

# TUFIN: The Unified Finance Management System for Tripura University

## Abstract

TUFIN is strategically developed in pursuance to the stringent Accounting Standards and Guidelines for preparation of statements for Central Higher Educational Institutes issued by the Ministry of Human Resource Development (MHRD), Govt. of India.

## Fundamentals

1. The TUFIN is developed following the rules of Double Entry Accounting System and Generally Accepted Accounting Principles prevailing in India.
2. This application record and maintain proper book of accounts with respect to –
  - a. Monies received from income generating various activities and through grants and donations.
  - b. Monies expended by the institution.
  - c. All assets and liabilities of the institution.
3. Keeping in view the usability by the end-user, the user interface of the TUFIN is developed extremely personalized that make even a novice user comfortable to record financial transactions without having proper knowledge of Double Entry Accounting System.
4. In line with the generally accepted accounting principles the TUFIN delivers the financial statements in following formats –
  - a. Journal Register
  - b. Ledger Book
  - c. Trial Balance
  - d. Cash / Bank Books
  - e. Balance Sheet
  - f. Income & Expenditure A/c
  - g. Cash Flow Statement
  - h. Annual Accounts as stipulated by the MHRD for all central higher educational institutes

## Major Functional Areas

1. Receipts: Manage receipts from various grants, endowment, earmarked, designated Funds and various academic and institutional activities.
2. Payments: Manage payment to the outside contractors for various expenses or procurement of assets or advance/reimbursement to the incumbents or students.
3. Cheques: Facility to get cheque printed by the system in single or batch mode, with an integrated Cheque Books Registers to avoid duplicate cheque printing.
4. Projects: Manage details of various sponsored projects and sponsored fellowships & scholarships
5. Payroll: A full-fledged integrated payroll system having employee & pensioner database, payroll voucher generation, preparation of payroll documents, auto-email of salary slips.
6. Provident Fund: Manage disbursement of advances, part withdrawal and final disbursement of employees' provident funds with individual annual statements and other reports with separated Balance Sheet, Income & Expenditures, Trial Balance and Cash Books.
7. Journal: A comprehensive journal entry screen that allow user to enter any kind of monetary or non-monetary transaction pursuing the accounting standards.

## Annual Accounts

The TUFIN generates annual accounts of the institution in accordance to the formats stipulated by the MHRD for all central higher educational institutes, that consists of –

1. Balance Sheet
2. Income & Expenditure Account
3. Receipts & Payments Account
4. Schedules forming part of Balance Sheet and Income & Expenditure A/c
  - a. Corpus / Capital Fund
  - b. General Fund
  - c. Designated & Earmarked Fund

- d. Restricted Funds
- e. Loans and Borrowings
- f. Current Liabilities & Provisions
- g. Fixed Assets including Tangible, Intangible and Copyrights & Patents
- h. Investments
- i. Current Assets
- j. Loans (Advances) & Deposits
- k. Academic Receipts
- l. Irrevocable Grants, Subsidies & Donations
- m. Income from Investments
- n. Prior Period Incomes
- o. Staff Payments and Benefits
- p. Academic Expenses
- q. Administrative & General Expenses
- r. Transportation Expenses
- s. Repair & Maintenance Expenses
- t. Prior Period Expenses

## Some selective modules' screen-shots of TUFIN for an overview

### 1. Login

TRIPURA UNIVERSITY  
A CENTRAL UNIVERSITY  
|| PURSUIT OF EXCELLENCE ||  
ACCREDITED BY NAAC WITH 'B' GRADE

TU FINANCE

SECTION: ADMIN  
USER NAME: ffays  
PASSWORD: \*\*\*\*\*  
[LOGIN] [EXIT]

DATE & TIME: 18-NOV-2020 [04:21:27 PM]  
ALL RIGHTS RESERVED BY TRIPURA UNIVERSITY

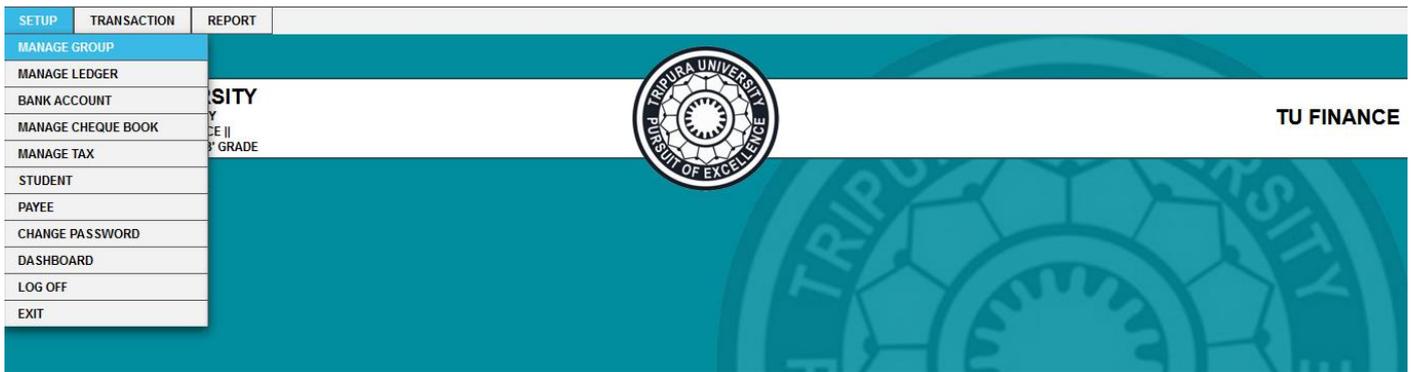
Screen 1: Login Screen of the TUFIN

### 2. Dashboard



Screen 2: Dashboard of TUFIN. Gateway to access various modules of the TUFIN as per access role permission

### 3. Accounts: Navigations



Screen 3: Setup Menus, to configure various accounts master records in TUFIN



Screen 4: Transactions Menu, to pass all accounting transactions in TUFIN



Screen 5: Reports Menu, to view-access different accounting reports and MIS on-demand

## 4. Accounts: Transactions

INHOUSE BILL

POSTING DT: 18-11-2020 FILE REF NO: [ ] NOTE DATE: 18-11-2020 NO. [ ] TYPE: --SELECT--  
 BUDGET: --SELECT-- DEPT.: --SELECT-- ORD NO.: [ ] ORD DATE: DD-MM-YYYY INV NO.: [ ]  
 INV DATE: DD-MM-YYYY APPROVED DT: DD-MM-YYYY BILLED: Y [ ] BILL DATE: 18-11-2020 TOKEN NO.: [ ]  
 [ ] OUTSTANDING BILLS [ ]

DR. ACCOUNT	PRICE	TRANSACTION NOTE	AMOUNT (INR)		
SELECT AN OPTION	--SELECT--	[ ]	[ ]	+	
SL.	DR. ACCOUNT	PRICE	TRANSACTION NOTE	AMOUNT (INR)	REMOVE
TOTAL:				0.00	

BILL AMOUNT (INR) [ ] 0.00

DEDUCTION ACCOUNT	PRICE	TRANSACTION NOTE	AMOUNT (INR)		
--SELECT--	--SELECT--	[ ]	[ ]	+	
SL NO.	DEDUCTION ACCOUNT	PRICE	TRANSACTION NOTE	AMOUNT (INR)	ACTION
TOTAL:				0.00	

TOTAL LESS (INR) [ ] 0.00

BANK CHARGES	TRANSACTION NOTE	AMOUNT (INR)		
--SELECT--	[ ]	[ ]	+	
SL NO.	BANK CHARGES	TRANSACTION NOTE	AMOUNT (INR)	ACTION
TOTAL ADD (INR) [ ]				
NET PAYABLE (INR) [ ]				

NARRATION: [ ]  
 REFERRED BANK ACCOUNT: --SELECT--  
 [ Save ] [ Cancel ]

Screen 6: Payment Bill Entry. To pass different payment transactions.

RECEIPTS VOUCHER

POSTING DT: 18-11-2020 FILE REF NO: [ ] NOTE DATE: 18-11-2020 NO. [ ] TYPE: BANK RECEIPT  
 BUDGET: --SELECT-- DEPT.: --SELECT-- M.R NO.: [ ]  
 DR. ACCOUNT: SELECT AN OPTION  
 MODE: CHEQUE CHQ/DD NO.: [ ] CHQ DATE: DD-MM-YYYY DRAWEE BANK: SELECT AN OPTION

CR. ACCOUNT	PARTY	TRANSACTION NOTE	AMOUNT		
--SELECT--	SELECT AN OPTION	[ ]	[ ]	+	
SL.	ACCOUNT NAME	PARTY	NOTE	AMOUNT	REMOVE
NET AMOUNT:				[ ]	

NARRATION: [ ]  
 [ Save ] [ Cancel ]

Screen 7: Receipts Voucher Entry. To pass different receipts transactions.

### CONTRA BILL

POSTING DT: 18-11-2020      FILE REF NO:      NOTE DATE: 18-11-2020      NO: \_\_\_\_\_  
 TYPE: CONTRA      DEPT.: --SELECT--      TOKEN NO: \_\_\_\_\_  
 OUTSTANDING BILLS

DR. ACCOUNT	PAYEE	TRANSACTION NOTE	AMOUNT (INR)		
SELECT AN OPTION	SELECT AN OPTION			+	
SL.	DR. ACCOUNT	PAYEE	TRANSACTION NOTE	AMOUNT (INR)	REMOVE
TOTAL:				0.00	

BILL AMOUNT (INR) 0.00

BANK CHARGES	TRANSACTION NOTE	AMOUNT (INR)		
--SELECT--			+	
SL NO.	BANK CHARGES	TRANSACTION NOTE	AMOUNT (INR)	ACTION

TOTAL ADD (INR) \_\_\_\_\_

NET PAYABLE (INR) \_\_\_\_\_

NARRATION: \_\_\_\_\_

REFERRED BANK ACCOUNT: --SELECT--

Screen 8: Contra Bill Entry. To pass different contra transactions.

### CHEQUE POSTING

BILL NO.: \_\_\_\_\_

SHOW 10 ENTRIES      SEARCH: \_\_\_\_\_

SL.	BILL NO.	BILL DATE	CHEQUE AMT.	PROCEED
NO DATA AVAILABLE IN TABLE				

SHOWING 0 TO 0 OF 0 ENTRIES      FIRST    PREVIOUS    NEXT    LAST

Screen 9: Cheque Posting against bills-payables

### JOURNAL VOUCHER

POSTING DT: 18-11-2020      JV NO: \_\_\_\_\_      NOTE DATE: 18-11-2020      VOUCHER NO: \_\_\_\_\_  
 FILE REF NO: \_\_\_\_\_

ACCOUNT	PARTY	DEBIT	CREDIT		
SELECT AN OPTION	SELECT AN OPTION			+	
SL.	A/C NAME	PARTY	DEBIT	CREDIT	ACTION

TOTAL: 0.00      0.00

NARRATION: \_\_\_\_\_

Screen 10: Journal Voucher Entry. To pass journal vouchers.

## 5. Accounts: Masters

**MANAGE LEDGER MASTER**

BANK ACCOUNT: LEDGER TYPE:   
 MANAGE CHECK BOOK: LEDGER NAME:   
 MANAGE TAX: UNDER GROUP:  LEDGER NATURE:   
 STUDENT: LEDGER ALIAS:  BUDGET HEAD:   
 TYPE: IS ADVANCE (IN HOUSE):  IS ADVANCE (THIRD PARTY):  IS DEDUCTION:  IS BANK CHARGE:  IS SALARY:  IS INVESTMENT:   
 CHANGE PASSWORD: IS FUND:  IS EMPLOYER SHARE:  IS DEPRECATABLE:

SHOW 10 ENTRIES SEARCH ALL COLUMNS:

SL. NO.	LEDGER TYPE	LEDGER	GROUP	UNDER	BUDGET HEAD	OPENING BALANCE	ACTION
NO MATCHING RECORDS FOUND							

SHOWING 0 TO 0 OF 0 ENTRIES (FILTERED FROM 1,014 TOTAL ENTRIES) FIRST PREVIOUS NEXT LAST

Screen 11: Ledger Creation

**BANK ACCOUNT MASTER**

BANK NAME:   
 ACCOUNT NAME:   
 ACCOUNT TYPE:   
 ACCOUNT NUMBER:   
 IFSC:   
 MICR:

SHOW 10 ENTRIES SEARCH ALL COLUMNS:

SL. NO.	ACCOUNT NAME	ACCOUNT NO	IFSC	MICR CODE	ACTION
NO MATCHING RECORDS FOUND					

SHOWING 0 TO 0 OF 0 ENTRIES (FILTERED FROM 237 TOTAL ENTRIES) FIRST PREVIOUS NEXT LAST

Screen 12: Bank Account Creation

**PROJECT MASTER**

PROJECT NAME:   
 PROJECT CATEGORY:   
 PROJECT HOLDER:   
 PROJECT TYPE:   
 PROJECT LEDGER:   
 PROJECT INTEREST LEDGER:   
 ACCOUNT NO.:

SHOW 10 ENTRIES SEARCH ALL COLUMNS:

SL. NO.	PROJECT NAME	PROJECT HOLDER NAME	ACTION
NO MATCHING RECORDS FOUND			

SHOWING 0 TO 0 OF 0 ENTRIES (FILTERED FROM 250 TOTAL ENTRIES) FIRST PREVIOUS NEXT LAST

Screen 13: Project (Earmarked / Sponsored / Fellowships) Creation

## 6. Accounts: Reports

**BILL LIST**

BILLING TYPE:  BILL STATUS:  FORM DATE:  TO DATE:  BILL NO.:

SHOW 10 ENTRIES SEARCH:

SL.	BILL NO.	VOUCHER NO.	LEDGER NAME	BILL DATE	BILL AMT.	PAYABLE AMT.	CHEQUE AMT.	STATUS	BILL TYPE	SECTION	VIEW	EDIT	DELETE
NO DATA AVAILABLE IN TABLE													

SHOWING 0 TO 0 OF 0 ENTRIES FIRST PREVIOUS NEXT LAST

Screen 14: Transaction List. To view any transaction by setting-up different parameters.

## TRIAL BALANCE

**TRIPURA UNIVERSITY**  
 SURYAMANINAGAR, TRIPURA (W), 799022  
**TRIAL BALANCE**  
 FOR THE PERIOD OF  TO

(INR - INDIAN RUPEES)

PARTICULARS	OPENING BALANCE		PRIOR OF RANGE		TRANSACTION		CLOSING BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
TOTAL								
TRIAL DIFFERENCE:								

Screen 15: Trial Balance as per stipulated format.

## INCOME & EXPENDITURE ACCOUNT

**TRIPURA UNIVERSITY**  
 SURYAMANINAGAR, TRIPURA (W), 799022  
**INCOME & EXPENDITURE ACCOUNT**  
 AS ON

Screen 16: Income & Expenditure Account as per stipulated format.

## BALANCE SHEET

**TRIPURA UNIVERSITY**  
 SURYAMANINAGAR, TRIPURA (W), 799022  
**BALANCE SHEET**  
 AS ON

Screen 17: Balance Sheet as per stipulated format.

## CASHBOOK

LEDGER :  FROM DATE :  TO DATE :

SL.	BILL DATE	CHEQUE DATE	BILL NO	VOUCHER NO	PARTICULARS	DR.(INR)	CR.(INR)	BALANCE
								OPENING BALANCE B/D
								CR
					DR. & CR. TOTAL :			
								CLOSING BALANCE C/D

Screen 18: Cashbook as per stipulated format.

## LEDGER REPORT

LEDGER :  FROM DATE :  TO DATE :

SL.	BILL DATE	BILL NO	VOUCHER NO	PARTICULARS	DR.(INR)	CR.(INR)	BALANCE
							OPENING BALANCE B/D
							CR
					DR. & CR. TOTAL :		
							CLOSING BALANCE C/D

Screen 19: Ledger Report as per stipulated format.

## PROJECT ALLOCATION REPORT

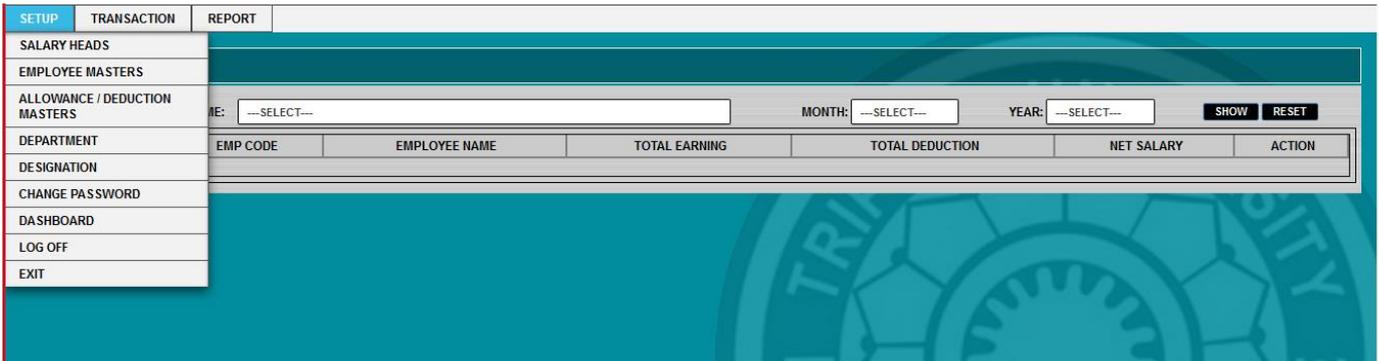
PROJECT NAME :  FROM DATE :  TO DATE :

PROJECT NAME :  
 PROJECT HOLDER :  
 PERIOD TO  
 TOTAL PROJECT BUDGET

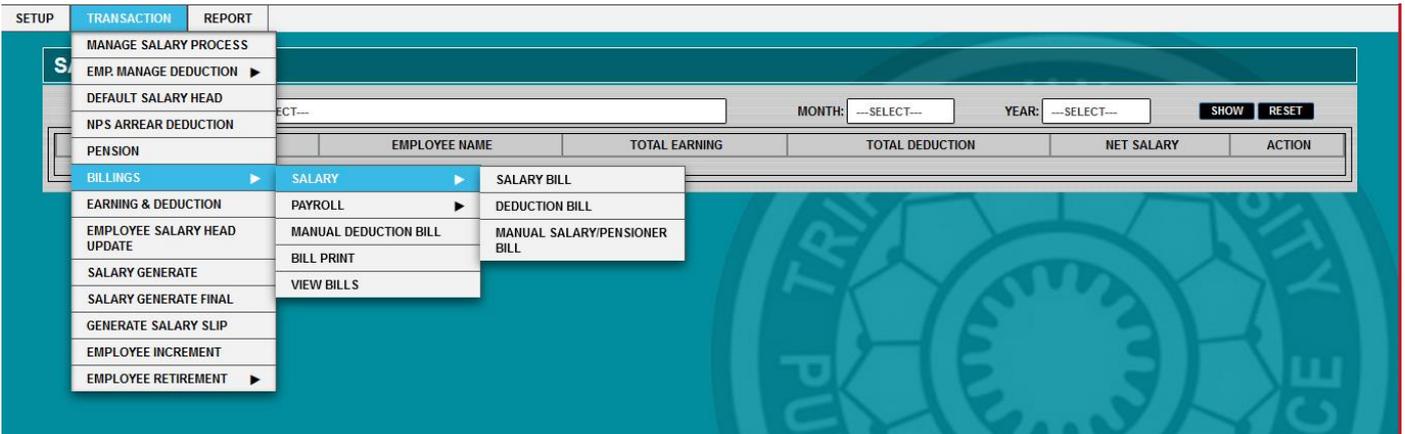
SL	ALLOCATION HEAD	ALLOCATION AMOUNT (INR)	ALLOCATE DATE
NO RECORDS FOUND			

Screen 20: Project Allocation Report as per stipulated format.

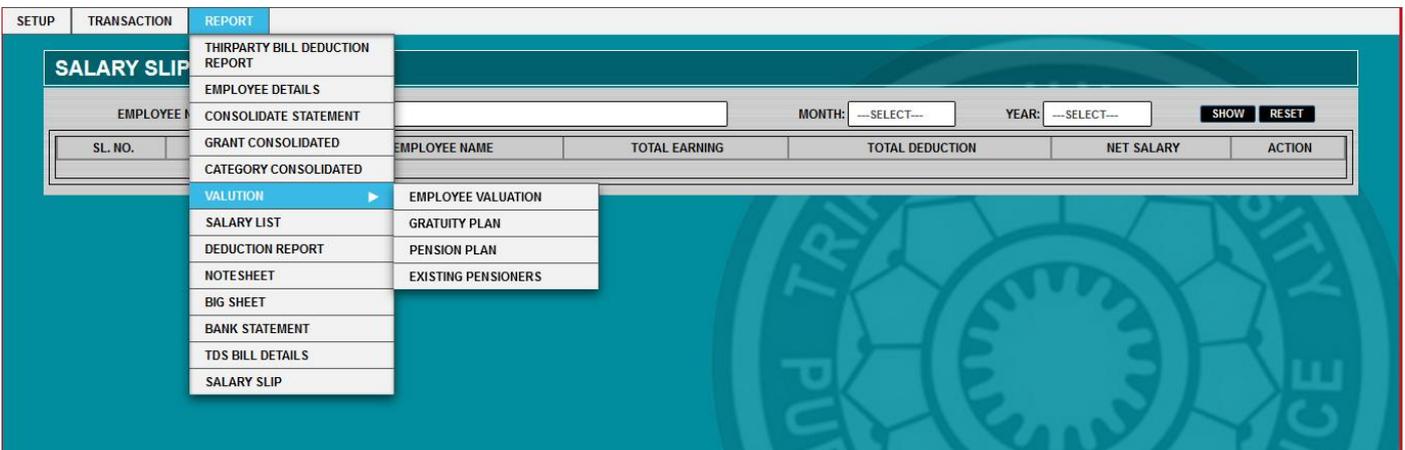
## 7. Payroll: Navigations



Screen 21: Setup Menus, to configure various payroll master records in TUFIN



Screen 22: Transactions Menus, to pass all payroll transactions in TUFIN



Screen 23: Reports Menus, to view-access different payroll reports and MIS on-demand

## 8. Payroll: Transactions

### SALARY BILL

POSTING DT.  FILE REF NO.  NOTE DATE  NO.  TYPE

BUDGET  GRANT  CATEGORY  SUBCATEGORY  MONTH

YEAR  DEPT.  ORD NO.  ORD DATE  INV NO.  INV DATE

APPROVED DT.  TOKEN NO.

SL	DR. ACCOUNT	TRANSACTION NOTE	AMOUNT (INR)	REMOVE

BILL AMOUNT (INR)

SL NO.	BANK CHARGES	TRANSACTION NOTE	AMOUNT (INR)	ACTION

ADD :   
NET PAYABLE (INR)

NARRATION

REFERRED BANK ACCOUNT

Screen 24: Payment Bill (Salary) Entry. To pass periodical salary payment transactions

### NPS ARREAR DEDUCTION

EMPLOYEE  FROM MONTH  FROM YEAR

TO MONTH  TO YEAR  AMOUNT

SL. NO.	EMP NAME	MONTH-YEAR	AMOUNT (RS.)	STATUS
NO RECORD FOUND				
TOTAL			<input type="text"/>	<input type="text"/>

Screen 25: NPS Arrear Deduction Entry

### LIC DEDUCTION

EMPLOYEE  POLICY NO.  LIC AMOUNT

START DATE  END DATE

STATUS  CLOSING DATE(IF ANY)

SHOW  ENTRIES

SL. NO.	EMP NAME	POLICY NO	AMOUNT (RS.)	START DATE	END DATE	STATUS	CLOSING DATE	ACTION
NO MATCHING RECORDS FOUND								
TOTAL			0					

SHOWING 0 TO 0 OF 0 ENTRIES (FILTERED FROM 335 TOTAL ENTRIES)

Screen 26: LIC Deduction Entry

**GPF DEDUCTION**

EMPLOYEE:

SL. NO.	MONTH-YEAR	DEDUCTION STATUS	REFUND AMOUNT	ACTION
NO RECORD FOUND..				
TOTAL			0.00	

Screen 27: GPF Deduction Entry

## 9. Payroll: Masters

**SALARY HEAD**

SALARY HEAD:  SALARY HEAD ALIAS:  SALARY HEAD TYPE:

SALARY HEAD LEDGER:  EFFECTIVE FROM:

IS INVESTMENT:  YES  NO  
 IS FUND:  YES  NO

SHOW  ENTRIES SEARCH ALL COLUMNS:

SL NO	SALARY HEAD	SALARY HEAD ALIAS	SALARY HEAD TYPE	EFFECTIVE TO	ACTION
NO MATCHING RECORDS FOUND					

SHOWING 0 TO 0 OF 0 ENTRIES (FILTERED FROM 38 TOTAL ENTRIES) FIRST PREVIOUS NEXT LAST

Screen 28: Salary Head Setup

**CATEGORY WISE SALARY HEAD LEDGER ADD**

EMPLOYEE CATEGORY	<input type="text" value="--SELECT--"/>
EMPLOYEE SUBCATEGORY	<input type="text" value="--SELECT--"/>
SALARY HEAD	<input type="text" value="--SELECT--"/>
LEDGER NAME	<input type="text" value="--SELECT--"/>
STATUS	<input type="text" value="Active"/>

Screen 29: Salary Head & Ledger Mapping

## 10. Payroll: Reports

**CONSOLIDATED STATEMENT**

EMPLOYEE NAME:  / CATEGORY:  SUBCATEGORY:

FROM MONTH:  FROM YEAR:  TO MONTH:  TO YEAR:

Screen 30: Consolidated Salary Statement Generation

## SALARY LIST

GRANT	<input type="text" value="--Select--"/>	CATEGORY	<input type="text" value="--Select--"/>
MONTH	<input type="text" value="--Select--"/>	YEAR	<input type="text" value="--Select--"/>
<input type="button" value="VIEW"/> <input type="button" value="RESET"/>			

Export to Excel	PDF	SEARCH ALL COLUMNS: <input type="text"/>					
SHOW	10	ENTRIES					
SL. NO.	EMP CODE ^	MONTH ^	YEAR ^	EMPLOYEE NAME ^	TOTAL ALLOWANCE ^	TOTAL DEDUCTION ^	NET SALARY ^
NO DATA AVAILABLE IN TABLE							
TOTAL					0	0	0
SHOWING 0 TO 0 OF 0 ENTRIES							<input type="button" value="FIRST"/> <input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/> <input type="button" value="LAST"/>
<input type="text" value=""/>							

Screen 31: Salary List

## SALARY SLIP

EMPLOYEE NAME:	<input type="text" value="--SELECT--"/>	MONTH:	<input type="text" value="--SELECT--"/>	YEAR:	<input type="text" value="--SELECT--"/>	<input type="button" value="SHOW"/>	<input type="button" value="RESET"/>
SL. NO.	EMP CODE	EMPLOYEE NAME	TOTAL EARNING	TOTAL DEDUCTION	NET SALARY	ACTION	
<input type="text" value=""/>							

Screen 32: Salary Slip Generation & Email