below screen shows the same.



The screenshot shows the 'IDRBT-CA Accounting' application interface. At the top, there is a navigation menu with 'Home', 'Payment Details', 'Holiday Details', 'Tax Details', 'Report', and 'Certificate Details'. The 'Home' page displays the following information:

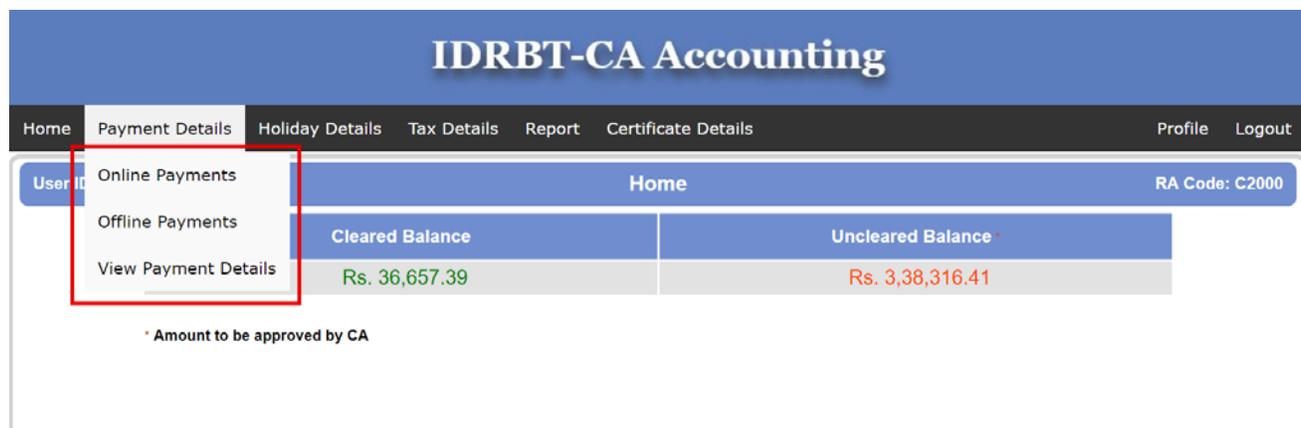
Home	
User ID: TEST_1	RA Code: C2000
Cleared Balance	Uncleared Balance
Rs. 59,792.56	Rs. 0

\* Amount to be approved by CA

## 4. Payment details

This section explains the procedure to enter payment details and to view the status of the payment history. Subscriber can enter their payment details through Online or Offline mode. Below figure displays the 3 activities which a subscriber can do in 'Payment Details' module.

1. Online Payment
2. Offline Payment
3. View Payment Details



The screenshot shows the 'IDRBT-CA Accounting' application interface with the 'Payment Details' menu open. The navigation menu includes 'Home', 'Payment Details', 'Holiday Details', 'Tax Details', 'Report', and 'Certificate Details'. The 'Payment Details' dropdown menu is highlighted, showing three options: 'Online Payments', 'Offline Payments', and 'View Payment Details'. The 'Home' page displays the following information:

Home	
User ID: TEST_1	RA Code: C2000
Cleared Balance	Uncleared Balance
Rs. 36,657.39	Rs. 3,38,316.41

\* Amount to be approved by CA

### 4.1 Online Payments

Using Online Payment method, the subscriber can make online payment through SBlePay Application. SBlePay is in the business of providing Payment Gateway Aggregation services including NEFT and Internet Banking. The below screen shows the link to enter the Online Payment Details.

## IDRBT-CA Accounting

Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Profile
Logout

User ID: C2000
Home
RA Code: C2000

Online Payments
Offline Payments
View Payment Details

Cleared Balance

Rs. 36,657.39

Uncleared Balance

Rs. 3,38,316.41

\* Amount to be approved by CA

On clicking Online Payment link, the below Online Payment Entry page will be displayed.

## IDRBT-CA Accounting

Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Profile
Logout

User ID: C2000
Online Payment Entry
RA Code: C2000

RA Code	C2000	
Institution Name	Ahmedabad Mercantile Coop. Bank	
GSTIN	36AAAAI0204K1Z4	
Address	36AAAAI0204K1Z4as	
Total Amount *	<input type="text" value="Ex: 100000.00"/>	
TDS*	<input checked="" type="radio"/> Yes <input type="radio"/> No	
(i) TDS Amount *	<input type="text" value="Ex: 1000.00"/>	
(ii) TDS Date	<input type="text" value="DD-MMM-YYYY"/>	
(iii) Remit Amount	<input type="text" value="Ex: 99000.00"/>	This will auto populate (Total Amount - TDS Amount)

GSTIN - Goods and Services Tax Identification Number  
 TDS - Tax Deducted at Source  
 Fields marked with asterisk(\*) are Mandatory

For Online Payment, some Fields are auto-populated according to the subscriber profile. Subscriber needs to provide inputs in other fields as mentioned below.

Field	Value
RA Code	This will auto-populate according to the login subscriber.
Institution	This will auto-populate according to the login subscriber.
GSTIN	This will auto-populate from the profile details of the login subscriber.
Address	This will auto-populate from the profile details of the login subscriber.
Total Amount*	This is a mandatory field. Total Amount is inclusive of TDS Amount i.e. Total Amount = Remit Amount + TDS Amount.

TDS*	Subscriber to click on Yes/No (Radio button). In case TDS is filed by subscriber, then click <b>Yes</b> . Then some additional fields for TDS details need to be entered. Above screen is displaying the fields for TDS details i.e., TDS Amount, TDS Date.
	In case of no TDS, click <b>No</b> .
Remit Amount	This Amount is exclusive of TDS Amount i.e. Remit Amount=Total Amount- TDS Amount. This will be sent to Payment Gateway for debiting respective bank a/c and crediting IDRBT CA bank a/c.

**\*Mandatory field**

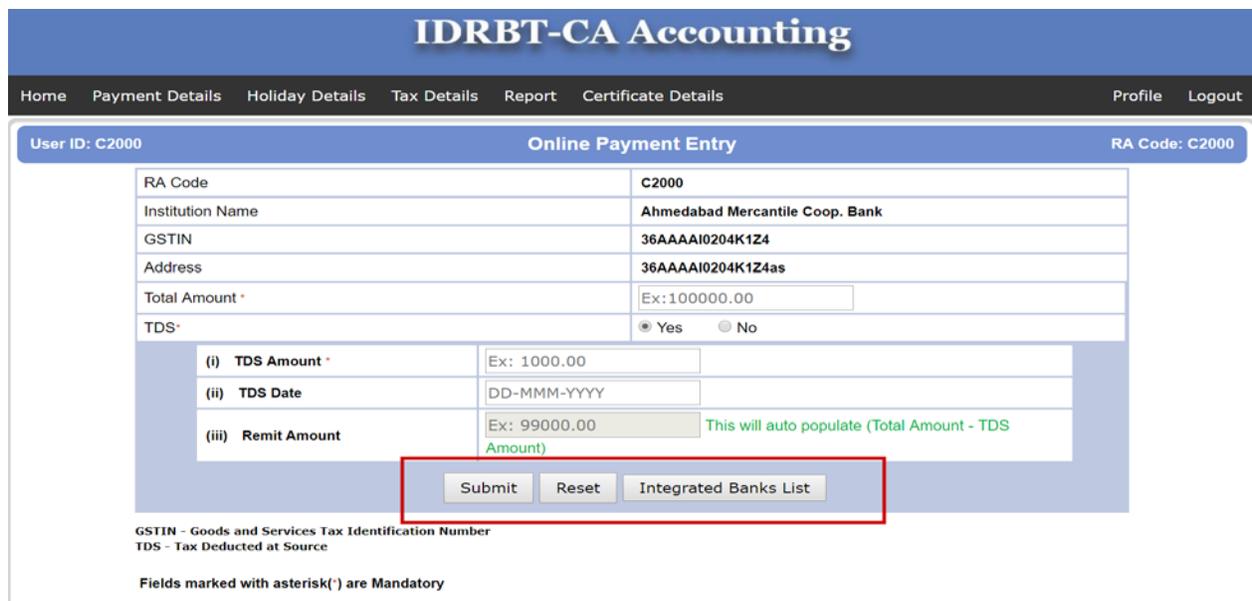
**Note:** After providing the TDS details, Remit Amount Field will be auto-populated accordingly.

Below screen displays the action taken in Online Payment page after providing the inputs. Subscriber can click on Submit or Reset the inputs or view all the integrated bank list.

**Submit:** This button will submit the entered payment details.

**Reset:** Subscriber can reset the fields by clicking on the 'Reset' button.

**Integrated Bank List:** By clicking on this button, subscribers can view all the banks list.



The screenshot shows the 'IDRBT-CA Accounting' online payment entry interface. The page title is 'IDRBT-CA Accounting'. The navigation menu includes Home, Payment Details, Holiday Details, Tax Details, Report, Certificate Details, Profile, and Logout. The user ID is C2000 and the RA Code is C2000. The form contains the following fields:

RA Code	C2000
Institution Name	Ahmedabad Mercantile Coop. Bank
GSTIN	36AAAAI0204K1Z4
Address	36AAAAI0204K1Z4as
Total Amount *	Ex: 100000.00
TDS*	<input checked="" type="radio"/> Yes <input type="radio"/> No
(i) TDS Amount *	Ex: 1000.00
(ii) TDS Date	DD-MMM-YYYY
(iii) Remit Amount	Ex: 99000.00 This will auto populate (Total Amount - TDS Amount)

At the bottom of the form, there are three buttons: Submit, Reset, and Integrated Banks List. The Submit, Reset, and Integrated Banks List buttons are highlighted with a red box. Below the form, there is a legend: GSTIN - Goods and Services Tax Identification Number, TDS - Tax Deducted at Source, and Fields marked with asterisk(\*) are Mandatory.

On clicking **Submit** button, Subscriber will be redirected to Confirm Online Payment page of IDRBT CA Accounting Application. In this page subscriber should verify the details. (i.e, Order Number, Payment Owner Id, RA Code, Institution Name, GSTIN, Remit Amount, Remit Amount in words, Remit date, in case of TDS Included then TDS Date, TDS Amount and Total Amount) as shown in

the below screen. After checking/verifying the details subscriber can confirm or cancel the Payment details.



The screenshot shows the 'Confirm Online Payment' screen in the IDRBT-CA Accounting application. The page header includes 'IDRBT-CA Accounting' and navigation links like 'Home', 'Payment Details', 'Holiday Details', 'Tax Details', 'Report', 'Certificate Details', 'Profile', and 'Logout'. The user ID is 'C2000' and the RA Code is 'C2000'. The main content area displays a table with the following details:

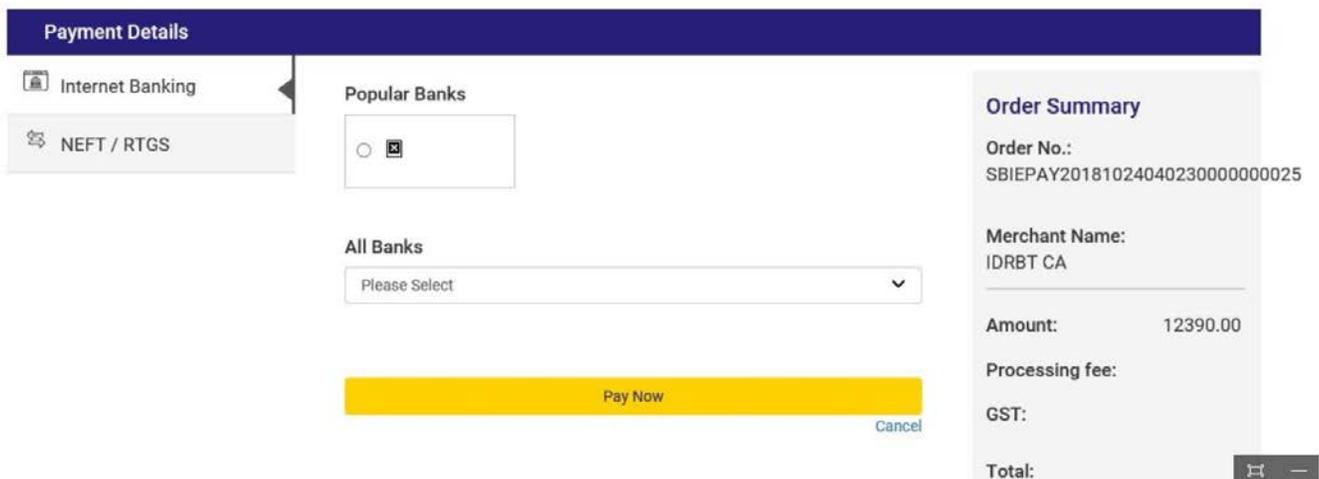
Order Number	SBIEPAY20180621044001000001005
Payment Owner Id	C2000
RA Code	C2000
Institution Name	Ahmedabad Mercantile Coop. Bank
GSTIN*	36AAAAI0204K124
Total Amount (INR)	1000.00
TDS* Amount (INR)	100.00
TDS* Date	21-Jun-2018 00:00:00
Remit Amount (INR)	900.00
Remit Amount in Words (INR)	Rupees Nine Hundred Only
Transaction Start Date	21-Jun-2018 16:40:01

At the bottom of the table, there are two buttons: 'Confirm' and 'Cancel', both of which are highlighted with a red box. Below the table, there are definitions for GSTIN and TDS, and a note with the following points:

- Do not refresh while making transaction
- If any discrepancy arise during transaction, please check transaction status after 2 hours in "View Payment Details" page
- In case of any issue, please contact HelpDesk

On clicking **Cancel** button, subscriber will be redirected to Online Payment Entry page.

On clicking **Confirm** button, subscriber will be redirected to the payment gateway (i.e. SBlePay) portal, where the transaction will be processed. Below screen is displaying the SBlePay portal page, where subscriber can select the banks from the drop-down list for the payment. Subscriber can click on 'Pay now' or 'Cancel' button.

The screenshot shows the 'Payment Details' screen on the SBlePay portal. The page has a dark blue header with 'Payment Details' and a navigation menu on the left with 'Internet Banking' and 'NEFT / RTGS'. The main content area is divided into three sections:

- Popular Banks:** A section with a radio button and a small icon.
- All Banks:** A dropdown menu with the text 'Please Select' and a downward arrow.
- Order Summary:** A summary box on the right containing:
  - Order No.: SBIEPAY20181024040230000000025
  - Merchant Name: IDRBT CA
  - Amount: 12390.00
  - Processing fee:
  - GST:
  - Total:

At the bottom, there is a large yellow 'Pay Now' button and a smaller 'Cancel' button.

On clicking **Cancel** button, subscriber web page will be redirected to Online Payment Details page of IDRBT CA Accounting Application as shown in below screen.

## IDRBT-CA Accounting

Home | Payment Details | Holiday Details | Tax Details | Report | Certificate Details | Profile | Logout

User ID: C2008 | Online Payment Details | RA Code: C2008

Your transaction has been Failed. Kindly go through the following details for further information.

Transaction Initiated	Fail Pending for Verification	Transaction Failed																										
<p><b>Transaction Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Order Number</td><td>SIBEPAY21094206191790001916</td></tr> <tr><td>Payment Order Id</td><td>C2008</td></tr> <tr><td>PA Code</td><td>C2008</td></tr> <tr><td>Institution Name</td><td>Abanabad Mercantile Coop. Bank</td></tr> <tr><td>GSTR#</td><td>36AAA02061524</td></tr> <tr><td>Total Amount (INR)</td><td>1000</td></tr> <tr><td>TDS Amount (INR)</td><td>100</td></tr> <tr><td>TDS Date</td><td>21-Jun-2018 00:00:00</td></tr> <tr><td>Remit Amount (INR)</td><td>900</td></tr> <tr><td>Remit Amount in Words (INR)</td><td>Ninehundred Only</td></tr> <tr><td>Transaction Initiated Date</td><td>28-Jun-2018 15:15:17</td></tr> <tr><td>Mode of Transaction</td><td>Online-NE</td></tr> <tr><td>Status</td><td>Fail Pending for Verification</td></tr> </table>			Order Number	SIBEPAY21094206191790001916	Payment Order Id	C2008	PA Code	C2008	Institution Name	Abanabad Mercantile Coop. Bank	GSTR#	36AAA02061524	Total Amount (INR)	1000	TDS Amount (INR)	100	TDS Date	21-Jun-2018 00:00:00	Remit Amount (INR)	900	Remit Amount in Words (INR)	Ninehundred Only	Transaction Initiated Date	28-Jun-2018 15:15:17	Mode of Transaction	Online-NE	Status	Fail Pending for Verification
Order Number	SIBEPAY21094206191790001916																											
Payment Order Id	C2008																											
PA Code	C2008																											
Institution Name	Abanabad Mercantile Coop. Bank																											
GSTR#	36AAA02061524																											
Total Amount (INR)	1000																											
TDS Amount (INR)	100																											
TDS Date	21-Jun-2018 00:00:00																											
Remit Amount (INR)	900																											
Remit Amount in Words (INR)	Ninehundred Only																											
Transaction Initiated Date	28-Jun-2018 15:15:17																											
Mode of Transaction	Online-NE																											
Status	Fail Pending for Verification																											
<p><b>Gateway Response Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Gateway Ref No (ATRN)</td><td>NA</td></tr> <tr><td>Bank Code</td><td>NA</td></tr> <tr><td>Bank Ref Number</td><td>NA</td></tr> <tr><td>CRP</td><td>00</td></tr> <tr><td>Status</td><td>FAIL</td></tr> <tr><td>Description</td><td>User Cancel Transaction</td></tr> <tr><td>Transaction Time</td><td>28-Jun-2018 15:14:06</td></tr> </table>			Gateway Ref No (ATRN)	NA	Bank Code	NA	Bank Ref Number	NA	CRP	00	Status	FAIL	Description	User Cancel Transaction	Transaction Time	28-Jun-2018 15:14:06												
Gateway Ref No (ATRN)	NA																											
Bank Code	NA																											
Bank Ref Number	NA																											
CRP	00																											
Status	FAIL																											
Description	User Cancel Transaction																											
Transaction Time	28-Jun-2018 15:14:06																											

GSTIN - Goods and Services Tax Identification Number  
 TDS - Tax Deducted at Source  
 CIN - Charter Identification Number

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### Note:

- ✓ Status of the transaction in IDRBT CA Accounting Application will be “Fail-Pending for Verification”.
- ✓ Status of the transaction in Payment Gateway (SBlePay) will be “FAIL” and description will be “Subscriber Cancel Transaction”.
- ✓ After doing Double Verification with in a definite time (5 min) interval the status will be changed to “Transaction Failed” in CA Accounting Application.

On clicking **Pay Now** button, one popup of Transaction summary will be displayed which will ask to ‘Pay Now’ or ‘Cancel’ the transaction. Subscriber can check the Transaction summary details as shown in the below screen and can pay accordingly.

On clicking **Cancel** button in popup of Transaction summary, subscriber web page will be redirected to Online Payment Details page of IDRBT CA Accounting Application as shown in above screen.

Payment Details

Internet Banking

---

NEFT / RTGS

Mobile Number \*

Email ID

Pay Now
Cancel

**Order Summary**

Order No.:  
SBIEPAY20181024035600000000024

Merchant Name:  
IDRBT CA

---

Amount: 12390.00

Processing fee: ~~5.00~~ INR

GST: ~~0.90~~ INR

Total:

12395.90 INR

On clicking **Pay Now** button, subscriber web page will be redirected to respective bank's Net Banking website. Here the subscriber needs to select the corporate banking and login with respective corporate bank account credentials. After login into the respective bank's application subscriber will be shown a screen for transaction confirmation. Once transaction is confirmed, response will be sent to SBlePay page and then to Online Payment Details page of IDRBT CA Accounting Application and status of the payment will be displayed as shown in below screen.

**Note:**

- ✓ Status of the transaction in IDRBT CA Accounting Application will be "Success-Pending for Verification".
- ✓ Status of the transaction in Payment Gateway (SBlePay) will be "SUCCESS".

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Profile Logout

User ID: C2000 RA Code: C2000

Online Payment Details

Your transaction has been processed successfully at SBIPay. Kindly go through the following details for further information.

Transaction Initiated → Pending/Pending for Verification → Success Pending for verification → Transaction Successful → Transaction Settled

Order Number	SBEPAY20180220002200001010
Payment Order Id	C2000
RA Code	C2000
Institution Name	Alameda Mercantile Corp. Bank
ODTR*	36AAA0204K124
Total Amount (NR)	1000
TDS Amount (NR)	100
TDS Date	21-Jun-2018 00:00:00
Remit Amount (NR)	900
Remit Amount in Words (NR)	Niners Nine Hundred Only
Transaction Initiated Date	25-Jun-2018 18:50:22
Mode of Transaction	Online-NR
Status	Success Pending for Verification

Gateway Response Details

Gateway Ref No (ATRN)	6092756214262
Bank Code	SBIT
Bank Ref Number	000071501
CIN*	1000002018002513772
Status	SUCCESS
Description	Y
Transaction Time	25-Jun-2018 18:57:48

[Go to Payment Listing](#)   [New payment](#)

ODTR - Goods and Services Tax Identification Number  
TDS - Tax Deducted at Source  
CIN - Charan Identification Number

After Double Verification the status will be changed to “Transaction Successful” in CA Accounting Application as shown in below screen.

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Profile Logout

User ID: C2000 RA Code: C2000

Online Payment Details

Transaction Initiated → Pending/Pending for verification → Success Pending for verification → Transaction Successful → Transaction Settled

Order Number	SBEPAY20180220002200001010
Payment Order Id	C2000
RA Code	C2000
Institution Name	Alameda Mercantile Corp. Bank
ODTR*	36AAA0204K124
Total Amount (NR)	1000
TDS Amount (NR)	100
TDS Date	21-Jun-2018 00:00:00
Remit Amount (NR)	900
Remit Amount in Words (NR)	Niners Nine Hundred Only
ODT (NR)	102.04
Transaction Initiated Date	25-Jun-2018 18:50:22
Mode of Transaction	Online-NR
Status	Transaction Successful

Gateway Response Details

Gateway Ref No (ATRN)	6092756214262
Bank Code	SBIT
Bank Ref Number	000071501
CIN*	1000002018002513772
Status	SUCCESS
Description	Payment on Clearing
Transaction Time	25-Jun-2018 18:57:48

[Back](#)   [New payment](#)   [Download Tax Invoice](#)

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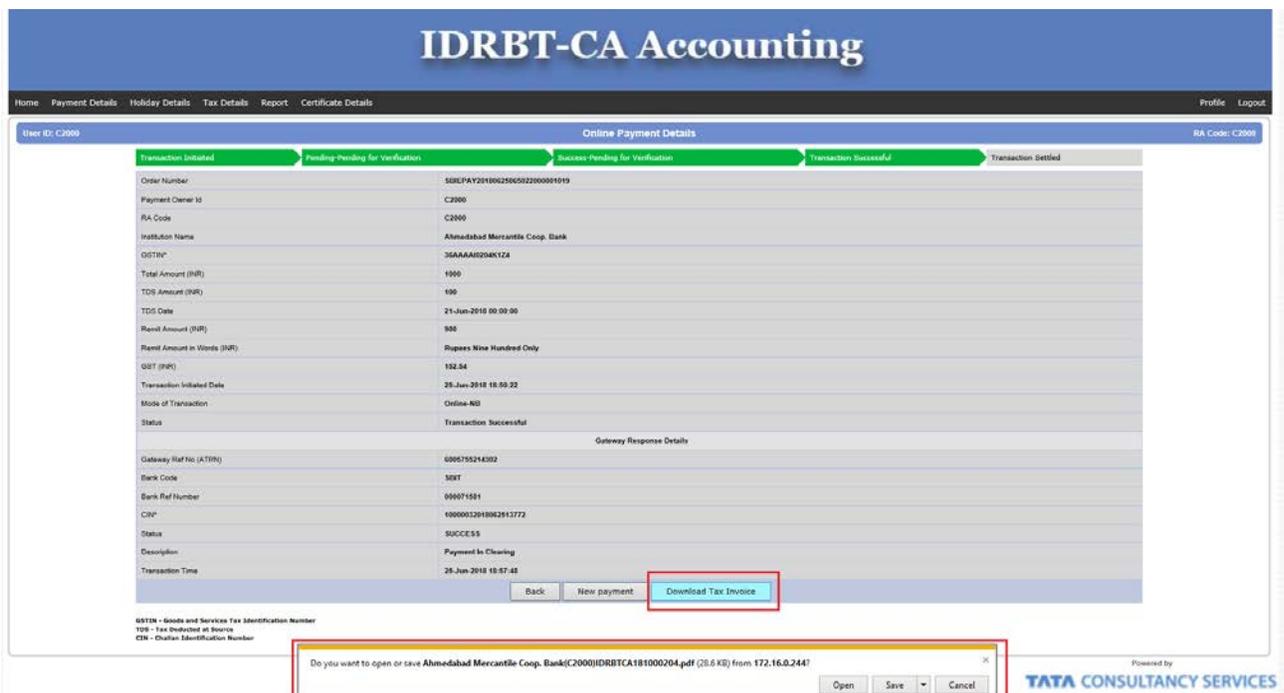
ODTR - Goods and Services Tax Identification Number  
TDS - Tax Deducted at Source  
CIN - Charan Identification Number

The status “Transaction Successful” indicates that the transaction has been approved by IDRBT CA and Accounting has been done i.e. respective virtual a/c balance has been updated as per IDRBT CA guidelines. Subscriber will be shown Back, New Payment and Download Tax Invoice buttons in Online Payment Details page.

On clicking **Back** button, subscriber web page will be redirected to Payment Details Listing page of IDRBT CA Accounting Application.

On clicking **New Payment** button, subscriber web page will be redirected to Online Payment Entry page of IDRBT CA Accounting Application.

On clicking **Download Tax Invoice** button, Tax Invoice Report will be downloaded if Accounting done successfully for the transaction as shown in below screen otherwise respective message will be shown.



The screenshot displays the 'IDRBT-CA Accounting' interface. At the top, there is a navigation bar with 'Home', 'Payment Details', 'Holiday Details', 'Tax Details', 'Report', and 'Certificate Details'. The user ID is 'C2000' and the RA Code is 'C2000'. The main content area shows 'Online Payment Details' with a progress bar indicating the transaction status: Transaction Initiated → Pending-Pending for Verification → Success-Pending for Verification → Transaction Successful → Transaction Settled. The transaction is currently in the 'Transaction Successful' state.

Order Number	588CPAY218002560522000001019
Payment Owner Id	C2000
RA Code	C2000
Institution Name	Ahmedabad Mercantile Coop. Bank
GSTRN*	36AAAAN29AK12A
Total Amount (INR)	1000
TDS Amount (INR)	696
TDS Date	21-Jun-2018 00:00:00
Remit Amount (INR)	900
Remit Amount in Words (INR)	Rupees Nine Hundred Only
QST (INR)	192.54
Transaction Initiated Date	28-Jun-2018 18:59:32
Mode of Transaction	Online-NS
Status	Transaction Successful

Gateway Response Details:

Gateway Ref No. (ATRN)	600575524302
Bank Code	5087
Bank Ref Number	00007581
CIN*	0000012018042613772
Status	SUCCESS
Description	Payment by Clearing
Transaction Time	28-Jun-2018 18:57:48

Buttons: Back, New payment, Download Tax Invoice

Footer: © 2018 - Goods and Services Tax Identification Number, TIN - Tax Identification at Source, CIN - Charitra Identification Number. Powered by TATA CONSULTANCY SERVICES.

A dialog box is shown at the bottom: "Do you want to open or save Ahmedabad Mercantile Coop. Bank(C2000)IDRBTCA181000204.pdf (28.6 KB) from 172.16.0.244?". Buttons: Open, Save, Cancel.

**Note:**

- ✓ The status "Transaction Settled" indicates that the amount remitted through this transaction has been credited to IDRBT CA a/c.

## 4.2 Offline Payments

The subscriber can enter the transaction details of the payment done to IDRBT CA in Accounting Application. The below screen shows the link to enter the Offline Payment Details.



The screenshot shows the 'IDRBT-CA Accounting' application interface. The top navigation bar includes 'Home', 'Payment Details', 'Holiday Details', 'Tax Details', 'Report', and 'Certificate Details'. The 'Payment Details' menu is expanded, showing 'Online Payments', 'Offline Payments' (highlighted with a red arrow), and 'View Payment Details'. Below the menu, a summary table displays 'Cleared Balance' as Rs. 36,699.76 and 'Uncleared Balance' as Rs. 3,37,266.41. A note at the bottom states '\* Amount to be approved by CA'.

Once the above link is clicked, the below payment details page is displayed.



The screenshot shows the 'IDRBT-CA Accounting' application interface for 'Offline Payment Entry'. The form contains the following fields:

GSTIN	36AAAAI0204K124
Address	36AAAAI0204K124as
Total Amount *	Ex:100000.00
TDS *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date of Remittance *	DD-MMM-YYYY
Mode of Transaction *	Select Mode of Transaction ▾
Transaction Reference *	Transaction Ref Number
IDRBT CA A/C No *	State Bank Of India-35779677352 ▾
Payment Description	

Fields marked with asterisk(\*) are Mandatory

The fields in this page are described below:

- ✓ **Total Amount\***: It is the sum of Remittance Amount and TDS Amount (If Present)
- ✓ **TDS\***: Tax Deducted at Source, If TDS is filed, then click on Yes as shown below:

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Profile Logout

User ID: C2000 Offline Payment Entry RA Code: C2000

GSTIN		36AAAAI0204K124	
Address		36AAAAI0204K124as	
Total Amount *		Ex: 100000.00	
TDS *		<input checked="" type="radio"/> Yes <input type="radio"/> No	
(i) TDS Amount *	Ex: 1000.00		
(ii) TDS Date	DD-MMM-YYYY		
(iii) Remit Amount	Ex: 99000.00	This will auto populate (Total Amount - TDS Amount)	
Date of Remittance *		DD-MMM-YYYY	
Mode of Transaction *		Select Mode of Transaction ▼	
Transaction Reference *		Transaction Ref Number	
IDRBT CA A/C No *		State Bank Of India-35779677352 ▼	
Payment Description			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Fields marked with asterisk(\*) are Mandatory

Here additional fields need to be entered by the subscriber if TDS is checked as Yes. Those fields

- **TDS Amount\***: Amount for TDS
- **TDS Date\***: Date on which TDS is deducted.
- **Remit Amount**: Amount remitted to the IDRBT CA Account.

In case of no TDS, click on **No** as shown below.

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1 Enter Payment Details RA Code: C2000

Total Amount *		Ex: 100.00	
TDS *		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Date of Remittance *		Remit Date	
Mode of Transaction *		Select Mode of Transaction ▼	
Transaction Reference *		Transaction Ref Number	
IDRBT CA A/C No *		State Bank Of India-35779677352 ▼	
Payment Description			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

\* Mandatory Fields

- ✓ **Remittance Date\***: Remittance Date of the Transaction. Here screen shows the entry of Remittance Date.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   Enter Payment Details   RA Code: C2000

Total Amount *	100000.00
TDS *	<input checked="" type="radio"/> Yes <input type="radio"/> No
(i) TDS Amount *	5000.00
(ii) TDS Date	15-Mar-2017
(iii) Remit Amount *	95000.00
Date of Remittance *	
Mode of Transaction *	Mar 2017
Transaction Reference *	
IDRBT CA A/C No *	
Payment Description	

..Mandatory Fields..

- ✓ **Mode of Transaction\***: It is the mode by which the payment is done. The below screen shows the same.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   Enter Payment Details   RA Code: C2000

Total Amount *	100000.00
TDS *	<input checked="" type="radio"/> Yes <input type="radio"/> No
(i) TDS Amount *	5000.00
(ii) TDS Date	15-Mar-2017
(iii) Remit Amount *	95000.00
Date of Remittance *	21-Mar-2017
Mode of Transaction *	Select Mode of Transaction CHEQUE DD NEFT TDS
Transaction Reference *	
IDRBT CA A/C No *	352
Payment Description	

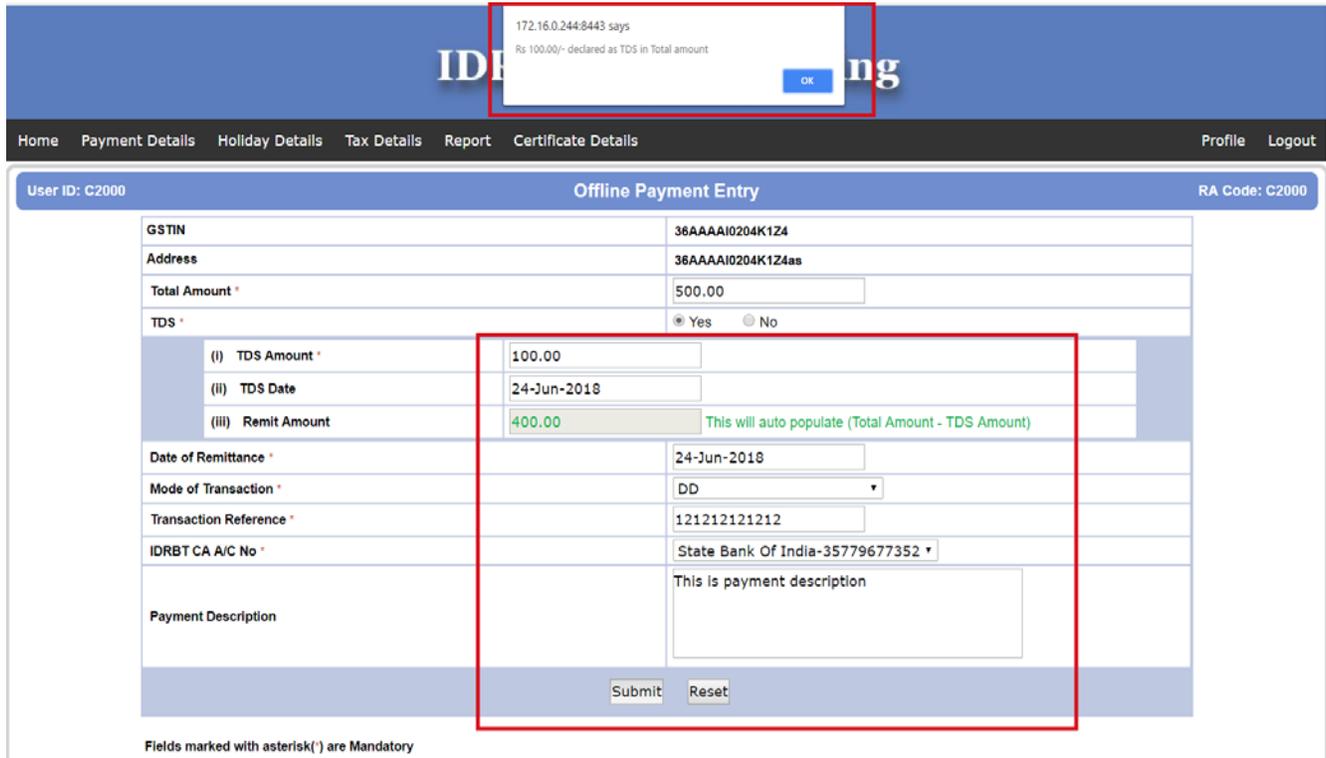
Submit   Reset

- ✓ **Transaction Reference Number\***: Subscriber should enter the transaction reference of the payment.

- ✓ **IDRBT CA A/C No\***: The account in which the payment is credited.
- ✓ **Payment Description**: Here the subscriber can enter any information related to payment that needs to be shared with CA.

**\*Mandatory field**

If all details are proper, then click on “Submit” button. Subscriber will be given a pop-up like - “Rs xxx.xx/- declared as TDS in Total amount” as shown below.



The screenshot shows the IDRBT web interface. At the top, a navigation bar includes 'Home', 'Payment Details', 'Holiday Details', 'Tax Details', 'Report', 'Certificate Details', 'Profile', and 'Logout'. Below this is a header for 'Offline Payment Entry' with 'User ID: C2000' and 'RA Code: C2000'. The main form contains the following fields:

GSTIN	36AAAAI0204K1Z4
Address	36AAAAI0204K1Z4as
Total Amount *	500.00
TDS *	<input checked="" type="radio"/> Yes <input type="radio"/> No
(i) TDS Amount *	100.00
(ii) TDS Date	24-Jun-2018
(iii) Remit Amount	400.00 <small>This will auto populate (Total Amount - TDS Amount)</small>
Date of Remittance *	24-Jun-2018
Mode of Transaction *	DD
Transaction Reference *	121212121212
IDRBT CA A/C No *	State Bank Of India-35779677352
Payment Description	This is payment description

At the bottom of the form are 'Submit' and 'Reset' buttons. A red box highlights the TDS-related fields and the 'Submit' button. A confirmation pop-up is visible at the top center, displaying: '172.16.0.244:8443 says Rs 100.00/- declared as TDS in Total amount' with an 'OK' button. A note at the bottom left states: 'Fields marked with asterisk( \*) are Mandatory'.

After clicking on “Submit” button subscriber can re-check all the details entered are correct or not.

If subscriber wants to change anything, click on “Go Back” button. If all details are correct, then click on “Confirm” button as shown below.

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details

Logout

User ID: TEST\_1

Enter Payment Details

RA Code: C2000

Total Amount *	100000.00
TDS *	<input checked="" type="radio"/> Yes <input type="radio"/> No
(i) TDS Amount *	5000.00
(ii) TDS Date	15-Mar-2017
(iii) Remit Amount *	95000.00
Date of Remittance *	21-Mar-2017
Mode of Transaction *	NEFT
Transaction Reference *	78692151511
IDRBT CA A/C No *	State Bank Of India-35779677352
Payment Description	Rs. 5000.00 is made as TDS in Total Amount. You can see only Rs. 95,000.00 against given Txn Ref Num
<input type="button" value="Go Back"/> <input type="button" value="Confirm"/>	

After clicking on “Confirm” Button subscriber will be given a pop-up like- “Payment added successfully. Check Status in payment listing.”

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details

Logout

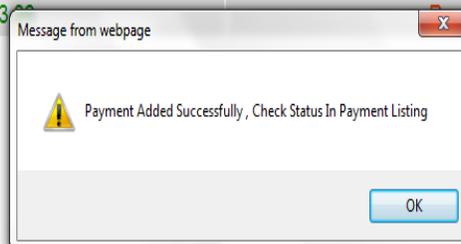
User ID: TEST\_1

Home

RA Code: C2000

Cleared Balance	Uncleared Balance *
Rs. 55,023.00	Rs. 44,977.00

\* Amount to be approved by CA



Subscriber can see this payment details in “Payment Details Listing” page with the status “To be verified”.

Payment details >> View Payment details >> Payment Details Listing

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details
Logout

User ID: TEST\_1
Payment Details Listing
RA Code: C2000

Search On Select Search Criteria Value  Search

Show 10 entries

Remit Amount (INR)	Remit Date	Approved Date	Status	Mode of Transaction
100000	21-Mar-2017	---	<a href="#">To be Verified</a>	NEFT
1040	21-Mar-2017	21-Mar-2017	<a href="#">Approved</a>	PAYMENT REFUND
4444	21-Mar-2017	21-Mar-2017	<a href="#">Approved</a>	PAYMENT REFUND
4444	17-Mar-2017	17-Mar-2017	<a href="#">Refunded</a>	DD
1040	07-Aug-2015	17-Jan-2017	<a href="#">Refunded</a>	NEFT
1123	28-Apr-2015	16-Jan-2017	<a href="#">Approved</a>	NEFT
2300	18-Jun-2016	21-Jun-2016	<a href="#">Approved</a>	NEFT
2290	16-Mar-2016	16-Mar-2016	<a href="#">Approved</a>	NEFT

### 4.3 View Payment Details

To view the details of payments, entered by the subscriber earlier, go to Payment Details >> View Payment Details. (As shown below)

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details
Profile Logout

User ID: TEST\_1
Home
RA Code: C2000

	Cleared Balance	Uncleared Balance
View Payment Details 	Rs. 36,699.76	Rs. 3,36,266.41

\* Amount to be approved by CA

After clicking on “View Payment Details” link, subscriber will be redirected to the “Payment Details Listing” page where subscriber can see all the Payments.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Profile   Logout

User ID: C2000   **Payment Details Listing**   RA Code: C2000

Search On  Value

Show **10** entries

Remit Amount (INR)	Remit Date	Approved Date	Transaction Status	Mode of Transaction
500	24-Jun-2018	---	<a href="#">To be Verified</a>	DD
500	20-Jun-2018	---	<a href="#">To be Verified</a>	CHEQUE
50	21-Jun-2018	21-Jun-2018	<a href="#">Transaction Successful</a>	Online-NB
50	21-Jun-2018	---	<a href="#">Pending-Pending for Verification</a>	Online-NB
1000	21-Jun-2018	---	<a href="#">Pending-Pending for Verification</a>	Online-NB
1000	21-Jun-2018	---	<a href="#">Transaction Failed</a>	Online-NB
1000	21-Jun-2018	21-Jun-2018	<a href="#">Transaction Successful</a>	Online-NB
100.05	20-Jun-2018	---	<a href="#">Transaction Failed</a>	Online-NB
10105.68	20-Jun-2018	20-Jun-2018	<a href="#">Transaction Successful</a>	Online-NB
800.5	19-Jun-2018	19-Jun-2018	<a href="#">Transaction Successful</a>	Online-NB

Showing 1 to 10 of 76 entries (filtered from 10 total entries)   First   Previous   1   2   3   4   5   ...   8   Next   Last

In “Payment Details Listing”, page subscriber can see Remit Amount (INR), Remit Date, Approved Date, Transaction Status and Mode of Transaction for each payment entry. To know further details of the payment click on the Transaction Status. The below screen shows the details.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Profile   Logout

User ID: TEST\_1   **Payment Details**   RA Code: C2000

Creator ID	C2000
Payment Description	This is payment description
RA Code	C2000
Institution Name	Ahmedabad Mercantile Coop. Bank
Transaction Reference	1212121212
Remit Date	24-Jun-2018 00:00:00
TDS Date	24-Jun-2018 00:00:00
Remitted Amount (INR)	400
Remitted Amount in Words (INR)	Rupees Four Hundred Only
TDS Amount (INR)	100
Total Amount (INR)	500
Mode of Transaction	Payment Made Through DD
Status	To be Verified
Credited to Bank	State Bank Of India

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Click on “Back” button, to view Payment Details Listing screen.

### 4.3.1 Search Criteria

Search Criteria is given based on “Remit Date”, “Approved Date”, “Mode of Transaction” and “Status” as shown below.

## IDRBT-CA Accounting

Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Logout

User ID: TEST\_1
Payment Details Listing
RA Code: C2000

Search On

Select Search Criteria  
 Remit Date  
 Approved Date  
 Mode of Transaction  
 Status

Value

Show

entries

Remit Amount (INR)	Remit Date	Approved Date	Status	Mode of Transaction
4444	17-Mar-2017	17-Mar-2017	<a href="#">Refund To be Verified</a>	DD
250000	17-Mar-2017	---	<a href="#">Rejected</a>	CHEQUE
500000	17-Mar-2017	---	<a href="#">Rejected</a>	CHEQUE
50000	17-Mar-2017	---	<a href="#">Rejected</a>	DD
50000	17-Mar-2017	---	<a href="#">Rejected</a>	DD
1040	07-Aug-2015	17-Jan-2017	<a href="#">Approved</a>	NEFT
1123	28-Apr-2015	16-Jan-2017	<a href="#">Approved</a>	NEFT
2300	18-Jun-2016	21-Jun-2016	<a href="#">Approved</a>	NEFT
2290	16-Mar-2016	16-Mar-2016	<a href="#">Approved</a>	NEFT

### 4.3.2 Based on Remit Date

To search the payment entries based on Remit Date-

Select “Remit Date” from the drop down of “Search On”, then select date to search on. Exp: 21-Mar-2017

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1 Payment Details Listing RA Code: C2000

Search On Remit Date Value  Search

Show 10 entries

Remit Amount (INR)	Remit Date	Approved Date	Su	Mo	Tu	We	Th	Fr	Sa	Transaction
100000	21-Mar-2017	---				1	2	3	4	
1040	21-Mar-2017	21-Mar-2017	5	6	7	8	9	10	11	REFUND
4444	21-Mar-2017	21-Mar-2017	12	13	14	15	16	17	18	REFUND
4444	17-Mar-2017	17-Mar-2017	19	20	21	22	23	24	25	
1040	07-Aug-2015	17-Jan-2017								Refunded NEFT
1123	28-Apr-2015	16-Jan-2017								Approved NEFT
2300	18-Jun-2016	21-Jun-2016								Approved NEFT
2290	16-Mar-2016	16-Mar-2016								Approved NEFT

After selecting date, click on “Submit” button. Then subscriber will be shown all the payments, which were Remitted on selected date. (i.e., 21-Mar-2017)

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1 Payment Details Listing RA Code: C2000

Search On Remit Date Value 21-Mar-2017 Search Reset

Show 10 entries

Remit Amount (INR)	Remit Date	Approved Date	Status	Mode of Transaction
100000	21-Mar-2017	---	To be Verified	NEFT
1040	21-Mar-2017	21-Mar-2017	Approved	PAYMENT REFUND
4444	21-Mar-2017	21-Mar-2017	Approved	PAYMENT REFUND

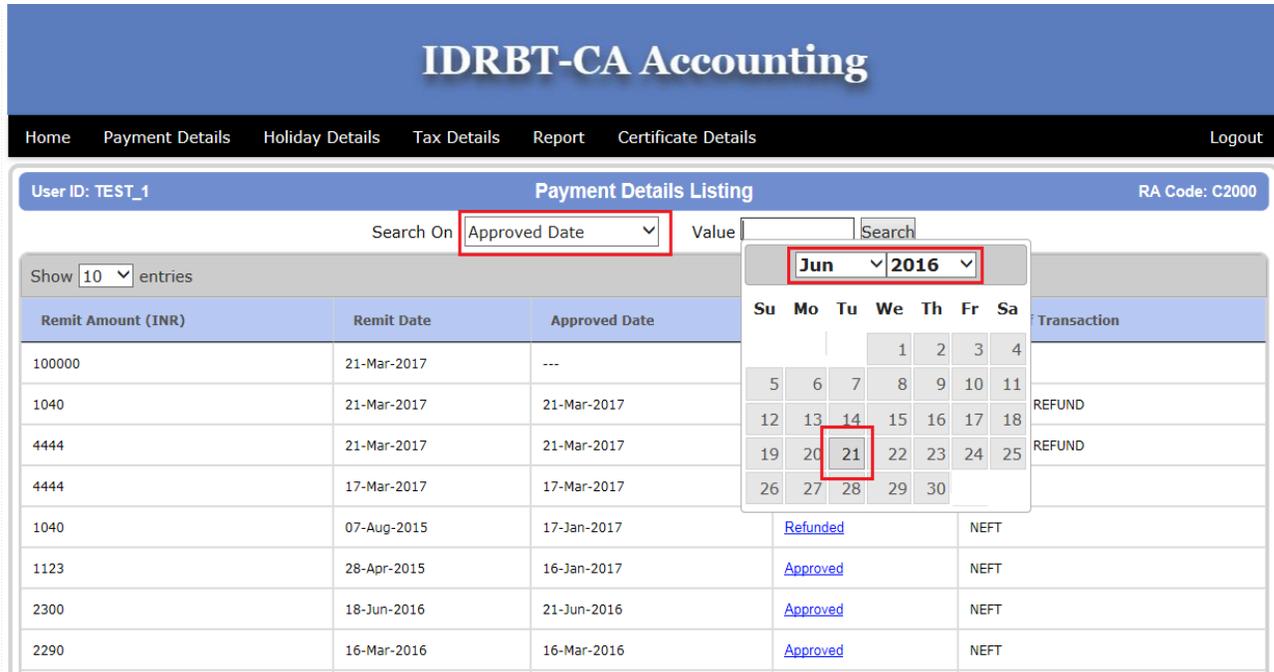
Showing 1 to 3 of 3 entries First Previous 1 Next Last

Subscriber can click on “Reset” button to come out of the Search Criteria.

### 4.3.3 Based on Approved Date

To search the payment entries based on Approved Date-

Select “Approved Date” from the drop down of “Search On”, then select a date to search. Ex: 21-Jun-2016



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

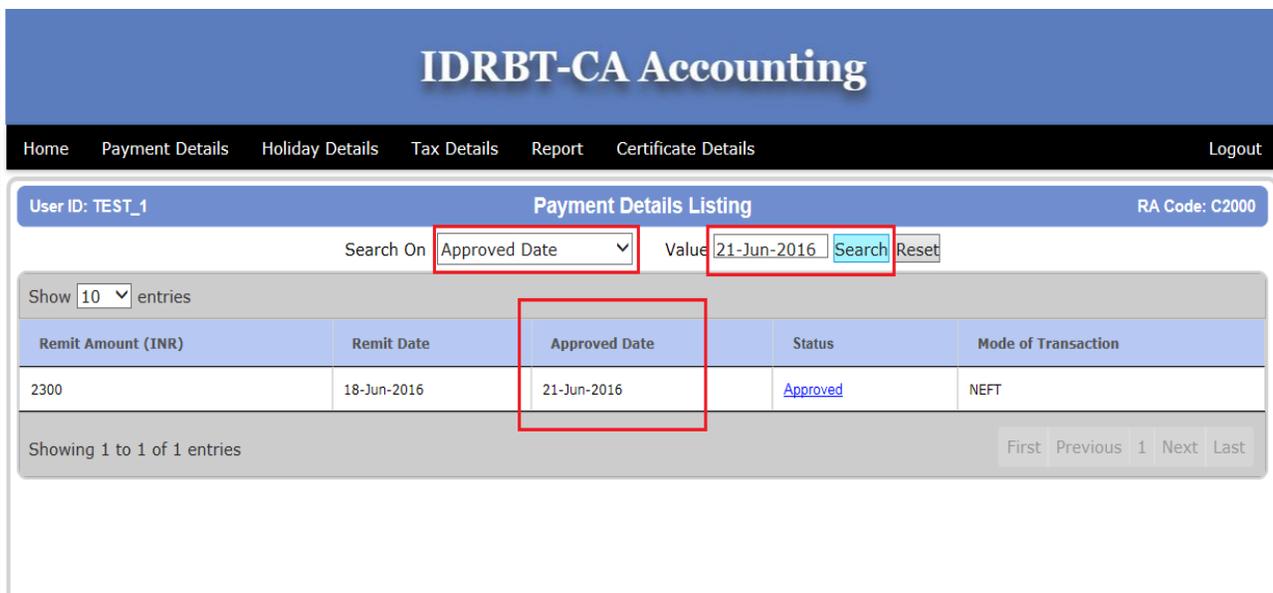
User ID: TEST\_1 Payment Details Listing RA Code: C2000

Search On: **Approved Date** Value: Search

Show 10 entries

Remit Amount (INR)	Remit Date	Approved Date	Status	Mode of Transaction
100000	21-Mar-2017	---		
1040	21-Mar-2017	21-Mar-2017		REFUND
4444	21-Mar-2017	21-Mar-2017		REFUND
4444	17-Mar-2017	17-Mar-2017		
1040	07-Aug-2015	17-Jan-2017	Refunded	NEFT
1123	28-Apr-2015	16-Jan-2017	Approved	NEFT
2300	18-Jun-2016	21-Jun-2016	Approved	NEFT
2290	16-Mar-2016	16-Mar-2016	Approved	NEFT

After selecting date, click on “Submit” button. Then subscriber will be shown all the payments which were approved on selected date. (i.e., 21-Jun-2016)



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1 Payment Details Listing RA Code: C2000

Search On: **Approved Date** Value: **21-Jun-2016** Search Reset

Show 10 entries

Remit Amount (INR)	Remit Date	Approved Date	Status	Mode of Transaction
2300	18-Jun-2016	21-Jun-2016	Approved	NEFT

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Subscriber can click on “Reset” button to come out of the Search Criteria.

#### 4.3.4 Based on Mode of Transaction

To search the payment entries based on Mode of Transaction-

Select “Mode of Transaction” from the drop down of “Search On”, then select any one from the list (NEFT, DD, CHEQUE, TDS, REFUND and REFUND FOR CERTIFICATE) on which subscriber wants to search.



The screenshot shows the IDRBT-CA Accounting interface. The main heading is "IDRBT-CA Accounting". Below it, there are navigation tabs: Home, Payment Details, Holiday Details, Tax Details, Report, Certificate Details. The user is logged in as "User ID: TEST\_1" and the RA Code is "C2000". The page title is "Payment Details Listing".

The search criteria are set to "Search On: Mode of Transaction". A dropdown menu is open, showing the following options: Select, CERTIFICATE REFUND, CHEQUE, Credit Adjustment, DD, Debit Adjustment, NEFT, Online-NB, REFUND, TDS, TRANSFER CREDIT, TRANSFER DEBIT. The "Search" button is visible to the right of the dropdown.

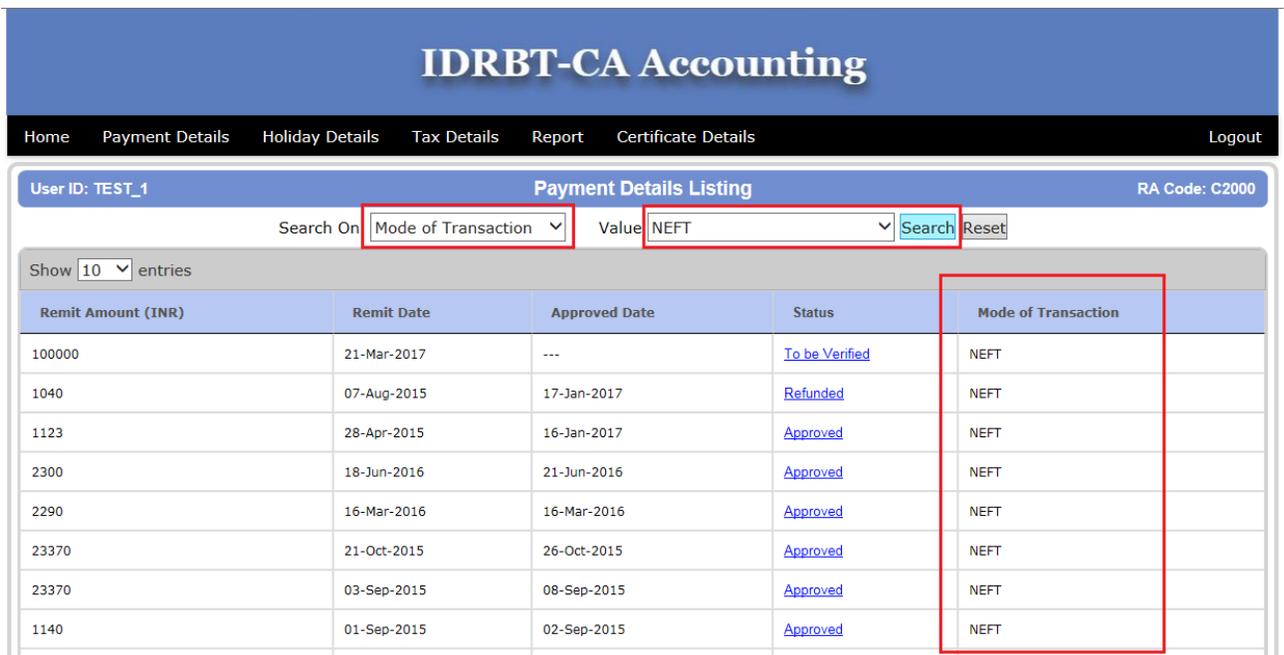
Remit Amount (INR)	Remit Date	Value	Transaction Status
1000	25-Jun-2018		Transaction Successful
1000	25-Jun-2018		Transaction Failed
1000	25-Jun-2018		Transaction Failed
1000	25-Jun-2018	---	Transaction Failed
1000	25-Jun-2018	---	Transaction Failed
45.45	25-Jun-2018	---	Transaction Failed
5000	25-Jun-2018	25-Jun-2018	Transaction Successful
500	24-Jun-2018	---	To be Verified
500	20-Jun-2018	---	To be Verified
50	21-Jun-2018	21-Jun-2018	Transaction Successful

Showing 1 to 10 of 83 entries (filtered from 10 total entries)

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Select any one Mode of Transaction from the list & click on “Search” button, then subscriber will be shown all the payments, which were made through, selected Mode of Transaction.

Ex: NEFT



The screenshot shows the IDRBT-CA Accounting interface. The main heading is "IDRBT-CA Accounting". Below it, there are navigation tabs: Home, Payment Details, Holiday Details, Tax Details, Report, Certificate Details. The user is logged in as "User ID: TEST\_1" and the RA Code is "C2000". The page title is "Payment Details Listing".

The search criteria are set to "Search On: Mode of Transaction" and "Value: NEFT". The "Search" button is visible to the right of the dropdown.

Remit Amount (INR)	Remit Date	Approved Date	Status	Mode of Transaction
100000	21-Mar-2017	---	To be Verified	NEFT
1040	07-Aug-2015	17-Jan-2017	Refunded	NEFT
1123	28-Apr-2015	16-Jan-2017	Approved	NEFT
2300	18-Jun-2016	21-Jun-2016	Approved	NEFT
2290	16-Mar-2016	16-Mar-2016	Approved	NEFT
23370	21-Oct-2015	26-Oct-2015	Approved	NEFT
23370	03-Sep-2015	08-Sep-2015	Approved	NEFT
1140	01-Sep-2015	02-Sep-2015	Approved	NEFT

Likewise, subscriber can search based other Modes of Transactions like DD, CHEQUE, TDS, REFUND, REFUND FOR CERTIFICATE.

Subscriber can click on “Reset” button to come out of the Search Criteria.

#### 4.3.5 Based on Status

To search the payment entries based on Status-

Select “Status” from the drop down of “Search On”, then select any one from the list (To be Verified, To be Approved, Approved, Rejected, Refunded, SentBack) on which subscriber wants to search.



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Profile Logout

User ID: TEST\_1 Payment Details Listing RA Code: C2000

Search On: Status Value: Status Search

Show 10 entries

Remit Amount (INR)	Remit Date	Value	Transaction Status
1000	25-Jun-2018		<a href="#">Transaction Successful</a>
1000	25-Jun-2018		<a href="#">Transaction Failed</a>
1000	25-Jun-2018		<a href="#">Transaction Failed</a>
1000	25-Jun-2018		<a href="#">Transaction Failed</a>
1000	25-Jun-2018		<a href="#">Transaction Failed</a>
1000	25-Jun-2018		<a href="#">Transaction Failed</a>
45.45	25-Jun-2018	---	<a href="#">Transaction Failed</a>
5000	25-Jun-2018	25-Jun-2018	<a href="#">Transaction Successful</a>
500	24-Jun-2018	---	<a href="#">To be Verified</a>
500	20-Jun-2018	---	<a href="#">To be Verified</a>
50	21-Jun-2018	21-Jun-2018	<a href="#">Transaction Successful</a>

Showing 1 to 10 of 83 entries (filtered from 10 total entries)

First Previous 1 2 3 4 5 ... 9 Next Last

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Select any one Status from the list & click on “Search” button, then subscriber will be shown all the payments with the selected Status.

Ex: Approved

## IDRBT-CA Accounting

Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Logout

User ID: TEST\_1
RA Code: C2000

Search On Status Value Approved Search Reset

Show 10 entries

Remit Amount (INR)	Remit Date	Approved Date	Status	Mode of Transaction
1040	21-Mar-2017	21-Mar-2017	<a href="#">Approved</a>	PAYMENT REFUND
4444	21-Mar-2017	21-Mar-2017	<a href="#">Approved</a>	PAYMENT REFUND
1123	28-Apr-2015	16-Jan-2017	<a href="#">Approved</a>	NEFT
2300	18-Jun-2016	21-Jun-2016	<a href="#">Approved</a>	NEFT
2290	16-Mar-2016	16-Mar-2016	<a href="#">Approved</a>	NEFT
23370	21-Oct-2015	26-Oct-2015	<a href="#">Approved</a>	NEFT
23370	03-Sep-2015	08-Sep-2015	<a href="#">Approved</a>	NEFT

Likewise, subscriber can search based other Status like “To be Verified”, “To be Approved”, “Rejected”, “Refunded”, “SentBack”.

Subscriber can click on “Reset” button to come out of the Search Criteria.

## 5. Holiday Details

Subscriber can view the holidays of IDRBT CA, by using the link shown below.

## IDRBT-CA Accounting

Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Logout

User ID: TEST\_1
RA Code: C2000

View Holiday Details

Cleared Balance	Uncleared Balance
Rs. 59,792.56	Rs. 0

\* Amount to be approved by CA

After clicking on “View Holiday Details” link subscriber will be redirected to the “Holidays” where subscriber can see the list of Holidays for IDRBT CA.

In the “Holidays” Page subscriber can see Holiday Date, Holiday Day & Holiday Description for each Holiday.

## IDRBT-CA Accounting

[Home](#)   [Payment Details](#)   [Holiday Details](#)   [Tax Details](#)   [Report](#)   [Certificate Details](#)   [Logout](#)

User ID: TEST\_1 RA Code: C2000

Search On  Select Search Criteria  Value

Show 10 entries

Holiday Date	Holiday Day	Holiday Description
<a href="#">17-Mar-2017</a>	FRIDAY	dummy
<a href="#">31-Dec-2016</a>	SATURDAY	Weekend
<a href="#">25-Dec-2016</a>	SUNDAY	Weekend
<a href="#">24-Dec-2016</a>	SATURDAY	Weekend
<a href="#">18-Dec-2016</a>	SUNDAY	Weekend
<a href="#">17-Dec-2016</a>	SATURDAY	Weekend
<a href="#">11-Dec-2016</a>	SUNDAY	Weekend
<a href="#">10-Dec-2016</a>	SATURDAY	Weekend
<a href="#">04-Dec-2016</a>	SUNDAY	Weekend
<a href="#">03-Dec-2016</a>	SATURDAY	Weekend

Showing 1 to 10 of 392 entries (filtered from 10 total entries) 
[First](#) [Previous](#) 1 2 3 4 5 ... 40 [Next](#) [Last](#)

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On selection of date, subscriber can see the details of the particular holiday as shown below.

## IDRBT-CA Accounting

[Home](#)   [Payment Details](#)   [Holiday Details](#)   [Tax Details](#)   [Report](#)   [Certificate Details](#)   [Logout](#)

User ID: TEST\_1 RA Code: C2000

Holiday Details

<input type="button" value="Back"/>	
Holiday Date	31-Dec-2016
Holiday Day	SATURDAY
Holiday Description	Weekend

## 5.1 Search Criteria

### 5.1.1 Based on Financial Year

### IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1
Holidays
RA Code: C2000

Search On

Select Search Criteria  
Financial Year

Value

Search

Show

entries

Holiday Date	Holiday Day	Holiday Description
<a href="#">17-Mar-2017</a>	FRIDAY	dummy
<a href="#">31-Dec-2016</a>	SATURDAY	Weekend
<a href="#">25-Dec-2016</a>	SUNDAY	Weekend
<a href="#">24-Dec-2016</a>	SATURDAY	Weekend
<a href="#">18-Dec-2016</a>	SUNDAY	Weekend
<a href="#">17-Dec-2016</a>	SATURDAY	Weekend
<a href="#">11-Dec-2016</a>	SUNDAY	Weekend
<a href="#">10-Dec-2016</a>	SATURDAY	Weekend
<a href="#">04-Dec-2016</a>	SUNDAY	Weekend

Subscriber can search based on “Financial Year”. Select “Financial Year” from the dropdown of “Search on “. After Selecting “Financial Year”, select year from the drop down of value. Exp: 2016

### IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1
Holidays
RA Code: C2000

Search On

Financial Year

Value

Select Financial Year  
2013  
2014  
2015  
2016  
2017

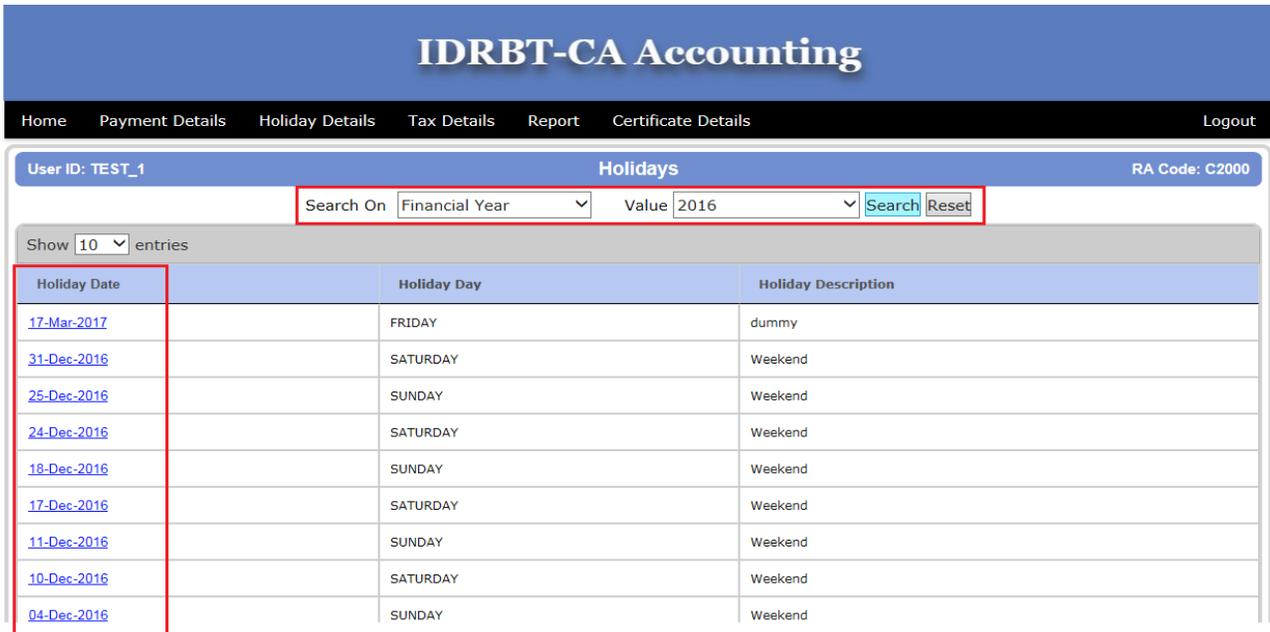
Search

Show

entries

Holiday Date	Holiday Day	Holiday Description
<a href="#">17-Mar-2017</a>	FRIDAY	dummy
<a href="#">31-Dec-2016</a>	SATURDAY	Weekend
<a href="#">25-Dec-2016</a>	SUNDAY	Weekend
<a href="#">24-Dec-2016</a>	SATURDAY	Weekend
<a href="#">18-Dec-2016</a>	SUNDAY	Weekend
<a href="#">17-Dec-2016</a>	SATURDAY	Weekend
<a href="#">11-Dec-2016</a>	SUNDAY	Weekend
<a href="#">10-Dec-2016</a>	SATURDAY	Weekend
<a href="#">04-Dec-2016</a>	SUNDAY	Weekend

After clicking “Search” button, subscriber will be shown all the Holidays from the selected financial year.



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1 Holidays RA Code: C2000

Search On Financial Year Value 2016 Search Reset

Show 10 entries

Holiday Date	Holiday Day	Holiday Description
<a href="#">17-Mar-2017</a>	FRIDAY	dummy
<a href="#">31-Dec-2016</a>	SATURDAY	Weekend
<a href="#">25-Dec-2016</a>	SUNDAY	Weekend
<a href="#">24-Dec-2016</a>	SATURDAY	Weekend
<a href="#">18-Dec-2016</a>	SUNDAY	Weekend
<a href="#">17-Dec-2016</a>	SATURDAY	Weekend
<a href="#">11-Dec-2016</a>	SUNDAY	Weekend
<a href="#">10-Dec-2016</a>	SATURDAY	Weekend
<a href="#">04-Dec-2016</a>	SUNDAY	Weekend

## 6. Tax Details

In this module, the subscriber can view the details of the Service Tax applied on certificates. To view the tax details, subscriber should click on the link “View Tax Details” as shown below.



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1 View Tax Details Home RA Code: C2000

Cleared Balance	Uncleared Balance
Rs. 59,792.56	Rs. 0

\* Amount to be approved by CA

After clicking on “View Tax Details” link, the subscriber will be redirected to the “Service Tax Listing” page where subscriber can see the list of Service Tax Details.

In the “Service Tax Listing” page subscriber can see Tax Effective From Date, Tax Effective To Date and Tax (%) for each entry.

## IDRBT-CA Accounting

[Home](#)   [Payment Details](#)   [Holiday Details](#)   [Tax Details](#)   [Report](#)   [Certificate Details](#)   [Logout](#)

User ID: TEST\_1
Service Tax Listing
RA Code: C2000

Search On  Value

Show  entries

Tax Effective From Date	Tax Effective To Date	Tax (%)
<a href="#">01-Jun-2016</a>	---	15
<a href="#">16-Nov-2015</a>	31-May-2016	14.5
<a href="#">01-Jun-2015</a>	15-Nov-2015	14
<a href="#">01-Apr-2013</a>	31-May-2015	12.36

Showing 1 to 4 of 4 entries

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To view the detailed tax components for an entry, subscriber can click on “Tax Effective from Date” link, which will redirect to below page as shown below.

## IDRBT-CA Accounting

[Home](#)   [Payment Details](#)   [Holiday Details](#)   [Tax Details](#)   [Report](#)   [Certificate Details](#)   [Logout](#)

User ID: TEST\_1
Service Tax Details
RA Code: C2000

	<input type="button" value="Back"/>
Tax Effective From Date	01-Jun-2016
Tax Effective To Date	N/A
<b>Tax Component</b>	
Service Tax (%)	14
Swach Bharat Tax (%)	0.5
Krishi Kalyan cess (%)	0.5
<b>Total Tax (%)</b>	<b>15</b>

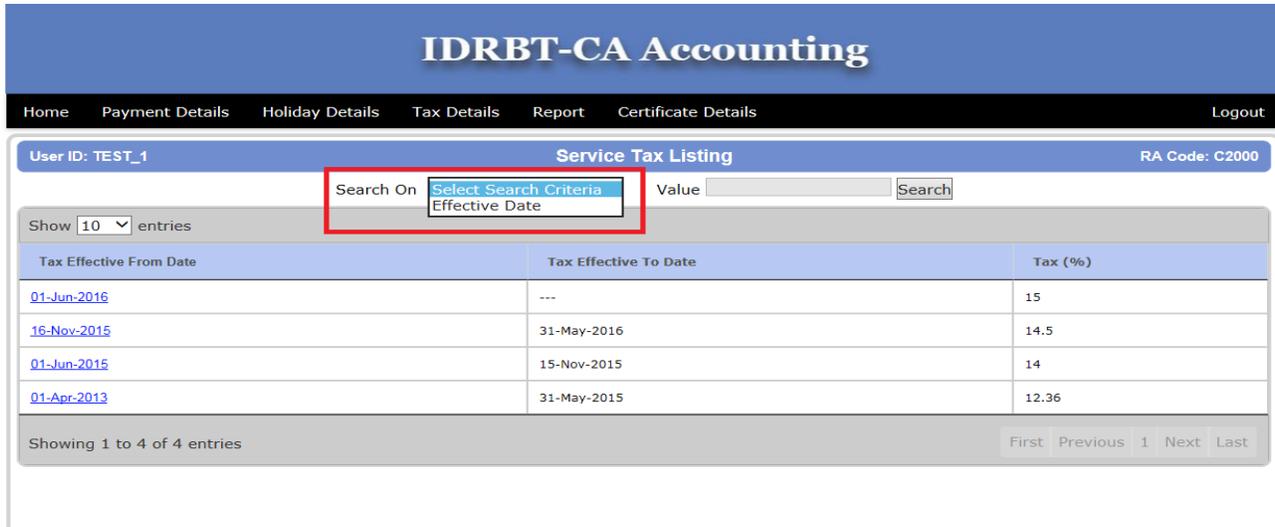
Click on Back button for going back to Tax Listing screen.

## 6.1 Search Criteria

### 6.1.1 Based on Effective Date (To know tax on a particular Date):

In Search criteria subscriber will be given an option to search based on “Effective Date”.

To search based on “Effective Date”, select “Effective Date” from drop down of “Search On”



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1 Service Tax Listing RA Code: C2000

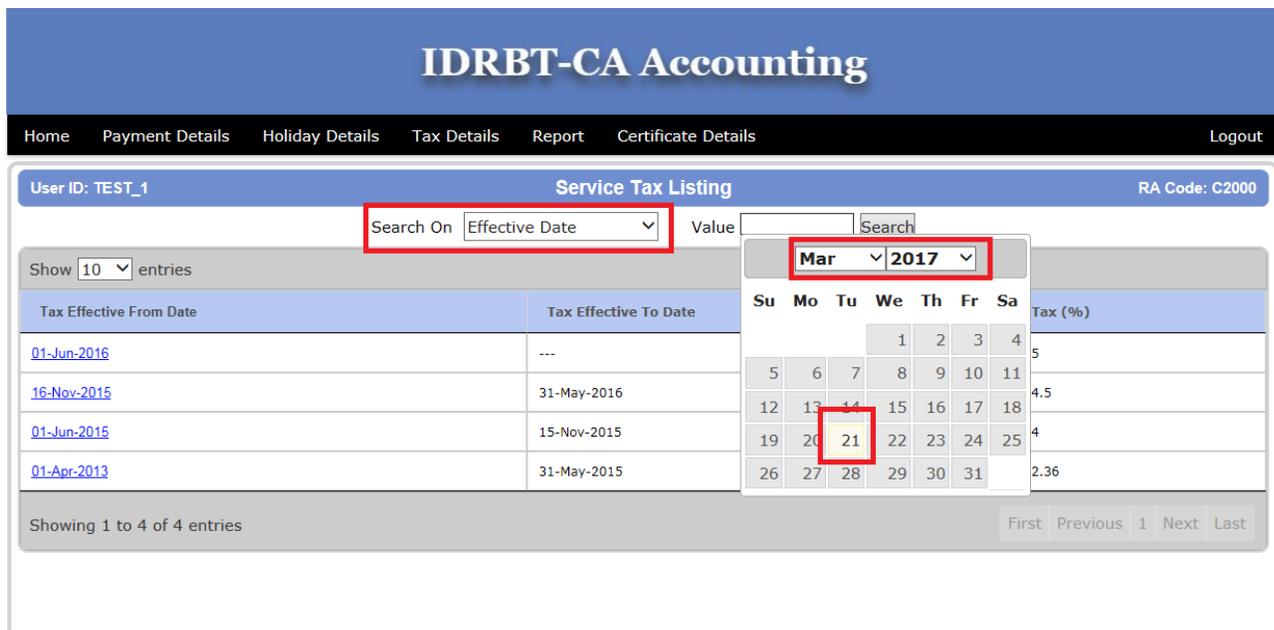
Search On **Select Search Criteria** Effective Date Value  Search

Show 10 entries

Tax Effective From Date	Tax Effective To Date	Tax (%)
<a href="#">01-Jun-2016</a>	---	15
<a href="#">16-Nov-2015</a>	31-May-2016	14.5
<a href="#">01-Jun-2015</a>	15-Nov-2015	14
<a href="#">01-Apr-2013</a>	31-May-2015	12.36

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Then, pick a date from date picker as shown in the figure. Exp: 21-Mar-2017



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1 Service Tax Listing RA Code: C2000

Search On Effective Date Value  Search

Show 10 entries

Tax Effective From Date	Tax Effective To Date	Tax (%)
<a href="#">01-Jun-2016</a>	---	5
<a href="#">16-Nov-2015</a>	31-May-2016	4.5
<a href="#">01-Jun-2015</a>	15-Nov-2015	4
<a href="#">01-Apr-2013</a>	31-May-2015	2.36

Showing 1 to 4 of 4 entries First Previous 1 Next Last

After clicking on Search button, subscriber will be shown the Service Tax Percentage on selected date.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   **Service Tax Listing**   RA Code: C2000

Search On Effective Date   Value 21-Mar-2017   Search   Reset

Show 10 entries

Tax Effective From Date	Tax Effective To Date	Tax (%)
01-Jun-2016	---	15

Showing 1 to 1 of 1 entries   First   Previous   1   Next   Last

## 7. Reports

For reporting purpose, few reports were provided to subscriber under this module. Subscriber can see the link for Generate Reports and Generate Proforma Invoice in menu as shown in the below screen.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Profile   Logout

User ID: TEST\_1   Home   RA Code: C2000

Generate Reports   Generate Proforma Invoice

Rs. 41,784.51	Uncleared Balance Rs. 3,36,266.41
---------------	--------------------------------------

\* Amount to be approved by CA

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### 7.1 Generate Reports

After clicking on “Generate Reports” link subscriber webpage will be redirected to “Generate Reports” page.

In “Generate Reports” page subscriber can see “Report Type” dropdown that contains “Payment Report” and “Certificate Report” as shown in below figure.



The screenshot shows the IDRBT-CA Accounting interface. At the top, there is a navigation bar with links: Home, Payment Details, Holiday Details, Tax Details, Report, Certificate Details, and Logout. Below this, a header bar displays 'User ID: TEST\_1' on the left and 'RA Code: C2000' on the right. The main content area is titled 'Generate Reports'. A dropdown menu for 'Report Type' is open, showing three options: 'Select Report Type', 'Payment Report', and 'Certificate Report'. The dropdown is highlighted with a red rectangular box.

### 7.1.1 Payment Report

Then subscriber will be shown “From Date” & “To Date” fields. Pick “From Date” as shown in the figure Ex: 6-Mar-2017



The screenshot shows the IDRBT-CA Accounting interface. The navigation bar and header are the same as in the previous screenshot. The 'Report Type' dropdown is now set to 'Payment Report'. Below this, there are two date selection fields: 'From Date' and 'To Date'. A calendar widget is open, showing the month of March 2017. The date '6' is selected and highlighted with a red box. The calendar grid shows days from Sunday to Saturday, with the 6th of March highlighted in yellow.

While selecting “From Date” subscriber can observe future dates are disabled.

After selecting “From Date”, pick “To Date” of the Report. While selecting “To Date” subscriber can observe future date and all the dates previous to “From Date” are disabled.

**IDRBT-CA Accounting**

Home   Payment Details   Holiday Details   Tax Details   Report   C   Logout

User ID: TEST\_1   **Gener**   RA Code: C2000

Report Type :

From Date : \*

To Date : \*

Submit   Reset

Mar   2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

After selecting “From Date” & “To Date” click on “Submit” button. Report will be generated and subscriber will be shown a pop-up asking for “Open” or “Save” the Report.

## 7.1.2 Certificate Report

To generate “Certificate Report”, follow “Generate Payment Report” procedure but select “Certificate Report” from the “Report Type” dropdown and select “From Date” and “To Date” and click on “submit” button.

## 7.2 Generate Proforma Invoice

In this module the subscriber can find a link to generate Proforma Invoice. On clicking given “Generate Proforma Invoice” link subscriber webpage will be redirected to Proforma Invoice Form page as shown in the below figure.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Profile   Logout

User ID: TEST\_1   Proforma Invoice Form   RA Code: C2000

GSTIN		36AACCH4448Q1Z1				
Address		Idrbt Sub				
Sl No	Environment	Issue Type	Certificate Class	Certificate Type	Validity (Days)	Quantity
1	-----Select-----	-----Select-----	-----Select-----	-----Select-----	-----Select-----	-----Select-----
Submit						Add/Delete

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Subscriber should cross verify the shown GSTIN and Address shown in Proforma Invoice Form page. Subscriber also given dropdown lists for Environment, Issue Type, Certificate Class, Certificate Type, Validity and Quantity for each product. Subscriber can add or delete a product details by clicking on Add or Delete buttons respectively.

File	Sample
Environment	Production or Preproduction
Issue Type	Fresh Issue, Reissue or Renewal
Certificate Class	Class One, Class Two or Class Three
Certificate Type	Signing, System, Encryption, SSL, OCSP, Code Signing or Time
Validity	0-30, 31-90, 91-180, 181-365 or 366-730 days
Quantity	In this field Subscriber should give the number certificate of above type by selecting any value from 1 to 9999 as given in dropdown.

**Note: All fields are mandatory**

After selecting all products details, subscriber should click on Submit button given in Proforma Invoice Form page then subscriber will be shown all the calculations and amounts related to balances & GST as shown in below figure.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Profile   Logout

User ID: TEST\_1   Proforma Invoice Form   RA Code: C2000

### Proforma Invoice Details

Invoice Date	26-Jun-2018
Institution Name	Ahmedabad Mercantile Coop. Bank(C2000)
GSTIN	36AACCH4448Q1Z1
Address	Idrbt Sub

Sl No	Product Name	Rate (INR)	Quantity	Amount (INR)
1	CLASS TWO PRODUCTION SIGNING certificate for COOPERATIVE RA type user with 365 Days validity (FRESH ISSUE)	750.00	6	4,500.00
2	CLASS TWO PRE-PRODUCTION SIGNING certificate for COOPERATIVE RA type user with 90 Days validity (FRESH ISSUE)	200.00	4	800.00
3	CLASS THREE PRODUCTION SSL certificate for COOPERATIVE RA type user with 730 Days validity (RENEWAL)	20,500.00	8	1,64,000.00
4	CLASS THREE PRODUCTION OCSP certificate for COOPERATIVE RA type user with 365 Days validity (FRESH ISSUE)	0.00	2	0.00
<b>Total Amount Before Tax(INR)</b>				<b>1,69,300.00</b>
9GST (@ 9%)				15,237.00
CGST (@ 9%)				15,237.00
<b>Total Amount After Tax(INR)</b>				<b>1,99,774.00</b>
Total Amount After Tax In words (INR):		Rupees One Lakh Ninety Nine Thousand Seven Hundred Seventy Four Only		

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Here subscriber should verify the shown details like Institution Name, GSTIN, Address, Rate, Quantity, Amount, Total Amount Before Tax, Total Amount After Tax and Total Amount After Tax in Words. If all the shown details are proper, then subscriber can click on Confirm button to generate Proforma Invoice Report. In case subscriber wants to change product details then click on the Cancel button.

## 8. Certificate Details

In this module the subscriber can find the details of certificate costs, and details of certificates requested by the subscriber. In Certificate Details subscriber can see links for Certificate Cost, Detailed Certificate Cost and View Certificate Cost.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   RA Code: C2000

Cleared Balance	Uncleared Balance *
Rs. 55,023.86	Rs. 1,00,000

\* Amount to be approved by CA

## 8.1 Certificate Cost

To view the cost of a certificate, the subscriber should click on the link “Certificate Cost”. After clicking on “Certificate Cost” link, subscriber will be redirected to the “Cost Details” page as shown below.

### IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1
Cost Details
RA Code: C2000

Type OF RA : *	COOPERATIVE RA
Select Root: *	Select Search Criteria ▼
Select Class: *	Select Search Criteria ▼
Select Certificate Type : *	Select Search Criteria ▼
Select Issue Type : *	Select Search Criteria ▼
Select Validity (Days) : *	Select Search Criteria ▼
<input type="button" value="Get Cost"/> <input type="button" value="Reset"/>	

\* Mandatory Fields

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To get the cost details subscriber have to provide Certificate Root, Certificate Class, Certificate Type, Issue Type & Validity as shown below.

### IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details Logout

User ID: TEST\_1
Cost Details
RA Code: C2000

Type OF RA : *	COOPERATIVE RA
Select Root: *	Select Search Criteria ▼
Select Class: *	Select Search Criteria ▼
Select Certificate Type : *	Select Search Criteria ▼
Select Issue Type : *	Select Search Criteria ▼
Select Validity (Days) : *	Select Search Criteria ▼
<input type="button" value="Get Cost"/> <input type="button" value="Reset"/>	

\* Mandatory Fields

Powered by  


## IDRBT-CA Accounting

[Home](#)   [Payment Details](#)   [Holiday Details](#)   [Tax Details](#)   [Report](#)   [Certificate Details](#)   [Logout](#)

User ID: TEST\_1 RA Code: C2000

Type OF RA : *	<input type="text" value="COOPERATIVE RA"/>
Select Root: *	<input type="text" value="PRODUCTION"/>
Select Class: *	<input type="text" value="CLASS TWO"/>
Select Certificate Type : *	<input type="text" value="SIGNING"/>
Select Issue Type : *	<input type="text" value="FRESH ISSUE"/>
Select Validity (Days) : *	<input type="text" value="(31-90)"/>
<input type="button" value="Get Cost"/> <input type="button" value="Reset"/>	

\* Mandatory Fields

After selecting all the fields click on “Get Cost” button, then Cost of the certificate will be shown the in new window as shown below.

## IDRBT-CA Accounting

[Home](#)   [Payment Details](#)   [Holiday Details](#)   [Tax Details](#)   [Report](#)   [Certificate Details](#)   [Logout](#)

User ID: TEST\_1 RA Code: C2000

Type OF RA : *	<input type="text" value="COOPERATIVE RA"/>	<div style="border: 2px solid red; padding: 10px; width: fit-content; margin: auto;"> <p>Cost (INR) : 750</p> <input type="button" value="Close"/> </div>
Select Root: *	<input type="text" value="PRODUCTION"/>	
Select Class: *	<input type="text" value="CLASS TWO"/>	
Select Certificate Type : *	<input type="text" value="SIGNING"/>	
Select Issue Type : *	<input type="text" value="FRESH ISSUE"/>	
Select Validity (Days) : *	<input type="text" value="(31-90)"/>	
<input type="button" value="Get Cost"/> <input type="button" value="Reset"/>		

\* Mandatory Fields

Subscriber can change the certificate cost parameters (Root, Class, Certificate Type, Issue Type & Validity) and corresponding cost will be shown.

Click on “Close” button to close the Cost window.

**Note:** Here cost refers to cost of single certificate for the details provided.

## 8.2 Detailed Certificate Cost

To view the cost of the certificates in an excel format, click on the link “Detailed Certificate Cost”. Once the subscriber clicks on the link an excel sheet “CostDetail.xlsx” will be downloaded. In this file, subscriber can see Certificates Cost Details of Corresponding RA type to which subscriber belongs to.

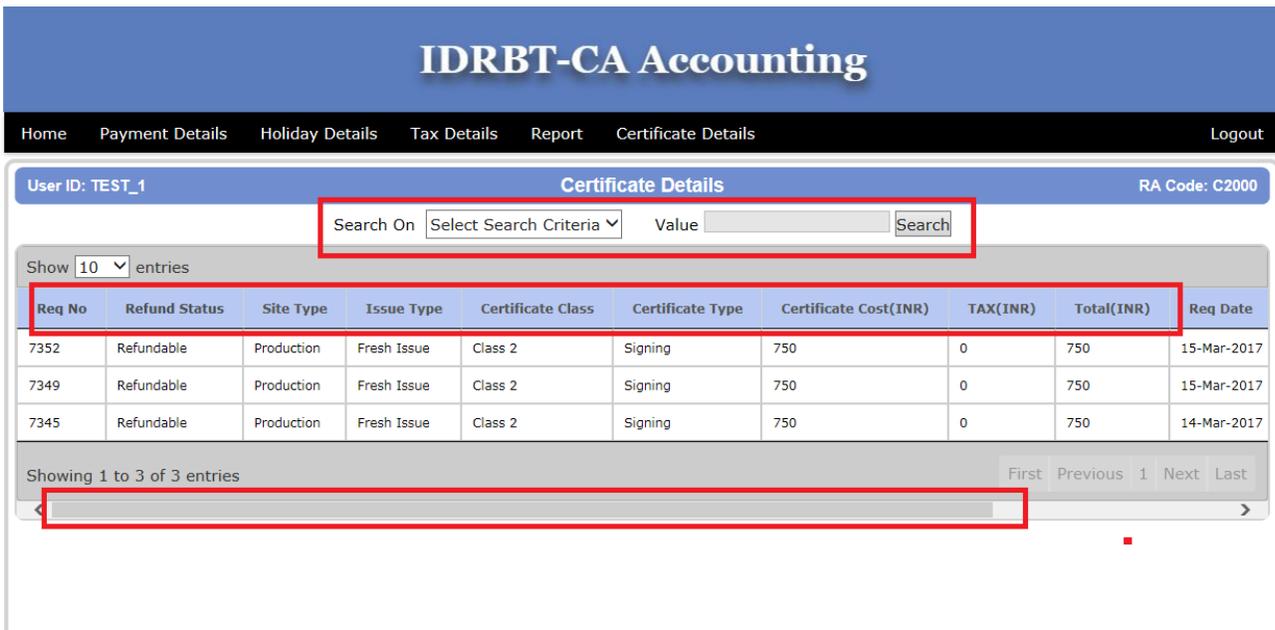


The screenshot shows the IDRBT-CA Accounting application interface. The user is logged in as 'TEST\_1' with RA Code: C2000. The main menu includes Home, Payment Details, Holiday Details, Tax Details, Report, Certificate Details, and Logout. Under the 'Certificate Details' menu, a dropdown menu is open, showing options: Certificate Cost, Detailed Certificate Cost (highlighted with a red box), and View Certificate Details. The main content area displays 'Cleared Balance' as Rs. 1,41,981.25 and 'Uncleared Balance' as Rs. 1. A note at the bottom states '\* Amount to be approved by CA'.

## 8.3 View Certificate Details

To view Certificate Details of the subscriber which are approved by the CA Team, go to “Certificate Details” >> “View Certificate Details”.

After clicking on “View Certificate Details” subscriber will be redirected to “Certificate Details” page where subscriber can see accounted Certificates details.



The screenshot shows the IDRBT-CA Accounting application interface. The user is logged in as 'TEST\_1' with RA Code: C2000. The main menu includes Home, Payment Details, Holiday Details, Tax Details, Report, Certificate Details, and Logout. The 'Certificate Details' page is displayed, showing a search bar with 'Search On' and 'Select Search Criteria' dropdown, a 'Value' input field, and a 'Search' button. Below the search bar, there is a table with columns: Req No, Refund Status, Site Type, Issue Type, Certificate Class, Certificate Type, Certificate Cost(INR), TAX(INR), Total(INR), and Req Date. The table contains three entries:

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Below the table, it shows 'Showing 1 to 3 of 3 entries' and navigation buttons: First, Previous, 1, Next, Last. A red box highlights the search bar and the table header.

In “Certificate Details” page subscriber can see Certificate Request Number, Refund status, Site Type, Issue Type, Certificate Class, Certificate Type, Certificate Cost (INR), Tax(INR), Total(INR), Request Date, Accounting Date, Validity (in Days) for each certificate record. Subscriber can also see Search Criteria on certificate details.



The screenshot shows the "IDRBT-CA Accounting" interface. The user is logged in as "TEST\_1" and is viewing the "Certificate Details" page for RA Code: C2000. The search criteria are set to "Select Search Criteria". The table displays the following records:

Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date	Accounting Date	Validity(in Days)
Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017	15-Mar-2017	92
Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017	15-Mar-2017	92
Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017	14-Mar-2017	16

### 8.3.1 Search Criteria

Search Criteria is given based on Accounting Date, Certificate Class, Certificate Type, Issue Type, Refund Status & Request Date.



The screenshot shows the "IDRBT-CA Accounting" interface. The user is logged in as "TEST\_1" and is viewing the "Certificate Details" page for RA Code: C2000. The search criteria dropdown menu is open, showing the following options:

- Select Search Criteria
- Accounting Date
- Certificate Class
- Certificate Type
- Issue Type
- Refund Status
- Request Date

The table displays the following records:

Req No	Refund Status	Site Type	Issue Type	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	750	14-Mar-2017

### 8.3.2 Based on Accounting Date

To search in Certificate details based on Accounting Date subscriber has to-

Select “Accounting Date” from the drop down of “Search On”, then a date from the drop down of “value” as shown in below figure.

Exp: 15-Mar-2017

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   **Certificate Details**   RA Code: C2000

Search On: Accounting Date   Value:   Search

Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Req Date	Accounting Date	Validity(in Days)
Fresh Issue	Class 2	Signing	750	0			92
Fresh Issue	Class 2	Signing	750	0			92
Fresh Issue	Class 2	Signing	750	0			16

First

After selecting date, click on “Submit” button. Then subscriber will be shown all the certificates details which were accounted on selected date.(i.e., 15-Mar-2017)

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   **Certificate Details**   RA Code: C2000

Search On: Accounting Date   Value: 15-Mar-2017   Search   Reset

Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date	Accounting Date	Validity(in Days)
Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017	15-Mar-2017	92
Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017	15-Mar-2017	92

First   Previous   1   Next   Last

Subscriber can click on “Reset” button to come out of the Search Criteria.

### 8.3.3 Based on Certificate Class

To search in Certificate details based on Certificate Class subscriber has to-

Select “Certificate Class” from the drop down of “Search On”, followed by any one Class from the list (CLASS ONE, CLASS TWO & CLASS THREE) as shown in the following figure.

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1      Certificate Details      RA Code: C2000

Search On: Certificate Class      Value:       Search

Show 10 entries

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Showing 1 to 3 of 3 entries      First Previous 1 Next Last

Select any one class from the list & click on “Search” button, then subscriber will be shown all the Certificates details with the selected Class as shown in the following figure.

Exp: CLASS TWO

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1      Certificate Details      RA Code: C2000

Search On: Certificate Class      Value: CLASS TWO      Search      Reset

Show 10 entries

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Showing 1 to 3 of 3 entries      First Previous 1 Next Last

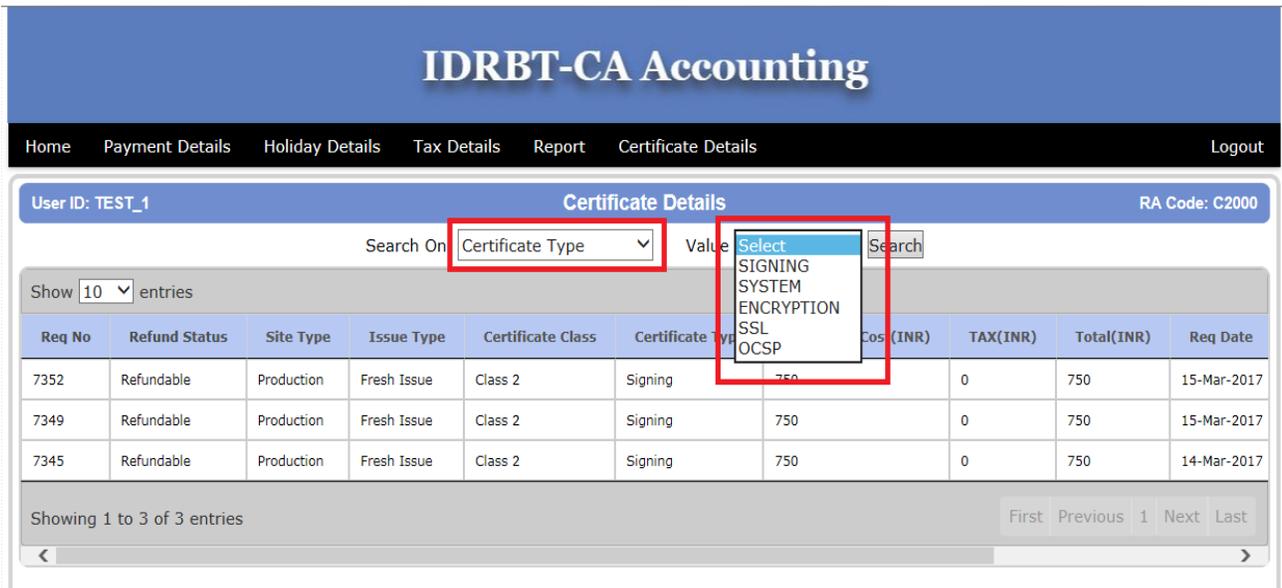
Likewise, subscriber can search for other classes.

Subscriber can click on “Reset” button to come out of the Search Criteria.

### 8.3.4 Based on Certificate Type

To search in Certificate details based on Certificate Type subscriber has to-

Select “Certificate Type” from the drop down of “Search On”, followed by any one Certificate Type from the list (Signing, System, Encryption, SSL & OCSP).



The screenshot shows the 'Certificate Details' page in the IDRBT-CA Accounting application. The search criteria are set to 'Certificate Type'. A dropdown menu is open, showing the following options: Select, SIGNING, SYSTEM, ENCRYPTION, SSL, and OCSP. The table below displays the results for the selected type.

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost (INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Select any Certificate Type from the list & click on “Search” button, then subscriber will be shown all the Selected Type Certificates details.

Exp: Signing



The screenshot shows the 'Certificate Details' page with the search criteria set to 'Certificate Type' and the value 'SIGNING'. The 'Search' button is highlighted. The table below displays the results for the selected type.

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Likewise, subscriber can search for other Types of Certificates.

Subscriber can click on “Reset” button to come out of the Search Criteria.

### 8.3.5 Based on Issue Type

To search in Certificate details based on Certificate Issue Type subscriber has to-

Select “Certificate Type” from the drop down of “Search On”, followed by any one Certificate Issue Type from the list (Fresh Issue, Reissue or Renewal).

### IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   **Certificate Details**   RA Code: C2000

Search On: Certificate Type   Value:    Search

Show 10 entries

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Cos (INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Showing 1 to 3 of 3 entries   First   Previous   1   Next   Last

After clicking on “Search” button, subscriber will be shown all the Certificates with Selected Issue Type. Exp: Fresh Issue

### IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   **Certificate Details**   RA Code: C2000

Search On: Certificate Type   Value: SIGNING   Search   Reset

Show 10 entries

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Showing 1 to 3 of 3 entries   First   Previous   1   Next   Last

Likewise, subscriber can search for other Types of Certificates.

Subscriber can click on “Reset” button to come out of the Search Criteria.

### 8.3.6 Based on Refund Status

To search Certificate details based on Refund Status subscriber has to-

Select “Refund Status” from the drop down of “Search On”, followed by any one status from the list (Refundable, To be Verified, To be Approved & Refunded) on which subscriber wants to search.

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details
Logout

User ID: TEST\_1
Certificate Details
RA Code: C2000

Search On Refund Status
Value Select  
Refundable  
To be Verified  
To be Approved  
Refunded Search

Show 10 entries

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Showing 1 to 3 of 3 entries
First Previous 1 Next Last

Select any one Status from the list & click on “Search” button, then subscriber will be shown all the Certificates details with the selected Refund Status.

Exp: Refundable

## IDRBT-CA Accounting

Home Payment Details Holiday Details Tax Details Report Certificate Details
Logout

User ID: TEST\_1
Certificate Details
RA Code: C2000

Search On Refund Status
Value Refundable Search Reset

Show 10 entries

Req No	Refund Status	Site Type	Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date
7352	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7349	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017
7345	Refundable	Production	Fresh Issue	Class 2	Signing	750	0	750	14-Mar-2017

Showing 1 to 3 of 3 entries
First Previous 1 Next Last

Likewise, subscriber can search based other Status like, To be Verified, To be Approved & Refunded. Subscriber can click on “Reset” button to come out of the Search Criteria.

### 8.3.7 Based on Request Date

To search in payment entries based on Request Date-

Select “Request Date” from the drop down of “Search On”, then select a date to search. Exp: 15-Mar- 2017

## IDRBT-CA Accounting

Home
Payment Details
Holiday Details
Tax Details
Report
Certificate Details
Logout

User ID: TEST\_1
Certificate Details
RA Code: C2000

Search On Request Date Value

Search

Mar 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	ing Date	Validity(in Days)
Fresh Issue	Class 2	Signing	750	0	017	92
Fresh Issue	Class 2	Signing	750	0	017	92
Fresh Issue	Class 2	Signing	750	0	017	16

After selecting date, click on “Submit” button. Then subscriber will be shown all the certificates which were Requested on selected date.(i.e : 15-Mar-2017)

## IDRBT-CA Accounting

Home   Payment Details   Holiday Details   Tax Details   Report   Certificate Details   Logout

User ID: TEST\_1   **Certificate Details**   RA Code: C2000

Search On: Request Date   Value: 15-Mar-2017   Search   Reset

Issue Type	Certificate Class	Certificate Type	Certificate Cost(INR)	TAX(INR)	Total(INR)	Req Date	Accounting Date	Validity(in Days)
Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017	15-Mar-2017	92
Fresh Issue	Class 2	Signing	750	0	750	15-Mar-2017	15-Mar-2017	92

First   Previous   1   Next   Last

Subscriber can click on “Reset” button to come out of the Search Criteria.

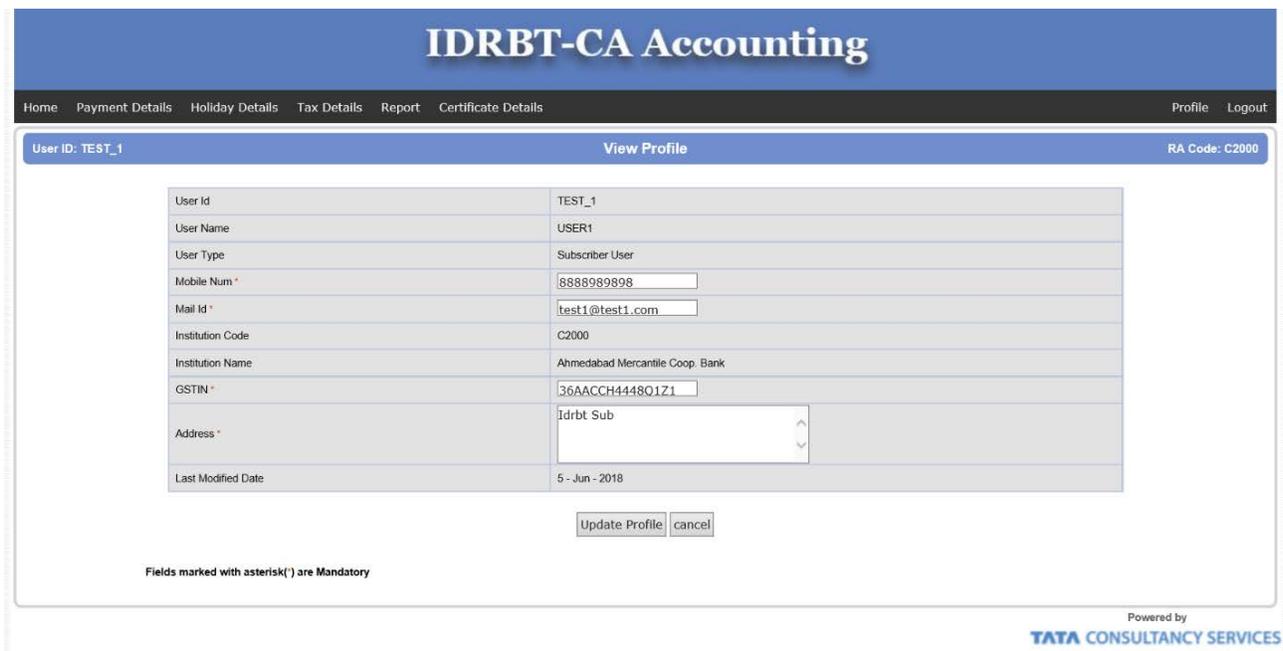
## 9. Profile

Subscriber can view and update profile in CA Accounting Application by clicking on Profile link given menu. On clicking Profile link subscriber webpage will be redirected to View Profile page as shown in below figure.



IDRBT-CA Accounting	
Home Payment Details Holiday Details Tax Details Report Certificate Details	
Profile Logout	
User ID: TEST_1	View Profile RA Code: C2000
User Id	TEST_1
User Name	USER1
User Type	Subscriber User
Mobile Num	8888989898
Mail Id	test1@test1.com
Institution Code	C2000
Institution Name	Ahmedabad Mercantile Coop. Bank
GSTIN	36AACCH4448Q1Z1
Address	Idrbt Sub
Last Modified Date	5 - Jun - 2018
Edit Profile	
Powered by <b>TATA CONSULTANCY SERVICES</b>	

To update profile, subscriber can click on Edit Profile button given in View Profile Page. On clicking Edit Profile button, subscriber will be shown a form to update Mobile number, Mail id, GSTIN and Address as shown in below figure.

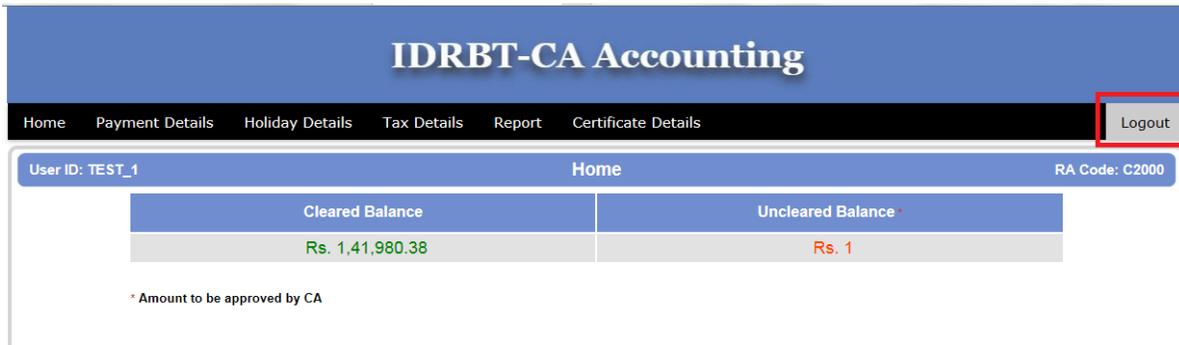


IDRBT-CA Accounting	
Home Payment Details Holiday Details Tax Details Report Certificate Details	
Profile Logout	
User ID: TEST_1	View Profile RA Code: C2000
User Id	TEST_1
User Name	USER1
User Type	Subscriber User
Mobile Num *	<input type="text" value="8888989898"/>
Mail Id *	<input type="text" value="test1@test1.com"/>
Institution Code	C2000
Institution Name	Ahmedabad Mercantile Coop. Bank
GSTIN *	<input type="text" value="36AACCH4448Q1Z1"/>
Address *	<input type="text" value="Idrbt Sub"/>
Last Modified Date	5 - Jun - 2018
Update Profile cancel	
Fields marked with asterisk(*) are Mandatory	
Powered by <b>TATA CONSULTANCY SERVICES</b>	

After filling the form subscriber can click on Update Profile button to save the Updated Profile.

## 10. Logout

To logout subscriber from the accounting application, click on “Logout” link in menu.



**IDRBT-CA Accounting**

Home Payment Details Holiday Details Tax Details Report Certificate Details **Logout**

User ID: TEST\_1 Home RA Code: C2000

Cleared Balance	Uncleared Balance *
Rs. 1,41,980.38	Rs. 1

\* Amount to be approved by CA

After clicking on “Logout” link subscriber will be shown pop-up with the message – “Do you want to close the tab?”



**IDRBT Certificate Accounting Module**

Windows Internet Explorer

The webpage you are viewing is trying to close the tab.  
Do you want to close this tab?

Yes No



**IDRBT Certificate Accounting Module**

Successfully Logged out...

\*\*\*\*\*END\*\*\*\*\*