

USER MANUAL

for

E-Submission

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General Information

1. General Information

1.1 System Overview

E-Submission project mainly focuses in automating the Pre-Audit related activities of the department. This will ensure lawful digital submission of accounts by auditee institutions(LSG s) to Kerala State Audit Department. The main objective of this product is to develop an interface for Auditee Institutions to submit the abstract of their Annual Financial Statement electronically to Kerala State Audit Department and further processing of the same by the department.

1.2 Conventions Followed

In this user manual, the software buttons are represented as **[Button]** (bold and bracketed). The Hyper links are represented as **Link**(bold and underlined). And the text fields are represented as *Text* (italicized and bracketed). The lists are represented as (Text) (bracketed).

Getting Started

2. Getting Started

2.1 Logging In

In order to Login to AIMS E-Submission web application, the user must enter the *(lb_Code)* and *(Password)* and click **[Login]**. The login page will be redirected to the home page of the web application if the username and password entered by the user are valid.

Figure 1 shows the Login Screen.

Aims e-Submission

Username Password [\[Forgot Password\]](#)

AIMS E-Submission
E-Submission is a comprehensive solution that aids in automating the pre-audit related activities of the department. It provides an end-to-end functionality for managing the Pre-Audit life cycle by facilitating the auditee institutions to submit the abstract of their Annual Financial Statement electronically to Kerala State Audit Department and further processing of the same by the department.

E-Submission mainly focuses on in automating the Pre-Audit related activities of the department. This will ensure lawful digital submission of accounts by Auditee Institutions(LSGI's) to Kerala State Audit Department(KSAD). The major functions of this project are:-

1. Institution Login
2. E-submission of Institution Accounts to KSAD
3. Processing of Institution Accounts by KSAD
4. Acceptance of Institution Accounts by KSAD

Notifications

Notification
Submit the accounts of the audit year 2016-2017 on or before 31-03-2016.

Figure 1:-Login Page

2.2 Home Page

(Figure 2) shows the home page of the AIMS E-Submission web application. The top left end of the page will show the name of the Institution logged in, the LSG type of that institution and the LB Code of that institution.

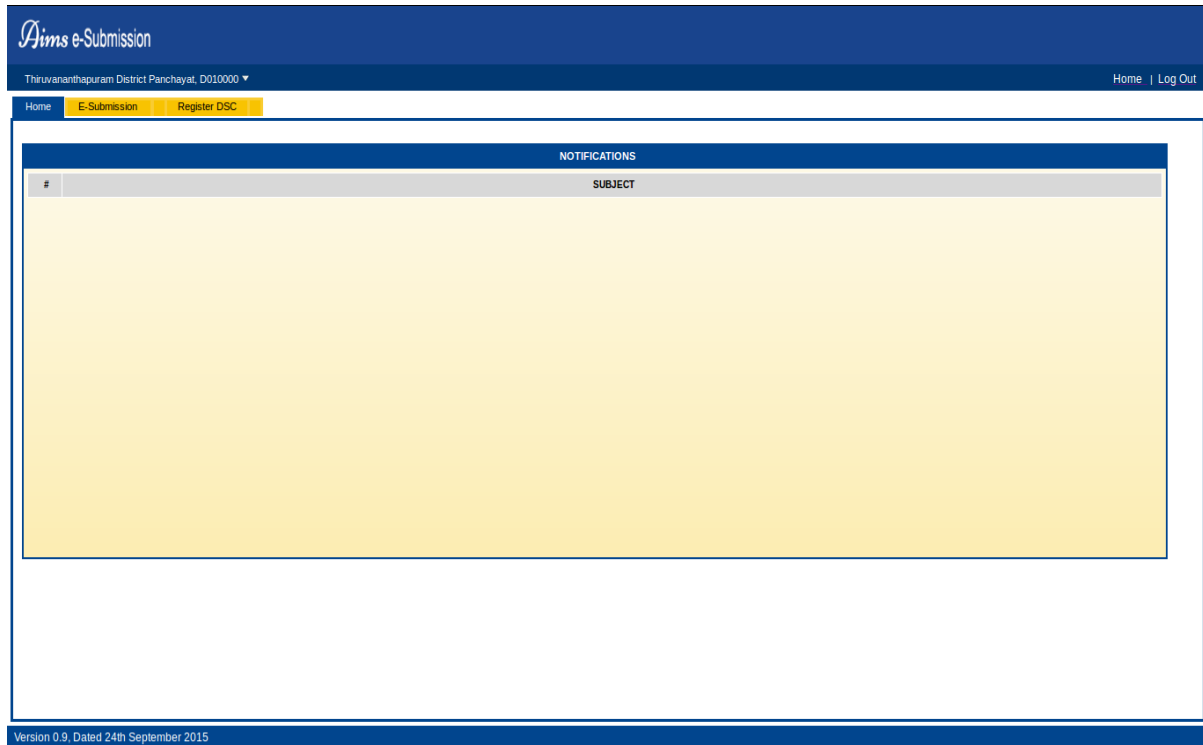


Figure 2:- Home Page

The **Home** tab in the home page will re-direct you to the home page of the AIMS E-Submission web application.

The **E-Submission** tab will re-direct you to the page where the Accounts data is to be entered in order to generate the abstracts of the accounts to be submitted to the Kerala State Audit Department.

The **Register DSC/Active DSC** tab serves for the purpose of Digital Signature functionality of the web application.

Modules

3. Modules

3.1 E-Submission

The E-Submission module denotes almost all functionalities of the web application from data entry of accounts to generating abstract of accounts. Figure 3 shows the screen loaded when the **E-Submission** in the home page is clicked.

The screenshot displays the 'Aims e-Submission' interface for the 'Thiruvananthapuram District Panchayat, D010000'. The 'E-Submission' module is selected. The 'BALANCE SHEET' section is active for the year '2015-2016'. The table below shows the data entry fields for various financial items.

Code No	Description Of Items	Schedule No	Amount
LIABILITIES			
Reserve & Surplus			
310000000	Panchayat / Municipal Fund		0.0
311000000	Earmarked Funds - Special Funds/Sinking Fund/Trust Or Agency Fund		0.0
312000000	Reserves		0.0
	Total Reserve & Surplus		0.0
Grants, Contributions For Specific Purposes			
320000000	Grants, Funds & Contribution For Specific Purposes		0.0
	Total Grants, Contributions For Specific Purposes		0.0
Loans			
330000000	Secured Loans		0.0
331000000	Unsecured Loans		0.0
	Total Loans		0.0
Current Liabilities & Provisions			
340000000	Deposits Received		0.0
341000000	Deposits Works		0.0
350000000	Other Liabilities		0.0
360000000	Provisions		0.0

Figure 3:-Balance Sheet

The above figure shows the data entry page of the Balance Sheet data of the accounts to be submitted. Data entry can be done in two ways in AIMS E-Submission. Data could either be entered manually by the respective institutions or the accounts generated by the Saankhya software can be entered in the application through web service.

If the data entry is done manually by the institution, then the data can be updated manually any number of times manually till the accounts are submitted

If the data entry is done through web service, the provision to do further edit on that data manually will be disabled. Any update on such data can be done only through web service. The data submitted through the web service is then displayed in the corresponding fields of their respective head codes as shown in figure

4.

E-Submission

Aims e-Submission
Thiruvananthapuram District Panchayat, D010000

Home | E-Submission | Register DSC | Home | Log Out

2014-2015

ASSET & LIABILITY | INCOME & EXPENDITURE | RECEIPT & PAYMENT | UPLOADS

BALANCE SHEET

Code No	Description Of Items	Schedule No	Amount
LIABILITIES			
Reserve & Surplus			
310000000	Panchayat / Municipal Fund	B-1	-12628544.55
311000000	Earmarked Funds - Special Funds/Sinking Fund/Trust Or Agency Fund	B-2	2841930.0
312000000	Reserves	B-3	75001735.0
	Total Reserve & Surplus		65215120.45
Grants, Contributions For Specific Purposes			
320000000	Grants, Funds & Contribution For Specific Purposes	B-4	40901392.0
	Total Grants, Contributions For Specific Purposes		40901392.0
Loans			
330000000	Secured Loans	B-5	148144.0
331000000	Unsecured Loans		0.0
	Total Loans		148144.0
Current Liabilities & Provisions			
340000000	Deposits Received	B-7	5809575.0
341000000	Deposits Works		0.0
350000000	Other Liabilities	B-9	11646953.4
360000000	Provisions		0.0

Figure 4:- Balance Sheet with data

Once the data is entered manually, the data can be saved by clicking the **[Save Continue]** button at the bottom of the page as shown in figure 5.

Investments

420000000	Investments-General Fund		0.0
421000000	Investments - Other Funds		0.0
	Total Investments		0.0

Current Assets, Loans And Advances

430000000	Stock-in-hand		0.0
431000000	Sundry Debtors (Receivables)		0.0
432000000	Accumulated Provisions Against Debtors (Receivables)		0.0
440000000	Pre-paid Expenses		0.0
450000000	Cash And Bank Balance		0.0
460000000	Loand, Advances And Deposits		0.0
461000000	Accumulated Provisions Against Loans,Advances And Deposits		0.0

Other Assets

470000000	Other Assets		0.0
	Total Current Assets, Loans And Advances		0.0

Miscellaneous Expenditure (To The Extent Not Written Off)

480000000	Miscellaneous Expenditure To Be Written Off		0.0
	Total Miscellaneous Expenditure (To The Extent Not Written Off)		0.0
	TOTAL ASSETS		0.0

Save & Continue

Version 0.9, Dated 24th September 2015

Figure 5: Save Continue

Figure 6 and figure 7 shows the Income Expenditure and Receipt Payment statements of the accounts each of which is loaded when the repective sub-tabs **INCOME** **EXPENDITURE** and **RECEIPT PAYMENT** is clicked.

E-Submission

Income & Expenditure Statement

Code No	Description Of Items	Schedule No	Amount
INCOME			
110000000	Tax Revenue	I-1	12247526.0
120000000	Assigned Revenues, Shared Taxes And Compensations (BLOCKED)		0.0
130000000	Rental Income From Panchayat / Municipal Properties	I-3	3584909.0
140000000	Fee & User Charges	I-4(b)	3599984.0
150000000	Sale & Hire Charges	I-5(b)	1318244.0
151000000	Receipts From Transferred Institutions		0.0
160000000	Revenue Grants, Funds, Contributions & Compensations / Subsidies	I-6	117333526.0
170000000	Income From Investments	I-7	76330.0
171000000	Interest Earned	I-8	10999.0
180000000	Other Income	I-9	128312.0
	Total Income		138299830.0
EXPENDITURE			
210000000	Establishment Expenses	I-10(b)	27839028.0
220000000	Administrative Expenses	I-11(b)	4369112.0
230000000	Operations & Maintenance	I-12(b)	12241184.0
240000000	Interest & Finance Charges	I-13	17841.0
250000000	Decentralised Plan Programme-Productive Sector / Programme Expenses	I-14	61500437.0

Figure 6:-Income Expenditure Statement

Receipt & Payment Statement

Code No	Description Of Items	Schedule No	Amount
RECEIPT			
Opening Balance			
Bank	Bank	RP-B	10.0
Cash	Cash	RP-C	10.0
Operating			
110000000	Tax Revenue		0.0
120000000	Assigned Revenues, Shared Taxes And Compensations (BLOCKED)		0.0
130000000	Rental Income From Panchayat Properties		0.0
140000000	Fees & User Charges		0.0
150000000	Sale & Hire Charges		0.0
151000000	Receipts From Transferred Institutions		0.0
160000000	Revenue Grants, Funds, Contributions & Compensations		0.0
170000000	Income From Investments		0.0
171000000	Interest Earned		0.0
180000000	Other Income		0.0
210000000	Establishment Expenses		0.0
220000000	Administrative Expenses		0.0
230000000	Operations & Maintenance		0.0

Figure 7:-Receipt Payment Statement

All these pages has a **[Save Continue]** at the bottom upon clicking which the data in the corresponding web page is saved.

But if the data entry takes place through the web service, then there is no need to save the data as the data gets saved automatically. Further edit on such data can be done only through web service.

Once all the data has been entered and saved we can proceed towards account submission. This is done in the uploads page which is loaded when the sub-tab **UPLOADS** is clicked. Figure 8 show the uploads page.

E-Submission

Aims e-Submission

Kolazhy Grama Panchayat, G080606 ▼ Home | Log Out

Home E-Submission

2014-2015 ▼

ASSET & LIABILITY INCOME & EXPENDITURE RECEIPT & PAYMENT **UPLOADS**

Resolution Number

Correspondence Number

Date

Schedule Of Asset & Liability ▼ Browse... No file selected.

Upload

Generate Abstracts

Version 0.9, Dated 24th September 2015

Figure 8:-Uploads

In order to submit the accounts we have to generate abstracts of the accounts data saved. The abstracts of the accounts can be generated by clicking the **[Generate Abstracts]** button. The abstracts generated will be in pdf formats. The generated abstracts will be seen as shown in figure 9.

Aims e-Submission

Kolazhy Grama Panchayat, G080606 ▼ Home | Log Out

Home E-Submission

2014-2015 ▼

ASSET & LIABILITY INCOME & EXPENDITURE RECEIPT & PAYMENT **UPLOADS**

Resolution Number

Correspondence Number

Date

Schedule Of Asset & Liability ▼ Browse... No file selected.

Upload

Generate Abstracts

Sl No	Attachment	File	Attached On	Action
1	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✕
2	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✕
3	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✕

Version 0.9, Dated 24th September 2015

Figure 9. PDF Abstracts Generated

If there is any confusion about the abstracts generated, the provision to delete each abstract is provided. The **[X]** link in the action column serves this purpose. The **[DS]** link along with each attachment is

E-Submission

provided for digitally signing the corresponding document. Once the document is digitally signed then it can no longer be deleted. There is also provision to upload Schedules of Balance Sheet, Income Expenditure and Receipt Payment. This is done by selecting the file using the **[Browse]** button and uploading the file using the **[Upload]** button. The file to be uploaded must be in pdf format.

The screenshot displays a web-based submission interface. At the top, there is a form with three input fields: 'Resolution Number', 'Correspondence Number', and 'Date'. Below this is a section for uploading a 'Schedule Of Asset & Liability' file, featuring a dropdown menu, a 'Browse...' button, and an 'Upload' button. A 'Generate Abstracts' button is positioned below the upload section. The main part of the interface is a table listing uploaded attachments. The table has five columns: 'Sl No', 'Attachment', 'File', 'Attached On', and 'Action'. It contains eight rows of data, each representing a different financial statement or schedule. At the bottom of the table is a 'Submit Statements' button. The footer of the page indicates 'Version 0.9, Dated 24th September 2015'.

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	✗
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	✗
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	✗
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	✗
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	✗
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✗
7	Abstract Of Asset & Liability	AI_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✗
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✗

Figure 10:-Schedule Uploaded.

The schedule uploaded can also be digitally signed. Any number of files can be uploaded. The provision to submit the accounts will be made available only after all the attachments are uploaded and digitally signed. . After all necessary attachments are generated/uploaded and digitally signed, and the accounts are ready to be submitted, they can be submitted by clicking the **[Submit Accounts]** button. But in order to submit the accounts the Resolution Number, the Correspondence Number and the Date of Resolution (shown in figure 10) is to be entered. Submitting accounts without entering these data will show alert as shown in figure 11.

E-Submission

Resolution Number

Correspondence Number

Date

Please enter the resolution number!

OK

Generate Abstracts

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	✗
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	✗
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	✗
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	✗
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	✗
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✗
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✗
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	✗

Submit Statements

Version 0.9, Dated 24th September 2015

Figure 11:-Validation of fields

After all attachments are generated and digitally signed and also all the necessary datas are entered on respective fields the accounts can be submitted by clicking the **[Submit Accounts]** button.

Aims e-Submission

Kolazhy Grama Panchayat, G080606

Home | Log Out

Home E-Submission

2014-2015

ASSET & LIABILITY INCOME & EXPENDITURE RECEIPT & PAYMENT UPLOADS

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	

Account Submitted On 29-01-2016 At 17:05 PM

Version 0.9, Dated 24th September 2015

Figure 12:- Accounts Submitted

Once submitted the accounts will then be received by the KERALA STATE AUDIT DEPARTMENT(KSAD) through AIMS Web Application as shown in figure below. The received accounts

E-Submission

will be seen on the notification tab of the AIMS login. the privilege of the tab is given only to the Senior Deputy Director of the office.

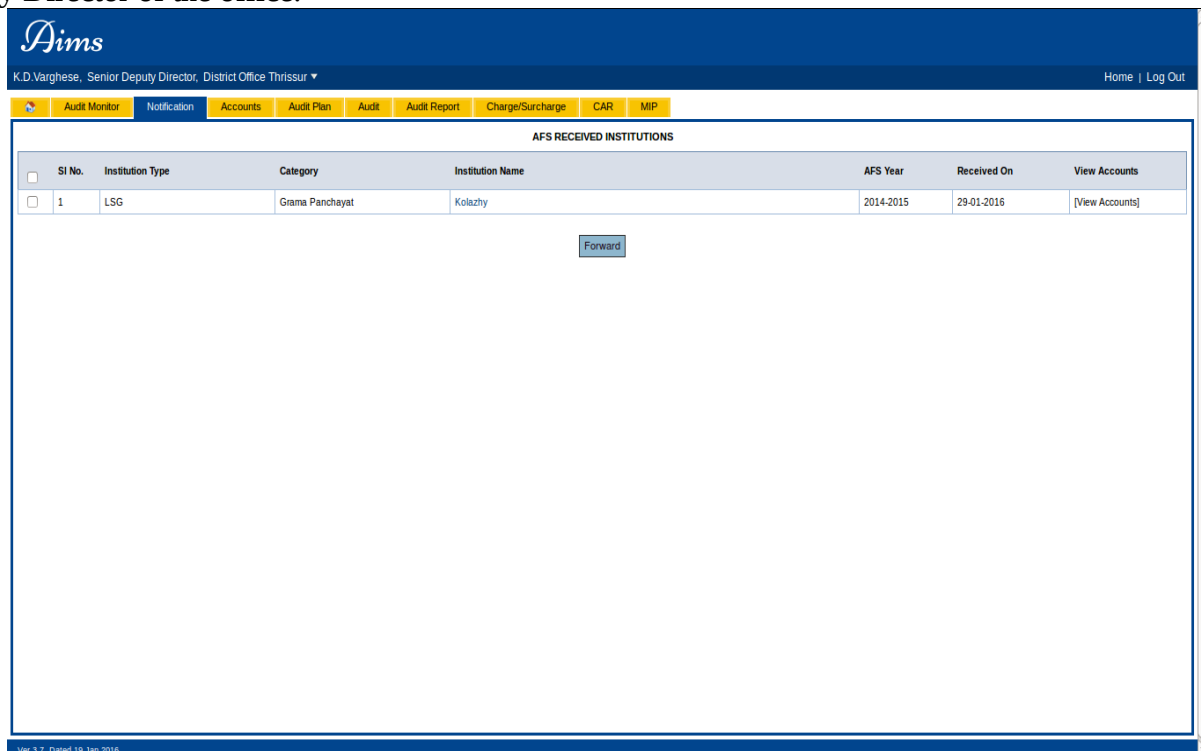


Figure 13:-Accounts Received

The **[Forward]** button shown in figure 13 is provided to forward the details of accounts received to any officer within the sub office. When the forward button is clicked without selecting an institution the an alert message like the one shown in figure 14 will be displayed.

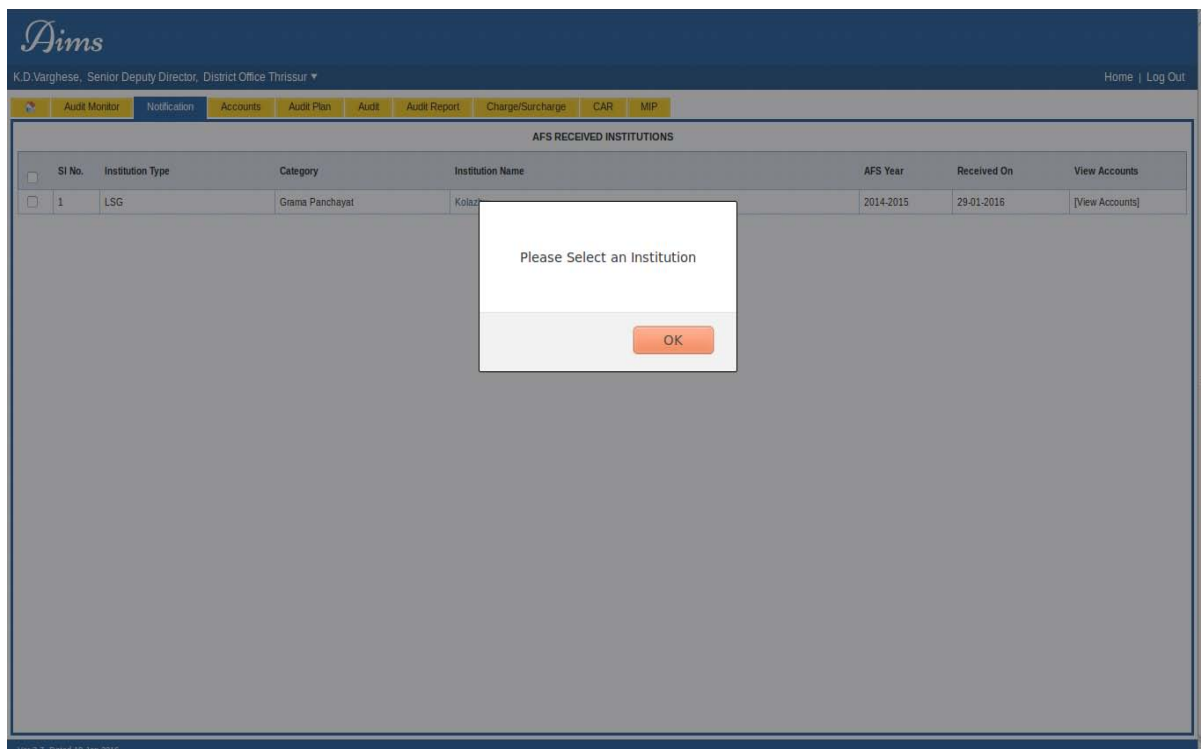


Figure 14:- Select an institution

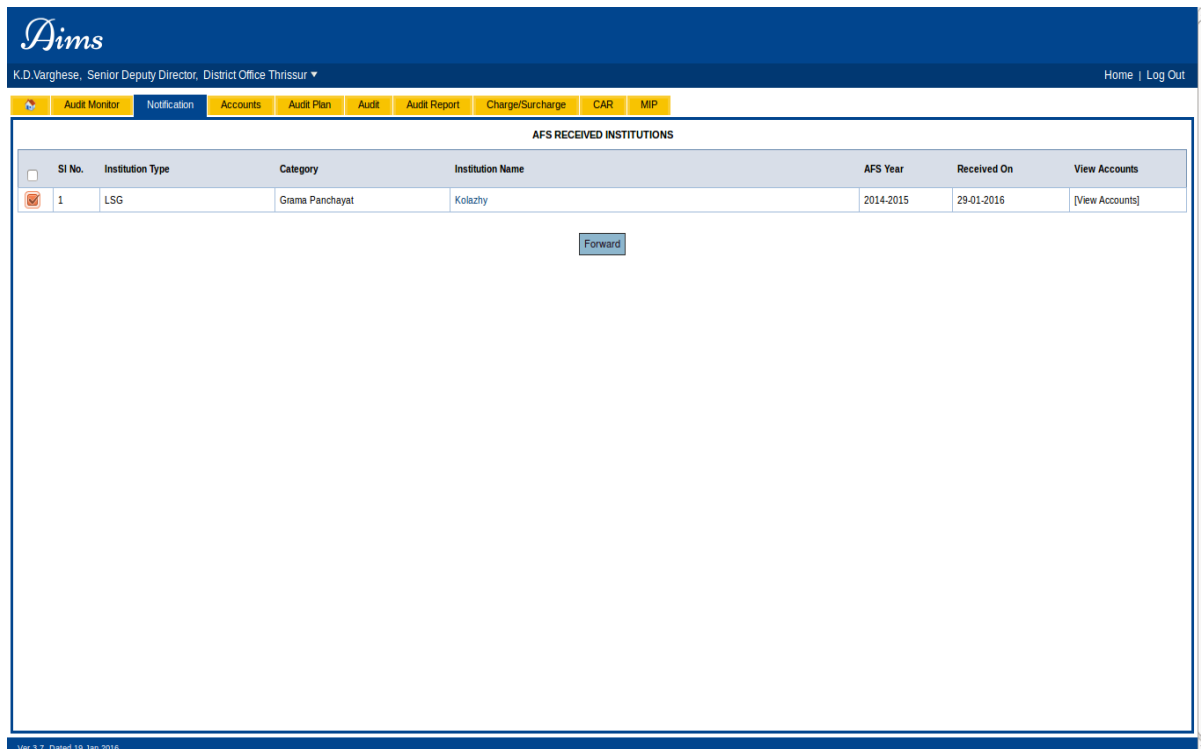


Figure 15:-Selected the institution

After selecting the accounts received details of an institution that needed to be forwarded the **[Forward]** button is to be clicked. A confirmation will be asked as shown in screen below.

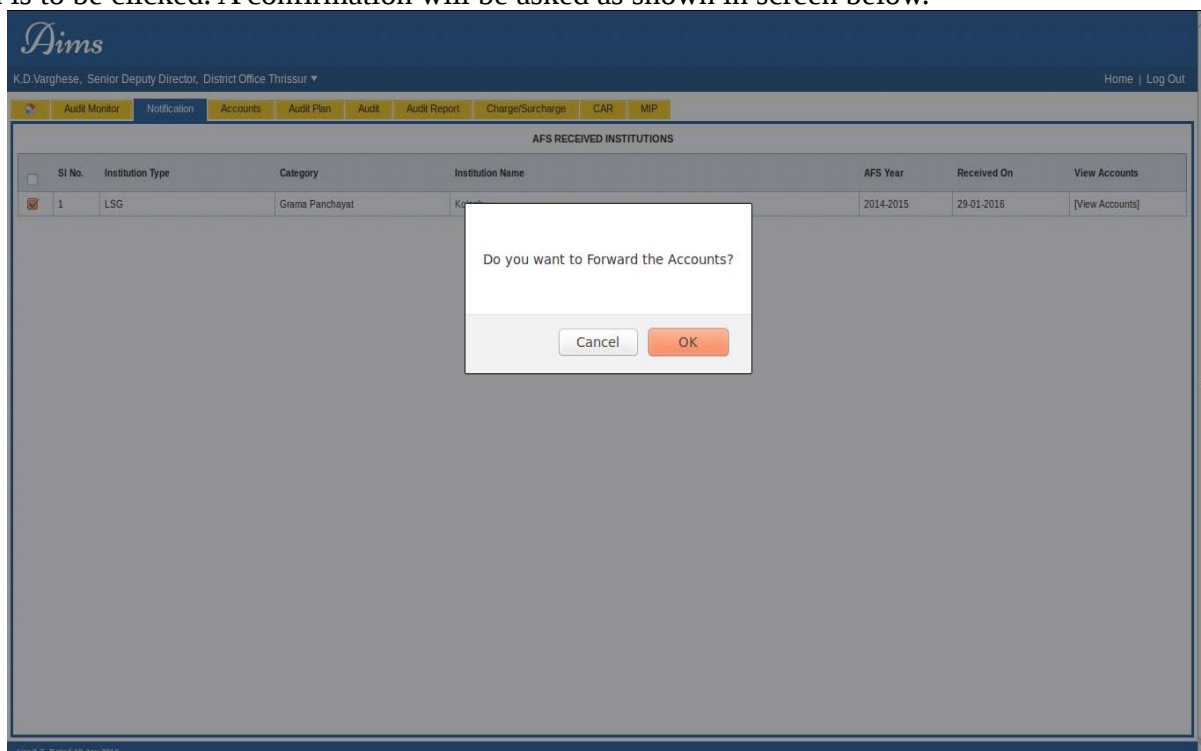


Figure 16:- Confirm Forward

When the **[OK]** button is clicked a forward window will be displayed showing the names of all the officers in the sub-office. The screen below shows this.

E-Submission

Aims
K.D.Varghese, Senior Deputy Director, District Office Thrissur

Home | Log Out

Audit Monitor | Notification | Accounts | Audit Plan | Audit | Audit Report | Charge/Surcharge | CAR | MIP

AFS RECEIVED INSTITUTIONS

SI No.	Institution Type	Category	Institution Name	AFS Year	Received On	View Accounts
1	LSG	Grama Panchayat	Kolazhy	2014-2015	29-01-2016	[View Accounts]

Forward

Select Office/Department

Primary Level
Previous Level

Seats Under Office/Department

- A10(tsr) [Sona K Sathyan]
- A11(tsr) [Sunitha.R]
- A12(tsr) [P. Sujatha]
- A13(tsr) [K.S. Nidheesh]
- A14(tsr) [Sindhu.K.B]
- A15(tsr) [Greeshma K]
- A16(tsr) [Sreeja K.T]
- A17(tsr) [Benny Sebastian]
- A18(tsr) [P.Karthika]
- A2(tsr) [Sumitha T.S]
- A3(tsr) [V.A.Harish]
- A4(tsr) [Vidya Vikraman]
- A5(tsr) [K.M.Shajitha]
- A6(tsr) [Justin Raj T.S]
- A7(tsr) [Sajeesh M.R.]
- A8(tsr) [K.J.Josy]
- A9(tsr) [Femina A.A.]
- Ao10(tsr) [Manojkumar.K]

Send Cancel

Ver 3.7, Dated 19 Jan 2016

Figure 17:- Forward Window

The users to whom the account details is to be forwarded is selected by there name and clicked the right arrow shown on the right side of the user list.

Aims
Sumitha T.S, Senior Grade Auditor, District Office Thrissur

Home | Log Out

Audit Monitor | Audit Plan | Audit | Audit Report | Charge/Surcharge | CAR | MIP

AFS RECEIVED INSTITUTIONS

SI No.	Institution Type	Category	Institution Name	AFS Year	Received On	View Accounts
1	LSG	Grama Panchayat	Kolazhy	2014-2015	29-01-2016	[View Accounts]

Forward

Select Office/Department

Primary Level
Previous Level

Seats Under Office/Department

- A10(tsr) [Sona K Sathyan]
- A11(tsr) [Sunitha.R]
- A12(tsr) [P. Sujatha]
- A13(tsr) [K.S. Nidheesh]
- A14(tsr) [Sindhu.K.B]
- A15(tsr) [Greeshma K]
- A16(tsr) [Sreeja K.T]
- A17(tsr) [Benny Sebastian]
- A18(tsr) [P.Karthika]
- A2(tsr) [Sumitha T.S]
- A3(tsr) [V.A.Harish]
- A4(tsr) [Vidya Vikraman]
- A5(tsr) [K.M.Shajitha]
- A6(tsr) [Justin Raj T.S]
- A7(tsr) [Sajeesh M.R.]
- A8(tsr) [K.J.Josy]
- A9(tsr) [Femina A.A.]
- Ao10(tsr) [Manojkumar.K]

Send Cancel

Ver 3.7, Dated 19 Jan 2016

Figure 18:- Users Selected

After the necessary users are selected the **[Send]** button is clicked to forward the account details to those users. After this process is done, these selected users will receive a message on their inbox regarding the account details.

E-Submission

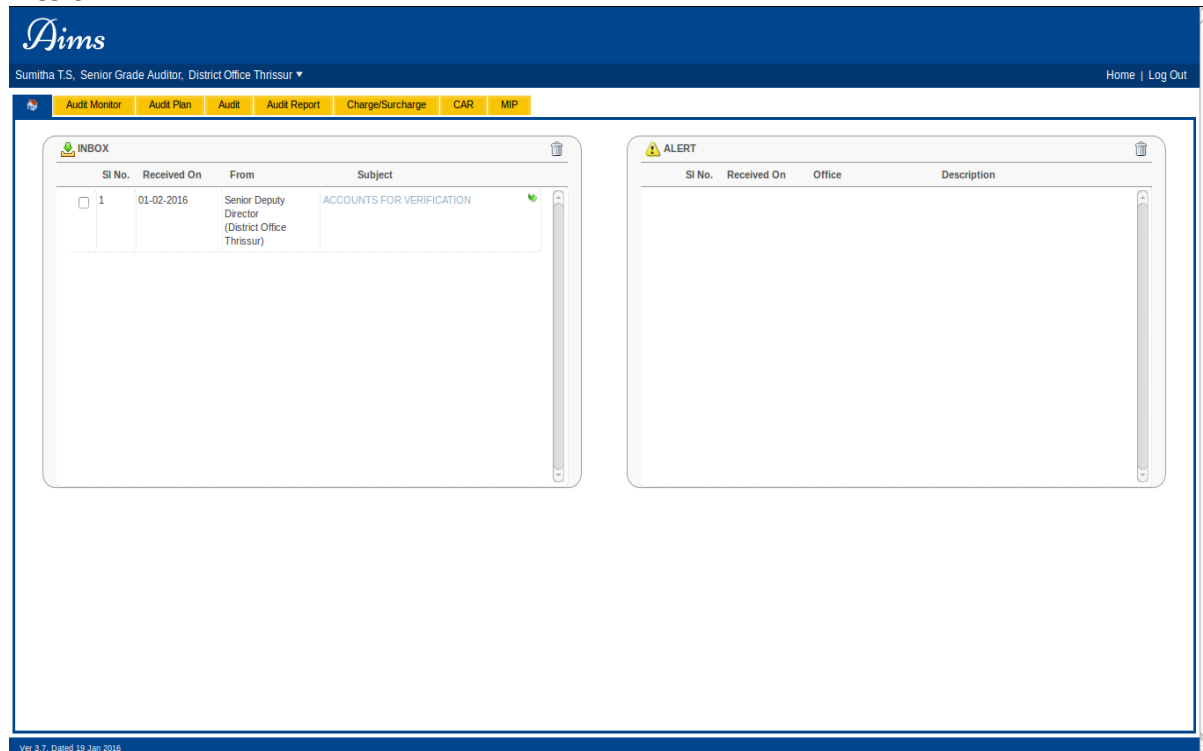


Figure 19:- Forward Message Recived in User Inbox

When the link shown in the message is clicked the user will be redirected to a page like the one shown in figure 20.

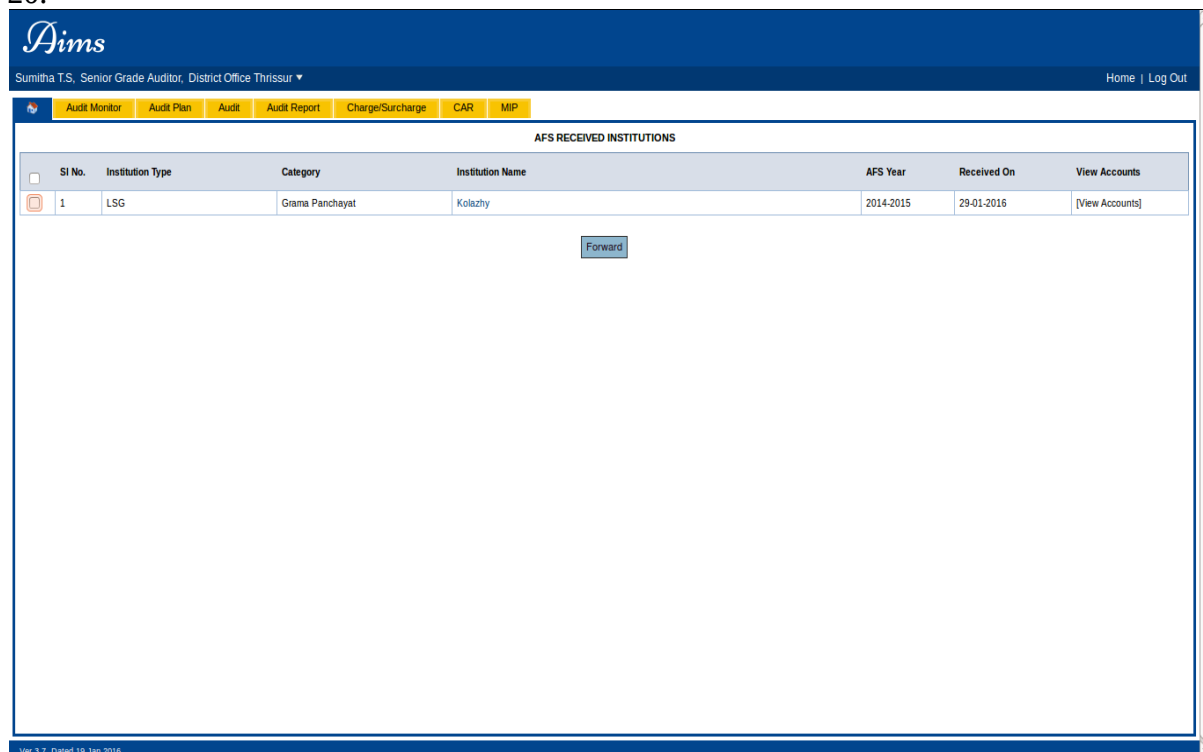


Figure 20:- Account Dteails Received by User

Upon clicking the institution name link the user will be able to view the details of the account such as the accounts status, the resolution number, the correspondence number etc:

E-Submission

Aims
Sumitha T.S., Senior Grade Auditor, District Office Thrissur

Home | Log Out

Audit Monitor | Audit Plan | Audit | Audit Report | Charge/Surcharge | CAR | MIP

AFS RECEIVED INSTITUTIONS

SI No.	Institution Type	Category	Institution Name	AFS Year	Received On	View Accounts
1	LSG	Grama Panchayat	Kolazhy	2014-2015	29-01-2016	[View Accounts]

Accounts Details [Add Remarks]

AFS Year	2014-2015	AFS Status	--- Please Select ---
Resolution Number	Res123	Date Of Resolution	29-01-2016
Correspondence Number	Comes1		
Remarks	1. Remarks 1 2. Remarks 2		

SI No.	Remarks	Entered By
1	Remarks By Auditor.	Sumitha T.S., Senior Grade Auditor

javascript:opendiv();

Figure 21:- Account Details View.

An **Add Remarks** link is provided upon clicking which a division containing a textarea will be opened. The user can enter his/her remarks regarding the accounts received here. A user can enter remarks any number of times until the accounts are either accepted or rejected.

Aims
Sumitha T.S., Senior Grade Auditor, District Office Thrissur

Home | Log Out

Audit Monitor | Audit Plan | Audit | Audit Report | Charge/Surcharge | CAR | MIP

AFS RECEIVED INSTITUTIONS

SI No.	Institution Type	Category	Institution Name	AFS Year	Received On	View Accounts
1	LSG	Grama Panchayat	Kolazhy	2014-2015	29-01-2016	[View Accounts]

Remarks	1. Remarks 1 2. Remarks 2
---------	------------------------------

Remarks

Save

SI No.	Remarks	Entered By
1	Remarks By Auditor.	Sumitha T.S., Senior Grade Auditor

Ver 3.7, Dated 19 Jan 2016

Figure 22:- Enter Remarks

The remarks entered by the user will be displayed as list below as shown in figure 22. You can see a select box on the left side of each remark on the list. User can select the remarks and click on the **[ADD]** button below the remark list to add these remarks as consolidated remarks for the accounts the added remarks will

E-Submission

be removed from the list and will be shown as the consolidated remarks below correspondence number. The privilege to add the remarks to consolidated remarks is provided only to the Senior Deputy Director.

The screenshot shows the Aims system interface. At the top, the user is logged in as K.D.Varghese, Senior Deputy Director, District Office Thrissur. The navigation bar includes Audit Monitor, Notification, Accounts, Audit Plan, Audit, Audit Report, Charge/Surcharge, CAR, and MIP. The main content area displays a table of AFS RECEIVED INSTITUTIONS. A modal window titled 'Accounts Details' is open, showing the following information:

Accounts Details			
AFS Year	2014-2015	AFS Status	--- Please Select ---
Resolution Number	Res123	Date Of Resolution	29-01-2016
Correspondence Number	Cones1		
<input type="button" value="Update"/>			
Remarks List			
SI No.	Remarks	Entered By	
<input type="checkbox"/> 1	Remarks 1	K.D.Varghese, Senior Deputy Director	
<input type="button" value="ADD"/>			

Figure 23:- Remarks List

The screenshot shows the Aims system interface. At the top, the user is logged in as K.D.Varghese, Senior Deputy Director, District Office Thrissur. The navigation bar includes Audit Monitor, Notification, Accounts, Audit Plan, Audit, Audit Report, Charge/Surcharge, CAR, and MIP. The main content area displays a table of AFS RECEIVED INSTITUTIONS. A modal window titled 'Kolazhy Grama Panchayat' is open, showing the following information:

Kolazhy Grama Panchayat			
Accounts Details			
AFS Year	2014-2015	AFS Status	--- Please Select ---
Resolution Number	Res123	Date Of Resolution	29-01-2016
Correspondence Number	Cones1		
Remarks	1. Remarks 1 2. Remarks 2		
<input type="button" value="Update"/>			

Figure24:- Added Remarks

After reviewing the remarks and adding necessary remarks as consolidated remarks the privileged user will accept or reject the accounts based on the consolidated remarks. Only the privileged user can accept or

E-Submission

reject accounts. The user selects the status on the select box and click on the **[Update]** button to update the status of the accounts.

Kolazhy Grama Panchayat

Accounts Details		[Add Remarks]
AFS Year	2014-2015	AFS Status: --- Please Select ---
Resolution Number	Res123	Date Of Resolution: --- Please Select ---
Correspondence Number	Cones1	

Figure 25:-Accounts Status Update

If the accounts are **Accepted** or **Rejected** by the KSAD, the concerned institution will receive a notification about the same through AIMS E-Submission. If the accounts are Rejected then the concerned institution will have the privilege to Resubmit the accounts

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465671380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Sl No	Rejection Remarks	Reply
1	Remarks 1	REPLY
2	Remarks 2	REPLY

Figure 26:-Accounts Rejected

E-Submission

If the accounts are rejected by the KSAD, the institution login will receive a notification like the one shown in figure 26. The status of each attachment will be shown as rejected. Now the accounts will have to be resubmitted and that can be done only after all the necessary documents are again attached. The consolidated remarks will be displayed below the attachment list with the provision to reply for each individual remark. A link name **Reply** is provided on the right side of each remark for this purpose. When the link is clicked a division will be opened with a textarea in it to enter the reply for the corresponding remark.

The screenshot displays a web interface for account submission. At the top, there is an 'Upload' button. Below it is a 'Generate Abstracts' button. A table lists eight attachments, all marked as 'Rejected'. Below the table, there is a section for 'Reply Remarks' with a large text area and a 'Reply' button. The bottom of the interface shows a JavaScript command: `javascript:openRemarksDiv(3);`.

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Sl No	Rejection Remarks	Reply
1	Remarks 1	REPLY
2	Remarks 2	REPLY

Reply Remarks

[Reply](#)

javascript:openRemarksDiv(3);

Figure 27:-Enter Reply

After the reply is entered the **[Reply]** button is clicked to save the reply for the remarks.

E-Submission

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Sl No	Rejection Remarks	Reply
1	Remarks 1	REPLY
2	Remarks 2	REPLY

Reply Remarks

Reply for remarks1.

Version 1.1. Dated 28th January 2016

Figure 28:- Reply Entered

Resolution Number

Correspondence Number

Date

Schedule Of Asset & Liability

No file selected.

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Sl No	Rejection Remarks	Reply
1	Remarks 1	Reply For Remarks1. Edit
2	Remarks 2	REPLY

javascript:openRemarksDiv(3,"Reply for remarks1.");

Figure 29:- Saved Reply

There is a provision to edit the reply once it is entered and it can be done until the accounts are resubmitted. A link **Edit** is provided on the right side of the reply for this, upon clicking which the user can edit the reply for the corresponding remarks.

E-Submission

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Sl No	Rejection Remarks	Reply
1	Remarks 1	Reply For Remarks1. <input type="button" value="Edit"/>
2	Remarks 2	REPLY

Reply Remarks

Reply for remarks1.

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Figure30:- Edit Remarks

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Sl No	Rejection Remarks	Reply
1	Remarks 1	Reply For Remarks1. <input type="button" value="Edit"/>
2	Remarks 2	REPLY

Reply Remarks

Reply edited for remarks1.

Version 1.1. Dated 28th January 2016

Figure 31:- Reply Edited

E-Submission

Resolution Number
Correspondence Number
Date

Schedule Of Asset & Liability
Browse... No file selected.
Upload

Generate Abstracts

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
2	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
3	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
4	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
5	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
6	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
7	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
8	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Sl No	Rejection Remarks	Reply
1	Remarks 1	Reply Edited For Remarks1 Edit
2	Remarks 2	REPLY

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Figure 32:- Edited Reply Saved

To resubmit the accounts the whole accounts submission process has to be repeated. If there is no change to be made on the accounts to be resubmitted the institution can mention these on the reply against the remarks and attach the same documents again. When all the necessary documents are attached the **[Resubmit Statements]** button will be made available for the resubmitting the accounts.

Generate Abstracts

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	Aims-0.1435338582326049.pdf [DS]	01-02-2016 At 13:20 PM	✗
2	Trial Balance	Aims-0.8140862161423157.pdf [DS]	01-02-2016 At 13:20 PM	✗
3	Schedule Of Income & Expenditure	Aims-0.9623413834598068.pdf [DS]	01-02-2016 At 13:20 PM	✗
4	Schedule Of Receipt & Payment	Aims-0.4322154046442749.pdf [DS]	01-02-2016 At 13:20 PM	✗
5	Schedule Of Asset & Liability	Aims-0.42127694141684635.pdf [DS]	01-02-2016 At 13:19 PM	✗
6	Abstract Of Asset & Liability	2_AL_2014-2015_478.pdf [DS]	01-02-2016 At 13:19 PM	✗
7	Abstract Of Income & Expenditure	2_IE_2014-2015_478.pdf [DS]	01-02-2016 At 13:19 PM	✗
8	Abstract Of Receipt & Payment	2_RP_2014-2015_478.pdf [DS]	01-02-2016 At 13:19 PM	✗
9	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
10	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
11	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
12	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
13	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
14	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
15	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
16	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected

Resubmit Statements

Sl No	Rejection Remarks	Reply
1	Remarks 1	Reply Edited For Remarks1 Edit
2	Remarks 2	REPLY

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Figure 33:- Resubmit Accounts

E-Submission

You have to again enter the resolution number, the correspondence number and the date before resubmission of accounts. After all the necessary data are entered you can submit the accounts by clicking the **[Resubmit Statements]** button.

2014-2015

ASSET & LIABILITY

INCOME & EXPENDITURE

RECEIPT & PAYMENT

UPLOADS

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	Aims-0.1435338562326049.pdf [DS]	01-02-2016 At 13:20 PM	
2	Trial Balance	Aims-0.8140862161423157.pdf [DS]	01-02-2016 At 13:20 PM	
3	Schedule Of Income & Expenditure	Aims-0.9623419834598068.pdf [DS]	01-02-2016 At 13:20 PM	
4	Schedule Of Receipt & Payment	Aims-0.4322154046442749.pdf [DS]	01-02-2016 At 13:20 PM	
5	Schedule Of Asset & Liability	Aims-0.42127694141684635.pdf [DS]	01-02-2016 At 13:19 PM	
6	Abstract Of Asset & Liability	2_AL_2014-2015_478.pdf [DS]	01-02-2016 At 13:19 PM	
7	Abstract Of Income & Expenditure	2_IE_2014-2015_478.pdf [DS]	01-02-2016 At 13:19 PM	
8	Abstract Of Receipt & Payment	2_RP_2014-2015_478.pdf [DS]	01-02-2016 At 13:19 PM	
9	Cash Flow Statement	AIMS123-0.7015465971380894.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
10	Trial Balance	Aims(1)-0.9577457139363503.pdf [DS]	29-01-2016 At 16:36 PM	Rejected
11	Schedule Of Income & Expenditure	Aims-1-0.3039880173870574.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
12	Schedule Of Receipt & Payment	Aims-0.4065171787971611.pdf [DS]	29-01-2016 At 16:35 PM	Rejected
13	Schedule Of Asset & Liability	Corrections To Be Made-0.22314568675546942.pdf [DS]	29-01-2016 At 16:34 PM	Rejected
14	Abstract Of Receipt & Payment	RP_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
15	Abstract Of Asset & Liability	AL_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
16	Abstract Of Income & Expenditure	IE_2014-2015_478.pdf [DS]	29-01-2016 At 16:29 PM	Rejected
Account Submitted On 01-02-2016 At 13:25 PM				
Sl No	Remarks	Reply		
1	Remarks 1	Reply Edited For Remarks1.		
2	Remarks 2	NO REPLY		

Version 1.1. Dated 28th January 2016

Figure 34:- Accounts Resubmitted

The accounts will then be received by KSAD again and the whole process by KSAD is repeated to accept or reject the accpunts.

If the accounts are accepted by the KSAD then the institution login will get a notification about the acceptance of accounts.

E-Submission

Olavanna Grama Panchayat, G111204

Home | Log Out

HomeE-Submission

2014-2015

ASSET & LIABILITYINCOME & EXPENDITURERECEIPT & PAYMENTUPLOADS

Sl No	Attachment	File	Attached On	Action
1	Cash Flow Statement	AIMS Change -0.7896816995759088.pdf [DS]	28-01-2016 At 18:36 PM	
2	Trial Balance	AIMS123-0.8606402892186443.pdf [DS]	28-01-2016 At 18:36 PM	
3	Schedule Of Receipt & Payment	Aims(1)-0.40344531135438233.pdf [DS]	28-01-2016 At 18:35 PM	
4	Schedule Of Income & Expenditure	Aims-1-0.29207317785756914.pdf [DS]	28-01-2016 At 18:35 PM	
5	Schedule Of Asset & Liability	Aims-0.49827631819416573.pdf [DS]	28-01-2016 At 18:34 PM	
6	Abstract Of Asset & Liability	1_AL_2014-2015_719.pdf [DS]	28-01-2016 At 18:34 PM	
7	Abstract Of Income & Expenditure	1_IE_2014-2015_719.pdf [DS]	28-01-2016 At 18:34 PM	
8	Abstract Of Receipt & Payment	1_RP_2014-2015_719.pdf [DS]	28-01-2016 At 18:34 PM	
9	Cash Flow Statement	AIMS Change -0.6963753000131657.pdf [DS]	28-01-2016 At 18:08 PM	Rejected
10	Trial Balance	AIMS123-0.37970344832923997.pdf [DS]	28-01-2016 At 18:07 PM	Rejected
11	Schedule Of Income & Expenditure	Aims(1)-0.7856858868273392.pdf [DS]	28-01-2016 At 18:07 PM	Rejected
12	Schedule Of Receipt & Payment	Aims-1-0.9216857537802653.pdf [DS]	28-01-2016 At 18:07 PM	Rejected
13	Schedule Of Asset & Liability	Aims-0.5046502827974262.pdf [DS]	28-01-2016 At 18:07 PM	Rejected
14	Abstract Of Asset & Liability	AL_2014-2015_719.pdf [DS]	28-01-2016 At 18:06 PM	Rejected
15	Abstract Of Income & Expenditure	IE_2014-2015_719.pdf [DS]	28-01-2016 At 18:06 PM	Rejected
16	Abstract Of Receipt & Payment	RP_2014-2015_719.pdf [DS]	28-01-2016 At 18:06 PM	Rejected

Account Submitted On 28-01-2016 At 18:36 PM

Account Accepted On 28-01-2016 At 18:37 PM

localhost:8080/esubmission/uploads/Aims-1-0.29207317785756914.pdf

localhost:8080/esubmission/uploads/Aims-1-0.29207317785756914.pdf

Figure 35:- Accounts Accepted

If the data entry is done through Saankhya software using web service, then the resubmission of accounts should also be done through web service. Any manual edit provision for such accounts by the institution will not be available.

3.2 Digital Signature

A **digital signature** is a mathematical scheme for demonstrating the authenticity of documents. In order to submit accounts the abstract aof accounts stamements must be digitally signed by the concerned person. For this purpose the concerned person should have a USB token containing a valid digital signature. The valid signature should be registered in AIMS E-Submission first to obtain the privilege to digitally signing a document. There is a tab named **Register DSC** in the home page of AIMS E-Submission on clicking which the home page will be re-directed to a page which has the provision for Registering the Digital Signature.

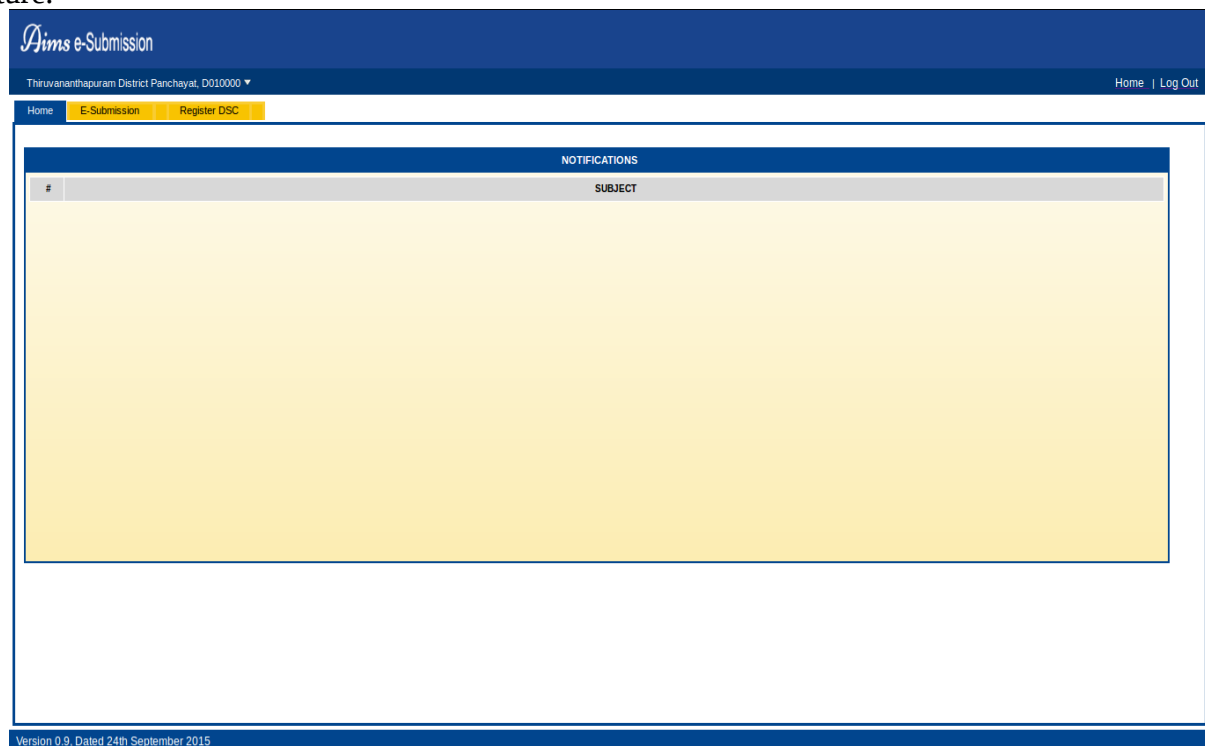


Figure 1:-Home Page

E-Submission

The screenshot shows the 'Register Digital Signature Certificate' form within the Aims e-Submission interface. The header includes the logo 'Aims e-Submission', the location 'Thiruvananthapuram District Panchayat, D010000', and navigation links 'Home' and 'Log Out'. The main navigation bar has 'Home', 'E-Submission', and 'Register DSC' (highlighted in yellow). The form itself is titled 'Register Digital Signature Certificate' and contains three input fields: '* Name' (with a note 'Name exactly as per Digital Signature Certificate'), '* Mobile Number' (containing '0'), and '* Designation'. A blue 'Next' button is located at the bottom of the form. The footer indicates 'Version 0.9, Dated 24th September 2015'.

Figure 2:-Register DSC

Here you can enter the details such as the **Name**, **Mobile Number** and **Designation** of the concerned person whose digital signature is to be registered in the corresponding office. In order to register the digital signature the concerned person should have a valid USB token containing the digital signature and it should be connected to the system at the time of registration. When all the details are entered and the **[Next]** button is clicked, the digital signature registration process begins. In order for the registration process to take place JAVA of version 1.7 or higher must be installed on the machine. The window like the one shown in Figure 3 below will be displayed when the **[Next]** button is clicked.

This screenshot shows the same 'Register Digital Signature Certificate' form after the 'Next' button has been clicked. The form now displays four instructional messages in a list: 'USB Token consists of your Digital signature Certificate should be plugged in', 'To Successfully Register your Digital signature Certificate Java Runtime Environment 1.7 or higher is required', 'Validity, Root Signing Authority Should be CCA India in your Digital Signature Certificate', and 'The Name provided in previous page should be validated against your Digital Signature Certificate'. A blue 'Register' button is positioned at the bottom of the form. The header and footer information remain identical to the previous screenshot.

E-Submission

Figure 3:-Registration Page

When clicking the **[Register]** button is clicked a window like the one shown in figure 4 will be displayed on the screen asking the machine to allow JAVA application to run. To continue with the process you have to click on the **[Allow]** button shown in figure 4.

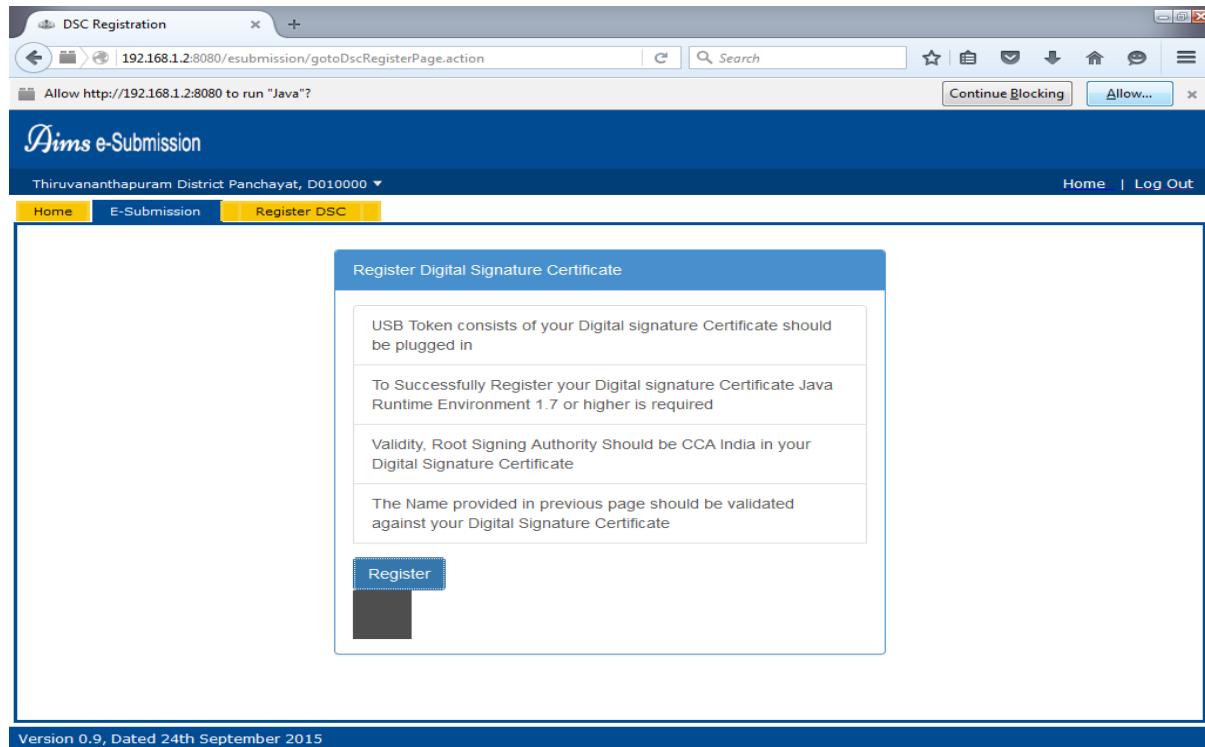


Figure 4:- Allow Java

When clicking the **[Allow]** button is clicked a pop-up window like the one shown in figure 5 will be displayed on the screen asking confirmation whether you want to run this application or not. To proceed you have to check box and click the **[Run]** button.

E-Submission

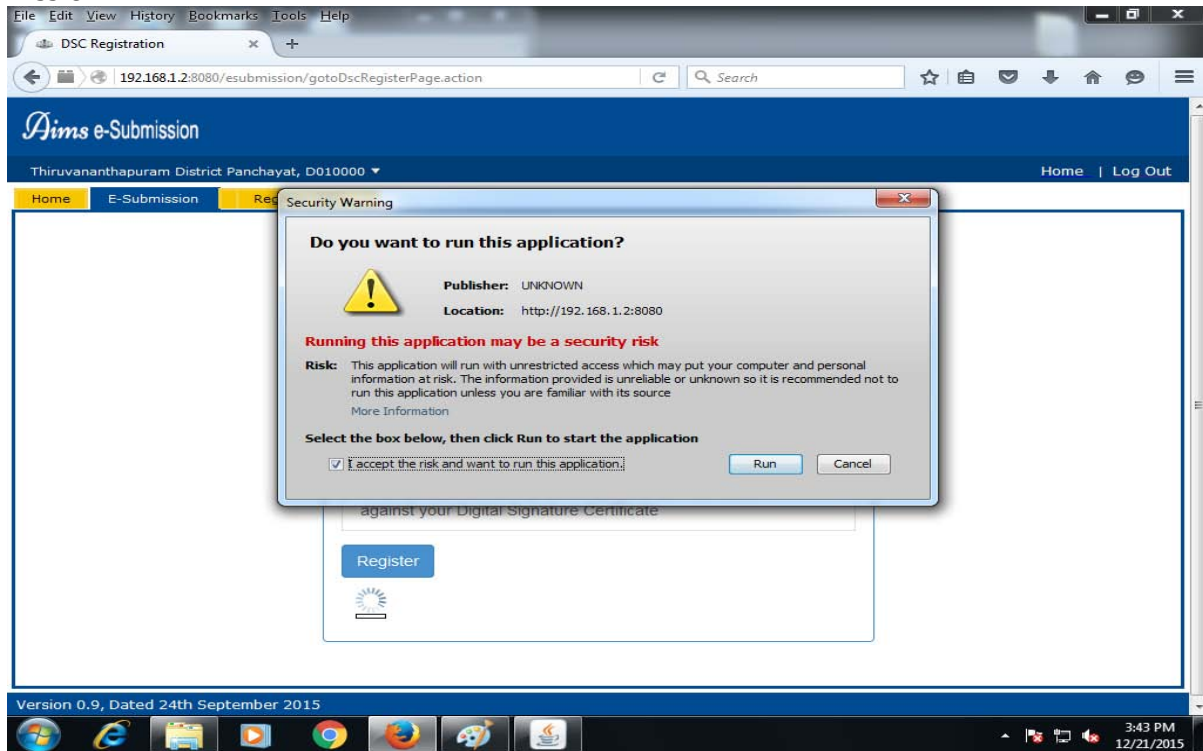


Figure 5:-Run DSC Application

When the [Run] button is clicked the digital signature registration process continues.

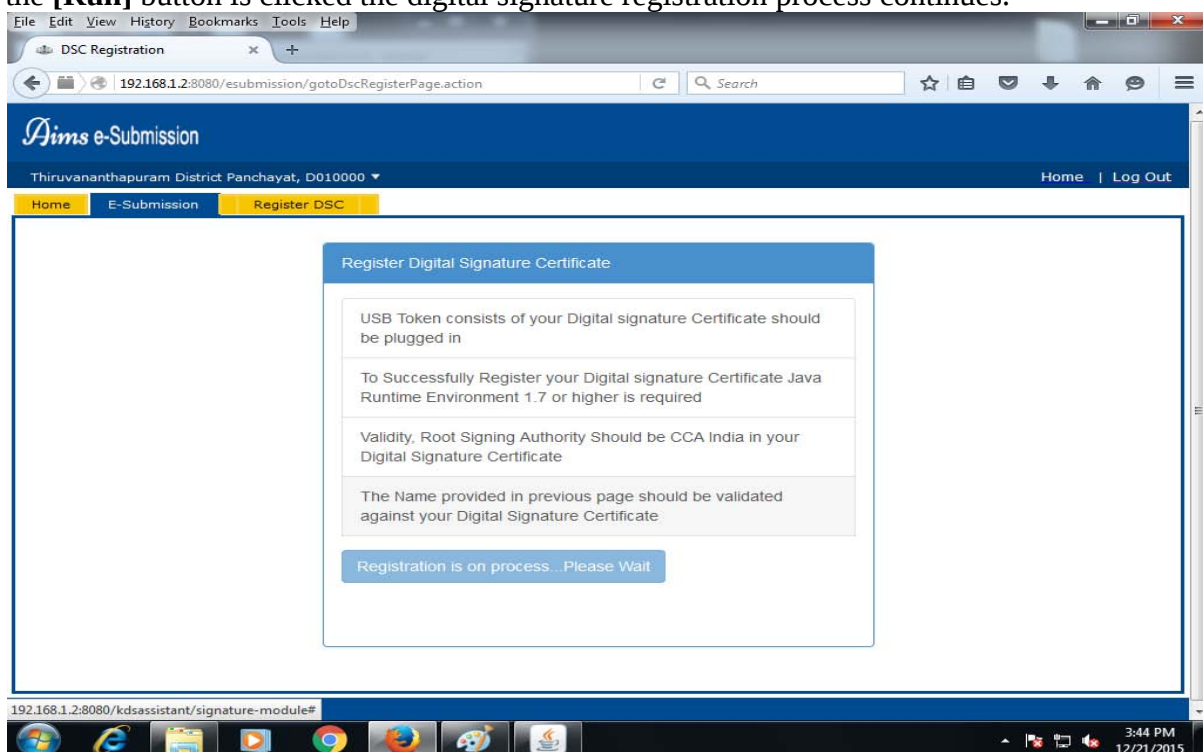


Figure 6:-DSC Registration Ongoing

At that time if the USB token containing the digital signature is not connected a pop-up window will come up asking to insert the USB token. If the USB token is connected then the digital signature registration process takes place successfully.

The screenshot displays the 'Aims e-Submission' interface. At the top, the header includes the logo and the text 'Thiruvananthapuram District Panchayat, D010000'. Navigation links for 'Home' and 'Log Out' are present. Below the header, a menu bar shows 'Home', 'E-Submission', and 'Register DSC'. The main content area features a table titled 'Active Digital Signature Certificate' with the following details:

Active Digital Signature Certificate	
Owner Name:	ANAND S V
Designation:	SYSTEM ARCHITECT
Mobile Number:	9746655840
Valid From:	08-10-2015
Valid To:	08-10-2017

Below the table, there is a button labeled 'Revoke Certificate'. The footer of the page indicates 'Version 0.9, Dated 24th September 2015'.

Figure 7:- Registration Success

Figure 7 shows the details of the concerned person whose digital signature is registered. In case there is a transfer/retirement/long leave of the concerned person and a replacement comes. A provision to revoke the registered digital signature is provided. The **[Revoke Certificate]** button serves this purpose. Once the registered digital signature is revoked then the new digital signature has to be registered again and for that the registration process should again be initiated with the digital signature of the new join. After the successful completion of digital signature registration the tab **Register DSC** will be renamed to **Active DSC**.

Digital Signing Of Document

In AIMS E-Submission the abstract documents of accounts should be digitally signed before submitting the accounts to KSAD. Each abstract or any other attachment is provided with a **DS** link alongside it.

E-Submission

Thiruvananthapuram District Panchayat, D010000

Home | Log Out

Home E-Submission Register DSC

2014-2015

ASSET & LIABILITY INCOME & EXPENDITURE RECEIPT & PAYMENT UPLOADS

Schedule Of Asset & Liability Browse... No file selected.

Upload

Generate Abstracts

Sl No	Attachment	File	Attached On	Action
1	Abstract Of Asset & Liability	AL_2014-2015_1.pdf [DS]	17-12-2015 At 16:02 PM	✗
2	Abstract Of Income & Expenditure	IE_2014-2015_1.pdf [DS]	17-12-2015 At 16:02 PM	✗
3	Abstract Of Receipt & Payment	RP_2014-2015_1.pdf [DS]	17-12-2015 At 16:02 PM	✗

Submit Statements

Version 0.9, Dated 24th September 2015

Figure 8:- Abstract Of Accounts.

When the **DS** which the page will be re-sirected to another page where the digital signing process is to take place. Figure 9 shows this page.

Thiruvananthapuram District Panchayat, D010000

Home | Log Out

Home E-Submission Active DSC

Sign With USB Token

USB Token consists of your Digital signature Certificate should be plugged in

To Successfully Register your Digital signature Certificate Java Runtime Environment 1.7 or higher is required

Validity, Root Signing Authority Should be CCA India in your Digital Signature Certificate

Click To Sign Close

192.168.1.2:8080/kdsassistant/sign-doc?requestedUserId=1&pdfToBeSigned=../esubmission/IE_2015-2016_1.pdf&fieldName=AFSYR&storagePlace=AFS&pageNumber=1&storagePlaceID=1#

Figure 9:-Click to sign

When the **[Click To Sign]** button is clicked the digital signing process of the selected document begins. When the **[Click To Sign]** button is clicked a page showing that signing is on progress will be displayed on screen as shown in figure 10.

E-Submission

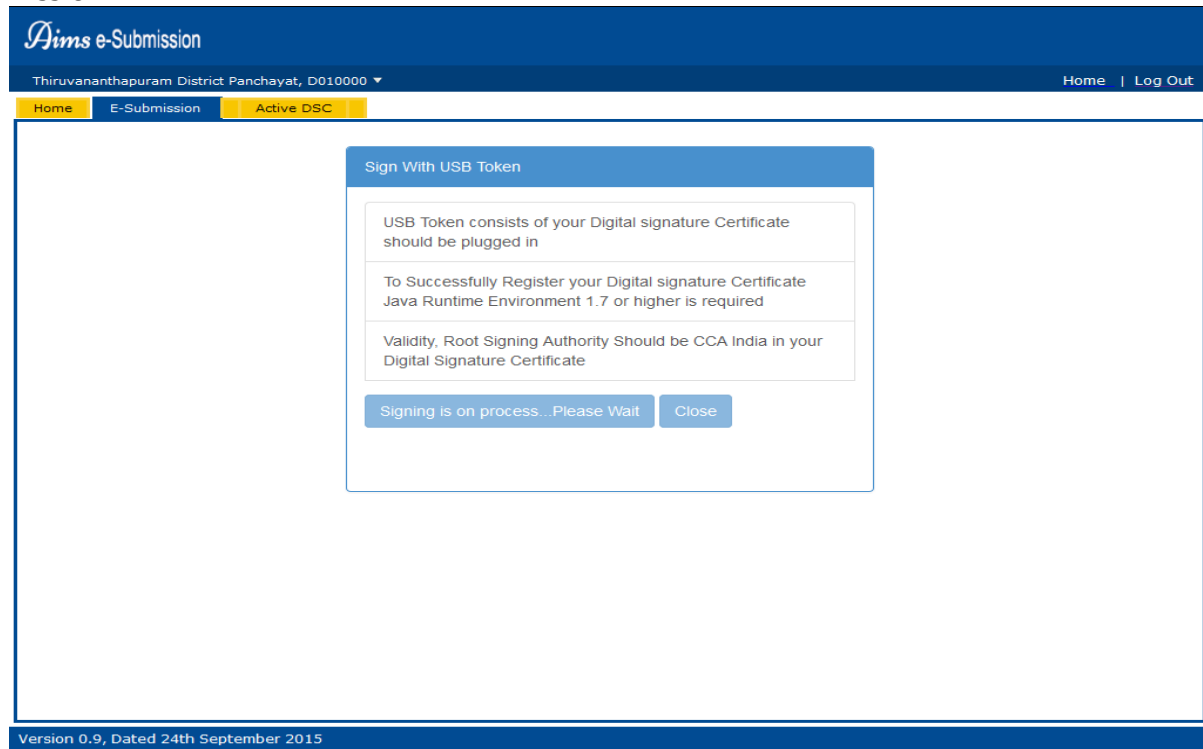


Figure 10:-Signing in process

a few seconds after the screen shown above is displayed, a pop-up window asking confirmation to run the application is displayed on the screen. Figure 11 shows this.

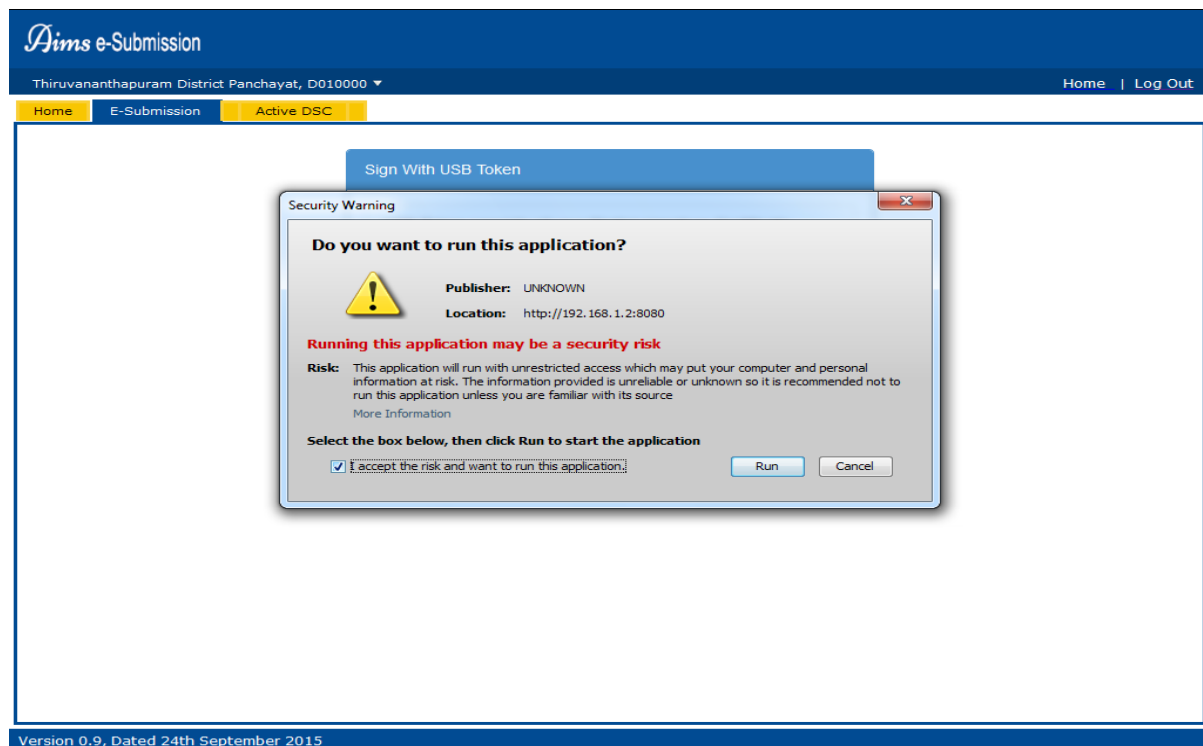


Figure 11:-Run DS application

E-Submission

You have to select the check box shown in figure above and click on the **[Run]** button to continue. After the **[Run]** button is clicked another pop-up comes asking you to select the certificate from USB token as shown in figure 11.

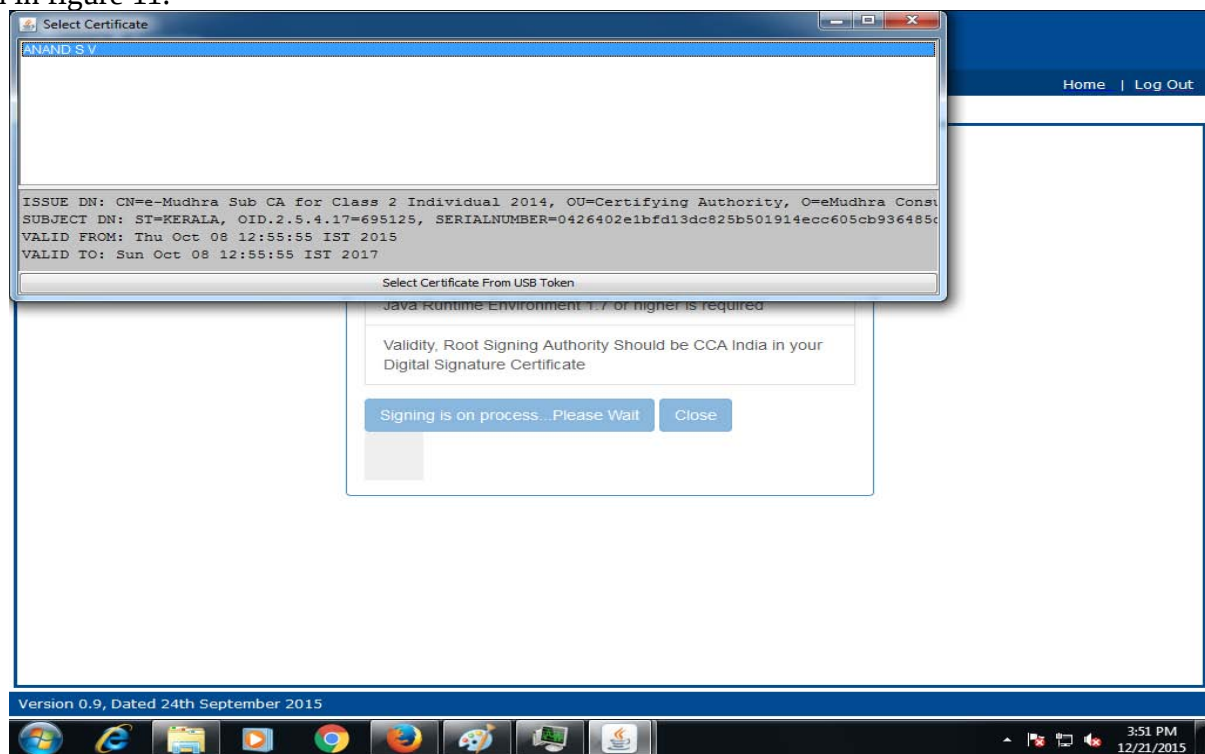
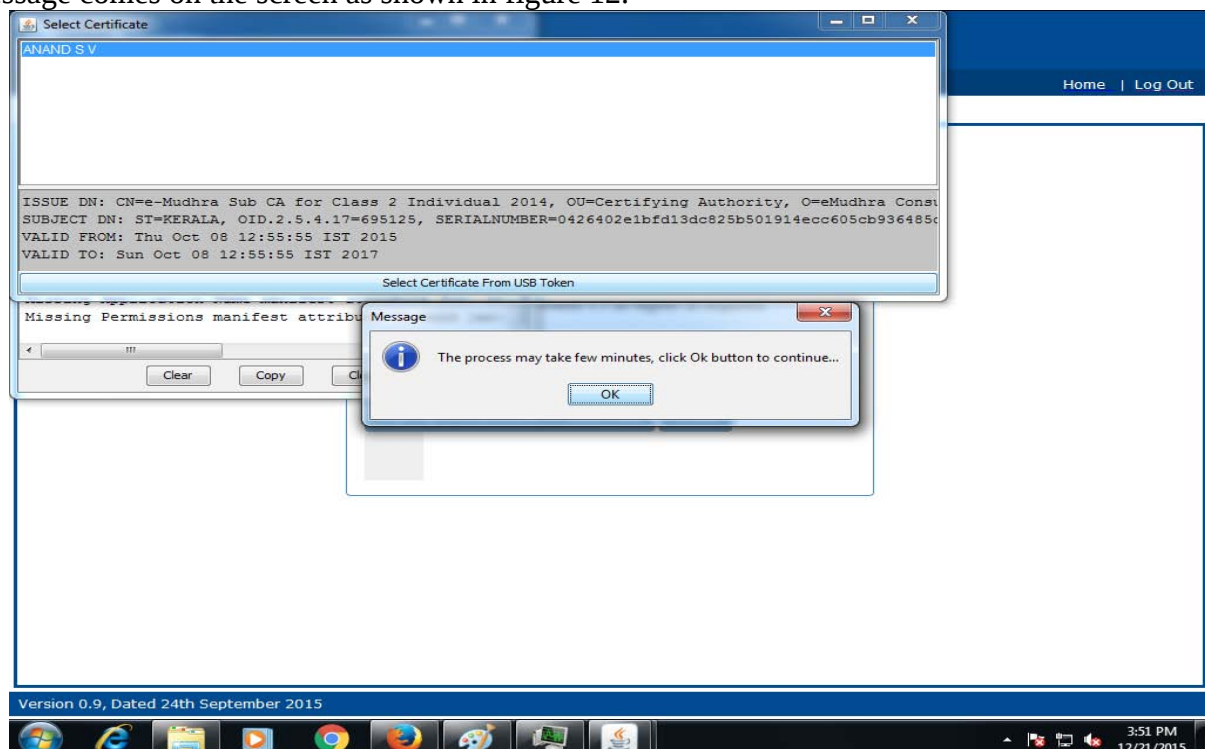


Figure 12:- Select Certificate

The name of the person whose digital signature is registered and connected to the machine will be displayed on the pop-up. You have to select the name and then click on the button **[Select Certificate From USB Token]** to continue. When the **[Select Certificate From USB Token]** button is clicked a pop-up message comes on the screen as shown in figure 12.



E-Submission

Figure 13:- Click OK

The pop-up displays a message indicating that the digital signing process of the document may take a few minutes. Click the **[OK]** button below the message for the process to continue. After that another security pop-up may come on screen, as shown in figure 13, asking whether to allow or block java.

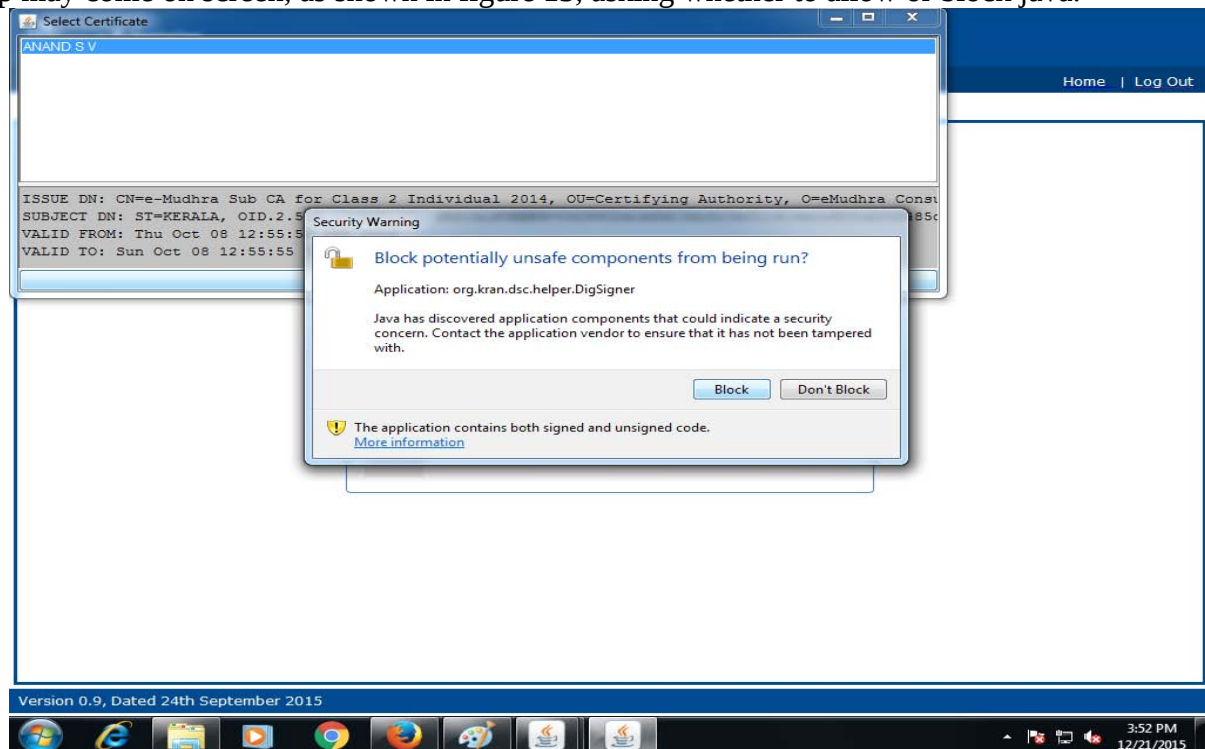
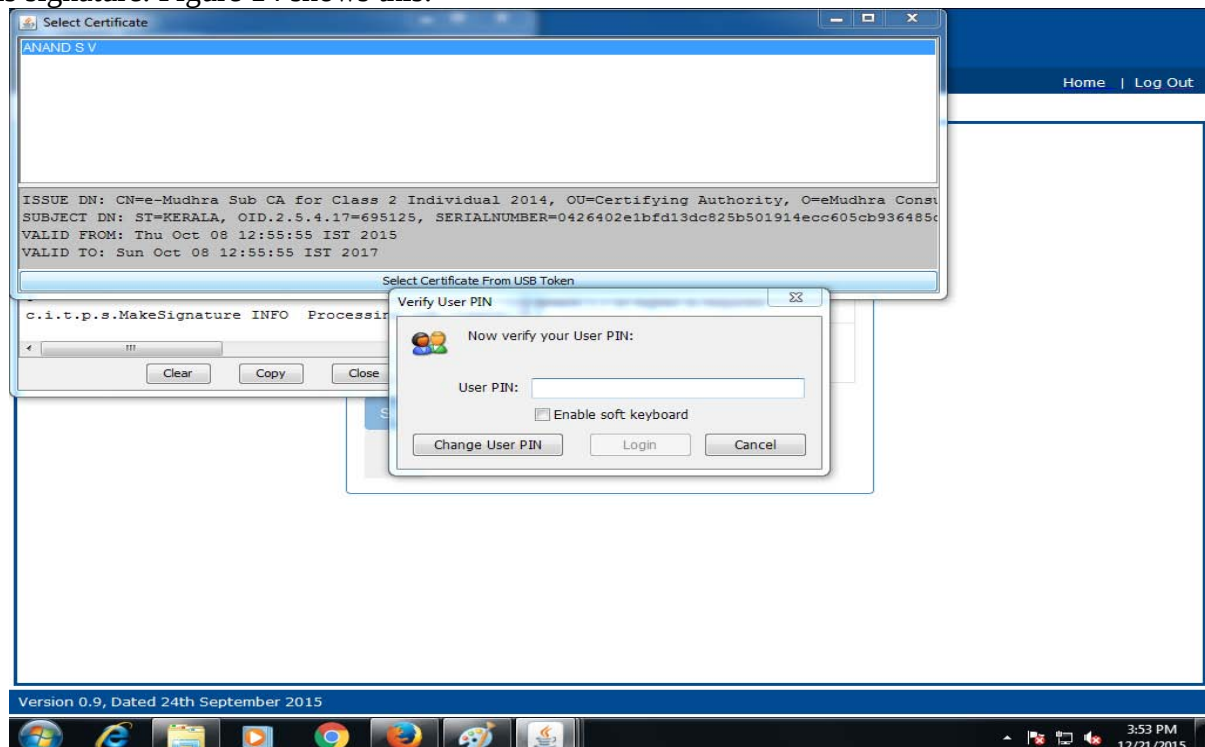


Figure 14:- Security Pop-Up

For continuing with the Digital Signature process the **[Don't Block]** button is to be clicked. After that we have to wait for a few minutes, then another pop-up comes on screen asking you to enter the user pin of the digital signature. Figure 14 shows this.



E-Submission

Figure 15:-User PIN

If the valid PIN number of the associated Digital Signature in USB token is entered in the field (*User PIN*), the button **[Login]** becomes active. When the **[Login]** button is clicked the process continues and after a few seconds the digital signing process completes successfully. The page will then be re-directed to one shown in figure 15.

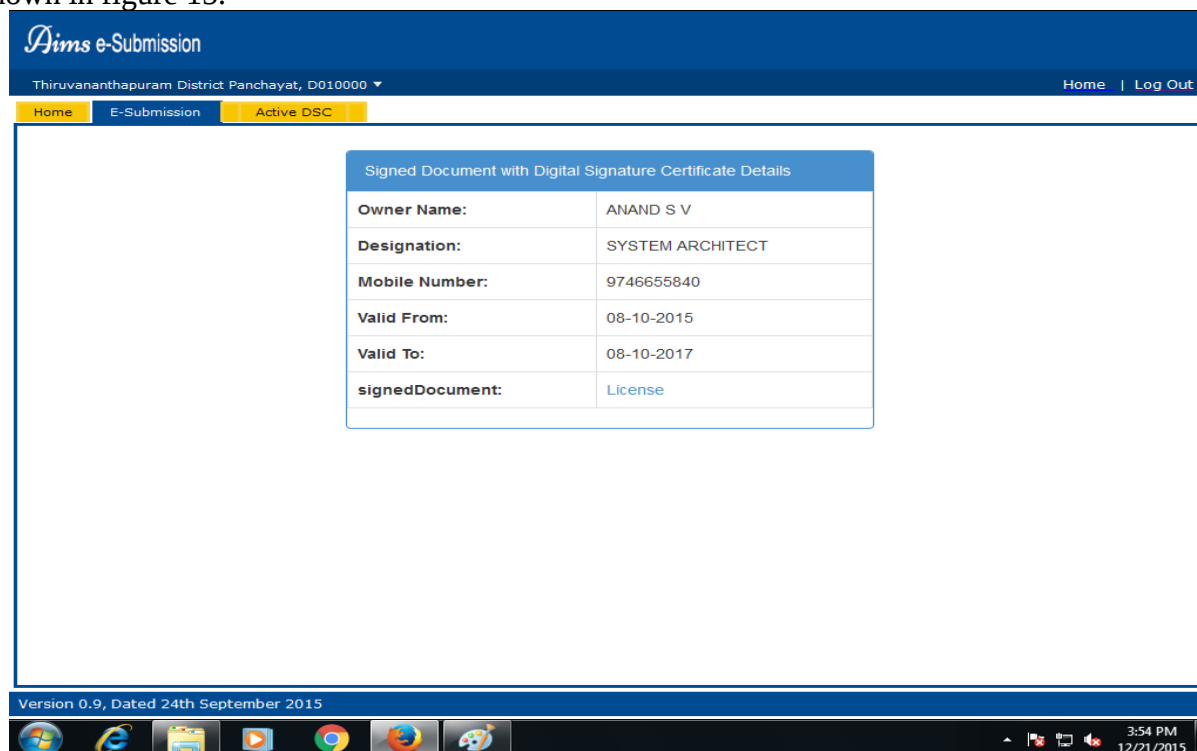


Figure 16:-Sign Success

The link **Licence**, shown in figure 15, when clicked will show the digitally signed document. The browser's PDF reader might not be compatible with the digital signature. In that case, you won't be able to see the digital signature in the browser's PDF Reader. Figure 17 shows this.

E-Submission

This PDF document contains forms. The filling of form fields is not supported. Open With Different Viewer

Page: 1 of 2 Automatic Zoom

Chittur - Tattamangalam Municipality			
BALANCE SHEET			
For the period from 01-April-2014 to 31-March-2015			
Code.No	Description of Items	Schedule No	Amount
LIABILITIES			
Reserve & Surplus			
310000000	Panchayat / Municipal Fund	B-1	-12628544.55
311000000	Earmarked Funds - Special Funds/Sinking Fund/Trust or Agency Fund	B-2	2841930.00
312000000	Reserves	B-3	75001735.00
Total Reserve & Surplus			65215120.45
Grants, Contributions for Specific Purposes			
320000000	Grants, Funds & Contribution for Specific Purposes	B-4	40901392.00
Total Grants, Contributions for Specific Purposes			40901392.00
Loans			
330000000	Secured Loans	B-5	148144.00
331000000	Unsecured Loans		
Total Loans			148144.00
Current Liabilities & Provisions			
340000000	Deposits Received	B-7	5809575.00

Figure 17:-Browser PDF Reader.

In such case you can see small pop-up asking you to open the PDF with a different viewer. When the button **[Open With Different Viewer]** is clicked the PDF will then be opened using the PDF viewer in the client machine. The signed document can then be viewed like this.

IE_2015-2016_1.pdf - Adobe Reader

At least one signature is invalid. Signature Panel

EXPENDITURE			
210000000	Establishment Expenses		
220000000	Administrative Expenses		
230000000	Operations & Maintenance		
240000000	Interest & Finance Charges		
250000000	Decentralised Plan Programme-Productive Sector		
251000000	Decentralised Plan Programme-Service Sector		
252000000	Decentralised Plan Programme-Infrastructure Sector		
253000000	Decentralised Plan Programme-Projects not included in Sector Division		
254000000	Expenditures of Transferred Institutions and State Sponsored Schemes (not included under Decentralized Plan Programme)		
255000000	Maintenance Projects		
256000000	Other Revenue Grants and Funds - Revenue Expenses		
260000000	Grants, Contributions and Compensation from Own Fund		
270000000	Provisions and Write off		
271000000	Miscellaneous Expenses on Disposal of Assets and Investments		
272000000	Depreciation		
Total Expenditure			
Gross Surplus/ Deficit of income over Expenditure			
280000000	Prior Period Item		

Tools Sign Comment Sign In

Export PDF

Adobe ExportPDF
Convert PDF files to Word or Excel online.

Select PDF File:
IE_2015-2016_1.pdf
1 file / 192 KB

Convert To:
Microsoft Word (*.docx)

Recognize Text in English(U.S.)
[Change](#)

[Convert](#)

Create PDF

Send Files

Store Files

Digitally signed by ANAND
Date: 2015.11.18 15:44:35
Location: AFSVR

3:55 PM
12/21/2015

Figure 18:-Signed Document View.

Any document that needs to be digitally signed can be done by repeating the process explained above.

3.3 Other

In addition to the Accounts submission process the E-Submission also has certain basic functions such as Forgot Password , Change Password and Profile Update .

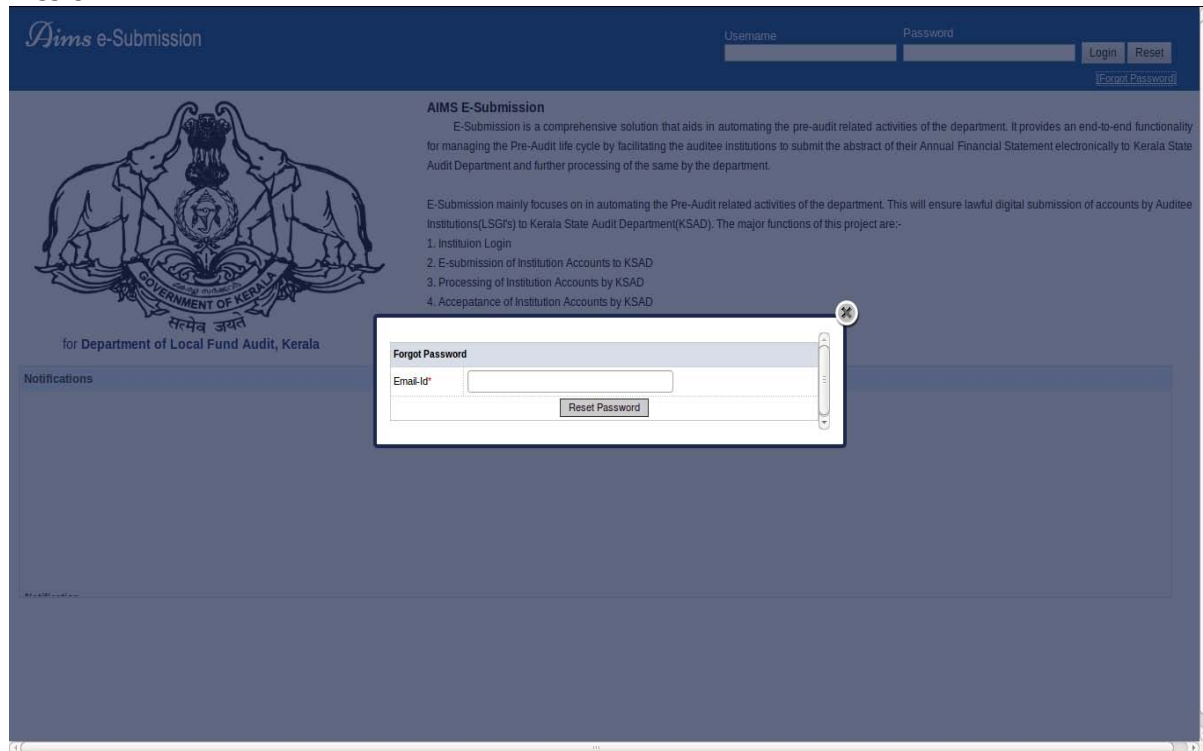
Forgot Password

The forgot password function is used in case the user forgot the password to login to the AIMS E-Submission web application. A link **Forgot Password** is provided for this purpose in the login page of the web application. The link can be seen right below the **[Login]** and **[Reset]** button in the login page.

Figure 1:-Login Page

When the **Forgot Password** link is clicked, a pop-up window will appear which contain a provision to enter an Email Id.

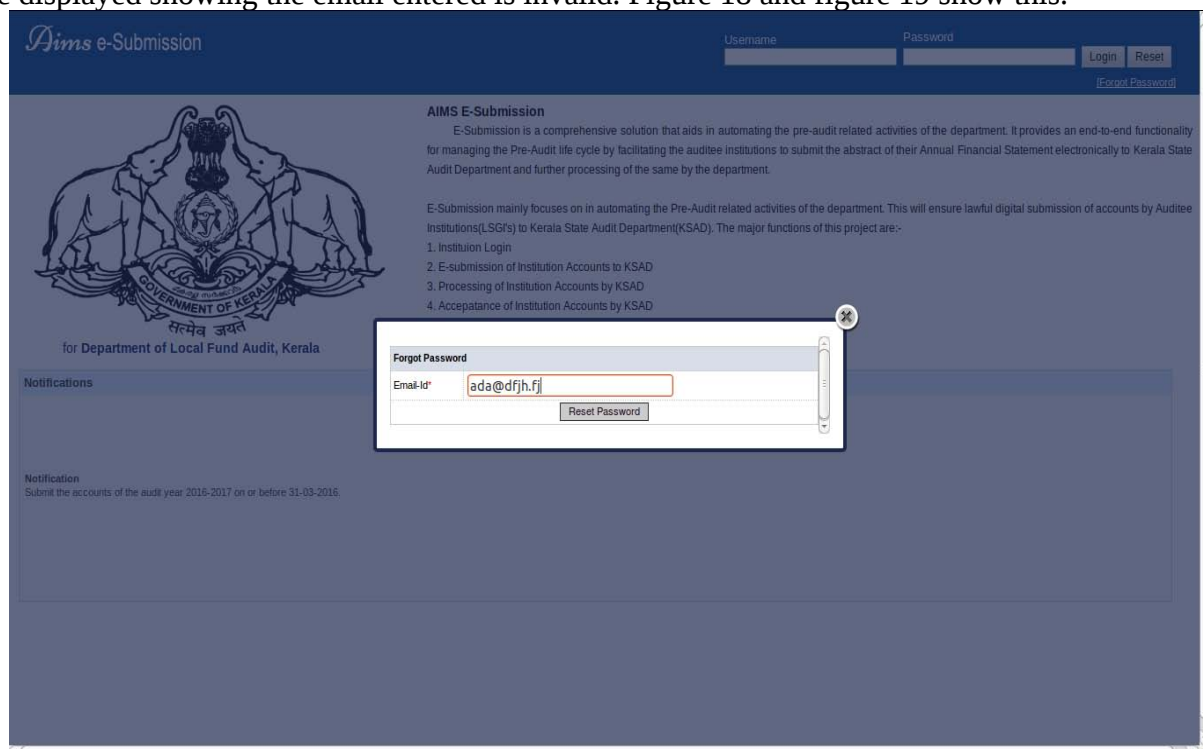
E-Submission



The screenshot shows the Aims e-Submission web application interface. At the top, there is a header with the logo and the text "Aims e-Submission". Below the header, there is a login section with fields for "Username" and "Password", and buttons for "Login" and "Reset". A link for "Forgot Password" is also present. The main content area features the Government of Kerala emblem and the text "for Department of Local Fund Audit, Kerala". A "Forgot Password" pop-up is displayed in the center, with a text field for "Email-Id*" and a "Reset Password" button. The background text describes the AIMS E-Submission system and its functions.

Figure 2:-Forgot Password

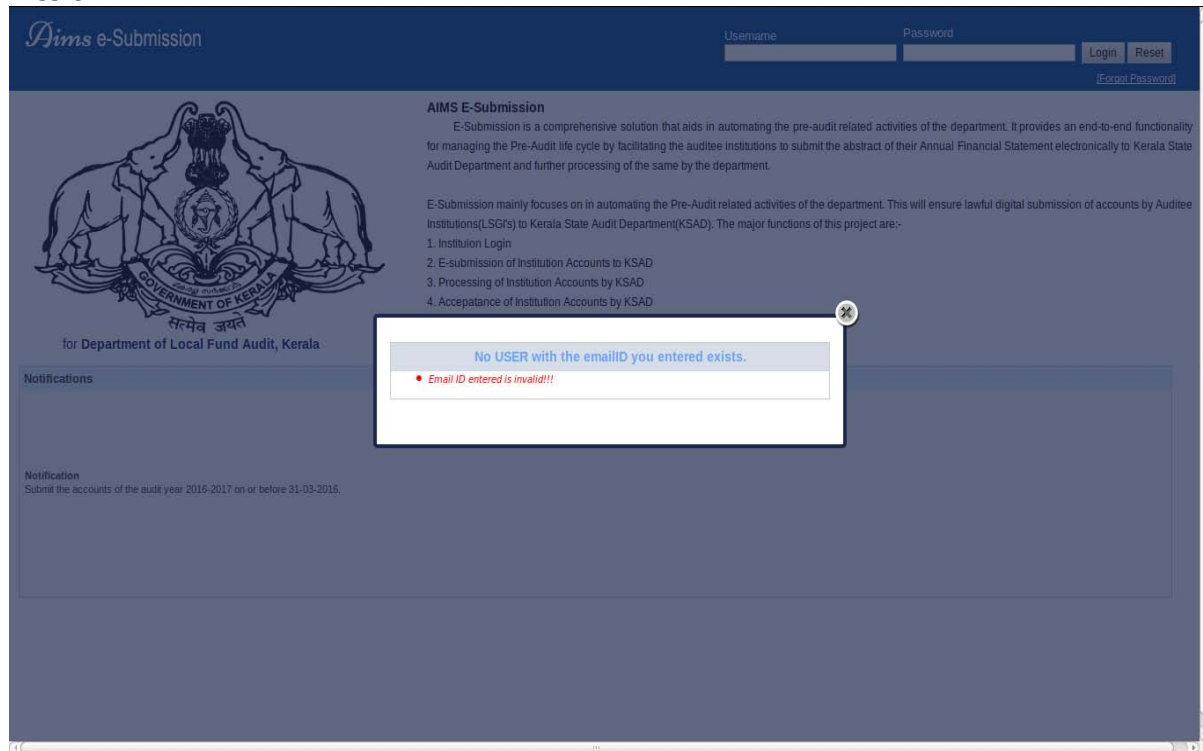
The user must enter the email id, of the concerned institution that is provided in AIMS web application, on the textfield provided on the pop-up. If the email address entered by the user is invalid, an error message will be displayed showing the email entered is invalid. Figure 18 and figure 19 show this.



This screenshot shows the same Aims e-Submission web application interface as Figure 2, but with an invalid email address entered in the "Forgot Password" pop-up. The "Email-Id*" field now contains "ada@dfjh.fj", which is highlighted with a red border, indicating it is invalid. The "Reset Password" button remains visible. The background text and layout are identical to the previous figure.

Figure 3:-Wrong Email Entered

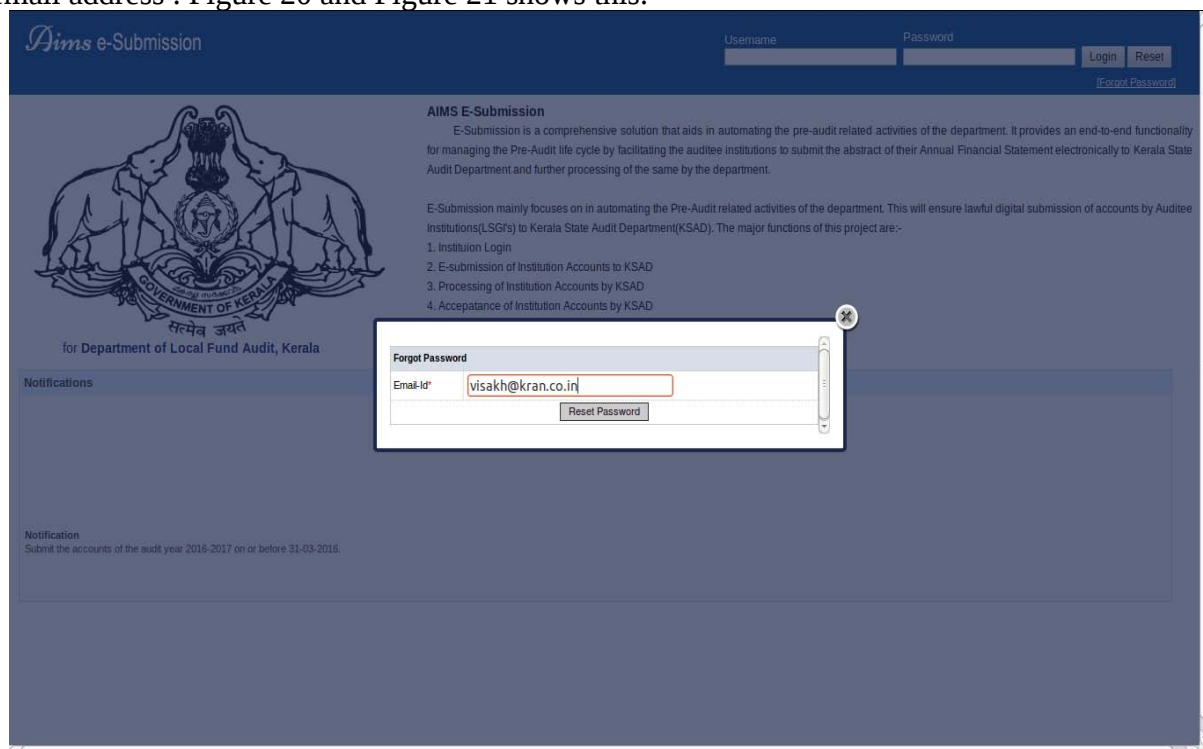
E-Submission



The screenshot shows the Aims e-Submission login page. At the top, there are fields for Username and Password, with Login and Reset buttons. A Forgot Password link is also present. The page features the Government of Kerala logo and the text "for Department of Local Fund Audit, Kerala". A notification box states: "Notification: Submit the accounts of the audit year 2016-2017 on or before 31-03-2016." A modal dialog box is displayed in the center, showing the error message: "No USER with the emailID you entered exists." Below this, a red dot indicates "Email ID entered is invalid!!!".

Figure 4:-Email Invalid

If the email entered by the user is valid and the **[Reset Password]** button is clicked then a confirmation message will be displayed showing that an email containing a link to reset the password has been sent to your email address. Figure 20 and Figure 21 shows this.



The screenshot shows the Aims e-Submission login page with the Forgot Password dialog box open. The dialog box has a title "Forgot Password" and an input field for "Email-Id" containing the text "visakh@kran.co.in". A Reset Password button is located below the input field. The background of the page is the same as in Figure 4, showing the login fields, logo, and notification.

Figure 5:-Valid Email Entered

E-Submission

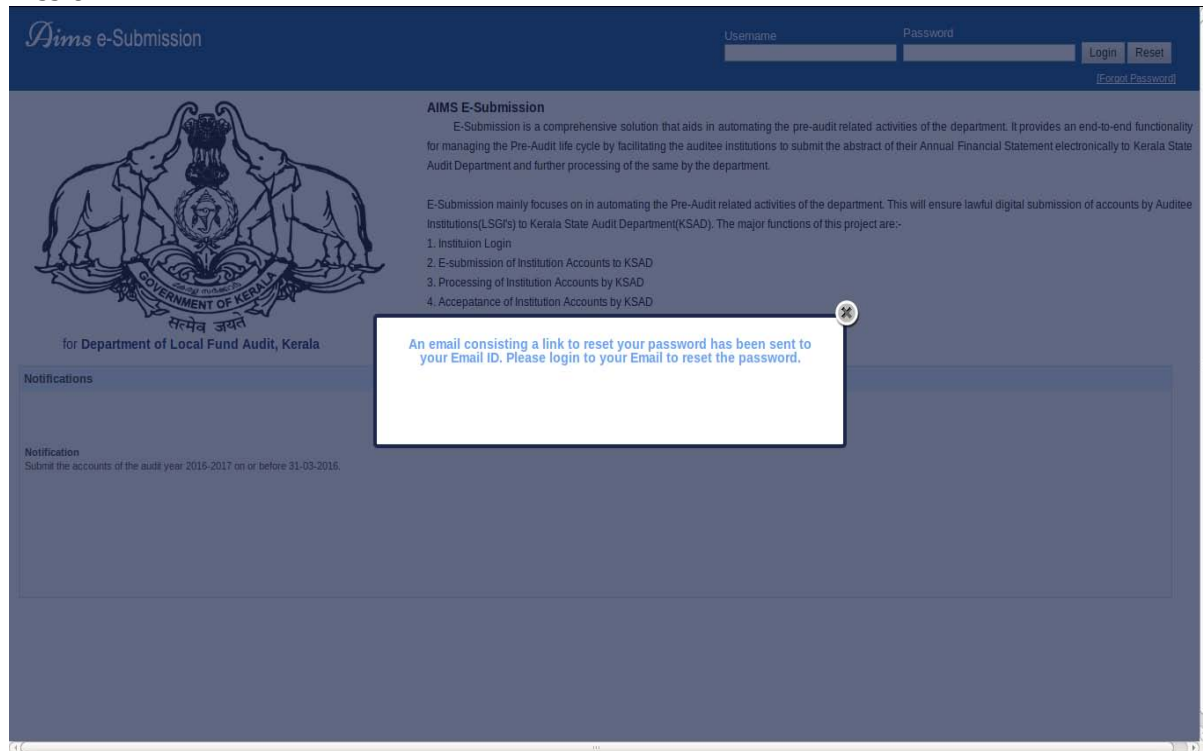


Figure 6:-Confirmation Message

The user will then receive an email on the email address that will contain an url link which when clicked or copy and pasted on the web browser will redirect to another web page which has the provision to enter a new password and saving it. Figure 22 and Figure 23 shows this.

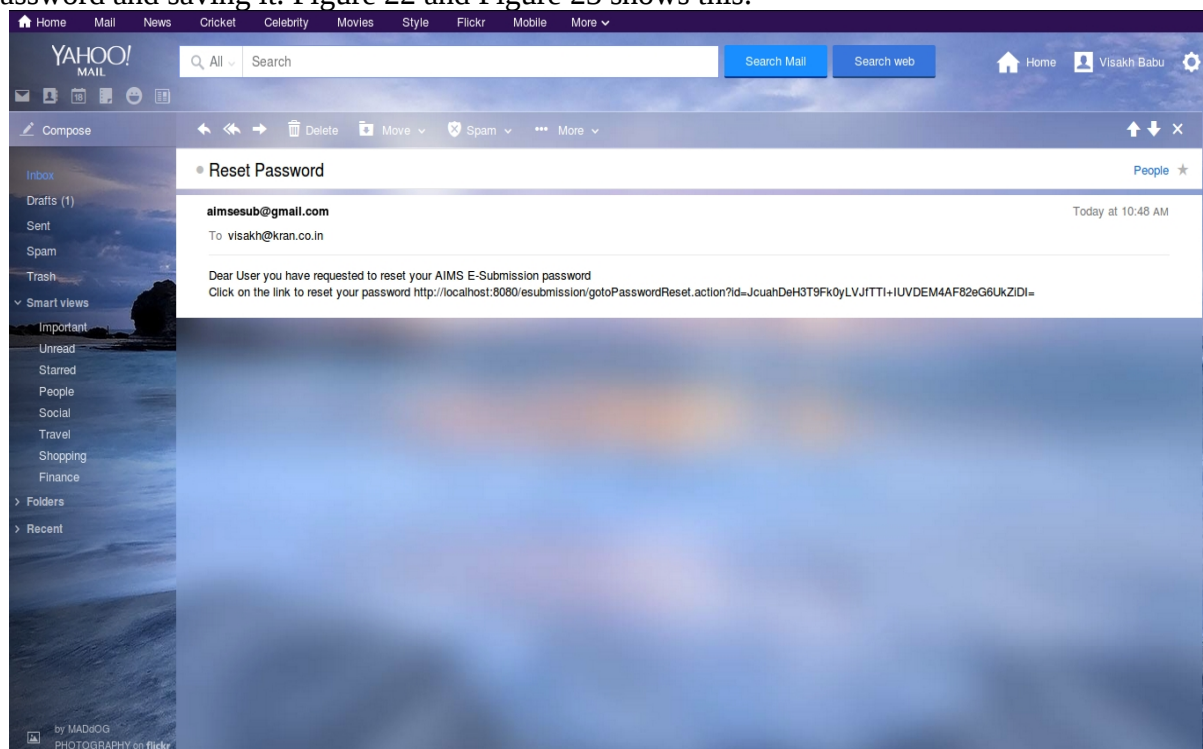


Figure 7:-Email received

E-Submission

Reset Password	
User Email ID	Visakh@kran.co.in
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

Figure 8:- Reset Password

Here the user can enter the new password in the (*New Password*) field, confirm the password by retyping the same password in the (*Confirm Password*) field. An alert message will be shown if the new password and confirm password user entered does not match. If they match then by clicking the **[Reset Password]** button the password will be resetted and now the user can login to the web application using this new password.

Change Password

In the home page of the AIMS E-Submission web application, beside on the right of the LB Code displayed, a small down arrow symbol is displayed. When the mouse is kept on this symbol a drop down menu containing two links will be displayed as shown in figure 24.

E-Submission

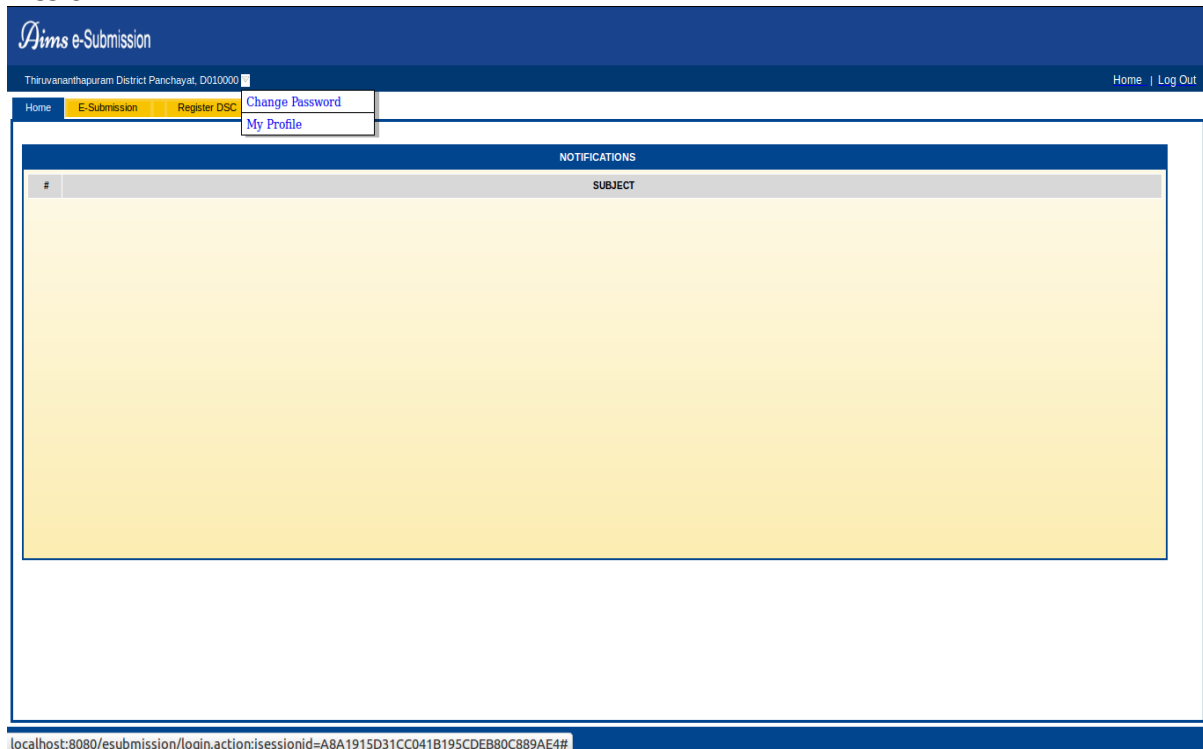


Figure 9:-Drop Down Menu

When the **Change Password** link on this drop down menu is clicked a pop-up window will be displayed showing fields to change the password and saving the new password entered.

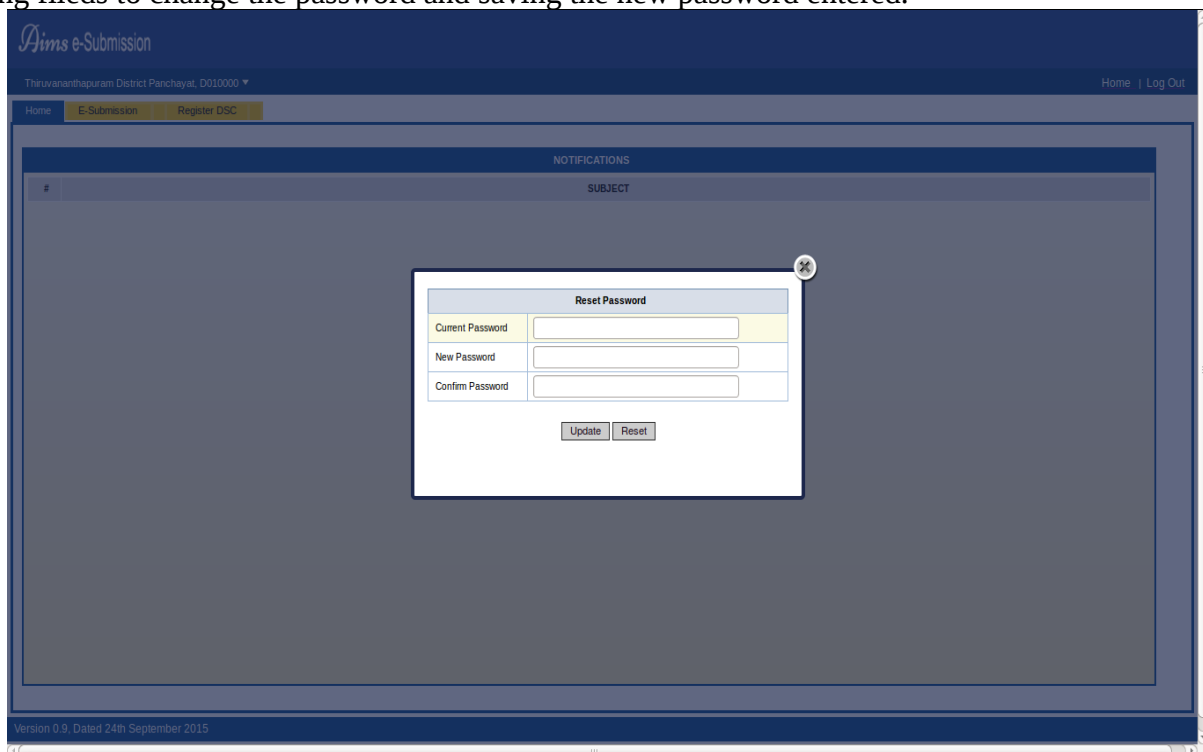


Figure 10:-Change Password

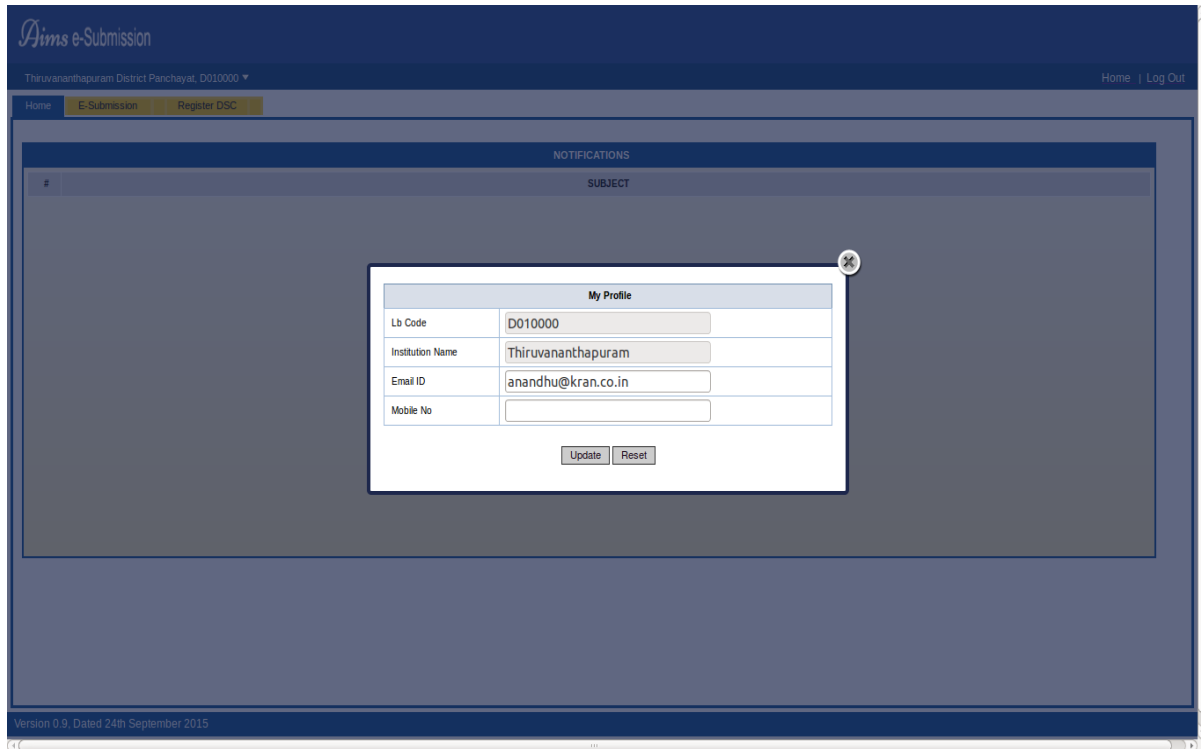
No fields shown in figure 25 should be left blank. The (*Current Password*) field requires the current password of the institution loggen in to be entered. If the entered password does not match the saved password of that institution then an alert message will be displayed showing current password is not matching. if the user entered the correct password he can now proceed to enter the new password in the

E-Submission

(*New Password*) field and the same password again on the (*Confirm Password*) field. If both new password and confirm password does not match then an alert message will be displayed about the same. If all the data entered are correct the password will be updated successfully.

Update Profile

When the **My Profile** link shown in figure 24 is clicked another pop-up window showing your profile details will be displayed. Here you can update certain details of the institution such as email Id and mobile number. Other details such as LB Code and Institution Name cannot be edited.



The screenshot displays the Aims e-Submission web application interface. At the top, the header includes the 'Aims e-Submission' logo, the user's role 'Thiruvananthapuram District Panchayat, D010000', and links for 'Home' and 'Log Out'. Below the header, a navigation bar contains 'Home', 'E-Submission', and 'Register DSC'. The main content area features a 'NOTIFICATIONS' section with a table that has columns for '#', 'SUBJECT', and 'DETAILS'. A 'My Profile' pop-up window is centered on the screen, containing a form with the following fields: 'Lb Code' (D010000), 'Institution Name' (Thiruvananthapuram), 'Email ID' (anandhu@kran.co.in), and 'Mobile No' (empty). At the bottom of the form are 'Update' and 'Reset' buttons. The footer of the application indicates 'Version 0.9, Dated 24th September 2015'.

Figure 11:-Profile Update

If all the entries are valid you can save the profile by clicking the [**Update**] button in the pop-up window.

